

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

Board of Trustees Meeting

January 12, 2018

7:00 AM

Agenda

1. Call to Order

2. Pledge of Allegiance and Silent Roll Call

3. Oath of Office

(District Manager)

(Government Code, Title 1. General., Division 4., Public Officers and Employees, Chapter 2, Article 4. Oath of Office, 1360. Unless otherwise provided, before any officer enters on the duties of his office, he shall take and subscribe the oath or affirmation set forth in Section 3 of Article XX of the Constitution of California. 1362 Unless otherwise provided, the oath may be taken before any officer authorized to administer oaths.)

4. Welcome Back Reappointed Trustees

(Board President)

Corey Calaycay **City of Claremont**

Joseph Leon **City of Monterey Park**

Margaret Finlay **City of Duarte**

Dan Holloway **City of La Puente**

Mike Spence **City of West Covina**

Jamie Bissner **County of Los Angeles (Pending)**

5. Introduction of New Trustees

(Board President)

Jerry Velasco **City of El Monte**

Sandra Armenta **City of Rosemead**

Marina Khubesria, M.D. **City of South Pasadena**

6. Election of the 2018 Board of Trustee Officers

Nominations Committee Chairperson, Trustee Henry Morgan

(Action Required)

2018 Slate of Nominated Officers:

President **Cory Calaycay, City of Claremont**

Vice President **Becky Shevlin, City of Monrovia**

Treasurer **Margaret Finlay, City of Duarte**

Secretary **Henry Morgan, City of Covina**

Election Procedure: To conduct the election, the Nominations Committee Chairman takes control of the meeting. The Chair presents the prospective nominees and accepts nominations from the floor.

The Board votes for the following: President, Vice President, Secretary, and Treasurer.

At the conclusion of the election process the Chair turns over control of the meeting to the new President.

7. Opportunity for Public Comment on Non-Agenda Items

The public is requested to limit comment(s) to 5 minutes.

8. 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 2017*

B. Budget Status Report for December 2017*

C. Minutes of Board of Trustees' Meeting December 2017*

D. Operations Report *

E. Surveillance Report *

F. Communications Report *

G. November 2017 Monthly Treasurer's Report / District Working Balance Report for January 2018*

9. District Manager's Employment Agreement Amendment*

(Office Manager) (Action Required)

10. Board of Trustees Standing Committee Composition and Charges Discussion. Call for Volunteers for the Ad Hoc Legal Counsel RFP Committee.*

(Board President)

11. District Administration

(District Manager) (Verbal Report)

A. Introduction of the new Public Information Officer

B. Science Program Manager Recruitment Update

C. Trustee Orientation and Ride Along Opportunities

12. Trustee Reports

(Verbal Report) (No Action Required)

13. New Business

Opportunity for Trustees to request future agenda items

(Verbal)

14. The Ad Hoc Committee will meet immediately after the Board adjourns.

15. Adjournment

**The Ad Hoc Legal Counsel RFP Committee
will meet immediately after the Board Adjourns
(Additional Committee Members TBA)**

**Margaret Finlay
Mike Spence**

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 December 30, 2015, 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
Board of Trusteesj

SAN GABRIEL VALLEY MVCD

Claims List

December 14, 2017

Num	Date	Name	Item	Original Amount
BM of 12/8/17	12/14/2017	ABRAHAM N. CRUZ	6030 BOARD EXPENSES	100.00
				100.00
EFT 407989	12/14/2017	AFLAC	6070 Premiums, life - Cafeter (Premiums, life insura	12.84
			6070 Premiums, life - Cafeter (Premiums, life insura	129.66
				142.50
EFT 100000015148354	12/14/2017	CAL PERS		
			6070 Med premiums - Cafeteria (Medical premiums)	436.28
			6070 Med premiums - Cafeteria (Medical premiums)	3,691.14
			6070 Med premiums - Cafeteria (Medical premiums)	2,907.82
			6070 Med premiums - Cafeteria (Medical premiums)	1,102.12
			6072 Medl premiums- Retired EE (Medical premium	266.00
			6070 ADMIN FEE (Admin fee)	37.12
			6070 ADMIN FEE (Admin fee)	5.06
				8,445.54
EFT 100000015132267	12/14/2017	CALPERS CERBT	6200 Employer Cont - CLASSIC (Employer Contribu	7,306.61
			6200 Employer Cont - CLASSIC (Employer Contribu	15.68
				7,322.29
EFT PR of 12/14/17	12/14/2017	PERS	6200 Employer Cont - CLASSIC (Employer Contribu	466.96
			6200 Employer Cont - CLASSIC (Employer Contribu	861.52
			6200 Employer Cont - CLASSIC (Employer Contribu	1,719.96
			6200 Employer Cont - CLASSIC (Employer Contribu	357.51
			6200 Employer Cont - CLASSIC (Employer Contribu	275.30
			6200 Employer Cont - PEPRA (Employer Contributi	1,581.91
			6200 Employer Cont - PEPRA (Employer Contributi	660.73
			6200 Employer Cont - PEPRA (Employer Contributi	112.95
			6200 Employer Cont - PEPRA (Employer Contributi	86.39
				6,123.23

SAN GABRIEL VALLEY MVCD

Claims List

December 14, 2017

Num	Date	Name	Item	Original Amount
15074	12/14/2017	AJG ACCOUNTING & BOOKKEEPING SRVCS, IN 6187 AUDITOR (For professional services rendered		360.00
				360.00
2195				
15075	12/14/2017	APEX TRANSLATIONS INC.	6290 Supplies, Public Informati	81.09
				81.09
48021				
15076	12/14/2017	ARAMARK UNIFORM SERVICES INC.	6332 Uniforms (Uniforms)	810.10
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	250.35
792287099			6302 Supplies, Safety	90.35
			6302 Supplies, Safety	8.60
				1,159.40
15077	12/14/2017	ATHENS SERVICES	6040 Building Maintenance	387.18
				387.18
4372093				
15078	12/14/2017	AZUSA LIGHT & WATER	6343 Meter # 99172930 (Meter # 99172930 Service	62.76
			6343 Meter # 45169724 (Meter # 45169724 Service	45.43
99172930, 45169724				108.19
15079	12/14/2017	BECKY A. SHEVLIN	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/8/17				
15080	12/14/2017	CANON FINANCIAL SERVICES, INC.	6073 EQUIPMENT CANON (Canon Graphics Equip	1,395.31
				1,395.31
18083429				
15081	12/14/2017	CHARLES MYERS	6030 BOARD EXPENSES	100.00
				100.00

