



San Gabriel Valley Mosquito and Vector Control District
Board of Trustees Meeting
August 13, 2021 – 7:00 a.m.
1145 N. Azusa Canyon Road, West Covina, CA 91790

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, write

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

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

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

1. Call to Order

- 1.1 Pledge of Allegiance
- 1.2 Roll Call
- 1.3 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 July 2021*
- 3.2. Budget Status Report for July 2021*
- 3.3. Minutes of Board of Trustees Meeting July 2021*
- 3.4. Operations Report July 2021*
- 3.5. Surveillance Report July 2021*
- 3.6. Communications Report July 2021*
- 3.7. June 2021 Monthly Treasurer Report / District Working Balance for August 2021*
- 3.8. Second Reading of Ordinance 2021-01 of the San Gabriel Valley Mosquito and Vector Control District Authorizing Staff to Access State and Federal Summary Criminal History Information for Employment, Licensing or Certification Purposes.*

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

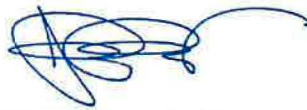
- **Board Action Required:** Following the closed session discussion by members of this item, the appropriate action is to report any required information or action(s) taken.
6. Review, consider and take action on a new Employment Agreement for District Manager of the San Gabriel Valley Mosquito and Vector Control District (Board President, Becky Shevlin)
- **Board Action Required:** Consider and Vote on the Employment Agreement for District Manager of the San Gabriel Valley Mosquito and Vector Control District.
 - **Alternative Board Action:** Do Not Consider and Vote on the Employment Agreement for District Manager of the San Gabriel Valley Mosquito and Vector Control District.
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)
- **Board Action Required:** If the Board concurs, following the public discussion by members of this item, the appropriate action is to approve Other Post-Employment Benefits (OPEB) 115 Trust Contribution in the amount of \$182,575.
 - **Alternative Board Action:** If after discussion by members of this item, the Board may choose to deny the approval of Other Post-Employment Benefits (OPEB) 115 Trust Contribution in the amount of \$182,575.
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)
- **Board Action Required:** If the Board concurs, following the public discussion by members of this item, the appropriate action is to approve Authorization of Personnel and Salary Resolution Revision - Request for Proposal.
 - **Alternate Board Action:** If after discussion by members of this item, the Board may choose to deny Authorization of Personnel and Salary Resolution Revision - Request for Proposal.

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)
 - **Board Action Required:** If the Board concurs, following the public discussion by members of this item, the appropriate action is to approve Amendments to Position Title and Description: Clerk of the Board/Administrative Assistant.
 - **Alternative Board Action:** If after discussion by members of this item, the Board may choose to deny approval of Amendments to Position Title and Description: Clerk of the Board/Administrative Assistant.
10. District Administration
 - 10.1. Committee Meeting Notifications: Ad Hoc Facility Committee
 - 10.2. West Nile virus Update
11. Committee Reports
 - 11.1. Finance and Audit Committee – July 29, 2021
(Committee Chair, Lloyd Johnson)
 - 11.2. Joint Meeting of the Executive Personnel and Policy Committee- August 3, 2021
(Chair, Becky Shevlin) (Chair, Richard Barakat)
12. Trustee Reports
13. New Business
 - 13.1. Board of Trustees Committee Composition - Bylaws Amendment
(Board President, Becky Shevlin)
14. 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.



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

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SAN GABRIEL VALLEY MVCD
Claims List

June 29 - 30, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
18131	06/30/2021	ARAMARK UNIFORM SERVICES INC.	6332 Uniforms (Uniforms)	255.92
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	66.12
792287099			6332 Uniforms (Uniforms)	254.27
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	110.47
			6332 Uniforms (Uniforms)	259.87
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	110.47
			6332 Uniforms (Uniforms)	229.45
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	110.47
				<u>1,397.04</u>
18132	06/30/2021	FRED IBARRA	2120 DEFERRED COMPENSATION	50.00
				<u>50.00</u>
		Reimbursement		
18133	06/30/2021	NATHAN ALBA	6334 BOOTS	169.95
				<u>169.95</u>
		Boot Reimbursement		
18134	06/30/2021	SAFETY COMPLIANCE COMPANY	6330 TRAINING, CEU'S	910.00
				<u>910.00</u>
199294				
18135	06/30/2021	TIRE ZONE	6260 SUPPLIES, MECHANICAL	698.53
				<u>698.53</u>
62254				
18136	06/30/2021	US BANK	6080 Hiring Expenses	83.95
			6270 OFFICE SUPPLIES	191.60
Alba			6270 OFFICE SUPPLIES	28.64
			6270 OFFICE SUPPLIES	14.10
			6270 OFFICE SUPPLIES	171.00
			6036 COMPUTER SOFTWARE	14.99

SAN GABRIEL VALLEY MVCD

Claims List

June 29 - 30, 2021

Num	Date	Name	Item	Original Amount
			6036 COMPUTER SOFTWARE	1,019.40
Dever			6036 COMPUTER SOFTWARE	2,879.64
			6036 COMPUTER SOFTWARE	203.88
			6036 COMPUTER SOFTWARE	959.88
			6036 COMPUTER SOFTWARE	959.88
			6036 COMPUTER SOFTWARE	203.88
			6036 COMPUTER SOFTWARE	170.00
			6036 COMPUTER SOFTWARE	287.50
			6035 COMPUTER HARDWARE	164.00
			6333 BRANDED CLOTHING	58.33
			6281 MOSQUITO FISH SUPPLIES	115.01
Doyle			6333 BRANDED CLOTHING	47.12
			6333 BRANDED CLOTHING	37.24
			6036 COMPUTER SOFTWARE	14.99
			6333 BRANDED CLOTHING	34.99
			6333 BRANDED CLOTHING	55.86
			6036 COMPUTER SOFTWARE	229.00
			6305 EDUCATION PROGRAM SUPPLIES	16.25
Farned			6280 SUPPLIES, OPERATIONS	14.95
Hagele			6280 SUPPLIES, OPERATIONS	50.09
Holguin			6280 SUPPLIES, OPERATIONS	405.09
			6281 MOSQUITO FISH SUPPLIES	610.00
			6280 SUPPLIES, OPERATIONS	107.19
			6280 SUPPLIES, OPERATIONS	65.04
			6280 SUPPLIES, OPERATIONS	214.29
			6250 LABORATORY SUPPLIES	23.30
			6250 LABORATORY SUPPLIES	4.36
Nelson			6037 WEBSITE AND EMAIL SERVICE	24.97
			6035 COMPUTER HARDWARE	767.49
Sun			6037 WEBSITE AND EMAIL SERVICE	4.99
			6003 ADVERTISING	174.25
			6003 ADVERTISING	173.08
			6003 ADVERTISING	63.30

SAN GABRIEL VALLEY MVCD

Claims List

June 29 - 30, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6003 ADVERTISING	516.98
			6188 MEDIA PRODUCTION	33.65
			6290 Supplies, Public Informati	50.04
			6290 Supplies, Public Informati	163.42
			6232 SEMINARS AND MEETINGS	20.00
			6305 EDUCATION PROGRAM SUPPLIES	85.02
			6290 Supplies, Public Informati	240.60
			6003 ADVERTISING	450.21
			6260 SUPPLIES, MECHANICAL	24.07
			6270 OFFICE SUPPLIES	21.92
Van Der Heyden			6270 OFFICE SUPPLIES	25.50
				<u>12,294.93</u>
18137	06/30/2021	VECTOR CONTROL JPA	6111 OTHER INSURANCE	503.94
				<u>503.94</u>
VCJPA-2020-189				
18138	06/30/2021	VORTEX INDUSTRIES, INC.	8000 CAPITAL OUTLAY (Capital Outlay)	21,155.79
				<u>21,155.79</u>
04-1510895				
18139	06/30/2021	WESTCOAST INDUSTRIES	6302 Supplies, Safety	15.91
			6302 Supplies, Safety	15.91
569			6302 Supplies, Safety	3.02
			6302 Supplies, Safety	1.20
				<u>36.04</u>
18158	06/30/2021	ALL AMERICAN ELECTRIC	8000 CAPITAL OUTLAY (Capital Outlay)	1,203.97

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Claims List

June 29 - 30, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			8000 CAPITAL OUTLAY (Capital Outlay)	13.68
6736				127.65
18159	06/30/2021	ENVIRONMENTAL SYSTEMS (esri)	6036 COMPUTER SOFTWARE	1500.00
94062522				1500.00
18160	06/30/2021	IRWINDALE INDUSTRIAL CLINIC	6080 Physical - Hiring (Physical Exam)	40.00
4438-1035908			6080 Drug Screen - Hiring (Drug Screen Non-Samh)	30.00
			6080 Audio - Hiring (Audio with History)	15.00
			6080 T.B. Mantoux - Hiring (T.B. Mantoux)	15.00
			6080 Promotron (Promotron with History)	40.00
				140.00
18161	06/30/2021	SOUTHERN CALIFORNIA NEWS GROUP	6130 Profess Serv rendered (Professional Services	884.00
5034538				884.00
18207	06/30/2021	LESLIE CONNER	2120 DEFERRED COMPENSATION	125.00
Reimbursement				125.00
Total Accounts Payable for June 30, 2021				41,082.87
Final accounts payable for June				

SAN GABRIEL VALLEY MVCD

Claims List

July 1, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
18129	07/01/2021	CALIFORNIA DEPARTMENT OF PUBLIC HEALTH	6330 TRAINING, CEU'S	<u>4,228.00</u>
				4,228.00
			Cert Renewal Fees	
18130	07/01/2021	CALIFORNIA DEPARTMENT OF PUBLIC HEALTH	6330 TRAINING, CEU'S	<u>151.00</u>
				151.00
			Tran Renewal Fees	
			Accounts Payabel for July 1, 2021	4,379.00

SAN GABRIEL VALLEY MVCD
Claims List

July 8, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	07/08/2021	AMERICAN FIDELITY AKA FLEX ACCOUNT ADM	6070 FLEX PREMIUMS (Flex Premiums)	125.00
			6070 FLEX PREMIUMS (Flex Premiums)	313.65
6006416			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	07/08/2021	CAL PERS	6070 Med premiums - Cafeteria (Medical premiums)	556.82
			6070 Med premiums - Cafeteria (Medical premiums)	594.34
100000016462791			6070 Med premiums - Cafeteria (Medical premiums)	5,062.47
			6070 Med premiums - Cafeteria (Medical premiums)	4,542.77
			6070 Med premiums - Cafeteria (Medical premiums)	2,324.59
			6072 MEDICAL PREMIUM-Retired EE (Medical pre	429.00
			6070 ADMIN FEE (Admin fee)	40.91
				<u>13,750.90</u>
EFT	07/08/2021	CALPERS CERBT	6202 UNFUNDED LIABILITY CLASSIC	14,346.67
100000016477382			6203 UNFUNDED LIABILITY PEPRA	751.17
100000016477391				<u>15,597.84</u>
EFT	07/08/2021	FIDELITY SECURITY LIFE INSURANCE CO.	6070 Vision Premiums (Vision Premiums)	12.30
			6070 Vision Premiums (Vision Premiums)	57.67
164861304			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	07/08/2021	LINCOLN FINANCIAL GROUP	6065 GROUP TERM LIFE	352.64
			6070 Med premiums - Cafeteria (Medical premiums)	439.54
4265854461				<u>792.18</u>
EFT	07/08/2021	NATIONWIDE RETIREMENT	6066 457 CONTRIBUTION	138.46

SAN GABRIEL VALLEY MVCD
Claims List

July 8, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				138.46
EFT	07/08/2021	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	763.68
			6200 RETIREMENT - CLASSIC (Employer Contribu	1,106.47
PR of 7/8/2021	07/08/2021		6200 RETIREMENT - CLASSIC (Employer Contribu	1,586.27
			6200 RETIREMENT - CLASSIC (Employer Contribu	360.27
			6201 RETIREMENT - PEPRA (Employer Contributic	139.30
			6201 RETIREMENT - PEPRA (Employer Contributic	2,643.31
			6201 RETIREMENT - PEPRA (Employer Contributic	1,352.67
			6201 RETIREMENT - PEPRA (Employer Contributic	848.98
			6201 RETIREMENT - PEPRA (Employer Contributic	100.45
				<u>8,901.40</u>
EFT	07/08/2021	PRINCIPAL DENTAL		
1085590-10001			6070 Dental premiums - Cafeter	90.00
			6070 Dental premiums - Cafeter	414.48
			6070 Dental premiums - Cafeter	1,557.61
			6070 Dental premiums - Cafeter	317.30
			6070 Dental premiums - Cafeter	505.40
				<u>2,884.79</u>
18140	07/08/2021	ADDRESSERS	6185 POSTAGE	1,006.84
				<u>1,006.84</u>
102022				
18141	07/08/2021	ATHENS SERVICES	6040 Building Maintenance	262.60
				<u>262.60</u>
10630900				
18142	07/08/2021	CYPRESS HEATING & AIR CONDITIONING	6042 EQUIPMENT MAINTENANCE	160.82
				<u>160.82</u>

