



San Gabriel Valley Mosquito and Vector Control District  
Board of Trustees Meeting  
March 12, 2021 – 7:00 a.m.  
1145 N. Azusa Canyon Road, West Covina, CA 91790

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

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

**HOW TO OBSERVE THE MEETING:**

**Telephone:** Listen to the meeting live by calling Zoom at (669) 900-6833. Enter the Meeting ID# 658 616 453 followed by the pound (#) key. More phone numbers can be found on Zoom's website at <https://zoom.us/u/acKGc2g5eB> 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**

1.1 Pledge of Allegiance

1.2 Roll Call

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

(Individual Public Comments may be limited to a 3-minute or less time limit)  
During Public Comments, the public may address the Board on any issue within the District's jurisdiction that is not on the agenda. The public may comment on any item on the Agenda at the time that item is before the Board for consideration. There will be no dialog between the Board and the Commenter. Any clarifying questions from the Board must go through the Board President.

## **3. Consent Calendar**

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

3.1. List of Claims for the month of February

3.2. Budget Status Report for February\*

3.3. Minutes of Board of Trustees Meeting February\*

3.4. Operations Report February\*

3.5. Surveillance Report February\*

3.6. Communications Report February\*

3.7. January 2021 Monthly Treasurer Report / District Working Balance for March 2021\*

- 4. Presentation: Sterile Insect Technology Overview**  
(Scientific Programs Manager, Melissa Doyle)
- 5. Nomination of the Special District Representative (Voting Member) to the Los Angeles County Redevelopment Oversight Board No. 5\* (EXHIBIT 5A)**  
(Board President, Becky Shevlin) (Approve/Deny)
  - **Board Action Required:** If the Board concurs, following the public hearing and discussion by members of this item, the appropriate action is to consider and recommend a candidate for Special District Representative to the Los Angeles County Redevelopment Oversight Board No.5.
  - **Alternative Board Action:** If after discussion by members of this item, the Board may choose to not recommend a candidate for Special District Representative to the Los Angeles County Redevelopment Oversight Board No.5.
- 6. Consider Contract Renewal with SCI Consulting Group to Provide Professional Engineering and Levy Administration Services\* (EXHIBIT 6A)**  
(Board President, Becky Shevlin) (Approve/Deny)
  - **Board Action Required:** If the Board concurs, following the public hearing and discussion by members of this item, the appropriate action is to consider and either approve or deny the proposed agreement submitted by SCI Consulting Group to serve as the Engineer of Work and provide professional consulting and levy administration services.
  - **Alternative Board Action:** If after discussion the Board has questions on the proposed agreement, the Board can provide direction to staff on their questions and ask that the Agreement be brought back at a later Board meeting.
- 7. District Administration**
  - 7.1. 2021 American Mosquito Control Association Annual Meeting Report**
  - 7.2. Announcement of District Personnel Changes**
  - 7.3. Announcement of Joint Meeting of the Personnel and Policy Committee and Finance and Audit Committee**
  - 7.4. Bite Back Tour**

**8. Committee Reports**

**8.1. Public Education Committee**  
(Committee Chair, Jerry Velasco)

**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.



---

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

### **Notice to the Public**

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

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

**SAN GABRIEL VALLEY MVCD**

**Claims List**

February 4, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	02/04/2021	AMERICAN FIDELITY AKA FLEX ACCOUNT ADM	6070 FLEX PREMIUMS (Flex Premiums)	313.65
			6070 FLEX PREMIUMS (Flex Premiums)	150.00
2092377			6070 FLEX PREMIUMS (Flex Premiums)	404.15
			6070 FLEX PREMIUMS (Flex Premiums)	150.00
				<u>1,017.80</u>
EFT	02/04/2021	FIDELITY SECURITY LIFE INSURANCE CO.	6070 Vision Premiums (Vision Premiums)	12.30
			6070 Vision Premiums (Vision Premiums)	57.67
164667814			6070 Vision Premiums (Vision Premiums)	272.76
			6070 Vision Premiums (Vision Premiums)	36.90
			6070 Vision Premiums (Vision Premiums)	93.33
				<u>472.96</u>
EFT	02/04/2021	LINCOLN FINANCIAL GROUP	6065 GROUP TERM LIFE	364.26
			6070 Premiums, life - Cafeter (Voluntary Insurance	534.24
4180141227				<u>898.50</u>
EFT	02/04/2021	NATIONWIDE RETIREMENT	6066 457 CONTRIBUTION	120.42
PR for 2/4/2021				<u>120.42</u>
EFT	02/04/2021	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	664.15
			6200 RETIREMENT - CLASSIC (Employer Contribu	1,436.72
PR of 2/4/2021			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	2,586.05
			6201 RETIREMENT - PEPRA (Employer Contributic	1,004.27
			6201 RETIREMENT - PEPRA (Employer Contributic	1,178.36
				<u>8,955.39</u>
17800	02/04/2021	ADDRESSERS	6185 POSTAGE	1,359.96
100186				<u>1,359.96</u>

**SAN GABRIEL VALLEY MVCD**

**Claims List**

February 4, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17801	02/04/2021	ALL AMERICAN ELECTRIC	6040 Building Maintenance	2,659.69
6620				2,659.69
17802	02/04/2021	ARAMARK UNIFORM SERVICES INC.	6332 Uniforms (Uniforms)	171.01
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	137.97
588000069237	02/01/2021		6332 Uniforms (Uniforms)	171.02
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	132.46
			6332 Uniforms (Uniforms)	171.01
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	115.97
			6332 Uniforms (Uniforms)	171.01
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	110.47
				1,180.92
17803	02/04/2021	ATHENS SERVICES	6040 Refuse Disposal (Refuse Disposal)	260.09
				260.09
9856884				
17804	02/04/2021	AZUSA LIGHT & WATER	6343 Meter # 99172930 (Account # 303-0190.300)	81.96
			6343 Meter # 45169724 (Account # 303-0191.300 (	48.21
303-0190-300				130.17
17805	02/04/2021	CALOLYMPIC SAFETY	6302 Supplies, Safety	451.08
				451.08
391293	02/01/2021			
17806	02/04/2021	CYPRESS HEATING & AIR CONDITIONING	6040 Building Maintenance	570.19
				570.19
12019158				
17807	02/04/2021	ENVIRONMENT CONTROL	6040 Building Maintenance	1,299.00
				1,299.00

SAN GABRIEL VALLEY MVCD

Claims List

February 4, 2021

Num	Date	Name	Item	Original Amount
9838-411				
17808	02/04/2021	LEWIS BRISBOIS BISGAARD & SMITH LLP	6130 Profess Serv rendered (Professional Services	7,862.40
				7,862.40
2866842				
17809	02/04/2021	QUADIENT /NEOPOST	6185 LEASE NO (Lease No N13082075)	272.25
				272.25
N8678968				
17810	02/04/2021	SOUTHERN CALIFORNIA EDISON	6340 UTILITIES - ELECTRIC	1,371.19
				1,371.19
2-03-760-7223				
17811	02/04/2021	STREAMLINE	6037 WEBSITE AND EMAIL SERVICE	200.00
				200.00
0EAF3F59-003				
17812	02/04/2021	SYNTECH GROUP INC.	6035 COMPUTER HARDWARE	3,066.00
			6035 COMPUTER HARDWARE	3,066.00
A20794	02/01/2021		6046 PROFESSIONAL SERVICES - IT	775.00
			6046 PROFESSIONAL SERVICES - IT	615.00
SVC-A20920	02/01/2021		6046 PROFESSIONAL SERVICES - IT	620.00
				8,142.00
17813	02/04/2021	US BANK	6185 POSTAGE	26.35
			6270 OFFICE SUPPLIES	99.00
Alba	02/01/2021		6232 REGISTRATION - SEMINARS (REGISTRATI	50.00
			6260 SUPPLIES, MECHANICAL	78.15
Bishop	02/01/2021		6036 COMPUTER SOFTWARE	250.00
			6036 COMPUTER SOFTWARE	150.00



**SAN GABRIEL VALLEY MVCD**

**Claims List**

February 4, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
Dever	02/01/2021		6232 REGISTRATION - SEMINARS (REGISTRATI	75.00
			6035 COMPUTER HARDWARE	158.00
			6250 LABORATORY SUPPLIES	452.32
			6333 BRANDED CLOTHING	30.00
Doyle	02/01/2021		6333 BRANDED CLOTHING	30.00
			6333 BRANDED CLOTHING	30.00
			6036 COMPUTER SOFTWARE	229.00
			6232 REGISTRATION - SEMINARS (REGISTRATI	219.00
Farned	02/01/2021		6232 REGISTRATION - SEMINARS (REGISTRATI	75.00
			6232 REGISTRATION - SEMINARS (REGISTRATI	219.00
			6232 REGISTRATION - SEMINARS (REGISTRATI	75.00
Hagele	02/01/2021		6302 Supplies, Safety	401.48
Holguin	02/01/2021		6302 Supplies, Safety	324.10
			6036 COMPUTER SOFTWARE	550.52
			6232 REGISTRATION - SEMINARS (REGISTRATI	275.00
			6232 REGISTRATION - SEMINARS (REGISTRATI	75.00
Sun	02/01/2021		6232 REGISTRATION - SEMINARS (REGISTRATI	75.00
			6037 WEBSITE AND EMAIL SERVICE	14.98
			6003 ADVERTISING	54.77
			6232 REGISTRATION - SEMINARS (REGISTRATI	75.00
			6232 REGISTRATION - SEMINARS (REGISTRATI	225.00
			6037 WEBSITE AND EMAIL SERVICE	4.99
			6037 WEBSITE AND EMAIL SERVICE	21.17
			6232 REGISTRATION - SEMINARS (REGISTRATI	219.00
			6037 WEBSITE AND EMAIL SERVICE	1.83
			6036 COMPUTER SOFTWARE	228.00
			6040 Building Maintenance	145.52
				4,862.18

