



San Gabriel Valley Mosquito and Vector Control District  
Board of Trustees Meeting  
December 9, 2022 – 7:00 a.m.  
1145 N. Azusa Canyon Road, West Covina, CA 91790

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**Please note: In compliance with AB 361, Members of the SGVMVCD Board of Trustees, Staff and the Public may participate in this meeting via teleconference.**

In the interest of maintaining appropriate social distancing, the Board of Trustees encourages the use of the following option for participating in this meeting and/or providing public comment before and during the meeting:

**HOW TO OBSERVE THE MEETING:**

**Online:** Watch the live streaming of the meeting online by navigating to:  
<https://www.youtube.com/c/sgvmosquito>

**HOW TO SUBMIT PUBLIC COMMENTS:**

**Before the Meeting:** Please email your comments to [district@sgvmosquito.org](mailto:district@sgvmosquito.org) and write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. Emailed public comments will be read aloud at the meeting (not to exceed three minutes at staff's cadence) and will be part of the recorded meeting minutes. All comments received before 5:00 AM the day of the meeting will be included as an agenda supplement on the District's website under the relevant meeting date and provided to the Trustees at the meeting. Comments received after this time will be treated as contemporaneous comments.

**Contemporaneous Comments:** During the meeting, the Board President or designee will announce the opportunity to make public comments regarding an item on the agenda. Please email your comments to [district@sgvmosquito.org](mailto:district@sgvmosquito.org) and write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. All comments timely received will be read aloud at the meeting (not to exceed three minutes at staff's cadence).

**1. Call to Order**

1.1 Pledge of Allegiance

1.2 Roll Call

1.3 ORDER OF BUSINESS - Review and prioritization of agenda Items including, if necessary, identification of any emergency items arising after posting of the agenda and requiring action prior to next regular meeting

**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 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.

**3. 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. (Motion, Second, and Roll Call Vote)

3.1 Resolution No. 2022-14 – Resolution of the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District Proclaiming a Local Emergency, Ratifying the Proclamation of a State of Emergency on March 4, 2020 by California Governor Gavin Newsom and Authorizing Remote Teleconference Meetings of the Legislative Bodies of the San Gabriel Valley Mosquito and Vector Control District for the Period Commencing December 9<sup>th</sup> and Running Until January 9<sup>th</sup> Pursuant to the Applicable Brown Act Provisions

3.2 List of Claims November 2022 (*report pending*)

3.3 Budget Status November 2022 (*report pending*)

3.4 Minutes of Board of Trustees Meeting November 2022

3.5 Operations Report November 2022

3.6 Surveillance Report November 2022

3.7 Communications Report November 2022

3.8 Treasurer's Report Oct. 2022 / Working Balance Jan. 2022 (*report pending*)

**4. Presentation:**

4.1 Tristan Hallum, Director of Scientific Programs

- Medfly Tour Report

**5. Board of Trustees and Committees Recurring Meeting Items Calendar (Exhibit 5A)**

(Clerk of the Board, Cecilia Contreras)

**6. Trustee Service Pin Presentation**

(Board President, Becky Shevlin)

- 6.1 Becky Shevlin, City of Monrovia – 5 Years
- 6.2 Tim Sandoval, City of Pomona – 5 Years
- 6.3 John Capoccia, City of Sierra Madre – 5 Years
- 6.4 Corey Calaycay, City of Claremont – 10 Years
- 6.5 Harold Bissner, Los Angeles County – 10 Years

**7. District Administration**

- 7.1 Trustee Term Expiring Reminder
  - Alhambra, Azusa, Irwindale, La Verne, Pomona, Temple City
- 7.2 2023 MVCAC Conference Trustee Attendee Approvals
- 7.3 District Update

**8. Committee Reports**

**9. Trustee Reports**

**10. New Business**

**11. Adjournment**

## **CERTIFICATE OF POSTING**

I hereby certify under penalty of perjury under the laws of the State of California that a copy of the foregoing agenda was posted at 1145 North Azusa Canyon Road, West Covina, CA 91790 and the District's website ([www.sgvmosquito.org](http://www.sgvmosquito.org)) not less than 72 hours prior to the meeting per Government Code 54954.2.

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



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Cecilia Contreras, Clerk of the Board  
San Gabriel Valley MVCD

## **NOTICE TO THE PUBLIC**

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). Assisted listening devices are available at the meeting for individuals with hearing impairments.

If you need special assistance or accommodations to participate in this meeting, please contact the Clerk of the Board at 626-814-9466 ext.1001. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35. 102-35. 104 ADA Title II)

**RESOLUTION NO. 2022-14**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY ON MARCH 4, 2020 BY CALIFORNIA GOVERNOR GAVIN NEWSOM AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT FOR THE PERIOD COMMENCING DECEMBER 9<sup>TH</sup> AND RUNNING UNTIL JANUARY 9<sup>TH</sup> PURSUANT TO THE APPLICABLE BROWN ACT PROVISIONS.**

**WHEREAS**, the San Gabriel Valley Mosquito and Vector Control District (“District”) is committed to preserving and nurturing public access and participation in meetings of the District’s Board of Trustees and committees; and

**WHEREAS**, all meetings of the District’s legislative bodies are open and public, pursuant to the requirements of the Ralph M. Brown Act (California Government Code Sections 54950-54963) (the “Brown Act”), so that any member of the public may attend, participate, observe and watch the District’s legislative bodies conduct business; and

**WHEREAS**, the Brown Act, Section 54953(e), allows for conducting and participating in meetings by members of a legislative body, without compliance with the requirements of the Brown Act Section 54953(b)(3), subject to the existence of certain conditions; and

**WHEREAS**, a required condition under the Brown Act Section 54953(e) is the declaration of a state of emergency by the Governor pursuant to California Government Code Section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within California caused by the conditions outlined and described in California Government Code Section 8558; and

**WHEREAS**, a proclamation of a state of emergency is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District’s boundaries, caused by natural, technological, or human-induced disasters; and

**WHEREAS**, it is further required that the state or local officials have imposed or recommended measures to promote social distancing, or the Board of Trustees of the District have held a meeting where it considered and determined that meeting in person would present imminent risks to the health or safety of attendees; and

**WHEREAS**, such conditions now exist in the District as Governor Newsom declared a State of Emergency on March 4, 2020 as a result of the threat of COVID-19; and

**WHEREAS**, the County of Los Angeles Department of Public Health Order of the Health Officer issued March 3, 2022 (the “County Order”) includes recommendations that all persons within the jurisdiction of the County of Los Angeles public health agency always practice required and recommended infection control measures when among others, especially in an indoor setting; and

**WHEREAS**, the District’s Board of Trustees does hereby find that the ongoing and significant risks associated with COVID-19 infection, especially in the absence of capacity

limits and physical distancing requirements for indoor activities, on those individuals with underlying health conditions that make them susceptible to severe COVID-19 illness and individuals who are not and cannot be vaccinated, that COVID-19 infection remains a significant health hazard to all residents, and desires to proclaim a local emergency and ratify the proclamation of a state of emergency by the Governor of the State of California, and further, ratify the County Order findings related to the ongoing health hazards of COVID-19; and

**WHEREAS**, as a consequence of the declared state of emergency and the local emergency, the Board of Trustees of the District does hereby find that the District shall continue to conduct its meetings in accordance with the provisions and requirements of the Brown Act Section 54953(e) and that the legislative bodies of the District shall comply with the requirements to provide the public with access to, and an opportunity to comment at all meetings of the District's legislative bodies in accordance with the requirements of the Brown Act Section 54953(e)(2); and

**WHEREAS**, the District will continue its practice of live streaming its meeting via the Zoom software platform which allows members of the public to observe and participate in the meeting via video or call-in options and will continue to offer members of the public an opportunity to make oral comments during the meeting and/or submit written comments before the meeting.

**NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:**

**Section 1. Recitals.** The Recitals set forth above are true, correct, and are incorporated in this Resolution by reference.

