

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

Board of Trustees Meeting

February 10, 2017

7:00 AM

Agenda

1. Call to Order

Note: The public is requested to address an Agenda Item when the Board considers it.

2. Pledge of Allegiance and Silent Roll Call

3. Opportunity for Public Comment on Non-Agenda Items

The public is requested to provide a name/address and limit comment (s) to 5 minutes.

4. Consent Calendar

All items in the Consent Calendar are routine and may be enacted by one motion unless a request is made to remove and consider it (them) as a separate action.

A. List of Claims for January 2016*

B. Budget Status Report for January 2016*

C. Minutes of Board of Trustees' Meeting January 2016*

D. Surveillance Report*

E. Operations Report*

F. Education Program*

G. December 2016 Monthly Treasurer's Report / District Working Balance Report for February 2017*

5. Consider Changes to Resolution 92-11, Personnel and Salary, Article IV, Harassment, Discrimination, and Retaliation as requested by the Board* (Continued)

(District Manager) (Action Required) (Approve/Disapprove)

6. Consider Adjustments to the FY 2016-2017 Budget* (Continued)

(District Manager) (Action Required) (Approve/Disapprove)

7. Board Committee Vacancies

(Board President)

8. District Administration

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

A. District Manager Candidate Recruitment Activities

B. Annexation Update (LAFCO)

C. Form 700

10. Disease Surveillance

(Scientific Program Manager) (Verbal Report) (No Action Required)

11. Trustee Reports

(Verbal Report) (No Action Required)

12. New Business

Opportunity for Trustees to request future agenda items
(Verbal)

13 Adjournment

**The Abatement Hearing Committee will meet immediately after the Board
Adjourns**

Jamie Bissner, Chairperson
Richard Barakat
Corey Calaycay
Margaret Finlay

Henry M. Morgan
Charles Myers (Alternate)
Cynthia Sternquist (Alternate)

CERTIFICATE OF POSTING

I, Esther Elliott, Clerk of the Board of the San Gabriel Valley Mosquito and Vector Control District, certify under penalty of perjury and the laws of the State of California that this agenda was posted pursuant to the Government Code commencing with Section 54950 this February 3, 2017, more than 72 hours prior to the meeting and is available on the District's website: www.sgvmosquito.org.

The public may view and inspect supporting documents for each item on this agenda (except confidential information allowed by State law) in the front lobby of the District's Administration Building. For further information regarding agenda items, please contact us at (626) 814-9466 or via email at district@sgvmosquito.org.

If you need special assistance to participate in this meeting please contact us 48 hours prior to the meeting so staff can make reasonable arrangements (28 CFR 34, 102, 104 ADA TITLE II).



Esther Elliott
Clerk of the Board, San Gabriel Valley MVCD

**San Gabriel Valley
Mosquito and Vector Control District List of Claims January 2017**

Payroll Account	Description	Amount
6210	Salaries, Operations Manager	\$3,040.96
6210	Salaries, District Manager	\$2,299.48
6210	Salaries, Office Manager	\$1,860.46
6210	Salaries, Sci Program Manager	\$2,979.20
6210	Salaries, PIO	\$1,275.75
6212	Salaries, Admin Assistant	\$2,018.36
6212	Salaries, Exec Asst /Clerk of the Board	\$1,197.37
6212	Salaries, Vector Control Specialist II	\$1,077.60
6212	Salaries, Vector Control Specialist I	\$838.08
6212	Salaries, Vector Control Specialist II	\$1,257.12
6212	Salaries, Vector Control Specialist I	\$1,075.20
6212	Salaries, Vector Control Specialist I	\$942.88
6212	Salaries, Vector Control Specialist I	\$1,650.04
6212	Salaries, Vector Control Specialist II	\$1,375.03
6212	Salaries, Vector Control Specialist II	\$1,468.43
6212	Salaries, Mechanic	\$1,328.32
6212	Salaries, Vector Control Specialist I	\$737.21
6212	Salaries, Ops Asst	\$2,408.96
6212	Salaries, Ops Coordinator	\$0.00
6212	Salaries, Bldg & Grounds Maint	\$1,001.60
6212	Salaries, Vector Control Specialist I	\$1,053.77
6212	Salaries, Ed Specialist	\$1,563.92
6212	Salaries, Sr Vector Ecologist	\$475.58
6212	Salaries, Asst Vector Ecologist	\$1,299.04
6212	Salaries, Vector Ecologist	\$1,471.32
6212	Salaries, Asst Vector Ecologist	\$886.38
6212	Salaries, Data Analyst	\$773.92
6230	Part-time Salaries, Ex Help VC Tech	\$773.92
6230	Part-time Salaries, Ex Help VC Tech	\$860.08
6230	Part-time Salaries, Ex Help VC Tech	\$773.92
6230	Part-time Salaries, Ex Help VC Tech	\$737.28
6230	Part-time Salaries, Ex Help VC Tech	\$491.47
6230	Part-time Salaries, Ex Help VC Tech	\$0.00
6051	Bilingual compensation	\$500.00
6051	Car allowance, Manager	\$300.00
6070	Car allowance, Sci Prog Mgr	\$3,924.42
6219	Employee Cash-out	\$26,881.38
6219	Salaries, Holiday	

San Gabriel Valley Mosquito and Vector Control District List of Claims January 2017

6220	Salaries, Sick Pay	\$2,220.63
6218	Salaries, Vacation	\$8,026.42
6216	Salaries, Overtime	\$0.00
6140	Employer Medicare	\$1,165.62
6240	Employer Social Security	\$101.31
	Big Fish Payroll	\$137.50
	for Nov 12-Nov 25 2016	
	Total Payroll January 12, 2017	\$84,249.93

Accounts Payable Check#	Payee	Description	Amount
6070	Aflac	Supplemental Insurance Premiums	\$522.50
6070	Allied Administrators	Dental insurance premiums	\$2,049.45
2110	CA State Disbursement	Child Support for payroll 10/20	-----
20947	CALPERS	Annual Unfunded Accrued Liability	\$6,115.46
-----	Nationwide Retirement	Employee liability (11/21/16 EFT \$-01)	-----
6200	PERS	Employer contribution	\$6,209.35
6030	Abraham Cruz	Trustee Reimbursement (2 months, check 14227	\$200.00
6040	Aramark	Mats Towels Lockers	\$374.50
6302		Sanditizer services	\$85.60
6332		Uniform Services	\$1,147.20
6040	Athens	Refuse Disposal	\$183.13
6343	Azusa Light and Water	Meter # 99172930, Meter # 11	\$104.87
6300	Cal Chamber	HR ed material	\$398.38
6262	Chevron	Gasoline	\$1,810.80
6040	Contractors Carpet Center	Deposit for floor in new rooms	\$4,626.14
6340	Edison	Electricity	\$1,510.78
6007	Enterprise Fleet Management	Vehicle Leases	\$6,115.51
6040	J&J Janitorial Services	Janitorial Services	\$1,247.00
6250	Praxair	Dry Ice	\$32.70
6290	San Gabriel Valley Newspaper Group	Advertising-Rose Magazine/SGV Tribune/Digital	\$6,295.00
6234	Steven Gallegos	Tuition Reimbursement	\$138.00
6315	Telepacific Communications	Monthly Internet	\$899.00
6320	Telepacific Communications	Office Phones	\$918.88
6341	The Gas Co	Meter # 1031904, Meter# 13608951	\$378.26
6185	TotalFunds by Hasler	Trans Date 12/9/2016	\$500.00
6010	US Bank-Alba	Stater Bros. Gift Cards	\$800.00
6270	US Bank-Deacon	Amazon -Office Supplies	\$489.59
6270		Office Depot - Office Supplies	\$470.47
6270		Franklin Planner - Office Supplies	\$885.64
6185	US Bank-Elliott	USPS-Postage	\$35.81
6010		Staffer Awards, trustee plaques	\$418.34
6030		Board Meeting Refreshments	\$328.06
6270		Christmas Decorations	\$500.48
6290	US Bank-Farned	Google-ad fee	\$129.72

**San Gabriel Valley
Mosquito and Vector Control District List of Claims January 2017**

14295	6290	Facebook - Ad fee	\$180.00
14295	6290	Network Solutions-web hosting	\$5.98
14295	6290	Amazon - supplies	\$123.95
14295	6290	Lynda.com subscription	\$34.99
14295	6290	Constant Contact-subscription	\$40.00
14295	6290	Adobe Creative Cloud-subscription	\$49.99
14295	6290	Sitelock - webpage security	\$79.99
14295	6036	Supper Shuttle, MVCAC planning meeting	\$30.68
14295	6036	Hyatt Jofel, MVCAC planning meeting	\$323.20
14295	6036	Parking Burbank Airport	\$42.00
14295	6232	Frontier Precision Inc. Mobile GIS Annual SUP	\$1,462.50
14295	6232	Code 42 Software Inc. backup solution	\$19.98
14295	6030	Costco - Supplies	\$13.98
14295	6185	Specimen Shipping	\$10.13
14295	6232	Car rental, Polymerase Chain Reaction Training	\$115.97
14295	6232	Hosted meal, approval W.Wekeesa	\$42.10
14295	6270	Costco - Supplies	\$24.90
14295	6030	Costco - Supplies	\$83.88
14295	6040	Barneys Key Service - lock repair	\$17.50
14295	6044	Home Depot - Trash Bags	\$48.96
14295	6170	Vending machine supplies	\$153.42
14295	6260	Interstate Battery, truck batteries	\$124.56
14295	6260	Alex Romo Auto, Smog certs	\$449.45
14295	6260	Greens Auto Tech, Truck # 41-06	\$205.37
14295	6260	Southwest Commercial Products	\$56.11
14295	6260	Il*Identifix, Inc-Monthly subscriptions	\$159.00
14295	6260	Arrow Pipe & Steel	\$106.31
14295	6260	IATN.Net-Individual membership	\$19.00
14295	6270	O'Reilly Auto, Jcase fuse	\$5.11
14295	6280	Costco - Supplies	\$193.02
14295	6280	Costco - Supplies	\$62.42
14295	6036	Frontier Precision Inc. Mobile GIS Annual SUP	\$1,462.50
14295	6185	USPS - Postage	\$68.70
14295	6250	Adapco, Test Kits	\$2,098.26
14295	6280	Petco, Fish food	\$32.68
14295	6280	Forestry Suppliers, rubber boots, Redi-rite	\$497.80
14295	6283	Adapco, pesticides	\$7,504.84
14295	6040	Home Depot-bldg maint supplies,	\$179.67
14295	6250	Fisher Scientific, supplies	\$156.84
		Total Accounts Payable January 12, 2017	\$62,206.36