**Accounts Payable for February 4, 2021**

**42,086.19**

SAN GABRIEL VALLEY MVCD

Claims List

February 19, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	02/19/2021	AMERICAN FIDELITY ASSURANCE	6070 Premiums, life - Cafeter (Voluntary Insurance	223.47
			6070 Premiums, life - Cafeter (Voluntary Insurance	296.61
Premiums			6070 Premiums, life - Cafeter (Voluntary Insurance	1,359.43
			6070 Premiums, life - Cafeter (Voluntary Insurance	275.44
			6070 Premiums, life - Cafeter (Voluntary Insurance	54.95
				<u>2,209.90</u>
EFT	02/19/2021	CAL PERS	6070 Med premiums - Cafeteria (Medical premiums	556.82
			6070 Med premiums - Cafeteria (Medical premiums	694.34
100000016339265			6070 Med premiums - Cafeteria (Medical premiums	4,392.63
			6070 Med premiums - Cafeteria (Medical premiums	4,642.77
			6070 Med premiums - Cafeteria (Medical premiums	2,324.59
			6072 MEDICAL PREMIUM-Retired EE (Medical pre	429.00
			6070 ADMIN FEE (Admin fee)	45.54
				<u>13,085.69</u>
EFT	02/19/2021	NATIONWIDE RETIREMENT	6066 457 CONTRIBUTION	120.42
				<u>120.42</u>
PR of 2/18/2021				
EFT	02/19/2021	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	664.15
			6200 RETIREMENT - CLASSIC (Employer Contribu	1,436.72
PR of 2/18/2021	02/18/2021		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	2,586.05
			6201 RETIREMENT - PEPRA (Employer Contributic	1,004.27
			6201 RETIREMENT - PEPRA (Employer Contributic	1,178.36
				<u>8,955.39</u>
EFT	02/19/2021	PRINCIPAL DENTAL	6070 Dental premiums - Cafeter	90.00

**SAN GABRIEL VALLEY MVCD**

**Claims List**

February 19, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
March Premiums			6070 Dental premiums - Cafeter	414.48
			6070 Dental premiums - Cafeter	1,602.15
			6070 Dental premiums - Cafeter	317.30
			6070 Dental premiums - Cafeter	505.40
				<u>2,929.33</u>
EFT	02/19/2021	TEXAS LIFE INSURANCE COMPANY	6070 Premiums, life - Cafeter (Voluntary Insurance	191.87
SM09BT20210211001			6070 Premiums, life - Cafeter (Voluntary Insurance	100.00
			6070 Premiums, life - Cafeter (Voluntary Insurance	42.25
				<u>334.12</u>
17814	02/19/2021	ALL AMERICAN ELECTRIC	6040 Building Maintenance	1,718.71
6637			6040 Building Maintenance	30.28
				<u>1,748.99</u>
17815	02/19/2021	ALLEN WU	6030 BOARD EXPENSES	100.00
BM of 2/12/2021				<u>100.00</u>
17816	02/19/2021	AMAZON.COM	6302 Supplies, Safety	1,545.64
435467678398			6260 SUPPLIES, MECHANICAL	53.06
			6302 Supplies, Safety	2,295.30
			6280 SUPPLIES, OPERATIONS	51.72
			6250 LABORATORY SUPPLIES	166.34
			6331 PROFESSIONAL DEVELOPMENT	62.55
			6250 LABORATORY SUPPLIES	208.04
			6280 SUPPLIES, OPERATIONS	25.16
	<u>4,407.81</u>			

SAN GABRIEL VALLEY MVCD

Claims List

February 19, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17817	02/19/2021	AZUSA LIGHT & WATER	6343 Meter # 99172930 (Account # 303-0190.300)	79.61
			6343 Meter # 45169724 (Account # 303-0191.300 (	48.21
303-0190.300				<u>127.82</u>
17818	02/19/2021	BECKER BOARDS SMALL, L.L.C.	6003 ADVERTISING	2,500.00
			6003 ADVERTISING	2,500.00
4-8130				<u>5,000.00</u>
17819	02/19/2021	BECKY A. SHEVLIN	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/12/2021				
17820	02/19/2021	CATHERINE MARCUCCI	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/12/2021				
17821	02/19/2021	CHARLIE KLINKIS	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/12/2021				
17822	02/19/2021	CITY OF WEST COVINA FINANCE	6075 FEES & ASSESSMENTS	224.77
8437-030-905				<u>224.77</u>
17823	02/19/2021	COREY CALAYCAY	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/12/2021				
17824	02/19/2021	CYNTHIA STERNQUIST	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/12/2021				

**SAN GABRIEL VALLEY MVCD**

**Claims List**

February 19, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17825	02/19/2021	CYPRESS HEATING & AIR CONDITIONING	6042 EQUIPMENT MAINTENANCE	525.00
				<u>525.00</u>
11895779				
17826	02/19/2021	DENISE MENCHACA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/12/2021				
17827	02/19/2021	ELYSE RASMUSSEN	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/12/2021				
17828	02/19/2021	FLEET SOLUTIONS CENTER	6260 SUPPLIES, MECHANICAL	100.04
			6260 SUPPLIES, MECHANICAL	79.95
3453,3454,3460,3462			6260 SUPPLIES, MECHANICAL	97.08
			6260 SUPPLIES, MECHANICAL	127.45
			6260 SUPPLIES, MECHANICAL	97.08
			6260 SUPPLIES, MECHANICAL	104.05
			6260 SUPPLIES, MECHANICAL	479.14
			6260 SUPPLIES, MECHANICAL	87.66
			6260 SUPPLIES, MECHANICAL	458.20
			6260 SUPPLIES, MECHANICAL	462.89
			6260 SUPPLIES, MECHANICAL	364.14
			6260 SUPPLIES, MECHANICAL	364.14
			6260 SUPPLIES, MECHANICAL	204.95
			6260 SUPPLIES, MECHANICAL	119.79
			6260 SUPPLIES, MECHANICAL	158.48
			6260 SUPPLIES, MECHANICAL	136.24
			6260 SUPPLIES, MECHANICAL	127.45
			6260 SUPPLIES, MECHANICAL	79.95
			6260 SUPPLIES, MECHANICAL	159.01
			6260 SUPPLIES, MECHANICAL	<u>434.09</u>

SAN GABRIEL VALLEY MVCD

Claims List

February 19, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				4,241.78
17829	02/19/2021	HAROLD J. BISSNER III	6030 BOARD EXPENSES	100.00
				100.00
BM of 2/12/2021				
17830	02/19/2021	HENRY M. MORGAN	6030 BOARD EXPENSES	100.00
				100.00
BM of 2/12/2021				
17831	02/19/2021	HOME DEPOT	6044 MAINTENANCE, GROUNDS	17.62
			6281 MOSQUITO FISH SUPPLIES	10.43
220330			6040 Building Maintenance	75.03
			6040 Building Maintenance	64.17
			6040 Building Maintenance	173.72
			6040 Building Maintenance	55.09
			6040 Building Maintenance	5.27
			6040 Building Maintenance	166.31
				567.64
17832	02/19/2021	INTERSTATE BATTERY SYSTEM	6260 SUPPLIES, MECHANICAL	136.34
				136.34
10179586				
17833	02/19/2021	JACKIE DOORNIK	6030 BOARD EXPENSES	100.00
				100.00
BM of 2/12/2021				
17834	02/19/2021	JERRY VELASCO	6030 BOARD EXPENSES	100.00
				100.00

**SAN GABRIEL VALLEY MVCD**

**Claims List**

February 19, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
BM of 2/12/2021				
17835	02/19/2021	JOHN CAPOCCIA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/12/2021				
17836	02/19/2021	JOSEPH LEON	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/12/2021				
17837	02/19/2021	KENN K. FUJIOKA	6072 MEDICAL PREMIUM-Retired EE (Medical pre	316.94
Premium Reimbursemen	02/18/2021			<u>316.94</u>
				316.94
17838	02/19/2021	LLOYD JOHNSON	6030 BOARD EXPENSES	149.50
				<u>149.50</u>
BM of 2/12/2021				
17839	02/19/2021	LOS ANGELES COUNTY ASSESSOR	6280 SUPPLIES, OPERATIONS	64.00
				<u>64.00</u>
SBF Abstract File				
17840	02/19/2021	MANUEL GARCIA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/12/2021				
17841	02/19/2021	MARGARET E. FINLAY	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/12/2021				

SAN GABRIEL VALLEY MVCD

Claims List

February 19, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17842	02/19/2021	MARY ANGELA BRISCO	6072 MEDICAL PREMIUM-Retired EE (Medical pre	<u>526.84</u> 526.84
		Premium Reimburse		
17843	02/19/2021	MIKE NIFFENEGGER	6072 MEDICAL PREMIUM-Retired EE (Medical pre	<u>618.23</u> 618.23
		Premium Reimburse		
17844	02/19/2021	RESCUE ROOTER/ARS	6040 Building Maintenance	<u>300.00</u> 300.00
		8103-321695		
17845	02/19/2021	RICHARD BARAKAT	6030 BOARD EXPENSES	<u>100.00</u> 100.00
		BM of 2/12/2021		
17846	02/19/2021	ROBERT GONZALES	6030 BOARD EXPENSES	<u>100.00</u> 100.00
		BM of 2/1/2021		
17847	02/19/2021	ROBERT S. JOE	6030 BOARD EXPENSES	<u>100.00</u> 100.00
		BM of 2/12/2021		
17848	02/19/2021	ROGER CHANDLER	6030 BOARD EXPENSES	<u>100.00</u> 100.00
17849	02/19/2021	RYAN A. VIENNA	6030 BOARD EXPENSES	<u>100.00</u> 100.00
		BM of 2/12/2021		



SAN GABRIEL VALLEY MVCD

Claims List

February 19, 2021

Num	Date	Name	Item	Original Amount
17850	02/19/2021	SANDRA ARMENTA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/12/2021				
17851	02/19/2021	SOCALGAS	6341 Utilities (Acc # 057 518 2100 9 Acc # 059 618	244.84
			6341 Utilities (Acc # 057 518 2100 9 Acc # 059 618	143.26
057-518-2100-9				<u>388.10</u>
17852	02/19/2021	SOUTHERN CALIFORNIA NEWS GROUP	6003 ADVERTISING	1,690.00
			6003 ADVERTISING	300.00
00005047773				<u>1,990.00</u>
17853	02/19/2021	STAPLES CREDIT PLAN	6270 OFFICE SUPPLIES	191.97
			6270 OFFICE SUPPLIES	8.07
9827809159				<u>200.04</u>
17854	02/19/2021	STEPHEN SHAM	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/12/2021				
17855	02/19/2021	TIM SANDOVAL	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/12/2021				
17856	02/19/2021	TIRE ZONE	6260 SUPPLIES, MECHANICAL	370.00
				<u>370.00</u>
59812				
17857	02/19/2021	TPx COMMUNICATIONS	6315 Monthly Internet Charges (Monthly Internet Ch	998.30
			6320 Office phones (Office phones)	759.58
				<u>1,757.88</u>