**Section 2. Proclamation of Local Emergency.** The Board of Trustees of the District does hereby proclaim that a local emergency now exists throughout the territory of the District and, as described in the County Order, recommendations from health officers include ongoing masking, and social distancing practices especially for indoor settings and particularly for individuals who, due to vaccine status or underlying health conditions, continue to be at risk for severe illness, and COVID-19 infection remains a significant health hazard to all residents of the District.

**Section 3. Ratification of Governor's Proclamation of a State of Emergency.** The District's Board of Trustees hereby ratifies the Governor of the State of California's Proclamation of a State of Emergency, effective as of its issuance date of March 4, 2020.

**Section 4. Remote Teleconference Meetings.** The District's Manager, staff and legislative bodies are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, without limitation, conducting open and public meetings in accordance with the Brown Act Section 54953(e) and all other applicable provisions of the Brown Act.

**Section 5. Effective Date of Resolution.** This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) 30 days after the date of this resolution, or such time that the District's Board of Directors adopts a subsequent resolution in accordance with the Brown Act Section 54953(e)(3) to extend the time during

which the legislative bodies of the District may continue to teleconference without compliance with the requirements of the Brown Act Section 54953(b)(3).

PASSED, APPROVED AND ADOPTED by the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District this 9<sup>th</sup> day of December 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Becky Shevlin  
President, Board of Trustees

ATTEST:

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Lloyd Johnson  
Secretary-Treasurer, Board of Trustees

APPROVED AS TO FORM:

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Kelly M. Alhadeff-Black  
District Counsel



**MINUTES of the San Gabriel Valley Mosquito and Vector Control District  
Board of Trustees Meeting  
1145 N. Azusa Canyon Road, West Covina, CA 91790  
November 18, 2022 (Via Teleconference)**

**TRUSTEES PRESENT**

Stephen Sham (Alhambra)  
 Robert Gonzales (Azusa)  
 Emmanuel Estrada (Baldwin Park)  
 Richard Barakat (Bradbury)  
 Corey Calaycay (Claremont)  
 Patricia Cortez (Covina)  
 Margaret Finlay (Duarte)  
 Jerry Velasco (El Monte)  
 Jackie Doornik (Glendora)  
 Charlie Klinakis (La Puente)  
 Elyse Rasmussen (La Verne) *Arrived at 7:04 a.m.*  
 Becky Shevlin (Monrovia)  
 Joseph Leon (Monterey Park)  
 Rachel Janbek (Pasadena)  
 Tim Sandoval (Pomona)  
 Sandra Armenta (Rosemead)  
 Ryan Vienna (San Dimas)  
 Denise Menchaca (San Gabriel)  
 John Capoccia (Sierra Madre)  
 Robert Joe (South Pasadena)  
 Allen Wu (Walnut)  
 Lloyd Johnson (West Covina)

**TRUSTEES ABSENT**

Sho Tay (Arcadia)  
 Catherine Marcucci (Industry)  
 Manuel Garcia (Irwindale)  
 Jamie Bissner (Los Angeles County)  
 Cynthia Sternquist (Temple City)

**STAFF PRESENT**

Jason Farned  
 Rose Alba  
 Levy Sun  
 Gilbert Holguin  
 Cecilia Contreras

**GUESTS PRESENT**

District Counsel, Kelly Alhadeff-Black

**1. Call to Order**

Board President Shevlin called the meeting to order at 7:00 a.m. Trustee Johnson led the Pledge of Allegiance. Clerk of the Board Cecilia Contreras took attendance roll call. President Shevlin welcomed incoming Trustee Cortez from the City of Covina.

**2. Opportunity for Public Comment on Non-Agenda Items**

None

**3. Consent Calendar**

Motion by Trustee Finlay, seconded by Trustee Vienna, and carried by the following vote to approve Items 3.1- 3.8 of the Consent Calendar.

AYES: Sham, Estrada, Barakat, Calaycay, Cortez, Finlay, Velasco, Doornik, Klinakis, Rasmussen, Shevlin, Janbek, Sandoval, Armenta, Vienna, Menchaca, Capoccia, Joe, Wu, Johnson

NOES: None

ABSTAIN: Gonzales, Leon

ABSENT: Tay, Marcucci, Garcia, Bissner, Sternquist

**4. Presentation:**

None



**5. Board of Trustees Potential Return to In-Person Meetings Update**

President Shevlin indicated Governor Newsom announced that the Covid-19 State of Emergency would be rescinded on February 28, 2023 therefore suggested in-person board meetings return in March 2023 to coincide with the ending of the local emergency order. After a brief discussion, consensus by trustees was to return to in-person meetings beginning in March 2023.

**6. Trustee Conference Opportunity – Call for Statements of Interest Forms for 2023 Annual AMCA Conference**

District Manager Farned indicated there was an opportunity for one trustee to attend the upcoming 2023 Annual AMCA Conference. He stated interested trustees should submit a statement of interest form which would then be reviewed and approved by the Board President approval on a first come, first serve basis.

**7. Consider District Manager Signature Authorization for 2023 Cooperative Agreement with California Department of Public Health (CDPH)**

District Manager Farned provided an overview of the item. Motion by Trustee Sandoval, seconded by Trustee Leon, and carried by the following vote to approve District Manager Signature Authorization for the 2023 Cooperative Agreement with CDPH.

AYES: Sham, Gonzales, Estrada, Barakat, Calaycay, Cortez, Finlay, Velasco, Doornik, Klinakis, Rasmussen, Shevlin, Leon, Janbek, Sandoval, Armenta, Vienna, Menchaca, Capoccia, Joe, Wu, Johnson

NOES: None

ABSTAIN: None

ABSENT: Tay, Marcucci, Garcia, Bissner, Sternquist

**8. District Administration****7.1 District Update**

District Manager Farned introduced new Director of Scientific Programs, Tristan Hallum and new Director of Operations, Gilbert Holguin. District Manager Farned also acknowledged seasonal staff for their work during the season; reported that there was a break in incident at the district office and management is looking into ways to better secure property; provided reminder to trustees whose terms are ending; reported out that mosquito population and West Nile virus prevalence has subsided as is common during this time of year.

**9. Committee Reports**

None

**10. Trustee Reports**

None

**11. New Business**

None

**12. Adjournment**

The meeting was adjourned at 7:25 a.m.

**Operations Department**  
**Disease Weeks 44 – 47 | October 30 – November 26**

**Zone Specialists:**

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

**Operations Summary:**

This report does not include pesticide usage for October because the reporting period concluded before the end of the month. October's pesticide usage will be included in next month's board report.

Service request and consultation demand has reduced over last month. The Operations department continues inspection and treatment efforts, response to service requests and property consultations.

