

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

Board of Trustees Meeting

March 11, 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

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 February, 2011 *

B. Budget Status Report for February, 2011 *

C. Minutes of Board of Trustees February Meeting, 2011 *

D. Surveillance and Vector Report*

E. Abatement Report*

F. Education Program*

5. March 2011 Monthly Treasurer Report / District Working Balance Report for January 2011 *

(Action Required – Approve / Disapprove)

6. Re-consider Roof Repair Proposal by Bilt-Well Roofing

(District Manager) (Action Requested) (Approve / Disapprove)

7. Report of Finance Committee regarding Investment Decisions

(Chairperson, Finance Committee)

8. District Administration

(District Manager) (No Action Required)

9. Disease Surveillance

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

10. Trustee Reports

(Verbal Report) (No Action Required)

11. New Business

Opportunity for Trustees to request future agenda items
(Verbal)

12. **The Personnel Committee will meet in Closed Session immediately after the Board Adjourns to discuss under Government Code Section 54957, Public Employee Performance Evaluation. Title: Assistant Manager**

13. **The Public Information Committee will meet immediately after the Board Adjourns**

14. **Adjournment**

The Personnel Committee will meet in Closed Session immediately after the Board Adjourns

Jeff Parriott, Chairman
Richard Barakat
Roger Chandler
Linda Elderkin
Margaret Finlay

Dan Kirby
Henry M. Morgan
Robert Neher
Janice Nelson

The Public Information Committee will meet immediately after the Board Adjourns

Robert Neher, Chairman
Dan Holloway
Joseph Leon

Jeff Parriott
Andre Quintero
Joe Rocha

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 4th day of March, 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 & Vector Control District

1145 North Azusa Canyon Road, West Covina, CA 91790

Friday, March 11, 2011

**Board of Trustees
Personnel Committee**

**The Personnel Committee will meet in Closed Session immediately following
the regular Board of Trustees meeting.**

Agenda

- 1. Call to Order and Roll Call**
- 2. Opportunity for Public Comment on Non-Agenda Items**
The public is requested to provide a name/address and limit comment (s) to 5 minutes.
- 3. Convene in Closed Session immediately after the Board adjourns under Government Code Section 54957, Public Employee Performance Evaluation. Title: Assistant Manager**
- 4. Adjournment**

Personnel Committee

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

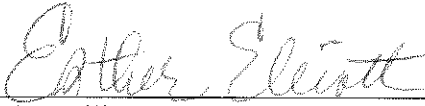
**Dan Kirby
Henry M. Morgan
Robert Neher
Janice Nelson**

CERTIFICATE OF POSTING

I, Esther Elliott, Administrative Secretary of the San Gabriel Valley Mosquito and Vector Control District, 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 4rd day of March 2011.

Copies of staff reports and supporting documentation pertaining to each item on this agenda are available for public viewing and inspection at San Gabriel Valley MVCD, Administration Building and Front Lobby. 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 & Vector Control District
1145 N. Azusa Canyon Road
West Covina, California 91790

Board of Trustees
Public Information Committee

Starting not earlier than 7:15 AM
Friday, March 11, 2010

Agenda

1. **Call to Order**

Note: The public may address an **Agenda Item** when the Committee considers it.

2. **Approval of Minutes***

3. **Update on Current Activities**

- A. **Past Quarter(s) Activities/Events***
- B. **Mosquito Brochure Review***
- C. **Website Update**
- D. **Upcoming Events**

4. **Adjournment**

Public Information Committee

Robert Neher, Chairperson
Joseph Leon
Andre Quintero

Dan Holloway
Jeff Parriott
Joe Rocha

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 4th day of March, 2010.

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

* Indicates a written report.

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
Esther Elliott
Administrative Secretary
San Gabriel Valley MVCD

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

Payroll February 3, 2011

Account	Description	Amount
6210	Salaries, Exempt	\$19,651.06
6212	Salaries, Non-Exempt	\$23,168.31
6216	Salaries, Overtime	
6218	Salaries, Vacation	\$4,150.24
6219	Salaries, Holiday	
6220	Salaries, Sick Pay	\$3,700.65
6070	Employee Cash-out	\$2,242.73
	Bilingual compensation	\$1,092.72
6230	Part-time Salaries	\$766.19
6140	Employer Medicare	\$45.89
6240	Employer Social Security	\$354.45
	Paychex	
	Total Payroll February 3, 2011	\$55,172.24

Trustee Stipend February 3, 2011

Account	Trustee	Description	Amount
6030	Kevin Sawkins	Monthly stipend for attending District functions	\$100.00
	Cynthia Sternquist		\$100.00
	Employer Medicare		\$2.90
	Employer Social Security		\$8.40
	Total February 3, 2011		\$211.30

Accounts Payable February 3, 2011

Check#	Payee	Description	Amount
410149	American Fidelity	Flex spending	\$239.33
410150	Arrowhead	Drinking water	\$245.65
410151	Azusa Light and Water	Water bill	\$162.41
410152	Bank of America	Acct analysis	\$48.73
410153	Chevron	Gasoline	\$1,695.59
410154	Edison	Electricity	\$1,374.28
410155	Jenkins and Hogin	Legal	\$770.00
410156	Jesse Shelby	Computer network maintenance and install	\$2,300.00
410157	KG Electric	Light repair	\$312.00
410158	Nationwide Retirement	Employee liability	
410159	PERS	Employee contribution	\$5,269.39
410159	Prudential Overall Supply	Employee benefit	\$3,311.79
410160		Uniforms	\$377.05
410160		Mats, towels, and lockers	\$262.35
410161	SGV Tribune	Subscription	\$240.00
410162	Steve West	Car allowance	\$500.00
410163	Tick Key Products	Educational supplies	\$3,780.00

