

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

Board of Trustees Meeting

October 14, 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 August, 2011 *

B. Budget Status Report for August, 2011 *

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

D. Surveillance and Vector Report*

E. Abatement Report *

F. Education Program *

5. August 2011 Monthly Treasurer Report / District Working Balance Report for October, 2011 *

(Action Required – Approve / Disapprove)

6. President's Call for the Nominations' Committee Members (Calendar Year 2012 Officers)

(Board President) (Action Required)

7. Consider Amending Resolution 2002-10 *A Resolution of the San Gabriel Valley Mosquito and Vector Control District Board of Trustees Authorizing Signature Authority*

(Assistant District Manager) (Action Required) (Approve/Disapprove)

8. Consider Proposal for District Fleet

(Assistant District Manager) (Action Required) (Approve/Disapprove)

9. District Administration

(Assistant District Manager) (No Action Required)

A. Roof Repair Report

B. November Board of Trustee Meeting Date Reminder: November 18, 2011

C. Other Matters

10. Disease Surveillance

(Assistant District Manager) (No Action Required)

A. West Nile virus

B. *Aedes albopictus* (Asian Tiger Mosquito)

11. Trustee Reports

(Verbal Report)

12. New Business

Opportunity for Trustees to request future agenda items
(Verbal)

13. The Finance Committee will meet immediately after the Board adjourns to review Draft Audit for FY 2010 – 2011 presented by Henry P. Eng, CPA, Auditor

* (Action Requested – Forward to the Board of Trustees)

14. Adjournment

Finance Committee

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

**Joe Rocha
Stephen Sham**

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 this 7th day October, 2011 and not less than 72 hours prior to said meeting.

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@sqvmosquito.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, October 14, 2011

Board of Trustees

Finance Committee

Will meet in the Board Room immediately after the Board adjourns

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. Presentation by Henry P. Eng, CPA, Auditor regarding Draft Audit for FY 2010 – 2011***
(Action Requested – Forward to the Board of Trustees)
- 4. Citizens Bank Sweep Account**
(Verbal Report) (No action Required)
- 5. Adjournment**

Finance Committee

Margaret Finlay, Chairperson
Frank Hall
Henry Morgan

Joe Rocha
Stephan Sham

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 7th day of October 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 Mosquito and Vector Control District

* Indicates an attachment

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

Payroll September 1, 2011	Account	Description	Amount
	6210	Salaries, Operations Manager	\$3,568.72
	6210	Salaries, Assistant Manager	\$4,000.73
	6210	Salaries, District Manager	\$5,644.93
	6210	Salaries, Office Manager	\$3,143.09
	6210	Salaries, Public Information Officer	\$3,293.59
	6212	Salaries, Admin Assistant	\$2,552.00
	6212	Salaries, Admin Secretary	\$2,446.85
	6212	Salaries, Vector Control Technician II	\$1,947.52
	6212	Salaries, Vector Control Technician II	\$2,190.96
	6212	Salaries, Vector Control Technician II	\$2,434.40
	6212	Salaries, Vector Control Technician II	\$2,434.40
	6212	Salaries, Mechanic	\$2,772.80
	6212	Salaries, Vector Control Technician III	\$3,263.20
	6212	Salaries, Vector Control Technician II	\$2,434.40
	6212	Salaries, Ed Specialist	\$2,131.84
	6212	Salaries, Vector Ecologist	\$2,488.19
	6212	Salaries, Vector Ecologist	\$2,692.00
	6230	Part-time Salaries, Ex Help VC Tech	\$1,113.60
	6230	Part-time Salaries, Ex Help V Ecologist	\$1,317.60
	6230	Part-time Salaries, Ex Help VC Tech	\$1,113.60
	6230	Part-time Salaries, Ex Help VC Tech	\$1,111.12
	6230	Part-time Salaries, Ex Help VC Tech	\$1,169.60
	6230	Part-time Salaries, Ex Help VC Tech	\$1,113.60
	6230	Part-time Salaries, Ex Help VC Tech	\$1,113.60
	6230	Part-time Salaries, Ex Help VC Tech	\$1,071.84
	6230	Part-time Salaries, Ex Help VC Tech	\$1,105.92
	6230	Part-time Salaries, Ex Help VC Tech	\$1,113.60
	6230	Part-time Salaries, Ex Help VC Tech	\$445.44
	6216	Salaries, Overtime	\$960.48
	6218	Salaries, Vacation	\$753.36
	6219	Salaries, Holiday	\$243.44
	6220	Salaries, Sick Pay	\$1,088.25
	6070	Employee Cash-out	\$2,070.69
		Bilingual compensation	
	6140	Employer Medicare	\$946.51
	6240	Employer Social Security	\$439.73
		Paychex	
		Total Payroll September 1, 2011	\$60,162.15

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

Accounts Payable Check#	September 1, 2011 Account	Payee	Description	Amount
410552	6187	AIG Accounting	Bookkeeping	\$731.25
410553	6170	Arrowhead	Drinking water	\$333.47
410554	6343	Azusa Light and Water	Water bill	\$172.48
410555	6020	Bank of America	Acct analysis fees	\$39.88
410556	6270	Best Office Products	Office supplies	\$182.75
410557		CA State Disbursement	Employee Liability	
410558	6036	CDW	Computer software	\$135.70
410559	6262	Chevron	Gasoline	\$5,633.97
410560	6270	Copies & Ink	Office supplies	\$1,238.05
410561	6340	Edison	Electricity	\$3,843.78
410562	6130	Jenkins and Hogin	Legal	\$3,465.00
410563	6046	Jesse Shelby	IT consultant fees	\$1,500.00
410564	6130	Liebert Cassidy	Legal	\$10,470.84
410565		Nationwide Retirement	Employee liability	
410566	6200	PERS	Employer contribution	\$5,952.29
410566	6050		Employee benefit	\$3,594.93
410567	6250	Praxair	Dry ice	\$868.55
410568		Safety Kleen		\$2,260.47
410569	6051	Steve West	Car allowance	\$500.00
410570	6232	Tera Sorvillo	Per Diem-SOVE ann mtg	\$160.00
410571	6250	Thermal Combustion Innovators	Biohazard waste disposal	\$90.47
410572	6185	Total Funds by Hasler		\$500.00
410573	6040	US Bank -Alba	Stat Exterminating-treatment	\$139.00
410573	6232		Superior Grocers-mtg supplies	\$39.98
410573	6030	US Bank -Brisco	Albertsons-Board expense	\$38.11
410573	6170		Albertsons-vending supplies (reimbursable)	\$61.75
410573	6185		Fed Ex-postage	\$143.98
410573	6250		Fisher Scientific-lab supplies	\$1,227.54
410573	6250		KPL-lab reagents	\$687.78
410573	6250		Rainin-lab supplies	\$91.43
410573	6250		Albertsons-lab supplies	\$2.16
410573	6270	US Bank-Deacon	Office Depot-office supplies	\$202.54
410573	6185	US Bank-Elliott	USPS-postage	\$18.30
410573	6150	US Bank-Fujioka	AMCA-sustaining membership	\$1,453.00
410573	6232		Marriott Visalia-lodging MVCAC quarterly	\$152.90
410573	6312		Discount Cellular Accessories-phone eqpmt	\$83.69
410573	6185	US Bank-Hagele	USPS-postage	\$6.70
410573	6290		PetSMART-display supplies	\$185.96
410573	6290		Albertsons-display supplies	\$3.38
410573	6290		Vons-display supplies	\$6.29
410573	6290		US Plastics-ed supplies	\$41.78
410573			Bioquip-education supplies	\$252.13
410573			Amazon Reptile Center-display supplies	\$15.09
410573	6232	US Bank-Middleton	Marriott Visalia-lodging MVCAC quarterly	\$152.90
410573	6185		USPS-postage	\$5.10
410573	6232		Southwest Air-travel MVCAC fall qtr mtg	\$160.80

