



San Gabriel Valley Mosquito and Vector Control District  
Board of Trustees Meeting  
June 12, 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/ackGc2g5eB> 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](mailto: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](mailto: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 May 2020\*

4.2. Budget Status Report for May 2020\*

4.3. Amended Minutes of Board of Trustees Meeting April 2020\*

4.4. Minutes of Board of Trustees Meeting May 2020\*

4.5. Operations Report April 2020\*

4.6. Surveillance Report April 2020\*

4.7. Communications Report April 2020\*

4.8. April 2020 Monthly Treasurer Report/District Working Balance for June 2020\*

**5. Distribution of Annual Engineers Report \* (Exhibit 5A)**

(District Manager Jared Dever) (Receive and File)

**6. Consider Approval of Resolution 2020-02 to Order Collection of Special Benefit Property Taxes, Inclusive of FY 2020/21 Budget \* (Exhibit 6A)**

(Board President Becky Shevlin) (Action Required) (Approve/Disapprove)

- 6.1. President Reads the Item
- 6.2. President Declares the Public Hearing is open
- 6.3. President Requests Staff to Report any Communication(s)
- 6.4. Receive Staff Reports (District Manager)
- 6.5. President Calls for Public Testimony
- 6.6. President Closes the Public Hearing
- 6.7. Board Discussion
- 6.8. Board Motion and Vote

**7. Consider Amendment to Personnel and Salary Resolution No. 92-11: Article XXV, Drug and Alcohol Abuse Policy \* (Exhibit 7A)**

(Board President, Becky Shevlin) (Action Required) (Approve/Disapprove)

**8. Consider Amendment to Personnel and Salary Resolution No. 92-11: Article XXII, Section 6., Social Media Policy \* (Exhibit 8A)**

(Board President, Becky Shevlin) (Action Required) (Approve/Disapprove)

**9. Committee Reports**

**9.1. Joint Meeting of Personnel and Policy and Executive Committees, May 12, 2020**

(Committee Chair, Richard Barakat) (Committee Chair, Becky Shevlin)

**10. District Administration**

**11. Trustee Reports**

(Verbal Reports)

**12. New Business**

**13. Adjournment**

## **CERTIFICATE OF POSTING**

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

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



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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

May 14, 2020

Num	Date	Name	Item	Original Amount
EFT	05/14/2020	AMERICAN FIDELITY AKA FLEX ACCOUNT ADM 6070 FLEX PREMIUMS (Flex Premiums)		1,008.32
				<u>1,008.32</u>
2069066				
EFT	05/14/2020	NATIONWIDE RETIREMENT	6066 457 CONTRIBUTION	117.47
				<u>117.47</u>
PR of 5/14/20				
EFT	05/14/2020	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	615.39
			6200 RETIREMENT - CLASSIC (Employer Contribu	1,289.36
PR of 5/14/20	05/14/2020		6200 RETIREMENT - CLASSIC (Employer Contribu	1,432.91
			6200 RETIREMENT - CLASSIC (Employer Contribu	333.82
			6201 RETIREMENT - PEPRA (Employer Contributi	118.80
			6201 RETIREMENT - PEPRA (Employer Contributi	2,283.36
			6201 RETIREMENT - PEPRA (Employer Contributi	721.52
			6201 RETIREMENT - PEPRA (Employer Contributi	965.23
				<u>7,760.39</u>
17178	05/14/2020	ALL AMERICAN ELECTRIC	8000 CAPITAL OUTLAY (Capital Outlay)	2,250.00
			8000 CAPITAL OUTLAY (Capital Outlay)	1,550.00
6488, 6489, 6490			8000 CAPITAL OUTLAY (Capital Outlay)	588.10
				<u>4,388.10</u>
17179	05/14/2020	ALLEN WU	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
Bm of 5/8/20				
17180	05/14/2020	AMAZON.COM	6302 Supplies, Safety	168.59
			6260 SUPPLIES, MECHANICAL	84.23
858973585574			6260 SUPPLIES, MECHANICAL	301.40
			6035 COMPUTER HARDWARE	139.37
			6270 OFFICE SUPPLIES	32.83

Item 4.1

**SAN GABRIEL VALLEY MVCD**  
**Claims List**  
May 14, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6260 SUPPLIES, MECHANICAL	197.07
			6035 COMPUTER HARDWARE	220.77
			6281 MOSQUITO FISH SUPPLIES	59.28
			6270 OFFICE SUPPLIES	16.40
			6270 OFFICE SUPPLIES	52.53
				<u>1,272.47</u>
<b>17181</b>	<b>05/14/2020</b>	<b>ARAMARK</b>	6332 Uniforms (Uniforms)	134.65
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	105.23
792287099	05/01/2020		6332 Uniforms (Uniforms)	129.33
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	105.23
			6332 Uniforms (Uniforms)	134.65
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	105.23
			6332 Uniforms (Uniforms)	129.33
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	105.23
			6332 Uniforms (Uniforms)	543.68
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	105.23
			6332 Uniforms (Uniforms)	26.45
				<u>1,624.24</u>
<b>17182</b>	<b>05/14/2020</b>	<b>BECKY A. SHEVLIN</b>	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/8/20				
<b>17183</b>	<b>05/14/2020</b>	<b>CALIFORNIA DEPARTMENT OF PUBLIC HEALTH</b>	6330 TRAINING, CEU'S	148.00
				<u>148.00</u>
Certification Fee				
<b>17184</b>	<b>05/14/2020</b>	<b>CATHERINE MARCUCCI</b>	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/8/20				

SAN GABRIEL VALLEY MVCD

Claims List

May 14, 2020

Num	Date	Name	Item	Original Amount
17185	05/14/2020	CHARLES MYERS	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/8/20				
17186	05/14/2020	COREY CALAYCAY	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/8/20				
17187	05/14/2020	CYNTHIA STERNQUIST	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
Bmof 5/8/20				
17188	05/14/2020	DAN HOLLOWAY	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/8/20				
17189	05/14/2020	EMMETT G. BADAR	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/8/20				
17190	05/14/2020	ENTERPRISE	6007 - AUTOMOBILE LEASE	2,508.68
			6007 - AUTOMOBILE LEASE	2,508.68
				<u>5,017.36</u>
2647, Apr, May				
17191	05/14/2020	ENVIRONMENT CONTROL	6040 Building Maintenance	1,299.00
			6040 Building Maintenance	2,850.00
				<u>4,149.00</u>
8322-411				
2760-411 INV				
17192	05/14/2020	FLEET SOLUTIONS CENTER	6260 SUPPLIES, MECHANICAL	105.00
			6260 SUPPLIES, MECHANICAL	249.00
				<u>249.00</u>

**SAN GABRIEL VALLEY MVCD**  
**Claims List**  
May 14, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
Inv 2790, 2792				354.00
17193	05/14/2020	HAROLD J. BISSNER III	6030 BOARD EXPENSES	100.00
				100.00
BM of 5/8/20				
17194	05/14/2020	IRWINDALE INDUSTRIAL CLINIC	6080 Physical - Hiring (Physical Exam)	195.00
			6080 Physical - Hiring (Physical Exam)	140.00
4438-968392			6080 Physical - Hiring (Physical Exam)	140.00
			6080 Physical - Hiring (Physical Exam)	160.00
			6080 Physical - Hiring (Physical Exam)	140.00
			6080 Physical - Hiring (Physical Exam)	185.00
				960.00
17195	05/14/2020	JERRY VELASCO	6030 BOARD EXPENSES	100.00
				100.00
Bm of 5/8/20				
17196	05/14/2020	JOHN CAPOCCIA	6030 BOARD EXPENSES	100.00
			6030 BOARD EXPENSES	100.00
May BM, Apr Comm				200.00
17197	05/14/2020	JOSEPH LEON	6030 BOARD EXPENSES	100.00
				100.00
Bm of 5/8/20				
17198	05/14/2020	JOSEPH ROCHA	6030 BOARD EXPENSES	100.00
				100.00
Bm of 5/8/20				
17199	05/14/2020	JULI COSTANZO	6030 BOARD EXPENSES	100.00



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May 14, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				100.00
Bm of 5/8/20				
17200	05/14/2020	LLOYD JOHNSON	6030 BOARD EXPENSES	100.00
			6030 BOARD EXPENSES	49.50
Bm of 5/8/20				<u>149.50</u>
17201	05/14/2020	MANUEL GARCIA	6030 BOARD EXPENSES	100.00
BM of 5/8/20				<u>100.00</u>
17202	05/14/2020	MARGARET E. FINLAY	6030 BOARD EXPENSES	100.00
BM of 5/8/20				<u>100.00</u>
17203	05/14/2020	MARINA KHUBESRIAN, MD	6030 BOARD EXPENSES	100.00
			6030 BOARD EXPENSES	100.00
May BM, Apr Comm				<u>200.00</u>
17204	05/14/2020	PRAXAIR DISTRIBUTION	6250 LABORATORY SUPPLIES	54.84
96421152				<u>54.84</u>
17205	05/14/2020	RESCUE ROOTER/ARS	6040 Building Maintenance	585.00
8103-316565				<u>585.00</u>
17206	05/14/2020	RICHARD BARAKAT	6030 BOARD EXPENSES	100.00
BM of 5/8/20				<u>100.00</u>

**SAN GABRIEL VALLEY MVCD**  
**Claims List**  
**May 14, 2020**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17207	05/14/2020	ROGER CHANDLER	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/8/20				
17208	05/14/2020	SANDRA ARMENTA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/8/20				
17209	05/14/2020	SOCALGAS	6341 Utilities (Acc # 057 518 2100 9 Acc # 059 61E	99.69
			6341 Utilities (Acc # 057 518 2100 9 Acc # 059 61E	24.02
				<u>123.71</u>
057-518-21009				
17210	05/14/2020	SOUTHERN CALIFORNIA EDISON	6340 UTILITIES - ELECTRIC	1,520.25
				<u>1,520.25</u>
2-03760-7223				
17211	05/14/2020	STEPHEN SHAM	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/8/20				
17212	05/14/2020	STEVEN LY	6302 Supplies, Safety	20.00
				<u>20.00</u>
Mask Reimbursement				
17213	05/14/2020	STREAMLINE	6037 WEBSITE AND EMAIL SERVICE	200.00
				<u>200.00</u>
104853				
17214	05/14/2020	TIM SANDOVAL	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/8/20				

SAN GABRIEL VALLEY MVCD

Claims List

May 14, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17215	05/14/2020	TPx COMMUNICATIONS	6315 Monthly Internet Charges (Monthly Internet Ch	998.30
			6320 Office phones (Office phones)	1,135.12
129793983-0				<u>2,133.42</u>
17216	05/14/2020	ULINE	6280 SUPPLIES, OPERATIONS	201.20
119274584				<u>201.20</u>
17217	05/14/2020	UNIVERSITY OF THE PACIFIC	6250 LABORATORY SUPPLIES	3,000.00
Inv 1				<u>3,000.00</u>
17218	05/14/2020	WAXIE	6302 Supplies, Safety	600.00
			6302 Supplies, Safety	65.49
79129403				<u>665.49</u>
17219	05/14/2020	WELLS FARGO VENDOR FIN SERV	6073 EQUIPMENT CANON (Canon Graphics Equip	1,500.16
5010239758				<u>1,500.16</u>
17220	05/14/2020	WEST VALLEY MVCD	6251 ARBOVIRUS TESTING SUPPLIES	1,752.00
2564				<u>1,752.00</u>
17221	05/14/2020	WEX/CHEVRON	6262 Fuel for Trucks (Fuel for Trucks)	2,735.01
65307914	05/06/2020			<u>2,735.01</u>

**SAN GABRIEL VALLEY MVCD**  
**Claims List**  
May 14, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
		<b>Total Accounts Payable for May 14, 2020</b>		<b>42,087.93</b>

SAN GABRIEL VALLEY MVCD

Claims List

May 28, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	05/28/2020	AMERICAN FIDELITY ASSURANCE	6070 Premiums, life - Cafeter (Voluntary Insurance	114.08
			6070 Premiums, life - Cafeter (Voluntary Insurance	290.73
D154926	05/15/2020		6070 Premiums, life - Cafeter (Voluntary Insurance	1,306.24
			6070 Premiums, life - Cafeter (Voluntary Insurance	201.45
			6070 Premiums, life - Cafeter (Voluntary Insurance	54.95
				<u>1,967.45</u>
EFT	05/28/2020	BOARD OF EQUALIZATION	6075 FEES & ASSESSMENTS	1,414.00
				<u>1,414.00</u>
102-598100				
EFT	05/28/2020	CAL PERS	6070 Med premiums - Cafeteria (Medical premiums	981.24
			6070 Med premiums - Cafeteria (Medical premiums	4,541.23
100000016044823			6070 Med premiums - Cafeteria (Medical premiums	4,997.99
			6070 Med premiums - Cafeteria (Medical premiums	2,386.64
			6070 Med premiums - Cafeteria (Medical premiums	417.00
			6070 ADMIN FEE (Admin fee)	50.31
				<u>13,374.41</u>
EFT	05/28/2020	FIDELITY SECURITY LIFE INSURANCE CO.	6070 Vision Premiums (Vision Premiums)	12.30
			6070 Vision Premiums (Vision Premiums)	57.67
164361915			6070 Vision Premiums (Vision Premiums)	285.06
			6070 Vision Premiums (Vision Premiums)	97.16
			6070 Vision Premiums (Vision Premiums)	57.67
				<u>509.86</u>
EFT	05/28/2020	LINCOLN FINANCIAL GROUP	6065 GROUP TERM LIFE	372.96
			6065 GROUP TERM LIFE	425.60
1585384				<u>798.56</u>
EFT	05/28/2020	NATIONWIDE RETIREMENT	6066 457 CONTRIBUTION	117.47
				<u>117.47</u>

**SAN GABRIEL VALLEY MVCD**  
**Claims List**  
**May 28, 2020**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				117.47
EFT	05/28/2020	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	615.39
			6200 RETIREMENT - CLASSIC (Employer Contribu	1,289.36
PR of 5/28/20			6200 RETIREMENT - CLASSIC (Employer Contribu	1,432.91
			6200 RETIREMENT - CLASSIC (Employer Contribu	333.82
			6201 RETIREMENT - PEPRA (Employer Contributic	118.80
			6201 RETIREMENT - PEPRA (Employer Contributic	2,283.36
			6201 RETIREMENT - PEPRA (Employer Contributic	901.68
			6201 RETIREMENT - PEPRA (Employer Contributic	965.28
			6201 RETIREMENT - PEPRA (Employer Contributic	258.30
				<u>8,198.90</u>
EFT	05/28/2020	PRINCIPAL DENTAL	6070 Dental premiums - Cafeter	90.00
			6070 Dental premiums - Cafeter	414.48
1085590-10001			6070 Dental premiums - Cafeter	1,693.07
			6070 Dental premiums - Cafeter	452.76
			6070 Dental premiums - Cafeter	320.43
				<u>2,970.74</u>
EFT	05/28/2020	TEXAS LIFE INSURANCE COMPANY	6070 Premiums, life - Cafeter (Voluntary Insurance	191.87
			6070 Premiums, life - Cafeter (Voluntary Insurance	100.00
SM09BT20200514001			6070 Premiums, life - Cafeter (Voluntary Insurance	42.25
				<u>334.12</u>
17222	05/28/2020	AZUSA LIGHT & WATER	6343 Meter # 45169724 (Account # 303-0191.300 (	47.26
			6343 Meter # 99172930 (Account # 303-0190.300)	74.23
303-0191.300				<u>121.49</u>
17223	05/28/2020	BIOQUIP PRODUCTS	6250 LABORATORY SUPPLIES	313.10

**SAN GABRIEL VALLEY MVCD**  
**Claims List**

May 28, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6250 LABORATORY SUPPLIES	2,219.20
165182			6250 LABORATORY SUPPLIES	259.56
				<u>2,791.86</u>
<b>17224</b>	<b>05/28/2020</b>	<b>CALIFORNIA DEPARTMENT OF PUBLIC HEALTH- 6330 TRAINING, CEU'S</b>		210.00
				<u>210.00</u>
Cert Exams				
<b>17225</b>	<b>05/28/2020</b>	<b>CYPRESS HEATING &amp; AIR CONDITIONING</b>	6042 EQUIPMENT MAINTENANCE	525.00
				<u>525.00</u>
7761258				
<b>17226</b>	<b>05/28/2020</b>	<b>FLEET SOLUTIONS CENTER</b>	6260 SUPPLIES, MECHANICAL	152.50
			6260 SUPPLIES, MECHANICAL	152.50
see attached list	05/15/2020		6260 SUPPLIES, MECHANICAL	346.80
			6260 SUPPLIES, MECHANICAL	249.00
			6260 SUPPLIES, MECHANICAL	468.07
			6260 SUPPLIES, MECHANICAL	83.07
			6260 SUPPLIES, MECHANICAL	105.00
			6260 SUPPLIES, MECHANICAL	167.81
			6260 SUPPLIES, MECHANICAL	288.31
			6260 SUPPLIES, MECHANICAL	196.25
			6260 SUPPLIES, MECHANICAL	132.63
			6260 SUPPLIES, MECHANICAL	720.94
			6260 SUPPLIES, MECHANICAL	1,171.97
			6260 SUPPLIES, MECHANICAL	57.50
				<u>4,292.35</u>
<b>17227</b>	<b>05/28/2020</b>	<b>Global Industrial</b>	6250 LABORATORY SUPPLIES	124.72
				<u>124.72</u>
115934668				

**SAN GABRIEL VALLEY MVCD**  
**Claims List**  
**May 28, 2020**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17228	05/28/2020	HOME DEPOT	6040 Building Maintenance	78.89
			6040 Building Maintenance	253.64
2284538, 103867			6040 Building Maintenance	19.81
				<u>352.34</u>
17229	05/28/2020	LOZANO SMITH, LLP	6130 Profess Serv rendered (Professional Services	2,744.50
2108320				<u>2,744.50</u>
17230	05/28/2020	NIGRO & NIGRO PC	6187 AUDITOR (For professional services rendered	1,170.00
12371				<u>1,170.00</u>
17231	05/28/2020	SSD SYSTEMS INC/MC NEILL SECURITY SYSTE	6040 Monit & Maint (Monitoring & Maintenance)	258.00
R-00174979				<u>258.00</u>
17232	05/28/2020	STEVEN LY	6334 BOOTS	154.92
Reimbursement				<u>154.92</u>
17233	05/28/2020	SYNTECH GROUP INC.	6046 PROFESSIONAL SERVICES - IT	775.00
			6046 PROFESSIONAL SERVICES - IT	855.00
A20104	05/01/2020		6046 PROFESSIONAL SERVICES - IT	620.00
				<u>2,250.00</u>
17234	05/28/2020	TIRE ZONE	6260 SUPPLIES, MECHANICAL	20.00
			6260 SUPPLIES, MECHANICAL	340.00
54700, 54593	05/18/2020			<u>360.00</u>



SAN GABRIEL VALLEY MVCD

Claims List

May 28, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17235	05/28/2020	US BANK	6270 OFFICE SUPPLIES	76.65
			6036 COMPUTER SOFTWARE	792.00
Alba			6080 Hiring Expenses	84.95
			8000 CAPITAL OUTLAY (Capital Outlay)	1,204.49
			6080 Hiring Expenses	84.95
			8000 CAPITAL OUTLAY (Capital Outlay)	427.02
			6080 Hiring Expenses	84.95
			6270 OFFICE SUPPLIES	28.63
			6185 POSTAGE	26.35
			6030 BOARD EXPENSES	50.00
			6036 COMPUTER SOFTWARE	192.00
			6080 Hiring Expenses	84.95
			6080 Hiring Expenses	164.90
			6080 Hiring Expenses	79.95
			6270 OFFICE SUPPLIES	53.99
			6270 OFFICE SUPPLIES	31.27
			6036 COMPUTER SOFTWARE	124.42
			6036 COMPUTER SOFTWARE	58.47
dever			6036 COMPUTER SOFTWARE	150.00
			6036 COMPUTER SOFTWARE	139.04
			6036 COMPUTER SOFTWARE	59.48
			6036 COMPUTER SOFTWARE	154.00
			6332 Uniforms (Uniforms)	294.94
			6302 Supplies, Safety	59.11
Doyle			6332 Uniforms (Uniforms)	30.00
			6281 MOSQUITO FISH SUPPLIES	58.69
			6332 Uniforms (Uniforms)	325.73
			6251 ARBOVIRUS TESTING SUPPLIES	44.18
			6280 SUPPLIES, OPERATIONS	77.33
			6332 Uniforms (Uniforms)	271.95
			6332 Uniforms (Uniforms)	29.60

**SAN GABRIEL VALLEY MVCD**  
**Claims List**  
May 28, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6250 LABORATORY SUPPLIES	38.31
			6270 OFFICE SUPPLIES	157.71
			6281 MOSQUITO FISH SUPPLIES	13.11
			6332 Uniforms (Uniforms)	29.60
			6281 MOSQUITO FISH SUPPLIES	10.95
			6281 MOSQUITO FISH SUPPLIES	7.53
			6332 Uniforms (Uniforms)	309.22
			6281 MOSQUITO FISH SUPPLIES	55.06
			6251 ARBOVIRUS TESTING SUPPLIES	2,147.34
			6251 ARBOVIRUS TESTING SUPPLIES	14.22
			6280 SUPPLIES, OPERATIONS	13.11
			6280 SUPPLIES, OPERATIONS	58.16
			6332 Uniforms (Uniforms)	16.00
			6251 ARBOVIRUS TESTING SUPPLIES	54.52
			6251 ARBOVIRUS TESTING SUPPLIES	61.45
			6332 Uniforms (Uniforms)	17.00
			6232 SEMINARS AND MEETINGS	9.99
			6036 COMPUTER SOFTWARE	4.14
			6036 COMPUTER SOFTWARE	15.00
			6036 COMPUTER SOFTWARE	199.00
			6040 Building Maintenance	481.76
			6036 COMPUTER SOFTWARE	6.78
			6036 COMPUTER SOFTWARE	30.00
			6036 COMPUTER SOFTWARE	199.00
Farned			6036 COMPUTER SOFTWARE	36.00
			6037 WEBSITE AND EMAIL SERVICE	42.34
Hagele			6003 ADVERTISING	45.40
Sun			6037 WEBSITE AND EMAIL SERVICE	21.17
			6037 WEBSITE AND EMAIL SERVICE	21.17
			6036 COMPUTER SOFTWARE	50.00
			6036 COMPUTER SOFTWARE	4.99
			6003 ADVERTISING	60.76
			6036 COMPUTER SOFTWARE	4.99

SAN GABRIEL VALLEY MVCD

Claims List

May 28, 2020

Num	Date	Name	Item	Original Amount
			6036 COMPUTER SOFTWARE	4,845.00
			6036 COMPUTER SOFTWARE	30.31
			6036 COMPUTER SOFTWARE	20.77
			6030 BOARD EXPENSES	75.00
			6232 SEMINARS AND MEETINGS	37.00
Tanaka			6185 POSTAGE	131.75
			6250 LABORATORY SUPPLIES	46.27
			6040 Building Maintenance	47.80
Van de Heyden			6040 Building Maintenance	25.49
			6040 Building Maintenance	27.10
				<u>14,866.26</u>
17236	05/28/2020	VERIZON WIRELESS	6312 Monthly District Field Ph (Monthly District Fiel	1,159.93
			6312 Monthly District Field Ph (Monthly District Fiel	1,448.68
772560380-0001				<u>2,608.61</u>
17237	05/28/2020	WAXIE	6302 Supplies, Safety	93.36
			6302 Supplies, Safety	525.00
79036196			6302 Supplies, Safety	49.88
79140414				<u>668.24</u>
17238	05/28/2020	LOS ANGELES COUNTY SANITATION DISTRICT	6075 FEES & ASSESSMENTS	1,000.00
				<u>1,000.00</u>
Parking Spaces				
		<b>Total Accounts Payable for May 28, 2020</b>		<b>64,183.80</b>

**SAN GABRIEL VALLEY MVCD**  
**Claims List**  
May 28, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
		<b>Total Accounts Payable for May 2020</b>		<b>106,271.73</b>
		<b>Total Payroll for May 2020</b>		<b>215,253.51</b>
		see attached		
		<b>Total Claims List for May 2020</b>		<b>321,525.24</b>

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

Department	May 14, 2020	May 28, 2020	TOTAL
EXECUTIVE	6,020.80	6,020.80	12,041.60
ADMINISTRATION	14,323.53	14,465.56	28,789.09
OPERATIONS	46,547.97	46,958.08	93,506.05
SURVEILLANCE	14,727.51	16,246.07	30,973.58
COMMUNICATIONS	13,847.35	13,990.68	27,838.03
SEASONAL WORKERS	<u>2,248.56</u>	<u>3,703.22</u>	<u>5,951.78</u>
Gross Payroll	97,715.72	101,384.41	199,100.13
Employer Taxes	2,097.51	2,247.47	4,344.98
Car Allowance	500.00	-	500.00
Employee Benefit-Med	<u>6,253.80</u>	<u>5,054.60</u>	<u>11,308.40</u>
<b>TOTAL PAYROLL</b>	<b>106,567.03</b>	<b>108,686.48</b>	<b>215,253.51</b>

SGVMVCD  
 Comparative YTD Actual to Full Year Budget  
 Current Period 90% of Year Completed  
 May 31, 2020

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
<b>PERSONNEL EXPENSES</b>						
Salaries, Exempt	45,356.12	537,305.43	513,700.00	(23,605.43)	104.60	Hol/sick/vac chrg to this acct
Salaries - Non Exempt	145,704.94	1,345,993.67	2,086,429.48	740,435.81	64.51	
Salaries - Overtime	13.59	5,195.07	18,200.00	13,004.93	28.54	
Salaries - Vacation	599.40	77,162.69	137,954.00	60,791.31	55.93	
Salaries-Holiday	0.00	73,060.14	139,720.20	66,660.06	52.29	
Salaries, Sick Pay	2,679.12	52,305.89	121,406.00	69,100.11	43.08	
Salaries, Part-time - XH	5,946.16	123,074.54	216,880.00	93,805.46	56.75	
Management Car Allowance	500.00	5,500.00	6,000.00	500.00	91.67	
Cafeteria Benefit	29,986.11	321,494.38	364,800.00	43,305.62	88.13	
Hlth Benefits, Ret Emps	0.00	21,440.94	20,000.00	(1,440.94)	107.20	Additional retirees
Employer, 457 Contribution	234.94	2,819.28	0.00	(2,819.28)	0.00	Line item added after budget approval
Medicare	2,996.61	33,723.07	47,735.10	14,012.03	70.65	
Retirement - Classic	7,342.96	201,905.63	208,375.00	6,469.37	96.90	Paid unfunded liability in full. Adj P.K.
Retirement - Pepra	8,616.33	93,515.87	132,722.00	39,206.13	70.46	
Social Security	1,014.03	2,892.26	5,500.00	2,607.74	52.59	
Group Term Life Ins	798.56	4,393.90	4,300.00	(93.90)	102.18	Additional full time employees
Tuition Reimbursement	0.00	0.00	8,000.00	8,000.00	0.00	
Insurance, unemployment	1,056.49	15,719.64	25,000.00	9,280.36	62.88	
Post Retirement Benefits	0.00	50,000.00	50,000.00	0.00	100.00	One time fee
<b>TOTAL PERSONNEL EXPENSES</b>	<b>250,817.30</b>	<b>2,967,502.40</b>	<b>4,106,721.78</b>	<b>1,139,219.38</b>	<b>72.26</b>	
<b>OPERATING EXPENSES</b>						
Event Participation Fees	0.00	345.57	4,000.00	3,654.43	8.64	
Arbovirus Testing Supplies	4,073.71	15,524.22	20,000.00	4,475.78	77.62	
Branded Clothing	0.00	4,224.45	3,800.00	(424.45)	111.17	Order for new employees
Boots	103.28	1,460.97	5,500.00	4,039.03	26.56	
Misc. Rentals	0.00	0.00	2,850.00	2,850.00	0.00	
Professional Development	0.00	0.00	2,000.00	2,000.00	0.00	
Awards	0.00	1,569.67	4,000.00	2,430.33	39.24	