SAN GABRIEL VALLEY MVCD

Claims List

December 14, 2017

Num	Date	Name	Item	Original Amount
BM of 12/8/17				
15082	12/14/2017	CHEVRON	6262 Fuel for Trucks (Fuel for Trucks)	2,190.33
				2,190.33
51931337				
15083	12/14/2017	COPIES & INK	6290 Supplies, Public Informati	596.15
				32.00
35477				56.63
				684.78
15084	12/14/2017	COREY CALAYCAY	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/8/17				
15085	12/14/2017	CYNTHIA STERNQUIST	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/8/17				
15086	12/14/2017	DAN HOLLOWAY	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/8/17				
15087	12/14/2017	EDISON CO	6340 Electricity (Electricity for period)	1,985.72
				1,985.72
2-03-760-7223				
15088	12/14/2017	EMMETT G. BADAR	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/8/17				
15089	12/14/2017	ENTERPRISE	6007 - AUTOMOBILE LEASE	6,148.86

SAN GABRIEL VALLEY MVCD

Claims List

December 14, 2017

Num	Date	Name	Item	Original Amount
				6,148.86
FBN3376951				
15090	12/14/2017	FORESTRY SUPPLIERS, INC.	6332 Uniforms (Uniforms)	89.95
			6332 Uniforms (Uniforms)	139.95
148493			6302 Supplies, Safety	46.40
			6280 SUPPLIES, OPERATIONS	280.80
			6280 SUPPLIES, OPERATIONS	103.74
				660.84
15091	12/14/2017	HAROLD J. BISSNER III	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/8/17				
15092	12/14/2017	HELUNA HEALTH	6250 LABORATORY SUPPLIES	3,843.00
				3,843.00
164473				
15093	12/14/2017	HENRY M. MORGAN	6030 BOARD EXPENSES	100.00
			6030 BOARD EXPENSES	49.50
				149.50
BM of 12/8/17				
15094	12/14/2017	HOME DEPOT	6040 Building Maintenance	73.50
			6040 Building Maintenance	211.89
Acct ending in 4710			6040 Building Maintenance	36.41
			6040 Building Maintenance	1,398.38
			6040 Building Maintenance	2.60
			6040 Building Maintenance	469.07
			6040 Building Maintenance	38.69
			6040 Building Maintenance	16.39
			6040 Building Maintenance	60.48
				2,307.41

SAN GABRIEL VALLEY MVCD

Claims List

December 14, 2017

Num	Date	Name	Item	Original Amount
15095	12/14/2017	IRWINDALE INDUSTRIAL CLINIC	6302 Supplies, Safety	183.83
				183.83
359042-94814				
15096	12/14/2017	J & J JANITORIAL SERVICES, INC.	6040 Building Maintenance	1,296.00
				1,296.00
4311				
15097	12/14/2017	JENKINS & HOGIN, LLP	6130 Profess Serv rendered (Professional Services	17.50
				17.50
24930				
15098	12/14/2017	JOHN CAPOCCIA	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/8/17				
15099	12/14/2017	JOSEPH LEON	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/8/17				
15100	12/14/2017	JULI COSTANZO	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/8/17				
15101	12/14/2017	KENN K. FUJIOKA	6072 Medl premiums- Retired EE (Medical premium	307.21
				307.21
Preimum reimburse				
15102	12/14/2017	LIFE TECHNOLOGIES CORPORATION	6250 LABORATORY SUPPLIES	228.00
			6250 LABORATORY SUPPLIES	228.00
72939916			6250 LABORATORY SUPPLIES	43.32

SAN GABRIEL VALLEY MVCD

Claims List

December 14, 2017

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				499.32
15103	12/14/2017	MANUEL GARCIA	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/8/17				
15104	12/14/2017	MARGARET E. FINLAY	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/8/17				
15105	12/14/2017	MARY W. SU		100.00
				100.00
BM of 12/8/17				
15106	12/14/2017	MIKE SPENCE	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/8/17				
15107	12/14/2017	PRAXAIR DISTRIBUTION	6250 LABORATORY SUPPLIES	24.57
				24.57
80195864				
15108	12/14/2017	READYREFRESH BY NESTLE	6170 Arrowhead Water (Arrowhead Water)	223.07
				223.07
17K0024588535				
15109	12/14/2017	RICHARD BARAKAT	6030 BOARD EXPENSES	100.00
				100.00
Bm of 12/8/17				
15110	12/14/2017	ROBERT KENNEDY	6072 Medl premiums- Retired EE (Medical premium	183.34
				183.34
Premium Reimburse				

SAN GABRIEL VALLEY MVCD

Claims List

December 14, 2017

Num	Date	Name	Item	Original Amount
15111	12/14/2017	ROBERT NEHER	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/8/17				
15112	12/14/2017	ROGER CHANDLER	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/8/17				
15113	12/14/2017	SOCALGAS	6341 Utilities (Meter # 10313904 Acc # 057 518 210	129.31
			6341 Utilities (Meter # 10313904 Acc # 057 518 210	49.33
				178.64
05751821009				
15114	12/14/2017	SSD SYSTEMS INC/MC NEILL SECURITY SYSTE	6040 Building Maintenance	1,618.14
				1,618.14
1304064-A				
15115	12/14/2017	STAPLES CREDIT PLAN	6270 OFFICE SUPPLIES	138.01
			6270 OFFICE SUPPLIES	160.37
				298.38
6035517820299187				
15116	12/14/2017	STEPHEN SHAM	6030 BOARD EXPENSES	100.00
				100.00
BM of 12/8/17				
15117	12/14/2017	THERMAL COMBUSTION INNOVATORS	6250 LABORATORY SUPPLIES	94.57
				94.57
184445				
15118	12/14/2017	TIM SANDOVAL	6030 BOARD EXPENSES	100.00
				100.00

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Claims List

December 14, 2017

Num	Date	Name	Item	Original Amount
BM of 12/8/17				
15119	12/14/2017	TPx COMMUNICATIONS	6315 Monthly Internet Charges (Monthly Internet Ch	951.46
			6320 Office phones (Office phones)	922.21
97970014-0				1,873.67
15120	12/14/2017	ULINE	6270 OFFICE SUPPLIES	59.00
			6270 OFFICE SUPPLIES	5.61
98360239			6270 OFFICE SUPPLIES	13.55
				78.16
15121	12/14/2017	UNITED STATES PLASTIC CORP.	6280 SUPPLIES, OPERATIONS	8.50
			6280 SUPPLIES, OPERATIONS	17.00
4829	12/01/2017		6280 SUPPLIES, OPERATIONS	10.40
			6280 SUPPLIES, OPERATIONS	51.60
			6280 SUPPLIES, OPERATIONS	22.40
			6280 SUPPLIES, OPERATIONS	341.28
			6280 SUPPLIES, OPERATIONS	68.52
			6280 SUPPLIES, OPERATIONS	116.39
				636.09
15122	12/14/2017	VERIZON WIRELESS	6312 Monthly District Field Ph (Monthly District Fielc	796.37
			6312 Monthly District Field Ph (Monthly District Fielc	1,255.05
9797798743				2,051.42
15123	12/14/2017	WELLS FARGO VENDOR FIN SERV	6073 EQUIPMENT WELLS FARGO (Wells Fargo E	1,500.15
				1,500.15
67822469				
		Total Accounts Payable 12/14/2017		34,065.67