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

410573	US Bank-Niffenegger	6260	Hi Line Electric-auto supplies	\$72.85
410573		6260	Dicks Auto Supply-auto supplies	\$4.63
410573		6250	CVS-lab supplies	\$8.70
410573		6260	Home Depot-lab supplies	\$75.53
410573		6250	Ron Pebracek-auto repair	\$275.00
410573		6250	Hobby Club-lab supplies	\$4.93
410573		6260	Skycraftsurplus.com-lab supplies	\$184.35
410573		6260	Interstae Batteries-truck batteries	\$95.22
410573		6260	Northern Tool-auto tools	\$46.19
410573		6260	Greens Auto Tech-auto repair	\$511.51
410573		6250	Home Depot-auto supplies	\$60.61
410573	US Bank-Sorvillo	6250	Home Depot-lab supplies	\$141.09
410573		6250	Home Depot-lab supplies	\$64.46
410573		6280	Airgas-dry ice	\$84.47
410573	US Bank-Tanaka	6302	Forestry Suppliers-operations supplies	\$149.99
410573		6250	CalOlympic Glove-safety supplies	\$81.79
410573		6280	US Plastics-lab supplies	\$419.38
410573		6290	US Plastics-operations supplies	\$609.67
410573		6232	US Plastics-ed supplies	\$108.49
410573	US Bank-West	6232	Marriott Visalia-lodging MVCAC quarterly	\$152.90
410573		6046	Marriott Visalia-lodging MVCAC quarterly	\$152.90
410574	Franchise Tax Board		Network Solutions-web address renewal	\$114.95
410575	Verizon Business	6320	Employee liability	\$438.68
410576	Western Weather Group	6250	Office phones	\$55.00
410577	CA State Disbursement		Weather station fee	
			Employee Liability	
			Total Accounts Payable September 1, 2011	\$50,759.46

Payroll Account	Description	Amount
6210	Salaries, Operations Manager	\$3,568.72
6210	Salaries, Assistant Manager	\$4,000.73
6210	Salaries, District Manager	\$5,644.93
6210	Salaries, Office Manager	\$3,143.09
6212	Salaries, Public Information Officer	\$3,293.59
6212	Salaries, Admin Assistant	\$2,041.60
6212	Salaries, Admin Secretary	\$2,213.07
6212	Salaries, Vector Control Technician II	\$2,190.96
6212	Salaries, Vector Control Technician II	\$2,190.96
6212	Salaries, Vector Control Technician II	\$2,190.96
6212	Salaries, Vector Control Technician II	\$2,190.96
6212	Salaries, Mechanic	\$1,704.08
6212	Salaries, Vector Control Technician III	\$1,663.68
6212	Salaries, Vector Control Technician II	\$2,936.88
6212	Salaries, Ed Specialist	\$2,190.96
6212	Salaries, Vector Ecologist	\$2,306.72
6212	Salaries, Vector Ecologist	\$2,936.88
6230	Part-time Salaries, Ex Help VC Tech	\$2,422.80
6230	Part-time Salaries, Ex Help V Ecologist	\$1,002.24
6230		\$1,054.08

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

6230	Part-time Salaries, Ex Help VC Tech	\$1,002.24
6230	Part-time Salaries, Ex Help V Ecologist	\$263.52
6230	Part-time Salaries, Ex Help VC Tech	\$935.68
6230	Part-time Salaries, Ex Help VC Tech	\$1,052.84
6230	Part-time Salaries, Ex Help VC Tech	\$1,002.24
6230	Part-time Salaries, Ex Help VC Tech	\$1,002.24
6230	Part-time Salaries, Ex Help VC Tech	\$1,002.24
6230	Part-time Salaries, Ex Help VC Tech	\$1,105.92
6230	Part-time Salaries, Ex Help VC Tech	\$890.88
6230	Part-time Salaries, Ex Help VC Tech	\$1,002.24
6230	Part-time Salaries, Ex Help VC Tech	\$967.44
6216	Salaries, Overtime	\$21.93
6218	Salaries, Vacation	\$1,087.04
6219	Salaries, Holiday	\$3,187.36
6220	Salaries, Sick Pay	\$609.65
6070	Employee Cash-out	\$2,070.69
	Bilingual compensation	\$100.00
6140	Employer Medicare	\$941.48
6240	Employer Social Security	\$425.20
	Paychex	\$541.85
		\$67,909.61

Trustee Stipend September 15, 2011

Account	Trustee	Description	Amount
6030	Richard Barakat	Monthly stipend for attending District functions	\$100.00
	Robert Briesch		\$100.00
	Roger Chandler		\$100.00
	Margaret Finaly		\$100.00
	Manuel Garcia		\$100.00
	Dan Holloway		\$100.00
	Dan Kirby		\$100.00
	Joseph Leon		\$100.00
	Henry Morgan		\$100.00
	Charles Myers		\$49.50
	Robert Neher		\$100.00
	Janice Nelson		\$100.00
	Jeff Parriott		\$100.00
	Joseph Rocha		\$100.00
	Kevin Sawkins		\$100.00
	Stephen Sham		\$100.00
	Cynthia Sternquist		\$100.00
	Mary Su		\$100.00
	Jeff Templeman		\$100.00
	Employer Medicare		\$28.27
	Employer Social Security		\$84.87
		Total September 15, 2011	\$2,062.64

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

Accounts Payable September 15, 2011

Check#	Payee	Description	Amount
410578	Allied Administrators	Dental insurance premiums	\$1,171.40
410579	Aramark Uniform Service	Uniforms	\$469.42
410579		Mats, towels, and lockers	\$184.37
410580	Athens Services	Trash pick up	\$164.67
410581	Best Way Maintenance	Landscaping fees	\$450.00
410582	Best Office Products	Office supplies	\$97.28
410583	CALPERS	Medical insurance premium	\$5,714.72
410583		Retiree benefits	\$282.30
410584	CA State Disbursement	Employee Liability	
410585	Dish Network	Annual satellite tv subscription	\$587.88
410586	EDD	Unemployment insurance	\$4,072.00
410587	Flex Acct Administration	Flex Account	\$116.61
410588	Inwindale Industrial Clinic	Post offer physicals	\$250.00
410589	J&J Janitorial Service	Janitorial service	\$1,110.00
410590	Kenn Fujioka	Per diem-LAIF conference	\$80.00
410591	Mail Finance	Postage meter lease	\$76.16
410592	McAfee	Network security	\$990.00
410593	Medical Eye Service	Vision premiums	\$137.90
410594	Megapath	Internet services	\$354.24
410595	National Roofing Consultants	Roofing specifications	
410596	Nationwide Retirement	Employee liability	\$1,900.00
410597	PERS	Employer contribution	
410597		Employee benefit	\$5,602.26
410598	Ricoh Americas Corp	Copier maintenance	\$3,359.90
410599	Rose Aliba	Per diem-LAIF conference	\$915.80
410600	San Dimas Grain	Lay mash	\$80.00
410601	Staples	Office supplies	\$392.25
410602	LAIF	Registration fees-LAIF conference	\$208.73
410603	The Gas Company	Natural gas bill	\$200.00
410604	Toms Clothing	Safety shoes	\$119.56
410605	US Bancorp	Copier lease (operations)	\$97.88
410606	VCJPA	Insurance premiums	\$481.72
410606		Insurance premiums	\$778.00
410607	Franchise Tax Board	Employee liability	
410608	Western Weather Group	Weather station fee	\$55.00
410609	CA State Disbursement	Employee Liability	
	Total Accounts Payable September 15, 2011		\$32,787.09