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

410164	6270	US Bank -Alba	Paychex-office supplies	\$33.29
410164	6232		Real World Training-seminar Alba	\$449.95
410164	6232		Real World Training-seminar Deacon	\$399.95
410164	6270		Staples-office supplies	\$51.01
410164	6030		Target-Boardroom supplies	\$7.50
410164	6270		Target-office supplies	\$12.25
410164	6270		Crestlawn Florist-memorial arrangement	\$119.63
410164	6232		Walmart-meeting refreshments	\$20.98
410164	6250	US Bank -Brisco	MVCAC-chickens	\$260.00
410164	6232	US Bank-Cook	MVCAC ann mtg registrations for techs	\$480.00
410164	6185	US Bank-Elliott	USPS-postage	\$18.60
410164	6270		Bath and Body Works-restroom supplies	\$21.95
410164	6232		MVCAC ann meeting registration-Morgan	\$260.00
410164	6232		AMCA ann mtg registration Brisco	\$320.00
410164	6036	US Bank-Fujioka	PC Tools-software subscription	\$269.00
410164	6232		MVCAC ann mtg registrations	\$240.00
410164	6232		AMCA ann mtg registration-Neher, Myers,Fujioka, v	\$1,345.00
410164	6290	US Bank-Hagele	Vons-exhibit supplies	\$39.90
410164	6290		Stater Brothers-exhibit supplies	\$7.35
410164	6290		Pet Palace-exhibit supplies	\$8.78
410164	6290		Albertsons-exhibit supplies	\$21.75
410164	6290		Petsmart-exhibit supplies	\$51.51
410164	6290		Staples-exhibit supplies	\$48.25
410164	6290		Home Depot-exhibit supplies	\$51.38
410164	6290		Home Depot-bldg maint supplies	\$154.71
410164	6040	US Bank-Niffenegger	Alex Romo-repairs	\$2,959.79
410164	6260		Interstate Battery-truck batteries	\$161.40
410164	6260		Tool Shack-tools	\$29.59
410164	6260		Greens Auto Tech-truck repairs	\$1,337.49
410164	6260		west Covina Auto Body	\$2,000.00
410164	6250	US Bank-Sorvillo	Petco-lab supplies	\$17.54
410164	6250		Smart n Final-lab supplies-dry ice	\$9.68
410164	6250		Fisher Scientific-lab supplies	\$126.75
410164	6232	US Bank-West	AMCA ann mtg-registration Sorvillo	\$320.00
			Total Accounts Payable February 3, 2011	\$32,543.55

Payroll February 17, 2011

Account	Description	Amount
6210	Salaries, Exempt	\$19,651.06
6212	Salaries, Non-Exempt	\$29,445.85
6216	Salaries, Overtime	
6218	Salaries, Vacation	\$1,472.40
6219	Salaries, Holiday	
6220	Salaries, Sick Pay	\$100.95

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

6070	Employee Cash-out	\$2,242.73
6230	Bilingual compensation	\$100.00
6140	Part-time Salaries	\$1,113.60
6240	Employer Medicare	\$767.94
	Employer Social Security	\$39.59
	Paychex	
	Processing fee	
	Total Payroll February 17, 2011	\$54,934.12

Trustee Stipend Account	February 17, 2011	Trustee	Description	Amount
6030		Richard Barakat	Monthly stipend for attending District functions	\$100.00
		Bob Bruesch		\$100.00
		Roger Chandler		\$100.00
		Linda Elderkin		\$100.00
		Margaret Finlay		\$100.00
		Frank Hall		\$100.00
		Dan Holloway		\$100.00
		Dan Kirby		\$100.00
		Joseph Leon		\$100.00
		Henry Morgan		\$100.00
		Chuck Myers	Board Secretary stipend	\$49.50
		Robert Neher		\$100.00
		Janice Nelson		\$100.00
		Jeff Parriott		\$100.00
		Andre Quintero		\$100.00
		Joseph Rocha		\$100.00
		Elliott Rothman		\$100.00
		Shelley Sanderson		\$100.00
		Kevin Sawkins		\$100.00
		Stephen Sham		\$100.00
		Cynthia Sternquist		\$100.00
		Mary Su		\$100.00
		Jeff Templeman		\$34.07
		Employer Medicare		\$101.67
		Employer Social Security		
		Total February 17, 2011		\$2,485.24

Accounts Payable Check#	February 17, 2011	Payee	Description	Amount
410165	6070	Allied Administrators	Dental insurance premiums	\$1,539.23
410166	6070	American Fidelity	Insurance premiums	\$2,123.39
410167	6040	Athens Services	Trash pick up	\$161.46
410168	6044	Best Way Maintenance	Landscaping fees	\$450.00
410169	6315	COVAD	Internet usage charge	\$354.24
410170	6122	EDD	Unemployment insurance	\$5,039.00
410171	-----	Franchise Tax Board	Employee Liability	
410172	6040	J&J Janitorial Service	Janitorial service	\$1,110.00

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

410173	6185	Mail Finance	Postage meter lease	76.75
410174	6070	Medical Eye Service	Vision premiums	\$223.39
410175	6232	Kelly Middleton	Reimbursement for travel MVCAC ann mtg	\$115.50
410176	6232	MVCAC	MVCAC ann mtg reg Parriott, West, Middleton	\$630.00
410177	-----	Nationwide Retirement	Employee liability	-----
410178	6270	Office Equipment	Copier lease	\$342.47
410179	6200	PERS	Employer contribution	\$5,269.39
410179	6050		Employee benefit	\$3,311.79
410180	6270	Ricoh Americas Corp	Copier maintenance	\$877.96
410181	6310	SCI	Assessment administration	\$16,516.69
410182	-----	Sheriff's Dpt	Employee liability	-----
410183	6290	Spark Creative Design	Educational supplies	\$72.00
410184	6270	Staples	Office supplies	\$281.58
410185	6341	The Gas Co	Gas bill	\$303.73
410186	6320	Verizon Business	Office phones	\$316.36
		Total Accounts Payable February 17, 2011		\$39,114.93

Petty Cash	February 2011	Payee	Description	Amount
Check	Account			
2304	6170	Costco	Vending machine supplies (reimbursable)	\$40.15
	6280		Operations supplies	\$5.63
	6270		Office supplies	\$72.96
	6030		Boardroom supplies	\$65.43
		Total Petty Cash		\$184.17
		Total Payroll		\$112,802.90
		Total Accounts Payable		\$71,658.48
		TOTAL LIABILITIES		\$184,645.55

Comparative YTD Actual to Full Year Budget
Current Period 67% of Year Completed
February 28, 2011

