

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

**Board of Trustees Meeting  
October 12, 2018 at 7:00 AM**

**Agenda**

- 1. Call to Order**  
(Board President Corey Calaycay)
- 2. Pledge of Allegiance and Silent Roll Call**
- 3. Opportunity for Public Comment on Non-Agenda Items**  
*(Individual Public Comments may be limited to 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.*
  - A. List of Claims for the month of October \***
  - B. Budget Status Report for October \***
  - C. Minutes of Board of Trustees Meeting September 14, 2018 \***
  - D. Operations Report\***
  - E. Surveillance Report\***
  - F. Communications Report\***
  - G. August 2018 Monthly Treasurer Report / District Working Balance for October 2018 \***
- 5. Presentation: *Non-functional and Unmaintained Swimming Pools***  
(Operations Manager Jason Farned)
- 6. The Board will meet in Closed Session**  
CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
(Paragraph (1) of subdivision (d) of Section 54956.9)  
Name of Case: Cook vs San Gabriel Valley MVCD
- 7. District's Administration**  
(District Manager Jared Dever)
  - A. Board of Trustees Appointments 2019-2020**

- B. District Property Theft Report**
- C. Pasadena Typhus Fever Cluster Investigation and Prevention Measures**

**8. Informational Reports**

(Verbal Reports)

- A. Operations**
- B. Surveillance**
- C. Public Information**

**9. Conference Reports \***

- A. Jared Dever, District Manager**
- B. Jason Farned, Operations Manager**
- C. Levy Sun, Public Information Officer**
- D. Melissa Doyle, Scientific Programs Manager**

**10. Trustee Reports**

(Verbal Report)

**11. New Business**

Opportunity for Trustees to request future agenda items  
(Verbal Report)

**12. The Legislative Committee will convene immediately after the Board adjourns.**

**13. Adjournment**

**Legislative Committee**

Sandra Armenta  
Cruz Baca  
Corey Calaycay  
Margaret Finlay  
Rachel Janbek

Becky Shevlin  
Mike Spence  
Cynthia Sternquist  
Mary Su

## 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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Esther Elliott  
Clerk of the Board, San Gabriel Valley MVCD  
Board of Trustees

**SAN GABRIEL VALLEY MVCD**

**Claims List**

September 6 - 7, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	09/06/2018	AMERICAN FIDELITY ASSURANCE	6070 Premiums, life - Cafeter (Voluntary Insurance I	114.08
			6070 Premiums, life - Cafeter (Voluntary Insurance I	298.33
B795712			6070 Premiums, life - Cafeter (Voluntary Insurance I	1,279.60
			6070 Premiums, life - Cafeter (Voluntary Insurance I	219.76
			6070 Premiums, life - Cafeter (Voluntary Insurance I	51.81
				<u>1,963.58</u>
EFT	09/06/2018	CAL PERS	6070 Med premiums - Cafeteria (Medical premiums)	558.13
			6070 Med premiums - Cafeteria (Medical premiums)	4,101.77
100000015399755			6070 Med premiums - Cafeteria (Medical premiums)	4,165.63
			6070 Med premiums - Cafeteria (Medical premiums)	1,813.31
			6072 MEDICAL PREMIUM-Retired EE (Medical prei	266.00
			6070 ADMIN FEE (Admin fee)	34.91
				<u>10,939.75</u>
EFT	09/06/2018	CALPERS CERBT	6200 RETIREMENT - CLASSIC (Employer Contribu	700.00
				<u>700.00</u>
100000015403551				
EFT	09/06/2018	LINCOLN FINANCIAL GROUP	6065 GROUP TERM LIFE	310.80
			6070 Premiums, life - Cafeter (Voluntary Insurance I	356.70
				<u>667.50</u>
EFT	09/06/2018	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	521.33
			6200 RETIREMENT - CLASSIC (Employer Contribu	938.12
PR of 9/6/18			6200 RETIREMENT - CLASSIC (Employer Contribu	1,923.87
			6200 RETIREMENT - CLASSIC (Employer Contribu	299.81
			6200 RETIREMENT - CLASSIC (Employer Contribu	122.32
			6201 RETIREMENT - PEPRA (Employer Contributic	106.90
			6201 RETIREMENT - PEPRA (Employer Contributic	1,964.50
			6201 RETIREMENT - PEPRA (Employer Contributic	702.24
			6201 RETIREMENT - PEPRA (Employer Contributic	365.03

SAN GABRIEL VALLEY MVCD

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6201 RETIREMENT - PEPRA (Employer Contributic	164.59
				<u>7,108.71</u>
EFT	09/06/2018	PRINCIPAL DENTAL	6070 CAFETERIA BENEFIT	86.95
			6070 CAFETERIA BENEFIT	352.61
1085590-10001			6070 CAFETERIA BENEFIT	1,465.76
			6070 CAFETERIA BENEFIT	306.55
			6070 CAFETERIA BENEFIT	265.66
				<u>2,477.53</u>
15728	09/06/2018	AJG ACCOUNTING & BOOKKEEPING SRVCS, IN 6187 AUDITOR (For professional services rendered		1,372.50
2270				<u>1,372.50</u>
15729	09/06/2018	AMERICAN FIDELITY AKA FLEX ACCOUNT ADM	6070 CAFETERIA BENEFIT	220.83
			6070 CAFETERIA BENEFIT	262.50
2018195	09/04/2018		6070 CAFETERIA BENEFIT	441.66
			6070 CAFETERIA BENEFIT	83.33
				<u>1,008.32</u>
15730	09/06/2018	ARAMARK UNIFORM SERVICES INC.	6332 Uniforms (Uniforms)	923.45
792287099			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	285.55
				<u>1,209.00</u>
15731	09/06/2018	ATHENS SERVICES	6040 Building Maintenance	178.63
5586964				<u>178.63</u>
15732	09/06/2018	AZUSA LIGHT & WATER	6343 Meter # 99172930 (Meter # 99172930 Service	87.72

SAN GABRIEL VALLEY MVCD

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September 6 - 7, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6343 Meter # 45169724 (Meter # 45169724 Service	46.33
99172930, 45169724	09/01/2018			134.05
<b>15733</b>	<b>09/06/2018</b>	<b>CALIFORNIA DEPARTMENT OF PUBLIC HEALTH</b>	<b>6330 TRAINING, CEU'S</b>	268.00
				268.00
		Certification fees		
<b>15734</b>	<b>09/06/2018</b>	<b>CHEVRON</b>	<b>6262 Fuel for Trucks (Fuel for Trucks)</b>	6,733.71
				6,733.71
7898688267				
<b>15735</b>	<b>09/06/2018</b>	<b>COPIES &amp; INK</b>	<b>6186 Printing</b>	93.77
				93.77
<b>15736</b>	<b>09/06/2018</b>	<b>ENTERPRISE</b>	<b>6007 - AUTOMOBILE LEASE</b>	6,148.86
				6,148.86
<b>15737</b>	<b>09/06/2018</b>	<b>FIDELITY SECURITY LIFE INSURANCE CO.</b>	<b>6070 Vision Premiums (Vision Premiums)</b>	12.30
			<b>6070 Vision Premiums (Vision Premiums)</b>	81.03
163623281	09/01/2018		<b>6070 Vision Premiums (Vision Premiums)</b>	249.40
			<b>6070 Vision Premiums (Vision Premiums)</b>	24.60
			<b>6070 Vision Premiums (Vision Premiums)</b>	58.91
				426.24
<b>15738</b>	<b>09/06/2018</b>	<b>IRWINDALE INDUSTRIAL CLINIC</b>	<b>6302 Supplies, Safety</b>	222.42
				222.42
22010-02041	09/01/2018			
<b>15739</b>	<b>09/06/2018</b>	<b>KENN K. FUJIOKA</b>	<b>6072 MEDICAL PREMIUM-Retired EE (Medical prei</b>	440.21
				440.21

