

**San Gabriel Valley Mosquito & Vector Control District
1145 N. Azusa Canyon Road, West Covina, California 91790**

**Board of Trustees Meeting
September 14, 2018 at 7:00 AM**

Agenda

- 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.
 - A. List of Claims for the month of September ***
 - B. Budget Status Report for September ***
 - C. Minutes of Board of Trustees Meeting September ***
 - D. Operations Report***
 - E. Surveillance Report***
 - F. Communications Report***
 - G. July 2018 Monthly Treasurer Report / District Working Balance for September 2018 ***
- 5. Presentation: "Operations Department Overview"**
(Operations Manager Jason Farned)
- 6. District's Administration**
(District Manager Jared Dever)
 - A. HR5 Implementation (City of Covina)**
 - B. Trustees Term Ending December 31, 2018**

Roger Chandler	City of Arcadia
Joseph Rocha	City of Azusa
Abraham Cruz	City of Industry
Manuel Garcia	City of Irwindale
Robert Neher	City of La Verne

Becky Shevlin	City of Monrovia
Tim Sandoval	City of Pomona
Emmett Badar	City of San Dimas
Juli Costanzo	City of San Gabriel
John Capoccia	City of Sierra Madre
Cynthia Sternquist	City of Temple City
Mary Su	City of Walnut

7. Informational Reports
(Verbal Reports)

- A. Operations**
- B. Surveillance**
- C. Public Information**

8. Trustee Reports
(Verbal Report)

9. New Business
Opportunity for Trustees to request future agenda items
(Verbal Report)

10. The Public Information Committee will convene at 7:45 AM

11. Adjournment

Public Information Committee

Abraham Cruz	Robert Neher
Julie Costanzo	Joseph Rocha
Manuel Garcia	Stephen Sham
Dan Holloway	Jerry Velasco
Charles Myers, Chairman	

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.”



Esther Elliott
Clerk of the Board, San Gabriel Valley MVCD
Board of Trustees

SAN GABRIEL VALLEY MVCD

Claims List

August 9, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	08/09/2018	AMERICAN FIDELITY ASSURANCE	6070 Premiums, life - Cafeter (Voluntary Insurance	114.08
			6070 Premiums, life - Cafeter (Voluntary Insurance	298.33
B783649	08/01/2018		6070 Premiums, life - Cafeter (Voluntary Insurance	1,279.60
			6070 Premiums, life - Cafeter (Voluntary Insurance	219.76
			6070 Premiums, life - Cafeter (Voluntary Insurance	51.80
				<u>1,963.57</u>
EFT	08/09/2018	CAL PERS	6070 Med premiums - Cafeteria (Medical premiums	558.13
			6070 Med premiums - Cafeteria (Medical premiums	4,101.77
100000015367341	08/01/2018		6070 Med premiums - Cafeteria (Medical premiums	1,684.07
			6070 Med premiums - Cafeteria (Medical premiums	1,813.31
			6072 MEDICAL PREMIUM-Retired EE (Medical pre	266.00
			6070 ADMIN FEE (Admin fee)	29.20
				<u>8,452.48</u>
EFT	08/09/2018	CALPERS CERBT	6200 RETIREMENT - CLASSIC (Employer Contribu	9,115.17
			6200 RETIREMENT - CLASSIC (Employer Contribu	59.48
100000015380061	08/01/2018			<u>9,174.65</u>
EFT	08/09/2018	LINCOLN FINANCIAL GROUP	6065 GROUP TERM LIFE	310.80
			6070 Premiums, life - Cafeter (Voluntary Insurance	356.70
3714437521	08/01/2018			<u>667.50</u>
EFT	08/09/2018	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	521.33
			6200 RETIREMENT - CLASSIC (Employer Contribu	938.12
PR of 8/9/18	08/09/2018		6200 RETIREMENT - CLASSIC (Employer Contribu	1,923.87
			6200 RETIREMENT - CLASSIC (Employer Contribu	299.81
			6200 RETIREMENT - CLASSIC (Employer Contribu	122.32
			6201 RETIREMENT - PEPRA (Employer Contributi	106.90
			6201 RETIREMENT - PEPRA (Employer Contributi	2,042.33
			6201 RETIREMENT - PEPRA (Employer Contributi	702.24
			6201 RETIREMENT - PEPRA (Employer Contributi	365.03

SAN GABRIEL VALLEY MVCD

Claims List

August 9, 2018

Num	Date	Name	Item	Original Amount
			6201 RETIREMENT - PEPRA (Employer Contributio	164.59
				7,186.54
EFT	08/09/2018	TEXAS LIFE INSURANCE COMPANY	6070 CAFETERIA BENEFIT	56.92
				56.92
SM09BT20180802001	08/03/2018			
15651	08/09/2018	AJG ACCOUNTING & BOOKKEEPING SRVCS, IN 6187 AUDITOR (For professional services rendered		405.00
				405.00
2259	08/01/2018			
15652	08/09/2018	ARAMARK UNIFORM SERVICES INC.	6332 Uniforms (Uniforms)	768.47
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	228.44
792287099	08/01/2018			996.91
15653	08/09/2018	ATHENS SERVICES	6040 Building Maintenance	206.41
				206.41
545947	08/01/2018			
15654	08/09/2018	AZUSA LIGHT & WATER	6343 Meter # 99172930 (Meter # 99172930 Service	81.78
			6343 Meter # 45169724 (Meter # 45169724 Service	46.33
99172930, 45169724	08/01/2018			128.11
15655	08/09/2018	BENLO COMPANY	6260 SUPPLIES, MECHANICAL	83.93
			6260 SUPPLIES, MECHANICAL	102.21
874730, 874866	08/06/2018			186.14
15656	08/09/2018	CALIFORNIA DEPARTMENT OF PUBLIC HEALTH	6330 TRAINING, CEU'S	3,082.00
				3,082.00
2018-19 Fees	08/06/2018			
15657	08/09/2018	CDW GOVERNMENT INC	6036 COMPUTER SOFTWARE	2,440.80
				2,440.80