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized
PERSONNEL EXPENSES					
Salaries, Exempt	39,302.12	334,068.02	510,927.00	176,858.98	65.38
Salaries - Non Exempt	52,714.16	421,543.87	829,585.00	408,041.13	50.81
Salaries - Overtime	0.00	3,729.21	1,500.00	(2,229.21)	248.61
Salaries - Vacation	5,622.64	32,583.50	60,000.00	27,416.50	54.31
Salaries-Holiday	0.00	31,945.76	41,000.00	9,054.24	77.92
Salaries, Sick Pay	3,801.60	14,167.91	46,000.00	31,832.09	30.80
Salaries, Part-time - XH	2,206.32	100,336.89	160,000.00	59,663.11	62.71
Retirement, Employee	6,623.58	55,870.71	92,300.00	36,429.29	60.53
Management Car Allowance	500.00	4,000.00	6,000.00	2,000.00	66.67
Cafeteria Benefit	7,691.42	106,026.96	182,400.00	76,373.04	58.13
Hlth Benefits, Ret Emps	0.00	3,663.01	8,965.00	5,301.99	40.86
Medicare	1,571.10	14,162.49	22,600.00	8,437.51	62.67
Retirement - Employer	10,538.78	89,555.00	151,037.00	61,482.00	59.29
Social Security	244.54	5,261.45	6,752.00	1,490.55	77.92
					Seasonal help
TOTAL PERSONNEL EXPENSES	130,816.26	1,216,914.78	2,119,066.00	902,151.22	57.43
OPERATING EXPENSES					
Fixed Assesst-Furniture	0.00	0.00	10,000.00	10,000.00	0.00
Awards	0.00	979.43	1,000.00	20.57	97.94
Bank Charges	48.73	278.94	9,600.00	9,321.06	2.91
Board expenses	2,557.00	17,688.23	29,200.00	11,511.77	60.58
Computer Hardware	0.00	20,968.33	20,000.00	(968.33)	104.84
Computer Software	269.00	9,649.97	3,000.00	(6,649.97)	321.67
Building maintenance	2,000.52	18,615.91	39,490.00	20,874.09	47.14
Maintenance, equipment	0.00	5,554.51	8,900.00	3,345.49	62.41
Maintenance, grounds	450.00	4,467.75	8,000.00	3,532.25	55.85
Computers ,Maintenance	2,300.00	33,388.94	23,000.00	(10,388.94)	145.17
Fees & Assessments	0.00	1,759.56	16,100.00	14,340.44	10.93
Hiring expenses	0.00	735.00	3,000.00	2,265.00	24.50
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	466.52	2,000.00	1,533.48	23.33
					New back up drive-install
					Holiday luncheon, gift cards
					Replaced old computers
					Microsoft Office upgrade
					One time expense
					One time expense
					One time expense

Comparative YTD Actual to Full Year Budget
Current Period 67% of Year Completed
February 28, 2011

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized
Insurance, unemployment	5,039.00	43,273.00	25,000.00	(18,273.00)	173.09
Legal	770.00	36,248.32	10,000.00	(26,248.32)	362.48
Memberships	0.00	14,855.00	15,000.00	145.00	99.03
Miscellaneous expenses	245.65	1,587.85	2,500.00	912.15	63.51
Postage	95.35	1,891.80	3,500.00	1,608.20	54.05
Prof. Services, Auditor	0.00	12,625.05	15,000.00	2,374.95	84.17
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	4,581.38	18,835.48	30,000.00	11,164.52	62.78
Tuition Reimbursement	0.00	0.00	5,000.00	5,000.00	0.00
Supplies, laboratory	413.97	10,272.30	18,000.00	7,727.70	57.07
Supplies, mechanical	6,488.27	16,547.71	33,000.00	16,452.29	50.14
Supplies, gasoline	1,695.59	18,221.84	50,000.00	31,778.16	36.44
Supplies, office	1,740.14	18,276.20	20,000.00	1,723.80	91.38
Supplies, operations	0.00	9,119.43	16,000.00	6,880.57	57.00
Supplies, pesticides	0.00	0.00	12,000.00	12,000.00	0.00
Supplies, public informat	4,080.92	16,067.49	35,000.00	18,932.51	45.91
Supplies, reference	240.00	2,016.25	2,000.00	(16.25)	100.81
Supplies, safety	0.00	3,546.86	10,000.00	6,453.14	35.47
Tax Collection	16,516.69	16,516.69	100,000.00	83,483.31	16.52
Communications, field	0.00	10,306.61	18,000.00	7,693.39	57.26
Telephone, Internet	354.24	3,779.29	6,000.00	2,220.71	62.99
Telephone , Office	316.36	2,398.96	5,500.00	3,101.04	43.62
Training , CEU's	0.00	550.00	4,000.00	3,450.00	13.75
Uniforms and clothing	377.05	5,590.64	9,200.00	3,609.36	60.77
Utilities, Electric	1,374.28	18,099.97	28,800.00	10,700.03	62.85
Utilities, Natural Gas	303.73	1,782.37	3,200.00	1,417.63	55.70
Utilities, Water	162.41	1,317.07	2,800.00	1,482.93	47.04
					Seasonal employees
					District business
					MVCAC/AMCA dues
					One time expense
					Copier lease
					Alldata software renewal
TOTAL OPERATING EXPENSES	52,420.28	505,842.60	772,920.00	267,077.40	65.45
TOTAL EXPENSES	183,236.54	1,722,757.38	2,891,986.00	1,169,228.62	59.57

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 67% of Year Completed
February 28, 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
February 11, 2011
Minutes

Trustees Attending

- 1 Stephen Sham (Alhambra)
- 2 Roger Chandler (Arcadia)
- 3 Joseph Rocha (Azusa)
- 4 Rick Barakat (Bradbury)
- 5 Linda Elderkin (Claremont)
- 6 Margaret Finlay (Duarte)
- 7 Andre Quintero (El Monte)
- 8 Charles Myers (Glendora)
- 9 Jeff Parriott (Industry)
- 10 Dan Holloway (La Puente)
- 11 Robert Neher (La Verne)
- 12 Frank Hall (Co. of Los Angeles)
- 13 Dan Kirby (Monrovia)
- 14 Joseph Leon (Monterey Park)
- 15 Elliott Rothman (Pomona)
- 16 Robert Bruesch (Rosemead)
- 17 Jeffrey Templeman (San Dimas)
- 18 Janice Nelson (Sierra Madre)
- 19 Kevin B. Sawkins (San Gabriel)
- 20 Cynthia Sternquist (Temple City)
- 21 Mary Su (Walnut)
- 22 Shelly Sanderson (West Covina)

Trustees Absent

- 1 Henry Morgan (Covina)
- 2 Manuel Garcia (Irwindale)

Staff Attending

Steve West
 Kelly Middleton
 Esther Elliott
 Carol Anne Hagele
 Rose Alba
 Mel Cook
 Ramona Deacon

Staff Absent

Kenn Fujioka

1. Call to Order

The meeting was called to order by President Sham at 7:01 A.M.

