



San Gabriel Valley Mosquito and Vector Control District
Board of Trustees Meeting
April 10, 2020 – 7:00 a.m.
1145 N. Azusa Canyon Road, West Covina, CA 91790

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

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

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

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at (669) 900-6833. Enter the Meeting ID# 658 616 453 followed by the pound (#) key. More phone numbers can be found on Zoom's website at <https://zoom.us/u/acKGc2q5eB> if the line is busy.

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

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

HOW TO SUBMIT PUBLIC COMMENTS:

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

agenda supplement on the District's website under the relevant meeting date and provided to the Trustees at the meeting. Comments received after this time will be treated as contemporaneous comments.

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

1. **Call to order (7:00 a.m.)**
(Board President, Becky Shevlin)
2. **Pledge of Allegiance and Roll Call**
3. **Opportunity for Public Comment on Non-Agenda Items**
(Individual Public Comments may be limited to 3-minutes or less)
During Public Comments, the public may address the Board on any issue within the District's jurisdiction that is not on the agenda. The public may comment on any item on the Agenda at the time that item is before the Board for consideration. There will be no dialog between the Board and the Commenter. Any clarifying questions from the Board must go through the Board President.
4. **Consent Calendar**
All matters listed under the Consent Calendar are considered to be routine and will be enacted by one motion. Any member of the Board may pull an item from the Consent Calendar for additional clarification or action.
 - 4.1. List of Claims for the month of February/March 2020*
 - 4.2. Budget Status Report for February/March 2020*
 - 4.3. Minutes of Board of Trustees Meeting February 2020*
 - 4.4. Operations Report February/March 2020*
 - 4.5. Surveillance Report February/March 2020*
 - 4.6. Communications Report February/March 2020*
 - 4.7. January Treasurer Report / District Working Balance for March 2020*
February Treasurer Report / District Working Balance for April 2020*

- 5. Consider Amendment to Personnel and Salary Resolution No. 92-11:
Article IV Section 10 - Rights of Victims of Domestic Violence ***
(Board President, Becky Shevlin) (Action Required) (Approve/Deny)
- 6. Consider Amendment to Personnel and Salary Resolution No. 92-11:
Article VIII Section 6 - Lactation Accommodation Policy***
(Board President, Becky Shevlin) (Action Required) (Approve/Deny)
- 7. Ratify Executive Committee Action Taken on March 17, 2020:
Administrative Declaration of Local Emergency***
(Board President, Becky Shevlin) (Action Required) (Approve/Deny)
- 8. 2020 SGVMVCD Board of Trustees Committee Assignments***
(Board President, Becky Shevlin) (Discussion)
- 9. District's Administration**
 - 9.1. COVID-19 Response Update**
 - 9.2. Mosquito and Vector Control Association of California 2020
Legislative Day**
- 10. Department Reports**
(Written Reports)
 - 10.1. Operations (Jason Farned, Operations Manager)
 - 10.2. Surveillance (Melissa Doyle, Scientific Programs Manager)
 - 10.3. Communications (Levy Sun, Director of Communications)
- 11. Trustee Reports**
(Verbal Reports)
- 12. New Business**
Opportunity for Trustees to request future agenda items
(Verbal Report)
- 13. Adjournment**

CERTIFICATE OF POSTING

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

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



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

Notice to the Public

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

Please contact the Clerk of the Board at (626) 814-9466. Assisted listening devices are available at the meeting for individuals with hearing impairments. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title II)

SAN GABRIEL VALLEY MVCD

Claims List

February 6, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	02/06/2020	FIDELITY SECURITY LIFE INSURANCE CO.	6070 Vision Premiums (Vision Premiums)	12.30
			6070 Vision Premiums (Vision Premiums)	57.67
164208375			6070 Vision Premiums (Vision Premiums)	260.46
			6070 Vision Premiums (Vision Premiums)	12.30
			6070 Vision Premiums (Vision Premiums)	93.33
				<u>436.06</u>
EFT	02/06/2020	NATIONWIDE RETIREMENT	6066 457 CONTRIBUTION	117.47
PR of 2/6/2020				<u>117.47</u>
EFT	02/06/2020	PERS		
PR of 2/6/2020			6200 RETIREMENT - CLASSIC (Employer Contribu	615.39
			6200 RETIREMENT - CLASSIC (Employer Contribu	1,289.36
			6200 RETIREMENT - CLASSIC (Employer Contribu	1,432.91
			6200 RETIREMENT - CLASSIC (Employer Contribu	333.82
			6201 RETIREMENT - PEPRA (Employer Contributi	118.80
			6201 RETIREMENT - PEPRA (Employer Contributi	2,110.83
			6201 RETIREMENT - PEPRA (Employer Contributi	601.16
			6201 RETIREMENT - PEPRA (Employer Contributi	965.28
				<u>7,467.55</u>
16984	02/06/2020	ALEJANDRA GASPAR	6232 Travel Expenses (Travel Expenses)	138.04
Mileage-MVCAC				<u>138.04</u>
16985	02/06/2020	AMERICAN FIDELITY AKA FLEX ACCOUNT ADM	6070 CAFETERIA BENEFIT	224.99
			6070 CAFETERIA BENEFIT	208.33
2061535			6070 CAFETERIA BENEFIT	370.83
			6070 CAFETERIA BENEFIT	150.00
				<u>954.15</u>

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February 6, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
16986	02/06/2020	ANTONIO BISHOP	6232 Travel Expenses (Travel Expenses)	138.04
				<u>138.04</u>
Mileage-MVCAC				
16987	02/06/2020	ARAMARK	6333 BRANDED CLOTHING	662.46
				<u>662.46</u>
22109448				
16988	02/06/2020	ARAMARK UNIFORM SERVICES INC.	6332 Uniforms (Uniforms)	716.16
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	451.40
				<u>1,167.56</u>
792287099				
16989	02/06/2020	ATHENS SERVICES	6040 Building Maintenance	251.64
				<u>251.64</u>
7950515				
16990	02/06/2020	AZUSA LIGHT & WATER	6343 Meter # 99172930 (Account # 303-0190.300)	69.29
			6343 Meter # 45169724 (Account # 303-0191.300 (47.26
				<u>116.55</u>
3030190.300, 3030191				
16991	02/06/2020	BENLO COMPANY	6260 SUPPLIES, MECHANICAL	29.89
				<u>29.89</u>
891498				
16992	02/06/2020	CLEAN TECH ENVIRONMENTAL	6040 Building Maintenance	1,150.00
				<u>1,150.00</u>
387567				
16993	02/06/2020	ENVIRONMENT CONTROL	6040 Building Maintenance	1,299.00
				<u>1,299.00</u>
7831-411				

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Claims List
February 6, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
16994	02/06/2020	EVELYN GUTIERREZ	6232 Per Diem (Per Diem)	120.00
				120.00
Per Diem-VCJPA	02/01/2020			
16995	02/06/2020	GILBERT HOLGUIN	6232 Travel Expenses (Travel Expenses)	138.04
				138.04
Mileage-MVCAC				
16996	02/06/2020	GIMENA RUEDAS	6232 Travel Expenses (Travel Expenses)	138.04
				138.04
Mileage-MVCAC				
16997	02/06/2020	JARED DEVER	6232 Per Diem (Per Diem)	120.00
				120.00
Per Diem-VCJPA				
16998	02/06/2020	JASON FARNED	6232 Travel Expenses (Travel Expenses)	138.04
				138.04
Mileage-MVCAC				
16999	02/06/2020	JH TECHNOLOGIES	6250 LABORATORY SUPPLIES	4,398.38
				4,398.38
SIN014452				
17000	02/06/2020	LLOYD JOHNSON	6232 Travel Expenses (Travel Expenses)	138.04
			6232 Travel Expenses (Travel Expenses)	479.96
				618.00
Mileage-MVCAC				
Reimburse Air-AMCA				
17001	02/06/2020	MARINA KHUBESRIAN, MD	6232 Travel Expenses (Travel Expenses)	121.36
				121.36
Reimburse-Train Uber				

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Claims List

February 6, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17002	02/06/2020	MELISSA DOYLE	6232 Per Diem (Per Diem)	40.00
				<u>40.00</u>
Per Diem-Valent				
17003	02/06/2020	OFFICE & ERGONOMIC SOLUTIONS INC	8000 CAPITAL OUTLAY (Capital Outlay)	677.15
				<u>677.15</u>
20875				
17004	02/06/2020	OFFICE DEPOT	6270 OFFICE SUPPLIES	87.46
				<u>87.46</u>
432107245001				
17005	02/06/2020	PASADENA NOW	6003 ADVERTISING	2,000.00
				<u>2,000.00</u>
PASADE-0004				
17006	02/06/2020	PLUMBING WHOLESALE OUTLET	6040 Building Maintenance	667.12
				<u>667.12</u>
S100389024.001				
17007	02/06/2020	READYREFRESH BY NESTLE	6170 Arrowhead Water (Arrowhead Water)	234.76
				<u>234.76</u>
10A0024588535				
17008	02/06/2020	ROSALIA ALBA	6232 Per Diem (Per Diem)	120.00
				<u>120.00</u>
Per Diem-VCJPA				
17009	02/06/2020	SOUTHERN CALIFORNIA EDISON	6340 UTILITIES - ELECTRIC	1,242.01
				<u>1,242.01</u>
2-03-760-7223	02/04/2020			

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February 6, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17010	02/06/2020	STREAMLINE	6037 WEBSITE AND EMAIL SERVICE	200.00
				<u>200.00</u>
103463				
17011	02/06/2020	SYNTECH GROUP INC.	6046 PROFESSIONAL SERVICES - IT	1,350.00
			6035 COMPUTER HARDWARE	9,837.07
CW-1799				<u>11,187.07</u>
17012	02/06/2020	US BANK	6270 OFFICE SUPPLIES	87.58
			6270 OFFICE SUPPLIES	43.79
Alba	02/01/2020		6270 OFFICE SUPPLIES	25.00
			6030 BOARD EXPENSES	41.40
			6150 MEMBERSHIPS	428.05
			6270 OFFICE SUPPLIES	70.00
			6036 COMPUTER SOFTWARE	287.81
Deacon	02/01/2020		6232 SEMINARS AND MEETINGS	209.96
Dever	02/01/2020		6232 SEMINARS AND MEETINGS	63.98
			6232 SEMINARS AND MEETINGS	140.98
			6036 COMPUTER SOFTWARE	134.00
			6010 AWARDS	53.33
			6150 MEMBERSHIPS	151.00
Doyle	02/01/2020		6232 SEMINARS AND MEETINGS	167.96
			6280 SUPPLIES, OPERATIONS	199.00
			6232 SEMINARS AND MEETINGS	450.00
Farned	02/01/2020		6232 SEMINARS AND MEETINGS	65.00
Gutierrez	02/01/2020		6003 ADVERTISING	51.32
			6232 SEMINARS AND MEETINGS	146.97
Sun	02/01/2020		6037 WEBSITE AND EMAIL SERVICE	47.68
			6037 WEBSITE AND EMAIL SERVICE	4.99
			6037 WEBSITE AND EMAIL SERVICE	21.17
			6036 COMPUTER SOFTWARE	228.00
			6037 WEBSITE AND EMAIL SERVICE	82.66

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February 6, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6305 EDUCATION PROGRAM SUPPLIES	20.10
			6030 BOARD EXPENSES	7.99
			6030 BOARD EXPENSES	14.70
Tanaka	02/01/2020		6030 BOARD EXPENSES	35.90
			6270 OFFICE SUPPLIES	11.55
			6040 Building Maintenance	7.64
Vander heyden	02/01/2020		6042 EQUIPMENT MAINTENANCE	35.00
			6270 OFFICE SUPPLIES	29.52
				<u>3,364.03</u>
17013	02/06/2020	JARED DEVER	6232 Per Diem (Per Diem)	120.00
				<u>120.00</u>
Per Diem-Leg Day				
17014	02/06/2020	MELISSA DOYLE	6232 Travel Expenses (Travel Expenses)	138.04
				<u>138.04</u>
Mileage-MVCAC				
17015	02/06/2020	JARED DEVER	6232 Travel Expenses (Travel Expenses)	138.04
				<u>138.04</u>
Mileage-MVCAC	02/03/2020			
Total Accounts Payable for February 6, 2020				39,935.95

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Claims List

February 20, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	02/20/2020	AMERICAN FIDELITY ASSURANCE	6070 Premiums, life - Cafeter (Voluntary Insurance	114.08
			6070 Premiums, life - Cafeter (Voluntary Insurance	207.62
D118554			6070 Premiums, life - Cafeter (Voluntary Insurance	1,435.22
			6070 Premiums, life - Cafeter (Voluntary Insurance	155.58
			6070 Premiums, life - Cafeter (Voluntary Insurance	54.95
				<u>1,967.45</u>
EFT	02/20/2020	CAL PERS	6070 Premiums, life - Cafeter (Voluntary Insurance	392.31
			6070 Premiums, life - Cafeter (Voluntary Insurance	5,130.16
100000015957399			6070 Premiums, life - Cafeter (Voluntary Insurance	4,241.80
			6070 Premiums, life - Cafeter (Voluntary Insurance	2,366.64
			6072 MEDICAL PREMIUM-Retired EE (Medical pre	417.00
			6070 ADMIN FEE (Admin fee)	50.06
				<u>12,597.97</u>
EFT	02/20/2020	NATIONWIDE RETIREMENT	6066 457 CONTRIBUTION	117.47
				<u>117.47</u>
PR of 2/20/2020				
EFT	02/20/2020	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	615.39
			6200 RETIREMENT - CLASSIC (Employer Contribu	1,289.36
PR of 2/20/2020			6200 RETIREMENT - CLASSIC (Employer Contribu	1,432.91
			6200 RETIREMENT - CLASSIC (Employer Contribu	333.82
			6201 RETIREMENT - PEPRA (Employer Contributic	118.80
			6201 RETIREMENT - PEPRA (Employer Contributic	2,110.83
			6201 RETIREMENT - PEPRA (Employer Contributic	601.16
			6201 RETIREMENT - PEPRA (Employer Contributic	965.28
				<u>7,467.55</u>

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	02/20/2020	PRINCIPAL DENTAL	6070 Premiums, life - Cafeter (Voluntary Insurance	90.00
			6070 Premiums, life - Cafeter (Voluntary Insurance	414.48
1085590-10001			6070 Premiums, life - Cafeter (Voluntary Insurance	1,602.15
			6070 Premiums, life - Cafeter (Voluntary Insurance	271.84
			6070 Premiums, life - Cafeter (Voluntary Insurance	410.43
				<u>2,788.90</u>
EFT	02/20/2020	TEXAS LIFE INSURANCE COMPANY	6070 CAFETERIA BENEFIT	191.87
			6070 CAFETERIA BENEFIT	100.00
SM09BT20200211001			6070 CAFETERIA BENEFIT	42.25
				<u>334.12</u>
17016	02/20/2020	ADAPCO, INC	6283 PESTICIDES SUPPLIES	7,325.56
123758				<u>7,325.56</u>
17017	02/20/2020	CALPERS CERBT	6074 - POST RETIREMENT BENEFITS	50,000.00
7165101556-001				<u>50,000.00</u>
17018	02/20/2020	CAROL ANNE HAGELE	6232 Per Diem (Per Diem)	240.00
Per Diem AMCA				<u>240.00</u>
17019	02/20/2020	CATHERINE MARCUCCI	6030 BOARD EXPENSES	100.00
BM of 2/14/20				<u>100.00</u>
17020	02/20/2020	CHARLES MYERS	6030 BOARD EXPENSES	100.00
BM of 2/14/20				<u>100.00</u>

SAN GABRIEL VALLEY MVCD

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February 20, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17021	02/20/2020	CITY OF WEST COVINA FINANCE	6075 FEES & ASSESSMENTS	216.20
				<u>216.20</u>
8437-030-905				
17022	02/20/2020	CLARKE MOSQUITO CONTROL	6283 PESTICIDES SUPPLIES	6,384.14
				<u>6,384.14</u>
5089701				
17023	02/20/2020	COREY CALAYCAY	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/14/20				
17024	02/20/2020	CYNTHIA STERNQUIST	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/14/20				
17025	02/20/2020	CYPRESS HEATING & AIR CONDITIONING	6040 Building Maintenance	462.50
			6040 Building Maintenance	450.00
7165679			6040 Building Maintenance	450.00
			6040 Building Maintenance	443.00
			6040 Building Maintenance	350.39
				<u>2,155.89</u>
17026	02/20/2020	DAN HOLLOWAY	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/14/20				
17027	02/20/2020	ELYSE RASMUSSEN	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/14/20				

