



San Gabriel Valley Mosquito & Vector Control District

1145 North Azusa Canyon Road, West Covina, CA 91790
Phone: 626-814-9466 | www.sgvmosquito.org
Email: district@sgvmosquito.org

BOARD OF TRUSTEES MEETING AGENDA SEPTEMBER 8, 2023 – 7:00 A.M.

1. **Call to Order**

- 1.1 Pledge of Allegiance
- 1.2 Determination of a Quorum – Noted Absences
- 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. (Approve/Deny)

- 3.1 List of Claims: June, July & August 2023 (P.5)
- 3.2 Budget Status Report: June (FY22-23), July & August 2023 (P.29)
- 3.3 Minutes of Board of Trustees Meeting: July 2023 (P.41)
- 3.4 Operations Report: July & August 2023 (P.45)
- 3.5 Surveillance Report: July & August 2023 (P.51)
- 3.6 Communications Report: July & August 2023 (P.63)
- 3.7 Treasurer's Report: June & July 2023 / District Working Balance: August & September 2023 (P.75)

4. **Presentation:** None



5. **Closed Session (EXHIBIT 5A)** (P.83)
(District Counsel, Kelly Alhadeff-Black)

Pursuant to Government Code Section 54956.9(a), Conference with Legal Counsel
Existing Litigation: Cari McCormick V. CalPERS, et al, State of California, Civil Rights
Department, CRD No. 202306-20925508

- **Board Action Required:** Following the closed session discussion by members of this item, the appropriate action is to report any required information and to take action on any recommendation made in closed session.

6. **Consider Recommendation to Approve Resolution 2023-05, Rescinding Resolutions 93-13 and 94-02; and Adopting a New Approval Procedure for Fiscal Policies (EXHIBITS 6A, 6B, 6C)** (P.135)
(Board President, Becky Shevlin) (Approve/Deny)

- **Call for Public Comment**
- **Board Action Required:** If the Board concurs, following the public discussion by members for this item, the appropriate action is to adopt Resolution 2023-05, Rescinding Resolutions 93-13 and 94-02; and adopting a New Approval Procedure for Fiscal Policies
- **Alternative Board Action:** If after discussion by members of this item, the Board may choose to not adopt Resolution 2023-05, Rescinding Resolutions 93-13 and 94-02; and Adopting a New Approval Procedure for Fiscal Policies

7. **Consider Recommendation to Amend Resolution 2006-02, Bid Regulations for the Purchase of Supplies and Equipment (EXHIBITS 7A, 7B)** (P.189)
(Board President, Becky Shevlin) (Approve/Deny)

- **Call for Public Comment**
- **Board Action Required:** If the Board concurs, following the public discussion by members for this item, the appropriate action is to amend Resolution 2006-02 Bid Regulations for the Purchase of Supplies and Equipment
- **Alternative Board Action:** If after discussion by members of this item, the Board may choose to not amend Resolution 2006-02 Bid Regulations for the Purchase of Supplies and Equipment



8. **Consider Recommendation to Adopt Policies 30-42 (EXHIBITS 8A – 8M)** (P.197)
(Board President, Becky Shevlin) (Approve/Deny)

- **Call for Public Comment**
- **Board Action Required:** If the Board concurs, following the public discussion by members for this item, the appropriate action is to adopt Polices 30-42.
- **Alternative Board Action:** If after discussion by members of this item, the Board may choose to not adopt Policies 30-42.

9. **Discussion to open California CLASS Prime and Enhanced Cash Accounts (EXHIBITS 9A, 9B)** (P.243)
(Board President, Becky Shevlin) (Receive & File)

10. **District Administration**

10.1 Committee Meeting Notification: Personnel & Policy Committee

10.2 District Update

11. **Committee Reports**

12. **Trustee Reports**

13. **New Business**

14. **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) 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.

A handwritten signature in blue ink that reads "Jerry Mireles".

Jerry Mireles, 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).

If you need special assistance or accommodations to participate in this meeting, please contact the Clerk of the Board at 626-814-9466 ext.1006. 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)



San Gabriel Valley Mosquito & Vector Control District

List of Claims (Closing FY22-23) | June 2023

Claims List August 4, 2023

June 28-30, 2023 - FY 22-23 invoices processed in July 2023

Vendor	Date	Product/Service	Memo/Description	Amount
A-1 ROOTER	06/28/2023	6040 Building Maintenance	Invoice# 11272 Need to Install water filter	250.00
A-1 ROOTER	06/28/2023	6040 Building Maintenance	Invoice# 11291 Need to repair 3/4 copper Pipe	150.00
				\$ 400.00
ALEJANDRA GASPAR	06/30/2023	6232 Travel Expenses	Travel Expenses Training: Adobe Illustrator	12.12
				\$ 12.12
AMAZON CAPITAL SERVICES	06/30/2023	6250 LABORATORY SUPPLIES	12 Pack Assorted colors microfiber cleaning cloths	6.56
AMAZON CAPITAL SERVICES	06/30/2023	6280 SUPPLIES, OPERATIONS	Amazon basic -pack 9 volt alkaline performance all purpose batteries, 5 year shelf life & 2 replacement for multicode linear 3089 garage door remote gate opener	34.97
AMAZON CAPITAL SERVICES	06/30/2023	6270 OFFICE SUPPLIES	Avery 8 tab dividers for 3 ring binder, Easy print & apply clear label strip for copiers, Index maker customizable white tabs	27.18
AMAZON CAPITAL SERVICES	06/30/2023	6270 OFFICE SUPPLIES	Logitech MK545 Advance wireless keyboard and mouse combo	60.21
AMAZON CAPITAL SERVICES	06/30/2023	6250 LABORATORY SUPPLIES	SKYN Elite-36 Count -Ultra-Thin, Lubricated Latex-Free condoms, Kimos magnetic multipurpose bag clips, set of 7, multicolored	23.56
AMAZON CAPITAL SERVICES	06/30/2023	6250 LABORATORY SUPPLIES	Personalized office name plate 2x8 customized wall door sign name plate Adhesive back	9.72
AMAZON CAPITAL SERVICES	06/30/2023	6305 EDUCATION PROGRAM SUPPLIES	KIDMEN 2 Holes pencil sharpener, COOL BANK 160 professional colored pencils	73.33
AMAZON CAPITAL SERVICES	06/30/2023	6280 SUPPLIES, OPERATIONS	Softsoap Liquid Hand Soap, Fresh Breeze	16.96
AMAZON CAPITAL SERVICES	06/30/2023	6250 LABORATORY SUPPLIES	Basic Medical Blue Nitrile exam gloves	172.80
AMAZON CAPITAL SERVICES	06/30/2023	6250 LABORATORY SUPPLIES	Shappy 5pk cupboard Bars Tensions Rowad Spring Curtain Rod for DIY Projects	10.24
				\$ 435.53
ARAMARK UNIFORM SERVICES INC.	06/30/2023	6332 Uniforms	Uniforms Invoice# 5880328216	632.68
ARAMARK UNIFORM SERVICES INC.	06/30/2023	6040 Mats, Towels	Mats, Towels, Lockers, etc.	68.98
ARAMARK UNIFORM SERVICES INC.	06/30/2023	6040 Mats, Towels	Mats, Towels, Lockers, etc.	63.78
ARAMARK UNIFORM SERVICES INC.	06/30/2023	6332 Uniforms	Uniforms Invoice# 5880316914	243.08
ARAMARK UNIFORM SERVICES INC.	06/30/2023	6332 Uniforms	Uniforms Invoice# 5880322233	346.06
ARAMARK UNIFORM SERVICES INC.	06/30/2023	6040 Mats, Towels	Mats, Towels, Lockers, etc.	68.98
ARAMARK UNIFORM SERVICES INC.	06/30/2023	6332 Uniforms	Uniforms Invoice# 5880334032	302.68
ARAMARK UNIFORM SERVICES INC.	06/30/2023	6040 Mats, Towels	Mats, Towels, Lockers, etc.	68.98
				\$ 1,795.22
AZUSA LIGHT & WATER	06/29/2023	6343 Meter # 45169724	Account # 303-0191.300 Serviced Period 6/2/2023- 7/3/2023	162.86
				\$ 162.86
CELL BUSINESS EQUIPMENT	06/30/2023	6073 EQUIPMENT LEASE	Copier lease coverage period 6/15/2023-07/14/2023 Invoice#5025579329	1,562.23
				\$ 1,562.23
IGNACIO UREÑA	06/28/2023	6234 TUITION REIMBURSEMENT	Agor 75 Urban Arboriculture & Agor 24 Integrated Pest Management	434.89
				\$ 434.89
IM LANDSCAPING	06/30/2023	6044 MAINTENANCE, GROUNDS	Invoice# 2023-5898 Lawn mowing service, bush trimming, leaf bowing services, Getting rid of all weeds	175.00



San Gabriel Valley Mosquito & Vector Control District

List of Claims (Closing FY22-23) | June 2023

				\$	175.00
JASON FARNED	06/30/2023	6232 Travel Expenses	Travel Expenses CSDA Leadership Summit 6/25/23-6/27/23	280.90	
				\$	280.90
KRIZTIAN LUNA CORONA	06/30/2023	6232 Travel Expenses	Travel Expenses- Rotting Into Place Teaching Native Plants In & Out of the Classroom	29.46	
KRIZTIAN LUNA CORONA	06/30/2023	6232 Travel Expenses	Travel Expenses Foothill Unity Center Inc	10.44	
				\$	39.90
LAND'S END BUSINESS OUTFITTERS	06/29/2023	6333 BRANDED CLOTHING	Invoice# SIN11327129 Lands End Business Outfitters WR CS LS SHR LS SPL NK BL, WR SS ACTIV MSH JHNY POLO & logo application fee	102.83	
				\$	102.83
LEWIS BRISBOIS BISGAARD & SMITH LLP	06/29/2023	6130 Profess Serv rendered	Professional Services rendered General Counsel Invoice# 3697362	1,536.58	
LEWIS BRISBOIS BISGAARD & SMITH LLP	06/30/2023	6130 Profess Serv rendered	Professional Services rendered General Counsel Invoice# 3683880	3,117.72	
				\$	4,654.30
LIEBERT CASSIDY WHITMORE	06/28/2023	6130 Profess Serv rendered	Professional Services rendered Invoice# 245628	2,814.00	
LIEBERT CASSIDY WHITMORE	06/30/2023	6130 Profess Serv rendered	Professional Services rendered Invoice# 243794	7,456.50	
				\$	10,270.50
LINDE GAS & EQUIPMENT INC.	06/30/2023	6250 LABORATORY SUPPLIES	Invoice# 36909093 Dry Ice Nuggets	416.45	
				\$	416.45
MANUEL R. GARCIA	06/30/2023	6030 BOARD EXPENSES	Replace lost check#195671 in the amount of \$100.00 dated April 27, 2023	100.00	
				\$	100.00
SSD Alarm	06/28/2023	6040 Monit & Maint	Invoice# R-00444820 Monitoring & Maintenance Bulgar Alarm, Fire	635.32	
				\$	635.32
SYNTECH GROUP INC.	06/30/2023	6035 COMPUTER HARDWARE	Invoice# A22642 ID 861 For Anais LENOVO Think Pad P14sG3 Lenovo Think Pad Universal USB-C Dock-docking station, Electronic waste Recycling	3,478.04	
				\$	3,478.04
TIRE ZONE	06/30/2023	6260 SUPPLIES, MECHANICAL	Invoice# 73618 Flat repair Patch/Plug	27.56	
				\$	27.56
US BANK	06/30/2023	6040 Building Maintenance	AVI-SPL- Boardroom a/v repair	770.00	
US BANK	06/30/2023	6270 OFFICE SUPPLIES	Vista Print-Jung Ma	38.31	
US BANK	06/30/2023	6185 POSTAGE	USPS Post office Irwindale- Postage for VIP Kits to Stacy kim;s class	9.60	
US BANK	06/30/2023	6037 WEBSITE AND EMAIL SERVICE	Mailchimp services	60.00	
US BANK	06/30/2023	6260 SUPPLIES, MECHANICAL	Parkhouse Tire Bell Gardens-245/65R17 Falken Wildpeak A/TrW	1,690.45	
US BANK	06/30/2023	6270 OFFICE SUPPLIES	INTUIT quickbooks checks/Forms	135.48	
US BANK	06/30/2023	6270 OFFICE SUPPLIES	STAPLES- Fax to CALPERS	18.90	
US BANK	06/30/2023	6030 BOARD EXPENSES	Dount Club San Dimas- Board Meting	18.71	
US BANK	06/30/2023	6270 OFFICE SUPPLIES	Barney Key Service	30.65	
US BANK	06/30/2023	6037 WEBSITE AND EMAIL SERVICE	Streamline Invoice# 0EAF3F59-0027	200.00	
US BANK	06/30/2023	6037 WEBSITE AND EMAIL SERVICE	Streamline Invoice# 0EAF3F59-0028	200.00	



