



San Gabriel Valley Mosquito and Vector Control District
Board of Trustees Meeting
August 14, 2020 – 7:00 a.m.
1145 N. Azusa Canyon Road, West Covina, CA 91790

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

Based on the mandates by the Governor in Executive Order 33-20 and the Los Angeles County Public Health Department "Safer at Home" declaration to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not open to the public at this time. (See District's Administrative Declaration of Local Emergency)
- The meeting will be conducted via teleconference using Zoom. (See Executive Order 29-20)
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at (669) 900-6833. Enter the Meeting ID# 658 616 453 followed by the pound (#) key. More phone numbers can be found on Zoom's website at <https://zoom.us/u/ackGc2q5eB> if the line is busy.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/658616453> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Log in through the Zoom mobile app on a smartphone and enter Meeting ID# 658 616 453.

HOW TO SUBMIT PUBLIC COMMENTS:

Before the Meeting: Please email your comments to district@sgvmosquito.org, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed three minutes at staff's cadence), prominently write "Read Aloud at Meeting" at the top of the email. All comments received before 5:00 AM the day of the meeting will be included as an agenda supplement on the District's website under the relevant meeting date and provided to the Trustees at the meeting. Comments received after this time will be treated as contemporaneous comments.

Contemporaneous Comments: During the meeting, the Board President or designee will announce the opportunity to make public comments and identify the cut off time for submission. A short recess (generally less than 10 minutes) will take place during the time public comment is open to allow the comments to be collected. Please email your comments to district@sgvmosquito.org, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. Once the public comment period is closed, all comments timely received will be read aloud at the meeting (not to exceed three minutes at staff's cadence). Comments received after the close of the public comment period will be added to the record after the meeting.

1. Call to order

2. Pledge of Allegiance and Roll Call Attendance

3. Opportunity for Public Comment on Non-Agenda Items

(Individual Public Comments may be limited to a 3-minute or less time limit)

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

4. Consent Calendar

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

4.1. List of Claims for the month of July 2020*

4.2. Budget Status Report for July 2020*

4.3. Minutes of Board of Trustees Meeting July 2020*

4.4. Operations Report July 2020*

4.5. Surveillance Report July 2020*

4.6. Communications Report July 2020*

4.7. June 2020 Monthly Treasurer Report / District Working Balance for August 2020*

5. Presentation: Ada Eez Reveal

(Public Information Officer, Levy Sun)

- 6. Distribution of Template Pool Maintenance Ordinance for Consideration of Municipal Adoption (Exhibit 6A)***
(District Manager, Jared Dever) (Discussion)
- 7. Review of Actuarial Valuation of Other Post-Employment Benefit Programs as of June 30, 2019, Development of OPEB Prefunding Levels and GASB 75 (Exhibit 7A)***
(Committee Chair, Joseph Leon) (Catherine MacLeod, MacLeod and Watts) (Discussion)
- 8. Consider Amendment to Personnel and Salary Resolution 92-11, Article XXII, SECTION 7 Telecommuting/Remote Work (Exhibit 8A)***
(Board President, Becky Shevlin) (Approve/Deny)
- 9. Consider Candidates for Los Angeles Local Agency Formation Commission (LAFCO) Independent Special District Alternate (Exhibit 9A)***
(Board President, Becky Shevlin) (Approve/Deny)
- 10. Selection of Ad Hoc Legal Counsel Committee**
(Board President, Becky Shevlin)
- 11. Committee Reports**
 - 11.1 Personnel and Policy Committee Meeting of July 21, 2020**
(Committee Chair, Richard Barakat) (Discussion)
- 12. District Administration**
(Verbal Report)
- 13. Trustee Reports**
- 14. New Business**
- 15. Adjournment**

**The Public Information Committee will meet
Tuesday, August 18, 2020 at 9:00 a.m.**

Juli Costanzo	Joseph Rocha
Manuel Garcia	Stephen Sham
Dan Holloway	Jerry Velasco
Charles Myers	Allen Wu
Elyse Rasmussen	

CERTIFICATE OF POSTING

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

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



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

Notice to the Public

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

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

SAN GABRIEL VALLEY MVCD

Claims List

June 30, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	06/30/2020	LINCOLN FINANCIAL GROUP	6070	29.86
				<u>29.86</u>
4073410058				
17313	06/30/2020	AIRGAS USA, LLC	6280 SUPPLIES, OPERATIONS	277.06
			6280 SUPPLIES, OPERATIONS	502.06
9102296896				<u>779.12</u>
17314	06/30/2020	ARAMARK	6040 Mats, Towels (Mats, Towels, Lockers, etc.)	105.23
			6332 Uniforms (Uniforms)	265.03
792287099			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	105.23
			6332 Uniforms (Uniforms)	179.80
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	105.23
			6332 Uniforms (Uniforms)	253.39
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	105.23
			6332 Uniforms (Uniforms)	361.90
				<u>1,481.04</u>
17315	06/30/2020	CALOLYMPIC SAFETY	6302 Supplies, Safety	269.76
				<u>269.76</u>
386502	06/30/2020			
17316	06/30/2020	FLEET SOLUTIONS CENTER	6260 SUPPLIES, MECHANICAL	74.95
			6260 SUPPLIES, MECHANICAL	74.95
see attached list	06/30/2020		6260 SUPPLIES, MECHANICAL	152.50
			6260 SUPPLIES, MECHANICAL	152.50
			6260 SUPPLIES, MECHANICAL	21.51
			6260 SUPPLIES, MECHANICAL	257.85
			6260 SUPPLIES, MECHANICAL	152.50
			6260 SUPPLIES, MECHANICAL	85.00
			6260 SUPPLIES, MECHANICAL	199.00
			6260 SUPPLIES, MECHANICAL	578.91

Item 4.1

SAN GABRIEL VALLEY MVCD
Claims List
June 30, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6260 SUPPLIES, MECHANICAL	356.13
			6260 SUPPLIES, MECHANICAL	402.82
			6260 SUPPLIES, MECHANICAL	302.91
			6260 SUPPLIES, MECHANICAL	247.60
			6260 SUPPLIES, MECHANICAL	660.80
			6260 SUPPLIES, MECHANICAL	615.66
				<u>4,335.59</u>
17317	06/30/2020	IRWINDALE INDUSTRIAL CLINIC	6302 Supplies, Safety	155.41
			6080 Physical - Hiring (Physical Exam)	140.00
422200-115128-966236	06/30/2020			
4438-978154	06/30/2020			
			6080 Physical - Hiring (Physical Exam)	100.00
			6080 Physical - Hiring (Physical Exam)	140.00
				<u>535.41</u>
17318	06/30/2020	OFFICE & ERGONOMIC SOLUTIONS INC	6270 OFFICE SUPPLIES	365.00
				<u>365.00</u>
21582				
17319	06/30/2020	PRAXAIR DISTRIBUTION	6250 LABORATORY SUPPLIES	157.20
				<u>157.20</u>
98538420				
17320	06/30/2020	SOUTHERN CALIFORNIA EDISON	6340 UTILITIES - ELECTRIC	3,226.90
				<u>3,226.90</u>
2-03-760-7223				
17321	06/30/2020	TIRE ZONE	6260 SUPPLIES, MECHANICAL	338.00
				<u>338.00</u>
55541				
17322	06/30/2020	US BANK	6080 Hiring Expenses	79.95

Item 4.1

SAN GABRIEL VALLEY MVCD

Claims List

June 30, 2020

Num	Date	Name	Item	Original Amount
			6232 SEMINARS AND MEETINGS	175.00
Alba	06/30/2020		6080 Hiring Expenses	84.95
			6232 SEMINARS AND MEETINGS	100.00
			6080 Hiring Expenses	84.95
			6080 Hiring Expenses	84.95
			6040 Building Maintenance	164.24
			6232 SEMINARS AND MEETINGS	50.00
			6270 OFFICE SUPPLIES	100.18
			6036 COMPUTER SOFTWARE	158.00
			6036 COMPUTER SOFTWARE	50.00
Dever	06/30/2020		6332 Uniforms (Uniforms)	29.75
			6281 MOSQUITO FISH SUPPLIES	52.93
Doyle	06/30/2020		6281 MOSQUITO FISH SUPPLIES	8.37
			6281 MOSQUITO FISH SUPPLIES	49.90
			6251 ARBOVIRUS TESTING SUPPLIES	71.09
			6270 OFFICE SUPPLIES	24.19
			6332 Uniforms (Uniforms)	29.60
			6251 ARBOVIRUS TESTING SUPPLIES	29.51
			6281 MOSQUITO FISH SUPPLIES	60.00
			6332 Uniforms (Uniforms)	37.45
			6251 ARBOVIRUS TESTING SUPPLIES	149.56
			6281 MOSQUITO FISH SUPPLIES	177.39
			6251 ARBOVIRUS TESTING SUPPLIES	5.85
			6270 OFFICE SUPPLIES	35.96
			6270 OFFICE SUPPLIES	17.42
			6251 ARBOVIRUS TESTING SUPPLIES	218.97
			6332 Uniforms (Uniforms)	41.82
			6280 SUPPLIES, OPERATIONS	229.00
			6003 ADVERTISING	97.20
Farned	06/30/2020		6037 WEBSITE AND EMAIL SERVICE	30.34
Sun	06/30/2020		6186 Printing	209.16
			6037 WEBSITE AND EMAIL SERVICE	4.99
Tanaka	06/30/2020		6185 POSTAGE	54.95

Item 4.1

SAN GABRIEL VALLEY MVCD
Claims List
June 30, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				2,797.62
17323	06/30/2020	VECTOR CONTROL JPA	6111 OTHER INSURANCE	367.74
				<u>367.74</u>
VCJPA-020-083				
17324	06/30/2020	WEX/CHEVRON	6262 Fuel for Trucks (Fuel for Trucks)	4,827.95
				<u>4,827.95</u>
66365240				
17397	06/30/2020	AMAZON.COM	6280 SUPPLIES, OPERATIONS	56.60
			6035 COMPUTER HARDWARE	102.93
				<u>159.53</u>
83887495575				
17398	06/30/2020	LIEBERT CASSIDY WHITMORE	6130 Profess Serv rendered (Professional Services)	370.00
				<u>370.00</u>
1502284				
17399	06/30/2020	LOZANO SMITH, LLP	6130 Profess Serv rendered (Professional Services)	3,643.19
				<u>3,643.19</u>
2112434				
17400	06/30/2020	STAPLES CREDIT PLAN	6270 OFFICE SUPPLIES	32.83
				<u>32.83</u>
2560720301				
17401	06/30/2020	WEST VALLEY MVCD	6251 ARBOVIRUS TESTING SUPPLIES	2,304.00
				<u>2,304.00</u>
2588	06/30/2020			
		Total Accounts Payable for July 9, 2020		<u>26,020.74</u>

Item 4.1

SAN GABRIEL VALLEY MVCD

Claims List

July 10, 2020

Num	Date	Name	Item	Original Amount
EFT	07/10/2020	AMERICAN FIDELITY AKA FLEX ACCOUNT ADM	6070 FLEX PREMIUMS (Flex Premiums)	433.32
			6070 FLEX PREMIUMS (Flex Premiums)	150.00
2074219			6070 FLEX PREMIUMS (Flex Premiums)	275.00
			6070 FLEX PREMIUMS (Flex Premiums)	150.00
				<u>1,008.32</u>
EFT	07/10/2020	CAL PERS	6070 Med premiums - Cafeteria (Medical premiums)	981.24
			6070 Med premiums - Cafeteria (Medical premiums)	4,541.23
100000016076956			6070 Med premiums - Cafeteria (Medical premiums)	5,616.48
			6070 Med premiums - Cafeteria (Medical premiums)	2,386.64
			6070 Med premiums - Cafeteria (Medical premiums)	417.00
			6070 ADMIN FEE (Admin fee)	51.98
				<u>13,994.57</u>
EFT	07/10/2020	CALPERS CERBT	6202 UNFUNDED LIABILITY CLASSIC	146,402.00
100000016092975	07/01/2020		6203 UNFUNDED LIABILITY PEPRA	8,065.00
100000016092985	07/01/2020			<u>154,467.00</u>
EFT	07/10/2020	FIDELITY SECURITY LIFE INSURANCE CO.	6070 Vision Premiums (Vision Premiums)	12.30
			6070 Vision Premiums (Vision Premiums)	57.67
164398464			6070 Vision Premiums (Vision Premiums)	285.06
			6070 Vision Premiums (Vision Premiums)	84.86
			6070 Vision Premiums (Vision Premiums)	57.67
				<u>497.56</u>
EFT	07/10/2020	LINCOLN FINANCIAL GROUP	6065 GROUP TERM LIFE	367.64
			6070 Dental premiums - Cafeter	425.60
				<u>793.24</u>

