

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

Board of Trustees Meeting

January 13, 2017

7:00 AM

**Agenda**

**1. Call to Order**

Note: The public is requested to address an Agenda Item when the Board considers it.

**2. Pledge of Allegiance and Silent Roll Call**

**3. Reappointed Trustees**

(Board President)

**Joe Rocha**

**City of Azusa**

**Margaret Finlay**

**City of Duarte**

**Manuel Garcia**

**City of Irwindale**

**4. Welcome New Trustees**

(Board President)

**Tim Sandoval**

**City of Pomona**

**John Capoccia**

**City of Sierra Madre**

**Emmett Badar**

**City of San Dimas**

**5. Presentation of Trustee Service Pins**

(Board President)

**Henry Morgan, City of Covina**                      **25 years**

**Bill Alarcon, City of Rosemead**                      **5 years**

**Jamie Bissner, Co. of Los Angeles**                      **5 years**

**Corey Calaycay, City of Claremont**                      **5 years**

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

The public is requested to provide a name/address and limit comment (s) to 5 minutes.

**7. The Board will meet in Closed Session: Anticipation of Litigation:**

**Government Code section 54956.9(d)(2) and (e)(5)**

(Mike Jenkins, District General Counsel)

**8. Consent Calendar**

All items in the Consent Calendar are routine and may be enacted by one motion unless a request is made to remove and consider it (them) as a separate action.

- A. List of Claims for December 2016\***
- B. Budget Status Report for December 2016\***
- C. Minutes of Board of Trustees' Meeting December 2016\***
- D. Surveillance Report\***
- E. Operations Report\***
- F. Education Program\***
- G. November 2016 Monthly Treasurer's Report / District Working Balance Report for January 2017\***

**9. Consider Changes to Resolution 92-11, Personnel and Salary, Article IV, Harassment, Discrimination, and Retaliation as requested by the Board\***

(District Manager) (Action Required) (Approve/Disapprove)

**10. Consider Adjustments to the FY 2015-2016 Budget\***

(District Manager) (Action Required) (Approve/Disapprove)

**11. District Administration**

(District Manager) (Verbal Report) (No Action Required)

**A. District Manager Candidate Recruitment Activities**

**B. Annexation Update (LAFCO)**

**12. Disease Surveillance**

(Scientific Program Manager) (Verbal Report) (No Action Required)

**13. Trustee Reports**

(Verbal Report) (No Action Required)

**14. New Business**

Opportunity for Trustees to request future agenda items  
(Verbal)

**15. Adjournment**

## CERTIFICATE OF POSTING

I, Esther Elliott, Clerk of the Board of the San Gabriel Valley Mosquito and Vector Control District, certify under penalty of perjury and the laws of the State of California that this agenda was posted pursuant to the Government Code commencing with Section 54950 this January 6, 2017, more than 72 hours prior to the meeting and is available on the District's website: [www.sgvmosquito.org](http://www.sgvmosquito.org).

The public may view and inspect supporting documents for each item on this agenda (except confidential information allowed by State law) in the front lobby of the District's Administration Building. For further information regarding agenda items, please contact us at (626) 814-9466 or via email at [district@sgvmosquito.org](mailto:district@sgvmosquito.org).

If you need special assistance to participate in this meeting please contact us 48 hours prior to the meeting so staff can make reasonable arrangements (28 CFR 34, 102, 104 ADA TITLE II).



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Esther Elliott  
Clerk of the Board, San Gabriel Valley MVCD

**San Gabriel Valley  
Mosquito and Vector Control District List of Claims December 2016**

**Payroll December 1, 2016**

<b>Account</b>	<b>Description</b>	<b>Amount</b>
6210	Salaries, Operations Manager	\$3,475.38
6210	Salaries, District Manager	\$4,598.96
6210	Salaries, Office Manager	\$1,116.28
6210	Salaries, Sci Program Manager	\$2,128.00
6210	Salaries, PIO	\$1,913.62
6212	Salaries, Admin Assistant	\$2,306.69
6212	Salaries, Exec Asst /Clerk of the Board	\$1,549.54
6212	Salaries, Vector Control Specialist II	\$2,155.21
6212	Salaries, Vector Control Specialist I	\$1,433.70
6212	Salaries, Vector Control Specialist II	\$1,201.78
6212	Salaries, Vector Control Specialist I	\$1,349.37
6212	Salaries, Vector Control Specialist I	\$1,546.91
6212	Salaries, Vector Control Specialist II	\$1,375.03
6212	Salaries, Mechanic	\$2,192.85
6212	Salaries, Vector Control Specialist I	\$1,433.70
6212	Salaries, Ops Asst	\$829.36
6212	Salaries, Ops Coordinator	\$1,309.10
6212	Salaries, Bldg & Grounds Maint	\$908.66
6212	Salaries, Vector Control Specialist I	\$948.80
6212	Salaries, Ed Specialist	\$903.23
6212	Salaries, Sr Vector Ecologist	\$3,127.83
6212	Salaries, Asst Vector Ecologist	\$1,664.54
6212	Salaries, Vector Ecologist	\$2,273.31
6212	Salaries, Asst Vector Ecologist	\$1,961.76
6212	Salaries, Data Analyst	\$1,181.84
6230	Part-time Salaries, Ex Help VC Tech	\$884.48
6230	Part-time Salaries, Ex Help VC Tech	\$663.36
6230	Part-time Salaries, Ex Help VC Tech	\$982.94
6230	Part-time Salaries, Ex Help VC Tech	\$884.48
6230	Part-time Salaries, Ex Help VC Tech	\$414.60
6230	Part-time Salaries, Ex Help VC Tech	\$983.04
6230	Part-time Salaries, Ex Help VC Tech	\$245.74
	Bilingual compensation	
6051	Car allowance, Manager	\$500.00
6051	Car allowance, Sci Prog Mgr	\$300.00
6070	Employee Cash-out	\$3,429.26
6219	Salaries, Holiday	\$15,355.93

**San Gabriel Valley  
Mosquito and Vector Control District List of Claims December 2016**

6220	Salaries, Sick Pay	\$4,635.75
6218	Salaries, Vacation	\$4,553.15
6216	Salaries, Overtime	\$0.00
6140	Employer Medicare	\$1,108.97
6240	Employer Social Security	\$141.50
	Big Fish Payroll	\$137.50
	for Nov 12-Nov 25 2016	
	<b>Total Payroll December 1, 2016</b>	<b>\$80,106.15</b>

**Accounts Payable December 1, 2016**

Check#	Payee	Description	Amount
EFT	6070 Allied Administrators	Dental insurance premiums	\$2,049.45
EFT	2110 CA State Disbursement	Child Support for payroll 10/20	-----
EFT	----- Nationwide Retirement	Employee liability	-----
EFT	6070 Cafeteria Benefit		\$0.01
EFT	6200 PERS	Employer contribution	\$5,950.80
EFT	6070 CalPERS	Medical insurance premiums	\$6,690.02
EFT	6072 Retired EE- Kennedy		\$125.00
14214	6070 American Fidelity Assurance	Premiums, life insurance	\$2,603.29
14215	6040 Athens Services	Refuse pick up	\$243.38
14216	6036 CDW	HP Computer	\$971.99
14217	6262 Chevron	Gasoline	\$2,663.09
14218	6150 CSDA	Annual Membership Dues	\$6,026.00
14219	6234 Jason Farned	Reimbursement - Tuition	\$2,000.00
14220	6130 Liebert Cassidy Whitmore	Legal fees	\$2,600.00
14221	6270 Pablo Cabrera	Photography - annual holiday group photos	\$600.00
14222	6250 Praxair	Dry Ice	\$32.70
14223	6170 Readyfresh by Nestle	Arrowhead water	\$232.01
14224	6072 Robert Kennedy	Reimburse medical premium - Retired EE 12/16	\$172.23
14225	6185 US Bank-Alba	USPS - Postage for State Controllers office packag	\$22.95
14225	6232 Hyatt Place Riverside CA, CalPERS Conference		\$322.62
14225	6270 1-800-Flowers, floral arrangements bereaved, lgc		\$246.29
14225	6250 US Bank-Brisco	San Dimas Grain- Lay mash	\$99.90
14225	6185 FedEx-postage		\$175.11
14225	6232 Costco-cakes for staff meeting		\$34.77
14225	6170 Vons - various items for vending supplies		\$28.14
14225	6170 Smart N Final - various items for vending machine		\$13.23
14225	6270 US Bank-Deacon	Amazon - office supplies	\$52.32
14225	6270 Office Depot-office supplies		\$138.78
14225	6185 US Bank-Elliott	USPS-Postage	\$37.07
14225	6030 Smart N Final - refreshments for Board meeting		\$32.64