SAN GABRIEL VALLEY MVCD

Claims List

February 19, 2021

Num	Date	Name	Item	Original Amount
140044698-0				1,757.88
<b>17858</b>	<b>02/19/2021</b>	<b>VERIZON WIRELESS</b>	6312 Monthly District Field Ph (Monthly District Field	2,260.07
			6312 Monthly District Field Ph (Monthly District Field	485.84
9873040168,272560553			6312 Monthly District Field Ph (Monthly District Field	325.20
			6312 Monthly District Field Ph (Monthly District Field	1,102.92
				<u>4,174.03</u>
<b>17859</b>	<b>02/19/2021</b>	<b>WELLS FARGO VENDOR FIN SERV</b>	6073 EQUIPMENT CANON (Canon Graphics Equip	1,500.16
				<u>1,500.16</u>
5013695819				
<b>17860</b>	<b>02/19/2021</b>	<b>WEX/CHEVRON</b>	6262 Fuel for Trucks (Fuel for Trucks)	3,072.98
				<u>3,072.98</u>
70030097				
		<b>Accounts Payables for February 18, 2021</b>		<b>62,443.70</b>
		<b>Total Accounts Payable for February 2021</b>		<b>104,529.89</b>
		<b>Total Payroll for February 2021</b>		<b>213,429.47</b>
		see attached		
		<b>Total Claims for February 2021</b>		<b>317,959.36</b>

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

<b>Department</b>	<b>February 4, 2021</b>	<b>February 18, 2021</b>	<b>TOTAL</b>
EXECUTIVE	9,014.40	9,033.12	18,047.52
ADMINISTRATION	11,832.36	11,512.99	23,345.35
OPERATIONS	47,826.48	47,398.18	95,224.66
SURVEILLANCE	14,445.39	14,759.59	29,204.98
COMMUNICATIONS	14,238.69	14,381.64	28,620.33
SEASONAL WORKERS	<u>1,027.73</u>	<u>1,022.40</u>	<u>2,050.13</u>
Gross Payroll	98,385.05	98,107.92	196,492.97
Employer Taxes	4,324.54	2,236.46	6,561.00
Car Allowance	500.00	-	500.00
Employee Benefit-Med	<u>4,504.83</u>	<u>5,370.67</u>	<u>9,875.50</u>
<b>TOTAL PAYROLL</b>	<b>107,714.42</b>	<b>105,715.05</b>	<b>213,429.47</b>

SGV CD  
 Comparative YTD Actual to Full Year Budget  
 Current Period 67% of Year Completed  
 February 28, 2021

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
<b>PERSONNEL EXPENSES</b>						
Salaries, Exempt	45,306.12	379,248.83	605,545.00	226,296.17	62.63	
Salaries - Non Exempt	135,034.62	1,066,399.10	1,915,927.00	849,527.90	55.66	
Salaries - Overtime	64.45	10,113.63	14,500.00	4,386.37	69.75	Inspections
Salaries - Vacation	6,925.62	61,703.23	84,149.00	22,445.77	73.33	Holiday use
Salaries-Holiday	322.47	81,631.18	109,279.00	27,647.82	74.70	Only 1 holiday remaining
Salaries, Sick Pay	6,794.89	43,504.45	87,127.00	43,622.55	49.93	
Salaries, Part-time - XH	2,044.80	92,474.62	197,580.00	105,105.38	46.80	
Management Car Allowance	500.00	3,650.00	6,000.00	2,350.00	60.83	
Cafeteria Benefit	30,030.54	275,351.23	364,800.00	89,448.77	75.48	Seasonal Expense
Hlth Benefits, Ret Emps	1,891.01	16,535.55	26,000.00	9,464.45	63.60	
Employer, 457 Contribution	240.84	2,047.14	3,150.00	1,102.86	0.00	
Medicare	3,014.62	26,306.63	45,790.00	19,483.37	57.45	
Retirement - Classic	8,094.82	66,559.88	223,650.00	157,090.12	29.76	
Retirement - Pepra	9,815.96	85,460.71	295,800.00	210,339.29	28.89	
Retirement - Classic-Unfunded Liability	0.00	154,467.00	151,439.00	(3,028.00)	102.00	One time fee
Retirement - Pepra-Unfunded Liability	0.00	0.00	8,342.00	8,342.00	0.00	
Social Security	0.00	1,957.43	8,170.00	6,212.57	23.96	
Group Term Life Ins	364.26	2,964.57	4,300.00	1,335.43	68.94	
Tuition Reimbursement	0.00	250.00	4,000.00	3,750.00	6.25	
Insurance, unemployment	3,636.95	18,674.12	25,000.00	6,325.88	74.70	New calendar year
Post Retirement Benefits	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL PERSONNEL EXPENSES</b>	<b>254,081.97</b>	<b>2,389,299.30</b>	<b>4,180,548.00</b>	<b>1,791,248.70</b>	<b>57.15</b>	
<b>OPERATING EXPENSES</b>						
Event Participation Fees	0.00	99.00	4,000.00	3,901.00	2.48	
Arbovirus Testing Supplies	0.00	12,389.24	26,000.00	13,610.76	47.65	
Branded Clothing	90.00	2,327.64	8,600.00	6,272.36	27.07	
Boots	0.00	855.96	4,500.00	3,644.04	19.02	
Misc. Rentals	0.00	0.00	2,000.00	2,000.00	0.00	
Professional Development	62.55	62.55	2,000.00	1,937.45	3.13	
Awards	0.00	2,084.06	3,000.00	915.94	69.47	
Advertising	7,044.77	15,286.10	30,000.00	14,713.90	50.95	

SGVMVCD  
 Comparative YTD Actual to Full Year Budget  
 Current Period 67% of Year Completed  
 February 28, 2021

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Bank Charges	1,670.95	11,279.11	15,000.00	3,720.89	75.19	Year end processing
Board expenses	2,549.50	19,115.91	38,000.00	18,884.09	50.31	
Computer Hardware	6,290.00	8,403.32	42,500.00	34,096.68	19.77	
Computer Software	1,407.52	19,755.83	61,000.00	41,244.17	32.39	
Website/Email Service	242.97	4,758.01	5,700.00	941.99	83.47	Annual service
Facility maintenance	8,019.94	44,831.42	40,000.00	(4,831.42)	112.08	Electrical work, alarm service
Maintenance, equipment	525.00	1,757.20	4,000.00	2,242.80	43.93	
Maintenance, grounds	17.62	37.20	10,000.00	9,962.80	0.37	
Lease Equipment	1,500.16	12,122.07	21,000.00	8,877.93	57.72	
Fees & Assessments	224.77	4,106.78	4,300.00	193.22	95.51	LAFCO Fees
Hiring expenses	0.00	203.00	4,000.00	3,797.00	5.08	
VCJPA General Fund	0.00	7,517.00	9,248.00	1,731.00	81.28	One time fee
Insurance, liability	0.00	84,115.00	79,056.00	(5,059.00)	106.40	One time fee
Workers Comp Insurance	0.00	114,515.00	114,890.00	375.00	99.67	One time fee
Automobile Insurance	0.00	2,257.00	2,257.00	0.00	100.00	One time fee
Other Insurance	0.00	2,133.09	3,500.00	1,366.91	60.95	
Insurance, property	0.00	6,143.00	6,423.00	280.00	95.64	One time fee
Legal	7,862.40	43,034.82	25,000.00	(18,034.82)	172.14	Personnel Issues
Memberships	0.00	26,109.46	28,000.00	1,890.54	93.25	MVCAC. Cal Chamber
Miscellaneous expenses	0.00	1,556.57	3,500.00	1,943.43	44.47	
Postage	1,658.56	4,122.68	6,700.00	2,577.32	61.53	
Accounting Services, Auditor	0.00	7,463.50	22,000.00	14,536.50	33.93	
Professional Services , Other	0.00	0.00	2,000.00	2,000.00	0.00	
Professional Services-IT	2,010.00	25,580.00	50,000.00	24,420.00	51.16	
Printing & Reproduction	0.00	5,273.42	16,500.00	11,226.58	31.96	
Research	0.00	0.00	500.00	500.00	0.00	
Seminars and meetings	1,542.00	2,331.50	47,600.00	45,268.50	4.90	
Supplies, Surveillance	826.70	7,745.32	10,000.00	2,254.68	77.45	New traps
Supplies, Vehicle Maintenance	4,879.33	12,746.80	60,000.00	47,253.20	21.24	
Supplies, Gasoline	3,072.98	32,044.09	65,000.00	32,955.91	49.30	
Supplies, Office	192.04	5,110.68	11,600.00	6,489.32	44.06	
Supplies, Mosquito Fish	10.43	1,554.88	5,000.00	3,445.12	31.10	
Supplies, Operations	140.88	3,755.87	15,000.00	11,244.13	25.04	
Supplies, Pesticides	0.00	95,981.08	75,000.00	(20,981.08)	127.97	Auditor adj.

