



San Gabriel Valley Mosquito and Vector Control District  
Board of Trustees Meeting  
September 10, 2021 – 7:00 a.m.  
1145 N. Azusa Canyon Road, West Covina, CA 91790

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HOW TO OBSERVE THE MEETING:

Computer: Watch the live streaming of the meeting from a computer by navigating to:  
<https://www.youtube.com/c/sgvmosquito>

HOW TO SUBMIT PUBLIC COMMENTS:

Before the Meeting: Please email your comments to [district@sgvmosquito.org](mailto:district@sgvmosquito.org), write

“Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed three minutes at staff’s cadence), prominently write

“Read Aloud at Meeting” at the top of the email. All comments received before 5:00 AM the day of the meeting will be included as an agenda supplement on the District’s website under the relevant meeting date and provided to the Trustees at the meeting. Comments received after this time will be treated as contemporaneous comments.

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

1. Call to Order
  - 1.1 Pledge of Allegiance
  - 1.2 Roll Call
  - 1.3 ORDER OF BUSINESS – Review and prioritization of Agenda Items including, if necessary, identification of any emergency items arising after posting of the Agenda and requiring action prior to next regular meeting.
2. Opportunity for Public Comment on Non-Agenda Items  
(Individual Public Comments may be limited to a 3-minute or less time limit) During Public Comments, the public may address the Board on any issue within the District’s jurisdiction that is not on the agenda. The public may comment on any item on the Agenda at the time that item is before the Board for consideration. There will be no dialog between the Board and the Commenter. Any clarifying questions from the Board must go through the Board President.
3. Consent Calendar (Vote by Poll)

All matters listed under the Consent Calendar are considered by the District to be routine and will be enacted by one motion. Any member of the Board may pull an item from the Consent Calendar for additional clarification or action.

  - 3.1. List of Claims for the month of August 2021\*
  - 3.2. Budget Status Report for August 2021\*
  - 3.3. Minutes of Board of Trustees Meeting August 2021\*
  - 3.4. Operations Report August 2021\*
  - 3.5. Surveillance Report August 2021\*
  - 3.6. Communications Report August 2021\*
  - 3.7. July 2021 Monthly Treasurer Report / District Working Balance for September 2021\*
4. Presentation: none
5. Consider Inclusion of Federal Holiday Juneteenth to Personnel and Salary Resolution 92-11, Article VIII, Holidays.  
(Written Report) (EXHIBIT 5A) (Board President, Becky Shevlin) (Approve/Deny)
  - o **Board Action Required:** If the Board concurs, following the public discussion by members of this item, the appropriate action is to approve inclusion of Federal Holiday Juneteenth to Personnel and Salary Resolution 92-11, Article VIII, Holidays.
  - o **Alternate Board Action:** If after discussion by members of this item, the Board may choose to deny inclusion of Federal Holiday Juneteenth to Personnel and Salary Resolution 92-11, Article VIII, Holidays.

6. District Administration
  - 6.1. Committee Meeting Notifications: Finance and Audit Committee
  - 6.2. COVID-19 Update: Brown Act/Public Meetings, Vaccinations
  - 6.3. West Nile virus Update
7. Committee Reports
  - 7.1. Ad Hoc Facility Committee – September 1, 2021  
(Committee Chair, Richard Barakat)
8. Trustee Reports
9. New Business
10. 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 to participate in the meeting should contact the San Gabriel Valley Mosquito and Vector Control District at (626-814-9466) during regular business hours, at least twenty-four hours prior to the time of the meeting.

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



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

### **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)

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**SAN GABRIEL VALLEY MVCD**

**Claims List**

August 5, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	08/05/2021	AMERICAN FIDELITY AKA FLEX ACCOUNT ADM	6070 FLEX PREMIUMS (Flex Premiums)	125.00
			6070 FLEX PREMIUMS (Flex Premiums)	313.65
6008948			6070 FLEX PREMIUMS (Flex Premiums)	166.65
			6070 FLEX PREMIUMS (Flex Premiums)	262.50
			6070 FLEX PREMIUMS (Flex Premiums)	150.00
				<u>1,017.80</u>
EFT	08/05/2021	CAL PERS	6070 Med premiums - Cafeteria (Medical premiums)	694.34
			6070 Med premiums - Cafeteria (Medical premiums)	4,643.61
100000016462791			6070 Med premiums - Cafeteria (Medical premiums)	3,972.93
			6070 Med premiums - Cafeteria (Medical premiums)	2,324.59
			6072 MEDICAL PREMIUM-Retired EE (Medical pre	858.00
			6070 ADMIN FEE (Admin fee)	51.41
				<u>12,544.88</u>
EFT	08/05/2021	FIDELITY SECURITY LIFE INSURANCE CO.	6070 Vision Premiums (Vision Premiums)	12.30
			6070 Vision Premiums (Vision Premiums)	57.67
164900614			6070 Vision Premiums (Vision Premiums)	261.70
			6070 Vision Premiums (Vision Premiums)	36.90
			6070 Vision Premiums (Vision Premiums)	93.33
				<u>461.90</u>
EFT	08/05/2021	LINCOLN FINANCIAL GROUP	6065 GROUP TERM LIFE	458.22
			6070 Med premiums - Cafeteria (Medical premiums)	494.74
4278558925				<u>952.96</u>
EFT	08/05/2021	NATIONWIDE RETIREMENT	6066 457 CONTRIBUTION	139.84
				<u>139.84</u>

PR of 8/5/21

SAN GABRIEL VALLEY MVCD

Claims List

August 5, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
<b>EFT</b>	<b>08/05/2021</b>	<b>PERS</b>	6200 RETIREMENT - CLASSIC (Employer Contribu	760.76
			6200 RETIREMENT - CLASSIC (Employer Contribu	1,257.89
PR of 8/5/21	08/05/2021		6200 RETIREMENT - CLASSIC (Employer Contribu	1,770.53
			6200 RETIREMENT - CLASSIC (Employer Contribu	384.24
			6201 RETIREMENT - PEPRA (Employer Contributic	163.85
			6201 RETIREMENT - PEPRA (Employer Contributic	2,963.99
			6201 RETIREMENT - PEPRA (Employer Contributic	1,422.50
			6201 RETIREMENT - PEPRA (Employer Contributic	948.61
			6201 RETIREMENT - PEPRA (Employer Contributic	100.55
				<u>9,772.92</u>
 <b>Wire Trans</b>	 <b>08/05/2021</b>	 <b>CALPERS CERBT</b>	 6202 UNFUNDED LIABILITY CLASSIC	 157,387.33
			6203 UNFUNDED LIABILITY PEPRA	7,962.83
Plan 1732, 26379				<u>165,350.16</u>
 <b>18208</b>	 <b>08/05/2021</b>	 <b>ARAMARK UNIFORM SERVICES INC.</b>	 6332 Uniforms (Uniforms)	 252.28
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	110.47
792287099			6332 Uniforms (Uniforms)	252.78
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	119.30
			6332 Uniforms (Uniforms)	305.83
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	119.30
			6332 Uniforms (Uniforms)	255.39
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	119.30
			6332 Uniforms (Uniforms)	255.76
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	119.30
				<u>1,909.71</u>
 <b>18209</b>	 <b>08/05/2021</b>	 <b>ARCHIVE SOCIAL</b>	 6036 COMPUTER SOFTWARE	 <u>2,241.00</u>

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Claims List

August 5, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				2,241.00
15850				
<b>18210</b>	<b>08/05/2021</b>	<b>ATHENS SERVICES</b>	6040 Building Maintenance	262.60
				262.60
10779081				
<b>18211</b>	<b>08/05/2021</b>	<b>CALIFORNIA DEPARTMENT OF PUBLIC HEALTH</b>	6330 TRAINING, CEU'S	151.00
				151.00
Cert Renewal fees				
<b>18212</b>	<b>08/05/2021</b>	<b>ENVIRONMENT CONTROL</b>	6040 Building Maintenance	1,299.00
				1,299.00
10884-411				
<b>18213</b>	<b>08/05/2021</b>	<b>FLEET SOLUTIONS CENTER</b>	6260 SUPPLIES, MECHANICAL	514.50
			6260 SUPPLIES, MECHANICAL	94.49
see attached list	08/01/2021		6260 SUPPLIES, MECHANICAL	5.00
			6260 SUPPLIES, MECHANICAL	9.17
			6260 SUPPLIES, MECHANICAL	201.00
			6260 SUPPLIES, MECHANICAL	106.10
			6260 SUPPLIES, MECHANICAL	5.00
			6260 SUPPLIES, MECHANICAL	10.36
			6260 SUPPLIES, MECHANICAL	883.50
			6260 SUPPLIES, MECHANICAL	542.17
			6260 SUPPLIES, MECHANICAL	5.00
			6260 SUPPLIES, MECHANICAL	55.06
			6260 SUPPLIES, MECHANICAL	902.50
			6260 SUPPLIES, MECHANICAL	624.16
			6260 SUPPLIES, MECHANICAL	5.00
			6260 SUPPLIES, MECHANICAL	63.46
			6260 SUPPLIES, MECHANICAL	220.00

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Claims List

August 5, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6260 SUPPLIES, MECHANICAL	218.98
			6260 SUPPLIES, MECHANICAL	5.00
			6260 SUPPLIES, MECHANICAL	21.93
				<u>4,492.38</u>
18214	08/05/2021	FORESTRY SUPPLIERS, INC.	6302 Supplies, Safety	179.33
941991-00				<u>179.33</u>
18215	08/05/2021	GEIGER	6290 Supplies, Public Informati	3,360.00
4502521			6290 Supplies, Public Informati	350.76
			6290 Supplies, Public Informati	332.29
				<u>4,043.05</u>
18216	08/05/2021	GLENDORA PLUMBING & HEATING	6343 Meter # 45169724 (Account # 303-0191.300 C	176.00
80274				<u>176.00</u>
18217	08/05/2021	INTERSTATE BATTERY SYSTEM	6260 SUPPLIES, MECHANICAL	136.34
10181968				<u>136.34</u>
18218	08/05/2021	KENN K. FUJIOKA	6072 MEDICAL PREMIUM-Retired EE (Medical prei	316.94
Premium Reimburse				<u>316.94</u>
18219	08/05/2021	LIEBERT CASSIDY WHITMORE	6130 Profess Serv rendered (Professional Services	912.00
200889,200890			6130 Profess Serv rendered (Professional Services	670.00
				<u>1,582.00</u>
18220	08/05/2021	MARTA TANAKA	6072 MEDICAL PREMIUM-Retired EE (Medical prei	526.84
			6072 MEDICAL PREMIUM-Retired EE (Medical prei	865.08