**San Gabriel Valley
Mosquito and Vector Control District List of Claims January 2017**

Payroll Account	Description	Amount
6210	Salaries, Operations Manager	\$4,344.22
6210	Salaries, District Manager	\$5,425.33
6210	Salaries, Office Manager	\$3,348.84
6210	Salaries, Sci Program Manager	\$3,830.40
6210	Salaries, PIO	\$3,189.37
6212	Salaries, Admin Assistant	\$2,883.37
6212	Salaries, Exec Asst /Clerk of the Board	\$2,535.61
6212	Salaries, Vector Control Specialist II	\$2,694.01
6212	Salaries, Vector Control Specialist II	\$2,095.20
6212	Salaries, Vector Control Specialist II	\$2,095.20
6212	Salaries, Vector Control Specialist I	\$1,691.20
6212	Salaries, Vector Control Specialist I	\$2,357.20
6212	Salaries, Vector Control Specialist II	\$2,371.93
6212	Salaries, Vector Control Specialist II	\$2,750.06
6212	Salaries, Mechanic	\$2,819.38
6212	Salaries, Vector Control Specialist I	\$1,897.60
6212	Salaries, Ops Asst	\$1,105.81
6212	Salaries, Ops Coordinator	\$3,638.88
6212	Salaries, Ops Coordinator	
6212	Salaries, Bldg & Grounds Maint	
6212	Salaries, Vector Control Specialist I	\$1,702.72
6212	Salaries, Ed Specialist	\$2,973.13
6212	Salaries, Sr Vector Ecologist	\$3,078.96
6212	Salaries, Asst Vector Ecologist	\$2,489.08
6212	Salaries, Vector Ecologist	\$3,004.02
6212	Salaries, Asst Vector Ecologist	\$3,940.00
6212	Salaries, Data Analyst	\$1,477.30
6230	Part-time Salaries, Ex Help VC Tech	\$995.04
6230	Part-time Salaries, Ex Help VC Tech	\$1,105.60
6230	Part-time Salaries, Ex Help VC Tech	\$1,228.68
6230	Part-time Salaries, Ex Help VC Tech	\$1,105.60
6230	Part-time Salaries, Ex Help VC Tech	\$1,105.92
6230	Part-time Salaries, Ex Help VC Tech	\$614.34
6230	Part-time Salaries, Ex Help VC Tech	\$400.00
6051	Bilingual compensation	
6051	Car allowance, Manager	
6070	Car allowance, Sci Prog Mgr	
6219	Employee Cash-out	\$3,576.54
6220	Salaries, Holiday	\$1,291.91
6218	Salaries, Sick Pay	\$2,103.32
6216	Salaries, Vacation	\$771.85
6140	Salaries, Overtime	\$0.00
6240	Employer Medicare	\$1,194.51
	Employer Social Security	\$137.12
	Big Fish Payroll	\$0.00
	Total Payroll January 26, 2017	\$85,369.25

**San Gabriel Valley
Mosquito and Vector Control District List of Claims January 2017**

Accounts Payable Check#	January 26, 2017	Payee	Description	Amount
EFT	6070	CalPERS	Medical insurance premiums	\$6,941.25
EFT	6072		Retired EE- Kennedy	\$128.00
EFT	2110	CA State Disbursement Nationwide Retirement	Child Support for payroll 10/20	-----
EFT			Employee liability	\$0.00
EFT	6200	PERS	Employer Contribution	\$6,138.86
14296	6070	American Fidelity Assurance	Premiums, life insurance	\$2,603.29
14297	6030	Andre Quintero	Trustee reimbursement	\$100.00
14298	6030	Becky Shevlin	Trustee reimbursement	\$100.00
14299	6030	Bill Alarcon	Trustee reimbursement	\$100.00
14300	6290	Tsu Chi Foundation	Outreach	\$3,200.00
14301	6073	Canon Financial Services	Canon graphics equipment & accessories	\$1,650.56
14301	6290		Document printing	\$1,059.25
14302	6030	Charles Myers	Trustee reimbursement	\$100.00
14303	6075	City of West Covina	Lighting assessment	\$207.86
14304	6290	Copies & Ink	Copies	\$1,792.93
14305	6030	Corey Calaycay	Trustee reimbursement	\$100.00
14306	6030	Cynthia Sternquist	Trustee reimbursement	\$100.00
14307	6030	Dan Holloway	Trustee reimbursement	\$100.00
14308	6320	Dimension Data	Network maintenance agreement	\$4,012.89
14309	6030	Emmett Badar	Trustee reimbursement	\$100.00
14310	6070	Flex Account Administration	Flex Premiums	\$820.79
14311	6232	Gimena Ruedas	Per diem AMCA ann mtg	\$120.00
14312	6030	Harold Bissner III	Trustee reimbursement	\$100.00
14313	6030	Henry Morgan	Trustee reimbursement	\$100.00
14313	6232		Board secretary compensation	\$49.50
14314	6232	Jason Farned	Per diem MVCAC leg day	\$40.00
14315	6030	John Capoccia	Trustee reimbursement	\$100.00
14316	6030	Joseph Leon	Trustee reimbursement	\$100.00
14317	6030	Joe Rocha	Trustee reimbursement	\$100.00
14318	6232	J Wakoli Wekesa	Per diem MVCAC leg day	\$40.00
14319	6030	Juli Costanzo	Trustee reimbursement	\$100.00
14320	6232	Kenn Fujioka	Per diem MVCAC leg day	\$80.00
14321	6232	Kim Nelson	Per diem AMCA ann mtg	\$120.00
14322	6185	Mail Finance	Postage meter	\$269.09
14323	6232	Marc Mitchell	Per diem AMCA ann mtg	\$120.00

**San Gabriel Valley
Mosquito and Vector Control District List of Claims January 2017**

14324	6030	Margaret Finlay	Trustee reimbursement	\$200.00
14325	6232	Marfa Tanaka	Per diem AMCA ann mtg	\$120.00
14326	6070	Medical Eye Services	Vision premiums	\$259.24
14327	6030	Mike Spence	Trustee reimbursement	\$100.00
14328	6040	Nico Wilson	Lighting in admin bldg	\$18,729.00
14329	6250	Public Health Foundation	WNv testing	\$2,196.00
14330	6080	RGS	District manager search	\$300.00
14331	6030	Richard Barakat	Trustee reimbursement	\$100.00
14332	6072	Robert Kennedy	Reimbursement-Medical premiums-Retired EE	\$172.48
14333	6030	Robert Neher	Trustee reimbursement	\$100.00
14334	6030	Roger Chandler	Trustee reimbursement	\$100.00
14335	6232	Rose Alba	Per diem AMCA ann mtg	\$160.00
14336	6232	Sam McKeever	Per diem AMCA ann mtg	\$120.00
14337	6270	Staples Credit	Office supplies	\$1,232.15
14338	6030	Stephen Sham	Trustee reimbursement	\$100.00
14339	6250	Thermal Combustion Innovators	Medical waste pickup	\$91.88
14340	6030	Tim Sandoval	Trustee reimbursement	\$100.00
14341	6312	Verizon Wireless	Monthly, District field phones	\$1,732.21
14342	6250	Western Weather Group	Weather station qtr fee	\$165.00
14343	6232	J Wakoli Wekesa	Per diem AMCA ann mtg	\$120.00
14344	6232	Kenn Fujioka	Per diem AMCA ann mtg	\$160.00
		Total Accounts Payable January 26, 2017		\$57,152.23

Petty Cash	January 2017	Payee	Description	Amount
Check	Account			
2470	6170	Petty Cash	Replenish petty cash	\$250.00
		Total Petty Cash		\$250.00
		Total Accounts Payable		\$169,619.18
		TOTAL LIABILITIES		\$119,358.59
		Trust Warrant 660		\$289,227.77

Comparative YTD Actual to Full Year Budget
Current Period 59% of Year Completed
January 31, 2017

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized
PERSONNEL EXPENSES					
Salaries, Exempt	31,644.01	267,491.44	545,604.00	278,112.56	49.03
Salaries - Non Exempt	74,926.87	635,160.05	1,209,138.00	573,977.95	52.53
Salaries - Overtime	0.00	0.00	1,500.00	1,500.00	0.00
Salaries - Vacation	8,798.27	59,275.99	70,000.00	10,724.01	84.68
Salaries-Holiday	28,173.29	77,201.00	69,400.00	(7,801.00)	111.24
Salaries, Sick Pay	4,323.95	40,170.25	52,000.00	11,829.75	77.25
Salaries, Part-time - XH	10,715.77	152,330.43	178,000.00	25,669.57	85.58
Management Car Allowance	800.00	5,600.00	9,600.00	4,000.00	58.33
Cafeteria Benefit	20,697.48	153,461.68	260,000.00	106,538.32	59.02
Hlth Benefits, Ret Emps	300.48	2,384.34	5,520.00	3,135.66	43.19
Medicare	1,308.54	17,432.96	32,500.00	15,067.04	53.64
Retirement - Employer	18,463.67	131,685.83	252,000.00	120,314.17	52.26
Social Security	1,290.02	7,502.76	7,766.00	263.24	96.61
Post Retirement Benefits	0.00	0.00	50,000.00	50,000.00	0.00
TOTAL PERSONNEL EXPENSES	201,442.35	1,549,696.73	2,743,028.00	1,193,331.27	56.50
OPERATING EXPENSES					
Awards	1,218.34	1,760.38	1,500.00	(260.38)	117.36
Bank Charges	837.71	1,909.41	9,800.00	7,890.59	19.48
Board expenses	2,875.42	15,968.42	29,200.00	13,231.58	54.69
Computer Hardware	0.00	8,070.23	25,000.00	16,929.77	32.28
Computer Software	2,944.98	11,417.70	11,000.00	(417.70)	103.80
Building maintenance	25,356.94	55,781.72	39,500.00	(16,281.72)	141.22
Maintenance, equipment	0.00	5,520.00	8,900.00	3,380.00	62.02
Maintenance, grounds	48.96	438.99	4,000.00	3,561.01	10.97
Computers ,Maintenance	0.00	18,365.00	35,000.00	16,635.00	52.47
Lease Equipment	1,650.56	27,475.44	26,000.00	(1,475.44)	105.67
Fees & Assessments	207.86	3,940.33	3,800.00	(140.33)	103.69
Hiring expenses	300.00	3,044.95	5,000.00	1,955.05	60.90
VCJPA General Fund	0.00	9,848.00	9,137.00	(711.00)	107.78
Insurance, liability	0.00	33,787.00	55,863.00	22,076.00	60.48
Workers Comp Insurance	0.00	94,186.00	96,081.00	1,895.00	98.03
Other Insurance	0.00	735.48	2,000.00	1,264.52	36.77

vacation/holiday
holiday season
seasonal sick pay
seasonals

Plaques and service pins
US Bank rebate
service renewals
Cabling & roof repairs/LED lights
Annual telephone system lease
LAFCO fees
Seasonals
one time fee
Reimbursement of premiums

Comparative YTD Actual to Full Year Budget
Current Period 59% of Year Completed
January 31, 2017

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized
Insurance, property	0.00	9,528.00	9,791.00	263.00	97.31 one time fee
Insurance, unemployment	9,413.09	3,935.91	25,000.00	21,064.09	15.74
Legal	0.00	9,468.50	12,000.00	2,531.50	78.90 District business
Memberships	0.00	16,026.00	20,000.00	3,974.00	80.13 MVCAC dues
Miscellaneous expenses	153.42	1,529.26	3,000.00	1,470.74	50.98
Postage	883.73	3,674.01	3,500.00	(174.01)	104.97 replenished postage machine
Prof. Services, Auditor	0.00	13,382.50	16,000.00	2,617.50	83.64 One time fee
Professional Services	0.00	21,453.50	40,000.00	18,546.50	53.63
Research	0.00	0.00	8,000.00	8,000.00	0.00
Seminars and meetings	1,753.95	11,064.67	40,000.00	28,935.33	27.66
Tuition Reimbursement	138.00	4,314.50	8,000.00	3,685.50	53.93
Supplies, laboratory	4,740.68	90,387.35	50,000.00	(40,387.35)	180.77 PCR equipment/ grant monies
Supplies, mechanical	1,124.91	11,698.09	30,000.00	18,301.91	38.99
Supplies, gasoline	1,810.80	22,864.59	55,000.00	32,135.41	41.57
Supplies, office	3,796.25	9,471.06	18,000.00	8,528.94	52.62
Supplies, operations	592.90	3,940.13	18,000.00	14,059.87	21.89
Supplies, pesticides	7,504.84	14,392.17	50,000.00	35,607.83	28.78
Supplies, public informat	9,844.30	41,013.62	35,000.00	(6,013.62)	117.18 publications/grant monies
Supplies, reference	398.38	1,078.94	2,000.00	921.06	53.95
Supplies, safety	85.60	8,479.39	10,000.00	1,520.61	84.79 Safety boots and equipment
Surveillance, Aerial	0.00	0.00	15,000.00	15,000.00	0.00
Tax Collection	0.00	11,480.06	100,000.00	88,519.94	11.48
Communications, field	1,732.21	12,149.23	26,000.00	13,850.77	46.73
Telephone, Internet	899.00	6,293.00	12,000.00	5,707.00	52.44
Telephone , Office	4,931.77	13,439.82	13,000.00	(439.82)	103.38 New telephone equipment
Training , CEU's	0.00	3,535.00	5,000.00	1,465.00	70.70 certification renewals
Uniforms and clothing	1,147.20	10,898.49	16,500.00	5,601.51	66.05 additional employees
Utilities, Electric	1,510.78	21,822.22	39,000.00	17,177.78	55.95
Utilities, Natural Gas	378.26	1,375.96	3,200.00	1,824.04	43.00
Utilities, Water	104.87	795.78	2,200.00	1,404.22	36.17
Automobile Lease	6,115.51	34,439.39	63,000.00	28,560.61	54.67
TOTAL OPERATING EXPENSES	94,501.22	706,180.19	1,109,972.00	403,791.81	63.62
TOTAL EXPENSES	295,943.57	2,255,876.92	3,853,000.00	1,597,123.08	58.55