SAN GABRIEL VALLEY MVCD
Claims List
July 10, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	07/10/2020	NATIONWIDE RETIREMENT	6066 457 CONTRIBUTION	120.42
				<u>120.42</u>
EFT	07/10/2020	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	664.15
			6200 RETIREMENT - CLASSIC (Employer Contribu	1,391.54
PR of 7/9/20			6200 RETIREMENT - CLASSIC (Employer Contribu	1,564.82
			6200 RETIREMENT - CLASSIC (Employer Contribu	360.27
			6201 RETIREMENT - PEPRA (Employer Contributi	131.51
			6201 RETIREMENT - PEPRA (Employer Contributi	2,527.49
			6201 RETIREMENT - PEPRA (Employer Contributi	998.08
			6201 RETIREMENT - PEPRA (Employer Contributi	1,068.51
			6201 RETIREMENT - PEPRA (Employer Contributi	466.21
				<u>9,172.58</u>
EFT	07/10/2020	PRINCIPAL DENTAL	6070 Dental premiums - Cafeter	90.00
			6070 Dental premiums - Cafeter	414.48
1085590-10001			6070 Dental premiums - Cafeter	1,647.61
			6070 Dental premiums - Cafeter	452.76
			6070 Dental premiums - Cafeter	320.43
				<u>2,925.28</u>
EFT	07/10/2020	TEXAS LIFE INSURANCE COMPANY	6070 Premiums, life - Cafeter (Voluntary Insurance	191.87
			6070 Premiums, life - Cafeter (Voluntary Insurance	100.00
SM09BT20200614001			6070 Premiums, life - Cafeter (Voluntary Insurance	42.25
				<u>334.12</u>
17334	07/10/2020	ADAPCO, INC	6283 PESTICIDES SUPPLIES	8,920.00
			6283 PESTICIDES SUPPLIES	2,918.88
125656			6283 PESTICIDES SUPPLIES	1,528.00
			6283 PESTICIDES SUPPLIES	1,269.85
				<u>12,636.73</u>

Item 4.1

SAN GABRIEL VALLEY MVCD

Claims List

July 10, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				14,636.73
17335	07/10/2020	ARCHIVE SOCIAL	6037 WEBSITE AND EMAIL SERVICE	2,388.00
				2,388.00
11025				
17336	07/10/2020	CALIF CHAMBER OF COMMERCE	6150 MEMBERSHIPS	798.00
				798.00
674877				
17337	07/10/2020	CLARKE MOSQUITO CONTROL	6283 PESTICIDES SUPPLIES	774.55
			6283 PESTICIDES SUPPLIES	73.97
3871, 3872			6283 PESTICIDES SUPPLIES	174.11
3873, 3874			6283 PESTICIDES SUPPLIES	1,939.20
			6283 PESTICIDES SUPPLIES	18,334.80
			6283 PESTICIDES SUPPLIES	1,936.17
			6283 PESTICIDES SUPPLIES	194.03
				23,426.83
17338	07/10/2020	ENTERPRISE	6090 Automobile	2,490.00
				2,490.00
2653				
17339	07/10/2020	ENVIRONMENT CONTROL	6040 Building Maintenance	1,299.00
				1,299.00
8653-411				
17340	07/10/2020	FLEET SOLUTIONS CENTER	6042 EQUIPMENT MAINTENANCE	130.34
			6260 SUPPLIES, MECHANICAL	1,485.00
2854, 2927				1,615.34
17341	07/10/2020	KENN K. FUJIOKA	6072 MEDICAL PREMIUM-Retired EE (Medical pre	296.74

Item 4.1

SAN GABRIEL VALLEY MVCD
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July 10, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				296.74
July Reimburse				
17342	07/10/2020	MACLEOD WATTS INC	6000 ACCOUNTING SERVICES	6,600.00
200707SGVMV				6,600.00
17343	07/10/2020	MARY ANGELA BRISCO	6072 MEDICAL PREMIUM-Retired EE (Medical pre	525.39
July Reimburse				525.39
17344	07/10/2020	MIKE NIFFENEGGER	6072 MEDICAL PREMIUM-Retired EE (Medical pre	571.29
July Reimburse				571.29
17345	07/10/2020	NEOGOV	6036 COMPUTER SOFTWARE	9,754.78
INV-14845				9,754.78
17346	07/10/2020	RED WING SHOE STORE	6334 BOOTS	123.17
			6334 BOOTS	133.04
995-1-2625				256.21
17347	07/10/2020	SSD SYSTEMS INC/MC NEILL SECURITY SYSTE	6040 Monit & Maint (Monitoring & Maintenance)	1,703.91
R-00194197				1,703.91
17348	07/10/2020	STREAMLINE	6037 WEBSITE AND EMAIL SERVICE	200.00
105793				200.00
17349	07/10/2020	VECTOR CONTROL JPA	6110 WORKERS COMP	114,515.00
			6100 LIABILITY	84,115.00
VCJPA-2020-111			6090 Automobile	2,257.00
VCJPA-2020-143			6120 PROPERTY INSURANCE	6,143.00

Item 4.1

SAN GABRIEL VALLEY MVCD

Claims List

July 10, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6085 VCJPA GENERAL	7,517.00
			6111 OTHER INSURANCE	889.00
			6111 OTHER INSURANCE	269.00
			6111 OTHER INSURANCE	222.89
			6111 OTHER INSURANCE	16.72
				<u>215,944.61</u>
		Total Accounts Payable for July 10, 2020		465,819.90

SAN GABRIEL VALLEY MVCD

Claims List

July 23, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	07/23/2020	CAL PERS	6070 Med premiums - Cafeteria (Medical premiums)	981.24
			6070 Med premiums - Cafeteria (Medical premiums)	4,541.23
100000016113290			6070 Med premiums - Cafeteria (Medical premiums)	4,952.09
			6070 Med premiums - Cafeteria (Medical premiums)	2,386.64
			6072 MEDICAL PREMIUM-Retired EE (Medical pre	417.00
			6070 ADMIN FEE (Admin fee)	44.61
				<u>13,322.81</u>
EFT	07/23/2020	NATIONWIDE RETIREMENT	6066 457 CONTRIBUTION	120.42
PR of 7/23/20				<u>120.42</u>
EFT	07/23/2020	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	664.15
			6200 RETIREMENT - CLASSIC (Employer Contribu	1,391.54
PR of 7/23/20			6200 RETIREMENT - CLASSIC (Employer Contribu	1,578.06
			6200 RETIREMENT - CLASSIC (Employer Contribu	360.27
			6200 Employer Cont - PEPRA (Employer Contributi	139.30
			6200 Employer Cont - PEPRA (Employer Contributi	3,001.44
			6200 Employer Cont - PEPRA (Employer Contributi	998.08
			6200 Employer Cont - PEPRA (Employer Contributi	1,068.51
			6200 Employer Cont - PEPRA (Employer Contributi	561.53
				<u>9,762.88</u>
EFT	07/23/2020	PRINCIPAL DENTAL	6070 Dental premiums - Cafeter	2,632.75
10855920-10001				<u>2,632.75</u>
EFT	07/23/2020	TEXAS LIFE INSURANCE COMPANY	6070 Premiums, life - Cafeter (Voluntary Insurance	334.12
SM09BT20200714001				<u>334.12</u>

SAN GABRIEL VALLEY MVCD
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July 23, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17351	07/23/2020	ADDRESSERS	6185 POSTAGE	964.86
				<u>964.86</u>
82225				
17352	07/23/2020	ALL AMERICAN ELECTRIC	6040 Building Maintenance	2,584.34
				<u>2,584.34</u>
17353	07/23/2020	ALLEN WU	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
17354	07/23/2020	AMAZON.COM	6250 LABORATORY SUPPLIES	40.62
			6251 ARBOVIRUS TESTING SUPPLIES	41.22
457777737968	07/10/2020			<u>81.84</u>
17355	07/23/2020	BECKY A. SHEVLIN	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/10/20				
17356	07/23/2020	CALOLYMPIC SAFETY	6302 Supplies, Safety	225.60
			6302 Supplies, Safety	39.76
387696				<u>265.36</u>
17357	07/23/2020	CARUSO FORD LINCOLN	8000 CAPITAL OUTLAY (Capital Outlay)	32,261.45
			8000 CAPITAL OUTLAY (Capital Outlay)	123.75
Ford Transit	07/08/2020		8000 CAPITAL OUTLAY (Capital Outlay)	3,072.91
				<u>35,458.11</u>
17358	07/23/2020	CATHERINE MARCUCCI	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/10/20	07/08/2020			

SAN GABRIEL VALLEY MVCD

Claims List

July 23, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17359	07/23/2020	CHARLES MYERS	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
17360	07/23/2020	COREY CALAYCAY	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/10/20				
17361	07/23/2020	CYNTHIA STERNQUIST	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
Bm of 7/10/20				
17362	07/23/2020	DAN HOLLOWAY	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/10/20				
17363	07/23/2020	ELYSE RASMUSSEN	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/10/20				
17364	07/23/2020	EMMETT G. BADAR	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/10/20				
17365	07/23/2020	FLEET SOLUTIONS CENTER	6260 SUPPLIES, MECHANICAL	613.48
			6260 SUPPLIES, MECHANICAL	124.00
2940, 2938				<u>737.48</u>
17366	07/23/2020	HAROLD J. BISSNER III	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/10/20				

Item 4.1

SAN GABRIEL VALLEY MVCD
Claims List
July 23, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17367	07/23/2020	INTERSTATE BATTERY SYSTEM	6260 SUPPLIES, MECHANICAL	<u>145.10</u> 145.10
10176344				
17368	07/23/2020	JERRY VELASCO	6030 BOARD EXPENSES	<u>100.00</u> 100.00
BM of 7/10/20				
17369	07/23/2020	JOHN CAPOCCIA	6030 BOARD EXPENSES	<u>100.00</u> 100.00
BM of 7/10/20				
17370	07/23/2020	JOSEPH LEON	6030 BOARD EXPENSES	<u>100.00</u> 100.00
BM of 7/10/20				
17371	07/23/2020	JOSEPH ROCHA	6030 BOARD EXPENSES	<u>100.00</u> 100.00
BM of 7/10/20				
17372	07/23/2020	JULI COSTANZO	6030 BOARD EXPENSES	<u>100.00</u> 100.00
BM of 7/10/20				
17373	07/23/2020	KENN K. FUJIOKA	6072 MEDICAL PREMIUM-Retired EE (Medical pre	<u>296.74</u> 296.74
17374	07/23/2020	LAND'S END BUSINESS OUTFITTERS	6333 BRANDED CLOTHING	<u>132.86</u> 132.86

Item 4.1

SAN GABRIEL VALLEY MVCD

Claims List

July 23, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
SIN8526261				
17375	07/23/2020	MARGARET E. FINLAY	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/10/20				
17376	07/23/2020	MARINA KHUBESRIAN, MD	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/10/20				
17377	07/23/2020	MARY ANGELA BRISCO	6072 MEDICAL PREMIUM-Retired EE (Medical pre	525.39
				<u>525.39</u>
Premium Reimburse				
17378	07/23/2020	MEGA DISTRIBUTION/VOLTEX LIGHTS	8000 CAPITAL OUTLAY (Capital Outlay)	2,250.00
			8000 CAPITAL OUTLAY (Capital Outlay)	213.75
				<u>2,463.75</u>
MD-2706				
17379	07/23/2020	MIKE NIFFENEGGER	6072 MEDICAL PREMIUM-Retired EE (Medical pre	571.29
				<u>571.29</u>
Premium Reimburse				
17380	07/23/2020	MVCAC	6150 Membership Dues (Membership Dues, Memb	11,000.00
				<u>11,000.00</u>
7361867				
17381	07/23/2020	NIGRO & NIGRO PC	6000 ACCOUNTING SERVICES	5,850.00
				<u>5,850.00</u>
12730				

Item 4.1

SAN GABRIEL VALLEY MVCD

Claims List

July 23, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17382	07/23/2020	OFFICE & ERGONOMIC SOLUTIONS INC	8000 CAPITAL OUTLAY (Capital Outlay)	3,231.83
				<u>3,231.83</u>
21633				
17383	07/23/2020	QUADIENT /NEOPOST	6185 LEASE NO (Lease No N13082075)	272.25
				<u>272.25</u>
N8395966				
17384	07/23/2020	READYREFRESH BY NESTLE	6170 Arrowhead Water (Arrowhead Water)	246.75
				<u>246.75</u>
10G0024588535				
17385	07/23/2020	RICHARD BARAKAT	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/10/20				
17386	07/23/2020	ROGER CHANDLER	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/10/20				
17387	07/23/2020	SANDRA ARMENTA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/10/20				
17388	07/23/2020	SOCALGAS	6341 Utilities (Acc # 057 518 2100 9 Acc # 059 61E	105.71
			6341 Utilities (Acc # 057 518 2100 9 Acc # 059 61E	26.15
				<u>131.86</u>
05751821009				
17389	07/23/2020	STEPHEN SHAM	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/10/20				

Item 4.1

SAN GABRIEL VALLEY MVCD

Claims List

July 23, 2020

Num	Date	Name	Item	Original Amount
17390	07/23/2020	TIM SANDOVAL	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/10/20				
17391	07/23/2020	TIRE ZONE	6260 SUPPLIES, MECHANICAL	20.16
				<u>20.16</u>
17392	07/23/2020	TPx COMMUNICATIONS	6315 Monthly Internet Charges (Monthly Internet Ch	2,134.46
				<u>2,134.46</u>
17393	07/23/2020	UNIVAR	6283 PESTICIDES SUPPLIES	7,524.00
LA791226			6283 PESTICIDES SUPPLIES	714.78
			6283 PESTICIDES SUPPLIES	4,514.40
LA791305			6283 PESTICIDES SUPPLIES	428.87
				<u>13,182.05</u>
17394	07/23/2020	VERIZON WIRELESS	6000 ACCOUNTING SERVICES	78.50
			6312 Monthly District Field Ph (Monthly District Fiel	2,033.83
272560553-00001	07/10/2020		6312 Monthly District Field Ph (Monthly District Fiel	1,244.90
				<u>3,357.23</u>
17395	07/23/2020	WELLS FARGO VENDOR FIN SERV	6073 EQUIPMENT CANON (Canon Graphics Equip	1,500.16
				<u>1,500.16</u>
5010990515				
17396	07/23/2020	CARUSO FORD LINCOLN	8000 CAPITAL OUTLAY (Capital Outlay)	32,873.32
F200565, F200566			8000 CAPITAL OUTLAY (Capital Outlay)	32,873.32
				<u>65,746.64</u>
Total Accounts Payable for July 25, 2020				179,273.50

