



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

**IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:**

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

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

**HOW TO OBSERVE THE MEETING:**

**Telephone:** Listen to the meeting live by calling Zoom at (669) 900-6833. Enter the Meeting ID# 658 616 453 followed by the pound (#) key. More phone numbers can be found on Zoom's website at <https://zoom.us/j/658616453> if the line is busy.

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

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

**HOW TO SUBMIT PUBLIC COMMENTS:**

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

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

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

**1. Call to order**

**2. Pledge of Allegiance and Roll Call Attendance**

**3. 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.

**4. Consent Calendar**

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

4.1. List of Claims for the month of June 2020\*

4.2. Budget Status Report for June 2020\*

4.3. Minutes of Board of Trustees Meeting June 2020\*

4.4. Operations Report June 2020\*

4.5. Surveillance Report June 2020\*

4.6. Communications Report June 2020\*

4.7. May 2020 Monthly Treasurer Report / District Working Balance for July 2020\*

- 5. Consider Selection of Candidate for California Special District Association, Board of Directors Vacancy - Special Election Seat C, Southern Network\* (Exhibit 5A, 5B, 5C, 5D, 5E)**  
(Board President Becky Shevlin) (Approve/Deny)
- 6. Consider Nomination of Candidate for Alternate seat to Los Angeles Local Agency Formation Commission\* (Exhibit 6A, 6B)**  
(Board President Becky Shevlin) (Approve/Deny)
- 7. Committee Reports**
  - 7.1. Executive Committee Meeting held on June 23, 2020**  
**Discussion of District Legal Counsel and Consideration of Committee Recommendation\* (Exhibit 7A)**  
(Committee Chair, Becky Shevlin) (Approve/Deny)
- 8. District Administration**
- 9. Trustee Reports**
- 10. New Business**
- 11. Adjournment**

### **CERTIFICATE OF POSTING**

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

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



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

### **Notice to the Public**

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

Please contact the Clerk of the Board at (626) 814-9466. Assisted listening devices are available at the meeting for individuals with hearing impairments. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35. 102-35. 104 ADA Title II)

SAN GABRIEL VALLEY MVCD

Claims List

June 11, 2020

Num	Date	Name	Item	Original Amount
	06/11/2020	EMMETT G. BADAR		100.00
				100.00
EFT	06/11/2020	AMERICAN FIDELITY AKA FLEX ACCOUNT ADM	6070 FLEX PREMIUMS (Flex Premiums)	433.32
			6070 FLEX PREMIUMS (Flex Premiums)	150.00
2071807			6070 FLEX PREMIUMS (Flex Premiums)	275.00
			6070 FLEX PREMIUMS (Flex Premiums)	150.00
				1,008.32
EFT	06/11/2020	AMERICAN FIDELITY ASSURANCE	6070 Premiums, life - Cafeter (Voluntary Insurance)	114.08
			6070 Premiums, life - Cafeter (Voluntary Insurance)	290.73
D166846			6070 Premiums, life - Cafeter (Voluntary Insurance)	1,306.24
			6070 Premiums, life - Cafeter (Voluntary Insurance)	201.45
			6070 Premiums, life - Cafeter (Voluntary Insurance)	54.95
				1,967.45
EFT	06/11/2020	NATIONWIDE RETIREMENT	6066 457 CONTRIBUTION	117.47
				117.47
PR of 6/11/2020				
EFT	06/11/2020	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	615.39
			6200 RETIREMENT - CLASSIC (Employer Contribu	1,289.36
PR of 6/11/2020	06/11/2020		6200 RETIREMENT - CLASSIC (Employer Contribu	1,432.91
			6200 RETIREMENT - CLASSIC (Employer Contribu	333.82
			6201 RETIREMENT - PEPRA (Employer Contributic	118.80
			6201 RETIREMENT - PEPRA (Employer Contributic	2,283.33
			6201 RETIREMENT - PEPRA (Employer Contributic	901.66
			6201 RETIREMENT - PEPRA (Employer Contributic	965.28
			6201 RETIREMENT - PEPRA (Employer Contributic	258.27
				8,198.82
17243	06/11/2020	AMAZON.COM	6332 Uniforms (Uniforms)	60.66

**SAN GABRIEL VALLEY MVCD**  
**Claims List**  
June 11, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6270 OFFICE SUPPLIES	159.60
XXX-599-9			6270 OFFICE SUPPLIES	52.11
			6035 COMPUTER HARDWARE	96.36
			6270 OFFICE SUPPLIES	18.05
			6270 OFFICE SUPPLIES	39.41
			6280 SUPPLIES, OPERATIONS	32.82
			6035 COMPUTER HARDWARE	9.46
			6270 OFFICE SUPPLIES	77.92
			6280 SUPPLIES, OPERATIONS	27.89
				<u>574.28</u>
17244	06/11/2020	ARAMARK UNIFORM SERVICES INC.	6332 Uniforms (Uniforms)	248.83
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	105.23
792287099			6332 Uniforms (Uniforms)	175.53
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	105.23
			6332 Uniforms (Uniforms)	188.00
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	105.23
			6332 Uniforms (Uniforms)	172.04
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	105.23
				<u>1,205.32</u>
17245	06/11/2020	ATHENS SERVICES	6040 Refuse Disposal (Refuse Disposal)	251.64
			6040 Refuse Disposal (Refuse Disposal)	251.64
8531317				<u>503.28</u>
17246	06/11/2020	BENLO COMPANY	6260 SUPPLIES, MECHANICAL	27.40
894289				<u>27.40</u>

**SAN GABRIEL VALLEY MVCD**  
**Claims List**  
**June 11, 2020**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17247	06/11/2020	CALOLYMPIC SAFETY	6302 Supplies, Safety	4.20
			6302 Supplies, Safety	83.52
386502-1			6302 Supplies, Safety	8.33
			6302 Supplies, Safety	12.23
				<u>108.28</u>
17248	06/11/2020	DEPARTMENT OF MOTOR VEHICLES	6300 REFERENCE SUPPLIES	21.98
				<u>21.98</u>
		Vehicle Code Book		
17249	06/11/2020	ENTERPRISE	6007 - AUTOMOBILE LEASE	2,527.36
				<u>2,527.36</u>
2651				
17250	06/11/2020	FLEET SOLUTIONS CENTER	6260 SUPPLIES, MECHANICAL	210.34
				<u>210.34</u>
2853				
17251	06/11/2020	GRACE CHEN DESIGN AND ILLUSTRATIONS	6186 Printing	2,100.00
				<u>2,100.00</u>
1695				
17252	06/11/2020	INTERSTATE BATTERY SYSTEM	6260 SUPPLIES, MECHANICAL	137.02
			6281 MOSQUITO FISH SUPPLIES	124.76
				<u>261.78</u>
10175256				
17253	06/11/2020	IRWINDALE INDUSTRIAL CLINIC	6080 Physical - Hiring (Physical Exam)	140.00
			6080 Physical - Hiring (Physical Exam)	140.00
4438-972954			6080 Physical - Hiring (Physical Exam)	150.00
			6080 Physical - Hiring (Physical Exam)	150.00
				<u>580.00</u>

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**Claims List**  
June 11, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17254	06/11/2020	OFFICE DEPOT	6270 OFFICE SUPPLIES	21.16
			6270 OFFICE SUPPLIES	19.87
496948705001			6270 OFFICE SUPPLIES	26.67
			6270 OFFICE SUPPLIES	10.95
			6270 OFFICE SUPPLIES	11.45
			6270 OFFICE SUPPLIES	303.36
			6270 OFFICE SUPPLIES	160.46
			6270 OFFICE SUPPLIES	52.62
				<u>606.54</u>
17255	06/11/2020	PRAXAIR DISTRIBUTION	6250 LABORATORY SUPPLIES	127.90
				<u>127.90</u>
71415764				
17256	06/11/2020	RED WING SHOE STORE	6334 BOOTS	167.50
			6334 BOOTS	175.00
20200610028095			6334 BOOTS	142.88
			6334 BOOTS	175.00
			6334 BOOTS	175.00
			6334 BOOTS	320.27
			6334 BOOTS	175.00
			6334 BOOTS	142.88
				<u>1,473.53</u>
17257	06/11/2020	SOCALGAS	6341 Utilities (Acc # 057 518 2100 9 Acc # 059 61E	28.16
			6341 Utilities (Acc # 057 518 2100 9 Acc # 059 61E	109.16
059-618-2100-5				<u>137.32</u>
17258	06/11/2020	SOUTHERN CALIFORNIA EDISON	6340 UTILITIES - ELECTRIC	2,050.61
				<u>2,050.61</u>
2-03-760-7223				



**SAN GABRIEL VALLEY MVCD**  
**Claims List**  
**June 11, 2020**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17259	06/11/2020	SOUTHERN CALIFORNIA NEWS GROUP	6130 Profess Serv rendered (Professional Services)	942.50
				<u>942.50</u>
5034538				
17260	06/11/2020	STAPLES CREDIT PLAN	6270 OFFICE SUPPLIES	142.31
				<u>142.31</u>
9816441132				
17261	06/11/2020	STREAMLINE	6037 WEBSITE AND EMAIL SERVICE	200.00
				<u>200.00</u>
105318				
17262	06/11/2020	SYNTECH GROUP INC.	6035 COMPUTER HARDWARE	3,140.00
			6035 COMPUTER HARDWARE	3,139.99
A20115				<u>6,279.99</u>
17263	06/11/2020	TPx COMMUNICATIONS	6315 Monthly Internet Charges (Monthly Internet Ch	998.30
			6320 Office phones (Office phones)	1,135.12
1309202922-0				<u>2,133.42</u>
17264	06/11/2020	ULINE	6270 OFFICE SUPPLIES	50.01
				<u>50.01</u>
120537945				
17265	06/11/2020	VECTOR CONTROL JPA	6232 SEMINARS AND MEETINGS	239.92
			6232 SEMINARS AND MEETINGS	471.20
VCJPA-2020-068				<u>711.12</u>
17266	06/11/2020	WELLS FARGO VENDOR FIN SERV	6073 EQUIPMENT LEASE	1,500.16
				<u>1,500.16</u>
5010613544				
17267	06/11/2020	WEST VALLEY MVCD	6251 ARBOVIRUS TESTING SUPPLIES	2,616.00
				<u>2,616.00</u>

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**Claims List**  
June 11, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				2,616.00
2567				
17268	06/11/2020	WEX/CHEVRON	6262 Fuel for Trucks (Fuel for Trucks)	4,010.39
				4,010.39
65826152				
17269	06/11/2020	MELISSA DOYLE		40.00
				40.00
17270	06/11/2020	MELISSA DOYLE		138.04
				138.04
17271	06/11/2020	LLOYD JOHNSON		100.00
				100.00
		<b>Total Accounts Payable for June 11, 2020</b>		<b>42,771.92</b>