San Gabriel Valley Mosquito & Vector Control District

List of Claims (Closing FY22-23) | June 2023

US BANK	06/30/2023	6037 WEBSITE AND EMAIL SERVICE	Streamline Invoice# 0EAF3F59-0029	200.00
US BANK	06/30/2023	6037 WEBSITE AND EMAIL SERVICE	Streamline Invoice# 0EAF3F59-0030	200.00
US BANK	06/30/2023	6003 ADVERTISING	Google ADS	16.52
US BANK	06/30/2023	6232 REGISTRATION - SEMINARS	REGISTRATION Training Connection	495.00
US BANK	06/30/2023	6003 ADVERTISING	Blip Billboards	109.88
US BANK	06/30/2023	6003 ADVERTISING	Blip Billboards	155.53
US BANK	06/30/2023	6003 ADVERTISING	Blip Billboards	138.58
US BANK	06/30/2023	6305 EDUCATION PROGRAM SUPPLIES	YETI	667.00
US BANK	06/30/2023	6003 ADVERTISING	Blip Billboards	141.15
US BANK	06/30/2023	6003 ADVERTISING	Blip Billboards	170.86
US BANK	06/30/2023	6003 ADVERTISING	FACEBK Meta ads	70.51
US BANK	06/30/2023	6003 ADVERTISING	Blip Billboards	144.99
US BANK	06/30/2023	6003 ADVERTISING	Blip Billboards	148.01
US BANK	06/30/2023	6003 ADVERTISING	Blip Billboards	159.48
US BANK	06/30/2023	6003 ADVERTISING	Blip Billboards	154.26
US BANK	06/30/2023	6333 BRANDED CLOTHING	COLOMBIA sportswear	126.45
US BANK	06/30/2023	6003 ADVERTISING	Blip Billboards	274.09
US BANK	06/30/2023	6003 ADVERTISING	Blip Billboards	169.59
US BANK	06/30/2023	6232 SEMINARS AND MEETINGS	Smart & Final	50.99
US BANK	06/30/2023	6333 BRANDED CLOTHING	Laundryup Ticket# 42291	42.00
US BANK	06/30/2023	6281 MOSQUITO FISH SUPPLIES	The Pond Guy	43.89
US BANK	06/30/2023	6333 BRANDED CLOTHING	Laundryup Ticket# 42821	42.00
US BANK	06/30/2023	6281 MOSQUITO FISH SUPPLIES	Worldwide Aquatics Inc	169.70
US BANK	06/30/2023	6333 BRANDED CLOTHING	Laundryup Ticket# 43351	42.00
US BANK	06/30/2023	6333 BRANDED CLOTHING	Laundryup Ticket# 43911	42.00
US BANK	06/30/2023	6250 LABORATORY SUPPLIES	USA 63294	91.02
US BANK	06/30/2023	6250 LABORATORY SUPPLIES	San Dimas Grain	17.51
US BANK	06/30/2023	6232 SEMINARS AND MEETINGS	VONS- Southern Region IVM meeting	16.23
US BANK	06/30/2023	6270 OFFICE SUPPLIES	Glendora Florist	77.18
US BANK	06/30/2023	6036 COMPUTER SOFTWARE	Arlo Camera Monitoring	17.99
US BANK	06/30/2023	6232 Travel Expenses	West Covina The Honey Baked ham Company	166.70
US BANK	06/30/2023	6030 BOARD EXPENSES	ADOBE- Creative Cloud All Apps & Adobe Pro	5,938.44
US BANK	06/30/2023	6270 OFFICE SUPPLIES	YETI	105.12
US BANK	06/30/2023	6036 COMPUTER SOFTWARE	Wasabi technologies hot cloud storage	32.72
US BANK	06/30/2023	6030 BOARD EXPENSES	Smart & Final-May Board meeting	68.15
US BANK	06/30/2023	6232 Travel Expenses	Travel Expenses -LYFT	44.44
US BANK	06/30/2023	6232 Travel Expenses	Travel Expenses-LYFT	43.48
US BANK	06/30/2023	6232 Travel Expenses	Travel Expenses-Budget car and truck ren Las Vegas	169.64
US BANK	06/30/2023	6232 SEMINARS AND MEETINGS	Park MGM LAs Vegas 2023 SHRM Conference 6/11/23-6/14/23	191.04
US BANK	06/30/2023	6036 COMPUTER SOFTWARE	Jamf Services	166.00
US BANK	06/30/2023	6270 OFFICE SUPPLIES	Vista Print-Jung Ma	37.23
US BANK	06/30/2023	6270 OFFICE SUPPLIES	Vista Print-Jerry Mireles	37.22
US BANK	06/30/2023	6302 Supplies, Safety	Durawear Glove & Safety Co	94.00
US BANK	06/30/2023	6036 COMPUTER SOFTWARE	Invoice#INV00122431 Zingle.com	229.00
US BANK	06/30/2023	6040 Building Maintenance	The Home Depot	23.10
US BANK	06/30/2023	6232 Travel Expenses	Travel Expenses-CSAD Leadership Summit 6/25/23	396.96
				\$ 15,109.75



San Gabriel Valley Mosquito & Vector Control District

List of Claims (Closing FY22-23) | June 2023

VECTOR CONTROL JOINT POWERS AGENCY	06/28/2023	6111 OTHER INSURANCE	Invoice# VCJPA-253 Employee Assistance Program from 4/1/23 to 6/30/23	485.78
				\$ 485.78
 WEST VALLEY MVCD	 06/29/2023	 6251 ARBOVIRUS TESTING SUPPLIES	 Lab Testing & Analysis of Mosquito Pools for the Month of JUNE 2023	 2,412.00
				\$ 2,412.00
 WEX/CHEVRON	 06/30/2023	 6262 Fuel for Trucks	 Fuel for Trucks Invoice# 90359127	 5,837.81
				\$ 5,837.81
			Accounts Payable for June 30, 2023 (processed in July 2023)	\$ 48,828.99

Wednesday, Aug 02, 2023 10:42:37 AM GMT-7 - Accrual Basis



San Gabriel Valley Mosquito & Vector Control District

List of Claims | July 2023

San Gabriel Valley Mosquito And Vector Control Claims List July 6, 2023 July 1-6, 2023

Vendor	Date	Product/Service	Memo/Description	Amount
ADDRESSERS	07/03/2023	6185 POSTAGE	Invoice# 112827 Aerial second violation notices, wave spring violation notice MLG Qty: 752 Digital print-set up, envelope, folder letter, first class presort postage	1,274.91 \$ 1,274.91
AMERICAN FIDELITY FLEX ACCT	07/03/2023	6070 FLEX PREMIUMS	Flex Premiums JULY 2023 Premiums	62.49
AMERICAN FIDELITY FLEX ACCT	07/03/2023	6070 FLEX PREMIUMS	Flex Premiums	108.31
AMERICAN FIDELITY FLEX ACCT	07/03/2023	6070 FLEX PREMIUMS	Flex Premiums	279.16
AMERICAN FIDELITY FLEX ACCT	07/03/2023	6070 FLEX PREMIUMS	Flex Premiums Invoice# 2140379A	237.49 \$ 687.45
ARCHIVE SOCIAL	07/03/2023	6037 WEBSITE AND EMAIL SERVICE	Invoice# 28518 Social Media Archiving subscription (\$249/month) Up to 12 Accounts & Up to 1.5k records per month	2,988.00 \$ 2,988.00
ATHENS SERVICES	07/03/2023	6040 Refuse Disposal	Refuse Disposal Invoice# 14809091 Waste collection monthly service	296.41 \$ 296.41
CAL PERS	07/03/2023	6072 MEDICAL PREMIUM-Retired EE	Medical premiums - Retired EE	604.00
CAL PERS	07/03/2023	6070 Med premiums - Cafeteria	Medical premiums	3,061.49
CAL PERS	07/03/2023	6070 Med premiums - Cafeteria	Medical premiums	1,399.67
CAL PERS	07/03/2023	6070 Med premiums - Cafeteria	Medical premiums	2,666.35
CAL PERS	07/03/2023	6070 Med premiums - Cafeteria	Medical premiums ID#7165101556	754.64
CAL PERS	07/03/2023	6070 ADMIN FEE	Admin fee	50.16
CAL PERS	07/03/2023	6070 Med premiums - Cafeteria	Medical premiums	3,367.48 \$ 11,903.79
CALIF CHAMBER OF COMMERCE	07/03/2023	6150 Membership Dues	Membership Dues, membership No. SI490852 7/5/2023- 7/5/2024 California Chamber of Commerce	848.00 \$ 848.00
CALPERS CERBT	07/03/2023	6202 UNFUNDED LIABILITY CLASSIC	Annual Unfunded liability for FFY 23-24 Classic Invoice# 100000017215878	115,719.00 \$ 115,719.00
ENVIRONMENT CONTROL	07/03/2023	6040 Building Maintenance	Monthly Janitorial Services for July Invoice#14781-411	1,528.00 \$ 1,528.00
FIDELITY SECURITY LIFE INSURANCE CO.	07/03/2023	6070 Vision Premiums	Vision Premiums	34.31
FIDELITY SECURITY LIFE INSURANCE CO.	07/03/2023	6070 Vision Premiums	Vision Premiums	238.34
FIDELITY SECURITY LIFE INSURANCE CO.	07/03/2023	6070 Vision Premiums	Vision Premiums	95.92
FIDELITY SECURITY LIFE INSURANCE CO.	07/03/2023	6070 Vision Premiums	Vision Premiums	68.62
FIDELITY SECURITY LIFE INSURANCE CO.	07/03/2023	6070 Vision Premiums	Vision Premiums Invoice# 165848349	36.90



