

San Gabriel Valley Mosquito & Vector Control District
1145 N. Azusa Canyon Road, West Covina, California 91790
Board of Trustees Meeting
April 13, 2017 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 which 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 March *

B. Budget Status Report for March *

C. Minutes of Board of Trustees Meeting March *

D. Operations Report*

E. Surveillance Report*

F. Communications Report*

G. February 2018 Monthly Treasurer Report / District Working Balance for April*

5. Presentation: Transparency in Control Strategies

(Scientific Program Manager, Melissa Doyle)

6. Consider Amending Personnel and Salary Resolution 92-11, Article XI, Leave Provisions, and Incorporate Section 9, Catastrophic Leave Program as recommended by the Personnel/Policy Committee*

(District Manager, Jared Dever) (Approve/Disapprove)

7. Report from the Ad Hoc RFP Legal Counsel Committee

(Board President, Corey Calaycay)

8. **Consider Local Agency Formation Commission (LAFCO) request for the San Gabriel Valley Mosquito and Vector Control District to Submit a Proposal to Annex a Portion of the City of Azusa ***
(District Manager) (Approve/Disapprove)

9. **District Administration**
(District Manager) (Verbal Report)
 - A. **L.A. County Arboviral Disease Task Force Meeting March 21, 2018**
 - B. **Seasonal Employees**
 - C. **Continuing Education**

10. **Conference Reports ***
 - A. **Jared Dever, District Manager**
 - B. **Jason Farned, Operations Manager**
 - C. **Levy Sun, Public Information Officer**
 - D. **Summer O'Brien, Surveillance Technician**

11. **Trustee Reports**
(Verbal Report)

12. **New Business**
(Opportunity for Trustees to request future agenda items)

13. **The Personnel/Policy Committee and the Finance Committee will meet immediately after the Board Adjourns.**

14. **Adjournment**

<u>Personnel/Policy Committee</u>	
Emmett Badar	Margaret Finlay
Rick Barakat	Tim Sandoval
Jamie Bissner	Mike Spence
John Capoccia	Cynthia Sternquist
Julie Costanzo	

<u>Finance Committee</u>	
Rick Barakat	Henry Morgan
John Capoccia	Tim Sandoval
Roger Chandler	Becky Shevlin
Margaret Finlay	Mike Spence
Joseph Leon	

*indicates a written report

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

March 8, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	03/08/2018	AFLAC	6070 Vision Premiums (Vision Premiums)	12.84
			6070 Vision Premiums (Vision Premiums)	129.66
689622				<u>142.50</u>
EFT	03/08/2018	AMERICAN FIDELITY ASSURANCE	6070 Premiums, life - Cafeter (Premiums, life insura	114.08
			6070 Premiums, life - Cafeter (Premiums, life insura	327.97
B724474			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	03/08/2018	CALPERS CERBT	6200 Employer Cont - CLASSIC (Employer Contribu	7,306.61
			6200 Employer Cont - CLASSIC (Employer Contribu	15.68
100000015217584				<u>7,322.29</u>
EFT	03/08/2018	PERS	6200 Employer Cont - CLASSIC (Employer Contribu	466.96
			6200 Employer Cont - CLASSIC (Employer Contribu	861.52
PR of 3/8/2018			6200 Employer Cont - CLASSIC (Employer Contribu	1,731.02
			6200 Employer Cont - CLASSIC (Employer Contribu	275.30
			6200 Employer Cont - PEPRA (Employer Contributi	86.39
			6200 Employer Cont - PEPRA (Employer Contributi	1,728.91
			6200 Employer Cont - PEPRA (Employer Contributi	633.90
			6200 Employer Cont - PEPRA (Employer Contributi	326.52
				<u>6,110.52</u>
15281	03/08/2018	A-1 ROOTER	6040 Building Maintenance	610.00
10068				<u>610.00</u>
15282	03/08/2018	ARAMARK	6332 Uniforms (Uniforms)	481.54
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	198.04
				<u>198.04</u>

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March 8, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
792287099				679.58
15283	03/08/2018	ATHENS SERVICES	6040 Refuse Disposal (Refuse Disposal)	193.59
				<u>193.59</u>
4775533				
15284	03/08/2018	AZUSA LIGHT & WATER	6343 Meter # 99172930 (Meter # 99172930 Service	61.59
			6343 Meter # 45169724 (Meter # 45169724 Service	45.43
99172930, 45169724				<u>107.02</u>
15285	03/08/2018	BARNEYS LOCKSMITH SERVICE	6040 Building Maintenance	69.75
				<u>69.75</u>
36950				
15286	03/08/2018	CHEVRON	6262 Fuel for Trucks (Fuel for Trucks)	2,225.16
				<u>2,225.16</u>
52654425				
15287	03/08/2018	COREY CALAYCAY	6232 Travel Expenses (Travel Expenses)	84.98
			6232 Travel Expenses (Travel Expenses)	286.80
Travel Reimburse				<u>371.78</u>
15288	03/08/2018	ENTERPRISE	6007 - AUTOMOBILE LEASE	6,148.86
				<u>6,148.86</u>
2597				
15289	03/08/2018	FIDELITY SECURITY LIFE INSURANCE CO.	6070 Vision Premiums (Vision Premiums)	12.30
			6070 Vision Premiums (Vision Premiums)	81.03
163436372			6070 Vision Premiums (Vision Premiums)	249.40
			6070 Vision Premiums (Vision Premiums)	24.60
			6070 Vision Premiums (Vision Premiums)	<u>46.61</u>

SAN GABRIEL VALLEY MVCD

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March 8, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				413.94
15290	03/08/2018	MAIL FINANCE, INC.	6185 LEASE NO (Lease No N13082075)	250.72
				<u>250.72</u>
N7016701				
15291	03/08/2018	OFFICE & ERGONOMIC SOLUTIONS INC	8000 CAPITAL OUTLAY (Capital Outlay)	475.00
			8000 CAPITAL OUTLAY (Capital Outlay)	880.00
16557	03/01/2018		8000 CAPITAL OUTLAY (Capital Outlay)	598.00
			8000 CAPITAL OUTLAY (Capital Outlay)	295.00
			8000 CAPITAL OUTLAY (Capital Outlay)	1,279.00
			8000 CAPITAL OUTLAY (Capital Outlay)	349.77
			8000 CAPITAL OUTLAY (Capital Outlay)	725.00
			8000 CAPITAL OUTLAY (Capital Outlay)	429.00
			8000 CAPITAL OUTLAY (Capital Outlay)	335.42
			8000 CAPITAL OUTLAY (Capital Outlay)	585.00
			8000 CAPITAL OUTLAY (Capital Outlay)	565.36
				<u>6,516.55</u>
15292	03/08/2018	OFFICE DEPOT	6270 OFFICE SUPPLIES	101.97
				<u>101.97</u>
110586623001				
15293	03/08/2018	READYREFRESH BY NESTLE	6170 Arrowhead Water (Arrowhead Water)	196.10
				<u>196.10</u>
18B0024588535				
15294	03/08/2018	RESCUE ROOTER/ARS	6040 Building Maintenance	764.50
				<u>764.50</u>
8103-302152				
15295	03/08/2018	SOUTHERN CALIFORNIA EDISON	6340 Electricity (Electricity for period)	1,930.69
				<u>1,930.69</u>

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				1,930.69
2-03-760-7223				
15296	03/08/2018	STREAMLINE	6036 COMPUTER SOFTWARE	200.00
				<u>200.00</u>
96884				
15297	03/08/2018	SUMMER O'BRIEN	6232 SEMINARS AND MEETINGS	141.00
				<u>141.00</u>
AMCA Reimburse				
15298	03/08/2018	TRUCPARCO	6280 SUPPLIES, OPERATIONS	8.75
			6280 SUPPLIES, OPERATIONS	11.02
399551			6280 SUPPLIES, OPERATIONS	3.51
			6280 SUPPLIES, OPERATIONS	32.30
			6280 SUPPLIES, OPERATIONS	11.93
			6280 SUPPLIES, OPERATIONS	12.86
			6280 SUPPLIES, OPERATIONS	1.00
			6280 SUPPLIES, OPERATIONS	7.73
				<u>89.10</u>
15299	03/08/2018	US BANK	6232 SEMINARS AND MEETINGS	20.00
			6232 SEMINARS AND MEETINGS	218.49
Sun			6232 SEMINARS AND MEETINGS	436.98
			6290 Supplies, Public Informati	4.99
			6290 Supplies, Public Informati	88.22
			6260 SUPPLIES, MECHANICAL	145.00
			6030 BOARD EXPENSES	31.13
Alba			6270 OFFICE SUPPLIES	94.13
			6270 OFFICE SUPPLIES	25.44
			6035 COMPUTER HARDWARE	770.41
Brisco			6232 SEMINARS AND MEETINGS	243.49
Dever			6036 COMPUTER SOFTWARE	29.97