**SAN GABRIEL VALLEY MVCD**  
**Claims List**  
**June 25, 2020**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	06/25/2020	NATIONWIDE RETIREMENT	6066 457 CONTRIBUTION	117.47
PR of 6/25/20				<u>117.47</u>
EFT	06/25/2020	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	615.39
			6200 RETIREMENT - CLASSIC (Employer Contribu	1,289.36
PR of 6/25/20			6200 RETIREMENT - CLASSIC (Employer Contribu	1,432.91
			6200 RETIREMENT - CLASSIC (Employer Contribu	333.82
			6201 RETIREMENT - PEPRA (Employer Contributi	118.80
			6201 RETIREMENT - PEPRA (Employer Contributi	2,283.33
			6201 RETIREMENT - PEPRA (Employer Contributi	901.66
			6201 RETIREMENT - PEPRA (Employer Contributi	965.28
			6201 RETIREMENT - PEPRA (Employer Contributi	421.16
				<u>8,361.71</u>
17276	06/25/2020	ADDRESSERS	6280 SUPPLIES, OPERATIONS	1,287.64
			6280 SUPPLIES, OPERATIONS	1,252.87
2025,81712,81587			6280 SUPPLIES, OPERATIONS	1,402.70
				<u>3,943.21</u>
17277	06/25/2020	AERIAL SERVICES	6304 - SURVEILLANCE, AERIAL	25,136.00
				<u>25,136.00</u>
211504				
17278	06/25/2020	AIRGAS USA, LLC	6280 SUPPLIES, OPERATIONS	129.70
			6280 SUPPLIES, OPERATIONS	48.77
1084925			6280 SUPPLIES, OPERATIONS	162.58
				<u>341.05</u>
17279	06/25/2020	ALLEN WU	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 6/12/20				

7:54 AM  
06/30/20

**SAN GABRIEL VALLEY MVCD**  
**Claims List**  
June 25, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17280	06/25/2020	AZUSA LIGHT & WATER	6343 Meter # 99172930 (Account # 303-0190.300)	76.58
			6343 Meter # 45169724 (Account # 303-0191.300 (	48.90
303-0190.300				<u>125.48</u>
17281	06/25/2020	B&K ELECTRIC	6040 Building Maintenance	180.00
			6040 Building Maintenance	17.10
S3138988.001				<u>197.10</u>
17282	06/25/2020	BECKY A. SHEVLIN	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 6/12/20				
17283	06/25/2020	CATHERINE MARCUCCI	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 6/12/20				
17284	06/25/2020	CHARLES MYERS	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 6/12/20				
17285	06/25/2020	COREY CALAYCAY	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 6/12/20				
17286	06/25/2020	CYNTHIA STERNQUIST	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 6/12/20				

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**SAN GABRIEL VALLEY MVCD**  
**Claims List**  
**June 25, 2020**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17287	06/25/2020	DAN HOLLOWAY	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 6/12/20				
17288	06/25/2020	ELYSE RASMUSSEN	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 6/12/20				
17289	06/25/2020	EMMETT G. BADAR	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 6/12/20				
17290	06/25/2020	FLEET SOLUTIONS CENTER	6260 SUPPLIES, MECHANICAL	192.75
			6260 SUPPLIES, MECHANICAL	581.35
2868,2866,2891,2882	06/12/2020		6260 SUPPLIES, MECHANICAL	615.26
			6260 SUPPLIES, MECHANICAL	81.25
				<u>1,470.61</u>
17291	06/25/2020	HAROLD J. BISSNER III	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 6/12/20				
17292	06/25/2020	HOME DEPOT	6040 Building Maintenance	16.50
			6044 MAINTENANCE, GROUNDS	80.91
6035322538814710			6040 Building Maintenance	15.41
			6044 MAINTENANCE, GROUNDS	24.13
			6040 Building Maintenance	43.73
			6040 Building Maintenance	241.97
			6040 Building Maintenance	30.12
			6040 Building Maintenance	98.85

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**SAN GABRIEL VALLEY MVCD**  
**Claims List**  
June 25, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6040 Building Maintenance	27.53
			6040 Building Maintenance	179.86
			6251 ARBOVIRUS TESTING SUPPLIES	25.75
			6251 ARBOVIRUS TESTING SUPPLIES	39.09
			6250 LABORATORY SUPPLIES	113.07
				<u>936.92</u>
17293	06/25/2020	INTERSTATE BATTERY SYSTEM	6260 SUPPLIES, MECHANICAL	136.34
				<u>136.34</u>
50150799				
17294	06/25/2020	IRWINDALE INDUSTRIAL CLINIC	6302 Supplies, Safety	175.17
				<u>175.17</u>
423931-116014-976241				
17295	06/25/2020	JOHN CAPOCCIA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 6/12/20				
17296	06/25/2020	JOSEPH LEON	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 6/12/20				
17297	06/25/2020	JOSEPH ROCHA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
Bm of 6/12/20				
17298	06/25/2020	JULI COSTANZO	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 6/12/20				
17299	06/25/2020	LLOYD JOHNSON	6030 BOARD EXPENSES	149.50
				<u>149.50</u>

**SAN GABRIEL VALLEY MVCD**  
**Claims List**  
June 25, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
BM of 6/12/20				
17300	06/25/2020	LOZANO SMITH, LLP	6130 Profess Serv rendered (Professional Services	9,309.75
				<u>9,309.75</u>
2110356				
17301	06/25/2020	MANUEL GARCIA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 6/12/20				
17302	06/25/2020	MANUEL LOZANO	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 6/12/20				
17303	06/25/2020	MARGARET E. FINLAY	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 6/12/20				
17304	06/25/2020	READYREFRESH BY NESTLE	6170 MISCELLANEOUS EXPENSES	126.85
				<u>126.85</u>
10F0024588535				
17305	06/25/2020	RICHARD BARAKAT	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 6/12/20				
17306	06/25/2020	ROGER CHANDLER	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 6/12/20				
17307	06/25/2020	SANDRA ARMENTA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				100.00
BM of 6/12/20				
17308	06/25/2020	STEPHEN SHAM	6030 BOARD EXPENSES	100.00
				100.00
BM of 6/12/20				
17309	06/25/2020	SYNTECH GROUP INC.	6046 PROFESSIONAL SERVICES - IT	775.00
			6046 PROFESSIONAL SERVICES - IT	855.00
SVC-A20135			6046 PROFESSIONAL SERVICES - IT	620.00
				2,250.00
17310	06/25/2020	TIM SANDOVAL	6030 BOARD EXPENSES	100.00
				100.00
BM of 6/12/20				
17311	06/25/2020	TIRE ZONE	6260 SUPPLIES, MECHANICAL	633.00
			6260 SUPPLIES, MECHANICAL	633.00
54905, 55180				1,266.00
17312	06/25/2020	VERIZON WIRELESS	6312 Monthly District Field Ph (Monthly District Fiek	1,159.93
			6312 Monthly District Field Ph (Monthly District Fiek	1,159.93
9856443553	06/10/2020		6312 Monthly District Field Ph (Monthly District Fiek	2,356.21
				4,676.07



**SAN GABRIEL VALLEY MVCD**  
**Claims List**  
June 25, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
		<b>Accounts Payable for June 25, 2020</b>		<b>60,919.23</b>
		<b>Total Accounts Payable for June 2020</b>		<b>103,691.15</b>
		<b>Total Payroll for June 2020</b>		<b>232,671.17</b>
		see attached		
		<b>Total Claims List for June 2020</b>		<b>336,362.32</b>

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

<b>Department</b>	<b>June 11, 2020</b>	<b>June 25, 2020</b>	<b>June 25, 2020 Sick Pay Buy Back</b>	<b>TOTAL</b>
EXECUTIVE	6,020.80	6,020.80	-	12,041.60
ADMINISTRATION	14,438.40	14,521.69	886.85	29,846.94
OPERATIONS	46,336.45	48,690.31	2,862.30	97,889.06
SURVEILLANCE	16,146.07	16,235.95	-	32,382.02
COMMUNICATIONS	13,841.47	13,997.36	-	27,838.83
SEASONAL WORKERS	<u>5,877.80</u>	<u>9,585.56</u>	-	<u>15,463.36</u>
Gross Payroll	102,660.99	109,051.67	3,749.15	215,461.81
Employer Taxes	2,396.16	2,492.39	54.36	4,942.91
Car Allowance	500.00	-	-	500.00
Employee Benefit-Med	<u>5,666.75</u>	<u>6,099.70</u>	-	<u>11,766.45</u>
<b>TOTAL PAYROLL</b>	<b>111,223.90</b>	<b>117,643.76</b>	<b>3,803.51</b>	<b>232,671.17</b>

SGVMVCD  
 Comparative YTD Actual to Full Year Budget  
 Current Period 100% of Year Completed  
 June 30, 2020

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
<b>PERSONNEL EXPENSES</b>						
Salaries, Exempt	67,686.56	604,991.99	513,700.00	(91,291.99)	117.77	Hol/sick/vac chrg to this acct
Salaries - Non Exempt	193,782.16	1,539,775.83	2,086,429.48	546,653.65	73.80	
Salaries - Overtime	3,040.82	8,235.89	18,200.00	9,964.11	45.25	
Salaries - Vacation	6,514.70	83,677.39	137,954.00	54,276.61	60.66	
Salaries-Holiday	7,527.22	80,587.36	139,720.20	59,132.84	57.68	
Salaries, Sick Pay	6,927.18	59,233.07	121,406.00	62,172.93	48.79	
Salaries, Part-time - XH	26,344.81	149,419.35	216,880.00	67,460.65	68.89	
Management Car Allowance	500.00	6,000.00	6,000.00	0.00	100.00	
Cafeteria Benefit	20,017.54	341,511.92	364,800.00	23,288.08	93.62	
Hlth Benefits, Ret Emps	1,393.42	22,834.36	20,000.00	(2,834.36)	114.17	Additional retirees
Employer, 457 Contribution	352.41	3,171.69	0.00	(3,171.69)	0.00	Line item added after budget approval
Medicare	4,664.08	38,387.15	47,735.10	9,347.95	80.42	
Retirement - Classic	7,169.31	209,074.94	208,375.00	(699.94)	100.34	Paid unfunded liability in full. Adj P.K.
Retirement - Pepra	9,223.39	102,739.26	132,722.00	29,982.74	77.41	
Social Security	944.40	3,836.66	5,500.00	1,663.34	69.76	
Group Term Life Ins	0.00	4,393.90	4,300.00	(93.90)	102.18	Additional full time employees
Tuition Reimbursement	0.00	0.00	8,000.00	8,000.00	0.00	
Insurance, unemployment	1,506.32	17,225.96	25,000.00	7,774.04	68.90	
Post Retirement Benefits	0.00	50,000.00	50,000.00	0.00	100.00	One time fee
<b>TOTAL PERSONNEL EXPENSES</b>	<b>357,594.32</b>	<b>3,325,096.72</b>	<b>4,106,721.78</b>	<b>781,625.06</b>	<b>80.97</b>	
<b>OPERATING EXPENSES</b>						
Event Participation Fees	0.00	345.57	4,000.00	3,654.43	8.64	
Arbovirus Testing Supplies	2,680.84	18,205.06	20,000.00	1,794.94	91.03	
Branded Clothing	0.00	4,224.45	3,800.00	(424.45)	111.17	Order for new employees
Boots	1,425.10	2,886.07	5,500.00	2,613.93	52.47	
Misc. Rentals	0.00	0.00	2,850.00	2,850.00	0.00	
Professional Development	0.00	0.00	2,000.00	2,000.00	0.00	
Awards	0.00	1,569.67	4,000.00	2,430.33	39.24	