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February 20, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17028	02/20/2020	ENTERPRISE	6007 - AUTOMOBILE LEASE	2,490.00
				<u>2,490.00</u>
2643				
17029	02/20/2020	FLEET SOLUTIONS CENTER	6260 SUPPLIES, MECHANICAL	547.50
			6260 SUPPLIES, MECHANICAL	616.76
2481, 2541, 2590			6260 SUPPLIES, MECHANICAL	620.80
				<u>1,785.06</u>
17030	02/20/2020	GILBERT HOLGUIN	6302 Supplies, Safety	175.00
				<u>175.00</u>
Boot Reimburse				
17031	02/20/2020	HAROLD J. BISSNER III	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/14/20				
17032	02/20/2020	JARED DEVER	6232 Per Diem (Per Diem)	240.00
				<u>240.00</u>
Per Diem, AMCA				
17033	02/20/2020	JASON FARNED	6232 Per Diem (Per Diem)	200.00
				<u>200.00</u>
Per Diem AMCA				
17034	02/20/2020	JERRY VELASCO	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/14/20				
17035	02/20/2020	JOHN CAPOCCIA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/14/20				

SAN GABRIEL VALLEY MVCD

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17036	02/20/2020	JOSEPH ROCHA	6030 BOARD EXPENSES	<u>100.00</u> 100.00
17037	02/20/2020	JULI COSTANZO	6030 BOARD EXPENSES	<u>100.00</u> 100.00
BM of 2/14/20				
17038	02/20/2020	KENN K. FUJIOKA	6072 MEDICAL PREMIUM-Retired EE (Medical pre	<u>296.74</u> 296.74
Premium Reimburse				
17039	02/20/2020	LAND'S END BUSINESS OUTFITTERS	6333 BRANDED CLOTHING	<u>243.47</u> 243.47
SIN8274875				
17040	02/20/2020	LEVY SUN	6232 Per Diem (Per Diem)	<u>120.00</u> 120.00
Per Diem Leg Day				
17041	02/20/2020	LLOYD JOHNSON	6232 Per Diem (Per Diem)	<u>275.00</u> 275.00
Per Diem AMCA				
17042	02/20/2020	LOZANO SMITH, LLP	6130 Profess Serv rendered (Professional Services	<u>767.00</u> 767.00
2101940				
17043	02/20/2020	MANUEL GARCIA	6030 BOARD EXPENSES	<u>100.00</u> 100.00
BM of 2/14/20				
17044	02/20/2020	MANUEL LOZANO	6030 BOARD EXPENSES	<u>100.00</u>

SAN GABRIEL VALLEY MVCD

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				100.00
BM of 2/14/20				
17045	02/20/2020	MARGARET E. FINLAY	6030 BOARD EXPENSES	100.00
				100.00
BM of 2/14/20				
17046	02/20/2020	MARINA KHUBESRIAN, MD	6232 Per Diem (Per Diem)	275.00
				275.00
Per Diem AMCA				
17047	02/20/2020	ALLEN WU	6030 BOARD EXPENSES	100.00
				100.00
BM of 2/14/20				
17048	02/20/2020	AMAZON.COM	6270 OFFICE SUPPLIES	44.35
			6260 SUPPLIES, MECHANICAL	122.59
xxx-5999			6280 SUPPLIES, OPERATIONS	49.27
			6260 SUPPLIES, MECHANICAL	82.11
			6270 OFFICE SUPPLIES	64.99
			6270 OFFICE SUPPLIES	45.04
			6270 OFFICE SUPPLIES	84.44
			6270 OFFICE SUPPLIES	58.80
			6270 OFFICE SUPPLIES	50.82
			6280 SUPPLIES, OPERATIONS	27.91
			6270 OFFICE SUPPLIES	35.03
			6280 SUPPLIES, OPERATIONS	13.09
			6188 MEDIA PRODUCTION	333.50
			6290 Supplies, Public Informati	113.63
				1,125.57
17049	02/20/2020	BECKY A. SHEVLIN	6030 BOARD EXPENSES	100.00

SAN GABRIEL VALLEY MVCD
Claims List
February 20, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				100.00
BM of 2/14/20				
17050	02/20/2020	BIOQUIP PRODUCTS	6250 LABORATORY SUPPLIES	1,362.70
			6250 LABORATORY SUPPLIES	2,113.50
161930			6250 LABORATORY SUPPLIES	330.24
				<u>3,806.44</u>
17051	02/20/2020	MARY ANGELA BRISCO	6072 MEDICAL PREMIUM-Retired EE (Medical pre	525.39
				<u>525.39</u>
Premium Reimburse				
17052	02/20/2020	MELISSA DOYLE	6232 Per Diem (Per Diem)	80.00
				<u>80.00</u>
Per Diem Leg Day				
17053	02/20/2020	MIKE NIFFENEGGER	6072 MEDICAL PREMIUM-Retired EE (Medical pre	571.29
				<u>571.29</u>
Premium Reimburse				
17054	02/20/2020	NIGRO & NIGRO PC	6000 ACCOUNTING SERVICES	275.00
				<u>275.00</u>
11373				
17055	02/20/2020	NORTHWEST MVCD	6330 TRAINING, CEU'S	40.00
				<u>40.00</u>
17056	02/20/2020	OFFICE DEPOT	6270 OFFICE SUPPLIES	173.52
				<u>173.52</u>
439250713001				
17057	02/20/2020	PABLO CABRERA	6232 Per Diem (Per Diem)	240.00
				<u>240.00</u>

SAN GABRIEL VALLEY MVCD

Claims List

February 20, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
Per Diem AMCA				
17058	02/20/2020	RACHEL JANBEK	6232 Travel Expenses (Travel Expenses)	138.04
				<u>138.04</u>
Mileage-MVCAC				
17059	02/20/2020	RED WING SHOE STORE	6302 Supplies, Safety	1,175.17
				<u>1,175.17</u>
20200210026095				
17060	02/20/2020	RICHARD BARAKAT	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/14/20				
17061	02/20/2020	ROGER CHANDLER	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/14/20				
17062	02/20/2020	ROSALIA ALBA	6232 Per Diem (Per Diem)	240.00
				<u>240.00</u>
Per Diem AMCA				
17063	02/20/2020	SANDRA ARMENTA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/14/20				
17064	02/20/2020	SCI CONSULTING GROUP	6310 BENEFIT ASSMNT ADMIN COST	7,440.00
				<u>7,440.00</u>
17065	02/20/2020	SOCALGAS	6341 Utilities (Acc # 057 518 2100 9 Acc # 059 61E	260.88
			6341 Utilities (Acc # 057 518 2100 9 Acc # 059 61E	160.04
				<u>420.92</u>
057-518-21009				

SAN GABRIEL VALLEY MVCD

Claims List

February 20, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17066	02/20/2020	SOUTHERN CALIFORNIA NEWS GROUP	6003 ADVERTISING	1,600.00
				<u>1,600.00</u>
0000472261				
17067	02/20/2020	STAPLES CREDIT PLAN	6270 OFFICE SUPPLIES	58.21
				<u>58.21</u>
2429919581				
17068	02/20/2020	STEPHEN SHAM	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/14/20				
17069	02/20/2020	TIM SANDOVAL	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/14/20				
17070	02/20/2020	TPx COMMUNICATIONS	6315 Monthly Internet Charges (Monthly Internet Ch	998.30
			6320 Office phones (Office phones)	1,047.06
				<u>2,045.36</u>
126427419-0				
17071	02/20/2020	VERIZON WIRELESS	6312 Monthly District Field Ph (Monthly District Fiel	464.64
			6312 Monthly District Field Ph (Monthly District Fiel	304.00
			6312 Monthly District Field Ph (Monthly District Fiel	829.15
			6312 Monthly District Field Ph (Monthly District Fiel	1,802.95
				<u>3,400.74</u>
9848050918, 98480509				
17072	02/20/2020	WELLS FARGO VENDOR FIN SERV	6073 EQUIPMENT LEASE	1,500.16
				<u>1,500.16</u>
5009059522				

SAN GABRIEL VALLEY MVCD

Claims List

February 20, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17073	02/20/2020	WEX/CHEVRON	6262 Fuel for Trucks (Fuel for Trucks)	2,903.98
				<u>2,903.98</u>
63748743				
17074	02/20/2020	CHARLES MYERS	6232 Travel Expenses (Travel Expenses)	138.04
				<u>138.04</u>
Mileage MVCAC				
17075	02/20/2020	LEVY SUN	6232 Per Diem (Per Diem)	240.00
				<u>240.00</u>
Per Diem AMCA				
17076	02/20/2020	LLOYD JOHNSON	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/14/20				
17077	02/20/2020	MARINA KHUBESRIAN, MD	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/14/20				
17078	02/20/2020	MELISSA DOYLE	6232 Per Diem (Per Diem)	240.00
				<u>240.00</u>
Per Diem AMCA				
17079	02/20/2020	JOSEPH LEON	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/14/20	02/14/2020			
Total Accounts Payable for February 20, 2020				129,140.40
Total Accounts Payable for February 2020				169,076.35

SAN GABRIEL VALLEY MVCD

Claims List

February 20, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
		Total Payroll for February 2020		197,248.16
		see attached		
		Total Claims List for February 2020		366,324.51

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

Department	Feb 6, 2020	Feb 20, 2020	TOTAL
EXECUTIVE	6,020.80	6,020.80	12,041.60
ADMINISTRATION	14,335.35	14,521.00	28,856.35
OPERATIONS	43,038.49	43,204.75	86,243.24
SURVEILLANCE	11,773.25	12,014.90	23,788.15
COMMUNICATIONS	13,723.83	13,984.80	27,708.63
SEASONAL WORKERS	<u>1,079.28</u>	<u>1,075.53</u>	<u>2,154.81</u>
Gross Payroll	89,971.00	90,821.78	180,792.78
Employer Taxes	4,047.34	2,156.26	6,203.60
Car Allowance	500.00	-	500.00
Employee Benefit-Med	<u>4,859.02</u>	<u>4,892.76</u>	<u>9,751.78</u>
TOTAL PAYROLL	99,377.36	97,870.80	197,248.16

SAN GABRIEL VALLEY MVCD
Claims List
March 5, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	03/05/2020	FIDELITY SECURITY LIFE INSURANCE CO.	6070 Vision Premiums (Vision Premiums)	12.30
			6070 Vision Premiums (Vision Premiums)	57.67
16425865			6070 Vision Premiums (Vision Premiums)	260.46
			6070 Vision Premiums (Vision Premiums)	36.90
			6070 Vision Premiums (Vision Premiums)	93.33
				<u>460.66</u>
EFT	03/05/2020	LINCOLN FINANCIAL GROUP	6065 GROUP TERM LIFE	354.62
			6070 Premiums, life - Cafeter (Voluntary Insurance	151.20
				<u>505.82</u>
EFT	03/05/2020	NATIONWIDE RETIREMENT	6066 457 CONTRIBUTION	117.47
				<u>117.47</u>
EFT	03/05/2020	PERS	6200 RETIREMENT - CLASSIC (Employer Contrib	615.39
			6200 RETIREMENT - CLASSIC (Employer Contrib	1,289.36
PR of 3/5/2020	03/05/2020		6200 RETIREMENT - CLASSIC (Employer Contrib	1,432.91
			6200 RETIREMENT - CLASSIC (Employer Contrib	333.82
			6201 RETIREMENT - PEPRA (Employer Contribut	118.80
			6201 RETIREMENT - PEPRA (Employer Contribut	2,110.80
			6201 RETIREMENT - PEPRA (Employer Contribut	601.16
			6201 RETIREMENT - PEPRA (Employer Contribut	965.28
				<u>7,467.52</u>
17080		AJG ACCOUNTING & BOOKKEEPING SRVCS, IN 6187 AUDITOR (For professional services rendered		157.50
				<u>157.50</u>
2424				
17081	03/05/2020	AMERICAN FIDELITY AKA FLEX ACCOUNT ADM	6070 CAFETERIA BENEFIT	224.99
			6070 CAFETERIA BENEFIT	208.33
2064135, 2063673			6070 CAFETERIA BENEFIT	382.50
			6070 CAFETERIA BENEFIT	150.00
				<u>150.00</u>

SAN GABRIEL VALLEY MVCD
Claims List
March 5, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				965.82
17082	03/05/2020	ARAMARK UNIFORM SERVICES INC.	6332 Uniforms (Uniforms)	518.48
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	366.58
792287099				<u>885.06</u>
17083	03/05/2020	ATHENS SERVICES	6040 Building Maintenance	251.64
8097463				<u>251.64</u>
17084	03/05/2020	AZUSA LIGHT & WATER	6343 Meter # 99172930 (Account # 303-0190.300)	67.64
			6343 Meter # 45169724 (Account # 303-0191.300 (47.26
303-0190.300				<u>114.90</u>
17085	03/05/2020	ENVIRONMENT CONTROL	6040 Building Maintenance	1,299.00
7995-411				<u>1,299.00</u>
17086	03/05/2020	HOME DEPOT	6040 Building Maintenance	1.62
			6281 MOSQUITO FISH SUPPLIES	13.88
6035322538814710			6250 LABORATORY SUPPLIES	28.57
			6040 Building Maintenance	30.74
			6250 LABORATORY SUPPLIES	19.04
			6251 ARBOVIRUS TESTING SUPPLIES	17.55
			6281 MOSQUITO FISH SUPPLIES	87.42
			6281 MOSQUITO FISH SUPPLIES	53.37
			6040 Building Maintenance	35.24
				<u>287.43</u>
17087	03/05/2020	OFFICE DEPOT	6270 OFFICE SUPPLIES	78.82
			6270 OFFICE SUPPLIES	33.38
439791552001				<u>112.20</u>

SAN GABRIEL VALLEY MVCD
Claims List
March 5, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17088	03/05/2020	SOUTHERN CALIFORNIA EDISON	6340 UTILITIES - ELECTRIC	1,399.44
				<u>1,399.44</u>
2-03-760-7223				
17089	03/05/2020	STREAMLINE	6037 WEBSITE AND EMAIL SERVICE	200.00
				<u>200.00</u>
103916				
17090	03/05/2020	SYNTECH GROUP INC.	6035 COMPUTER HARDWARE	21,462.00
			6046 PROFESSIONAL SERVICES - IT	775.00
111020, 111075,			6046 PROFESSIONAL SERVICES - IT	825.00
			6046 PROFESSIONAL SERVICES - IT	620.00
			6046 PROFESSIONAL SERVICES - IT	3,150.00
			6046 PROFESSIONAL SERVICES - IT	1,500.00
				<u>28,332.00</u>
Total Accounts Payable for March 5, 2020				42,556.46

SAN GABRIEL VALLEY MVCD
Claims List
March 19, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	03/19/2020	CAL PERS	6070 Med premiums - Cafeteria (Medical premiums)	981.24
			6070 Med premiums - Cafeteria (Medical premiums)	4,269.15
100000015987038			6070 Med premiums - Cafeteria (Medical premiums)	3,577.41
			6070 Med premiums - Cafeteria (Medical premiums)	2,386.64
			6072 MEDICAL PREMIUM-Retired EE (Medical pre	417.00
			6070 ADMIN FEE (Admin fee)	45.74
				<u>11,677.18</u>
EFT	03/19/2020	NATIONWIDE RETIREMENT	6066 457 CONTRIBUTION	117.47
				<u>117.47</u>
EFT	03/19/2020	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	615.39
			6200 RETIREMENT - CLASSIC (Employer Contribu	1,289.36
PR of 3/19/2020	03/19/2020		6200 RETIREMENT - CLASSIC (Employer Contribu	1,432.91
			6200 RETIREMENT - CLASSIC (Employer Contribu	333.82
			6201 RETIREMENT - PEPRA (Employer Contributi	118.80
			6201 RETIREMENT - PEPRA (Employer Contributi	1,967.07
			6201 RETIREMENT - PEPRA (Employer Contributi	606.41
			6201 RETIREMENT - PEPRA (Employer Contributi	965.28
				<u>7,329.04</u>
EFT	03/19/2020	PRINCIPAL DENTAL	6070 CAFETERIA BENEFIT	90.00
			6070 CAFETERIA BENEFIT	414.48
1085590-10001			6070 CAFETERIA BENEFIT	1,647.61
			6070 CAFETERIA BENEFIT	361.84
			6070 CAFETERIA BENEFIT	320.43
				<u>2,834.36</u>
EFT	03/19/2020	TEXAS LIFE INSURANCE COMPANY	6070 CAFETERIA BENEFIT	191.87
			6070 CAFETERIA BENEFIT	100.00
SM09BT20200315001			6070 CAFETERIA BENEFIT	42.25
				<u>334.12</u>

