



San Gabriel Valley Mosquito & Vector Control District

1145 North Azusa Canyon Road, West Covina, CA 91790
Phone: 626-814-9466 | www.sgvmosquito.org
Email: district@sgvmosquito.org

BOARD OF TRUSTEES MEETING AGENDA FEBRUARY 9, 2024 – 7:00 A.M.

1. **Call to Order**

- 1.1 Pledge of Allegiance
- 1.2 Determination of a Quorum – Noted Absences
- 1.3 ORDER OF BUSINESS - Review and prioritization of agenda Items including, if necessary, identification of any emergency items arising after posting of the agenda and requiring action prior to next regular meeting

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

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

3. **Consent Calendar**

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. (Approve/Deny)

- 3.1 List of Claims: January 2024 (P.5)
- 3.2 Budget Status Report: January 2024 (P.13)
- 3.3 Minutes of Board of Trustees Meeting: January 2024 (P.17)
- 3.4 Operations Report: January 2024 (P.21)
- 3.5 Surveillance Report: January 2024 (P.23)
- 3.6 Communications Report: January 2024 (P.27)
- 3.7 Treasurer's Report: December 2023 / District Working Balance: February 2024 (P.31)
- 3.8 Sunshine Reports: 2024 MVCAC Conference (P.33)

4. **Presentation:**

- 4.1 Jason Farned, District Manager
 - Benefit Assessment Update



5. 2024 Trustee Committee Assignments

(Board President, John Capoccia) (Approve/Deny)

Finance & Audit Committee

1. Lloyd Johnson, West Covina (Chair)
2. Patricia Cortez, Covina
3. Anish Saraiya, Los Angeles County
4. Becky Shevlin, Monrovia
5. Allen Wu, Walnut

Personnel & Policy Committee

1. Henry Aviles, Alhambra
2. Margaret Finlay, Duarte
3. Becky Shevlin, Monrovia
4. Robert Joe, South Pasadena
5. Cynthia Sternquist, Temple City

Public Information Committee

1. Sho Tay, Arcadia
2. Robert Gonzales, Azusa
3. Jerry Velasco, El Monte
4. Sandra Armenta, Rosemead
5. Denise Menchaca, San Gabriel

Legislative Committee

1. Corey Calaycay, Claremont
2. Jackie Doornik, Glendora
3. Joseph Leon, Monterey Park
4. Rachel Janbek, Pasadena
5. Tim Sandoval, Pomona

○ **Call for Public Comment**

- **Board Action Required:** If the Board concurs, following the public discussion by members of this item, the appropriate action is to approve the 2024 Trustee Committee Assignments.

- **Alternative Board Action:** If after discussion by members of this item, the Board may choose not to approve the 2024 Trustee Committee Assignments.

6. Consideration of Ad-Hoc Committee(s) for Solar Project and/or District Assessment Cap Increase (P. 45)

(Board President, John Capoccia)

○ **Call for Public Comment**

- **No Board Action Required:** If members of the Board are interested in forming an Ad-Hoc committee they may volunteer to join. If three to five members volunteer for one or both committees an ad-hoc committee will be formed. If there are not enough volunteers, all matters relating to these projects will be brought to the full board for consideration.



7. **Consider 4/10 Work Schedule Proposal (EXHIBITS 7A, 7B) (P.47)**
(Personnel & Policy Committee Chair, Margaret Finlay) (Approve/Deny)
 - **Call for Public Comment**
 - **Board Action Required:** If the Board concurs, following the public discussion by members for this item, the appropriate action is to approve the adoption of a 4/10 work schedule and approve revisions to **Policy No. 10 – Work Period** and **Policy No. 14 – Holidays** to accommodate the new schedule.
 - **Alternative Board Action:** If after discussion by members for this item, the Board may choose to deny approval.
8. **District Administration**
 - 8.1 Committee Meeting Notification: Finance & Audit Committee
 - 8.2 District Update (EXHIBIT 8.2 LAFCO Appointments)
9. **Committee Reports**
10. **Trustee Reports**
11. **New Business**
12. **Adjournment**



CERTIFICATE OF POSTING

I hereby certify under penalty of perjury under the laws of the State of California that a copy of the foregoing agenda was posted at 1145 North Azusa Canyon Road, West Covina, CA 91790 and the District's website (www.sgvmosquito.org) not less than 72 hours prior to the meeting per Government Code 54954.2.

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

A handwritten signature in blue ink that reads "Jerry Mireles".

Jerry Mireles, Clerk of the Board
San Gabriel Valley MVCD

NOTICE TO THE PUBLIC

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).

If you need special assistance or accommodations to participate in this meeting, please contact the Clerk of the Board at 626-814-9466 ext.1006. 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 Mosquito & Vector Control District List of Claims | January 2024

San Gabriel Valley Mosquito And Vector Control District Claims List January 2024

Vendor	Date	Product/Service	Memo/Description	Amount
AJG ACCOUNTING & BOOKKEEPING SVCS	01/04/2024	6000 ACCOUNTING SERVICES	Bookkeeping services for the month of December Invoice# 2975	1,150.00
				\$ 1,150.00
AMAZON CAPITAL SERVICES	01/04/2024	6040 Building Maintenance	Portable shower curtain round sip polyester bathroom cover bathroom account for outdoor camping	163.48
AMAZON CAPITAL SERVICES	01/04/2024	6040 Building Maintenance	Alpine industries manual aspen soap-Durable wall mounted hand sanitizer	30.42
AMAZON CAPITAL SERVICES	01/04/2024	6290 Supplies, Public Informati	Neewer ring light 18inch kit: 55AW 5600K Profesioal LED with stand and Phone holder	77.95
AMAZON CAPITAL SERVICES	01/04/2024	6280 SUPPLIES, OPERATIONS	Furniture repair kit wood markers wax stick, for stains, scratches	12.03
AMAZON CAPITAL SERVICES	01/04/2024	6270 OFFICE SUPPLIES	Cordinate 6ft cord floor, cord protector and management	29.36
AMAZON CAPITAL SERVICES	01/04/2024	6035 COMPUTER HARDWARE	Under the desk power strip, Adhesive wall mount with USB, Black Desktop power outlets	30.43
AMAZON CAPITAL SERVICES	01/04/2024	6030 BOARD EXPENSES	Tiger chef full size chrome wire frame chafer stand steam table buffet chafer food warmer rack chafing dish food	65.69
AMAZON CAPITAL SERVICES	01/04/2024	6040 Building Maintenance	2 Pack Buckeye 13315ABC multipurpose dry chemical hand fire extinguisher with aluminum vale and vehicle	382.10
AMAZON CAPITAL SERVICES	01/04/2024	6270 OFFICE SUPPLIES	Sunnote heater for indoor use Procase hard travel electronic organizer case	167.05
AMAZON CAPITAL SERVICES	01/04/2024	6270 OFFICE SUPPLIES	Sharpie 32701 retractable permanent markers, fine point black	45.34
AMAZON CAPITAL SERVICES	01/04/2024	6270 OFFICE SUPPLIES	Avery durable plastic 8 tab write & erase big tab dividers for 3 ring binders	44.90
AMAZON CAPITAL SERVICES	01/04/2024	6270 OFFICE SUPPLIES	Credit- Acriment wall mount pocket file orgnizer	-21.57
AMAZON CAPITAL SERVICES	01/04/2024	6010 AWARDS	Bentgo microsteel Heat & eat container- Microwave- safe, sustainable & reusable stainless steel food storage container	27.36
AMAZON CAPITAL SERVICES	01/04/2024	6035 COMPUTER HARDWARE	VESA bracket, adjustable	141.87
				\$ 1,196.41
AMERICAN FIDELITY ASSURANCE	01/04/2024	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums Invoice# D675961 1/01-1/31/2024	103.69
AMERICAN FIDELITY ASSURANCE	01/04/2024	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums Invoice# D675961 1/01-1/31/2024	644.23
AMERICAN FIDELITY ASSURANCE	01/04/2024	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums Invoice# D675961 1/01-1/31/2024	334.41
AMERICAN FIDELITY ASSURANCE	01/04/2024	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums Invoice# D675961 1/01-1/31/2024	2,071.75
AMERICAN FIDELITY ASSURANCE	01/04/2024	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums Invoice# D675961 1/01-1/31/2024	109.26
				\$ 3,263.34
AMERICAN FIDELITY FLEX ACCT	01/18/2024	6070 FLEX PREMIUMS	Flex Premiums Invoice #2340360A Jan 2024	41.66
AMERICAN FIDELITY FLEX ACCT	01/18/2024	6070 FLEX PREMIUMS	Flex Premiums Invoice #2340360A Jan 2024	25.00
AMERICAN FIDELITY FLEX ACCT	01/18/2024	6070 FLEX PREMIUMS	Flex Premiums Invoice #2340360A Jan 2024	279.15
AMERICAN FIDELITY FLEX ACCT	01/18/2024	6070 FLEX PREMIUMS	Flex Premiums Invoice #2340360A Jan 2024	262.47
				\$ 608.28
ANAIS MEDINA DIAZ	01/04/2024	6232 Per Diem	Per Diem- 92nd Annual MVCAC conference in Monterey 01/2024	220.00
				\$ 220.00
ANISH SARAIYA	01/18/2024	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on January 12, 2024	100.00
				\$ 100.00
ANTONIO BISHOP	01/04/2024	6232 Per Diem	Per Diem- 92 Annual MVCAC Conference in Monterey 01/2024	220.00
				\$ 220.00
ARAMARK UNIFORMS	01/18/2024	6040 Mats, Towels	Mats, Towels, Lockers, etc.	16.79
ARAMARK UNIFORMS	01/18/2024	6332 Uniforms	Uniforms Invoice# 5880488559	83.82
ARAMARK UNIFORMS	01/18/2024	6332 Uniforms	Uniforms Invoice# 5880470890	87.12
ARAMARK UNIFORMS	01/18/2024	6040 Mats, Towels	Mats, Towels, Lockers, etc.	16.79
ARAMARK UNIFORMS	01/18/2024	6040 Mats, Towels	Mats, Towels, Lockers, etc.	16.79
ARAMARK UNIFORMS	01/18/2024	6332 Uniforms	Uniforms Invoice# 5880476750	83.82



San Gabriel Valley Mosquito & Vector Control District List of Claims | January 2024

ARAMARK UNIFORMS	01/18/2024	6040 Mats, Towels	Mats, Towels, Lockers, etc.	16.79
ARAMARK UNIFORMS	01/18/2024	6332 Uniforms	Uniforms Invoice# 5880482654	83.82
				\$ 405.74
ATHENS SERVICES	01/04/2024	6040 Building Maintenance	Refuse Disposal Invoice# 16039513 01/01-01/31/24	296.41
				\$ 296.41
AZUSA LIGHT & WATER	01/04/2024	6343 Meter # 45169724	Account # 303-0190.300 Service period 11/2/23-12/7/23	114.68
AZUSA LIGHT & WATER	01/04/2024	6343 Meter # 99172930	Account # 303-0191.300 Service period 11/2/23-12/4/23	127.00
				\$ 241.68
BECKY A. SHEVLIN	01/18/2024	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on January 12, 2024	100.00
				\$ 100.00
CAL PERS	01/18/2024	6070 Med premiums - Cafeteria	Medical premiums ID# 7165101556 Feb 2024	756.65
CAL PERS	01/18/2024	6070 ADMIN FEE	Admin fee ID# 7165101556 Feb 2024	51.73
CAL PERS	01/18/2024	6072 MEDICAL PREMIUM-Retired EE	Medical premiums - Retired EE ID# 7165101556 Feb 2024	628.00
CAL PERS	01/18/2024	6070 Med premiums - Cafeteria	Medical premiums ID# 7165101556 Feb 2024	785.28
CAL PERS	01/18/2024	6070 Med premiums - Cafeteria	Medical premiums ID# 7165101556 Feb 2024	2,596.23
CAL PERS	01/18/2024	6070 Med premiums - Cafeteria	Medical premiums ID# 7165101556 Feb 2024	7,330.74
				\$ 12,148.63
CECILIA CONTRERAS	01/04/2024	6232 Per Diem	Per Diem- Annual CSMFO conference at Anaheim 01/2024	165.00
				\$ 165.00
CELL BUSINESS EQUIPMENT	01/04/2024	6073 EQUIPMENT LEASE	Copier lease coverage period 12/15/2023-1/14/2024	1,718.45
				\$ 1,718.45
CHARLIE KLINAKIS	01/18/2024	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on January 12, 2024	100.00
				\$ 100.00
COREY CALAYCAY	01/18/2024	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on January 12, 2024	100.00
				\$ 100.00
CYNTHIA STERNQUIST	01/18/2024	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on January 12, 2024	100.00
				\$ 100.00
DENISE MENCHACA	01/18/2024	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on January 12, 2024	100.00
				\$ 100.00
DR. ALLEN L. WU	01/18/2024	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on January 12, 2024	100.00
				\$ 100.00
ENVIRONMENT CONTROL	01/18/2024	6040 Building Maintenance	Monthly Janitorial Service for January Invoice# 15710-411	1,604.00
				\$ 1,604.00
FLEET SOLUTIONS CENTER	01/04/2024	6260 SUPPLIES, MECHANICAL	Invoice# 5739 PM service level B oil & filter up to 7quarts & Inspection Front break pads	92.41
FLEET SOLUTIONS CENTER	01/04/2024	6260 SUPPLIES, MECHANICAL	Invoice#5734 PM service level B oil & filter up to 7quarts & Inspection Front break pads	92.41
FLEET SOLUTIONS CENTER	01/04/2024	6260 SUPPLIES, MECHANICAL	Invoice#5741 PM service level B oil & filter up to 7quarts & Inspection Front break pads	92.41
FLEET SOLUTIONS CENTER	01/04/2024	6260 SUPPLIES, MECHANICAL	Invoice#5735 PM service level B oil & filter up to 7quarts & Inspection Front break pads	92.41
FLEET SOLUTIONS CENTER	01/04/2024	6260 SUPPLIES, MECHANICAL	Invoice#5733 PM service level B oil & filter up to 7quarts & Inspection Front break pads	130.74
FLEET SOLUTIONS CENTER	01/04/2024	6260 SUPPLIES, MECHANICAL	Invoice#5742 PM service level B oil & filter up to 7quarts & Inspection Front break pads	92.41
FLEET SOLUTIONS CENTER	01/04/2024	6260 SUPPLIES, MECHANICAL	Invoice#5732 PM service level B oil & filter up to 7quarts & Inspection Front break pads	159.55
FLEET SOLUTIONS CENTER	01/04/2024	6260 SUPPLIES, MECHANICAL	Invoice# 5760 PM service level B oil & filter up to 7quarts & Inspection Front break pads	130.74
FLEET SOLUTIONS CENTER	01/04/2024	6260 SUPPLIES, MECHANICAL	Invoice#5740 PM service level B oil & filter up to 7quarts & Inspection Front break pads	92.41



