

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

**Board of Trustees Meeting
January 11, 2019
7:15 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 December 2018 ***
 - B. Budget Status Report for December 2018 ***
 - C. Minutes of Board of Trustees Meeting of December 11, 2018**
 - D. Operations Report 2018 ***
 - E. Surveillance Report 2018 ***
 - F. Communications Report 2018 ***
 - G. November 2018 Monthly Treasurer Report / District Working Balance for January 2019 ***
- 5. Outgoing Trustee Plaque Presented to Dr. Robert Neher, Trustee, City of La Verne in Recognition for 30 Years of Service on the Board of Trustees for the San Gabriel Valley MVCD**
(Board President Corey Calaycay)
- 6. Announcement of Reappointed Trustees**
(Board President)

Roger Chandler	City of Arcadia
Joseph Rocha	City of Azusa
Manuel R. Garcia	City of Irwindale
Becky A. Shevlin	City of Monrovia

Tim Sandoval	City of Pomona
Juli Costanzo	City of San Gabriel
John Capoccia	City of Sierra Madre
Cynthia Sternquist	City of Temple City
Emmett Badar	City of San Dimas

7. **Introduction of New Trustee**
(Board President)

Dr. Allen L. Wu, City of Walnut

8. **Presentation: MVCAC Southern Region Invasive *Aedes* Forum Review**
(District Manager Jared Dever)

9. **Disposal of District Property ***
(District Manager) (Action Required) (Approve/Disapprove)

10. **District's Administration**
(District Manager)

A. Implementation of 9/80 Work Schedule

11. **Department Reports**
(Verbal Reports)

A. Operations
Jason Farned Operations Manager

B. Surveillance
Scientific Programs Manager Melissa Doyle

C. Communications
Public Information Officer Levy Sun

12. **Trustee Reports**
(Verbal Reports)

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

14. **Adjournment**

**The Legislative Committee
will meet immediately after the Board Adjourns**

**Sandra Armenta
Cruz Baca
Corey Calaycay
Margaret Finlay
Rachel Janbek**

**Becky Shevlin
Mike Spence
Cynthia Sternquist
Tim Sandoval**

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

December 13, 2018

Num	Date	Name	Item	Original Amount
EFT	12/13/2018	CALPERS CERBT	6200 RETIREMENT - CLASSIC (Employer Contribu	9,115.17
			6200 RETIREMENT - CLASSIC (Employer Contribu	59.48
1000000155007008	12/01/2018			9,174.65
EFT	12/13/2018	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	521.33
			6200 RETIREMENT - CLASSIC (Employer Contribu	938.12
PR of 12/3/18			6200 RETIREMENT - CLASSIC (Employer Contribu	1,344.97
			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	442.98
			6201 RETIREMENT - PEPRA (Employer Contributic	365.03
			6201 RETIREMENT - PEPRA (Employer Contributic	80.08
				6,011.40
EFT	12/13/2018	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	311.93
Niffenegger Contrib				311.93
15953	12/13/2018	AMERICAN FIDELITY AKA FLEX ACCOUNT ADM	6070 CAFETERIA BENEFIT	220.83
			6070 CAFETERIA BENEFIT	262.52
202542	12/01/2018		6070 CAFETERIA BENEFIT	441.66
			6070 CAFETERIA BENEFIT	83.33
				1,008.34
15954	12/13/2018	ARAMARK UNIFORM SERVICES INC.	6332 Uniforms (Uniforms)	580.83
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	337.85
792287099	12/01/2018			918.68
15955	12/13/2018	ATHENS SERVICES	6040 Building Maintenance	225.33
				225.33
6001671				

SAN GABRIEL VALLEY MVCD

Claims List

December 13, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
15956	12/13/2018	AZUSA LIGHT & WATER	6343 Meter # 99172930 (Account # 303-0190.300)	71.88
			6343 Meter # 45169724 (Account # 303-0191.300 C	46.33
303-019-300				118.21
15957	12/13/2018	CALOLYMPIC SAFETY	6302 Supplies, Safety	73.17
374184-1				73.17
15958	12/13/2018	CHEVRON	6262 Fuel for Trucks (Fuel for Trucks)	2,893.63
54772446				2,893.63
15959	12/13/2018	ENTERPRISE	6007 - AUTOMOBILE LEASE	6,148.86
407595				6,148.86
15960	12/13/2018	ENVIRONMENT CONTROL	6040 Building Maintenance	1,100.00
5606-411				1,100.00
15961	12/13/2018	FLEET SOLUTIONS CENTER	6260 SUPPLIES, MECHANICAL	693.48
			6260 SUPPLIES, MECHANICAL	693.48
1598,1607,1662,1663			6260 SUPPLIES, MECHANICAL	234.63
			6260 SUPPLIES, MECHANICAL	377.13
			6260 SUPPLIES, MECHANICAL	234.63
				2,233.35
15962	12/13/2018	KENN K. FUJIOKA	6072 MEDICAL PREMIUM-Retired EE (Medical prei	440.21
Premium Reimburse				440.21

SAN GABRIEL VALLEY MVCD

Claims List

December 13, 2018

Num	Date	Name	Item	Original Amount
15963	12/13/2018	LAND'S END BUSINESS OUTFITTERS	6332 Uniforms (Uniforms)	447.60
				447.60
3307048				
15964	12/13/2018	READYREFRESH BY NESTLE	6170 Arrowhead Water (Arrowhead Water)	319.05
				319.05
18K0024588535				
15965	12/13/2018	ROBERT KENNEDY	6072 MEDICAL PREMIUM-Retired EE (Medical prei	183.34
				183.34
Premium Reimburse				
15966	12/13/2018	SOCALGAS	6341 Utilities (Acc # 057 518 2100 9 Acc # 059 618	189.92
			6341 Utilities (Acc # 057 518 2100 9 Acc # 059 618	26.55
				216.47
057-51821009				
15967	12/13/2018	SOUTHERN CALIFORNIA EDISON	6340 UTILITIES - ELECTRIC	1,825.59
				1,825.59
2-03-760-723				
15968	12/13/2018	SSD SYSTEMS INC/MC NEILL SECURITY SYSTE	6040 Building Maintenance	1,618.14
				1,618.14
1369997-A				
15969	12/13/2018	STAPLES CREDIT PLAN	6270 OFFICE SUPPLIES	81.00
				81.00
2194323291				
15970	12/13/2018	STREAMLINE	6037 WEBSITE AND EMAIL SERVICE	200.00
				200.00
98898				