**San Gabriel Valley  
Mosquito and Vector Control District List of Claims December 2016**

14225	6290	US Bank-Farned	Google-ad fee	\$135.13
14225	6290		Network Solutions-web hosting	\$5.98
14225	6290		Facebook - Ad fee	\$143.48
14225	6290		Constant Contact-subscription	\$40.00
14225	6290		Adobe Creative Cloud-subscription	\$49.99
14225	6290		Sitelock - webpage security	\$79.99
14225	6232		Embassy Suites Seaside CA- MVCAC Fall meeting	\$383.22
14225	6262		Shell Oil - Fuel Rental Car for MVCAC Fall meetin	\$38.46
14225	6036	US Bank-Fujioka	Code 42 Software Inc-monthly charge online ba	\$19.98
14225	6036		Crashplan Pro - online backup solution charges	\$19.98
14225	6232		Enterprise Car Rental - attend MVCAC Fall meeti	\$117.96
14225	6232		Embassy Suites Seaside- K Fujioka attend MVCAC	\$383.22
14225	6232		Embassy Suites Seaside- H Morgan attend MVCA	\$450.54
14225	6232		Southwest-air fare K Fujioka attend planning con	\$125.84
14225	6262		Exxon Mobil - Fuel rental car attend MVCAC Fall	\$41.54
14225	6262		Chevron - Fuel rental car attend MVCAC Fall me	\$23.71
14225	6262		Shell Oil - Fuel Rental Car for MVCAC Fall meetin	\$30.00
14225	6185	US Bank-Hagele	USPS-mail	\$10.00
14225	6290		PetsMart Inc - ed supplies	\$10.25
14225	6040	US Bank-Niffenegger	Barneys Key Service - Keys cut (6)	\$29.43
14225	6040		Plumbing Wholesale Outlet- Sloan flushmate tanl	\$156.55
14225	6250		The Home Depot- Husky 42 gal bags	\$34.81
14225	6260		Barneys Key Service - Keys for truck 1-93	\$6.21
14225	6260		Il*Identifix, Inc-Monthly subscriptions	\$159.00
14225	6260		Bill's Lift Service- parts for forklift repair	\$181.27
14225	6260		Tool Shack of Azusa -various tools for mechanic	\$251.77
14225	6260		Home Depot - Zinc plated coarse carriage bolt/i	\$4.52
14225	6260		Southwestern Foreign Parts- gates automotive	\$8.61
14225	6260		McFadden Dale- simple green, utility blade, rubk	\$101.93
14225	6260		IATN.Net-Individual membership	\$19.00
14225	6185	US Bank-Tanaka	USPS - Postage abatement process	\$32.35
14225	6302		GalOlympic - safety supplies	\$208.93
14225	6035		Amazon - labtop chargers	\$79.88
14225	6280		Target 0 Storage containers (8), flashlights (4)	\$47.39
14225	6280		US Plastic Corporation- spraymaster (32), repl spr	\$407.19
14225	6040	US Bank-Van Der Heyden	Home Depot-bldg maint supplies,	\$112.69
14225	6040		Wal-Mart- Honeywell Table air circulator fan	\$15.19
14225	6040		Plumbing Wholesale Outlet- Sloan flushmate Car	\$25.57

**San Gabriel Valley**  
**Mosquito and Vector Control District List of Claims December 2016**

14225	6232	US Bank-Wekesa	Sheraton Anchorage - Hotel to attend SOVE mee	\$492.80
14225	6232		Embassy Suites Seaside CA- attend MVCAC Fall	\$383.22
14225	6232		CarHire Dollar Thrift - attend MVCAC Fall meeting	\$80.94
14225	6232		Ontario Airport parking - attend MVCAC Fall mee	\$36.00
14225	6232		CSUF- Extended Education Fullerton- Bryan Survill	\$865.00
14225	6232		Thrifty Car Rental - additional charges for rental t	\$87.60
14225	6262		Chevron - Fuel rental car attend MVCAC Fall me	\$42.54
14226	6046	Windowashers, LLC	Conrtct support, server updates, desktop setup, c	\$3,100.00
<b>Total Accounts Payable December 1, 2016</b>				<b>\$43,243.45</b>

**Payroll December 15, 2016**

Account	Description	Amount
6210	Salaries, Operations Manager	\$4,344.22
6210	Salaries, District Manager	\$5,748.70
6210	Salaries, Office Manager	\$2,046.51
6210	Salaries, Sci Program Manager	\$4,256.00
6210	Salaries, PIO	\$2,870.43
6212	Salaries, Admin Assistant	\$2,306.69
6212	Salaries, Exec Asst /Clerk of the Board	\$2,817.34
6212	Salaries, Vector Control Specialist II	\$2,155.21
6212	Salaries, Vector Control Specialist II	\$1,885.68
6212	Salaries, Vector Control Specialist I Retro - July 1, 2016	\$3,335.20
6212	Salaries, Vector Control Specialist II	\$1,571.40
6212	Salaries, Vector Control Specialist II Retro - March 1, 2016	\$7,358.40
6212	Salaries, Vector Control Specialist I	\$1,433.60
6212	Salaries, Vector Control Specialist I Retro - Sept 1, 2016	\$633.60
6212	Salaries, Vector Control Specialist I	\$1,885.76
6212	Salaries, Vector Control Specialist II	\$2,750.06
6212	Salaries, Vector Control Specialist II	\$1,375.03
6212	Salaries, Mechanic	\$2,721.49
6212	Salaries, Vector Control Specialist I	\$1,707.84
6212	Salaries, Vector Control Specialist I Retro - July 1, 2016	\$739.20
6212	Salaries, Ops Asst	\$1,105.81
6212	Salaries, Ops Coordinator	\$3,442.04
6212	Salaries, Bldg & Grounds Maint	\$1,168.28
6212	Salaries, Vector Control Specialist I	\$2,003.20
6212	Salaries, Vector Control Specialist I Retro - Sept 1, 2016	\$633.60
6212	Salaries, Ed Specialist	\$3,010.76
6212	Salaries, Sr Vector Ecologist	\$3,909.79
6212	Salaries, Asst Vector Ecologist	\$2,377.91
6212	Salaries, Vector Ecologist	\$3,125.81
6212	Salaries, Asst Vector Ecologist	\$2,206.98
6212	Salaries, Data Analyst	\$886.38
6230	Part-time Salaries, Ex Help VC Tech	\$1,105.60
6230	Part-time Salaries, Ex Help VC Tech	\$995.04
6230	Part-time Salaries, Ex Help VC Tech	\$1,228.68



**San Gabriel Valley  
Mosquito and Vector Control District List of Claims December 2016**

6230	Part-time Salaries, Ex Help VC Tech	\$1,105.60
6230	Part-time Salaries, Ex Help VC Tech	\$1,228.80
6230	Part-time Salaries, Ex Help VC Tech	\$614.34
	Bilingual compensation	\$400.00
6051	Car allowance, Manager	
6051	Car allowance, Sci Prog Mgr	
6070	Employee Cash-out	\$3,727.56
6219	Salaries, Holiday	\$1,599.33
6220	Salaries, Sick Pay	\$2,456.24
6218	Salaries, Vacation	\$2,584.91
6216	Salaries, Overtime	\$0.00
6140	Employer Medicare	\$1,354.59
6240	Employer Social Security	\$144.74
	Big Fish Payroll	\$139.50
	<b>Total Payroll December 15, 2016</b>	<b>\$96,497.85</b>

**Accounts Payable December 15, 2016**

Check#	Payee	Description	Amount
EFT	6070	AFLAC	\$783.75
EFT	2110	CA State Disbursement	-----
EFT	6200	CalPERS	\$6,115.46
EFT	-----	Nationwide Retirement	\$0.00
EFT	6200	PERS	\$5,945.72
14227	6030	Abraham Cruz	\$100.00
14228	6290	Apex Translations	\$371.64
14229	6332	Aramark Uniform Services	\$915.66
14229	6302		\$68.48
14229	6040		\$299.60
14230	6343	Azusa Light and Water	\$112.11
14231	6030	Becky Shevlin	\$100.00
14232	6030	Bill Alarcon	\$100.00
14233	6073	Canon Financial Services	\$1,388.93
14234	6035	CDW Government Inc	\$465.13
14235	6290	Copies & Ink	\$2,582.98
114236	6030	Corey Calaycay	\$100.00
14237	6030	Cynthia Sternquist	\$100.00
14238	6030	Dan Holloway	\$100.00
14239	6340	Edison Co	\$2,106.77
14240	6030	Elliott Rothman	\$100.00
14241	6007	Enterprise Fleet Management	\$6,306.65
14242	6070	Flex Account Administration	\$820.79
14243	6030	Harold Bissner III	\$100.00
14244	6030	Henry Morgan	\$100.00
14244	6232	Board secretary compensation	\$49.50
14245	6040	J&J Janitorial Services	\$1,247.00



**San Gabriel Valley**  
**Mosquito and Vector Control District List of Claims December 2016**

14246	6030	Janice Nelson	Trustee reimbursement	\$100.00
14247	6030	Jeff Templeman	Trustee reimbursement	\$100.00
14248	6130	Jenkins & Hogin	Legal fees	\$87.50
14249	6030	Joseph Leon	Trustee reimbursement	\$100.00
14250	6030	Joe Rocha	Trustee reimbursement	\$100.00
14251	6030	Juli Costanzo	Trustee reimbursement	\$100.00
14252	6250	Life Technologies	Sales Tax for check 14197	\$5,951.47
14253	6030	Manny Garcia	Trustee reimbursement	\$100.00
14254	6030	Mike Spence	Trustee reimbursement	\$100.00
14255	6030	Richard Barakat	Trustee reimbursement	\$100.00
14256	6030	Robert Neher	Trustee reimbursement	\$100.00
14257	6030	Roger Chandler	Trustee reimbursement	\$100.00
14258	6270	Staples Credit	Office supplies	\$235.56
14259	6030	Stephen Sham	Trustee reimbursement	\$100.00
14260	6315	Telepacific Communications	Internet charges	\$899.00
14260	6320		Office phones	\$840.01
14261	6341	The Gas Co	Natural gas bill	\$270.86
14262	6270	ULine	Office supplies	\$117.13
14263	6312	Verizon Wireless	Monthly, District field phones	\$1,732.91
14264	6030	Abraham Cruz	Trustee reimbursement - re-issue	\$100.00

**Total Accounts Payable December 15, 2016**

**\$41,814.61**

**Payroll December 29, 2016**

Account	Description	Amount
6210	Salaries, Operations Manager	\$3,475.38
6210	Salaries, District Manager	\$2,874.35
6210	Salaries, Office Manager	\$3,348.84
6210	Salaries, Sci Program Manager	\$3,830.40
6210	Salaries, PIO	\$2,870.43
6212	Salaries, Admin Assistant	\$2,595.03
6212	Salaries, Exec Asst /Clerk of the Board	\$2,201.05
6212	Salaries, Vector Control Specialist II	\$2,424.61
6212	Salaries, Vector Control Specialist I	\$1,885.68
6212	Salaries, Vector Control Specialist II	\$1,047.60
6212	Salaries, Vector Control Specialist I	\$896.00
6212	Salaries, Vector Control Specialist I	\$1,885.76
6212	Salaries, Vector Control Specialist II	\$1,375.03
6212	Salaries, Vector Control Specialist II	\$2,475.06
6212	Salaries, Vector Control Specialist II 3rd Party Sick Pay	\$9,735.00
6212	Salaries, Mechanic	\$1,566.32
6212	Salaries, Vector Control Specialist I	\$1,328.32
6212	Salaries, Vector Control Specialist I 3rd Party Sick Pay	\$4,293.33
6212	Salaries, Ops Asst	\$860.08
6212	Salaries, Ops Coordinator	\$2,776.20
6212	Salaries, Bldg & Grounds Maint	\$908.66
6212	Salaries, Vector Control Specialist I	\$1,802.88