SAN GABRIEL VALLEY MVCD

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March 8, 2018

Num	Date	Name	Item	Original Amount
			6312 Monthly District Field Ph (Monthly District Field	136.50
			6036 COMPUTER SOFTWARE	59.40
			6232 SEMINARS AND MEETINGS	210.15
			6232 SEMINARS AND MEETINGS	32.03
			6232 SEMINARS AND MEETINGS	217.96
			6030 BOARD EXPENSES	26.22
			6030 BOARD EXPENSES	48.93
Elliott			6270 OFFICE SUPPLIES	15.26
			6030 BOARD EXPENSES	41.94
			6030 BOARD EXPENSES	13.98
			6030 BOARD EXPENSES	20.45
			6030 BOARD EXPENSES	20.47
			6030 BOARD EXPENSES	41.59
			6262 Fuel for Trucks (Fuel for Trucks)	17.99
			6332 Uniforms (Uniforms)	481.83
Farned			6232 SEMINARS AND MEETINGS	511.98
			6232 SEMINARS AND MEETINGS	179.98
			6232 SEMINARS AND MEETINGS	436.98
			6170 MISCELLANEOUS EXPENSES	49.52
Nelson			6260 SUPPLIES, MECHANICAL	68.49
Niffenegger			6170 MISCELLANEOUS EXPENSES	14.36
				<u>4,754.26</u>
15300	03/08/2018	WELLS FARGO VENDOR FIN SERV	6073 EQUIPMENT WELLS FARGO (Wells Fargo E.	1,500.15
				<u>1,500.15</u>
68137417				
		Total Accounts Payable 3/8/2018		42,539.32

SAN GABRIEL VALLEY MVCD

Claims List

March 22, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	03/22/2018	BOARD OF EQUALIZATION	6310 TAX COLLECTION	773.00
				<u>773.00</u>
102598100				
EFT	03/22/2018	CAL PERS	6070 Med premiums - Cafeteria (Medical premiums)	310.40
			6070 Med premiums - Cafeteria (Medical premiums)	4,355.69
7165101556			6070 Med premiums - Cafeteria (Medical premiums)	2,856.94
			6070 Med premiums - Cafeteria (Medical premiums)	3,139.14
			6072 Medl premiums- Retired EE (Medical premium)	266.00
			6070 ADMIN FEE (Admin fee)	46.88
			6070 ADMIN FEE (Admin fee)	5.06
				<u>10,980.11</u>
EFT	03/22/2018	PERS	6200 Employer Cont - CLASSIC (Employer Contribu	466.96
			6200 Employer Cont - CLASSIC (Employer Contribu	861.52
PR of 3/22/18			6200 Employer Cont - CLASSIC (Employer Contribu	1,731.02
			6200 Employer Cont - CLASSIC (Employer Contribu	275.30
			6200 Employer Cont - PEPRA (Employer Contributi	86.39
			6200 Employer Cont - PEPRA (Employer Contributi	1,728.91
			6200 Employer Cont - PEPRA (Employer Contributi	633.90
			6200 Employer Cont - PEPRA (Employer Contributi	326.52
				<u>6,110.52</u>
EFT	03/22/2018	TEXAS LIFE INSURANCE COMPANY	2130 Cafeteria Plan	29.62
			2130 Cafeteria Plan	27.30
002505102				<u>56.92</u>
15301	03/22/2018	APPLE STORE FOR GOVERNMENT	6035 COMPUTER HARDWARE	2,397.00
			6035 COMPUTER HARDWARE	4,170.81
1189804				<u>6,567.81</u>

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15302	03/22/2018	BARNEYS LOCKSMITH SERVICE	6040 Building Maintenance	405.32
			6040 Building Maintenance	267.13
36960,36971	03/09/2018			672.45
15303	03/22/2018	BECKY A. SHEVLIN	6030 BOARD EXPENSES	100.00
				100.00
BM of 3/9/18	03/09/2018			
15304	03/22/2018	CANON FINANCIAL SERVICES, INC.	6073 EQUIPMENT CANON (Canon Graphics Equip	1,395.31
				1,395.31
18411864				
15305	03/22/2018	CDW GOVERNMENT INC	6035 COMPUTER HARDWARE	457.44
			6035 COMPUTER HARDWARE	457.44
LZJ2330	03/13/2018		6035 COMPUTER HARDWARE	23.84
			6035 COMPUTER HARDWARE	23.84
			6035 COMPUTER HARDWARE	12.82
			6035 COMPUTER HARDWARE	12.00
			6035 COMPUTER HARDWARE	12.00
			6035 COMPUTER HARDWARE	46.33
JQZ566			6035 COMPUTER HARDWARE	46.33
			6036 COMPUTER SOFTWARE	549.00
				1,641.04
15306	03/22/2018	CHARLES MYERS	6030 BOARD EXPENSES	100.00
				100.00
B of 3/9/18				
15307	03/22/2018	COREY CALAYCAY	6030 BOARD EXPENSES	100.00
				100.00
BM of 3/9/18				

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Claims List
March 22, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
15308	03/22/2018	CRUZ BACA	6030 BOARD EXPENSES	<u>100.00</u> 100.00
BM of 3/9/18				
15309	03/22/2018	DAN HOLLOWAY	6030 BOARD EXPENSES	<u>100.00</u> 100.00
BM of 3/9/18				
15310	03/22/2018	HARBOR FREIGHT TOOLS	6250 LABORATORY SUPPLIES	<u>43.79</u> 43.79
835863				
15311	03/22/2018	HENRY M. MORGAN	6030 BOARD EXPENSES	<u>149.50</u> 149.50
BM of 3/9/18				
15312	03/22/2018	HOME DEPOT	6040 Building Maintenance	12.66
			6040 Building Maintenance	10.08
4193225			6040 Building Maintenance	3.78
			6040 Building Maintenance	84.71
			6040 Building Maintenance	3.80
			6044 MAINTENANCE, GROUNDS	43.78
			6040 Building Maintenance	<u>22.38</u> 181.19
15313	03/22/2018	IRWINDALE INDUSTRIAL CLINIC	6080 Drug Screen - Hiring (Drug Screen Non-Samh:	<u>30.00</u> 30.00
4438-778589				
15314	03/22/2018	J & J JANITORIAL SERVICES, INC.	6040 Building Maintenance	<u>1,296.00</u> 1,296.00

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
4453				
15315	03/22/2018	JASON FARNED	6232 Travel Expenses (Travel Expenses)	25.00
				<u>25.00</u>
Travel Reimbursement				
15316	03/22/2018	JERRY VELASCO	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 3/9/18				
15317	03/22/2018	JOHN CAPOCCIA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 3/9/18				
15318	03/22/2018	JOSEPH LEON	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 3/9/18				
15319	03/22/2018	JOSEPH ROCHA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 3/9/18				
15320	03/22/2018	JULI COSTANZO	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 3/9/18				
15321	03/22/2018	KENN K. FUJIOKA	6072 Medi premiums- Retired EE (Medical premium	440.21
				<u>440.21</u>
Premium Reimburse				
15322	03/22/2018	MANUEL GARCIA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 3/9/18				

SAN GABRIEL VALLEY MVCD
Claims List
March 22, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
15323	03/22/2018	MARGARET E. FINLAY	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 3/9/18				
15324	03/22/2018	MARY W. SU	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 3/9/18				
15325	03/22/2018	MIKE SPENCE	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 3/9/18				
15326	03/22/2018	PAUL GEORGE INDUSTRIES	6280 SUPPLIES, OPERATIONS	1,400.00
			6280 SUPPLIES, OPERATIONS	64.67
				<u>1,464.67</u>
12586				
15327	03/22/2018	RED WING SHOE STORE	6302 Supplies, Safety	142.88
			6302 Supplies, Safety	202.01
Boots	03/01/2018		6302 Supplies, Safety	152.75
				<u>497.64</u>
15328				
03/22/2018	RESCUE ROOTER/ARS	6040 Building Maintenance	300.00	
				<u>300.00</u>
8103-302343				
15329	03/22/2018	RICHARD BARAKAT	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 3/9/18				
15330	03/22/2018	ROBERT KENNEDY	6072 Medi premiums- Retired EE (Medical premium	183.34
				<u>183.34</u>

SAN GABRIEL VALLEY MVCD

Claims List

March 22, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
Premium Reimburse				
15331	03/22/2018	ROBERT NEHER	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 3/9/18				
15332	03/22/2018	ROGER CHANDLER	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 3/9/18				
15333	03/22/2018	SANDRA ARMENTA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 3/9/18				
15334	03/22/2018	SOCALGAS	6341 Utilities (Meter # 10313904 Acc # 057 518 210)	204.39
			6341 Utilities (Meter # 10313904 Acc # 057 518 210)	128.75
05751821009				<u>333.14</u>
15335	03/22/2018	SSD SYSTEMS INC/MC NEILL SECURITY SYSTEMS	6040 Building Maintenance	1,618.14
				<u>1,618.14</u>
1321144-A				
15336	03/22/2018	STAPLES CREDIT PLAN	6270 OFFICE SUPPLIES	55.37
			6040 Building Maintenance	106.20
6035517820299187				<u>161.57</u>
15337	03/22/2018	TIM SANDOVAL	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 3/9/18				
15338	03/22/2018	TPx COMMUNICATIONS	6315 Monthly Internet Charges (Monthly Internet Ch	951.46