SAN GABRIEL VALLEY MVCD

Claims List

July 8, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
14658516				160.82
18143	07/08/2021	ENVIRONMENT CONTROL	6040 Building Maintenance	<u>1,299.00</u>
10707-411				1,299.00
18144	07/08/2021	KENN K. FUJIOKA	6072 MEDICAL PREMIUM-Retired EE (Medical pre	<u>316.94</u>
Prem Reimbursement				316.94
18145	07/08/2021	MARY ANGELA BRISCO	6072 MEDICAL PREMIUM-Retired EE (Medical pre	<u>526.84</u>
Prem Reimbursement				526.84
18146	07/08/2021	MIKE NIFFENEGGER	6072 MEDICAL PREMIUM-Retired EE (Medical pre	<u>518.23</u>
Prem Reimbursement				518.23
18147	07/08/2021	MVCAC	6150 Membership Dues (Membership Dues, Membe	<u>11,000.00</u>
7362660				11,000.00
18148	07/08/2021	NEGOV	6036 COMPUTER SOFTWARE	<u>10,632.71</u>
INV-20712				10,632.71
18149	07/08/2021	NOMIC STUDIOS, INC,	6305 EDUCATION PROGRAM SUPPLIES	3,434.00
0417, 0418			6305 EDUCATION PROGRAM SUPPLIES	<u>4,189.00</u>
				7,623.00

SAN GABRIEL VALLEY MVCD
Claims List

July 8, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
18150	07/08/2021	PRAXAIR DISTRIBUTION	6250 LABORATORY SUPPLIES	431.23
				<u>431.23</u>
64592719				
18151	07/08/2021	SOUTHERN CALIFORNIA EDISON	6340 UTILITIES - ELECTRIC	4,145.08
				<u>4,145.08</u>
700251011287				
18152	07/08/2021	SSD SYSTEMS INC/MC NEILL SECURITY SYSTE	6040 Building Maintenance	258.00
			6040 Building Maintenance	1,102.14
R-00293837			6040 Building Maintenance	341.85
			6040 Building Maintenance	1.92
				<u>1,703.91</u>
18153	07/08/2021	STAPLES CREDIT PLAN	6270 OFFICE SUPPLIES	108.56
			6270 OFFICE SUPPLIES	83.87
9833353849			6270 OFFICE SUPPLIES	108.56
			6270 OFFICE SUPPLIES	108.56
			6270 OFFICE SUPPLIES	38.91
				<u>448.46</u>
18154	07/08/2021	STREAMLINE	6037 WEBSITE AND EMAIL SERVICE	200.00
				<u>200.00</u>
0EAF3F59-0008				
18155	07/08/2021	ULINE	6290 Supplies, Public Informati	125.00
			6290 Supplies, Public Informati	12.02
135307876			6290 Supplies, Public Informati	15.42
				<u>152.44</u>

SAN GABRIEL VALLEY MVCD

Claims List

July 8, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
18156	07/08/2021	VECTOR CONTROL JPA	6111 OTHER INSURANCE	309.00
			6090 Automobile	2,607.00
VCJPA-2022-069			6111 OTHER INSURANCE	933.00
			6085 VCJPA GENERAL	5,391.00
			6100 LIABILITY	107,156.00
			6120 PROPERTY INSURANCE	7,795.00
			6110 WORKERS COMP	147,041.00
				<u>271,232.00</u>
18157	07/08/2021	WEX/CHEVRON	6262 Fuel for Trucks (Fuel for Trucks)	<u>6,335.25</u>
72727670	07/07/2021			6,335.25
		Accounts Payable for July 8, 2021		361,940.60

Claims List

July 22, 2021

Num	Date	Name	Item	Original Amount
EFT D329787	07/22/2021	AMERICAN FIDELITY ASSURANCE	6070 Premiums, life - Cafeter (Voluntary Insurance)	223.47
			6070 Premiums, life - Cafeter (Voluntary Insurance)	296.61
			6070 Premiums, life - Cafeter (Voluntary Insurance)	1,414.38
			6070 Premiums, life - Cafeter (Voluntary Insurance)	275.44
			6070 Premiums, life - Cafeter (Voluntary Insurance)	54.95
				<u>2,264.85</u>
EFT	07/22/2021	NATIONWIDE RETIREMENT	6066 457 CONTRIBUTION	139.84
				<u>139.84</u>
EFT	07/22/2021	PERS		
PR of 7/22/2021			6200 RETIREMENT - CLASSIC (Employer Contribu	760.76
			6200 RETIREMENT - CLASSIC (Employer Contribu	1,257.89
			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	07/22/2021	PRINCIPAL DENTAL		
1085590-10001			6070 Dental premiums - Cafeter	90.00
			6070 Dental premiums - Cafeter	414.48
			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	07/22/2021	TEXAS LIFE INSURANCE COMPANY		
			6070 Premiums, life - Cafeter (Voluntary Insurance)	191.87
			6070 Premiums, life - Cafeter (Voluntary Insurance)	100.00

SAN GABRIEL VALLEY MVCD

Claims List

July 22, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
SM09BT20210714001			6070 Premiums, life - Cafeter (Voluntary Insurance)	42.25
				334.12
18162	07/22/2021	A-1 STEEL FENCE CO., INC.	8000 CAPITAL OUTLAY (Capital Outlay)	4,392.30
				4,392.30
15/3770				
18163	07/22/2021	ADAPCO, INC	6283 PESTICIDES SUPPLIES	49,560.00
			6283 PESTICIDES SUPPLIES	13,392.00
102079			6283 PESTICIDES SUPPLIES	38.00
			6283 PESTICIDES SUPPLIES	5,984.06
				68,974.06
18164	07/22/2021	ADDRESSERS	6185 POSTAGE	1,001.14
			6185 POSTAGE	782.50
102079				1,783.64
101962				
18165	07/22/2021	ALL AMERICAN ELECTRIC	6040 Building Maintenance	210.89
			6040 Building Maintenance	1,725.44
6742,6747,6748,6750			6040 Building Maintenance	559.73
			6040 Building Maintenance	1,294.49
				3,790.55
18166	07/22/2021	ALLEN WU	6030 BOARD EXPENSES	100.00
				100.00

Claims List

July 22, 2021

Num	Date	Name	Item	Original Amount
BM of 7/9/21				
18167	07/22/2021	AMAZON.COM	6035 COMPUTER HARDWARE	9.84
			6035 COMPUTER HARDWARE	53.36
acct ending 5999			6270 OFFICE SUPPLIES	56.12
			6280 SUPPLIES, OPERATIONS	17.51
			6290 Supplies, Public Informati	87.62
			6305 EDUCATION PROGRAM SUPPLIES	107.85
			6270 OFFICE SUPPLIES	39.14
			6250 LABORATORY SUPPLIES	13.12
			6251 ARBOVIRUS TESTING SUPPLIES	32.23
			6250 LABORATORY SUPPLIES	114.10
			6302 Supplies, Safety	332.52
			6250 LABORATORY SUPPLIES	257.25
			6270 OFFICE SUPPLIES	11.65
			6302 Supplies, Safety	12.03
				<u>1,144.34</u>
18168	07/22/2021	AZUSA LIGHT & WATER	6343 Meter # 99172930 (Account # 303-0190.300)	89.85
			6343 Meter # 99172930 (Account # 303-0190.300)	164.00
303-0190.300			6343 Meter # 99172930 (Account # 303-0190.300)	11.66
			6343 Meter # 45169724 (Account # 303-0191.300 C	48.21
				<u>313.72</u>
18169	07/22/2021	BECKY A. SHEVLIN	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/9/21				
18170	07/22/2021	CATHERINE MARCUCCI	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/9/21				

SAN GABRIEL VALLEY MVCD

Claims List

July 22, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
18171	07/22/2021	CHARLIE KLINAKIS	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/9/21				
18172	07/22/2021	COREY CALAYCAY	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/9/21				
18173	07/22/2021	CYNTHIA STERNQUIST	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/9/21				
18174	07/22/2021	CYPRESS HEATING & AIR CONDITIONING	6042 EQUIPMENT MAINTENANCE	92.50
			6042 EQUIPMENT MAINTENANCE	18,400.00
14745812			6042 EQUIPMENT MAINTENANCE	21,200.00
14959840				<u>38,692.50</u>
14957278				
18175	07/22/2021	DENISE MENCHACA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/9/21				
18176	07/22/2021	ELYSE RASMUSSEN	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/9/2021				
18177	07/22/2021	ES OPCO USA LLC dba VESERIS	6283 PESTICIDES SUPPLIES	225.00
			6283 PESTICIDES SUPPLIES	21.38
384998			6283 PESTICIDES SUPPLIES	3,520.00
			6283 PESTICIDES SUPPLIES	5,313.00
			6283 PESTICIDES SUPPLIES	839.14
				<u>9,918.52</u>

SAN GABRIEL VALLEY MVCD
Claims List
July 22, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
18178	07/22/2021	FLEET SOLUTIONS CENTER	6260 SUPPLIES, MECHANICAL	49.95
			6260 SUPPLIES, MECHANICAL	247.00
see attached list			6260 SUPPLIES, MECHANICAL	66.50
			6260 SUPPLIES, MECHANICAL	114.00
			6260 SUPPLIES, MECHANICAL	265.24
			6260 SUPPLIES, MECHANICAL	5.00
			6260 SUPPLIES, MECHANICAL	26.67
				<u>774.36</u>
18179	07/22/2021	HAROLD J. BISSNER III	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/9/21				
18180	07/22/2021	HENRY M. MORGAN	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/9/21				
18181	07/22/2021	HOME DEPOT	6290 Supplies, Public Informati	62.96
			6042 EQUIPMENT MAINTENANCE	32.88
acct ending 4710			6040 Building Maintenance	10.94
			6044 MAINTENANCE, GROUNDS	49.90
			6250 LABORATORY SUPPLIES	37.37
			6040 Building Maintenance	41.77
			6290 Supplies, Public Informati	192.06
				<u>427.88</u>
18182	07/22/2021	JACKIE DOORNIK	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/9/21				

SAN GABRIEL VALLEY MVCD

Claims List

July 22, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
18183	07/22/2021	JERRY VELASCO	6030 BOARD EXPENSES	<u>100.00</u>
				100.00
BM of 7/9/21				
18184	07/22/2021	JOHN CAPOCCIA	6030 BOARD EXPENSES	<u>100.00</u>
				100.00
BM of 7/9/21				
18185	07/22/2021	JOSEPH LEON	6030 BOARD EXPENSES	<u>100.00</u>
				100.00
BM of 7/9/21				
18186	07/22/2021	LLOYD JOHNSON	6030 BOARD EXPENSES	<u>149.50</u>
				149.50
BM of 7/9/21				
18187	07/22/2021	MANUEL GARCIA	6030 BOARD EXPENSES	<u>100.00</u>
				100.00
BM of 7/9/21				
18188	07/22/2021	MARGARET E. FINLAY	6030 BOARD EXPENSES	<u>100.00</u>
				100.00
BM of 7/9/21				
18189	07/22/2021	NOMIC STUDIOS, INC,	6188 MEDIA PRODUCTION	<u>4,228.00</u>
				4,228.00
0425				
18190	07/22/2021	QUADIENT /NEOPOST	6073 EQUIPMENT LEASE	<u>272.25</u>

SAN GABRIEL VALLEY MVCD

Claims List

July 22, 2021

Item 3.1 - 17 c

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				272.25
N8963416				
18191	07/22/2021	RICHARD BARAKAT	6030 BOARD EXPENSES	100.00
				100.00
BM of 7/9/21				
18192	07/22/2021	ROBERT GONZALES	6030 BOARD EXPENSES	100.00
				100.00
BM of 7/9/21				
18193	07/22/2021	ROBERT S. JOE	6030 BOARD EXPENSES	100.00
				100.00
BM of 7/9/21				
18194	07/22/2021	ROGER CHANDLER	6030 BOARD EXPENSES	100.00
				100.00
BM of 7/9/21				
18195	07/22/2021	RYAN A. VIENNA	6030 BOARD EXPENSES	100.00
				100.00
BM of 7/9/21				
18196	07/22/2021	SANDRA ARMENTA	6030 BOARD EXPENSES	100.00
				100.00
BM of 7/9/21				
18197	07/22/2021	SOCALGAS	6341 Utilities (Acc # 057 518 2100 9 Acc # 059 618	150.39
			6341 Utilities (Acc # 057 518 2100 9 Acc # 059 618	30.90
057-518-2100-9				181.29