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Claims List

August 5, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
Premium Reimburse	08/01/2021		6072 MEDICAL PREMIUM-Retired EE (Medical pre)	865.08
				<u>2,257.00</u>
<b>18221</b>	<b>08/05/2021</b>	<b>MARY ANGELA BRISCO</b>	6072 MEDICAL PREMIUM-Retired EE (Medical pre)	526.84
Premium Reimburse				<u>526.84</u>
<b>18222</b>	<b>08/05/2021</b>	<b>MIKE NIFFENEGGER</b>	6072 MEDICAL PREMIUM-Retired EE (Medical pre)	618.23
Premium Reimburse				<u>618.23</u>
<b>18223</b>	<b>08/05/2021</b>	<b>NIGRO &amp; NIGRO PC</b>	6000 ACCOUNTING SERVICES	6,000.00
15117				<u>6,000.00</u>
<b>18224</b>	<b>08/05/2021</b>	<b>PRAXAIR DISTRIBUTION</b>	6250 LABORATORY SUPPLIES	196.52
65184670				<u>196.52</u>
<b>18225</b>	<b>08/05/2021</b>	<b>READYREFRESH BY NESTLE</b>	6170 Arrowhead Water (Arrowhead Water)	389.70
01M00324588535			6170 Arrowhead Water (Arrowhead Water)	6.95
				<u>396.65</u>
<b>18226</b>	<b>08/05/2021</b>	<b>SOUTHERN CALIFORNIA EDISON</b>	6340 UTILITIES - ELECTRIC	3,997.96
259000-025107				<u>3,997.96</u>
<b>18227</b>	<b>08/05/2021</b>	<b>SSD SYSTEMS INC/MC NEILL SECURITY SYSTE</b>	6040 Building Maintenance	591.50
			6040 Building Maintenance	171.97
				<u>763.47</u>

SAN GABRIEL VALLEY MVCD

Claims List

August 5, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
S-01050657				763.47
<b>18228</b>	<b>08/05/2021</b>	<b>STREAMLINE</b>	6037 WEBSITE AND EMAIL SERVICE	200.00
				200.00
0EAF3F59-0009				
<b>18229</b>	<b>08/05/2021</b>	<b>US BANK</b>	6185 POSTAGE	26.35
			6270 OFFICE SUPPLIES	82.13
ALba			6150 MEMBERSHIPS	219.00
			6150 MEMBERSHIPS	798.00
			6150 MEMBERSHIPS	600.00
			6036 COMPUTER SOFTWARE	14.99
			6036 COMPUTER SOFTWARE	287.50
Dever			6036 COMPUTER SOFTWARE	178.66
			6035 COMPUTER HARDWARE	164.00
			6232 SEMINARS AND MEETINGS	625.00
			6232 SEMINARS AND MEETINGS	23.63
			6232 SEMINARS AND MEETINGS	319.42
			6333 BRANDED CLOTHING	34.99
			6250 LABORATORY SUPPLIES	18.52
Doyle			6250 LABORATORY SUPPLIES	78.58
			6333 BRANDED CLOTHING	47.69
			6281 MOSQUITO FISH SUPPLIES	138.00
			6150 MEMBERSHIPS	155.00
			6036 COMPUTER SOFTWARE	14.99
			6333 BRANDED CLOTHING	45.22
			6333 BRANDED CLOTHING	49.40
			6042 EQUIPMENT MAINTENANCE	180.00
			6036 COMPUTER SOFTWARE	229.00
Holguin			6040 Building Maintenance	249.17
			6040 Building Maintenance	500.74

**SAN GABRIEL VALLEY MVCD**

**Claims List**

August 5, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6040 Building Maintenance	273.80
			6280 SUPPLIES, OPERATIONS	139.15
			6302 Supplies, Safety	234.81
			6251 ARBOVIRUS TESTING SUPPLIES	16.58
			6251 ARBOVIRUS TESTING SUPPLIES	151.48
nelson			6250 LABORATORY SUPPLIES	88.58
			6250 LABORATORY SUPPLIES	17.50
			6250 LABORATORY SUPPLIES	48.95
			6251 ARBOVIRUS TESTING SUPPLIES	56.64
			6251 ARBOVIRUS TESTING SUPPLIES	18.57
			6185 POSTAGE	2.50
			6037 WEBSITE AND EMAIL SERVICE	4.99
			6290 Supplies, Public Informati	52.75
Sun			6003 ADVERTISING	350.00
			6037 WEBSITE AND EMAIL SERVICE	24.97
			6003 ADVERTISING	104.85
			6036 COMPUTER SOFTWARE	25.00
			6186 Printing	565.71
			6036 COMPUTER SOFTWARE	749.50
			6170 MISCELLANEOUS EXPENSES	5.00
			6170 MISCELLANEOUS EXPENSES	48.02
Van der Heyden			6280 SUPPLIES, OPERATIONS	24.74
				<u>8,084.07</u>
<b>18230</b>	<b>08/05/2021</b>	<b>WEST VALLEY MVCD</b>	6251 ARBOVIRUS TESTING SUPPLIES	2,868.00
				<u>2,868.00</u>
2701				
<b>18231</b>	<b>08/05/2021</b>	<b>ZORO.COM</b>	6302 Supplies, Safety	227.74
				<u>227.74</u>

SAN GABRIEL VALLEY MVCD

Claims List

August 5, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
INV9863251				227.74
		<b>Accounts Payable for August 5, 2021</b>		<b>233,166.30</b>

SAN GABRIEL VALLEY MVCD

Claims List

August 19, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	08/19/2021	CALPERS CERBT	6200 RETIREMENT - CLASSIC (Employer Contribu	700.00
				<u>700.00</u>
7165101556				
EFT	08/19/2021	NATIONWIDE RETIREMENT	6066 457 CONTRIBUTION	139.84
				<u>139.84</u>
PR of 8/19/2021				
EFT	08/19/2021	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	760.76
			6200 RETIREMENT - CLASSIC (Employer Contribu	1,257.89
PR of 8/19/2021			6200 RETIREMENT - CLASSIC (Employer Contribu	1,770.53
			6200 RETIREMENT - CLASSIC (Employer Contribu	384.24
			6201 RETIREMENT - PEPRA (Employer Contributic	163.85
			6201 RETIREMENT - PEPRA (Employer Contributic	2,877.62
			6201 RETIREMENT - PEPRA (Employer Contributic	1,422.50
			6201 RETIREMENT - PEPRA (Employer Contributic	948.61
			6201 RETIREMENT - PEPRA (Employer Contributic	100.55
				<u>9,686.55</u>
EFT	08/19/2021	PRINCIPAL DENTAL	6070 Dental premiums - Cafeter	90.00
			6070 Dental premiums - Cafeter	414.48
1085590-10001			6070 Dental premiums - Cafeter	1,557.61
			6070 Dental premiums - Cafeter	317.30
			6070 Dental premiums - Cafeter	505.40
				<u>2,884.79</u>
EFT	08/19/2021	TEXAS LIFE INSURANCE COMPANY	6070 Premiums, life - Cafeter (Voluntary Insurance l	191.87
			6070 Premiums, life - Cafeter (Voluntary Insurance l	100.00
SM09BT2021815001			6070 Premiums, life - Cafeter (Voluntary Insurance l	42.25
				<u>334.12</u>
			6070 Premiums, life - Cafeter (Voluntary Insurance l	42.25
				<u>42.25</u>

SAN GABRIEL VALLEY MVCD

Claims List

August 19, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				518.62
18232	08/19/2021	ALLEN WU	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
			BM of 8/13/2021	
18233	08/19/2021	AMAZON.COM	6290 Supplies, Public Informati	152.16
			6250 LABORATORY SUPPLIES	19.68
			6250 LABORATORY SUPPLIES	96.07
			6040 Building Maintenance	177.00
			6280 SUPPLIES, OPERATIONS	12.02
			6270 OFFICE SUPPLIES	19.68
			6250 LABORATORY SUPPLIES	22.51
			6270 OFFICE SUPPLIES	28.34
			6250 LABORATORY SUPPLIES	136.59
			6270 OFFICE SUPPLIES	50.34
			6250 LABORATORY SUPPLIES	10.94
			6035 COMPUTER HARDWARE	149.94
			6250 LABORATORY SUPPLIES	24.07
			6250 LABORATORY SUPPLIES	218.80
			6270 OFFICE SUPPLIES	8.94
			6035 COMPUTER HARDWARE	34.46
			6280 SUPPLIES, OPERATIONS	87.59
				<u>1,249.13</u>
18234	08/19/2021	AZUSA LIGHT & WATER	6343 Meter # 99172930 (Account # 303-0190.300)	87.79
			6343 Meter # 45169724 (Account # 303-0191.300 C	48.21
				<u>136.00</u>
			303-0190.300	
18235	08/19/2021	BECKY A. SHEVLIN	6030 BOARD EXPENSES	100.00
				<u>100.00</u>

SAN GABRIEL VALLEY MVCD

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BM of 8/13/2021				
<b>18236</b>	<b>08/19/2021</b>	<b>BENLO COMPANY</b>	6260 SUPPLIES, MECHANICAL	<u>30.87</u>
				30.87
911021	08/01/2021			
<b>18237</b>	<b>08/19/2021</b>	<b>CARUSO FORD LINCOLN</b>	8000 CAPITAL OUTLAY (Capital Outlay)	<u>33,280.02</u>
Vin ending in 45977				33,280.02
<b>18238</b>	<b>08/19/2021</b>	<b>CATHERINE MARCUCCI</b>	6030 BOARD EXPENSES	<u>100.00</u>
				100.00
BM of 8/13/2021				
<b>18239</b>	<b>08/19/2021</b>	<b>CHARLIE KLINAKIS</b>	6030 BOARD EXPENSES	<u>100.00</u>
				100.00
BM of 8/13/2021				
<b>18240</b>	<b>08/19/2021</b>	<b>COREY CALAYCAY</b>	6030 BOARD EXPENSES	<u>100.00</u>
				100.00
BM of 8/13/2021				
<b>18241</b>	<b>08/19/2021</b>	<b>COUNTY OF LOS ANGELES</b>	6075 FEES & ASSESSMENTS	<u>1,571.36</u>
				1,571.36
LAFCO Fees 21-22				
<b>18242</b>	<b>08/19/2021</b>	<b>CYNTHIA STERNQUIST</b>	6030 BOARD EXPENSES	<u>100.00</u>
				100.00
BM of 8/13/2021				
<b>18243</b>	<b>08/19/2021</b>	<b>DENISE MENCHACA</b>	6030 BOARD EXPENSES	<u>100.00</u>
				100.00
BM of 8/13/2021				

