

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

**Board of Trustees Meeting**

**March 8, 2019**

**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 February 2019 \***
  - B. Budget Status Report for February 2019 \***
  - C. Minutes of Board of Trustees Meeting of February 8, 2019 \***
  - D. Operations Report 2019 \***
  - E. Surveillance Report 2019 \***
  - F. Communications Report 2019 \***
  - G. January 2018 Monthly Treasurer Report / District Working Balance for March 2019 \***
- 5. Consider Amendments to the Personnel and Salary Resolution 92-11, Article XXIII, Travel and Per Diem \***  
(Board President Calaycay)
- 6. Consider Authorizing the Release of a Request for Proposal for Professional Accounting Services to Conduct the District's Annual Audit. \***  
(District Manager) (Approve/Deny)
- 7. Conference Reports**
  - A. Operations Manager Jason Farned**
  - B. Scientific Program Manager Melissa Doyle**
- 8. District's Administration**  
(District Manager)

*\* Indicates a written report*

- A. LED Lighting Conversion Update
- B. Data Management Software Update – Leading Edge Inc.
- C. District Manager Review

**9. Department Reports**  
(Verbal Reports)

- A. Operations  
Jason Farned Operations Manager
- B. Surveillance  
Scientific Programs Manager Melissa Doyle
- C. Communications  
Public Information Officer Levy Sun

**10. Trustee Reports**  
(Verbal Reports)

**11. New Business**  
Opportunity for Trustees to request future agenda items  
(Verbal Report)

**12. 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

February 7, 2019

Num	Date	Name	Item	Original Amount
EFT	02/07/2019	AMERICAN FIDELITY ASSURANCE	6070 Premiums, life - Cafeter (Voluntary Insurance I	114.08
			6070 Premiums, life - Cafeter (Voluntary Insurance I	298.33
B854788			6070 Premiums, life - Cafeter (Voluntary Insurance I	1,270.59
			6070 Premiums, life - Cafeter (Voluntary Insurance I	219.76
			6070 Premiums, life - Cafeter (Voluntary Insurance I	54.95
				1,957.71
EFT	02/07/2019	CALPERS CERBT	6200 RETIREMENT - CLASSIC (Employer Contribu	9,115.17
			6200 RETIREMENT - CLASSIC (Employer Contribu	59.48
100000015566858				9,174.65
EFT	02/07/2019	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	521.33
			6200 RETIREMENT - CLASSIC (Employer Contribu	938.12
PR of 2/7/19			6200 RETIREMENT - CLASSIC (Employer Contribu	1,360.23
			6200 RETIREMENT - CLASSIC (Employer Contribu	299.81
			6201 RETIREMENT - PEPRA (Employer Contributic	106.90
			6201 RETIREMENT - PEPRA (Employer Contributic	1,912.18
			6201 RETIREMENT - PEPRA (Employer Contributic	254.63
			6201 RETIREMENT - PEPRA (Employer Contributic	377.89
			6201 RETIREMENT - PEPRA (Employer Contributic	80.08
				5,851.17
16077	02/07/2019	AJG ACCOUNTING & BOOKKEEPING SRVCS, IN 6187 AUDITOR (For professional services rendered		315.00
				315.00
2312				
16078	02/07/2019	AMERICAN FIDELITY AKA FLEX ACCOUNT ADM	6070 CAFETERIA BENEFIT	220.83
			6070 CAFETERIA BENEFIT	191.67
2030674	02/04/2019		6070 CAFETERIA BENEFIT	220.83
			6070 CAFETERIA BENEFIT	83.33
				716.66

SAN GABRIEL VALLEY MVCD

Claims List

February 7, 2019

Num	Date	Name	Item	Original Amount
16079	02/07/2019	ARAMARK UNIFORM SERVICES INC.	6332 Uniforms (Uniforms)	431.48
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	270.28
792287099				701.76
16080	02/07/2019	ATHENS SERVICES	6040 Building Maintenance	225.33
6268259				225.33
16081	02/07/2019	AZUSA LIGHT & WATER	6343 Meter # 99172930 (Account # 303-0190.300)	80.18
			6343 Meter # 45169724 (Account # 303-0191.300 C	46.33
303-0190-300				126.51
16082	02/07/2019	CDW GOVERNMENT INC	6036 COMPUTER SOFTWARE	2,995.00
QTF3416				2,995.00
16083	02/07/2019	CHEVRON	6262 Fuel for Trucks (Fuel for Trucks)	2,723.87
55251630				2,723.87
16084	02/07/2019	CITY OF WEST COVINA FINANCE	6075 FEES & ASSESSMENTS	211.96
8437-030-905				211.96
16085	02/07/2019	ENTERPRISE	6007 - AUTOMOBILE LEASE	6,148.86
407595				6,148.86
16086	02/07/2019	ENVIRONMENT CONTROL	6040 Building Maintenance	1,199.00
5938-411				1,199.00

SAN GABRIEL VALLEY MVCD

Claims List

February 7, 2019

Num	Date	Name	Item	Original Amount
16087	02/07/2019	FIDELITY SECURITY LIFE INSURANCE CO.	6070 Vision Premiums (Vision Premiums)	12.30
			6070 Vision Premiums (Vision Premiums)	81.03
163785916			6070 Vision Premiums (Vision Premiums)	237.10
			6070 Vision Premiums (Vision Premiums)	12.30
			6070 Vision Premiums (Vision Premiums)	58.91
				<hr/> 401.64
16088	02/07/2019	FORESTRY SUPPLIERS, INC.	6302 Supplies, Safety	280.53
			6302 Supplies, Safety	307.04
469406-01			6302 Supplies, Safety	79.95
				<hr/> 667.52
16089	02/07/2019	JARED DEVER	6232 Per Diem (Per Diem)	240.00
				<hr/> 240.00
Per Diem AMCA				
16090	02/07/2019	JASON FARNED	6232 Per Diem (Per Diem)	200.00
				<hr/> 200.00
Per Diem AMCA	02/01/2019			
16091	02/07/2019	LEVY SUN	6232 Per Diem (Per Diem)	240.00
				<hr/> 240.00
Per Diem AMCA				
16092	02/07/2019	MELISSA DOYLE	6232 Per Diem (Per Diem)	200.00
				<hr/> 200.00
Per Diem AMCA	02/01/2019			
16093	02/07/2019	PABLO CABRERA	6232 Per Diem (Per Diem)	240.00
				<hr/> 240.00
Per Diem AMCA				

# SAN GABRIEL VALLEY MVCD

## Claims List

February 7, 2019

Num	Date	Name	Item	Original Amount
16094	02/07/2019	SAN GABRIEL VALLEY NEWSPAPER GROUP	6003 ADVERTISING	2,000.00
				2,000.00
424176				
16095	02/07/2019	SCI CONSULTING GROUP	6310 BENEFIT ASSMNT ADMIN COST	6,863.22
				6,863.22
C8154				
16096	02/07/2019	SOUTHERN CALIFORNIA EDISON	6340 UTILITIES - ELECTRIC	1,337.11
				1,337.11
2-03-760-7223				
16097	02/07/2019	STREAMLINE	6037 WEBSITE AND EMAIL SERVICE	200.00
				200.00
99421				
16098	02/07/2019	US BANK	6150 MEMBERSHIPS	419.35
			6270 OFFICE SUPPLIES	35.03
Alba	02/01/2019		6030 BOARD EXPENSES	35.97
			6270 OFFICE SUPPLIES	174.09
Dever	02/01/2019		6232 SEMINARS AND MEETINGS	202.20
			6036 COMPUTER SOFTWARE	29.97
			6036 COMPUTER SOFTWARE	99.99
			6036 COMPUTER SOFTWARE	54.00
Doyle	02/01/2019		6232 SEMINARS AND MEETINGS	150.00
			6232 SEMINARS AND MEETINGS	193.18
			6232 SEMINARS AND MEETINGS	329.89
			6232 SEMINARS AND MEETINGS	344.60
			6232 SEMINARS AND MEETINGS	1.04
			6232 SEMINARS AND MEETINGS	82.30
			6232 SEMINARS AND MEETINGS	58.30
			6270 OFFICE SUPPLIES	24.09