Item 4.1

SAN GABRIEL VALLEY MVCD
Claims List
July 23, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
		Total Accounts Payable for July 2020		671,114.14
		Total Payroll for July 2020		235,841.25
		see attached		
		Total Claims List for July 2020		906,955.39

**San Gabriel Valley MVCD
Payroll for July 2020**

Department	July 9, 2020	July 24, 2020	July 24 Correction	TOTAL
EXECUTIVE	9,023.76	9,014.40		18,038.16
ADMINISTRATION	11,587.71	11,613.20		23,200.91
OPERATIONS	45,328.16	49,614.76	(2,651.40)	92,291.52
SURVEILLANCE	16,146.07	16,246.07		32,392.14
COMMUNICATIONS	13,847.35	13,997.35		27,844.70
SEASONAL WORKERS	<u>9,388.40</u>	<u>10,012.24</u>		<u>19,400.64</u>
Gross Payroll	105,321.45	110,498.02	(2,651.40)	213,168.07
Employer Taxes	2,491.28	2,568.69	(55.79)	5,004.18
Car Allowance	500.00	-		500.00
Employee Benefit-Med	<u>8,248.89</u>	<u>8,920.11</u>		<u>17,169.00</u>
TOTAL PAYROLL	116,561.62	121,986.82	(2,707.19)	235,841.25

SGVMVCD
 Comparative YTD Actual to Full Year Budget
 Current Period 8% of Year Completed
 July 31, 2020

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
PERSONNEL EXPENSES						
Salaries, Exempt	52,865.81	52,865.81	605,545.00	552,679.19	8.73	
Salaries - Non Exempt	130,110.87	130,110.87	1,915,927.00	1,785,816.13	6.79	
Salaries - Overtime	169.08	169.08	14,500.00	14,330.92	1.17	
Salaries - Vacation	3,158.28	3,158.28	84,149.00	80,990.72	3.75	
Salaries-Holiday	7,465.77	7,465.77	109,279.00	101,813.23	6.83	
Salaries, Sick Pay	2,903.90	2,903.90	87,127.00	84,223.10	3.33	
Salaries, Part-time - XH	19,372.37	19,372.37	197,580.00	178,207.63	9.80	
Management Car Allowance	500.00	500.00	6,000.00	5,500.00	8.33	
Cafeteria Benefit	48,829.98	48,829.98	364,800.00	315,970.02	13.39	July & Aug premiums
Hlth Benefits, Ret Emps	3,203.84	3,203.84	26,000.00	22,796.16	12.32	July & Aug premium reimbursements
Employer, 457 Contribution	240.84	240.84	3,150.00	2,909.16	7.65	
Medicare	3,282.27	3,282.27	45,790.00	42,507.73	7.17	
Retirement - Classic	7,974.80	7,974.80	223,650.00	215,675.20	3.57	
Retirement - Pepra	10,960.66	10,960.66	295,800.00	284,839.34	3.71	
Retirement - Classic-Unfunded Liability	146,402.00	146,402.00	151,439.00	5,037.00	96.67	One time fee
Retirement - Pepra-Unfunded Liability	8,065.00	8,065.00	8,342.00	277.00	96.68	One time fee
Social Security	351.92	351.92	8,170.00	7,818.08	4.31	
Group Term Life Ins	367.64	367.64	4,300.00	3,932.36	8.55	
Tuition Reimbursement	0.00	0.00	4,000.00	4,000.00	0.00	
Insurance, unemployment	1,549.75-	(1,549.75)	25,000.00	26,549.75	(6.20)	Paychex adj -Covid pay
Post Retirement Benefits	0.00	0.00	0.00	0.00	0.00	
TOTAL PERSONNEL EXPENSES	444,675.28	444,675.28	4,180,548.00	3,735,872.72	10.64	
OPERATING EXPENSES						
Event Participation Fees	0.00	0.00	4,000.00	4,000.00	0.00	
Arbovirus Testing Supplies	41.22	41.22	26,000.00	25,958.78	0.16	
Branded Clothing	100.32	100.32	8,600.00	8,499.68	1.17	
Boots	159.35	159.35	4,500.00	4,340.65	3.54	
Misc. Rentals	0.00	0.00	2,000.00	2,000.00	0.00	

SGVMVCD
 Comparative YTD Actual to Full Year Budget
 Current Period 8% of Year Completed
 July 31, 2020

Professional Development	0.00	0.00	2,000.00	2,000.00	0.00	
Awards	0.00	0.00	3,000.00	3,000.00	0.00	
Advertising	0.00	0.00	30,000.00	30,000.00	0.00	
Bank Charges	1,232.40	1,232.40	15,000.00	13,767.60	8.22	
Board expenses	2,200.00	2,200.00	38,000.00	35,800.00	5.79	
Computer Hardware	0.00	0.00	42,500.00	42,500.00	0.00	
Computer Software	9,754.78	9,754.78	61,000.00	51,245.22	15.99	Neogov renewal
Website/Email Service	2,588.00	2,588.00	5,700.00	3,112.00	45.40	Annual service
Facility maintenance	5,587.25	5,587.25	40,000.00	34,412.75	13.97	Electrical work, Alarm service
Maintenance, equipment	130.34	130.34	4,000.00	3,869.66	3.26	
Maintenance, grounds	0.00	0.00	10,000.00	10,000.00	0.00	
Lease Equipment	1,500.16	1,500.16	21,000.00	19,499.84	7.14	
Fees & Assessments	0.00	0.00	4,300.00	4,300.00	0.00	
Hiring expenses	0.00	0.00	4,000.00	4,000.00	0.00	
VCJPA General Fund	7,517.00	7,517.00	9,248.00	1,731.00	81.28	One time fee
Insurance, liability	84,115.00	84,115.00	79,056.00	(5,059.00)	106.40	One time fee
Workers Comp Insurance	114,515.00	114,515.00	114,890.00	375.00	99.67	One time fee
Automobile Insurance	4,747.00	4,747.00	2,257.00	(2,490.00)	210.32	One time fee
Other Insurance	1,397.61	1,397.61	3,500.00	2,102.39	39.93	Bus travel ins, crime, cyber
Insurance, property	6,143.00	6,143.00	6,423.00	280.00	95.64	One time fee
Legal	0.00	0.00	25,000.00	25,000.00	0.00	
Memberships	11,798.00	11,798.00	28,000.00	16,202.00	42.14	MVCAC, Cal Chamber
Miscellaneous expenses	246.75	246.75	3,500.00	3,253.25	7.05	
Postage	1,237.11	1,237.11	6,700.00	5,462.89	18.46	Postage machine lease
Accounting Services, Auditor	12,528.50	12,528.50	22,000.00	9,471.50	56.95	Progress payments-auditor
Professional Services , Other	0.00	0.00	2,000.00	2,000.00	0.00	
Professional Services-IT	0.00	0.00	50,000.00	50,000.00	0.00	
Printing & Reproduction	0.00	0.00	16,500.00	16,500.00	0.00	
Research	0.00	0.00	500.00	500.00	0.00	
Seminars and meetings	0.00	0.00	47,600.00	47,600.00	0.00	
Supplies, Surveillance	40.62	40.62	10,000.00	9,959.38	0.41	
Supplies, Vehicle Maintenance	2,387.74	2,387.74	60,000.00	57,612.26	3.98	
Supplies, Gasoline	0.00	0.00	65,000.00	65,000.00	0.00	
Supplies, Office	0.00	0.00	11,600.00	11,600.00	0.00	
Supplies, Mosquito Fish	0.00	0.00	5,000.00	5,000.00	0.00	

SGVMVCD
 Comparative YTD Actual to Full Year Budget
 Current Period 8% of Year Completed
 July 31, 2020

Supplies, Operations	0.00	0.00	15,000.00	15,000.00	0.00	
Supplies, Pesticides	51,245.61	51,245.61	75,000.00	23,754.39	68.33	Pesticides for season
Supplies, Communications	0.00	0.00	10,000.00	10,000.00	0.00	
Supplies, Education Program	0.00	0.00	14,000.00	14,000.00	0.00	
Supplies, Safety	265.36	265.36	20,000.00	19,734.64	1.33	
Supplies, Media Production	0.00	0.00	6,000.00	6,000.00	0.00	
Benefit Assesment Admin Cost	0.00	0.00	118,000.00	118,000.00	0.00	
Communications, field	3,278.73	3,278.73	42,000.00	38,721.27	7.81	
Telephone, Internet	2,134.46	2,134.46	14,000.00	11,865.54	15.25	Increase in fees
Telephone , Office	0.00	0.00	15,500.00	15,500.00	0.00	
Training , CEU's	0.00	0.00	6,000.00	6,000.00	0.00	
Uniforms and clothing	0.00	0.00	12,000.00	12,000.00	0.00	
Utilities, Electric	0.00	0.00	30,000.00	30,000.00	0.00	
Utilities, Natural Gas	131.86	131.86	3,100.00	2,968.14	4.25	
Utilities, Water	0.00	0.00	2,200.00	2,200.00	0.00	
Automobile Lease	0.00	0.00	30,000.00	30,000.00	0.00	
Surveillance, Aerial	0.00	0.00	25,500.00	25,500.00	0.00	
TOTAL OPERATING EXPENSES	327,023.17	327,023.17	1,332,674.00	1,005,650.83	24.54	
TOTAL EXPENSES	771,698.45	771,698.45	5,513,222.00	4,741,523.55	14.00	
CAPITAL OUTLAY EXPENSES						
Capital Outlay	106,900.33	106,900.33	242,000.00	135,099.67	44.17	
TOTAL CAPITAL EXPENSES	106,900.33	106,900.33	242,000.00	135,099.67	44.17	
RESERVES						
Reserve, Public Health Em	0.00	0.00	1,326,200.00	1,326,200.00	0.00	
Reserve, Capital Projects	0.00	0.00	459,849.00	459,849.00	0.00	
Reserve, Pension Liability	0.00	0.00	200,258.00	200,258.00	0.00	
Reserve, Building/Facilities	0.00	0.00	49,000.00	49,000.00	0.00	
Reserve, Vehicle Replacement	0.00	0.00	0.00	0.00	0.00	
TOTAL RESERVES	0.00	0.00	2,035,307.00	2,035,307.00	0.00	

**MINUTES of the San Gabriel Valley Mosquito and Vector Control District
Board of Trustees Meeting
1145 N. Azusa Canyon Road, West Covina, CA 91790
July 10, 2020**

TRUSTEES ATTENDING

Stephen Sham (Alhambra)

Roger Chandler (Arcadia)

Joseph Rocha (Azusa)

Rick Barakat (Bradbury)

Corey Calaycay (Claremont)

Jerry Velasco (El Monte)

Margaret Finlay (Duarte)

Charles Myers (Glendora)

Catherine Marcucci (Industry)

Dan Holloway (La Puente)

Elyse Rasmussen (La Verne)

Jamie Bissner (Los Angeles Co.)

Becky Shevlin (Monrovia)

Joseph Leon (Monterey Park)

Rachel Janbek (Pasadena)

Tim Sandoval (Pomona)

Sandra Armenta (Rosemead)

Emmett Badar (San Dimas)

Juli Costanzo (San Gabriel)

John Capoccia (Sierra Madre)

Marina Khubesrian (So. Pasadena)

Cynthia Sternquist (Temple City)

Allen Wu (Walnut)

TRUSTEES ABSENT

Manuel Lozano (Baldwin Park)

Henry Morgan (Covina)

Manuel Garcia (Irwindale)

Lloyd Johnson (West Covina)

STAFF PRESENT

Jared Dever

Rose Alba

Jason Farned

Levy Sun

Melissa Doyle

Marta Tanaka

GUESTS PRESENT

Greg Mills

Stacy Taylor

1. Call to Order

The meeting was called to order at 7:00 a.m.

2. Pledge of Allegiance and Roll Call

Trustee Corey Calaycay led the Pledge of Allegiance and Roll Call Attendance was taken.

3. Opportunity for Public Comment on Non-Agenda Items

None.

4. Consent Calendar

A motion made by Trustee Margaret Finlay, seconded by Trustee Joseph Leon, to approve the Consent Calendar was approved by roll call vote.

5. Consider Candidate for California Special District Association, Board of Directors Vacancy - Special Election Seat C, Southern Network

District Manager Jared Dever advised that the California Special District Association is holding an election for Seat C, and that multiple candidates have submitted election packets for board consideration. Dever requested the board review all candidates and select the individual that best serves the interests of the district.