SAN GABRIEL VALLEY MVCD

Claims List

March 19, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17091	03/19/2020	AMAZON.COM	6333 BRANDED CLOTHING	114.15
			6188 MEDIA PRODUCTION	82.96
779878787649			6281 MOSQUITO FISH SUPPLIES	399.60
			6281 MOSQUITO FISH SUPPLIES	397.40
			6270 OFFICE SUPPLIES	48.11
			6332 Uniforms (Uniforms)	13.10
			6030 BOARD EXPENSES	70.02
			6270 OFFICE SUPPLIES	197.09
			6035 COMPUTER HARDWARE	590.76
			6035 COMPUTER HARDWARE	74.16
			6035 COMPUTER HARDWARE	222.92
			6312 Monthly District Field Ph (Monthly District Fiel	342.64
			6035 COMPUTER HARDWARE	59.96
			6270 OFFICE SUPPLIES	55.41
			6302 Supplies, Safety	30.63
			6270 OFFICE SUPPLIES	62.64
			6188 MEDIA PRODUCTION	91.54
			6270 OFFICE SUPPLIES	42.26
			6290 Supplies, Public Informati	144.90
			6280 SUPPLIES, OPERATIONS	84.80
			6300 REFERENCE SUPPLIES	31.59
			6270 OFFICE SUPPLIES	12.46
			6280 SUPPLIES, OPERATIONS	60.42
				<u>3,229.52</u>
17092	03/19/2020	COPIES & INK	6186 Printing	690.95
				<u>690.95</u>
35707				
17093	03/19/2020	IRWINDALE INDUSTRIAL CLINIC	6080 Hiring Expenses	30.00
				<u>30.00</u>

SAN GABRIEL VALLEY MVCD

Claims List

March 19, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17094	03/19/2020	KENN K. FUJIOKA	6072 MEDICAL PREMIUM-Retired EE (Medical pre	296.74
				<u>296.74</u>
Premium Reimburse				
17095	03/19/2020	LOZANO SMITH, LLP	6130 Profess Serv rendered (Professional Services	177.00
				<u>177.00</u>
2104010				
17096	03/19/2020	MACH 5 OFFICE FURNITURE, LLC	8000 CAPITAL OUTLAY (Capital Outlay)	19,984.60
				<u>19,984.60</u>
Office Panels				
17097	03/19/2020	MARY ANGELA BRISCO	6072 MEDICAL PREMIUM-Retired EE (Medical pre	525.39
				<u>525.39</u>
Premium Reimburse				
17098	03/19/2020	MIKE NIFFENEGGER	6072 MEDICAL PREMIUM-Retired EE (Medical pre	571.29
				<u>571.29</u>
Premium Reimburse				
17099	03/19/2020	RED WING SHOE STORE	6302 Supplies, Safety	1,524.99
				<u>1,524.99</u>
2200310026095				
17100	03/19/2020	SEMERAD CARPET AND FLOORING	8000 CAPITAL OUTLAY (Capital Outlay)	1,134.27
				<u>1,134.27</u>
2561				
17101	03/19/2020	SOCALGAS	6341 Utilities (Acc # 057 518 2100 9 Acc # 059 61E	170.36
			6341 Utilities (Acc # 057 518 2100 9 Acc # 059 61E	81.95
				<u>252.31</u>

SAN GABRIEL VALLEY MVCD

Claims List

March 19, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17102	03/19/2020	SOUTHERN CALIFORNIA NEWS GROUP	6003 ADVERTISING	400.00
				<u>400.00</u>
0000475717				
17103	03/19/2020	SSD SYSTEMS INC/MC NEILL SECURITY SYSTE	6040 Monit & Maint (Monitoring & Maintenance)	258.00
			6040 Monit & Maint (Monitoring & Maintenance)	1,102.14
R-00178769				<u>1,360.14</u>
17104	03/19/2020	STAPLES CREDIT PLAN	6270 OFFICE SUPPLIES	23.13
			6270 OFFICE SUPPLIES	58.59
6035517820299187				<u>81.72</u>
17105	03/19/2020	TPx COMMUNICATIONS	6315 Monthly Internet Charges (Monthly Internet Ch	998.30
			6320 TELEPHONE OFFICE	1,135.57
129013				<u>2,133.87</u>
17106	03/19/2020	US BANK	6232 SEMINARS AND MEETINGS	60.00
			6280 SUPPLIES, OPERATIONS	199.00
Farned			6232 SEMINARS AND MEETINGS	418.86
			6232 SEMINARS AND MEETINGS	418.86
			6040 Building Maintenance	17.62
			6232 SEMINARS AND MEETINGS	358.86
			6232 REGISTRATION - SEMINARS (REGISTRATI	515.00
			6333 BRANDED CLOTHING	32.84
Gutierrez			6333 BRANDED CLOTHING	16.41
Hagele			6305 EDUCATION PROGRAM SUPPLIES	39.96
			6305 EDUCATION PROGRAM SUPPLIES	66.19
			6305 EDUCATION PROGRAM SUPPLIES	23.68
			6305 EDUCATION PROGRAM SUPPLIES	22.55
			6305 EDUCATION PROGRAM SUPPLIES	72.34
			6333 BRANDED CLOTHING	16.41

SAN GABRIEL VALLEY MVCD

Claims List

March 19, 2020

Num	Date	Name	Item	Original Amount
			6232 Travel Expenses (Travel Expenses)	13.93
			6232 Travel Expenses (Travel Expenses)	15.23
Sun			6305 EDUCATION PROGRAM SUPPLIES	37.57
			6232 Travel Expenses (Travel Expenses)	9.52
			6232 SEMINARS AND MEETINGS	418.86
			6232 SEMINARS AND MEETINGS	428.55
			6232 SEMINARS AND MEETINGS	398.86
			6232 SEMINARS AND MEETINGS	277.69
			6333 BRANDED CLOTHING	191.57
			6037 WEBSITE AND EMAIL SERVICE	4.99
			6037 WEBSITE AND EMAIL SERVICE	31.34
			6333 BRANDED CLOTHING	52.53
			6305 EDUCATION PROGRAM SUPPLIES	37.53
			6036 COMPUTER SOFTWARE	36.00
			6036 COMPUTER SOFTWARE	36.00
			6036 COMPUTER SOFTWARE	59.40
			6030 BOARD EXPENSES	15.00
			6030 BOARD EXPENSES	10.00
Tanaka			6232 REGISTRATION - SEMINARS (REGISTRATI	870.00
			6030 BOARD EXPENSES	14.98
			6030 BOARD EXPENSES	24.87
			6030 BOARD EXPENSES	35.90
			6250 LABORATORY SUPPLIES	38.55
			6170 MISCELLANEOUS EXPENSES	18.57
Van der Heyden			6260 SUPPLIES, MECHANICAL	37.46
			6270 OFFICE SUPPLIES	7.16
			6232 REGISTRATION - SEMINARS (REGISTRATI	350.00
			6232 SEMINARS AND MEETINGS	358.86
Dever			6232 SEMINARS AND MEETINGS	269.43
			6232 SEMINARS AND MEETINGS	418.86
			6232 SEMINARS AND MEETINGS	358.86
			6232 SEMINARS AND MEETINGS	358.86
			6036 COMPUTER SOFTWARE	12.50

SAN GABRIEL VALLEY MVCD

Claims List

March 19, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6036 COMPUTER SOFTWARE	164.00
			6270 OFFICE SUPPLIES	35.27
			6030 BOARD EXPENSES	72.57
Alba			6270 OFFICE SUPPLIES	91.94
			6270 OFFICE SUPPLIES	100.70
			6262 Fuel for Trucks (Fuel for Trucks)	40.01
			6080 Hiring Expenses	53.94
			6030 BOARD EXPENSES	36.91
			6080 Hiring Expenses	69.95
			6270 OFFICE SUPPLIES	25.00
			6185 POSTAGE	60.35
			6185 POSTAGE	12.98
Doyle			6270 OFFICE SUPPLIES	87.60
			6232 Travel Expenses (Travel Expenses)	16.89
			6232 REGISTRATION - SEMINARS (REGISTRATI	350.00
			6232 SEMINARS AND MEETINGS	418.86
			6232 SEMINARS AND MEETINGS	418.86
			6232 SEMINARS AND MEETINGS	358.86
			6232 SEMINARS AND MEETINGS	358.86
			6232 SEMINARS AND MEETINGS	277.69
			6332 Uniforms (Uniforms)	461.57
			6332 Uniforms (Uniforms)	231.00
			6250 LABORATORY SUPPLIES	117.04
			6250 LABORATORY SUPPLIES	533.44
			6250 LABORATORY SUPPLIES	120.45
			6250 LABORATORY SUPPLIES	136.66
			6080 Hiring Expenses	9.48
			6281 MOSQUITO FISH SUPPLIES	82.17
			6270 OFFICE SUPPLIES	100.17
				<u>12,371.23</u>
17107	03/19/2020	VERIZON WIRELESS	6312 Monthly District Field Ph (Monthly District Fiel	464.64

SAN GABRIEL VALLEY MVCD
Claims List

March 19, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6312 Monthly District Field Ph (Monthly District Fiel	304.00
9850137981			6312 Monthly District Field Ph (Monthly District Fiel	1,551.25
			6312 Monthly District Field Ph (Monthly District Fiel	1,149.26
				<u>3,469.15</u>
17108	03/19/2020	WELLS FARGO VENDOR FIN SERV	6073 EQUIPMENT LEASE	1,500.16
				<u>1,500.16</u>
5009445883				
17109	03/19/2020	WEX/CHEVRON	6262 Fuel for Trucks (Fuel for Trucks)	2,968.46
				<u>2,968.46</u>
64283544				
		Total Accounts Payable March 19, 2020		74,876.49
		Total Accounts Payable March 2020		117,432.95
		Total Payroll for March 2020		194,604.45
		see attached		
		Total Claims for March 2020		312,037.40

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

Department	Mar 5, 2020	Mar 19, 2020	TOTAL
EXECUTIVE	6,020.80	6,020.80	12,041.60
ADMINISTRATION	14,315.57	14,846.74	29,162.31
OPERATIONS	43,097.29	44,381.72	87,479.01
SURVEILLANCE	11,804.78	12,515.01	24,319.79
COMMUNICATIONS	13,827.34	14,093.95	27,921.29
SEASONAL WORKERS	-	-	-
Gross Payroll	89,065.78	91,858.22	180,924.00
Employer Taxes	1,548.43	1,544.86	3,093.29
Car Allowance	500.00	-	500.00
Employee Benefit-Med	5,043.22	5,043.94	10,087.16
TOTAL PAYROLL	96,157.43	98,447.02	194,604.45

SGVMVCD
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 Current Period 67% of Year Completed
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	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
PERSONNEL EXPENSES						
Salaries, Exempt	45,099.32	378,647.44	513,700.00	135,052.56	73.71	Hol/sick/vac chrg to this acct
Salaries - Non Exempt	119,411.88	881,040.68	2,086,429.48	1,205,388.80	42.23	
Salaries - Overtime	110.30	3,223.06	18,200.00	14,976.94	17.71	
Salaries - Vacation	7,042.98	62,946.42	137,954.00	75,007.58	45.63	
Salaries-Holiday	303.66	66,220.52	139,720.20	73,499.68	47.40	
Salaries, Sick Pay	6,681.07	40,739.84	121,406.00	80,666.16	33.56	
Salaries, Part-time - XH	2,143.57	115,637.24	216,880.00	101,242.76	53.32	
Management Car Allowance	500.00	4,000.00	6,000.00	2,000.00	66.67	
Cafeteria Benefit	28,413.43	228,043.07	364,800.00	136,756.93	62.51	
Hlth Benefits, Ret Emps	1,810.42	17,820.10	20,000.00	2,179.90	89.10	Additional retirees
Employer, 457 Contribution	234.94	2,114.46	0.00	(2,114.46)	0.00	Line item added after budget approval
Medicare	2,810.73	23,754.24	47,735.10	23,980.86	49.76	
Retirement - Classic	6,853.70	176,905.27	140,813.00	(36,092.27)	125.63	Paid unfunded liability in full
Retirement - Pepra	7,592.14	65,827.06	132,722.00	66,894.94	49.60	
Social Security	0.00	3,702.48	5,500.00	1,797.52	67.32	
Group Term Life Ins	0.00	2,534.70	4,300.00	1,765.30	58.95	
Tuition Reimbursement	0.00	0.00	8,000.00	8,000.00	0.00	
Insurance, unemployment	3,503.92	14,278.89	25,000.00	10,721.11	57.12	
Post Retirement Benefits	50,000.00	50,000.00	50,000.00	0.00	100.00	One time fee
TOTAL PERSONNEL EXPENSES	282,512.06	2,137,435.47	4,039,159.78	1,901,724.31	52.92	
OPERATING EXPENSES						
Event Participation Fees	0.00	95.57	4,000.00	3,904.43	2.39	
Arbovirus Testing Supplies	0.00	11,473.64	20,000.00	8,526.36	57.37	
Branded Clothing	905.93	2,957.05	3,800.00	842.95	77.82	Order for new employees
Boots	(36.66)	472.34	5,500.00	5,027.66	8.59	
Misc. Rentals	0.00	0.00	2,850.00	2,850.00	0.00	
Professional Development	0.00	0.00	2,000.00	2,000.00	0.00	
Awards	53.33	1,569.67	4,000.00	2,430.33	39.24	

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Advertising	3,651.32	16,243.20	30,000.00	13,756.80	54.14	
Bank Charges	984.76	8,525.69	15,000.00	6,474.31	56.84	
Board expenses	2,499.99	17,906.33	63,840.00	45,933.67	28.05	
Computer Hardware	9,837.07	33,288.90	40,500.00	7,211.10	82.19	Upgrade to Windows 10
Computer Software	649.81	20,855.97	67,500.00	46,644.03	30.90	
Website/Email Service	356.50	4,654.61	5,700.00	1,045.39	81.66	Archive Social program
Facility maintenance	5,982.69	63,893.46	42,000.00	(21,893.46)	152.13	Alarm system service
Maintenance, equipment	35.00	349.68	12,000.00	11,650.32	2.91	
Lease Equipment	1,500.16	13,306.96	23,000.00	9,693.04	57.86	
Fees & Assessments	216.20	4,148.59	4,000.00	(148.59)	103.71	Lafco fees
Hiring expenses	0.00	783.83	5,600.00	4,816.17	14.00	
VCJPA General Fund	0.00	10,004.95	8,969.00	(1,035.95)	111.55	One time fee
Insurance, liability	0.00	79,388.00	78,444.00	(944.00)	101.20	One time fee
Workers Comp Insurance	0.00	109,884.00	109,946.00	62.00	99.94	One time fee
Automobile Insurance	0.00	1,700.00	1,950.00	250.00	87.18	One time fee
Other Insurance	0.00	735.48	3,500.00	2,764.52	21.01	
Insurance, property	0.00	2,589.00	2,351.00	(238.00)	110.12	One time fee
Legal	767.00	8,294.96	35,000.00	26,705.04	23.70	
Memberships	579.05	26,020.41	25,000.00	(1,020.41)	104.08	MVCAC membership
Miscellaneous expenses	234.76	2,422.82	3,500.00	1,077.18	69.22	
Postage	0.00	768.29	10,700.00	9,931.71	7.18	
Accounting Services, Auditor	275.00	17,807.49	20,000.00	2,192.51	89.04	One time fee
Professional Services , Other	0.00	0.00	6,000.00	6,000.00	0.00	
Professional Services-IT	1,350.00	15,406.97	50,000.00	34,593.03	30.81	
Printing & Reproduction	0.00	6,747.00	14,500.00	7,753.00	46.53	
Research	0.00	0.00	1,000.00	1,000.00	0.00	
Seminars and meetings	5,996.57	28,960.76	55,400.00	26,439.24	52.28	
Supplies, Surveillance	10,704.82	8,195.41	15,000.00	6,804.59	54.64	Re-class to Grant acct/UCI monies
Supplies, Vehicle Maintenance	2,019.65	30,510.46	60,000.00	29,489.54	50.85	
Supplies, Gasoline	2,903.98	32,915.15	70,000.00	37,084.85	47.02	
Supplies, Office	970.10	5,936.19	12,600.00	6,663.81	47.11	
Supplies, Mosquito Fish	0.00	526.15	5,000.00	4,473.85	10.52	
Supplies, Operations	289.27	8,388.70	18,000.00	9,611.30	46.60	
Supplies, Pesticides	13,709.70	61,082.61	51,000.00	(10,082.61)	119.77	Pesticides for season

