

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

**Board of Trustees Meeting
June 15, 2018 at 7:00 AM**

Agenda

- 1. Call to Order**
(Board President Corey Calaycay)
- 2. Pledge of Allegiance and Silent Roll Call**
- 3. Opportunity for Public Comment on Non-Agenda Items**
*(Individual Public Comments may be limited to a 3-minute or less time limit)
During Public Comments, the public may address the Board on any issue within the District's jurisdiction that is not on the agenda. The public may comment on any item on the Agenda at the time that item is before the Board for consideration. There will be no dialog between the Board and the Commenter. Any clarifying questions from the Board must go through the Board President.*
- 4. Consent Calendar**
All matters listed under the Consent Calendar are considered by the District to be routine and will be enacted by one motion. Any member of the Board may pull an item from the Consent Calendar for additional clarification or action.
 - A. List of Claims for the month of May***
 - B. Budget Status Report for May ***
 - C. Minutes of Board of Trustees Meeting May ***
 - D. Operations Report***
 - E. Surveillance Report***
 - F. Communications Report***
 - G. April 2018 Monthly Treasurer Report / District Working Balance for June 2018***
- 5. Presentation: Mosquito Biology**
(Scientific Programs Manager Melissa Doyle)
- 6. District Manager Annual Evaluation**
(Board President) (Action Required) (Approve/Disapprove)

7. **Consider Amended Job Descriptions/Positions as Recommended by the Personnel/Policy Committee ***
(District Manager, Jared Dever) (Action Required) (Approve/Disapprove)
8. **Consider Approval of Resolution 2018-01 Inclusive of FY 2018-2019 Budget and Assessment Report ***
(Board President) (Action Required) (Approve/Disapprove)
 - A. **President Reads the Item**
 - B. **President Declares the Public Hearing is open**
 - C. **President Requests the Clerk to Report any Communication(s)**
 - D. **Receive Staff Reports** (District Manager)
 - E. **President Calls for Public Testimony**
 - F. **President Closes the Public Hearing**
 - G. **Board Discussion**
 - H. **Board Motion and Vote**
9. **Engineer's Report FY 2018-2019** (Pursuant to the Government Code, Health and Safety Code and Article XIIIID of the California Constitution)
Engineer of Work: SCI Consulting Group
(District Manager)
10. **Consider Resolution 2018-02 Approving an Application to Initiate Proceedings to Annex Certain Territory to the District and Taking Certain Connected Actions ***
(District Manager) (Action Required) (Approve / Disapprove)
11. **Letter of Acknowledgement: End of Agreement for Services by Best, Best & Krieger LLP and Jenkins & Hogin LLP ***
(District Manager)
12. **District's Administration**
(District Manager)
 - A. **RFP – Geospatial Vector Control Database Software**
13. **Informational Reports**
(Verbal Report)
14. **Trustee Reports**
(Verbal Report)

15. New Business

Opportunity for Trustees to request future agenda items
(Verbal Report)

16. Adjournment

CERTIFICATE OF POSTING

“This agenda shall be made available upon request in alternative formats to persons with a disability as required by the American with Disabilities Act of 1990 (42 U.S.C. §12132) and the Ralph M. Brown Act (California Government Code §54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the San Gabriel Valley Mosquito and Vector Control District at (626-814-9466) during regular business hours, at least twenty-four hours prior to the time of the meeting.”

“Materials related to an item on the Agenda submitted after distribution of the agenda packet are available for public inspection in the San Gabriel Valley Mosquito & Vector Control District Office located at 1145 North Azusa Canyon Road, West Covina, CA 91790 during normal business hours.”



Esther Elliott
Clerk of the Board, San Gabriel Valley MVCD
Board of Trustees

SAN GABRIEL VALLEY MVCD
Claims List

May 3, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	05/03/2018	AMERICAN FIDELITY ASSURANCE	6070 Premiums, life - Cafeter (Premiums, life insura	114.08
			6070 Premiums, life - Cafeter (Premiums, life insura	327.97
B748332	05/01/2018		6070 Premiums, life - Cafeter (Premiums, life insura	985.67
			6070 Premiums, life - Cafeter (Premiums, life insura	219.76
			6070 Premiums, life - Cafeter (Premiums, life insura	51.81
				<u>1,699.29</u>
EFT	05/03/2018	LINCOLN FINANCIAL GROUP	6065 GROUP TERM LIFE/EMPLR (Premiums, Gro	313.32
			6065 GROUP TERM LIFE/EMPLR (Premiums, Gro	356.70
1585384 - April	05/01/2018			670.02
1585384 May	05/01/2018			
EFT	05/03/2018	PERS	6200 Employer Cont - CLASSIC (Employer Contribu	466.96
			6200 Employer Cont - CLASSIC (Employer Contribu	861.52
PR of 5/3/17	05/03/2018		6200 Employer Cont - CLASSIC (Employer Contribu	1,731.02
			6200 Employer Cont - CLASSIC (Employer Contribu	275.30
			6200 Employer Cont - CLASSIC (Employer Contribu	112.33
			6200 Employer Cont - PEPRA (Employer Contributi	86.39
			6200 Employer Cont - PEPRA (Employer Contributi	1,733.29
			6200 Employer Cont - PEPRA (Employer Contributi	633.90
			6200 Employer Cont - PEPRA (Employer Contributi	326.52
			6200 Employer Cont - PEPRA (Employer Contributi	78.19
				<u>6,305.42</u>
EFT	05/03/2018	PRINCIPAL DENTAL	6070 Cafeteria Benefit	86.95
			6070 Cafeteria Benefit	352.61
1085590-10001	05/01/2018		6070 Cafeteria Benefit	1,465.76
			6070 Cafeteria Benefit	262.63
			6070 Cafeteria Benefit	265.66
				<u>2,433.61</u>
15418	05/03/2018	ADAPCO, INC	6250 LABORATORY SUPPLIES	554.20

Item 4A

SAN GABRIEL VALLEY MVCD

Claims List

May 3, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6250 LABORATORY SUPPLIES	52.65
115239	05/01/2018		6250 LABORATORY SUPPLIES	15.00
				<u>621.85</u>
15419	05/03/2018	AJG ACCOUNTING & BOOKKEEPING SRVCS, IN 6187 AUDITOR (For professional services rendered		810.00
				<u>810.00</u>
231	05/01/2018			
15420	05/03/2018	ATHENS SERVICES	6040 Refuse Disposal (Refuse Disposal)	193.59
				<u>193.59</u>
5031481	05/01/2018			
15421	05/03/2018	AZUSA LIGHT & WATER	6343 Meter # 99172930 (Meter # 99172930 Service	74.30
			6343 Meter # 45169724 (Meter # 45169724 Service	45.43
99172930, 45169724	05/01/2018			<u>119.73</u>
15422	05/03/2018	CDW GOVERNMENT INC	6035 COMPUTER HARDWARE	1,448.84
			6035 COMPUTER HARDWARE	33.65
MNT4490	05/01/2018		6035 COMPUTER HARDWARE	887.36
			6035 COMPUTER HARDWARE	17.95
			6035 COMPUTER HARDWARE	19.99
			6035 COMPUTER HARDWARE	225.14
				<u>2,632.93</u>
15423	05/03/2018	CHEVRON	6262 Fuel for Trucks (Fuel for Trucks)	3,744.87
				<u>3,744.87</u>
53132209	05/01/2018			
15424	05/03/2018	COPIES & INK	6270 OFFICE SUPPLIES	413.00
			6270 OFFICE SUPPLIES	295.00
35510	05/01/2018		6270 OFFICE SUPPLIES	150.00
			6270 OFFICE SUPPLIES	7.50

SAN GABRIEL VALLEY MVCD

Claims List

May 3, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6270 OFFICE SUPPLIES	7.50
			6270 OFFICE SUPPLIES	39.23
			6270 OFFICE SUPPLIES	28.03
				<u>940.26</u>
15425	05/03/2018	FIDELITY SECURITY LIFE INSURANCE CO.	6070 Vision Premiums (Vision Premiums)	12.30
			6070 Vision Premiums (Vision Premiums)	81.03
163496195	05/01/2018		6070 Vision Premiums (Vision Premiums)	249.40
			6070 Vision Premiums (Vision Premiums)	24.60
			6070 Vision Premiums (Vision Premiums)	58.91
				<u>426.24</u>
15426	05/03/2018	FRED IBARRA	6232 Travel Expenses (Travel Expenses)	42.32
				<u>42.32</u>
Mileage	05/01/2018			
15427	05/03/2018	GREEN'S AUTO TECH	6260 SUPPLIES, MECHANICAL	304.98
				<u>304.98</u>
47608	05/01/2018			
15428	05/03/2018	OFFICE & ERGONOMIC SOLUTIONS INC	6250 LABORATORY SUPPLIES	428.00
			6250 LABORATORY SUPPLIES	449.88
25612	05/01/2018		6250 LABORATORY SUPPLIES	99.00
			6250 LABORATORY SUPPLIES	92.80
			8000 CAPITAL OUTLAY (Capital Outlay)	639.00
			8000 CAPITAL OUTLAY (Capital Outlay)	1,260.00
25613	05/01/2018		8000 CAPITAL OUTLAY (Capital Outlay)	169.00
			8000 CAPITAL OUTLAY (Capital Outlay)	196.46
				<u>3,334.14</u>
15429	05/03/2018	PRAXAIR DISTRIBUTION	6250 LABORATORY SUPPLIES	66.93
				<u>66.93</u>

Item 4A

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82776571	05/01/2018			
15430	05/03/2018	READYREFRESH BY NESTLE	6170 Arrowhead Water (Arrowhead Water)	286.00
				<u>286.00</u>
18D0024588535	05/01/2018			
15431	05/03/2018	SAM MCKEEVER	6232 Travel Expenses (Travel Expenses)	46.32
				<u>46.32</u>
Mileage	05/01/2018			
15432	05/03/2018	SOUTHERN CALIFORNIA TECHNOLOGY SOLUTIONS	6040 Building Maintenance	10.86
				<u>10.86</u>
651206	05/01/2018			
15433	05/03/2018	STREAMLINE	6036 COMPUTER SOFTWARE	200.00
				<u>200.00</u>
97265	05/01/2018			
15434	05/03/2018	THE REGENTS OF UC, CASHIERS	6250 LABORATORY SUPPLIES	241.00
				<u>241.00</u>
01-48605705	05/01/2018			
15435	05/03/2018	US BANK	6232 SEMINARS AND MEETINGS	21.98
			6170 Arrowhead Water (Arrowhead Water)	22.74
Alba	05/01/2018		6036 COMPUTER SOFTWARE	29.97
Deacon	05/01/2018		6036 COMPUTER SOFTWARE	67.80
Dever	05/01/2018		6232 SEMINARS AND MEETINGS	479.60
			6232 SEMINARS AND MEETINGS	70.00
			6250 LABORATORY SUPPLIES	410.08
			6250 LABORATORY SUPPLIES	4.38
Doyle	05/01/2018		6250 LABORATORY SUPPLIES	3.83
			6250 LABORATORY SUPPLIES	92.00
			6250 LABORATORY SUPPLIES	67.50

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Num	Date	Name	Item	Original Amount
			6250 LABORATORY SUPPLIES	16.43
			6250 LABORATORY SUPPLIES	115.96
			6030 BOARD EXPENSES	24.50
			6232 SEMINARS AND MEETINGS	3.00
			6250 LABORATORY SUPPLIES	58.69
			6250 LABORATORY SUPPLIES	404.10
			6332 Uniforms (Uniforms)	163.81
			6332 Uniforms (Uniforms)	218.35
Elliott	05/01/2018		6332 Uniforms (Uniforms)	76.50
			6030 BOARD EXPENSES	21.82
			6030 BOARD EXPENSES	11.69
			6270 OFFICE SUPPLIES	213.25
			6232 SEMINARS AND MEETINGS	22.35
			6280 SUPPLIES, OPERATIONS	149.86
			6232 SEMINARS AND MEETINGS	10.32
Farned	05/01/2018		6232 SEMINARS AND MEETINGS	23.00
			6280 SUPPLIES, OPERATIONS	1.00
			6280 SUPPLIES, OPERATIONS	25.00
			6040 Building Maintenance	120.00
			6280 SUPPLIES, OPERATIONS	83.98
			6290 Supplies, Public Informati	1.99
			6290 Supplies, Public Informati	5.80
Hagele	05/01/2018		6030 BOARD EXPENSES	30.94
			6302 Supplies, Safety	147.80
			6040 Building Maintenance	345.90
Nelson	05/01/2018		6260 SUPPLIES, MECHANICAL	182.53
Niffenegger	05/01/2018		6260 SUPPLIES, MECHANICAL	175.00
			6290 Supplies, Public Informati	1,240.00
			6290 Supplies, Public Informati	84.02
Sun	05/01/2018		6290 Supplies, Public Informati	388.24
			6290 Supplies, Public Informati	10.77
			6290 Supplies, Public Informati	13.80
			6290 Supplies, Public Informati	8.73

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6290 Supplies, Public Informati	2.92
			6185 POSTAGE	43.50
			6290 Supplies, Public Informati	10.95
			6290 Supplies, Public Informati	8.17
			6290 Supplies, Public Informati	4.99
			6290 Supplies, Public Informati	18.59
			6290 Supplies, Public Informati	9.86
			6290 Supplies, Public Informati	45.35
			6290 Supplies, Public Informati	19.87
			6290 Supplies, Public Informati	8.17
Tanaka	05/01/2018		6185 POSTAGE	12.98
			6290 Supplies, Public Informati	2.62
			6280 SUPPLIES, OPERATIONS	40.76
Vander Heyden	05/01/2018		6232 SEMINARS AND MEETINGS	55.22
			6185 POSTAGE	13.82
			6280 SUPPLIES, OPERATIONS	40.46
				<u>6,007.24</u>
15436	05/03/2018	WINDOWASHERS, LLC.	6046 COMPUTER MAINTENANCE (Contract Supp	3,400.00
				<u>3,400.00</u>
SGV05018	05/01/2018			
		Total Accounts Payable 5/3/2018		34,537.60

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EFT	05/17/2018	AFLAC	6070 Vision Premiums (Vision Premiums)	19.26
			6070 Vision Premiums (Vision Premiums)	194.49
563456	05/14/2018			<u>213.75</u>
EFT	05/17/2018	CAL PERS	6070 Med premiums - Cafeteria (Medical premiums)	310.40
			6070 Med premiums - Cafeteria (Medical premiums)	4,355.69
100000015299351	05/14/2018		6070 Med premiums - Cafeteria (Medical premiums)	2,283.73
			6070 Med premiums - Cafeteria (Medical premiums)	1,912.56
			6072 Medl premiums- Retired EE (Medical premium)	266.00
			6070 ADMIN FEE (Admin fee)	40.94
			6070 ADMIN FEE (Admin fee)	5.06
				<u>9,174.38</u>
EFT	05/17/2018	CALPERS CERBT	6200 Employer Cont - CLASSIC (Employer Contribu	7,306.61
			6200 Employer Cont - CLASSIC (Employer Contribu	15.68
100000015280740	05/01/2018			<u>7,322.29</u>
EFT	05/17/2018	PERS	6200 Employer Cont - CLASSIC (Employer Contribu	466.96
			6200 Employer Cont - CLASSIC (Employer Contribu	861.52
PR of 5/17/18	05/07/2018		6200 Employer Cont - CLASSIC (Employer Contribu	1,731.02
			6200 Employer Cont - CLASSIC (Employer Contribu	275.30
			6200 Employer Cont - CLASSIC (Employer Contribu	112.33
			6200 Employer Cont - PEPRA (Employer Contributi	86.39
			6200 Employer Cont - PEPRA (Employer Contributi	1,879.37
			6200 Employer Cont - PEPRA (Employer Contributi	633.90
			6200 Employer Cont - PEPRA (Employer Contributi	326.52
			6200 Employer Cont - PEPRA (Employer Contributi	78.19
				<u>6,451.50</u>
15437	05/17/2018	AERIAL SERVICES	6304 - SURVEILLANCE, AERIAL	22,500.00
			6304 - SURVEILLANCE, AERIAL	300.00

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211422	05/01/2018		6304 - SURVEILLANCE, AERIAL	318.00
				<u>23,118.00</u>
15438	05/17/2018	AMAZON.COM	6312 Monthly District Field Ph (Monthly District Field	37.98
			6290 Supplies, Public Informati	625.98
6045787810575999	05/15/2018		6280 SUPPLIES, OPERATIONS	1,244.21
			6250 LABORATORY SUPPLIES	135.43
			6270 OFFICE SUPPLIES	38.41
				<u>2,082.01</u>
15439	05/17/2018	ARAMARK	6332 Uniforms (Uniforms)	627.34
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	178.24
792287099	05/01/2018			<u>805.58</u>
15440	05/17/2018	BECKY A. SHEVLIN	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/11/18	05/11/2018			
15441	05/17/2018	BENLO COMPANY	6280 SUPPLIES, OPERATIONS	84.68
				<u>84.68</u>
871375	05/05/2018			
15442	05/17/2018	CALOLYMPIC SAFETY	6302 Supplies, Safety	57.24
			6302 Supplies, Safety	57.24
369106-2	05/01/2018		6302 Supplies, Safety	42.85
			6302 Supplies, Safety	14.95
			6302 Supplies, Safety	14.94
				<u>187.22</u>
15443	05/17/2018	CANON FINANCIAL SERVICES, INC.	6073 EQUIPMENT CANON (Canon Graphics Equip	1,395.31
				<u>1,395.31</u>
18630794	05/13/2018			

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15444	05/17/2018	CDW GOVERNMENT INC	6036 COMPUTER SOFTWARE	2,716.00
				<u>2,716.00</u>
MRB2864	05/13/2018			
15445	05/17/2018	CHARLES MYERS	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/11/18	05/11/2018			
15446	05/17/2018	COPIES & INK	6290 Supplies, Public Informati	733.11
			6290 Supplies, Public Informati	34.33
35514	05/01/2018		6290 Supplies, Public Informati	69.65
				<u>837.09</u>
15447	05/17/2018	COREY CALAYCAY	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/11/18	05/11/2018			
15448	05/17/2018	CRUZ BACA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/11/18	05/11/2018			
15449	05/17/2018	CYNTHIA STERNQUIST	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/11/18	05/11/2018			
15450	05/17/2018	DAN HOLLOWAY	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/11/18	05/11/2018			
15451	05/17/2018	EMMETT G. BADAR	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/11/18	05/11/2018			

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15452	05/17/2018	ENTERPRISE	6007 - AUTOMOBILE LEASE	6,148.86
				<u>6,148.86</u>
407595	05/04/2018			
15453	05/17/2018	FLEX ACCOUNT ADMINISTRATION	6070 Premiums, life - Cafeter (Premiums, life insura	649.98
			6070 Premiums, life - Cafeter (Premiums, life insura	191.66
2008149	05/04/2018		6070 Premiums, life - Cafeter (Premiums, life insura	108.33
			6070 Premiums, life - Cafeter (Premiums, life insura	83.33
				<u>1,033.30</u>
15454	05/17/2018	HAROLD J. BISSNER III	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/11/18	05/11/2018			
15455	05/17/2018	HENRY M. MORGAN	6030 BOARD EXPENSES	149.50
				<u>149.50</u>
BM of 5/11/18	05/11/2018			
15456	05/17/2018	HOME DEPOT	6040 Building Maintenance	65.60
			6280 SUPPLIES, OPERATIONS	173.84
4163843	05/13/2018		6040 Building Maintenance	98.52
			6040 Building Maintenance	7.88
			6040 Building Maintenance	54.14
			6044 MAINTENANCE, GROUNDS	89.60
			6044 MAINTENANCE, GROUNDS	78.61
			6044 MAINTENANCE, GROUNDS	43.77
				<u>611.96</u>
15457	05/17/2018	IRWINDALE INDUSTRIAL CLINIC	6080 Hiring Expenses	340.00
				<u>340.00</u>
4438-788169	05/01/2018			

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15458	05/17/2018	J & J JANITORIAL SERVICES, INC.	6040 Building Maintenance	1,296.00
				<u>1,296.00</u>
4551	05/17/2018			
15459	05/17/2018	JERRY VELASCO	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/11/18	05/11/2018			
15460	05/17/2018	JOHN CAPOCCIA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/11/18	05/11/2018			
15461	05/17/2018	JOSEPH LEON	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/11/18	05/11/2018			
15462	05/17/2018	JOSEPH ROCHA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/11/18	05/11/2018			
15463	05/17/2018	JULI COSTANZO	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/11/18	05/11/2018			
15464	05/17/2018	KENN K. FUJIOKA	6072 Medl premiums- Retired EE (Medical premium	440.21
				<u>440.21</u>
Premium Reimburse	05/17/2018			
15465	05/17/2018	MARGARET E. FINLAY	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/11/18	05/11/2018			

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15466	05/17/2018	MARINA KHUBESRIAN, MD	6030 BOARD EXPENSES	100.00
				100.00
BM of 5/11/18	05/11/2018			
15467	05/17/2018	MCFADDEN-DALE INDUSTRIAL HARDWARE	6280 SUPPLIES, OPERATIONS	12.80
			6280 SUPPLIES, OPERATIONS	2.40
186128/2	05/01/2018		6280 SUPPLIES, OPERATIONS	1.58
			6280 SUPPLIES, OPERATIONS	4.00
			6280 SUPPLIES, OPERATIONS	7.20
			6280 SUPPLIES, OPERATIONS	7.20
			6280 SUPPLIES, OPERATIONS	78.00
			6280 SUPPLIES, OPERATIONS	49.40
			6280 SUPPLIES, OPERATIONS	0.88
			6280 SUPPLIES, OPERATIONS	17.34
			6280 SUPPLIES, OPERATIONS	38.20
			6280 SUPPLIES, OPERATIONS	15.80
			6280 SUPPLIES, OPERATIONS	6.60
			6280 SUPPLIES, OPERATIONS	5.30
			6280 SUPPLIES, OPERATIONS	4.80
			6280 SUPPLIES, OPERATIONS	4.30
			6280 SUPPLIES, OPERATIONS	5.30
			6280 SUPPLIES, OPERATIONS	4.80
			6280 SUPPLIES, OPERATIONS	4.30
			6280 SUPPLIES, OPERATIONS	16.80
			6280 SUPPLIES, OPERATIONS	5.20
			6280 SUPPLIES, OPERATIONS	4.80
			6280 SUPPLIES, OPERATIONS	4.80
			6280 SUPPLIES, OPERATIONS	1.32
			6280 SUPPLIES, OPERATIONS	0.56
			6280 SUPPLIES, OPERATIONS	23.10
			6280 SUPPLIES, OPERATIONS	28.60
			6280 SUPPLIES, OPERATIONS	11.40

SAN GABRIEL VALLEY MVCD

Claims List

May 17, 2018

Num	Date	Name	Item	Original Amount
			6280 SUPPLIES, OPERATIONS	17.40
			6280 SUPPLIES, OPERATIONS	6.50
			6280 SUPPLIES, OPERATIONS	4.90
			6280 SUPPLIES, OPERATIONS	3.00
			6280 SUPPLIES, OPERATIONS	0.70
			6280 SUPPLIES, OPERATIONS	0.90
			6280 SUPPLIES, OPERATIONS	8.19
			6280 SUPPLIES, OPERATIONS	1.24
			6280 SUPPLIES, OPERATIONS	31.74
			6280 SUPPLIES, OPERATIONS	4.20
			6280 SUPPLIES, OPERATIONS	5.10
			6280 SUPPLIES, OPERATIONS	4.80
			6280 SUPPLIES, OPERATIONS	7.30
			6280 SUPPLIES, OPERATIONS	2.40
			6280 SUPPLIES, OPERATIONS	9.60
			6280 SUPPLIES, OPERATIONS	4.70
			6280 SUPPLIES, OPERATIONS	6.60
			6280 SUPPLIES, OPERATIONS	5.60
			6280 SUPPLIES, OPERATIONS	1.52
			6280 SUPPLIES, OPERATIONS	7.10
			6280 SUPPLIES, OPERATIONS	49.81
			6280 SUPPLIES, OPERATIONS	8.43
				<u>558.51</u>
15468	05/17/2018	MIKE SPENCE	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/11/18	05/11/2018			
15469	05/17/2018	OFFICE DEPOT	6270 OFFICE SUPPLIES	109.15
			6270 OFFICE SUPPLIES	6.56
				<u>115.71</u>
13347994001	05/17/2018			

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SAN GABRIEL VALLEY MVCD
Claims List
May 17, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
15470	05/17/2018	PUBLIC LIBRARY OF SCIENCE	6192 RESEARCH	2,250.00
				<u>2,250.00</u>
PNTD-D-17-01314	05/07/2018			
15471	05/17/2018	RED WING SHOE STORE	6302 Supplies, Safety	137.95
			6302 Supplies, Safety	157.67
26095	05/17/2018			<u>295.62</u>
15472	05/17/2018	RICHARD BARAKAT	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/11/18	05/11/2018			
15473	05/17/2018	ROBERT KENNEDY	6072 Medl premiums- Retired EE (Medical premium	183.34
				<u>183.34</u>
Premium Reimburse	05/17/2018			
15474	05/17/2018	ROBERT NEHER	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/11/18	05/11/2018			
15475	05/17/2018	ROGER CHANDLER	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/11/18	05/11/2018			
15476	05/17/2018	SANDRA ARMENTA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/11/18	05/11/2018			
15477	05/17/2018	SOCALGAS	6341 Utilities (Meter # 10313904 Acc # 057 518 210	97.48
			6341 Utilities (Meter # 10313904 Acc # 057 518 210	51.27
05751821009	05/11/2018			<u>148.75</u>

SAN GABRIEL VALLEY MVCD

Claims List

May 17, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
15478	05/17/2018	SOUTHERN CALIFORNIA EDISON	6340 Electricity (Electricity for period)	1,947.23
				<u>1,947.23</u>
4/5 to 5/4/18	05/04/2018			
15479	05/17/2018	STAPLES CREDIT PLAN	6250 LABORATORY SUPPLIES	109.49
			6270 OFFICE SUPPLIES	82.20
6035517820299187	05/04/2018			<u>191.69</u>
15480	05/17/2018	STEPHEN SHAM	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/11/18	05/11/2018			
15481	05/17/2018	THE ADDRESSERS	6280 SUPPLIES, OPERATIONS	75.00
			6280 SUPPLIES, OPERATIONS	3.75
74868	05/01/2018		6280 SUPPLIES, OPERATIONS	35.00
			6280 SUPPLIES, OPERATIONS	225.00
			6280 SUPPLIES, OPERATIONS	187.50
			6280 SUPPLIES, OPERATIONS	75.00
			6280 SUPPLIES, OPERATIONS	112.50
			6280 SUPPLIES, OPERATIONS	50.00
			6280 SUPPLIES, OPERATIONS	15.00
			6280 SUPPLIES, OPERATIONS	15.00
			6280 SUPPLIES, OPERATIONS	90.00
			6280 SUPPLIES, OPERATIONS	35.00
			6280 SUPPLIES, OPERATIONS	3.00
			6280 SUPPLIES, OPERATIONS	35.00
			6290 Supplies, Public Informati	225.00
			6290 Supplies, Public Informati	750.00
				<u>1,931.75</u>
15482	05/17/2018	THERMAL COMBUSTION INNOVATORS	6250 LABORATORY SUPPLIES	94.92
				<u>94.92</u>