SAN GABRIEL VALLEY MVCD

Claims List

February 7, 2019

Num	Date	Name	Item	Original Amount
Elliott	02/01/2019		6030 BOARD EXPENSES	21.15
Farned	02/01/2019		6280 SUPPLIES, OPERATIONS	199.00
			6280 SUPPLIES, OPERATIONS	10.00
			6232 SEMINARS AND MEETINGS	1.23
			6232 SEMINARS AND MEETINGS	79.00
			6232 SEMINARS AND MEETINGS	99.00
Hagele	02/01/2019		6030 BOARD EXPENSES	40.05
			6270 OFFICE SUPPLIES	17.51
			6270 OFFICE SUPPLIES	28.45
Sun	02/01/2019		6003 ADVERTISING	62.72
			6037 WEBSITE AND EMAIL SERVICE	12.17
			6270 OFFICE SUPPLIES	165.26
			6037 WEBSITE AND EMAIL SERVICE	4.99
			6003 ADVERTISING	500.00
Vander Heyden	02/01/2019		6044 MAINTENANCE, GROUNDS	10.02
				3,484.55
16099	02/07/2019	VORTEX INDUSTRIES, INC.	6040 Building Maintenance	515.00
				515.00
04-1314001				
16100	02/07/2019	WELLS FARGO VENDOR FIN SERV	6073 EQUIPMENT LEASE	1,500.15
				1,500.15
90136779571				
Total Accounts Payable for February 7, 2019				50,436.67

SAN GABRIEL VALLEY MVCD

Claims List

February 20, 2019

Num	Date	Name	Item	Original Amount
EFT	02/20/2019	CAL PERS	6070 Med premiums - Cafeteria (Medical premiums)	614.59
			6070 Med premiums - Cafeteria (Medical premiums)	3,402.42
100000015587520			6070 Med premiums - Cafeteria (Medical premiums)	2,213.79
			6070 Med premiums - Cafeteria (Medical premiums)	1,976.75
			6072 MEDICAL PREMIUM-Retired EE (Medical prei	408.00
			6070 ADMIN FEE (Admin fee)	30.43
				<u>8,645.98</u>
EFT	02/20/2019	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	521.33
			6200 RETIREMENT - CLASSIC (Employer Contribu	938.12
PR of 2/21/2019			6200 RETIREMENT - CLASSIC (Employer Contribu	1,360.23
			6200 RETIREMENT - CLASSIC (Employer Contribu	299.81
			6201 RETIREMENT - PEPRA (Employer Contributic	106.90
			6201 RETIREMENT - PEPRA (Employer Contributic	1,912.18
			6201 RETIREMENT - PEPRA (Employer Contributic	254.63
			6201 RETIREMENT - PEPRA (Employer Contributic	377.89
			6201 RETIREMENT - PEPRA (Employer Contributic	80.08
				<u>5,851.17</u>
EFT	02/20/2019	PRINCIPAL DENTAL	6070 Premiums, life - Cafeter (Voluntary Insurance I	86.95
			6070 Premiums, life - Cafeter (Voluntary Insurance I	352.61
1085590-10001			6070 Premiums, life - Cafeter (Voluntary Insurance I	1,374.00
			6070 Premiums, life - Cafeter (Voluntary Insurance I	218.71
			6070 Premiums, life - Cafeter (Voluntary Insurance I	265.66
				<u>2,297.93</u>
EFT	02/20/2019	TEXAS LIFE INSURANCE COMPANY	6070 CAFETERIA BENEFIT	92.42
			6070 CAFETERIA BENEFIT	77.50
SM09BT-20190211001				<u>169.92</u>
16102	02/20/2019	ALLEN WU	6030 BOARD EXPENSES	<u>100.00</u>

**SAN GABRIEL VALLEY MVCD**

**Claims List**

February 20, 2019

Num	Date	Name	Item	Original Amount
				100.00
BM of 2/8/2019				
16103	02/20/2019	AMAZON.COM	6270 OFFICE SUPPLIES	36.43
			6270 OFFICE SUPPLIES	18.98
6045787810575999			6270 OFFICE SUPPLIES	36.92
			6270 OFFICE SUPPLIES	38.78
			6270 OFFICE SUPPLIES	34.37
			6270 OFFICE SUPPLIES	12.03
			6260 SUPPLIES, MECHANICAL	172.08
			6270 OFFICE SUPPLIES	16.72
			6270 OFFICE SUPPLIES	15.46
			6270 OFFICE SUPPLIES	11.41
			6270 OFFICE SUPPLIES	10.89
			6270 OFFICE SUPPLIES	96.24
			6270 OFFICE SUPPLIES	778.31
			6270 OFFICE SUPPLIES	351.99
			6302 Supplies, Safety	180.20
			6290 Supplies, Public Informati	22.99
			6270 OFFICE SUPPLIES	22.05
			6270 OFFICE SUPPLIES	24.08
				1,879.93
16104	02/20/2019	BECKY A. SHEVLIN	6030 BOARD EXPENSES	100.00
				100.00
BM of 2/8/2019				
16105	02/20/2019	CHARLES MYERS	6030 BOARD EXPENSES	100.00
				100.00
BM of 2/8/2019				
16106	02/20/2019	CLARKE MOSQUITO CONTROL	6283 PESTICIDES SUPPLIES	10,765.05
				10,765.05

SAN GABRIEL VALLEY MVCD

Claims List

February 20, 2019

Num	Date	Name	Item	Original Amount
5084760				
16107	02/20/2019	CLEAN TECH ENVIRONMENTAL	6040 Building Maintenance	99.00
				99.00
177726				
16108	02/20/2019	COREY CALAYCAY	6030 BOARD EXPENSES	100.00
				100.00
BM of 2/8/2019				
16109	02/20/2019	CYNTHIA STERNQUIST	6030 BOARD EXPENSES	100.00
				100.00
BM of 2/8/2019				
16110	02/20/2019	DAN HOLLOWAY	6030 BOARD EXPENSES	100.00
				100.00
BM of 2/8/2019				
16111	02/20/2019	ELYSE RASMUSSEN	6030 BOARD EXPENSES	100.00
				100.00
BM of 2/8/2019				
16112	02/20/2019	EMMETT G. BADAR	6030 BOARD EXPENSES	100.00
				100.00
16113	02/20/2019	HAROLD J. BISSNER III	6030 BOARD EXPENSES	100.00
				100.00
BM of 2/8/2019				
16114	02/20/2019	HENRY M. MORGAN	6030 BOARD EXPENSES	149.50
				149.50
BM of 2/8/2019				

**SAN GABRIEL VALLEY MVCD**

**Claims List**

February 20, 2019

Num	Date	Name	Item	Original Amount
16115	02/20/2019	HOME DEPOT	6260 SUPPLIES, MECHANICAL	13.37
			6040 Building Maintenance	21.88
6035322538814710			6040 Building Maintenance	138.15
			6290 Supplies, Public Informati	11.91
			6040 Building Maintenance	157.40
			6040 Building Maintenance	229.85
			6040 Building Maintenance	111.84
				<u>684.40</u>
16116	02/20/2019	INTERSTATE BATTERY SYSTEM	6260 SUPPLIES, MECHANICAL	129.77
				<u>129.77</u>
10168157				
16117	02/20/2019	JARED DEVER	6232 Travel Expenses (Travel Expenses)	44.61
				<u>44.61</u>
CDC Travel Expenses				
16118	02/20/2019	JERRY VELASCO	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/8/2019				
16119	02/20/2019	JOHN CAPOCCIA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/8/2019				
16120	02/20/2019	JOSEPH LEON	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/8/2019				
16121	02/20/2019	JOSEPH ROCHA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/8/2019				

**SAN GABRIEL VALLEY MVCD**

**Claims List**

February 20, 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
16122	02/20/2019	JULI COSTANZO	6030 BOARD EXPENSES	100.00
				100.00
BM of 2/8/2019				
16123	02/20/2019	KENN K. FUJIOKA	6072 MEDICAL PREMIUM-Retired EE (Medical prei	284.77
				284.77
Premium Reimburse				
16124	02/20/2019	MANUEL GARCIA	6030 BOARD EXPENSES	100.00
				100.00
BM of 28/2019				
16125	02/20/2019	MARGARET E. FINLAY	6030 BOARD EXPENSES	100.00
				100.00
BM of 2/8/2019				
16126	02/20/2019	MIKE NIFFENEGGER	6072 MEDICAL PREMIUM-Retired EE (Medical prei	518.50
				518.50
Premium Reimburse				
16127	02/20/2019	MIKE SPENCE	6030 BOARD EXPENSES	100.00
				100.00
Bm of 2/8/2019				
16128	02/20/2019	RICHARD BARAKAT	6030 BOARD EXPENSES	100.00
				100.00
BM of 2/8/2019				
16129	02/20/2019	ROBERT KENNEDY	6072 MEDICAL PREMIUM-Retired EE (Medical prei	187.74
				187.74
Premium Reimburse				