**Chemical Usage:****October 2022**

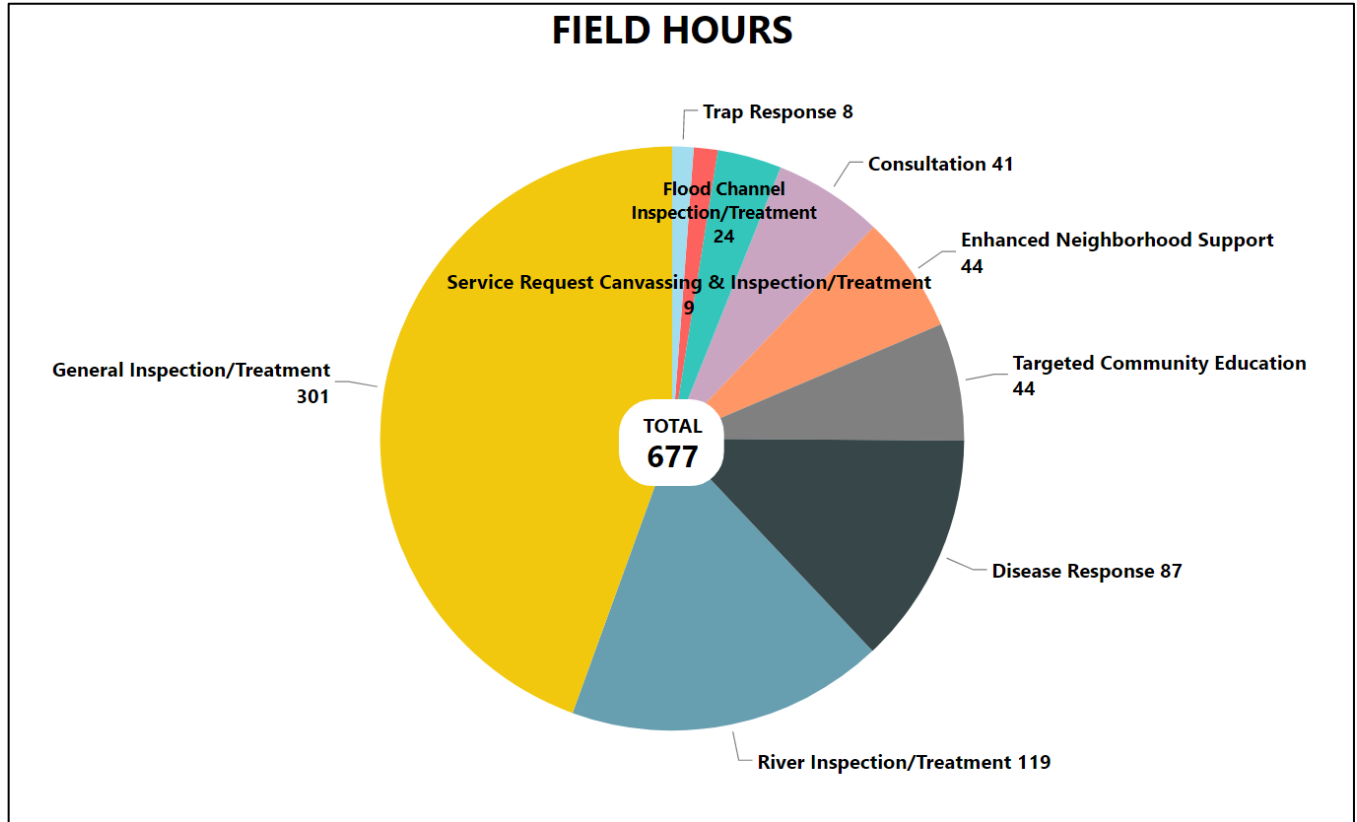
Larvicides/Pupicides			
Method of Action	Target	Amount	Area Treated
<b>Larvicide Oils (Surface Film)</b>			
Suffocation	Mosquitoes	3.11 gal.	28472 sq.ft.
<b>Insect Growth Regulators (IGR's)</b>			
Inhibits metamorphosis	Mosquitoes	42.06 lbs.	35352 sq.ft.
<b>Bacterials</b>			
Ingestion, toxicant	Mosquitoes	1.30 gal.	665277 sq.ft.
Ingestion, toxicant	Mosquitoes	74.14 lbs.	1449130 sq.ft.
Ingestion, toxicant	Black flies	17.00 gal.	4718 m <sup>3</sup>
<b>Biologicals</b>			
Mosquito fish	Mosquitoes	245 ea.	1937 sq.ft.

**Field Statistics:**

**1,340** + 8.24 %  
2021  
SITES VISITED

**45** - 16.98 %  
2021  
SERVICE REQUESTS

**16** - 36%  
2021  
CONSULTATIONS



**Surveillance Department**  
**Disease Weeks 44 - 47 | October 30 – November 26**

**Insect Surveillance Activities:**

Routine mosquito surveillance was conducted using Gravid and BG and CO2 trap types. The number of traps deployed dropped this week to an average of 36 traps for this period due to inclement weather and holidays.

During this reporting period, the weekly average ranged from 14-63 mosquitoes per trap. In week 47, the average mosquitoes per trap was 24, which is on target with our 5-year historical trends.

**Average Mosquitoes Per Trap**

Year ● 2018 ● 2019 ● 2020 ● 2021 ● 2022

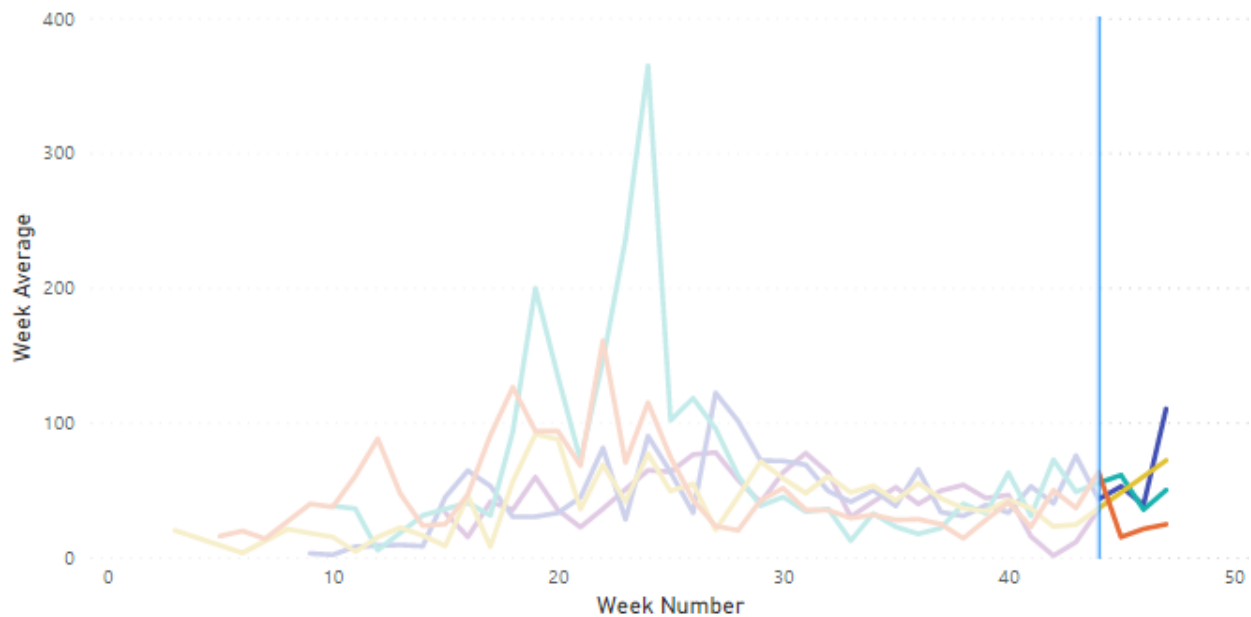


Fig. 1 Historical average mosquito counts, 2019-2022. Highlighted are weeks 44-47.

The average number of invasive *Aedes* mosquitoes caught per trap continued to decline from the previous month to a low of 1.2 mosquitoes per trap in weeks 44-47.