SAN GABRIEL VALLEY MVCD

Claims List

March 22, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6320 Office phones (Office phones)	954.75
101181004-0				1,906.21
15339	03/22/2018	UNIVAR	6283 PESTICIDES SUPPLIES	672.00
			6283 PESTICIDES SUPPLIES	63.84
LA619844				735.84
15340	03/22/2018	VECTOR CONTROL JPA	6111 OTHER INSURANCE	367.74
				367.74
VCJPA-2018-122				
15341	03/22/2018	VERIZON WIRELESS	6312 Monthly District Field Ph (Monthly District Fielc	798.53
			6312 Monthly District Field Ph (Monthly District Fielc	1,251.29
272560553-00001				2,049.82
		Total Accounts Payable March 22, 2018		41,880.96
		Total Accounts Payable for March 2018		84,420.28
		Total Payroll for March 2018		174,315.58
		see attached		
		Total Claims List for March 2018		258,735.86

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

Department	Mar 8, 2018	Mar 22, 2018	TOTAL
EXECUTIVE	5,234.40	5,234.40	10,468.80
ADMINISTRATION	10,979.20	10,979.20	21,958.40
OPERATIONS	44,867.98	44,140.08	89,008.06
SURVEILLANCE	11,378.24	11,963.92	23,342.16
COMMUNICATIONS	8,089.11	8,089.10	16,178.21
SEASONAL WORKERS	-	-	-
Gross Payroll	80,548.93	80,406.70	160,955.63
Employer Taxes	1,518.42	1,496.45	3,014.87
Car Allowance	500.00		500.00
Employee Benefit-Med	4,922.54	4,922.54	9,845.08
TOTAL PAYROLL	87,489.89	86,825.69	174,315.58

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 75% of Year Completed
March 31, 2018

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
PERSONNEL EXPENSES						
Salaries, Exempt	36,167.87	247,766.29	317,763.00	69,996.71	77.97	
Salaries - Non Exempt	106,385.49	956,988.60	1,286,548.00	329,559.40	74.38	
Salaries - Overtime	233.45	16,377.63	15,000.00	(1,377.63)	109.18	Pool work/aerial surveillance
Salaries - Vacation	7,285.44	83,732.83	94,000.00	10,267.17	89.08	Increased vacation usage
Salaries-Holiday	8,281.68	91,722.09	95,000.00	3,277.91	96.55	Floating holidays
Salaries, Sick Pay	2,601.71	46,523.28	63,000.00	16,476.72	73.85	
Salaries, Part-time - XH	0.00	151,548.93	350,000.00	198,451.07	43.30	
Management Car Allowance	500.00	5,100.00	9,600.00	4,500.00	53.13	
Cafeteria Benefit	22,599.00	204,003.69	267,200.00	63,196.31	76.35	
Hlth Benefits, Ret Emps	889.55	8,753.06	5,520.00	(3,233.06)	158.57	higher reimburse for mgr
Medicare	2,429.24	23,823.80	40,615.00	16,791.20	58.66	
Retirement - Employer	19,543.33	181,471.19	250,100.00	68,628.81	72.56	
Social Security	0.00	4,563.21	13,500.00	8,936.79	33.80	
Post Retirement Benefits	0.00	0.00	0.00	0.00	0.00	
TOTAL PERSONNEL EXPENSES	206,916.76	2,022,374.60	2,807,846.00	785,471.40	72.03	
OPERATING EXPENSES						
Awards	30.00	1,747.13	1,800.00	52.87	97.06	Employee recognition
Bank Charges	212.55	3,339.05	4,500.00	1,160.95	74.20	
Board expenses	2,302.19	20,975.49	32,600.00	11,624.51	64.34	
Computer Hardware	8,430.26	12,553.56	25,000.00	12,446.44	50.21	
Computer Software	838.37	31,378.35	32,500.00	1,121.65	96.55	Hr Software, Esri maint renewal
Building maintenance	5,962.31	44,275.57	39,800.00	(4,475.57)	111.25	Warehouse remodel
Maintenance, equipment	0.00	620.80	8,900.00	8,279.20	6.98	
Maintenance, grounds	43.78	615.00	7,000.00	6,385.00	8.79	
Professional Services-IT	0.00	28,800.00	35,000.00	6,200.00	82.29	Legal inv pd by District
Lease Equipment	2,895.46	12,051.27	38,000.00	25,948.73	31.71	
Fees & Assessments	0.00	3,613.44	4,400.00	786.56	82.12	LAFCO fees
Hiring expenses	30.00	2,600.79	5,000.00	2,399.21	52.02	
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	One time fee
Workers Comp Insurance	0.00	72,577.00	121,416.00	48,839.00	59.78	One time fee
Other Insurance	367.74	1,254.28	2,000.00	745.72	62.71	

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 75% of Year Completed
March 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	585.63	17,590.76	15,000.00	(2,590.76)	117.27	Additional employees
Legal	0.00	21,998.36	25,000.00	3,001.64	87.99	Legal inv pd by District
Memberships	0.00	18,028.26	25,000.00	6,971.74	72.11	
Miscellaneous expenses	259.98	2,373.45	3,000.00	626.55	79.12	Increased water delivery
Postage	277.08	3,740.89	5,500.00	1,759.11	68.02	
Prof. Services, Auditor	0.00	16,082.50	16,000.00	(82.50)	100.52	One time fee
Professional Services	0.00	4,045.00	5,000.00	955.00	80.90	Actuarial Valuation
Research	0.00	0.00	8,000.00	8,000.00	0.00	
Seminars and meetings	3,165.82	13,678.56	40,000.00	26,321.44	34.20	
Tuition Reimbursement	0.00	1,995.00	8,000.00	6,005.00	24.94	
Supplies, laboratory	43.79	21,916.66	65,000.00	43,083.34	33.72	
Supplies, mechanical	223.30	8,530.65	30,000.00	21,469.35	28.44	
Supplies, gasoline	2,243.15	33,286.10	55,000.00	21,713.90	60.52	
Supplies, office	305.27	6,892.37	20,000.00	13,107.63	34.46	
Supplies, operations	1,553.77	23,689.41	18,000.00	(5,689.41)	131.61	Back Pack sprayers
Supplies, pesticides	735.84	9,513.27	50,000.00	40,486.73	19.03	
Supplies, public informat	2,992.26	24,706.31	37,500.00	12,793.69	65.88	Greater LA inv pd, Rose Magazine
Supplies, reference	0.00	0.00	2,000.00	2,000.00	0.00	
Supplies, safety	436.14	11,738.09	15,000.00	3,261.91	78.25	Safety equipment, boots, first aid
Surveillance, Aerial	0.00	0.00	25,000.00	25,000.00	0.00	
Tax Collection	773.00	99,279.72	100,000.00	720.28	99.28	One time fee
Communications, field	2,186.32	17,996.10	26,000.00	8,003.90	69.22	
Telephone, Internet	951.46	8,353.30	16,000.00	7,646.70	52.21	
Telephone , Office	954.75	8,592.01	14,000.00	5,407.99	61.37	
Training , CEU's	0.00	6,076.00	6,000.00	(76.00)	101.27	Certification renewals
Uniforms and clothing	963.37	8,528.51	25,000.00	16,471.49	34.11	
Utilities, Electric	1,930.69	29,334.78	39,000.00	9,665.22	75.22	
Utilities, Natural Gas	333.14	1,694.10	3,200.00	1,505.90	52.94	
Utilities, Water	107.02	1,397.85	2,200.00	802.15	63.54	
Automobile Lease	5,552.86	54,701.68	106,900.00	52,198.32	51.17	
TOTAL OPERATING EXPENSES	41,702.78	761,160.42	1,234,968.00	473,807.58	61.63	
TOTAL EXPENSES	248,619.54	2,783,535.02	4,042,814.00	1,259,278.98	68.85	

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 75% of Year Completed
March 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

Board of Trustees Meeting

March 9, 2017 at 7:00 AM

Minutes

Trustees Attending

- 1 Roger Chandler (Arcadia)
- 2 Joseph Rocha (Azusa)
- 3 Rick Barakat (Bradbury)
- 4 Cruz Baca (Baldwin Park)
- 5 Corey Calaycay (Claremont)
- 6 Henry Morgan (Covina)
- 7 Margaret Finlay (Duarte)
- 8 Charles Myers (Glendora)
- 9 Manuel Garcia (Irwindale)
- 10 Dan Holloway (La Puente)
- 11 Robert Neher (La Verne)
- 12 Becky Shevlin (Monrovia)
- 13 Joseph Leon (Monterey Park)
- 14 Rachel Janbek (Pasadena)
- 15 Tim Sandoval (Pomona)
- 16 Sandra Armenta (Rosemead)
- 17 Juli Costanzo (San Gabriel)
- 18 John Capoccia (Sierra Madre)
- 19 Mary Su (Walnut)
- 20 Mike Spence (West Covina)

Trustees Absent

1. Stephen Sham (Alhambra)
2. Abraham Cruz (Industry)
3. Jamie Bissner (L. A. County)
4. Jerry Velasco (El Monte)
5. Emmett Badar (San Dimas)
6. Marina Khubesrian (So. Pas)
7. Cynthia Sternquist (Temple City)

Staff Attending

Jared Dever
Levy Sun
Esther Elliott
Jason Farned
Rose Alba
Melissa Doyle
Pablo Cabrera
Carol Anne Hagele
Gilbert Holguin

1. Call to Order

President Calaycay called the meeting to order at 7:02 a.m.

2. Pledge of Allegiance and Silent Roll Call

Trustee Rick Barakat led the Pledge of Allegiance.