**SAN GABRIEL VALLEY MVCD**

**Claims List**

February 20, 2019

Num	Date	Name	Item	Original Amount
16130	02/20/2019	ROGER CHANDLER	6030 BOARD EXPENSES	100.00
				100.00
BM of 2/8/2019				
16131	02/20/2019	ROSALIA ALBA	6232 Per Diem (Per Diem)	120.00
				120.00
VCJPA Per Diem				
16132	02/20/2019	SANDRA ARMENTA	6030 BOARD EXPENSES	100.00
				100.00
BM of 2/8/2019				
16133	02/20/2019	SMARTSIGN	6270 OFFICE SUPPLIES	396.90
			6270 OFFICE SUPPLIES	354.90
				751.80
16134	02/20/2019	SOCALGAS	6341 Utilities (Acc # 057 518 2100 9 Acc # 059 618	276.93
			6341 Utilities (Acc # 057 518 2100 9 Acc # 059 618	31.98
				308.91
57-518-2100-9				
16135	02/20/2019	STAPLES CREDIT PLAN	6270 OFFICE SUPPLIES	109.49
				109.49
6035517820299187				
16136	02/20/2019	STEPHEN SHAM	6030 BOARD EXPENSES	100.00
				100.00
BM of 2/8/2019				
16137	02/20/2019	TIM SANDOVAL	6030 BOARD EXPENSES	100.00
				100.00
BM of 2/8/2019				

**SAN GABRIEL VALLEY MVCD**

**Claims List**

February 20, 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
16138	02/20/2019	TPx COMMUNICATIONS	6315 Monthly Internet Charges (Monthly Internet Ch	998.30
			6320 TELEPHONE OFFICE	1,013.37
113129728-0				2,011.67
16139	02/20/2019	ULINE	6270 OFFICE SUPPLIES	87.72
105768945				87.72
16140	02/20/2019	VERIZON WIRELESS	6312 Monthly District Field Ph (Monthly District Fielc	797.99
			6312 Monthly District Field Ph (Monthly District Fielc	1,239.97
9823884646				2,037.96

**Total Accounts Payable for February 20, 2019** **39,335.82**

**Total Accounts Payable for February 2019** **89,772.49**

**Total Payroll for February 2019** **169,575.94**  
see attached

**Total Claims List for February 2019** **259,348.43**

**San Gabriel Valley MVCD  
Payroll for February 2019**

<b>Department</b>	<b>Feb 7, 2019</b>		<b>Feb 20, 2019</b>		<b>TOTAL</b>
EXECUTIVE	5,540.80		6,002.53		11,543.33
ADMINISTRATION	11,532.80		12,075.35		23,608.15
OPERATIONS	42,403.99		43,000.70		85,404.69
SURVEILLANCE	5,514.88		6,021.65		11,536.53
COMMUNICATIONS	8,878.80		9,056.55		17,935.35
SEASONAL WORKERS	<u>2,083.04</u>		<u>1,740.80</u>		<u>3,823.84</u>
Gross Payroll	75,954.31	-	77,897.58	-	153,851.89
Employer Taxes	4,073.05		2,001.86		6,074.91
Car Allowance	500.00		-	-	500.00
Employee Benefit-Med	<u>4,343.63</u>		<u>4,805.51</u>		<u>9,149.14</u>
<b>TOTAL PAYROLL</b>	<b>84,870.99</b>	<b>-</b>	<b>84,704.95</b>	<b>-</b>	<b>169,575.94</b>

SGVMVCD  
Comparative YTD Actual to Full Year Budget  
Current Period 67% of Year Completed  
February 28, 2019

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
<b>PERSONNEL EXPENSES</b>						
Salaries, Exempt	39,659.51	307,760.64	483,738.58	175,977.94	63.62	
Salaries - Non Exempt	96,904.45	850,420.38	1,680,573.54	830,153.16	50.60	
Salaries - Overtime	0.00	2,074.51	19,700.00	17,625.49	10.53	
Salaries - Vacation	6,115.87	78,814.29	89,770.00	10,955.71	87.80	Retirement payout
Salaries-Holiday	908.16	85,186.38	123,207.00	38,020.62	69.14	
Salaries, Sick Pay	6,440.06	53,779.84	93,635.00	39,855.16	57.44	
Salaries, Part-time - XH	3,823.84	113,745.58	348,686.00	234,940.42	32.62	
Management Car Allowance	1,000.00	4,500.00	6,000.00	1,500.00	75.00	Pd twice in month
Cafeteria Benefit	22,080.54	205,997.34	316,800.00	110,802.66	65.02	
Hlth Benefits, Ret Emps	1,399.01	9,534.33	12,000.00	2,465.67	79.45	New retiree added
Medicare	2,248.73	22,430.19	40,745.00	18,314.81	55.05	
Retirement - Classic	15,413.63	133,983.35	110,980.00	(23,003.35)	120.73	Unfunded liability
Retirement - Pepra	5,463.36	50,933.58	95,065.00	44,131.42	53.58	
Social Security	134.99	3,948.34	7,385.00	3,436.66	53.46	
Group Term Life Ins	0.00	2,545.32	4,300.00	1,754.68	59.19	
Tuition Reimbursement	0.00	0.00	8,000.00	8,000.00	0.00	
Insurance, unemployment	3,042.09	14,754.76	19,200.00	4,445.24	76.85	Futa expense to be reimbursed
<b>TOTAL PERSONNEL EXPENSES</b>	<b>204,634.24</b>	<b>1,940,408.83</b>	<b>3,459,785.12</b>	<b>1,519,376.29</b>	<b>56.08</b>	
<b>OPERATING EXPENSES</b>						
Awards	0.00	1,307.17	2,000.00	692.83	65.36	Service pins
Advertising	2,562.72	16,527.29	30,000.00	13,472.71	55.09	
Bank Charges	1,205.68	4,651.74	5,000.00	348.26	93.03	New payroll processing company
Board expenses	2,446.67	19,194.82	35,000.00	15,805.18	54.84	
Computer Hardware	0.00	18,499.81	19,000.00	500.19	97.37	iPads-Ops
Computer Software	3,178.96	17,827.55	20,400.00	2,572.45	87.39	Neogov renewal
Website/Email Service	217.16	2,059.24	3,195.00	1,135.76	64.45	
Building maintenance	2,967.73	29,808.96	37,500.00	7,691.04	79.49	Water heater replacement
Maintenance, equipment	0.00	484.47	9,000.00	8,515.53	5.38	
Maintenance, grounds	10.02	797.56	4,000.00	3,202.44	19.94	
Lease Equipment	1,500.15	29,500.81	38,000.00	8,499.19	77.63	Telephone annual lease payment
Fees & Assessments	211.96	3,017.84	4,000.00	982.16	75.45	LAFCO fees
Hiring expenses	0.00	1,330.76	5,600.00	4,269.24	23.76	

SGVMVCD  
Comparative YTD Actual to Full Year Budget  
Current Period 67% of Year Completed  
February 28, 2019

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
VCJPA General Fund	(2,349.00)	8,348.00	9,656.00	1,308.00	86.45	One time expense
Insurance, liability	(3,583.00)	63,019.00	65,411.00	2,392.00	96.34	One time expense
Workers Comp Insurance	(528.00)	110,842.00	111,546.00	704.00	99.37	One time expense
Automobile Insurance	0.00	1,648.00	1,648.00	0.00	100.00	One time expense
Other Insurance	0.00	735.48	2,000.00	1,264.52	36.77	
Insurance, property	0.00	3,196.00	3,258.00	62.00	98.10	One time expense
Legal	0.00	10,618.49	35,000.00	24,381.51	30.34	
Memberships	419.35	21,262.61	25,000.00	3,737.39	85.05	MVCAC dues
Miscellaneous expenses	0.00	2,723.23	3,000.00	276.77	90.77	Increaseed water delivery
Postage	0.00	879.75	9,904.00	9,024.25	8.88	
Prof. Services, Auditor	315.00	14,377.50	20,000.00	5,622.50	71.89	One time expense
Professional Services	0.00	2,880.00	5,000.00	2,120.00	57.60	
Professional Services-IT	0.00	22,701.05	35,000.00	12,298.95	64.86	
Printing & Reproduction	0.00	7,412.32	11,000.00	3,587.68	67.38	
Research	0.00	0.00	1,000.00	1,000.00	0.00	
Seminars and meetings	1,773.04	15,850.54	29,710.00	13,859.46	53.35	
Supplies, laboratory	(380.00)	12,979.09	16,100.00	3,120.91	80.62	Mosquito testing
Supplies, mechanical	315.22	35,310.71	25,000.00	(10,310.71)	141.24	Transmission replacement
Supplies, gasoline	2,723.87	39,004.95	50,000.00	10,995.05	78.01	Extra trucks for seasonals
Supplies, office	3,939.52	8,090.26	13,000.00	4,909.74	62.23	
Supplies, Mosquito Fish	0.00	770.88	30,000.00	29,229.12	2.57	
Supplies, operations	209.00	7,127.71	18,000.00	10,872.29	39.60	
Supplies, pesticides	10,765.05	32,606.86	50,000.00	17,393.14	65.21	
Supplies, Communications	34.90	2,908.84	11,200.00	8,291.16	25.97	
Supplies, Education Program	2.45	204.28	700.00	495.72	29.18	
Supplies, safety	847.72	11,196.67	20,000.00	8,803.33	55.98	
Benefit Assesment Admin Cost	6,863.22	114,044.32	115,000.00	955.68	99.17	One time expense
Communications, field	2,037.96	16,392.82	28,000.00	11,607.18	58.55	
Telephone, Internet	998.30	7,845.88	24,500.00	16,654.12	32.02	
Telephone , Office	1,013.37	7,930.91	14,000.00	6,069.09	56.65	
Training , CEU's	0.00	3,938.00	4,000.00	62.00	98.45	Recertification fees
Uniforms and clothing	431.48	5,513.26	27,000.00	21,486.74	20.42	
Utilities, Electric	1,337.11	24,644.38	39,000.00	14,355.62	63.19	
Utilities, Natural Gas	308.91	1,547.77	3,000.00	1,452.23	51.59	
Utilities, Water	126.51	1,202.98	2,000.00	797.02	60.15	
Automobile Lease	6,148.86	47,890.88	73,800.00	25,909.12	64.89	