SAN GABRIEL VALLEY MVCD

Claims List

May 17, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				94.92
191242	05/01/2018			
15483	05/17/2018	TIM SANDOVAL	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
Bm of 5/11/18	05/11/2018			
15484	05/17/2018	TPx COMMUNICATIONS	6315 Monthly Internet Charges (Monthly Internet Ch	951.46
			6320 Office phones (Office phones)	955.04
				<u>1,906.50</u>
103341792-0	05/09/2018			
15485	05/17/2018	UNITED AIR CONDITIONING & MECHANICAL	6040 Building Maintenance	473.61
				<u>473.61</u>
3000-22	05/01/2018			
15486	05/17/2018	VERIZON WIRELESS	6312 Monthly District Field Ph (Monthly District Fiel	797.51
			6312 Monthly District Field Ph (Monthly District Fiel	1,245.20
				<u>2,042.71</u>
980737038	05/10/2018			
15487	05/17/2018	WELLS FARGO VENDOR FIN SERV	6073 EQUIPMENT WELLS FARGO (Wells Fargo E	1,500.15
				<u>1,500.15</u>
68347420	05/06/2018			
15488	05/17/2018	WINDOWASHERS, LLC.	6046 COMPUTER MAINTENANCE (Contract Supp	400.00
			6046 COMPUTER MAINTENANCE (Contract Supp	400.00
			6046 COMPUTER MAINTENANCE (Contract Supp	600.00
			6046 COMPUTER MAINTENANCE (Contract Supp	104.61
				<u>1,504.61</u>
SGV050718	05/07/2018			

Total Accounts Payable for 5/17/2018

81,752.74

SAN GABRIEL VALLEY MVCD

Claims List

May 31, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	05/31/2018	AMERICAN FIDELITY ASSURANCE	6070 Premiums, life - Cafeter (Premiums, life insura	114.08
			6070 Premiums, life - Cafeter (Premiums, life insura	327.97
B760138	05/25/2018		6070 Premiums, life - Cafeter (Premiums, life insura	985.67
			6070 Premiums, life - Cafeter (Premiums, life insura	219.76
			6070 Premiums, life - Cafeter (Premiums, life insura	51.81
				<u>1,699.29</u>
EFT	05/31/2018	PERS	6200 Employer Cont - CLASSIC (Employer Contribu	466.96
			6200 Employer Cont - CLASSIC (Employer Contribu	861.52
PR of 5/31/18	05/31/2018		6200 Employer Cont - CLASSIC (Employer Contribu	1,731.02
			6200 Employer Cont - CLASSIC (Employer Contribu	275.30
			6200 Employer Cont - CLASSIC (Employer Contribu	112.33
			6200 Employer Cont - PEPRA (Employer Contributi	86.39
			6200 Employer Cont - PEPRA (Employer Contributi	1,879.37
			6200 Employer Cont - PEPRA (Employer Contributi	633.90
			6200 Employer Cont - PEPRA (Employer Contributi	326.52
			6200 Employer Cont - PEPRA (Employer Contributi	78.19
				<u>6,451.50</u>
EFT	05/31/2018	PRINCIPAL DENTAL	6070 Cafeteria Benefit	86.95
			6070 Cafeteria Benefit	352.61
1085590-10001	05/18/2018		6070 Cafeteria Benefit	1,465.76
			6070 Cafeteria Benefit	306.55
			6070 Cafeteria Benefit	265.66
				<u>2,477.53</u>
15489	05/31/2018	MANHATTAN BEACH TOYOTA	6250 LABORATORY SUPPLIES	24,500.00
				<u>24,500.00</u>
5TFRX5GN4HX082058	05/31/2018			
15490	05/31/2018	BIOQUIP PRODUCTS	6250 LABORATORY SUPPLIES	2,107.20
			6250 LABORATORY SUPPLIES	184.38
				<u>184.38</u>

Item 1A

SAN GABRIEL VALLEY MVCD
Claims List
May 31, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
940519	05/01/2018			2,291.58
15491	05/31/2018	CALIFORNIA LABORATORIES	6042 EQUIPMENT MAINTENANCE	885.00
			6042 EQUIPMENT MAINTENANCE	60.00
C050218	05/22/2018			<u>945.00</u>
15492	05/31/2018	COPIES & INK	6270 OFFICE SUPPLIES	228.00
			6270 OFFICE SUPPLIES	10.00
35528	05/18/2018		6270 OFFICE SUPPLIES	21.66
			6270 OFFICE SUPPLIES	63.66
			6270 OFFICE SUPPLIES	85.55
35513, 35527	05/18/2018		6270 OFFICE SUPPLIES	380.91
				<u>789.78</u>
15493	05/31/2018	COSTCO WHOLESALE MEMBER	6150 MEMBERSHIPS	600.00
				<u>600.00</u>
00320168653000	05/01/2018			
15494	05/31/2018	FIDELITY SECURITY LIFE INSURANCE CO.	6070 Vision Premiums (Vision Premiums)	12.30
			6070 Vision Premiums (Vision Premiums)	81.03
163527553	05/21/2018		6070 Vision Premiums (Vision Premiums)	249.40
			6070 Vision Premiums (Vision Premiums)	24.60
			6070 Vision Premiums (Vision Premiums)	58.91
				<u>426.24</u>
15495	05/31/2018	INTERSTATE BATTERY SYSTEM	6260 SUPPLIES, MECHANICAL	193.90
			6260 SUPPLIES, MECHANICAL	100.95
10163841	05/31/2018		6260 SUPPLIES, MECHANICAL	33.14
				<u>327.99</u>
15496	05/31/2018	KATZKIN AUTOMOTIVE LEATHER	6280 SUPPLIES, OPERATIONS	271.50
			6280 SUPPLIES, OPERATIONS	28.50
				<u>28.50</u>

SAN GABRIEL VALLEY MVCD

Claims List

May 31, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
252325	05/31/2018			300.00
15497	05/31/2018	KING OF SOUNDS	6280 SUPPLIES, OPERATIONS	600.00
			6280 SUPPLIES, OPERATIONS	60.00
Back-up camera	05/23/2018			660.00
15498	05/31/2018	LAND'S END BUSINESS OUTFITTERS	6332 Uniforms (Uniforms)	431.16
			6332 Uniforms (Uniforms)	30.60
SIN6266760	05/25/2018			461.76
15499	05/31/2018	LANDMARKCREATIONS.COM	6290 Supplies, Public Informati	6,422.00
			6290 Supplies, Public Informati	150.00
221376	05/23/2018			6,572.00
15500	05/31/2018	MARGARET E. FINLAY	6030 BOARD EXPENSES	100.00
Legal Interview Pane	05/18/2018			100.00
15501	05/31/2018	MCFADDEN-DALE INDUSTRIAL HARDWARE	6280 SUPPLIES, OPERATIONS	42.38
			6280 SUPPLIES, OPERATIONS	16.38
33002	05/17/2018		6260 SUPPLIES, MECHANICAL	2.96
			6260 SUPPLIES, MECHANICAL	178.91
			6280 SUPPLIES, OPERATIONS	58.94
				299.57
15502	05/31/2018	MEDICAL WASTE MANAGEMENT FUND	6250 LABORATORY SUPPLIES	25.00
2018 MW 60787	05/09/2018			25.00
15503	05/31/2018	READYREFRESH BY NESTLE	6170 Arrowhead Water (Arrowhead Water)	268.05
				268.05

SAN GABRIEL VALLEY MVCD
Claims List
May 31, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
18E0024588535	05/20/2018			
15504	05/31/2018	THE ADDRESSERS	6280 SUPPLIES, OPERATIONS	75.00
			6280 SUPPLIES, OPERATIONS	32.25
75075	05/29/2018		6280 SUPPLIES, OPERATIONS	35.00
			6280 SUPPLIES, OPERATIONS	0.54
			6280 SUPPLIES, OPERATIONS	75.00
			6280 SUPPLIES, OPERATIONS	26.88
			6280 SUPPLIES, OPERATIONS	50.00
			6280 SUPPLIES, OPERATIONS	16.13
			6280 SUPPLIES, OPERATIONS	15.00
			6280 SUPPLIES, OPERATIONS	2.15
			6280 SUPPLIES, OPERATIONS	35.00
			6280 SUPPLIES, OPERATIONS	12.90
			6280 SUPPLIES, OPERATIONS	35.00
			6280 SUPPLIES, OPERATIONS	0.43
			6280 SUPPLIES, OPERATIONS	107.50
				<hr/> 518.78
15505	05/31/2018	ULINE	6250 LABORATORY SUPPLIES	70.20
			6250 LABORATORY SUPPLIES	6.67
97975282	05/29/2018		6250 LABORATORY SUPPLIES	12.50
				<hr/> 89.37
15506	05/31/2018	US BANK	6080 Hiring Expenses	245.25
			6036 COMPUTER SOFTWARE	247.50
ALBA	05/29/2018		6030 BOARD EXPENSES	32.97
			6232 SEMINARS AND MEETINGS	53.00
			6232 SEMINARS AND MEETINGS	181.38
Dever	05/29/2018		6036 COMPUTER SOFTWARE	29.97
			6232 SEMINARS AND MEETINGS	10.00
			6232 SEMINARS AND MEETINGS	25.00
			6232 SEMINARS AND MEETINGS	540.16

SAN GABRIEL VALLEY MVCD

Claims List

May 31, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6250 LABORATORY SUPPLIES	13.14
			6250 LABORATORY SUPPLIES	229.82
Doyle	05/29/2018		6250 LABORATORY SUPPLIES	103.58
			6250 LABORATORY SUPPLIES	28.90
			6030 BOARD EXPENSES	17.98
			6030 BOARD EXPENSES	13.00
Elliott	05/29/2018		6302 Supplies, Safety	124.99
			6280 SUPPLIES, OPERATIONS	31.71
			6280 SUPPLIES, OPERATIONS	82.30
Farned	05/29/2018		6280 SUPPLIES, OPERATIONS	244.03
			6280 SUPPLIES, OPERATIONS	10.00
			6280 SUPPLIES, OPERATIONS	15.00
			6232 SEMINARS AND MEETINGS	53.00
			6232 SEMINARS AND MEETINGS	166.98
Nelson	05/29/2018		6040 Building Maintenance	161.96
			6290 Supplies, Public Informati	32.17
Niffenegger	05/29/2018		6290 Supplies, Public Informati	2.83
Sun	05/29/2018		6290 Supplies, Public Informati	39.60
			6290 Supplies, Public Informati	4.99
			6290 Supplies, Public Informati	34.38
			6280 SUPPLIES, OPERATIONS	27.20
			6280 SUPPLIES, OPERATIONS	13.14
Tanaka	05/29/2018		6280 SUPPLIES, OPERATIONS	25.19
			6280 SUPPLIES, OPERATIONS	64.92
				<u>2,906.04</u>
15507	05/31/2018	VOLTEX LIGHTS	6260 SUPPLIES, MECHANICAL	3,000.00
			6260 SUPPLIES, MECHANICAL	285.00
Arrow Board	05/31/2018			<u>3,285.00</u>
		Total Accounts Payable May 31, 2018		55,994.48
		Total Accounts Payable for May 2018		172,284.82

SAN GABRIEL VALLEY MVCD

Claims List

May 31, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
		Total Payroll for May 2018		291,753.68
		see attached		
		Total Claims List for May 2018		464,038.50

**San Gabriel Valley MVCD
Payroll for May 2018**

Department	May 3, 2018	May 17, 2018	May 31, 2018	TOTAL
EXECUTIVE	5,234.40	5,234.40	5,234.40	15,703.20
ADMINISTRATION	10,979.20	11,079.20	10,979.20	33,037.60
OPERATIONS	44,559.81	44,819.98	46,375.04	135,754.83
SURVEILLANCE	13,186.01	13,211.74	13,161.74	39,559.49
COMMUNICATIONS	8,511.68	8,139.11	8,089.11	24,739.90
SEASONAL WORKERS	<u>5,794.40</u>	<u>7,645.30</u>	<u>8,058.34</u>	<u>21,498.04</u>
Gross Payroll	88,265.50	90,129.73	91,897.83	270,293.06
Employer Taxes	1,892.68	2,037.02	2,079.76	6,009.46
Car Allowance	500.00	-	-	500.00
Employee Benefit-Med	<u>4,880.60</u>	<u>5,085.28</u>	<u>4,985.28</u>	<u>14,951.16</u>
TOTAL PAYROLL	95,538.78	97,252.03	98,962.87	291,753.68

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 92% of Year Completed
May 31, 2018

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
PERSONNEL EXPENSES						
Salaries, Exempt	51,105.25	335,467.20	317,763.00	(17,704.20)	105.57	
Salaries - Non Exempt	173,884.70	1,247,392.99	1,286,548.00	39,155.01	96.96	Ltd Term conversions
Salaries - Overtime	2,631.23	21,060.83	15,000.00	(6,060.83)	140.41	Pool work/aerial surveillance
Salaries - Vacation	6,463.68	96,554.45	94,000.00	(2,554.45)	102.72	Increased vacation usage
Salaries-Holiday	488.88	92,352.49	95,000.00	2,647.51	97.21	Floating holidays
Salaries, Sick Pay	14,773.53	66,810.18	63,000.00	(3,810.18)	106.05	Ops Manager
Salaries, Part-time - XH	20,945.79	182,704.16	350,000.00	167,295.84	52.20	
Management Car Allowance	500.00	6,100.00	9,600.00	3,500.00	63.54	
Cafeteria Benefit	35,237.15	264,040.28	267,200.00	3,159.72	98.82	Ltd Term conversions
Hlth Benefits, Ret Emps	889.55	10,532.16	5,520.00	(5,012.16)	190.80	higher reimburse for mgr
Medicare	4,062.27	30,554.53	40,615.00	10,060.47	75.23	
Retirement - Employer	26,530.71	227,935.03	250,100.00	22,164.97	91.14	
Social Security	614.31	5,536.42	13,500.00	7,963.58	41.01	
Post Retirement Benefits	0.00	0.00	0.00	0.00	0.00	
TOTAL PERSONNEL EXPENSES	338,127.05	2,587,040.72	2,807,846.00	220,805.28	92.14	
OPERATING EXPENSES						
Awards	0.00	1,747.13	1,800.00	52.87	97.06	
Bank Charges	421.21	4,079.36	4,500.00	420.64	90.65	
Board expenses	2,602.40	26,139.12	32,600.00	6,460.88	80.18	
Computer Hardware	2,632.93	20,492.24	25,000.00	4,507.76	81.97	
Computer Software	3,291.24	43,062.27	32,500.00	(10,562.27)	132.50	Hr Software, Esri maint renewal
Building maintenance	2,983.70	51,634.57	39,800.00	(11,834.57)	129.74	Warehouse remodel
Maintenance, equipment	945.00	3,470.80	8,900.00	5,429.20	39.00	
Maintenance, grounds	211.98	826.98	7,000.00	6,173.02	11.81	
Professional Services-IT	4,904.61	36,504.61	35,000.00	(1,504.61)	104.30	Legal inv pd by District
Lease Equipment	2,895.46	17,842.19	38,000.00	20,157.81	46.95	
Fees & Assessments	6,032.61	(2,419.17)	4,400.00	6,819.17	(54.98)	NPDES reimbursement
Hiring expenses	585.25	4,510.79	5,000.00	489.21	90.22	
VCJPA General Fund	0.00	10,729.00	9,965.00	(764.00)	107.67	One time fee
Insurance, liability	0.00	35,020.00	57,537.00	22,517.00	60.87	
Workers Comp Insurance	0.00	72,577.00	121,416.00	48,839.00	59.78	
Other Insurance	0.00	1,254.28	2,000.00	745.72	62.71	

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 92% of Year Completed
May 31, 2018

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Insurance, property	0.00	3,250.00	3,250.00	0.00	100.00	One time fee
Insurance, unemployment	1,332.88	19,598.80	15,000.00	(4,598.80)	130.66	Additional employees
Legal	1,363.50	20,722.36	25,000.00	4,277.64	82.89	
Memberships	600.00	18,677.52	25,000.00	6,322.48	74.71	
Miscellaneous expenses	576.79	3,191.29	3,000.00	(191.29)	106.38	Increased water delivery
Postage	117.20	4,229.84	5,500.00	1,270.16	76.91	
Prof. Services, Auditor	810.00	16,892.50	16,000.00	(892.50)	105.58	One time fee
Professional Services	0.00	4,045.00	5,000.00	955.00	80.90	
Research	2,250.00	2,250.00	8,000.00	5,750.00	28.13	
Seminars and meetings	1,623.65	19,146.54	40,000.00	20,853.46	47.87	
Tuition Reimbursement	0.00	1,995.00	8,000.00	6,005.00	24.94	
Supplies, laboratory	31,682.13	54,174.12	65,000.00	10,825.88	83.34	
Supplies, mechanical	4,446.42	14,463.34	30,000.00	15,536.66	48.21	
Supplies, gasoline	3,744.87	39,676.33	55,000.00	15,323.67	72.14	
Supplies, office	2,784.23	11,433.68	20,000.00	8,566.32	57.17	
Supplies, operations	7,759.14	37,036.15	18,000.00	(19,036.15)	205.76	Back Pack sprayers
Supplies, pesticides	0.00	30,458.22	50,000.00	19,541.78	60.92	
Supplies, public informat	4,356.97	30,554.30	37,500.00	6,945.70	81.48	
Supplies, reference	0.00	0.00	2,000.00	2,000.00	0.00	
Supplies, safety	755.63	18,271.99	15,000.00	(3,271.99)	121.81	Safety equipment, boots, first aid
Surveillance, Aerial	23,118.00	23,118.00	25,000.00	1,882.00	92.47	
Tax Collection	0.00	99,279.72	100,000.00	720.28	99.28	One time fee
Communications, field	2,080.89	22,728.66	26,000.00	3,271.34	87.42	
Telephone, Internet	951.46	10,256.22	16,000.00	5,743.78	64.10	
Telephone , Office	955.04	10,502.09	14,000.00	3,497.91	75.01	
Training , CEU's	0.00	6,636.00	6,000.00	(636.00)	110.60	Certification renewals
Uniforms and clothing	1,453.58	10,721.22	25,000.00	14,278.78	42.88	
Utilities, Electric	1,947.23	33,118.55	39,000.00	5,881.45	84.92	
Utilities, Natural Gas	148.75	2,011.64	3,200.00	1,188.36	62.86	
Utilities, Water	119.73	1,641.00	2,200.00	559.00	74.59	
Automobile Lease	6,148.86	66,999.40	106,900.00	39,900.60	62.67	
TOTAL OPERATING EXPENSES	113,841.12	964,550.65	1,234,968.00	270,417.35	78.10	
TOTAL EXPENSES	451,968.17	3,551,591.37	4,042,814.00	491,222.63	87.85	

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 92% of Year Completed
May 31, 2018

	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	1,326,200.00	1,326,200.00	0.00
Reserve, Capital & Asset	0.00	0.00	612,923.00	612,923.00	0.00
Reserve, Pension Liability	0.00	0.00	200,258.00	200,258.00	0.00
TOTAL RESERVES	0.00	0.00	2,239,381.00	2,239,381.00	0.00

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

**Board of Trustees Meeting
May 11, 2018 at 7:00 AM**

Minutes

Trustees Attending

- 1 Stephen Sham (Alhambra)
- 2 Roger Chandler (Arcadia)
- 3 Joseph Rocha (Azusa)
- 4 Rick Barakat (Bradbury)
- 5 Cruz Baca (Baldwin Park)
- 6 Corey Calaycay (Claremont)
- 7 Henry Morgan (Covina)
- 8 Margaret Finlay (Duarte)
- 9 Jerry Velasco (El Monte)
- 10 Charles Myers (Glendora)
- 11 Dan Holloway (La Puente)
- 12 Robert Neher (La Verne)
- 13 Jamie Bissner (L. A. County)
- 14 Becky Shevlin (Monrovia)
- 15 Joseph Leon (Monterey Park)
- 16 Rachel Janbek (Pasadena)
- 17 Tim Sandoval (Pomona)
- 18 Sandra Armenta (Rosemead)
- 19 Emmett Badar (San Dimas)
- 20 Juli Costanzo (San Gabriel)
- 21 John Capoccia (Sierra Madre)
- 22 Marina Khubesrian (S. Pasadena)
- 23 Cynthia Sternquist (Temple City)
- 24 Mike Spence (West Covina)

Trustees Absent

- Abraham Cruz (Industry)
Manuel Garcia (Irwindale)
Mary Su (Walnut)

Staff Attending

- Jared Dever
Levy Sun
Esther Elliott
Jason Farned
Rose Alba
Gilbert Holguin

Guests

- Melanie Lee of SCI Consulting Group
William Curly of Lozano Smith
Attorneys At Law
Iain J. MacMillan, Associate of Lozano
Attorneys at Law

1. Call to Order

President Corey Calaycay called the meeting to order at 7:02 AM

2. Pledge of Allegiance and Silent Roll Call

Trustee Sandoval led the Pledge of Allegiance

3. Opportunity for Public Comment on Non-Agenda Items

None

4. Consent Calendar

- A. List of Claims for the month of April**
- B. Budget Status Report for April**
- C. Minutes of Board of Trustees Meeting April**
- D. Operations Report**
- E. Surveillance Report**
- F. Communications Report**
- G. March 2018 Monthly Treasurer Report / District Working Balance for May**

Motion by Trustee Morgan to approve the Consent Calendar as submitted was seconded by Trustee Finlay and unanimously approved.

**5. Presentation by Melanie Lee of SCI Consulting Group:
The Engineering Firm Scope of Service**

Melanie Lee reported that SCI Consulting Group has been representing public agencies for over 30 year, and in 2008 the District hired SCI Consulting Group to assist the District with the annual levy administration services.

SCI produces the District's annual engineer's report listing the scope of services provided, the upcoming budget, detailed calculations of the proposed assessment rate, and the current parcel count. Out of the 400,000 parcels in the District 380,629 are assessable. Those parcels will be assessed in FY 2018-2019 at a rate of \$11.98 per parcel.

6. Introduction of the District's New Legal Counsel

President Calaycay welcomed the District's new legal counsel William P. Curley III, partner and Iain J. MacMillan, associate, of Lozano Smith Attorneys at Law. Mr. Curley stated that Lozano Smith is currently serving over 500 public agencies including numerous mosquito and vector control districts. He provided an overview of the firm, their areas of expertise in law, and his background in local government legal representation. described

7. Consider Changing the June 8, 2018 Board of Trustees' Meeting to June 15, 2018

A motion by Trustee Spence to approve changing the June 8, 2018 meeting to June 15, 2018 was seconded by Trustee Bissner and unanimously approved.

8. Closed Session under Government Code 54957: Performance Evaluation Review. Title: District Manager Jared Dever

At 7:29 A.M., President Calaycay announced that the Board would meet in closed session under Government Code 54957, Performance Evaluation Review for District Manager Jared Dever.

Open session reconvened at 7:35 A.M. President Calaycay announced there was no reportable action.

9. City Personnel Ride-Along Report

On April 17, 2018, Vector Control Specialist III Gilbert Holguin met with Brad Johnson, Claremont Community Development Director, and Frank Lopez, Claremont City Engineer on the District's new Ride-Along Program. After a quick five-minute education on mosquito biology, they visited commonly infested areas around the City of Claremont.

Gilbert explained the District's goal is to educate city staff about the importance of reducing mosquito infestation and possible disease transmission. Gilbert explained that there are methods and ways that District staff and city personnel can work together to repair drains and gutters, manage mosquito infested spreading grounds, and educate residents about swimming pool maintenance. He described the District's fish program that is currently being developed for swimming pools that have been neglected or are in disrepair.

10. District's Administration

A. Azusa annex Update

District Manager Dever reported that the annexation of a portion of Azusa to the District is progressing accordingly providing LAFCO with proposals and necessary paperwork.

11. Trustee Reports

None

12. New Business

None

13. Adjournment

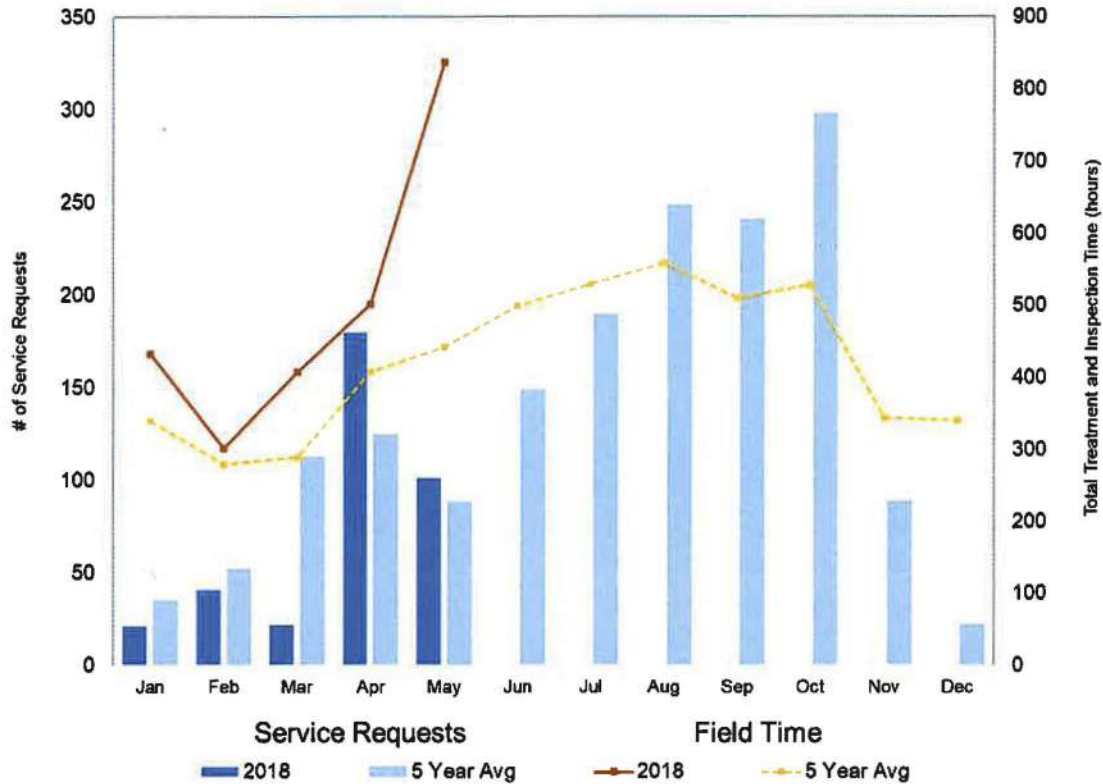
The meeting adjourned at 7:39 AM

14. The Finance Committee met immediately after the Board adjourned.

15. The Personnel/Policy Committee met immediately after the Finance Committee adjourned.

**Operations
Report Week
18 – 22 2018**

Operations Workflow:



Operations Summary:

Over 1700 green swimming pool violation notices were mailed out to the properties from our aerial survey results. To date, approximately 400 violating property owners have resolved their pool condition using the new text, call or email response system. The remaining swimming pool violation deadlines are set throughout the month of June. So far, residents have been very appreciative and receptive to the material provided in the notices. This new process has allowed the Operations staff to focus efforts on the existing habitats that require routine inspections and treatments. Additionally, we treated over 14 acres of underground storm drains and inspected all of the flood channels in our District. We are working towards program goals that increase inspection rates and treatment coverage to help balance mosquito production rates that are increasing significantly with the warmer days in the month of May.