SGVMVCD  
 Comparative YTD Actual to Full Year Budget  
 Current Period 100% of Year Completed  
 June 30, 2020

Advertising	0.00	24,309.38	30,000.00	5,690.62	81.03	
Bank Charges	2,210.36	13,186.28	15,000.00	1,813.72	87.91	
Board expenses	2,449.50	27,740.33	63,840.00	36,099.67	43.45	
Computer Hardware	6,385.81	62,686.52	40,500.00	(22,186.52)	154.78	Upgrade to Windows 10
Computer Software	0.00	29,272.83	67,500.00	38,227.17	43.37	
Website/Email Service	200.00	5,580.61	5,700.00	119.39	97.91	
Facility maintenance	1,778.73	80,925.61	42,000.00	(38,925.61)	192.68	Alarm system service
Maintenance, equipment	0.00	922.39	12,000.00	11,077.61	7.69	
Lease Equipment	1,500.16	19,579.85	23,000.00	3,420.15	85.13	
Fees & Assessments	0.00	6,562.59	4,000.00	(2,562.59)	164.06	Lafco fees
Hiring expenses	580.00	3,596.73	5,600.00	2,003.27	64.23	
VCJPA General Fund	0.00	10,004.95	8,969.00	(1,035.95)	111.55	One time fee
Insurance, liability	0.00	79,388.00	78,444.00	(944.00)	101.20	One time fee
Workers Comp Insurance	0.00	104,019.00	109,946.00	5,927.00	94.61	
Automobile Insurance	0.00	1,700.00	1,950.00	250.00	87.18	
Other Insurance	0.00	1,103.22	3,500.00	2,396.78	31.52	
Insurance, property	0.00	2,589.00	2,351.00	(238.00)	110.12	
Legal	10,252.25	23,016.71	35,000.00	11,983.29	65.76	
Memberships	0.00	26,620.41	25,000.00	(1,620.41)	106.48	MVCAC membership
Miscellaneous expenses	148.83	3,483.28	3,500.00	16.72	99.52	
Postage	0.00	1,499.72	10,700.00	9,200.28	14.02	
Accounting Services, Auditor	0.00	19,834.99	20,000.00	165.01	99.17	
Professional Services , Other	0.00	0.00	6,000.00	6,000.00	0.00	
Professional Services-IT	2,250.00	29,026.97	50,000.00	20,973.03	58.05	
Printing & Reproduction	2,100.00	10,646.30	14,500.00	3,853.70	73.42	
Research	0.00	0.00	1,000.00	1,000.00	0.00	
Seminars and meetings	711.12	31,991.27	55,400.00	23,408.73	57.75	
Supplies, Surveillance	240.97	15,637.61	15,000.00	(637.61)	104.25	Gravid traps
Supplies, Vehicle Maintenance	3,247.71	44,586.75	60,000.00	15,413.25	74.31	
Supplies, Gasoline	4,010.39	44,526.54	70,000.00	25,473.46	63.61	
Supplies, Office	1,145.95	9,423.86	12,600.00	3,176.14	74.79	
Supplies, Mosquito Fish	124.76	1,444.03	5,000.00	3,555.97	28.88	
Supplies, Operations	4,344.97	13,482.07	18,000.00	4,517.93	74.90	
Supplies, Pesticides	0.00	61,082.61	51,000.00	(10,082.61)	119.77	Pesticides for season

SGVMVCD  
 Comparative YTD Actual to Full Year Budget  
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Supplies, Communications	0.00	12,246.33	10,000.00	(2,246.33)	122.46	Meridia Interactive program
Supplies, Education Program	0.00	2,392.07	3,000.00	607.93	79.74	
Supplies, Safety	283.45	11,805.58	20,000.00	8,194.42	59.03	
Supplies, Media Production	0.00	2,583.34	10,000.00	7,416.66	25.83	
Benefit Assesment Admin Cost	0.00	114,674.39	118,000.00	3,325.61	97.18	
Communications, field	4,540.36	39,868.16	38,000.00	(1,868.16)	104.92	
Telephone, Internet	998.30	12,245.81	30,000.00	17,754.19	40.82	
Telephone , Office	1,135.12	13,200.98	14,000.00	799.02	94.29	
Training , CEU's	0.00	9,466.00	4,400.00	(5,066.00)	215.14	Re-class by auditor
Uniforms and clothing	845.06	10,925.14	10,000.00	(925.14)	109.25	
Utilities, Electric	2,050.61	22,804.61	41,000.00	18,195.39	55.62	
Utilities, Natural Gas	137.32	2,319.33	3,000.00	680.67	77.31	
Utilities, Water	125.48	1,791.04	2,100.00	308.96	85.29	
Automobile Lease	2,527.36	31,592.18	60,000.00	28,407.82	52.65	
Surveillance, Aerial	25,136.00	50,254.00	25,300.00	(24,954.00)	198.63	Re-class by auditor fy 18-19 & current
<b>TOTAL OPERATING EXPENSES</b>	<b>85,566.51</b>	<b>1,174,870.19</b>	<b>1,397,950.00</b>	<b>223,079.81</b>	<b>84.04</b>	
<b>TOTAL EXPENSES</b>	<b>443,160.83</b>	<b>4,499,966.91</b>	<b>5,504,671.78</b>	<b>1,004,704.87</b>	<b>81.75</b>	
<b>CAPITAL OUTLAY EXPENSES</b>						
Capital Outlay	0.00	179,983.83	267,000.00	87,016.17	67.41	
<b>TOTAL CAPITAL EXPENSES</b>	<b>0.00</b>	<b>179,983.83</b>	<b>267,000.00</b>	<b>87,016.17</b>	<b>67.41</b>	
<b>RESERVES</b>						
Reserve, Public Health Em	0.00	0.00	1,326,200.00	1,326,200.00	0.00	
Reserve, Capital Projects	0.00	0.00	613,000.00	613,000.00	0.00	Adj per P.K.
Reserve, Pension Liability	0.00	0.00	200,258.00	200,258.00	0.00	
Reserve, Building/Facilities	0.00	0.00	149,000.00	149,000.00	0.00	Adj per P.K.
Reserve, Vehicle Replacement	0.00	0.00	43,760.00	43,760.00	0.00	

**SGVMVCD**  
**Comparative YTD Actual to Full Year Budget**  
**Current Period 100% of Year Completed**

**TOTAL RESERVES**

0.00	0.00	2,332,218.00	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  
June 12, 2020**

**TRUSTEES ATTENDING**

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

**TRUSTEES ABSENT**

Henry Morgan (Covina)  
Jerry Velasco (El Monte)  
Marina Khubesrian (So. Pasadena)

**STAFF PRESENT**

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

**GUESTS PRESENT**

Representative from Lozano & Smith,  
Legal Counsel

- 1. Call to Order**  
Board President Becky Shevlin called the meeting to order at 7:00 a.m.
- 2. Pledge of Allegiance and Silent Roll Call**  
Trustee Richard Barakat led the Pledge of Allegiance, and attendance was taken by roll call.

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

None

**4. Consent Calendar**

A motion made by Trustee Tim Sandoval and seconded by Trustee Margaret Finlay to approve the Consent Calendar was approved by roll call vote.

**5. Distribution of Annual Engineers Report**

District Manager Jared Dever affirmed that the final Engineers Report for FY 2020/21 is included in the board package, restating that this is the method of determining the assessment rate and calculating projected revenue for the fiscal year. No questions or comments were made.

**6. Consider Approval of Resolution 2020-02 to Order Collection of Special Benefit Property Taxes, Inclusive of FY 2020/21 Budget**

Board President Becky Shevlin declared the Public Hearing open and asked District Manager Jared Dever if any communication from the public had been received. Dever responded that no communication had been received and briefly reviewed Budget highlights.

President Shevlin opened the Public Hearing to receive Public Comments. No comments were made. President Shevlin closed the Public Hearing.

President Shevlin opened the item for discussion by the Board. No comments were made.

A motion made by Trustee Corey Calaycay and seconded by Trustee Tim Sandoval to approve Resolution 2020-02 to Order Collection of Special Benefit Property Taxes, Inclusive of FY 2020/21 Budget was approved unanimously by roll call vote.

**7. Consider Amendment to Personnel and Salary Resolution No. 92-11: Article XXV, Drug and Alcohol Abuse Policy**

District Manager Jared Dever advised that this is part of his ongoing effort at completing in-house revisions to bring the Personnel and Salary Resolution current.

Dever stated that a policy covering alcohol and drugs abuse had not been previously been included in the Personnel and Salary Resolution.

A motion made by Trustee Corey Calaycay and seconded by Trustee Margaret Finlay to approve the Amendment was approved unanimously by roll call vote.

**8. Consider Amendment to Personnel and Salary Resolution No. 92-11: Article XXII, Section 6, Social Media Policy**

District Manager Jared Dever reported that this is another revision to bring the Personnel and Salary Resolution current and address to the significant increase of outreach conducted on social media. Dever explained that the policy provides



framework for content of material, allows the district to restrict content, and includes guidelines on correspondence for employees, and sanctions for violations.

A motion made by Trustee Corey Calaycay and seconded by Trustee Richard Barakat to approve the Amendment was approved unanimously by roll call vote.

## **9. Committee Reports**

### **9.1 Joint Meeting of Personnel and Policy and Executive Committees**

Chairperson of Personnel and Policy Committee, Richard Barakat advised that there was no reportable action taken.

Chairperson of the Executive Committee, Becky Shevlin, advised that there was no reportable action taken.

## **10. District Administration**

District Manager Jared Dever reported that mosquito populations have increased dramatically this year, in the San Gabriel Valley and throughout Southern California. Dever added that although this is expected to generate additional reports of biting mosquitoes from public, doesn't necessarily correlate to increased West Nile virus transmission.

Dever further reported that Operations department staff have been working overtime to control mosquitoes in underground storm drains until the district is fully staffed, and advised that adult and larval control applications with specialty equipment have been conducted to reduce mosquito abundance at cemeteries in Azusa and Pomona.

Communications Director Levy Sun reported on the arrival of a human size mosquito costume, Ada Eze, a more anatomically correct representation of the established *Aedes* population in the San Gabriel Valley, and informed the board that it will be revealed on June 21, in time for National Mosquito Control Awareness week.

Board President Becky Shevlin inquired if repellent wipes will be available for distribution to cities. Sun replied that the district has repellent wipes that are available for outdoor events and recommended that any trustees needing wipes contact Levy Sun or Jared Dever to arrange for pick up or delivery.

## **11. Trustee Reports**

There were no trustee reports.

## **12. New Business**

No new items were requested.

## **13. Adjournment**

The meeting was adjourned at 7:48 a.m.