SAN GABRIEL VALLEY MVCD

Claims List

December 28, 2017

Num	Date	Name	Item	Original Amount
EFT	12/28/2017	PERS	6200 Employer Cont - CLASSIC (Employer Contribu	466.96
			6200 Employer Cont - CLASSIC (Employer Contribu	861.52
PR of 12/28/17			6200 Employer Cont - CLASSIC (Employer Contribu	1,719.96
			6200 Employer Cont - CLASSIC (Employer Contribu	357.51
			6200 Employer Cont - CLASSIC (Employer Contribu	275.30
			6200 Employer Cont - PEPRA (Employer Contributi	86.39
			6200 Employer Cont - PEPRA (Employer Contributi	1,581.91
			6200 Employer Cont - PEPRA (Employer Contributi	660.73
			6200 Employer Cont - PEPRA (Employer Contributi	112.95
				<u>6,123.23</u>
15125	12/28/2017	AMAZON.COM	6036 COMPUTER SOFTWARE	32.82
			6270 OFFICE SUPPLIES	17.26
6045787810575999			6270 OFFICE SUPPLIES	33.93
			6270 OFFICE SUPPLIES	79.90
			6270 OFFICE SUPPLIES	17.26
			6270 OFFICE SUPPLIES	81.90
			6270 OFFICE SUPPLIES	109.40
			6270 OFFICE SUPPLIES	9.79
				<u>382.26</u>
15126	12/28/2017	AMERICAN FIDELITY ASSURANCE	6070 Premiums, life - Cafeter (Premiums, life insura	114.08
			6070 Premiums, life - Cafeter (Premiums, life insura	327.97
B700567			6070 Premiums, life - Cafeter (Premiums, life insura	1,078.08
			6070 Premiums, life - Cafeter (Premiums, life insura	329.39
			6070 Premiums, life - Cafeter (Premiums, life insura	51.81
				<u>1,901.33</u>
15127	12/28/2017	DMV	6170 MISCELLANEOUS EXPENSES	84.00
				<u>84.00</u>
Title Transfer				

SAN GABRIEL VALLEY MVCD

Claims List

December 28, 2017

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
15128	12/28/2017	FRONTIER PRECISION	6036 COMPUTER SOFTWARE	2,925.00
				2,925.00
168066	12/11/2017			
15129	12/28/2017	MEGA DISTRIBUTION	6280 SUPPLIES, OPERATIONS	2,189.99
				2,189.99
MD2666				
15130	12/28/2017	QUALITY MATERIAL HANDLING INC.	6040 Building Maintenance	433.23
				433.23
0039125-IN				
15131	12/28/2017	SSD SYSTEMS INC/MC NEILL SECURITY SYSTE	6040 Building Maintenance	763.81
				763.81
455860-S				
15132	12/28/2017	WINDOWASHERS, LLC.	6046 COMPUTER MAINTENANCE (Contract Supp	2,400.00
				2,400.00
SGV010118				
Total Accounts Payable for 12/28/17				17,202.85
Total Accounts Payable for December 2017				51,268.52
Total Payroll for December 2017				173,659.88
see attached				
Total for Claims List December 2017				224,928.40

**San Gabriel Valley MVCD
Payroll for December 2017**

Department	Dec 14, 2017	Dec 28, 2017	TOTAL
EXECUTIVE	5,234.40	5,234.40	10,468.80
ADMINISTRATION	10,979.20	11,079.20	22,058.40
OPERATIONS	42,573.60	43,596.24	86,169.84
SURVEILLANCE	15,536.54	15,745.06	31,281.60
COMMUNICATIONS	4,820.00	4,870.00	9,690.00
SEASONAL WORKERS	<u> </u>	<u>-</u>	<u>-</u>
Gross Payroll	79,143.74	80,524.90	159,668.64
Employer Taxes	1,203.87	1,223.91	2,427.78
Car Allowance	500.00	-	500.00
Employee Benefit-Med	<u>5,531.73</u>	<u>5,531.73</u>	<u>11,063.46</u>
TOTAL PAYROLL	86,379.34	87,280.54	173,659.88

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 50% of Year Completed
December 31, 2017

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
PERSONNEL EXPENSES						
Salaries, Exempt	19,815.91	156,791.53	317,763.00	160,971.47	49.34	
Salaries - Non Exempt	106,818.02	649,888.03	1,286,548.00	636,659.97	50.51	
Salaries - Overtime	1,268.64	13,165.50	15,000.00	1,834.50	87.77	Pool work/aerial surveillance
Salaries - Vacation	8,030.10	55,882.83	94,000.00	38,117.17	59.45	Increased vacation usage
Salaries-Holiday	15,235.85	55,326.34	95,000.00	39,673.66	58.24	Floating holidays
Salaries, Sick Pay	8,500.12	35,006.58	63,000.00	27,993.42	55.57	
Salaries, Part-time - XH	0.00	151,548.93	350,000.00	198,451.07	43.30	
Management Car Allowance	500.00	3,600.00	9,600.00	6,000.00	37.50	
Cafeteria Benefit	21,228.50	134,234.79	267,200.00	132,965.21	50.24	
Hlth Benefits, Ret Emps	756.55	5,951.41	5,520.00	(431.41)	107.82	higher reimburse for mgr
Medicare	2,427.78	16,607.90	40,615.00	24,007.10	40.89	
Retirement - Employer	19,568.75	123,620.01	250,100.00	126,479.99	49.43	
Social Security	0.00	4,563.21	13,500.00	8,936.79	33.80	
Post Retirement Benefits	0.00	0.00	0.00	0.00	0.00	
TOTAL PERSONNEL EXPENSES	204,150.22	1,406,187.06	2,807,846.00	1,401,658.94	50.08	
OPERATING EXPENSES						
Awards	0.00	511.58	1,800.00	1,288.42	28.42	
Bank Charges	208.02-	2,033.71	4,500.00	2,466.29	45.19	US Bank rebate
Board expenses	2,203.96	13,129.89	32,600.00	19,470.11	40.28	
Computer Hardware	0.00	4,123.30	25,000.00	20,876.70	16.49	
Computer Software	2,957.82	29,880.04	32,500.00	2,619.96	91.94	Hr Software, Esri maint renewal
Building maintenance	7,056.12	25,879.92	39,800.00	13,920.08	65.02	Warehouse remodel
Maintenance, equipment	0.00	620.80	8,900.00	8,279.20	6.98	
Maintenance, grounds	0.00	571.22	7,000.00	6,428.78	8.16	
Professional Services-IT	2,400.00	24,400.00	35,000.00	10,600.00	69.71	Legal inv pd by District
Lease Equipment	23,554.82-	3,283.72	38,000.00	34,716.28	8.64	Canon lease buyout credit
Fees & Assessments	0.00	3,401.48	4,400.00	998.52	77.31	LAFCO fees
Hiring expenses	0.00	1,959.45	5,000.00	3,040.55	39.19	
VCJPA General Fund	0.00	10,729.00	9,965.00	(764.00)	107.67	One time fee
Insurance, liability	23,870.00-	35,020.00	57,537.00	22,517.00	60.87	One time fee
Workers Comp Insurance	48,765.00-	72,577.00	121,416.00	48,839.00	59.78	One time fee
Other Insurance	0.00	518.80	2,000.00	1,481.20	25.94	