Chemical Usage:

Larvicides/Pupicides					
Method of Action	Target	Amount		Area Treated	
Larvicide Oils (Surface Film)					
Suffocation	Mosquitoes	4.8	gal.	44231	sq.ft.
Insect Growth Regulators (IGR's)					
Inhibits metamorphosis	Mosquitoes	12.59	lbs.	25371	sq.ft.
Bacterials					
Ingestion, toxicant	Mosquitoes	1.28	gal.	648806	sq.ft.
Ingestion, toxicant	Mosquitoes	42.22	lbs.	738588	sq.ft.
Ingestion, toxicant	Black flies	18.03	gal.	5004	m ³
Biologicals					
Mosquito fish	Mosquitoes	270	ea.	2356	sq.ft.

Zone Specialists:

Zone	Specialist	Cities
1	Marc Mitchell	Alhambra, Monterey Park, San Gabriel and South Pasadena
2	Leslie Conner	Altadena, Pasadena
3	Darrin Jones	Arcadia, Sierra Madre, Temple City
4	Jon Halili	Baldwin Park, El Monte and Rosemead
5	Ignacio Ureña	Azusa, Bradbury, Duarte, Irwindale, Monrovia
6	Marco Gaylan	Industry, La Puente, West Covina
7	Steven Gallegos	Covina, Glendora, San Dimas
8	Hendricks Peña	Claremont, La Verne, Pomona, Walnut

Surveillance Activities – Disease Weeks 18-21

I. Mosquito Collections and Mosquito Pools for Arbovirus Surveillance

The surveillance department trapped for mosquitoes throughout the district in weeks 18 - 21. Traps are placed in a variety of location types to provide optimal surveillance for disease-carrying mosquitoes weekly. Larval and adult traps were also placed to capture black flies.

Surveillance Activities

Mosquito Collections		
Adults	209 Traps	8,989 Mosquitoes
Mosquito Pools Tested	129 Tested	Zero positives
Black Fly		
Larvae	6 Collections	24 Larvae
Adults	14 Traps	140 Black Flies

II. Disease Surveillance

The surveillance department began submitting mosquito pools for viral testing in week 18 and all 129 tested pools were negative for arbovirus. Three dead birds were collected within the District in disease weeks 18-21.

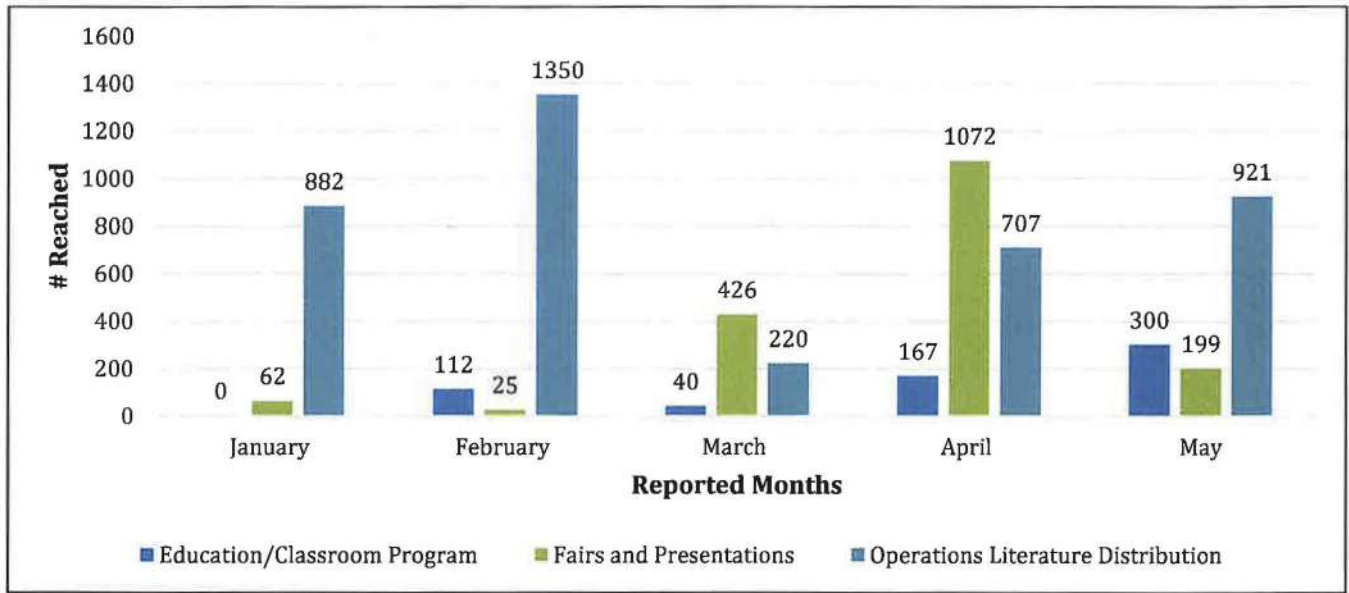
III. Notes

The surveillance department continues to optimize trapping practices for the 2018 – 2019 season. Gimena Ruedas and Melissa Doyle continued working with researchers at UC Riverside on a study looking at breeding habitat of invasive *Aedes* mosquitoes. Sam McKeever modified our gravid traps to use rechargeable batteries, reducing environmental waste. Summer O'Brien arranged to bring compostable waste from the gravid traps to a community garden in Baldwin Park.

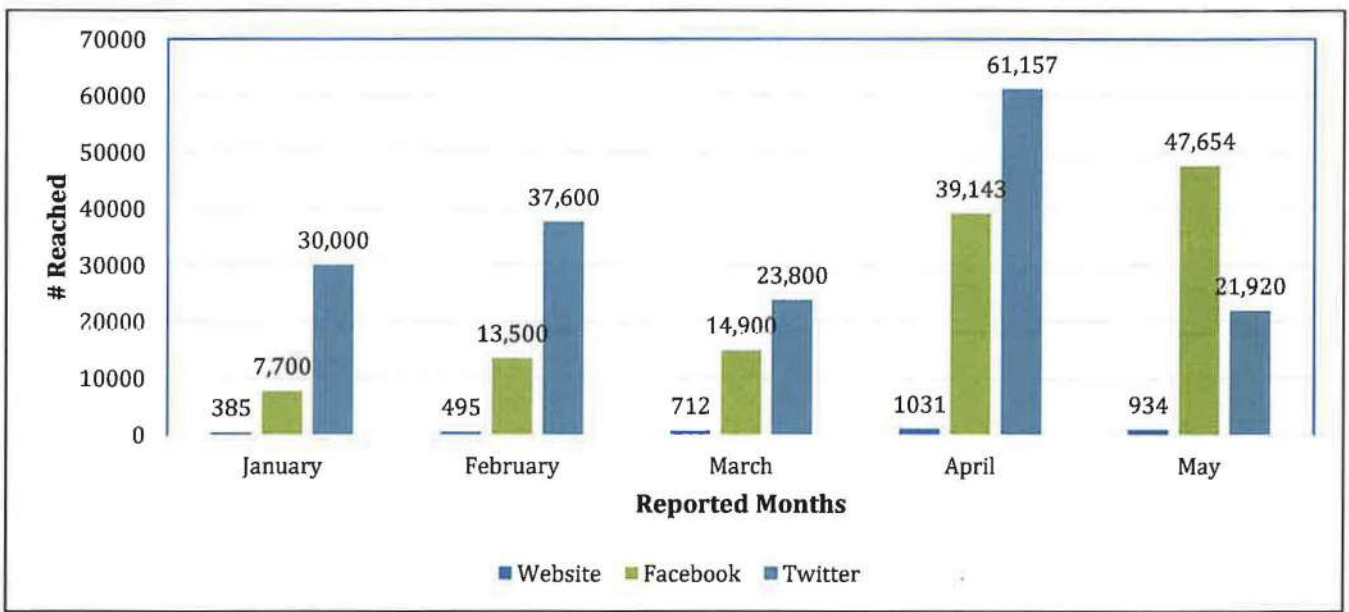
Communications Department

Disease Weeks 18-21
April 29, 2018 – May 26, 2018

Outreach Activities:



Digital Activities:



Programmatic:

Education Program:

- Finalized pre- and post-test Next Generation Science Standard (NGSS) polling questions
- Tested new source reduction display in classroom programs
- Realigned Kindergarten puppet show (non-PowerPoint program) to NGSS
- Establish goals and objectives for Pre- and Post-visit support material for Grade Three classroom visit

Overall Outreach:

- Fielded phone calls from residents
- Began design of marketing collateral (Collaboration with Pasadena Health Department):
 - Flea-borne typhus education material
 - Common yard sources half-sheet
- Ad design for San Gabriel Valley Tribune

Administrative:

Training and Meetings

- 4/30 – PIO meeting with Sen. Ed Hernandez office
- 5/15 – PIO meeting with Sen. Anthony Portantino office (partner with GLACVCD)
- 5/24 - SGVMVCD meeting with LACDPH – Re: June 9 Exercise

June 15, 2018

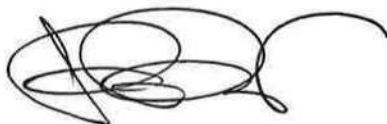
**HONORABLE PRESIDENT AND MEMBERS OF THE BOARD OF TRUSTEES,
SAN GABRIEL VALLEY MOSQUITO & VECTOR CONTROL DISTRICT**

SUBJECT: June 1, 2018 District Working Fund Balance

May 1, 2018 balance:	\$2,525,828.16
May 1- May 31, 2018 expenditures:	\$464,038.50

June 1, 2018 Working Fund Balance: \$2,061,789.66

Respectfully Submitted:



**Jared Dever
District Manager**

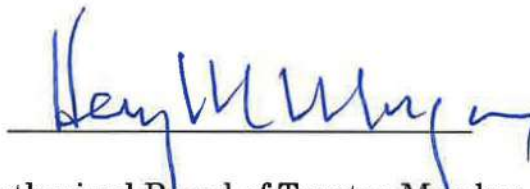
Treasurer's Report-April 2018
San Gabriel Valley Mosquito and Vector Control District

The attached Treasurer's Report is for April 2018.

The Total of All Funds Balance is \$4,765,209.16

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.

A handwritten signature in blue ink, appearing to read "Henry M. Wray", is written over a horizontal line.

Authorized Board of Trustee Member

**San Gabriel Valley Mosquito and Vector Control District
Treasurer's Report (based on Balance Sheet Detail Activity Report,
Period 10, FY 2018 received on May 1, 2018**

Item 4G

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Local Agency Investment Fund (LAIF)	1.66%	\$1,347,405.24	interest	\$5,013.16	LAIF Statement (April 2018)	\$1,352,418.40

Maturity Date: Perpetual
Interest rate as of Apr 2018

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Los Angeles County Pool	0.68%	\$2,502,814.67	interest Sec 85% Adv 2017-18 Trust Warrant #671 Red Comm Est 2017-18	\$2,465.11 \$893,681.68 (\$258,735.86) (\$0.93)	ND 24 Per 10 ND 24 Per 10 ND 24 Per 10	\$3,140,224.67

Maturity Date: Perpetual
Interest rate as of Mar 2018

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Revolving Fund	\$200,000.00	Deb Activity-Apr 2018 Sweep Trust Warrant #671 Deposits	(\$562,299.68) \$303,563.82 \$258,735.86	CB Statement April 2018	\$200,000.00

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Sweep Account	\$117,689.41	Deb Activity-Apr 2018 Deposit	(\$303,563.82) \$258,440.50	CB Statement April 2018	\$72,566.09

Total Beginning Balance

\$4,167,909.32

Total End Balance

\$4,765,209.16

San Gabriel Valley Mosquito and Vector Control District District Manager's Report

Date: June 15, 2018 **Item 7**

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

Subject: Consider Approving Job Descriptions/Positions as Recommended by the Personnel/Policy Committee

Reference: Attached

Background

The Personnel/Policy Committee met on May 11, 2018 to consider the conversion of three limited term staff members, change the title of an existing position, and create a new seasonal position. Committee members voted unanimously to recommend the requested changes to limited term personnel employment status and the additional seasonal position.

The need for personnel changes is due to the expansion of the District service area to the cities of Baldwin Park, South Pasadena, and Pasadena, an increase in service demand driven by expanding populations of invasive *aedes* mosquitoes to new areas in the district, and increasing populations in areas of previous infestation. In addition, District staff anticipates further increases in service requests in FY 2018/19 as public outreach and education is conducted to alert the three new cities of the availability of our services.

Operations Department

To prepare for the new service area expansion and continually increasing demand for service, the conversion of three currently employed Limited Term Surveillance Technicians to permanent Vector Control Specialist I is proposed. The Limited Term Surveillance Technician positions were created and filled by long-term seasonal employees in FY 2015/16 to combat and limit the spread of invasive *aedes* mosquitoes. The existing job description for the Vector Control Specialist I position does not require revision or amendment. The District was fortunate in previous years to receive grant funds from the Centers for Disease Control that helped offset the expense of these and other limited term employees. However, budget cuts and restrictions placed on federal grants have greatly limited the availability of funding in FY 2018/19. The District does not anticipate receiving federal grant funding in FY 2018/19.

The second Operations Department limited term position proposed to be converted to permanent full-time is the Facilities Maintenance position (Attachment A). This position was created in FY 2013/14 and converted to Limited Term in FY 2015/16. The position and associated job duties have grown well beyond the original intent and purpose of providing assistance to our Fleet Mechanic. The position has been tasked with a wide variety of building and facilities maintenance duties, and has proven to be an invaluable addition to

our agency. Many of the routine and special tasks assigned to this position have helped reduce the need for costly contracts with private industry service providers.

The impact of the three proposed limited term position conversions to Vector Control Specialist I is: \$31,585.00

The impact of the proposed limited term position conversion to Facility Maintenance is: \$25,083.00

To assist with higher phone and online service request volume, District visitors, and needed support for the Administrative Services Department; a Limited Term Office Assistant position was created in the FY 2015/16 budget. Since its creation, the scope and breadth of the position has continued to expand. As it is highly unlikely that over time there will be a reduction of this type of work, it is prudent to convert the position to a permanent full-time Customer Service Representative I (Attachment B).

The impact of the proposed limited term position conversion to Customer Service Representative I is: \$6,630.00

Communications Department

The Communications Department has been tasked with expanding their community outreach campaigns and education efforts in FY 2018/19. The three current department personnel have reached their maximum feasible work load and will require a seasonal outreach assistant to help facilitate the expansion of department outreach and education objectives. The seasonal Outreach Assistant position (Attachment C) will provide assistance with graphic design, educational materials development, photography, videography, editing, and social media content development. In addition, this position will support the school education program, and staffing at community outreach fairs and events.

The impact of the proposed seasonal Outreach Assistant position is: \$14,850.00

The position of Creative Services Specialist was created in the FY 2015/16 annual budget. In an effort to align District position titles and descriptions with industry standard job titles and duties, it is proposed to change this job title from Creative Services Specialist to Communications Specialist (Attachment D). This change in job title will not only better describe the job duties and task, but will also facilitate an equitable comparisons of employee total compensation if and when the need should arise.

The impact of the proposed position title and duties change to Communications Specialist is: \$8,307.00

While the above proposed limited term personnel conversions and seasonal outreach assistant creation will increase personnel expenditures, the Operations and Administrative Services current total employee count will remain the same. The Communications Department employee count will increase by one for six months of the year. It is important to note that even though these employees have been classified as long-term seasonal and limited term employees, the District has provided medical insurance, and the employer share of their CalPERS retirement contributions. Cost savings from maintaining the current field staff size will be realized by the lack of need for additional salaries and benefits, hiring and training expenses, vehicles, vector control equipment, office space, uniforms, computers, and other associated expenses.

Manager's Recommendation

Approve the proposed employee conversions and job title/description amendments.

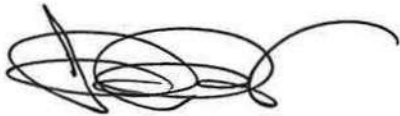
Alternatives

Deny the proposed employee conversions and job title/description amendments.

Financial Impact

The total financial impact to the FY 2018/19 Annual Budget is \$86,455.00. The increase in personnel expenditure is entirely offset by a portion of the additional revenues from the three newly annexed cities. No increase in the benefit assessment rate is necessary to fund the limited term conversions, seasonal addition, or position title change.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Jared Dever', with a long, sweeping flourish extending to the right.

**Jared Dever
District Manager**

FACILITY MAINTENANCE

Department:	Operations
Reports To:	Operations Manager
Exemption Status:	Non-Exempt
Annual Salary Range:	\$57,678 - \$72,072

Basic Functions

The Facility Maintenance Worker assists the Fleet Mechanic in managing the District's buildings and grounds, designing and fabricating equipment and other tools specialized for vector control, and performs related work as required.

Relationship

The Facility Maintenance Worker is a Fair Labor Standards Act non-exempt position that is supervised by the Operations Manager and works closely with the Fleet Mechanic.

Class Characteristics

The Facility Maintenance Worker assists the Fleet Mechanic in maintaining vehicles and pesticide application equipment, fabricating and designing equipment and tools for controlling vectors, and managing the District's buildings and grounds.

Responsibilities

The following are examples of duties that may be performed. Omitting specific duties does not exclude them from the position if the work is similar, related, or a logical assignment.

1. Assist with maintaining District vehicles, chemical application equipment, and small tools and instruments.
2. Assist in investigating problems with equipment.
3. Collaborate with District staff to design and fabricate equipment for office, laboratory, and field use.
4. Perform routine repairs and preventive maintenance.
5. Assist in maintaining and repairing buildings and grounds.
6. Perform related work as required.

Minimum Qualifications

Knowledge of:

- Safety.
- Small engines, blowers, pumping systems.
- Towing vehicles.
- Using hand and power tools.
- Basic carpentry.
- Basic plumbing.
- Basic electrical repair.
- Arithmetic.

Ability to:

- Assist with basic automotive service and repairs.
- Tow inoperable vehicles.
- Operate a winch.
- Operate a forklift.
- Read, interpret, and use policies, procedures, rules, and regulations.
- Accept reasonable assignments.
- Design and fabricate specialized equipment and tools to meet the needs of the District.
- Operate, maintain, and repair tools, vehicles, and equipment that are specialized for vector control.
- Operate a variety of hand and power tools.
- Practice safety and use good judgment.
- Communicate clearly and effectively orally and in writing and understand and carry out oral and written instructions.
- Work cooperatively and effectively with other staff and the public.

Education:

Graduation from high school or equivalent.

Experience:

Work experience requiring a functional knowledge of building and grounds, construction, and maintenance. One to three years of experience in mechanical maintenance and repair.

Post-Offer Physical Examination

A medical doctor must certify that a candidate is physically able to perform the duties of the position and is free of illegal substances as determined by a drug screen. A medical doctor and/or laboratory designated by the District shall perform the post-offer physical examination and drug screen and the District shall pay all costs.

Functional Requirements

Minimum single eye corrected vision with the ability to demonstrate measurable depth perception.

Minimum of single ear aided hearing.

Speak and write effectively in English.

Regularly* operate a motor vehicle.

Regularly* operate hand and power tools.

Regularly* manipulate small parts and tools.

Regularly* bend at the knees and waist to perform repairs.

Occasionally* reach over head.

Occasionally* lie in prone position.

Periodically* traverse uneven ground such as fields, dirt banks, stream beds, and shallow ponds.

Periodically* perform repetitive motion associated with computer usage.

Periodically* operate welding equipment.

Periodically* operate specialized equipment such as forklifts, all-terrain vehicles, and other mechanized equipment.

Periodically* lift objects weighing 50 pounds.

Periodically* assist in lifting objects weighing over 60 pounds.

Periodically* climb ladders.

- * Periodically* - Activity or condition exists up to 25 percent of the time.
- Occasionally* - Activity or condition exists from 25 to 50 percent of the time.
- Regularly* - Activity or condition exists from 50 to 75 percent of the time.
- Frequently* - Activity or condition exists 75 percent or more of the time.

Certificates:

Passing part A of the examinations given by the California Department of Health Services that certify vector control technicians is preferable, but not required.

License:

A valid California driver's license is required at the time of appointment and must be maintained throughout employment. The Building and Grounds Maintenance Worker must be insurable with District's insurance carrier.

Working Conditions:

The Facility Maintains Maintenance Worker may be exposed to pesticides, hazardous materials, other health hazards, and inclement weather.

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



San Gabriel Valley Mosquito and Vector Control District

CUSTOMER SERVICE REPRESENTATIVE I

Department:	Administration
Reports To:	Office Manager
Exemption Status:	Non-Exempt
Annual Salary Range:	\$40,612.80 - \$50,766

Basic Functions:

Under supervision, answer phones, input data, word processing, perform a variety of clerical tasks of moderate difficulty, and to do other work as required; will have frequent contact with the public in person and on the telephone.

Class Characteristics:

Incumbents of positions in this class work without close supervision and within a framework of established procedures, will have frequent contact with the public, both in person and on the telephone. This class will be expected to perform a variety of typing and clerical duties with only occasional instruction or assistance. The use of typing, word processing, and data input skills are essential to the satisfactory performance of the work in this class. Finished copy, which may include some technical terminology, must be typed accurately from rough copy. Adequate performance at this level requires the use of independent judgment in selecting proper work methods. New or unusual situations are referred to the supervisor. Incumbents of positions in this class will have frequent contact with the public that requires them to have knowledge of specific laws, rules, and policies related to the operation of the District.

Responsibilities:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Assist the public in person and on the telephone by referring them to sources of information, taking service requests, and answering requests for factual information by consulting various available sources.
2. Screen calls from the public to determine whether the problem is vector related. May perform clerical duties directly for an administrative employee and may relieve such person of routine office details as directed.

3. Types letters, reports, and other finished copy from rough drafts, marginal notes, and general instructions; assembles information from various sources; arranges material into proper format; corrects grammar, punctuation, and spelling; and proofreads finished copy.
4. Inserts and extracts materials from subject matter files, classifies material by nature of subject matter, and prepares new file folders as needed.
5. On referral from supervisor or after personally screening correspondence, answers routine requests for information by enclosing materials or sending form letters; composes routine letters on factual subjects.
6. May be assigned to review the work of other clerical employees and bring discrepancies to the attention of the supervisor; may assist in training new workers.

Minimum Qualifications:

- Multi-line phone system
- Office computer software, including MS Word, and Excel.
- Preparing correspondence, filing and reports.
- Operating other standard office equipment.

Ability to:

- Perform general work and learn the specific operations of the office.
- Use proper English, grammar, spelling, vocabulary, and punctuation; and make mathematical calculations.
- Operate computer for data entry word processing and other basic tasks.
- Understand and follow oral and written directions.
- Establish and maintain cooperative relations with the public and fellow employees.

Education/Training/Experience:

Any combination equivalent to experience and education that could likely provide the desired knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Experience: One-year experience in typing, computer, and clerical work. (College level secretarial or clerical training may be substituted for required experience on the basis of one-year of college for one-year of experience.)

Education: Graduation from high school or attainment of as satisfactory score on a G.E.D. test.

Licenses/ Certificates/ Special Requirements:

Possession of a valid California Driver's License with the ability to use a District approved means of transportation.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

- Incumbents need to have mobility of arms to reach and dexterity of hands to grasp.
- Incumbents will need to sit for long periods of time.

Mental Demands

- Incumbents require the ability to comprehend, reason, and analyze regarding office situations.
- Incumbents must be able to communicate information effectively, verbally and in writing.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position works under typical office conditions and the noise level is frequently quiet.

Post-Offer Physical Examination:

A medical doctor must certify that a candidate is physically able to perform the duties of the position and is free of illegal substances as determined by a drug screen. A medical doctor and/or laboratory designated by the District shall perform the post-offer physical examination and drug screen and the District shall pay all costs.

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.

San Gabriel Valley Mosquito and Vector Control District
 Approved: [DATE]

OUTREACH ASSISTANT

Department:	Communications
Reports To:	Public Information Officer
Exemption Status:	Non-Exempt
Annual Salary Range:	\$14,830.40 – 6 months - Seasonal Position

Basic Functions:

Under the direction of the Public Information Officer, the Outreach Assistant (OA) performs a variety of clerical, administrative support, and outreach-related activities that specifically assist the Communications Department in the daily function of the District's education and information programs. Other duties as assigned.

Relationship

The Outreach Assistant is a seasonal, Fair Labor Standards Act non-exempt position that is supervised by the Public Information Officer and works closely with the Education Specialist and Communications Specialist.

Class Characteristics

This temporary assignment will be part-time, working approximately 32 hours per week and limited to 1,000 hours within the fiscal year. This position may require early morning, evening and weekend work. The duration of work is considered temporary, usually beginning with the onset of mosquito season in the spring months and may end in November. This assignment does not serve a probation period and will not gain permanency. This assignment is considered "at-will." This position does not qualify to receive District health benefits, vacation time, or holiday pay.

Duties:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

The Outreach Assistant has the primary function of data entry, filing, writing, graphic design and editing, photography, videography, social media content development, curriculum development, and development of education and outreach materials. This position may also be tasked maintaining equipment and brochure inventories, assisting with coordinating information booths at community events, assisting with various aspects of the outreach program, including the school education program, and providing other general office and outreach support.

Minimum Qualifications:

Knowledge of:

General clerical-data processing duties; electronic computerized record-keeping of data associated with the District's public information and outreach programs, performs clerical work using computer word processing to produce a variety of documents and correspondence, including spreadsheets, memos, letters, envelopes, forms and reports associated with the District's mosquito control and outreach programs; and answering of phone calls, as needed.

Ability to:

Maintain a standard paper filing system related to any written or transcribed data which is collected or processed and associated with the District's outreach programs; work congenially and cooperatively with others; assists with coordinating, setting-up, and staffing information booths at community events including those on evenings and weekends outside of regular work hours; learn communications, public health, and vector control concepts and terminology; place orders, stock, and maintain inventory of office supplies, brochures, and outreach materials; help maintain educational equipment and material and willingness to assist with field outreach and operational campaigns including mosquito surveillance campaigns in District neighborhoods.

Education:

Generally, any combination of education and experience that could provide the required knowledge and abilities is qualifying. A typical method of demonstrating these qualifications would be:

- One (1) year of clerical/administrative, or public relations, or communications experience.
- And graduation from high school or its equivalent.

POST-OFFER PHYSICAL EXAMINATION:

A medical doctor 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. A medical doctor and/or laboratory designated by the District shall perform the post-offer physical examination and drug screen and the District shall pay all costs.

FUNCTIONAL REQUIREMENTS:

- Minimum single eye corrected vision with the ability to demonstrate measurable depth perception.
- Minimum of single ear aided hearing.
- Speak and write effectively in English.
- Regularly* operate a motor vehicle.
- Occasionally* traverse uneven ground such as fields, dirt banks, stream beds, and shallow ponds.
- Occasionally* bend at the knees and waist.
- Occasionally* perform repetitive motion associated with computer usage.
- Occasionally* sit for extended periods of time.

* Periodically- Activity or condition exists up to 25 percent of the time.

* Occasionally - Activity or condition exists from 25 to 50 percent of the time.

* Regularly - Activity or condition exists from 50 to 75 percent of the time.

* Frequently - Activity or condition exists 75 percent or more of the time.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California driver's license is required at the time of appointment and must be maintained throughout employment. The Outreach Assistant must be insurable with District's insurance carrier.

Working Conditions:

The Outreach Assistant may be exposed to pesticides, communicable diseases, and other health hazards, inclement weather and verbal confrontations with the public.

The Outreach Assistant must be willing to work a non-standard work schedule including evenings, weekends, and holidays.

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

San Gabriel Valley Mosquito and Vector Control District
 Approved: Apr 10, 2015

COMMUNICATIONS SPECIALIST

Department:	Communications
Reports To:	Public Information Officer
Exemption Status:	Non-Exempt
Annual Salary Range:	\$50,960 - \$61,963

Basic Functions:

The Communications Specialist is supervised and directed by the Public Information Officer to communicate to internal and external stakeholders through the use of effective and approved print, broadcast and digital communication.