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 59% of Year Completed
January 31, 2017

	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
TOTAL RESERVES	0.00	0.00	2,039,123.00	2,039,123.00	0.00

**San Gabriel Valley Mosquito & Vector Control District
Board of Trustees Meeting
January 13, 2017
7:00 AM**

Minutes

Trustees Attending

- 1 Stephen Sham (Alhambra)
- 2 Joseph Rocha (Azusa)
- 3 Roger Chandler (Arcadia)
- 4 Rick Barakat (Bradbury)
- 5 Henry Morgan (Covina)
- 6 Corey Calaycay (Claremont)
- 7 Harold Bissner (Co. of LA)
- 8 Margaret Finlay (Duarte)
- 9 Andre Quintero (El Monte)
- 10 Charles Myers (Glendora)
- 11 Dan Holloway (La Puente)
- 12 Robert Neher (La Verne)
- 13 Becky Shevlin (Monrovia)
- 14 Joseph Leon (Monterey Park)
- 15 Tim Sandoval (Pomona)
- 16 Bill Alarcon (Rosemead)
- 17 Emmett Badar (San Dimas)
- 18 Juli Costanzo (San Gabriel)
- 19 John Capoccia (Sierra Madre)
- 20 Cynthia Sternquist (Temple City)
- 21 Mike Spence (West Covina)

Trustees Absent

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

Staff Attending

- Kenn Fujioka
- Rose Alba
- Jason Farned
- Esther Elliott
- Carol Anne Hagele
- Ramona Deacon
- Marta Tanaka
- Kim Nelson

Guest

- Mike Jenkins, Counsel
- Geoffrey Sheldon, Attorney

1. Call to Order

Board President Jamie Bissner called the meeting to order at 7:02 A.M.

2. Pledge of Allegiance and Silent Roll Call

District Counsel Mike Jenkins led the Pledge of Allegiance.

3. Reappointed Trustees

President Bissner welcomed back reappointed Trustees whose term ended December 31, 2016.

**Joe Rocha
Margaret Finlay
Manuel Garcia
Mary Su**

**City of Azusa
City of Duarte
City of Irwindale
City of Walnut**

4. Welcome New Trustees

President Bissner welcomed new Trustees.

Tim Sandoval
Emmett Badar
John Capoccia

City of Pomona
City of San Dimas
City of Sierra Madre

5. Presentation of Trustee Service Pins

President Bissner announced recipients of service pins beginning with 5-year pins and ending with special congratulations to Trustee Morgan for 25 years of service on the Board of Trustees.

Henry Morgan, City of Covina	25 years
Bill Alarcon, City of Rosemead	5 years
Jamie Bissner, Co. of Los Angeles	5 years
Corey Calaycay, City of Claremont	5 years

6. Opportunity for Public Comment on Non-Agenda Items

None

7. The Board met in Closed Session: Anticipation of Litigation: Government Code section 54956.9(d)(2) and (e)(5)

At 7:06 AM the closed session led by District Counsel began.

At 8:19 A.M. the Board of Trustees' meeting reconvened.
No action was reported.

8. Consent Calendar

At 8:10 21 AM a motion by Trustee Neher to approve the Consent Calendar as submitted was seconded and unanimously approved.

- A. List of Claims for December 2016**
- B. Budget Status Report for December 2016**
- C. Minutes of Board of Trustees' Meeting December 2016**
- D. Surveillance Report**
- E. Operations Report**
- F. Education Program**
- G. November 2016 Monthly Treasurer's Report / District Working Balance Report for January 2017**

At 8:23 AM a motion by Trustee Chandler to continue the Agenda beginning with Item 9at the February 10, 2017 Board of Trustees' meeting was seconded by Trustee Barakat and unanimously approved.

9. **Consider Changes to Resolution 92-11, Personnel and Salary, Article IV, Harassment, Discrimination, and Retaliation as requested by the Board***
(District Manager) (Action Required) (Approve/Disapprove)
10. **Consider Adjustments to the FY 2015-2016 Budget***
(District Manager) (Action Required) (Approve/Disapprove)
11. **District Administration**
(District Manager) (Verbal Report) (No Action Required)
 - A. **District Manager Candidate Recruitment Activities**
 - B. **Annexation Update (LAFCO)**
12. **Disease Surveillance**
(Scientific Program Manager) (Verbal Report) (No Action Required)
13. **Trustee Reports**
(Verbal Report) (No Action Required)
14. **New Business**
Opportunity for Trustees to request future agenda items
(Verbal)
15. **Adjournment**
A motion by Trustee Sham to adjourn the meeting was seconded and unanimously approved.

The meeting was adjourned at 8:24 AM.

Surveillance Activities during January 2017

I. Mosquito Collections and Mosquito Pools for Arbovirus Surveillance

Location	Mean mosquitoes per trap	
	CO ₂	Gravid
Durfee /Kerwood undergrounds – El Monte	0.33*	n/a

* Mosquito pool(s) tested

No mosquito pools tested positive for WNV within the California in January.

II. Dead Birds

No dead birds have been collected in the District or elsewhere in California in January.

III. Sentinel Chicken Sera

The flocks for the 2017 surveillance year will be distributed March 31.

IV. Human Illness

No human infections with West Nile virus were reported in January in California.

V. Mean Maximum-Minimum Temperatures (degrees Fahrenheit)

	LA Civic Ctr max/min T°	Burbank max/min T°	Pasadena max/min T°	San Gabriel max/min T°	Ontario max/min T°	District max/min T°
Jan 2017	64.8/49.1	62.2/45.4	63.1/47.3	63.2/46.5	61.2/44.2	66.0/45.7
Jan 2016	65.8/49.5	64.5/45.7	65.6/48.1	66.2/46.9	64.4/43.9	67.9/46.1
Jan 2015	72.7/51.5	71.5/47.8	72.2/45.8	74.4/45.7	71.4/47.3	n/a
Jan 5-yr mean	70.3/48.9	70.2/46.1	70.5/49.2	71.2/45.9	69.2/43.9	72.9/46.1
Jan 2004	66.6/48.0	66.2/44.4	67.0/47.4	74.0/49.2	67.0/43.4	

Precipitation

	LA Civic Ctr	Burbank	Pasadena	San Gabriel	Ontario	District
Jan 2017	7.48	5.52	11.25	6.34	7.26	10.05
Jan 2016	2.82	1.91	4.55	3.65	2.15	4.15
Jan 2015	1.09	1.12	1.69	n/a	0.94	n/a
Jan 5-yr mean	1.28	0.94	1.86	n/a	1.09	1.26
Jan 2004	0.47	0.07	0.05	0.25	0.08	

VI. *Aedes albopictus*

In the month of January there were only 6 sites positive for *Aedes albopictus* out of 344 sites inspected.

VII. Black Fly

No black flies were collected in January.

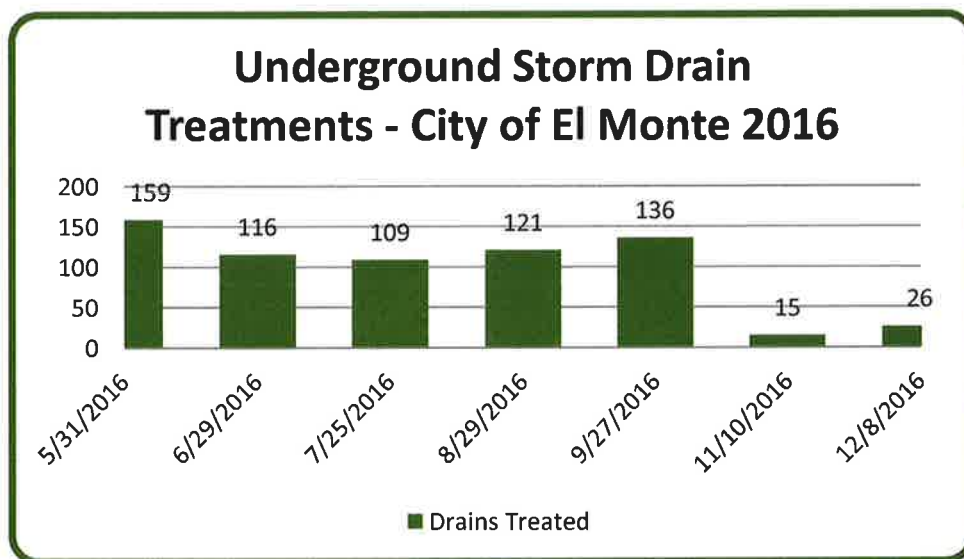
Operations Report January 2017

Antonio Bishop, Leslie Connor, Gilbert Holguin, and Marta Tanaka

1. Underground Storm Drain System

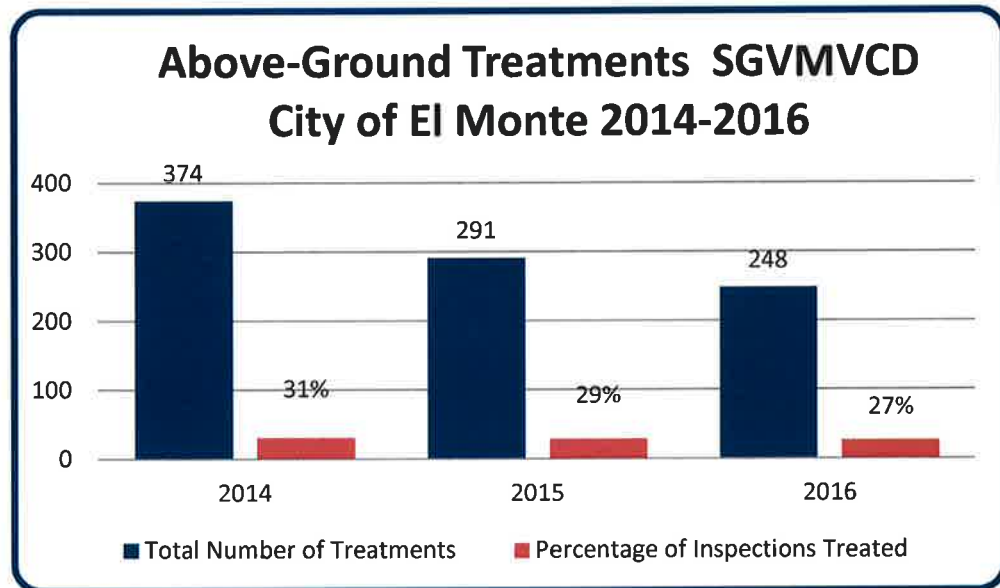
Summary: Continued rainfall in January prevented the underground team from inspecting and treating any of the storm drain systems in the District. However, it did grant us time to evaluate our collaborative efforts with the Greater Los Angeles County Vector Control District (GLACVCD) to treat underground systems in 2016. The following are some of the results, we will be reporting them at the MVCAC’s Annual Meeting in March:

1. Together with GLACVCD we inspected and treated the entire storm drain system in the city of El Monte from May through September. We continued treatments as weather permitted through December; 682 treatments were made over 68 miles of underground storm drains.