SGV & D  
 Comparative YTD Actual to Full Year Budget  
 Current Period 67% of Year Completed  
 February 28, 2021

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Supplies, Communications	0.00	528.92	10,000.00	9,471.08	5.29	
Supplies, Education Program	0.00	7,297.39	14,000.00	6,702.61	52.12	
Supplies, Safety	5,017.60	19,532.02	20,000.00	467.98	97.66	PPE Covid-19
Supplies, Media Production	0.00	635.81	6,000.00	5,364.19	10.60	
Benefit Assesment Admin Cost	0.00	107,841.44	118,000.00	10,158.56	91.39	County Admin fees
Communications, field	4,174.03	30,295.43	42,000.00	11,704.57	72.13	Cell phone upgrade
Telephone, Internet	998.30	8,252.61	14,000.00	5,747.39	58.95	
Telephone , Office	759.58	7,150.74	15,500.00	8,349.26	46.13	
Training , CEU's	0.00	2,573.00	6,000.00	3,427.00	42.88	
Uniforms and clothing	684.05	6,870.44	12,000.00	5,129.56	57.25	
Utilities, Electric	1,371.19	19,323.97	30,000.00	10,676.03	64.41	
Utilities, Natural Gas	388.10	1,644.87	3,100.00	1,455.13	53.06	
Utilities, Water	257.99	1,209.97	2,200.00	990.03	55.00	
Automobile Lease	0.00	37,523.17	30,000.00	(7,523.17)	125.08	Paid lease in full
Surveillance, Aerial	0.00	0.00	25,500.00	25,500.00	0.00	
<b>TOTAL OPERATING EXPENSES</b>	<b>65,491.91</b>	<b>901,244.94</b>	<b>1,332,674.00</b>	<b>431,429.06</b>	<b>67.63</b>	
<b>TOTAL EXPENSES</b>	<b>319,573.88</b>	<b>3,290,544.24</b>	<b>5,513,222.00</b>	<b>2,222,677.76</b>	<b>59.68</b>	
<b>CAPITAL OUTLAY EXPENSES</b>						
Capital Outlay		125,521.81	242,000.00	116,478.19	51.87	
<b>TOTAL CAPITAL EXPENSES</b>	<b>0.00</b>	<b>125,521.81</b>	<b>242,000.00</b>	<b>116,478.19</b>	<b>51.87</b>	
<b>RESERVES</b>						
Reserve, Public Health Em	0.00	0.00	1,326,200.00	1,326,200.00	0.00	
Reserve, Capital Projects	0.00	0.00	459,849.00	459,849.00	0.00	
Reserve, Pension Liability	0.00	0.00	200,258.00	200,258.00	0.00	
Reserve, Building/Facilities	0.00	0.00	49,000.00	49,000.00	0.00	
Reserve, Vehicle Replacement	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL RESERVES</b>	<b>0.00</b>	<b>0.00</b>	<b>2,035,307.00</b>	<b>2,035,307.00</b>	<b>0.00</b>	

**MINUTES of the San Gabriel Valley Mosquito and Vector Control District  
Board of Trustees Meeting  
1145 N. Azusa Canyon Road, West Covina, CA 91790  
February 12, 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)  
 Charlie Klinakis (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)  
 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  
 Melissa Doyle  
 Levy Sun  
 Marta Tanaka  
 Kriztian Luna  
 Pablo Cabrera

**GUESTS PRESENT**

Representative, Lewis Brisbois  
 Bisgaard & Smith, Legal Counsel  
 Geri Varela

**1. Call to Order**

Board President Becky Shevlin called the meeting to order at 7:02, Trustee Cynthia Sternquist led the Pledge of Allegiance, and Clerk of the Board, Marta Tanaka, took Roll Call.

Board President welcomed new board members, Robert Gonzales, appointed by the City of Azusa, and Charlie Klinakis, appointed by the City of La Puente.

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

None

**3. Consent Calendar**

A Motion made by Trustee Margaret Finlay, seconded by Trustee Jerry Velasco, to Approve the Consent Calendar passed by majority vote.

AYES: S. Sham, R. Chandler, R. Gonzales, R. Barakat, C. Calaycay, H. Morgan, M. Finlay, J. Velasco, J. Doornik, C. Marcucci, M. Garcia, C. Klinakis, E. Rasmussen, J. Bissner, B. Shevlin, J. Leon, R. Janbek, T. Sandoval, S. Armenta, R. Vienna, D. Menchaca, R. Joe, C. Sternquist, A. Wu, L. Johnson

NOES:

ABSENT: J. Capoccia

ABSTAIN:

**4. Joint Tax Transfer Resolution – San Gabriel Valley Mosquito and Vector Control District Annexation #2018-06**

Board President Becky Shevlin advised that this item was suspended from the February January 2021 agenda due to revisions necessary to a LAFCO application. District Manager Dever explained that the annexation will resolve a service gap area created by an annexation in 2002. Dever reported that the fees associated with the annexation are projected to be \$680 for Los Angeles County Assessor's processing and \$1,500 for the State Board of Equalization

A Motion made by Trustee Margaret Finlay, seconded by Trustee Richard Barakat, to Approve the Joint Tax Transfer Resolution – San Gabriel Valley Mosquito and Vector Control District Annexation #2018-06 passed by majority vote.

AYES: S. Sham, R. Chandler, R. Gonzales, R. Barakat, C. Calaycay, H. Morgan, M. Finlay, J. Velasco, J. Doornik, C. Marcucci, M. Garcia, C. Klinakis, E. Rasmussen, J. Bissner, B. Shevlin, J. Leon, R. Janbek, T. Sandoval, S. Armenta, R. Vienna, D. Menchaca, R. Joe, C. Sternquist, A. Wu, L. Johnson

NOES:

ABSENT: J. Capoccia

ABSTAIN:

**5. LAFCO Redevelopment Oversight Board Call for Nomination**

District Manager Jared Dever informed the board that there is an open seat on the LAFCO Oversight board, and nominations for candidates are being taken. Prospective candidates must be members of an independent special district to qualify for the election.

Board President Becky Shevlin called on the board for nomination(s) and Trustee Lloyd Johnson indicated he would submit an application.

**6. Consider Contract Renewal with SCI Consulting Group**

District Manager Jared Dever advised that the contract for Professional Engineering and Levy Administrative Services provided by SCI Consulting Group, is due for renewal.

After discussion, the Board moved to suspend the item, and directed District Manager Jared Dever to request that SCI Consulting Group remove automatic increases in annual service fees in consideration of ongoing COVID 19 economic impacts.



**7. Consider Approving San Gabriel Valley Mosquito and Vector Control District Fiscal Year 2020/21 Annual Budget Midyear Adjustments**

Committee Chair Lloyd Johnson reported that the Finance and Audit Committee met and discussed the proposed midyear budget adjustments.

District Manager Jared Dever reviewed the Midyear Budget and explained all significant changes proposed.

Board President Becky Shevlin instructed the Finance and Audit Committee to convene and further discuss pension liability and OPEB obligation funding strategies.

A Motion made by Trustee Jerry Velasco, seconded by Trustee Richard Barakat, to approve the San Gabriel Valley Mosquito and Vector Control District Fiscal Year 2020/21 Annual Midyear Budget Adjustments passed by majority vote.

AYES: S. Sham, R. Chandler, R. Gonzales, R. Barakat, C. Calaycay, H. Morgan, M. Finlay, J. Velasco, J. Doornik, C. Marcucci, M. Garcia, C. Klinakis, E. Rasmussen, J. Bissner, B. Shevlin, J. Leon, R. Janbek, T. Sandoval, S. Armenta, R. Vienna, D. Menchaca, R. Joe, C. Sternquist, A. Wu, L. Johnson

NOES:

ABSENT: J. Capoccia

ABSTAIN:

**8. Trustee Committee Assignments**

Board President Becky Shevlin presented 2021 Committee Assignments and thanked board members for volunteering for assignments. Shevlin requested that Committees review and revise committee descriptions when they meet.

**9. District Administration**

District Manager Jared Dever announced that Communications Director, Levy Sun, was recognized for his outstanding efforts in public education and outreach at the Mosquito and Vector Control Association of California (MVCAC) Annual Conference. The MVCAC presented Sun with the Presidential Citation Award, thanking him for all the hard work and years of dedication.

**9.1 Ecohealth Vector Education Program – Public Health Teachers of the Year**

Communications Director Levy Sun shared this was the first year the Public Health Teachers of the Year Award were given out. Sun described the components of the EcoHealth Program and recognized the three educators receiving the award; Giselle Arguello of Charter Academy in West Covina, Geri Varela of Cherry Lee Elementary in El Monte, and Danny Woo of San Jose Charter Academy in West Covina. Sun thanked these educators for their dedication and participation in the program.

Sun further advised that the district is currently enrolling classes for the Citizen Science Program in Fall 2021, requesting trustees share this information with educators they communicate with.

**9.2 Trustee Training Certification**

District Manager Jared Dever announced that several board members' Certificates for Ethics Training and Sexual Harassment Prevention Training were due for recertification

and advised that Clerk of the Board, Marta Tanaka, will be contacting trustees to schedule training.

**9.3 Committee Meetings – Public Information Committee**

District Manager Jared Dever advised that the Public Information Committee will convene on Thursday, February 18, 2021, at 9:00 a.m.

**10. Committee Reports**

**10.1 Finance and Audit Committee**

Committee Chair Lloyd Johnson had nothing additional to report.

**10.2 Ad Hoc Property Committee**

Committee Chair Richard Barakat reported that the committee met and discussed various options for repairs to the damaged Operations Building and other major infrastructure proposals.

**11. Trustee Reports**

None

**12. New Business**

None

**13. Adjournment**

The meeting was adjourned at 8:14 a.m.

**Operations Department**  
Disease Weeks [5 – 8] | [January 31 –February 27, 2021]

**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:****February 2021**

Larvicides/Pupicides					
Method of Action	Target	Amount		Area Treated	
<b>Larvicide Oils (Surface Film)</b>					
Suffocation	Mosquitoes	0.81	gal.	7795	sq.ft.
<b>Insect Growth Regulators (IGR's)</b>					
Inhibits metamorphosis	Mosquitoes	19.16	lbs.	4376	sq.ft.
<b>Bacterials</b>					
Ingestion, toxicant	Mosquitoes	0.44	gal.	224927	sq.ft.
Ingestion, toxicant	Mosquitoes	29.74	lbs.	468734	sq.ft.
Ingestion, toxicant	Black flies	2.94	gal.	816	m <sup>3</sup>
<b>Biologicals</b>					
Mosquito fish	Mosquitoes	136	ea.	630	sq.ft.