Greg Mills, Director for Serrano Water District and a candidate for the vacant seat on the CSDA Board of Directors, addressed the board highlighting his experience on various boards, business experience, educational background, community involvement and participation with volunteer organizations. Mr. Mills thanked the board for the opportunity to speak, and their consideration of him as candidate for Seat C.

Stacy Taylor, Mesa Water District, offered her support of Greg Mills as a candidate for Seat C.

A motion made by Trustee Corey Calaycay and seconded by Trustee Jamie Bissner, to Nominate Greg Mills for the California Special District Association Board of Directors, Seat C, was approved by roll call vote.

6. Consider Nomination of Candidate for Alternate seat to Los Angeles Local Agency Formation Commission

District Manager Jared Dever outlined reasons for the vacancy on the Los Angeles Local Agency Formation Commission, stating that nominations of volunteers for the vacant seat would be considered, but are not mandatory.

Trustee Margaret Finlay described the responsibilities, time commitment and location of meetings for the commission.

Board President Becky Shevlin advised that the application is in the board package and nominations must be submitted by July 24, 2020. Shevlin recommended that anyone interested should submit his or her application to the district before the deadline.

District Manager Dever confirmed that he would verify any trustee as an eligible member and submit the application on his or her behalf.

7. Committee Reports

7.1. Executive Meeting held on June 23, 2020 – Discussion of District Legal Counsel and Consideration of Committee Recommendation

District Manager Dever reported that he convened the Executive Committee to discuss the resignation of William Curley from the legal firm Lozano Smith, Attorneys at Law. Dever stated the firm has temporarily assigned another attorney to represent the district.

Dever explained the two options available to the Board:

- Release a Request for Proposal for general legal counsel services
- Release two separate Request for Proposals for general legal counsel and labor/employment legal services.

Dever advised that an Ad Hoc Legal Counsel Selection Committee be appointed to conduct interviews and make an award recommendation to the Board.

A motion made by Trustee Corey Calaycay and seconded by Trustee Tim Sandoval to release a Request for Proposal for general legal counsel services, was approved by roll call vote.

8. District Administration

District Manager Dever shared news of several closures of neighboring vector control agencies due to COVID-19 illnesses and exposures. Dever advised that district policies and procedures, including daily health checks and contact tracing, have been refined to help prevent exposures. He reported that Vector Control District Managers in Southern California have been working on a Mutual Aid Agreement, allowing districts to request resources during designated emergencies. Dever advised this is a legal document requiring approval of the board, and expects to have it ready soon for board consideration.

Dever reported on the announcement this past week of the first Los Angeles County human case of West Nile virus, occurring in Long Beach. He stated that June 21-27 was National Mosquito Control Awareness Week and complemented Levy Sun on the outstanding outreach efforts and social media events conducted by Communications Department staff members.

District Manager Dever, as chair of the Mosquito and Vector Control Association of California Legislative Committee, provided an update on pending legislation. House of Representative's bill 7073 "Special District Provide Essential Services Act" seeks to make special districts eligible for future COVID-19 relief funds. Dever stressed the importance of this bill and encouraged support, citing special districts are not recognized in federal statute, and this bill would correct that national oversight.

9. Trustee Reports

None

10. New Business

Board President Becky Shevlin requested that Ada Eez, the district developed character representing the San Gabriel Valley *Aedes* mosquito population, make an appearance at the next board meeting.

Trustee Roger Chandler requested all cities adopt the Out-of-Service Swimming Pool Ordinance, allowing Code Enforcement Officers to issue citations for unacceptable pool conditions, and speed up the process of correcting unmaintained pools.

Board President Becky Shevlin directed district staff to send the ordinance template to Trustees for distribution to their respective cities.

Trustee Corey Calaycay requested convening the Public Information Committee to review the district Out-of-Service Swimming Pool Violation notice for language modification.

Operations Department
Disease Weeks [27-31] | [June 28 - August 1, 2020]

Chemical Usage:

Larvicides/Pupicides					
Method of Action	Target	Amount		Area Treated	
Larvicide Oils (Surface Film)					
Suffocation	Mosquitoes	3.31	gal.	30392	sq.ft.
Insect Growth Regulators (IGR's)					
Inhibits metamorphosis	Mosquitoes	12.68	lbs.	320895	sq.ft.
Bacterials					
Ingestion, toxicant	Mosquitoes	3.78	gal.	1929302	sq.ft.
Ingestion, toxicant	Mosquitoes	91.67	lbs.	3898379	sq.ft.
Ingestion, toxicant	Black flies	33.57	gal.	9317	m ³
Biologicals					
Mosquito fish	Mosquitoes	1356	ea.	6123	sq.ft.

Zone Specialists:

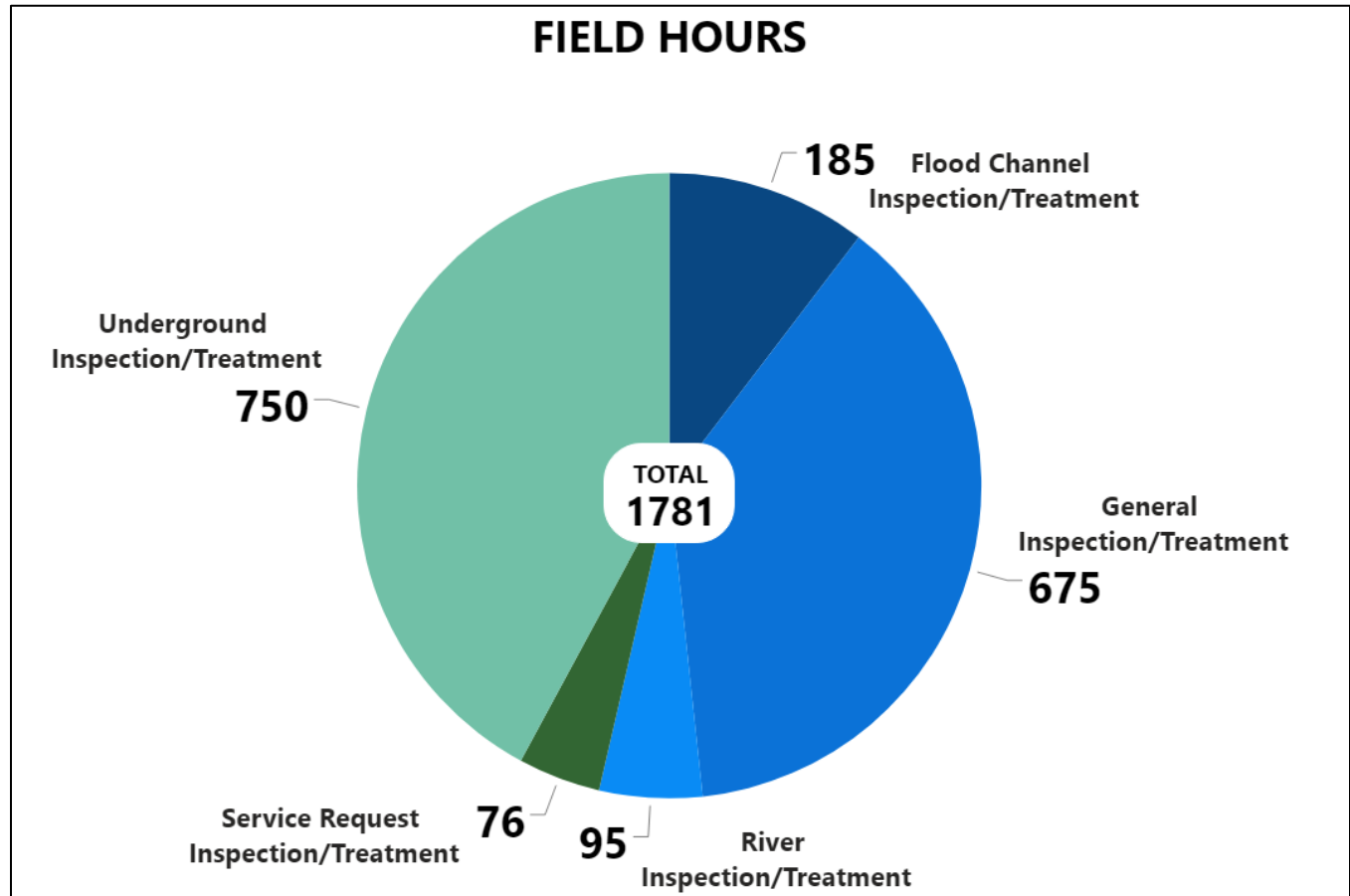
Zone	Specialist	Cities
1	Marc Mitchell	Alhambra, Monterey Park, San Gabriel, South Pasadena
2	Leslie Conner	Altadena, Pasadena
3	Darrin Jones	Arcadia, Sierra Madre, Temple City
4	Jon Halili	Baldwin Park, El Monte, Rosemead
5	Ignacio Ureña	Azusa, Bradbury, Duarte, Irwindale, Monrovia
6	Marco Gaytan	Industry,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

Field Statistics:

4,007
SITES VISITED

217 +0.46%
2019
SERVICE REQUESTS

99 +4.2%
2019
CONSULTATIONS



Operation Summary:

As a result of annual aerial surveillance, the District identified 916 unmaintained swimming pools that appear to be in violation of the California health and safety code. Violation notices have been sent to each property, and since the beginning of July the District has confirmed compliance in 590 cases. The District will attempt to contact outstanding violators in two more rounds of notification before city code enforcements are notified and/or inspection warrants are requested.

The District is accepting and responding to all types service requests. A strict no-contact response protocol has been implemented to allow for safe and effective property inspections, consultations, and neighborhood canvassing efforts. In July, the operations department saw a 5% increase over 2019 in consultation demand and .5% increase in overall service requests. The development of new procedures and programs as a response to COVID-19 has been a priority of the District in order to maintain the support services that residents rely on.

Surveillance Department

Disease Weeks [27 - 31] | [June 28 – August 1, 2020]

Insect Surveillance Activities

The Surveillance Department set traps weekly for mosquitoes and biweekly for black fly. The department has implemented a system of rotating the trapping locations. This strategy provides detailed information regarding the species present and population density for any given area in the District. The map below indicates the locations trapped and the size of the colored circles indicate the level of mosquito activity.

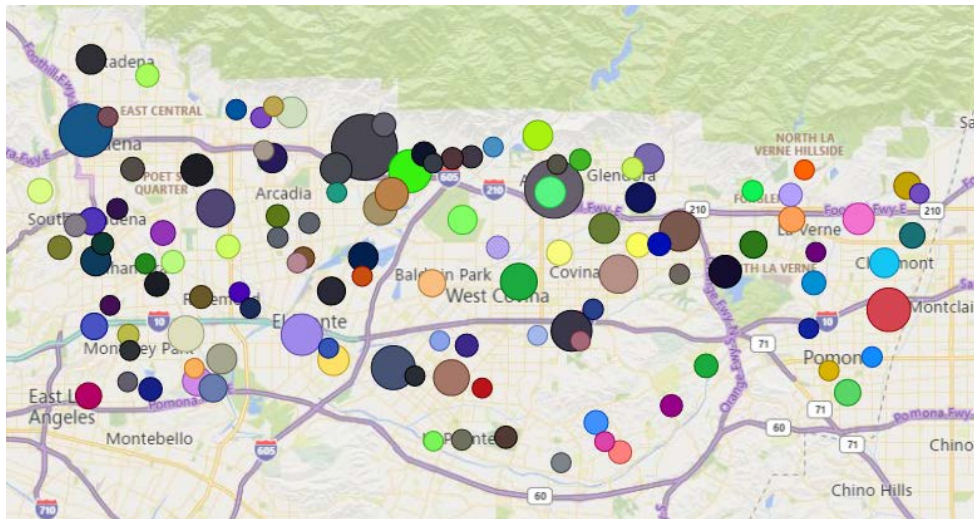


Figure 1 Mosquito Activity in the San Gabriel Valley Weeks 27 to 31

San Gabriel Valley Mosquito Activity

Mosquito activity was low overall during weeks 27 – 31. Mosquito traps were placed weekly and 216 mosquito samples were tested for virus. No dead birds have tested positive for West Nile virus (WNV) in the San Gabriel Valley. On 7/28/2020, a sample of *Culex quinquefasciatus* from a trap set in Pomona tested positive for West Nile virus. *Aedes* mosquito populations will continue to increase through September, with their populations decreasing as temperatures decrease in the fall.

Week	Mosquito Activity	2020 Average / Trap
27	High	127
28	Elevated	60
29	Low	38
30	Low	43
31	Low	32

Mosquito activity is lower in comparison to activity in 2018 and 2019.

