

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

Board of Trustees Meeting

September 9, 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 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 *

(Action Required – Approve / Disapprove)

6. District Enterprise Fleet Proposal

(District Manager) (Approve/Disapprove)

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

(District Manager) (Action Requested)

8. District Administration

A. Sphere of Influence Update

(District Manager) (No Action Required)

B. Roof Repair Update

(District Manager) (No Action Required)

9. Disease Surveillance

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

* Indicates a written report.

10. **Trustee Reports**
(Verbal Report) (No Action Required)
11. **New Business**
Opportunity for Trustees to request future agenda items
(Verbal)
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**
13. **Adjournment**

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 6th day September 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@sgvmosquito.org

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



Esther Elliott, Administrative Secretary
San Gabriel Valley MVCD

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

Payroll August 4, 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	\$2,296.80
6212	Salaries, Admin Secretary	\$2,353.34
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, Vector Control Technician II	\$2,434.40
6212	Salaries, Mechanic	\$2,772.80
6212	Salaries, Vector Control Technician III	\$4,484.00
6212	Salaries, Vector Control Technician II	\$2,434.40
6212	Salaries, Ed Specialist	\$2,131.84
6212	Salaries, Vector Ecologist	\$3,263.20
6212	Salaries, Vector Ecologist	\$2,422.80
6230	Part-time Salaries, Ex Help VC Tech	\$1,113.60
6230	Part-time Salaries, Ex Help V Ecologist	\$1,185.84
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 V Ecologist	\$1,526.40
6230	Part-time Salaries, Ex Help VC Tech	\$1,052.64
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	\$1,113.60
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	\$1,071.84
6216	Salaries, Overtime	\$498.64
6218	Salaries, Vacation	\$942.43
6219	Salaries, Holiday	\$2,070.69
6220	Salaries, Sick Pay	\$991.50
6070	Employee Cash-out	\$610.25
	Bilingual compensation	
6140	Employer Medicare	
6240	Employer Social Security	
	Paychex	
	Total Payroll August 4, 2011	\$63,878.78

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

Accounts Payable Check#	August 4, 2011 Account	Payee	Description	Amount
410500	6170	Arrowhead	Drinking water	\$166.54
410501	6040	Athens Services	Trash pick up	\$164.67
410502	6343	Azusa Light and Water	Water bill	\$162.41
410503		CA State Disbursement	Employee Liability	
410504	6262	Chevron	Gasoline	\$5,150.33
410505	6075	LA County	LAFCO charges	\$886.60
410506	6340	Edison	Electricity	\$3,818.22
410507	6070	Flex Acct Administration	Flex Account	\$949.98
410508	6232	Henry Morgan	MVCAC quarterly mtg travel reimbursement	\$99.57
410509	6080	Inwindate Industrial Clinic	Post offer physicals	\$320.00
410510	6130	Jenkins and Hogin	Legal	\$4,882.50
410511	6046	Jesse Shelby	IT consultant fees	\$1,500.00
410512	6315	Megapath	Internet services	\$354.23
410513		Nationwide Retirement	Employee liability	
410514	6200	PERS	Employer contribution	\$5,813.84
410514	6050		Employee benefit	\$3,443.28
410515	6044	Peters Tree Service	Tree trimming	\$1,400.00
410516	6250	Praxair	Dry ice	\$964.25
410517	6044	Rescue Rooter	Car wash cleanout	\$375.00
410518	6073	Ricoh Americas Corp	Copier maintenance	\$229.82
410519	6232	Rose Alba	Reimbursement for travel PERS training	\$51.28
410520	6250	San Dimas Grain	Lay mash	\$377.51
410521		Sheriff's Dpt	Employee liability	
410522	6040	Stat Exterminating	Pest control service	\$69.50
410523	6051	Steve West	Car allowance	\$500.00
410524	6250	UC Davis	Lab reagents	\$2,187.90
410525	6250	US Bank -Brisco	Home Depot-lab supplies	\$14.06
410525	6030		Smart n Final-Board Room supplies	\$44.41
410525	6250		Home Depot-lab supplies refund	-\$6.41
410525	6170		Stater Bros-vend machine supply (reimbursable)	\$30.26
410525	6250		Home Depot-lab supplies refund	\$7.58
410525	6250		Fisher Scientific-lab supplies	\$1,431.72
410525	6302	US Bank-Cook	Red Wing Shoe Store-safety shoes Barrios	\$491.99
410525	6302		Airgas-safety supplies	\$144.87
410525	6270	US Bank-Deacon	Office Depot-office supplies	\$182.07
410525	6280		Office Depot-operations supplies	\$97.77
410525	6030	US Bank-Elliott	Albertsons-Boardroom supplies	\$19.96
410525	6030		Smart n Final-Board room supplies	\$42.83
410525	6312	US Bank-Fujioka	Discount Cellular-cell phone supplies	\$267.75
410525	6290	US Bank-Hagele	Vons-display supplies	\$5.97
410525	6290		Pet Palace-display supplies	\$26.32
410525	6290		Stater Brothers-display supplies	\$13.32
410525	6290		Petsmart-display supplies	\$23.90
410525	6290		Albertsons-display supplies	\$5.94
410525	6290		Petsmart-display supplies	\$24.12
410525	6290		Albertsons-display supplies	\$4.67
410525	6290	US Bank-Middleton	Radio Shack-media supplies	\$29.35