2. Pledge of Allegiance and Silent Roll Call

The Pledge of allegiance was led by President Sham

3. Opportunity for Public Comment on Non-Agenda Items

None

4. Consent Calendar

A motion by Trustee Hall to approve the Consent Calendar as presented was seconded and unanimously approved.

- A. List of Claims for January, 2011
- B. Budget Status Report for January, 2011
- C. Minutes of Board of Trustees Meeting January, 2011
- D. Surveillance and Vector Report

- E. Abatement Report
- F. Education Program

5. February 2011 Monthly Treasurer Report / District Working Balance Report for December 2010

A motion by Trustee Quintero to approve the February 2011 Monthly Treasurer Report / District Working Balance Report for December 2010 was seconded and unanimously approved.

6. Consider Approval of the District to begin the Application Process to the Local Agency Formation Commission (LAFCO) for a Sphere of Influence Study for Baldwin Park and South Pasadena

A motion by Trustee Chandler to approve the application process to the Local Agency Formation Commission (LAFCO) for a Sphere of Influence study for Baldwin Park and South Pasadena was seconded and unanimously approved.

7. Consider Approval of Roof Repair Contractor

Staff presented a report on the various roof repair contractors recommending Bilt-Well Roofing. Trustee Barakat recommended staff check the contractor's license and insurance coverage before awarding the agreement.

A motion by Trustee Templeman to approval the bid for roof repair was seconded and approved. Trustee Finlay opposed.

8. National Pollutant Discharge Elimination System Report (NPDES) Status Report

District Manager West reported that the NPDES permit process has worsened. The cost for this District to participate in the Monitoring Coalition is \$7,000 but that cost may increase depending on what testing the final permit requires. Five California districts have decided not to participate citing no 'Waters of the US' in their jurisdiction, or coverage under their existing County NPDES permit.

The State Water Quality Control Board (SWRCB) has postponed approval of the permit until their March 1 meeting. The new draft requires a 30 day comment period on all applications plus allows the SWRCB 10 days to address any comments received. If they approve the final NPDES permit in March 1st, the District will submit its application immediately however with the 30 day comment period and 10 day response period, this District may not receive the Notice of Approval required to begin applying pesticides under the new permit until after EPA's stay expires April 9th. Staff will keep the Board apprised.

9. District Administration

A. Statement of Economic Interests: Form 700 Packet

District Manager West reported that all Trustees have been provided with a Statement of Economic Interests Form700 Packets.

B. MVCAC So. Region Meeting, January 25, 2011

Public Information Officer (PIO) Kelly Middleton reported that the District hosted the MVCAC Southern Region meeting on January 25th where the MVCAC Annual Conference agenda was presented. Steve West's term is complete as the Southern Region representative on the Board and will be replaced by Brian Passaro of the MVMD of Santa

Barbara County. Trustee Morgan will continue as representative on the MVCAC Trustee Council.

C. MVCAC Annual Meeting, January 30 – February 2, 2011

PIO Kelly reported there were many good research projects presented by UC students and member districts. The 1st annual golf tournament fund raiser for the Mosquito Research Foundation raised \$48,000. She thanked our Trustees for their participation.

10. Disease Surveillance

Reporting for Assistant Manager Kenn Fujioka, District Manager West reported that there is no evidence of West Nile virus in the District to date.

11. Trustee Reports

Trustee Su distributed flyers describing activities occurring in the City of Walnut and invited Trustees to attend.

Trustee Myers stated that the Trustee sessions he attended at the MVCAC Annual meeting were excellent.

Trustee Parriott commented that the Trustee training session on personnel issues and the session on District Manager search were very informative.

12. New Business

None

13. The Finance Committee will meet immediately after the Board adjourns.

14. The Personnel Committee will meet immediately after the Board adjourns.

15. Adjournment

No motion. The meeting was adjourned at 7:52 A.M.

Surveillance Activities during February 2011

I. Mosquito Collections and Mosquito Pools

Location	Mean mosquitoes per trap
Little Dalton Spreading Grounds-Glendora	0.5
Big Dalton Spreading Grounds – Glendora	0.5

The first WNV positive mosquito pool in California in 2011 was collected in Riverside County.

II. Dead Birds

No dead birds have tested positive for WNV in 2011.

III. Sentinel Chicken Sera

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

IV. Human Illness

No reports of human illness from WNV have occurred in California in 2011.

V. Horses and Squirrels

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

VI. Mean Maximum-Minimum Temperatures (degrees Fahrenheit)

	LA Civic Ctr max/min T°	Burbank max/min T°	Pasadena max/min T°	San Gabriel max/min T°	Ontario max/min T°	District max/min T°
Feb 2011	65.5/46.7	63.6/42.3	63.9/44.9	65.4/42.9	64.1/43.3	67.4/43.0
Feb 2010	68.5/51.9	66.0/46.4	68.4/48.6	68.0/48.0	65.0/45.6	69.7/46.8
Feb 5-yr mean	68.9/50.2	67.6/45.7	67.1/47.4	68.4/46.5	67.2/45.3	69.6/46.1*
Feb 2004	64.9/47.6	63.1/44.6	64.6/46.6	68.5/44.1	63.6/43.2	
Jan 2011	70.0/48.8	68.9/44.7	70.1/49.3	76.1/47.1	68.8/43.6	72.5/46.7+
Jan 2010	69.3/50.9	67.3/46.3	66.8/47.7	68.3/46.6	66.3/43.5	70.3/46.4
Jan 5-yr mean	68.7/48.9	66.8/45.5	67.3/47.6	67.7/45.3	66.4/44.6	69.6/44.5*

Precipitation

	LA Civic Ctr precip (in)	Burbank precip (in)	Pasadena precip (in)	San Gabriel precip (in)	Ontario precip (in)	District precip (in)
Feb 2011	3.31	2.71	3.60	3.06	3.02	3.28
Feb 2010	4.27	4.55	2.46	3.32	2.98	6.21
Feb 5-yr mean	2.55	2.81	3.61	1.76	2.71	3.63*
Feb 2004	4.40	3.74	5.83	1.48	4.00	
Jan 2011	0.79	0.63	0.99	0.13#	0.81	0.53 +
Jan 2010	5.13	6.01	6.56	3.28	6.36	5.97
Jan 5-yr mean	3.18	3.55	4.17	1.75	2.71	3.07*

+ January information from District weather station that we were unable to include in last month's report.