San Gabriel Valley Mosquito & Vector Control District List of Claims | July 2023

				\$ 474.09
Go To Communications, Inc	07/03/2023	6320 Office phones	Office phones Invoice# IN7102114013 Office Phones Go To Connect Standard-Monthly Service charge	1,099.37
				\$ 1,099.37
KENN K. FUJIOKA	07/03/2023	6072 MEDICAL PREMIUM-Retired EE	Medical premiums - Retired EE for the month of July	241.71
				\$ 241.71
LINCOLN FINANCIAL GROUP	07/03/2023	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums	613.50
LINCOLN FINANCIAL GROUP	07/03/2023	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums (Adjustments)	83.38
LINCOLN FINANCIAL GROUP	07/03/2023	6065 GROUP TERM LIFE	Group term Life Insurance Ref# 4568511761	386.40
				\$ 1,083.28
MARTA TANAKA	07/03/2023	6072 MEDICAL PREMIUM-Retired EE	Medical premiums - Retired EE for the month of July	852.90
				\$ 852.90
MARY ANGELA BRISCO	07/03/2023	6072 MEDICAL PREMIUM-Retired EE	Medical premiums - Retired EE for the month of July	603.64
				\$ 603.64
MIKE NIFFENEGGER	07/03/2023	6072 MEDICAL PREMIUM-Retired EE	Medical premiums - Retired EE for the month of July	841.59
				\$ 841.59
NATIONWIDE RETIREMENT	07/03/2023	6066 457 CONTRIBUTION	Employer Contribution for DM	276.86
				\$ 276.86
PERS	07/03/2023	6200 RETIREMENT - CLASSIC	Employer Contribution (12.47%)	1,071.07
PERS	07/03/2023	6200 RETIREMENT - CLASSIC	Employer Contribution (12.47%)	2,078.57
PERS	07/03/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.68%)	355.92
PERS	07/03/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.68%)	780.46
PERS	07/03/2023	6200 RETIREMENT - CLASSIC	Employer Contribution (12.47%)	446.99
PERS	07/03/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.68%)	499.45
PERS	07/03/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.68%)	1,259.63
PERS	07/03/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.68%)	730.95
PERS	07/03/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.68%)	2,600.36
				\$ 9,823.40
PRINCIPAL DENTAL	07/03/2023	6070 Dental premiums - Cafeter	Dental Premiums	270.92
PRINCIPAL DENTAL	07/03/2023	6070 Dental premiums - Cafeter	Dental Premiums	365.89
PRINCIPAL DENTAL	07/03/2023	6070 Dental premiums - Cafeter	Dental Premiums	1,466.69
PRINCIPAL DENTAL	07/03/2023	6070 Dental premiums - Cafeter	Dental Premiums	184.97
PRINCIPAL DENTAL	07/03/2023	6070 Dental premiums - Cafeter	Dental Premiums	136.38



San Gabriel Valley Mosquito & Vector Control District

List of Claims | July 2023

				<u>\$ 2,424.85</u>
SOCALGAS	07/03/2023	6341 Utilities	Gas services Acc # 059 618 2100 5	32.32
SOCALGAS	07/03/2023	6341 Utilities	Gas services Acc # 057 518 2100 9	150.28
				<u>\$ 182.60</u>
SOUTHERN CALIFORNIA EDISON	07/03/2023	6340 UTILITIES - ELECTRIC	Electricity usage Southern California Edison Account# 700251011287	3,045.73
				<u>\$ 3,045.73</u>
SSD Alarm	07/03/2023	6040 Monit & Maint	Monitoring & Maintenance Bulgar Alarm & Fire Alarm services, CaptureCam RIS Panel, Outdoor, LTE, no IP Invoice# R-00455612	2,998.29
				<u>\$ 2,998.29</u>
TEXAS LIFE INSURANCE COMPANY	07/03/2023	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums	166.75
TEXAS LIFE INSURANCE COMPANY	07/03/2023	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums	42.25
				<u>\$ 209.00</u>
UNITED PET CARE	07/03/2023	6070 Med premiums - Cafeteria	Pet premiums Invoice# 30022459	61.00
				<u>\$ 61.00</u>
VECTOR CONTROL JPA	07/03/2023	6085 VCJPA GENERAL	General Fund Contribution	3,726.00
VECTOR CONTROL JPA	07/03/2023	6090 Automobile	Pooled Auto Physical Damage Deposit Premium	2,832.00
VECTOR CONTROL JPA	07/03/2023	6100 LIABILITY	Liability Program Deposit Premium	127,346.00
VECTOR CONTROL JPA	07/03/2023	6120 PROPERTY INSURANCE	Property Program Deposit Premium	18,538.00
VECTOR CONTROL JPA	07/03/2023	6120 PROPERTY INSURANCE	Alliant Deadly Weapons Response Program	441.00
VECTOR CONTROL JPA	07/03/2023	6120 PROPERTY INSURANCE	ACIP Crime Program (Group Fidelity)	1,029.00
VECTOR CONTROL JPA	07/03/2023	6111 OTHER INSURANCE	Business Travel Accident Premium 7/1/23-6/30/26	269.00
VECTOR CONTROL JPA	07/03/2023	6110 WORKERS COMP	Workers Comp. Program Deposit Premium	143,426.00
				<u>\$ 297,607.00</u>
			Accounts Payable for July 6, 2023	<u>\$457,070.87</u>

Thursday, Jul 06, 2023 03:18:27 PM GMT-7 - Accrual Basis



San Gabriel Valley Mosquito & Vector Control District List of Claims | July 2023

San Gabriel Valley Mosquito And Vector Control Claims List July 20, 2023 July 17-21, 2023

Vendor	Date	Product/Service	Memo/Description	Amount
ALAN'S LAWN & GARDEN CENTER, INC	07/17/2023	6280 SUPPLIES, OPERATIONS	Invoice# 1173761 Battery-Powerpack backpack Sprayer, Shipping fees- To Alan's, through carrier	1,748.70
				\$ 1,748.70
AMERICAN FIDELITY ASSURANCE	07/17/2023	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums	90.49
AMERICAN FIDELITY ASSURANCE	07/17/2023	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums	2,162.79
AMERICAN FIDELITY ASSURANCE	07/17/2023	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums Invoice# D609338	268.32
AMERICAN FIDELITY ASSURANCE	07/17/2023	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums	70.59
				\$ 2,592.19
AMERICAN FIDELITY FLEX ACCT	07/17/2023	6070 FLEX PREMIUMS	Flex Premiums Invoice# 2140381A	237.49
AMERICAN FIDELITY FLEX ACCT	07/17/2023	6070 FLEX PREMIUMS	Flex Premiums	279.16
AMERICAN FIDELITY FLEX ACCT	07/17/2023	6070 FLEX PREMIUMS	Flex Premiums	62.49
AMERICAN FIDELITY FLEX ACCT	07/17/2023	6070 FLEX PREMIUMS	Flex Premiums	108.31
				\$ 687.45
Azelis A &ES	07/17/2023	6283 PESTICIDES SUPPLIES	Tax fee	781.24
Azelis A &ES	07/17/2023	6283 PESTICIDES SUPPLIES	INVOICE# 134968 - VECTOBAC 12AS (2x2.5 GL CS)	8,185.50
Azelis A &ES	07/17/2023	6283 PESTICIDES SUPPLIES	Environmental liability surcharge	38.00
				\$ 9,004.74
BECKY A. SHEVLIN	07/17/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on July 14, 2023	100.00
				\$ 100.00
CAL PERS	07/17/2023	6072 MEDICAL PREMIUM-Retired EE	Medical premiums - Retired EE	604.00
CAL PERS	07/17/2023	6070 Med premiums - Cafeteria	Medical premiums	3,061.49
CAL PERS	07/17/2023	6070 Med premiums - Cafeteria	Medical premiums ID# 7165101566	754.64
CAL PERS	07/17/2023	6070 Med premiums - Cafeteria	Medical premiums	1,399.67
CAL PERS	07/17/2023	6070 Med premiums - Cafeteria	Medical premiums	3,367.48
CAL PERS	07/17/2023	6070 ADMIN FEE	Admin fee	48.65
CAL PERS	07/17/2023	6070 Med premiums - Cafeteria	Medical premiums	2,666.35
				\$ 11,902.28
CALIFORNIA DEPARTMENT OF PUBLIC HEALTH VECTOR-BORNE DISEASE SECTION	07/17/2023	6330 TRAINING, CEU'S	Recertification fee Invoice San Gabriel Valley MVCD	4,325.00
				\$ 4,325.00
CHARLIE KLINAKIS	07/17/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on July 14, 2023	100.00
				\$ 100.00
COREY CALAYCAY	07/17/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on July 14, 2023	100.00
				\$ 100.00
COUNTY OF LOS ANGELES	07/17/2023	6075 FEES & ASSESSMENTS	FY 2023-2024 Local Agency Formation Commission charges	1,783.22
				\$ 1,783.22
CYNTHIA STERNQUIST	07/17/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on July 14, 2023	100.00
				\$ 100.00
DR. ALLEN L. WU	07/17/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on July 14, 2023	100.00
				\$ 100.00



San Gabriel Valley Mosquito & Vector Control District

List of Claims | July 2023

FLEET SOLUTIONS CENTER	07/17/2023	6260 SUPPLIES, MECHANICAL	INVOICE# 5379 Check fuel leak from gas tank was leaking after gas tank was filled up. A crack at fuel pump top portion/at pressure line connects to it. Fuel pump- Removed & Replace -F150.Part, HazMat & tax included.	798.22 \$ 798.22
FRONTIER	07/17/2023	6315 Monthly Internet Charges	Monthly Internet Charges Acc 626-197-1465-020723-5	555.00 \$ 555.00
Henry Aviles	07/17/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on July 14, 2023	100.00 \$ 100.00
IM LANDSCAPING	07/17/2023	6040 Building Maintenance	Invoice# 2023-6523 Lawn Mowing services, bush trimming, leaf blowing services, Getting rid of all weeds.	175.00 \$ 175.00
JACKIE DOORNIK	07/17/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on July 14, 2023	100.00 \$ 100.00
JERRY VELASCO	07/17/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on July 14, 2023	100.00 \$ 100.00
KENN K. FUJIOKA	07/17/2023	6072 MEDICAL PREMIUM-Retired EE	Medical premiums - Retired EE-for the month of August	241.71 \$ 241.71
LLOYD JOHNSON	07/17/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on July 14, 2023	149.50 \$ 149.50
LOS ANGELES COUNTY ASSESSOR	07/17/2023	6280 SUPPLIES, OPERATIONS	Customer secure basic File Abstract	50.00 \$ 50.00
MANUEL R. GARCIA	07/17/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on July 14, 2023	100.00 \$ 100.00
MARGARET E. FINLAY	07/17/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on July 14, 2023	100.00 \$ 100.00
MARTA TANAKA	07/17/2023	6072 MEDICAL PREMIUM-Retired EE	Medical premiums - Retired EE for the month of August	852.90 \$ 852.90
MARY ANGELA BRISCO	07/17/2023	6072 MEDICAL PREMIUM-Retired EE	Medical premiums - Retired EE for the month of August	603.64 \$ 603.64
MIKE NIFFENEGGER	07/17/2023	6072 MEDICAL PREMIUM-Retired EE	Medical premiums - Retired EE for the month of August	841.59 \$ 841.59
MVCAC	07/17/2023	6150 Membership Dues	Membership Dues, 2023-2024 Membership Dues Invoice# 7364111	11,000.00 \$ 11,000.00
NATIONWIDE RETIREMENT	07/17/2023	6066 457 CONTRIBUTION	Employer Contribution for DM	276.86 \$ 276.86
PERS	07/17/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.68%)	2,704.42
PERS	07/17/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.68%)	519.40
PERS	07/17/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.68%)	696.97
PERS	07/17/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.68%)	1,036.72