**Operations Summary:**

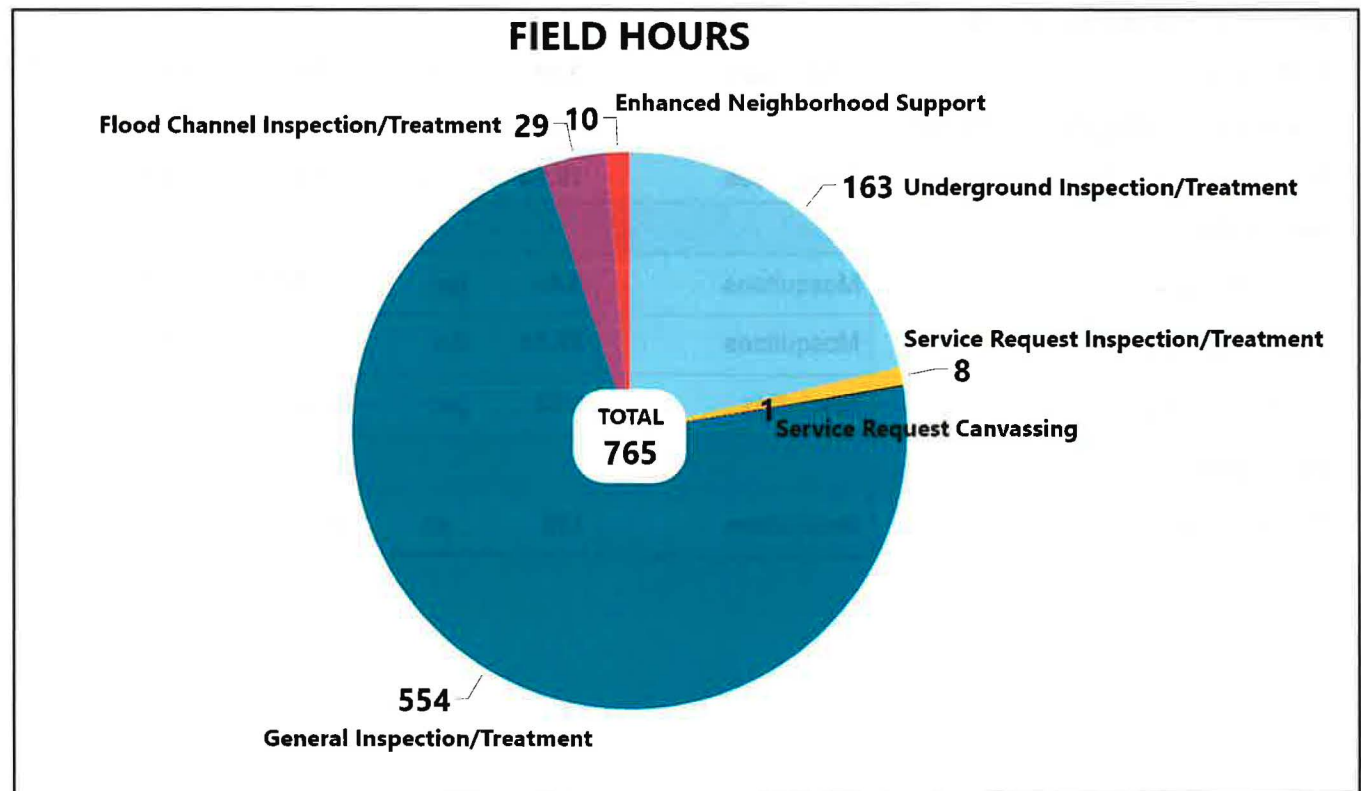
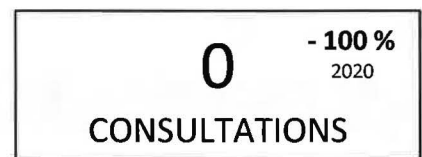
The Operations department filled four existing fulltime positions. We welcome the following individuals to their new roles:

Marco Gaytan	Vector Control Specialist III
Fred Ibarra	Vector Control Specialist II
Dane Miletich	Vector Control Specialist II
Manuel Lara	Vector Control Specialist I

The department is currently involved in the recruitment process to hire 10 seasonal employees in preparation of the 2021 season.

The District is in the third phase of its winter swimming pool condition confirmation effort with nearly 75% of the 3,017 non-functional swimming pools compliant. Residents who have not yet responded to our requests for condition confirmation will be sent a final notice before properties are reported to local code enforcement and/or inspection warrants are acquired.

**Field Statistics:**

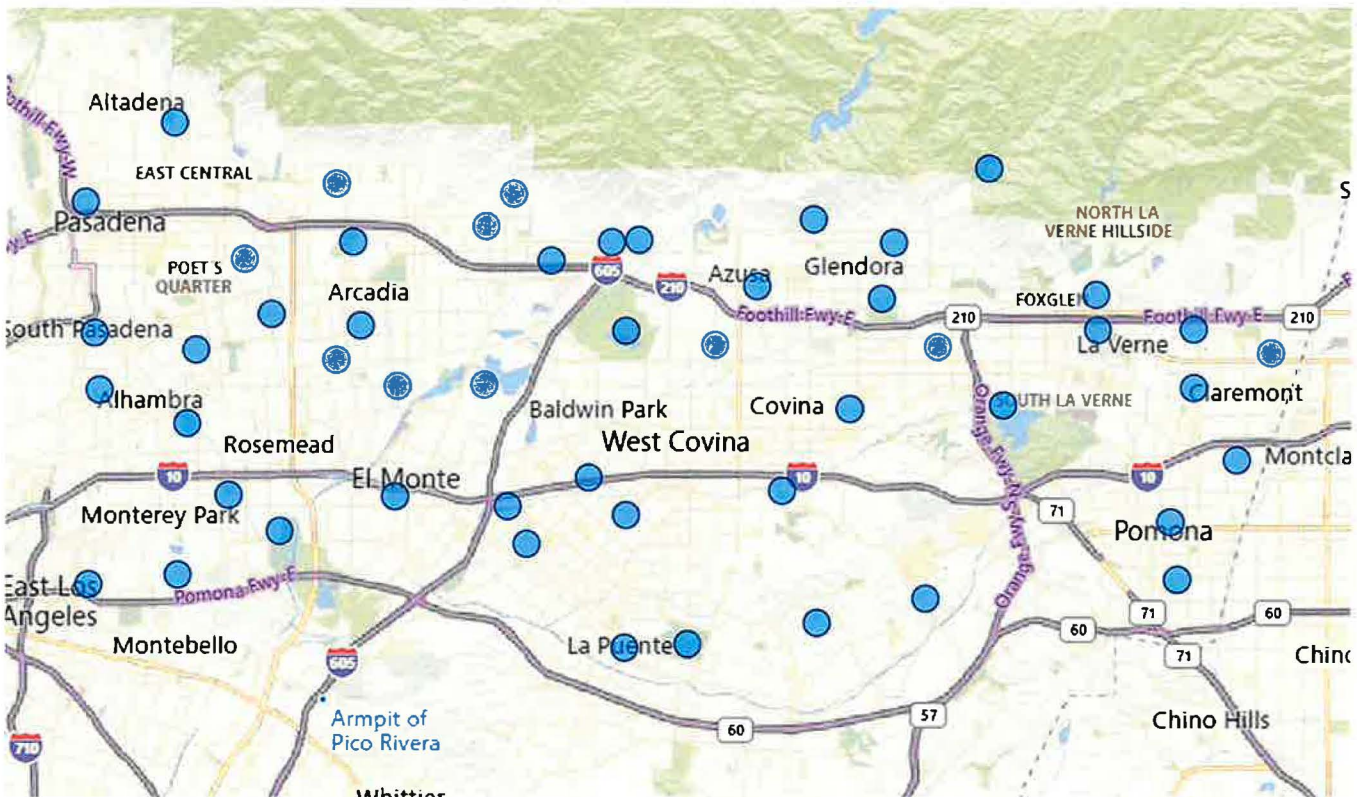


## Surveillance Department

### Disease Weeks [5 - 8] | [January 31 – February 27, 2021]

#### Insect Surveillance Activities

During the winter months, the Surveillance Department is preparing for the upcoming season and making improvements to data management processes. Weekly mosquito surveillance is generally discontinued during winter months due to assumed low mosquito activity and low temperatures. In attempts to understand the winter activity of mosquitoes in the San Gabriel Valley, the Surveillance Department set a limited number of traps when the area experienced unusually warm day and overnight temperatures during weeks 6 and 8. Trap captures were low in comparison to the trap catches in January. Samples of these mosquitoes were saved for West Nile virus testing. Weekly trapping is expected to resume the first week of March, however, the Surveillance Department will set traps if weather conditions allow.



*Figure 1 Trapping locations February 2021*

The Surveillance Department also sampled for ticks in February in three locations. The department was able to gain access to the locations that experienced wildfires last year and will sample these areas as they recover from the wildfires. All ticks were saved for testing.

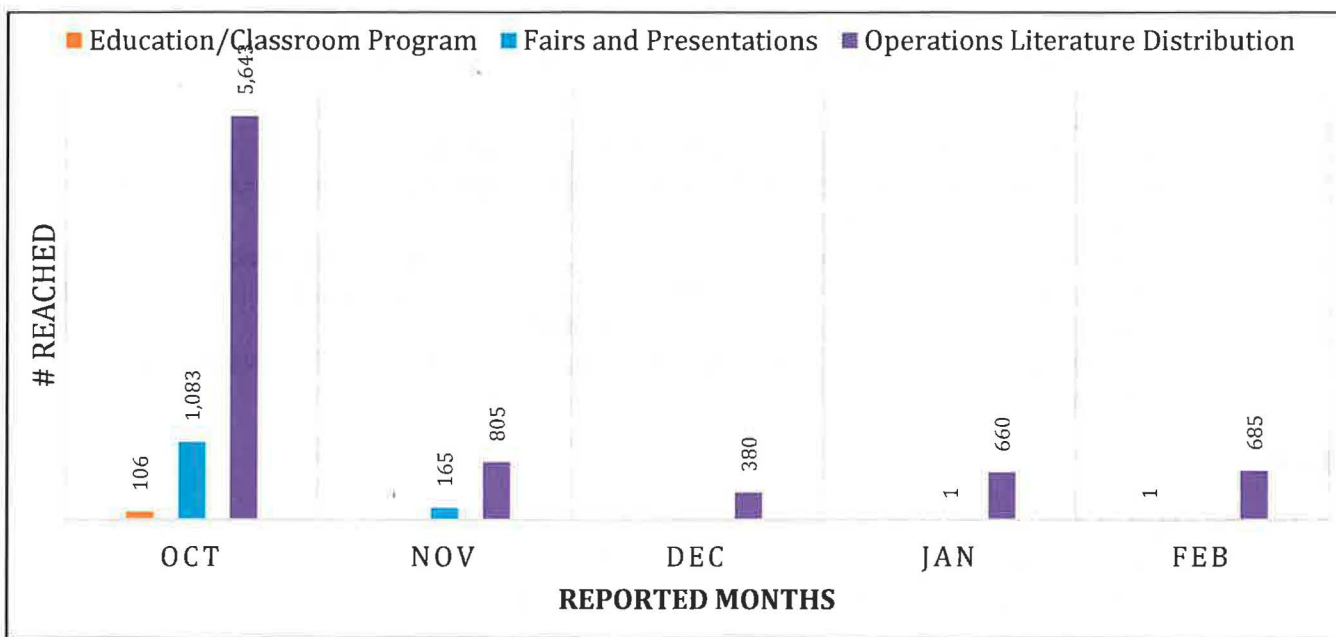
#### Department Project Summaries

Melissa Doyle presented virtually at the 2021 Mosquito and Vector Control Association Conference. The presentation was called "Expanding mosquito surveillance methods to accommodate seasonal fluctuations in native species and to monitor for invasive *Aedes* species". The presentation discussed the work the department has undertaken from 2018 to present to refine surveillance methods in the San Gabriel Valley.