**Operations Department**  
Disease Weeks [23 - 26] | [May 31 - June 27, 2020]

**Pesticide Usage:**

Larvicides/Pupicides					
Method of Action	Target	Amount		Area Treated	
<b>Larvicide Oils (Surface Film)</b>					
Suffocation	Mosquitoes	4.65	gal.	42899	sq.ft.
<b>Insect Growth Regulators (IGR's)</b>					
Inhibits metamorphosis	Mosquitoes	18.49	lbs.	15436	sq.ft.
<b>Bacterials</b>					
Ingestion, toxicant	Mosquitoes	2.43	gal.	1241855	sq.ft.
Ingestion, toxicant	Mosquitoes	131.02	lbs.	7727496	sq.ft.
Ingestion, toxicant	Black flies	6.84	gal.	1899	m <sup>3</sup>
<b>Biologicals</b>					
Mosquito fish	Mosquitoes	625	ea.	4281	sq.ft.

**Zone Specialists:**

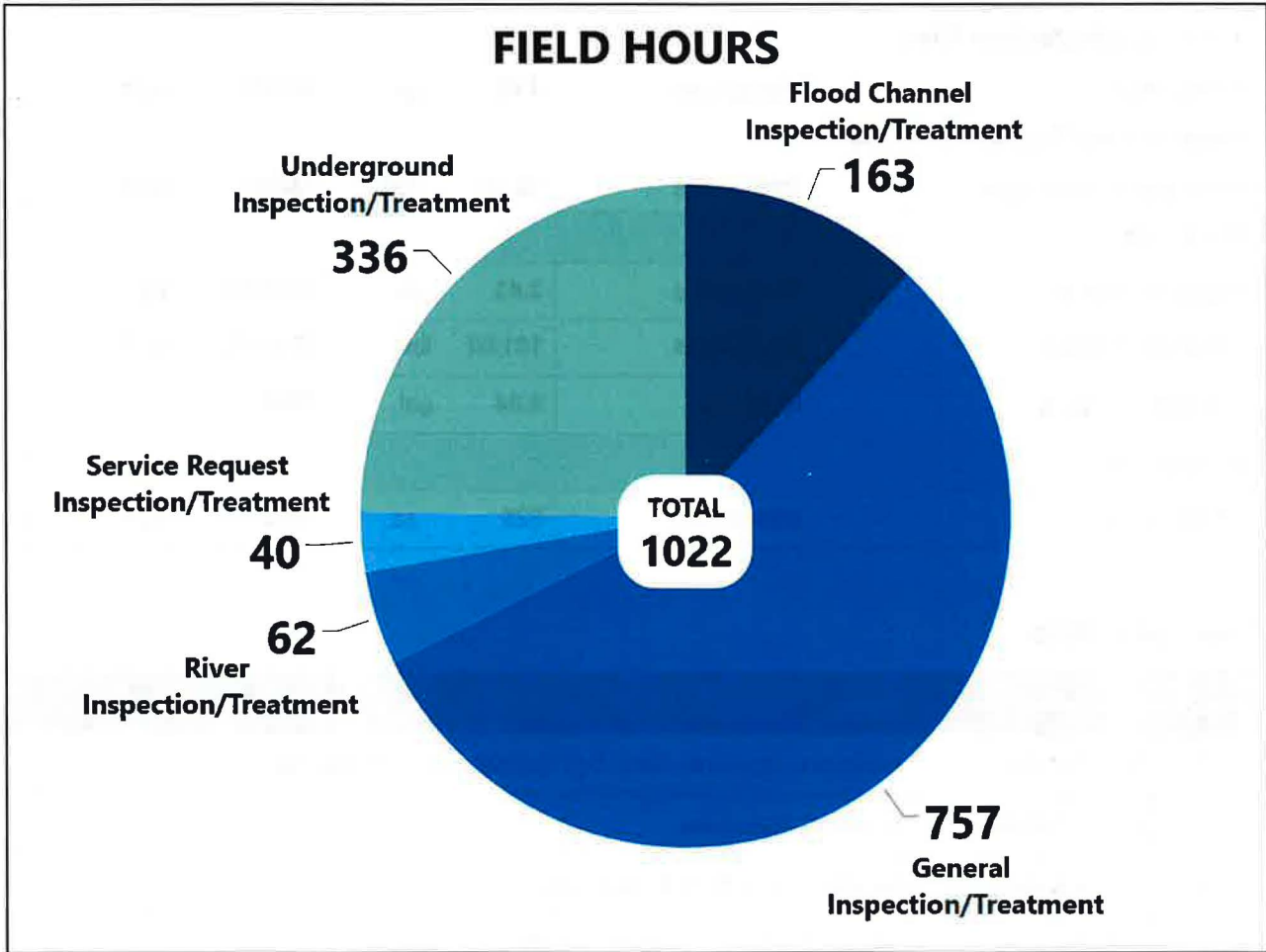
Zone	Specialist	Cities
1	Marc Mitchell	Alhambra, Monterey Park, San Gabriel, South Pasadena
2	Leslie Conner	Altadena, Pasadena
3	Darrin Jones	Arcadia, Sierra Madre, Temple City
4	Jon Halili	Baldwin Park, El Monte, Rosemead
5	Ignacio Ureña	Azusa, Bradbury, Duarte, Irwindale, Monrovia
6	Marco Gaytan	Industry,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

Field Statistics:

**2,094**  
SITES VISITED

**117** <sup>-1.68%</sup>  
2019  
SERVICE REQUESTS

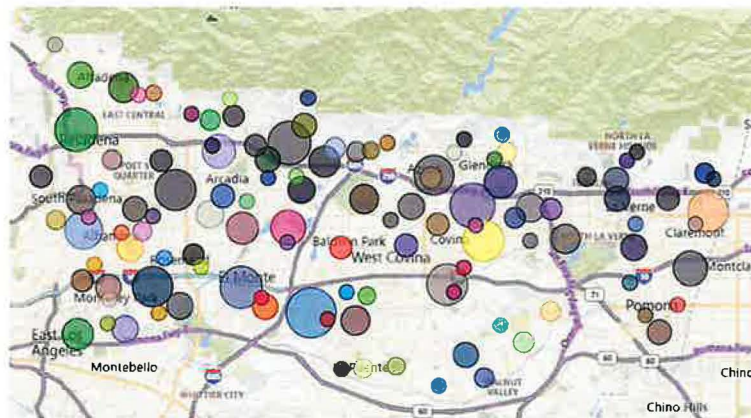
**37** <sup>+185%</sup>  
2019  
CONSULTATIONS



**Surveillance Department**  
 Disease Weeks [23 - 26] | [May 31 - June 27, 2020]

**Insect Surveillance Activities**

The Surveillance Department set traps weekly for mosquitoes and biweekly for black fly. The map below indicates the locations trapped and the size of the colored circles indicate the level of mosquito activity.



*Figure 1 Mosquito Activity in the San Gabriel Valley Weeks 23 to 26*

**San Gabriel Valley Mosquito Activity**

Mosquito activity was high during weeks 23 – 26. Mosquito traps were placed weekly and 171 mosquito samples were tested for virus. No mosquito samples or dead birds have tested positive for West Nile virus (WNV) in the San Gabriel Valley. The high level of native mosquito populations can be attributed to the higher spring temperatures. Trapping targeted to daytime biting *Aedes* mosquito populations were deployed starting in week 26 and these mosquitoes are expected to increase in the coming weeks.

Week	Mosquito Activity	2020 Average / Trap
23	High	235
24	High	364
25	High	102
26	High	118

Mosquito activity is quite high in comparison to activity in 2018 and 2019.

- The average number of mosquitoes observed in Weeks 23 to 26, 2020 was 140% higher than in the same weeks in 2018
- The average number of mosquitoes observed in Weeks 23 to 26, 2020 was 283% higher than in the same weeks in 2019
- The average number of mosquitoes observed in Weeks 23 to 26, 2020 was 78% higher than the three year average

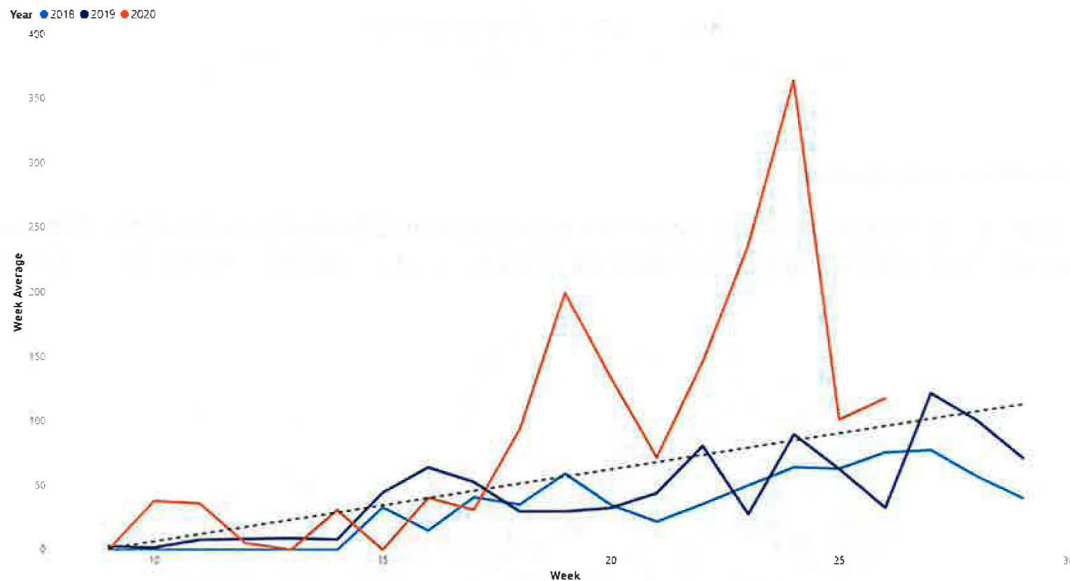


Figure 2 Average Number of Mosquitoes Captured by Week and Year

### Arbovirus Activity in California

Arbovirus activity has been low in California. Six dead birds have tested positive for WNV. The first WNV positive mosquito sample in Los Angeles county was collected by Greater Los Angeles Mosquito and Vector Control District on 5/20/2020 in Hacienda Heights.

