

San Gabriel Valley Mosquito & Vector Control District
1145 N. Azusa Canyon Road, West Covina, California 91790
Board of Trustees Meeting
September 8, 2017 at 7:00 AM

Agenda

1. Call to Order

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 which 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 August 2017*

B. Budget Status Report for August 2017*

C. Minutes of Board of Trustees Meeting August 11, 2017*

D. Operations Report*

E. Surveillance Report*

F. Communications Report*

**G. July 2017 Monthly Treasurer Report / District Working
Balance for August 2017***

5. The Board will meet in Closed Session

(Mike Jenkins, District Counsel, Geoff Sheldon of Liebert, Cassidy & Whitmore)

**A. Anticipation of Litigation: Government Code Section
54956.9(d)(2) and (e)(5)**

The Board finds, based on advice from legal counsel, that discussion in open session will prejudice the position of the District in the litigation. Number of Cases: One Case

**B. Conference with Legal Counsel: Existing Litigation:
Government Code Section 54956.9(d)(1)**

The Board finds, based on advice from legal counsel, that discussion in open session will prejudice the position of the District in the litigation: Name of Case: Cook v. San Gabriel Valley Vector Control District, et al. Los Angeles County Superior Court, Case Number: BC651299

6. Consider granting future signing authority to District Manager for Epidemiology and Laboratory Capacity (ELC) Grant Contract with the Los Angeles County Department of Public Health Acute Communicable Disease Control Program.

(District Manager) (Action Required)

(A PDF of the ELC Grant is availability upon request)

7. District Administration

(District Manager) (Verbal Report)

A. Annexation Update

B. Term-Ending Trustees December 31, 2017:

**Corey Calaycay, City of Claremont
Jamie Bissner, County of Los Angeles
Andre Quintero, City of El Monte
Bill Alarcon, City of Rosemead
Joseph Leon, City of Monterey Park
Mike Spence, City of West Covina
Dan Holloway, City of La Puente**

8. Consider Rescinding Resolution 2012-01, Establishing Employee Drivers and Driver Selection and Vehicle Use Regulations; and Amendments to Resolution 92-11, Personnel and Salary, and Amendments to Resolution 94-02, Article III, Accounts Payable, Section 1, Purchasing, Section 2., Receiving, Section 3., Posting Invoices, Section 4., Preparing Payments and Printing Checks as Recommended by the Policy/Personnel Committee.

(District Manager) (Action Required)

A. Consider Rescinding Resolution 2012-01, Establishing Employee Drivers and Driver Selection and Vehicle Use Regulations *

B. Consider Adopting Employee Drivers and Driver Selection and Vehicle Use Regulations as Article XXIV of Resolution 92-11, Personnel and Salary *

C. Consider Amendments to Resolution 94-02, Article III, Accounts Payable, Section 1, Purchasing, Section 2., Receiving, Section 3., Posting Invoices, Section 4., Preparing Payments and Printing Checks *

9. Accounting Firm selection by Finance Committee for District Annual FY Audit. *

(District Manager) (Verbal Report)

10 Trustee Reports

Opportunity for Trustees to request future agenda items.

(Verbal)

11. New Business

Opportunity for Trustees to request future agenda items

(Verbal)

12. Adjournment

CERTIFICATE OF POSTING

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

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



Esther Elliott, Clerk of the Board
San Gabriel Valley MVCD

SAN GABRIEL VALLEY MVCD

Claims List

August 10, 2017

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	08/10/2017	ALLIED ADMINISTRATORS	6070 Delta Dental (Delta Dental Premiums)	141.89
			6070 Delta Dental (Delta Dental Premiums)	46.26
07917-07530			6070 Delta Dental (Delta Dental Premiums)	46.26
			6070 Delta Dental (Delta Dental Premiums)	46.26
			6070 Delta Dental (Delta Dental Premiums)	91.59
			6070 Delta Dental (Delta Dental Premiums)	91.59
			6070 Delta Dental (Delta Dental Premiums)	91.59
			6070 Delta Dental (Delta Dental Premiums)	46.26
			6070 Delta Dental (Delta Dental Premiums)	46.26
			6070 Delta Dental (Delta Dental Premiums)	46.26
			6070 Delta Dental (Delta Dental Premiums)	141.89
			6070 Delta Dental (Delta Dental Premiums)	46.26
			6070 Delta Dental (Delta Dental Premiums)	91.59
			6070 Delta Dental (Delta Dental Premiums)	46.26
			6070 Delta Dental (Delta Dental Premiums)	141.89
			6070 Delta Dental (Delta Dental Premiums)	46.26
			6070 Delta Dental (Delta Dental Premiums)	46.26
			6070 Delta Dental (Delta Dental Premiums)	46.26
			6070 Delta Dental (Delta Dental Premiums)	46.26
			6070 Delta Dental (Delta Dental Premiums)	46.26
			6070 Delta Dental (Delta Dental Premiums)	91.59
			6070 Delta Dental (Delta Dental Premiums)	46.26
			6070 Delta Dental (Delta Dental Premiums)	46.26
			6070 Delta Dental (Delta Dental Premiums)	141.89
				<u>1,765.67</u>
EFT	08/10/2017	CALPERS CERBT	6200 Employer Contribution (Employer Contribution	7,306.61
			6200 Employer Contribution (Employer Contribution	<u>15.68</u>

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SAN GABRIEL VALLEY MVCD

Claims List

August 10, 2017

Num	Date	Name	Item	Original Amount
100000015023224				7,322.29
EFT	08/10/2017	PERS	6200 Employer Contribution (Employer Contribution	3,961.13
			6200 Employer Contribution (Employer Contribution	2,530.70
PR of 8/10/17				<u>6,491.83</u>
2478	08/01/2017	MARTA TANAKA		<u>25.00</u>
				25.00
14742	08/10/2017	AIRGAS SAFETY	6302 Supplies, Safety	22.66
			6302 Supplies, Safety	584.40
9065861935			6302 Supplies, Safety	53.52
			6302 Supplies, Safety	139.20
			6302 Supplies, Safety	221.76
			6302 Supplies, Safety	12.44
			6302 Supplies, Safety	96.13
			6302 Supplies, Safety	57.21
			6260 SUPPLIES, MECHANICAL	78.60
			6260 SUPPLIES, MECHANICAL	11.65
1060621234	08/01/2017		6260 SUPPLIES, MECHANICAL	5.42
			6260 SUPPLIES, MECHANICAL	1.13
			6260 SUPPLIES, MECHANICAL	1.80
				<u>1,285.92</u>
14743	08/10/2017	AJG ACCOUNTING & BOOKKEEPING SRVCS, IN 6187 AUDITOR (For professional services rendered		<u>540.00</u>

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Claims List

August 10, 2017

Num	Date	Name	Item	Original Amount
				540.00
2161				
14744	08/10/2017	ARAMARK	6332 Uniforms (Uniforms)	250.00
			6332 Uniforms (Uniforms)	299.50
20277146	08/01/2017		6332 Uniforms (Uniforms)	5.00
			6332 Uniforms (Uniforms)	51.46
				<u>605.96</u>
14745	08/10/2017	ARAMARK UNIFORM SERVICES INC.	6332 Uniforms (Uniforms)	1,050.42
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	339.16
792287099	08/01/2017		6302 Supplies, Safety	72.28
			6302 Supplies, Safety	6.68
				<u>1,468.54</u>
14746	08/10/2017	ATHENS SERVICES	6040 Building Maintenance	169.73
			6040 Building Maintenance	18.86
3801244			6040 Building Maintenance	5.00
				<u>193.59</u>
14747	08/10/2017	AZUSA LIGHT & WATER	6343 Meter # 99172930 (Meter # 99172930 Service	85.36
			6343 Meter # 45169724 (Meter # 45169724 Service	45.43
99172930, 45169724				<u>130.79</u>

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Claims List

August 10, 2017

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
14748	08/10/2017	CHEVRON	6262 Fuel for Trucks (Fuel for Trucks)	4,417.75
				<u>4,417.75</u>
50975691				
14749	08/10/2017	CLARKE MOSQUITO CONTROL	6283 PESTICIDES SUPPLIES	3,040.00
			6283 PESTICIDES SUPPLIES	281.20
5078308			6283 PESTICIDES SUPPLIES	115.00
				<u>3,436.20</u>
14750	08/10/2017	CONTRACTORS CARPET CENTER	6040 Building Maintenance	359.54
				<u>359.54</u>
37759 deposit				
14751	08/10/2017	COPIES & INK	6290 Supplies, Public Informati	851.13
			6290 Supplies, Public Informati	887.83
35439,35438,35440			6290 Supplies, Public Informati	671.09
				<u>2,410.05</u>
14752	08/10/2017	EDISON CO	6340 Electricity (Electricity for period)	4,984.84
				<u>4,984.84</u>
2-03760-7223				

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August 10, 2017

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
14753	08/10/2017	ENTERPRISE	6007 - AUTOMOBILE LEASE	620.96
			6007 - AUTOMOBILE LEASE	621.12
FBN3286778			6007 - AUTOMOBILE LEASE	621.12
			6007 - AUTOMOBILE LEASE	621.12
			6007 - AUTOMOBILE LEASE	464.30
			6007 - AUTOMOBILE LEASE	466.87
			6007 - AUTOMOBILE LEASE	514.43
			6007 - AUTOMOBILE LEASE	548.35
			6007 - AUTOMOBILE LEASE	546.69
			6007 - AUTOMOBILE LEASE	554.94
			6007 - AUTOMOBILE LEASE	554.94
				<u>6,134.84</u>
14754	08/10/2017	FISHER SCIENTIFIC	6250 LABORATORY SUPPLIES	43.79
			6250 LABORATORY SUPPLIES	1,640.00
50129			6250 LABORATORY SUPPLIES	88.16
			6250 LABORATORY SUPPLIES	3.20
			6250 LABORATORY SUPPLIES	23.25
			6250 LABORATORY SUPPLIES	166.07
			6250 LABORATORY SUPPLIES	5.14
				<u>1,969.61</u>
14755	08/10/2017	FLEX ACCOUNT ADMINISTRATION	6070 Flex Premiums - Alba (Flex Premiums, Alba)	216.66
			6070 Flex Premiums - Brisco (Flex Premiums, Brisc	58.33
1597891A			6070 Flex Premiums - Deacon (Flex Premiums, Dea	216.66
			6070 Flex Premiums - Elliott (Flex Premiums, Elliott	216.66
			6070 Flex Premiums - Farned (Flex Premiums, Farr	41.66
			6070 Flex Premiums - Hagele (Flex Premiums, Hag	83.33

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6070 Flex Premiums - Nelson (Flex Premiums, Nels	50.00
			6070 Flex Premiums - Tanaka (Flex Premiums, Tan	150.00
				<u>1,033.30</u>
14756	08/10/2017	IMS ICE SYSTEMS REFRIGERATION	6042 EQUIPMENT MAINTENANCE	167.93
			6042 EQUIPMENT MAINTENANCE	13.90
43652			6042 EQUIPMENT MAINTENANCE	87.50
			6042 EQUIPMENT MAINTENANCE	135.00
			6042 EQUIPMENT MAINTENANCE	16.82
				<u>421.15</u>
14757	08/10/2017	J & J JANITORIAL SERVICES, INC.	6040 Building Maintenance	1,296.00
				<u>1,296.00</u>
4098				
14758	08/10/2017	JENKINS & HOGIN, LLP	6130 Profess Serv rendered (Professional Services	630.00
				<u>630.00</u>
24693				
14759	08/10/2017	PRAXAIR DISTRIBUTION	6250 LABORATORY SUPPLIES	331.07
			6250 LABORATORY SUPPLIES	395.57
78388529			6250 LABORATORY SUPPLIES	89.35
			6250 LABORATORY SUPPLIES	460.07
			6250 LABORATORY SUPPLIES	18.02
			6250 LABORATORY SUPPLIES	76.45

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August 10, 2017

Num	Date	Name	Item	Original Amount
			6250 LABORATORY SUPPLIES	395.57
			6250 LABORATORY SUPPLIES	161.72
				<u>1,927.82</u>
14760	08/10/2017	SOCALGAS	6341 Utilities (Meter # 10313904 Acc # 057 518 210	93.83
			6341 Utilities (Meter # 10313904 Acc # 057 518 210	33.02
10313904,13608951				<u>126.85</u>
14761	08/10/2017	STREAMLINE	6036 COMPUTER SOFTWARE	200.00
95620				<u>200.00</u>
14762	08/10/2017	TPx COMMUNICATIONS	6315 Monthly Internet Charges (Monthly Internet Ch	899.00
			6320 Office phones (Office phones)	974.73
93711908-0				<u>1,873.73</u>
14763	08/10/2017	US BANK	6080 Hiring Expenses	91.29
			6280 SUPPLIES, OPERATIONS	150.00
Alba			6080 Hiring Expenses	84.95
			6080 Hiring Expenses	131.97
			6150 MEMBERSHIPS	199.00
			6185 POSTAGE	13.72
			6250 LABORATORY SUPPLIES	77.91
Brisco			6185 POSTAGE	77.87

