



San Gabriel Valley Mosquito & Vector Control District

1145 North Azusa Canyon Road, West Covina, CA 91790
Phone: 626-814-9466 | www.sgvmosquito.org
Email: district@sgvmosquito.org

BOARD OF TRUSTEES MEETING AGENDA DECEMBER 8, 2023 – 7:15 A.M. **Holiday Breakfast: 6:45 AM – 7:15 AM**

1. **Call to Order**

- 1.1 Pledge of Allegiance
- 1.2 Determination of a Quorum – Noted Absences
- 1.3 ORDER OF BUSINESS - Review and prioritization of agenda Items including, if necessary, identification of any emergency items arising after posting of the agenda and requiring action prior to next regular meeting

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. (Approve/Deny)

- 3.1 List of Claims: November 2023 (P.5)
- 3.2 Budget Status Report: November 2023 (P.15)
- 3.3 Minutes of Board of Trustees Meeting: November 2023 (P.19)
- 3.4 Operations Report: November 2023 (P.23)
- 3.5 Surveillance Report: November 2023 (P.27)
- 3.6 Communications Report: November 2023 (P.33)
- 3.7 Treasurer's Report: October 2023 / District Working Balance: December 2023 (P.41)



4. Presentations:

4.1 Jason Farned, District Manager

- Special District Leadership Foundation – District Transparency Certificate of Excellence (Exhibits 4.1A, 4.1B, 4.1C) (P.43)

4.2 Robert Michalik, Executive Vice President & COO

- Optimized Investment Partners: Service Proposal (Exhibits 4.2A, 4.2B) (P.51)

5. Consider Proposal from Optimized Investment Partners to Provide Investment Advisory Services (Exhibit 5A) (P.57)

(Secretary-Treasurer, Lloyd Johnson) (Discussion and consensus)

- **Call for Public Comment**
- **Board Action:** Discussion and consensus for staff direction

6. Trustee Service Pin Presentation

(Board President, Becky Shevlin) (Informational Item)

6.1 Jerry Velasco, El Monte – 5 Years

6.2 Rachel Janbek, Pasadena – 5 Years

6.3 Margaret Finlay, Duarte – 30 Years

7. Presentation of Candidates for the 2024 Executive Offices of President, Vice President/President Elect, Secretary/Treasurer for the Board of Trustees

(Nominations Committee Chair, Robert Gonzales) (Informational Item)

- President: John Capoccia
- Vice President/President Elect: Meshal Kashifalghita
- Secretary/Treasurer: Lloyd Johnson

8. Trustee Conference Attendance – Appointment of Attendees for the 92nd Annual MVCAC Conference (Exhibit 8A) (P.63)

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

- **Call for Public Comment**
- **Board Action Required:** If the Board concurs, following the public discussion by members for this item, the appropriate action is to approve President Shevlin's recommendation for conference attendees.
- **Alternative Board Action:** If after discussion by members for this item, the Board may choose not to approve President Shevlin's recommendation for conference attendees.



9. District Administration

- 9.1 Committee Meeting Notifications
 - Personnel and Policy Committee
- 9.2 Board of Trustees Group Photo - January 12, 2024 Board Meeting
- 9.3 District Update

10. Committee Reports

11. Trustee Reports

12. New Business

13. Adjournment

The Legislative Committee will convene immediately following adjournment of the Board of Trustees meeting

Legislative Committee
Sho Tay, Arcadia (Chair)
Patricia Cortez, Covina
Jackie Doornik, Glendora
Rachel Janbek, Pasadena
Allen Wu, Walnut



CERTIFICATE OF POSTING

I hereby certify under penalty of perjury under the laws of the State of California that a copy of the foregoing agenda was posted at 1145 North Azusa Canyon Road, West Covina, CA 91790 and the District's website (www.sgvmosquito.org) not less than 72 hours prior to the meeting per Government Code 54954.2.

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

A handwritten signature in blue ink that reads "Jerry Mireles".

Jerry Mireles, Clerk of the Board
San Gabriel Valley MVCD

NOTICE TO THE PUBLIC

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).

If you need special assistance or accommodations to participate in this meeting, please contact the Clerk of the Board at 626-814-9466 ext.1006. 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 Mosquito & Vector Control District List of Claims | November 2023

San Gabriel Valley Mosquito And Vector Control District Claims List November 9, 2023

Vendor	Date	Product/Service	Memo/Description	Amount
AMAZON CAPITAL SERVICES	11/09/2023	6040 Building Maintenance	QDishi 1/8 (3mm) Aluminum Crimping loop sleeve for wire Rope,Cable Ferrule (100Pcs)	-22.95
AMAZON CAPITAL SERVICES	11/09/2023	6250 LABORATORY SUPPLIES	Gaffer power premium grade gaffer tape, made in the USA	21.77
AMAZON CAPITAL SERVICES	11/09/2023	6270 OFFICE SUPPLIES	Customized Retirement Plaque 8x10, Personalized Gift for Co-worker	47.03
AMAZON CAPITAL SERVICES	11/09/2023	6270 OFFICE SUPPLIES	Acrylic Sign Holder 11x17 inches Vertical wall mount sign holders clear acrylic frame	43.79
AMAZON CAPITAL SERVICES	11/09/2023	6250 LABORATORY SUPPLIES	Mod Podge CS11302 waterbase sealer, glue and finish, 16oz, matte Mod Podge CS11301 waterbase sealer, etc	15.83
AMAZON CAPITAL SERVICES	11/09/2023	6250 LABORATORY SUPPLIES	1000 Pieces ornament precut cord hangers with Snap fastener polyester, Amazon basics cotton Balls, etc	25.54
AMAZON CAPITAL SERVICES	11/09/2023	6270 OFFICE SUPPLIES	Battery replacement for power-sonic ps-12120 F2, 12V 12AH EA	386.34
AMAZON CAPITAL SERVICES	11/09/2023	6250 LABORATORY SUPPLIES	Stansport medium- duty rip-stop Tarp 6x8- Dark Green	21.88
AMAZON CAPITAL SERVICES	11/09/2023	6270 OFFICE SUPPLIES	Acrylic Sign Holder 11x17 inches Vertical wall mount sign holders clear acrylic frame	43.79
AMAZON CAPITAL SERVICES	11/09/2023	6035 COMPUTER HARDWARE	Logitech MK470 slim wireless keyboard and mouse combo-modern compact layout,	43.53
AMAZON CAPITAL SERVICES	11/09/2023	6290 Supplies, Public Informati	Cable creation 15 feet 6.35mm 1/4 TRS to 6.35mm 1/4 TRS balanced stereo audio cable	15.75
AMAZON CAPITAL SERVICES	11/09/2023	6035 COMPUTER HARDWARE	co2CREA hard case replacement for Logitech MK470 slim wireless keyboard and mouse combo	35.03
AMAZON CAPITAL SERVICES	11/09/2023	6290 Supplies, Public Informati	Pyle channel microphone system-VHF Fixed dual frequency wireless set with 2 handheld dynamic transmitter	40.79
AMAZON CAPITAL SERVICES	11/09/2023	6290 Supplies, Public Informati	Pyle powered PA speaker system active & passive bluetooth loudspeakers kit with 8 inch speakers, wired mic	217.09
AMAZON CAPITAL SERVICES	11/09/2023	6290 Supplies, Public Informati	Elite screens ezcinema 2, 70-inch 16:9, manual floor pull up scissor backed projector screen	246.21
AMAZON CAPITAL SERVICES	11/09/2023	6270 OFFICE SUPPLIES	Personalized office name plate 2x8 customize wall door sign name plate adhesive back	9.72
AMAZON CAPITAL SERVICES	11/09/2023	6270 OFFICE SUPPLIES	Furinno econ home office under desk CPU/printer holder with wheels, espresso	24.92
AMAZON CAPITAL SERVICES	11/09/2023	6280 SUPPLIES, OPERATIONS	soundcore by anker Q20i hybrid active noise cancelling headphones	43.79
AMAZON CAPITAL SERVICES	11/09/2023	6250 LABORATORY SUPPLIES	TP-link USB adapter for PC(TL-WN725N), N150 wireless network adapter for desktop	32.82
				\$ 1,292.67
AMERICAN FIDELITY ASSURANCE	11/09/2023	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums Invoice# D653356 11/1-11/30/2023	310.70
AMERICAN FIDELITY ASSURANCE	11/09/2023	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums 11/1-11/30/2023	29.52
AMERICAN FIDELITY ASSURANCE	11/09/2023	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums 11/1-11/30/2023	1,852.09
AMERICAN FIDELITY ASSURANCE	11/09/2023	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums 11/1-11/30/2023	70.59
AMERICAN FIDELITY ASSURANCE	11/09/2023	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums 11/1-11/30/2023	90.49
				\$ 2,353.39
AMERICAN FIDELITY FLEX ACCT	11/09/2023	6070 FLEX PREMIUMS	Flex Premiums Plan YE12/31/23	62.49
AMERICAN FIDELITY FLEX ACCT	11/09/2023	6070 FLEX PREMIUMS	Flex Premiums Plan YE12/31/23	108.31
AMERICAN FIDELITY FLEX ACCT	11/09/2023	6070 FLEX PREMIUMS	Flex Premiums Plan YE12/31/23	279.16
AMERICAN FIDELITY FLEX ACCT	11/09/2023	6070 FLEX PREMIUMS	Flex Premiums Invoice# 2140405A Plan YE12/31/23	237.49
				\$ 687.45
ATHENS SERVICES	11/09/2023	6040 Building Maintenance	Refuse Disposal Invoice# 15660253 Nov Waste collection monthly services	296.41
				\$ 296.41
CELL BUSINESS EQUIPMENT	11/09/2023	6073 EQUIPMENT LEASE	Copier lease coverage period 10/15/2023-11/14/2023 Invoice# 5027162837	1,562.23



San Gabriel Valley Mosquito & Vector Control District List of Claims | November 2023

				\$ 1,562.23
ENVIRONMENT CONTROL	11/09/2023	6040 Building Maintenance	Monthly Janitorial Service for November Invoice#15402-411	<u>1,528.00</u>
				\$ 1,528.00
FIDELITY SECURITY LIFE INSURANCE CO.	11/09/2023	6070 Vision Premiums	Vision Premiums 11/1-11/30/2023	72.56
FIDELITY SECURITY LIFE INSURANCE CO.	11/09/2023	6070 Vision Premiums	Vision Premiums 11/1-11/30/2023	24.60
FIDELITY SECURITY LIFE INSURANCE CO.	11/09/2023	6070 Vision Premiums	Vision Premiums 11/1-11/30/2023	213.74
FIDELITY SECURITY LIFE INSURANCE CO.	11/09/2023	6070 Vision Premiums	Vision Premiums 11/1-11/30/2023	104.28
FIDELITY SECURITY LIFE INSURANCE CO.	11/09/2023	6070 Vision Premiums	Vision Premiums Invoice# 166018824 11/1-11/30/2023	<u>24.60</u>
				\$ 439.78
FLEET SOLUTIONS CENTER	11/09/2023	6260 SUPPLIES, MECHANICAL	Invoice# 5623	2,829.96
FLEET SOLUTIONS CENTER	11/09/2023	6260 SUPPLIES, MECHANICAL	Invoice# 5599	2,369.32
FLEET SOLUTIONS CENTER	11/09/2023	6260 SUPPLIES, MECHANICAL	Invoice# 5604	590.44
FLEET SOLUTIONS CENTER	11/09/2023	6260 SUPPLIES, MECHANICAL	Invoice# 5627	<u>632.93</u>
				\$ 6,422.65
Go To Communications, Inc	11/09/2023	6320 Office phones	Office phones Invoice# IN7102386843 Office phones Go to Connect Standard-Monthly Charge 11/01-11/30/23	<u>1,107.33</u>
				\$ 1,107.33
HELUNA HEALTH THE NEW PHFE	11/09/2023	6150 MEMBERSHIPS	Invoice# 2389085 FY2023-24 WNV Dead Bird Call Center Contribution	<u>500.00</u>
				\$ 500.00
IM LANDSCAPING	11/09/2023	6040 Building Maintenance	Invoice# 2023-3411 Lawn mowing service, bush trimming, leaf blowing services, Getting rid of all weeds.	<u>175.00</u>
				\$ 175.00
INTERNATIONAL FORKLIFT CO	11/09/2023	6260 SUPPLIES, MECHANICAL	Invoice# 1174380 Pick up forklift from customer location remove and replace regulator evaluation/ labor hours.	<u>2,072.19</u>
				\$ 2,072.19
LINDE GAS & EQUIPMENT INC.	11/09/2023	6250 LABORATORY SUPPLIES	Invoice# 39217455 Dry Ice Nuggets 10/05	<u>156.23</u>
				\$ 156.23
NATIONWIDE RETIREMENT	11/09/2023	6066 457 CONTRIBUTION	Employer Contribution for DM 11/4/2023	<u>276.86</u>
				\$ 276.86
PERS	11/09/2023	6200 RETIREMENT - CLASSIC	Employer Contribution (12.47%) PPE 11/4/23	530.82
PERS	11/09/2023	6200 RETIREMENT - CLASSIC	Employer Contribution (12.47%) PPE 11/4/23	2,207.11
PERS	11/09/2023	6200 RETIREMENT - CLASSIC	Employer Contribution (12.47%) PPE 11/4/23	464.88
PERS	11/09/2023	6201 RETIREMENT - PEPR	Employer Contribution (7.68%) PPE 11/4/23	756.48
PERS	11/09/2023	6201 RETIREMENT - PEPR	Employer Contribution (7.68%) PPE 11/4/23	2,949.45
PERS	11/09/2023	6201 RETIREMENT - PEPR	Employer Contribution (7.68%) PPE 11/4/23	1,240.34
PERS	11/09/2023	6201 RETIREMENT - PEPR	Employer Contribution (7.68%) PPE 11/4/23	1,047.24
PERS	11/09/2023	6201 RETIREMENT - PEPR	Employer Contribution (7.68%) PPE 11/4/23	502.44