SAN GABRIEL VALLEY MVCD

Claims List

December 13, 2018

Num	Date	Name	Item	Original Amount
15971	12/13/2018	TPx COMMUNICATIONS	6315 Monthly Internet Charges (Monthly Internet Ch	998.30
			6320 TELEPHONE OFFICE	1,013.07
111132895-0				2,011.37
15972	12/13/2018	WELLS FARGO VENDOR FIN SERV	6073 EQUIPMENT LEASE	1,500.15
				1,500.15
90136779571				
15973	12/13/2018	WEST VALLEY MVCD	6250 LABORATORY SUPPLIES	72.00
				72.00
2428				
		Total Accounts Payable for December 13, 2018		39,132.47

SAN GABRIEL VALLEY MVCD Claims List

December 27, 2018

Num	Date	Name	Item	Original Amount
EFT	12/27/2018	CAL PERS	6070 Med premiums - Cafeteria (Medical premiums)	614.59
			6070 Med premiums - Cafeteria (Medical premiums)	3,402.42
100000015526347			6070 Med premiums - Cafeteria (Medical premiums)	2,883.40
			6070 Med premiums - Cafeteria (Medical premiums)	1,976.75
			6072 MEDICAL PREMIUM-Retired EE (Medical prei	408.00
			6070 ADMIN FEE (Admin fee)	31.97
				<u>9,317.13</u>
EFT	12/27/2018	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	521.33
			6200 RETIREMENT - CLASSIC (Employer Contribu	938.12
PR of 12/27/18			6200 RETIREMENT - CLASSIC (Employer Contribu	1,360.25
			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	365.03
			6201 RETIREMENT - PEPRA (Employer Contributic	80.08
				<u>5,838.33</u>
EFT	12/27/2018	PRINCIPAL DENTAL	6070 Premiums, life - Cafeter (Voluntary Insurance l	90.00
			6070 Premiums, life - Cafeter (Voluntary Insurance l	364.97
1085590-10001			6070 Premiums, life - Cafeter (Voluntary Insurance l	1,422.15
			6070 Premiums, life - Cafeter (Voluntary Insurance l	226.38
			6070 Premiums, life - Cafeter (Voluntary Insurance l	274.97
				<u>2,378.47</u>
EFT	12/27/2018	TEXAS LIFE INSURANCE COMPANY	6070 CAFETERIA BENEFIT	56.92
				<u>56.92</u>
SM09BT20181216001				
15974	12/27/2018	AMAZON.COM	6305 EDUCATION PROGRAM SUPPLIES	5.35
			6260 SUPPLIES, MECHANICAL	353.68

SAN GABRIEL VALLEY MVCD Claims List

December 27, 2018

Num	Date	Name	Item	Original Amount
6045787810575999			6280 SUPPLIES, OPERATIONS	169.70
			6270 OFFICE SUPPLIES	55.99
			6270 OFFICE SUPPLIES	75.46
			6260 SUPPLIES, MECHANICAL	67.17
			6270 OFFICE SUPPLIES	23.97
			6270 OFFICE SUPPLIES	15.45
			6270 OFFICE SUPPLIES	20.12
			6270 OFFICE SUPPLIES	14.31
			6270 OFFICE SUPPLIES	11.21
			6270 OFFICE SUPPLIES	43.94
			6280 SUPPLIES, OPERATIONS	6.23
				<u>862.58</u>
15975	12/27/2018	BECKY A. SHEVLIN	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 12/14/18				
15976	12/27/2018	CHARLES MYERS	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 12/14/18				
15977	12/27/2018	COREY CALAYCAY	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 12/14/18				
15978	12/27/2018	CRUZ BACA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 12/14/18				
15979	12/27/2018	CYNTHIA STERNQUIST	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 12/14/18				

SAN GABRIEL VALLEY MVCD

Claims List

December 27, 2018

Num	Date	Name	Item	Original Amount
15980	12/27/2018	DAN HOLLOWAY	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/18/18				
15981	12/27/2018	EMMETT G. BADAR	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/14/18				
15982	12/27/2018	HAROLD J. BISSNER III	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/14/18				
15983	12/27/2018	HENRY M. MORGAN	6030 BOARD EXPENSES	149.50
				149.50
BM of 12/14/18				
15984	12/27/2018	HOME DEPOT	6040 Building Maintenance	19.47
			6040 Building Maintenance	360.42
8285168			6040 Building Maintenance	41.31
			6290 Supplies, Public Informati	65.60
			6040 Building Maintenance	28.39
			6040 Building Maintenance	36.93
				552.12
15985	12/27/2018	JERRY VELASCO	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/14/18				
15986	12/27/2018	JOHN CAPOCCIA	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/14/18				

SAN GABRIEL VALLEY MVCD
Claims List

December 27, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
15987	12/27/2018	JOSEPH LEON	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/14/18				
15988	12/27/2018	JOSEPH ROCHA	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/14/18				
15989	12/27/2018	JULI COSTANZO	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/14/18				
15990	12/27/2018	MANUEL GARCIA	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/14/18				
15991	12/27/2018	MARGARET E. FINLAY	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/14/18				
15992	12/27/2018	MARINA KHUBESRIAN, MD	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/14/18				
15993	12/27/2018	MARY W. SU	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/14/18				
15994	12/27/2018	MIKE SPENCE	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/14/18				