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Claims List

August 10, 2017

Num	Date	Name	Item	Original Amount
			6250 LABORATORY SUPPLIES	199.80
			6185 POSTAGE	13.72
			6250 LABORATORY SUPPLIES	158.44
			6185 POSTAGE	34.45
			6332 Uniforms (Uniforms)	103.78
			6250 LABORATORY SUPPLIES	10.76
			6185 POSTAGE	94.21
			6185 POSTAGE	13.72
			6170 MISCELLANEOUS EXPENSES	39.64
			6185 POSTAGE	16.53
			6030 BOARD EXPENSES	19.98
			6185 POSTAGE	19.77
Dever			6185 POSTAGE	7.29
Elliott			6030 BOARD EXPENSES	25.06
			6030 BOARD EXPENSES	35.44
			6290 Supplies, Public Informati	4.99
			6290 Supplies, Public Informati	34.99
Farned			6290 Supplies, Public Informati	45.00
			6290 Supplies, Public Informati	1.99
			6290 Supplies, Public Informati	46.98
			6290 Supplies, Public Informati	49.99
			6290 Supplies, Public Informati	79.99
			6290 Supplies, Public Informati	250.24
			6290 Supplies, Public Informati	363.84
Hagele			6290 Supplies, Public Informati	38.02
			6290 Supplies, Public Informati	19.29
			6232 SEMINARS AND MEETINGS	7.00
			6260 SUPPLIES, MECHANICAL	103.25
Nelson			6260 SUPPLIES, MECHANICAL	447.63
Niffenegger			6250 LABORATORY SUPPLIES	49.96
			6260 SUPPLIES, MECHANICAL	35.88
			6250 LABORATORY SUPPLIES	19.84

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Claims List

August 10, 2017

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6044 MAINTENANCE, GROUNDS	11.46
			6280 SUPPLIES, OPERATIONS	57.31
			6040 Building Maintenance	52.20
			6044 MAINTENANCE, GROUNDS	21.22
			6260 SUPPLIES, MECHANICAL	159.00
			6040 Building Maintenance	28.04
			6040 Building Maintenance	141.22
			6185 POSTAGE	6.59
			6250 LABORATORY SUPPLIES	698.44
Tanaka			6250 LABORATORY SUPPLIES	64.04
Wekesa			6250 LABORATORY SUPPLIES	235.41
			6250 LABORATORY SUPPLIES	57.44
			6250 LABORATORY SUPPLIES	247.95
			6250 LABORATORY SUPPLIES	44.90
			6250 LABORATORY SUPPLIES	1,348.56
				<u>6,391.96</u>
14764	08/10/2017	VECTOR CONTROL JPA	6111 OTHER INSURANCE	140.52
			6111 OTHER INSURANCE	10.54
				<u>151.06</u>
VCJPA-2018-086				
14765	08/10/2017	CONTRACTORS CARPET CENTER	6040 Building Maintenance	359.54
Bal due 37759				<u>359.54</u>
Total Accounts Payable 8/10/2017				57,953.83

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SAN GABRIEL VALLEY MVCD

Claims List

August 24, 2017

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	08/24/2017	AFLAC	6070 Premiums, life - Cafeter (Premiums, life insura	394.58
				<u>394.58</u>
707991				
EFT	08/24/2017	CAL PERS	6070 Med premiums - Cafeteria (Medical premiums)	7,032.83
			6072 Medl premiums- Retired EE (Medical premium	128.00
100000015042795			6072 Medl premiums- Retired EE (Medical premium	128.00
			6070 ADMIN FEE (Admin fee)	33.48
			6070 ADMIN FEE (Admin fee)	4.75
				<u>7,327.06</u>
EFT	08/24/2017	CALPERS CERBT	6075 FEES & ASSESSMENTS	700.00
				<u>700.00</u>
100000015045076				
EFT	08/24/2017	PERS	6200 Employer Contribution (Employer Contribution	3,571.99
			6200 Employer Contribution (Employer Contribution	2,547.68
PR of 8/24/17				<u>6,119.67</u>
14766	08/24/2017	ABRAHAM N. CRUZ	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/11/17				
14767	08/24/2017	AMAZON.COM	6250 LABORATORY SUPPLIES	5.64
			6250 LABORATORY SUPPLIES	15.31

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Claims List

August 24, 2017

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
113-6398875-604229			6250 LABORATORY SUPPLIES	61.48
			6250 LABORATORY SUPPLIES	16.20
			6250 LABORATORY SUPPLIES	15.47
			6250 LABORATORY SUPPLIES	49.98
			6250 LABORATORY SUPPLIES	15.18
			6290 Supplies, Public Informati	99.95
			6332 Uniforms (Uniforms)	62.50
113-9320336-5468239	08/11/2017		6332 Uniforms (Uniforms)	5.78
113-1828839-3761851	08/11/2017		6290 Supplies, Public Informati	99.95
			6290 Supplies, Public Informati	19.99
113-8692721-7197817	08/11/2017		6290 Supplies, Public Informati	9.25
				<u>476.68</u>
14768	08/24/2017	AMERICAN FIDELITY ASSURANCE	6070 Premiums, life - Cafeter (Premiums, life insura	1,091.63
1597891A				<u>1,091.63</u>
14769	08/24/2017	AMMEX	6250 LABORATORY SUPPLIES	46.50
			6250 LABORATORY SUPPLIES	139.50
1035669			6250 LABORATORY SUPPLIES	46.50
			6250 LABORATORY SUPPLIES	46.50
			6250 LABORATORY SUPPLIES	53.76
				<u>332.76</u>

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Claims List

August 24, 2017

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
14770	08/24/2017	ANDRE QUINTERO	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/11/17				
14771	08/24/2017	BECKY A. SHEVLIN	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/11/17				
14772	08/24/2017	BILL ALARCON	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/11/17				
14773	08/24/2017	CANON FINANCIAL SERVICES, INC.	6073 EQUIPMENT CANON (Canon Graphics Equip	1,392.12
				<u>1,392.12</u>
17648409				
14774	08/24/2017	CHARLES MYERS	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/11/17				
14775	08/24/2017	COPIES & INK	6270 OFFICE SUPPLIES	69.00
			6270 OFFICE SUPPLIES	69.00
35445			6270 OFFICE SUPPLIES	21.75
			6270 OFFICE SUPPLIES	13.98
				<u>173.73</u>

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Claims List

August 24, 2017

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
14776	08/24/2017	COREY CALAYCAY	6030 BOARD EXPENSES	<u>100.00</u>
				100.00
				BM of 8/11/17
14777	08/24/2017	CYNTHIA STERNQUIST	6030 BOARD EXPENSES	<u>100.00</u>
				100.00
				BM of 8/11/17
14778	08/24/2017	DAN HOLLOWAY	6030 BOARD EXPENSES	<u>100.00</u>
				100.00
				BM of 8/11/17
14779	08/24/2017	EMMETT G. BADAR	6030 BOARD EXPENSES	<u>100.00</u>
				100.00
				BM of 8/11/17
14780	08/24/2017	GEIGER	6290 Supplies, Public Informati	3,360.00
			6290 Supplies, Public Informati	256.26
3401516			6290 Supplies, Public Informati	<u>334.50</u>
				3,950.76
14781	08/24/2017	GREEN'S AUTO TECH	6260 SUPPLIES, MECHANICAL	545.95
			6260 SUPPLIES, MECHANICAL	124.98

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Claims List

August 24, 2017

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
46105			6260 SUPPLIES, MECHANICAL	298.95
			6260 SUPPLIES, MECHANICAL	165.95
			6260 SUPPLIES, MECHANICAL	7.85
			6260 SUPPLIES, MECHANICAL	49.00
			6260 SUPPLIES, MECHANICAL	245.00
			6260 SUPPLIES, MECHANICAL	68.60
			6260 SUPPLIES, MECHANICAL	127.40
			6260 SUPPLIES, MECHANICAL	137.20
			6260 SUPPLIES, MECHANICAL	29.40
			6260 SUPPLIES, MECHANICAL	88.64
			6260 SUPPLIES, MECHANICAL	19.95
			6260 SUPPLIES, MECHANICAL	20.06
46131	08/15/2017		6260 SUPPLIES, MECHANICAL	<u>3.10</u>
				1,932.03
14782	08/24/2017	HAROLD J. BISSNER III	6030 BOARD EXPENSES	<u>100.00</u>
				100.00
BM of 8/11/17				
14783	08/24/2017	HENRY M. MORGAN	6030 BOARD EXPENSES	100.00
			6030 BOARD EXPENSES	<u>49.50</u>
BM of 8/11/17				149.50
14784	08/24/2017	HOME DEPOT	6250 LABORATORY SUPPLIES	103.84
			6250 LABORATORY SUPPLIES	<u>9.61</u>
3580815				113.45

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August 24, 2017

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
14785	08/24/2017	IMS ICE SYSTEMS REFRIGERATION	6042 EQUIPMENT MAINTENANCE	61.46
			6042 EQUIPMENT MAINTENANCE	45.00
43933	08/17/2017		6042 EQUIPMENT MAINTENANCE	5.69
				<u>112.15</u>
14786	08/24/2017	IRWINDALE INDUSTRIAL CLINIC	6080 Physical - Hiring (Physical Exam)	80.00
			6080 Titmus - Hiring (Titmus Test)	10.00
4438-745591			6080 Drug Screen - Hiring (Drug Screen Non-Samh)	60.00
			6080 Audio - Hiring (Audio with History)	30.00
			6080 Nerve Pace - Hiring (Nerve Pace Study)	60.00
			6080 Jamar - Hiring (Jamar)	5.00
			6080 Promotron (Promotron with History)	40.00
			6080 T.B. Mantoux - Hiring (T.B. Mantoux)	30.00
			6080 Manual Back (Manual Back Eval)	25.00
				<u>340.00</u>
14787	08/24/2017	JOSEPH LEON	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
				BM of 8/11/17
14788	08/24/2017	JOSEPH ROCHA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
				BM of 8/11/17

SAN GABRIEL VALLEY MVCD

Claims List

August 24, 2017

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
14789	08/24/2017	JULI COSTANZO	6030 BOARD EXPENSES	<u>100.00</u> 100.00
BM of 8/11/17				
14790	08/24/2017	KENN K. FUJIOKA	6072 Medl premiums- Retired EE (Medical premium	<u>437.33</u> 437.33
Premium reimburse				
14791	08/24/2017	KEY GOVERNMENT FINANCE, INC.	6073 KEY GOVERNMENT FINANCE INC (Annual l	<u>16,131.72</u> 16,131.72
581039205001				
14792	08/24/2017	LIEBERT CASSIDY WHITMORE	6130 Profess Serv rendered (Professional Services	<u>712.00</u> 712.00
1445310				
14793	08/24/2017	MANUEL GARCIA	6030 BOARD EXPENSES	<u>100.00</u> 100.00
BM of 8/11/17				
14794	08/24/2017	MARGARET E. FINLAY	6030 BOARD EXPENSES	<u>100.00</u> 100.00
BM of 8/11/17				
14795	08/24/2017	MARY W. SU	6030 BOARD EXPENSES	<u>100.00</u>

SAN GABRIEL VALLEY MVCD
Claims List
August 24, 2017

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				100.00
BM of 8/11/17				
14796	08/24/2017	MEDICAL EYE SERVICES	6070 Vision Premiums (Vision Premiums)	223.39
				223.39
172193199501				
14797	08/24/2017	METRO EXPRESSLANES	6170 MISCELLANEOUS EXPENSES	25.30
				25.30
T801784684387				
14798	08/24/2017	MIKE SPENCE	6030 BOARD EXPENSES	100.00
				100.00
BM of 8/11/17				
14799	08/24/2017	RICHARD BARAKAT	6030 BOARD EXPENSES	100.00
				100.00
BM of 8/11/17				
14800	08/24/2017	ROBERT KENNEDY	6072 Medl premiums- Retired EE (Medical premium	172.48
				172.48
Premium reimburse				
14801	08/24/2017	ROGER CHANDLER	6030 BOARD EXPENSES	100.00
				100.00

SAN GABRIEL VALLEY MVCD

Claims List

August 24, 2017

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
BM of 8/11/17				
14802	08/24/2017	STATE BOARD OF EQUALIZATION	6310 TAX COLLECTION	600.00
				<u>600.00</u>
Annex No 2016-31, 32				
14803	08/24/2017	THERMAL COMBUSTION INNOVATORS	6250 LABORATORY SUPPLIES	86.00
			6250 LABORATORY SUPPLIES	0.14
178869			6250 LABORATORY SUPPLIES	5.75
				<u>91.89</u>
14804	08/24/2017	TIM SANDOVAL	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/11/17				
14805	08/24/2017	TOM'S CLOTHING & UNIFORM	6280 SUPPLIES, OPERATIONS	1,350.00
			6280 SUPPLIES, OPERATIONS	124.88
7977				<u>1,474.88</u>
14806	08/24/2017	VERIZON WIRELESS	6312 Monthly District Field Ph (Monthly District Fiel	1,541.35
			6312 Monthly District Field Ph (Monthly District Fiel	1,249.99
9790723711,979082469				<u>2,791.34</u>
14807	08/24/2017	WINDOWASHERS, LLC.	6046 COMPUTER MAINTENANCE (Contract Supp	2,000.00
				<u>2,000.00</u>