3. Opportunity for Public Comment on Non-Agenda Items

None

A motion by Trustee Chandler to add an item to the agenda pursuant to Government Code Section 54954.2(b)(2) that there is a need to take immediate action, and (i) that the need to take action came to the attention of the agency after the posting of the Agenda was seconded by Trustee Shevlin and unanimously approved.

4. Consent Calendar

Correction to the minutes of February 9, 2018: Trustees Cruz and Sandoval were in attendance.

A motion by Trustee Shevlin to accept the Consent Calendar with corrections was seconded by Trustee Morgan and unanimously approved.

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

Added Agenda Item:

District Manager Jared Dever reported receiving a letter from the District's current legal counsel on Monday, March 5, 2018 notifying the District that the legal firm of Jenkins & Hogin LLP would be closing effective April 1, 2018.

The firm of Best, Best, & Krieger LLP has proposed an agreement to continue legal services and perform the functions of general counsel for 30 days effective April 1, 2018.

The agreement states that legal coverage for the District will continue (represented by Michael Jenkins) under the umbrella of Best, Best, & Krieger LLP.

The Board discussed giving direction to the District Manager to seek an interim legal counsel until a decision is made on the RFP for legal counsel.

A motion by Trustee Barakat to approve the agreement with Best, Best, & Krieger LLP was seconded by Trustee Sandoval and unanimously approved by Trustees present.

5. District's Strategic Plan Presentation

District Manager Dever's power point presentation gave an overview of the components of the District's 1, 3, and 5 year strategic plans. All Trustees will be given a draft of the plan and asked to make notes and write down questions.

6. LAFCO Ballot for Special District LAFCO Representative and LAFCO Alternate for the term beginning May 2018.

A motion by Trustee Shevlin to approve a vote for incumbents on the LAFCO Ballot for Special District LAFCO Representative and Alternate Representative for the term beginning May 2018 was seconded by Trustee Finlay and unanimously approved by Trustees in attendance.

7. Trustee Reports

President Calaycay reported he attended the MVCAC Legislative Day in Sacramento and met with legislators that he plans to invite to our District.

Trustee Capoccia attended District's Trustee Orientation this last month and encouraged all Trustees to make time to attend. Trustee Baca thanked District Manager Dever for the interesting and informational presentation.

8. New Business

President Calaycay asked the Board for feedback on the Board agenda format. Trustee Capoccia suggested a questionnaire be distributed to each Trustee at the next Board meeting for input.

Jared introduced Melissa Doyle, the District's new Scientific Program Manager.

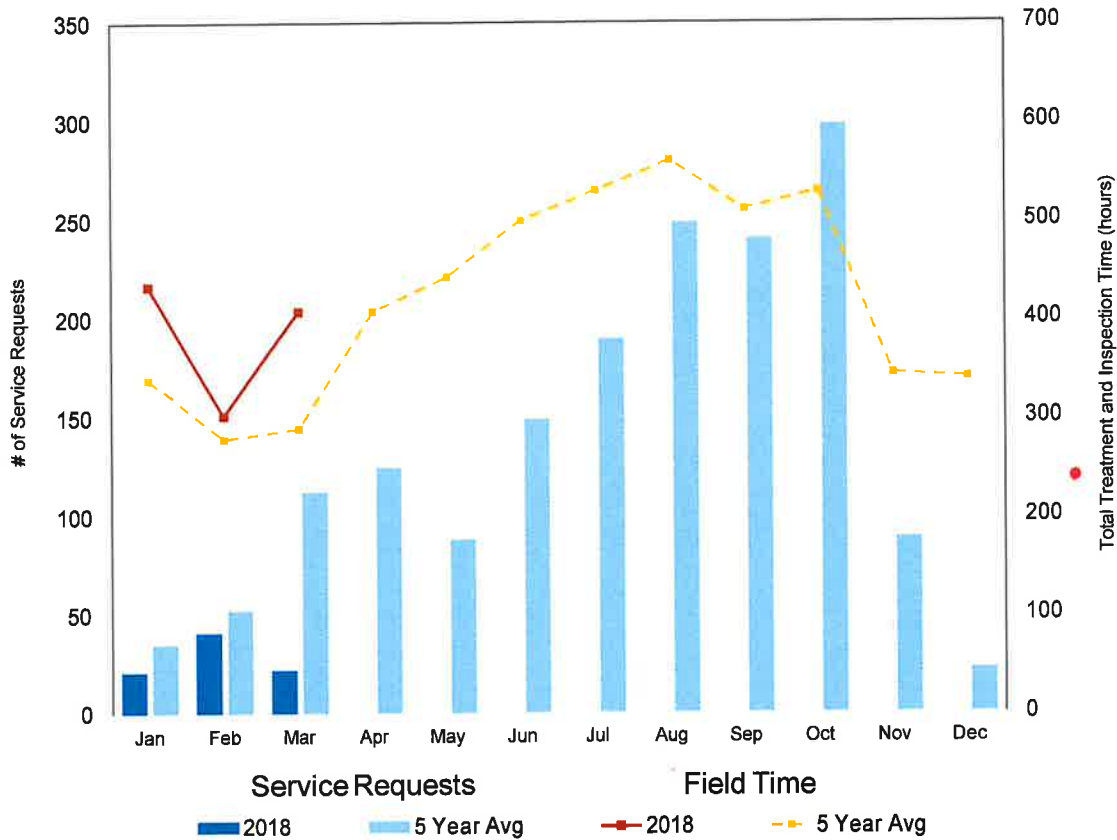
9. Adjournment

The meeting was adjourned at 8:08 AM.

The Personnel/Policy Committee and the Public Information Committee met immediately after the Board adjourned.

Operations Report Week 9 - 13, 2018

Operations Workflow:



Operations Summary:

To prepare for the increased workload and potential for virus transmission during the mosquito season, we have hired our first wave of seasonal employees. We scheduled the intake of support staff earlier this year after a review of historical WNV transmission and the seasonal increases of service requests. We believe that we can make a greater impact on seasonal spikes by attacking those variables before they peak. Our second group of seasonal employees will be hired and trained throughout April, providing a fully staffed, field ready department by the end of the month.

The recent combination of rain and warm weather has increased the amount of larval activity throughout the District. We expect an increased rate of service requests as temperatures continue to rise.

Our biggest concern at this time is the incidence of mosquito breeding found in the “empty” swimming pools throughout the District. The District monitors over 1600 empty pools that fill with rainwater and quickly become prime habitat for mosquitoes. We will be making all unmaintained swimming pools a priority early in the season to reduce the threat

of these sources pose throughout the summer. Our plan includes new long-term treatment strategies like mosquito fish, text and email compliance confirmation, early aerial surveillance, mass mail of violation notices, increased pressure for swift resident compliance, and an increased amount of support staff early in the season.

Chemical Usage:

Larvicides/Pupicides					
Method of Action	Target	Amount		Area Treated	
Larvicide Oils (Surface Film)					
Suffocation	Mosquitoes	3.35	gal.	39542	sq.ft.
Insect Growth Regulators (IGR's)					
Inhibits metamorphosis	Mosquitoes	0	gal.	0	sq.ft.
Inhibits metamorphosis	Mosquitoes	3.45	lbs.	5496	sq.ft.
Bacterials					
Ingestion, toxicant	Mosquitoes	0	gal.	0	sq.ft.
Ingestion, toxicant	Mosquitoes	7.39	lbs.	7811	sq.ft.
Ingestion, toxicant	Black flies	6.55	gal.	1818	m ³
Biologicals					
Mosquito fish	Mosquitoes	260	ea.	1553	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 Gaytan	Industry, La Puente, West Covina
7	Steven Gallegos	Covina, Glendora, San Dimas
8	Hendricks Peña	Claremont, La Verne, Pomona, Walnut

Surveillance Activities – Disease Weeks 9-13

I. Mosquito Collections and Mosquito Pools for Arbovirus Surveillance

The surveillance department has been preparing for the 2018 season by planning the trapping routes for surveillance throughout the district. Traps will be placed in a variety of location types to provide optimal surveillance for disease-carrying mosquitoes. Over the course of the 2018, surveillance staff will be evaluating different trap types and lures to optimize the surveillance program for both mosquitoes and black flies.

Surveillance Activities

Mosquito Egg Collection

Oviposition cups monitor for the presence of invasive *Aedes* mosquitoes. These traps attract female mosquitoes looking for a place to lay eggs and a total of 335 oviposition cups were placed in cities throughout the district.

Adult Mosquito Collections

A total of 18 traps collected 78 mosquitoes from various locations throughout the district.

Adult Black Fly Collections

No black flies were collected during disease weeks 9-13.

II. Disease Surveillance

Mosquito pools have not been tested during weeks 9-13 due to reduced mosquito activity. No dead birds were collected within the District in disease weeks 9-13. Currently, the California Department of Public Health is only monitoring reported dead birds. Testing will begin as temperatures increase and the disease season begins.