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Supplies, Communications	246.25-	11,236.45	10,000.00	(1,236.45)	112.36	Meridia Interactive program
Supplies, Education Program	20.10	1,864.34	3,000.00	1,135.66	62.14	
Supplies, Safety	1,350.17	8,904.72	20,000.00	11,095.28	44.52	
Supplies, Media Production	333.50	2,408.84	10,000.00	7,591.16	24.09	
Benefit Assesment Admin Cost	7,440.00	114,675.32	118,000.00	3,324.68	97.18	County collection fees
Communications, field	3,400.74	25,861.79	38,000.00	12,138.21	68.06	
Telephone, Internet	998.30	8,252.61	30,000.00	21,747.39	27.51	
Telephone , Office	1,047.06	8,659.88	14,000.00	5,340.12	61.86	
Training , CEU's	40.00	5,556.00	4,400.00	(1,156.00)	126.27	Re-class by auditor
Uniforms and clothing	716.16	5,889.88	10,000.00	4,110.12	58.90	
Utilities, Electric	1,242.01	16,518.19	41,000.00	24,481.81	40.29	
Utilities, Natural Gas	420.92	1,638.46	3,000.00	1,361.54	54.62	
Utilities, Water	116.55	1,196.06	2,100.00	903.94	56.96	
Automobile Lease	2,490.00	21,557.46	60,000.00	38,442.54	35.93	
Surveillance, Aerial	0.00	25,118.00	25,300.00	182.00	99.28	One time fee
TOTAL OPERATING EXPENSES	85,805.26	918,148.29	1,397,950.00	479,801.71	65.68	
TOTAL EXPENSES	368,317.32	3,055,583.76	5,437,109.78	2,381,526.02	56.20	
CAPITAL OUTLAY EXPENSES						
Capital Outlay	0.00	124,532.63	267,000.00	142,467.37	46.64	
TOTAL CAPITAL EXPENSES	0.00	124,532.63	267,000.00	142,467.37	46.64	
RESERVES						
Reserve, Public Health Em	0.00	0.00	1,326,200.00	1,326,200.00	0.00	
Reserve, Capital Projects	0.00	0.00	454,765.96	454,765.96	0.00	
Reserve, Pension Liability	0.00	0.00	200,258.00	200,258.00	0.00	
Reserve, Building/Facilities	0.00	0.00	100,000.00	100,000.00	0.00	
Reserve, Vehicle Replacement		0.00	43,759.86	43,759.86	0.00	
TOTAL RESERVES	0.00	0.00	2,124,983.82	2,124,983.82	0.00	

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	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
PERSONNEL EXPENSES						
Salaries, Exempt	44,907.32	423,554.76	513,700.00	90,145.24	82.45	Hol/sick/vac chrg to this acct
Salaries - Non Exempt	116,913.26	997,953.94	2,086,429.48	1,088,475.54	47.83	
Salaries - Overtime	1,899.43	5,122.49	18,200.00	13,077.51	28.15	
Salaries - Vacation	3,875.18	66,821.60	137,954.00	71,132.40	48.44	
Salaries-Holiday	6,839.62	73,060.14	139,720.20	66,660.06	52.29	
Salaries, Sick Pay	6,489.19	47,229.03	121,406.00	74,176.97	38.90	
Salaries, Part-time - XH	0.00	115,637.24	216,880.00	101,242.76	53.32	
Management Car Allowance	500.00	4,500.00	6,000.00	1,500.00	75.00	
Cafeteria Benefit	26,093.50	254,136.57	364,800.00	110,663.43	69.66	
Hlth Benefits, Ret Emps	1,810.42	19,630.52	20,000.00	369.48	98.15	Additional retirees
Employer, 457 Contribution	234.94	2,349.40	0.00	(2,349.40)	0.00	Line item added after budget approval
Medicare	2,707.31	26,461.55	47,735.10	21,273.55	55.43	
Retirement - Classic	6,642.96	183,548.23	181,017.00	(2,531.23)	101.40	Paid unfunded liability in full. Adj P.K.
Retirement - Pepra	7,453.60	73,280.66	132,722.00	59,441.34	55.21	
Social Security	0.00	3,702.48	5,500.00	1,797.52	67.32	
Group Term Life Ins	354.62	2,889.32	4,300.00	1,410.68	67.19	
Tuition Reimbursement	0.00	0.00	8,000.00	8,000.00	0.00	
Insurance, unemployment	385.98	14,664.87	25,000.00	10,335.13	58.66	
Post Retirement Benefits	0.00	50,000.00	50,000.00	0.00	100.00	One time fee
TOTAL PERSONNEL EXPENSES	227,107.33	2,364,542.80	4,079,363.78	1,714,820.98	57.96	
OPERATING EXPENSES						
Event Participation Fees	0.00	95.57	4,000.00	3,904.43	2.39	
Arbovirus Testing Supplies	(23.13)	11,450.51	20,000.00	8,549.49	57.25	
Branded Clothing	407.50	3,364.55	3,800.00	435.45	88.54	Order for new employees
Boots	(154.94)	1,667.57	5,500.00	3,832.43	30.32	Emp pd reimbursement
Misc. Rentals	0.00	0.00	2,850.00	2,850.00	0.00	
Professional Development	0.00	0.00	2,000.00	2,000.00	0.00	
Awards	0.00	1,569.67	4,000.00	2,430.33	39.24	

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Advertising	400.00	16,643.20	30,000.00	13,356.80	55.48	
Bank Charges	465.03	8,990.72	15,000.00	6,009.28	59.94	
Board expenses	385.13	18,291.46	63,840.00	45,548.54	28.65	
Computer Hardware	22,381.89	55,670.79	40,500.00	(15,170.79)	137.46	Upgrade to Windows 10
Computer Software	307.90	21,163.87	67,500.00	46,336.13	31.35	
Website/Email Service	236.33	4,890.94	5,700.00	809.06	85.81	Archive Social program
Facility maintenance	3,362.58	67,256.04	42,000.00	(25,256.04)	160.13	Alarm system service
Maintenance, equipment	0.00	349.68	12,000.00	11,650.32	2.91	
Lease Equipment	1,500.16	14,807.12	23,000.00	8,192.88	64.38	
Fees & Assessments	0.00	4,148.59	4,000.00	(148.59)	103.71	Laftco fees
Hiring expenses	163.37	947.20	5,600.00	4,652.80	16.91	
VCJPA General Fund	0.00	10,004.95	8,969.00	(1,035.95)	111.55	One time fee
Insurance, liability	0.00	79,388.00	78,444.00	(944.00)	101.20	One time fee
Workers Comp Insurance	(5,865.00)	104,019.00	109,946.00	5,927.00	94.61	Premium rebate
Automobile Insurance	0.00	1,700.00	1,950.00	250.00	87.18	One time fee
Other Insurance	0.00	735.48	3,500.00	2,764.52	21.01	
Insurance, property	0.00	2,589.00	2,351.00	(238.00)	110.12	One time fee
Legal	177.00	8,471.96	35,000.00	26,528.04	24.21	
Memberships	0.00	26,020.41	25,000.00	(1,020.41)	104.08	MVCAC membership
Miscellaneous expenses	31.48	2,454.30	3,500.00	1,045.70	70.12	
Postage	73.33	841.62	10,700.00	9,858.38	7.87	
Accounting Services, Auditor	857.50	18,664.99	20,000.00	1,335.01	93.32	One time fee
Professional Services , Other	0.00	0.00	6,000.00	6,000.00	0.00	
Professional Services-IT	6,870.00	22,276.97	50,000.00	27,723.03	44.55	
Printing & Reproduction	690.95	7,437.95	14,500.00	7,062.05	51.30	
Research	0.00	0.00	1,000.00	1,000.00	0.00	
Seminars and meetings	6,569.11	35,529.87	55,400.00	19,870.13	64.13	
Supplies, Surveillance	993.75	9,189.16	15,000.00	5,810.84	61.26	
Supplies, Vehicle Maintenance	0.00	30,510.46	60,000.00	29,489.54	50.85	
Supplies, Gasoline	3,008.47	35,923.62	70,000.00	34,076.38	51.32	
Supplies, Office	1,132.85	7,069.04	12,600.00	5,530.96	56.10	
Supplies, Mosquito Fish	575.14	1,101.29	5,000.00	3,898.71	22.03	
Supplies, Operations	370.48	8,759.18	18,000.00	9,240.82	48.66	
Supplies, Pesticides	0.00	61,082.61	51,000.00	(10,082.61)	119.77	Pesticides for season

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Supplies, Communications	144.90	11,381.35	10,000.00	(1,381.35)	113.81	Meridia Interactive program
Supplies, Education Program	291.25	2,155.59	3,000.00	844.41	71.85	
Supplies, Safety	205.45	9,110.17	20,000.00	10,889.83	45.55	
Supplies, Media Production	174.50	2,583.34	10,000.00	7,416.66	25.83	
Benefit Assesment Admin Cost	0.93-	114,674.39	118,000.00	3,325.61	97.18	County collection fees
Communications, field	3,811.79	29,673.58	38,000.00	8,326.42	78.09	
Telephone, Internet	998.30	9,250.91	30,000.00	20,749.09	30.84	
Telephone , Office	1,135.57	9,795.45	14,000.00	4,204.55	69.97	
Training , CEU's	0.00	5,556.00	4,400.00	(1,156.00)	126.27	Re-class by auditor
Uniforms and clothing	1,224.15	7,114.03	10,000.00	2,885.97	71.14	
Utilities, Electric	1,399.44	17,917.63	41,000.00	23,082.37	43.70	
Utilities, Natural Gas	252.31	1,890.77	3,000.00	1,109.23	63.03	
Utilities, Water	114.90	1,310.96	2,100.00	789.04	62.43	
Automobile Lease	0.00	21,557.46	60,000.00	38,442.54	35.93	
Surveillance, Aerial	0.00	25,118.00	25,300.00	182.00	99.28	One time fee
TOTAL OPERATING EXPENSES	54,668.51	974,166.97	1,397,950.00	423,783.03	69.69	
TOTAL EXPENSES	281,775.84	3,338,709.77	5,477,313.78	2,138,604.01	60.96	
CAPITAL OUTLAY EXPENSES						
Capital Outlay	21,118.87	145,651.50	267,000.00	121,348.50	54.55	
TOTAL CAPITAL EXPENSES	21,118.87	145,651.50	267,000.00	121,348.50	54.55	
RESERVES						
Reserve, Public Health Em	0.00	0.00	1,326,200.00	1,326,200.00	0.00	
Reserve, Capital Projects	0.00	0.00	454,765.96	454,765.96	0.00	
Reserve, Pension Liability	0.00	0.00	200,258.00	200,258.00	0.00	
Reserve, Building/Facilities	0.00	0.00	149,000.00	149,000.00	0.00	Adj per P.K.
Reserve, Vehicle Replacement	0.00	0.00	43,759.86	43,759.86	0.00	
TOTAL RESERVES	0.00	0.00	2,173,983.82	2,173,983.82	0.00	

**MINUTES of the San Gabriel Valley Mosquito and Vector Control District
Board of Trustees Meeting
1145 N. Azusa Canyon Road, West Covina, CA 91790
February 14, 2020**

Trustees Attending

Stephen Sham (Alhambra)
Roger Chandler (Arcadia)
Joseph Rocha (Azusa)
Manuel Lozano (Baldwin Park)
Richard Barakat (Bradbury)
Corey Calaycay (Claremont)
Margaret Finlay (Duarte)
Jerry Velasco (El Monte)
Charles Myers (Glendora)
Catherine Marcucci (Industry)
Manuel Garcia (Irwindale)
Dan Holloway (La Puente)
Elyse Rasmussen (La Verne)
Becky Shevlin (Monrovia)
Joseph Leon (Monterey Park)
Rachel Janbek (Pasadena)
Tim Sandoval (Pomona)
Sandra Armenta (Rosemead)
Juli Costanzo (San Gabriel)
John Capoccia (Sierra Madre)
Marina Khubesrian (So. Pasadena)
Cynthia Sternquist (Temple City)
Allen Wu (Walnut)
Lloyd Johnson (West Covina)

Trustees Absent

Henry Morgan (Covina)
Jamie Bissner (Los Angeles County)
Emmett Badar (San Dimas)

Staff Attending

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

- 1. Call to Order**
Board President, Becky Shevlin, called the meeting to order at 7:00 a.m.
- 2. Pledge of Allegiance and Silent Roll Call**
The Pledge of Allegiance was led by Trustee Lloyd Johnson
- 3. Opportunity for Public Comment on Non-Agenda Items**
None
- 4. Consent Calendar**
A motion made by Trustee Finlay and seconded by Trustee Sternquist to approve the Consent Calendar was unanimously passed.

5. Presentation: “An Evolving Service Model in the Age of Aedes”

Operations Manager Jason Farned reprised a presentation given at the Mosquito and Vector Control Association of California Annual Conference in January 2020.

Farned gave a brief background explaining how increasing populations of *Aedes albopictus* and *Aedes aegypti* caused an exponential increase in demand for service requests, absorbing staff time and resources to a point that became unsustainable and hindered the district goal of disease prevention.

Farned reviewed changes to the district website, which included a resident Tip Line and Property Consultation forms, a video illustrating response procedures, and additional educational materials all designed to re-shape residents’ expectations and reduce calls for misidentified insects.

Farned advised that the change in strategy resulted in reduced call volume, allowing the district to direct resources in a more effective and efficient way.

6. Assignment of Board of Trustees Committee Members for 2020

Board President Becky Shevlin stated that the Legislative Committee and Finance and Audit Committee have vacancies. Shevlin requested board members review the list of committees and consider volunteering to serve.

Trustee Lloyd Johnson volunteered to serve on the Finance and Audit committee, Trustee Marina Khubesrian volunteered to serve on the Legislative committee, and Trustee Catherine Marcucci volunteered to serve on any committee as needed. Trustee Manuel Lozano volunteered to serve on both Finance and Audit Committee and Legislative Committee.

Shevlin confirmed the addition of Trustees Johnson and Lozano to the Finance and Audit Committee and Trustees Khubesrian, Marcucci and Lozano to the Legislative Committee.

7. Ad Hoc Facilities Committee: Report

Board President Becky Shevlin reported that the Ad Hoc Facilities Committee met on February 10, 2020, took a tour of the district, discussed modifications to the Human Resource area of the administration office, evaluated proposed projects for use of the former Operations building, and considered several potential improvement projects.

Shevlin informed that one of the ideas under consideration is a facility for SIT, Sterile Insect Technique, a technology used to control *Aedes* mosquitoes. Shevlin instructed district staff to conduct research to determine success rate and cost of an SIT facility. Other options for use of the space included conversion to a board room, and upgrades to locker rooms to increase shower capacity.

Future district projects discussed were vehicle parking and lift systems, installation of solar panels, a garage pass-through, vehicle charging stations, and removal of the “beautification zone” on property to allow for additional parking.

8. CSDA Board of Directors Vacancy- Call For Nominations: Seat B Southern Network

Board President Becky Shevlin invited nominations to fill a vacancy on the CSDA Board of Directors. No nominations to serve on the Board were made.

9. Consider Candidates for Appointment as Special District Representative to the Los Angeles Local Agency Formation Commission

Board President Becky Shevlin requested recommendations for a candidate for a Special District Representative to the Los Angeles Local Agency Formation Commission.