SAN GABRIEL VALLEY MVCD

Claims List

August 24, 2017

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
SGV090117				
		Total Accounts Payable 8/24/2017		51,266.45
		Total Accounts Payable for August 2017		109,220.28
		Total Payroll for August 2017 see attached		196,500.14
		Trust Warrant #666		305,720.42

**San Gabriel Valley MVCD
Payroll for August 2017**

Department	Aug 10, 2017	Aug 11-Term	Aug 27, 2017	Aug 25-Term	TOTAL
OFFICERS	5,234.40		5,234.40		10,468.80
ADMINISTRATION	9,656.80		9,706.80		19,363.60
FIELD TECHNICIANS	30,268.58		30,653.96		60,922.54
EDUCATION	8,270.40		8,694.16		16,964.56
VECTOR ECOLOGIST	18,648.00	7,825.06	14,335.60		40,808.66
SEASONAL WORKERS	<u>18,174.95</u>		<u>17,847.15</u>	<u>598.40</u>	<u>36,620.50</u>
Gross Payroll	90,253.13	7,825.06	86,472.07	598.40	185,148.66
Employer Taxes	1,802.12	116.64	1,718.06	45.78	3,682.60
Car Allowance	800.00		-		800.00
Employee Benefit-Med	<u>3,382.26</u>	<u>219.01</u>	<u>3,267.61</u>		<u>6,868.88</u>
TOTAL PAYROLL	96,237.51	8,160.71	91,457.74	644.18	196,500.14

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 17% of Year Completed
August 31, 2017

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
PERSONNEL EXPENSES						
Salaries, Exempt	28,681.20	56,427.62	492,763.00	436,335.38	11.45	
Salaries - Non Exempt	98,109.16	188,637.33	1,513,900.00	1,325,262.67	12.46	
Salaries - Overtime	1,247.33	1,847.29	15,000.00	13,152.71	12.32	
Salaries - Vacation	13,742.67	23,519.89	94,000.00	70,480.11	25.02	Vac pd at term
Salaries-Holiday	345.04	7,065.19	115,000.00	107,934.81	6.14	
Salaries, Sick Pay	8,049.71	13,008.87	75,000.00	61,991.13	17.35	
Salaries, Part-time - XH	34,970.55	69,726.68	450,000.00	380,273.32	15.49	
Management Car Allowance	800.00	1,600.00	9,600.00	8,000.00	16.67	
Cafeteria Benefit	18,265.33	46,139.74	307,200.00	261,060.26	15.02	
Hlth Benefits, Ret Emps	865.81	2,597.43	5,520.00	2,922.57	47.05	higher reimburse for mgr
Medicare	2,736.41	5,315.32	40,615.00	35,299.68	13.09	
Retirement - Employer	19,768.47	39,546.44	280,100.00	240,553.56	14.12	
Social Security	946.19	2,212.72	13,500.00	11,287.28	16.39	
Post Retirement Benefits	0.00	0.00	50,000.00	50,000.00	0.00	
TOTAL PERSONNEL EXPENSES	228,527.87	457,644.52	3,462,198.00	3,004,553.48	13.22	
OPERATING EXPENSES						
Awards	0.00	0.00	1,800.00	1,800.00	0.00	
Bank Charges	495.99	811.79	4,500.00	3,688.21	18.04	
Board expenses	2,337.86	4,487.36	32,600.00	28,112.64	13.76	
Computer Hardware	0.00	0.00	25,000.00	25,000.00	0.00	
Computer Software	200.00	18,279.75	32,500.00	14,220.25	56.25	Hr Software, Ersi maint renewal
Building maintenance	2,769.29	6,875.48	39,800.00	32,924.52	17.28	
Maintenance, equipment	533.30	533.30	8,900.00	8,366.70	5.99	
Maintenance, grounds	32.68	32.68	7,000.00	6,967.32	0.47	
Computers ,Maintenance	2,000.00	13,900.00	35,000.00	21,100.00	39.71	Legal inv pd by District
Lease Equipment	17,523.84	19,345.75	38,000.00	18,654.25	50.91	Telephone system annual lease
Fees & Assessments	700.00	2,003.52	4,400.00	2,396.48	45.53	LAFCO fees
Hiring expenses	648.21	1,088.21	5,000.00	3,911.79	21.76	Seasonals
VCJPA General Fund	0.00	10,729.00	9,965.00	(764.00)	107.67	One time fee
Insurance, liability	0.00	58,890.00	57,537.00	(1,353.00)	102.35	One time fee
Workers Comp Insurance	0.00	121,342.00	121,416.00	74.00	99.94	One time fee
Other Insurance	151.06	151.06	2,000.00	1,848.94	7.55	

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 17% of Year Completed
August 31, 2017

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Insurance, property	0.00	3,250.00	3,250.00	0.00	100.00	One time fee
Insurance, unemployment	972.69	1,767.07	25,000.00	23,232.93	7.07	
Legal	1,342.00	17,697.36	25,000.00	7,302.64	70.79	Legal inv pd by District
Memberships	199.00	11,670.26	25,000.00	13,329.74	46.68	MVCAC & AMCA dues
Miscellaneous expenses	134.53	375.55	3,000.00	2,624.45	12.52	
Postage	297.87	567.90	5,500.00	4,932.10	10.33	
Prof. Services, Auditor	540.00	540.00	16,000.00	15,460.00	3.38	
Professional Services	0.00	0.00	5,000.00	5,000.00	0.00	
Research	0.00	0.00	8,000.00	8,000.00	0.00	
Seminars and meetings	7.00	7.00	40,000.00	39,993.00	0.02	
Tuition Reimbursement	0.00	1,995.00	8,000.00	6,005.00	24.94	
Supplies, laboratory	7,828.24	10,470.61	65,000.00	54,529.39	16.11	
Supplies, mechanical	2,735.73	4,866.61	30,000.00	25,133.39	16.22	
Supplies, gasoline	4,417.75	8,819.33	55,000.00	46,180.67	16.04	
Supplies, office	310.14	437.84	20,000.00	19,562.16	2.19	
Supplies, operations	1,733.15	4,131.19	18,000.00	13,868.81	22.95	Supplies
Supplies, pesticides	3,436.20	4,004.30	50,000.00	45,995.70	8.01	
Supplies, public informat	7,341.40	12,261.40	37,500.00	25,238.60	32.70	Tzu Chi contract
Supplies, reference	0.00	0.00	2,000.00	2,000.00	0.00	
Supplies, safety	1,266.28	1,556.66	15,000.00	13,443.34	10.38	
Surveillance, Aerial	0.00	0.00	25,000.00	25,000.00	0.00	
Tax Collection	600.00	600.00	100,000.00	99,400.00	0.60	
Communications, field	2,791.34	4,555.18	26,000.00	21,444.82	17.52	
Telephone, Internet	899.00	1,798.00	16,000.00	14,202.00	11.24	
Telephone , Office	974.73	1,948.92	14,000.00	12,051.08	13.92	
Training , CEU's	0.00	2,278.00	6,000.00	3,722.00	37.97	Certification renewals
Uniforms and clothing	1,828.44	2,672.35	25,000.00	22,327.65	10.69	
Utilities, Electric	4,984.84	9,465.96	39,000.00	29,534.04	24.27	A/C use
Utilities, Natural Gas	126.85	266.07	3,200.00	2,933.93	8.31	
Utilities, Water	130.79	574.76	2,200.00	1,625.24	26.13	Backflow fees
Automobile Lease	5,640.13	11,774.97	106,900.00	95,125.03	11.01	
TOTAL OPERATING EXPENSES	77,310.05	378,822.19	1,244,968.00	866,145.81	30.43	
TOTAL EXPENSES	305,837.92	836,466.71	4,707,166.00	3,870,699.29	17.77	

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 17% of Year Completed
August 31, 2017

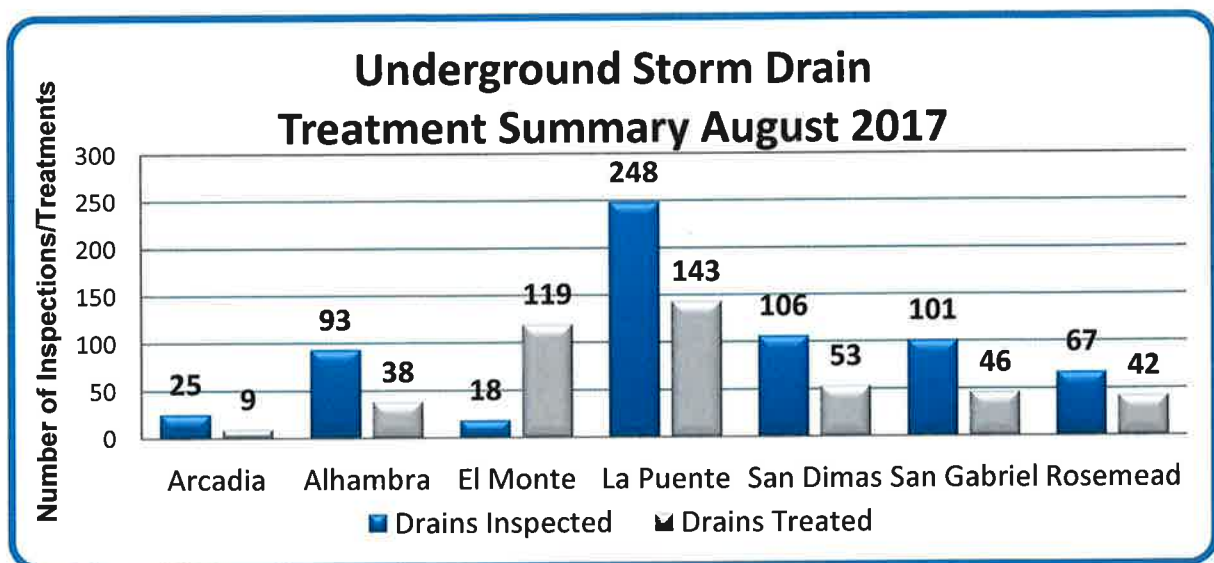
	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized
RESERVES					
Reserve, Unallocated Gene	0.00	0.00	100,000.00	100,000.00	0.00
Reserve, Public Health Em	0.00	0.00	1,326,200.00	1,326,200.00	0.00
Reserve, Capital & Asset	0.00	0.00	612,923.00	612,923.00	0.00
TOTAL RESERVES	0.00	0.00	2,039,123.00	2,039,123.00	0.00

Operations Report August 2017

1. Underground Storm Drain Systems

Summary: The Underground Storm Drain (USD) team expanded efforts in August to the city of Alhambra. Encephalitis Virus Traps (EVS) were set in several areas through the month. Trap results revealed a lower adult mosquito count in La Puente compared to last month. We will continue to focus efforts in areas with recent West Nile virus (WNV) activity. Collaboration Efforts with the Greater Los Angeles County Vector Control District in the city of El Monte continue.

Mosquito Collection Date	Location	# of Traps	Total # Mosquitoes Collected	Mean # Mosquitoes Collected	Wnv Positive
8/3/2017	Claremont (Jaeger Park Buffer)	7	11	1.6	No
8/23/2017	La Puente (Maplegrove/Lang Buffer)	7	94	13	No

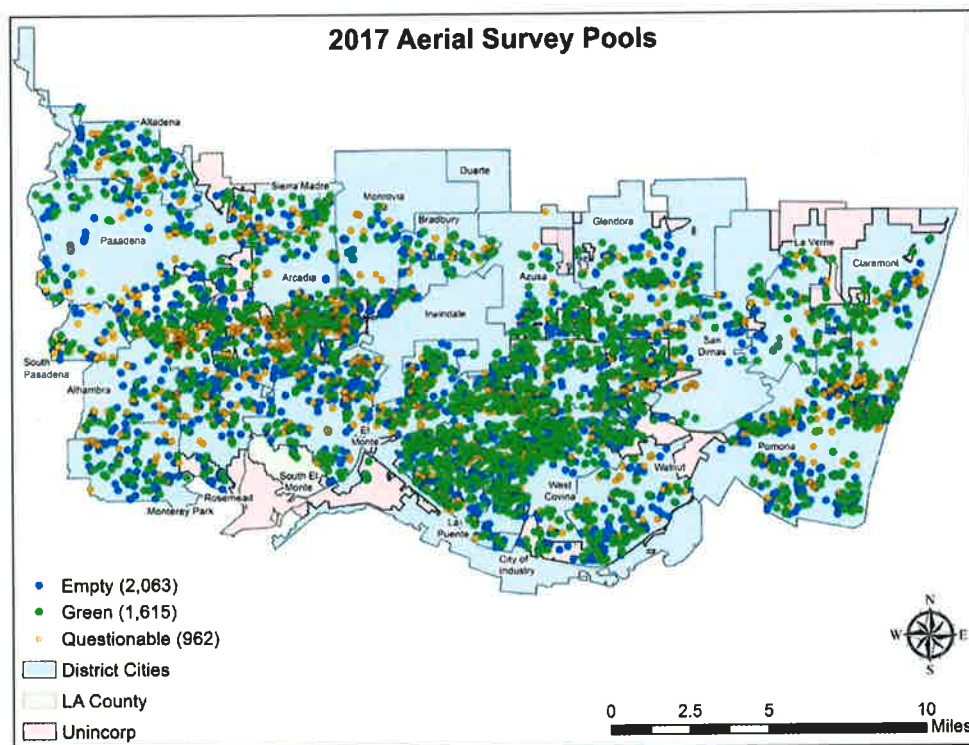


2. Operations Zone Breeding and Chemical Report for August 2017

This data was not yet available at the time this report was completed.