III. Notes

During disease weeks 9-13, members of the surveillance team participated in various continuing education events. Summer O'Brien, received financial support to attend the American Mosquito Control Association (February 26 – March 2) through the Young Professionals Program. The entire surveillance team attended the California State Public Health Pesticide Applicators Continuing Education Live Event in Riverside, California. On the first day, Gimena Ruedas presented a talk, "Invasive *Aedes* Control During Door to Door Inspections" which outlined the importance of yard inspections when working to curb invasive *Aedes* in residential properties. Kimberly Nelson gave a presentation "Parasites infecting black flies in the San Gabriel Valley, Los Angeles County, California – 2015" which covered research performed at the district on the second day.

On March 29, Melissa Doyle gave a presentation about mosquito biology and control to students at LaVerne University.

Communications Department

February 25, 2018 – March 31, 2018

Programmatic:

Education Program:

- Analysis of parent and teacher surveys of first classroom programs of 2018
- Updated Education Program web pages on the website
 - Created online request form to expedite intake time and reduce calls

Overall Outreach:

- Prepared materials for Mosquito Awareness Week (April 15 – 21)
- Schedule social media postings to decrease time managing individual posts
- Create a Keep Zika Out/Aedes awareness train-the-trainer video (collaboration with LACDPH and Greater L.A. County Vector Control District)
- Created campaign URLs TakeChargeofYourYard.org and NoWaterNoMosquito.org to improve campaign tracking
- Assist Pasadena Public Health Department with an *Aedes*/Zika display

Administrative:

- Finalize new-hire seasonal on-boarding video

Training and Meetings:

- 3/5 – Trustee Orientation, John Capoccia, Sierra Madre
- 3/6 – Creative Services Specialist attended District Safety Committee
- 3/8 – Trustee Orientation, Cruz Baca, Baldwin Park
- 3/9 – Trustee Orientation, Jerry Velasco, El Monte
- 3/13 – PIO met with Adrienne Kung, Pasadena Health Department
- 3/14 – LACDPH Arbovirus Task Force teleconference
- 3/16 – PIO teleconference with ad hoc Outreach group from the LACDPH Arbovirus Task Force teleconference
- 3/19 – LACDPH Arbovirus Task Force teleconference
- 3/20 – PIO trained L.A. County 211 operators regarding vector control
- 3/22 – District teleconference with L.A. County EPRP re: Public Spaces Workshop
- 3/27-3/28 – District Live CEU training

Digital Activities:

Digital Platforms	# Reach
Website (Users)	712
Twitter	23.8 K
Facebook	14.9 K
Total Reach	39.4 K

Outreach Activities:

Date	Fairs, Schools & Presentations	# Reached	Literature Distributed	City/Region
3/10	Los Angeles Environmental Education Fair	378	150	Arcadia
3/20	211 Operator Training	48	20	San Gabriel
3/21	First Lutheran Preschool	40	120	Monrovia
3/24	Operations in-the-field	N/A	220	District-wide
	Total:	466	510	

Media, Press Releases and E-Blasts:

Date	Activity Type	Activity Name / News Headline
2/28	Baldwin Park Now Newsletter	Newsletter Article
3/12	Media Inquiry: Long Beach Press Telegram	Surveillance chickens interview
3/12	Trustee E-blast	PSA video and April 10 "Take Bite out of Public Spaces"
3/22	City Manager, Trustees E-blast	Mosquito Awareness Week Preparations
3/29	Media: Long Beach Press-Telegram	"How 139 flocks of sentinel chickens help keep you safe from deadly diseases"

Upcoming Events:

2-6 April	National Public Health Week	District-wide
11 April	Temple City Christian Preschool	Temple City
13 April	SGVMVCD Board Meeting 7:00 AM Board Room	West Covina
13 April	St. Martha's Health Fair	La Puente
14 April	Sanitation Districts' Earth Day Festival (w. GLACVCD)	Whittier
16 April	Ekstrand Elementary Kindergarten	San Dimas
15-21 April	C.A. Mosquito Awareness Week	District-wide
22 April	Claremont 10 th Annual Earth Day Celebration	Claremont
22 April	Rain Barrel Event (Literature only)	Arcadia
24 April	Virgin Mary Preschool	Alhambra
26 April	Sunkist Library Parent-Child Workshop	La Puente
30 April	Hacienda Heights Library Parent-Child Workshop	Hacienda Hgts

April 13, 2018

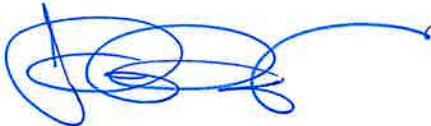
**HONORABLE PRESIDENT AND MEMBERS OF THE BOARD OF TRUSTEES,
SAN GABRIEL VALLEY MOSQUITO & VECTOR CONTROL DISTRICT**

SUBJECT: April 1, 2018 District Working Fund Balance

March 1, 2018 balance:	\$4,426,759.45
March 1-31, 2018 expenditures:	\$258,735.86

April 1, 2018 Working Fund Balance: \$4,168,023.59

Respectfully Submitted:



**Jared Dever
District Manager**

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

The attached Treasurer's Report is for February 2018.

The Total of All Funds Balance is \$4,426,759.45

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.



Authorized Board of Trustee Member

**San Gabriel Valley Mosquito and Vector Control District
Treasurer's Report (based on Balance Sheet Detail Activity Report,
Period 8, FY 2018 received on March 1, 2018**

Item 4G

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Local Agency Investment Fund (LAIF)	1.14%	\$1,347,405.24	interest	\$0.00	LAIF Statement (February 2018)	\$1,347,405.24

Maturity Date: Perpetual
Interest rate as of Feb 2018

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Los Angeles County Pool	0.68%	\$2,295,794.94	interest Assessment	\$1,800.88 \$461,861.10	ND 24 Per 8 ND 24 Per 8	\$2,759,456.92

Maturity Date: Perpetual
Interest rate as of Feb 2018

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Revolving Fund	\$200,000.00	Deb Activity-Feb 2018 Sweep	(\$277,030.93) \$277,309.59	CB Statement February 2018	\$200,278.66

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Sweep Account	\$388,912.71	Deb Activity-Feb 2018 Deposit	(\$273,185.87) \$3,891.79	CB Statement February 2018	\$119,618.63

Total Beginning Balance

\$4,232,112.89

Total End Balance

\$4,426,759.45

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

Date: April 13, 2018 **Item 6**

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

Subject Consider Amending Personnel and Salary Resolution 92-11, Article XI, Leave Provisions, and incorporate Section 9, Catastrophic Leave Program

Reference: Attached

Background

At the March 9, 2018 Personnel/Policy Committee meeting the committee approved incorporating the Catastrophic Leave Program to the Personnel and Salary Resolution 92-11, Article XI, Section 9, Leave Provisions.

It is the Committee's recommendation that the District Manager establish and administer a Catastrophic Leave Program for District employees. The program shall provide for the donation of vacation and compensatory time to District employees whose personal illness or injury is expected to exceed their accrued leave balances by at least fourteen (14) calendar days.

Each donation shall be a minimum of two (2) hours and a maximum of eight (8) hours. Donations exceeding the minimum requirement shall be made in whole hour increments.

This provision shall not apply to employees who are receiving workers' compensation pay pursuant to Article XIX, up to 80 hours per pay period.

To be eligible to receive catastrophic leave, an employee must be suffering from a debilitating illness or injury which is expected to incapacitate the employee or an immediate family member, including and limited to parents, children, spouse or registered domestic partner, for an extended period of time and which creates a financial hardship.

Manager's Recommendation

Approve amending Personnel and Salary Resolution 92-11, Article XI, Leave Provisions, and incorporate Section 9, Catastrophic Leave Program.

Alternative(s)

Do not approve amending Personnel and Salary Resolution 92-11, Article XI, Leave Provisions, and incorporate Section 9, Catastrophic Leave Program.

Fiscal Impact

None

Respectfully Submitted,

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

**Jared Dever
District Manager**

- E. Reinstatement may be granted if the employee makes written explanation satisfactory to the District Manager as to the cause of the unauthorized absence, the reasons for failing to obtain an Authorized Leave, and the submission of any pertinent documentation to substantiate such reasons, and the District Manager finds that the employee is ready, able, and willing to resume the full duties of his/her position. Automatic resignations shall be rescinded in cases where an employee can prove that it was physically impossible to contact his/her Section, provided the employee did so at the first possible opportunity.
- F. An employee so reinstated shall not be paid for the period of his/her unauthorized absence of separation and shall be treated as if on Official Leave for purposes of continuity of employment and other appropriate benefits, unless the use of sick leave, vacation, or compensatory time is appropriate.
- G. Notwithstanding any other provision of this Section, the District Manager may rescind an automatic resignation.

Section 9. Catastrophic Leave Program

The District Manager shall establish and administer a catastrophic leave program for the District. The program shall provide for the donation of vacation and compensatory time to District employees whose personal illness or injury is expected to exceed their accrued leave balances by at least fourteen (14) calendar days.

Each donation shall be a minimum of two (2) hours and a maximum of eight (8) hours. Donations exceeding the minimum requirement shall be made in whole hour increments.

This provision shall not apply to employees who are receiving workers' compensation pay pursuant to Article XIX, up to 80 hours per pay period.

To be eligible to receive catastrophic leave, an employee must be suffering from a debilitating illness or injury which is expected to incapacitate the employee or an immediate family member, including and limited to parents, children, spouse or registered domestic partner, for an extended period of time and which creates a financial hardship.