SAN GABRIEL VALLEY MVCD

Claims List

July 22, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
18198	07/22/2021	STEPHEN SHAM	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/9/21				
18199	07/22/2021	SYNTECH GROUP INC.	6046 PROFESSIONAL SERVICES - IT	775.00
			6046 PROFESSIONAL SERVICES - IT	660.00
SVC-A21224			6046 PROFESSIONAL SERVICES - IT	620.00
				<u>2,055.00</u>
18200	07/22/2021	TIM SANDOVAL	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/9/21				
18201	07/22/2021	TPx COMMUNICATIONS	6315 Monthly Internet Charges (Monthly Internet Ch	998.30
			6320 Office phones (Office phones)	788.59
145152323-0				<u>1,786.89</u>
18202	07/22/2021	ULINE	6040 Building Maintenance	680.00
			6040 Building Maintenance	260.00
136359302			6040 Building Maintenance	59.13
			6040 Building Maintenance	89.44
				<u>1,088.57</u>
18203	07/22/2021	VERIZON WIRELESS	6312 Monthly District Field Ph (Monthly District Fiel	1,311.36
			6312 Monthly District Field Ph (Monthly District Fiel	2,052.61
772560380-0001			6312 Monthly District Field Ph (Monthly District Fiel	485.84
272560553-00001			6312 Monthly District Field Ph (Monthly District Fiel	325.20
272560553-00002				<u>4,175.01</u>
272560553-00003				
18204	07/22/2021	WELLS FARGO VENDOR FIN SERV	6073 EQUIPMENT CANON (Canon Graphics Equip	1,500.16
				<u>1,500.16</u>

Claims List

July 22, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
5015753350				1,500.16
18205	07/22/2021	WEST VALLEY MVCD	6251 ARBOVIRUS TESTING SUPPLIES	<u>2,256.00</u>
2685				2,256.00
18206	07/22/2021	WEST VALLEY MVCD	6283 PESTICIDES SUPPLIES	<u>1,380.74</u>
2695				1,380.74
Total Accounts Payable for July 22, 2021				167,995.40
Total Accounts Payable for July 2021				575,397.87
Total Payroll for July 2021				265,993.60
see attached				
Total Claims for July 2021				841,391.47

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


Department	June 30, 2021 Sick Buy Back	June 30, 2021 OT Pay Out	July 8, 2021	July 22, 2021	TOTAL
EXECUTIVE	-		6,923.08	7000.14	13,923.22
ADMINISTRATION	-	648.04	11,852.94	14236.24	26,737.22
OPERATIONS	3,530.12	3,842.41	51,471.35	58049.43	116,893.31
SURVEILLANCE	-	215.63	17,727.43	20412.37	38,355.43
COMMUNICATIONS	-	576.48	14,416.14	16507.13	31,499.75
SEASONAL WORKERS	-	-	11,840.92	10350.48	22,191.40
Gross Payroll	3,530.12	5,282.56	114,231.86	126,555.79	249,600.33
Employer Taxes	51.19	76.59	2,608.65	2,597.87	5,334.30
Car Allowance	-	-	500.00	-	500.00
Employee Benefit-Med	-	-	5,038.44	5,520.53	10,558.97
TOTAL PAYROLL	3,581.31	5,359.15	122,378.95	134,674.19	265,993.60

SGV, INC
 Comparative YTD Actual to Full Year Budget
 Current Period 8% of Year Completed
 July 31, 2021 Final

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
PERSONNEL EXPENSES						
Salaries, Exempt	50,150.18	50,150.18	681,100.00	630,949.82	7.36	
Salaries - Non Exempt	137,665.75	137,665.75	2,288,011.00	2,150,345.25	6.02	
Salaries - Overtime	7,343.57	7,343.57	20,500.00	13,156.43	35.82	Saturday work
Salaries - Vacation	9,826.19	9,826.19	118,435.00	108,608.81	8.30	
Salaries-Holiday	9,671.40	9,671.40	132,061.00	122,389.60	7.32	
Salaries, Sick Pay	5,340.13	5,340.13	113,165.00	107,824.87	4.72	
Salaries, Part-time - XH	20,790.46	20,790.46	225,915.00	205,124.54	9.20	
Management Car Allowance	500.00	500.00	6,000.00	5,500.00	8.33	
Cafeteria Benefit	34,168.66	34,168.66	435,200.00	401,031.34	7.85	
Hlth Benefits, Ret Emps	1,891.01	1,891.01	35,000.00	33,108.99	5.40	
Employer, 457 Contribution	278.30	278.30	3,636.00	3,357.70	7.65	
Medicare	3,587.35	3,587.35	54,165.00	50,577.65	6.62	
Retirement - Classic	7,990.11	7,990.11	118,822.00	110,831.89	6.72	
Retirement - Pepra	10,597.84	10,597.84	172,210.00	161,612.16	6.15	
Retirement - Classic-Unfunded Liability	14,846.67	14,846.67	172,300.00	157,453.33	8.62	
Retirement - Pepra-Unfunded Liability	751.17	751.17	8,720.00	7,968.83	8.61	
Social Security	1,222.32	1,222.32	12,030.00	10,807.68	10.16	Seasonal expense
Group Term Life Ins	352.64	352.64	4,800.00	4,447.36	7.35	
Tuition Reimbursement	0.00	0.00	8,000.00	8,000.00	0.00	
Insurance, unemployment	396.83	396.83	26,000.00	25,603.17	1.53	
Post Retirement Benefits	0.00	0.00	200,000.00	200,000.00	0.00	
TOTAL PERSONNEL EXPENSES	317,370.58	317,370.58	4,836,070.00	4,518,699.42	6.56	
OPERATING EXPENSES						
Event Participation Fees	0.00	0.00	4,000.00	4,000.00	0.00	
Arbovirus Testing Supplies	2,288.23	2,288.23	26,000.00	23,711.77	8.80	
Branded Clothing	0.00	0.00	10,100.00	10,100.00	0.00	
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	0.00	0.00	30,000.00	30,000.00	0.00	

SGVMVCD
 Comparative YTD Actual to Full Year Budget
 Current Period 8% of Year Completed
 July 31, 2021 Final

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Bank Charges	1,058.56	1,058.56	19,000.00	17,941.44	5.57	
Board expenses	2,549.50	2,549.50	38,000.00	35,450.50	6.71	
Computer Hardware	63.20	63.20	56,000.00	55,936.80	0.11	
Computer Software	10,632.71	10,632.71	59,000.00	48,367.29	18.02	Neogov HR software
Website/Email Service	200.00	200.00	7,000.00	6,800.00	2.86	
Facility maintenance	8,197.34	8,197.34	50,000.00	41,802.66	16.39	Electrical work
Maintenance, equipment	286.20	286.20	3,000.00	2,713.80	9.54	
Maintenance, grounds	49.90	49.90	2,000.00	1,950.10	2.50	
Lease Equipment	1,772.41	1,772.41	21,000.00	19,227.59	8.44	
Fees & Assessments	0.00	0.00	4,300.00	4,300.00	0.00	
Hiring expenses	0.00	0.00	4,600.00	4,600.00	0.00	
VCJPA General Fund	5,391.00	5,391.00	7,530.00	2,139.00	71.59	One time expense
Insurance, liability	107,156.00	107,156.00	89,000.00	(18,156.00)	120.40	One time expense
Workers Comp Insurance	147,041.00	147,041.00	147,400.00	359.00	99.76	One time expense
Automobile Insurance	2,607.00	2,607.00	2,700.00	93.00	96.56	One time expense
Other Insurance	1,242.00	1,242.00	4,850.00	3,608.00	25.61	
Insurance, property	7,795.00	7,795.00	7,220.00	(575.00)	107.96	One time expense
Legal	0.00	0.00	70,000.00	70,000.00	0.00	
Memberships	11,000.00	11,000.00	35,500.00	24,500.00	30.99	MVCAC membership
Miscellaneous expenses	0.00	0.00	3,500.00	3,500.00	0.00	
Postage	2,790.48	2,790.48	11,800.00	9,009.52	23.65	Operations - Addressers mailings
Accounting Services, Auditor	0.00	0.00	24,000.00	24,000.00	0.00	
Professional Services , Other	0.00	0.00	2,000.00	2,000.00	0.00	
Professional Services-IT	2,055.00	2,055.00	50,000.00	47,945.00	4.11	
Printing & Reproduction	0.00	0.00	20,000.00	20,000.00	0.00	
Reference	0.00	0.00	800.00	800.00	0.00	
Seminars and meetings	0.00	0.00	48,600.00	48,600.00	0.00	
Supplies, Surveillance	853.07	853.07	15,000.00	14,146.93	5.69	
Supplies, Vehicle Maintenance	774.36	774.36	60,000.00	59,225.64	1.29	
Supplies, Gasoline	6,635.25	6,635.25	70,000.00	63,364.75	9.48	
Supplies, Office	555.37	555.37	13,100.00	12,544.63	4.24	
Supplies, Mosquito Fish	0.00	0.00	5,000.00	5,000.00	0.00	
Supplies, Operations	17.51	17.51	15,000.00	14,982.49	0.12	
Supplies, Pesticides	80,273.32	80,273.32	140,000.00	59,726.68	57.34	Supply for season

SGV 
 Comparative YTD Actual to Full Year Budget
 Current Period 8% of Year Completed
 July 31, 2021 Final

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Supplies, Communications	495.08	495.08	10,000.00	9,504.92	4.95	
Supplies, Education Program	7,730.85	7,730.85	18,000.00	10,269.15	42.95	
Supplies, Safety	344.55	344.55	25,000.00	24,655.45	1.38	
Supplies, Media Production	4,228.00	4,228.00	6,000.00	1,772.00	70.47	
Benefit Assesment Admin Cost	0.00	0.00	116,000.00	116,000.00	0.00	
Communications, field	4,175.01	4,175.01	42,000.00	37,824.99	9.94	
Telephone, Internet	998.30	998.30	14,000.00	13,001.70	7.13	
Telephone , Office	788.59	788.59	13,000.00	12,211.41	6.07	
Training , CEU's	4,379.00	4,379.00	6,000.00	1,621.00	72.98	Certification renewals
Uniforms and clothing	0.00	0.00	12,000.00	12,000.00	0.00	
Utilities, Electric	4,145.08	4,145.08	28,000.00	23,854.92	14.80	Summer usage
Utilities, Natural Gas	181.29	181.29	3,300.00	3,118.71	5.49	
Utilities, Water	313.72	313.72	2,200.00	1,886.28	14.26	Rate increase
Surveillance, Aerial	0.00	0.00	25,500.00	25,500.00	0.00	
TOTAL OPERATING EXPENSES	431,063.88	431,063.88	1,510,500.00	1,079,436.12	28.54	
TOTAL EXPENSES	748,434.46	748,434.46	6,346,570.00	5,598,135.54	11.79	
CAPITAL OUTLAY EXPENSES						
Capital Outlay	43,992.30	43,992.30	430,000.00	386,007.70	10.23	AC replacement - 2 units
TOTAL CAPITAL EXPENSES	43,992.30	43,992.30	430,000.00	386,007.70	10.23	
RESERVES						
Reserve, Public Health Em	0.00	0.00	1,326,200.00	1,326,200.00	0.00	
Reserve, Capital Projects	0.00	0.00	459,929.00	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	
TOTAL RESERVES	0.00	0.00	2,316,909.00	2,316,909.00	0.00	

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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
July 9, 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)
 Manuel Garcia (Irwindale)
 Elyse Rasmussen (La Verne)
 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

STAFF PRESENT

Jared Dever
 Rose Alba
 Jason Farned
 Levy Sun
 Melissa Doyle

GUESTS PRESENT

Representatives, Lewis Brisbois Bisgaard
 and Smith (Legal counsel)

1. Call to Order

Board President Becky Shevlin called the meeting to order at 7:00 AM, Trustee Corey Calaycay 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

A motion made by Trustee Robert Gonzales and seconded by Trustee Corey Calaycay to approve the Consent Calendar passed unanimously.

**4. Presentation: National Mosquito Control Awareness Week, June 20-26, 2021
(Director of Communication, Levy Sun)**

Levy Sun, Director of Communication, provided an overview and video compilation of the effort to have San Gabriel Valley cities adopt proclamations declaring June 20-26 as National Mosquito Control Awareness Week.

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

President Shevlin stated that this item would be suspended until the August 13, 2021, Board of Trustees Meeting.