Payroll September 29, 2011

Account	Description	Amount
6210	Salaries, Operations Manager	\$3,568.72
6210	Salaries, Assistant Manager	\$4,000.73
6210	Salaries, District Manager	\$5,644.93
6210	Salaries, Office Manager	\$3,143.09
6210	Salaries, Public Information Officer	\$3,293.59
6212	Salaries, Admin Assistant	\$2,552.00
6212	Salaries, Admin Secretary	\$1,994.88

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

6212	Salaries, Vector Control Technician II	\$2,434.40
6212	Salaries, Vector Control Technician II	\$2,434.40
6212	Salaries, Vector Control Technician II	\$2,434.40
6212	Salaries, Vector Control Technician II	\$1,742.12
6212	Salaries, Mechanic	\$2,218.24
6212	Salaries, Vector Control Technician III	\$3,263.20
6212	Salaries, Vector Control Technician II	\$2,434.40
6212	Salaries, Ed Specialist	\$2,598.18
6212	Salaries, Vector Ecologist	\$3,263.20
6212	Salaries, Vector Ecologist	\$2,855.20
6230	Part-time Salaries, Ex Help VC Tech	\$1,103.04
6230	Part-time Salaries, Ex Help VC Tech	\$1,113.60
6230	Part-time Salaries, Ex Help VC Tech	\$1,317.60
6230	Part-time Salaries, Ex Help VC Tech	\$1,169.60
6230	Part-time Salaries, Ex Help VC Tech	\$1,169.60
6230	Part-time Salaries, Ex Help VC Tech	\$1,113.60
6230	Part-time Salaries, Ex Help VC Tech	\$1,113.60
6230	Part-time Salaries, Ex Help VC Tech	\$779.52
6230	Part-time Salaries, Ex Help VC Tech	\$1,228.80
6230	Part-time Salaries, Ex Help VC Tech	\$1,113.60
6230	Part-time Salaries, Ex Help VC Tech	\$556.80
6230	Part-time Salaries, Ex Help VC Tech	\$1,113.60
6216	Salaries, Overtime	\$1,240.97
6218	Salaries, Vacation	
6219	Salaries, Holiday	\$571.22
6220	Salaries, Sick Pay	\$2,070.69
6070	Employee Cash-out	
	Bilingual compensation	
6140	Employer Medicare	\$965.96
6240	Employer Social Security	\$391.66
	Paychex	\$268.15
	Total Payroll September 29, 2011	\$68,277.29

Accounts Payable	September 29, 2011	Payee	Description	Amount
410610	6070	American Fidelity	Insurance premiums	\$2,002.04
410611	6250	Angela Brisco	Reimbursement-lab supplies	\$58.85
410612	6170	Arrowhead	Drinking water	\$201.62
410613	6343	Azusa Light and Water	Water bill	\$177.52
410614	6020	Bank of America	Acct analysis fees	\$40.21
410615	6270	Best Office Products	Office supplies	\$53.80
410616		CA State Disbursement	Employee Liability	
410617	6290	Copies & Ink	Education supplies	\$1,441.77
410618	6046	Jesse Shelby	IT consultant fees	\$1,500.00
410619	6040	McNeill Security	Bldg security-qtr payment	\$435.00
410620		Nationwide Retirement	Employee liability	
410621	6200	PERS	Employer contribution	\$6,064.95
410621	6050		Employee benefit	\$3,265.88
410622	6073	Ricoh Americas Corp	Copier maintenance	\$104.40

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

410623	6312	Sprint	Field phones	\$1,217.61
410623	6315		Wireless broadband	\$85.98
410624	6250	Thermal Combustion Innovators	Biohazard waste disposal	\$90.41
410625		Franchise Tax Board	Employee liability	
410626	6320	Verizon Conferencing	Conference call-WNVY task force	\$62.77
		Total Accounts Payable	September 29, 2011	\$16,802.81

Petty Cash	September 2011	Payee	Description	Amount
Check	Account	VOID		
2328				
2329	6170	Cash	Replenish petty cash	\$250.00
2330	6170	Costco	Vending supplies-reimbursable	\$22.62
2331	2140	Nationwide Retirement	Reimbursable-employee deferred comp	\$250.00
2332	2140	Nationwide Retirement	Reimbursable-employee deferred comp	\$140.00
2333	2140	Nationwide Retirement	Reimbursable-employee deferred comp	\$200.00
		Total Petty Cash		\$862.62
		Total Payroll		\$198,411.69
		Total Accounts Payable		\$100,349.36
		TOTAL LIABILITIES		\$299,623.67
		LAIF transfer		\$100,000.00
		Trust Warrant 591		\$113,680.95
		Trust Warrant 592		\$85,942.72

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized
PERSONNEL EXPENSES					
Salaries, Exempt	59,003.18	137,707.42	492,987.00	355,279.58	27.93
Salaries - Non Exempt	87,002.33	201,026.77	800,451.00	599,424.23	25.11
Salaries - Overtime	21.93	32.90	1,500.00	1,467.10	2.19
Salaries - Vacation	3,081.37	11,479.86	60,000.00	48,520.14	19.13
Salaries-Holiday	3,430.80	6,557.12	41,000.00	34,442.88	15.99
Salaries, Sick Pay	2,269.12	4,070.30	46,000.00	41,929.70	8.85
Salaries, Part-time - XH	39,031.04	91,688.10	160,000.00	68,311.90	57.31
Retirement, Employee	10,220.71	24,123.31	92,300.00	68,176.69	26.14
Management Car Allowance	500.00	1,500.00	6,000.00	4,500.00	25.00
Cafeteria Benefit	9,640.02	36,161.04	182,400.00	146,238.96	19.83
Hlth Benefits, Ret Emps	0.00	564.60	5,520.00	4,955.40	10.23
Medicare	2,897.50	6,739.25	22,600.00	15,860.75	29.82
Retirement - Employer	17,619.50	40,982.10	167,652.00	126,669.90	24.44
Social Security	2,045.54	5,250.91	7,000.00	1,749.09	75.01
					Seasonals
TOTAL PERSONNEL EXPENSES	236,763.04	567,883.68	2,085,410.00	1,517,526.32	27.23
OPERATING EXPENSES					
Awards	0.00	0.00	1,000.00	1,000.00	0.00
Bank Charges	125.93	613.09	9,000.00	8,386.91	6.81
Board expenses	1,949.50	5,839.03	29,200.00	23,360.97	20.00
Computer Hardware	0.00	0.00	20,000.00	20,000.00	0.00
Computer Software	0.00	0.00	11,000.00	11,000.00	0.00
Building maintenance	3,609.67	6,518.31	39,490.00	32,971.69	16.51
Maintenance, equipment	0.00	0.00	8,900.00	8,900.00	0.00
Maintenance, grounds	450.00	3,125.00	8,000.00	4,875.00	39.06
Computers ,Maintenance	3,990.00	5,490.00	30,000.00	24,510.00	18.30
Lease Equipment	1,501.92	4,248.28	14,800.00	10,551.72	28.70
Fees & Assessments	0.00	4,353.56	14,636.00	10,282.44	29.75
Hiring expenses	250.00	570.00	3,000.00	2,430.00	19.00
VCJPA General Fund	0.00	6,849.00	5,864.00	(985.00)	116.80
Insurance, liability	778.00	43,375.00	43,375.00	0.00	100.00
Workers Comp Insurance	2,287.04	61,258.04	59,090.00	(2,168.04)	103.67
Other Insurance	0.00	235.44	2,000.00	1,764.56	11.77
					Seasonals

