



San Gabriel Valley Mosquito and Vector Control District
Board of Trustees Meeting
January 10, 2020 – 7:00 a.m.
1145 N. Azusa Canyon Road, West Covina, CA 91790

1. Call to order

(Board President, Corey Calaycay)

2. Pledge of Allegiance and Silent Roll Call

3. Opportunity for Public Comment on Non-Agenda Items

(Individual Public Comments may be limited to 3-minutes or less)

During Public Comments, the public may address the Board on any issue within the District's jurisdiction that is not on the agenda. The public may comment on any item on the Agenda at the time that item is before the Board for consideration. There will be no dialog between the Board and the Commenter. Any clarifying questions from the Board must go through the Board President.

4. Consent Calendar

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

4.1. List of Claims for the month of December 2019*

4.2. Budget Status Report for December 2019*

4.3. Minutes of Board of Trustees Meeting December 2019*

4.4. Operations Report December 2019*

4.5. Surveillance Report December 2019*

4.6. Communications Report December 2019*

4.7. November 2019 Monthly Treasurer Report/District Working Balance for January 2019*

5. Consider Resolution 2020-01: Articles and Bylaws Governing District Meetings*

(Board President, Corey Calaycay) (Action Required) (Approve/Disapprove)

6. Election of the 2020-2021 Board of Trustees Officers

(Nominations Committee Chairperson, Trustee Richard Barakat) (Action Required) (Approve/Disapprove)

Election Procedure: To conduct the election, the Nominations Committee Chairperson takes control of the meeting. The Chair presents the prospective nominees and accepts nominations from the floor.

The Board then votes for the following: President, Vice President, and Secretary/Treasurer.

2020-2021 Slate of Nominated Officers:

President	Becky Shevlin, City of Monrovia
Vice President	Tim Sandoval, City of Pomona
Secretary/Treasurer	Lloyd Johnson, City of West Covina
Past President	Corey Calaycay, City of Claremont

At the conclusion of the election process, the Chair turns over control of the meeting to the new President.

7. Recognition of Reappointed Board of Trustees Member(s):
(Board President)

Richard Barakat, City of Bradbury
Sandra Armenta, City of Rosemead
Corey Calaycay, City of Claremont
Marina Khubesrian, City of South Pasadena
Lloyd Johnson, City of West Covina
Margaret Finlay, City of Duarte
Jerry Velasco, City of El Monte

8. Introduction of New Board Members:
(Board President)

Manuel Lozano, City of Baldwin Park

9. Presentation of Trustee Service Recognition Pins:
(Board President)

Manuel Garcia, City of Irwindale	10 Years
Joseph Leon, City of Monterey Park	10 Years
Charles Myers, City of Glendora	10 Years
Stephen Sham, City of Alhambra	15 Years

10. Selection of Trustee(s) to Attend Education Opportunity: 2020 American Mosquito Control Association Annual Meeting, Portland, OR, March 16-20, 2020*
(Board President) (Action Required)

11. Appointment of Members to Ad Hoc Facilities Committee

(Board President) (Action Required)

12. District Administration

(District Manager, Jared Dever)

12.1. District Security Enhancement Update

12.2. District Facilities Repair/Renovation Update

12.3. Reminder: Finance and Audit Committee Meeting - February 2020 **TBA**

13. Department Reports

(Verbal Reports)

13.1. Operations (Jason Farned, Operations Manager)

13.2. Surveillance (Melissa Doyle, Scientific Programs Manager)

13.3. Communications (Levy Sun, Director of Communications)

14. Trustee Reports

(Verbal Reports)

15. New Business

Opportunity for Trustees to request future agenda items

(Verbal Report)

16. 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.



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

Notice to the Public

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

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

SAN GABRIEL VALLEY MVCD
Claims List

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	12/12/2019	AMERICAN FIDELITY ASSURANCE	6070 Premiums, life - Cafeter (Voluntary Insurance	114.08
			6070 Premiums, life - Cafeter (Voluntary Insurance	204.72
D093756	12/10/2019		6070 Premiums, life - Cafeter (Voluntary Insurance	1,226.09
			6070 Premiums, life - Cafeter (Voluntary Insurance	101.35
			6070 Premiums, life - Cafeter (Voluntary Insurance	54.95
				<u>1,701.19</u>
EFT	12/12/2019	NATIONWIDE RETIREMENT	6066 457 CONTRIBUTION	117.47
RP of 12/12/19				<u>117.47</u>
EFT	12/12/2019	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	615.39
			6200 RETIREMENT - CLASSIC (Employer Contribu	845.25
PR of 12/12/19			6200 RETIREMENT - CLASSIC (Employer Contribu	1,833.31
			6200 RETIREMENT - CLASSIC (Employer Contribu	333.82
			6201 RETIREMENT - PEPRA (Employer Contributic	118.80
			6201 RETIREMENT - PEPRA (Employer Contributic	1,931.98
			6201 RETIREMENT - PEPRA (Employer Contributic	601.16
			6201 RETIREMENT - PEPRA (Employer Contributic	725.71
				<u>7,005.42</u>
16840	12/12/2019	AMERICAN FIDELITY AKA FLEX ACCOUNT ADM	6070 CAFETERIA BENEFIT	220.83
			6070 CAFETERIA BENEFIT	191.67
2056171			6070 CAFETERIA BENEFIT	220.83
			6070 CAFETERIA BENEFIT	83.33
				<u>716.66</u>
16841	12/12/2019	ARAMARK UNIFORM SERVICES INC.	6332 Uniforms (Uniforms)	139.98
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	90.28
792287099				<u>230.26</u>
16842	12/12/2019	ATHENS SERVICES	6040 Building Maintenance	251.64
			6040 Building Maintenance	88.60
				<u>88.60</u>

SAN GABRIEL VALLEY MVCD
Claims List

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
7591372	12/01/2019			340.24
16843	12/12/2019	AZUSA LIGHT & WATER	6343 Meter # 99172930 (Account # 303-0190.300)	204.57
			6343 Meter # 45169724 (Account # 303-0191.300 (47.26
303-0190.300	12/01/2019			251.83
16844	12/12/2019	CANYON AIR SYSTEMS	6040 Building Maintenance	4,450.00
03015	12/09/2019			4,450.00
16845	12/12/2019	CITY OF WEST COVINA FINANCE	6075 FEES & ASSESSMENTS	216.20
8437-030-905				216.20
16846	12/12/2019	COUNCIL FOR WATERSHED HEALTH	6003 ADVERTISING	500.00
314				500.00
16847	12/12/2019	ENTERPRISE	6007 - AUTOMOBILE LEASE	2,490.00
2639				2,490.00
16848	12/12/2019	ENVIRONMENT CONTROL	6040 Building Maintenance	1,199.00
7503-411				1,199.00
16849	12/12/2019	ENVIRONMENTAL SYSTEMS (esri)	6036 COMPUTER SOFTWARE	500.00
93743218			6036 COMPUTER SOFTWARE	400.00
				900.00
16850	12/12/2019	IRWINDALE INDUSTRIAL CLINIC	6080 Hiring Expenses	130.00

SAN GABRIEL VALLEY MVCD
Claims List

Num	Date	Name	Item	Original Amount
				130.00
438-935283				
16851	12/12/2019	LEWIS ENGRAVING, INC.	6270 OFFICE SUPPLIES	<u>38.59</u>
				38.59
36134				
16852	12/12/2019	PRAXAIR DISTRIBUTION	6250 LABORATORY SUPPLIES	<u>62.06</u>
				62.06
93486077				
16853	12/12/2019	RITE AID CORPORATION	6302 Supplies, Safety	<u>576.00</u>
				576.00
88985-111219				
16854	12/12/2019	SOUTHERN CALIFORNIA EDISON	6340 UTILITIES - ELECTRIC	<u>1,768.86</u>
				1,768.86
2-03-760-7223				
16855	12/12/2019	STREAMLINE	6037 WEBSITE AND EMAIL SERVICE	<u>200.00</u>
				200.00
102618	12/01/2019			
16856	12/12/2019	SYNTECH GROUP INC.	6046 PROFESSIONAL SERVICES - IT	<u>900.00</u>
				900.00
CW-1770				
16857	12/12/2019	TPx COMMUNICATIONS	6315 Monthly Internet Charges (Monthly Internet Ch	998.30
			6320 Office phones (Office phones)	<u>1,048.00</u>
24199330-0				2,046.30