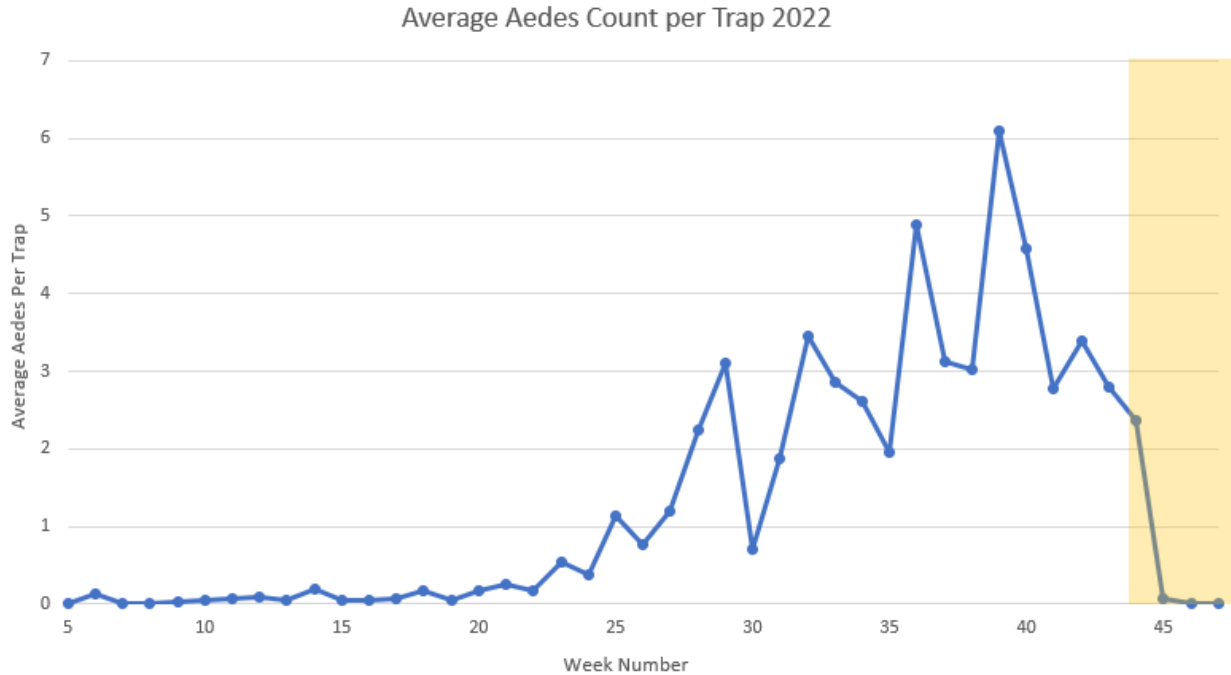


Fig. 2: Average invasive *Aedes* mosquitoes per trap through week 47 for 2022.

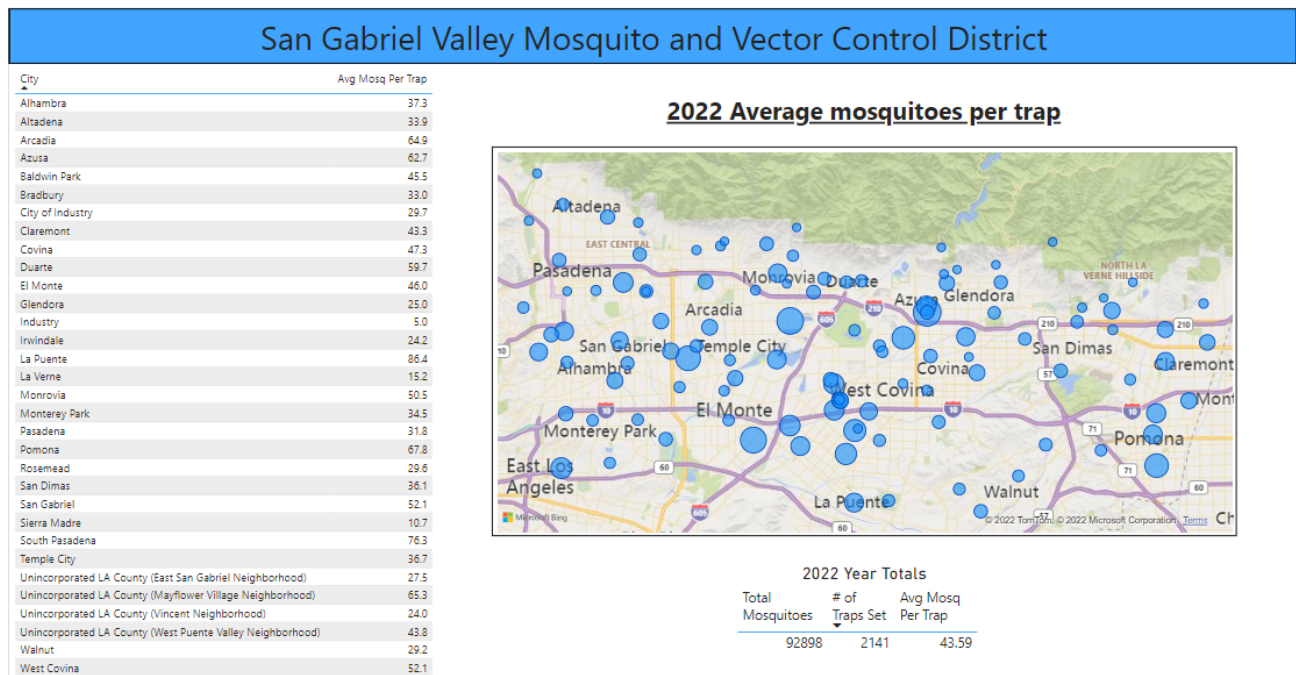


Fig. 3: The table depicts the average mosquitoes per trap by sampling location and by city/community. The map displays these trapping location averages, while the size of the bubbles on the map reflects the relative numbers of mosquitoes caught in each trap.

No additional mosquito surveillance was conducted during weeks 44-47 due to minimal disease detection throughout the district area.

Carbon dioxide (CO<sub>2</sub>) traps targeting black flies were set in weeks 44 and 45. Three CO<sub>2</sub> traps were set to monitor black fly abundance per week. Black fly numbers reached their year-to-date peak in week 43. In response, additional black fly traps were deployed in weeks 44 and 45 and a significant reduction in abundance was observed:

- Week 43: Hicrest Road caught 1,643 black flies. Glencoe Heights caught 6,545 black flies. Hook West caught 18,715 black flies.
- Week 44: Hicrest Road caught 70 black flies. Glencoe Heights caught 139 black flies. Hook West caught 134 black flies.
- Week 45: Hicrest Road caught 8 black flies. Glencoe Heights caught 5 black flies. Hook West caught 23 black flies.

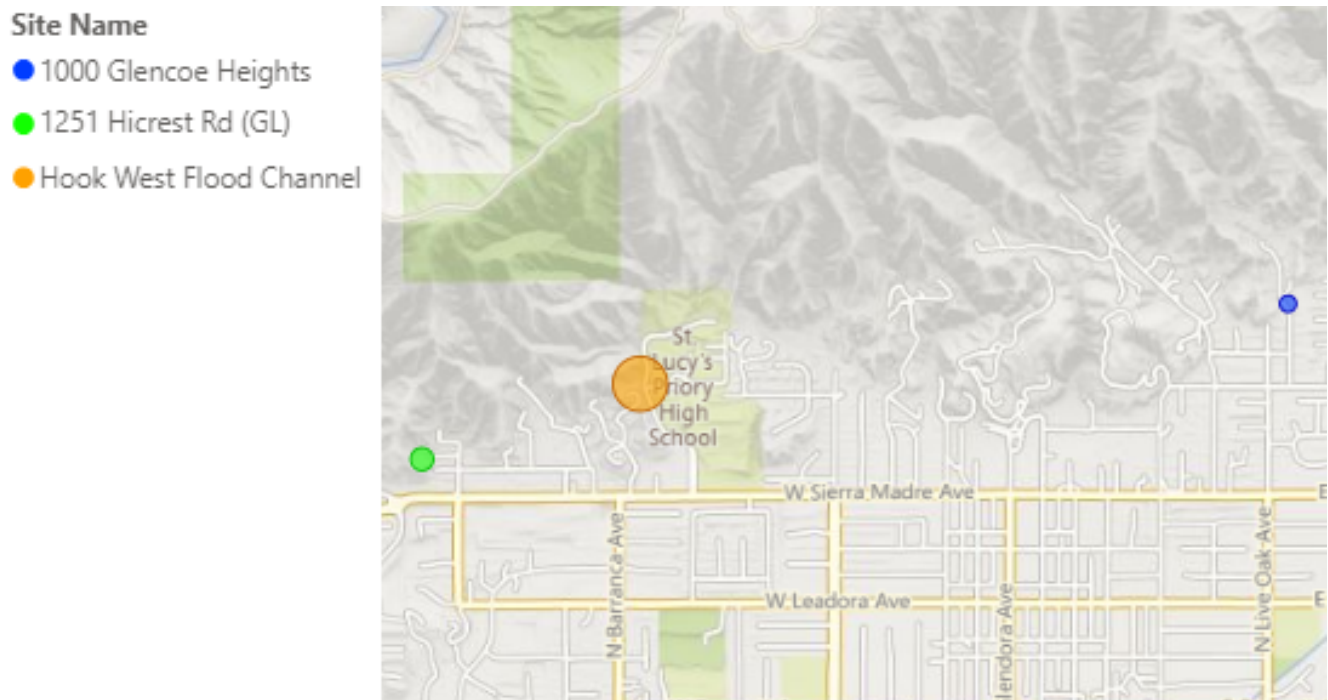


Fig. 4: Black fly trap counts in week 45. All trap locations are shown that were positive for black flies. The size of the bubbles on the map reflects the relative abundance of black flies caught in each trap.