- The average number of mosquitoes observed in Weeks 27 to 31, 2020 was 12% lower than in the same weeks in 2018
- The average number of mosquitoes observed in Weeks 27 to 31, 2020 was 29% lower than in the same weeks in 2019

- The average number of mosquitoes observed in Weeks 27 to 31, 2020 was 15% lower than the three year average

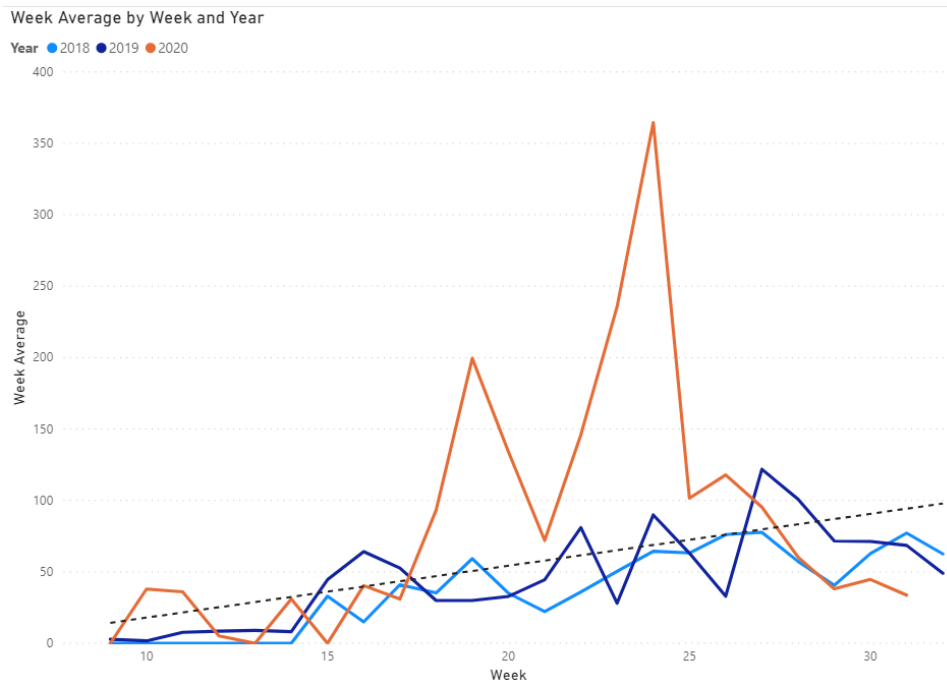


Figure 2 Average Number of Mosquitoes Captured by Week and Year

Arbovirus Activity in California

There have been three human cases of West Nile virus reported in Los Angeles County in 2020. In Los Angeles County, 47 mosquito samples have tested positive (including one sample in the San Gabriel Valley). Eight dead birds have tested positive for West Nile virus, none in the San Gabriel Valley.

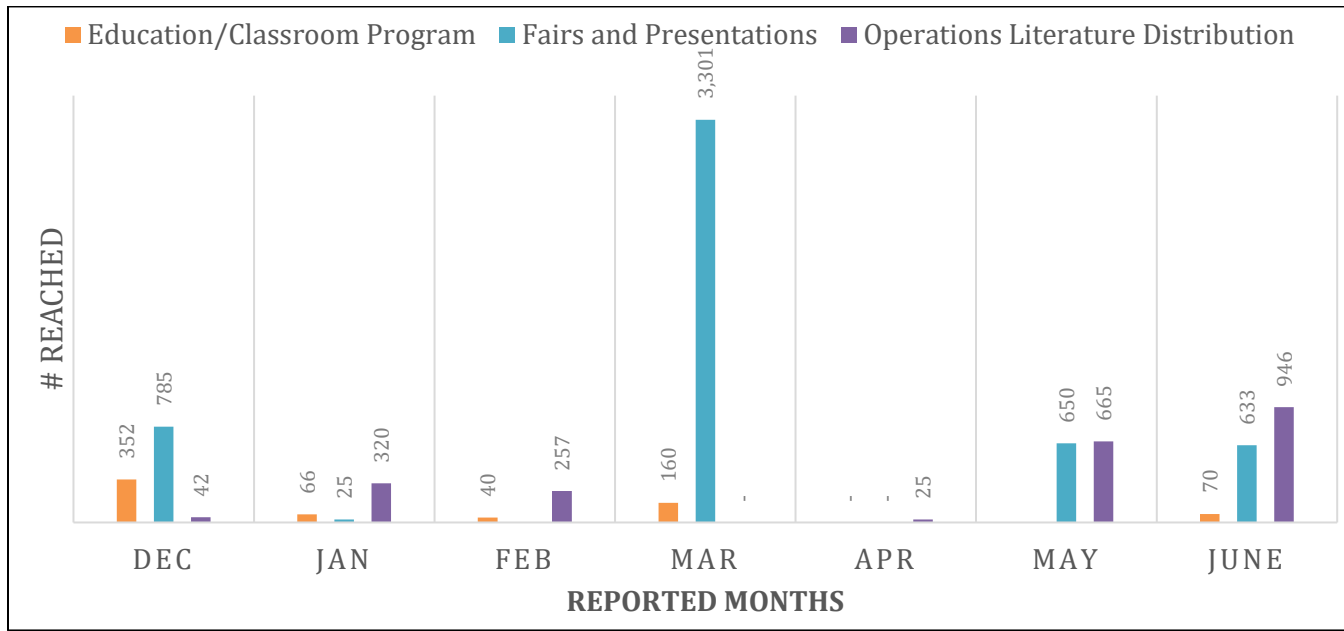
Department News

The department has begun working on projects to gain further understanding on the ecology of mosquitoes in the San Gabriel Valley. The department is currently working on several projects that support the District's efforts to control mosquitoes. The current projects include:

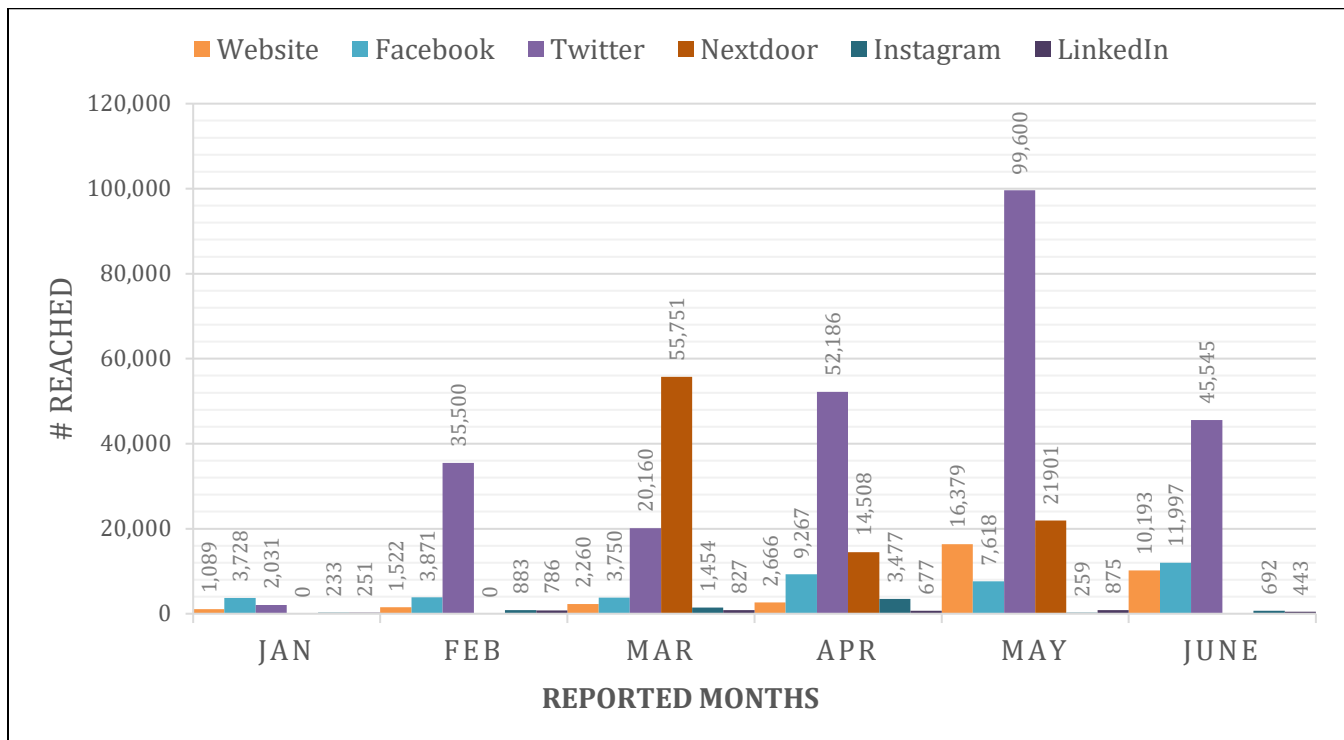
- Quantifying the environmental factors associated with traps that capture high numbers of mosquitoes
- Improving lures to target specific species, including *Culex tarsalis*
- Collaborating with a researcher at the University of Pennsylvania for a population genetics study of *Culex tarsalis*
- Standardizing and improving the placement of ovitraps to aid in the detection of *Aedes* mosquitoes
- Identifying the diversity of bird species surrounding areas that have a history of West Nile virus positive mosquito samples
- Quantifying the role of natural breeding habitats in supporting populations of *Aedes* mosquitoes
- Collaborating with the Communications and Operations department in citizen science projects and the evaluation of control techniques

Communications Department
 Disease Weeks [27-31] | [June 28 – August 1, 2020]

Outreach Activities:



Digital Activities:



E-blast and Media Activities

Name of Activity/Media	Date	Headline
Pasadena Now	7/27	Officials Recruiting Community Members to Help Fight Mosquitoes

EcoHealth Vector Education Program

1. Preschool and Library Little Larva Learning Time program revamp
2. K-6 Grades Curriculum Refresh
 - a. Finalized additional online classroom videos for Google Classroom
 - b. Finalized Part 1 of EcoHealth program's art with illustrator
3. Digital Escape Rooms for middle and high school students
 - a. Researched a new method for delivering a live, virtual vector-borne disease escape room for middle and high school students
4. Operation Mosquito GRID (Growth Reduction and Insect Identification) development
 - a. New, collaborative citizen science program with Surveillance Department
 - b. Produced script and recorded video and voiceover files
5. Grant Proposal
 - a. Seek additional aid from Entomological Society of America's Chrysalis Grant
6. Special Projects
 - a. Identified contractor for "Journey of the Germ" activity which will display the path of a pathogen through the body of a mosquito and hosts.
7. Website
 - a. Began development of EcoHealth website revamp via Wix.com.
8. Events Highlight
 - a. Arcadia Wilderness Park Summer Program
 - b. Los Angeles County Department of Public Health Two-day Virtual Public Health Youth Leaders program
 - i. Presented to nearly forty high school and college students on mosquito-borne disease and careers in vector control

Design

1. Social Media
 - a. Developed Instagram highlight covers for SGV and Ada Eez pages
 - b. Tip, Toss, Protect campaign content
2. Website
 - a. Short Bites blog teaser thumbnails
3. Video
 - a. Tip, Toss, Protect and Pass the Repellent collaboration with other Vector Control Districts
 - b. Mosquito GRID filming
 - c. Bite Back Champion welcome videos

General Outreach

1. Bite Back Champions Campaign
 - a. Ongoing revamp: automation and improving volunteer experience
 - b. Block the Bite Property Inspections in South Pasadena
 - c. Finalized and published Altadena Bites Back video
2. Short Bites website blog development
3. Development of pre-recorded presentations for virtual outreach
4. California Native Plant Virtual Zoom presentation series development
5. MVCAC
 - a. Finalized video of inaccessible storm drain / trash capture devices

Administrative/Trainings

1. Data Collection
 - a. Front Yard Inspection (FYI) data collection project development and SurveyMonkey data collection forms for future door-to-door FYI
2. Trainings and Webinars
 - a. 7/8 - Webinar: Creating a Culture of Volunteer Engagement Confirmation
 - b. 7/14 - Webinar: Walking the Walk: Engage Volunteers in your Volunteer Engagement Program Confirmation
 - c. 7/15 – Webinar: How to Write a Clear and Effective Fact Sheet
 - d. 7/23 - Online escape room to research methods for EcoHealth's own simulation
 - e. 7/28 - Webinar: Beyond Virtual Facilitation: How to Maximize Engagement and Tackle Problems in Your Virtual Meeting

Treasurer's Report - June 2020
San Gabriel Valley Mosquito and Vector Control District

The attached Treasurer's Report is for June 2020.

The Total of All Funds Balance is \$5,963,264.05

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

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

A handwritten signature in blue ink, appearing to read "L. Lynn Johnson", is written over a horizontal line.

