

San Gabriel Valley Mosquito & Vector Control District
1145 N. Azusa Canyon Road, West Covina, California 91790
Board of Trustees Meeting
November 18, 2016
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. Opportunity for Public Comment on Non-Agenda Items

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

4. 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 October 2016 *

B. Budget Status Report for October 2016 *

C. Minutes of Board of Trustees Meeting October 2016*

D. Surveillance Report*

E. Operations Report*

F. Education Program*

G. September 2016 Monthly Treasurer Report / District Working Balance for November 2016 *

H. Abatement Update*

5. District Administration

(District Manager) (No Action Required)

A. Holiday Schedule:

a. Thanksgiving Holiday, November 24-25, 2016

b. Christmas Holiday, December 23-26, 2016

c. New Year's Holiday Friday, December 30, 2016 to January 2, 2017

B. Certification Exam: November 17, 2016

C. City of Pasadena Annexation

D. Epidemiology and Lab Capacity Grant Application

6. Disease Surveillance

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

7. Trustee Reports

(Verbal Report) (No Action Required)

8. New Business

Opportunity for Trustees to request future agenda items
(Verbal)

9. Adjournment

**The Finance Committee will meet immediately after
the Board adjourns**

Margaret Finlay, Chairperson	Stephen Sham
Jamie Bissner	Joseph Leon
Henry M. Morgan	Andre Quintero
Joe Rocha	

**The Personnel Committee
will meet immediately after the Finance Committee
adjourns**

Jamie Bissner, Chairperson	Henry M. Morgan
Richard Barakat	Robert Neher
Roger Chandler	Janice Nelson
Margaret Finlay	Jeff Templeman

CERTIFICATE OF POSTING

I, Esther Elliott, Administrative Secretary of the San Gabriel Valley Mosquito and Vector Control District, certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted this November 4, 2016 and not less than 72 hours prior to said meeting.

Copies of staff reports and supporting documentation pertaining to each item on this agenda are available for public viewing and inspection at San Gabriel Valley MVCD, Administration Building and Front Lobby. For further information regarding agenda items, please contact the office of the San Gabriel Valley MVCD at 626-814-9466 or via email at district@sgvmosquito.org

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact this District at 626-814-9466. Notification 48 hours prior to the meeting will enable staff to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 34.102.104 ADA TITLE II)



Esther Elliott, Clerk of the Board

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

Payroll October 6, 2016

Account	Description	Amount
6210	Salaries, Operations Manager	\$3,475.38
6210	Salaries, District Manager	\$7,390.30
6210	Salaries, Office Manager	\$3,720.93
6210	Salaries, Sci Program Manager	\$4,256.00
6210	Salaries, PIO	\$3,189.37
6212	Salaries, Admin Assistant	\$2,883.37
6212	Salaries, Exec Asst /Clerk of the Board	\$2,174.64
6212	Salaries, Vector Control Specialist II	\$2,424.61
6212	Salaries, Vector Control Specialist I	\$1,792.12
6212	Salaries, Vector Control Specialist II	\$1,349.37
6212	Salaries, Vector Control Specialist I	\$1,686.71
6212	Salaries, Vector Control Specialist I	\$2,121.48
6212	Salaries, Vector Control Specialist II	\$2,750.06
6212	Salaries, Mechanic	\$3,132.65
6212	Salaries, Vector Control Specialist I	\$179.21
6212	Salaries, Ops Asst	\$1,213.32
6212	Salaries, Ops Coordinator	\$3,250.19
6212	Salaries, Vector Control Specialist II	\$2,095.29
6212	Salaries, Bldg & Grounds Maint	\$730.17
6212	Salaries, Vector Control Specialist I	\$1,897.60
6212	Salaries, Ed Specialist	\$2,615.60
6212	Salaries, Sr Vector Ecologist	\$3,909.79
6212	Salaries, Asst Vector Ecologist	\$2,377.91
6212	Salaries, Vector Ecologist	\$3,247.59
6212	Salaries, Asst Vector Ecologist	\$2,268.28
6212	Salaries, Data Analyst	\$1,412.67
6230	Part-time Salaries, Ex Help VC Tech	\$1,105.60
6230	Part-time Salaries, Ex Help VC Tech	\$1,105.60
6230	Part-time Salaries, Ex Help VC Tech	\$884.48
6230	Part-time Salaries, Ex Help VC Tech	\$884.48
6230	Part-time Salaries, Ex Help VC Tech	\$1,228.68
6230	Part-time Salaries, Ex Help VC Tech	\$552.80
6230	Part-time Salaries, Ex Help VC Tech	\$1,105.60
6230	Part-time Salaries, Ex Help VC Tech	\$1,046.40
6230	Part-time Salaries, Ex Help VC Tech	\$1,046.40
6230	Part-time Salaries, Ex Help VC Tech	\$663.36
6230	Part-time Salaries, Ex Help VC Tech	\$207.30
6230	Part-time Salaries, Ex Help VC Tech	\$1,228.80
6230	Part-time Salaries, Ex Help VC Tech	\$491.47
6051	Bilingual compensation	
6051	Car allowance, Manager	\$500.00
6070	Car allowance, Sci Prog Mgr	\$300.00
6219	Employee Cash-out	\$3,404.63
6219	Salaries, Holiday	

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

6220	Salaries, Sick Pay	\$961.15
6218	Salaries, Vacation	\$2,980.98
6216	Salaries, Overtime	\$0.00
6140	Employer Medicare	\$1,232.21
6240	Employer Social Security	\$554.69
	Big Fish Payroll	\$1,077.00
		\$90,106.24

for Aug 5-Oct 14 2016
Total Payroll October 6, 2016

Accounts Payable October 6, 2016

Check#	Payee	Description	Amount
EFT	Allied Administrators	Dental insurance premiums	\$2,049.45
EFT	CalPERS	Ann unfunded liability	\$6,115.46
EFT	Nationwide Retirement	Employee liability	-----
		Cafeteria Benefit	\$0.02
6070	PERS	Employer contribution	\$5,825.74
6200	Angela Brisco	Reimbursement	\$1.16
6270	Athens Services	Refuse pick up	\$171.08
6040	Azusa Light and Water	Light and Water	\$110.40
6343	Bill Alarcon	Replacement checks	\$200.00
6030	Chevron	Gasoline	\$2,866.02
6262	Copies & Ink	Copies	\$747.21
6290	Dimension Data	Office phones	\$3,429.10
6320	Edison Co	Electricity	\$3,800.90
6340	Enterprise Fleet Management	Vehicle Lease Charge	\$5,563.24
6007	Flex Account Administration	Flex Premiums	\$820.79
6070	Gimena Ruedas	Payroll reimbursement	\$4.50
2100	Henry Morgan	Per diem-MVCAC qtr mtg	\$213.00
6232	HP	Work station-Office mgr	\$3,587.84
6035	Inwindale Industrial Clinic	Medial exam and treatment	\$421.58
6302	Jason Farned	Per diem-MVCAC qtr mtg	\$120.00
6232	Jenkins & Hogin	Legal fees	\$1,242.50
6130	Joseph Wakoli Wekesa	Per diem-MVCAC qtr mtg	\$120.00
6232	Kenn K Fujioka	Per diem-MVCAC qtr mtg	\$120.00
6030	Mike Spence	Replacement check	\$100.00
2100	Pablo Cabrera	Payroll reimbursement	\$113.56
6250	Praxair	Dry Ice	\$314.81
6170	Readyfresh by Nestle	Arrowhead water	\$211.20
6232	Rose Alba	PERS conference	\$160.00
6302	Sam McKeever	Reimbursement-auto equipment	\$150.09
6080	US Bank-Alba	Hireright-background checks-8	\$659.95
6270		Staples-office supplies	\$28.32
6036		Intuit-software	\$202.64
6030		Vons-board room supplies	\$25.00
6250	US Bank-Brisco	SPEX-lab supplies	\$257.03
6250		Fortius-lab supplies	\$147.69

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

14119	6170		Ralphs-vending supplies (reimbursable)	\$52.72
14119	6185		FedEx-postage	\$154.78
14119	6283		ADAPCO-Vectomax	\$1,134.04
14119	6250		ADAPCO-RAMP test	\$2,098.26
14119	6332		Red Wing-shoes	\$635.60
14119	6250		San Dimas Grain	\$199.80
14119	6332		Red Wing-safety shoes	\$108.38
14119	6270		Amazon - office supplies	\$209.88
14119	6270		Office Depot-office supplies	\$204.13
14119	6300		Macmillan-Nature journal	\$85.00
14119	6185		USPS-Postage	\$92.70
14119	6270		Resi-Shred-shredding service	\$285.00
14119	6290		Google-ad fee	\$139.31
14119	6290		Network Solutions-subscription	\$5.98
14119	6290		Facebook - Ad fee	\$324.35
14119	6290		Amazon -ed supplies	\$219.89
14119	6290		Constant Contact-subscription	\$40.00
14119	6290		Adobe Creative Cloud-subscription	\$49.99
14119	6262		Chevron-gas	\$30.00
14119	6290		Sitelock - webpage security	\$79.99
14119	6290		CAPIO-membership	\$225.00
14119	6232		ABM-parking	\$35.00
14119	6036		Code 42 Software Inc-monthly charge online ba	\$19.98
14119	6232		Delta-air fare UMCA, NWMVCA mtgs	\$335.20
14119	6190		LAC Reistrar-CEGA posting fee	\$76.75
14119	6232		Southwest-air fare UMCA, NWMVCA mtgs	\$14.10
14119	6185		USPS-mail	\$6.45
14119	6030		Vons-board room supplies	\$17.75
14119	6290		Wal-Mart-ed supplies	\$4.15
14119	6290		Armstrong-ed supplies	\$22.79
14119	6290		Home Depot-ed supplies	\$28.27
14119	6250		99 Cents Only-lab supplies	\$1.00
14119	6250		Amazon-lab supplies	\$32.58
14119	6283		Amazon-pesticides	\$66.86
14119	6260		Greens Auto Tech-auto supplies	\$203.08
14119	6260		Green Auto Tech - auto repair	\$128.51
14119	6280		Home Depot-ops supplies	\$19.89
14119	6260		Home Depot - auto supplies	\$46.41
14119	6260		Harbor Freight-auto supplies	\$21.79
14119	6270		Barneys Key Service - keys	\$46.60
14119	6250		Amazon-lab supplies	\$84.75
14119	6250		Eutron Elec. Co.-incubator motor	\$297.83
14119	6250		Interstate Battery-lab supplies	\$27.20

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

14119	6260	US Bank-Tanaka	Interstate Battery-truck batteries	\$353.50
14119	6260		Benlo RV-auto supplies	\$96.64
14119	6280		Toms Mens Wear- ops equipment	\$130.80
14119	6260		IATN.Net-Individual membership	\$19.00
14119	6185		USPS - Postage abatement process	\$46.57
14119	6190		County Registrar-CEQA posting	\$76.75
14119	6260		Clarke-auto supplies	\$189.33
14119	6283		Clarke-pesticides	\$3,065.60
14119	6036		ESRI-software license	\$2,403.50
14119	6283		UNIVAR-pesticides	\$34.88
14119	6280		UNIVAR-ops supplies	\$180.03
14119	6035		Amazon-computer hardware	\$88.56
14119	6040	US Bank-Van Der Heyden	Home Depot-bldg maint supplies	\$62.82
14119	6035	US Bank-Wekesa	Amazon-computer hardware	\$9.71
14119	6232		Alaska Yellow Dispatch-ground trans SOVE mtg	\$22.75
14119	6300		Amazon-GIS reference	\$60.56
14119	6232		Checker Cab-ground trans SOVE mtg	\$23.75
14119	6232		Sheraton Anchorage-lodging SOVE mtg	\$492.80
14119	6232		Ontario Airport-pkg SOVE mtg	\$90.00
14120	6046	Windowwashers, LLC	Contract support, laptop setup, MS Exchange 201	\$4,100.00
			Total Accounts Payable October 6, 2016	\$59,359.57

Payroll October 20, 2016

Account	Description	Amount
6210	Salaries, Operations Manager	\$4,344.22
6210	Salaries, District Manager	\$5,748.70
6210	Salaries, Office Manager	\$3,720.93
6210	Salaries, Sci Program Manager	\$4,256.00
6210	Salaries, PIO	\$3,189.37
6212	Salaries, Admin Assistant	\$2,595.03
6212	Salaries, Exec Asst /Clerk of the Board	\$1,408.67
6212	Salaries, Vector Control Specialist II	\$2,694.01
6212	Salaries, Vector Control Specialist I	\$1,612.91
6212	Salaries, Vector Control Specialist II	\$1,686.71
6212	Salaries, Vector Control Specialist I	\$1,686.71
6212	Salaries, Vector Control Specialist I	\$2,062.55
6212	Salaries, Vector Control Specialist II	\$2,475.06
6212	Salaries, Mechanic	\$2,721.49
6212	Salaries, Vector Control Specialist I	\$1,792.12
6212	Salaries, Ops Asst	\$1,075.10
6212	Salaries, Ops Coordinator	\$2,527.92
6212	Salaries, Vector Control Specialist II	\$2,095.29
6212	Salaries, Bldg & Grounds Maint	\$1,168.28
6212	Salaries, Vector Control Specialist I	\$1,897.60
6212	Salaries, Ed Specialist	\$2,879.04

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

6212	Salaries, Sr Vector Ecologist	\$3,323.32
6212	Salaries, Asst Vector Ecologist	\$2,377.91
6212	Salaries, Vector Ecologist	\$2,780.75
6212	Salaries, Asst Vector Ecologist	\$2,206.98
6212	Salaries, Data Analyst	\$1,006.41
6230	Part-time Salaries, Ex Help VC Tech	\$995.04
6230	Part-time Salaries, Ex Help VC Tech	\$1,105.60
6230	Part-time Salaries, Ex Help VC Tech	\$1,105.60
6230	Part-time Salaries, Ex Help VC Tech	\$1,105.60
6230	Part-time Salaries, Ex Help VC Tech	\$1,197.96
6230	Part-time Salaries, Ex Help VC Tech	\$1,105.60
6230	Part-time Salaries, Ex Help VC Tech	\$1,105.60
6230	Part-time Salaries, Ex Help VC Tech	\$1,308.00
6230	Part-time Salaries, Ex Help VC Tech	\$1,308.00
6230	Part-time Salaries, Ex Help VC Tech	\$1,105.60
6230	Part-time Salaries, Ex Help VC Tech	\$117.47
6230	Part-time Salaries, Ex Help VC Tech	\$1,228.80
6230	Part-time Salaries, Ex Help VC Tech	\$844.72
6230	Part-time Salaries, Ex Help VC Tech	\$550.00
6051	Bilingual compensation	
6051	Car allowance, Manager	
6070	Car allowance, Sci Prog Mgr	
6219	Employee Cash-out	\$3,398.26
6220	Salaries, Holiday	\$722.26
6218	Salaries, Sick Pay	\$3,351.14
6216	Salaries, Vacation	\$2,162.12
6140	Salaries, Overtime	\$0.00
6240	Employer Medicare	\$1,271.43
	Employer Social Security	\$594.59
	Big Fish Payroll	\$213.00
	Total Payroll October 20, 2016	\$91,229.47

Accounts Payable Check#	October 20, 2016	Payee	Description	Amount
EFT	6070	AFLAC	Supplemental insurance	\$522.50
EFT	6070	CalPERS	Medical insurance premiums	\$7,359.00
EFT	6072		Medical premiums-Retired EE	\$125.00
EFT	-----		Employee liability	\$0.01
EFT	6200	Nationwide Retirement	Employer Contribution	\$5,087.80
14121	6030	Andre Quintero	Trustee reimbursement	\$100.00
14122	6332	Aramark Uniform Services	Trustee reimbursement	\$1,410.71
14122	6302		Uniforms	\$85.60
14122	6040		Supplies, hand sanitizer services	\$377.87
14123	6030	Becky Shevlin	Mats, towels, lockers, etc.	\$100.00
14124	6030	Bill Alarcon	Trustee reimbursement	\$100.00
14155	2110	CA State Disbursement	Child Support for payroll 10/20	\$8.94

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

14125	6073	Canon Financial Services	Canon graphics equipment & accessories	\$2,004.21
14126	6036	CDW	Email filtering service	\$1,999.00
14127	6030	Charles Myers	Trustee reimbursement	\$100.00
14128	6290	Civic Publications	Community Profile publication	\$1,500.00
14129	6290	Copies & Ink	Printing	\$2,282.06
14130	6030	Corey Calaycay	Trustee reimbursement	\$100.00
14131	6030	Dan Holloway	Trustee reimbursement	\$100.00
14132	6030	Elliott Rothman	Trustee reimbursement	\$100.00
14133	6030	Harold Bissner III	Trustee reimbursement	\$100.00
14134	6030	Henry Morgan	Trustee reimbursement	\$149.50
14134	6232		Per Diem-MVCAC Fall mtg	\$71.00
14135	6302	Irwindale Industrial Clinic	Medical exam and treatment	\$309.84
14135	6080		Post-offer physicals	\$1,150.00
14136	6040	J&J Janitorial Services	Janitorial service	\$1,247.00
14137	6030	Janice Nelson	Trustee reimbursement	\$100.00
14138	6030	Jeff Templeman	Trustee reimbursement	\$100.00
14139	6030	Joe Rocha	Trustee reimbursement	\$100.00
14140	6185	Mail Finance	Equipment lease	\$347.05
14141	6030	Margaret Finlay	Trustee reimbursement	\$100.00
14142	6046	McAfee	Email protection	\$82.50
14143	6070	Medical Eye Services	Vision premiums	\$286.82
14144	6030	Mike Spence	Trustee reimbursement	\$100.00
14145	6044	Rescue Roofer	Hydro Jet service	\$375.00
14146	6030	Richard Barakat	Trustee reimbursement	\$100.00
14147	6072	Robert Kennedy	Reimbursement-Medical premiums-Retired EE	\$172.23
14148	6030	Roger Chandler	Trustee reimbursement	\$100.00
14149	6315	Telepacific Communications	Internet charges	\$899.00
14149	6320		Office phones	\$849.00
14150	6341	The Gas Co	Natural gas bill	\$139.51
14151	6250	Thermal Combustion Innovators	Medical waste pickup	\$91.45
14152	6312	Verizon Wireless	Monthly, District field phones	\$1,736.90
14153	6250	Western Weather Group	Weather web page	\$165.00
14154		VOID		
14155	2110	CA State Disbursement	Garnishment	\$2,603.29
14156	6070	American Fidelity Assurance	Premiums, life insurance	
		Total Accounts Payable October 20, 2016		\$34,937.79

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

Petty Cash Check	October 2016 Account	Payee	Description	Amount
2466	6330	Vectorborne Disease Acct	Certification exams	\$250.00
2467	6330	Vectorborne Disease Acct	Certification exams	\$250.00
2468	6330	Vectorborne Disease Acct	Certification exams	\$75.00
2469	6330	Vectorborne Disease Acct	Certification exams	\$25.00
		Total Petty Cash		\$600.00
		Total Payroll		\$181,335.71
		Total Accounts Payable		\$94,297.36
		TOTAL LIABILITIES		\$276,233.07
		Trust Warrant 657		\$276,233.07

Comparative YTD Actual to Full Year Budget
Current Period 34% of Year Completed
October 31, 2016

