



San Gabriel Valley Mosquito and Vector Control District
Board of Trustees Meeting
January 8, 2021 – 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, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed three minutes at staff's cadence), prominently write "Read Aloud at Meeting" at the top of the email. All comments received before 5:00 AM the day of the meeting will be included as an agenda supplement on the District's website under the relevant meeting date and provided to

the Trustees at the meeting. Comments received after this time will be treated as contemporaneous comments.

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

1. Call to Order

1.1. Pledge of Allegiance

1.2. Roll Call

1.3. Introduction of New Trustees

1.4. Announcement of Returning/Reappointed Trustees

2. 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.

3. 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.

3.1. List of Claims for the month of December*

3.2. Budget Status Report for December*

3.3. Minutes of Board of Trustees Meeting December*

3.4. Operations Report December*

3.5. Surveillance Report December*

3.6. Communications Report December*

3.7. November Monthly Treasurer Report / District Working Balance for January*

4. Joint Tax Transfer Resolution – San Gabriel Valley Mosquito and Vector Control District Annexation 2018-06* (EXHIBIT 4A, 4B, 4C)

(Board President, Becky Shevlin) (Approve/Deny)

5. Governing Authority, Relevant Laws and Requirements* (EXHIBIT 5A)

(District Counsel, Kelly Alhadeff-Black)(Discussion)

6. San Gabriel Valley Mosquito and Vector Control District Bylaws Governing District Meetings, Resolution 2021-01* (EXHIBIT 6A)

(Board President, Becky Shevlin) (Approve/Deny)

7. Trustee Service Pin Presentation

(Board President, Becky Shevlin)

7.1. Trustee Roger Chandler, City of Arcadia – 20 Years

7.2. Trustee Cynthia Sternquist, City of Temple City – 10 Years

8. Trustee Committee Assignments

(Board President, Becky Shevlin)

9. District Administration

(District Manager, Jared Dever)

9.1. Virtual Trustee Orientation Invitation

9.2. Finance and Audit Committee Meeting Reminder

10. Committee Reports

10.1. Executive Committee

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.



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

December 10, 2020

Num	Date	Name	Item	Original Amount
EFT 2087203	12/10/2020	AMERICAN FIDELITY AKA FLEX ACCOUNT ADM	6070 FLEX PREMIUMS (Flex Premiums)	224.99
			6070 FLEX PREMIUMS (Flex Premiums)	208.33
			6070 FLEX PREMIUMS (Flex Premiums)	425.00
			6070 FLEX PREMIUMS (Flex Premiums)	150.00
				<u>1,008.32</u>
EFT D244436	12/10/2020	AMERICAN FIDELITY ASSURANCE	6070 Premiums, life - Cafeter (Voluntary Insurance)	114.08
			6070 Premiums, life - Cafeter (Voluntary Insurance)	207.62
			6070 Premiums, life - Cafeter (Voluntary Insurance)	1,435.22
			6070 Premiums, life - Cafeter (Voluntary Insurance)	155.58
			6070 Premiums, life - Cafeter (Voluntary Insurance)	54.95
				<u>1,967.45</u>
EFT	12/10/2020	NATIONWIDE RETIREMENT	6066 457 CONTRIBUTION	120.42
				<u>120.42</u>
PR of 12/10/2020				
EFT PR of 12/10/2020	12/10/2020	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	664.15
			6200 RETIREMENT - CLASSIC (Employer Contribu	1,421.63
			6200 RETIREMENT - CLASSIC (Employer Contribu	1,586.27
			6200 RETIREMENT - CLASSIC (Employer Contribu	360.27
			6201 RETIREMENT - PEPRA (Employer Contributic	139.30
			6201 RETIREMENT - PEPRA (Employer Contributic	2,586.05
			6201 RETIREMENT - PEPRA (Employer Contributic	1,004.27
6201 RETIREMENT - PEPRA (Employer Contributic	1,099.31			
				<u>8,861.25</u>
17686 792287099	12/10/2020	ARAMARK UNIFORM SERVICES INC.	6332 Uniforms (Uniforms)	233.59
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	110.46
			6332 Uniforms (Uniforms)	166.55
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	114.93
			6332 Uniforms (Uniforms)	288.25

SAN GABRIEL VALLEY MVCD
Claims List
December 10, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	114.92
			6332 Uniforms (Uniforms)	162.07
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	16.91
				<u>1,207.68</u>
17687	12/10/2020	ATHENS SERVICES	6040 Refuse Disposal (Refuse Disposal)	260.09
				<u>260.09</u>
9598504				
17688	12/10/2020	AZUSA LIGHT & WATER	6343 Meter # 99172930 (Account # 303-0190.300)	77.27
			6343 Meter # 45169724 (Account # 303-0191.300 (48.21
303-0190-300				<u>125.48</u>
17689	12/10/2020	CALOLYMPIC SAFETY	6302 Supplies, Safety	188.00
			6302 Supplies, Safety	797.40
390371			6302 Supplies, Safety	85.05
			6302 Supplies, Safety	143.17
				<u>1,213.62</u>
17690	12/10/2020	ENTERPRISE	6007 - AUTOMOBILE LEASE	2,490.00
				<u>2,490.00</u>
FBN4103379				
17691	12/10/2020	ENVIRONMENT CONTROL	6040 Building Maintenance	1,299.00
			6040 Building Maintenance	2,850.00
9496-411				<u>4,149.00</u>
3318-411INV				
17692	12/10/2020	ENVIRONMENTAL SYSTEMS (esri)	6036 COMPUTER SOFTWARE	500.00
			6036 COMPUTER SOFTWARE	400.00
390965				<u>900.00</u>

SAN GABRIEL VALLEY MVCD

Claims List

December 10, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17693	12/10/2020	FLEET SOLUTIONS CENTER	6260 SUPPLIES, MECHANICAL	376.60
			6260 SUPPLIES, MECHANICAL	105.00
3311, 3312, 3313,			6260 SUPPLIES, MECHANICAL	105.00
			6260 SUPPLIES, MECHANICAL	105.00
				<u>691.60</u>
17694	12/10/2020	MARTHA GONZALEZ	6234 TUITION REIMBURSEMENT	250.00
				<u>250.00</u>
Tuition Reimbursemen				
17695	12/10/2020	NIGRO & NIGRO PC	6000 ACCOUNTING SERVICES	6,125.00
				<u>6,125.00</u>
13293				
17696	12/10/2020	PRAXAIR DISTRIBUTION	6250 LABORATORY SUPPLIES	102.22
				<u>102.22</u>
60451380				
17697	12/10/2020	SOUTHERN CALIFORNIA EDISON	6340 UTILITIES - ELECTRIC	1,710.64
				<u>1,710.64</u>
2-03-760-7223				
17698	12/10/2020	STAPLES CREDIT PLAN	6270 OFFICE SUPPLIES	29.67
				<u>29.67</u>
9823956222				
17699	12/10/2020	STREAMLINE	6037 WEBSITE AND EMAIL SERVICE	200.00
				<u>200.00</u>
108061				

SAN GABRIEL VALLEY MVCD
Claims List
December 10, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17700	12/10/2020	US BANK	6185 POSTAGE	29.20
			6185 POSTAGE	29.20
Alba	12/01/2020		6270 OFFICE SUPPLIES	8.36
			6040 Building Maintenance	17.30
			6185 POSTAGE	29.20
			6036 COMPUTER SOFTWARE	180.00
			6036 COMPUTER SOFTWARE	50.00
Dever	12/01/2020		6036 COMPUTER SOFTWARE	372.00
			6035 COMPUTER HARDWARE	158.00
			6333 BRANDED CLOTHING	53.55
			6250 LABORATORY SUPPLIES	359.15
Doyle	12/01/2020		6333 BRANDED CLOTHING	536.65
			6333 BRANDED CLOTHING	54.42
			6250 LABORATORY SUPPLIES	470.79
			6333 BRANDED CLOTHING	33.78
			6333 BRANDED CLOTHING	49.26
			6270 OFFICE SUPPLIES	7.42
			6281 MOSQUITO FISH SUPPLIES	185.05
			6281 MOSQUITO FISH SUPPLIES	494.93
			6036 COMPUTER SOFTWARE	229.00
			6036 COMPUTER SOFTWARE	120.00
Farned	12/01/2020		6036 COMPUTER SOFTWARE	555.98
			6280 SUPPLIES, OPERATIONS	60.03
Gutierrez	12/01/2020		6037 WEBSITE AND EMAIL SERVICE	14.98
Holguin	12/01/2020		6305 EDUCATION PROGRAM SUPPLIES	118.52
Sun	12/01/2020		6290 Supplies, Public Informati	7.00
			6003 ADVERTISING	119.23
			6036 COMPUTER SOFTWARE	468.00
			6290 Supplies, Public Informati	52.50
			6290 Supplies, Public Informati	7.00
			6036 COMPUTER SOFTWARE	378.45
			6037 WEBSITE AND EMAIL SERVICE	21.17
			6037 WEBSITE AND EMAIL SERVICE	4.99

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December 10, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6003 ADVERTISING	2,500.00
			6188 MEDIA PRODUCTION	128.36
			6290 Supplies, Public Informati	80.84
			6030 BOARD EXPENSES	77.82
			6302 Supplies, Safety	237.93
Tanaka	12/01/2020		6302 Supplies, Safety	190.34
Van der Heyden	12/01/2020		6270 OFFICE SUPPLIES	14.41
				<u>8,504.81</u>
17701	12/10/2020	WAXIE	6302 Supplies, Safety	1,500.00
			6302 Supplies, Safety	255.86
79663075			6302 Supplies, Safety	47.88
			6302 Supplies, Safety	179.84
				<u>1,983.58</u>
17702	12/10/2020	WEST VALLEY MVCD	6251 ARBOVIRUS TESTING SUPPLIES	1,248.00
				<u>1,248.00</u>
2632				
17703	12/10/2020	WEX/CHEVRON	6262 Fuel for Trucks (Fuel for Trucks)	2,328.29
				<u>2,328.29</u>
68971900	12/06/2020			
17704	12/10/2020	AIRGAS USA, LLC	6302 Supplies, Safety	2,420.71
				<u>2,420.71</u>
9107665437				
17705	12/10/2020	SYNTECH GROUP INC.	6046 PROFESSIONAL SERVICES - IT	6,500.00
				<u>6,500.00</u>
SVC-A20862				

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December 10, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17706	12/10/2020	TERRYBERRY	6010 AWARDS	876.12
			6010 AWARDS	125.16
J11229			6010 AWARDS	118.82
				<u>1,120.10</u>
17707	12/10/2020	WELLS FARGO VENDOR FIN SERV	6073 EQUIPMENT CANON (Canon Graphics Equip	1,500.16
				<u>1,500.16</u>
5012928570	12/10/2020			
		Accounts Payable for December 10, 2020		57,018.09

SAN GABRIEL VALLEY MVCD
Claims List

December 23 - 24, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	12/23/2020	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	664.15
			6200 RETIREMENT - CLASSIC (Employer Contribu	1,436.72
PR of 12/23/2020			6200 RETIREMENT - CLASSIC (Employer Contribu	1,586.27
			6200 RETIREMENT - CLASSIC (Employer Contribu	360.27
			6201 RETIREMENT - PEPRA (Employer Contributic	139.30
			6201 RETIREMENT - PEPRA (Employer Contributic	2,586.05
			6201 RETIREMENT - PEPRA (Employer Contributic	1,004.27
			6201 RETIREMENT - PEPRA (Employer Contributic	1,099.31
				<u>8,876.34</u>
EFT	12/23/2020	CAL PERS	6070 Med premiums - Cafeteria (Medical premiums	1,742.47
			6070 Med premiums - Cafeteria (Medical premiums	5,395.34
100000016273515			6070 Med premiums - Cafeteria (Medical premiums	4,605.37
			6070 Med premiums - Cafeteria (Medical premiums	2,392.09
			6072 MEDICAL PREMIUM-Retired EE (Medical pre	429.00
			6070 ADMIN FEE (Admin fee)	47.17
				<u>14,611.44</u>
EFT	12/23/2020	LINCOLN FINANCIAL GROUP	6065 GROUP TERM LIFE	367.15
			6070 Premiums, life - Cafeter (Voluntary Insurance	515.90
				<u>883.05</u>
EFT	12/23/2020	NATIONWIDE RETIREMENT	6066 457 CONTRIBUTION	120.42
				<u>120.42</u>
PR of 12/24/2020				
EFT	12/23/2020	PRINCIPAL DENTAL	6070 Dental premiums - Cafeter	2,883.87
				<u>2,883.87</u>
1085590-10001				
EFT	12/23/2020	TEXAS LIFE INSURANCE COMPANY	6070 Premiums, life - Cafeter (Voluntary Insurance	191.87
			6070 Premiums, life - Cafeter (Voluntary Insurance	100.00

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Claims List

December 23 - 24, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
SM09BT20201214001			6070 Premiums, life - Cafeter (Voluntary Insurance	42.25
				334.12
17708	12/23/2020	ALLEN WU	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/11/2020				
17709	12/23/2020	AMAZON.COM	6305 EDUCATION PROGRAM SUPPLIES	56.86
			6305 EDUCATION PROGRAM SUPPLIES	196.01
Acct ending in 5999			6040 Building Maintenance	48.12
			6270 OFFICE SUPPLIES	45.43
			6302 Supplies, Safety	174.00
			6250 LABORATORY SUPPLIES	41.29
			6250 LABORATORY SUPPLIES	6.41
			6250 LABORATORY SUPPLIES	4.71
				572.83
17710	12/23/2020	BECKY A. SHEVLIN	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/11/2020				
17711	12/23/2020	CATHERINE MARCUCCI	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/11/2020				
17712	12/23/2020	CHARLES MYERS	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/11/2020				
17713	12/23/2020	COREY CALAYCAY	6030 BOARD EXPENSES	100.00
				100.00

SAN GABRIEL VALLEY MVCD

Claims List

December 23 - 24, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
BM of 12/11/2020				
17714	12/23/2020	CYNTHIA STERNQUIST	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 12/11/2020				
17715	12/23/2020	DIGITAL RECORDS MANAGEMENT	6270 OFFICE SUPPLIES	300.00
				<u>300.00</u>
9532				
17716	12/23/2020	ELYSE RASMUSSEN	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 12/11/2020				
17717	12/23/2020	ENTERPRISE FLEET MANAGEMENT EXCHANGE	6007 - AUTOMOBILE LEASE	5,378.01
			6007 - AUTOMOBILE LEASE	5,378.01
Lease pay off	12/11/2020		6007 - AUTOMOBILE LEASE	5,378.01
			6007 - AUTOMOBILE LEASE	6,449.14
				<u>22,583.17</u>
17718	12/23/2020	FLEET SOLUTIONS CENTER	8000 CAPITAL OUTLAY (Capital Outlay)	47.50
			8000 CAPITAL OUTLAY (Capital Outlay)	95.00
3331			8000 CAPITAL OUTLAY (Capital Outlay)	237.50
			8000 CAPITAL OUTLAY (Capital Outlay)	5.00
			8000 CAPITAL OUTLAY (Capital Outlay)	5.00
				<u>390.00</u>
17719	12/23/2020	HAROLD J. BISSNER III	6030 BOARD EXPENSES	100.00
				<u>100.00</u>

SAN GABRIEL VALLEY MVCD

Claims List

December 23 - 24, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				100.00
BM of 12/11/2020				
17720	12/23/2020	HENRY M. MORGAN	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/11/2020				
17721	12/23/2020	HOME DEPOT	6040 Building Maintenance	11.66
			6042 EQUIPMENT MAINTENANCE	10.99
Acct ending in 4710			6040 Building Maintenance	22.01
			6281 MOSQUITO FISH SUPPLIES	16.88
				61.54
17722	12/23/2020	JERRY VELASCO	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/11/2020				
17723	12/23/2020	JOHN CAPOCCIA	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/11/2020				
17724	12/23/2020	JOSEPH LEON	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/11/2020				
17725	12/23/2020	JOSEPH ROCHA	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/11/2020				
17726	12/23/2020	JULI COSTANZO	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/11/2020	12/11/2020			