SAN GABRIEL VALLEY MVCD
Claims List

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
16858	12/12/2019	WELLS FARGO VENDOR FIN SERV	6073 EQUIPMENT LEASE	1,500.16
			6073 EQUIPMENT LEASE	349.80
5008257853				<u>1,849.96</u>
16859	12/12/2019	WEX/CHEVRON	6262 Fuel for Trucks (Fuel for Trucks)	2,663.60
62723298				<u>2,663.60</u>
		Total Accounts Payable for December 12, 2019		30,353.64

SAN GABRIEL VALLEY MVCD
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Num	Date	Name	Item	Original Amount
EFT	12/26/2019	CAL PERS	6070 Premiums, life - Cafeter (Voluntary Insurance	5,283.38
			6070 Premiums, life - Cafeter (Voluntary Insurance	2,875.06
100000015898947	12/16/2019		6070 Premiums, life - Cafeter (Voluntary Insurance	3,884.45
			6072 MEDICAL PREMIUM-Retired EE (Medical pre	556.00
			6070 ADMIN FEE (Admin fee)	46.00
				<u>12,644.89</u>
EFT	12/26/2019	LINCOLN FINANCIAL GROUP	6065 GROUP TERM LIFE	326.62
			6070 Premiums, life - Cafeter (Voluntary Insurance	381.30
				<u>707.92</u>
EFT	12/26/2019	NATIONWIDE RETIREMENT	6066 457 CONTRIBUTION	117.47
PR of 12/26/19	12/26/2019			<u>117.47</u>
EFT	12/26/2019	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	615.39
PR of 12/26/19	12/26/2019		6200 RETIREMENT - CLASSIC (Employer Contribu	269.28
			6201 RETIREMENT - PEPRA (Employer Contributic	118.80
			6201 RETIREMENT - PEPRA (Employer Contributic	1,931.98
			6201 RETIREMENT - PEPRA (Employer Contributic	601.16
			6201 RETIREMENT - PEPRA (Employer Contributic	725.71
				<u>4,262.32</u>
EFT	12/26/2019	PRINCIPAL DENTAL	6070 Premiums, life - Cafeter (Voluntary Insurance	90.00
			6070 Premiums, life - Cafeter (Voluntary Insurance	274.97
1085590-10001	12/18/2019		6070 Premiums, life - Cafeter (Voluntary Insurance	1,466.69
			6070 Premiums, life - Cafeter (Voluntary Insurance	226.38
			6070 Premiums, life - Cafeter (Voluntary Insurance	410.43
				<u>2,468.47</u>
EFT	12/26/2019	TEXAS LIFE INSURANCE COMPANY	6070 CAFETERIA BENEFIT	92.42
			6070 CAFETERIA BENEFIT	58.00
				<u>58.00</u>

SAN GABRIEL VALLEY MVCD
Claims List

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
SM09BT20191215001	12/16/2019			150.42
16860	12/26/2019	ALLEN WU	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 12/1319	12/13/2019			
16861	12/26/2019	AMAZON.COM	6040 Building Maintenance	28.45
			6270 OFFICE SUPPLIES	56.02
537438484794	12/10/2019		6280 SUPPLIES, OPERATIONS	157.59
			6270 OFFICE SUPPLIES	29.80
			6270 OFFICE SUPPLIES	158.92
			6035 COMPUTER HARDWARE	84.29
			6280 SUPPLIES, OPERATIONS	21.86
			6281 MOSQUITO FISH SUPPLIES	16.18
			6270 OFFICE SUPPLIES	20.24
			6035 COMPUTER HARDWARE	174.11
			6270 OFFICE SUPPLIES	91.27
			6280 SUPPLIES, OPERATIONS	25.70
				<u>864.43</u>
16862	12/26/2019	ARAMARK UNIFORM SERVICES INC.	6332 Uniforms (Uniforms)	482.44
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	270.84
792287099				<u>753.28</u>
16863	12/26/2019	BECKY A. SHEVLIN	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 12/13/19				
16864	12/26/2019	CATHERINE MARCUCCI	6030 BOARD EXPENSES	100.00
				<u>100.00</u>

**SAN GABRIEL VALLEY MVCD
Claims List**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
BM of 12/13/19				
16865	12/26/2019	CHARLES MYERS	6030 BOARD EXPENSES	<u>100.00</u> 100.00
BM of 12/13/19				
16866	12/26/2019	CLAREMONT MCKENNA COLLEGE	6232 SEMINARS AND MEETINGS	<u>360.00</u> 360.00
SPR Meeting Site				
16867	12/26/2019	COREY CALAYCAY	6030 BOARD EXPENSES	<u>100.00</u> 100.00
BM of 12/13/19				
16868	12/26/2019	CYNTHIA STERNQUIST	6030 BOARD EXPENSES	<u>100.00</u> 100.00
BM of 12/13/19				
16869	12/26/2019	DAN HOLLOWAY	6030 BOARD EXPENSES	<u>100.00</u> 100.00
BM of 12/13/19				
16870	12/26/2019	ELYSE RASMUSSEN	6030 BOARD EXPENSES	<u>100.00</u> 100.00
BM of 12/13/19				
16871	12/26/2019	EMMETT G. BADAR	6030 BOARD EXPENSES	<u>100.00</u> 100.00
BM of 12/13/19				
16872	12/26/2019	FIDELITY SECURITY LIFE INSURANCE CO.	6070 Vision Premiums (Vision Premiums)	12.30
			6070 Vision Premiums (Vision Premiums)	57.67
164169310			6070 Vision Premiums (Vision Premiums)	249.40

SAN GABRIEL VALLEY MVCD
Claims List

Num	Date	Name	Item	Original Amount
			6070 Vision Premiums (Vision Premiums)	12.30
			6070 Vision Premiums (Vision Premiums)	93.33
				<u>425.00</u>
16873	12/26/2019	HAROLD J. BISSNER III	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
			BM of 12/13/19	
16874	12/26/2019	HENRY M. MORGAN	6030 BOARD EXPENSES	149.50
				<u>149.50</u>
			BM of 12/13/19	
16875	12/26/2019	HOME DEPOT	6040 Building Maintenance	48.44
			6040 Building Maintenance	26.82
			6040 Building Maintenance	9.66
			6040 Building Maintenance	8.78
			6040 Building Maintenance	100.61
			6040 Building Maintenance	78.95
			6040 Building Maintenance	62.79
			6040 Building Maintenance	21.97
			6251 ARBOVIRUS TESTING SUPPLIES	5.87
			6251 ARBOVIRUS TESTING SUPPLIES	1.75
			6251 ARBOVIRUS TESTING SUPPLIES	94.55
			6251 ARBOVIRUS TESTING SUPPLIES	14.68
				<u>474.87</u>
			6035322538814710	
16876	12/26/2019	JERRY VELASCO	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
			BM of 12/13/19	
			12/13/2019	
16877	12/26/2019	JOHN CAPOCCIA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
			BM of 12/13/19	
			12/13/2019	

SAN GABRIEL VALLEY MVCD
Claims List

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
16878	12/26/2019	JOSEPH ROCHA	6030 BOARD EXPENSES	100.00
BM of 12/13/19				100.00
16879	12/26/2019	JULI COSTANZO	6030 BOARD EXPENSES	100.00
BM of 12/13/19				100.00
16880	12/26/2019	KENN K. FUJIOKA	6072 MEDICAL PREMIUM-Retired EE (Medical pre	296.74
Premium Reimbursemen				296.74
16881	12/26/2019	LLOYD JOHNSON	6030 BOARD EXPENSES	100.00
BM of 12/13/19				100.00
16882	12/26/2019	LOZANO SMITH, LLP	6130 Profess Serv rendered (Professional Services	354.00
2097747				354.00
16883	12/26/2019	MAJESTIC FIRE, INC.	6040 Building Maintenance	1,205.55
MF124719, MF124720			6040 Building Maintenance	858.53
				2,064.08
16884	12/26/2019	MANUEL GARCIA	6030 BOARD EXPENSES	100.00
BM of 12/13/19				100.00
16885	12/26/2019	MARINA KHUBESRIAN, MD	6030 BOARD EXPENSES	100.00
BM of 12/13/19				100.00