A motion made by Trustee Marina Khubesrian and seconded by Trustee John Capoccia, to vote for candidate Sharon Raghavachary, was approved by a majority vote of board members.

10. Presentation of Trustee Service Recognition Pin

Board President Becky Shevlin presented Trustee Stephen Sham with a service pin and thanked him for 15 years of service.

11. Department Reports

Operations Manager Jason Farned had no report.

Scientific Programs Director Melissa Doyle thanked trustee Rachel Janbek for assisting with interviews for the Assistant Vector Ecologist position, and reported that surveillance department has been busy preparing for the season.

Communications Director Levy Sun reported on a joint collaboration between the district and the Los Angeles County Department of Public Health in 2019, known as the 2019 Mosquito Prevention Challenge. Sun stated that South Pasadena was the champion of the program and recognized the cities of Arcadia, Bradbury, Baldwin Park and El Monte for their participation. Sun thanked all cities that participated.

Sun also advised that April 19-25, has been slated as 2020 California Mosquito Control Awareness week. Sun offered to assist any city interested in declaring this as a local mosquito control awareness week, and will be sending out information to all cities this month.

Sun announced "Tip, Toss and Protect" as the uniform message for the Spring into Summer advertising campaign that will be released in a wide variety of hard copy, digital advertising and social media formats, and advised that emails distributing advertising materials will be sent to board members and cities.

Trustee Reports

Trustee John Capoccia complemented Jason Farned and staff on his presentation.

Board President Becky Shevlin commended staff on sunshine reports on the conference attended, and recommended board members read these reports.

Trustee Marina Khubesrian reported attending presentations at the Mosquito and Vector Control conference, and informed that a great deal of cutting edge research is being conducted by industry professionals.

Adjournment: The meeting was adjourned at 8:05 a.m.

Operations Department
Disease Weeks 6 – 9 | February 3 – March 1

Chemical Usage:

Larvicides/Pupicides					
Method of Action	Target	Amount		Area Treated	
Larvicide Oils (Surface Film)					
Suffocation	Mosquitoes	3.53	gal.	9194	sq.ft.
Insect Growth Regulators (IGR's)					
Inhibits metamorphosis	Mosquitoes	20.25	lbs.	3721	sq.ft.
Bacterials					
Ingestion, toxicant	Mosquitoes	0.45	gal.	229680	sq.ft.
Ingestion, toxicant	Mosquitoes	22.27	lbs.	491215	sq.ft.
Ingestion, toxicant	Black flies	10.46	gal.	2903	m ³
Biologicals					
Mosquito fish	Mosquitoes	344	ea.	3318	sq.ft.

Zone Specialists:

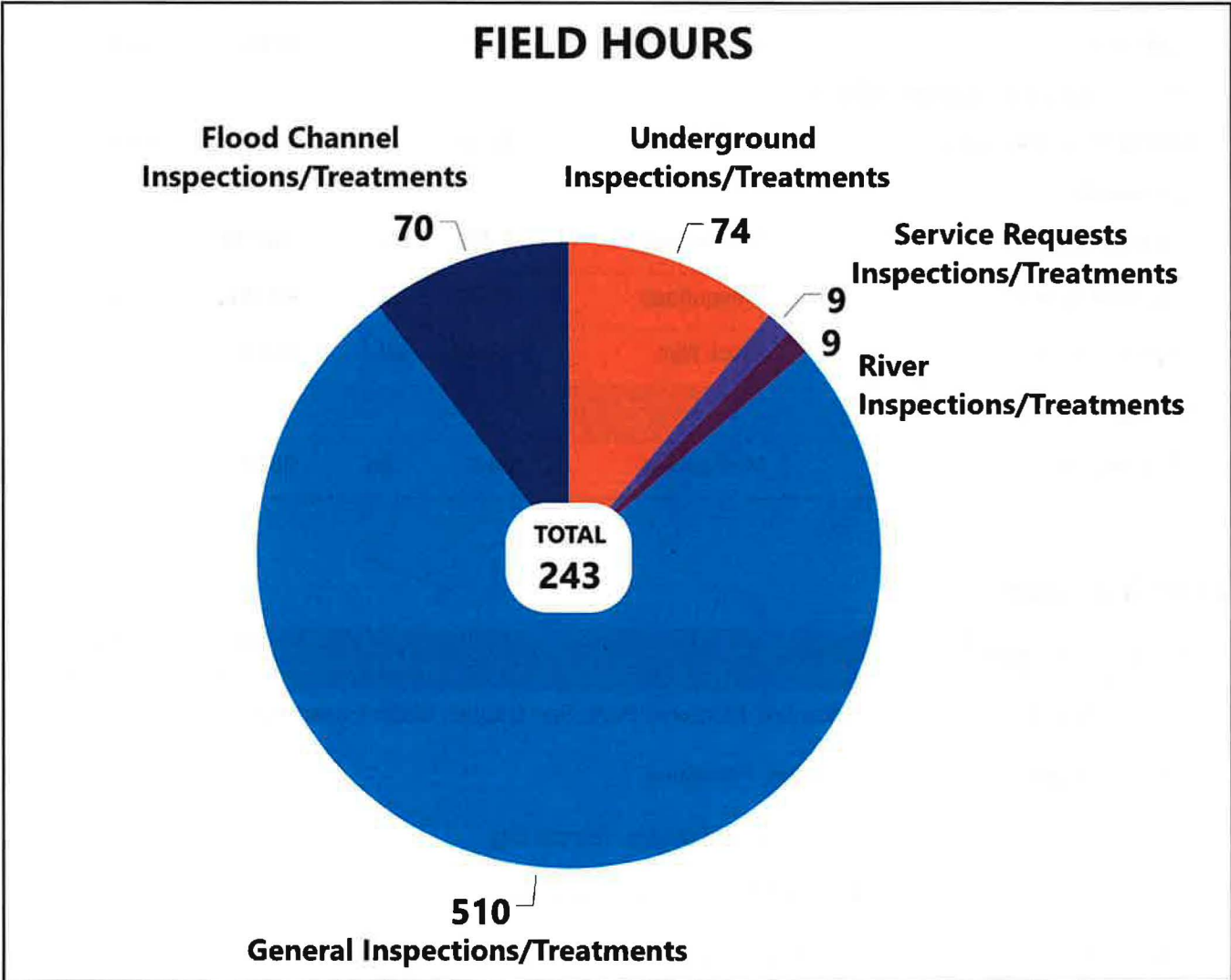
Zone	Specialist	Cities
1	Marc Mitchell	Alhambra, Monterey Park, San Gabriel, South Pasadena
2	Leslie Conner	Altadena, Pasadena
3	Darrin Jones	Arcadia, Sierra Madre, Temple City
4	Jon Halili	Baldwin Park, El Monte, Rosemead
5	Ignacio Ureña	Azusa, Bradbury, Duarte, Irwindale, Monrovia
6	Marco Gaytan	Industry,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

Field Statistics:

1,834
SITES VISITED

31 ^{+15%}
SERVICE REQUESTS
2019

0 ^{+0%}
CONSULTATIONS
2019



Operations Department
Disease Weeks [10 – 13] | [March 1 – March 28]

Chemical Usage:

Larvicides/Pupicides					
Method of Action	Target	Amount		Area Treated	
Larvicide Oils (Surface Film)					
Suffocation	Mosquitoes	0.73	gal.	6882	sq.ft.
Insect Growth Regulators (IGR's)					
Inhibits metamorphosis	Mosquitoes	18.15	lbs.	22891	sq.ft.
Bacterials					
Ingestion, toxicant	Mosquitoes	0.78	gal.	394416	sq.ft.
Ingestion, toxicant	Mosquitoes	17.35	lbs.	862634	sq.ft.
Ingestion, toxicant	Black flies	1.85	gal.	513	m ³
Biologicals					
Mosquito fish	Mosquitoes	202	ea.	2283	sq.ft.

Zone Specialists:

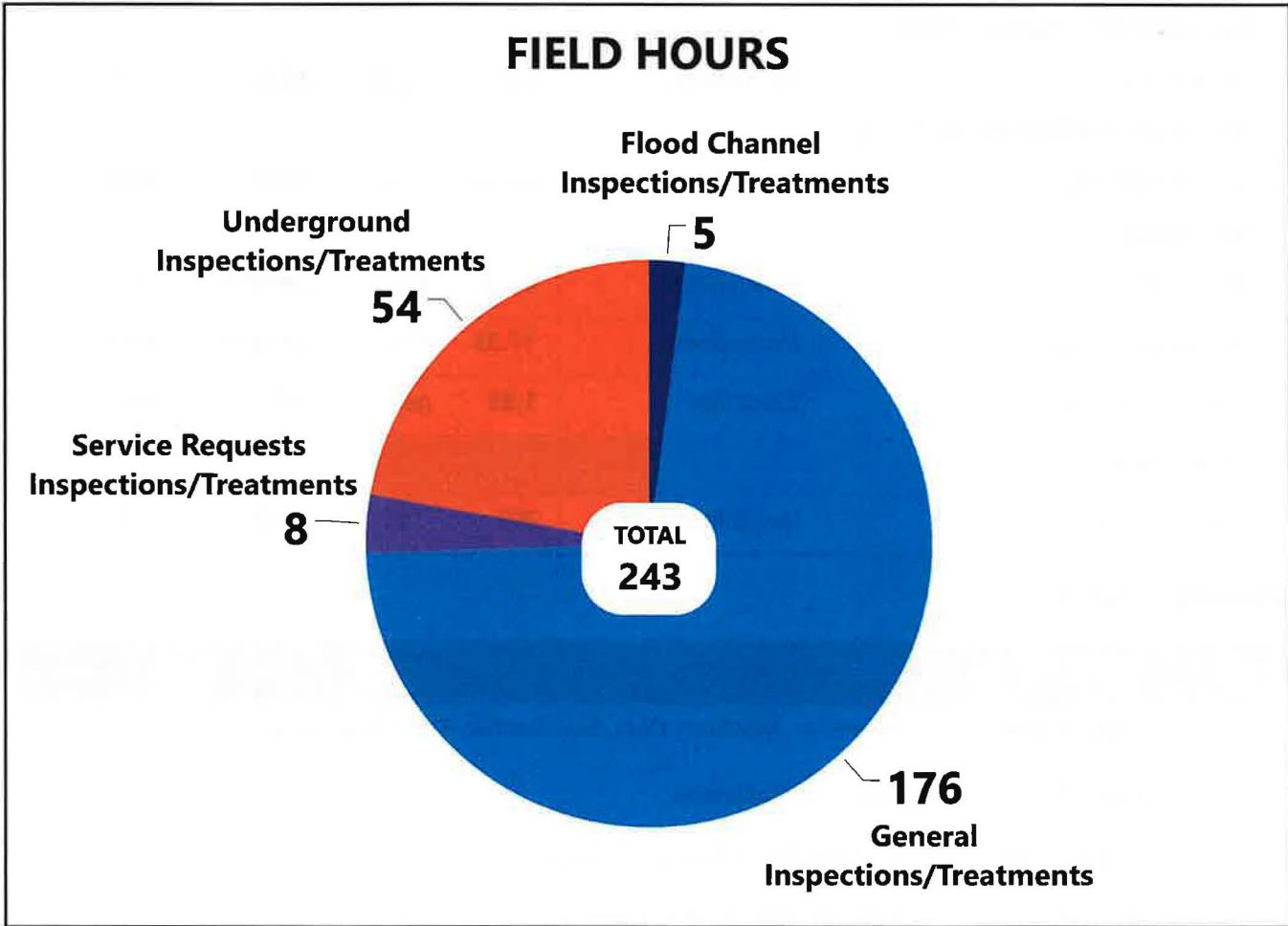
Zone	Specialist	Cities
1	Marc Mitchell	Alhambra, Monterey Park, San Gabriel, South Pasadena
2	Leslie Conner	Altadena, Pasadena
3	Darrin Jones	Arcadia, Sierra Madre, Temple City
4	Jon Halili	Baldwin Park, El Monte, Rosemead
5	Ignacio Ureña	Azusa, Bradbury, Duarte, Irwindale, Monrovia
6	Marco Gaytan	Industry,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

Field Statistics:

1,455
SITES VISITED

35 ^{-75%}
2019
SERVICE REQUESTS

1 ^{+0%}
2019
CONSULTATIONS



Surveillance Department
Disease Weeks [5 - 9] | [Jan 26 - Feb 29]

Insect Surveillance Activities

The department conducted a tick survey in the foothills and other appropriate trails in the region. The department will continue to survey the area for ticks monthly. Routine mosquito trapping will resume in March 2020. The surveillance department continued preparations for the 2020 season by repairing equipment and making modifications on existing equipment to increase efficiency.

Placing traps requires a huge amount of preparation work and the surveillance team is always looking at ways to increase efficiency.

San Gabriel Valley Tick Survey

Two species of ticks were collected in the survey, the Pacific Coast Tick and the Western Black Legged Tick. Both are pests of humans and considered vectors for tick-borne disease. A total of 229 ticks were collected in Glendora and Monrovia. The ticks were preserved for testing at a later date.

City	Location	Total
Claremont	Mt Baldy Road	24
Glendora	South Hills Park (GL)	79
Glendora	Hook West Flood Channel	123
Irwindale	Santa Fe Dam	1
Pasadena	Millard Canyon	8

Department News

Melissa Doyle and Dr. Aviva Goldmann attended the annual conference at the University of California, Riverside. Dr. Aviva Goldmann presented a talk about her work with mosquitoes breeding in bromeliad plants.

Melissa Doyle attended a meeting discussing WALS technique at Sacramento Yolo Mosquito and Vector Control District. Speakers from Malaysia discussed advances in wide area larviciding treatments that may be useful to the district in the future.

The department began recruitments to fill vacancies in the department.

Surveillance Department
Disease Weeks [10 - 13] | [Mar 1 – Mar 28]

Insect Surveillance Activities

The Surveillance Department began mosquito trapping in week 10 and will continue to trap weekly weather permitting. Overnight low temperatures during weeks 12 and 13 were not suitable for mosquito trapping activities. Weekly trapping will resume during week 14 and will continue weather permitting for the remainder of the season.

San Gabriel Valley Mosquito Activity

Mosquito activity was low during weeks 11 – 13. Mosquito traps were placed when overnight temperatures were above 50° F and 42 mosquito pools were submitted for testing. Testing results have been delayed. Early season trapping is an opportunity to evaluate the adult mosquito populations surviving from the previous season. The heavy rainfall experienced in the San Gabriel Valley during weeks 12 and 13 will aid in reducing adults surviving and potentially reduce the risk of early season West Nile virus transmission.

Week	Mosquito Activity	2020 Average / Trap
10	Low	38
11	Low	36
12	Low	2
13	-	-

Arbovirus Activity in California

Arbovirus activity has been low in California. Three dead birds tested positive for West Nile virus in Santa Clara County. There have been no positive mosquito pools or human cases in 2020.