**San Gabriel Valley  
Mosquito and Vector Control District List of Claims December 2016**

6212	Salaries, Ed Specialist	\$1,204.30
6212	Salaries, Sr Vector Ecologist	\$781.96
6212	Salaries, Asst Vector Ecologist	\$1,798.30
6212	Salaries, Vector Ecologist	\$2,922.83
6212	Salaries, Asst Vector Ecologist	\$1,961.76
6212	Salaries, Data Analyst	\$1,144.91
6230	Part-time Salaries, Ex Help VC Tech	\$884.48
6230	Part-time Salaries, Ex Help VC Tech	\$995.04
6230	Part-time Salaries, Ex Help VC Tech	\$982.94
6230	Part-time Salaries, Ex Help VC Tech	\$995.04
6230	Part-time Salaries, Ex Help VC Tech	\$1,105.92
6230	Part-time Salaries, Ex Help VC Tech	\$860.08
	Bilingual compensation	
6051	Car allowance, Manager	
6051	Car allowance, Sci Prog Mgr	
6070	Employee Cash-out	\$3,727.56
6219	Salaries, Holiday	\$9,292.91
6220	Salaries, Sick Pay	\$1,611.12
6218	Salaries, Vacation	\$10,228.43
6216	Salaries, Overtime	\$0.00
6140	Employer Medicare	\$1,181.64
6240	Employer Social Security	\$130.25
	Big Fish Payroll	\$129.50
<b>Total Payroll December 29, 2016</b>		<b>\$98,394.98</b>

**Accounts Payable December 29, 2016**

Check#	Payee	Description	Amount	
EFT	6070	CalPERS	Medical insurance premiums	\$6,852.62
EFT	6072		Retired EE- Kennedy	\$128.00
EFT	2110	CA State Disbursement	Child Support for payroll 10/20	-----
EFT	-----	Nationwide Retirement	Employee liability	-----
EFT	6070		Cafeteria Benefit	-\$0.01
EFT	6200	PERS	Employer contribution	\$6,189.93
14265	6070	American Fidelity Assurance	Premiums, life insurance	\$2,603.29
14266	6290	Copies & Ink	Copies	\$1,067.30
14267	6302	Irwindale Industrial Clinic	Medial exam and treatment	\$128.10
14268	6130	Liebert Cassidy Whitmore	Legal fees	\$321.50
14269	2100	Marc Mitchell	Reimbursement of 414H deduction for 12/15/16 p	\$192.51
14270	6070	Medical Eye Services	Vision premiums	\$259.24
14271	6250	MVCAC	Laboratory- mosquito pool tests	\$2,700.00
14272	6170	Readyfresh by Nestle	Arrowhead water	\$196.05
14273	6130	Regional Government Services	Employee search	\$1,352.50
14274	6072	Robert Kennedy	Reimbursement-Medical premiums-Retired EE	\$172.48
14275	6040	SSD Systems	Security and fire alarm (qtr)	\$1,502.55
14276	6250	Thermal Combustion Innovators	Medical waste pickup	\$91.55

**Item 8A**

**San Gabriel Valley  
Mosquito and Vector Control District List of Claims December 2016**

14277	6111	VCJPA	EAP premium	\$367.74
14278	6046	Windowashers, LLC	Contract support, MS Server updates	\$2,100.00
<b>Total Accounts Payable December 29, 2016</b>				<b>\$26,225.35</b>

Petty Cash Check	December 2016 Account	Payee	Description	Amount
		<b>Total Petty Cash</b>		<b>\$0.00</b>
		<b>Total Payroll</b>		<b>\$274,998.98</b>
		<b>Total Accounts Payable</b>		<b>\$111,283.41</b>
		<b>TOTAL LIABILITIES</b>		<b>\$386,282.39</b>
		<b>Trust Warrant 659</b>		<b>\$386,282.39</b>

SGVMVCD  
Comparative YTD Actual to Full Year Budget  
Current Period 50% of Year Completed  
December 31, 2016

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
<b>PERSONNEL EXPENSES</b>						
Salaries, Exempt	43,073.35	235,847.43	545,604.00	309,756.57	43.23	
Salaries - Non Exempt	136,447.80	560,233.18	1,209,138.00	648,904.82	46.33	
Salaries - Overtime	0.00	0.00	1,500.00	1,500.00	0.00	
Salaries - Vacation	17,366.49	50,477.72	70,000.00	19,522.28	72.11	vacation season
Salaries-Holiday	26,248.17	49,027.71	69,400.00	20,372.29	70.65	holiday season
Salaries, Sick Pay	8,703.11	35,846.30	52,000.00	16,153.70	68.94	seasonal sick pay
Salaries, Part-time - XH	17,310.20	141,614.66	178,000.00	36,385.34	79.56	seasonals
Management Car Allowance	800.00	4,800.00	9,600.00	4,800.00	50.00	
Cafeteria Benefit	32,958.28	132,764.20	260,000.00	127,235.80	51.06	
Hlth Benefits, Ret Emps	597.71	2,083.86	5,520.00	3,436.14	37.75	
Medicare	3,848.54	16,124.42	32,500.00	16,375.58	49.61	
Retirement - Employer	24,201.91	113,222.16	252,000.00	138,777.84	44.93	
Social Security	416.49	6,212.74	7,766.00	1,553.26	80.00	seasonals
Post Retirement Benefits	0.00	0.00	50,000.00	50,000.00	0.00	
<b>TOTAL PERSONNEL EXPENSES</b>	<b>311,972.05</b>	<b>1,348,254.38</b>	<b>2,743,028.00</b>	<b>1,394,773.62</b>	<b>49.15</b>	
<b>OPERATING EXPENSES</b>						
Awards	0.00	542.04	1,500.00	957.96	36.14	
Bank Charges	186.92-	1,071.70	9,800.00	8,728.30	10.94	US Bank rebate
Board expenses	2,236.14	13,093.00	29,200.00	16,107.00	44.84	
Computer Hardware	1,517.00	8,070.23	25,000.00	16,929.77	32.28	
Computer Software	39.96	8,472.72	11,000.00	2,527.28	77.02	service renewals
Building maintenance	3,631.96	30,424.78	39,500.00	9,075.22	77.02	Cabling & roof repairs
Maintenance, equipment	0.00	5,520.00	8,900.00	3,380.00	62.02	tank removal
Maintenance, grounds	0.00	390.03	4,000.00	3,609.97	9.75	
Computers ,Maintenance	5,200.00	18,365.00	35,000.00	16,635.00	52.47	
Lease Equipment	1,388.93	25,824.88	26,000.00	175.12	99.33	Annual telephone system lease
Fees & Assessments	0.00	3,732.47	3,800.00	67.53	98.22	LAFCO fees
Hiring expenses	0.00	2,744.95	5,000.00	2,255.05	54.90	Seasonals
VCJPA General Fund	0.00	9,848.00	9,137.00	(711.00)	107.78	one time fee
Insurance, liability	22,076.00-	33,787.00	55,863.00	22,076.00	60.48	Reimbursement of premiums
Workers Comp Insurance	2,150.00-	94,186.00	96,081.00	1,895.00	98.03	Reimbursement of premiums
Other Insurance	367.74	735.48	2,000.00	1,264.52	36.77	

Item 8B

SGVMVCD  
Comparative YTD Actual to Full Year Budget  
Current Period 50% of Year Completed  
December 31, 2016

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Insurance, property	0.00	9,528.00	9,791.00	263.00	97.31	one time fee
Insurance, unemployment	4,394.75-	(5,477.18)	25,000.00	30,477.18	(21.91)	Futa refund
Legal	4,134.00	9,468.50	12,000.00	2,531.50	78.90	District business
Memberships	6,026.00	16,026.00	20,000.00	3,974.00	80.13	MVCAC dues
Miscellaneous expenses	469.43	1,375.84	3,000.00	1,624.16	45.86	
Postage	329.83	2,790.28	3,500.00	709.72	79.72	replenished postage machine
Prof. Services, Auditor	0.00	13,382.50	16,000.00	2,617.50	83.64	One time fee
Professional Services	0.00	21,453.50	40,000.00	18,546.50	53.63	District business, annexation fees
Research	0.00	0.00	8,000.00	8,000.00	0.00	
Seminars and meetings	3,763.73	9,310.72	40,000.00	30,689.28	23.28	
Tuition Reimbursement	2,000.00	4,176.50	8,000.00	3,823.50	52.21	
Supplies, laboratory	8,910.43	85,646.67	50,000.00	(35,646.67)	171.29	PCR equipment/ grant monies
Supplies, mechanical	1,518.40-	10,573.18	30,000.00	19,426.82	35.24	
Supplies, gasoline	2,839.34	21,053.79	55,000.00	33,946.21	38.28	
Supplies, office	1,390.08	5,674.81	18,000.00	12,325.19	31.53	
Supplies, operations	444.42-	3,347.23	18,000.00	14,652.77	18.60	Abatement fees collected
Supplies, pesticides	0.00	6,887.33	50,000.00	43,112.67	13.77	
Supplies, public informat	4,496.93	31,169.32	35,000.00	3,830.68	89.06	publications/grant monies
Supplies, reference	0.00	680.56	2,000.00	1,319.44	34.03	
Supplies, safety	369.84	8,393.79	10,000.00	1,606.21	83.94	Safety boots and equipment
Surveillance, Aerial	0.00	0.00	15,000.00	15,000.00	0.00	
Tax Collection	0.00	11,480.06	100,000.00	88,519.94	11.48	
Communications, field	1,732.91	10,417.02	26,000.00	15,582.98	40.07	
Telephone, Internet	899.00	5,394.00	12,000.00	6,606.00	44.95	
Telephone , Office	840.01	8,508.05	13,000.00	4,491.95	65.45	New telephone equipment
Training , CEU's	600.00	3,535.00	5,000.00	1,465.00	70.70	certification renewals
Uniforms and clothing	879.99	9,751.29	16,500.00	6,748.71	59.10	additional employees
Utilities, Electric	2,106.77	20,311.44	39,000.00	18,688.56	52.08	A/C expense
Utilities, Natural Gas	270.86	997.70	3,200.00	2,202.30	31.18	
Utilities, Water	112.11	690.91	2,200.00	1,509.09	31.41	
Automobile Lease	6,306.65	28,323.88	63,000.00	34,676.12	44.96	
<b>TOTAL OPERATING EXPENSES</b>	<b>32,089.15</b>	<b>611,678.97</b>	<b>1,109,972.00</b>	<b>498,293.03</b>	<b>55.11</b>	
<b>TOTAL EXPENSES</b>	<b>344,061.20</b>	<b>1,959,933.35</b>	<b>3,853,000.00</b>	<b>1,893,066.65</b>	<b>50.87</b>	