San Gabriel Valley Mosquito & Vector Control District

List of Claims | July 2023

PERS	07/17/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.68%)	370.17
PERS	07/17/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.68%)	756.48
PERS	07/17/2023	6200 RETIREMENT - CLASSIC	Employer Contribution (12.47%)	464.88
PERS	07/17/2023	6200 RETIREMENT - CLASSIC	Employer Contribution (12.47%)	2,161.60
PERS	07/17/2023	6200 RETIREMENT - CLASSIC	Employer Contribution (12.47%)	1,113.91
				\$ 9,824.55
RICHARD BARAKAT	07/17/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on July 14, 2023	100.00
				\$ 100.00
ROBERT GONZALES	07/17/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on July 14, 2023	100.00
				\$ 100.00
ROBERT S. JOE	07/17/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on July 14, 2023	100.00
				\$ 100.00
SHO TAY	07/17/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on July 14, 2023	100.00
				\$ 100.00
SOCALGAS	07/17/2023	6341 Utilities	Gas services Acc # 059 618 2100 5	32.10
SOCALGAS	07/17/2023	6341 Utilities	Gas services Acc # 057 518 2100 9	157.76
				\$ 189.86
SYNTECH GROUP INC.	07/17/2023	6046 PROFESSIONAL SERVICES - IT	Dropsuite Business Backup-Monthly [7/1/2023- 7/31/2023]	240.00
SYNTECH GROUP INC.	07/17/2023	6046 PROFESSIONAL SERVICES - IT	Microsoft Power BI for Government Monthly -1yr Commit [7/1/2023-7/31/2023]	10.00
SYNTECH GROUP INC.	07/17/2023	6046 PROFESSIONAL SERVICES - IT	Monthly IT Service ProCare Support Base [7/1/2023-7/31/2023] ProCare Cloud Support + SGVM Invoice# SVC-A22683	900.00
SYNTECH GROUP INC.	07/17/2023	6036 COMPUTER SOFTWARE	Microsoft office 365 G3 GCC- Per User CAL, 1YR Commit License [7/1/2023-7/31/2023]	672.00
SYNTECH GROUP INC.	07/17/2023	6036 COMPUTER SOFTWARE	Invoice# SVC-A22662 Microsoft office 365 G1 GCC Per User CAL, 1YR Commit License [7/1/2023-7/31/2023]	176.00
SYNTECH GROUP INC.	07/17/2023	6036 COMPUTER SOFTWARE	Per user license model based on Azure AD License count of E1/G1/F3 Standard/ Basic users	1,100.00
SYNTECH GROUP INC.	07/17/2023	6036 COMPUTER SOFTWARE	Per user license model based on Azure AD License count of E3/G3/Premium users	1,725.00
				\$ 4,823.00
TEXAS LIFE INSURANCE COMPANY	07/17/2023	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums Invoice# SM09BT20230716001	166.75
TEXAS LIFE INSURANCE COMPANY	07/17/2023	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums	42.25
				\$ 209.00
TPx COMMUNICATIONS	07/17/2023	6315 Monthly Internet Charges	Monthly Internet Charges	907.50
TPx COMMUNICATIONS	07/17/2023	6320 Office phones	Office phones	711.88
				\$ 1,619.38
VERIZON WIRELESS	07/17/2023	6312 Monthly District Field Ph	Monthly District Field Phones Account # 272560553-00001	2,662.08
				\$ 2,662.08
ZORO.COM	07/17/2023	6280 SUPPLIES, OPERATIONS	Invoice# INV12784344 Men's Steel Hip Wader Black	108.15
				\$ 108.15
			Accounts Payable for July 20, 2023	\$ 68,424.02
			Total Accounts Payable for July 2023	\$ 117,253.01
			Total Payroll for July 2023	\$ 244,875.97
			see attached	



San Gabriel Valley Mosquito & Vector Control District List of Claims | July 2023

Total Claims for July 2023

\$ 362,128.98



San Gabriel Valley Mosquito & Vector Control District List of Claims | July 2023

San Gabriel Valley MVCD Payroll for July 2023

Department	July 6, 2023	July 20, 2023	July 27, 2023 Term-Feria	TOTAL
EXECUTIVE	9,471.08	9,849.92	-	19,321.00
ADMINISTRATION	13,235.03	13,914.65	-	27,149.68
OPERATIONS	51,265.45	52,887.21	-	104,152.66
SURVEILLANCE	12,979.20	13,598.87	-	26,578.07
COMMUNICATIONS	16,589.01	13,119.65	-	29,708.66
SEASONAL WORKERS	<u>12,359.64</u>	<u>10,710.07</u>	<u>1,312.56</u>	<u>24,382.27</u>
Gross Payroll	115,899.41	114,080.37	1,312.56	231,292.34
Employer Taxes	2,573.46	2,375.17	100.41	5,049.04
Car Allowance	500.00	-	-	500.00
Employee Benefit-Med	<u>4,188.83</u>	<u>3,845.78</u>	<u>-</u>	<u>8,034.61</u>
TOTAL PAYROLL	123,161.68	120,301.32	1,412.97	244,875.97



San Gabriel Valley Mosquito & Vector Control District

List of Claims | August 2023

San Gabriel Valley Mosquito And Vector Control District Claims List August 3, 2023

Vendor	Date	Product/Service	Memo/Description	Amount
A-1 ROOTER	08/01/2023	6040 Building Maintenance	Invoice# 11318 Need to repair PVC pipe	225.00
				\$ 225.00
AJG ACCOUNTING & BOOKKEEPING SRVCS, INC.	08/01/2023	6187 AUDITOR	For professional services rendered in connection with: Audit of the District's financial statements and preparation of the State Controller's Report at July 31, 2023 Invoice# 2893	400.00
				\$ 400.00
AMAZON CAPITAL SERVICES	08/01/2023	6030 BOARD EXPENSES	UV center personalized table runner, add tour own logo custom tablecloth for business	219.02
AMAZON CAPITAL SERVICES	08/01/2023	6250 LABORATORY SUPPLIES	Steelsoft 304 stainless steel hose clamp assortment kit DIY	60.64
AMAZON CAPITAL SERVICES	08/01/2023	6040 Building Maintenance	APEC water systems FI-CS replacement filter for CS-2500 water filtration system	129.18
AMAZON CAPITAL SERVICES	08/01/2023	6040 Building Maintenance	Avalon filter 2 stage replacement filters branded bottleless water coolers NSF certified	108.18
AMAZON CAPITAL SERVICES	08/01/2023	6035 COMPUTER HARDWARE	Ainope car charger USB c54W car phone charger port adapter [mini& Metal]	29.76
AMAZON CAPITAL SERVICES	08/01/2023	6035 COMPUTER HARDWARE	Compressed air duster, cordless electric air duster for computers	29.55
AMAZON CAPITAL SERVICES	08/01/2023	6270 OFFICE SUPPLIES	Paper shredder, VidaTeco 14-sheet cross-cut shredder with US patented cutter	93.61
AMAZON CAPITAL SERVICES	08/01/2023	6290 Supplies, Public Informati	IGAN-P6 wire flush cutters (Pac k of 5), 6 inch ultra sharp and powerful side cutter clippers	32.81
AMAZON CAPITAL SERVICES	08/01/2023	6040 Building Maintenance	CrimsonMark 50Pcs self drilling drywall anchors and screws kit #8 x 1-1/4	7.00
AMAZON CAPITAL SERVICES	08/01/2023	6270 OFFICE SUPPLIES	Personalized office name plate 2"x*" customized wall door sign name plate adhesive back	9.72
AMAZON CAPITAL SERVICES	08/01/2023	6290 Supplies, Public Informati	mini first aid kit, 110 pieces small first aid kit	15.20
AMAZON CAPITAL SERVICES	08/01/2023	6270 OFFICE SUPPLIES	swingline stapler, full strip desktop stapler, 25 sheet capacity	15.18
AMAZON CAPITAL SERVICES	08/01/2023	6040 Building Maintenance	Terro T300B liquid ant killer, 12 bait stations	33.51
AMAZON CAPITAL SERVICES	08/01/2023	6270 OFFICE SUPPLIES	Hiware 24-piece forks and spoons silverware set	18.59
AMAZON CAPITAL SERVICES	08/01/2023	6280 SUPPLIES, OPERATIONS	Fly racing straight mount safety flag #6A	63.40
AMAZON CAPITAL SERVICES	08/01/2023	6250 LABORATORY SUPPLIES	Goo gone adhesive remover- 8 ounce	8.88
AMAZON CAPITAL SERVICES	08/01/2023	6250 LABORATORY SUPPLIES	lottie easy one touch 5 dashboard & windshield universal car mount phone holder desk stand with suction cup base and telescopic arm for iphone	40.54
AMAZON CAPITAL SERVICES	08/01/2023	6250 LABORATORY SUPPLIES	Safer brand 51703 OMRI listed diatomaceous earth	19.13
AMAZON CAPITAL SERVICES	08/01/2023	6270 OFFICE SUPPLIES	Ludery acrylin sign holder 8.5 x11, wall mount sign holder	18.57
AMAZON CAPITAL SERVICES	08/01/2023	6280 SUPPLIES, OPERATIONS	Tecunite 2pack trampoline spring pull tool adjustment T-hook spring pull kit	7.65
AMAZON CAPITAL SERVICES	08/01/2023	6270 OFFICE SUPPLIES	Lab labeling tape variety pack, 500 inches long x3/4 Inch width	26.12
				\$ 986.24
ATHENS SERVICES	08/01/2023	6040 Refuse Disposal	Refuse Disposal Invoice# 15031219 Waste collection monthly service	296.41
				\$ 296.41
CELL BUSINESS EQUIPMENT	08/01/2023	6073 EQUIPMENT LEASE	Copier lease coverage period 7/15/2023-8/14/2023 Invoice#5025979409	1,562.23
				\$ 1,562.23
CONCENTRA OCCUPATIONAL HEALTH CENTERS	08/01/2023	6080 Physical - Hiring	Invoice#79915504 Physical Exam Phys w/Rapid eCup/5 Pnl- Seasonal Audiogram HPE Company Defined-Level 1 Physical Exam Concentra standard Rapid eCup+/5A Panel-1200	179.00
CONCENTRA OCCUPATIONAL HEALTH CENTERS	08/01/2023	6080 Physical - Hiring	Invoice #79842042 Phys-Technician & Control Speci Rapid eCup+ /A Panel -1200 Physical Exam Phys w/Rapid eCup/5 Pnl- Seasonal Audiogram HPE Company Defined-Level 1 Physical Exam Concentra standard Rapid eCup+/5A Panel-1200	255.00
				\$ 434.00