Authorized Board of Trustee Member

**San Gabriel Valley Mosquito and Vector Control District
Treasurer's Report (based on Balance Sheet Detail Activity Report,
Period 12, FY 2019-2020 received on July 1, 2020**

Item 4.7

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Local Agency Investment Fund (LAIF)	1.65%	\$1,415,021.60	interest	\$0.00	LAIF Statement (June 2020)	\$1,415,021.60

Maturity Date: Perpetual
Interest rate as of May 2020

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Los Angeles County Pool	0.95%	\$3,988,333.56	interest Trust Warrant #697 Sec Mst 2019-20 3rd pd	\$3,835.28 (\$321,525.24) \$92,858.93	ND 24 Per 12 ND 24 Per 12 ND 24 Per 12	\$3,763,502.53

Maturity Date: Perpetual
Interest rate as of June 2020

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
VCJPA Contingency Fund	2.25%	\$100,772.00	interest	\$2,669.00	VCJPA Statement (March 2020)	\$103,441.00

Maturity Date: Perpetual
Interest rate as of March 2020

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Revolving Fund	\$200,000.00	Deb Activity-June 20 Sweep Trust Warrant #697 McLarens-Claims US Bank Rebate L. Sun-Reimbursement Paychex-Void Check	(\$710,794.24) \$328,574.28 \$321,525.24 \$59,677.98 \$365.66 \$200.81 450.27	CB Statement June 2020	\$200,000.00

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Sweep Account	\$452,530.28	Deb Activity-June 2020 Deposit	(\$328,574.28) \$357,342.92	CB Statement June 2020	\$481,298.92

Total Beginning Balance	\$6,156,657.44			Total End Balance	\$5,963,264.05
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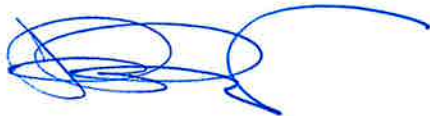
August 14, 2020

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

SUBJECT: August 1, 2020 District Working Fund Balance

August 1, 2020 balance:	\$3,364,046.05
July 1- July 31, 2020 expenditures:	\$906,955.39
August 1, 2020 Working Fund Balance:	\$2,457,090.066

Respectfully Submitted:



**Jared Dever
District Manager**

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

Date: August 14, 2020

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

Subject: **Distribution of Template Pool Maintenance Ordinance for Consideration of Municipal Adoption**

Exhibit(s): **EXHIBIT 6A**

Background

In 2017, the District launched a new aerial surveillance initiative to identify non-functional swimming pools in the San Gabriel Valley. The purpose of this program is to pinpoint non-compliant swimming pools that pose health risks within the region and issue notices for the residents to address their unmaintained swimming pools. These swimming pools serve as breeding grounds for mosquitoes and therefore pose a significant public health risk to the residents of the San Gabriel Valley.

The annual aerial surveillance program identifies approximately 7,500 potentially unmaintained and non-functional swimming pools. On average, 1,500 of those identified are deemed to be a risk to public health. Homeowners of those properties are mailed violation notices that require their swimming pools be returned to functional state or be completely drained.

For residents that fail to respond to violation notification letters, the District seeks to partner with city code enforcement officers to help immediately resolve the public health threat. In order for code enforcement officers to exercise their entry and citation powers to expedite access and correction, each partner city must adopt an ordinance defining the acceptable condition of swimming pools, and the consequences for non-compliance.

The proposed template ordinance (**EXHIBIT 6A**) provides the legal authority cities may adopt to enhance their code enforcement authority by including specific language of the proper operational status and maintenance of swimming pools. The ordinances would also allow for the cities to collaborate with the district to remove public health risks and problems in an expedited manner.

Fiscal Impact

There is no financial impact associated with receiving the template pool maintenance ordinance.

Respectfully submitted,



Jared Dever
District Manager

Chapter ____ - POOL MAINTENANCE

#-##-### - Title.

This chapter shall be known as the city of _____ Pool Maintenance ordinance.

(Ord. No. ____, § _____)

#-##-###- Findings and purpose.

The city council finds and declares as follows:

- A. Stagnant sources of water create breeding grounds for mosquitoes, which are capable of transmitting the causative agents of human diseases.
- B. Inadequately maintained swimming pools are a significant source of stagnant or standing bodies of water within the city.
- C. It is the purpose and intent of this chapter to protect public health, safety and welfare by developing regulations that will promote the maintenance of swimming pools in the city in a healthful, sanitary and safe condition.
- D. It is further the purpose and intent of this chapter to establish administrative procedures to cause the swift abatement of inadequately maintained swimming pools.

(Ord. No. ____, § _____)

#-##-###- Definitions.

"City" means the city of _____.

"Code" means the _____ Municipal Code, and laws incorporated therein by reference, as well as any adopted and uncodified ordinances.

"City manager" means the _____ City Manager and/or his or her authorized designee(s).

"Owner" means and includes any person having legal title to any real property in the city, including all persons shown as owners on the last equalized assessment roll of the county assessor's office. Owner also includes any person with powers of attorney, executors of estates, trustees, or who are court appointed administrators, conservators, guardians or receivers.

"Person," for purposes of this chapter, means and includes any individual, partnership of any kind, corporation, limited liability company, association, joint venture or other organization or entity, however formed, as well as trustees, heirs, executors, administrators, assigns and any public entity or agency that acts as an owner in the city.

"Pool" means any swimming pool, whether above-ground or in-ground. For purposes of this chapter, "pool" also includes any above-ground or in-ground hot tub or spa, ornamental pond, fountain, bird bath, or any other man-made structure or fixture capable of collecting water.

"Property" or "premises" means any privately-owned real property in the city on which a pool, as defined in this chapter, is present.

"Responsible person" means any person, whether an owner as defined in this chapter, or a person who leases, rents, occupies or has charge, control or possession of property, who allows, causes, creates, maintains, suffers or permits the presence of a pool that is not maintained in compliance with the provisions

of this chapter, by any act or the omission of an act or duty. The actions or inactions of a responsible person's agent, employee, representative or contractor may be attributed to that responsible person.

(Ord. No. ____, § _____)

###-###- Enforcement; administration.

- A. The city manager is hereby authorized and directed to enforce the provisions of this chapter.
- B. The city manager is authorized to designate certain city personnel to assist in the enforcement of this chapter. The designees shall have such enforcement powers as are delegated by the city manager.
- C. The city manager is authorized to promulgate rules, regulations, policies and procedures to implement the provisions of this chapter, including, but not limited to, administrative policies and procedures for the city's use, independently and/or in conjunction with the San Gabriel Valley Mosquito and Vector Control District, to investigate, identify and abate pools that are not maintained in compliance with the provisions of this chapter.

(Ord. No. ____, § _____)

###-###- Inspections; right of entry.

- A. The city manager is authorized to make such inspections and take such actions as may be required to enforce the provisions of this chapter. Authorized inspections shall be limited to exterior portions of premises.
- B. When it is necessary to make an inspection to enforce the provisions of this chapter, or when the city manager has reasonable cause to believe that there exists on a premises a pool that is not maintained in compliance with the provisions of this chapter, the city manager may enter the premises at reasonable times to inspect.
 - 1. If the property is occupied, the city manager shall, before entering the premises, present proper credentials and request entry, explaining his or her reasons for the inspection.
 - 2. If the property is unoccupied, the city manager shall first make a reasonable effort to locate the owner or other responsible person, as defined in this chapter, and request entry, explaining his or her reasons for the inspection.
 - 3. If consent to entry is refused or otherwise cannot be obtained, the city manager shall have recourse to every remedy provided by law to secure lawful entry and inspect the premises, including, but not limited to, securing an inspection warrant pursuant to California Code of Civil Procedure Sections 1822.50 through 1822.57.
 - 4. Notwithstanding the foregoing, if the city manager has reasonable cause to believe that a pool is in such a condition as to pose an imminent hazard to public health and safety, the city manager shall have the right to immediately enter and inspect the premises, and may use any reasonable means required to effectuate the entry and inspection.

(Ord. No. ____, § _____)

###-###- Pool maintenance required; maintenance standards; owners' responsibility.

- A. Owners, as defined in this chapter, shall, at all times, regularly and continuously maintain a pool in one of the following manners:
 - 1. The pool shall be filtered and treated so the water remains clear and circulating;

- 2. The pool shall be fully drained and kept dry at all times.
- B. Any pool that is not maintained in conformance with subsection A. shall be deemed an "unmaintained pool."
- C. Notwithstanding any provision of a lease or rental agreement, or other occupancy contract or agreement, which assigns pool maintenance duties to a lessee, tenant or occupant, an owner shall be deemed responsible for the regular and continuous maintenance of his or her pool in accordance with subsection A.

(Ord. No. ____, § _____)

###-###- Violation; public nuisance; penalty.

- A. The city council finds and declares that it is unlawful for any responsible person, as defined in this chapter, to allow, cause, create, suffer or permit the presence of an unmaintained pool on his or her property.
- B. The city council finds and declares that an unmaintained pool constitutes a public nuisance subject to abatement.
- C. Any person violating the provisions of this chapter is subject to the penalty provisions set forth in chapter ###.

(Ord. No. ____, § _____)

###-###- Abatement; emergency abatement of an imminently hazardous unmaintained pool.

- A. The city manager may cause an unmaintained pool to be abated, in accordance with the procedures set forth in chapter ###.
- B. The city manager may utilize the procedures set forth in section ###-### for the emergency abatement of an unmaintained pool if it is determined that the pool creates an imminent hazard to public health, safety or welfare. Evidence of an imminently hazardous pool shall include, but not be limited to, the presence of mosquitoes, mosquito larvae, bacterial growth or algae, or water which is unclear, murky, clouded, green or discolored.

(Ord. No. ____, § _____)

###-###- Administrative citations.

- A. The city manager may issue an administrative citation to a responsible person who causes, allows, suffers or permits the presence of an unmaintained pool. Issuance of a citation shall be in accordance with and as provided in chapter ###.
- B. Notwithstanding any other provisions in this code, the penalty amount of an administrative citation issued for a violation of this chapter shall be assessed as follows:
 - 1. For the first administrative citation, the penalty shall be five hundred dollars (\$500.00).
 - 2. For the second administrative citation, the penalty shall be one thousand dollars (\$1,000.00).
 - 3. For the third administrative citation, the penalty shall be one thousand five hundred dollars (\$1,500.00).

(Ord. No. ____, § _____)

#-##-###- Remedies not exclusive.

Any administrative citation pursuant to this chapter shall not prejudice or adversely affect any other civil, administrative or criminal action that may be brought to abate an unmaintained pool or to seek compensation for damages suffered. A civil or criminal action may be brought concurrently with any other process regarding the same violation.

(Ord. No. ____, § _____)

#-##-###- Applicability of other laws.

This chapter is not the exclusive regulation of pool maintenance or penalty for allowing, causing, creating or permitting the presence of an unmaintained pool. It supplements, and is in addition to, other regulatory codes, statutes and ordinances heretofore or hereafter enacted by the city, San Gabriel Valley Mosquito and Vector Control District, state or any other legal entity or agency having jurisdiction, including but not limited to the provisions of Division 3 of the Health and Safety Code (Section 2000, et seq.), as well as administrative regulations adopted pursuant to those laws.

(Ord. No. ____, § _____)

#-##-###- Severability.

If any section, subsection, paragraph, sentence, clause or phrase of this chapter is declared by a court of competent jurisdiction to be unconstitutional or otherwise invalid, such decision shall not affect the validity of the remaining portions of this chapter. The city council declares that it would have adopted this chapter, and each section, subsection, sentence, clause, phrase or portion thereof, irrespective of the fact that any one or more sections, subsections, phrases, or portions be declared invalid or unconstitutional.

(Ord. No. ____, § _____)

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

Date: August 14, 2020

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

Subject: **Review of Actuarial Valuation of Other Post-Employment Benefit Programs as of June 30, 2019, Development of OPEB Prefunding Levels and GASB 75**

Exhibit(s): **EXHIBIT 7A**

Background

The Finance and Audit Committee met on July 27, 2020 via Zoom Teleconference to review the Actuarial Valuation of Other Post-Employment Benefit Programs as of June 30, 2019, Development of OPEB Prefunding Levels and GASB 75, and to perform the annual review of Article XIII, District Investment Policy.

The District engaged MacLeod Watts, Inc. to perform the mandatory Actuarial Valuation of Other Post-Employment Benefit (OPEB) Programs and GASB 75 report (**EXHIBIT 7A**). Catherine MacLeod provided an overview of significant changes, methodologies, and assumptions for committee members. Recent changes to reporting standards require future benefit assumptions take in to account the likelihood of higher claims than insurance premiums may cover for each benefit recipient be reported in biannual actuarial reports (Implicit Subsidy Liability). The actuarial report also considers recent CalPERS investment discount rate changes, and the addition of full-time staff members to the district debt obligation since the last actuarial study was performed for year ending June 30, 2017.

These new assumptions result in a significant reduction in OPEB funding position for the district. This reduction of funding position for future obligations will require dramatically higher annual contributions to OPEB prefunding investment pools such as CERBT to ensure health benefits are funded for future district retirees.

At the conclusion of the presentation, Committee members asked District Manager, Jared Dever, to perform a FY2020/21 annual budget analysis and determine if additional funds are available to be committed to OPEB obligations. If it is determined that the current District annual operating budget cannot support additional contributions, then District Manager Dever was instructed to present a benefit assessment increase proposal and/or normal operating cost reduction strategies that would help fund additional contributions.

The Committee also performed the annual review of Article XIII, District Investment Policy. Considering the Actuarial Valuation report presentation, the committee directed District Manager Dever to reevaluate the feasibility of GASB 45 Compliant IRS Approved 115 OPEB Trust participation to reduce future pension debt obligations.

Fiscal Impact

There is no direct financial impact associated with receiving and considering the Actuarial Valuation of Other Post-Employment Benefit Programs as of June 30,2019, Development of OPEB Prefunding Levels and GASB 75.

Respectfully submitted,

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

Jared Dever
District Manager

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

Date: August 14, 2020

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

Subject: **Consider Amendment to Personnel and Salary Resolution 92-11, Article XXII, SECTION 7 Telecommuting/Remote Work**

Exhibit(s): **EXHIBIT 8A**

Background

The COVID-19 pandemic has required employers to rapidly adopt alternative work localities and conditions and embrace new technologies to maintain productivity from employees eligible and capable of performing remote work. Many district staff members have been assigned to telecommuting status since the beginning of the health crisis to reduce the total occupancy of the administration building.