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 50% of Year Completed
December 31, 2017

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Insurance, property	0.00	3,250.00	3,250.00	0.00	100.00	One time fee
Insurance, unemployment	0.00	3,499.15	15,000.00	11,500.85	23.33	
Legal	17.50	19,718.36	25,000.00	5,281.64	78.87	Legal inv pd by District
Memberships	0.00	18,028.26	25,000.00	6,971.74	72.11	MVCAC & AMCA dues
Miscellaneous expenses	307.07	1,681.50	3,000.00	1,318.50	56.05	Increased water delivery
Postage	78.97	2,580.20	5,500.00	2,919.80	46.91	Abatement notices
Prof. Services, Auditor	360.00	16,082.50	16,000.00	(82.50)	100.52	One time fee
Professional Services	0.00	1,165.00	5,000.00	3,835.00	23.30	
Research	0.00	0.00	8,000.00	8,000.00	0.00	
Seminars and meetings	120.00	3,187.44	40,000.00	36,812.56	7.97	
Tuition Reimbursement	0.00	1,995.00	8,000.00	6,005.00	24.94	
Supplies, laboratory	4,461.46	21,482.36	65,000.00	43,517.64	33.05	
Supplies, mechanical	0.00	7,425.31	30,000.00	22,574.69	24.75	
Supplies, gasoline	2,190.33	25,951.20	55,000.00	29,048.80	47.18	
Supplies, office	725.98	4,773.43	20,000.00	15,226.57	23.87	
Supplies, operations	3,210.62	16,244.64	18,000.00	1,755.36	90.25	Back Pack sprayers
Supplies, pesticides	0.00	8,777.43	50,000.00	41,222.57	17.55	
Supplies, public informat	773.10	23,080.77	37,500.00	14,419.23	61.55	Cornell Drawers, Tzu Chi Contract
Supplies, reference	0.00	0.00	2,000.00	2,000.00	0.00	
Supplies, safety	329.18	6,494.78	15,000.00	8,505.22	43.30	
Surveillance, Aerial	0.00	0.00	25,000.00	25,000.00	0.00	
Tax Collection	0.00	900.00	100,000.00	99,100.00	0.90	
Communications, field	2,051.42	11,714.92	26,000.00	14,285.08	45.06	
Telephone, Internet	951.46	5,498.92	16,000.00	10,501.08	34.37	
Telephone , Office	922.21	5,742.21	14,000.00	8,257.79	41.02	
Training , CEU's	0.00	3,140.00	6,000.00	2,860.00	52.33	Certification renewals
Uniforms and clothing	339.82	6,035.24	25,000.00	18,964.76	24.14	
Utilities, Electric	1,985.72	24,013.31	39,000.00	14,986.69	61.57	A/C use
Utilities, Natural Gas	178.64	855.56	3,200.00	2,344.44	26.74	
Utilities, Water	108.19	1,056.89	2,200.00	1,143.11	48.04	
Automobile Lease	6,148.86	36,851.10	106,900.00	70,048.90	34.47	
TOTAL OPERATING EXPENSES	(56,519.41)	509,865.39	1,234,968.00	725,102.61	41.29	
TOTAL EXPENSES	147,630.81	1,916,052.45	4,042,814.00	2,126,761.55	47.39	

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 50% of Year Completed
December 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
Reserve, Pension Liability	0.00	0.00	200,258.00	200,258.00	0.00
TOTAL RESERVES	0.00	0.00	2,239,381.00	2,239,381.00	0.00

**San Gabriel Valley Mosquito & Vector Control District
Board of Trustees Meeting
December 8, 2017**

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 Vacant (El Monte)
- 10 Charles Myers (Glendora)
- 11 Abraham Cruz (Industry)
- 12 Manuel Garcia (Irwindale)
- 13 Dan Holloway (La Puente)
- 14 Robert Neher (La Verne)
- 15 Dan Kirby (Monrovia)
- 16 Joseph Leon (Monterey Park)
- 17 Elliott Rothman (Pomona)
- 18 Vacant (Rosemead)
- 19 Jeffrey Templeman (San Dimas)
- 20 Juli Costanzo (San Gabriel)
- 21 Janice Nelson (Sierra Madre)
- 22 Cynthia Sternquist (Temple City)
- 23 Mary Su (Walnut)
- 24 Mike Spence (West Covina)

Trustees Absent

Staff Attending

Jared Dever
Rose Alba
Jason Farned
Rose Alba
Carol Anne Hagele
Pablo Cabrera
Marta Tanaka

Guest

Henry Eng, CPA, Auditor

1. Call to Order

President Jamie Bissner called the meeting to order at 7:17 AM.

2. Pledge of Allegiance and Silent Roll Call

Vice President Corey Calaycay led the Pledge of Allegiance.

3. Opportunity for Public Comment on Non-Agenda Items.

No member of the Public attended.

4. Consent Calendar

- A. List of Claims for November 2017
- B. Minutes of Board of Trustees Meeting November 17, 2017
- C. Operations Report
- D. Surveillance Report
- E. Communications Report

F. October Monthly Treasurer Report / District Working Balance for December 2017

A motion by Trustee Finlay to approve the Consent Calendar as presented was seconded and unanimously approved.

5. Consider the Finance Committee's Recommendation to Approve the District's Audit for Fiscal Year 2016-2017

A motion by Trustee Finlay to approve the District's Audit for Fiscal Year 2016-2017 as prepared by District Auditor Henry Eng, CPA was seconded and unanimously approved.

6. Consider Approval of Mid-Year Adjustments to the FY 2017-2018 Budget

A motion by Trustee Finlay to approve the mid-year adjustments to the FY 2017-2018 Budget was seconded and unanimously approved.

7. Consider Nominating a Candidate for Representative and a Candidate for Alternate Representative on the Los Angeles County Local Agency Formation Commission for Independent Special Districts.

There were no nominations or volunteers.

8. District Administration

A. District Manager Jared Dever reported at the last Board of Trustees meeting Trustees Finlay and Sandoval requested discussion for the need of a *RFP* for District Legal Counsel be placed on the agenda for next months meeting. As requested minutes of previous Board discussion regarding this matter were distributed via email to all Trustees and at the meeting. Also provided was the 2001 contract of District's current legal counsel Michael Jenkins of Jenkins & Hogan LLP.

Jared stated that he should not select legal counsel and that a sub-committee or the entire board should decide what components to include in a Request for Proposal (RFP), review all *RFPs* submitted, and make the selection.

Trustee Morgan suggested President Bissner send an email to all Board Trustees requesting volunteers to be part of a five member selection committee.

9. Nominations Committee's Reports – Slate of Officers for FY 2018.

Nominations Committee Chairperson Henry Morgan announced the following 2018 Slate of Officers for the January 12, 2018 election.