3. Operations Activities for August 2017

Summary: We focused efforts on the list of unmaintained pools found during aerial surveillance, specifically the pools near WNV positive areas. Service requests have increased since last month, including a higher than usual amount of calls for black flies around the San Gabriel River. We were able to respond by treating an area of the river which was inaccessible until this month due to a higher water flow. Increased accessibility will help us with control the black fly population.



The latest flight results are in and these are the new numbers:

Existing pools prior to aerial survey: **1551**

New pools found in aerial survey: **4640**

Properties visited since receiving data: **553**

We are prioritizing our aerial pool inspections near West Nile positive sites throughout the District.

Surveillance Activities during August 2017

I. Mosquito Collections and Mosquito Pools for Arbovirus Surveillance

Location	Mean mosquitoes per trap	
	CO ₂	Gravid
Granada Park – Alhambra	0.3*	11.7*
Eaton Cyn Ntr Ctr – Altadena	0.3*■	11.3*
Loma Alta Park – Altadena	0.5	1.5
Eisenhower Park – Arcadia	1.0*	14.3*
LA Arboretum - Arcadia	10.7*	31.3*
Residential area – Arcadia	1.7*■	36.3*
Residential area 2- Arcadia	0.7*■	13.0*
Pioneer Park – Azusa	1.0*	36.0*
Residential Area – Azusa	0.4*	34.8*
Bradbury Wash – Bradbury	2.0*	18.7*
Claremont Drains – Claremont	1.8*	
Claremont Hills Wild. Park – Claremont	0.3*■	27.0 *
Jaeger Park – Claremont	2.0*■	21.5*
Covina Park – Covina	0.5*	79.0*
Parque Xalapa – Covina	0.0	38.5*
San Dimas Wash - Covina	0.0	119.0*
Encanto Equestrian Ctr – Duarte	3.3*■	12.3*
River Trail/City of Hope - Duarte	0.0	25.3*
Arcio Park – El Monte	0.3*	48.7*■
Residential Area – Glendora	0.0	22.5*
South Hills Park – Glendora	0.0■	7.5*
La Puente Drains – La Puente	13.4*	
Residential Area – La Puente	1.5*	60.5*
Garvey Ranch Park – Monterey Park	0.7*	7.3*
Cal Poly Univ – Pomona	1.3*	10.0*
Country Crossing Park – Pomona	0.0	8.0*
Residential Area - Pomona	0.5	19.8
Residential Area – Rosemead	0.0	20.5*
Walnut Grove Ave – Rosemead	0.3	20.7
Bonelli Park – San Dimas	0.3*■	1.8*■
Raging Waters – San Dimas	0.3*■	6.3*■
Temple City Park – Temple City	0.0	17.5*
Gingrich Park – West Covina	2.7*	11.3*

* Mosquito pool(s) tested

■ Black flies present

In August, 146 mosquito pools were tested for WNV in the District. Collections highlighted in red indicate the locations of the 47 pools that were positive for WNV for the month of August, blue indicates pending results. In California for 2017, there are 2,284 WNV positive mosquito pools from 24 counties; 331 from Los Angeles County.

II. Dead Birds

In August, six dead birds collected in the district were positive for WNV: Covina (2), Duarte (1), La Puente (1), San Gabriel (1), and West Covina (1) bringing the total number of WNV+ dead birds for 2017 to 17. WestNile.ca.gov reports 239 dead birds from 30 counties positive for WNV in 2017; 43 of these were from Los Angeles County.

III. Sentinel Chicken Sera

One chicken each from flocks in Arcadia and Glendora were positive for WNV. Results from chickens bled on August 28th are pending. In California during 2017, 130 chickens have tested positive for WNV, 66 from Los Angeles County, 8 in the District.

IV. Human Illness

Fifteen cases of human infection with WNV have been reported in the District in August. The total is now 17 from Alhambra (1), Arcadia (3), Azusa (2), Claremont (1), Covina (1), Glendora (1), La Puente (2), Pomona (2), Rosemead (1), and San Gabriel (3). As of September 1, 39 cases have been reported in Los Angeles County, almost half of the 87 cases in California.

V. Mean Maximum-Minimum Temperatures (degrees Fahrenheit)

	LA Civic Ctr max/min T°	Burbank max/min T°	Pasadena max/min T°	San Gabriel max/min T°	Ontario max/min T°	District max/min T°
Aug 2017	84.8/68.2	89.3/67.8	86.6/67.5	88.0/67.8	95.1/67.0	94.1/67.3
Aug 2016	82.5/64.8	88.5/64.7	90.7/65.9	88.0/64.7	94.6/64.8	93.9/65.5
Aug 5-yr mean	84.4/65.8	90.1/66.9	91.6/67.0	88.2/66.4	95.0/66.4	94.4/68.5
Aug 2004	80.9/64.2	85.1/62.9	86.7/63.6	88.3/61.9	90.6/62.4	

Precipitation

	LA Civic Ctr	Burbank	Pasadena	San Gabriel	Ontario	District
Aug 2017	0.00	0.00	0.00	0.00	0.02	0.00
Aug 5-yr mean	0.01	0.01	0.01	0.00	0.00	0.00
Aug 2004	0.00	0.00	0.00	0.00	0.00	

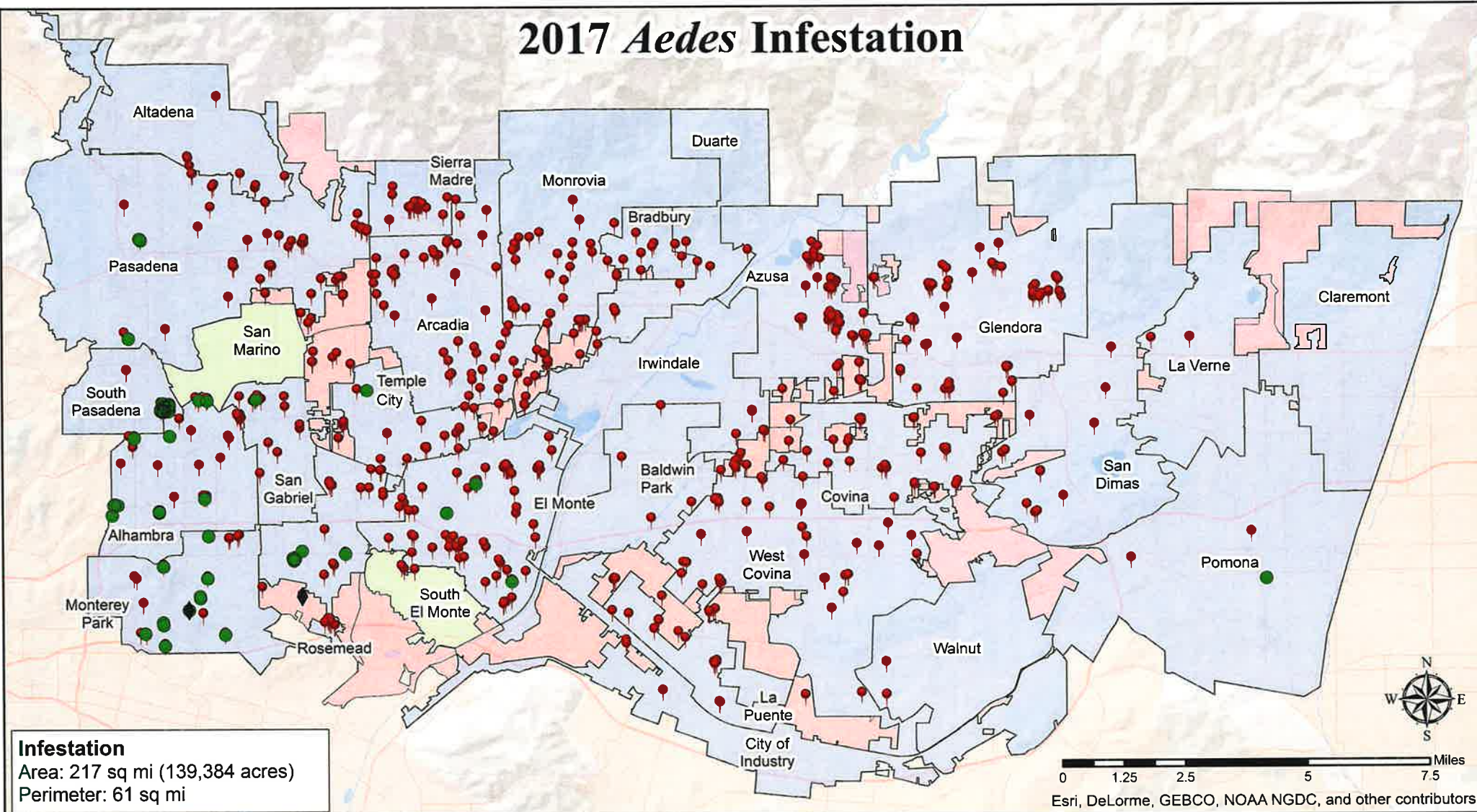
VI. *Aedes albopictus*

In August, there were 1797 invasive *Aedes* inspections with 190 sites positive for *Aedes albopictus* and 20 *Ae. aegypti* identifications. There was one new sites for *Ae. notoscriptus* in South San Gabriel. In 2017, *Ae. albopictus* has been found at 663 sites, *Ae. aegypti* at 60 sites, two sites for *Ae. notoscriptus*. Please see attached map.

VII. Black Fly

In July 2017, black fly adults were found in carbon-dioxide baited traps in the cities of Altadena, Arcadia, Claremont, Duarte, Glendora, and San Dimas. Black fly larvae were collected in Azusa, Glendora, and Walnut.

2017 *Aedes* Infestation



Infestation
 Area: 217 sq mi (139,384 acres)
 Perimeter: 61 sq mi

0 1.25 2.5 5 7.5 Miles
 Esri, DeLorme, GEBCO, NOAA NGDC, and other contributors



Surveillance Department

Invasive Species

- *Ae. aegypti* (60)
- *Ae. albopictus* (706)
- ◆ *Ae. notoscriptus* (2)

- LA County
- Unincorp
- District Cities

***Ae. albopictus* Infested Cities (27)**

Alhambra	El Monte	Pomona
Altadena	Glendora	Rosemead
Arcadia	Industry	San Dimas
Azusa	Irwindale	San Gabriel
Baldwin Park	La Puente	Sierra Madre
Bradbury	LA Unincorp	S. Pasadena
City of Industry	La Verne	Temple City
Covina	Monrovia	Walnut
Duarte	Monterey Park	West Covina
E. Pasadena	Pasadena	

***Ae. aegypti* Infested Cities (9)**

Alhambra	Rosemead
El Monte	San Gabriel
Monterey Park	South Pasadena
Pasadena	Temple City
Pomona	

***Ae. notoscriptus* Infested Cities (2)**

Monterey Park
South San Gabriel

Item AE

Updated: September 1, 2017

Upcoming Events for September

1 Sept	Los Angeles County Fair (Sept 1 – Sept 24) Literature Only	All Cities
4 Sept	Labor Day – District Closed	West Covina
5 Sept	Update 5 th District Rep Office	Pasadena
8 Sept	SGVMVCD Board Meeting 7:00 AM Admin Board Room	West Covina
12 Sept	Citizen Science Program Presentation to City Council	La Puente
27 Sept	El Monte-Rosemead Adult School Resource Fair	El Monte
28 Sept	Pasadena Health and Wellness Fair	Pasadena
29 Sept	Vector Inspectors Assembly Charles H. Lee Elementary	Azusa

Social Media Report: August 2017

Campaigns: World Mosquito Day; International Cat Day; National Dog Day

Twitter

@SGVmosquito

Top Tweet

Did you get summer rain? Mosquitoes need water in-order to breed and grow. Eliminate the source. #MosquitoesGrowInWater #WednesdayWisdom



Impressions	5,146
Total engagemer	50
Likes	17
Retweets	10
Profile clicks	2

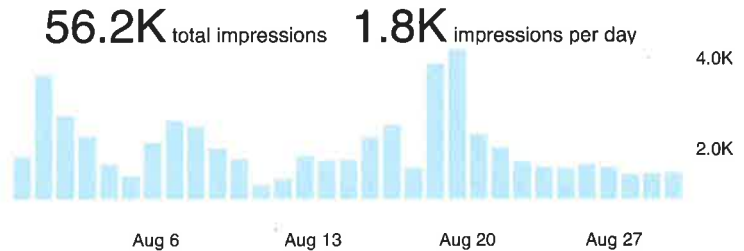
Summary

Tweets	102	Tweet impressions	56.2K
Mentions	34	Profile visits	1,781
New followers	30	Total followers	862

Engagement

	73 Total Link Clicks
	239 Total Likes
	221 Retweets

Tweet Daily Activity



Facebook

@SGVmosquito



Summary

Posts	62	Comments	22
Shares	119	Reactions	459
New followers	46	Total followers	4,507

Top Post

San Gabriel Valley Mosquito & Vector Control District
Published by SBV Mosquito on August 6 at 11:43pm

Pregnant women are urged to avoid going to areas with a Zika risk in a NEWS RELEASE by the California Department of Public Health.
READ → <https://goo.gl/K45ZDB>

NEWS RELEASE

CDPH California Department of Public Health
Pregnant Women Urged to Avoid

Whether you work in a location with Zika, your family who live in areas with Zika or travel for leisure to places with Zika, you need to protect yourself.