SAN GABRIEL VALLEY MVCD

Claims List

December 23 - 24, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17727	12/23/2020	KENN K. FUJIOKA	6072 MEDICAL PREMIUM-Retired EE (Medical pre	316.94
				<u>316.94</u>
			Premium Reimburse	
17728	12/23/2020	LLOYD JOHNSON	6030 BOARD EXPENSES	149.50
				<u>149.50</u>
			BM of 12/11/2020	
17729	12/23/2020	LOZANO SMITH, LLP	6130 Profess Serv rendered (Professional Services	2,428.50
				<u>2,428.50</u>
			2123613	
17730	12/23/2020	MARGARET E. FINLAY	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
			BM of 12/11/2020	
17731	12/23/2020	MARY ANGELA BRISCO	6072 MEDICAL PREMIUM-Retired EE (Medical pre	526.84
				<u>526.84</u>
			Premium Reimburse	
17732	12/23/2020	MIKE NIFFENEGGER	6072 MEDICAL PREMIUM-Retired EE (Medical pre	618.23
				<u>618.23</u>
			Premium Reimburse	
17733	12/23/2020	OFFICE & ERGONOMIC SOLUTIONS INC	8000 CAPITAL OUTLAY (Capital Outlay)	327.68
			8000 CAPITAL OUTLAY (Capital Outlay)	389.98
			8000 CAPITAL OUTLAY (Capital Outlay)	2,660.00
			8000 CAPITAL OUTLAY (Capital Outlay)	382.30
			8000 CAPITAL OUTLAY (Capital Outlay)	224.00
			21978	

Item 3.1

SAN GABRIEL VALLEY MVCD
Claims List

December 23 - 24, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			8000 CAPITAL OUTLAY (Capital Outlay)	235.00
			8000 CAPITAL OUTLAY (Capital Outlay)	400.80
				<u>4,619.76</u>
17735	12/23/2020	PRECISE REPAIR AUTO	6260 SUPPLIES, MECHANICAL	41.75
			6260 SUPPLIES, MECHANICAL	41.75
2844,2845,2843,2839			6260 SUPPLIES, MECHANICAL	41.75
			6260 SUPPLIES, MECHANICAL	41.75
			6260 SUPPLIES, MECHANICAL	40.00
			6260 SUPPLIES, MECHANICAL	40.00
2877, 2879				<u>247.00</u>
17736	12/23/2020	READYREFRESH BY NESTLE	6170 Arrowhead Water (Arrowhead Water)	150.83
				<u>150.83</u>
Dec Deliveries				
17737	12/23/2020	RICHARD BARAKAT	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 12/11/2020				
17738	12/23/2020	RITE AID CORPORATION	6302 Supplies, Safety	547.99
				<u>547.99</u>
88985-11122020-1				
17739	12/23/2020	ROGER CHANDLER	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 12/11/2020				
17740	12/23/2020	RYAN A. VIENNA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>

Item 3.1

SAN GABRIEL VALLEY MVCD

Claims List

December 23 - 24, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				100.00
BM of 12/11/2020				
17741	12/23/2020	SANDRA ARMENTA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 12/11/2020				
17742	12/23/2020	SOCALGAS	6341 Utilities (Acc # 057 518 2100 9 Acc # 059 61E	185.72
			6341 Utilities (Acc # 057 518 2100 9 Acc # 059 61E	154.06
057-518-2100-9				<u>339.78</u>
17743	12/23/2020	SSD SYSTEMS INC/MC NEILL SECURITY SYSTE	6040 Building Maintenance	258.00
			6040 Building Maintenance	1,102.14
R-00253009			6040 Building Maintenance	341.85
			6040 Building Maintenance	1.92
				<u>1,703.91</u>
17744	12/23/2020	STEPHEN SHAM	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 12/11/2020				
17745	12/23/2020	SYNTECH GROUP INC.	6046 PROFESSIONAL SERVICES - IT	775.00
			6046 PROFESSIONAL SERVICES - IT	615.00
SVC-A20878			6046 PROFESSIONAL SERVICES - IT	620.00
				<u>2,010.00</u>
17746	12/23/2020	TIM SANDOVAL	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 12/11/2020				

SAN GABRIEL VALLEY MVCD
Claims List

December 23 - 24, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17747	12/23/2020	TPx COMMUNICATIONS	6315 Monthly Internet Charges (Monthly Internet Ch	998.30
			6320 Office phones (Office phones)	722.06
137750698-0				<u>1,720.36</u>
17748	12/23/2020	VERIZON WIRELESS	6312 Monthly District Field Ph (Monthly District Fiel	2,728.92
			6312 Monthly District Field Ph (Monthly District Fiel	108.40
9868810130-986881013			6312 Monthly District Field Ph (Monthly District Fiel	108.40
			6312 Monthly District Field Ph (Monthly District Fiel	1,258.40
				<u>4,204.12</u>
17749	12/23/2020	WAXIE	6302 Supplies, Safety	177.92
79705337	12/18/2020			<u>177.92</u>
Accounts Payable for December 23, 2020				73,652.46
Total Accounts Payable for December 2020				130,670.55
Total Payroll for December 2020				214,694.79
see attached				
Total Claims for December 2020				345,365.34

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

Department	December 10, 2020	December 24, 2020	TOTAL
EXECUTIVE	9,023.77	9,079.89	18,103.66
ADMINISTRATION	11,695.56	12,013.14	23,708.70
OPERATIONS	46,996.72	47,582.96	94,579.68
SURVEILLANCE	16,226.07	16,326.07	32,552.14
COMMUNICATIONS	14,009.55	14,268.63	28,278.18
SEASONAL WORKERS	<u>841.68</u>	<u>961.92</u>	<u>1,803.60</u>
Gross Payroll	98,793.35	100,232.61	199,025.96
Employer Taxes	1,547.85	1,571.54	3,119.39
Car Allowance	500.00	-	500.00
Employee Benefit-Med	<u>6,185.88</u>	<u>5,863.56</u>	<u>12,049.44</u>
TOTAL PAYROLL	107,027.08	107,667.71	214,694.79

SGVMVCD
 Comparative YTD Actual to Full Year Budget
 Current Period 50% of Year Completed
 December 31, 2020

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
PERSONNEL EXPENSES						
Salaries, Exempt	45,356.12	288,586.59	605,545.00	316,958.41	47.66	
Salaries - Non Exempt	120,534.26	842,901.49	1,915,927.00	1,073,025.51	43.99	
Salaries - Overtime	118.30	10,011.52	14,500.00	4,488.48	69.04	Inspections
Salaries - Vacation	8,078.14	36,836.44	84,149.00	47,312.56	43.78	
Salaries-Holiday	17,876.87	42,112.20	109,279.00	67,166.80	38.54	
Salaries, Sick Pay	5,258.67	30,026.96	87,127.00	57,100.04	34.46	
Salaries, Part-time - XH	1,803.60	88,729.37	197,580.00	108,850.63	44.91	
Management Car Allowance	500.00	2,650.00	6,000.00	3,350.00	44.17	
Cafeteria Benefit	32,941.54	215,059.99	364,800.00	149,740.01	58.95	Seasonal Expense
Hlth Benefits, Ret Emps	1,891.01	12,753.53	26,000.00	13,246.47	49.05	
Employer, 457 Contribution	240.84	1,565.46	3,150.00	1,584.54	0.00	
Medicare	3,007.57	20,185.86	45,790.00	25,604.14	44.08	
Retirement - Classic	8,079.73	50,370.24	223,650.00	173,279.76	22.52	
Retirement - Pepra	9,657.86	65,907.84	295,800.00	229,892.16	22.28	
Retirement - Classic-Unfunded Liability	0.00	154,467.00	151,439.00	(3,028.00)	102.00	One time fee
Retirement - Pepra-Unfunded Liability	0.00	0.00	8,342.00	8,342.00	0.00	
Social Security	111.82	1,910.11	8,170.00	6,259.89	23.38	
Group Term Life Ins	367.15	2,600.31	4,300.00	1,699.69	60.47	New Hires
Tuition Reimbursement	250.00	250.00	4,000.00	3,750.00	6.25	
Insurance, unemployment	0.00	3,009.97	25,000.00	21,990.03	12.04	
Post Retirement Benefits	0.00	0.00	0.00	0.00	0.00	
TOTAL PERSONNEL EXPENSES	256,073.48	1,869,934.88	4,180,548.00	2,310,613.12	44.73	
OPERATING EXPENSES						
Event Participation Fees	0.00	99.00	4,000.00	3,901.00	2.48	
Arbovirus Testing Supplies	1,248.00	12,389.24	26,000.00	13,610.76	47.65	
Branded Clothing	727.66	1,748.91	8,600.00	6,851.09	20.34	
Boots	0.00	855.96	4,500.00	3,644.04	19.02	
Misc. Rentals	0.00	0.00	2,000.00	2,000.00	0.00	
Professional Development	0.00	0.00	2,000.00	2,000.00	0.00	
Awards	1,120.10	2,084.06	3,000.00	915.94	69.47	Employee Appreciation
Advertising	2,619.23	8,132.01	30,000.00	21,867.99	27.11	

SGVMVCD
 Comparative YTD Actual to Full Year Budget
 Current Period 50% of Year Completed
 December 31, 2020

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Bank Charges	971.98	7,600.53	15,000.00	7,399.47	50.67	
Board expenses	2,327.32	14,416.91	38,000.00	23,583.09	37.94	
Computer Hardware	158.00	1,551.93	42,500.00	40,948.07	3.65	
Computer Software	3,253.43	16,294.96	61,000.00	44,705.04	26.71	
Website/Email Service	241.14	3,836.07	5,700.00	1,863.93	67.30	Annual service
Facility maintenance	6,569.31	34,535.90	40,000.00	5,464.10	86.34	Electrical work, alarm service
Maintenance, equipment	10.99	1,232.20	4,000.00	2,767.80	30.81	
Maintenance, grounds	0.00	19.58	10,000.00	9,980.42	0.20	
Lease Equipment	1,500.16	9,121.75	21,000.00	11,878.25	43.44	
Fees & Assessments	0.00	3,882.01	4,300.00	417.99	90.28	LAFCO Fees
Hiring expenses	0.00	0.00	4,000.00	4,000.00	0.00	
VCJPA General Fund	0.00	7,517.00	9,248.00	1,731.00	81.28	One time fee
Insurance, liability	0.00	84,115.00	79,056.00	(5,059.00)	106.40	One time fee
Workers Comp Insurance	0.00	114,515.00	114,890.00	375.00	99.67	One time fee
Automobile Insurance	0.00	2,257.00	2,257.00	0.00	100.00	One time fee
Other Insurance	0.00	1,765.35	3,500.00	1,734.65	50.44	
Insurance, property	0.00	6,143.00	6,423.00	280.00	95.64	One time fee
Legal	2,428.50	21,755.12	25,000.00	3,244.88	87.02	Personnel Issues
Memberships	0.00	26,109.46	28,000.00	1,890.54	93.25	MVCAC, Cal Chamber
Miscellaneous expenses	150.83	1,309.82	3,500.00	2,190.18	37.42	
Postage	87.60	2,464.12	6,700.00	4,235.88	36.78	
Accounting Services, Auditor	6,125.00	7,463.50	22,000.00	14,536.50	33.93	
Professional Services , Other	0.00	0.00	2,000.00	2,000.00	0.00	
Professional Services-IT	8,510.00	23,570.00	50,000.00	26,430.00	47.14	
Printing & Reproduction	0.00	5,273.42	16,500.00	11,226.58	31.96	
Research	0.00	0.00	500.00	500.00	0.00	
Seminars and meetings	0.00	442.50	47,600.00	47,157.50	0.93	
Supplies, Surveillance	964.91	6,732.58	10,000.00	3,267.42	67.33	New traps
Supplies, Vehicle Maintenance	938.60	5,457.01	60,000.00	54,542.99	9.10	
Supplies, Gasoline	2,328.29	27,084.69	65,000.00	37,915.31	41.67	
Supplies, Office	405.29	4,566.20	11,600.00	7,033.80	39.36	
Supplies, Mosquito Fish	696.86	1,293.98	5,000.00	3,706.02	25.88	
Supplies, Operations	60.03	3,561.69	15,000.00	11,438.31	23.74	
Supplies, Pesticides	0.00	95,981.08	75,000.00	(20,981.08)	127.97	Auditor adj.

SGVMVCD
 Comparative YTD Actual to Full Year Budget
 Current Period 50% of Year Completed
 December 31, 2020

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Supplies, Communications	147.34	347.82	10,000.00	9,652.18	3.48	
Supplies, Education Program	371.39	7,297.39	14,000.00	6,702.61	52.12	Illustrations for education program
Supplies, Safety	6,781.84	10,886.03	20,000.00	9,113.97	54.43	PPE Covid-19
Supplies, Media Production	128.36	635.81	6,000.00	5,364.19	10.60	
Benefit Assesment Admin Cost	0.00	12,069.19	118,000.00	105,930.81	10.23	
Communications, field	4,204.12	20,680.68	42,000.00	21,319.32	49.24	
Telephone, Internet	998.30	6,256.01	14,000.00	7,743.99	44.69	
Telephone , Office	722.06	5,661.82	15,500.00	9,838.18	36.53	
Training , CEU's	0.00	2,573.00	6,000.00	3,427.00	42.88	
Uniforms and clothing	820.46	5,331.80	12,000.00	6,668.20	44.43	
Utilities, Electric	1,710.64	16,561.80	30,000.00	13,438.20	55.21	A/C expense
Utilities, Natural Gas	339.78	932.62	3,100.00	2,167.38	30.08	
Utilities, Water	125.48	833.73	2,200.00	1,366.27	37.90	
Automobile Lease	25,073.17	37,523.17	30,000.00	(7,523.17)	125.08	Paid lease in full
Surveillance, Aerial	0.00	0.00	25,500.00	25,500.00	0.00	
TOTAL OPERATING EXPENSES	84,866.17	694,769.41	1,332,674.00	637,904.59	52.13	
TOTAL EXPENSES	340,939.65	2,564,704.29	5,513,222.00	2,948,517.71	46.52	
CAPITAL OUTLAY EXPENSES						
Capital Outlay	5,009.76	124,591.68	242,000.00	117,408.32	51.48	
TOTAL CAPITAL EXPENSES	5,009.76	124,591.68	242,000.00	117,408.32	51.48	
RESERVES						
Reserve, Public Health Em	0.00	0.00	1,326,200.00	1,326,200.00	0.00	
Reserve, Capital Projects	0.00	0.00	459,849.00	459,849.00	0.00	
Reserve, Pension Liability	0.00	0.00	200,258.00	200,258.00	0.00	
Reserve, Building/Facilities	0.00	0.00	49,000.00	49,000.00	0.00	
Reserve, Vehicle Replacement	0.00	0.00	0.00	0.00	0.00	
TOTAL RESERVES	0.00	0.00	2,035,307.00	2,035,307.00	0.00	

**MINUTES of the San Gabriel Valley Mosquito and Vector Control District
Board of Trustees Meeting
1145 N. Azusa Canyon Road, West Covina, CA 91790
December 11, 2020**

TRUSTEES PRESENT

Stephen Sham (Alhambra)
Roger Chandler (Arcadia)
Joseph Rocha (Azusa)
Richard Barakat (Bradbury)
Corey Calaycay (Claremont)
Henry Morgan (Covina)
Margaret Finlay (Duarte)
Jerry Velasco (El Monte)
Charles Myers (Glendora)
Catherine Marcucci (Industry)
Elyse Rasmussen (La Verne)
Jamie Bissner (Los Angeles Co.)
Becky Shevlin (Monrovia)
Joseph Leon (Monterey Park)
Rachel Janbek (Pasadena)
Tim Sandoval (Pomona)
Sandra Armenta (Rosemead)
Ryan Vienna (San Dimas)
Juli Costanzo (San Gabriel)
John Capoccia (Sierra Madre)
Cynthia Sternquist (Temple City)
Allen Wu (Walnut)
Lloyd Johnson (West Covina)

TRUSTEES ABSENT

Manuel Lozano (Baldwin Park)
Manuel Garcia (Irwindale)
Robert Joe (So. Pasadena)

STAFF PRESENT

Jared Dever
Rose Alba
Jason Farned
Melissa Doyle
Levy Sun
Marta Tanaka

GUESTS PRESENT

Representative, Nigro & Nigro, PC

Call to Order

Board President Becky Shevlin called the meeting to order at 7:01 a.m.,
Trustee Tim Sandoval led the Pledge of Allegiance, and Clerk of the Board Marta Tanaka took
Roll Call.