### Department News

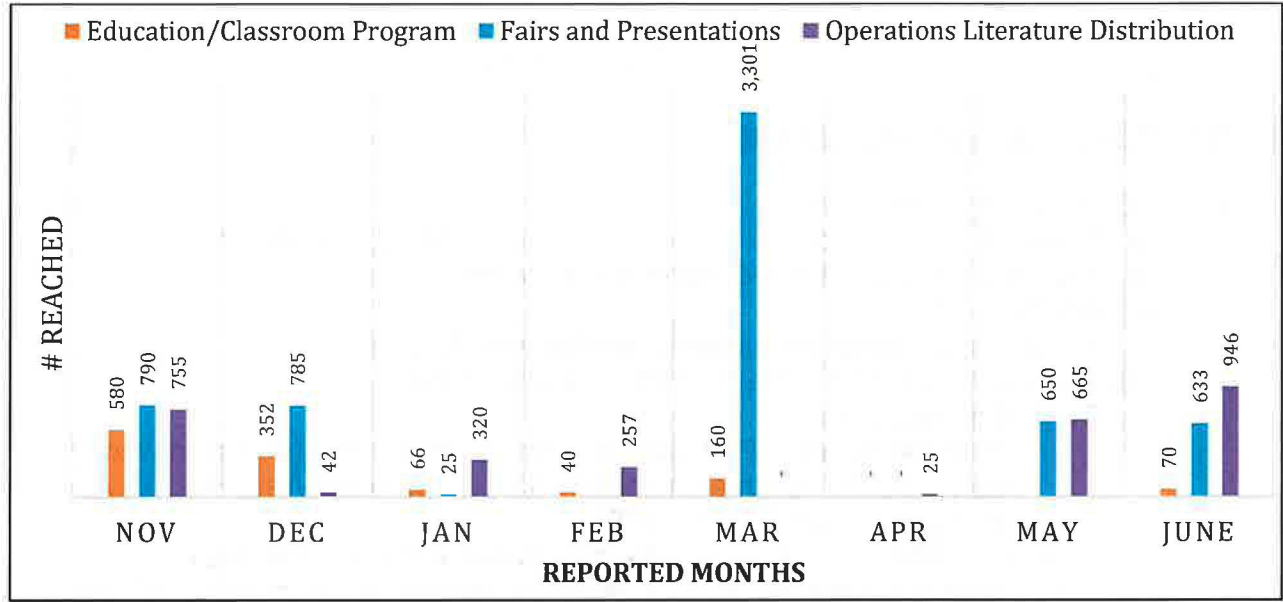
The department identified a cluster of hawk deaths in the district in May and coordinated an enhanced investigation into the cause of death with Los Angeles County. Initial tests ruled out West Nile virus or poisoning. It was determined that the bird's death was due to an unknown virus.

During weeks 23 – 26 the department participated in the preparation and evaluation of an early season wide area larviciding mission at two cemeteries. Cemeteries in our area produce are difficult due to the sheer numbers of cryptic breeding sources to treat and produce a large amount of mosquitoes. The department also consulted with the Communications Department in designing the new Front Yard Inspections project.

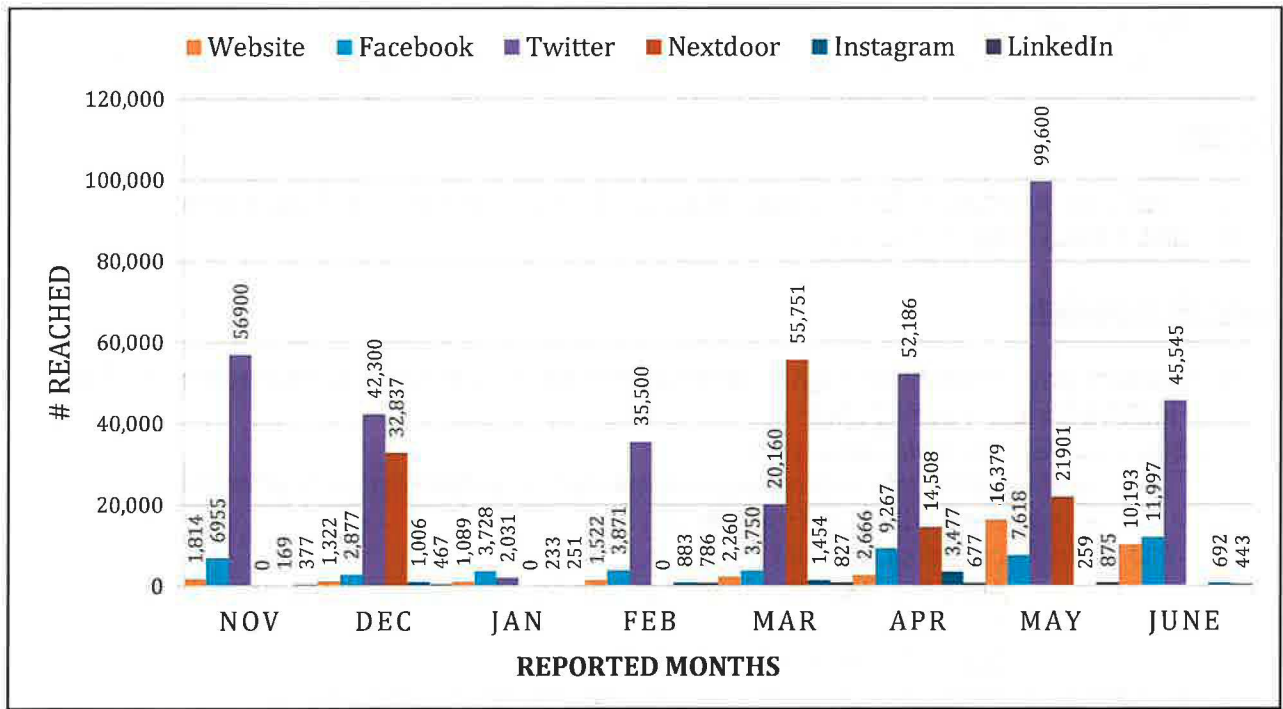
The department implemented a new report template for the weekly trap reports. These reports aid in focusing resources effectively. Additionally, the department processed and identified over 48,000 mosquitoes, for perspective, this is 4 times the amount of mosquitoes normally observed at this time of year. The data from these collections helps to guide the work of both the Operations and Communications Department.

**Communications Department**  
 Disease Weeks [23 - 26] | [May 31 - June 27, 2020]

**Outreach Activities:**



**Digital Activities:**



**E-blast and Media Activities**

<b>Name of Activity/Media</b>	<b>Date</b>	<b>Headline</b>
Pasadena Media	6/5	Pasadena Bites Back Campaign
Pasadena Now	6/22	Mosquito population four times higher than normal in San Gabriel Valley

**EcoHealth Vector Education Program**

1. K-6 Grades Curriculum Refresh
  - a. Finalized additional online classroom videos for Google Classroom
  - b. Finalize illustrations for K-6 classroom activities
2. Preschool Program
  - a. Student and teacher assessment development for program
3. Digital Escape Rooms for middle and high school students
  - a. Content development
    - i. Tracy McNamara (Professor at Western University and person who first alerted public health authorities to novel virus when West Nile virus first emerged in New York in 1999)
    - ii. Deb Thompson (One Health and advisor to Senator Feinstein),
    - iii. Received materials from Dr. Matthew Feaster (Pasadena Public Health)
  - b. Researched digital puzzle from CDC's "Solve the Outbreak"
  - c. Continued development of typhus escape room
  - d. Added more improvements to the West Nile virus escape room
4. Event Highlights
  - a. Western Christian Summer Program – multiple presentations in two locations

**Design**

1. YouTube thumbnails for National Mosquito Control Awareness Week videos
2. Short Bites Blog thumbnails

**General Outreach**

1. Content development for youth career workshop for L.A. County Department of Public Health's Virtual Youth Camp
2. Bite Back Champions Campaign
  - a. Outline and update campaign as needed with recent growth of contacts in Pasadena and South Pasadena
  - b. Development of Bite Back groups
    - i. Altadena Bites Back Group (Led by Town Council Member Victoria Knapp)
    - ii. South Pasadena Bite Back Orientation
3. Knocking Out Mosquitoes: A door-to-door awareness campaign
  - a. Azusa, La Puente, Pasadena, Sierra Madre
4. National Mosquito Control Awareness Week

- a. Daily posts on social media platforms
  - b. Collaborate with OC Vector Control and MVCAC to generate content
  - c. Mosquito Bites Live on our Instagram page and invited guests: Andy Lima a.k.a. MC Bugg-Z, Miami-Dade County Vector Control, Puerto Rico Vector Control in Spanish, and Orange County Vector Control
5. Short Bites Blog development
  6. Ada Eez Character
    - a. Released Ada Eez: The Next Generation, Ada is an educational tool used to teach students and adults about invasive Aedes mosquitoes that have adapted to our yards and patios, mostly thanks to human behavior.
  7. MVCAC
    - a. Designed new draft video of restrictive storm drain / trash capture devices

### **Administrative/Trainings**

1. Continued Outreach Assistant (OA) Extra Help training
2. Front Yard Inspection (FYI) data collection project development
3. Trainings and Webinars
  - a. 6/2 -- Webinar: Network demand is higher than ever: learn how intelligent automation can help now and in the future
  - b. 6/3 -- Webinar: Adv-webinar-streamlining the project management life cycle with Monday.com
  - c. 6/15 -- Navigation of Adobe Spark
  - d. 6/17 -- Webinar: The power of blogging and thought leadership for non-profits
  - e. GIPHY training with Communications Specialist



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

The attached Treasurer's Report is for May 2020.

The Total of All Funds Balance is \$6,156,657.44

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

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

A handwritten signature in blue ink, reading "Lloyd Johnson", is written over a horizontal line.

Authorized Board of Trustee Member

**San Gabriel Valley Mosquito and Vector Control District  
Treasurer's Report (based on Balance Sheet Detail Activity Report,  
Period 11, FY 2019-2020 received on June 1, 2020**

Item 4.7

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Local Agency Investment Fund (LAIF)	1.65%	\$1,415,021.60	interest	\$0.00	LAIF Statement (May 2020)	\$1,415,021.60

Maturity Date: Perpetual  
Interest rate as of April 2020

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Los Angeles County Pool	1.67%	\$3,838,515.66	interest Trust Warrant #696 Red Mstr 2019-20 3rd pd Sec Mst 2019-20 2nd pd	\$3,803.39 (\$425,859.82) \$9,252.29 \$562,622.04	ND 24 Per 11 ND 24 Per 11 ND 24 Per 11 ND 24 Per 11	\$3,988,333.56

Maturity Date: Perpetual  
Interest rate as of April 2020

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
VCJPA Contingency Fund	2.25%	\$100,772.00	interest	\$0.00	VCJPA Statement (March 2020)	\$100,772.00

Maturity Date: Perpetual  
Interest rate as of March 2020

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Revolving Fund	\$200,000.00	Deb Activity-May 20 Sweep Trust Warrant #696	(\$719,389.68) \$293,529.86 \$425,859.82	CB Statement May 2020	\$200,000.00

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Sweep Account	\$325,462.19	Deb Activity-May 2020 Deposit	(\$293,529.86) \$420,597.95	CB Statement May 2020	\$452,530.28

<b>Total Beginning Balance</b>	<b>\$5,879,771.45</b>			<b>Total End Balance</b>	<b>\$6,156,657.44</b>
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**July 10, 2020**

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

**SUBJECT: July 1, 2020 District Working Fund Balance**

July 1, 2020 balance:	\$3,557,439.44
June 1- June 30, 2020 expenditures:	\$336,362.32

**July 1, 2020 Working Fund Balance: \$3,221,077.12**

**Respectfully Submitted:**



**Jared Dever  
District Manager**

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

Date: July 10, 2020

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

Subject: **Consider Selection of Candidate for California Special District Association, Board of Directors Vacancy - Special Election Seat C, Southern Network**

Exhibit(s): **EXHIBIT 5A, 5B, 5C, 5D, 5E**

Background

The California Special District Association (CSDA) is conducting an election for the Board of Directors Seat C – Southern Network.

Each of CSDA's six (6) networks has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your network. Each Regular Member (district) in good standing shall be entitled to vote for one (1) person to represent its network.

Enclosed is the candidate information for each candidate who submitted one.

Manager's Recommendation

Consider voting for a candidate for the CSDA Board of Directors, Seat C- Southern Network.