Comparative YTD Actual to Full Year Budget
Current Period 25% of Year Completed
September 30, 2011

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized
Insurance, unemployment	4,782.32	6,398.05	35,000.00	28,601.95	18.28
Legal	13,935.84	19,314.86	10,000.00	(9,314.86)	193.15
Memberships	0.00	8,000.00	16,255.00	8,255.00	49.22
Miscellaneous expenses	201.62	442.32	2,500.00	2,057.68	17.69
Postage	76.16	228.48	3,500.00	3,271.52	6.53
Prof. Services, Auditor	731.25	731.25	15,000.00	14,268.75	4.88
Professional Services	0.00	0.00	5,000.00	5,000.00	0.00
Research	587.88	587.88	8,000.00	7,412.12	7.35
Seminars and meetings	360.00	621.01	30,000.00	29,378.99	2.07
Tuition Reimbursement	0.00	0.00	5,000.00	5,000.00	0.00
Supplies, laboratory	686.98	7,883.78	18,000.00	10,116.22	43.80
Supplies, mechanical	0.00	616.88	33,000.00	32,383.12	1.87
Supplies, gasoline	5,633.97	14,447.90	52,000.00	37,552.10	27.78
Supplies, office	542.56	1,615.66	17,000.00	15,384.34	9.50
Supplies, operations	0.00	1,753.28	16,000.00	14,246.72	10.96
Supplies, pesticides	0.00	0.00	12,000.00	12,000.00	0.00
Supplies, public informat	1,441.77	2,575.36	35,000.00	32,424.64	7.36
Supplies, reference	0.00	0.00	2,870.00	2,870.00	0.00
Supplies, safety	97.88	1,686.51	10,000.00	8,313.49	16.87
Tax Collection	0.00	0.00	100,000.00	100,000.00	0.00
Communications, field	1,195.11	4,358.72	18,000.00	13,641.28	24.22
Telephone, Internet	440.22	1,320.65	9,000.00	7,679.35	14.67
Telephone, Office	62.77	501.18	5,500.00	4,998.82	9.11
Training, CEU's	0.00	0.00	5,500.00	5,500.00	0.00
Uniforms and clothing	0.00	1,414.24	9,200.00	7,785.76	15.37
Utilities, Electric	3,843.78	10,670.71	28,800.00	18,129.29	37.05
Utilities, Natural Gas	119.56	354.20	3,200.00	2,845.80	11.07
Utilities, Water	177.52	339.93	2,800.00	2,460.07	12.14
					Increased A/C usage
TOTAL OPERATING EXPENSES	49,859.25	228,337.60	807,480.00	579,142.40	28.28
TOTAL EXPENSES	286,622.29	796,221.28	2,892,890.00	2,096,668.72	27.52

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 25% of Year Completed
September 30, 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
September 9, 2011
Minutes

Trustees Attending

- 1 Roger Chandler (Arcadia)
- 2 Joseph Rocha (Azusa)
- 3 Rick Barakat (Bradbury)
- 4 Henry Morgan (Covina)
- 5 Charles Myers (Glendora)
- 6 Jeff Parriott (Industry)
- 7 Manuel Garcia (Irwindale)
- 8 Dan Holloway (La Puente)
- 9 Robert Neher (La Verne)
- 10 Dan Kirby (Monrovia)
- 11 Joseph Leon (Monterey Park)
- 12 Robert Bruesch (Rosemead)
- 13 Jeffrey Templeman (San Dimas)
- 14 Janice Nelson (Sierra Madre)
- 15 Kevin B. Sawkins (San Gabriel)
- 16 Cynthia Sternquist (Temple City)
- 17 Mary Su (Walnut)

Trustees Absent

- 1 Stephen Sham (Alhambra)
- 2 Sam Pedroza (Claremont)
- 3 Margaret Finlay (Duarte)
- 4 Andre Quintero (El Monte)
- 5 Frank Hall (Co. of Los Angeles)
- 6 Elliott Rothman (Pomona)
- 7 Shelly Sanderson (West Covina)

Staff Attending

Steve West
 Kelly Middleton
 Esther Elliott
 Kenn Fujioka
 Carol Anne Hagele
 Rose Alba
 Mel Cook

Staff Absent

Ramona Deacon

Guest

Michael Jenkins, District Counsel
 (for closed session only)

1. Call to Order

The meeting was called order by Vice President Jeff Parriott at 7:02 AM

2. Pledge of Allegiance and Silent Roll Call

The Pledge of Allegiance was led by Vice President Parriott.

3. Opportunity for Public Comment on Non-Agenda Items

None

Vice President Parriott announced that Trustee Sam Pedroza was in a bike accident and is currently recuperating at home.

4. Consent Calendar

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

A. List of Claims for July, 2011

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

5. July 2011 Monthly Treasurer Report / District Working Balance Report for September 2011

A motion by Trustee Bruesch to approve the July 2011 Monthly Treasurer Report / District Working Balance Report for September 2011 was seconded and unanimously approved.

6. District Enterprise Fleet Proposal

Steve West stated the report Trustees Finlay and Rothman requested in regards to automobiles provides by the cities of Duarte and Pomona is currently being prepared by Assistant Manager Kenn Fujioka and will be available soon. A motion by Trustee Chandler to continue the matter of the District's fleet to the October 14, 2011 Board of Trustee's meeting was seconded and unanimously approved.

7. Consider Recommendation of the Personnel Committee regarding Reclassification of the Tech III Position to Technical/Field Supervisor

Assistant Manager Kenn Fujioka reported that the Personnel Committee reviewed staff's proposal to reclassify Marta Tanaka's current position of Technician III to Technical/Field Supervisor. The current incumbent has been performing the duties of the proposed reclassification. Kenn pointed out that establishing one position instead of hiring two Technician IIIs would save the District approximately \$60,000 in salaries.