San Gabriel Valley Mosquito & Vector Control District

List of Claims | August 2023

FIDELITY SECURITY LIFE INSURANCE CO.	08/03/2023	6070 Vision Premiums	Vision Premiums	95.92
FIDELITY SECURITY LIFE INSURANCE CO.	08/03/2023	6070 Vision Premiums	Vision Premiums	68.62
FIDELITY SECURITY LIFE INSURANCE CO.	08/03/2023	6070 Vision Premiums	Vision Premiums	238.34
FIDELITY SECURITY LIFE INSURANCE CO.	08/03/2023	6070 Vision Premiums	Vision Premiums	34.31
FIDELITY SECURITY LIFE INSURANCE CO.	08/03/2023	6070 Vision Premiums	Vision Premiums Invoice# 165890687	36.90
				\$ 474.09
GEIGER	08/01/2023	6290 Supplies, Public Informati	Invoice# 5203469RI QTY: 7000 Insect repellent wipes	3,000.00
				\$ 3,000.00
Go To Communications, Inc	08/01/2023	6320 Office phones	Office phones Invoice# IN7102148241 Office Phones Go To Connect Standard-Monthly Service charge	1,102.20
				\$ 1,102.20
LIEBERT CASSIDY WHITMORE	08/01/2023	6150 Membership Dues	Membership Dues- Late Fee	100.00
LIEBERT CASSIDY WHITMORE	08/01/2023	6150 Membership Dues	Membership Dues, ERC Membership 7/1/2023-6/30/204	3,930.00
				\$ 4,030.00
LINCOLN FINANCIAL GROUP	08/01/2023	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums	613.50
LINCOLN FINANCIAL GROUP	08/01/2023	6065 GROUP TERM LIFE	Group term Life Insurance Ref#4579300029	344.26
				\$ 957.76
LINDE GAS & EQUIPMENT INC.	08/01/2023	6250 LABORATORY SUPPLIES	Invoice# 37457412 Dry Ice Nuggets	321.99
				\$ 321.99
NATIONWIDE RETIREMENT	08/01/2023	6066 457 CONTRIBUTION	Employer Contribution for DM	276.86
				\$ 276.86
NEOGOVS	08/01/2023	6036 COMPUTER SOFTWARE	Invoice# INV-34015 Governmentjobs.com This is your subscription fee for Governmentjobs.com for the term starting 7/11/2023 and ending 7/10/2024	12,782.84
				\$ 12,782.84
ODP BUSINESS SOLUTIONS, LLC	08/01/2023	6270 OFFICE SUPPLIES	Invoice# 321617020001 Office Depot Heavy-Duty 3-Ring Binder 3-D Rings, Navy	95.75
				\$ 95.75
PERS	08/01/2023	6200 RETIREMENT - CLASSIC	Employer Contribution (12.47%)	1,113.91
PERS	08/01/2023	6200 RETIREMENT - CLASSIC	Employer Contribution (12.47%)	2,181.24
PERS	08/01/2023	6200 RETIREMENT - CLASSIC	Employer Contribution (12.47%)	464.88
PERS	08/01/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.68%)	756.48
PERS	08/01/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.68%)	370.17
PERS	08/01/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.68%)	2,728.45
PERS	08/01/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.68%)	1,269.75
PERS	08/01/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.68%)	696.97
PERS	08/01/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.68%)	383.62
				\$ 9,965.47
PRINCIPAL DENTAL	08/01/2023	6070 Dental premiums - Cafeter	Dental premiums	365.89
PRINCIPAL DENTAL	08/01/2023	6070 Dental premiums - Cafeter	Dental premiums	1,466.69
PRINCIPAL DENTAL	08/01/2023	6070 Dental premiums - Cafeter	Dental premiums	184.97
PRINCIPAL DENTAL	08/01/2023	6070 Dental premiums - Cafeter	Dental premiums	90.92



San Gabriel Valley Mosquito & Vector Control District

List of Claims | August 2023

PRINCIPAL DENTAL	08/01/2023	6070 Dental premiums - Cafeter	Dental premiums	270.92
				\$ 2,379.39
QUADIENT LEASING USA, INC	08/01/2023	6185 LEASE NO	Lease No N22081355 Coverage period 16 Aug-23 to 15-Nov-23 Invoice# N10032997	249.00
				\$ 249.00
SYNTECH GROUP INC.	08/01/2023	6035 COMPUTER HARDWARE	Invoice# SVC-A22701 New Laptop for Anais Medina Diaz Reference Number T20230629.0048 ProCare Support + SGVM	525.00
				\$ 525.00
US BANK	08/01/2023	6003 ADVERTISING	BLIP Billboards	282.47
US BANK	08/01/2023	6003 ADVERTISING	HULU ADS	1,402.02
US BANK	08/01/2023	6003 ADVERTISING	BLIP Billboards	317.97
US BANK	08/01/2023	6003 ADVERTISING	FACEBK Meta ads	50.00
US BANK	08/01/2023	6003 ADVERTISING	BLIP Billboards	190.23
US BANK	08/01/2023	6003 ADVERTISING	FACEBK Meta ads	245.38
US BANK	08/01/2023	6037 WEBSITE AND EMAIL SERVICE	Streamline web member 1m-5m	2,400.00
US BANK	08/01/2023	6003 ADVERTISING	Google ADS	268.89
US BANK	08/01/2023	6003 ADVERTISING	HULU ADS	597.96
US BANK	08/01/2023	6333 BRANDED CLOTHING	Laundryup Ticket# 44531	42.00
US BANK	08/01/2023	6333 BRANDED CLOTHING	Laundryup Ticket# 45191	42.00
US BANK	08/01/2023	6035 COMPUTER HARDWARE	BEST BUY.COM	323.53
US BANK	08/01/2023	6250 LABORATORY SUPPLIES	Chevron- Unlead Gasoline	74.95
US BANK	08/01/2023	6333 BRANDED CLOTHING	Laundryup Ticket# 45961	42.00
US BANK	08/01/2023	6232 REGISTRATION - SEMINARS	REGISTRATION American Mosquito Control Association	155.00
US BANK	08/01/2023	6250 LABORATORY SUPPLIES	Ecologysupplies.com	66.63
US BANK	08/01/2023	6333 BRANDED CLOTHING	Laundryup Ticket# 47021	42.00
US BANK	08/01/2023	6232 REGISTRATION - SEMINARS	REGISTRATION Entomological Society of America (1/1/23-12/31/23	161.00
US BANK	08/01/2023	6232 REGISTRATION - SEMINARS	REGISTRATION American Mosquito Control Assosiation	155.00
US BANK	08/01/2023	6036 COMPUTER SOFTWARE	Arlo Camera Monitoring	17.99
US BANK	08/01/2023	6036 COMPUTER SOFTWARE	Wasabi technologies hot cloud storage	33.88
US BANK	08/01/2023	6010 AWARDS	Terryberry- 2 LT YGF LG P42518-05 10 Yr10 YR (Leaf) w/ Ruby	335.29
US BANK	08/01/2023	6150 MEMBERSHIPS	American Mosquito Control Association	5,250.00
US BANK	08/01/2023	6030 BOARD EXPENSES	Smart & Final- July Board Meeting	87.13
US BANK	08/01/2023	6036 COMPUTER SOFTWARE	Jamf Services	166.00
US BANK	08/01/2023	6270 OFFICE SUPPLIES	TARGET -All hands July meeting	17.29
US BANK	08/01/2023	6036 COMPUTER SOFTWARE	ZOOM.us Subscription Period July 19, 2023-Jul 18, 2024	299.80
US BANK	08/01/2023	6232 Travel Expenses	Travel Expenses- The Parking Spot Century 6/25/2023-6/27/2023	154.65
US BANK	08/01/2023	6232 Travel Expenses	Travel Expenses- Hyatt Everline Resort Olympic Valle Arrival 25-Jun-2023 Departure 27-Jun-2023 CSDA Leadership Summit	196.10
US BANK	08/01/2023	6232 REGISTRATION - SEMINARS	REGISTRATION EVENTIJ.com 247Compliance CA	239.00
US BANK	08/01/2023	6333 BRANDED CLOTHING	COLOMBIA SPORTSWEAR	102.36
US BANK	08/01/2023	6232 REGISTRATION - SEMINARS	REGISTRATION- PAYPAL Maureen Kane & Associates, Inc September 12-15, 2023	1,500.00
US BANK	08/01/2023	6270 OFFICE SUPPLIES	Smart & Final -Anais Event	65.45
US BANK	08/01/2023	6080 Hiring Expenses	Backgroundchecks.com	101.45
US BANK	08/01/2023	6080 Hiring Expenses	Backgroundchecks.com	73.95
US BANK	08/01/2023	6080 Hiring Expenses	Backgroundchecks.com	89.95
US BANK	08/01/2023	6030 BOARD EXPENSES	Donut Club San Dimas-Board Meeting	18.71
US BANK	08/01/2023	6280 SUPPLIES, OPERATIONS	The Home Depot-A&H Powder Oxi264oz	35.80
US BANK	08/01/2023	6003 ADVERTISING	Google ADS	500.00



San Gabriel Valley Mosquito & Vector Control District

List of Claims | August 2023

US BANK	08/01/2023	6003 ADVERTISING	FACEBK Meta ads	750.00
US BANK	08/01/2023	6003 ADVERTISING	BLIP Billboards	303.91
US BANK	08/01/2023	6003 ADVERTISING	BLIP Billboards	289.00
US BANK	08/01/2023	6040 Building Maintenance	My Filter Supply	102.35
US BANK	08/01/2023	6302 Supplies, Safety	CREDIT -Durawear Glove & Safety Co	-94.00
US BANK	08/01/2023	6036 COMPUTER SOFTWARE	Invoice# INV00123992 Zingle.com	229.00
US BANK	08/01/2023	6270 OFFICE SUPPLIES	Vista Print- Elwin Tran Uncoated Business Cards	38.31
US BANK	08/01/2023	6037 WEBSITE AND EMAIL SERVICE	Mailchimp services	60.00
US BANK	08/01/2023	6037 WEBSITE AND EMAIL SERVICE	Network Solutions, LLC	37.99
US BANK	08/01/2023	6270 OFFICE SUPPLIES	The Home Depot - Minute Key Brass Key	4.38
US BANK	08/01/2023	6305 EDUCATION PROGRAM SUPPLIES	Fiverr.com	7.78
US BANK	08/01/2023	6290 Supplies, Public Informati	The Home Depot-14 natural cable tie 100pk	20.78
				\$ 17,903.33
VORTEX INDUSTRIES, INC.	08/01/2023	6040 Building Maintenance	Invoice# 04-1692561 Repairs to your warehouse doors	722.50
				\$ 722.50
				\$ 58,690.06

Accounts Payable Total for August 3, 2023

Wednesday, Aug 30, 2023 10:52:20 AM GMT-7 - Accrual Basis



San Gabriel Valley Mosquito & Vector Control District List of Claims | August 2023

San Gabriel Valley Mosquito And Vector Control District Claims List August 17, 2023

Vendor	Date	Product/Service	Memo/Description	Amount
ADDRESSERS	08/14/2023	6185 POSTAGE	Invoice# 113344 Aerial final violation Notices, violation notice MLG Qty: 474 Digital print-set up, folder letter, first class presort postage	833.72
				\$ 833.72
AMERICAN FIDELITY FLEX ACCT	08/14/2023	6070 FLEX PREMIUMS	Flex Premiums	62.49
AMERICAN FIDELITY FLEX ACCT	08/14/2023	6070 FLEX PREMIUMS	Flex Premiums Invoice# 2140388A	237.49
AMERICAN FIDELITY FLEX ACCT	08/14/2023	6070 FLEX PREMIUMS	Flex Premiums	279.16
AMERICAN FIDELITY FLEX ACCT	08/14/2023	6070 FLEX PREMIUMS	Flex Premiums	108.31
				\$ 687.45
ARAMARK UNIFORM SERVICES INC.	08/14/2023	6332 Uniforms	Uniforms Invoice# 5880358051	341.25
ARAMARK UNIFORM SERVICES INC.	08/14/2023	6040 Mats, Towels	Mats, Towels, Lockers, etc.	77.26
ARAMARK UNIFORM SERVICES INC.	08/14/2023	6332 Uniforms	Uniforms Invoice# 5880365591	404.95
ARAMARK UNIFORM SERVICES INC.	08/14/2023	6040 Mats, Towels	Mats, Towels, Lockers, etc.	77.26
ARAMARK UNIFORM SERVICES INC.	08/14/2023	6040 Mats, Towels	Mats, Towels, Lockers, etc.	77.26
ARAMARK UNIFORM SERVICES INC.	08/14/2023	6332 Uniforms	Uniforms Invoice# 5880352052	338.75
ARAMARK UNIFORM SERVICES INC.	08/14/2023	6040 Mats, Towels	Mats, Towels, Lockers, etc.	77.26
ARAMARK UNIFORM SERVICES INC.	08/14/2023	6332 Uniforms	Uniforms Invoice# 5880345783	338.75
ARAMARK UNIFORM SERVICES INC.	08/14/2023	6332 Uniforms	Uniforms Invoice# 5880340625	302.68
ARAMARK UNIFORM SERVICES INC.	08/14/2023	6040 Mats, Towels	Mats, Towels, Lockers, etc.	68.98
				\$ 2,104.40
AZUSA LIGHT & WATER	08/14/2023	6343 Meter # 45169724	Account # 303-0190.300 Serviced Period 7/3/2023 to 8/3/2023	125.78
AZUSA LIGHT & WATER	08/14/2023	6343 Meter # 45169724	Account # 303-0191.300 7/3/2023 to 8/3/2023	48.21
				\$ 173.99
CAL PERS	08/14/2023	6070 ADMIN FEE	Admin fee	52.53
CAL PERS	08/14/2023	6070 Med premiums - Cafeteria	Medical premiums ID# 7165101556	754.64
CAL PERS	08/14/2023	6070 Med premiums - Cafeteria	Medical premiums	1,399.67
CAL PERS	08/14/2023	6070 Med premiums - Cafeteria	Medical premiums	3,367.48
CAL PERS	08/14/2023	6070 Med premiums - Cafeteria	Medical premiums	3,879.03
CAL PERS	08/14/2023	6070 Med premiums - Cafeteria	Medical premiums	3,061.49
CAL PERS	08/14/2023	6072 MEDICAL PREMIUM-Retired EE	Medical premiums - Retired EE	604.00
				\$ 13,118.84