**SAN GABRIEL VALLEY MVCD**

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
Preimun reimburse	09/06/2018			
15740	09/06/2018	OFFICE & ERGONOMIC SOLUTIONS INC	6280 SUPPLIES, OPERATIONS	980.00
			6280 SUPPLIES, OPERATIONS	480.00
17747	09/01/2018		6280 SUPPLIES, OPERATIONS	1,140.08
			6280 SUPPLIES, OPERATIONS	215.00
			6280 SUPPLIES, OPERATIONS	267.43
			8000 CAPITAL OUTLAY (Capital Outlay)	3,228.00
			8000 CAPITAL OUTLAY (Capital Outlay)	998.00
17748	09/06/2018		8000 CAPITAL OUTLAY (Capital Outlay)	1,238.00
			8000 CAPITAL OUTLAY (Capital Outlay)	685.79
			8000 CAPITAL OUTLAY (Capital Outlay)	789.69
			8000 CAPITAL OUTLAY (Capital Outlay)	375.00
			8000 CAPITAL OUTLAY (Capital Outlay)	694.88
				<u>11,091.87</u>
15741	09/06/2018	R. M. MOTORCYCLE SHOP	6260 SUPPLIES, MECHANICAL	250.82
4350				<u>250.82</u>
15742	09/06/2018	READYREFRESH BY NESTLE	6170 Arrowhead Water (Arrowhead Water)	367.95
18H0024588535				<u>367.95</u>
15743	09/06/2018	ROBERT KENNEDY	6072 MEDICAL PREMIUM-Retired EE (Medical prei	183.34
Premium Reimburse				<u>183.34</u>
15744	09/06/2018	SCI CONSULTING GROUP	6310 BENEFIT ASSMNT ADMIN COST	10,200.00
C7847			6310 BENEFIT ASSMNT ADMIN COST	1,627.60
				<u>11,827.60</u>

**SAN GABRIEL VALLEY MVCD**

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
15745	09/06/2018	SOUTHERN CALIFORNIA EDISON	6340 UTILITIES - ELECTRIC	5,004.03
				<u>5,004.03</u>
2-03-760-7223				
15746	09/06/2018	STREAMLINE	6037 WEBSITE AND EMAIL SERVICE	200.00
				<u>200.00</u>
98156				
15747	09/06/2018	TOTALFUNDS BY HASLER	6185 POSTAGE	499.28
				<u>499.28</u>
7900011002342056				
15748	09/06/2018	UNITED AIR CONDITIONING & MECHANICAL	6040 Building Maintenance	473.61
				<u>473.61</u>
3000-25				
15749	09/06/2018	US BANK	6080 Hiring Expenses	79.95
			6080 Hiring Expenses	84.95
Alba	09/01/2018		6232 SEMINARS AND MEETINGS	274.96
			6030 BOARD EXPENSES	35.97
			6232 SEMINARS AND MEETINGS	37.22
			6270 OFFICE SUPPLIES	63.90
			6170 MISCELLANEOUS EXPENSES	82.75
Deacon	09/01/2018		6232 SEMINARS AND MEETINGS	600.00
			6312 Monthly District Field Ph (Monthly District Fiel	49.99
Dever	09/01/2018		6036 COMPUTER SOFTWARE	29.97
			6232 SEMINARS AND MEETINGS	600.00
			6250 LABORATORY SUPPLIES	15.31
Doyle	09/01/2018		6250 LABORATORY SUPPLIES	464.81
			6250 LABORATORY SUPPLIES	44.84



**SAN GABRIEL VALLEY MVCD**

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6281 MOSQUITO FISH SUPPLIES	50.00
			6030 BOARD EXPENSES	25.97
			6030 BOARD EXPENSES	6.78
Elliott	09/01/2018		6030 BOARD EXPENSES	21.09
			6280 SUPPLIES, OPERATIONS	10.00
			6290 Supplies, Public Informati	37.76
Farned	09/01/2018		6290 Supplies, Public Informati	4.24
Hagele	09/01/2018		6290 Supplies, Public Informati	7.40
			6290 Supplies, Public Informati	20.98
			6305 EDUCATION PROGRAM SUPPLIES	19.47
			6305 EDUCATION PROGRAM SUPPLIES	46.66
			6305 EDUCATION PROGRAM SUPPLIES	19.70
			6305 EDUCATION PROGRAM SUPPLIES	50.30
			6260 SUPPLIES, MECHANICAL	38.51
			6260 SUPPLIES, MECHANICAL	325.33
Niffenegger	09/01/2018		6280 SUPPLIES, OPERATIONS	147.69
			6280 SUPPLIES, OPERATIONS	8.75
			6186 Printing	160.40
			6037 WEBSITE AND EMAIL SERVICE	4.99
Sun	09/01/2018		6003 ADVERTISING	26.28
			6003 ADVERTISING	56.49
			6232 SEMINARS AND MEETINGS	20.00
			6036 COMPUTER SOFTWARE	144.00
			6290 Supplies, Public Informati	20.22
			6270 OFFICE SUPPLIES	56.07
			6270 OFFICE SUPPLIES	6.23
			6170 MISCELLANEOUS EXPENSES	89.92
Vander Heyden	09/01/2018		6030 BOARD EXPENSES	107.88
			6270 OFFICE SUPPLIES	131.82
			6280 SUPPLIES, OPERATIONS	29.98
			6170 MISCELLANEOUS EXPENSES	30.23
			6260 SUPPLIES, MECHANICAL	20.45
			6170 MISCELLANEOUS EXPENSES	9.27

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

September 6 - 7, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6040 Building Maintenance	175.96
				4,395.44
<b>Total Accounts Payable for September 6, 2018</b>				<b>76,386.72</b>

**SAN GABRIEL VALLEY MVCD**

**Claims List**

September 20, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	09/20/2018	CALPERS CERBT	6200 RETIREMENT - CLASSIC (Employer Contribu	9,115.17
			6200 RETIREMENT - CLASSIC (Employer Contribu	59.48
100000015416088, 98				<u>9,174.65</u>
EFT	09/20/2018	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	521.33
			6200 RETIREMENT - CLASSIC (Employer Contribu	938.12
PR of 9/20/18			6200 RETIREMENT - CLASSIC (Employer Contribu	1,923.87
			6200 RETIREMENT - CLASSIC (Employer Contribu	299.81
			6200 RETIREMENT - CLASSIC (Employer Contribu	122.32
			6201 RETIREMENT - PEPRA (Employer Contributic	106.90
			6201 RETIREMENT - PEPRA (Employer Contributic	1,972.00
			6201 RETIREMENT - PEPRA (Employer Contributic	602.24
			6201 RETIREMENT - PEPRA (Employer Contributic	365.03
			6201 RETIREMENT - PEPRA (Employer Contributic	164.59
				<u>7,016.21</u>
EFT	09/20/2018	TEXAS LIFE INSURANCE COMPANY	6070 CAFETERIA BENEFIT	56.92
SM09BT				<u>56.92</u>
15751	09/20/2018	ABRAHAM N. CRUZ	6030 BOARD EXPENSES	100.00
BM of 9/14/18				<u>100.00</u>
15752	09/20/2018	ALEX ROMO AUTO & TRUCK REPAIR	6260 SUPPLIES, MECHANICAL	319.60
Smog Inspections				<u>319.60</u>
15753	09/20/2018	AMAZON.COM	6270 OFFICE SUPPLIES	62.02
			6280 SUPPLIES, OPERATIONS	52.02
6045787810575999	09/10/2018		6290 Supplies, Public Informati	118.81