San Gabriel Valley Mosquito & Vector Control District List of Claims | January 2024

FLEET SOLUTIONS CENTER	01/04/2024	6260 SUPPLIES, MECHANICAL	Invoice# 5738 PM service level B oil & filter up to 7quarts & Inspection Front break pads	92.41 \$ 1,067.90
FRONTIER	01/18/2024	6315 Monthly Internet Charges	Monthly Internet Charges 626-197-1465-020723-5 01/09-02/08/24	555.00 \$ 555.00
GILBERT HOLGUIN	01/04/2024	6232 Per Diem	Per Diem- 92nd Annual MVCAC Conference at Monterey 01/2024	220.00 \$ 220.00
Go To Communications, Inc	01/04/2024	6320 Office phones	Office phones Invoice# IN710102546644 office phones Go To connect Standard-Monthly Charge 01/01-01/31	1,108.41 \$ 1,108.41
Henry Aviles	01/18/2024	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on January 12, 2024	100.00 \$ 100.00
HOME DEPOT	01/18/2024	6040 Building Maintenance	Scotch Extreme 1" x 3" Blk Strip, Scotch Extreme 1" x 3" Clr Strip, CE 4" Blackuv Resist Cable Tie	35.34
HOME DEPOT	01/18/2024	6040 Building Maintenance	Faucet Cartridge Assembly	7.70
HOME DEPOT	01/18/2024	6040 Building Maintenance	Faucet Cartridge Assembly	38.48
HOME DEPOT	01/18/2024	6040 Building Maintenance	LG D Ring Hangers, Zircon Studsensor, Screw Eye SS 5/16 x 4-1/4	119.95
HOME DEPOT	01/18/2024	6040 Building Maintenance	Doorstop Wall SC, Seats and Springs for Delta 50-Pack, Scotch Extreme Fasteners White	92.52 \$ 293.99
IM LANDSCAPING	01/04/2024	6040 Building Maintenance	Invoice# 2023-7832 Lawn mowing service, bush trimming, leaf blowing services, Getting rid off all weeds.	175.00 \$ 175.00
INTERSTATE BATTERIES	01/04/2024	6260 SUPPLIES, MECHANICAL	Invoice#10193889 C65-XHD	161.45 \$ 161.45
JACKIE DOORNIK	01/04/2024	6232 Per Diem	Per Diem- 92nd Annual MVCAC Conference at Monterey 01/2024	220.00
JACKIE DOORNIK	01/18/2024	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on January 12, 2024	100.00 \$ 320.00
JAMIE MANGAN	01/04/2024	6232 Per Diem	Per Diem- 92ND MVCAC Conference at Monterey 01/2024	220.00 \$ 220.00
JASON FARNED	01/04/2024	6232 Per Diem	Per Diem-92nd Annual MVCAC Conference 01/2024	220.00 \$ 220.00
JERRY VELASCO	01/18/2024	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on January 12, 2024	100.00 \$ 100.00
JOHN CAPOCCIA	01/18/2024	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on January 12, 2024	100.00 \$ 100.00
JOSEPH LEON	01/18/2024	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on January 12, 2024	100.00 \$ 100.00
KRIZTIAN LUNA CORONA	01/04/2024	6232 Per Diem	Per Diem-92nd Annual MVCAC Conference 01/2024	220.00 \$ 220.00
LEADING EDGE ASSOCIATES, INC.	01/04/2024	6036 COMPUTER SOFTWARE	Invoice#163033 Map Vision 2/28/23- 2/27/24	21,250.00 \$ 21,250.00
LIEBERT CASSIDY WHITMORE	01/04/2024	6130 Profess Serv rendered	Invoice# 257339 Professional Services rendered Nov 2023	83.00



San Gabriel Valley Mosquito & Vector Control District List of Claims | January 2024

				<u>\$ 83.00</u>
LINCOLN FINANCIAL GROUP	01/04/2024	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums Ref#4644575117 01/01-01/31/24	403.40
LINCOLN FINANCIAL GROUP	01/04/2024	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums Ref#4644575117 01/01-01/31/24	104.90
LINCOLN FINANCIAL GROUP	01/04/2024	6065 GROUP TERM LIFE	Group Term Life Insurance Ref#4644575117 01/01-01/31/24	391.30
LINCOLN FINANCIAL GROUP	01/04/2024	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums Ref#4644575117 01/01-01/31/24	3.00
LINCOLN FINANCIAL GROUP	01/04/2024	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums Ref#4644575117 01/01-01/31/24	9.60
LINCOLN FINANCIAL GROUP	01/04/2024	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums Ref#4644575117 01/01-01/31/24	88.10
				<u>\$ 1,000.30</u>
LLOYD JOHNSON	01/18/2024	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on January 12, 2024	149.50
				<u>\$ 149.50</u>
LOS ANGELES CASCADE TECH GROUP INC	01/04/2024	6250 LABORATORY SUPPLIES	Invoice#52859 REVCO, ULT1786 7 A 14, Call -Craig-Disassembled and then reassembled door handle for proper operation	531.25
				<u>\$ 531.25</u>
MANUEL R. GARCIA	01/18/2024	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on January 12, 2024	100.00
				<u>\$ 100.00</u>
MARCO GAYTAN	01/04/2024	6232 Per Diem	Per Diem - 92nd Annual MVCAC Conference at Monterey 01/2024	220.00
				<u>\$ 220.00</u>
MARGARET E. FINLAY	01/18/2024	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on January 12, 2024	100.00
				<u>\$ 100.00</u>



San Gabriel Valley Mosquito & Vector Control District List of Claims | January 2024

NATIONWIDE RETIREMENT	01/04/2024	6066 457 CONTRIBUTION	Employer Contribution for DM 12/30/23	276.86
NATIONWIDE RETIREMENT	01/18/2024	6066 457 CONTRIBUTION	Employer Contribution for DM PPE 1/13/24	276.86
				\$ 553.72
PABLO CABRERA	01/04/2024	6232 Per Diem	Per Diem - 92nd Annual MVCAC Conference at Monterey 01/2024	220.00
				\$ 220.00
PERS	01/04/2024	6200 RETIREMENT - CLASSIC	Employer Contribution (12.47%) PPE 12/30/23	2,207.11
PERS	01/04/2024	6200 RETIREMENT - CLASSIC	Employer Contribution (12.47%) PPE 12/30/23	530.82
PERS	01/04/2024	6201 RETIREMENT - PEPRA	Employer Contribution (7.68%) PPE 12/30/23	370.17
PERS	01/04/2024	6201 RETIREMENT - PEPRA	Employer Contribution (7.68%) PPE 12/30/23	2,949.45
PERS	01/04/2024	6201 RETIREMENT - PEPRA	Employer Contribution (7.68%) PPE 12/30/23	1,240.34
PERS	01/04/2024	6201 RETIREMENT - PEPRA	Employer Contribution (7.68%) PPE 12/30/23	1,047.24
PERS	01/04/2024	6200 RETIREMENT - CLASSIC	Employer Contribution (12.47%) PPE 12/30/23	464.88
PERS	01/04/2024	6201 RETIREMENT - PEPRA	Employer Contribution (7.68%) PPE 12/30/23	644.34
PERS	01/18/2024	6200 RETIREMENT - CLASSIC	Employer Contribution (12.47%) PPE1/13/24	464.88
PERS	01/18/2024	6200 RETIREMENT - CLASSIC	Employer Contribution (12.47%) PPE1/13/24	2,207.11
PERS	01/18/2024	6200 RETIREMENT - CLASSIC	Employer Contribution (12.47%) PPE 1/13/24	530.82
PERS	01/18/2024	6201 RETIREMENT - PEPRA	Employer Contribution (7.68%) PPE1/13/24	756.48
PERS	01/18/2024	6201 RETIREMENT - PEPRA	Employer Contribution (7.68%) PPE1/13/24	1,047.24
PERS	01/18/2024	6201 RETIREMENT - PEPRA	Employer Contribution (7.68%) PPE1/13/24	1,240.34
PERS	01/18/2024	6201 RETIREMENT - PEPRA	Employer Contribution (7.68%) PPE1/13/24	2,949.45
PERS	01/18/2024	6201 RETIREMENT - PEPRA	Employer Contribution (7.68%) PPE1/13/24	370.17
				\$ 19,020.84
PRINCIPAL DENTAL	01/18/2024	6070 Dental premiums - Cafeter	Dental Premiums for Period 2/1-2/29/24	135.46
PRINCIPAL DENTAL	01/18/2024	6070 Dental premiums - Cafeter	Dental Premiums for Period 2/1-2/29/24	136.38
PRINCIPAL DENTAL	01/18/2024	6070 Dental premiums - Cafeter	Dental Premiums for Period 2/1-2/29/24	1,421.23
PRINCIPAL DENTAL	01/18/2024	6070 Dental premiums - Cafeter	Dental Premiums for Period 2/1-2/29/24	271.84
PRINCIPAL DENTAL	01/18/2024	6070 Dental premiums - Cafeter	Dental Premiums for Period 2/1-2/29/24	360.92
PRINCIPAL DENTAL	01/18/2024	6070 Dental premiums - Cafeter	Dental Adjustment for Period 1/1-1/31/24	178.16
PRINCIPAL DENTAL	01/18/2024	6070 Vision Premiums	Vision Premiums for Period 2/1-2/29/24	53.22
PRINCIPAL DENTAL	01/18/2024	6070 Vision Premiums	Vision Premiums for Period 2/1-2/29/24	149.34
PRINCIPAL DENTAL	01/18/2024	6070 Vision Premiums	Vision Premiums for Period 2/1-2/29/24	17.74
PRINCIPAL DENTAL	01/18/2024	6070 Vision Premiums	Vision Premiums for Period 2/1-2/29/24	17.74
PRINCIPAL DENTAL	01/18/2024	6070 Vision Premiums	Vision Premiums for Period 2/1-2/29/24	44.35
				\$ 2,786.38
RICHARD BARAKAT	01/18/2024	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on January 12, 2024	100.00
				\$ 100.00
ROBERT GONZALES	01/18/2024	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on January 12, 2024	100.00
				\$ 100.00
ROBERT S. JOE	01/18/2024	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on January 12, 2024	100.00
				\$ 100.00
SANDRA ARMENTA	01/18/2024	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on January 12, 2024	100.00
				\$ 100.00
SHO TAY	01/18/2024	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on January 12, 2024	100.00
				\$ 100.00
SMARTSIGN	01/04/2024	6036 COMPUTER SOFTWARE	Invoice# 42167 for 01/01-12/31/24 Annual Subscription	120.00



San Gabriel Valley Mosquito & Vector Control District List of Claims | January 2024

				\$ 120.00
SOCALGAS	01/18/2024	6341 Utilities	Gas Service 12/09-01/10/24 Acc # 057 518 2100 9	240.27
SOCALGAS	01/18/2024	6341 Utilities	Gas Service 12/09-01/10/24 Acc # 059 618 2100 5	35.23
				\$ 275.50
SOUTHERN CALIFORNIA EDISON	01/18/2024	6340 UTILITIES - ELECTRIC	12/01/23 to 01/02/24 Electricity usage Southern California Edison Account# 700251011287	1,854.61
				\$ 1,854.61
SYNTECH GROUP INC.	01/18/2024	6036 COMPUTER SOFTWARE	Microsoft Power BI Pro for Government Monthly - 1 YR Commit [01/01/24-01/31/24]	10.00
SYNTECH GROUP INC.	01/18/2024	6036 COMPUTER SOFTWARE	Dropsuite Business Backup - Monthly [01/01/24-01/31/24]	240.00
SYNTECH GROUP INC.	01/18/2024	6036 COMPUTER SOFTWARE	Invoice# A23023 Microsoft Office 365 G1 GCC-Per User CAL, 1YR Commit License [01/01/24-01/31/24]	203.70
SYNTECH GROUP INC.	01/18/2024	6046 PROFESSIONAL SERVICES - IT	ProCare Support Cloud Per User- Standard [1/1/2024-1/31/2024] ProCare Cloud Support + SGVM	1,050.00
SYNTECH GROUP INC.	01/18/2024	6046 PROFESSIONAL SERVICES - IT	ProCare Support Cloud Per User Premium [1/1/2024-1/31/2024] ProCare Cloud Support + SGVM	1,050.00
SYNTECH GROUP INC.	01/18/2024	6046 PROFESSIONAL SERVICES - IT	Invoice# SVC-A23040 Monthly IT Service ProCare Support Cloud Base [1/1/2024-1/31/2024] ProCare Cloud Support + SGVM	900.00
SYNTECH GROUP INC.	01/18/2024	6036 COMPUTER SOFTWARE	Microsoft 365 G3 GCC - Per User CAL, 1YR Commit License [01/01/24-01/31/24]	792.00
				\$ 4,245.70
TEXAS LIFE INSURANCE COMPANY	01/18/2024	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums Feb 2024	24.00
TEXAS LIFE INSURANCE COMPANY	01/18/2024	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums Invoice# SM09BT20240115001 Feb 2024	145.40
				\$ 169.40
TIM SANDOVAL	01/18/2024	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on January 12, 2024	100.00
				\$ 100.00
TIRE ZONE	01/18/2024	6260 SUPPLIES, MECHANICAL	Invoice# 76701 Computerized Wheel Alignment	70.00
TIRE ZONE	01/18/2024	6260 SUPPLIES, MECHANICAL	Invoice# 76707 Computerized Wheel Alignment	70.00
				\$ 140.00
Tristan Hallum	01/04/2024	6232 Per Diem	Per Diem - 92nd Annual MVCAC Conference at Monterey 01/2024	220.00
				\$ 220.00
ULINE	01/18/2024	6302 Supplies, Safety	Invoice# 172750057 Self-Seal Envelopes Kraft 10 x 13"	116.60
				\$ 116.60
UNITED PET CARE	01/18/2024	6070 Med premiums - Cafeteria	Pet Premiums Invoice# 30028657 Jan 2024	86.50
				\$ 86.50
US BANK	01/04/2024	6003 ADVERTISING	Google Ads 11/010-11/30	18.85
US BANK	01/04/2024	6188 MEDIA PRODUCTION	Fiverr	65.80
US BANK	01/04/2024	6010 AWARDS	Smart and Final 367 Covina Holiday Party	134.09
US BANK	01/04/2024	6010 AWARDS	Vallarta Supermarket 15 Baldwin Park Holiday Party	5.27
US BANK	01/04/2024	6010 AWARDS	Vallarta Supermarket 15 Baldwin Park Holiday Party	55.10
US BANK	01/04/2024	6010 AWARDS	4imprint Order Number 26330834 Holiday Party	919.29
US BANK	01/04/2024	6232 SEMINARS AND MEETINGS	Cafe De Olla Monrovia	109.15
US BANK	01/04/2024	6232 SEMINARS AND MEETINGS	Panaderia La Mexicana Baldwin Park MEDINA DIAZ	17.25
US BANK	01/04/2024	DEVELOPMENT	Training: ChatGPT & HR - An Introduction for HR Pros	150.00
US BANK	01/04/2024	DEVELOPMENT	Training: ChatGPT for Excel FARNED	150.00
US BANK	01/04/2024	6185 POSTAGE	USPS PO Baldwin Park	6.15
US BANK	01/04/2024	6305 ED PROGRAM SUPPLIES	Albertsons #0594 San Dimas HAGELE	33.44
US BANK	01/04/2024	6185 POSTAGE	USPS PO Baldwin Park	145.52
US BANK	01/04/2024	6280 SUPPLIES, OPERATIONS	San Gabriel Market Baldwin Park GAYTAN	15.90
US BANK	01/04/2024	6333 BRANDED CLOTHING	Laundryup Ticket #59401	45.00
US BANK	01/04/2024	6150 MEMBERSHIPS	Entomological Society of America 01/01-12/31/24	168.00