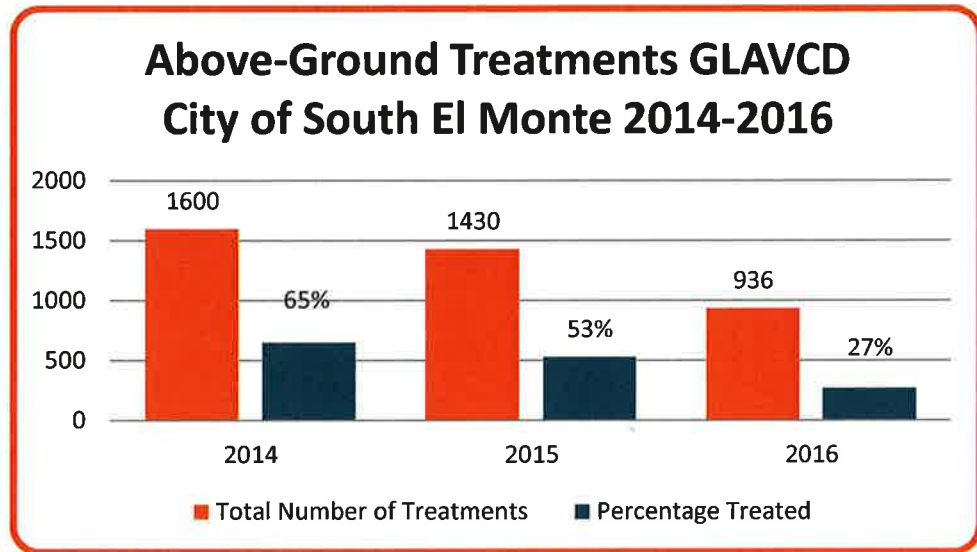


2. We assessed the total *above-ground* inspections in the city of El Monte from 2014 through 2016. Since the underground team began treatments in the

last quarter of 2015, the above-ground treatments as a percentage of inspections were reduced from 31 percent in 2014 to 29 percent in 2015, and 27 percent in 2016 to 27%.



3. While assessing the success of our collaboration with GLAVCD, we discovered that their above-ground inspections in South El Monte that borders El Monte were also reduced as a percentage of inspections from 2014 through 2016.



4. We set traps in the El Monte underground system at the end of August, approximately 25 days after a treatment. One pool of mosquitoes tested positive for WNV, the mean per trap was 29.1 mosquitoes. We set traps again two weeks later, five days after a treatment; there were 2.5 mosquitoes per trap. Although this demonstrates the treatments were effective immediately the duration but their duration must be studied further.

We have learned much from GLACVCD because they have had a fully functioning program for over 15 years. Our successful collaborative efforts in El Monte also have positive effects in South El Monte where drains flow from our District into theirs. Thus their effort in another jurisdiction was mutually beneficial to both agencies.

In February, we hope to have a break in the weather so we can evaluate more data, set traps, and test for WNV in adult mosquitoes. As we further evaluate inspections and treatments in other areas, we anticipate the results will continue to demonstrate the need for a full underground program.

2. Truck-Mounted Applications Report for *Aedes Albopictus*

No truck-mounted applications were made in January.

Our truck-mounted treatment process will be presented this year at the MVCAC, including the equipment display for the trade show.

3. Operations Zone Breeding and Chemical Report for January 2017

Zone	Mosquitoes	Black Flies
1	3 / 102	0 / 2
% breeding	2.94%	0.00%
2	9 / 81	0 / 2
% breeding	11.11%	0.00%
3	15 / 98	0 / 0
% breeding	15.31%	0.00%
4	47 / 455	0 / 2
% breeding	10.33%	0.00%
5	15 / 165	0 / 0
% breeding	9.09%	0.00%
6	9 / 67	0 / 7
% breeding	13.43%	0.00%
7	8 / 87	0 / 0
% breeding	9.20%	0.00%
8	13 / 105	0 / 0
% breeding	12.38%	0.00%
9	13 / 90	0 / 0
% breeding	14.44%	0.00%
10	7 / 69	0 / 0
% breeding	10.14%	0.00%
Total	139 / 1319	0 / 13
This month % breeding to date	10.5%	0.0%

Pesticides Used	
Product	Amount
Agnique MMF (ounces)	0.00
Altosid XR (briquets)	5.00
Altosid WSP (pouches)	62.00
Coco Bear (ounces)	488.05
Duplex (ounces)	0.00
Gambusia (fish)	42.00
Golden Bear (ounces)	10.37
Kontrol (ounces)	9.58
Maki (pounds)	0.00
Metalarv S-PT (pounds)	0.00
Natular G30 (pounds)	0.00
Natular T30 (tablets)	1.00
Natular XRT(tablets)	6.00
Sustain MBG (pounds)	0.00
Vectobac 12AS (ounces)	0.00
Vectobac WDG (pounds)	0.00
Vectolex WDG (pounds)	0.00
VectoMax WSP (pouches)	41.00
VectoMax FG (pounds)	0.00

Zone 1: Steven Gallegos - Alhambra, Monterey Park

Zone 2: Leslie Conner - Altadena, San Gabriel, and County areas

Zone 3: Benjamin Waswa - Arcadia, Sierra Madre

Zone 4: Ignacio Urena - El Monte, Rosemead and County areas

Zone 5: Hendricks Pena - Bradbury, Duarte, Irwindale, Monrovia

Zone 6: Antonio Bishop - Azusa, Glendora and County areas

Zone 7: Darrin Jones -West Covina and County Areas

Zone 8: Marco Gaytan - Covina, Industry, La Puente, Walnut and County Areas

Zone 9: Marc Mitchell: San Dimas, La Verne and County Areas

Zone 10: Gilbert Holguin: Claremont, Pomona

Note: The rains have been consistent this month, dams that have not held water or have had low levels in the last few years are filling again. LA County Public Works said they will not send all of the water through flood channels, but will place a lot into water table locations such as spreading grounds to allow percolation. Upcoming rain in the forecast continues to hold most chemical usage to minimal residual products which requires us to inspect the same sources frequently to maintain control.

4. Operations Activities for the Month of January 2017

District Cities	Mosq Insps	Mosq Trmts	Area Treated (Ac)	Blackfly Insps	Blackfly Trmts	Mosq SRs	Fish SRs	Rodent SRs	Blackfly, Midge, other
Alhambra	84	11	0.005	0	0	0	0	0	0
Altadena	28	3	0.038	0	0	0	1	0	0
Arcadia	113	23	0.027	0	0	0	0	0	0
Azusa	11	7	1.279	13	4	0	0	0	0
Bradbury	3	1	0.002	0	0	0	0	0	0
Claremont	22	4	0.022	0	0	0	0	0	0
Covina	37	3	0.004	0	0	0	0	0	0
Duarte	8	1	0.000	0	0	0	0	0	0
El Monte	148	16	0.031	0	0	0	0	0	0
Glendora	10	3	0.007	0	0	1	0	0	0
Industry	10	1	0.001	0	0	0	0	0	0
Irwindale	12	4	0.011	0	0	0	0	0	0
LA County	108	16	0.040	0	0	1	0	1	0
La Puente	16	2	0.048	0	0	0	0	0	0
La Verne	15	4	0.012	0	0	1	0	0	0
Monrovia	102	24	0.063	0	0	0	0	0	0
Monterey Park	32	1	0.000	0	0	0	0	0	0
Pomona	19	7	0.007	0	0	0	0	0	0
Rosemead	35	4	0.001	0	0	0	0	0	0
San Dimas	22	6	0.009	0	0	0	0	0	0
San Gabriel	33	3	0.010	0	0	0	0	0	0
Sierra Madre	2	0	0.000	0	0	0	0	0	0
Temple City	27	7	0.011	0	0	0	0	0	0
Walnut	20	0	0.000	0	0	0	0	0	0
West Covina	67	8	0.018	0	0	2	0	0	0
Totals	984	159	1.647	13	4	5	1	1	0

Mosquito larval activity is still present even in these colder seasons. The activity simply switches from a majority of large habitats that can be flushed like creeks, flood channels and washes, to smaller residential sources you would find on any property such as empty pools, fish ponds, buckets, rain barrels, containers and trash cans.

We find residents that are adamant about keeping these sources from producing mosquitoes on their properties. Though, we are never short of residents with

opposite views which may stem from lack of knowledge on disease transmission or just the absence of drive due to financial difficulties, medical conditions and/or trust in authoritative agencies.

Correction notices are being issued to property owners that fail to prevent mosquito development, and thankfully it appears that majority of the sources at these properties are resolved before a Notice of Public Nuisance has to be issued.

5. Abatement – Letters, Notices and Warrants for January

No properties were subjects of the abatement process in January 2017. However four correction notices were issued resulting in one pool being resolved and two warrants were obtained leading to successful access into both properties.

6. Abatement Update

The table below summarizes the properties to date that have been evaluated by the Board’s Abatement Hearing Committee.

Hearing Date	Address	City	Status
Dec. 14, 2015	2142 Wilkes Ct	Claremont	01/26/2017 Pool and spa holding water. No breeding present, last treatment still working.
Feb. 8, 2016	11328 Lambert Ave	El Monte	01/30/2017 Pool is empty.
April 11, 2016	932 Prock St	Pomona	01/23/2017 Combination lock placed on gate and code given to Technician Gilbert Holguin. Pool breeding and treated accordingly. Owner claims he will resolve pool issues within 60-90 days.
May 9, 2016	659 N. Waterbury Ave	Covina	01/24/2017 Pool breeding heavily and treated accordingly. Containers holding water. Advised to turn over.
May 9, 2016	3817 E. California Blvd.	LA Unincorp	01/26/2017 Both pool and spa are holding significant amount of water. No breeding present. Property Rep. promised to have it emptied right away. Property Rep. is still waiting on permits in order to provide electricity per District order.
July 11, 2016	2236 Arthur Way	La Verne	01/26/2017 Property still vacant. Pool, Jacuzzi and numerous containers holding water.
Oct. 10, 2016	20320 New Rochelle Ave.	Walnut	12/08/2016 Pool is still green and cloudy. Drain is not visible. Spa is clear. *Next inspection will be in February

			2017.
Dec. 12, 2016	1057 E. Thelborne St.	West Covina	12/20/2016 Functional. *No longer routinely inspected due to being in functional state as of last visit.
Dec. 12, 2016	1852 E. Walnut Creek Parkway	West Covina	12/12/2016 Functional. *No longer routinely inspected due to being in functional state as of last visit.
Dec. 12, 2016	5556 Baldwin Ave.	Temple City	01/23/2017 Property still vacant. Pool holding water/green with no breeding present.
Jan. 9, 2017	11328 Lambert Ave.	El Monte	01/24/2017 Pool holding water with no breeding present.
Jan. 9, 2017	544 Bowling Green Dr.	Claremont	01/18/2017 Due to no access given and no response from Owner, a warrant was executed. Pool found to have excessive algae and debris.
Jan. 9, 2017	830 W. Bagnall St.	Glendora	01/09/2017 No access given. Visual from neighbors house showed that the pool in in a non-functional state. Unable to see bottom of pool.