SAN GABRIEL VALLEY MVCD
Claims List

December 16 - 26, 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
16886	12/26/2019	MARY ANGELA BRISCO	6072 MEDICAL PREMIUM-Retired EE (Medical pre	525.39
				525.39
			Premium Reimburse	
16887	12/26/2019	MIKE NIFFENEGGER	6072 MEDICAL PREMIUM-Retired EE (Medical pre	571.29
				571.29
			Premium Reimburse	
16888	12/26/2019	READYREFRESH BY NESTLE	6170 Arrowhead Water (Arrowhead Water)	270.73
				270.73
			19L0024588535	
16889	12/26/2019	RESCUE ROOTER/ARS	6040 Building Maintenance	585.00
				585.00
			8103-315482	
16890	12/26/2019	RICHARD BARAKAT	6030 BOARD EXPENSES	100.00
				100.00
			BM of 12/13/19	
16891	12/26/2019	ROGER CHANDLER	6030 BOARD EXPENSES	100.00
				100.00
			BM of 12/13/19	
16892	12/26/2019	ROSALIA ALBA	6270 OFFICE SUPPLIES	60.21
				60.21
			Reimbursement	
16893	12/26/2019	SANDRA ARMENTA	6030 BOARD EXPENSES	100.00
				100.00
			BM of 12/13/19	
16894	12/26/2019	SOCALGAS	6341 Utilities (Acc # 057 518 2100 9 Acc # 059 618	156.25
			6341 Utilities (Acc # 057 518 2100 9 Acc # 059 618	45.97
				202.22
			057-518-2100-9	

SAN GABRIEL VALLEY MVCD
Claims List

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
16895	12/26/2019	SSD SYSTEMS INC/MC NEILL SECURITY SYSTE	6040 Building Maintenance	1,618.14
				<u>1,618.14</u>
R-00163318				
16896	12/26/2019	STAPLES CREDIT PLAN	6270 OFFICE SUPPLIES	82.09
				<u>82.09</u>
2388179181				
16897	12/26/2019	STEPHEN SHAM	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 12/13/19				
16898	12/26/2019	SYNTECH GROUP INC.	6046 PROFESSIONAL SERVICES - IT	2,115.00
				<u>2,115.00</u>
110959				
16899	12/26/2019	TIM SANDOVAL	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 12/13/19				
16900	12/26/2019	VERIZON WIRELESS	6312 Monthly District Field Ph (Monthly District Fiel	635.88
			6312 Monthly District Field Ph (Monthly District Fiel	464.48
9843902748, 98439027			6312 Monthly District Field Ph (Monthly District Fiel	303.84
			6312 Monthly District Field Ph (Monthly District Fiel	1,219.90
				<u>2,624.10</u>
16901	12/26/2019	WAXIE	6280 SUPPLIES, OPERATIONS	164.94
			6280 SUPPLIES, OPERATIONS	27.69
78744144, 78747688				<u>192.63</u>

SAN GABRIEL VALLEY MVCD
Claims List

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
16902	12/26/2019	WEST VALLEY MVCD	6251 ARBOVIRUS TESTING SUPPLIES	1,284.00
				1,284.00
2531				
		Total Accounts Payable for December 26, 019		38,424.19
		Total Accounts Payable for December 2019		68,777.83
		Total Payroll for December 2019		182,570.44
		see attached		
		Total Claims List for December 2019		251,348.27

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

Item 4.1

Department	Dec 12, 2019	Dec 26, 2019	TOTAL
EXECUTIVE	6,020.80	6,020.80	12,041.60
ADMINISTRATION	9,970.72	11,863.52	21,834.24
OPERATIONS	43,042.47	43,528.64	86,571.11
SURVEILLANCE	8,606.47	8,706.47	17,312.94
COMMUNICATIONS	13,409.14	13,514.25	26,923.39
SEASONAL WORKERS	<u>1,334.11</u>	<u>2,404.03</u>	<u>3,738.14</u>
Gross Payroll	82,383.71	86,037.71	168,421.42
Employer Taxes	1,319.69	1,475.88	2,795.57
Car Allowance	500.00	-	500.00
Employee Benefit-Med	<u>5,702.02</u>	<u>5,151.43</u>	<u>10,853.45</u>
TOTAL PAYROLL	89,905.42	92,665.02	182,570.44

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 50% of Year Completed
December 31, 2019

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
PERSONNEL EXPENSES						
Salaries, Exempt	44,522.90	289,025.22	513,700.00	224,674.78	56.26	Hol/sick/vac chrg to this acct
Salaries - Non Exempt	95,496.62	687,332.33	2,086,429.48	1,399,097.15	32.94	
Salaries - Overtime	526.42	3,017.36	18,200.00	15,182.64	16.58	
Salaries - Vacation	5,724.96	42,755.86	137,954.00	95,198.14	30.99	
Salaries-Holiday	12,671.63	34,057.71	139,720.20	105,662.49	24.38	
Salaries, Sick Pay	5,768.86	28,686.54	121,406.00	92,719.46	23.63	
Salaries, Part-time - XH	3,710.03	110,180.88	216,880.00	106,699.12	50.80	
Management Car Allowance	500.00	3,000.00	6,000.00	3,000.00	50.00	
Cafeteria Benefit	28,785.38	173,940.21	364,800.00	190,859.79	47.68	
Hlth Benefits, Ret Emps	1,949.42	14,060.26	20,000.00	5,939.74	70.30	Additional retirees
Employer, 457 Contribution	234.94	1,644.58	0.00	(1,644.58)	0.00	Line item added after budget approval
Medicare	2,547.33	18,350.36	47,735.10	29,384.74	38.44	
Retirement - Classic	4,512.44	162,519.81	140,813.00	(21,706.81)	115.42	Paid unfunded liability in full
Retirement - Pepra	6,755.30	51,479.62	132,722.00	81,242.38	38.79	
Social Security	0.00	3,702.48	5,500.00	1,797.52	67.32	Seasonal expense
Group Term Life Ins	326.62	2,208.08	4,300.00	2,091.92	51.35	
Tuition Reimbursement	0.00	0.00	8,000.00	8,000.00	0.00	
Insurance, unemployment	371.82	362.42	25,000.00	24,637.58	1.45	FUTA refund from US Treasury
Post Retirement Benefits	0.00	0.00	50,000.00	50,000.00	0.00	
TOTAL PERSONNEL EXPENSES	213,661.03	1,626,323.72	4,039,159.78	2,412,836.06	40.26	
OPERATING EXPENSES						
Event Participation Fees	0.00	70.57	4,000.00	3,929.43	1.76	
Arbovirus Testing Supplies	1,400.85	10,920.98	20,000.00	9,079.02	54.60	
Branded Clothing	0.00	1,812.50	3,800.00	1,987.50	47.70	New hires
Boots	0.00	509.00	5,500.00	4,991.00	9.25	
Misc. Rentals	0.00	0.00	2,850.00	2,850.00	0.00	
Professional Development	0.00	0.00	2,000.00	2,000.00	0.00	
Awards	0.00	695.03	4,000.00	3,304.97	17.38	
Advertising	500.00	7,717.22	30,000.00	22,282.78	25.72	
Bank Charges	656.58	6,320.75	15,000.00	8,679.25	42.14	
Board expenses	2,349.50	12,904.23	63,840.00	50,935.77	20.21	
Computer Hardware	258.40	9,723.23	40,500.00	30,776.77	24.01	

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 50% of Year Completed
December 31, 2019