SAN GABRIEL VALLEY MVCD

Claims List

December 27, 2018

Num	Date	Name	Item	Original Amount
15995	12/27/2018	RICHARD BARAKAT	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/14/18				
15996	12/27/2018	ROBERT NEHER	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/14/18				
15997	12/27/2018	ROGER CHANDLER	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/14/18				
15998	12/27/2018	STEPHEN SHAM	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/14/18				
15999	12/27/2018	UNITED AIR CONDITIONING & MECHANICAL	6040 Building Maintenance	473.61
				473.61
3000-26				
16000	12/27/2018	VERIZON WIRELESS	6312 Monthly District Field Ph (Monthly District Fielc	797.43
			6312 Monthly District Field Ph (Monthly District Fielc	1,239.47
9820003385				2,036.90
16001	12/27/2018	WINDOWASHERS, LLC.	6046 PROFESSIONAL SERVICES - IT	2,600.00
				2,600.00
1044				
Total Accounts Payable for December 27, 2018				26,465.56
Total Accounts Payable for December 2018				65,598.03

SAN GABRIEL VALLEY MVCD

Claims List

December 27, 2018

Num	Date	Name	Item	Original Amount
		Total Payroll for December 2018		168,034.98
		see attached		
		Total Claims List for December 2018		233,633.01

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

Department	Dec 13, 2018	Dec 18, 2018 Term	Dec 27, 2018		TOTAL
EXECUTIVE	5,540.80		5,540.80		11,081.60
ADMINISTRATION	11,532.80		11,632.80		23,165.60
OPERATIONS	42,241.60		42,897.60		85,139.20
SURVEILLANCE	7,530.96	1,703.30	6,461.52		15,695.78
COMMUNICATIONS	8,521.60		8,571.60		17,093.20
SEASONAL WORKERS	<u>2,083.04</u>	<u></u>	<u>1,848.96</u>	<u></u>	<u>3,932.00</u>
Gross Payroll	77,450.80	1,703.30	76,953.28	-	156,107.38
Employer Taxes	1,280.54	25.64	1,317.42		2,623.60
Car Allowance	500.00	-	-	-	500.00
Employee Benefit-Med	<u>4,402.00</u>	<u>65.08</u>	<u>4,336.92</u>	<u></u>	<u>8,804.00</u>
TOTAL PAYROLL	83,633.34	1,794.02	82,607.62	-	168,034.98

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 50% of Year Completed
December 31, 2018

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
PERSONNEL EXPENSES						
Salaries, Exempt	36,810.34	239,580.11	483,738.58	244,158.47	49.53	
Salaries - Non Exempt	97,881.26	680,744.19	1,680,573.54	999,829.35	40.51	
Salaries - Overtime	0.00	2,074.51	19,700.00	17,625.49	10.53	
Salaries - Vacation	5,766.15	66,937.10	89,770.00	22,832.90	74.57	Retirement payout
Salaries-Holiday	5,599.48	49,148.94	123,207.00	74,058.06	39.89	
Salaries, Sick Pay	6,132.22	40,806.10	93,635.00	52,828.90	43.58	
Salaries, Part-time - XH	3,928.34	107,364.62	348,686.00	241,321.38	30.79	
Management Car Allowance	500.00	3,000.00	6,000.00	3,000.00	50.00	
Cafeteria Benefit	19,363.54	161,621.98	316,800.00	155,178.02	51.02	
Hlth Benefits, Ret Emps	1,031.55	5,745.30	12,000.00	6,254.70	47.88	
Medicare	2,397.26	17,902.27	40,745.00	22,842.73	43.94	
Retirement - Classic	15,710.32	103,156.05	110,980.00	7,823.95	92.95	Unfunded liability
Retirement - Pepra	5,625.99	40,481.09	95,065.00	54,583.91	42.58	
Social Security	113.17	3,749.69	7,385.00	3,635.31	50.77	
Group Term Life Ins	0.00	1,962.22	4,300.00	2,337.78	45.63	
Tuition Reimbursement	0.00	0.00	8,000.00	8,000.00	0.00	
Insurance, unemployment	68.20	2,478.05	19,200.00	16,721.95	12.91	
TOTAL PERSONNEL EXPENSES	200,927.82	1,526,752.22	3,459,785.12	1,933,032.90	44.13	
OPERATING EXPENSES						
Awards	0.00	1,226.84	2,000.00	773.16	61.34	Service pins
Advertising	0.00	9,484.48	30,000.00	20,515.52	31.61	
Bank Charges	415.93	2,674.64	5,000.00	2,325.36	53.49	
Board expenses	2,349.50	13,419.11	35,000.00	21,580.89	38.34	
Computer Hardware	0.00	18,499.81	19,000.00	500.19	97.37	iPads-Ops
Computer Software	0.00	12,357.10	20,400.00	8,042.90	60.57	Neogov renewal
Website/Email Service	200.00	1,178.09	3,195.00	2,016.91	36.87	
Building maintenance	4,241.45	24,003.99	37,500.00	13,496.01	64.01	Water heater replacement
Maintenance, equipment	0.00	484.47	9,000.00	8,515.53	5.38	
Maintenance, grounds	0.00	754.76	4,000.00	3,245.24	18.87	
Lease Equipment	1,500.15	26,228.26	38,000.00	11,771.74	69.02	Telephones annual lease payment
Fees & Assessments	0.00	2,783.38	4,000.00	1,216.62	69.58	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 50% of Year Completed
December 31, 2018

