

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

Board of Trustees Meeting

June 10, 2011

7:00 AM

Agenda

1. Call to Order

Note: The public is requested to address an Agenda Item when the Board considers it.

2. Pledge of Allegiance and Silent Roll Call

3. Opportunity for Public Comment on Non-Agenda Items

The public is requested to provide a name/address and limit comment (s) to 5 minutes.

4. Consent Calendar *

All items in the Consent Calendar are routine and may be enacted by one motion unless a request is made to remove and consider it (them) as a separate action.

A. List of Claims for May, 2011 *

B. Budget Status Report for May, 2011 *

C. Minutes of Board of Trustees Meeting May 13, 2011 *

D. Surveillance and Vector Report*

E. Abatement Report*

F. Education Program*

5. June 2011 Monthly Treasurer Report / District Working Balance Report for April, 2011*
(Action Required – Approve / Disapprove)

6. Draft FY 2011 – 2012 Budget
(Action Requested / Defer to Item 7 of this Agenda)

7. Consider Resolution 2011-01 Granting Temporary Authority to the District Manager, or Designee, to Spend District Monies Pending Adoption of the District's Annual Operating Budget *

8. Consider Two-Year Letter of Engagement Between Henry Eng, CPA and the San Gabriel Valley Mosquito & Vector Control District to review and prepare the financial statements for Fiscal Year ending June 30, 2011 and Fiscal Year ending June 30, 2012 *
(Action Required – Approve / Disapprove)

9. Report of Policy Committee Meeting on June 3, 2011 Regarding Baldwin Park Contract Services
(Verbal Report - Steve Sham/Rick Barakat/Chuck Myers)

10. District Administration
(District Manager) (No Action Required)

**Indicates a written report*

- A. MVCAC Southern Region Meeting
- B. South Pasadena
- C. Pasadena

11. Disease Surveillance

(Assistant Manager) (Verbal Report) (No Action Required)

12. Trustee Reports

(Verbal Report) (No Action Required)

13. New Business

Opportunity for Trustees to request future agenda items
(Verbal)

14. Committee Meetings

- A. **The Personnel Committee will meet in Closed Session in the Board Room regarding Employee Agreement between Kenn Fujioka and the San Gabriel Valley Mosquito and Vector Control District.**
- B. **The Finance Committee will meet in Closed Session in the District Manager's Office regarding Employee Benefits requests.**
- C. **The Finance and Personnel Committees will meet jointly in Closed Session in the Board Room regarding Employee Benefits and in Open Session to consider the FY 2011- 2012 Budget and Assessment Report Draft**

15. Adjournment

The SGV Mosquito and Vector Control District Resolution 93-06, Articles and Bylaws Governing District Meetings, Article III, Rules for Procedures for Meetings, I. Quorum.

In regular District meetings, a quorum shall consist of a simple majority of total appointed Board Members. If less than a quorum is present at any meeting, the members present may adjourn the meeting to a time and place specified in the order of adjournment.

Roberts Rules of Order: Newly Revised 10th Edition:

§3 Basic Provisions and Procedures, 5. Minimum Composition of a Deliberate Assembly. QUORUM OF MEMBERS.

The minimum number of voting members who must be present in order that business can be legally transacted. The majority vote means more than half.

Personnel Committee

**Jeff Parriott, Chairperson
Richard Barakat
Roger Chandler
Margaret Finlay**

**Dan Kirby
Henry M. Morgan
Robert Neher
Janice Nelson**

Finance Committee

**Margaret Finlay, Chairperson
Frank Hall
Henry Morgan**

**Joe Rocha
Stephan Sham**

CERTIFICATE OF POSTING

I, Esther Elliott, Administrative Secretary of San Gabriel Valley MVCD, certify under penalty of perjury under the laws of the State of California, that the foregoing agenda was posted not less than 72 hours prior to said meeting. Dated this 3rd day of June 2011.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the San Gabriel Valley MVCD to all or a majority of the Board of Trustees less than 72 hours prior to that meeting are available for public inspection at the Administration Building Front Lobby located at 1145 North Azusa Canyon Road, West Covina, CA 91790 during normal business hours. For further information regarding agenda items, please contact the office of the San Gabriel Valley MVCD at 626-814-9466 or via email at district@sgvmosquito.org

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact this District at 626-814-9466. Notification 48 hours prior to the meeting will enable staff to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 34.102.104 ADA TITLE II)



Esther Elliott
Administrative Secretary
San Gabriel Valley MVCD

**San Gabriel Valley
Mosquito and Vector Control District List of Claims May 2011**

Payroll May 12, 2011

Account	Description	Amount
6210	Salaries, Exempt	\$19,651.06
6212	Salaries, Non-Exempt	\$28,832.44
6216	Salaries, Overtime	
6218	Salaries, Vacation	
6219	Salaries, Holiday	
6220	Salaries, Sick Pay	
6070	Employee Cash-out	\$1,711.28
	Bilingual compensation	\$475.49
6230	Part-time Salaries	\$2,013.32
6140	Employer Medicare	\$4,076.16
6240	Employer Social Security	\$808.11
	Paychex	\$198.46
		\$521.13
		\$58,287.45

Total Payroll May 12, 2011

Accounts Payable May 12, 2011

Check#	Payee	Description	Amount
410318	AJG Accounting	Accounting	\$468.75
410319	Allied Administrators	Dental insurance premiums	\$870.18
410320	Aramark Uniform Service	Uniforms	\$142.21
410321	Arrowhead	Mats, towels, and lockers	\$128.66
410322	Athens Services	Drinking water	\$298.39
410323	Azusa Light and Water	Trash pick up	\$161.46
410324	Best Way Maintenance	Water bill	\$141.27
410325	California Laboratories	Landscaping fees	\$450.00
410326	CA State Disbursement	Hood certification	\$590.00
410327	Chevron	Employee Liability	
410328	Complete Office Solutions	Gasoline	\$2,782.09
410329	COVAD	Copier maintenance (admin)	\$1,603.47
410330	Edison	Internet usage charge	\$354.24
410331	Electronic Data Solutions	Electricity	\$1,584.59
410332	Irwindale Industrial Clinic	Tech support contract	\$2,568.15
410333	Jenkins and Hogin	Post offer physicals	\$500.00
410334	KG Electric	Legal	\$997.50
410335	Leibert Cassidy Whitmore	Bldg maint equipment	\$33.89
410336	Mail Finance	Legal fees	\$4,826.95
410337	MVCAC	Postage meter lease	\$76.75
410338	MVCAC Southern region	NPDES Coalition fee	\$4,072.97
410364	Nationwide Retirement	Radio time	\$5,000.00
410365	PERS	Employee liability	
410366	Praxair	Employer contribution	\$5,507.41
410367	Prudential Overall Supply	Employee benefit	\$3,323.53
410368	San Dimas Grain	Dry ice	\$200.85
410369	Sheriff's Dpt	Uniforms	\$1,000.00
410370	Steve West	Lay mash	\$470.70
410371	Thermal Combustion Innovators	Employee liability	
		Car allowance	\$500.00
		Biohazard disposal	\$89.50

**San Gabriel Valley
Mosquito and Vector Control District List of Claims May 2011**

410372	US Bankcorp	6073	Copier lease (operations)	\$342.47
410373	US Air	6042	Air conditioning service	\$494.00
410374	US Bank -Aliba	6036	Electronic Data Solutions-software	\$1,646.25
410374		6185	Postage	\$13.25
410374		6232	Disney Hotel-AMCA lodging	\$941.81
410374		6185	Empire Processors (Paypal)	\$150.00
410374		6270	Office Depot-office supplies	\$109.77
410374	US Bank -Britsco	6232	Disney Hotel-AMCA parking	\$12.00
410374		6250	Home Depot-lab supplies	\$10.93
410374	US Bank-Cook	6232	Disney Hotel AMCA-lodging	\$1,006.23
410374		6280	Uline-lab supplies	\$156.56
410374		6302	Forest Suppliers	\$545.11
410374		6302	Calolympic Glove-safety supplies	\$420.27
410374		6302	Red Wing-safety shoes Jones	\$125.00
410374		6270	Smart n Find-office supplies	\$14.57
410374	US Bank-Elliott	6270	Amazon-office equipment	\$104.98
410374		6270	Staples-office supplies	\$28.95
410374		6185	USPS-postage	\$40.65
410374		6300	Amazon-reference	\$27.12
410374		6270	Bath and Body Works-soap	\$21.95
410374		6270	Home Depot-keys	\$5.86
410374	US Bank-Fujjoka	6320	United Air-AMCA Legislative days travel	\$329.40
410374		6232	Disney Hotel AMCA-parking	\$48.00
410374		6280	Fire Mecca-ops supplies	\$12.76
410374	US Bank-Hagele	6290	Vons-exhibit supplies	\$24.68
410374		6232	Disney Hotel AMCA lodging	\$216.45
410374		6290	Albertsons-exhibit supplies	\$53.98
410374		6030	Albertsons-meeting refreshments	\$22.45
410374		6250	Albertsons-lab supplies	\$5.45
410374		6270	Vons-office supplies	\$7.45
410374	US Bank-Middleton	6232	Disney Resort-AMCA lodging	\$913.80
410374		6232	Supershuttle-MVCAC Leg Day transport	\$13.00
410374		6232	Southwest Air-MVCAC Leg Day travel	\$391.40
410374		6036	Winzip-software	\$29.95
410374		6300	AMCA-reference	\$20.00
410374	US Bank-Niffenegger	6280	R & S Surplus-ops equipment	\$10.98
410374		6260	Home Depot-mechanical supplies	\$61.36
410374		6040	Grainger-bldg maint supplies	\$43.35
410374		6040	Home Depot-bldg maint supplies	\$197.86
410374	US Bank-Sorvillo	6232	Disney Hotel-AMCA lodging	\$958.23
410374		6250	Whittier Feed and Grain-lab supplies	\$6.00
410374		6250	Big Lots-lab supplies	\$10.43
410374	US Bank-Tanaka	6302	Target-safety supplies	\$31.50
410374		6302	Forestry Suppliers	\$69.82
410374	US Bank-West	6232	Disney Hotel-AMCA lodging	\$2,044.05
410374		6232	Southwest Air-MVCAC Leg Day travel	\$734.80
410374		6232	Dollar-MVCAC Leg Day transport	\$140.35
410374		6232	VSP-MVCAC Leg Day parking	\$48.00
410374		6232	Hyatt-MVCAC Leg Day lodging	\$563.66

**San Gabriel Valley
Mosquito and Vector Control District List of Claims May 2011**

410374	6232	Verizon Business	Hyatt-reimbursable expenses	\$22.52
410375	6320	Western Scientific Company	Office phones	\$409.35
410376	6250		Microscape service	\$375.00
		Total Accounts Payable May 12, 2011		\$52,777.27

Payroll May 26, 2011

Account	Description	Amount
6210	Salaries, Exempt	\$19,651.06
6212	Salaries, Non-Exempt	\$30,189.61
6216	Salaries, Overtime	
6218	Salaries, Vacation	
6219	Salaries, Holiday	
6220	Salaries, Sick Pay	
6070	Employee Cash-out	\$829.60
	Bilingual compensation	\$2,242.31
6230	Part-time Salaries	\$100.00
6140	Employer Medicare	\$5,533.84
6240	Employer Social Security	\$892.03
	Paychex	\$243.90
	Processing fee	
	Total Payroll May 26, 2011	\$59,622.35

Trustee Stipend May 26, 2011

Account	Trustee	Description	Amount
6030	Richard Barakat	Monthly stipend for attending District functions	\$100.00
	Robert Bruesch		\$100.00
	Roger Chandler		\$100.00
	Frank Hall		\$100.00
	Dan Holloway		\$100.00
	Dan Kirby		\$100.00
	Henry Morgan		\$100.00
	Charles Myers	Board Secretary stipend	\$49.50
	Robert Neher		\$100.00
	Janice Nelson		\$100.00
	Andre Quintero		\$100.00
	Joseph Rocha		\$100.00
	Elliott Rothman		\$100.00
	Shelley Sanderson		\$100.00
	Kevin Sawkins		\$100.00
	Mary Su		\$100.00
	Employer Medicare		\$23.92
	Employer Social Security		\$72.27
	Total May 26, 2011		\$1,745.69