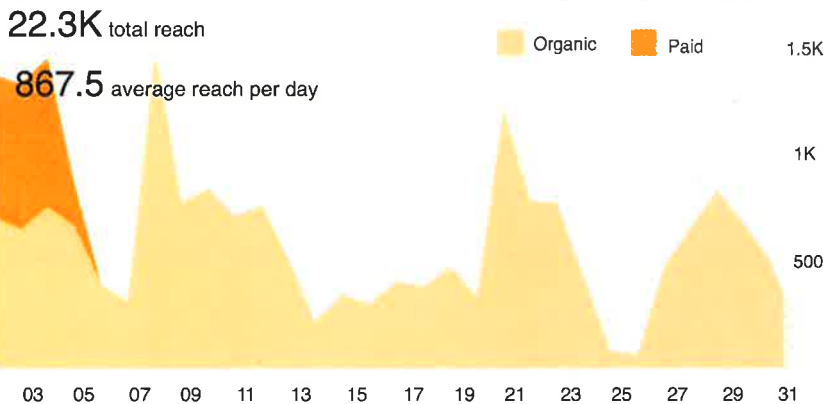
CDPH Director and State Health

1,372 People Reached

17 Reactions, Comments & Shares

0 Like	2 On Post	7 On Shares
1 Wbw	0 On Post	1 On Shares
1 Sad	0 On Post	1 On Shares
0 Comments	0 On Post	0 On Shares
6 Shares	2 On Post	4 On Shares
151 Post Clicks		
3 Photo Views	60 Link Clicks	88 Other Clicks

Total Reach



Aug 03 05 07 09 11 13 15 17 19 21 23 25 27 29 31

September 1, 2017

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

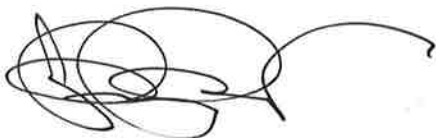
SUBJECT: September 1, 2017 District Working Fund Balance

August 1, 2017 balance: \$4,096,606.93

August 2017 expenditures: \$305,720.42

Aug 1, 2017 Working Fund Balance: \$3,790,886.51

Respectfully Submitted:

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

**Jared Dever
District Manager**

Treasurer's Report-July 2017
San Gabriel Valley Mosquito and Vector Control District

The attached Treasurer's Report is for July 2017.

The Total of All Funds Balance is \$4,096,606.93

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

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

A handwritten signature in blue ink, appearing to read "Henry M. Wang", 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 1, FY 2018 received on September 1, 2017)**

Item 4G

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Local Agency Investment Fund (LAIF)	0.88%	\$1,336,622.91	interest	\$3,078.06	LAIF Statement (July 2017)	\$1,339,700.97

Maturity Date: Perpetual
Interest rate as of Aug 1, 2017

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Los Angeles County Pool	0.68%	\$2,653,765.30	interest Assessment Trust Warrant # 664	\$0.00 \$60,007.18 (\$458,959.24)	ND 24 Per 1 ND 24 Per 1 ND 24 Per 1	\$2,254,813.24

Maturity Date: Perpetual
Interest rate as of Mar 30, 2017

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Revolving Fund	\$203,390.01	Deb Activity-July 2017 Sweep Trust Warrant #664 Big Fish-Dir Dep reimbur	(\$1,038,472.03) \$575,374.80 \$458,959.24 \$747.98	CB Statement July 2017	\$200,000.00

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Sweep Account	\$418,345.38	Deb Activity-July 2017 Deposit	(\$575,374.80) \$459,122.14	CB Statement July 2017	\$302,092.72

**Total Beginning
Balance**

\$4,612,123.60

**Total End
Balance**

\$4,096,606.93

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

Date: September 8, 2017 **Item 6**

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

Subject Consider granting future signing authority to District Manager for Epidemiology and Laboratory Capacity Grant Contract with the Los Angeles County Department of Public Health Acute Communicable Disease Control Program.

Reference:

Background

The federal Epidemiology and Laboratory Capacity (ELC) grant is awarded annually, and periodically during emergency declarations, to the Los Angeles County Department of Public Health Acute Communicable Disease Control Program (ACDC). ACDC is responsible for approving and distributing fund requests to vector control special districts and programs. To receive these annual grant monies, the District must enter into a contract that defines the fund expenditures, restrictions, accounting, and reporting.

The attached contract (which is available upon request) has recently been revised through negotiation to ease the reporting frequency, eliminate the distribution of property owner information, and clarify the status of employment for seasonal workers hired under the grant. District council, Michael Jenkins, has reviewed the contract and noted several areas of potential concern. However, the areas of concern have been deemed to be acceptable so long as the contract is administered dutifully by the District.

Manager's Recommendation

To expedite the contract approval process in the future, it is my recommendation that the Board of Trustees grant the District Manager signatory discretion and authority for the annual ELC Grant. If for any reason the contract is substantially modified or amended, it will be brought back to the Board of Trustees for reconsideration.

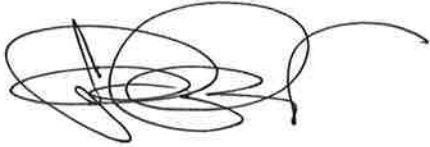
Alternatives

Deny the District Manager signatory discretion and authority for the annual ELC grant contract.

Fiscal Impact

The average annual ELC grant fund allocation ranges from \$90,000 to \$175,000, and supports the acquisition of surveillance, public outreach, and operations personnel and equipment.

Respectfully Submitted,

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

**Jared Dever
District Manager**

RESOLUTION NO. 2012-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT ESTABLISHING EMPLOYEE DRIVERS AND DRIVER SELECTION AND VEHICLE USE REGULATIONS

The Board of Directors of the San Gabriel Valley Mosquito and Vector Control District does hereby resolve and order as follows:

**REGULATIONS FOR VEHICLE USE
SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

I. PURPOSE AND SCOPE

Motor vehicle accidents can result in costly claims to the San Gabriel Valley Mosquito and Vector Control District ("District"). They are also the leading cause of death in the workplace in the United States. These Regulations, adapted from the Vector Control Joint Powers Agency Model Driver Selection and Vehicle Use Guidelines, were developed to help employees operate vehicles safely. They reflect currently accepted best practices for selecting and managing drivers who operate vehicles on behalf of the District, and controlling misuse of vehicles and poor driving which leads to accidents. These Regulations apply to all employees who may operate District vehicles or their personal vehicle on behalf of the District, including leased or rented vehicles.

II. DEFINITIONS

A. At-Fault Accidents

A motor vehicle accident resulting from negligence or willful misconduct of the operator.

B. Authorized Driver

Employees who:

1. Have an acceptable driving record according to these guidelines.
2. Are approved by a supervisor to drive District vehicles.
3. Have met the requirements as set forth by the District.

C. Conviction

1. A verdict of guilty by a court or other tribunal for any charged vehicular offense.
2. A plea of guilty or no contest to such an offense.
3. Forfeiting bail without entering a formal plea.

D. Major Violations

Major violations shall include, but are not limited to the following:

1. Driving under the influence of alcohol or drugs. This includes prescription drugs with the warning that operating machinery or a motor vehicle while using the drug is not safe.
2. Failing to report an accident.
3. Making a false accident report.
4. Vehicular homicide or manslaughter.
5. Attempting to elude a police officer.
6. Driving while a license is suspended or revoked.
7. Reckless driving, racing or speed contest.
8. Speeding at 25 mph or more over the posted speed limit.
9. Hit and Run.

E. Minor Violations

Minor Violations shall include any moving traffic violation which is not a major violation. Examples include but are not limited to:

1. Speeding (less than 25 mph over the posted speed limit).
2. Running a stop sign or red light.
3. Improper turn.
4. Passing across a double yellow line.
5. Failure to yield.
6. Following too close.

F. Motor Vehicle Report (MVR)

A report by the State of California Department of Motor Vehicles which indicates the status of the individual's license and details the driving record by individual name and driver license number for each request submitted.

G. Violation

The act of operating a motor vehicle unsafely. Types of violations include:

1. Civil -A written allegation by a law enforcement officer claiming a person violated a law.
2. Infraction -A violation punishable by a fine or other penalty, but not by incarceration.
3. Misdemeanor -A violation punishable by imprisonment in a county jail, by fine, or both.
4. Felony -A crime which is punishable by death or imprisonment in a state prison. Under certain conditions a felony can be treated as a misdemeanor.

III. CONDITION OF EMPLOYMENT

Employees of the District who drive a vehicle on behalf of the District must meet the following criteria:

A. Driver License Requirements

1. Drivers must have a valid license for the class of vehicle that they operate.
2. Drivers should have a valid California Driver’s License in their immediate possession at all times when operating a vehicle owned by the District.
3. For vehicles requiring a Class A, Class B or Class C & Hazardous Materials Endorsement, district participation in the DMV Mandatory Employer Pull-Notice Program is required.

4

3. Employees must notify their supervisors immediately if they know or believe that _____ their license is revoked or suspended.

B. Motor Vehicle Reports

The DMV’s Government Employer Pull Notice Program is a critical component of this policy. Every authorized driver must be enrolled in the Government Employer Pull Program, and provide authorization for the district to review and address reports of MVR activity that are sent to the district.

1. All employees and prospective employees must furnish a current MVR from the Department of Motor Vehicles (DMV).
2. An acceptable current MVR is a condition of employment and will remain a condition of continued employment. Employees should not be allowed to drive until the MVR is received, reviewed, and deemed acceptable per the standards of this policy.

3.

Employees who operate vehicles on the District’s behalf must be insurable with the _____ District’s insurance carrier according to the standards of these Regulations.

4. All traffic violations which occur during non-business (personal use) hours may affect

driving privileges and are subject to review.

C. Other Requirements

1. Authorized drivers must demonstrate to their supervisor that they can safely operate the vehicles they are assigned. Employees who drive as an essential part of their job or drive more than an occasionally must attend defensive driving courses ~~when they are provided by the District.~~ every three years. Check rides may be conducted based upon an employee's MVR and/or driving behavior.
2. Authorized Drivers must pass physical examination administered by a licensed physician when a question of fitness to drive arises or is otherwise required by these Regulations.
3. Authorized Drivers may have their employment terminated or be reassigned to a non-driving position if one is available when they are not insurable by the District's automobile insurance provider.

IV. EXCLUDED APPLICANTS

- A. An applicant who is not insurable by the District's automobile insurance provider is considered excluded and not eligible for hire.
- B. Any of the following violations showing on the employee's driving record may be cause for revoking an employee's authorization to drive on behalf of the district and will cause an applicant to be excluded:
 1. Three or more moving violations within the past three years (an accident will be considered a moving violation).
 2. Two or more "at-fault" accidents within the past three years.
 3. One major violation within the past three years.
 4. ~~Four or more points assigned to violations of the California Vehicle Code (DMV Count).~~

V. EXCLUDED EMPLOYEES

- A. Employees who are not insurable by the District's automobile insurance provider will be considered an excluded employee and notified in writing.

B. Any of the following violations may cause an employee to be considered excluded:

1. Three or more moving violations (an accident will be considered a moving violation)
2. Two or more "at-fault" accidents
3. One major violation.
4. ~~Four or more points assigned to violations of the California Vehicle Code (DMV Count).~~

C. The following procedure shall be followed for each employee:

1. Each employee's name will be filed with the DMV Driver Record Information Service.
2. ~~Each report will be reviewed for the DMV Count and the following action will be taken for employees with excessive points on their current DMV record:~~
 - a. If an employee's DMV Count is two points, the District shall warn the employee in writing.
 - b. If an employee's DMV Count is three points, the District shall require an affidavit signed by the employee acknowledging that upon receiving one additional point the employee shall not be eligible to drive a District vehicle.
 - c. If an employee's DMV Count is four points, the District shall notify the employee in writing that he or she is not eligible to drive a District vehicle.

D. Excluded employees shall be terminated if the class specification for their position requires that they must be insurable with the District carrier and they become ineligible for coverage.

VI. VEHICLE USE

A. District Vehicles

1. District-owned vehicles shall be used only by authorized drivers. Vehicles owned or

maintained by the District are for District business and must not be used for personal reasons. ~~Exceptions must be approved by the District Manager.~~

2. Vehicles are not to be considered part of an employee's compensation and must not be used as an inducement for employment. In all cases, the vehicles are to be operated in strict compliance with California motor vehicle laws and with the utmost regard for their care and cost-efficient use.
3. Vehicles must be operated according to the California Motor Vehicle Code and the District's policies.
43. Drivers must operate vehicles with care and with the goal of fuel efficiency, e.g., minimizing sudden starts and stops, gradual braking, and no two footed driving.
54. Authorized drivers shall only transport on-duty employees in District-owned vehicles, unless the persons are being transported for official District business or authorized by a supervisor.
65. Except in emergency, authorized drivers shall operate only vehicles to which they are assigned.
76. Employees must have the appropriate class of valid California Driver's License in their possession at all times when driving.