Relationship

The Communications Specialist is a Fair Labor Standards Act non-exempt position that is supervised by the Public Information Officer and works closely with the Education Specialist and Outreach Assistant.

Class Characteristics

The Communications Specialist helps create and manage original content for the District's social media, website, educational material, and outreach. The Communications Specialist applies knowledge of vector control, educational techniques, marketing strategies, graphic arts and design, creative photo and video techniques, social media engagement, and effective written and verbal communication to support the District's effort to control vectors.

The Communications Specialist may be involved in community outreach, including but not limited to health and community fairs, field work, and giving community presentations.

Duties:

The following are examples of duties that may be performed. Omitting specific duties does not exclude them from the position if the work is similar, related, or a logical assignment.

1. Assist in implementing the District's social media campaign, including creating and dispersing content, developing brand awareness, public education, and generating and analyzing data for actionable insights.
2. Manage multiple projects with various deadlines effectively.

3. Record video and photograph District events and activities for use in District marketing materials.
4. Assist with coordinating events and speaking engagements. On occasion, work events in a booth or give presentations at a community meeting.
5. Assist in managing the District's website by, among other things, creating and updating content and posting public information.
6. Respond timely to website and/or social media related posts, per the District's social media policy.
7. Assist in creating and refreshing outreach material and public displays.
8. Performs a variety of research and data gathering functions in relationship to the District's programs, activities, and services.

Minimum Qualifications:

Knowledge of:

- Proper usage of English spelling, grammar and punctuation.
- Principles, techniques, and practices of public relations, journalism, marketing and advertising methods and techniques.
- Adhere to applicable internal and external communications standards established for the business (e.g., internal style guides, AP style guides, communication industry standards).
- Principles of graphic design.
- Adobe Creative Suite®, including Premiere, Lightroom, Photoshop, and Illustrator
- Apple video editing software, such as iMovie®.
- Methods, materials, and equipment used in freehand and mechanical drawing.
- Using dSLR and related camera equipment.
- Administering social media.
- Excellent skills in use of Microsoft Office Suite and commonly used business/office word processing, graphic arts, desktop publishing, and spreadsheet applications.
- Use and operation of Microsoft® Windows.
- Use and operation of Mac OS X®.

Ability to:

- Communicate effectively orally and in writing in English.
- Understand and carry out oral and written instructions.
- Be self starting, innovative and creative with excellent follow-through skills.
- Accept reasonable assignments.
- Read, understand, and follow policy and procedures.
- Proofread and review work for accuracy and completeness.

- Work effectively and cooperatively with other employees and the public.
- Make arithmetic calculations.
- Maintain confidentiality.

Education:

Generally, any combination of education and experience that could provide the required knowledge and abilities is qualifying. A typical method of demonstrating these qualifications would be:

- Possession of a Bachelor's degree from an accredited college or university with major course work in English, communications, journalism, public relations, or related field;
- And two (2) or more years of related experience.

POST-OFFER PHYSICAL EXAMINATION:

A medical doctor 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. A medical doctor and/or laboratory designated by the District shall perform the post-offer physical examination and drug screen and the District shall pay all costs.

FUNCTIONAL REQUIREMENTS:

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SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

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Working Conditions:

The Communications Specialist may be exposed to pesticides, communicable diseases, and other health hazards, inclement weather and verbal confrontations with the public.

The Communications Specialist must be willing to work a non-standard work schedule including evenings, weekends, and holidays.

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

San Gabriel Valley Mosquito and Vector Control District District Manager's Report

Date: June 15, 2018 **Item 8**

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

Subject: Consider Draft Budget for Fiscal Year 2018-2019

Reference: Attached

Background

The proposed budget for Fiscal Year 2018-2019 has been approved by the Board's Finance Committee. The current benefit assessment rate of \$11.98 per single-family equivalent unit will not be increased. Highlights of the new budget format and expenditures are discussed below.

The new budget format will help to improve transparency and accountability by providing far greater detail of our revenue, personnel, maintenance and operations, reserves, and capital expenditure funds.

One of the significant challenges in maintaining a balanced budget for FY 2018/19 was the completion of annexations of the cities of Baldwin Park, Pasadena, and South Pasadena in late 2017. While the inclusion of these cities is critical to our ability to provide the highest level of protection from vectors and vector borne disease, the collective 60,535 additional parcels mandate an increase in personnel, equipment, pesticides, education and outreach, and other associated expenses. Budget line item increases in personnel, maintenance and operation, and capital outlay projects reflect this expansion of service demands and needed replacement of our field data capture systems.

The projected FY 2018/19 combined revenue from the new cities is \$743,000, bringing the projected total revenue to \$4,609,462, and expenditures of \$4,609,462. FY 2017/18 is expected to conclude with a savings of approximately \$251,500. These monies will be distributed to the newly created Vehicle Replacement Fund. The reserve fund line item "unallocated", maintaining a fund balance of \$100,000, is proposed to be converted to a newly designated fund named Building and Facilities. The creation of these two new reserve line items is necessary to responsibly plan for our aging facility infrastructure, expected and unexpected vehicle replacement and repair, and eliminate the need for future fleet vehicle leases.

This budget reflects a 3.25% cost of living adjustment for all staff members. The CPI for urban wage earners over the past year (February 2017 to February 2018) was 3.6%. Historically low unemployment rates, rising inflation and interest rates, and competitive housing markets contribute to this rise in the cost of living for the greater Los Angeles area.

Through prudent budget management, personnel reorganization, and the elimination of duplicative or antiquated District programs, a benefit assessment rate increase is not proposed for FY 2018/19. The following describes significant changes to personnel and equipment, capital outlay projects, and transfers to and from District reserves.

Personnel:

In 2017, the Operations Department reorganized their duties, roles, supervision, and standard operating procedures to help maximize our limited personnel. Work zone territories were redrawn to accomplish a more equitable distribution of the rapidly increasing demand for service from the public. This increase in demand is being driven by expanding populations of invasive *aedes* mosquitoes to new areas in the district, and increasing populations in areas of previous infestation. District staff anticipates further increases in service requests in FY 2018/19 as public outreach and education is conducted to alert the three new cities of the availability of our services. Preliminary mosquito surveillance indicates these areas have much higher than average mosquito populations likely due to a lack of comprehensive mosquito abatement service in the past.

To prepare for this continual increase and expansion of service provision, the conversion of three currently employed limited term surveillance technicians to permanent Vector Control Specialist I is proposed. The Limited Term Surveillance Technician positions were created and filled by long-term seasonal employees in FY 2017/18 to combat and limit the spread of invasive *aedes* mosquitoes. The District was fortunate in previous years to receive grant funds from the Centers for Disease Control that helped offset the expense of these and other limited term employees. However, budget cuts and restrictions placed on federal grants have greatly limited the availability of funding in FY 2018/19. The District does not anticipate receiving federal grant funding in FY 2018/19.

To assist with higher phone and online service request volume, District visitors, and needed support for the Administrative Services Department, a Limited Term Office Assistant position was created in the FY 2015/16 budget. Since its creation, the scope and breadth of the position has continued to expand. As it is highly unlikely that over time there will be a reduction of this type of work, it is prudent to convert the position to a permanent Customer Service Representative I.

The final limited term position proposed to be converted to a regular full-time position is the Districts' Facilities Maintenance employee. This limited term position was created in FY 2013/14. The position and associated job duties have grown well beyond the original intent and purpose of providing assistance to our Fleet Mechanic. The position has been tasked with a wide variety of building and facilities maintenance duties, and has proven to be an invaluable addition to our agency. Many of the routine and special tasks assigned to this position have helped reduce the need for costly contracts with private industry service providers.

While the above proposed personnel conversions will increase personnel expenditures, the Operations and Administrative Services current total employee count will remain the same.

It is important to note that even though these employees have been classified as long-term seasonal and limited term employees, the District has voluntarily provided medical insurance, and the employer share of their CalPERS retirement contributions. Cost savings from maintaining the current field staff size will be realized by the lack of need for additional salaries and benefits, hiring and training expenses, vehicles, vector control equipment, office space, uniforms, computers, and other associated expenses.

Capital Projects & Designated Reserves:

The current data management software, Sentinel GIS, was purchased in 2010. The software is no longer supported by the manufacturer and the underlying ESRI mapping software is slated to be discontinued in mid-2019. The data management system is the backbone of our operations, surveillance, and customer service departments. Advanced software enables and drives the efficient use of our personnel resources, facilitates interdepartmental data sharing, ensures responsible pesticide use and reporting, helps to manage pesticide resistance, performs complex analytics, and allows for rapid response to disease outbreak emergencies. The District has been looking for replacement software and hardware for over three years. In FY 2015/16 the Board of Trustees approved a transfer in the amount of \$150,000.00 from the Capital and Assets Reserve Fund to acquire the software and hardware, and the make improvements to our IT infrastructure. At the conclusion of FY 2015/16 the funds had not been expended. The monies have remained earmarked in the Capital and Asset Reserve fund for this project.

It is proposed in this budget to again allocate \$150,000.00 from the Capital Projects Reserve fund to accomplish this critically important project. The fund transfer, if approved, will leave a fund balance of approximately \$462,923.

One of the many administrative and organizational changes made in 2017 was the practice of purchasing vehicles. The acquisition of used vehicles with very low miles eliminates the drive-off depreciation and increases the ability to aggressively negotiate purchase prices. The FY 2018/19 proposed budget includes the replacement of two of the oldest fleet vehicles (1996 & 1998), and the purchase of one specialty vehicle to dramatically improve flood channel inspection and treatment. The two trucks being replaced have reached the end of their service life, each with over 100,000 miles and are greater than 20 years old.

110 miles of flood channels transect the District and are a significant source of mosquito production. The current method of inspection and treatment takes several days each month, and requires multiple employees to offload and reload two specially outfitted ATV's for each flood channel segment. This process is not only a poor use of our limited personnel resources, but also exposes staff to a variety of environmental contaminants, personal injuries from slippery surfaces, heavy and cumbersome equipment management, and a host of other safety and District liability concerns. This inefficient process also negatively impacts our ability to maintain proper mosquito treatment cycle times, potentially leading to prolific mosquito production. The addition of a hard/solid tire Jeep, or similarly equipped vehicle, will require only one Vector Control Specialist to conduct the inspections and treatment. This will also eliminate the need for ATV's to be trailered to each segment and

loaded and reloaded continually to complete the task at hand, and reduce environment contaminant exposure to our employees.

It is proposed in this budget to allocate \$120,000.00 from the Vehicle Replacement Reserve fund to replace two full-size fleet trucks, and acquire one specialty flood channel vehicle. The fund transfer, if approved, will leave a fund balance of approximately \$131,000 in the Vehicle Replacement Reserve fund.

This budget reflects the District's commitment to operational efficiency and exceptional public service provision, while remaining cognizant of the financial burdens of our constituency. The District is able to maintain a balanced operating budget for FY 2018/19 while increasing the required full-time staff through current employee conversions, expanding and improving our fleet vehicles, creating new designated reserve funds, and replacing critical software and hardware infrastructure.

Manager's Recommendation

Approve the proposed budget for Fiscal Year 2018-2019

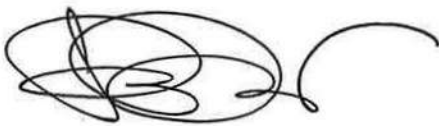
Alternatives

Amend the proposed budget according to the Board's direction

Financial Impact

Through prudent budget management, personnel reorganization, and the elimination of duplicative or antiquated District programs, a benefit assessment rate increase is not proposed for Fiscal Year 2018/19. The annual rate of \$11.98 per single-family equivalent unit will be maintained.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'Jared Dever', with a long, sweeping flourish extending to the right.

**Jared Dever
District Manager**

**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
RESOLUTION 2018-01**

**A RESOLUTION OF
THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD OF TRUSTEES DETERMINING AND ORDERING THE RATE OF THE
ASSESSMENT FOR FISCAL YEAR 2018-2019 IN CONNECTION WITH THE
CONTINUATION OF THE VECTOR SURVEILLANCE AND CONTROL PROJECTS
OF COMMON BENEFIT TO THE SAN GABRIEL VALLEY MOSQUITO AND
VECTOR CONTROL DISTRICT**

WHEREAS, the **SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT** (the “District”) is an independent special district formed and governed pursuant to California Health and Safety Code Sections 2000 *et seq.*; and

WHEREAS, the District’s jurisdiction and service area encompasses the whole or portions of the cities of Alhambra, Arcadia, Azusa, Baldwin Park, Bradbury, Claremont, Covina, Duarte, El Monte, Glendora, Industry, Irwindale, La Puente, La Verne, Monterey Park, Monrovia, Pasadena, Pomona, Rosemead, San Dimas, San Gabriel, Sierra Madre, South Pasadena, Temple City, Walnut, West Covina, and the County of Los Angeles; and

WHEREAS, the District is governed by a Board of Trustees (the “District Board”) representing the respective cities and the County of Los Angeles; and

WHEREAS, the District is duly authorized to take all necessary or proper action to control mosquitoes, bees, black flies, midges, rats, and other vectors within the District boundaries or in territory not in the District but so situated that mosquitoes, bees, black flies, midges, rats, and other vectors may disperse into the District including conducting surveillance and control projects for any part of the District or for the common benefit of the District as a whole; and

WHEREAS, “vector” as used in this resolution is defined in Section 2002(k) of the California Health and Safety Code; and

WHEREAS, “vector surveillance and control” as used in this resolution includes surveillance of vectors, including but not limited to, mosquitoes, black flies, midges, rats, and other vectors; surveillance of diseases transmitted by vectors; control of vectors through source reduction, biological control, pesticide application, and public education, and other necessary or proper steps for vector surveillance and control; and

WHEREAS, mosquitoes, flies, rats, and other vectors can transmit diseases which affect humans and animals, including but not limited to malaria, arthropod-borne encephalitis of human and horses, heartworm of dogs, plague, and hantaviral pulmonary syndrome. The bite of mosquitoes and black flies can cause allergic reactions to some people and animals; and

WHEREAS, vector surveillance and control is necessary on a continuous, routine, and District-wide basis for the common benefit of the District as a whole to promote the habitability of the property by protecting public health and welfare, and enhancing economic development, recreational use and enjoyment of properties and the environment within the District; and

WHEREAS, California Health and Safety Code Sections 2082-84 authorize the District to impose an assessment for vector surveillance and control projects which are of common benefit to the areas or zones within its jurisdiction; and

WHEREAS, on June 14, 1996, the District Board approved and adopted Resolution No. 96-04, A Resolution of the San Gabriel Valley Mosquito and Vector Control District Board of Trustees Ordering Vector Surveillance and Control Projects of Common Benefit to the San Gabriel Valley Mosquito and Vector Control District and Adopting an Assessment in Connection Therewith Commencing in Fiscal Year 1996-97, which levied an assessment for Fiscal Year 1996-97 and subsequent fiscal years in amounts not to exceed twenty dollars (\$20) per parcel per year, as described in the District Report prepared in connection with the fiscal year 1996-97 assessment, as determined by the District Board after conducting the necessary studies; and

WHEREAS, the District Board has caused studies to be conducted, and a report has been filed (the "Fiscal year 2018-2019 Budget and Assessment Report") in the District's Office located at 1145A North Azusa Canyon Road, California, containing data indicating the need for the proposed assessment for Fiscal Year 2018-2019, the amount of the assessment based on land use and size proposed for Fiscal Year 2018-2019, the types of property to be assessed, and other related information;

WHEREAS, the assessment is for the purpose of meeting operating expenses, including employee wage rates and fringe benefits, purchasing or leasing supplies, equipment, or materials, and meeting financial reserve needs and requirements, and assessments for this purpose are exempt from the California Environmental Quality Act pursuant to Public Resources Code Section 21080(b)(8)(A)(B)(C).

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District that:

1. The above recitals are all true and correct.
2. The District Board, having conducted necessary studies and duly noticed public hearings, and based upon its review of the Fiscal Year 2018-2019 Budget and Assessment Report and other reports and information presented to it, does hereby find and determine that the proposed assessment of Fiscal Year 2018-2019, as set forth with specificity in the Fiscal Year 2018-19 Budget and Assessment Report, are necessary to finance and execute vector surveillance and control projects of common benefit to the District as a whole.
3. It is hereby declared that the assessment is exempt from the California Environmental Quality Act pursuant to Public Resources Code Section 21080(b)(8) based upon the specific finding recited herein.

4. The District Board does hereby request that the Los Angeles County Tax Collector collect the assessment in the same manner as ad valorem taxes. The Los Angeles County Department of Assessor, Auditor-Controller, Data Processing, Systems Division, and Tax Collector are hereby authorized to take appropriate steps to place the assessment on all parcels in the District as herein described, to collect said assessment on behalf of the District, and to deduct the county's reasonable costs incurred for its collection service.

APPROVED AND ADOPTED this 15th day of June 2018, by the following vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

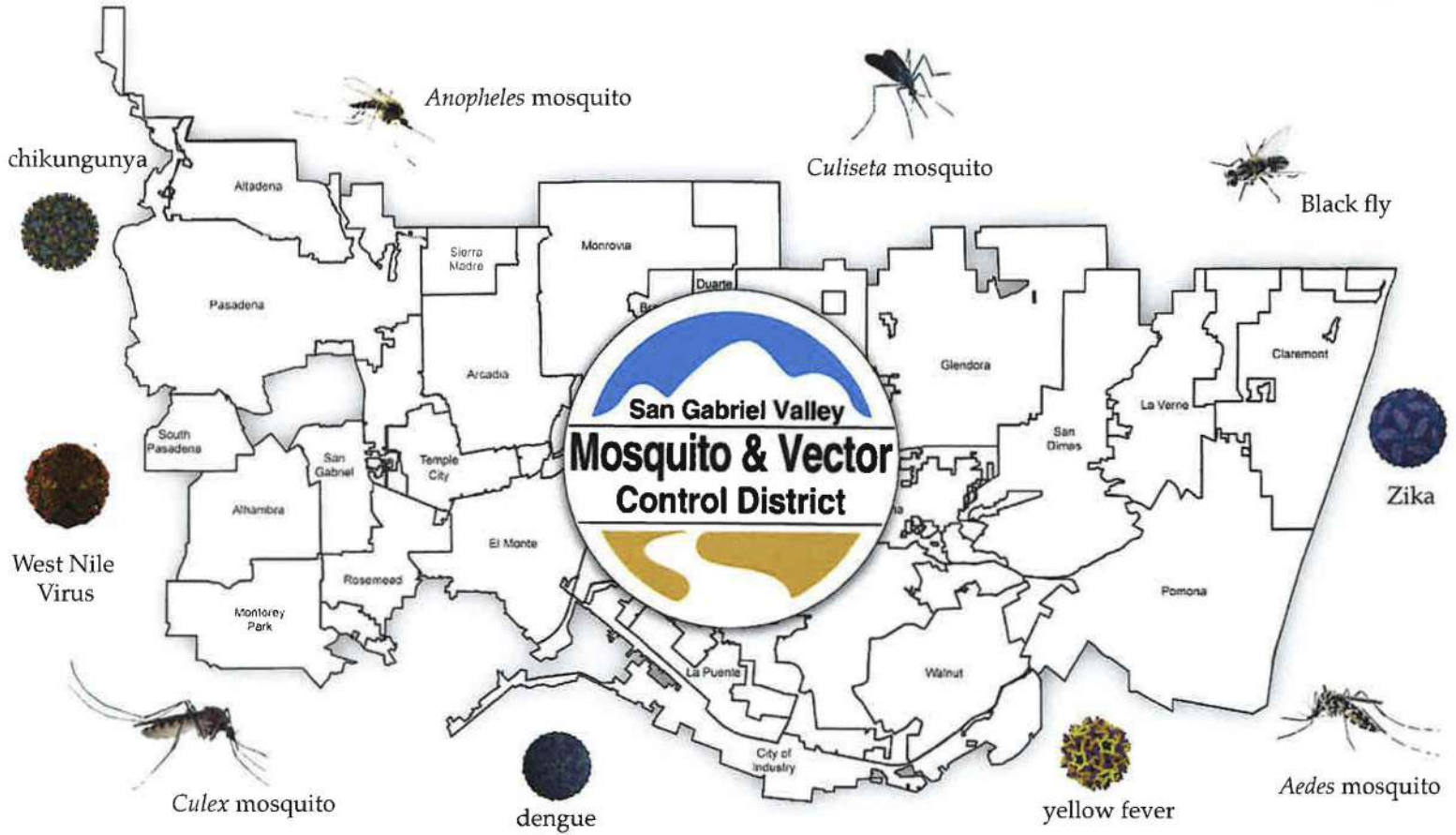
President of the Board of Trustees

ATTEST:

Secretary of the Board of Trustees

Annual Budget

Fiscal Year 2018 - 2019



SAN GABRIEL VALLEY MOSQUITO & VECTOR CONTROL DISTRICT



FISCAL YEAR 2018 – 2019 BUDGET

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**SAN GABRIEL VALLEY
MOSQUITO & VECTOR CONTROL DISTRICT**

1145 N. Azusa Canyon Road
West Covina, California 91790
(626) 814-9466 • FAX (626) 337-5686
e-mail: district@sgvmosquito.org

Cities of:

May 11, 2018

Alhambra

Arcadia

Azusa

Bradbury

Claremont

Covina

Duarte

El Monte

Glendora

Industry

Irwindale

La Puente

La Verne

Monrovia

Monterey Park

Pomona

Rosemead

San Dimas

San Gabriel

Sierra Madre

Temple City

Walnut

West Covina

*County of
Los Angeles*

To: Corey Calaycay, President, Board of Trustees
Margaret Finlay, Chair, Finance Committee
Members of the SGVMVCD Board of Trustees

Re: Fiscal Year 2018/19 Budget

It is my pleasure to introduce the Fiscal Year (FY) 2018/19 departmental budget to the San Gabriel Valley Mosquito and Vector Control District Board of Trustees for consideration and adoption. This new budget format will help to improve transparency and accountability by providing far greater detail of our revenue, personnel, maintenance and operations, reserves, and capital expenditure funds.

One of the significant challenges in maintaining a balanced budget for FY 2018/19 was the completion of annexations of the cities of Baldwin Park, Pasadena, and South Pasadena in late 2017. While the inclusion of these cities is critical to our ability to provide the highest level of protection from vectors and vector borne disease, the collective 60,535 additional parcels mandate an increase in personnel, equipment, pesticides, education and outreach, and other associated expenses. Budget line item increases in personnel, maintenance and operation, and capital outlay projects reflect this expansion of service demands and needed replacement of our field data capture systems.

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This budget reflects a 3.25% cost of living adjustment for all staff members. The CPI for urban wage earners over the past year (February 2017 to February 2018) was 3.6%. Historically low unemployment rates, rising inflation and interest rates, and competitive housing markets contribute to this rise in the cost of living for the greater Los Angeles area. Through prudent budget management, personnel reorganization, and the elimination of duplicative or antiquated District programs, a benefit assessment rate increase is **not** proposed for FY 2018/19. The following describes significant changes to personnel and equipment, capital outlay projects, and transfers to and from District reserves.

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the position has continued to expand. As it is highly unlikely that over time there will be a reduction of this type of work, it is prudent to convert the position to a permanent Customer Service Representative I.

The final limited term position proposed to be converted to a regular full-time position is the Districts' Facilities Maintenance employee. This limited term position was created in FY 2013/14. The position and associated job duties have grown well beyond the original intent and purpose of providing assistance to our Fleet Mechanic. The position has been tasked with a wide variety of building and facilities maintenance duties, and has proven to be an invaluable addition to our agency. Many of the routine and special tasks assigned to this position have helped reduce the need for costly contracts with private industry service providers.

While the above proposed personnel conversions will increase personnel expenditures, the Operations and Administrative Services current total employee count will remain the same. It is important to note that even though these employees have been classified as long-term seasonal and limited term employees, the District has voluntarily provided medical insurance, and the employer share of their CalPERS retirement contributions. Cost savings from maintaining the current field staff size will be realized by the lack of need for additional salaries and benefits, hiring and training expenses, vehicles, vector control equipment, office space, uniforms, computers, and other associated expenses.

Capital Projects & Designated Reserves:

The current data management software, Sentinel GIS, was purchased in 2010. The software is no longer supported by the manufacturer and the underlying ESRI mapping software is slated to be discontinued in mid-2019. The data management system is the backbone of our operations, surveillance, and customer service departments. Advanced software enables and drives the efficient use of our personnel resources, facilitates interdepartmental data sharing, ensures responsible pesticide use and reporting, helps to manage pesticide resistance, performs complex analytics, and allows for rapid response to disease outbreak emergencies. The District has been looking for replacement software and hardware for over three years. In FY 2015/16 the Board of Trustees approved a transfer in the amount of \$150,000.00 from the Capital and Assets Reserve Fund to acquire the software and hardware, and the make improvements to our IT infrastructure. At the conclusion of FY 2015/16 the funds had

not been expended. The monies have remained earmarked in the Capital and Asset Reserve fund for this project.

It is proposed in this budget to again allocate \$150,000.00 from the Capital Projects Reserve fund to accomplish this critically important project. The fund transfer, if approved, will leave a fund balance of approximately \$462,923.

One of the many administrative and organizational changes made in 2017 was the practice of purchasing vehicles. The acquisition of used vehicles with very low miles eliminates the drive-off depreciation and increases the ability to aggressively negotiate purchase prices. The FY 2018/19 proposed budget includes the replacement of two of the oldest fleet vehicles (1996 & 1998), and the purchase of one specialty vehicle to dramatically improve flood channel inspection and treatment. The two trucks being replaced have reached the end of their service life, each with over 100,000 miles and are greater than 20 years old.

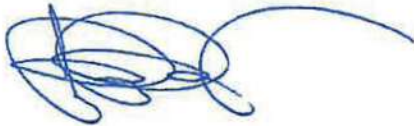
124 miles of flood channels transect the District and are a significant source of mosquito production. The current method of inspection and treatment takes several days each month, and requires multiple employees to offload and reload two specially outfitted ATV's for each flood channel segment. This process is not only a poor use of our limited personnel resources, but also exposes staff to a variety of environmental contaminants, personal injuries from slippery surfaces, heavy and cumbersome equipment management, and a host of other safety and District liability concerns. This inefficient process also negatively impacts our ability to maintain proper mosquito treatment cycle times, potentially leading to prolific mosquito production. The addition of a hard/solid tire Jeep, or similarly equipped vehicle, will require only one Vector Control Specialist to conduct the inspections and treatment. This will also eliminate the need for ATV's to be trailered to each segment and loaded and reloaded continually to complete the task at hand, and reduce environment contaminant exposure to our employees.

It is proposed in this budget to allocate \$120,000.00 from the Vehicle Replacement Reserve fund to replace two full-size fleet trucks, and acquire one specialty flood channel vehicle. The fund transfer, if approved, will leave a fund balance of approximately \$131,000 in the Vehicle Replacement Reserve fund.

This budget reflects the District's commitment to operational efficiency and exceptional public service provision, while remaining cognizant of the financial burdens of our constituency. The District is able to maintain a balanced operating budget for FY 2018/19 while increasing the required full-time staff through current employee conversions, expanding and improving our fleet vehicles, creating new designated reserve funds, and replacing critical software and hardware infrastructure.

I respectfully submit the FY 2018/19 Annual Budget for your review and consideration.