Accounts Payable May 26, 2011

Check#	Payee	Description	Amount
410377	American Fidelity	Insurance premiums	\$1,652.28
410378	Bank of America	Acct analysis	\$30.92
410379	CALPERS	Medical insurance premium	\$5,500.05
410379		Retiree benefits	\$282.30

**San Gabriel Valley
Mosquito and Vector Control District List of Claims May 2011**

410380	6150	CA Chamber of Commerce	Memberships	\$599.00
410381	-----	CA State Disbursement	Employee Liability	-----
410382	6122	EDD	Unemployment Insurance	\$3,778.00
410383	6187	Henry Eng	Financial consulting	\$250.00
410384	6302	Irwindale Industrial Clinic	Treatment of injury	\$485.07
410385	6040	J&J Janitorial Service	Janitorial service	\$1,110.00
410386	6046	Jesse Shelby	Computer network maintenance	\$1,500.00
410387	6070	Medical Eye Service	Vision premiums	\$173.75
410388	-----	Nationwide Retirement	Employee liability	-----
410389	6200	PERS	Employer contribution	\$5,507.41
410389	6050	RCS Investigations	Employee benefit	\$3,323.53
410390	6130	Ricoh Americas Corp	Investigative service	\$3,966.88
410391	6073	Rose Aiba	Copier maintenance	\$877.96
410392	6070	SCI Consulting	Flex plan reimbursement	\$100.00
410393	6075	Sheriff's Dpt	Consulting fees	\$2,008.16
410394	-----	Sprint	Employee liability	-----
410395	6312		Field phones	\$1,159.66
410395	6315		Wireless broadband	\$85.98
410396	6270	Staples	Office supplies	\$210.48
410397	6341	The Gas Co	Gas bill	\$152.85
410398	-----	Franchise Tax Board	Employee liability	-----
410399	6250	Western Weather Group	Weather station	\$55.00
		Total Accounts Payable May 26, 2011		\$32,809.28

Petty Cash	May 2011	Payee	Description	Amount
Check	Account			
2311	6320	Nick Fakaoury	Phone service	\$85.00
2313	6280	Costco	Operation supplies	\$19.41
2314	6075	SWRCB	NPDES NOI fee	\$136.00
		Total Petty Cash		\$240.41
		Total Payroll		\$119,655.49
		Total Accounts Payable		\$85,586.55
		TOTAL LIABILITIES		\$205,482.45

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized
PERSONNEL EXPENSES					
Salaries, Exempt	39,352.12	471,775.44	510,927.00	39,151.56	92.34
Salaries - Non Exempt	59,072.05	629,450.67	829,585.00	200,134.33	75.88
Salaries - Overtime	0.00	3,762.47	1,500.00	(2,262.47)	250.83
Salaries - Vacation	1,711.28	51,052.12	60,000.00	8,947.88	85.09
Salaries-Holiday	0.00	35,047.68	41,000.00	5,952.32	85.48
Salaries, Sick Pay	1,305.09	18,824.10	46,000.00	27,175.90	40.92
Salaries, Part-time - XH	9,610.00	115,403.53	160,000.00	44,596.47	72.13
Retirement, Employee	6,647.06	79,315.47	92,300.00	12,984.53	85.93
Management Car Allowance	500.00	5,500.00	6,000.00	500.00	91.67
Cafeteria Benefit	12,551.89	158,687.21	182,400.00	23,712.79	87.00
Hlth Benefits, Ret Emps	282.30	4,792.21	8,965.00	4,172.79	53.45
Medicare	1,662.06	19,929.13	22,600.00	2,670.87	88.18
Retirement - Employer	11,014.82	127,746.39	151,037.00	23,290.61	84.58
Social Security	759.71	6,867.53	6,752.00	(115.53)	101.71
					Seasonal help
TOTAL PERSONNEL EXPENSES	144,468.38	1,728,153.95	2,119,066.00	390,912.05	81.55
OPERATING EXPENSES					
Fixed Assests-Furniture	0.00	0.00	10,000.00	10,000.00	0.00
Awards	0.00	1,183.46	1,000.00	(183.46)	118.35
Bank Charges	30.92	4,913.84	9,600.00	4,686.16	51.19
Board expenses	1,671.95	23,860.27	29,200.00	5,339.73	81.71
Computer Hardware	0.00	23,741.63	20,000.00	(3,741.63)	118.71
Computer Software	4,244.35	14,145.48	3,000.00	(11,145.48)	471.52
Building maintenance	1,675.22	28,959.13	39,490.00	10,530.87	73.33
Maintenance, equipment	494.00	7,849.41	8,900.00	1,050.59	88.20
Maintenance, grounds	450.00	6,266.48	8,000.00	1,733.52	78.33
Computers ,Maintenance	1,500.00	43,008.94	23,000.00	(20,008.94)	187.00
Fees & Assessments	6,081.13	8,030.44	16,100.00	8,069.56	49.88
Hiring expenses	500.00	1,625.00	3,000.00	1,375.00	54.17
VCJPA General Fund	0.00	7,192.00	6,455.00	(737.00)	111.42
Insurance, liability	0.00	43,954.00	45,287.00	1,333.00	97.06
Workers Comp Insurance	0.00	55,388.00	55,388.00	0.00	100.00
Other Insurance	0.00	701.96	2,000.00	1,298.04	35.10
					New back up drive-install
					Replaced old computers
					Microsoft Office upgrade
					Holiday luncheon, gift cards
					Posted all bank fees
					One time expense
					One time expense
					One time expense

Comparative YTD Actual to Full Year Budget
Current Period 92% of Year Completed
May 31, 2011

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized
Insurance, unemployment	4,099.23	47,372.23	25,000.00	(22,372.23)	189.49
Legal	9,791.33	47,772.15	10,000.00	(37,772.15)	477.72
Memberships	599.00	16,354.00	15,000.00	(1,354.00)	109.03
Miscellaneous expenses	298.39	1,914.56	2,500.00	585.44	76.58
Postage	280.65	3,170.09	3,500.00	329.91	90.57
Prof. Services, Auditor	718.75	14,356.30	15,000.00	643.70	95.71
Professional Services	0.00	0.00	5,000.00	5,000.00	0.00
Research	0.00	1,029.33	8,000.00	6,970.67	12.87
Seminars and meetings	8,383.70	38,076.88	30,000.00	(8,076.88)	126.92
Tuition Reimbursement	0.00	0.00	5,000.00	5,000.00	0.00
Supplies, laboratory	1,813.86	16,996.04	18,000.00	1,003.96	94.42
Supplies, mechanical	61.36	19,476.83	33,000.00	13,523.17	59.02
Supplies, gasoline	2,782.09	24,757.80	50,000.00	25,242.20	49.52
Supplies, office	3,327.91	27,010.57	20,000.00	(7,010.57)	135.05
Supplies, operations	180.30	17,318.31	16,000.00	(1,318.31)	108.24
Supplies, pesticides	0.00	10,288.16	12,000.00	1,711.84	85.73
Supplies, public informat	5,078.66	35,556.12	35,000.00	(556.12)	101.59
Supplies, reference	47.12	2,992.03	2,000.00	(992.03)	149.60
Supplies, safety	1,572.23	6,000.11	10,000.00	3,999.89	60.00
Tax Collection	0.00	16,516.69	100,000.00	83,483.31	16.52
Communications, field	1,144.66	14,948.61	18,000.00	3,051.39	83.05
Telephone, Internet	440.22	5,173.93	6,000.00	826.07	86.23
Telephone, Office	409.35	4,043.90	5,500.00	1,456.10	73.53
Training, CEU's	0.00	1,990.00	4,000.00	2,010.00	49.75
Uniforms and clothing	1,142.21	7,443.01	9,200.00	1,756.99	80.90
Utilities, Electric	1,584.59	22,575.47	28,800.00	6,224.53	78.39
Utilities, Natural Gas	152.85	2,511.48	3,200.00	688.52	78.48
Utilities, Water	141.27	1,744.91	2,800.00	1,055.09	62.32
TOTAL OPERATING EXPENSES	60,697.30	678,209.55	772,920.00	94,710.45	87.75
TOTAL EXPENSES	205,165.68	2,406,363.50	2,891,986.00	485,622.50	83.21

Seasonal employees
District business
MVCAC/AMCA dues
One time expense
Extra trustees attending
Copier lease
Helicopter
Alldata software renewal

Comparative YTD Actual to Full Year Budget
Current Period 92% of Year Completed
May 31, 2011

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized
RESERVES					
Reserve, Unallocated Gene	0.00	0.00	100,000.00	100,000.00	0.00
Reserve, Public Health Em	0.00	0.00	1,094,132.92	1,094,132.92	0.00
Reserve, Capital & Asset	0.00	0.00	471,320.00	471,320.00	0.00
TOTAL RESERVES	0.00	0.00	1,665,452.92	1,665,452.92	0.00

**San Gabriel Valley Mosquito & Vector Control District
1145 N. Azusa Canyon Road, West Covina, California 91790**

Board of Trustees Meeting

**May 13, 2011
Minutes**

Trustees Attending

- 1 Roger Chandler (Arcadia)
- 2 Joseph Rocha (Azusa)
- 3 Rick Barakat (Bradbury)
- 4 Henry Morgan (Covina)
- 5 Andre Quintero (El Monte)
- 6 Charles Myers (Glendora)
- 7 Dan Holloway (La Puente)
- 8 Frank Hall (Co. of Los Angeles)
- 9 Robert Neher (La Verne)
- 10 Dan Kirby (Monrovia)
- 11 Elliott Rothman (Pomona)
- 12 Robert Bruesch (Rosemead)
- 13 Janice Nelson (Sierra Madre)
- 14 Kevin B. Sawkins (San Gabriel)
- 15 Mary Su (Walnut)
- 16 Shelly Sanderson (West Covina)

Trustees Absent

- 1 Stephen Sham (Alhambra)
- 2 Sam Pedroza (Claremont)
- 3 Margaret Finlay (Duarte)
- 4 Jeff Parriott (Industry)
- 5 Manuel Garcia (Irwindale)
- 6 Joseph Leon (Monterey Park)
- 7 Jeffrey Templeman (San Dimas)
- 8 Cynthia Sternquist (Temple City)

Staff Attending

- Esther Elliott
- Carol Anne Hagele
- Mel Cook
- Steve West
- Marta Tanaka
- Alfonso Melgoza
- Rose Alba
- Kelly Middleton
- Kenn Fujioka

Staff Absent

- Ramona Deacon

Guest

- Henry P. Eng, CPA, District Auditor

1. Call to Order

The meeting was called to order by Secretary Henry Morgan at 7:05 AM

2. Pledge of Allegiance and Silent Roll Call

The Pledge of Allegiance was led by Secretary Morgan

3. Opportunity for Public Comment on Non-Agenda Items

None

4. Consent Calendar

Trustee Neher requested Item 4E, Abatement Report, be withdrawn from Consent Calendar in order to discuss it further.

A motion by Trustee Chandler to approve all Items except Item 4E Abatement Report in the Consent Calendar was seconded and unanimously approved.

At the request of Trustee Neher, Trustee Morgan agreed to move Item 4E, Abatement Report, to Item 8 on the Agenda.

- A. List of Claims for April, 2011
- B. Budget Status Report for April, 2011
- C. Minutes of Board of Trustees Meeting April, 2011
- D. Surveillance and Vector Report
- E. Abatement Report
- F. Education Program

5. May 2011 Monthly Treasurer Report / District Working Balance Report for March, 2011

A motion by Trustee Chandler to approve the May 2011 Monthly Treasurer Report / District Working Balance Report for March, 2011 was seconded and unanimously approved.

6. Baldwin Park Charges for Services

District Manager West introduced his Manager's Report on the alternative costs the District could charge the City of Baldwin Park for providing our services citing addition to facilities depreciation and other adjustments, the expense to Baldwin Park would increase. District Manager West reported he met with Henry P. Eng, the District's Auditor who was in attendance, to discuss depreciation and how it could be applied. Mr. West's report reflected how charges to Baldwin Park could be increased through a per hour expense or by a formula charging Baldwin Park for its share of District costs were it to be annexed.