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

410525	6260	US Bank-Niffenegger	Wax Depot-truck washing supplies	\$87.85
410525	6280		Harbor Freight-ops supplies	\$72.88
410525	6250		Barneys Locksmith-keys	\$11.51
410525	6260		Alex Romo-truck repair	\$173.47
410525	6260		Wal-Mart- auto supplies	\$7.58
410525	6260		Tool Shack-automotive tools	\$21.73
410525	6250		Tenergy-rechargeable batteries	\$1,062.41
410525	6260		Greens Auto Tech-repair	\$244.41
410525	6260		Benlo RV-auto supplies	\$6.84
410525	6040		Home Depot-bldg maint supplies	\$44.95
410525	6250		Home Depot-lab supplies	\$40.10
410525	6250		R-Vac Electronics-lab supplies	\$11.53
410525	6250		CVS-lab supplies	\$19.57
410525	6250		All-Battery.com-lab supplies	\$60.67
410525	6280		Home Depot-ops supplies	\$40.62
410525	6250		Home Depot-lab supplies	\$4.28
410525	6250		Smart n Final-dry ice	\$107.75
410525	6250		Smart n Final-dry ice	\$59.03
410525	6302		CalOlympic Glove-safety supplies	\$224.55
410525	6280		Univar-ops supplies	\$293.89
410525	6212		Forestry Suppliers-safety supplies	\$298.49
410525	6280		Big 5 Sporting Goods-stop watches	\$97.81
410525	6232		Budget Rent a Car-MVCAC quarterly trans	\$110.16
410526	-----		Employee liability	-----
410527	6320		Office phones	\$438.41
410528	-----		Employee Liability	-----
			Total Accounts Payable August 4, 2011	\$40,310.37

Payroll August 18, 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	\$1,496.16
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	\$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	\$1,748.78
6212	Salaries, Vector Ecologist	\$3,263.20
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

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

6230	Part-time Salaries, Ex Help VC Tech	\$1,113.60
6230	Part-time Salaries, Ex Help V Ecologist	\$1,526.40
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	\$1,113.60
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	\$883.92
6216	Salaries, Overtime	\$1,298.16
6218	Salaries, Vacation	
6219	Salaries, Holiday	\$615.31
6220	Salaries, Sick Pay	\$2,070.69
6070	Employee Cash-out	\$100.00
	Bilingual compensation	\$965.76
6140	Employer Medicare	\$549.42
6240	Employer Social Security	\$584.92
	Paychex	
	Total Payroll August 18, 2011	\$69,772.98

Trustee Stipend August 18, 2011

Account	Trustee	Description	Amount
6030	Robert Bruesch	Monthly stipend for attending District functions	\$100.00
	Roger Chandler		\$100.00
	Margaret Finaly		\$100.00
	Frank Hall		\$100.00
	Dan Holloway		\$100.00
	Dan Kirby		\$100.00
	Henry Morgan		\$100.00
		Board Secretary stipend	\$49.50
	Charles Myers		\$100.00
	Janice Nelson		\$100.00
	Jeff Parriott		\$100.00
	Sam Pedroza		\$100.00
	Andre Quintero		\$100.00
	Elliott Rothman		\$100.00
	Stephen Sham		\$100.00
	Cynthia Sternquist		\$100.00
	Mary Su		\$100.00
	Jeff Templeman		\$100.00
	Employer Medicare		\$25.37
	Employer Social Security		\$76.47
	Total August 18, 2011		\$1,851.34

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

Accounts Payable Check#	Payee	Description	Amount
410529	Airgas	Safety supplies	\$172.96
410530	Allied Administrators	Dental insurance premiums	\$1,171.40
410531	American Fidelity	Insurance premiums	\$2,002.04
410532	Aramark Uniform Service	Uniforms	\$1,108.07
410532		Mats, towels, and lockers	\$203.44
410533	Best Way Maintenance	Landscaping fees	\$450.00
410534	CALPERS	Medical insurance premium	\$5,732.98
410534		Retiree benefits	\$282.30
410535	CA State Disbursement	Employee Liability	
410536	Complete Office Solutions	Office supplies	\$140.29
410537	Inwindale Industrial Clinic	First aid-Chang	\$255.77
410538	J&J Janitorial Service	Janitorial service	\$1,110.00
410539	Mail Finance	Postage meter lease	\$76.16
410540	Medical Eye Service	Vision premiums	\$30.35
410541	Megapath	Internet services	\$354.24
410542	Nationwide Retirement	Employee liability	
410543	PERS	Employer contribution	\$5,952.29
410543		Employee benefit	\$3,551.32
410544	Ricoh Americas Corp	Copier maintenance	\$915.80
410545	Sheriff's Dpt	Employee liability	
410546	Sprint	Field phones	\$1,767.02
410546		Wireless broadband	\$85.98
410547	Staples	Lab supplies	\$474.54
410547		Office supplies	\$244.90
410547		Operations supplies	\$747.59
410548	The Gas Company	Natural gas bill	\$113.11
410549	US Bancorp	Copier lease (operations)	\$342.47
410550	Franchise Tax Board	Employee liability	
410551	CA State Disbursement	Employee Liability	
		Total Accounts Payable August 18, 2011	\$27,285.02