Opportunity for Public Comment on Non-Agenda Items

None

Consent Calendar

A Motion made by Trustee Corey Calaycay, seconded by Trustee Ryan Vienna, to approve the
Consent Calendar, passed by a majority vote.

AYES: Stephen Sham, Joseph Rocha, Richard Barakat, Corey Calaycay, Henry Morgan,
Margaret Finlay, Jerry Velasco, Charles Myers, Catherine Marcucci, Elyse

Rasmussen, Jamie Bissner, Becky Shevlin, Joseph Leon, Rachel Janbek, Tim Sandoval, Ryan Vienna, Juli Costanzo, John Capoccia, Cynthia Sternquist, Allen Wu, Lloyd Johnson

NOES: None

ABSENT: Roger Chandler, Manuel Lozano, Manuel Garcia, Sandra Armenta, Robert Joe

ABSTAIN: None

Consider the San Gabriel Valley Mosquito and Vector Control District Annual Audit for Fiscal Year 2019/20 as Prepared by Nigro & Nigro, PC

A Motion made by Trustee Tim Sandoval, seconded by Trustee Margaret Finlay, to Approve the San Gabriel Valley Mosquito and Vector Control District Annual Audit for Fiscal Year 2019/20 passed by a majority vote.

AYES: Stephen Sham, Joseph Rocha, Richard Barakat, Corey Calaycay, Henry Morgan, Margaret Finlay, Jerry Velasco, Charles Myers, Catherine Marcucci, Elyse Rasmussen, Becky Shevlin, Joseph Leon, Rachel Janbek, Tim Sandoval, Ryan Vienna, Juli Costanzo, John Capoccia, Cynthia Sternquist, Allen Wu, Lloyd Johnson

NOES:

ABSENT: Roger Chandler, Manuel Lozano, Manuel Garcia, Jamie Bissner, Sandra Armenta, Robert Joe

ABSTAIN:

Outgoing Trustee Recognition

Board President Shevlin thanked outgoing Trustees Juli Costanzo, Charles Myers and Joseph Rocha for their many years of dedicated service on the Board of Trustees and to the constituents they have dutifully represented.

President Shevlin further reported that Trustees Stephen Sham and Cynthia Sternquist have been reappointed to the Board, and new trustees have been appointed for the cities of Azusa, Glendora, and San Gabriel.

District Administration

6.1 Trustee Term of Office

District Manager Jared Dever expressed his heartfelt appreciation for the public service and guidance of Trustees whose terms are expiring.

6.2 Finance and Audit Committee Meeting

District Manager Jared Dever advised that the Finance and Audit Committee would need to be convened to review mid-year budget adjustments and discuss OPEB pre-funding options prior to the January Board Meeting.

6.3 Executive Committee Meeting

District Manager Jared Dever further advised that the Executive Committee would need to be convened to review the Draft Board Bylaws prior to the January Board Meeting.

6.4 West Nile Virus Update

District Manager Jared Dever informed the Board that 2020 was the first year no West Nile virus human infections were reported within the district since the virus was first detected in California in 2003. Dever thanked all district staff for their exceptional dedication to public health that was necessary to accomplish this monumental achievement.

Trustee Reports

None

New Business

None

Adjournment

The meeting was adjourned at 7:36 a.m.

Operations Department

Disease Weeks [49 – 52] | [November 29 – December 26, 2020]

Chemical Usage:

The current pesticide reporting period ends on December 31, and the usage report will be included in next month's board report.

Zone Specialists:

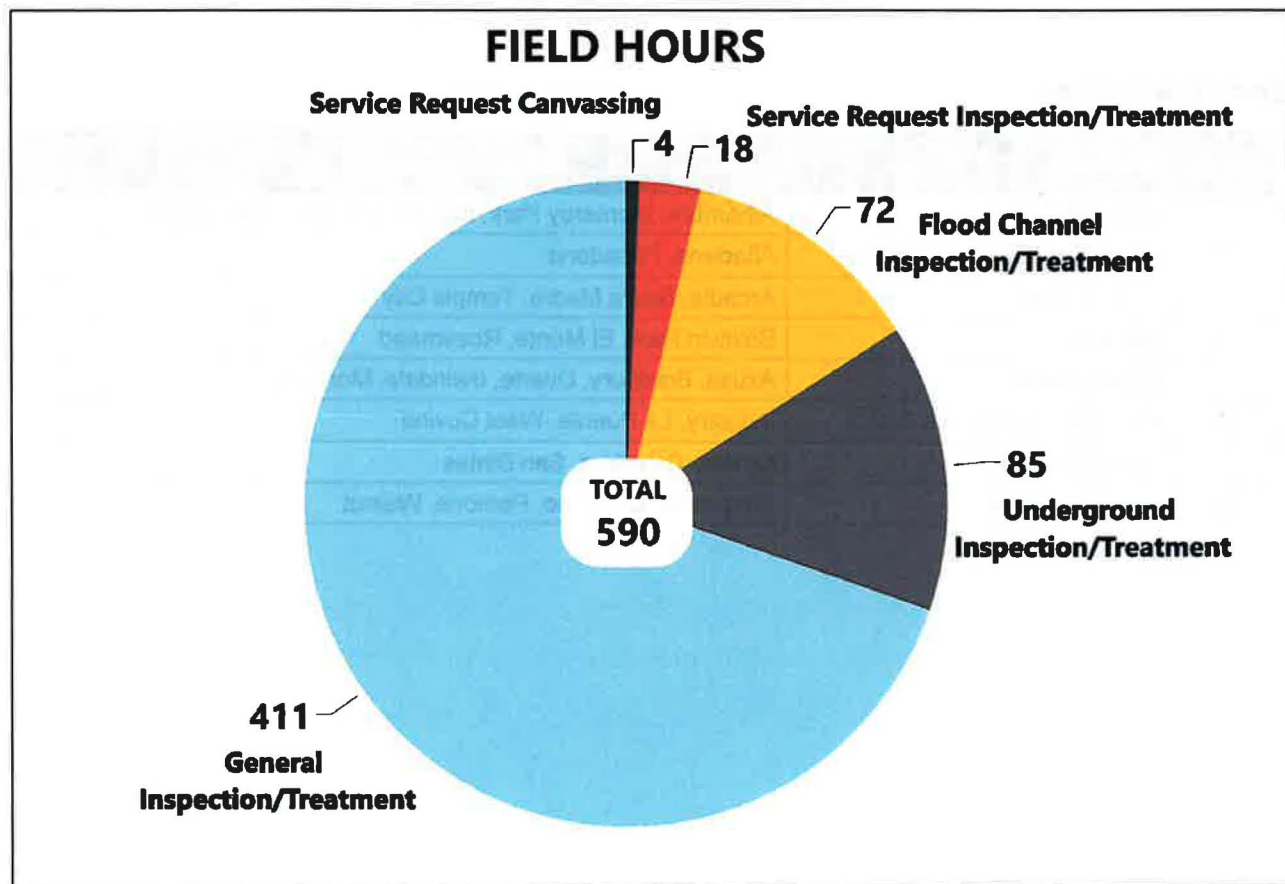
Zone	Specialist	Cities
1	Marc Mitchell	Alhambra, Monterey Park, San Gabriel, South Pasadena
2	Marco Gaytan & Fred Ibarra	Altadena, Pasadena
3	Darrin Jones	Arcadia, Sierra Madre, Temple City
4	Jon Halili	Baldwin Park, El Monte, Rosemead
5	Ignacio Ureña	Azusa, Bradbury, Duarte, Irwindale, Monrovia
6	Marco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

Field Statistics:

1,472
SITES VISITED

22 + 83 %
2019
SERVICE REQUESTS

6 + 600 %
2019
CONSULTATIONS



Surveillance Department
Disease Weeks [49 - 52] | [November 29 – December 26, 2020]

Insect Surveillance Activities

The Surveillance Department set traps weekly beginning in March for mosquitoes and alternating weeks for black fly when conditions permitted. The department has implemented a system of rotating the trapping locations. This strategy provides detailed information regarding the species present and population density for any given area in the District. This strategy was particularly useful when there were suspected human cases of arboviral disease because there was historical information regarding the local mosquito activity in each investigation. The map below displays the locations trapped in the 2020 season.

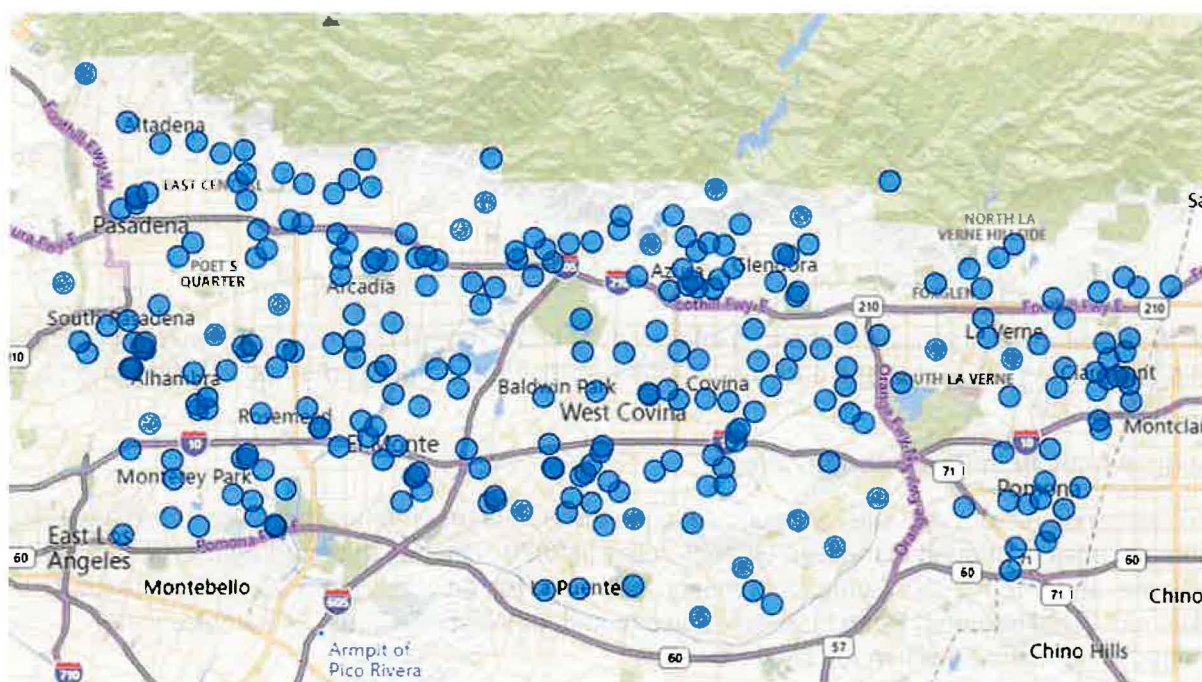


Figure 1 Mosquito Activity in the San Gabriel Valley Weeks 45 - 48

San Gabriel Valley Mosquito, Black Fly and Tick Activity

During the 2020 season, a total of 2,765 mosquito traps were set throughout the district capturing 171,448 mosquitoes and 1,444 mosquito samples were tested for virus. Overall, mosquito activity was normal in comparison to 2018 and 2019 with the exception of two weeks early in the season. A large spike in mosquito activity was observed in the first week of May and in the second week of June.

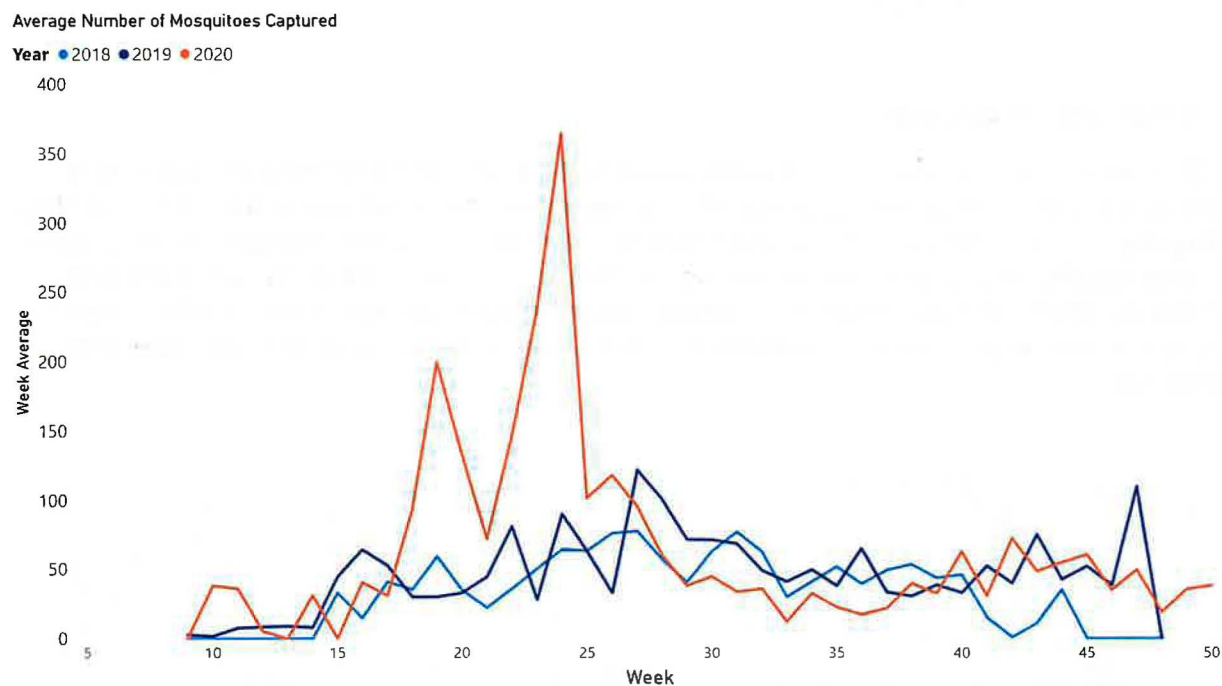


Figure 2 Average Number of Mosquitoes Captured by Week and Year

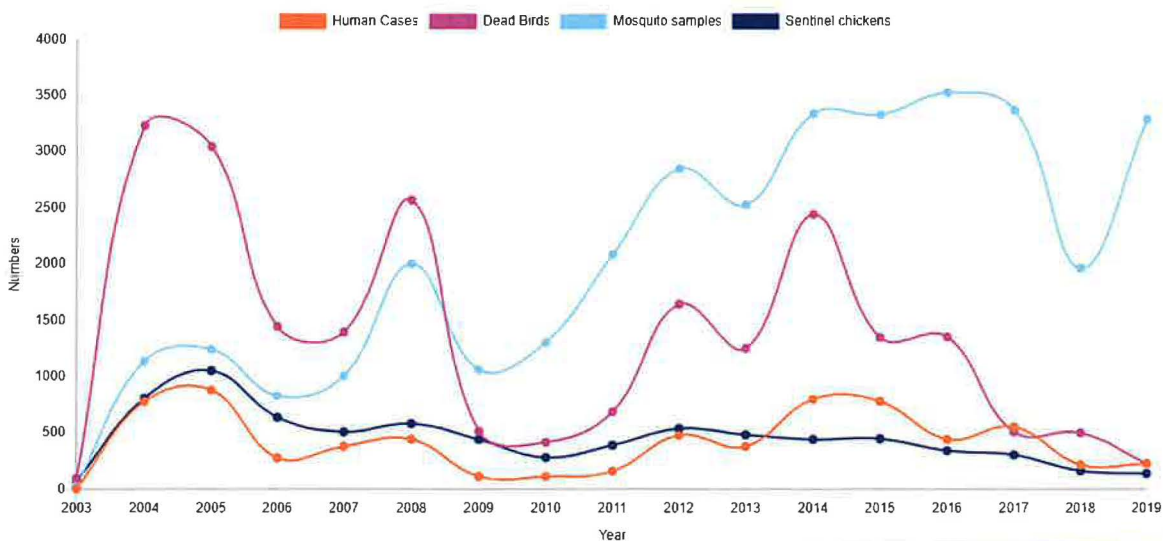
Black fly trapping was interrupted due to wildfire activity in the foothills, 1,249 black fly were captured. Additionally, during the winter and early spring months, the department performed tick dragging capturing 456 ticks.