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
VCJPA General Fund	0.00	10,697.00	9,656.00	(1,041.00)	110.78	One time expense
Insurance, liability	0.00	66,602.00	65,411.00	(1,191.00)	101.82	One time expense
Workers Comp Insurance	0.00	111,370.00	111,546.00	176.00	99.84	One time expense
Automobile Insurance	0.00	1,648.00	1,648.00	0.00	100.00	One time expense
Other Insurance	0.00	367.74	2,000.00	1,632.26	18.39	
Insurance, property	0.00	3,196.00	3,258.00	62.00	98.10	One time expense
Legal	0.00	10,529.99	35,000.00	24,470.01	30.09	
Memberships	0.00	18,227.00	25,000.00	6,773.00	72.91	MVCAC dues
Miscellaneous expenses	319.05	2,093.38	3,000.00	906.62	69.78	Increaseed water delivery
Postage	11.90	855.05	9,904.00	9,048.95	8.63	
Prof. Services, Auditor	0.00	14,062.50	20,000.00	5,937.50	70.31	One time expense
Professional Services	0.00	1,440.00	5,000.00	3,560.00	28.80	
Professional Services-IT	2,600.00	20,301.05	35,000.00	14,698.95	58.00	Exchange server service
Printing & Reproduction	0.00	7,412.32	11,000.00	3,587.68	67.38	Communication fliers
Research	0.00	0.00	1,000.00	1,000.00	0.00	
Seminars and meetings	0.00	9,711.82	29,710.00	19,998.18	32.69	
Supplies, laboratory	72.00	13,145.28	16,100.00	2,954.72	81.65	Mosquito testing
Supplies, mechanical	2,579.12	31,158.21	25,000.00	(6,158.21)	124.63	Transmission replacement
Supplies, gasoline	2,893.63	34,226.05	50,000.00	15,773.95	68.45	Extra trucks for seasonals
Supplies, office	341.45	3,374.55	13,000.00	9,625.45	25.96	
Supplies, Mosquito Fish	0.00	770.88	30,000.00	29,229.12	2.57	
Supplies, operations	175.93	5,275.12	18,000.00	12,724.88	29.31	
Supplies, pesticides	0.00	21,841.81	50,000.00	28,158.19	43.68	
Supplies, Communications	78.73	2,514.06	11,200.00	8,685.94	22.45	
Supplies, Education Program	14.49	201.83	700.00	498.17	28.83	
Supplies, safety	73.17	10,092.75	20,000.00	9,907.25	50.46	
Benefit Assesment Admin Cost	0.00	11,827.60	115,000.00	103,172.40	10.28	
Communications, field	2,036.90	12,316.90	28,000.00	15,683.10	43.99	
Telephone, Internet	998.30	5,849.28	24,500.00	18,650.72	23.87	
Telephone , Office	1,013.07	5,904.47	14,000.00	8,095.53	42.17	
Training , CEU's	0.00	3,938.00	4,000.00	62.00	98.45	Recertification fees
Uniforms and clothing	766.20	4,656.04	27,000.00	22,343.96	17.24	
Utilities, Electric	1,825.59	21,886.53	39,000.00	17,113.47	56.12	A/C use
Utilities, Natural Gas	216.47	939.78	3,000.00	2,060.22	31.33	
Utilities, Water	118.21	958.26	2,000.00	1,041.74	47.91	
Automobile Lease	6,148.86	35,593.16	73,800.00	38,206.84	48.23	

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 50% of Year Completed
December 31, 2018

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized
TOTAL OPERATING EXPENSES	30,990.10	619,410.10	1,145,128.00	525,717.90	54.09
TOTAL EXPENSES	231,917.92	2,146,162.32	4,604,913.12	2,458,750.80	46.61

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 50% of Year Completed
December 31, 2018

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
RESERVES						
Reserve, Unallocated Gene	0.00	0.00	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	
TOTAL RESERVES	0.00	0.00	2,239,381.00	2,239,381.00	0.00	

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

**Board of Trustees Holiday Breakfast and Meeting
December 14, 2018**

Minutes

Trustees Attending

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

Trustees Absent

1. Abraham Cruz (Industry)
2. Tim Sandoval (Pomona)
3. Sandra Armenta (Rosemead)

Staff Attending

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

Guest

Henry P. Eng, CPA, Auditor

1. Call to Order

Board President Corey Calaycay called the meeting to order at 7:05 AM.

2. Pledge of Allegiance and Silent Roll Call

Trustee Leon led the Pledge of Allegiance.

3. Opportunity for Public Comment on Non-Agenda Items

None

4. Consent Calendar

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

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

5. Presentation of Trustee Service Pins

Board President Corey Calaycay presented Trustees with a service pin representing their years of service on the Board of Trustees.

Robert Neher, City of La Verne	30 years of service
Margaret Finlay, City of Duarte	25 years of service
Rick Barakat, City of Bradbury	25 years of service
Dan Holloway, City of La Puente	10 years of service
Mike Spence, City of West Covina	5 years of service

Trustee Mary Su announced she would not return as representative for the City of Walnut. Councilmember Dr. Allen L. Wu has been appointed to represent the City of Walnut on the Board of Trustees effective January 1, 2019. Corey thanked Mary for her years of dedication and service to the District.

6. Consider the Finance Committee's Recommendation to Approve the District's Audit for Fiscal Year 2017-2018 as prepared by Henry Eng, CPA District Auditor

A motion by Trustee Chandler to approve the 2017-2018 District Audit was seconded by Trustee Morgan and unanimously approved.

7. Consider the Finance Committee's Recommendation to Approve the Amended Resolution 94-02, Fiscal Policy, Article XIII, Investment Policy for Board Approval.

A motion by Trustee Badar to approve amended Resolution 94-02, Fiscal Policy, Article XIII, Investment Policy was seconded by Trustee Finlay and unanimously approved.

8. District's Administration

- A. Flea-borne Typhus Southern California Meeting, December 5th**
District Manager Jared Dever reported that a meeting to discuss the multiple clustered flea-borne typhus cases in Los Angeles County was

held at the Long Beach Health Department on December 5, 2018. Attendees shared epidemiological information about the cases and strategies to reduce future outbreaks of disease in the County.

B. MVCAC Southern Region Invasive *Aedes* Forum, December 11, 2018

Jared reported seventy representatives from vector control agencies met on December 11, 2018 to collaborate on invasive *Aedes* in California. Attendees worked in breakout groups to share their struggles, frustrations, and strategies for suppression of invasive *Aedes* mosquitoes.

9. Department Reports

A. Operations

Operations Manager Jason Farned reported that the District's mechanic Mike Niffenegger retired at the end of November 2018. After extensive cost analysis, the District has contracted with a fleet management company to provide our routine fleet maintenance.