San Gabriel Valley Mosquito & Vector Control District List of Claims | January 2024

US BANK	01/04/2024	6232 REGISTRATION - SEMINARS	Credit - Mosquito Vector Control Association of California	-750.00
US BANK	01/04/2024	6232 Travel Expenses	Delta Air Baggage Fee Los Angeles	30.00
US BANK	01/04/2024	6333 BRANDED CLOTHING	Laundryup Ticket #60091	45.00
US BANK	01/04/2024	6232 Travel Expenses	Delta Air Baggage Fee Sacramento	30.00
US BANK	01/04/2024	6232 Travel Expenses	Hilton Garden Inn Sacramento	503.26
US BANK	01/04/2024	6333 BRANDED CLOTHING	Laundryup Ticket #60921	45.00
US BANK	01/04/2024	6333 BRANDED CLOTHING	Laundryup Ticket #61501 HALLUM	45.00
US BANK	01/04/2024	6250 LABORATORY SUPPLIES	Smart and Final 370 Pasadena - Dry Ice	104.17
US BANK	01/04/2024	6232 REGISTRATION - SEMINARS	REGISTRATION - MVCAC 92nd Annual Conference 01/2024	375.00
US BANK	01/04/2024	SUPPLIES	Fisher Scientific Company - Transportation Hazardous Material Inv# 8128694	205.14
US BANK	01/04/2024	6250 LABORATORY SUPPLIES	Sigma - Aldrich Water ASTM Type II Deionize Inv#561575274	93.81
US BANK	01/04/2024	6250 LABORATORY SUPPLIES	Smart and Final 367 Covina - Dry Ice	35.56
US BANK	01/04/2024	6250 LABORATORY SUPPLIES	Ragfinders of California, Inc Inv# 89508 MANGAN	125.93
US BANK	01/04/2024	6280 SUPPLIES, OPERATIONS	The Weather Company Invoice #00110984, Premium Pro Annual (11/23/23 - 11/22/24)	29.99
US BANK	01/04/2024	6185 POSTAGE	USPS PO Baldwin Park BISHOP	111.28
US BANK	01/04/2024	6030 BOARD EXPENSES	Smart & Final, Covina	29.19
US BANK	01/04/2024	6030 BOARD EXPENSES	TCC Brookhollow	76.25
US BANK	01/04/2024	6030 BOARD EXPENSES	Buckboard BBQ & Catering Board of Trustees Holiday Breakfast	255.94
US BANK	01/04/2024	6030 BOARD EXPENSES	Lewis Engraving	136.93
US BANK	01/04/2024	6030 BOARD EXPENSES	Buckboard BBQ & Catering Board of Trustees Holiday Breakfast	122.23
US BANK	01/04/2024	6270 OFFICE SUPPLIES	Best Buy	25.15
US BANK	01/04/2024	6030 BOARD EXPENSES	Portola Hotel and SPA Monterey	289.55
US BANK	01/04/2024	6030 BOARD EXPENSES	Smart & Final, Covina	29.19
US BANK	01/04/2024	6030 BOARD EXPENSES	Mosquito & Vector Control Association of California 01/2024 MIRELES	450.00
US BANK	01/04/2024	6036 COMPUTER SOFTWARE	Arlo Camera Monitoring	17.99
US BANK	01/04/2024	6150 MEMBERSHIPS	Professional Membership - Society for Human Resource	122.00
US BANK	01/04/2024	6036 COMPUTER SOFTWARE	Dmarc Digests Subscription (per Doman) (12/30/23 - 1/30/24)	10.00
US BANK	01/04/2024	6036 COMPUTER SOFTWARE	Wasabi Technologies Hot Cloud Storage CONTRERAS	38.67
US BANK	01/04/2024	6040 Building Maintenance	SP Stencil ease httpsstencil ct	143.00
US BANK	01/04/2024	6260 SUPPLIES, MECHANICAL	Dannys Smog Check Azusa MITCHELL	400.00
US BANK	01/04/2024	6036 COMPUTER SOFTWARE	Medallia Zingle Invoice # INV00131230 Monthly	229.00
US BANK	01/04/2024	6333 BRANDED CLOTHING	Columbia Sportswear Invoice # 18869294	48.71
US BANK	01/04/2024	6036 COMPUTER SOFTWARE	PDF Filler Annual Premium (11/30/23-11/29/24)	180.00
US BANK	01/04/2024	6333 BRANDED CLOTHING	G2 Graphics Proposal P-2301642 HOLGUIN	19.85
US BANK	01/04/2024	6188 MEDIA PRODUCTION	Fiverr	44.70
US BANK	01/04/2024	6037 WEBSITE AND EMAIL SERVICE	Mailchimp Standard Plan	60.00
US BANK	01/04/2024	6003 ADVERTISING	Facebook Meta Ads Reference #G35YJUKJ62 10/29/23-11/28/23 LUNA CORONA	45.48
			\$ 5,841.78	
VECTOR CONTROL JOINT POWERS AGENCY	01/18/2024	6111 OTHER INSURANCE	Invoice# VCJPA-280 Program Premium from 10/01-12/31/23 total of 32 employees	279.36
			\$ 279.36	
WEX/CHEVRON	01/18/2024	6262 Fuel for Trucks	Fuel for Trucks 12/7/23-1/6/24 Invoice# 94370786	2,362.78
			\$ 2,362.78	
TOTAL ACCOUNTS PAYABLE FOR JANUARY 2024				\$ 91,226.91
TOTAL PAYROLL FOR JANUARY 2024 (ATTACHED)				\$ 242,931.29
TOTAL CLAIMS FOR JANUARY 2024				\$ 334,158.20



San Gabriel Valley Mosquito & Vector Control District List of Claims | January 2024

San Gabriel Valley Mosquito And Vector Control District Payroll January 2024

Department	January 4, 2024	January 18, 2024	Total
100-EXECUTIVE	\$ 9,849.92	\$ 9,849.92	\$ 19,699.84
200-ADMINISTRATION	\$ 9,076.91	\$ 9,068.97	\$ 18,145.88
300-OPERATIONS	\$ 55,050.74	\$ 55,039.96	\$ 110,090.70
400-SURVEILLANCE	\$ 16,150.66	\$ 16,150.67	\$ 32,301.33
500-COMMUNICATIONS	\$ 16,960.84	\$ 17,315.21	\$ 34,276.05
300-1 EXTRA HELP (SEASONAL)	\$ -	\$ -	\$ -
GROSS PAYROLL	\$ 107,089.07	\$ 107,424.73	\$ 214,513.80
EMPLOYER TAXES	\$ 8,650.13	\$ 7,463.78	\$ 16,113.91
CAR ALLOWANCE (DM)	\$ 500.00	\$ -	\$ 500.00
EMPLOYEE BENEFITS-MED	\$ 5,702.38	\$ 6,101.20	\$ 11,803.58
TOTAL PAYROLL	\$ 121,941.58	\$ 120,989.71	\$ 242,931.29



San Gabriel Valley Mosquito & Vector Control District
Budget Status Report | January 2024

Comparative YTD Actual to Full Year Budget Current Period 59% of Year Completed January 31, 2024

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
PERSONNEL EXPENSES						
Salaries, Exempt	56,593.60	416,539.74	881,671.00	465,131.26	47.24	
Salaries - Non Exempt	98,157.42	893,290.78	1,959,706.00	1,066,415.22	45.58	
Salaries - Overtime	0.00	59,364.32	24,500.00	(34,864.32)	242.30	ENS Activity
Salaries - Vacation	17,792.04	105,853.72	113,939.00	8,085.28	92.90	Alba Term
Salaries-Holiday	34,339.57	72,410.50	123,815.00	51,404.50	58.48	
Salaries, Sick Pay	7,631.17	60,464.36	96,215.00	35,750.64	62.84	
Salaries, Part-time - XH	0.00	106,212.12	209,183.00	102,970.88	50.77	In season
Management Car Allowance	500.00	3,500.00	6,000.00	2,500.00	58.33	
Cafeteria Benefit	30,847.11	213,715.74	469,200.00	255,484.26	45.55	
Hlth Benefits, Ret Emps	628.00	22,658.88	46,000.00	23,341.12	49.26	
Employer, 457 Contribution	553.72	4,152.90	7,862.00	3,709.10	52.82	
Medicare	3,261.55	25,626.07	50,457.00	24,830.93	50.79	
Retirement - Classic - Normal Cost 12.47%	6,405.62	49,286.58	218,287.00	169,000.42	22.58	
Retirement - Pepra Normal Cost 7.68%	12,615.22	89,697.95	370,048.00	280,350.05	24.24	
Retirement - Classic Retire ADP	0.00	293,509.00	470,215.00	176,706.00	62.42	Remaining bal applied to PEPRA
Retirement - PEPRA Retire ADP	0.00	176,706.00	0.00	(176,706.00)	0.00	see above
Retirement - Classic-Unfunded Liability	0.00	115,719.00	119,589.00	3,870.00	96.76	Annual payment
Retirement - Pepra-Unfunded Liability	0.00	0.00	0.00	0.00	0.00	
Social Security	0.00	5,196.67	8,175.00	2,978.33	63.57	In season
Group Term Life Ins	391.30	2,894.00	5,500.00	2,606.00	52.62	
Tuition Reimbursement	0.00	2,000.00	4,000.00	2,000.00	50.00	
Insurance, unemployment	12,852.36	13,792.32	24,000.00	10,207.68	57.47	
Post Retirement Benefits	0.00	0.00	50,000.00	50,000.00	0.00	
TOTAL PERSONNEL EXPENSES	282,568.68	2,732,590.65	5,258,362.00	2,525,771.35	51.97	
OPERATING EXPENSES						
Event Participation Fees	0.00	25.00	2,000.00	1,975.00	1.25	
Arbovirus Testing Supplies	205.14	14,029.75	20,000.00	5,970.25	70.15	Supplies for Fiscal Year
Branded Clothing	248.56	1,996.53	4,000.00	2,003.47	49.91	
Boots	0.00	350.00	5,500.00	5,150.00	6.36	
Misc. Rentals	0.00	0.00	2,000.00	2,000.00	0.00	
Professional Development	300.00	450.00	2,000.00	1,550.00	22.50	
Awards	1,141.11	2,471.63	4,200.00	1,728.37	58.85	
Advertising	64.33	4,149.66	20,000.00	15,850.34	20.75	WNV Campaigns
	Current Period	Year-To-Date	Budget Full	Remaining	% Of Budget	



San Gabriel Valley Mosquito & Vector Control District
 Budget Status Report | January 2024

	Actual	Actual	Year	Budget	Utilized	
Bank Charges	1,432.70	10,624.72	21,000.00	10,375.28	50.59	
Board Expenses	3,604.47	14,541.57	41,000.00	26,458.43	35.47	
Computer Hardware	172.30	6,207.99	26,000.00	19,792.01	23.88	
Computer Software	23,091.36	69,445.81	84,000.00	14,554.19	82.67	NEOGOV renewal
Website/Email Service	60.00	5,810.50	7,500.00	1,689.50	77.47	Annual renewal
Building maintenance	3,155.56	31,682.48	90,000.00	58,317.52	35.20	
Maintenance, equipment	0.00	504.63	3,000.00	2,495.37	16.82	
Maintenance, grounds	0.00	1,000.00	2,000.00	1,000.00	50.00	Tree trimming
Equipment Lease	1,718.45	10,729.76	22,000.00	11,270.24	48.77	
Fees & Assessments	0.00	3,741.78	4,500.00	758.22	83.15	LAIF Fees
Hiring expenses	0.00	1,658.35	13,000.00	11,341.65	12.76	
VCJPA General Fund	0.00	3,726.00	2,095.00	(1,631.00)	177.85	Annual premium
Insurance, liability	0.00	127,346.00	131,279.00	3,933.00	97.00	Annual premium
Workers Comp Insurance	0.00	143,426.00	144,664.00	1,238.00	99.14	Annual premium
Automobile Insurance	0.00	2,832.00	2,834.00	2.00	99.93	Annual premium
Other Insurance	279.36	888.83	5,500.00	4,611.17	16.16	
Insurance, property	0.00	20,008.00	19,593.00	(415.00)	102.12	Annual premium
Legal	83.00	31,568.27	40,000.00	8,431.73	78.92	PSR
Memberships	290.00	31,012.58	39,000.00	7,987.42	79.52	Cal Chamber/MVCAC
Miscellaneous expenses	0.00	25.00	3,000.00	2,975.00	0.83	
Postage	262.95	5,219.56	10,400.00	5,180.44	50.19	Pool notifications
Professional Services, Accounting	1,150.00	6,375.00	0.00	(6,375.00)	N/A	AP Services (Accounting Specialist duties)
Professional Services, Auditor	0.00	16,230.00	20,000.00	3,770.00	81.15	One Time Expense (Nigro & Nigro/MacLeod Watts)
Professional Services, Other	0.00	0.00	5,000.00	5,000.00	0.00	
Professional Services, IT	3,000.00	16,600.00	60,000.00	43,400.00	27.67	
Printing & Reproduction	0.00	0.00	11,000.00	11,000.00	0.00	
Reference	0.00	0.00	800.00	800.00	0.00	
Seminars and meetings	2,679.66	17,718.14	46,000.00	28,281.86	38.52	
Supplies, Surveillance	890.72	5,478.12	16,000.00	10,521.88	34.24	
Supplies, Vehicle Maintenance	1,424.95	42,397.64	50,000.00	7,602.36	84.80	Vehicle Accident Claim (Pending Reimbursement)
Supplies, Gasoline	2,362.78	38,575.11	70,000.00	31,424.89	55.11	
Supplies, Office	290.23	3,462.73	10,200.00	6,737.27	33.95	
Supplies, Mosquito Fish	0.00	0.00	2,500.00	2,500.00	0.00	
Supplies, Operations	57.92	4,619.42	9,000.00	4,380.58	51.33	Spray equipment
Supplies, Pesticides	0.00	66,302.87	100,000.00	33,697.13	66.30	Supplies for Fiscal Year