**SAN GABRIEL VALLEY MVCD**

**Claims List**

September 20, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6250 LABORATORY SUPPLIES	25.18
			6270 OFFICE SUPPLIES	138.21
			6270 OFFICE SUPPLIES	52.32
			6290 Supplies, Public Informati	73.04
			6260 SUPPLIES, MECHANICAL	116.53
			6270 OFFICE SUPPLIES	13.14
			6270 OFFICE SUPPLIES	84.03
			6270 OFFICE SUPPLIES	53.99
			6270 OFFICE SUPPLIES	73.59
			6280 SUPPLIES, OPERATIONS	5.29
				<u>868.17</u>
15754	09/20/2018	CALOLYMPIC SAFETY	6302 Supplies, Safety	38.70
			6302 Supplies, Safety	76.35
372882			6302 Supplies, Safety	30.88
			6302 Supplies, Safety	17.06
			6302 Supplies, Safety	15.64
			6302 Supplies, Safety	33.65
				<u>212.28</u>
15755	09/20/2018	CARUSO FORD LINCOLN	8000 CAPITAL OUTLAY (Capital Outlay)	59,300.14
				<u>59,300.14</u>
C848, C849				
15756	09/20/2018	CHARLES MYERS	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 9/14/18				
15757	09/20/2018	COPIES & INK	6186 Printing	1,762.00
			6186 Printing	167.39
35559, 35561			6186 Printing	85.56
				<u>1,994.95</u>

**SAN GABRIEL VALLEY MVCD**

**Claims List**

September 20, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				2,014.95
15758	09/20/2018	COREY CALAYCAY	6030 BOARD EXPENSES	100.00
				100.00
BM of 9/14/18				
15759	09/20/2018	DAN HOLLOWAY	6030 BOARD EXPENSES	100.00
				100.00
15760	09/20/2018	ENVIRONMENT CONTROL	6040 Building Maintenance	1,100.00
				1,100.00
5099-411	09/01/2018			
15761	09/20/2018	HENRY M. MORGAN	6030 BOARD EXPENSES	149.50
				149.50
15762	09/20/2018	HOME DEPOT	6040 Building Maintenance	63.86
			6281 MOSQUITO FISH SUPPLIES	9.82
3285266, 1284535	09/11/2018		6040 Building Maintenance	150.07
			6044 MAINTENANCE, GROUNDS	10.93
			6302 Supplies, Safety	13.11
			6040 Building Maintenance	44.62
			6040 Building Maintenance	39.34
				331.75
15763	09/20/2018	IRWINDALE INDUSTRIAL CLINIC	6080 Hiring Expenses	270.00
				270.00
4438-814379				
15764	09/20/2018	JARED DEVER	6232 Per Diem (Per Diem)	120.00
				120.00

**SAN GABRIEL VALLEY MVCD**

**Claims List**

September 20, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
Per Diem				
15765	09/20/2018	JASON FARNED	6232 Per Diem (Per Diem)	120.00
				<u>120.00</u>
Per Diem				
15766	09/20/2018	JERRY VELASCO	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 9/14/18				
15767	09/20/2018	JOHN CAPOCCIA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 9/14/18				
15768	09/20/2018	JOSEPH LEON	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 9/14/18	09/14/2018			
15769	09/20/2018	JOSEPH ROCHA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 9/14/18	09/14/2018			
15770	09/20/2018	JULI COSTANZO	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 9/14/18	09/14/2018			
15771	09/20/2018	LEVY SUN	6232 Per Diem (Per Diem)	120.00
				<u>120.00</u>
Per Diem				
15772	09/20/2018	LIEBERT CASSIDY WHITMORE	6130 Profess Serv rendered (Professional Services	194.55
				<u>194.55</u>

**SAN GABRIEL VALLEY MVCD**

**Claims List**

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
15773	09/20/2018	LOZANO SMITH, LLP	6130 Profess Serv rendered (Professional Services	4,641.51
				<u>4,641.51</u>
2062150	09/13/2018			
15774	09/20/2018	MARY W. SU	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 9/14/18				
15775	09/20/2018	MELISSA DOYLE	6232 Per Diem (Per Diem)	120.00
				<u>120.00</u>
Per Diem				
15776	09/20/2018	MIKE SPENCE	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 9/14/18	09/14/2018			
15777	09/20/2018	PRAXAIR DISTRIBUTION	6250 LABORATORY SUPPLIES	34.29
				<u>34.29</u>
84907536				
15778	09/20/2018	RICHARD BARAKAT	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 9/14/18				
15779	09/20/2018	ROBERT NEHER	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 9/14/18				
15780	09/20/2018	ROGER CHANDLER	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 9/14/18				

SAN GABRIEL VALLEY MVCD

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
15781	09/20/2018	SANDRA ARMENTA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 9/14/18				
15782	09/20/2018	SOCALGAS	6341 Utilities (Acc # 057 518 2100 9 Acc # 059 618	124.91
			6341 Utilities (Acc # 057 518 2100 9 Acc # 059 618	35.22
057518-21009				<u>160.13</u>
15783	09/20/2018	SSD SYSTEMS INC/MC NEILL SECURITY SYSTE	6040 Building Maintenance	1,618.14
				<u>1,618.14</u>
1354119-A				
15784	09/20/2018	STAPLES CREDIT PLAN	6270 OFFICE SUPPLIES	29.55
			6270 OFFICE SUPPLIES	81.01
6035517820299187	09/04/2018			<u>110.56</u>
15785	09/20/2018	STEPHEN SHAM	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 9/14/18				
15786	09/20/2018	THERMAL COMBUSTION INNOVATORS	6250 LABORATORY SUPPLIES	94.99
				<u>94.99</u>
197377				
15787	09/20/2018	TIM SANDOVAL	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 9/14/18				
15788	09/20/2018	TPx COMMUNICATIONS	6315 Monthly Internet Charges (Monthly Internet Ch	951.46
			6320 Office phones (Office phones)	954.77
107667274-0				<u>1,906.23</u>



**SAN GABRIEL VALLEY MVCD**

**Claims List**

September 20, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
15790	09/20/2018	VERIZON WIRELESS	6312 Monthly District Field Ph (Monthly District Fielc	795.61
			6312 Monthly District Field Ph (Monthly District Fielc	1,281.12
9814344522				<u>2,076.73</u>
15791	09/20/2018	WELLS FARGO VENDOR FIN SERV	6073 EQUIPMENT LEASE	1,500.15
68752700				<u>1,500.15</u>
15792	09/20/2018	WEST VALLEY MVCD	6250 LABORATORY SUPPLIES	1,992.00
2409				<u>1,992.00</u>
15793	09/20/2018	WINDOWASHERS, LLC.	6046 PROFESSIONAL SERVICES - IT	2,800.00
1024				<u>2,800.00</u>
		<b>Accounts Payable for September 20, 2018</b>		<b>100,123.50</b>
		<b>Total Accounts Payable for September 2018</b>		<b>176,510.22</b>
		<b>Total Payroll for September 2018</b>		<b>204,028.58</b>
		see attached		
		<b>Total Claims List for September 2018</b>		<b>380,538.80</b>

**San Gabriel Valley MVCD  
Payroll for September 2018**

<b>Department</b>	<b>Sep 6, 2018</b>	<b>Sep 7, 2018 Term</b>	<b>Sep 20, 2018</b>	<b>TOTAL</b>
EXECUTIVE	5,540.80		5,540.80	11,081.60
ADMINISTRATION	11,532.80		11,632.80	23,165.60
OPERATIONS	47,988.80		48,567.60	96,556.40
SURVEILLANCE	10,409.16	884.27	9,434.00	20,727.43
COMMUNICATIONS	8,686.97		8,559.35	17,246.32
SEASONAL WORKERS	<u>10,711.84</u>	<u></u>	<u>10,260.12</u>	<u>20,971.96</u>
Gross Payroll	94,870.37	884.27	93,994.67	189,749.31
Employer Taxes	2,005.39	79.67	1,947.04	4,032.10
Car Allowance	500.00		-	500.00
Employee Benefit-Med	<u>4,960.75</u>	<u>174.32</u>	<u>4,612.10</u>	<u>9,747.17</u>
<b>TOTAL PAYROLL</b>	<b>102,336.51</b>	<b>1,138.26</b>	<b>100,553.81</b>	<b>204,028.58</b>