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Claims List

August 9, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
NQC1485	08/02/2018			
15658	08/09/2018	CHEVRON	6262 Fuel for Trucks (Fuel for Trucks)	6,158.56
				<u>6,158.56</u>
53845405	08/01/2018			
15659	08/09/2018	CLARKE MOSQUITO CONTROL	6283 PESTICIDES SUPPLIES	6,244.91
				<u>6,244.91</u>
5083112	08/01/2018			
15660	08/09/2018	COPIES & INK	6186 Printing	332.84
			6186 Printing	841.25
				<u>1,174.09</u>
35547, 35548	08/01/2018			
15661	08/09/2018	COUNTY OF LOS ANGELES	6075 FEES & ASSESSMENTS	1,385.42
				<u>1,385.42</u>
LAFCO Fees	08/01/2018			
15662	08/09/2018	ENTERPRISE	6007 - AUTOMOBILE LEASE	6,148.86
				<u>6,148.86</u>
2607	08/01/2018			
15663	08/09/2018	ENVIRONMENT CONTROL	6040 Building Maintenance	1,100.00
				<u>1,100.00</u>
4936-411	08/01/2018			
15664	08/09/2018	FIDELITY SECURITY LIFE INSURANCE CO.	6070 Vision Premiums (Vision Premiums)	12.30
			6070 Vision Premiums (Vision Premiums)	81.03
163591529	08/01/2018		6070 Vision Premiums (Vision Premiums)	249.40
			6070 Vision Premiums (Vision Premiums)	24.60
			6070 Vision Premiums (Vision Premiums)	58.91
				<u>426.24</u>

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August 9, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
15665	08/09/2018	GREEN'S AUTO TECH	6260 SUPPLIES, MECHANICAL	220.94
				220.94
48180	08/06/2018			
15666	08/09/2018	HARRELL'S TRANSMISSION SPECIALISTS, INC.	6260 SUPPLIES, MECHANICAL	2,649.87
				2,649.87
Truck 39-06	08/01/2018			
15667	08/09/2018	KENN K. FUJIOKA	6072 MEDICAL PREMIUM-Retired EE (Medical pre	440.21
				440.21
Premium Reimburse	08/01/2018			
15668	08/09/2018	MCFADDEN-DALE INDUSTRIAL HARDWARE	6260 SUPPLIES, MECHANICAL	472.40
				472.40
191556/2	08/01/2018			
15669	08/09/2018	MEGA DISTRIBUTION	6260 SUPPLIES, MECHANICAL	1,200.00
				1,200.00
MD-2679A	08/03/2018			
15670	08/09/2018	OFFICE DEPOT	6270 OFFICE SUPPLIES	43.73
			6270 OFFICE SUPPLIES	12.72
				56.45
165820853001	08/01/2018			
15671	08/09/2018	PRAXAIR DISTRIBUTION	6250 LABORATORY SUPPLIES	118.06
				118.06
84361962	08/01/2018			
15672	08/09/2018	R. M. MOTORCYCLE SHOP	6260 SUPPLIES, MECHANICAL	365.54
			6260 SUPPLIES, MECHANICAL	294.69
4327, 4328, 4344	08/01/2018		6260 SUPPLIES, MECHANICAL	446.08
				1,106.31

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15673	08/09/2018	READYREFRESH BY NESTLE	6170 Arrowhead Water (Arrowhead Water)	240.82
				<u>240.82</u>
18G0024588535	08/01/2018			
15674	08/09/2018	RITE AID CORPORATION	6302 Supplies, Safety	1,749.86
				<u>1,749.86</u>
88985-071318	08/01/2018			
15675	08/09/2018	ROBERT KENNEDY	6072 MEDICAL PREMIUM-Retired EE (Medical pre	183.34
				<u>183.34</u>
Premium Reimburse	08/01/2018			
15676	08/09/2018	SOUTHERN CALIFORNIA EDISON	6340 UTILITIES - ELECTRIC	5,259.73
				<u>5,259.73</u>
2-03-760-7223	08/03/2018			
15677	08/09/2018	STAPLES CREDIT PLAN	6270 OFFICE SUPPLIES	11.74
			6270 OFFICE SUPPLIES	8.75
				<u>20.49</u>
9789007445	08/05/2018			
15678	08/09/2018	STREAMLINE	6036 COMPUTER SOFTWARE	200.00
				<u>200.00</u>
97922	08/01/2018			
15679	08/09/2018	TERRACYCLE	6040 Building Maintenance	323.80
				<u>323.80</u>
0027496-IN	08/02/2018			
15680	08/09/2018	THERMAL COMBUSTION INNOVATORS	6250 LABORATORY SUPPLIES	94.99
				<u>94.99</u>
195339	08/01/2018			

SAN GABRIEL VALLEY MVCD

Claims List

August 9, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
15681	08/09/2018	TIRE ZONE	6260 SUPPLIES, MECHANICAL	742.02
			6260 SUPPLIES, MECHANICAL	156.20
44275, 44335	08/06/2018			898.22
15682	08/09/2018	UNITED STATES PLASTIC CORP.	6280 SUPPLIES, OPERATIONS	242.85
5496644	08/01/2018			242.85
Total Accounts Payable for August 9, 2018				73,063.45

SAN GABRIEL VALLEY MVCD

Claims List

August 23, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	08/23/2018	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	521.33
			6200 RETIREMENT - CLASSIC (Employer Contribu	938.12
PR of 8/23/18			6200 RETIREMENT - CLASSIC (Employer Contribu	1,923.87
			6200 RETIREMENT - CLASSIC (Employer Contribu	299.81
			6200 RETIREMENT - CLASSIC (Employer Contribu	122.32
			6201 RETIREMENT - PEPRA (Employer Contributic	106.90
			6201 RETIREMENT - PEPRA (Employer Contributic	2,042.33
			6201 RETIREMENT - PEPRA (Employer Contributic	702.24
			6201 RETIREMENT - PEPRA (Employer Contributic	365.03
			6201 RETIREMENT - PEPRA (Employer Contributic	164.59
				<u>7,186.54</u>
15684	08/23/2018	ABRAHAM N. CRUZ	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/10/18				
15685	08/23/2018	ACT NOW SIGNS	6040 Building Maintenance	395.00
			6040 Building Maintenance	95.00
20642			6040 Building Maintenance	46.55
				<u>536.55</u>
15686	08/23/2018	ADAPCO, INC	6283 PESTICIDES SUPPLIES	2,413.85
			6283 PESTICIDES SUPPLIES	2,207.54
117741			6283 PESTICIDES SUPPLIES	8,365.75
				<u>12,987.14</u>
15687	08/23/2018	AMAZON.COM	6290 Supplies, Public Informati	474.29
			6290 Supplies, Public Informati	57.98
6045787810575999			6270 OFFICE SUPPLIES	25.99
			6290 Supplies, Public Informati	18.98
			6270 OFFICE SUPPLIES	40.83
			6332 Uniforms (Uniforms)	313.92