### Arbovirus Activity

Arbovirus testing of mosquito pools and dead bird samples continued throughout November. Unless otherwise stated, all testing was performed by West Valley MVCD.

- Week 44: 6 of 41 pools (15%) of *Culex quinquefasciatus* females tested positive for WNV. No dead bird samples were submitted for testing.
- Week 45: 0 of 12 pools (0%) of *Cx. quinq.* tested positive for WNV. No dead bird samples were submitted for testing.
- Week 46: 1 of 13 pools (8%) of *Cx. quinq.* tested positive for WNV. No dead bird samples were submitted.
- Week 47: WNV testing has halted for the season. Mosquito pools collected will be stored for genetic sampling or WNV testing next season.

Total positive WNV samples from weeks 44-46 for 2022 are as follows:

#### Mosquito Pools

Zone	Community/City	Site Name	Date Collected	Pool Count
2	Altadena	Rubio Wash	11/3/22	15
4	El Monte	2714 Durfee Ave	11/1/22	50
4	Rosemead	Klingerman Park (RO)	11/1/22	50
5	Bradbury	Bike Trail (BR)	11/3/22	17
7	Glendora	Little Dalton Wash (GL)	11/1/22	50
7	Glendora	Little Dalton Wash (GL)	11/16/22	20
8	La Verne	Heritage Park (LV)	11/1/22	50

Fig. 5: Positive WNV Mosquito samples by City/Community for weeks 44-47 of 2022.

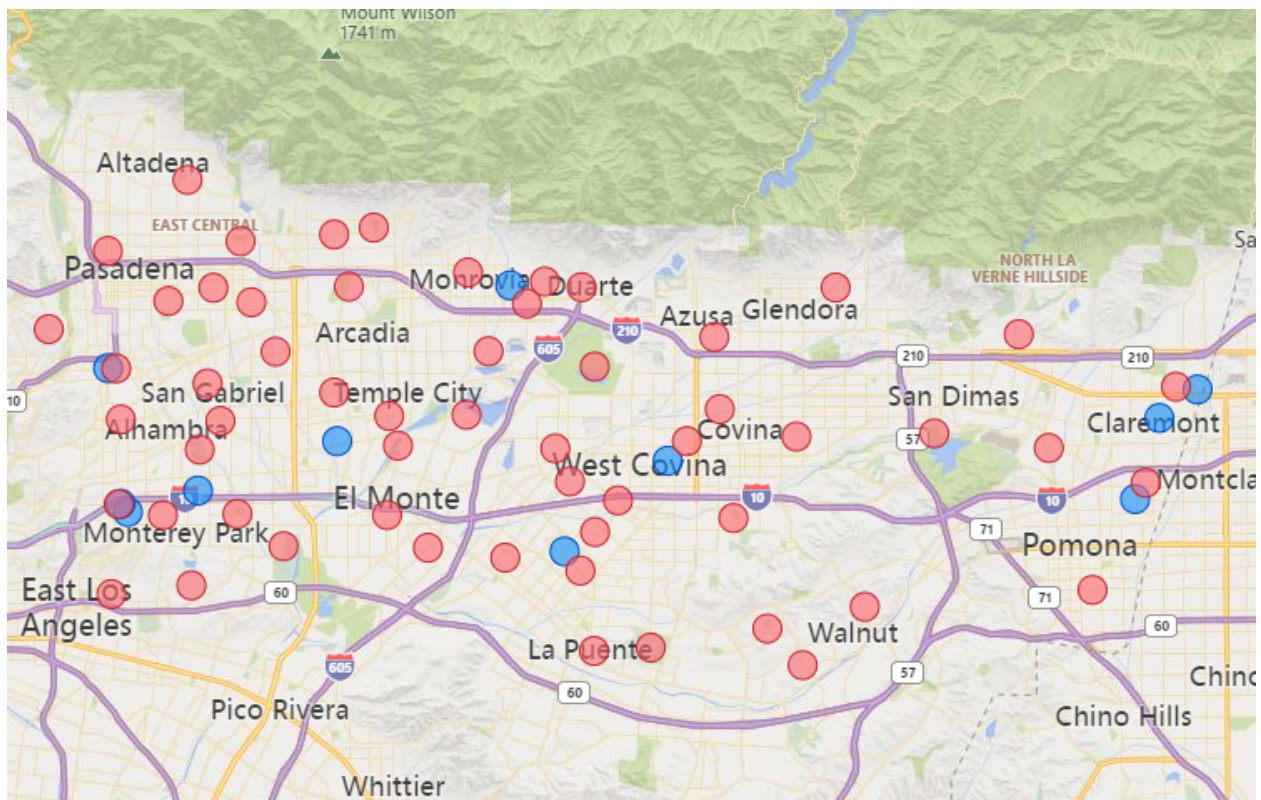
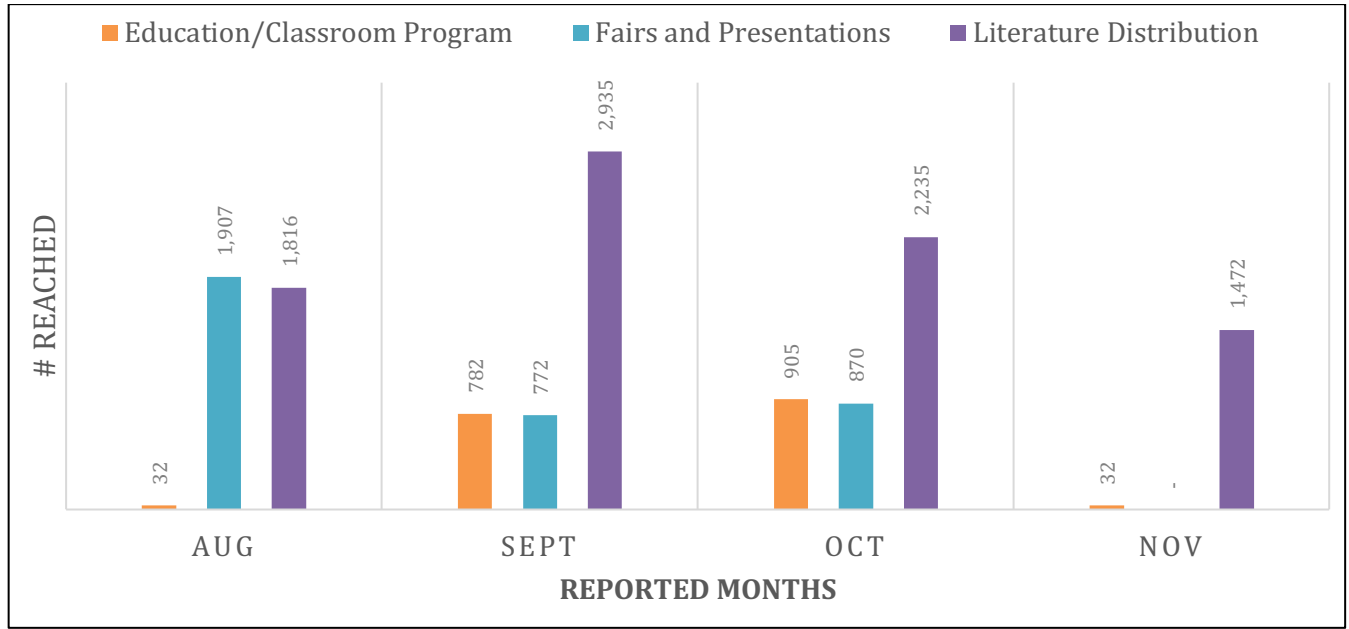


Fig. 6: Map of Positive WNV Mosquito & Dead Bird locations through week 47 for 2022 15