President
Vice President
Secretary
Treasurer

Corey Calaycay
Becky Shevlin
Margaret Finlay
Henry Morgan

10. Trustee Reports

None

11. New Business

Trustee Leon thanked District Staff for their support.

Trustee Su wished everybody Happy Holidays.

President Bissner commented that it has been an honor serving as President of this Board for the last 2 years, He is certain the agency is going in a wonderful direction and is sure that the upcoming President will continue this path.

12. The Personnel/Policy Committee will meet in closed session immediately after the Board Adjourns.

13. Adjournment

A motion by Trustee Morgan to adjourn the meeting was seconded and unanimously approved. The meeting was adjourned at 7:45 AM.

Operations Report for December 2017

Zone Breeding and Chemical Usage for December 2017

Zone	Mosquitoes	Black Flies
1	78 / 386	2 / 2
% treated	20.21%	100.00%
2	36 / 756	1 / 2
% treated	4.76%	50.00%
3	60 / 206	0 / 0
% treated	29.13%	0.00%
4	63 / 198	0 / 0
% treated	31.82%	0.00%
5	68 / 226	0 / 0
% treated	30.09%	0.00%
6	13 / 72	0 / 3
% treated	18.06%	0.00%
7	8 / 100	1 / 1
% treated	8.00%	100.00%
8	15 / 148	1 / 1
% treated	10.14%	100.00%
9	11 / 61	2 / 2
% treated	18.03%	100.00%
10	19 / 54	0 / 0
% treated	35.19%	0.00%
Total	371 / 2207	7 / 11
This month % breeding to date	16.8%	63.6%

Pesticides Used	
Product	Amount
Agnique MMF® (ounces)	0.00
Altosid Liquid® (ounces)	0.00
Altosid XR® (briquets)	23.00
Altosid WSP® (pouches)	91.00
Coco Bear® (ounces)	330.83
Gambusia (fish)	120.00
Golden Bear® (ounces)	0.00
Kontrol® (ounces)	9.44
Maki® (pounds)	0.00
Metalrv S-PT® (pounds)	0.00
Natular DT® (tablets)	5.00
Natular G30® (pounds)	0.00
Natular T30® (tablets)	85.00
Natular XRT® (tablets)	56.00
Sustain MBG® (pounds)	0.00
Vectobac 12AS® (ounces)	567.08
Vectobac WDG® (pounds)	0.00
Vectolex WDG® (pounds)	0.00
VectoMax WSP® (pouches)	194.00
VectoMax FG® (pounds)	4.50

Zone 1: **Steven Gallegos** - Alhambra, Monterey Park and South Pasadena

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

Zone 3: **Jon Halili** - Arcadia, Sierra Madre

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

Zone 5: **Hendricks Pena** - Bradbury, Duarte, Inwindale, 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

District Cities	Mosq Insps	Mosq Trmts	Area Treated (Ac)	Blackfly Insps	Blackfly Trmts	Mosq SRs	Fish SRs	Rodent SRs	Blackfly, Midge, other
Alhambra	142	56	0.021	0	0	2	0	0	0
Altadena	15	2	0.001	0	0	4	0	0	0
Arcadia	183	56	0.071	0	0	0	3	0	0
Azusa	45	10	0.029	7	4	3	0	0	0
Baldwin Park	18	0	0.000	0	0	3	0	0	0
Bradbury	13	3	0.001	0	0	0	0	0	0
Claremont	23	9	0.234	0	0	0	0	0	0
Covina	67	4	0.006	0	0	0	0	0	0
Duarte	42	17	0.008	0	0	1	0	0	0
El Monte	18	0	0.000	0	0	3	0	0	0
Glendora	25	7	0.006	0	0	3	1	0	0
Industry	25	6	0.026	0	0	0	0	0	0
Irwindale	39	10	0.020	0	0	0	0	0	0
LA County	127	32	0.040	0	0	5	0	0	0
La Puente	25	1	0.010	0	0	0	0	0	0
La Verne	6	1	0.010	1	1	0	0	0	0
Monrovia	72	21	0.040	0	0	2	0	0	0
Monterey Park	34	17	0.009	0	0	1	0	0	0
Pasadena	708	24	0.006	0	0	23	0	0	0
Pomona	31	10	0.048	0	0	0	0	0	0
Rosemead	91	31	0.548	0	0	3	0	0	0
San Dimas	25	4	0.011	0	0	1	0	0	0
San Gabriel	24	9	0.002	0	0	1	0	0	0
Sierra Madre	23	4	0.004	0	0	1	1	0	0
South Pasadena	210	5	0.003	0	0	2	0	0	0
Temple City	60	17	0.019	0	0	2	0	0	0
Walnut	31	4	0.625	1	1	0	0	0	0
West Covina	75	7	0.014	0	0	4	0	0	0
Totals	2197	367	1.81	9	6	64	5	0	0

Summary:

Larval production has slowed for some cities, as well as the number of service requests received. Los Angeles County Parks and Recreation have completed the vegetation clean-up for Baldwin Lake, and the water level is back to normal at the L.A. Arboretum. In Irwindale, the Santa Fe Dam spreading grounds are filling back up in an area that earlier this year trapped WNV positive mosquitoes. The spreading ground adjacent to the area is leaking into it and creating a large source of stagnant water. L.A. Public Works manager Jeff Valles will have a small trench added, from the leak to an existing creek that flows to the underground drain system. The repair is scheduled for the middle of January and the site will be monitored until the trench is completed.

Underground Activities

Summary:

In preparation for the 2018 season, the Underground Storm Drain (USD) team geocoded all remaining manhole covers in the city of Pasadena. A small number of manhole covers were removed and found with high counts of adult mosquitoes. Encephalitis Virus (EVS) traps will be set to evaluate adult mosquito activity and test for (WNV).

Surveillance Activities during December 2017

I. Mosquito Collections and Mosquito Pools for Arbovirus Surveillance

There were no mosquito pools collected in December. In 2017, there were 1,522 mosquito pools tested from the District, 153 were WNV positive. In California, 3,371 mosquito pools from 27 counties tested positive for WNV; 582 of these positive pools were from Los Angeles County.

II. Dead Birds

No dead birds were collected within the District in December. West Nile.ca.gov reports 508 dead birds from 38 counties positive for WNV in 2017; 101 of these were from Los Angeles County and 24 from the District.

III. Sentinel Chicken Sera

In 2017, the District had 18 chickens positive for WNV from the cities of Arcadia, Claremont, Glendora, Industry, La Verne, and Monterey Park. In California there were 305 WNV positive chickens from 18 counties; 145 of these were from Los Angeles County.

IV. Human Illness

No human cases were reported in December. The number of human cases with WNV in California for 2017 was 502 from 27 counties; 253 from Los Angeles County. The total human count for the District is 42 for 2017. Nationally, 1,984 cases of WNV disease and 121 deaths were reported from 47 states and the District of Columbia.