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized
PERSONNEL EXPENSES					
Salaries, Exempt	50,786.57	160,680.87	545,604.00	384,923.13	29.45
Salaries - Non Exempt	97,281.86	357,400.87	1,209,138.00	851,737.13	29.56
Salaries - Overtime	0.00	0.00	1,500.00	1,500.00	0.00
Salaries - Vacation	5,143.10	27,898.35	70,000.00	42,101.65	39.85 vacation season
Salaries-Holiday	722.26	15,402.67	69,400.00	53,997.33	22.19
Salaries, Sick Pay	4,312.29	19,454.06	52,000.00	32,545.94	37.41
Salaries, Part-time - XH	25,434.56	95,681.25	178,000.00	82,318.75	53.75 seasonals
Management Car Allowance	800.00	3,200.00	9,600.00	6,400.00	33.33
Cafeteria Benefit	20,731.28	89,612.91	260,000.00	170,387.09	34.47
Hlth Benefits, Ret Emps	297.23	1,486.15	5,520.00	4,033.85	26.92
Medicare	2,723.71	10,021.41	32,500.00	22,478.59	30.84
Retirement - Employer	17,956.88	71,156.20	252,000.00	180,843.80	28.24
Social Security	1,149.28	4,571.63	7,766.00	3,194.37	58.87 seasonals
Post Retirement Benefits	0.00	0.00	50,000.00	50,000.00	0.00
TOTAL PERSONNEL EXPENSES	227,339.02	856,566.37	2,743,028.00	1,886,461.63	31.23
OPERATING EXPENSES					
Awards	0.00	542.04	1,500.00	957.96	36.14 Terry Berry pins
Bank Charges	441.55	848.52	9,800.00	8,951.48	8.66
Board expenses	2,036.25	8,487.21	29,200.00	20,712.79	29.07
Computer Hardware	3,686.11	6,280.73	25,000.00	18,719.27	25.12
Computer Software	4,625.12	5,417.78	11,000.00	5,582.22	49.25
Building maintenance	1,858.77	23,283.57	39,500.00	16,216.43	58.95 Cabling & roof repairs
Maintenance, equipment	0.00	0.00	8,900.00	8,900.00	0.00
Maintenance, grounds	375.00	390.03	4,000.00	3,609.97	9.75
Computers, Maintenance	4,182.50	9,665.00	35,000.00	25,335.00	27.61
Lease Equipment	2,004.22	23,047.02	26,000.00	2,952.98	88.64 Annual telephone system lease
Fees & Assessments	0.00	2,560.47	3,800.00	1,239.53	67.38 LAFCO fees
Hiring expenses	1,809.95	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	0.00	55,863.00	55,863.00	0.00	100.00 one time fee
Workers Comp Insurance	0.00	96,336.00	96,081.00	(255.00)	100.27 one time fee
Other Insurance	0.00	367.74	2,000.00	1,632.26	18.39

Comparative YTD Actual to Full Year Budget
Current Period 34% of Year Completed
October 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
Insurance, unemployment	999.75	(2,283.84)	25,000.00	27,283.84	(9.14)
Legal	1,242.50	4,200.00	12,000.00	7,800.00	35.00
Memberships	0.00	10,000.00	20,000.00	10,000.00	50.00
Miscellaneous expenses	263.92	570.34	3,000.00	2,429.66	19.01
Postage	647.55	2,081.05	3,500.00	1,418.95	59.46
Prof. Services, Auditor	0.00	1,732.50	16,000.00	14,267.50	10.83
Professional Services	153.50	21,453.50	40,000.00	18,546.50	53.63
Research	0.00	0.00	8,000.00	8,000.00	0.00
Seminars and meetings	1,936.80	3,863.01	40,000.00	36,136.99	9.66
Tuition Reimbursement	0.00	2,176.50	8,000.00	5,823.50	27.21
Supplies, laboratory	3,717.40	9,494.77	50,000.00	40,505.23	18.99
Supplies, mechanical	1,058.26	4,183.41	30,000.00	25,816.59	13.94
Supplies, gasoline	2,896.02	14,749.53	55,000.00	40,250.47	26.82
Supplies, office	760.92	3,553.82	18,000.00	14,446.18	19.74
Supplies, operations	382.64	2,890.32	18,000.00	15,109.68	16.06
Supplies, pesticides	4,401.26	6,887.33	50,000.00	43,112.67	13.77
Supplies, public informat	5,673.97	25,089.15	35,000.00	9,910.85	71.68
Supplies, reference	145.56	680.56	2,000.00	1,319.44	34.03
Supplies, safety	1,383.75	6,026.59	10,000.00	3,973.41	60.27
Surveillance, Aerial	0.00	0.00	15,000.00	15,000.00	0.00
Tax Collection	0.00	11,148.84	100,000.00	88,851.16	11.15
Communications, field	1,736.90	6,949.70	26,000.00	19,050.30	26.73
Telephone, Internet	899.00	3,596.00	12,000.00	8,404.00	29.97
Telephone , Office	4,278.10	6,824.38	13,000.00	6,175.62	52.50
Training , CEU's	0.00	2,935.00	5,000.00	2,065.00	58.70
Uniforms and clothing	2,047.66	6,927.70	16,500.00	9,572.30	41.99
Utilities, Electric	3,800.90	16,058.18	39,000.00	22,941.82	41.17
Utilities, Natural Gas	139.51	582.90	3,200.00	2,617.10	18.22
Utilities, Water	110.40	466.69	2,200.00	1,733.31	21.21
Automobile Lease	5,563.24	16,489.72	63,000.00	46,510.28	26.17
					one time fee
					Futa refund
					MVCAC dues
					replenished postage machine
					District business, annexation fees
					publications
					Safety boots and equipment
					New telephone equipment
					certification renewals
					additional employees
					A/C expense
TOTAL OPERATING EXPENSES	65,258.98	444,537.71	1,109,972.00	665,434.29	40.05
TOTAL EXPENSES	292,598.00	1,301,104.08	3,853,000.00	2,551,895.92	33.77

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 34% of Year Completed
October 31, 2016

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

**San Gabriel Valley Mosquito & Vector Control District
Board of Trustees Meeting
October 14, 2016**

Minutes

Trustees Attending

- 1 Harold Bissner (Co. of LA)
- 2 Roger Chandler (Arcadia)
- 3 Joe Rocha (Azusa)
- 4 Rick Barakat (Bradbury)
- 5 Corey Calaycay (Claremont)
- 6 Henry Morgan (Covina)
- 7 Margaret Finlay (Duarte)
- 8 Andre Quintero (El Monte)
- 9 Charles Myers (Glendora)
- 10 Dan Holloway (La Puente)
- 11 Becky A. Shevlin (Monrovia)
- 12 Elliott Rothman (Pomona)
- 13 Bill Alarcon (Rosemead)
- 14 Jeffrey Templeman (San Dimas)
- 15 Janice Nelson (Sierra Madre)
- 16 Mike Spence (West Covina)

Trustees Absent

- 1 Stephen Sham (Alhambra)
- 2 Abraham Cruz (Industry)
- 3 Manuel Garcia (Irwindale)
- 4 Robert Neher (La Verne)
- 5 Joseph Leon (Monterey Park)
- 6 Juli Costanzo (San Gabriel)
- 7 Cynthia Sternquist (Temple City)
- 8 Mary Su (Walnut)

Staff Attending

Kenn Fujioka
Rose Alba
Wakoli Wekesa
Jason Farned
Carol Anne Hagele
Ramona Deacon
Sam McKeever

Guest

Mike Jenkins, District Counsel

1. Call to Order

President Jamie Bissner called the meeting to order at 7:01 am.

President Bissner introduced and welcomed the City of Monrovia's representative Councilmember Becky Shevlin.

2. Pledge of Allegiance and Silent Roll Call

Trustee Shevlin led the Pledge of Allegiance.

3. Opportunity for Public Comment on Non-Agenda Items

None

4. The Board will meet in Closed Session: Anticipation of Litigation: Government Code section 54956.9(d)(2) and (e)(5)

At 7:13 am President Bissner announced the Board would meet in closed session with the District's General Counsel Mike Jenkins presiding.

At 7:33 am the regular meeting of the Board of Trustees resumed.
No action was reported.

5. Consent Calendar

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

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

6 Consider Resolution 2016-04: A Resolution of the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District Approving an Application to Initiate Proceedings to Annex Certain Territory to the District and Taking Connected Actions

District Manager Kenn Fujioka requested that the Board approve petitioning the Los Angeles Local Agency Formation Commission (LAFCO) to amend our District's sphere of influence and annex the City of Pasadena contingent on their city council's approval. Kenn advised that with the annexation of the cities of Baldwin Park, South Pasadena, and possibly the city of Pasadena, the District will increase staff as necessary.

A motion by Trustee Quintero to approve Resolution 2016-04 allowing the District to proceed with annexation procedures necessary to annex the city of Pasadena to the District was seconded and unanimously approved.

7. Consider Regional Government Services (RGS) Proposal to Recruit a District Manager

A motion by Trustee Chandler to accept the recommendation of the Personnel Committee and hire Regional Government Services (RGS) to recruit a District

Manager was seconded and unanimously approved.

8. Consider Appointing a Member and an Additional Alternate to the Board's Abatement Hearing Committee

A motion by Trustee Quintero to fill a vacant member slot and add an additional alternate on the Abatement Hearing Committee was seconded and unanimously approved.

Trustee Barakat volunteered to fill the member vacancy and Trustee Myers volunteered to be an alternate.

9. District Administration

Kenn announced the following:

- A. The District's Board Room will be a polling site for the Presidential election on Tuesday, November 8, 2016.
- B. The District would be closed on Friday, November 11, 2016 to observe Veteran's Day
- C. The November Board of Trustees' meeting was moved to Friday, November 18, 2016.
- D. Kenn was a guest speaker at the recent annual meeting of the Northwest MVCA in Oregon and at the Utah Mosquito Abatement Association Conference.

10. Disease Surveillance

Scientific Program Manager Wakoli Wekesa reported that the cities where all three invasive *Aedes* have been found are Alhambra and Monterey Park. Weekly treatments with backpack and handheld foggers have helped limit mosquito populations in communities. Favorable weather has helped this effort. On September 1, 2016 a scheduled truck-mounted larvicide and adulticide treatment was conducted in the city of El Monte.

The District is participating in developing the Los Angeles County Emergency Preparedness and Response Plan (EPRP) to address locally acquired cases of Zika. Since we are part of the county's Zika prevention and response teams we will continue to provide courtesy inspections and follow up on all reported Zika cases among returning travelers. See www.cdph.gov for updates.

11. Trustee Reports

President Bissner announced that Trustee Dan Kirby resigned and Trustee Janice Nelson would not return when her term of office ends December 31, 2016.

Trustees Quintero and Rocha thanked Public Information Officer Jason Farned for his presentations to respective city council members.

Trustee Myers and Wakoli recently attended the Annual SOVE conference in Anchorage Alaska. Trustee Myers mentioned that there were good presentations on Chagas Disease, a parasitic ailment that is overlooked in the U.S.

12. New Business

None

13. Adjournment

A motion by Trustee Calaycay to adjourn the meeting was seconded and unanimously approved. The meeting adjourned at 7:45 am.



Surveillance Activities during October 2016

I. Mosquito Collections and Mosquito Pools for Arbovirus Surveillance

Location	Mean mosquitoes per trap	
	CO ₂	Gravid
LA Arboretum – Arcadia	1.5*	2*
Santa Anita Racetrack- Arcadia	2.0*	4*
13 th Street- Azusa	2.0*	40*
Pasadena Ave – Azusa	0.5	46*
Lemon Swirl – Azusa	0.0	14*
Rainbow Ranch – Azusa	3.0	31*
6 th Street – Claremont	0.0	128*
Bio Station – Claremont	0.0	86*
Higginbotham Park – Claremont	0.0	2*
Los Cerritos Ave– Glendora	6.0	18*
California Country Club- Industry	1.0	7*
La Puente Drains – La Puente	15.7*	
Live Oak Canyon Rd- La Verne	0.0	96*
Mont Park Cty Yd/Garvey Park		2*
Lake Knoo/Delta – Rosemead		15*
Duarte Rd/Le Roy Ave – San Gabriel	0.0	47*
Norman’s Nursery – San Gabriel	1.0*	0.0
Calle Cadiz – Walnut		32*
Cortez Park – West Covina	1.0*	10*

* Mosquito pool(s) tested

▪ Black flies present

Three mosquito pools collected in the District were reported positive for WNV during October; one each from the cities of Arcadia, Azusa, and San Gabriel. There have been 69 WNV positive pools within the District in 2016 out of 561 pools collected from gravid and CO₂. Additional mosquito pools from BG sentinel traps used to collect *Aedes* mosquitoes are not listed above. In California during 2016, 3,491 mosquito pools from 31 counties have been WNV-positive; 431 were collected in Los Angeles County.

II. Dead Birds

No dead birds tested positive for WNV in the District during October. In California for 2016, one hundred dead birds have tested positive for WNV in September, bringing the total to 1340 dead birds from 33 counties. In 2016, 121 of these were from Los Angeles County and 11 from the District.

III. Sentinel Chicken Sera

In October, four additional sentinel chickens tested positive for WNV in the cities of Arcadia(1), Claremont (1), and Walnut (2). The District now has 24 chickens positive for WNV from the cities

of Altadena, Arcadia, Claremont, Glendora, Irwindale, Monterey Park, Pomona and Walnut. In California there are 335 WNV positive chickens from 19 counties; 121 in Los Angeles County.

IV. Human Illness

The number of human cases with WNV in California is currently 380 for 2016 including 132 from Los Angeles County. Two cases were reported within the District in October bringing the total to 24 for 2016. Additionally there are two reported cases in the City of Baldwin Park, five in Pasadena, and one in South Pasadena.

V. Mean Maximum-Minimum Temperatures (degrees Fahrenheit)

	LA Civic Ctr max/min T°	Burbank max/min T°	Pasadena max/min T°	San Gabriel max/min T°	Ontario max/min T°	District max/min T°
Oct 2016	79.5/60.8	80.5/58.4	82.3/59.5	81.2/59.1	82.3/57.6	85.3/59.8
Oct 2015	84.9/66.2	87.0/65.8	85.9/65.7	85.3/64.3	86.4/63.0	88.7/64.2
Oct 2014	83.1/62.8	83.8/59.1	86.4/62.0	86.1/62.4	86.8/59.8	88.7/60.8
Oct 2013	77.3/57.4	78.9/56.0	80.7/56.4	78.7/55.0	79.3/53.7	82.6/54.6
Oct 5-yr mean	80.5/61.1	82.3/59.1	83.3/60.6	82.2/59.5	83.5/58.1	85.9/59.4
Oct 2004	73.0/57.6	74.6/54.7	75.9/56.2	72.7/53.6	75.9/54.1	

Precipitation

	LA Civic Ctr	Burbank	Pasadena	San Gabriel	Ontario	District
Oct 2016	0.51	0.22	0.55	0.13	0.61	0.27
Oct 2015	0.41	0.40	0.81	0.72	0.56	0.29
Oct 2014	0.00	0.00	0.00	0.00	0.00	0.10
Oct 2013	0.06	0.10	0.16	0.02	0.05	0.20
Oct 5-yr mean	0.44	0.58	1.09	0.69	0.57	0.94
Oct 2004	4.56	5.05	9.22	1.91	1.34	

VI. Invasive *Aedes* species

In October there were a total of 205 sites positive for *Aedes* species from 2184 inspections. Please see Agenda Item 6 for a more detailed report of distribution and status of *Aedes* species within the District. All adult mosquitoes collected in BG sentinel traps were sent to UC Davis for testing of chikungunya, dengue, St. Louis encephalitis, West Nile, western equine encephalomyelitis, and Zika viruses; all have been negative for each of these viruses.

VII. Black Fly

Black fly larvae and adults were collected from Arcadia, Azusa, Glendora, and Walnut in the month of October. Black fly counts were low at all sites, compared to this time over the past two years.

VIII. Notes:

Both daytime and nighttime temperatures continued to be significantly lower in the month of October compared to same time in 2015. Last month we hoped that continuing cooler temperatures would reduce both the numbers of mosquitoes and human cases that may occur in the District in 2016. October has panned out with lower mosquito counts and fewer WNV related illnesses compared to this time last year.

Operations Report for October 2016***Underground Summary*****Treatment Dates for La Puente, Azusa, Pomona: 10/1/16 – 10/31/16**

Summary: The efforts of our Program for the month of October were focused on alleviating the impacts of West Nile virus. Unexpected rainfall on October 17th & October 24th prevented the team from performing underground inspections and treatments through the last half of the month. When a moderate rainfall occurs, storm water flows through the streets and into the underground system; subsequently flushing the water through the system and eliminating the effectiveness of a treatment. Prior to these rains, we inspected and treated approximately 108,000 sq. ft. of the districts underground storm drains in neighborhoods with positive mosquitoes as follows:

a. La Puente

We inspected 37 drains and treated 22 in a 0.5 mile radius of the 300 block of Lang Ave. where WNV was detected in mosquitoes on August 31st.

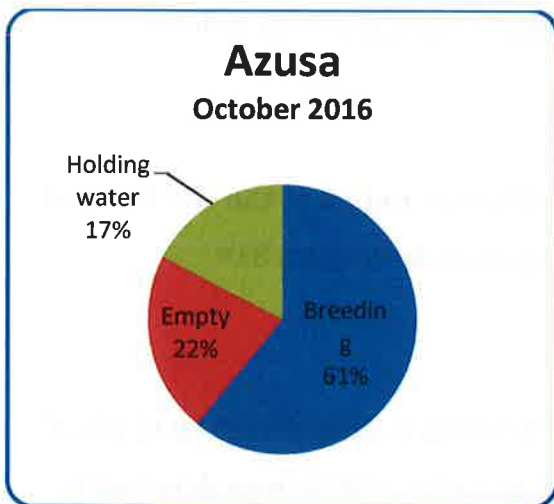
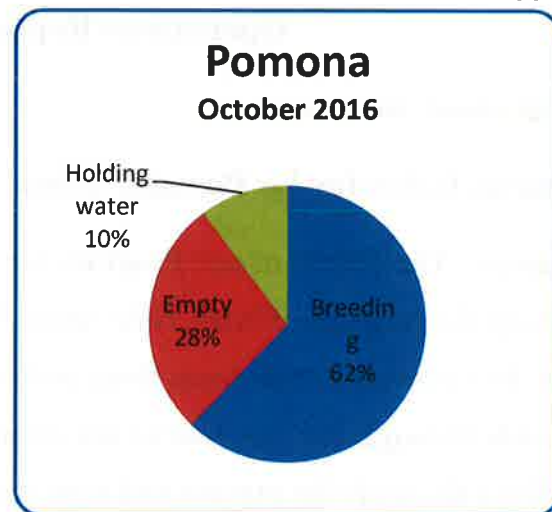
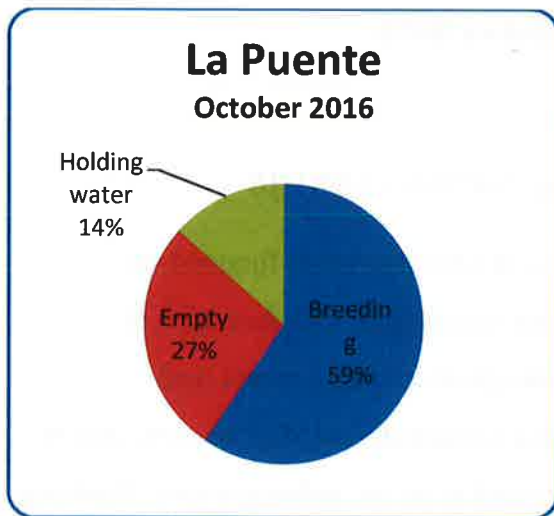
b. Azusa

We inspected 46 drains and treated 28 in a 0.5 mile radius of the 100 block of East 13th and 900 block of North Primrose Lane where WNV was detected in mosquitoes on August 22nd and August 25th.