B. Personal Vehicles

1. Employees should use District-owned vehicles for work whenever possible.
2. Authorized Drivers who use their personal vehicle for District business must:
 - a. Provide a Certificate of Insurance to the District with minimum limits of \$100,000 for bodily injury per person, \$300,000 for bodily injury per accident, and \$50,000 for property damage. Proof of current coverage and limits must be kept on file at the District.
 - b. Ensure their vehicle is currently registered with the Department of Motor Vehicles.
 - c. Operate the vehicle according to the California Vehicle Code.
3. Any employee whose personal vehicle is damaged in a collision while the employee is performing duties within the course and scope of District business shall be reimbursed for the cost of their deductible up to \$1,000, provided:
 - a. The employee did not violate any part of the California Vehicle Code.
 - b. The driver of the other vehicle is responsible for the accident as verified by a police report.
 - c. The amount to be reimbursed by the District is not recoverable under any insurance

- policy available to the employee.
- d. The employee verifies the cost of the damage.

C. Rented or Leased Vehicles

Employees who rent vehicles for District business must obtain at the District's expense adequate coverage for collision and liability by purchasing the rental company's loss damage waiver coverage.

VII. REPORTING ACCIDENTS

When a District-owned vehicle or a personal vehicle being operated on behalf of the District is involved in an accident, the following procedures must be followed:

- A. Assure injuries or medical needs are addressed either by first aid or calling for emergency services
- B. Move vehicles to a safe location, position warning signals, e.g., flares, cones, etc. if available
- C. Immediately notify the police department or California Highway Patrol (CHP) and your supervisor of the accident. **Do not admit negligence or liability.**
- D. Use the Accident Reporting Packet in the glove box.
- E. Take photographs at the scene of the accident, if possible.
- F. Do **not** attempt to settle any dispute or make a payment.
- G. Get the name, address, and phone number of any injured person and witness(es) if possible.
- H. Exchange vehicle identification and insurance information including policy number with the other driver.
- J. Submit all documentation to a supervisor within 24 hours of the accident.
- K. If an employee operating a District vehicle strikes an unattended stationary vehicle or other property, the employee shall immediately stop and attempt to locate the custodian or owner. If unable to do so, the employee shall place the District's contact information securely and prominently on the damaged property and report the incident to a supervisor immediately. The police department with jurisdiction should be notified.

VIII. DRIVER RESPONSIBILITIES

A. Care and Maintenance of Vehicles

1. Employees must prevent abuse, theft, neglect, ~~or disrespect~~ of vehicles they are assigned.
2. Drivers are responsible for keeping their vehicles clean and for reporting any malfunctions.

3. All drivers shall ensure that all items being transported, e.g., equipment, property, supplies, etc., are properly secured to prevent them from shifting or falling from the vehicle.
4. Employees on district business will observe all traffic rules and regulations, including the use of seat belts. The driver will be responsible for any fines or penalties incurred, including parking violations;
5. Reporting all moving violations or accidents to a supervisor or manager before the end of shift, but, in no case, longer than twenty-four (24) hours.

B. Operation of Vehicles

1. All drivers and passengers shall wear seat belts while a vehicle is in operation.
2. Employees shall not ride on the running boards, fenders, hoods, tailgates, or rear racks of vehicles.
3. Drivers shall not drive any vehicle when its load obstructs the front, right, or left view or interferes with steering the vehicle. No more than three people shall ride in the front seat of a vehicle at one time.
4. Whenever District-owned vehicles block or obstruct traffic, the driver shall place warning signs and/or traffic cones to warn oncoming motorists of the obstruction. Warning signs shall be placed to give oncoming motorists adequate time to stop safely. Revolving red or yellow lights or blinkers should be used as additional warning devices if they are available. Distance should be determined by:
 - a. street and weather conditions
 - b. speed limits in the area
 - c. whether the road is straight or curved
5. Employees shall not open the door of a vehicle on the side of moving traffic unless it is reasonably safe. The door should be open only long enough to safely load or unload passengers.
6. Employees shall not leave District vehicles unattended without first stopping the engine, removing the key, setting the brake, and locking all doors.
7. District vehicles with a load that extends more than 4 feet beyond the rear shall have the end of the load marked with a red flag with sides at least 12 inches in length.

8. Employees who operate District vehicles that tow trailers, dollies, or other equipment shall ensure that hitches are securely latched, lights are properly connected, and safety chains are properly attached.
9. The following is permissible *only* when the vehicle is parked:
 - a. Making or receiving cellular phone calls
 - b. Composing or receiving text messages or e-mail
 - c. Programming GPS systems
 - d. Using computers
 - e. Selecting music or programming audio equipment
 - d. Extended conversations with a two way radio
 - e. Eating
 - f. Drinking non-alcoholic beverages
 - g. Grooming
 - h. Extensive conversation with passengers
 - i.—Reading
10. Employees must pay for any fines or penalties incurred while operating a District vehicle.
11. Employees must report all moving violations or accidents to a supervisor or manager immediately.
12. Smoking is not allowed in any District vehicle.
13. Employees shall not use, possess, or be under the influence of alcohol, illegal drugs, unauthorized prescription medications, or any other illegal mind-altering substances while performing their assigned duties and driving.
14. Employees must advise their supervisor before operating any vehicle for District business when they are taking any medications or products that may cause them to operate a vehicle unsafely.

Failing to comply with any of these responsibilities may result in disciplinary action up to and including termination.

Resolution 2012-01

PASSED, APPROVED AND ADOPTED by the Board of Directors of the San Gabriel Valley Mosquito and Vector Control District on the 13th day of April 2012, by the following vote:

AYES: R. Chandler, J. Rocha, R. Barakat, H. Morgan, C. Calaycay, M. Finlay,
C. Myers, M. Garcia, D. Holloway, R. Neher, H. Bissner, D. Kirby, J. Leon,
B. Alarcon, K. Sawkins, J. Nelson, J. Templeman, C. Sternquist

NOES:

ABSTAIN: E. Rothman, A. Quintero

ABSENT: S. Sham, J. Parriott, M. Su, S. Sanderson

Dan Kirby, Vice President

ATTEST:

Resolution 2012-01

Henry M. Morgan, Secretary

RESOLUTION NO. 2012-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT ESTABLISHING EMPLOYEE DRIVERS AND DRIVER SELECTION AND VEHICLE USE REGULATIONS

The Board of Directors of the San Gabriel Valley Mosquito and Vector Control District does hereby resolve and order as follows:

REGULATIONS FOR VEHICLE USE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

I. PURPOSE AND SCOPE

Motor vehicle accidents can result in costly claims to the San Gabriel Valley Mosquito and Vector Control District (“District”). They are also the leading cause of death in the workplace in the United States. These Regulations, adapted from the Vector Control Joint Powers Agency Model Driver Selection and Vehicle Use Guidelines, were developed to help employees operate vehicles safely. They reflect currently accepted best practices for selecting and managing drivers who operate vehicles on behalf of the District, and controlling misuse of vehicles and poor driving which leads to accidents. These Regulations apply to all employees who may operate District vehicles or their personal vehicle on behalf of the District, including leased or rented vehicles.

II. DEFINITIONS

A. Major violations shall include, but are not limited to the following At-Fault Accidents

A motor vehicle accident resulting from negligence or willful misconduct of the operator.

B. Authorized Driver

Employees who:

1. Have an acceptable driving record according to these guidelines.
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3. Have met the requirements as set forth by the District.

C. Conviction

1. A verdict of guilty by a court or other tribunal for any charged vehicular offense.
2. A plea of guilty or no contest to such an offense.
3. Forfeiting bail without entering a formal plea.

D. Major Violations

1. Driving under the influence of alcohol or drugs. This includes prescription drugs with the warning that operating machinery or a motor vehicle while using the drug is not safe.
2. Failing to report an accident.
3. Making a false accident report.

4. Vehicular homicide or manslaughter.
5. Attempting to elude a police officer.
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8. Speeding at 25 mph or more over the posted speed limit.
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A report by the State of California Department of Motor Vehicles which indicates the status of the individual's license and details the driving record by individual name and driver license number for each request submitted.

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The act of operating a motor vehicle unsafely. Types of violations include:

1. Civil -A written allegation by a law enforcement officer claiming a person violated a law.
2. Infraction -A violation punishable by a fine or other penalty, but not by incarceration.
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4. Felony -A crime which is punishable by death or imprisonment in a state prison. Under certain conditions a felony can be treated as a misdemeanor.

III. CONDITION OF EMPLOYMENT

Employees of the District who drive a vehicle on behalf of the District must meet the following criteria:

A. Driver License Requirements

1. Drivers must have a valid license for the class of vehicle that they operate.
2. Drivers should have a valid California Driver's License in their immediate possession at all times when operating a vehicle owned by the District.
3. For vehicles requiring a Class A, Class B or Class C & Hazardous Materials Endorsement, district participation in the DMV Mandatory Employer Pull-Notice Program is required

4. Employees must notify their supervisors immediately if they know or believe that their license is revoked or suspended.

B. Motor Vehicle Reports

The DMV's Government Employer Pull Notice Program is a critical component of this policy. Every authorized driver must be enrolled in the Government Employer Pull Program, and provide authorization for the district to review and address reports of MVR activity that are sent to the district.

1. All employees and prospective employees must furnish a current MVR from the Department of Motor Vehicles (DMV).
2. An acceptable current MVR is a condition of employment and will remain a condition of continued employment. Employees should not be allowed to drive until the MVR is received, reviewed, and deemed acceptable per the standards of this policy.
3. Employees who operate vehicles on the District's behalf must be insurable with the District's insurance carrier according to the standards of these Regulations.
4. All traffic violations which occur during non-business (personal use) hours may affect driving privileges and are subject to review.

C. Other Requirements

1. Authorized drivers must demonstrate to their supervisor that they can safely operate the vehicles they are assigned. Employees who drive as an essential part of their job or drive more than an occasionally must attend defensive driving courses when they are provided by the District - every three years. Check rides may be conducted based upon an employee's MVR and/or driving behavior.
2. Authorized Drivers must pass a physical examination administered by a licensed physician when a question of fitness to drive arises or is otherwise required by these Regulations.
3. Authorized Drivers may have their employment terminated or be reassigned to a non-driving position if one is available when they are not insurable by the District's automobile insurance provider.

IV. EXCLUDED APPLICANTS

- A. An applicant who is not insurable by the District's automobile insurance provider is considered excluded and not eligible for hire.
- B. Any of the following violations showing on the employee's driving record may cause for revoking an employee's authorization to drive on behalf of the district and will cause an applicant to be excluded:
 1. Three or more moving violations within the past three years (an accident will be considered a moving violation).
 2. Two or more "at-fault" accidents within the past three years.
 3. One major violation within the past three years.
 4. ~~Four or more points assigned to violations of the California Vehicle Code (DMV Count).~~

V. EXCLUDED EMPLOYEES

- A. Employees who are not insurable by the District's automobile insurance provider will be considered an excluded employee and notified in writing.
- B. Any of the following violations may cause an employee to be considered excluded:
1. Three or more moving violations (an accident will be considered a moving violation)
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- C. The following procedure shall be followed for each employee:
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 - c. If an employee's DMV Count is four points, the District shall notify the employee in writing that he or she is not eligible to drive a District vehicle.
- D. Excluded employees shall be terminated if the class specification for their position requires that they must be insurable with the District carrier and they become ineligible for coverage.

VI. VEHICLE USE

- A. District Vehicles
1. District-owned vehicles shall be used only by authorized drivers. Vehicles owned or maintained by the District are for District business and must not be used for personal reasons. ~~Exceptions must be approved by the District Manager.~~
 2. Vehicles are not to be considered part of an employee's compensation and must not be used as an inducement for employment. In all cases, the vehicles are to be operated in strict compliance with California motor vehicle laws and with the utmost regard for their care and cost-efficient use.
 3. Vehicles must be operated according to the California Motor Vehicle Code and the District's policies.
 4. Drivers must operate vehicles with care and with the goal of fuel efficiency, e.g., minimizing sudden starts and stops, gradual braking, and no two footed driving.

5. Authorized drivers shall only transport on-duty employees in District-owned vehicles, unless the persons are being transported for official District business or authorized by a supervisor.
6. Except in emergency, authorized drivers shall operate only vehicles to which they are assigned.
7. Employees must have the appropriate class of valid California Driver's License in their possession at all times when driving.

B. Personal Vehicles

1. Employees should use District-owned vehicles for work whenever possible.
2. Authorized Drivers who use their personal vehicle for District business must:
 - a. Provide a Certificate of Insurance to the District with minimum limits of \$100,000 for bodily injury per person, \$300,000 for bodily injury per accident, and \$50,000 for property damage. Proof of current coverage and limits must be kept on file at the District.
 - b. Ensure their vehicle is currently registered with the Department of Motor Vehicles.
 - c. Operate the vehicle according to the California Vehicle Code.
3. Any employee whose personal vehicle is damaged in a collision while the employee is performing duties within the course and scope of District business shall be reimbursed for the cost of their deductible up to \$1,000, provided:
 - a. The employee did not violate any part of the California Vehicle Code.
 - b. The driver of the other vehicle is responsible for the accident as verified by a police report.
 - c. The amount to be reimbursed by the District is not recoverable under any insurance policy available to the employee.
 - d. The employee verifies the cost of the damage.