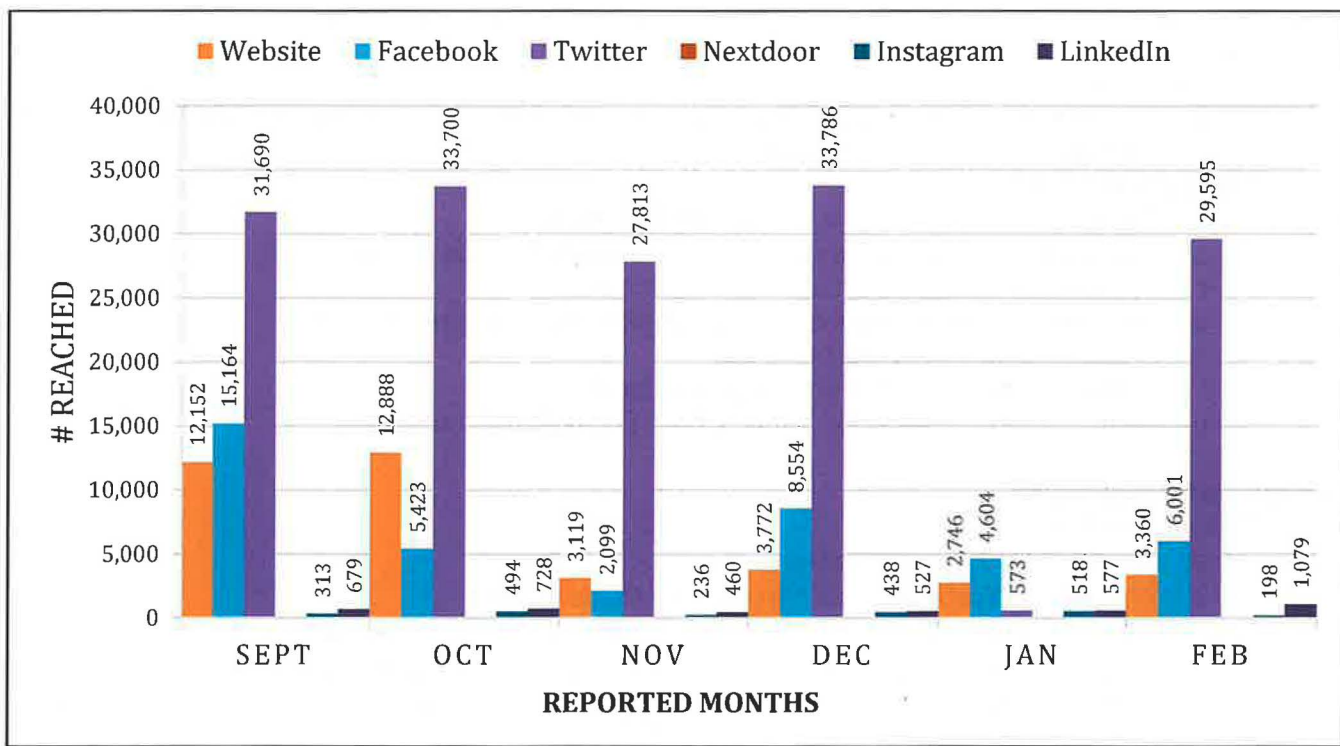
In addition to normal trapping activities, the department has begun to explore trapping data in comparison to operational activities to ascertain how best to apply the data obtained. Traditionally, mosquito operations have been based on trap number increases or decreases in response to treatments. This traditional model is based upon work with mosquitoes that have distinct generations and the ability to use trapping methods that capture host-seeking adults. In southern California, the most successful traps target mosquito looking to lay their eggs. These are often the oldest mosquitoes and from different generations which makes it difficult to understand how well treatments work since it's difficult to accurately assess a mosquito's age by looking at its features. In the coming months the department will be exploring different trapping methods to evaluate treatments in the underground storm drain system that target host-seeking adults.

**Communications Department**  
 Disease Weeks [5-8] | [January 31 – February 27, 2021]

**Outreach Activities:**



**Digital Activities:**



### **EcoHealth Vector Education Program**

1. New Developments
  - a. Contributed to the Transit wrap design brainstorm with SoCal Wraps
  - b. Contacted PookyMedia LLC to request revisions for Vector Inspectors animated video
2. Projects in progress
  - a. Continued building the [www.vectoreducation.org](http://www.vectoreducation.org) website
  - b. Edited Operation Mosquito G.R.I.D. and Vector Inspector Program (V.I.P.) scripts to reflect program modifications
  - c. Continued with the creation of teacher and student remote learning resources
  - d. Continued to collaborate with Surveillance (Jung Kim) on design creations for EcoHealth
  - e. Captured videos of water samples for Virtual Lab
  - f. Journey of the Germ- Collaborated with Dr. Whitney Qualls of Anastasia Mosquito Control District, St. Augustine, FL

### **Design**

1. Website
  - a. Rewrote Spring into Cleaning Landing Page
  - b. Created City Spring into Cleaning Landing Pages
2. Video
  - a. Continued growth of our video library and content
  - b. Filmed and began editing a new repellent video

### **General Outreach**

1. Continued content and post for weekly #MosquitoMonday and #TipTossThursday
2. Created content for Google Ads alert
3. Social Media
  - a. On February 18, Ada Eez's Instagram account was verified giving us more features and a larger presence on the platform.
4. Bite Back Program
  - a. Finalized Little Champions Interactive Storybook
  - b. Created Little Champions resource video playlist for the Wix website
  - c. Created Wix website printable activity sheets
  - d. Updated all assessments on SurveyMonkey into conversation mode
  - e. Researched potential partnerships
  - f. Created a Block the Bite scheduling e-blasts
  - g. Begin content creation for "What's Your Ecosystem?" campaign

### **Administrative/Trainings**

1. Training/webinars
  - a. 2/1: MVCAC Annual Meeting
  - b. 2/16: PRSA Webinar - *Cut Through the Clutter Online*
  - c. 2/17: Webinar - Designing Virtual Opportunities; Managing Remote Volunteers
  - d. 2/23: Webinar - Engaging Girls in STEAM: Your Actions Can Shape The Future!
  - e. 2/16: Attended El Monte City School Unified School District meeting for the Public Health Teacher of the Year award granted to Geri Varela



**March 12, 2021**

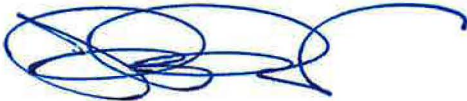
**HONORABLE PRESIDENT AND MEMBERS OF THE BOARD OF TRUSTEES,  
SAN GABRIEL VALLEY MOSQUITO & VECTOR CONTROL DISTRICT**

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

March 1, 2021 balance:	\$3,527,718.88
February 1 – February 28, 2021 expenditures:	\$317,959.36

**March 1, 2021 Working Fund Balance: \$3,209,759.52**

**Respectfully Submitted:**



**Jared Dever  
District Manager**

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

The attached Treasurer's Report is for January 2021.

The Total of All Funds Balance is \$5,563,025.88

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 H. Johnson", 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 7, FY 2020-2021 received on February 1, 2021**

Item 3.7

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Local Agency Investment Fund (LAIF)	0.46%	\$1,422,553.83	Interest	\$1,905.56	LAIF Statement (January 2021)	\$1,424,459.39

Maturity Date: Perpetual  
Interest rate as of Jan 2021

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Los Angeles County Pool	0.50%	\$3,179,488.75	interest Trust Warrant #704 Sec 10% Adv 2020-21	\$1,384.41 (\$345,365.34) \$531,256.32	ND 24 Per 7 ND 24 Per 7 ND 24 Per 7 ND 24 Per 7	\$3,366,764.14

Maturity Date: Perpetual  
Interest rate as of Jan 2021

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
VCJPA Contingency Fund	2.13%	\$105,276.00	interest Contributions	\$175.00 \$30,902.00	VCJPA Statement (Jan 2021)	\$136,353.00

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-Jan 2021 Sweep Trust Warrant #704	(\$692,724.14) \$347,358.80 \$345,365.34	CB Statement January 2021	\$200,000.00

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Sweep Account	\$437,592.84	Deb Activity-Jan 2021 Deposit	(\$347,358.80) \$345,215.31	CB Statement January 2021	\$435,449.35

**Total Beginning Balance**

**\$5,344,911.42**

**Total End  
Balance**

**\$5,563,025.88**

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

Date: March 12, 2021

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

Subject: **Nomination of the Special District Representative (Voting Member) to the Los Angeles County Redevelopment Oversight Board No. 5**

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

Background

At the February 12, 2021 Board of Trustees Meeting, Secretary Treasurer, Lloyd Johnson was unanimously supported as a candidate for election to the Special District Representative to the Los Angeles County Redevelopment Oversight Board No.5. The Board is requested by LAFCO to select a candidate and submit the selection by Thursday, April 15, 2021.

Tuesday, February 16, 2021	Start of Voting Period (Ballots e-mailed to all independent special district general managers)
Thursday, April 15, 2021	End of Voting Period (Ballots must be received by LAFCO by 5:00 p.m.) at 5:00 p.m.
Thursday, April 15, 2021	Ballots Counted Results Announced (e-mailed to all special district general managers and candidates, and posted on LAFCO's website)

**Board Action Required:** If the Board concurs, following the public hearing and discussion by members of this item, the appropriate action is to consider and recommend a candidate for Special District Representative to the Los Angeles County Redevelopment Oversight Board No.5.

**Alternative Board Action:** If after discussion by members of this item, the Board may choose to not recommend a candidate for Special District Representative to the Los Angeles County Redevelopment Oversight Board No.5.

**Manager's Recommendation:** The District Manager recommends that the Board of Trustees review and recommend a candidate for Special District Representative to the Los Angeles County Redevelopment Oversight Board No.5.