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

Petty Cash Check	August 2011 Account	Payee	Description	Amount
2323	6170	Costco	Vending supplies-reimbursable	\$61.23
2323	6270		Office supplies	\$79.24
2323	6280		Operation supplies	\$6.87
2323	6030		Board room supplies	\$49.91
2324	6270	Smog n It	Smog check	\$250.00
2325	6270	Smog n It	Smog check	\$50.00
2326	6270	Smog n It	Smog check	\$250.00
2327	6270	Smog n It	Smog check	\$50.00
			Total Petty Cash	\$797.25
			Total Payroll	\$135,503.10
			Total Accounts Payable	\$67,595.39
			TOTAL LIABILITIES	\$203,895.74
			Trust Warrant 590	\$203,895.74

Comparative YTD Actual to Full Year Budget
Current Period 17% of Year Completed
August 31, 2011

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized
PERSONNEL EXPENSES					
Salaries, Exempt	39,352.12	78,704.24	492,987.00	414,282.76	15.96
Salaries - Non Exempt	61,663.48	114,024.44	800,451.00	686,426.56	14.25
Salaries - Overtime	0.00	10.97	1,500.00	1,489.03	0.73
Salaries - Vacation	1,796.80	8,398.49	60,000.00	51,601.51	14.00
Salaries-Holiday	0.00	3,126.32	41,000.00	37,873.68	7.63
Salaries, Sick Pay	1,557.74	1,801.18	46,000.00	44,198.82	3.92
Salaries, Part-time - XH	29,341.92	52,657.06	160,000.00	107,342.94	32.91
Retirement, Employee	6,994.60	13,902.60	92,300.00	78,397.40	15.06
Management Car Allowance	500.00	1,000.00	6,000.00	5,000.00	16.67
Cafeteria Benefit	13,078.15	26,521.02	182,400.00	155,878.98	14.54
Hlth Benefits, Ret Emps	282.30	564.60	5,520.00	4,955.40	10.23
Medicare	1,987.47	3,841.75	22,600.00	18,758.25	17.00
Retirement - Employer	11,766.13	23,362.60	167,652.00	144,289.40	13.94
Social Security	1,824.73	3,205.37	7,000.00	3,794.63	45.79
					Seasonals
TOTAL PERSONNEL EXPENSES	170,145.44	331,120.64	2,085,410.00	1,754,289.36	15.88
OPERATING EXPENSES					
Awards	0.00	0.00	1,000.00	1,000.00	0.00
Bank Charges	0.00	487.16	9,000.00	8,512.84	5.41
Board expenses	1,749.50	3,889.53	29,200.00	25,310.47	13.32
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	1,110.00	2,908.64	39,490.00	36,581.36	7.37
Maintenance, equipment	0.00	0.00	8,900.00	8,900.00	0.00
Maintenance, grounds	1,850.00	2,675.00	8,000.00	5,325.00	33.44
Computers, Maintenance	1,500.00	1,500.00	30,000.00	28,500.00	5.00
Lease Equipment	1,258.27	2,746.36	14,800.00	12,053.64	18.56
Fees & Assessments	0.00	4,353.56	14,636.00	10,282.44	29.75
Hiring expenses	0.00	320.00	3,000.00	2,680.00	10.67
VCJPA General Fund	0.00	6,849.00	5,864.00	(985.00)	116.80
Insurance, liability	0.00	42,597.00	43,375.00	778.00	98.21
Workers Comp Insurance	0.00	58,971.00	59,090.00	119.00	99.80
Other Insurance	0.00	235.44	2,000.00	1,764.56	11.77
					Tree trimmers
					NPDES coalition
					One time expense
					One time expense
					One time expense

Comparative YTD Actual to Full Year Budget
Current Period 17% of Year Completed
August 31, 2011

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized
Insurance, unemployment	807.28	1,615.73	35,000.00	33,384.27	4.62
Legal	4,882.50	5,379.02	10,000.00	4,620.98	53.79 District business
Memberships	0.00	8,000.00	16,255.00	8,255.00	49.22 MVCAC dues
Miscellaneous expenses	0.00	240.70	2,500.00	2,259.30	9.63
Postage	76.16	152.32	3,500.00	3,347.68	4.35
Prof. Services, Auditor	0.00	0.00	15,000.00	15,000.00	0.00
Professional Services	0.00	0.00	5,000.00	5,000.00	0.00
Research	0.00	0.00	8,000.00	8,000.00	0.00
Seminars and meetings	51.28	261.01	30,000.00	29,738.99	0.87
Tuition Reimbursement	0.00	0.00	5,000.00	5,000.00	0.00
Supplies, laboratory	852.05	7,196.80	18,000.00	10,803.20	39.98 Antigen & supplies
Supplies, mechanical	0.00	616.88	33,000.00	32,383.12	1.87
Supplies, gasoline	5,150.33	8,813.93	52,000.00	43,186.07	16.95
Supplies, office	385.19	1,073.10	17,000.00	15,926.90	6.31
Supplies, operations	747.59	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	0.00	1,133.59	35,000.00	33,866.41	3.24
Supplies, reference	0.00	0.00	2,870.00	2,870.00	0.00
Supplies, safety	428.73	1,588.63	10,000.00	8,411.37	15.89
Tax Collection	0.00	0.00	100,000.00	100,000.00	0.00
Communications, field	1,752.02	3,163.61	18,000.00	14,836.39	17.58
Telephone, Internet	440.22	880.43	9,000.00	8,119.57	9.78
Telephone, Office	0.00	438.41	5,500.00	5,061.59	7.97
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	3,818.22	6,826.93	28,800.00	21,973.07	23.70 Increased A/C usage
Utilities, Natural Gas	113.11	234.64	3,200.00	2,965.36	7.33
Utilities, Water	0.00	162.41	2,800.00	2,637.59	5.80
TOTAL OPERATING EXPENSES	26,972.45	178,478.35	807,480.00	629,001.65	22.10
TOTAL EXPENSES	197,117.89	509,598.99	2,892,890.00	2,383,291.01	17.62