Arbovirus Activity in San Gabriel Valley

There was evidence of West Nile virus circulating in the San Gabriel Valley, however, there have been no human cases confirmed in the San Gabriel Valley in 2020. The health department is continuing to investigate cases from 2020. Samples of mosquitoes were tested weekly and 53 samples tested positive for West Nile virus. Dead birds were also tested for West Nile virus, 24 samples were submitted and 3 tested positive for West Nile virus.

Arbovirus Activity in California

Year-to-date, there have been 177 human cases of WNV in California, 60 of these were from Los Angeles county. West Nile virus has been isolated from 338 dead bird collections and 2,628 mosquito samples. In Los Angeles county, 426 samples have tested positive, 53 of those samples were collected in the San Gabriel Valley.



ELEMENT	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	TOTAL
HUMAN CASES (FATAL)	3 (0)	779 (29)	880 (19)	278 (7)	380 (21)	445 (15)	112 (4)	111 (6)	158 (9)	479 (20)	379 (15)	801 (31)	782 (53)	442 (19)	553 (44)	217 (11)	225 (6)	7,024 (309)
DEAD BIRDS	96	3,232	3,046	1,446	1,396	2,569	515	416	688	1,644	1,251	2,442	1,349	1,352	510	501	226	22,679
MOSQUITO SAMPLES	32	1,136	1,242	832	1,007	2,003	1,063	1,305	2,087	2,849	2,528	3,340	3,329	3,528	3,371	1,963	3,288	34,903
SENTINEL CHICKENS	70	809	1,053	640	510	585	443	281	391	540	485	443	449	343	305	163	139	7,649
HORSES	1	540	456	58	28	32	18	19	15	22	23	15	19	21	21	11	15	1,314

Figure 3 Historical WNV Activity in California 2003 - 2019

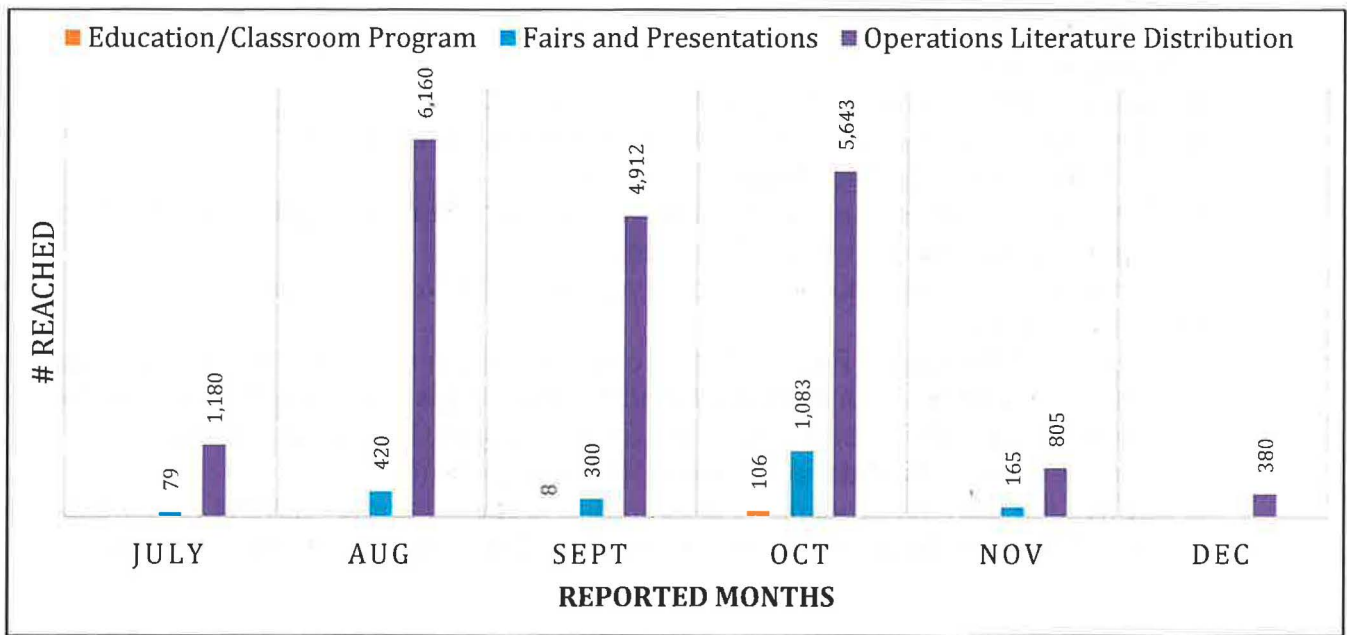
Department News

The department will continue to work on projects to gain further understanding on the ecology of mosquitoes in the San Gabriel Valley and support the District’s efforts to control mosquitoes. The current projects include:

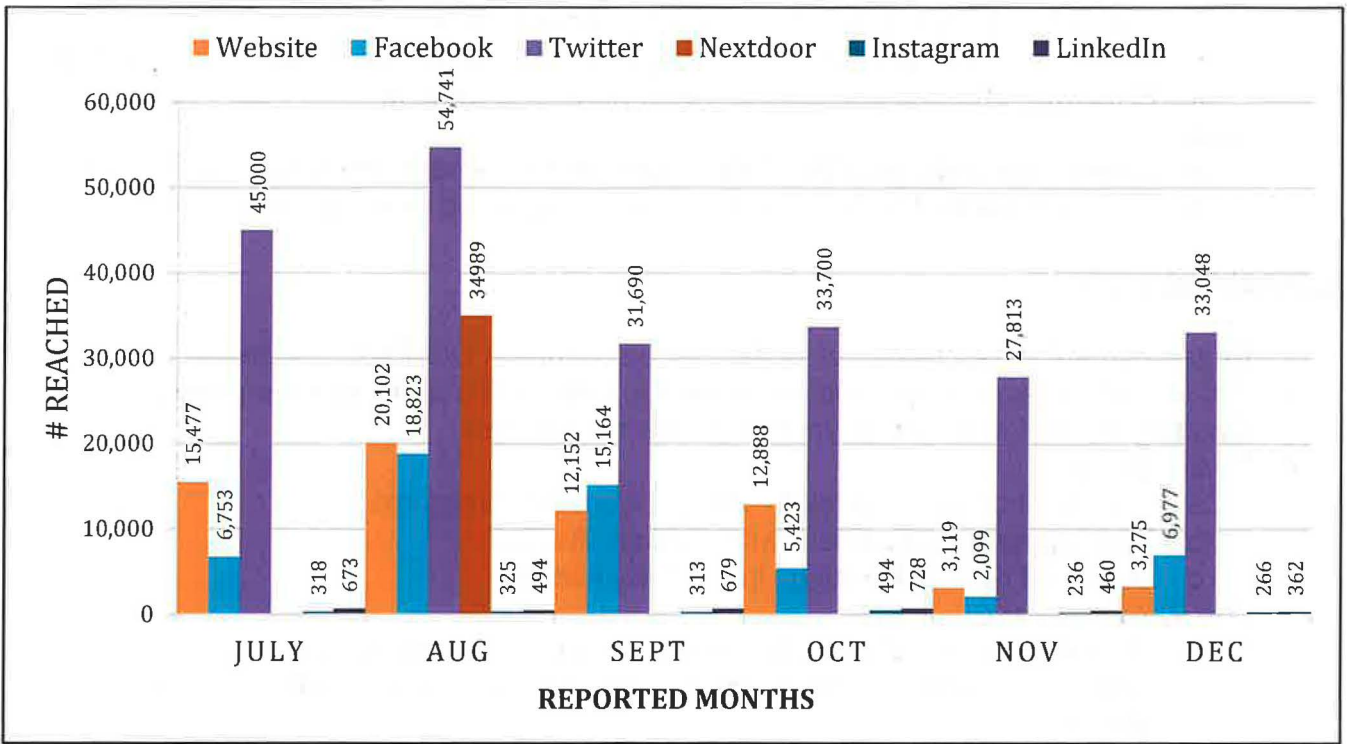
- Quantifying the environmental factors associated with traps that capture high numbers of mosquitoes
- Standardizing and improving the placement of oviposition traps to aid in the detection of *Aedes* mosquitoes
- Identifying the diversity of bird species surrounding areas that have a history of West Nile virus positive mosquito samples
- Quantifying the role of natural breeding habitats in supporting populations of *Aedes* mosquitoes
- Collaborating with the Communications and Operations department in citizen science projects and the evaluation of control techniques
- Explore options for applying Sterile Insect Technique control methods

Communications Department
 Disease Weeks [49-52] | [November 29 – December 26, 2020]

Outreach Activities:



Digital Activities:



EcoHealth Vector Education Program

1. Collaborations:
 - a. Education Specialists work with Surveillance Department Assistant Vector Ecologist Jung Kim to discuss designs for EcoHealth
2. New Developments:
 - a. Assisted with device tracking by labeling Field Kits
 - b. Reviewed and developed 1, 3, and 5 year goals for EcoHealth
 - c. Contributed to Bite Back Promotional Video
 - d. Created a Teacher Survey and Risk Assessment Survey to gather information regarding the current needs of educators
 - e. Reviewed and assisted with the development of a Novela script
3. Projects in progress:
 - a. Journey of the Germ: Research and communication regarding content accuracy with Kenn Linthicum and other research entomologists at the USDA Center for Medical, Agriculture, and Veterinary Entomology in Gainesville, Florida
 - b. Younger Students Material: Review printable content
 - c. Continued with the creation of teacher and student remote learning resources
 - d. Edited "Deadly Mystery" Escape Room Facilitator Guide to increase clarity

Design

1. Website
 - a. Short Bites blog
 - b. Optimize website design for sharing on social media
 - c. Updated content on "Wipe out mosquitoes this winter" and "I am a..." webpages
 - d. Reviewed and updated Spanish web pages on website
2. Video
 - a. Created and released "All I Want from Santa is Water and You" lyric music video
 - b. Captured content of Surveillance and underground storm drain material

General Outreach

1. Began content development of winter "Threat Beneath Our Feet" campaign
2. Filmed and began post-production of the Be Water Wise and Bite Free project
3. Ongoing content creation for younger student resources
4. Social Media
 - a. Promoted online EcoHealth Vector Education programs
 - b. Development and use of Twitter Media Studio
 - c. Designed new "A Buzzing Update" thumbnails
5. Bite Back Program
 - a. Ongoing revamp: Automation and improving volunteer experience
 - b. Ongoing revamp Bite Back Program and fine-tune automated emails on Mailchimp
 - c. Converted all assessments to SurveyMonkey forms
 - d. Summarized monthly board report into a Bite Back Program e-blast

- e. Began post-production for the Bite Back Champion Multi-Activity project
- f. Began development for "What's Your Ecosystem?" campaign
- 6. Short Bites website blog development
 - a. Completed "Mosquito Risk Assessment" on SurveyMonkey
- 7. MVCAC
 - a. PIO recorded and submitted presentation to MVCAC 2021 Annual Meeting

Administrative/Trainings

- 1. Storyboard design, script writing, and filming assistance
- 2. Created Communications Department device tracker inventory on Monday.com
- 3. Training/webinars
 - a. 12/9 Webinar: Taking virtual teaching strategies from video games and social media--Elementary (K-5th)
 - b. 12/10 Webinar: Amplify Science for grades 6-8
 - c. 12/15 Webinar: Tools of the Trade: Digital Marketing
 - d. 12/18 Webinar: Amplify Science for grades K-5

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

The attached Treasurer's Report is for November 2020.

The Total of All Funds Balance is \$3,687,748.08

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.



Authorized Board of Trustee Member

**San Gabriel Valley Mosquito and Vector Control District
Treasurer's Report (based on Balance Sheet Detail Activity Report,
Period 5, FY 2020-2021 received on December 1, 2020**

Item 3.7

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Local Agency Investment Fund (LAIF)	0.62%	\$1,022,553.83	Deposit	\$400,000.00	LAIF Statement (November 2020)	\$1,422,553.83

Maturity Date: Perpetual
Interest rate as of Oct 2020

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Los Angeles County Pool	0.59%	\$1,902,875.20	interest Trust Warrant #702 Red Mstr 20-21 dep	\$1,284.30 (\$492,298.13) \$46,111.55	ND 24 Per 5 ND 24 Per 5	\$1,457,972.92

Maturity Date: Perpetual
Interest rate as of Oct 2020

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
VCJPA Contingency Fund	2.13%	\$105,276.00	interest	\$0.00	VCJPA Statement (Nov 2020)	\$105,276.00

Maturity Date: Perpetual
Interest rate as of June 2020

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Revolving Fund	\$200,000.00	Deb Activity-Nov 20 Sweep Trust Warrant #702	(\$1,210,336.14) \$718,038.01 \$492,298.13	CB Statement November 2020	\$200,000.00

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Sweep Account	\$727,605.67	Deb Activity-Nov 2020 Deposit	(\$718,038.01) \$492,377.67	CB Statement October 2020	\$501,945.33

Total Beginning Balance	\$3,958,310.70			Total End Balance	\$3,687,748.08
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January 8, 2021

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

SUBJECT: January 1, 2021 District Working Fund Balance

January 1, 2020 balance:	\$1,652,441.08
December 1 – December 31, 2020 expenditures:	\$345,365.34

January 1, 2021 Working Fund Balance: \$1,307,075.74

Respectfully Submitted:



**Jared Dever
District Manager**

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

Date: January 8, 2021

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

Subject: **Joint Tax Transfer Resolution – San Gabriel Valley Mosquito and Vector Control District Annexation 2018-06**

Exhibit(s): **EXHIBIT 4A, 4B, 4C**

Background

In 2015, the Local Agency Formation Commission for the County of Los Angeles (LAFCO) undertook a long-term, comprehensive effort to address service gaps in developed portions of Los Angeles County that were not within the boundaries of a vector control special district. During this process, a small portion of the City of Azusa was identified as being unrepresented for service by the San Gabriel Valley Mosquito and Vector Control District (SGVMVCD) due to the following omission. In 2002, Annexation No. 00-C7 (Mountain Cove) to the City of Azusa was approved and recorded by LAFCO. The annexation of approximately 77 acres inclusive of 34 parcels did not include the San Gabriel Valley Mosquito and Vector Control District in the application or filing process.

To correct this error, a request by LAFCO was made to the SGVMVCD Board of Trustees to consider submitting an annexation proposal for the area in April of 2018. **(EXHIBIT 4A)**

At the March 14, 2018 LAFCO Meeting, Commissioners voted to grant a fee waiver for the LAFCO filing fees of approximately \$8,700. The Commission determined that the fees would be detrimental to the public interest, as required by Government Code Section 56383(d) and LAFCO's Fee Waiver Policy. However, this waiver of fees does not impact the fees collected in the annexation process by the Los Angeles County Assessor in the amount of \$680.00, and the State of California Board of Equalization in the amount of \$1,500.00.

Resolution No. 2018-02, Approving an Application to Initiate Proceedings to Annex Certain Territory to the District and Taking Certain Connected Actions, was approved unanimously by the Board of Trustees on April 13, 2018.