SGVMVCD  
Comparative YTD Actual to Full Year Budget  
Current Period 90% of Year Completed  
May 31, 2020

Advertising	106.16	24,309.38	30,000.00	5,690.62	81.03	
Bank Charges	917.38	10,975.92	15,000.00	4,024.08	73.17	
Board expenses	2,674.50	25,290.83	63,840.00	38,549.17	39.62	
Computer Hardware	360.14	56,300.71	40,500.00	(15,800.71)	139.01	Upgrade to Windows 10
Computer Software	7,115.39	29,272.83	67,500.00	38,227.17	43.37	
Website/Email Service	284.68	5,380.61	5,700.00	319.39	94.40	Archive Social program
Facility maintenance	6,452.64	79,146.88	42,000.00	(37,146.88)	188.44	Alarm system service
Maintenance, equipment	525.00	922.39	12,000.00	11,077.61	7.69	
Lease Equipment	1,500.16	18,079.69	23,000.00	4,920.31	78.61	
Fees & Assessments	2,414.00	6,562.59	4,000.00	(2,562.59)	164.06	Lafco fees
Hiring expenses	1,544.65	3,016.73	5,600.00	2,583.27	53.87	
VCJPA General Fund	0.00	10,004.95	8,969.00	(1,035.95)	111.55	One time fee
Insurance, liability	0.00	79,388.00	78,444.00	(944.00)	101.20	One time fee
Workers Comp Insurance	0.00	104,019.00	109,946.00	5,927.00	94.61	Premium rebate
Automobile Insurance	0.00	1,700.00	1,950.00	250.00	87.18	One time fee
Other Insurance	0.00	1,103.22	3,500.00	2,396.78	31.52	
Insurance, property	0.00	2,589.00	2,351.00	(238.00)	110.12	One time fee
Legal	2,744.50	12,764.46	35,000.00	22,235.54	36.47	
Memberships	0.00	26,620.41	25,000.00	(1,620.41)	106.48	MVCAC membership
Miscellaneous expenses	0.00	3,334.45	3,500.00	165.55	95.27	
Postage	158.10	1,499.72	10,700.00	9,200.28	14.02	
Accounting Services, Auditor	1,170.00	19,834.99	20,000.00	165.01	99.17	One time fee
Professional Services , Other	0.00	0.00	6,000.00	6,000.00	0.00	
Professional Services-IT	2,250.00	26,776.97	50,000.00	23,223.03	53.55	
Printing & Reproduction	0.00	8,546.30	14,500.00	5,953.70	58.94	
Research	0.00	0.00	1,000.00	1,000.00	0.00	
Seminars and meetings	4,021.61	31,280.15	55,400.00	24,119.85	56.46	Credits for cancelled travel
Supplies, Surveillance	6,056.00	15,396.64	15,000.00	(396.64)	102.64	Gravid traps
Supplies, Vehicle Maintenance	5,589.05	41,339.04	60,000.00	18,660.96	68.90	
Supplies, Gasoline	2,735.01	40,516.15	70,000.00	29,483.85	57.88	
Supplies, Office	450.01	8,277.91	12,600.00	4,322.09	65.70	
Supplies, Mosquito Fish	204.62	1,319.27	5,000.00	3,680.73	26.39	
Supplies, Operations	349.80	9,137.10	18,000.00	8,862.90	50.76	
Supplies, Pesticides	0.00	61,082.61	51,000.00	(10,082.61)	119.77	Pesticides for season

SGVMVCD  
 Comparative YTD Actual to Full Year Budget  
 Current Period 90% of Year Completed  
 May 31, 2020

Supplies, Communications	12.48	12,246.33	10,000.00	(2,246.33)	122.46	Meridia Interactive program
Supplies, Education Program	0.00	2,392.07	3,000.00	607.93	79.74	
Supplies, Safety	1,581.43	11,522.13	20,000.00	8,477.87	57.61	
Supplies, Media Production	0.00	2,583.34	10,000.00	7,416.66	25.83	
Benefit Assesment Admin Cost	0.00	114,674.39	118,000.00	3,325.61	97.18	County collection fees
Communications, field	2,306.74	35,327.80	38,000.00	2,672.20	92.97	
Telephone, Internet	998.30	11,247.51	30,000.00	18,752.49	37.49	
Telephone , Office	1,135.12	12,065.86	14,000.00	1,934.14	86.18	
Training , CEU's	358.00	9,466.00	4,400.00	(5,066.00)	215.14	Re-class by auditor
Uniforms and clothing	2,422.13	10,080.08	10,000.00	(80.08)	100.80	
Utilities, Electric	1,520.25	20,754.00	41,000.00	20,246.00	50.62	
Utilities, Natural Gas	123.71	2,182.01	3,000.00	817.99	72.73	
Utilities, Water	121.49	1,665.56	2,100.00	434.44	79.31	
Automobile Lease	5,017.36	29,064.82	60,000.00	30,935.18	48.44	
Surveillance, Aerial	0.00	25,118.00	25,300.00	182.00	99.28	One time fee
<b>TOTAL OPERATING EXPENSES</b>	<b>61,354.18</b>	<b>1,089,303.68</b>	<b>1,397,950.00</b>	<b>308,646.32</b>	<b>77.92</b>	
<b>TOTAL EXPENSES</b>	<b>312,171.48</b>	<b>4,056,806.08</b>	<b>5,504,671.78</b>	<b>1,447,865.70</b>	<b>73.70</b>	
<b>CAPITAL OUTLAY EXPENSES</b>						
Capital Outlay	6,019.61	179,983.83	267,000.00	87,016.17	67.41	
<b>TOTAL CAPITAL EXPENSES</b>	<b>6,019.61</b>	<b>179,983.83</b>	<b>267,000.00</b>	<b>87,016.17</b>	<b>67.41</b>	
<b>RESERVES</b>						
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	613,000.00	613,000.00	0.00	Adj per P.K.
Reserve, Pension Liability	0.00	0.00	200,258.00	200,258.00	0.00	
Reserve, Building/Facilities	0.00	0.00	149,000.00	149,000.00	0.00	Adj per P.K.
Reserve, Vehicle Replacement	0.00	0.00	43,760.00	43,760.00	0.00	
<b>TOTAL RESERVES</b>	<b>0.00</b>	<b>0.00</b>	<b>2,332,218.00</b>	<b>2,332,218.00</b>	<b>0.00</b>	



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

**Trustees Attending**

Stephen Sham (Alhambra)  
Roger Chandler (Arcadia)  
Joseph Rocha (Azusa)  
Manuel Lozano (Baldwin Park)  
Richard Barakat (Bradbury)  
Corey Calaycay (Claremont)  
Margaret Finlay (Duarte)  
Jerry Velasco (El Monte)  
Catherine Marcucci (Industry)  
Dan Holloway (La Puente)  
Elyse Rasmussen (La Verne)  
Jamie Bissner (L.A. County)  
Becky Shevlin (Monrovia)  
Joseph Leon (Monterey Park)  
Rachel Janbek (Pasadena)  
Tim Sandoval (Pomona)  
Sandra Armenta (Rosemead)  
Emmett Badar (San Dimas)  
Juli Costanzo (San Gabriel)  
Cynthia Sternquist (Temple City)  
Allen Wu (Walnut)  
Lloyd Johnson (West Covina)

**Trustees Absent**

Henry Morgan (Covina)  
Charles Myers (Glendora)  
Manuel Garcia (Irwindale)  
John Capoccia (Sierra Madre)  
Marina Khubesrian (So. Pasad.)

**Staff Attending**

Rose Alba  
Jason Farned  
Melissa Doyle  
Levy Sun  
Marta Tanaka  
Pablo Cabrera  
Kriztian Luna

**1. Call to order**

Board President Becky Shevlin called the meeting to order at 7:07 a.m.

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

Trustee Tim Sandoval led the Pledge of Allegiance and Attendance was taken by roll call.

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

None

**4. Consent Calendar**

A motion made by Trustee Margaret Finlay and seconded by Trustee Corey Calaycay to approve consent calendar was approved by a roll call vote.

**5. Consider Amendment to Personnel and Salary Resolution No. 92-11:  
Article IV Section 10 - Rights of Victims of Domestic Violence \***

District Manager Jared Dever advised that this code was passed in 2017 but was not formally adopted by resolution to district policies at that time.

District Manager Dever explained that this law allows employees to take time off work to deal with issues of domestic violence.

A motion made by Trustee Richard Barakat and seconded by Trustee Joseph Leon to Amend Personnel and Salary Resolution No. 92-11: Article IV Section 10 – Rights of Victims of Domestic Violence was approved by a roll call vote.

**6. Consider Amendment to Personnel and Salary Resolution No. 92-11: Article VIII Section 6 - Lactation Accommodation Policy\***

District Manager Jared Dever advised this agenda item was carried over from the March 2020 board meeting that was cancelled.

Dever reported that this new law stipulates that employers provide break periods, private area(s) for employees to express breast milk, electrical outlets, and refrigeration for storage.

Dever further advised that the Amendment date listed on the resolution will be changed to April 10, 2020.

A motion made by Trustee Richard Barakat and seconded by Trustee Emmett Badar to Approve Personnel and Salary Resolution No. 92-11: Article VIII Section 6 - Lactation Accommodation Policy was approved by roll call vote.

**7. Ratify Executive Committee Action Taken on March 17, 2020: Administrative Declaration of Local Emergency\***

District Manager Jared Dever reported that a meeting of the Executive Committee was convened on March 17, 2020, to vote on an Emergency Declaration of Local Emergency. The Declaration was composed to comply with state mandates to implement social distancing orders, reduce occupancy levels in office, and take additional measures to protect employees and public.

Dever explained that the Emergency Declaration allows the District Manager to stagger shifts, place employees on paid leave or work-from-home status, close the facility to the public, and suspend service requests. Dever advised that the Emergency Declaration could be discontinued or suspended at any time by action of the Executive Committee, or superseded by action of the Governor of California or Health Officer of the State of California.

Dever stated that the Emergency Declaration was reviewed legal counsel and advised that it may allow the district to recoup funds expended during the emergency at a later time.

A motion made by Trustee Bissner and seconded by Trustee Calaycay to Ratify the Executive Committee Action Taken on March 17, 2020: Administrative Declaration of Local Emergency was approved by roll call vote.

**8. 2020 SGVMVCD Board of Trustees Committee Assignments\***

Board President, Becky Shevlin reported that the final Committee Assignments were included in the board package and thanked trustees for their service.

**9. District's Administration**

**9.1.1 COVID-19 Response Update**

District Manager Jared Dever reported the efforts undertaken by district staff to maintain services while complying with social distancing orders. He detailed that the Communications Department has shifting to outreach and education to all digital platforms, field staff are monitoring only sources not located on personal property, and multiple department staff members are working staggered schedules.

Dever reported that while the district is closed to the public, service requests are still being taken and will be responded to when restrictions are lifted and regular services can resume.

Dever explained that a recent challenge has been lack of restroom access for field staff, and asked Trustees to request access to city facilities for staff use. Dever offered to provide a letter of essential services if needed.

Other changes include approving compensation for purchase of facemasks by staff and implementation of daily health check questionnaire.

**9.1.2 Mosquito and Vector Control Association of California 2020 Legislative Day**

District Manager Jared Dever reported that all legislation and funds discussed at the Mosquito and Vector Control Association of California 2020 Legislative Day are no longer available since the legislature is focusing on bills relating to COVID 19 at this time.

**10. Department Reports**

Board President Becky Shevlin pointed out that the Department Reports were included in the Consent Calendar and will continue in written format while meetings are held by teleconference.

**11. Trustee Reports**

Trustee Roger Chandler reported that Trustee Jamie Bissner's father passed away and offered condolences.

**12. New Business**

12.1 Trustee Chandler requested future agenda items to include the annual performance review for the District Manager.

12.2 Board President Becky Shevlin reported that a meeting of the Personnel and Policy Committee will need to be convened prior to the May board meeting.

**13. Adjournment**

The meeting was adjourned at 7:57 a.m.

**MINUTES of the San Gabriel Valley Mosquito and Vector Control District  
Board of Trustees Meeting  
1145 N. Azusa Canyon Road, West Covina, CA 91790  
May 8, 2020**

**Trustees Attending**

Stephen Sham (Alhambra)  
Joseph Rocha (Azusa)  
Rick Barakat (Bradbury)  
Corey Calaycay (Claremont)  
Margaret Finlay (Duarte)  
Jerry Velasco (El Monte)  
Charles Myers (Glendora)  
Catherine Marcucci (Industry)  
Manuel Garcia (Irwindale)  
Dan Holloway (La Puente)  
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)  
Lloyd Johnson (West Covina)

**Trustees Absent**

Roger Chandler (Arcadia)  
Manuel Lozano (Baldwin Park)  
Henry Morgan (Covina)  
Elyse Rasmussen (La Verne)

**Staff Attending**

Jared Dever  
Rose Alba  
Jason Farned  
Levy Sun  
Melissa Doyle  
Marta Tanaka  
Kriztian Luna  
Pablo Cabrera

**Guests Attending**

Melanie Guillory-Lee, Consultant SCI

- 1. Call to Order**  
Board President Becky Shevlin called the meeting to order at 7:04.
- 2. Pledge of Allegiance and Roll Call**  
Trustee Cynthia Sternquist led the Pledge of Allegiance, and attendance was taken by roll call.
- 3. Opportunity for Public Comment on Non-Agenda Items**  
None
- 4. Consent Calendar**  
Board President Becky Shevlin moved to pull the April 10, 2020 Board Meeting Minutes from the Consent Calendar due to the absence of attendance.

A motion to approve the Consent Calendar with the exception of April 2020 Minutes, made by Trustee Margaret Finlay and seconded by Trustee Corey Calaycay was approved unanimously.

**5. Review Preliminary Engineer's Report**

District Manager Jared Dever introduced Melanie Guillory-Lee, a consultant with SCI, the district engineering firm. Ms. Guillory-Lee advised that a high number of delinquent payments were expected due to the growing unemployment rate. Dever then provided a brief explanation of the process used to determine the benefit assessment.

**6. Review FY 2020/2021 Annual Draft Budget**

Finance and Audit Committee member Joseph Leon reported that the Committee reviewed the draft budget, made minor recommendations for budget adjustments, and agreed to recommend the amended draft to the Board for consideration.

District Manager Jared Dever gave a brief presentation on the draft budget, stating that the benefit assessment will remain at \$13.84 SFE, and an adjustment to the budget to reflect a 5% decrease in revenues anticipated for FY 2020-21, due to the COVID-19 crisis. Other highlights discussed include cost savings from FY 2018-19 and FY 2019-20, no COLA increase for employees, and no new full time positions added for FY 2020-21.

A recommendation by Trustee Finlay to reduce the amount budgeted for gasoline was made, and Dever agreed to bring the adjusted budget back to the board for approval in June.

**7. District Administration**

**7.1 COVID-19 Update**

District Manager Jared Dever reported that an employee tested positive for COVID-19 virus this month. Dever advised that all staff was sent home to allow the facility to be professionally sanitized, and regular operations resumed following CDC guidelines.

**7.2 Form 700**

District Manager Jared Dever reminded trustees to submit Form 700's to the Board Clerk by June 1, 2020.

**8. Committee Reports**

**8.1 Personnel and Policy Committee Report**

Committee Chairperson Richard Barakat reported that the Personnel and Policy Committee met to conduct the annual performance evaluation of the District Manager.

**9. Trustee Reports**

Trustee Corey Calaycay reported that a resident of Claremont noticed elevated mosquito activity, a district specialist responded promptly and treated a green pool to resolve the situation. Calaycay thanked staff on behalf of the resident.

Trustee Sandra Armenta stated that she has a contact that can offer facemasks and other safety supplies in large quantities at reduced prices.

Board President Becky Shevlin reported on news articles about “Murder Hornets” in the news recently, and recommended reporting any suspected sightings to the Los Angeles County Agricultural Commissioner.

**10. New Business**

No new items were requested

**11. Adjournment**

The meeting was adjourned at 8:12 a.m.

**Operations Department**  
Disease Weeks [18 - 22] | [Apr 26 - May 30, 2020]

**Chemical Usage:**

April 1 – May 29, 2020

Larvicides/Pupicides					
Method of Action		Amount		Area Treated	
<b>Larvicide Oils (Surface Film)</b>					
Suffocation	Mosquitoes	4.55	gal.	32,550	sq.ft.
<b>Insect Growth Regulators (IGR's)</b>					
Inhibits metamorphosis	Mosquitoes	37.53	lbs.	12,283	sq.ft.
<b>Bacterials</b>					
Ingestion, toxicant	Mosquitoes	2.26	gal.	742,893	sq.ft.
Ingestion, toxicant	Mosquitoes	102.31	lbs.	1,619,206	sq.ft.
Ingestion, toxicant	Black flies	21.40	gal.	5,941	m <sup>3</sup>
<b>Biologicals</b>					
Mosquito fish	Mosquitoes	1,187	ea.	4,859	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

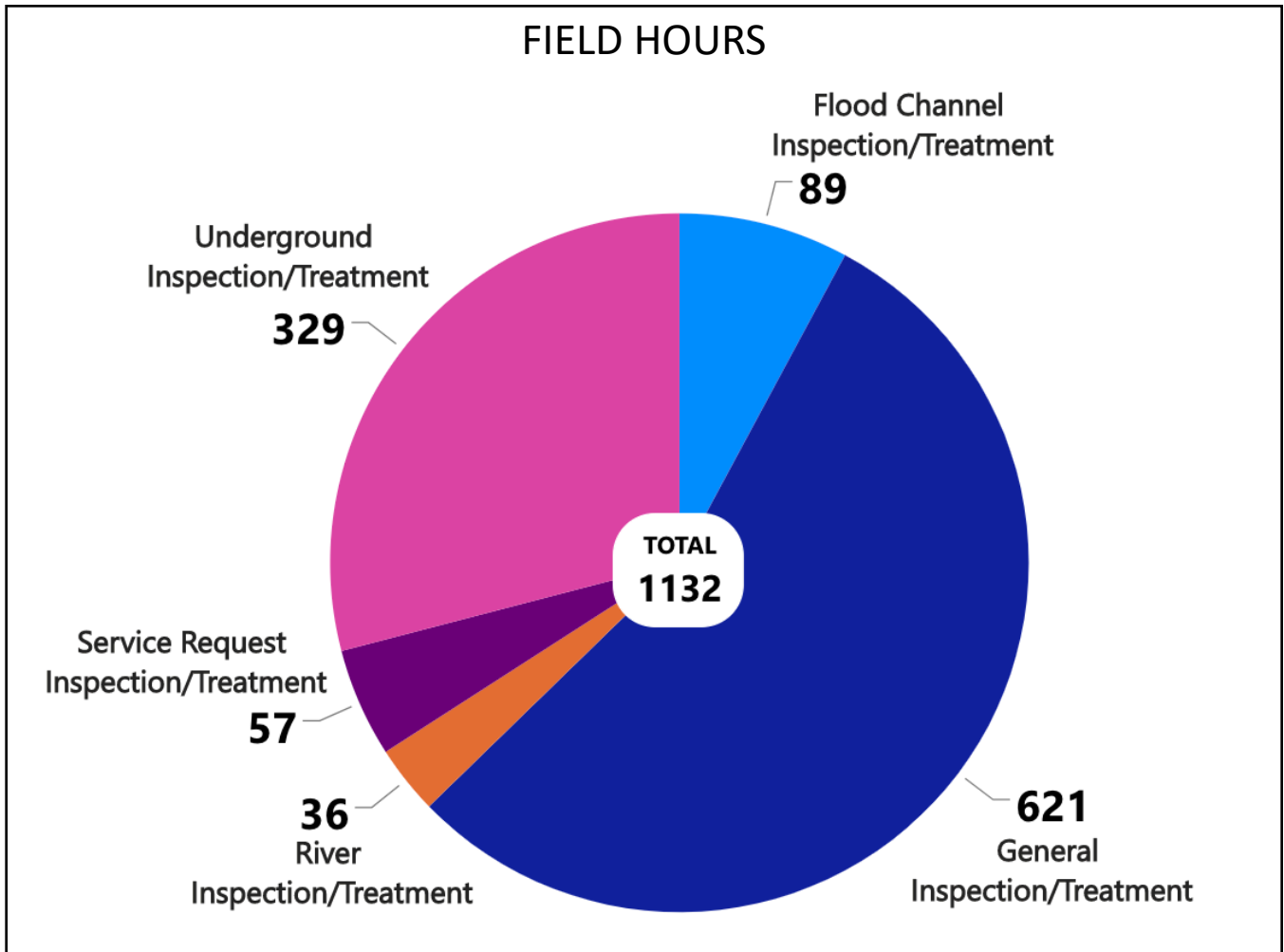


Field Statistics:

**301**  
SITES VISITED

**125** + **38%**  
2019  
SERVICE REQUESTS

**15** + **0%**  
2019  
CONSULTATIONS

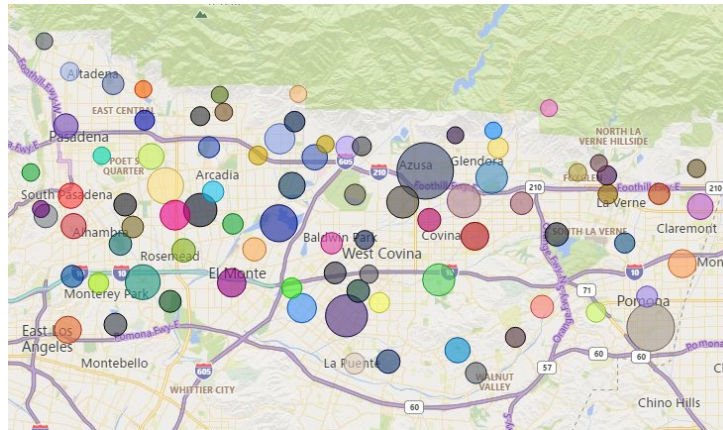


## Surveillance Department

### Disease Weeks [18 - 22] | [Apr 26 - May 30, 2020]

#### Insect Surveillance Activities

The Surveillance Department set traps weekly for mosquitoes and biweekly for black fly. 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 18 to 22*

#### San Gabriel Valley Mosquito Activity

Mosquito activity was high during weeks 18 – 22. Mosquito traps were placed weekly and 229 mosquito samples were tested for virus. No mosquito samples or dead birds have tested positive for West Nile virus (WNV) in the San Gabriel Valley. The high level of mosquito activity can be attributed to the higher spring temperatures.

Week	Mosquito Activity	2020 Average / Trap
18	High	93
19	High	223
20	High	134
21	Average	86
22	High	146

Mosquito activity is quite high in comparison to activity in 2018 and 2019.

- The average number of mosquitoes observed in Weeks 18 to 22, 2020 was 269% higher than in the same weeks in 2018
- The average number of mosquitoes observed in Weeks 18 to 22, 2020 was 188% higher than in the same weeks in 2019
- The average number of mosquitoes observed in Weeks 18 to 22, 2020 was 85% higher than the three year average

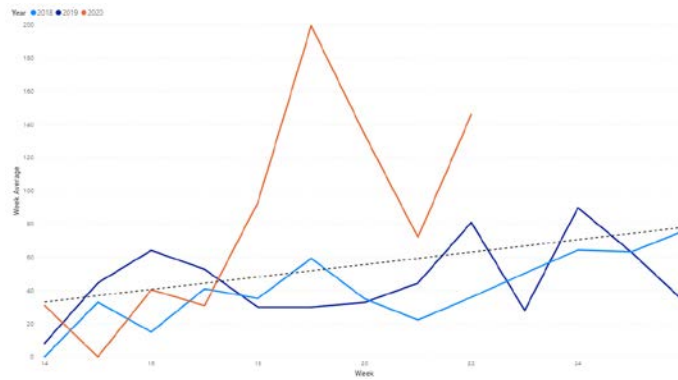


Figure 2 Average Number of Mosquitoes Captured by Week and Year

### Arbovirus Activity in California

Arbovirus activity has been low in California. Six dead birds have tested positive for WNV. The first WNV positive mosquito sample in Los Angeles county was collected by Greater Los Angeles Mosquito and Vector Control District on 5/20/2020 in Hacienda Heights.

### Department News

The Surveillance Department welcomed new Assistant Vector Ecologist James Campbell to the team. James has a background in agricultural sciences and experience working at Orange County Vector Control District and Greater Los Angeles Mosquito and Vector Control District

The department identified a cluster of hawk deaths in the district and coordinated an enhanced investigation into the cause of death with Los Angeles County. Initial tests ruled out West Nile virus or poisoning, however, it is thought the cause may be viral. Further tests are pending.

The Surveillance Department collaborated with students at University of the Pacific to test the blood meals of mosquitoes captured in the district during the 2019 season. The students tested 72 samples and found that the most common source of a bloodmeal for *Culex quinquesfasciatus* in the San Gabriel Valley were birds. Once the university is open again, the students will be testing an additional 275 samples for analysis. This information will aid in planning future surveillance testing.