SGVMVCD  
Comparative YTD Actual to Full Year Budget  
Current Period 67% of Year Completed  
February 28, 2019

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized
<b>TOTAL OPERATING EXPENSES</b>	48,071.89	812,653.44	1,145,128.00	332,474.56	70.97
<b>TOTAL EXPENSES</b>	252,706.13	2,753,062.27	4,604,913.12	1,851,850.85	59.79

SGVMVCD  
Comparative YTD Actual to Full Year Budget  
Current Period 67% of Year Completed  
February 28, 2019

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
<b>RESERVES</b>						
Reserve, Unallocated Gene	0.00	0.00	0.00	0.00	0.00	Transferred to Building/Facilities
Reserve, Public Health Em	0.00	0.00	1,326,200.00	1,326,200.00	0.00	
Reserve, Capital Projects	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	
Reserve, Building/Facilities	0.00	0.00	100,000.00	100,000.00	0.00	From Unallocated General Reserves
Reserve, Vehicle Replacement	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL RESERVES</b>	0.00	0.00	2,239,381.00	2,239,381.00	0.00	

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

**Board of Trustees Meeting  
February 8, 2019  
7:00 AM  
Agenda**

**Trustees Attending**

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

**Trustees Absent**

1. Cruz Baca (Baldwin Park)
2. Marina Khubesrian (So. Pasadena)

**Staff Attending**

Jared Dever  
Melissa Doyle  
Levy Sun  
Esther Elliott  
Jason Farned  
Rose Alba

1. **Call to Order**  
Board President Corey Calaycay called the meeting to order at 7:00 AM.
2. **Pledge of Allegiance and Silent Roll Call**  
Trustee Wu led the Pledge of Allegiance.
3. **Opportunity for Public Comment on Non-Agenda Items**  
None
4. **Consent Calendar**

- A. List of Claims for January 2019
- B. Budget Status Report for January 2019
- C. Minutes of Board of Trustees Meeting of January 11, 2019
- D. Operations Report 2019
- E. Surveillance Report 2019
- F. Communications Report 2019
- G. December 2018 Monthly Treasurer Report / District Working Balance for February 2019

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

- 5. **Introduction of New Trustee**  
President Calaycay welcomed new Trustee Councilmember Catherine Marcucci from the City of Industry.
- 6. **Review of Committee Assignments**  
President Calaycay reported all committee slots are filled.
- 7. **Review Aerial Adulticide Application Authority**  
(Discussion and Direction to District Manager for future policy)

District Manager Jared Dever reported that in recent years the increased distribution of invasive *Aedes* could accelerate the likelihood of epidemic vector-borne disease transmission. If there is significant threat to human health an aerial adulticide campaign may be deemed necessary.

Currently the District Manager has the exclusive right to conduct aerial applications in the San Gabriel Valley. An aerial application of adult mosquito control products would only be conducted if ground-based applications of mosquito control products failed to adequately reduce mosquito populations.

The Board reviewed a list of five authority structures used in the state of California to determine who has the authority to determine when an aerial application of adult mosquito control products is necessary.

A motion by Trustee Spence to consider authority structure number five (5), *Convene a Special Meeting of the full Board to make all application decisions*, was seconded by Trustee Chandler.

Extensive discussion followed listing the many factors to consider prior to making a decision to launch an aerial adulticide application. The Board requested the authority decision be tabled until a comprehensive emergency response plan is drafted and reviewed by the Board. The response plan would provide detailed epidemiological thresholds to aid in

the decision of whether an aerial application is necessary.

**8. Proposal to Establish the Southern California Region Vector Control Political Action Committee**

Legislative Committee Chair Trustee Sternquist reported that the Committee met on January 11, 2019 to discuss 2019 committee objectives and to review Legislative initiatives and current actionable legislation from California associations.

District Manager Jared Dever is the current MVCAC Southern Region representative and proposed to the committee the formation of a Southern Region Vector Control Political Action Committee representing vector control agencies in the Los Angeles, Orange, and San Bernardino counties.

The impetus for the creation of an action committee is to gain a voice amongst federal, state and local legislative advocacy groups, elected and appointed officials, city staff, and government associations.

The objectives being to identify vector control district deficiencies and opportunities that could potentially be improved through statewide legislative action, local measures and initiatives, and supplemental funding strategies.

A motion by Trustee Sandoval to establish the Southern California Regional Vector Control Political Action Committee, and adopt the presented Committee objectives was seconded by Trustee Shevlin and unanimously approved.

**9. District's Administration**

**A. Board Agenda Packet Delivery Preference.**

District Manager Dever asked Trustees to vote how they wish to receive the Board's agenda packet: electronically or by mail. Copies of the agenda packet would be available at the board meeting.

**B. 2018-2019 Statement of Economic Interests: Due April 2, 2019**

District Manager Dever reminded Board members of the April 2, 2019 Form 700 deadline.

**C. 2019 Centers for Disease Prevention and Control (CDC) PacVec Annual Meeting**

District Manager Dever attended the annual meeting of the Pacific Southwest Center of Excellence in Vector-Borne Diseases held at UC Davis. The CDC established centers of excellence in different

quadrants of the county to address the need for experienced scientist and trained researchers in the field of vector control, surveillance, genetics, epidemiology, and effective insecticide development in order to prevent the spread of vector-borne diseases. The CDC provides \$25,000 grants to researchers associated with universities. At this annual meeting, researchers provided updates on their research and an overview of where that money needs go in the future.

**D. MVCAC Annual Conference, February 3-6, 2019 held in Burlingame, CA.**

At the new MVCAC Administrations and Policy Symposium, Operations Manager Jason Farned gave back-to-back presentations on *Organizational Efficiencies* and the District's *Texting and Direct Mail Program* for swimming pools was well received by agency members throughout the State.

**10. Department Reports**

**A. Operations**

Operations Manager Jason Farned reported that testing of the first of two new approved programs is underway and plans for next season are being developed. The new program will fundamentally change how the District responds to service requests and allocates personnel time to control activities.

**B. Surveillance**

Scientific Programs Manager Melissa Doyle reported mosquito activity is down during the winter months. Jackie Cordova has recently been added to the Surveillance team. Melissa reported she will be attending a CSDA General Leadership Summit.

**C. Communications**

Public Information Officer Levy Sun distributed 2019 *Landscaping Lightly* Calendars in which the District purchased advertising to educate homeowners. Planning and booking of Spring education and outreach events is filling up the department calendar very quickly. Mosquito Control Awareness Week is in April.

There will be a Public Information Committee meeting after the Board adjourns.

**11. Trustee Reports**

Trustee Shevlin informed the Board that she and District Manager Dever had the opportunity to meet with Kathryn Barger, Los Angeles County 5<sup>th</sup> District Supervisor. Trustee Shevlin reported that District Manager Dever provided information on vector control challenges resulting from the

implementation of Measure W backed MS4 permit compliance projects in the San Gabriel Valley.

District Manager Dever stated that because jurisdictions of the Supervisors cross over the five vector control agencies in Los Angeles, one voice from the newly formed *Southern California Regional Vector Control Political Action Committee* would allow us to speak with one voice about Measure W.

**12. New Business**

President Calaycay reported there would be a new policy defining Trustee attendance at future education events.