San Gabriel Valley Mosquito & Vector Control District
 Budget Status Report | January 2024

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Supplies, Communications other forms	77.95	4,220.78	8,000.00	3,779.22	52.76	Insect Repellent
Supplies, Education Program	33.44	200.24	12,000.00	11,799.76	1.67	
Supplies, Safety	116.60	493.12	8,000.00	7,506.88	6.16	
Supplies, Media Production	110.50	110.50	800.00	689.50	13.81	
Benefit Assesment Admin Cost	0.00	12,396.61	119,000.00	106,603.39	10.42	
Communications, Field	0.00	16,782.86	50,000.00	33,217.14	33.57	
Telephone, Internet	555.00	8,422.50	20,000.00	11,577.50	42.11	
Telephone , Office	1,108.41	11,611.44	25,000.00	13,388.56	46.45	
Training , CEU's	0.00	4,715.00	4,400.00	(315.00)	107.16	Annual certification fee
Uniforms and clothing	338.58	5,861.92	12,000.00	6,138.08	48.85	
Utilities, Electric	1,854.61	21,477.40	35,500.00	14,022.60	60.50	A/C Summer use
Utilities, Natural Gas	275.50	1,131.30	4,200.00	3,068.70	26.94	
Utilities, Water	241.68	819.70	2,500.00	1,680.30	32.79	
Surveillance, Aerial	0.00	0.00	27,150.00	27,150.00	0.00	
TOTAL OPERATING EXPENSES	52,677.82	851,474.80	1,501,115.00	649,640.20	56.72	
TOTAL EXPENSES	335,246.50	3,584,065.45	6,759,477.00	3,175,411.55	53.02	
CAPITAL OUTLAY EXPENSES						
Capital Outlay	0.00	0.00	25,000.00	25,000.00	0.00	
TOTAL CAPITAL EXPENSES	0.00	0.00	25,000.00	25,000.00	0.00	
RESERVES						
Reserve, Public Health Em	0.00	0.00	500,200.00	500,200.00	0.00	
Reserve, Capital Projects	0.00	0.00	300,000.00	300,000.00	0.00	
Reserve, Pension Liability	0.00	0.00	400,000.00	400,000.00	0.00	
Reserve, Building/Facilities	0.00	0.00	100,000.00	100,000.00	0.00	
Reserve, Vehicle Replacement	0.00	0.00	100,000.00	100,000.00	0.00	
TOTAL RESERVES	0.00	0.00	1,400,200.00	1,400,200.00	0.00	

THIS PAGE INTENTIONALLY LEFT BLANK



San Gabriel Valley Mosquito & Vector Control District
Board of Trustees Meeting Minutes
 January 12, 2024

TRUSTEES PRESENT

Henry Aviles (Alhambra)
 Sho Tay (Arcadia)
 Robert Gonzales (Azusa)
 Richard Barakat (Bradbury)
 Corey Calaycay (Claremont)
 Margaret Finlay (Duarte)
 Jerry Velasco (El Monte)
 Jackie Doornik (Glendora)
 Manuel Garcia (Irwindale)
 Anish Saraiya (L.A. County)
 Charlie Klinakis (La Puente)
 Becky Shevlin (Monrovia)
 Joseph Leon (Monterey Park)
 Rachel Janbek (Pasadena)
 Tim Sandoval (Pomona)
 Sandra Armenta (Rosemead)
 Denise Menchaca (San Gabriel)
 John Capoccia (Sierra Madre)
 Robert Joe (South Pasadena)
 Cynthia Sternquist (Temple City)
 Allen Wu (Walnut)
 Lloyd Johnson (West Covina)

TRUSTEES ABSENT

Emmanuel Estrada (Baldwin Park)
 Patricia Cortez (Covina)
 Catherine Marcucci (Industry)
 Meshal Kashifalghita (La Verne)
 Ryan Vienna (San Dimas)

STAFF PRESENT

Jason Farned
 Cecilia Contreras
 Tristan Hallum
 Gilbert Holguin
 Anais Medina Diaz
 Jerry Mireles

GUESTS PRESENT

None

1. Call to Order

Board President Shevlin called the meeting to order at 7:14 a.m. Trustee Leon led the Pledge of Allegiance. Clerk of the Board Mireles confirmed a quorum and noted absences.

Board President Shevlin introduced new Trustee Anish Saraiya, appointed by Los Angeles County Board of Supervisors.

She announced the reappointments of Trustees Sandra Armenta, Corey Calaycay, Patricia Cortez, Emmanuel Estrada, Margaret Finlay, Robert Joe, Lloyd Johnson, Charlie Klinakis, Joseph Leon, Jerry Velasco and Ryan Vienna.

2. Opportunity for Public Comment on Non-Agenda Items

None

3. Election of 2024-2026 Nominated Officers of President, Vice President, Secretary/Treasurer for the Board of Trustees

Motion by Trustee Sandoval, seconded by Trustee Barakat, and carried the following vote to approve John Capoccia as President, Meshal Kashifalghita as Vice President and Lloyd Johnson as Secretary/Treasurer.



At the conclusion of the motion, President Shevlin turned over control of the meeting to the new President John Capoccia.

AYES: Aviles, Tay, Gonzales, Barakat, Calaycay, Finlay, Velasco, Doornik, Garcia, Klinakis, Saraiya, Shevlin, Leon, Janbek, Sandoval, Armenta, Menchaca, Capoccia, Joe, Sternquist, Wu, Johnson

NOES: None

ABSTAIN: None

ABSENT: Estrada, Cortez, Marcucci, Kashifalghita, Vienna

4. Consent Calendar

Motion by Trustee Calaycay, seconded by Trustee Johnson and carried by the following vote to approve Items 4.1- 4.7 of the Consent Calendar.

AYES: Aviles, Tay, Gonzales, Barakat, Calaycay, Finlay, Velasco, Doornik, Garcia, Klinakis, Saraiya, Shevlin, Leon, Janbek, Sandoval, Armenta, Menchaca, Capoccia, Joe, Sternquist, Wu, Johnson

NOES: None

ABSTAIN: None

ABSENT: Estrada, Cortez, Marcucci, Kashifalghita, Vienna

5. Presentation

5.1 Board Plaque – Presented to Becky Shevlin, in Recognition for 4 Years of Services as the President of the Board of Trustees

Board President Capoccia awarded Trustee Shevlin a plaque, acknowledging her dedicated 4 years of service from January 2020 to December 2023 and commending her outstanding achievements.

5.2 Communications Outreach Update

Director of Communications Anais Medina Diaz provided an overview of the department's mission, education programs, the 2023 season and outreach initiatives. She highlighted Public Service Announcements and the use of paid media to boost campaigns. She also detailed staff engagement through community events, newsletters, bite prevention kits, presentations, and literature distributions, resulting in over 20,000 in-person engagements and 60,000 social media interactions.

Trustees Menchaca and Velasco praised Anais for her comprehensive report.

6. District Administration

6.1 Committee Meeting Notifications: Personnel & Policy Committee

Mr. Farned updated the Board, stating that the Personnel & Policy Committee would commence after the adjournment of the Board meeting.



6.2 Trustee Committee Assignment – Interest Forms Due January 24, 2024

Mr. Farned requested that Trustees submit Committee Interest Forms to indicate their preference for 2024 Committee Assignments. Committee assignments will be on February's Board meeting agenda for ratification.

6.3 District Update

Mr. Farned expressed gratitude for working with Trustee Shevlin, recognizing her hard work. He shared news of a decrease in mosquito population due to cold nighttime temperatures and informed about ongoing strategic planning and budgeting for FY 24-25.

7. Committee Reports

During the Finance and Audit Committee Meeting on January 3rd, 2024, Mr. Farned discussed the potential transfer of the \$60,000 emergency fund to the general fund. The Committee decided not to pull from the reserve at this time, considering that current budget allocations could cover the costs. If, by the end of the fiscal year, staff anticipate insufficient budget coverage, the matter will return to the Committee. They plan to establish a dedicated budget line for public health emergencies tracking costs and summarizing them in the annual report.

8. Trustee Reports

None

9. New Business

None

10. Adjournment

The meeting was adjourned at 8:04 a.m.

THIS PAGE INTENTIONALLY LEFT BLANK



Zone Specialists:

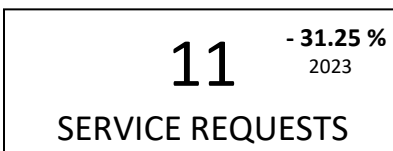
Zone	Specialist	Cities
1	Steven Ly	Alhambra, Monterey Park, San Gabriel, South Pasadena
2	Jon Halli	Altadena, Pasadena
3	Dane Miletich	Arcadia, Sierra Madre, Temple City
4	Hendricks Pena	Baldwin Park, El Monte, Rosemead
5	Darrin Jones	Azusa, Bradbury, Duarte, Irwindale, Monrovia
6	Ignacio Urena	Industry,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

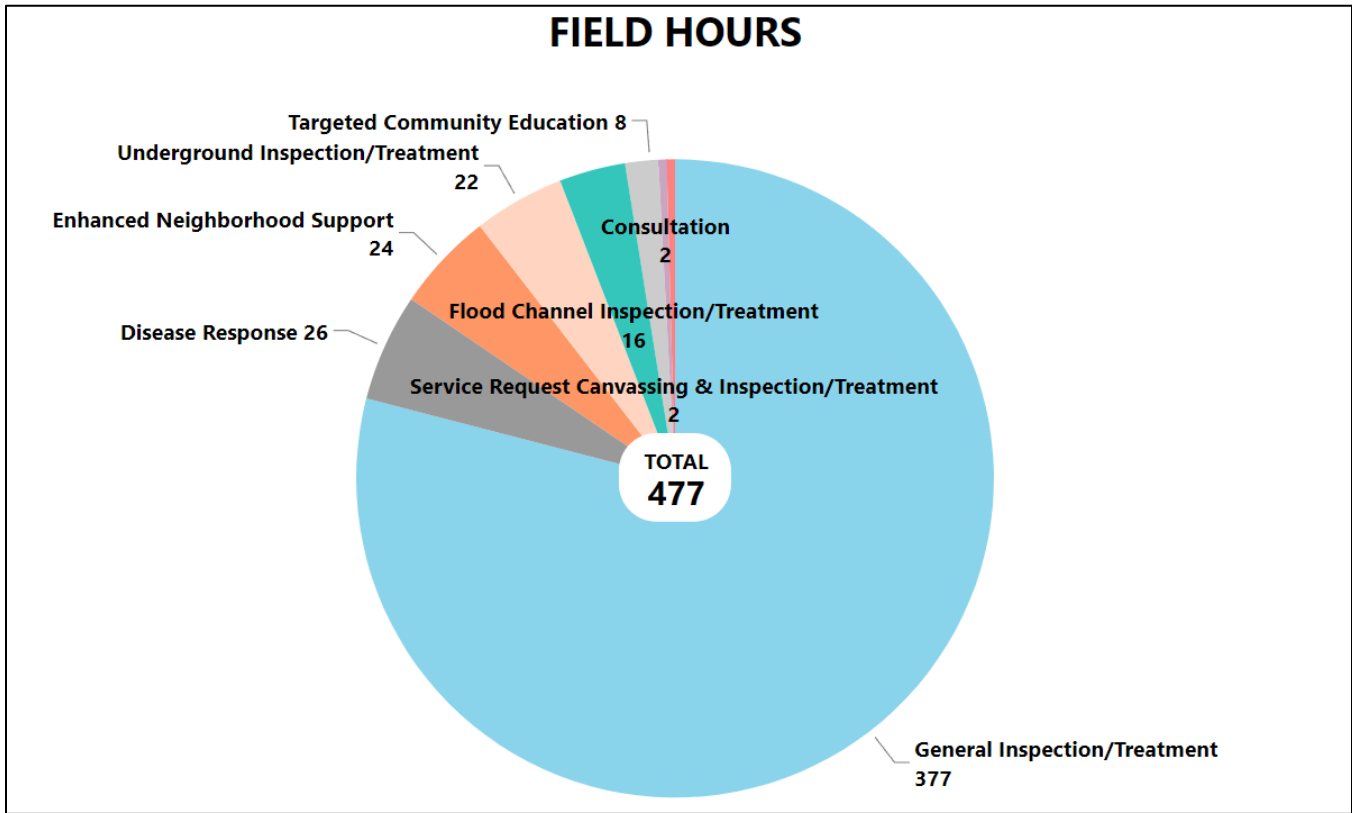
Operations Summary:

This report does not include pesticide usage for January 2024 because the reporting period concluded before the end of the month. January's pesticide usage will be included in next month's report.

The Operations department is beginning proactive preventative fieldwork efforts. Prioritization of sources that support early breeding like non-functional swimming pools, flood channels and underground storm drains is designed to flatten the annual curve of mosquito abundance and disease transmission. Recent rain provides the staff time to work in-house on continuing education units needed for the State of California Public Health Certification.

Field Statistics:







San Gabriel Valley Mosquito & Vector Control District Surveillance Department Report Disease Weeks 1 - 4 | December 31 – January 27

Surveillance Activities

Routine mosquito surveillance is currently on pause for weeks 1 through 4 of the new year. While the department is responding to disease case reports at the county health department’s discretion, the department has been evaluating internal reporting measures, expanding analytic tools for the district and presenting at state conferences. Lastly the department has restarted the winter season tick surveillance program, aligning District goals with state standards and has had an opportunity to enact these standards.

Mosquito Surveillance

The department responded to a travel related Dengue case reported to the Los Angeles health department back in late November. The health department classified this case as “low risk” and very likely due to international travel, thus they completed their investigations before passing the case data on to our agency. In the effort of following up all possible human case information, the surveillance department performed an enhanced surveillance activity in the area to inform operations and communications whether additional actions were needed. At the culmination of the event, three mosquitoes were collected, only two of which were invasive *Aedes*, far below the Districts actionable thresholds. This concluded investigations into this reported travel related Dengue case.