District Manager, Jared Dever prepared the application to initiate proceeding for change of organization/reorganization, party disclosure form, notice of exemption, map of annexation area(s), and authorization under Resolution No. 2018-02 as directed by the Board of Trustees. The final application packet was submitted for LAFCO consideration on October 9, 2018. **(EXHIBIT 4B)**

The next step in the annexation process is to complete a joint resolution approving and accepting the negotiated exchange of property tax revenue resulting from annexation. Joint Resolution No. 2018-06 has been drafted by the Los Angeles County, Chief Executive Office, Economic Development and Affordable Housing Division and submitted for consideration of the SGVMVCD Board of Trustees. **(EXHIBIT 4C)**

Manager's Recommendation:

The District Manager recommends approving Joint Tax Transfer Resolution – San Gabriel Valley Mosquito and Vector Control District Annexation 2018-06.

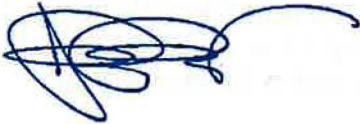
Alternative

The Board of Trustees may deny the approval of Joint Tax Transfer Resolution – San Gabriel Valley Mosquito and Vector Control District Annexation 2018-06.

Fiscal Impact

None.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Jared Dever', with a stylized flourish extending to the right.

Jared Dever
District Manager

Commission
Jerry Gladbach
Chair

Donald Dear
1st Vice-Chair

Gerard McCallum
2nd Vice-Chair

Kathryn Barger
Richard Close
Margaret Finkley
Janice Hahn
David Ryu
David Spence

Alternate Members

Lori Brogin-Falley
Marqueece
Harris-Dawson
Sheila Kuehl
Judith Mitchell
Joseph Ruzicka
Greig Smith

Staff

Paul Novak
Executive Officer

Amber De La Torre
Doug Dorado
Michael Henderson
Alisha O'Brien
Patricia Wood

80 South Lake Avenue
Suite 870
Pasadena, CA 91101
Phone: 626/204-6500
Fax: 626/204-6507

www.lalafco.org

April 4, 2018

Mr. Jared Dever
District Manager
San Gabriel Valley Mosquito and Vector Control District
1145 North Azusa Canyon Road
West Covina, CA 91790-1048

Dear Jared:

I am writing to follow-up on LAFCO's request for the San Gabriel Valley Mosquito and Vector Control District (SGVMVCD) to consider annexation of the following area:

Proposal (Application)

City of Azusa
Area 1

Vector Control District(s)

San Gabriel Valley Mosquito and
Vector Control District

I am enclosing a map which depicts the area referenced above.

As documented separately, at the March meeting the Commission waived LAFCO filing fees of approximately \$8,700 for the above-referenced annexation proposal. Separate and apart from LAFCO filing fees, however, there are fees associated with other public agencies when processing boundary changes. With respect to the annexation proposal identified herein, LAFCO staff estimates those fees to be:

<u>Proposal (Application)</u>	<u>County Assessor</u>	<u>State of California Board of Equalization (BOE)</u>
City of Azusa	\$680	\$1,500

While staff has done their best to compile these estimates, they are subject to refinement upon submittal of a map and geographic description, as well as verification with staff of the County Assessor and the BOE.

Regarding your inquiry about the number of parcels within the boundaries of the proposals identified herein, LAFCO staff estimates the parcel counts as described

Mr. Jared Dever
 April 4, 2018
 Page 2 of 3

below:

<u>Proposal (Application)</u>	<u>Number of Parcels</u>
City of Azusa Area 1	34 parcels

While staff has done its best to estimate the number of parcels, these determinations are subject to refinement upon submittal of a map and geographic description, as well as verification with the Los Angeles County Assessor.

The filing of annexation proposals for these gaps in vector control services would address several issues raised over the course of three years. In 2015, the Commission undertook a long-term, comprehensive effort to address the remaining populated, developed portions of Los Angeles County that were not within the boundaries of a vector control district. This reflected on-going concerns about the significant increase in West Nile Virus activity in Los Angeles County, the expanding range and increase in numbers of the *Aedis aegypti* and *Aedes albopictus* mosquito populations, and the need to address “gaps” in vector control coverage to prevent the spread of vector-borne diseases such as Chikungunya, Dengue, West Nile Virus, and Zika.

Working with the Greater Los Angeles Vector Control District (GLAVCD) and the SGVMVCD, the Commission approved annexations of the City of La Canada Flintridge and unincorporated La Crescenta-Montrose into the GLAVCD in 2015, as well as the annexation of the City of Baldwin Park, the City of Pasadena, and the City of South Pasadena into the SGVMVCD in 2017. Collectively, these annexations have brought vector control service to an area that is more than forty-five (45) square miles in size, with a population of more than 280,000 residents. Additionally, the GLAVCD is now providing service on an interim basis to the City of Vernon.

In late 2017, the Commission asked staff to identify any remaining service gaps, which includes those areas addressed in the beginning of this letter. While Compton and surrounding areas are a unique case—the proposed annexations and detachments have more to do with creating a logical boundary for the GLAVCD and the CCMAD—the others represent urbanized, developed, and populated areas which are “islands” with no vector control coverage, surrounded or adjacent to areas which do receive vector control services. Given the on-going concerns about increasing number of West Nile Virus cases—and deaths—the Commissioners are eager to see these areas served, and they are encouraging me to secure the support of the involved

Mr. Jared Dever
April 4, 2018
Page 3 of 3

districts to file the associated proposals with LAFCO.

I appreciate your board's consideration of this request.

Sincerely,

A handwritten signature in blue ink that reads "Novak". The signature is written in a cursive style with a long horizontal stroke at the end.

Paul A. Novak, AICP
Executive Officer

Enclosure

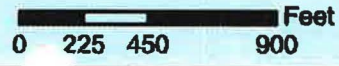


Mosquito District Annexation Area 1 - Azusa Canyon



LAFCO
 Los Angeles Regional Air Pollution Control
 to the County of Los Angeles

March 14, 2018



Legend





-  Annexation Area
-  San Gabriel Valley Mosquito VCD
-  City of Azusa
-  County Unincorporated

EXHIBIT 4A

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**RESOLUTION 2018-02****A RESOLUTION OF THE OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT BOARD OF TRUSTEES APPROVING AN APPLICATION TO INITIATE PROCEEDINGS TO ANNEX CERTAIN TERRITORY TO THE DISTRICT AND TAKING CERTAIN CONNECTED ACTIONS****RECITALS**

WHEREAS, The Board of Trustees (the "Board") of the San Gabriel Valley Mosquito and Vector Control District (the "District") proposes to initiate proceedings to annex (the "Proposed Annexation") certain territory (the "Territory") generally described as located in an area commonly known as Roberts Canyon. The area is accessible by San Gabriel Canyon Road and surrounded to the north, east, and west by undeveloped unincorporated Los Angeles County. A small portion of a tract home community is within the proposed annexation area within the boundaries of the City of Azusa (the "City") to the District.

WHEREAS, the Proposed Annexation is being proposed pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, being Division 3 of Title 5 of the California Government Code (commencing with Section 56000).

THE BOARD OF TRUSTEES OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT HEREBY RESOLVES AS FOLLOWS:

SECTION 1 Pursuant to Section 56654 of the Government Code, the Board hereby finds:

- (i) This proposal is made pursuant to Part 3 of Division 3 of Title 5 of the California Government Code.
- (ii) The nature of this proposal is to make an application by resolution of the Board to initiate proceedings to annex the Territory to the District.
- (iii) The boundaries of the Territory proposed to be annexed to the District is a small portion of the city and is more particularly described in a map and a general description, attached here as Exhibit A.
- (iv) The proposed terms and conditions for the Proposed Annexation are that the Territory shall be subject to the payment of such fees, rates, charges, assessments, or taxes as the District may legally impose and that any fees, rates, charges, assessments, or taxes for the District shall be payable in the same manner and at the same time and in the same installments as the general taxes of the District on real property are payable.

- (v) The Proposed Annexation will enable the District to provide services (the "Services") to the Territory to reduce vector populations and risk of vector borne diseases.

SECTION 3 The Board hereby approves the application to initiate proceedings for the Proposed Annexation in the form on file with the District Secretary, together with changes or additions the District Manager deems necessary or appropriate, and authorizes the District Manager to execute and deliver all necessary documents and instruments and to do all things which the District Manager may deem necessary to implement this Resolution.

SECTION 4 The Board requests the Local Agency Formation Commission of Los Angeles County to proceed with the Proposed Annexation pursuant to Part 3 of Division 3 of Title 5 of the California Government Code.

SECTION 5 The District Secretary shall certify the passage and adoption of this resolution and shall file a certified copy with Local Agency Formation Commission of Los Angeles County.

APPROVED AND ADOPTED by the Board of Trustees of THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT at a regular meeting held on June 15, 2018 by the following vote:

AYES:

J. Bissner, R. Chandler, J. Rocha, C. Baca, R. Barakat, C. Calaycay, H. Morgan, M. Finlay, J. Velasco, C. Myers, D. Holloway, B. Neher, J. Leon, R. Janbek, S.

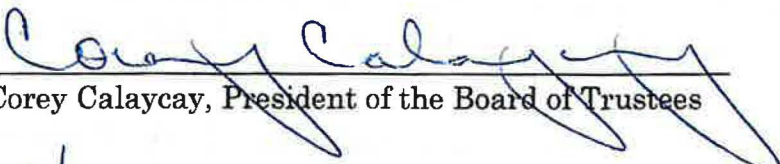
NOES:

Armenta, E. Badar, J. Costanza, J. Capoccia, C. Sternquist, M. Su, M. Spence

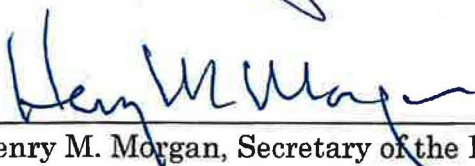
ABSTAIN:

ABSENT:

S. Sham, A. Cruz, M. Garcia, B. Shevlin, T. Sandoval, M. Khubesrian


Corey Calaycay, President of the Board of Trustees

ATTEST:


Henry M. Morgan, Secretary of the Board of Trustees



Local Agency Formation Commission for the County of Los Angeles
 80 South Lake Avenue, Pasadena, Suite 870, CA 91101
 Telephone: (626) 204-6500 Fax: (626) 204-6507

Party Disclosure Form

LAFCO Proposal Designation Number:

Applicant/Agent Name:

CHECK THE APPROPRIATE RESPONSE AND COMPLETE AND SIGN THIS FORM. RETURN IT WITH THE LAFCO APPLICATION. PLEASE USE ONE FORM PER RESPONDENT.

I have not made a contribution greater than \$250 to any member of the LAFCO listed below within the last twelve (12) months.

I have made the following contribution(s) greater than \$250 to the following member(s) of LAFCO within the last twelve (12) months.

<u>Date</u>	<u>Amount</u>	<u>Commissioner</u>	<u>Representing</u>
<input type="checkbox"/>		Jerry Gladbach, Chair	Castaic Lake Water Agency
<input type="checkbox"/>		Kathryn Barger	Fifth Supervisorial District
<input type="checkbox"/>		Richard Close	SFV Statistical Area
<input type="checkbox"/>		Donald L. Dear	West Basin MWD
<input type="checkbox"/>		Margaret Finlay	City of Duarte
<input type="checkbox"/>		Janice Hahn	Fourth Supervisorial District
<input type="checkbox"/>		Gerard McCallum	Public
<input type="checkbox"/>		Mitchell Englander	City of Los Angeles
<input type="checkbox"/>		John Mirisch	Cities in LA County
<input type="checkbox"/>		Lori Brogin-Falley	SFV Statistical Area, Alternate
<input type="checkbox"/>		Marqueece Harris-Dawson	City of Los Angeles, Alternate
<input type="checkbox"/>		Sheila Kuehl	Third Supervisorial District, Alternate
<input type="checkbox"/>		Judith Mitchell	City of Rolling Hills Estates, Alternate
<input type="checkbox"/>		Joseph Ruzicka	Three Valleys Municipal Water District, Alternate
<input type="checkbox"/>		Greg Smith	Public, Alternate

Signature: _____

Date: _____

10/9/18

Notice of Exemption

EXHIBIT 4B

To: County Clerk of Los Angeles
County of Los Angeles
12400 Imperial Hwy.
Norwalk, CA 90650

From: San Gabriel Valley Mosquito and Vector
Control District
1145 N. Azusa Canyon Rd.
West Covina, CA 91790

Project Title: Annexation of a portion of the City of Azusa into San Gabriel Valley Mosquito and Vector Control District

Project Applicant: San Gabriel Valley Mosquito and Vector Control District

Project Location - Specific:

The subject territory is located in an area commonly known as Roberts Canyon in the western portion of the City of Azusa (city). The area is accessible by San Gabriel Canyon Rd., and is surrounded to the north, east, and west by undeveloped unincorporated Los Angeles County. A small portion (34 parcels) of a tract home community is within the proposed annexation area. The San Gabriel River is adjacent to the subject territory to the south, and the San Gabriel Mountains flank the subject territory to the west, north, and east.

Project Location - City: Azusa **Project Location - County:** Los Angeles

Description of Nature, Purpose and Beneficiaries of Project:

The San Gabriel Valley Mosquito and Vector Control District (District) provides mosquito and black fly education and control, as well as vector-borne disease surveillance for 26 cities and portions of unincorporated Los Angeles County. Annexation of this small portion of the City of Azusa into the District will ensure residents receive District services and the resulting benefits to public health and well-being of citizens in the annexation area into the future.

Name of Public Agency Approving the Project: Local Agency Formation Commission of Los Angeles County

Name of Person or Agency Carrying Out Project: San Gabriel Valley Mosquito and Vector Control District

Exempt Status

- Ministerial (Sec. 21080(b)(1): 15268);
- Declared Emergency (Sec. 21080(b)(3): 15269(a));
- Emergency Project (Sec. 2108(b)(4): 15269(b)(c));
- Categorical Exemption (Sec. 15320. Changes in Organization of Local Agencies)
- Statutory Exemptions



Reasons why the project is exempt:

The annexation of a portion of the City of Azusa into the San Gabriel Valley Mosquito and Vector Control District is consistent with Class 20 categorical.

Lead Agency Contact Person: Jared Dever

Phone Number: 626-814-9466

If filed by applicant:

1. Attached certified document of exemption finding.
2. Has a Notice of Exemption been filed by the agency approving the Project? Yes No

Signature:

Date: June 18, 2018

Title: District Manager

- Signed by Lead Agency
- Signed by Applicant

THIS NOTICE WAS POSTED

Authority cited: Sections 21083 and 21110, Public Resources Code. Reference: Sections 21108, 21152, 21152.1, Public Resources Code.

Date Received for Filing: _

ON June 26 2018

UNTIL July 26 2018

REGISTRAR - RECORDER/COUNTY CLERK

Dean C. ~~EXHIBIT 4B~~
Los Angeles County Registrar / Recorder
12400 Imperial Highway, Norwalk, CA
(800)201-8999

BUSINESS FILINGS REGISTRATION

NORWALK DEPARTMENT HEADQUARTER

Cashier: S. SMITH



Tuesday, June 26, 2018 9:01 AM

Item(s)

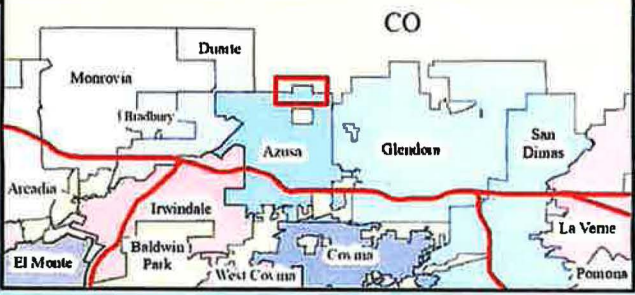
<u>Fee</u>	<u>Qty</u>	<u>Total</u>
NoE - County Posting Fee 2018155736	1	\$75.00
Total		\$75.00

Total Documents: 1

Customer payment(s):





Check \$75.00

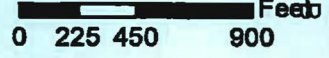
Check List:
#2488 \$75.00



Mosquito District Annexation Area 1 - Azusa Canyon



-  Annexation Area
-  San Gabriel Valley Mosquito VCD
-  County Unincorporated
-  City of Azusa



June 14, 2018

EXHIBIT 4B

APPLICATION TO INITIATE PROCEEDING FOR CHANGE OF ORGANIZATION/REORGANIZATION

(Pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000,
Division 3, Title 5, Commencing with Section 56000, of the Government Code)

1. **LAFCO PROPOSAL DESIGNATION NO.:** Annexation No.2018-06 to the SGVMVCD

2. **PROPOSAL INITIATED BY:**

Identify the party initiating this proposal (please check one).