**Fiscal Impact:** None.

Respectfully submitted,



Jared Dever  
District Manager



San Gabriel Valley Mosquito and Vector Control District  
Board of Trustees Meeting  
March 12, 2021 – 7:00 a.m.  
1145 N. Azusa Canyon Road, West Covina, CA 91790

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

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

**HOW TO OBSERVE THE MEETING:**

**Telephone:** Listen to the meeting live by calling Zoom at (669) 900-6833. Enter the Meeting ID# 658 616 453 followed by the pound (#) key. More phone numbers can be found on Zoom's website at <https://zoom.us/u/acKGc2g5eB> 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**

### **1.1 Pledge of Allegiance**

### **1.2 Roll Call**

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

(Individual Public Comments may be limited to a 3-minute or less time limit)  
During Public Comments, the public may address the Board on any issue within the District's jurisdiction that is not on the agenda. The public may comment on any item on the Agenda at the time that item is before the Board for consideration. There will be no dialog between the Board and the Commenter. Any clarifying questions from the Board must go through the Board President.

## **3. Consent Calendar**

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

### **3.1. List of Claims for the month of February**

### **3.2. Budget Status Report for February\***

### **3.3. Minutes of Board of Trustees Meeting February\***

### **3.4. Operations Report February\***

### **3.5. Surveillance Report February\***

### **3.6. Communications Report February\***

### **3.7. January 2021 Monthly Treasurer Report / District Working Balance for March 2021\***

4. **Presentation: Sterile Insect Technology Overview**  
(Scientific Programs Manager, Melissa Doyle)
5. **Nomination of the Special District Representative (Voting Member) to the Los Angeles County Redevelopment Oversight Board No. 5\* (EXHIBIT 5A)**  
(Board President, Becky Shevlin) (Approve/Deny)
  - **Board Action Required:** If the Board concurs, following the public hearing and discussion by members of this item, the appropriate action is to consider and recommend a candidate for Special District Representative to the Los Angeles County Redevelopment Oversight Board No.5.
  - **Alternative Board Action:** If after discussion by members of this item, the Board may choose to not recommend a candidate for Special District Representative to the Los Angeles County Redevelopment Oversight Board No.5.
6. **Consider Contract Renewal with SCI Consulting Group to Provide Professional Engineering and Levy Administration Services\* (EXHIBIT 6A)**  
(Board President, Becky Shevlin) (Approve/Deny)
  - **Board Action Required:** If the Board concurs, following the public hearing and discussion by members of this item, the appropriate action is to consider and either approve or deny the proposed agreement submitted by SCI Consulting Group to serve as the Engineer of Work and provide professional consulting and levy administration services.
  - **Alternative Board Action:** If after discussion the Board has questions on the proposed agreement, the Board can provide direction to staff on their questions and ask that the Agreement be brought back at a later Board meeting.
7. **District Administration**
  - 7.1. **2021 American Mosquito Control Association Annual Meeting Report**
  - 7.2 **Announcement of District Personnel Changes**
  - 7.2 **Announcement of Joint Meeting of the Personnel and Policy Committee and Finance and Audit Committee**
8. **Committee Reports**

**8.1. Public Education Committee**  
(Committee Chair, Jerry Valasco)

**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.



---

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)

# BALLOT

## NOMINATION OF THE SPECIAL DISTRICT REPRESENTATIVE (VOTING MEMBER) TO THE LOS ANGELES COUNTY REDEVELOPMENT OVERSIGHT BOARD NO. 5

To: Paul Novak, Executive Officer, LA LAFCO

I hereby certify that the governing board of the \_\_\_\_\_ (District),  
**(Name of District)**

at its meeting on \_\_\_\_\_ voted for:  
**(Date of Meeting)**

\_\_\_\_\_ Gordon Johnson, P.E., Kinneloa Irrigation District

\_\_\_\_\_ Lloyd Johnson, San Gabriel Valley Mosquito and Vector Control District

**PLEASE VOTE FOR NO MORE THAN ONE CANDIDATE.**

\_\_\_\_\_  
**(Signature)**

\_\_\_\_\_  
**(Print Name)**

\_\_\_\_\_  
**(Date)**

\_\_\_\_\_  
**(Print Title)**

***Ballots must be received by LAFCO by the close of the voting period, which is Thursday, April 15, 2021, at 5:00 p.m. Ballots may be delivered by U.S. Mail, FedEx or UPS, courier, or by e-mail ([aobrien@lalafco.org](mailto:aobrien@lalafco.org)). Given the current COVID-19 restrictions, the LAFCO office is closed to the public; for this reason, e-mail is preferred; nevertheless, LAFCO staff will be in the office on Thursday, April 15, 2021 to receive U.S. Mail, FedEx, UPS, or courier.***

**Gordon Johnson, P. E.**  
**Professional Civil Engineer**  
**joebakpak@gmail.com / (626) 840-2014 / Pasadena, California**

Mr. Johnson is an independent engineering consultant, providing technical assistance to public agencies and engineering firms on water-related projects. He also serves as Board Chair of the Kinneloa Irrigation District, a public water agency in Los Angeles County.

### **Education**

B. S. in Civil Engineering, Loyola Marymount University, 1978  
M. S. in Environmental Engineering, Stanford University, 1979

### **Certifications**

Board Certified Environmental Engineer, American Academy of Environmental Engineers and Scientists  
Registered Civil Engineer, California

### **Professional Experience**

From 1990 to 2018, Mr. Johnson served as an engineer and manager at the Metropolitan Water District of Southern California, one of the largest water utilities in the United States. For the last 19 years, he held the position of Chief Engineer. Mr. Johnson had responsibility for all facility planning, design, construction, and dam safety activities. He managed a department of 370 engineers and specialists who executed a capital improvement program with annual expenditures exceeding \$400 million. This program required extensive collaboration with Metropolitan's 26 member agencies and with federal and state permitting agencies. Major long-term initiatives included the comprehensive rehabilitation of the 75-year-old Colorado River Aqueduct and of over 800 miles of large-diameter pipelines and tunnels throughout urban and rural Southern California. Other initiatives included design of a demonstration-scale advanced water treatment plant as the initial step for the largest recycled water system in the U.S.; upgrades to improve seismic resilience of Metropolitan's dams and water distribution facilities; and the addition of ozone as primary disinfectant for five regional water treatment plants.

Prior to joining Metropolitan, Mr. Johnson served as Principal Engineer for two major consulting firms, with an emphasis on environmental remediation and design of water treatment plants. He previously held a commission as Second Lieutenant with the U. S. Public Health Service, helping to improve water supplies and sanitation at native Alaskan villages.

### **Key Skills**

Project delivery; organizational planning; staff development

To whom it may concern.

My name is Lloyd Johnson I am a Trustee on the San Gabriel Valley Mosquito and Vector Control District . I am very interested in the redevelopment board nomination.

I am a former Councilmember and the Former Mayor of the City of West Covina. I was on the City Council for 5 years. When our City went to Districts unfortunately I didn't get re-elected.

I have been involved with our city for over 25 years, I have lived in West Covina for more than 50 year's.

Been married for over 47 years two children 5 grandchildren.

When I got out of High School in 1967 I joined the United States Marine Corp. went to Viet Nam in January 1968, came home a Disabled Veteran.

Was given a permanent Disability from the Marine Corp. received a Honorable discharge under medical conditions. Was awarded a Purple Heart

After I was out of the Marine Corp in 1969, I became a certified structural Arc Welder for the city of Los Angles. Worked in construction for more then 20 years.

I worked as a working Forman for a company for more then 10 years.

I am a Cancer serviver at the end of 2001, I had neck cancer really bad. I had surgery and then chemo and radiation treatment. It disabled my left arm where I couldn't work any longer.

I was put on permanent disability by Social security,  
Even though I couldn't do a full time job, that didn't stop me from getting involved with our City government.

I love working with people to solve problems, being a trustee on the San Gabriel Valley Mosquito and Vector Control District, being the treasury and Security of the board is a honor.

I am a very hard worker, any task I take on I do to the best of my ability. Even though I have only been a trustee for almost two years, I love being involved and making a difference.

As being retired I could be doing a lot of other things with my time, I chose to be involved with the San Gabriel Valley Mosquito and Vector Controll District.

When you take on a position, that you didn't have to I am a firm believer you do it to the best of your ability. You make the time to do the job, that includes making the meeting.

It would be a great honor to be on the redevelopment oversight board representinting the 5th district. You might be able to elect someone with more education, you will never get anyone with more passion to serve then myself.

Thank you for your consideration to this position  
Lloyd Johnson

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

Date: March 12, 2021

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

Subject: **Consider Contract Renewal with SCI Consulting Group to Provide Professional Engineering and Levy Administration Services**

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

Background

At the February 12, 2021 Board of Trustees Meeting, the consideration of the proposed contract for professional consulting and levy administrative services was suspended. At the direction of Board President, Becky Shevlin, District Manager, Dever was instructed to seek a suspension of the proposed contract rate increases for FY 2021/22 and FY 2022/23. District Manager, Dever worked with SCI Consulting Group staff to secure a suspension of the annual contract rate increases, resulting in a total cost savings of \$3,340 over the four-year contract period.

The item for consideration is the proposed agreement submitted by SCI Consulting Group to continue service as the Engineer of Work and provide professional consulting and levy administration services for the San Gabriel Valley Mosquito and Vector Control District Assessment. SCI Consulting Group has provided professional engineering services for the District since 2008. The services provided in previous years have been thorough and accurate, and SCI staff are highly responsive and knowledgeable.

Professional engineering services are required to confirm the district parcel count/type and calculate the correct levy for each parcel based on the annual rate set by the Board of Trustees each fiscal year. The resulting engineer's report is submitted to the Los Angeles County Assessor's Office.

**Board Action Required:** If the Board concurs, following the public hearing and discussion by members of this item, the appropriate action is to consider and either approve or deny the proposed agreement submitted by SCI Consulting Group to serve as the Engineer of Work and provide professional consulting and levy administration services.

**Alternative Board Action:** If after discussion the Board has questions on the proposed agreement, the Board can provide direction to staff on their questions and ask that the Agreement be brought back at a later Board meeting.

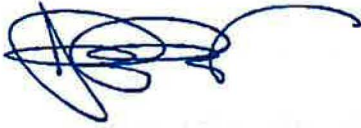
**Manager's Recommendation:** The District Manager recommends approving the proposed agreement submitted by SCI Consulting Group to serve as the Engineer of Work and provide professional consulting and levy administration services.