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 17% of Year Completed
August 31, 2011

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

San Gabriel Valley Mosquito & Vector Control District
Board of Trustees Meeting
August 12, 2011

Minutes

Trustees Attending

- 1 Stephen Sham (Alhambra)
- 2 Roger Chandler (Arcadia)
- 3 Sam Pedroza (Claremont)
- 4 Henry Morgan (Covina)
- 5 Margaret Finlay (Duarte)
- 6 Andre Quintero (El Monte)
- 7 Charles Myers (Glendora)
- 8 Jeff Parriott (Industry)
- 9 Dan Holloway (La Puente)
- 10 Frank Hall (Co. of Los Angeles)
- 11 Dan Kirby (Monrovia)
- 12 Elliott Rothman (Pomona)
- 13 Robert Bruesch (Rosemead)
- 14 Jeffrey Templeman (San Dimas)
- 15 Janice Nelson (Sierra Madre)
- 16 Cynthia Sternquist (Temple City)
- 17 Mary Su (Walnut)

Trustees Absent

- 1 Joseph Rocha (Azusa)
- 2 Rick Barakat (Bradbury)
- 3 Manuel Garcia (Irwindale)
- 4 Robert Neher (La Verne)
- 5 Joseph Leon (Monterey Park)
- 6 Kevin B. Sawkins (San Gabriel)
- 7 Shelly Sanderson (West Covina)

Staff Attending

Steve West
 Kelly Middleton
 Kenn Fujioka
 Rose Alba
 Mel Cook
 Ramona Deacon
 DeAndre Ware

Staff Absent

Esther Elliott
 Marta Tanaka
 Carol Anne Hagele

Guest

David Dutchen of Enterprise Fleet

1. Call to Order

The meeting was called to order by President Sham at 7:03 AM.

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

President Sham announced staff has requested an item regarding the selection of a Southern Region Representative to the MVCAC Trustee Council be added to the agenda.

A motion by Trustee Kirby to amend the proposed agenda by adding the item was seconded and unanimously approved. President Sham stated that item will become 9B.

4. Consent Calendar

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

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

5. **June 2011 Monthly Treasurer Report / District Working Balance Report for August 2011**
A motion by Trustee Templeman to approve the June 2011 Monthly Treasurer Report / District Working Balance Report for August 2011 was seconded and unanimously approved.

6. **Consider Approval of Bids and Specifications for Repair of District Roofs**
District Manager Steve West gave an overview of the *Request for Bids* proposal and requested authority to proceed with procedures outlined in the proposal to obtain bids.

A motion by Trustee Parriott to give staff authority to proceed with the *Request for Bids* proposal timeline and seek bids through public notice was seconded and unanimously approved.

7. **Consider 5-year Contract Between the San Gabriel Valley Mosquito and Vector Control District and Enterprise Fleet Management, Inc. to Acquire Six Vehicles**

District Manager Steve West introduced David Dutchen, Enterprise Fleet Manager.

After discussions regarding alternative vehicles, fuel, and programs, Trustee Elliott made a motion to table a decision until additional information could be obtained. The motion was seconded and unanimously approved.

8. **District Administration**

- A. **MVCAC Fall Meeting 2011, November 2-4, 2011, South Lake Tahoe**
District Manager Steve West announced that the budget for upcoming seminars and meetings has been adjusted to save money.
- B. **New Court Case Law Related to Proposition 218.**
District Manager West reported that three major law firms have requested a recent ruling regarding Prop 218 and Special Districts assessment increase be depublished.
- C. **Baldwin Park**
District Manager West informed the Board that there is no reason to do anything with Baldwin Park until 2013. Currently, Code Enforcement for the City of Baldwin Park is addressing the issue of green pools reported in the District's aerial surveillance over Baldwin Park. There will be an election of the Baldwin Park City Council in November 2012 as well an election related to Baldwin Park city improvements.
- D. **Fruit Flies**
The State of California has once again decided to initiate a program for fruit flies.

9. **Disease Surveillance**

Assistant Manager Kenn Fujioka reported that West Nile virus (WNV) is everywhere in the Los Angeles basin. West Valley VCD, Orange County VCD and Greater L. A. County VCD report

highly elevated levels of WNV in their mosquitoes and birds.

As of today we have one human case of WNV in La Puente, one horse in Arcadia, one chicken in Irwindale and mosquito pools in Covina and here at the District. The L.A. County Health Department currently reports no pending cases and with last week's cooler weather we are hoping it slows down transmission.

The rest of the state of California is also active, with the Central Valley and Sacramento Valley reporting a lot of virus circulating. We should all do our part and encourage our constituents to wear repellent and take precautions to avoid getting bitten by mosquitoes between dusk and dawn every day.

9B Select Trustee as Southern Region Representative to MVCAC.