Attachment 1 reflects charging the City of Baldwin Park at an hourly rate of \$148.55 for requested services. This would approximately double the Time and Material's contract previously submitted to the Board from approximately \$12,000 - \$14,000 a year to \$30,000 to \$40,000 a year. An addition of depreciation to that hourly rate would further increase the cost. The alternative formula to charge Baldwin Park based on a "fair share for the services" would total about \$150,000.

Staff's analysis of this situation is to recommend an emphasis on Prop 218 election with Baldwin Park paying for half thereby putting the responsibility on the residents to pay an assessment instead of using the City's General Fund. Baldwin Park residents should know they will be getting the District's services for only about a \$9.00 annual assessment fee. An alternative choice would be to identify specific problems, and then use the Health & Safety Code to compel residence compliance.

Finally the District Manager emphasized as a subsequent matter that we should pursue the Prop 218 election. But we do not want to waste money we might lose if we think the

election will not be approved.

Subsequent discussion by Board members is partially included in the minutes below; however, not all Trustees voices could be recorded.

- The Prop 218 election will fail without aggressive education. Property owners automatically vote no.
- Is there any legal loophole with the County we can use? District Manager West stated that in the midst of the past WNV epidemic the County paid for our services in Baldwin Park and South Pasadena as an interim measure.
- The idea of having a Prop 218 election needs to come from Baldwin Park residents. Charging them an exorbitant but legal amount per hour for our services is one way to get their attention.
- District staff needs to promote all the positive aspects of being within the District. The residents of Baldwin Park need to be enthusiastic such that they would get mosquito control for only \$9 a year.
- The District needs to be recompensed for the amount spent for summer extra help so that our member cities don't end up paying for all of it.
- As discussed before, the Prop 218 election will be very hard to sell.
- District Manager West suggested we go "around" the City Manager if necessary and to Baldwin Park's City Council.
- The City needs to promote all the positive aspects of being a part of the District. The City Council should be glad the cost is on the backs of the residents and not on the City's General Fund.
- We're forgetting that all the public information that we are providing is getting to them. We're educating them so that they look for sources. It is only fair we get something back. They have been getting service for a long time.
- The largest thing that we do as a District is our surveillance. We should inform Baldwin Park that there is more involved than just a reaction to a resident's call.
- Have we gotten legal opinions? Any way to get litigation. Have we talked to legislators in Sacramento?
- District Manager West stated we have not undertaken any legal action.
- We have only once used the Board' statutory authority to impose a fine when the Arboretum in Arcadia asked us to send them a notice of violation of the Health and Safety Code in order to get money from Los Angeles County restore their mosquito breeding habitat.
- I don't think the District should be proactive in Baldwin Park as we do in other cities and only respond to their calls.

A motion by Trustee Chandler to direct staff to come up with exact costs, no more than any other city and include surveillance, that we should not be proactive in Baldwin Park other than what we do in other cities and we should respond to their calls and bill them exact costs.

- Trustee Myers pointed out that the Health & Safety Code law works very well, but an agreement by this Board is needed to use the legal methods available. His final suggestion is to give this to the Policy Committee with a very short time frame to

come up with a recommendation to bring to the Board. Also we should get a straw vote of the Board members here today to see if they are interested in coming to special Board meetings or extending this Board meeting to hear to legal complaints. We can't go anywhere with the law without a commitment from the Board and it has to be 100%.

- Trustee Chandler suggested we get a yea vote. We're hearing all kinds of ideas but not a coherent plan.
- Trustee Morgan stated we have to determine what the right price will be. Tell the city this is what it will cost Baldwin Park for us to take care of a problem.
- The cost should include aerial surveillance. Same with all cities.
- The District should spend more time in every city. It is not possible not have WNV by having one technician in three cities.

Vote on the motion on the floor.

All in favor. All Present in favor except Trustee Sanderson who opposed and endorsed the recommendation.

7. District Administration

District Manager Steve West, Trustee Morgan, and Public Information Officer Kelly Middleton attended the MVCAC Spring meeting. Major topic of discussion was the NPDES permit.

District Manager also informed the Board that he testified at the California Forward special meeting hosted by the City of El Monte

8. Disease Surveillance

Assistant Manager Kenn Fujioka reported the first positive crow in Los Angeles County was found by staff in West Covina. It was discovered and collected at the corner of San Bernardino Road and Azusa Canyon Road by District Ecologist Tera Sorvillo.

He attended the AMCA Legislative Day on May 9-11 in Washington DC. The main topic of discussion was the Senate bill HR872 which was passed in the House. HR72 clarifies the Clean Water Act so that vector control districts would not have to file a NPDES permit. However, it is being heard in the Agriculture Committee of the Senate and it is uncertain if the bill will go to the President for signature.

Representatives of the AMCA were there to explain that the 6th Circuit Court decision does nothing but add repetitive requirements to report pesticide use. He stated that further regulation it should be done under FIFRA (Federal Insecticide Fungicide Rodenticide Act) which we have been under since 1947.

Item 4E Abatement Report:

At the request of Trustee Neher, Assistant Manager Fujioka explained Item 4E Abatement Report regarding the service provided to the city of Monterey Park. Technician Marc Mitchel spent a lot of time isolating the source of increased mosquito breeding there. He located the problem area in Monterey Park where there is a large reservoir with a cover on it. The reservoir's cover has a lip where water collects. He is working with the staff of the reservoir getting this under control.

A motion by Trustee Chandler to approve Item 4E, Abatement Report in the Consent Calendar was seconded and unanimously approved.

Trustee Bruesch mentioned a school directly across from that site and asked if additional education was needed. Kenn stated no more than normal; but that the mosquitoes feed at dusk so during the day the children are not at risk. The District can provide extra pamphlets to distribute.

In response to Trustee Neher's question Kenn advised the Board that there are two main species of mosquitoes that transmit West Nile virus, *culex Quinquefasciatus* and *culex Tarsalis*.

9. Trustee Reports

Trustee Su thanked staff for coming to the City of Walnut and giving presentation.

Trustee Morgan informed the Board that he attended MVCAC Spring planning meeting with Steve and Kelly. He reported that enrichment of the Trustee program which emphasizes Trustee responsibilities is going well.

10. New Business

Trustee Hall requested an update on South Pasadena at the next Board meeting. District Manager West reported he has written a letter to the City Manager of South Pasadena asking them to agree to our Sphere of Influence application.

11: Adjournment

A motion to adjourn the Board meeting was seconded and unanimously approved. The meeting was adjourned at 8:03 a.m.

Surveillance Activities during May 2011

I. Mosquito Collections and Mosquito Pools

Location	Mean mosquitoes per trap
LA Arboretum-Arcadia (May 2)	57.4
Wingate Park-Covina	35.6
Eaton Canyon Nature Ctr-Altadena	9.2
The District-West Covina (May 11)	29.2
The District-West Covina (May 12)	8.0
Santa Anita Racetrack-Arcadia (May 12)	5.75
The District-West Covina (May 13-16 gravid trap)	4.5

Intensified trapping was done at the District because of the WNV-positive crow found at the corner of San Bernardino Road and Azusa Canyon Road. No mosquitoes were infected.

In 2011, four pools have tested positive for WNV.

II. Dead Birds

Seven dead birds have tested positive for WNV in California for 2011.

III. Sentinel Chicken Sera

No chickens have tested positive for antibodies to WNV in California in 2011.

IV. Human Illness

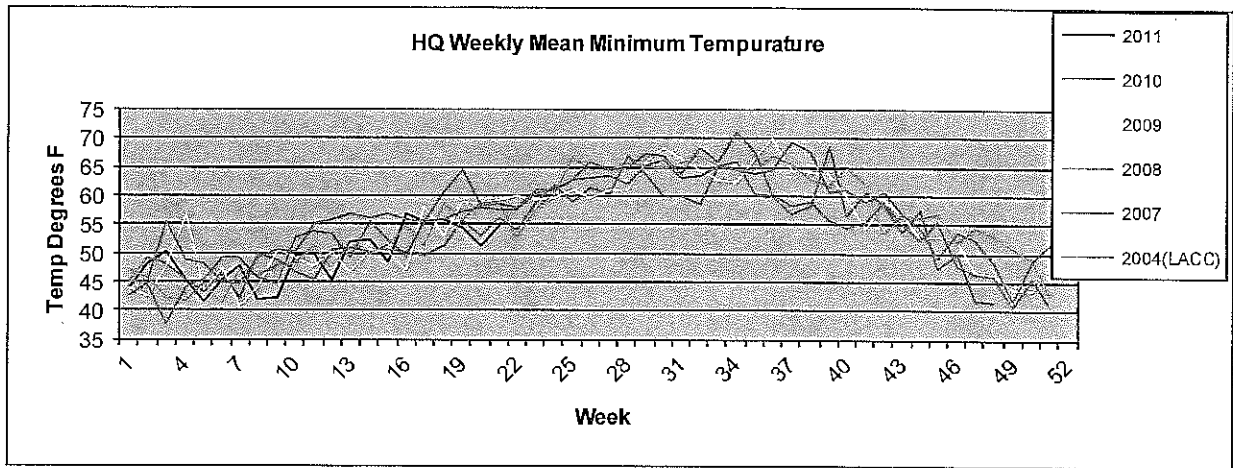
No human illness from WNV has been reported in California in 2011. The first human infection in the US was reported from Tallahatchie County, Mississippi.

V. Horses and Squirrels

No WNV activity has been reported in horses or squirrels in 2011.

VI. Temperature

This graph shows daily minimum values for various years from our weather station. West Nile virus begins proliferating in bird and mosquito hosts once the minimum temperature exceeds 58 degrees Fahrenheit. This threshold was reached early in 2004, the year of the largest epidemic in our District.



VII. Notes:

As vector control programs nationwide face drastic cutbacks in funding, we are reminded that we may be victims of our own success.

The World Health Organization reported 229 million cases of malaria and 50 million cases of dengue for 2009. These are two examples of mosquito-borne diseases that can be managed by preventive programs.

The death rate for malaria in the early 1900s in California was the same as the AIDS epidemic of the 1980s. This was the principal reason mosquito abatement districts were formed here; we should never forget the potential of mosquitoes to cause human disease.

**Abatement Activities for
May 2011**

District Cities	Total Service Requests	TYPES OF SERVICE REQUESTS							
		Fish	Pools and Spas	Misc. Sources	Adult Mosquitoes	Black Flies	Midges	Bees	Other Insects
Alhambra	1	1							
Altadena	4	2	1	1					
Arcadia	2			1					1
Azusa	3		2	1					
Bradbury	0								
Claremont	2	1	1						
Covina	11	5	3	3					
Duarte	0								
El Monte	2	1							1
Glendora	7		4	1		2			
Industry	0								
Irwindale	0								
L. A. County	1			1					
La Puente	1			1					
La Verne	4	1	2				1		
Monrovia	2	2							
Monterey Park	2		1	1					
Pomona	2			1					1
Rosemead	0								
San Dimas	3	2			1				
San Gabriel	3	2	1						
Sierra Madre	6	3	2		1				
Temple City	1	1							
Walnut	4	3		1					
West Covina	12	3	7		2				
TOTAL	73	27	24	12	4	2	1	0	3

Fish- Placed in ornamental ponds and water barrels. Never placed in abandoned swimming pools or spas.

Pools & Spas- Referred to the District by residents, Department of Health Services, and City Code Enforcement Officers.

Misc. Sources- Resident refers to breeding site other than fish pond, swimming pool, and spa.

Adult Mosq.- Resident is annoyed by adult mosquitoes and is not sure of breeding site.

Black Flies- Resident is annoyed by black flies.

Midges- Property owner is experiencing an insect problem which has been identified as midges.

Bees- Resident has requested service for bees, wasps, or hornets.

Other Insects- Resident has contacted District regarding the control of insects other than those controlled by the District.