B. Surveillance

Scientific Programs Manager Melissa Doyle reported that plans and strategies for 2019 include disposal of old and obsolete equipment, reorganization of lab space, replenishing traps and recruitment of staff.

C. Public Information

Public Information Officer Levy Sun stated that the District's inflatable mosquito has been repaired and is ready for Spring activities. New outreach programs are being developed and a new District video is being produced.

10. Trustee Reports

11. New Business

Corey announced there would be a Legislative Committee meeting immediately after the January 11, 2019 Board of Trustees meeting adjourns.

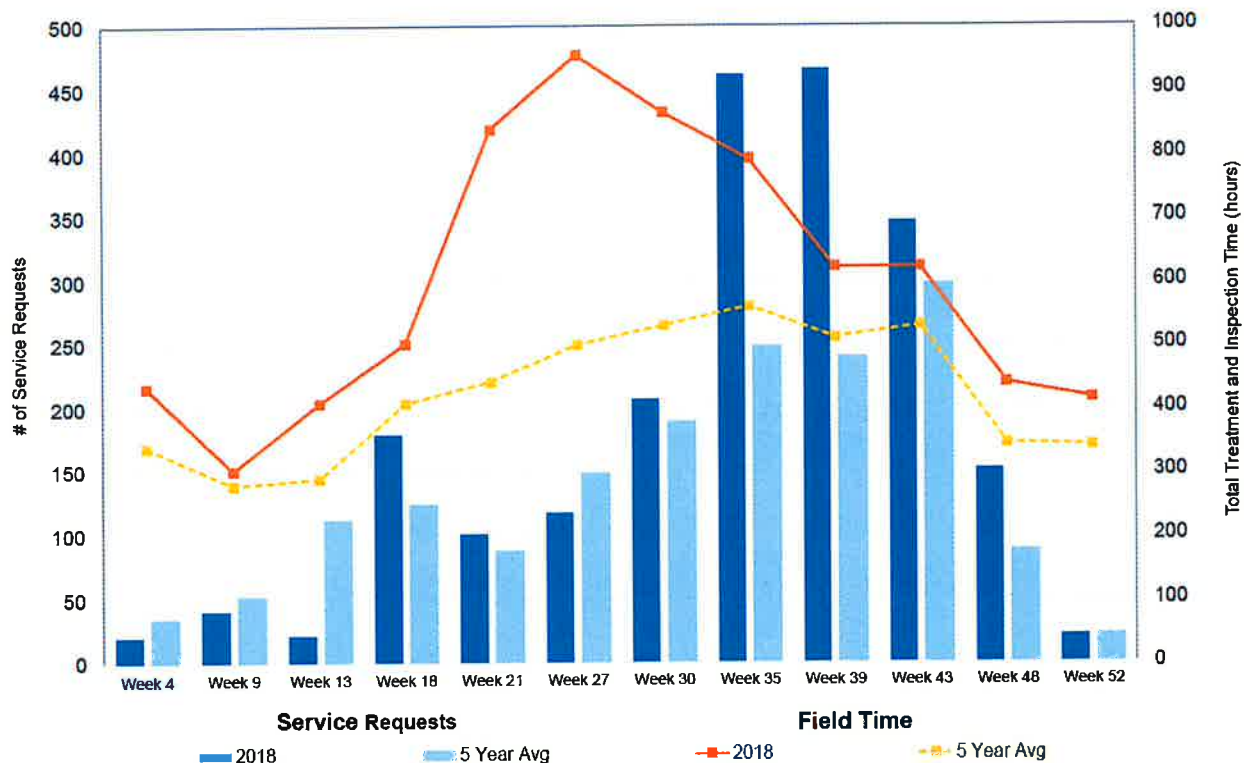
12. Adjournment

No Motion. The meeting was adjourned at 8:09 AM

Operations Report

Week 49- 52 2018

Operations Workflow:



Operations Summary:

The drop in nighttime temperatures have significantly reduced mosquito populations and service requests. Specialists have been able to focus their time on routine inspections of known mosquito breeding sites as well as follow up with non-functional swimming pools. The cool weather has not eliminated the necessity to keep non-functional pools empty and dry. In December, over 30 pools were found actively growing mosquitoes.

Chemical Usage:

Larvicides/Pupicides			
Method of Action	Target	Amount	Area Treated
Larvicide Oils (Surface Film)			
Suffocation	Mosquitoes	1.51 gal.	13615 sq.ft.
Insect Growth Regulators (IGR's)			
Inhibits metamorphosis	Mosquitoes	11.52 lbs.	47528 sq.ft.
Bacterials			

Item 4D

Ingestion, toxicant	Mosquitoes	0.61 gal.	307296 sq.ft.
Ingestion, toxicant	Mosquitoes	16.27 lbs.	345152 sq.ft.
Ingestion, toxicant	Black flies	7.66 gal.	2126 m ³
Biologicals			
Mosquito fish	Mosquitoes	287 ea.	2577 sq.ft.

Zone Specialists:

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

Surveillance Activities – Disease Weeks 49 – 52

Mosquito Collections and Mosquito Samples for Arbovirus Surveillance

The surveillance department completed trapping for the 2018 season in week 44. The surveillance department began submitting mosquito pools for viral testing in week 18 and one sample submitted in week 35 tested positive for West Nile virus. The surveillance department has captured 82,639 adult mosquitoes and submitted 675 mosquito samples for viral testing in 2018. Also, 37 samples of *Aedes aegypti* mosquitoes were submitted to the California Department of Public Health for pesticide resistance testing.

There was decreased West Nile virus activity observed in California in 2018. There were 203 human cases in the entire state, less than half of the 5 year average of 486 cases. There were 43 cases in Los Angeles county with 5 cases occurring in cities served by SGVMVCD.

Surveillance Department Activities

The surveillance department began to plan for the 2019 trapping season. Over 100 locations have been identified as potential trapping locations and will be evaluated prior to start of the 2019 trapping season.