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PERS	11/09/2023	6201 RETIREMENT - PEPPRA	Employer Contribution (7.68%) PPE 11/4/23	370.17
				\$ 10,068.93
SOUTHERN CALIFORNIA EDISON	11/09/2023	6340 UTILITIES - ELECTRIC	10/2/23 to 10/30/23 Electricity usage Southern California Edison Account# 700251011287	2,768.37
				\$ 2,768.37
ULINE	11/09/2023	6302 Supplies, Safety	Invoice# 169988416 Chem resistant 32oz spray, Solvent resistant 32oz spray	228.70
				\$ 228.70
UNITED PET CARE	11/09/2023	6070 Med premiums - Cafeteria	Pet premiums Invoice# 30026812	61.00
				\$ 61.00
US BANK	11/09/2023	6036 COMPUTER SOFTWARE	Canva	119.40
US BANK	11/09/2023	6036 COMPUTER SOFTWARE	Dropbox Sign/Hellosign LUNA CORONA	180.00
US BANK	11/09/2023	6003 ADVERTISING	Google Ads Medina Diaz	25.16
US BANK	11/09/2023	6232 REGISTRATION - SEMINARS	REGISTRATION- California Special District 11/06-11/08/23 2023 Board Secretary / Clerk Conference	625.00
US BANK	11/09/2023	6030 BOARD EXPENSES	Panera Bread	16.99
US BANK	11/09/2023	6030 BOARD EXPENSES	Stater Bros Market	33.99
US BANK	11/09/2023	6030 BOARD EXPENSES	Smart & Final MIRELES	52.56
US BANK	11/09/2023	6290 Supplies, Public Informati	The Home Depot -36in Heavy duty cable tie, 48in Plenum cable tie HAGELE	286.04
US BANK	11/09/2023	6280 SUPPLIES, OPERATIONS	CVS/ Pharmacy	33.31
US BANK	11/09/2023	6280 SUPPLIES, OPERATIONS	Superior Super whse Baldwin Park GAYTAN	16.78
US BANK	11/09/2023	6250 LABORATORY SUPPLIES	Hemo Stat Laboratories	59.26
US BANK	11/09/2023	6333 BRANDED CLOTHING	Laundryup Ticket# 53671	42.00
US BANK	11/09/2023	6250 LABORATORY SUPPLIES	San Dimas Grain	13.13
US BANK	11/09/2023	6251 ARBOVIRUS TESTING SUPPLIES	Eppendorf North America	519.28
US BANK	11/09/2023	6251 ARBOVIRUS TESTING SUPPLIES	Eppendorf North America	49.33
US BANK	11/09/2023	6270 OFFICE SUPPLIES	Walmart Supercenter	8.75
US BANK	11/09/2023	6232 Travel Expenses	Travel Expenses-EXXON Soby yousef Palm Springs	60.00
US BANK	11/09/2023	6333 BRANDED CLOTHING	Laundryup Ticket# 54331	45.00
US BANK	11/09/2023	6232 SEMINARS AND MEETINGS	Hilton Hotels Palm Springs	30.00
US BANK	11/09/2023	6333 BRANDED CLOTHING	Laundryup Ticket# 55171	45.00
US BANK	11/09/2023	6250 LABORATORY SUPPLIES	Albertsons-Dry Ice	44.59
US BANK	11/09/2023	6250 LABORATORY SUPPLIES	Allied Electronics INC	148.58
US BANK	11/09/2023	6250 LABORATORY SUPPLIES	Smart & Final-Dry Ice	97.30
US BANK	11/09/2023	6232 REGISTRATION - SEMINARS	REGISTRATION-MVCAC Convention 2024, Jan 21, 2024-Jan 24, 2024 Portola Hotel & Spa Monterey	289.55
US BANK	11/09/2023	6333 BRANDED CLOTHING	Laundryup Ticket# 55691	45.00
US BANK	11/09/2023	6250 LABORATORY SUPPLIES	Smart & Final- Penguin Dry Ice	93.53
US BANK	11/09/2023	6250 LABORATORY SUPPLIES	Micro Center Online	41.58
US BANK	11/09/2023	6250 LABORATORY SUPPLIES	Smart & Final- Penguin Dry Ice HALLUM	19.94
US BANK	11/09/2023	6040 Building Maintenance	The Home Depot	31.87
US BANK	11/09/2023	6280 SUPPLIES, OPERATIONS	AutoZone	16.29
US BANK	11/09/2023	6042 EQUIPMENT MAINTENANCE	The Hose Man Irwindale	117.13
US BANK	11/09/2023	6260 SUPPLIES, MECHANICAL	AutoZone	68.33



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US BANK	11/09/2023	6260 SUPPLIES, MECHANICAL	AutoZone	48.48
US BANK	11/09/2023	6260 SUPPLIES, MECHANICAL	AutoZone	28.64
US BANK	11/09/2023	6040 Building Maintenance	Autodoor HD	248.80
US BANK	11/09/2023	6040 Building Maintenance	Esty MITCHELL	29.32
US BANK	11/09/2023	6036 COMPUTER SOFTWARE	Invoice# INV00128573 Zingle.com 09/28-10/27	229.00
US BANK	11/09/2023	6280 SUPPLIES, OPERATIONS	Sunbelt Rentals-Invoice#145653627-0001	1,500.00
US BANK	11/09/2023	6333 BRANDED CLOTHING	G2 Wraps Graphics- Logo for Jason Jacket	28.67
US BANK	11/09/2023	6040 Building Maintenance	Barneys Locksmith Key Service Azusa	8.71
US BANK	11/09/2023	6280 SUPPLIES, OPERATIONS	CREDIT-Sunbelt Rentals-Invoice#145653627-0001 HOLGUIN	-670.88
US BANK	11/09/2023	6270 OFFICE SUPPLIES	Shutterfly, INC -Rose Retirement Gift	18.39
US BANK	11/09/2023	6036 COMPUTER SOFTWARE	Canva	119.99
US BANK	11/09/2023	6270 OFFICE SUPPLIES	Dollar Tree-Health fair bags	31.80
US BANK	11/09/2023	6036 COMPUTER SOFTWARE	Arlo Camera Monitoring	17.99
US BANK	11/09/2023	6270 OFFICE SUPPLIES	Costco- Health Fair Bags snacks	149.10
US BANK	11/09/2023	6150 Membership Dues	Costco- Membership Dues, Membership Costco Renewal	120.00
US BANK	11/09/2023	6270 OFFICE SUPPLIES	Costco- Paper plates for District	23.14
US BANK	11/09/2023	6270 OFFICE SUPPLIES	Target- Health fair table covers	33.08
US BANK	11/09/2023	6080 Hiring Expenses	PAYPAL Calpeira	326.00
US BANK	11/09/2023	6036 COMPUTER SOFTWARE	Wasabi technologies hot cloud storage	33.05
US BANK	11/09/2023	6035 COMPUTER HARDWARE	DNS madeeasy-small business membership	60.00
US BANK	11/09/2023	6270 OFFICE SUPPLIES	Michael's Store- Rose Alba Retirement Photo Collage	79.92
US BANK	11/09/2023	6270 OFFICE SUPPLIES	Vons-Management metting	26.88
US BANK	11/09/2023	6270 OFFICE SUPPLIES	Smart & Final-All Hands meeting	64.27
US BANK	11/09/2023	6270 OFFICE SUPPLIES	Porto's West Covina-Rose Alba Retirement	51.50
US BANK	11/09/2023	6270 OFFICE SUPPLIES	Lazy Dog Restaurant & Bar-Admin Department CONTRERAS	41.39
US BANK	11/09/2023	6260 SUPPLIES, MECHANICAL	Partilla.com BISHOP	192.24
US BANK	11/09/2023	6232 SEMINARS AND MEETINGS	Hilton Hotels & Palm Springs Resorts- MVCAC Fall Meeting 10/2/23-10/4/23	229.19
US BANK	11/09/2023	6232 SEMINARS AND MEETINGS	Portola Hotel and SPA at Monterey - MVCAC Annual Meeting 1/21/24-1/24/24 FARNED	289.55
US BANK	11/09/2023	6037 WEBSITE AND EMAIL SERVICE	Mailchimp Services	60.00
US BANK	11/09/2023	6305 EDUCATION PROGRAM SUPPLIES	Fiverr	13.05
US BANK	11/09/2023	6305 EDUCATION PROGRAM SUPPLIES	Fiverr	7.78
US BANK	11/09/2023	6305 EDUCATION PROGRAM SUPPLIES	Fiverr	23.60
US BANK	11/09/2023	6003 ADVERTISING	Facebk Refrence# 5RHRRRFJ62	156.87
				<u>\$ 6,894.19</u>
WEX/CHEVRON	11/09/2023	6262 Fuel for Trucks	Fuel for Trucks 10/7-11/6/2023 Invoice# 93003053	7,451.08
				<u>\$ 7,451.08</u>
TOTAL ACCOUNTS PAYABLE FOR NOVEMBER 9, 2023				\$ 46,342.46



San Gabriel Valley Mosquito & Vector Control District
 List of Claims | November 2023

**San Gabriel Valley Mosquito And Vector Control
 Claims List
 November 22, 2023**

Vendor	Date	Product/Service	Memo/Description	Amount
ARAMARK UNIFORMS	11/22/2023	6332 Uniforms	Uniforms Invoice# 5880441698	120.34
ARAMARK UNIFORMS	11/22/2023	6040 Mats, Towels	Mats, Towels, Lockers, etc.	16.79
ARAMARK UNIFORMS	11/22/2023	6332 Uniforms	Uniforms Invoice# 5880430065	120.34
ARAMARK UNIFORMS	11/22/2023	6040 Mats, Towels	Mats, Towels, Lockers, etc.	16.79
ARAMARK UNIFORMS	11/22/2023	6332 Uniforms	Uniforms Invoice# 5880418325	322.72
ARAMARK UNIFORMS	11/22/2023	6040 Mats, Towels	Mats, Towels, Lockers, etc.	39.27
ARAMARK UNIFORMS	11/22/2023	6332 Uniforms	Uniforms Invoice# 5880435600	120.34
ARAMARK UNIFORMS	11/22/2023	6040 Mats, Towels	Mats, Towels, Lockers, etc.	16.79
ARAMARK UNIFORMS	11/22/2023	6332 Uniforms	Uniforms Invoice# 5880424349	323.31
ARAMARK UNIFORMS	11/22/2023	6040 Mats, Towels	Mats, Towels, Lockers, etc.	39.27
ARAMARK UNIFORMS	11/22/2023	6332 Uniforms	Uniforms Adjustment for INV5880394580	-384.12
ARAMARK UNIFORMS	11/22/2023	6040 Mats, Towels	Adjustment for INV5880394580	-47.26
				\$ 704.58
CAL PERS	11/22/2023	6070 Med premiums - Cafeteria	Medical premiums Dec 2023	3,272.69
CAL PERS	11/22/2023	6070 ADMIN FEE	Admin fee Dec 2023	50.59
CAL PERS	11/22/2023	6070 Med premiums - Cafeteria	Medical premiums ID# 7165101556 Dec 2023	754.64
CAL PERS	11/22/2023	6070 Med premiums - Cafeteria	Medical premiums Dec 2023	1,399.67
CAL PERS	11/22/2023	6070 Med premiums - Cafeteria	Medical premiums Dec 2023	3,367.48
CAL PERS	11/22/2023	6070 Med premiums - Cafeteria	Medical premiums Dec 2023	3,061.49
CAL PERS	11/22/2023	6072 MEDICAL PREMIUM-Retired EE	Medical premiums - Retired EE Dec 2023	604.00
				\$ 12,510.56
CHARLIE KLINAKIS	11/22/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on November 17, 2023	100.00
				\$ 100.00
COREY CALAYCAY	11/22/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on November 17, 2023	100.00
				\$ 100.00
CYNTHIA STERNQUIST	11/22/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on November 17, 2023	100.00
				\$ 100.00
DENISE MENCHACA	11/22/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on November 17, 2023	100.00
				\$ 100.00
DR. ALLEN L. WU	11/22/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on November 17, 2023	100.00
				\$ 100.00



San Gabriel Valley Mosquito & Vector Control District List of Claims | November 2023

FRONTIER	11/22/2023	6315 Monthly Internet Charges	Monthly Internet Charges 11/09-12/08 626-197-1465-020723-5	555.00
				\$ 555.00
Henry Aviles	11/22/2023	6030 BOARD EXPENSES	Reimbursement Board Meeting Attendace 9/8/23. Mistakenly marked absent.	100.00
Henry Aviles	11/22/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on November 17, 2023	100.00
				\$ 200.00
HOME DEPOT	11/22/2023	6040 Building Maintenance	dw maxfit set 35pc, simple green APC 32oz	70.48
HOME DEPOT	11/22/2023	6040 Building Maintenance	5/8 x15 swan remnant hose, empire 12 hvy duty aluminum rafter, husky 42g contractor bags 50ct, etc	248.28
HOME DEPOT	11/22/2023	6040 Building Maintenance	tool box white rags 200ct box, 1/2 x 50 swan light duty hose, American heavy duty hose hanger, etc	123.32
HOME DEPOT	11/22/2023	6040 Building Maintenance	behr ppi 3012 sg swiss 128oz, paintcare, fee 1gal-2gal, kink fee hose saver	51.32
HOME DEPOT	11/22/2023	6040 Building Maintenance	4.5 in metal grinding wheel	48.48
HOME DEPOT	11/22/2023	6040 Building Maintenance	mke shockwave 3/16 x6 multimat bit , Lock nut ss #8-32	21.72
				\$ 563.60
JACKIE DOORNIK	11/22/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on November 17, 2023	100.00
				\$ 100.00
JERRY VELASCO	11/22/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on November 17, 2023	100.00
				\$ 100.00
JOHN CAPOCCIA	11/22/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on November 17, 2023	100.00
				\$ 100.00
JOSEPH LEON	11/22/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on November 17, 2023	100.00
				\$ 100.00
KENN K. FUJIOKA	11/22/2023	6072 MEDICAL PREMIUM-Retired EE	Medical premiums - Retired EE for the month of December 2023	241.71
				\$ 241.71
LIEBERT CASSIDY WHITMORE	11/22/2023	6130 Profess Serv rendered	Professional Services rendered Invoice# 253535	719.50
LIEBERT CASSIDY WHITMORE	11/22/2023	6130 Profess Serv rendered	Professional Services rendered Invoice# 253927	2,294.00
				\$ 3,013.50
LLOYD JOHNSON	11/22/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on November 17, 2023	149.50
				\$ 149.50
MANUEL R. GARCIA	11/22/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on November 17, 2023	100.00
				\$ 100.00
MARTA TANAKA	11/22/2023	6072 MEDICAL PREMIUM-Retired EE	Medical premiums - Retired EE for the month of December 2023	852.90
				\$ 852.90
MARY ANGELA BRISCO	11/22/2023	6072 MEDICAL PREMIUM-Retired EE	Medical premiums - Retired EE for the month of December 2023	603.64



San Gabriel Valley Mosquito & Vector Control District List of Claims | November 2023