V. Invasive *Aedes* species

In December, there were a total of 60 collections positive for *Aedes* species from 1,228 inspections. For 2017, 19,390 properties were inspected with collections of *Aedes* species at 2,719 of these properties. At the end 2017, *Aedes albopictus* was in all 26 of our cities. *Aedes notoscriptus* was found in Monterey Park and South San Gabriel, and *Aedes aegypti* was found in Alhambra, Altadena, Claremont, El Monte, La Puente, Monrovia, Monterey Park, Pasadena, Pomona, Rosemead, San Gabriel, Sierra Madre, South Pasadena, and Temple City. Adult *Aedes* collected in BG sentinel traps were tested at UC Davis for chikungunya, dengue, St. Louis encephalitis, West Nile, western equine encephalomyelitis, and Zika viruses; all were negative for each of these viruses.

VI. Horses

Twenty one horses from 13 counties have been reported positive for WNV across the state of California in 2017; one from Los Angeles County.

VII. Black Fly

No black flies were collected in December. In 2017, 1,325 adults were collected using carbon dioxide baited traps throughout the District from April through November. In the San Gabriel River, and District creeks and flood channels, strips of caution tape were used to collect and identify 384 larvae and 92 pupae from April through November.

Status of Education Program

December 2017

Website

Our website received 1,480 page views in December.

Social Media

Monthly social media report attached.

Outreach Activities:

In partnership with Greater Los Angeles Mosquito and Vector Control District we released a full page AD on Sunday December 10th in the San Gabriel Valley Tribune, Pasadena Star News, and Whittier Star News. The AD was also featured in the yearly publication Pasadena's Rose Magazine on Sunday December 24th. The winter campaign was also pushed using digital banners on the newspaper's websites and our social media platforms. The campaign is designed to maintain mosquito prevention and education during the winter months and encourage source reduction.

Outreach Activities in December 2017			
		# Reached	City/Region
Literature, Fairs and Presentations			
	Library Parent-Child Workshop	20	San Dimas
	Literature distributed by field staff	1,785	All Cities
Total # Reached For December			
	Total Outreach	1,805	
	Total Social Media Reach	35,700	

Upcoming Events for January:

1-2 Jan	District Closed in Observance of New Year's Eve and Day	West Covina
3 Jan	So Cal Edison Safety Meeting	Alhambra
12 Jan	SGVMVCD Board Meeting 7:00 AM Board Room	West Covina
28-31 Jan	MVCAC Annual Conference Marriott Hotel	Monterey

Social Media Report: December 2017

Campaigns: Tribune Special Report #tipNtoss, and the holidays.



Top Tweet (Retweet)

Here in California we also experience warm winters. This makes mosquito prevention year long and important to travelers in and out of the state. #TravelersHealth



Texas DSHS @TexasDSHS
#Zika-carrying #mosquitoes love the year-round warm weather in Texas. As temps rise and fall, protect yourself in 6 easy

Impressions	1,991
Total Engagements	14
Retweets	5
Likes	6
Detail Expands	1

Summary

Tweets	46	Tweet impressions	28.8K
Mentions	21	Profile visits	801
New followers	12	Total followers	949

Engagement



62 Total Link Clicks

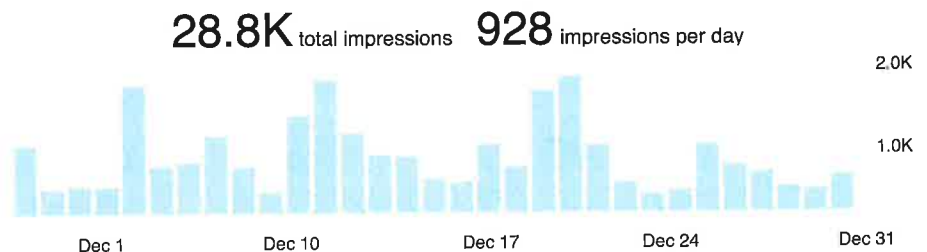


155 Total Likes



121 Retweets

Tweet Daily Activity



Summary

Posts	30	Comments	9
Shares	36	Reactions	182
New followers	1	Total Likes	4,606



Top Post (SGV Link)

Mosquito prevention is a year long battle. During your holiday break, take some time to inspect your yard for any potential sources. That means ANYTHING that can hold water. #tipNtoss
INFO→<https://goo.gl/zgTsoR>



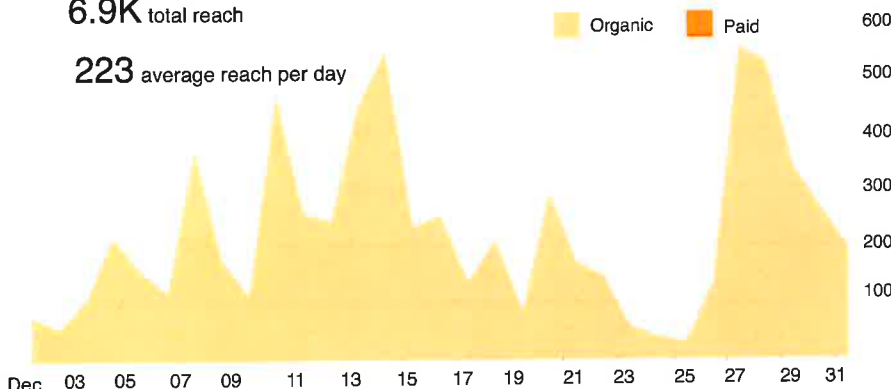
Booklets & Brochures

SGVMOSQUITO.ORG

Total Reach

6.9K total reach

223 average reach per day



744 People Reached

27 Reactions, Comments & Shares

19 Like	4 On Post	15 On Shares
1 Love	1 On Post	0 On Shares
0 Comments	0 On Post	0 On Shares
7 Shares	7 On Post	0 On Shares
8 Post Clicks		
0 Photo Views	1 Link Clicks	7 Other Clicks

January 1, 2018

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

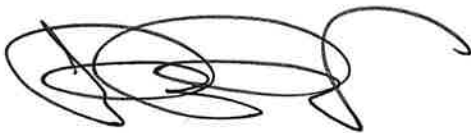
SUBJECT: December 1, 2017 District Working Fund Balance

November 1, 2017 balance: \$3,124,549.67

November 1-30, 2017 expenditures: \$368,293.18

December 1, 2017 Working Fund Balance: \$2,756,256.49

Respectfully Submitted:

A handwritten signature in black ink, appearing to read 'Jared Dever', with a stylized flourish at the end.

**Jared Dever
District Manager**

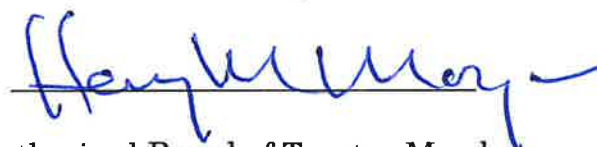
Treasurer's Report-November 2017
San Gabriel Valley Mosquito and Vector Control District

The attached Treasurer's Report is for November 2017.