On December 5, Melissa Doyle participated in an inter-agency meeting discussing Flea Bourne Typhus. Vector control agencies and local public health from Los Angeles and Orange counties came together to discuss the clusters of cases observed in Los Angeles county in 2018.

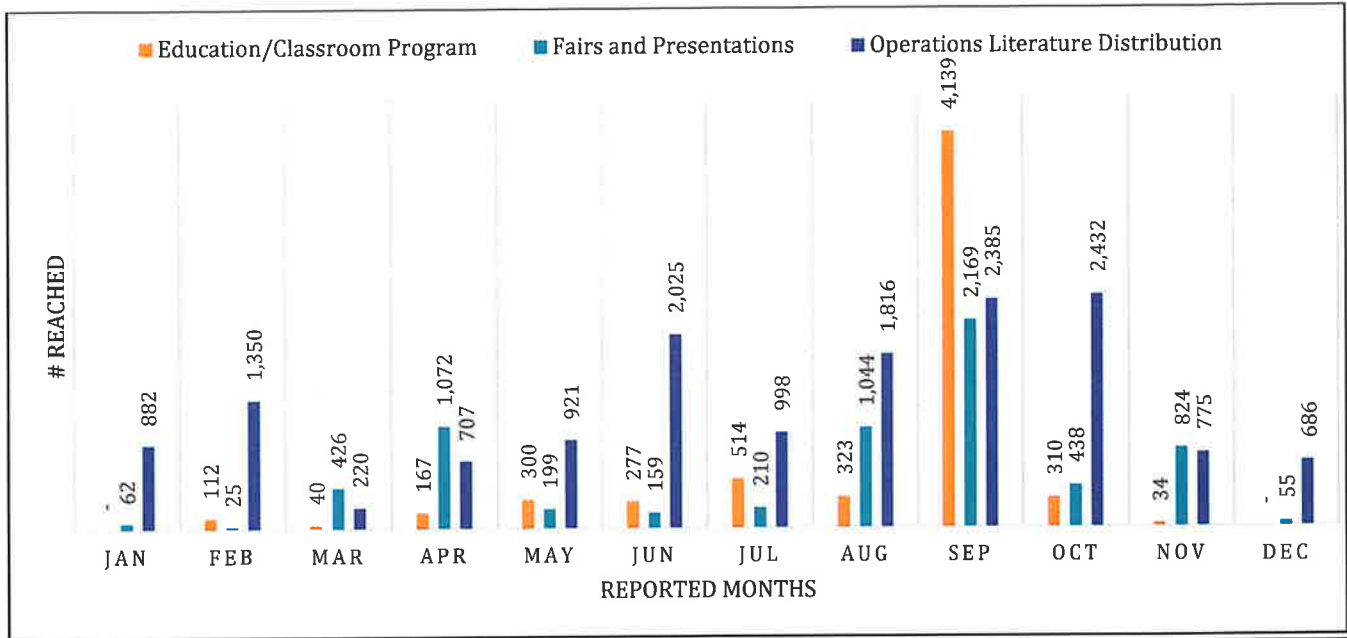
Melissa Doyle participated in the MVCAC Southern Region Integrated Vector Management meeting held on December 11, 2018. Local districts shared lessons learned from the 2018, focusing on West Nile virus surveillance methods and the potential ramifications of the new regulations regulating trap capture devices. In the afternoon, a forum was held to discuss how agencies are responding to invasive *Aedes* mosquitoes in the Southern region of California. During lunch there was a presentation regarding Sterile Insect Technique (SIT) studies that are being conducted in Florida.

Sam McKeever, Assistant Vector Ecologist, accepted a Technical Officer position with the World Health Organization in Washington, DC. She will be working in *Aedes* mosquito surveillance.