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)(EXHIBIT 6A)

President Shevlin stated that this item would be suspended until the August 13, 2021, Board of Trustees Meeting.

7. Consider Ordinance 2021-01 of the San Gabriel Valley Mosquito and Vector Control District Authorizing Staff to Access State and Federal Summary Criminal History Information for Employment, Licensing or Certification Purposes. (Board President, Becky Shevlin) (Written Report) (Exhibit 7A, 7B)

District Manager, Jared Dever provided the background and rationale for pursuing District participation in the LiveScan background check program administered by the California Department of Justice and Federal Bureau of Investigation. He stated that the Board of Trustees adopted the required resolution for participation in the program on November 13, 2020, but recent changes imposed by the Federal Department of Justice and the FBI require an ordinance to be adopted instead. Dever clarified that the proposed ordinance would be the first and only ordinance passed by the District, if approved.

Motion by Trustee Denise Menchaca and seconded by Trustee Jerry Valasco to approve Ordinance 2021-01 of the San Gabriel Valley Mosquito and Vector Control District Authorizing Staff to Access State and Federal Summary Criminal History Information for Employment, Licensing or Certification Purposes passed unanimously by roll call vote.

8. District Administration

8.1. Committee Meeting Notifications: Finance and Audit Committee, Personnel and Policy Committee

District Manager Dever asked that members of the committees be on alert for scheduling Requests.

8.2. West Nile virus Update

District Manager Dever informed the Board that indications of West Nile virus in bird and mosquito populations were beginning to escalate. Director of Scientific Programs, Melissa Doyle provided the details of a West Nile virus concentration identified in the City of Covina, and the actions taken by District staff to suppress adult mosquito populations and prevent human infection in the City.

8.3. Brown Act Compliance for Public Meetings: September 30,2021

District Manager Dever provided an update on the progress, challenges, and regulations impacting the availability of in-person meetings.

9. Committee Reports

10. Trustee Reports

Trustee Doornik requested the California West Nile virus Hotline number for reporting of dead birds. Trustee Calaycay requested that staff explore the production of refrigerator magnets with the CA West Nile virus hotline information to assist in reporting of dead birds in the jurisdiction.

11. New Business

12. Adjournment

The meeting was adjourned at 7:46 a.m.

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Operations Department
Disease Weeks 26 – 30 | June 27 – July 31

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

Chemical Usage:**June 2021**

Larvicides/Pupicides					
Method of Action	Target	Amount		Area Treated	
Larvicide Oils (Surface Film)					
Suffocation	Mosquitoes	3.75	gal.	33591	sq.ft.
Insect Growth Regulators (IGR's)					
Inhibits metamorphosis	Mosquitoes	27.58	lbs.	6676	sq.ft.
Bacterials					
Ingestion, toxicant	Mosquitoes	2.09	gal.	1069196	sq.ft.
Ingestion, toxicant	Mosquitoes	102.47	lbs.	2284959	sq.ft.
Ingestion, toxicant	Black flies	17.79	gal.	4937	m ³
Biologicals					
Mosquito fish	Mosquitoes	358	ea.	1950	sq.ft.

July 2021

Larvicides/Pupicides					
Method of Action	Target	Amount		Area Treated	
Larvicide Oils (Surface Film)					
Suffocation	Mosquitoes	5.23	gal.	46506	sq.ft.
Insect Growth Regulators (IGR's)					
Inhibits metamorphosis	Mosquitoes	30.21	lbs.	32304	sq.ft.
Bacterials					
Ingestion, toxicant	Mosquitoes	2.26	gal.	1156315	sq.ft.
Ingestion, toxicant	Mosquitoes	97.40	lbs.	2405476	sq.ft.
Ingestion, toxicant	Black flies	11.82	gal.	3282	m ³
Biologicals					
Mosquito fish	Mosquitoes	411	ea.	4897	sq.ft.

Adulticides					
Method of Action	Target	Amount		Area Treated	
Botanicals (ULV)					
Nervous System toxicant	Mosquitoes	6.08	gal.	34947282	sq.ft.

Operations Summary:

This report includes chemical usage for June and July.

The District continued investigating the unmaintained swimming pools identified by aerial surveillance. A second notice requesting remediation was sent to 620 properties and over 50% responded within the deadline. In person investigations confirmed compliance on an additional 30%. As of August 1, 108 properties are outstanding. We will notify local code enforcement and begin the process to obtain inspection warrants for properties where access is denied.

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 performed three truck mounted pesticide treatments in Covina and West Covina at locations with high virus activity. The treatments targeted adult mosquitoes to reduce the infected population and minimize the potential for human infection.

Enhanced neighborhood support has been conducted in several neighborhoods that includes door to door property inspections and delivery of educational material. The effort is twofold, to

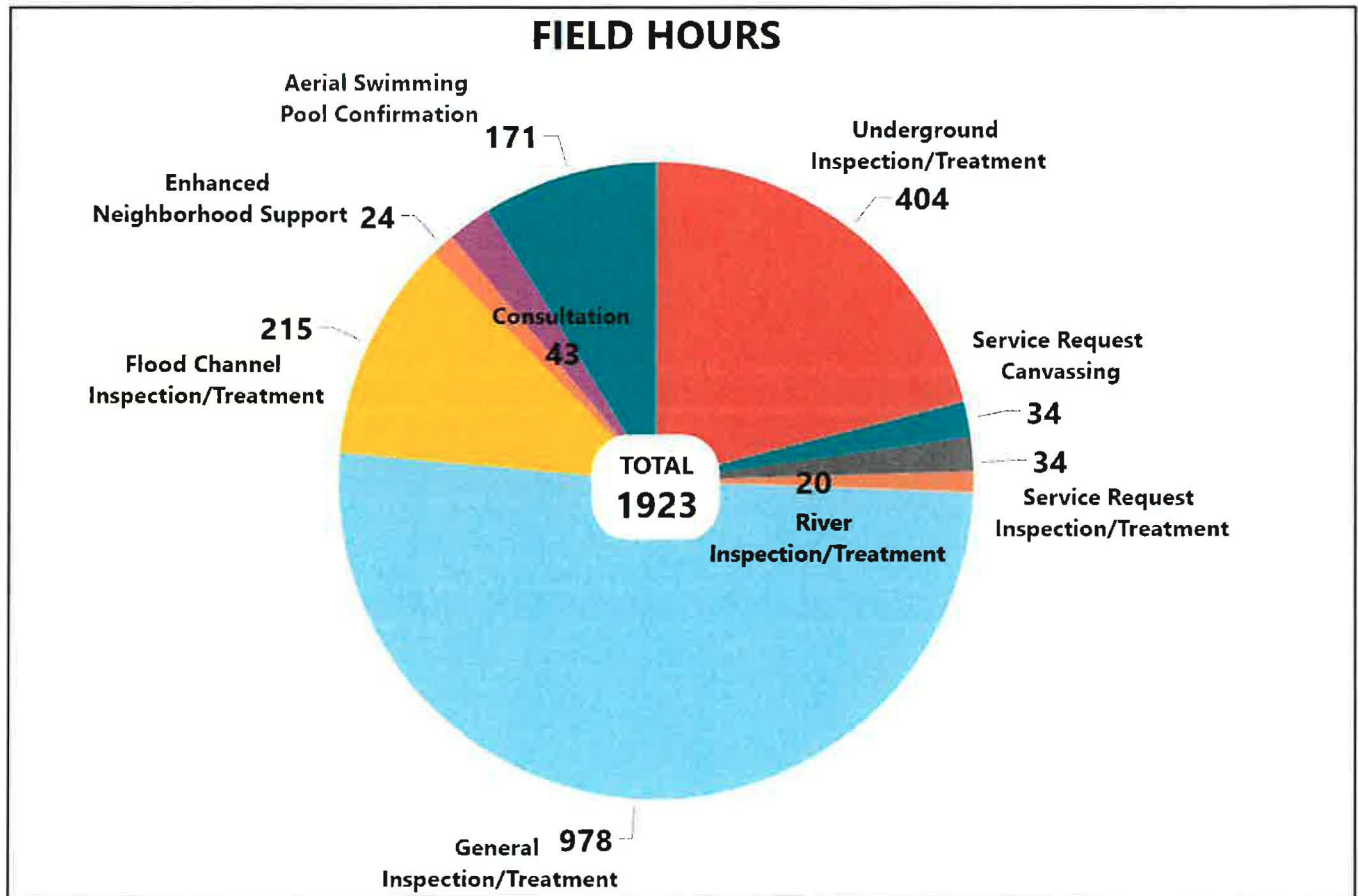
identify and eliminate residential sources of mosquito habitat and to alert residents to the potential threat of West Nile virus and teach them how to protect themselves.

Field Statistics:

2,016 - 7.56 %
2020
SITES VISITED

216 + 0 %
2020
SERVICE REQUESTS

82 - 12.76 %
2020
CONSULTATIONS



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Surveillance Department

Disease Weeks 26 - 30 | June 27, 2021 – July 31, 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.

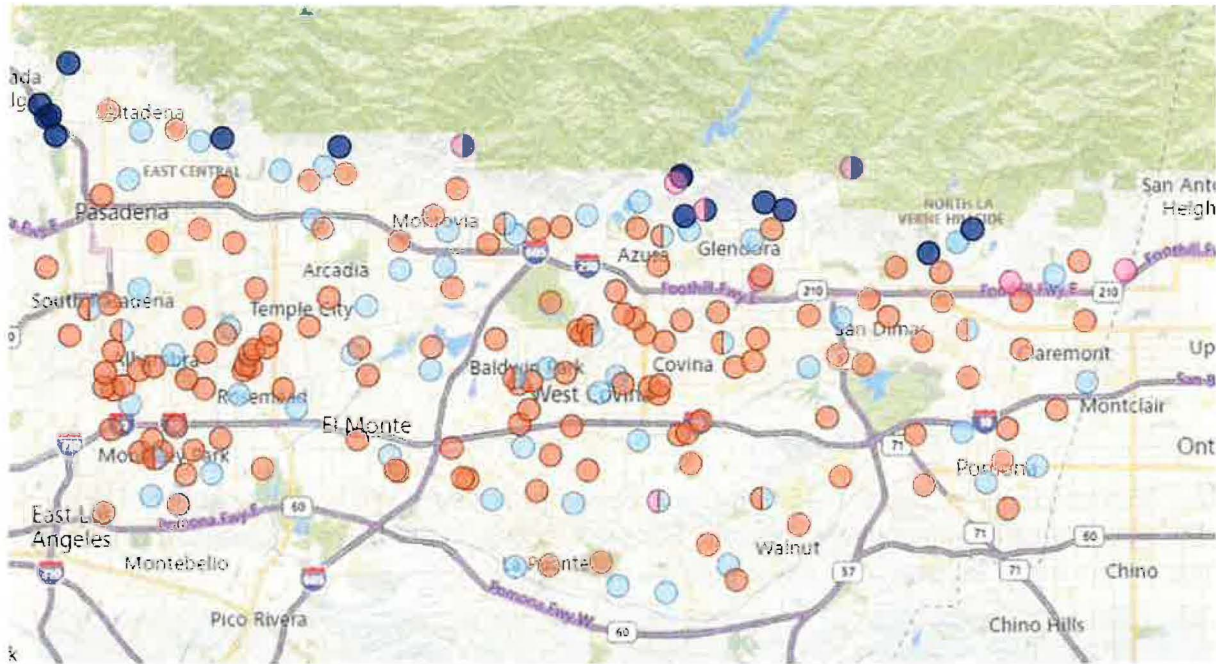


Figure 1 Sampling locations – Orange indicates traps targeting *Culex*, Light blue indicates traps targeting *Aedes*, Dark blue indicates traps targeting black fly, Pink indicates targeting ticks

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.

A cluster of WNV activity was observed in the area bordering Covina and West Covina. Residents reported a high number of dead crows starting in mid-June to the West Nile Virus Hotline. These birds were found 0.3 miles apart and prompted an enhanced trapping investigation by the Surveillance Department. Mosquito samples from the additional traps were also positive for WNV. Based on these data, truck-mounted adulticide treatments were done on 7/2/2021 in Covina, and again on 7/16/2021 in Covina and West Covina.

Decreases in positive mosquito and dead bird samples were observed in the areas treated. After the initial detection, additional positive mosquito samples were trapped northeast of the cluster of dead bird activity in Covina / West Covina. An increase in dead bird reports or positive dead birds was not observed, suggesting that the early control measures helped to curb the transmission of WNV. The Surveillance Department is continuing to monitor the area for WNV in mosquito samples and in dead birds.