*District mean for temperatures and precipitation are for the four year period we have had our weather station.

To view information from the District's weather station go to:

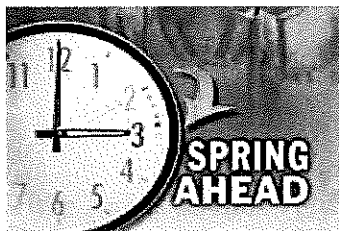
<http://customerweb.westernwx.com/sgvmvcd>

Username: sgvmvcd Password: weather

VII. Ticks

Tick collection was again done at Monrovia Canyon Park in Monrovia. A total of 115 ticks were collected, 71 *Ixodes pacificus* and 44 *Dermacentor occidentalis*. The ticks will be shipped to Marin-Sonoma Vector Control District for testing.

VIII. Notes: Time Change



It's that time of year again! This year the spring forward time change occurs on Sunday, March 13. At 2am clocks should be changed to 3am. It is suggested that following safety precautions are incorporated when the time changes occur to assure they are done the recommended twice per year.

- Check and replace batteries in your smoke and carbon monoxide alarms. Sensors in these devices lose effectiveness over time due to environmental contamination and age. Any smoke alarms older than ten years and any carbon monoxide alarms older than five years should be replaced. Make sure to dispose of discarded batteries properly.
- Check the contents of home disaster kits including testing/replacing flashlight batteries. Every household should have disaster preparedness kits that include food, water, flashlights, blankets, batteries and first aid supplies. Again, dispose of discarded batteries properly.
- Check home, garage, and outbuilding storage areas for hazardous materials. Move any which are in reach of children or pets. Properly discard any which are outdated, no longer used, or in poor condition. Check with your city for appropriate disposal times and locations.
- Review family emergency plans. These organizations and websites have valuable information:

Are you ready? A guide from the Federal Emergency Management Agency (FEMA)

<http://www.fema.gov/areyouready/index.shtm>

Los Angeles Fire Department Emergency Preparedness Booklet <http://lafd.org/eqbook.pdf>

FAQs- Earthquake Preparedness Answers to frequently asked questions by the United States Geological Survey (USGS)

<http://earthquake.usgs.gov/learn/faq/?categoryID=14>

**Abatement Activities for
February 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	0								
Altadena	1	1							
Arcadia	1		1						
Azusa	1		1						
Bradbury	0								
Claremont	0								
Covina	1			1					
Duarte	2		1						1
El Monte	0								
Glendora	2	2							
Industry	0								
Irwindale	0								
L. A. County	2	1	1						
La Puente	1		1						
La Verne	0								
Monrovia	2	1	1						
Monterey Park	1			1					
Pomona	1		1						
Rosemead	0								
San Dimas	2		2						
San Gabriel	0								
Sierra Madre	0								
Temple City	1						1		
Walnut	1				1				
West Covina	5		5						
TOTAL	24	5	14	2	1	0	1	0	1

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)
Alhambra	1	0	0	0.0000						
Altadena	44	10	10	0.0274	0.0813					
Arcadia	68	9	9	0.0379	0.1125					
Azusa	46	6	6	0.1154	0.2359	0.1097				
Bradbury	27	2	2	0.0040	0.0086			0.02		
Claremont	47	3	3	0.0023		0.0031		0.02		
Covina	56	14	14	0.1867	0.5266	0.0203		0.11		
Duarte	31	5	5	0.0251	0.0734					
El Monte	46	10	10	0.1160	0.2203	0.1276				
Glendora	72	7	8	0.6847	1.9625			0.15		0.0002
Industry	129	28	28	0.0039		0.0020		0.04		
Irwindale	19	1	1	0.0092	0.0273					
L. A. County	223	25	25	0.0792	0.0664	0.0409		0.55		
La Puente	13	0	0	0.0000						
La Verne	7	2	2	0.0017				0.04		
Monrovia	52	7	9	0.0045	0.0102					0.0003
MontereyPark	132	11	11	0.0072		0.0208				
Pomona	21	4	6	0.0126		0.0289				0.0003
Rosemead	28	1	1	0.0001				0.02		
San Dimas	106	22	22	0.0189		0.0469				
San Gabriel	17	4	4	0.0002						
Sierra Madre	13	2	2	0.0221	0.0665					
Temple City	62	3	4	0.0040		0.0103				0.0003
Walnut	27	13	13	0.0131	0.0242	0.0117		0.02		
West Covina	64	11	11	0.0855	0.0722	0.0276				0.0003
TOTAL	1351	200	206	1.46	3.49	0.45	0.00	0.99	0	0.001

.08 gallons of Agnique was used this month

- 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	0.22								
Bradbury									
Claremont									
Covina									
Duarte									
El Monte									
Glendora									
Industry									
Irwindale									
L. A. County									
La Puente									
La Verne									
Monrovia									
Monterey Park									
Pomona									
Rosemead									
San Dimas									
San Gabriel									
Sierra Madre									
Temple City									
Walnut									
West Covina									
TOTAL	0.22	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	1	1					
Duarte	0						
El Monte	0						
Glendora	1	1					
Industry	0						
Irwindale	0						
L. A. County	0						
La Puente	0						
La Verne	0						
Monrovia	0						
Monterey Park	0						
Pomona	0						
Rosemead	0						
San Dimas	0						
San Gabriel	0						
Sierra Madre	0						
Temple City	1	1					
Walnut	0						
West Covina	0						
TOTAL	3	3	0	0	0	0	0.0

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.