SGVMVCD  
Comparative YTD Actual to Full Year Budget  
Current Period 25% of Year Completed  
September 30, 2018

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
<b>PERSONNEL EXPENSES</b>						
Salaries, Exempt	36,209.04	109,738.06	483,738.58	374,000.52	22.69	
Salaries - Non Exempt	108,957.26	327,686.57	1,680,573.54	1,352,886.97	19.50	
Salaries - Overtime	165.37	2,057.77	19,700.00	17,642.23	10.45	
Salaries - Vacation	5,298.02	31,281.61	89,770.00	58,488.39	34.85	Summer vacation
Salaries-Holiday	8,453.92	18,013.86	123,207.00	105,193.14	14.62	
Salaries, Sick Pay	9,811.06	18,698.36	93,635.00	74,936.64	19.97	
Salaries, Part-time - XH	20,854.64	66,667.04	348,686.00	282,018.96	19.12	
Management Car Allowance	500.00	1,500.00	6,000.00	4,500.00	25.00	
Cafeteria Benefit	24,916.89	74,160.29	316,800.00	242,639.71	23.41	
HIth Benefits, Ret Emps	889.55	2,668.65	12,000.00	9,331.35	22.24	
Medicare	2,853.71	8,637.24	40,745.00	32,107.76	21.20	
Retirement - Classic	17,485.55	50,899.24	110,980.00	60,080.76	45.86	Unfunded liability
Retirement - Pepra	6,514.02	19,739.25	95,065.00	75,325.75	20.76	
Social Security	730.55	2,305.64	7,385.00	5,079.36	31.22	Seasonal expense
Group Term Life Ins	310.80	978.30	4,300.00	3,321.70	22.75	
Tuition Reimbursement	0.00	0.00	8,000.00	8,000.00	0.00	
Insurance, unemployment	383.52	2,047.60	19,200.00	17,152.40	10.66	
<b>TOTAL PERSONNEL EXPENSES</b>	<b>244,333.90</b>	<b>737,079.48</b>	<b>3,459,785.12</b>	<b>2,722,705.64</b>	<b>21.30</b>	
<b>OPERATING EXPENSES</b>						
Awards	0.00	0.00	2,000.00	2,000.00	0.00	
Advertising	82.77	5,136.45	30,000.00	24,863.55	17.12	
Bank Charges	445.22	1,340.94	5,000.00	3,659.06	26.82	
Board expenses	2,047.19	6,211.81	35,000.00	28,788.19	17.75	
Computer Hardware	0.00	4,257.16	19,000.00	14,742.84	22.41	
Computer Software	173.97	11,895.19	20,400.00	8,504.81	58.31	Neogov renewal
Website/Email Service	204.99	209.98	3,195.00	2,985.02	6.57	
Building maintenance	4,129.78	9,502.80	37,500.00	27,997.20	25.34	
Maintenance, equipment	0.00	216.50	9,000.00	8,783.50	2.41	
Maintenance, grounds	16.65	501.30	4,000.00	3,498.70	12.53	
Lease Equipment	1,500.15	20,918.13	38,000.00	17,081.87	55.05	Telephone annual lease payment
Fees & Assessments	0.00	1,585.42	4,000.00	2,414.58	39.64	LAFCO fees
Hiring expenses	434.90	1,330.76	5,600.00	4,269.24	23.76	

SGVMVCD  
Comparative YTD Actual to Full Year Budget  
Current Period 25% of Year Completed  
September 30, 2018

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
VCJPA General Fund	0.00	10,697.00	9,656.00	(1,041.00)	110.78	One time expense
Insurance, liability	0.00	66,602.00	65,411.00	(1,191.00)	101.82	One time expense
Workers Comp Insurance	0.00	111,370.00	111,546.00	176.00	99.84	One time expense
Automobile Insurance	0.00	1,648.00	1,648.00	0.00	100.00	One time expense
Other Insurance	0.00	0.00	2,000.00	2,000.00	0.00	
Insurance, property	0.00	3,196.00	3,258.00	62.00	98.10	One time expense
Legal	4,836.06	5,573.56	35,000.00	29,426.44	15.92	
Memberships	0.00	11,487.00	25,000.00	13,513.00	45.95	MVCAC dues
Miscellaneous expenses	567.63	836.32	3,000.00	2,163.68	27.88	
Postage	519.38	694.31	9,904.00	9,209.69	7.01	
Prof. Services, Auditor	1,372.50	1,777.50	20,000.00	18,222.50	8.89	
Professional Services	0.00	1,440.00	5,000.00	3,560.00	28.80	Total Comp Actuarial
Professional Services-IT	2,800.00	11,801.05	35,000.00	23,198.95	33.72	IT service
Printing & Reproduction	2,269.12	4,101.95	11,000.00	6,898.05	37.29	Communication fliers
Research	0.00	0.00	1,000.00	1,000.00	0.00	
Seminars and meetings	2,012.18	2,632.18	29,710.00	27,077.82	8.86	
Supplies, laboratory	2,671.42	7,454.38	16,100.00	8,645.62	46.30	Mosquito testing
Supplies, mechanical	1,071.24	16,168.68	25,000.00	8,831.32	64.67	Transmission replacement
Supplies, gasoline	6,733.71	18,903.74	50,000.00	31,096.26	37.81	Extra trucks for seasonals
Supplies, office	845.88	1,649.61	13,000.00	11,350.39	12.69	
Supplies, Mosquito Fish	59.82	423.00	30,000.00	29,577.00	1.41	
Supplies, operations	3,336.24	3,787.17	18,000.00	14,212.83	21.04	
Supplies, pesticides	0.00	19,232.05	50,000.00	30,767.95	38.46	Annual replenishment
Supplies, Communications	282.45	1,394.58	11,200.00	9,805.42	12.45	
Supplies, Education Program	136.13	136.13	700.00	563.87	19.45	
Supplies, safety	447.81	4,187.15	20,000.00	15,812.85	20.94	
Benefit Assesment Admin Cost	11,827.60	11,827.60	115,000.00	103,172.40	10.28	
Communications, field	2,126.72	6,206.20	28,000.00	21,793.80	22.17	
Telephone, Internet	951.46	2,854.38	24,500.00	21,645.62	11.65	
Telephone , Office	954.77	2,864.58	14,000.00	11,135.42	20.46	
Training , CEU's	268.00	3,350.00	4,000.00	650.00	83.75	Recertification fees
Uniforms and clothing	923.45	1,922.06	27,000.00	25,077.94	7.12	
Utilities, Electric	5,004.03	14,363.59	39,000.00	24,636.41	36.83	A/C use
Utilities, Natural Gas	160.13	450.03	3,000.00	2,549.97	15.00	
Utilities, Water	134.05	577.89	2,000.00	1,422.11	28.89	
Automobile Lease	6,148.86	18,446.58	73,800.00	55,353.42	25.00	

SGVMVCD  
Comparative YTD Actual to Full Year Budget  
Current Period 25% of Year Completed  
September 30, 2018

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized
<b>TOTAL OPERATING EXPENSES</b>	67,496.26	433,162.71	1,145,128.00	711,965.29	37.83
<b>TOTAL EXPENSES</b>	311,830.16	1,170,242.19	4,604,913.12	3,434,670.93	25.41

SGVMVCD  
Comparative YTD Actual to Full Year Budget  
Current Period 25% of Year Completed  
September 30, 2018

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
<b>RESERVES</b>						
Reserve, Unallocated Gene	0.00	0.00	0.00	0.00	0.00	Transferred to Building/Facilities
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	612,923.00	612,923.00	0.00	
Reserve, Pension Liability	0.00	0.00	200,258.00	200,258.00	0.00	
Reserve, Building/Facilities	0.00	0.00	100,000.00	100,000.00	0.00	From Unallocated General Reserves
Reserve, Vehicle Replacement	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL RESERVES</b>	<b>0.00</b>	<b>0.00</b>	<b>2,239,381.00</b>	<b>2,239,381.00</b>	<b>0.00</b>	