MOSQUITO CONTROL ACTIVITIES

District Cities	Total Sources Inspected	Total Sources Breeding	Total Sources Treated	Total Area Treated (Acres)	JUVENILE CONTROL						
					Duplex (Gallons)	Golden Bear (Gallons)	Bti Gran. (Pounds)	B. sphaer. (Pounds)	XR Briquets (Each)	Fish (Acres) (Planted)	Agnique (Gallons)
Alhambra	10	1	1	0.0005						0.0003	
Altadena	75	17	17	0.051	0.071	0.046		0.198		0.0001	
Arcadia	166	47	48	0.239	0.413	0.147		0.660		0.001	
Azusa	55	23	24	0.121	0.216	0.121		0.176		0.0001	
Bradbury	21	5	5	0.033		0.098					
Claremont	59	4	4	0.021		0.003		0.396			
Covina	53	14	15	0.981	2.084	0.854		0.044		0.0001	
Duarte	47	3	3	0.007	0.020	0.0003					
El Monte	27	9	9	0.755		0.169		14.012			
Glendora	20	10	10	0.042	0.057	0.035		0.198		0.0001	
Industry	140	15	15	0.066	0.076						0.041
Irwindale	4	3	3	0.048	0.110	0.033		0.022			
L. A. County	175	42	44	0.059	0.030	0.088		0.286		0.001	0.004
La Puente	25	11	11	0.024	0.045						0.009
La Verne	13	1	1	0.008		0.024					
Monrovia	55	13	15	0.013	0.019	0.004		0.088		0.001	
Monterey Park	154	20	19	0.032	0.024	0.070				0.0002	
Pomona	74	18	18	0.063	0.069	0.062		0.506			
Rosemead	13	5	5	0.002		0.004		0.022			
San Dimas	56	1	1	0.001		0.002					
San Gabriel	11	2	3	0.001				0.022		0.0003	
Sierra Madre	57	14	21	0.110	0.113	0.030		0.066		0.002	
Temple City	4	0	1	0.001						0.0002	
Walnut	105	12	13	0.030				0.286		0.0003	0.014
West Covina	215	18	24	0.268	0.643			0.220		0.001	0.039
TOTAL	1634	308	330	2.976	3.990	1.790	0.000	17.202	0.000	0.007	0.107

Total Sources Inspected- Total number of sources inspected for mosquitoes.

Total Sources Breeding- Total number of sources breeding for mosquitoes.

Total Sources Treated- Total number of sources treated for mosquitoes.

Total Area Treated- Total acres treated for mosquitoes only.

Juvenile Control- Pesticide used by type to control mosquito larvae and pupae.

Adult Control- Adulticide pesticide applied with ultra-low volume machine.

OTHER CONTROL

District Cities	BLACK FLIES			MIDGES		BEES			
	Larval Control	Adult Control		Larval Control		Sites Treated	Cynoff (Gallons)	Drione (Ounces)	M-Pede (Gallons)
	Vectobac 12AS (Gallons)	Scourge MF Formula II (Gallons)	Area Treated (Acres)		Area Treated (Acres)				
Alhambra									
Altadena									
Arcadia									
Azusa	2.6316								
Bradbury									
Claremont									
Covina									
Duarte									
El Monte									
Glendora	0.1927								
Industry									
Irwindale									
L. A. County									
La Puente									
La Verne									
Monrovia									
Monterey Park									
Pomona									
Rosemead									
San Dimas									
San Gabriel									
Sierra Madre									
Temple City									
Walnut	0.0359								
West Covina									
TOTAL	2.8602	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

RODENT CONTROL ACTIVITIES

District Cities	TYPES OF SERVICE REQUESTS				CONTROL		
	Total Service Requests	Rats	Mice	Other	Corrective Notices	Number of Bait Stations	Bait Used (lbs)
Alhambra	0						
Altadena	0						
Arcadia	0						
Azusa	0						
Baldwin Park	0						
Bradbury	0						
Claremont	0						
Covina	0						
Duarte	0						
El Monte	0						
Glendora	1	1			1		
Industry	0						
Irwindale	0						
L. A. County	0						
La Puente	0						
La Verne	1	1			1		
Monrovia	0						
Monterey Park	0						
Pomona	0						
Rosemead	0						
San Dimas	0						
San Gabriel	0						
Sierra Madre	0						
Temple City	0						
Walnut	0						
West Covina	0						
TOTAL	2	2	0	0	2	0	0.00

Other - Technician found evidence of other animals such as opossums, ground squirrels, etc.

Corrective Notices - Resident was instructed to eliminate food and shelter and seal access to buildings.

Number of Bait Stations - Actual number of bait stations deployed after compliance with corrective notice.

Amount of Bait Used - Pounds of Maki Bait used in bait stations.

Status of Education Program

May 2011

Public Relations

April showers bring May... mosquitoes. Unfortunately it's true, but it also provides the impetus for increased outreach to our residents. Each spring, the Tribune Newspaper Group issues their annual Water Awareness Supplement which we have participated in for many years. This year's 12-page issue was printed May 31st and while we initially opted for a much smaller (half-page) ad with an additional article about the EcoSMART Lab throw in, we were pleased to learn that they had expanded our ad into a full 2-page spread at no additional cost! The supplement was printed in the San Gabriel Valley Tribune, Pasadena Star News, and Whittier Daily News reaching hundreds of thousands of residents and will also be available on the Tribune's website for 3 months. Included in your packet is a copy of that supplement which can also be viewed online at <http://www.pageturnpro.com/MediaNews-Group/26990-WATER-AWARENESS/index.html#10>. Enjoy.

Networking for EcoSMART Education

Carol Anne attended the 20th Anniversary Celebration of the Glendora Conservancy and presented Ann Croissant with a framed letter of congratulations from our District for their years of hard work ensuring the "conservation and protection of precious habitat and the restoration and maintenance of essential biodiversity for future generations." In attendance were many volunteers and community leaders including the mayor of Glendora, Doug Tessitor and his wife Cindy, Leida Erickson from Supervisor Mike Antonovich's office, Ron and Judy Chong from the Youth Science Center, Dr. Richard Shope from the Urban Science Corps and many others. Carol Anne spoke with Leida Erickson during dinner and discussed a partnership between our District, the Youth Science Center and Dr. Shope.

Claremont Library Children's Display

Throughout the month of May, the District was asked to fill a display case in the children's section of the Claremont library. Carol Anne placed lots of 'cool' pinned insects as well as educational materials meant to arouse the interest of budding entomologists. This display will be available until June 3.

Santa Fe Dam Educational Display

And another has called... I think we're getting quite a reputation. The Santa Fe Dam Nature Center run by the San Gabriel Mountains Regional Conservancy has opened up a sizable display that they would like the District to fill with educational materials. They have been terrific supporters of our programs and see the unique connection between environmental health and public health. We will initially fill the space with a temporary display for visual appeal while we work on a more comprehensive permanent display which will teach about the value of biodiversity and environmental health. Another win-win!

Activities & Events

Outreach Activities in May 2011		
EVENT	# REACHED	CITY
Loan Boxes		
Rio Hondo Elementary, Grade 1	30	Arcadia
Emperor School	30	San Gabriel
Cherrylee School	30	El Monte
Fairs		
Covina-Valley U.S.D. – Health Fair	50	Covina
Children's Programs		
Cullen School 4 Grade 2 Classes	112	Glendora
Cherrylee School 3rd Grade	30	El Monte
Cherrylee School 4th Grade	83	El Monte
SGV Tribune Water Awareness Ad	TBD	All Cities +
Library Display		
Claremont Childrens' Library	N/A	Claremont
Total Outreach for May		

Upcoming Events for the Month of June

- 1-2 June – Video/Photography Workshop, Irvine
- 7 June – Entomology Association Presentation, Arcadia
- 7 June – Think Together Afterschool Program (K-6), Parkview Elementary, El Monte
- 9 June – Rio Hondo Elementary (1st Grade), Arcadia
- 10 June – Franklin Elementary (4th Grade), Altadena

July 10, 2011

Item 5

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

SUBJECT: July 1, 2011 District Working Fund Balance

Explanation: The Treasurer's certified May 2011 ending fund balance of \$3,632,840 compares to the District's July 1, 2011 working balance of \$3,427,358 as follows:

\$3,632,840	May Certified Ending Balance
<u>- \$205,482</u>	<u>June Liabilities</u>
\$3,427,358	July 1 st Working Balance

Respectfully Submitted:



Steve West
District Manager

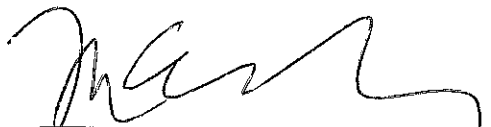
Treasurer's Report-April 2011
San Gabriel Valley Mosquito and Vector Control District

The attached Treasurer's Report is for April 2011.

The Total of All Funds Balance is \$3,632,840.17

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

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



Margaret Finlay, Board Treasurer

San Gabriel Valley Mosquito and Vector Control District Treasurer's Report
 (based on Balance Sheet Detail Activity Report,
 Period 10, FY 2011 received on May 10, 2011)

Item 5

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Local Agency Investment Fund (LAIF)	0.51%	\$718,240.80	interest	\$898.55	LAIF Statement (Apr 2011)	\$719,139.35

Maturity Date: Perpetual
 Interest rate as of Mar 31 2011

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Los Angeles County Pool	1.33%	\$1,892,020.24	interest	\$2,089.58	ND 24 Per 10	\$2,717,364.65
			assesment	\$823,255.79	ND 24 Per 10	
			misc expense	-\$0.96	ND 24 Per 10	

Maturity Date: Perpetual
 Interest rate as of Oct 31 2010

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Bank of America Revolving Fund	\$46,282.00			B of A Statement Apr 2011	\$46,282.00

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Revolving Fund	\$334,933.10	Deb Activity-Apr 2011	(\$184,878.93)	CB Statement Apr 2011	\$150,054.17

Total Beginning Balance

\$2,991,476.14

Total End Balance

\$3,632,840.17

**SAN GABRIEL VALLEY MOSQUITO
& VECTOR CONTROL DISTRICT
DRAFT BUDGET
FY 2011-2012**

**San Gabriel Valley Mosquito and Vector Control District
Proposed Budget FY 2011-2012 Worksheet**

REVENUE

Account Number	Description	Estimated Actuals 2011	Budget FY 2011	Proposed FY 2012	Difference
1100	Benefit Estimate	2,828,123	2,834,986	2,856,529	
1410	Interest, LA County	16,331	20,000	20,000	\$0
1420	Interest, LAIF	3,000	7,000	7,000	\$0
1110	PY Income, LA County	24,451	30,000	26,000	-\$4,000
	Reserve Transfer				\$0
	Total Revenue	2,871,905	2,891,986	2,909,529	

PERSONNEL EXPENSES

Account Number	Description	Estimated Actuals 2011	Budget FY 2011	Proposed FY 2012	Difference
Wages (Full Time)					
6210	Salaries, Exempt	510,978	510,927	492,987	(\$17,940)
6212	Salaries, Non-Exempt	673,000	829,585	800,451	(\$29,134)
6216	Salaries, Overtime	3,762	1,500	1,500	\$0
	Sub Total	1,187,740	1,342,012	1,294,937	(\$47,075)
Wages (Temporary)					
6230	Salaries	110,250	160,000	160,000	\$0
6231	Salaries, Overtime		0		\$0
	Sub Total	110,250	160,000	160,000	\$0
	Total Wages	1,297,990	1,502,012	1,454,937	(\$47,075)
Overhead					
6218	Salaries, Vacation	60,000	60,000	60,000	\$0
6219	Salaries, Holiday	39,550	41,000	41,000	\$0
6220	Salaries, Sick Pay	33,500	46,000	46,000	\$0
6140	Medicare	22,100	22,600	22,600	\$0
6240	Social Security	6,980	6,752	7,000	\$248
6200	Retirement, Employer	140,000	151,037	167,652	\$16,615
	Sub Total	302,130	327,389	344,252	\$16,863
Employee Benefits					
6050	Retirement, Employee	94,000	92,300	92,300	\$0
6070	Cafeteria Plan	180,500	182,400	182,400	\$0
6073	Health Benefits, Ret Employees	5,200	8,965	5,520	(\$3,445)
6234	Tuition Reimbursement	0	5,000	5,000	\$0
	Sub Total	279,700	288,665	285,220	(\$3,445)
Sub Total	Personnel Expenses	1,879,820	2,118,066	2,084,409	(\$33,657)