SGVMVCD  
Comparative YTD Actual to Full Year Budget  
Current Period 50% of Year Completed  
December 31, 2016

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized
<b>RESERVES</b>					
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
<b>TOTAL RESERVES</b>	0.00	0.00	2,039,123.00	2,039,123.00	0.00

**San Gabriel Valley Mosquito & Vector Control District**  
**Board of Trustees Meeting**  
**December 9, 2016**  
**Minutes**

**Trustees Attending**

- 1 Stephen Sham (Alhambra)
- 2 Joseph Rocha (Azusa)
- 3 Roger Chandler (Arcadia)
- 4 Rick Barakat (Bradbury)
- 5 Henry Morgan (Covina)
- 6 Corey Calaycay (Claremont)
- 7 Harold Bissner (Co. of LA)
- 8 Manuel Garcia (Irwindale)
- 9 Abraham Cruz (Industry)
- 10 Dan Holloway (La Puente)
- 11 Robert Neher (La Verne)
- 12 Becky Shevlin (Monrovia)
- 13 Joseph Leon (Monterey Park)
- 14 Elliott Rothman (Pomona)
- 15 Bill Alarcon (Rosemead)
- 16 Jeffrey Templeman (San Dimas)
- 17 Juli Costanzo (San Gabriel)
- 18 Janice Nelson (Sierra Madre)
- 19 Cynthia Sternquist (Temple City)
- 20 Mike Spence (West Covina)

**Trustees Absent**

- 1 Margaret Finlay (Duarte)
- 2 Andre Quintero (El Monte)
- 3 Charles Myers (Glendora)
- 4 Mary Su (Walnut)

**Staff Attending**

Kenn Fujioka  
Rose Alba  
Esther Elliott  
Wakoli Wekesa  
Carol Anne Hagele  
Ramona Deacon  
Marta Tanaka

**Guest**

Henry P. Eng, Auditor

**1. Holiday Breakfast**

**2. Call to Order**

President Bissner called the meeting to order at 7:06 a.m.

**3. Pledge of Allegiance and Silent Roll Call**

Trustee Sternquist led the Pledge of Allegiance.

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

None

**5. Departing Trustees**

President Bissner presented the following outgoing Trustees with an engraved plaque thanking them for their years of service:

**A. Elliott Rothman, City of Pomona**

Trustee from January 2004 to December 31, 2016

**B. Jeff Templeman, City of San Dimas**

Trustee from January 1998 to December 31, 2016



Jeff introduced Councilmember Emmett Badar who will replace him in January.

- C. **Janice Nelson, City of Sierra Madre**  
Trustee from June 2003 to December 31, 2016

**6. Consent Calendar**

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

- A. **List of Claims for November 2016**
- B. **Budget Status Report for November 2016**
- C. **Minutes of Board of Trustees Meeting November 2016**
- D. **Surveillance Report**
- E. **Operations Report**
- F. **Education Program**
- G. **October 2015 Monthly Treasurer Report / District Working Balance for December 2016**

**7. Consider the Draft Audit Report for Fiscal Year 2015-2016\***

District Manager Fujioka introduced Henry Eng, CPA who answered questions regarding the District's 2015-2016 audit.

A motion by Trustee Barakat to approve the 2015-2016 audit as presented was seconded and unanimously approved.

**8. Annual Review of the District's Investment Policy**

Kenn reported that the District's Finance Committee met in November to review the District's investment policy. The Committee had no proposed changes but the policy must be approved each year by the Board.

A motion by Trustee Neher to approve the District's investment policy was seconded and unanimously approved.

**9. Consider Changes to Resolution 92-11, Personnel and Salary Resolution, Article IV, Harassment, Discrimination, and Retaliation**

The Board directed staff to ask Counsel to review further Resolution 92-11, Personnel and Salary, Article IV, Harassment, Discrimination, and Retaliation. Specifically, the Board sought clarification on how the District could protect staff from being harassed by the public, and whether the term "informal complaint" could be replaced by "initial complaint."

A motion by President Bissner to table and continue the item until the next Board meeting was seconded and unanimously approved.

**10. Consider Changes to District Manager Job Description**

Kenn reported that on November 18, 2016 the Personnel Committee approved changes to the job description for the District Manager.

A motion by Trustee Neher to approve changes to the job description for the District Manager was seconded and unanimously approved.

**11. District Administration**

**A. Abatement Hearing Committee meeting on December 12, 2016**

**B. District's Holiday Schedule**

**December 23-26, 2016 closed**

**December 30, 2016 to January 2, 2017 closed**

**12. Disease Surveillance**

Scientific Program Manager Wakoli Wekesa reported a total of 24 human cases of West Nile virus in 2016 compared to 39 last year. Gravid traps were extensively used for the first time in 2016 and were more successful at trapping infected female mosquitoes than our traditional CO<sub>2</sub> baited traps. In 2017, we will continue to use the gravid traps to establish new thresholds for infections with West Nile virus in our population of *Culex quinquefasciatus*.

Our season with invasive *Aedes* went as predicted; each city in our District now has them. In 2017, we expect to find more *Ae. aegypti*, especially along the 60 Freeway and anticipate that their area of infestation will exceed that of *Ae. albopictus*. Our "Albo Crew" inspected more than 19,000 properties in 2016 with an access rate of more than 70% for all properties visited. *Aedes albopictus* was identified at 1,495 properties in the District for 2016, *Ae. aegypti* at 38 properties, and *Ae. notoscriptus* at seven properties.

Wakoli also reported eight cases of flea-borne typhus in the District in 2016, and we will continue with surveillance efforts for this disease in 2017.

The common vector of the disease in the District is the cat flea. Wakoli also reported that flea-borne typhus is the second-most prevalent disease in the County after West Nile virus; public health is finally paying attention. He also announced that the District would hold a workshop regarding typhus at the District on December 20, 2016 with scientists from the US Naval Medical Research Center, in Maryland together with County public health staff. The focus was identifying the many typhus agents here that are responsible for disease in our District.

**11. Trustee Reports**

None

**13. New Business**

Trustee Chandler mentioned the developing process of candidate recruitment for a position of District Manager.

Trustee Costanza thanked staff for the holiday breakfast.

**14. Adjournment**

A motion by Trustee Calaycay to adjourn the meeting was seconded and unanimously approved. The meeting was adjourned at 7:33 am.



**Surveillance Activities during December 2016**

**I. Mosquito Collections and Mosquito Pools for Arbovirus Surveillance**

Location	Mean mosquitoes per trap	
	CO <sub>2</sub>	Gravid
Durfee undergrounds – El Monte	2.83	n/a
Kerwood undergrounds_ El Monte	23.0	

- \* Mosquito pool(s) tested
  - Black flies present

No mosquito pools were tested in December. During the winter months mosquito trapping will be focused on the undergrounds. In 2016, there were 69 WNV positive mosquito pools out of 702 collected within the District. In California in 2016, 3,528 mosquito pools from 31 counties tested positive for WNV; 436 of these pools were collected in Los Angeles County.

**II. 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°
Dec 2016	67.4/50.2	64.7/46.5	65.6/48.8	66.4/48.4	64.2/44.8	68.3/47.0
Dec 2015	67.1/47.3	63.6/42.4	66.8/46.2	67.5/43.6	65.7/40.7	69.5/43.3
Dec 2014	67.5/51.1	66.3/48.3	66.7/48.3	66.7/50.2	65.7/48.5	n/a
Dec 5-yr mean	67.0/47.9	65.9/44.8	66.7/47.3	67.6/45.6	65.7/49.4	68.7/44.5
Dec 2004	67.4/48.3	66.2/44.5	67.2/48.3	60.1/44.8	63.7/44.0	

**Precipitation**

	LA Civic Ctr	Burbank	Pasadena	San Gabriel	Ontario	District
Dec 2016	4.33	2.00	5.12	3.81	3.36	4.80
Dec 2015	0.56	0.67	1.03	0.69	0.94	1.06
Dec 2014	4.17	3.68	7.42	n/a	4.58	n/a
Dec 5-yr mean	3.51	2.96	5.05	n/a	2.66	1.92
Dec 2004	8.78	5.25	9.46	4.88	3.39	

**III. Dead Birds**

No dead birds tested positive for WNV in the District during December. In California in 2016 a total of 1350 dead birds from 33 counties were WNV-positive; 124 of these were from Los Angeles County and 11 from the District.

**IV. Sentinel Chicken Sera**

In 2016, the District had 24 chickens positive for WNV from the cities of Altadena, Arcadia, Claremont, Glendora, Irwindale, Monterey Park, Pomona and Walnut. In California there were 343 WNV positive chickens from 19 counties; 125 in Los Angeles County. In December, the chickens in the District earned their retirement and were brought to new homes; chickens for 2017 will be picked up at the end of March.