San Gabriel Valley Mosquito & Vector Control District List of Claims | August 2023

CALPERS CERBT	08/14/2023	6075 FEES & ASSESSMENTS	Fees for GASB-68 Reports and Schedules, Invoice# ID 10000017249877	700.00 \$ 700.00
CECILIA CONTRERAS	08/14/2023	6232 SEMINARS AND MEETINGS	Reimbursement for meeting supplies-Smart & Final	75.64 \$ 75.64
ENVIRONMENT CONTROL	08/14/2023	6040 Building Maintenance	Monthly Janitorial Service for August Invoice# 14937-411	1,528.00 \$ 1,528.00
FRONTIER	08/14/2023	6315 Monthly Internet Charges	Monthly Internet Charges 626-197-1465-020723-5	555.00 \$ 555.00
GLENDORA PLUMBING & HEATING	08/14/2023	6036 COMPUTER SOFTWARE	Invoice# 84513 Annual Tested backflow devices	176.00 \$ 176.00
HOSE MAN INC	08/14/2023	6280 SUPPLIES, OPERATIONS	Invoice# 00036069 1/2MIP x 3/8FIP bs bushing & 1/2 NPT tamper proof, kno	115.98 \$ 115.98
KENN K. FUJIOKA	08/14/2023	6072 MEDICAL PREMIUM-Retired EE	Medical premiums - Retired EE for the month of September	241.71 \$ 241.71
LAND'S END BUSINESS OUTFITTERS	08/14/2023	6333 BRANDED CLOTHING	Lands' End, MR CS SS supima Polo	345.39
LAND'S END BUSINESS OUTFITTERS	08/14/2023	6333 BRANDED CLOTHING	Lands' End, MR CS SS Supima Polo	119.60
LAND'S END BUSINESS OUTFITTERS	08/14/2023	6333 BRANDED CLOTHING	Lands' End, MR CS SS SLD actv Polo	84.41
LAND'S END BUSINESS OUTFITTERS	08/14/2023	6333 BRANDED CLOTHING	Lands' End, WR CS SS Sld actv polo	150.71 \$ 700.11
LIEBERT CASSIDY WHITMORE	08/14/2023	6130 Profess Serv rendered	Professional Services rendered-Employee Handbook Audit Invoice# 248228	8,433.00 \$ 8,433.00
MARTA TANAKA	08/14/2023	6072 MEDICAL PREMIUM-Retired EE	Medical premiums - Retired EE for the month of September	852.90 \$ 852.90
MARY ANGELA BRISCO	08/14/2023	6072 MEDICAL PREMIUM-Retired EE	Medical premiums - Retired EE for the month of September	603.64 \$ 603.64
MIKE NIFFENEGGER	08/14/2023	6072 MEDICAL PREMIUM-Retired EE	Medical premiums - Retired EE for the month of September	841.59 \$ 841.59
NATIONWIDE RETIREMENT	08/14/2023	6066 457 CONTRIBUTION	Employer Contribution for DM	276.86 \$ 276.86
PERS	08/14/2023	6201 RETIREMENT - PEPPA	Employer Contribution (7.68%)	1,220.90



San Gabriel Valley Mosquito & Vector Control District List of Claims | August 2023

PERS	08/14/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.68%)	696.97
PERS	08/14/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.68%)	383.62
PERS	08/14/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.68%)	2,728.45
PERS	08/14/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.68%)	370.17
PERS	08/14/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.68%)	756.48
PERS	08/14/2023	6200 RETIREMENT - CLASSIC	Employer Contribution (12.47%)	2,181.24
PERS	08/14/2023	6200 RETIREMENT - CLASSIC	Employer Contribution (12.47%)	464.88
PERS	08/14/2023	6200 RETIREMENT - CLASSIC	Employer Contribution (12.47%)	1,113.91
				\$ 9,916.62
RED WING SHOE STORE	08/14/2023	6334 BOOTS	Invoice#20230810026095 Boots Purchase Arthur Esparza 995-1-91373 Andrew Carmona 995-1-91374	367.17
				\$ 367.17
SOUTHERN CALIFORNIA EDISON	08/14/2023	6340 UTILITIES - ELECTRIC	Electricity usage Southern California Edison Account# 700251011287	5,322.55
				\$ 5,322.55
STAPLES CREDIT PLAN	08/14/2023	6270 OFFICE SUPPLIES	HP414 Magenta Standard yield toner cartridge, HP414 Yellow, HP414 Black, HP414 Cyan & Hammermill copy plus 85x	542.61
				\$ 542.61
SYNTECH GROUP INC.	08/14/2023	6035 COMPUTER HARDWARE	Invoice# A22712- ID 893 for Accounting Mobile Precision 3581 Intel core i5-13600H, vPro,Enterprise (18MB Cache, 12 Cores, 16 Threads, 2.8-4.8 GHz Turbo, 45W) Dell Dock-WD19S 180 210-AZBM, Logitech MK270 Wireless Combo- keyboard and mouse set	2,625.20
				\$ 2,625.20
TEXAS LIFE INSURANCE COMPANY	08/14/2023	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums	42.25
TEXAS LIFE INSURANCE COMPANY	08/14/2023	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums	166.75
				\$ 209.00
TPx COMMUNICATIONS	08/14/2023	6320 Office phones	Office phones	799.67
TPx COMMUNICATIONS	08/14/2023	6315 Monthly Internet Charges	Monthly Internet Charges Invoice# 173644235-0	907.50
				\$ 1,707.17
UNITED PET CARE	08/14/2023	6070 Med premiums - Cafeteria	Pet premiums Invoice# 30023063	61.00
				\$ 61.00
VERIZON WIRELESS	08/14/2023	6312 Monthly District Field Ph	Monthly District Field Phones Account # 272560553-00001	2,878.62
				\$ 2,878.62
WEST VALLEY MVCD	08/14/2023	6251 ARBOVIRUS TESTING SUPPLIES	Lab Testing & Analysis of Mosquito Pools for the Month of JULY 2023	2,412.00
				\$ 2,412.00
WEX/CHEVRON	08/14/2023	6262 Fuel for Trucks	Fuel for Trucks Invoice# 90998058	6,137.33
				\$ 6,137.33
Accounts Payable for August 17, 2023				\$ 64,198.10



San Gabriel Valley Mosquito & Vector Control District

List of Claims | August 2023

San Gabriel Valley Mosquito And Vector Control District Claims List August 31, 2023

Vendor	Date	Product/Service	Memo/Description	Amount
AMERICAN FIDELITY ASSURANCE	08/31/2023	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums Invoice#D621337	268.32
AMERICAN FIDELITY ASSURANCE	08/31/2023	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums	70.59
AMERICAN FIDELITY ASSURANCE	08/31/2023	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums	90.49
AMERICAN FIDELITY ASSURANCE	08/31/2023	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums	2,162.79
				\$ 2,592.19
Azelis A &ES	08/31/2023	6283 PESTICIDES SUPPLIES	Pesticides- Metalarv S-OPT (40lb bg), VMX Vectomax WSP (800WSP/CS), VMX Vectomax FG (40 lb bg) & Environmental liability charge, Tax	15,040.94
				\$ 15,040.94
CALPERS CERBT	08/31/2023	6077 PERS Retire Classic - ADP	Additional UAL Payment - Classic	293,509.00
	08/31/2023	6171 PERS Retire PEPRA - ADP	Additional UAL Payment - PEPRA	176,706.00
				\$ 470,215.00
CELL BUSINESS EQUIPMENT	08/31/2023	6073 EQUIPMENT LEASE	Tax For Sn/Vin 3fr01968	159.51
CELL BUSINESS EQUIPMENT	08/31/2023	6073 EQUIPMENT LEASE	Tax For SN/Vin 38m01328	77.03
CELL BUSINESS EQUIPMENT	08/31/2023	6073 EQUIPMENT LEASE	Copier lease coverage period 8/15/2023-9/14/2023 Invoice# 5026358501	1,562.23
CELL BUSINESS EQUIPMENT	08/31/2023	6073 EQUIPMENT LEASE	Admin Fee for Personal Property Tax	26.28
				\$ 1,825.05
CLARKE MOSQUITO CONTROL	08/31/2023	6283 PESTICIDES SUPPLIES	Invoice# 5106351 Natular Tablet, Natular G30 Granuule 40lb bag & sale tax	19,534.80
CLARKE MOSQUITO CONTROL	08/31/2023	6283 PESTICIDES SUPPLIES	Invoice# 5106303 Altosid XR Ingot Slim 18 & sales tax	16,130.66
				\$ 35,665.46
CONCENTRA OCCUPATIONAL HEALTH CENTERS	08/31/2023	6080 Hiring Expenses	Invoice# 80146486 Phys w/Rapid eCup/ 5 Pnl-Seasonal Rapid eCup+/5A Panel-1200	76.00
				\$ 76.00
IM LANDSCAPING	08/31/2023	6044 MAINTENANCE, GROUNDS	Invoice# 8724 Tree trimming Services	650.00
IM LANDSCAPING	08/31/2023	6044 MAINTENANCE, GROUNDS	Invoice# 2023-9723 Lawn Mowing services, bush trimming, leaf blowing services, Getting rid of all weeds.	175.00
				\$ 825.00
LEWIS BRISBOIS BISGAARD & SMITH LLP	08/31/2023	6130 Profess Serv rendered	Professional Services rendered SGVMVCD General Counsel Invoice# 3725331	1,527.50
				\$ 1,527.50
LINCOLN FINANCIAL GROUP	08/31/2023	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums	613.50
LINCOLN FINANCIAL GROUP	08/31/2023	6065 GROUP TERM LIFE	Group Term Life Insurance Ref# 4590580168	493.18
				\$ 1,106.68
NATIONWIDE RETIREMENT	08/31/2023	6066 457 CONTRIBUTION	Employer Contribution for DM	276.86
				\$ 276.86
PERS	08/31/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.68%)	1,220.90