**SAN GABRIEL VALLEY MVCD**

**Claims List**

August 19, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
18244	08/19/2021	ENVIRONMENT CONTROL	6040 Building Maintenance	720.00
				<u>720.00</u>
3979-411INV				
18245	08/19/2021	FLEET SOLUTIONS CENTER	6260 SUPPLIES, MECHANICAL	861.61
			6260 SUPPLIES, MECHANICAL	172.51
				<u>1,034.12</u>
3891, 3892				
18246	08/19/2021	FORESTRY SUPPLIERS, INC.	6302 Supplies, Safety	179.33
				<u>179.33</u>
941991-00				
18247	08/19/2021	HAROLD J. BISSNER III	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/13/2021				
18248	08/19/2021	HENRY M. MORGAN	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/13/2021				
18249	08/19/2021	JACKIE DOORNIK	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/13/2021				
18250	08/19/2021	JERRY VELASCO	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/13/2021				
18251	08/19/2021	JOHN CAPOCCIA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/13/2021				



SAN GABRIEL VALLEY MVCD

Claims List

August 19, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
18252	08/19/2021	JOSEPH LEON	6030 BOARD EXPENSES	100.00
				100.00
BM of 8/13/2021				
18253	08/19/2021	LIEBERT CASSIDY WHITMORE	6130 Profess Serv rendered (Professional Services	4,645.00
				4,645.00
1520781				
18254	08/19/2021	LLOYD JOHNSON	6030 BOARD EXPENSES	149.50
				149.50
BM of 8/13/2021				
18255	08/19/2021	MARGARET E. FINLAY	6030 BOARD EXPENSES	100.00
				100.00
BM of 8/13/2021				
18256	08/19/2021	NOMIC STUDIOS, INC,	6006- GRANT (Grant Expenses)	2,137.00
			6305 EDUCATION PROGRAM SUPPLIES	2,581.85
				4,718.85
Fixed Rate Contract				
18257	08/19/2021	RICHARD BARAKAT	6030 BOARD EXPENSES	100.00
				100.00
BM of 8/13/2021				
18258	08/19/2021	ROBERT GONZALES	6030 BOARD EXPENSES	100.00
				100.00
BM of 8/13/2021				
18259	08/19/2021	ROBERT S. JOE	6030 BOARD EXPENSES	100.00
				100.00
BM of /13/2021				

SAN GABRIEL VALLEY MVCD

Claims List

August 19, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
18260	08/19/2021	ROGER CHANDLER	6030 BOARD EXPENSES	100.00
				100.00
BM of 8/13/2021				
18261	08/19/2021	RYAN A. VIENNA	6030 BOARD EXPENSES	100.00
				100.00
BM of 8/13/2021				
18262	08/19/2021	SANDRA ARMENTA	6030 BOARD EXPENSES	100.00
				100.00
BM of 8/13/2021				
18263	08/19/2021	SOCALGAS	6341 Utilities (Acc # 057 518 2100 9 Acc # 059 618	100.38
			6341 Utilities (Acc # 057 518 2100 9 Acc # 059 618	60.59
				160.97
057-518-2100-9				
18264	08/19/2021	STAPLES CREDIT PLAN	6270 OFFICE SUPPLIES	78.84
			6270 OFFICE SUPPLIES	275.82
				354.66
Acct ending 9187				
18265	08/19/2021	STEPHEN SHAM	6030 BOARD EXPENSES	100.00
				100.00
BM of 8/13/2021				
18266	08/19/2021	TIM SANDOVAL	6030 BOARD EXPENSES	100.00
				100.00
BM of 8/13/2021				
18267	08/19/2021	TPx COMMUNICATIONS		-1,784.29

SAN GABRIEL VALLEY MVCD

Claims List

August 19, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
146304943-0	08/09/2021		6315 Monthly Internet Charges (Monthly Internet Ch 6320 Office phones (Office phones)	995.70 788.59 <hr/> 1,784.29
<b>18268</b>	<b>08/19/2021</b>	<b>VERIZON WIRELESS</b>		<b>-4,445.01</b>
772560380,272560553	08/10/2021		6312 Monthly District Field Ph (Monthly District Fiel 6312 Monthly District Field Ph (Monthly District Fiel 6312 Monthly District Field Ph (Monthly District Fiel 6312 Monthly District Field Ph (Monthly District Fiel	1,521.36 2,112.61 485.84 325.20 <hr/> 4,445.01
<b>18269</b>	<b>08/19/2021</b>	<b>WELLS FARGO VENDOR FIN SERV</b>		<b>-1,500.16</b>
5016156881	08/01/2021		6073 EQUIPMENT CANON (Canon Graphics Equip	1,500.16 <hr/> 1,500.16
<b>18270</b>	<b>08/19/2021</b>	<b>WEX/CHEVRON</b>		<b>-9,264.40</b>
73303539	08/06/2021		6262 Fuel for Trucks (Fuel for Trucks)	9,264.40 <hr/> 9,264.40
<b>18271</b>	<b>08/19/2021</b>	<b>ZORO.COM</b>		<b>-172.69</b>
Cust16148032	08/06/2021		6302 Supplies, Safety 6302 Supplies, Safety	86.23 86.46 <hr/> 172.69
<b>18272</b>	<b>08/19/2021</b>	<b>CARUSO FORD LINCOLN</b>		<b>-33,280.02</b>
VIN ending in 45978	08/17/2021		8000 CAPITAL OUTLAY (Capital Outlay)	33,280.02 <hr/> 33,280.02

**San Gabriel Valley MVCD  
Payroll for August 2021**

Item 3.1 - 16 of 16

<b>Department</b>	<b>August 3, 2021</b>	<b>August 19, 2021</b>	<b>August 13, 2021 Termination</b>	<b>TOTAL</b>
EXECUTIVE	6,992.31	6,992.31	-	13,984.62
ADMINISTRATION	13,719.98	13,869.99	-	27,589.97
OPERATIONS	54,759.18	57,019.96	-	111,779.14
SURVEILLANCE	19,323.96	18,842.52	-	38,166.48
COMMUNICATIONS	16,107.51	16,179.72	-	32,287.23
SEASONAL WORKERS	<u>11,105.24</u>	<u>10,157.11</u>	<u>1,203.63</u>	<u>22,465.98</u>
Gross Payroll	122,008.18	123,061.61	1,203.63	246,273.42
Employer Taxes	2,510.93	2,433.54	92.08	5,036.55
Car Allowance	500.00	-	-	500.00
Employee Benefit-Med	<u>5,375.80</u>	<u>4,525.37</u>	<u>-</u>	<u>9,901.17</u>
<b>TOTAL PAYROLL</b>	<b>130,394.91</b>	<b>130,020.52</b>	<b>1,295.71</b>	<b>261,711.14</b>

SGVMVCD  
 Comparative YTD Actual to Full Year Budget  
 Current Period 16% of Year Completed  
 August 31, 2021

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
<b>PERSONNEL EXPENSES</b>						
Salaries, Exempt	52,391.98	102,542.16	681,100.00	578,557.84	15.06	
Salaries - Non Exempt	150,869.02	288,534.77	2,288,011.00	1,999,476.23	12.61	
Salaries - Overtime	3,866.40	11,209.97	20,500.00	9,290.03	54.68	Saturday work
Salaries - Vacation	9,455.25	19,281.44	118,435.00	99,153.56	16.28	
Salaries-Holiday	252.48	9,923.88	132,061.00	122,137.12	7.51	
Salaries, Sick Pay	7,833.41	13,173.54	113,165.00	99,991.46	11.64	
Salaries, Part-time - XH	21,604.88	42,395.34	225,915.00	183,519.66	18.77	
Management Car Allowance	500.00	1,000.00	6,000.00	5,000.00	16.67	
Cafeteria Benefit	26,781.40	60,950.06	435,200.00	374,249.94	14.01	
Hlth Benefits, Ret Emps	4,577.01	6,468.02	35,000.00	28,531.98	18.48	
Employer, 457 Contribution	278.30	556.60	3,636.00	3,079.40	15.31	
Medicare	3,660.73	7,248.08	54,165.00	46,916.92	13.38	
Retirement - Classic	9,046.84	17,036.95	118,822.00	101,785.05	14.34	
Retirement - Pepra	10,967.01	21,564.85	172,210.00	150,645.15	12.52	
Retirement - Classic-Unfunded Liability	157,387.33	172,234.00	172,300.00	66.00	99.96	One time expense
Retirement - Pepra-Unfunded Liability	7,962.83	8,714.00	8,720.00	6.00	99.93	One time expense
Social Security	1,216.26	2,438.58	12,030.00	9,591.42	20.27	Seasonal expense
Group Term Life Ins	458.22	810.86	4,800.00	3,989.14	16.89	
Tuition Reimbursement	0.00	0.00	8,000.00	8,000.00	0.00	
Insurance, unemployment	159.56	556.39	26,000.00	25,443.61	2.14	
Post Retirement Benefits	0.00	0.00	200,000.00	200,000.00	0.00	
<b>TOTAL PERSONNEL EXPENSES</b>	<b>469,268.91</b>	<b>786,639.49</b>	<b>4,836,070.00</b>	<b>4,049,430.51</b>	<b>16.27</b>	
<b>OPERATING EXPENSES</b>						
Event Participation Fees	0.00	0.00	4,000.00	4,000.00	0.00	
Arbovirus Testing Supplies	3,111.27	5,399.50	26,000.00	20,600.50	20.77	Traps
Branded Clothing	177.30	177.30	10,100.00	9,922.70	1.76	
Boots	0.00	0.00	5,500.00	5,500.00	0.00	
Misc. Rentals	0.00	0.00	2,000.00	2,000.00	0.00	
Professional Development	0.00	0.00	2,000.00	2,000.00	0.00	
Awards	0.00	0.00	3,000.00	3,000.00	0.00	
Advertising	454.85	454.85	30,000.00	29,545.15	1.52	

SGVMVCD  
 Comparative YTD Actual to Full Year Budget  
 Current Period 16% of Year Completed  
 August 31, 2021