## **V. Human Illness**

The number of human cases with WNV in California for 2016 was 421 from 30 counties; 147 from Los Angeles County. No cases were reported within the District in December, the total human count is still 24 for 2016. Additionally, there were two reported cases in the City of Baldwin Park, five in Pasadena, and two in South Pasadena for the year. Nationally, 1,938 cases of WNV disease and 92 deaths were reported from 47 states and the District of Columbia.

## **VI. Invasive *Aedes* species**

In December, there were a total of 30 collections positive for *Aedes* species from 741 inspections. For 2016, 19,168 properties were inspected collections of *Aedes* species at 1495 properties. At the end 2106, invasive *Aedes albopictus* is in all 23 of our cities and unincorporated areas as well as in surrounding localities including Baldwin Park and South Pasadena. *Aedes aegypti* was found in Alhambra, Monterey Park, Pomona, and Rosemead while *Aedes notoscriptus* was found in Alhambra, Rosemead, and the South San Gabriel area. Adult *Aedes* collected in BG sentinel traps were tested at UC Davis for chikungunya, dengue, St. Louis encephalitis, West Nile, western equine encephalomyelitis, and Zika viruses; and all were negative for each of these viruses.

## **VII. Black Fly**

No adult black flies were caught in traps and larval abundance was low in December. In 2016, 389 adults were collected from March through November using carbon dioxide baited traps throughout the District. In District rivers, creeks, and flood channels, strips of caution tape were used to collect 1,402 larvae and 524 pupae from January to December.

## **VIII. Notes:**

A great deal of work was accomplished in 2016 and the District will have strong delegations to communicate our findings. Staff from both the Operations and Surveillance Departments are busy preparing to represent the District with three presentations at the Annual Meeting of the American Mosquito Control Association (AMCA) in February and nine presentations at the Annual Conference of the Mosquito and Vector Control Association of California (MVCAC) in March. Both meetings shall take place in San Diego.

## Operations Report December 2016

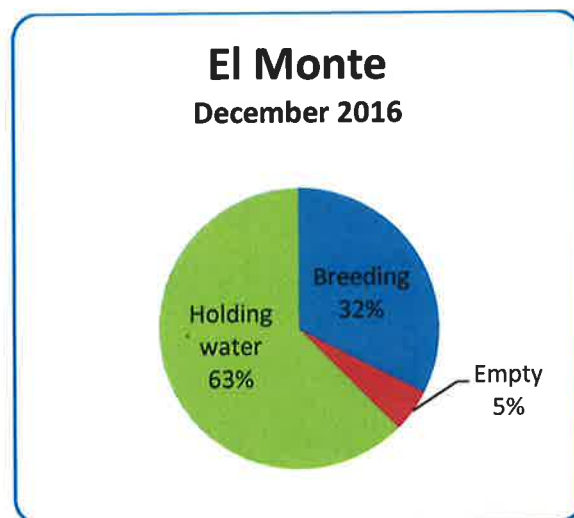
Antonio Bishop, Leslie Conner, Gilbert Holguin, and Marta Tanaka

### 1. Underground Storm Drain System

**Summary:** Continued rainfall in December minimized opportunities to inspect and treat the underground system. We were able to inspect and treat only one of our known “hot spots” in El Monte.

a. El Monte

We inspected 54 drains and treated 26 “hot spots” in a 0.75 mile radius of the 2500 block of Maxson Road and a 0.5 mile radius of the 4000 block of Kerrwood Road.



These systems had more flowing water than in previous months, which flushed the drains resulting in fewer treatments. We are interested in studying the effects cooler overnight temperatures have had on the system. We eagerly await a break in the rainfall to further explore the mosquito activity, set traps, and test for WNV in adult mosquitoes. This will prepare the way for the upcoming season, and help us know what to expect in coming winter seasons.

When the Underground Program started in 2016, the systems we inspected had a significant amount of stagnant water, but mosquito breeding was well below 20%. As the season progressed and the team became more familiar with the drain systems, the percentage of sites we treated rose as high as 82%. This was due to hot

summer temperatures and less water flushing through the systems.

Becoming familiar with the drain systems also allowed the team to target "hot spots" which we knew had high mosquito populations. We also collaborated with the underground team at the Greater Los Angeles Vector Control District for five months, in which we inspected and treated the entire city of El Monte every month. This represents over 1,400 drains, and 900 required treatments.

We also inspected and treated underground systems within a ½ mile radius of reported WNV-positive mosquito pools and human cases, and set CO<sub>2</sub> traps in the underground system at various locations to evaluate mosquito abundance, species, and disease transmission.

As the year ended, night temperatures dropped, rainfall became more frequent, and the mosquito population in the underground decreased but was not eliminated. Stagnant water is still present along with relatively constant humidity and temperature, creating a perfect habitat for mosquito infestations.

After evaluating our efforts in 2016, we think the District's underground storm drain program should be expanded. Initially we could focus our work in areas where there are or have been West Nile virus-positive cases. By controlling mosquitoes in the underground system, we would reduce the risk that the virus would be transmitted to both birds and humans.

The ultimate objective would be a program that regularly inspects and treat the entire underground storm drain system in the district, and thus protects the health of all of our residents.

## **2. Truck-Mounted Applications Report for *Aedes Albopictus***

No truck-mounted applications were made in December. The annual totals are listed below:



## El Monte and Rosemead

**Applications**

**Chemical Name:** VectoBac WDG (Biological Larvicide)  
**Active Ingredient(s):** 37.4% Bacillus Thuringiensis, SubSp. Israelensis  
**EPA Reg. Number:** 73049-56  
**Application Rate:** 0.5 lbs./Ac.  
**Total Chemical Amount Used:** 200 lbs.  
**Total Acres Treated:** 400 Ac.  
**Total Applications:** 2

**Treatment Information:** Curtis Dyna-Fog LV-8

<u>Date</u>	<u>Acres</u>	<u>Wind (mph)</u>	<u>Temp.(°F)</u>	<u>Humidity(%)</u>	<u>Location</u>
9/1/2016	100	1.6	69	70	El Monte
10/20/2016	300	1.8	70	34	Rosemead

**Chemical Name:** Aqua Duet (Water-Based Dual Action Adulticide)  
**Active Ingredient(s):** 1% Prallethrin, 5% Sumithrin, 5% Piperonyl Butoxide  
**EPA Reg. Number:** 1021-2562-8329  
**Application Rate:** 0.83 fl.oz./Ac.  
**Total Chemical Amount Used:** 328 fl.oz.(2.56 gal)  
**Total Acres Treated:** 400 Ac.  
**Total Applications:** 2

**Treatment Information:** Clarke Pro-Mist ULV Sprayer

<u>Date</u>	<u>Acres</u>	<u>Wind (mph)</u>	<u>Temp.(°F)</u>	<u>% Humidity</u>	<u>Location</u>
9/17/2014	100	1.6	69	70	El Monte
10/20/2016	300	1.8	70	34	Rosemead

**Equipment Used This Year:** Curtis Dyna-Fog LV-8  
Clarke Pro-Mist ULV Sprayer

**Total Staff Hours To Complete Applications (Only On The Treatment Nights):** 88

Our truck-mounted treatments for *Aedes albopictus* has evolved from attempts to eradicate them to managing them to reduce outbreaks of human diseases and public nuisances. This year we targeted specific areas with elevated population of *Ae. albopictus* and reduced trap counts from over 300 to fewer than 5, following the combined application of evening truck-mounted larvicides and adulticides.

### 3. Operations Zone Breeding and Chemical Report for December 2016

Zone	Mosquitoes	Black Flies
1	12 / 116	1 / 3
% breeding	10.34%	33.33%
2	9 / 77	0 / 2
% breeding	11.69%	0.00%
3	23 / 115	0 / 0
% breeding	20.00%	#DIV/0!
4	25 / 196	0 / 2
% breeding	12.76%	0.00%
5	37 / 152	0 / 0
% breeding	24.34%	#DIV/0!
6	7 / 24	0 / 1
% breeding	29.17%	0.00%
7	8 / 78	1 / 1
% breeding	10.26%	100.00%
8	6 / 83	1 / 1
% breeding	7.23%	100.00%
9	21 / 102	0 / 0
% breeding	20.59%	#DIV/0!
10	11 / 41	1 / 1
% breeding	26.83%	100.00%
Total	159 / 984	4 / 11
This month % breeding to date	16.2%	36.4%

Pesticides Used	
Product	Amount
Agnique MMF (ounces)	0.00
Altosid XR (briquets)	6.00
Altosid WSP (pouches)	85.00
Coco Bear (ounces)	411.44
Duplex (ounces)	0.00
Gambusia (fish)	44.00
Golden Bear (ounces)	24.72
Kontrol (ounces)	5.81
Maki (pounds)	0.00
Metalary S-PT (pounds)	0.00
Natular G30 (pounds)	0.00
Natular T30 (tablets)	25.00
Natular XRT(tablets)	14.00
Sustain MBG (pounds)	0.00
Vectobac 12AS (ounces)	929.42
Vectobac WDG (pounds)	0.00
Vectolex WDG (pounds)	0.00
VectoMax WSP (pouches)	57.00
VectoMax FG (pounds)	0.00

Zone 1: **Steven Gallegos** - Alhambra, Monterey Park

Zone 2: **Leslie Conner** - Altadena, San Gabriel, and County areas

Zone 3: **Benjamin Waswa** - Arcadia, Sierra Madre

Zone 4: **Ignacio Urena** - El Monte, Rosemead and County areas

Zone 5: **Hendricks Pena** - Bradbury, Duarte, Irwindale, Monrovia

Zone 6: **Antonio Bishop** - Azusa, Glendora and County areas

Zone 7: **Darrin Jones** -West Covina and County Areas

Zone 8: **Marco Gaytan** - Covina, Industry, La Puente, Walnut and County Areas

Zone 9: **Marc Mitchell**: San Dimas, La Verne and County Areas

Zone 10: **Gilbert Holguin**: Claremont, Pomona

**Note:** Specialists monitor the weather closely to ensure pesticides control larvae before rain changes the surface area or volume of a habitat. One of our faster acting pesticides is Coco Bear™, an oil-based surfactant that suffocates mosquito larvae and pupae within 24 hours.