3. Comments

The District is making progress through the abatement program. Abatement hearings have successfully balanced the interests of property owners and the Health and Safety Code. Although decisions by the Hearing Committee can be appealed to the full Board of Trustees, no owner has done so.

As we continue refining the abatement process, we hope that property owners and residents will continue to cooperate with our staff for the mutual benefit of public health.

Status of Education Program

January 2017

Website

Our site saw 4,173 visitors in December, of which 347 were new unique visitors.

Social Media

See attached report

Leg Updates

Senator Ed Hernandez's office
Senator Josh Newman's office
Assemblymember Phillip Chen's office
Assemblymember Ed Chau's office

Outreach Activities

In the hope of continuing the successful Vector Inspector Program (VIP), our Education Department reached out to Duarte and El Monte schools with a proposal to train interested high school students in processing water samples turned in by participating elementary school students within their respective districts. As a result, South El Monte High School (SEMHS) science students will attend a presentation by our Education Specialist on VIP, the implications of invasive *Aedes*, and details of what the work would entail. Although the high school is not located in our district, SEMHS pulls from El Monte City Schools and is part of the El Monte Union High School District. Some of the students that now attend SEMHS participated in the original VIP when it was initiated in El Monte in 2012. We are also in discussions with the Principal at Duarte's Mt Olive Innovation and Technology High School and expect to make a similar presentation to their students in the coming weeks. High school students who go through the training and participate as volunteer water sample analyzers will be eligible for community service credits and the laboratory training and larval identification skills they will learn will be beneficial especially for those interested in pursuing a career in public health. This volunteer program is still in the exploratory phase, but if you think it would be a good fit for the high schools in your city please have interested parties contact Carol Anne Hagele in the Education Department.

Outreach Activities in January 2017		
	# Reached	City/Region
Literature, Fairs and Presentations		
SGV Council of Governments	12	Alhambra
San Gabriel's Women's Foundation	14	San Gabriel
Insect Loan Box St. Thomas More 4 th Grade	N/A	Alhambra
Update Assemblymember Phillip Chen's office	1	Brea
Update Senator Ed Hernandez's office	1	West Covina
Update Assemblymember Ed Chau's office	1	Monterey Park
Update Senator Josh Newman's office	1	Brea
Literature distribution by staff for January	470	All Cities
Total # Reached For December		
Total Outreach	500	
Total Social Media Reach	21,672	

Upcoming Events for February:

1 Feb	St. Thomas More School 4 th Grade	Alhambra
2 Feb	South El Monte High School VIP Training Presentation	South El Monte
3 Feb	Update Senator Anthony Portantino's Office	Glendale
7 Feb	Legislative Day	Sacramento
10 Feb	SGVMVCD Board Meeting 7:00 AM	West Covina
12-16 Feb	American Mosquito Control Association Annual Conference	San Diego

Social Media Report: January 2017



Top Tweet

Dump and drain standing water after the rain! pic.twitter.com/OucdDY6G1V



Impressions	860
Total engagements	12
Retweets	5
Views	79
Detail expands	4

Summary

Tweets	23	Tweet impressions	10.3K
Mentions	14	Profile visits	325
New followers	11	Total followers	705

Engagement



48 Total Link Clicks



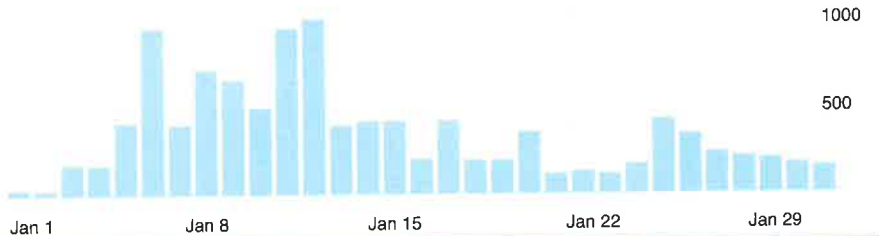
19 Total Likes



60 Retweets

Tweet Daily Activity

10.3K total impressions 332 impressions per day



Summary

Posts	25	Comments	20
Shares	82	Reactions	252
Total followers	4510	New followers	-2

Top Post

San Gabriel Valley Mosquito & Vector Control District added a new photo
Published by Jason Faried on January 5 at 2:40pm

Help Control Invasive Aedes Mosquitoes Inside & Outside Your Home



Recycle used tires or keep them protected from rain.



DUMP and DRAIN any standing water.



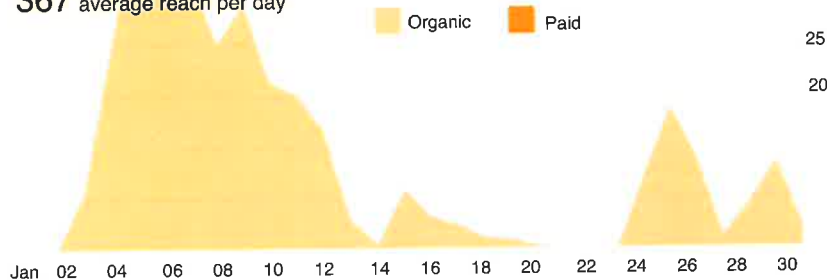
Keep rain barrels covered tightly.



Total Reach

11,372 total reach

367 average reach per day



1,756 People Reached

12 Reactions, Comments & Shares

8 Like

2 On Post

6 On Shares

2 Love

1 On Post

1 On Shares

February 10, 2017

Item 4G

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

SUBJECT: February 1, 2017 District Working Fund Balance

January 1, 2017 balance: \$4,513,228.28

January 1-31, 2016 expenditures: \$289,227.77

February 1, 2017 Working Fund Balance: \$4,224,000.51

Respectfully Submitted:



**Kenn Fujioka
District Manager**

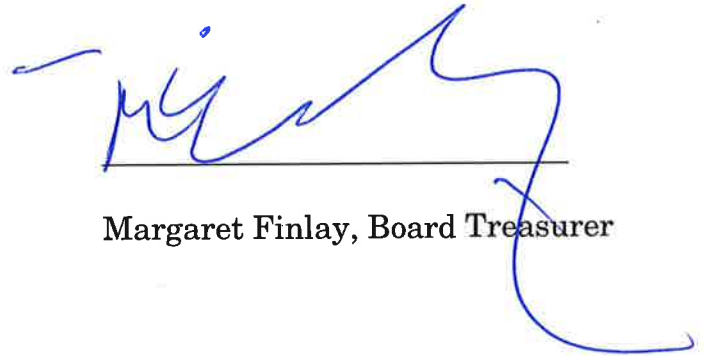
**Treasurer's Report-December 2016
San Gabriel Valley Mosquito and Vector Control District**

The attached Treasurer's Report is for December 2016.

The Total of All Funds Balance is \$4,513,228.28

All investments that were made by the District comply with our current investment policy. The District can meet all expenditures for the next six months with funds from the revolving fund, Los Angeles County operating pool, and the LAIF.

I certify that the above statements and attached Treasurer's Report are true and accurate to the best of my knowledge.



A handwritten signature in blue ink, appearing to read 'M. Finlay', is written over a horizontal line. The signature is stylized and extends to the right of the line.

Margaret Finlay, Board Treasurer

**San Gabriel Valley Mosquito and Vector Control District
Treasurer's Report (based on Balance Sheet Detail Activity Report,
Period 6, FY 2017 received on January 23 2017)**

Item 4G

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Local Agency Investment Fund (LAIF)	0.68%	\$1,331,802.13	interest	\$2,268.51	LAIF Statement (Dec 2016)	\$1,334,070.64

Maturity Date: Perpetual
Interest rate as of Sep 30 2016

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Los Angeles County Pool	0.82%	\$1,409,392.42	interest Trust Warrant 658 assessment assess admin fee	\$1,055.54 (\$331,977.16) \$1,530,928.79 (\$79,665.00)	ND 24 Per 6 ND 24 Per 6 ND 24 Per 6 ND 24 Per 6	\$2,529,734.59

Maturity Date: Perpetual
Interest rate as of Jun 30 2016

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Revolving Fund	\$200,000.00	Deb Activity-Dec 2016 Trust Warrant 658 Sweep	(\$586,977.38) \$331,977.16 \$255,000.22	CB Statement Dec 2016	\$200,000.00

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Sweep Account	\$375,308.52	Deb Activity-Dec 2016 Deposit	(\$255,000.22) \$329,114.75	CB Statement Dec 2016	\$449,423.05

Total Beginning Balance	\$3,316,503.07		Total End Balance	\$4,513,228.28
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San Gabriel Valley Mosquito and Vector Control District District Manager's Report

Date: February 10, 2017 **Item 5**

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

Subject Consider Changes to Resolution 92-11, Personnel and Salary
Resolution, Article IV, Harassment, Discrimination, and
Retaliation * (Continued)

Reference: Attached

Background

The Board's Personnel Committee and District Counsel asked staff to review Article IV of the District's Personnel and Salary Resolution regarding harassment and discrimination. At your meeting last December 9, 2016, you requested clarification by Counsel on two points.

1. How does the District protect staff from harassment by a member of the public (Attached, page 1, Section 2, paragraph 2, highlighted)? The following summarizes Counsel Mike Jenkins's response:

If a member of the public harasses District staff and the staff member reports the harassment, at least these avenues available:

- We must protect our employee from further harassment. Typically, if further contact with the harasser is necessary, we should send a more senior person, or at least a different person, to handle it. For example, if a female employee is harassed and she prefers to not return to the property, we could send a male employee. An employee who is harassed on our premises should immediately seek the assistance of a senior member of management to deal with the harasser.
- We can and should in writing and orally (if appropriate) advise the member of the public that his or her comments/behavior is inappropriate and will not be tolerated. If the harassment is occurring on our premises, a senior member of management should advise the person that the behavior is unacceptable.
- If the harassment occurs on our premises, the harasser can be barred from District premises if the behavior does not cease.

2. Second, can the term “informal complaint” be replaced by “initial complaint” (Attached, page 4)?

Counsel Jenkins opined that the terms were equivalent.

Manager’s Recommendation

Approve Counsel’s amendment to Article IV.

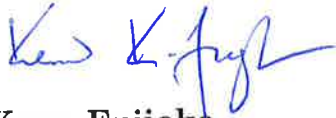
Alternatives

Make no changes or consider amendments at another meeting of this Board.

Fiscal Impact

None

Respectfully submitted,



**Kenn Fujioka
District Manager**

ARTICLE IV

POLICY AND COMPLAINT PROCEDURE AGAINST HARASSMENT, DISCRIMINATION, RETALIATION AND ABUSIVE BEHAVIOR

SECTION 1 Introduction

The District is strongly committed to prohibiting and preventing harassment, discrimination, and retaliation in employment. The District encourages all individuals to report – as soon as possible – any conduct that is believed to violate this Policy so that the District can investigate and take appropriate corrective action.

SECTION 2 Policy

The District has a zero tolerance for any conduct that violates this Policy. An individual's conduct need not rise to the level of a violation of law to violate this Policy. A single act can violate this Policy and provide grounds for discipline or other appropriate sanctions.

This policy prohibits harassment, discrimination, or retaliation against an applicant, intern, volunteer, or employee by a District employee or official, **a member of the public**, or a contractor which is based on or because of the victim's protected class or protected activity. This means that this policy prohibits harassment and discrimination on the basis of race, religion, color, sex (including gender, gender identity, gender expression, transgender, pregnancy, and breastfeeding), national origin, ancestry, citizenship status, disability, medical condition, genetic characteristics or information, marital status, age, sexual orientation (including homosexuality, bisexuality, or heterosexuality), military or veteran status, or any other classification protected under California law. Similarly, this policy prohibits retaliation against any individual who complains about actual or perceived discrimination or harassment (as defined in this policy), participates in an investigation of a complaint of discrimination or harassment, associates with a person who makes a complaint, or similar protected activity.