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Bank Charges	1,783.06	2,841.62	19,000.00	16,158.38	14.96	
Board expenses	2,349.50	4,899.00	38,000.00	33,101.00	12.89	
Computer Hardware	348.40	411.60	56,000.00	55,588.40	0.74	
Computer Software	3,740.64	14,373.35	59,000.00	44,626.65	24.36	Archive Social Software
Website/Email Service	229.96	429.96	7,000.00	6,570.04	6.14	
Facility maintenance	4,833.45	13,030.79	50,000.00	36,969.21	26.06	Electrical work
Maintenance, equipment	180.00	466.20	3,000.00	2,533.80	15.54	
Maintenance, grounds	0.00	49.90	2,000.00	1,950.10	2.50	
Lease Equipment	1,500.16	3,272.57	21,000.00	17,727.43	15.58	
Fees & Assessments	1,571.36	1,571.36	4,300.00	2,728.64	36.54	LA County Fire Permit
Hiring expenses	0.00	0.00	4,600.00	4,600.00	0.00	
VCJPA General Fund	0.00	5,391.00	7,530.00	2,139.00	71.59	One time expense
Insurance, liability	0.00	107,156.00	89,000.00	(18,156.00)	120.40	One time expense
Workers Comp Insurance	0.00	147,041.00	147,400.00	359.00	99.76	One time expense
Automobile Insurance	0.00	2,607.00	2,700.00	93.00	96.56	One time expense
Other Insurance	0.00	1,242.00	4,850.00	3,608.00	25.61	EAP
Insurance, property	0.00	7,795.00	7,220.00	(575.00)	107.96	One time expense
Legal	6,227.00	6,227.00	70,000.00	63,773.00	8.90	
Memberships	1,772.00	12,772.00	35,500.00	22,728.00	35.98	SHRM, CalChamber
Miscellaneous expenses	424.11	424.11	3,500.00	3,075.89	12.12	
Postage	28.85	2,819.33	11,800.00	8,980.67	23.89	Operations - Addressers mailings
Accounting Services, Auditor	6,000.00	6,000.00	24,000.00	18,000.00	25.00	Initial audit fees
Professional Services , Other	0.00	0.00	2,000.00	2,000.00	0.00	
Professional Services-IT	0.00	2,055.00	50,000.00	47,945.00	4.11	
Printing & Reproduction	565.71	565.71	20,000.00	19,434.29	2.83	
Reference	0.00	0.00	800.00	800.00	0.00	
Seminars and meetings	968.05	968.05	48,600.00	47,631.95	1.99	
Supplies, Surveillance	888.73	1,741.80	15,000.00	13,258.20	11.61	
Supplies, Vehicle Maintenance	5,693.71	6,468.07	60,000.00	53,531.93	10.78	
Supplies, Gasoline	9,264.40	15,899.65	70,000.00	54,100.35	22.71	Price increase
Supplies, Office	544.09	1,099.46	13,100.00	12,000.54	8.39	
Supplies, Mosquito Fish	138.00	138.00	5,000.00	4,862.00	2.76	
Supplies, Operations	263.50	281.01	15,000.00	14,718.99	1.87	
Supplies, Pesticides	0.00	80,273.32	140,000.00	59,726.68	57.34	Supply for season

SGVMVCD  
Comparative YTD Actual to Full Year Budget  
Current Period 16% of Year Completed  
August 31, 2021

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Supplies, Communications	4,247.96	4,743.04	10,000.00	5,256.96	47.43	Projects
Supplies, Education Program	2,581.85	10,312.70	18,000.00	7,687.30	57.29	Projects
Supplies, Safety	993.90	1,338.45	25,000.00	23,661.55	5.35	
Supplies, Media Production	0.00	4,228.00	6,000.00	1,772.00	70.47	Projects
Benefit Assesment Admin Cost	0.00	0.00	116,000.00	116,000.00	0.00	
Communications, field	4,445.01	8,620.02	42,000.00	33,379.98	20.52	Additional seasonals
Telephone, Internet	995.70	1,994.00	14,000.00	12,006.00	14.24	
Telephone , Office	788.59	1,577.18	13,000.00	11,422.82	12.13	
Training , CEU's	151.00	4,530.00	6,000.00	1,470.00	75.50	Certification renewals
Uniforms and clothing	1,322.04	1,322.04	12,000.00	10,677.96	11.02	
Utilities, Electric	3,997.96	8,143.04	28,000.00	19,856.96	29.08	A/C Summer usage
Utilities, Natural Gas	160.97	342.26	3,300.00	2,957.74	10.37	
Utilities, Water	312.00	625.72	2,200.00	1,574.28	28.44	Rate increase
Surveillance, Aerial	0.00	0.00	25,500.00	25,500.00	0.00	
<b>TOTAL OPERATING EXPENSES</b>	<b>73,055.08</b>	<b>504,118.96</b>	<b>1,510,500.00</b>	<b>1,006,381.04</b>	<b>33.37</b>	
<b>TOTAL EXPENSES</b>	<b>542,323.99</b>	<b>1,290,758.45</b>	<b>6,346,570.00</b>	<b>5,055,811.55</b>	<b>20.34</b>	
<b>CAPITAL OUTLAY EXPENSES</b>						
Capital Outlay	66,560.04	110,552.34	430,000.00	319,447.66	25.71	Two replacement vehicles
<b>TOTAL CAPITAL EXPENSES</b>	<b>66,560.04</b>	<b>110,552.34</b>	<b>430,000.00</b>	<b>319,447.66</b>	<b>25.71</b>	
<b>RESERVES</b>						
Reserve, Public Health Em	0.00	0.00	1,326,200.00	1,326,200.00	0.00	
Reserve, Capital Projects	0.00	0.00	459,929.00	459,929.00	0.00	
Reserve, Pension Liability	0.00	0.00	200,258.00	200,258.00	0.00	
Reserve, Building/Facilities	0.00	0.00	224,761.00	224,761.00	0.00	
Reserve, Vehicle Replacement	0.00	0.00	105,761.00	105,761.00	0.00	
<b>TOTAL RESERVES</b>	<b>0.00</b>	<b>0.00</b>	<b>2,316,909.00</b>	<b>2,316,909.00</b>	<b>0.00</b>	

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**MINUTES of the San Gabriel Valley Mosquito and Vector Control District  
Board of Trustees Meeting  
1145 N. Azusa Canyon Road, West Covina, CA 91790  
August 13, 2021**

**TRUSTEES PRESENT**

Stephen Sham (Alhambra)  
Roger Chandler (Arcadia)  
Robert Gonzales (Azusa)  
Richard Barakat (Bradbury)  
Corey Calaycay (Claremont)  
Henry Morgan (Covina)  
Margaret Finlay (Duarte)  
Jerry Velasco (El Monte)  
Jackie Doornik (Glendora)  
Catherine Marcucci (Industry)  
Charlie Klinakis (La Puente)  
Jamie Bissner (Los Angeles Co.)  
Joseph Leon (Monterey Park)  
Becky Shevlin (Monrovia)  
Rachel Janbek (Pasadena)  
Tim Sandoval (Pomona)  
Sandra Armenta (Rosemead)  
Ryan Vienna (San Dimas)  
Denise Menchaca (San Gabriel)  
John Capoccia (Sierra Madre)  
Robert Joe (So. Pasadena)  
Cynthia Sternquist (Temple City)  
Allen Wu (Walnut)  
Lloyd Johnson (West Covina)

**TRUSTEES ABSENT**

Manuel Garcia (Irwindale)  
Elyse Rasmussen (La Verne)

**STAFF PRESENT**

Jared Dever  
Rose Alba  
Jason Farned  
Melissa Doyle  
Levy Sun

**GUESTS PRESENT**

Representatives, Lewis Brisbois Bisgaard  
and Smith (Legal counsel)

**1. Call to Order**

Board President Becky Shevlin called the meeting to order at 7:01 AM, President Becky Shevlin led the Pledge of Allegiance, and District Manager, Jared Dever took Roll Call.

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

None

**3. Consent Calendar**

Public comment was submitted by member of the public, Mr. Anderson, for verbal comment to be read by a member of the SGVMVCD staff and submitted to the recorded and written record. District Manager, Dever read the submitted comments on behalf of Mr. Anderson (**Exhibit 3.3A**). At the conclusion of the reading of public comment Trustee Calaycay requested District Counsel, Kelly Black, provide clarification on the process of second reading of Ordinances

placed on the consent calendar for consideration of the Board. District Counsel Black confirmed that the inclusion of the second reading of the ordinance on the consent calendar is both routine and legal. A motion made by Trustee Margaret Finlay and seconded by Trustee Corey Calaycay to approve the Consent Calendar passed unanimously.

**4. Presentation: none**

**5. Closed Session: Employee Evaluation and Contract Revision: Public Employee, District Manager (Board President, Becky Shevlin) (Personnel and Policy Committee Chair, Richard Barakat)**

Government Code Section 54957 and 54957.6

Title of Position: District Manager

Members of the Board of Trustees, District Counsel, District Manager, and Director of Administrative Services entered closed session to discuss the employee evaluation and contract revision for public employee, District Manager. At the conclusion of the closed session President Shevlin requested District Counsel, Black to report any required public disclosure of action(s) taken. District Counsel, Black noted that the relevant disclosure of action taken in closed session would be addressed on Item 5 of the agenda and requested Item 5 of the agenda be heard.

**6. Review, consider and take action on a new Employment Agreement for District Manager of the San Gabriel Valley Mosquito and Vector Control District (Board President, Becky Shevlin)**

President Shevlin called for public comment on Item 6, hearing none, President Shevlin called for a motion and second. A motion to approve the new Employment Agreement for District Manager of the San Gabriel Valley Mosquito and Vector Control District was made by Trustee Corey Calaycay, and seconded by Secretary/Treasurer Lloyd Johnson passed unanimously.

**7. Consider CalPERS Other Post-Employment Benefits (OPEB) and Pension Unfunded Actuarial Liabilities (UAL) Contributions (Written Report) (Discussion) (EXHIBIT 7A,7B,7C) (Board President, Becky Shevlin) (Finance and Audit Committee Chair, Lloyd Johnson)**

District Manager, Jared Dever presented information on the District's current pension and OPEB debt obligations, funding strategies to pay down those obligations, allocation of dedicated reserves, and reserve level setting for future payments. Board members shared their opinions and preferences on how best to reduce the District liabilities. After robust discussion on the agenda item, a consensus opinion was reached that prepaying the District's pension unfunded accrued liability would result in the greatest cost savings. Trustee Capoccia requested that the Finance and Audit committee convene to discuss OPEB funding strategies and appropriate District reserve levels.