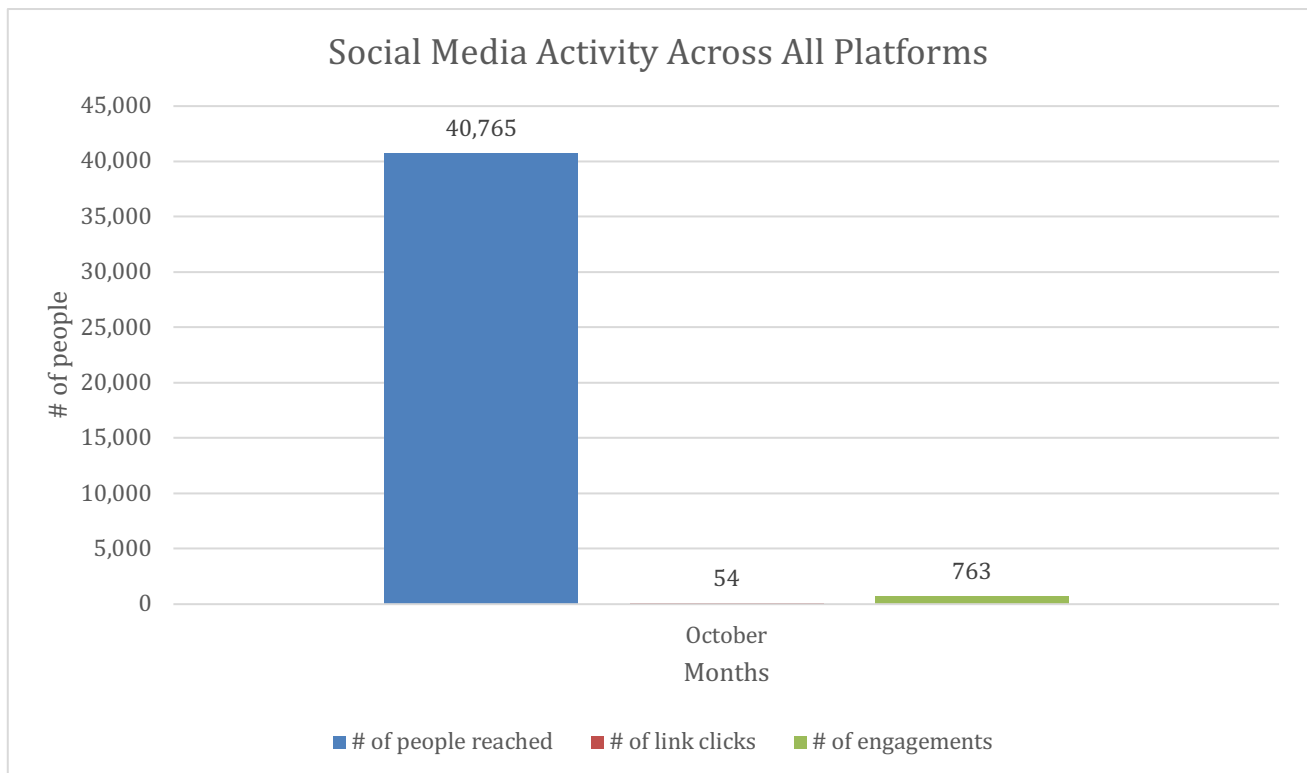
**Communications Department**  
 Disease Weeks 44-47 | October 30 – November 26

**Outreach Activities:**



**Digital Key Performance Indicators (KPIs):**

A delay in reported data may be present. Reported numbers reflects full calendar months to accurately track KPIs from all District social media platforms.





**Digital Response Support**

- Continued mosquito campaign after the rain.

**Media Activity: PR Efficiency Yield**

Fiscal YTD Yield Average: 233%

Fiscal YTD Number of published stories: 14

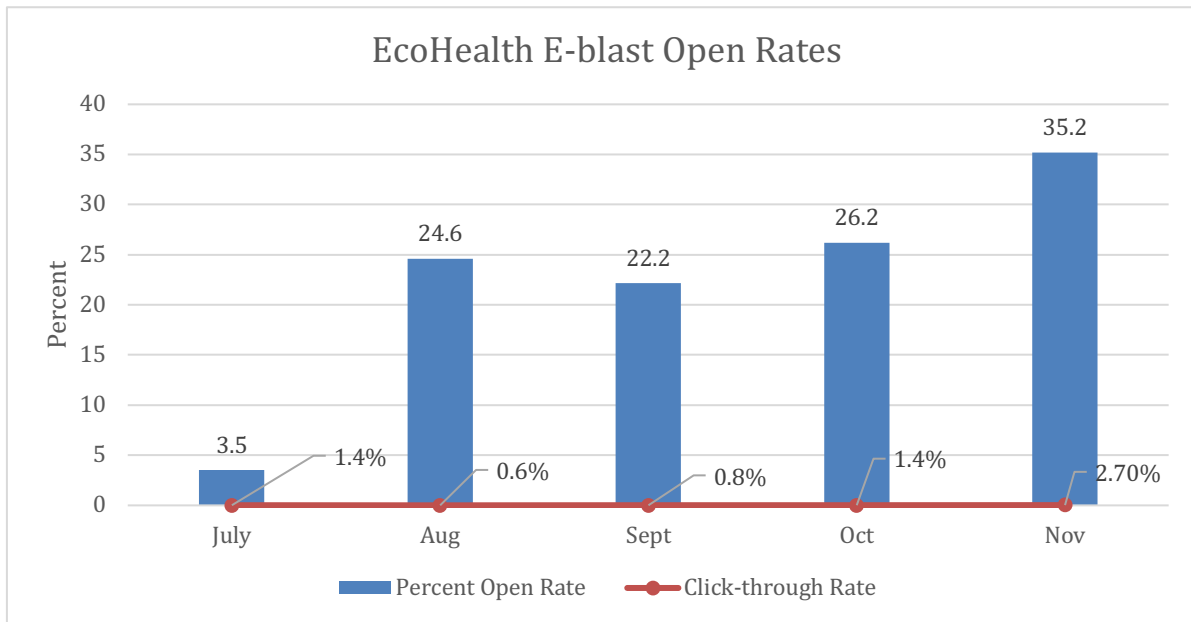
Fiscal YTD Number of pitches/interviews: 6



**EcoHealth**  
Vector Education



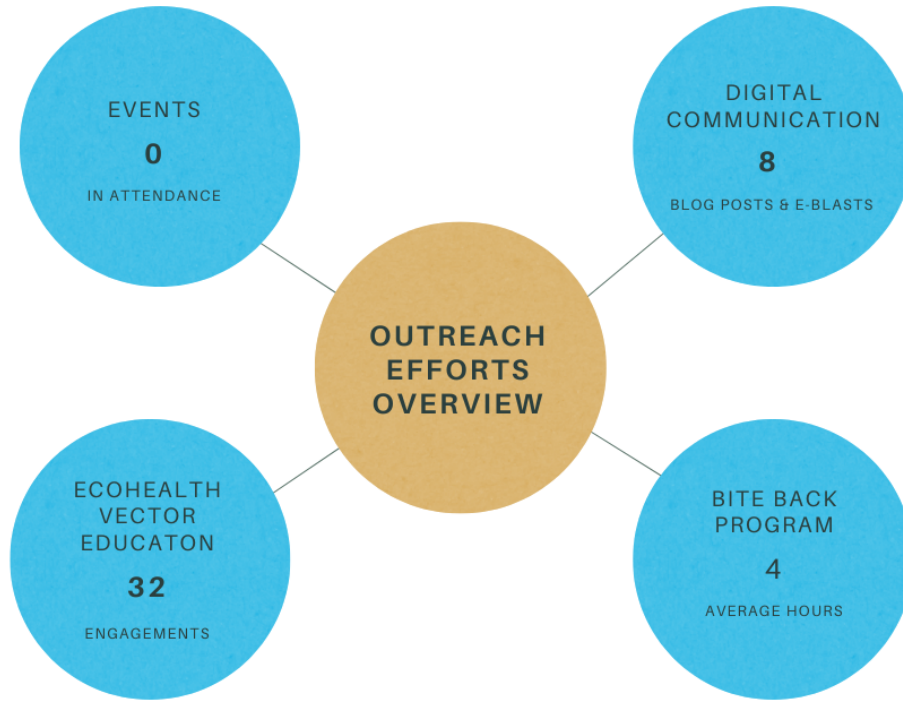
1. Data in Education (Fiscal YTD)