San Gabriel Valley Mosquito & Vector Control District List of Claims | August 2023

PERS	08/31/2023	6201 RETIREMENT - PEPPA	Employer Contribution (7.68%)	2,728.45
PERS	08/31/2023	6201 RETIREMENT - PEPPA	Employer Contribution (7.68%)	383.62
PERS	08/31/2023	6201 RETIREMENT - PEPPA	Employer Contribution (7.68%)	724.25
PERS	08/31/2023	6200 RETIREMENT - CLASSIC	Employer Contribution (12.47%)	1,113.91
PERS	08/31/2023	6200 RETIREMENT - CLASSIC	Employer Contribution (12.47%)	2,181.24
PERS	08/31/2023	6200 RETIREMENT - CLASSIC	Employer Contribution (12.47%)	464.88
PERS	08/31/2023	6201 RETIREMENT - PEPPA	Employer Contribution (7.68%)	370.17
PERS	08/31/2023	6201 RETIREMENT - PEPPA	Employer Contribution (7.68%)	756.48
				\$ 9,943.90
PRINCIPAL DENTAL	08/31/2023	6070 Dental premiums - Cafeter	Dental Premiums	317.30
PRINCIPAL DENTAL	08/31/2023	6070 Dental premiums - Cafeter	Dental Premiums	1,466.69
PRINCIPAL DENTAL	08/31/2023	6070 Dental premiums - Cafeter	Dental Premiums	184.97
PRINCIPAL DENTAL	08/31/2023	6070 Dental premiums - Cafeter	Dental Premiums	360.92
PRINCIPAL DENTAL	08/31/2023	6070 Dental premiums - Cafeter	Dental Premiums	90.92
				\$ 2,420.80
SYNTECH GROUP INC.	08/31/2023	6036 COMPUTER SOFTWARE	Invoice# A22626 User Awareness Training- Email phising campaigns and user awareness training- 1 year contract	1,320.00
SYNTECH GROUP INC.	08/31/2023	6046 PROFESSIONAL SERVICES - IT	Invoice# SVC-A22755 Monthly IT Service ProCare Support Cloud Base [8/1/2023-8/31/2023] ProCare Cloud Support + SGVM	900.00
SYNTECH GROUP INC.	08/31/2023	6046 PROFESSIONAL SERVICES - IT	Procure Support Cloud Per User- Premium [8/1/2023-8/31/2023]	1,650.00
SYNTECH GROUP INC.	08/31/2023	6046 PROFESSIONAL SERVICES - IT	Procure Support Cloud Per User- Standard [8/1/2023-8/31/2023]	1,100.00
SYNTECH GROUP INC.	08/31/2023	6036 COMPUTER SOFTWARE	Invoice# SVC-A22737 Microsoft office 365 G1 GCC-Per User CAL, 1YR Commit License [8/1/2023-8/31/2023]	223.10
SYNTECH GROUP INC.	08/31/2023	6036 COMPUTER SOFTWARE	Microsoft 365 G3 GCC- Per User CAL, 1YR Commit Licenses [8/1/2023-8/31/2023]	828.00
SYNTECH GROUP INC.	08/31/2023	6036 COMPUTER SOFTWARE	Dropsuite Business Backup- Monthly [8/1/2023-8/31/2023]	240.00
SYNTECH GROUP INC.	08/31/2023	6036 COMPUTER SOFTWARE	Microsoft Power BI Pro for GovernmentMonthly-1YR Commit [8/1/2023-8/31/2023]	10.00
				\$ 6,271.10
US BANK	08/28/2023	6250 LABORATORY SUPPLIES	The Home Depot- 1/2 PVC male adapter, 1/2 PVC female adapter, 1/2 PVC cap slip, test strips,MCH scrw zin comb RND	43.03
US BANK	08/28/2023	6036 COMPUTER SOFTWARE	Jamf Services	166.00
US BANK	08/28/2023	6250 LABORATORY SUPPLIES	The Home Depot- HEX nut zinc 1/4-20 100pc, CARR bolt zinc 1/4 x3	18.01
US BANK	08/28/2023	6333 BRANDED CLOTHING	Laundryup Ticket# 48661	42.00
US BANK	08/28/2023	6333 BRANDED CLOTHING	Laundryup Ticket# 49121	42.00
US BANK	08/28/2023	6232 REGISTRATION - SEMINARS	REGISTRATION-MVCAC 92 Annual Conference	375.00
US BANK	08/28/2023	6232 REGISTRATION - SEMINARS	REGISTRATION-Hilton Hotel Palm Springs	229.19
US BANK	08/28/2023	6270 OFFICE SUPPLIES	Staples- HP414A, Yellow Standard Yield Toner Cartridge, Black, Cyan	307.33
US BANK	08/28/2023	6250 LABORATORY SUPPLIES	Hemostat Laboratories	59.26
US BANK	08/28/2023	6333 BRANDED CLOTHING	Laundryup Ticket# 47601	42.00
US BANK	08/28/2023	6250 LABORATORY SUPPLIES	The Home Depot-1/2 PVC CAP, 1/2 PVC male adapter, 3/4 x 1/2 PVC male adapter,1/2 female adapter	7.78
US BANK	08/28/2023	6250 LABORATORY SUPPLIES	Smart & Final -Penguin Dry Ice	78.41
US BANK	08/28/2023	6250 LABORATORY SUPPLIES	Walmart	18.62
US BANK	08/28/2023	6333 BRANDED CLOTHING	Laundryup Ticket# 48191	42.00
US BANK	08/28/2023	6333 BRANDED CLOTHING	Credit- COLOMBIA SPORTSWEAR	-96.36
US BANK	08/28/2023	6333 BRANDED CLOTHING	COLOMBIA SPORTSWEAR	102.36
US BANK	08/28/2023	6280 SUPPLIES, OPERATIONS	The Home Depot-1/2 x 10 PVC40 PE pe pipe, 1 1/2 x10 PVC 40-DWV, 1/2 PVC female adapter, 1/2 PVC male adapter	56.22
US BANK	08/28/2023	6280 SUPPLIES, OPERATIONS	SOHARS- Operation Panel Assembly	61.64
US BANK	08/28/2023	6280 SUPPLIES, OPERATIONS	The Home Depot-425 female adapter 1 1/2, 420 male terminal adapter 8oz PVC cement red hot low	22.47
US BANK	08/28/2023	6280 SUPPLIES, OPERATIONS	The Home Depot-8oz ABS cement medium black	8.31
US BANK	08/28/2023	6280 SUPPLIES, OPERATIONS	Barneys Keys Service Azusa CA-Qty 18PADLOCKS , 18PADLOCKS 1/2 off	657.13



San Gabriel Valley Mosquito & Vector Control District List of Claims | August 2023

				Total Accounts Payable for August 2023	\$ 674,150.89
US BANK	08/28/2023	6037 WEBSITE AND EMAIL SERVICE	Mailchimp services		60.00
US BANK	08/28/2023	6003 ADVERTISING	FACEBK Meta Ads		112.11
US BANK	08/28/2023	6076 EVENT PARTICIPATION FEES	Active San Gabriel Valley- Event payment for booth		25.00
US BANK	08/28/2023	6290 Supplies, Public Informati	TARGET- Energizer		21.89
US BANK	08/28/2023	6003 ADVERTISING	Google ADS		22.07
US BANK	08/28/2023	6260 SUPPLIES, MECHANICAL	Michael Anthony- 4 remotes for 4 vehicles all Chevy Colorado		340.00
US BANK	08/28/2023	6036 COMPUTER SOFTWARE	Invoice# INV00125583 Zingle .com		229.00
US BANK	08/28/2023	6280 SUPPLIES, OPERATIONS	EBAY -Staples standard Durable Cork Bulletin Board Oak Frame		147.72
US BANK	08/28/2023	6280 SUPPLIES, OPERATIONS	Credit- EBAY		-147.72
US BANK	08/28/2023	6270 OFFICE SUPPLIES	Vistaprint-Standard Business Cards		33.92
US BANK	08/28/2023	6036 COMPUTER SOFTWARE	Arlo Camera Monitoring		17.99
US BANK	08/28/2023	6331 PROFESSIONAL DEVELOPMENT	Traningg.com		150.00
US BANK	08/28/2023	6036 COMPUTER SOFTWARE	Wasabi technologies hot cloud storage		32.90
US BANK	08/28/2023	6270 OFFICE SUPPLIES	Superior Grocers- August all hands meeting		6.96
US BANK	08/28/2023	6250 LABORATORY SUPPLIES	Allied Electronics- 10 Power Sonic		142.01
				Accounts Payable Total for August 31, 2023	\$ 3,476.25
				Total Payroll for August 2023	\$ 551,262.73
				see attached	\$ 387,657.06
				Total Claims for August 2023	\$ 1,061,807.95



San Gabriel Valley Mosquito & Vector Control District List of Claims | August 2023

San Gabriel Valley MVCD Payroll for August 2023

Department	August 3, 2023	August 4, 2023 Esparza	August 17, 2023	August 31, 2023	TOTAL
EXECUTIVE	9,849.92		9,849.92	9,849.92	29,549.76
ADMINISTRATION	13,752.74		13,902.74	13,752.74	41,408.22
OPERATIONS	53,881.25		54,516.52	57,699.18	166,096.95
SURVEILLANCE	16,180.96		15,997.27	15,897.27	48,075.50
COMMUNICATIONS	13,111.30		12,995.16	14,167.81	40,274.27
SEASONAL WORKERS	<u>14,021.76</u>	<u>1,414.40</u>	<u>12,868.65</u>	<u>13,795.69</u>	<u>42,100.50</u>
Gross Payroll	120,797.93	1,414.40	120,130.26	125,162.61	367,505.20
Employer Taxes	2,714.57	183.16	2,639.55	2,731.43	8,268.71
Car Allowance	-	-	-	-	-
Employee Benefit-Med	<u>3,897.63</u>	<u>-</u>	<u>3,918.92</u>	<u>4,066.60</u>	<u>11,883.15</u>
TOTAL PAYROLL	127,410.13	1,597.56	126,688.73	131,960.64	387,657.06

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San Gabriel Valley Mosquito & Vector Control District Budget Status Report | FY22-23

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 100% of Year Completed
June 30, 2023 FINAL