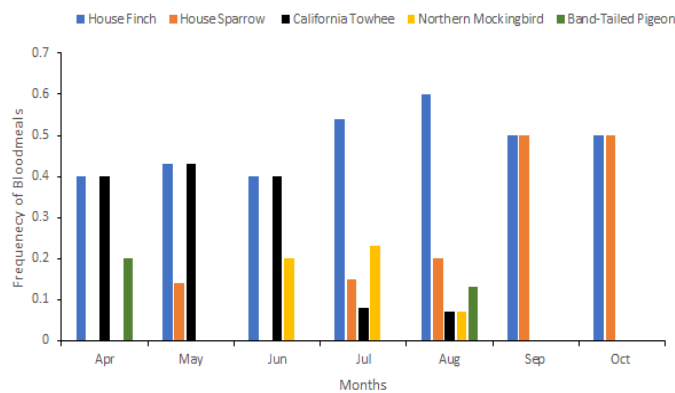
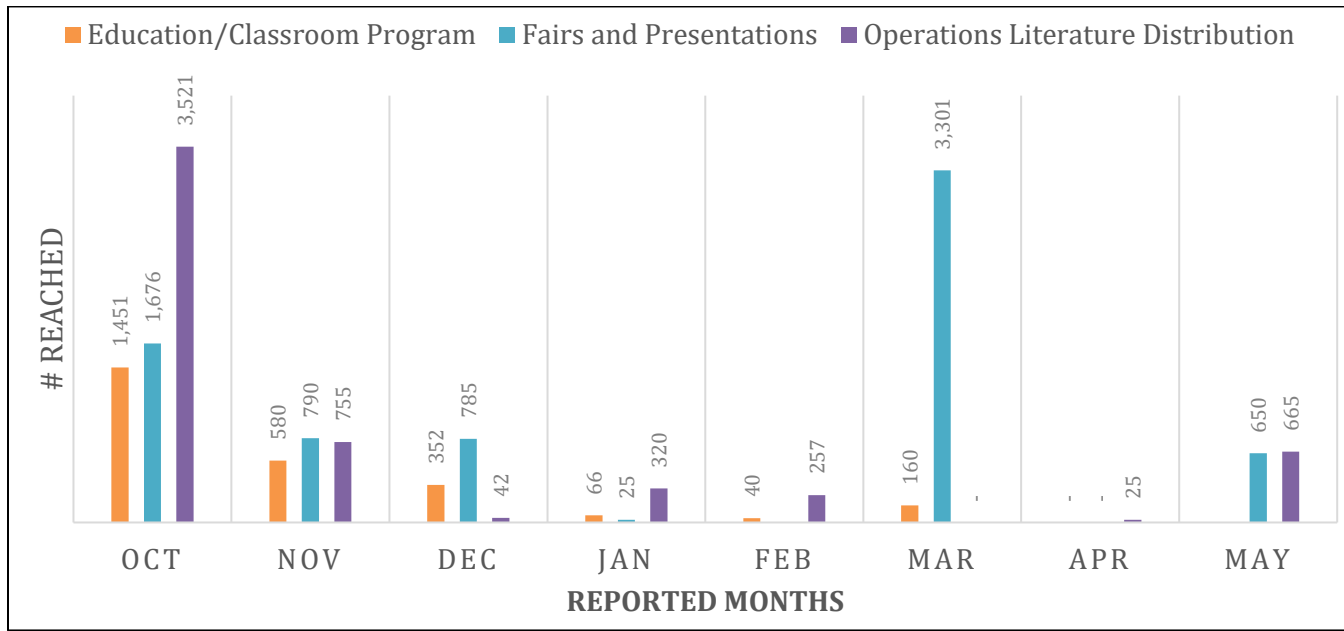


Figure 3 Monthly Frequency of Bloodmeals from the Five Most Common Bird Species

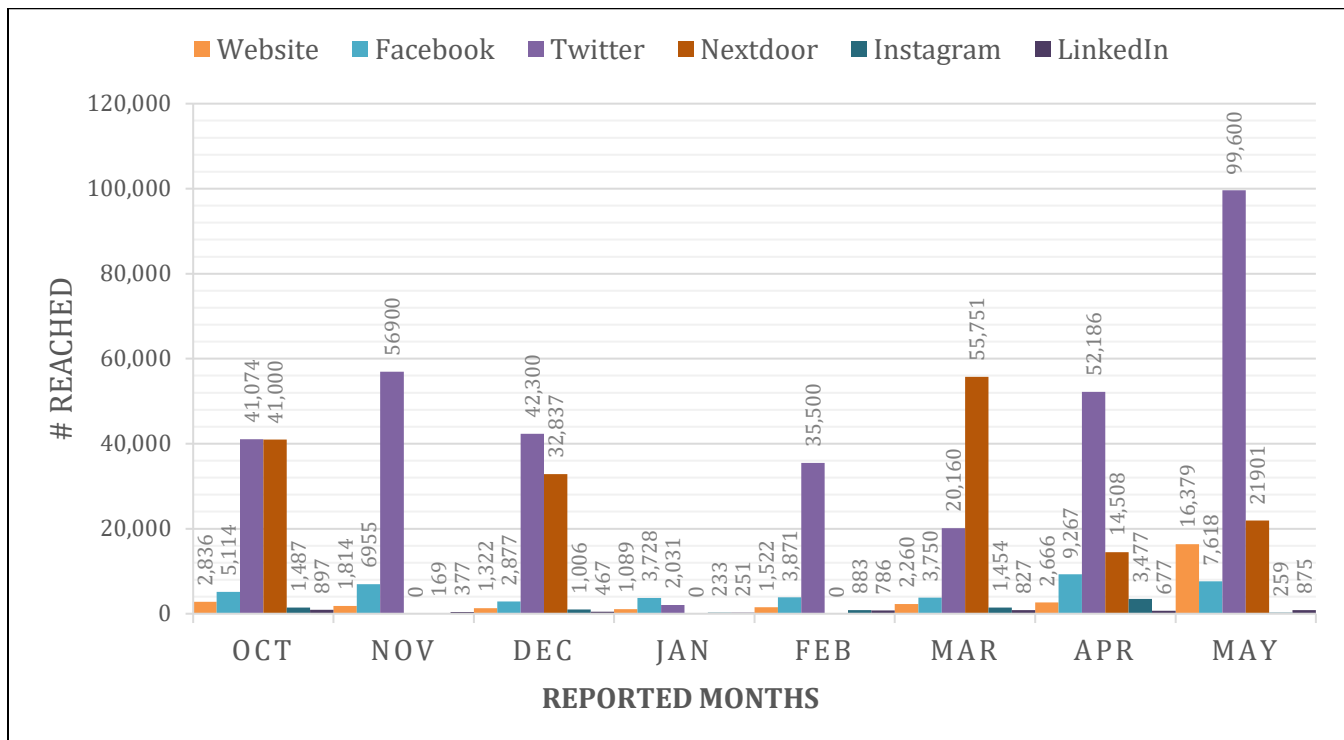
The department also collaborated with the other mosquito and vector control districts in California to prepare a document outlining the present and historical response to the establishment of *Aedes* container-breeding mosquitoes in the state.

**Communications Department**  
 Disease Weeks [18-22] | [Apr 26 – May 30, 2020]

**Outreach Activities:**



**Digital Activities:**



**E-blast and Media Activities**

<b>Name of Activity/Media</b>	<b>Date</b>	<b>Headline</b>
E-blast to Trustees and City Officials	5/5	Asian giant hornet awareness
Health.com	5/21	Can Mosquitoes spread COVID-19?

**EcoHealth Vector Education Program**

1. K-6 Grades Curriculum Refresh
  - a. Contributed to the Little Larvae Learning Time puppet show recordings
  - b. Created vocabulary sheets and video to support our grade-specific, online content
  - c. Began research and development of escape room activity for middle and high school students
  - d. Contacted experts to provide guidance and feedback regarding escape room.
  - e. Met with Grace Chen illustrator via Zoom regarding the illustrations for our K-6 classroom activities

**General Outreach**

1. Advertising
  - a. Continued baseline outreach on Google Ads
2. Social Media
  - a. Improved Instagram stories to deliver YouTube videos to new audiences
  - b. Instagram Live sessions of Knocking Out Mosquitoes: A door-to-door awareness campaign
3. Event Highlights
  - a. Door-to-door (D2D) Targeted Community Outreach in South Pasadena, La Puente, Azusa, Pomona, and Glendora
  - b. Bite Back meetings and PSA recording in Pasadena
4. MVCAC
  - a. Collaborating with Alameda Mosquito Abatement District and Greater Los Angeles County Vector Control District to create videos highlighting restrictive storm drain / trash capture devices
  - b. Collaborating with Orange County Vector Control District to help create National Mosquito Awareness Week social media content

**Design**

1. Video Content
  - a. Create of social media video templates to make #TipTossThursday an easy weekly post
  - b. Bite Back welcome videos for e-blasts
2. Design

- a. Creation of door hanger for our door-to-door awareness campaign "Knocking Out Mosquitoes"

### **Administrative/Trainings**

1. Outreach Assistant (OA) Seasonal training and onboarding
  - a. Inventory tracking and dept. familiarization
  - b. Prepare D2D materials
2. Trainings and Meetings
  - a. 5/5 - Webinar: COVID-19: Facebook Best Practices
  - b. 5/6 – Webinar: COVID-19: Facebook Live
  - c. 5/6 - Webinar: Asian Giant Hornet in the Pacific Northwest
  - d. 5/8 - Webinar: Politics and Government Outreach Training: Ads 101
  - e. 5/13 – Webinar: Toward the 'New Normal' — Protecting Public Health as America Reopens
  - f. 5/26 – Webinar: Importance of Knowledge in High Quality Instruction - Remote Learning

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

The attached Treasurer's Report is for April 2020.

The Total of All Funds Balance is \$5,879,771.45

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 "Lloyd D. [unclear]", is written over a horizontal line. The signature is stylized and cursive.

Authorized Board of Trustee Member

**San Gabriel Valley Mosquito and Vector Control District**  
**Treasurer's Report (based on Balance Sheet Detail Activity Report,**  
**Period 10, FY 2019-2020 received on May 1, 2020**

Item 4.8

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Local Agency Investment Fund (LAIF)	1.65%	\$1,407,935.70	interest	\$7,085.90	LAIF Statement (April 2020)	\$1,415,021.60

Maturity Date: Perpetual  
Interest rate as of April 2020

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Los Angeles County Pool	1.67%	\$2,722,722.60	interest Trust Warrant #695 Red Comm Adj Sec 85% Adv 2019-20	\$4,257.70 (\$312,037.40) (\$0.88) \$1,423,573.64	ND 24 Per 10 ND 24 Per 10 ND 24 Per 10 ND 24 Per 10	\$3,838,515.66

Maturity Date: Perpetual  
Interest rate as of March 2020

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
VCJPA Contingency Fund	2.25%	\$100,309.00	interest	\$463.00	VCJPA Statement (March 2020)	\$100,772.00

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-Apr 20 Sweep Trust Warrant #695 Paychex-Tax Adj	(\$643,396.95) \$331,270.23 \$312,037.40 \$89.32	CB Statement April 2020	\$200,000.00

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Sweep Account	\$391,299.78	Deb Activity-Apr 2020 Deposit	(\$331,270.23) \$265,432.64	CB Statement April 2020	\$325,462.19

**Total Beginning Balance**

**\$4,822,267.08**

**Total End Balance**

**\$5,879,771.45**



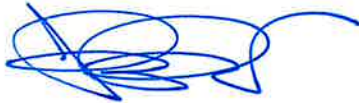
**June 12, 2020**

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

**SUBJECT: June 1, 2020 District Working Fund Balance**

June 1, 2020 balance:	\$3,280,553.45
May1- May 31, 2020 expenditures:	\$321,525.24
<b>June 1, 2020 Working Fund Balance:</b>	<b>\$2,959,028.21</b>

**Respectfully Submitted:**



**Jared Dever  
District Manager**



**SAN GABRIEL VALLEY MOSQUITO  
AND VECTOR CONTROL DISTRICT  
MOSQUITO AND VECTOR CONTROL ASSESSMENT**

**ENGINEER'S REPORT**

FISCAL YEAR 2020-21

PURSUANT TO THE GOVERNMENT CODE, HEALTH AND SAFETY CODE AND  
ARTICLE XIID OF THE CALIFORNIA CONSTITUTION

ENGINEER OF WORK:  
**SCIconultingGroup**  
4745 MANGELS BOULEVARD  
FAIRFIELD, CALIFORNIA 94534  
PH: 707.430.4300  
FAX: 707.430.4319  
WWW.SCI-CG.COM

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

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**BOARD OF TRUSTEES**

Alhambra — Stephan Sham  
Arcadia — Roger Chandler  
Azusa — Joe Rocha  
Baldwin Park — Manuel Lozano  
Bradbury — Richard Barakat  
Claremont — Corey Calaycay  
Covina — Henry Morgan  
Duarte — Margaret Finlay  
El Monte — Jerry Velasco  
Glendora — Charles Myers  
Industry — Catherine Marcucci  
Irwindale — Manuel Garcia  
La Puente — Dan Holloway  
La Verne — Elyse Rasmussen  
Monrovia — Becky Shevlin  
Monterey Park — Joseph Leon  
Pasadena — Rachel Janbek  
Pomona — Tim Sandoval  
Rosemead — Sandra Armenta  
San Dimas — Emmett Badar  
San Gabriel — Juli Costanzo  
Sierra Madre — John Capoccia  
South Pasadena — Marina Khubesrian, M.D.  
Temple City — Cynthia Sternquist  
Walnut — Dr. Allen Wu  
West Covina — Lloyd Johnson  
County of Los Angeles — Jamie Bissner

**DISTRICT MANAGER**

Jared Dever

**ENGINEER OF WORK**

SCI Consulting Group

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## INTRODUCTION

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The San Gabriel Valley Mosquito and Vector Control District (the "District") is a public health agency dedicated to providing vector control, disease surveillance and disease prevention services (the "Services") in the northeastern area of Los Angeles County. The District is an independent special district formed in 1989 that currently serves whole or portions of the cities of Alhambra, Arcadia, Azusa, Bradbury, Claremont, Covina, Duarte, El Monte, Glendora, Industry, Irwindale, La Puente, La Verne, Monterey Park, Monrovia, Pomona, Rosemead, San Dimas, San Gabriel, Sierra Madre, Temple City, Walnut, West Covina, and the County of Los Angeles.

In 1996 with resolution 96-03, the District adopted a mosquito and vector control assessment (the "Assessment") for fiscal year 1996-97 and every year thereafter for the purpose of funding vector surveillance and control activities and projects within the District (the "Assessment Area"). In 2017, the Cities of Baldwin Park, South Pasadena, and Pasadena were annexed into the District.

The Assessment is an annual assessment imposed for vector control services in effect prior to the effective date for Proposition 218 and, therefore, is not fully subject to the procedures and approval process established for new vector assessments by Proposition 218.

This Engineer's Report (the "Report") was prepared to:

- Describe the Services that will be funded by the assessments
- Establish a budget for the Services that will be funded by the assessments
- Reiterate the benefits received from the Services by property within the Mosquito and Vector Control District (the "Assessment District") and
- Reiterate the method of assessment apportionment to lots and parcels within the Assessment District.

As used within this Report, the following terms are defined:

*"Vector" means any animal capable of transmitting the causative agent of human disease or capable of producing human discomfort or injury, including, but not limited to, mosquitoes, flies, mites, ticks, other arthropods, and small mammals and other vertebrates (Health and Safety Code Section 2002(k)).*

*"Vector Control" shall mean any system of public improvements or services that is intended to provide for the surveillance, prevention, abatement, and control of vectors as defined in subdivision (k) of Section 2002 of the Health and Safety Code and a pest as defined in Section 5006 of the Food and Agricultural Code (Government Code Section 53750(l)).*



The District operates under the authority of the Mosquito Abatement and Vector Control District Law of the State of California. Following are excerpts from the Mosquito Abatement and Vector Control District Law of 2002, codified in the Health and Safety Code, Section 2000, et seq. which serve to summarize the State Legislature's findings and intent with regard to mosquito abatement and other vector control services:

*2001. (a) The Legislature finds and declares all of the following:*

*(1) California's climate and topography support a wide diversity of biological organisms.*

*(2) Most of these organisms are beneficial, but some are vectors of human disease pathogens or directly cause other human diseases such as hypersensitivity, envenomization, and secondary infections.*

*(3) Some of these diseases, such as mosquitoborne viral encephalitis, can be fatal, especially in children and older individuals.*

*(4) California's connections to the wider national and international economies increase the transport of vectors and pathogens.*

*(5) Invasions of the United States by vectors such as the Asian tiger mosquito and by pathogens such as the West Nile virus underscore the vulnerability of humans to uncontrolled vectors and pathogens.*

*(b) The Legislature further finds and declares:*

*(1) Individual protection against the vectorborne diseases is only partially effective.*

*(2) Adequate protection of human health against vectorborne diseases is best achieved by organized public programs.*

*(3) The protection of Californians and their communities against the discomforts and economic effects of vectorborne diseases is an essential public service that is vital to public health, safety, and welfare.*

*(4) Since 1915, mosquito abatement and vector control districts have protected Californians and their communities against the threats of vectorborne diseases.*

*(c) In enacting this chapter, it is the intent of the Legislature to create and continue a broad statutory authority for a class of special districts with the power to conduct effective programs for the surveillance, prevention, abatement, and control of mosquitoes and other vectors.*

*(d) It is also the intent of the Legislature that mosquito abatement and vector control districts cooperate with other public agencies to protect the public health, safety, and welfare. Further, the Legislature encourages local communities and local officials to adapt the powers and procedures provided by this chapter to meet the diversity of their own local circumstances and responsibilities.*

Further the Health and Safety Code, Section 2082 specifically authorizes the creation of benefit assessments for vector control, as follows:

*(a) A district may levy special benefit assessments consistent with the requirements of Article XIID of the California Constitution to finance vector control projects and programs.*

This Engineer's Report ("Report") incorporates and is intended to be consistent with the benefit determinations, assessment apportionment methodology and other provisions established by Resolution 96-03 and the other documents and reports that established the Assessment. Reference is hereby made to Resolution 96-03 and other supporting reports and documents for further details.

### **PROPOSITION 218**

This Assessment was formed prior to the passage of Proposition 218, The Right to Vote on Taxes Act, which was approved by the voters of California on November 6, 1996, and is now Article XIIC and XIID of the California Constitution; and therefore, this assessment is not fully subject to its requirements. Nevertheless, a brief discussion of Proposition 218 is provided to indicate that this proposition effectively strengthens the special benefit justification for this assessment.

Proposition 218 provides for benefit assessments to be levied to fund the cost of providing services, improvements, as well as maintenance and operation expenses to a public improvement which benefits the assessed property. When Proposition 218 was initially approved in 1996, it allowed for certain types of assessments to be "grandfathered" in, and these were exempted from the property-owner balloting requirement.

*Beginning July 1, 1997, all existing, new, or increased assessments shall comply with this article. Notwithstanding the foregoing, the following assessments existing on the effective date of this article shall be exempt from the procedures and approval process set forth in Section 4:*

*(a) Any assessment imposed exclusively to finance the capital costs or maintenance and operation expenses for sidewalks, streets, sewers, water, flood control, drainage systems or vector control.*

Vector control was specifically "grandfathered in," underscoring the fact that the drafters of Proposition 218 and the voters who approved it were satisfied that funding for vector control is an appropriate use of benefit assessments, and therefore confers special benefit to property.

## **GENERAL DESCRIPTION OF SERVICES**

---

The District's purpose and mission is to protect the public health, safety and welfare by providing vector education and control services to property and citizens of Los Angeles County. The services (the "Services") to be funded by the assessments are for the following purposes within the Assessment Area:

- to fund vector control operations;
- to protect the community from known vectors and vector-borne diseases;
- to fund vector surveillance and disease control programs;
- to fund related capital improvement and operational services; and
- to fund administrative costs related to the Services or the assessments.

## ESTIMATE OF COSTS AND BUDGET – FISCAL YEAR 2020-21

FIGURE 1 – PROPOSED DISTRICT BUDGET FOR FISCAL YEAR 2020-21

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT		
Mosquito and Vector Control Assessment District		
Estimate of Cost		
Fiscal Year 2020-21		
		<i>Total</i>
		<i>Budget</i>
Vector Control Services and Related Expenditures		\$1,855,957
Salaries & Benefits		\$2,360,302
Maintenance and Operations		\$1,369,599
Capital Outlay		\$242,000
Funds from Reserve		(\$694,407)
Total Services and Operation		<b>\$5,133,451</b>
Revenue from Other Sources		\$0
<b>Net Amount To Be Assessed</b>		<b>\$5,133,451</b>
		<b>Total</b>
	<b><u>Parcels</u></b>	<b><u>Assessment</u></b>
	382,545	\$5,307,843

<sup>1</sup> Expenditures have been reduced to account for any loss of revenue due to COVID-19.

## **METHOD OF ASSESSMENT**

---

The method used for apportioning the assessment is based upon the proportional special benefits to be derived by the properties over and above general benefits conferred on real property or to the public at large.

### **BENEFIT FACTORS**

In order to allocate the proposed assessments, the Engineer of Work begins by identifying the types of special benefit arising from the aforementioned Services and that would be provided to property in the Assessment Area. These types of special benefit are as follows:

- Increased safety, welfare and protection of health on properties.
- Reduced mosquito and vector populations on property and as a result, enhanced desirability, utility, usability and functionality of property in the Assessment Area
- Reductions in the risk of new diseases and infections on property in the Assessment Area
- Increased public awareness and understanding of how to protect themselves, their property, and pets and livestock from diseases carried by insects and small mammals on properties.
- Protection of economic activity on property in the Assessment Area
- Protection of agriculture, tourism, and business industries
- Reduced risk of nuisance and liability on property in the Assessment Area

The above benefit factors, when applied to property within the areas of the San Gabriel Valley Mosquito and Vector Control District that receive Service funded by the Assessments, confer special benefits to property and create specific enhancement of property values because properties are more valuable in areas with improved public health, welfare, safety, and quality of life and environment.

### **METHOD OF ASSESSMENT**

The methodology for spreading the benefit assessment portion of the cost of providing vector surveillance and control services to each lot or parcel is based on the type of use of each property. To establish the special benefit to the individual parcels within the District a Benefit Unit (BU) system is utilized. Each parcel of land is assigned Benefit Units in proportion to the estimated benefit the parcel receives from vector control Services funded by the Assessments relative to the other types of parcels within the District and based on the parcel's land use. The Benefit Unit assignment is provided in the following table:

FIGURE 2 – BENEFIT UNIT ASSIGNMENT

<u>Land Use</u>	<u>Assessment Rate per Parcel</u>
Residential/ No Use Codes	Base of \$8.75 per parcel + \$5.09 for each 1-acre size increment per parcel.* (i.e. \$8.75 per parcel for parcels of 1 acre or less, plus \$5.09 per additional 1 acre.)
Commercial	Base of \$8.75 per parcel + \$5.09 for each 20-acre size increment per parcel.* (i.e. \$8.75 per parcel for parcels of 20 acres or less, plus \$5.09 per additional 20 acres.)
Agricultural	Base of \$8.75 per parcel + \$5.09 for each 5-acre size increment per parcel.* (i.e. \$8.75 per parcel for parcels of 5 acres or less, plus \$5.09 per additional 5 acres.)

\* Maximum rate not to exceed \$20.00 per parcel

The Benefit Unit totals by property type are summarized in the following table:

FIGURE 3 – BENEFIT UNIT BY PROPERTY TYPE

<u>Land Use Category</u>		<u>Parcels</u>	<u>Acres</u>	<u>Units</u>
Group 1				
Residential & No Use Code	< or = to 1 A	354,516	78,357	354,516
Agricultural	< or = to 5 Acres	451	333	451
Commercial	< or = 20 Acres	23,544	20,650	23,544
Group 2				
Residential & No Use Code	> 1 A but < 5 A	3,418	6,061	6,061
Agricultural	> 5 Acres but < 25 Acres	34	360	72
Commercial	> 20 Acres but < 100 Acres	113	3,929	196
Group 3				
Residential & No Use Code	> 5 A	451	8,256	2,255
Agricultural	> 25 Acres	9	685	45
Commercial	> 100 Acres	9	1,577	45

**DURATION OF ASSESSMENT**

The duration of the Assessment, pursuant to Resolution 96-03, is for fiscal year 1996-97 and every fiscal thereafter, so long as mosquitoes and vectors remain in existence and the District requires funding for vector surveillance and control activities and projects within the District.

**APPEALS AND INTERPRETATION**

Any property owner who feels that the assessment levied on the subject property is in error as a result of incorrect information being used to apply the foregoing method of assessment, may file a written appeal with District Manager of the San Gabriel Valley Mosquito and Vector Control District or his or her designee. Any such appeal is limited to correction of an assessment during the then current Fiscal Year or, if before July 1, the upcoming fiscal year. Upon the filing of any such appeal, the District Manager or his or her designee will promptly review the appeal and any information provided by the property owner. If the District Manager or his or her designee finds that the assessment should be modified, the appropriate changes shall be made to the assessment roll. If any such changes are approved after the assessment roll has been filed with the County of Los Angeles for collection, the District Manager or his or her designee is authorized to refund to the property owner the amount of any approved reduction. Any dispute over the decision of the District Manager, or his or her designee, shall be referred to the Board of Trustees. The decision of the District Board of Trustees shall be final.

## ASSESSMENT

---

**WHEREAS**, the San Gabriel Valley Mosquito and Vector Control District directed the undersigned Engineer of Work to prepare and file a report for the Assessments for fiscal year 2020-21;

**NOW, THEREFORE**, the undersigned in accordance with the provisions of Article XIID of the California Constitution, the Government Code and the Health and Safety Code and the order of the Board of Trustees, hereby make the following determination of an assessment to cover the portion of the estimated cost of said Services, and the costs and expenses incidental thereto to be paid by the San Gabriel Valley Mosquito and Vector Control District.

The total estimated expenditures for vector surveillance and control services to be funded by revenue from the Assessment for FY 2020-21 are \$5,307,843.

The boundaries of the District are contiguous with the boundaries of the District, as defined by the State Board of Equalization. The lines and dimensions of each lot or parcel with the District are shown on the maps of the Assessor of the County of Los Angeles and are incorporated herein by reference.

I hereby place opposite the Assessor Parcel Number for each parcel or lot within the Assessment Roll, the amount of the Assessment for the fiscal year 2020-21 for each parcel or lot of land within the said District in accordance to the method of assessment apportionment established in 1996 pursuant to Resolution 96-03.