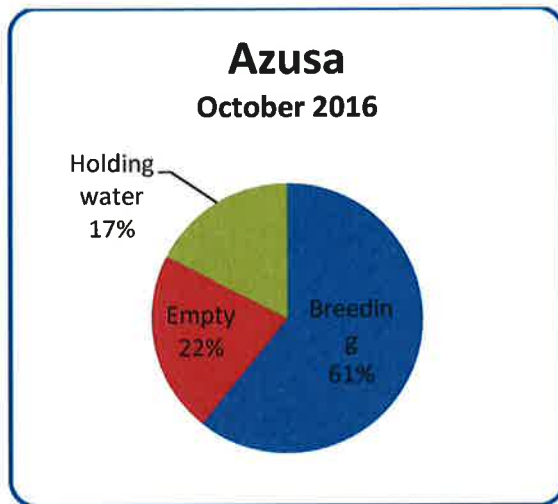
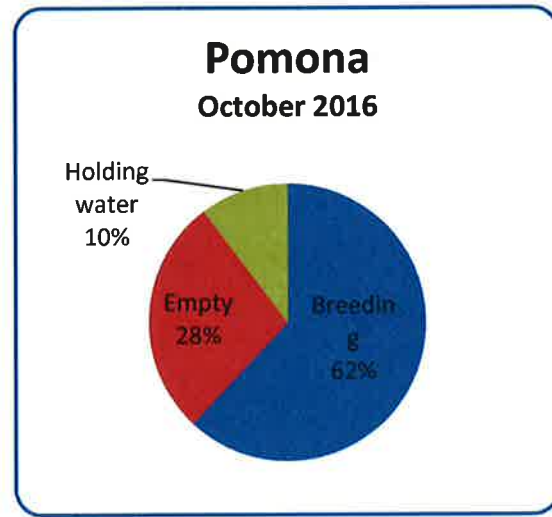
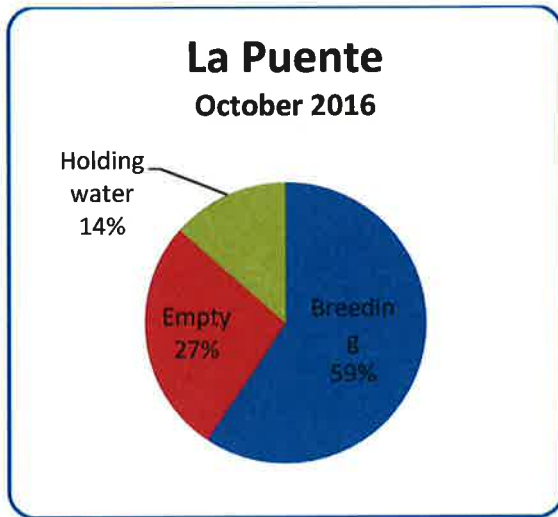
c. Pomona

We inspected 29 drains and treated 18 in a 0.75 mile radius of Country Crossing Park where WNV was detected in mosquitoes on August 11th.

In November, we will focus our efforts inspecting and treating those drains that were deemed as “hot spots” through the season. As time, resources, and weather permits, we will also inspect and treat any WNV positive results that may surface in our district. With temperatures cooling and overnight temperatures down to a cool fall level, we are hoping for a decrease in mosquito reproduction in the underground system.



Operations Summary: Rainfall that accumulated in many locations this month was followed by 90 degree weather, which created perfect breeding grounds for mosquitoes. All of our Operations Specialists have found the same thing; breeding in empty swimming pools, gutters, and large sites that collect water but do not drain quickly enough. Low spots in various large sites have also become saturated and collected standing water, also becoming a breeding ground. The weather has contributed to a rapid mosquito life cycle. Egg rafts have been identified in various sources as early as 2 days after a rainfall. There has been a visible increase in treatments for October versus September, reflecting a weather pattern that is conducive to mosquito breeding.



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Operations Zone Breeding and Chemical Report for October 2016

Zone	Mosquitoes	Black Flies
1	87 / 141	2 / 4
% breeding	61.70%	50.00%
2	18 / 93	4 / 3
% breeding	19.35%	133.33%
3	132 / 156	0 / 0
% breeding	84.62%	#DIV/0!
4	44 / 153	0 / 0
% breeding	28.76%	#DIV/0!
5	30 / 61	0 / 1
% breeding	49.18%	0.00%
6	33 / 102	3 / 7
% breeding	32.35%	42.86%
7	15 / 87	0 / 0
% breeding	17.24%	#DIV/0!
8	23 / 104	0 / 0
% breeding	22.12%	#DIV/0!
9	29 / 236	0 / 0
% breeding	12.29%	#DIV/0!
10	27 / 85	1 / 2
% breeding	31.76%	50.00%
Total	438 / 1218	10 / 17
This month % breeding to date	36.0%	58.8%

Pesticides Used	
Product	Amount
Agnique MMF (ounces)	0.00
Altosid XR (briquets)	26.00
Altosid WSP (pouches)	82.00
Coco Bear (ounces)	154.90
Duplex (ounces)	0.00
Gambusia (fish)	117.00
Golden Bear (ounces)	135.67
Kontrol (ounces)	34.92
Maki (pounds)	0.00
Metalarv S-PT (pounds)	1.52
Natular G30 (pounds)	0.12
Natular T30 (tablets)	13.00
Natular XRT(tablets)	43.00
Sustain MBG (pounds)	0.00
Vectobac 12AS (ounces)	1454.83
Vectobac WDG (pounds)	0.00
Vectolex WDG (pounds)	0.00
VectoMax WSP (pouches)	98.00
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: **Anthony Parker**: San Dimas, La Verne and County Areas

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

Operations Activities for October 2016

District Cities	Mosq Insp	Mosq Trmts	Area Treated (Ac)	Blackfly Insp	Blackfly Trmts	Mosq SRs	Fish SRs	Rodent SRs	Blackfly, Midge, other
Alhambra	92	61	0.027	1	0	1	0	0	0
Altadena	32	4	0.014	0	0	0	0	1	0
Arcadia	146	128	0.042	0	0	0	0	0	0
Azusa	39	17	0.346	15	9	1	0	0	0
Bradbury	4	4	0.003	0	0	0	0	0	0
Claremont	48	10	0.031	0	0	1	0	0	0
Covina	53	9	0.017	0	0	1	0	0	0
Duarte	24	11	0.012	1	0	4	1	0	0
El Monte	90	20	0.015	0	0	0	0	0	0
Glendora	52	16	0.240	2	1	4	0	0	0
Industry	15	5	0.016	0	0	0	0	0	0
Irwindale	4	2	0.000	0	0	0	0	0	0
LA County	127	25	0.043	1	1	2	0	0	0
La Puente	17	4	0.002	0	0	1	0	0	0
La Verne	75	5	0.008	0	0	1	3	0	0
Monrovia	10	6	0.002	0	0	5	0	0	0
Monterey Park	49	26	0.024	0	0	1	1	0	0
Pomona	37	17	0.019	0	0	0	0	0	0
Rosemead	38	16	0.005	0	0	0	0	0	0
San Dimas	104	18	0.044	0	0	2	3	0	0
San Gabriel	46	12	0.008	0	0	0	0	0	0
Sierra Madre	9	3	0.001	0	0	1	0	0	0
Temple City	18	5	0.017	0	0	5	0	0	0
Walnut	19	5	0.020	0	0	2	0	0	0
West Covina	70	9	0.038	0	0	3	0	0	0
Totals	1218	438	0.995	20	11	35	8	1	0

Status of Education Program

October 2016

Website

Our site saw 4,556 visitors in October, of which 434 were new unique visitors.

Social Media

See attached report

Outreach Activities

Local Partners

This month we met with the San Gabriel Valley Planned Parenthood district office to discuss how the organization could roll mosquito education into their Zika response plan. They agreed to educate their staff and have our educational material available when providing Zika prevention education.

We presented to a very enthusiastic crowd at the Duarte Chamber of Commerce this month in an ongoing effort to educate residents and build relationships with key community members.

Zika Outreach and Education

In partnership with the City of Rosemead we conducted a very well attended and well received two hour, interactive Zika workshop at the Rosemead Community Center. The workshop was attended by residents, key city staff including the Mayor and department heads and a county health representative. We hope to replicate this event in as many cities as will host one.

In partnership with the county Department of Public Health we participated in a PHEV (Public Health Emergency Volunteer) training exercise that included members of various CERT groups, religious affiliates, neighborhood watch groups, nursing students and county staff. The training included a three hour interactive mosquito and Zika workshop conducted by SGVMVCD and GLACVCD. The training reached over 100 volunteers. We have two more workshops scheduled with county health before the end of the year.

Local Legislators

Our District was asked to represent vector control in a Zika roundtable discussion hosted by Congresswomen Norma Torres. The discussion included representatives from county and state health, the CDC, local health care providers, local non-profits and local city staff.

Outreach Activities in October 2016		
	# Reached	City/Region
Literature, Fairs and Presentations		
City Council Meeting Update	45	Azusa
Walnut Family Festival	300	Walnut
Don Julian School - First Grade Assembly	124	La Puente
Walnut Library Parent/Toddler Workshop	31	Walnut
Dalton Elementary School Literature Delivery	305	Azusa
Live Oak Library Parent/Toddler Workshop	9	Arcadia
Alhambra Wellness Expo	100	Alhambra
WaterFest Community Fair, Arcadia County Park	300	Arcadia
Literature Delivery Duarte Water-wise Gardening Fair	345	Duarte
Chamber of Commerce Update	27	Duarte
Rosemead Zika Workshop	50	Rosemead
Norma Torres Zika Roundtable	N/A	Pomona
Public Health Emergency Volunteer (PHEV) Training	130	Pasadena
San Gabriel Valley Ostomy Association	5	Arcadia
Collegewood Elementary School Robot Titans	12	Walnut
Total # Reached For October		
Total Outreach	1,783	
Total Social Media Reach	22,100	

Upcoming Events for November:

5 Nov	Fall into Farm Day at the Fairplex	Pomona
18 Nov	SGVMVCD Board Meeting 7:00 AM	West Covina
19 Nov	Monrovia Leaders Meeting	Monrovia
22 Nov	El Monte Public Library Parent/Child Workshop	El Monte
23 Nov	District Closed for Thanksgiving	West Covina
24 Nov	District Closed for Day after Thanksgiving	West Covina
29 Nov	Canyon Early Learning Center	Monrovia

Social Media Report: October 2016



Top Mention



Rep. Norma Torres
@NormaJTorres · Oct 20

Thanks @lapublichealth @WesternUNews @CityofPomona @PPLosAngeles & @SGVMosquito for taking part in my #Zika roundtable pic.twitter.com/kAwTEcLzEtE



Summary

Tweets	Tweet impressions
14	11.4K
Mentions	Profile visits
16	393
New followers	Total followers
5	675

Engagement



29 Total Link Clicks
Average 1 per day

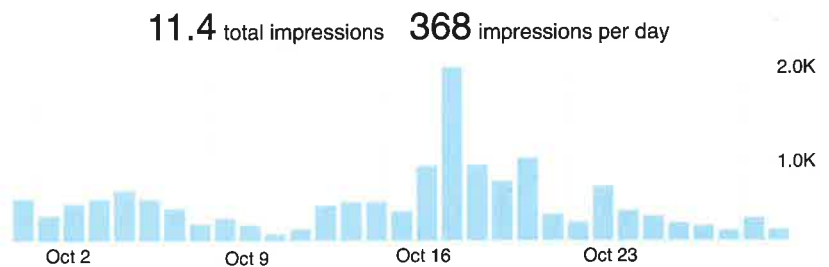


31 Total Likes
Average 1 per day



51 Retweets
Average 2 per day

Tweet Daily Activity



Total followers **4,489**
New followers **9**

Summary

Posts	Comments
18	18
Shares	Reactions
54	277

Top Post



San Gabriel Valley Mosquito & Vector Control District

Published by Jason Farned 17 - October 17 at 3:49pm

Mosquitoes love warm weather after a nice rain. Be sure to check your property for standing water where mosquitoes lay their eggs and grow.

#DumpAndDrain #SGVMosquito

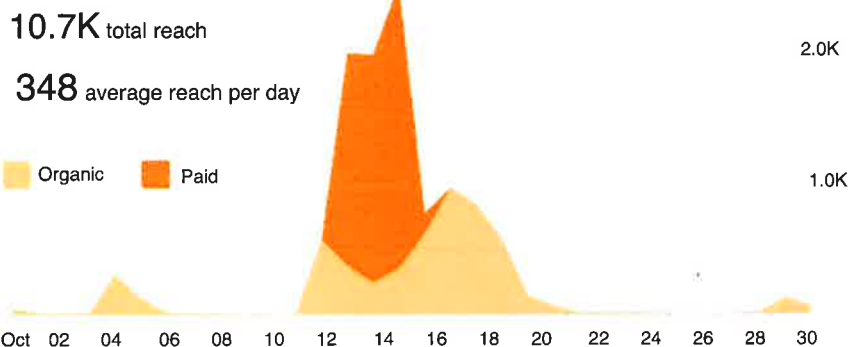


1,189 People Reached

16 Reactions, Comments & Shares

7 Like	2 On Post	5 On Shares
1 Love	1 On Post	0 On Shares
6 Comments	1 On Post	5 On Shares

Total Reach



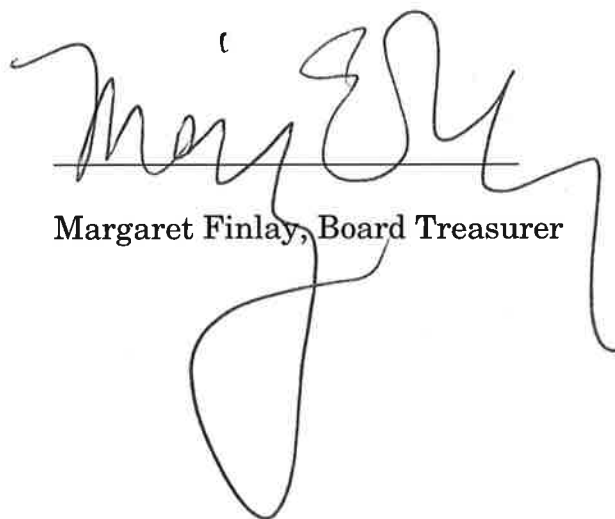
Treasurer's Report-September 2016
San Gabriel Valley Mosquito and Vector Control District

The attached Treasurer's Report is for September 2016.

The Total of All Funds Balance is \$3,895,078.70

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 3, FY 2017 received on October 2016)

Item 4G

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Local Agency Investment Fund (LAIF)	0.60%	\$1,329,781.61	interest	\$2,020.52	LAIF Statement (Sep 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%	\$2,217,533.59	interest Trust Warrant 655	\$1,391.32 (\$299,750.77)	ND 24 Per 3 ND 24 Per 3 ND 24 Per 3 ND 24 Per 3	\$1,919,174.14

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-Sep 2016 Trust Warrant 655 Sweep	(\$619,999.63) \$299,750.77 \$320,248.86	CB Statement Sep 2016	\$200,000.00

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Sweep Account	\$464,517.97	Deb Activity-Sep 2016 Deposit	(\$320,248.86) \$299,833.32	CB Statement Sep 2016	\$444,102.43

Total Beginning Balance	\$4,211,833.17			Total End Balance	\$3,895,078.70
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November 18, 2016

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

SUBJECT: November 1, 2016 District Working Fund Balance

October 1, 2016 balance: \$3,895,078.70

October 1-31, 2016 expenditures: \$276,233.07

November 1, 2016 Working Fund Balance: \$3,943,937.11

Respectfully Submitted:



**Kenn Fujioka
District Manager**

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

Date: November 18, 2016 **Item 6**

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

Subject Invasive *Aedes* throughout the District – what next?

Reference: attached

Background

As of October 31, 2016 we continue to canvas neighborhoods for invasive *Aedes* and follow up on imported Zika and dengue cases which are reported to the District. Such follow ups on September 8th, and September 22nd, 2016 led to documentation of *Ae. albopictus* in the cities of Claremont and Walnut, respectively for the first time. Service request from mosquito bites led to the discovery of *Ae. aegypti* in the city of Pomona, and we have since identified its presence at two other locations within the City. Again these represent the last three cities in our District where invasive *Aedes* have been identified (attachment 1, 2, and 3).

Neighborhoods with increased counts of invasive *Aedes* receive the necessary attention of control. For the past several seasons we have developed a decent area-wide application system for larvicides and adulticides using truck-mounted equipment. In addition, we have developed a neighborhood application system able to apply larvicides and adulticides in a single morning covering a dozen or so houses by a team of two vector control technicians using backpack and hand-held foggers. The knowledge base in our crew - senior vector ecologists and her assistant, supervising a crew of eight extra-help vector control technicians has been able to effectively provide surveillance and control services of invasive *Aedes*, so far. However, during truck-mounted applications the entire District is involved – operations, public information, and front office.

In the early hours of October 20, 2016 we applied the larvicide VectoBac® WDG with a low volume Curtis Dynafog LV8 and AquaDuet™ adulticide with an ultra-low volume ProMist fogger. The applications went on without a hitch. As we mentioned last month, any extended spell of warm weather in the coming weeks may increase the day-biting nuisance. Such applications provide short-lived but effective relief, but they are not a substitute for community-wide source reduction.

Invasive *Aedes* have now been found throughout the District and going forward we must accept them as part of our local fauna. The biting nuisance shall ebb in the summer and fall, and slow in winter and spring yearly. We must build on the program we have so far, by canvassing neighborhoods to remind residents that the best approach to reducing mosquito nuisance is sanitation - making sure no property propagates mosquitoes. Unmitigated containers of any kind, like buckets, flower pots, saucers, uncovered utility meters, unmodified rain barrels, bromeliads, etc. should not be part of our landscape. We

must engage the community about their role in reducing mosquito production; why they must remove habitats these mosquitoes may grow in. For effective long-term management of invasive *Aedes* we must stigmatize that habit of growing mosquitoes on private properties. The populace must clearly associate invasive mosquitoes with unkempt properties. The question is how do we get there from where we are?

Together with the Greater Los Angeles County Vector Control District (GLACVCD) we have been participating in developing the Los Angeles County Emergency Preparedness and Response Plan (EPRP) to address locally acquired cases of Zika. The development of a Concepts of Operations (CONOPS) and operational plans for a possible Zika outbreak within the county are complete with the exception of a few pieces. The county's public health infrastructure is prepared and ready. When a locally acquired case of Zika, dengue or chikungunya occurs the county-wide response shall be integrated and well-coordinated.

At the time of this report there have been 139 locally acquired Zika cases in the counties of Pinellas and Miami-Dade, Florida, and 3,988 imported Zika cases throughout the continental US. There are more than 30,074 locally acquired cases in the US territories of American Samoa, Puerto Rico, and US Virgin Islands, 98 percent of these cases are in Puerto Rico. There have been 362 travel-related human cases of Zika virus reported in California since 2015; 81 of these cases have been reported from Los Angeles County residents, and six cases within San Gabriel Valley. No local transmission has occurred. Since we are part of the county's Zika prevention and response teams we will continue to provide courtesy inspections and follow up of all reported Zika cases among returning residents potentially exposed to Zika, chikungunya, and dengue viruses.

Please use and share information regarding *Aedes* infestations and possible control strategies. The state has static and interactive *Aedes* distribution maps which they update weekly at www.cdph.gov.

This is the last stand alone report and its content shall be reported in the surveillance reports in the winter months. The next stand-alone report shall resume in spring 2017.