San Gabriel Valley Mosquito & Vector Control District  
Board of Trustees Meeting  
September 14, 2018 at 7:00 AM

Minutes

Trustees Attending

- 1 Stephen Sham (Alhambra)
- 2 Roger Chandler (Arcadia)
- 3 Joseph Rocha (Azusa)
- 4 Rick Barakat (Bradbury)
- 5 Corey Calaycay (Claremont)
- 6 Henry Morgan (Covina)
- 7 Jerry Velasco (El Monte)
- 8 Charles Myers (Glendora)
- 9 Abraham Cruz (Industry)
- 10 Dan Holloway (La Puente)
- 11 Robert Neher (La Verne)
- 12 Joseph Leon (Monterey Park)
- 13 Rachel Janbek (Pasadena)
- 14 Tim Sandoval (Pomona)
- 15 Sandra Armenta (Rosemead)
- 16 Juli Costanzo (San Gabriel)
- 17 John Capoccia (Sierra Madre)
- 18 Mary Su (Walnut)
- 19 Mike Spence (West Covina)

Trustees Absent

- 1. Cruz Baca (Baldwin Park)
- 2. Margaret Finlay (Duarte)
- 3. Becky Shevlin (Monrovia)
- 4. Emmett Badar (Sierra Madre)
- 5. Jamie Bissner (County of L. A.)
- 6. Cynthia Sternquist (Temple City)
- 7. Manual Garcia (Irwindale)
- 8. Marina Khubesrian (So. Pas)
- 9. Becky Shevlin (Monrovia)

Staff Attending

- Jared Dever
- Jason Farned
- Levy Sun
- Esther Elliott
- Carol Anne Hagele
- Rose Alba
- Antonio Bishop
- Gilbert Holquin

**1. Call to Order**

President Corey Calaycay called the meeting to order at 7:00 AM

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

Trustee Neher led the Pledge of Allegiance.

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

None

**4. Consent Calendar**

- A. List of Claims for the month of September
- B. Budget Status Report for September
- C. Minutes of Board of Trustees Meeting September
- D. Operations Report
- E. Surveillance Report
- F. Communications Report
- G. July 2018 Monthly Treasurer Report / District Working Balance for September 2018

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

**5. Presentation: “Operations Department Overview”**

Operations Manager Jason Farned’s reported that District’s Operations has experienced significant organizational changes this last year, focusing on public education, surveillance, management and control of the District’s three common vectors; mosquitoes, midge, and black fly.

Operations Vector Control Specialist (VCS) III supervise and coordinate the District’s eight zones. VCS II manage one zone each. VCS I and District Seasonals work district-wide sources and perform year round zone support.

**Flood Channels:**

Three technicians working 12 to 15 shifts a week monitor over 400 miles of open flood channels using modified ATVs and administer larvicide treatments.

**Underground:**

Two teams of three working 6 to 8 shifts a week monitor over 800 miles of storm drains and 23,000 catch basins.

**San Gabriel River:**

Six technicians manage twenty-nine black flies inspection sites with backpack larvicide treatments.

**Zone Support:**

VCS I and Seasonals respond to service requests for non-functional pools and perform property inspections for invasive *Aedes* mosquitoes.

**6. District’s Administration**

**A. HR5 Implementation (City of Covina)**

District Manager Jared Dever High informed the Board of the countywide initiative called HR5 (*High Risk Areas*) for West Nile Virus in five (5) areas of the county.

**B. Trustees Term Ending December 31, 2018**

District Manager Dever stated the following list of Trustees’ term of office will end December 31, 2018. He encouraged those who wish to remain on the Board to notify their City Clerk so that their city council can reappoint them for another two or four year term.

Roger Chandler	City of Arcadia
Joseph Rocha	City of Azusa
Abraham Cruz	City of Industry
Manuel Garcia	City of Irwindale
Robert Neher	City of La Verne
Becky Shevlin	City of Monrovia
Tim Sandoval	City of Pomona
Emmett Badar	City of San Dimas
Juli Costanzo	City of San Gabriel
John Capoccia	City of Sierra Madre
Cynthia Sternquist	City of Temple City
Mary Su	City of Walnut



**7. Informational Reports**

Years ago, verbal Informational Reports had been a long-standing tradition at all Board meetings. We have reinstated this practice to give Trustees the opportunity to ask questions directly to each of the department managers.

**A. Operations**

Operations Manager Jason Farned deferred to his presentation as his informational report.

**B. Surveillance**

Scientific Programs Manager Melissa Doyle reported the first positive pool in the District was confirmed in the city of Arcadia. She cautioned that the virus is active and transmitting in the District.

**C. Public Information**

Public Information Officer Levy Sun reported that the new inflatable mosquito *Dez Eez* and new mascot *Ada Eez* have been a hit with the kids and adults at every event they have attended in the District. He stated that staff from three vector agencies would share a booth at the L. A. County Fair on September 19, 20, 21, 2018.

**8. Trustee Reports**

None

**9. New Business**

None.

**10. The Public Information Committee will convene at 7:45 AM**

Jared commented that staff would try to alert Trustees of any upcoming committee meetings. The Legislative Committee will convene on October 12, 2018.

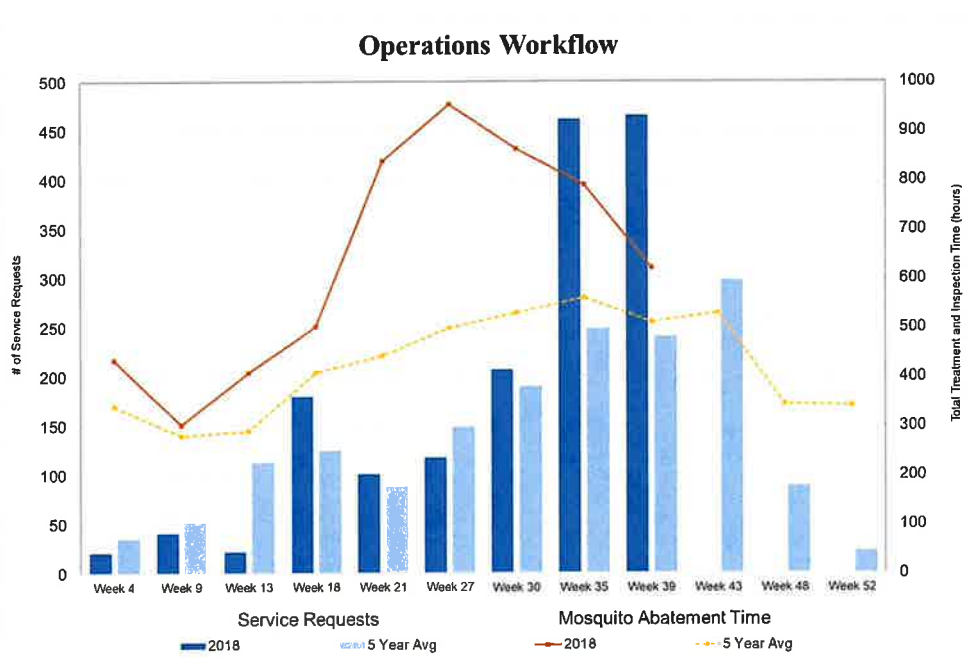
**11. Adjournment**

Meeting adjourned at 7:31 AM

# Operations Report

## Week 36- 39 2018

### Operations Workflow:



### Operations Summary:

The District received 466 service requests (SRs) in the month of September, which is nearly double the historical average. The aggressive biting nuisance caused by invasive *Aedes* has prompted the vast majority of these requests. Responding to the enormous influx of SRs for invasive *Aedes* has been extremely labor intensive, usually requiring an extensive property inspection that involves more resident education than actual mosquito abatement. As seen in the Operations Workflow chart above, field time dedicated to mosquito abatement has dropped sharply due to the conflicting demands. The seasonal biting nuisance caused by invasive *Aedes* will continue to get worse as populations grow and infestation areas expand. The Operations Department will be looking at new ways to address these concerns without compromising field time dedicated to mosquito abatement.