Respectfully,

A handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Jared Dever
District Manager

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

RESOLUTION 2018-01

**A RESOLUTION OF
THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD OF TRUSTEES DETERMINING AND ORDERING THE RATE OF THE
ASSESSMENT FOR FISCAL YEAR 2018-19 IN CONNECTION WITH THE
CONTINUATION OF THE VECTOR SURVEILLANCE AND CONTROL PROJECTS
OF COMMON BENEFIT TO THE SAN GABRIEL VALLEY MOSQUITO AND
VECTOR CONTROL DISTRICT**

WHEREAS, the **SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT** (the “District”) is an independent special district formed and governed pursuant to California Health and Safety Code Sections 2000 *et seq.*; and

WHEREAS, the District’s jurisdiction and service area encompasses the whole or portions of the cities of Alhambra, Arcadia, Azusa, Baldwin Park, Bradbury, Claremont, Covina, Duarte, El Monte, Glendora, Industry, Irwindale, La Puente, La Verne, Monterey Park, Monrovia, Pasadena, Pomona, Rosemead, San Dimas, San Gabriel, Sierra Madre, South Pasadena, Temple City, Walnut, West Covina, and the County of Los Angeles; and

WHEREAS, the District is governed by a Board of Trustees (the “District Board”) representing the respective cities and the County of Los Angeles; and

WHEREAS, the District is duly authorized to take all necessary or proper action to control mosquitoes, bees, black flies, midges, rats, and other vectors within the District boundaries or in territory not in the District but so situated that mosquitoes, bees, black flies, midges, rats, and other vectors may disperse into the District including conducting surveillance and control projects for any part of the District or for the common benefit of the District as a whole; and

WHEREAS, “vector” as used in this resolution is defined in Section 2002(k) of the California Health and Safety Code; and

WHEREAS, “vector surveillance and control” as used in this resolution includes surveillance of vectors, including but not limited to, mosquitoes, black flies, midges, rats, and other vectors; surveillance of diseases transmitted by vectors; control of vectors through source reduction, biological control, pesticide application, and public education, and other necessary or proper steps for vector surveillance and control; and

WHEREAS, mosquitoes, flies, rats, and other vectors can transmit diseases which affect humans and animals, including but not limited to malaria, arthropod-borne encephalitis of human and horses, heartworm of dogs, plague, and hantaviral pulmonary syndrome. The bite of mosquitoes and black flies can cause allergic reactions to some people and animals; and

WHEREAS, vector surveillance and control is necessary on a continuous, routine, and District-wide basis for the common benefit of the District as a whole to promote the habitability

of the property by protecting public health and welfare, and enhancing economic development, recreational use and enjoyment of properties and the environment within the District; and

WHEREAS, California Health and Safety Code Sections 2082-84 authorize the District to impose an assessment for vector surveillance and control projects which are of common benefit to the areas or zones within its jurisdiction; and

WHEREAS, on June 14, 1996, the District Board approved and adopted Resolution No. 96-04, A Resolution of the San Gabriel Valley Mosquito and Vector Control District Board of Trustees Ordering Vector Surveillance and Control Projects of Common Benefit to the San Gabriel Valley Mosquito and Vector Control District and Adopting an Assessment in Connection Therewith Commencing in Fiscal Year 1996-97, which levied an assessment for Fiscal Year 1996-97 and subsequent fiscal years in amounts not to exceed twenty dollars (\$20) per parcel per year, as described in the District Report prepared in connection with the fiscal year 1996-97 assessment, as determined by the District Board after conducting the necessary studies; and

WHEREAS, the District Board has caused studies to be conducted, and a report has been filed (the "Fiscal year 2018-19 Budget and Assessment Report") in the District's Office located at 1145A North Azusa Canyon Road, California, containing data indicating the need for the proposed assessment for Fiscal Year 2018-19, the amount of the assessment based on land use and size proposed for Fiscal Year 2018-19, the types of property to be assessed, and other related information;

WHEREAS, the assessment is for the purpose of meeting operating expenses, including employee wage rates and fringe benefits, purchasing or leasing supplies, equipment, or materials, and meeting financial reserve needs and requirements, and assessments for this purpose are exempt from the California Environmental Quality Act pursuant to Public Resources Code Section 21080(b)(8)(A)(B)(C).

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District that:

1. The above recitals are all true and correct.
2. The District Board, having conducted necessary studies and duly noticed public hearings, and based upon its review of the Fiscal Year 2018-19 Budget and Assessment Report and other reports and information presented to it, does hereby find and determine that the proposed assessment of Fiscal Year 2018-19, as set forth with specificity in the Fiscal Year 2018-19 Budget and Assessment Report, are necessary to finance and execute vector surveillance and control projects of common benefit to the District as a whole.
3. It is hereby declared that the assessment is exempt from the California Environmental Quality Act pursuant to Public Resources Code Section 21080(b)(8) based upon the specific finding recited herein.
4. The District Board does hereby request that the assessment be collected by the Los Angeles County Tax Collector in the same manner as ad valorem taxes. The Los Angeles County Department of Assessor, Auditor-Controller, Data Processing,

Systems Division, and Tax Collector are hereby authorized to take appropriate steps to place the assessment on all parcels in the District as herein described, to collect said assessment on behalf of the District, and to deduct the county's reasonable costs incurred for its collection service.

APPROVED AND ADOPTED this 15th day of June, 2018, by the following vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

Chairperson, Board of Trustees

ATTEST:

Secretary of the Board of Trustees

San Gabriel Valley Mosquito and Vector Control District
Assessment FY 018-2019

For Fiscal Year 2018-19 the budget is \$ 4,576,613
 To account for delinquent payments \$ 4,622,356 will be billed.

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

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

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

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

Land Use Category		Parcels	Acres	Units
Group 1				
Residential & No Use Code	< or = to 1 A	351,230	77,822	355,461
Agricultural	< or = to 5 Acres	448	359	448
Commercial	< or = 20 Acres	23,568	20,795	23,568
Group 2				
Residential & No Use Code	> 1 A but < 5 A	4,762	8,405	8,405
Agricultural	> 5 Acres but < 25 Acres	33	354	71
Commercial	> 20 Acres but < 100 Acres	111	3,852	193
Group 3				
Residential & No Use Code	> 5 A	458	8,595	2,290
Agricultural	> 25 Acres	10	712	50
Commercial	> 100 Acres	9	1,577	45
Total		380,629	122,470	390,531

For Direct Costs:

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

- Parcels in Group 1 are assessed at one unit.
- Parcels in Group 2 are assessed up to a maximum of five units.
- Parcels in Group 3 are assessed at the maximum of five units.

The indirect costs associated with operating the District comprise 75.00% of the total budget.
 The indirect costs budgeted for FY 2018-19 are \$ 3,455,485.12
 The indirect cost to each parcel in the District is \$ 8.23

The direct costs associated with operating the District comprise 25.00% of the total budget.
 The direct costs budgeted for FY 2018-19 are \$ 1,153,977.83
 The direct cost to each unit in the District is \$ 3.75

The benefit assessment for each parcel in the District for Fiscal Year 2018-19 will range from:

\$11.98 to \$20.00

97% of the parcels in the District will be assessed at the minimum rate.

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

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

Revenue Required from Assessment	Average Percent Collected	Total Amount of Assessment to be Billed
\$6,317,674	99.0%	\$6,380,851

Land Use Category with a 5 Unit Cap	Parcel Count	Total Acres	Total Units
Residential & No Use Code Parcels ≤ 1 A	351,230	77,822	355,461
Agricultural Parcels ≤ 5 A	448	359	448
Commercial Parcels ≤ 20 A	23,568	20,795	23,568
Residential & No Use Code Parcels > 1 A but ≤ 5 A	4,762	8,405	8,405
Agricultural Parcels > 5 A but ≤ 25 A	33	354	71
Commercial Parcels > 20 A but ≤ 100 A	111	3,852	193
Residential & No Use Code Parcels > 5 A	458	8,595	2,290
Agricultural Parcels > 25 A	10	712	50
Commercial Parcels > 100 A	9	1,577	45
Total	380,629	122,471	390,531

INDIRECT COST

Fiscal Year	Assessment to be Billed	Percent of Indirect Cost	Actual Indirect Cost	Number of Parcels	Rate Assessed on all Parcels
theoretical	\$6,380,851	68.7%	\$4,383,644	380,629	\$11.52

DIRECT COST

Fiscal Year	Assessment to be Billed	Percent of Direct Cost	Actual Direct Cost	Number of Units	Rate Assessed on all Parcels
theoretical	\$6,380,851	31.3%	\$1,997,206	390,531	\$5.11

Assessment Rate

Fiscal Year	
theoretical	\$16.63

Land Use Category with a 5 Unit Cap	Parcel Count	Total Units	Revenue
Residential & No Use Code Parcels ≤ 1 A	351,230	355,461	\$5,841,279
Agricultural Parcels ≤ 5 A	448	448	\$7,451
Commercial Parcels ≤ 20 A	23,568	23,568	\$391,958
Residential & No Use Code Parcels > 1 A but ≤ 5 A	4,762	8,405	\$97,827
Agricultural Parcels > 5 A but ≤ 25 A	33	71	\$743
Commercial Parcels > 20 A but ≤ 100 A	111	193	\$2,265
Residential & No Use Code Parcels > 5 A	458	2,290	\$16,986
Agricultural Parcels > 25 A	10	50	\$371
Commercial Parcels > 100 A	9	45	\$334
totals	380,629	390,531	\$6,359,213

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

FY 18/19 PROPOSED BUDGET

REVENUE & EXPENDITURE SUMMARY					
Account Classification	2015 - 2016 Actual	2016 - 2017 Actual	2017 - 2018 Adopted Budget	2017 - 2018 Estimated Actual	2018 - 2019 Proposed Budget
Revenue					
4000 · Service Revenue	15.00	9.00	0.00	7.00	0.00
4010 · Assessments	3,799,430.95	3,859,401.08	3,854,165.00	3,937,369.36	4,576,612.95
4050 · Interest, LA County	17,498.16	15,750.78	20,000.00	22,000.00	21,500.00
4060 · Interest Income, LAIF	7,437.28	8,112.68	8,000.00	14,500.00	10,500.00
4070 · Interest Income, Citizens Sweep	704.36	782.97	800.00	945.00	850.00
4030 · Grants	0.00	96,100.00	159,849.00	159,849.00	0.00
Total Revenue	<u>3,825,085.75</u>	<u>3,980,156.51</u>	<u>4,042,814.00</u>	<u>4,134,670.36</u>	<u>4,609,462.95</u>

Account Classification	2015 - 2016 Actual	2016 - 2017 Actual	2017 - 2018 Adopted Budget	2017 - 2018 Estimated Actual	2018 - 2019 Proposed Budget
Expenditures					
Salaries & Benefits	2,583,267.31	2,804,768.30	2,830,846.00	2,769,161.68	3,455,485.12
Maintenance & Operations	886,223.21	1,037,925.44	1,211,968.00	990,434.72	1,146,928.00
Restricted and Designated Reserves	44,975.39	126,946.59	0.00	0.00	0.00
Capital Outlay	133,558.75	169,860.06	0.00	123,650.68	263,000.00
Funds from Reserves					(255,950.17)
Total Expenditures	<u>3,648,024.66</u>	<u>4,139,500.39</u>	<u>4,042,814.00</u>	<u>3,883,247.08</u>	<u>4,609,462.95</u>

NET REVENUE & EXPENDITURES	177,061.09	(159,343.88)	0.00	251,423.28	0.00
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Net Impact to Reserves for FY 2018-2019					4,526.89
*Refer to page 21-22 - Designated Reserves					

Department Overview

The San Gabriel Valley Mosquito and Vector Control District was established in 1989 to protect residents from vector-borne diseases, more specifically at that time, to address a local outbreak of a mosquito-borne disease called St. Louis encephalitis.

The District provides mosquito and black fly control services to 26 cities in the San Gabriel Valley, and some unincorporated portions of Los Angeles County; a total area of 259 square miles. The District is governed by a 27-member Board of Trustees, consisting of an appointed representative from each city and unincorporated portions of the County of Los Angeles. The District's services are funded by a benefit assessment levied on each parcel in the District.

The District Manager is appointed by the Board of Trustees and serves at its pleasure. The District Manager is the Chief Officer of the District. The District Manager appoints all department heads and is responsible for overseeing the daily operations of the District. The District Manager is assisted by an Executive Assistant/Board Clerk. The Executive Assistant/Board Clerk is responsible for the preparation of the agenda for the Trustee Board meetings and the maintaining of all official District documents and records.

The District Counsel advises the Board of Trustees on all matters of law in the conduct of District affairs. District Counsel prepares resolutions and contracts for consideration by the Board of Trustees. In addition, the District Counsel reviews all legal documents and represents the District in matters involving litigation.

Personnel Summary

Full-time Positions	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Proposed
District Manager	1	1	1	1
Total	1	1	1	1

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

FY 18/19 PROPOSED BUDGET

EXECUTIVE DEPARTMENT					
Account Classification	2015 - 2016 Actual	2016 - 2017 Actual	2017 - 2018 Adopted Budget	2017 - 2018 Estimated Actual	2018 - 2019 Proposed Budget
SALARIES & BENEFITS					
Salaries					
6210 · Salaries - Exempt			109,689.95	122,956.00	128,770.30
6218 · Salaries - Vacation			5,863.56	6,757.84	5,690.00
6219 · Salaries - Holiday			7,173.48	6,804.72	7,400.00
6220 · Salaries - Sick Pay			4,678.44	1,546.88	4,690.00
6140 · Medicare			2,071.80	2,072.90	2,145.00
6070 · Cafeteria Benefit			9,600.00	9,600.00	9,600.00
6200 · Retirement - Classic			12,746.76	12,150.96	13,920.00
6051 · Management Car Allowance			9,600.00	6,000.00	6,000.00
Total SALARIES & BENEFITS	0.00	0.00	161,423.99	167,889.30	178,215.30
ORGANIZATIONAL EXPENDITURES					
6030 · Board Expenses			32,600.00	29,500.00	35,000.00
6232 · Seminars and Meetings			12,000.00	11,500.00	8,500.00
Total ORGANIZATIONAL EXPENDITURES	0.00	0.00	44,600.00	41,000.00	43,500.00
CAPITAL OUTLAY AND RESTRICTED					
8000 · Capital Outlay - General	0.00	0.00	0.00	4,475.00	143,000.00
Total CAPITAL OUTLAY AND RESTRICTED	0.00	0.00	0.00	4,475.00	143,000.00
NET EXPENDITURES					
	0.00	0.00	206,023.99	213,364.30	364,715.30

Department: Administrative Services

Department Overview

The Administrative Services Department provides various support functions for the District. Administrative Services is responsible for Finance and Budget, Human Resources, Risk Management (Insurance) and Payroll. Financial responsibilities include developing and monitoring the annual budget; preparing monthly financial statements, accounts payables and receivables; administering petty cash; deferred compensation programs; and ensuring government accounting requirements and standards.

Human Resources coordinates the recruitment and hiring of District staff; administers employee benefits, coordinates employee relations and unemployment issues; maintains employee files; processes District vehicle incident claims; and administers the District's Personnel and Salary Resolution.

Insurance activities involve processing, resolving and settling claims against the District, as well as claims the District has against others. The District is a member of a self-insurance pool (Vector Control Joint Powers Authority) made up of approximately 40 other California vector control districts. This organization helps administer and manage employment, workers compensation, liability, collision, property and other claims against the District.

Budget Highlights

Personnel – Three Administrative Department staff members currently undertake all administrative responsibilities in the day to day operation of the District. In addition, we provide support to District staff as well as to the residents of the San Gabriel Valley. The proposed conversion of our current Limited Term Operations Assistant (Receptionist) to a full time Customer Service Representative I will help facilitate the increasing demands of the Administrative department.

Personnel Summary

Full Time Positions	2015-16	2016-17	2017-18	2018-19
	Actual	Actual	Actual	Proposed
Office Manager	1	1	1	1
Administrative Assistant	1	1	1	1
Exec Assist/Clerk of the Board	1	1	1	1
Operations Assistant	0	0	1	0
Customer Service Rep I	0	0	0	1
	3	3	4	4

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

FY 18/19 PROPOSED BUDGET

ADMINISTRATION DEPARTMENT					
Account Classification	2015 - 2016 Actual	2016 - 2017 Actual	2017 - 2018 Adopted Budget	2017 - 2018 Estimated Actual	2018 - 2019 Proposed Budget
SALARIES & BENEFITS					
Salaries					
6210 · Salaries - Exempt			87,021.72	87,590.00	89,359.92
6212 · Salaries - Non Exempt			132,936.72	151,400.00	176,226.96
6216 · Salaries - Overtime			0.00	115.00	1,200.00
6218 · Salaries - Vacation			10,303.92	17,360.00	10,575.00
6219 · Salaries - Holiday			12,605.88	14,030.00	15,050.00
6220 · Salaries - Sick Pay			8,221.20	9,200.00	10,575.00
6140 · Medicare			3,640.80	4,105.00	4,420.00
6070 · Cafeteria Benefit			28,800.00	35,200.00	38,400.00
6200 · Retirement - Classic			22,399.68	22,400.00	24,455.00
6201 · Retirement - PEPRA			0.00	1,365.00	815.00
Total SALARIES & BENEFITS	0.00	0.00	305,929.92	342,765.00	371,076.88
ORGANIZATIONAL EXPENDITURES					
6035 · Computer Hardware			0.00	1,400.00	2,500.00
6036 · Computer Software			0.00	2,500.00	9,000.00
6185 · Postage			5,500.00	2,300.00	1,704.00
6186 · Printing & Reproduction			0.00	0.00	1,000.00
6232 · Seminars and Meetings			4,000.00	800.00	2,400.00
6270 · Office Supplies			20,000.00	6,500.00	6,500.00
Total ORGANIZATIONAL EXPENDITURES	0.00	0.00	29,500.00	12,100.00	20,604.00
CAPITAL OUTLAY AND RESTRICTED					
8000 · Capital Outlay - General	0.00	0.00	0.00	0.00	0.00
Total CAPITAL OUTLAY AND RESTRICTED	0.00	0.00	0.00	0.00	0.00
NET EXPENDITURES	0.00	0.00	335,429.92	354,865.00	391,880.88

Department Overview

The Operations Department is responsible for implementing mosquito and vector control prevention strategies in the field. Long-term mosquito prevention is accomplished by incorporating Integrated Vector Management methodologies, which uses a combination of applied field techniques involving physical, chemical, and biological control methods.

The Department is also responsible for the repair and maintenance of the District's facility and fleet.

Ten Vector Control Specialists, four limited-term vector control technicians, one Operations Coordinator, and ten seasonal employees, perform Mosquito prevention and management. One Fleet Mechanic and one Building and Grounds Maintenance Specialist perform building and fleet management. All working under the Operations Manager.

Responsibilities of operational field staff include inspecting neglected pools and ponds, channels, underground storm drains, spreading basins, rivers, flood channels, street gutters and urban mosquito breeding sources. They also work with city officials and other public agencies to improve infrastructure and communicate public health threats.

Budget Highlights

Labor and Salaries

The Department will be converting (3) limited term, full-time Vector Control Technicians to full-time Vector Control Specialist I. These full-time positions are necessary to cover the additional workload created by the annexation of three new cities.

The Department will be converting (1) limited term, full-time Building and Grounds Maintenance Worker to full-time and adjusting the pay scale to better reflect that of similar positions in the public sector.

Specialty Vehicle Purchase

The Department will be purchasing (1) hard tire Jeep dedicated for use in open flood channel systems. The Jeep will be used to inspect and treat these systems on a regular management schedule. The Jeep will be replacing one of two ATVs that we currently use and will eliminate the excessive labor hours required to deploy them. We will use those additional hours to manage the flood channels more frequently.

Department: Operations

Full-time Positions	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Proposed
Operations Manager	1	1	1	1
Operations Coordinator	1	1	1	1
Fleet Mechanic	1	1	1	1
Data Analyst	0	1	1	1
Facility Maintenance	1	1	1	1
VC Specialist III	0	1	2	2
VC Specialist II	7	8	10	8
VC Specialist I	1	3	1	3
Limited Surveillance Tech	0	1	4	1
Extra Help VC Technicians	17	8	14	10
	<u>29</u>	<u>26</u>	<u>36</u>	<u>29</u>

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

FY 18/19 PROPOSED BUDGET

OPERATIONS DEPARTMENT					
Account Classification	2015 - 2016 Actual	2016 - 2017 Actual	2017 - 2018 Adopted Budget	2017 - 2018 Estimated Actual	2018 - 2019 Proposed Budget
SALARIES & BENEFITS					
Salaries					
6210 · Salaries - Exempt			77,557.96	60,675.00	96,492.84
6212 · Salaries - Non Exempt			762,971.64	853,898.66	1,034,309.31
6216 · Salaries - Overtime			15,000.00	19,678.69	15,000.00
6218 · Salaries - Vacation			48,762.40	47,000.00	48,460.00
6219 · Salaries - Holiday			47,818.44	52,868.00	64,300.00
6220 · Salaries - Sick Pay			32,906.04	31,000.00	51,640.00
6230 · Salaries - Extra Help			94,932.92	93,000.00	318,836.00
6240 · Social Security			3,597.96	2,267.00	5,545.00
6140 · Medicare			19,040.56	18,800.00	22,680.00
6070 · Cafeteria Benefit			153,400.00	159,800.00	182,400.00
6200 · Retirement - Classic			40,780.56	45,881.22	54,640.00
6201 · Retirement - PEPRA			37,599.24	37,144.14	57,120.00
Total SALARIES & BENEFITS	0.00	0.00	1,334,367.72	1,422,012.71	1,951,423.15
ORGANIZATIONAL EXPENDITURES					
6007 · Automobile Lease			106,900.00	74,000.00	73,800.00
6035 · Computer Hardware			0.00	11,500.00	10,000.00
6036 · Computer Software			0.00	8,140.00	10,000.00
6040 · Building Maint.			0.00	54,700.00	37,500.00
6042 · Equipment Maint.			0.00	4,550.00	9,000.00
6044 · Grounds			0.00	500.00	4,000.00
6185 · Postage			0.00	550.00	3,200.00
6186 · Printing & Reproduction			0.00	0.00	1,000.00
6232 · Seminars and Meetings			12,000.00	5,600.00	8,910.00
6283 · Pesticides			50,000.00	36,500.00	50,000.00
6260 · Mechanical Supplies			30,000.00	29,000.00	25,000.00
6262 · Gasoline			55,000.00	45,900.00	50,000.00
6270 · Office Supplies			0.00	0.00	3,900.00
6280 · Operations Supplies			18,000.00	31,300.00	18,000.00
6281 · Mosquito Fish Supplies			0.00	0.00	30,000.00
6302 · Safety			15,000.00	19,500.00	20,000.00
6304 · Surveillance, Aerial			25,000.00	25,118.00	0.00
6330 · Training, CEU's			3,600.00	6,636.00	4,000.00
6332 · Uniforms and Clothing			25,000.00	12,000.00	27,000.00
Total ORGANIZATIONAL EXPENDITURES	0.00	0.00	340,500.00	368,494.00	385,310.00
CAPITAL OUTLAY AND RESTRICTED					
8000 · Capital Outlay - General	0.00	0.00	0.00	0.00	120,000.00
Total CAPITAL OUTLAY AND RESTRICTED	0.00	0.00	0.00	0.00	120,000.00

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

FY 18/19 PROPOSED BUDGET

OPERATIONS DEPARTMENT					
Account Classification	2015 - 2016 Actual	2016 - 2017 Actual	2017 - 2018 Adopted Budget	2017 - 2018 Estimated Actual	2018 - 2019 Proposed Budget
NET EXPENDITURES	0.00	0.00	1,674,867.72	1,790,506.71	2,456,733.15

Department: Surveillance

Department Overview

The Scientific Program is responsible for the surveillance program that monitors the abundance of disease-carrying insects and occurrences of vector-borne diseases, as well as all technical aspects of the overall program.

The department is comprised of a Scientific Program Manager, a Senior Vector Ecologist, a Vector Ecologist, two Assistant Vector Ecologists, as well as a Surveillance Technician. The disease surveillance program serves as an early warning system in the detection of mosquito-borne viruses that can infect people and animals. Testing for the presence of viruses and pathogens in mosquitoes and wild birds helps identify disease transmission before human cases occur.

The Vector Ecologists are involved in developing control and monitoring strategies for both native and invasive mosquito species. They are responsible for conducting studies to improve mosquito treatment efficacy and monitoring for pesticide resistance.

The Scientific Program continues to collaborate with local agencies, national agencies and universities on studies surrounding emerging vector and disease issues.

Personnel Summary

Full-time Positions	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Proposed
Scientific Program Manager	1	1	1	1
Sr. Vector Ecologist	1	1	1	1
Vector Ecologist	1	1	1	1
Asst Vector Ecologist	0	0	2	2
Ltd Asst Vector Ecologist	2	2	0	0
Ltd Surveillance Technician	0	0	1	1
E/H Surveillance Tech	8	10	8	1
	13	15	14	7

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

FY 18/19 PROPOSED BUDGET

SURVEILLANCE DEPARTMENT					
Account Classification	2015 - 2016 Actual	2016 - 2017 Actual	2017 - 2018 Adopted Budget	2017 - 2018 Estimated Actual	2018 - 2019 Proposed Budget
SALARIES & BENEFITS					
Salaries					
6210 · Salaries - Exempt			20,153.25	44,700.00	88,681.32
6212 · Salaries - Non Exempt			279,089.44	266,900.00	348,925.68
6216 · Salaries - Overtime			0.00	900.00	1,000.00
6218 · Salaries - Vacation			20,158.80	23,600.00	17,335.00
6219 · Salaries - Holiday			20,000.00	18,700.00	25,132.00
6220 · Salaries - Sick Pay			13,084.20	22,975.00	18,675.00
6230 · Salaries - Part-time - XH			255,067.08	110,300.00	15,000.00
6240 · Social Security			9,902.04	3,000.00	920.00
6140 · Medicare			12,713.16	7,100.00	7,720.00
6070 · Cafeteria Benefit			51,600.00	52,220.00	57,600.00
6200 · Retirement - Classic			14,335.36	9,232.00	10,150.00
6201 · Retirement - PEPRA			24,135.72	21,000.00	27,015.00
Total SALARIES & BENEFITS	0.00	0.00	720,239.05	580,627.00	618,154.00
ORGANIZATIONAL EXPENDITURES					
6035 · Computer Hardware			0.00	585.00	2,000.00
6036 · Computer Software			0.00	0.00	500.00
6185 · Postage			0.00	1,500.00	1,500.00
6232 · Seminars and Meetings			12,000.00	3,000.00	8,900.00
6250 · Laboratory Supplies			65,000.00	65,000.00	16,100.00
6270 · Office Supplies			0.00	500.00	1,600.00
Total ORGANIZATIONAL EXPENDITURES	0.00	0.00	77,000.00	70,585.00	30,600.00
CAPITAL OUTLAY AND RESTRICTED					
8000 · Capital Outlay - General	0.00	0.00	0.00	0.00	0.00
Total CAPITAL OUTLAY AND RESTRICTED	0.00	0.00	0.00	0.00	0.00
NET EXPENDITURES					
	0.00	0.00	797,239.05	651,212.00	648,754.00

Department Overview

The role of the Communications Department is to promote District services and raise awareness about current and newly emerging vector-related public health issues. The department designs outreach campaigns and materials that emphasize shared responsibility of vector control with the public. This long-term, sustainable approach uses outreach strategies that engages key target audiences, such as students, residents and elected officials. Regularly assessing programs, using the latest communications technology and being knowledgeable about the diverse population in San Gabriel Valley are vital to ensure a comprehensive outreach program. Campaigns conducted by the Communications Department range from hyper-local targeting to the regional level. Department staff will regularly collaborate with other public health partners and organizations to increase reach and awareness.