				\$ 603.64
Meshal Kashifalghita	11/22/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on November 17, 2023	<u>100.00</u>
				\$ 100.00
MIKE NIFFENEGGER	11/22/2023	6072 MEDICAL PREMIUM-Retired EE	Medical premiums - Retired EE for the month of December 2023	<u>841.59</u>
				\$ 841.59
NATIONWIDE RETIREMENT	11/22/2023	6066 457 CONTRIBUTION	Employer Contribution for DM 11/18/23	<u>276.86</u>
				\$ 276.86
NIGRO & NIGRO PC	11/22/2023	6187 AUDITOR	Invoice# 19203 Professional services: 2023 Audit	<u>6,000.00</u>
				\$ 6,000.00
PERS	11/22/2023	6200 RETIREMENT - CLASSIC	Employer Contribution (12.47%) PPE 11/18/23	530.82
PERS	11/22/2023	6200 RETIREMENT - CLASSIC	Employer Contribution (12.47%) PPE 11/18/23	2,207.11
PERS	11/22/2023	6200 RETIREMENT - CLASSIC	Employer Contribution (12.47%) Rose Alba Term	331.70
PERS	11/22/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.68%) PPE 11/18/23	502.44
PERS	11/22/2023	6200 RETIREMENT - CLASSIC	Employer Contribution (12.47%) PPE 11/18/23	464.88
PERS	11/22/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.68%) PPE 11/18/23	756.48
PERS	11/22/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.68%) PPE 11/18/23	370.17
PERS	11/22/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.68%) PPE 11/18/23	2,949.45
PERS	11/22/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.68%) PPE 11/18/23	1,240.34
PERS	11/22/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.68%) PPE 11/18/23	<u>1,047.24</u>
				\$ 10,400.63
PRINCIPAL DENTAL	11/22/2023	6070 Dental premiums - Cafeter	Dental Premiums for Period Dec 2023	90.92
PRINCIPAL DENTAL	11/22/2023	6070 Dental premiums - Cafeter	Dental Premiums Dec 2023	271.84
PRINCIPAL DENTAL	11/22/2023	6070 Dental premiums - Cafeter	Dental Premiums Dec 2023	1,466.69
PRINCIPAL DENTAL	11/22/2023	6070 Dental premiums - Cafeter	Dental Premiums Dec 2023	136.38
PRINCIPAL DENTAL	11/22/2023	6070 Dental premiums - Cafeter	Dental Premiums Dec 2023	<u>360.92</u>
				\$ 2,326.75
QUADIANT FINANCE USA, INC	11/22/2023	6185 POSTAGE	Postage Machine Reference# WEST COVIN0000030238214	<u>400.00</u>
				\$ 400.00
RICHARD BARAKAT	11/22/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on November 17, 2023	<u>100.00</u>
				\$ 100.00
ROBERT GONZALES	11/22/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on November 17, 2023	<u>100.00</u>
				\$ 100.00
ROBERT S. JOE	11/22/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on November 17, 2023	<u>100.00</u>



San Gabriel Valley Mosquito & Vector Control District List of Claims | November 2023

				\$ 100.00
SANDRA ARMENTA	11/22/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on November 17, 2023	<u>100.00</u>
				\$ 100.00
SOCALGAS	11/22/2023	6341 Utilities	Gas Service Acc # 059 618 2100 5	33.28
SOCALGAS	11/22/2023	6341 Utilities	Gas Service Acc # 057 518 2100 9	<u>161.05</u>
				\$ 194.33
TERRYBERRY	11/22/2023	6030 BOARD EXPENSES	Invoice# P69392 LTt YGF LG P42518-01 30 Yr30 YR (Leaf) w 1 Diam	<u>372.61</u>
				\$ 372.61
TEXAS LIFE INSURANCE COMPANY	11/22/2023	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums Invoice# SM09BT20230913001	166.75
TEXAS LIFE INSURANCE COMPANY	11/22/2023	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums	<u>42.25</u>
				\$ 209.00
TPx COMMUNICATIONS	11/22/2023	6320 Office phones	Office phones 11/09-12/08	770.98
TPx COMMUNICATIONS	11/22/2023	6315 Monthly Internet Charges	Monthly Internet Charges Invoice# 175739157-0 11/09-12/08	907.50
				<u>1,678.48</u>
				\$ 1,678.48
Tristan Hallum	11/22/2023	6232 Per Diem	Per Diem MVCAC Planning Meeting 12/6/2023-12/7/2023	<u>110.00</u>
				\$ 110.00
UNITED PET CARE	11/22/2023	6070 Med premiums - Cafeteria	Pet premiums Invoice# 30023742	<u>61.00</u>
				\$ 61.00
VERIZON WIRELESS	11/22/2023	6312 Monthly District Field Ph	Monthly District Field Phones Account # 272560553-00001 10/11-11/10	<u>2,804.90</u>
				\$ 2,804.90
WEST VALLEY MVCD	11/22/2023	6251 ARBOVIRUS TESTING SUPPLIES	25 Incare Traps at \$15/trap + sales tax	404.00
WEST VALLEY MVCD	11/22/2023	6251 ARBOVIRUS TESTING SUPPLIES	Lab Testing & Analysis of Mosquito Pools during the Month of October 2023	<u>3,216.00</u>
				\$ 3,620.00
TOTAL ACCOUNTS PAYABLE FOR NOVEMBER 22, 2023				\$ 50,191.14
TOTAL ACCOUNTS PAYABLE FOR NOVEMBER 2023				\$ 96,533.60
TOTAL PAYROLL FOR NOVEMBER 2023 (SEE ATTACHED)				\$ 266,617.16
TOTAL CLAIMS FOR NOVEMBER 2023				\$ 363,150.76



San Gabriel Valley Mosquito & Vector Control District
 List of Claims | November 2023

**San Gabriel Valley MVCD
 Payroll for November 2023**

Department	November 9, 2023	November 9, 2023 Seasonals Term	November 24, 2023	TOTAL
EXECUTIVE	9,849.92	-	9,849.92	19,699.84
ADMINISTRATION	10,269.05	-	9,176.91	19,445.96
OPERATIONS	68,305.32	-	64,304.10	132,609.42
SURVEILLANCE	16,394.10	-	16,300.67	32,694.77
COMMUNICATIONS	17,420.41	-	17,817.79	35,238.20
SEASONAL WORKERS	<u>9,287.09</u>	<u>4,236.84</u>	<u>-</u>	<u>13,523.93</u>
Gross Payroll	131,525.89	4,236.84	117,449.39	253,212.12
Employer Taxes	2,172.13	141.58	1,752.26	4,065.97
Car Allowance	500.00	-	-	500.00
Employee Benefit-Med	<u>4,607.64</u>	<u>-</u>	<u>4,231.43</u>	<u>8,839.07</u>
TOTAL PAYROLL	138,805.66	4,378.42	123,433.08	266,617.16

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San Gabriel Valley Mosquito & Vector Control District
Budget Status Report | November 2023

Comparative YTD Actual to Full Year Budget Current Period 41% of Year Completed November 30, 2023

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
PERSONNEL EXPENSES						
Salaries, Exempt	57,852.37	303,302.54	881,671.00	578,368.46	34.40	
Salaries - Non Exempt	139,847.68	667,090.40	1,959,706.00	1,292,615.60	34.04	
Salaries - Overtime	19,485.26	59,226.85	24,500.00	(34,726.85)	241.74	ENS Activity
Salaries - Vacation	12,424.27	67,664.84	113,939.00	46,274.16	59.39	Alba Term
Salaries-Holiday	4,095.42	22,802.19	123,815.00	101,012.81	18.42	
Salaries, Sick Pay	6,622.09	37,497.86	96,215.00	58,717.14	38.97	
Salaries, Part-time - XH	8,648.19	101,975.28	209,183.00	107,207.72	48.75	In season
Management Car Allowance	500.00	2,500.00	6,000.00	3,500.00	41.67	
Cafeteria Benefit	26,884.00	156,421.89	469,200.00	312,778.11	33.34	
Hlth Benefits, Ret Emps	3,143.84	17,655.04	46,000.00	28,344.96	38.38	
Employer, 457 Contribution	553.72	3,045.46	7,862.00	4,816.54	38.74	
Medicare	3,714.08	18,753.60	50,457.00	31,703.40	37.17	
Retirement - Classic - Normal Cost 12.47%	6,737.32	36,475.34	218,287.00	181,811.66	16.71	
Retirement - Pepra Normal Cost 7.68%	13,732.24	64,355.37	370,048.00	305,692.63	17.39	
Retirement - Classic Retire ADP	0.00	293,509.00	470,215.00	176,706.00	62.42	Remianing bal applied to PEPRA
Retirement - PEPRA Retire ADP	0.00	176,706.00	0.00	(176,706.00)	0.00	see above
Retirement - Classic-Unfunded Liability	0.00	115,719.00	119,589.00	3,870.00	96.76	Annual payment
Retirement - Pepra-Unfunded Liability	0.00	0.00	0.00	0.00	0.00	
Social Security	210.31	5,116.52	8,175.00	3,058.48	62.59	In season
Group Term Life Ins	0.00	2,098.38	5,500.00	3,401.62	38.15	
Tuition Reimbursement	0.00	0.00	4,000.00	4,000.00	0.00	
Insurance, unemployment	0.00	939.96	24,000.00	23,060.04	3.92	
Post Retirement Benefits	0.00	0.00	50,000.00	50,000.00	0.00	
TOTAL PERSONNEL EXPENSES	304,450.79	2,152,855.52	5,258,362.00	3,105,506.48	40.94	
OPERATING EXPENSES						
Event Participation Fees	0.00	25.00	2,000.00	1,975.00	1.25	
Arbovirus Testing Supplies	4,188.61	12,468.61	20,000.00	7,531.39	62.34	Supplies for Fiscal Year
Branded Clothing	205.67	1,539.30	4,000.00	2,460.70	38.48	
Boots	0.00	350.00	5,500.00	5,150.00	6.36	
Misc. Rentals	0.00	0.00	2,000.00	2,000.00	0.00	
Professional Development	0.00	150.00	2,000.00	1,850.00	7.50	
Awards	0.00	335.29	4,200.00	3,864.71	7.98	
Advertising	182.03	1,315.27	20,000.00	18,684.73	6.58	WNV Campaigns



San Gabriel Valley Mosquito & Vector Control District Budget Status Report | November 2023

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Bank Charges	1,017.00	7,319.96	21,000.00	13,680.04	34.86	
Board Expenses	2,325.65	8,646.45	41,000.00	32,353.55	21.09	
Computer Hardware	138.56	3,445.52	26,000.00	22,554.48	13.25	
Computer Software	699.43	34,264.66	84,000.00	49,735.34	40.79	NEOGOV renewal
Website/Email Service	60.00	5,614.34	7,500.00	1,885.66	74.86	Annual renewal
Building maintenance	2,940.41	22,346.20	90,000.00	67,653.80	24.83	
Maintenance, equipment	117.13	504.63	3,000.00	2,495.37	16.82	
Maintenance, grounds	0.00	1,000.00	2,000.00	1,000.00	50.00	Tree trimming
Equipment Lease	1,562.23	7,292.86	22,000.00	14,707.14	33.15	
Fees & Assessments	0.00	3,741.78	4,500.00	758.22	83.15	LAIF Fees
Hiring expenses	326.00	1,658.35	13,000.00	11,341.65	12.76	
VCJPA General Fund	0.00	3,726.00	2,095.00	(1,631.00)	177.85	Annual premium
Insurance, liability	0.00	127,346.00	131,279.00	3,933.00	97.00	Annual premium
Workers Comp Insurance	0.00	143,426.00	144,664.00	1,238.00	99.14	Annual premium
Automobile Insurance	0.00	2,832.00	2,834.00	2.00	99.93	Annual premium
Other Insurance	0.00	609.47	5,500.00	4,890.53	11.08	
Insurance, property	0.00	20,008.00	19,593.00	(415.00)	102.12	Annual premium
Legal	3,013.50	31,485.27	40,000.00	8,514.73	78.71	PSR
Memberships	620.00	30,597.58	39,000.00	8,402.42	78.46	Cal Chamber/MVCAC
Miscellaneous expenses	0.00	0.00	3,000.00	3,000.00	0.00	
Postage	400.00	4,771.45	10,400.00	5,628.55	45.88	Pool notifications
Accounting Services, Auditor	6,000.00	15,925.00	20,000.00	4,075.00	79.63	One Time Expense
Professional Services , Other	0.00	0.00	5,000.00	5,000.00	0.00	
Professional Services-IT	0.00	9,100.00	60,000.00	50,900.00	15.17	
Printing & Reproduction	0.00	0.00	11,000.00	11,000.00	0.00	
Reference	0.00	0.00	800.00	800.00	0.00	
Seminars and meetings	1,633.29	5,277.29	46,000.00	40,722.71	11.47	
Supplies, Surveillance	791.98	4,117.80	16,000.00	11,882.20	25.74	
Supplies, Vehicle Maintenance	8,832.53	21,306.63	50,000.00	28,693.37	42.61	
Supplies, Gasoline	7,451.08	32,314.60	70,000.00	37,685.40	46.16	
Supplies, Office	1,083.81	2,922.22	10,200.00	7,277.78	28.65	
Supplies, Mosquito Fish	0.00	0.00	2,500.00	2,500.00	0.00	
Supplies, Operations	939.29	4,462.83	9,000.00	4,537.17	49.59	Spray equipment
Supplies, Pesticides	0.00	66,302.87	100,000.00	33,697.13	66.30	Supplies for Fiscal Year



San Gabriel Valley Mosquito & Vector Control District Budget Status Report | November 2023

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Supplies, Communications other forms	805.88	4,328.23	8,000.00	3,671.77	54.10	Insect Repellent
Supplies, Education Program	44.43	166.80	12,000.00	11,833.20	1.39	
Supplies, Safety	228.70	376.52	8,000.00	7,623.48	4.71	
Supplies, Media Production	0.00	0.00	800.00	800.00	0.00	
Benefit Assesment Admin Cost	0.00	12,396.61	119,000.00	106,603.39	10.42	
Communications, Field	2,804.90	14,204.14	50,000.00	35,795.86	28.41	
Telephone, Internet	1,462.50	7,312.50	20,000.00	12,687.50	36.56	
Telephone , Office	1,878.31	9,395.70	25,000.00	15,604.30	37.58	
Training , CEU's	0.00	4,793.00	4,400.00	(393.00)	108.93	Annual certification fee
Uniforms and clothing	622.93	5,195.88	12,000.00	6,804.12	43.30	
Utilities, Electric	2,768.37	17,397.57	35,500.00	18,102.43	49.01	A/C Summer use
Utilities, Natural Gas	194.33	641.27	4,200.00	3,558.73	15.27	
Utilities, Water	0.00	424.80	2,500.00	2,075.20	16.99	
Surveillance, Aerial	0.00	0.00	27,150.00	27,150.00	0.00	
TOTAL OPERATING EXPENSES	55,338.55	715,182.25	1,501,115.00	785,932.75	47.64	
TOTAL EXPENSES	359,789.34	2,868,037.77	6,759,477.00	3,891,439.23	42.43	
CAPITAL OUTLAY EXPENSES						
Capital Outlay	0.00	0.00	25,000.00	25,000.00	0.00	
TOTAL CAPITAL EXPENSES	0.00	0.00	25,000.00	25,000.00	0.00	
RESERVES						
Reserve, Public Health Em	0.00	0.00	500,200.00	500,200.00	0.00	
Reserve, Capital Projects	0.00	0.00	300,000.00	300,000.00	0.00	
Reserve, Pension Liability	0.00	0.00	400,000.00	400,000.00	0.00	
Reserve, Building/Facilities	0.00	0.00	100,000.00	100,000.00	0.00	
Reserve, Vehicle Replacement	0.00	0.00	100,000.00	100,000.00	0.00	
TOTAL RESERVES	0.00	0.00	1,400,200.00	1,400,200.00	0.00	

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San Gabriel Valley Mosquito & Vector Control District
Board of Trustees Meeting Minutes
November 17, 2023

TRUSTEES PRESENT

Henry Aviles (Alhambra)
 Robert Gonzales (Azusa)
 Richard Barakat (Bradbury)
 Corey Calaycay (Claremont)
 Jerry Velasco (El Monte)
 Jackie Doornik (Glendora)
 Manuel Garcia (Irwindale)
 Charlie Klinakis (La Puente)
 Meshal Kashifalghita (La Verne)
 Joseph Leon (Monterey Park)
 Rachel Janbek (Pasadena)
 Sandra Armenta (Rosemead)
 Denise Menchaca (San Gabriel)
 John Capoccia (Sierra Madre)
 Robert Joe (South Pasadena)
 Cynthia Sternquist (Temple City)
 Allen Wu (Walnut)
 Lloyd Johnson (West Covina)

TRUSTEES ABSENT

Sho Tay (Arcadia)
 Emmanuel Estrada (Baldwin Park)
 Patricia Cortez (Covina)
 Margaret Finlay (Duarte)
 Catherine Marcucci (Industry)
 VACANT (L.A. County)
 Becky Shevlin (Monrovia)
 Tim Sandoval (Pomona)
 Ryan Vienna (San Dimas)

STAFF PRESENT

Jason Farned
 Cecilia Contreras
 Tristan Hallum
 Gilbert Holguin
 Anais Medina Diaz
 Jerry Mireles

GUESTS PRESENT

District Counsel, Kelly Alhadeff-Black
 Nigro & Nigro, CPA, Paul J. Kaymark

1. Call to Order

Board Vice President Capoccia called the meeting to order at 7:01 a.m. Trustee Menchaca led the Pledge of Allegiance. Clerk of the Board Mireles confirmed a quorum and noted absences.