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Computer Software	900.00	17,925.16	67,500.00	49,574.84	26.56	
Website/Email Service	200.00	3,634.12	5,700.00	2,065.88	63.76	Archive Social program
Facility maintenance	11,004.05	53,346.34	42,000.00	(11,346.34)	127.02	Alarm system service
Maintenance, equipment	0.00	314.68	12,000.00	11,685.32	2.62	
Lease Equipment	1,849.96	10,034.39	23,000.00	12,965.61	43.63	
Fees & Assessments	216.20	3,732.39	4,000.00	267.61	93.31	Lafco fees
Hiring expenses	130.00	558.48	5,600.00	5,041.52	9.97	
VCJPA General Fund	0.00	10,004.95	8,969.00	(1,035.95)	111.55	One time fee
Insurance, liability	0.00	79,388.00	78,444.00	(944.00)	101.20	One time fee
Workers Comp Insurance	0.00	109,884.00	109,946.00	62.00	99.94	One time fee
Automobile Insurance	0.00	1,700.00	1,950.00	250.00	87.18	One time fee
Other Insurance	0.00	367.74	3,500.00	3,132.26	10.51	
Insurance, property	0.00	2,589.00	2,351.00	(238.00)	110.12	One time fee
Legal	354.00	4,813.46	35,000.00	30,186.54	13.75	
Memberships	0.00	25,391.36	25,000.00	(391.36)	101.57	MVCAC membership
Miscellaneous expenses	270.73	2,188.06	3,500.00	1,311.94	62.52	Increased water delivery
Postage	31.40	768.29	10,700.00	9,931.71	7.18	
Accounting Services, Auditor	0.00	17,532.49	20,000.00	2,467.51	87.66	Progress payment to auditor
Professional Services , Other	0.00	0.00	6,000.00	6,000.00	0.00	
Professional Services-IT	3,015.00	14,056.97	50,000.00	35,943.03	28.11	
Printing & Reproduction	0.00	6,256.45	14,500.00	8,243.55	43.15	
Research	0.00	0.00	1,000.00	1,000.00	0.00	
Seminars and meetings	360.00	16,230.90	55,400.00	39,169.10	29.30	
Supplies, Surveillance	62.06	(215.17)	15,000.00	15,215.17	(1.43)	Re-class to Grant acct/UCI monies
Supplies, Vehicle Maintenance	2,817.60	22,405.43	60,000.00	37,594.57	37.34	Vehicle sold at auction
Supplies, Gasoline	2,663.60	28,245.83	70,000.00	41,754.17	40.35	
Supplies, Office	537.14	2,780.13	12,600.00	9,819.87	22.06	
Supplies, Mosquito Fish	16.18	526.15	5,000.00	4,473.85	10.52	
Supplies, Operations	397.78	7,864.34	18,000.00	10,135.66	43.69	
Supplies, Pesticides	0.00	47,372.91	51,000.00	3,627.09	92.89	Pesticides for season
Supplies, Communications	0.00	8,076.56	10,000.00	1,923.44	80.77	Meridia Interactive program
Supplies, Education Program	0.00	1,844.24	3,000.00	1,155.76	61.47	
Supplies, Safety	576.00	7,442.00	20,000.00	12,558.00	37.21	
Supplies, Media Production	0.00	2,075.34	10,000.00	7,924.66	20.75	
Benefit Assesment Admin Cost	0.00	11,645.82	118,000.00	106,354.18	9.87	
Communications, field	2,624.10	15,891.42	38,000.00	22,108.58	41.82	

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 50% of Year Completed
December 31, 2019

Item 4.2

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Telephone, Internet	998.30	6,256.01	30,000.00	23,743.99	20.85	
Telephone , Office	1,048.00	6,565.86	14,000.00	7,434.14	46.90	
Training , CEU's	0.00	3,566.00	4,400.00	834.00	81.05	Re-class by auditor
Uniforms and clothing	622.42	4,923.13	10,000.00	5,076.87	49.23	
Utilities, Electric	1,768.86	14,089.93	41,000.00	26,910.07	34.37	
Utilities, Natural Gas	202.22	779.47	3,000.00	2,220.53	25.98	
Utilities, Water	251.83	955.67	2,100.00	1,144.33	45.51	
Automobile Lease	2,490.00	16,555.00	60,000.00	43,445.00	27.59	
Surveillance, Aerial	0.00	25,118.00	25,300.00	182.00	99.28	One time fee
TOTAL OPERATING EXPENSES	34,937.56	666,154.81	1,397,950.00	731,795.19	47.65	
TOTAL EXPENSES	248,598.59	2,292,478.53	5,437,109.78	3,144,631.25	42.16	
CAPITAL OUTLAY EXPENSES						
Capital Outlay	0.00	124,532.63	267,000.00	142,467.37	46.64	
TOTAL CAPITAL EXPENSES	0.00	124,532.63	267,000.00	142,467.37	46.64	

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 50% of Year Completed
December 31, 2019

Item 4.2

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized
RESERVES					
Reserve, Public Health Em	0.00	0.00	1,326,200.00	1,326,200.00	0.00
Reserve, Capital Projects	0.00	0.00	454,765.96	454,765.96	0.00
Reserve, Pension Liability	0.00	0.00	200,258.00	200,258.00	0.00
Reserve, Building/Facilities	0.00	0.00	100,000.00	100,000.00	0.00
Reserve, Vehicle Replacement	0.00	0.00	43,759.86	43,759.86	0.00
TOTAL RESERVES	0.00	0.00	2,124,983.82	2,124,983.82	0.00

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 50% of Year Completed
December 31, 2019

Item 4.2

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

**MINUTES of the San Gabriel Valley Mosquito and Vector Control District
Board of Trustees Meeting
1145 N. Azusa Canyon Road, West Covina, CA 91790
December 13, 2019**

Trustees Attending

Stephen Sham (Alhambra)
Roger Chandler (Arcadia)
Joseph Rocha (Azusa)
Richard Barakat (Bradbury)
Corey Calaycay (Claremont)
Henry Morgan (Covina)
Jerry Velasco (El Monte)
Charles Myers (Glendora)
Catherine Marcucci (Industry)
Manuel Garcia (Irwindale)
Dan Holloway (La Puente)
Elyse Rasmussen (La Verne)
Jamie Bissner (L.A. County)
Becky Shevlin (Monrovia)
Rachel Janbek (Pasadena)
Emmett Badar (San Dimas)
Sandra Armenta (Rosemead)
Tim Sandoval (Pomona)
Juli Costanzo (San Gabriel)
John Capoccia (Sierra Madre)
Marina Khubesrian (So. Pasadena)
Cynthia Sternquist (Temple City)
Allen Wu (Walnut)
Lloyd Johnson (West Covina)

Trustees Absent

Cruz Baca (Baldwin Park)
Margaret Finlay (Duarte)
Joseph Leon (Monterey Park)

Staff Attending

Jared Dever
Rose Alba
Levy Sun
Melissa Doyle
Jason Farned
Marta Tanaka
Evelyn Gutierrez
Gimena Ruedas

Guests Attending

Stephen Dobson, PhD, MosquitoMate
Nigro & Nigro, PC representative

- 1. Call to Order**
President Corey Calaycay called the meeting to order at 7:02 am.
- 2. Pledge of Allegiance and Silent Roll Call**
Trustee Henry Morgan led the Pledge of Allegiance.
- 3. Opportunity for Public Comment on Non-Agenda Items**
None
- 4. Consent Calendar**
A motion made by Trustee Chandler and seconded by Trustee Bissner to approve Consent Calendar was unanimously passed.

5. Presentation: Sterile Aedes Mosquito Technology - Wolbachia MosquitoMate, Inc., Founder, Stephen Dobson, PhD

Dr. Stephen Dobson, founder of MosquitoMate Inc., gave a presentation describing the use of *Wolbachia pipiensis* (a prevalent bacterium occurring in approximately half of all insects) used to sterilize male mosquitoes and reduce mosquito populations. Dr. Dobson reported on trials conducted with *wolbachia* infected male mosquitoes in multiple states and locations, citing a recent trial in Clovis, CA which resulted in a 95% reduction in the population of *Aedes aegypti*. Dr. Dobson advised that *wolbachia* infected *Aedes albopictus* male mosquitoes have received full registration, and that he anticipates receiving registration for *Aedes aegypti* in the near future.

6. Consider the San Gabriel Valley Mosquito and Vector Control District Annual Audit for FY2018/19 as Prepared by Nigro & Nigro, PC

Vice President Becky Shevlin reported the Finance Committee lost a quorum at the Finance Committee meeting and had no formal recommendation. A representative of Nigro & Nigro PC, the district auditor, gave a brief summary of the Annual Audit for FY 2018-19 to the board.

A motion made Trustee Chandler and seconded by Trustee Johnson to accept the audit with adjustments was passed unanimously.

7. Nominations Committee Report: Proposed Changes to Executive Officers Positions and Duties

Committee Chair Richard Barakat reported that the Nominations Committee recommended combining the positions of Secretary and Treasurer into one position, due to the duplication of duties, and add the position of Past President to the Executive Committee.

8. Nominations Committee Report: Proposed Slate of Officers for 2020-2021

Committee Chair Richard Barakat advised that the committee proposed the following slate of Board Officers for 2020-2021; Becky Shevlin as Board President, Tim Sandoval as Board Vice President, and Lloyd Johnson as Secretary/Treasurer. A motion made by Trustee Roger Chandler and seconded by Trustee Barakat to accept the Board Officers recommended by the Nominations Committee was passed unanimously.

9. Trustee Education Opportunity: Statement of Interest

District Manager Jared Dever advised of an upcoming opportunity for trustee education, the 2020 American Mosquito Control Association Annual Conference in Portland Oregon, March 16-20, 2020. Dever requested that trustees interested in

attending submit a Statement of Interest to incoming Board President Becky Shevlin prior to the January 10, 2020 Board of Trustees Meeting.

10. District Administration

District Manager Jared Dever updated the board on the status of a water line rupture that occurred in the operations facility, advising that the damage remediation has been completed. Dever suggested that the Ad Hoc Building Subcommittee reconvene to explore options for best use of the space prior to renovations or replacement of damage losses.