The total Assessments and Assessment rates for fiscal year 2020-21 are as follows:

**FIGURE 4 – ASSIGNED BENEFIT UNITS**

<b>Land Use</b>	<b>Number of Parcels</b>	<b>Total Assessment</b>	<b>% of Total Assessment</b>
Residential	357,922	\$4,966,443	93.57%
Commercial	23,666	\$327,904	6.18%
Agricultural	494	\$7,017	0.13%
No Use Code	463	\$6,479	0.12%
<b>Total</b>	<b>382,545</b>	<b>\$5,307,843</b>	<b>100.00%</b>
Assessment Rate per Base Unit		\$8.75	
Assessment Rate per Acreage Unit		\$5.09	

Dated: May 1, 2020



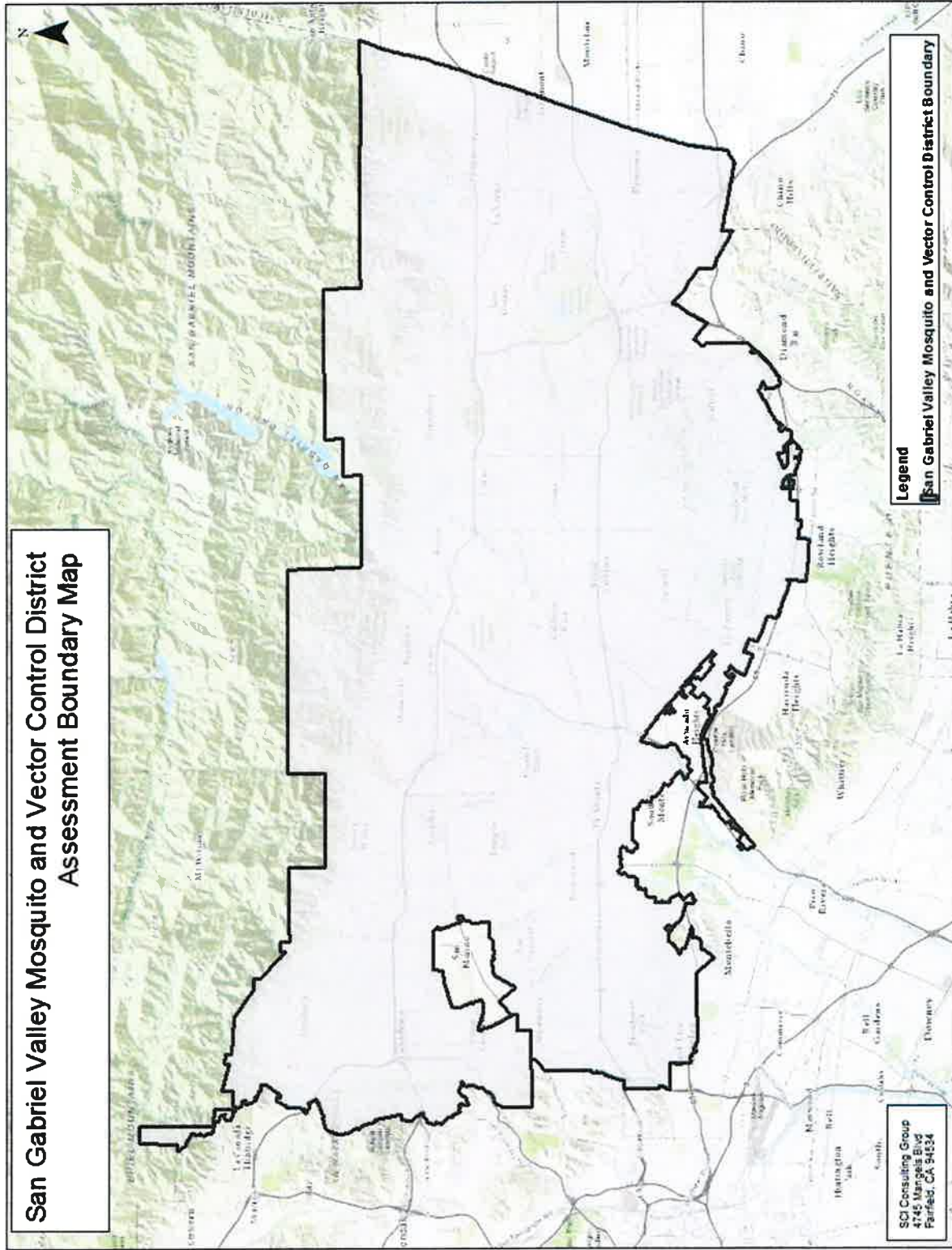
Engineer of Work

By  \_\_\_\_\_  
John W. Bliss, License No. C052091

## **ASSESSMENT DIAGRAM**

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The Assessment Area includes all properties within the boundaries of San Gabriel Valley Mosquito and Vector Control District and is displayed on the following Assessment Diagram.



## **ASSESSMENT ROLL**

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Reference is hereby made to the Assessment Roll in and for the assessment proceedings on file in the office of the San Gabriel Valley Mosquito and Vector Control District, as the Assessment Roll is too voluminous to be bound with this Report.

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

Date: June 12, 2020

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

Subject: **Consider Approval of Resolution 2020-02 to Order Collection of Special Benefit Property Taxes, Inclusive of FY 2019/20 Budget**

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

Background

It is my pleasure to present the Draft Fiscal Year (FY) 2020/21 annual budget to the San Gabriel Valley Mosquito and Vector Control District Board of Trustees for consideration and adoption.

In response to the economic uncertainty caused by the COVID-19 pandemic, the draft FY 2020/21 annual budget has been conservatively drafted in anticipation of future revenue losses and to help mitigate negative impacts to our service provision. As such the annual benefit assessment rate for single family equivalent (SFE) is not proposed to increase.

In review of the budget, it is important to note that the estimated actual total annual revenue for FY 2019/20 has been revised downward to \$5,287,397. This 1.4% reduction has been made to reflect anticipated losses resulting from second installment property tax late and none payments in 2020. The total revenue estimate for FY 2020/21 of \$5,133,451 reflects a projected 5% reduction in total property tax collections in the coming fiscal year.

FY 2019/20 is expected to conclude with a savings of approximately \$221,008. These surplus monies are a result of several full-time employees on extended leaves of absence and are not indicative of cost savings garnered in the course of normal operations. These savings are proposed to be distributed to our designated reserve funds at the conclusion of the annual audit.

The Consumer Price Index (CPI-U) for urban wage earners over the past 12 months was 1.9%. However, due to the recent impact of COVID-19 on the global economy, the single month CPI-U for Los Angeles County from February to March 2020 was -0.7%. At the time of the drafting of this transmittal letter, it is not possible to predict when the economy will recover from these events. Therefore, the decision has been made to not recommend a Cost-of-Living (COLA) wage increase for district employees.

The District's Operations Building suffered significant damage due to a faulty water supply line in November of 2019. District staff have worked with VCJPA insurance adjustors to recover funds expended for remediation and negotiate the amount for compensated losses to the structure. Qualifying compensated losses to the structure total \$56,143. Due to the age and condition of the building prior to the flood event, and the need to improve the women's locker room, the amount recovered from our insurance provider will not cover the cost of any significant facility improvements. \$100,000 is requested to be transferred out of designated reserve fund 3165 – Building and Facilities to cover the projected remaining cost of repairs and material replacement, and to make the necessary facility repairs and women's locker room improvements.

The following describes any significant changes to personnel and equipment, capital outlay projects, and transfers to and from District reserves.

Personnel:

- All new full-time position requests have been suspended for FY2020/21.
- One part-time Extra Help Outreach position is proposed in the Communications Department to assist with the growing demand for original multimedia content creation.

Capital Outlay:

- \$100,000 for the purchase and modification of two fleet vehicles in accordance with District vehicle replacement criteria.
- \$34,000 for the purchase and modification of one fleet vehicle for personnel hired in FY2019/20.

Reserves:

- \$310,548 from designated reserve fund 3125 – Capital Projects to cover projected 5% revenue loss in FY 2020/21.
- \$100,000 from designated reserve fund 3165 – Building and Facilities for repair and improvement of Operations Building.

Fiscal Impact

There is no increase to the Districts' annual special benefit assessment, cost-of-living allocation for staff, or new full-time positions proposed in this budget. The FY 2020/21 projected total revenue is \$5,133,451 with projected expenditures of \$5,133,451.

Manager's Recommendation

It is recommended that members of the Board of Trustees approve Resolution 2020-02 to order collection of special benefit property taxes, inclusive of FY 2019/20 budget.

Alternative:

Deny the approval of Resolution 2020-02 to order collection of special benefit property taxes, inclusive of FY 2019/20 budget.

Respectfully submitted,



Jared Dever  
District Manager



# Annual Budget

## Fiscal Year 2020 - 2021

(626) 814-9466 1145 N. Azusa Canyon Road, West Covina, CA 91790 [SGVmosquito.org](http://SGVmosquito.org) @SGVmosquito

Providing the highest level of protection from vectors & vector-borne diseases in San Gabriel Valley

# SAN GABRIEL VALLEY MOSQUITO & VECTOR CONTROL DISTRICT



## FISCAL YEAR 2020 – 2021 BUDGET

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## SAN GABRIEL VALLEY MOSQUITO & VECTOR CONTROL DISTRICT

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

*Cities of:* To: Becky Shevlin, President, Board of Trustees  
Joseph Leon, Chair, Finance and Audit Committee  
Members of the SGVMVCD Board of Trustees

*Alhambra*

*Arcadia*

*Azusa* Re: Fiscal Year 2020/21 Budget

*Bradbury*

*Claremont* It is my pleasure to present the Draft Fiscal Year (FY) 2020/21 annual budget to the San Gabriel Valley Mosquito and Vector Control District Board of Trustees for consideration and adoption.

*Covina*

*Duarte* In response to the economic uncertainty caused by the COVID-19 pandemic, the draft FY 2020/21 annual budget has been conservatively drafted in anticipation of future revenue losses and to help mitigate negative impacts to our service provision. As such the annual benefit assessment rate for single family equivalent (SFE) is not proposed to increase.

*El Monte*

*Glendora*

*Industry* In review of the budget, it is important to note that the estimated actual total annual revenue for FY 2019/20 has been revised downward to \$5,287,397. This 1.4% reduction has been made to reflect anticipated losses resulting from second installment property tax late and none payments in 2020. The total revenue estimate for FY 2020/21 of \$5,133,451 reflects a projected 5% reduction in total property tax collections in the coming fiscal year.

*Irwindale*

*La Puente*

*La Verne*

*Monrovia* FY 2019/20 is expected to conclude with a savings of approximately \$221,008. These surplus monies are a result of several full-time employees on extended leaves of absence and are not indicative of cost savings garnered in the course of normal operations. These savings are proposed to be distributed to our designated reserve funds at the conclusion of the annual audit.

*Monterey Park*

*Pomona*

*Rosemead*

*San Dimas* The Consumer Price Index (CPI-U) for urban wage earners over the past 12 months was 1.9%. However, due to the recent impact of COVID-19 on the global economy, the single month CPI-U for Los Angeles County from February to March 2020 was -0.7%. At the time of the drafting of this transmittal letter, it is not possible to predict when the economy will recover from these events. Therefore, the decision has been made to not recommend a Cost-of-Living (COLA) wage increase for district employees.

*San Gabriel*

*Sierra Madre*

*Temple City*

*Walnut* The District's Operations Building suffered significant damage due to a faulty water supply line in November of 2019. District staff have worked with VCJPA insurance adjustors to recover funds expended for remediation and negotiate the amount for compensated losses to the structure. Qualifying compensated losses to the structure total

*West Covina*

*County of Los Angeles*

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Reserves:

- \$310,548 from designated reserve fund 3125 – Capital Projects to cover projected 5% revenue loss in FY 2020/21.
- \$100,000 from designated reserve fund 3165 – Building and Facilities for repair and improvement of Operations Building.

I respectfully submit the FY 2020/21 Annual Budget for your review and consideration.

Respectfully,



Jared Dever  
District Manager

**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT****RESOLUTION 2020-02****A RESOLUTION OF  
THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT  
BOARD OF TRUSTEES DETERMINING AND ORDERING THE RATE OF THE  
ASSESSMENT FOR FISCAL YEAR 2020-21 IN CONNECTION WITH THE  
CONTINUATION OF THE VECTOR SURVEILLANCE AND CONTROL PROJECTS  
OF COMMON BENEFIT TO THE SAN GABRIEL VALLEY MOSQUITO AND  
VECTOR CONTROL DISTRICT**

**WHEREAS**, the **SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT** (the “District”) is an independent special district formed and governed pursuant to California Health and Safety Code Sections 2000 *et seq.*; and

**WHEREAS**, the District’s jurisdiction and service area encompasses the whole or portions of the cities of Alhambra, Arcadia, Azusa, Baldwin Park, Bradbury, Claremont, Covina, Duarte, El Monte, Glendora, Industry, Irwindale, La Puente, La Verne, Monterey Park, Monrovia, Pasadena, Pomona, Rosemead, San Dimas, San Gabriel, Sierra Madre, South Pasadena, Temple City, Walnut, West Covina, and the County of Los Angeles; and

**WHEREAS**, the District is governed by a Board of Trustees (the “District Board”) representing the respective cities and the County of Los Angeles; and

**WHEREAS**, the District is duly authorized to take all necessary or proper action to control mosquitoes, bees, black flies, midges, rats, and other vectors within the District boundaries or in territory not in the District but so situated that mosquitoes, bees, black flies, midges, rats, and other vectors may disperse into the District including conducting surveillance and control projects for any part of the District or for the common benefit of the District as a whole; and

**WHEREAS**, “vector” as used in this resolution is defined in Section 2002(k) of the California Health and Safety Code; and

**WHEREAS**, “vector surveillance and control” as used in this resolution includes surveillance of vectors, including but not limited to, mosquitoes, black flies, midges, rats, and other vectors; surveillance of diseases transmitted by vectors; control of vectors through source reduction, biological control, pesticide application, and public education, and other necessary or proper steps for vector surveillance and control; and

**WHEREAS**, mosquitoes, flies, rats, and other vectors can transmit diseases which affect humans and animals, including but not limited to malaria, arthropod-borne encephalitis of human and horses, heartworm of dogs, plague, and hantaviral pulmonary syndrome. The bite of mosquitoes and black flies can cause allergic reactions to some people and animals; and

**WHEREAS**, vector surveillance and control is necessary on a continuous, routine, and District-wide basis for the common benefit of the District as a whole to promote the habitability

of the property by protecting public health and welfare, and enhancing economic development, recreational use and enjoyment of properties and the environment within the District; and

**WHEREAS**, California Health and Safety Code Sections 2082-84 authorize the District to impose an assessment for vector surveillance and control projects which are of common benefit to the areas or zones within its jurisdiction; and

**WHEREAS**, on June 14, 1996, the District Board approved and adopted Resolution No. 96-04, A Resolution of the San Gabriel Valley Mosquito and Vector Control District Board of Trustees Ordering Vector Surveillance and Control Projects of Common Benefit to the San Gabriel Valley Mosquito and Vector Control District and Adopting an Assessment in Connection Therewith Commencing in Fiscal Year 1996-97, which levied an assessment for Fiscal Year 1996-97 and subsequent fiscal years in amounts not to exceed twenty dollars (\$20) per parcel per year, as described in the District Report prepared in connection with the fiscal year 1996-97 assessment, as determined by the District Board after conducting the necessary studies; and

**WHEREAS**, the District Board has caused studies to be conducted, and a report has been filed (the "Fiscal year 2020-21 Budget and Assessment Report") in the District's Office located at 1145A North Azusa Canyon Road, California, containing data indicating the need for the proposed assessment for Fiscal Year 2020-21, the amount of the assessment based on land use and size proposed for Fiscal Year 2020-21, the types of property to be assessed, and other related information;

**WHEREAS**, the assessment is for the purpose of meeting operating expenses, including employee wage rates and fringe benefits, purchasing or leasing supplies, equipment, or materials, and meeting financial reserve needs and requirements, and assessments for this purpose are exempt from the California Environmental Quality Act pursuant to Public Resources Code Section 21080(b)(8)(A)(B)(C).

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District that:

1. The above recitals are all true and correct.
2. The District Board, having conducted necessary studies and duly noticed public hearings, and based upon its review of the Fiscal Year 2020-21 Budget and Assessment Report and other reports and information presented to it, does hereby find and determine that the proposed assessment of Fiscal Year 2020-21, as set forth with specificity in the Fiscal Year 2020-21 Budget and Assessment Report, are necessary to finance and execute vector surveillance and control projects of common benefit to the District as a whole.
3. It is hereby declared that the assessment is exempt from the California Environmental Quality Act pursuant to Public Resources Code Section 21080(b)(8) based upon the specific finding recited herein.
4. The District Board does hereby request that the assessment be collected by the Los Angeles County Tax Collector in the same manner as ad valorem taxes. The Los Angeles County Department of Assessor, Auditor-Controller, Data Processing,

Systems Division, and Tax Collector are hereby authorized to take appropriate steps to place the assessment on all parcels in the District as herein described, to collect said assessment on behalf of the District, and to deduct the county's reasonable costs incurred for its collection service.

**APPROVED AND ADOPTED** this 12<sup>th</sup> day of June, 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  
Assessment FY 2020-2021**

For Fiscal Year 2020-21 the budget is \$ 5,031,600  
 To account for delinquent payments \$ 5,056,600 will be billed.

Parcels in the District are divided into three land use categories.

Indirect costs are distributed evenly among the parcels, and include all expenditures not related to actual inspection and control.

Direct costs are based on the size and land use category of each parcel, and include expenditures related to inspection and control.

The resources used to inspect and treat the parcels in each Group below are equivalent.

Land Use Category		Parcels	Acres	Units
<b>Group 1</b>				
Residential & No Use Code	< or = to 1 A	354,516	78,357	354,516
Agricultural	< or = to 5 Acres	451	333	451
Commercial	< or = 20 Acres	23,544	20,650	23,544
<b>Group 2</b>				
Residential & No Use Code	> 1 A but < 5 A	3,418	6,061	6,061
Agricultural	> 5 Acres but < 25 Acres	34	360	72
Commercial	> 20 Acres but < 100 Acres	113	3,929	196
<b>Group 3</b>				
Residential & No Use Code	> 5 A	451	8,256	2,255
Agricultural	> 25 Acres	9	685	45
Commercial	> 100 Acres	9	1,577	45
<b>Total</b>		<b>382,545</b>	<b>120,208</b>	<b>387,185</b>

For Direct Costs:

One Unit is the designation for the time and labor needed to inspect and treat a site in a given land use category.

Parcels in Group 1 are assessed at one unit.

Parcels in Group 2 are assessed up to a maximum of five units.

Parcels in Group 3 are assessed at the maximum of five units.

The indirect costs associated with operating the District comprise	61.62% of the total budget.
The indirect costs budgeted for FY 2020-2021 are	\$ 3,100,471.92
The indirect cost to each parcel in the District is	\$ 8.75

The direct costs associated with operating the District comprise	38.38% of the total budget.
The direct costs budgeted for FY 2020-2021 are	\$ 1,931,128.08
The direct cost to each unit in the District is	\$ 5.09

The benefit assessment for each parcel in the District for Fiscal Year 2020-2021 will range from:

\$13.84 to \$20.00

97% of the parcels in the District will be assessed at the minimum rate.

**San Gabriel Valley Mosquito and Vector Control District  
Appropriations Limits Maximum**

This worksheet contains a **theoretical** assessment based on current data and guidelines. It is presented pursuant to the requirements of California Health and Safety Code Section 2072, Article XIII B Section 9 of the California Constitution, and Division 9 Section 7900 of the California Government Code.

<b>Revenue Required from Assessment</b>	<b>Average Percent Collected</b>	<b>Total Amount of Assessment to be Billed</b>
\$6,317,674	99.0%	\$6,380,851

<b>Land Use Category with a 5 Unit Cap</b>	<b>Parcel Count</b>	<b>Total Acres</b>	<b>Total Units</b>
Residential & No Use Code Parcels ≤ 1 A	354,516	78,357	354,516
Agricultural Parcels ≤ 5 A	451	333	451
Commercial Parcels ≤ 20 A	23,544	20,650	23,544
Residential & No Use Code Parcels > 1 A but ≤ 5 A	3,418	6,061	6,061
Agricultural Parcels > 5 A but ≤ 25 A	34	360	72
Commercial Parcels > 20 A but ≤ 100 A	113	3,929	196
Residential & No Use Code Parcels > 5 A	451	8,256	2,255
Agricultural Parcels > 25 A	9	685	45
Commercial Parcels > 100 A	9	1,577	45
<b>Total</b>	<b>382,545</b>	<b>120,208</b>	<b>387,185</b>

**INDIRECT COST**

<b>Fiscal Year</b>	<b>Assessment to be Billed</b>	<b>Percent of Indirect Cost</b>	<b>Actual Indirect Cost</b>	<b>Number of Parcels</b>	<b>Rate Assessed on all Parcels</b>
theoretical	\$6,380,851	68.7%	\$4,383,644	382,545	\$11.46

**DIRECT COST**

<b>Fiscal Year</b>	<b>Assessment to be Billed</b>	<b>Percent of Direct Cost</b>	<b>Actual Direct Cost</b>	<b>Number of Units</b>	<b>Rate Assessed on all Parcels</b>
theoretical	\$6,380,851	31.3%	\$1,997,206	387,185	\$5.16

**Assessment Rate**

<b>Fiscal Year</b>	
theoretical	\$16.62

<b>Land Use Category with a 5 Unit Cap</b>	<b>Parcel Count</b>	<b>Total Units</b>	<b>Revenue</b>
Residential & No Use Code Parcels ≤ 1 A	354,516	354,516	\$5,891,146
Agricultural Parcels ≤ 5 A	451	451	\$7,494
Commercial Parcels ≤ 20 A	23,544	23,544	\$391,241
Residential & No Use Code Parcels > 1 A but ≤ 5 A	3,418	6,061	\$70,429
Agricultural Parcels > 5 A but ≤ 25 A	34	72	\$761
Commercial Parcels > 20 A but ≤ 100 A	113	196	\$2,308
Residential & No Use Code Parcels > 5 A	451	2,255	\$16,800
Agricultural Parcels > 25 A	9	45	\$335
Commercial Parcels > 100 A	9	45	\$335
<b>totals</b>	<b>382,545</b>	<b>387,185</b>	<b>\$6,380,851</b>

**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT** EXHIBIT 6A  
 FY 20/21 BUDGET

REVENUE & EXPENDITURE SUMMARY					
Account Classification	2017 - 2018 Actual	2018 - 2019 Actual	2019 - 2020 Adopted Budget	2019 - 2020 Estimated Actual	2020 - 2021 Proposed Budget
<b>Revenue</b>					
4000 · Service Revenue	0.00	0.00	0.00	0.00	0.00
4010 · Assessments	3,834,683.97	4,576,291.00	5,296,419.00	5,192,477.00	5,042,451.00
4015 · Delinquent Assessments	0.00	13,738.00	0.00	13,200.00	13,000.00
4050 · Interest, LA County	33,549.80	48,327.00	37,000.00	44,370.00	42,000.00
4060 · Interest Income, LAIF	19,134.76	33,099.00	30,000.00	32,000.00	31,000.00
4070 · Interest Income, Citizens Sweep	797.80	529.00	500.00	850.00	700.00
4075 · Interest Income, VCJPA	0.00	4,535.00	0.00	4,500.00	4,300.00
4030 · Grants	159,850.00	0.00	0.00	0.00	0.00
<b>Total Revenue</b>	<b>4,048,016.33</b>	<b>4,676,519.00</b>	<b>5,363,919.00</b>	<b>5,287,397.00</b>	<b>5,133,451.00</b>

Account Classification	2017 - 2018 Actual	2018 - 2019 Actual	2019 - 2020 Proposed Budget	2019 - 2020 Estimated Actual	2020 - 2021 Proposed Budget
<b>Expenditures</b>					
Salaries & Benefits	2,877,497.86	3,459,785.12	4,039,159.78	3,667,951.00	4,180,548.00
Maintenance & Operations	893,141.61	1,145,128.00	1,397,950.00	1,159,886.00	1,332,674.00
Restricted and Designated Reserves	111,034.29	0.00	0.00	0.00	0.00
Capital Outlay	29,037.36	263,000.00	267,000.00	252,000.00	242,000.00
Funds from Reserves	0.00	(545,033.12)	(353,639.00)	(13,448.00)	(621,771.00)
<b>Total Expenditures</b>	<b>3,910,711.12</b>	<b>4,322,880.00</b>	<b>5,350,470.78</b>	<b>5,066,389.00</b>	<b>5,133,451.00</b>

<b>NET REVENUE &amp; EXPENDITURES</b>	<b>137,305.21</b>	<b>353,639.00</b>	<b>13,448.22</b>	<b>221,008.00</b>	<b>-</b>
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<b>Net Impact to Reserves for FY 2020-21</b>	<b>10,074.00</b>
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## Department: Executive

### Department Overview

The San Gabriel Valley Mosquito and Vector Control District was established in 1989 to protect residents from vector-borne diseases, more specifically at that time, to address a local outbreak of a mosquito-borne disease called St. Louis encephalitis.

The District provides mosquito and black fly control services to 26 cities in the San Gabriel Valley, and some unincorporated portions of Los Angeles County; a total area of 259 square miles. The District is governed by a 27-member Board of Trustees, consisting of an appointed representative from each city and unincorporated portions of the County of Los Angeles. The District's services are funded by a benefit assessment levied on each parcel in the District.

The District Manager is appointed by the Board of Trustees and serves at its pleasure. The District Manager is the Chief Officer of the District. The District Manager appoints all department heads and is responsible for overseeing the daily operations of the District. The District Manager is assisted by an Executive Assistant/Board Clerk. The Executive Assistant/Board Clerk is responsible for the preparation of the agenda for the Trustee Board meetings and the maintaining of all official District documents and records.

The District Counsel advises the Board of Trustees on all matters of law in the conduct of District affairs. District Counsel prepares resolutions and contracts for consideration by the Board of Trustees. In addition, the District Counsel reviews all legal documents and represents the District in matters involving litigation.

### Budget Highlights

**Personnel** – The position of Executive Assistant/Clerk of the Board has been moved from the Administrative Services Department to the Executive Department. This transfer of position within the budget has been made to correctly account for the duties and roles of employees by department and does not negatively impact the budget.

**Capital Outlay/Reserves** - \$100,000 is requested to be transferred out of designated reserve fund 3165 – Building and Facilities for the repair and improvement of the Operation Building.

## Department: Executive

### Personnel Summary

Full Time Positions	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Proposed
District Manager	1	1	1	1
Executive Secretary/ Clerk of the Board				1
	1	1	1	2

**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT EXHIBIT 6A**

FY 20/21 BUDGET

<b>EXECUTIVE DEPARTMENT</b>					
<b>Account Classification</b>	<b>2017 - 2018 Actual</b>	<b>2018 - 2019 Actual</b>	<b>2019 - 2020 Adopted Budget</b>	<b>2019 - 2020 Estimated Actual</b>	<b>2020 - 2021 Proposed Budget</b>
<b>SALARIES &amp; BENEFITS</b>					
<b>Salaries</b>					
6210 · Salaries - Exempt	122,596.56	135,906.00	136,000.00	160,500.00	160,500.00
6212 · Salaries - Non Exempt	0.00	0.00	0.00	0.00	68,000.00
6218 · Salaries - Vacation	9,989.03	6,509.00	20,000.00	4,520.00	2,994.00
6219 · Salaries - Holiday	6,791.92	6,632.00	8,020.00	0.00	3,892.00
6220 · Salaries - Sick Pay	3,458.27	520.00	6,160.00	0.00	2,994.00
6140 · Medicare	2,123.89	2,249.00	2,300.00	2,436.00	3,400.00
6070 · Cafeteria Benefit	9,627.18	9,600.00	9,600.00	9,600.00	19,200.00
6066 · District 457 Contribtuion	0.00	0.00	0.00	3,200.00	3,150.00
6200 · Retirement - Classic	12,390.50	13,851.00	16,300.00	14,200.00	25,855.00
6051 · Management Car Allowance	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
<b>Total SALARIES &amp; BENEFITS</b>	<b>172,977.35</b>	<b>181,267.00</b>	<b>204,380.00</b>	<b>200,456.00</b>	<b>295,985.00</b>
<b>ORGANIZATIONAL EXPENDITURES</b>					
6030 · Board Expenses	28,227.37	28,816.00	35,000.00	32,000.00	35,000.00
6030 · Trustee Travel	0.00	0.00	28,840.00	2,896.00	3,000.00
6232 · Seminars and Meetings	6,455.40	7,777.00	15,000.00	10,500.00	8,200.00
<b>Total ORGANIZATIONAL EXPENDITURES</b>	<b>34,682.77</b>	<b>36,593.00</b>	<b>78,840.00</b>	<b>45,396.00</b>	<b>46,200.00</b>
<b>CAPITAL OUTLAY AND RESTRICTED</b>					
8000 · Capital Outlay - General	1,526.24	143,000.00	80,000.00	80,000.00	100,000.00
<b>Total CAPITAL OUTLAY AND RESTRICTED</b>	<b>1,526.24</b>	<b>143,000.00</b>	<b>80,000.00</b>	<b>80,000.00</b>	<b>100,000.00</b>
<b>NET EXPENDITURES</b>	<b>209,186.36</b>	<b>360,860.00</b>	<b>363,220.00</b>	<b>325,852.00</b>	<b>442,185.00</b>

**Department: Administrative Services**

**Department Overview**

The Administrative Services Department provides various support functions for the District. Administrative Services is responsible for Finance and Budget, Human Resources, Risk Management (Insurance) and Payroll. Financial responsibilities include developing and monitoring the annual budget; preparing monthly financial statements, accounts payables and receivables; administering petty cash; deferred compensation programs; and ensuring government accounting requirements and standards.