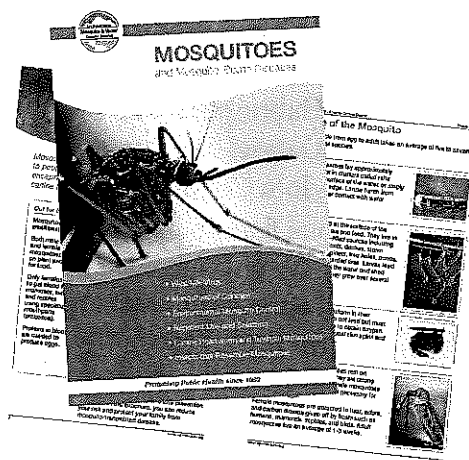
Number of Bait Stations - Actual number of bait stations deployed after compliance with corrective notice.

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

Status of Education Program February 2011

Public Relations

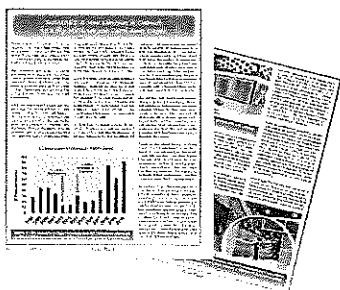
The first of our redesigned brochures is ready to print. We have worked hard to reduce the amount of literature we print and carry out with us to events while still providing the wealth of information our residents need. Our first booklet provides information about mosquitoes and their relatives (midges, black flies, crane flies) and discusses public health concerns, life cycles, source reduction, and control options. We highlight integrated vector management strategies and address many of the new water conservation practices and how they breed vectors if not properly implemented. This brochure will be reviewed by the Public Information Committee following the March 11 Board of Trustees Meeting.



High School Partnership Request

We have been asked to participate in a pilot project with students from a Long Beach High School and the San Gabriel Mountains Regional Conservancy (among others). Students are working to develop school-site policy recommendations regarding climate change preparedness and planning with the hopes of regional implementation. We have been asked to write a one-page letter highlighting potential public health concerns that increasing temperatures may bring to the region and provide insight on the types of mitigations measures or cooperative management that could be implemented to reduce these risks. The students are applying for an Annenberg Grant to fund this planning effort, and we feel honored to have been selected to participate.

AMCA Wing Beats Newsletter



Several edits later, our article submitted to AMCA's Wing Beats Publication has been finalized. This magazine is distributed nationwide and is a valued resource for countless mosquito & vector control programs. We are thrilled to see our EcoSMART Lab highlighted and hope to inspire other districts to broaden their outreach programs in their areas.

This issue will be available at the AMCA Meeting in Anaheim the end of this month. We will provide copies when this issue is published.

AMCA Annual Meeting

Carol Anne will give a ten-minute PowerPoint presentation on the EcoSMART Lab and the impetus behind its creation on Monday, March 21st, at 2:00 PM at the Public Information and Education session. She will also participate in presentations and other activities for the AMCA Education Day on Tuesday, March 22nd, at Benito Juarez Elementary School in Anaheim. She and other vector control district education specialists from around the country will talk to more than 200 4th and 5th graders about vector borne disease issues in their communities. Kenn will be giving a talk about the impact and control of black flies in Southern California, and Kelly and Rose are volunteering their time to ensure the conference runs smooth as silk!

Insects of the San Gabriel Valley – Collection Donations

Pinned insect collections were donated to the following locations last month:

- San Gabriel Canyon Gateway Center, City of Azusa
- San Gabriel Mountains Regional Conservancy Mobile Education Trailer
- Glendora Community Conservancy Nature Center, City of Glendora

All collections feature insects native to the San Gabriel Mountains and Valley habitats with a pictorial key identifying each insect by its common name. These insects are donated by Bonita High School science students from their annual class projects, and we hope that by reusing these insects we can bring familiarity and awareness to the public of the incredible diversity that exists in our area and instill a desire to preserve habitat for future generations.

Activities & Events

Outreach Activities in February 2011		
EVENT	# REACHED	CITY
Loan Boxes		
Glendora Conservancy	N/A	Glendora
Western Christian School	18	Covina
Childrens' Programs		
Grace Miller, Grades 4/5 Assembly	140	La Verne
San Gabriel Mission, 8 th Grade Science	30	San Gabriel
Total Outreach for February	188	

Upcoming Events for the Month of March

- 4 Mar – Gladstone Elementary Kindergarten, San Dimas
- 12 Mar – Los Angeles Environmental Education Fair, Arcadia
- 20 Mar – 24 Mar – AMCA Annual Conference, Anaheim

March 11, 2011

Item 5

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

SUBJECT: March 1, 2011 District Working Fund Balance

Explanation: The Treasurer's certified January 2010 ending fund balance of \$3,201,316 compares to the District's March 1, 2011 working balance of \$2,716,328 as follows:

\$3,201,000	January Certified Ending Balance
<u>-\$184,646</u>	<u>February Liabilities</u>
\$3,016,354	March 1 st Working Balance

Respectfully Submitted:



**Steve West
District Manager**

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

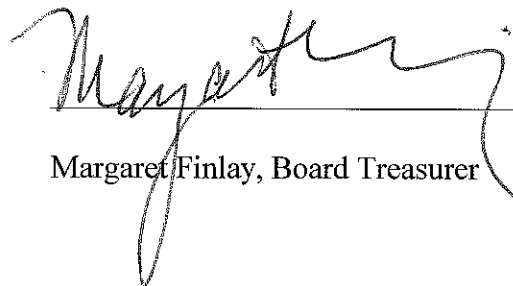
The attached Treasurer's Report is for January 2011.

The Total of All Funds Balance is \$3,201,000.02

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.

Please note that warrants were not drawn for expenses in January and February, which will reduce the balance in the Citizens Bank Revolving fund.

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



A handwritten signature in cursive script, appearing to read "Margaret", is written over a horizontal line. The signature is positioned above the printed name "Margaret Finlay, Board Treasurer".