2. Opportunity for Public Comment on Non-Agenda Items

None

3. Consent Calendar

Motion by Trustee Barakat, seconded by Trustee Calaycay and carried by the following vote to approve Items 3.1- 3.7 of the Consent Calendar.

AYES: Aviles, Gonzales, Barakat, Calaycay, Velasco, Doornik, Garcia, Klinakis, Kashifalghita, Leon, Janbek, Armenta, Menchaca, Capoccia, Joe, Sternquist, Wu, Johnson

NOES: None

ABSTAIN: None

ABSENT: Tay, Estrada, Cortez, Finlay, Marcucci, Shevlin, Sandoval, Vienna



4. Consider Draft Annual Audit for Fiscal Year Concluding June 30, 2023

Paul Kaymark, representing Nigro & Nigro, presented the annual audit for the fiscal year ending on June 30, 2023. He reviewed the dashboard summary of audited financial statements and answered questions from trustees.

Motion by Trustee Johnson, seconded by Trustee Kashifalghita and carried by the following vote to approve the Draft Annual Audit for Fiscal Year Concluding June 30, 2023.

AYES: Aviles, Gonzales, Barakat, Calaycay, Velasco, Doornik, Garcia, Klinakis, Kashifalghita, Leon, Janbek, Armenta, Menchaca, Capoccia, Joe, Sternquist, Wu, Johnson
 NOES: None
 ABSTAIN: None
 ABSENT: Tay, Estrada, Cortez, Finlay, Marcucci, Shevlin, Sandoval, Vienna

5. Presentation

5.1 Dengue Rapid Response

District Manager, Jason Farned, presented information on the spread, symptoms, and treatment of Dengue. He updated the Board on locally acquired cases nationwide, while focusing on a case in the City of Pasadena. Mr. Farned outlined the district's response, including target areas, treatment details, enhanced surveillance, associated costs and increased public outreach.

Trustee Janbek praised staff for the District's comprehensive and timely response to the Dengue case.

6. Consider District Manager Signature Authorization for 2024 Cooperative Agreement with California Department of Public Health (CDPH)

Motion by Trustee Barakat, seconded by Trustee Kashifalghita and carried by the following vote to authorize the District Manager to renew and sign the 2024 CDPH Cooperative Agreement.

AYES: Aviles, Gonzales, Barakat, Calaycay, Velasco, Doornik, Garcia, Klinakis, Kashifalghita, Leon, Janbek, Armenta, Menchaca, Capoccia, Joe, Sternquist, Wu, Johnson
 NOES: None
 ABSTAIN: None
 ABSENT: Tay, Estrada, Cortez, Finlay, Marcucci, Shevlin, Sandoval, Vienna

7. Trustee Conference Opportunity – Call for Statements of Interest Forms for 2024 Annual AMCA & MVCAC Conferences

District Manager, Jason Farned, informed the Trustees about the availability for the AMCA & MVCAC Conferences. He emphasized that any Trustee wishing to attend these conferences should submit the statement of interest form by November 30, 2023.



San Gabriel Valley Mosquito & Vector Control District Board of Trustees Meeting Minutes November 17, 2023

8. Calls for Members of Nominations Committee

Vice President Capoccia described the duties and responsibilities of the Nominations Committee and called for five trustee volunteers to serve. Trustees Gonzales, Barakat, Calaycay, Kashifalghita and Menchaca volunteered to serve on the Committee.

Motion by Trustee Leon, seconded by Trustee Velasco and carried by the following vote to approve members of the Nominations Committee.

AYES: Aviles, Gonzales, Barakat, Calaycay, Velasco, Doornik, Garcia, Klinakis, Kashifalghita, Leon, Janbek, Armenta, Menchaca, Capoccia, Joe, Sternquist, Wu, Johnson
 NOES: None
 ABSTAIN: None
 ABSENT: Tay, Estrada, Cortez, Finlay, Marcucci, Shevlin, Sandoval, Vienna

9. District Administration

9.1 District Update

Mr. Farned gave an overview of the mosquito season and seasonal staff, noting that the district was highlighted in 30 publications in October. He announced a holiday breakfast scheduled for 6:45 am during the December 8, 2023, board meeting, with the board session commencing at 7:15 am. Additionally, he informed the attendees that the Nominations Committee would convene after the conclusion of the board meeting.

10. Committee Reports

None

11. Trustee Reports

Trustee Leon expressed gratitude to Mr. Farned for his presentation at the City of Monterey Park council meeting.

12. New Business

None

13. Adjournment

The meeting was adjourned at 8:02 a.m.

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Zone Specialists:

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

Operations Summary:

This report includes pesticide usage for October 2023. It does not include pesticide usage for November because the reporting period concluded before the end of the month. November's pesticide usage will be included in next month's report.

The District has concluded its investigation into the 1,212 unmaintained swimming pools identified during annual aerial surveillance. All the properties have shown proof of maintenance and responsible parties have been made aware of their maintenance responsibility. The District was granted inspection warrants to gain access to 51 properties where residents were either unresponsive or uncooperative. To date, the District monitors 3153 non-functional swimming pools throughout San Gabriel Valley. Residents are asked to confirm maintenance up to 3-4 times a year.

The District is in the final phase of its Fall swimming pool condition confirmation effort with 97% of the 2,615 non-functional swimming pools compliant. The department staff will begin the warrant investigation process. They will also work with local code enforcement to gain access before beginning the process to obtain inspection warrants for properties where access is denied.



Chemical Usage:

October 2023

Larvicides/Pupicides			
Method of Action	Target	Amount	Area Treated
Larvicide Oils (Surface Film)			
Suffocation	Mosquitoes	2.7 gal.	25024 sq.ft.
Insect Growth Regulators (IGR's)			
Inhibits metamorphosis	Mosquitoes	59.40 lbs.	270072 sq.ft.
Bacterials			
Ingestion, toxicant	Mosquitoes	331.38 lbs.	22900363 sq.ft.
Ingestion, toxicant	Black flies	30.37 gal.	69.29 m ³
Biologicals			
Mosquito fish	Mosquitoes	264 ea.	2759 sq.ft.
Pythroids			
Nervous System Toxicant	Mosquitoes	10.66 gal.	62373000 sq.ft.

Field Statistics:

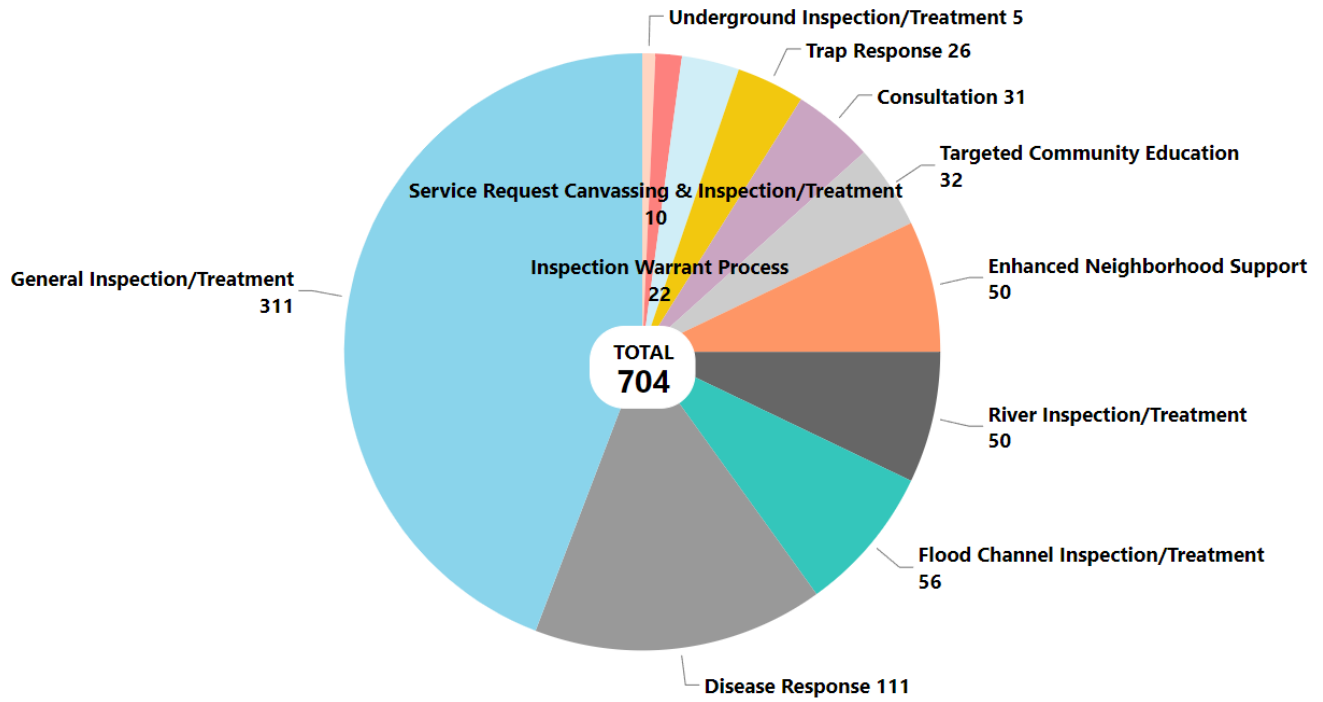
<p>1,259 - 0.79 % 2022</p> <p>SITES VISITED</p>

<p>50 +11.11 % 2022</p> <p>SERVICE REQUESTS</p>

<p>29 +81.25 % 2022</p> <p>CONSULTATIONS</p>
--



FIELD HOURS



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San Gabriel Valley Mosquito & Vector Control District Surveillance Department Report Disease Weeks 44 - 47 | October 30 – November 22

Mosquito Surveillance Activities

Routine mosquito surveillance continued through weeks 44-46 using Gravid, BG Sentinel 2 and Carbon Dioxide (CO2) trap types. An average of 34 traps were deployed each week while total abundance ranged from 2251-3359 mosquitoes per week. The average number of mosquitos caught per trap ranged from 73.6-97.9 during this time frame. During week 47, routine mosquito surveillance was placed on pause to observe the Thanksgiving holiday.

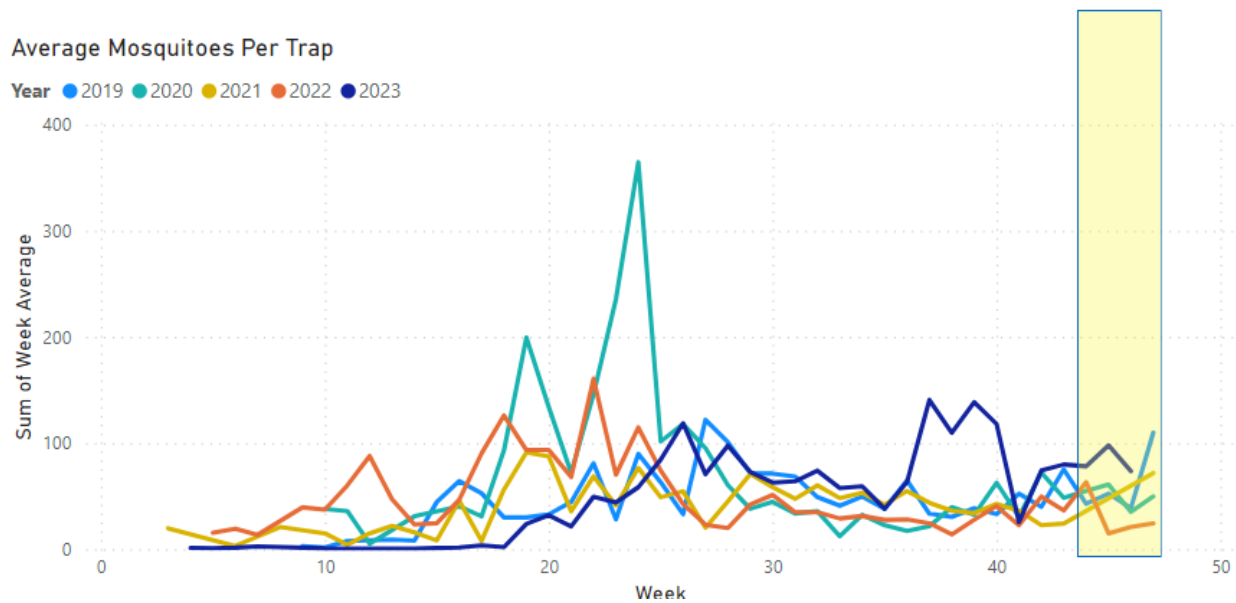


Fig. 1 Average mosquito counts for years 2019 through 2023. Highlighted are weeks 44 through 47.