District Manager Dever requested that all trustees ensure they have current certificates of completion for the required Sexual Harassment/Bullying and Ethics Training on file with the District.

11. Department Reports

Operations Manager Jason Farned reported that he had no additional comments to share in addition to the written Operations report included in the board packet.

Scientific Director Melissa Doyle reported that the VIP Inspector of the Year Program concluded with six participants. Doyle stated that district staff presented awards to two participants at the Monrovia City Council Meeting and hopes to expand the program next year.

Communications Director Levy Sun reported that the district mascot Ada Eez visited the La Puente City Council meeting in November and reminded board members that the mascot is available for any future council meetings. Sun also gave an update on the Vector Inspector of the Year Program. The criteria to be considered for Vector Inspector of the Year consisted of completion of the Vector Inspector Program, Citizen Scientist Project, and the Super Cup 8 Challenge. Sun further reported that over 1400 students received awards for participation in the Vector Inspector Program in 2019.

Officer Manager Rose Alba introduced Evelyn Gutierrez, the district's new Human Resource and Finance Assistant. Ms. Gutierrez thanked the board for this opportunity, citing 11 years' experience in human resources with the City of Rosemead and other San Gabriel Valley cities, prior to accepting the position with the district.

12. Trustee Reports

None

13. New Business

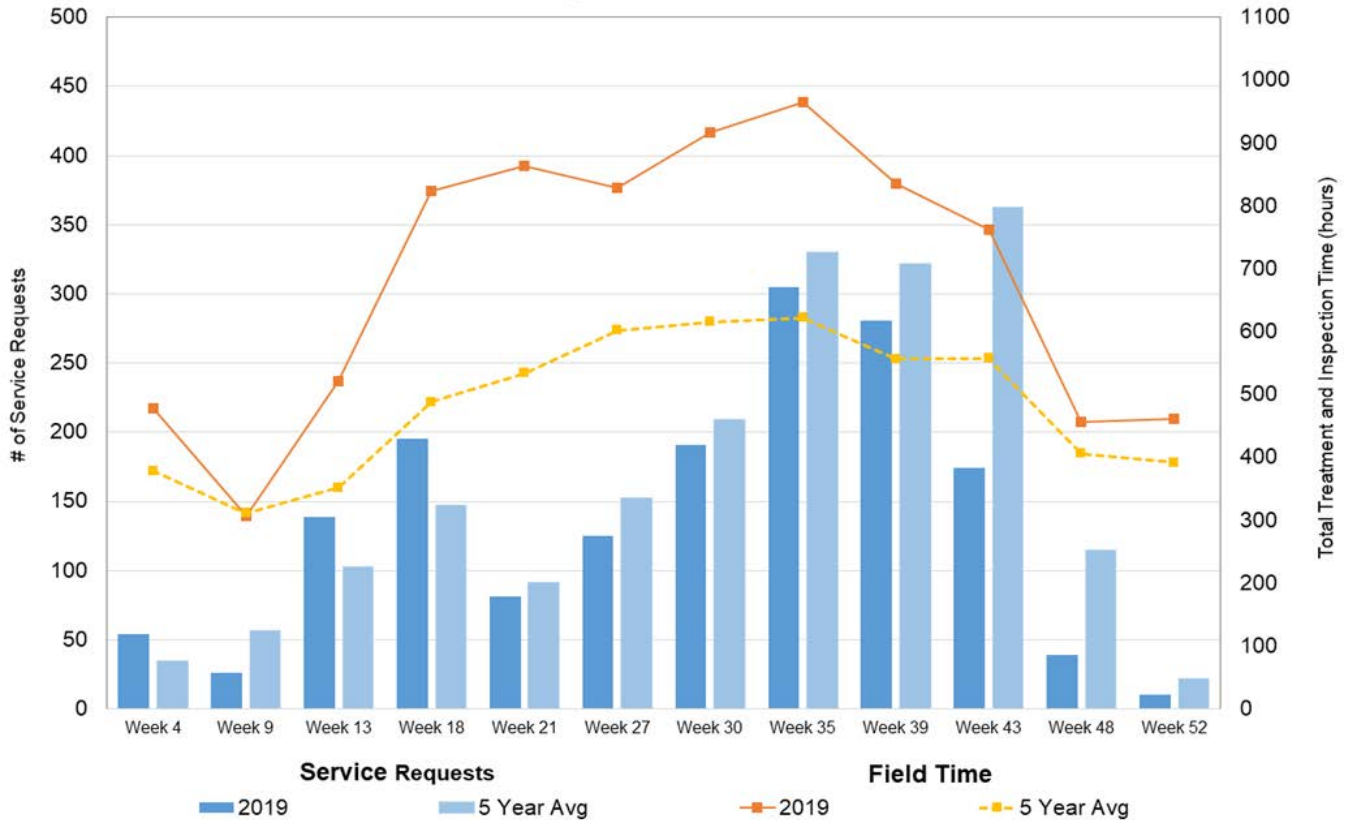
None

14. Adjournment

The meeting was adjourned at 7:56 a.m.

Operations Department
 Disease Weeks [49 - 52] | [December 1 – December 28]

Operations Workflow:



Operations Summary:

Low temperatures and rainfall have further reduced the demand for service. Rain limited treatment opportunities for Flood Channel and Underground Storm drain programs. Full-time zone specialists utilized the low temperatures and weather to focus on zone management and organization, MapVision updates, database adjustments, contact organization, and housekeeping.

Chemical Usage:

Larvicides/Pupicides					
Method of Action	Target	Amount		Area Treated	
Larvicide Oils (Surface Film)					
Suffocation	Mosquitoes	0.57	gal.	5832	sq.ft.
Insect Growth Regulators (IGR's)					
Inhibits metamorphosis	Mosquitoes	8.44	lbs.	679	sq.ft.
Bacterials					
Ingestion, toxicant	Mosquitoes	0.02	gal.	7920	sq.ft.
Ingestion, toxicant	Mosquitoes	9.32	lbs.	91813	sq.ft.
Ingestion, toxicant	Black flies	19.97	gal.	5543	m ³
Biologicals					
Mosquito fish	Mosquitoes	247	ea.	21212	sq.ft.

Zone Specialists:

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

Surveillance Department

Disease Weeks [49 – 52] | [December 1 – December 28]

Insect Surveillance Activities

The department conducted a tick survey in the foothills and other appropriate trails in the region. The department will continue to survey the area for ticks monthly. Routine mosquito trapping was discontinued in week 47 and will resume once weather conditions permit. The surveillance department continued preparations for the 2020 season by repairing equipment and making modifications on existing equipment to increase efficiency.

San Gabriel Valley Tick Survey

Two species of ticks were collected in the survey, the Pacific Coast Tick and the Western Black Legged Tick. Both are pests of humans and considered vectors for tick-borne disease. A total of 302 ticks were collected in Azusa, Claremont, Glendora, Monrovia, Monterey Park, Pasadena, and San Dimas. The ticks were preserved for testing at a later date.

City	Location	Total
Azusa	Azusa River Wilderness Park	1
Claremont	Residence	2
Glendora	Hook West Flood Channel	23
Glendora	South Hills Park (GL)	107
Monrovia	Monrovia Canyon Park	156
Monterey Park	Edison Trails	0
Pasadena	Arroyo Seco Trails	0
Pasadena	Eaton Canyon Nature Center	1
San Dimas	Walnut Creek Park (SD)	0

Preventing Tick Bites

In Southern California, it is important to exercise caution while walking and hiking in areas where ticks are common. Ticks are commonly found in areas that are grassy, bushy, and shaded. To avoid ticks while outdoors, avoid wooded and brushy areas with high grasses and leaf litter by walking in the center of trails. After returning home from outdoor activities check your clothing, pets, and gear for ticks. Taking a shower can also wash off any ticks that are not attached.