Human Resources coordinates the recruitment and hiring of District staff; administers employee benefits, coordinates employee relations and unemployment issues; maintains employee files; processes District vehicle incident claims; and administers the District’s Personnel and Salary Resolution.

Insurance activities involve processing, resolving and settling claims against the District, as well as claims the District has against others. The District is a member of a self-insurance pool (Vector Control Joint Powers Authority) made up of approximately 40 other California vector control districts. This organization helps administer and manage employment, workers compensation, liability, collision, property and other claims against the District.

**Budget Highlights**

Personnel – Four Administrative Department staff members currently undertake all administrative responsibilities in the day to day operation of the District. In addition, we provide support to District staff as well as to the residents of the San Gabriel Valley. Although the Executive Secretary/Clerk of the Board position is now allocated to the Executive department, the Administrative staff will continue to work closely with this staff member for all District business.

**Personnel Summary**

Full Time Positions	2017-18	2018-19	2019-20	2020-21
	Actual	Actual	Actual	Proposed
Office Manager	1	1	1	1
Administrative Assistant	1	1	1	1
Exec Assist/Clerk of the Board	1	1	1	0
HR/Finance Assistant			1	1
Operations Assistant	1	0	0	0
Customer Service Rep I	0	1	1	1
	4	4	5	4

**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT** EXHIBIT 6A

FY 20/21 BUDGET

<b>ADMINISTRATION DEPARTMENT</b>					
<b>Account Classification</b>	<b>2017 - 2018 Actual</b>	<b>2018 - 2019 Actual</b>	<b>2019- 2020 Adopted Budget</b>	<b>2019 - 2020 Estimated Actual</b>	<b>2020 - 2021 Proposed Budget</b>
<b>SALARIES &amp; BENEFITS</b>					
<b>Salaries</b>					
6210 · Salaries - Exempt	88,511.57	93,680.00	91,600.00	106,655.00	104,946.00
6212 · Salaries - Non Exempt	149,790.20	160,925.00	228,650.00	163,000.00	171,700.00
6216 · Salaries - Overtime	111.58	115.00	1,200.00	800.00	1,500.00
6218 · Salaries - Vacation	19,125.21	23,900.00	20,230.00	14,000.00	7,560.00
6219 · Salaries - Holiday	14,023.53	14,150.00	19,000.00	19,000.00	9,825.00
6220 · Salaries - Sick Pay	11,154.46	12,745.00	18,500.00	15,000.00	7,560.00
6140 · Medicare	4,175.83	4,672.00	5,435.10	4,700.00	4,350.00
6070 · Cafeteria Benefit	32,278.46	37,801.00	48,000.00	48,000.00	38,400.00
6200 · Retirement - Classic	22,826.54	2,414.00	27,358.00	24,140.00	27,950.00
6201 · Retirement - PEPRA	1,349.30	2,768.00	7,487.00	3,180.00	3,420.00
<b>Total SALARIES &amp; BENEFITS</b>	<b>343,346.68</b>	<b>353,170.00</b>	<b>467,460.10</b>	<b>398,475.00</b>	<b>377,211.00</b>
<b>ORGANIZATIONAL EXPENDITURES</b>					
6035 · Computer Hardware	1,354.12	41.00	3,000.00	300.00	3,000.00
6036 · Computer Software	315.30	9,056.00	9,500.00	9,203.00	9,500.00
6185 · Postage	1,817.53	2,303.00	1,700.00	1,500.00	1,700.00
6186 · Printing & Reproduction	0.00	0.00	1,000.00	0.00	500.00
6232 · Seminars and Meetings	2,241.78	2,975.00	3,000.00	3,010.00	3,000.00
6270 · Office Supplies	6,601.26	5,711.00	6,500.00	6,500.00	6,500.00
6333 · Branded Clothing	0.00	0.00	0.00	330.00	800.00
<b>Total ORGANIZATIONAL EXPENDITURES</b>	<b>12,329.99</b>	<b>20,086.00</b>	<b>24,700.00</b>	<b>20,843.00</b>	<b>25,000.00</b>
<b>CAPITAL OUTLAY AND RESTRICTED</b>					
8000 · Capital Outlay - General	1,500.00	0.00	25,000.00	25,000.00	0.00
<b>Total CAPITAL OUTLAY AND RESTRICTED</b>	<b>1,500.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>0.00</b>
<b>NET EXPENDITURES</b>	<b>357,176.67</b>	<b>373,256.00</b>	<b>517,160.10</b>	<b>444,318.00</b>	<b>402,211.00</b>

## Department: Operations

### Department Overview

The Operations Department is responsible for implementing mosquito and vector control prevention strategies in the field. Long-term mosquito prevention is accomplished by incorporating Integrated Vector Management methodologies, which uses a combination of applied field techniques involving physical, chemical, and biological control methods.

The Department is also responsible for the repair and maintenance of the District's facility and fleet. (14) Vector Control Specialists, (2) Limited-term Vector Control Technicians, (1) Operations Coordinator, and (10) seasonal employees, perform mosquito prevention and management. (1) Customer Service Representative (Virtual Vector Control Specialist) facilitates digital source condition confirmation and administrative support. (1) Building and Grounds Maintenance Specialist performs facility maintenance. (1) Data Analyst supports all aspects of the operation through the extraction and analysis of information. All working under the Operations Manager.

Responsibilities of operational field staff include the inspection and treatment of neglected pools and ponds, channels, underground storm drains, spreading basins, rivers, flood channels, street gutters, and other urban mosquito breeding sources. They also work with city officials and other public agencies to improve infrastructure and communicate public health threats.

### Budget Highlights

#### Labor and Salaries

The Department is not planning to create or eliminate any positions this fiscal year.

#### Specialty Vehicle Purchase

The Department will be purchasing (1) utility terrain vehicle (UTV), dedicated for use in open flood channel systems that are too small for a full-size vehicle. The UTV will be used to inspect and treat these systems on a regular management schedule. The UTV will allow Specialists to share the same vehicle improving safety and efficiency.

#### Replacement Vehicle Purchase

The Department will be purchasing (2) full-size trucks as part of an ongoing schedule to replace the oldest and/or most costly vehicles in the fleet. The systematic replacement of vehicles will reduce maintenance costs while improving safety and efficiency.

## Department: Operations

### Personnel Summary

Full-time Positions	2017-18	2018-19	2019-20	2020-21
	Actual	Actual	Actual	Proposed
Operations Manager	1	1	1	1
Operations Coordinator	1	1	1	1
Fleet Mechanic	1	1	0	0
Data Analyst	1	1	1	1
Facility Maintenance	1	1	1	1
VC Specialist III	1	2	2	2
VC Specialist II	8	10	8	8
VC Specialist I	3	1	4	4
Limited Surveillance Tech	1	4	2	2
Customer Service Rep I-VS			1	1
Extra Help VC Technicians	8	14	10	10
	26	36	31	31

OPERATIONS DEPARTMENT					
Account Classification	2017 - 2018 Actual	2018 - 2019 Actual	2019 - 2020 Adopted Budget	2019 - 2020 Estimated Actual	2020 - 2021 Proposed Budget
<b>SALARIES &amp; BENEFITS</b>					
<b>Salaries</b>					
6210 · Salaries - Exempt	67,879.36	102,303.00	101,700.00	116,395.00	116,691.00
6212 · Salaries - Non Exempt	862,035.10	935,007.00	1,267,439.48	970,500.00	1,055,922.00
6216 · Salaries - Overtime	21,638.45	2,265.00	12,000.00	3,500.00	10,000.00
6218 · Salaries - Vacation	67,505.14	64,279.00	63,604.00	62,000.00	46,539.00
6219 · Salaries - Holiday	54,275.36	55,672.00	69,685.20	69,000.00	60,389.00
6220 · Salaries - Sick Pay	38,468.69	51,341.00	62,276.00	52,000.00	48,756.00
6230 · Salaries - Extra Help	91,450.82	176,861.00	200,000.00	195,000.00	164,600.00
6240 · Social Security	2,321.81	6,083.00	4,550.00	4,200.00	6,125.00
6140 · Medicare	18,190.15	21,262.00	26,000.00	26,000.00	24,000.00
6070 · Cafeteria Benefit	154,062.51	173,974.00	192,000.00	192,000.00	192,000.00
6200 · Retirement - Classic	44,762.24	43,423.00	62,000.00	40,000.00	48,560.00
6201 · Retirement - PEPRA	42,038.31	54,041.00	70,500.00	56,170.00	78,590.00
<b>Total SALARIES &amp; BENEFITS</b>	<b>1,464,627.94</b>	<b>1,686,511.00</b>	<b>2,131,754.68</b>	<b>1,786,765.00</b>	<b>1,852,172.00</b>
<b>ORGANIZATIONAL EXPENDITURES</b>					
6007 · Automobile Lease	73,148.26	82,166.00	60,000.00	33,000.00	30,000.00
6035 · Computer Hardware	3,760.51	15,881.00	6,000.00	2,000.00	6,000.00
6036 · Computer Software	8,138.42	400.00	5,000.00	1,500.00	5,000.00
6040 · Facility Maint.	4,557.51	38,778.00	42,000.00	18,857.00	40,000.00
6042 · Equipment Maint.	1,905.00	1,223.00	12,000.00	2,000.00	4,000.00
6044 · Grounds	50.75	1,201.00	0.00	75.00	10,000.00
6185 · Postage	294.93	171.00	4,000.00	1,000.00	1,000.00
6186 · Printing & Reproduction	0.00	1,500.00	1,500.00	0.00	1,000.00
6331 · Professional Development	0.00	0.00	2,000.00	600.00	2,000.00
6232 · Seminars and Meetings	4,506.99	6,729.00	16,500.00	6,500.00	12,500.00
6283 · Pesticides	30,458.22	56,501.00	51,000.00	62,000.00	75,000.00
6260 · Vehicle Maintenance	15,965.47	53,504.00	60,000.00	50,600.00	60,000.00
6262 · Gasoline	51,022.16	55,546.00	70,000.00	58,000.00	65,000.00
6270 · Office Supplies	2,287.97	2,815.00	3,500.00	1,500.00	2,500.00
6280 · Operations Supplies	29,114.69	12,332.00	18,000.00	14,000.00	15,000.00
6281 · Mosquito Fish Supplies	0.00	1,348.00	5,000.00	2,000.00	5,000.00
6302 · Safety	17,631.23	19,126.00	20,000.00	18,000.00	20,000.00
6304 · Surveillance, Aerial	23,118.00	0.00	25,300.00	25,118.00	25,500.00
6330 · Training, CEU's	4,148.00	3,604.00	4,400.00	5,000.00	6,000.00
6171 · Misc Rentals	0.00	0.00	2,850.00	0.00	2,000.00
6334 · Boots	0.00	0.00	5,500.00	2,500.00	4,500.00
6333 · Branded Clothing	0.00	0.00	800.00	2,500.00	2,000.00
6332 · Uniforms	11,964.90	10,621.00	10,000.00	10,600.00	12,000.00
<b>Total ORGANIZATIONAL EXPENDITURES</b>	<b>282,073.01</b>	<b>363,446.00</b>	<b>425,350.00</b>	<b>317,350.00</b>	<b>406,000.00</b>



OPERATIONS DEPARTMENT					
Account Classification	2017 - 2018 Actual	2018 - 2019 Actual	2019 - 2020 Adopted Budget	2019 - 2020 Estimated Actual	2020 - 2021 Proposed Budget
<b>CAPITAL OUTLAY AND RESTRICTED</b>					
8000 - Capital Outlay - General	26,011.12	59,300.00	100,000.00	95,000.00	100,000.00
<b>Total CAPITAL OUTLAY AND RESTRICTED</b>	<b>26,011.12</b>	<b>59,300.00</b>	<b>100,000.00</b>	<b>95,000.00</b>	<b>100,000.00</b>
<b>NET EXPENDITURES</b>	<b>1,772,712.07</b>	<b>2,109,257.00</b>	<b>2,657,104.68</b>	<b>2,199,115.00</b>	<b>2,358,172.00</b>

## Department: Surveillance

### Department Overview

The Scientific Program is responsible for the surveillance program that monitors the abundance of disease-carrying insects and occurrences of vector-borne diseases, as well as all technical aspects of the overall program.

The department is comprised of a Scientific Program Manager, two Vector Ecologists, two Assistant Vector Ecologists, and two LTD Surveillance Technicians. The disease surveillance program serves as an early warning system in the detection of mosquito-borne viruses that can infect people and animals. Testing for the presence of viruses and pathogens in mosquitoes and wild birds helps identify disease transmission before human cases occur.

The Vector Ecologists are involved in developing control and monitoring strategies for both native and invasive mosquito species. They are responsible for conducting studies to improve mosquito treatment efficacy and monitoring for pesticide resistance.

The Scientific Program continues to collaborate with local agencies, national agencies and universities on studies surrounding emerging vector and disease issues.

### Budget Highlights

**Personnel** – Seven Surveillance Department staff members monitor mosquito populations and environmental evidence of arbovirus to aid in efficiently targeting operational and communications work in the district. The surveillance department has established a proactive surveillance system to serve the communities of the districts. The Senior Vector Ecologist position was re-hired as a Vector Ecologist position in 2020 to increase efficiency within the department.

**New Technologies Program** – The Surveillance Department identifies and tests new technology for use in the district. As new formulations of pesticides become available, it is important to evaluate their efficacy against mosquitoes in the San Gabriel Valley and the Surveillance Department tests promising new products to determine their suitability for use in the District. These evaluations increase efficiency across departments in achieving the District's mission.

**Mosquito Ecology Program** – The unique ecology of the San Gabriel Valley provides an opportunity to perform ecological research as it relates to the biology of mosquitoes. The Surveillance department collaborates with the other departments, other mosquito control agencies and universities to use mosquito ecology in increasing programmatic efficiencies.

## Department: Surveillance

<b>Personnel Summary</b>				
<b>Full Time Positions</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Proposed</b>
Scientific Program Manager	1	1	1	1
Sr. Vector Ecologist	1	1	1	0
Vector Ecologist	1	1	2	2
Asst Vector Ecologist	0	2	2	2
Ltd Asst Vector Ecologist	2	0	0	0
Ltd VC Tech - Surveillance	0	1	1	2
E/H VC Tech - Surveillance	10	8	1	0
	<b>15</b>	<b>14</b>	<b>8</b>	<b>7</b>

**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT EXHIBIT 6A**

FY 20/21 BUDGET

<b>SURVEILLANCE DEPARTMENT</b>					
<b>Account Classification</b>	<b>2017 - 2018 Actual</b>	<b>2018 - 2019 Actual</b>	<b>2019 - 2020 Adopted Budget</b>	<b>2019 - 2020 Estimated Actual</b>	<b>2020 - 2021 Proposed Budget</b>
<b>SALARIES &amp; BENEFITS</b>					
<b>Salaries</b>					
6210 · Salaries - Exempt	46,056.26	92,001.00	96,700.00	106,400.00	116,399.00
6212 · Salaries - Non Exempt	260,306.43	92,674.00	365,990.00	160,350.00	384,940.00
6216 · Salaries - Overtime	1,238.35	247.00	1,000.00	800.00	1,500.00
6218 · Salaries - Vacation	20,925.33	22,226.00	20,370.00	10,000.00	16,585.00
6219 · Salaries - Holiday	18,271.69	9,917.00	25,135.00	12,000.00	21,561.00
6220 · Salaries - Sick Pay	15,962.59	9,476.00	20,720.00	12,000.00	16,585.00
6230 · Salaries - Part-time - XH	116,545.10	7,446.00	16,880.00	9,500.00	0.00
6240 · Social Security	3,393.39	1,759.00	950.00	600.00	0.00
6140 · Medicare	7,123.14	3,412.00	8,100.00	4,300.00	8,040.00
6070 · Cafeteria Benefit	50,969.77	50,969.77	57,600.00	55,539.00	67,200.00
6200 · Retirement - Classic	7,029.52	0.00	11,355.00	0.00	0.00
6201 · Retirement - PEPRA	20,479.07	11,845.00	31,235.00	16,775.00	42,860.00
<b>Total SALARIES &amp; BENEFITS</b>	<b>568,300.64</b>	<b>301,972.77</b>	<b>656,035.00</b>	<b>388,264.00</b>	<b>675,670.00</b>
<b>ORGANIZATIONAL EXPENDITURES</b>					
6035 · Computer Hardware	584.65	2,374.00	2,000.00	0.00	4,000.00
6036 · Computer Software	0.00	59.00	500.00	147.00	500.00
6185 · Postage	1,317.21	53.00	1,500.00	150.00	500.00
6232 · Seminars and Meetings	3,167.61	7,493.00	8,900.00	6,500.00	8,900.00
6250 · Surveillance Supplies	34,199.42	19,474.00	15,000.00	14,000.00	10,000.00
6251 · Arbovirus Testing Supplies	0.00	1,644.00	20,000.00	18,000.00	26,000.00
6333 · Branded Clothing	0.00	0.00	2,200.00	1,200.00	5,000.00
6270 · Office Supplies	556.96	177.00	1,600.00	1,600.00	1,600.00
<b>Total ORGANIZATIONAL EXPENDITURES</b>	<b>39,825.85</b>	<b>31,274.00</b>	<b>51,700.00</b>	<b>41,597.00</b>	<b>56,500.00</b>
<b>CAPITAL OUTLAY AND RESTRICTED</b>					
8000 · Capital Outlay - General	0.00	0.00	14,000.00	12,000.00	34,000.00
<b>Total CAPITAL OUTLAY AND RESTRICTED</b>	<b>0.00</b>	<b>0.00</b>	<b>14,000.00</b>	<b>12,000.00</b>	<b>34,000.00</b>
<b>NET EXPENDITURES</b>	<b>608,126.49</b>	<b>333,246.77</b>	<b>721,735.00</b>	<b>441,861.00</b>	<b>766,170.00</b>

## Department: Communications

### Department Overview

The role of the Communications Department is to promote District services and raise awareness about current and emerging vector-related public health issues. The department designs outreach campaigns and materials that emphasize shared responsibility of vector control with the public. This long-term, sustainable approach uses outreach strategies that engages key target audiences, such as students, residents and elected officials. Regularly assessing programs, using the latest communications technology and being knowledgeable about the diverse population in San Gabriel Valley are vital to ensure a comprehensive outreach program. Campaigns conducted by the Communications Department range from hyper-local targeting to the regional level. Department staff will regularly collaborate with other public health partners and organizations to increase reach and awareness.

### Budget Highlights

**Personnel** - Seven Communications Department staff members provide outreach to nearly 2 million residents within the District. Our outreach services include community presentations, school presentations, coordinating and staffing event booths, delivering brochures, meeting community and elected officials, and maintaining communications with community partners. The demand for our services continues to grow as more stakeholders request in-person participation with our giant inflatable mosquito booth, meetings with our Ada Eez mascot, and online content that the staff produces in-house.

**Education Program** – The District’s EcoHealth Vector Education Program serves at least 550 private and public schools. Two teacher-credentialed Education Specialists provide key public health education about mosquito-borne disease prevention. From in-classroom programs, such as Mosquito Intelligence Academy to citizen science projects, such as Aedes Super Cup, the Education Specialists require materials and support to reach the thousands of families in San Gabriel Valley. The Education Specialists will continue to meet the increased demand for remote learning content due to major shifts in the public and private education fields in 2020.

**Computer Software** – To maximize reach to nearly two million residents, the District must acknowledge the growing need of the public to learn remotely and not at in-person events. The demand for remote learning content from our EcoHealth to general outreach programs means staff must be ready to deliver education swiftly and in a relevant format that is accepted by residents, families and other District stakeholders.

## Department: Communications

### Personnel Summary

Full Time Positions	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Proposed
Public Information Officer	1	1	1	1
Education Specialist	1	1	2	2
Creative Services Specialist	1	0	1	1
Communications Specialist	0	1	0	0
Outreach Assistant			1	1
Extra Help Outreach Assistant	0	1	1	2
	3	4	6	7

**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT** EXHIBIT 6A

FY 20/21 BUDGET

<b>COMMUNICATIONS DEPARTMENT</b>					
<b>Account Classification</b>	<b>2017 - 2018 Actual</b>	<b>2018 - 2019 Actual</b>	<b>2019 - 2020 Adopted Budget</b>	<b>2019 - 2020 Estimated Actual</b>	<b>2020 - 2021 Proposed Budget</b>
<b>SALARIES &amp; BENEFITS</b>					
<b>Salaries</b>					
6210 · Salaries - Exempt	53,264.78	88,071.00	87,700.00	97,520.00	107,009.00
6212 · Salaries - Non Exempt	111,045.90	116,477.00	224,350.00	222,000.00	235,365.00
6216 · Salaries - Overtime	1,397.72	302.00	4,000.00	1,200.00	1,500.00
6218 · Salaries - Vacation	7,857.71	8,053.00	13,750.00	12,500.00	10,471.00
6219 · Salaries - Holiday	7,902.58	10,372.00	17,880.00	17,880.00	13,612.00
6220 · Salaries - Sick Pay	5,219.91	4,677.00	13,750.00	8,800.00	11,232.00
6230 · Salaries - Extra Help	1,081.12	17,889.00	0.00	2,161.00	32,980.00
6240 · Social Security	872.95	1,017.00	0.00	846.00	2,045.00
6140 · Medicare	2,465.96	3,280.00	5,900.00	4,721.00	6,000.00
6070 · Cafeteria Benefit	31,307.07	24,988.00	57,600.00	57,600.00	48,000.00
6200 · Retirement - Classic	7,294.28	7,801.00	8,800.00	7,948.00	9,485.00
6201 · Retirement - PEPRA	5,598.60	29,438.00	22,300.00	21,700.00	22,780.00
<b>Total SALARIES &amp; BENEFITS</b>	<b>235,308.58</b>	<b>312,365.00</b>	<b>456,030.00</b>	<b>454,876.00</b>	<b>500,479.00</b>
<b>ORGANIZATIONAL EXPENDITURES</b>					
6003 · Advertising	53.68	53.68	30,000.00	28,000.00	30,000.00
6035 · Computer Hardware	23.98	1,024.00	4,500.00	4,200.00	4,500.00
6036 · Computer Software	1,729.64	1,844.00	2,500.00	2,300.00	6,000.00
6037 · Website and Email Service	4.99	2,960.00	5,700.00	5,700.00	5,700.00
6185 · Postage	118.68	545.00	3,500.00	1,200.00	3,500.00
6186 · Printing & Reproduction	0.00	9,660.00	12,000.00	10,500.00	15,000.00
6188 · Media Production	0.00	0.00	10,000.00	6,000.00	6,000.00
6076 · Event Participation Fees	0.00	0.00	4,000.00	3,200.00	4,000.00
6333 · Branded Clothing	0.00	0.00	800.00	800.00	800.00
6232 · Seminars and Meetings	2,934.82	2,633.00	12,000.00	6,500.00	15,000.00
6270 · Office Supplies	1,141.33	1,498.00	1,000.00	800.00	1,000.00
6290 · Communications Supplies	33,772.61	8,611.00	10,000.00	15,000.00	10,000.00
6305 · Education Program Supplies	0.00	331.00	3,000.00	2,900.00	14,000.00
<b>Total ORGANIZATIONAL EXPENDITURES</b>	<b>39,779.73</b>	<b>29,159.68</b>	<b>99,000.00</b>	<b>87,100.00</b>	<b>115,500.00</b>
<b>CAPITAL OUTLAY AND RESTRICTED</b>					
8000 · Capital Outlay - General	0.00	0.00	48,000.00	40,000.00	8,000.00
<b>Total CAPITAL OUTLAY AND RESTRICTED</b>	<b>0.00</b>	<b>0.00</b>	<b>48,000.00</b>	<b>40,000.00</b>	<b>8,000.00</b>
<b>NET EXPENDITURES</b>	<b>275,088.31</b>	<b>341,524.68</b>	<b>603,030.00</b>	<b>581,976.00</b>	<b>623,979.00</b>

<b>NON-DEPARTMENTAL</b>					
<b>Account Classification</b>	<b>2017 - 2018 Actual</b>	<b>2018 - 2019 Actual</b>	<b>2019 - 2020 Adopted Budget</b>	<b>2019 - 2020 Estimated Actual</b>	<b>2020 - 2021 Proposed Budget</b>
<b>Revenue</b>					
4010 · Assessments	3,851,637.71	4,576,291.00	5,296,419.00	5,192,477.00	5,042,451.00
4015 · Delinquent Assessments	0.00	13,738.00	0.00	13,200.00	13,000.00
4050 · Interest, LA County	29,812.49	48,327.00	37,000.00	44,370.00	42,000.00
4060 · Interest Income, LAIF	19,134.76	33,099.00	30,000.00	32,000.00	31,000.00
4070 · Interest Income, Citizens Sweep	797.80	529.00	500.00	850.00	700.00
4075 · Interest Income, VCJPA	0.00	4,535.00	0.00	4,500.00	4,300.00
4030 · Grants	111,034.29	0.00	0.00	0.00	0.00
<b>Total Revenue</b>	<b>4,012,417.05</b>	<b>4,676,519.00</b>	<b>5,363,919.00</b>	<b>5,287,397.00</b>	<b>5,133,451.00</b>

<b>Account Classification</b>	<b>2017 - 2018 Actual</b>	<b>2018 - 2019 Actual</b>	<b>2019 - 2020 Adopted Budget</b>	<b>2019 - 2020 Estimated Actual</b>	<b>2020 - 2021 Proposed Budget</b>
<b>SALARIES &amp; BENEFITS</b>					
<b>Salaries</b>					
6122 · Unemployment	20,638.89	21,057.00	25,000.00	23,000.00	25,000.00
6234 · Tuition Reimbursement	0.00	2,000.00	8,000.00	0.00	4,000.00
6200 · Retirement Classic	58,452.88	200,225.00	15,000.00	231,300.00	111,800.00
6201 · Retirement PEPR A	125.44	78,243.00	1,200.00	106,940.00	148,150.00
6202 · Classic Unfunded Liability	0.00	0.00	0.00	0.00	151,439.00
6203 · PEPR A Unfunded Liability	0.00	0.00	0.00	0.00	8,342.00
6065 · Group Term Life	3,187.30	3,759.00	4,300.00	3,975.00	4,300.00
6072 · Health Benefits - Retired EE	10,532.16	13,731.00	20,000.00	23,900.00	26,000.00
6074 · Post Retirement Benefits	0.00	50,000.00	50,000.00	50,000.00	0.00
<b>Total SALARIES &amp; BENEFITS</b>	<b>92,936.67</b>	<b>369,015.00</b>	<b>123,500.00</b>	<b>439,115.00</b>	<b>479,031.00</b>
<b>ORGANIZATIONAL EXPENDITURES</b>					
6010 · Awards	1,747.13	3,144.00	4,000.00	3,000.00	3,000.00
6020 · Bank Charges	4,463.50	10,071.00	15,000.00	13,000.00	15,000.00
6035 · Computer Hardware	0.00	20,660.00	25,000.00	51,528.00	25,000.00
6036 · Computer Software-Licenses	0.00	22,396.00	50,000.00	38,000.00	40,000.00
6312 · Communications, Field	25,080.86	29,197.00	38,000.00	40,100.00	42,000.00
6315 · Telephone, Internet	11,193.69	11,827.00	30,000.00	12,300.00	14,000.00
6320 · Telephone, Office	13,468.78	12,026.00	14,000.00	14,000.00	15,500.00
6090 · Auto Insurance	0.00	1,648.00	1,950.00	1,700.00	2,257.00
6100 · Liability Insurance	32,098.00	63,019.00	78,444.00	79,388.00	79,056.00
6110 · Workers Comp Insurance	72,577.00	110,842.00	109,946.00	104,019.00	114,890.00
6120 · Property Insurance	3,250.00	3,196.00	2,351.00	2,589.00	6,423.00