Public Agency

Name of Public Agency: San Gabriel Valley Mosquito ar Resolution Date:

Name and title: Jared Dever, District Manager

Landowner / Registered Voter Petition

Name of Chief Petitioner:

Name of Chief Petitioner:

Name of Chief Petitioner:

This party or parties shall be referred to herein as "the Applicant".

3. **DESIGNATED CONTACT PERSON:**

Name: Jared Dever

Title: District Manager

Address: 1145 North Azusa Canyon Rd.

City: West Covina

State: CA

Zip Code: 91790

Telephone: 626-814-9466

E-Mail: jdever@sgvmosquito.org

The Applicant is requested to notify LAFCO immediately of any changes in the designated contact person.

4. **RELATED JURISDICTIONAL CHANGES "Affected Local Agencies" (Cities and/or Special Districts):**

a. SGVMVCD

Annexation

Detachment

SOI amendment

b.

Annexation

Detachment

SOI amendment

Attach additional sheets if necessary.

- e. Is the affected territory (any territory for which a change of organization, reorganization, or Sphere of Influence change is proposed) within the Sphere of Influence (SOI) of the city or special district into which it is proposed to be annexed? Yes No

Note: If the answer is "No," the Applicant must request an SOI amendment (4a-4d, above).

5. LANDOWNERS:

- a. Number of landowners within the affected territory: 34

- b. If less than 6 landowners, list:

Name:	Assessor Parcel Number:
Name:	Assessor Parcel Number:
Name:	Assessor Parcel Number:
Name:	Assessor Parcel Number:
Name:	Assessor Parcel Number:

- c. Do the boundaries of the proposal conform to existing lines of assessment?

Yes No

If "No," explain:

The annexation of the 34 parcels will require the current lines of San Gabreil Valley Mosquito and Vector Control District special benefit assessment to be redrawn.

- d. Does the proposal create any islands or corridors of unincorporated territory?

Yes No

If "Yes," explain:

- e. Total Assessed Land Value:

\$ 10,888,167

Tax Roll Year: 2017/2018

Date:

6. REGISTERED VOTERS:

Number of registered voters: As of:

Note: State Law defines a proposed change of organization or reorganization as either "Uninhabited," in which case there are fewer than 12 registered voters in the affected territory, or "Inhabited" in which case there are 12 or more registered voters.

7. GENERAL INFORMATION:

a. Location of affected territory:

The City of **Azusa**

or

Unincorporated Territory known as

b. Unified School District(s) name:
Azusa Unified School District

address:
**546 S. Citrus Ave.
Azusa, CA 91702**

c. Elementary School District(s) name:

address:

d. High School District(s) name:

address:

e. Describe the location of the affected territory, including major thoroughfares (freeways, highways, streets, alleys) that border or traverse the territory, natural features (water bodies, mountain ranges, etc.), man-made features (existing development, utility corridors, flood/drainage channels or basins, railroad lines, etc.), and any other characteristics that help identify the affected territory.

The affected territory is located in an area commonly known as Roberts Canyon. The area is accessible by San Gabriel Canyon Rd., and is surrounded to the north, east, and west by undeveloped unincorporated Los Angeles County. A small portion of a tract home community is within the proposed annexation area.

f. Size of affected territory: **77.55** ± acres

g. Provide a detailed description of the affected territory and existing land-uses, including, but not limited to: commercial, industrial, multi-family or single-family residential, institutional, active recreational, and/or passive open space.

The majority of the subject territory is designated by the City of Azusa as Conservation, with a small portion of inhabited area designated as Lower Density Residential.

- h. Provide a detailed description of the land uses surrounding the affected territory.

The land use designations are Rural Density, southwest of the subject territory; Rural Density and Conservation, to the south; Community Facilities, Conservation, and Rural Density, southwest of the proposed annexation area.

- i. Provide a detailed description of the topography (flat, sloping, mountainous, etc.) of the affected territory.

The southern central area of the subject territory is graded to accommodate residential properties, and small portion at the center of the subject territory has been graded for a municipal water storage tank. All other area in the subject territory is steeply sloped and mountainous.

- j. Provide a detailed description of any natural boundaries (rivers, lakes, streambeds, mountain ranges, etc.) within or adjacent to the affected territory.

The San Gabriel River is adjacent to the subject territory to the south, and the San Gabriel Mountains flank the subject territory to the west, north, and east.

- k. Provide a detailed description of any proposed change of use to the affected territory, including any planned development and/or on-going construction.

none.

- l. Provide a detailed description of any flood control facilities (dams, reservoirs, flood control channels, debris basins, catch basins, etc.) within or adjacent to the affected territory.

- m. Explain why the proposal is necessary:

The proposal is necessary to correctly reflect the service boundaries of the San Gabriel Valley Mosquito and Vector Control District and ensure benefit assessments are collected for areas currently receiving service.

8. POPULATION AND HOUSING:

- a. Current Population: **115** Source: **Est.** Date:
- b. Proposed Population (if development is proposed):
- c. Proximity to existing populated areas:
- d. Likelihood of significant growth in the affected territory within the next 10 years (please circle one):
 no growth modest growth significant growth
- e. Likelihood of significant growth in adjacent areas within the next 10 years (please circle one):
 no growth modest growth significant growth

9. GOVERNMENT SERVICES:

“Government services” refers to governmental services, whether or not those services would be provided by the local agency or agencies subject to the proposal. It also includes public facilities necessary to provide those services.

- a. Estimate the present cost and describe the adequacy of government services and controls in the area:
The present costs are not known as vector control service is not currently provided to the affected territory. The lack of vector control services in the affected territory is considered to be inadequate.
- b. Estimate the probable future need for government services (including public facilities) or controls in the area:
- c. If the proposal includes incorporation, formation, or annexation, what will be the effect of this proposal or exclusion and of alternative courses of action on the cost and adequacy of services and controls in the proposed area and adjacent areas?
Since the area does not currently have vector control services provided by a government agency, the effect of the proposal and alternative course will have no impact on the current cost or adequacy of service and controls.
- d. If, as a result of this proposal, increased service demand exceeds the existing capacity, describe what will be done by the service provider to increase capacity of services:
The San Gabriel Valley Mosquito and Vector Control District has adequate reserves to cover unexpected service demands as a result of the annexation.

- e. List any assessments, fees, or other charges to be levied as part of this proposal and/or that may be levied in the near future:
The San Gabriel Valley Mosquito and Vector Control District levies a special benefit assessment on all property owners. The maximum financial impact of this proposal is \$20.00 per parcel, per year. The current single family equivalent is charged at a rate of \$11.98.
- f. List any Joint Powers Authorities (JPAs) or (equivalent) which may be providing services to the affected territory and/or surrounding territory:
None

10. EFFECTS OF THE PROPOSED ACTION:

- a. What will be the effect of the proposed action on adjacent areas?
Speculatively, the effect on adjacent areas will be a reduction in vectors and vector-borne disease. However, this anticipated outcome is impossible to state with certainty due to a myriad of environmental and epidemiological factors.
- b. What will be the effect of the proposed action on mutual social and economic interests?
Comprehensive vector control service is associated with higher housing market values, and increased recreation, tourism, and commerce.
- c. What will be the effect of the proposed action on the local governmental structure of the County of Los Angeles?
The proposed action will have no effect on the government structure of County of Los Angeles. The San Gabriel Valley Mosquito and Vector Control District is an independent special district that is neither governed or funded by the County of Los Angeles.
- d. What will be the effect of the alternative action on adjacent areas, on mutual social and economic interests, and the local governmental structure of the County of Los Angeles?
Since the area does not currently have vector control services provided by a government agency, the effect of the proposal and alternative course will have no impact on the current cost or adequacy of service and controls.

e. What will be the effect or impact if the proposed action is denied by LAFCO?

Speculatively, the effect on adjacent areas will be a reduction in vectors and vector-borne disease. However, this anticipated outcome is impossible to state with certainty due to a myriad of environmental and epidemiological factors.

11. OPEN SPACE LAND CONVERSION:

a. Will the proposal result in the conversion of any open-space lands to other uses?

Yes No

12. AGRICULTURAL LANDS:

a. Will the proposal have any effect on maintaining the physical and economic integrity of agricultural lands?

Yes No

b. Is there any Prime Agricultural Land within the affected territory?

Yes No

c. Is any of the land within the affected territory currently utilized for commercial agricultural purposes?

Yes No

d. Was any of the land within the affected territory utilized for commercial agricultural purposes within the last ten years?

Yes No

13. GENERAL PLAN AND ZONING:

a. Existing General Plan land use designation(s):
Open space and low density residential.

b. Is the proposal consistent with the existing General Plan land use designation?

Yes No

c. Existing Zoning designation(s):
Open space and low density residential, NG3 neighborhood general.

d. Is the proposal consistent with the existing zoning designation?

Yes No

e. Is the proposal within a Specific Plan?

Yes No

f. Existing Specific Plan Designation(s):

N/A

g. Is the proposal consistent with the existing Specific Plan designation?

Yes No

h. If annexation to a city is proposed, what is the City's General Plan designation of the affected territory?

N/A

i. If annexation to a city is proposed, are the existing land-uses consistent with the City's General Plan designation(s)?

Yes No

j. If annexation to a city is proposed, what is the City's Pre-Zoning designation of the affected territory?

N/A

k. If annexation to a city is proposed, is the existing zoning consistent with the City's Pre-Zoning designation(s)?

Yes No

l. Is the proposal consistent with the most recent Regional Transportation Plan adopted by Southern California Association of Governments?

Yes No

14. PLAN TO PROVIDE SERVICES:

a. Describe services to be extended to the affected territory:

Services that will be extended to the affected territory include, but are not limited to, mosquito surveillance, control, and education; black fly surveillance, control, and education; rodent and rodent-borne disease surveillance and education; and tick and tick-borne disease surveillance and education.

b. Describe the level and range of those services to be provided:

The level and range of services will be provided uniformly throughout the affected territory.

- c. Describe any improvements or upgrades of structures, roads, sewer, water facilities, or other public facilities associated with this change of organization/reorganization:

none

- d. How will services be financed?

The services will be financed by Prop. 218 special benefit assessment levied against each parcel annually.

15. TIMELY AVAILABILITY OF WATER SUPPLIES:

- a. How will the proposal impact the timely availability of water supplies adequate for projected needs?
This proposal will not impact the timely availability of water supplies.

- b. For projects involving a proposed change in land use and/or new development – Please provide a recent will-serve letter, water supply analysis, or equivalent, from the water provider(s) (wholesaler, retailer, private water company, etc.) concerning the current adequacy of water supply for the project:

N/A

16. REGIONAL HOUSING NEEDS (only for city proposals):

- a. Identify how the proposal will affect a city or cities and the County of Los Angeles in achieving their respective fair shares of the regional housing needs, as determined by the Southern California Association of Governments (SCAG):

- b. Date of most recent approval by the State Department of Housing and Community Development (HCD) of the City's Housing Element:

17. ENVIRONMENTAL JUSTICE:

Government Code Section 56668(p) defines environmental justice as “the fair treatment of people of all races, cultures, and incomes with respect to the location of public facilities and the provisions of public services.”

a. Identify how the proposal will promote environmental justice:

The proposal and subsequent provision of vector surveillance, control, and education, have no bias or preference for race, culture, or income. Vectors and vector-borne disease indiscriminately negatively impact human and animal health, regardless of socioeconomic condition, race, or privilege. Therefore, the proposed services to be provided are available to all residents within the affected territory.

18. DISADVANTAGED UNINCORPORATED COMMUNITIES (DUCs):

LAFCO maintains maps of all DUC's within Los Angeles County on the "Disadvantaged Unincorporated Communities" section of LAFCO's website. Please consult these maps to determine if there are DUCs within or adjacent to the affected territory that is the subject of your proposal.

a. Is the affected territory within a DUC?

NO YES

Give general location of DUC:

b. Is the affected territory adjacent to a DUC?

NO YES

Give general location of DUC:

19. BONDED INDEBTNESS:

a. Do the agencies whose boundaries are being changed have any existing bonded debt?

YES NO

b. Will the proposal area be liable for payment of its fair share of this existing debt?

YES NO

c. In the case of detachment requests, does the detaching agency propose that the subject territory continue to be liable for existing bonded debt?

YES NO

20. CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) Compliance:

a. Check one:

- Categorical Exemption / Statutory Exemption
 CEQA Guideline Section:
- Negative Declaration (ND)
- Mitigated Negative Declaration (MND)
- Environmental Impact Report (EIR)

- b. Identify the Lead Agency which adopted a CEQA clearance for the proposal: **San Gabriel Valley Mosquito and V**
- c. Date Lead Agency adopted the CEQA clearance for the proposal:
- d. Submit complete copies of CEQA compliance documents.
- e. Submit complete copies of any Notice of Exemption (NOE) or Notice of Determination (NOD).

21. CITY PLAN FOR MUNICIPAL SERVICES (only for city proposals):

Municipal Service	Current Service Provider	Proposed Service Provider
Animal Control		
Fire & Emergency Medical		
Flood Control		
Library		
Mosquito and Vector Control		
Park and Recreation		
Planning		
Police		
Road Maintenance		
Solid Waste		
Street Lighting		
Water		
Wastewater		

Animal Control

Describe services to be extended to the affected territory:

Describe the level and range of those services to be provided:

Describe any improvements or upgrades or transfers of facilities:

How will services be financed?

Fire and Emergency Services

Describe services to be extended to the affected territory:

Describe the level and range of those services to be provided:

Describe any improvements or upgrades or transfers of facilities:

How will services be financed?

Flood Control

Describe services to be extended to the affected territory:

Describe the level and range of those services to be provided:

Describe any improvements or upgrades or transfers of facilities:

How will services be financed?

Library

Describe services to be extended to the affected territory:

Describe the level and range of those services to be provided:

Describe any improvements or upgrades or transfers of facilities:

How will services be financed?

Mosquito & Vector Control

Describe services to be extended to the affected territory:

Services that will be extended to the affected territory include, but are not limited to, mosquito surveillance, control, and education; black fly surveillance, control, and education; rodent-borne disease surveillance and education; and tick and tick-borne disease surveillance and education.

Describe the level and range of those services to be provided:

The level and range of services will be provided uniformly throughout the affected territory.

Describe any improvements or upgrades or transfers of facilities:

None

How will services be financed?

Parks and Recreation

Describe services to be extended to the affected territory:

Describe the level and range of those services to be provided:

Describe any improvements or upgrades or transfers of facilities:

How will services be financed?

Planning

Describe services to be extended to the affected territory:

Describe the level and range of those services to be provided:

Describe any improvements or upgrades or transfers of facilities:

How will services be financed?

Police

Describe services to be extended to the affected territory:

Describe the level and range of those services to be provided:

Describe any improvements or upgrades or transfers of facilities:

How will services be financed?

Road Maintenance

Describe services to be extended to the affected territory:

Describe the level and range of those services to be provided:

Describe any improvements or upgrades or transfers of facilities:

How will services be financed?

Solid Waste Disposal

Describe services to be extended to the affected territory:

Describe the level and range of those services to be provided:

Describe any improvements or upgrades or transfers of facilities:

How will services be financed?