A motion by Trustee Bruesch to follow the recommendation of Personnel Committee to approve the staff's proposal and reclassify Marta Tanaka's current position of Technician III to Technical/Field Supervisor was seconded and unanimously approved.

8. District Administration

A. Sphere of Influence Update

Assistant Manager Kenn Fujioka stated that staff is currently working to increase the District's Sphere of Influence (SOI) by adding the cities of South Pasadena, Pasadena and Baldwin Park. Along with District Manager Steve West they met with Dr. Eric Walsh, Director of Public Health and William Kimura, Environmental Health Division Manager for the City of Pasadena Public Health Department. A follow up letter has been sent outlining the advantageous of coming under the sphere of the District. We are currently waiting for their response. South Pasadena City Manager John Davidson has voiced his support and will be going to their City Council with a resolution. He informed the Board that the main goal of the SOI is to allow the District to help if it becomes necessary; otherwise the District would need to apply to LAFCO to work in city.

B. Roof Repair Update

Assistant Manager Kenn Fujioka reported that the National Roofing Consultants (NRC) was hired by the District to review roof repair bids as they are received. NRC

inspected the Administration and Operations buildings and will be furnishing us with a report. Staff will keep the Board apprised as the process evolves.

9. Disease Surveillance

Assistant Manager Kenn Fujioka stated that there are currently twelve cases of West Nile virus in Los Angeles County with five cases in our District. The District is not allowed to disclose the names of the cities without violating the Health Insurance Portability and Accountability Act.

Kenn also described an infestation of the *Aedes albopictus*, (Asian tiger mosquito) in the city of El Monte. It was found within in a thirty unit mobile home facility. He commented on staff's attempts to assess how far the mosquitoes have moved outside of that property and the plans to apply adulticides. Lastly, he discussed staff's intent to go door to door to notify residents what is going on and what the District intended to do.

Aedes albopictus is an introduced species. In 2001 there was a widespread infestation in Los Angeles County associated with Lucky Bamboo.

It is a vector of a number of human diseases such as dengue, chikungunya, and yellow fever. It is a small black mosquito with white strips and is active day and night. They breed in small containers and are difficult to find; however, they do not fly very far.

10. Trustee Reports

None.

11. New Business

None.

12. Convene in Closed Session under Government Code §54957.6 with the Designated Representative for Unrepresented Employees regarding Labor Negotiation. Title: District Manager. District Negotiator, Jeff Parriott

Vice President Parriott announced a five minute recess before beginning the closed session. The Board convened at 7:25 am. No staff members were present during the closed session.

13. Adjournment

Board members left at 8:25 am. No motion. Meeting adjourned at 8:25 a.m.

Surveillance Activities during September 2011

I. Mosquito Collections and Mosquito Pools

Location	Mean mosquitoes per trap
Camino Grove Elem. Arcadia	3.0*
Holly Ave Elem – Arcadia	3.3*
Loganrita Ave – Arcadia	1.7*
Palm Dr. – Arcadia	1.5
1733 Santa Anita Ave – Arcadia	1.3
11071 Dodson – El Monte	0.2
Mulhall St. –El Monte	3.8*
Cimmeron Trail – Glendora	1.0
CA Country Club – Industry	1.5*
Conlon Ave – La Puente	4.8*
Arcadia Ave – San Gabriel	5.3*
Segovia Ave – San Gabriel	0.3
Winwood Dr – Walnut	0.0
S. Frankfort Ave - West Covina	2.8*
W. Serenade Ave - West Covina	0.3*
S. Terri Ann Dr - West Covina	0.8

* Mosquito pool tested

No mosquito pools tested positive for WNV within our District. Statewide, 1896 mosquito samples from 25 counties have tested positive for WNV in 2011, 406 are from Los Angeles County.

II. Dead Birds

The number of dead birds testing positive for WNV in California for 2011 is currently 507 from 25 counties. Los Angeles County still accounts for over a third with 207 birds; Sacramento is the only other county in triple digits at 119. As of October 5, positive dead birds were found in the following cities of San Gabriel Valley: Arcadia (2), Claremont (2), Covina (11), Glendora (2), San Gabriel (4), and West Covina (9).

III. Sentinel Chicken Sera

Three chickens in the flock located in the Los Angeles County Arboretum in Arcadia tested positive for WNV. Confirmation samples will be sent next week. Mosquito trapping was done in the area and results will be available at the October Board of Trustees meeting. In California, 252 sentinel chickens from 15 counties have tested positive for antibodies to WNV in 2011, 41 from Los Angeles County. The three chickens in Arcadia are not yet in this count.

IV. Human Illness

Three new cases of West Nile virus were reported within our District in September. As of October 5, there were 93 human cases from 18 counties in California with two fatalities, 35 cases from Los Angeles County and six within the District. However, three additional cases were reported after this update bringing our total to nine thus far this season. Sadly, one of these cases was a fatality.

V. Horses and Squirrels

Ten horses have been reported positive for WNV in California in 2011 from 6 counties. The one horse within our district reported last month remains the only horse in Los Angeles County. The number of tree squirrels reported positive for WNV in California this year has risen to 15 from 4 counties with 11 collected in Los Angeles County.

VI. Temperature

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°
Sep 2011	78.5/62.2	84.3/62.2	86.6/63.3	83.7/62.0	88.6/62.0	89.4/62.4
Sep 2010	83.9/63.6	87.9/61.3	87.4/62.8	85.3/60.2	91.0/61.4	90.0/60.2
Sep 5-yr mean	83.7/64.3	87.2/62.6	88.5/64.0	84.6/62.4	91.4/62.9	91.0/62.7*
Sep 2004	84.2/64.2	86.6/65.1	88.9/65.1	89.9/60.9	87.7/62.8	

Precipitation

	LA Civic Ctr precip (in)	Burbank precip (in)	Pasadena precip (in)	San Gabriel precip (in)	Ontario precip (in)	District precip (in)
Sep 2010	0.00	0.00	0.00	0.00	0.02	0.00
Sep 2009	0.00	0.00	0.00	0.00	0.00	0.00
Sep 5-yr mean	0.10	0.20	0.30	0.01	0.04	0.02*
Sep 2004	0.00	0.00	0.00	0.00	0.00	

*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. Notes:

As of September 27, 2011, 362 human cases of WNV had been reported nationwide in 36 states: Alabama (1), Arizona (30), California (67), Colorado (2), Connecticut (8), Delaware (1), Florida (17), Georgia (4), Idaho (1), Illinois (12), Indiana (7), Iowa (5), Louisiana (7), Maryland (13), Massachusetts (2), Michigan (18), Mississippi (40), Missouri (5), Montana (1), Nebraska (22), Nevada (13), New Jersey (4), New Mexico (2), New York (26), North Carolina (2), North Dakota (4), Ohio (15), Pennsylvania (4), Rhode Island (1), South Dakota (1), Tennessee (8), Texas (9), Vermont (1), Virginia (5), West Virginia (1), and Wyoming (3). Of the 362 cases, 244 (67%) developed neuroinvasive disease. A total of 18 WNV-related fatalities have been reported in Arizona (2), Florida (2), Georgia (1), Illinois (1), Indiana (1), Michigan (2), Mississippi (4), Nevada (1), New York (1), Ohio (1), Pennsylvania (1), and Texas (1).