SAN GABRIEL VALLEY MVCD

Claims List

August 23, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6260 SUPPLIES, MECHANICAL	131.97
			6332 Uniforms (Uniforms)	262.80
			6270 OFFICE SUPPLIES	67.56
			6270 OFFICE SUPPLIES	377.42
			6270 OFFICE SUPPLIES	156.57
			6270 OFFICE SUPPLIES	71.42
			6270 OFFICE SUPPLIES	40.98
			6270 OFFICE SUPPLIES	22.76
			6270 OFFICE SUPPLIES	100.54
			6270 OFFICE SUPPLIES	29.99
			6280 SUPPLIES, OPERATIONS	15.38
			6250 LABORATORY SUPPLIES	279.98
				<u>2,489.36</u>
15688	08/23/2018	BECKY A. SHEVLIN	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/10/18				
15689	08/23/2018	CDW GOVERNMENT INC	6035 COMPUTER HARDWARE	283.84
				<u>283.84</u>
NSQ0591				
15690	08/23/2018	COPIES & INK	6186 Printing	367.36
				<u>367.36</u>
35550				
15691	08/23/2018	COREY CALAYCAY	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/10/18				
15692	08/23/2018	CRUZ BACA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/10/18				

SAN GABRIEL VALLEY MVCD

Claims List

August 23, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
15693	08/23/2018	CYNTHIA STERNQUIST	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/10/18				
15694	08/23/2018	DAN HOLLOWAY	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/10/18				
15695	08/23/2018	DIAMONDBACK TRUCK COVERS	6260 SUPPLIES, MECHANICAL	3,258.00
				<u>3,258.00</u>
168058				
15696	08/23/2018	EMMETT G. BADAR	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/10/18				
15697	08/23/2018	GLENDORA PLUMBING & HEATING	6343 Meter # 45169724 (Meter # 45169724 Service	116.00
				<u>116.00</u>
74785				
15698	08/23/2018	HENRY M. MORGAN	6030 BOARD EXPENSES	149.50
				<u>149.50</u>
BM of 8/10/18				
15699	08/23/2018	HOME DEPOT	6302 Supplies, Safety	25.90
			6040 Building Maintenance	13.41
			6040 Building Maintenance	76.99
			6290 Supplies, Public Informati	21.87
			6260 SUPPLIES, MECHANICAL	10.35
			6040 Building Maintenance	21.45
				<u>169.97</u>
6035322538814710				
15700	08/23/2018	IRWINDALE INDUSTRIAL CLINIC	6080 Hiring Expenses	130.00
				<u>130.00</u>

SAN GABRIEL VALLEY MVCD

Claims List

August 23, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
4438-807133				
15701	08/23/2018	JERRY VELASCO	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/10/18				
15702	08/23/2018	JOSEPH LEON	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/10/18				
15703	08/23/2018	JOSEPH ROCHA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/10/18				
15704	08/23/2018	JULI COSTANZO	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/10/18				
15705	08/23/2018	KEY GOVERNMENT FINANCE, INC.	6073 EQUIPMENT LEASE	16,131.72
				<u>16,131.72</u>
581039205001809				
15706	08/23/2018	LAND'S END BUSINESS OUTFITTERS	6332 Uniforms (Uniforms)	44.25
			6332 Uniforms (Uniforms)	44.25
3307048			6332 Uniforms (Uniforms)	44.25
				<u>132.75</u>
15707	08/23/2018	LEADING EDGE ASSOCIATES, INC.	8000 CAPITAL OUTLAY (Capital Outlay)	21,875.00
			8000 CAPITAL OUTLAY (Capital Outlay)	4,637.50
156002			8000 CAPITAL OUTLAY (Capital Outlay)	15,225.00
			8000 CAPITAL OUTLAY (Capital Outlay)	2,100.00
				<u>43,837.50</u>

SAN GABRIEL VALLEY MVCD

Claims List

August 23, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
15708	08/23/2018	LOS ANGELES TIMES	6003 ADVERTISING	5,000.00
				<u>5,000.00</u>
01				
15709	08/23/2018	LOZANO SMITH, LLP	6130 Profess Serv rendered (Professional Services	383.50
				<u>383.50</u>
2060062	08/09/2018			
15710	08/23/2018	MANUEL GARCIA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/10/18				
15711	08/23/2018	MARGARET E. FINLAY	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/10/18				
15712	08/23/2018	MARINA KHUBESRIAN, MD	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/10/18				
15713	08/23/2018	MIKE SPENCE	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/10/18				
15714	08/23/2018	RED WING SHOE STORE	6302 Supplies, Safety	162.59
				<u>162.59</u>
20180810026095				
15715	08/23/2018	RICHARD BARAKAT	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/10/18				
15716	08/23/2018	ROBERT NEHER	6030 BOARD EXPENSES	100.00
				<u>100.00</u>

Item 4A

SAN GABRIEL VALLEY MVCD

Claims List

August 23, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				100.00
BM of 8/10/18				
15717	08/23/2018	ROGER CHANDLER	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
Bm of 8/10/18				
15718	08/23/2018	SANDRA ARMENTA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/10/18				
15719	08/23/2018	SOCALGAS	6341 Utilities (Acc # 057 518 2100 9 Acc # 059 618	110.00
			6341 Utilities (Acc # 057 518 2100 9 Acc # 059 618	32.82
05751821009				<u>142.82</u>
15720	08/23/2018	STEPHEN SHAM	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/10/18				
15721	08/23/2018	TIM SANDOVAL	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/10/18				
15722	08/23/2018	TPx COMMUNICATIONS	6315 Monthly Internet Charges (Monthly Internet Ch	951.46
			6320 Office phones (Office phones)	954.77
106592231-0				<u>1,906.23</u>
15724	08/23/2018	VERIZON WIRELESS	6312 Monthly District Field Ph (Monthly District Fiel	796.29
			6312 Monthly District Field Ph (Monthly District Fiel	1,243.45
9812491520				<u>2,039.74</u>
15725	08/23/2018	WELLS FARGO VENDOR FIN SERV	6073 EQUIPMENT LEASE	1,500.15
				<u>1,500.15</u>