Department News

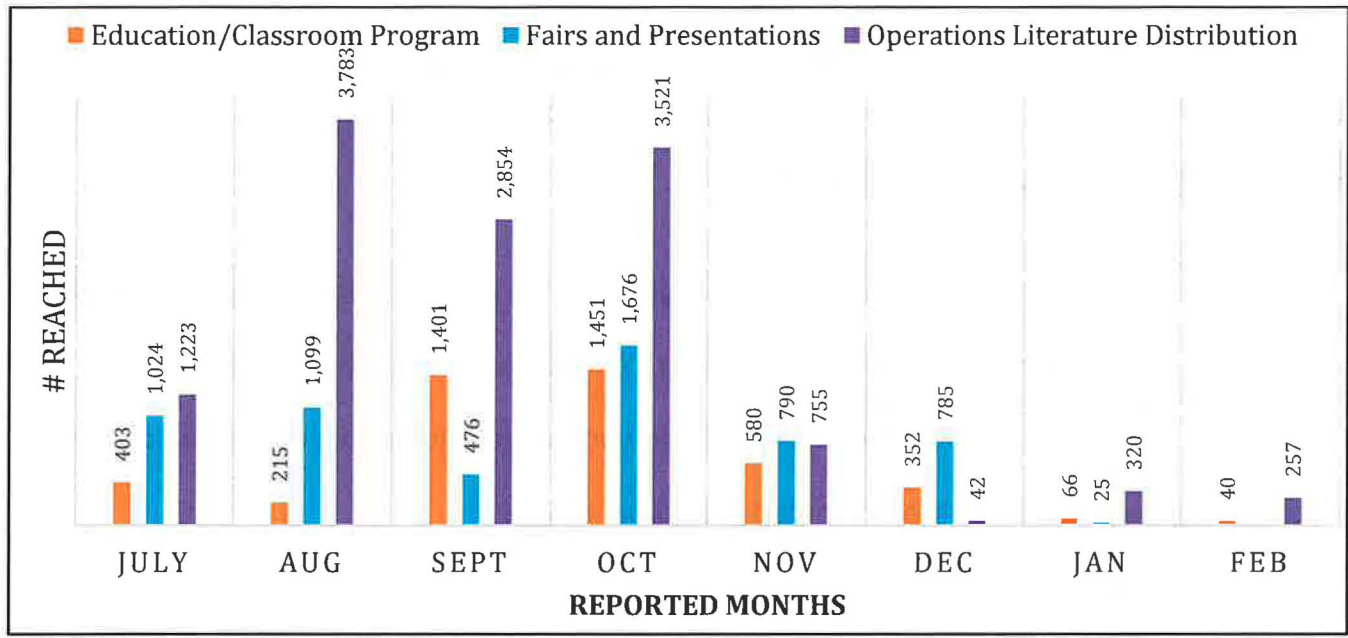
Aviva Goldmann and Gimena Ruedas are automating surveillance trapping reports for the operations and communications departments. These reports will assist both departments in targeting their work in areas of high activity.

The surveillance department is planning for several projects for the 2020 season, which include:

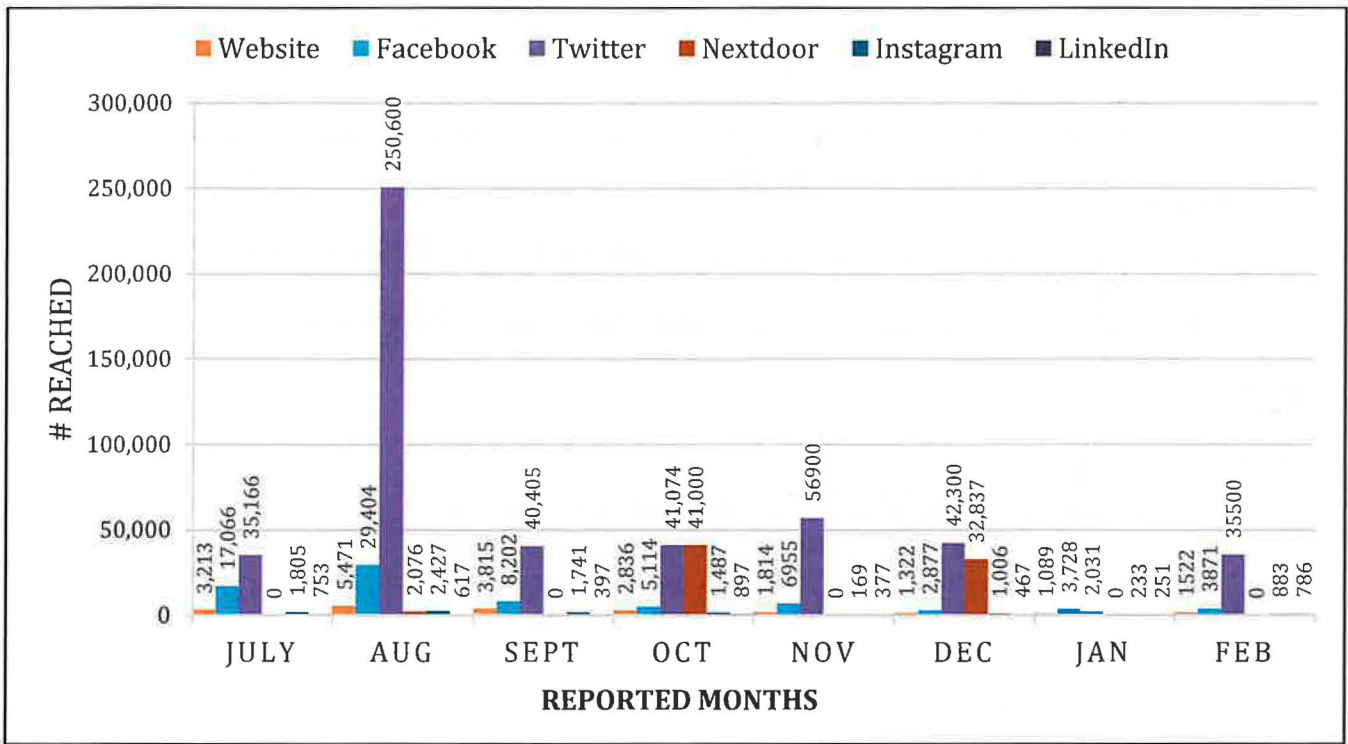
- Expanding participation in the *Aedes* Super Cup citizen science program
- Evaluating the composition of *Aedes* mosquitoes in areas of early infestation
- Determining land use influences on mosquito trap site selection and success
- Continued work in optimizing oviposition trapping site selection

Communications Department
 Disease Weeks [5 – 9] | [Jan 26 – Feb 29]

Outreach Activities:



Digital Activities:



E-blast and Media Activities

Name of Activity/Media	Date	Headline
Patch	2/24/20	City Of South Pasadena Won Ultimate Champion For West Nile Prevention Award
E-blast to Trustees and City Officials	2/25-2/26	Spring/Summer Campaign notice and relevant topics

EcoHealth Vector Education Program

1. K-6 Grades Curriculum Refresh
 - a. Rebranded the K-6 classroom program as the spy-themed Mosquito Intelligence Academy (MIA)
 - b. Contacted L.A. County Public Works for help with illustration of stormwater systems and structures
 - c. Sent Request for Purchase (RFP) to vendors for interactive classroom program activities
2. Designing visuals for the revamped preschool program

General Outreach

1. Advertising
 - a. Explored Spring/Summer awareness options
2. Events
 - a. Booked and executed late-winter/early spring community events
 - b. Preparing for District's largest student outreach at the STEA2M Fair in March at the Fairplex
 - c. Partnered with Altadena Town Council for an Altadena Bites Back with EcoHealth presentation in March
3. MVCAC
 - a. Finished multimedia package to be used for MVCAC lobby day (3/3/20)
4. Partnerships
 - a. Reaching out to agencies for a seasonal push for blog posts

Design

1. Video Content
 - a. Completed STEA2M Fair briefing room videos
 - b. Completed "Be Smart Like" videos for Spring push
 - c. Scheduled Ada Eez Aedes awareness videos
2. STEA2M Fair and MIA curriculum element designs

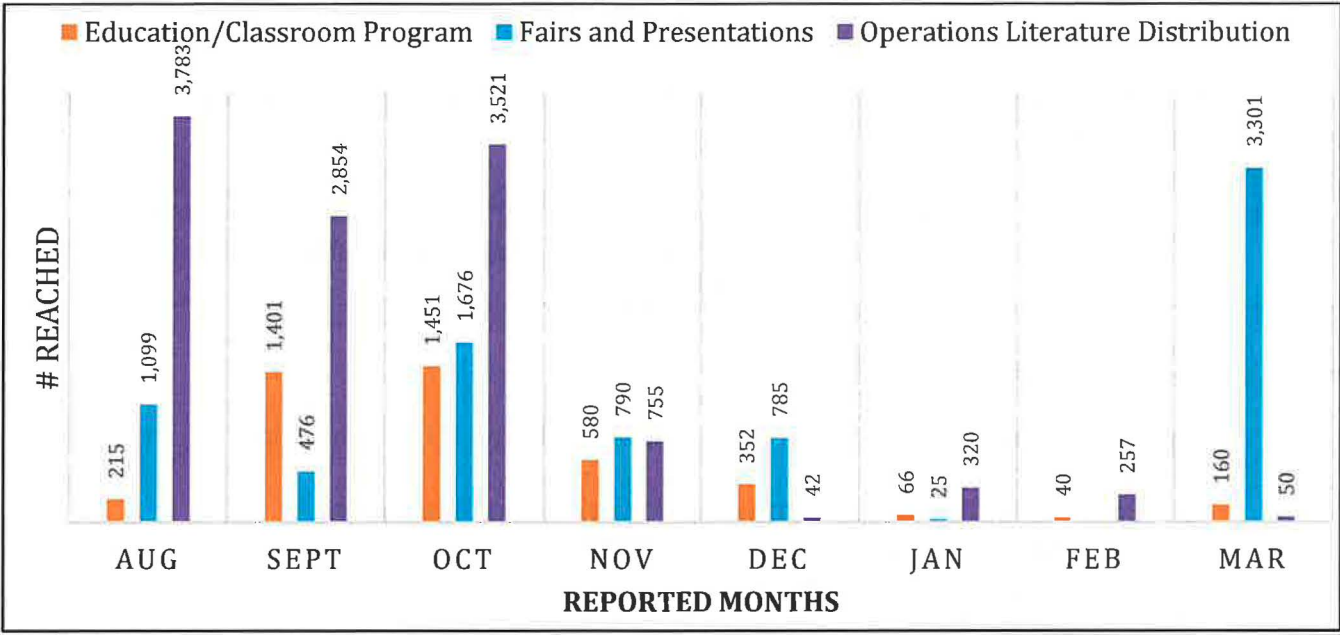
Administrative/Trainings

1. Standardized email signatures and sick leave reporting
2. Trainings and Meetings

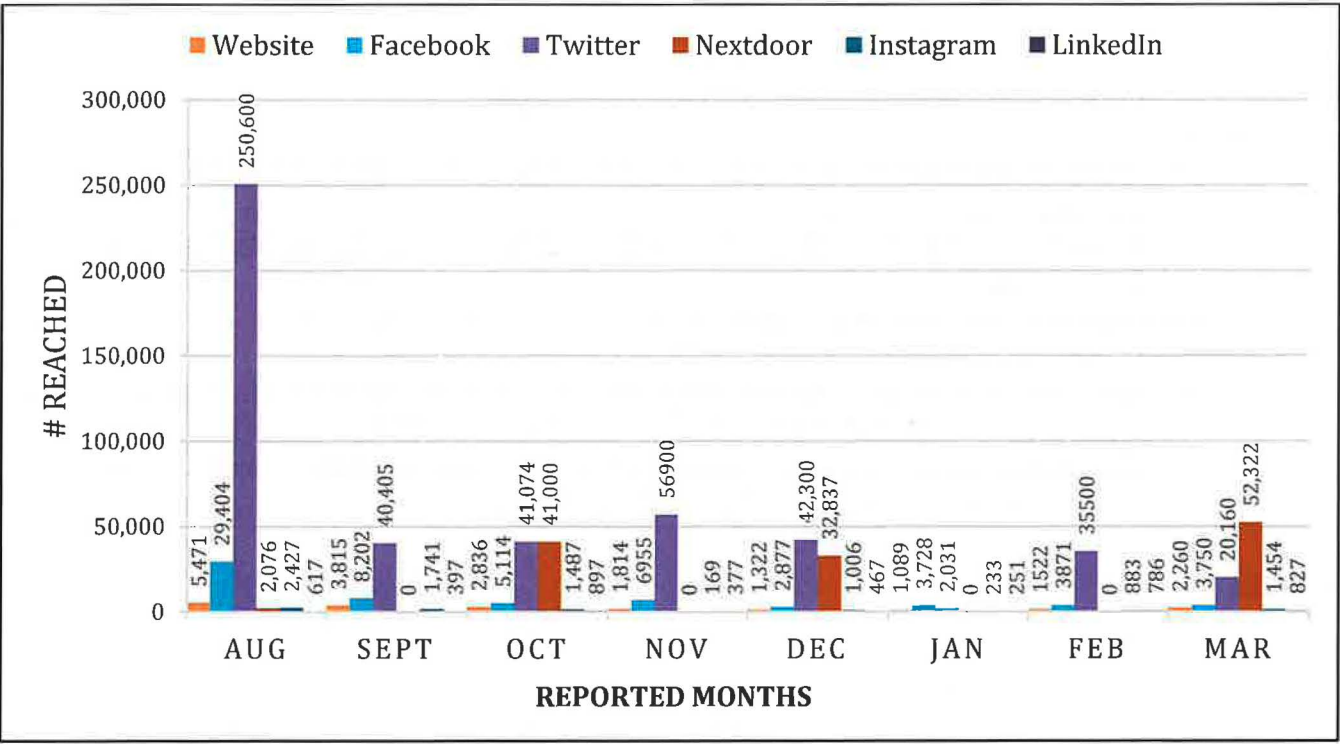
- a. 1/27-1/29 - Mosquito and Vector Control Association of California (MVCAC) Annual Conference **Sunshine Reports submitted in Jan 2020 Board Report*
- b. 2/11 – Webinar: Flow like a Ninja: #PRlife-changing tech tools
- c. 2/13 – Webinar: Becoming a Master Storyteller
- d. 2/20 – Webinar: Risky Business: Managing Reputation & Digital Trust in the Age of Cybercrime

Communications Department
Disease Weeks [10-13] | [Mar 1 – Mar 28]

Outreach Activities:



Digital Activities:



E-blast and Media Activities

Name of Activity/Media	Date	Headline
E-blast to Trustees, the public, media and city officials	3/16/20	San Gabriel Valley Mosquito & Vector Control District joins effort to slow COVID-19 spread
E-blast to Trustees, the public, media and city officials	3/23/20	SGVMVCD pauses operations to help slow COVID-19 spread
Pasadena Now	3/24/20	San Gabriel Valley Mosquito & Vector Control District Pauses Operations to Help Slow COVID-19 Spread

EcoHealth Vector Education Program

1. Completed a classroom program for City of Knowledge K-12 school in Pomona
2. EcoHealth Revamp Project
 - a. Edited activity content cards and PowerPoint presentations
 - b. Submitted Request for Purchases (RFP) for an illustrator and identified an artist for the EcoHealth rebranding
3. Drafted EcoHealth website edits to reflect all curriculum updates

General Outreach

1. Advertising
 - a. Finalized junior billboard designs to run in April
 - b. Finalized content for www.TipTossProtect.org
2. Events
 - a. Participated in Fairplex's STEA2M Fair – one of the District's biggest education outreach event
 - b. Prepared for Altadena Bites Back with EcoHealth meeting (postponed due to COVID-19)
3. Translation/Interpretation of top web pages from English to Spanish
4. Social Media
 - a. #tipNtoss challenge: The challenge was inspired by the Push-Up Challenge that went viral on Instagram as a result of people being at home or #StayAtHome. The challenge encourages people to look for stagnant water inside or around their home, and challenges friends to do the same.

Design

1. Video Content
 - a. Created scripts for video projects
 - b. Started recording for COVID-19: Mosquito Control is Still Here

Administrative/Trainings

1. COVID-19 Communications Dept response
 - a. Regular cleaning of department communal space
 - b. Created signage
 - c. Updated website/social media
 - d. Sent e-blasts/emails to key stakeholders
 - e. Submitted content to District's response plan
2. Conducted inventory of EcoHealth program materials
3. Trainings and Meetings
 - a. Frequent Communications Department Zoom meetings
 - b. 3/1-3/4 – MVCAC Legislative Day visits
 - c. 3/24 – Webinar: Public Relations and Multimedia: Five Steps For Success
Anyone Can Do Right Now
 - d. 3/26 – Webinar: 10 tech tools to make your life easier

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

The attached Treasurer's Report is for January 2020.

The Total of All Funds Balance is \$4,935,380.59

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

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

A handwritten signature in blue ink, appearing to read "J. Lopez", written over a horizontal line.