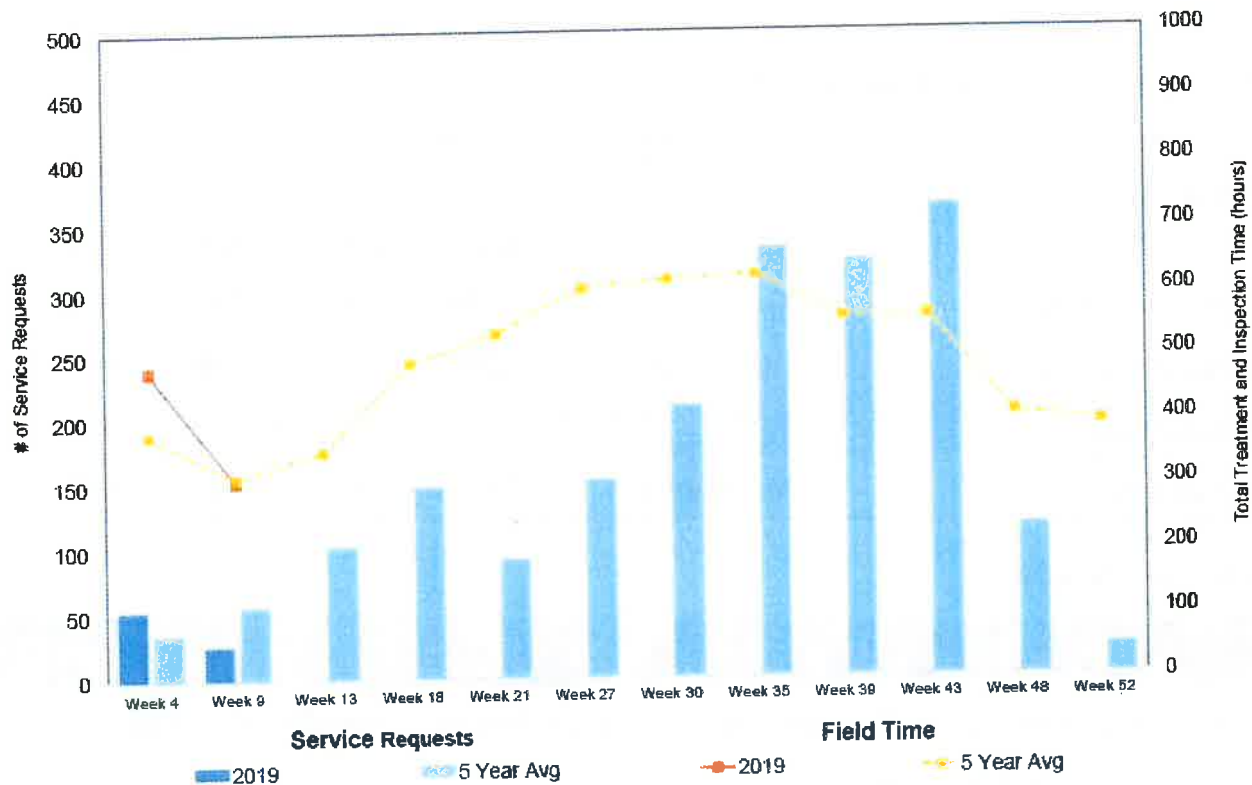
**13. Adjournment**

No motion. The meeting was adjourned at 8:10 am

# Operations Report

Week 4-8 2019

## Operations Workflow:



## Operations Summary:

Service requests and field time have dropped below the five-year average in recent weeks. The cold weather has stifled mosquito populations and is most likely the cause for a reduction in service demand. Field time has been dropped because of the above average rainfall that has prevented technicians from working in the field.

Annual aerial swimming pool surveillance has been scheduled for April 15, 2019, to identify unmaintained swimming pools. The District is currently working with the contractor Aerial Services, to refine the photo classification of pool conditions that are most conducive to mosquito development. Improving the classification process will allow operations staff to process the data faster once it is received.

Representatives from the San Mateo County Mosquito and Vector Control District visited the District to tour the facility and review some procedures in Operations. Additionally, they observed the Underground Program by shadowing the team during storm drain inspections in the city of El Monte.

**Chemical Usage:**

<b>Larvicides/Pupicides</b>			
<b>Method of Action</b>	<b>Target</b>	<b>Amount</b>	<b>Area Treated</b>
<b>Larvicide Oils (Surface Film)</b>			
Suffocation	Mosquitoes	1.17 gal.	10652 sq.ft.
<b>Insect Growth Regulators (IGR's)</b>			
Inhibits metamorphosis	Mosquitoes	14.43 lbs.	8717 sq.ft.
<b>Bacterials</b>			
Ingestion, toxicant	Mosquitoes	0.28 gal.	142560 sq.ft.
Ingestion, toxicant	Mosquitoes	20.90 lbs.	157926 sq.ft.
Ingestion, toxicant	Black flies	4.50 gal.	777.07 m <sup>3</sup>
<b>Biologicals</b>			
Mosquito fish	Mosquitoes	74 ea.	19587 sq.ft.

**Zone Specialists:**

<b>Zone</b>	<b>Specialist</b>	<b>Cities</b>
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 5 – 9**

The Surveillance Department continued preparations for the 2019 season. Gimena Ruedas led the planning of the trapping routes to incorporate both static and rotating trapping locations to provide optimal data for the operations and communications department.

Traps were placed in a variety of location types to provide surveillance for disease-carrying mosquitoes starting in week nine.

Jaqueline Cordova joined the Surveillance Department in the Limited Term Surveillance Technician position.

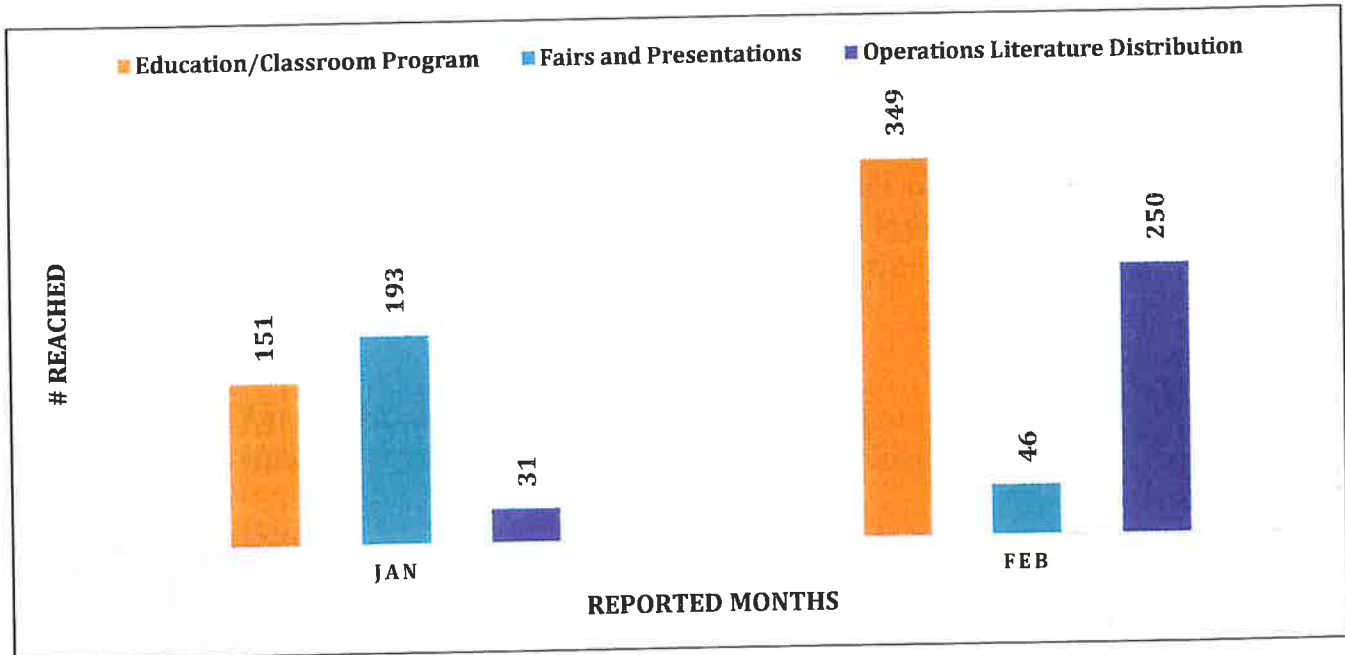
On February 19, 2019, Scientific Programs Manager Melissa Doyle presented a review of the surveillance data at the Arboviral Disease Taskforce meeting.

The Surveillance Department participated in two presentations at the 2019 Annual Meeting of the American Mosquito Control Association. Melissa Doyle presented “Strategic Trap Placement for West Nile Surveillance in the San Gabriel Valley”. Aviva Goldman presented “Bromeliads as habitat for *Aedes* mosquitoes in Southern California”.