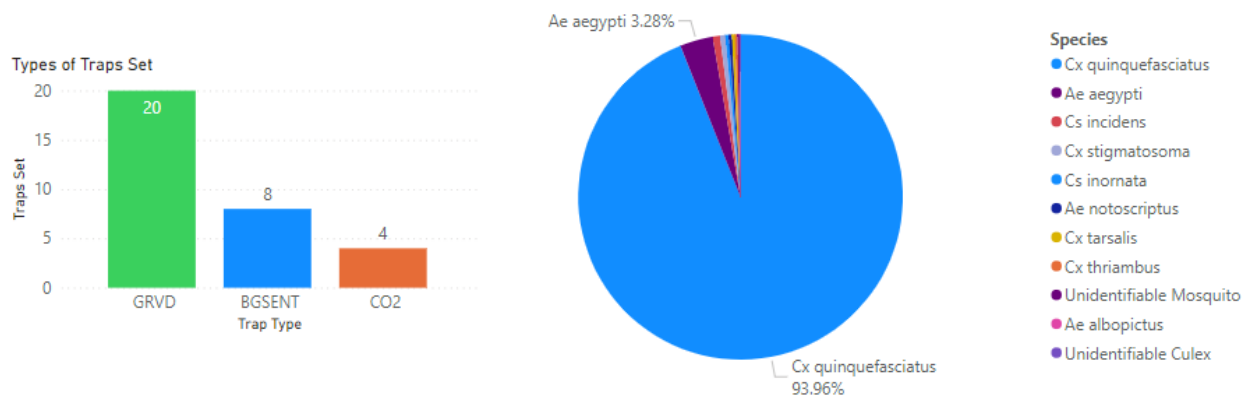


Fig. 2 The bar chart depicts the total number/types of traps set in week 45 while the pie chart represents the total percentage of mosquitoes collected during the current reporting period. Species listed on the far right are sorted from high to low as a function of total proportion.



San Gabriel Valley Mosquito & Vector Control District Surveillance Department Report Disease Weeks 44 - 47 | October 30 – November 22

Community/City	Avg Mosq Per trap
Alhambra	47
Altadena	28
Arcadia	69
Azusa	71
Baldwin Park	46
Bradbury	32
Claremont	43
Covina	55
Duarte	36
El Monte	42
Glendora	56
Industry	37
Irwindale	63
La Puente	88
La Verne	29
Monrovia	72
Monterey Park	53
Pasadena	52
Pomona	54
Rosemead	49
San Dimas	48
San Gabriel	53
Sierra Madre	18
South Pasadena	41
Temple City	33
Walnut	32
West Covina	49

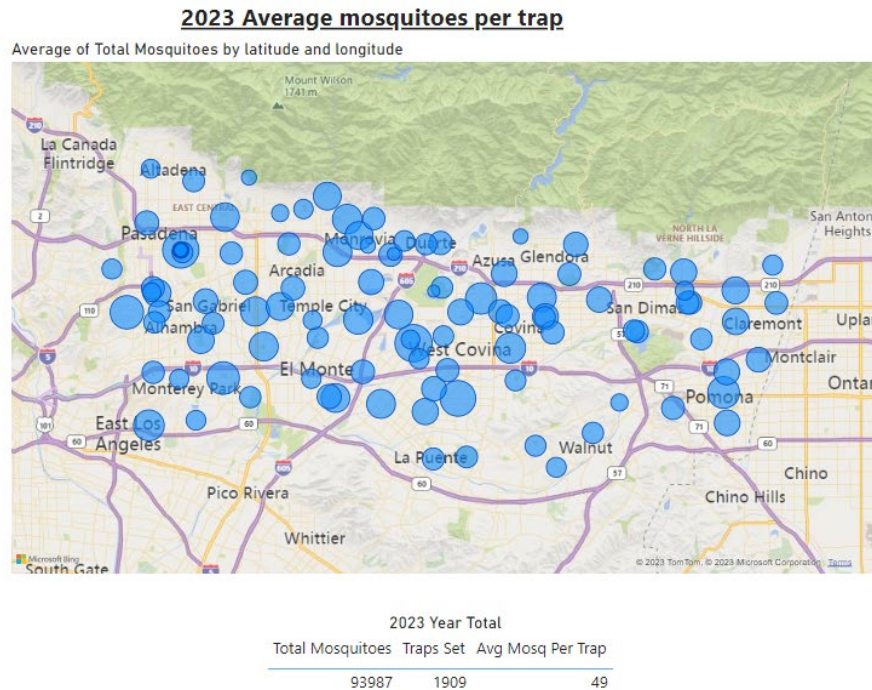


Fig. 3 The chart on the left depicts the average amount of mosquitoes collected per trap by sampling location and city/community. The map displays these trapping location averages while the size of the bubbles on the map reflects the relative abundance of mosquitoes caught at each site.

Invasive *Aedes* Surveillance

As of this reporting period, the District has identified invasive *Aedes* mosquitoes throughout the region per our seasonal norm. Beginning in week 34, the district has routinely identified areas that classify as “Invasive *Aedes*, high trap count”, or sites that collect more than 10 adult *Aedes* mosquitoes in a Gravid or 15 individuals in a BG Sentinel trap. From weeks 35 through 38, surveillance traps have depicted an overall increase of Invasive *Aedes* abundance across the district. More recently though we have seen a significant decline in our *Aedes* adult populations that is mirrored in our general adult mosquito population.



San Gabriel Valley Mosquito & Vector Control District Surveillance Department Report Disease Weeks 44 - 47 | October 30 – November 22

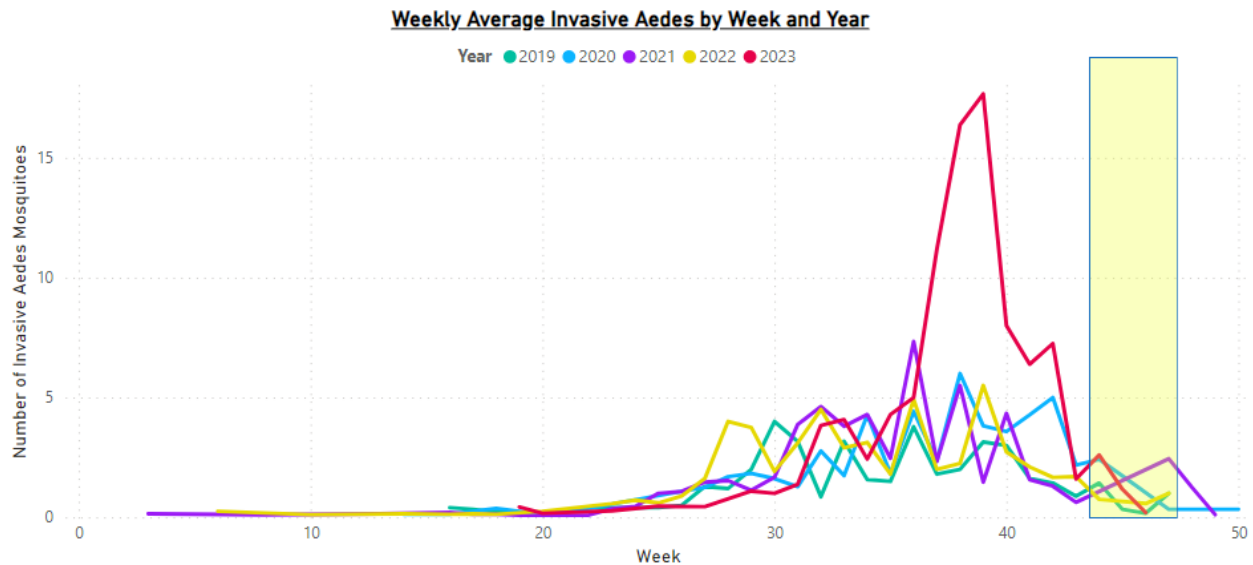


Fig. 4 Average collections of Invasive *Aedes* mosquitoes 2019-2023. Highlighted are average collections for weeks 44-47.

Enhanced Surveillance

Six enhanced surveillance activities were performed between weeks 44 and 47. A detailed breakdown of each week's activities are included below.

- Week 44, two activities were performed this week in response to a verified case of local Dengue virus transmission in a Pasadena neighborhood. Two activities were scheduled in the area of the transmission and a follow up trap deployed in proximity to a secondary location. 20 traps were deployed for these activities and 39 mosquito pools were collected.
- Week 45, one activity was performed this week in response to a verified case of local Dengue virus transmission in a Pasadena neighborhood. This was the final surveillance performed in the area in response to the Dengue virus transmission. Three traps were deployed for this activity and six mosquito pools were collected.
- Week 46, two activities were performed in response to an unidentified *Aedes* mosquito collected in previous enhanced traps. Two traps were deployed in a Pasadena neighborhood and a third at Eaton Canyon Nature Center to collect more of these specimens. Two traps were deployed for these activities and four mosquito pools were collected.
- Week 47, one activity was performed in response to a travel related Dengue virus case in the city of Baldwin Park. Five traps were deployed for this activity and four mosquito pools were collected.



San Gabriel Valley Mosquito & Vector Control District Surveillance Department Report Disease Weeks 44 - 47 | October 30 – November 22

Black Fly Surveillance

CO2 traps targeting black flies were set during Weeks 44-47. Between one and four dry ice baited CO2 traps were set weekly to monitor black fly abundance in relation to local breeding sources. Abundance in our east traps (Hook West, Tall Pines, Hicrest, and Glencoe Heights) has remained above our actionable levels, thus has required repeated surveillance into the off-season weeks.

The following table depicts the reported collections of black flies exceeding 200 individuals per trap:

Site name	# of adult black flies	Week #
Glencoe Heights	1531	44
Hicrest Rd.	1133	44
Hook West Flood Channel	613	44
Tall Pines	350	44
Hicrest Rd.	293	45

While abundance continues to exceed our high trap threshold we will continue to monitor and treat these locations accordingly.

Arbovirus Activity

As of week 22, the first West Nile Virus positive bird sample was collected within our District boundaries and our first positive mosquito sample was identified in week 23. The first human detection of West Nile Virus for 2023 was reported to the District in week 32 and lastly the first travel related Dengue case was also reported to the District in week 32.

To note, a majority of the samples discussed are tested for West Nile Virus (WNV), Saint Louis Encephalitis (SLE) and Western Equine Encephalitis (WEE). Unless otherwise noted, testing "positive" refers to WNV testing. In specific instances, *Aedes* mosquitoes will be tested for Dengue virus (DENV) Chikungunya virus (CHIKV) and Zika virus (ZIKV).

Mosquitoes are tested in groups, routinely of 20-50 individuals, to test for the presence of virus. These groups of mosquito samples are referred to as a mosquito "pool". *Aedes* mosquitoes are tested in lower quantities to aid in identifying local virus transmission.

Mosquito sample testing halted at the end of week 46 for the season. Samples may be saved for future testing depending on case investigations and end of season results.

The following are the weekly results from the District's arbovirus testing:

- Week 44: 3 out of 41 pools tested positive for WNV. 22 samples tested negative for Dengue virus.
 - All positives were collected from routine surveillance
- Week 45: Samples were saved for testing this week.



San Gabriel Valley Mosquito & Vector Control District Surveillance Department Report Disease Weeks 44 - 47 | October 30 – November 22

-Week 46: 2 out of 45 pools tested positive for WNV. 5 samples tested negative for Dengue virus.

- All samples were collected from routine surveillance

For our current reporting period:

-86 mosquito pools have been tested, 5 of which have tested positive for WNV

- In 2023, we have tested 1139 mosquito pools with 266 WNV positives
 - At this time in 2022, 1262 mosquito pools were tested with 198 positives
- In 2023, we have tested 42 bird samples with 16 positives
 - At this time in 2022, 28 bird samples had been tested with 12 positive samples

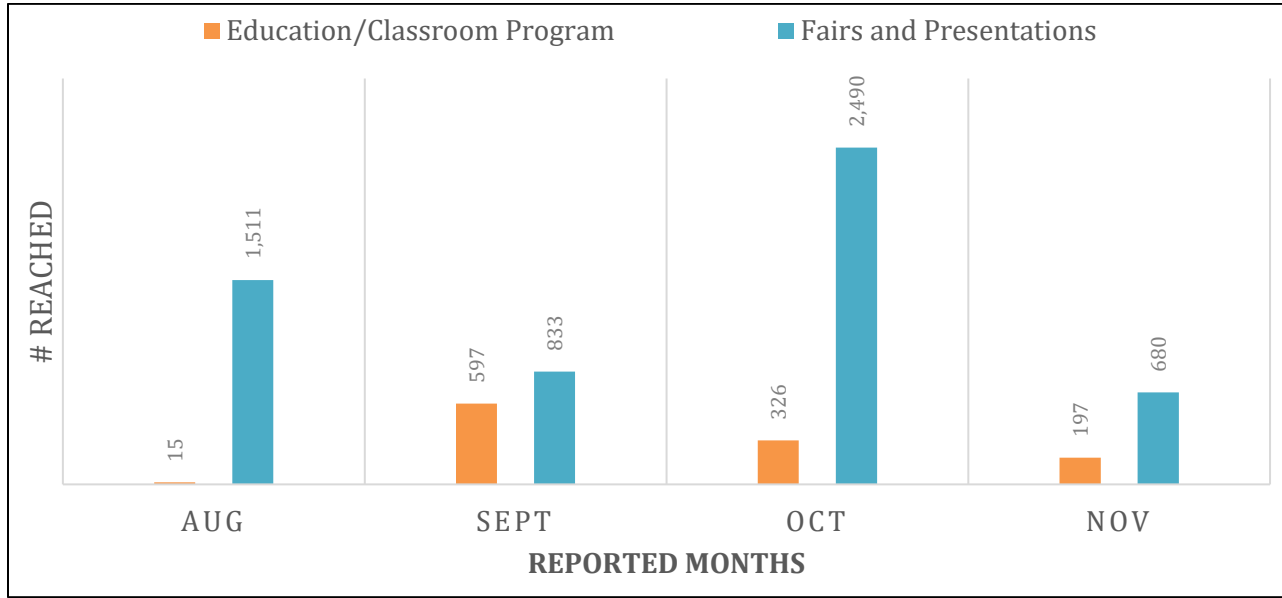
Arboviral sample testing for the season has concluded.