VIII. *Aedes albopictus*:

In response to a call from Vector Control Technician Marc Mitchell, both Vector Ecologists joined him at a residence in El Monte on September 2 to confirm the initial finding of *Aedes albopictus*. Since that time, the surveillance staff has been an integral part of all *Aedes albopictus* related activities including adult mosquito trapping and placement of ovitraps in at the initial site, placing ovitraps during the door to door campaign in El Monte, and placing additional ovitraps in other areas of the District. We were also kept busy with the identifications of larva and adult samples brought back from the field along with the processing of all strips from the ovitraps while maintaining active WNV virus surveillance. It has been a September to remember!

**Abatement Activities for
September 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	0								
Arcadia	10	1	2	3	4				
Azusa	2	2							
Bradbury	0								
Claremont	3			3					
Covina	6	1	4		1				
Duarte	3			1	1				1
El Monte	46	1	3	17	25				
Glendora	3		1	1	1				
Industry	0								
Irwindale	1			1					
L. A. County	4		1	1	2				
La Puente	2			1					1
La Verne	3		2			1			
Monrovia	0								
Monterey Park	4		2	2					
Pomona	2		2						
Rosemead	0								
San Dimas	1		1						
San Gabriel	4	1	1		1				1
Sierra Madre	0								
Temple City	4		1		1				2
Walnut	2	1							1
West Covina	6		4	2					
TOTAL	107	7	24	33	36	1	0	0	6

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 (Gals)	Golden Bear (Gals)	Bti Gran. (Pounds)	B. sphaer. (Lbs)	XR Briquets (Each)	Fish (Acres) (Planted)	Agnique (Gals)
Alhambra	395	103	103	0	0.055	0.176		0.660			
Altadena	90	15	21	0	0.062	0.040		0.154		0.0040	
Arcadia	700	238	239	0	0.160	1.190		1.230		0.0011	
Azusa	154	22	23	0	0.071	1.229		0.088		0.0078	
Bradbury	49	10	10	0	0.000	0.004		0.022			
Claremont	287	12	19	0	0.000	0.084		0.066		0.0085	
Covina	290	36	39	0	0.780	0.057		0.198		0.0015	
Duarte	98	27	27	0	0.013	0.004		0.220			
El Monte	237	123	124	0	0.200	0.059		0.154		0.0001	
Glendora	435	23	23	0	0.630	0.029		0.198			
Industry	1975	29	29	0	0.030	0.130		0.374			0.154
Irwindale	348	17	19	12	0.150	0.000		1.330			
L. A. County	709	72	77	0	0.140	0.176		0.484	2.00	0.0015	0.014
La Puente	73	5	5	0	0.120	0.003					0.002
La Verne	136	11	11	0	0.000	0.088		0.088		0.0011	
Monrovia	125	13	14	0	0.150	0.007				0.0034	
Monterey Park	104	24	24	0	0.003	0.082		0.352			
Pomona	278	24	28	0	0.000	0.186		0.726		0.0068	
Rosemead	123	25	27	0	0.030	0.078		0.198			
San Dimas	134	12	14	0	0.050	0.319		0.110		0.0033	
San Gabriel	130	33	35	0	0.100	0.024		0.110		0.0011	
Sierra Madre	209	47	53	0	0.054	0.020		0.220		0.0031	
Temple City	127	48	48	0	0.150	0.204		0.220			
Walnut	225	28	31	0	0.020	0.241		0.572		0.0028	0.014
West Covina	501	38	39	1	0.560	0.216		0.352		0.0022	0.609
TOTAL	7932	1035	1082	15.72	3.529	4.647	0	8.126	2.00	0.048	0.794

* 60 Lbs. Altosid Pellets used for Larval control in the City of Irwindale

** .068 Gals. Of Suspend SC was used for Adult Mosquito Control in El Monte for *Aedes Albopictus* (Asian Tiger Mosq.)

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	1.3720								
Altadena									
Arcadia									
Azusa									
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	1.3720	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	2	2					
Covina	0						
Duarte	0						
El Monte	0						
Glendora	0						
Industry	0						
Irwindale	0						
L. A. County	0						
La Puente	0						
La Verne	0						
Monrovia	0						
Monterey Park	0						
Pomona	1	1					
Rosemead	0						
San Dimas	0						
San Gabriel	0						
Sierra Madre	0						
Temple City	0						
Walnut	0						
West Covina	1	1			1		
TOTAL	4	4	0	0	1	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
September 2011

Public Relations

Can you say '*Aedes albopictus*'? We've been practicing all month and it just rolls off of the tongue now. This District, in partnership with the Greater Los Angeles County Vector Control District (GLACVCD), is knee-deep in *albopictus* (Asian tiger mosquito) surveillance, inspections, control, and education. We're pleased to report that public awareness is high thanks to extensive media coverage garnered during multiple joint door-to-door efforts. We will provide a full overview of our progress dealing with this invasive mosquito at the October Board of Trustees Meeting.

Asian Tiger Mosquito Outreach

In response to the growing need for rapid information, we have been keeping the website as up to date as possible with respect to both West Nile virus and the Asian tiger mosquito infestation. Utilizing Google Earth, we are able to produce clear graphics highlighting the infestation area and our surveillance activities for the media and the general public. A three-language flyer was developed for distribution during our door-to-door campaign and has been provided to the City of El Monte and surrounding cities for concerned residents. We are working with the city to answer their questions and encourage the assistance of all residents.

On a larger scale, press releases are drafted regularly and sent to each Trustee and City Manager prior to their release to the media (please let us know if you are NOT receiving them!) We will evaluate the need for a wider-scale print or mail campaign as we work with GLACVCD on our eradication plan.

We are also gearing up to provide presentations on this latest invader and hope to initiate a closer working relationship with our city code enforcement personnel. This battle will only be won if we can eliminate the multitudes of small container breeding sites in the infestation area. We realize we are in this for the long haul – with winter fast approaching, this mosquito will most assuredly overwinter to plague us again next spring. We will be ready for them!

LA County Fair

The Fair has come to a close yet again. Our new mosquito brochure was flying out of the racks in the Garden Building and our Critter Chats Newsletter was a big hit with teachers in the Education Building. We estimate that we gave away approximately 750 pieces of literature. It's good to know that people are still concerned. We would like to thank our Technician DeAndre Ware and the San Gabriel Mountains Regional Conservancy for helping get this important information out to our residents.