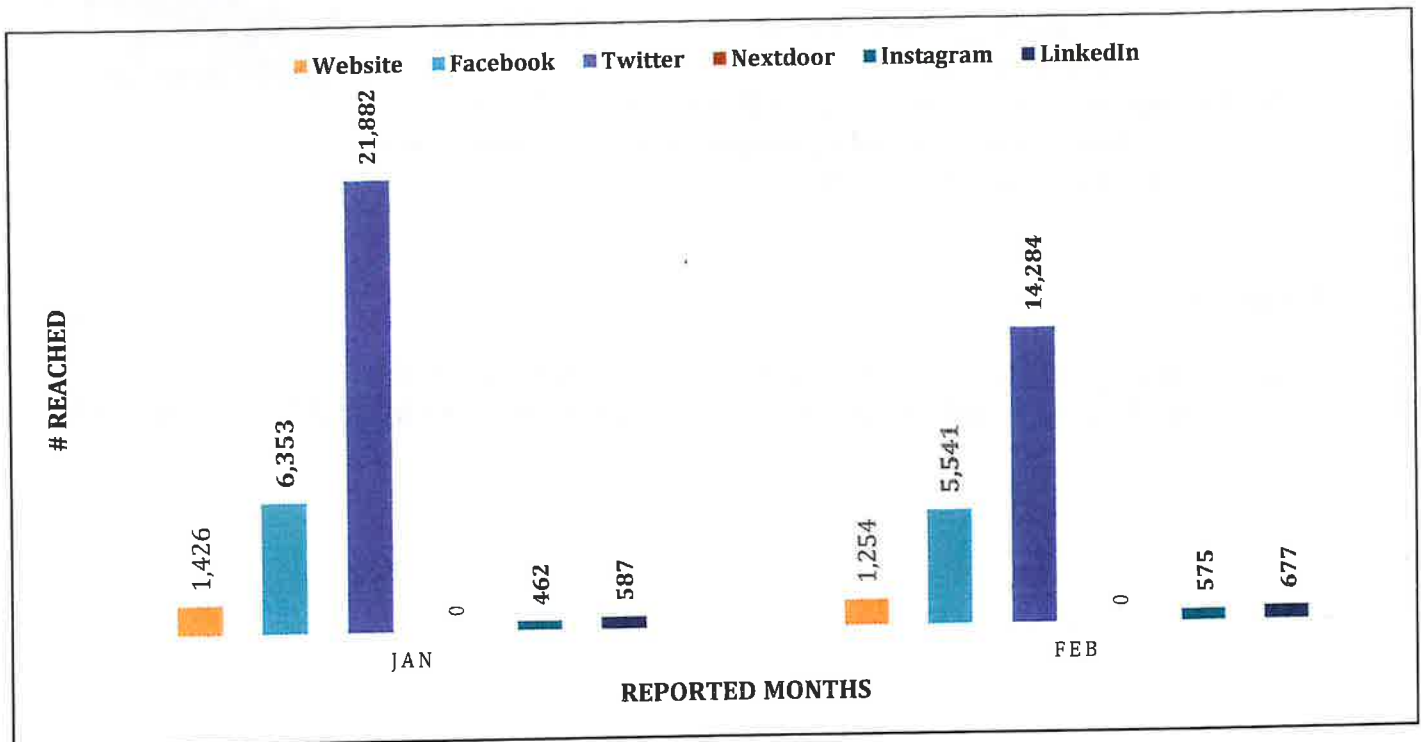
Renovations to enhance the safety of the District’s laboratory were completed during weeks 6 – 9.

**Communications Department**  
January 27, 2019 – February 23 | Disease Weeks 5-8

**Outreach Activities:**



**Digital Activities:**



## **Programmatic:**

### **EcoHealth Program:**

1. Started direct mail flyer campaign promoting EcoHealth program to schools
2. Career talk at St. Thomas Moore School in Alhambra
3. First Classroom program for Pasadena at Sequoyah High School, grade 12
4. Participated in strategic planning in cooperation with Greater Los Angeles County VCD on up-coming spring events
  - a. STEA2M Fair at Fairplex – 3/15-3/16
  - b. LA Environmental Education Fair at Arboretum – 3/30
  - c. Earth Day at Sanitation District – 4/13

### **General:**

- 1) Work with Operations to integrate Communications data into MapVision
- 2) Continued “Winter Wipeout” campaign to increase awareness about source reduction
- 3) Advertising
  - a. Continue digital advertising on FB and Google platforms
- 4) Content Marketing:
  - a. Flirting Week centered around our District mascot Ada Eez. Ada released a series of blog post educating people about actions they should take against mosquitoes.
- 5) Edit website to conform to 2019 Brown Act updates
  - a. Direct link to board agenda accessible on home page
- 6) Update database of contacts



## **Security:**

1. Finalize procedures to increase security of online accounts
  - a. Implemented two-factor authentication using a physical key and a digital key

**March 8, 2019**

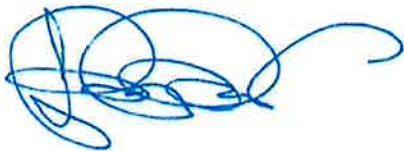
**HONORABLE PRESIDENT AND MEMBERS OF THE BOARD OF TRUSTEES,  
SAN GABRIEL VALLEY MOSQUITO & VECTOR CONTROL DISTRICT**

**SUBJECT: March 1, 2019 District Working Fund Balance**

March 1, 2019 balance:	\$2,221,815.54
February 1- February 28, 2019 expenditures:	\$259,348.43

<b>March 1, 2019 Working Fund Balance:</b>	<b>\$1,962,467.11</b>
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**Respectfully Submitted:**



**Jared Dever  
District Manager**

**Treasurer's Report-January 2019**  
**San Gabriel Valley Mosquito and Vector Control District**

The attached Treasurer's Report is for January 2019.

The Total of All Funds Balance is \$4,461,196.54

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 cursive script, reading "Barry A. Shuler", 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 7, FY 2018-2019 received on February 1, 2019**

**Item 4G**

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
<b>Local Agency Investment Fund (LAIF)</b>	2.14%	\$1,366,218.77	interest	\$8,255.78	LAIF Statement (Jan 2019)	\$1,374,474.55

Maturity Date: Perpetual  
Interest rate as of Jan 2019

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
<b>Los Angeles County Pool</b>	1.84%	\$2,339,197.19	interest Trust Warrant #680 Sec 10% Adv 2018-19 Pd	\$2,622.42 (\$233,633.01) \$458,007.44	ND 24 Per 7 ND 24 Per 7 ND 24 Per 7 ND 24 Per 7	\$2,566,194.04

Maturity Date: Perpetual  
Interest rate as of Jan 2019

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
<b>Citizens Bank Revolving Fund</b>	\$200,000.00	Deb Activity-Jan 2019 Sweep Trust Warrant #680 A. Brisco VCJPA reimburse GovDeals sales	(\$499,719.90) \$258,350.23 \$233,633.01 \$896.66 \$6,460.00 \$380.00	CB Statement January 2019	\$200,000.00

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
<b>Citizens Bank Sweep Account</b>	\$340,943.63	Deb Activity-Jan 2019 Deposit	(\$258,350.23) \$237,934.55	CB Statement January 2019	\$320,527.95

**Total Beginning  
Balance**

**\$4,246,359.59**

**Total End  
Balance**

**\$4,461,196.54**

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

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**Date:** March 8, 2019

**Item 5**

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

**Subject** Consider Amendments to Resolution 92-11, Personnel and  
Salary Resolution, Article XXIII, Travel and Per Diem

**Reference:** Attached

**Background**

On behalf of the District, the Board of Trustees have requested amendments to the process of selection and approval for travel.

The amended language to Resolution 92-11, Personnel and Salary Resolution, Article XXIII, Travel and Per Diem are attached.

**Manager's Recommendation**

Approve amendments to Resolution 92-11, Personnel and Salary Resolution, Article XXIII, Travel and Per Diem.

**Alternatives**

Do not approve amendments to Resolution 92-11, Personnel and Salary Resolution, Article XXIII, Travel and Per Diem.

**Fiscal Impact**

None

**Respectfully Submitted,**



**Jared Dever  
District Manager**

## ARTICLE XXIII

### TRAVEL AND PER DIEM

#### SECTION 1. Purpose

The District shall pay for expenses for authorized Trustees/Employees to attend approved conferences, seminars or meeting "events".

- A. The authorization for all Trustees/Employees shall be the approved budget for the event.
- B. The ~~Trustee~~/Employee may attend an event not specifically itemized in the approved budget providing the event will directly benefit the District, the event is approved by the Board of Trustees, and the cost of such event will not exceed the budgeted amount for travel.

#### SECTION 2. Procedure

- A. Selection of Attendees

~~1. The Board of Trustees shall appoint Trustees to attend conferences.~~

- 1. The District Manager shall appoint employees to attend conferences.
- 2. The Board President is responsible for approving Trustee attendance at all conferences, training, and non-conference meetings for which travel and incidental costs will be incurred.