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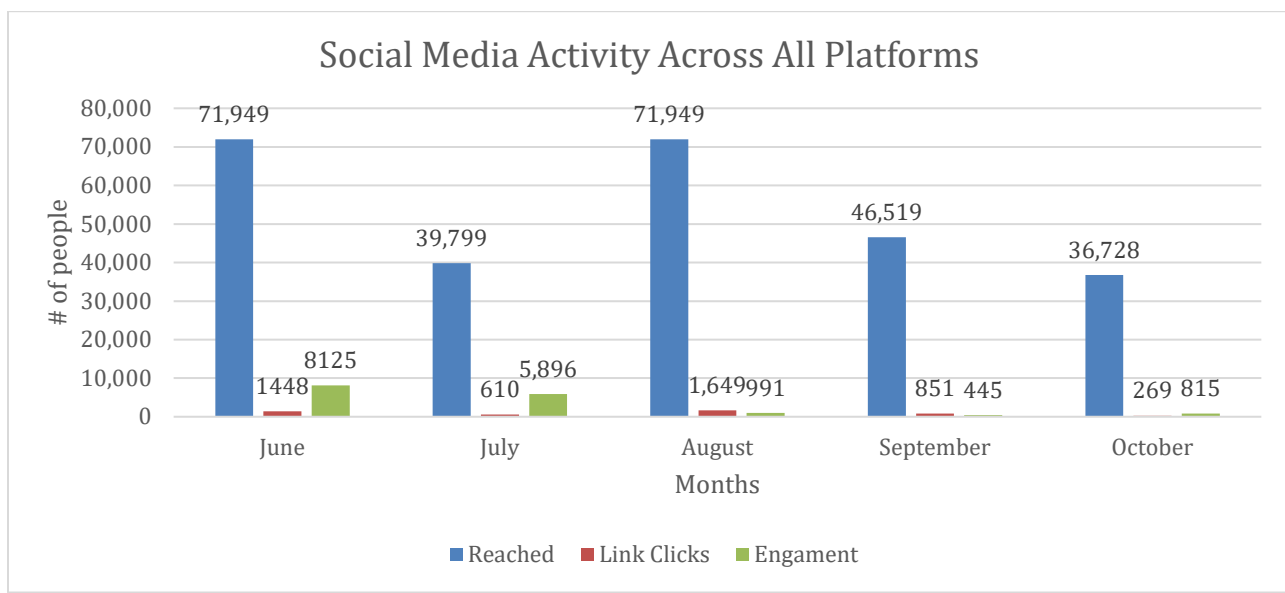
San Gabriel Valley Mosquito & Vector Control District Communications Department Report Disease Weeks 44-47 | October 29 – November 27

Outreach Activities:



Digital Key Performance Indicators (KPIs):

A delay in reported data may be present. Reported numbers reflect full calendar months to accurately track KPIs from all District social media platforms.





San Gabriel Valley Mosquito & Vector Control District
 Communications Department Report
 Disease Weeks 44-47 | October 29 – November 27

Digital Response Support

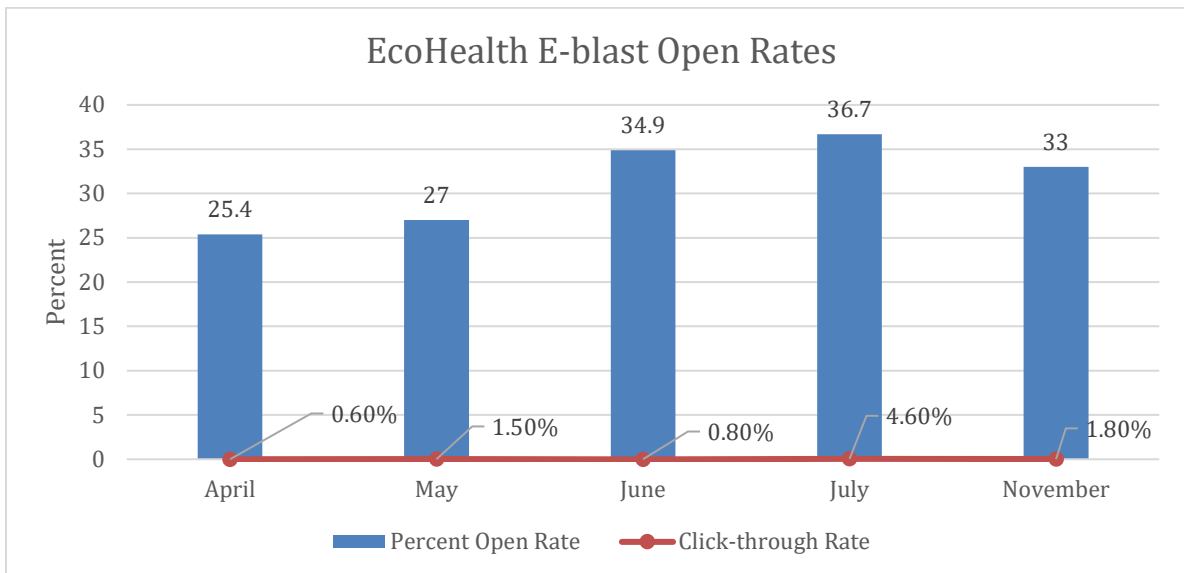
- Insect repellent campaigns pushed throughout fall months.
- Fall campaign e-blast for Bite Back Champions.
- Insect repellent and safe travel tips for winter months.



EcoHealth
 Vector Education



1. Data in Education (Fiscal YTD)



EcoHealth

- Operation Mosquito G.R.I.D. Activities:
 - o Certificates dropped off at Sierra Madre Middle School, Lone Hill Middle School (San Dimas) and San Jose Charter Academy (West Covina)
- Vector Inspector Program Activities:
 - o Assembly program at Rio Hondo (Arcadia)
 - o In-class program at Dewey Elementary (San Gabriel)
 - o Remote program for Magnolia Elementary (Azusa)
 - o Remote program for CIS Academy (Pasadena)
 - o Water analysis for Rio Hondo, Dewey, Magnolia, and Sky Mountain (Altadena)



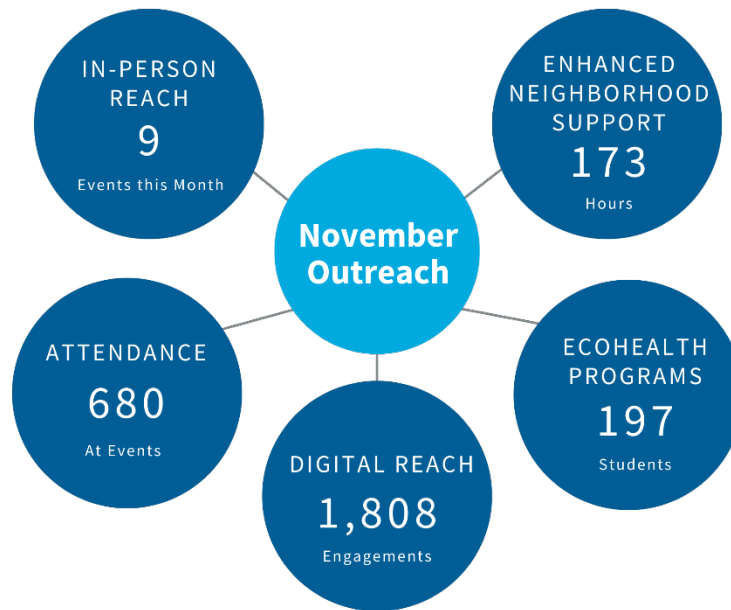
San Gabriel Valley Mosquito & Vector Control District Communications Department Report Disease Weeks 44-47 | October 29 – November 27

- Approval of agreement and COI for Spring visits to Pomona Unified schools by school board

EcoHealth Newsletter

- Newsletter resumed in November with a 33% open rate and 1.8% click rate.
- The next EcoHealth newsletter will be published in December.

General Outreach



Digital Marketing

Digital Newsletters

- Champion audience e-blasts:
 - Short Bites Monthly – November
 - 2023 Bite Back Gift Guide
- General Notification audience e-blasts:
 - Short Bites Monthly - November
 - 2023 Bite Back Gift Guide
- Blog audience:
 - Short Bites Monthly – November
 - 2023 Bite Back Gift Guide
 - Calculated 2023 reports to compare newsletter performance

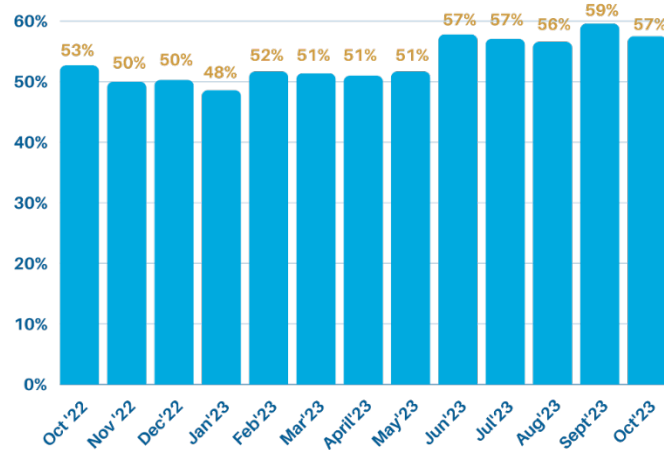


San Gabriel Valley Mosquito & Vector Control District Communications Department Report Disease Weeks 44-47 | October 29 – November 27

<p>EcoHealth Newsletter: Resume Your Search 2023 EcoHealth Vector Education Updated on Tue, Nov 28, 2023 3:26 pm by Ally Gaspar</p>	8 Campaigns	64.2% Opens	37.3% Clicks
<p>EcoHealth Newsletter 2023 EcoHealth Vector Education Updated on Tue, Nov 28, 2023 3:25 pm by Ally Gaspar</p>	8 Campaigns	30.7% Opens	1.6% Clicks
<p>Short Bites Monthly 2023 Bite Back Campaign Updated on Tue, Nov 28, 2023 3:24 pm by Ally Gaspar</p>	10 Campaigns	55.4% Opens	4.1% Clicks

Image of comparative reports for 2023 newsletters. Percentage calculations are of average open rates and click rates.

Short Bites Monthly: Open Rate %



Short Bites Monthly data will be sent on the last Monday of each month. This month's data will appear in the next board report.

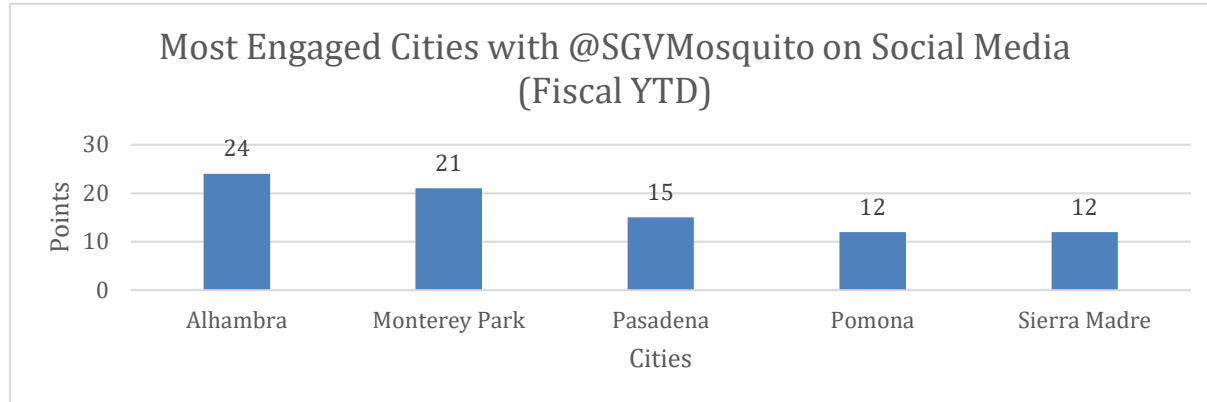
Press Releases and Media Hits

Date	Publication	Title
11/2/2023	Press Telegram	2 nd California Case of Local Dengue Fever Reported in Long Beach
11/8/2023	Pasadena Now	Official Urges Pasadenans to Take Precautions in Wake of Local Case of Dengue



San Gabriel Valley Mosquito & Vector Control District Communications Department Report Disease Weeks 44-47 | October 29 – November 27

Social Media



Tracking cities social media engagement with our District's social media platforms. Points are based on the following:

- 1 Point - Passive engagement: Like post, view IG story,*
- 2 Points - Active Engagement: Share on FB, retweet, share in IG stories,*
- 3 Points - Champion Engagement: Post content from SGVMVCD, creating a collaborative post, tags @SGVMosquito*

Social Media

- Social media content highlights vector control activities throughout the year and provides a personal lens to vector control.
- Holiday content is in development to keep mosquito control relevant throughout the cooler winter months.

Content Development

- Halloween video was published and to date has 1,808 views

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SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

REPORT OF STAFF’S ATTENDANCE

AT CONFERENCE/EVENT

Staff Name and Title: Jerry Mireles, Clerk of the Board/Administrative Assistant

Name of Conference/Event: 2023 Board Clerk Conference

Date: November 7-8, 2023

Location: Monterey, CA

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

The 2023 California Special District Association was a highly enriching experience.

The two-day conference, specifically designed for special district board clerks, commenced with an inspiring keynote by Merlyna Valentine, encouraging the maintenance of positivity in challenging times and the embrace of change. This motivated me to incorporate these principles into my professional development. Christine Wood delved into the intricacies of the California Public Record Act during a session, highlighting the importance of a timely response to records and providing examples of exemptions that might allow agencies to withhold specific information.

Moreover, I was honored to receive the District Transparency Certificate of Excellence Award on behalf of the District. This recognition reflects the collaborative effort within the team and emphasizes the crucial role of transparency in keeping the public informed about the District.

The conference deepened my understanding of foundational aspects in my role as a Clerk of the Board. Valuable insights were gained into taking and processing meeting minutes, reinforcing adherence to Roberts Rules of Order, and addressing Board members and District liability issues. The significance of the Brown Act was underscored, and the session covered newly passed legislation, revealing the distinctions between resolutions and ordinances. Engaging with speakers and fellow Board Clerks facilitated networking opportunities, enabling me to share best practices and gain additional insights into my field, ultimately benefiting the District.

Date: _____ Signed: *Jerry Mireles*

Print Name: _____

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San Gabriel Valley Mosquito & Vector Control District Treasurer's Report | October 2023

SGVMVCD TREASURER'S REPORT OCTOBER 2023

This Treasurer's Report reflects the SGVMVCD's month end balance of District funds for the period noted above. It is in full compliance with the District's Investment Policy. The Secretary-Treasurer hereby certifies that the District can meet expenditure requirements for the next six months with funds from the Revolving Fund, L.A. County Pool, and LAIF accounts.