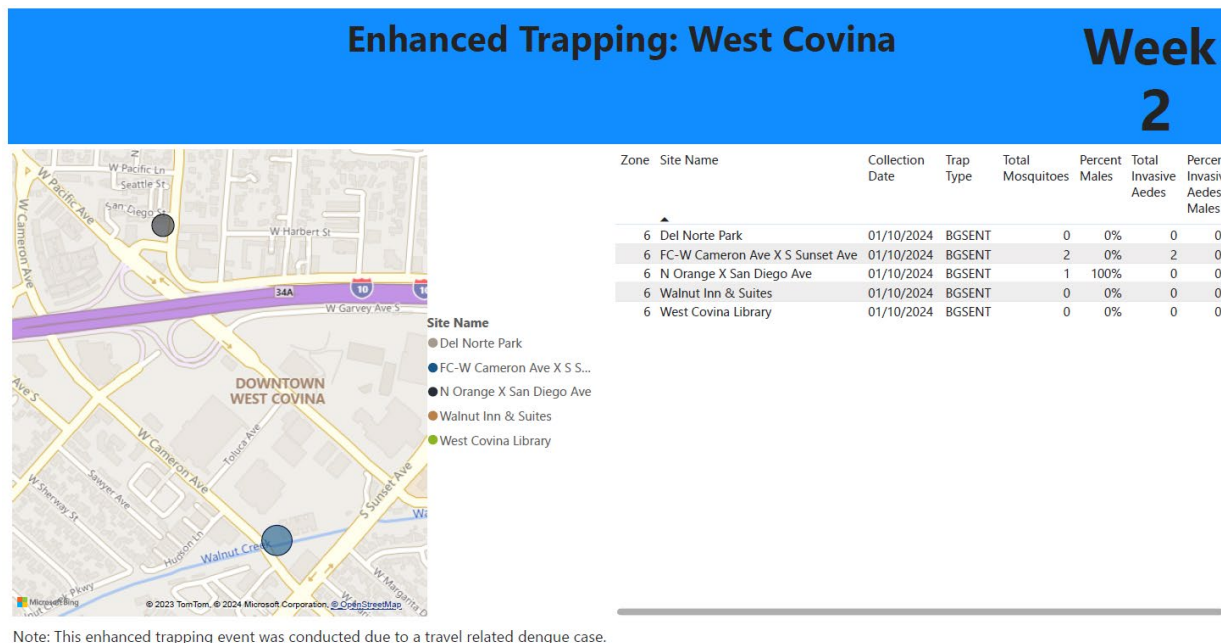


Fig. 1 This graphic is the report distributed to staff at the culmination of the Enhanced Surveillance activity. With collections far below the Districts actionable thresholds, the surveillance department concluded actions in the area.



San Gabriel Valley Mosquito & Vector Control District Surveillance Department Report Disease Weeks 1 - 4 | December 31 – January 27

Tick Surveillance

While mosquito activity decreases in the colder months of the year, adult tick prevalence increases in the foothill communities of the District. To that end, the department restarted the tick surveillance program at San Gabriel Valley while modifying collection methods to adhere more closely with state and CDC reporting standards. While the department has had one opportunity to perform these collections, until mosquito populations rebound, these collections will continue in heavily wooded areas where tick populations reside.

Conference Presentations

The department's Director of Scientific Programs recently had the opportunity to present at the Mosquito and Vector Control Association of California's (MVCAC) Annual Conference in Monterey California. Both presentations are currently posted on the Districts website under the "In the Spotlight" tab. Below will be the titles and posted abstracts or summaries of the presentations. For more information see Tristan Hallum, the Director of Scientific Programs.

Title: Developing a 3D Printing Program and Preliminary Results

Abstract: A 3D printing program enables organizations to fabricate parts and produce custom tools out of affordable materials, re-defining problem solving from finding a tool to fit a goal to examining the goal and developing a tool around those objectives. While the technology is prevalent in expanding fields, developing a 3D printing program within an established organization is a challenge unto itself. At the San Gabriel Valley Mosquito and Vector Control District a 3D printer program was established in January of 2023 following a predesignated structure to ensure its success. In that process, required resources were identified to establish the program and additional needs were planned for to secure its development. As the program expanded, it progressed through the establishment of hardware, software vetting, replication of known tools and is testing new products. The program is treated as an independent project held up to the same scrutiny and requirements as ongoing work: an established command structure, routine evaluations, a training structure with approved standard operating procedures and plans for continued sustainability. While the program is still in development, preliminary prints are already in use around the District with future projects being designed. It is the District's goal to house a fully functional 3D printer program that benefits the vector control community and reinforces our district mission.

Title: Directing Surveillance Efforts to Optimally Deploy Control Resources

Abstract: Routine vector surveillance provides a baseline level of mosquito abundance and virus prevalence to determine where control practices are needed. This baseline informs the activation of advanced control measures, but when advanced control is required in more locations than resources are available how is the choice made to treat one area over another? At the San Gabriel Valley Mosquito and Vector Control District a method of increased vector surveillance has been developed to direct advanced control resources, referred to as Targeting. This methodology focuses on areas of perceived



San Gabriel Valley Mosquito & Vector Control District Surveillance Department Report Disease Weeks 1 - 4 | December 31 – January 27

risk and quantifies mosquito and virus prevalence using a Vector Index. Areas selected for Targeting undergo increased trap collections and viral testing to shift the end goal from risk detection to risk quantification. This practice combines structured methodology with field staff's personalized expertise to promote engagement in the activity while collecting detailed field information. Preparing field staff with this response early in the mosquito season while simultaneously practicing its deployment ensures these activities can be initiated in a timely manner with equitable results. By including this layer of statistic justification, it standardizes which resources are allocated in what order and prioritizes locations by calculated transmission risk. This enhanced surveillance activity, or Targeting, has provided the District an additional level of surveillance results to promote data driven operations during peak season conditions.

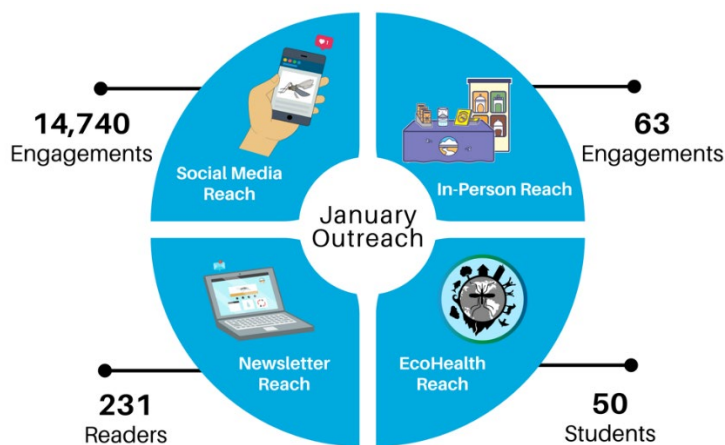
THIS PAGE INTENTIONALLY LEFT BLANK



San Gabriel Valley Mosquito & Vector Control District Communications Department Report Disease Weeks 1 - 4 | January 1 – January 27

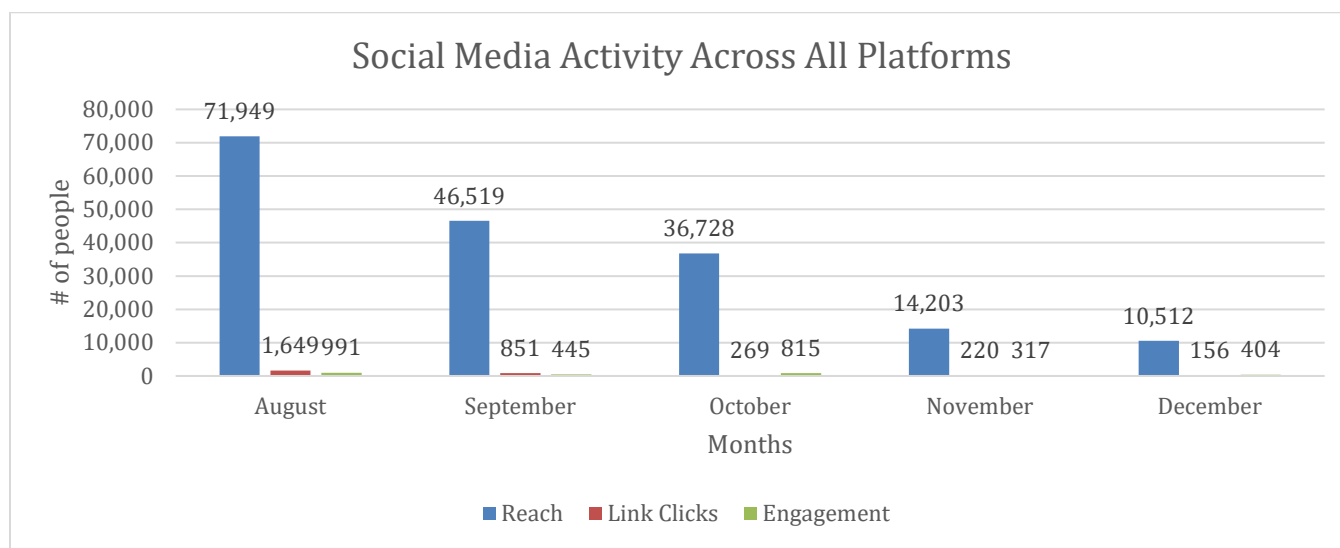
Outreach Summary:

The Communications Department continues its preparation for the upcoming mosquito season through goals and campaign development. Additionally, staff proudly represented the District at the 92nd Annual MVCAC Conference and conducted presentations on our social media strategy and community science programs. Specifically, our education specialist presented on the use of data visualization to engage students and show their contributions to community science. Lastly, the department is hard at work planning activities for the District’s 35th Anniversary and looks forward to highlighting the efforts and impact the agency has on public health in the San Gabriel Valley.



Digital Marketing:

1) Key Performance Indicators (KPIs):



A delay in reported data may be present. Reported numbers reflect full calendar months to accurately track KPIs from all District social media platforms.



San Gabriel Valley Mosquito & Vector Control District Communications Department Report Disease Weeks 1 - 4 | January 1 – January 27

- 2) Digital Response Support
 - a) Insect repellent campaigns pushed throughout fall months.
 - b) Fall campaign e-blast for Bite Back Champions.
 - c) Insect repellent and safe travel tips for winter months.

- 3) Digital Newsletters
 - a) Champion audience e-blasts:
 - i. Short Bites Monthly – January
 - b) General Notification audience e-blasts:
 - i. Short Bites Monthly - January
 - c) Blog audience:
 - i. Short Bites Monthly – January

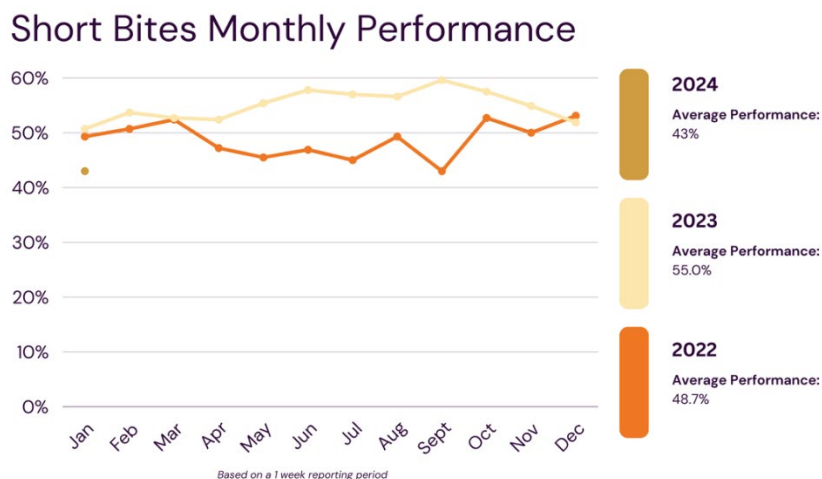


Image of comparative data for 2022-2024 newsletters. Percentage calculations are of average open rates and click rates based on a 1-week reporting period.



San Gabriel Valley Mosquito & Vector Control District
Communications Department Report
Disease Weeks 1 - 4 | January 1 – January 27

Seasonal Campaign E-blast Performance

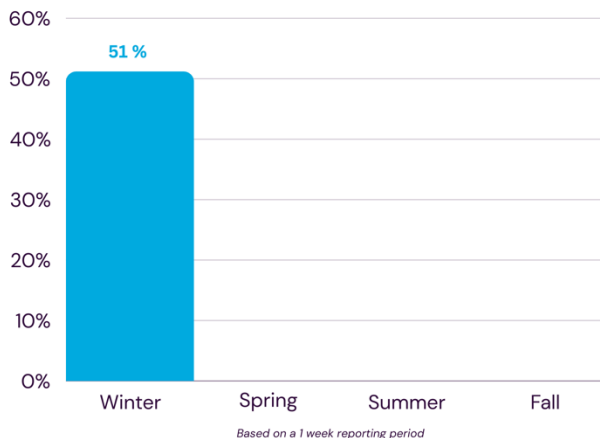
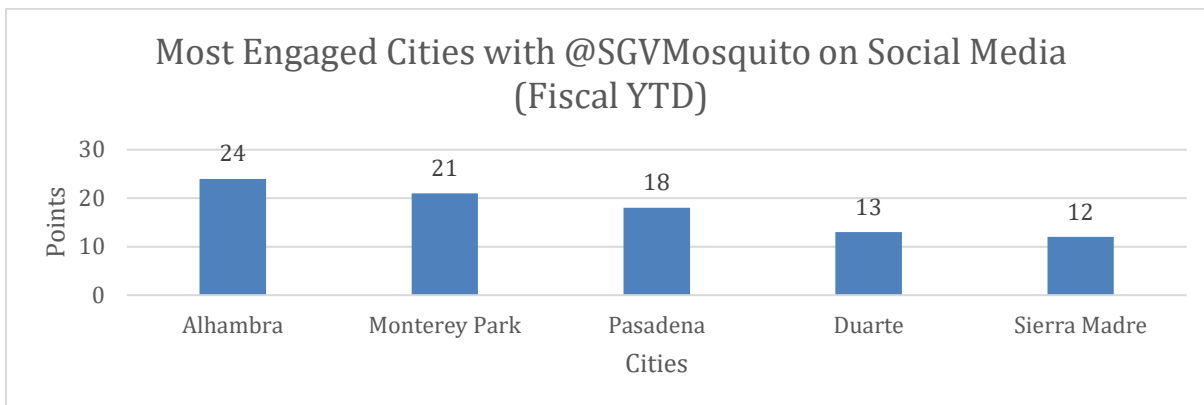


Image of comparative data for seasonal campaign newsletters. Percentage calculations are of average open rates and click rates based on a 1-week reporting period.