Management staff members have closely monitored telecommuting employees for strict adherence to rules defining communication and responsiveness, tracking of work hours and break periods, and overall work quality and productivity. After more than 4 months of telecommuting, the level of productivity and work quality has not declined. In fact, telecommuting employees are exceeding expectations of independent and collaborative work assignments.

In anticipation that the current health crisis will continue to impact our ability to fully reoccupy the administration building, it is prudent to formally adopt rules of conduct for those employees eligible for remote work status. **(Exhibit 8A)** The proposed amendment to Personnel and Salary Resolution 92-11, would add a new section under Article XXII, Rules of Conduct, defining the parameters of eligibility, employee responsibilities, and rights of the district to assign, revoke, and terminate telecommuting/remote work privileges. The policy also defines district equipment use and information security rules, and any costs and reimbursement entitlements.

The adoption of a Telecommuting/Remote Work policy will also serve the District after the current pandemic has subsided, as government agencies and corporations alike realize the mutual benefits, both financial and psychological, of offering remote work assignments to eligible job classifications.

Fiscal Impact

There is no financial impact associated with the adoption of Personnel and Salary Resolution 92-11, Article XXII, SECTION 7 Telecommuting/Remote Work.

Manager's Recommendation

It is the recommendation of the District Manager to approve the adoption of Personnel and Salary Resolution 92-11, Article XXII, SECTION 7 Telecommuting/Remote Work **(Exhibit 8A)**

Alternative

Do not approve the adoption of Personnel and Salary Resolution 92-11, Article XXII, SECTION 7
Telecommuting/Remote Work

Respectfully submitted,

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

Jared Dever
District Manager

ARTICLE XXII**RULES OF CONDUCT**
Adopted August 14, 2020**SECTION 7. Telecommuting/Remote work**

In general, telecommuting pursuant to this rule is a privilege. Thus, the District is not obligated to approve telecommuting for employees. Each telecommuting arrangement may be terminated at any time and at will by the employee or the District Manager.

A. Definitions

For the purpose of this section, the following definitions shall apply:

Alternative Work Location – Approved work sites, other than the employee’s central workplace, where the telecommuting employee performs usual job duties. Such locations may include, but are not necessarily limited to, the employee’s home.

Central Workplace – The employee’s work site at the District.

Telecommuting – A temporary work arrangement in which District management authorizes permanent part-time and full-time employees to perform their usual job duties away from their central workplace, in accordance with the telecommuting agreement.

Telecommuting Agreement – The written agreement between the District and telecommuting employee that outlines the terms and conditions of the employee’s work at the alternative work location.

Work Schedule – The telecommuting employee’s hours of work.

B. Policy

1. Telecommuting is a voluntary option and is considered and approved on a case-by-case basis consistent with the mission of the District and the respective Department. The District is not obligated to approve telecommuting for employees.
2. Telecommuting must be approved before it commences. Any telecommuting agreement is only valid for the time period specified in the agreement. The agreement is invalid after this time unless the District approves an extension in writing.
3. Each telecommuting agreement may be terminated at any time and at will by the employee or the District Manager. The decision to terminate telecommuting is not subject to any grievance procedure or appeal process.

4. An employee wishing to telecommute must initiate the request and obtain support and approval from his/her immediate supervisor and the District Manager. Considerations for approval of telecommuting include, but are not limited to the following:
 - a. Operational needs of the District and the respective Department.
 - b. The ability of the employee to perform his or her specific job duties from a location separate from his or her District worksite without diminishing the quantity or quality of the work performed.
 - c. The degree of face-to-face interaction with other District employees and the public that the employee's position requires.
 - d. Effect on the rest of the work group, unit, Department or District.
 - e. The portability of the employee's work.
 - f. The risk factors associated with performing the employee's job duties from a location separate from his or her central workplace.
 - g. The ability to measure the employee's work performance from a location separate from his or her central workplace.
 - h. The employee's supervisory responsibilities.
 - i. The employee's need for supervision.
 - j. Availability and costs of needed equipment.
 - k. Adequate and appropriate workspace at the employee's designated alternative work location.
 - l. Employee's current and past job performance.
 - m. Duration of the request to telecommute.
 - n. Other considerations deemed necessary and appropriate by the employee's immediate supervisor, the Department Head, and/or the District Manager.
5. Telecommuting employees are subject to the same job responsibilities and standards of performance and productivity as if they were working at their central workplace. Telecommuting employees are required to be accessible in the same manner as if they were working at their central workplace during the established telecommuting work schedule.

6. Employees are required to maintain an accurate record of all hours worked at the alternate work location and make that record available to his or her supervisor upon request. Employees shall record all non-productive work time on his/her timesheet.
7. All periods of employees' unavailability must be approved in advance by management in accordance with department policy and documented on the appropriate leave of absence slip.
8. Employees shall continue to abide by practices, policies and procedures for requests of sick, vacation and other leaves of absences. Requests to work overtime, declare vacation, or take other time off from work must be pre-approved in writing by each employee's supervisor. If an employee becomes ill while working under a telecommuting agreement, he/she shall notify his/her supervisor immediately and record on his/her timesheet any hours not worked due to incapacitation.
9. Employees must notify their supervisor promptly when unable to perform work assignments because of equipment failure or other unforeseen circumstances.
10. Telecommuting is not intended to allow for employees to pursue outside employment, run their own businesses or engage in personal activities during working hours. Telecommuting employees shall comply with the District's outside employment policy and may be subject to disciplinary action, up to and including termination, for violating the policy.
11. Telecommuting employees must manage personal responsibilities such as childcare and other dependent care at their own expense and in a manner that allows job responsibilities to be successfully met as if they were working at their central workplace.
12. Telecommuting employees understand that effective communication is essential for the telecommuting arrangement to be successful. The telecommuting employee will be available by phone and email during the established telecommuting work schedule. Teleconferencing may be considered a reliable means of communication and may substitute for actual attendance at some meetings with advanced approval of the employee's supervisor.
13. The address, telephone number, and description of the alternative work location shall be outlined in the telecommuting agreement.
14. Telecommuting employees agree to furnish and maintain the alternative work location in a safe manner consistent with the requirements of the District, state and federal safety regulations. The alternative work location shall be subject to safety compliance inspection by Human Resources staff and/or other authorized individuals during the telecommuting work schedule as necessary.
15. Telecommuting employees should be available to report to the central workplace in a reasonable amount of time, if directed, should exigent circumstances arise.

16. The work schedule of the telecommuting employee will be determined by the employee's immediate supervisor and will be documented in the telecommuting agreement. The work schedules of non-exempt employees who receive overtime shall include rest and meal breaks. Any deviation from the work schedule must be approved in advance, in writing, by management. Non-exempt employees must take meal and rest breaks while telecommuting, just as they would if they were reporting to work at their District worksite. Non-exempt employees may not telecommute outside their normal work hours without prior written authorization from their supervisor. A non-exempt employee who fails to secure written authorization before telecommuting outside his or her normal work hours may face discipline in accordance with the District's policy for working unauthorized overtime.
17. On a non-telecommuting day, the telecommuting employee shall not work at the alternative work location unless the employee receives advanced supervisor approval.
18. Employees authorized to perform work at an alternate work location must meet the same standards of performance and professionalism expected of District employees in terms of job responsibilities, work product, timeliness of assignments, and contact with other District employees and the public.
19. Telecommuting employees understand that all obligations, responsibilities, codes of conduct, laws, policies, and terms and conditions of employment apply in the same manner during telecommuting as if the employees were working at the central worksite, unless specifically addressed in this policy or the telecommuting agreement. Any breach of the telecommuting agreement by the employee may result in modification or withdrawal of telecommuting privileges, termination of the telecommuting arrangement, and/or disciplinary action, up to and including termination of employment.
20. Equipment and Information Security
 - a. Telecommuting employees are not entitled to use District-provided equipment at the alternative work location. Depending on the situation, equipment needs for telecommuting employees will vary and are determined by the employee's immediate supervisor and the District Manager.
 - b. Telecommuting employees using District-provided computer hardware and software at the alternative work location must abide by the District's policies covering information security, software licensing, internet access and data privacy. Please refer to Article XXII Section 5.
 - c. District-owned equipment shall be used for work-related purposes only and is limited to use by the telecommuting employee. Telecommuting employees are responsible for ensuring that District-owned equipment is properly and responsibly used, maintained, and secured.

- d. Maintenance of District-owned equipment will be performed by District Manager authorized staff or contract IT personnel. The telecommuting employee will be responsible for timely reporting maintenance needs to their supervisor and bringing the equipment to the District-designated repair location, if applicable. Necessary maintenance and repairs on District-owned equipment will be performed at the District's expense unless the need for maintenance or repairs resulted from non-work related use.
- e. Telecommuting employees must return all District-owned equipment to the District when requested by their supervisor, when the telecommuting agreement ends, or when employment is terminated.
- f. Telecommuting employees using personal equipment and resources to perform work at the alternative work location are responsible for the expenses and costs of the equipment and resources. Accordingly, maintenance and repair of personal equipment is the responsibility of the employee. The District is not responsible for costs, expenses or liability associated with personal equipment or resources, even if the employee is engaged in District work at the time.

21. Costs/Expenses

- a. Basic office supplies shall be obtained through the normal departmental procurement procedures.
 - b. Any other expense reimbursement related to telecommuting requires prior approval by the employee's immediate supervisor.
 - c. Any costs related to remodeling and/or furnishing the alternative work location shall be non-reimbursable and the sole responsibility of the employee.
 - d. Normal household expenses associated with the alternative work location, such as heating, electricity, internet connectivity, shall be non-reimbursable.
22. The District generally discourages telecommuting employees from taking confidential District information to the alternative work location. If workload necessitates use of confidential District information, telecommuting employees must request advance approval from his/her immediate supervisor, Department Director, and the District Manager in order to take confidential District information to the alternative work location.
23. Employees shall exercise the same precautions to safeguard electronic and paper information, protect confidentiality, and adhere to the District's records retention policies, especially as it pertains to the Public Records Act. Employees must safeguard all sensitive and confidential information (both on paper and in electronic form) relating to District work they access from the alternative work location or transport from their District worksite to the alternative work location. Employees must also take reasonable

precautions to prevent third parties from accessing or handling sensitive and confidential information they access from the alternative work location or transport from their District worksite to the alternate work location. Employees must return all records, documents, and correspondence to the District at the termination of the telecommuting agreement or upon request by their supervisor, Department Head or Human Resources.

24. Employees' salary and benefits remain unchanged. Telecommuting employees will be eligible for workers' compensation benefits for any injury or illness that arises out of and in the course of employment as defined by Workers' Compensation law, and occurs at the specified area of the alternative work location during the work schedule specified in the telecommuting agreement. A job related accident/illness during the telecommuting work schedule must be reported to the employee's immediate supervisor or his/her designee immediately or no later than 24 hours after the accident/illness. The District shall not be responsible for injuries or property damage unrelated to such work activities, including injuries to third persons when said injuries occur at the alternative work location.

25. Tax implications of telecommuting are the responsibility of the employee. The telecommuting employee may consult independent professionals for advice in this area.

APPROVED AND ADOPTED this 14th day of August, 2020, by the following vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

Becky Shevlin
President, Board of Trustees

ATTEST:

Lloyd Johnson
Secretary-Treasurer, Board of Trustees

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

Date: August 14, 2020
Meeting of: San Gabriel Valley Mosquito and Vector Control District Board of Trustees
Subject: **Consider Candidates for Los Angeles Local Agency Formation Commission (LAFCO) Independent Special District Alternate**
Exhibit(s): **EXHIBIT 9A**

Background

The ballot and supplementary materials (**EXHIBIT 9A**) are attached for the Independent Special District Alternate representative to the Los Angeles Local Agency Formation Commission for the term expiring in May 2022.

Staff will return the completed ballot by September 25, 2020 if the Board chooses to vote in the election.

Manager's Recommendation

No recommendation is provided as the Board must decide which candidate, if any, they choose to endorse.

Alternative(s)

The Board may decide to not vote for a candidate.

Fiscal Impact

None

Respectfully submitted,



Jared Dever
District Manager

Lagerlof, LLP

301 NORTH LAKE AVENUE, 10TH FLOOR
PASADENA, CALIFORNIA 91101
PHONE: (626) 793-9400 ! FAX (626) 793-5900

William F. Kruse
E-MAIL: WFKRUSE@lagerlof.com

TO: PRESIDING OFFICER OF EACH INDEPENDENT SPECIAL DISTRICT IN
LOS ANGELES COUNTY

FROM: WILLIAM F. KRUSE, SPECIAL COUNSEL

RE: BALLOT; LAFCO INDEPENDENT SPECIAL DISTRICT ALTERNATE

DATE : JULY 29, 2020

Enclosed is the Ballot and the supplementary materials submitted for each of the candidates for the LAFCO INDEPENDENT SPECIAL DISTRICT ALTERNATE REPRESENTATIVE for the term expiring in May 2022. Nominations closed as of 5:00 p.m. on July 24, 2020.

Please vote for ONE candidate. The marked ballots should be placed in the envelope marked "Ballot Envelope." Please write the name of your agency and sign your name on the outside of the ballot envelope and return the completed ballots by mail to:

William F. Kruse, Esq.
Lagerlof, LLP
301 N. Lake Avenue, Suite 1000
Pasadena, CA 91101

No ballot will be counted if it is missing the name of the voting agency and the signature of the Presiding Officer on the ballot envelope.