Activities & Events

Outreach Activities in September 2011		
EVENT	# REACHED	CITY
Fairs		
Family Fun Day, Garvey Park	400	Rosemead
El Monte/Rosemead Adult School Job and Resource Fair	400	El Monte
Public Lands Day (Display case & literature)	30	Glendora
Fitness Fair (Tiger Mosq. Flyers only)	50	San Dimas
Autumn Job Fair – Bassett Adult	50	La Puente
Children's Programs		
Friends Western School – Field Trip	30	Pasadena, Altadena, Alhambra
Literature Delivery		
LA County Fair: (Literature), SGMRC, Boy Scouts, Garden Building	750	Region
Tiger Mosquito Door to Door Campaign	1,300	El Monte
Tiger Mosquito Information Sheet (Multiple Languages) to City Halls	400	El Monte, Irwindale, Temple City, La Puente
Covina City Hall – New Mosq. Booklet	75	Covina
Total Outreach for September	3,485	

MEDIA OUTREACH		
Press Releases		
9.12.11	"Invasive Mosquito Found in SGV"	
9.22.11	"Update: Results of Door-to-Door"	
Media Coverage		
<i>Having rapidly lost track of all the interviews, news stories, and web postings, we will rely on Google Alerts to summarize media coverage for September.</i>		
	Google Search Results for "Aedes albopictus San Gabriel Valley"	25,300
		International

Upcoming Events for the Month of October

- October 8th – Walnut Family Festival, Suzanne Park, Walnut
- October 15th – WaterFest 2011, Arcadia County Park, Arcadia
- October 20th – Housing Authority Wellness Fair, Monterey Park
- October 25th – Bitely Elementary Head Start Program, Rosemead
- October 26th – Monterey Vista Elementary Head Start Program, Monterey Park
- October 27th – Williams School Head Start Program, Rosemead

October 14, 2011

Item 5

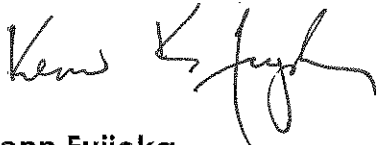
**HONORABLE PRESIDENT AND MEMBERS OF THE BOARD OF TRUSTEES,
SAN GABRIEL VALLEY MOSQUITO & VECTOR CONTROL DISTRICT**

SUBJECT: October 1, 2011 District Working Fund Balance

The Treasurer's certified August 2011 ending fund balance of \$3,051,835 is affected by expenditures during September 2011 as follows:

\$3,051,835	August Certified Ending Balance
-\$299,624	September Liabilities
<hr/>	
\$2,752,211	October 1st Working Balance

Respectfully Submitted:



**Kenn Fujioka
Assistant Manager**

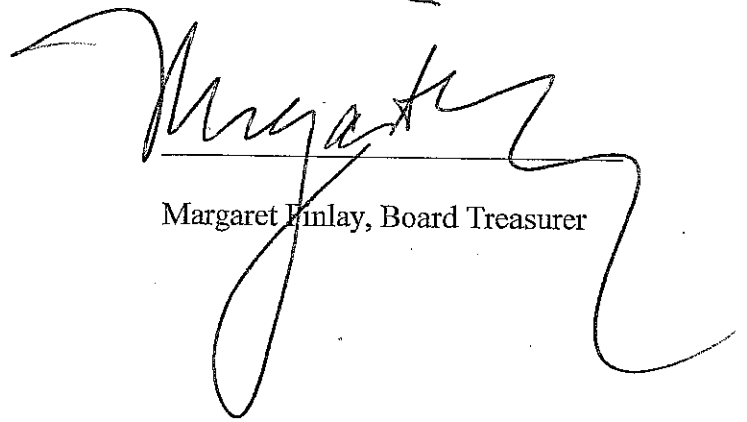
Treasurer's Report-August 2011
San Gabriel Valley Mosquito and Vector Control District

The attached Treasurer's Report is for August 2011.

The Total of All Funds Balance is \$3,051,834.81

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 2, FY 2012 received on September 19, 2011)**

Item 5

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Local Agency Investment Fund (LAIF)	0.48%	\$619,945.86			LAIF Statement (Aug 2011)	\$619,945.86

Maturity Date: Perpetual
Interest rate as of Jun 30 2011

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Los Angeles County Pool	1.09%	\$2,515,628.10	assessment interest trust warrant 589 misc. deduction	\$23,362.61 \$1,573.98 (\$309,941.78) (\$57.87)	ND 24 Per 2 ND 24 Per 2 ND 24 Per 2 ND 24 Per 2	\$2,230,565.04

Maturity Date: Perpetual
Interest rate as of Jul 31 2011

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Eco Lab Account	\$43,924.74	deposit	\$332.00	CB Statement August 2011	\$44,256.74

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Revolving Fund	\$199,323.30	Deb Activity-Aug 2011 Trust Warrant 589 VCJPA reimbursement	(\$352,697.91) \$309,941.78 \$500.00	CB Statement August 2011	\$157,067.17

Total Beginning Balance

\$2,758,876.14

Total End Balance

\$3,051,834.81



Manager's Report

Date of Preparation: October 14, 2011 **Report No** 101411 **Item No.** 7

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

Subject: Amend Resolution 2002-10

Reference: Attached

Introduction:

Recently we contacted Citizens Business Bank to change the authorized signatures for our revolving account. The current Resolution which is required by the bank and authorizes signature authority for its accounts must be amended according to the attached document.

Manager's Recommendation:

Approve the amendment

Alternative:

Disapprove

Fiscal Impact:

Allows the District to maintain its accounts with Citizens Business Bank

Respectfully submitted,

Kenn Fujioka
Assistant District Manager

A RESOLUTION OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT BOARD OF TRUSTEES AUTHORIZING SIGNATURE AUTHORITY

RESOLUTION NO. 2002-10

~~WHEREAS, Resolution No. 96-01 adopted March 8, 1996 and amended February 13, 1998 provides signature authority only for the Bank of America and Bank Conditions in that resolution have changed; and~~

~~WHEREAS, the Bank of America does still require Citizens Business Bank requires by law a resolution of signature authority for its accounts as may other institutions the Board of Trustees selects; and~~

~~WHEREAS, the District requires two signatures to effectively control its accounts; and~~

~~WHEREAS, it is necessary for designated District Officials to possess signatory authority for all its accounts and to deposit in any such custody account(s) stocks, bonds, securities, cash, funds, checks, instruments and/or other property held or owned by this District from whatever source received, and to hold, exchange, acquire, buy, sell, pledge, collect, transfer, deliver, disburse, redeem, withdraw, and/or dispose of any such stocks, bonds, securities, cash, funds, checks, instruments and/or other property upon written order or instruction;~~

NOW THEREFORE, BE IT RESOLVED:

- ~~1) Resolution 96-01 is rescinded, and~~
- 1) Signatory authority will be reviewed by the Board annually at its February Board meeting, and
- 2) That the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District authorizes and requires two signatures for all account transactions and that only two Trustees or one Trustee and one Staff Officer from the list below may execute said documents.

<u>Name</u>	<u>Title</u>	<u>Signature</u>
Richard Barakat	President/Trustee	
Robert Bruesch	Vice President/Trustee	
Boyd Condie	Treasurer/Trustee	
Henry Morgan	Secretary/Trustee	
Steve West	District Manager/Staff Officer	
Kenn Fujioka	Assistant Manager/Staff Officer	

Resolution No. 2002-10

Page 2 of 2

The foregoing Resolution No. 2002-10 Resolution of the San Gabriel Valley Mosquito and Vector Control District Board of Trustees Authorizing Signature Authority adopted December 13, 2002 was amended on this 14th day of October, 2011.