- 4) Press Releases and Media Hits
 No press releases were distributed during the reporting period.
- 5) Social Media
 - a) Highlighted past holiday videos
 - b) Created and published holiday video, “Jingle Bell Rock Mosquito Edition” that has generated a total of 1,056 across social media platforms.



Tracking cities social media engagement with our District’s social media platforms. Points are based on the following:

- 1 Point - Passive engagement: Like post, view IG story,*
- 2 Points - Active Engagement: Share on FB, retweet, share in IG stories,*
- 3 Points - Champion Engagement: Post content from SGVMVCD, creating a collaborative post, tags @SGVMosquito*



San Gabriel Valley Mosquito & Vector Control District Communications Department Report Disease Weeks 1 - 4 | January 1 – January 27

6) Content Development

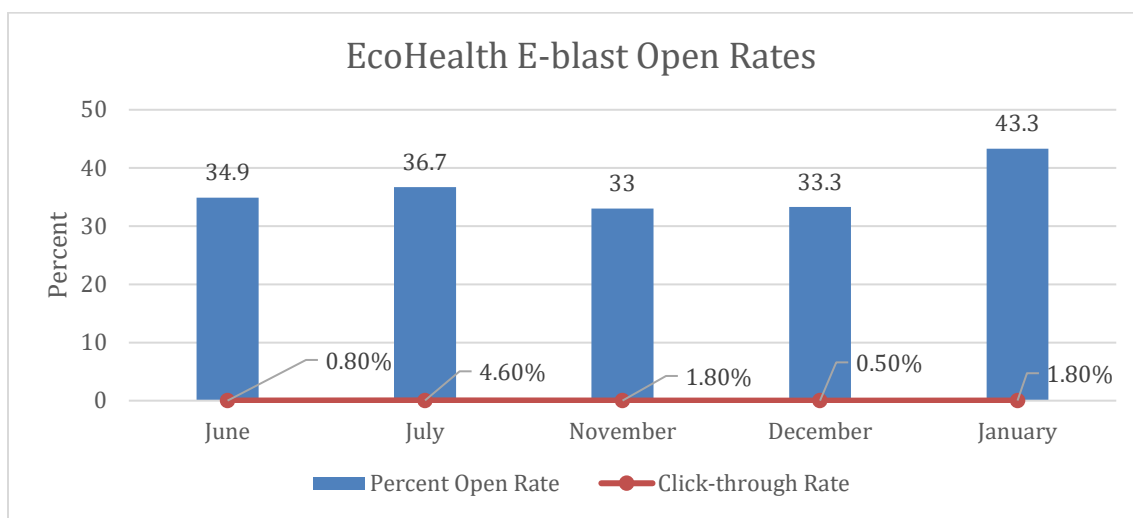
- Developing branding and marketing plan to celebrate the District's 35th anniversary
- Developing public service announcement video and accompanying digital assets in preparation for California Mosquito Awareness Week.



EcoHealth
Vector Education



1. Data in Education (Fiscal YTD)



2. EcoHealth Highlights

- Revamped the EcoHealth Newsletter to focus on actions teachers, schools, and parents can take to fight mosquitoes.
- Presented at the 92nd MVCAC Conference on the use of Padlet as our data visualization platform for students in kindergarten through 8th grade. Received follow-up meetings and presentation requests from the Pasadena Public Health Department, Mosquito and Vector Management District of Santa Barbara County, and County of San Diego Vector Control Program.
- Recognition of Clifton Middle School Vector Inspectors of the Year at Monrovia School Board meeting on 1/17
- Refreshed VectorEducation.org for program updates and accessibility.

3. EcoHealth Winter Newsletter

- Open rate: **43.3%**
- Click rate: **1.8%**



San Gabriel Valley Mosquito & Vector Control District Treasurer's Report | December 2023

SGVMVCD TREASURER'S REPORT DECEMBER 2023

This Treasurer's Report reflects the SGVMVCD's month end balance of District funds for the period noted above. It is in full compliance with the District's Investment Policy. The Secretary-Treasurer hereby certifies that the District can meet expenditure requirements for the next six months with funds from the Revolving Fund, L.A. County Pool, CA CLASS, and LAIF accounts.

LOCAL AGENCY INVESTMENT FUND (LAIF)				
BEGINNING BALANCE				\$138,079.51
No transactions this period				
ENDING BALANCE				\$138,079.51
% OF ANNUAL EXPENDITURE:	2.04%	YIELD:	3.92%	MATURITY DATE: PERPETUAL SOURCE: DEC 2023 STATEMENT

LOS ANGELES COUNTY POOL (PB1)				
BEGINNING BALANCE				\$369,535.65
Interest Earned				\$8,875.45
Sec 40% Adv 2023-24 Pd				\$2,582,002.19
DA Billing 2023-24 Tax				(\$95,978.00)
ENDING BALANCE				\$2,864,435.29
% OF ANNUAL EXPENDITURE:	42.22%	YIELD:	4.15%	MATURITY DATE: PERPETUAL SOURCE: ND 24, PERIOD 6

CALIFORNIA CLASS PRIME				
BEGINNING BALANCE				\$1,240,905.12
Interest Earned				\$5,840.47
ENDING BALANCE				\$1,246,745.59
% OF ANNUAL EXPENDITURE:	18.38%	YIELD:	5.54%	MATURITY DATE: PERPETUAL SOURCE: DEC 2023 STATEMENT

VCIPA CONTINGENCY FUND				
BEGINNING BALANCE				\$109,179.00
No transactions this period				
ENDING BALANCE				\$109,179.00
% OF ANNUAL EXPENDITURE:	1.61%	YIELD:	N/A	MATURITY DATE: PERPETUAL SOURCE: N/A

CITIZENS BANK (REVOLVING FUND)				
BEGINNING BALANCE				\$200,000.00
Debit Activity				(\$399,075.78)
From Sweep Account				\$371,542.84
Deposit 12/7/23				\$27,532.94
ENDING BALANCE				\$200,000.00
% OF ANNUAL EXPENDITURE:	2.95%			SOURCE: DEC 2023 STATEMENT

CITIZENS BANK (SWEEP ACCOUNT)				
BEGINNING BALANCE				\$704,877.62
Debit Activity				(\$371,542.84)
Deposits				\$27,573.97
ENDING BALANCE				\$360,908.75
% OF ANNUAL EXPENDITURE:	5.32%			SOURCE: DEC 2023 STATEMENT

ALL FUNDS BEGINNING BALANCE	\$2,762,576.90
ALL FUNDS ENDING BALANCE	\$4,919,348.14

Lloyd Johnson, Secretary-Treasurer

25/01/2024
 Date



San Gabriel Valley Mosquito & Vector Control District District Working Balance | February 2024

SGVMVCD WORKING FUND BALANCE FEBRUARY 2024

ALL FUNDS ENDING BALANCE (PERIOD ENDING DECEMBER 2023)	\$4,919,348.14
TOTAL RESERVES	(\$1,400,200.00)
JANUARY 2024 EXPENDITURES	<u>(\$334,158.20)</u>
FEBRUARY 1, 2024 WORKING FUND BALANCE	<u><u>\$3,184,989.94</u></u>

Jason Farned

Jason Farned, District Manager

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

REPORT OF TRUSTEE'S ATTENDANCE

AT CONFERENCE/EVENT

Trustee Name: Jackie Doornik

Name of Conference/Event: Mosquito & Vector Control Association of CA

Date: Jan 21 - 23

Location: Monterey, CA

Significant points learned of benefit to the District and its ratepayers:

Sunday was the Trustee's meeting only-- reminders for me were, if you have never had orientation ask for one; make sure that all funds are earmarked. (With the state budget being in the red the state can take funds that are not marked.) and the attorney said we can be held accountable for every vote. Read everything and ask questions.

Monday sessions began at 8am and we were asked to consider joining the board of MVCAC. The story of mosquitos was given by Dr Gordon Patterson an historian. Dr Patterson's love of teaching and learning was both informative and inspirational. Realtors blocked the information of malaria because they did not want the knowledge to slow sales of land in the state. The mosquito journal is called JAMCA if you want to learn more about the subject.(Journal of American Mosquito Control Association).

Notes I took were: Dengue fever is called: "break bone fever" because of the severe muscle and joint pain. West Coast has less Lyme disease because of lizards. The blue belly lizard has a protein in its blood that kills the bacteria causing Lyme disease. Make short videos and share the information that you learn—everyday—engage the public. Fantastic advancements are being made with 3D machines.

The first compliment I heard given to SGVMVCD about the swift and effective reaction to Dengue was given at 10:15 by Scott Smith, MD and Chief of Infectious Diseases. The staff here in West Covina put past lessons and combination of organizations to work for recognition worthy results. The closing on Tuesday was dedicated to lessons learned and Jason was one of the presenters and Tristian was the meeting host. After their presentations there were more audience questions than all other classes combined.

Thank you for the opportunity to become a more learned Trustee. Lots more information and available for questions.

Date: Jan 30, 2024 Signed: Jackie Doornik
Print Name: JACKIE DOORNIK

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

REPORT OF STAFF'S ATTENDANCE

AT CONFERENCE/EVENT

Staff Name and Title: Tristan Hallum, Director of Scientific Programs

Name of Conference/Event: MVCAC's 92nd Annual Conference

Date: January 21st -24th, 2024

Location: Portola Hotel & Spa, Monterey CA

Significant points learned of benefit to the District and its ratepayers:

Under the theme of "Vector Control in the Modern World" the MVCAC's 92nd Annual Conference directed many of its symposia and talks to direct actions vector control agencies and their affiliated partners are making in the aim of improving public health. For this report, I will focus on three conceptual lessons learned and three direct applications for the District moving forward.

For conceptual lessons learned, these focused around presentations of different programs utilization or preparation for sterile insect technique mosquitoes in their respective regions. Amber Semrow from OC Vector spoke about the progress made in their joint program with Greater Los Angeles County VCD. This detailed the massive effort the development of the program is undertaking and the numerous questions and directions this development is requiring. On a similar but different end, Solomon Birhanie from West Valley MVCD, offered their pilot release program of fully sterilized male mosquitoes into the field. This presentation provided further details to a known program adjacent to the district and some of the escalation parameters needed from their staff to release these mosquitoes. Lastly, while in discussion of managing several cases of emerging diseases, Steve Vetrone from Greater Los Angeles County VCD presented on their work with the Municipal Reserve Corp, a volunteer network designed to be deployed in health emergencies. This is a tool when escalating viral pressure is felt by an agency and targeted work needs to be completed in a minimal window.

For direct applications, Ying Fang with CDPH presented on the viability of shipping samples on blue ice vs dry ice. Knowing blue ice is a viable tool to transport these samples is a crucial aspect for our weekly sample deliveries. Olivia Winkour with DART discussed tools in development through CalSurv that can streamline several of our data entry and output processes using their internal API tools in development. Lastly Sarah Wheeler from Sac-Yolo MVCD discussed the escalating process of adulticiding efficacy tests to identify pesticide resistance. This pathway aided in identifying what the next needed tools would be for SGV's pesticide resistance tool kit.

I and my staff were extremely grateful to attend this conference and look forward to implementing these ideas at SGV in the near future.

Date: 1/29/24

Signed: [Handwritten Signature]

Print Name: Tristan Hallum

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

REPORT OF STAFF'S ATTENDANCE

AT CONFERENCE/EVENT

Staff Name and Title: Anais Medina Diaz, Director of Communications

Name of Conference/Event: 92nd Annual MVCAC Conference

Date: January 21, 2024 – January 24, 2024

Location: Monterey, CA

Significant points learned of benefit to the District and its ratepayers:

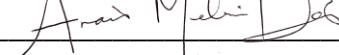
The MVCAC Annual Conference informed attendees about the latest issues facing vector control districts in California and best practices in tackling them. Information from these talks will help improve services to SGVMVCD residents and ensure our efforts to communicate our actions are inclusive and thorough.

As we gear up for a busy season, a few talks during the Effectively Engaging a Diverse Population and District Preparedness and Planning Symposiums really resonated and helped inform future actions in our outreach efforts. Anna Kramen from the County of San Diego Department of Environmental Health and Quality presented on “Trials and tribulations of language translation for community outreach,” in which she outlined the steps the County has taken to ensure their materials are available in five different languages. Some of the key takeaways she shared was to 1) develop a list of reviewers to provide a secondary look at translated materials; 2) Quality control is needed when translating items; 3) Developing content with a 8th Grade reading level; 4) Have approved language for collateral with limited space; and lastly, 5) Identify community hubs where there is linguistic isolation to ensure materials are being accessed and disseminated. Developing a similar process for our District will be instrumental in reaching our diverse population.

Secondly, the presentations on Sterile Insect Technique trials in the Southern California region were very important and interesting. West Valley Mosquito and Vector Control District presented their social media campaign to increase education and awareness around Integrated Pest Management and S.I.T. in anticipation of their releases. They shared key messages and reception of campaign assets. Comparatively, Orange County Vector Control District and Greater Los Angeles County Vector Control District presented on their Mark, Capture, Release projects in anticipation of a Sterile Insect Release program slated for Summer/Fall 2024. These agencies discussed initial outreach and attitudinal surveys conducted to gauge resident attitudes and behaviors.

Lastly, the Dengue Response Symposium was very interesting because it provided a comprehensive discussion amongst all agencies involved in the state's first locally acquired Dengue cases. It reaffirmed that our District's quick and decisive reaction was the proper course to take on such a historic occasion. Overall, the conference provided an opportunity to learn from other districts, network, and most importantly share resources to enhance the services the district provides to residents.

Date: 1/30/2024

Signed: 

Print Name: Anais Medina Diaz

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

REPORT OF STAFF'S ATTENDANCE

AT CONFERENCE/EVENT

Staff Name and Title: Antonio Bishop, Vector Control Specialist III

Name of Conference/Event: Mosquito and Vector Control Association of CA. Annual Conf.

Date: January 21-24, 2024

Location: Monterey, CA

Significant points learned of benefit to the District and its ratepayers:

The Mosquito and Vector Control Association of California (MVCAC) Annual Conference provides an opportunity to network with other mosquito control agencies and industry vendors for updates and discoveries. These opportunities were provided through presentations and meetings related, but not limited to insecticides, aerial surveillance, database management, community engagement, agency procedures, and methods used in all departments of vector control.