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Employees who rent vehicles for District business must obtain at the District's expense adequate coverage for collision and liability by purchasing the rental company's loss damage waiver coverage.

VII. REPORTING ACCIDENTS

When a District-owned vehicle or a personal vehicle being operated on behalf of the District is involved in an accident, the following procedures must be followed:

- A. Assure injuries or medical needs are addressed either by first aid or calling for emergency services
- B. Move vehicles to a safe location, position warning signals, e.g., flares, cones, etc. if available
- C. Immediately notify the police department or California Highway Patrol (CHP) and your supervisor of the accident. **Do not admit negligence or liability.**
- D. Use the Accident Reporting Packet in the glove box.

- E. Take photographs at the scene of the accident, if possible.
- F. Do **not** attempt to settle any dispute or make a payment.
- G. Get the name, address, and phone number of any injured person and witness(es) if possible.
- H. Exchange vehicle identification and insurance information including policy number with the other driver.
- J. Submit all documentation to a supervisor within 24 hours of the accident.
- K. If an employee operating a District vehicle strikes an unattended stationary vehicle or other property, the employee shall immediately stop and attempt to locate the custodian or owner. If unable to do so, the employee shall place the District's contact information securely and prominently on the damaged property and report the incident to a supervisor immediately. The police department with jurisdiction should be notified.

VIII. DRIVER RESPONSIBILITIES

A. Care and Maintenance of Vehicles

1. Employees must prevent abuse, theft, neglect, ~~or disrespect~~ of vehicles they are assigned.
2. Drivers are responsible for keeping their vehicles clean and for reporting any malfunctions.
3. All drivers shall ensure that all items being transported, e.g., equipment, property, supplies, etc., are properly secured to prevent them from shifting or falling from the vehicle.
4. Employees on district business will observe all traffic rules and regulations, **including the use of seat belts**. The driver will be responsible for any fines or penalties incurred, including parking violations;
5. Report all moving violations or accidents to a supervisor or manager before the end of shift, but, in no case, longer than twenty-four (24) hours.

B. Operation of Vehicles

1. All drivers and passengers shall wear seat belts while a vehicle is in operation.
2. Employees shall not ride on the running boards, fenders, hoods, tailgates, or rear racks of vehicles.
3. Drivers shall not drive any vehicle when its load obstructs the front, right, or left view or interferes with steering the vehicle. No more than three people shall ride in the front seat of a vehicle at one time.
4. Whenever District-owned vehicles block or obstruct traffic, the driver shall place warning signs and/or traffic cones to warn oncoming motorists of the obstruction. Warning signs shall be placed to give oncoming motorists adequate time to stop safely. Revolving red or yellow lights or blinkers should be used as additional warning devices if they are available. Distance should be determined by:
 - a. street and weather conditions
 - b. speed limits in the area
 - c. whether the road is straight or curved
5. Employees shall not open the door of a vehicle on the side of moving traffic unless it is

reasonably safe. The door should be open only long enough to safely load or unload passengers.

6. Employees shall not leave District vehicles unattended without first stopping the engine, removing the key, setting the brake, and locking all doors.
7. District vehicles with a load that extends more than 4 feet beyond the rear shall have the end of the load marked with a red flag with sides at least 12 inches in length.
8. Employees who operate District vehicles that tow trailers, dollies, or other equipment shall ensure that hitches are securely latched, lights are properly connected, and safety chains are properly attached.
9. The following is permissible *only* when the vehicle is parked:
 - a. Making or receiving cellular phone calls
 - b. Composing or receiving text messages or e-mail
 - c. Programming GPS systems
 - d. Using computers
 - e. Selecting music or programming audio equipment
 - d. Extended conversations with a two way radio
 - e. Eating
 - f. Drinking non-alcoholic beverages
 - g. Grooming
 - h. Extensive conversation with passengers
 - i. Reading
10. Employees must pay for any fines or penalties incurred while operating a District vehicle.
11. Employees must report all moving violations or accidents to a supervisor or manager immediately.
12. Smoking is not allowed in any District vehicle.
13. Employees shall not use, possess, or be under the influence of alcohol, illegal drugs, unauthorized prescription medications, or any other illegal mind-altering substances while performing their assigned duties and driving.
14. Employees must advise their supervisor before operating any vehicle for District business when they are taking any medications or products that may cause them to operate a vehicle unsafely.

Failing to comply with any of these responsibilities may result in disciplinary action up to and including termination.

ARTICLE III**ACCOUNTS PAYABLE**

Procedures and controls shall exist to ensure that all expenditures are legal, duly authorized, and necessary to achieve the goals and functions of the District. All disbursements shall be recorded accurately, reported promptly, and processed efficiently to ensure that expenses are paid in a timely manner to avoid late charges, finance charges, and to take advantage of discounts.

SECTION 1. Purchasing

- A. The cost of all purchases shall be within the limits of the line item budget as established by the Board of Trustees unless otherwise approved by a majority vote of the Board of Trustees.
- B. All purchases shall require a purchase order (P.O.). Purchase orders shall be received from the Administrative ~~Secretary/Bookkeeper~~ Assistant who will log-enter the P.O. in the QuickBooks Financial Software system. The log entry will include P.O. number, date, vendor, and who received the P.O. The items to be purchased shall be written on the P.O. along with vendor name, budget line item number, and date and submitted to the District Manager for approval.
- C. All purchases shall be consistent with Resolution 2006-02, Bid Regulations for the Purchase of Supplies and Equipment, as adopted January 13, 2006. Although bidding may be dispensed with for purchases under \$5,000, every effort shall be made to obtain the item for the lowest price commensurate with quality, service and reliability.

When the cost of an item or service is valued between \$5,001 and \$20,000, informal bidding shall be required. Informal bidding may be accomplished by written request for bids sent to selected bidders, by telephone survey of prices, or by such other efforts directed towards obtaining at least three bids.

When the cost of an item or service is valued at more than \$20,000, formal bidding shall be required. Formal bidding process shall require that a notice be posted at the District office at least ten (10) days prior to the bid opening and formal requests for bids shall be solicited either by newspaper publication, trade journal publication, or by use of bid service. Sealed bids shall be solicited and the bid will be awarded by the Board to the lowest responsible bidder based on the Manager's analysis and recommendations of the bids and bidders, unless the Board makes a determination that it would be in the public's best interest to do otherwise.

General exceptions to the bidding process shall be consistent with Section 3

of Resolution 2006-02 as adopted January 13, 2006.

SECTION 2. Receiving

- A. The person making the purchase shall review the invoice (receipt) for accuracy and compare quantities received with quantities purchased. If an item needs to be back ordered, the P.O. shall reflect the quantity received and the quantity back ordered. Once the review is completed, the person making the purchase shall sign the RECEIVED BY line, ~~and give the pink copy of the P.O. to the vendor.~~
- B. Items received by mail or special delivery shall be checked against the packing slip and P.O. Items that are not received shall be noted on the P.O. The person who received and inspected the order shall sign the RECEIVED BY line on the P.O.
- C. All items that are received shall be checked immediately for damage.
- D. All items requiring an inventory number shall be appropriately labeled and added to the inventory list on the date of receipt. The inventory list shall state the date of purchase, item, model number, serial number, location, and purchase price including any applicable tax.
- E. The invoice (receipt) along with the white and yellow copy of the P.O. shall be given to the Administrative ~~Secretary/BookkeeperAssistant~~. The Administrative ~~Secretary/BookkeeperAssistant~~ shall ~~record the amount of complete the P.O. process in the QuickBooks Financial Software system. the purchase in the P.O. log.~~

SECTION 3. Posting Invoices

- A. When the Administrative ~~Secretary/BookkeeperAssistant~~ has received an invoice and P.O., the invoice shall be compared with the P.O. and checked for accuracy. Items that are received shall be distributed to the appropriate line (including tax) and written on the P.O.
- B. Invoices shall be entered in the ~~computer-QuickBooks Financial Software~~ under the appropriate vendor. Entries shall include the P.O. number, invoice number, invoice date, invoice amount, and shall be distributed to the appropriate line item account number(s).
- C. If the vendor submits a monthly statement, all invoices shall be checked against the monthly statement. Errors shall be identified and corrected prior to payment.
- D. Once invoices have been entered, ~~The Office Manager will generate an edit list. will be generated.~~ The District Manager shall review the edit list for accuracy by comparing the edit list with the invoices and P.O.s.

- E. Once the District Manager approves the edit list, the ~~Administrative Office Manager Secretary/Bookkeeper~~ shall post the invoices and print the Accounts Payable Register. Once the edit list is approved, the ~~Administrative Secretary/Bookkeeper~~ Office Manager shall generate an Accounts Payable Register for review and signed approval by the District Manager.

SECTION 4. Preparing Payments and Printing Checks

- A. All open invoices shall be selected for payment and a ~~Pre-Check Writing Unpaid Bills~~ Report shall be generated. The District Manager shall review the report for accuracy. Once approved, the ~~Administrative Office Manager Secretary/Bookkeeper~~ shall print checks.
- B. Any checks voided during the printing process shall be marked VOID and shall be initialed by the District Manager and one of the designated Trustees. Should any checks be voided after posting has occurred, the A/P Voided Checks Registered shall be attached to the voided check as proof of voiding the expense in the accounts payable system.
- C. Printed checks shall be stored in a secure area until reviewed and signed by a designated Trustee. ~~The Vector Ecologist or Field Supervisor shall deliver the checks to a designated Trustee for signature.~~ The second signature required shall not be made until the day the checks are dispersed.
- D. Checks shall be recorded in ~~the a computerized checking program~~ the QuickBooks Financial Software system. Entries shall include date, payee, amount, and balance.

ARTICLE III

ACCOUNTS PAYABLE

Procedures and controls shall exist to ensure that all expenditures are legal, duly authorized, and necessary to achieve the goals and functions of the District. All disbursements shall be recorded accurately, reported promptly, and processed efficiently to ensure that expenses are paid in a timely manner to avoid late charges, finance charges, and to take advantage of discounts.

SECTION 1 Purchasing

- A. The cost of all purchases shall be within the limits of the line item budget as established by the Board of Trustees unless otherwise approved by a majority vote of the Board of Trustees.
- B. All purchases shall require a purchase order (P.O.). Purchase orders shall be received from the Administrative Assistant who will enter the P.O. in the QuickBooks Financial Software system. The entry will include P.O. number, date, vendor, and who received the P.O. The items to be purchased shall be written on the P.O. along with vendor name, budget line item number, and date and submitted to the District Manager for approval.
- C. All purchases shall be consistent with Resolution 2006-02, Bid Regulations for the Purchase of Supplies and Equipment, as adopted January 13, 2006. Although bidding may be dispensed with for purchases under \$5,000, every effort shall be made to obtain the item for the lowest price commensurate with quality, service and reliability.

When the cost of an item or service is valued between \$5,001 and \$20,000, informal bidding shall be required. Informal bidding may be accomplished by written request for bids sent to selected bidders, by telephone survey of prices, or by such other efforts directed towards obtaining at least three bids.

When the cost of an item or service is valued at more than \$20,000, formal bidding shall be required. Formal bidding process shall require that a notice be posted at the District office at least ten (10) days prior to the bid opening and formal requests for bids shall be solicited either by newspaper publication, trade journal publication, or by use of bid service. Sealed bids shall be solicited and the bid will be awarded by the Board to the lowest responsible bidder based on the Manager's analysis and recommendations of the bids and bidders, unless the Board makes a determination that it would be in the public's best interest to do otherwise.

General exceptions to the bidding process shall be consistent with Section 3 of Resolution 2006-02 as adopted January 13, 2006.

SECTION 2 Receiving

- A. The person making the purchase shall review the invoice (receipt) for accuracy and compare quantities received with quantities purchased. If an item needs to be back ordered, the P.O. shall reflect the quantity received and the quantity back ordered. Once the review is completed, the person making the purchase shall sign the RECEIVED BY line.
- B. Items received by mail or special delivery shall be checked against the packing slip and P.O. Items that are not received shall be noted on the P.O. The person who received and inspected the order shall sign the RECEIVED BY line on the P.O.
- C. All items that are received shall be checked immediately for damage.
- D. All items requiring an inventory number shall be appropriately labeled and added to the inventory list on the date of receipt. The inventory list shall state the date of purchase, item, model number, serial number, location, and purchase price including any applicable tax.
- E. The invoice (receipt) along with the white and yellow copy of the P.O. shall be given to the Administrative Assistant. The Administrative Assistant shall complete the P.O. process in the QuickBooks Financial Software system.