District management met with the scoping committee for the North Barn Project at Santa Anita Park to contribute insight and best practices aimed at vector prevention. The project review and facility tour gave the District an opportunity to evaluate existing infrastructure at the racetrack and provide recommendations for the new construction project. Using historical inspection and treatment data, the District hopes to point out areas of concern before construction process breaks ground, instead of retroactively pursuing solutions if problems arise in the future.

The operations department has been exploring the use of a water submersible camera as part of the inspection and documentation of underground storm drains. The footage will help the District better understand the challenges that arise in these systems as well as improve communication and collaboration with the agencies responsible for

**Operations summary cont.**

maintaining the systems. Maintenance includes removing debris and blockages, to allow the runoff water to flow efficiently. By identifying and reporting blockages, such as the mattress discovered by the underground team last month, the District can decrease the standing water and increase the efficacy of treatments.

**Chemical Usage:**

Larvicides/Pupicides					
Method of Action	Target	Amount		Area Treated	
<b>Larvicide Oils (Surface Film)</b>					
Suffocation	Mosquitoes	2.74	gal.	24998	sq.ft.
<b>Insect Growth Regulators (IGR's)</b>					
Inhibits metamorphosis	Mosquitoes	18.31	lbs.	9823	sq.ft.
<b>Bacterials</b>					
Ingestion, toxicant	Mosquitoes	1.49	gal.	755251	sq.ft.
Ingestion, toxicant	Mosquitoes	49.99	lbs.	819298	sq.ft.
Ingestion, toxicant	Black flies	1.33	gal.	370	m <sup>3</sup>
<b>Biologicals</b>					
Mosquito fish	Mosquitoes	248	ea.	2496	sq.ft.

**Zone Specialists:**

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

## Surveillance Activities – Disease Weeks 36 - 39

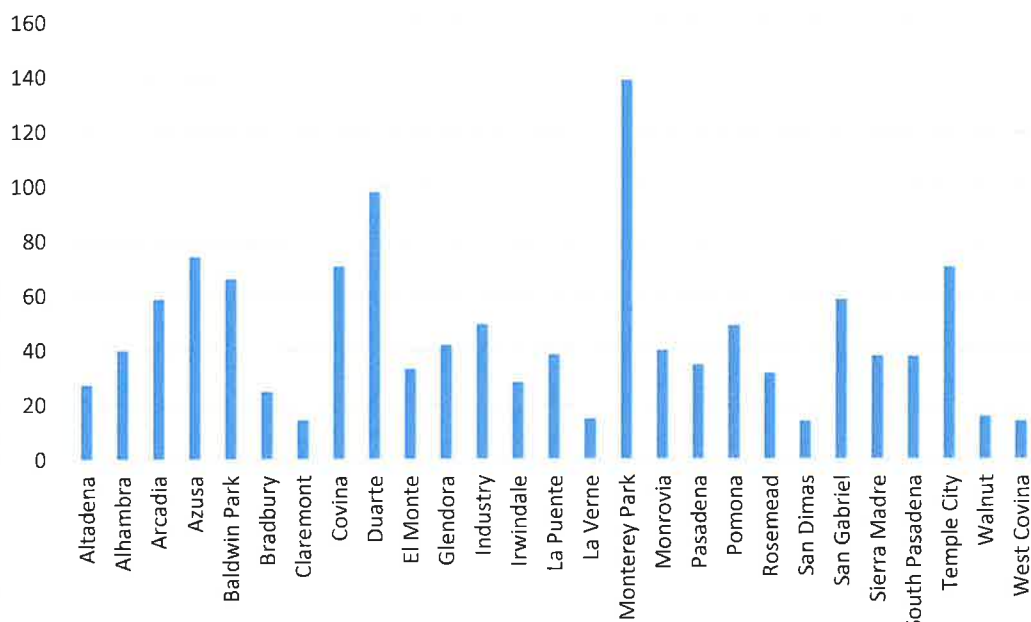
### I. Mosquito Collections and Mosquito Pools for Arbovirus Surveillance

The surveillance department trapped for mosquitoes throughout the district in weeks 36 - 39.

#### Surveillance Activities

Traps were placed in a variety of location types to provide optimal surveillance for disease-carrying mosquitoes weekly. During weeks 36 – 39, 234 adult mosquito traps were deployed and collected 10,560 mosquitoes. There were zero positive samples from 142 submitted samples.

Average Trap Capture Weeks 36 - 39



### II. Disease Surveillance

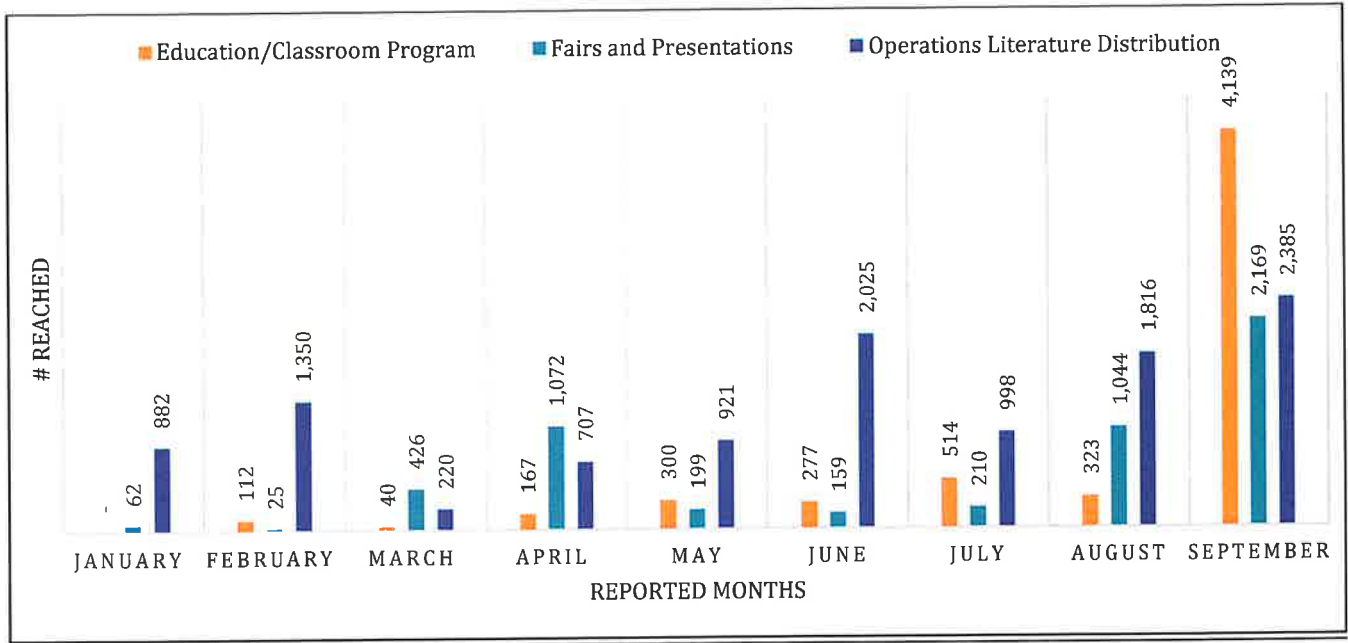
The surveillance department began submitting mosquito pools for viral testing in week 18 and one sample submitted in week 35 tested positive for West Nile virus. The surveillance department has captured 73,914 adult mosquitoes and submitted 635 mosquito samples for viral testing.