A substitute motion to the recommended board action listed on the agenda was made by Trustee Richard Barakat to allocate the balance of designated reserve Fund 3160 for prepayment of CalPERS Pension unfunded liability in the amount of \$200,000, seconded by Trustee Corey Calaycay, and approved unanimously.

**8. Consider Authorization of Personnel and Salary Resolution Revision - Request for Proposals (Written Report) (Discussion) (Board President, Becky Shevlin) (Personnel and Policy Committee Chair, Richard Barakat)**

Public comment was submitted by member of the public, Mr. Anderson, for verbal comment to be read by a member of the SGVMVCD staff and submitted to the recorded and written record. District Manager, Dever read the submitted comments on behalf of Mr. Anderson (**Exhibit 3.3B**).

President Shevlin requested District Counsel Kelly Black to respond to any areas of concern raised in the public comments made. District Counsel Black noted that the request for authorization to release an RFP as proposed is appropriate. Trustee Capoccia relayed his support of the proposal and noted the significant benefit to current and future employees and the District resulting from this project proposal. District Manager Dever described the objectives of the RFP request, and the potential timeline for final document production for Board consideration.

**9. Consider Amendments to Position Title and Description: Clerk of the Board/Administrative Assistant (Written Report) (Discussion) (Exhibit 9A, 9B) (Board President, Becky Shevlin) (Personnel and Policy Committee Chair, Richard Barakat)**

District Manager Dever described the rationale for the proposed changes to the job title and description of duties. Trustee Capoccia asked that clarifying language regarding the ability to obtain a California notary public license within one year be amended prior to approval. District Counsel Black proposed the following amended language to the job description: "Possession of, or candidate specifically acknowledges and understands that he/she is required to obtain a notary public certification for the State of California within the first year of the date of hire."

A motion made by Trustee Corey Calacay and seconded by Trustee Robert Gonzales to approve the Amendments to Position Title and Description: Clerk of the Board/Administrative Assistant with language modification proposed by District Counsel Kelly Black regarding Notary Public certification, passed unanimously.

**10. District Administration**

**10.1. Committee Meeting Notifications: Ad Hoc Facility Committee**

District Manager Dever asked that members of the committee be on alert for scheduling requests.

**10.2. West Nile virus Update**

District Manager Dever and Director of Scientific Services, Melissa Doyle provided an update on West Nile virus conditions in San Gabriel Valley.

**11. Committee Reports**

**11.1. Finance and Audit Committee – July 29, 2021 (Committee Chair, Lloyd Johnson)**

President Shevlin noted the Finance and Audit Committee failed to meet quorum and could not conduct the committee meeting. Secretary/Treasurer Johnson stressed the importance of work performed by committees and commitment to participation on behalf of the board.

**11.2. Joint Meeting of the Executive Personnel and Policy Committee- August 3, 2021  
(Chair, Becky Shevlin) (Chair, Richard Barakat)**

No additional comments were made.

**12. Trustee Reports**

**13. New Business**

**13.1. Board of Trustees Committee Composition - Bylaws Amendment  
(Board President, Becky Shevlin)**

President Shevlin reiterated the intent of recent Board Bylaws revisions to expand standing committee composition to 9 trustee members. These changes were made to facilitate greater participation on all committees. However, Shevlin advised that reaching quorum has been challenging as a result and in some instances has resulted in the delay of items being considered by committee and subsequently by the full Board of Trustees. President Shevlin advised that further amendments to the Board Bylaws would be proposed to help correct the issue.

**14. Adjournment**

The meeting was adjourned at 8:47 a.m.

August 13, 2021

San Gabriel Valley Mosquito and Vector Control District (SGVMVCD)  
1145 N. Azusa Road  
West Covina, CA. 91790  
(626) 814-9466  
Attn: Clerk of the Board/Board of Trustees

Re: Written letter to be entered in to Public record for the scheduled SGVMVCD Board of Trustees meeting of August 13, 2021 - Agenda Item: 3.8

Dear SGVMVCD Board of Trustees,

The District's records indicated that the SGVMVCD board of trustees meeting of November 13, 2020, had approved excessive district operated background criminal activity checks for "New" potential employees and other pupose's.

Please be aware that the SGVMVCD district headquarters was not open to the general public and the district didn't conduct In-person Public meeting on that date.

This overreach from the SGVMVCD administrators for the establishment of a District operated criminal research department is very unique and unusual. Its cleary not best practices to have such an liability casted on district staff, such operations should be submitted to an outside company to perform for the SGVMVCD.

The District's new and only Ordinance detailed that such extreme measures of background checks were for "Sensitive Information" of employees and chemicals? It's unclear what information wouldn't be published as open and easily to obtain public record?

The only way such systems of monitoring criminal activity would be successful - Is for a non-district operated system. Plus everyone - All employees and trustees including sub-contractors be subjected to this type of service. The additional training of "Custodian of Records" may increase potential risks from outside forces and of course would have increased costs to the district.

This action to only use extreme criminal checks on certain people (Fingerprints) would be wrong and unnecessary. Also it would place the district's Intrested in matters that are outside of its focus and mission.

Be aware, that this matter shouldn't have been placed on the Districts agenda Consent Calendar (Item: 3.8) it's clearly not "Routine" in nature.

Sincerely,  
Brad Anderson

RM/WC-

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August 12, 2021

San Gabriel Valley Mosquito and Vector Control District (SGVMVCD)  
1145 N. Azusa Canyon Road  
West Covina, CA. 91790  
(626) 814-9466  
Attn: Clerk of the Board/Board of Trustees

Re: Written letter to be entered in to Public record for the scheduled SGVMVCD board of trustees meeting of August 13, 2021 - Agenda Item: 8

Dear SGVMVCD Board of Trustees,

Please reconsider the issuing of a request for proposal (RFP) for the listed purpose of "revisions" of the district's Personnel and Salary Resolutions handbook.

As you are aware, the current district's staff report is lacking critical information that details the scope of said revisions?

Please have staff detail the "needed" revisions for this board and Public as it would be detailed for the (RFP), along with detailed financial burdens to the district.

It's alarming that no mention of the elimination of giving cause for employee termination, is one of the purposes of this proposed RFP. This board is aware of its open verbal discussions in regards to changing It's complete organization to an at-will employment status.

That change in due-process for district employee's would cause an increased risk of discrimination and other radical interpretations for safe and secure employment of a sector of Public Health officials that reports to an employer that operates as a political sub division and has political elements and aspects that may impact their employment beyond their individual control.

It's critical that SGVMVCD employees perserve these benefits (Right's) for fair and unbiased review (due-process) form SGVMVCD administrators. By removing these employees safeguards, this Board will Invite pontenal abusive actions to SGVMVCD staff that may negitivity Impact communities and families.

Please openly detail in writing the "true" Intentions of this RFP and the cost.

Sincerely,  
Brad Anderson

RM/WC-

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**Operations Department**  
Disease Weeks 31 – 34 | August 1 – 28

**Zone Specialists:**

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

**Operations Summary**

This report does not include pesticide usage for August because the reporting period concluded before the end of the month. August's pesticide usage will be included in next month's board report.

The surveillance team continues to detect West Nile virus activity in birds and mosquitoes throughout the District. The operations department responds to each case with enhanced investigation and control measures.

The District has concluded its investigation into the 763 unmaintained swimming pools identified during annual aerial surveillance. All the properties have shown proof of maintenance and responsible parties have been made aware of their maintenance responsibility. In August, the District was granted inspection warrants to gain access to 20 properties where residents were either unresponsive or uncooperative. To date, the District monitors 3,708 non-functional swimming pools throughout San Gabriel Valley. Residents are asked to confirm maintenance up to 3-4 times a year.

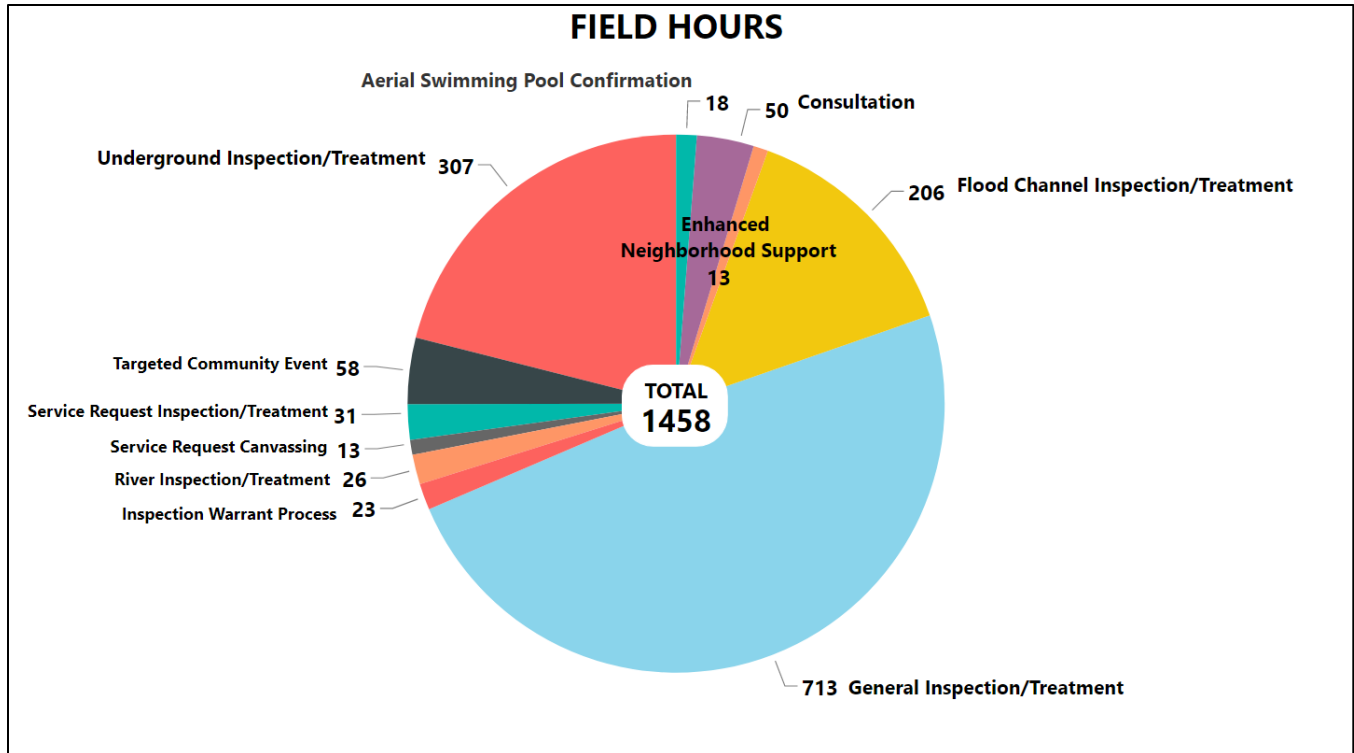
The District purchased and received two new fleet vehicles in August. The planned purchase was part of our vehicle replacement plan designed to improve safety and reduce maintenance costs.