Budget Highlights

Advertising – The department implements a comprehensive communications strategy that includes creating public top-of-mind awareness within the District. A fragmented Los Angeles County media market and multiple channels of information requires the department to reach people beyond the basic press release and in-person outreach activities. Advertising strategies include using proven tactics and new technology to reach SGVMVCD’s diverse audiences.

Supplies and Promotional Materials – The department continues to redesign educational materials to keep up with relevant issues that affect target audiences within the District. Low-cost, high-impact promotional items are purchased and distributed to increase awareness and provide ready access to our contact information.

Personnel – Four Communications Department staff members provide outreach to nearly 2 million residents within the District. The latest addition of a seasonal position will help distribute the demand for our services. Our outreach services include community presentations, school presentations, coordinating and staffing event booths, delivering brochures, meeting community and elected officials, and maintaining communications with community partners.

Personnel Summary

Full-time Positions	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Proposed
Public Information Officer	1	1	1	1
Education Specialist	1	1	1	1
Creative Services Specialist	1	1	1	0
Communications Specialist	0	0	0	1
Outreach Assistant	0	0	0	1
	<u>3</u>	<u>3</u>	<u>3</u>	<u>4</u>

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

FY 18/19 PROPOSED BUDGET

COMMUNICATIONS DEPARTMENT					
Account Classification	2015 - 2016 Actual	2016 - 2017 Actual	2017 - 2018 Adopted Budget	2017 - 2018 Estimated Actual	2018 - 2019 Proposed Budget
SALARIES & BENEFITS					
Salaries					
6210 · Salaries - Exempt			23,340.12	51,905.00	80,434.20
6212 · Salaries - Non Exempt			111,550.20	112,050.00	121,111.59
6216 · Salaries - Overtime			0.00	950.00	2,500.00
6218 · Salaries - Vacation			8,911.32	7,500.00	7,710.00
6219 · Salaries - Holiday			7,402.20	7,903.00	11,325.00
6220 · Salaries - Sick Pay			4,110.12	2,928.50	8,055.00
6230 · Salaries - Extra Help			0.00	0.00	14,850.00
6240 · Social Security			0.00	0.00	920.00
6140 · Medicare			3,148.68	2,404.00	3,780.00
6070 · Cafeteria Benefit			23,800.00	23,950.00	28,800.00
6200 · Retirement - Classic			7,157.88	7,370.28	7,815.00
6201 · Retirement - PEPRA			2,944.80	5,190.18	10,115.00
Total SALARIES & BENEFITS	0.00	0.00	192,365.32	222,150.96	297,415.79
ORGANIZATIONAL EXPENDITURES					
6003 · Advertising			0.00	0.00	30,000.00
6035 · Computer Hardware			0.00	4,300.00	4,500.00
6036 · Computer Software			0.00	2,500.00	900.00
6037 · Website and Email Service			0.00	0.00	3,195.00
6185 · Postage			0.00	350.00	3,500.00
6186 · Printing & Reproduction			0.00	0.00	9,000.00
6232 · Seminars and Meetings			0.00	3,500.00	1,000.00
6270 · Office Supplies			0.00	475.00	1,000.00
6290 · Communications Supplies			37,500.00	29,500.00	11,200.00
6305 · Education Program Supplies			0.00	0.00	700.00
Total ORGANIZATIONAL EXPENDITURES	0.00	0.00	37,500.00	40,625.00	64,995.00
CAPITAL OUTLAY AND RESTRICTED					
8000 · Capital Outlay - General	0.00	0.00	0.00	0.00	0.00
Total CAPITAL OUTLAY AND RESTRICTED	0.00	0.00	0.00	0.00	0.00
NET EXPENDITURES	0.00	0.00	229,865.32	262,775.96	362,410.79

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

FY 18/19 PROPOSED BUDGET

NON-DEPARTMENTAL					
Account Classification	2015 - 2016 Actual	2016 - 2017 Actual	2017 - 2018 Adopted Budget	2017 - 2018 Estimated Actual	2018 - 2019 Proposed Budget
Revenue					
4010 · Assessments			3,854,165.00	3,919,648.67	4,576,612.95
4050 · Interest, LA County			20,000.00	22,000.00	21,500.00
4060 · Interest Income, LAIF			8,000.00	14,500.00	10,500.00
4070 · Interest Income, Citizens Sweep			800.00	945.00	850.00
4030 · Grants			159,849.00	159,849.00	0.00
Total Revenue	0.00	0.00	4,042,814.00	4,116,942.67	4,609,462.95

Account Classification	2015 - 2016 Actual	2016 - 2017 Actual	2017 - 2018 Adopted Budget	2017 - 2018 Estimated Actual	2018 - 2019 Proposed Budget
SALARIES & BENEFITS					
Salaries					
6122 · Unemployment			15,000.00	18,300.00	19,200.00
6234 · Tuition Reimbursement			8,000.00	3,995.00	8,000.00
6072 · Health Benefits - Retired EE			5,520.00	11,421.71	12,000.00
6074 · Post Retirement Benefits			0.00	0.00	0.00
Total SALARIES & BENEFITS	0.00	0.00	28,520.00	33,716.71	39,200.00

ORGANIZATIONAL EXPENDITURES					
6010 · Awards			1,800.00	1,800.00	2,000.00
6020 · Bank Charges			4,500.00	4,500.00	5,000.00
6312 · Communications, Field			26,000.00	25,600.00	28,000.00
6315 · Telephone, Internet			16,000.00	11,210.00	24,500.00
6320 · Telephone, Office			14,000.00	11,500.00	14,000.00
6065 · Group Term Life			0.00	1,800.00	4,300.00
6090 · Auto Insurance			1,000.00	821.00	1,040.00
6100 · Liability Insurance			57,537.00	35,020.00	65,411.00
6110 · Workers Comp Insurance			121,416.00	72,577.00	111,546.00
6120 · Property Insurance			3,250.00	3,250.00	3,258.00
6085 · VCJPA General Fund			9,965.00	10,729.00	9,656.00
6111 · Other Insurance			2,000.00	1,554.00	2,000.00
6073 · Equipment Lease			38,000.00	22,750.00	38,000.00
6075 · Fees & Assessments			4,400.00	3,100.00	4,000.00
6080 · Hiring Expenses			5,000.00	5,300.00	5,600.00
6150 · Memberships			25,000.00	21,500.00	25,000.00
6170 · Miscellaneous Expenses			3,000.00	3,000.00	3,000.00
6000 · Accounting Services			16,000.00	18,900.00	20,000.00

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

FY 18/19 PROPOSED BUDGET

NON-DEPARTMENTAL					
Account Classification	2015 - 2016 Actual	2016 - 2017 Actual	2017 - 2018 Adopted Budget	2017 - 2018 Estimated Actual	2018 - 2019 Proposed Budget
6130 · Legal Services			25,000.00	25,000.00	35,000.00
6190 · Other Services			5,000.00	4,045.00	5,000.00
6046 · Professional Services - IT			35,000.00	35,000.00	35,000.00
6192 · Research			8,000.00	0.00	1,000.00
6300 · Reference			1,600.00	500.00	0.00
6310 · Benefit Assessment Admin Cost			100,000.00	99,279.72	115,000.00
6340 · Electric Service			39,000.00	34,900.00	39,000.00
6341 · Natural Gas			3,200.00	2,210.00	3,000.00
6343 · Water Service			2,200.00	1,785.00	2,000.00
Total ORGANIZATIONAL EXPENDITURES	0.00	0.00	567,868.00	457,630.72	601,919.00

NET REVENUE & EXPENDITURES	0.00	0.00	3,446,426.00	3,625,595.24	3,968,343.95
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SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

FY 18/19 PROPOSED BUDGET

DESIGNATED RESERVES					
Account Classification	2015 - 2016 Actual	2016 - 2017 Actual	2017 - 2018 Adopted Budget	2017 - 2018 Estimated Actual	2018 - 2019 Proposed Budget
3100 · Public Health Emergency	1,326,200.00	1,326,200.00	1,326,200.00	1,326,200.00	1,326,200.00
Transfers In	0.00	0.00	0.00	0.00	0.00
Transfers Out	0.00	0.00	0.00	0.00	0.00
Revenue & Transfers In Total	0.00	0.00	0.00	0.00	0.00
Expense & Transfer Out Total	0.00	0.00	0.00	0.00	0.00
Net (Use of) Addition to Reserves	0.00	0.00	0.00	0.00	0.00
3125 · Capital Projects	612,923.00	612,923.00	612,923.00	612,923.00	612,923.00
Transfers In	0.00	0.00	0.00	0.00	0.00
Transfers Out	0.00	0.00	0.00	0.00	(143,000.00)
Revenue & Transfers In Total	0.00	0.00	0.00	0.00	0.00
Expense & Transfer Out Total	0.00	0.00	0.00	0.00	(143,000.00)
Net (Use of) Addition to Reserves	0.00	0.00	0.00	0.00	(143,000.00)
3150 · Unallocated General	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00
Transfers In	0.00	0.00	0.00	0.00	0.00
Transfers Out	0.00	0.00	0.00	0.00	(100,000.00)
Revenue & Transfers In Total	0.00	0.00	0.00	0.00	0.00
Expense & Transfer Out Total	0.00	0.00	0.00	0.00	(100,000.00)
Net (Use of) Addition to Reserves	0.00	0.00	0.00	0.00	(100,000.00)
3160 · Pension Liability	0.00	0.00	200,258.00	200,258.00	200,258.00
Transfers In	0.00	0.00	0.00	0.00	0.00
Transfers Out	0.00	0.00	0.00	0.00	0.00
Revenue & Transfers In Total	0.00	0.00	0.00	0.00	0.00
Expense & Transfer Out Total	0.00	0.00	0.00	0.00	0.00
Net (Use of) Addition to Reserves	0.00	0.00	0.00	0.00	0.00
3165 · Building/Facilities	0.00	0.00	0.00	0.00	0.00
Transfers In	0.00	0.00	0.00	0.00	100,000.00
Transfers Out	0.00	0.00	0.00	0.00	0.00
Revenue & Transfers In Total	0.00	0.00	0.00	0.00	100,000.00
Expense & Transfer Out Total	0.00	0.00	0.00	0.00	0.00
Net (Use of) Addition to Reserves	0.00	0.00	0.00	0.00	100,000.00
3170 · Vehicle Replacement	0.00	0.00	0.00	0.00	0.00
Transfers In	0.00	0.00	0.00	0.00	251,423.28
Transfers Out	0.00	0.00	0.00	0.00	(120,000.00)
Revenue & Transfers In Total	0.00	0.00	0.00	0.00	251,423.28
Expense & Transfer Out Total	0.00	0.00	0.00	0.00	(120,000.00)

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

FY 18/19 PROPOSED BUDGET

DESIGNATED RESERVES					
Account Classification	2015 - 2016 Actual	2016 - 2017 Actual	2017 - 2018 Adopted Budget	2017 - 2018 Estimated Actual	2018 - 2019 Proposed Budget
<i>Net (Use of) Addition to Reserves</i>	0.00	0.00	0.00	0.00	131,423.28
Total Reserves	<u>2,039,123.00</u>	<u>2,039,123.00</u>	<u>2,239,381.00</u>	<u>2,239,381.00</u>	<u>2,227,804.28</u>

RESTRICTED RESERVE ACCOUNTS					
	2015 - 2016 Actual	2016 - 2017 Actual	2017 - 2018 Adopted Budget	2017 - 2018 Estimated Actual	2018 - 2019 Proposed Budget
3180 - VCJPA Property Contingency Fund	90,655.00	97,113.00	97,113.00	96,911.00	97,000.00
Total Reserves	<u>90,655.00</u>	<u>97,113.00</u>	<u>97,113.00</u>	<u>96,911.00</u>	<u>97,000.00</u>

GRAND TOTAL RESERVES	2,129,778.00	2,136,236.00	2,336,494.00	2,336,292.00	2,324,804.28
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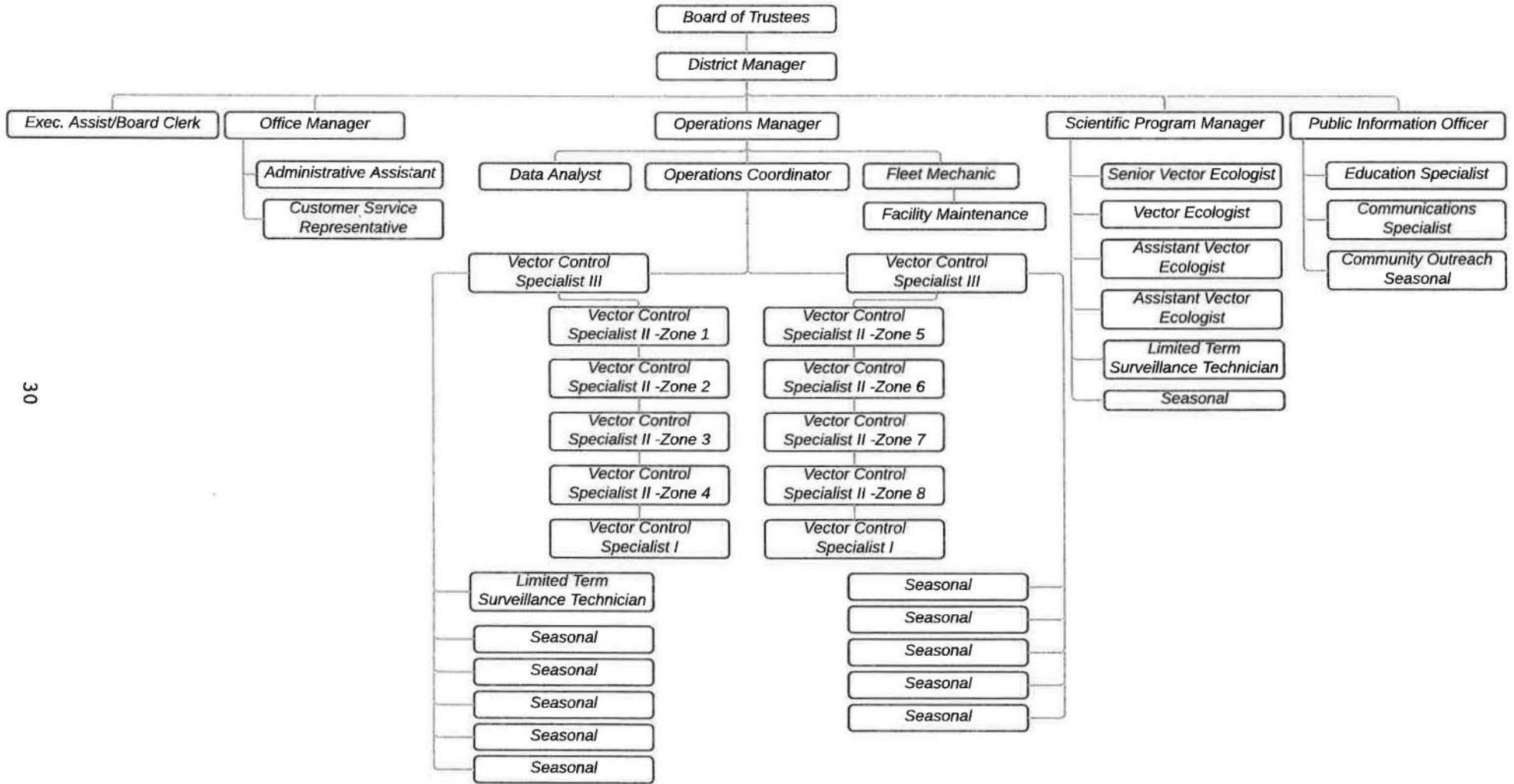
Capital Outlay Summary

	2018-2019 Budget
Operating Fund	
Executive:	
Data Management Systems Replacement:	
T3 Fiber Upgrade	\$ 10,000
Software	\$ 100,000
SQL Server	\$ 8,000
Hardware (35 Apple iPads & cases)	\$ 25,000
Total	<u>\$ 143,000</u>
Administration:	
No projected capital outlay projects	\$ -
Operations:	
Vehicles:	
Replace 2 fleet vehicles - 1 (1996), 1 (1998)	\$ 75,000
Acquire 1 fleet vehicle - specialty flood channel vehicle	\$ 45,000
Total	<u>\$ 120,000</u>
Communications:	
No projected capital outlay projects	\$ -
Surveillance:	
No projected capital outlay projects	\$ -
Total Operating Fund	<u><u>\$ 263,000</u></u>

Personnel Summary

Full Time Staff	2015-16	2016-17	2017-18	2018-19
	Actual	Actual	Actual	Proposed
District Manager	1	1	1	1
Office Manager	1	1	1	1
Operations				
Manager	1	1	1	1
Public Information Officer	1	1	1	1
Scientific Program Manager	1	1	1	1
Administrative Assistant	1	1	1	1
Exec Assist/Clerk of the Board	1	1	1	1
Operations				
Assistant	1	1	1	0
Customer Service Rep I	0	0	0	1
Operations Coordinator	1	1	1	1
Fleet Mechanic	1	1	1	1
Data Analyst	0	1	1	1
Building & Grounds				
Maintenance	0	1	1	0
Facility				
Maintenance	0	0	0	1
Vector Control Specialist III	0	1	2	2
Vector Control Specialist II	7	8	10	8
Vector Control Specialist I	1	3	0	3
Ltd Term Surveillance				
Technicians	0	1	5	2
Sr. Vector Ecologist	1	1	1	1
Vector Ecologist	1	1	1	1
Asst Vector				
Ecologist	0	0	2	2
Ltd Term Vector Ecologist	2	2	0	0
Education				
Specialist	1	1	1	1
Creative Services Specialist	1	1	1	0
Communications Specialist	0	0	0	1
Outreach Specialist	0	0	0	1
Total Full Time Employees	24	31	35	34
Seasonal/Extra Help				
Employees				
Extra Help Vector Control				
Techs	9	8	6	10
Extra Help Surveillance Techs	8	10	8	1
Total Extra Help Employees	17	18	14	11

San Gabriel Valley Mosquito & Vector Control District 2018 - 19 Organizational Chart



Salary Schedule Fiscal Year 2018-2019
PERS Classic Employees with Full (7%) Employer Paid Member Contribution (EPMC)

Classification Title	Step 1	Step 1.5	Step 2	Step 2.5	Step 3	Step 3.5	Step 4	Step 4.5	Step 5	
	\$33.15	\$34.19	\$35.23	\$36.26	\$37.30	\$38.33	\$39.37	\$40.41	\$41.44	Hourly
Vector Control Specialist III est prior to 2009	\$68,958.82	\$71,113.78	\$73,268.74	\$75,423.71	\$77,578.67	\$79,733.63	\$81,888.59	\$84,043.56	\$86,198.52	Annual
	\$5,746.57	\$5,926.15	\$6,105.73	\$6,285.31	\$6,464.89	\$6,644.47	\$6,824.05	\$7,003.63	\$7,183.21	Monthly
	\$2,652.26	\$2,735.15	\$2,818.03	\$2,900.91	\$2,983.79	\$3,066.68	\$3,149.56	\$3,232.44	\$3,315.33	Bi-Weekly
	\$33.15	\$34.19	\$35.23	\$36.26	\$37.30	\$38.33	\$39.37	\$40.41	\$41.44	Hourly
Vector Control Specialist II est prior to 2009	\$60,536.85	\$62,428.63	\$64,320.41	\$66,212.18	\$68,103.96	\$69,995.74	\$71,887.51	\$73,779.29	\$75,671.07	Annual
	\$5,044.74	\$5,202.39	\$5,360.03	\$5,517.68	\$5,675.33	\$5,832.98	\$5,990.63	\$6,148.27	\$6,305.92	Monthly
	\$2,328.34	\$2,401.10	\$2,473.86	\$2,546.62	\$2,619.38	\$2,692.14	\$2,764.90	\$2,837.67	\$2,910.43	Bi-Weekly
	\$29.10	\$30.01	\$30.92	\$31.83	\$32.74	\$33.65	\$34.56	\$35.47	\$36.38	Hourly
Vector Control Specialist I est prior to 2009	\$48,732.17	\$50,255.05	\$51,777.94	\$53,300.82	\$54,823.70	\$56,346.58	\$57,869.46	\$59,392.34	\$60,915.22	Annual
	\$4,061.01	\$4,187.92	\$4,314.83	\$4,441.73	\$4,568.64	\$4,695.55	\$4,822.45	\$4,949.36	\$5,076.27	Monthly
	\$1,874.31	\$1,932.89	\$1,991.46	\$2,050.03	\$2,108.60	\$2,167.18	\$2,225.75	\$2,284.32	\$2,342.89	Bi-Weekly
	\$23.43	\$24.16	\$24.89	\$25.63	\$26.36	\$27.09	\$27.82	\$28.55	\$29.29	Hourly
Administrative Assistant est prior to 2009	\$63,471.41	\$65,454.89	\$67,438.37	\$69,421.85	\$71,405.34	\$73,388.82	\$75,372.30	\$77,355.78	\$79,339.26	Annual
	\$5,289.28	\$5,454.57	\$5,619.86	\$5,785.15	\$5,950.44	\$6,115.73	\$6,281.02	\$6,446.32	\$6,611.61	Monthly
	\$2,441.21	\$2,517.50	\$2,593.78	\$2,670.07	\$2,746.36	\$2,822.65	\$2,898.93	\$2,975.22	\$3,051.51	Bi-Weekly
	\$30.52	\$31.47	\$32.42	\$33.38	\$34.33	\$35.28	\$36.24	\$37.19	\$38.14	Hourly
Exec Asst/Clerk of the Board est prior to 2009	\$62,017.81	\$63,955.87	\$65,893.93	\$67,831.98	\$69,770.04	\$71,708.10	\$73,646.15	\$75,584.21	\$77,522.27	Annual
	\$5,168.15	\$5,329.66	\$5,491.16	\$5,652.67	\$5,814.17	\$5,975.67	\$6,137.18	\$6,298.68	\$6,460.19	Monthly
	\$2,385.30	\$2,459.84	\$2,534.38	\$2,608.92	\$2,683.46	\$2,758.00	\$2,832.54	\$2,907.09	\$2,981.63	Bi-Weekly
	\$29.82	\$30.75	\$31.68	\$32.61	\$33.54	\$34.48	\$35.41	\$36.34	\$37.27	Hourly
Data Analyst est Jul 2015	\$35,156.40	\$36,255.04	\$37,353.68	\$38,452.31	\$39,550.95	\$40,649.59	\$41,748.23	\$42,846.86	\$43,945.50	Annual
	\$2,929.70	\$3,021.25	\$3,112.81	\$3,204.36	\$3,295.91	\$3,387.47	\$3,479.02	\$3,570.57	\$3,662.13	Monthly
	\$1,352.17	\$1,394.42	\$1,436.68	\$1,478.94	\$1,521.19	\$1,563.45	\$1,605.70	\$1,647.96	\$1,690.21	Bi-Weekly
	\$16.90	\$17.43	\$17.96	\$18.49	\$19.01	\$19.54	\$20.07	\$20.60	\$21.13	Hourly
Communications Specialist revised Jul 2018	\$53,502.12	\$55,174.06	\$56,846.00	\$58,517.94	\$60,189.89	\$61,861.83	\$63,533.77	\$65,205.71	\$66,877.65	Annual
	\$4,458.51	\$4,597.84	\$4,737.17	\$4,876.50	\$5,015.82	\$5,155.15	\$5,294.48	\$5,433.81	\$5,573.14	Monthly
	\$2,057.77	\$2,122.08	\$2,186.38	\$2,250.69	\$2,315.00	\$2,379.30	\$2,443.61	\$2,507.91	\$2,572.22	Bi-Weekly
	\$25.72	\$26.53	\$27.33	\$28.13	\$28.94	\$29.74	\$30.55	\$31.35	\$32.15	Hourly
Facility Maintenance revised Jul 2018	\$60,536.86	\$62,428.63	\$64,320.41	\$66,212.19	\$68,103.96	\$69,995.74	\$71,887.52	\$73,779.29	\$75,671.07	Annual
	\$5,044.74	\$5,202.39	\$5,360.03	\$5,517.68	\$5,675.33	\$5,832.98	\$5,990.63	\$6,148.27	\$6,305.92	Monthly
	\$2,328.34	\$2,401.10	\$2,473.86	\$2,546.62	\$2,619.38	\$2,692.14	\$2,764.90	\$2,837.67	\$2,910.43	Bi-Weekly
	\$29.10	\$30.01	\$30.92	\$31.83	\$32.74	\$33.65	\$34.56	\$35.47	\$36.38	Hourly
Customer Service Rep I revised Jul 2018 (Ops Asst)	\$42,643.44	\$43,976.05	\$45,308.66	\$46,641.26	\$47,973.87	\$49,306.48	\$50,639.09	\$51,971.69	\$53,304.30	Annual
	\$3,553.62	\$3,664.67	\$3,775.72	\$3,886.77	\$3,997.82	\$4,108.87	\$4,219.92	\$4,330.97	\$4,442.03	Monthly
	\$1,640.13	\$1,691.39	\$1,742.64	\$1,793.89	\$1,845.15	\$1,896.40	\$1,947.66	\$1,998.91	\$2,050.17	Bi-Weekly
	\$20.50	\$21.14	\$21.78	\$22.42	\$23.06	\$23.71	\$24.35	\$24.99	\$25.63	Hourly
Extra-help VC Technician est prior to 2009	\$13.00	\$13.41	\$13.81	\$14.22	\$14.63	\$15.03	\$15.44	\$15.85	\$16.25	Hourly
Extra-help Asst. Vec. Ecologist est prior to 2009	\$15.38	\$15.86	\$16.34	\$16.82	\$17.30	\$17.78	\$18.26	\$18.74	\$19.23	Hourly

Salary Schedule FY 2018-19

PERS Classic Employees, Partial (4%) Employer Paid Member Contribution (EPMC) Hired Between Jan 1, 2010 and Dec 31, 2012