Many presentations I attended contained valuable details that relate to common issues that are also experienced within the San Gabriel Valley. Here are a couple that held a significant importance from my observations:

“Efficacy of Amdro and Extinguish Plus against the red imported fire ants (RIFA), *Solenopsis invicta* in Orange County, CA”

Laura Krueger, Orange County MVCD, reviewed efficacy results for two different insecticides labeled for use with RIFA in California. The products are applied with a broadcast spreader, and at the ant mounds. This application method is known as the “Texas Two-step”, commonly used in IVM for ant control. The application rates were tested for efficacy and provided the highest mortality when treating at 1.5lb/AC. These treatments were most effective when rotated at 90-day intervals and their staff commonly includes another product called “Esteem” to avoid resistance to active ingredients.

“Implementation of Unmanned Aircraft System (UAS) into Vector Control Program” and “The Battle at Big Sur”

Richard Ortiz, Coachella Valley MVCD, and Bill Reynolds, Leading Edge Technologies, presented different talks with similar examples of how drone treatments and aerial surveillance can provide a safer environment for vector control staff when accessing steep terrain and overgrown natural areas. UASs are being used for invasive weed treatments and mosquito inspections where it would have been extremely difficult or unsafe for staff to travel on foot. These equipment developments improve the potential impact agencies have on the quality of life for residents, and local wildlife. For example, our District would be able to safely access more locations at the San Gabriel River for

inspections and treatments, increasing the control of the Black fly population in the area.

“Aerial and Ground Larvicide Applications for *Aedes aegypti* in the Coachella Valley” Gregorio Alvarado, Coachella MVCD, provided information on aerial applications and some of the challenges that must be considered. Their District performed aerial applications of VectoBac WDG from a helicopter to achieve consistent coverage through their treatment area that would not have been as efficient on the ground. The helicopter applied 0.25 lb./AC. in a 125 ft. swath width pattern, offsetting the aircraft based on current wind conditions and placing the desired treatment exactly into the target area. One of the major challenges was providing a location near the treatment area for the helicopter to land and load the larvicide. The need to respond to vector borne emergencies can occur at the least favorable times, and these details help prepare districts on how to accomplish the desired outcome in various ways.

Date: 1/31/2024

Signed:  _____

Print Name: Antonio Bishop

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

REPORT OF STAFF'S ATTENDANCE

AT CONFERENCE/EVENT

Staff Name and Title: Gilbert Holguin – Director of Operations

Name of Conference/Event: MVCAC Annual Conference 2024

Date: 1/21/2024 – 1/24/2024

Location: Monterey Convention Center

Significant points learned of benefit to the District and its ratepayers:

This year's conference had quite a few interesting and applicable presentations.

“The crucial role of strong resident-technician relationships in vector control” by David Lopez was a great presentation giving solid points as to why technicians must know how to communicate, be presentable, and well versed. This builds stronger relationships with residents. This rings true for us here at the District. We ensure our staff is presentable, understands how to approach residents, and exercises kindness.

“Vector management plans: Achieving compliance through collaboration” by Michael DuBose. This presentation explained the importance of collaborating not only with residents but with agencies that control large sources that become a habitat for mosquitoes. Having been in the field dealing with sources such as these, I understand how important collaboration with other agencies is. It is imperative to build those relationships and work with them to achieve the end goal; reduced mosquito populations. This was especially true with the excessive rain we had this last winter. We needed to ensure we were routinely inspecting large sources while water management procedures were in place. The movement of water from location to location was an important factor to ensure stagnant water was moving frequently.

Overall, this year's conference had many more presentations with applicable points learned that we could apply here at the District. I look forward to the ideas that will spawn from what we learned.

Date: 01/31/2024 **Signed:** *Gilbert Holguin*

Print Name: Gilbert Holguin

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

REPORT OF STAFF'S ATTENDANCE

AT CONFERENCE/EVENT

Staff Name and Title: Jamie Mangan, Vector Ecologist

Name of Conference/Event: 92nd Annual MVCAC Conference

Date: 1/22/24-1/24/24

Location: Monterey, CA

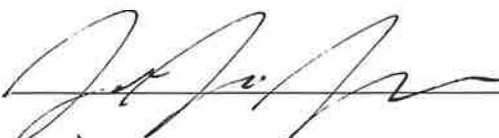
Significant points learned of benefit to the District and its ratepayers:

At this MVCAC conference, I learned about the state of mosquito control across California, including how other districts dealt with last year's unusual rain and local dengue case. I also learned about nearby districts' strategies for black fly surveillance.

Additionally, I learned more about the upcoming updates to the CalSurv system, which will enable me to record the results of our new active tick surveillance efforts this year. The CalSurv updates also enable us to more quickly perform analysis and generate reports by communicating directly with the CalSurv database using their API. It is my goal to become familiar enough with using the API to automate certain data analysis and report generation processes.

I was able to meet several other ecologists, epidemiologists, and a biostatistician and discuss data analysis strategies. I received input that will help me generate information that is not only useful internally, but useful across fields as well.

Date: 1/31/24

Signed: 

Print Name: Jamie Mangan

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

REPORT OF STAFF'S ATTENDANCE

AT CONFERENCE/EVENT

Staff Name and Title: Jason Farned, District Manager

Name of Conference/Event: MVCAC Annual Conference

Date: January 21-24, 2024

Location: Monterey, CA

Significant points learned of benefit to the District and its ratepayers:

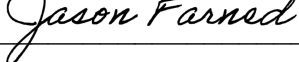
The MVCAC 2024 Annual Conference was a valuable experience. It gave me an opportunity to learn new information, share my own best practices, and network with colleagues and industry professionals from all over the State.

The conference offered two days of speaker sessions with symposiums ranging in topics from mosquito biology to public policy and administration. The keynote speaker, Dr. Gordan Patterson, gave an enlightening and inspirational history of mosquito control in California. I found two presentations especially useful directly related to challenges we face in San Gabriel Valley. The first discussed Dengue and chikungunya virus loads in *Aedes aegypti* mosquitoes in relation to district genetic architectures. The second talked about incorporating sterile insect techniques into the IVM toolbox. Both talks helped me better understand the cutting-edge science and control methods of invasive *Aedes*.

I also shared some of our own best practices in a presentation titled, "Dengue Rapid Response" The presentation was part of a panel discussion focused on the recent cases of locally transmitted dengue in Pasadena and Long Beach. The presentation was well received, and I was able to discuss the details of our program and compare notes with several other districts.

I had opportunities to speak to several of our contractors and vendors to learn more about emerging products and technologies as well as strategize about future initiatives.

Date: 02/01/2024

Signed: 

Print Name: Jason Farned

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

REPORT OF STAFF'S ATTENDANCE AT CONFERENCE/EVENT

Staff Name and Title: Kriztian Luna Corona - Education Specialist

Name of Conference/Event: MVCAC

Date: 1/21/2024 – 1/24/2024

Location: Monterey, CA


Significant points learned of benefit to the District and its ratepayers:

One of the talks I anticipated most was by Brian Reisinger, on “Preparing the public for sterile male releases.” In his presentation, he reviewed West Valley’s materials and communication strategy for their S.I.T. releases. Some of the strategies included: 1) IPM wheel to teach the public how all the components of IPM work together; 2) An IPM mascot; 3) ”Ask me about mosquitoes” pins; 4) ”Hard at work” Campaign; 5) ”Defend against Aedes” 15 session series; and 6) a press release that received very few responses from the public after the release. He also mentioned that people seemed to be familiar with the use of “X-ray” and were less concerned with that terminology when it came to S.I.T. He recommended that we communicate early and often and manage residents’ expectations of S.I.T..

Andrea Lund, from CDPH, presented on “Is malaria knocking on CA’s door?” She reviewed that 4 states have had locally-acquired cases of malaria, including Florida, Texas, Arkansas, and Maryland. In California, we have three *Anopheles* species that can be vectors for malaria, *An. hermsi* being the major species in Southern California. All three species are found in mostly rural areas, not urban centers. However, in the last 10 years, we have had approximately 1,000 cases of travel-related malaria, 239 of which have been in Los Angeles County.

The presentation titled “Climate Change and mosquito control: The effect of atmospheric river events in California’s Central Valley” by Broox Bose was also very interesting. She discussed that atmospheric rivers are now being ranked like Hurricanes in terms of natural disasters. Last winter, California had 17 atmospheric river events. This was especially impactful to the central valley because when the snow melted, it caused landslides and flooding. In terms of District planning, she and Michael Cavanaugh from Kings County MAD emphasized that preparing for these events will be crucial because funding for natural disasters may not consider the cost of future issues, such as the increased need or expansion of mosquito control due to excess water.

Overall, attending MVCAC was an eye-opening experience. I expanded my knowledge on the use of 3D printing and how researchers and vector control agencies are solving problems with their 3D printers. As the EcoHealth program continues to evolve, 3D printing will help us create content and resources that meet the needs of students and families. I truly enjoyed meeting and networking with staff from other districts and look forward to contacting them to create a more robust curriculum for students in our district. Thank you for this wonderful opportunity.

Date: 1/30/24 Signed: 

Print Name: Kriztian Luna Corona

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

REPORT OF STAFF'S ATTENDANCE

AT CONFERENCE/EVENT

Staff Name and Title: Marco Gaytan, Vector Control Specialist III

Name of Conference/Event: MVCAC 92nd Annual Conference

Date: January 21st – 24th, 2024

Location: Monterey, California

Significant points learned of benefit to the District and its ratepayers:

This year I had the privilege of attending the 92nd Annual MVCAC Conference in Monterey, CA with my fellow staff members. I had the opportunity to catch up with individuals from other districts and ask about what challenges they faced over the 2023 season, as well as what new strategies they have been implementing. Jason, Tristan, Kriztan and Pablo all did amazingly in their presentations, they were a great representation of our organization. All the presentations I was able to sit in were very informative and I left there with new ideas.

The UAS symposium on Tuesday was great, it gave us a glimpse of drone technology in Vector Control. How there are other districts that have implemented them for large scale treatments, and the legalities behind the operation of a drone. This is exciting because we hope in the future, we can start utilizing drones to treat areas of the river that we cannot access due to the nature of the environment.

The 3D printing symposium was also very interesting, it's amazing to see what other districts are using them for, like making traps or printing parts for equipment that are normally a little pricey. We've been working with the surveillance department to create a floating device that we can use for long term treatments.

I look forward to presenting at an upcoming conference, I spoke with Antonio and Gilbert about potential talking points that we will go over the course of this upcoming season.

Date: 1/31/24

Signed: 

Print Name: Marco Gaytan

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

REPORT OF STAFF'S ATTENDANCE

AT CONFERENCE/EVENT

Staff Name and Title: Pablo Cabrera, communications specialist

Name of Conference/Event: 92nd Annual Mosquito and Vector Control Association of California

Date: January 21 -24

Location: Monterey, CA

Significant points learned of benefit to the District and its ratepayers:

It was a privilege to represent the District at the annual state conference and reconnect with individuals from across the state. California has such a diverse geography that it's poses such a unique opportunity to learn from vector control Districts across the state. I found it very interesting to see such a high interest in communications and 3D printing at the conference. Sterile insect technique (SIT) also remains such a big topic across the state as many Districts are already working on this technology. The biggest hurdle will continue to be, getting the public interested and educated on this topic because it is a complicated concept. It is very refreshing to see many districts understand the importance of communications on this topic and that time is of the essence. I also liked the idea of districts having a uniformed message, because it will help alleviate any confusion or misunderstanding in vector control.

One important factor I continue to see is how important it is to collaborate with other departments. Operations and Surveillance departments do so much work that sometimes goes unnoticed. Another factor that I liked seeing, is stressing to field staff the role they play in communicating with the public. Our field staff interacts with the public every day and it's important for the communications department to value that connection.

As a presenter at the conference, I also appreciate feeling like a resource to others and help provide attainable action items people can implement at their district. These conferences should be a space of shared ideas, and an opportunity to help move the industry forward.

Date: 01/29/24

Signed: 

Print Name: Pablo Cabrera

THIS PAGE INTENTIONALLY LEFT BLANK



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

Date: February 9, 2024

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

Subject: **Consideration of Ad-Hoc Committee(s) for Solar Project and/or District Assessment Cap Increase.**

Exhibit(s): None

Background

In 2024 the District will be exploring two critical and costly projects that will require special attention from the Board of Trustees. These projects include:

- Consideration of solar installation and potential EV charging infrastructure
 - Evaluating the merits of solar based on the District's needs.
 - Evaluating the merits of EV charging infrastructure based on state and federal regulations.
 - Evaluating state and federal financial incentives.
 - Considering design, scope, and cost of a solar project.
 - Evaluating bids and contract recommendations.
- Consideration of a benefit assessment cap increase which would necessitate a proposition 218 ballot initiative.
 - Evaluating the District's current funding mechanism and future financial needs.
 - Consideration of the process, costs, and benefits of a proposition 218 ballot initiative.
 - Consideration of alternative assessment strategies.
 - Evaluating bids and contract recommendations.

Due to the complex and costly nature of these projects, President Capoccia is seeking volunteers to form one or two ad-hoc committees to accomplish the stated goals and provide recommendations to the Board. An ad-hoc committee would need a minimum of three members and a maximum of five.

Board Options

- **No Board Action Required:** If members of the Board are interested in forming an Ad-Hoc committee they may volunteer to join. If three to five members volunteer for one or both committees an ad-hoc committee will be formed. If there are not enough volunteers, all matters relating to these projects will be brought to the full board for consideration.

Submitted by:

A handwritten signature in black ink that reads "Jason Farned".

Jason Farned
District Manager

THIS PAGE INTENTIONALLY LEFT BLANK



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

Date: February 9, 2024

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

Subject: **Consider 4/10 Work Schedule Proposal**

Exhibit(s): Exhibits 7A, 7B

Background

Over the past year, the District has been exploring the feasibility of a district wide 4/10 work schedule and the logistics associated with its implementation. District employees have expressed interest in this alternative work schedule and the District recognizes the potential benefits to both the workforce and the organization. The proposed work schedule aligns with the goals of the District as well as the preferences of staff, aiming to enhance both organizational efficiency and employee satisfaction.

The District currently follows a 9/80 work schedule which is essentially a two-workweek schedule of eight 9-hour days, one 8-hour day, and one day off. The day off is observed every other Friday with staff schedules split so the office is open five days a week. The District has seen many benefits from the 9/80 schedule that will also apply to or be enhanced by a 4/10.