Respectfully submitted,



J. Wakoli Wekesa, Ph.D.
Scientific Programs Manager

San Gabriel Valley Mosquito and Vector Control District

Cities with Invasive *Aedes* Mosquitoes

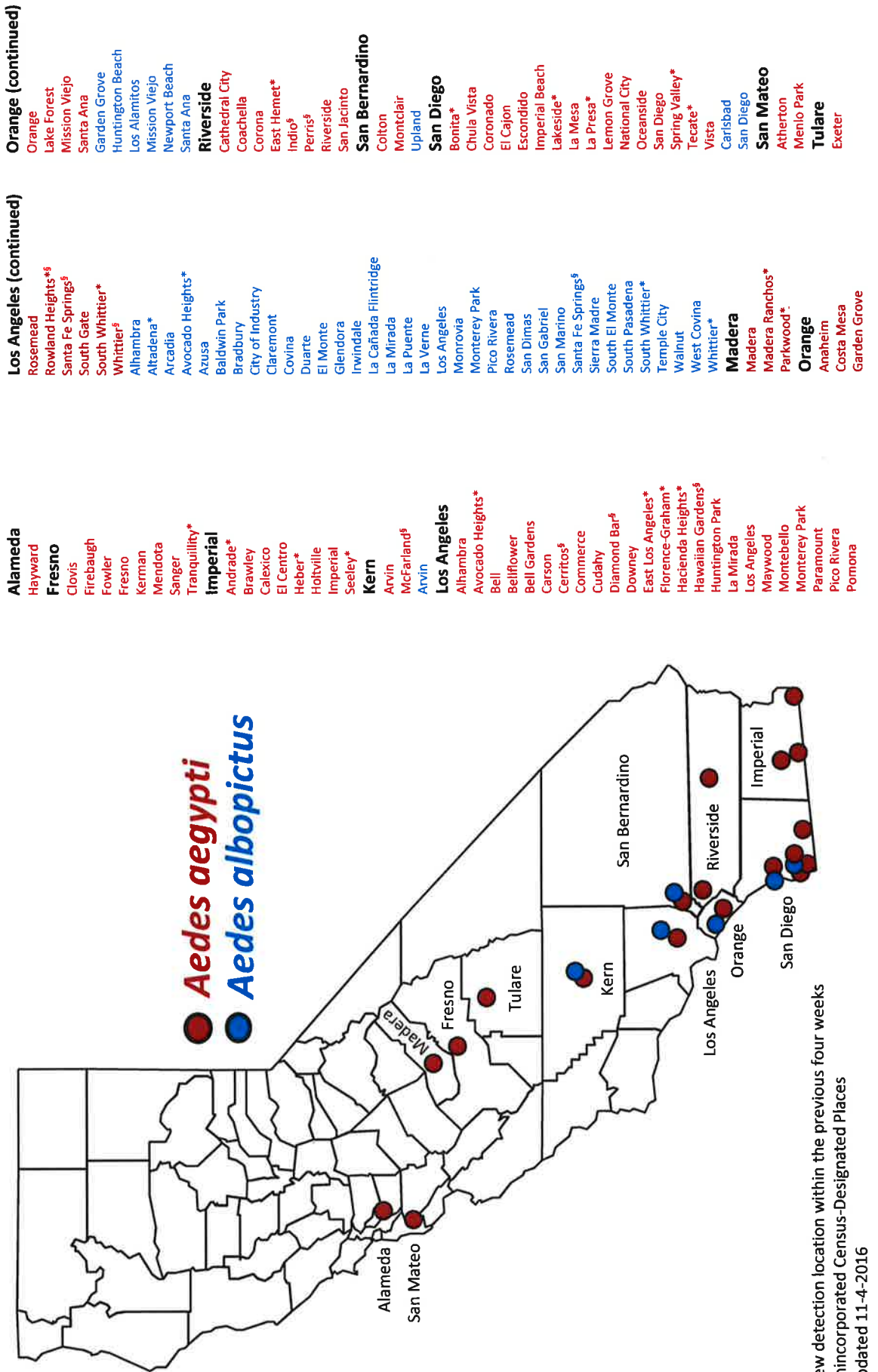
	City	<i>Aedes aegypti</i>	<i>Aedes albopictus</i>	<i>Aedes notoscriptus</i>
1	Alhambra	√	√	√
2	Arcadia		√	
3	Azusa		√	
4	Bradbury		√	
5	Claremont		√	
6	Covina		√	
7	Duarte		√	
8	El Monte		√	
9	Glendora		√	
10	Industry		√	
11	Irwindale		√	
12	La Puente		√	
13	La Verne		√	
14	Monterey Park	√	√	√
15	Monrovia		√	
16	Pomona	√		
17	Rosemead	√	√	√
18	San Dimas		√	
19	San Gabriel		√	
	Unincorporated Los Angeles Co*		√	√
20	Sierra Madre		√	
21	Temple City		√	
22	Walnut		√	
23	West Covina		√	

√ - New sites for invasive *Aedes* in 2016, * - Unincorporated Los Angeles County

Aedes aegypti and Aedes albopictus Mosquitoes in California

Updated weekly on Fridays as new infestations are detected

Aedes aegypti and Aedes albopictus Detection Sites by County/City[§]



[§] New detection location within the previous four weeks
 *Unincorporated Census-Designated Places
 Updated 11-4-2016

**San Gabriel Valley Mosquito & Vector Control District
Friday, November 18, 2015**

**Board of Trustees Finance Committee
will meet immediately after Board Adjourns**

Agenda

- 1. Call to Order and Roll Call**
- 2. Opportunity for Public Comment on Non-Agenda Items**
The public is requested to provide a name/address and limit comment (s) to 5 minutes.
- 3. Presentation of Draft Audit for Fiscal Year 2015 – 2016 by Henry P. Eng, CPA, Auditor ***
(Action Required Approve/Disapprove) (Forward to the Board of Trustees)
- 4. Annual Review of the District's Investment Policy***
- 5. Adjournment**

Finance Committee

**Margaret Finlay, Chairperson
Jamie Bissner
Joseph Leon
Henry Morgan**


**Andre Quintero
Joe Rocha
Stephan Sham**

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 under the laws of the State of California that the foregoing agenda was posted November 10, 2016 not less than 72 hours prior to said meeting.

Copies of staff reports and supporting documentation pertaining to each item on this agenda are available for public viewing and inspection at San Gabriel Valley MVCD, Administration Building and Front Lobby. For further information regarding agenda items, please contact the office of the San Gabriel Valley MVCD at 626-814-9466 or via email at district@sgvmosquito.org

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact this District at 626-814-9466. Notification 48 hours prior to the meeting will enable staff to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 34.102.104 ADA TITLE II)



Esther Elliott, Clerk of the Board

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

Date: November 18, 2016 **Item 3**

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

Subject Presentation of Draft Audit Report for Fiscal Year 2015-
2016 by Henry P. Eng, CPA, Auditor

Reference: Attached

Background

Mr. Eng has completed a draft of the District's audit for FY 2015-2016.

Manager's Recommendation

Review the draft audit report, recommend necessary changes and submit the report to the Board for approval at its December meeting.

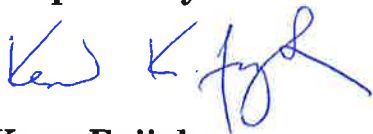
Alternative

Do not approve the audit and reconsider the revised version at another meeting of this Committee.

Fiscal Impact

There is no fiscal impact for accepting the draft audit and submitting it for approval.

Respectfully submitted,



**Kenn Fujioka
District Manager**



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

Cities of:

November 1, 2016

Alhambra

Arcadia

Board of Trustees

Azusa San Gabriel Valley

Mosquito & Vector Control District

Bradbury 1145 No. Azusa Canyon Road

West Covina, CA 91790

Claremont

Covina

We have audited the financial statements of the San Gabriel Valley Mosquito and Vector Control District (District) for the year ended June 30, 2016, and have issued our report thereon dated November 1, 2016. Professional standards require that we provide you with the following information related to our audit.

Duarte

El Monte

Our Responsibility under Auditing Standards Generally Accepted in the United States of America

Glendora

Industry

Our responsibility, as described by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute, assurance about whether the financial statements are free of material misstatement and are fairly presented in accordance with accounting standards generally accepted in the United States of America. Because an audit is designed to provide reasonable, but not absolute assurance and because we did not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us.

Irwindale

La Puente

La Verne

Monrovia

Monterey Park

As part of our audit, we considered the internal control of the District. Such considerations are solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

Pomona

Significant Accounting Policies

Rosemead

San Dimas

San Gabriel

Sierra Madre

Temple City

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the District are described in the notes to the financial statements. We noted no transactions entered into by the District during the year that were both significant and unusual, and of which, under professional standards, we are required to inform you of, or transactions for which there is a lack of authoritative guidance or consensus.

Walnut

West Covina

*County of
Los Angeles*

Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. No accounting estimates were utilized by the District in accomplishing its financial reporting.

Audit Adjustments

For purposes of this letter, professional standards define an audit adjustment as a proposed correction of the financial statements that, in our judgment, may not have been detected except through our auditing procedures. An audit adjustment may or may not indicate matters that could have a significant effect on the financial reporting process (that is, cause future financial statements to be materially misstated). In our judgment, none of the adjustments we proposed, whether recorded or unrecorded, either individually or in the aggregate, indicate matters that could have a significant effect on the financial reporting process.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Issues Discussed Prior to Retention of Independent Auditors

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditor. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Difficulties Encountered in Performing the Audit

We encountered no difficulties in dealing with management in performing our audit.

This information is intended solely for the use of the District and management of the District and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

DRAFT

**SAN GABRIEL VALLEY MOSQUITO AND
VECTOR CONTROL DISTRICT
FINANCIAL STATEMENTS**

JUNE 30, 2016

DRAFT

**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
JUNE 30, 2016**

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INDEPENDENT AUDITORS' REPORT

Board of Trustees
San Gabriel Valley Mosquito and Vector Control District
West Covina, California

Report on Financial Statements

We have audited the accompanying financial statements of the governmental activities of the General Fund of the San Gabriel Valley Mosquito and Vector Control District (the District), as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion of the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the General Fund of the San Gabriel Valley Mosquito and Vector Control District as of June 30, 2016, and the respective changes in financial position thereof and the respective budgetary comparison of the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplemental Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consists of inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquires, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because of the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Anaheim, California
November 1, 2016

DRAFT

San Gabriel Valley Mosquito and Vector Control District Management's Discussion and Analysis for Fiscal Year 2016

This narrative is an overview and analysis of the financial activities and performance of the San Gabriel Valley Mosquito and Vector Control District (District) for the fiscal year ended on June 30, 2016. It is read best with the financial statements which follow this section.

Financial Highlights

The District's net position increased \$ 191,225 (3.3 percent) as a result of the year's operations.

During the year, the District's revenue from its benefit assessment revenue increased \$169,224 (4.7 percent).

Total revenues from all sources increased \$176,897 (4.8 percent) from the prior year, which is primarily the result of an increased benefit assessment and interest income.

Total expenses increased from \$316,487 (9.7 percent) due to increased cost of salaries and capital outlay.

Total cost for the District's general fund programs was \$377,258 under the 2016 adopted final budget.

Using This Financial Report

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities provide information about the activities and performance of the District using accounting methods similar to those of agencies in the private sector.

The Statement of Net Position includes all of the District's assets and liabilities. It also provides the basis for computing a rate of return, evaluates the capital structure of the District, and assesses its liquidity and financial flexibility.

The Statement of Activities describes the District's revenue and expenses for the year. It measures the success of the District's operations over the past year and can be used to determine the District's net operating reserves and credit worthiness.

District Activities

The District is an independent special district, formed in 1989 specifically to control mosquitoes, but expanded in 1999 to manage Africanized honey bees and other vectors, e.g., black flies. The District began its efforts to prevent human infections with West Nile virus in 2003 when the virus first appeared in California. Because of this, the District ceased its program to manage bees in 2005, but has been working since 2011 to control *Aedes aegypti*, *Aedes albopictus*, and *Aedes notoscriptus* (invasive *Aedes*), and prevent the diseases these invasive species can transmit. Our staff modified and enhanced disease surveillance, increased efforts to identify and remove sources of water, and realigned assignments to maximize their efficiency.

Staff has also begun inspecting and treating the District's underground storm drain system which reduces the population of mosquitoes but requires substantial resources. The District also began aggressively using its abatement procedure, which has successfully resolved several problems regarding property owners who habitually produce mosquitoes. We spend fiscal year 2016 revising and improving the activities the District conducts to protect public health. We continued to focus on controlling West Nile virus, but had to also contend with new threats such as invasive *Aedes*. We are also increasing our efforts to manage black flies and investigate conduct surveillance for flea-borne typhus.

San Gabriel Valley Mosquito and Vector Control District Management's Discussion and Analysis for Fiscal Year 2016

We also upgraded the District's infrastructure for the first time since 1995; adding new carpet, furniture, and modifying office spaces. In the second half of the fiscal year we implemented inspections and treatments in the underground storm drain system, and began collaborating with multiple agencies to address local transmission of chikungunya, dengue, and Zika viruses by invasive *Aedes*.

The District continues to manage its funds prudently and base its vector control operations on data which are derived scientifically, and within a budget based on revenue from our benefit assessment. The benefit assessment is collected by the County Treasurer and received by the District according to a disbursement schedule administered by the County.

Government-wide Financial Statements

Statement of Net position and Statement of Activities

The Statement of Net Position and the Statement of Activities use the accrual basis of accounting to assess the District's financial position in terms of the difference between its assets and liabilities. All of the current year's revenues and expenses are considered regardless of when the cash is received or paid. Other non-financial factors; e.g., changes in the District's assessment base must be included to assess the overall health of the District.

Governmental Funds Financial Statements

Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balance

Governmental funds financial statements are similar to *governmental activities* in government-wide financial statements. However, governmental fund financial statements focus on near-term in- and outflows of spendable resources, and balances of spendable resources available at the end of the fiscal year. Comparing government-wide financial statements to *governmental activities* in the government-wide financial statements help assess the long-term impact of the government's near term financing decisions. The governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balance provide a reconciliation to facilitate this comparison.

Notes to the Basic Financial Statements

The notes help explain the data provided in the government-wide and fund financial statements. They can be found on pages through.

Other Information

The basic financial statements (page) also describe the District's budget and compliance.

**San Gabriel Valley Mosquito and Vector Control District
Management's Discussion and Analysis for Fiscal Year 2016**

Government-wide Financial Analysis

Condensed Statement of Net Position

	2016	2015	Change
Assets:			
Current assets	\$ 4,862,930	\$ 4,685,910	\$ 177,020
Capital assets, net	2,874,895	2,874,212	683
Total Assets	7,737,825	7,560,122	177,703
Deferred Outflows of Resources:			
Deferred pension-related items	288,801	249,909	38,892
Total Assts and Deferred Outflows	\$ 8,026,626	\$ 7,810,031	\$ 216,595
Liabilities:			
Current and non-current liabilities	\$ 1,566,014	\$ 1,611,345	\$ (45,331)
Deferred Inflows of Resources:			
Deferred penison-related items	439,821	369,120	70,701
Net Position:			
Invested in capital assets	2,874,895	2,874,212	683
Unrestricted	3,145,896	2,955,354	190,542
Total net position	6,020,791	5,829,566	191,225
Total Liabilities, Deferred Inflows, and Net Position	\$ 8,026,626	\$ 7,810,031	\$ 216,595

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the District, assets of the District exceeded liabilities by \$6,020,791.

A portion of the District's net position (\$2,874,895 or 47.7 percent) reflects its investment in capital assets. The District uses these capital assets for operations; consequently, these assets are *not* available for future spending. At the end of fiscal year 2016, the District reflected a positive balance in its unrestricted net position of \$2,955,354 that may be utilized in future years.

The District has committed use of its fund balance as follows:

Committed for public health emergencies	\$ 1,326,200
Committed for capital assets	612,923
Committed for contingencies	100,000
	<u>\$ 2,039,123</u>

The District receives a bulk of its funding from the Los Angeles Tax Collector at the end of the months of December and April, which coincides with the property tax payment dates of December 10 and April 10. The District will need to utilize its six-month operating reserve until this funding is

**San Gabriel Valley Mosquito and Vector Control District
Management's Discussion and Analysis for Fiscal Year 2016**

received.

Condensed Statement of Activities

	2016	2015	Change
Revenue	\$ 3,822,739	\$ 3,645,480	\$ 177,259
Expenditures	3,660,599	3,268,199	392,400
Change in net position	162,140	377,281	(215,141)
Net Position-beginning of period	5,829,566	6,717,298	(887,732)
Adjustments	29,085	(1,265,013)	1,294,098
Net Position-end of period	\$ 6,020,791	\$ 5,829,566	\$ 191,225

The statement of activities shows how the District's net position changed during the fiscal year. In the case of the District, net position decreased by \$4,735,168 during the fiscal year ended June 30, 2016.

The focus of the District's *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the District's financing requirements. In particular, the *unassigned fund balance* may serve as a useful measure of the government's net resources for spending at the end of the fiscal year. These statements can be found on pages 11 through 15.

As of June 30, 2016, the District's General Fund reported a fund balance of \$4,665,781. An amount of \$4,647,461 constitutes the District's *spendable fund balance*, which is further classified as committed or unassigned.

General Fund Budgetary Highlights

The final actual expenditures for the General Fund at year-end were \$15,989 greater than budgeted. The variance is a result of the District's conservative and prudent budgeting policies. Actual revenues were greater than the anticipated budget by \$254,941. The General Fund budget to actual comparison schedule can be found on page 15.

Capital Asset Administration

Changes in capital assets for the year were as follows:

	Balance 2015	Additions	Deletions/ Transfers	Balance 2016
Non-depreciable assets	\$ 839,059	\$ 47,353		\$ 886,412
Depreciable assets	4,169,126	130,457	\$ (121,376)	4,178,207
Accumulated depreciation	(2,133,973)	(177,127)	121,376	(2,189,724)
Total capital assets, net	\$ 2,874,212	\$ 683	\$ -	\$ 2,874,895

**San Gabriel Valley Mosquito and Vector Control District
Management's Discussion and Analysis for Fiscal Year 2016**

At the end of fiscal year 2016, the District's invested in capital assets amounted to \$2,874,895 (net of accumulated depreciation). This investment in capital assets includes buildings and improvements, vehicles, equipment, machinery and furniture and fixtures. Major capital asset additions during the year of \$ 148,725, included vehicles, various equipment, furniture, and machinery items.

Conditions Affecting Current Financial Position

West Nile Virus is now endemic to Southern California and to date the District has been able to control the spread of this disease with dedicated funding and the creation of a \$1,326,200 dedicated reserve for emergency disease control. However, in future years, this disease, as well as other vector borne diseases, may potentially require much greater expenditures to suppress spreading disease throughout the District, thus creating the need to increase property assessments to fund major disease outbreaks.

The District has implemented a TIER II benefit structure for all employees hired after February 1, 2009 in an effort to control and reduce ever increasing benefit costs. This effort has materially reduced employee benefit costs for the 17 TIER II employees hired since February 1, 2009 as additional employees are hired to replace existing staff, future savings will accrue mitigating rising costs. Effective January 1, 2013 a TIER III was established for new hires that were not previously in the California Public Employees' Retirement System prior to coming to the District. TIER III employees will now be subject to the new pension rules established under the Public Employees' Pension Reform Act (PEPRA). PEPRA will result in substantial savings in future pension cost for the District. Currently, the District has 6 TIER III employees. The new Federal Health Care System will likely have an impact on future benefit costs.

Requests for Information

The District's basic financial statements provide a general overview of the District's finances and demonstrate the District's accountability. If you have any questions about the report or need additional information, please contact the District's Office Manager Rose Alba at the San Gabriel Valley Mosquito and Vector Control District 626.814.9466.