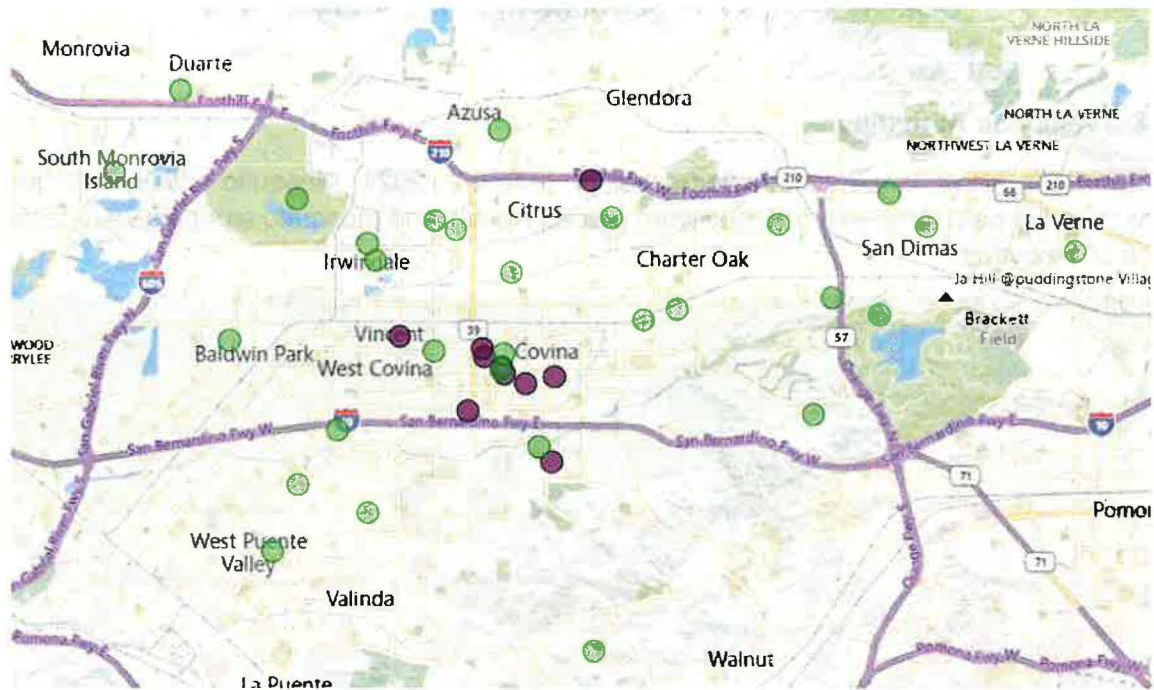


Figure 2 Clustered WNV Activity, Purple indicates WNV positive birds and Green indicates WNV positive mosquito samples

In 2021, 56 mosquito samples and 15 birds have tested positive for WNV. The majority of WNV positive samples were trapped during weeks 26 – 30. For perspective, in 2020, there were 53 positive mosquito samples for the entire season and only 3 positive dead birds.

City	Virus	Mosquito Samples	Bird Samples
Azusa	WNV	2	0
Baldwin Park	WNV	1	0
Covina	WNV	14	7
Duarte	WNV	2	0
Glendora	WNV	3	1
Irwindale	WNV	4	0
La Verne	WNV	1	0
Pasadena	WNV	1	0
Rosemead	WNV	1	0
San Dimas	WNV	7	0
South Pasadena	WNV	2	3
Unincorporated LA County – West Puente Valley	WNV	1	0
Unincorporated LA County – Vincent	WNV	5	0
Walnut	WNV	1	0
West Covina	WNV	11	4

Mosquito Activity

Mosquito activity during weeks 26 and 30 was average in comparison to activity observed for this time of year.

Total Catch by Week and Year
 Year ● 2018 ● 2019 ● 2020 ● 2021

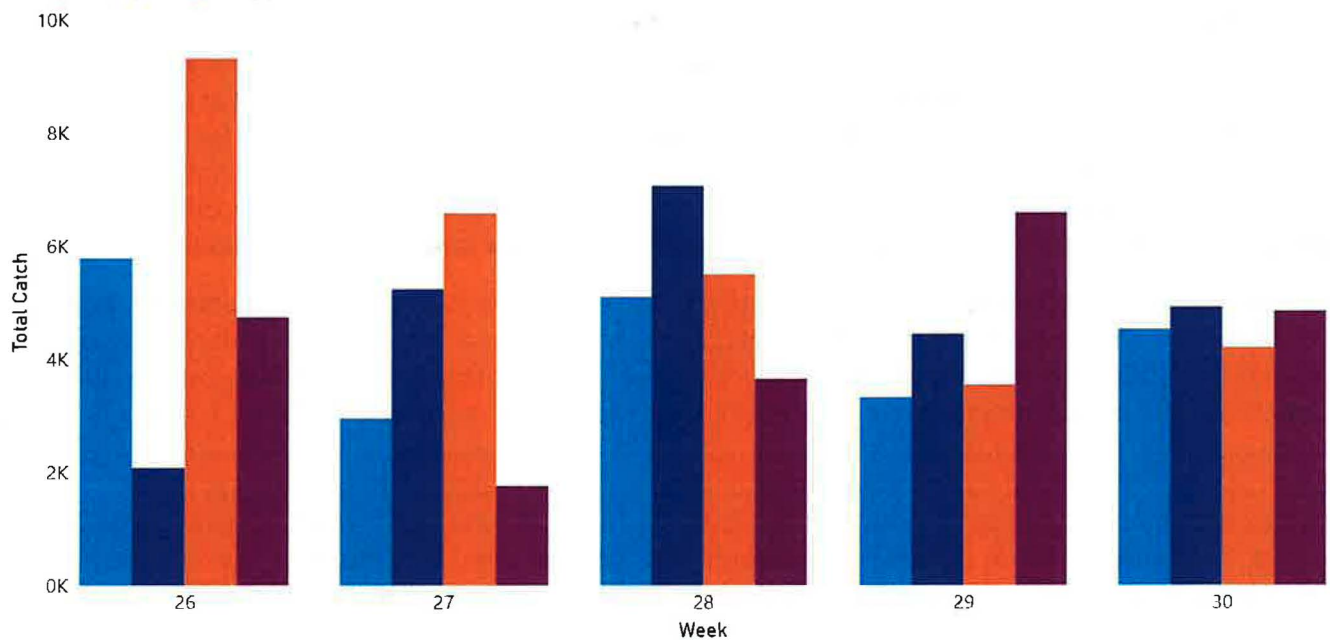


Figure 3 Mosquito activity in weeks 26 – 30 in 2018 to 2021

Black Fly Activity

Sampling for black flies was done biweekly and when requested to support operational activities. These traps collected 60 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 4 ticks were 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 in California

West Nile virus has been observed in 4 birds in 2021. Interestingly, nearly twice as many birds have been tested in 2021 in comparison to 2020, yet nearly the same number of birds have tested positive.

2020 & 2021 YTD West Nile Virus Comparisons		
	2020	2021
# Human Cases	4	4
# Positive Dead Birds / #Tested	46 / 720	94 / 1,032
# Positive Mosquito Samples / # Tested	372 / 18,177	563 / 18,071

Department News

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

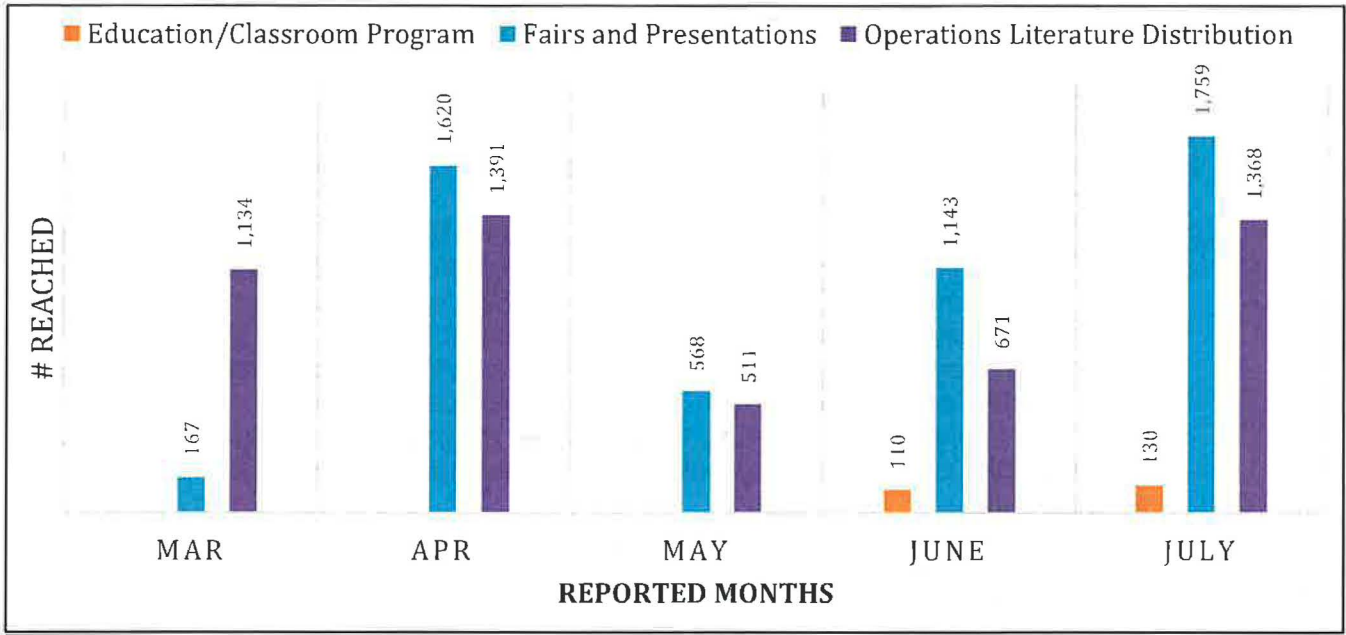
- Walter Reed Army Institute of Research (sequencing of viruses found in mosquitoes)
- Mississippi State University (microbial symbionts found in the stomachs of *Aedes* mosquitoes)
- Washington University (adaptations of *Aedes* mosquitoes to arid climates)

Understanding when vectors are active and looking for hosts is essential in timing effective treatments. Normal surveillance traps are run for a 24-hour time period, however, this trap data does not provide information for when the insects were active within that 24-hour time period. Sequential trapping is used to determine peak activity. Sequential traps use a timing mechanism to turn traps on for a designated time period. Vector Ecologist Kimberly Nelson is using sequential trapping to determine peak activity times black fly in our foothill cities. Assistant Vector Ecologist Gimena Ruedas has modified our current traps to accommodate sequential trapping for host-seeking *Culex* and *Aedes* mosquitoes.

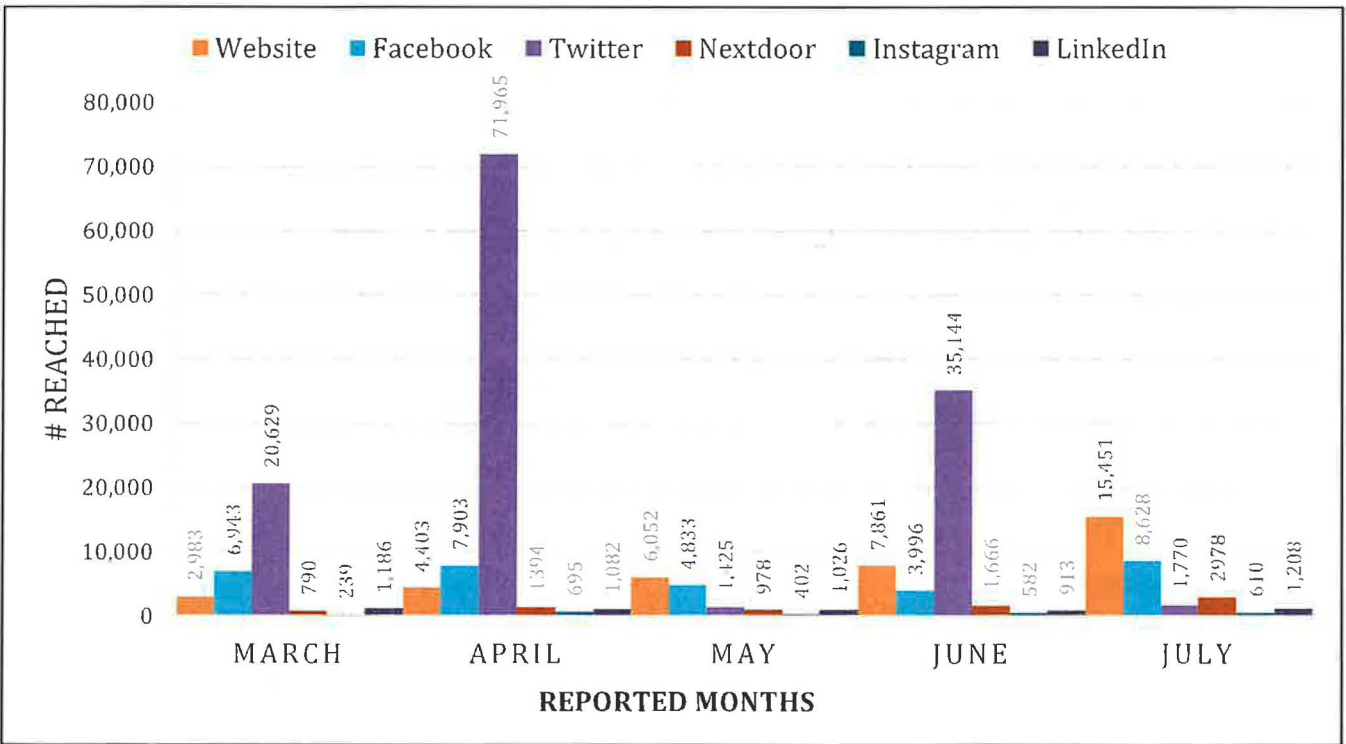
Larval mosquitoes are often found at cemeteries in flower vases and this is well-documented, however, little is known about how much these types of containers contribute to mosquito populations. Director of Scientific Programs Melissa Doyle has been looking at treatment strategies for these sources. Initial data show that simply turning vases can reduce larval activity for many weeks. While this task is initially labor intensive, it can significantly reduce the volume of water in an area. In the first week, it was observed that 56% of the survey vases were holding water. Additionally, larvae found in these containers do not appear to have sufficient nutrition to move into the pupal stage, let alone emerge as adults. This work will aid in creating partnerships with local cemeteries to show that the increased efforts of emptying vases of water can decrease mosquitoes at these and similar properties.