District Manager West reported the Mosquito Association is looking for a representative for the Southern Region to serve a two year term on the Trustee Council.

A motion by Trustee Kirby to nominate Trustee Henry Morgan as a candidate for Southern Region Representative was seconded and unanimously approved.

10. Trustee Reports

Trustee Templeman suggested checking with the Southern California AQMD in Diamond Bar for any programs related to fleet.

11. New Business

None

12. The Personnel Committee will meet in Closed Session immediately after the Board adjourns

13. Adjournment

No motion. The meeting was adjourned at 7:56 AM.

Surveillance Activities during August 2011

I. Mosquito Collections and Mosquito Pools

Location	Mean mosquitoes per trap
Eaton Canyon Nature Ctr-Altadena	11.2
Hacienda Drive-Arcadia	5.0
LA Arboretum-Arcadia	7.5*
Santa Anita Racetrack – Arcadia	18.0*
Fairvale Dr - Azusa	0.5
Bernard Bio Station – Claremont	37.0* [▪]
N. Armel Dr. – Covina	7.8
N. Cedar Dr.-Covina	0.8
N. Hollebeck Ave – Covina	3.0*
W. Queenside Dr.- Covina	6.0*
E. Rowland – Covina	3.5*
Royal Oak Middle – Covina	0.0
Wingate Park-Covina	2.5
Los Cerritos Ave – Glendora	11.0
CA Country Club – Industry	0.8*
Valley Blvd.- Industry	24.4*
Olive Pit – Irwindale	22.3*
Santa Fe Dam – Irwindale	4.8* [▪]
Pocono St – La Puente	0.0
Lassalette St. – La Puente	2.2*
Meeker Ave – La Puente	12.7*
Workman Mill – La Puente	1.3
Live Oak Canyon – La Verne	2.0 [▪]
Bradshaw Ave – Monterey Park	5.6
Garvey Ranch Park- Monterey Park	111.0
Mont. Park City Yard – Monterey Park	53.6*
71 Freeway at Old Pomona Road – Pomona	8.2*
Bonelli RV Park – San Dimas	2.5*
Girl Scout Camp – San Dimas	11.8* [▪]
Acacia St – San Gabriel	5.0*
Gerona Ave – San Gabriel	2.5
Gartel Ave – Walnut (8/10)	0.5 [▪]
Gartel Ave – Walnut (8/24)	0.0
Azusa Canyon Road - West Covina	4.3*
Las Palmas Drain - West Covina	5.8*
Nora Ave- West Covina	1.5
Vincent Ave – West Covina	3.5*
Workman Ave – West Covina	1.8
Shadow Oak Park – West Covina	24.2*

* Mosquito pool tested ▪ Significant black flies present

In August, 32 mosquito pools were tested in the District, 3 were positive for WNV. All were *Culex quinquefasciatus* collected in the cities of Covina, Irwindale, and La Puente. As of August 31, there was a significant increase in mosquito pools positive for WNV in California in 2011 from 271 last month to 1028, 255 were from Los Angeles County.

II. Dead Birds

The number of dead birds testing positive for WNV in California for 2011 is currently 302 from 17 counties. Los Angeles County accounts for over a third with 128, followed by Sacramento County with 58 and Tulare County with 34. In addition to the one crow from Arcadia and one from Covina were found positive for WNV recorded in last month's report, there were also positive dead birds in the cities of Claremont (2), Covina (5), West Covina (3).

III. Sentinel Chicken Sera

Three sentinel chickens from the flock located in the city of Walnut tested positive for antibodies to WNV. As in the case of Irwindale chickens last month, follow-up mosquito trapping was done in the area but yielded no positive mosquitoes. Statewide, 79 chickens from 7 counties have tested positive for antibodies to WNV in California in 2011, 8 from Los Angeles County.

IV. Human Illness

As of August 31, there are 19 reported cases of human illness from WNV in California in 2011 from 9 counties. Three are from Los Angeles County and within our District boundaries.

V. Horses and Squirrels

There now one horse reported positive for WNV in California in 2011 and is located within the District. Mosquitoes from the area were collected and tested for WNV and all were negative. There is still only one squirrel reported positive for WNV in California in 2011.

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°
Aug 2011	82.0/63.3	88.6/63.6	90.4/64.5	86.6/63.7	92.6/63.5	93.0/63.4
Aug 2010	82.6/63.8	87.2/62.9	89.8/63.8	85.0/62.1	91.8/63.1	91.3/62.1
Aug 5-yr mean	84.2/65.5	88.3/64.2	89.7/65.0	86.2/63.9	94.3/64.9	93.5/62.7*
Aug 2004	80.9/64.2	85.1/62.9	86.7/63.6	88.3/61.9	90.6/62.4	

Precipitation

	LA Civic Ctr precip (in)	Burbank precip (in)	Pasadena precip (in)	San Gabriel precip (in)	Ontario precip (in)	District precip (in)
Aug 2010	0.00	0.00	0.01	0.01	0.00	0.00
Aug 2009	0.00	0.00	0.00	0.00	0.00	0.00
Aug 5-yr mean	0.00	0.00	0.00	0.00	0.00	
Aug 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 August 30, 2011, 104 human cases of WNV had been reported nationwide in 20 states: Arizona (16), California (19), Colorado (2), Florida (9), Georgia (2), Illinois (4), Louisiana (4), Maryland (2), Michigan (1), Mississippi (18), Missouri (1), Nebraska (4), Nevada (2), New Jersey (1), New York (2), North Dakota (2), Ohio (3), South Dakota (1), Texas (9), Virginia (1), and Wyoming (1). Of the 104 cases, 65 (63%) developed neuroinvasive disease. Three WNV-related fatalities have been reported in Florida (1), Mississippi (1), and Texas (1).