Disciplinary action, up to and including termination of employment, or other appropriate sanction, will be instituted for any sustained finding of prohibited behavior.

SECTION 3 Harassment

“Harassment” based on protected classification is sometimes referred to as “hostile work environment,” harassment, but only where the acts of harassment are severe or pervasive. The District has a “zero tolerance” policy which prohibits even a single act of harassment, and this is so the District can eliminate harassment before it rises to the level of a “hostile work environment.” Examples of acts which can constitute harassment under this policy are as follows:

A. Verbal Harassment

Verbal harassment may include, but is not limited to, epithets, derogatory comments or

slurs, implied or connotative meanings, jokes, threats of bodily harm, or any other discriminatory expressions which are based on a protected class or protected activity. For example, verbal harassment might include inappropriate comments on appearance, including physical features or dress, or race-oriented jokes or stories.

B. Visual Harassment

Visual harassment may include, but is not limited to, written epithets, vulgar or derogatory comments and remarks, jokes, threats of bodily harm, display of inappropriate or derogatory objects, emails, pictures, cartoons, or posters, or drawings concerning or related to a protected classification. For example, visual harassment may include an email joking about a co-worker's age, a racially based cartoon placed in an employee's work location, or comments of a sexual nature written on a poster.

C. Physical Harassment

Physical harassment may include, but is not limited to, assault, hitting, shoving, pushing, impeding or blocking movement, offensive touching, or any other form of physical contact, interference with normal work or movement or physical force, including the use of weapons, because of a person's protected classification. For example, physical harassment may include pinching, grabbing, patting, propositioning, leering, making explicit or implied job threats, or promises in return for submission to physical acts.

D. Unwanted Sexual Advances – Sexual Harassment

It is unlawful to harass someone because of that person's sex.

Workplace sexual harassment occurs when (1) submission to or rejection of requests for sexual favors and other acts of a sexual nature is a condition of employment, (2) employment decisions are based on submission to or rejection of sexual advancement, or (3) the conduct is intended to or actually does unreasonably interfere with an individual's work performance or creates an intimidating, hostile, or offensive working environment. Sexual harassment may include, but is not limited to, unwelcome sexual advances, requests for sexual favors or other sex-based verbal or physical acts, e.g., sexually suggestive letters or emails, leering, physical sexual gestures, jokes about sex or stories about sex acts, sexually degrading words used to describe the person, displaying sexually offensive pictures and objects, sexually offensive teasing, jokes, remarks, questions, threats, and insinuations. Sexual harassment may be committed by either gender and may be committed against someone of the same gender.

E. Abusive Conduct (Bullying)

Abusive conduct, also known as bullying, means conduct in the workplace with malice that a reasonable person would find hostile, offensive, and unrelated to the District's legitimate business interests. Abusive conduct may include, but is not limited to, repeated incidents of verbal harassment, or the gratuitous sabotage or undermining of a person's work performance, regardless of one's membership in a protected class. A

single act of bullying behavior shall not constitute abusive conduct, unless especially severe and egregious.

SECTION 4 Discrimination

Discrimination, i.e., disparate treatment of an applicant, intern, volunteer, or employee because of a protected classification, is prohibited under this policy.

The District's policy covers protected classes which are defined as such under California law. Presently, protected classes covered by this policy include race, religion, color, sex (including gender, gender identity, gender expression, transgender, pregnancy, and breastfeeding), national origin, ancestry, citizenship status, disability, medical condition, genetic characteristics or information, marital status, age, sexual orientation (including homosexuality, bisexuality, or heterosexuality), and military or veteran status.

Disparate or unequal treatment of an applicant, intern, volunteer, or employee because of protected classification can occur in a variety of settings, including in hiring, promotion, evaluation, discipline, scheduling, and training opportunities. Supervisors and managers must make decisions regarding these and similar issues without regard to protected classifications.

SECTION 5 Complaint Procedure

A. Notification

An employee, applicant, intern, volunteer, or contractor who reasonably believes he/she has been harassed or discriminated against should promptly notify and report, verbally or in writing, the facts of the incident(s) and the names of the individual(s) involved to their immediate supervisor, any supervisor, manager or department head and (separately) to the District's Office Manager. If the complaint is against the employee's immediate supervisor, then he/she must notify the Office Manager. Complaints of harassment or discrimination against a member of the Board of Trustees must be reported to the President of the Board of Trustees and the Office Manager.

Employees who observe, hear, or learn of any harassment or discrimination should inform their immediate supervisor or the Office Manager. Any supervisor, manager or department head who observes, receives a harassment complaint, or is aware of discrimination or harassment must promptly notify the Office Manager. Complaints of harassment or discrimination against the District Manager must be reported to the Chair of the Personnel Committee and/or the Office Manager.

ALL complaints of harassment, discrimination or retaliation will be taken seriously and will be investigated thoroughly, promptly, and confidentially.

B. ~~Informal-Initial~~ Complaints

An employee, job applicant, intern, volunteer, or contractor who wishes to discuss personal thoughts and feelings or consider meetings to deal with incident(s) of harassment or discrimination may consult with the Office Manager.

When an ~~informal-initial~~ complaint is received, the Office Manager will ask the complainant to define his/her perception of the problem and desired solution. The Office Manager will explain the rights involved and discuss potential solutions. With the complainant's permission, the Office Manager may conduct an informal investigation and make every effort to resolve the problem informally.

The District reserves the right to treat ~~informal-initial~~ complaints as ~~formal-formal~~ ~~complaints-complaints~~ under this policy and/or to investigate potential incidents of harassment, discrimination, or retaliation and take action that it believes satisfies its legal obligations.

C. Employee Protection Line

An employee, applicant, intern, volunteer, or contractor may call the Employee Protection Line[®] (a 24-hour toll-free number which can be used to report wrongdoing in the workplace). Wrongdoing includes but is not limited to harassment, discrimination, ~~retaliation~~, theft, violence, drug and alcohol abuse, unsafe acts, and misrepresenting a workers' compensation claim.

The Employee Protection Line[®] is confidential but the complainant must give enough information to allow his or her concerns to be addressed.

D. Formal Complaints

Formal complaints shall be submitted in writing on forms prescribed by the District. ~~The complaint-~~ A formal complaint shall include the date and place of the alleged act, a detailed description of the incident, and the names of the person(s) alleged to be involved or have relevant knowledge. In most cases, a formal investigation will be initiated and it may include, without limitation, the following:

1. Providing the complainant with a timely response indicating that the complaint has been received and that a fair and thorough investigation will be conducted.
2. Conducting or retaining an investigator to conduct an impartial investigation.
3. Reviewing the factual information gathered through the investigation to reach a reasonable conclusion as to whether a violation of this policy occurred.

4. Timely reporting a report or summary of the findings of the investigation to appropriate persons. If discipline is imposed against the accused, the level of discipline will not be communicated to the complainant given the privacy rights all employees enjoy.
5. Taking reasonable steps to protect the complainant from harassment, discrimination, or retaliation.

SECTION 6 Confidentiality

The District will make every possible effort to assure the confidentiality of complaints made under this policy. However, complete confidentiality cannot occur due to the need to fully investigate and the duty to take effective remedial action. As a result, the District will maintain confidentiality to the extent possible, i.e., the District will not disclose a completed investigation report except as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or court order.

SECTION 7 Responsibilities

The District's managers, supervisors, and department heads must ensure that work environment is free from conduct which violates this policy by taking the following steps:

1. Informing employees of this policy.
2. Modeling appropriate behavior.
3. Taking all steps necessary to prevent conduct prohibited by this policy from occurring.
4. Receiving complaints in a fair and serious manner, and documenting steps taken to resolve complaints.
5. Monitoring the work environment and taking immediate appropriate action to stop potential violations, such as removing inappropriate pictures or correcting inappropriate language.
6. Reporting potential violations of this policy of which he/she becomes aware, regardless of whether a complaint has been submitted, in accordance with the notification protocols set forth in this policy.
7. Participating in periodic training and scheduling employees for training to recognize unlawful harassment and discrimination.

Each employee is responsible for:

1. Treating all employees and co-workers with respect and consideration.

2. Modeling appropriate behavior.
3. Participating in periodic training.
4. Fully cooperating with the District's investigations by responding fully and truthfully to all questions posed during the investigation.
5. Maintaining the confidentiality of any investigation that the District conducts as instructed.
6. Reporting any act he/she believes in good faith constitutes conduct that is prohibited under this policy.

SECTION 8 Option to Report to Outside Administrative Agencies

Employees or applicants for employment may report harassment, discrimination, or retaliation to the Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH). The nearest offices are listed in the government section of the telephone book or employees can check the posters that are located in employer bulletin boards for office locations and telephone numbers.

SECTION 9 Dissemination of Policy

All employees shall receive a copy of this policy upon hire. The policy may be updated from time to time and redistributed with a form for the employee to sign and return acknowledging that the employee has received, read, and understands this policy.

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

Date: February 10, 2017 **Item 6**
Meeting of: San Gabriel Valley Mosquito & Vector Control District Board of Trustees
Subject: Consider Adjustments to the FY 2016-2017 Budget
Reference: Attached

Background

The District's audit for FY 2016 which the Board approved last month identified a budgetary surplus of \$377,528 (Attached). We are proposing to amend the budget for FY 2017 with this surplus to address several issues:

Improvements to the Board Room's Meeting Recording System and PA System

The system we currently use to record Board meetings is no longer supported by the company that supplied it over 15 years ago. The Board room also has never had a dedicated audiovisual system. Staff proposes to allocate \$50,000 to purchase and install a more current recording and microphone system, and a dedicated audiovisual system.

Laboratory Equipment

As we continue to expand our laboratory's capability, we will need additional space to refrigerate flammable solutions that are used for various tests. We will also need a bench top hood for preparing specimens to conduct assays using the polymerase chain reaction. We propose allocating \$8,000 to purchase a flammable materials refrigerator and \$7,000 to purchase a bench top hood for our laboratory.

Vehicles

The District's forklift was made in the 1970s and purchased used in 1996. It is no longer possible to obtain parts to repair it and it cannot reach safely the top of the light poles in our parking lot. We propose allocating \$12,000 to purchase a used 3 stage forklift.

We have discovered a significant population of mosquitoes in the District's underground storm drain system. Safely inspecting for and managing these mosquitoes requires a minimum of two vehicles. Operations staff estimates that it will take three pairs of trucks to implement a District-wide program; we already have the first pair. .

As part of a three year plan to develop a program that regularly services the underground storm drain system, we propose allocating \$100,000 to the District's capital reserve to purchase or lease vehicles for this program.

Pre-funding the Unfunded Liability of the District's Employer Cost of the CalPERS Pension Fund

In last month's report we proposed placing \$200,258 in the California Employers Retiree's Benefit Trust (CERBT) which will be used to pay health care premiums for retired employees. According to our last audit the District's obligation for OPEB is currently well-funded.

On January 24 we received information from CalPERS which projects a succession of substantial increases in the employer's contribution to the CalPERS pension fund based on their re-evaluation of the fund's discount rate.

We now propose that the Board directs your Finance Committee and/or staff to investigate five-year investments in a conservative vehicle which complies with District policy and the law to fund the possible increase in FY 2023 to lessen the impact on the assessment.