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
STATEMENT OF NET POSITION AND GOVERNMENTAL FUND BALANCE SHEET
JUNE 30, 2016

Exhibit A

	General Fund	Adjustments	Statement of Net Position
Assets:			
Cash and investments	\$ 4,634,059	\$ -	\$ 4,634,059
Accounts receivable:			
Assessments	185,047	-	185,047
Interest	10,006	-	10,006
Prepaid expenses	18,320	-	18,320
Capital assets, net of accumulated depreciation	-	2,874,895	2,874,895
Post employment benefits asset	-	15,498	15,498
Deferred Outflows of Resources:			
Deferred Pension Outflows:	-	288,801	288,801
Total Assets	\$ 4,847,432	\$ 3,179,194	\$ 8,026,626
Liabilities:			
Accrued liabilities	\$ 61,362	\$ -	\$ 61,362
Compensated absences	-	18,413	18,413
Capital lease obligation	-	39,849	39,849
Total Current Liabilities	61,362	58,262	119,624
Long Term Liabilities:			
Compensated absences	-	165,713	165,713
Capital lease obligation	-	91,581	91,581
Net Pension Liability	-	1,189,096	1,189,096
Total Liabilities	61,362	1,504,652	1,566,014
Deferred Inflows of Resources:			
Deferred tax revenue	120,289	(120,289)	-
Deferred Pension Inflows	-	439,821	439,821
Total Deferred Inflows of Resources	120,289	319,532	439,821
Total Liabilities and Deferred Inflows	181,651	1,824,184	2,005,835
Fund Balances/Net Position:			
Fund Balances:			
Nonspendable	18,320	(18,320)	-
Committed	2,039,123	(2,039,123)	-
Unassigned	2,608,338	(2,608,338)	-
Total Fund Balances	4,665,781	(4,665,781)	-
Total Liabilities and Fund Balances	\$ 4,847,432	\$ (2,841,597)	\$ 2,005,835
Net Position:			
Invested in capital assets, net of related debt		2,874,895	2,874,895
Unrestricted		3,145,896	3,145,896
Total Net Position		\$ 6,020,791	\$ 6,020,791

See Notes to Financial Statements

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
STATEMENT OF ACTIVITIES AND GOVERNMENTAL
FUND REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
YEAR ENDED JUNE 30, 2016

	<u>General Fund</u>	<u>Adjustments</u>	<u>Statement of Activities</u>
Revenues:			
Assessments	\$ 3,799,446	\$ (2,347)	\$ 3,797,099
Interest	25,640	-	25,640
Total Revenues	<u>3,825,086</u>	<u>(2,347)</u>	<u>3,822,739</u>
Expenditures:			
Salaries	2,220,918	33,528	2,308,939
		54,493	
Employee benefits	250,647		250,647
Post retirement health benefits	50,000	(2,978)	47,022
Awards	1,331	-	1,331
Bank charges	3,223	-	3,223
Board expenses	26,413	-	26,413
Computer	7,192	-	7,192
Fees & assessments	4,131	-	4,131
Hiring expenses	4,181	-	4,181
VCJPA	10,619	-	10,619
Insurance	145,182	-	145,182
Interest on capital leases		9,566	9,566
Lease equipment	83,762	(47,098)	36,664
Maintenance	86,661	-	86,661
Manager contract expense	8,800	-	8,800
Memberships	17,377	-	17,377
Miscellaneous	3,049	-	3,049
Postage	3,271	-	3,271
Professional services	28,513	-	28,513
Research	7,500	-	7,500
Seminars and meetings	42,341	-	42,341
Supplies	232,019	-	232,019
Tax collection	98,162	-	98,162
Telephone	42,524	-	42,524
Training	4,835	-	4,835
Uniforms and clothing	15,479	-	15,479
Utilities	37,831	-	37,831
Capital outlay	148,725	(148,725)	-
Depreciation	-	177,127	177,127
Total Expenditures	<u>3,584,686</u>	<u>75,913</u>	<u>3,660,599</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	240,400	(78,260)	162,140
Fund Balances/Net Position:			
Beginning of year, as previously reported	4,425,381	1,404,185	5,829,566
Adjustment	-	29,085	29,085
Beginning of year, as adjusted	<u>4,425,381</u>	<u>1,433,270</u>	<u>5,858,651</u>
End of year	<u>\$ 4,665,781</u>	<u>\$ 1,355,010</u>	<u>\$ 6,020,791</u>

See Notes to Financial Statements

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	\$ -
Resources (Inflows):				
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)
Amounts Available for Appropriation	8,215,825	8,215,825	8,250,467	34,642
Charges to Appropriation (Outflow):				
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
Total Charges to Appropriations	3,790,444	3,961,944	3,584,686	377,258
Budgetary Fund Balance, June 30	\$ 4,425,381	\$ 4,253,881	\$ 4,665,781	\$ 411,900

See Notes to Financial Statements

**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
 FIDUCIARY FUND
 STATEMENT OF FIDUCIARY ASSETS AND LIABILITIES
 JUNE 30, 2016**

Southern Region MVCAC

Assets

Cash

\$11,375

Liabilities

Deposits payable

\$11,375

DRAFT

See Notes to Financial Statements

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
Notes to Financial Statements (Continued)

Note 1: Organization and Summary of Significant Accounting Policies

a. Description of the Reporting Entity

The San Gabriel Valley Mosquito and Vector Control District ("District") was originally formed as the San Gabriel Valley Mosquito Abatement District pursuant to Section 2200, et seq. of the Health and Safety Code and incorporated in the State of California in August 1989. The District covers a total of 210 square miles encompassing the cities of Alhambra, Arcadia, Azusa, Bradbury, Claremont, Covina, Duarte, El Monte, Glendora, Industry, Irwindale, La Puente, La Verne, Monterey Park, Monrovia, Pomona, Rosemead, San Dimas, San Gabriel, Sierra Madre, Temple City, West Covina, Walnut, and the unincorporated portions of the County of Los Angeles in the San Gabriel Valley.

The purpose of the District is to provide operational mosquito and vector control and surveillance in order to protect the residents of the District from mosquito-borne disease and from other diseases and vectors. The District is governed by a Board of Trustees, which consists of 24 members, one member from each city and a representative of Los Angeles County.

The San Gabriel Valley Mosquito and Vector Control District is organized and operated under a fund accounting concept. The records are maintained on a modified cash basis. At year-end, the records are converted to an accrual basis for statement purposes. The budget to actual comparison for revenues and expenditures is presented on the accrual basis upon which the District's budget is prepared.

The General Fund's primary source of revenues is Pre-Prop. 218 assessments levied on real and personal property within the District and interest revenue earned on cash deposited with the County Treasurer and the Local Agency Investment Fund (LAIF). Cities not currently members of the District and within its sphere of influence may contract with the District for services. All operating expenses and capital improvements are paid from the General Fund.

The District has adopted a method of accounting for Pre-Prop. 218 assessments in accordance with the generally accepted accounting principles which indicate that property tax revenues and benefit assessments are recognized when they are "due, or past due and receivable within the current period or expected to be collected soon enough thereafter to be used to pay liabilities of the current period. Such time thereafter shall not exceed 60 days." The District therefore recognizes as assessment revenue all assessments receivable for which receipt is expected within 60 days of fiscal year-end. Assessments receivable not expected to be received within 60 days are designated as deferred revenue.

The District implemented the provisions of GASB Statement No. 34, which requires a new financial statement presentation. The details of the reporting model are stated in the following paragraphs.

b. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e. the statement of net position and the statement of activities) report information on all activities of the San Gabriel Valley Mosquito and Vector Control District.

Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. Likewise, the primary government is reported separately from certain legally separate component units for which the primary

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
Notes to Financial Statements (Continued)

government is financially accountable. The District has no business-type activities or discretely presented component units and therefore, the statements reflect only activity from governmental activities.

Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. Likewise, the primary government is reported separately from certain legally separate component units for which the primary government is financially accountable. The District has no business-type activities or discretely presented component units and therefore, the statements reflect only activity from governmental activities.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirement of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Fund financial statements are provided for governmental and proprietary funds and are presented after the government-wide financial statements. These statements display information about major funds individually and non-major funds in the aggregate for governmental funds. Fiduciary statements include financial information for fiduciary funds and similar component units. The Fiduciary Fund of the District primarily represents assets held by the District in a custodial capacity for other organizations.

The District has only one governmental fund and reports it as a major governmental fund as follows:

GOVERNMENTAL FUND TYPE:

General Fund - The primary fund of the District is used to account for all revenue and expenditures of the District not legally restricted as to use.

FIDUCIARY FUND TYPE:

Agency Fund - The Agency Fund is used to account for assets that the District holds for others in an agency capacity. The fund is custodial in nature (assets equal liabilities) and does not involve measurements of results of operations.

c. Measurement Focus, Basis of Accounting and Financial Statement Presentation

All governmental fund types of the District are accounted for on a "spending" measurement focus. Accordingly, only current assets and current liabilities are included on the balance sheets, and the reported fund balance provides an indication of available spendable resources. Operating statements for governmental fund types report increases (revenues) and decreases (expenditures) in available, spendable resources.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Benefit assessments are recognized as revenues in the year for which they are levied.

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
Notes to Financial Statements (Continued)

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Assessments and investment income are the primary revenue sources susceptible to the measurable and available criteria. All other revenue items are considered to be measurable and available only when cash is received by the government.

Taxes and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when the government receives cash.

The District reports the following major governmental fund:

The General Fund is the general operating fund of the District. All general tax receipts and fee revenue not allocated by law, Board policy or contractual agreement to other funds are accounted for in the General Fund. General Fund expenditures include operations traditionally associated with activities, which are not required to be accounted for, or paid by another fund.

Private-sector standards of accounting and financial reporting issued prior to December 1989, generally are followed in the government-wide fund financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first, and then unrestricted resources as they are needed.

d. Assets, Liabilities and Net Position or Equity

Cash

All cash and investments of the District are invested by the County Treasurer and the State Local Agency Investment Fund. The District also maintains accounts with a local bank. Investments are reported at fair value.

Investments

As required by Governmental Accounting Standards Board (GASB) Pronouncement Number 31, investments are reported in the accompanying balance sheets at fair value. Changes in fair value that occur during a fiscal year are recognized as *investment income* reported for that fiscal year. *Investment income* includes interest income, changes in fair value, and any gains or losses realized upon the liquidation, maturity, or sale of investments.

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
Notes to Financial Statements (Continued)

Prepaid Costs

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements. The fund balances in the governmental fund types have been reported as nonspendable for amounts equal to the prepaid items in the fund-level statements, since these amounts are not available for appropriation.

Capital Assets

Capital assets, which include land, buildings and building improvements, vehicles and equipment, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the District as assets with an initial, individual cost of more than \$1,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities is included as part of the capitalized value of the assets constructed.

Property, plant and equipment of the primary government, as well as the component units, are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Building and improvements	50
Computer equipment	5
Vehicles	5
Furniture, fixture and other equipment	5

Compensated Absences

It is the District's policy to allow vacation pay of twelve working days for each of the first five full years of employment, fifteen days for the sixth year of employment to the eighth year, eighteen days for the ninth to thirteenth year, nineteen and one-half days for fourteenth to nineteenth year, and twenty-four days thereafter. Vacation time may accumulate from year to year to a maximum of thirty days for each employee. A non-current amount of vacation liability will be recorded as fund expenditures in the year in which they are paid or become due on demand to terminated employees.

Employees may accumulate up to 240 hours of sick leave, Employees who accumulate hours in excess of 240 hours during the fiscal year shall be compensated for each hour at 50% of the current pay rate and the hours shall be removed from the books at the end of the fiscal year. Upon official retirement from District service, the employee shall be compensated for accumulated sick leave not to exceed 240 hours at fifty percent (50%) of the employee's current rate of pay.

Self Insurance

The District is a member of the Vector Control Joint Powers Authority (VCJPA) which

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
Notes to Financial Statements (Continued)

A reconciliation of governmental fund balances to net position is as follows:

Governmental Funds - Ending Fund Balances	<u>\$ 4,665,781</u>
Capital Assets:	
Capital Assets, Not Being Depreciated	\$ 886,413
Capital Assets, Being Depreciated	4,178,206
Accumulated Depreciation	<u>(2,189,724)</u>
	<u>2,874,895</u>
Deferred Inflows and Outflows:	
Deferred revenue recognized as current revenue, since revenue recognition is not based upon availability criteria	120,289
Deferred pension Inflows	(439,821)
Deferred pension Outflows	288,801
	<u>(30,731)</u>
Other Adjustments - Not payable in current year:	
Net Pension Liability	(1,189,096)
Compensated absences	(184,126)
Post retirement health benefits	15,498
Capitalized lease obligations	<u>(131,430)</u>
	<u>(1,489,154)</u>
Net adjustment to increase fund balances of governmental funds to arrive at Statement of Net Assets	<u>1,355,010</u>
Government-Wide Statement of Net Position - Total Net Assets	<u><u>\$ 6,020,791</u></u>

Explanation of certain differences between the governmental fund statement of revenues, expenditures and changes in fund balances and the government-wide statement of activities:

The governmental fund statement of revenues, expenditures and changes in fund balances includes reconciliation between net changes in fund balances - of total governmental funds and changes in net position of governmental activities as reported in the government-wide statement of activities. The reconciliation of the changes in fund balance with the changes in net position is as follows:

Governmental Funds - Changes in Fund Balance	<u>\$ 240,400</u>
Capital outlay which is capitalized rather than expensed	148,725
Depreciation expense	(177,127)
Compensated absences reported in the Statement of Activities and not requiring additional expenditures in the Governmental funds	(33,528)
Deferred tax revenue recognized as current revenue because revenue recognition is not based on availability criteria	(2,347)
Postretirement health care benefits	2,978
Recognition of Pension Asset	(54,493)
Interest on capitalized leases	(9,566)
Lease payments on capital leases recorded as operating leases	<u>47,098</u>
Statement of Activity - Changes in Net Position	<u><u>\$ 162,140</u></u>

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
Notes to Financial Statements (Continued)

f. Pensions

For the purpose of measuring the net pension liability, deferred outflows and inflows of resources related to pensions, and pension expense, information about the fiduciary net position and additions to and deductions from the fiduciary net position have been determined on the same basis as they are reported by the CalPERS Financial Office. For this purpose, benefit payments are recognized when currently due and payable in accordance with the benefit terms. Investments are reported at fair value. CalPERS audited financial statements are publicly available reports that can be obtained from CalPERS.

GASB 68 requires that the reported results must pertain to liability and asset information within certain defined timeframes. For this report, the following timeframes are used.

Valuation Date	June 30, 2014
Measurement Date	June 30, 2015
Measurement Period	July 1, 2014 to June 30, 2015

Note 2: Stewardship, Compliance and Accountability

a. General Budget Policies

The Board of Trustee's approves each year's preliminary budget submitted by the District prior to the beginning of the new fiscal year. The Board conducts public hearings prior to adoption of the final budget on or before October 1 of each year. The Board, where required during the period, also approves supplemental appropriations. In most cases, expenditures may not exceed appropriations at the department level. All operating budget appropriations lapse at the end of the fiscal year.

b. Budget Basis of Accounting

Budgets for governmental funds are adopted on a basis consistent with generally accepted accounting principles (GAAP).

Note 3: Cash and Investments

As of June 30, 2016, cash and investments were reported in the accompanying financial statements as follows:

Cash on deposit with County Treasurer	\$ 2,922,392
Cash on deposit with Local Agency Investment Fund	1,329,782
Cash in bank	381,804
Cash on hand	<u>81</u>
Total	<u><u>\$ 4,634,059</u></u>

The District maintains a cash and investment pool that is available for use in the general fund. The District has adopted an investment policy that authorizes it to invest with the County Treasurer, a bank or the Local Agency Investment Fund.

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
Notes to Financial Statements (Continued)

Deposits

At June 30, 2016, the total carrying amounts of the District's deposits with banks were \$381,804 and the bank balances were \$442,098.

The California Government Code requires California banks and savings and loan associations to secure an entity's deposits by pledging government securities with a value of 110% of an entity's deposits. California law also allows financial institutions to secure an entity's deposits by pledging first trust deed mortgage notes having a value of 150% of an entity's total deposits. The entity's Treasurer may waive the collateral requirement for deposits which are fully insured up to \$100,000 by the FDIC. The collateral for deposits in federal and state chartered banks is held in safekeeping by an authorized Agent of Depository recognized by the State of California Department of Banking. The collateral for deposits with savings and loan associations is generally held in safekeeping by the Federal Home Loan Bank in San Francisco, California as an Agent of Depository. These securities are physically held in an undivided pool for all California public District depositors. Under Government Code Section 53655, the placement of securities by a bank or savings and loan association with an "Agent of Depository" has the effect of perfecting the security interest in the name of the local governmental agency. Accordingly, all collateral held by California Agents of Depository are considered to be held for, and in the name of, the local governmental agency.

Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value is to changes in market interest rates. One of the ways that the District manages its exposure to interest rate risk is by maintaining a significant portion of District investments in short-term investments with the State investment pool (LAIF) and the County investment pool, which provides adequate cash flow and liquidity as needed for operations. At June 30, 2016 the District's funds were invested in accounts held by the investment institutions at various interest rates. There are no investments with a maturity date exceeding than one year thereby minimizing the risk of lower interest rates.

Cash on deposit with County Treasurer and the Local agency Investment Fund cannot be assigned a credit risk category because the District does not own specific securities. However, the County Treasurer's and the State's investment policies and practices with regard to the credit and market risks have been determined acceptable to the District's investment policies.

	<u>Fair Value</u>
Cash on deposit with Los Angeles County Treasurer	<u>\$2,922,392</u>
Cash on deposit with Local Agency Investment Fund	<u>\$1,329,782</u>

GASB Statement No. 31

The District adopted GASB Statement No. 31, Accounting and Financial Reporting for Certain Investments and for External Investment Pools. GASB Statement No. 31 establishes fair value standards for investments and accordingly, the District reports its investments at fair value in the balance sheet. All investment income, including changes

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
Notes to Financial Statements (Continued)

in the fair value of investments, is recognized as revenue in the operating statement.
Custodial Credit Risk

The custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party.

The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to a transaction, a government will not be able to recover the value of investment or collateral securities that are in the possession of an outside party.

As of June 30, 2016, the District's deposits were exposed to custodial credit risk to the amount of \$242,098 over the bank's FDIC limit. The banks are required to collateralize the District's deposits by pledging government securities, as previously described under "Deposits".

Concentration of Credit Risk

The District's investment policy does not impose restrictions for certain types of investments with any one issuer, however GASB Statement No. 40 requires a separate disclosure if any single issuer comprises more than 5% of the total investment value. As of June 30, 2016, all of the District's deposits were with Citizens Bank, the Bank of America, the County of Los Angeles and the Local Agency Investment Fund of California.

Investment in State Investment Pool (LAIF)

The District is a voluntary participant in the Local Agency Investment Fund (LAIF) that is regulated by the California Government Code under the oversight of the Treasurer of the State of California. The fair value of the District's investment in this pool is reported in the accompanying financial statements at amounts based upon the District's pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of the portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis.

Investment in LA County Pooled Surplus Investments (LA County Pool)

The District is an involuntary participant in the Los Angeles County Pooled Surplus Investments (LA County Pool) which is under the direct authority of the Los Angeles Treasurer and Tax Collector and governed by the California Government Code. The fair value of the District's investment in this pool is reported in the accompanying financial statements at amounts based upon the District's pro-rata share of the fair value provided by LA County for the entire LA County Pooled Surplus Investment portfolio (in relation to the amortized cost of the portfolio). The balance available for withdrawal is based on the accounting records maintained by the Los Angeles County Auditor Controller, which are recorded on an amortized cost basis.