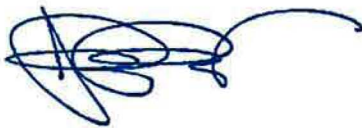
Alternative(s)

Do not vote for a candidate for the CSDA Board of Directors, Seat C- Southern Network.

Fiscal Impact

None

Respectfully submitted,



Jared Dever  
District Manager



**California Special  
Districts Association**  
*Districts Stronger Together*

## **CALIFORNIA SPECIAL DISTRICTS ASSOCIATION**

### **2020 BOARD ELECTIONS**

#### **MAIL BALLOT INFORMATION**

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Network for Seat C.

Each of CSDA's six (6) networks has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your network. Each Regular Member (district) in good standing shall be entitled to vote for one (1) person to represent its network.

We have enclosed the candidate information for each candidate who submitted one. Please vote for **only one** candidate to represent your network in Seat C and be sure to sign, date and fill in your member district information. If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, July 10, 2020**.

If you do not use the enclosed envelope, please mail in your ballot to:  
**California Special Districts Association**  
**Attn: 2020 Board Elections**  
**1112 I Street, Suite 200**  
**Sacramento, CA 95814**

Please contact Amber Phelen at 877.924.2732 or [amberp@csgda.net](mailto:amberp@csgda.net) with any questions.



**California Special  
Districts Association**  
*Districts Stronger Together*

**2021-2023 CSDA BOARD CANDIDATE INFORMATION SHEET**

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Ronald L. Coats

District/Company: East Valley Water District

Title: Governing Board Member

Elected/Appointed/Staff: Elected

Length of Service with District: Six Years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

\* Please see attached

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

\* Please see attached

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

\* Please see attached

4. List civic organization involvement:

\* Please see attached

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 26, 2020 will not be included with the ballot.**

**Ronald L. Coats – 2020 CSDA Board Candidate Information Sheet**1) Involvement with CSDA

- Currently serving on the Member Services Committee and the Professional Development Committee.
- Received the Recognition in Special District Governance.
- Received my Certificate of Completion in the Special District Leadership Academy Advanced Coursework.
- Attended several workshops, webinars and conferences through CSDA.

2) State-wide Associations

1. Member of the California State Sheriff's Association (Over 30 Years)

3) Local government involvement

1. Currently serving as a Director, previously served as Vice Chair and Chairman of the Board for East Valley Water District (5 Years)
2. Currently serving as Vice Chair for the Advisory Committee on Water Policy for the San Bernardino Valley Municipal Water District (2 Years)
3. Served on the Citizens Advisory Committee for the Review of the General Plan for the City of San Bernardino (2 Years)
4. Served as a member, Vice Chair and Chairman of the Citizens Oversight Committee for the San Bernardino City Unified School District (12 Years)
5. Served as a member and Chairman of the Citizens Oversight Committee for the San Bernardino Community College District (3 Years)
6. Currently serving as a Board President for the Association of San Bernardino County Special Districts (2 Years)

4) Civic involvement

1. Donated over 36 gallons of Blood to Life Stream Blood Bank in San Bernardino and Riverside Counties
2. Member of the American Legion Post 421 in Highland, CA. (Over 35 Years)
3. Conducted "mock" job interviews to seniors at Redlands Unified School District schools (3 Years)
4. Served on the Planning and Allocations and Community Impact Cabinet committees for the Arrowhead United Way (15 Years)
5. Served in the United States Army from August of 1966 until August of 1970, attaining the rank of Staff Sergeant. Served in the United States and The Federal Republic of Germany (4 Years)
6. Served as a member and Chairman of the Ambassadors for the San Bernardino Area Chamber of Commerce (15 Years)



# EAST VALLEY WATER DISTRICT

LEADERSHIP | PARTNERSHIP | STEWARDSHIP

## BOARD OF DIRECTORS

David E. Smith  
President

Phillip R. Goodrich  
Vice President

Chris Carrillo  
Director

Ronald L. Coats  
Director

James Morales, Jr.  
Director

John Mura, General Manager/CEO

Dear Fellow CSDA Member:

Since joining the East Valley Water District Board in 2014, I have had the pleasure of being part of a world class organization. I firmly believe in the importance of transparent government and public service. With these foundational principles, I look forward to representing this region in a professional manner, as the Southern Network, Seat B, Board of Directors representative for the California Special Districts Association (CSDA).

I am a proud member of the California Special District's Association and currently sit on the Member Services Committee and the Professional Development Committee. I am committed to active civic engagement, where I was also an ambassador for the San Bernardino Area Chamber of Commerce; Chairman of the Citizens Oversight Committee for San Bernardino Community College District; Vice Chairman of Advisory Commission on Water Policy Board for San Bernardino Valley Municipal Water District; Budget Review Committee member for the San Bernardino City Unified School District; along with being a 36 gallon plus donor to Life Stream Blood Bank; served in the United States Army; and member of many other civic organizations.

I have had the opportunity to work with a number of organizations through my involvement with CSDA, and truly believe in the importance of sharing knowledge, experiences, and lessons learned. As a lifetime member of the CSDA Leadership Foundation, I have experienced the benefits of a strong peer network firsthand. With East Valley Water District recently receiving its Gold District of Distinction Accreditation, we look forward to continuing to be an active member in the valuable organization.

As a CSDA Director, I will bring that passion for good governance and public service. I look forward to conveying local issues for discussion on a broader level and working through the challenges and opportunities facing special districts in California.

Whether it is serving in the military, participation in local organization, or representing the residents East Valley Water District, I have taken great pride in being an active member of my community. I look forward to your consideration for allowing me the opportunity to serve on the board of our special district community.

Sincerely,

Ronald L. Coats  
East Valley Water District Board Member





**California Special  
Districts Association**  
*Districts Stronger Together*

**2021-2023 CSDA BOARD CANDIDATE INFORMATION SHEET**

The following information **MUST** accompany your nomination form and Resolution/minute order:

**Name:** Daniel K. Jagers  
**District/Company:** Beaumont-Cherry Valley Water District  
**Title:** General Manager  
**Elected/Appointed/Staff:** Staff  
**Length of Service with District:** Eight (8) years

**1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**

None

**2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):**

No

**3. List local government involvement (such as LAFCo, Association of Governments, etc.):**

No

**4. List civic organization involvement:**

None

**\*\*Candidate Statement –** Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 26, 2020 will not be included with the ballot.**

Promoted to the position of General Manager of Beaumont-Cherry Valley Water District in October 2017, Dan Jagers brings more than 25 years of professional experience to the District. Prior to this appointment, Mr. Jagers served BCVWD for more than five years as Director of Engineering, overseeing long-range planning, capital improvements, and project design on local and regional levels.

As General Manager, Mr. Jagers directs the activities of the District, moving the District toward its goals while maintaining consistency with the District's mission and vision. Mr. Jagers provides leadership based on the direction set by a five-member elected Board of Directors, manages operations, strategic planning, and policy implementation.

Mr. Jagers' experience as Director of Engineering for BCVWD garnered him the internal knowledge and proficiency to guide and manage the District. He directed and participated in Engineering Department goals and operating policies, provided direction to managers and coordinated all issues needing Board approval or policy direction from the Board of Directors.

A resident of the inland empire for more than 26 years, Dan brings local knowledge and experience to the District. He served as a Senior Engineer at Desert Water Agency, and spent 18 years in the private sector as a Senior Engineering Consultant with Krieger & Stewart, Inc. where he focused on all aspects of public facilities planning, design and construction service including full support services for small to large public infrastructure projects for water, recycled water, wastewater, storm water, site development, and street improvements. From planning, design and construction project management, Mr. Jagers' experience is high level and varied.

Dan's combination of public and private experience make him an asset to BCVWD.

Mr. Jagers graduated from Ohio State University with a Bachelor of Science in Civil Engineering. He is a Registered Civil Engineer in the State of California and has developed a reputation for trustworthiness, positivity, passion and professionalism.



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2021-2023 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Greg Mills

District/Company: Serrano Water District

Title: Vice President/Director

Elected/Appointed/Staff: \_\_\_\_\_

Length of Service with District: 4 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Actively attends conference.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

ACWA-JPIA Board member - 2 years.

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Orange County Sanitation District (Director 2 years); Orange  
County Vector Control (Director 3 years); Villa Park City  
Councilman & Mayor (4 years).

4. List civic organization involvement:

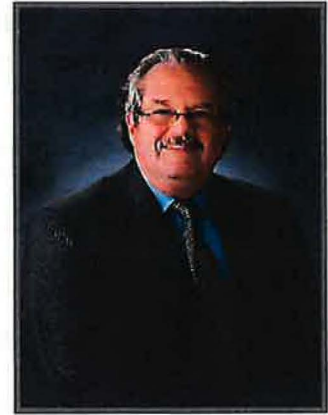
Villa Park Rotary (22 years); Indian Princess (7 years); Elks  
Club (8 years).

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 26, 2020 will not be included with the ballot.**

# Greg Mills

## Seat C CSDA

### Candidate Statement



#### BUSINESS

- Small business owner – sixteen years
- Analytical Chemist – six years
- Process Engineer – six years
- Technical Marketing Manager – three years
- Marketing Director – three years
- Marketing Executive – five years

#### COMMUNITY INVOLVEMENT

- Board Member (Vice President) - Serrano Water District three years
- Villa Park City Councilman – four years; One term Mayor and one term Mayor Pro-Tem (one year each)
- Orange County Sanitation District - Director two years
- Orange County Vector Control District - Director three years
- ACWA-JPIA - Representative Serrano Water District
- Villa Park Family Picnic – five years
  - Chair – three years
- Eagle Scout; Camp Counselor
- Villa Park Rotary - Board member twenty-two years
  - Club President; Paul Harris Fellow; Speaker Chair
- Indian Princess YMCA - seven years
- Orange Elks Lodge – seven years

#### PROFFESIONAL

- American Chemical Society – thirty years
- CS Mantech – eleven years
- PDA (Parenteral Drug Association)– five years
- ISPE (International Society of Pharmaceutical Engineering – eight years
- SEMI (Semiconductor Equipment and Manufacturer Institute – nine years
- Optical Society of America – four years
- MEPTEC
- AVS (American Vacuum Society)
  - ICMCTF

#### EDUCATION

- B.A., Chemistry – Illinois College
  - Phi Alpha President/Vice President
- M.S., Engineering Management – Santa Clara University

#### PERSONAL

- Married – 25 years. Wife: Journalist and active member of the community. One daughter currently at university.



**California Special  
Districts Association**  
*Districts Stronger Together*

**2021-2023 CSDA BOARD CANDIDATE INFORMATION SHEET**

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Arlene Schafer

District/Company: Costa Mesa Sanitary District

Title: Board Secretary

Elected/Appointed/Staff: Elected

Length of Service with District: 20

**1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**

Current CSDA Board member, Legislation Committee member, Professional Development Committee member, Alliance Executive Council Committee member, Member Services Committee, Finance Committee member.