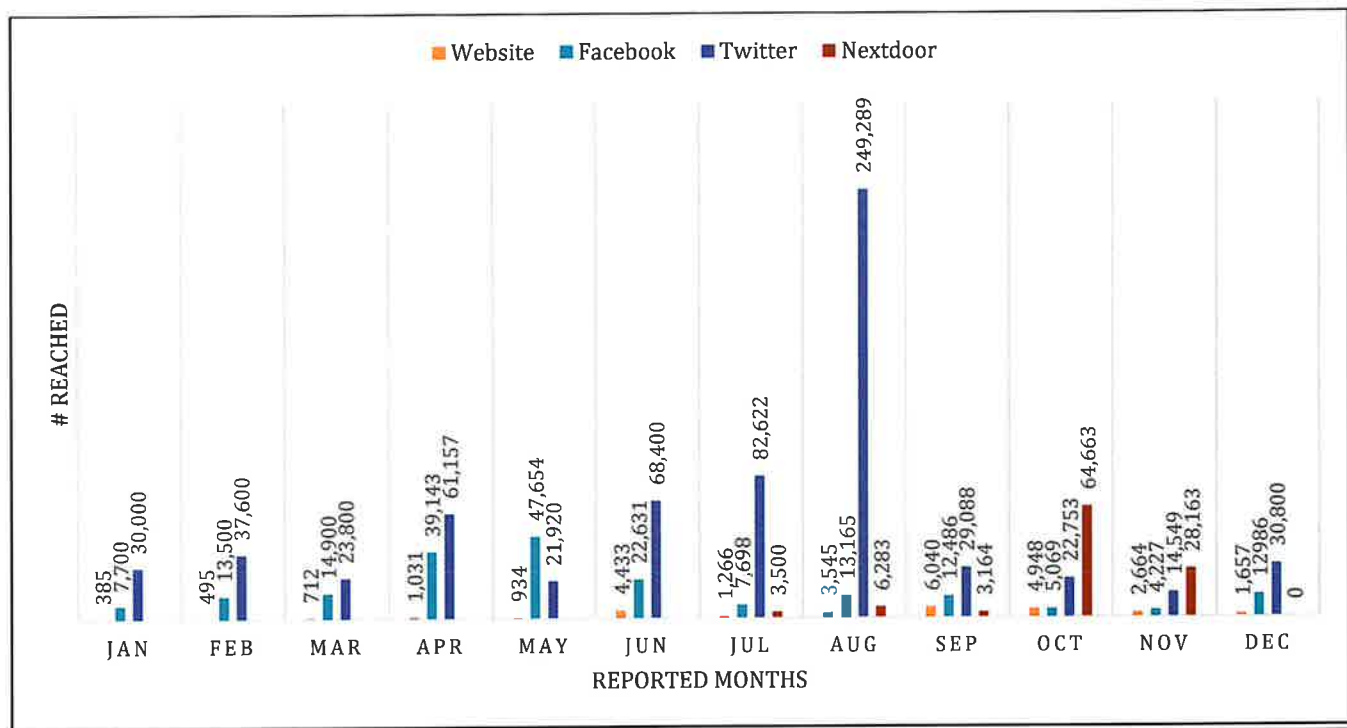
Communications Department

November 25, 2018 – December 29, 2018 | Disease Weeks 48-52

Outreach Activities:



Digital Activities:



Media Activity:

Date	Media Outlet	Headline
12/17	Pasadena Now	City Health Dept. Reports 93 Dirty Pasadena Swimming Pools, Possibly Mosquito Breeding Sites, Cleaned or Emptied

Programmatic:

EcoHealth Program:

1. Assisted in planning and execution of district tour by Duarte Historical Society
2. Attended the first meeting of the Employee Engagement Committee
3. Assisted with presentation at the Bite Back Campaign hosted by the City of Monrovia
4. Assisted with the production of Bite Prevention/Disease Awareness Video
5. Prepared material for Special Days Promotion

Marketing:

- 1) Started “Winter Wipeout” campaign to increase awareness about source reduction
- 2) Advertising
 - a. Completed Rose Parade magazine ads
- 3) Content Marketing:
 - a. Posted content based on holidays and events
 - b. Wrote content to prepare for Spring campaign
 - c. Reorganized Resources pages to prepare for Spring campaigns
- 4) Bite Back Campaign pilot
 - a. Improved web pages and resources to reflect growing needs of Bite Back Champions

Item 4G

January 11, 2019

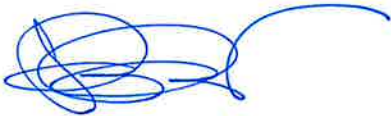
**HONORABLE PRESIDENT AND MEMBERS OF THE BOARD OF TRUSTEES,
SAN GABRIEL VALLEY MOSQUITO & VECTOR CONTROL DISTRICT**

SUBJECT: January 1, 2019 District Working Fund Balance

December 1, 2018 balance:	\$551,130.41
December 1- December 31, 2018 expenditures:	\$233,633.01

January 1, 2019 Working Fund Balance:	\$317,497.40
--	---------------------

Respectfully Submitted:



**Jared Dever
District Manager**


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

The attached Treasurer's Report is for November 2018.

The Total of All Funds Balance is \$2,790,511.41

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

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



Authorized Board of Trustee Member

San Gabriel Valley Mosquito and Vector Control District
Treasurer's Report (based on Balance Sheet Detail Activity Report,
Period 5, FY 2018 received on December 1, 2018

Item 4G

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Local Agency Investment Fund (LAIF)	2.14%	\$1,366,218.77	interest	\$0.00	LAIF Statement (Nov 2018)	\$1,366,218.77

Maturity Date: Perpetual
Interest rate as of Nov 2018

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Los Angeles County Pool	1.84%	\$1,357,441.97	interest Trust Warrant #677 Red Mstr 018-19 Red Comm Fimal	\$5,411.20 (\$380,538.80) \$29,754.04 \$0.93	ND 24 Per 5 ND 24 Per 5 ND 24 Per 5 ND 24 Per 5	\$1,012,069.34

Maturity Date: Perpetual
Interest rate as of Nov 2018

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Revolving Fund	\$200,000.00	Deb Activity-Nov 2018 Sweep Trust Warrant #677 A. Brisco Caruso Ford	(\$580,879.50) \$198,472.30 \$380,538.80 \$1,793.32 \$75.08	CB Statement November 2018	\$200,000.00

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Sweep Account	\$112,440.76	Deb Activity-Nov 2018 Deposit	(\$198,472.30) \$298,254.84	CB Statement November 2018	\$212,223.30

Total Beginning Balance	\$3,036,101.50	Total End Balance	\$2,790,511.41
--------------------------------	-----------------------	--------------------------	-----------------------

San Gabriel Valley Mosquito and Vector Control District

District Manager's Report

Date: January 11, 2019 **Item 9**

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

Subject: Disposal of District Property

Reference: Attached

Background

In accordance with Resolution 94-02, Article X, Sections 4 and 5 (rev. Jan 2013 - attached), the following vehicle has been maintained in the fleet well beyond the designated end of service criteria and is eligible for disposal as surplus property.

Truck ID #	Make/Model	License Plate #	VIN#	Odometer	Purchase Price	Current Value	Service Years
23-96	Chevrolet S-10	036018	1GCDT14X0T8172895	69,716	\$22,127	\$1,500	22

A vehicle to replacement 23-96 was approved in the FY2018/19 Annual Budget and has been acquired by the District.

Surplus property shall be sold by one of the following methods:

- A. Through legal advertisement in a newspaper of general circulation inviting sealed bids;
or
- B. At an auction either conducted by the District or through a professional service; or
- C. As determined by the Board of Trustees during a public meeting.

Staff recommends disposal of the surplus property through a professional online property auction service to help maximize the reach of sale advertisement, eligible bidders, and potential return on our investment.

Manager's Recommendation

Approve the sale of fleet vehicle #23-96 through an authorized government property auction website.