Margaret Finlay, Board Treasurer

San Gabriel Valley Mosquito and Vector Control District Treasurer's Report
 (based on Balance Sheet Detail Activity Report,
 Period 7, FY 2011 received on February 8, 2011)

Item 5

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Local Agency Investment Fund (LAIF)	0.46%	\$717,417.77	interest	\$824.03	LAIF Statement (Jan 2011)	\$718,241.80

Maturity Date: Perpetual
 Interest rate as of Dec 31 2010

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Los Angeles County Pool	1.33%	\$1,587,406.59	trust warrant 585 misc expense assessment interest	(\$191,268.02) (\$1.32) \$286,459.16 \$929.88	ND 24 Per 7 ND 24 Per 7 ND 24 Per 7 ND 24 Per 7	\$1,683,526.29

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	\$46,357.00	Admin fee	(\$75.00)	B of A Statement December 2010	\$46,282.00

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Revolving Fund	\$542,134.30	Deb Activity-Dec 2010 Deposit (warrant 584) Deposit (warrant 585)	(\$179,124.10) \$198,673.03 \$191,266.70	CB Statement December 2010	\$752,949.93

Total Beginning Balance	\$2,893,315.66			Total End Balance	\$3,201,000.02
--------------------------------	-----------------------	--	--	--------------------------	-----------------------



Manager's Report

Date of Preparation: March 11, 2011 **Report No.** 031111 **Item No.** 6
Meeting of: San Gabriel Valley MVCD Board of Trustees
Subject: Reconsideration of Bilt-Well Roofing Proposal
Reference: Bilt-Well Roofing Proposal of February 11, 2011 *

Background

The Board's approval of the Bilt-Well Roofing repair "bid" was ostensibly based on the apparent quality of the plan and the substantial difference in cost to the District compared to the other seven proposals.

Unfortunately, the Bilt-Well Roofing proposal was exclusive of the prevailing wages requirement. They provided it to staff within a reasonable period however I assumed the documentation upon which your decision was based was accurate.

Subsequent to the Board Meeting and in discussions with Bilt-Well Roofing, the increased cost of prevailing wages was apparent. That increased the expenses of the Bilt-Well Roofing project from the approximate \$25,000 to \$54,700, a change of + \$29,700.

Even with this increase, Bilt-Well Roofing is still less than other proposals, now though by only a difference of approximately \$5,000 - \$6,000. Therefore the Board may desire, based on the circumstances, to repeat the process or proceed to award the contract to Bilt-Well Roofing.

Manager's Recommendation

Re-advertise the project

Alternative

Award the contract to Bilt-Well Roofing

Fiscal Impact

To be determined

Respectfully submitted

Steve West
District Manager

BILT-WELL ROOFING
3310 Verdugo Road
Los Angeles, Ca. 90065
Tel, (800) 346-7663
Fax. (323) 254-3000
License # 458005

PROPOSAL #b68000221

1-5-2011

PROJECT NAME:

1145 N Azusa Canyon Rd.
West Covina, Ca. 91790

Administration roof: 3 problem areas: Skylights , pitch pockets, and HVAC platform
1st option Skylights : Make needed repairs sides of skylight where necessary by using a three course flashing application which is a troweled layer of mastic over the area to be repaired and there embed a layer of vinyl webbing into the mastic. This is followed by a second application of mastic over the webbing. All repairs are then coated with reflective roof surfacing.

COST: \$100 a skylight

Better option: Build a 8" curb and reroof and reset platform on top

COST:\$350 a skylight

Best option :Install brand new skylights and reroof

COST:\$550 a skylight

1st option pitch pocket : Install troweled layer of mastic over pitch pocket and there embed a layer of vinyl webbing into the mastic. This is followed by a second application of mastic over the webbing. All repairs are then coated with reflective roof surfacing.

COST:\$40 each pitch pocket

Best option: Remove ¼ of mastic of pitch pocket and install 2 part urethane seal on top.

COST: \$70 each

1st option platform: Furnish and install a new 10 year material warranted APP Modified Bitumen roof application. Remove existing roof system to wood deck. Nail a type 28# fiberglass basesheet with 1" round head simplex nails. Using a double headed heat welder, apply one layer of APP modified bitumen membrane. Seal all pipes and vents.

Cost : \$5,880

Better option platform: Reroof and Build up low areas using 1/2" tapered insulation at additional cost of \$175 per 100 sq ft.

Cost:\$5,880 plus max cost (\$1500)

Best option platform: Reroof and Build up low areas using ½" plywood and battons at additional cost \$300 per 100 sq ft

Cost:\$5,880 plus max cost (\$3,000)

Warehouse roof: 3 problem areas leak near drain, heating pipe, and flashings in roof area

1st option : Clean drain: Make needed repairs to pipe and exposed flashings by using a three course flashing application which is a troweled layer of mastic over the area to be repaired and there embed a layer of vinyl webbing into the mastic. This is followed by a second application of mastic over the webbing. All repairs are then coated with reflective roof surfacing. Cost: \$200

Best option: Clean drain. Furnish and install a new 10 year material warranted APP Modified Bitumen roof application around pipe and exposed flashings.

Cost: \$400

Storage roof: 1 problem area near hvac unit:

1st option: Make needed repairs to pipe and corners of platform by using a three course flashing application which is a troweled layer of mastic over the area to be repaired and there embed a layer of vinyl webbing into the mastic. This is followed by a second application of mastic over the webbing. All repairs are then coated with reflective roof surfacing. Cost:\$300

Best option: Furnish and install a new 10 year material warranted APP Modified Bitumen roof application around pipes near hvac unit.

Cost:\$600

Operations roof: every vent in ceiling is leaking:

1st option: Make needed repairs base of ducts by using a three course flashing application which is a troweled layer of mastic over the area to be repaired and there embed a layer of vinyl webbing into the mastic. This is followed by a second application of mastic over the webbing. All repairs are then coated with reflective roof surfacing. Cost: Each base of duct \$150 each

Better option: Furnish and install a new 10 year material warranted APP Modified Bitumen roof application at base of duct and fill mastic with pitch pocket

Cost around each duct: \$300 each and pitch pocket at \$35 each

Best option: Furnish and install a new 10 year material warranted APP Modified Bitumen roof application at base of duct and fill pitch pock with 2 part urethane caulking. Install glencoe around ducts.

Cost: \$500 each , pitch pocket \$70 each, \$600 for all ducts with glencoe.