Communications Department
 Disease Weeks 26-30 | Jun 27 – Jul 31

Outreach Activities:



Digital Activities:



Media Activity	Headline
Pasadena Now	West Nile virus positive mosquitoes confirmed in LA County
News Elegant	WNV detected in Pasadena for 1 st time in 3 years
Tille Press	West Nile virus detected in Pasadena for first time in 3 years
Daily Advent	West Nile virus detected in dead crow found in South Pasadena

EcoHealth Vector Education Program

1. New Developments
 - a. Participated in Bite Back Tours for Cities of San Dimas, Pomona, Claremont, South Pasadena and Pasadena
 - b. (7/03/2021) Presented at Emmaus Lutheran Summer Program Presentation in Alhambra
 - c. (7/13/2021) Presented an EcoHealth Summer Program for Camp Covina. Student stats:
 - i. Students showed a knowledge gain of 88.68% when asked to identify “wearing a hat” as the ineffective action against mosquito bites.
 - ii. Students showed a knowledge gain of 34.38% when asked to identify disease transmission as best reason to keep mosquitoes from biting.
 - d. (7/28/2021) Presented at Vine Day Care Summer Program (City of West Covina)
 - e. Assisted with Door-to-Door Canvassing and treatment notifications of Covina neighborhoods
 - f. Produced July EcoHealth blog post on vectoreducation.org. Content matches our e-blast to teachers. The eblast newsletter has 18.9% open rate. The blog has 15 unique visitors and 19 views. Actions: 41% (7) visited the citizen science program page after the blog.
2. Projects in progress
 - a. Continue to provide feedback on work done for Journey of the Germ for Robot Sea Monster Games
 - b. Worked with Jung Kim to create illustrations, animations, and an app icon for Journey of the Germ
 - c. Finalized art, script, stage names, and labels for Journey of the Germ
 - d. Final draft of Government Technology award submission
 - e. Edited and prepared materials for in-person programs

Design

1. Marketing Collateral
 - a. Updating and finalizing design of four-language *Aedes* booklet
2. Digital and Video
 - a. Continued development of short social media video content and repurposing of older content
 - b. EcoHealth video content, promotional and program use
 - c. Development and creation of podcast style content that focuses on audio visuals
 - d. Development of content for Ada meeting Bearsun

General Outreach

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
2. Social Media

- a. Utilizing Instagram stories questions by asking about mosquito repellent
 - b. Continued development of Instagram Reel content to help grow our platform and maximize engagement. Average reel is receiving about 1,000 views
 - c. Assist in Ada video & photoshoot for world mosquito day
 - d. Revamped the Black Fly webpage
 - e. Wrote blog post to commemorate Ada meeting Bearsun (a famous mascot on social media)
3. City Council Meetings
- a. City of Covina with a special appearance by Ada Eez the World Famous Mosquito
 - b. Cities of Arcadia and San Gabriel also recognized June 20 - 26 as National Mosquito Control Awareness Week
4. Bite Back Program
- a. The virtual Bite Back Tour continues to build traction by averaging 138 views per spot
 - b. Assembled and distributed new Champion's D2D kits
5. Community Events
- a. City of Arcadia for Dez Eez @ Arcadia Reverse Patriotic Parade & Food Drive
 - b. Repellent Zones @ Bonelli park & the Santa Fe Dam for LA County's Overnight Family Camping events

Administrative/Trainings

1. Organization
- a. Created Events & Presentations board on Monday to help streamline the event planning and event inventory process
2. Training/webinars
- a. Cyber Security training

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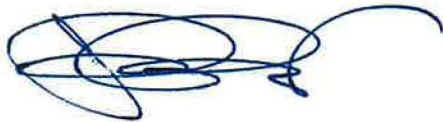
August 13, 2021

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

SUBJECT: August 1, 2021 District Working Fund Balance

August 1, 2021 balance:	\$3,928,051.85
July 1 – July 31, 2021 expenditures:	\$841,391.47
August 1, 2021 Working Fund Balance:	\$3,086,660.38

Respectfully Submitted:



**Jared Dever
District Manager**

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

The attached Treasurer's Report is for June 2021.

The Total of All Funds Balance is \$6,244,960.85

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 12, FY 2020-2021 received on July 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	\$0.00	LAIF Statement (June 2021)	\$1,426,015.66

Maturity Date: Perpetual
Interest rate as of June 2021

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Los Angeles County Pool	0.45%	\$4,420,203.32	Interest Trust Warrant #709	\$1,614.22 (\$344,944.22)	ND 24 Per 12 ND 24 Per 12	\$4,076,873.32

Maturity Date: Perpetual
Interest rate as of June 2021

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
VCJPA Contingency Fund	1.56%	\$134,687.00	Interest Contributions	\$0.00 \$0.00	VCJPA Statement (Mar 2021)	\$134,687.00

Maturity Date: Perpetual
Interest rate as of June 2020

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Revolving Fund	\$200,000.00	Deb Activity-June 2021 Sweep Trust Warrant #709 US Bank Reabte Gamla Model Makers US Auction	(\$747,316.49) \$397,422.63 \$344,944.22 \$699.64 \$2,500.00 \$1,750.00	CB Statement June 2021	\$200,000.00

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Sweep Account	\$463,087.46	Deb Activity-June 2021 Deposit	(\$397,422.63) \$341,720.04	CB Statement June 2021	\$407,384.87

Total Beginning Balance	\$6,643,993.44			Total End Balance	\$6,244,960.85
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ORDINANCE NO. 2021-01

AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT AUTHORIZING ACCESS TO STATE AND FEDERAL CRIMINAL HISTORY INFORMATION FOR EMPLOYMENT, LICENSING OR CERTIFICATION PURPOSES.

WHEREAS, candidates for employment with the San Gabriel Mosquito and Vector Control District (the "District") are aware that any employment with the District will necessarily allow access to certain information and materials, including without limitation personal information and certain pesticides regulated by the California Department of Pesticide Regulation and California Department of Public Health, much of which are sensitive in form, substance and nature; and

WHEREAS, California Penal Code Sections 11105(b)(11) and 13300 (b)(11) authorize a local agency to access state and local summary criminal history information for employment, licensing or certification purposes and further authorize access to federal level criminal history information by transmitting fingerprint images and related personal information to the Department of Justice to be transmitted to the Federal Bureau of Investigation; and

WHEREAS, Federal Public Law 92-544 authorizes the Federal Bureau of Investigation to exchange criminal history record information with official of state and local governmental agencies for licensing and employment purposes; and

WHEREAS, California Penal Code Sections 11105(b)(11) and 13300 (b)(11) require there be an exclusion from employment, licensing, or certification based on specific criminal conduct on the part of the subject of the record; and

WHEREAS, the Board of Trustees, by action at its duly noticed and conducted public hearing on November 13, 2020, approved Resolution No. 2020-03 which authorizes District staff to require access to and receipt of certain state and federal criminal history information in connection with employment, licensing and certification purposes; and

WHEREAS, section 2029(c) of the California Health and Safety Code authorizes the Board of Trustees of a mosquito abatement and vector control district to act by ordinance on matters before the Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the District does ordain as follows:

SECTION 1 -- RECITALS

The above recitals are true and correct and are incorporated herein.

SECTION 2 – AUTHORIZATION TO FINGERPRINT AND CONDUCT BACKGROUND CHECK

No person shall be offered employment or issues any license or certification by the District unless they have first cleared a background check as determined by the District Manager or his/her designee, as required by this ordinance. All employee, license or certification candidates must be informed of, and consent in writing to, the requirement that they be fingerprinted and that the fingerprints will be used to check the individual's criminal history records.

The District authorizes the District Manager to receive the results of the investigations of the criminal history investigation searches when evaluating a candidate for employment, licensing or certification.

SECTION 3 – CEQA REVIEW

The Board of Trustees hereby finds that this ordinance is not subject to review under the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of Title 14 of the California Code of Regulations as it is certain that this ordinance authorizing background checks on candidates for employment, license or certification will have no significant adverse effects on the environment.

SECTION 4 – NO LIABILITY

The provisions of this ordinance shall not in any way be construed as imposing any duty of care, liability or responsibility to for damage to person or property upon the District or any official, employee or agent thereof.

SECTION 5 – SEVERABILITY

If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this ordinance, or its application to any other person or circumstance. The Board of Trustees of the District hereby declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable.

SECTION 7 – CONSTRUCTION

The Board of Trustees intends the ordinance to supplement, not duplicate or contradict, applicable state and federal law and this ordinance shall be construed in light of that intent.

SECTION 8 – EFFECTIVE DATE

This ordinance shall take effect and be enforced thirty (30) days following its adoption.

SECTION 9 – NOTICE OF ADOPTION

The Clerk of the Board of Trustees shall certify to the adoption of this ordinance, publish a summary of this ordinance, and shall post a certified copy of this ordinance in the District’s office at least five (5) days prior to the adoption of the proposed ordinance. Within fifteen (15) days after adoption of the ordinance, the Clerk of the Board of Trustees shall publish a summary of the ordinance with the names of the members of the Board of Trustees voting for and against the ordinance.

THE FOREGOING ORDINANCE WAS PASSED AND ADOPTED by the Board of Trustees of the District on _____ at a regular meeting of the Board of Trustees by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

 Becky Shevlin
 President, Board of Trustees

ATTEST:

 Clerk of the Board

APPROVED AS TO FORM:

 Kelly M. Alhadeff-Black
 District Counsel

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

Date: August 13, 2021

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

Subject: **Consider CalPERS Other Post-Employment Benefits (OPEB) and Pension Unfunded Actuarial Liabilities (UAL) Contributions**

Exhibit(s): **EXHIBIT 7A,7B,7C**

Background

Members of the Board of Trustees and the Finance and Audit Committee have requested that staff explore options to help mitigate the negative financial impacts of uncertain pension and Other Post Employee Benefits (OPEB) debt obligations. Staff have compiled the following information to help inform a current funding decision and establish a methodology for future annual contributions.

CalPERS Pension - Unfunded Accrual Liability (UAL):

Annual contributions to our CalPERS pension UAL are budgeted each fiscal year in Fund 6202 – Classic Unfunded Liability, and Fund 6203 – PEPRA Unfunded Liability (**EXHIBIT 7A**). On June 11, 2021, the Board of Trustees approved FY2021/22 Annual Budget inclusive of funding for Classic and PEPRA UAL in the amounts of \$172,300 and \$8,720 respectively. Below is a financial summary of both retirement class contributions, their UAL, and calculated interest on the projected debt.