Manager's Recommendation

Distribute the surplus identified by the audit for FY 2015-2016 as follows:

Line Item 6040 (Building Maintenance)	
Board room recording, microphone, and AV system	\$ 50,000
Line Item 6250 (Supplies, Laboratory)	
Flammable materials refrigerator	\$ 8,000
Bench top hood	\$ 7,000
Line Item 6260 (Supplies, Mechanical)	
Used three-stage forklift	\$ 12,000
Capital Reserve	
Vehicles for underground program	\$100,000
Investment	
Employer Cost for CalPERS pension	\$200,258
Total	\$377,258

Alternatives

Adjust the budget partially or not at all

Fiscal Impact

The potential impact for FY 2017 will be \$77,000 if funds are allocated to the line items above and spent; funds which are allocated to capital reserves and to address increases in the CalPERS pension will not be spent in FY 2017.

Respectfully submitted,



**Kenn Fujioka
District Manager**

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

**BUDGETARY COMPARISON STATEMENT
GENERAL FUND
YEAR ENDED JUNE 30, 2016**

	Budget Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		Positive (Negative)
Budgetary Fund Balance, July 1	\$ 4,425,381	\$ 4,425,381	\$ 4,425,381	\$ -
Resources (Inflows):				
Assessments	3,723,044	3,723,044	\$ 3,799,446	76,402
Interest	17,400	17,400	25,640	8,240
Miscellaneous revenue	50,000	50,000		(50,000)
Amounts Available for Appropriation	8,215,825	8,215,825	8,250,467	34,642
Charges to Appropriation (Outflow):				
Salaries	2,430,555	2,430,555	2,220,918	209,637
Employee benefits	271,520	271,520	250,647	20,873
Post retirement health benefits	50,000	50,000	50,000	-
Awards	1,500	1,500	1,331	169
Bank charges	9,800	9,800	3,223	6,577
Board expenses	29,200	29,200	26,413	2,787
Computer	31,000	31,000	7,192	23,808
Fees & assessments	3,800	3,800	4,131	(331)
Hiring expenses	5,000	5,000	4,181	819
VCJPA	9,842	9,842	10,619	(777)
Insurance	180,527	180,527	145,182	35,345
Lease equipment	38,000	38,000	83,762	(45,762)
Maintenance	87,400	87,400	86,661	739
Manager contract expense	9,600	9,600	8,800	800
Memberships	20,000	20,000	17,377	2,623
Miscellaneous	3,000	3,000	3,049	(49)
Postage	3,500	3,500	3,271	229
Professional services	31,000	31,000	28,513	2,487
Research	8,000	8,000	7,500	500
Seminars and meetings	35,000	35,000	42,341	(7,341)
Supplies	282,000	282,000	232,019	49,981
Surveillance	15,000	15,000	-	15,000
Tax collection	100,000	100,000	98,162	1,838
Telephone	44,500	44,500	42,524	1,976
Training	4,500	4,500	4,835	(335)
Uniforms and clothing	10,000	10,000	15,479	(5,479)
Utilities	44,200	44,200	37,831	6,369
Capital outlay	32,000	203,500	148,725	54,775
Total Charges to Appropriations	3,790,444	3,961,944	3,584,686	377,258
Budgetary Fund Balance, June 30	\$ 4,425,381	\$ 4,253,881	\$ 4,665,781	\$ 411,900

See Notes to Financial Statements

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

Date: February 10, 2017

Item 7

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

Subject Board Committee Descriptions and Vacancies*

Reference: Attached

Background

Attached is the current roster of the Board's Committees, current vacancies, and each committee's description and duties.

Please contact Board President Jamie Bissner (information available from Clerk of the Board Esther Elliott) before the March 3, 2017 to convey your interest in serving on any of the committees, especially ones with vacancies.

Board President Bissner will provide the committee rosters at your March 10, 2017 meeting.

Fiscal Impact

None

Respectfully submitted,



Kenn Fujioka
District Manager



Board of Trustees Officers and Committees

Officers Effective January 1, 2017 - December 31, 2017

Committees Effective March 2017

President

Harold "Jamie" Bissner

Vice President

Corey Calaycay

Secretary

Henry M. Morgan

Treasurer

Margaret Finlay

Policy Committee

(6 members)

1. Stephen Sham, Chairperson
2. Richard Barakat
3. Charles Myers
4. Cynthia Sternquist
5. Mary Su
6. Vacant

Public Information Committee

(6 members)

1. Robert Neher, Chairperson
2. Mike Spence
3. Dan Holloway
4. Joseph Leon
5. Juli Costanzo
6. Joe Rocha

Finance Committee

(7 members)

1. Margaret Finlay, Chairperson
2. Joseph Leon
3. Henry M. Morgan
4. Joe Rocha
5. Stephen Sham
6. Andre Quintero
7. Jamie Bissner

Legislative Committee

(6 members)

1. Corey Calaycay, Chairperson
2. Bill Alarcon
3. Manuel Garcia
4. Mary Su
5. Vacant
6. Vacant

Personnel Committee

(9 members)

1. Jamie Bissner, Chairperson
2. Richard Barakat
3. Roger Chandler
4. Margaret Finlay
5. Henry M. Morgan
6. Robert Neher
7. Vacant
8. Vacant
9. Vacant

Abatement Hearing Committee

(7 rotating members)

1. Jamie Bissner
2. Corey Calaycay
3. Margaret Finlay
4. Richard Barakat
5. Henry Morgan
6. Cynthia Sternquist (alternate)
7. Charles Myers (alternate)

Not Assigned to a Committee

1. Abraham Cruz (Industry)
2. Becky Shevlin (Monrovia)
3. Tim Sandoval (Pomona)
4. Emmett Badar (San Dimas)
5. John Capoccia (Sierra Madre)

FINANCE COMMITTEE

I. COMPOSITION

The Finance Committee shall be comprised of at least five (5) but not more than seven (7) members of the Board of Trustees. The Treasurer elected in January of each year shall be the Chair of the Committee. The members of the Committee shall be appointed by the President elected in January of each year. The President's appointments shall be included on the February agenda for Board ratification.

II. MEETINGS

Meetings of the Finance Committee shall be scheduled on an as needed basis and shall be called by the Committee Chair. All Committee meetings shall be conducted pursuant to Government Code Sections 54950 through 54962 (Ralph M. Brown Act).

III. DUTIES

Duties of the Finance Committee shall include the following:

- A. Review all District investments quarterly.
- B. Recommend investment instruments to the Treasurer pursuant to Article XIII, Investments, of Resolution No. 94-02, Fiscal Policies. The Treasurer shall execute all investments. Investments shall be reported by the Treasurer to the Board of Trustees.
- C. In April of every second year beginning in 1993, make recommendations to the Board of Trustees regarding the firm to conduct the Districts annual audit and internal controls report for a two year period. Upon completion of the initial two year commitment, the Finance Committee shall make recommendations to the Board of Trustees to either retain the services of the current auditing firm on a year to year basis or solicit requests for proposals for a new two year commitment.
- D. In May of each year review staff's recommendations regarding the ensuing fiscal year's budget and recommendations from the Personnel Committee regarding salaries and benefits pursuant to Article XIV, Salary Adjustments, of Resolution No. 94-02, Fiscal Policies. Make recommendations to the Board of Trustees regarding ensuing fiscal year's budget and assessment rate adopted in June of each year.

- E. In January of each year, review the District's Investment policy and recommend changes to the Board of Trustees. The District's Investment policy shall be reviewed and adopted by the Board of Trustees at least annually.
- F. As needed, review and make recommendations to the Board of Trustees regarding budget adjustments that occur during any fiscal year.
- G. Annually review the Independent Auditors Report of Financial Transactions and Internal Controls Report and make recommendations to the Board of Trustees based on the contents of these reports.
- H. The Treasurer, also the Finance Committee Chair, shall cause to be prepared all Financial Statements monthly. The Treasurer shall receive all documents that pertain to investments and expenditures to verify the accuracy of the Financial Statements. These reports shall be submitted to the Treasurer at the end of each month for approval in a timely manner for their inclusion in the agenda packet that is mailed to the Board of Trustees on the first Friday of each month. The Treasurer shall sign the monthly report as the preparer signifying that the report is true and accurate to the best of his/her knowledge.
- I. With the exception of recommending investment instruments pursuant to section B. above, all actions taken by the Finance Committee must be approved by the Board of Trustees during a public meeting before becoming effective.'

Legislative Committee

Background

It is the mission of the Board of Directors of the San Gabriel Valley Mosquito and Vector Control District to preserve the public health and welfare through its legislative priorities listed below.

General Policy

1. Support, defend and expand as needed, the definitions, issues, authority, and public health responsibilities and activities as described by State Health and Safety Codes (DSC 220-2360).
2. Preserve all revenue sources of the District and enthusiastically resist any efforts to redefine, reduce or otherwise restrict that income to the detriment of District public health responsibilities.
3. Respect and defend the use of integrated pest management, including the safe use of approved pesticides for continuing public health protection.
4. Resist any effort to reduce the efficiency and practicality of the District's operational practices.
5. Oppose any attempt by other governmental entities to impose additional public health responsibilities on the District without fiscal compensation equal to the cost of such function(s).
6. Promote and sponsor cooperation among governmental entities to the improvement of the public welfare.
7. Retain organizational identity, integrity and control of the District's resources in any mutual aid arrangement.
8. Support the MVCAC, CSDA and the AMCA when their legislative efforts compliment or coincide with this District's policy as reflected therein.
9. Endorse, promote and defend the authority of the Board of Trustees to conduct the business of the San Gabriel Valley Mosquito & Vector Control District.

Procedures

1. COMPOSITION

The Legislative Committee shall be comprised of at least five (5) but not more than six (6) members of the Board of Trustees. The members of the Committee and the Chair shall be appointed by the President in January of each year. The

President's appointments shall be included on the February agenda for Board ratification.

11. MEETINGS

Meetings of the Legislative Committee shall be scheduled on an as needed basis and shall be called by the Committee Chair. All Committee meetings shall be conducted pursuant to State Government Code § 54950 through 54962 (Ralph M. Brown Act).

111. DUTIES

Duties of the Legislative Committee shall include the following:

- A. Monitor, review, create, and research legislation pertaining to or potentially affecting the responsibilities or the organization of the District.
- B. Recommend to the Board of Trustees positions to be taken on pending bills and the degree of District resources to be allocated to insure the District's position is effectively communicated
- C. Meet in April of each year to conduct an annual review of relevant legislation which may impact mosquito and vector control, public health, and special districts. Specific legislative topics include, but are not limited to:

Animals of Public Health Importance	Public Health
Benefit Assessments	Safety Regulations
Endangered Species	Special Districts
Environmental Protection	Waste Water Use
Government Regulations	Water Regulation
Legislative Mandates	Waterfowl Management
Pesticides	Wetlands
Prevailing Wage	Workplace Regulations

- D. Establish priority levels and positions. The priority levels and positions are as follows:

Priority Levels

- | | |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Level 1 | The bill has significant effect on the District and position letters are regularly sent to appropriate legislators as the bill moves through the legislative process. |
| Level 2 | The bill affects the District and position letters are sent to legislators selectively through the legislative process. |

Level 3	The bill affects the District in a manner to establish a position and position letters are sent to the author and other interested parties.
---------	---------------------------------------------------------------------------------------------------------------------------------------------

Positions

Support	The District is in favor of the bill becoming law.
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Support if Amended	The District is in favor of the bill becoming law only if amendments are made as recommended by the Committee.
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Oppose	The District is not in favor of the bill becoming law.
--------	--------------------------------------------------------

Oppose unless Amended	The District is not in favor of the bill becoming law; however, opposition to the bill will be removed if the bill is amended as recommended by the Committee.
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Neutral	The District does not have a position on the bill because it has no or minimal affect on the operations of our District.
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Watch	The District does not have a position on the bill based on the current language; however, the Committee anticipates that the bill will be amended and the amendments may affect the District.
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- E. Submit the list of bills which affect the District to the Board of Trustees at the regular Board meeting held in May of each year. The list will include the bill number, position, priority level, and brief description of the bill.
- F. Update the Board of Trustees during a regular meeting, as to the status of bills, when the position or priority level of a bill has changed, and if the bill has become law.
- G. Communicate to county, state and federal legislators the District’s position with regard to proposed legislation. Such communication may be corresponded, telephonic, or personal contact, as the situation requires with special consideration to the effect of the latter as an effective means of establishing the District’s position.
- H. Participate in state wide legislative efforts conducted by the Mosquito and Vector Control Association of California, the California Chamber of Commerce, the California Special Districts Association, and similar organizations.
- I. The District Manager or designee shall serve as an ex officio, non-voting member of the Committee.