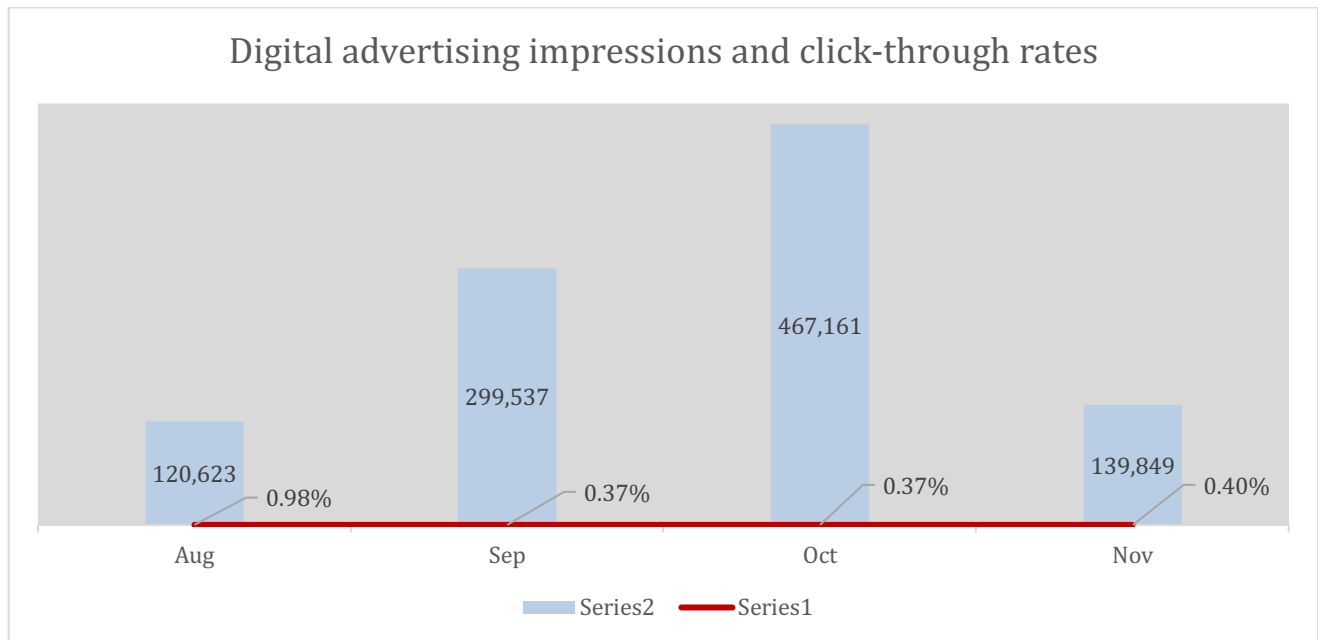
**Operation Mosquito G.R.I.D.**

- Students receiving certificates of completion
  - V.I.P. = 109
  - G.R.I.D. = 193
- Train-the-Trainer course teacher completion rate: 100%

**General Outreach**



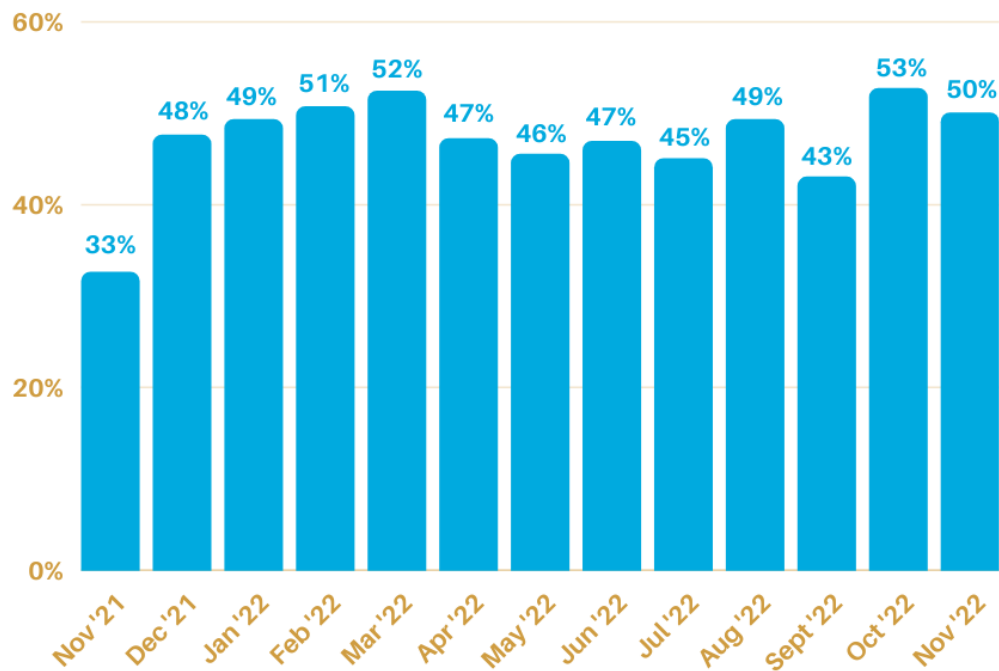
**Digital Marketing**



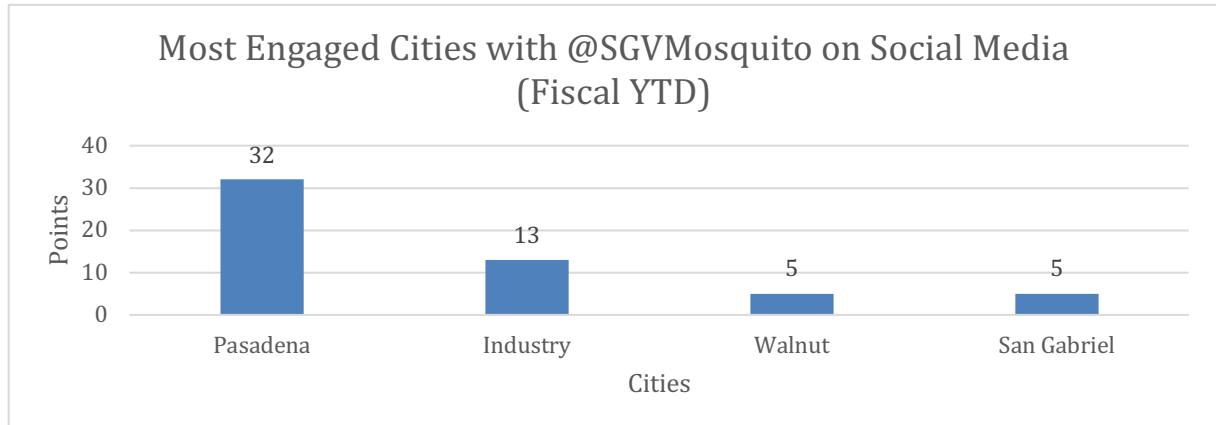
### Blog posts and e-blasts

- Created Short Bites Monthly blog post & e-blast for November
- Created General Notification Short Bites Monthly e-blast for November
- Created Bite Back Gift Guide blog post & e-Blast
- Edited draft & created November EcoHealth Newsletter on Mailchimp
- Created November Ecohealth Newsletter Resume Your Search e-blast
- Created Bite Back Tour: Season 2 Recap blog post

## SHORT BITES MONTHLY: OPEN RATE %



## Social Media



*Tracking cities social media engagement with our District's social media platforms. Points are based on the following:*

- 1 Point - Passive engagement: Like post, view IG story,*
- 2 Points - Active Engagement: Share on FB, retweet, share in IG stories,*
- 3 Points - Champion Engagement: Post content from SGVMVCD, creating a collaborative post, tags @SGVMosquito*

- YouTube reached a milestone of 400+ subscribers

### **Bite Back Program**

- Bite Back Tour
  - Sent survey email to all Season 2 guests

### **Video Projects**

- Release of our World Cup mosquito repellent video, currently has 772 total views
- Premiered our first all Chinese production called Mosquito Recipe! Currently has 851 views

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

**REPORT OF STAFF'S ATTENDANCE**

**AT CONFERENCE/EVENT**

**Staff Name and Title:** Cecilia Contreras, Clerk of the Board

**Name of Conference/Event:** CSDA Board Secretary/Clerk Conference

**Date:** 11/7/22-11/9/22


**Location:** Monterey, CA

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

The CSDA Board Secretary/Clerk Conference was an excellent event to attend as it provided useful information for both new and experienced board secretary/clerks throughout the State. CSDA provides this annual conference as continuing education to individuals in this field which I believe is essential in keeping current on the many aspects of the clerk position.