<b>NON-DEPARTMENTAL</b>					
<b>Account Classification</b>	<b>2017 - 2018 Actual</b>	<b>2018 - 2019 Actual</b>	<b>2019 - 2020 Adopted Budget</b>	<b>2019 - 2020 Estimated Actual</b>	<b>2020 - 2021 Proposed Budget</b>
6085 · VCJPA General Fund	10,729.00	8,348.00	8,969.00	10,005.00	9,248.00
6111 · Other Insurance	1,622.02	1,471.00	3,500.00	1,700.00	3,500.00
6073 · Equipment Lease	12,742.74	37,584.00	23,000.00	19,350.00	21,000.00
6075 · Fees & Assessments	4,771.61	3,195.00	4,000.00	4,150.00	4,300.00
6080 · Hiring Expenses	1,194.99	2,931.00	5,600.00	3,000.00	4,000.00
6150 · Memberships	14,683.68	24,946.00	25,000.00	26,021.00	28,000.00
6170 · Miscellaneous Expenses	2,802.69	4,476.00	3,500.00	3,100.00	3,500.00
6000 · Accounting Services	5,242.50	14,558.00	20,000.00	19,500.00	22,000.00
6130 · Legal Services	23,534.44	17,385.00	35,000.00	13,000.00	25,000.00
6190 · Other Services	4,045.00	2,880.00	6,000.00	500.00	2,000.00
6046 · Professional Services - IT	40,304.61	32,157.00	50,000.00	40,000.00	50,000.00
6192 · Research	2,250.00	0.00	1,000.00	0.00	500.00
6300 · Reference	0.00	0.00	0.00	0.00	0.00
6310 · Benefit Assessment Admin Cost	99,278.72	95,354.00	118,000.00	115,000.00	118,000.00
6340 · Electric Service	38,985.13	30,149.00	41,000.00	28,000.00	30,000.00
6341 · Natural Gas	2,253.52	2,262.00	3,000.00	2,800.00	3,100.00
6343 · Water Service	1,967.83	1,798.00	2,100.00	1,850.00	2,200.00
<b>Total ORGANIZATIONAL EXPENDITURES</b>	<b>430,287.44</b>	<b>567,520.00</b>	<b>718,360.00</b>	<b>647,600.00</b>	<b>683,474.00</b>
<b>NET REVENUE &amp; EXPENDITURES</b>	<b>3,489,192.94</b>	<b>3,739,984.00</b>	<b>4,522,059.00</b>	<b>4,200,682.00</b>	<b>3,970,946.00</b>

DESIGNATED RESERVES					
Account Classification	2017 - 2018 Actual	2018 - 2019 Actual	2019 - 2020 Adopted Budget	2019 - 2020 Estimated Actual	2020 - 2021 Proposed Budget
<b>3100 · Public Health Emergency</b>	1,326,200.00	1,326,200.00	1,326,200.00	1,326,200.00	1,326,200.00
Transfers In	0.00	0.00	0.00	0.00	0.00
Transfers Out	0.00	0.00	0.00	0.00	0.00
<b>Revenue &amp; Transfers In Total</b>	0.00	0.00	0.00	0.00	0.00
<b>Expense &amp; Transfer Out Total</b>	0.00	0.00	0.00	0.00	0.00
<b>Net (Use of) Addition to Reserves</b>	0.00	0.00	0.00	0.00	0.00
<b>3125 · Capital Projects</b>	612,923.00	612,923.00	469,923.00	469,923.00	958,088.00
Transfers In	0.00	0.00	0.00	488,085.00	0.00
Transfers Out	0.00	(143,000.00)	0.00	0.00	(498,159.00)
<b>Revenue &amp; Transfers In Total</b>	0.00	0.00	0.00	488,085.00	0.00
<b>Expense &amp; Transfer Out Total</b>	0.00	(143,000.00)	0.00	0.00	(498,159.00)
<b>Net (Use of) Addition to Reserves</b>	0.00	(143,000.00)	0.00	0.00	(498,159.00)
<b>3160 · Pension Liability</b>	0.00	200,258.00	200,258.00	200,258.00	200,258.00
Transfers In	0.00	0.00	0.00	0.00	0.00
Transfers Out	0.00	0.00	0.00	0.00	0.00
<b>Revenue &amp; Transfers In Total</b>	0.00	0.00	0.00	0.00	0.00
<b>Expense &amp; Transfer Out Total</b>	0.00	0.00	0.00	0.00	0.00
<b>Net (Use of) Addition to Reserves</b>	0.00	0.00	0.00	0.00	0.00
<b>3165 · Building/Facilities</b>	0.00	0.00	100,000.00	100,000.00	149,000.00
Transfers In	0.00	100,000.00	48,994.34	49,000.00	0.00
Transfers Out	0.00	0.00	0.00	0.00	(\$100,000.00)
<b>Revenue &amp; Transfers In Total</b>	0.00	100,000.00	148,994.34	149,000.00	0.00
<b>Expense &amp; Transfer Out Total</b>	0.00	0.00	0.00	0.00	(\$100,000.00)
<b>Net (Use of) Addition to Reserves</b>	0.00	0.00	0.00	0.00	(\$100,000.00)
<b>3170 · Vehicle Replacement</b>	0.00	0.00	43,760.00	43,760.00	43,760.00
Transfers In	0.00	251,423.28	0.00	0.00	0.00
Transfers Out	0.00	(120,000.00)	0.00	0.00	(43,760.00)
<b>Revenue &amp; Transfers In Total</b>	0.00	251,423.28	0.00	0.00	0.00
<b>Expense &amp; Transfer Out Total</b>	0.00	(120,000.00)	0.00	0.00	(43,760.00)
<b>Net (Use of) Addition to Reserves</b>	0.00	131,423.28	0.00	0.00	(43,760.00)
<b>Total Reserves</b>	<b>1,939,123.00</b>	<b>2,227,804.28</b>	<b>2,189,135.34</b>	<b>2,045,381.00</b>	<b>2,035,387.00</b>

<b>RESTRICTED RESERVE ACCOUNTS</b>	<b>2016 - 2017 Actual</b>	<b>2017 - 2018 Actual</b>	<b>2018 - 2019 Adopted Budget</b>	<b>2018 - 2019 Estimated Actual</b>	<b>2019 - 2020 Proposed Budget</b>
<b>3180 · VCJPA Property Contingency Fund</b>	97,113.00	97,113.00	96,911.00	97,000.00	97,200.00
<b>Total Reserves</b>	<u>97,113.00</u>	<u>97,113.00</u>	<u>96,911.00</u>	<u>97,000.00</u>	<u>97,200.00</u>

<b>GRAND TOTAL RESERVES</b>	<b>2,036,236.00</b>	<b>2,324,917.28</b>	<b>2,286,046.34</b>	<b>2,142,381.00</b>	<b>2,132,587.00</b>
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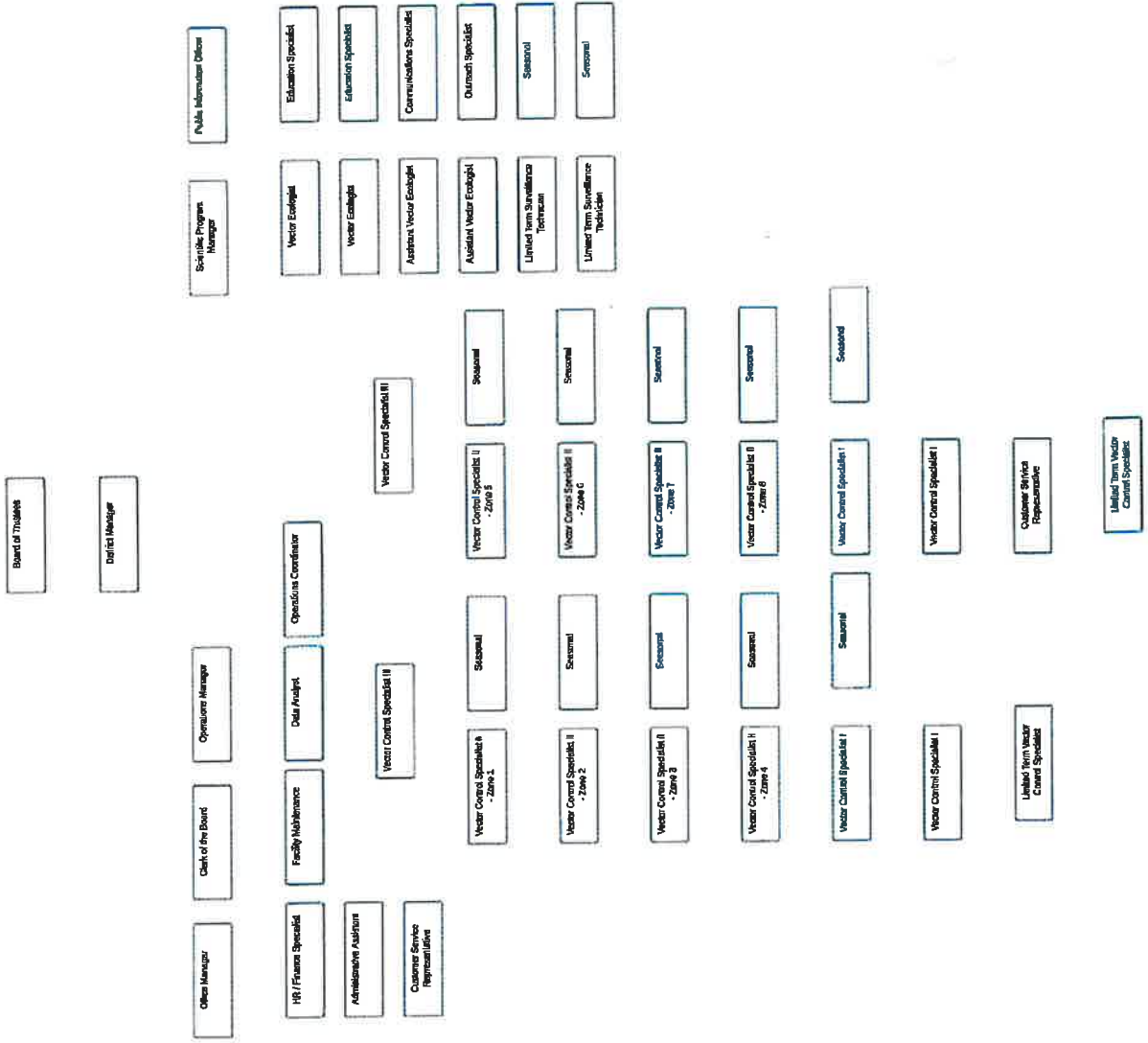
## Capital Outlay Summary

		2020-2021 Budget
<b>Operating Fund</b>		
<b>Executive:</b>		
Building and Improvements		
	Repair and improvement of the Operations Building	\$ 100,000
	Total	<u>\$ 100,000</u>
<b>Operations:</b>		
Vehicles:		
	Acquire 2 fleet vehicles - specialty flood channel	
	Vehicles and modifications	\$ 100,000
	Total	<u>\$ 100,000</u>
<b>Communications:</b>		
Vehicle Upgrades		
	Mobile outreach and education vehicles wrap	\$ 8,000
	Total	<u>\$ 8,000</u>
<b>Surveillance:</b>		
Vehicles:		
	Acquire 1 specialty surveillance vehicle	\$ 34,000
	Total	<u>\$ 34,000</u>
<b>Total Operating Fund</b>		<u><u>\$ 242,000</u></u>

## Personnel Summary

Full Time Personnel	2017-18	2018-19	2019-20	2020-21
	Actual	Actual	Actual	Proposed
District Manager	1	1	1	1
Office Manager	1	1	1	1
Operations Manager	1	1	1	1
Public Information Officer	1	1	1	1
Scientific Program Manager	1	1	1	1
Administrative Assistant	1	1	1	1
Exec Assist/Clerk of the Board	1	1	1	1
Customer Service Rep I Admin	0	0	1	1
HR-Finance Assistant	0	0	1	1
Operations Coordinator	1	1	1	1
Data Analyst	1	1	1	1
Facility Maintenance	0	0	1	1
Vector Control Specialist III	1	2	2	2
Vector Control Specialist II	8	10	8	8
Vector Control Specialist I	3	0	4	4
Ltd Term VC Techs - Ops	1	5	2	2
Customer Service Rep I - Ops	0	0	1	1
Vector Ecologist	1	1	2	2
Asst Vector Ecologist	0	2	2	2
Ltd Term VC Techs - Surveil	2	0	2	2
Education Specialist	1	1	2	2
Communications Specialist	0	0	1	1
Outreach Assistant	0	0	1	1
<b>Total Full Time Employees</b>	<b>26</b>	<b>30</b>	<b>39</b>	<b>39</b>
<b>Seasonal/Extra Help Employees</b>				
Extra Help VC Techs - Ops	9	8	6	10
Extra Help VC Techs - Surveil	8	10	8	0
Extra Help Outreach Assistant	0	0	1	2
<b>Total Extra Help Employees</b>	<b>17</b>	<b>18</b>	<b>15</b>	<b>12</b>
<b>Inactive Positions</b>				
Operations Assistant	1	1	0	0
Fleet Mechanic	1	1	0	0
Sr. Vector Ecologist	1	1	0	0
Extra Help Asst Vec Ecologist	1	0	0	0
Ltd Term Asst Vector Ecologist	1	0	0	0

# San Gabriel Valley MVCD Organizational Chart



**Salary Schedule Fiscal Year 2020-2021  
PERS Classic Employees with Full (7%) Employer Paid Member Contribution (EPMC)**

Classification Title	Step 1	Step 1.5	Step 2	Step 2.5	Step 3	Step 3.5	Step 4	Step 4.5	Step 5	Annual Monthly	Bi-Weekly	Hourly
<b>District Manager</b> est prior to 2009	\$131,823.83	\$135,943.33	\$140,062.82	\$144,182.32	\$148,301.81	\$152,421.31	\$156,540.80	\$160,660.30	\$164,779.79	\$13,731.65	\$6,337.68	\$79.22
<b>Scientific Program Manager</b> est Jul 2012	\$98,019.62	\$101,082.74	\$104,145.85	\$107,208.96	\$110,272.08	\$113,335.19	\$116,398.30	\$119,461.42	\$122,524.53	\$10,210.38	\$4,712.48	\$58.91
<b>Operations Manager</b> est prior to 2009	\$8,168.30	\$8,423.56	\$8,678.82	\$8,934.08	\$9,189.34	\$9,444.60	\$9,699.86	\$9,955.12	\$10,210.38	\$4,594.67	\$57.43	\$58.91
<b>Public Information Officer</b> est prior to 2009	\$83,956.24	\$86,579.87	\$89,203.51	\$91,827.14	\$94,450.77	\$97,074.40	\$99,698.04	\$102,321.67	\$104,945.30	\$8,526.81	\$3,935.45	\$50.45
<b>Office Manager</b> est prior to 2009	\$6,996.35	\$7,214.99	\$7,433.63	\$7,652.26	\$7,870.90	\$8,089.53	\$8,308.17	\$8,526.81	\$8,745.44	\$3,834.54	\$49.19	\$50.45
<b>Senior Vector Ecologist</b> est Jul 2015	\$88,217.56	\$90,974.36	\$93,731.16	\$96,487.96	\$99,244.76	\$102,001.55	\$104,758.35	\$107,515.15	\$110,271.95	\$8,959.60	\$4,241.23	\$53.02
<b>Vector Ecologist</b> est prior to 2009	\$63,178.25	\$65,777.57	\$68,376.89	\$70,976.21	\$73,575.53	\$76,174.85	\$78,774.17	\$81,373.49	\$83,972.81	\$6,664.40	\$3,998.95	\$49.99
<b>Assistant Vector Ecologist</b> est Jul 2015	\$70,419.85	\$72,620.47	\$74,821.09	\$77,021.71	\$79,222.33	\$81,422.95	\$83,623.57	\$85,824.19	\$88,024.81	\$7,335.40	\$3,385.57	\$42.32
<b>Operations Coordinator</b> est Sep 2011	\$83,178.25	\$85,777.57	\$88,376.89	\$90,976.21	\$93,575.53	\$96,174.85	\$98,774.17	\$101,373.49	\$103,972.81	\$8,447.79	\$4,594.67	\$58.91
<b>Education Specialist</b> est prior to 2009	\$67,932.55	\$70,085.44	\$72,178.34	\$74,301.23	\$76,424.12	\$78,547.01	\$80,669.91	\$82,792.80	\$84,915.69	\$6,899.40	\$3,184.34	\$40.82
<b>Fleet Mechanic</b> est prior to 2009	\$70,682.78	\$72,891.62	\$75,100.46	\$77,309.30	\$79,518.13	\$81,726.97	\$83,935.81	\$86,144.64	\$88,353.48	\$7,178.72	\$3,313.26	\$40.82

Salary Schedule Fiscal Year 2020-2021  
PERS Classic Employees with Full (7%) Employer Paid Member Contribution (EPMC)

Classification Title	Step 1	Step 1.5	Step 2	Step 2.5	Step 3	Step 3.5	Step 4	Step 4.5	Step 5	Frequency
	\$33.98	\$35.04	\$36.11	\$37.17	\$38.23	\$39.29	\$40.35	\$41.42	\$42.48	Hourly
Vector Control Specialist III est prior to 2009	\$70,682.78	\$72,891.62	\$75,100.46	\$77,309.30	\$79,518.13	\$81,726.97	\$83,935.81	\$86,144.64	\$88,353.48	Annual
	\$5,890.23	\$6,074.30	\$6,258.37	\$6,442.44	\$6,626.51	\$6,810.58	\$6,994.65	\$7,178.72	\$7,362.79	Monthly
	\$2,718.57	\$2,803.52	\$2,888.48	\$2,973.43	\$3,058.39	\$3,143.34	\$3,228.30	\$3,313.26	\$3,398.21	Bi-Weekly
	\$33.98	\$35.04	\$36.11	\$37.17	\$38.23	\$39.29	\$40.35	\$41.42	\$42.48	Hourly
Vector Control Specialist II est prior to 2009	\$62,050.28	\$63,989.35	\$65,928.42	\$67,867.49	\$69,806.57	\$71,745.64	\$73,684.71	\$75,623.78	\$77,562.85	Annual
	\$5,170.86	\$5,332.45	\$5,494.04	\$5,655.62	\$5,817.21	\$5,978.80	\$6,140.39	\$6,301.98	\$6,463.57	Monthly
	\$2,386.55	\$2,461.13	\$2,535.71	\$2,610.29	\$2,684.87	\$2,759.45	\$2,834.03	\$2,908.61	\$2,983.19	Bi-Weekly
	\$29.83	\$30.76	\$31.70	\$32.63	\$33.56	\$34.49	\$35.43	\$36.36	\$37.29	Hourly
Vector Control Specialist I est prior to 2009	\$49,950.48	\$51,511.43	\$53,072.39	\$54,633.34	\$56,194.29	\$57,755.24	\$59,316.20	\$60,877.15	\$62,438.10	Annual
	\$4,162.54	\$4,292.62	\$4,422.70	\$4,552.78	\$4,682.86	\$4,812.94	\$4,943.02	\$5,073.10	\$5,203.18	Monthly
	\$1,921.17	\$1,981.21	\$2,041.25	\$2,101.28	\$2,161.32	\$2,221.36	\$2,281.39	\$2,341.43	\$2,401.47	Bi-Weekly
	\$24.01	\$24.77	\$25.52	\$26.27	\$27.02	\$27.77	\$28.52	\$29.27	\$30.02	Hourly
Administrative Assistant est prior to 2009	\$65,058.19	\$67,091.26	\$69,124.33	\$71,157.40	\$73,190.47	\$75,223.53	\$77,256.60	\$79,289.67	\$81,322.74	Annual
	\$5,421.52	\$5,590.94	\$5,760.36	\$5,929.78	\$6,099.21	\$6,268.63	\$6,438.05	\$6,607.47	\$6,776.90	Monthly
	\$2,502.24	\$2,580.43	\$2,658.63	\$2,736.82	\$2,815.02	\$2,893.21	\$2,971.41	\$3,049.60	\$3,127.80	Bi-Weekly
	\$31.28	\$32.26	\$33.23	\$34.21	\$35.19	\$36.17	\$37.14	\$38.12	\$39.10	Hourly
Exec Assst/Clerk of the Board est prior to 2009	\$63,568.26	\$65,554.77	\$67,541.28	\$69,527.79	\$71,514.30	\$73,500.81	\$75,487.31	\$77,473.82	\$79,460.33	Annual
	\$5,297.36	\$5,462.90	\$5,628.44	\$5,793.98	\$5,959.52	\$6,125.07	\$6,290.61	\$6,456.15	\$6,621.69	Monthly
	\$2,444.93	\$2,521.34	\$2,597.74	\$2,674.15	\$2,750.55	\$2,826.95	\$2,903.36	\$2,979.76	\$3,056.17	Bi-Weekly
	\$30.56	\$31.52	\$32.47	\$33.43	\$34.38	\$35.34	\$36.29	\$37.25	\$38.20	Hourly
Data Analyst est Jul 2015, revised Jul 2019	\$56,761.98	\$58,535.79	\$60,309.60	\$62,083.41	\$63,857.22	\$65,631.03	\$67,404.85	\$69,178.66	\$70,952.47	Annual
	\$4,730.16	\$4,877.98	\$5,025.80	\$5,173.62	\$5,321.44	\$5,469.25	\$5,617.07	\$5,764.89	\$5,912.71	Monthly
	\$2,183.15	\$2,251.38	\$2,319.60	\$2,387.82	\$2,456.05	\$2,524.27	\$2,592.49	\$2,660.72	\$2,728.94	Bi-Weekly
	\$27.29	\$28.14	\$28.99	\$29.84	\$30.70	\$31.55	\$32.41	\$33.26	\$34.11	Hourly
Communications Specialist revised Jul 2018	\$54,839.67	\$56,553.41	\$58,267.15	\$59,980.89	\$61,694.63	\$63,408.37	\$65,122.11	\$66,835.85	\$68,549.59	Annual
	\$4,569.97	\$4,712.78	\$4,855.60	\$4,998.41	\$5,141.22	\$5,284.03	\$5,426.84	\$5,569.65	\$5,712.47	Monthly
	\$2,109.22	\$2,175.13	\$2,241.04	\$2,306.96	\$2,372.87	\$2,438.78	\$2,504.70	\$2,570.61	\$2,636.52	Bi-Weekly
	\$26.37	\$27.19	\$28.01	\$28.84	\$29.66	\$30.48	\$31.31	\$32.13	\$32.96	Hourly
Facility Maintenance revised Jul 2018	\$62,050.28	\$63,989.35	\$65,928.42	\$67,867.49	\$69,806.57	\$71,745.64	\$73,684.71	\$75,623.78	\$77,562.85	Annual
	\$5,170.86	\$5,332.45	\$5,494.04	\$5,655.62	\$5,817.21	\$5,978.80	\$6,140.39	\$6,301.98	\$6,463.57	Monthly
	\$2,386.55	\$2,461.13	\$2,535.71	\$2,610.29	\$2,684.87	\$2,759.45	\$2,834.03	\$2,908.61	\$2,983.19	Bi-Weekly
	\$29.83	\$30.76	\$31.70	\$32.63	\$33.56	\$34.49	\$35.43	\$36.36	\$37.29	Hourly
Customer Service Rep I revised Jul 2018 (Ops Asst)	\$43,709.53	\$45,075.45	\$46,441.37	\$47,807.30	\$49,173.22	\$50,539.14	\$51,905.06	\$53,270.99	\$54,636.91	Annual
	\$3,642.46	\$3,756.29	\$3,870.11	\$3,983.94	\$4,097.77	\$4,211.60	\$4,325.42	\$4,439.25	\$4,553.08	Monthly
	\$1,681.14	\$1,733.67	\$1,786.21	\$1,838.74	\$1,891.28	\$1,943.81	\$1,996.35	\$2,048.88	\$2,101.42	Bi-Weekly
	\$21.01	\$21.67	\$22.33	\$22.98	\$23.64	\$24.30	\$24.95	\$25.61	\$26.27	Hourly
Outreach Assistant est Jul 2019	\$51,370.20	\$52,975.52	\$54,580.84	\$56,186.16	\$57,791.48	\$59,396.79	\$61,002.11	\$62,607.43	\$64,212.75	Annual
	\$4,280.85	\$4,414.63	\$4,548.40	\$4,682.18	\$4,815.96	\$4,949.73	\$5,083.51	\$5,217.29	\$5,351.06	Monthly
	\$1,975.78	\$2,037.52	\$2,099.26	\$2,161.01	\$2,222.75	\$2,284.49	\$2,346.24	\$2,407.98	\$2,469.72	Bi-Weekly
	\$24.70	\$25.47	\$26.24	\$27.01	\$27.78	\$28.56	\$29.33	\$30.10	\$30.87	Hourly
HR-Finance Assistant est Jul 2019	\$56,783.98	\$58,558.48	\$60,332.97	\$62,107.47	\$63,881.97	\$65,656.47	\$67,430.97	\$69,205.47	\$70,979.97	Annual
	\$4,732.00	\$4,879.87	\$5,027.75	\$5,175.62	\$5,323.50	\$5,471.37	\$5,619.25	\$5,767.12	\$5,915.00	Monthly
	\$2,184.00	\$2,252.25	\$2,320.50	\$2,388.75	\$2,457.00	\$2,525.25	\$2,593.50	\$2,661.75	\$2,730.00	Bi-Weekly
	\$27.30	\$28.15	\$29.01	\$29.86	\$30.71	\$31.57	\$32.42	\$33.27	\$34.12	Hourly



**Salary Schedule Fiscal Year 2020-2021  
PERS Classic Employees with Full (7%) Employer Paid Member Contribution (EPMC)**

Classification Title	Step 1	Step 1.5	Step 2	Step 2.5	Step 3	Step 3.5	Step 4	Step 4.5	Step 5	
Limited Term Vector Control Tech	\$14.98	\$15.45	\$15.92	\$16.39	\$16.86	\$17.33	\$17.79	\$18.26	\$18.73	Hourly
Extra-help VC Technician est prior to 2009	\$13.33	\$13.74	\$14.16	\$14.58	\$14.99	\$15.41	\$15.83	\$16.24	\$16.66	Hourly
Extra-help Asst. Vec. Ecologist est prior to 2009	\$15.77	\$16.26	\$16.75	\$17.25	\$17.74	\$18.23	\$18.72	\$19.22	\$19.71	Hourly
Extra Help Outreach Assistant	\$13.36	\$13.78	\$14.20	\$14.61	\$15.03	\$15.45	\$15.87	\$16.28	\$16.70	Hourly