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

Date: April 13, 2018 **Item 8**

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

Subject Consider Local Agency Formation Commission (LAFCO)
request for the San Gabriel Valley Mosquito and Vector Control
District to Submit a Proposal to Annex a Portion of The City of
Azusa

Reference: Attached

Background

In 2002, Annexation No. 00-C7 (Mountain Cove) to The City of Azusa was approved and recorded by 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. **(Exhibit A)**

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 request 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. **(Exhibit B)**

Manager's Recommendation

Approve the request to submit a proposal for annexation of a portion of the City of Azusa.

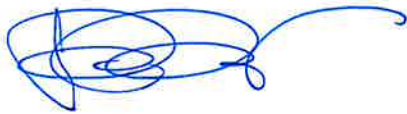
Alternatives

Deny the request.

Fiscal Impact

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

Respectfully Submitted,

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

**Jared Dever
District Manager**



Local Agency Formation Commission
for the County of Los Angeles

March 29, 2018

Commission

erry Gladbach
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Patricia Wood

30 South Lake Avenue
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Pasadena, CA 91101
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www.lalafco.org

Mr. Mitchel R. Weinbaum
General Manager
Compton Creek Mosquito Abatement District
1224 South Santa Fe Avenue
Compton, CA 90221

Ms. Truc Dever
General Manager
Greater Los Angeles County Vector Control District
12545 Florence Ave.
Santa Fe Springs, CA 90670

Mr. Jared Dever
District Manager
San Gabriel Valley Mosquito and Vector Control District
1145 North Azusa Canyon Road
West Covina, CA 91790-1048

Dear Mitch, Truc, and Jared:

I am e-mailing to inform you that the Commission, at its March 14th Meeting, voted to grant fee waivers for the following proposed applications to LAFCO:

<u>Proposal (Application)</u>	<u>Vector Control District(s)</u>
City of Azusa Area 1	San Gabriel Valley Mosquito and Vector Abatement District
NE San Fernando Valley Combined Areas 5a, 5b, 5d, 6a, and 6b	Greater Los Angeles County Vector Control District
Santa Clarita Combined Areas 7a, 7b, and 8	Greater Los Angeles County Vector Control District
Compton/Unincorporated Combined Areas 9c, 9d, 9e, 9f, 9g, 9h, 9i, 9j, 9k, 9l, 9m, 9n, 9o, 9p, 9q, and 9r	Greater Los Angeles County Vector Control District

San Pedro
Area 10

Compton Creek Mosquito Abatement District
and/or Greater Los Angeles County Vector
Control District

I am enclosing maps which depict the individual areas referenced above.

The Commission determined that payment of the filing fees would be detrimental to the public interest, as required by Government Code Section 56383(d) and LAFCO's Fee Waiver Policy (adopted June 8, 2011). The Commission, further, consented to staff's recommendation to combine distinct areas in each individual region into one application, as described herein.

In consideration of a fee waiver request, the Commission acknowledged certain factors which are unique to the proposed applications. These include: one, the significant increase in West Nile Virus activity in Los Angeles County (from 153 infections in 2016 to 266 infections in 2017; from 131 hospitalizations in 2016 to 223 hospitalizations in 2017, and from 6 deaths in 2016 to 27 deaths in 2017), according to data provided by the County of Los Angeles Public Health Department; two, the expanding range and increase in numbers of the *Aedes aegypti* and *Aedes albopictus* mosquito populations; three, the effect of increased service demands with relatively constant funding sources; and four, the need to address "gaps" in vector control coverage to prevent the spread of vector-borne diseases such as Chikungunya, Dengue, West Nile Virus, and Zika. Several commissioners also noted the recent collaboration amongst vector control districts, LAFCO, and Los Angeles County to annex into vector control districts those few remaining cities and unincorporated areas which, until recently, were not served by a vector control district. In this regard, the proposed applications associated with these fee waivers are components of an on-going, inter-governmental, cooperative effort to prevent the spread of vector-borne diseases in Los Angeles County.

The Commission's grant of these waivers has no effect on associated fees collected by other public agencies (including, but not limited to, the County of Los Angeles and the State of California Board of Equalization), which are beyond LAFCO's statutory jurisdiction. Further, the direct costs (i.e., retaining consultants to prepare maps and geographic descriptions) are the responsibility of the district (or districts) which files each application (or applications). Finally, the Commission's grant of these waivers does not apply to any other potential applications to LAFCO not specifically identified in this letter and maps.

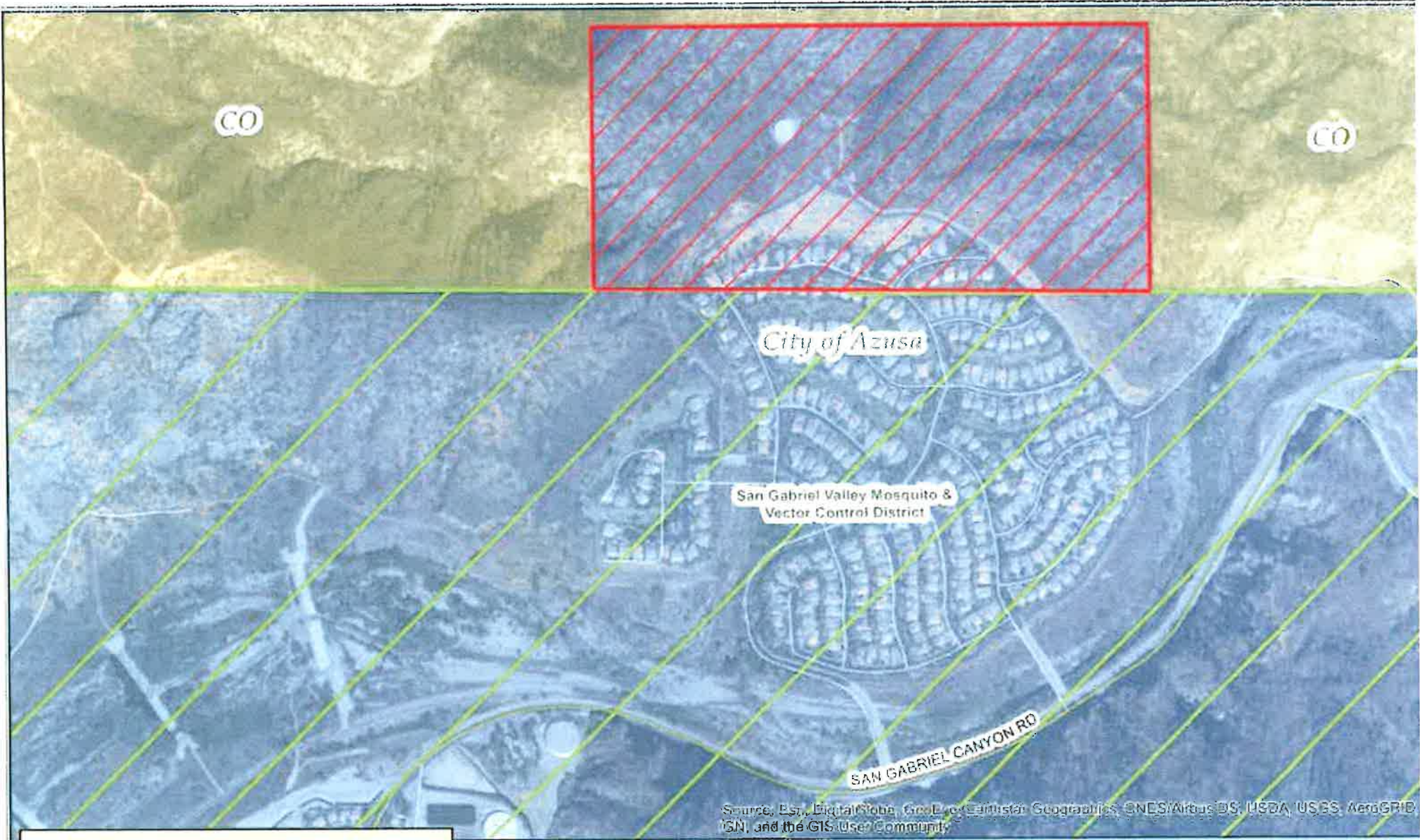
My staff and I look forward to working with all of you as you file these applications with LAFCO. Please do not hesitate to contact Doug Dorado of my office should you have any questions or concerns about the filing and processing of these applications.

Sincerely,



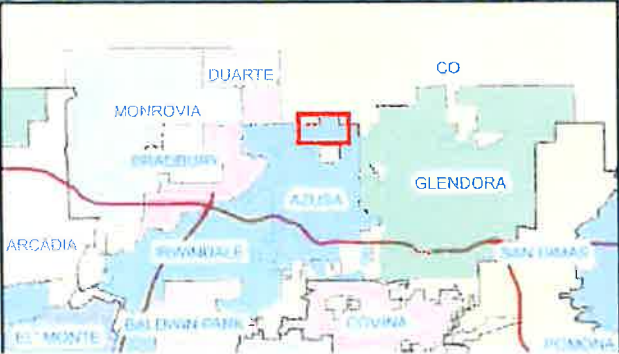
Paul A. Novak, AICP
Executive Officer

Enclosures







Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

Mosquito District Annexation Area 1 - Azusa Canyon



March 14, 2018



- Legend**
-  Annexation Area
 -  San Gabriel Valley Mosquito VCD
 -  City of Azusa
 -  County Unincorporated



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April 4, 2018

Mr. Jared Dever
 District Manager
 San Gabriel Valley Mosquito and Vector Control District
 1145 North Azusa Canyon Road
 West Covina, CA 91790-1048

Dear Jared:

I am writing to follow-up on LAFCO's request for the San Gabriel Valley Mosquito and Vector Control District (SGVMVCD) to consider annexation of the following area:

<u>Proposal (Application)</u>	<u>Vector Control District(s)</u>
City of Azusa Area 1	San Gabriel Valley Mosquito and Vector Control District

I am enclosing a map which depicts the area referenced above.