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
Notes to Financial Statements (Continued)

Note 4: Capital Assets

Capital asset activity for the year ended June 30, 2016 was as follows:

	Beginning Balance	Adjustments	Adjusted Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities:						
Capital assets, not being depreciated:						
Land	\$ 810,341	\$ -	\$ 810,341	\$ -	\$ -	\$ 810,341
Construction in progress	28,718	29,085	57,803	18,268	-	76,071
Total Capital Assets, Not Being Depreciated	<u>839,059</u>	<u>29,085</u>	<u>868,144</u>	<u>18,268</u>	<u>-</u>	<u>886,412</u>
Capital assets, being depreciated:						
Building and Improvements	2,810,431		2,810,431	50,228		2,860,659
Vehicles	772,323		772,323	7,376	84,031	695,668
Furniture, fixtures & equipment	586,372		586,372	72,853	37,345	621,880
Total Capital Assets, Being Depreciated	<u>4,169,126</u>	<u>-</u>	<u>4,169,126</u>	<u>130,457</u>	<u>121,376</u>	<u>4,178,207</u>
Total Capital Assets	<u>5,008,185</u>	<u>29,085</u>	<u>5,037,270</u>	<u>148,725</u>	<u>121,376</u>	<u>5,064,619</u>
Less accumulated depreciation:						
Building and improvements	1,093,191		1,093,191	59,217		1,152,408
Vehicles	585,818		585,818	65,836	84,031	567,623
Furniture, fixtures & equipment	454,964		454,964	52,074	37,345	469,693
Total Accumulated Depreciation	<u>2,133,973</u>	<u>-</u>	<u>2,133,973</u>	<u>177,127</u>	<u>121,376</u>	<u>2,189,724</u>
Total Capital Assets, Being Depreciated, Net	<u>2,035,153</u>	<u>-</u>	<u>2,035,153</u>	<u>(46,670)</u>	<u>-</u>	<u>1,988,483</u>
Governmental Activities Capital Assets, Net	<u>\$ 2,874,212</u>	<u>\$ 29,085</u>	<u>\$ 2,903,297</u>	<u>\$ (28,402)</u>	<u>\$ -</u>	<u>\$ 2,874,895</u>

Note 5: Fund Equity

In the fund financial statements, government funds report the following fund balance classifications:

Nonspendable includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

Restricted includes amounts that are constrained on the use of resources by either (a) external creditors, grantors, contributors, or laws of regulations of other governments or (b) by law through constitutional provisions or enabling legislation.

Committed includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest authority, the Board of Trustees. The formal action that is required to be taken to establish, modify or rescind a fund balance commitment is through Board resolution. The governing board has adopted, by various resolutions, commitments of fund equity in the follow amounts.

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
Notes to Financial Statements (Continued)

<u>Purpose</u>	<u>Amount</u>
Public Health	\$ 1,326,200
Capital Assets	612,923
Contingencies	100,000
	<u>\$ 2,039,123</u>

Assigned includes amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed. The Board of Trustees is authorized to assign amounts to a specific purpose.

Unassigned includes the residual amounts that have not been restricted, committed or assigned to specific purposes.

An individual governmental fund could include Nonspendable resources and amounts that are restricted or unrestricted (committed, assigned or unassigned) or any combination of those classifications. Restricted or unrestricted amounts are considered spent when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available and amounts are considered to have been spent when an expenditure is incurred for purposes for which amounts in any of those unrestricted fund balance classifications can be used.

Note 6: MVCAC

The changes which occurred in this program for the year were as follows:

	<u>Balance</u> <u>July 1, 2015</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance</u> <u>June 30, 2016</u>
<u>So. Region MVCAC</u>				
Cash and deposit payable	\$ 8,324	\$ 32,860	\$ 29,809	\$ 11,375

Note 7: Pension Plan Obligations

The District contributes to the California Public Employees' Retirement System (CalPERS), an agent multiple-employer public employee retirement system that acts as a common investment and administrative agent for participating public entities within the State of California.

All full-time District employees participate in CalPERS. Benefits vest after five years of service. Employees who were hired before January 1, 2013 and retire at or after the age of fifty-five with five years of credited service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to two percent per year of employment of their highest twelve month salary. Employees who were hired on or after January 1, 2013 and retire at or after the age of sixty-two with five years of credited service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to two percent per year of employment, of their highest average annual pensionable compensation earned during any certain 36 month period. The District, through CalPERS, also provides death and disability benefits. These benefit provisions and all other requirements are established by state statute and action of the District's Board of Trustees.

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
Notes to Financial Statements (Continued)

As of July 1, 2016 District employees must pay the seven percent employees' contribution to CalPERS. The District is required to contribute the remaining amounts necessary to fund the benefits for its members using the actuarial basis adopted by the CalPERS Board of Administration.

General Information about the Pension Plan

Plan description - The Plan is a cost-sharing multiple-employer defined benefit pension plan administered by the California Public Employees' Retirement System (CalPERS).

Benefits provided – Eligible employees hired before January 1, 2013 are provided a "2% at 55" retirement benefit formula. The monthly retirement allowance is determined by age at retirement, years of service credit, and final compensation. The basic benefit is 2% of final compensation for each year of credited service upon retirement at age 55. If retirement is earlier than age 55, the percentage of final compensation decreases for each quarter year of attained age. If the retirement is deferred beyond age 55, the percentage of final compensation increases for each quarter year to age 63; final compensation is the average monthly pay rate (full time rate excluding overtime) during the highest paid consecutive 12 months of employment.

Eligible employees hired after December 31, 2012 are provided a "2% at 62" retirement benefit formula. The monthly retirement allowance is determined by age at retirement, years of service credit, and final compensation. The basic benefit is 2% of final compensation for each year of credited service upon retirement at age 62. If retirement is between ages 52 and 62, the percentage of final compensation decreases for each quarter year of attained age. If the retirement is deferred beyond age 62, the percentage of final compensation increases for each quarter year to age 67; final compensation is the employee's highest average annual pensionable compensation earned during any certain 36 month period.

Contributions – Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. The total plan contributions are determined through the CalPERS' annual actuarial process. For public agency cost-sharing plans covered by either the Miscellaneous or Safety risk pools, the Plan's actuarially determined rate is based on the estimated amount necessary to pay the Plan's allocated share of the risk pool's costs of benefits earned by employees during the year, and any unfunded accrued liability. The employer is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. For the measurement period ended June 30, 2014, the active employee contribution rate is 6.891% of annual pay and the average employer's contribution rate is 12.214% of annual payroll. Employer contribution rates may change if plan contracts are amended.

Pension Liabilities, Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions – At June 30, 2016, the District reported a pension liability of \$1,189,096 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2015, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating special districts, actuarially determined.

For the year ended June 30, 2016, the District recognized pension expense of \$260,895. At June 30, 2016, the District reported deferred outflows of resources of \$288,801 and deferred

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
Notes to Financial Statements (Continued)

inflow of resources of \$439,821.

Actuarial assumptions – For the period ended June 30, 2016, the total pension liability was determined by rolling forward the June 30, 2015 total pension liability. Both the June 30, 2016 and 2015 total pension liabilities were based on the following actuarial methods and assumptions:

Valuation Date	June 30, 2014
Actuarial Cost Method	Entry Age Normal in accordance with the GASB 68
Actuarial Assumptions	
Inflation	2.75%
Salary Increases	Varies by Entry Age and Service
Investment Rate of Return	7.50% net of investment and administrative expenses
Mortality Rate Table	Based on CalPERS membership data
Payroll Growth Rate	3.00%
Retirement Age	Based on CalPERS experience study

Note 8: Postemployment Healthcare Benefits

Plan Description

The District provides other postemployment benefits (OPEB) through the Public Employees’ Medical and Hospital Care Act (PEMHCA), an agent multiple-employer defined benefit health-care plan administered by the California Public Employees Retirement System (PERS). The plan provides lifetime healthcare insurance for eligible retirees. The plan does not issue a publicly available financial report.

Funding Policy

During the past two fiscal years, the District pre-funded these benefits in total.

GASB Statement 45 requires public entities to perform periodic actuarial valuations to measure and disclose their retiree healthcare liabilities for the financial statements of both the employer and trust set aside to pre-fund these benefits. The District has an account with the California Employers’ Retiree Benefit Trust (CERBT), and has engaged an actuary to analyze the liabilities associated with its current retiree health program as of the valuation date of July 1, 2015. The actuarial report is dated February 12, 2016.

The annual required contribution (ARC) presented below is an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years. The ARC is adjusted annually by a 3% factor to approximate the additional cost of payroll using the projected payroll method. The following table shows the components of the District’s annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the District’s net OPEB obligation:

Annual required contribution	\$ 50,918
Interest on OPEB obligation	(814)
Adjustment to ARC	<u>772</u>
Annual OPEB cost	50,876
Contributions made	<u>(53,854)</u>
Increase (decrease) in net OPEB obligation	(2,978)
Net OPEB obligation (Asset) June 30, 2015	<u>(12,520)</u>
Net OPEB obligation (Asset) June 30, 2016	<u><u>\$ (15,498)</u></u>

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
Notes to Financial Statements (Continued)

Annual OPEB Costs and Net OPEB Obligation (Asset)

For fiscal year 2015-2016, the District's annual OPEB cost (expenses) of \$65,728 was equal to the ARC plus accrued interest on unfunded prior year's OPEB obligations and plus an actuarial adjustment. Information on the annual OPEB cost, percentage of Annual OPEB cost contributed, and Net OPEB Obligation for the past three years is presented below:

<u>Fiscal Year End</u>	<u>Annual OPEB Cost</u>	<u>Actual Contribution</u>	<u>Percentage of Annual OPEB Cost Contributed</u>	<u>Net OPEB Obligation</u>
June 30, 2014	<u>\$64,976</u>	<u>\$153,490</u>	<u>236.2%</u>	<u>\$247,106</u>
June 30, 2015	<u>\$65,728</u>	<u>\$325,354</u>	<u>495.0%</u>	<u>(\$12,520)</u>
June 30, 2016	<u>\$50,876</u>	<u>\$53,854</u>	<u>105.9%</u>	<u>(\$15,498)</u>

Note 9: Risk Management

The District is exposed to various risks of loss related to torts, theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District, as a member of the Vector Control Joint Powers Authority (VCJPA) participates in self-insured pools to manage the potential liabilities that may occur from the previously named sources. The VCJPA is a consortium of 35 mosquito abatement and/or vector control districts in the State of California. The VCJPA's purpose is to arrange and administer programs of self insured losses and to purchase excess or group insurance coverage. The day-to-day business is handled by a risk management group contracted by the VCJPA. The District participates in the liability and property programs of the VCJPA as follows:

- General and auto liability, public officials and employees' errors and omissions
- Workers' compensation
- Property damage
- Auto physical damage
- Business travel (optional insurance policy)
- Group fidelity (optional insurance policy)

The District is covered for the first \$1,000,000 of each general liability claim and \$500,000 of each workers compensation claim through the VCJPA. The District has the right to receive dividends, if declared by the Board of Directors for a program year in which the District participated, and the obligation to pay assessments based on a formula which, among other expenses, charges the District's account for liability losses under \$10,000 and worker's compensation losses under \$25,000. The VCJPA participates in an excess pool which provides general liability coverage from \$1,000,000 to \$29,000,000 and in an excess pool which provides worker's compensation coverage over \$500,000 to \$5,000,000 and purchases excess insurance above \$5,000,000 up to the statutory limit. The VCJPA can be contacted directly for additional financial information.

Settled claims have not exceeded any of the coverage amounts in any of the last three fiscal years and there were no reductions in the District's insurance coverage during the year ended June 30, 2016. Liabilities are recorded when it is probable that a loss has been incurred and the amount of the loss can be reasonably estimated net of the respective insurance coverage. Liabilities include an amount for claims that have been incurred but not reported (IBNR). There were no IBNR claims payables as of June 30, 2016.

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
Notes to Financial Statements (Continued)

Note 10: Long-Term Debt

The following is a summary of changes in long-term debt of the District for the year ended June 30, 2016:

	Beginning Balance	Additions	Deletions	Ending Balance	Due Within One Year
Compensated Absences	\$ 150,598	\$ 33,528		\$ 184,126	\$ 18,413
Capital Leases - Vehicles	168,962		\$ 37,532	131,430	39,849
Total	<u>\$ 319,560</u>	<u>\$ 33,528</u>	<u>\$ 37,532</u>	<u>\$ 315,556</u>	<u>\$ 58,262</u>

The District leases five vehicles and the current telephone system under capital leases. The leases are each for a sixty month period. The monthly payments on these five vehicles total \$2,581. The annual payment on the telephone system is \$16,132. The following is a schedule by years of future minimum lease payments under capital leases together with the present value of the net minimum lease payments as of June 30, 2016:

Year ending June 30:	Principal	Interest	Total
2017	\$39,849	\$7,249	\$47,098
2018	42,318	4,780	47,098
2019	39,017	2,188	41,205
2020	10,246	259	10,505
Total minimum future rentals	<u>\$131,430</u>	<u>\$14,476</u>	145,906
Less: Amount representing interest			<u>14,476</u>
Present value of net minimum lease payments			<u>\$ 131,430</u>

Note 11: Operating Leases

The District leases various pieces of office equipment and two vehicles under operating leases.

The following is a schedule by years of minimum future rentals on noncancelable operating leases as of June 30, 2016:

Year ending June 30:	
2017	\$26,451
2018	25,062
2019	<u>11,468</u>
Total minimum future rentals	<u>\$ 62,981</u>

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
Notes to Financial Statements (Continued)

Note 12: Potential Litigation

The District faces potential litigation resulting from a personnel matter. The investigation is ongoing and continuing as of June 30, 2016 and as of the date of this report. The claim is currently in the pre-litigation phase and is under investigation by an outside professional investigator. It is too early to evaluate the possible outcome of the investigation and the claim or any potential financial loss, if any, to the District.

DRAFT

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

Date: November 18, 2016 **Item 4**

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

Subject: Annual Review of the District's Investment Policy

Reference: attached

Background

The District's Fiscal Policy (Resolution 94-02) states that the Board must review and adopt annually its investment policy. Accordingly we have provided this Committee with a copy of the policy. The references to codes in California law are current; staff has no recommended amendments.

Manager's Recommendation

Consider and make necessary revisions to the District's investment policy and forward it to the Board for approval pending a review by Counsel.

Alternative

Continue reviewing the policy at another meeting of this Committee.

Fiscal Impact

None

Respectfully submitted,



**Kenn Fujioka
District Manager**

ARTICLE XIII

INVESTMENTS

SECTION 1. Purpose

The Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District (Board) has a fiduciary responsibility to maximize the use of public funds entrusted to its care, manage funds prudently, and protect those funds from financial catastrophe.

The objective of the District's investment program is to invest idle funds as completely as possible, duly considering requirements for safety, liquidity, yield, and cash flow.

SECTION 2. Investment Authority and Guidelines

- A. District funds not required for foreseeable near term expenditures shall be invested or deposited to maximize investment returns. Title 5 Div. 2 Part 1 Chap. 4 Art. 1 Section 53601 of the California Government Code authorizes local agencies to invest its funds.
- B. The Board Treasurer is authorized to invest the District's funds under Div. 9 Part 4 Chap. 1 Art. 2.5 Sec. 16045-16054 of the California Probate Code.
- C. All District investments shall conform to the restrictions set forth in §53601 of the Government Code cited above. The Board Treasurer shall only use the eligible investment instruments listed in Section 4 below.
- D. The Finance Committee shall serve as an oversight Committee and recommend investment instruments to the Board Treasurer and review how investments perform.
- E. The District shall make investments that mature within two years except for notes, bonds, or other obligations of a state or federal governmental entity unless otherwise provided for in Government Code §53601. No more than fifty percent of the District's funds shall be kept in one institution except the Los Angeles County Pooled Investment Fund and Local Agency Investment Fund. Certificates of Deposit at any financial institution shall not exceed \$100,000.

Adopted: January 14, 1994

Amended: 6/10/94, 4/14/95, 8/11/95, 12/8/95, 2/9/96, 12/13/96, 3/13/98, 5/8/98, 10/9/98, 5/14/99, 8/13/99, 9/10/99, 02/08/2013

Funds that are identified in the monthly report as necessary to meet expenditures for the following six months shall be kept in the Los Angeles County Pooled Investment Fund and the Local Agency Investment Fund. If sufficient funds are not available to meet expenditures for the next six months, then investments shall be sold pursuant to Section 5 below and deposited in one or both accounts.

F. The Board Treasurer shall report monthly to the Board all investments, issuers, date of purchase and maturity, dollar amount invested, yield, and current market value for all securities, investments, and monies held by the District. The monthly report shall fully disclose the level of compliance with the District's investment policy and ability to meet its expenditures for the next six months. Any noncompliance or insufficiency will be fully explained in the report. The Board Treasurer shall sign the monthly report as the preparer of the report.

G. The Finance Committee, which shall be chaired by the Board Treasurer, shall meet as needed to review all investments, issuers, date of purchase and maturity, dollar amount invested, yield, and current market value for all securities.

SECTION 3. Criteria and the Order of Priority for Selecting Investments

A. Safety

Safety and risk associated with an investment refers to the potential loss of principal and/or accrued interest. The Board Treasurer shall use investment instruments which are considered very safe.

B. Liquidity

Liquidity refers to the ability to convert investments to cash immediately with a minimal loss of principal or accrued interest. The Board Treasurer shall only invest funds that are not required within 12 months from the date of investment. Investments in the Los Angeles County Pooled Investment Fund and the Local Agency Investment Fund are considered liquid.

Adopted: January 14, 1994

Amended: 6/10/94, 4/14/95, 8/11/95, 12/8/95, 2/9/96, 12/13/96, 3/13/98, 5/8/98, 10/9/98, 5/14/99, 8/13/99, 9/10/99, 02/08/2013

C. Yield

Yield is the amount that investments earn. The yield of investments shall be considered after the requirements for safety and liquidity are met. Projected cash flow requirements shall be the primary factor used to determine the term of an investment with yield considered as a secondary factor.

SECTION 4. Allowable Investment Instruments

Local agencies may invest only in those instruments specified by State law. California Government Code dictates how and where public money may be invested (Title 2 Div. 4 Part 2 Chap. 2 Art.11 Sec.16429.1 and Title 5 Div. 2 Part 1 Chap. 4 Art. 1 Sec. 53601, 53601.6, 53601.8, 53635, 53635.2, 53638, and 53684). A list of allowable investment instruments according to the above Codes may be found in: California Debt and Investment Advisory Commission. January 2012. *Local Agency Investment Guidelines*. A reference copy shall be available at the District.

SECTION 5. Sale of Investments

Although the District invests with the intent to hold investments to maturity, sale may be required prior to maturity.

- A. Investments may be sold prior to maturity for cash flow purposes.
- B. Losses for a sale before maturity are acceptable if the earnings from reinvesting the funds will exceed the income generated by the old investment and loss of projected interest on the original investment and any penalties for withdrawal before maturity.
- C. The Finance Committee must authorize any sale of investments prior to maturity.

SECTION 6. Safekeeping

All broker-dealers shall be pre-qualified by completing a broker-dealer questionnaire provided by the District. All broker-dealers doing business with the District shall be required to read and acknowledge in writing that they have

Adopted: January 14, 1994
Amended: 6/10/94, 4/14/95, 8/11/95, 12/8/95, 2/9/96, 12/13/96, 3/13/98, 5/8/98, 10/9/98, 5/14/99, 8/13/99, 9/10/99, 02/08/2013

read and understood the investment policy. Investment transactions with a broker-dealer shall be conducted on a delivery versus payment method with the District's third party custodian.