Classification Title	Step 1	Step 1.5	Step 2	Step 2.5	Step 3	Step 3.5	Step 4	Step 4.5	Step 5	
District Manager est prior to 2009	\$120,519.47	\$124,285.70	\$128,051.94	\$131,818.17	\$135,584.40	\$139,350.64	\$143,116.87	\$146,883.11	\$150,649.34	Annual
	\$10,043.29	\$10,357.14	\$10,670.99	\$10,984.85	\$11,298.70	\$11,612.55	\$11,926.41	\$12,240.26	\$12,554.11	Monthly
	\$4,635.36	\$4,780.22	\$4,925.07	\$5,069.93	\$5,214.78	\$5,359.64	\$5,504.50	\$5,649.35	\$5,794.21	Bi-Weekly
	\$57.94	\$53.75	\$61.56	\$63.37	\$65.18	\$67.00	\$68.81	\$70.62	\$72.43	Hourly
Scientific Program Manager est Jul 2012	\$93,679.90	\$96,607.39	\$99,534.89	\$102,462.39	\$105,389.89	\$108,317.38	\$111,244.88	\$114,172.38	\$117,099.87	Annual
	\$7,806.66	\$8,050.62	\$8,294.57	\$8,538.53	\$8,782.49	\$9,026.45	\$9,270.41	\$9,514.36	\$9,758.32	Monthly
	\$3,603.07	\$3,715.67	\$3,828.27	\$3,940.86	\$4,053.46	\$4,166.05	\$4,278.65	\$4,391.25	\$4,503.84	Bi-Weekly
	\$45.04	\$46.45	\$47.85	\$49.26	\$50.67	\$52.08	\$53.48	\$54.89	\$56.30	Hourly
Operations Manager est prior to 2009	\$93,679.90	\$96,607.39	\$99,534.89	\$102,462.39	\$105,389.89	\$108,317.38	\$111,244.88	\$114,172.38	\$117,099.87	Annual
	\$7,806.66	\$8,050.62	\$8,294.57	\$8,538.53	\$8,782.49	\$9,026.45	\$9,270.41	\$9,514.36	\$9,758.32	Monthly
	\$3,603.07	\$3,715.67	\$3,828.27	\$3,940.86	\$4,053.46	\$4,166.05	\$4,278.65	\$4,391.25	\$4,503.84	Bi-Weekly
	\$45.04	\$46.45	\$47.85	\$49.26	\$50.67	\$52.08	\$53.48	\$54.89	\$56.30	Hourly
Public Information Officer est prior to 2009	\$80,239.15	\$82,746.63	\$85,254.10	\$87,761.57	\$90,269.05	\$92,776.52	\$95,283.99	\$97,791.47	\$100,298.94	Annual
	\$6,686.60	\$6,895.55	\$7,104.51	\$7,313.46	\$7,522.42	\$7,731.38	\$7,940.33	\$8,149.29	\$8,358.24	Monthly
	\$3,086.12	\$3,182.56	\$3,279.00	\$3,375.45	\$3,471.89	\$3,568.33	\$3,664.77	\$3,761.21	\$3,857.65	Bi-Weekly
	\$38.58	\$39.78	\$40.99	\$42.19	\$43.40	\$44.60	\$45.81	\$47.02	\$48.22	Hourly
Office Manager est prior to 2009	\$80,239.15	\$82,746.63	\$85,254.10	\$87,761.57	\$90,269.05	\$92,776.52	\$95,283.99	\$97,791.47	\$100,298.94	Annual
	\$6,686.60	\$6,895.55	\$7,104.51	\$7,313.46	\$7,522.42	\$7,731.38	\$7,940.33	\$8,149.29	\$8,358.24	Monthly
	\$3,086.12	\$3,182.56	\$3,279.00	\$3,375.45	\$3,471.89	\$3,568.33	\$3,664.77	\$3,761.21	\$3,857.65	Bi-Weekly
	\$38.58	\$39.78	\$40.99	\$42.19	\$43.40	\$44.60	\$45.81	\$47.02	\$48.22	Hourly
Senior Vector Ecologist est Jul 2015	\$84,311.80	\$86,946.55	\$89,581.29	\$92,216.03	\$94,850.78	\$97,485.52	\$100,120.27	\$102,755.01	\$105,389.75	Annual
	\$7,025.98	\$7,245.55	\$7,465.11	\$7,684.67	\$7,904.23	\$8,123.79	\$8,343.36	\$8,562.92	\$8,782.48	Monthly
	\$3,242.76	\$3,344.10	\$3,445.43	\$3,546.77	\$3,648.11	\$3,749.44	\$3,850.78	\$3,952.12	\$4,053.45	Bi-Weekly
	\$40.53	\$41.80	\$43.07	\$44.33	\$45.60	\$46.87	\$48.13	\$49.40	\$50.67	Hourly
Vector Ecologist est prior to 2009	\$79,495.62	\$81,979.86	\$84,464.10	\$86,948.33	\$89,432.57	\$91,916.81	\$94,401.05	\$96,885.29	\$99,369.52	Annual
	\$6,624.63	\$6,831.65	\$7,038.67	\$7,245.69	\$7,452.71	\$7,659.73	\$7,866.75	\$8,073.77	\$8,280.79	Monthly
	\$3,057.52	\$3,153.07	\$3,248.62	\$3,344.17	\$3,439.71	\$3,535.26	\$3,630.81	\$3,726.36	\$3,821.90	Bi-Weekly
	\$38.22	\$39.41	\$40.61	\$41.80	\$43.00	\$44.19	\$45.39	\$46.58	\$47.77	Hourly
Assistant Vector Ecologist est Jul 2015	\$67,302.06	\$69,405.25	\$71,508.44	\$73,611.63	\$75,714.82	\$77,818.01	\$79,921.19	\$82,024.38	\$84,127.57	Annual
	\$5,608.50	\$5,783.77	\$5,959.04	\$6,134.30	\$6,309.57	\$6,484.83	\$6,660.10	\$6,835.37	\$7,010.63	Monthly
	\$2,588.54	\$2,669.43	\$2,750.32	\$2,831.22	\$2,912.11	\$2,993.00	\$3,073.89	\$3,154.78	\$3,235.68	Bi-Weekly
	\$32.36	\$33.37	\$34.38	\$35.39	\$36.40	\$37.41	\$38.42	\$39.43	\$40.45	Hourly
Operations Coordinator est Sep 2011	\$79,495.62	\$81,979.86	\$84,464.10	\$86,948.33	\$89,432.57	\$91,916.81	\$94,401.05	\$96,885.29	\$99,369.52	Annual
	\$6,624.63	\$6,831.65	\$7,038.67	\$7,245.69	\$7,452.71	\$7,659.73	\$7,866.75	\$8,073.77	\$8,280.79	Monthly
	\$3,057.52	\$3,153.07	\$3,248.62	\$3,344.17	\$3,439.71	\$3,535.26	\$3,630.81	\$3,726.36	\$3,821.90	Bi-Weekly
	\$38.22	\$39.41	\$40.61	\$41.80	\$43.00	\$44.19	\$45.39	\$46.58	\$47.77	Hourly
Education Specialist est prior to 2009	\$64,924.91	\$66,953.81	\$68,982.71	\$71,011.61	\$73,040.52	\$75,069.42	\$77,098.32	\$79,127.23	\$81,156.13	Annual
	\$5,410.41	\$5,579.48	\$5,748.56	\$5,917.63	\$6,086.71	\$6,255.79	\$6,424.86	\$6,593.94	\$6,763.01	Monthly
	\$2,497.11	\$2,575.15	\$2,653.18	\$2,731.22	\$2,809.25	\$2,887.29	\$2,965.32	\$3,043.35	\$3,121.39	Bi-Weekly
	\$31.21	\$32.19	\$33.16	\$34.14	\$35.12	\$36.09	\$37.07	\$38.04	\$39.02	Hourly
Fleet Mechanic est prior to 2009	\$67,553.37	\$69,664.41	\$71,775.45	\$73,886.50	\$75,997.54	\$78,108.58	\$80,219.63	\$82,330.67	\$84,441.71	Annual
	\$5,629.45	\$5,805.37	\$5,981.29	\$6,157.21	\$6,333.13	\$6,509.05	\$6,684.97	\$6,860.89	\$7,036.81	Monthly
	\$2,598.21	\$2,679.40	\$2,760.59	\$2,841.79	\$2,922.98	\$3,004.18	\$3,085.37	\$3,166.56	\$3,247.76	Bi-Weekly
	\$32.48	\$33.49	\$34.51	\$35.52	\$36.54	\$37.55	\$38.57	\$39.58	\$40.60	Hourly

Salary Schedule FY 2018-19

PERS Classic Employees, Partial (4%) Employer Paid Member Contribution (EPMC) Hired Between Jan 1, 2010 and Dec 31, 2012

Classification Title	Step 1	Step 1.5	Step 2	Step 2.5	Step 3	Step 3.5	Step 4	Step 4.5	Step 5		
Vector Control Specialist III est prior to 2009	\$67,553.37	\$69,664.41	\$71,775.45	\$73,886.50	\$75,997.54	\$78,108.58	\$80,219.63	\$82,330.67	\$84,441.71	Annual	\$0.00
	\$5,629.45	\$5,805.37	\$5,981.29	\$6,157.21	\$6,333.13	\$6,509.05	\$6,684.97	\$6,860.89	\$7,036.81	Monthly	
	\$2,598.21	\$2,679.40	\$2,760.59	\$2,841.79	\$2,922.98	\$3,004.18	\$3,085.37	\$3,166.56	\$3,247.76	Bi-Weekly	
	\$32.48	\$33.49	\$34.51	\$35.52	\$36.54	\$37.55	\$38.57	\$39.58	\$40.60	Hourly	
Vector Control Specialist II est prior to 2009	\$59,303.06	\$61,156.28	\$63,009.50	\$64,862.72	\$66,715.94	\$68,569.16	\$70,422.38	\$72,275.60	\$74,128.82	Annual	
	\$4,941.92	\$5,096.36	\$5,250.79	\$5,405.23	\$5,559.66	\$5,714.10	\$5,868.53	\$6,022.97	\$6,177.40	Monthly	
	\$2,280.89	\$2,352.16	\$2,423.44	\$2,494.72	\$2,566.00	\$2,637.28	\$2,708.55	\$2,779.83	\$2,851.11	Bi-Weekly	
	\$28.51	\$29.40	\$30.29	\$31.18	\$32.07	\$32.97	\$33.86	\$34.75	\$35.64	Hourly	
Vector Control Specialist I est prior to 2009	\$47,738.97	\$49,230.81	\$50,722.65	\$52,214.50	\$53,706.34	\$55,198.18	\$56,690.02	\$58,181.87	\$59,673.71	Annual	
	\$3,978.25	\$4,102.57	\$4,226.89	\$4,351.21	\$4,475.53	\$4,599.85	\$4,724.17	\$4,848.49	\$4,972.81	Monthly	
	\$1,836.11	\$1,893.49	\$1,950.87	\$2,008.25	\$2,065.63	\$2,123.01	\$2,180.39	\$2,237.76	\$2,295.14	Bi-Weekly	
	\$22.95	\$23.67	\$24.39	\$25.10	\$25.82	\$26.54	\$27.25	\$27.97	\$28.69	Hourly	
Administrative Assistant est prior to 2009	\$62,177.81	\$64,120.87	\$66,063.92	\$68,006.98	\$69,950.04	\$71,893.09	\$73,836.15	\$75,779.21	\$77,722.26	Annual	
	\$5,181.48	\$5,343.41	\$5,505.33	\$5,667.25	\$5,829.17	\$5,991.09	\$6,153.01	\$6,314.93	\$6,476.86	Monthly	
	\$2,391.45	\$2,466.19	\$2,540.92	\$2,615.65	\$2,690.39	\$2,765.12	\$2,839.85	\$2,914.58	\$2,989.32	Bi-Weekly	
	\$29.89	\$30.83	\$31.76	\$32.70	\$33.63	\$34.56	\$35.50	\$36.43	\$37.37	Hourly	
Exec Asst/Clerk of the Board est prior to 2009	\$60,753.84	\$62,652.39	\$64,550.95	\$66,449.51	\$68,348.07	\$70,246.62	\$72,145.18	\$74,043.74	\$75,942.30	Annual	
	\$5,062.82	\$5,221.03	\$5,379.25	\$5,537.46	\$5,695.67	\$5,853.89	\$6,012.10	\$6,170.31	\$6,328.52	Monthly	
	\$2,336.69	\$2,409.71	\$2,482.73	\$2,555.75	\$2,628.77	\$2,701.79	\$2,774.81	\$2,847.84	\$2,920.86	Bi-Weekly	
	\$29.21	\$30.12	\$31.03	\$31.95	\$32.86	\$33.77	\$34.69	\$35.60	\$36.51	Hourly	
Data Analyst est Jul 2015	\$35,156.40	\$36,255.04	\$37,353.68	\$38,452.31	\$39,550.95	\$40,649.59	\$41,748.23	\$42,846.86	\$43,945.50	Annual	
	\$2,929.70	\$3,021.25	\$3,112.81	\$3,204.36	\$3,295.91	\$3,387.47	\$3,479.02	\$3,570.57	\$3,662.13	Monthly	
	\$1,352.17	\$1,394.42	\$1,436.68	\$1,478.94	\$1,521.19	\$1,563.45	\$1,605.70	\$1,647.96	\$1,690.21	Bi-Weekly	
	\$16.90	\$17.43	\$17.96	\$18.49	\$19.01	\$19.54	\$20.07	\$20.60	\$21.13	Hourly	
Communications Specialist revised Jul 2018	\$52,411.70	\$54,049.56	\$55,687.43	\$57,325.29	\$58,963.16	\$60,601.02	\$62,238.89	\$63,876.75	\$65,514.62	Annual	
	\$4,367.64	\$4,504.13	\$4,640.62	\$4,777.11	\$4,913.60	\$5,050.09	\$5,186.57	\$5,323.06	\$5,459.55	Monthly	
	\$2,015.83	\$2,078.83	\$2,141.82	\$2,204.82	\$2,267.81	\$2,330.81	\$2,393.80	\$2,456.80	\$2,519.79	Bi-Weekly	
	\$25.20	\$25.99	\$26.77	\$27.56	\$28.35	\$29.14	\$29.92	\$30.71	\$31.50	Hourly	
Facility Maintenance revised Jul 2018	\$59,303.06	\$61,156.28	\$63,009.50	\$64,862.72	\$66,715.94	\$68,569.16	\$70,422.38	\$72,275.60	\$74,128.82	Annual	
	\$4,941.92	\$5,096.36	\$5,250.79	\$5,405.23	\$5,559.66	\$5,714.10	\$5,868.53	\$6,022.97	\$6,177.40	Monthly	
	\$2,280.89	\$2,352.16	\$2,423.44	\$2,494.72	\$2,566.00	\$2,637.28	\$2,708.55	\$2,779.83	\$2,851.11	Bi-Weekly	
	\$28.51	\$29.40	\$30.29	\$31.18	\$32.07	\$32.97	\$33.86	\$34.75	\$35.64	Hourly	
Customer Service Rep I revised Jul 2018	\$41,774.33	\$43,079.78	\$44,385.22	\$45,690.67	\$46,996.12	\$48,301.57	\$49,607.01	\$50,912.46	\$52,217.91	Annual	
	\$3,481.19	\$3,589.98	\$3,698.77	\$3,807.56	\$3,916.34	\$4,025.13	\$4,133.92	\$4,242.71	\$4,351.49	Monthly	
	\$1,606.70	\$1,656.91	\$1,707.12	\$1,757.33	\$1,807.54	\$1,857.75	\$1,907.96	\$1,958.17	\$2,008.38	Bi-Weekly	
	\$20.08	\$20.71	\$21.34	\$21.97	\$22.59	\$23.22	\$23.85	\$24.48	\$25.10	Hourly	
Extra-help VC Technician est prior to 2009	\$13.00	\$13.41	\$13.81	\$14.22	\$14.63	\$15.03	\$15.44	\$15.85	\$16.25	Hourly	
Extra-help Asst. Vec. Ecologist est prior to 2009	\$15.38	\$15.86	\$16.34	\$16.82	\$17.30	\$17.78	\$18.26	\$18.74	\$19.23	Hourly	

Salary Schedule Fiscal Year 2018-2019 for Employees Hired After December 31, 2012 PEPRA

Classification Title	Step 1	Step 1.5	Step 2	Step 2.5	Step 3	Step 3.5	Step 4	Step 4.5	Step 5	
District Manager	\$118,063.17	\$121,752.64	\$125,442.12	\$129,131.59	\$132,821.07	\$136,510.54	\$140,200.01	\$143,889.49	\$147,578.96	Annual
	\$9,838.60	\$10,146.05	\$10,453.51	\$10,760.97	\$11,068.42	\$11,375.88	\$11,683.33	\$11,990.79	\$12,298.25	Monthly
	\$4,540.89	\$4,682.79	\$4,824.70	\$4,966.60	\$5,108.50	\$5,250.41	\$5,392.31	\$5,534.21	\$5,676.11	Bi-Weekly
	\$56.76	\$58.53	\$60.31	\$62.08	\$63.86	\$65.63	\$67.40	\$69.18	\$70.95	Hourly
Scientific Program Manager	\$91,075.15	\$93,921.25	\$96,767.34	\$99,613.44	\$102,459.54	\$105,305.64	\$108,151.74	\$110,997.84	\$113,843.94	Annual
	\$7,589.60	\$7,826.77	\$8,063.95	\$8,301.12	\$8,538.30	\$8,775.47	\$9,012.64	\$9,249.82	\$9,486.99	Monthly
	\$3,502.89	\$3,612.36	\$3,721.82	\$3,831.29	\$3,940.75	\$4,050.22	\$4,159.68	\$4,269.15	\$4,378.61	Bi-Weekly
	\$43.79	\$45.15	\$46.52	\$47.89	\$49.26	\$50.63	\$52.00	\$53.36	\$54.73	Hourly
Operations Manager	\$91,075.15	\$93,921.25	\$96,767.34	\$99,613.44	\$102,459.54	\$105,305.64	\$108,151.74	\$110,997.84	\$113,843.94	Annual
	\$7,589.60	\$7,826.77	\$8,063.95	\$8,301.12	\$8,538.30	\$8,775.47	\$9,012.64	\$9,249.82	\$9,486.99	Monthly
	\$3,502.89	\$3,612.36	\$3,721.82	\$3,831.29	\$3,940.75	\$4,050.22	\$4,159.68	\$4,269.15	\$4,378.61	Bi-Weekly
	\$43.79	\$45.15	\$46.52	\$47.89	\$49.26	\$50.63	\$52.00	\$53.36	\$54.73	Hourly
Public Information Officer	\$78,008.12	\$80,445.87	\$82,883.62	\$85,321.38	\$87,759.13	\$90,196.89	\$92,634.64	\$95,072.39	\$97,510.15	Annual
	\$6,500.68	\$6,703.82	\$6,906.97	\$7,110.11	\$7,313.26	\$7,516.41	\$7,719.55	\$7,922.70	\$8,125.85	Monthly
	\$3,000.31	\$3,094.07	\$3,187.83	\$3,281.59	\$3,375.35	\$3,469.11	\$3,562.87	\$3,656.63	\$3,750.39	Bi-Weekly
	\$37.50	\$38.68	\$39.85	\$41.02	\$42.19	\$43.36	\$44.54	\$45.71	\$46.88	Hourly
Office Manager	\$78,008.12	\$80,445.87	\$82,883.62	\$85,321.38	\$87,759.13	\$90,196.89	\$92,634.64	\$95,072.39	\$97,510.15	Annual
	\$6,500.68	\$6,703.82	\$6,906.97	\$7,110.11	\$7,313.26	\$7,516.41	\$7,719.55	\$7,922.70	\$8,125.85	Monthly
	\$3,000.31	\$3,094.07	\$3,187.83	\$3,281.59	\$3,375.35	\$3,469.11	\$3,562.87	\$3,656.63	\$3,750.39	Bi-Weekly
	\$37.50	\$38.68	\$39.85	\$41.02	\$42.19	\$43.36	\$44.54	\$45.71	\$46.88	Hourly
Senior Vector Ecologist	\$81,967.54	\$84,529.03	\$87,090.51	\$89,652.00	\$92,213.48	\$94,774.97	\$97,336.45	\$99,897.94	\$102,459.43	Annual
	\$6,830.63	\$7,044.09	\$7,257.54	\$7,471.00	\$7,684.46	\$7,897.91	\$8,111.37	\$8,324.83	\$8,538.29	Monthly
	\$3,152.60	\$3,251.12	\$3,349.64	\$3,448.15	\$3,546.67	\$3,645.19	\$3,743.71	\$3,842.23	\$3,940.75	Bi-Weekly
	\$39.41	\$40.64	\$41.87	\$43.10	\$44.33	\$45.56	\$46.80	\$48.03	\$49.26	Hourly
Vector Ecologist	\$77,285.25	\$79,700.42	\$82,115.58	\$84,530.74	\$86,945.91	\$89,361.07	\$91,776.24	\$94,191.40	\$96,606.56	Annual
	\$6,440.44	\$6,641.70	\$6,842.96	\$7,044.23	\$7,245.49	\$7,446.76	\$7,648.02	\$7,849.28	\$8,050.55	Monthly
	\$2,972.51	\$3,065.40	\$3,158.29	\$3,251.18	\$3,344.07	\$3,436.96	\$3,529.86	\$3,622.75	\$3,715.64	Bi-Weekly
	\$37.16	\$38.32	\$39.48	\$40.64	\$41.80	\$42.96	\$44.12	\$45.28	\$46.45	Hourly
Assistant Vector Ecologist	\$65,430.75	\$67,475.46	\$69,520.17	\$71,564.88	\$73,609.59	\$75,654.30	\$77,699.01	\$79,743.72	\$81,788.43	Annual
	\$5,452.56	\$5,622.95	\$5,793.35	\$5,963.74	\$6,134.13	\$6,304.53	\$6,474.92	\$6,645.31	\$6,815.70	Monthly
	\$2,516.57	\$2,595.21	\$2,673.85	\$2,752.50	\$2,831.14	\$2,909.78	\$2,988.42	\$3,067.07	\$3,145.71	Bi-Weekly
	\$31.46	\$32.44	\$33.42	\$34.41	\$35.39	\$36.37	\$37.36	\$38.34	\$39.32	Hourly
Operations Coordinator	\$77,285.25	\$79,700.42	\$82,115.58	\$84,530.74	\$86,945.91	\$89,361.07	\$91,776.24	\$94,191.40	\$96,606.56	Annual
	\$6,440.44	\$6,641.70	\$6,842.96	\$7,044.23	\$7,245.49	\$7,446.76	\$7,648.02	\$7,849.28	\$8,050.55	Monthly
	\$2,972.51	\$3,065.40	\$3,158.29	\$3,251.18	\$3,344.07	\$3,436.96	\$3,529.86	\$3,622.75	\$3,715.64	Bi-Weekly
	\$37.16	\$38.32	\$39.48	\$40.64	\$41.80	\$42.96	\$44.12	\$45.28	\$46.45	Hourly
Education Specialist	\$63,119.68	\$65,092.17	\$67,064.66	\$69,037.15	\$71,009.64	\$72,982.13	\$74,954.62	\$76,927.11	\$78,899.60	Annual
	\$5,259.97	\$5,424.35	\$5,588.72	\$5,753.10	\$5,917.47	\$6,081.84	\$6,246.22	\$6,410.59	\$6,574.97	Monthly
	\$2,427.68	\$2,503.55	\$2,579.41	\$2,655.28	\$2,731.14	\$2,807.01	\$2,882.87	\$2,958.74	\$3,034.60	Bi-Weekly
	\$30.35	\$31.29	\$32.24	\$33.19	\$34.14	\$35.09	\$36.04	\$36.98	\$37.93	Hourly
Fleet Mechanic	\$65,675.06	\$67,727.41	\$69,779.75	\$71,832.10	\$73,884.44	\$75,936.79	\$77,989.14	\$80,041.48	\$82,093.83	Annual
	\$5,472.92	\$5,643.95	\$5,814.98	\$5,986.01	\$6,157.04	\$6,328.07	\$6,499.09	\$6,670.12	\$6,841.15	Monthly
	\$2,525.96	\$2,604.90	\$2,683.84	\$2,762.77	\$2,841.71	\$2,920.65	\$2,999.58	\$3,078.52	\$3,157.45	Bi-Weekly
	\$31.57	\$32.56	\$33.55	\$34.53	\$35.52	\$36.51	\$37.49	\$38.48	\$39.47	Hourly

Salary Schedule Fiscal Year 2018-2019 for Employees Hired After December 31, 2012 PEPRA

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Classification Title	Step 1	Step 1.5	Step 2	Step 2.5	Step 3	Step 3.5	Step 4	Step 4.5	Step 5	
Vector Control Specialist III	\$65,675.06	\$67,727.41	\$69,779.75	\$71,832.10	\$73,884.44	\$75,936.79	\$77,989.14	\$80,041.48	\$82,093.83	Annual
	\$5,472.92	\$5,643.95	\$5,814.98	\$5,986.01	\$6,157.04	\$6,328.07	\$6,499.09	\$6,670.12	\$6,841.15	Monthly
	\$2,525.96	\$2,604.90	\$2,683.84	\$2,762.77	\$2,841.71	\$2,920.65	\$2,999.58	\$3,078.52	\$3,157.45	Bi-Weekly
	\$31.57	\$32.56	\$33.55	\$34.53	\$35.52	\$36.51	\$37.49	\$38.48	\$39.47	Hourly
Vector Control Specialist II	\$57,654.15	\$59,455.84	\$61,257.53	\$63,059.22	\$64,860.92	\$66,662.61	\$68,464.30	\$70,265.99	\$72,067.68	Annual
	\$4,804.51	\$4,954.65	\$5,104.79	\$5,254.94	\$5,405.08	\$5,555.22	\$5,705.36	\$5,855.50	\$6,005.64	Monthly
	\$2,217.47	\$2,286.76	\$2,356.06	\$2,425.35	\$2,494.65	\$2,563.95	\$2,633.24	\$2,702.54	\$2,771.83	Bi-Weekly
	\$27.72	\$28.58	\$29.45	\$30.32	\$31.18	\$32.05	\$32.92	\$33.78	\$34.65	Hourly
Vector Control Specialist I	\$46,411.59	\$47,861.96	\$49,312.32	\$50,762.68	\$52,213.04	\$53,663.41	\$55,113.77	\$56,564.13	\$58,014.49	Annual
	\$3,867.63	\$3,988.50	\$4,109.36	\$4,230.22	\$4,351.09	\$4,471.95	\$4,592.81	\$4,713.68	\$4,834.54	Monthly
	\$1,785.06	\$1,840.84	\$1,896.63	\$1,952.41	\$2,008.19	\$2,063.98	\$2,119.76	\$2,175.54	\$2,231.33	Bi-Weekly
	\$22.31	\$23.01	\$23.71	\$24.41	\$25.10	\$25.80	\$26.50	\$27.19	\$27.89	Hourly
Administrative Assistant	\$60,448.97	\$62,338.00	\$64,227.03	\$66,116.06	\$68,005.09	\$69,894.12	\$71,783.15	\$73,672.18	\$75,561.21	Annual
	\$5,037.41	\$5,194.83	\$5,352.25	\$5,509.67	\$5,667.09	\$5,824.51	\$5,981.93	\$6,139.35	\$6,296.77	Monthly
	\$2,324.96	\$2,397.62	\$2,470.27	\$2,542.93	\$2,615.58	\$2,688.24	\$2,760.89	\$2,833.55	\$2,906.20	Bi-Weekly
	\$29.06	\$29.97	\$30.88	\$31.79	\$32.69	\$33.60	\$34.51	\$35.42	\$36.33	Hourly
Exec Asst/Clerk of the Board	\$59,064.58	\$60,910.35	\$62,756.12	\$64,601.89	\$66,447.66	\$68,293.42	\$70,139.19	\$71,984.96	\$73,830.73	Annual
	\$4,922.05	\$5,075.86	\$5,229.68	\$5,383.49	\$5,537.30	\$5,691.12	\$5,844.93	\$5,998.75	\$6,152.56	Monthly
	\$2,271.71	\$2,342.71	\$2,413.70	\$2,484.69	\$2,555.68	\$2,626.67	\$2,697.66	\$2,768.65	\$2,839.64	Bi-Weekly
	\$28.40	\$29.28	\$30.17	\$31.06	\$31.95	\$32.83	\$33.72	\$34.61	\$35.50	Hourly
Data Analyst	\$35,156.40	\$36,255.04	\$37,353.68	\$38,452.31	\$39,550.95	\$40,649.59	\$41,748.23	\$42,846.86	\$43,945.50	Annual
	\$2,929.70	\$3,021.25	\$3,112.81	\$3,204.36	\$3,295.91	\$3,387.47	\$3,479.02	\$3,570.57	\$3,662.13	Monthly
	\$1,352.17	\$1,394.42	\$1,436.68	\$1,478.94	\$1,521.19	\$1,563.45	\$1,605.70	\$1,647.96	\$1,690.21	Bi-Weekly
	\$16.90	\$17.43	\$17.96	\$18.49	\$19.01	\$19.54	\$20.07	\$20.60	\$21.13	Hourly
Communications Specialist	\$50,954.40	\$52,546.73	\$54,139.05	\$55,731.38	\$57,323.70	\$58,916.03	\$60,508.35	\$62,100.68	\$63,693.00	Annual
	\$4,246.20	\$4,378.89	\$4,511.59	\$4,644.28	\$4,776.98	\$4,909.67	\$5,042.36	\$5,175.06	\$5,307.75	Monthly
	\$1,959.78	\$2,021.03	\$2,082.27	\$2,143.51	\$2,204.76	\$2,266.00	\$2,327.24	\$2,388.49	\$2,449.73	Bi-Weekly
	\$24.50	\$25.26	\$26.03	\$26.79	\$27.56	\$28.33	\$29.09	\$29.86	\$30.62	Hourly
Facility Maintenance	\$57,654.14	\$59,455.84	\$61,257.53	\$63,059.22	\$64,860.91	\$66,662.60	\$68,464.30	\$70,265.99	\$72,067.68	Annual
	\$4,804.51	\$4,954.65	\$5,104.79	\$5,254.94	\$5,405.08	\$5,555.22	\$5,705.36	\$5,855.50	\$6,005.64	Monthly
	\$2,217.47	\$2,286.76	\$2,356.06	\$2,425.35	\$2,494.65	\$2,563.95	\$2,633.24	\$2,702.54	\$2,771.83	Bi-Weekly
	\$27.72	\$28.58	\$29.45	\$30.32	\$31.18	\$32.05	\$32.92	\$33.78	\$34.65	Hourly
Customer Service Rep I	\$40,612.80	\$41,881.95	\$43,151.10	\$44,420.25	\$45,689.40	\$46,958.55	\$48,227.70	\$49,496.85	\$50,766.00	Annual
	\$3,384.40	\$3,490.16	\$3,595.93	\$3,701.69	\$3,807.45	\$3,913.21	\$4,018.98	\$4,124.74	\$4,230.50	Monthly
	\$1,562.03	\$1,610.84	\$1,659.66	\$1,708.47	\$1,757.28	\$1,806.10	\$1,854.91	\$1,903.73	\$1,952.54	Bi-Weekly
	\$19.53	\$20.14	\$20.75	\$21.36	\$21.97	\$22.58	\$23.19	\$23.80	\$24.41	Hourly
Extra-help VC Technician	\$13.00	\$13.41	\$13.81	\$14.22	\$14.63	\$15.03	\$15.44	\$15.85	\$16.25	Hourly
Extra-help Asst. Vec. Ecologist	\$15.38	\$15.86	\$16.34	\$16.82	\$17.30	\$17.78	\$18.26	\$18.74	\$19.23	Hourly