As documented separately, at the March meeting the Commission waived LAFCO filing fees of approximately \$8,700 for the above-referenced annexation proposal. Separate and apart from LAFCO filing fees, however, there are fees associated with other public agencies when processing boundary changes. With respect to the annexation proposal identified herein, LAFCO staff estimates those fees to be:

<u>Proposal (Application)</u>	<u>County Assessor</u>	<u>State of California Board of Equalization (BOE)</u>
City of Azusa	\$680	\$1,500

While staff has done their best to compile these estimates, they are subject to refinement upon submittal of a map and geographic description, as well as verification with staff of the County Assessor and the BOE.

Regarding your inquiry about the number of parcels within the boundaries of the proposals identified herein, LAFCO staff estimates the parcel counts as described

below:

<u>Proposal (Application)</u>	<u>Number of Parcels</u>
City of Azusa Area 1	34 parcels

While staff has done its best to estimate the number of parcels, these determinations are subject to refinement upon submittal of a map and geographic description, as well as verification with the Los Angeles County Assessor.

The filing of annexation proposals for these gaps in vector control services would address several issues raised over the course of three years. In 2015, the Commission undertook a long-term, comprehensive effort to address the remaining populated, developed portions of Los Angeles County that were not within the boundaries of a vector control district. This reflected on-going concerns about the significant increase in West Nile Virus activity in Los Angeles County, the expanding range and increase in numbers of the *Aedis aegypti* and *Aedes albopictus* mosquito populations, and the need to address “gaps” in vector control coverage to prevent the spread of vector-borne diseases such as Chikungunya, Dengue, West Nile Virus, and Zika.

Working with the Greater Los Angeles Vector Control District (GLAVCD) and the SGVMVCD, the Commission approved annexations of the City of La Canada Flintridge and unincorporated La Crescenta-Montrose into the GLAVCD in 2015, as well as the annexation of the City of Baldwin Park, the City of Pasadena, and the City of South Pasadena into the SGVMVCD in 2017. Collectively, these annexations have brought vector control service to an area that is more than forty-five (45) square miles in size, with a population of more than 280,000 residents. Additionally, the GLAVCD is now providing service on an interim basis to the City of Vernon.

In late 2017, the Commission asked staff to identify any remaining service gaps, which includes those areas addressed in the beginning of this letter. While Compton and surrounding areas are a unique case—the proposed annexations and detachments have more to do with creating a logical boundary for the GLAVCD and the CCMAD—the others represent urbanized, developed, and populated areas which are “islands” with no vector control coverage, surrounded or adjacent to areas which do receive vector control services. Given the on-going concerns about increasing number of West Nile Virus cases—and deaths—the Commissioners are eager to see these areas served, and they are encouraging me to secure the support of the involved

Mr. Jared Dever
April 4, 2018
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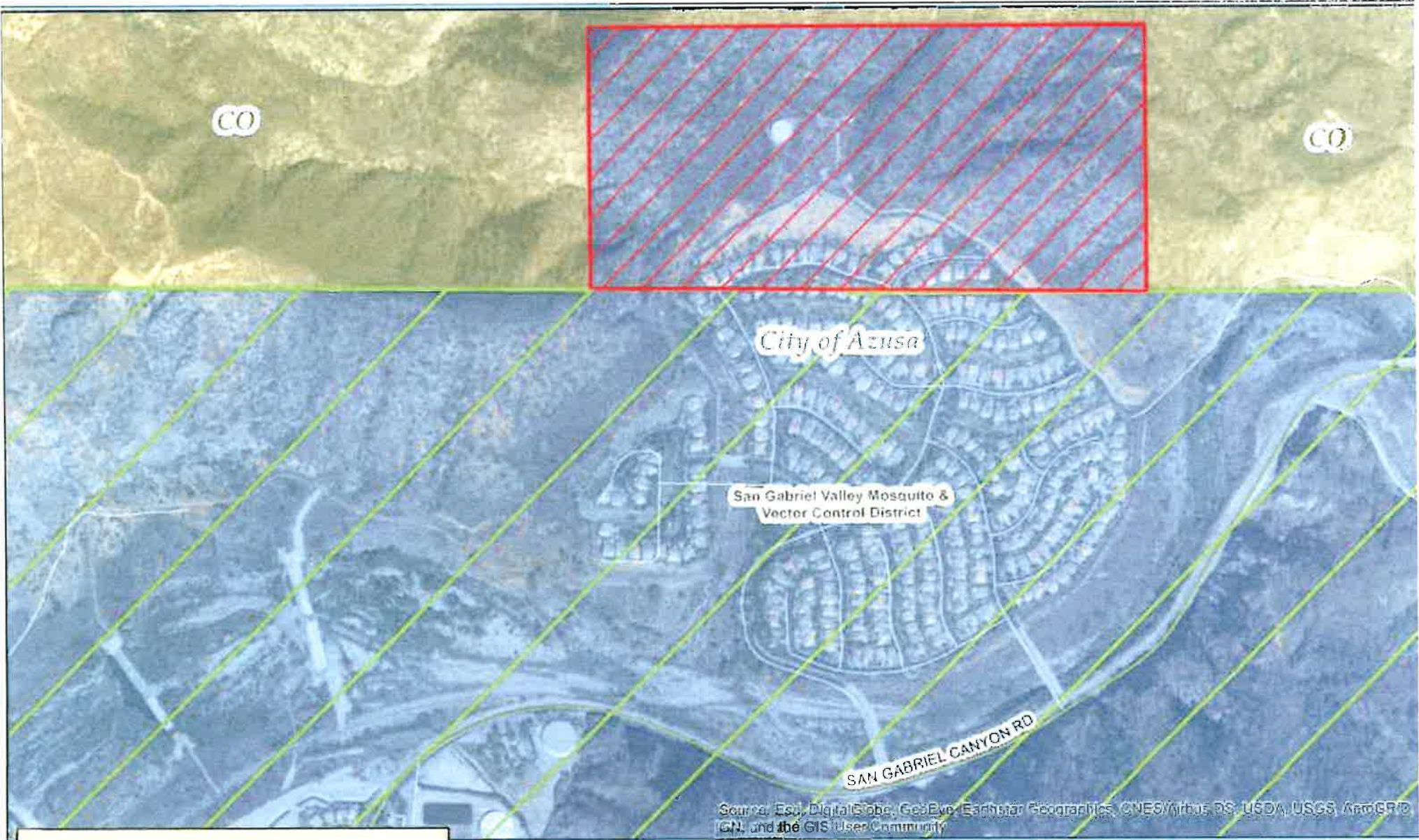
districts to file the associated proposals with LAFCO.

I appreciate your board's consideration of this request.

Sincerely,


Paul A. Novak, AICP
Executive Officer

Enclosure







Mosquito District Annexation Area 1 - Azusa Canyon

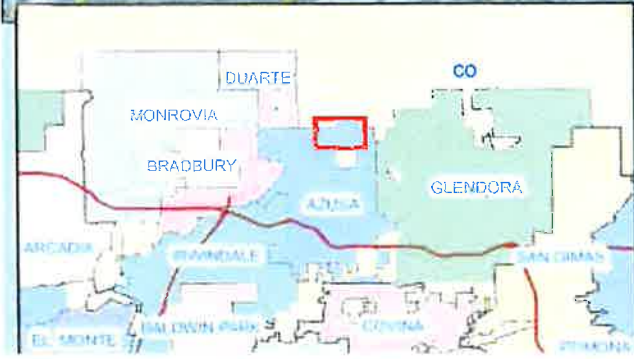


March 14 2018



Legend

-  Annexation Area
-  San Gabriel Valley Mosquito VCD
-  City of Azusa
-  County Unincorporated



Attachment B

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

REPORT OF STAFF'S ATTENDANCE

AT CONFERENCE/EVENT

Staff Name and Title: Jared Dever, District ManagerName of Conference/Event: American Mosquito Control Association Annual ConferenceDate: February 26 – March 3, 2018Location: Kansas City, MO**Significant points learned of benefit to the District and its ratepayers:**

The American Mosquito Control Association Annual Conference provides attendees with the opportunity to learn about industry advancements, scientific research, and establish/maintain collaborative efforts with other member agencies.

The National Association of City and County Health Officers (NACCHO) presented the results of a nationwide survey conducted to assess the competency of mosquito control agencies. The surveyed competencies included the presence or absence of Integrated Vector Management strategies, pesticide applicator licenses, community outreach and education programs, and interagency cooperation. While 84% of the 1083 agency respondents needed improvement in one or more category, the most competent programs were mosquito control districts. 26% of mosquito control districts were considered fully capable, while just 3% of local health department mosquito control programs were rated as fully capable. The greatest deficiency across all agencies was the need for pesticide resistance testing.