SAN GABRIEL VALLEY MVCD

Claims List

August 23, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				1,500.15
68651022				
15726	08/23/2018	WEST VALLEY MVCD	6250 LABORATORY SUPPLIES	1,296.00
				1,296.00
2399				
15727	08/23/2018	WINDOWASHERS, LLC.	6046 PROFESSIONAL SERVICES - IT	2,800.00
				2,800.00
1020				
Accounts Payable for August 23, 2018				105,107.30
Total Accounts Payable for August 2018				73,063.45
Total Payroll for August 2018				209,301.93
see attached				
Total Claims List for August 2018				387,472.68

**San Gabriel Valley MVCD
Payroll for August 2018**

Department	'Aug 9, 2018	Aug 10, 2018 Term	Aug 23, 2018	Aug 17, 2018 Term	TOTAL
EXECUTIVE	5,540.80		5,540.80		11,081.60
ADMINISTRATION	11,532.80		11,632.80		23,165.60
OPERATIONS	48,770.24		48,258.75		97,028.99
SURVEILLANCE	10,409.16		10,459.16		20,868.32
COMMUNICATIONS	8,530.78		8,608.35		17,139.13
SEASONAL WORKERS	<u>12,784.60</u>	<u>568.80</u>	<u>10,582.54</u>	<u>1,109.16</u>	<u>25,045.10</u>
Gross Payroll	97,568.38	568.80	95,082.40	1,109.16	194,328.74
Employer Taxes	2,356.54	78.78	2,100.29	16.08	4,551.69
Car Allowance	500.00		-		500.00
Employee Benefit-Med	<u>4,960.75</u>		<u>4,960.75</u>		<u>9,921.50</u>
TOTAL PAYROLL	105,385.67	647.58	102,143.44	1,125.24	209,301.93

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 17% of Year Completed
August 31, 2018

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
PERSONNEL EXPENSES						
Salaries, Exempt	39,239.43	73,529.02	483,738.58	410,209.56	15.20	
Salaries - Non Exempt	112,877.22	218,729.31	1,680,573.54	1,461,844.23	13.02	
Salaries - Overtime	1,045.20	1,892.40	19,700.00	17,807.60	9.61	
Salaries - Vacation	10,690.37	25,983.59	89,770.00	63,786.41	28.94	Summer vacation
Salaries-Holiday	1,388.32	9,559.94	123,207.00	113,647.06	7.76	
Salaries, Sick Pay	5,181.03	8,887.30	93,635.00	84,747.70	9.49	
Salaries, Part-time - XH	23,907.17	45,812.40	348,686.00	302,873.60	13.14	
Management Car Allowance	500.00	1,000.00	6,000.00	5,000.00	16.67	
Cafeteria Benefit	21,605.52	49,243.40	316,800.00	267,556.60	15.54	
Hlth Benefits, Ret Emps	889.55	1,779.10	12,000.00	10,220.90	14.83	
Medicare	2,922.65	5,783.53	40,745.00	34,961.47	14.19	
Retirement - Classic	16,785.55	33,413.69	110,980.00	77,566.31	30.11	Unfunded liability
Retirement - Pepra	6,691.08	13,225.23	95,065.00	81,839.77	13.91	
Social Security	832.16	1,575.09	7,385.00	5,809.91	21.33	Seasonal expense
Group Term Life Ins	310.80	667.50	4,300.00	3,632.50	15.52	
Tuition Reimbursement	0.00	0.00	8,000.00	8,000.00	0.00	
Insurance, unemployment	796.88	1,664.08	19,200.00	17,535.92	8.67	
TOTAL PERSONNEL EXPENSES	245,662.93	492,745.58	3,459,785.12	2,967,039.54	14.24	
OPERATING EXPENSES						
Awards	0.00	0.00	2,000.00	2,000.00	0.00	
Advertising	5,000.00	5,053.68	30,000.00	24,946.32	16.85	
Bank Charges	548.92	895.72	5,000.00	4,104.28	17.91	
Board expenses	2,249.50	4,164.62	35,000.00	30,835.38	11.90	
Computer Hardware	283.84	4,257.16	19,000.00	14,742.84	22.41	Computer replacement
Computer Software	2,640.80	11,721.22	20,400.00	8,678.78	57.46	Neogov renewal
Website/Email Service	0.00	4.99	3,195.00	3,190.01	0.16	
Building maintenance	2,507.05	5,373.02	37,500.00	32,126.98	14.33	
Maintenance, equipment	0.00	216.50	9,000.00	8,783.50	2.41	
Maintenance, grounds	0.00	484.65	4,000.00	3,515.35	12.12	
Lease Equipment	17,631.87	19,417.98	38,000.00	18,582.02	51.10	Telephone annual lease payment
Fees & Assessments	1,585.42	1,585.42	4,000.00	2,414.58	39.64	LAFCO fees
Hiring expenses	130.00	895.86	5,600.00	4,704.14	16.00	

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 17% of Year Completed
August 31, 2018