LOCAL AGENCY INVESTMENT FUND (LAIF)				
BEGINNING BALANCE				\$135,096.11
Interest Earned		\$2,983.00		
ENDING BALANCE				\$138,079.11
% OF ANNUAL EXPENDITURE:	2.04%	YIELD:	3.67%	MATURITY DATE: PERPETUAL SOURCE: OCT 2023 STATEMENT

LOS ANGELES COUNTY POOL (PB1)				
BEGINNING BALANCE				\$2,389,253.77
Interest Earned		\$10,869.29		
Trust Warrant #739		(\$367,077.86)		
ENDING BALANCE				\$2,033,045.20
% OF ANNUAL EXPENDITURE:	29.97%	YIELD:	3.85%	MATURITY DATE: PERPETUAL SOURCE: ND 24, PERIOD 4

CALIFORNIA CLASS PRIME				
BEGINNING BALANCE				\$0.00
No transactions this period		\$0.00		
ENDING BALANCE				\$0.00
% OF ANNUAL EXPENDITURE:	0.00%	YIELD:	N/A	MATURITY DATE: N/A SOURCE: N/A

CALIFORNIA CLASS ENHANCED CASH				
BEGINNING BALANCE				\$0.00
No transactions this period		\$0.00		
ENDING BALANCE				\$0.00
% OF ANNUAL EXPENDITURE:	0.00%	YIELD:	N/A	MATURITY DATE: N/A SOURCE: N/A

VCIPA CONTINGENCY FUND				
BEGINNING BALANCE				\$109,460.00
Interest Earned		(\$279.00)		
Admin Fee		(\$2.00)		
ENDING BALANCE				\$109,179.00
% OF ANNUAL EXPENDITURE:	1.61%	YIELD:	3.53%	MATURITY DATE: PERPETUAL SOURCE: SEPT 2023 STATEMENT

CITIZENS BANK (REVOLVING FUND)				
BEGINNING BALANCE				\$200,000.00
Debit Activity		(\$812,449.89)		
From Sweep Account		\$444,537.86		
Trust Warrant #738		\$367,077.86		
Deposit 10/19/23 (Paychex Credit)		\$28.90		
Deposit 10/12/23 (Rebate and Reimbursement)		\$805.27		
ENDING BALANCE				\$200,000.00
% OF ANNUAL EXPENDITURE:	2.95%			SOURCE: OCT 2023 STATEMENT

CITIZENS BANK (SWEEP ACCOUNT)				
BEGINNING BALANCE				\$689,436.94
Interest Earned				
Debit Activity		(\$444,537.86)		
Deposits		\$367,025.05		
ENDING BALANCE				\$611,924.13
% OF ANNUAL EXPENDITURE:	9.02%			SOURCE: OCT 2023 STATEMENT

ALL FUNDS BEGINNING BALANCE **\$3,523,246.82**
ALL FUNDS ENDING BALANCE **\$3,092,227.44**


 Lloyd Johnson (11/29/2023 16:18 PST)

Lloyd Johnson, Secretary-Treasurer

Nov 29, 2023

Date



San Gabriel Valley Mosquito & Vector Control District
 District Working Balance | December 2023

**SGVMVCD WORKING FUND BALANCE
 DECEMBER 2023**

ALL FUNDS ENDING BALANCE (PERIOD ENDING OCTOBER 2023)	\$3,092,227.44
TOTAL RESERVES	(\$1,400,200.00)
NOVEMBER 2023 EXPENDITURES	<u>(\$363,150.76)</u>
DECEMBER 1, 2023 WORKING FUND BALANCE	<u><u>\$1,328,876.68</u></u>

A handwritten signature in black ink that reads "Jason Farned".

Jason Farned, District Manager



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

Date: December 08, 2023

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

Subject: **Special District Leadership Foundation – District Transparency Certificate of Excellence**

Exhibit(s): Exhibits 4.1A, 4.1B, 4.1C

Background

San Gabriel Valley Mosquito & Vector Control District received the District Transparency Certificate of Excellence by the Special District Leadership Foundation (SDLF) in recognition of its outstanding efforts to promote transparency and good governance.

SDLF is an independent, non-profit organization formed to promote good governance and best practices among California's special districts through certification, accreditation, and other recognition programs. The SDLF is supported by the California Special Districts Association and the Special District Risk Management Authority.

The District Transparency Certificate of Excellence was created to promote transparency in the operations and governance of special districts to the public and to provide special districts with an opportunity to showcase their efforts in transparency. Requirements include proof of adherence to all government transparency regulations and requirements, comprehensive website design and accessibility requirements, and approved outreach initiatives and activities.

This award is a testament to San Gabriel Valley Mosquito & Vector Control District's commitment to open government.

District Manager's Recommendation

None – Information item only

Board Action Options

None – Information item only

Submitted by:

A handwritten signature in black ink that reads "Jason Farned".

Jason Farned
District Manager

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November 1, 2023

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

RE: District Transparency Certificate of Excellence Approval

Dear Jason Farned:

Congratulations! San Gabriel Valley Mosquito & Vector Control District has successfully completed the District Transparency Certificate of Excellence program through the Special District Leadership Foundation (SDLF).

On behalf of the SDLF Board of Directors, I would like to congratulate your district on achieving this important certificate. By completing the District Transparency Certificate of Excellence Program, San Gabriel Valley Mosquito & Vector Control District has proven its dedication to being fully transparent as well as open and accessible to the public and other stakeholders.

Included in this letter is your window cling and year stickers, so that your district may showcase this important accomplishment.

Congratulations and thank you for your dedication to excellence in local government.

Most sincerely,

Sandy Raffelson
SDLF Board President

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District Transparency Certificate of Excellence

November 2023 – December 2026

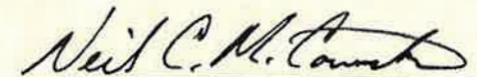
The Special District Leadership Foundation is proud to present this
District Transparency Certificate of Excellence to

San Gabriel Valley Mosquito & Vector Control District

In recognition of the district's completion of all transparency program requirements
designed to promote transparency in their operations and governance
to the public and other stakeholders.



Sandy Seifert Raffelson, SDLF Board President



Neil McCormick, SDLF Chief Executive Officer

Special District Leadership Foundation

The Special District Leadership Foundation (SDLF) was formed to provide certification, accreditation and recognition programs to special district elected officials and staff.



All SDLF programs are dedicated to promoting excellence in special district governance and operations throughout California.



SHOWCASE YOUR DISTRICT'S COMMITMENT TO TRANSPARENCY

District Transparency Certificate of Excellence

Purpose

To promote transparency in the operations and governance of special districts to the public/constituents and provide special districts with an opportunity to showcase their efforts in transparency.

Valid

3 Years from date of award

Application Cost

FREE

Electronic Filing is preferable

info@sdlf.org

District Receives

- Certificate for display (covering 3 years)
- Press release template
- Recognition on the SDLF website
- Letter to legislators within the district's boundaries announcing the achievement
- Recognition in social media and the CSDA eNews
- Window cling

Basic Requirements

Current Ethics Training for All Board Members *(Government Code Section 53235)*

- Provide names of board members and copies of training certificates along with date completed

Current Harassment Prevention Training for Supervisory and Non-Supervisory Employees

(Government Code section 12950.1; 53237.1)

- Provide training log or certificates confirming completion along with dates completed

Compliance with the Ralph M. Brown Act *(Government Code Section 54950 et. al)*

- Provide copy of current policy related to Brown Act compliance
- Provide copy of a current meeting agenda (including opportunity for public comment)

Adoption of Policy Related to Handling Public Records Act Requests

- Provide copy of current policy

Adoption of Reimbursement Policy, If District Provides Any Reimbursement of Actual and Necessary Expenses

(Government Code Section 53232.2 (b))

- Provide copy of current policy

Annual disclosure of board member or employee reimbursements for individual charges over \$100 for services or products.

This information is to be made available for public inspection. "Individual charge" includes, but is not limited to: one meal, lodging for one day, or transportation. *(Government Code Section 53065.5)*

- Provide copy of the most recent document and how it is accessible

Timely Annual Filing of State Controller's Special Districts Financial Transactions Report and Compensation Report

(Government Code Section 53891, 53892)

- Provide copy of most recent filings

SDLF staff will verify that district is not listed on the State Controller's 'non-compliance list'

Conduct Audits As Required By Law *(Government Code Section 26909 and 12410.6)*

- Provide copy of most recent audit, management letter, and a description of how/where documents were made available to the public

Other Policies – Have Current Policies Addressing the Following Areas

Provide copies of each:

- Conflict of Interest
- Provide copies of Form 700 cover sheet for board members and general manager
- Code of Ethics/Values/Norms or Board Conduct
- Financial Reserves Policy
- Records Retention Policy

DISTRICT TRANSPARENCY CERTIFICATE OF EXCELLENCE APPLICATION

Website Requirements

Maintain a district website with the following items Required. (provide direct website links for each item) - Required items available to the public:

- Names of board members and their full terms of office to include start and end date
- Name of general manager and key staff along with contact information
- Election/appointment procedure and deadlines
- Board meeting schedule
(Regular meeting agendas must be posted 72 hours in advance pursuant to *Government Code Section 54954.2 (a)(1)* and *Government Code Section 54956 (a)*)
- District's mission statement
- Description of district's services/functions and service area
- Authorizing statute/Enabling Act (Principle Act or Special Act)
- Current district budget
- Most recent financial audit
- Archive of Board meeting minutes for at least the last 6 months
- Link to State Controller's webpages for district's reported board member and staff compensation (*Government Code Section 53908*)
- Link to State Controller's webpages for district's reported Financial Transaction Report (*Government Code Section 53891 (a)*)
- Reimbursement and Compensation Policy
- Home page link to agendas/board packets (*Government Code Section 54957.5*)
- SB 272 compliance-enterprise catalogs (*Government Code Section 6270.5*)

Additional items – website also must include at least 4 of the following items:

- Post board member ethics training certificates
- Picture, biography and e-mail address of board members
- Last (3) years of audits
- Financial Reserves Policy
- Online/downloadable public records act request form
- Audio or video recordings of board meetings
- Map of district boundaries/service area
- Link to California Special Districts Association mapping program
- Most recent Municipal Service Review (MSR) and Sphere of Influence (SOI) studies (full document or link to document on another site)
- Link to www.districtsmakethedifference.org site or a general description of what a special district is
- Link to most recently filed FPPC forms

Outreach/Best Practices Requirements - (Must complete at least 2 of the following items)

Regular district newsletter or communication (printed and/or electronic) that keeps the public, constituents and elected officials up-to-date on district activities (at least twice annually)

- Provide copy of most recent communication and short description on the frequency of the communication, how it's distributed and to whom

Community notification through press release to local media outlet announcing upcoming filing deadline for election or Appointment and process for seeking a position on the district board, prior to that election (or prior to the most recent deadline For consideration of new appointments for those districts with board members appointed to fixed-terms)

- Provide copy of the press release (and the printed article, if available)

Complete salary comparison/benchmarking for district staff positions using a reputable salary survey (at least every 5 years)

- Provide brief description of the survey and process used as well as the general results

Special Community Engagement Project

Designed and completed a special project promoting community engagement with the district (potential projects may be broad in nature or focus on specific issues such as rate-setting, recycled water, identifying community needs, etc.)

- Submit an overview of the community engagement project reviewing the process undertaken and results achieved

Hold annual informational public budget hearings that engage the public (outreach, workshops, etc.) prior to adopting the budget

- Provide copy of most recent public budget hearing notice and agenda

Community Transparency Review

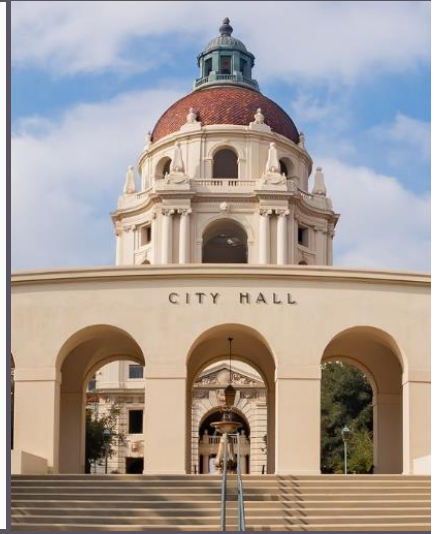
The district would be required to obtain a completed overview checklist from at least 2 of the following individuals (the district may choose to conduct the overview with these individuals simultaneously or separately):

- Chair of the County Civil Grand Jury
- Editor of a reputable local print newspaper (only one may count toward requirement)
- LAFCO Executive Officer
- County Auditor-Controller
- Local Legislator (only one may count toward requirement)
- Executive Director or President of local Chamber of Commerce
- General Manager of a peer agency (special district, city, county, neighborhood association, community organization or county administrative officer)
 - Provide proof of completion signed by individuals completing Community Transparency Review
- President of local Special Districts Chapter or the Chapter designee

YOUR MUNICIPAL INVESTMENT ADVISOR FOR SUCCESS



Most public agencies need more revenue, but they don't have the time to focus on obtaining better investment returns. At Optimized Investment Partners, we will actively manage your investment portfolio, so you get more revenue and have more time to focus on what truly matters to you.



1

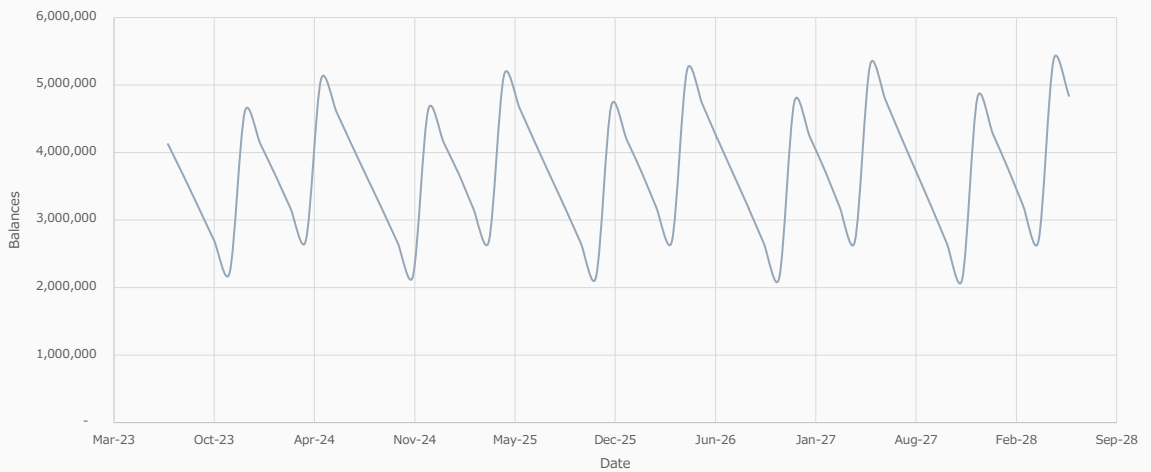
1



SGVMVCD Historical Cash Flows

2

2



SGVMVCD Projected Cash Flows

3

3

Updated Revenue Projection

- Original Cash Balance 6/30/2022 - \$6,000,000 (estimated)
- Updated Cash Balance 5/31/2023 - \$5,006,397
- Long-Term Portfolio size - \$1,600,000
- Long-Term Average Portfolio Yield - 4.4%
- Short-Term Average Portfolio size - \$1,500,000
- Short-Term Average Portfolio Yield - 5.2%
- Average Checking Account Balance - \$500,000
- Estimated Revenue Projection - \$150,000 (Annual)

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Next Steps

- Educate Board as necessary
- District contract with OIP for Investment Advisory Services
- District contract with Custodial Bank (BNY, US Bank, etc.)
- District contract with Broker/Dealer (TVI, Mutual, Piper, etc.)
- OIP recommend initial investments, City execute trade tickets
- OIP provide ongoing investment recommendations
- OIP provide quarterly cash flow update and investment reporting
- OIP provide annual investment policy update

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Our Team



David Bilby, MSBA
President, CEO, & Chief Compliance Officer

David’s work has covered all areas of District finance, including budgeting, municipal debt management, accounting, user fee studies, fiscal impact analysis, asset management, public/private partnerships, and procurement. He has completed dozens of public financings, together totaling over \$1 billion, including CFDs, ADs, COPs, RDA, POBs, and LRBs. As an integral part of a team, he helped complete two successful sales tax measures. The municipal investment portfolios he has directly managed ranged from \$50M to \$400M.