**Field Statistics:**

**1,684**  
SITES VISITED

**246**  
SERVICE REQUESTS

**133**  
CONSULTATIONS



## Surveillance Department Disease Weeks 31 – 34 | August 1 – 28, 2021

### Insect Surveillance Activities

Weekly mosquito surveillance was implemented on March 1, 2021. Mosquito activity has been low in comparison to the past three years. Traps were placed weekly and mosquito samples were tested for the presence of arbovirus.

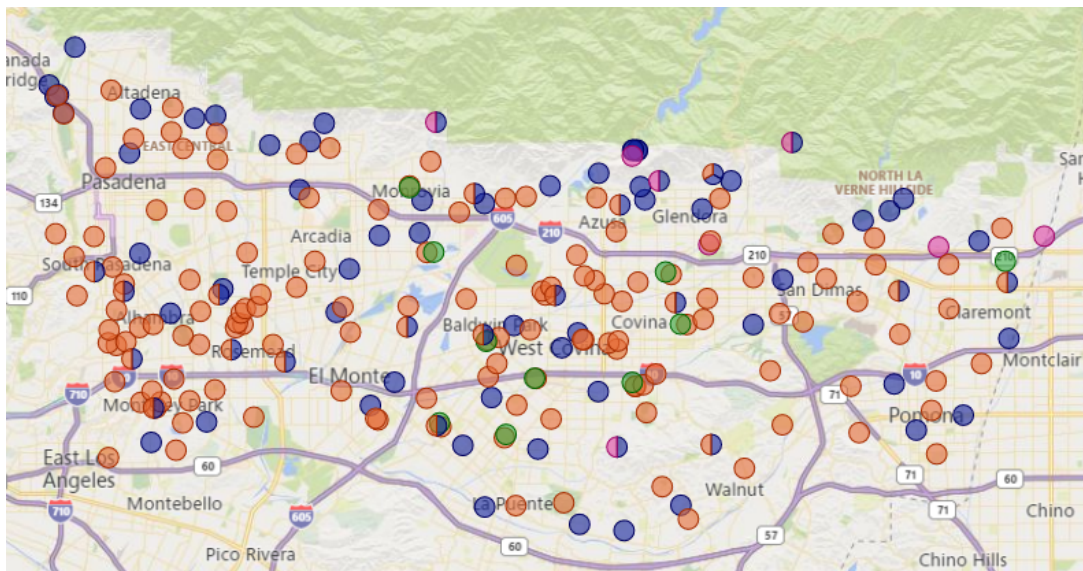


Figure 1 Sampling locations – Orange indicates traps targeting *Culex*, Light blue indicates traps targeting *Aedes*, Dark blue indicates traps targeting black fly, Pink indicates targeting ticks, Green indicates underground storm drain traps

### Mosquito Activity

Mosquito activity during weeks 31 and 34 was slightly higher (20%) than average in comparison to the overall activity observed for this time of year, which may be attributed to the drought conditions. Figure 2 displays the average number of mosquitoes caught during weeks 31 to 34 since 2018.

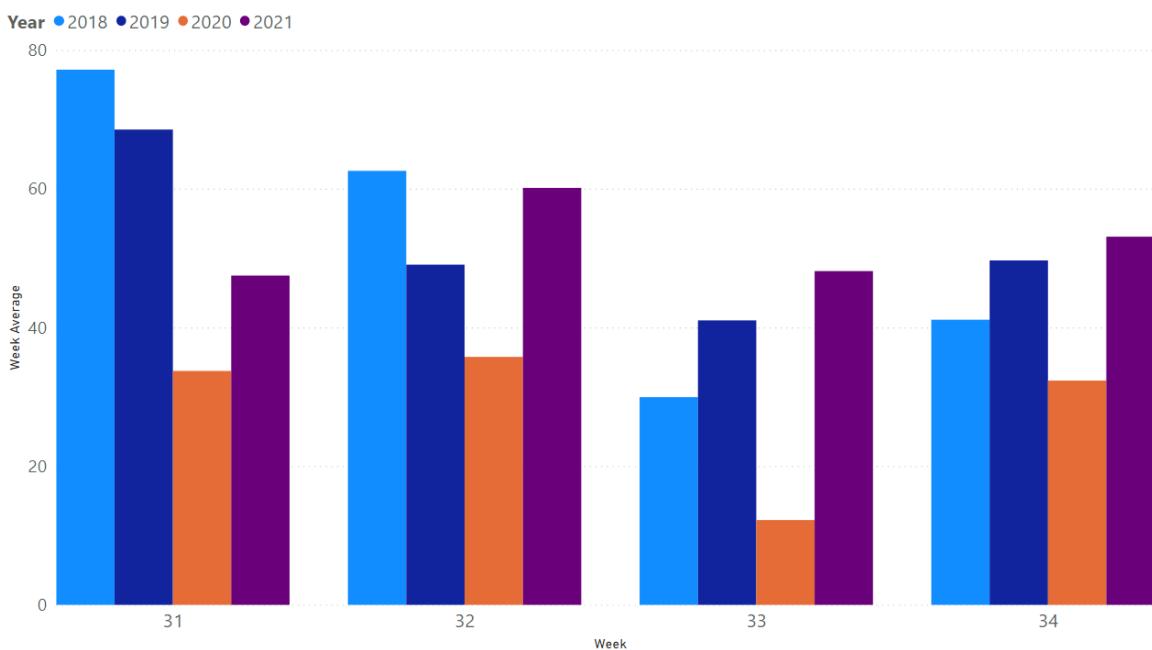


Figure 2 Mosquito activity in weeks 31 – 34 in 2018 to 2021

### Black Fly Activity

Sampling for black flies was done biweekly and when requested to support operational activities. These traps collected 174 black flies. Black fly sampling will be done every other week for the rest of the season.

### Tick Activity

Ticks were sampled for at four locations and only 1 tick was caught. Tick sampling will continue to monitor for activity and monitor for potential invasive ticks that have been identified on the East Coast.

### West Nile Virus Activity SGVMVCD

The Surveillance Department places traps weekly and submits mosquito samples for testing for arboviruses, like West Nile virus (WNV). Enhanced trapping is conducted in areas where arbovirus activity and other risk factors are observed. This data assists the Operations Department to focus resources.

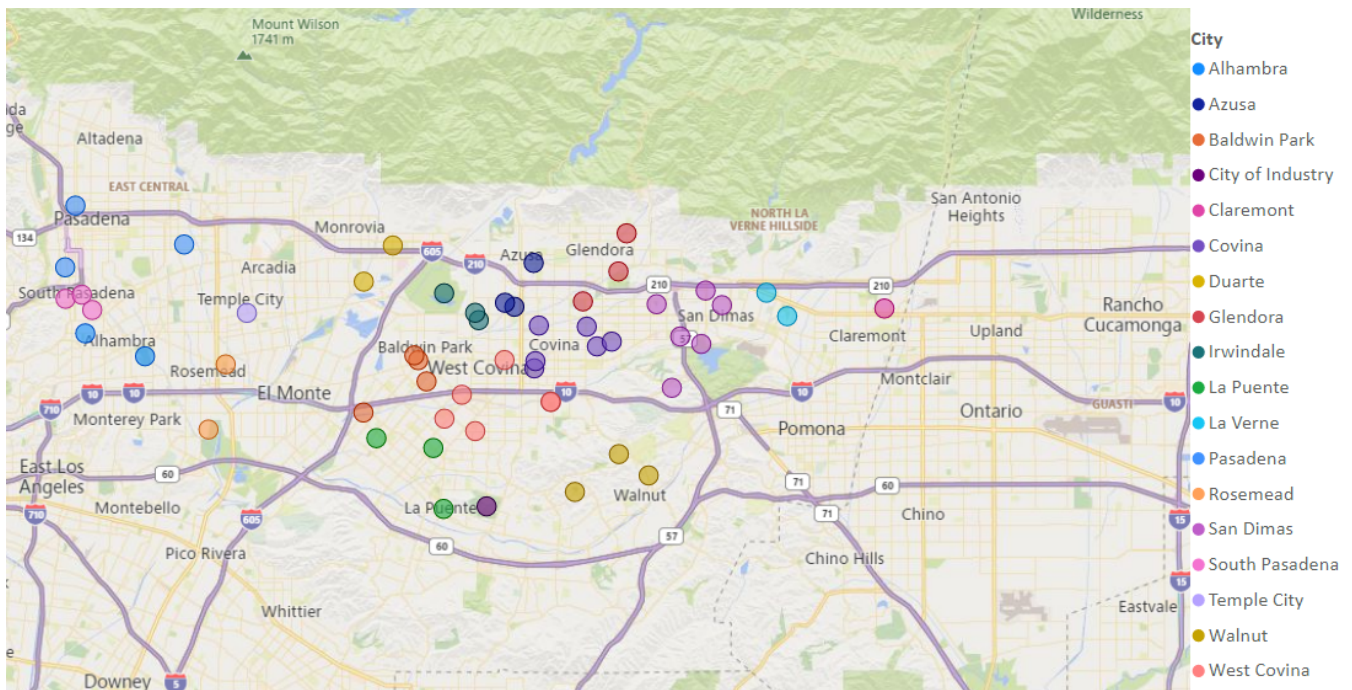


Figure 2 Locations of WNV positive mosquito samples weeks 31 - 34

In 2021, WNV has been quite active in the San Gabriel Valley with 102 positive mosquito samples and, and 21 birds have tested positive for WNV. For perspective, in 2020, there were 53 positive mosquito samples for the entire season and only 3 positive dead birds. The table below lists the positive samples and birds collected in weeks 31 to 34.