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
VCJPA General Fund	0.00	10,697.00	9,656.00	(1,041.00)	110.78	One time expense
Insurance, liability	0.00	66,602.00	65,411.00	(1,191.00)	101.82	One time expense
Workers Comp Insurance	0.00	111,370.00	111,546.00	176.00	99.84	One time expense
Automobile Insurance	0.00	1,648.00	1,648.00	0.00	100.00	One time expense
Other Insurance	0.00	0.00	2,000.00	2,000.00	0.00	
Insurance, property	0.00	3,196.00	3,258.00	62.00	98.10	One time expense
Legal	383.50	737.50	35,000.00	34,262.50	2.11	
Memberships	0.00	11,487.00	25,000.00	13,513.00	45.95	MVCAC dues
Miscellaneous expenses	240.82	268.69	3,000.00	2,731.31	8.96	
Postage	73.70	174.93	9,904.00	9,729.07	1.77	
Prof. Services, Auditor	405.00	405.00	20,000.00	19,595.00	2.03	
Professional Services	0.00	1,440.00	5,000.00	3,560.00	28.80	Total Comp Actuarial
Professional Services-IT	2,800.00	9,001.05	35,000.00	25,998.95	25.72	IT service
Printing & Reproduction	1,541.45	1,832.83	11,000.00	9,167.17	16.66	
Research	0.00	0.00	1,000.00	1,000.00	0.00	
Seminars and meetings	0.00	620.00	29,710.00	29,090.00	2.09	
Supplies, laboratory	1,789.03	4,782.96	16,100.00	11,317.04	29.71	Mosquito testing
Supplies, mechanical	10,002.23	15,097.44	25,000.00	9,902.56	60.39	Transmission replacement
Supplies, gasoline	6,168.56	12,170.03	50,000.00	37,829.97	24.34	Extra trucks for seasonals
Supplies, office	757.76	803.73	13,000.00	12,196.27	6.18	
Supplies, Mosquito Fish	0.00	363.18	30,000.00	29,636.82	1.21	
Supplies, operations	258.23	450.93	18,000.00	17,549.07	2.51	
Supplies, pesticides	19,232.05	19,232.05	50,000.00	30,767.95	38.46	Annual replenishment
Supplies, Communications	573.12	1,112.13	11,200.00	10,087.87	9.93	
Supplies, Education Program	0.00	0.00	700.00	700.00	0.00	
Supplies, safety	1,938.35	3,739.34	20,000.00	16,260.66	18.70	
Benefit Assesment Admin Cost	0.00	0.00	115,000.00	115,000.00	0.00	
Communications, field	2,039.74	4,079.48	28,000.00	23,920.52	14.57	
Telephone, Internet	951.46	1,902.92	24,500.00	22,597.08	7.77	
Telephone , Office	954.77	1,909.81	14,000.00	12,090.19	13.64	
Training , CEU's	3,082.00	3,082.00	4,000.00	918.00	77.05	Recertification fees
Uniforms and clothing	865.92	998.61	27,000.00	26,001.39	3.70	
Utilities, Electric	5,259.73	9,359.56	39,000.00	29,640.44	24.00	A/C use
Utilities, Natural Gas	142.82	289.90	3,000.00	2,710.10	9.66	
Utilities, Water	244.11	443.84	2,000.00	1,556.16	22.19	
Automobile Lease	6,148.86	12,297.72	73,800.00	61,502.28	16.66	

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 17% of Year Completed
August 31, 2018

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized
TOTAL OPERATING EXPENSES	98,430.61	365,666.45	1,145,128.00	779,461.55	31.93
TOTAL EXPENSES	344,093.54	858,412.03	4,604,913.12	3,746,501.09	18.64

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 17% of Year Completed
August 31, 2018

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
RESERVES						
Reserve, Unallocated Gene	0.00	0.00	0.00	0.00	0.00	Transferred to Building/Facilities
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	612,923.00	612,923.00	0.00	
Reserve, Pension Liability	0.00	0.00	200,258.00	200,258.00	0.00	
Reserve, Building/Facilities	0.00	0.00	100,000.00	100,000.00	0.00	From Unallocated General Reserves
Reserve, Vehicle Replacement	0.00	0.00	0.00	0.00	0.00	
TOTAL RESERVES	0.00	0.00	2,239,381.00	2,239,381.00	0.00	

**San Gabriel Valley Mosquito & Vector Control District
Board of Trustees Meeting August 10, 2018
Minutes**

Trustees Attending

- 1 Stephen Sham (Alhambra)
- 2 Roger Chandler (Arcadia)
- 3 Joseph Rocha (Azusa)
- 4 Rick Barakat (Bradbury)
- 5 Cruz Baca (Baldwin Park)
- 6 Corey Calaycay (Claremont)
- 7 Henry Morgan (Covina)
- 8 Margaret Finlay (Duarte)
- 9 Jerry Velasco (El Monte)
- 10 Abraham Cruz (Industry)
- 11 Dan Holloway (La Puente)
- 12 Manuel Garcia (Irwindale)
- 13 Robert Neher (La Verne)
- 14 Becky Shevlin (Monrovia)
- 15 Joseph Leon (Monterey Park)
- 16 Rachel Janbek (Pasadena)
- 17 Sandra Armenta (Rosemead)
- 18 Emmett Badar (San Dimas)
- 19 Juli Costanzo (San Gabriel)
- 20 Tim Sandoval (Pomona)
- 21 Marina Khubesrian (So. Pasadena)
- 22 Cynthia Sternquist (Temple City)
- 23 Mike Spence (West Covina)

Trustees Absent

- 1 Charles Myers (Glendora)
2. Jamie Bissner (L. A. County)
3. John Capoccia (Sierra Madre)
4. Mary Su (Walnut)

Staff Attending

Jared Dever
Rose Alba
Levy Sun
Jason Farned
Melissa Doyle
Esther Elliott

Guest

William P. Curley, Attorney
District Counsel

Geoff Sheldon, LCW
Conference Call

Kristine Courdy, Manager
Public Works, South Pasadena

1. Call to Order

Board President Corey Calaycay called the meeting to order at 7:00 AM.

2. Pledge of Allegiance and Silent Roll Call

Trustee Sandoval 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 13, 2018
- D. Operations Report
- E. Surveillance Report
- F. Communications Report
- G. June 2018 Monthly Treasurers' Report /District Working Balance for August 2018

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

5. **The Board met in Closed Session at 7:03 AM:**
CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Paragraph (1) of subdivision (d) of Section 54956.9)
Name of Case: Cook vs San Gabriel Valley MVCD

The Board reconvened at 8:04 AM
No reportable action.

6. **Report from the Ad Hoc Selection Committee regarding interviews conducted on July 13, 2018 for proposers of the Geospatial Vector Control Database Software RFP**

A motion by Trustee Badar to approve the Ad Hoc Selection Committee's selection of Leading Edge Associates, Inc. and their MapVision Premier Program for the District's software was seconded by Trustee Neher and unanimously approved.