## 4. Operations Activities for the Month of December 2016

District Cities	Mosq Insp	Mosq Trmts	Area Treated (Ac)	Blackfly Insp	Blackfly Trmts	Mosq SRs	Fish SRs	Rodent SRs	Blackfly, Midge, other
Alhambra	84	11	0.005	0	0	0	0	0	0
Altadena	28	3	0.038	0	0	0	1	0	0
Arcadia	113	23	0.027	0	0	0	0	0	0
Azusa	11	7	1.279	13	4	0	0	0	0
Bradbury	3	1	0.002	0	0	0	0	0	0
Claremont	22	4	0.022	0	0	0	0	0	0
Covina	37	3	0.004	0	0	0	0	0	0
Duarte	8	1	0.000	0	0	0	0	0	0
El Monte	148	16	0.031	0	0	0	0	0	0
Glendora	10	3	0.007	0	0	1	0	0	0
Industry	10	1	0.001	0	0	0	0	0	0
Irwindale	12	4	0.011	0	0	0	0	0	0
LA County	108	16	0.040	0	0	1	0	1	0
La Puente	16	2	0.048	0	0	0	0	0	0
La Verne	15	4	0.012	0	0	1	0	0	0
Monrovia	102	24	0.063	0	0	0	0	0	0
Monterey Park	32	1	0.000	0	0	0	0	0	0
Pomona	19	7	0.007	0	0	0	0	0	0
Rosemead	35	4	0.001	0	0	0	0	0	0
San Dimas	22	6	0.009	0	0	0	0	0	0
San Gabriel	33	3	0.010	0	0	0	0	0	0
Sierra Madre	2	0	0.000	0	0	0	0	0	0
Temple City	27	7	0.011	0	0	0	0	0	0
Walnut	20	0	0.000	0	0	0	0	0	0
West Covina	67	8	0.018	0	0	2	0	0	0
<b>Totals</b>	<b>984</b>	<b>159</b>	<b>1.647</b>	<b>13</b>	<b>4</b>	<b>5</b>	<b>1</b>	<b>1</b>	<b>0</b>

The number of service requests in December dropped from 33 to 7. This may be the result of increased rain and colder weather accompanied by the holidays. We have used this time for safety training and obtaining CEUs which are necessary for maintaining our state certification.

Mosquito larvae develop more slowly during a pattern of continuous rain events, so Vector Control Specialists and Seasonal Technicians have adjusted their attention towards habitats that more commonly produce adults.

The LA County Department of Public Works stops their water releases for 24-48 hours surrounding each rain event. This reduces the number of black fly larvae in flood control channels and at the San Gabriel River.

Some staff has begun working on presentations and displays for the MVCAC's annual conference, coming up shortly in March.

**5. Abatement Process - Letters and Notices for December**

The table below summarizes the activities for the abatement process in 2016. Uncooperative residents or property owners receive letters requesting access to inspect. If letters are ignored, inspection warrants are then obtained. Property owners who failed to comply with specialists' suggestions to resolve vector related concerns were issued either notices of correction, violation, or public nuisance.

	<b>Letters Sent</b>	<b>Access given</b>	<b>Warrant Needed</b>	<b>Notice of Correction</b>	<b>Notice of Violation</b>	<b>Notice of Public Nuisance</b>
<b>Dec. 2016</b>	1	0	0	1	0	3
<b>YTD</b>	33	31	10	37	30	13

**Year to Date Summary**

In 2016, 33 letters requesting permission to inspect were sent and 10 warrants were obtained, leading to successful access into 31 properties, a 93.9 percent success rate. Furthermore, 2016 ended with 67 corrective notices (Notice of Correction/Notice of Violation) and 13 Notices of Public Nuisance being issued, resulting in 15 problem pools being resolved, 13 of which were done so before reaching the Abatement Hearing Committee.

### Abatement Update

The table below summarizes the properties to date that have been evaluated by the Board's Abatement Hearing Committee.

Hearing Date	Address	City	Status
Dec. 14, 2015	2142 Wilkes Ct	Claremont	12/12/16 Pool and spa holding water. Breeding present. Treated accordingly.
Feb. 8, 2016	11328 Lambert Ave	El Monte	12/27/16 Pool found to be breeding. Treated accordingly.
April 11, 2016	932 Prock St	Pomona	11/28/16 Property vacant and locked. Unable to gain access.
May 9, 2016	659 N. Waterbury Ave	Covina	12/05/16 Pool holding rainwater and still has debris in it.
May 9, 2016	3817 E. California Blvd.	LA Unincorp	12/22/16 Both pool and spa are holding water. No breeding present. Property rep is still waiting on permits in order to provide electricity.
July 11, 2016	2236 Arthur Way	La Verne	12/20/16 Property still vacant. Pool, Jacuzzi and skimmer found to be breeding. Owner has paid cost recovery bill however has not taken steps to fix pool.
Oct. 10, 2016	20320 New Rochelle Ave.	Walnut	12/08/16 Pool is still green and cloudy. Drain is not visible. Spa is clear.
Dec. 12, 2016	1057 E. Thelborne St.	West Covina	12/20/16 Functional
Dec. 12, 2016	1852 E. Walnut Creek Parkway	West Covina	12/12/16 Functional
Dec. 12, 2016	5556 Baldwin Ave.	Temple City	12/19/16 Pool breeding and treated accordingly.

### Comments

The District is making progress through the Abatement program .The Abatement Hearing has been diligent in balancing the interests of property owners and the

## Item 8E

mosquito abatement laws. Those under abatement may appeal the Hearing Committee's findings to the full Board of Trustees but this has not yet happened.

As we continue refining the abatement process, we hope that property owners and residents will continue to cooperate with our staff for the mutual benefit of public health.

## Status of Education Program

December 2016

### Website

Our site saw 3856 visitors in December, of which 468 were new unique visitors.

### Social Media

See attached report

### Outreach Activities

**ZAP Training** – We have been working with the Los Angeles County Department of Public Health’s department of emergency preparedness to educate volunteers about invasive *Aedes* and Zika in preparation for a volunteer Zika emergency response team. These all day training sessions include multiple presentations from representatives from both SGVMVCD and GLACVCD. This is another example of a growing partnership between county health and local vector control districts.

<b>Outreach Activities in December 2016</b>		
	<b># Reached</b>	<b>City/Region</b>
<b>Literature, Fairs and Presentations</b>		
ZAP Training	98	LA County
Zika Community Focus Group/Workshop	23	LA County
Early Start Health Services Advisory Committee Meeting	7	El Monte
Private Applicator Continuing Education	50	Arcadia
Literature Distribution by Field Staff	255	All Cities
<b>Total # Reached For December</b>		
Total Outreach	<b>410</b>	
Total Social Media Reach	<b>3,582</b>	

### Upcoming Events for January

13 Jan	SGVMVCD Board Meeting 7:00 AM	West Covina
18 Jan	SGV Council of Governments	Alhambra
19 Jan	San Gabriel’s Women’s Foundation	San Gabriel



# Social Media Report: December 2016



## Top Tweet

**SGVMosquito** @SGVMosquito  
 Texas reports first case of Zika spread by local mosquitoes  
<http://reut.rs/2fy9o5K> via @Rueters

Impressions	1,396
Total engagements	15
Retweets	7
Link clicks	6
Likes	2

## Summary

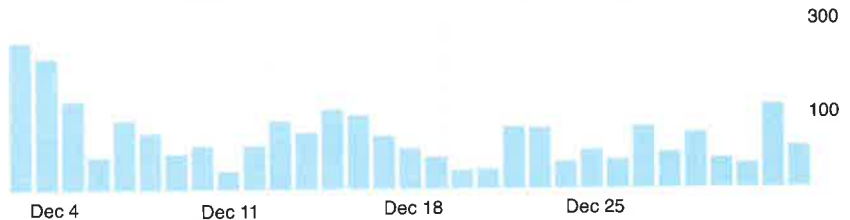
Tweets	1	Tweet impressions	2.8K
Mentions	0	Profile visits	115
New followers	9	Total followers	694

## Engagement

	6 Total Link Clicks
	2 Total Likes
	7 Retweets

## Tweet Daily Activity

2.8K total impressions 90 impressions per day



## Summary

Posts	2	Comments	6
Shares	6	Reactions	19
Total followers	4512	New followers	53

## Top Post

**San Gabriel Valley Mosquito & Vector Control District**  
 Published by Jason Palmer on November 29, 2016

Texas reports first case of Zika spread by local mosquitoes



### Texas reports first case of Zika likely from local mosquitoes

Texas officials on Monday reported the state's first case of the Zika virus that was likely transmitted by a...

REUTERS.COM | BY JULIE STEENHUYSEN

218 People Reached

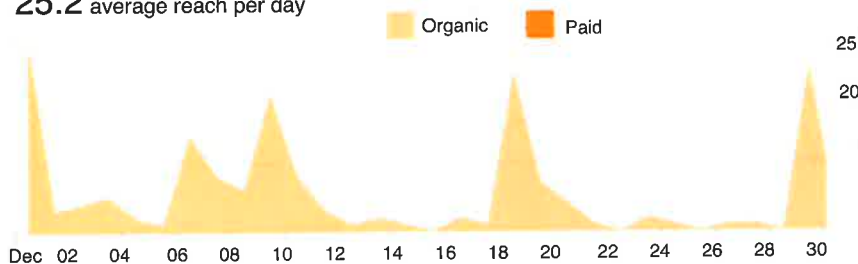
10 Reactions, Comments & Shares

3 Like	3 On Post	0 On Shares
1 Wow	1 On Post	0 On Shares

## Total Reach

782 total reach

25.2 average reach per day



January 13, 2017

Item 8G

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

**SUBJECT: January 1, 2017 District Working Fund Balance**

December 1, 2016 balance: \$3,316,503.07

December 1-31, 2016 expenditures: \$386,282.39

**January 1, 2017 Working Fund Balance: \$2,930,220.68**

**Respectfully Submitted:**



**Kenn Fujioka  
District Manager**

**Treasurer's Report-November 2016  
San Gabriel Valley Mosquito and Vector Control District**

The attached Treasurer's Report is for November 2016.