##### Approved Events

The District will pay for expenses incurred by Trustees authorized to attend approved events. Approved events shall be those conferences, training and non-conference meetings included in the approved annual budget, and events not specifically itemized in the annual budget provided that the event will directly benefit the District and will not exceed the budgeted amount for travel, unless approved in advance by the Board of Trustees.

##### Advance Approval Required to Attend

Trustees desiring to attend conferences, training, and non-conference meetings for which travel and incidental costs will be incurred shall submit to the Board President no less than 30 days prior to the close of registration a brief written request expressing interest and how their attendance will benefit the District.

##### Exceptions

Board Officers and committee members of the Mosquito and Vector Control Association of California, the Vector Control Joint Powers Agency, and the California Special Districts Association are not required to submit a written request to attend the conferences of these organizations, nor obtain the approval of the Board President, as their attendance is required as a part of their respective position.

Nevertheless, conference registration for these events should be submitted no less than 30 days prior to the close of registration.

B. Transportation

Transportation to and from the approved event shall be paid by the District. The Trustee/Employee shall secure the most economical mode of transportation in keeping with availability, convenience, and propriety.

1. When air travel is appropriate, coach class shall be utilized.
2. When air travel is used, attendees shall use the most economical means of travel from the airport to the event. If the most economical means of travel available is a rental car, the District shall pay the cost of the rental car, insurance, and fuel for authorized travel. Additional days rental and fuel for personal travel shall be at the expense of the individual.
3. The minimum number of District vehicles shall be used within a 300 mile radius from the District Headquarters unless air travel is more cost efficient.
4. Every effort shall be made to use District vehicles. A private vehicle may be used with the District Manager's approval and shall be reimbursed in the amount authorized by the IRS for deduction if a District vehicle cannot be used. Use of personal vehicles shall comply with the provisions of Resolution 94-03, Resolution of the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District Adopting a Policy Regarding Use of Personal Vehicles for District Business.
5. The District Manager shall seek informal bids for the best possible air fare.
6. When spouses travel with Trustees or employees, it shall be at the expense of the Trustee/Employee. For insurance purposes, only Trustees and employees may travel in District vehicles. When the Trustee or employee must travel by air and the spouse is traveling with the Trustee/Employee, the District will provide travel arrangements for the spouse providing the Trustee/Employee pays for the cost of travel in advance.
7. Staff shall not earn overtime or be compensated while traveling to and from an out-of-town conference. Employees' regular work schedule may be adjusted for in-town conferences to avoid earning overtime or compensatory time. For the purpose of this Article, out-of-town conference shall mean attendance of a conference which requires over night accommodations and in-town conference shall mean attendance of a conference which does not require over night accommodations.

C. Lodging

The cost of accommodations shall be paid by the District.

1. The event must be outside a 60 mile radius from the District Headquarters in order to

get overnight accommodations.

2. Reasonable cost accommodations shall be used by the Trustee/Employee in keeping with availability, convenience, and propriety.
3. When appropriate, the District will pay for all lodging in advance. If the District is unable to pay for accommodations in advance, the District will either issue a warrant to the Trustee/Employee before departure to cover the cost of lodging or will reimburse the Trustee/Employee for the cost incurred within 10 days after returning from the event. All receipts must be submitted for reimbursement.

#### D. Registration

All registration fees for the event shall be paid by the District.

#### E. Per Diem

Trustees attending approved events shall receive \$55.00 per day and employees attending approved events shall receive \$40.00 per day to cover the following expenses while at the event.

1. Meals
2. Personal Travel (bus, gas, parking, etc.)
3. Gratuities (hotel, porter, restaurant, etc.)

#### F. Report of Expenditures

1. Within 10 days after returning from the event, the "Authorized Travel Expense Report" shall be completed, listing and totaling all actual business expenses, excluding meals, personal travel, and gratuities, with receipts for the event and reduced by any advances received. If the expenses are greater than the advances, any legitimate expenses will be reimbursed to the Trustee/Employee. If the expenses are less than the advances, the funds will be returned to the District to credit the travel account.
2. The form must be approved as follows:

Trustee/Employee  
Affected by Policy

Trustee

District Manager

Staff

Approving Party

Secretary of the Board or  
designee of Board President

Secretary of the Board or  
designee of Board President

District Manager

#### G. Conduct

While attending conferences, employees represent the image of the District and should dress and act appropriately. Inappropriate conduct may affect the employee's opportunity to attend future conferences.

## **ARTICLE XXIII**

### **TRAVEL AND PER DIEM**

#### **SECTION 1. Purpose**

The District shall pay for expenses for authorized Trustees/Employees to attend approved conferences, seminars or meeting "events".

- A. The authorization for all Trustees/Employees shall be the approved budget for the event.
- B. The Employee may attend an event not specifically itemized in the approved budget providing the event will directly benefit the District, the event is approved by the Board of Trustees, and the cost of such event will not exceed the budgeted amount for travel.

#### **SECTION 2. Procedure**

##### **A. Selection of Attendees**

- 1. The District Manager shall appoint employees to attend conferences.
- 2. The Board President is responsible for approving Trustee attendance at all conferences, training, and non-conference meetings for which travel and incidental costs will be incurred

##### **Approved Events**

The District will pay for expenses incurred by Trustees authorized to attend approved events. Approved events shall be those conferences, training and non-conference meetings included in the approved annual budget, and events not specifically itemized in the annual budget if the event will directly benefit the District and will not exceed the budgeted amount for travel, unless approved in advance by the Board of Trustees.

##### **Advance Approval Required to Attend**

Trustees desiring to attend conferences, training, and non-conference meetings for which travel and incidental costs will be incurred shall submit to the Board President no less than 30 days prior to the close of registration a brief written request expressing interest and how their attendance will benefit the District.

##### **Exceptions**

Board Officers and committee members of the Mosquito and Vector Control Association of California, the Vector Control Joint Powers Agency, and the California Special Districts Association are not required to submit a written request to attend the conferences of these organizations, nor obtain the approval of the Board President, as their attendance is required as a part of their respective position. Nevertheless, conference registration for these events should be submitted no less than 30 days prior to the close of registration

B. Transportation

Transportation to and from the approved event shall be paid by the District. The Trustee/Employee shall secure the most economical mode of transportation in keeping with availability, convenience, and propriety.

1. When air travel is appropriate, coach class shall be utilized.
2. When air travel is used, attendees shall use the most economical means of travel from the airport to the event. If the most economical means of travel available is a rental car, the District shall pay the cost of the rental car, insurance, and fuel for authorized travel. Additional day's rental and fuel for personal travel shall be at the expense of the individual.
3. The minimum number of District vehicles shall be used within a 300-mile radius from the District Headquarters unless air travel is more cost efficient.
4. Every effort shall be made to use District vehicles. A private vehicle may be used with the District Manager's approval and shall be reimbursed in the amount authorized by the IRS for deduction if a District vehicle cannot be used. Use of personal vehicles shall comply with the provisions of Resolution 94-03, Resolution of the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District Adopting a Policy Regarding Use of Personal Vehicles for District Business.
5. The District Manager shall seek informal bids for the best possible airfare.
6. When spouses travel with Trustees or employees, it shall be at the expense of the Trustee/Employee. For insurance purposes, only Trustees and employees may travel in District vehicles. When the Trustee or employee must travel by air and the spouse is traveling with the Trustee/Employee, the District will provide travel arrangements for the spouse providing the Trustee/Employee pay for the cost of travel in advance.
7. Staff shall not earn overtime or be compensated while traveling to and from an out-of-town conference. Employees' regular work schedule may be adjusted for in-town conferences to avoid earning overtime or compensatory time. For the purpose of this Article, out-of-town conference shall mean attendance of a conference that requires overnight accommodations and in-town conference shall mean attendance of a conference which does not require overnight accommodations.

C. Lodging

The District shall pay the cost of accommodations.

1. The event must be outside a 60-mile radius from the District Headquarters in order to get overnight accommodations.

2. Reasonable cost accommodations shall be used by the Trustee/Employee in keeping with availability, convenience, and propriety.
3. When appropriate, the District will pay for all lodging in advance. If the District is unable to pay for accommodations in advance, the District either will issue a warrant to the Trustee/Employee before departure to cover the cost of lodging or will reimburse the Trustee/Employee for the cost incurred within 10 days after returning from the event. All receipts must be submitted for reimbursement.

D. Registration

The District shall pay all registration fees for the event.

E. Per Diem

Trustees attending approved events shall receive \$55.00 per day and employees attending approved events shall receive \$40.00 per day to cover the following expenses while at the event.