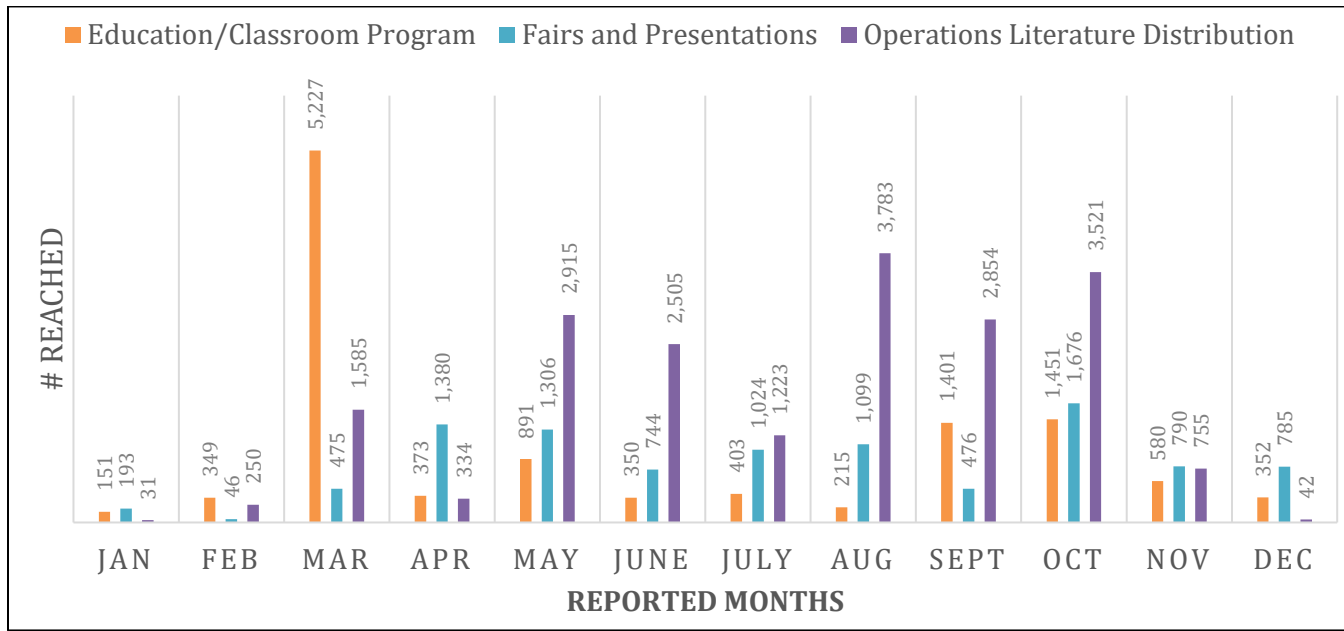
Disease Surveillance in California 2019

West Nile Virus (WNV) activity is increasing in California. In Los Angeles County, there were 29 human cases of WNV in 2019.

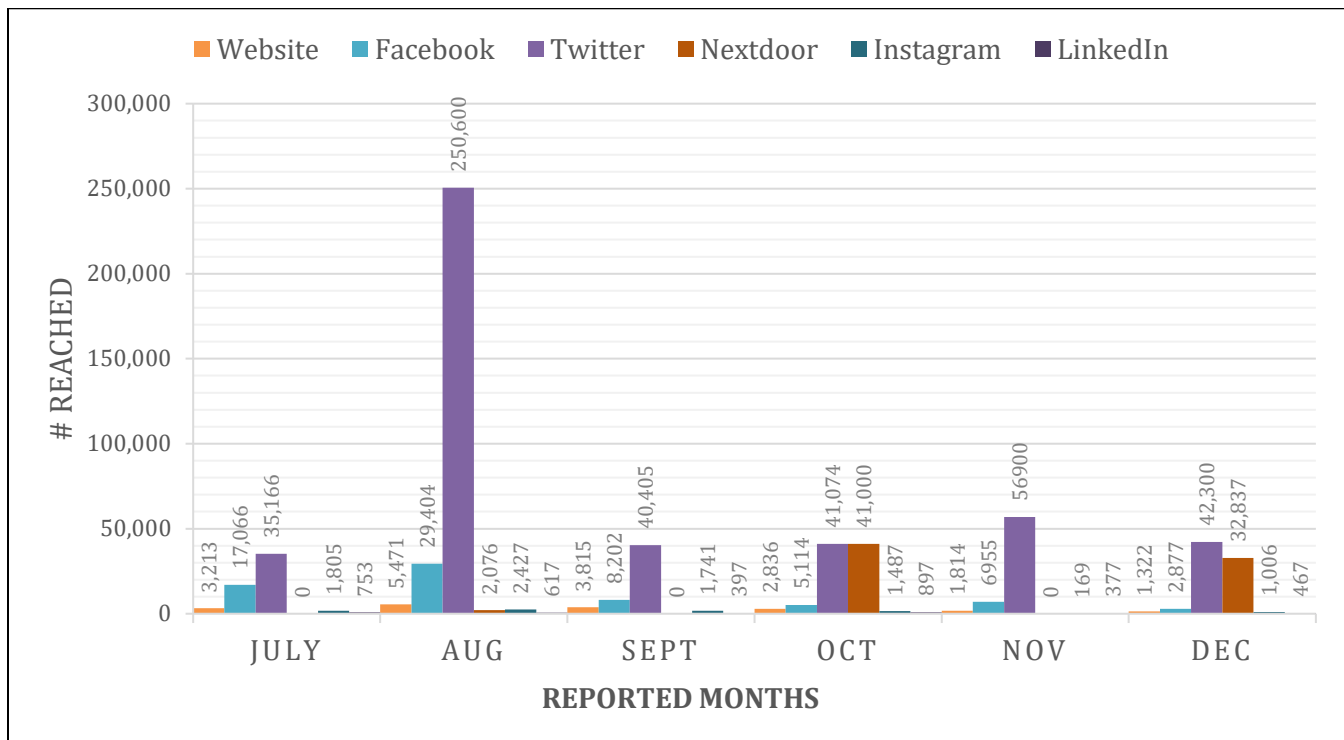
West Nile Virus Activity 2019		
	2019	2018
WNV Positive Birds / Number Tested	225 / 1,799	499 / 2,189
WNV Positive Mosquito Samples	3,288	1,963
Human Cases	203	205

Communications Department
 Disease Weeks [49 – 52] | [December 1 – December 28]

Outreach Activities:



Digital Activities:



E-blast and Media Activities

Name of Activity/Media	Date	Headline
Pasadena News Now	12/24/19	"New Year, No Bites: Mosquito Safety Tips for 2020"

EcoHealth Vector Education Program

1. Awarded the first Vector Inspectors of the Year awards to two students from Clifton Middle School at the Monrovia City Council Meeting
2. Presented classroom programs to Baldwin Park High School, Ybarra Academy of Arts and Technology, and Grace Miller Elementary
3. Presented to San Gabriel Unified School Board on EcoHealth Vector Education Program
4. Developed a timeline and general structure for EcoHealth's revamped curriculum
5. Shot promotional video for EcoHealth's Classroom Programs to be featured in the Winter Newsletter

General Outreach

1. Short Bites Blog
 - a. Establish editorial calendar to create relevant, timely content for SGV communities
 - b. Published co-hosted blog post with Upper SGV Municipal Water District and Theodore Payne Foundation
2. Content Creation
 - a. Shot promo video for EcoHealth outreach
 - b. Post-production began on "Be Smart Like" campaign
 - c. Post-production began on "Submit a Tip" video
3. Advertising
 - a. Submitted Rose Parade magazine ad: Winter mosquito wipe out campaign

Administrative

1. EcoHealth Database revamp
 - a. Consolidate VIP addresses and cleaned up database
2. Revised Family Feedback Survey database
 - a. Transcribed returned surveys into database
 - b. Edited Google form to best reflect common responses
3. MapVision upkeep and updates
4. Literature and giveaway inventory
 - a. Maintained record of current inventory
 - b. Created new sign-out system for Ops

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

The attached Treasurer's Report is for November 2019.

The Total of All Funds Balance is \$2,985,977.29

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 "Margaret Edin", is written over a horizontal line. Below the line, there is a large, circular blue scribble or mark.