**Abatement Activities for
August 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	2			2					
Altadena	1			1					
Arcadia	4		1	3					
Azusa	4	3	1						
Bradbury	0								
Claremont	1		1						
Covina	8	2	2	2	1		1		
Duarte	0								
El Monte	4		2	1	1				
Glendora	1	1							
Industry	2						2		
Irwindale	1						1		
L. A. County	5	3	1	1					
La Puente	2		2						
La Verne	0								
Monrovia	1	1							
Monterey Park	0								
Pomona	4	3			1				
Rosemead	0								
San Dimas	4	1	3						
San Gabriel	1	1							
Sierra Madre	2	1		1					
Temple City	0								
Walnut	5	2		3					
West Covina	10	1	7	2					
TOTAL	62	19	20	16	3	0	4	0	0

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 AUGUST 2011

District Cities	Total Sources Inspected	Total Sources Breeding	Total Sources Treated	Total Area Treated (Acres)	JUVENILE CONTROL						
					Duplex (Gallons)	Golden Bear (Gallons)	Agnique (Gallons)	Bti Gran. (Pounds)	B. sphaer. (Pounds)	XR Briquets (Each)	Fish (Acres) (Planted)
Alhambra	249	30	30	0.0826	0.0047	0.2351			0.18		
Altadena	106	12	16	0.0454	0.0016	0.1206			0.26		0.0046
Arcadia	684	248	248	0.3000	0.2980	0.4330			1.52		0.0048
Azusa	168	32	35	0.4142	0.9032	0.2781			0.15	2	0.0082
Bradbury	69	8	8	0.0014	0.0003	0.0016			0.04		0.0001
Claremont	393	10	10	0.0421		0.1250			0.04		
Covina	430	48	50	0.6299	1.7781	0.1006			0.18		0.0006
Duarte	82	46	48	0.0475	0.0876	0.0491			0.02		0.0014
El Monte	315	37	50	0.2804	0.3580	0.1080	0.0188		0.04		0.1187
Glendora	257	24	25	0.5787	1.3493	0.5828			0.11		0.0006
Industry	508	15	17	0.1351	0.0359		0.1218		0.09		
Irwindale	64	8	8	2.2906	0.8711				2.04		
L. A. County	815	80	90	0.2053	0.2369	0.1679	0.0341		0.53		0.0175
La Puente	452	25	25	0.0952	0.1430	0.0359	0.0197		0.29		
La Verne	195	9	10	0.0413		0.1195					0.0011
Monrovia	151	28	32	0.0657	0.1584	0.0105			0.20		0.0029
MontereyPark	125	38	41	0.0604	0.0992	0.0609			0.20		0.0017
Pomona	567	33	35	0.2112	0.0961	0.3883			0.79		0.0034
Rosemead	118	14	16	0.0203	0.0484	0.0047			0.20		0.0002
San Dimas	159	10	10	0.0341	0.0016	0.0836			0.07		0.0025
San Gabriel	208	34	34	0.0372	0.0133	0.0719			0.18		0.0054
Sierra Madre	142	38	39	0.0501	0.0430	0.0428			0.29		0.0139
Temple City	128	38	39	0.0260	0.0349	0.0417			0.07		0.0002
Walnut	165	13	13	0.0997	0.0164	0.2414	0.0111		0.07		0.0002
West Covina	419	33	36	0.3986	0.9773	0.0947	0.0167		0.40		0.0042
TOTAL	6969	911	965	6.11	7.56	3.40	0.22	0.00	7.94	2.00	0.19

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 AUGUST 2011

District Cities	BLACK FLIES			MIDGES		BEES			
	Larval Control	Adult Control		Larval Control		Sites Treated	Cynoff (Gallons)	Drione (Ounces)	M-Pede (Gallons)
	Vectobac 12AS (Gallons)	Scourge MF Formula II (Gallons)	Area Treated (Acres)		Area Treated (Acres)				
Alhambra									
Altadena									
Arcadia									
Azusa	2.76								
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	2.76	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	1	1			1		
Azusa	0						
Baldwin Park	0						
Bradbury	0						
Claremont	0						
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	0						
Rosemead	0						
San Dimas	0						
San Gabriel	0						
Sierra Madre	0						
Temple City	0						
Walnut	0						
West Covina	0						
TOTAL	1	1	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

August 2011

Public Relations

As you are aware from the many press releases that have been coming your way, we are neck deep in a rather significant WNV year. We've been working since March through both local and regional media outlets to get the information out but had to move into overdrive in August due to increasing concern. The following is a recap of our increased outreach this month:

- Revised our contract with Metro Networks for the regional radio ads to target key rated stations, add additional spots, and amp up the warning message in the ads.
- Delivery of additional WNV literature (3 languages) to city halls, libraries, school districts, health facilities, community centers, police departments, senior centers, and chambers of commerce in each city.
- Provided a 5-minute "Mosquito Control Matters" CD/DVD to all cities with community access channels
- Provided West Nile Prevention PowerPoint show to all cities as additional/alternate resource for community access programing.

