

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

**Board of Trustees Meeting**

**January 14, 2011**

**Minutes**

**Trustees Attending**

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

**Trustees Absent**

- 1 Linda Elderkin (Claremont)
- 2 Robert Neher (La Verne)

**Staff Attending**

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

**Guest**

Henry R. Eng, CPA, Independent Auditor

**1. Call to Order**

The meeting was called to order by President Sham at 7:02 AM

**2. Pledge of Allegiance and Silent Roll Call**

The pledge of Allegiance was led by President Sham

**3. A. Welcome Returning Trustees**

President Sham welcomed returning Trustees whose term ended December 31, 2010 and were reappointed by their respective City Councils:

Roger Chandler from the City of Arcadia, Joe Rocha from the City of Azusa, Manuel Garcia from the City of Irwindale, Robert Neher from the City of La Verne, Dan Kirby from the City of Monrovia, Mary Su from the City of Walnut and Shelly Sanderson from the City of West Covina

**B. Welcome New Trustee(s):**

President Sham welcomed new Trustees Cynthia Sternquist representing the City of Temple City and Kevin Sawkins representing the City of San Gabriel.

**C. Election of 2011 Officers**

Henry Morgan, Chairperson for the Nominating Committee announced the slate of officers for 2011.

**Slate of Officers:**

President	Stephen Sham
Vice President	Jeff Parriott
Secretary	Henry M. Morgan
Treasurer	Margaret Finlay

A motion by Trustee Myers to approve the slate of officers for 2011 was seconded and unanimously approved.

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

None

**5. Consent Calendar**

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

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

**6. January Monthly Treasurer Report / District Working Balance Report for November, 2010**

Treasurer Margaret Finlay reported the Finance Committee met to discuss the District's Investment policy and its revolving account.

A motion by Trustee Morgan to approve the Treasurer's Report was seconded and unanimously approved.

**7. Consider the Finance Committee's Recommendation to Approve the FY 2009-2010 Audit by Independent Auditor Henry P. Eng, CPA**

District Manager Steve West introduced Independent Auditor Henry P. Eng who met with the Finance Committee in December to review details of the FY 2009-2010 audit.

Mr. Eng reported that the prior Auditor's recommendation regarding the District's record keeping has been resolved by hiring an outside accountant and as of December 30, 2010 all District accounts are up to date. He agreed with staff to bring the record keeping in house by purchasing QuickBooks which has been installed. All transactions have been posted as of November 30<sup>th</sup>. After February 8<sup>th</sup> an outside accountant will post December 2010 and January 2011 transactions.

Mr. Eng answered Trustee Bruesch's question by informing the Board that depreciation schedules are updated each year with a proportionate amount of that asset deducted each year so as not to use it up. Some items are assigned to a five year life, such as office equipment and tools and others to a 30 year life, such as building and fixtures. Computer

programs are updated as needed.

Trustee Parriott raised the question regarding custodial credit risk and whether the District should split some of our investment assets into other institutions.

Henry Eng answered the question concerning protection of funds stating that the FDIC covers a certain amount but because the District is a governmental entity, banks have another program where banks put a certain amount in mortgage type securities to back your investment. However, there is no way for him to check.

Treasurer Finlay stated that the Finance Committee will discuss what percent is invested in allowable investment interests described in the District's by-laws and the purchase of derivatives which according to District policy are strictly forbidden. She invited Trustee Parriott to stay for the Finance committee meeting.

Rose Alba added that as part of the audit, Citizens Bank provides, a certified letter to the auditor each year indicating that District funds are collateralized.

A motion by Trustee Parriott to approve the FY 2009-2010 Audit was seconded and unanimously approved.

## **8. District Administration**

### **A. Consider Changing the November 11, 2011 Board Meeting Date**

A motion by Trustee Chandler to move the November Board meeting to November 4, 2011 was seconded and unanimously approved.

## **9. MVCAC NPDES Permit Coalition**

Assistant Manager Kenn Fujioka stated that by April 11<sup>th</sup> this year we must comply with provisions of the Clean Water Act (CWA) and apply pesticides under a National Pesticide Discharge Elimination System (NPDES) general permit. The State Water Quality Control Board (SWQCB) is set to approve this permit on February 1, 2011.

The District intends to apply for coverage. Part of the coverage involves a monitoring plan that if we implement ourselves will be more expensive than if we help pay for a plan developed by a coalition of vector control agencies. The projected cost for us to participate in the coalition plan is approximately \$8,000. It assumes participation by all 64 MVCAC member agencies. Our share is calculated currently at 0.27% of our budget less capital expense and it assumes that testing will be done on all pesticides listed on the monitoring plan.

To date, Antelope Valley MVCD and Delano MAD have opted not to join the coalition because their counsel opined that they do not have "waters of the United State" flowing through their districts.

Kenn noted that if we implement our own monitoring plan we would need to test at least three of our applications. Three samples for each application would be tested at \$1500 per sample.

A motion by Trustee Morgan to enroll and participate in the MVCAC National Pollutant Discharge Elimination System (NPDES) Permit Coalition Monitoring Program was seconded and unanimously approved.

**10. Disease Surveillance**

Assistant Manager Kenn Fujioka reported there is currently no West Nile virus (WNV) activity. December rains combined with warm temperatures in January were of concern.

**11. Trustee Reports**

None

**12. New Business**

Trustee Barakat requested a Personnel Committee meeting. President Sham stated that committee is chaired by Trustee Parriott.

**14. The Finance Committee will meet immediately after the Board adjourns to discuss:**

- A. Review the District's Investment Policy, Resolution 94-02, Fiscal Policies, Article XIII, Investments.
- B. Roof repairs

**15. Adjournment**

No motion. The meeting was adjourned at 7:23 a.m.