**2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):**

League, California Association Sanitation Agencies (CASA)

**3. List local government involvement (such as LAFCo, Association of Governments, etc.):**

Orange County LAFCO Chair, Orange County Council of Governments, Independent Special Districts Orange County

**4. List civic organization involvement:**

Harbor Mesa Lions, Costa Mesa Chamber of Commerce Government Association Committee

**\*\*Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after March 26, 2020 will not be included with the ballot.**

# ELECT ARLENE SCHAFER CALIFORNIA SPECIAL DISTRICTS ASSOCIATION SOUTHERN NETWORK, SEAT C

## Arlene Schafer – Secretary Costa Mesa Sanitary District



### PREVIOUS EXPERIENCE SERVING SPECIAL DISTRICTS

- ◆ OC LAFCO Chair
- ◆ CSDA Board President
- ◆ CSDA Board Vice President
- ◆ CSDA Board Secretary
- ◆ CSDA Finance Corporation
- ◆ CSDA Legislation Committee
- ◆ CSDA Fiscal Committee
- ◆ CSDA Membership Committee
- ◆ Independent Special Districts Orange County (ISDOC) Second Vice President

It has been an honor to serve as your Southern Network, Seat C representative for the past 12 years. I believe my 28 years of experience as a local government leader that includes 20 years serving special districts in a variety of different capacities makes me the best candidate. I believe it is important for CSDA to continue serving as an advocate for California special districts by informing the legislature and the public of the important and essential services we provide to our communities. Furthermore, I believe it's important for special districts to demonstrate good governance that will help earn the public's trust.

Currently, I am serving on the Board of Directors for the Costa Mesa Sanitary District (CMSD) where I have been a Board member for 20 years. CMSD provides solid waste and wastewater collection services to over 116,000 residents residing in the City of Costa Mesa and portions of Newport Beach and the unincorporated Orange County. I am proud to be part of an organization that has been a District of Distinction since 2009, earned the Transparency Certificate of Excellence and CMSD is one of few special districts in California that received Platinum Recognition in Special District Governance.

If re-elected, I will continue to collaborate with CSDA committees to ensure you have educational opportunities to enhance special district governance and help elevate public awareness of the role we play as the form of government closest and most directly accountable to our constituents. I believe my experience, knowledge, dedication and commitment to special districts will enable me to represent you well and I am asking for your vote and support. Please vote for Arlene Schafer by **July 10, 2020.**

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

Date: July 10, 2020

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

Subject: **Consider Nomination of Candidate for Alternate Seat to Los Angeles Local Agency Formation Commission**

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

Background

The memorandum and candidate nomination form (**EXHIBIT 6A, 6B**) are attached for the office of the alternate representative to the Los Angeles County Local Agency Formation Commission for the term expiring in May, 2022.

By law, independent special district seats on LAFCO are filled by the Special District Selection Committee. That Committee is made up of the presiding officers of each independent special district in Los Angeles County.

Nominations must be submitted no later than July 24, 2020.

Manager's Recommendation

It is at the discretion of the Board to nominate a candidate for election to the alternate representative to LAFCO.

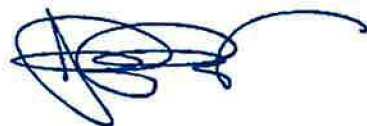
Alternative(s)

The Board may decide not to nominate a candidate for election to the alternate representative to LAFCO.

Fiscal Impact

None

Respectfully submitted,



Jared Dever  
District Manager

*Lagerlof, LLP*

301 NORTH LAKE AVENUE, 10TH FLOOR  
PASADENA, CALIFORNIA 91101  
PHONE: (626) 793-9400 | FAX (626) 793-5900

William F. Kruse  
E-MAIL: WFKRUSE@lagerlof.com

**MEMORANDUM**

**To:** Los Angeles County Independent Special Districts  
**From:** William F. Kruse, Special Counsel  
**Date:** May 26, 2020  
**Subject:** Nomination of Candidate; LAFCO Alternate

As you know, since 1994 special districts in Los Angeles County have been represented by two members of the Local Agency Formation Commission. The office of the alternate representative, Joseph T. Ruzicka, became vacant with his untimely death in December, 2019. On behalf of the special districts of Los Angeles County, LAFCO has appointed us to assist in conducting the election to fill this vacancy. The term will expire in May, 2022.

By law, independent special district seats on LAFCO are filled by the Special District Selection Committee. That Committee is made up of the presiding officers of each independent special district in Los Angeles County.

In order to expedite the process of electing the alternate, I have included a form to be used to nominate candidates for consideration for the position. After nominations are received, each district will receive a complete package of nominee resumes, together with a ballot for consideration by the presiding officer of your board. Voting will be conducted by mailed ballot.

Nominations for the Committee's consideration are welcome. Please provide as much relevant information about the candidate as reasonably possible. Any biographical information and/or candidate statement should be **limited to one page**. Please remember that, to be eligible, the nominee must be an elected official or appointed to your board for a fixed term. Nominations must be received in the office of Lagerlof, LLP, **ATTN: WILLIAM F. KRUSE**, no later than **5:00 p.m. on July 24, 2020**.

Please feel free to contact me directly with any questions.  
Voice: (626) 793-9400  
Fax: (626) 793-5900



NOMINATION  
OF  
INDEPENDENT SPECIAL DISTRICT ALTERNATE  
TO THE  
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

EXHIBIT 6B

To: Independent Special District Selection Committee

From: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Candidate: \_\_\_\_\_

\_\_\_\_\_ is pleased to nominate  
\_\_\_\_\_ as a candidate for appointment as special district alternate  
representative to the Los Angeles Local Agency Formation Commission. The nominee is an elected  
official or a member of the board of an independent special district appointed for a fixed term. For your  
consideration, we submit the following additional information together with a resume of the candidate's  
qualifications.

Elective office: \_\_\_\_\_

Agency: \_\_\_\_\_

Type of Agency: \_\_\_\_\_

Term Expires: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

\_\_\_\_\_  
(Name of Agency)

By: \_\_\_\_\_

Its: \_\_\_\_\_

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

Date: July 10, 2020

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

Subject: **Executive Committee Meeting held on June 23, 2020. Discussion of District Legal Counsel and Consideration of Committee Recommendations**

Exhibit(s): **EXHIBIT 7A**

Background

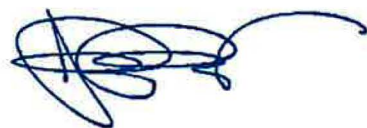
In mid-June, District Manager Dever, was informed by District Legal Counsel, William P. Curley III, that he would be terminating his employment with Lozano Smith, LLP. Since all considerations of District legal counsel direction and retention is under the purview of the Board of Trustees; the Executive Committee was convened to discuss legal counsel options. The Executive Committee met on June 23, 2020 via Zoom teleconference and concluded the following for consideration of the Board of Trustees:

1. Release a Request for Proposal (RFP) for General Legal Counsel Services. Appoint a Board Ad Hoc Legal Counsel Selection Committee that will conduct interviews of RFP respondents and make a recommendation to the Board of Trustees.
2. Release a Request for Proposal (RFP) for General Legal Counsel services, and a separate RFP for Labor/Employment Legal Counsel services. Appoint a Board Ad Hoc Legal Counsel Selection Committee that will conduct interviews of both RFP respondents and make recommendations to the Board of Trustees.

Fiscal Impact

The fiscal impact of releasing an RFP for legal services is negligible. The fiscal impact of the retention of new general legal counsel and labor/employment legal counsel will be determined by the outcome of any future contract award.

Respectfully submitted,



Jared Dever  
District Manager

AGREEMENT FOR LEGAL SERVICES

THIS AGREEMENT is effective April 17, 2018, between the SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT (“Client”) and the law firm of LOZANO SMITH, LLP (“Attorney”) (each a “Party” and collectively the “Parties”). Attorney shall provide legal services as requested by Client on the following terms and conditions:

I. **ENGAGEMENT.** Client hires Attorney as its legal counsel with respect to matters the Client refers to Attorney. Attorney shall provide legal services to represent Client in such matters, keep Client informed of significant developments and respond to Client’s inquiries regarding those matters. Client understands that Attorney cannot guarantee any particular results, including the costs and expenses of representation. Client agrees to be forthcoming with Attorney, to cooperate with Attorney in protecting Client’s interests, to keep Attorney fully informed of developments material to Attorney’s representation of client, and to abide by this Agreement. Client is hereby advised of the right to seek independent legal advice regarding this Agreement.

II. **RATES TO BE CHARGED.** Client agrees to pay Attorney for services rendered based on the attached rate schedule. Agreements for legal fees on other-than-an-hourly basis may be made by mutual agreement for special projects (including as set forth in future addenda to this Agreement).

III. **REIMBURSEMENT.** Client agrees to reimburse Attorney for actual and necessary expenses and costs incurred in the course of providing legal services to Client, including but not limited to expert, consultant, mediation and arbitration fees. Attorney shall not be required to advance costs on behalf of Client over the amount of \$1,000 unless otherwise agreed to in writing by Attorney. Typical expenses advanced for Client, without prior authorization, include messenger fees, witness fees, expedited delivery charges, travel expenses, court reporter fees and transcript fees. Client authorizes Attorney to retain experts or consultants to perform services for Client in relation to litigation or Specialized Services.

IV. **MONTHLY INVOICES.** Attorney shall send Client a statement for fees and costs incurred every calendar month (the “Statement”). Statements shall set forth the amount, rate and description of services provided. Client shall pay Attorney’s Statements within thirty (30) calendar days after receipt. An interest charge of one percent (1%) per month shall be assessed on balances that are more than thirty (30) calendar days past due, not to exceed 10% per annum.

V. **COMMUNICATIONS BETWEEN ATTORNEY AND CLIENT.** The Parties recognize that all legal advice provided by Attorney is protected by the Attorney-Client and Work Product Privileges. In addition to regular telephone, mail and other common business communication methods, Client hereby authorizes Attorney to use facsimile transmissions, cellular telephone calls and text, unencrypted email, and other electronic transmissions in communicating with

Client. Unless otherwise instructed by Client, any such communications may include confidential information.

VI. **POTENTIAL AND ACTUAL CONFLICTS OF INTEREST.** If Attorney becomes aware of any potential or actual conflict of interest between Client and one or more other clients represented by Attorney, Attorney will comply with applicable laws and rules of professional conduct.

VII. **INDEPENDENT CONTRACTOR.** Attorney is an independent contractor and not an employee of Client.

VIII. **TERMINATION.**

a. **Termination by Client.** Client may discharge Attorney at any time, with or without cause, by written notice to Attorney.

b. **Termination by Mutual Consent or by Attorney.** Attorney may terminate its services at any time with Client's consent or for good cause. Good cause exists if (a) Client fails to pay Attorney's Statement within sixty (60) calendar days of its date, (b) Client fails to comply with other terms of this Agreement, including Client's duty to cooperate with Attorney in protecting Client's interests, (c) Client has failed to disclose material facts to Attorney or (d) any other circumstance exists that requires termination of this engagement under the ethical rules applicable to Attorney. Additionally, to the extent allowed by law, Attorney may decline to provide services on new matters or may terminate the Agreement without cause upon written notice to Client if Attorney is not then providing any legal services to Client.

c. **Following Termination.** Upon termination by either Party: (i) Client shall promptly pay all unpaid fees and costs for services provided or costs incurred pursuant to this Agreement up to the date of termination; (ii) unless otherwise required by law or agreed to by the Parties, Attorney will provide no legal services following notice of termination; (iii) Client will cooperate with Attorney in facilitating the orderly transfer of any outstanding matters to new counsel, including promptly signing a substitution of counsel form at Attorney's request; and (iv) Client shall, upon request, be provided the Client's file maintained for the Client by Attorney and shall sign acknowledgment of receipt upon delivery of that file. For all Statements received by Client from Attorney prior to the date of termination, Client's failure to notify Attorney in writing of any disagreement with either the services performed or the charges for those services as shown in the Statement within thirty (30) calendar days of the date of termination shall be deemed Client's acceptance of and agreement with the Statement. For any billing appearing for the first time on a Statement received by Client from Attorney after the date of termination, failure to notify Attorney in writing of any disagreement with either the services performed or the charges for those services within thirty (30) calendar days from receipt of the Statement shall be deemed to signify Client's acceptance of and agreement with the Statement.