*** 1 /2 off on smaller pitch pockets. ***

LA 323-254-2888
800-346-7663
FAX 323-254-3000

MAIN OFFICE
3310 VERDUGO ROAD, P.O. BOX 65827
LOS ANGELES, CALIFORNIA 90065

BILT-WELL



DATE 1/4/2011

Name San Gabriel Valley Mosquito Abatement District attn: Steve West Res() Bus()
Job Address 1145 N Asuza Canyon Rd. West Covina, CA ZIP 91790
Billing Address _____ ZIP _____

1. SPECIFICATIONS PROPOSAL #b68000221

2. Color n/a 3. Type Valley n/a 4. Type Ridge n/a 5. Felt type n/a
6. Metal Trim n/a Color n/a 7. Remove Roofing Debris yes 8. Paint Pipes n/a 9. Diverters n/a
10. Remove Existing Roof no No. of Layers n/a 11. Barring warranted delays, described work will be commenced on approximately ASAP 2010 and will be completed on approximately _____

TERMS OF PAYMENT: Owner agrees to pay to contractor at Los Angeles, California, for all labor and material furnished, as follows
Total Cost: \$ PROPOSAL #b68000221 Due upon Completion \$ PROPOSAL #b68000221 the balance in monthly payments of
Down Payment- \$ PROPOSAL #b68000221 \$ _____ to commence _____
Start of Job: \$ PROPOSAL #b68000221 and to conclude with payments of \$ _____ on _____

NOTICE: Failure by Bilt-Well (the contractor) without lawful excuse to substantially commence work within twenty (20) days from the date specified is a violation of the Contractor's License Law. Contractors are required bylaw to be licensed and regulated by the Contractor's State License Board. Any questions concerning a contractor or this contract may be referred to the Registrar of the Board whose name is (Contractors State License Board / P.O. Box 2600, Sacramento, California 95827 J.

ACCESS TO WORK: 1. Owner shall grant free access to work areas for workmen and vehicles shall allow for storage of materials and rubbish. Owner agrees to keep driveway (s) clear and available for movement and parking of trucks during normal work hours Bilt-Well or its workmen shall not be expected to keep gates closed for animals or children.

DISCLAIMERS: 2. Rotted wood will be replaced at \$ 1x=\$5/2x=\$10 per foot. Plywood replaced will be at \$ 65.00 per sheet
Owner assures and excludes Bilt-Well Roof & Material Company from responsibility on smoke alarm installation.

WARRANTIES: 3. Bilt-Well does not warrant materials used. Any warranties are solely the responsibility of the manufacturer Manufacturers prorated roof warranty: n/a years on shingles: na years on flat and roll roofing Bilt-Well warranty: five (5) years service period on shingles, two (2) years service warranty on flat and roll roofing Any warranties or service on this contract are considered null and void if full payment is not received.

PAYMENT: 4. Payment is to be made in full upon completion of the project. Any guarantees become effective upon payment in full. Interest charges or any unpaid balance will be assessed at the rate of 1112% per month. 5. Bilt-Well shall have the right to stop work if any payment is not made pursuant this agreement, or keep the job idle until any payments due are received.

NOTIFICATION OF DEFECTS: 6 Owner is responsible for notifying Bilt-Well, in writing, of any complaints regarding work done by Bilt-Well Owner shall give Bilt-Well ample opportunity to affect any repairs or changes which maybe required Should Owner or others at Owner's direction, make such repairs or changes without notification to Bilt-Well, then Owner will be the solely responsible for the costs and effectiveness of such defect, and if the same is covered by warranty, Contractor shall remedy the same within thirty (30) days after receipt of said notice Owner acknowledges that Contractor does not guarantee, nor is there any warranty nor liability on the part of Contractor, respecting leakage from vents, air conditioning, skylights, and/or TV antennas. Any and all guarantees or warranties made by Contractor in connection with this agreement are on a service and prorated manufacturer's material basis from the above date and shall be in favor only of the property owner hereinabove named, and shall not be in favor of any other person.

INSURANCE: 8. Contractor is to provide all Workman's Compensation, accident & liability insurance necessary to protect home ownercurring courseof installation.

ASBESTOS: 9. Any asbestos requiring removal will require the services of a specially licensed contractor, other than Bilt-Well. Cost of removal and disposal is the sole responsibility of Owner, and such expense isnot included within this contract unless specified Bilt-Well wd not be responsible for any structural deficiencies or liability arising from the use or removal of such asbestos. In the event asbestos is discovered, the contractor is rescinded, and Bilt-Well shall receive payment for work performed. Owner indemnifies and holds Bilt-Well harmless from all liability arising out of material containing asbestos.

DISPUTES: 10 Should any dispute arise between Owner and Bilt-Well, Owner is not relieved of his/her obligation to make timely payments to Bilt-Well | | Any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by arbitration The party seeking damages may file a claim with either the Expedited Home Construction rules of the American Arbitration Association or the Consumer- Business Arbitration Tribunal of the Better Business Bureau. Judgement upon the award rendered by the Arbitrator (s) may be entered in any court haw, jurisdiction thereof. Arbitrator shall assess administration fee. Disputes and all costs as above mentioned after the award of the arbitrator shall be included as part of any judgement rendered by the court.

AGREEMENT: 12. This agreement including all of its items shall become binding only upon the execution of the same by Owner and an officer or principal of Bilt-Well, and the same shall constitute the entire contract between the Parties hereto, there being no covenants, promises, or agreements written or oral except as herewith set forth,

Owner (s) acknowledge that in accepting the above, they have entered a contract only with Bilt-Well, herein named and whose address is herein stated, and that Bilt-Well is acting in its own behalf as principal and not as the express implied, actual or ostensible agent of any other roofing company contractor bearing the same or similar name as that of Bilt-Well. Bilt-Well may at its own option, terminate the contract without liability if any institutional lender of Bilt-Well disapproves of Owner (s) credit and Owner (s) is so notified in writing 15 days from the date hereof. This contract including any alterations, shall be binding only upon acceptance thereof by Contractor. This contract price is valid for thirty (30) days from the date of issuance.

MAKE CHECKS PAYABLE TO BILT-WELL ROOFING

State License #458005 a Classification B-I & C-39-C2 Owner _____ S b # _____
BILT-WELL ROOF & MATERIAL CO. Registration # _____ Owner _____ S S, O _____
By Ryan Radenbaugh Address _____ City _____
Approved _____ Officer _____