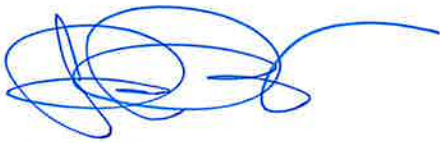
Alternatives

Deny the sale of fleet vehicle #23-96

Financial Impact

The projected market value of the vehicle is \$1,500.00. Any auction or sealed bid reserve will be set at or near this amount. Any proceeds from the sale of surplus property shall be treated as revenue for the fiscal year in which the property was sold.

Respectfully submitted,



**Jared Dever
District Manager**

ARTICLE X

FIXED ASSETS (Revised Jan 11 2013)

SECTION 1. Acquisition

- A. All expenditures for fixed assets shall be made under budgetary control. Control shall be maintained over the actual cost in relation to the amount authorized in the approved budget. When additional appropriations are required, authority must be obtained by a majority vote of the Board of Trustees during a public meeting.
- B. Fixed assets shall be non-consumable items with a purchase price greater than five hundred dollars (\$1,000.00).
- C. Fixed assets shall be purchased consistent with Resolution 92-12, Bid Regulations for the Purchase of Supplies and Equipment, as amended January 8, 1993, as described in Article III, Section 1. Purchasing, above.

SECTION 2. Receiving and Inventory

- A. As assets are received, the item shall be inspected for damage, verified that the item meets the specifications for the product ordered and a property tag shall be attached. The property tag number shall be recorded on the receipt and the receipt shall be given to the Administrative Secretary/Bookkeeper.
- B. The Administrative Secretary/Bookkeeper shall verify the amount invoiced with the amount of the bid submitted or price quoted. The Administrative Secretary/Bookkeeper shall verify that the property has been recorded on the inventory list which shall include date of purchase, property tag number, make and model number, serial number, location, and purchase price including tax. The Administrative Secretary/Bookkeeper shall report the newly inventoried property to the Vector Control Joint Powers Agency within five (5) business days for insurance purposes.
- C. Inventory of fixed assets shall be performed at least once every six months. Any property not accounted for shall be brought to the immediate attention of the District Manager for investigation.

SECTION 3. Donations

- A. Non-consumable property with a value of five hundred dollars (\$500.00) or greater offered by any individual or corporation for donation shall be approved by the Board of Trustees prior to accepting the donation. The individual or corporation must submit a letter of offer listing the item to be donated, approximate value, condition, and if applicable, source of consumable items necessary to operate equipment.
- B. Staff shall investigate if there is a conflict of interest associated with accepting the donation. If a conflict exists due to the fact that the sole source of consumable items can only be purchased from the person or corporation making the donation, staff shall recommend not accepting the donation unless it is deemed to be in the best interest of the District.
- C. Staff shall not recommend accepting a donation if the donation is limited by conditional acceptance.
- D. If the Board of Trustees approves accepting the donation, an acceptance letter shall be signed by the President of the Board and given to the individual or corporation making the donation. The property shall be tagged and reported as described in Sections 2(A) and 2(B) above.

SECTION 4. Vehicle Replacement

Vehicles to be replaced should meet one of the following criteria:

- a. Seven years or older, or
- b. High mileage of 80,000 or greater, or
- c. Poor mechanical condition resulting in down time of ten percent (10%) or cost of repair exceeding 50% of the fair trade-in value, or
- d. Other factors such as safety problems, damage caused by an accident resulting in the cost of repairs exceeding the fair trade-in value, mechanically inoperable, or costly damage as a result of environmental or operational factors, such as rust.

The trade-in value shall be obtained annually in July and any time major repairs are necessary. The trade-in value shall be based on the condition, mileage, and equipment of the vehicle. Disposal of the vehicle to be replaced shall be consistent with Section 5., below.

SECTION 5. Sale of Surplus Property

- A. When a fixed asset is no longer needed or is inoperable and is not going to be or cannot be repaired, the item shall be sold as surplus property. Items to be removed from the inventory of fixed assets shall be reported to the Board of Trustees. The report shall include purchase date, property tag number, make and model, serial number, purchase price, current value of item, and reason for disposal. All items to be sold as surplus property must be approved by the Board of Trustees prior to the sale.
- B. Surplus property shall be sold by one of the following methods:
 - A. Through legal advertisement in a newspaper of general circulation inviting sealed bids; or
 - B. At an auction either conducted by the District or through a professional service; or
 - C. As determined by the Board of Trustees during a public meeting.

Staff shall determine a fair price for the property and set a minimum bid on those items believed to have value. The District shall accept the highest bid for the item sold at auction. Sealed bids received through legal advertisement shall be accompanied by payment in the form of a guaranteed check or cashier's check. The bid will be awarded to the highest bidder during a public meeting. Checks received from unsuccessful bidders will be returned.

- C. Items not sold shall be donated to another governmental agency or non-profit organization, scrapped for parts, recycled, or properly disposed of in a landfill. Approval by the Board of Trustees shall be obtained prior to donating any surplus property to another governmental agency or non-profit organization.
- D. Proceeds from the sale of surplus property shall be treated as revenue for the fiscal year in which the property was sold.

San Gabriel Valley Mosquito & Vector Control District
1145 North Azusa Canyon Road, West Covina, CA 91790
January 11, 2019

**The Legislative Committee
will meet after the Board adjourns**

Agenda

- 1. Call to Order and Silent Roll Call**
(Committee Chair)
- 2. 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 Committee on any issue
within the District's jurisdiction which is not on the agenda. The public may
comment on any item on the Agenda at the time that item is before the
Committee for consideration. There will be no dialog between the Committee
and the Commenter. Any clarifying questions from the Board must go through
the Committee President.*
- 2. Discussion: 2019 Objectives for Legislative Committee**
- 3. Adjournment**

Legislative Committee

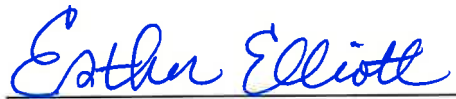
**Sandra Armenta
Cruz Baca
Corey Calaycay
Margaret Finlay
Rachel Janbek**

**Becky Shevlin
Mike Spence
Cynthia Sternquist
Tim Sandoval**

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