**Fiscal Impact:**

Fiscal Year 2021-22, the total compensation for the Scope of Work shall be \$18,030  
Fiscal Year 2022-23, the total compensation for the Scope of Work shall be \$18,030

Fiscal Year 2023-24, the total compensation for the Scope of Work shall be \$18,570  
Fiscal Year 2024-25, the total compensation for the Scope of Work shall be \$19,125  
Total Fiscal Impact of the Professional Services Contract: \$73,755.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Jared Dever', with a long, sweeping flourish extending to the right.

Jared Dever  
District Manager

## LEVY ADMINISTRATION SERVICES AGREEMENT

THIS AGREEMENT is made on \_\_\_\_\_, 2021, between the **San Gabriel Valley Mosquito and Vector Control District**, ("District") and **SCI Consulting Group** ("Consultant" or "SCI"), a California Corporation, who agree as follows:

1. **Scope of Work ("Work").** Consultant shall perform the work and render the services described in the Scope of Work shown below (the "Work"). The Consultant shall provide all labor, equipment, material and supplies required or necessary to properly and competently perform the Work, and determine the method, details and means of doing the Work.
2. **Payment.**
  - a. In exchange for the Work, District shall pay to the Consultant a fee for completed phases of the Work. The total fee for the Work shall not exceed amounts set forth in the Fee Schedule shown below. There shall be no compensation for extra or additional work or services by the Consultant unless approved in advance in writing by District. The Consultant's fee shall include all of the Consultant's costs and expenses related to the Work.
  - b. At the completion of each phase of the Work, the Consultant shall submit to the District an invoice for the Work performed. If the Work is satisfactorily completed and the invoice is accurately computed, the District shall pay the invoice within 30 days of its receipt.
3. **Term.** This Agreement shall take effect on the above date and shall continue in effect until completion of the Work.
4. **Insurance.**
  - a. **Types & Limits.** The Consultant, at its sole cost and expense, shall procure and maintain for the duration of this Agreement the following types and limits of insurance:

Commercial General Liability	\$2,000,000 per occurrence \$4,000,000 aggregate
Automobile Liability	\$2,000,000 per accident
Workers' Compensation	Statutory limits
Professional Liability	\$2,000,000 per claim
Excess Liability (over General Liability & Auto Liability)	\$1,000,000 per occurrence & \$1,000,000 aggregate
  - b. **Other Requirements.** The general liability policy(ies) shall be endorsed to name the District, its officers and employees as additional insureds regarding liability arising out of the Work.
  - c. **Proof of Insurance.** Upon request, the Consultant shall provide to the District proof of insurance.



5. **Indemnification.** The Consultant shall indemnify, defend, protect, and hold harmless the District, and its officers and employees from and against any and all liability, losses, claims, damages, expenses, demands, and costs (including, but not limited to, attorney, expert witness and consultant fees, and litigation costs) arising out of the Consultant's performance of the Work and caused by willful misconduct of or by the Consultant or its employees, agents and subcontractors.
6. **Entire Agreement.** This writing represents the sole, final, complete, exclusive and integrated expression and statement of the terms of this contract between the parties concerning the Work and supersedes all prior oral and/or written negotiations, representations or contracts. This Agreement may be amended only by a subsequent written contract approved and executed by both parties.
7. **Independent Contractor.** The Consultant's relationship to the District is that of an independent contractor.
8. **Successors and Assignment.** This Agreement shall bind and inure to the benefit of the heirs, successors and assigns of the parties; however, the Consultant shall not subcontract, assign or transfer this Agreement or any part of it without the prior written consent of the District.
9. **No Waiver of Rights.** Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default.
10. **Severability.** If any part of this Agreement is held to be void, invalid or unenforceable, then the remaining parts will nevertheless continue in full force and effect.
11. **Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of California.
12. **Default.** In the event that the Consultant defaults in the obligations of the Consultant under this Agreement, or the Consultant defaults in the performance of the terms and conditions of this Agreement, the District may, at its option, declare this Agreement to be in default and, at any time thereafter, may do any one or more of the following: a) enforce performance of the Agreement by the Consultant; or b) terminate this Agreement. In the event that this Agreement is terminated, payment shall still be due for all Work performed by the Consultant through the date of the termination.
13. **Cancellation.** The District or the Consultant may cancel this Agreement without cause. The party desiring to cancel this Agreement shall notify the other party in writing. In the event that this Agreement is cancelled, payment shall still be due for all Work performed by the Consultant through the date of the notification of cancellation.
14. **Attorney's Fees.** In the event any legal action is brought to enforce or construe this Agreement, the prevailing party shall be entitled to an award of reasonable attorney's fees, expert witness and consulting fees, and litigation costs.

**15. Notice.** Any notice, invoice or other communication that is required or permitted to be given under this Agreement shall be in writing and either served personally or sent by prepaid, first class U.S. mail or by commercial delivery service, addressed as follows:

**Public Agency:**

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

**Consultant:**

SCI Consulting Group  
4745 Mangels Boulevard  
Fairfield, CA 94534

Any party may change its address by notifying the other party of the change in the manner provided below:

_____	_____
_____	_____
_____	_____
_____	_____

## SCOPE OF WORK

This section outlines the engineering services and other responsibilities SCI would perform as the Engineer of Work and Assessment Levy Administrator for San Gabriel Valley Mosquito and Vector Control District.

### DEFINITIONS

District:	San Gabriel Valley Mosquito and Vector Control District, staff and Trustees.
Assessment:	Mosquito and Disease Control Assessment District
SCI or Consultant:	SCI Consulting Group, and any and all employees and subcontractors.
Administration:	Services related to the determination, levy and collection of assessment revenues.

### CONFIRMATION OF DISTRICT PARCELS AND LEVY CALCULATION

1. In the first quarter of the year, create a database including every parcel in the boundaries of the Assessment District, including the parcel attributes necessary for calculating the Assessments, and update it with new information for the upcoming year.
2. Obtain upcoming fiscal year estimated cost information from the District to use as a basis for the budget in the Engineer's Report.
3. On a parcel-by-parcel basis, calculate and verify the proposed specific assessment amount for each parcel and prepare the preliminary assessment roll.

### ENGINEER'S REPORT AND OTHER DOCUMENTS

1. Update the previous Engineer's Report as necessary, including upgrades to improve compliance with Proposition 218 and other requirements.
2. File the final Engineer's Report with the District.
3. Prepare any needed resolutions and staff reports for the Assessment.
4. Prepare and assist with the publication of any notices for the continuation of the Assessment.
5. Attend District Board meetings as needed, including those at which the Engineer's Report is approved and the public hearing is held.

### LEVY RE-CALCULATION, RE-VERIFICATION AND SUBMITTAL

1. After the close of each fiscal year on June 30, obtain the final lien-date Assessor Roll from the County and create an updated District database.
2. Identify new or changed parcels that may require an updated or new assessment calculation and recalculate the final assessment on a parcel-by-parcel basis.

3. Finalize the Assessment Roll, other documents and supporting materials for the assessments.
4. Prepare the final Assessment Roll for the Assessment District and submit it to the County for inclusion on the upcoming fiscal year tax bills.

**DISTRICT INFORMATION AND LEVY CONFIRMATION**

1. Verify and validate Auditor's levy data prior to the printing of tax bills.
2. Develop and make available to the District an Internet based website that will allow District staff to quickly locate parcel data by owner name, parcel number, street address or other requested search criteria.

**RESPONDING TO PUBLIC INQUIRIES AND APPEALS**

1. Provide the County Auditor/Tax Collector with our toll-free phone number so property owners can directly contact SCI Consulting Group throughout the fiscal year regarding any questions that arise.
2. Throughout the fiscal year, research and, if necessary, revise any Assessments which we find to be based upon incorrect information being used to apply the method of assessment. (It should be noted that, due to our comprehensive levy validation procedures, actual revisions are expected to be very minimal, if any.)

**FEE SCHEDULE**

SCI shall be compensated for the performance of the Scope of Work as follows:

1. For **Fiscal Year 2021-22**, the total compensation for the Scope of Work shall be \$18,030 payable as follows:
  - a. Upon submittal of the special assessment levies to the County Auditor, the sum of \$10,800 shall be due.
  - b. On January 31 of the fiscal year, the remainder shall be due.
2. For **Fiscal Year 2022-23**, the total compensation for the Scope of Work shall be \$18,030 payable as follows:
  - a. Upon submittal of the special assessment levies to the County Auditor, the sum of \$10,800 shall be due.
  - b. On January 31 of the fiscal year, the remainder shall be due.
3. For **Fiscal Year 2023-24**, the total compensation for the Scope of Work shall be \$18,570 payable as follows:
  - a. Upon submittal of the special tax levies to the County Auditor, the sum of \$11,100 shall be due.
4. For **Fiscal Year 2024-25**, the total compensation for the Scope of Work shall be \$19,125 payable as follows:
  - a. Upon submittal of the special tax levies to the County Auditor, the sum of \$11,500 shall be due.
  - b. On January 31 of the fiscal year, the remainder shall be due.
5. The Scope of Work includes one meeting with the District. Any additional meetings shall be billed at the rate of \$1,050 per person per meeting.
6. In the event that the District elects to request optional, additive scope of work, SCI will work with the District to negotiate compensation for these additional tasks and execute an Addendum to the agreement for these additional services.
7. Incidental costs incurred by SCI for the purchase of property data, maps, travel and other out-of-pocket expenses incurred in performing the Scope of Work shall be reimbursed at actual cost by the District with total cost not to exceed \$2,000 per year, without prior authorization from the District. Publication of the legal notice of public hearing will be billed separately as incurred.

**Note:** All costs associated with this proposal can be financed or refunded by assessment proceeds.

The Fee Schedule shown above is valid as long as this agreement is executed within 90 days from the date this agreement was submitted to the District.

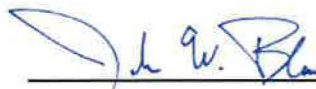
**SIGNATURE PAGE**

By signing below, we agree to the terms of this Levy Administration Services Agreement.

**Accepted:**

**Accepted:**

\_\_\_\_\_  
Jared Dever  
District Manager  
San Gabriel Valley Mosquito and Vector  
Control District

  
\_\_\_\_\_  
John W. Bliss  
President  
SCI Consulting Group

\_\_\_\_\_  
Date

\_\_\_\_\_  
2/25/2021  
Date