Authorized Board of Trustee Member

**San Gabriel Valley Mosquito and Vector Control District
Treasurer's Report (based on Balance Sheet Detail Activity Report,
Period 5, FY 2019-2020 received on December 1, 2019**

Item 4.7

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Local Agency Investment Fund (LAIF)	2.19%	\$1,399,893.17	interest	\$0.00	LAIF Statement (November 2019)	\$1,399,893.17

Maturity Date: Perpetual
Interest rate as of October 2019

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Los Angeles County Pool	1.84%	\$1,338,056.33	interest Trust Warrant #690 Red Mstr 2019-20 1st pd	\$5,683.66 (\$467,922.58) \$36,073.53	ND 24 Per 5 ND 24 Per 5	\$911,890.94

Maturity Date: Perpetual
Interest rate as of September 2019

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Revolving Fund	\$200,000.00	Deb Activity-Nov 2019 Sweep Trust Warrant #690 UC Irvine US Treasury Courtesy Ford US Bank US Auctions	(\$711,559.76) \$237,541.81 \$467,922.58 \$2,500.00 \$620.06 \$122.00 \$153.31 \$2,700.00	CB Statement November 2019	\$200,000.00

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Sweep Account	\$249,388.77	Deb Activity-Nov 2019 Deposit	(\$237,541.81) \$462,346.22	CB Statement November 2019	\$474,193.18

Total Beginning Balance	\$3,187,338.27			Total End Balance	\$2,985,977.29
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January 10, 2020

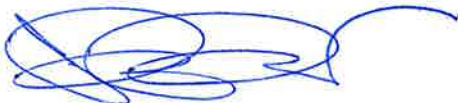
**HONORABLE PRESIDENT AND MEMBERS OF THE BOARD OF TRUSTEES,
SAN GABRIEL VALLEY MOSQUITO & VECTOR CONTROL DISTRICT**

SUBJECT: January 1, 2020 District Working Fund Balance

January 1, 2020 balance:	\$860,993.47
December 1- December 31, 2019 expenditures:	\$251,348.27

January 1, 2020 Working Fund Balance: \$ 609,645.20

Respectfully Submitted:



**Jared Dever
District Manager**

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

Date: January 10, 2020

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

Subject: Consider Resolution 2020-01: Articles and Bylaws Governing District Meetings

Exhibit(s): **EXHIBIT 5A, B**

Background

On November 8, 2019 the Nominations Committee meet to discuss the slate of executive committee candidates for calendar years 2020-2021. During the discussion, a recommendation was made to combine the positions of Board Secretary and Board Treasurer into one position, Secretary/Treasurer, due to duplicative job duties and responsibilities. The addition of Past President to the committee member composition was also recommended.

These changes to the Articles and Bylaws Governing District Meetings were presented to the Board of Trustees on December 13, 2019 by Committee Chair Richard Barakat. Board President Corey Calaycay directed district staff to amend Resolution 2014-04 (**EXHIBIT 5A**), Articles and Bylaws Governing District Meetings, for consideration at the January 10, 2020 regular Meeting of the Board of Trustees (**EXHIBIT 5B**).

Below are current and proposed changes to the Executive Committee member composition.

Current Executive Committee Members:

President
Vice President
Secretary
Treasurer

Proposed Executive Committee Members:

President
Vice President
Past President
Secretary/Treasurer

Fiscal Impact

No fiscal impact is reasonably anticipated as a result of adoption of Resolution 2020-01.

Manager's Recommendation

It is recommended that members of the Board of Trustees approve Resolution 2020-01, Articles and Bylaws Governing District Meetings (**EXHIBIT 5B**).

Alternative:

Deny the approval of Resolution 2020-01 (**EXHIBIT 5B**), Articles and Bylaws Governing District Meetings.

Respectfully submitted,

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke extending to the right.

Jared Dever
District Manager

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

Resolution 2014-04

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

Article I. Time of Meetings

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

Article II. Location of Meetings

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

Article III. Procedures for Meetings

1. Quorum

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

2. Presiding Officer

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

3. Board Officers

The elected officers of the Board are:

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

4. Election of Officers

At the October meeting of the Board the presiding officer shall appoint a

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

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

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

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

5. Terms of Office

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

6. Eligibility for Office

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

7. Order of Business

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

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

- a) In an emergency situation, as determined by a majority vote of

the members present, i.e., a work stoppage, crippling disaster, or other activity which severely impairs public health or safety

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

Parliamentary procedures shall be according to Roberts Rules of Order.

8. Recording of Votes

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

9. Recording of the Minutes

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

10. Amendment of Articles and Bylaws

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

11. Procedure Not Provided For

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

Article IV. Officers and Their Duties

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

the duties of the President.

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

Article V. Committees and Chairpersons; Their Functions and Duties

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

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

1. General

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

2. The purpose of this Code is to:

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

3. Findings and Declarations

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

4. Positive Perspective

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

5. Confidentiality

Confidential information shall not be disseminated.

6. The Role of the Board

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

The Board:

- 1) Sets policy.
- 2) Hires the District Manager.

3) Retains legal counsel.

7. Conduct at Board Meetings

- a) Board members shall treat each other with respect and courtesy. Disagreements shall not result in personal comments or attacks against another Board member.

8. Conduct towards District employees and Board members.

- a) Board members shall not publicly engage in personal attacks on District employees or attempt to discipline any employee.
- b) Any concerns regarding an employee's performance shall be communicated in writing to the District Manager. Any concerns regarding the District Manager's performance shall be communicated in writing to the Board President. Any concerns regarding a board officer's performance shall be communicated in writing to the affected board officer.

9. Committee Reports

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

10. Abstentions

Board members shall abstain from participating and voting on any matter when a conflict of interest exists, e.g., matters which involve the employment, property, or business of themselves or their immediate family.

11. Board members shall comply with all federal, state, and local laws regarding conflict of interest and ethics.

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

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

NOES:

ABSTAIN:

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



Dan Kirby
President

ATTEST:



Henry Morgan
Secretary, Board of Trustees

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

Resolution 2020-01

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

Article I. Time of Meetings

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

Article II. Location of Meetings

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

Article III. Procedures for Meetings

1. Quorum

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

2. Presiding Officer

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

3. Board Officers

The elected officers of the Board are:

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

4. Election of Officers

At the October meeting of the Board the presiding officer shall appoint a Nominations Committee (Committee) consisting of five Trustees which must be ratified by the Board. The Committee shall develop a slate of candidates from current Trustees who are willing to serve as Board officers for the following term.

The Committee shall elect a Chair who will present the slate of candidates at the December meeting of the Board.

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

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

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

5. Terms of Office

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

6. Eligibility for Office

Any member of the Board may be elected to President, Vice President, or Secretary/Treasurer.

7. Order of Business

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

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

- a) In an emergency situation, as determined by a majority vote of the members present, i.e., a work stoppage, crippling disaster, or other activity which severely impairs public health or safety.
- b) If the need to take action arose after the agenda was posted. Such action must be approved by a two-thirds majority of the Board. If less than two thirds of the Board are present, a unanimous vote is

required of the members present.

Parliamentary procedures shall be according to Roberts Rules of Order.

8. Recording of Votes

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

9. Recording of the Minutes

During regular and supplementary Board meetings, the Secretary/Treasurer shall record the minutes and keep records. The Board may delegate responsibility for keeping of minutes and records to District staff.

10. Amendment of Articles and Bylaws

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

11. Procedure Not Provided For

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

Secretary/Treasurer The Secretary/Treasurer shall serve as parliamentarian and assist the President as necessary. The Secretary/Treasurer shall serve as Chairperson of the Finance Committee.

If the President and Vice-President are absent, the Secretary/Treasurer shall assume the duties of the President.

The Secretary/Treasurer shall authenticate by signature all the acts, orders, and proceedings of the Board.

The Secretary/Treasurer shall record the minutes and keep records. The Board may delegate responsibility for keeping of minutes and records to District staff.

Article V. Committees and Chairpersons; Their Functions and Duties

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

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

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- b) Provide a comprehensive statement of pertinent laws and regulations, ethical principles, and obligations which govern the Board's conduct.
- c) Enhance the understanding of laws and principles which define the obligations of the Board.
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3. Findings and Declarations

- a) The residents of the District need and deserve an agency whose commitment to protecting public health outweighs competing personal or political considerations.
- b) No code of conduct can anticipate all situations, nor can it prescribe behaviors that are appropriate to all situations.
- c) Board members must use discretion and judgment when they consider the spirit of this Code. An act is not always ethical because it is legal and conduct is not always proper because it is permitted. Board members should be willing to do more than the law requires and less than it allows.

Strict compliance is not necessarily enough and evading or circumventing the laws which govern ethics laws and rules is improper.

- d) All actions, decisions, and votes should be made solely on their merits.

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

5. Confidentiality

Confidential information shall not be disseminated.

6. The Role of the Board

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

The Board:

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

7. Conduct at Board Meetings

- a) Board members shall treat each other with respect and courtesy. Disagreements shall not result in personal comments or attacks against another Board member.

8. Conduct towards District employees and Board members.

- a) Board members shall not publicly engage in personal attacks on District employees or attempt to discipline any employee.
- b) Any concerns regarding an employee's performance shall be communicated in writing to the District Manager. Any concerns regarding the District Manager's performance shall be communicated in writing to the Board President. Any concerns regarding a board officer's

performance shall be communicated in writing to the affected board officer.

9. Committee Reports

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

10. Abstentions

Board members shall abstain from participating and voting on any matter when a conflict of interest exists, e.g., matters which involve the employment, property, or business of themselves or their immediate family.