The Total of All Funds Balance is \$3,316,503.07

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.



Margaret Finlay, Board Treasurer

**San Gabriel Valley Mosquito and Vector Control District  
Treasurer's Report (based on Balance Sheet Detail Activity Report,  
Period 5, FY 2017 received on December 23 2016)**

*Item 8G*

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Local Agency Investment Fund (LAIF)	0.60%	\$1,331,802.13			LAIF Statement (Nov 2016)	\$1,331,802.13

Maturity Date: Perpetual  
Interest rate as of Sep 30 2016

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Los Angeles County Pool	0.82%	\$1,652,902.02	interest Trust Warrant 657 assessment misc charge misc assessment	\$2,575.51 (\$276,233.07) \$30,147.61 (\$0.61) \$0.96	ND 24 Per 5 ND 24 Per 5 ND 24 Per 5 ND 24 Per 5	\$1,409,392.42

Maturity Date: Perpetual  
Interest rate as of Jun 30 2016

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Revolving Fund	\$200,000.00	Deb Activity-Nov 2016 Trust Warrant 656 Sweep Reimbursemnt -payroll M Mitchell-ins prem Nan Wu-abate fees Jenkins & Hogin-reimb VCJPA-reimb US Bank rebate	(\$596,823.37) \$276,233.07 \$311,470.21 \$5,874.15 \$425.67 \$899.00 \$227.50 \$1,063.24 \$630.53	CB Statement Nov 2016	\$200,000.00

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Sweep Account	\$423,560.48	Deb Activity-Nov 2016 Deposit	(\$311,470.21) \$263,218.25	CB Statement Nov 2016	\$375,308.52

<b>Total Beginning Balance</b>	<b>\$3,608,264.63</b>			<b>Total End Balance</b>	<b>\$3,316,503.07</b>
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# San Gabriel Valley Mosquito and Vector Control District District Manager's Report

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**Date:** January 13, 2017 Item 10  
**Meeting of:** San Gabriel Valley Mosquito & Vector Control District Board of Trustees  
**Subject:** Consider Adjustments to the FY 2016-2017 Budget  
**Reference:** Attached

## Background

The District's audit for FY 2016 which the Board approved last month identified a budgetary surplus of \$377,528 (Attached). We are proposing to amend the budget for FY 2017 with this surplus to address several issues:

### *Improvements to the Board Room's Meeting Recording System and PA System*

The system we currently use to record Board meetings is no longer supported by the company that supplied it over 15 years ago. The Board room also has never had a dedicated audiovisual system. Staff proposes to allocate \$50,000 to purchase and install a more current recording and microphone system, and a dedicated audiovisual system.

### *Laboratory Equipment*

As we continue to expand our laboratory's capability, we will need additional space to refrigerate flammable solutions that are used for various tests. We will also need a bench top hood for preparing specimens to conduct assays using the polymerase chain reaction. We propose allocating \$8,000 to purchase a flammable materials refrigerator and \$7,000 to purchase a bench top hood for our laboratory.

### *Vehicles*

The District's forklift was made in the 1970s and purchased used in 1996. It is no longer possible to obtain parts for repair and it cannot reach safely the light poles in our parking lot. We propose allocating \$12,000 to purchase a used 3 stage forklift.

We have discovered a significant population of mosquitoes in the District's underground storm drain system. Safely inspecting for and managing these mosquitoes requires a minimum of two vehicles. Operations staff estimates that it will take three pairs of trucks to implement a District-wide program; we already have the first pair. As part of a three year plan to develop a program that regularly services the underground storm drain system, we propose allocating \$100,000 to the District's capital reserve for purchasing or leasing vehicles for this program.

*Other Post-Retirement Benefits (OPEB)*

Although the District's obligation for OPEB is well-funded, we propose placing \$200,258 in the California Employers Retiree's Benefit Trust (CERBT).

**Manager's Recommendation**

Distribute the surplus identified by the audit for FY 2015-2016 as follows:

Line Item 6040 (Building Maintenance)	
Board room recording, microphone, and AV system	\$ 50,000
Line Item 6250 (Supplies, Laboratory)	
Flammable materials refrigerator	\$ 8,000
Bench top hood	\$ 7,000
Line Item 6260 (Supplies, Mechanical)	
Used three-stage forklift	\$ 12,000
Capital Reserve	
Vehicles for underground program	\$100,000
CERBT	
Other post-retirement benefits	\$200,258
Total	\$377,258

**Alternatives**

Adjust the budget partially or not at all

**Fiscal Impact**

The potential impact for FY 2016 will be \$171,500 if funds are allocated to the line items above and spent; the potential cost for roof repairs (if needed) and the electronic data collection system are unknown.

**Respectfully submitted,**



**Kenn Fujioka**  
**District Manager**

## SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

BUDGETARY COMPARISON STATEMENT  
GENERAL FUND  
YEAR ENDED JUNE 30, 2016

	Budget Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Budgetary Fund Balance, July 1	\$ 4,425,381	\$ 4,425,381	\$ 4,425,381	\$ -
<b>Resources (Inflows):</b>				
Assessments	3,723,044	3,723,044	\$ 3,799,446	76,402
Interest	17,400	17,400	25,640	8,240
Miscellaneous revenue	50,000	50,000		(50,000)
<b>Amounts Available for Appropriation</b>	<b>8,215,825</b>	<b>8,215,825</b>	<b>8,250,467</b>	<b>34,642</b>
<b>Charges to Appropriation (Outflow):</b>				
Salaries	2,430,555	2,430,555	2,220,918	209,637
Employee benefits	271,520	271,520	250,647	20,873
Post retirement health benefits	50,000	50,000	50,000	-
Awards	1,500	1,500	1,331	169
Bank charges	9,800	9,800	3,223	6,577
Board expenses	29,200	29,200	26,413	2,787
Computer	31,000	31,000	7,192	23,808
Fees & assessments	3,800	3,800	4,131	(331)
Hiring expenses	5,000	5,000	4,181	819
VCJPA	9,842	9,842	10,619	(777)
Insurance	180,527	180,527	145,182	35,345
Lease equipment	38,000	38,000	83,762	(45,762)
Maintenance	87,400	87,400	86,661	739
Manager contract expense	9,600	9,600	8,800	800
Memberships	20,000	20,000	17,377	2,623
Miscellaneous	3,000	3,000	3,049	(49)
Postage	3,500	3,500	3,271	229
Professional services	31,000	31,000	28,513	2,487
Research	8,000	8,000	7,500	500
Seminars and meetings	35,000	35,000	42,341	(7,341)
Supplies	282,000	282,000	232,019	49,981
Surveillance	15,000	15,000	-	15,000
Tax collection	100,000	100,000	98,162	1,838
Telephone	44,500	44,500	42,524	1,976
Training	4,500	4,500	4,835	(335)
Uniforms and clothing	10,000	10,000	15,479	(5,479)
Utilities	44,200	44,200	37,831	6,369
Capital outlay	32,000	203,500	148,725	54,775
<b>Total Charges to Appropriations</b>	<b>3,790,444</b>	<b>3,961,944</b>	<b>3,584,686</b>	<b>377,258</b>
<b>Budgetary Fund Balance, June 30</b>	<b>\$ 4,425,381</b>	<b>\$ 4,253,881</b>	<b>\$ 4,665,781</b>	<b>\$ 411,900</b>

See Notes to Financial Statements



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

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**Date:** January 13, 2017 **Item 9**

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

**Subject** Consider Changes to Resolution 92-11, Personnel and Salary  
Resolution, Article IV, Harassment, Discrimination, and  
Retaliation

**Reference:** Attached

## Background

The Board's Personnel Committee and District Counsel asked staff to review Article IV of the District's Personnel and Salary Resolution regarding harassment and discrimination. At your meeting last December 9, 2016, you requested clarification by Counsel on two points.

1. How does the District protect staff from harassment by a member of the public (Attached, page 1, Section 2, paragraph 2, highlighted)? The following summarizes Counsel Mike Jenkins's response:

If a member of the public harasses District staff and the staff member reports the harassment, at least these avenues available:

- We must protect our employee from further harassment. Typically, if further contact with the harasser is necessary, we should send a more senior person, or at least a different person, to handle it. For example, if a female employee is harassed and she prefers to not return to the property, we could send a male employee. An employee who is harassed on our premises should immediately seek the assistance of a senior member of management to deal with the harasser.
- We can and should in writing and orally (if appropriate) advise the member of the public that his or her comments/behavior is inappropriate and will not be tolerated. If the harassment is occurring on our premises, a senior member of management should advise the person that the behavior is unacceptable.
- If the harassment occurs on our premises, the harasser can be barred from District premises if the behavior does not cease.

2. Second, can the term “informal complaint” be replaced by “initial complaint” (Attached, page 4)?

Counsel Jenkins opined that the terms were equivalent.

**Manager’s Recommendation**

Approve Counsel’s amendment to Article IV.

**Alternatives**

Make no changes or consider amendments at another meeting of this Board.

**Fiscal Impact**

None

**Respectfully submitted,**



**Kenn Fujioka  
District Manager**

## ARTICLE IV

### POLICY AND COMPLAINT PROCEDURE AGAINST HARASSMENT, DISCRIMINATION, RETALIATION AND ABUSIVE BEHAVIOR

#### SECTION 1 Introduction

The District is strongly committed to prohibiting and preventing harassment, discrimination, and retaliation in employment. The District encourages all individuals to report – as soon as possible – any conduct that is believed to violate this Policy so that the District can investigate and take appropriate corrective action.