APPROVED AND ADOPTED at a public meeting of the San Gabriel Valley Mosquito and Vector Control District Board of Trustees this 14th day of October, 2011, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Stephen Sham, President of the Board of Trustees

ATTEST:

Henry Morgan, Secretary of the Board of Trustees



Manager's Report

Date of Preparation: October 14, 2011

Report No. 101411

Item No. 8

Meeting of: Board of Trustees

Subject: Vehicle Lease or Purchase

References: Attached

Background

At your meeting in August staff proposed leasing vehicles from Enterprise Rentals to replace the District's aging fleet. The Board tabled this item while staff investigated several questions posed at that meeting.

Financing the purchase of vehicles

Public agencies by law cannot commit uncollected revenue for future purchases. Assets must be purchased outright or obtained through a true lease, i.e., one which can be terminated at any time. District Counsel determined that the lease proposed by Enterprise Rentals is a true lease.

Alternative fuel vehicles

No major automotive manufacturer currently produces compressed natural gas (CNG) vehicles. Although no third party manufacturer regularly produces F 150 class CNG vehicles (CNG vehicles generally are larger), trucks can be converted for \$14-\$21,000 per vehicle. The CNG reservoir will occupy one third of the truck bed which we currently fill completely with our equipment. The cost to replace vehicles in our fleet and convert them to use CNG currently is substantial, and greatly reduces the bed space of each truck.

Only GM currently produces a hybrid fuel full-sized pickup. Staff reviewed articles about future production by other major manufacturers, but indications are that these vehicles will not be available soon.

Vehicle replacement policies of other agencies

Staff contacted the cities of Duarte and Pomona. Neither city had a firm policy for replacing vehicles; vehicles are replaced when the cost to maintain them exceeds their value or when they are not used. Several vector control agencies have policies which vary greatly; Greater LA VCD (none), West Valley MVCD (5 yrs/50,000 mi), Northwest MVCD (6 yrs/ 60,000 mi), Orange County (10 yrs/100,000 mi). None of them adhered strictly to their policies.

Our District's policy (Resolution 94-02, Article X Section 4) states that vehicles we replace should be at least seven years old or been driven at least 80,000 miles; be in poor mechanical condition; or be unsafe or inoperable.

Lease versus Purchase

This table summarizes our findings:

	Total Cost	Purchase at End?	Purchase price	Total Purchase Price
Purchase (Tuttle Click)	\$158,100			\$158,100
Lease (Tuttle Click)*	\$177,369	mandatory	\$6	\$177,375
Lease (Enterprise)*	\$160,325	optional	\$32,222	\$192,546

* 60 Month lease

We obtained a quote for the cost of 4 x 4 and 4 x 2 2012 Ford F 150 trucks from John Pherrin, Fleet Sales Manager for Tuttle-Clock Ford. The cost above is for the purchase of four 4 x 4 and two 4 x 2 trucks.

He also provided a quote for a leasing the same vehicles.

The cost for leasing the same vehicles from Enterprise Rentals for five years is \$161,160.38.

All prices are for vehicles only; equipment such as light bars, bed liners, and covers were excluded.

Immediate Problem

The most pressing concern is seven Chevrolet/GM trucks that we purchased in 1998 (Attachment 1, highlighted in yellow); General Motors is no longer making a component of their antilock brake system. These vehicles will be inoperable and unsalable if that part fails. One of the trucks has already met that fate (24-98); its parts are being used to repair the other six as needed. When all of our field staff is present, there are no spare vehicles. Losing a single one greatly reduces our capabilities. If the Board approves replacing these vehicles, the earliest delivery of these trucks we can expect is January 2012.

Fleet Summary

There are 11 other vehicles that are at least 10 years old; six are at least 16 years old (Attachment 1). Maintenance records show that for our smaller trucks, major repairs to

the suspension, air conditioning, and cooling systems increase greatly after five years of use, independent of mileage. Seven full-sized trucks were purchased after 2005 and appear more capable of handling the work performed by staff.

Manager's Recommendation

1. Authorize immediate purchase or lease of six F-150 class full size trucks to replace the vehicles purchased in 1998.
2. Replace the 11 vehicles over the next two years, starting with the small trucks in our fleet.
3. Evaluate how the seven full size trucks purchased after 2005 perform next year to see if the District's policy for replacement must be revised.

Alternative

Do not replace vehicles

Fiscal Impact

The cost of replacing the vehicles is included in the Table above. Replacing vehicles was not included in the budget for FY 2012. The District has designated \$471,320 of its \$1,665,453 reserves for capital expenses. There are sufficient funds in this reserve for both repairing the roofs and replacing the vehicles.

Respectfully submitted



Kenn Fujioka
Assistant Manager

**San Gabriel Valley
Mosquito and Vector Control District
Fleet Details**

Attachment 1

Model Number	Description	SGVMVCD ID	Date of Purchase
Chevrolet	S10 Pickup 2WD	1-93	2/12/1993
Chevrolet	S10 Blazer 4WD	14-93	2/26/1993
GMC	S15 Pickup 4WD	17-94	6/3/1994
GMC	S15 Pickup 4WD	18-94	6/3/1994
GMC	Jimmy 4WD	19-94	7/20/1994
Chevrolet	S10 Pickup 4WD	23-96	3/4/1996
Chevrolet	Cargo Van	25-98	12/22/1997
Chevrolet	S10 Pickup 4WD	24-98	10/30/1997
GMC	Sonoma Pickup 4WD	26-98	2/25/1998
GMC	Sonoma Pickup 4WD	27-98	2/25/1998
GMC	Sonoma Pickup 4WD	28-98	2/25/1998
GMC	Sonoma Pickup 4WD	29-98	2/25/1998
GMC	Sonoma Pickup 4WD	30-98	2/25/1998
GMC	Sonoma Pickup 4WD	31-98	2/25/1998
GMC	Sierra 2500 4WD	32-00	11/30/1999
GMC	Sonoma 4WD Ext cab	33-01	10/16/2000
GMC	Sonoma 4WD Ext cab	36-01	10/16/2000
Ford	F-150 4WD Ext cab	37-05	11/22/2004
Ford	F-150 4WD Reg cab	38-06	9/15/2005
Ford	F-150 4WD Reg cab	39-06	9/15/2005
Ford	F-150 4WD Reg cab	40-06	9/15/2005
Ford	F-150 4WD Reg cab	41-06	9/15/2005
Ford	F-150 4WD Reg cab	42-07	11/9/2006
Ford	F-150 4WD Reg cab	43-07	11/9/2006



Manager's Report

Date of Preparation: October 14, 2011

Report No. 101411

Item No. 9A

Meeting of: Board of Trustees

Subject: Roofing Project

At your August 2011 meeting, staff was instructed to initiate obtaining bids to repair the roofs of our buildings. National Roofing Consultants (NRC) was hired to produce specifications for the project. They will also administer the process of overseeing the bidding and construction.

A pre-bid meeting is tentatively scheduled for Wednesday October 26, 2011 at 10 am.

Staff has committed to the following:

Project Specifications Report (NRC)-\$1,900

Asbestos Testing (NRC)-\$780

Project Oversight (NRC)-\$7,750

Ray Buford of NRC estimates the cost of repair/replacement at:

Administration Building (repair)-\$20,000-\$23,000

Operations Building (replace)-\$10,000-\$20,000

The District currently has \$471,320 of its reserves designated for capital assets.

Respectfully submitted

Kenn Fujioka
Assistant Manager