7. **Presentation: "Operations Department Overview"**

The presentation by Operations Manager Jason Farned was tabled to the Board of Trustees meeting on September 14, 2018.

8. **District Administration**

- A. **Citizen's Business Bank Account Signer**

District Manager Jared Dever reported that Scientific Programs Manager Melissa Doyle was added as an additional authorized signatory on the District's Citizens Business Bank account as stipulated under District's Resolution 2002-10.

9. **Informational Reports**

No report.

10. **Trustee Reports**

No report.

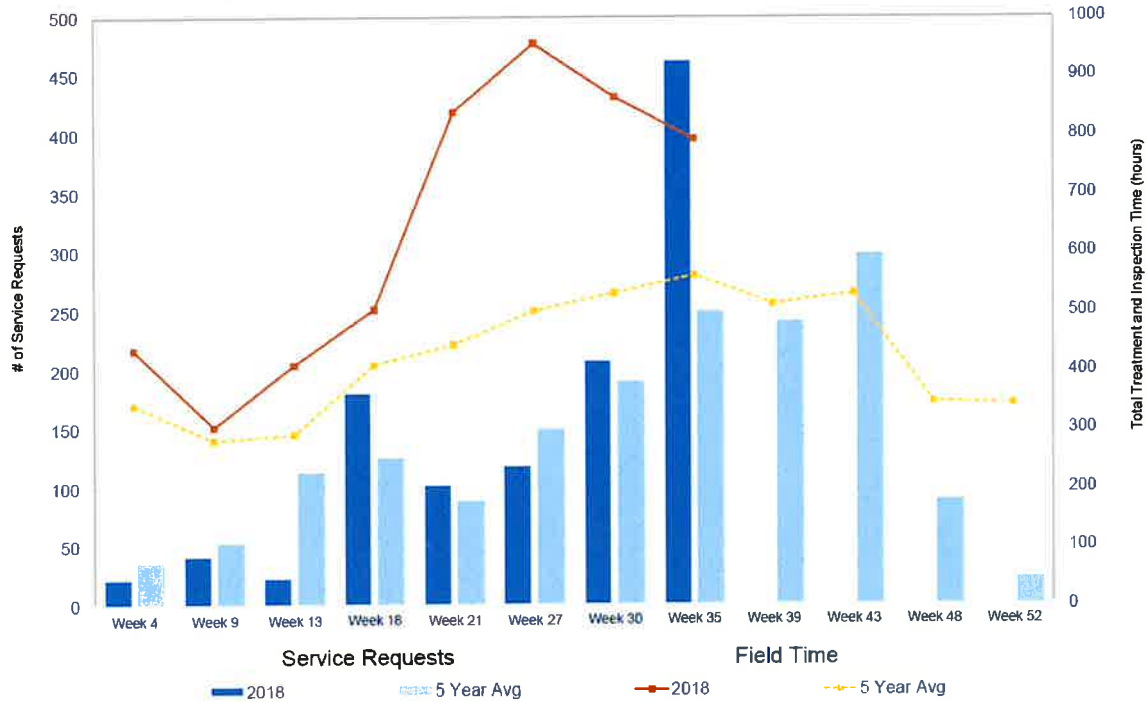
11. **New Business**

None

12. **Adjournment:** The meeting was adjourned at 8:17 AM.

Operations Report Week 31- 35 2018

Operations Workflow:



Operations Summary:

The operations department rolled out new operating procedures in August regarding the inspection and treatment of swimming pools. These new procedures will make it easier for residents to comply, while reducing the resources necessary for the District to monitor and manage these sites. The new procedures also define a strict standard that needs to be met in order to make a claim of public nuisance and creates a minimum standard by which inspection warrants are appropriate.

The District received 462 service requests in August, more than doubling demand over last month. While an increase in demand for service is expected and planned for as the season progresses, we are seeing significant increases year over year as compared to historical averages. We attribute these trends to the aggressive biting pressure of invasive Aedes, however, the annexation of new cities whose residents are taking advantage of newly available services has continued to exacerbate the increase. Although the current demand requires a majority of the department's resources, the new organizational structure has allowed us to redirect resources as needed to respond in a timely and meaningful way.

The flow of the San Gabriel River has been reduced significantly over the last month resulting in a decrease of blackfly development, giving residents in our foothill communities a window of relief. Scheduled water releases will resume in late October creating the constant flow that blackfly need to develop. The District will respond with a larvicide treatment schedule to minimize blackfly populations and curb the biting pressure. In addition, the city of Pasadena has repaired an important pipeline

Operations Summary cont.

that serves as an alternate conveyance system to move water from the San Gabriel Dam to the Azusa Light and Water District. This gives us an opportunity to coordinate with public works who can divert water from the river periodically to maximize the efficacy of our treatments.

Chemical Usage:

Larvicides/Pupicides					
Method of Action	Target	Amount		Area Treated	
Larvicide Oils (Surface Film)					
Suffocation	Mosquitoes	3.62	gal.	33230	sq.ft.
Insect Growth Regulators (IGR's)					
Inhibits metamorphosis	Mosquitoes	11.28	lbs.	7433	sq.ft.
Bacterials					
Ingestion, toxicant	Mosquitoes	1.92	gal.	973210	sq.ft.
Ingestion, toxicant	Mosquitoes	69.45	lbs.	1038130	sq.ft.
Ingestion, toxicant	Black flies	3.41	gal.	948	m ³
Biologicals					
Mosquito fish	Mosquitoes	694	ea.	108825	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 Activities – Disease Weeks 27-30

I. Mosquito Collections and Mosquito Pools for Arbovirus Surveillance

The surveillance department trapped for mosquitoes throughout the district in weeks 31-35. Traps are placed in a variety of location types to provide optimal surveillance for disease-carrying mosquitoes weekly.