### III. Notes

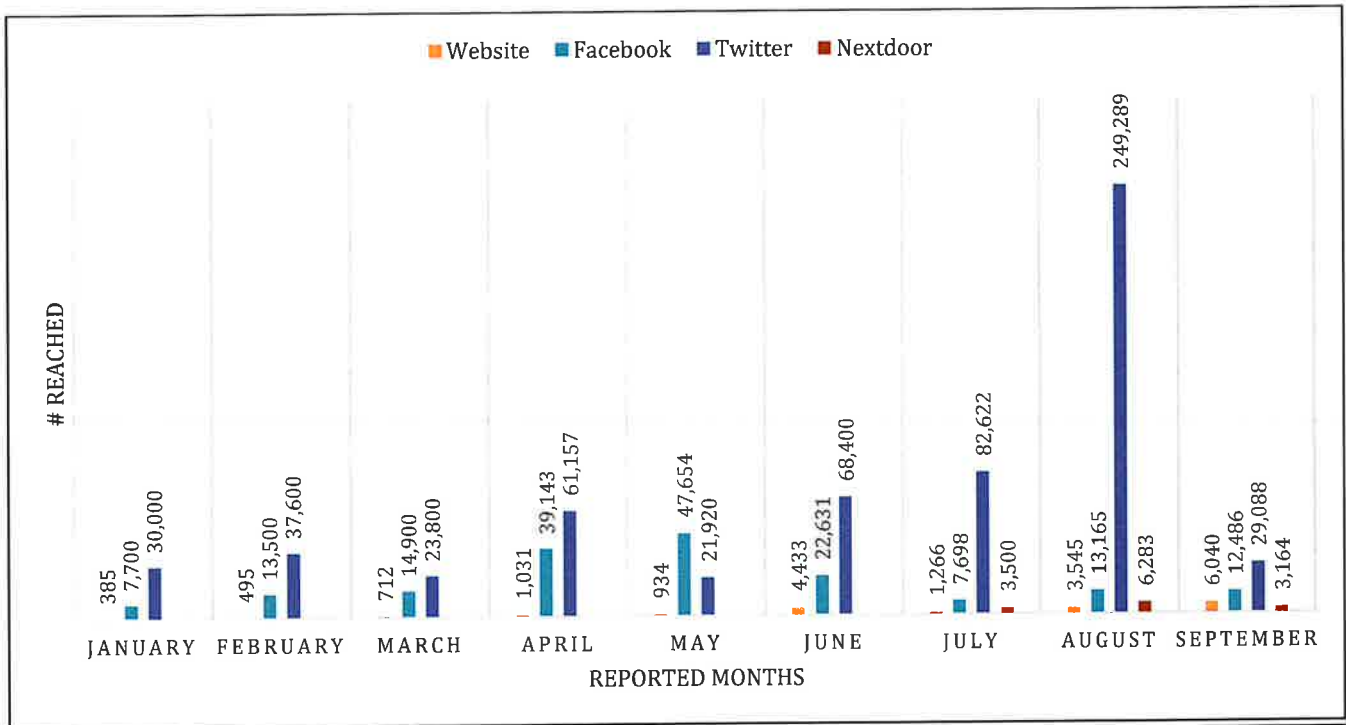
The surveillance department continues to optimize trapping practices for the 2018 – 2019 season.

**Communications Department**  
 August 26, 2018 – September 29, 2018  
 Disease Weeks 35-39

**Outreach Activities:**



**Digital Activities:**



### Media Activity:

Date	Media Outlet	Headline
9/5	Pasadena Now	Mosquitoes Carrying WNV Detected in SGV
9/17	Santa Clarita Signal	Mischievous monstrous malicious mosquitoes

### Press Releases and E-blasts:

Date	Headline
8/29	E-newsletter to Educators: Hotspot e-blast promoting EcoHealth Vector Education program
9/4	Press Release: West Nile virus confirmed for first time in 2018 in SGVMVCD

### Programmatic:

#### Education Program:

- 1) Worked on preliminary design and art for Ada Ez sticker to replace current mosquito tattoo for Classroom Program.
- 2) LA County Fair:
  - a. Created script and final quiz questions for Dez Eez education stations for school children visiting The Farm during the L.A. County Fair FairKids.
  - b. Educated nearly 4,000 students at the FairKids event. That's an average of 418 students per hour.
- 3) Coordinated with science teachers at Nativity (El Monte) and St John's School (Baldwin Park) to train 7<sup>th</sup> and 8<sup>th</sup> graders to do water analysis, establishing VIP (Vector Inspector Program) as an annual event at each school.
- 4) Helped coordinate photo opportunity at Nativity School documenting students involved with VIP.
- 5) Met with Cal Poly professor and students to coordinate assistance with VIP water analysis and other, future volunteer opportunities.

#### Marketing Campaigns:

- 1) Launched "Don't Fall for Summer Mosquito Tricks" – Autumn campaign on website
- 2) Targeted Ads and Social Posts: Posted content to "hot spots" determined by Surveillance and Operations data.
  - a. Use of Facebook, Twitter, Instagram, LinkedIn and Nextdoor
- 3) HOY/LA Times en Español: Implemented ads online and in print.

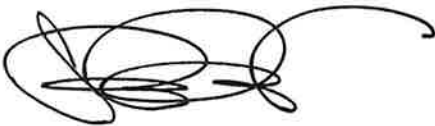
**October 12, 2018**

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

**SUBJECT: October 1, 2018 District Working Fund Balance**

September 1, 2018 balance:	\$1,534,600.20
September 1- September 30, 2018 expenditures:	\$380,538.80
<b>October 1, 2018 Working Fund Balance:</b>	<b>\$1,154,061.40</b>

**Respectfully Submitted:**



**Jared Dever  
District Manager**

**Treasurer's Report-August 2018**  
**San Gabriel Valley Mosquito and Vector Control District**

The attached Treasurer's Report is for August 2018.

The Total of All Funds Balance is \$3,773,981.20

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 black ink, appearing to read "Ray M. May", is written over a horizontal line. The signature is fluid 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 2, FY 2018 received on September 1, 2018)**

**Item 4G**

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
<b>Local Agency Investment Fund (LAIF)</b>	1.94%	\$1,358,835.73	interest	\$0.00	LAIF Statement (Aug 2018)	\$1,358,835.73

Maturity Date: Perpetual  
Interest rate as of Aug 2018

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
<b>Los Angeles County Pool</b>	1.84%	\$2,588,191.26	interest Trust Warrant #675 Sec MStr 2017-18 Red Mstr 2017-18 Red PY MSTR 2017-18	\$5,133.88 (\$498,031.11) \$18,637.03 \$6,016.91 \$285.85	ND 24 Per 2 ND 24 Per 2 ND 24 Per 2 ND 24 Per 2 ND 24 Per 2	\$2,120,233.82

Maturity Date: Perpetual  
Interest rate as of Aug 2018

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
<b>Citizens Bank Revolving Fund</b>	\$197,120.45	Deb Activity-Aug 2018 Sweep Trust Warrant #675 A. Briso - Ins Premiums	(\$871,604.86) \$374,659.98 \$498,031.11 \$1,793.32	CB Statement August 2018	\$200,000.00

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
<b>Citizens Bank Sweep Account</b>	\$42.19	Deb Activity-Aug 2018 Deposit	(\$374,659.98) \$469,529.44	CB Statement August 2018	\$94,911.65

**Total Beginning Balance**

**\$4,144,189.63**

**Total End Balance**

**\$3,773,981.20**

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

**REPORT OF STAFF'S ATTENDANCE**

**AT CONFERENCE/EVENT**

**Staff Name and Title:** Jared Dever, District Manager

**Name of Conference/Event:** California Special Districts Association Annual Conference

**Date:** September 24-27, 2018

**Location:** Indian Wells, CA

**Significant points learned of benefit to the District and its ratepayers:**

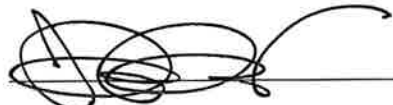
The California Special Districts Association (CSDA) Annual Conference consistently provides the most valuable industry specific information, regulatory education, leadership training, legislative advocacy, and interagency networking opportunities. The 2018 CSDA Annual Conference continued this tradition of excellence.