The Total of All Funds Balance is \$2,924,698.45

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

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

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

Authorized Board of Trustee Member

San Gabriel Valley Mosquito and Vector Control District
Treasurer's Report (based on Balance Sheet Detail Activity Report,
Period 5, FY 2018 received on December 1, 2017)

Item 8G

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Local Agency Investment Fund (LAIF)	1.14%	\$1,339,700.97	interest	\$3,625.98	LAIF Statement (November 2017)	\$1,343,326.95

Maturity Date: Perpetual
Interest rate as of Nov 2017

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Los Angeles County Pool	0.68%	\$1,140,188.76	interest Assessment Trust Warrant # 668	\$3,494.70 \$27,675.96 (\$350,661.04)	ND 24 Per 5 ND 24 Per 5 ND 24 Per 5	\$820,698.38

Maturity Date: Perpetual
Interest rate as of Nov 30, 2017

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Revolving Fund	\$200,000.00	Deb Activity-Nov 2017 Sweep Trust Warrant #668 US Bank Rebate Aramark credit refund American Fidelity-flex refund CBE Office Sol lease buyout VCJPA-premium adj	(\$744,523.22) \$293,425.74 \$350,661.04 \$592.65 \$700.18 \$58.33 \$26,450.28 \$72,635.00	CB Statement November 2017	\$200,000.00

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Sweep Account	\$444,659.94	Deb Activity-Nov 2017 Deposit	(\$293,425.74) \$409,438.92	CB Statement November	\$560,673.12

Total Beginning Balance	\$3,124,549.67		Total End Balance	\$2,924,698.45
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San Gabriel Valley Mosquito and Vector Control District Office Manager's Report

Date: January 12, 2018 **Item # 9**
Meeting of: San Gabriel Valley Mosquito & Vector Control District
Board of Trustees
Subject District Managers Employment Agreement Amendment
Reference: Attached: Amendment and Amended Agreement in its Entirety

Background

At the December 8, 2017 meeting of the San Gabriel Valley Mosquito and Vector Control Districts' Personnel / Policy Committee, direction was provided to staff to amend the District Managers Employment Agreement pertaining to the scheduling of the Employee's performance evaluation. The amendment language clarifies that the initial performance evaluation shall take place within six (6) months of the effective date of the employment agreement. All reviews thereafter shall take place on or before the anniversary date of the employment agreement.

Office Manager's Recommendation

Review and approve the amendment.

Alternatives

Do not approve the amendment.

Fiscal Impact

There is no fiscal impact for approving the amendment.

Respectfully Submitted,



**Rose Alba
Office Manager**

FIRST AMENDMENT TO EMPLOYMENT AGREEMENT

This FIRST AMENDMENT TO EMPLOYMENT AGREEMENT is made and entered into as of the 12th day of January, 2018, by and between the SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT, a California special district (hereinafter "District"), and JARED DEVER (hereinafter "Employee").

RECITALS

A. District and Employee entered into an Employment Agreement dated April 14, 2017 (the "Agreement"), which provided for Employee's employment as District Manager of the San Gabriel Valley Mosquito and Vector Control District.

B. The parties now desire to modify Paragraph 4 of the Agreement pertaining to the scheduling of Employee's performance evaluations. Agreement currently reads "*District agrees to annually review Employee's performance and his base salary and/or any other benefits Employee may receive under this Agreement. The initial review of Employee's performance shall take place within six (6) months of the effective date of this Agreement. All future reviews shall take place on an annual basis on or before the anniversary date of the initial review*".

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants hereinafter contained the parties agree to amend the Agreement as follows:

1. The third paragraph of Section 4 of the Agreement is amended to read:

District agrees to annually review Employee's performance and his base salary and/or any other benefits Employee may receive under this Agreement. Notwithstanding the foregoing, an initial review of Employee's performance shall take place within six (6) months of the effective date of this Agreement. All reviews thereafter shall take place on or before the anniversary date of this Agreement.

In all other respects, and except as modified above, the Agreement is reaffirmed and in full force and effect.

IN WITNESS WHEREOF the parties have executed this First Amendment to Employment Agreement as of the day and year first above written.

SAN GABRIEL VALLEY MOSQUITO AND
VECTOR CONTROL DISTRICT

President
Board of Trustees

ATTEST:

Secretary
Board of Trustees

EMPLOYEE

Jared Dever

EMPLOYMENT AGREEMENT

THIS AGREEMENT is made and entered into as of the 17th day of April, 2017, by and between the SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT, a California special district (hereinafter "District"), and JARED DEVER (hereinafter "Employee").

RECITALS

- A. District desires to engage the services of Employee, and Employee desires to accept employment as District Manager of the San Gabriel Valley Mosquito and Vector Control District.
- B. The District desires to:
- (1) Encourage the highest standards of fidelity and public service on the part of Employee; and
 - (2) Provide inducement for Employee to remain in such employment and make possible full work productivity by assuring his peace of mind with respect to future security; and
 - (3) Provide a just means for ending Employee's services at such time as he may be unable fully to discharge his duties, or when District may desire otherwise to terminate his employment; and
 - (4) Recognize Employee's right to leave this position following reasonable notice to District.
- C. The parties further desire to establish certain benefits and certain conditions of Employee's employment.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained the parties agree as follows:

1. Duties. District agrees to employ Employee as District Manager of District to perform the functions and duties specified in the District Manager job description, the District's various rules and regulations and to perform such other related, legally permissible and proper duties and functions as the District Board of Trustees (the "Board") may from time to time assign. Employee shall not consult or engage in other non-District connected business or employment without the prior knowledge and express written approval of the Board.
2. Term. This Agreement is effective as of April 14, 2017, and shall continue in effect unless terminated as provided herein

3. Termination and Resignation.

- A. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Board to terminate the services of Employee without cause, at any time, subject only to the District providing written notice to Employee, and complying with paragraph D of this Section 3.
- B. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of Employee to resign at any time from his position with District, subject only to Employee providing thirty (30) days prior written notice to the District.
- C. Notwithstanding the provisions of Paragraph A of this Section 3, in the event Employee is terminated by District for "cause", then District may terminate this Agreement immediately and Employee shall be entitled to only the compensation accrued up to the date of termination. As used in this section, "cause" shall mean any of the following:
 - (1) Conviction of any felony.
 - (2) Conviction of a misdemeanor arising directly out of the District Manager's duties pursuant to this Agreement.
 - (3) Willful abandonment of duties.
 - (4) A pattern of repeated, willful and intentional failure to carry out clear, unambiguous, materially significant, and legally constituted policy decisions of the Board made by the Board as a body.
- D. In the event Employee is terminated by the Board at any time that Employee is still willing and able to perform the duties of District Manager, and the termination is without cause as "cause" is defined in Paragraph C above, then, subject to the limitations set forth in Government Code Section 53260, and upon delivery to the District of an executed separation agreement and release of any and all claims in a form acceptable to the District within 30 days of his termination, the District shall pay Employee a lump sum cash payment equal to three month's aggregate salary, plus accumulated and unused vacation. The word "termination" in this paragraph shall include a reduction in salary (other than an across-the-board reduction applicable to all senior level employees) or other financial benefits of Employee or Employee's resignation, if preceded by a suggestion by the Board, whether formal or informal, that he resign.