#### SECTION 2 Policy

The District has a zero tolerance for any conduct that violates this Policy. An individual's conduct need not rise to the level of a violation of law to violate this Policy. A single act can violate this Policy and provide grounds for discipline or other appropriate sanctions.

This policy prohibits harassment, discrimination, or retaliation against an applicant, intern, volunteer, or employee by a District employee or official, a member of the public, or a contractor which is based on or because of the victim's protected class or protected activity. This means that this policy prohibits harassment and discrimination on the basis of race, religion, color, sex (including gender, gender identity, gender expression, transgender, pregnancy, and breastfeeding), national origin, ancestry, citizenship status, disability, medical condition, genetic characteristics or information, marital status, age, sexual orientation (including homosexuality, bisexuality, or heterosexuality), military or veteran status, or any other classification protected under California law. Similarly, this policy prohibits retaliation against any individual who complains about actual or perceived discrimination or harassment (as defined in this policy), participates in an investigation of a complaint of discrimination or harassment, associates with a person who makes a complaint, or similar protected activity.

Disciplinary action, up to and including termination of employment, or other appropriate sanction, will be instituted for any sustained finding of prohibited behavior.

#### SECTION 3 Harassment

"Harassment" based on protected classification is sometimes referred to as "hostile work environment," harassment, but only where the acts of harassment are severe or pervasive. The District has a "zero tolerance" policy which prohibits even a single act of harassment, and this is so the District can eliminate harassment before it rises to the level of a "hostile work environment." Examples of acts which can constitute harassment under this policy are as follows:

##### A. Verbal Harassment

Verbal harassment may include, but is not limited to, epithets, derogatory comments or

slurs, implied or connotative meanings, jokes, threats of bodily harm, or any other discriminatory expressions which are based on a protected class or protected activity. For example, verbal harassment might include inappropriate comments on appearance, including physical features or dress, or race-oriented jokes or stories.

B. Visual Harassment

Visual harassment may include, but is not limited to, written epithets, vulgar or derogatory comments and remarks, jokes, threats of bodily harm, display of inappropriate or derogatory objects, emails, pictures, cartoons, or posters, or drawings concerning or related to a protected classification. For example, visual harassment may include an email joking about a co-worker's age, a racially based cartoon placed in an employee's work location, or comments of a sexual nature written on a poster.

C. Physical Harassment

Physical harassment may include, but is not limited to, assault, hitting, shoving, pushing, impeding or blocking movement, offensive touching, or any other form of physical contact, interference with normal work or movement or physical force, including the use of weapons, because of a person's protected classification. For example, physical harassment may include pinching, grabbing, patting, propositioning, leering, making explicit or implied job threats, or promises in return for submission to physical acts.

D. Unwanted Sexual Advances – Sexual Harassment

It is unlawful to harass someone because of that person's sex.

Workplace sexual harassment occurs when (1) submission to or rejection of requests for sexual favors and other acts of a sexual nature is a condition of employment, (2) employment decisions are based on submission to or rejection of sexual advancement, or (3) the conduct is intended to or actually does unreasonably interfere with an individual's work performance or creates an intimidating, hostile, or offensive working environment. Sexual harassment may include, but is not limited to, unwelcome sexual advances, requests for sexual favors or other sex-based verbal or physical acts, e.g., sexually suggestive letters or emails, leering, physical sexual gestures, jokes about sex or stories about sex acts, sexually degrading words used to describe the person, displaying sexually offensive pictures and objects, sexually offensive teasing, jokes, remarks, questions, threats, and insinuations. Sexual harassment may be committed by either gender and may be committed against someone of the same gender.

E. Abusive Conduct (Bullying)

Abusive conduct, also known as bullying, means conduct in the workplace with malice that a reasonable person would find hostile, offensive, and unrelated to the District's legitimate business interests. Abusive conduct may include, but is not limited to, repeated incidents of verbal harassment, or the gratuitous sabotage or undermining of a person's work performance, regardless of one's membership in a protected class. A

single act of bullying behavior shall not constitute abusive conduct, unless especially severe and egregious.

#### **SECTION 4 Discrimination**

Discrimination, i.e., disparate treatment of an applicant, intern, volunteer, or employee because of a protected classification, is prohibited under this policy.

The District's policy covers protected classes which are defined as such under California law. Presently, protected classes covered by this policy include race, religion, color, sex (including gender, gender identity, gender expression, transgender, pregnancy, and breastfeeding), national origin, ancestry, citizenship status, disability, medical condition, genetic characteristics or information, marital status, age, sexual orientation (including homosexuality, bisexuality, or heterosexuality), and military or veteran status.

Disparate or unequal treatment of an applicant, intern, volunteer, or employee because of protected classification can occur in a variety of settings, including in hiring, promotion, evaluation, discipline, scheduling, and training opportunities. Supervisors and managers must make decisions regarding these and similar issues without regard to protected classifications.

#### **SECTION 5 Complaint Procedure**

##### **A. Notification**

An employee, applicant, intern, volunteer, or contractor who reasonably believes he/she has been harassed or discriminated against should promptly notify and report, verbally or in writing, the facts of the incident(s) and the names of the individual(s) involved to their immediate supervisor, any supervisor, manager or department head and (separately) to the District's Office Manager. If the complaint is against the employee's immediate supervisor, then he/she must notify the Office Manager. Complaints of harassment or discrimination against a member of the Board of Trustees must be reported to the President of the Board of Trustees and the Office Manager.

Employees who observe, hear, or learn of any harassment or discrimination should inform their immediate supervisor or the Office Manager. Any supervisor, manager or department head who observes, receives a harassment complaint, or is aware of discrimination or harassment must promptly notify the Office Manager. Complaints of harassment or discrimination against the District Manager must be reported to the Chair of the Personnel Committee and/or the Office Manager.

**ALL** complaints of harassment, discrimination or retaliation will be taken seriously and will be investigated thoroughly, promptly, and confidentially.

B. ~~Informal-Initial~~ Complaints

An employee, job applicant, intern, volunteer, or contractor who wishes to discuss personal thoughts and feelings or consider meetings to deal with incident(s) of harassment or discrimination may consult with the Office Manager.

When an ~~informal-initial~~ complaint is received, the Office Manager will ask the complainant to define his/her perception of the problem and desired solution. The Office Manager will explain the rights involved and discuss potential solutions. With the complainant's permission, the Office Manager may conduct an informal investigation and make every effort to resolve the problem informally.

The District reserves the right to treat ~~informal-initial~~ complaints as ~~formal-formal~~ ~~complaints-complaints~~ under this policy and/or to investigate potential incidents of harassment, discrimination, or retaliation and take action that it believes satisfies its legal obligations.

C. Employee Protection Line

An employee, applicant, intern, volunteer, or contractor may call the Employee Protection Line<sup>®</sup> (a 24-hour toll-free number which can be used to report wrongdoing in the workplace). Wrongdoing includes but is not limited to harassment, discrimination, retaliation, theft, violence, drug and alcohol abuse, unsafe acts, and misrepresenting a workers' compensation claim.

The Employee Protection Line<sup>®</sup> is confidential but the complainant must give enough information to allow his or her concerns to be addressed.

D. Formal Complaints

Formal complaints shall be submitted in writing on forms prescribed by the District. ~~The complaint-~~ A formal complaint shall include the date and place of the alleged act, a detailed description of the incident, and the names of the person(s) alleged to be involved or have relevant knowledge. In most cases, a formal investigation will be initiated and it may include, without limitation, the following:

1. Providing the complainant with a timely response indicating that the complaint has been received and that a fair and thorough investigation will be conducted.
2. Conducting or retaining an investigator to conduct an impartial investigation.
3. Reviewing the factual information gathered through the investigation to reach a reasonable conclusion as to whether a violation of this policy occurred.



4. Timely reporting a report or summary of the findings of the investigation to appropriate persons. If discipline is imposed against the accused, the level of discipline will not be communicated to the complainant given the privacy rights all employees enjoy.
5. Taking reasonable steps to protect the complainant from harassment, discrimination, or retaliation.

## **SECTION 6 Confidentiality**

The District will make every possible effort to assure the confidentiality of complaints made under this policy. However, complete confidentiality cannot occur due to the need to fully investigate and the duty to take effective remedial action. As a result, the District will maintain confidentiality to the extent possible, i.e., the District will not disclose a completed investigation report except as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or court order.

## **SECTION 7 Responsibilities**

The District's managers, supervisors, and department heads must ensure that work environment is free from conduct which violates this policy by taking the following steps:

1. Informing employees of this policy.
2. Modeling appropriate behavior.
3. Taking all steps necessary to prevent conduct prohibited by this policy from occurring.
4. Receiving complaints in a fair and serious manner, and documenting steps taken to resolve complaints.
5. Monitoring the work environment and taking immediate appropriate action to stop potential violations, such as removing inappropriate pictures or correcting inappropriate language.
6. Reporting potential violations of this policy of which he/she becomes aware, regardless of whether a complaint has been submitted, in accordance with the notification protocols set forth in this policy.
7. Participating in periodic training and scheduling employees for training to recognize unlawful harassment and discrimination.

Each employee is responsible for:

1. Treating all employees and co-workers with respect and consideration.

2. Modeling appropriate behavior.
3. Participating in periodic training.
4. Fully cooperating with the District's investigations by responding fully and truthfully to all questions posed during the investigation.
5. Maintaining the confidentiality of any investigation that the District conducts as instructed.
6. Reporting any act he/she believes in good faith constitutes conduct that is prohibited under this policy.

### **SECTION 8 Option to Report to Outside Administrative Agencies**

Employees or applicants for employment may report harassment, discrimination, or retaliation to the Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH). The nearest offices are listed in the government section of the telephone book or employees can check the posters that are located in employer bulletin boards for office locations and telephone numbers.

### **SECTION 9 Dissemination of Policy**

All employees shall receive a copy of this policy upon hire. The policy may be updated from time to time and redistributed with a form for the employee to sign and return acknowledging that the employee has received, read, and understands this policy.