We expect the season to continue through September and will maintain our focus on keeping WNV prevention in the forefront of the public's mind.

LA County Fair

This year, southland residents will have multiple opportunities to find our literature at the LA County Fair. We will place our new brochures in the Flower and Garden Pavilion again this year, and thanks to a partnership with the San Gabriel Mountains Regional Conservancy, will also have literature available at the Great American Outdoors exhibit and the America's Kids exhibit.

We miss the days when we had our booth at the Fair, but recognize that in this age of annual WNV, we just don't have the staffing necessary to maintain a booth at this month-long event.

Summer Volunteers

There is nothing like bored kids and desperate parents. This summer, we were fortunate to acquire Kenn's bored kids, Anthony and Elena, and Rose's bored sister *and* desperate parent, Chris, to help out in the Education Department. They assisted us with many time consuming tasks that are tough to get to including processing and categorizing the pinned insects donated by Bonita High, making insect headbands for fairs and school presentations, organizing our digital image library, and helping us search for funding for the EcoSMART Lab. Their help has been invaluable!

Activities & Events

Outreach Activities in August 2011		
EVENT	# REACHED	CITY
Adult Presentations		
La Verne Library	4	La Verne
Children's Programs		
Children's Center (Pre-K – 2 nd)	89	El Monte
Girl Scouts Camp Mariposa (K-6 th)	83	Altadena
Total Outreach for August		
	176	
REGIONAL OUTREACH		
Literature Delivery		
West Nile Brochure (3 languages)	8,745	All Cities
"Mosquito Control Matters" DVD	16	Various
WNV Prevention PPT	23	All Cities
Media (Regional)		
Radio Ads	1,344,623	S. California
Media (Print and/or Web)		
Aug 1 Press Release	8 (papers/websites)	Various
Local News Service (LNS) live interview	Channels 2/9, 4, 5, & 11	All Cities
Aug 23 Press Release	5 (papers/websites)	Various

Upcoming Events for the Month of September

- September 3- October 2 – LA County Fair (Lit. Only), Pomona
- September 8th, 16th, 23rd – LA Co. Fair, SGMRC (Lit. Only), Pomona
- September 17th – LA Co. Fair, Boy Scouts (Literature Display Only), Pomona
- September 17th – Family Fun Day, Garvey Park, Rosemead
- September 20th – So. Cal. Vector Control Environmental Taskforce Teleconference
- September 21st – El Monte/Rosemead Adult School Health Fair, El Monte
- September 24th – Public Lands Day (Display case & literature), Glendora

September 9, 2011

Item 5

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

SUBJECT: September 1, 2011 District Working Fund Balance

Explanation: The Treasurer's certified June 2011 ending fund balance of \$3,379,154, compares to the District's August 1, 2011 working balance of \$3,175,258 as follows:

**\$3,379,154 July Certified Ending Balance
-\$203,896 August 1 Liabilities
\$3,175,258 September 1st Working Balance**

Respectfully Submitted:



**Steve West
District Manager**

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

The attached Treasurer's Report is for July 2011.

The Total of All Funds Balance is \$3,379,154.44

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

Treasurer Finlay was unable to sign the report before the Agenda was mailed on Friday, September 2, 2011. A signed copy will be available at the September 9, 2011 meeting of The Board.

**San Gabriel Valley Mosquito and Vector Control District
Treasurer's Report (based on Balance Sheet Detail Activity Report,
Period 1, FY 2012 received on August 12, 2011)**

Item 5

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Local Agency Investment Fund (LAIF)	0.51%	\$619,139.35	interest	\$806.51	LAIF Statement (July 2011)	\$619,945.86

Maturity Date: Perpetual
Interest rate as of Mar 31 2011

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Los Angeles County Pool	1.33%	\$2,633,279.81	assessment interest trust warrant 588 misc expense	\$59,304.17 \$5,005.93 (\$181,960.93) -\$0.44	ND 24 Per 1 ND 24 Per 1	\$2,515,628.54

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	\$332.00			B of A Statement July 2011	\$332.00
Citizens Bank Eco Lab Account	\$43,924.74			CB Statement July 2011	\$43,924.74

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Revolving Fund	\$217,516.52	Deb Activity-July 2011 Trust Warrant 588	(\$139,917.74) \$181,960.93	CB Statement July 2011	\$199,323.30

Total Beginning Balance \$3,470,267.68

Total End Balance \$3,379,154.44
September 9, 2011



Manager's Report

Date of Preparation: September 9, 2011 **Report No.** 090911 **Item No.** 6

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

Subject: Enterprise Fleet Issues

Reference: None

Background

At your last meeting the discussion regarding District vehicle acquisition was continued based on the Board's request for further clarification. Staff has initiated that process including contact with the two cities volunteered by Trustees as examples of fleet operation.

Also, the Enterprise Corporation is holding its National Conference at a time which conflicts with this Board meeting date. David Dutchen, the Enterprise Representative, is obligated to attend that meeting, and we believe his knowledge of that alternative is important to the discussion.

Manager's Recommendation

Based on these circumstances, we respectfully request a further continuance of this issue to October 14, 2011.

Alternative

Continue discussion of the related issues and further direct staff.

Fiscal Impact

Unknown depending on the Board's choices.