Securities shall be delivered and held in third party safe-keeping by the District's bank. Local agency funds, under the direction of the Board Treasurer will be held in the name of the District with the Board Treasurer executing investment transactions as directed by the Finance Committee.

SECTION 7. Investment Policy Revision

This Investment Policy shall be reviewed annually by the Finance Committee and approved by the Board to ensure that it is relevant and that all investments comply with the law and are consistent with current financial trends.

Adopted: January 14, 1994

Amended: 6/10/94, 4/14/95, 8/11/95, 12/8/95, 2/9/96, 12/13/96, 3/13/98, 5/8/98, 10/9/98,
5/14/99, 8/13/99, 9/10/99, 02/08/2013

San Gabriel Valley Mosquito & Vector Control District
1145 N. Azusa Canyon Road, West Covina, CA 91790
Board of Trustees
Personnel Committee Meeting

Friday, November 18, 2016

Agenda

- 1. Call to Order and Roll Call**
- 2. Opportunity for Public Comment on Non-Agenda Items**
The public is requested to provide a name/address and limit comment (s) to 5 minutes.
- 3. Consider Changes to Resolution 92-11, Personnel and Salary Resolution, Article IV, Harassment, Section 1, Harassment and Discrimination of Employees ***
(District Manager) (Action Required)
- 4. Consider Changes to District Manager Job Description ***
(District Manager) (Action Required)
- 5. RGS Search Process Overview**
(District Manager) (Verbal Report)
- 6. Consider Establishing a Sub-Committee for Selecting a District Manager**
(District Manager) (Action Required)
- 7. Adjournment**

Personnel Committee

Jamie Bissner, Chairperson	Henry M. Morgan
Richard Barakat	Robert Neher
Roger Chandler	Janice Nelson
Margaret Finlay	Jeff Templeman

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 Friday, November 10, 2016, more than 72 hours prior to the meeting and is available on the District's website: 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.

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).



Esther Elliott, Clerk of the Board
San Gabriel Valley MVCD

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

Date: November 18, 2016 **Item 3**

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

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

Reference: Attached

Background

On the advice of this Committee and Counsel, staff reviewed Article IV of the District's Personnel and Salary Resolution (Attachment 1) regarding harassment and discrimination.

Attached is the current version of the policy, a redline draft of a no tolerance policy produced by Counsel (Attachment 2), and a draft which incorporates the proposed amendments (Attachment 3).

Manager's Recommendation

Approve Counsel's amendment to Article IV, and ask staff to prepare any other amendments from this Committee for the Board to consider its next meeting.

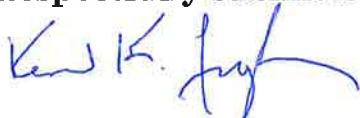
Alternatives

Make no changes or continue considering the amendments to another meeting of this Committee.

Fiscal Impact

None

Respectfully submitted,



**Kenn Fujioka
District Manager**

ARTICLE IV

HARASSMENT AND DISCRIMINATION

SECTION 1 Introduction

The District shall provide a work environment that is free of harassment and discrimination based on a person's membership in a protected class. Harassment and discrimination shall not be tolerated and can lead to disciplinary action including termination. Harassment or discrimination by a supervisor, agent of the District, or Board Trustee can lead to civil action against the District and the individual who commits the act.

SECTION 2 Examples of Harassment

A. Verbal Harassment

Verbal harassment may include but is not limited to vulgar remarks, implied or connotative meanings, jokes, threats of bodily harm, or any other discriminatory expressions.

B. Written Harassment

Written harassment may include but is not limited to written vulgar remarks, jokes, threats of bodily harm, display of inappropriate objects, pictures, cartoons, or posters, or any other written discriminatory expressions.

C. Physical Harassment

Physical harassment may include but is not limited to hitting, shoving, pushing, impeding or blocking movement, or any other form of physical contact or physical force including the use of weapons.

D. Sexual Harassment

Sexual harassment violates section 2000e-2 (703) of Title VII (Civil Rights Act of 1964). It is unlawful to harass someone because of that person's sex.

In the workplace sexual harassment occurs when (1) submitting to sexual harassment is a condition of employment, (2) employment decisions are based on submitting to or rejecting sexual advancement or, (3) sexual harassment unreasonably interferes with an individual's work performance or creates a hostile work 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., written sexually suggestive letters, leering, sexual gestures, 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. A single act shall not constitute abusive conduct, unless especially severe and egregious.

SECTION 3 What Constitutes Harassment

Any behavior or action may constitute harassment if:

- A. Submitting to the behavior or act is a condition of employment;
- B. Submitting to or rejecting the behavior or act affects a decision of employment, e.g., hiring, promotion, or transfer;
- C. The behavior or act interferes with an affected person's performance at work or creates a hostile work environment.

SECTION 4 Unlawful Discrimination and Harassment

Discrimination unequally treats or impacts individuals in protected classes. Unequal treatment occurs when an individual is treated differently because he or she is a member of a protected class. An employment practice that appears neutral on its face but discriminates against a protected class causes an unequal impact unless the practice is a business necessity.

Protected classes are based on race, national origin/ancestry, gender, religion, age between 40 and 70 years, mental or physical disability, medical condition, marital status, sexual orientation, pregnancy, or health insurance status.

Harassment may be unlawful regardless of whether the affected individuals are members of a protected class.

SECTION 5 Behavior that Constitutes Discrimination

Any behavior or action may constitute discrimination if:

- A. It segregates or affects adversely recruiting, hiring, promoting, renewing employment, selecting for training, discharging, disciplining, tenure or terms, or conditions or privileges of employment.

- B. It retaliates against an employee for opposing discrimination, or for filing a complaint, testifying, assisting, or participating in an investigation of discrimination.

SECTION 6 Notifying Employees about Discrimination and Harassment

All employees shall be informed upon hire of the District's policy regarding harassment and discrimination. Individuals who file a complaint will be given a copy of the policy at the time the complaint is filed. The policy shall be made available immediately upon request to any employee or member of the public.

SECTION 7 Responsibilities

The District must ensure that the work environment is free from unlawful discrimination and harassment.

All employees shall be trained to recognize unlawful harassment and discrimination and managers and supervisors shall convey the District's zero tolerance of harassment and discrimination. Managers and supervisors who harass or discriminate may be held personally liable.

Managers and supervisors shall inform employees when their behavior is potentially harassing or discriminating.

SECTION 8 Disciplinary Actions

Employees who harass or discriminate may be subject to disciplinary action including termination.

SECTION 9 Treatment of Harassment and Discrimination Complaints

A. Notification

Any employee who believes he/she is a victim of harassment or discrimination should promptly notify and report the facts of the incident or incidents and the names of the individual(s) involved to their immediate supervisor. If the complaint is against the employee's immediate supervisor, then he or she should notify the District Manager.

Employees who observe, hear, or learn of any harassment or discrimination must inform their immediate supervisor. Harassment or discrimination by their immediate supervisor must be reported to the District 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.

Any supervisor or manager who observes, receives a complaint of, or is aware of discrimination or harassment shall promptly report the matter to the District Manager.

Complaints of harassment or discrimination against the District Manager must be reported to the Chair of the Personnel Committee.

ALL complaints of harassment and discrimination will be investigated thoroughly, promptly, and confidentially by the District Manager. If the complaint involves the District Manager, the Chair of the Personnel Committee shall ensure a proper investigation is conducted.

B. Informal Complaints

Employees who wish to discuss personal thoughts and feelings or consider meetings to deal with incident(s) of harassment or discrimination may consult with the District Manager or Chair of the Personnel Committee.

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

The District reserves its right to investigate potential incidents of harassment and discrimination and take action that meets its legal obligations.

C. Employee Protection Line

Employees may call the Employee Protection Line[®] (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, theft, violence, drug and alcohol abuse, unsafe acts, and misrepresenting a workers' compensation claim.

The Employee Protection Line[®] 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 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. A formal investigation shall be initiated and may include but not be limited to:

1. Interviewing the persons named.
2. Providing a copy of the formal complaint to the persons named.

3. Reviewing any pertinent documents or recordings, including surveying actions in similar situations involving other employees or applicants for employment.
4. Preparing a written report, including a proposed resolution of the matter and taking appropriate corrective action when justified, including disciplinary action.
5. Preparing a written response to the employee who filed the complaint.

E. Confidentiality

The District shall endeavor to retain the confidentiality of the documentation of all allegations and investigations involving complaints of harassment however, the District cannot ensure confidentiality.

Retaliation for reporting harassment shall be subject to disciplinary action cited in Section 8 above.

Disclosing confidential information shall be subject to disciplinary action including termination.

F. Retaliation is Prohibited

Retaliation is prohibited against any person who reports discrimination or harassment, has testified on behalf of one who made a complaint, or has assisted or participated in an investigation of harassment or discrimination. Employees who retaliate shall be subject to disciplinary action including termination.

G. FEHC/EEOC Complaints

Employees or applicants for employment may file a complaint with the Fair Employment and Housing Commission (FEHC) or the Equal Employment Opportunity Commission (EEOC) and must do so as a prerequisite to filing a lawsuit against the District.

ARTICLE IV

**POLICY AND COMPLAINT PROCEDURE AGAINST HARASSMENT, ~~AND~~
DISCRIMINATION, ~~RETALIATION AND ABUSIVE BEHAVIOR, AND~~
RETALIATION**

SECTION 1 Introduction

The District is strongly committed to prohibiting and preventing ~~shall provide a work environment that is free of~~ harassment, ~~and~~ discrimination, and retaliation based on a person's membership in a protected class in employment. ~~Harassment and discrimination shall not be tolerated and can lead to disciplinary action including termination. Harassment or discrimination by a supervisor, agent of the District, or Board Trustee can lead to civil action against the District and the individual who commits the act.~~ 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 hHarassment, discrimination, or retaliation against an applicant, ~~unpaid~~ interns, volunteer, or employee by a District employee or official, a ~~co-worker, supervisor, agent of the District, Board Trustee,~~ 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 ~~protected~~ classification protected under California law, will not be tolerated. 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.

~~This Policy prohibits the District, supervisors, employees, agents of the District, members of the Board of Trustees, or contractors from harassing discriminating, or retaliating against applicants, officers, employees, unpaid interns, volunteers, or contractors because of: (1) an individual's protected classification; (2) the perception that an individual has a protected classification; or (3) the individual's association with a person who has or is perceived to have a protected classification.~~

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

prohibited ~~harassing~~ behavior.

~~Retaliation against a person for filing a complaint or participating in the complaint resolution process is prohibited. Individuals found to be retaliating in violation of this Policy will be subject to appropriate sanction or discipline up to and including termination.~~

SECTION 3 ~~Examples of~~ 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, vulgar remarks, 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 This might include inappropriate comments on appearance, including physical features, or dress and outfits consistent with gender identification, or race-oriented jokes or stories and jokes.

B. Visual ~~Written Acts of~~ Harassment

Visual ~~Written~~ 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, or any other written discriminatory expressions.

C. Physical ~~Acts of~~ 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, pPhysical acts of harassment may include include pinching, grabbing, patting, propositioning, leering, or 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.

~~D. Sexual Harassment~~

~~Sexual harassment violates section 2000e-2 (703) of Title VII (Civil Rights Act of 1964). It is unlawful to harass someone because of that person's sex.~~

~~In the workplace sexual harassment occurs when (1) submitting to or rejection of requests for sexual favors and other acts of a sexual nature sexual harassment is a condition of employment, (2) employment decisions are based on submitting to or rejection of sexual advancement, or; (3) ~~sexual harassment~~ 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., ~~written~~ 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 3—What Constitutes Harassment~~

~~Any behavior or action may constitute harassment if:~~

- ~~A. Submitting to the behavior or act is a condition of employment;~~
- ~~B. Submitting to or rejecting the behavior or act affects a decision of employment, e.g., hiring, promotion, or transfer;~~
- ~~C. The behavior or act interferes with an affected person's performance at work or creates a hostile work environment.~~

~~SECTION 4 Unlawful Discrimination and Harassment~~

Discrimination, i.e., disparate treatment of an applicant, intern, volunteer, or employee because

of a protected classification, is prohibited under this policy. ~~unequally treats or impacts individuals in protected classes. Unequal treatment occurs when an individual is treated differently because he/ or she is a member of a protected class. An employment practice that appears neutral on its face but discriminates against a protected class causes an unequal impact unless the practice is a business necessity.~~

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. ~~Protected classes are based on race, national origin/ancestry, religion, color, sex (including gender, gender expression, transgender, pregnancy, and breastfeeding), religion, citizenship status, age between 40 and 70 years, mental or physical disability, medical condition, genetic characteristics or information, marital status, sexual orientation (including homosexuality, bisexuality, or heterosexuality), pregnancy, or health insurance status and military or veteran status.~~

~~Harassment Discrimination may be unlawful regardless of whether the affected individuals are members of a protected class.~~

Disparate or unequal treatment of an applicant, unpaid 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—Behavior that Constitutes Discrimination~~

~~Any behavior or action may constitute discrimination if:~~

- ~~A. — It segregates or affects adversely affects recruiting, hiring, promotionng, renewing employment, selectioning for training, dischargeing, disciplining, tenure or any other terms, and or conditions or privileges of employment.~~
- ~~B. — It retaliates against an employee for opposing discrimination, or for filing a complaint, testifying, assisting, or participating in an investigation of discrimination.~~

~~SECTION 6—Notifying Employees about Discrimination and Harassment~~

~~All employees shall be informed upon hire of the District's policy regarding harassment and discrimination. Individuals who file a complaint will be given a copy of the policy at the time the complaint is filed. The policy shall be made available immediately upon request to any employee or member of the public.~~

SECTION 6 Retaliation is Prohibited

Any adverse conduct taken because an applicant, employee, or contractor has reported harassment or discrimination, or has participated in the complaint and investigation process described herein, is prohibited. "Adverse conduct" for purposes of this policy includes, but is not limited to, taking sides because an individual has reported harassment or discrimination, spreading rumors about a complaint, shunning and avoiding an individual who reports harassment or discrimination, or real or implied threats of intimidation to prevent an individual from reporting harassment or discrimination. The following individuals are protected from retaliation under this policy include those who make good faith reports of harassment or discrimination, those who associate with an individual who is involved in reporting harassment or discrimination, and those who participate in the complaint or investigation process.

SECTION 7 Responsibilities

~~The District must ensure that the work environment is free from unlawful discrimination and harassment.~~

~~All employees shall be trained to recognize unlawful harassment and discrimination and managers and supervisors shall convey the District's zero tolerance of harassment and discrimination. Managers and supervisors who harass or discriminate may be held personally liable.~~

~~Managers and supervisors shall inform employees when their behavior is potentially harassing or discriminating.~~

SECTION 8 Disciplinary Actions

~~Employees who harass or discriminate may be subject to disciplinary action including termination.~~

SECTION 97 Treatment of Harassment and Discrimination Complaint Procedure

A. Notification

Any employee, job applicant, unpaid intern, volunteer, or contractor who reasonably believes he/she has been harassed or discriminated against is a victim of harassment or discrimination should promptly notify and report, verbally or in writing, the facts of the incident(s) or incidents and the names of the individual(s) involved to their immediate supervisor, any supervisor, or manager or Department head and (separately) to the District's Director of Human Resources Office Manager. If the complaint is against the employee's immediate supervisor, then he/she should must notify the District Manager and/or the Director of Human Resources 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 Human Resources Office Manager-Department.

Employees who observe, hear, or learn of any harassment or discrimination ~~should must~~ inform their immediate supervisor ~~or the Human Resources Office Manager-Department.~~ Harassment or discrimination by their immediate supervisor must be reported to the ~~Director of Human Resources Office Manager. District 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/or the Director of Human Resources Office Manager.~~

Any supervisor, ~~or~~ manager ~~or department head~~ who observes, receives a harassment complaint ~~of,~~ or is aware of discrimination or harassment ~~must shall~~ promptly ~~report~~ ~~notify~~ ~~the matter to~~ the ~~Director of Director of Human Resources Office Manager. District Manager.~~ Complaints of harassment or discrimination against the District Manager must be reported to the Chair of the Personnel Committee ~~and/or the Director of Human Resources Office Manager.~~

~~ALL~~ complaints of harassment, ~~and~~ discrimination ~~or retaliation~~ will be ~~taken seriously~~ ~~and will~~ investigated thoroughly, promptly, and confidentially, by the ~~District Manager Director of Human Resources Office Manager.~~ ~~If the complaint involves the District Manager, the Chair of the Personnel Committee shall ensure a proper investigation is conducted.~~

B. Informal Complaints

~~An employee, job applicant, unpaid intern, volunteer, or contractor~~ ~~Employees~~ who wishes to discuss personal thoughts and feelings or consider meetings to deal with incident(s) of harassment or discrimination may consult with the ~~District Manager or Chair of the Personnel Committee~~ ~~the Director of Human Resources Office Manager.~~

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

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

C. Employee Protection Line

~~An employee, job applicant, unpaid intern, volunteer, or contractor~~ ~~Employees~~ may call the Employee Protection Line[®] (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® 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 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 ~~shall~~ be initiated and it may include, without limitation, the following but not be limited to:

1. ~~Interviewing the persons named~~ Providing the complainant with a timely response indicating that the complaint has been received and that a fair, ~~timely,~~ and thorough investigation will be conducted.
2. ~~Providing a copy of the formal complaint to the persons named~~ Conducting or retaining an investigator to conduct an impartial ~~Timely authorizing and supervising a fair and thorough investigation of the complaint by impartial and qualified personnel and/or investigating the complaint~~ investigation. The investigation will afford all parties with appropriate due process and include interviews with: (i) the complainant; (ii) the accused harasser; and (iii) other persons who have relevant knowledge concerning the allegations in the complaint.
3. ~~Reviewing any pertinent documents or recordings, including surveying actions in similar situations involving other employees or applicants for employment~~ Reviewing the factual information gathered through the investigation to reach a reasonable conclusion as to whether a violation of this policy occurred. ~~whether the alleged conduct constitutes harassment, discrimination, or retaliation giving consideration to all factual information, the totality of the circumstances, including the nature of the conduct, and the context in which the alleged incidents occurred.~~
4. ~~Preparing a written report, including a proposed resolution of the matter and taking appropriate corrective action when justified, including disciplinary action~~ Timely reporting a report or summary of the findings of the investigation ~~determination as to whether harassment occurred~~ to appropriate persons, including the complainant, the alleged harasser, the supervisor, and the department head. 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. ~~If conduct in violation of this Policy occurred, taking or recommending to the appointing authority prompt and effective remedial action. The remedial action will be commensurate with the severity of the offense. Preparing a written response to the employee who filed the complaint.~~
56. Taking reasonable steps to protect the complainant from further harassment, discrimination, or retaliation.
7. ~~Taking reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.~~

E. SECTION 8 Confidentiality

The District will make every possible effort to assure the confidentiality of complaints made under this pPolicy. 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., ~~An individual who is interviewed during the course of an investigation is prohibited from discussing the substance of the interview, except as otherwise directed by a supervisor or the Director of Human Resources Office Manager. Any individual who discusses the content of an investigatory interview will be subject to discipline or other appropriate sanction. The employer~~ 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.