- J. Recognizing the increased responsibilities of LAFCO based on the Knox-Cortese-Hertzberg Law, the Trustees and District Manager shall place increased emphasis on the impact of that organization's decisions.
- K. All actions taken by the Legislative Committee must be approved by the Board of Trustees during a public meeting before becoming effective unless specifically authorized by the President.
- L. When the need to convey the District's legislative position is immediate, particularly at the state legislative level, the President, Legislative Subcommittee Chair, or the District Manager may communicate that information so long as it consistent with Board policy or where such policy has not been specifically addressed by the Board would be in their judgment beneficial to the District. When one of these District Officers take such action, said individual shall notify the Board at its next General Meeting.

PERSONNEL COMMITTEE

I. COMPOSITION

The Personnel Committee shall be comprised of at least five (5) but not more than eight (9) members of the Board of Trustees. The members of the Committee and the Chair shall be appointed by the President elected in January of each year. The President's appointments shall be included on the February agenda for Board ratification.

II. MEETINGS

Meetings of the Personnel Committee shall be scheduled on an as needed basis and shall be called by the Committee Chair. All Committee meetings shall be conducted pursuant to Government Code Sections 54950 through 54963 (Ralph M. Brown Act).

III. DUTIES

Duties of the Personnel Committee shall include the following:

- A. Instruct staff to prepare specific personnel policies as requested by the Board of Trustees.
- B. Review all personnel related policies prepared by staff and make recommendations regarding their adoption to the Board of Trustees.
- C. In April of each year, review staff's recommendations regarding salaries and benefits for the ensuing fiscal year's budget. Every third year beginning in 1995, review the salary survey completed by staff pursuant to Article XIV, Salary Adjustments, of Resolution No. 94-02, Fiscal Policies. Make recommendations to the Board of Trustees regarding salaries and benefits included in the ensuing fiscal year's budget. Make recommendations regarding the District Manager's salary and benefits to be submitted to the Finance Committee.
- D. In May of every third year beginning in 1995, make recommendations to the Board of Trustees regarding salary adjustments.
- E. In April of each year, conduct a performance evaluation of the District Manager in closed session, pursuant to Government Code Section 54957. This performance evaluation may include written comments from the Board members that have been submitted to the Committee. The Personnel Committee shall inform the Board of Trustees of the results of the evaluation.

- F. As needed, hear and render determinations regarding disciplinary appeals. The decision of the Personnel Committee shall be final.
- G. As needed, hear and render a final decision regarding employee grievances. The decision of the Personnel Committee shall be final.
- H. As needed, conduct searches and interviews for the District Manager's position and make recommendations to the Board of Trustees on whom to offer the position.
- I. Investigate misconduct of the District Manager and recommend disciplinary action to be imposed on the District Manager to the Board of Trustees.
- J. With the exception of decisions regarding disciplinary appeals and employee grievances, all actions taken by the Personnel Committee must be approved by the Board of Trustees during a public meeting before becoming effective.

POLICY COMMITTEE

I. COMPOSITION

The Policy Committee shall be comprised of at least five (5) but not more than seven (7) members of the Board of Trustees. The members of the Committee and the Chair shall be appointed by the President elected in January of each year. The President's appointments shall be included on the February agenda for Board ratification.

II. MEETINGS

Meetings of the Policy Committee shall be scheduled on an as needed basis and shall be called by the Committee Chair. All Committee meetings shall be conducted pursuant to Government Code Sections 54950 through 54963 (Ralph M. Brown Act).

III. DUTIES

Duties of the Policy Committee shall include the following:

- A. Instruct staff to prepare specific policies as requested by the Board of Trustees.
- B. Prepare policies relating solely to the Board of Trustees for Board action; for example, preparation of the Code of Conduct for Board Members policy.
- C. Review all policies of the District and make recommendations regarding their adoption to the Board of Trustees. Policies directly related to Finance and Personnel may be referred to the Finance and Personnel Committees directly.
- D. All actions taken by the Policy Committee must be approved by the Board of Trustees during a public meeting before becoming effective.

PUBLIC INFORMATION COMMITTEE

I. COMPOSITION

The Public Information Committee shall be comprised of at least five (5) but not more than seven (7) members of the Board of Trustees. The members of the Committee and the Chair shall be appointed by the President elected in January of each year. The President's appointments shall be included on the February agenda for Board ratification.

II. MEETINGS

Meetings of the Public Information Committee shall be scheduled on an as needed basis and shall be called by the Committee Chair. All Committee meetings shall be conducted pursuant to Government Code Sections 54950 through 54962 (Ralph M. Brown Act).

III. DUTIES

Duties of the Public Information Committee shall include the following:

- A. Review of all District public information literature and public service announcements. This includes, but is not limited to brochures, *San Gabriel Valley Buzzings* Newsletter, *Critter Chats* Newsletter, newsprint advertisements, school workbooks, and audio and video public service announcements. Unless otherwise directed, all public information literature and public service announcements approved by the Public Information Committee are final and do not require Board action.
- B. Participate in the coordination of all scheduled media events and open house activities to promote public awareness of District goals and functions.
- C. Recommend staffing levels for the District's education program.
- D. With the exception of approval of public information literature and public service announcements, all actions taken by the Public Information Committee must be approved by the Board of Trustees during a public meeting before becoming effective.

San Gabriel Valley Mosquito & Vector Control District
1145 N. Azusa Canyon Road, West Covina, CA 91790
Board of Trustees
Abatement Hearing Committee Meeting

Friday, February 10, 2017

Agenda

1. **Call to Order and Roll Call**
2. **Opportunity for Public Comment on Non-Agenda Items**
The public is requested to provide a name/address and limit comment (s) to 5 minutes.
3. **Review and Discussion of Committee Procedures**
7. **Adjourned**

Abatement Hearing Committee will meet immediately after the Board Adjourns

Jamie Bissner, Chairperson	Henry M. Morgan
Richard Barakat	Charles Myers (Alternate)
Corey Calaycay	Cynthia Sternquist (Alternate)
Margaret Finlay	

CERTIFICATE OF POSTING

I, Esther Elliott, Clerk of the Board of the San Gabriel Valley Mosquito and Vector Control District, certify under penalty of perjury and the laws of the State of California that this agenda was posted pursuant to the Government Code commencing with Section 54950 this Friday, November 18, 2016, more than 72 hours prior to the meeting and is available on the District's website:
www.sgvmosquito.org.

The public may view and inspect supporting documents for each item on this agenda (except confidential information allowed by State law) in the front lobby of the District's Administration Building. For further information regarding agenda items, please contact us at (626) 814-9466 or via email at district@sgvmosquito.org.

If you need special assistance to participate in this meeting please contact us 48 hours prior to the meeting so staff can make reasonable arrangements (28 CFR 34, 102, 104 ADA TITLE II).



Esther Elliott, Clerk of the Board
San Gabriel Valley MVCD

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

Date: February 10, 2017 **Item 3**

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

Subject: Review and Discussion of Committee Procedures

Reference: Attached

Background

On December 12, 2014 the Board created a five member Abatement Hearing Committee (Committee) to represent it during abatement hearings. This step expedited the abatement process and we hoped to reduce the number of properties where we make repeated visits. A number of owners have gone through abatement hearings. Whereas some owners have completely resolved their issues, the success of the Committee can be seen more in those who complied before a hearing was necessary. The existence of the Committee is as important as the decisions it renders.

The abatement process is not used by many all vector control agencies thus ours continues to evolve. Over the last year several questions arose regarding how the Committee operates. At its last meeting on January 9, the attending members agreed to convene to discuss the following:

Meeting Date and Time

The Committee conducts its hearings on the second Monday of each month.

1. Should the Committee meet on a different day and/or time?
2. How often should the Committee meet?

Alternates

Two Alternates currently serve on the Committee.

1. Should the Committee Alternates be required to attend meetings?
2. If not, when should the Alternates be informed that they are needed for a meeting?
3. How long should a Committee member serve?

Information

Staff provides to all members on the Committee agendas and attachments one week before a hearing and informs them at least two weeks in advance when a hearing is scheduled.

1. Are there any additional data or any additional information which should be included regularly at meetings of the Committee?
2. Should minutes of previous meetings and the cost of abating the nuisance so far incurred by the District be included in the packet for committee's review during the hearing?

Fee Schedule

California's Health and Safety Code allows vector control agencies to impose civil penalties of up to \$1,000 per day on property owners for noncompliance in addition to the cost of abating a nuisance. The Committee asked staff to develop a schedule of charges (Attached) that would not overwhelm an Owner but be sufficiently severe so that the cost of removing the nuisance was favorable compared to letting it exist.

Manager's Recommendation

Discuss the above items and report results to the Board.

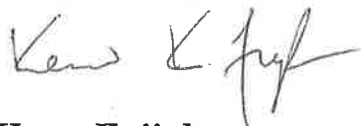
Alternatives

Continue the items to a future meeting

Financial Impact

None

Respectfully submitted,



**Kenn Fujioka
District Manager**



SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
1145 N AZUSA CANYON ROAD, WEST COVINA, CALIFORNIA 91790
PHONE: (626) 814-9466 FAX: (626) 337-5686

CIVIL PENALTY SCHEDULE¹

Category	Public Nuisance Condition	Penalty Per Day (\$)
Mosquito	Design, layout, and irrigation schedule of the Property provides opportunity for excessive (above established threshold for virus transmission) mosquito development	50 - 100
Mosquito	Lack of a comprehensive system for <i>green waste</i> management including, storage, removal, and disposal to reduce mosquito development	50 - 100
Mosquito	Accumulated debris prevents adequate water flow, percolation, and access.	50 - 100
Mosquito	Water is being allowed to run off from the Property into the yard and street creating new mosquito habitat and standing water more than 96 hours	50 - 100
Mosquito	Lack of vegetation management excessive bromeliads at the property promoting mosquito development	100 - 200
Mosquito	Neglected or green swimming pools, ponds, fish ponds and planters promote mosquito development and create runoff of effluent water and mosquito development	100 - 300
Mosquitoes	Other:	50 - 100
Mosquitoes/Rodent	Trash containers not covered or sealed, miscellaneous water holding containers like flower pots, buckets, and others may breed mosquitoes or arbor rodents	100 - 200
Rodent	Accumulated trash and debris provide harborage for rats	50 - 100
Rodent	Firewood stored with insufficient (18" off ground and 1ft from walls) open space between the ground and/or structures.	50 - 100
Rodent	Trees and shrubs insufficiently (less than 23 feet) trimmed from ground or structures/roofline.	50 - 100
Rodent	Openings of building or around conduits exterior unsealed or insufficiently sealed leaving opening 1/2 inch or larger	50 - 100
Rodent	Pet food left outdoors at night.	50 - 100
Rodent	Ripe fruit not timely harvested or fallen fruit not removed from ground.	50 - 100
Rodent	Other:	50 - 100

¹ The Board of Trustee Abatement Hearing Committee have discretion to impose civil penalties on any property beyond this fee schedule per CHSC statute §2063 of up to \$1,000 per day.