IX. MAINTENANCE OF INSURANCE. Attorney agrees that, during the term of this Agreement, Attorney shall maintain liability and errors and omissions insurance.

X. CONSULTANT SERVICES. Attorney works with professional consultants that provide services, including but not limited to investigations, public relations, educational consulting, leadership mentoring and development, financial, budgeting, management auditing, board/superintendent relations, administrator evaluation and best practices, and intergovernmental relations. Attorney does not share its legal fees with such consultants. Attorney may offer these services to Client upon request.

XI. DISPUTE RESOLUTION.

a. Mediation. Except as otherwise set forth in this section, Client and Attorney agree to make a good faith effort to settle any dispute or claim that arises under this Agreement through discussions and negotiations and in compliance with applicable law. In the event of a claim or dispute, either Party may request, in writing to the other Party, to refer the dispute to mediation. This request shall be made within thirty (30) calendar days of the action giving rise to the dispute. Upon receipt of a request for mediation, both Parties shall make a good faith effort to select a mediator and complete the mediation process within sixty (60) calendar days. The mediator's fee shall be shared equally between Client and Attorney. Each Party shall bear its own attorney fees and costs. Whenever possible, any mediator selected shall have expertise in the area of the dispute and any selected mediator must be knowledgeable regarding the mediation process. No person shall serve as mediator in any dispute in which that person has any financial or personal interest in the outcome of the mediation. The mediator's recommendation for settlement, if any, is non-binding on the Parties. Mediation pursuant to this provision shall be private and confidential. Only the Parties and their representatives may attend any mediation session. Other persons may attend only with the written permission of both Parties. All persons who attend any mediation session shall be bound by the confidentiality requirements of California Evidence Code section 1115, et seq., and shall sign an agreement to that effect. Completion of mediation shall be a condition precedent to arbitration, unless the other Party refuses to cooperate in the setting of mediation.

b. Dispute Regarding Fees. Any dispute as to attorney fees and/or costs charged under this Agreement shall to the extent required by law be resolved under the California Mandatory Fee Arbitration Act (Bus. & Prof. Code §§ 6200, et seq.).

c. Binding Arbitration. Except as otherwise set forth in section (b) above, Client and Attorney agree to submit all disputes to final and binding arbitration, either following mediation which fails to resolve all disputes or in lieu of mediation as may be agreed by the Parties in writing. Either Party may make a written request to the other for arbitration. If made in lieu of mediation, the request must be made within sixty (60) calendar days of the action giving rise to the dispute. If the request for arbitration is made following an unsuccessful attempt to mediate the Parties' disputes, the request must be made within ten (10) calendar days of termination of the mediation. The Parties shall

make a good faith attempt to select an arbitrator and complete the arbitration within ninety (90) calendar days. If there is no agreement on an arbitrator, the Parties shall use the Judicial Arbitration and Mediation Service (JAMS). The arbitrator's qualifications must meet the criteria set forth above for a mediator, except, in addition, the arbitrator shall be an attorney unless otherwise agreed by the Parties. The arbitrator's fee shall be shared equally by both Parties. Each Party shall bear its own attorney fees and other costs. The arbitrator shall render a written decision and provide it to both Parties. The arbitrator may award any remedy or relief otherwise available in court and the decision shall set forth the reasons for the award. The arbitrator shall not have any authority to amend or modify this agreement. Any arbitration conducted pursuant to this paragraph shall be governed by California Code of Civil Procedure sections 1281, et seq. By signing this Agreement, Client acknowledges that this agreement to arbitrate results in a waiver of Client's right to a court or jury trial for any fee dispute or malpractice claim. This also means that Client is giving up Client's right to discovery and appeal. If Client later refuses to submit to arbitration after agreeing to do so, Client maybe ordered to arbitrate pursuant to the provisions of California law. Client acknowledges that before signing this Agreement and agreeing to binding arbitration, Client is entitled, and has been given a reasonable opportunity, to seek the advice of independent counsel.

d. Effect of Termination. The terms of this section shall survive the termination of the Agreement.

XII. ENTIRE AGREEMENT. This Agreement with its exhibit supersedes any and all other prior or contemporaneous oral or written agreements between the Parties. Each Party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void. Furthermore, any modification of this Agreement shall only be effective if in writing signed by all Parties hereto.

XIII. SEVERABILITY. Should any provision of this Agreement be held by a court of competent jurisdiction to be invalid, void or unenforceable, but the remainder of the Agreement can be enforced without failure of material consideration to any Party, then this Agreement shall not be affected and it shall remain in full force and effect, unless amended or modified by mutual consent of the Parties; provided, however, that if the invalidity or unenforceability of any provision of this Agreement results in a material failure of consideration, then, to the extent allowed by law, the Party adversely affected thereby shall have the right in its sole discretion to terminate this Agreement upon providing written notice of such termination to the other Party.

XIV. NON-WAIVER. None of the provisions of this Agreement shall be considered waived by either Party unless such waiver is specified in writing.

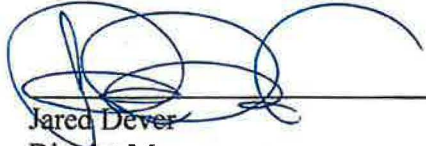
XV. NO THIRD PARTY RIGHTS. This Agreement shall not create any rights in, or inure to the benefit of, any third party.

XVI. ASSIGNMENT. The terms of this Agreement may not be assigned to any third party. Neither Party may assign any right of recovery under or related to the Agreement to any third party.

SO AGREED:

SAN GABRIEL VALLEY MOSQUITO AND  
VECTOR CONTROL DISTRICT

LOZANO SMITH, LLP

  
\_\_\_\_\_  
Jared Dever  
District Manager

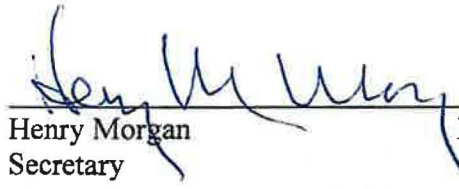
4/18/2018  
Date

  
\_\_\_\_\_  
Karen M. Rezendes  
Managing Partner

April 17, 2018  
Date

  
\_\_\_\_\_  
Corey Calaycay  
Board President

4/18/2018  
Date

  
\_\_\_\_\_  
Henry Morgan  
Secretary

4/23/18  
Date

**PROFESSIONAL RATE SCHEDULE  
FOR SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT  
(Effective April 17, 2018)**

1. HOURLY PROFESSIONAL RATES

Client agrees to pay Attorney by the following standard hourly rate\*:

Partner** / Senior Counsel / Of Counsel	\$ 260 - \$ 295 per hour
Associate	\$ 200 - \$ 260 per hour
Paralegal / Law Clerk	\$ 135 - \$ 150 per hour
Consultant	\$ 135 - \$ 195 per hour

\* Rates for individual attorneys within each category above vary based upon years of experience. Specific rates for each attorney are available upon request.

\*\* Rates for work performed by Senior Partners with 20 years of experience or more may range from \$300 - \$350 per hour.

2. BILLING PRACTICE

Lozano Smith will provide a monthly, itemized Statement for services rendered. Time billed is broken into 1/10 (.10) hour increments, allowing for maximum efficiency in the use of attorney time. Invoices will clearly indicate the department or individuals for whom services were rendered.

Written responses to audit letter inquiries will be charged to Client on an hourly basis, with the minimum charge for such responses equaling .5 hours. Travel time shall be prorated if the assigned attorney travels for two or more clients on the same trip.

3. COSTS AND EXPENSES

In-office copying/electronic communication printing	\$ 0.25 per page
Facsimile	\$ 0.25 per page
Postage	Actual Usage
Mileage	IRS Standard Rate

Other costs, such as messenger, meals, and lodging shall be charged on an actual and necessary basis.





San Gabriel Valley Mosquito and Vector Control District  
Finance and Audit Committee Meeting  
July 27, 2020 – 6:00 p.m.  
1145 N. Azusa Canyon Road, West Covina, CA 91790

**IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:**  
Based on the mandates by the Governor in Executive Order 33-20 and the Los Angeles County Public Health Department "Safer at Home" declaration to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

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

**HOW TO OBSERVE THE MEETING:**

**Telephone:** Listen to the meeting live by calling Zoom at (669) 900-6833.

Enter the Meeting ID# 892 3638 0485 followed by the pound (#) key. More phone numbers can be found on Zoom's website at <https://zoom.us/u/acKGc2g5eB> if the line is busy.

**Computer:** Watch the live streaming of the meeting from a computer by navigating to <https://us02web.zoom.us/j/89236380485> using a computer with internet access that meets Zoom's system requirements  
(see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

**Mobile:** Log in through the Zoom mobile app on a smartphone and enter Meeting ID# 892 3638 0485.

**HOW TO SUBMIT PUBLIC COMMENTS:**

**Before the Meeting:** Please email your comments to [district@sgvmosquito.org](mailto:district@sgvmosquito.org), write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed three minutes at staff's cadence), prominently write "Read Aloud at Meeting" at the top of the email. All comments received before 5:00 AM the day of the meeting will be included as an agenda supplement on the District's website under the relevant meeting date and provided to the Trustees at the meeting. Comments received after this time will be treated as contemporaneous comments.

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

1. Call to order
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 Committee 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 Committee for consideration. There will be no dialog between the Committee and the Commenter. Any clarifying questions from the Committee must go through the Committee Chair.
3. Review of Actuarial Valuation of Other Post-Employment Benefit Programs As of June 30, 2019, Development of OPEB Prefunding Levels and GASB 75\*  
(Committee Chair, Joseph Leon) (Catherine MacLeod, FSA, FCA, EA, MAAA Principal & Consulting Actuary, MacLeod Watts, Inc.) (Discussion)
4. Annual Investment Policy, Resolution 94-02, Article XIII Review\*  
(Committee Chair, Joseph Leon) (Discussion)
5. Adjournment

#### **Finance and Audit Committee**

Sandra Armenta	Manuel Lozano
Richard Barakat	Henry Morgan
John Capoccia	Elyse Rasmussen
Lloyd Johnson	Tim Sandoval
Joseph Leon	

## **CERTIFICATE OF POSTING**

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

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



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

## **Notice to the Public**

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

Please contact the Clerk of the Board at (626) 814-9466. Assisted listening devices are available at the meeting for individuals with hearing impairments. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35. 102-35. 104 ADA Title II)