Street Lighting

Describe services to be extended to the affected territory:

Describe the level and range of those services to be provided:

Describe any improvements or upgrades or transfers of facilities:

How will services be financed?

Water

Describe services to be extended to the affected territory:

Describe the level and range of those services to be provided:

Describe any improvements or upgrades or transfers of facilities:

How will services be financed?

Wastewater

Describe services to be extended to the affected territory:

Describe the level and range of those services to be provided:

Describe any improvements or upgrades or transfers of facilities:

How will services be financed?

INDEMNIFICATION / LEGAL DEFENSE

As a condition to the Local Agency Formation Commission for the County of Los Angeles' (LAFCO's) evaluation of the Applicant's proposal, the Applicant and, if different, the Real Party In Interest (i.e., the landowner) San Gabriel Valley Mosquito and Vector Cont hereby warrant, represent, and agree to defend, indemnify, hold harmless LAFCO and its agents, officers, commissioners, and employees from any claim, action, or proceeding against LAFCO or its agents, officers, commissioners, and employees, relating to or arising out of LAFCO's evaluation or processing of the proposal, including, but not limited to, any action to attack, set aside, void, annul, enjoin, or compel LAFCO's approval, disapproval, evaluation, or processing of the proposal, which indemnification obligation includes, but is not limited to, Applicant/Real Party In Interest being required to pay for any costs and reasonable attorneys' fees incurred or anticipated to be incurred by LAFCO in connection with any such action. This indemnification obligation shall not include intentional or willful misconduct on the part of LAFCO, but shall include passive and/or concurrent active negligence by LAFCO. Applicant/Real Party In Interest agree that LAFCO has the right to appoint its own counsel for its defense and conduct its own defense in the manner it deems in its best interest, and that such actions will not relieve or limit Applicant's/Real Party In Interest's obligations to indemnify and reimburse defense costs. At the discretion of the Executive Officer, a deposit or deposits of funds by the Applicant may be required in an amount or amounts sufficient to cover any anticipated or incurred litigation costs.

PROPOSAL CERTIFICATION


By my signature below, I hereby certify my understanding that:

- I/We are authorized to make these certifications and file this Proposal with LAFCO on behalf our city, special district, corporation, landowner, and/or other party filing said Proposal, and I/we will provide written evidence of same to LAFCO upon request.
- It is the responsibility of the Applicant to substantiate this Proposal.
- There is no guarantee, expressed or implied, that any Proposal will be approved by LAFCO.
- Each matter must be carefully evaluated by LAFCO staff.
- LAFCO staff's recommendation may change during the course of the review based on the information presented.
- A public hearing may be required, the proposal may be subject to a "protest" process, and the proposal may be subject to an election.
- The environmental review (pursuant to the California Environmental Quality Act) associated with the submittal of this application is preliminary, and, after further evaluation, additional information, reports, studies, applications, and/or fees may be required.
- The required map and geographic description must conform to the "Instructions of Completing Maps and Geographic Descriptions," to the satisfaction of the Executive Officer.
- If my proposal is denied, I am/We are not entitled to any refund of fees paid.
- Submitting inaccurate or incomplete information may result in delays or denial of my Proposal.
- The information I have provided in this Proposal, including all attachments and supplemental information provided, is accurate and correct to the best of my knowledge, subject to penalty of perjury.
- This proposal will not be scheduled for consideration by the Commission (LAFCO) until all required documents are provided, to the satisfaction of the Executive Officer.
- I/We have reviewed and agree to the Indemnification/Legal Defense terms, above.

I have read and understand the foregoing, and agree to the submittal of this Proposal.

APPLICANT

REAL PARTY IN INTEREST

 5/8/10

 Signature/Date

 Signature/Date

San Gabriel Valley Mosquito and

 Name of Real Party In Interest

Name of Applicant

Jared Dever, District Manager

 Name & Position of Person Signing
 (if different from Real Party In Interest)

Name & Position of Person Signing
 (if different from Applicant)



Local Agency Formation Commission for the County of Los Angeles
 80 South Lake Avenue, Suite 870, Pasadena, CA 91101
 Telephone: (626) 204-6500 Fax: (626) 204-6507

Party Disclosure Form

PURSUANT TO GOVERNMENT CODE SECTION 84308, this form must be completed by applicants or, persons who are the subject of any applicant proceeding pending before the Local Agency Formation Commission (LAFCO).

Importance Notice

1. If you are an applicant for, or the subject of any application or proceeding pending before the Local Agency Formation Commission, you are prohibited from making a campaign contribution of greater than \$250 to any commissioner, his or her alternate, or any candidate for such position. This prohibition ends three (3) months after a final decision is rendered by the Local Agency Formation Commission. In addition, no commissioner, alternate, or candidate may solicit or accept a campaign contribution of more than \$250 from you during this period. These prohibitions also apply to your agents and/or lobbyists. If you are a closely held corporation, this prohibition applies to your majority shareholder as well.
2. You must file the attached disclosure form and disclose whether you or your agent(s) have in the aggregate contributed more than \$250 to any commissioner, his or her alternate, or any candidate for the position during the twelve (12) month period preceding the filing of the application or the initiation of the proceeding.
3. If you or your agent have made a contribution to any commissioner, alternate, or candidate during the twelve (12) months preceding the decision on the application or proceeding, that commissioner must disqualify himself or herself from the decision. However, disqualification is not required if the commissioner, alternate, or candidate returns the campaign contribution within thirty (30) days of learning about both the contribution and the proceedings.

Definition of Terms

A proceeding involving "a license, permit, or other entitlement for use" includes all business, professional, trade and land use licenses and permits, and all other entitlements for use, including all entitlements of land use; all contracts (other than competitively bid, labor or personal employment contracts) and all franchises.

1. Your "agent" is someone who represents you in connection with a proceeding involving a license, permit, or other entitlement for use. If an individual acting as an agent is also acting in his or her capacity as an employee or member of a law, architectural, engineering, consulting firm, or similar business entity, both the business entity and the individual are "agents".
2. To determine whether a campaign contribution of greater than \$250 has been made by you, campaign contributions made by you within the preceding twelve (12) months must be aggregated with those made by your agent within the preceding twelve (12) months or the period of the agency, whichever is shorter. Campaign contributions made to different commissioners, their alternates, or candidates are not aggregated.

This notice summarizes the major requirement of Government code Section 84308 of the Political Reform Act and two (2) California Administrative code Section 13438-18438.8.

For more information, contact the Fair Political Practices commission, 428 J Street, Suite 800, Sacramento, California, 95814, 916/322-5901.

JOINT RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES, AS THE GOVERNING BODY OF THE COUNTY OF LOS ANGELES, THE CONSOLIDATED FIRE PROTECTION DISTRICT, AND THE FLOOD CONTROL DISTRICT, AND THE GOVERNING BODIES OF THE SAN GABRIEL VALLEY MOSQUITO VECTOR CONTROL DISTRICT, THE COUNTY SANITATION DISTRICT NO. 22 OF LOS ANGELES COUNTY, AND THE UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT, AND THE CITY COUNCIL OF AZUSA, APPROVING AND ACCEPTING THE NEGOTIATED EXCHANGE OF PROPERTY TAX REVENUE RESULTING FROM ANNEXATION NO. 2018-06 TO THE SAN GABRIEL VALLEY MOSQUITO VECTOR CONTROL DISTRICT

WHEREAS, pursuant to Section 99 of the Revenue and Taxation Code, for specified jurisdictional changes, the governing bodies of affected agencies shall negotiate and determine the amount of property tax revenue to be exchanged between the affected agencies; and

WHEREAS, the Board of Supervisors for the County of Los Angeles, as the governing body of the County of Los Angeles, the Consolidated Fire Protection District, the Los Angeles County Flood Control District, the governing bodies of the San Gabriel Valley Mosquito Vector Control District, Upper San Gabriel Valley Municipal Water District and the County Sanitation District No. 22 of Los Angeles County, and the City Council of the City of Azusa, have determined the amount of property tax revenue to be exchanged between their respective agencies as a result of the annexation known as Annexation No. 2018-06 to the San Gabriel Valley Mosquito Vector Control District is as set forth below:

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The negotiated exchange of property tax revenue between the County of Los Angeles, the Consolidated Fire Protection District, the Los Angeles County Flood Control District, County Sanitation District No. 22 of Los Angeles County, City of Azusa, Upper San Gabriel Valley Municipal Water District and the San Gabriel Valley Mosquito Vector Control District ("District"), resulting from Annexation No. 2018-06 is approved and accepted.

2. The District does not currently receive any portion of ad valorem property tax revenue to fund the vector control services provided by the District. Such services are presently funded through a benefit assessment assessed against each assessable parcel of property located within the boundaries of the District. If the annexation is approved, the District will seek to have its benefit assessment extended to the annexed area to pay for the services to be provided by the District in that area. Therefore, Zero Percent (0%) of the annual property tax growth shall be transferred to the District as a result of Annexation No. 2018-06 to the District.

3. There shall be no additional transfer of property taxes as a result of Annexation No. 2018-06.



MEMORANDUM

TO: SGVMVCD
Members of the Board

FROM: SGVMVCD General Counsel

DATE: December 10, 2020

RE: Governing Authority, Relevant Laws and Requirements

FILE NO.: 49238.02

The San Gabriel Valley Mosquito and Vector Control District (the "District") is a special district that provides protection from mosquito and vectorborne¹diseases. The District services approximately two million residents in 26 cities, and portions of unincorporated Los Angeles County, within the San Gabriel Valley.

As a member of the District's Board of Trustees, you will be called upon to make important decisions for those who receive services from the District in the San Gabriel Valley. The purpose of this memo is to provide you an overview of some of the relevant legal authority and requirements applicable to the District. This memorandum includes information on the following:

1. The Role of the Mosquito Vector Control District;
2. An introduction to the Mosquito Abatement and Vector Control sections of the [California Health and Safety Code \(§§ 2000-2093\)](#);
3. The Ralph M. Brown Act ("Brown Act") & Open Meeting Laws;
4. The California Public Records Act; and
5. Conflicts of Interest Requirements & The Fair Political Practices Act.

¹ The term "vector" is defined in the California Health and Safety Code § 2002 as "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 rodents and other vertebrates."

1. THE ROLE OF MOSQUITO VECTOR CONTROL DISTRICTS

A mosquito vector control district is a public entity known as a “special district.” Since 1915, mosquito abatement and vector control districts have protected Californians and their communities against the threats of vectorborne diseases through the creation of these special districts. Special districts are agencies of the state and are different from other governmental bodies. Empowered through legislation, special districts are agencies that perform local governmental and/or limited proprietary functions. The responsibilities of special districts derive from statute and are limited to specific functions and actions. By contrast, cities and counties generally have broad powers to promote the health, safety and welfare of the community delegated from the California Constitution. Simply put, special districts, like the mosquito vector control district, may only take actions allowed by statute.²

For more on special districts, please see the [District’s website](#).

2. CALIFORNIA HEALTH AND SAFETY CODE SECTIONS 2000-2093, MOSQUITO ABATEMENT and VECTOR CONTROL DISTRICT LAW

Mosquito vector control districts exist under the provisions of the California Health and Safety Code §§ 2000 et. seq., known as the Mosquito Abatement and Vector Control District Law.

The governing body of the District is composed of *at least five members* known as the Board of Trustees.³ ([Cal. Health and Safety Code § 2020](#)). These appointed positions come with duties to serve the public and are charged with taking all necessary actions to prevent the occurrence of vectorborne diseases in their communities. ([Cal. Health and Safety Code § 2001; § 2040](#)). More importantly, when taking those actions, all trustees are required to exercise “their independent judgment on behalf of the interests of the residents, property owners, and the public as a whole in furthering the purposes and intent” of the Mosquito Abatement and Vector Control District Law. ([Cal. Health and Safety Code § 2022](#)).

As mentioned above, this position carries duties to the public and if you cease to perform those duties for a period of three consecutive months, except when prevented by sickness, or when absent from the state with the permission required by law, then your position may be deemed vacant.

² Authorized power to special districts may also be implied by statute in addition to those expressly stated. However, the implied authorization cannot be contrary to any of the laws that govern the special district.

³ Currently the District retains a 27 member Board because every jurisdiction served has a corresponding appointee.

Additional information can be found in the relevant Health and Safety Code sections on the following topics:

- **Qualifications:** Each person appointed to be a member of a board of trustees shall be a voter in that county and a resident of that portion of the county that is within the district. ([Cal. Health and Safety Code § 2022](#)).
- **Terms of Service:** Terms shall be two or four years at the discretion of the local agency making the appointment. ([Cal. Health and Safety Code § 2024](#)).
- **Compensation:** The members of the District Board of Trustees shall serve without compensation. However, trustees may, by resolution, authorize an allowance and payment to each trustee of no more than \$100 per month for expenses that come up in the course of conducting official business. ([Cal. Health and Safety Code § 2030](#)).⁴ Further guidance on reimbursement is provided by the Government code. However, keep in mind that receiving compensation to a government body at times carries additional requirements of transparency that is further discussed in the conflicts section below.
- **Actions by the Board:** The District's Board of Trustees must take action by adopting ordinances, passing resolution or by motion and must keep records of all actions, including financial transactions. ([Cal. Health and Safety Code § 2029](#)). Although this section empowers certain independence of the board, it is important to highlight the requirement of transparency in recording each decision.

We invite and encourage you to review the Health and Safety Code sections so you can become more familiar with the legal requirements governing the District and your service as a member of the District's Board of Trustees.

3. THE BROWN ACT AND OPEN MEETING LAWS

At a minimum, the District Board of Trustees must meet every three months to consider the business of the District.⁵ ([Cal. Health and Safety Code § 2028](#)). District Board and Committee meetings are subject to the open meeting requirements of the Brown Act. In addition, for processes and procedures not covered by either the Brown

⁴ The secretary of the board may receive compensation in an amount determined by the board of trustees.

⁵ The District's board of trustees meets on the second Friday of each month at 7:00 a.m.

Act or the District's bylaws, all meetings are conducted in accordance with *Robert's Rules of Order*.⁶

As background, the Brown Act was adopted in 1953 with the intent that public agencies within the state conduct business openly and transparently. Proposition 59, approved by the voters in 2004, reconfirmed the original intent of the Brown Act and amended the California Constitution to include a public right of access to government information.

There are four different types of meetings defined in the Brown Act:

- **Regular Meetings:** Occurs on regular dates and times with a 72hour posting requirement.
- **Special Meetings:** Called to discuss discrete items with a 24 hours posting requirement.
- **Emergency Meetings:** Limited class of meetings usually held due to actual or threatened disruption of public facilities. These meetings are convened with little notice.
- **Adjourned Meetings:** Regular or Special meetings that have been adjourned or re-adjourned to a time and place. There is no agenda requirement for meetings adjourned for less than five (5) calendar days as long as no additional business is transacted.

In addition, the Brown Act defines six exceptions to the definition of a "meeting": (1) **Individual Contacts**; (2) **Conferences**; (3) **Community Meetings**; (4) **Other Legislative Bodies**; (5) **Standing Committees**; and (6) **Social/Ceremonial Events**.⁷

The Brown Act represents a balance of interests to the public. On the one hand, it calls for openness of local governments but still allows for government to function productively. For example, the Brown Act allows for certain business to be conducted in a closed session, which is held in private and without the attendance of the public. A governing body is authorized to meet in closed session, but only to the extent allowed under the Brown Act. Even then, closed session items must still be described on the posted agenda, and the description must include the specific Brown Act exemption that allows for the closed session discussion.

⁶ The *Roberts Rules of Order* is guide adopted by many legislative bodies for the purpose of conducting governmental meetings, transactions and affairs in an orderly fashion.

⁷ Please see <https://www.cacities.org/Resources-Documents/Resources-Section/Open-Government/Open-Public-2016.aspx>. pp. 18-21.

This has a trickledown effect to every Board member. For example, forwarding or replying all to emails that include a majority of the Board members could, *in effect*, be seen as a meeting. In addition, social media and other similar technologies cannot be used to discuss, deliberate and take action on business that must be discussed, deliberated and acted on in an appropriately noticed and held public meeting.⁸

For general information and background on the Brown Act, please review the information found [here](#).