- **CalPERS Classic Members:**
 - Formula - 2@55 – Single Highest Year
 - Employees: 11 active, 10 retirees
 - 17.25% Benefit Cost:
 - 10.88% employer rate
 - 6.91% employee rate
 - UAL: \$2,130,570
 - Annual Contribution: \$178,160
 - \$143,011 - 7% interest
 - \$35,149 principle
 - At the current annual payment schedule and projected investment return rate, UAL will theoretically be paid off in 2044. (accrued interest: \$1,687,682)

- **CalPERS PEPRA Members:**
 - Formula - 2@62 – Average of Last 36 months
 - Employees: 23 active, 0 retirees
 - 14.34% Benefit Cost:
 - 7.59% employer rate
 - 6.75% employee rate
 - UAL: \$83,232
 - Annual Contribution: \$9,014
 - \$630.98 - 7% interest
 - \$8,383 principle
 - At the current annual payment schedule and projected investment return rate, UAL will theoretically be paid off in 2040. (accrued interest: \$40,717)

Other Post Employee Benefits (OPEB) Actuarial Determined Contribution (ADC) - 115 Trust:

The District has established a OPEB 115 Trust, and made considerable contributions to the fund in previous years. Those prepayment contributions have kept our Unfunded Actuarial Accrued Liability (UUAL) low, which in turn has required only modest annual contributions to maintain the fund for many years. However, recent dramatic increases in health care premiums and a larger employee base have increased the GASB 75 actuarial recommended annual contribution amount to \$182,575. On June 11, 2021, the Board of Trustees approved FY2021/22 Annual Budget authorized the transfer of monies from Designated Reserve Fund 3160 – Pension Liability to Executive Department Fund 8000 - Capital Outlay (**EXHIBIT B**). Staff recommends the allocation of \$182,575 from Executive Department Fund 8000 - Capital Outlay (**EXHIBIT 7C**) to fund the 2021 Actuarial Determined Contribution in full.

Summary of GASB 75 Actuarial Report (6/30/21):

- Total OPEB Liability: \$1,433,684
- Plan Funding Net Position: \$854,991 (65% funded)
- Unfunded Actuarial Accrued Liability (UAAL): \$567,979
- Amortization of UAAL: \$30,079
- Normal Cost: \$141,353
- Interest: \$11,143
- 2021 Actuarial Determined Contribution: \$182,575

Payment Recommendations for FY2021/22:

- 2021 Pension Classic Contribution: \$178,160 (budgeted)
- 2021 Pension PEPRA Contribution: \$9,014 (budgeted)
- **OPEB 115 Trust 2021 Contribution: \$182,575**
(From Designated Reserves 3160 Pension Liability/Executive Department Fund 8000 - Capital Outlay)

Managers Recommendation:

The District Manager recommends allocating \$182,575 from Executive Department Fund 8000 - Capital Outlay to fund the OPEB 115 Trust 2021 Actuarial Determined Contribution in full.

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 Other Post-Employment Benefits (OPEB) 115 Trust Contribution in the amount of \$182,575.
- Alternative Board Action: If after discussion by members of this item, the Board may choose to deny the approval of Other Post-Employment Benefits (OPEB) 115 Trust Contribution in the amount of \$182,575.

Submitted by:

Jared Dever
District Manager

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

FY 21-22 BUDGET

NON-DEPARTMENTAL					
Account Classification	2018 - 2019 Actual	2019 - 2020 Actual	2020 - 2021 Adopted Budget	2020 - 2021 Estimated Actual	2021 - 2022 Proposed Budget
Revenue					
4010 · Assessments	4,576,291.00	5,187,311.00	5,042,451.00	5,350,250.00	5,491,434.00
4015 · Delinquent Assessments	13,738.00	9,708.00	13,000.00	9,810.00	20,000.00
4050 · Interest, LA County	48,327.00	53,795.00	42,000.00	15,000.00	26,000.00
4060 · Interest Income, LAIF	33,099.00	28,250.00	31,000.00	9,075.00	25,000.00
4070 · Interest Income, Citizens Sweep	529.00	1,039.00	700.00	666.00	700.00
4075 · Interest Income, VCJPA	4,535.00	1,500.00	4,300.00	3,950.00	4,300.00
4030 · Grants	0.00	6,247.00	0.00	0.00	0.00
Total Revenue	4,676,519.00	5,287,850.00	5,133,451.00	5,388,751.00	5,567,434.00

Account Classification	2018 - 2019 Actual	2018 - 2019 Actual	2020 - 2021 Proposed Budget	2020 - 2021 Estimated Actual	2021 - 2022 Proposed Budget
SALARIES & BENEFITS					
Salaries					
6122 · Unemployment	21,057.00	17,146.00	25,000.00	25,000.00	26,000.00
6234 · Tuition Reimbursement	2,000.00	0.00	4,000.00	1,500.00	8,000.00
6200 · Retirement Classic	200,225.00	127,772.00	111,800.00	0.00	0.00
6201 · Retirement PEPPRA	78,243.00	19,560.00	148,150.00	0.00	0.00
6202 · Classic Unfunded Liability	0.00	0.00	151,439.00	146,125.00	172,300.00
6203 · PEPPRA Unfunded Liability	0.00	0.00	8,342.00	8,342.00	8,720.00
6065 · Group Term Life	3,759.00	4,394.00	4,300.00	4,478.00	4,800.00
6072 · Health Benefits - Retired EE	13,731.00	23,251.00	26,000.00	22,100.00	35,000.00
6074 · Post Retirement Benefits	50,000.00	50,000.00	50,000.00	0.00	200,000.00
Total SALARIES & BENEFITS	369,015.00	242,123.00	529,031.00	207,545.00	454,820.00

ORGANIZATIONAL EXPENDITURES					
6010 · Awards	3,144.00	1,557.00	3,000.00	2,100.00	3,000.00
6020 · Bank Charges	10,071.00	12,582.00	19,000.00	17,500.00	19,000.00
6035 · Computer Hardware	20,660.00	51,651.00	25,000.00	6,000.00	25,000.00
6036 · Computer Software-Licenses	22,396.00	16,213.00	40,000.00	10,000.00	35,000.00
6312 · Communications, Field	29,197.00	37,244.00	42,000.00	47,600.00	42,000.00
6315 · Telephone, Internet	11,827.00	11,980.00	14,000.00	12,500.00	14,000.00
6320 · Telephone, Office	12,026.00	12,898.00	15,500.00	10,600.00	13,000.00
6090 · Auto Insurance	1,648.00	1,700.00	2,257.00	2,257.00	2,700.00
6100 · Liability Insurance	63,019.00	79,388.00	79,056.00	84,115.00	89,000.00
6110 · Workers Comp Insurance	110,842.00	109,884.00	114,890.00	114,515.00	147,400.00
6120 · Property Insurance	3,196.00	2,589.00	6,423.00	6,143.00	7,220.00
6085 · VCJPA General Fund	8,348.00	10,005.00	9,248.00	7,517.00	7,530.00

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
FY 21/22 BUDGET

EXHIBIT 7B

DESIGNATED RESERVES					
Account Classification	2018 - 2019 Actual	2019 - 2020 Actual	2020 - 2021 Adopted Budget	2020 - 2021 Estimated Actual	2021 - 2022 Proposed Budget
3100 · Public Health Emergency	1,326,200.00	1,326,200.00	1,326,200.00	1,326,200.00	1,326,200.00
Transfers In	0.00	0.00	0.00	0.00	0.00
Transfers Out	0.00	0.00	0.00	0.00	0.00
Revenue & Transfers In Total	0.00	0.00	0.00	0.00	0.00
Expense & Transfer Out Total	0.00	0.00	0.00	0.00	0.00
Net (Use of) Addition to Reserves	0.00	0.00	0.00	0.00	0.00
3125 · Capital Projects	612,923.00	469,923.00	958,008.00	958,008.00	728,008.00
Transfers In	0.00	488,085.00	0.00	0.00	0.00
Transfers Out	(143,000.00)	0.00	0.00	(230,000.00)	(100,000.00)
Revenue & Transfers In Total	0.00	958,008.00	0.00	0.00	0.00
Expense & Transfer Out Total	(143,000.00)	0.00	0.00	(230,000.00)	(100,000.00)
Net (Use of) Addition to Reserves	(143,000.00)	488,085.00	0.00	728,008.00	628,008.00
3160 · Pension Liability	200,258.00	200,258.00	200,258.00	200,258.00	200,258.00
Transfers In	0.00	0.00	0.00	0.00	0.00
Transfers Out	0.00	0.00	0.00	0.00	(200,000.00)
Revenue & Transfers In Total	0.00	0.00	0.00	0.00	0.00
Expense & Transfer Out Total	0.00	0.00	0.00	0.00	(200,000.00)
Net (Use of) Addition to Reserves	0.00	0.00	0.00	0.00	258.00
3165 · Building/Facilities	0.00	100,000.00	100,000.00	100,000.00	224,761.00
Transfers In	100,000.00	49,000.00	224,761.00	224,761.00	0.00
Transfers Out	0.00	0.00	(100,000.00)	(100,000.00)	(30,000.00)
Revenue & Transfers In Total	100,000.00	149,000.00	324,761.00	324,761.00	0.00
Expense & Transfer Out Total	0.00	0.00	(100,000.00)	(100,000.00)	(30,000.00)
Net (Use of) Addition to Reserves	0.00	0.00	\$224,761.00	224,761.00	\$194,761.00
3170 · Vehicle Replacement	0.00	43,760.00	43,760.00	43,760.00	105,761.00
Transfers In	251,423.28	0.00	105,761.00	105,761.00	0.00
Transfers Out	(120,000.00)	0.00	(43,760.00)	(43,760.00)	(105,761.00)
Revenue & Transfers In Total	251,423.28	0.00	149,521.00	149,521.00	0.00
Expense & Transfer Out Total	(120,000.00)	0.00	(43,760.00)	(43,760.00)	(105,761.00)
Net (Use of) Addition to Reserves	131,423.28	0.00	105,761.00	105,761.00	0.00
Total Reserves	2,227,804.28	2,189,141.00	2,958,748.00	2,584,988.00	2,149,227.00

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

EXHIBIT 7C

FY 21-22 BUDGET

EXECUTIVE DEPARTMENT					
Account Classification	2018 - 2019 Actual	2019 - 2020 Actual	2020 - 2021 Adopted Budget	2020 - 2021 Estimated Actual	2021 - 2022 Proposed Budget
SALARIES & BENEFITS					
Salaries					
6210 · Salaries - Exempt	135,906.00	155,929.00	160,500.00	156,000.00	181,800.00
6212 · Salaries - Non Exempt	0.00	0.00	68,000.00	54,000.00	74,846.00
6218 · Salaries - Vacation	6,509.00	4,516.00	2,994.00	11,812.00	13,785.00
6219 · Salaries - Holiday	6,632.00	0.00	3,892.00	3,700.00	4,286.00
6220 · Salaries - Sick Pay	520.00	0.00	2,994.00	6,000.00	5,050.00
6140 · Medicare	2,249.00	2,456.00	3,400.00	3,437.00	3,985.00
6070 · Cafeteria Benefit	9,600.00	9,559.00	19,200.00	11,600.00	22,800.00
6066 · District 457 Contribution	0.00	0.00	3,150.00	3,131.00	3,636.00
6200 · Retirement - Classic	13,851.00	14,312.00	25,855.00	23,727.00	29,107.00
6051 · Management Car Allowance	6,000.00	5,850.00	6,000.00	6,000.00	6,000.00
Total SALARIES & BENEFITS	181,267.00	192,622.00	295,985.00	279,407.00	345,295.00
ORGANIZATIONAL EXPENDITURES					
6030 · Board Expenses	28,816.00	27,064.00	35,000.00	33,500.00	35,000.00
6030 · Trustee Travel	0.00	0.00	3,000.00	0.00	3,000.00
6033 · Branded Clothing	0.00	228.00	0.00	400.00	500.00
6232 · Seminars and Meetings	7,777.00	11,092.00	8,200.00	3,500.00	8,200.00
Total ORGANIZATIONAL EXPENDITURES	36,593.00	38,384.00	46,200.00	37,400.00	46,700.00
CAPITAL OUTLAY AND RESTRICTED					
8000 · Capital Outlay - General	143,000.00	17,932.00	100,000.00	64,000.00	330,000.00
Total CAPITAL OUTLAY AND RESTRICTED	143,000.00	17,932.00	100,000.00	64,000.00	330,000.00
NET EXPENDITURES	360,860.00	248,938.00	442,185.00	380,807.00	721,995.00

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

Date: August 13, 2021

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

Subject: **Consider Authorization of Personnel and Salary Resolution Revision - Request for Proposals**

Exhibit(s): **None**

Background

The Personnel and Salary Resolution (PSR) is the policy and procedures handbook for all District employees. In addition to ensuring the District is compliant with state and federal labor regulations, the PSR also defines general working conditions, schedules, compensation practices, performance standards, grievance protocols, promotion and demotion rules, and many other internal employment policies.