Credentials:

- ▶ M.S., Business Administration, Finance concentration, San Diego State University
- ▶ B.S., Business Administration, Finance concentration, San Diego State University
- ▶ Certified Public Finance Officer (CPFO), Government Finance Officers Association
- ▶ Series 50 Municipal Advisor Representative, Municipal Securities Rulemaking Board (MSRB)
- ▶ Series 65 Registered Investment Adviser Representative, North American Securities Administrators Association (NASAA)

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Our Team



Robert Michalik, BSBA

Executive Vice President & Chief Operating Officer

Robert is a savvy, results-oriented, strategic executive leader and change agent with over 24 years of experience driving and optimizing business operations and services for large and diverse organizations, including J.P. Morgan Chase, Caliber Home Loans, and First American. He has led teams of up to 300 employees across international locations, tightly managed operating budgets exceeding \$14M, and has an impeccable track record in internal- and external-facing audits.

Credentials:

- ▶ B.S., Business Management, University of Phoenix
- ▶ Series 65 Registered Investment Adviser Representative, North American Securities Administrators Association (NASAA)

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THANK YOU



Contact Us

Website: www.optimizedip.com

Email: dbilby@optimizedip.com

Phone: (619) 324-9510

8

8



Our Vision

Most public agencies need more revenue, but they don't have the time to focus on obtaining better investment returns. At Optimized Investment Partners, we will actively manage your investment portfolio, so you get more revenue and have more time to focus on what truly matters to you.

Contact Us

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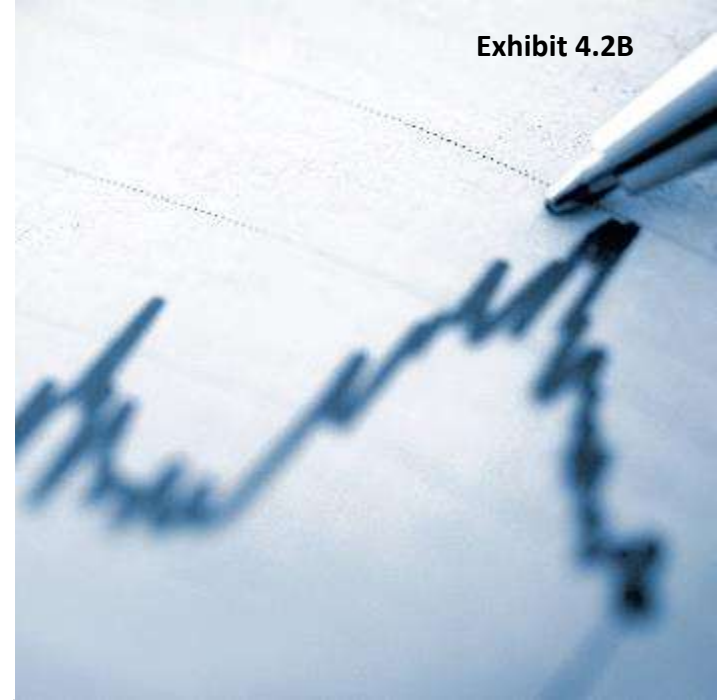


**Your Municipal
Investment
Advisor For Success**



Our Services

- ▶ **Partner with government experts:** Optimized Investment Partners has extensive government finance experience to make better investment decisions and increase your agency’s revenues.
- ▶ **Safeguard principal:** Keep more idle cash actively invested throughout the year. Optimized Investment Partners helps you hedge against inflation and invest seasonal surpluses to preserve and increase the value of your cash.
- ▶ **Ensure liquidity:** Balance investments and cash on hand to ensure sufficient operating capital. Optimized Investment Partners ladders portfolio investments to ensure cash is readily available when needed.
- ▶ **Improve returns:** Generate more revenue to budget across your agency’s priorities. Optimized Investment Partners improves total returns by investing in longer term maturities with higher yields while maintaining safe investments.
- ▶ **Receive superior service:** Optimized Investment Partners provides high-quality customer service to clients of all sizes throughout California, with investment balances starting at \$2M.



Optimized Investment Partners provides investment advisory services to small and medium sized municipalities in the state of California. We proudly serve cities as well as fire, water, park & recreation, and other special districts.

3 Steps to Your Success

1. We create customized cash-flow models that enable agencies to actively invest more cash.
2. We develop a laddering strategy to invest in longer term securities without the risk of running out of cash for operations.
3. We achieve above-market rate returns by utilizing a mixed portfolio of products that matches your agency’s policies.



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

Date: December 08, 2023

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

Subject: **Consider Proposal from Optimized Investment Partners to Provide Investment Advisory Services**

Exhibit(s): Exhibit 5A

Background

In an ongoing effort to maximize investment returns on reserve and working fund balances, staff continues to explore viable investment vehicles and strategies that comply with the District's investment policy and supports the Board's request to seek alternative options for consideration.

One strategy involves engaging in investment advisory services where government finance professionals provide guidance to staff in making informed investment decisions while safeguarding principal reserves and maximizing returns on idle cash.

On August 23, 2023 Optimized Investment Partners provided a presentation to the Finance and Audit Committee with a proposal regarding their investment advisory services for the District. The proposal included a scope of service that fits the District's needs. The Committee found the services valuable and the terms of the agreement favorable.

The Committee recommended that Optimized Investment Partners provide a presentation to the Board of Trustees to gather consensus on the District's overall investment strategy and determine if contracting with a professional advisory service would serve the Board's priorities.

District Manager's Recommendation

If the board favors a more complex investment strategy aimed at maximizing returns on idle funds or deems professional oversight and advice on investments beneficial for the District, staff recommends engaging the services of Optimized Investment Partners.

Board Action Options

- Discussion and consensus for staff direction

Submitted by:

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Jason Farned
District Manager

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Attachment A (Proposal)

August 23, 2023

Jason Farned
 District Manager
 1145 N. Azusa Canyon Road
 West Covina, CA 91790

Re: Proposal (Attachment A) for Investment Advisory Services to the San Gabriel Valley Mosquito and Vector Control District

Dear Mr. Farned:

Optimized Investment Partners, LLC ("Optimized"), is pleased to present this proposal (**Attachment A**) to the San Gabriel Valley Mosquito and Vector Control District ("Client" or "District") to provide investment advisory services related to the District's surplus funds portfolio to achieve preservation of capital and maintain appropriate levels of liquidity at market yields.

Optimized Investment Partners was formed for one reason. To serve you. Our president and CEO has been working in local government investments for over 18 years. He identified a huge disparity in the investment advisory industry. The larger agencies were offered more opportunities for services than smaller ones. Smaller agencies have been virtually ignored even though it's the smaller agencies that don't have the staffing resources to manage the diverse set of responsibilities required.

I. BACKGROUND AND OBJECTIVE

OPTIMIZED will provide specified professional investment advisory services consistent with California government code section 53600 as detailed in the scope of services section below. As a fiduciary to your District, Optimized will place preservation of capital as our top priority, while ensuring appropriate levels of liquidity for day-to-day operations. We will seek to earn market yields once the first two priorities have been achieved.

II. SCOPE OF SERVICES

OPTIMIZED proposes the following scope of work to assist Client with investment advisory services. Please note that the prospective assignment that OPTIMIZED proposes to provide are advisory in nature. OPTIMIZED will be making specific investment recommendations. None of OPTIMIZED's staff will act in a capacity as an elected official, an appointed official, as staff, or serve in a "designated" position.

1. Provide investment advisory services for all surplus funds identified by Optimized and Client in compliance with Government Code Section 53600 and other applicable government codes, local municipal codes, charters, and policies
2. Build a comprehensive cash-flow model to enhance liquidity management and increase the amount of funds invested in the investment portfolio
3. Investment Policy review and consulting
4. Provide general investment education to District Staff and Officials
5. Prepare reports of monthly/quarterly transactions
6. Monitor the credit of investment securities in the portfolio for compliance with District Investment Policy
7. Perform interest revenue projections as needed for analysis
8. If requested, deliver one virtual public presentation to a commission, special committee, or governing body (e.g. City Council, Board of Directors) of the District

9. As requested, assist with other compliance and audit review requirements as related to OPTIMIZED services, and/or attend publicly noticed District meetings.

III. SCHEDULE AND REQUIRED DATA

Optimized is prepared to commence work upon receipt of an executed Agreement. Client will promptly provide Optimized with project data requested, including three (3) years of cash transaction detail.

Days 1-7

- Kickoff meeting to discuss and confirm schedule
- Custodial account setup
- Broker/Dealer account setup
- Pool(s) account(s) setup

Days 7-14

- Portfolio recommendations
- Trade execution with Client broker/dealer

IV. COMPENSATION/TERM

Consultant shall receive compensation, including authorized reimbursements, for Services rendered under this Agreement at the rates set forth below. **Contract will be in force for an initial three (3) years, with the option to extend twice via one (1) year extension(s).**

Investment Advisory Annual Fee Schedule		
Contract Year	Annual Fee	Basis – Assets Under Management
Year 1 Fiscal Year Ending June 30, 2024	25 basis points on the first \$3M, 10 basis points on all additional balances.	Ending Monthly Custodial Bank Balance and Collateral Accounts*
Year 2 Fiscal Year Ending June 30, 2025	25 basis points on the first \$3M, 10 basis points on all additional balances.	Ending Monthly Custodial Bank Balance and Collateral Accounts*
Year 3 Fiscal Year Ending June 30, 2026	25 basis points on the first \$3M, 10 basis points on all additional balances.	Ending Monthly Custodial Bank Balance and Collateral Accounts*

*Based on the ending monthly custodial bank balance, assets invested in certificates of deposit, and pooled account assets including cash and investments, as reported by the custodial bank, broker/dealers, other banks, and pooled account administrators. Optimized will submit an invoice calculated monthly with a statement provided (Example: \$5 million ending balance would be invoiced at \$3 million * 0.0025% = \$7,500, **plus** \$2 million * 0.001% = \$2,000. **Grand total of both amounts = \$9,500.** \$9,500/12 = \$792 monthly).

To the extent alternative assignments are requested, compensation for requested Additional Tasks (defined below) will be based on hours spent at OPTIMIZED's billing rates as shown on "**Exhibit 1.**"

V. NON-DISCRETIONARY

This contract does not grant discretionary power to Optimized, or its representatives, and the contract will not be assigned by Optimized without the consent of the Client. Optimized must secure client permission prior to effecting securities transactions for the Client in the client's broker-dealer account(s).

Exhibit 1**Optimized Investment Partners, LLC.
2023 Public District Fee Schedule****Professional Services**

President & CEO	\$350.00/hour
Senior Project Manager	\$250.00/hour
Project Analyst / Project Research	\$150.00/hour
Clerical Support	\$ 75.00/hour

- **Additional Expenses**

In addition to professional services (labor fees):

- 1) Out-of-pocket expenditures, such as travel and mileage, professional printing, and delivery charges for messenger and overnight packages will be charged at cost.
- 2) If Optimized retains Third Party Vendor(s) for Client (with Client's advance approval), fees and cost will be billed to Client at 1.1X (times) fees and costs.
- 3) Consultant's attendance or participation at any public meeting, in addition to 1 included virtual meeting in scope of services, whether such participation is in person, digital, video and/or telephonic (*e.g., City Council, Planning Commission, Public District Board, other*) requested by Client and are beyond those specifically identified in the Scope of Work will be billed at the professional services (hourly) fees as shown on this "Exhibit 1."

- **Charges for Court/Deposition/Expert Witness-Related Appearances**

Court-related (non-preparation) activities, such as court appearances, depositions, mediation, arbitration, dispute resolution and other expert witness activities, will be charged at a court rate of 1.5 times scheduled rates, with a 4-hour minimum.

Rates shall remain in effect until December 31, 2023.

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

Date: December 08, 2023

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

Subject: **Trustee Conference Attendance – Appointment of Attendees for 92nd Annual MVCAC Conference**

Exhibit(s): Exhibit 8A

Background

Per District Policy No. 23 – Travel and Per Diem

Section 1.A - The District shall pay for expenses for authorized Trustees/Employees to attend approved conferences, seminars, or meetings (events).

Section 2.A.1. - The President of the Board of Trustees shall make a recommendation to the Board of Trustees on the appointment of Trustees to attend conferences. The Board of Trustees shall appoint Trustees to attend conferences.

As requested by President Shevlin, trustees interested in attending have submitted a Statement of Interest Form. (Exhibit 8A)

President Shevlin is recommending for approval the appointment of Trustee Jackie Doornik, representative of Glendora to attend the 92nd Annual MVCAC Conference. The conference will be held in Monterey, California from January 21 - 24, 2024.

Board Action Options

- **Board Action Required:** If the Board concurs, following the public discussion by members for this item, the appropriate action is to approve President Shevlin's recommendation for conference attendees.
- **Alternative Board Action:** If after public discussion by members for this item, the Board may choose not to approve President Shevlin's recommendation for conference attendees.

Submitted by:

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Jason Farned
District Manager

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San Gabriel Valley Mosquito & Vector Control District
TRUSTEE EDUCATION OPPORTUNITY
STATEMENT OF INTEREST FORM

CONFERENCE: 2024 ANNUAL MOSQUITO AND VECTOR CONTROL ASSOCIATION OF CALIFORNIA (MVAC) CONFERENCE

EVENT DATE(S): SUNDAY, JANUARY 21st - WEDNESDAY, JANUARY 24th, 2024

LOCATION: MONTEREY, CALIFORNIA

FORM SUBMITTAL PROCESS: If interested in attending this conference, please complete and submit this form via email to Jerry Mireles at jmireles@sgvmosquito.org . Forms for this conference will be accepted immediately following the adjournment of the November 17, 2023 board meeting and no later than 4:30 p.m. on November 30, 2023.

FORM APPROVAL PROCESS: Completed forms will be forwarded to the Board President for review and approval consideration on a first come, first serve basis. Approved requests will be announced at the December 8, 2023 board meeting. Current budget allocation allows for two (2) Trustees attendance to the conference.

TRUSTEE NAME: Jackie Doornik

Please provide a brief statement communicating your interest in attending this event in addition to the value, information, and education it will bring to your constituents.

The global concern of mosquitoes and vectors extends beyond local boundaries. Understanding transportation and migration is crucial for staying informed and finding relevant articles to stay updated.

SIGNATURE: Jackie Wall Doornik DATE: 11/29/2023