**San Gabriel Valley Mosquito and Vector Control District
Proposed Budget FY 2011-2012 Worksheet**

NON-PERSONNEL EXPENSES

Account Number	Description	Estimated Actuals 2011	Budget FY 2011	Proposed FY 2012	Difference
1640	Fixed Assests	0	10,000	10,000	\$0
6010	Awards	1,183	1,000	1,000	\$0
6020	Bank Charges	8,700	9,600	9,000	(\$600)
6030	Board Expenses	29,200	29,200	29,200	\$0
6035	Computers, Hardware	25,000	20,000	20,000	\$0
6036	Computers, Software	14,145	3,000	11,000	\$8,000
6040	Maintenance, Building	36,500	39,490	39,490	\$0
6042	Maintenance, Equipment	8,400	8,900	8,900	\$0
6044	Maintenance, Grounds	7,750	8,000	8,000	\$0
6046	Maintenance, Computers	47,000	23,000	30,000	\$7,000
6051	Manager Contract Expenses	6,000	6,000	6,000	\$0
6073	Lease Equipment	14,800	14,800	14,800	\$0
6075	Fees and Assessments	3,000	16,100	14,636	(\$1,464)
6080	Hiring Expenses	1,600	3,000	3,000	\$0
6085	VCJPA General Fund	7,192	6,455	5,864	(\$591)
6100	Liability Insurance	43,954	45,287	43,375	(\$1,912)
6110	Workers Comp Insurance	55,388	55,388	59,090	\$3,702
6111	Other Insurance	1,200	2,000	2,000	\$0
6122	Unemployment Insurance	43,273	25,000	35,000	\$10,000
6130	Legal	39,000	10,000	10,000	\$0
6150	Memberships	16,255	15,000	16,255	\$1,255
6170	Miscellaneous Expenses	2,500	2,500	2,500	\$0
6185	Postage	2,760	3,500	3,500	\$0
6187	Professional Services, Audit	14,000	15,000	15,000	\$0
6190	Professional Services	0	5,000	5,000	\$0
6192	Research	1,300	8,000	8,000	\$0
6232	Seminars/Meetings	40,000	30,000	36,640	\$6,640
6250	Supplies, Lab	17,500	18,000	18,000	\$0
6260	Supplies, Mechanic	31,500	33,000	33,000	\$0
6262	Supplies, Gas	46,000	50,000	52,000	\$2,000
6270	Supplies, Office	30,900	20,000	17,000	(\$3,000)
6280	Supplies, Operations	19,250	16,000	16,000	\$0
6283	Supplies, Pesticides	16,500	12,000	12,000	\$0
6290	Supplies, Public Information	38,000	35,000	35,000	\$0
6300	Supplies, Reference	2,870	2,000	2,870	\$870
6302	Supplies, Safety	7,000	10,000	10,000	\$0
6310	Tax Collection	99,500	100,000	100,000	\$0
6312	Communications, Field	18,500	18,000	18,000	\$0
6315	Telephone, Internet	5,700	6,000	9,000	\$3,000
6320	Telephone, Office	5,400	5,500	5,500	\$0
6330	Training, CEUs	5,400	4,000	5,500	\$1,500
6332	Uniforms and Clothing	8,700	9,200	9,200	\$0
6340	Utilities, Electric	27,000	28,800	28,800	\$0
6341	Utilities, Natural Gas	3,200	3,200	3,200	\$0
6343	Utilities, Water	2,650	2,800	2,800	\$0
Sub Total		855,670	788,720	825,120	\$36,400
Grand Total		2,735,490	2,906,786	2,909,529	\$2,743

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Awards

Account Number: 6010

Calculations:

<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Actual</u>	<u>FY 2011</u> <u>Actual*</u>	<u>FY 2011</u> <u>Budget</u>	<u>FY 2012</u> <u>Proposed</u>
\$430	\$1,150	\$1,183	\$1,000	\$1,000

*Est June 30 2011

Explanation of Line Item:

This line item is used to support staff recognition programs. Typical expenditures include service awards and special recognition lunches for staff.

Notes:

No major expenses are expected for FY 11-12.

FY 2011-2012

Date of Preparation: June 11, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Bank Charges

Account Number: 6020

Calculations:

<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Actual</u>	<u>FY 2011</u> <u>Actual*</u>	<u>FY 2011</u> <u>Budget</u>	<u>FY 2012</u> <u>Proposed</u>
\$5,208	\$8,200	\$8,700	\$9,600	\$9,000

*Est. June 30 2011

Explanation of Line Item:

Fees for the District's credit card and payroll processing service are debited from this line item.

Notes:

No increase is anticipated for FY 2011-2012.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Board Expenses
Account Number: 6030

Calculations:

<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Actual</u>	<u>FY 2011</u> <u>Actual*</u>	<u>FY 2011</u> <u>Budget</u>	<u>FY 2012</u> <u>Proposed</u>
\$24,415	\$28,700	\$29,200	\$29,200	\$29,200

*Est. June 30 2011

Explanation of Line Item:

Funds for this line item provide monthly stipends for Board members who attend District functions, compensation for the Board Secretary as specified by the California Health and Safety Code, and refreshments for Board meetings.

Notes:

This item anticipates 100 percent attendance at all Board meetings in FY 2011-2012.

FY 2011-2012

Date of Preparation June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Computer Hardware
Account Number: 6035

Calculations:

<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Actual</u>	<u>FY 2011</u> <u>Actual*</u>	<u>FY 2011</u> <u>Budget</u>	<u>FY 2012</u> <u>Proposed</u>
\$5,618	\$79,000	\$25,000	\$20,000	\$20,000

*Est. June 30 2011

Explanation of Line Item:

This line item includes funds to purchase computer hardware, e.g., drives, memory, and monitors.

Notes:

The budget for this line item reflects expenditures for replacing two switches and the firewall for our network. They are six years old and are no longer supported by the maker, and do not make full use the currently available software.

FY 2011-2012

Date of Preparation: June 11, 2011

Fiscal Year 2009-2010 Budget Worksheet

Account Name: Computer Software

Account Number: 6036

Calculations:

<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Actual</u>	<u>FY 2011</u> <u>Actual*</u>	<u>FY 2011</u> <u>Budget</u>	<u>FY 2012</u> <u>Proposed</u>
\$2,659	\$5,500	\$11,000	\$3,000	\$11,000

*Est. June 30 2011

Explanation of Line Item:

This line item includes funds to purchase software for the District's computer network. This includes upgrades to software we already use as well as new products that help the District operate optimally.

Notes:

Computers are essential for the District to operate efficiently. Multiple licenses of software are nearly always purchased; this is a costly but necessary procedure. We do not anticipate a large purchase of software in the coming FY, but feel it is prudent to budget for this possibility.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Maintenance, Building
Account Number: 6040

Calculations:

<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Actual</u>	<u>FY 2011</u> <u>Actual*</u>	<u>FY 2011</u> <u>Budget</u>	<u>FY 2012</u> <u>Proposed</u>
\$30,944	\$33,560	\$36,500	\$39,490	\$39,490

*Est. June 30 2011

Explanation of Line Item:

This line item includes funds that are used to maintain the District's buildings. Examples of purchases under this line item include janitorial and alarm contracts and services, material, and tools for repair.

Notes:

We do not anticipate an increase in spending for this line item in FY 2011-2012.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Maintenance, Equipment
Account Number: 6042

Calculations:

<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Actual</u>	<u>FY 2011</u> <u>Actual*</u>	<u>FY 2011</u> <u>Budget</u>	<u>FY 2012</u> <u>Proposed</u>
\$5,091	\$5,460	\$8,400	\$8,900	\$8,900

*Est. June 30 2011

Explanation of Line Item:

This line item includes funds to maintain equipment that are used by staff. Much of the budget is taken up by contracts for such items as temperature control systems, copying machines, and printers.

Notes:

The sustained increase in the budget for this line item includes maintenance costs for the District's electronic data collection system.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Maintenance, Grounds
Account Number: 6044

Calculations:

<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Actual</u>	<u>FY 2011</u> <u>Actual*</u>	<u>FY 2011</u> <u>Budget</u>	<u>FY 2012</u> <u>Proposed</u>
\$9,746	\$7,450	\$7,750	\$8,000	\$8,000

*Est. June 30 2011

Explanation of Line Item:

This line item includes funds to maintain the grounds of the District headquarters. Expenditures typically have included landscaping fees and fence and pond repair.

Notes:

We do not expect changes to this line item in FY 2012.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Computer Maintenance

Account Number: 6046

Calculations:

FY 2009	FY 2010	FY 2011	FY 2011	FY 2012
<u>Actual</u>	<u>Actual</u>	<u>Actual*</u>	<u>Budget</u>	<u>Proposed</u>
\$24,899	\$29,350	\$47,000	\$23,000	\$30,000

*Est. June 30 2011

Explanation of Line Item:

This line item includes funds to maintain the District's computer network. Typical expenditures include a maintenance contract and emergency repairs and/or installation of hardware or software.

Notes:

In FY 2010-2011 we unexpectedly had to replace and install one switch, a data backup system, backup power supply, and two servers. We do not anticipate the same problems for FY 2011-2012. The budget consists of funds for the annual maintenance contract and funds for emergencies.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Retirement, Employee
Account Number: 6050

Calculations:

<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Actual</u>	<u>FY 2011</u> <u>Actual*</u>	<u>FY 2011</u> <u>Budget</u>	<u>FY 2012</u> <u>Proposed</u>
\$86,970	\$87,992	\$94,000	\$92,300	\$92,300

*Est. June 30 2011

Explanation of Line Item:

The District pays the employee's contribution to the PERS retirement system once they accumulate 5.5 years of service.

Notes:

The increase to this line item addresses an employee who will become eligible for this benefit.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet
Account Name: Miscellaneous Management
Account Number: 6051

Calculations:

<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Actual</u>	<u>FY 2011</u> <u>Actual*</u>	<u>FY 2011</u> <u>Budget</u>	<u>FY 2012</u> <u>Proposed</u>
	\$6,000	\$6,000	\$6,000	\$6,000

* Est. Jun 30, 2011

Explanation of Line Item:

This account includes the District Manager's car allowance and car allowances for the Assistant Manager and Operations Manager.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Cafeteria Benefit

Account Number: 6070

Calculations:

<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Actual</u>	<u>FY 2011</u> <u>Actual*</u>	<u>FY 2011</u> <u>Budget</u>	<u>FY 2012</u> <u>Proposed</u>
\$174,957	\$182,400	\$180,500	\$182,400	\$182,400

*Est. June 30 2011

Explanation of Line Item:

This line item funds the District's cafeteria benefit plan.

Notes:

No increase to this line item is projected for FY 2011-2012.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet
Account Name: Benefits for Retired Employees
Account Number: 6072

Calculations:

<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Actual</u>	<u>FY 2011</u> <u>Actual*</u>	<u>FY 2011</u> <u>Budget</u>	<u>FY 2012</u> <u>Proposed</u>
		\$5,200	\$8,965	\$5,520

*Est. June 30 2011

Explanation of Line Item:

This line item includes funds for health benefits that are paid for retired employees.

Notes:

We are currently paying these benefits for one employee.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Lease Equipment
Account Number: 6073

Calculations:

FY 2009	FY 2010	FY 2011	FY 2011	FY 2012
<u>Actual</u>	<u>Actual</u>	<u>Actual*</u>	<u>Budget¹</u>	<u>Proposed</u>
		\$14,800	\$14,800	\$14,800

* Est. June 30 2011

¹ Included in Line Item 6270 for FY 2011

Explanation of Line Item:

This line item includes funds for two copier leases.

Notes:

Previously these funds were included in other line items. Those items have been decreased appropriately and incorporated here for the first time for FY 2011-2012.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Fees and Assessments
Account Number: 6075

Calculations:

<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Actual</u>	<u>FY 2011</u> <u>Actual*</u>	<u>FY 2011</u> <u>Budget</u>	<u>FY 2012</u> <u>Proposed</u>
\$1,202	\$11,632	\$3,000	\$16,100	\$14,636

*Est. June 30 2011

Explanation of Line Item:

This line item includes funds for miscellaneous fees and assessments that the District pays. Examples include credit card annual fees and assessments by the City of West Covina.

Notes:

This line item covers the cost of a new NPDES Permit to comply with the 6th Circuit Court's decision and the District's proposed contribution to the Permit coalition's monitoring plan.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2010-2011 Budget Worksheet

Account Name: Hiring Expenses
Account Number: 6080

Calculations:

<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Actual</u>	<u>FY 2011</u> <u>Actual*</u>	<u>FY 2011</u> <u>Budget</u>	<u>FY 2012</u> <u>Proposed</u>
\$870	\$1,360	\$1,600	\$3,000	\$3,000

Est. June 30 2011

Explanation of Line Item:

Funds from this line item are used to publish advertising and for post-offer physical examinations.