Several presentations focused on the national legislative efforts. Of particular interest is the national support for H.R. 1310 and S.B. 849, Strengthening Mosquito Abatement for Safety and Health Act. The ACT would secure federal dollars for local mosquito control programs, enhance the CDC budget for Enhanced Laboratory Capacity (ELC) grants, and create an Emergency Reserve fund through the CDC to fight mosquito-borne disease outbreaks at the early indications.

The Coachella Valley Mosquito and Vector Control District shared their experience and lessons learned while undertaking large-scale aerial larvicide campaigns against invasive *aedes* mosquitoes. The liquid Bti (VectoBac WDG) applications were conducted by helicopter and modified Micronair units. The applications proved to be effective at temporarily reducing the population of invasive *aedes* mosquitoes, but ultimately were unsustainable due to high operational and material expenses.

Date: 4/3/18Signed: Print Name: JARED DEVER

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

REPORT OF STAFF'S ATTENDANCE

AT CONFERENCE/EVENT

Staff Name and Title: Jason FarnedName of Conference/Event: AMCA Annual ConferenceDate: 02/26/2018- 03/02/2018Location: Kansas City, Missouri**Significant points learned of benefit to the District and its ratepayers:**

The AMCA Annual Conference is a great opportunity to learn from and network with vector control professionals from around the country. Attending this conference gave me the opportunity to attend presentations, network with vendors, learn about new technologies, share best practices with colleagues from around the world, and meet new people.

I was able to take advantage of three full days of education sessions and listened to dozens of presentations each day. As a result of the many natural disasters last year, many presentations dealt with disaster preparation. I was able to get some great insight into planning for and working through emergencies such as floods and disease epidemics. I also paid close attention to discussions about *Aedes* surveillance and control. *Aedes* are common in other parts of the country and I was interested in learning about how agencies in these areas manage them.

The conference had an extensive exhibit hall with participants from a variety of vendors. I had the opportunity to strengthen my network of experts, learn about new products and technology, and also expand my knowledge of products and services we currently use. The District is currently expanding its management of storm water systems and I was able to discuss treatment strategies and best practices with all of the major pesticide vendors.

The AMCA Annual Conference was a good experience that provided me with knowledge and tools that will help improve our District.

Date: 3/6/18Signed: Print Name: JASON FARNED

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

REPORT OF STAFF'S ATTENDANCE

AT CONFERENCE/EVENT

Staff Name and Title: Levy Sun, Public Information Officer

Name of Conference/Event: AMCA Annual Conference

Date: 2/26-3/2

Location: Kansas City, MO

Significant points learned of benefit to the District and its ratepayers:

The AMCA Annual Conference informed attendees about the latest information about innovations and research that can protect the citizens in SGVMVCD. There were talks that discussed community outreach, operations and surveillance research, and they all addressed several major themes.


New Tech, New Laws – Over a dozen presentations discussed the high effectiveness and low-environmental impact of new technologies. The technology centers around a sterilization effect to the species it targets. This technology touts the reduced need of traditional pesticide sprays, which is a technology many environmental groups prefer. These technologies range from irradiated *Aedes* mosquitoes to Wolbachia-infected *Aedes* mosquitoes. However, existing laws and regulation that are not familiar with this technology are hindering the use of such technology. Not enough public officials are aware of the technology to confidently speak about the matter. In addition, mosquito production isn't keeping pace with the demand needed. Despite such setbacks, researchers are confident that the adoption of this new technology will be embraced by the public due to its low cost and low impact on the environment. It will be up to education and public information programs to assist with this transfer of knowledge to the public.

Stop Resisting, Start Tip 'n Tossing – The great strides in new technology almost speaks to an issue that's causing concern for many Districts: Resistance in mosquito populations. In various tests done around the country, researchers found many *Aedes* and *Culex* species resistant to commonly used pesticides. These are the same pesticides that residents can buy off the shelves to spray around the home. In Florida, much of the *Aedes* population is resistant to nearly all pyrethroids. This trend is seen across many southern U.S. states, however, it isn't a major issue in Southern California, yet. That is why promoting Tip 'n Toss is so important: It is the most environmentally-friendly way for homeowners to eliminate mosquito threats without reaching for a pesticide.

Precautionary rather than Reactionary – Dr. Tracey McNamara, who was credited for discovering West Nile virus in the U.S., warned that federal funding and support may be limited in an event of an outbreak; it will be up to the region and the state to respond. However, in a study by NAACHO, only 8% of mosquito control districts are fully capable. Eighty-four percent of agencies lack specific competencies, such as staffing, vehicles, and public outreach programs. Ultimately, as other presentations concluded, the best sustainable, economical approach to mosquito control is a robust community engagement program that makes elected officials and

the public aware that they have a vital role to play to stay precautionary against mosquito-borne diseases.

Date: 3/3/18

Signed:  _____

Print Name: Levy Sun

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

REPORT OF STAFF'S ATTENDANCE

AT CONFERENCE/EVENT

Staff Name and Title: Summer O'Brien, Surveillance Technician

Name of Conference/Event: American Mosquito Association Conference 2018

Date: Feb 26- March 2

Location: Kansas City, MO

Significant points learned of benefit to the District and its ratepayers:

This year, my passion for the field of mosquito control was reignited through having the opportunity to interact with experts in the mosquito control industry while attending the 2018 American Mosquito Association conference.

I was extended an invitation through the Young Professionals Industry Shadowing Program (ISP). My sponsor, Dr. Sydney Crawley from Scotts Miracle Grow, was insightful, inspiring, and yielded a wealth of knowledge of bridging the gap between academia and industry. The Young Professionals is a group of professionals with less than 5 years of experience in the vector control industry, created with the intention of promoting networking opportunities and a forum for information sharing.

In conjunction with AMVAC Environmental Products, the Young Professionals hosted a workshop focused on technology and communication. We learned about Excel Pivot Sheets, engineered a technologic piece of equipment in a group activity, and heard from three major Smart Trap industry experts: Meg Glancey (Johns Hopkins University), Joel Buettner (Placer Mosquito and Vector Control District), and Michael Weber (Biogents). Leading Edge gave a full demonstration and introduction into the use of drones in vector control. Joe Conlon, AMCA technical advisor, laid out the do's and don'ts of public speaking and the Young Professional participants presented a 45-second elevator pitch to the group.

In addition to the workshop I participated in with the Young Professionals group, I learned a great deal from the presentations at the conference. Dr. Tracey McNamara, the discoverer of West Nile virus in the United States, gave the plenary session keynote presentation. Her presentation voiced a "zero tolerance" attitude concerning political "red tape", addressing pushback from concerned but uninformed residents, legal mandates/taxation issues, organizations not effectively sharing data, and improper surveillance techniques. These became central debates throughout the week. Dr. McNamara explained the importance of precautionary versus reactionary.

As a member of the scientific program at SGVMVCD, I was particularly inspired by how Dr. McNamara emphasized the crucial role of surveillance programs and their role in working towards arbovirus prevention and prediction. Dr. McNamara also discussed the importance of surveillance programs in assessing resource usage.

Presentations throughout the week included topics on aspects of mosquito control during emergency situations including the recent wildfires, hurricanes, and disease outbreaks. Janet McAllister from the Centers for Disease Control, reiterated how using communication as a tool to

battle emerging infectious diseases, during crisis, and throughout everyday schedules can save lives.

From the week's experiences, I learned about tools that could enhance SGVMVCD's Surveillance such as:

- **Threshold assessment:** using a technique such as the Breteau index, house and container index, larval density, and human landing counts when there are cases of *Aedes* vectored disease.
- **Field aspirators:** use in field-vacuum collection with aspirators for identification of species present.
- **Whole-picture approach:** integrated the data currently collected and mapping the data to get a picture of disease transmission in the district and contributing factors
- **Efficient trapping:** modifications to traditional traps (particularly the CDC Light Trap), trap placement, lethal ovicups, and combining traps.
- **Bio pesticides:** RNAi and SiRNA larvacides, Aerial distribution of *Bacillus thuringiensis* subspecies *israelensis* (BTI), copepods, mosquito-fish distribution.
- **Resistance Testing:** testing the adult mosquito population resistance with the use of bottle bioassays and in-field studies, the use of ampRT, RT-LAMP, RT-PCR, assays for in-house virus detection.

My interests in surveillance tools and surveillance's role in aiding operations departments to properly protect taxpaying residents were represented and explored throughout the conference presentations and panels. Larger questions the conference provoked included saving time, money, and lives through acting precautionary and proactively.

This point was driven home through a presentation given by a survivor of West Nile virus during the closing banquet. A previously healthy young woman described her painful journey back to a semi-normal life after contracting West Nile Virus that completely raged havoc on her body, mind, and spirit. She ended her speech with, "Do you wake up and think of yourself as a hero? Do you feel pride in what you do? You should".

The field of mosquito disease control is one of puzzle solving, strategy, and in-field trials requiring high energy, flexibility, strong communication, and discipline. I am incredibly motivated and humbled to have been involved in such a life-changing experience and look forward to sharing the knowledge I gained from attending this conference with my coworkers so that we may implement these tools in the coming months.

Date: 3/23/2018

Signed:  _____

Print Name: Summer O'Brien