~~The District shall endeavor to retain the confidentiality of the documentation of all allegations and investigations involving complaints of harassment however, the District cannot ensure confidentiality.~~

~~Retaliation for reporting harassment shall be subject to disciplinary action cited in Section 8 above.~~

~~Disclosing confidential information shall be subject to disciplinary action including termination.~~

SECTION 9 Responsibilities

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

1. Informing employees of this pPolicy.
2. Modeling appropriate behavior.

3. Taking all steps necessary to prevent conduct prohibited by this policy from occurring harassment, discrimination, or retaliation 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. ~~Following up with those who have complained to ensure that the behavior has stopped and that there are no reprisals.~~
7. ~~Informing those who complain of harassment or discrimination of his/her option to contact the EEOC or DFEH regarding alleged Policy violations.~~
8. ~~Assisting, advising, or consulting with employees and the Director of Human Resources Office Manager regarding this Policy and Complaint Procedure.~~
9. ~~Assisting in the investigation of complaints involving employee(s) in their departments and, if the complaint is substantiated, recommending appropriate corrective or disciplinary action in accordance with District Personnel Rules and Policies, up to and including discharge.~~
10. ~~Implementing appropriate disciplinary and remedial actions.~~
11. ~~Reporting potential violations of this pPolicy 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 to the Human Resources Department or the department head.~~
- 7.12. Participating in periodic training and scheduling employees for training to recognize unlawful harassment and discrimination.
13. ~~Conveying the District's zero tolerance of harassment and discrimination to employees.~~

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.~~by not disclosing the substance of any investigatory interview, except as directed by the department head or the Director of Human Resources~~Office Manager.
6. Reporting any act he/she believes in good faith constitutes conduct that is prohibited under this policy. ~~harassment, discrimination, or retaliation as defined in this Policy, to his/her immediate supervisor, or department head, or the Director of Human Resources~~Office Manager.

Section 10G. — FEHC/EEOC Option to Report to Outside Administrative Agencies **Complaints**

Employees or applicants for employment may file a complaint report harassment, discrimination, or retaliation to ~~with~~ the Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing Commission (FEHC) (DFEH), or the Equal Employment Opportunity Commission (EEOC) and must do so as a prerequisite to filing a lawsuit against the District. 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 116 Notifying Employees about Discrimination and Harassment **Dissemination of Policy**

All employees shall be informed upon hire of the District's policy regarding harassment and discrimination. Individuals who file a complaint will be given a copy of the policy at the time the complaint is filed. The policy shall be made available immediately upon request to any employee or member of the public. receive a copy of this pPolicy upon hire. The pPolicy 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 pPolicy.

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 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 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 complaints as formal 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[®] (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[®] 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 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.

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

Date: November 18, 2016 **Item 4**

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

Subject Consider Changes to the District Manager's Job Description

Reference:

Background

At its last meeting on October the Committee asked me to review my job description and determine whether it accurately reflects the work I perform. I have done this. I am also proposing amendments that in my opinion will allow the Board to select a District Manager from a larger pool of qualified candidates.

The proposed changes (Attachment 1) if they are approved by the Board in December will be included in the recruitment bulletin (Attachment 2). A copy of the original job description (Attachment 3) and a draft with the edits accepted (Attachment 4) are also included.

Manager's Recommendation

Approve amendments to the job description that accurately reflect the duties of the District Manager and forward it to the Board for consideration at its December meeting.

Alternatives

Do not approve the amendments

Financial Impact

None

Respectfully submitted,



Kenn Fujioka
District Manager

DISTRICT MANAGER Position Description

Basic Functions

The District Manager acts as the executive officer of the District and advisor to the Board of Trustees; plans, organizes, and directs District-wide operations; represents the District and Board of Trustees in the community, media, and when interacting with other agencies; manages a wide variety of managerial and technical functions and programs; and performs related work as required.

Relationship:

The District Manager is a Fair Labor Standards Exempt position that reports to the Board of Trustees.

Class Characteristics:

The District Manager is directed by District policy, the Board of Trustees, and the law and acts with a high degree of discretion and autonomy when making decisions.

Responsibilities:

The following are examples of duties that may be performed. Omitting specific duties does not exclude them from the position if the work is similar, related, or a logical assignment.

1. Plans, directs, regulates, and coordinates the District's operations/resources to reduce or eliminate environmental factors which produce vectors.
2. Advises the Board of Trustees regarding programs and services which will help the District serve best its residents.
3. Develops and implements programs, policies, and procedures; determines objectives and priorities and assesses the need for changes.
4. Defines the organizational structure of the District; determines the amount of resources and the lines of authority necessary to carry out the District's functions.
5. Prepares and administers the annual budget, including analyses and justification; presents the budget to the Board of Trustees for approval; obtains funding for special projects; maximizes the use of funds allocated to the District.
6. Ensures that payroll and accounting systems operate properly; ensures that expenditures conform to the budget approved by the Board of Trustees.

7. Recommends the District's salary structure and working conditions.
8. Negotiate, administer, and monitor contracts effectively.
9. Oversees all District staff. Recruits, selects, mentors, trains, and assigns employees; establishes and maintains performance standards.
10. Evaluates the performance of the Executive Assistant/Clerk of the Board, Office Manager, Operations Manager, Public Information Officer, and Scientific Program Manager.
11. Ensures that employees fulfill the State Department of Health Services requirements for certification and continuing education as Vector Control Specialists.
12. With appropriate staff, evaluates program operations; confers with staff regarding progress and problems, and provides consultation and assistance as indicated.
13. Works with supervisory staff to identify the need for and provides the opportunity for scientific research to improve vector control; plans and modifies control programs as indicated.
14. Ensures that District resources, i.e., funds, equipment, and personnel are used properly; ensures proper record keeping for all aspects of District operations.
15. Reviews material related to public relations and community education; writes articles; represents the District in relations with media and the public.
16. Secures legal assistance when needed; prepares complaints, including evidence of public nuisances for action by the Board of Trustees and the District Attorney's office; ensures that the District complies with the law.
17. Coordinates District activities to control vectors with those of other agencies such as other vector control agencies, flood control ~~Districts~~districts, health departments, universities, and private organizations.
18. Ensures that agendas, minutes, and presentations are prepared for meetings of the Board of Trustees and standing committees.
19. Represents the District at the federal, State, and local level.
20. Keeps informed of latest developments in vector control, applicable regulatory, legislative, and related issues; reads professional literature; participates in professional organizations.

Minimum Qualifications

Knowledge of:

- Theories and principles of management and public administration
- Governmental organization theory, finance, budget construction
- Intergovernmental relations
- Personnel management, retention, and training
- Federal, State, and local environmental health and safety laws and ordinances
- Principles of public and community relations.
- Principles of public and community relations
- Effects of vector borne diseases on public health and the environment
- Principles and methods of scientific and administrative research
- Computer software systems
- Practices related to water reclamation/management
- Safety Standards, practices, and procedures
- Effects of pesticides, including hazards to animal and plant life

Ability to:

- Communicate effectively orally and in writing; understand and carry out oral and written instructions
- Plan, direct, and administer the District programs and services
- Establish and maintain effective working relationships with District staff and members of federal, State, and local agencies
- Effectively solve problems
- Interpret and administer federal, State, and local statutes, regulations, and policies
- Evaluate scientific literature
- React appropriately to spontaneous problems and render sound decisions under urgent conditions
- Supervise technical and professional staff
- Use applicable computer software

Education and Experience:

Any combination of experience and training that would likely provide the knowledge and abilities required. An example would be a Bachelor's degree from an accredited college or university with a focus on physical or biological science in entomology, biology, public administration, political health science, business administration, or a closely related field from an accredited college or university and seven a minimum of five years of responsible experience as a vector ecologist, entomologist, biologist in vector-borne diseases and control, environment and/or public health management, public health and safety,

biological sciences, epidemiology, entomology, scientific and administrative research, intergovernmental relations, , public administrator administration in a related scientific field, and supervision, with at least two of the five years' experience managing a department's or organization's finances and/or human resources. ~~or business manager in the public sector, including three years of managerial experience within a complex organization with a reporting relationship to an elected body or board.~~

Desirable Qualifications:

~~A Master's or Doctoral degree in entomology, biology, public administration, political science, business administration or a closely related field from an accredited college or university and~~ An advanced degree from an accredited college or university in a field that confers knowledge of the principles and methods of vector surveillance and control and the effects of vector borne diseases on public health and the environment.

Post-Offer Physical Examination

A medical doctor must certify that the candidate is physically able to perform the duties of the position and is free of illegal substances as determined by a drug screen. A medical doctor and/or laboratory that is designated by the District shall perform the post-offer physical examination and the District shall pay all costs.

Functional Requirements

- Minimum of single eye corrected vision
- Minimum of single ear aided hearing
- Speak and write effectively in English
- Regularly* sit for extended periods of time
- Regularly* perform repetitive motion associated with computer use and other office equipment
- Occasionally* operate a motor vehicle
- Occasionally* bend at the knees and waist
- Occasionally* reach overhead
- Periodically* traverse uneven ground such as fields, dirt banks, stream beds, and shallow ponds in safety shoes
- Periodically* lift objects weighing 30 pounds
- Periodically* manipulate and examine small objects
- Periodically* climb ladders

- * Periodically-Activity or condition exists up to 25 percent of the time
- Occasionally – Activity or condition exists from 25 to 50 percent of the time
- Regularly – Activity or condition exists from 50 to 75 percent of the time
- Frequently – Activity or condition exists 75 percent or more of the time

Other Notes, Licenses, or Requirements

License:

The District Manager must have a valid California Class C driver's license at appointment and maintain it throughout employment. The District Manager must be insurable with District's insurance carrier.

Certificates:

The District Manager must be certified by the California Department of Health Services as a technician in mosquito, vertebrate, and terrestrial invertebrate vector control within two testing cycles of appointment and must maintain the certificates throughout employment.

Conflict of Interest:

The District Manager must file a Statement of Economic Interests Form 700 pursuant to the codes adopted by the District and approved by the Board of Supervisors within thirty (30) days of hiring date and annually thereafter.

Working Conditions:

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The San Gabriel Valley Mosquito and Vector Control District reserves at its sole and absolute discretion the right to modify, delete, augment, or supplement the duties, qualifications, and requirements stated above.



San Gabriel Valley Mosquito & Vector Control District
1145 North Azusa Canyon Road
West Covina, CA 91790-1048
(626) 814-9466

Job Announcement for Position of

District Manager

\$67/hour or \$140,000/year DOQ/DOE
Comprehensive benefit package,
including pension, medical, paid
holidays, vacation and sick leave.

Please direct all inquiries to
cbaldwin@rgs.ca.gov

As **District Manager**, you will serve as Executive Officer of the District and Advisor to the Board of Trustees; you will be responsible for District-wide operations, and representing the District in the community, media, and other public entities and forums. The DM will manage industry relations, technical functions, and vector control regulated programs designed to impede the progression and infestation of mosquitos and vectors in the communities.

The California Health and Safety Code Section 2002 defines a vector as any animal capable of transmitting the causative agent of human disease or capable of producing discomfort or injury

The San Gabriel Valley Mosquito & Vector Control District (SGVMVCD) is a public health agency committed to managing populations of mosquitoes and other vectors to control and prevent outbreaks of disease borne pathogens from interrupting the quality of life of our residents. As an independent special district we proudly serve the residents from 23 cites and the unincorporated portions of Los Angeles County in our District.

Our **mission** is to support public health through the suppression of vector populations to reduce outbreaks of human diseases and public nuisances and increase the quality of life for the residents of the District.

To accomplish our mission we employ integrated vector management which includes public education and outreach, surveillance, biological control, physical control and/or habitat modification, chemical control, research, partnering with other agencies and legal action when necessary and as governed by federal and state law.





[JOB ANNOUNCEMENT: DISTRICT MANAGER]

FILING DEADLINE:
January 15, 2017
[January 15, 2017](#)

The preferred candidate will be a seasoned scientist with a solid managerial background, and acumen for managing public relations, public resources, a healthy budget of approximately \$4 million and a proven track record for managing multiple priorities while interfacing effectively with staff, regulatory agencies, public constituents and major stakeholders.

Responsibilities include, but are not limited to:

- Develop and direct programs and resources to reduce or eliminate environmental factors which can produce vectors
- Ensures effective field operations directly related to mosquito and vector control
- Ensures proper mosquito, vector, and disease surveillance and control, laboratory operations, and that public complaints are properly addressed, documented, consistently reviewed, and reported to the Board of Trustees.
- Responds to difficult and sensitive public inquiries or complaints; offers resolutions and alternate recommendations.
- Advises the Board of Trustees; ensures proper and timely preparation of all meeting agendas, presentations, financial records, and minutes.
- Plans, directs, regulates, and analyzes programs, occupations, lines of authority, and District operations;
- Oversees the preparation, dissemination, and administration of financial accounting, budgets, payroll, expenditures, special funding, contracts, fiscal reporting, reconciliations, grant writing, fund allocation, and capital asset management.
- Human resources management, staffing and recruiting, directing, coordinating, training, planning, assigning and scheduling of operations, ensuring safe working conditions, optimal performance and work standards, salary structure, succession planning, compliance with federal, state and local District rules and regulations.
- Evaluates performance and ensures that staff (management, technical, and administrative) maintains professional certifications, educational qualifications, and requirements of the California Department of Public Health for Vector Control Technicians.
- Mentor, develop, and consult with management/staff to address program strengths, weaknesses, opportunities, and threats to public health.



[JOB ANNOUNCEMENT: DISTRICT MANAGER]

FILING DEADLINE:
January 15, 2017
January 15, 2017

- Assess and evaluate requirement for scientific research, resource allocation, process modifications, innovative concepts, and quality of service delivery.
- Evaluate, develop, and ensure effective inter- and intra-departmental collaboration and communication with other District departments and the Administration.
- Solicit and confer with legal counsel on issues related to regulatory compliance with federal, state, county, and city laws and the proper application of District policies and procedures
- Attend meetings and conferences to maintain standards of professional development and keep informed of latest developments, newest technology, educational updates, scientific advances, legislation, and literature related to vector control programs.
- Other duties as assigned.

Requirements & Qualifications

Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

- A BA/BS degree from an accredited college or university with a focus on physical or biological life science, public administration, health science, business administration or a closely related field.
- An advanced degree from an accredited college or university and experience in a related field that confers knowledge of the principle methods of vector surveillance and control and its effects on public health and the environment is preferred.
- A minimum of five (5) years of increasingly responsible experience in vector-borne diseases and control, environment and/or public health management, public health and safety laws, biological sciences, epidemiology, entomology, scientific and administrative research, intergovernmental relations, public administration in a related scientific field, and supervision, with at least two (2) of the five (5) years' experience managing department or organization finance and/or human resources.
- Possession of valid California Department of Public Health Certification in Mosquito Control, Terrestrial Invertebrate Vector Control, and Vertebrate Vector Control (Cat. A, B, C, D) is required and must be obtained within 2 years of hire.
- Valid California class C driver's license with a satisfactory driving record or ability to secure transportation to and from various locations, and be insurable by the District's insurance carrier.



[JOB ANNOUNCEMENT: DISTRICT MANAGER]

FILING DEADLINE:
January 15, 2017
January 15, 2017

Selection Process:

It is important to complete all required application materials. All applications will be screened for completeness and possession of minimum qualifications. Qualified applications will be reviewed in detail to identify the most qualified candidates to interview on the following dates:

- **January 9, 2017: Initial interviews**
- **February 7, 2017: Final interviews**

You will hear from us by the first week in December, should be you invited to the initial interview. It is anticipated that the successful candidate will begin employment as soon as possible.

APPLICATION PROCEDURE:

To be considered for this exciting opportunity, candidates should complete an online application and the required Supplemental Questionnaire through (CalOpps.org???) Please search for General Manager on (website)_____, or follow the link below directly to our CalOpps page: insert link

Deadline to apply: January __, 2016

All required application materials must be submitted and received by the final filing date.

Inquiries may be directed to cbaldwin@rgs.ca.gov. SGVMVCD is not responsible for failure of Internet forms or e-mail in submitting your application. No phone calls, please.

DISTRICT MANAGER Position Description

Basic Functions

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Relationship:

The District Manager is a Fair Labor Standards Exempt position that reports to the Board of Trustees.

Class Characteristics:

The District Manager is directed by District policy, the Board of Trustees, and the law and acts with a high degree of discretion and autonomy when making decisions.

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5. Prepares and administers the annual budget, including analyses and justification; presents the budget to the Board of Trustees for approval; obtains funding for special projects; maximizes the use of funds allocated to the District.
6. Ensures that payroll and accounting systems operate properly; ensures that expenditures conform to the budget approved by the Board of Trustees.
7. Recommends the District's salary structure and working conditions.

Attachment 3

San Gabriel Valley Mosquito & Vector Control District
Revision Dates, August 11, 1995, December 14, 2000, April 12 2013

8. Negotiate, administer, and monitor contracts effectively.
9. Oversees all District staff. Recruits, selects, mentors, trains, and assigns employees; establishes and maintains performance standards.
10. Evaluates the performance of the Executive Assistant/Clerk of the Board, Office Manager, Operations Manager, Public Information Officer, and Scientific Program Manager.
11. Ensures that employees fulfill the State Department of Health Services requirements for certification and continuing education as Vector Control Specialists.
12. With appropriate staff, evaluates program operations; confers with staff regarding progress and problems, and provides consultation and assistance as indicated.
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Minimum Qualifications

Knowledge of:

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- Practices related to water reclamation/management
- Safety Standards, practices, and procedures
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Ability to:

- Communicate effectively orally and in writing; understand and carry out oral and written instructions
- Plan, direct, and administer the District programs and services
- Establish and maintain effective working relationships with District staff and members of federal, State, and local agencies
- Effectively solve problems
- Interpret and administer federal, State, and local statutes, regulations, and policies
- Evaluate scientific literature
- React appropriately to spontaneous problems and render sound decisions under urgent conditions
- Supervise technical and professional staff
- Use applicable computer software

Education and Experience:

A Bachelor's degree in entomology, biology, public administration, political science, business administration or a closely related field from an accredited college or university and seven years of responsible experience as a vector ecologist, entomologist, biologist, public administrator, or business manager in the public sector, including three years of managerial experience within a complex organization with a reporting relationship to an elected body or board.

Desirable Qualifications:

A Master's or Doctoral degree in entomology, biology, public administration, political science, business administration or a closely related field from an accredited college or university and knowledge of the principles and methods of vector surveillance and control and the effects of vector borne diseases on public health and the environment.

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Functional Requirements

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Other Notes, Licenses, or Requirements

License:

Attachment 3

San Gabriel Valley Mosquito & Vector Control District
Revision Dates, August 11, 1995, December 14, 2000, April 12 2013

The District Manager must have a valid California driver's license at appointment and maintain throughout employment. The District Manager must be insurable with District's insurance carrier.

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Conflict of Interest:

The District Manager must file a Statement of Economic Interests Form 700 pursuant to the codes adopted by the District and approved by the Board of Supervisors within thirty (30) days of hiring date and annually thereafter.

Working Conditions:

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**DISTRICT MANAGER
Position Description**

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Attachment 4

San Gabriel Valley Mosquito & Vector Control District
Revision Dates, August 11, 1995, December 14, 2000, April 12 2013

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

Date: November 18, 2016 **Item 6**

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

Subject Consider Establishing a Sub-Committee for Selecting a District
Manager

Reference: attached

Background

I met with Tiffany Bose and Crystal Baldwin of RGS on Monday October 31, 2016. They suggested that this Committee appoint a sub-committee to select a District Manager. You would select sub-committee members who provide input and oversight into the recruitment process eventually interview the final candidates.

Manager's Recommendation

The Personnel Committee should appoint a sub-committee to work with RGS on selecting a District Manager

Alternatives

Oversee as a Committee the selection process

Financial Impact

None

Respectfully submitted,



**Kenn Fujioka
District Manager**