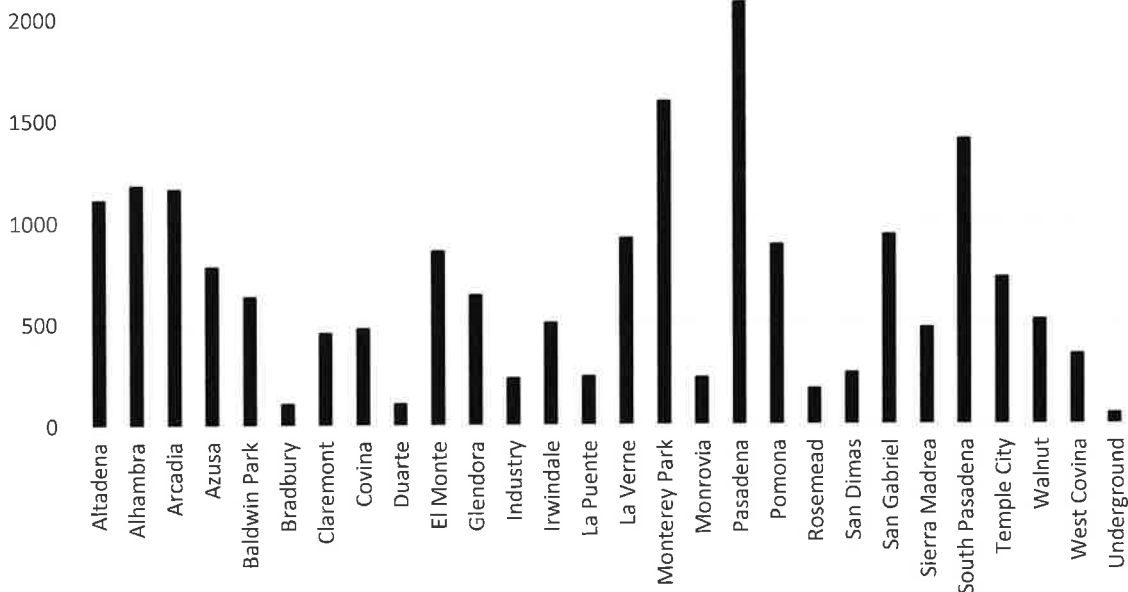
Surveillance Activities

Mosquito Collections Weeks 27 – 30

Adults	374 Traps	19,184 Mosquitoes
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Mosquito Samples Tested	165 Tested	One positive
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Trap Captures Weeks 31 - 35



II. Disease Surveillance

The surveillance department began submitting mosquito pools for viral testing in week 18. One sample of *Culex quinquefasciatus* mosquitoes tested positive for West Nile Virus in week 35. The pool was from a trap placed in Arcadia on 8/27/18 and results were received on 8/31/2018.

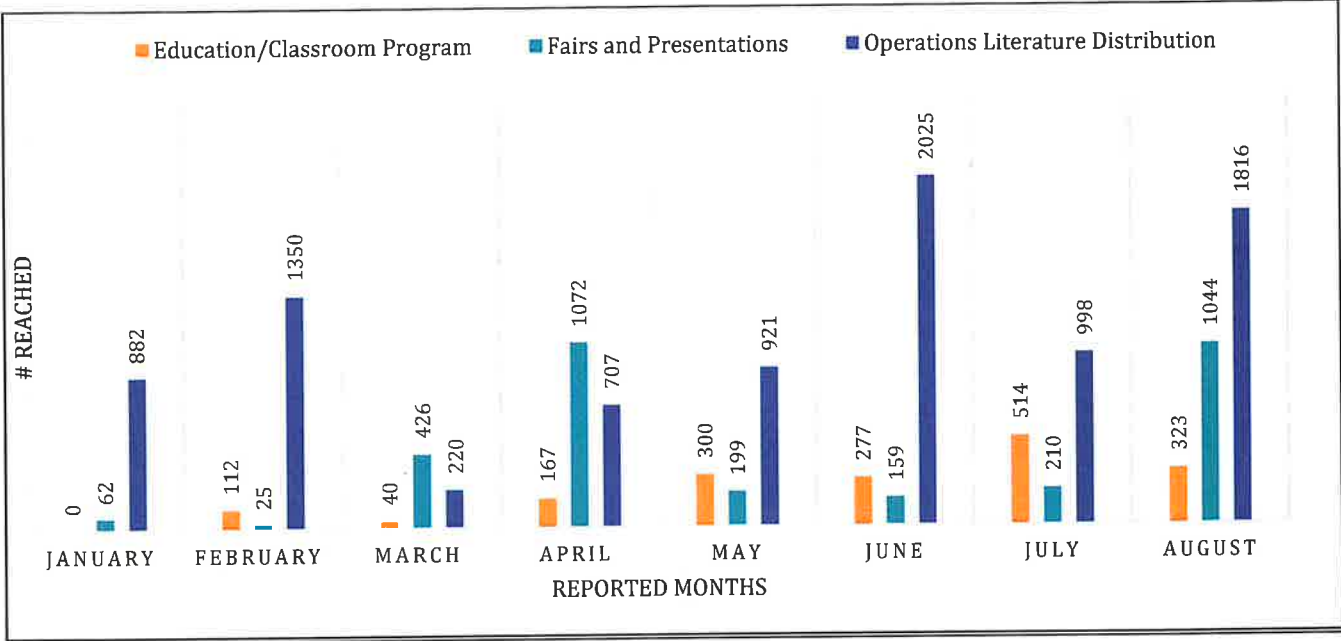
III. Notes

The surveillance department continues to optimize trapping practices for the 2018 – 2019 season.