4. THE CALIFORNIA PUBLIC RECORDS ACT

The California Public Records Act ("CPRA") found in [California Government Code §§ 6250 et seq.](#), was enacted in 1968 to promote accountability with government operations and the public. It provides for the inspection of public records maintained by state and local agencies, including special districts. Notably, the CPRA embodies a policy in favor of transparency to the public .

Upon receipt of an appropriate CPRA request, the agency generally has a duty to respond to a request within ten (10) days and to then make such records available to the requestor within a reasonable amount of time. ([Cal. Gov't Code § 6253](#)).⁹ The CPRA includes a total of 76 exceptions to the general policy of disclosure of public records which include exemptions for records of pending litigation, records containing attorney-client privileged information and several others. ([Cal. Gov't Code § 6254](#)).

Any refusal to disclose public information **must be based on a specific narrowly-construed exemption to the CPRA**. Many of the exemptions from disclosure are intended to protect privacy rights and to support government operations. The CPRA includes a "catchall exception" which allows an agency to withhold records if it can demonstrate that the public interest served by withholding the records clearly outweighs the public interest served by disclosure. ([Cal. Gov't Code § 6255](#)).¹⁰

The CPRA holds important implications to every Board member regarding transparency, disclosure and the public's ability to see what happens behind the scenes in their local government. At times an inspection of documents under this law could include any writing, email, text message, or social media post discussing agency

⁸ Examples of social media and other similar technologies include services like Facebook, LinkedIn, Instagram, Twitter, WhatsApp group, Slack chat, group text messages, etc.

⁹ Currently, <https://www.sqvmosquito.org/district-transparency> provides for an online form. However, it is important to note that CPRA requests may be still be sent by U.S. Mail.

¹⁰ There is partially developed case law on what falls under this catch all exemption and thus should be used after analyzing the expressly specific exemptions.

business. These provisions to CPRA are an important reminder to have caution what is written. Sometimes a phone call will serve better in certain situations.

A good resource on the California Public Records Act can be found [here](#).

5. CONFLICT OF INTEREST REQUIREMENTS AND THE CALIFORNIA POLITICAL REFORM ACT

The California Political Reform Act of 1974 ("Political Reform Act") (California Government Code §§ 81000 *et seq.*) addresses how to identify financial conflicts of interests for public officials and the consequences of such conflicts. California has established a five (5) member independent, non-partisan Fair Political Practices Commission (the "FPPC") that is responsible for the impartial and effective administration of the Reform Act.

Under the Political Reform Act, a government official has a conflict of interest in a specific governmental decision if it is foreseeable that the decision will have a financial impact on his or her personal finances or other personal financial interests. If a government official knows or has reason to know that a decision may result in a material financial effect on that official's economic interests, that official must recuse themselves from considering or voting on the decision. In interpreting the Political Reform Act, the FPPC has determined five types of financial interests that may result in disqualification: (1) **Business Entity**; (2) **Real Property**; (3) **Income**; (4) **Gifts**; and (5) **Personal Finances**.

Pursuant to the Reform Act, certain members of the Board of Trustees must complete and timely file an annual economic disclosure statement (commonly referred to as the [Form 700](#)) with the Secretary to the Boards. Statements are also required to be filed on assuming and leaving office. These statements may be combined with other local and agency disclosure requirements.

Potential conflicts of interest do not start and stop with financial disclosures. Any appearance of impropriety or bias may also present a conflict of interest and therefore, it is best to practice caution if your personal life may intersect with any of your duties as a Board member. For more information on the Reform Act, the FPPC and the related requirements, please see the District's conflict of interest code. Additional information can be found [here](#).

* * * *

We invite you to read through all the links provided in this document. If you have any follow up questions or concerns, please do not hesitate to reach out to the Executive Director or General Counsel., .

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

Date: January 8, 2021

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

Subject: **San Gabriel Valley Mosquito and Vector Control District Bylaws Governing District Meetings, Resolution 2021-01**

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

Background

An annual review of District policies and bylaws is conducted to ensure laws, regulations, and best practices are current in all District governing documents. Upon review of Resolution 2014-04, Articles and Bylaws Governing District Meetings, several deficiencies were noted and brought to the attention of the members of the Executive Committee during a meeting held on August 27, 2020 and subsequently to the full Board of Trustees on September 11, 2020.

At the September 11, 2020 Regular Meeting of the Board of Trustees, direction was provided to District Manager, Jared Dever to work with District Counsel, Kelly Alhadeff-Black to correct the identified deficiencies and prepare amended Bylaws Governing District Meetings for consideration at the January 8, 2021 Board of Trustees Meeting.

Upon completion of the requested revisions by District Counsel, the Executive Committee met on December 28, 2020 to review the Draft Bylaws Governing District Meetings, Resolution 2021-01. Edits and suggestions to the draft document were provided by committee members. All edits have been incorporated into the resolution presented for consideration of the Board of Trustees (**EXHIBIT 6A**).

If approved, Resolution 2021-01 shall supersede and replace in its entirety Articles and Bylaws Governing District Meetings adopted on June 11, 1993, October 10, 1997, March 13, 1998, December 12, 2014, and January 10, 2020.

Manager's Recommendation:

The District Manager recommends approving the San Gabriel Valley Mosquito and Vector Control District Bylaws Governing District Meetings, Resolution 2021-01.

Alternative

The Board of Trustees may deny the approval of the San Gabriel Valley Mosquito and Vector Control District Bylaws Governing District Meetings, Resolution 2021-01.

Fiscal Impact

None.

Respectfully submitted,



Jared Dever
District Manager

**San Gabriel Valley Mosquito and Vector Control District
Bylaws Governing District Meetings**

Approved by Resolution 2021-01

Approved January 8, 2021

(Supersedes and replaces, in its entirety, all prior Bylaws)

Formed, operating and managed in accordance with the Mosquito Abatement and Vector Control District Law (California Health and Safety Code §§ 2000 *et. seq.*), the San Gabriel Valley Mosquito and Vector Control District (the "District") is an independent special district that provides protection for residents from vector-borne diseases. The District services approximately two million residents in 26 cities, and portions of unincorporated Los Angeles County, within the San Gabriel Valley.

Article I. General

1. Board of Trustees

The District is governed by a 27-member Board of Trustees (the "Board") consisting of an appointed representative from each City serviced by the District and a representative from the County of Los Angeles.

2. Appointment and Qualifications

Members of the Board are appointed in accordance with the requirements of California Health and Safety Code § 2022. Each member of the Board must reside in and be a registered voter in the jurisdiction of their appointing legislative body.

3. Duties of Membership

Members of the District Board serve in accordance with the requirements of the California Health and Safety Code §§ 2020-2030.

- a. All members of the Board shall exercise their independent judgment on behalf of the interests of the residents, property owners, and the public as a whole in furthering the purposes and intent of the District. Members of the Board shall represent the interests of the public, as a whole, and not solely the interest of their individual legislative appointing body.

- b. Members of the Board are expected to attend all regular and scheduled Board Meetings and, when assigned and where applicable, Committee meetings. The Board reserves the right to determine whether a Trustee's absence under the circumstances at a particular Board Meeting or Committee Meeting is excused. More than three (3) consecutive unexcused absences shall be reported to the absent Trustee's legislative appointing body.
- c. Any vacancy in the office of a member appointed to a Board shall be filled pursuant to California Health & Safety Code § 2024 and California Government Code § 1779. Any person appointed to fill a vacant office shall fill the balance of the unexpired term.

Article II. Board

1. The Role of the Board

- a. The Board oversees and provides counsel and direction to the District Manager and should not be involved in the agency's day-to-day affairs.
- b. Board members do not have individual power or authority; the power and decision-making ability lie with the full Board.
- c. Board members shall not be involved in hiring district employees or other personnel action.
- d. The Board shall not be involved in personnel action by contractors or their subcontractors hired by the District.

The Board:

- 1) Sets policy.
- 2) Hires the District Manager.
- 3) Retains legal counsel.

2. Description of Officers

President When necessary, the President shall officially represent the District. The President appoints standing committees, ad-hoc committees, and chairpersons subject to ratification by the Board. The Board may delegate additional authority to the President. The President shall open meetings promptly and administer expediently and with appropriate order and decorum the business of the day.

Vice President When the President is absent, the Vice President shall assume the duties of the President.

Secretary/Treasurer The Secretary/Treasurer shall serve as parliamentarian and assist the President as necessary.

If the President and Vice-President are absent, the Secretary/Treasurer shall assume the duties of the President.

The Secretary/Treasurer shall authenticate by signature all the acts, orders, and proceedings of the Board.

The Secretary/Treasurer shall record the minutes and keep records. The Board may delegate responsibility for keeping records to District staff.

The Secretary/Treasurer shall serve as Chairperson of the Finance and Audit Committee.

a. Election of Officers

At the October meeting of the Board the presiding officer shall appoint a Nominations Committee (Committee) consisting of five Trustees which must be ratified by the Board. The Committee shall develop a slate of candidates from current Trustees who are willing to serve as Board officers for the following term. The Committee shall elect a Chair who will present the slate of candidates at the December meeting of the Board.

The officers shall be elected at the Board's meeting in January. Each candidate may submit a brief statement of qualifications which will be included in the information packet for the January meeting.

For the election, the presiding officer will relinquish control of the meeting to the Chair of the Nominations Committee. The Committee Chair will present the slate; nominations may be made from the floor. Each nominee may explain their reason for seeking office.

The officers will be elected in this sequence; President, Vice President, Secretary/Treasurer. Each Trustee will have one vote per office. New officers shall assume their positions and responsibilities at the February Board Meeting.

b. Committees and Chairpersons

All policies and specific duties of the Executive, Personnel/Policy, Finance and Audit, Public Information, and Legislative Committees will be formalized in a manual of procedures.

Committee Chairs will present items from their committee meetings and the recommendations of their committee.

c. Terms of Office

All Board Officers shall serve for a term of two calendar years. If a Board Officer or candidate is not re-appointed as a Trustee before the next Board Officer election, the Nominations Committee shall reconvene, identify candidate(s) for the appropriate office and the Board shall elect an officer from the slate by the procedure above.

d. Eligibility for Office

Any member of the Board may be selected to serve as an Officer.

e. Performance

Any concerns regarding an employee's performance shall be communicated in writing to the District Manager. Any concerns regarding the District Manager's performance shall be communicated in writing to the Board President. Any concerns regarding a board officer's performance shall be communicated in writing to the affected board officer.

Article III. Meetings

All meetings shall be held and conducted in accordance with the requirements of the California Health and Safety Code §§ 2000 *et seq.*, the California Government Code §§ 54950, *et seq.* (commonly referred to as the Ralph M. Brown Act or Brown Act), and any and all laws governing the scheduling, conduct or proceedings for public meetings.

1. Time of Meetings

Regular meetings of the District's Board shall be held on the second Friday of each month at 7:00 AM unless otherwise approved by the Board.

2. Location of Meetings

Regular meetings of the Board shall be held at the District headquarters,

1145 N. Azusa Canyon Road, West Covina, California 91790.

3. Procedures for Meetings

a. Quorum

In regular District meetings, a quorum shall consist of a simple majority of appointed Board members pursuant to California Health & Safety Code § 2029. If less than a quorum is present at any meeting, the members present may adjourn the meeting to a time and place specified in the order of adjournment.

b. Actions by the Board

Pursuant to California Health & Safety Code § 2029, the Board shall act only by ordinance, resolution, or motion and keep records of its acts. However, the Board may adopt rules for its proceeding that are not contrary to California Health and Safety Code. §§ 2000 et. seq.

c. Recording of Votes

When a split vote appears imminent, any Board member may request a vote by roll call, and the vote of each individual Board member shall be recorded by the Secretary/Treasurer.

d. Recording of the Minutes

During regular and supplementary Board meetings, the Secretary/Treasurer shall be responsible for recording and transcribing the minutes. When the Secretary/Treasurer is absent at a meeting, the presiding officer shall designate someone to record the minutes.

4. Order of Business

The order of business to be considered at the meeting shall be at the discretion of the presiding officer. The District Manager shall provide an agenda to each Trustee and the agenda shall be posted in a public location at least 72 hours prior to the meeting. The presiding officer will be consulted when the agenda is developed. The Board's actions shall be governed by the Brown Act.

New business not indicated on the agenda shall be deferred to a future meeting for Board review and action. The Board may discuss and take action on non-agenda items when one of the following situations exists:

- a. In an emergency situation, as determined by a majority vote of the members present, i.e., a work stoppage, crippling disaster, or other activity which severely impairs public health or safety
- b. If the need to take action arose after to the agenda was posted. Such action must be approved by a two-thirds majority of the Board. If less than two thirds of the Board is present, a unanimous vote is required of the members present.

Parliamentary procedures shall be according to *Roberts Rules of Order*.

5. Amendment of Articles and Bylaws

Any part of these regulations may be amended by a majority vote of the quorum after the proposed amendment is placed on the agenda and reviewed by the Board. Amendments which are approved shall become effective after they are entered into the minutes of the regular meeting.

6. Procedure Not Provided For

Procedures in the most current edition of *Roberts Rules of Order* shall govern meetings of the Board, except as otherwise noted in this Resolution.

Article IV. Code of Conduct for Board Members of the San Gabriel Valley Mosquito and Vector Control District

1. General

Board members shall use the District's this Code of Conduct (Code) to guide their conduct as representatives of the District as required by California Government Code § 87300.

2. Purpose of the District's Code of Conduct:

The District's Code of Conduct shall:

- a. Provide standards and guidelines that will prevent conduct which undermines the integrity of the Board;
- b. Provide a comprehensive statement of pertinent laws and regulations, ethical principles, and obligations which govern the Board's conduct;
- c. Enhance the understanding of laws and principles which define the obligations of the Board; and

- d. Establish positive, effective, and comprehensive guidance for the conduct of the Board.

3. Findings and Declarations

The residents of the District require an agency whose commitment to protecting public health outweighs competing personal or political considerations. Therefore, all actions, decisions, and votes should be made solely on their merits.

Board members must use discretion and judgment when they consider the spirit of this Code and must not evade or circumvent the laws which govern ethics laws and rules. Compliance is not always enough and no code of conduct can anticipate all situations nor can it prescribe behaviors that are appropriate to all situations.

4. Impartiality

The District's Code of Conduct takes a positive view of Board member obligations in light of, and as a reflection of, members commitment to ethical conduct and commitment to work for the betterment of all residents and property owners in the District.

Any statements of expectation in terms of ethical standards shall be enforced in order to inform all Board members of their duties and the consequences of failing to fulfill those duties in a good and ethical manner.

5. Confidentiality and Transparency

Confidential information shall not be disseminated. However, if a conflict arises, the member shall file a Form 700 in order to retain transparency.

6. Conduct at Board Meetings

Board members shall treat each other with respect and courtesy. Disagreements shall not result in personal comments or attacks against another Board member.

7. Conduct towards District employees and Board members

Board members shall not publicly engage in personal attacks on District employees or attempt to discipline any employee.

8. Abstentions

Board members must abstain from participating and voting on any matter when a conflict of interest exists, e.g., matters which involve the employment, property, or business of themselves or their immediate family.

9. Compliance

Board members shall comply with all federal, state, and local laws regarding conflict of interest and ethics.

Article V. Compensation and Travel Expenses

1. Compensation

Pursuant to California Health & Safety Code § 2030, the members of the Board shall serve without compensation, with the exception of the Secretary/Treasurer of the Board. Compensation for the Secretary/Treasurer of the Board shall be set by the Board.

2. Travel

The members of the Board may receive their actual and necessary traveling and incidental expenses incurred while on official business.

3. Reimbursement

Reimbursement for travel expenses is subject to California Government Code §§ 53232.2 and 53232.3.

Article VI. Records

Request for public records are subject to the California Public Records Act, California Government Code § § 6250 et. Seq.