This year's conference offered various learning opportunities, resources, and talented speakers on an array of topics that are pertinent to my role as Clerk of the Board. I participated in the following sessions during the conference: ADA Compliance and Transparency 101: What Board Secretaries Need to Know; Best Practices for Taking and Processing Minutes; Staying in Compliance: Understanding Fundamental Special District Laws; Board Secretary/Clerk Foundations; Advanced Training in the California Public Records Act; and Understanding Board Member & District Liability Issues. All of the sessions were extremely informative and beneficial but one that personally stood out for me was the ADA Compliance and Transparency 101 presentation. I gained insight into ADA compliance laws pertaining to special district websites which will be useful when assessing SGVMVCD's current website and changes that may need to be implemented.

CSDA also utilizes this conference as an opportunity to recognize individuals who invest time in becoming trained in various components of their job by providing a certificate program. The Board Secretary/Clerk Certificate has become the gold standard for special district board secretaries and clerks throughout California. I was able to participate in this program due to my attendance at this year's event and received my Certificate of Completion for the program. Overall, it was an outstanding event that I appreciate being given the opportunity to attend in order to continue to expand my knowledge on topics of relevance to my role.

**Date:** 11/14/22                      **Signed:** 

**Print Name:** Cecilia Contreras



## SGVMVCD Board of Trustees Recurring Meeting Items

Month	Item(s)
January	<ul style="list-style-type: none"> <li>Welcome of Newly Appointed and/or Reappointed Trustees / Oaths of Office</li> <li>Annual Request of Committee Interest Form from Trustees</li> <li>EVEN YEARS: Election of Officers for New Two-Year Term (Approve)</li> </ul>
February	<ul style="list-style-type: none"> <li>Annual Appointment of Committees Chairs and Members by President (Approve)</li> </ul>
March	<ul style="list-style-type: none"> <li>Annual Approval of Investment Policy (Approve)</li> <li>Annual Review of Signatory Authority (Receive and File)</li> </ul>
April	<ul style="list-style-type: none"> <li>Every other year: Receive recommendation from Finance and Audit Committee regarding firm conducting audits (Approve)</li> <li>Receive annual report from Personnel and Policy Committee regarding District Manager performance evaluation (Approve if merit increase is recommended)</li> <li>Annual Form 700 Due April 1<sup>st</sup></li> </ul>
May	<ul style="list-style-type: none"> <li>Annual Draft Fiscal Year Budget (Approve)</li> <li>Annual Preliminary Engineer's Report (Receive and File)</li> <li>Every third year, receive recommendation from Personnel and Policy Committee regarding salary adjustments (Approve)</li> <li>Annual report receipt from Legislative Committee regarding relevant legislation which may impact mosquito and vector control, public health, and special districts. (Approve if action required by legislation)</li> </ul>
June	<ul style="list-style-type: none"> <li>Annual Public Hearing &amp; Adoption of Resolution for Final Fiscal Year Budget (Approve)</li> <li>Annual Final Engineer's Report (Receive and File)</li> </ul>
July	
August	
September	
October	<ul style="list-style-type: none"> <li>Reminder of Trustees Terms Ending and New Appointments Required</li> <li>ODD YEARS: President appoints Nominations Committee Members (Approve)</li> </ul>
November	<ul style="list-style-type: none"> <li>Annual CDPH Cooperative Agreement (Approve)</li> </ul>
December	<ul style="list-style-type: none"> <li>Annual Presentation of Trustees Service Pins</li> <li>ODD YEARS: Nominations Committee presents Slate of Candidates for Board Officers</li> </ul>
Date Varies	<ul style="list-style-type: none"> <li>Annual Final Audit Report (Approve)</li> </ul>
As Needed	<ul style="list-style-type: none"> <li>Annual Midyear Fiscal Budget Adjustments (Approve)</li> </ul>



## SGVMVCD Committees Recurring Meeting Items

Month	Item(s)
January	
February	<ul style="list-style-type: none"> <li>• <b><u>FINANCE AND AUDIT COMMITTEE</u></b> <ul style="list-style-type: none"> <li>○ Annual Investment Policy Review and Recommendation to Board</li> <li>○ Annual Signatory Authority Review and Recommendation to Board</li> </ul> </li> </ul>
March	
April	<ul style="list-style-type: none"> <li>• <b><u>FINANCE AND AUDIT COMMITTEE</u></b> <ul style="list-style-type: none"> <li>○ Every other year, recommend retention of existing firm to continue conducting audits on a year-to-year basis or solicit RFP for new two-year period to Board</li> </ul> </li> <li>• <b><u>PERSONNEL AND POLICY COMMITTEE</u></b> <ul style="list-style-type: none"> <li>○ Annual review of staff's recommendations regarding salaries and benefits for ensuing fiscal year's budget</li> <li>○ Annual performance evaluation of District Manager and inform Board of the results</li> <li>○ Every third year, review the salary survey completed by staff pursuant to Article XIV, Salary Adjustments of Resolution 94-02, Fiscal Policies</li> </ul> </li> <li>• <b><u>LEGISLATIVE COMMITTEE</u></b> <ul style="list-style-type: none"> <li>○ Annual review of relevant legislation which may impact mosquito and vector control, public health, and special districts</li> </ul> </li> </ul>
May	<ul style="list-style-type: none"> <li>• <b><u>FINANCE AND AUDIT COMMITTEE</u></b> <ul style="list-style-type: none"> <li>○ Annual review and recommendation of Draft Fiscal Year Budget to Board</li> <li>○ Annual review of staff's/Personnel &amp; Policy's recommendations regarding salary and benefits adjustments for ensuing fiscal year budget</li> </ul> </li> <li>• <b><u>PERSONNEL AND POLICY COMMITTEE</u></b> <ul style="list-style-type: none"> <li>○ Every third year, make recommendations regarding salary adjustments to Board</li> </ul> </li> <li>• <b><u>LEGISLATIVE COMMITTEE</u></b> <ul style="list-style-type: none"> <li>○ Annual review of legislation bills which affect the District and submit list to the Board including bill number, position, priority level, and brief description of the bill</li> </ul> </li> </ul>
June	
July	
August	
September	
October	
November	<ul style="list-style-type: none"> <li>• <b><u>NOMINATIONS COMMITTEE</u></b> <ul style="list-style-type: none"> <li>○ ODD YEARS: Select Committee Chair and Slate of Candidates for Board Officers</li> </ul> </li> </ul>
December	
Date Varies	<ul style="list-style-type: none"> <li>• <b><u>FINANCE AND AUDIT COMMITTEE</u></b> <ul style="list-style-type: none"> <li>○ Annual Review and Recommendation of Draft Audit Report to Board</li> </ul> </li> </ul>
As Needed	<ul style="list-style-type: none"> <li>• <b><u>FINANCE AND AUDIT COMMITTEE</u></b> <ul style="list-style-type: none"> <li>○ Review &amp; Recommendation of Midyear Fiscal Budget Adjustments to Board</li> </ul> </li> <li>• <b><u>PUBLIC INFORMATION COMMITTEE</u></b></li> </ul>