11. Board members shall comply with all federal, state, and local laws regarding conflict of interest and ethics.

This Resolution 2020-01 shall replace and supersede Resolution No. 93-06, Articles and Bylaws Governing District Meetings, adopted on June 11, 1993 and amended on October 10, 1997, March 13, 1998, and December 12, 2014:

AYES:

NOES:

ABSTAIN:

ABSENT:

Corey Calaycay,
Board President

ATTEST:

Henry Morgan
Secretary, Board of Trustees

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

Date: January 10, 2020

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

Subject: 2020 American Mosquito Control Association Annual Meeting, Portland, OR, March 16-20, 2020

Exhibit(s): 10A, 10B

Background

2020 American Mosquito Control Association Annual Meeting will be held at the Oregon Convention Center, Portland, Oregon from March 16-20, 2020. The schedule of presentations and breakout sessions is not yet available.

In accordance with the SGVMVCD Personnel and Salary Resolution 92-11, Article XXIII, Section 2. Lodging, (**EXHIBIT 10A**) conference attendees will be eligible for airfare and hotel lodging since the event location is more than 60 miles from the District headquarters. Trustees attending the conference will receive Per Diem in an amount not to exceed \$55.00 for each full day of conference attendance.

Fiscal Impact

The approximate fiscal impact to the District per trustee selected to attend the 2020 Mosquito and Vector Control Association of California Annual Conference is as follows:

Conference Registration:	\$435.00
Hotel (\$199 x 4 + taxes):	\$796.00
Per Diem (\$55 x 5):	<u>\$275.00</u>
Approximate Total per Trustee:	\$1,506.00

In anticipation of expanding trustee education opportunities, the adopted FY 2019/20 Annual Budget includes line item funding for Trustee Travel in the amount of \$28,840. The full balance of the line item is currently available.

The Board of Trustees voted to adopt changes to the SGVMVCD Personnel and Salary Resolution 92-11, Article XXIII, Section 2. Procedure, (**EXHIBIT 10A**) on March 8, 2019. The revised article defines the selection and approval process for Trustee attendance at conferences and other educational opportunities. Section 2. Procedure, allows the Board President to select trustee(s) that have submitted a Trustee Education Opportunity – Statement of Interest form (**EXHIBIT 10B**), or as required/allowed by their position held on the Executive Committee of the Board of Trustees.

Manager’s Recommendation

It is recommended that trustees interested in attending the 2020 American Mosquito Control Association Annual Meeting submit a completed Trustee Education Opportunity – Statement of

Interest form prior to the January 10, 2020 Board of Trustees Meeting. Members of the Executive Committee are not required to complete the Statement of Interest form but must inform the Board President of their interest to attend prior to the January 10, 2020 Board of Trustees Meeting.

Respectfully submitted,

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

Jared Dever
District Manager

ARTICLE XXIII**TRAVEL AND PER DIEM****SECTION 1. Purpose**

The District shall pay for expenses for authorized Trustees/Employees to attend approved conferences, seminars or meeting "events".

- A. The authorization for all Trustees/Employees shall be the approved budget for the event.
- B. The Employee may attend an event not specifically itemized in the approved budget providing the event will directly benefit the District, the event is approved by the Board of Trustees, and the cost of such event will not exceed the budgeted amount for travel.

SECTION 2. Procedure

A. Selection of Attendees

- 1. The District Manager shall appoint employees to attend conferences.
- 2. The Board President is responsible for approving Trustee attendance at all conferences, training, and non-conference meetings for which travel and incidental costs will be incurred.

Approved Events

The District will pay for expenses incurred by Trustees authorized to attend approved events. Approved events shall be those conferences, training and non-conference meetings included in the approved annual budget, and events not specifically itemized in the annual budget if the event will directly benefit the District and will not exceed the budgeted amount for travel, unless approved in advance by the Board of Trustees.

Advance Approval Required to Attend

Trustees desiring to attend conferences, training, and non-conference meetings for which travel and incidental costs will be incurred shall submit to the Board President no less than 30 days prior to the close of registration a brief written request expressing interest and how their attendance will benefit the District.

Exceptions

Board Officers and committee members of the Mosquito and Vector Control Association of California, the Vector Control Joint Powers Agency, and the California Special Districts Association are not required to submit a written request to attend the conferences of these organizations, nor obtain the approval of the Board President, as their attendance is required as a part of their respective position. Nevertheless, conference registration for these events should be submitted no less than 30 days prior to the close of registration.

B. Transportation

Transportation to and from the approved event shall be paid by the District. The Trustee/Employee shall secure the most economical mode of transportation in keeping with availability, convenience, and propriety.

1. When air travel is appropriate, coach class shall be utilized.
2. When air travel is used, attendees shall use the most economical means of travel from the airport to the event. If the most economical means of travel available is a rental car, the District shall pay the cost of the rental car, insurance, and fuel for authorized travel. Additional day's rental and fuel for personal travel shall be at the expense of the individual.
3. The minimum number of District vehicles shall be used within a 300-mile radius from the District Headquarters unless air travel is more cost efficient.
4. Every effort shall be made to use District vehicles. A private vehicle may be used with the District Manager's approval and shall be reimbursed in the amount authorized by the IRS for deduction if a District vehicle cannot be used. Use of personal vehicles shall comply with the provisions of Resolution 94-03, Resolution of the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District Adopting a Policy Regarding Use of Personal Vehicles for District Business.
5. The District Manager shall seek informal bids for the best possible airfare.
6. When spouses travel with Trustees or employees, it shall be at the expense of the Trustee/Employee. For insurance purposes, only Trustees and employees may travel in District vehicles. When the Trustee or employee must travel by air and the spouse is traveling with the Trustee/Employee, the District will provide travel arrangements for the spouse providing the Trustee/Employee pay for the cost of travel in advance.
7. Staff shall not earn overtime or be compensated while traveling to and from an out-of-town conference. Employees' regular work schedule may be adjusted for in-town conferences to avoid earning overtime or compensatory time. For the purpose of this Article, out-of-town conference shall mean attendance of a conference that requires overnight accommodations and in-town conference shall mean attendance of a conference which does not require overnight accommodations.

C. Lodging

The District shall pay the cost of accommodations.

1. The event must be outside a 60-mile radius from the District Headquarters in order to get overnight accommodation.
2. Reasonable cost accommodations shall be used by the Trustee/Employee in keeping with availability, convenience, and propriety.
3. When appropriate, the District will pay for all lodging in advance. If the District is unable to pay for accommodations in advance, the District either will issue a warrant to the Trustee/Employee before departure to cover the cost of lodging or will

reimburse the Trustee/Employee for the cost incurred within 10 days after returning from the event. All receipts must be submitted for reimbursement.

D. Registration

The District shall pay all registration fees for the event.

E. Per Diem

Trustees attending approved events shall receive \$55.00 per day and employees attending approved events shall receive \$40.00 per day to cover the following expenses while at the event.

1. Meals
2. Personal Travel (bus, gas, parking, etc.)
3. Gratuities (hotel, porter, restaurant, etc.)

F. Report of Expenditures

1. Within 10 days after returning from the event, the "Authorized Travel Expense Report" shall be completed, listing and totaling all actual business expenses, excluding meals, personal travel, and gratuities, with receipts for the event and reduced by any advances received. If the expenses are greater than the advances, any legitimate expenses will be reimbursed to the Trustee/Employee. If the expenses are less than the advances, the funds will be returned to the District to credit the travel account.
2. The form must be approved as follows:

<u>Affected by Policy</u>	<u>Approving Party</u>
Trustee	Secretary/Treasurer of the Board or designee of Board President
Trustee/Employee	Secretary/Treasurer of the Board or designee of Board President
Staff	District Manager

G. Conduct

While attending conferences, employees represent the image of the District and should dress and act appropriately. Inappropriate conduct may affect the employee's opportunity to attend future conferences.



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

1145 N. Azusa Canyon Road
West Covina, California 91790
(626) 814-9466 • FAX (626) 337-5686
e-mail: district@sgvmosquito.org

Trustee Education Opportunity - Statement of Interest
Please complete the form and submit to the Clerk of the Board
(mtanaka@sgvmosquito.org). Statements of Interest will be reviewed by the
Board President for approval consideration.

Conference/Meeting Title: 2020 American Mosquito Control Association Annual
Meeting, Portland, OR,

Meeting Date(s): March 16-20, 2020

Please give a brief statement communicating your interest in attending this event, and the value the information/education will bring to your constituents:

Print Name: _____

Signature: _____ **Date** _____