**SAN GABRIEL VALLEY MOSQUITO
AND VECTOR CONTROL DISTRICT
MOSQUITO AND VECTOR CONTROL ASSESSMENT**

ENGINEER'S REPORT

FISCAL YEAR 2018-19

PURSUANT TO THE GOVERNMENT CODE , HEALTH AND SAFETY CODE AND
ARTICLE XIID OF THE CALIFORNIA CONSTITUTION

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SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

BOARD OF TRUSTEES

Alhambra - Stephan Sham
Arcadia - Roger Chandler
Azusa - Joe Rocha
Baldwin Park - Cruz Baca
Bradbury - Richard Barakat
Claremont - Corey Calaycay
Covina - Henry M. Morgan
Duarte - Margaret Finlay
El Monte - Jerry Velasco
Glendora - Charles Myers
Industry - Abraham Cruz
Irwindale - Manuel R Garcia
La Puente - Dan Holloway
La Verne - Robert Neher
Monrovia - Becky Shevlin
Monterey Park - Joseph Leon
Pomona - Tim Sandoval
Pasadena - Rachel Janbek
Rosemead - Sandra Armenta
San Dimas - Emmett Badar
San Gabriel - Juli Costanzo
Sierra Madre - John Capoccia
South Pasadena - Marina Khubesrian, M.D.
Temple City - Cynthia Sternquist
Walnut - Mary Su
West Covina - Mike Spence
County of Los Angeles - Harold Bissner

DISTRICT MANAGER

Jared Dever

ENGINEER OF WORK

SCI Consulting Group

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INTRODUCTION

The San Gabriel Valley Mosquito and Vector Control District (the "District") is a public health agency dedicated to providing vector control, disease surveillance and disease prevention services (the "Services") in the northeastern area of Los Angeles County. The District is an independent special district formed in 1989 that currently serves whole or portions of the cities of Alhambra, Arcadia, Azusa, Bradbury, Claremont, Covina, Duarte, El Monte, Glendora, Industry, Irwindale, La Puente, La Verne, Monterey Park, Monrovia, Pomona, Rosemead, San Dimas, San Gabriel, Sierra Madre, Temple City, Walnut, West Covina, and the County of Los Angeles.

In 1996 with resolution 96-03, the District adopted a mosquito and vector control assessment (the "Assessment") for fiscal year 1996-97 and every year thereafter for the purpose of funding vector surveillance and control activities and projects within the District (the "Assessment Area"). In 2017, the Cities of Baldwin Park, South Pasadena, and Pasadena were annexed into the District.

The Assessment is an annual assessment imposed for vector control services in effect prior to the effective date for Proposition 218 and, therefore, is not fully subject to the procedures and approval process established for new vector assessments by Proposition 218.

This Engineer's Report (the "Report") was prepared to:

- Describe the Services that will be funded by the assessments
- Establish a budget for the Services that will be funded by the assessments
- Reiterate the benefits received from the Services by property within the Mosquito and Vector Control District (the "Assessment District") and
- Reiterate the method of assessment apportionment to lots and parcels within the Assessment District.

As used within this Report, the following terms are defined:

"Vector" means any animal capable of transmitting the causative agent of human disease or capable of producing human discomfort or injury, including, but not limited to, mosquitoes, flies, mites, ticks, other arthropods, and small mammals and other vertebrates (Health and Safety Code Section 2002(k)).

"Vector Control" shall mean any system of public improvements or services that is intended to provide for the surveillance, prevention, abatement, and control of vectors as defined in subdivision (k) of Section 2002 of the Health and Safety Code and a pest as defined in Section 5006 of the Food and Agricultural Code (Government Code Section 53750(l)).

The District operates under the authority of the Mosquito Abatement and Vector Control District Law of the State of California. Following are excerpts from the Mosquito Abatement and Vector Control District Law of 2002, codified in the Health and Safety Code, Section 2000, et seq. which serve to summarize the State Legislature's findings and intent with regard to mosquito abatement and other vector control services:

2001. (a) The Legislature finds and declares all of the following:

(1) California's climate and topography support a wide diversity of biological organisms.

(2) Most of these organisms are beneficial, but some are vectors of human disease pathogens or directly cause other human diseases such as hypersensitivity, envenomization, and secondary infections.

(3) Some of these diseases, such as mosquito-borne viral encephalitis, can be fatal, especially in children and older individuals.

(4) California's connections to the wider national and international economies increase the transport of vectors and pathogens.

(5) Invasions of the United States by vectors such as the Asian tiger mosquito and by pathogens such as the West Nile virus underscore the vulnerability of humans to uncontrolled vectors and pathogens.

(b) The Legislature further finds and declares:

(1) Individual protection against the vector-borne diseases is only partially effective.

(2) Adequate protection of human health against vector-borne diseases is best achieved by organized public programs.

(3) The protection of Californians and their communities against the discomforts and economic effects of vector-borne diseases is an essential public service that is vital to public health, safety, and welfare.

(4) Since 1915, mosquito abatement and vector control districts have protected Californians and their communities against the threats of vector-borne diseases.

(c) In enacting this chapter, it is the intent of the Legislature to create and continue a broad statutory authority for a class of special districts with the power to conduct effective programs for the surveillance, prevention, abatement, and control of mosquitoes and other vectors.

(d) It is also the intent of the Legislature that mosquito abatement and vector control districts cooperate with other public agencies to protect the public health, safety, and welfare. Further, the Legislature encourages local communities and local officials to adapt the powers and procedures provided by this chapter to meet the diversity of their own local circumstances and responsibilities.

Further the Health and Safety Code, Section 2082 specifically authorizes the creation of benefit assessments for vector control, as follows:

(a) A district may levy special benefit assessments consistent with the requirements of Article XIID of the California Constitution to finance vector control projects and programs.

This Engineer's Report ("Report") incorporates and is intended to be consistent with the benefit determinations, assessment apportionment methodology and other provisions established by Resolution 96-03 and the other documents and reports that established the Assessment. Reference is hereby made to Resolution 96-03 and other supporting reports and documents for further details.

PROPOSITION 218

This Assessment was formed prior to the passage of Proposition 218, The Right to Vote on Taxes Act, which was approved by the voters of California on November 6, 1996, and is now Article XIIC and XIID of the California Constitution; and therefore, this assessment is not fully subject to its requirements. Nevertheless, a brief discussion of Proposition 218 is provided to indicate that this proposition effectively strengthens the special benefit justification for this assessment.

Proposition 218 provides for benefit assessments to be levied to fund the cost of providing services, improvements, as well as maintenance and operation expenses to a public improvement which benefits the assessed property. When Proposition 218 was initially approved in 1996, it allowed for certain types of assessments to be "grandfathered" in, and these were exempted from the property-owner balloting requirement.

Beginning July 1, 1997, all existing, new, or increased assessments shall comply with this article. Notwithstanding the foregoing, the following assessments existing on the effective date of this article shall be exempt from the procedures and approval process set forth in Section 4:

(a) Any assessment imposed exclusively to finance the capital costs or maintenance and operation expenses for sidewalks, streets, sewers, water, flood control, drainage systems or vector control.

Vector control was specifically "grandfathered in," underscoring the fact that the drafters of Proposition 218 and the voters who approved it were satisfied that funding for vector control is an appropriate use of benefit assessments, and therefore confers special benefit to property.

GENERAL DESCRIPTION OF SERVICES

The District's purpose and mission is to protect the public health, safety and welfare by providing vector education and control services to property and citizens of Los Angeles County. The services (the "Services") to be funded by the assessments are for the following purposes within the Assessment Area:

- to fund vector control operations;
- to protect the community from known vectors and vector-borne diseases;
- to fund vector surveillance and disease control programs;
- to fund related capital improvement and operational services; and
- to fund administrative costs related to the Services or the assessments.

ESTIMATE OF COSTS AND BUDGET – FISCAL YEAR 2018-19

FIGURE 1 – PROPOSED DISTRICT BUDGET FOR FISCAL YEAR 2018-19

	<i>Proposed Budget</i>
Vector Control Services and Related Expenditures	
Salaries & Benefits	\$3,455,485
Maintenance and Operations	\$1,146,928
Capital Outlay	\$263,000
Funds from Reserve	(\$255,950)
Total Services and Operation	\$4,609,463
Revenue from Other Sources	\$32,850
Net Amount To Be Assessed	\$4,576,613
Parcels	Preliminary Assessment
380,629	\$4,576,613

METHOD OF ASSESSMENT

The method used for apportioning the assessment is based upon the proportional special benefits to be derived by the properties over and above general benefits conferred on real property or to the public at large.

BENEFIT FACTORS

In order to allocate the proposed assessments, the Engineer of Work begins by identifying the types of special benefit arising from the aforementioned Services and that would be provided to property in the Assessment Area. These types of special benefit are as follows:

- Increased safety, welfare and protection of health on properties.
- Reduced mosquito and vector populations on property and as a result, enhanced desirability, utility, usability and functionality of property in the Assessment Area
- Reductions in the risk of new diseases and infections on property in the Assessment Area
- Increased public awareness and understanding of how to protect themselves, their property, and pets and livestock from diseases carried by insects and small mammals on properties.
- Protection of economic activity on property in the Assessment Area
- Protection of agriculture, tourism, and business industries
- Reduced risk of nuisance and liability on property in the Assessment Area

The above benefit factors, when applied to property within the areas of the San Gabriel Valley Mosquito and Vector Control District that receive Service funded by the Assessments, confer special benefits to property and create specific enhancement of property values because properties are more valuable in areas with improved public health, welfare, safety, and quality of life and environment.

METHOD OF ASSESSMENT

The methodology for spreading the benefit assessment portion of the cost of providing vector surveillance and control services to each lot or parcel is based on the type of use of each property. To establish the special benefit to the individual parcels within the District a Benefit Unit (BU) system is utilized. Each parcel of land is assigned Benefit Units in proportion to the estimated benefit the parcel receives from vector control Services funded by the Assessments relative to the other types of parcels within the District and based on the parcel's land use. The Benefit Unit assignment is provided in the following table:

FIGURE 2 – BENEFIT UNIT ASSIGNMENT

<u>Land Use</u>	<u>Assessment Rate per Parcel</u>
Residential/ No Use Codes	Base of \$8.23 per parcel + \$3.75 for each 1-acre size increment per parcel.* (i.e. \$8.23 per parcel for parcels of 1 acre or less, plus \$3.75 per additional 1 acre.)
Commercial	Base of \$8.23 per parcel + \$3.75 for each 20-acre size increment per parcel.* (i.e. \$8.23 per parcel for parcels of 20 acres or less, plus \$3.75 per additional 20 acres.)
Agricultural	Base of \$8.23 per parcel + \$3.75 for each 5-acre size increment per parcel.* (i.e. \$8.23 per parcel for parcels of 5 acres or less, plus \$3.75 per additional 5 acres.)

* Maximum rate not to exceed \$20.00 per parcel

The Benefit Unit totals by property type are summarized in the following table:

FIGURE 3 – BENEFIT UNIT BY PROPERTY TYPE

<u>Land Use Category</u>		<u>Parcels</u>	<u>Acres</u>	<u>Units</u>
Group 1				
Residential & No Use Code	< or = to 1 A	351,230	77,822	355,461
Agricultural	< or = to 5 Acres	448	359	448
Commercial	< or = 20 Acres	23,568	20,795	23,568
Group 2				
Residential & No Use Code	> 1 A but < 5 A	4,762	8,405	8,405
Agricultural	> 5 Acres but < 25 Acres	33	354	71
Commercial	> 20 Acres but < 100 Acres	111	3,852	193
Group 3				
Residential & No Use Code	> 5 A	458	8,595	2,290
Agricultural	> 25 Acres	10	712	50
Commercial	> 100 Acres	9	1,577	45

DURATION OF ASSESSMENT

The duration of the Assessment, pursuant to Resolution 96-03, is for fiscal year 1996-97 and every fiscal thereafter, so long as mosquitoes and vectors remain in existence and the District requires funding for vector surveillance and control activities and projects within the District.

APPEALS AND INTERPRETATION

Any property owner who feels that the assessment levied on the subject property is in error as a result of incorrect information being used to apply the foregoing method of assessment, may file a written appeal with District Manager of the San Gabriel Valley Mosquito and Vector Control District or his or her designee. Any such appeal is limited to correction of an assessment during the then current Fiscal Year or, if before July 1, the upcoming fiscal year. Upon the filing of any such appeal, the District Manager or his or her designee will promptly review the appeal and any information provided by the property owner. If the District Manager or his or her designee finds that the assessment should be modified, the appropriate changes shall be made to the assessment roll. If any such changes are approved after the assessment roll has been filed with the County of Los Angeles for collection, the District Manager or his or her designee is authorized to refund to the property owner the amount of any approved reduction. Any dispute over the decision of the District Manager, or his or her designee, shall be referred to the Board of Trustees. The decision of the District Board of Trustees shall be final.

ASSESSMENT

WHEREAS, the San Gabriel Valley Mosquito and Vector Control District directed the undersigned Engineer of Work to prepare and file a report for the Assessments for fiscal year 2018-19;

NOW, THEREFORE, the undersigned in accordance with the provisions of Article XIID of the California Constitution, the Government Code and the Health and Safety Code and the order of the Board of Trustees, hereby make the following determination of an assessment to cover the portion of the estimated cost of said Services, and the costs and expenses incidental thereto to be paid by the San Gabriel Valley Mosquito and Vector Control District.

The total estimated expenditures for vector surveillance and control services to be funded by revenue from the Assessment for FY 2018-19 are \$4,576,613.

The boundaries of the District are contiguous with the boundaries of the District, as defined by the State Board of Equalization. The lines and dimensions of each lot or parcel with the District are shown on the maps of the Assessor of the County of Los Angeles and are incorporated herein by reference.

I hereby place opposite the Assessor Parcel Number for each parcel or lot within the Assessment Roll, the amount of the Assessment for the fiscal year 2018-19 for each parcel or lot of land within the said District in accordance to the method of assessment apportionment established in 1996 pursuant to Resolution 96-03.

The total Assessments and Assessment rates for fiscal year 2018-19 are as follows:

FIGURE 4 – ASSIGNED BENEFIT UNITS

Land Use	Number of Parcels	Total Assessment	% of Total Assessment
Residential	356,062	\$4,281,671	93.56%
Commercial	23,688	\$284,130	6.21%
Agricultural	491	\$6,082	0.13%
No Use Code	388	\$4,730	0.10%
Total	380,629	\$4,576,612	100.00%
Assessment Rate per Base Unit		\$8.23	
Assessment Rate per Acreage Unit		\$3.75	

Dated: May 9, 2018

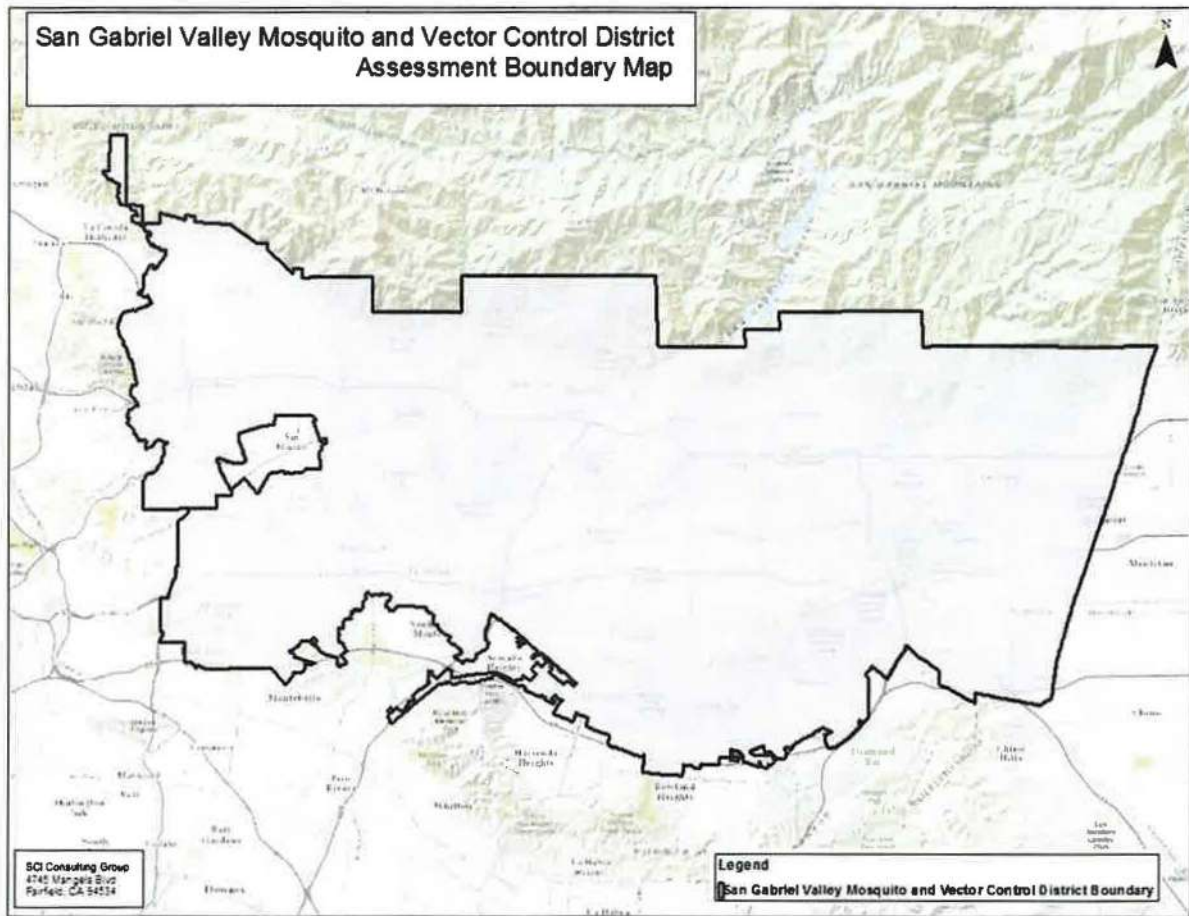


Engineer of Work

By 
John W. Bliss, License No. C052091

ASSESSMENT DIAGRAM

The Assessment Area includes all properties within the boundaries of San Gabriel Valley Mosquito and Vector Control District and is displayed on the following Assessment Diagram.



ASSESSMENT ROLL

Reference is hereby made to the Assessment Roll in and for the assessment proceedings on file in the office of the San Gabriel Valley Mosquito and Vector Control District, as the Assessment Roll is too voluminous to be bound with this Report.

San Gabriel Valley Mosquito and Vector Control District District Manager's Report

Date: June 15, 2018

Item 10

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

Subject Consider Resolution 2018-02: A Resolution of the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District Approving an Application to Initiate Proceedings to Annex Certain Territory to the District and Taking Connected Actions

Reference: Attached

Background

In 2002, Annexation No. 00-C7 (Mountain Cove) to The City of Azusa was approved and recorded by the Los Angeles Local Agency Formation Commission (LAFCO). The annexation of approximately 77 acres did not include the San Gabriel Valley Mosquito and Vector Control District in the application or filing process. In 2015, the LAFCO Commission began making concerted efforts to correct omissions made in past annexations, and address vector control service gaps throughout Los Angeles County. The growing threat of West Nile virus and expansion of invasive *Aedes* mosquitoes served as the catalyst to ensure Los Angeles County residents have comprehensive vector control services. The current LAFCO Commission request is a part of the ongoing effort to clean up service area boundaries and islands.

At the March 14, 2018 LAFCO Meeting, Commissioners voted to grant a fee waiver for the LAFCO filing fees of approximately \$8,700. The Commission determined that the fees would be detrimental to the public interest, as required by Government Code Section 56383(d) and LAFCO's Fee Waiver Policy. However, this waiver of fees does not impact the fees collected in the annexation process by the Los Angeles County Assessor and the State of California Board of Equalization.

The request before the SGVMVCD Board of Trustees is to submit an application for the annexation of 34 parcels (approximately 77 acres) located within the City of Azusa. If the resolution is approved, the associated fees upon completion of the annexation would be \$680.00 for the Los Angeles County Assessor, and \$1,500 for the State of California Board of Equalization filings.

Resolution 2018-02 (attached) begins the process of petitioning the LAFCO to annex the small portion of the City of Azusa into the District. The proposed annexation will not require a change to the District sphere of influence.

Manager's Recommendation

Support Resolution 2018-02

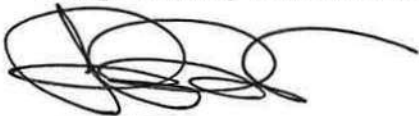
Alternatives

Do not support Resolution 2018-02

Financial Impact

The total projected financial impact to the District would be \$2,180.00.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Jared Dever', with a long horizontal flourish extending to the right.

**Jared Dever
District Manager**

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

RESOLUTION 2018-02

A RESOLUTION OF THE OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT BOARD OF TRUSTEES APPROVING AN APPLICATION TO INITIATE PROCEEDINGS TO ANNEX CERTAIN TERRITORY TO THE DISTRICT AND TAKING CERTAIN CONNECTED ACTIONS

RECITALS

WHEREAS, The Board of Trustees (the "Board") of the San Gabriel Valley Mosquito and Vector Control District (the "District") proposes to initiate proceedings to annex (the "Proposed Annexation") certain territory (the "Territory") generally described as located in an area commonly known as Roberts Canyon. The area is accessible by San Gabriel Canyon Road and surrounded to the north, east, and west by undeveloped unincorporated Los Angeles County. A small portion of a tract home community is within the proposed annexation area within the boundaries of the City of Azusa (the "City") to the District.

WHEREAS, the Proposed Annexation is being proposed pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, being Division 3 of Title 5 of the California Government Code (commencing with Section 56000).

THE BOARD OF TRUSTEES OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT HEREBY RESOLVES AS FOLLOWS:

SECTION 1 Pursuant to Section 56654 of the Government Code, the Board hereby finds:

- (i) This proposal is made pursuant to Part 3 of Division 3 of Title 5 of the California Government Code.
- (ii) The nature of this proposal is to make an application by resolution of the Board to initiate proceedings to annex the Territory to the District.
- (iii) The boundaries of the Territory proposed to be annexed to the District is a small portion of the city and is more particularly described in a map and a general description, attached here as Exhibit A.
- (iv) The proposed terms and conditions for the Proposed Annexation are that the Territory shall be subject to the payment of such fees, rates, charges, assessments, or taxes as the District may legally impose and that any fees, rates, charges, assessments, or taxes for the District shall be payable in the same manner and at the same time and in the same installments as the general taxes of the District on real property are payable.

- (v) The Proposed Annexation will enable the District to provide services (the "Services") to the Territory to reduce vector populations and risk of vector borne diseases.

SECTION 3 The Board hereby approves the application to initiate proceedings for the Proposed Annexation in the form on file with the District Secretary, together with changes or additions the District Manager deems necessary or appropriate, and authorizes the District Manager to execute and deliver all necessary documents and instruments and to do all things which the District Manager may deem necessary to implement this Resolution.

SECTION 4 The Board requests the Local Agency Formation Commission of Los Angeles County to proceed with the Proposed Annexation pursuant to Part 3 of Division 3 of Title 5 of the California Government Code.

SECTION 5 The District Secretary shall certify the passage and adoption of this resolution and shall file a certified copy with Local Agency Formation Commission of Los Angeles County.

APPROVED AND ADOPTED by the Board of Trustees of THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT at a regular meeting held on June 15, 2018 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Corey Calaycay, President of the Board of Trustees

ATTEST:

Henry M. Morgan, Secretary of the Board of Trustees



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Michael Jenkins
(310) 220-2174
Michael.Jenkins@bbklaw.com

May 14, 2018

VIA E-MAIL JDEVER@SGVMOSQUITO.ORG

Members of the Board of Trustees
San Gabriel Valley Mosquito & Vector Control District
1145 North Azusa Canyon Road
West Covina, CA 91790

Re: Conclusion of Legal Services

Dear Members of the Board:

Mr. Dever informed me last week that the Board has elected to conclude our services as legal counsel to the District. Accordingly, this letter confirms the conclusion and termination of the legal services agreement under which Best Best & Krieger (and previously, Jenkins & Hogin, LLP) provided legal services to the District, effective as of the date of the Board's action.

It has been a privilege to serve as the District's General Counsel since 1999, first with my prior firm affiliation and since 2001 as a partner with Jenkins & Hogin LLP (and briefly with BB&K). I am truly honored to have been able to serve you for so many years and to work with your excellent staff.

I remain available should your new legal counsel require any assistance in the transition.

Sincerely,

Michael Jenkins
for BEST BEST & KRIEGER LLP

cc: Jared Dever