The candidate receiving the highest number of votes will be declared the Independent Special District Alternate Representative to LAFCO.

Ballots must be returned by 5:00 p.m. on Friday, September 25, 2020.

WFK/drb
Enclosures

cc: Paul Novak (w/enclosures)

BALLOT

LAFCO INDEPENDENT SPECIAL DISTRICT ALTERNATE

Please vote for no more than one candidate.

ROBERT W. LEWIS

Occupation: Water District Director
Sponsor: Rowland Water District

DAN MEDINA

Occupation: Board of Trustee Member
Sponsor: The Greater Los Angeles County Vector Control District

MELVIN L. MATTHEWS

Occupation: Water District Director
Sponsor: Foothill Municipal Water District

SHARON S. RAGHAVACHARY

Occupation: Water District Director
Sponsor: Crescenta Valley Water District

NOMINATION
OF
INDEPENDENT SPECIAL DISTRICT ALTERNATE
TO THE
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

To: Independent Special District Selection Committee

From: ROWLAND WATER DISTRICT

Date: JULY 15, 2020

Name of Candidate: ROBERT W. LEWIS

ROWLAND WATER DISTRICT is pleased to nominate
ROBERT W. LEWIS as a candidate for appointment as special district alternate representative to the Los Angeles Local Agency Formation Commission. The nominee is an elected official or a member of the board of an independent special district appointed for a fixed term. For your consideration, we submit the following additional information together with a resume of the candidate's qualifications.

Elective office: DIRECTOR, DIVISION IV

Agency: ROWLAND WATER DISTRICT

Type of Agency: SPECIAL DISTRICT WATER AGENCY

Term Expires: DECEMBER 2, 2022

Residence Address: 2231 S. FULLERTON ROAD, UNIT #8

ROWLAND HEIGHTS, CA 91748

Telephone: (626) 964-0875

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

ROWLAND WATER DISTRICT

(Name of Agency)

By: *Tom Coleman*
TOM COLEMAN

Its: GENERAL MANAGER

Robert W. Lewis

 (626) 964-0875 | rlewis@rowlandwater.com

Experienced public servant and proven leader seeking to apply management and collaboration skills and knowledge of California special districts as the designated alternate representing special districts on the Los Angeles County LAFCO.

PROFESSIONAL EXPERIENCE

ROWLAND WATER DISTRICT, ROWLAND HEIGHTS, CA

Board of Directors, December 1993 – Present

- Current Board President leading five-member team of Directors
- Develop short- and long-term planning initiatives related to water supply, financials and strategic plan
- Oversee \$27.7 million annual budget
- Implement plans and projects to position District as industry leader

PUEENTE BASIN WATER AGENCY, WALNUT, CA

Board of Commissioners, 1993-1997; 2004 – Present

- Identify and pursue projects to optimize local water supplies
- Integrate plans to improve regional water quality
- Facilitate and coordinate regional projects
- Secure supplemental funding and influence legislation for the region

REGIONAL CHAMBER OF COMMERCE OF SAN GABRIEL VALLEY, ROWLAND HEIGHTS, CA

Government Affairs Committee, 2016 – Present

- Monitor public policy and legislative actions related to business growth
- Advocate for the interests of the business community
- Review business development issues

ASSOCIATION OF CALIFORNIA WATER AGENCIES/JOINT POWERS INSURANCE AUTHORITY (ACWA/JPIA), ROSEVILLE, CA

Voting representative, 2011 – Present

- Develop tactics, services and programs to meet the insurance needs of water agencies
- Monitor legislative and regulatory issues
- Oversee annual operating budget

ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA), SACRAMENTO, CA *Region 8 Board of Directors, Representative and Chairman, 2002-2012*

- Monitor state and federal legislation and policy agenda affecting regional agencies

LOS ANGELES COUNTY SPECIAL DISTRICTS AD HOC COMMITTEE, LOS ANGELES, CA

Member, 1994-1995

- Successfully lobbied to secure special district representation on Los Angeles County LAFCO

EMMERSON GLOBAL, NORTH AMERICA

Field Service Project Engineer, 1975-2004

- Installed, monitored and repaired machinery, systems, and processes across various industries

EXPERTISE

- Leadership
- Governance
- Brown Act
- Fairness
- Public policy

MILITARY SERVICE

UNITED STATES ARMY
(1970-1973)

Fort Belvoir, Virginia
Intelligence Analyst

EDUCATION

CALIFORNIA STATE UNIVERSITY,
Fullerton (1979)

*Technical Studies –
Industrial Process
Control Engineering
Certification*

FULLERTON COLLEGE (1973)

Associate degree,
Electronics



NOMINATION
OF
INDEPENDENT SPECIAL DISTRICT ALTERNATE
TO THE
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

To: Independent Special District Selection Committee

From: Mary-Joy Coburn, Director of Community Affairs

Date: July 20, 2020

Name of Candidate: Dan Medina

The Greater Los Angeles County Vector Control District is pleased to nominate

Dan Medina as a candidate for appointment as special district alternate

representative to the Los Angeles Local Agency Formation Commission. The nominee is an elected official or a member of the board of an independent special district appointed for a fixed term. For your consideration, we submit the following additional information together with a resume of the candidate's qualifications.

Elective office: Board Of Trustee Member

Agency: Greater Los Angeles County Vector Control District

Type of Agency: Vector Control - Mosquito Abatement

Term Expires: January 2022

Residence Address: 15403 S. Wilton Place, Gardena, CA 90249

Telephone: 310-339-9919

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

Greater Los Angeles County Vector Control District
(Name of Agency)

By: Mary-Joy Coburn

Its: Director of Community Affairs / Board Liaison

15403 S. Wilton Place
Gardena CA 90249

Dan Medina

310-339-9919
danmedina1@aol.com

Business Development – Project Management Government and Community Affairs

PROFILE

Government and Community Relations Officer with extensive public, municipal and private business experience managing initiatives, projects, and operations resulting in increased revenue, improved community relations and budget savings. Initiated strategic planning for numerous projects working with local, municipal leaders and residents. Accounting background with good understanding of market and social media strategies for new business development and retention. Effective bilingual Spanish/English communication skills to build and maintain critical relationships. Demonstrated ability to meet established goals and objectives. Future-oriented executive, focused on public sector growth and sustainability. Veteran.

CORE COMPETENCIES

Strategic Planning
Credible and Authentic

Business and Government Liaison
Creative Thinker and Contributor

Public Relations/Marketing
Reliable and Results-Driven

EXPERIENCE

Gardena City Councilman

City of Gardena CA

2008 to 04/2020

Projects

- Recycled Water Project, City of Gardena, 2013
- Brought in \$92 Million of revenue to the city thru "Measure R" as President of the South Bay COG
- \$22 Million to up-grade Rosecrans Avenue from Vermont to Crenshaw
- Initiated the "Military Recognition Program" for all Veterans in Gardena
- Started the "Drug Drop-off Program"
- Initiated Litigation against the State Water Quality Board (MS-4) in 2015 and won in 2019, resulting in a \$20 Billion savings for Los Angeles County
- Immediate Past President of the Greater Los Angeles Vector Control Foundation
- Metro Service Council Former Board Member
- Regional Council Representative for District 28, Southern California Association of Governments for Inglewood, Hawthorne and Gardena regarding transportation and airport access and egress

Public Relations Director

Normandie Casino, Gardena CA

01/2000 to 01/2008

- Represented Normandie Casino and Hustler Casino with local, regional, and State representatives, interacting and collaborating with respect to gaming issues
- Met with regional leaders: Congresswoman Maxine Waters and Jennie Oropeza to advocate gaming issues that could potentially affect the Normandie and Hustler Casinos.
- Met with State legislators: Rod Wright and Curren Price to promote relevant gaming issues.
- Attended and reported at City of Gardena City Council meetings to stay updated and relevant on issues and regulations that may affect Normandie Casino.
- Represented and advocated for employee's reduction of work permit fees with Gardena Police Department, ultimately winning the case for Casino Employees
- Attended and reported at Human Resource Meetings; Provided translation assistance to limited English speaking employees on health benefits and policies.
- Developed press releases for print media, tv and radio spots marketing Casino services.

EDUCATION

Bachelor's Degree Program in Accounting, University of Southern California-USC, Los Angeles CA
Theodore Roosevelt High School Graduate, Los Angeles CA

COMMUNITY SERVICE/VOLUNTEER WORK

Past President, Gardena/Carson Rotary Club, Gardena Valley Lion's Club,
Gardena Sports Advisory Board
Gardena Mexican American Democratic Club
South Bay Cities Council of Governments
Member, South Bay Environmental Services Center
Board of Managers and Publicity Director, YMCA
Board Member, SBWIB One-Stop Employment and Business Center, Gardena CA

EXHIBIT 9A

OF
INDEPENDENT SPECIAL DISTRICT ALTERNATE
TO THE
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

To: Independent Special District Selection Committee

From: Richard Atwater

Date: July 22, 2020

Name of Candidate: _____

Foothill Municipal Water District

is pleased to nomin

Melvin L Matthews

as a candidate for appointment as special district altern

representative to the Los Angeles Local Agency Formation Commission. The nominee is an elec
official or a member of the board of an independent special district appointed for a fixed term. For yo
consideration, we submit the following additional information together with a resume of the candidat
qualifications.

Elective office: Director, Divison 2

Agency: Foothill Municipal Water District

Type of Agency: Special District

Term Expires: 12/2023

Residence Address: 2121 Glen Springs Rd, Pasadena, CA 91107

Telephone: 626-622-9137

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

Foothill Municipal Water District

(Name of Agency)

By: _____

Richard Atwater

Richard Atwater

Its: _____

President



Mr. Matthews is the General Manager of Kinneloa Irrigation District (KID), a water purveyor serving the Kinneloa Ranch area east of Altadena, CA and portions of Pasadena, California. Before becoming General Manager, he served as Treasurer and Chairman of the Board of Directors for KID. Mr. Matthews is also the founder and president of KDM Services, which provides property management and business consulting services. Mr. Matthews also serves on the Board of the Foothill Municipal Water District as Vice President and Chairman of the Finance Committee and is active in professional organizations dedicated to special district management and governance.

Previously, Mr. Matthews was in the cable television business for 32 years as founder and president of KTS Corporation and later with Charter Communications serving as the Director of Government and Community Relations after selling his cable systems to Charter in 1993. Mr. Matthews left Charter in 2002 to establish KDM Services.

Prior to his cable television career, he worked for Rockwell International and was a member of the engineering group that performed the certification testing of the Environmental Control System of the Apollo Command Module.

Mr. Matthews is a graduate of the University of California, Berkeley and holds a BS in Chemical Engineering. He also holds an MBA in Operations Management from the Anderson Graduate School of Business at UCLA. He is a native of Pasadena, California and still lives there with his wife, Donna. They have five children and 12 grandchildren.

NOMINATION
OF
INDEPENDENT SPECIAL DISTRICT ALTERNATE
TO THE
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

To: Independent Special District Selection Committee
 From: President Kerry D. Erickson and Member of the the Board of Directors
 Date: June 4, 2020
 Name of Candidate: Sharon S. Raghavachary

The Board of Directors of the Crescenta Valley Water District is pleased to nominate
Sharon S. Raghavachary as a candidate for appointment as special district alternate
 representative to the Los Angeles Local Agency Formation Commission. The nominee is an elected
 official or a member of the board of an independent special district appointed for a fixed term. For your
 consideration, we submit the following additional information together with a resume of the candidate's
 qualifications.

Elective office: Director of Board of Directors of

Agency: Crescenta Valley Water District

Type of Agency: Water and Sewer District

Term Expires: December 2020

Residence Address: 2209 Maurice Avenue

La Crescenta, CA 91214

Telephone: 818 541-9071

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

Crescenta Valley Water District

(Name of Agency)

By: 

Its: Chairman of the Board of Directors



Crescenta Valley Water District

2700 Foothill Boulevard, La Crescenta, California 91214
Phone (818) 248-3925 Fax (818) 248-1659

Directors

Judy L. Tejada
James D. Bodnar
Kerry D. Erickson
Kenneth R. Putnam
Sharon Raghavachary

Officers

Nemesiano Ochoa, P.E.
General Manager
James Lee
Director of Finance & Administration

Director Raghavachary has been active in the La Crescenta Community for 20 years and has a background in accounting and computer systems.

Ms. Raghavachary is a founder of the Crescenta Valley Community Association. She served for seven years on the Crescenta Valley Town Council, during which time she was co-chair of the Foothill Design Committee that wrote design standards for Foothill Boulevard and was a member of Supervisor Antonovich's Library Committee. She also served as Council Vice President and Land Use Committee Chair.

Additionally, Director Raghavachary served three years on the Parent Advisory Council for Children's Hospital Los Angeles, providing input for the new hospital tower. She has been a volunteer for the Los Angeles County Sheriff's Department and Treasurer of the Crescenta Valley Arts Council, as well as a Girl Scout troop leader for ten years. For over five years she wrote a featured column for the Glendale New Press and the Crescenta Valley Weekly. She is currently serving her second year on the Clark Magnet High School's School Site Council.

Ms. Raghavachary has teenage twins, a boy and a girl, who attend Clark Magnet and Crescenta Valley High Schools.