Respectfully submitted

Steve West
District Manager



Manager's Report

Date of Preparation: September 9, 2011 **Report No.** 090911 **Item No.** 7

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

Subject: Reclassification of Position

Reference: August 12, 2011 Meeting of the Personnel Committee
(Manager's Report attached.)

Background

This matter was reviewed by the Personnel Committee last month and the reclassification was approved thereby. Among various operational improvements by this first process, the financial effect was compelling, an approximately \$60,000 savings to the District. Included in the savings is the elimination of two (2) Vector Control Technician III positions.

Manager's Recommendation

Approve the reclassification.

Alternative

- 1) Do not approve the change.
- 2) Request further clarification of the change in staff positions.

Fiscal Impact

Respectfully submitted

Steve West
District Manager



Manager's Report

Date of Preparation: August 12, 2011 **Report No.** 081211
Item No.

Meeting of: San Gabriel Valley Mosquito & Vector Control District
Personnel Committee

Subject: Reclassification of Vector Control Technician III to
Technical/Field Supervisor

Reference: Draft Descriptions of Former and Proposed Position

Background

Included in the Budget for FY 2011-2012 are funds to re-classify one of our Vector Control Technician III positions to a Technical/Field Supervisor. The incumbent has been fulfilling the duties included in the draft (attached) since her initial hire on February 28, 2011. The position requires substantially more knowledge and ability than those in the existing description (attached).

Previously the District employed two Vector Control Technician IIIs and from four to six full time Vector Control Technician IIs. Over the last two years it has been fiscally and logistically efficient to employ seasonal staff as needed to assist full time Vector Control Technicians (IIs and IIIs).

Re-classifying the position saves the District nearly \$60,000 in salaries and benefits when compared to hiring two Tech IIIs, defines accurately the duties of the incumbent, and provides fair compensation for the work that she is currently performing.

Manager's Recommendation

Approve reclassifying one Vector Control III position to Technical/Field Supervisor

Alternative

Do not approve the reclassification

Fiscal Impact

Overall savings of \$59,949 when compared to hiring two Vector Control Technician IIIs

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Steve West', written in a cursive style.

**Steve West
District Manager**

DRAFT

Technical/Field Supervisor

Basic Functions

Under direction, administer the data collection system used by The District's Operations staff; provide technical support to Vector Control Technicians; perform work of varying difficulty to control mosquitoes and other vectors; provide public education; perform related work as required.

Relationship

The Technical/Field Supervisor reports to the Operations Manager.

Class Characteristics

The Technical/Field Supervisor exercises considerable judgment when planning, organizing, and completing assignments. The Technical Field Supervisor assists the Operations Manager in supervising technical field operations.

Responsibilities

1. Chiefly responsible for administering the data collection system used by the Operations section of the District; this includes electronic data collection, transferring data from devices used in the field to the data base housed on the District's computer network, and assisting in producing reports based on collected data.
2. When the Operations Manager is absent, supervise field operations and assume operational responsibilities which include but may not be limited to preparing and checking reports pertaining to field activities, scheduling assignments, advising and assisting vector control technicians, and reporting personnel problems to the Assistant Manager and/or the District Manager.
3. Communicate regularly with regulatory agencies, e.g., the County of Los Angeles Agricultural Commissioner, U.S. Fish and Wildlife Service, CA Department of Fish and Game, and the County of Los Angeles Department of Public Works.
4. Ensure that the District operations comply with current laws and regulations.
5. Assist with evaluating the District's use of pesticides to prevent resistance; evaluate new equipment products, and methods for controlling vectors.

San Gabriel Valley Mosquito & Vector Control District

DRAFT

- Equipment used to control vectors, vehicle operation, and safety
- Basic biology, particularly ecology of vectors
- Methods of responding to service requests
- Calibrating spray equipment
- Federal, State, and local laws and regulations pertaining to vector control
- Principles of personnel supervision
- Arithmetic

Ability to:

- Work cooperatively and effectively with other staff and the public
- Practice safety and good judgment when using vector control materials and equipment
- Communicate effectively orally and in writing; understand and carry out oral and written instructions
- Train and supervise staff and oversee field operations
- Read, interpret, and use policies, procedures, rules, and regulations
- Organize and conduct vector control field operations
- Implement reasonable assignments
- Operate and maintain vehicles, equipment, and tools specialized for vector control
- Mix, load, and apply pesticides according to label specifications and established standards
- Maintain field notes, records, and maps, and prepare reports
- Make effective oral presentations to varying audiences on subjects related to vector control
- Report progress and problems to Operations Manager

Education:

Graduated from high school or equivalent

Experience:

- At least three years of work experience in a supervising position at a vector control agency or equivalent experience in similar job classification.
- At least three consecutive "above satisfactory" annual performance reviews from a previous employer.
- Working knowledge of hand held electronic data collection systems
- Working knowledge of geographic information systems (GIS) and associated mapping software
- Maintain certification by the California Department of Health Services in mosquito control, terrestrial invertebrate and vertebrate vector control for at least three years.

Post Offer Physical Examination

A physician must certify that a candidate is physically able to perform the duties of the position, is free of illegal substances as determined by a drug screen, and is free of honey bee sting allergy as

San Gabriel Valley Mosquito & Vector Control District

DRAFT

The San Gabriel Valley Mosquito & Vector Control District reserves the right to modify, delete, augment, or supplement the duties, qualifications, and requirements stated at its sole and absolute discretion.