Notes:

We do not anticipate an increase in the cost for this line item.

FY 2011-2012

Date of Preparation: June 11, 2011

Fiscal Year 2010-2011 Budget Worksheet

Account Name: VCJPA General Fund

Account Number: 6085

Calculations:

<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Actual</u>	<u>FY 2011</u> <u>Actual*</u>	<u>FY 2011</u> <u>Budget</u>	<u>FY 2012</u> <u>Proposed</u>
\$10,521	\$8,675	\$7,192	\$6,455	\$5,864

*Est. June 30 2011

Explanation of Line Item:

The Vector Control Joint Powers Agency (VCJPA) is the District's insurance carrier. Funds from this line item go to the VCJPA general fund.

Notes:

The amount proposed is based on the VCJPA's predicted premiums for FY 2011-2012.

FY 2011-2012

Date of Preparation June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Insurance, Liability

Account Number: 6100

Calculations:

FY 2009 <u>Actual</u>	FY 2010 <u>Actual</u>	FY 2011 <u>Actual*</u>	FY 2011 <u>Budget</u>	FY 2012 <u>Proposed</u>
\$52,658	\$36,933	\$43,954	\$45,287	\$43,375

*Est. June 30 2011

Explanation of Line Item:

The Vector Control Joint Powers Agency (VCJPA) is the District's insurance carrier. Funds from this line item pay the District's liability insurance premium.

Notes:

The premium reflects the insurance pool's experience three years prior to the current year and the VCJPA's predicted premium for FY 2011-2012.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Insurance, Workers' Comp
Account Number: 6110

Calculations:

FY 2009 <u>Actual</u>	FY 2010 <u>Actual</u>	FY 2011 <u>Actual*</u>	FY 2011 <u>Budget</u>	FY 2012 <u>Proposed</u>
\$47,978	\$24,917	\$55,388	\$55,388	\$59,090

Est. June 30 2011

Explanation of Line Item:

The Vector Control Joint Powers Agency (VCJPA) is the District's insurance carrier. Funds from this line item pay the District's worker's compensation insurance premium.

Notes:

The premium reflects the District's experience in years prior to the current fiscal year and the VCJPA's projected premium for FY 2011-2012.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Insurance, Other
Account Number: 6111

Calculations:

<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Actual</u>	<u>FY 2011</u> <u>Actual*</u>	<u>FY 2011</u> <u>Budget</u>	<u>FY 2012</u> <u>Proposed</u>
\$1,406	\$1,500	\$1,200	\$2,000	\$2,000

Est. June 30 2011

Explanation of Line Item:

The Vector Control Joint Powers Agency (VCJPA) is the District's insurance carrier. Funds from this line item pay for miscellaneous premiums, e.g., the employee assistance program.

Notes:

The amount proposed is based on the VCJPA's predicted premiums for FY 2011-2012.

FY 2011-2012

Date of Preparation: June 11, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Insurance, Unemployment

Account Number: 6122

Calculations:

<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Actual</u>	<u>FY 2011</u> <u>Actual*</u>	<u>FY 2011</u> <u>Budget</u>	<u>FY 2012</u> <u>Proposed</u>
\$21,498	\$45,767	\$43,273	\$25,000	\$35,000

*Est. June 30 2011

Explanation of Line Item:

This line item includes funds to pay for unemployment benefits should former employees file for them.

Notes:

The increase in the proposed budget reflects our increased use of extra-help employees. The District has also switched to the Experience Rating method as opposed to the previous reimbursable method in an effort to reduce costs.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Legal
Account Number: 6130

Calculations:

FY 2009	FY 2010	FY 2011	FY 2011	FY 2012
<u>Actual</u>	<u>Actual</u>	<u>Actual*</u>	<u>Budget</u>	<u>Proposed</u>
\$6,286	\$5,100	\$39,000	\$10,000	\$10,000

*Est. June 30 2011

Explanation of Line Item:

Funds from this line item are for the District's legal expenses.

Notes:

The District faced unforeseen personnel actions and legal questions in FY 2011. We do not expect the same legal challenges for FY 2011-2012.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Medicare

Account Number: 6140

Calculations:

FY 2009 <u>Actual</u>	FY 2010 <u>Actual</u>	FY 2011 <u>Actual*</u>	FY 2011 <u>Budget</u>	FY 2012 <u>Proposed</u>
\$22,234	\$22,245	\$22,100	\$22,600	\$22,600

Est. June 30 2011

Explanation of Line Item:

Staff recommends funding this line item at the same level as last FY.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Memberships

Account Number: 6150

Calculations:

<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Actual</u>	<u>FY 2011</u> <u>Actual*</u>	<u>FY 2011</u> <u>Budget</u>	<u>FY 2012</u> <u>Proposed</u>
\$14,564	\$16,199	\$16,255	\$15,000	\$16,255

*Est. June 30 2011

Explanation of Line Item:

Funds from this line item pay for memberships to the Mosquito and Vector Control Association of California (MVCAC), the California Special Districts Association, and scientific organizations, e.g., the American Association for the Advancement of Science and the American Society of Tropical Medicine and Hygiene. These memberships are consistent with the Board's philosophy of remaining at the forefront of advancements in public health and vector control.

Notes:

The bulk of funds from this line item go to membership in the MVCAC (\$8000) and the CSDA (\$3000). The increase to this line anticipates renewing our memberships from FY 2011.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Miscellaneous Expenses
Account Number: 6170

Calculations:

FY 2009 <u>Actual</u>	FY 2010 <u>Actual</u>	FY 2011 <u>Actual*</u>	FY 2011 <u>Budget</u>	FY 2012 <u>Proposed</u>
\$2,052	\$2,500	\$2,500	\$2,500	\$2,500

*Est. June 30 2011

Explanation of Line Item:

This line item includes funds to purchase items that do not fit in other categories of the budget. Historically these have been items such as drinking water and the District's link to satellite television (the number of stations is severely restricted and there is no cable service).

Notes:

We do not anticipate any changes in expenditures from this line item.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Postage
Account Number: 6185

Calculations:

FY 2009 <u>Actual</u>	FY 2010 <u>Actual</u>	FY 2011 <u>Actual*</u>	FY 2011 <u>Budget</u>	FY 2012 <u>Proposed</u>
\$3,020	\$3,274	\$2,760	\$3,500	\$3,500

*Est. June 30 2011

Explanation of Line Item:

Funds from this line item pay postage fees for items mailed by the District.

Notes:

No increase to this line item is proposed.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Professional Services, Auditor
Account Number: 6187

Calculations:

<u>FY 2009 Actual</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Actual*</u>	<u>FY 2011 Budget</u>	<u>FY 2012 Proposed</u>
\$14,500	\$14,475.00	\$14,000.00	\$15,000	\$15,000

*Est. June 30 2011

Explanation of Line Item:

Funds from this line item pay for the District's annual audit.

Notes:

No change to this line item is anticipated for FY 2011-2012.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Professional Services

Account Number: 6190

Calculations:

<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Actual</u>	<u>FY 2011</u> <u>Actual*</u>	<u>FY 2011</u> <u>Budget</u>	<u>FY 2012</u> <u>Proposed</u>
\$0	\$2,500	\$0	\$5,000	\$5,000

*Est. June 30 2011

Explanation of Line Item:

This line item includes funds for contractual services. Historical examples include a consultant for payroll and data base software.

Notes:

The budget should address the possibility that professional services of some type, e.g., for repairs, training, or certification, may be required during the fiscal year.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Research

Account Number: 6192

Calculations:

<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Actual</u>	<u>FY 2011</u> <u>Actual*</u>	<u>FY 2011</u> <u>Budget</u>	<u>FY 2012</u> <u>Proposed</u>
\$0	\$0	\$1,300	\$8,000	\$8,000

*Est. June 30 2011

Explanation of Line Item:

This line item includes funds for research that benefits the District.

Notes:

Periodically researchers submit proposals to vector control districts to conduct research that directly benefits us. It is usually done under the auspices of an academic establishment such as the University of California, and the proposal is funded by several districts. Historically the District has retained funds in this line item so that worthwhile projects may be funded.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Retirement, Employer
Account Number: 6200

Calculations:

FY 2009 <u>Actual</u>	FY 2010 <u>Actual</u>	FY 2011 <u>Actual*</u>	FY 2011 <u>Budget</u>	FY 2012 <u>Proposed</u>
\$133,275	\$136,120	\$140,000	\$151,037	\$168,552

*Est. June 30 2011

Explanation of Line Item:

This line item includes funds for the employer's contribution to PERS. The budget reflects current staffing levels and the projected rate from PERS.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Salaries, Exempt
Account Number: 6210

Calculations:

FY 2009	FY 2010	FY 2011	FY 2011	FY 2012
<u>Actual</u>	<u>Actual</u>	<u>Actual*</u>	<u>Budget</u>	<u>Proposed</u>
\$503,037	\$501,904	\$510,978	\$510,927	\$492,987

*Est. June 30 2011

Explanation of Line Item:

The budget for this line item attempts to address the pending retirement of the District Manager.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Salaries, Non-Exempt
Account Number: 6212

Calculations:

FY 2009	FY 2010	FY 2011	FY 2011	FY 2012
<u>Actual</u>	<u>Actual</u>	<u>Actual*</u>	<u>Budget</u>	<u>Proposed</u>
\$634,480	676,000	\$673,000	\$829,585	\$800,451

*Est. June 30 2011

Explanation of Line Item:

This line item contains the salaries of all non-exempt full-time employees.

Notes:

The main differences in this line item for FY 2011-2012 are:

Re-classifying one Tech III position to a Technical Supervisor	\$ 57,000
Removing one full-time Vector Control Tech III	\$-69,000

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Salaries, Overtime
Account Number: 6216

Calculations:

<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Actual</u>	<u>FY 2011</u> <u>Actual*</u>	<u>FY 2011</u> <u>Budget</u>	<u>FY 2012</u> <u>Proposed</u>
\$877	\$1,218	\$3,750	\$1,500	\$1,500

*Est. June 30 2011

Explanation of Line Item:

This line item includes funds for overtime.

Notes:

There increase in actual spending for FY 2011 was due to special projects related to District administration. No such projects are anticipated for FY 2011-2012.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Salaries, Vacation
Account Number: 6218

Calculations:

<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Actual</u>	<u>FY 2011</u> <u>Actual*</u>	<u>FY 2011</u> <u>Budget</u>	<u>FY 2012</u> <u>Proposed</u>
\$65,362	\$53,000	\$60,000	\$60,000	\$60,000

*Est. June 30 2011

Explanation of Line Item:

This line item includes funds for vacation that employees earn. No increase has been budgeted.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Salaries, Holiday
Account Number: 6219

Calculations:

FY 2009	FY 2010	FY 2011	FY 2011	FY 2012
<u>Actual</u>	<u>Actual</u>	<u>Actual*</u>	<u>Budget</u>	<u>Proposed</u>
\$34,253	\$36,861	\$39,550	\$41,000	\$41,000

*Est. June 30 2011

Explanation of Line Item:

Funds from this line item pay for district holidays. No additional holidays have been added for FY 2011-2012.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Salaries, Sick Pay
Account Number: 6220

Calculations:

<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Actual</u>	<u>FY 2011</u> <u>Actual*</u>	<u>FY 2011</u> <u>Budget</u>	<u>FY 2012</u> <u>Proposed</u>
\$27,507	\$32,000	\$33,500	\$46,000	\$46,000

*Est. June 30 2011

Explanation of Line Item:

Funds from this line item pay for sick leave that employees earn. There is no increase proposed for FY 2012.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Salaries, Part-time Extra Help
Account Number: 6230

Calculations:

FY 2009 <u>Actual</u>	FY 2010 <u>Actual</u>	FY 2011 <u>Actual*</u>	FY 2011 <u>Budget</u>	FY 2012 <u>Proposed</u>
\$195,444	\$186,054	\$110,250	\$160,000	\$160,000

*Est. June 30 2011

Explanation of Line Item:

This line item contains salaries for all extra help employees.