City or Neighborhood	Virus	Mosquito Samples	Bird Samples
Alhambra	WNV	2	0
Azusa	WNV	3	0
Baldwin Park	WNV	3	1
City of Industry	WNV	2	0
Claremont	WNV	1	0
Duarte	WNV	0	1
Covina	WNV	5	4
Glendora	WNV	4	1
Irwindale	WNV	1	0
La Puente	WNV	1	0
La Verne	WNV	1	0
Pasadena	WNV	3	0
Pomona	WNV	0	1
Rosemead	WNV	1	0
San Dimas	WNV	3	0
South Pasadena	WNV	3	0
Temple City	WNV	1	0
Unincorporated LA County - West Puente Valley	WNV	1	0
Walnut	WNV	2	0
West Covina	WNV	5	1

Figure 3 West Nile virus Activity weeks 31 to 34

### West Nile Virus Activity in California

Overall, California is observing normal WNV activity in 2021.

2020 & 2021 YTD West Nile Virus Comparisons		
	2020	2021
# Human Cases	27	26
# Positive Dead Birds / #Tested	124 / 990	155 / 1,229
# Positive Mosquito Samples / # Tested	1,114 / 25,477	1,482 / 24,658

### Department News

The Surveillance Department is collaborating with researchers from different institutions in a variety of projects:

- Walter Reed Army Institute of Research (sequencing of viruses found in mosquitoes)
- Mississippi State University (microbial symbionts found in the stomachs of *Aedes* mosquitoes)
- Washington University (adaptations of *Aedes* mosquitoes to arid climates)

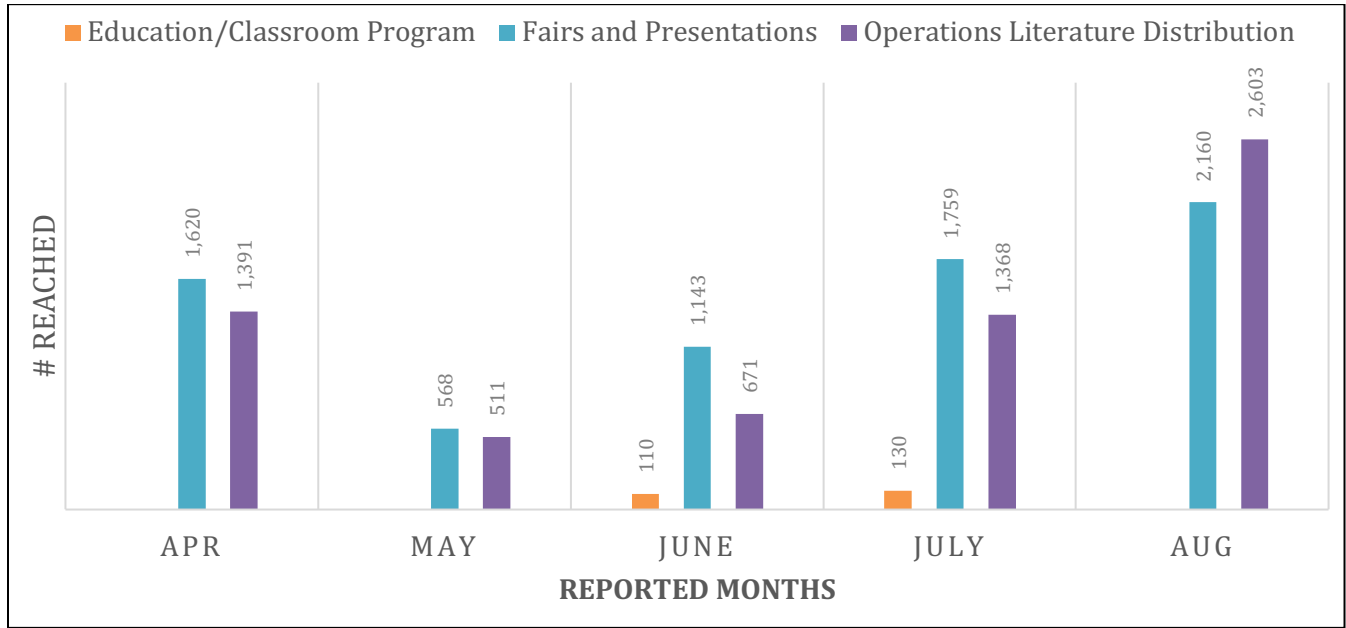
Vector Ecologist Kimberly Nelson and Assistant Vector Ecologist Gimena Ruedas attended a webinar hosted by NASA. The webinar was an interactive focus group to assess the potential application of satellite data and imagery in the mosquito control industry.

Melissa Doyle, Director of Scientific Programs, hosted a meeting of the MVCAC Ad Hoc committee exploring the application of Sterile Insect Technique in California.

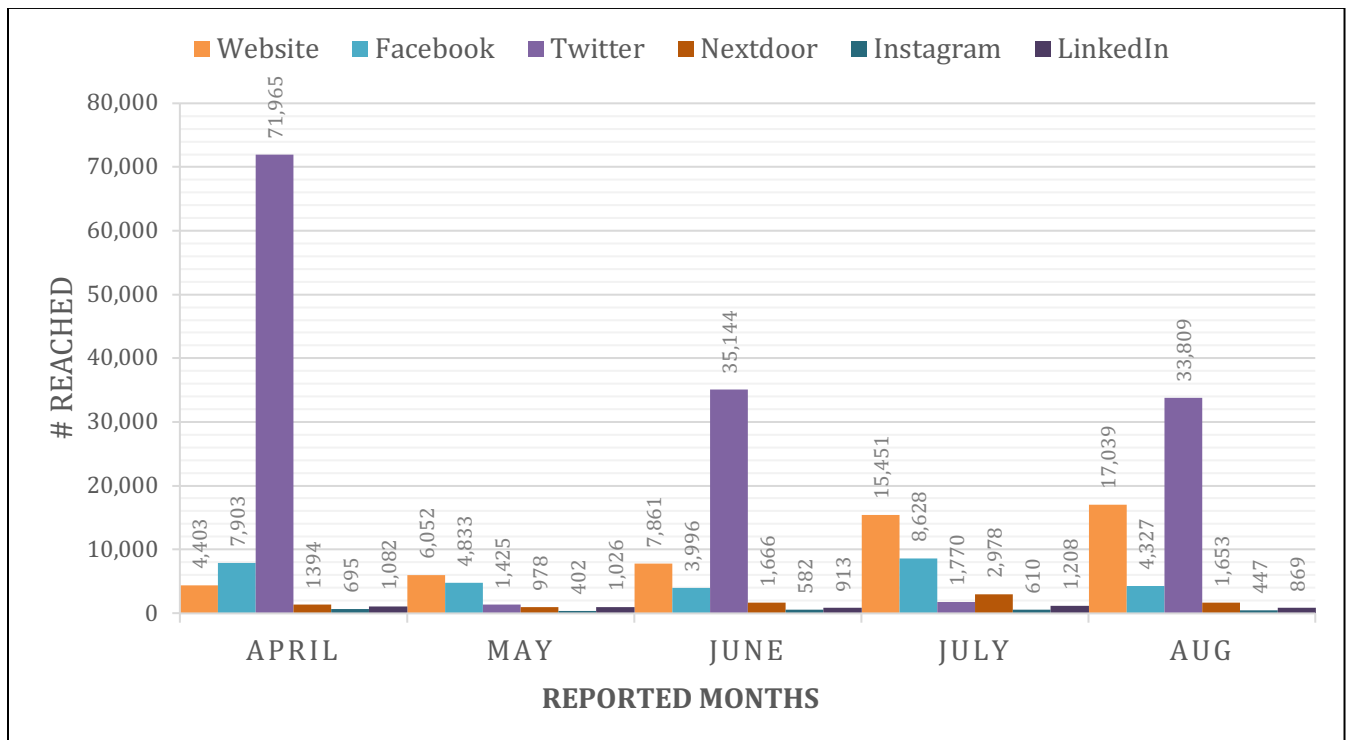
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**Communications Department**  
Disease Weeks 31-34 | Aug 1 – Aug 28

**Outreach Activities:**



**Digital Activities:**



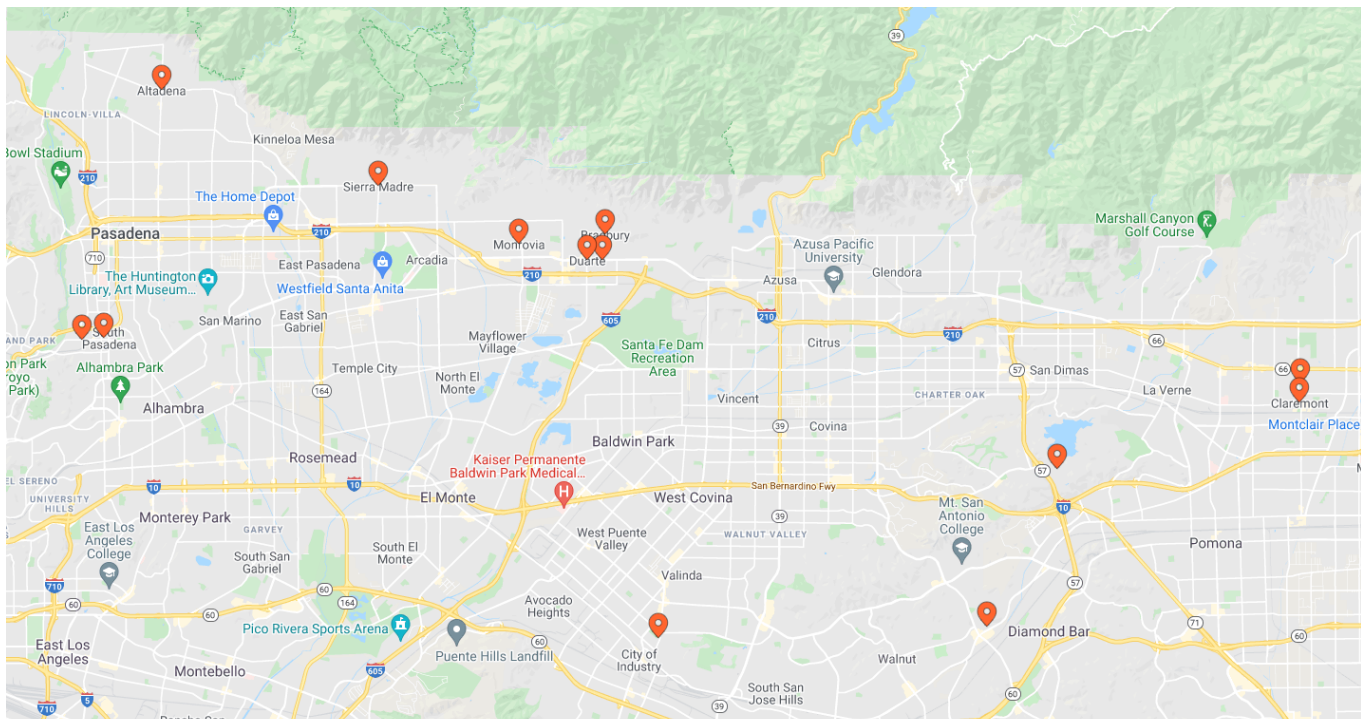
Media Activity	Headline
Pasadena Now	Learn How to Eliminate Mosquitoes, Prevent Bites During Webinar for Local Residents Set for Thursday
LA Times	West Nile virus detected in Los Angeles, Orange counties
New York Times	Aedes mosquito interview with Soumya Karlamangla at New York Times
Washington Post	WNV and Aedes mosquitoes interview with Erica Werner at Washington Post
CBS2 News	Aedes mosquitoes in LA County and Orange County