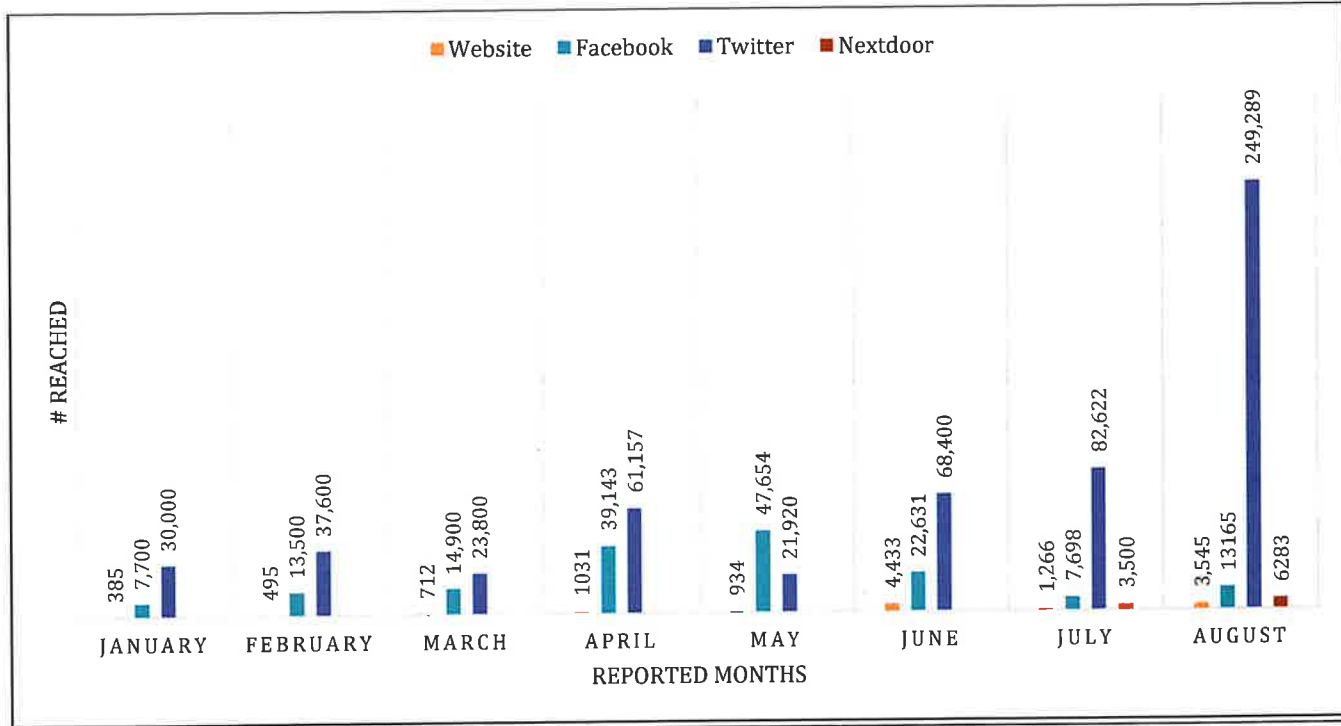
Communications Department

July 29, 2018 – August 25, 2018 | Disease Weeks 31-34

Outreach Activities:



Digital Activities:



Media Activity:

Date	Media Outlet	Headline
8/14	SGV Tribune	In the war on West Nile Virus, mosquito-eating fish are the latest biological weapon
8/24	Pasadena Now	Here's Some of What You Missed at Councilmember Hampton's District 1 Block Party

Press Releases and E-blasts:

Date	Headline
7/31	E-newsletter to Educators: EcoHealth Vector Education program sign-ups
8/24	E-blast to City Officials: PSA Videos campaign

Programmatic:

Education Program:

- 1) Worked with Outreach Assistant (OA):
 - a. Created checklists and other training material for OA
 - b. Organized classroom material in order of priority in limited-space venues to aid staff assistance in set-up and reorganization after a school visit or event
 - c. Creation of second set of classroom material to speed up turn-around time from one school visit to the next (New and replacement signage and place mats and preserved specimens)
- 2) Arranged meeting with Fileen Cullen, professor from Cal Poly Pomona, regarding student volunteers for VIP water analysis and identification
- 3) Arranged for help with music video dance choreography (Joanne Cate DeRitis)
- 4) First VIP of the season – West Covina Hills Adventists School
- 5) First VIP assembly sign up from new EcoHealth Vector Education -blast to schools in *Aedes* at-risk communities: St John the Baptist in Baldwin Park (and classroom programs in January 2019)

- 6) Search for paper straws to replace plastic for antennae headbands to stay in step with public perceptions of impact of plastic on the environment. We give away 5,000 to 6,000 straws each year.

Marketing Campaigns:

- 1) Targeted Ads and Social Posts: Posted content to “hot spots” determined by Surveillance and Operations data, and to three new cities in SGVMVCD.
- 2) PSA Videos: Produced several videos, including one in collaboration with Pasadena Media and Pasadena Health Department called Last Bite Tonight.
- 3) HOY/LA *Times en Español*: Prepared designs for roll-out of ads.

Administrative:

- 1) 8/14 - Outreach Assistant Alejandra Gaspar completed orientation

September 14, 2018


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

SUBJECT: September 1, 2018 District Working Fund Balance

August 1, 2018 balance:	\$1,904,808.63
August 1- August 31, 2018 expenditures:	\$398,472.68

September 1, 2018 Working Fund Balance: \$1,506,335.95

Respectfully Submitted:



**Jared Dever
District Manager**

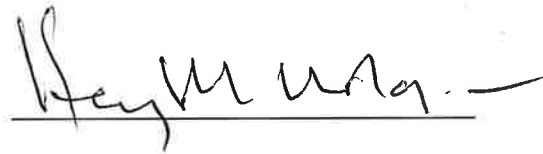
Treasurer's Report-July 2018
San Gabriel Valley Mosquito and Vector Control District

The attached Treasurer's Report is for July 2018.

The Total of All Funds Balance is \$4,144,189.63

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 black ink, appearing to read "Hayden", 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 12, FY 2018 received on August 1, 2018**

Item 4G

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Local Agency Investment Fund (LAIF)	1.94%	\$1,352,418.40	interest	\$6,417.33	LAIF Statement (July 2018)	\$1,358,835.73

Maturity Date: Perpetual
Interest rate as of July 2018

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Los Angeles County Pool	1.84%	\$2,842,578.58	interest Trust Warrant #674 JVDTFAC	\$5,057.96 (\$315,642.16) 56196.88	ND 24 Per 1 ND 24 Per 1	\$2,588,191.26

Maturity Date: Perpetual
Interest rate as of May 2018

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Revolving Fund	\$200,948.00	Deb Activity-July 2018 Sweep Trust Warrant #674	(\$854,753.11) \$535,283.40 \$315,642.16	CB Statement July 2018	\$197,120.45

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Sweep Account	\$226,688.31	Deb Activity-July 2018 Deposit	(\$535,283.40) \$308,637.28	CB Statement July 2018	\$42.19

**Total Beginning
Balance**

\$4,622,633.29

**Total End
Balance**

\$4,144,189.63