Beyond the motivational keynote speakers and industry exhibitors, breakout sessions taught by subject matter experts help to keep district staff aware of current laws, rules, and regulations impacting special districts. Breakout sessions I attended that were of particular value to the district include "Proposition 64 in the Workplace". The session was taught by SGVMVCD District council, William P. Curley III. Mr. Curley explained the current landscape of fluctuating litigation, regulation, and the future risks of cannabis legalization in California. Ongoing battles between proponents of medical/recreational cannabis and employers are rapidly redefining employee rights and employer limitations to enforce federal law.

I also attended a session on the recent changes made to prevailing wage laws, rules, and penalties conducted by Deborah Wilder, Contractor Compliance and Monitoring, Inc. Senate Bill 96 does not increase the threshold for the payment of prevailing wages, but does increase the minimum for project registration with the Department of Industrial Relations from \$1,000 to \$15,000 for maintenance work, and \$25,000 for all other construction work. The new qualifying project cost minimums will ease the burden for contractors performing minor work on behalf of government agencies.

As the District continues to increase personnel to fill our mounting demand for service, a breakout session on alternative strategies to fund OPEB and pension liabilities was very informative. The pros and cons of various prefunding strategies, including section 115 trusts, for both OPEB and pension liabilities were discussed at length. The presenters also reviewed recent changes to CalPERS discount rate and the shortened schedule for amortized losses and gains for new pension liabilities. The dramatic changes to these assumptions will most likely result in additional funds being committed to our OPEB and pension liabilities in future budget years.

Date: 10/3/18

Signed: 

Print Name: JARED DEVER

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

REPORT OF STAFF'S ATTENDANCE

AT CONFERENCE/EVENT

Staff Name and Title: Jason Farned

Name of Conference/Event: CSDA Annual Conference

Date: Sept. 25-27, 2018

Location: Indian Wells, California

Significant points learned of benefit to the District and its ratepayers:

CSDA has proven to be an extremely beneficial resource. As a member, I have used their website and online forums dedicated to special districts and their specific needs. The annual conference reinforced that value with networking opportunities and breakout sessions that addressed some of the challenges special districts face as well as best practices for responsible governance.

The two keynote speakers left lasting impressions on me. The first was Connie Podesta who talked about achieving buy-in and ownership through understanding individual motivation and leveraging unique personality types. She made a compelling argument that people are much more successful when they take the time to understand the people around them and approach them in ways that will yield the best results. The second keynote speaker was Derreck Kayongo, a social entrepreneur who recycles used, leftover bar soap from hotels and distributes the new soap to communities in Africa who would not have access otherwise. Aside from his very inspirational story in terms of both his success and his current mission, I really appreciated his message about finding opportunities in unlikely places.

The breakout sessions were the most valuable part of the conference. I attended seven altogether and two in particular were especially well done and informative. One was titled, Beyond the Basics, Advanced Harassment Prevention Training and speaker Traci Park talked about how managers can identify harassment culture and handle potential issues before they become a major problem. The other was titled, Be a Cyber-Sleuth: Current Fraud Trends and it covered the most current and pressing cyber security issues, how to plan for them, recognize them and ultimately prevent them.

Date: 10/3/18

Signed: [Signature]

Print Name: JASON FARNED

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

REPORT OF STAFF’S ATTENDANCE

AT CONFERENCE/EVENT

Staff Name and Title: Levy Sun, Public Information Officer

Name of Conference/Event: CSDA Annual Conference

Date: 9/25-9/26

Location: Indian Wells, CA

Significant points learned of benefit to the District and its ratepayers:

The CSDA Annual Conference informed attendees about the latest information that can help improve public trust and SGVMVCD services that protect citizens. There were several themes that emerged from talks that provided insight into running a transparent and accountable special district.

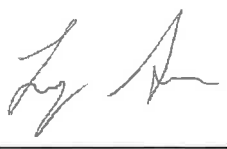
Increasing public trust starts internally – There are several ways to not only hold SGVMVCD accountable to the public, but to also increase trust. A talk by Brent Ives, BHI Management Consulting, explained the importance of gaining public trust through Board protocols. Board protocols is a key way to demonstrate SGVMVCD’s commitment to good governance and is a sign of strength of a healthy government agency. While there may be little attention at board meetings, it’s important to remember that the meetings are meant to primarily educate the public, not the board members. While members can be educated about specific issues, it is up to each member to ensure that the education is geared to audiences either in the room or, if applicable, watching online. Another example of building trust internally is to have a tech protocols that conform to the laws. For example, if surveillance video is captured, the file must, under state law, be kept for at least a year. Speakers Thomas Dover and Jill Jaffe offered tips in their talks about “Devices, Data, and Privacy” that every district should follow that is industry standard and decreases response time for special requests, such as Public Records Act requests.

Every Minute Counts – A lot of issues can arise from incorrectly account for employees’ time at work. Speaker Peter Brown from Liebert Cassidy Whitmore gave insight into the top missteps agencies must avoid in order to comply with wage and hour laws. Agencies should be mindful of de minimis time and actually define what an exact work period and work week. In addition, agencies should also have protocol that clarifies when a work hour begins and when to round up or down to the next quarter hour. The talk transitions to agencies that may consider a 9/80 work schedule. While beneficial to the public and to the agency, this can result in an accounting headache if work periods are not counted correctly. Brown suggested the easiest way to demarcate work periods is to start a new period 4 hours after the employee’s day on (on the day they’re off every other week).

New communication strategies can draw support and candidates – A talk regarding how to formulate strategy about how best to communicate benefits regarding agency-set rates explained how people prefer to receive their information. Speaker Marty Boyer emphasized that empathy is key in understand some of common misunderstandings people may have about rate hikes. Another talk by Melissa Asher from HR Consulting discussed how empathy combined

with social media tools can recruit the right pool of candidates. Historically, when the economy is doing well and unemployment rate is low, special districts may find it difficult to hire. Using social media to bring people behind the scenes, according to Asher, is a great way to increase the interest in potential candidates.

Date: 10/2/18

Signed:  \_\_\_\_\_

Print Name: Levy Sun

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

**REPORT OF STAFF'S ATTENDANCE**

**AT CONFERENCE/EVENT**

**Staff Name and Title:** Melissa Doyle, Scientific Program Manager

**Name of Conference/Event:** California Special Districts Association Annual Conference

**Date:** September 25 – 26, 2018

**Location:** Indian Wells, California

**Significant points learned of benefit to the District and its ratepayers:**

Attending the California Special Districts Association Annual Conference provided me with the opportunity to learn about the best practices for administration in a special district. I learned a great deal about recognizing and working with different personality types within the workplace from the keynote speaker, Connie Podesta. On the first day I attended presentations that outlined how to effectively schedule agenda items for board meetings, detailed the Brown Act, and how to recruit the right pool of job candidates. On the second day, the keynote speaker Derrick Kayongo, shared his experiences as an immigrant to the United States and his work as an entrepreneur. His creativity in tackling problems was an inspiration and exemplified the importance of looking at obstacles as opportunities. On Wednesday I attended a presentation about board meetings following the Brown Act, a presentation on improving board / staff relations, and a presentation outlining how to comply with wage and hour laws. These presentations provided me with a crash course in how to comply with the Brown Act and how to work well with board members. The wage and labor laws presentation was helpful in understanding the scope of what a district can expect of employees. Overall, this conference provided me with a wealth of knowledge on the best practices in administration of a special district.

Date: 10 | 5 | 2018

Signed: 

Print Name: Melissa Doyle