Notes:

The budget for this line item remains the same for FY 2012.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Seminars and Meetings
Account Number: 6232

Calculations:

<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Actual</u>	<u>FY 2011</u> <u>Actual*</u>	<u>FY 2011</u> <u>Budget</u>	<u>FY 2012</u> <u>Proposed</u>
\$25,123	\$25,000	\$40,000	\$30,000	\$36,640

*Est. June 30 2011

Explanation of Line Item:

This line item includes funds for travel, lodging, and expenses associated with meetings and seminars. Examples include meetings of the Mosquito and Vector Control Association of California (MVCAC), the Vector Control Joint Powers Authority (VCJPA), and the Society of Vector Ecology.

Notes:

The budget for this line item has increased for FY 2012 because we anticipate more involvement by Trustees in MVCAC activities.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Tuition Reimbursement
Account Number: 6234

Calculations:

<u>FY 2009 Actual</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Actual*</u>	<u>FY 2011 Budget</u>	<u>FY 2012 Proposed</u>
	\$500	\$0	\$5,000	\$5,000

*Est. June 30 2011

Explanation of Line Item:

This line item contains funds for reimbursing tuition and books for employees who are furthering their education.

Notes:

No increase to this line item is proposed for FY 2012.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Laboratory Supplies
Account Number: 6250

Calculations:

FY 2009 <u>Actual</u>	FY 2010 <u>Actual</u>	FY 2011 <u>Actual*</u>	FY 2011 <u>Budget</u>	FY 2012 <u>Proposed</u>
\$13,594	\$23,000	\$17,500	\$18,000	\$18,000

*Est. June 30 2011

Explanation of Line Item:

This line item includes funds to purchase laboratory reagents and supplies for serologic tests, dry ice which serves as a source of carbon dioxide for trapping adult mosquitoes, other trapping equipment and supplies, and feed and equipment for maintaining our sentinel chicken flocks.

Notes:

The amount proposed for this line item is the same as last year; no large expenditures are forecasted.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Mechanical Supplies
Account Number: 6260

Description/Calculations

<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Actual</u>	<u>FY 2011</u> <u>Actual*</u>	<u>FY 2011</u> <u>Budget</u>	<u>FY 2012</u> <u>Proposed</u>
\$28,411	\$36,187	\$31,500	\$33,000	\$33,000

*Est. June 30 2011

Explanation of Line Item:

This line item includes funds to purchase automotive equipment and supplies, and repairs to District vehicles that cannot be made at our facility.

Notes:

The proposed budget includes funds that can be used either to pay for repairs or to purchase diagnostic and servicing equipment.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Supplies, Gasoline
Account Number: 6262

Description/Calculations

<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Actual</u>	<u>FY 2011</u> <u>Actual*</u>	<u>FY 2011</u> <u>Budget</u>	<u>FY 2012</u> <u>Proposed</u>
\$42,698	\$42,000	\$46,000	\$50,000	\$52,000

*Est. June 30 2011

Explanation of Line Item:

This line item includes funds to purchase gasoline for the District's fleet.

Notes:

The proposed increase to this line item addresses the current uncertainty in the price of gas.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Supplies, Office
Account Number: 6270

Calculations:

<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Actual</u>	<u>FY 2011</u> <u>Actual*</u>	<u>FY 2011</u> <u>Budget</u>	<u>FY 2012</u> <u>Proposed</u>
\$11,986	\$17,000	\$30,900	\$20,000	\$17,000

*Est. June 30 2011

Explanation of Line Item:

This line item includes funds to purchase office supplies; examples include stationery, writing instruments, paper, calendars, office machine supplies, and lunchroom supplies. Copier lease is now budgeted under account number 6073.

Notes:

Using the multi-purpose copier decreased our need for toner.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Supplies, Operations
Account Number: 6280

Calculations:

<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Actual</u>	<u>FY 2011</u> <u>Actual*</u>	<u>FY 2011</u> <u>Budget</u>	<u>FY 2012</u> <u>Proposed</u>
\$5,469	\$20,563	\$19,250	\$16,000	\$16,000

*Est. June 30 2011

Explanation of Line Item:

This line item includes funds to purchase equipment necessary for inspections and control.

Notes:

The proposed budget for this line item is adequate for a fiscal year when the activity of vectors is normal, and includes funds for helicopter flights to survey for sources of mosquitoes. The District has sufficient reserves for additional materials and equipment if an epidemic occurs.

The increased spending in this line item for FY 2011 is due to a retroactive bill for helicopter service. We do not anticipate this situation in FY 2012.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2010-2011 Budget Worksheet

Account Name: Supplies, Pesticides
Account Number: 6283

Calculations:

FY 2009	FY 2010	FY 2011	FY 2011	FY 2012
<u>Actual</u>	<u>Actual</u>	<u>Actual*</u>	<u>Budget</u>	<u>Proposed</u>
		\$16,500	\$12,000	\$12,000

*Est. June 30 2011

Explanation of Line Item:

This line item includes funds to purchase pesticides.

Notes:

The proposed budget for this line item is adequate for a fiscal year when the activity of vectors is normal. The District has sufficient reserves for additional materials if an epidemic occurs.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Supplies, Public Information

Account Number: 6290

Calculations:

<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Actual</u>	<u>FY 2011</u> <u>Actual *</u>	<u>FY 2011</u> <u>Budget</u>	<u>FY 2012</u> <u>Proposed</u>
\$27,787	\$29,716	\$38,000	\$35,000	\$35,000

*Est. June 30 2011

Explanation of Line Item:

Typical expenditures include pamphlets, elementary outreach materials (loan boxes, workbooks, bookmarks, etc), community fair registration fees and display materials, newspaper advertisement, radio ad purchases, and all other means of providing critical public health messages to the public. The proposed budget for this line item reflects increases in spending for community outreach/fair display materials as well as continued funding for ongoing multi-agency WNV outreach through radio ads.

Notes:

The public information budget for the first few years was higher because of initial purchases of display materials and literature. Once the program was established, the majority of the costs were related to the ongoing purchase of literature etc.

After WNV was established in the District, additional resources were necessary for public outreach. This was achieved by increasing the budget and drawing substantial funds from Reserves in FY 2005 & 2006. We presently cooperate with other vector control agencies in Los Angeles County to purchase radio time during summer to inform the public about West Nile virus.

The present budget for this line item can support a year without a large epidemic; it may be necessary to use our reserves should that occur.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Supplies, Reference
Account Number: 6300

Calculations:

FY 2009 <u>Actual</u>	FY 2010 <u>Actual</u>	FY 2011 <u>Actual*</u>	FY 2011 <u>Budget</u>	FY 2012 <u>Proposed</u>
\$1,551	\$1,800	\$2,870	\$2,000	\$2,870

*Est. June 30 2011

Explanation of Line Item:

This line item includes funds to purchase reference materials for the District's library. Typical items include text books, entomological references, and children's books on insects and health. Maps for field staff are also purchased from funds in this line item.

Notes:

The Board has considered our small library a specialized resource for the District's residents, and has committed to purchasing current reference materials each Fiscal Year.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Supplies, Safety

Account Number: 6302

Calculations:

FY 2009	FY 2010	FY 2011	FY 2011	FY 2012
<u>Actual</u>	<u>Actual</u>	<u>Actual*</u>	<u>Budget</u>	<u>Proposed</u>
\$9,237	\$7,500	\$7,000	\$10,000	\$10,000

*Est. June 30 2011

Explanation of Line Item:

This line item includes funds to purchase equipment and supplies that are necessary to protect employees. Examples include bee suits, safety shoes, and personal protective equipment (PPE), e.g., gloves, disposable coveralls, and respirators.

Notes:

No increase in spending for FY 2011-2012 for this line item is anticipated.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Tax Collection

Account Number: 6310

Calculations:

<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Actual</u>	<u>FY 2011</u> <u>Actual*</u>	<u>FY 2011</u> <u>Budget</u>	<u>FY 2012</u> <u>Proposed</u>
\$112,668	\$99,408	\$99,500	\$100,000	\$100,000

*Est. June 30 2011

Explanation of Line Item:

This line item includes funds to pay the County of Los Angeles for collecting our benefit assessment.

Notes:

No increase in this line item is anticipated for FY 2012.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Telephone, Field
Account Number: 6312

Calculations:

<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Actual</u>	<u>FY 2011</u> <u>Actual*</u>	<u>FY 2011</u> <u>Budget</u>	<u>FY 2012</u> <u>Proposed</u>
\$16,548	\$14,000	\$18,500	\$18,000	\$18,000

*Est. June 30 2011

Explanation of Line Item:

This line item includes funds for field communications equipment and services.

Notes:

No increase in the budget for this line item is proposed.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Telephone, Internet
Account Number: 6315

Calculations:

<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Actual</u>	<u>FY 2011</u> <u>Actual*</u>	<u>FY 2011</u> <u>Budget</u>	<u>FY 2012</u> <u>Proposed</u>
\$4,922	\$5,900	\$5,700	\$6,000	\$9,000

*Est. June 30 2011

Explanation of Line Item:

Funds from this account pay for the District's DSL and wireless internet connections.

Notes:

The District's DSL line is not capable of handling staff's increased use of the internet to conduct District business. The proposed increase would allow a switch to a T1 line with much greater capabilities.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Telephone, Office
Account Number: 6320

Calculations:

<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Actual</u>	<u>FY 2011</u> <u>Actual*</u>	<u>FY 2011</u> <u>Budget</u>	<u>FY 2012</u> <u>Proposed</u>
\$4,732	\$5,400	\$5,400	\$5,500	\$5,500

*Est. June 30 2011

Explanation of Line Item:

Funds from this account pay for the District's office telephone system.

Notes:

No increase to this line item has been budgeted.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Training, CEUs

Account Number: 6330

Calculations:

<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Actual</u>	<u>FY 2011</u> <u>Actual *</u>	<u>FY 2011</u> <u>Budget</u>	<u>FY 2012</u> <u>Proposed</u>
\$2,230	\$2,125	\$2,100	\$4,000	\$4,000

*Est. June 30 2011

Explanation of Line Item:

This Training/CEU account is used to fund all testing fees, annual renewals, and State mandated continuing education that certifies vector control technicians and allows them to apply pesticides. The California Department of Public Health requires a total of 36 hours of training (12 hours in pesticide use & safety, and 8 hours each of mosquito, invertebrate vector, and vertebrate vector biology) every two years to maintain certification. Fourteen of our 18 staff are fully certified.

Notes:

No increase in spending for this line item is anticipated in FY 2011-2012.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Uniforms and Clothing
Account Number: 6332

Calculations:

<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Actual</u>	<u>FY 2011</u> <u>Actual*</u>	<u>FY 2011</u> <u>Budget</u>	<u>FY 2012</u> <u>Proposed</u>
\$8,477	\$9,200	\$8,700	\$9,200	\$9,200

*Est. June 30 2011

Explanation of Line Item:

This line item includes funds to purchase and rent clothing and uniforms worn by staff during District operations.

Notes:

No increase in spending for this line item is anticipated for FY 2011-2012.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Utilities, Electric

Account Number: 6340

Calculations:

<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Actual</u>	<u>FY 2011</u> <u>Actual*</u>	<u>FY 2011</u> <u>Budget</u>	<u>FY 2012</u> <u>Proposed</u>
\$24,239	\$28,800	\$27,000	\$28,800	\$28,800

*Est. June 30 2011

Explanation of Line Item:

Funds from this account pay for the District's electric bill.

Notes:

No increase to this line item has been budgeted for FY 2011-2012.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Utilities, Natural Gas
Account Number: 6341

Calculations:

<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Actual</u>	<u>FY 2011</u> <u>Actual*</u>	<u>FY 2011</u> <u>Budget</u>	<u>FY 2012</u> <u>Proposed</u>
\$2,815	\$2,520	\$3,200	\$3,200	\$3,200

*Est. June 30 2011

Explanation of Line Item:

Funds from this account pay the District's natural gas bill.

Notes:

Staff does not anticipate an increase in the price of natural gas in FY 2011-2012.

FY 2011-2012

Date of Preparation: June 10, 2011

Fiscal Year 2011-2012 Budget Worksheet

Account Name: Utilities, Water
Account Number: 6343

Calculations:

<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Actual</u>	<u>FY 2011</u> <u>Actual*</u>	<u>FY 2011</u> <u>Budget</u>	<u>FY 2012</u> <u>Proposed</u>
\$1,405	\$1,800	\$2,650	\$2,800	\$2,800

*Est. June 30 2011

Explanation of Line Item:

Funds from this account pay the District's water bill.