Salary Schedule FY 2020-21  
 PERS Classic Employees, Partial (4%) Employer Paid Member Contribution (EPMC) Hired Between Jan 1, 2010 and Dec 31, 2012

Classification Title	Step 1	Step 1.5	Step 2	Step 2.5	Step 3	Step 3.5	Step 4	Step 4.5	Step 5	
<b>District Manager</b> est prior to 2009	\$124,106.57 \$10,342.21 \$4,773.33 \$59.67	\$127,984.90 \$10,665.41 \$4,922.50 \$61.53	\$131,863.23 \$10,988.60 \$5,071.66 \$63.40	\$135,741.56 \$11,311.80 \$5,220.83 \$65.26	\$139,619.89 \$11,634.99 \$5,370.00 \$67.12	\$143,498.22 \$11,958.18 \$5,519.16 \$68.99	\$147,376.55 \$12,281.38 \$5,668.33 \$70.85	\$151,254.88 \$12,604.57 \$5,817.50 \$72.72	\$155,133.21 \$12,927.77 \$5,966.66 \$74.58	Annual Monthly Bi-Weekly Hourly
<b>Scientific Program Manager</b> est Jul 2012	\$96,021.90 \$8,001.82 \$3,693.15 \$46.16	\$99,022.58 \$8,251.88 \$3,808.56 \$47.61	\$102,023.26 \$8,501.94 \$3,923.97 \$49.05	\$105,023.95 \$8,752.00 \$4,039.38 \$50.49	\$108,024.63 \$9,002.05 \$4,154.79 \$51.93	\$111,025.32 \$9,252.11 \$4,270.20 \$53.38	\$114,026.00 \$9,502.17 \$4,385.62 \$54.82	\$117,026.69 \$9,752.22 \$4,501.03 \$56.26	\$120,027.37 \$10,002.28 \$4,616.44 \$57.71	Annual Monthly Bi-Weekly Hourly
<b>Operations Manager</b> est prior to 2009	\$96,021.90 \$8,001.82 \$3,693.15 \$46.16	\$99,022.58 \$8,251.88 \$3,808.56 \$47.61	\$102,023.26 \$8,501.94 \$3,923.97 \$49.05	\$105,023.95 \$8,752.00 \$4,039.38 \$50.49	\$108,024.63 \$9,002.05 \$4,154.79 \$51.93	\$111,025.32 \$9,252.11 \$4,270.20 \$53.38	\$114,026.00 \$9,502.17 \$4,385.62 \$54.82	\$117,026.69 \$9,752.22 \$4,501.03 \$56.26	\$120,027.37 \$10,002.28 \$4,616.44 \$57.71	Annual Monthly Bi-Weekly Hourly
<b>Public Information Officer</b> est prior to 2009	\$82,245.13 \$6,853.76 \$3,163.27 \$39.54	\$84,815.29 \$7,067.94 \$3,262.13 \$40.78	\$87,385.45 \$7,282.12 \$3,360.98 \$42.01	\$89,955.61 \$7,496.30 \$3,459.83 \$43.25	\$92,525.77 \$7,710.48 \$3,558.68 \$44.48	\$95,095.93 \$7,924.66 \$3,657.54 \$45.72	\$97,666.09 \$8,138.84 \$3,756.39 \$46.95	\$100,236.25 \$8,353.02 \$3,855.24 \$48.19	\$102,806.41 \$8,567.20 \$3,954.09 \$49.43	Annual Monthly Bi-Weekly Hourly
<b>Office Manager</b> est prior to 2009	\$82,245.13 \$6,853.76 \$3,163.27 \$39.54	\$84,815.29 \$7,067.94 \$3,262.13 \$40.78	\$87,385.45 \$7,282.12 \$3,360.98 \$42.01	\$89,955.61 \$7,496.30 \$3,459.83 \$43.25	\$92,525.77 \$7,710.48 \$3,558.68 \$44.48	\$95,095.93 \$7,924.66 \$3,657.54 \$45.72	\$97,666.09 \$8,138.84 \$3,756.39 \$46.95	\$100,236.25 \$8,353.02 \$3,855.24 \$48.19	\$102,806.41 \$8,567.20 \$3,954.09 \$49.43	Annual Monthly Bi-Weekly Hourly
<b>Senior Vector Ecologist</b> est Jul 2015	\$86,419.59 \$7,201.63 \$3,323.83 \$41.55	\$89,120.20 \$7,426.68 \$3,427.70 \$42.85	\$91,820.82 \$7,651.73 \$3,531.57 \$44.14	\$94,521.43 \$7,876.79 \$3,635.44 \$45.44	\$97,222.04 \$8,101.84 \$3,739.31 \$46.74	\$99,922.65 \$8,326.89 \$3,843.18 \$48.04	\$102,623.27 \$8,551.94 \$3,947.05 \$49.34	\$105,323.88 \$8,776.99 \$4,050.92 \$50.64	\$108,024.49 \$9,002.04 \$4,154.79 \$51.93	Annual Monthly Bi-Weekly Hourly
<b>Vector Ecologist</b> est prior to 2009	\$81,483.01 \$6,790.25 \$3,133.96 \$39.17	\$84,029.35 \$7,002.45 \$3,231.90 \$40.40	\$86,575.70 \$7,214.64 \$3,329.83 \$41.62	\$89,122.04 \$7,426.84 \$3,427.77 \$42.85	\$91,668.38 \$7,639.03 \$3,525.71 \$44.07	\$94,214.73 \$7,851.23 \$3,623.64 \$45.30	\$96,761.07 \$8,063.42 \$3,721.58 \$46.52	\$99,307.42 \$8,275.62 \$3,819.52 \$47.74	\$101,853.76 \$8,487.81 \$3,917.45 \$48.97	Annual Monthly Bi-Weekly Hourly
<b>Assistant Vector Ecologist</b> est Jul 2015	\$68,984.69 \$5,748.72 \$2,653.26 \$33.17	\$71,140.46 \$5,928.37 \$2,736.17 \$34.20	\$73,296.23 \$6,108.02 \$2,819.09 \$35.24	\$75,452.00 \$6,287.67 \$2,902.00 \$36.28	\$77,607.77 \$6,467.31 \$2,984.91 \$37.31	\$79,763.55 \$6,646.96 \$3,067.83 \$38.35	\$81,919.32 \$6,826.61 \$3,150.74 \$39.38	\$84,075.09 \$7,006.26 \$3,233.66 \$40.42	\$86,230.86 \$7,185.91 \$3,316.57 \$41.46	Annual Monthly Bi-Weekly Hourly
<b>Operations Coordinator</b> est Sep 2011	\$81,483.01 \$6,790.25 \$3,133.96 \$39.17	\$84,029.35 \$7,002.45 \$3,231.90 \$40.40	\$86,575.70 \$7,214.64 \$3,329.83 \$41.62	\$89,122.04 \$7,426.84 \$3,427.77 \$42.85	\$91,668.38 \$7,639.03 \$3,525.71 \$44.07	\$94,214.73 \$7,851.23 \$3,623.64 \$45.30	\$96,761.07 \$8,063.42 \$3,721.58 \$46.52	\$99,307.42 \$8,275.62 \$3,819.52 \$47.74	\$101,853.76 \$8,487.81 \$3,917.45 \$48.97	Annual Monthly Bi-Weekly Hourly
<b>Education Specialist</b> est prior to 2009	\$66,548.02 \$5,545.67 \$2,559.54 \$31.99	\$68,627.65 \$5,718.97 \$2,639.52 \$32.99	\$70,707.28 \$5,892.27 \$2,719.51 \$33.99	\$72,786.90 \$6,065.58 \$2,799.50 \$34.99	\$74,866.53 \$6,238.88 \$2,879.48 \$35.99	\$76,946.15 \$6,412.18 \$2,959.47 \$36.99	\$79,025.78 \$6,585.48 \$3,039.45 \$37.99	\$81,105.40 \$6,758.78 \$3,119.44 \$38.99	\$83,185.03 \$6,932.09 \$3,199.42 \$39.99	Annual Monthly Bi-Weekly Hourly
<b>Fleet Mechanic</b> est prior to 2009	\$69,242.20 \$5,770.18 \$2,663.16 \$33.29	\$71,406.02 \$5,950.50 \$2,746.39 \$34.33	\$73,569.84 \$6,130.82 \$2,829.61 \$35.37	\$75,733.66 \$6,311.14 \$2,912.83 \$36.41	\$77,897.48 \$6,491.46 \$2,996.06 \$37.45	\$80,061.29 \$6,671.77 \$3,079.28 \$38.49	\$82,225.11 \$6,852.09 \$3,162.50 \$39.53	\$84,388.93 \$7,032.41 \$3,245.73 \$40.57	\$86,552.75 \$7,212.73 \$3,328.95 \$41.61	Annual Monthly Bi-Weekly Hourly

**Salary Schedule FY 2020-21  
PERS Classic Employees, Partial (4%) Employer Paid Member Contribution (EPMC) Hired Between Jan 1, 2010 and Dec 31, 2012**

Classification Title	Step 1	Step 1.5	Step 2	Step 2.5	Step 3	Step 3.5	Step 4	Step 4.5	Step 5
<b>Vector Control Specialist III</b> est prior to 2009	\$69,242.20	\$71,406.02	\$73,569.84	\$75,733.66	\$77,897.48	\$80,061.29	\$82,225.11	\$84,388.93	\$86,552.75
	\$5,770.18	\$5,950.50	\$6,130.82	\$6,311.14	\$6,491.46	\$6,671.77	\$6,852.09	\$7,032.41	\$7,212.73
	\$2,663.16	\$2,746.39	\$2,829.61	\$2,912.83	\$2,996.06	\$3,079.28	\$3,162.50	\$3,245.73	\$3,328.95
	\$33.29	\$34.33	\$35.37	\$36.41	\$37.45	\$38.49	\$39.53	\$40.57	\$41.61
<b>Vector Control Specialist II</b> est prior to 2009	\$60,785.63	\$62,685.18	\$64,584.73	\$66,484.29	\$68,383.84	\$70,283.39	\$72,182.94	\$74,082.49	\$75,982.04
	\$5,065.47	\$5,223.77	\$5,382.06	\$5,540.36	\$5,698.65	\$5,856.95	\$6,015.24	\$6,173.54	\$6,331.84
	\$2,337.91	\$2,410.97	\$2,484.03	\$2,557.09	\$2,630.15	\$2,703.21	\$2,776.27	\$2,849.33	\$2,922.39
	\$29.22	\$30.14	\$31.05	\$31.96	\$32.88	\$33.79	\$34.70	\$35.62	\$36.53
<b>Vector Control Specialist I</b> est prior to 2009	\$48,932.44	\$50,461.58	\$51,990.72	\$53,519.86	\$55,049.00	\$56,578.13	\$58,107.27	\$59,636.41	\$61,165.55
	\$4,077.70	\$4,205.13	\$4,332.56	\$4,459.99	\$4,587.42	\$4,714.84	\$4,842.27	\$4,969.70	\$5,097.13
	\$1,882.02	\$1,940.83	\$1,999.64	\$2,058.46	\$2,117.27	\$2,176.08	\$2,234.90	\$2,293.71	\$2,352.52
	\$23.53	\$24.26	\$25.00	\$25.73	\$26.47	\$27.20	\$27.94	\$28.67	\$29.41
<b>Administrative Assistant</b> est prior to 2009	\$63,732.26	\$65,723.89	\$67,715.52	\$69,707.16	\$71,698.79	\$73,690.42	\$75,682.05	\$77,673.69	\$79,665.32
	\$5,311.02	\$5,476.99	\$5,642.96	\$5,808.93	\$5,974.90	\$6,140.87	\$6,306.84	\$6,472.81	\$6,638.78
	\$2,451.24	\$2,527.84	\$2,604.44	\$2,681.04	\$2,757.65	\$2,834.25	\$2,910.85	\$2,987.45	\$3,064.05
	\$30.64	\$31.60	\$32.56	\$33.51	\$34.47	\$35.43	\$36.39	\$37.34	\$38.30
<b>Exec Asst/Clerk of the Board</b> est prior to 2009	\$62,272.69	\$64,218.71	\$66,164.73	\$68,110.75	\$70,056.77	\$72,002.80	\$73,948.82	\$75,894.84	\$77,840.86
	\$5,189.39	\$5,351.56	\$5,513.73	\$5,675.90	\$5,838.06	\$6,000.23	\$6,162.40	\$6,324.57	\$6,486.74
	\$2,395.10	\$2,469.95	\$2,544.80	\$2,619.64	\$2,694.49	\$2,769.34	\$2,844.19	\$2,919.03	\$2,993.88
	\$29.94	\$30.87	\$31.81	\$32.75	\$33.68	\$34.62	\$35.55	\$36.49	\$37.42
<b>Data Analyst</b> est Jul 2015	\$55,605.11	\$57,342.77	\$59,080.43	\$60,818.09	\$62,555.75	\$64,293.41	\$66,031.07	\$67,768.73	\$69,506.39
	\$4,633.76	\$4,778.56	\$4,923.37	\$5,068.17	\$5,212.98	\$5,357.78	\$5,502.59	\$5,647.39	\$5,792.20
	\$2,138.66	\$2,205.49	\$2,272.32	\$2,339.16	\$2,405.99	\$2,472.82	\$2,539.66	\$2,606.49	\$2,673.32
	\$26.73	\$27.57	\$28.40	\$29.24	\$30.07	\$30.91	\$31.75	\$32.58	\$33.42
<b>Communications Specialist</b> revised Jul 2018	\$63,721.99	\$65,400.80	\$67,079.62	\$68,758.43	\$70,437.24	\$72,116.05	\$73,794.87	\$75,473.68	\$77,152.49
	\$4,476.83	\$4,616.73	\$4,756.63	\$4,896.54	\$5,036.44	\$5,176.34	\$5,316.24	\$5,456.14	\$5,596.04
	\$2,066.23	\$2,130.80	\$2,195.37	\$2,259.94	\$2,324.51	\$2,389.08	\$2,453.65	\$2,518.22	\$2,582.79
	\$25.83	\$26.64	\$27.44	\$28.25	\$29.06	\$29.86	\$30.67	\$31.48	\$32.28
<b>Facility Maintenance</b> revised Jul 2018	\$60,785.63	\$62,685.18	\$64,584.73	\$66,484.29	\$68,383.84	\$70,283.39	\$72,182.94	\$74,082.49	\$75,982.04
	\$5,065.47	\$5,223.77	\$5,382.06	\$5,540.36	\$5,698.65	\$5,856.95	\$6,015.24	\$6,173.54	\$6,331.84
	\$2,337.91	\$2,410.97	\$2,484.03	\$2,557.09	\$2,630.15	\$2,703.21	\$2,776.27	\$2,849.33	\$2,922.39
	\$29.22	\$30.14	\$31.05	\$31.96	\$32.88	\$33.79	\$34.70	\$35.62	\$36.53
<b>Customer Service Rep I</b> revised Jul 2018	\$42,818.69	\$44,156.77	\$45,494.86	\$46,832.94	\$48,171.02	\$49,509.11	\$50,847.19	\$52,185.28	\$53,523.36
	\$3,568.22	\$3,679.73	\$3,791.24	\$3,902.75	\$4,014.25	\$4,125.76	\$4,237.27	\$4,348.77	\$4,460.28
	\$1,846.87	\$1,898.34	\$1,949.80	\$1,801.27	\$1,852.73	\$1,904.20	\$1,955.66	\$2,007.13	\$2,058.59
	\$20.59	\$21.23	\$21.87	\$22.52	\$23.16	\$23.80	\$24.45	\$25.09	\$25.73
<b>Outreach Assistant</b> est Jul 2019	\$50,323.22	\$51,895.82	\$53,468.43	\$55,041.03	\$56,613.63	\$58,186.23	\$59,758.83	\$61,331.43	\$62,904.03
	\$4,193.60	\$4,324.65	\$4,455.70	\$4,586.75	\$4,717.80	\$4,848.85	\$4,979.90	\$5,110.95	\$5,242.00
	\$1,935.51	\$1,995.99	\$2,056.48	\$2,116.96	\$2,177.45	\$2,237.93	\$2,298.42	\$2,358.90	\$2,419.39
	\$24.19	\$24.95	\$25.71	\$26.46	\$27.22	\$27.97	\$28.73	\$29.49	\$30.24
<b>HR-Finance Assistant</b> est Jul 2019	\$55,626.66	\$57,365.00	\$59,103.33	\$60,841.66	\$62,580.00	\$64,318.33	\$66,056.66	\$67,795.00	\$69,533.33
	\$4,635.56	\$4,780.42	\$4,925.28	\$5,070.14	\$5,215.00	\$5,359.86	\$5,504.72	\$5,649.58	\$5,794.44
	\$2,139.49	\$2,206.35	\$2,273.21	\$2,340.06	\$2,406.92	\$2,473.78	\$2,540.64	\$2,607.50	\$2,674.36
	\$26.74	\$27.58	\$28.42	\$29.25	\$30.09	\$30.92	\$31.76	\$32.59	\$33.43
<b>Limited Term Vector Control Tech</b>	\$14.98	\$15.45	\$15.92	\$16.39	\$16.86	\$17.33	\$17.79	\$18.26	\$18.73

\$0.00

**Salary Schedule FY 2020-21  
PERS Classic Employees, Partial (4%) Employer Paid Member Contribution (EPMC) Hired Between Jan 1, 2010 and Dec 31, 2012**

Classification Title	Step 1	Step 1.5	Step 2	Step 2.5	Step 3	Step 3.5	Step 4	Step 4.5	Step 5	
Extra-help VC Technician est prior to 2009	\$13.33	\$13.74	\$14.16	\$14.58	\$14.99	\$15.41	\$15.83	\$16.24	\$16.66	Hourly
Extra-help Asst. Vec. Ecologist est prior to 2009	\$15.77	\$16.26	\$16.75	\$17.25	\$17.74	\$18.23	\$18.72	\$19.22	\$19.71	Hourly
Extra-help Outreach Assistant	\$13.36	\$13.78	\$14.20	\$14.61	\$15.03	\$15.45	\$15.87	\$16.28	\$16.70	Hourly

Salary Schedule Fiscal Year 2020-2021 for Employees Hired After December 31, 2012 PEPPA

Classification Title	Step 1	Step 1.5	Step 2	Step 2.5	Step 3	Step 3.5	Step 4	Step 4.5	Step 5
<b>District Manager</b>	\$121,588.86	\$125,388.51	\$129,188.16	\$132,987.81	\$136,787.46	\$140,587.11	\$144,386.77	\$148,186.42	\$151,986.07
	\$10,132.40	\$10,449.04	\$10,765.68	\$11,082.32	\$11,398.96	\$11,715.59	\$12,032.23	\$12,348.87	\$12,665.51
	\$4,676.49	\$4,822.63	\$4,968.78	\$5,114.92	\$5,261.06	\$5,407.20	\$5,553.34	\$5,699.48	\$5,845.62
	\$58.46	\$60.28	\$62.11	\$63.94	\$65.76	\$67.59	\$69.42	\$71.24	\$73.07
<b>Scientific Program Manager</b>	\$93,352.03	\$96,269.28	\$99,186.53	\$102,103.79	\$105,021.04	\$107,938.29	\$110,855.54	\$113,772.79	\$116,690.04
	\$7,779.34	\$8,022.44	\$8,265.54	\$8,508.65	\$8,751.75	\$8,994.86	\$9,237.96	\$9,481.07	\$9,724.17
	\$3,590.46	\$3,702.66	\$3,814.87	\$3,927.07	\$4,039.27	\$4,151.47	\$4,263.67	\$4,375.88	\$4,488.08
	\$44.88	\$46.28	\$47.69	\$49.09	\$50.49	\$51.89	\$53.30	\$54.70	\$56.10
<b>Operations Manager</b>	\$93,352.03	\$96,269.28	\$99,186.53	\$102,103.79	\$105,021.04	\$107,938.29	\$110,855.54	\$113,772.79	\$116,690.04
	\$7,779.34	\$8,022.44	\$8,265.54	\$8,508.65	\$8,751.75	\$8,994.86	\$9,237.96	\$9,481.07	\$9,724.17
	\$3,590.46	\$3,702.66	\$3,814.87	\$3,927.07	\$4,039.27	\$4,151.47	\$4,263.67	\$4,375.88	\$4,488.08
	\$44.88	\$46.28	\$47.69	\$49.09	\$50.49	\$51.89	\$53.30	\$54.70	\$56.10
<b>Public Information Officer</b>	\$79,958.32	\$82,457.02	\$84,955.72	\$87,454.41	\$89,953.11	\$92,451.81	\$94,950.51	\$97,449.20	\$99,947.90
	\$6,663.19	\$6,871.42	\$7,079.64	\$7,287.87	\$7,496.09	\$7,704.32	\$7,912.54	\$8,120.77	\$8,328.99
	\$3,075.32	\$3,171.42	\$3,267.53	\$3,363.63	\$3,459.74	\$3,555.84	\$3,651.94	\$3,748.05	\$3,844.15
	\$38.44	\$39.64	\$40.84	\$42.05	\$43.25	\$44.45	\$45.65	\$46.85	\$48.05
<b>Office Manager</b>	\$79,958.32	\$82,457.02	\$84,955.72	\$87,454.41	\$89,953.11	\$92,451.81	\$94,950.51	\$97,449.20	\$99,947.90
	\$6,663.19	\$6,871.42	\$7,079.64	\$7,287.87	\$7,496.09	\$7,704.32	\$7,912.54	\$8,120.77	\$8,328.99
	\$3,075.32	\$3,171.42	\$3,267.53	\$3,363.63	\$3,459.74	\$3,555.84	\$3,651.94	\$3,748.05	\$3,844.15
	\$38.44	\$39.64	\$40.84	\$42.05	\$43.25	\$44.45	\$45.65	\$46.85	\$48.05
<b>Senior Vector Ecologist</b>	\$84,016.72	\$86,642.24	\$89,267.77	\$91,893.29	\$94,518.81	\$97,144.33	\$99,769.86	\$102,395.38	\$105,020.90
	\$7,001.39	\$7,220.19	\$7,438.98	\$7,657.77	\$7,876.57	\$8,095.36	\$8,314.15	\$8,532.95	\$8,751.74
	\$3,231.41	\$3,332.39	\$3,433.38	\$3,534.36	\$3,635.34	\$3,736.32	\$3,837.30	\$3,938.28	\$4,039.27
	\$40.39	\$41.65	\$42.92	\$44.18	\$45.44	\$46.70	\$47.97	\$49.23	\$50.49
<b>Vector Ecologist</b>	\$79,217.38	\$81,692.92	\$84,168.46	\$86,644.01	\$89,119.55	\$91,595.09	\$94,070.63	\$96,546.18	\$99,021.72
	\$6,601.45	\$6,807.74	\$7,014.04	\$7,220.33	\$7,426.63	\$7,632.92	\$7,839.22	\$8,045.51	\$8,251.81
	\$3,046.82	\$3,142.04	\$3,237.25	\$3,332.46	\$3,427.67	\$3,522.89	\$3,618.10	\$3,713.31	\$3,808.53
	\$38.09	\$39.28	\$40.47	\$41.66	\$42.85	\$44.04	\$45.23	\$46.42	\$47.61
<b>Assistant Vector Ecologist</b>	\$67,066.51	\$69,162.34	\$71,258.17	\$73,354.00	\$75,449.83	\$77,545.65	\$79,641.48	\$81,737.31	\$83,833.14
	\$5,588.88	\$5,763.53	\$5,938.18	\$6,112.83	\$6,287.49	\$6,462.14	\$6,636.79	\$6,811.44	\$6,986.10
	\$2,579.48	\$2,660.09	\$2,740.70	\$2,821.31	\$2,901.92	\$2,982.53	\$3,063.13	\$3,143.74	\$3,224.35
	\$32.24	\$33.25	\$34.26	\$35.27	\$36.27	\$37.28	\$38.29	\$39.30	\$40.30
<b>Operations Coordinator</b>	\$79,217.38	\$81,692.92	\$84,168.46	\$86,644.01	\$89,119.55	\$91,595.09	\$94,070.63	\$96,546.18	\$99,021.72
	\$6,601.45	\$6,807.74	\$7,014.04	\$7,220.33	\$7,426.63	\$7,632.92	\$7,839.22	\$8,045.51	\$8,251.81
	\$3,046.82	\$3,142.04	\$3,237.25	\$3,332.46	\$3,427.67	\$3,522.89	\$3,618.10	\$3,713.31	\$3,808.53
	\$38.09	\$39.28	\$40.47	\$41.66	\$42.85	\$44.04	\$45.23	\$46.42	\$47.61
<b>Education Specialist</b>	\$64,697.67	\$66,719.47	\$68,741.28	\$70,763.08	\$72,784.88	\$74,806.68	\$76,828.49	\$78,850.29	\$80,872.09
	\$5,391.47	\$5,559.96	\$5,728.44	\$5,896.92	\$6,065.41	\$6,233.89	\$6,402.37	\$6,570.86	\$6,739.34
	\$2,488.37	\$2,566.13	\$2,643.90	\$2,721.66	\$2,799.42	\$2,877.18	\$2,954.94	\$3,032.70	\$3,110.47
	\$31.10	\$32.08	\$33.05	\$34.02	\$34.99	\$35.96	\$36.94	\$37.91	\$38.88
<b>Fleet Mechanic</b>	\$67,316.94	\$69,420.60	\$71,524.25	\$73,627.91	\$75,731.56	\$77,835.22	\$79,938.87	\$82,042.53	\$84,146.18
	\$5,609.75	\$5,785.05	\$5,960.35	\$6,135.66	\$6,310.96	\$6,486.27	\$6,661.57	\$6,836.88	\$7,012.18
	\$2,589.11	\$2,670.02	\$2,750.93	\$2,831.84	\$2,912.75	\$2,993.66	\$3,074.57	\$3,155.48	\$3,236.39
	\$32.36	\$33.38	\$34.39	\$35.40	\$36.41	\$37.42	\$38.43	\$39.44	\$40.45

Salary Schedule Fiscal Year 2020-2021 for Employees Hired After December 31, 2012 PEPR