The following guidelines were established and considered as part of the proposal:

A 4/10 work schedule shall:

- not interfere with services to the public.
- meet the needs of the District.
- not create fatigue and/or other safety risks.
- not create additional costs for the District.
- shall be complementary to working cohesively with all departments and public health partners.

Additionally, the 4/10 Work Schedule proposal follows State and Federal laws, including the Fair Labor Standards Act (FLSA), and District Personnel Rules and Regulations.

Under the proposed 4/10 work schedule, the District's office hours would be Monday through Thursday, 7:00am to 5:00pm, and closed on Fridays. Modified office hours will have very little impact on residents as currently there is virtually no foot traffic or inbound calls on Fridays.

Benefits of a 4/10 work schedule may include:

- Increased productivity in the field. Staff estimates one additional hour per work, per field technician of productive inspection and treatment time. This work product amounts to that of one additional full-time employee.
- Decreased fuel usage. Staff estimates a 5% reduction in fuel usage.
- Decreased electricity usage. Staff estimates a 10% reduction in electricity usage.
- Increased employee satisfaction and quality of life.
- Improved retention and recruitment rates.



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

Implementation of the 4/10 Work Schedule would require revisions to District **Policy No. 10 – Work Period (Exhibit 7A)** and **Policy No. 14 – Holidays (Exhibit 7B)**. Employee schedules and District office hours would be revised to reflect a 10-hour day and 4-day work week. To accommodate the proposed 10-hour workday without increasing the cost of employee benefits, the holiday list would be adjusted to eliminate the day after Thanksgiving and reduce floating holiday hours from 18 to 16.

Board of Trustees meeting dates and times would not be affected by the work schedule change and would remain the same.

Committee's Recommendation

None: The Personnel & Policy Committee convened on January 12, 2024 and adjourned with no formal recommendation, directing staff to take the matter to the full board.

District Manager's Recommendation

The District Manager recommends approval of the 4/10 Work Schedule as proposed.

Board Action Options

- **Board Action Required:** If the Board concurs, following the public discussion by members for this item, the appropriate action is to approve the adoption of a 4/10 work schedule and approve revisions to **Policy No. 10 – Work Period** and **Policy No. 14 – Holidays** to accommodate the new schedule.
- **Alternative Board Action:** If after discussion by members about this item, the Board may choose to deny approval.

Submitted by:

A handwritten signature in black ink that reads "Jason Farned".

Jason Farned
District Manager

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Policy Number: 10
Subject: Work Period
Category: Personnel Rules and Regulations
Adopted: 10/13/2023
Revision(s): ~~10/13/2023~~ 2/9/2024



POLICY NO. 10 – WORK PERIOD

Section 1. Definitions

- A. Non-Exempt Employee means an employee who is covered by the provisions of the Fair Labor Standards Act (29 U.S.C. Sec. 201 et seq.), including overtime and minimum wage provisions, as determined by the Board of Trustees.
- B. Exempt Employee means an employee who is not covered by the overtime and minimum wage provisions of the Fair Labor Standards Act as determined by the Board of Trustees.
- C. Workweek means the recurring period of seven (7) consecutive days ~~(168 hours)~~ beginning ~~with the workweek designated for each classification and ending seven consecutive days later at 12:01 a.m. each Sunday and ending at 12:00 a.m. on the following Saturday~~ and will be used as the basis for calculating overtime.
- D. Overtime means time spent in the performance of work ordered and approved or authorized by the District Manager or designee which is in excess of forty (40) hours per workweek except as provided for in *Section 3. C*, below.

Section 2. Work Schedules

- A. Work schedules are determined at the discretion of the District Manager or designee and are subject to change with or without notice, according to the needs of the District. Managers/supervisors are responsible for providing employees with clearly defined work hours and work schedules. A non-exempt employee is required to seek advance permission from their supervisor for any foreseeable absence or deviation from their assigned work schedule, and meal and rest period times. Employees must notify their director/supervisor if they will be absent from a work shift or tardy to work shift within one (1) hour prior to their scheduled work shift or as practicable.
- B. 9/804/10 Work Schedule and FLSA Workweek
1. The 9/804/10 work schedule for full time employees consists of ~~eight 9-hour days, one 8-hour day, and one regularly scheduled day off every two weeks. A 9/80 work schedule has a 30 minute meal period. For all employees working a 9/80 work schedule their workweek shall begin exactly four hours into their 8-hour shift on the day of the week that constitutes their alternative regular day off (RDO).~~ four (4) consecutive workdays a

workweek, Monday through Thursday with Fridays off, and ten (10) hours per day totaling 40 hours within a seven (7) day period.

- C. The District shall, whenever practicable, give employees a seven (7) calendar day advance notice of a shift change.
- D. No employee shall be permitted to work more than sixteen (16) consecutive hours except in an emergency situation as determined by the District.

Section 3. Overtime

A. Notification of Employees

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

B. Distribution of Overtime

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

C. General Conditions and Exceptions

- 1. Overtime shall be compensated to all employees who are not exempt from the provisions of the Fair Labor Standards Act.
- 2. Employees are entitled to receive FLSA overtime pay for those hours actually worked in excess of forty (40) hours in one workweek.
- 3. Overtime shall be earned, credited, paid, or taken off in increments of six minutes. No overtime credit shall be given for increments of less than six minutes, unless specifically authorized by the District Manager.
- 4. Holidays not actually worked do not count as time worked for the purpose of computing overtime.
- 5. Overtime-eligible employees are not permitted to work overtime except as directed and authorized by their supervisor, or in case of emergency, as determined by the District Manager or designee. Working overtime without prior authorization or approval is grounds for discipline. In emergency situations that necessitate working overtime, the

employee must notify a supervisor as soon as possible, and in no event later than the end of that day upon which the emergency occurred. If the supervisor denies the request to work overtime, the employee must report the time already worked and follow the supervisor's directive and cease working overtime. Failure to follow these overtime approval procedures may subject the employee to disciplinary action, up to and including termination.

D. Payment for Overtime

1. Overtime shall be compensated at one and one-half (1-1/2) times the regular rate.
2. For all regular, limited-term, and probationary employees, overtime may be converted to compensatory time or paid for at the option of the employee. Employees with existing compensatory time balances of sixty (60) hours shall be paid for all overtime work performed in excess of that amount.
3. Fringe Benefits Not Affected by Overtime: Overtime shall not be a basis for increasing retirement, vacation, or sick leave benefits, nor shall it be a basis for advancing completion of a salary step advancement.
4. An employee separating from District service shall be paid for accumulated compensatory time in a lump sum payment. In the case of an employee whose service is terminated by death, such payment shall be made to the employee's beneficiary.

Section 4. Accrual of Administrative Time for Exempt Employees

- A. Employees classified as exempt from the Fair Labor Standards Act are not entitled to paid overtime or compensatory time. FLSA exempt employees are granted a maximum of forty (40) hours of administrative leave each calendar year in the first pay period following January 1st. Administrative leave is prorated for exempt part-time employees and for employees who start mid-year.
- B. Any unused administrative leave hours will not roll over to the next year.

Section 5. Breaks and Cleanup Time

A. Meal Periods

1. Non-exempt employees ~~who work at least an eight-hour workday~~ will be provided a 30-minute uncompensated meal period for each ten-hour workday. Employees are responsible for taking their meal period at a time designated by their supervisor. A meal period may not be used to cover tardiness or shorten the workday. Employees shall return, on time, as scheduled, from their meal period and must immediately notify management if they will be late.
2. Employees must obtain advanced approval from management to extend or advance their normal rest or meal period.

B. Rest Periods

1. A 15-minute paid rest period (not including restroom breaks) will be provided to non-exempt employees for each four-hour period of work. The rest period shall be taken at a time designated by the employee's supervisor. Rest periods may not be combined to shorten the workday or to extend the meal period and may not be used to cover tardiness. Employees are expected to return, on time, as scheduled, from rest periods/breaks and to contact management immediately if they will be late.

C. Cleanup/Donning and Doffing Time

1. Subject to the discretion of the supervisor, non-exempt employees may be provided with up to 15 minutes of cleanup time during the first 15 minutes of the employee's shift and/or the last 15 minutes of the shift to perform activities such as cleaning up a work area, putting away tools, personal wash up, and changing of clothes.
2. Employees working certain assignments who are required to wear a uniform will be provided with up to 15 minutes at the start of their shift and 15 minutes at the end of their shift, to don and doff their uniforms and personal protective equipment. The District provides locker rooms or changing facilities for the convenience of employees.

Section 6. Lactation Accommodation

A. Lactation Break Time and Location

1. The District provides employees the right to request lactation accommodation in accordance with California law. The District will provide a reasonable amount of break time to accommodate an employee desiring to express breastmilk. The break time shall, if possible, run concurrently with any break time already provided to the employee. For a non-exempt employee that may need time beyond the usual authorized break times, then the lactation break shall be unpaid or the employee may choose to use accrued leave.
2. Those desiring to take a lactation break at times other than their provided break times must notify a supervisor prior to taking such a break. Breaks may be reasonably delayed if they would seriously disrupt operations. Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.
3. The District will provide the employee with the use of a room or other location for the employee to express milk in private. This room may include the place where the employee normally works if it otherwise meets the requirements set forth below.
 - a. Be shielded from view and free from intrusion while being used to express milk. The room shall be safe, clean, and free of hazardous materials. There will be a surface to place a breast pump and personal items as well as a place to sit. The room will have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump. The employee shall also have access to a sink with running water and a refrigerator suitable for storing milk in close proximity to the employee's workspace. If a refrigerator cannot be provided, the District may provide another cooling device

suitable for storing milk, such as a company-provided cooler. If a multipurpose room is used for the lactation, among other uses, the use of the room for lactation shall take precedence over the other uses, but only for the time it is in use for lactation purposes.

B. Lactation Accommodation

1. Employees who require lactation accommodation should make a request for lactation accommodation, either orally or in writing, to the Human Resources Analyst or designee. If the District cannot provide break time or a location that complies with California law the District will provide a written response to the employee.
2. An employee who does not believe the District is providing an appropriate lactation accommodation should immediately inform the District Manager. Employees have the right to file a complaint with the Labor Commissioner for any violation of the employee's lactation rights under California law.

Policies Cited:

N/A

DRAFT

THIS PAGE INTENTIONALLY LEFT BLANK

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Policy Number: 14
Subject: Holidays
Category: Personnel Rules and Regulations
Adopted: 10/13/2023
Revision(s): ~~10/13/2023~~ 2/9/2024



POLICY NO. 14 - HOLIDAYS

Section 1. Holidays Observed

A. District Employees shall observe the following holidays:

- | | |
|--|--|
| 1. New Year’s Day | January 01 |
| 2. President’s Day | 3 rd Monday of February |
| 3. Memorial Day | Last Monday of May |
| 4. Juneteenth | June 19 |
| 5. Independence Day | July 04 |
| 6. Labor Day | 1 st Monday of September |
| 7. Veteran’s Day | November 11 |
| 8. Thanksgiving Day | 4 th Thursday of November |
| 9. Day After Thanksgiving | 4th Friday of November |
| 10.9. Christmas Eve | December 24 |
| 11.10. Christmas Day | December 25 |
| 12.11. New Year’s Eve | December 31 |
| 13.12. Floating Holiday <u>Hours (16 hours2)</u> | With Approval |

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

Section 2. Eligibility for Holiday Pay

A. An employee must be paid for all or a portion of both the regularly scheduled working assignment immediately prior to a holiday and the regularly scheduled working assignment immediately after that holiday to receive holiday pay. With District approval, compensatory

time earned for working on a holiday or for a holiday falling on a regularly scheduled day off may be taken on the first scheduled working day after the holiday.

- B. A new employee whose first working day is the day after a holiday shall not be paid for that holiday.
- C. An employee who is terminating employment for reasons other than paid District retirement and whose last day as a paid employee is the day before a holiday shall not be paid for that holiday.
- D. Only regular, limited term, and probationary employees shall be eligible for holiday pay.

Section 3. Holiday Pay

A. Full-time regular and limited-term employees shall be eligible to receive holiday pay as follows:

1. When a holiday falls on a regular 109-hour workday, the employee shall be paid 109-hours.

~~2. When a holiday falls on an employee's regular 8-hour (Friday) workday, the employee shall be paid 8-hours.~~

~~3.2. When a holiday falls on an employee's regularly scheduled day off (RDO), the employee shall receive eight (8) hours of floating holiday credit. All floating holiday leave hours must be taken by the end of the calendar year.~~

~~4.3. An employee who is required to work on Christmas Day, Memorial Day, Independence Day, Labor Day, or Thanksgiving Day shall receive pay computed at one and one-half (1-1/2) times the employee's basic hourly rate for the number of hours actually worked.~~

~~5.4. Holidays which fall during an employee's vacation period shall not be charged against the employee's vacation balance.~~

Section 4. District Office Holiday Closure

- A. The District office, including all District departments and services, will be closed during the Holiday Closure period. The Holiday Closure period begins December 26 and continues through December 30. Should the District Manager determine that services are required on account of emergency business necessity during the Holiday Closure period, corresponding District staff will be notified and required to work during this time.
- B. During the Holiday Closure period, all regular, limited term, and probationary employees shall take paid leave from compensatory, administrative, floating holiday, or vacation time accruals or use unpaid leave. Sick leave time accruals are not eligible to be utilized during the Holiday Closure period.

- C. The Holiday Closure period is not vacation, does not accrue, does not carry over, and is not cashed out upon separation of employment.


DRAFT

THIS PAGE INTENTIONALLY LEFT BLANK



MEMORANDUM

To: Los Angeles County Independent Special Districts

From: William F. Kruse, Special Counsel 

Date: January 8, 2024

Subject: Nomination of Candidates for Special District Voting Member

As you know, since 1994 special districts in Los Angeles County have been represented by two voting members and one alternate member of the Local Agency Formation Commission. On May 6, 2024, the four-year term for Special District Voting Member Don Dear will conclude. On behalf of the special districts of Los Angeles County, LAFCO has appointed us to assist in conducting the elections to fill these vacancies.

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 voting member, 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 candidates 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, but shall not be members of the legislative body of a city or county (Government Code § 5633(c)). Nominations must be received in the office of Lagerlof, LLP, **ATTN: WILLIAM F. KRUSE**, no later than **5:00 p.m. on February 29, 2024**.

Please feel free to contact me directly with any questions.

Voice: (626) 793-9400

Fax: (626) 793-5900

NOMINATION
OF
INDEPENDENT SPECIAL DISTRICT **VOTING MEMBER**
TO THE
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

To: Independent Special District Selection Committee

From: _____

Date: _____

Name of Candidate: _____

_____ is pleased to nominate
_____ as a candidate for appointment as special district **voting**
member 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: _____