As a prudent management practice, any agency policy manual should periodically be comprehensively reviewed to ensure all rules and regulations are current, legal, and appropriately reflect the actual work practices. The PSR has undergone constant revision and amendments over the past four and a half years to bring our policies into compliance with rapidly changing employment regulation changes. These amendments have kept the district in legal compliance, but many policy areas of PSR are antiquated and have not been adequately addressed. Given the significant personnel time necessary to revise the document in its entirety, staff is recommending the issuance of a Request for Proposals (RFP) for professional legal services to conduct the revision project in collaboration with District Human Resources staff.

If the Board of Trustees authorizes the issuance of an RFP for the project, capital funding will need to be considered prior to the award of contract to a respondent. Authorization of these monies may be considered at a future Board of Trustees meeting.

Managers Recommendation:

The District Manager recommends approving the authorization of Personnel and Salary Resolution Revision - Request for Proposal.

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 Authorization of Personnel and Salary Resolution Revision - Request for Proposal.
- Alternative Board Action: If after discussion by members of this item, the Board may choose to not deny Authorization of Personnel and Salary Resolution Revision - Request for Proposal.

Fiscal Impact:

If the Board of Trustees authorizes the issuance of an RFP for the project, capital funding will need to be considered prior to the award of contract to a respondent. Authorization of these monies may be considered at a future Board of Trustees meeting.

Submitted by:

Jared Dever
District Manager

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

Date: August 13, 2021

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

Subject: **Consider Amendments to Position Title and Description: Clerk of the Board/Administrative Assistant**

Exhibit(s): **EXHIBIT 9A, 9B**

Background

The District conducted a recruitment under the current position title and position description of Clerk of the Board/Executive Assistant (**EXHIBIT 9A**) in June 2021. The recruitment yielded many qualified candidates. However, upon further consideration the decision was made that the job duties and professional qualifications described in the position title and job duties did not accurately reflect the needs of the District. Staff suspended the recruitment and has revised the job title, description, duties, and qualifications.

For consideration of the Board of Trustees is the new job title and description, Clerk of the Board/Administrative Assistant (**EXHIBIT 9B**). The proposed amendments will hopefully allow the District to recruit candidates under a more accurate assumption of work to be performed by this position, and meet the evolving needs of the District.

Managers Recommendation:

The District Manager recommends approving Amendments to Position Title and Description: Clerk of the Board/Administrative Assistant.

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 Amendments to Position Title and Description: Clerk of the Board/Administrative Assistant.
- Alternative Board Action: If after discussion by members of this item, the Board may choose to deny Amendments to Position Title and Description: Clerk of the Board/Administrative Assistant.

Fiscal Impact:

None.

Submitted by:

Jared Dever
District Manager

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CLERK OF THE BOARD/ADMINISTRATIVE ASSISTANT

Department:	Administration
Reports To:	District Manager
Exemption Status:	Non-Exempt
Time-Base:	Full-time/At-Will

DEFINITION – CLERK OF THE BOARD/ADMINISTRATIVE ASSISTANT

Under direction, performs a variety of highly responsible, administrative duties on behalf of the District Manager and Board of Trustees; administers and coordinates District agendas, minutes, and communications; manages official District records; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

The Clerk of the Board/Administrative Assistant is a Fair Labor Standards Act non-exempt position that is supervised and directed by the District Manager.

CLASS CHARACTERISTICS

This is a single position classification responsible for providing administrative support to the District Manager’s Office. Incumbents perform a variety of administrative and project coordination support work for the District Manager, Board of Trustees, and associated staff. The work requires extensive public contact, the frequent use of tact, discretion, independent judgment and knowledge of District activities. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

The District reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides administrative support to the District Manager and Board of Trustees by assisting with duties of complex and sensitive nature in accordance with established District policies and procedures and applicable statutes; represents the department at meetings as assigned; acts as a liaison between the District Manager, other staff and the public.
- Prepares Board of Trustees and committee meeting agendas and related documents in accordance with legal requirements; coordinates with various departments for supporting documentation; and publishes official notices as required; coordinates resolutions and follows up with staff as appropriate.
- Attends regular monthly and committee meetings of the Board of Trustees; records actions taken at meetings; processes documents approved at Board meetings including resolutions, agreements, and contracts; prepares and distributes minutes of the meetings.
- Composes agenda items and resolutions following legal procedures and identifies District business items to be placed on the agenda.

- Oversees the preparation of Board Room and information for distribution at the Board of Trustees and committee meetings.
- Conducts administrative functions for the Board of Trustees, such as creating and maintaining computer files for board-related data, prepares correspondence, reappointment letters, and memos; creates committee lists and maintains records of present and past representatives; replies to Trustee inquiries.
- Composes, types, and edits a variety of documents including detailed correspondence, forms, memos, reports, and specialized documents for the District Manager and other department staff; proofreads materials for accuracy, completeness, compliance with departmental policies, format, and English usage, including grammar, punctuation, and spelling; inputs and retrieves data and text using a computer.
- Prepares correspondence for the District Manager's reply; acts as a District liaison with consultants and contractors.
- Serves as Filing Officer for the preparation of the Fair Political Practices Commission Statement of Economic Interests for completion by designated individuals; submits resolutions to the Board of Supervisors for approval on a biennial basis.
- Prepares and upon signature of authorized individuals, submits reports, forms, statements and related legal documents to appropriate agencies.
- Maintains Records Retention Program and District records such as minutes, resolutions, agreements, contracts, and policies; implements and maintains filing system for District business and correspondence.
- Receives requests for records according to the California Public Records Act; responds or coordinates responses from management.
- Organizes travel and facility arrangements as needed for District functions; coordinates reservations and registrations for conferences.
- Provides assistance and information to the general public, other vector control agencies, and cities; receives calls from public when other staff is not available; screens office calls and visitors.
- Assist the public in person and on the telephone by referring them to sources of information, take service requests, and answer requests for factual information by consulting various available sources.
- Screen calls from the public to determine whether the problem is vector related. May perform clerical duties directly for an administrative employee and may relieve such person of routine office details as directed. Performs various administrative functions; performs clerical duties such as typing, filing, and record keeping; performs data entry functions.
- Oversees the purchase or rental of office equipment including copy machines and postage machine.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and function of public agencies, including the role and authorities of the Board of Trustees and appointed boards and commissions.
- District policies and procedures.
- Operations and services provided by the Clerk of the Board of a public agency.

Executive Assistant/Clerk of the Board
Page 2

- Administrative and business principles and practices.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles and practices of data collection and report preparation.
- Business letter writing and the standard format for reports and correspondence.
- Mathematical principles.
- Complex record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Provide a high level of administrative support to the District Manager and Board of Trustees.
- Prepare for, attend, and ensure proper documentation of Board of Trustee meetings.
- Perform Clerk of the Board duties at Board meetings consistent with policies and procedures.
- Prepare and maintain the District's formal documents, resolutions and filing systems.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Compose District formal correspondence consistent with standards.
- Prepare and submit official documents to local and state government agencies.
- Research, analyze, and summarize data and prepare accurate and logical written reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Associate degree in business administration or related field from an accredited college or university and ~~three~~ **(3)** years of increasingly responsible administrative and secretarial experience, preferably in a governing board environment. Bachelor's degree in public or business administration, or a related field is strongly desired.

Candidates possessing an equivalent combination of qualifying work experience and education as described above will be considered.

Licenses and Certifications:

- Possession of, or ability to obtain by time of appointment, a valid California driver's license. Must be insurable with the District's insurance carrier.
- Possession of, or ability to obtain Notary Public certification for the State of California within the first year of date of hire.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, vision to read printed materials and a computer screen and to operate a motor vehicle to visit various District and meeting sites; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and may be exposed to biologic/infectious agents including vermin, insects, and parasites. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

POST-OFFER PHYSICAL EXAMINATION

A medical doctor must certify that a candidate is physically able to perform the duties of the position and is free of illegal substances as determined by a drug screen. A medical doctor and/or laboratory designated by the District shall perform the post-offer physical examination and drug screen and the District shall pay all costs.

The San Gabriel Valley Mosquito & Vector Control District reserves the right to modify, delete, augment, or supplement the duties, qualifications, and requirements stated at its sole and absolute discretion.



CLERK OF THE BOARD/ADMINISTRATIVE ASSISTANT

Department:	Executive
Reports To:	District Manager
Exemption Status:	Non-Exempt
Time-Base:	Full-time/At-Will

DEFINITION - CLERK OF THE BOARD/ADMINISTRATIVE ASSISTANT

Under direction, performs a variety of highly responsible, administrative duties on behalf of the District Manager and Board of Trustees; administers and coordinates District agendas, minutes, and communications; manages official District records; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision and direction from the District Manager. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a single position classification responsible for providing administrative support to the District Manager’s Office. Incumbents perform a variety of administrative and project coordination support work for the District Manager, Board of Trustees, and associated staff. The work requires extensive public contact, the frequent use of tact, discretion, independent judgment and knowledge of District activities. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

The District reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

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- Prepares Board of Trustees and committee meeting agendas and related documents in accordance with legal requirements; coordinates with various departments for supporting documentation; and publishes official notices as required; coordinates resolutions and follows up with staff as appropriate.
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- Composes, types, and edits a variety of documents including detailed correspondence, forms, memos, reports, and specialized documents for the District Manager and other department staff; proofreads materials for accuracy, completeness, compliance with departmental policies, format, and English usage, including grammar, punctuation, and spelling; inputs and retrieves data and text using a computer.
- Prepares correspondence for the District Manager's reply; acts as a District liaison with consultants and contractors.
- Serves as Filing Officer for the preparation of the Fair Political Practices Commission Statement of Economic Interests for completion by designated individuals; submits resolutions to the Board of Supervisors for approval on a biennial basis.
- Prepares and upon signature of authorized individuals, submits reports, forms, statements and related legal documents to appropriate agencies.
- Maintains Records Retention Program and District records such as minutes, resolutions, agreements, contracts, and policies; implements and maintains filing system for District business and correspondence.
- Receives requests for records according to the California Public Records Act; responds or coordinates responses from management.
- Organizes travel and facility arrangements as needed for District functions; coordinates reservations and registrations for conferences.
- Provides assistance and information to the general public, other vector control agencies, and cities; receives calls from public when other staff is not available; screens office calls and visitors.
- Assist the public in person and on the telephone by referring them to sources of information, take service requests, and answer requests for factual information by consulting various available sources.
- Screen calls from the public to determine whether the problem is vector related. May perform clerical duties directly for an administrative employee and may relieve such person of routine office details as directed.
- Performs various administrative functions; performs clerical duties such as typing, filing, and record keeping; performs data entry functions.
- Oversees the purchase or rental of office equipment including copy machines and postage machine.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and function of public agencies, including the role and authorities of the Board of Trustees and appointed boards and commissions.
- District policies and procedures.
- Operations and services provided by the Clerk of the Board of a public agency.
- Administrative and business principles and practices.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles and practices of data collection and report preparation.
- Business letter writing and the standard format for reports and correspondence.
- Mathematical principles.
- Complex record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Provide a high level of administrative support to the District Manager and Board of Trustees.
- Prepare for, attend, and ensure proper documentation of Board of Trustee meetings.
- Perform Clerk of the Board duties at Board meetings consistent with policies and procedures.
- Prepare and maintain the District's formal documents, resolutions and filing systems.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Compose District formal correspondence consistent with standards.
- Prepare and submit official documents to local and state government agencies.
- Research, analyze, and summarize data and prepare accurate and logical written reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience

Associate degree in business administration or related field from an accredited college or university and three (3) years of increasingly responsible administrative and secretarial experience, preferably in a governing board environment. Bachelor's degree in public or business administration, or a related field is strongly desired.

Candidates possessing an equivalent combination of qualifying work experience and education as described above will be considered.

Licenses and Certifications

- Possession of, or ability to obtain by time of appointment, a valid California driver's license. Must be insurable with the District's insurance carrier.

- Possession of, or ability to obtain Notary Public certification for the State of California within the first year of date of hire.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen and to operate a motor vehicle to visit various District and meeting sites; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and may be exposed to biologic/infectious agents including vermin, insects, and parasites. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

POST-OFFER PHYSICAL EXAMINATION

A medical doctor must certify that a candidate is physically able to perform the duties of the position and is free of illegal substances as determined by a drug screen. A medical doctor and/or laboratory designated by the District shall perform the post-offer physical examination and drug screen and the District shall pay all costs.

The San Gabriel Valley Mosquito & Vector Control District reserves the right to modify, delete, augment, or supplement the duties, qualifications, and requirements stated at its sole and absolute discretion.