4. Compensation. District agrees to pay Employee for the services required by this Agreement a monthly base salary of Eleven Thousand Sixty-Three Dollars and Fifty-Two Cents (\$11,063.52) per month and payable on the District's regular paydays. This salary shall be subject to cost of living ("COLA") adjustments and across-the-board wage and group benefit increases to the same extent as other employees of the District.

District further agrees to pay Employee a monthly car allowance of Five Hundred Dollars (\$500) per month. The car allowance is intended to reimburse Employee for the use of his private vehicle on District business and shall be the exclusive amount of funds or other District resources expended on Employee's private vehicle. Employee shall maintain at his expense, automobile insurance coverage acceptable to the Vector Control Joint Powers Agency.

District agrees to annually review Employee's performance and his base salary and/or any other benefits Employee may receive under this Agreement. Notwithstanding the foregoing, an initial review of Employee's performance shall take place within six (6) months of the effective date of this Agreement. All reviews thereafter shall take place on or before the anniversary date of this Agreement.

5. Hours of Work. Employee's duties may involve expenditures of time in excess of eight (8) hours per day, forty (40) hours per week, and may also include time outside normal office hours such as attendance at Board and other meetings. Employee shall be exempt from paid overtime compensation. However, Employee shall be allowed to take reasonable time off during normal work hours so long as his duties are performed as required by this Agreement. For the purpose of setting hours and wages, the Employee shall be considered an "exempt employee".

6. Retirement and Insurance Benefits.

- A. Retirement. During the term of this Agreement, District shall contribute the employer's portion of Employee's membership in the Public Employees Retirement System (PERS). The Employee shall contribute the employee's portion of Employee's membership in PERS. The retirement formula for the Employee is 2% @ 55.
- B. Medical and Other Insurance. District shall provide the same cafeteria benefit other employees receive to offset the cost of health, dental, vision, life insurance and other similar benefits.
- C. Other Benefits. District shall provide and pay for all other insurance mandated by State law.
- D. Waiver. Employee waives any other insurance benefits, but is not precluded from obtaining supplemental insurance coverage through the District.

7. Sick Leave, Vacation and Holidays.

- A. Sick Leave. Employee shall be entitled to sick leave, subject to accumulation, as provided in the personnel and salary resolution.
- B. Vacation and Holidays. Employee shall receive one hundred twenty hours of vacation time at hire, and be entitled to vacation, subject to accumulation at a rate of 5.54 hours per pay period, as provided in the personnel and salary resolution. Employee shall also be entitled to the same number of paid holidays per year as provided in the personnel and salary resolution.

8. General Expenses. District recognizes that certain expenses of a non-personal and job affiliated nature may be incurred by Employee. District agrees to reimburse Employee for reasonable expenses which are submitted to the Board within thirty (30) days for approval and which are supported by expense receipts, statements or personal affidavits, and an audit thereof in like manner as other demands against the District. District also agrees to pay the professional dues, subscriptions, travel, and subsistence expenses of the Employee for professional development, training, and travel authorized and approved by the Board.
9. Other Terms and Conditions of Employment. The Board may from time to time fix other terms and conditions of employment relating to the performance of Employee provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement or applicable law.
10. Revolving Door. Employee must comply with Government Code Section 87406.3 for a period of one year after separating from service with District. This section will survive termination of this Agreement.
11. Government Code Section 53243.3 Compliance. To the extent District provides: (i) paid leave to Employee pending an investigation; (ii) funds for the legal criminal defense of the Employee; and/or (iii) a cash settlement to Employee related to the termination of the Employee, pursuant to this Agreement and Government Code Section 53243 et seq., Employee shall fully reimburse the District for any and all amounts paid by the District which fall within subsections (i) through (iii) in the event that the Employee is convicted of a crime involving the abuse of his office or position.
12. General Provisions.
 - A. The text herein shall constitute the entire agreement between the parties.
 - B. If Employee dies or becomes incapacitated during the term of this Agreement, any accrued and unpaid wages and vacation provided by the terms of this Agreement shall be paid by District to Truc Dever.
 - C. If any provision or portion hereof contained in this Agreement is held to be unconstitutional, invalid or unenforceable the remainder of this Agreement or portion thereof shall be deemed severable and shall not be affected and shall remain in full force and effect provided that the principal purposes of this Agreement are not thereby frustrated.

IN WITNESS WHEREOF the parties have executed this Agreement as of the day and year first above written.

SAN GABRIEL VALLEY MOSQUITO AND
VECTOR CONTROL DISTRICT

_____, President
Board of Trustees

ATTEST:

_____, Secretary
Board of Trustees

EMPLOYEE

Jared Dever

Committee Preference Questionnaire

Please select appointment to Committees that best match your areas of interest, expertise, and/or background.

Indicate your **first** and **second** preferences from the committees listed below:

Finance Committee: Review district investments quarterly. Review and recommend firms to conduct the District annual audit. Review staff's recommendations on fiscal year's budget assessment rate, salaries, and benefits. The committee meets on *an as needed* base.

Personnel/Policy Committee: Review all personnel related policies and make recommendations regarding their adoption to the Board. Conduct an annual performance evaluation of the District Manager in closed session. As needed, hear and render a final decision regarding employee grievances.

Public Information Committee: Review District public information literature, outreach campaigns, and public service announcements. Participate in the coordination of scheduled media events to promote public awareness of District goals and functions.

Legislative Committee: Review legislation pertaining to or potentially affecting the responsibilities of the District. Periodically submit to the Board positions to be taken on pending bills. Update the Board accordingly as to the status of the bills. Communicate the District's position by correspondence, personal contact or participation in legislative efforts conducted by the Mosquito and Vector Control Association of California, the California Special District Association, and the American Mosquito Control Association.

Abatement Hearing Committee (as needed)

Nominations Committee (Every other year recruit officers for the next two year term)

	<u>First</u>	<u>Second</u>
<u>Finance Committee</u>	_____	_____
<u>Personnel/Policy Committee</u>	_____	_____
<u>Public Information Committee</u>	_____	_____
<u>Legislative Committee</u>	_____	_____
<u>Abatement Hearing Committee</u>	_____	_____
<u>Nominations Committee</u>	_____	_____

Your name

Date

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

Ad Hoc Committee

January 12, 2018

Meeting Immediately after the Board Adjourns

Agenda

1. Call to Order

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

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. As directed by the Board an Ad Hoc Committee has been organized to discuss the preparation of a *Request for Proposal* (RFP) District legal services. (District Manager)

Discussion:

- Components to be included in the RFP
- Timeline
- Committee responsibilities

4. Adjournment

CERTIFICATE OF POSTING

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

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



Esther Elliott, Clerk of the Board
San Gabriel Valley MVCD