**EcoHealth Vector Education Program**

1. New Developments
  - a. Published newsletter on [www.vectoreducation.org](http://www.vectoreducation.org). The August newsletter has 18 views
  - b. Published an EcoHealth eblast newsletter for August with an open rate of 20%
  - c. Drafted a presentation for the Entomological Society of America’s Annual Conference
  - d. Communicated with California State Northridge regarding future internship opportunities at the District
  - e. Submitted Government Technology Grant application for EcoHealth’s Operation Mosquito G.R.I.D. program
2. Projects in Progress:
  - a. Journey of the Germ
    - i. Work with Robot Sea Monsters on art, script and logistics
  - b. Prepared Operation Mosquito G.R.I.D. kits, website, and video for September implementation
  - c. Ongoing development of supplemental preschool activities and reuse for student focused events

**General Outreach**

Locations of Outreach Events for Board Report Period





1. Advertising
  - a. West Nile virus (WNV) Facebook and Instagram ads to cities with new positives.
  - b. Hulu ads targeting cities with new WNV positives
  - c. Running targeted digital display ads to residents in cities with new WNV positives
  - d. *Aedes* awareness ads running to increase the use of repellent
2. Social Media
  - a. World Mosquito Day post with Ada Eez
  - b. Continued success using Instagram Reels to drive messaging through video
3. Website
  - a. Ongoing revamp of website pages:
    - i. Invasive *Aedes* Special Report
    - ii. *Aedes* Mosquitoes
  - b. Creation of blog posts:
    - i. Short Bites Monthly (August)
    - ii. Go Native with Our California Native Plants Resources and E-blast
    - iii. Invasive *Aedes* Awareness Day
4. Bite Back Program
  - a. The virtual Bite Back Tour continues to build traction by averaging 138 views per spot
  - b. Full coordination and preparation for WNV kits

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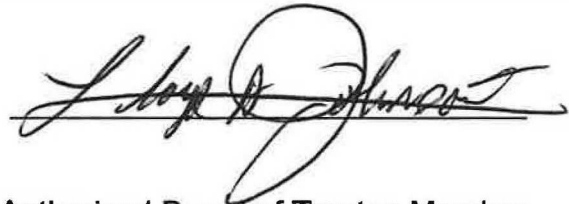
**Treasurer's Report – July 2021**  
**San Gabriel Valley Mosquito and Vector Control District**

The attached Treasurer's Report is for July 2021.

The Total of All Funds Balance is \$5,461,610.95

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

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

A handwritten signature in black ink, appearing to read "Lloyd Johnson", written over a horizontal line.

Authorized Board of Trustee Member

**September 10, 2021**

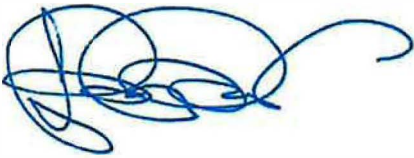
**HONORABLE PRESIDENT AND MEMBERS OF THE BOARD OF TRUSTEES,  
SAN GABRIEL VALLEY MOSQUITO & VECTOR CONTROL DISTRICT**

**SUBJECT: September 1, 2021 District Working Fund Balance**

September 1, 2021 balance:	\$3,144,701.95
August 1 – August 31, 2021 expenditures:	\$609,683.64

**September 1, 2021 Working Fund Balance: \$2,535,018.31**

**Respectfully Submitted:**



**Jared Dever  
District Manager**

**San Gabriel Valley Mosquito and Vector Control District  
Treasurer's Report (based on Balance Sheet Detail Activity Report,  
Period 1, FY 2021-2022 received on August 1, 2021**

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Local Agency Investment Fund (LAIF)	0.26%	\$1,426,015.66	Interest	\$1,164.30	LAIF Statement (July 2021)	\$1,427,179.96

Maturity Date: Perpetual  
Interest rate as of June 2021

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Los Angeles County Pool	0.48%	\$4,076,873.32	Interest Trust Warrant #710 JVDTFA	\$2,015.52 (\$372,754.82) \$67,930.39	ND 24 Per 1 ND 24 Per 1 ND 24 Per 1	\$3,774,064.41

Maturity Date: Perpetual  
Interest rate as of July 2021

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
VCJPA Contingency Fund	1.46%	\$134,687.00	Interest Admin Fees	\$648.00 -\$3.00	VCJPA Statement (June 2021)	\$135,332.00

Maturity Date: Perpetual  
Interest rate as of June 2021

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Revolving Fund	\$200,000.00	Deb Activity-July 2021 Sweep Trust Warrant #710	(\$1,199,749.86) \$752,002.03 \$372,754.82	CB Statement July 2021	\$125,006.99

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Sweep Account	\$407,384.87	Deb Activity-July 2021 Deposit	(\$752,002.03) \$344,644.75	CB Statement July 2021	\$27.59

<b>Total Beginning Balance</b>	<b>\$6,244,960.85</b>			<b>Total End Balance</b>	<b>\$5,461,610.95</b>
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San Gabriel Valley Mosquito and Vector Control District  
District Manager's Report

Date: September 10, 2021

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

Subject: **Consider Inclusion of Federal Holiday Juneteenth to Personnel and Salary Resolution 92-11, Article VIII, Holidays.**

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

Background

On June 17, 2021, President Biden signed into law Senate Bill 475 make Juneteenth, or June 19, the 12th federal holiday.

Juneteenth commemorates June 19, 1865, when Union soldiers brought the news of freedom to enslaved persons in Galveston, Texas — two months after the Confederacy had surrendered and 2 1/2 years after the Emancipation Proclamation freed slaves in the Southern states.

This is the first new federal holiday since Martin Luther King Jr. Day was created in 1983.

**Note:** Corrections to the number of hours provided to employees when a Federal Holiday falls on a Monday – Thursday are being proposed to correctly compensate employees in accordance with the Districts' 9-80 work schedule.

Managers Recommendation:

The District Manager recommends approving the inclusion of Federal Holiday Juneteenth to the Personnel and Salary Resolution 92-11, Article VIII, Holidays.

Board Action Options:

- **Board Action Required:** If the Board concurs, following the public discussion by members of this item, the appropriate action is to approve inclusion of Federal Holiday Juneteenth to Personnel and Salary Resolution 92-11, Article VIII, Holidays.
- **Alternate Board Action:** If after discussion by members of this item, the Board may choose to deny inclusion of Federal Holiday Juneteenth to Personnel and Salary Resolution 92-11, Article VIII, Holidays.

Submitted by:

Jared Dever  
District Manager

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**ARTICLE XIII  
HOLIDAYS  
(Amended September 10, 2021)**

**SECTION 1. Holidays Observed**

A. District employees shall observe the following holidays:

New Year's Day	January 1
Presidents' Day	3rd Monday of February
Memorial Day	Last Monday of May
<b>Juneteenth Day</b>	<b>June 19</b>
Independence Day	July 4
Labor Day	1st Monday of September
Veteran's Day	November 11
Thanksgiving Day	4th Thursday of November
Day After Thanksgiving Day	4th Friday of November
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31
Floating Holidays (2)	With Approval

B. When a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday.  
When a holiday falls on a Sunday, the following Monday shall be observed as the holiday.

**SECTION 2. Eligibility for Holiday Pay**

- A. To be eligible to receive holiday pay, an employee must work the day before and the day after the observed holiday occurs, unless the employee is on pre-approved leave of absence or scheduled vacation. With District Manager or designee approval, compensatory time (hours) earned for working on a holiday or for a holiday falling on a regularly scheduled day off may be taken immediately or at the earliest opportunity by the employee upon returning to his/her regular work schedule after the holiday.
- B. A new employee whose first working day is the day after a holiday shall not be paid for that holiday.
- C. An employee who is terminating employment for reasons other than paid District retirement and whose last day as a paid employee is the day before a holiday shall not be paid for that holiday.
- D. Only regular and limited-term employees shall be eligible for holiday pay.

**SECTION 3. Holiday Pay**

- A. On each of the holidays designated above, each full-time employee scheduled to work but permitted to take the day off shall receive **nine (9)** hours pay computed at the employee's basic hourly rate. A part-time employee scheduled to work but permitted to take the day off shall receive pay computed at the employee's basic hourly rate for the number of hours the employee was regularly scheduled to work to a maximum of **nine (9)** hours of holiday pay.
  
- B. Compensation for Holidays Falling on Regular Days Off (RDO)
  - 1. When a holiday falls on a full-time employee's regularly day off, the employee shall receive eight (8) hours of compensatory time.
  - 2. A part-time employee shall receive compensatory time at the rate of one (1) hour for each five (5) hours of regularly scheduled work in the workweek to a maximum of **nine (9)** hours of compensatory time.
  - 3. Compensatory time earned under the provisions of this Section may be granted as compensatory time off or paid for at the discretion of the District. Employees shall be paid for all compensatory time in excess of sixty (60) hours.
  
- D. Compensation for Work on Holidays
  - 1. An employee who is required to work on President's Day shall receive their regular pay for each hour worked.
  - 2. An employee who is required to work on Christmas Day, Memorial Day, Independence Day, Labor Day, or Thanksgiving Day shall receive pay computed at one and one-half (1-1/2) times the employee's basic hourly rate for the number of hours actually worked.
  
- E. Holidays which fall during an employee's vacation period shall not be charged against the employee's vacation balance.