Authorized Board of Trustee Member

**San Gabriel Valley Mosquito and Vector Control District
Treasurer's Report (based on Balance Sheet Detail Activity Report,
Period 6, FY 2019-2020 received on February 1, 2020**

Item 4.7

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Local Agency Investment Fund (LAIF)	1.97%	\$1,399,893.17	interest	\$8,042.53	LAIF Statement (January 2020)	\$1,407,935.70

Maturity Date: Perpetual
Interest rate as of January 2020

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Los Angeles County Pool	1.84%	\$2,667,967.71	interest Trust Warrant #692 Sec 10% ADV 2019-20 pd	\$2,420.05 (\$251,348.27) \$530,216.70	ND 24 Per 7 ND 24 Per 7 ND 24 Per 7 ND 24 Per 7	\$2,949,256.19

Maturity Date: Perpetual
Interest rate as of January 2020

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Revolving Fund	\$200,000.00	Deb Activity-Jan 20 Sweep Trust Warrant #692	(\$549,550.05) \$298,201.78 \$251,348.27	CB Statement January 2020	\$200,000.00

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Sweep Account	\$438,795.17	Deb Activity-Jan 2020 Deposit	(\$298,201.78) \$237,595.31	CB Statement January 2020	\$378,188.70

Total Beginning Balance

\$4,706,656.05

Total End Balance

\$4,935,380.59

March 13, 2020

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

SUBJECT: March 1, 2020 District Working Fund Balance

February 1, 2020 balance:	\$2,810,396.77
February 1- February 29, 2020 expenditures:	\$366,324.51

March 1, 2020 Working Fund Balance: \$2,444,072.26

Respectfully Submitted:



**Jared Dever
District Manager**

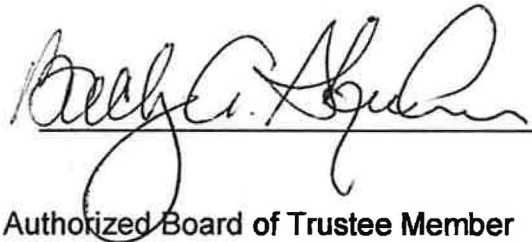
**Treasurer's Report - February 2020
San Gabriel Valley Mosquito and Vector Control District**

The attached Treasurer's Report is for February 2020.

The Total of All Funds Balance is \$5,033,048.34

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

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



Authorized Board of Trustee Member

**San Gabriel Valley Mosquito and Vector Control District
Treasurer's Report (based on Balance Sheet Detail Activity Report,
Period 8, FY 2019-2020 received on March 1, 2020**

Item 4.7

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Local Agency Investment Fund (LAIF)	1.95%	\$1,407,935.70	interest	\$0.00	LAIF Statement (February 2020)	\$1,407,935.70

Maturity Date: Perpetual
Interest rate as of February 2020

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Los Angeles County Pool	1.85%	\$2,949,256.19	interest Trust Warrant #693 Sec Mst 2019-20 1st pd Red Mstr 2019-20 2nd pd	\$2,159.81 (\$309,688.09) \$431,975.85 \$12,589.50	ND 24 Per 8 ND 24 Per 8 ND 24 Per 8 ND 24 Per 8	\$3,086,293.26

Maturity Date: Perpetual
Interest rate as of January 2020

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Revolving Fund	\$200,000.00	Deb Activity-Feb 20 Sweep Trust Warrant #693 Deposit	(\$594,837.46) \$278,901.96 \$309,688.09 \$6,247.41	CB Statement February 2020	\$200,000.00

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Sweep Account	\$378,188.70	Deb Activity-Feb 2020 Deposit	(\$278,901.96) \$239,532.64	CB Statement February 2020	\$338,819.38

Total Beginning Balance	\$4,935,380.59			Total End Balance	\$5,033,048.34
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April 10, 2020

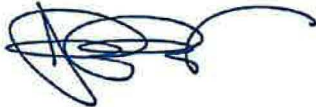
**HONORABLE PRESIDENT AND MEMBERS OF THE BOARD OF TRUSTEES,
SAN GABRIEL VALLEY MOSQUITO & VECTOR CONTROL DISTRICT**

SUBJECT: April 1, 2020 District Working Fund Balance

March 1, 2020 balance:	\$2,908,064.52
March 1- March 31, 2020 expenditures:	\$312,037.40

April 1, 2020 Working Fund Balance: \$2,596,027.12

Respectfully Submitted:



**Jared Dever
District Manager**

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

Date: April 10, 2020

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

Subject: **Consider Amendment to Personnel and Salary Resolution No. 92-11: Article IV Section 10- Rights of Victims of Domestic Violence, Sexual Assault and Stalking**

Exhibit(s): **EXHIBIT 5A**

Background

In 2017, amendments were made to California Labor Code sections 230 and 230.1 to expand the rights of employees that are victims of domestic violence, sexual assault and stalking. The District has complied with all provisions of these rights, their mandatory disclosure to new employees, and existing employee upon request. However, the language provided in the amended code sections was not incorporated into the districts' Personnel and Salary Resolution (PSR) No. 92-11 at that time. To correct this oversight, the language has been added to the amended Article IV, Section 10 of the PSR. **(EXHIBIT 5A)**.

Fiscal Impact

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


Manager's Recommendation

It is recommended that members of the Board of Trustees approve the amendment to Personnel and Salary Resolution No. 92-11: Article IV Section 10- Rights of Victims of Domestic Violence, Sexual Assault and Stalking.

Alternative:

Deny the recommendation to amend Personnel and Salary Resolution No. 92-11: Article IV Section 10- Rights of Victims of Domestic Violence, Sexual Assault and Stalking.

Respectfully submitted,



Jared Dever
District Manager

ARTICLE IV

**POLICY AND COMPLAINT PROCEDURE AGAINST HARASSMENT,
DISCRIMINATION, RETALIATION AND ABUSIVE BEHAVIOR**

~~(Amended Feb 10, 2017)~~ (Amended March 13, 2020)

SECTION 1 Introduction

The District is strongly committed to prohibiting and preventing harassment, discrimination, and retaliation in employment. The District encourages all individuals to report – as soon as possible – any conduct that is believed to violate this Policy so that the District can investigate and take appropriate corrective action.

SECTION 2 Policy

The District has a zero tolerance for any conduct that violates this Policy. An individual's conduct need not rise to the level of a violation of law to violate this Policy. A single act can violate this Policy and provide grounds for discipline or other appropriate sanctions.

This policy prohibits harassment, discrimination, or retaliation against an applicant, intern, volunteer, or employee by a District employee or official, a member of the public, or a contractor which is based on or because of the victim's protected class or protected activity. This means that this policy prohibits harassment and discrimination on the basis of race, religion, color, sex (including gender, gender identity, gender expression, transgender, pregnancy, and breastfeeding), national origin, ancestry, citizenship status, disability, medical condition, genetic characteristics or information, marital status, age, sexual orientation (including homosexuality, bisexuality, or heterosexuality), military or veteran status, or any other classification protected under California law. Similarly, this policy prohibits retaliation against any individual who complains about actual or perceived discrimination or harassment (as defined in this policy), participates in an investigation of a complaint of discrimination or harassment, associates with a person who makes a complaint, or similar protected activity.

Disciplinary action, up to and including termination of employment, or other appropriate sanction, will be instituted for any sustained finding of prohibited behavior.

SECTION 3 Harassment

"Harassment" based on protected classification is sometimes referred to as "hostile work environment," harassment, but only where the acts of harassment are severe or pervasive. The District has a "zero tolerance" policy which prohibits even a single act of harassment, and this is so the District can eliminate harassment before it rises to the level of a "hostile work environment." Examples of acts which can constitute harassment under this policy are as follows:

A. Verbal Harassment

Verbal harassment may include, but is not limited to, epithets, derogatory comments or slurs, implied or connotative meanings, jokes, threats of bodily harm, or any other discriminatory expressions which are based on a protected class or protected activity. For example, verbal harassment might include inappropriate comments on appearance, including physical features or dress, or race-oriented jokes or stories.

B. Visual Harassment

Visual harassment may include, but is not limited to, written epithets, vulgar or derogatory comments and remarks, jokes, threats of bodily harm, display of inappropriate or derogatory objects, emails, pictures, cartoons, or posters, or drawings concerning or related to a protected classification. For example, visual harassment may include an email joking about a co-worker's age, a racially based cartoon placed in an employee's work location, or comments of a sexual nature written on a poster.

C. Physical Harassment

Physical harassment may include, but is not limited to, assault, hitting, shoving, pushing, impeding or blocking movement, offensive touching, or any other form of physical contact, interference with normal work or movement or physical force, including the use of weapons, because of a person's protected classification. For example, physical harassment may include pinching, grabbing, patting, propositioning, leering, making explicit or implied job threats, or promises in return for submission to physical acts.

D. Unwanted Sexual Advances – Sexual Harassment

It is unlawful to harass someone because of that person's sex.

Workplace sexual harassment occurs when (1) submission to or rejection of requests for sexual favors and other acts of a sexual nature is a condition of employment, (2) employment decisions are based on submission to or rejection of sexual advancement, or (3) the conduct is intended to or actually does unreasonably interfere with an individual's work performance or creates an intimidating, hostile, or offensive working environment. Sexual harassment may include, but is not limited to, unwelcome sexual advances, requests for sexual favors or other sex-based verbal or physical acts, e.g., sexually suggestive letters or emails, leering, physical sexual gestures, jokes about sex or stories about sex acts, sexually degrading words used to describe the person, displaying sexually offensive pictures and objects, sexually offensive teasing, jokes, remarks, questions, threats, and insinuations. Sexual harassment may be committed by either gender and may be committed against someone of the same gender.

E. Abusive Conduct (Bullying)

Abusive conduct, also known as bullying, means conduct in the workplace with malice that a reasonable person would find hostile, offensive, and unrelated to the District's legitimate business interests. Abusive conduct may include, but is not limited to, repeated incidents of verbal harassment, or the gratuitous sabotage or undermining of a

person's work performance, regardless of one's membership in a protected class. A single act of bullying behavior shall not constitute abusive conduct, unless especially severe and egregious.

SECTION 4 Discrimination

Discrimination, i.e., disparate treatment of an applicant, intern, volunteer, or employee because of a protected classification, is prohibited under this policy.

The District's policy covers protected classes which are defined as such under California law. Presently, protected classes covered by this policy include race, religion, color, sex (including gender, gender identity, gender expression, transgender, pregnancy, and breastfeeding), national origin, ancestry, citizenship status, disability, medical condition, genetic characteristics or information, marital status, age, sexual orientation (including homosexuality, bisexuality, or heterosexuality), and military or veteran status.

Disparate or unequal treatment of an applicant, intern, volunteer, or employee because of protected classification can occur in a variety of settings, including in hiring, promotion, evaluation, discipline, scheduling, and training opportunities. Supervisors and managers must make decisions regarding these and similar issues without regard to protected classifications.

SECTION 5 Complaint Procedure

A. Notification

An employee, applicant, intern, volunteer, or contractor who reasonably believes he/she has been harassed or discriminated against should promptly notify and report, verbally or in writing, the facts of the incident(s) and the names of the individual(s) involved to their immediate supervisor, any supervisor, manager or department head and (separately) to the District's Office Manager. If the complaint is against the employee's immediate supervisor, then he/she must notify the Office Manager. Complaints of harassment or discrimination against a member of the Board of Trustees must be reported to the President of the Board of Trustees and the Office Manager.

Employees who observe, hear, or learn of any harassment or discrimination should inform their immediate supervisor or the Office Manager. Any supervisor, manager or department head who observes, receives a harassment complaint, or is aware of discrimination or harassment must promptly notify the Office Manager. Complaints of harassment or discrimination against the District Manager must be reported to the Chair of the Personnel Committee and/or the Office Manager.

ALL complaints of harassment, discrimination or retaliation will be taken seriously and will be investigated thoroughly, promptly, and confidentially.

B. Initial Complaints

An employee, job applicant, intern, volunteer, or contractor who wishes to discuss personal thoughts and feelings or consider meetings to deal with incident(s) of harassment or discrimination may consult with the Office Manager.

When an initial complaint is received, the Office Manager will ask the complainant to define his/her perception of the problem and desired solution. The Office Manager will explain the rights involved and discuss potential solutions. With the complainant's permission, the Office Manager may conduct an informal investigation and make every effort to resolve the problem informally.

The District reserves the right to treat initial complaints as formal complaints under this policy and/or to investigate potential incidents of harassment, discrimination, or retaliation and take action that it believes satisfies its legal obligations.

C. Employee Protection Line

An employee, applicant, intern, volunteer, or contractor may call the Employee Protection Line[®] (a 24-hour toll-free number which can be used to report wrongdoing in the workplace). Wrongdoing includes but is not limited to harassment, discrimination, retaliation, theft, violence, drug and alcohol abuse, unsafe acts, and misrepresenting a workers' compensation claim.

The Employee Protection Line[®] is confidential but the complainant must give enough information to allow his or her concerns to be addressed.

D. Formal Complaints

Formal complaints shall be submitted in writing on forms prescribed by the District. A formal complaint shall include the date and place of the alleged act, a detailed description of the incident, and the names of the person(s) alleged to be involved or have relevant knowledge. In most cases, a formal investigation will be initiated and it may include, without limitation, the following:

1. Providing the complainant with a timely response indicating that the complaint has been received and that a fair and thorough investigation will be conducted.
2. Conducting or retaining an investigator to conduct an impartial investigation.
3. Reviewing the factual information gathered through the investigation to reach a reasonable conclusion as to whether a violation of this policy occurred.
4. Timely reporting a report or summary of the findings of the investigation to

appropriate persons. If discipline is imposed against the accused, the level of discipline will not be communicated to the complainant given the privacy rights all employees enjoy.

5. Taking reasonable steps to protect the complainant from harassment, discrimination, or retaliation.

SECTION 6 Confidentiality

The District will make every possible effort to assure the confidentiality of complaints made under this policy. However, complete confidentiality cannot occur due to the need to fully investigate and the duty to take effective remedial action. As a result, the District will maintain confidentiality to the extent possible, i.e., the District will not disclose a completed investigation report except as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or court order.

SECTION 7 Responsibilities

The District's managers, supervisors, and department heads must ensure that work environment is free from conduct which violates this policy by taking the following steps:

1. Informing employees of this policy.
2. Modeling appropriate behavior.
3. Taking all steps necessary to prevent conduct prohibited by this policy from occurring.
4. Receiving complaints in a fair and serious manner, and documenting steps taken to resolve complaints.
5. Monitoring the work environment and taking immediate appropriate action to stop potential violations, such as removing inappropriate pictures or correcting inappropriate language.
6. Reporting potential violations of this policy of which he/she becomes aware, regardless of whether a complaint has been submitted, in accordance with the notification protocols set forth in this policy.
7. Participating in periodic training and scheduling employees for training to recognize unlawful harassment and discrimination.

Each employee is responsible for:

1. Treating all employees and co-workers with respect and consideration.

2. Modeling appropriate behavior.
3. Participating in periodic training.
4. Fully cooperating with the District's investigations by responding fully and truthfully to all questions posed during the investigation.
5. Maintaining the confidentiality of any investigation that the District conducts as instructed.
6. Reporting any act he/she believes in good faith constitutes conduct that is prohibited under this policy.

SECTION 8 Option to Report to Outside Administrative Agencies

Employees or applicants for employment may report harassment, discrimination, or retaliation to the Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH). The nearest offices are listed in the government section of the telephone book or employees can check the posters that are located in employer bulletin boards for office locations and telephone numbers.

SECTION 9 Dissemination of Policy

All employees shall receive a copy of this policy upon hire. The policy may be updated from time to time and redistributed with a form for the employee to sign and return acknowledging that the employee has received, read, and understands this policy.

SECTION 10 Rights of Victims of Domestic Violence, Sexual Assault and Stalking

A. Your Right to Take Time Off:

1. You have the right to take time off from work to get help to protect you and your children's health, safety or welfare. You can take time off to get a restraining order or other court order.
2. If your employer has 25 or more workers, you can take time off from work to get medical attention or services from a domestic violence shelter, program or rape crisis center, psychological counseling, or receive safety planning related to domestic violence, sexual assault, or stalking.
3. You may use available vacation, personal leave, accrued paid sick leave or compensatory time off for your leave. Even if you do not have paid leave, you still have the right to time off.
4. In general, you do not have to give your employer proof to use leave for these reasons unless it involves an unscheduled absence.

5. If you can, you should tell your employer before you take time off. Even if you cannot tell your employer before, your employer cannot discipline you if you give proof explaining the reason for your absence within a reasonable time. Proof can be a police report, court order or doctor's or counselor's note of similar document.