1. Meals
2. Personal Travel (bus, gas, parking, etc.)
3. Gratuities (hotel, porter, restaurant, etc.)

F. Report of Expenditures

1. Within 10 days after returning from the event, the "Authorized Travel Expense Report" shall be completed, listing and totaling all actual business expenses, excluding meals, personal travel, and gratuities, with receipts for the event and reduced by any advances received. If the expenses are greater than the advances, any legitimate expenses will be reimbursed to the Trustee/Employee. If the expenses are less than the advances, the funds will be returned to the District to credit the travel account.
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G. Conduct

While attending conferences, employees represent the image of the District and should dress and act appropriately. Inappropriate conduct may affect the employee's opportunity to attend future conferences.

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

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**Date:** March 8, 2019 **Item 6**

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

**Subject** Consider Authorizing the Release of a Request for Proposal  
for Professional Accounting Services to Conduct the District's  
Annual Audit

**Background**

In accordance with accounting principles and legal standards, the District requests Board authorization to release a Request for Proposal (*RFP*) for professional accounting services. The last *RFP* for accounting services was conducted approximately two years ago in June of 2017. The *RFP* will be released for a minimum period of 30 days and advertised through all available notification methods.

**Manager's Recommendation**

Approve the release of the Request for Proposal for professional accounting services.

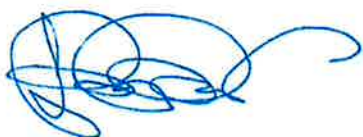
**Alternatives**

Do not authorize the release of the Request for Proposal for professional accounting services.

**Fiscal Impact**

The cost for professional accounting services are approved each year and have averaged approximately \$16,000 over the past two fiscal years. At the conclusion of the *RFP* period, submitted proposals will be presented to the Board of Trustees' Finance Committee for review.

**Respectfully Submitted,**



**Jared Dever  
District Manager**

March 8, 2019

Name  
Business Name  
Address  
City

To Whom It May Concern:

RE: Request for Independent Auditor Proposal for the Annual Audit of the San Gabriel Valley Mosquito & Vector Control District (SGVMVCD) for the Fiscal Year Ending June 30, 2019 and June 30, 2020 with an Option to Extend the Engagement.

The San Gabriel Valley Mosquito & Vector Control District requests your proposal to conduct the District's Audit for the Fiscal Year ending June 30, 2019 and June 30, 2020. At the discretion of the Board of Trustees, the engagement may be extended to include additional audit years. You may be invited to a meeting of the Finance Committee to present your qualifications dependent on the District's determination.

The audit is solely of this non-profit local governmental agency and must conform to all requisite accounting principles, and the selected auditor will also be obligated to file the audit with all other eligible Los Angeles County and State agencies.

The budgeted Financial Summary for Fiscal Year ending June 30, 2018 is as follows:

REVENUES:

Operating Contributions and Grants	\$	.00
Capital Contracts and Grants		.00
Assessments		3,965,614.00
Interest		49,745.00
Miscellaneous		<u>.00</u>
TOTAL REVENUES	\$	4,015,359.00

EXPENDITURES:

Public Health & Safety	\$	4,223,668.00
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RESERVES:	\$	2,239,381.00
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Additional information may be provided upon request. All prior year audits are located at the District Headquarters at 1145 North Azusa Canyon Road, West Covina, CA 91790.

Proposals must be submitted by 4:00 PM on Monday, April 1, 2019. Late proposals will not be accepted. Any proposal postmarked on or after the date specified will not be accepted. Electronically mailed or facsimile proposals will not be accepted. All bids must be delivered via U.S. Mail or by walk-in. All proposals should include detailed company information and background, at least two professional references, and the cost for audits (including out-of-pocket expenses) for the Fiscal Year ending June 30, 2019, and Fiscal Year ending June 30, 2020. This background and the balance of your proposal will be the basis upon which the staff will determine the staff's recommendation of the firm to assume this responsibility.

This is not a bid solicitation and the SGVMVCD is not obligated to accept any proposal or to negotiate with any proponent. The SGVMVCD reserves the right to reject any or all proposals without cause of liability, to request information beyond that specified in the *Request for Proposal* (RFP), to conduct contract negotiations with any contractor (whether or not it has submitted a proposal), to alter the selection process or criteria, and /or to decide whether or not to contract with any contractor. Nothing in this request for proposals shall be construed to obligate the SGVMVCD to negotiate or enter into a contract with any particular contractor. This request shall not be deemed to be an offer to contract. The SGVMVCD will not be responsible for any costs incurred by proponent in the preparation and submission of a proposal.

All responses must be clear and understandable and demonstrate a comprehensive knowledge of the required services and the appropriate means and methods of supplying them to the benefit and satisfaction of the SGVMVCD. The SGVMVCD retains the rights to all printed materials and reserves the privilege of accepting any one or more proposals or rejecting all submissions. If you require additional information, please contact me at (626) 814-9466 or by mail at 1145 North Azusa Canyon Road, West Covina, CA 91790 or at [district@sgvmosquito.org](mailto:district@sgvmosquito.org)

Respectfully,

Jared Dever  
District Manager

**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**  
**REPORT OF STAFF'S ATTENDANCE**  
**AT CONFERENCE/EVENT**

**Staff Name and Title:** Jason Farned, Operations Manager

**Name of Conference/Event:** MVCAC Annual Conference

**Date:** January 28-30, 2018

**Location:** Burlingame, California

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

The MVCAC Annual Conference, 2019 was a valuable experience. It gave me the opportunity to learn new information, share my own best practices, and network with colleagues and industry vendors from all over the state.

The conference packed two days of speaker sessions with symposiums raging in topics from mosquito biology and disease resistance to public policy and administration. Two of the presentations that I found very useful directly related to challenges we face in San Gabriel Valley. The first discussed the challenges of accessibility and treatment of storm-water infrastructure. The second summarized an efficacy evaluation of a new pesticide that may be able to maintain consistent control in some of our more volatile sources.

I gave two different presentations at this conference that both shared some of our own best practices. The presentations were well received and since the conference, I have spoken to several other districts that would like to emulate some of our programs.

I had an opportunity to have a face-to-face meeting with the team from Leading Edge who is building our new data management software. It was valuable to meet these people in person and discuss their progress and our future partnership. I also spoke to our pesticide vendors to collaborate training opportunities for our staff and met with the owner of Aerial Survey Services to plan our annual aerial surveillance fly-over to flag unmaintained swimming pools.

**Date:** 2/20/2019

**Signed:**



**Print Name:** Jason Farned

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

## **REPORT OF STAFF'S ATTENDANCE**

### **AT CONFERENCE/EVENT**

**Staff Name and Title:** Melissa Doyle, Scientific Program Manager

**Name of Conference/Event:** MVCAC Annual Conference

**Date:** February 3 – 6, 2019

**Location:** Burlingame, California

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

There were several presentations that provided information that will directly benefit the District and its ratepayers:

- Larval Behavior and Ecology
  - Presence of plants / weeds in larval habitats can decrease larval mosquito populations but does not decrease larval mosquito predators. This is potentially due to the aquatic plants providing additional harborage for the predators. An increase in larval mosquito populations was observed when herbicides were used to decrease the water hyacinths.
  - The diversity of microbes present in water decreases in relation to the number of mosquito larvae present.
- Adult Behavior and Ecology
  - Aerial spraying was effective in reducing WNV vector populations in Northern California. It is believed that populations immigrated from surrounding areas after the spraying events.
  - Synthetic sugar alcohols have low level toxicity effects on sugar feeding adult mosquitoes.
  - St. Louis encephalitis virus strains are most likely a new introduction from Argentina. There are multiple, independent routes of virus introductions. It appears that the Sierra Nevada Mountains are a natural barrier to keep SLE in the Central Valley.
  - Genetic analysis shows that the populations of invasive *Aedes* mosquitoes originate from different areas of the world. Some populations may have been introduced into California as residents affected by hurricanes in the south moved to California. Populations of *Aedes* mosquitoes that are adjacent to one another, for example in neighboring cities, are often independent introductions.

- Specificity for human hosts drives disease transmission. In anthropophilic mosquito species, skin odor elicits landing.
- Insecticides
  - Residual pyrethrins were not detected on rice grains grown near pyrethrin applications.
  - Resistance to pesticides in adult *Culex tarsalis* is complicated by their exposure to herbicides as larvae in agricultural areas.
- Tick Surveillance
  - Keeping vegetation trimmed in yards can reduce the number of ticks found in a yard. However, trailside mowing was not effective in reducing tick populations found on trails. No correlation of grass heights was observed in captures of ticks. Acaricides applied to vegetation was effective for about 7 weeks.

Date: March 1, 2019

Signed: \_\_\_\_\_



Print Name: Melissa Doyle