SECTION 3 Posting Invoices

- A. When the Administrative Assistant has received an invoice and P.O., the invoice shall be compared with the P.O. and checked for accuracy. Items that are received shall be distributed to the appropriate line (including tax) and written on the P.O.
- B. Invoices shall be entered in the QuickBooks Financial Software under the appropriate vendor. Entries shall include the P.O. number, invoice number, invoice date, invoice amount, and shall be distributed to the appropriate line item account number(s).
- C. If the vendor submits a monthly statement, all invoices shall be checked against the monthly statement. Errors shall be identified and corrected prior to payment.
- D. Once invoices have been entered, The Office Manager will generate an edit list. The District Manager shall review the edit list for accuracy by comparing the edit list with the invoices and P.O.s.

E. Once the District Manager approves the edit list, the Office Manager shall post the invoices and print the Accounts Payable Register. Once the edit list is approved, the Office Manager shall generate an Accounts Payable Register for review and signed approval by the District Manager.

SECTION 4 Preparing Payments and Printing Checks

- A. All open invoices shall be selected for payment and a Unpaid Bills Report shall be generated. The District Manager shall review the report for accuracy. Once approved, the Office Manager shall print checks.
- B. Any checks voided during the printing process shall be marked VOID and shall be initialed by the District Manager and one of the designated Trustees. Should any checks be voided after posting has occurred, the A/P Voided Checks Registered shall be attached to the voided check as proof of voiding the expense in the accounts payable system.
- C. Printed checks shall be stored in a secure area until reviewed and signed by a designated Trustee. The second signature required shall not be made until the day the checks are dispersed.
- D. Checks shall be recorded in the QuickBooks Financial Software system. Entries shall include date, payee, amount, and balance.



July 21, 2017

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

Dear Mr. Dever:

Tahim and Associates, APC is pleased to respond to the San Gabriel Valley Mosquito & Vector Control District's request for proposal to provide audit services for the years ending June 30, 2017 and 2018. Our long time experience and our hand-on commitment to superior service, integrity and knowledge make us particularly qualified to provide the professional services requested by District.

Tahim and Associates, APC has successfully served many clients in a variety of fields, including your District. We offer various services not only in the field of auditing, agreed upon procedures, review, and compilation Services, but also we provide sale and use tax review, payroll tax, property tax, business tax planning and consulting, and other financial advisory services for over 30 years to many clients. Our long-term experience combined with practical approach and strong work ethic will continue to add value to your District.

We believe that our response meets the requirements as called of this Request for Proposal. If the District has any additional questions, please contact us. Please forward any correspondence regarding this RFP to Mr. Henry P. Eng, our Audit Manager assigned to your account. Mr. Eng can be reached on his direct phone number, 626-578-7555.

On behalf of Tahim and Associates, APC, thank you for giving us the opportunity to respond to this RFP and we look forward to continuing a mutually rewarding partnership.

Sincerely,

Tahim & Associates,
A Professional Corporation
Anaheim, California

RECEIVED

JUL 19 2017

SGVMVCD

**PROPOSAL TO PROVIDE
AUDIT SERVICES TO
SAN GABRIEL VALLEY
MOSQUITO & VECTOR CONTROL DISTRICT
JUNE 30, 2017 AND 2018**

Prepared by

**Tahim and Associates, CPA's
2331 W. Lincoln Avenue, Suite 300
Anaheim, CA 92801**

July 21, 2017

Board of Trustees
San Gabriel Valley
Mosquito & Vector Control District
1145 No. Azusa Canyon Road
West Covina, CA 91790

The following letter describes the firm of Tahim and Associates, Certified Public Accountants, and outlines our proposal to provide professional services to the San Gabriel Valley Mosquito & Vector Control District.

Tahim and Associates is an Accounting Professional Corporation (APC) licensed by the State of California, Department of Consumer Affairs, as a Public Accounting Corporation. We are based in Anaheim, California. As a firm, we are members of the American Institute of Certified Public Accountants and the California Society of Certified Public Accountants. All key staffs to be assigned to this engagement (Partner, Manager and Senior & Staff Auditor) are licensed by the State of California to practice as Certified Public Accountants.

Our professional Staff consists of three managers and five staff auditor accountants. Our expertise overall cover auditing, compilation and review services, income tax planning, preparation and pension plan design and administration.

Our office is equipped with state of the art computer equipment. All our computers are network driven machines. Our current computer configuration includes Windows and Linux network servers and wireless connection. Our staff personnel are provided with notebook computers when auditing in the field. We have numerous laser printers, including color lasers and a digital copier. When requested, we will be able to provide the client with financial statement data electronically in various software formats. We also have complete internet capability as well as email and voicemail. All member of audit team of our firm are very knowledgeable in terms of information systems. We also do our best to accommodate the special needs of our clients to the extent possible.

We are members of American Institute of Certified Public Accountants that has requirement for peer review along with generally accepted Government Auditing Standards. We have participated in the peer reviews since 2004 and have undergone several peer reviews we have confirmed that our approach and procedures comply with technical and professional pronouncements. All of the peer reviews covered governmental engagements. Our most recent peer review was conducted by in 2017. There have been no disciplinary actions against our organization since its inception in 1986.

The most critical component in the successful completion of an audit is the personnel assigned to carry out the responsibilities. We have assembled team composed of individuals

with the optimum mix of talents. The individuals assigned have experience in performing the tasks for which they are responsible, as well as familiarity with all municipal accounting operations. In addition, each has developed extensive skills in a variety of other complementary subjects through their work with clients in other industries. Thus, the experience gained on previous assignments can be applied and tailored to the unique needs of your organization.

The partners and manager at Tahim and Associates, A professional Corporation are routinely an integral part of the audit process and will be overseeing and supervising staff personnel in the field. Managers are responsible for multiple engagements; however, for continuing clients, such as the San Gabriel Valley Mosquito Abatement District, their involvement will be more extensive in order to minimize the disruption to the client's daily productivity and your staff time.

Our approach to your audit will take into account the following strategies outlined below and described in more detail in the sections to follow;

- Communication through the year
- Advanced planning of the audit process
- Detailed examination of your internal controls
- Well planned and executed audit fieldwork
- Full understanding of local government issues
- Extensive quality control procedures

The firm consists of 14 professionals and administrative staff as follows:

Partners	2
Principals	1
Managers	3
Supervisors	2
Auditors	<u>3</u>
Professionals	11
Administrators	<u>4</u>
Total	15

We are providing a list of pertinent client references at the end of this proposal.

Our Audit approach assumes that representatives of the District staff will fully participate in the planning, field work, and completion of the audit process. Full participation means that the District will provide the resources necessary to allow Tahim and Associates to complete the audit in a timely and effective manner while meeting your deadlines. We anticipate that the District management and staff will participate and assist in the following areas:

- Participate in audit planning session to provide perspective on risk areas in the audit;

- Assisting in the documentation of internal controls over processes;
- Providing information such as expenditure reports, general ledger prior to commencing year end fieldwork;
- Participating in fact finding interviews with various District staff and consultants;
- Encouraging the free exchange of information between the District staff and Tahim and Associates staff;
- Committing to a year round audit approach and interaction with the auditors;
- Providing open access to the District management and other personnel;
- Timely responses to information requests and audit resolution issues.

The management of your audit will be conducted by the following individuals:

Anne Tahim, CPA, Partner in Charge

Education:

Bachelor of Science Degree in Business Administration with emphasis in Accounting--
University of Washington, Seattle

License:

Certified Public Accountant -- California 1982

Professional: American Institute of Certified Public Accountants
California Society of Certified Public Accountants

Continuing Education

She has met the Governmental Auditing Standards requirement for governmental CPF.

Memberships:

California Society of Certified Public Accountants
American Institute of Certified Public Accountants
California Society of Municipal Finance Officers (Associate Member)

Experience:

25 years of experience in auditing including governmental auditing. Ms. Tahim worked for a local CPA firm, Lance, Soll and Lunghard for six years prior to starting her own firm. Lance, Soll and Lunghard specialize in governmental audits. She was an audit supervisor responsible for conducting audits of various clients including cities and districts. She supervised audit staff of ten to twelve people.

As president of Tahim and Associates, Ms. Tahim provides professional services in the realm of auditing and accounting, tax services to businesses and individuals and pension plan design and administration services. Her audit experience includes audits of governmental entities, for profit and not for profit organizations, escrow companies and audits of HUD Programs.

Henry Eng, CPA, Audit Manager

Education:

Bachelor of Science Degree in Business Administration with emphasis in Accounting – University of California Los Angeles, Los Angeles, California.

License:

Certified Public Accountant -- California 1976

Continuing Education

He has met the Governmental Auditing Standards requirement for governmental CPE, including comprehensive training in the area of Governmental auditing and accounting.

Experience:

35 years of experience in auditing especially in governmental auditing. Mr. Eng was Manager in Charge of Governmental Accounting at Deloitte & Touché and at Laventhol & Horwath, both national accounting firms. While with Deloitte & Touché, he was in charge of the audit of the State of California Public Employees Retirement System with more than \$5 billion in asset.

Prior to entering into public accounting, Mr. Eng was a Principal Accountant – Auditor for the Auditor-Controller of the County of Los Angeles. Mr. Eng has supervised numerous people in the conduct of audits of special taxing districts, retirement plans, revenue sharing agencies, gross receipts of hotels, restaurants, boat slips and other concessions and audits of County Departments. During his tenure with the Auditor-Controller's office, Mr. Eng was in charge of financial audits as well as audits of County Departments.

Mr. Eng was the owner and operator of the firm of Henry P. Eng, CPA for over twenty years where he concentrated on providing services to client in the small special district area, such as the San Gabriel Valley Mosquito Abatement District. His firm was acquired by Tahim and Associates in 2014.

Recently he supervised and performed Audit of Los Angeles County West Vector Control District, Compton Creek Mosquito Abatement District, San Gabriel Valley Mosquito and Vector Control District, and Miraleste Recreation and Park District after joining Tahim and Associates.

We will audit the combined balance sheets of the San Gabriel Valley Mosquito & Vector Control District as of June 30, 2017 and 2018, and the related statements of revenues, expenditures and changes in fund balance for the years then ended. Our audits will be made in accordance with generally accepted auditing standards and will include such tests of the accounting records and such other audit procedures as we consider necessary for the purpose of expressing an opinion on those financial statements. The audits will also be performed in compliance with Government Code Section 26909 and the State Controller's Guidelines for Audits of Special Districts. We will perform sufficient work to prepare a complete set of accrual basis financial statements, including balance sheets and statements of revenues, expenditures and changes in fund balance, in accordance with generally accepted accounting principles. It is not contemplated that we will examine all transactions or that we will necessarily discover all errors and irregularities, should any exist. We will, however, inform you of any findings that appear to me to be unusual or abnormal. Our services will also include the preparation of the State Controller's "Annual Report of Financial Transactions of Special Districts".

We will begin to perform my interim audit test work and documentation of the District's accounting system shortly after we receive a signed engagement letter. The year end audit work will be scheduled as soon as the final general ledger is available and County records are available. The completion of the audit will depend upon the availability of the District's records and the responses to confirmation requests from the County of Los Angeles, County Counsel, and the District's financial institutions. Providing that all the records are available and that the District's management is able to complete the "Management Discussion and Analysis" section of the report, we expect that the audit could be concluded over a three week period. The audit will be completed in time to file the State Controller's Report which is typically December 31st following the District's June 30 year end.

We will perform my audits for a fee of \$11,650 for the fiscal year ending June 30, 2017 and for \$12,150 for the fiscal year ending June 30, 2018. The fee for the 2017 audit is the same amount of the June 30, 2016 audit. These fees include all out-of-pocket expenses, including travel, telephone, fax, printing and reproduction. The proposed fees include a substantial discount due to my recognition of the value of the services the San Gabriel Valley Mosquito & Vector Control District performs and my eagerness to serve your needs. Services requested in addition to the annual audit will be billed at the following rates:

Partner	\$ 200
Manager	135
Staff	60
Clerical	40

In the event of litigation or a lawsuit or any collection activity instituted in connection with services performed by this firm, if this firm prevails, we shall also be entitled to all legal fees and any other reasonable expenses incurred in connection herewith.

We believe that our qualifications to serve the San Gabriel Valley Mosquito & Vector Control District are of the highest magnitude. The selection of Tahim and Associates, based upon our qualifications, personnel resources and dedication to public service, will not only provide you with the highest quality audit but will provide you with additional resources and a fresh approach in dealing with the many challenges confronting local government today.

We welcome the opportunity to discuss any aspect of this proposal with you. To arrange such a meeting or answer any questions concerning this proposal, please contact me or Mr. Henry Eng.

Very truly yours,



Tahim & Associates,
A Professional Corporation

Anaheim, California

LIST OF PERTINENT CLIENT REFERENCES

CLIENT/CONTACT

YEARS AUDITED

1. Los Angeles County West
Vector Control District

June 30, 1991
through 2016

Mr. Robert Saviskas,
Executive Director
6750 Centinela Avenue
Culver City, CA 90230
(310) 915-7370

Financial audits of the District.

2. Compton Creek Mosquito
Abatement District

June 30, 1987
through 2016

Mr. Mitchel Weinbaum,
District Manager
1224 South Santa Fe Avenue
Compton, CA 90221
(310) 933-5321

Financial audits of the District.

3. Miraleste Recreation and Park District

June 30, 1995
through 2016

Mrs. Veronica Young,
Accountant / Manager
19 Miraleste Plaza
Rancho Palos Verdes, CA 90274
(310) 548-6691

Financial audits of the District.