B. Your Right to Reasonable Accommodation:

1. You have the right to ask your employer for help or changes in your workplace to make sure you are safe at work. Your employer must work with you to see what changes can be made. Changes in the workplace may include putting in locks, changing your shift or phone number, transferring or reassigning you, or help with keeping a record of what happened to you. Your employer can ask you for a signed statement certifying that your request is for a proper purpose and may also request proof showing your need for an accommodation. Your employer cannot tell your coworkers or anyone else about your request.

C. Your Right to be Free from Retaliation and Discrimination:

Your employer cannot treat you differently or fire you because:

1. You are a victim of domestic violence, sexual assault, or stalking.
2. You asked for leave time to get help.
3. You asked your employer for help or changes in the workplace to make sure you are safe at work.

You can file a complaint with the Labor Commissioner's Office against your employer if he/she retaliates or discriminates against you.

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

Date: April 10, 2020

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

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

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

Background

A number of new labor laws became active on January 1, 2020. Senate Bill 142 amended Sections 1030, 1031 and 1033 of the California Labor Code and adds a new Section 1034. These Labor Code changes now require all employers to provide an employee a break to express breast milk for the employee's child each time they require to do so. In addition, the codes stipulate the type of physical space, privacy, and equipment to be made available to employees (**EXHIBIT 6A**).

Fiscal Impact

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

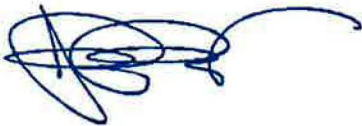
Manager's Recommendation

It is recommended that members of the Board of Trustees approve the Amendment to Personnel and Salary Resolution No. 92-11: Article VIII Section 6 - Lactation Accommodation Policy.

Alternative:

Deny the recommendation to amend Personnel and Salary Resolution No. 92-11: Article VIII Section 6 - Lactation Accommodation Policy.

Respectfully submitted,



Jared Dever
District Manager

ARTICLE VIII

WORK PERIOD
(Amended March 13, 2020)**SECTION 1. Definitions**

NON-EXEMPT EMPLOYEE means an employee who is covered by the Fair Labor Standards Act (29 U.S.C. Sec. 201 et seq.) as determined by the Board of Trustees.

EXEMPT EMPLOYEE means an employee who is not covered by the Fair Labor Standards Act as determined by the Board of Trustees.

WORK WEEK means the recurring period of seven consecutive days (168 hours) beginning with the work period designated for each classification and ending seven consecutive days later and will be used as the basis for calculating overtime.

WORK PERIOD means a recurring period of seven to 28 consecutive days (168 to 672 hours).

OVERTIME means time spent in the performance of work ordered and approved or authorized by the District Manager or designee which is in excess of forty (40) hours per work week except as provided for in Section 3, C, below.

SECTION 2. Work Period

- A. The official work period for each bi-weekly payroll shall be as follows for each job classification:

Maintenance Mechanic - start on Friday at 10:01 a.m. and end on the second Friday thereafter at 10:00 a.m.

Field Supervisor and Vector Control Technicians I, II, and III - start on Friday at 10:31 a.m. and end on the second Friday thereafter at 10:30 a.m.

Vector Ecologist I, Extra-help Assistant Vector Ecologists, and Extra-help Vector Control Technicians - start on Friday at 11:01 a.m. and end on the second Friday thereafter at 11:00 a.m.

Assistant Manager - start on Friday at 11:31 a.m. and end on the second Friday thereafter at 11:30 a.m.

District Manager, Education Specialist, Administrative Secretary/Bookkeeper, Receptionist/Clerk, and Limited Term Vector Control Technicians I and II - start on Friday at 12:01 p.m. and end on the second Friday thereafter at 12:00, noon.

The District Manager shall regulate said work periods based on the needs of the District while maintaining reasonable and equitable work periods for all employees.

EXHIBIT 6A

- B. Employees shall receive compensation at a bi-weekly rate within the range assigned to the class in which they are employed for each full pay period worked as determined by Section 2.A., above. Compensation for pay periods in which full-time employees did not work the full schedule determined pursuant to Section 2.A., above, and who have not accumulated leave time shall be compensated at an hourly rate equal to one-eightieth (1/80) of the bi-weekly rate and shall not exceed eighty (80) hours in a pay period. Extra-help and part-time employees shall be compensated on an hourly basis equal to the number of hours worked times the hourly rate assigned to the class.
- C. The District shall, wherever practicable, give employees a seven (7) calendar day advance notice of a shift change.
- D. No employee shall be permitted to work more than sixteen (16) consecutive hours except in an emergency situation.
- E. Employees are expected to begin work no more than five (5) minutes prior to the beginning of their scheduled start time, and to stop work no later than five (5) minutes after the end of their scheduled ending time.

SECTION 3. Overtime

A. Notification of Employees

If the District Manager judges that work beyond the normal workday or workweek is required, the District shall notify employees of the need for such overtime as soon as possible before the work is expected to begin.

B. Distribution of Overtime

1. The District shall make a reasonable effort to make overtime opportunities available on an equal basis to employees capable of performing the work.
2. If the District Manager determines that overtime is necessary on work that started on an assigned shift, the assigned employee(s) may continue with that work as an extension of the assigned shift.
3. When a non-exempt employee is required to attend a local meeting outside their normal work schedule, the employee shall be compensated at one and one-half times their regular rate or their work schedule will be adjusted to allow for the attendance of the meeting during scheduled work time.

C. General Conditions and Exceptions

1. Overtime shall be compensated to all employees who are not exempt from the provisions of the Fair Labor Standards Act.
2. Overtime shall be calculated based on a workweek beginning with the work period designated for each classification and ending seven consecutive days (168 hours) later.

3. Overtime shall be earned, credited, paid, or taken off in increments of six minutes. No overtime credit shall be given for increments of less than six minutes, unless specifically authorized by the District Manager.
4. Holidays not actually worked do not count as time worked for the purpose of computing overtime. Overtime is not compensated unless the employee actually works in excess of forty hours in one workweek.

D. Payment for Overtime

1. Overtime shall be compensated at one and one-half (1-1/2) times the regular rate.
2. For all regular, limited-term, and probationary employees, overtime may be converted to compensatory time or paid for at the option of the employee. Employees with existing compensatory time balances of sixty (60) hours shall be paid for all overtime work performed in excess of that amount.
3. Overtime hours worked by extra help employees shall be paid.
4. Time worked as overtime shall not be used to earn fringe benefits or to serve out probation. Compensatory time off may be used as part of the established workweek to earn fringe benefits and to serve out probationary periods.
5. An employee separating from District service shall be paid for accumulated compensatory time in a lump sum payment. In the case of an employee whose service is terminated by death, such payment shall be made to the employee's beneficiary.

SECTION 4. Accrual of Administrative Time for Exempt Employees

- A. Employees classified as exempt from the Fair Labor Standards Act are not entitled to paid overtime or compensatory time. Exempt employees shall be eligible to earn administrative time on an hour for hour basis for time required to be worked in excess of the scheduled day's work. To be eligible for administrative time, the employee must be required to work at least one hour in excess of his/her normal work schedule for the day administrative time is earned. Administrative time may be earned to attend meetings of the Board of Trustees, Board Committee meetings, to attend evening meetings with governmental agencies or other organizations, to respond to an emergency or security call-out, during week-end work schedules when the employee is unable to take a regular day off during the work week, and when required to work on an official holiday.
- B. Administrative time shall be recorded on an hour for hour basis. Accrued administrative time shall not exceed 40 hours. Administrative time shall only be used for absences of partial days, not to exceed four (4) hours per day. Administrative time must be used within six months of being accrued and shall not be paid in lieu of taking time off or when an employee separates from District service.

- C. Administrative time will only apply to authorized hours physically worked in excess of forty hours in the work week except when a holiday falls within the work week. Administrative time shall not be earned for traveling to or attending an out-of-town event.

SECTION 5. Breaks and Cleanup Time

- A. All employees not exempt from the Fair Labor Standards Act are entitled to a fifteen minute paid rest period for four hours of continuous work. Such paid rest periods shall be close to the middle of a four-hour work period, and scheduled with the approval of their supervisor. In no case shall rest periods be scheduled within one (1) hour of the beginning or the ending of a work shift or lunch period. Rest periods shall be staggered to assure that community services are provided continuously. The District may designate the location or locations at which rest periods may be taken. Rest periods shall be considered hours worked and employees may be required to perform duties, if necessary, during scheduled rest periods.
- B. Employees scheduled to work at least five continuous hours are entitled to a thirty-minute unpaid meal period in addition to the rest period(s) above, subject to scheduling approval by their supervisor.
 - A. Each employee shall, when necessary, be permitted up to fifteen (15) minutes of paid District time at the beginning and end of each work shift to perform activities such as cleaning up a work area, putting away tools, personal wash up, and changing clothes.

SECTION 6. Lactation Accommodation Policy

The District provides employees the right to request lactation accommodation in accordance with California law. The District will provide a reasonable amount of break time to accommodate an employee desiring to express breastmilk. The break time shall, if possible, run concurrently with any break time already provided to the employee. For a nonexempt employee that may need time beyond the usual authorized break times, shall be unpaid.

The District will provide the employee with the use of a room or other location for the employee to express milk in private. This room may include the place where the employee normally works if it otherwise meets the requirements set forth below.

The room shall be safe, clean and free of hazardous materials. There will be a surface to place a breast pump and personal items as well as a place to sit. The room will have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump. The employee shall also have access to a sink with running water and a refrigerator suitable

for storing milk in close proximity to the employee's workspace. If a refrigerator cannot be provided, the District may provide another cooling device suitable for storing milk, such as a company-provided cooler. If a multipurpose room is used for the lactation, among other uses, the use of the room for lactation shall take precedence over the other uses, but only for the time it is in use for lactation purposes.

Employees who require lactation accommodation should contact the District Manager. If the District cannot provide break time or a location that complies with California law the District will provide a written response to the employee. Employees have the right to file a complaint with the Labor Commissioner for any violation of the employee's lactation rights under California law.



Administrative Declaration of Local Emergency

March 17, 2020

Jared Dever, District Manager of the San Gabriel Valley Mosquito and Vector Control District "District", utilizing the Districts' statutory authority has declared a local emergency Pursuant to California Government Code Section 8550, the Federal Declaration of Emergency and the California Governors Executive Order N-25-20 and related orders, all of which respond to the escalating COVID-19 Pandemic.

To keep the public and employees of the District safe from the Coronavirus, all non-essential programs and activities are immediately suspended. The District encourages residents to follow CDC Coronavirus Guidelines <https://www.cdc.gov/coronavirus/2019-ncov/index.html>, practice social distancing, avoid mass gatherings, and promote personal hygiene.

Effective immediately, the District offices and facilities will be closed to public access. Vector Control services will be limited during this time. However, mosquito inspections, treatments, surveillance, and digital education will continue without direct public interaction. In order to protect employees of the San Gabriel Valley Mosquito and Vector Control District, employees will work staggered shifts to reduce the total number of employees reporting for work at any given time.

The San Gabriel Valley Mosquito and Vector Control District is open and will continue to respond to the public by phone at 626-814-9466, or by email at district@sgvmosquito.org. For further information, please visit www.sgvmosquito.org.

The San Gabriel Valley Mosquito and Vector Control District Executive Committee conducted an Emergency Teleconference Meeting at 10:30 am on March 17, 2020 pursuant to California Government Code Section 54956.5, and Executive Order N-25-20 to consider and ratify this administrative declaration.

This Declaration of Local Emergency will remain in effect until further notice, but shall terminate at the earliest possible date.

Signed this 17th Day of March 2020.

A handwritten signature in blue ink, appearing to be "Jared Dever". The signature is stylized and somewhat cursive.

Jared Dever, District Manager
San Gabriel Valley Mosquito and Vector Control District

**MINUTES of the San Gabriel Valley Mosquito and Vector Control District
EMERGENCY Executive Committee Meeting: TELECONFERENCE
Government Code 54956.5**

Tuesday, March 17, 2020 – 10:30 AM
1145 N. Azusa Canyon Road,
West Covina, CA 91790

Committee Members Attending

Becky Shevlin (Monrovia) - CHAIR
Tim Sandoval (Pomona)
Lloyd Johnson (West Covina)

Trustees Attending

Catherine Marcucci (Industry)
Sandra Armenta (Rosemead)

Committee Members Absent

Corey Calaycay (Claremont)

Others Attending

Jared Dever, District Manager
William P. Curley III, District Counsel

1. Call to Order and Roll Call

Executive Committee Chair and Board President, Becky Shevlin, called the meeting to order at 10:33 am.

2. Opportunity for Public Comment on Non-Agenda Items

None

3. Discussion of District Activities in Response to COVID-19/Suspension of District Operations (Board President, Shevlin)(Discussion)

Board President Shevlin, enumerated the actions taken thus far by district staff to help prevent the spread of COVID -19. Those actions include the following:

- a. Strictly enforced hygiene practices, sick employee isolation, and social distancing since February 1, 2020.
- b. Cancelled March 13, 2020 Board of Trustees Meeting and Committee Meeting(s).
- c. Cancelled all travel to local, state, and national conferences and meetings.
- d. Suspended Seasonal staff hiring.
- e. Suspended vacant position recruitments and onboarding of new hire employees.
- f. Closed District facility to public (March 16, 2020).
- g. Suspended Service Requests that require direct interaction with public (March 16, 2020).

District Manager, Jared Dever, explained that while every effort has been made to comply with all public health mandates to prevent the spread of COVID-19, the latest guidelines for public gathering and separation of workspaces are not able to be met. The district facility open floor

plan and lack of separating walls and doors make this isolation requirement impossible. Dever, recommended that the district must take additional steps to protect employees and the public we serve.

3. Consideration of Subsidiary District Emergency Declaration and Response Level.*
(Board President, Shevlin)(Approve/Deny)

Board President, Shevlin introduced the components of the SGVMVCD Administrative Declaration of Local Emergency. The key components of the Declaration are as follows:

- a. Formally announces closure of District facilities to the public.
- b. Establishes a staggered shift schedule and paid leave for employees instructed to not report to the district headquarters. On days in which employees are not assigned to report to the district, they are required to carry a district assigned cell phone and respond to a "request to return" to work request within a reasonable time. Out of office employees are also required to respond to requests for information and other work-related inquiries from district administration.
- c. All actions defined in the SGVMVCD Declaration of Local Emergency can be superseded by CA Governor or Los Angeles public health officer declaration of additional isolation and/or preventative measures.
- d. If the Declaration of Local Emergency is approved by Executive Committee administrative declaration, the full Board will ratify the action at the April 10, 2020 Board of Trustees Meeting.

Following a presentation of the key components of the Administrative Declaration of Local Emergency, Board President, Shevlin called for a vote of attending committee members. Secretary/Treasurer, Johnson made a motion to approve the Administrative Declaration of Local Emergency, seconded by Vice President, Sandoval, and approved unanimously.

4. **Adjournment**

The meeting was adjourned at 10:57 a.m.



2020 Board of Trustees Committees

President
Becky Shevlin

Vice President
Tim Sandoval

Past President
Corey Calaycay

District Manager
Jared Dever

Secretary-Treasurer
Lloyd Johnson

Board Clerk
Marta Tanaka

Personnel and Policy Committee

(9 members)
Emmett Badar
Richard Barakat
Jamie Bissner
John Capoccia
Roger Chandler
Juli Costanzo
Margaret Finlay
Marina Khubesrian
Cynthia Sternquist

Public Information Committee

(9 members)
Juli Costanzo
Manual Garcia
Dan Holloway
Charles Myers
Elyse Rasmussen
Joseph Rocha
Stephen Sham
Jerry Velasco
Allen L. Wu

Finance and Audit Committee

(9 members)
Sandra Armenta
Richard Barakat
John Capoccia
Joseph Leon
Henry M. Morgan
Elyse Rasmussen
Tim Sandoval
Lloyd Johnson
Manuel Lozano

Legislative Committee

(9 members)
Sandra Armenta
Corey Calaycay
Margaret Finlay
Rachel Janbek
Tim Sandoval
Cynthia Sternquist
Marina Khubesrian
Catherine Marcucci
Manuel Lozano

Executive Committee

(4 members)
Becky Shevlin, President
Tim Sandoval, Vice President
Lloyd Johnson, Secretary-Treasurer
Corey Calaycay, Past President