Notes:

Staff does not anticipate a rate increase during Fiscal Year 2011-2012.

San Gabriel Valley Mosquito and Vector Control District Proposed Assessment FY 2011-2012

For Fiscal Year 2011-2012 the budget is \$ 2,856,529.00
 To account for delinquent payments \$ 2,885,094.29 will be billed.

Parcels in the District are divided into three land use categories.

Indirect costs are distributed evenly among the parcels, and include all expenditures not related to actual inspection and control.

Direct costs are based on the size and land use category of each parcel, and include expenditures related to inspection and control.

The resources used to inspect and treat the parcels in each Group below are equivalent.

Land Use Category		Parcels	Acres	Units*
Group 1				
Residential & No Use Code	< or = to 1 A	292,138	61,665	292,138
Agricultural	< or = to 5 Acres	385	279	385
Commercial	< or = 20 Acres	19,597	20,058	19,597
Group 2				
Residential & No Use Code	> 1 A but < 5 A	3,069	5,443	5443
Agricultural	> 5 Acres but < 25 Acres	30	316	63
Commercial	> 20 Acres but < 100 Acres	112	4,042	202
Group 3				
Residential & No Use Code	> 5 A	465	8,772	2,325
Agricultural	> 25 Acres	10	729	50
Commercial	> 100 Acres	10	2,179	50
Total		315,816	103,484	320,254

For Direct Costs:

One Unit is the designation for the time and labor needed to inspect and treat a site in a given land use category.

Parcels in Group 1 are assessed at one unit.

Parcels in Group 2 are assessed up to a maximum of five units.

Parcels in Group 3 are assessed at the maximum of five units.

The indirect costs associated with operating the District comprise 68.7% of the total budget.
 The indirect costs budgeted for FY 2011-2012 are \$1,982,059.78
 The indirect cost to each parcel in the District is \$6.28

The direct costs associated with operating the District comprise 31.3% of the total budget.
 The direct costs budgeted for FY 2011-2012 are \$903,034.51
 The direct cost to each unit in the District is \$2.82

The benefit assessment for each parcel in the District for Fiscal Year 2011-2012 will range from:

\$9.10 to **\$20.00**

99% of the parcels in the District will be assessed at the minimum rate.

**San Gabriel Valley Mosquito and Vector Control District
Appropriations Limits Maximum**

This worksheet contains a theoretical assessment based on current data and guidelines. It is presented pursuant to the requirements of California Health and Safety Code Section 2072, Article XIII B Section 9 of the California Constitution, and Division 9 Section 7900 of the California Government Code.

Revenue Required from Assessment	Average Percent Collected	Total Amount of Assessment to be Billed
\$6,280,674	99.0%	\$6,343,481

Land Use Category with a 5 Unit Cap	Parcel Count	Total Acres	Total Units
Residential & No Use Code Parcels ≤ 1 A	292,139	61,665	292,139
Agricultural Parcels ≤ 5 A	385	279	385
Commercial Parcels ≤ 20 A	19,597	20,058	19,597
Residential & No Use Code Parcels > 1 A but ≤ 5 A	3,069	5,443	5,443
Agricultural Parcels > 5 A but ≤ 25 A	30	316	63
Commercial Parcels > 20 A but ≤ 100 A	112	4,042	202
Residential & No Use Code Parcels > 5 A	465	8,772	2,325
Agricultural Parcels > 25 A	10	729	50
Commercial Parcels > 100 A	10	2,179	50
Total	315,817	103,483	320,254

INDIRECT COST

Fiscal Year	Assessment to be Billed	Percent of Indirect Cost	Actual Indirect Cost	Number of Parcels	Rate Assessed on all Parcels
0	\$6,343,481	68.7%	\$4,357,971	315,817	\$13.80

DIRECT COST

Fiscal Year	Assessment to be Billed	Percent of Direct Cost	Actual Direct Cost	Number of Units	Rate Assessed on all Parcels
0	\$6,343,481	31.3%	\$1,985,509	320,254	\$6.20

Assessment Rate

Fiscal Year	Assessment Rate
0	\$20.00

Land Use Category with a 5 Unit Cap	Parcel Count	Total Units	Revenue
Residential & No Use Code Parcels ≤ 1 A	292,139	292,139	\$5,842,440
Agricultural Parcels ≤ 5 A	385	385	\$7,700
Commercial Parcels ≤ 20 A	19,597	19,597	\$391,917
Residential & No Use Code Parcels > 1 A but ≤ 5 A	3,069	5,443	\$76,095
Agricultural Parcels > 5 A but ≤ 25 A	30	63	\$805
Commercial Parcels > 20 A but ≤ 100 A	112	202	\$2,798
Residential & No Use Code Parcels > 5 A	465	2,325	\$20,831
Agricultural Parcels > 25 A	10	50	\$448
Commercial Parcels > 100 A	10	50	\$448
totals	315,817	320,254	\$6,343,481



Manager's Report

Date of Preparation: June 10, 2011 **Report No.** 061011 **Item No.** 7

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

Subject: Extension of District Expenditure Authority to July 8, 2011

Reference: Attached Resolution (prepared by District Counsel)

Background

In the course of the exigencies imposed on District staff by the Clean Water Act/ National Pollution Discharge Elimination System issues, we attempted to complete the FY 2011-2012 Budget on our normal schedule which would have resulted in the presentation of the final document to the Board at this meeting. Important fiscal and personnel issues requiring Committee(s) review are needed and based on their conclusions, staff will submit a potentially revised final budget at your next meeting. Staff will clearly indicate where any Committee(s) directed charges or deletions have been made.

Manager's Recommendation

Approve the attached Resolution 2011-01 and vote to continue the FY 2011-2012 Budget to the Board meeting of July 8, 2011.

Alternative

Do not approve the Resolution

Fiscal Impact

No expense to the District in excess of budgeted funds for FY 2010-2011

Respectfully submitted,

Steve West
District Manager

A RESOLUTION OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT GRANTING TEMPORARY AUTHORITY TO THE DISTRICT MANAGER, OR DESIGNEE, TO SPEND DISTRICT MONIES PENDING ADOPTION OF THE DISTRICT'S ANNUAL OPERATION BUDGET.

Resolution 2011-01

The Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District resolves as follows:

SECTION 1: The Board of Trustees finds as follows:

- A. The Board has received and is considering the proposed District Budget for Fiscal Year ("FY") 2011-2012 as presented by the District Manager pursuant to the applicable provisions of the California Health & Safety Code;
- B. It is anticipated that a new District budget will be adopted on or about July 8, 2011;
- C. Until a new budget is adopted, and because the District's budget for FY 2010-2011 will expire on June 30, 2011, it is in the public interest to give temporary spending authority to the District Manager, or designee, in order for the District to meet its ongoing financial obligations.

SECTION 2: The District Manager, or designee, is authorized to disburse funds to pay the District's ongoing expenses until a new District budget is adopted. Such authority is subject to the limits set forth in the District's FY 2010-2011 Budget and items otherwise authorized by Board action;

SECTION 3: The authorization granted to the District Manager, or designee, by this Resolution will expire upon the District's adoption of a new budget or August 31, 2011, whichever event occurs first.

SECTION 4: The Secretary is directed to certify the adoption of this Resolution; record this Resolution in the book of the District's original resolutions; and make a minute of the adoption of the Resolution in the District's records and the minutes of this meeting.

SECTION 5: This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

APPROVED AND ADOPTED this _____ day of _____, 2011, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Stephen Sham, President of the Board of Trustees

Attest:

Henry M. Morgan, Secretary of the Board of Trustees



Manager's Report

Date of Preparation: June 10, 2011 **Report No.** 061011 **Item No.** 8

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

Subject: Letter of Engagement, Henry P. Eng, CPA

Reference:

Background

Mr. Eng was selected by the Board to serve as the District's Auditor for FY 2009 and 2010. His contract was for 2 years, and he is requesting a two year extension. Staff has no objections and has found Mr. Eng to be a thorough, competent, and professional individual.

Manager's Recommendation

Approve Mr. Eng's contract.

Alternative

Seek another accountant by *Request For Proposal* (RFP).

Fiscal Impact

\$9,100 for FY ending June 30, 2011

\$9,400 for FY ending June 30, 2012

Respectfully submitted,

Steve West
District Manager

HENRY P. ENG
CERTIFIED PUBLIC ACCOUNTANT

596 Winston Avenue • San Marino, California 91108 • Telephone/Facsimile (626) 578-7555

April 27, 2011

RECEIVED

APR 27 2011

SGVMVCD

Board of Trustees
San Gabriel Valley Mosquito
& Vector Control District
1145 No. Azusa Canyon Road
West Covina, California 91790

Gentlemen:

This letter is to confirm our understanding of the engagement of my firm to examine the financial statements of San Gabriel Valley Mosquito & Vector Control District for the years ending June 30, 2011 and June 30, 2012.

I will examine the District's Statement of Net Assets as of June 30, 2011 and June 30, 2012 and the related statements of Activities and Budget Comparisons for the years then ended. My examinations will be made in accordance with generally accepted auditing standards and the State Controller's Minimum Audit Requirements for California Special Districts and will include such tests of the accounting records and such other audit procedures as I consider necessary for the purpose of expressing an opinion on those financial statements. It is not contemplated that I will examine all transactions or that I will necessarily discover all errors and irregularities, should any exist. I will, however, inform you of any findings that appear to us to be unusual or abnormal. I will also prepare the "State Controller's Report" for the District.

My fees for the above services will not exceed \$9,100 for the fiscal year ending June 30, 2011 and \$9,400 for the fiscal year ending June 30, 2012. These fees include a substantial discount due to my recognition of the value of the service your District performs and my eagerness to serve your needs. However, if extraordinary matters come to my attention during the engagement or if your office staff is unable to furnish me the needed information on a timely basis and an extension of my services appears to be required, I will consult with you concerning extension of my services and an increase in my fee.

In the event of litigation or a lawsuit of any collection activity instituted in connection with services performed by this firm, and if this firm prevails, I shall also be entitled to all legal fees and any other reasonable expenses incurred in connection herewith.

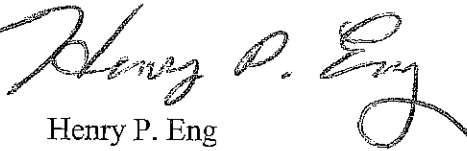
This agreement may be terminated by either party with two weeks notice.

In the event that Mr. Henry P. Eng, CPA is unable to perform or complete this engagement for any medical or health reason, Mr. Donald L. Parker, CPA, Partner in the firm of Lance, Soll and Lunghard will perform the above services under the terms of this engagement letter if the Board of Trustees so desires.

Please indicate your acceptance of the above arrangements by signing the enclosed copy of this letter, initialing all other pages in the lower right corner in ink, and returning it to me. This letter constitutes the full understanding of the terms of our engagement, superseding any previous oral or written understanding.

I appreciate your engagement of Henry P. Eng, CPA. If you have any questions, I will be pleased to discuss them with you.

Very truly yours,



Henry P. Eng

HPE/de
Enclosure

The foregoing letter fully describes the services required and is in accordance with our understanding.

Date _____

By _____



Manager's Report

Date of Preparation: June 10, 2011 **Report No.** 061011 **Item No.** 9
Meeting of: San Gabriel Valley Mosquito and Vector Control District Board of Trustees
Subject: Policy Committee Report

Reference:

Background

The Policy Committee met on June 3, 2011 in the District Manager's Office to discuss the Baldwin Park issue and the most "reasonable" proposal to the City.

It was noted that this is a procedural matter whose use will be limited to discussion between the City and the District in that the Los Angeles Formation Commission's (LAFCO) approval of a change in our Sphere of Influence (SOI) to include Baldwin Park is necessary in order for us to contract with the City for vector control services. Staff will be seeking a method by which LAFCO may authorize us to execute an agreement. The Policy Committee's factual conclusion was a more thorough per hour charge to include a standard preparation charge with total expense not to exceed \$152,000.

Policy Committee members President Stephen Sham, Richard Barakat and Chuck Myers, present at the meeting, are prepared to respond to your inquiries.

Manager's Recommendation:

Inappropriate and secondary to the Board's decision.

Alternative

None

Fiscal Impact

Respectfully submitted,

Steve West
District Manager