Classification Title	Step 1	Step 1.5	Step 2	Step 2.5	Step 3	Step 3.5	Step 4	Step 4.5	Step 5
<b>Vector Control Specialist III</b>	\$67,316.94	\$69,420.60	\$71,524.25	\$73,627.91	\$75,731.56	\$77,835.22	\$79,938.87	\$82,042.53	\$84,146.18
	\$5,609.75	\$5,785.05	\$5,960.35	\$6,135.66	\$6,310.96	\$6,486.27	\$6,661.57	\$6,836.88	\$7,012.18
	\$2,589.11	\$2,670.02	\$2,750.93	\$2,831.84	\$2,912.75	\$2,993.66	\$3,074.57	\$3,155.48	\$3,236.39
	\$32.36	\$33.38	\$34.39	\$35.40	\$36.41	\$37.42	\$38.43	\$39.44	\$40.45
<b>Vector Control Specialist II</b>	\$59,095.50	\$60,942.23	\$62,788.96	\$64,635.70	\$66,482.43	\$68,329.17	\$70,175.90	\$72,022.64	\$73,869.37
	\$4,924.62	\$5,078.52	\$5,232.41	\$5,386.31	\$5,540.20	\$5,694.10	\$5,847.99	\$6,001.89	\$6,155.78
	\$2,272.90	\$2,343.93	\$2,414.96	\$2,485.99	\$2,557.02	\$2,628.04	\$2,699.07	\$2,770.10	\$2,841.13
	\$28.41	\$29.30	\$30.19	\$31.07	\$31.96	\$32.85	\$33.74	\$34.63	\$35.51
<b>Vector Control Specialist I</b>	\$47,571.88	\$49,058.50	\$50,545.12	\$52,031.74	\$53,518.37	\$55,004.99	\$56,491.61	\$57,978.23	\$59,464.85
	\$3,964.32	\$4,088.21	\$4,212.09	\$4,335.96	\$4,459.86	\$4,583.75	\$4,707.63	\$4,831.52	\$4,955.40
	\$1,829.69	\$1,886.87	\$1,944.04	\$2,001.22	\$2,058.40	\$2,115.58	\$2,172.75	\$2,229.93	\$2,287.11
	\$22.87	\$23.59	\$24.30	\$25.02	\$25.73	\$26.44	\$27.16	\$27.87	\$28.59
<b>Administrative Assistant</b>	\$61,960.19	\$63,896.45	\$65,832.70	\$67,768.96	\$69,705.22	\$71,641.47	\$73,577.73	\$75,513.98	\$77,450.24
	\$5,163.35	\$5,324.70	\$5,486.06	\$5,647.41	\$5,808.77	\$5,970.12	\$6,131.48	\$6,292.83	\$6,454.19
	\$2,383.08	\$2,457.56	\$2,532.03	\$2,606.50	\$2,680.97	\$2,755.44	\$2,829.91	\$2,904.38	\$2,978.86
	\$29.79	\$30.72	\$31.65	\$32.58	\$33.51	\$34.44	\$35.37	\$36.30	\$37.24
<b>Exec Asst/Clerk of the Board</b>	\$60,541.20	\$62,433.11	\$64,325.03	\$66,216.94	\$68,108.85	\$70,000.76	\$71,892.68	\$73,784.59	\$75,676.50
	\$5,045.10	\$5,202.76	\$5,360.42	\$5,518.08	\$5,675.74	\$5,833.40	\$5,991.06	\$6,148.72	\$6,306.38
	\$2,328.51	\$2,401.27	\$2,474.04	\$2,546.81	\$2,619.57	\$2,692.34	\$2,765.10	\$2,837.87	\$2,910.63
	\$29.11	\$30.02	\$30.93	\$31.84	\$32.74	\$33.65	\$34.56	\$35.47	\$36.38
<b>Data Analyst</b>	\$54,059.02	\$55,748.37	\$57,437.71	\$59,127.06	\$60,816.40	\$62,505.75	\$64,195.09	\$65,884.44	\$67,573.78
	\$4,504.92	\$4,645.70	\$4,786.48	\$4,927.25	\$5,068.03	\$5,208.81	\$5,349.59	\$5,490.37	\$5,631.15
	\$2,079.19	\$2,144.17	\$2,209.14	\$2,274.12	\$2,339.09	\$2,404.07	\$2,469.04	\$2,534.02	\$2,598.99
	\$25.99	\$26.80	\$27.61	\$28.43	\$29.24	\$30.05	\$30.86	\$31.68	\$32.49
<b>Communications Specialist</b>	\$52,228.26	\$53,860.40	\$55,492.53	\$57,124.66	\$58,756.80	\$60,388.93	\$62,021.06	\$63,653.20	\$65,285.33
	\$4,352.36	\$4,488.37	\$4,624.38	\$4,760.39	\$4,896.40	\$5,032.41	\$5,168.42	\$5,304.43	\$5,440.44
	\$2,008.78	\$2,071.55	\$2,134.33	\$2,197.10	\$2,259.88	\$2,322.65	\$2,385.43	\$2,448.20	\$2,510.97
	\$25.11	\$25.89	\$26.68	\$27.46	\$28.25	\$29.03	\$29.82	\$30.60	\$31.39
<b>Facility Maintenance</b>	\$59,095.50	\$60,942.23	\$62,788.96	\$64,635.70	\$66,482.43	\$68,329.17	\$70,175.90	\$72,022.64	\$73,869.37
	\$4,924.62	\$5,078.52	\$5,232.41	\$5,386.31	\$5,540.20	\$5,694.10	\$5,847.99	\$6,001.89	\$6,155.78
	\$2,272.90	\$2,343.93	\$2,414.96	\$2,485.99	\$2,557.02	\$2,628.04	\$2,699.07	\$2,770.10	\$2,841.13
	\$28.41	\$29.30	\$30.19	\$31.07	\$31.96	\$32.85	\$33.74	\$34.63	\$35.51
<b>Customer Service Rep I</b> revised Jul 2018	\$41,628.12	\$42,929.00	\$44,229.88	\$45,530.76	\$46,831.64	\$48,132.51	\$49,433.39	\$50,734.27	\$52,035.15
	\$3,469.01	\$3,577.42	\$3,685.82	\$3,794.23	\$3,902.64	\$4,011.04	\$4,119.45	\$4,227.86	\$4,336.26
	\$1,601.08	\$1,651.12	\$1,701.15	\$1,751.18	\$1,801.22	\$1,851.25	\$1,901.28	\$1,951.32	\$2,001.35
	\$20.01	\$20.64	\$21.26	\$21.89	\$22.52	\$23.14	\$23.77	\$24.39	\$25.02
<b>Outreach Assistant</b> est July 2019	\$48,923.99	\$50,452.87	\$51,981.74	\$53,510.62	\$55,039.49	\$56,568.37	\$58,097.24	\$59,626.12	\$61,154.99
	\$4,077.00	\$4,204.41	\$4,331.81	\$4,459.22	\$4,586.62	\$4,714.03	\$4,841.44	\$4,968.84	\$5,096.25
	\$1,881.69	\$1,940.49	\$1,999.30	\$2,058.10	\$2,116.90	\$2,175.71	\$2,234.51	\$2,293.31	\$2,352.12
	\$23.52	\$24.26	\$24.99	\$25.73	\$26.46	\$27.20	\$27.93	\$28.67	\$29.40
<b>HR-Finance Assistant</b> est July 2019	\$54,079.98	\$55,769.98	\$57,459.97	\$59,149.97	\$60,839.97	\$62,529.97	\$64,219.97	\$65,909.97	\$67,599.97
	\$4,506.66	\$4,647.50	\$4,788.33	\$4,929.16	\$5,070.00	\$5,210.83	\$5,351.66	\$5,492.50	\$5,633.33
	\$2,080.00	\$2,145.00	\$2,210.00	\$2,275.00	\$2,340.00	\$2,405.00	\$2,470.00	\$2,535.00	\$2,600.00
	\$26.00	\$26.81	\$27.62	\$28.44	\$29.25	\$30.06	\$30.87	\$31.69	\$32.50

Salary Schedule Fiscal Year 2020-2021 for Employees Hired After December 31, 2012 PEPRA

Classification Title	Step 1	Step 1.5	Step 2	Step 2.5	Step 3	Step 3.5	Step 4	Step 4.5	Step 5	
Limited Term Vector Control Tech	\$14.98	\$15.45	\$15.92	\$16.39	\$16.86	\$17.33	\$17.79	\$18.26	\$18.73	Hourly
Extra-help VC Technician	\$13.33	\$13.74	\$14.16	\$14.58	\$14.99	\$15.41	\$15.83	\$16.24	\$16.66	Hourly
Extra-help Asst. Vec. Ecologist	\$15.77	\$16.26	\$16.75	\$17.25	\$17.74	\$18.23	\$18.72	\$19.22	\$19.71	Hourly
Extra-help Outreach Assistant	\$13.36	\$13.78	\$14.20	\$14.61	\$15.03	\$15.45	\$15.87	\$16.28	\$16.70	Hourly

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

Date: June 12, 2020

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

Subject: **Consider Amendment to Personnel and Salary Resolution No. 92-11:  
Article XXV, Drug and Alcohol Abuse Policy**

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

Background

The addition of a comprehensive Drug and Alcohol Abuse Policy to the Personnel and Salary Resolution No. 92-11 is part of our continuing effort to identify and correct policy deficiencies and ensure compliance with state and federal regulations and laws. The proposed article does not amend or replace a previous Drug and Alcohol Abuse policy. If approved, this will serve as the first Drug and Alcohol Abuse policy adopted by the District (**EXHIBIT 7A**).

Fiscal Impact

There is no financial impact associated with amending Personnel and Salary Resolution No. 92-11.

Manager's Recommendation

It is recommended that members of the Board of Trustees approve Personnel and Salary Resolution No. 92-11: Article XXV, Drug and Alcohol Abuse Policy.

Alternative:

Deny the recommendation to approve Personnel and Salary Resolution No. 92-11: Article XXV, Drug and Alcohol Abuse Policy.

Respectfully submitted,



Jared Dever  
District Manager



**ARTICLE XXV****DRUG AND ALCOHOL ABUSE POLICY****SECTION 1. Purpose**

It is the desire of the Board of Trustees that all environments within which District employees work be safe and productive and free of the influence of illegal drugs, alcohol and/or other controlled substances. It is a further purpose of this policy that lawful prescription drugs and over the counter medications shall not impair workplace safety. The Board of Trustees is concerned with the physical safety of all employees, potential damage to property and equipment, mental and physical health of employees, productivity and work quality, medical insurance costs, and the harm done to employees and their families by the inappropriate use of controlled substances, alcohol and all drugs including over the counter drugs. "Controlled substances" shall have the same meaning as provided in California Health and Safety Code Section 11007 or any successor law.

**SECTION 2. Use**

- A. The use (except as prescribed by a physician), sale, possession, purchase or transfer of illegal drugs, alcohol and/or other controlled substances by any District employee on District property or work sites or while said employee is engaged in District business during working hours is prohibited.
- B. Employees are also prohibited from being under the influence of drugs, alcohol and/or controlled substances during hours of work (including all breaks).
- C. Employees should also be careful in using over the counter and prescription drugs. When the employee knows or has reason to know that such a drug may impair his ability to perform, such as by a warning not to operate machinery or a vehicle, it is the employee's duty to bring that to the attention of his supervisor immediately so that safety precautions may be taken. Failure to notify the supervisor may be cause for discipline.
- D. Commission of any of the actions described above will subject the employee to a disciplinary action up to and including termination. At the discretion of the District Manager the employee may be terminated at the first offense.

**SECTION 3. Definition of "Under the Influence"**

For the purpose of applying this policy, being under the influence of drugs, alcohol, or other controlled substances means being impaired in any way which would prevent the employee from fully and proficiently performing job duties, having a detectable amount of controlled substances in one's body.

**SECTION 4. Testing**

- A. All Employees:

To ensure that employees, property, and equipment are not endangered by other employees who are involved with, or under the influence of illegal drugs, alcohol and/or other controlled substances, any employee whose conduct, appearance, speech, or other characteristics create a reasonable suspicion of involvement with or influence of said substances will be taken to a certified testing laboratory and be subject to a blood or urine examination by a qualified technician at District expense.

- 1) Reasonable suspicion drug testing is defined as drug testing based on a belief that an employee is using or has used drugs in violation of the District's policy drawn from specific objective and articulated facts and reasonable inferences drawn from the facts in light of experience, and may be based upon, among other things:
  - i. Observable phenomena, such as direct observation of drug or alcohol use and/or the physical symptoms of manifestations of being under the influence of a drug or alcohol;
  - ii. Abnormal conduct or erratic behavior while at work, absenteeism, tardiness, or deterioration in work performance;
  - iii. A report of drug or alcohol use provided by reliable and credible sources and which has been independently corroborated;
  - iv. Evidence that an individual has tampered with a drug test, during his/her employment;
  - v. Information that an employee has caused, or contributed to an accident while at work;
  - vi. Evidence that an employee is involved in the use, possession, sale, solicitation, or transfer of illegal drugs, alcohol or other controlled substances while working or while on the employer's premises or operating the employer's vehicle, machinery, or equipment.
- 2) An employee who is reasonably suspected of involvement as described above and refuses to sign the Consent and Authorization forms and/or to cooperate with the technician's exam and/or drug/alcohol testing is subject to termination.
- 3) If an employee tests positive for alcohol or drugs, said employee will be transported to his/her home by a supervising employee and not allowed to drive himself/herself home.
- 4) Immediately prior to reporting for drug/alcohol testing, all employees shall complete the Consent and Authorization forms to be kept on file at either the District's office or the occupational health center in which the District employs for such testing. The employee shall be informed that the failure to sign the Consent and Authorization form shall subject the employee to discipline, including discharge.

**B. Employees in Safety-Sensitive Positions:**

Employees in safety-sensitive positions (all vector control technicians, department managers, vector ecologist, assistant vector ecologist, laboratory associate, maintenance specialist, field supervisor and any other positions designated by the District Manager in consultation with legal counsel) are subject to post-accident testing for drugs and alcohol due to the dangers inherent in these positions which present unique hazards to co-workers and the public at large. As these positions are required to drive District vehicles, work with potentially hazardous pesticides and other dangerous substances, and/or dangerous equipment, the Board finds that the immediacy of the threat of injury from mis-performed duties and the irremediable consequences resulting therefrom warrants such testing.

- i. Post-accident testing will occur as soon as practicable following an accident involving a vehicle. The District will test for alcohol and controlled substances for each employee involved in an accident regardless of whether the accident resulted in serious bodily injury to any person, or serious damage to a vehicle or vehicles (defined as damage of \$5,000 or more). Post-accident alcohol and controlled substances tests should be administered within two hours following the accident. The District will also test for alcohol and controlled substances if an employee receives a citation for a moving traffic violation, or exhibits a pattern of District vehicle or equipment damage, regardless of the severity of the damages incurred.

**SECTION 5. Confidentiality**

San Gabriel Valley Mosquito and Vector Control District will not release the examination and/or test results to any other party or agency, including law enforcement agencies, without the express written consent of the employee, or pursuant to a warrant or other legal process. The District agrees to maintain the confidentiality of the examination and/or test results to the best of its ability.

**SECTION 6. Disciplinary Action**

- A.** Presence or detection of any controlled substance or their metabolites in body fluids of an employee (unless by prescription from the employee's doctor) will result in disciplinary action up to and including termination. Presence of alcohol in excess of .01 percent or greater shall also be cause for disciplinary action up to and including termination.
- B.** Failure to fully comply with a request to submit to testing or otherwise follow this policy will also result in discipline, up to and including termination. A "refusal to submit" to an alcohol or controlled substances test required by this Policy includes, but is not limited to:

- i. A refusal to take a drug or alcohol test;
  - ii. A failure to report to the collection site in the time allotted by the supervisor or manager who directs the employee to be tested;
  - iii. A failure to remain at a testing site until the testing process is complete or other follow up;
  - iv. A failure to permit the observation or monitoring of the provision of a urine sample when required;
  - v. A failure or inability to provide a sufficient amount of urine, breath or saliva when directed without a valid medical explanation;
  - vi. A failure or refusal to take a second test as directed following a negative dilute result;
  - vii. A failure to undergo an additional medical examination as directed as part of the verification process or other follow up;
  - viii. A refusal to complete and sign the testing form and/or disclosure of medical information form, or otherwise to cooperate with the testing process in a way that prevents the completion of the test;
  - ix. Tampering with or attempting to adulterate the urine or breath specimen or collection procedure;
- C. The decision to discipline or terminate an employee found to have used and/or be under the influence of drugs, alcohol and/or controlled substances may be waived or held in abeyance by the District Manager pending said employee's attempt at rehabilitation. The District Manager has discretion to handle each case individually with factors such as the employee's frequency of use, commitment to rehabilitation, and type of substances taken into consideration regarding the waiving of penalties.
- D. Discipline or termination that is waived or held in abeyance pending rehabilitation should be done on the condition, set forth in writing, that the employee:
- i. Successfully complete an approved rehabilitation program;
  - ii. Faithfully comply with maintenance and therapeutic measures (e.g., attendance at Alcoholics Anonymous or Narcotics Anonymous meetings); and
  - iii. Be subject to random testing without further reasonable cause.

- E. Employee who is found to have brought drugs, alcohol, or other controlled substances onto District property or work sites and/or to have provided them to other employee(s) shall be terminated without resort to a rehabilitation program.
- F. Discipline or termination should not be taken until a thorough investigation has been completed. The District should investigate any timely claim by the employee that challenges the reliability of the test results.

**SECTION 7. Compliance with federal and state law**

The intent of this policy is to comply with current applicable federal and state law concerning drug and alcohol testing. Issues or inconsistencies that are not addressed in this policy will be determined by referring to applicable federal and state law and regulations governing drug and alcohol testing. The District reserves the right to make changes to this policy at any time for the purposes of complying with federal and state law or regulation as it exists now or as it may be amended.

**APPROVED AND ADOPTED** this 12<sup>th</sup> day of June, 2020, by the following vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

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Becky Shevlin  
President, Board of Trustees

ATTEST:

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Lloyd Johnson  
Secretary-Treasurer, Board of Trustees

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

Date: June 12, 2020

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

Subject: **Consider Amendment to Personnel and Salary Resolution No. 92-11:  
Article XXII, Section 6., Social Media Policy**

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

Background

The addition of a comprehensive Social Media Policy to the Personnel and Salary Resolution No. 92-11 is part of our continuing effort to identify and correct policy deficiencies and ensure compliance with state and federal regulations and laws. The proposed article does not amend or replace a previous Social Media Policy. If approved, this will serve as the first Social Media Policy adopted by the District (**EXHIBIT 8A**).

Fiscal Impact

There is no financial impact associated with amending Personnel and Salary Resolution No. 92-11.

Manager's Recommendation

It is recommended that members of the Board of Trustees approve Personnel and Salary Resolution No. 92-11: Article XXII, Section 6., Social Media Policy.

Alternative:

Deny the recommendation to approve Personnel and Salary Resolution No. 92-11: Article XXII, Section 6., Social Media Policy.

Respectfully submitted,



Jared Dever  
District Manager

## SECTION 6: Social Media Policy

This policy is to establish guidelines on the use of social media sites to be used by the San Gabriel Valley Mosquito & Vector Control District (“District”) as an additional means of conveying District information to its residents, constituents, and community members and maximizing the promotion of District programs and services.

The intended purpose of establishing social media pages for the District’s use is to establish an interactive communication platform with stakeholders, and to disseminate information from the District and about the District. This policy is also intended to mitigate associated risks from use of social media technology, where possible.

The District has an overriding interest and expectation in protecting the integrity of information posted on its social media pages and deciding what is “said” on behalf of the District. This policy applies wholly to the District and all District employees or officials who use social media sites and/or technology on behalf of the District. Further, the District’s social media presence is intended to serve only as a limited public forum.

All questions relating to this policy should be directed to the Public Information Officer and/or the District Manager.

This policy applies only to the creation and administration of social media accounts approved by the District for its own use. The personal use of other social media accounts by District officials or employees (e.g., an official or employee’s postings on non-District Facebook or Twitter accounts) are not governed by this policy.

### A. Definitions

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

**Social Media** - Social media refers to the various activities that integrate technology, social interaction, and content creation. Through social media, individuals or groups can create, organize, edit or comment on, combine, and share content. Social media uses many technologies and forms, including social-networking, blogs, wikis, photo-sharing, video-sharing, podcast, social bookmarking, mash-ups, widgets, virtual worlds, microblogs, Really Simple Syndication (RSS) and more.

**Official District Email Account** - Email account provided by the District or approved external mailbox that is used for official District business.

**Approved District Social Media Site** - Approved District Social Media Site refers to social media platforms that the Public Information Officer has assessed and approved for use by the District.

**Post** - An administrator submitted message/blog in the form of, but may not be

limited to, text, videos, photographs, graphics, links (hyperlinks), documents, or any other form of content or communication posted on any Approved District Social Media Site.

Comment - A user submitted response to an administrator post on an Approved District Social Media Site.

B. Responsibilities

1. The Public Information Officer will review work plans for social media sites and may delegate this review function to staff in the Communications Department. The creation of content posted on behalf of the District on any Approved District Social Media Sites is ultimately the responsibility of the Public Information Officer. Only the Public Information Officer or other staff members designated by the Public Information Officer or District Manager are permitted to post on an Approved District Social Media Site on behalf of the District.
2. The Public Information Officer will help District staff develop appropriate uses for social media, identify the best social media tools to achieve their goals, and define a strategy for community engagement using Approved District Social Media Sites.
3. The District is responsible for complying with all applicable federal, state, and local laws, regulations, and policies in connection with its use and administration of any Approved District Social Media Site. This includes, but is not limited to, adherence to established laws and policies regarding copyright, records retention, Freedom of Information Act (FOIA), First Amendment, Health Insurance Portability and Accountability Act (HIPAA), privacy laws, confidentiality of personnel information, and information security policies established by the District. This policy attempts to address the most common concerns in these regards, but employees should contact the District Manager with any questions regarding these areas. When needed, the District Manager will confer with District Counsel on these matters.
4. The Public Information Officer will monitor content on each of the Approved District Social Media Sites to ensure adherence to the social media policy for appropriate use, message, and branding consistent with the goals of the District.
5. All official District presences on Approved District Social Media Sites are considered an extension of the District's information networks and are governed by District policies, including e-mail, Internet usage, use of electronic media, and portable computer policies. In addition, the District's presence on Approved



District Social Media Sites is also subject to the District's policies on harassment, discrimination, political activity, and customer relations.

6. Employees representing the District via Approved District Social Media Sites must conduct themselves at all times as representatives of the District.
7. Employees who fail to conduct themselves in an appropriate manner shall be subject to appropriate disciplinary actions.
8. This policy may be revised at any time upon approval by the Board of Trustees.

C. Authenticity Establishment

1. Approved District Social Media Sites shall be created and maintained with identifiable characteristics identifying them as official District sites. The name "San Gabriel Valley Mosquito & Vector Control District," the official District logo and/or a link to the District website must be displayed on any Approved District Social Media Site.
2. Approved District Social Media Sites shall be created and accessed using an official District email account.
3. The District's official website at [www.sgvmosquito.org](http://www.sgvmosquito.org) will remain the District's primary source and means of internet communication. To the extent possible, a link to the District's official website and the District's general contact information shall be included on any Approved District Social Media Site. Wherever possible, Approved District Social Media Sites should contain a link back to the official District website for forms, documents, online services, and other information necessary to conduct business with the District. Information posted by the District on Approved District Social Media Sites will supplement, and not replace, required notices and standard methods of communication.
4. Approved District Social Media Sites must make clear that they are maintained by the District and state that they follow the District's social media policy. To the extent possible, a link (hyperlink) to the District's Social Media Policy must be displayed on any Approved District Social Media Site.
5. The District Manager and the Public Information Officer shall maintain all login and password information related to any Approved District Social Media Site.

D. Site Content and Management

1. Approved District Social Media Sites are to be used for informational purposes and all content must pertain to the District and/or District business, services, programs or events. The District shall have full permission and rights to any content posted by or on behalf of the District, including all photographs and videos.
2. Approved District Social Media Sites shall be maintained consistent with the Brown Act, the Political Reform Act, and the California Election Code. Personal use of other social media accounts by District officials or employees (e.g., an official or employee's postings on non-District Facebook or Twitter accounts) is not governed by this policy.
3. With respect to Approved District Social Media Sites, the Public Information Officer or staff designated by the Public Information Officer shall be responsible for posting content on behalf of the District, monitoring content, responding to comments where appropriate, and reviewing site activity for exploitation or misuse. All Approved District Social Media Sites must provide a mechanism for the District to remove posts or prevent the posting of content that violates this policy.
4. To the extent that Approved District Social Media Sites allow users to post comments or responses to official posts by the District, the Approved District Social Media Site must include a list of the applicable guidelines being applied by the District to the forum and should include a statement that all posts are subject to this policy, as well as the host site's own terms of use. Each page should also indicate that it is intended only to create a limited public forum subject to the restrictions set forth in this policy.
5. Content posted on Approved District Social Media Sites may be considered public records subject to disclosure under California's Public Record Act ("PRA" – Government Code §§ 6250 et. seq.). Any content maintained on any Approved District Social Media Site that is related to District business, including a list of subscribers, posted communication, and communication submitted for posting, as well as any deleted content, may be a public record subject to disclosure. All such content must be retained pursuant to the Public Records Act and the District's retention policy. PRA requests for the production of posts or deleted content on an Approved District Social Media Site shall be referred to District Counsel for review and response.
6. Content posted on any Approved District Social Media Site shall relate solely to matters of District business. A comment or post by a member of the public is the

opinion of the commenter or poster only, and does not imply endorsement of, agreement with, or reflect the opinions of, the District.

7. Any content posted by external and authorized internal users on any Approved District Social Media Site may be subject to removal if it contains:
  - a. Profane, obscene, violent or pornographic language or content;
  - b. Content that promotes, fosters or perpetuates discrimination or harassment on the basis of race, age, religion, gender, national origin, sexual orientation, or any other category protected by local, state or federal law;
  - c. Content that constitutes sexual harassment of any member of the public or District employee or official;
  - d. Solicitations of commerce or advertisements, including promotion or endorsement;
  - e. Promotion or endorsement of political issues, campaigns, ballot measures, groups or individuals;
  - f. Conduct that constitutes or encourages illegal activity;
  - g. Information that may tend to compromise the safety or security of the public or public systems or of the District's technology resources;
  - h. Content intended to defame any person, group or organization;
  - i. Content that violates a legal ownership interest of any other party, such as trademark or copyright infringement;
  - j. False, vicious or malicious statements concerning any employee, the District or its operations;
  - k. Violent or threatening content;
  - l. Confidential, sensitive or proprietary information, including personnel information such as home addresses, phone numbers, social security numbers, dates of birth or driver's license numbers; and

- m. Comments not related to District posts, business, information, announcements, events or comments not related to the original topic, including random or unintelligible posts.
- n. The above list is not necessarily exhaustive and the District reserves the right to remove or restrict any post or comment on any Approved District Social Media Site that violates the purpose or spirit of this policy.
- o. Unacceptable content and repeat individual violators shall be removed from the Approved District Social Media Site and/or individual violators may be prohibited from making any further or additional posts on any Approved District Social Media Site. The District's Counsel shall be consulted on any legal issues with respect to the removal of content or blocking of individual users.

E. Records Management

- 1. The District's use of its Approved District Social Media Sites shall be documented and maintained in an easily accessible format that tracks account information.
- 2. The Public Information Officer is responsible for the creation, administration and deactivation of Approved District Social Media Sites.
- 3. Content deemed inappropriate or technically destructive shall be promptly documented (screenshot/printout), saved pursuant to District policies and procedures regarding record retention, and then be removed immediately from any Approved District Social Media Site. The District's Counsel should be consulted on any potential legal issues.

F. Network Security

- 1. The District's Information Technology ("IT") service shall have security controls in place to protect District information and technology assets against potential destructive technical incidents.
- 2. Perceived or known compromises to the District's internal network and/or its Approved District Social Media Sites shall be promptly reported to the District Manager.

3. Computers, laptops and mobile devices used to administer Approved District Social Media Sites shall have up-to-date software to protect against destructive technical incidents, including, but not be limited to, cyber, virus and spyware/adware attacks.

**APPROVED AND ADOPTED** this 12<sup>th</sup> day of June, 2020, by the following vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

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Becky Shevlin  
President, Board of Trustees

ATTEST:

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Lloyd Johnson  
Secretary-Treasurer, Board of Trustees