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
PERSONNEL EXPENSES						
Salaries, Exempt	61,234.24	591,225.40	784,718.00	193,492.60	75.34	
Salaries - Non Exempt	124,190.97	1,487,859.45	2,137,471.00	649,611.55	69.61	
Salaries - Overtime	61.05	30,628.17	20,500.00	(10,128.17)	149.41	ENS & Pool activity
Salaries - Vacation	5,118.21	146,087.37	119,397.00	(26,690.37)	122.35	Payout-resignations
Salaries-Holiday	8,073.00	113,420.42	135,438.00	22,017.58	83.74	
Salaries, Sick Pay	5,712.36	106,439.86	103,581.00	(2,858.86)	102.76	Covid SPSL
Salaries, Part-time - XH	20,037.40	142,050.26	245,828.00	103,777.74	57.78	
Management Car Allowance	500.00	5,500.00	6,000.00	500.00	91.67	
Cafeteria Benefit	11,395.68	314,708.50	481,800.00	167,091.50	65.32	
Hlth Benefits, Ret Emps	0.00	39,047.28	43,500.00	4,452.72	89.76	
Employer, 457 Contribution	705.85	3,625.57	3,541.00	(84.57)	102.39	
Medicare	3,387.51	39,866.45	52,091.00	12,224.55	76.53	
Retirement - Classic	6,270.26	81,104.66	213,723.00	132,618.34	37.95	
Retirement - Pepra	11,857.17	134,162.32	65,619.00	(68,543.32)	204.46	
Retirement - Classic-Unfunded Liability	0.00	161,193.00	304,508.00	143,315.00	52.94	
Retirement - Pepra-Unfunded Liability	0.00	0.00	155,050.00	155,050.00	0.00	
Social Security	1,012.62	5,884.81	9,875.00	3,990.19	59.59	
Group Term Life Ins	0.00	4,286.14	5,200.00	913.86	82.43	
Tuition Reimbursement	2,434.89	6,046.17	4,000.00	(2,046.17)	151.15	
Insurance, unemployment	874.94	16,834.33	26,000.00	9,165.67	64.75	
Post Retirement Benefits	0.00	144,187.00	42,901.00	(101,286.00)	336.09	Additional payment
TOTAL PERSONNEL EXPENSES	262,866.15	3,574,157.16	4,960,741.00	1,386,583.84	72.05	
OPERATING EXPENSES						
Event Participation Fees	0.00	0.00	3,000.00	3,000.00	0.00	
Arbovirus Testing Supplies	3,372.00	11,397.28	20,000.00	8,602.72	56.99	
Branded Clothing	945.73	6,200.29	9,800.00	3,599.71	63.27	
Boots	0.00	4,443.80	5,500.00	1,056.20	80.80	
Misc. Rentals	0.00	0.00	2,000.00	2,000.00	0.00	
Professional Development	0.00	366.56	2,000.00	1,633.44	18.33	
Awards	0.00	1,825.29	1,800.00	(25.29)	101.41	
Advertising	1,853.45	16,991.53	25,000.00	8,008.47	67.97	



San Gabriel Valley Mosquito & Vector Control District Budget Status Report | FY22-23

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 100% of Year Completed
June 30, 2023 FINAL

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Bank Charges	449.64	16,443.16	19,000.00	2,556.84	86.54	
Board expenses	1,471.41	29,513.65	32,000.00	2,486.35	92.23	
Computer Hardware	3,949.64	14,161.66	24,000.00	9,838.34	59.01	
Computer Software	3,252.35	60,927.11	46,000.00	(14,927.11)	132.45	MapVision renewal
Website/Email Service	1,120.00	6,322.96	7,000.00	677.04	90.33	
Facility maintenance	4,961.80	72,434.34	45,000.00	(27,434.34)	160.97	Landscaping & Backflow repair
Maintenance, equipment	0.00	2,551.53	3,000.00	448.47	85.05	
Maintenance, grounds	350.00	1,581.16	2,000.00	418.84	79.06	
Lease Equipment	1,562.23	19,476.59	21,000.00	1,523.41	92.75	
Fees & Assessments	0.00	4,028.29	4,300.00	271.71	93.68	
Hiring expenses	312.07	13,160.65	13,000.00	(160.65)	101.24	
VCJPA General Fund	0.00	4,230.00	4,106.00	(124.00)	103.02	
Insurance, liability	0.00	119,037.00	126,327.00	7,290.00	94.23	
Workers Comp Insurance	(18,323.00)	161,553.00	162,354.00	801.00	99.51	Refund of adj payment
Automobile Insurance	0.00	2,607.00	2,607.00	0.00	100.00	
Other Insurance	485.78	3,109.82	5,500.00	2,390.18	56.54	
Insurance, property	(3,022.10)	(6,360.79)	9,935.00	16,295.79	(64.02)	Reimbursement for property claim
Legal	19,317.93	45,818.97	50,000.00	4,181.03	91.64	
Memberships	0.00	32,396.61	35,500.00	3,103.39	91.26	
Miscellaneous expenses	0.00	1,873.71	3,000.00	1,126.29	62.46	
Postage	1,594.57	6,312.87	8,300.00	1,987.13	76.06	
Accounting Services, Auditor	0.00	14,200.00	20,000.00	5,800.00	71.00	
Professional Services , Other	0.00	0.00	5,000.00	5,000.00	0.00	
Professional Services-IT	3,575.00	50,334.00	50,000.00	(334.00)	100.67	
Printing & Reproduction	6,180.23	10,214.17	14,000.00	3,785.83	72.96	
Reference	0.00	0.00	800.00	800.00	0.00	
Seminars and meetings	2,281.36	29,560.83	49,106.00	19,545.17	60.20	
Supplies, Surveillance	1,486.01	11,324.92	15,000.00	3,675.08	75.50	
Supplies, Vehicle Maintenance	7,045.89	34,226.74	50,000.00	15,773.26	68.45	
Supplies, Gasoline	10,510.74	64,349.90	70,000.00	5,650.10	91.93	
Supplies, Office	1,431.75	11,487.09	11,700.00	212.91	98.18	
Supplies, Mosquito Fish	254.05	716.72	2,500.00	1,783.28	28.67	
Supplies, Operations	163.68	3,229.97	10,000.00	6,770.03	32.30	
Supplies, Pesticides	(592.75)	99,722.41	93,627.00	(6,095.41)	106.51	Pesticide supply for season



San Gabriel Valley Mosquito & Vector Control District Budget Status Report | FY 22-23

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 100% of Year Completed
June 30, 2023 FINAL

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Supplies, Communications other forms	26.26	5,451.57	8,000.00	2,548.43	68.14	
Supplies, Education Program	959.09	5,078.84	12,000.00	6,921.16	42.32	
Supplies, Safety	94.00	4,840.80	10,000.00	5,159.20	48.41	
Supplies, Media Production	0.00	777.09	800.00	22.91	97.14	
Benefit Assesment Admin Cost	0.00	115,147.75	118,000.00	2,852.25	97.58	
Communications, field	2,417.98	34,916.19	50,000.00	15,083.81	69.83	
Telephone, Internet	1,462.50	12,993.53	14,000.00	1,006.47	92.81	
Telephone , Office	1,806.77	22,645.14	15,000.00	(7,645.14)	150.97	Tpx & Frontier
Training , CEU's	0.00	1,190.00	4,400.00	3,210.00	27.05	
Uniforms and clothing	2,905.24	12,993.59	12,000.00	(993.59)	108.28	
Utilities, Electric	1,994.58	33,631.42	34,000.00	368.58	98.92	
Utilities, Natural Gas	182.60	3,519.86	4,000.00	480.14	88.00	
Utilities, Water	280.25	1,858.34	2,500.00	641.66	74.33	
Surveillance, Aerial	0.00	27,146.88	25,500.00	(1,646.88)	106.46	
TOTAL OPERATING EXPENSES	68,118.73	1,263,961.79	1,394,962.00	131,000.21	90.61	
TOTAL EXPENSES	330,984.88	4,838,118.95	6,355,703.00	1,517,584.05	76.12	
CAPITAL OUTLAY EXPENSES						
Capital Outlay	0.00	43,486.10	57,500.00	14,013.90	75.63	Vehicle purchase
TOTAL CAPITAL EXPENSES	0.00	43,486.10	57,500.00	14,013.90	75.63	
RESERVES						
Reserve, Public Health Em	0.00	0.00	500,200.00	500,200.00	0.00	
Reserve, Capital Projects	0.00	0.00	300,000.00	300,000.00	0.00	
Reserve, Pension Liability	0.00	0.00	400,000.00	400,000.00	0.00	
Reserve, Building/Facilities	0.00	0.00	100,000.00	100,000.00	0.00	
Reserve, Vehicle Replacement	0.00	0.00	100,000.00	100,000.00	0.00	
TOTAL RESERVES	0.00	0.00	1,400,200.00	1,400,200.00	0.00	

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San Gabriel Valley Mosquito & Vector Control District Budget Status Report | July 2023

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 8% of Year Completed
July 31, 2023

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
PERSONNEL EXPENSES						
Salaries, Exempt	59,271.54	59,271.54	881,671.00	822,399.46	6.72	
Salaries - Non Exempt	122,802.09	122,802.09	1,959,706.00	1,836,903.91	6.27	
Salaries - Overtime	804.74	804.74	24,500.00	23,695.26	3.28	
Salaries - Vacation	10,328.30	10,328.30	113,939.00	103,610.70	9.06	
Salaries-Holiday	9,015.75	9,015.75	123,815.00	114,799.25	7.28	
Salaries, Sick Pay	5,909.38	5,909.38	96,215.00	90,305.62	6.14	
Salaries, Part-time - XH	23,160.54	23,160.54	209,183.00	186,022.46	11.07	In season
Management Car Allowance	500.00	500.00	6,000.00	5,500.00	8.33	
Cafeteria Benefit	38,674.57	38,674.57	469,200.00	430,525.43	8.24	
Hlth Benefits, Ret Emps	6,287.68	6,287.68	46,000.00	39,712.32	13.67	
Employer, 457 Contribution	553.72	553.72	7,862.00	7,308.28	7.04	
Medicare	3,445.99	3,445.99	50,457.00	47,011.01	6.83	
Retirement - Classic - Normal Cost 12.47%	7,337.02	7,337.02	218,287.00	210,949.98	3.36	
Retirement - Pepra Normal Cost 7.68%	12,310.93	12,310.93	370,048.00	357,737.07	3.33	
Retirement - Classic Retire ADP	0.00	0.00	470,215.00	470,215.00	0.00	
Retirement - PEPRA Retire ADP	0.00	0.00	0.00	0.00	0.00	
Retirement - Classic-Unfunded Liability	115,719.00	115,719.00	119,589.00	3,870.00	96.76	Annual payment
Retirement - Pepra-Unfunded Liability	0.00	0.00	0.00	0.00	0.00	
Social Security	1,126.86	1,126.86	8,175.00	7,048.14	13.78	In season
Group Term Life Ins	386.40	386.40	5,500.00	5,113.60	7.03	
Tuition Reimbursement	0.00	0.00	4,000.00	4,000.00	0.00	
Insurance, unemployment	476.19	476.19	24,000.00	23,523.81	1.98	
Post Retirement Benefits	0.00	0.00	50,000.00	50,000.00	0.00	
TOTAL PERSONNEL EXPENSES	418,110.70	418,110.70	5,258,362.00	4,840,251.30	7.95	
OPERATING EXPENSES						
Event Participation Fees	0.00	0.00	2,000.00	2,000.00	0.00	
Arbovirus Testing Supplies	0.00	0.00	20,000.00	20,000.00	0.00	
Branded Clothing	0.00	0.00	4,000.00	4,000.00	0.00	
Boots	0.00	0.00	5,500.00	5,500.00	0.00	
Misc. Rentals	0.00	0.00	2,000.00	2,000.00	0.00	
Professional Development	0.00	0.00	2,000.00	2,000.00	0.00	
Awards	0.00	0.00	4,200.00	4,200.00	0.00	
Advertising	0.00	0.00	20,000.00	20,000.00	0.00	



San Gabriel Valley Mosquito & Vector Control District Budget Status Report | July 2023

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 8% of Year Completed
July 31, 2023

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Bank Charges	1,301.40	1,301.40	21,000.00	19,698.60	6.20	
Board expenses	1,549.50	1,549.50	41,000.00	39,450.50	3.78	
Computer Hardware	0.00	0.00	26,000.00	26,000.00	0.00	
Computer Software	3,673.00	3,673.00	84,000.00	80,327.00	4.37	
Website/Email Service	2,988.00	2,988.00	7,500.00	4,512.00	39.84	Annual renewal
Facility maintenance	4,997.70	4,997.70	90,000.00	85,002.30	5.55	
Maintenance, equipment	0.00	0.00	3,000.00	3,000.00	0.00	
Maintenance, grounds	0.00	0.00	2,000.00	2,000.00	0.00	
Lease Equipment	0.00	0.00	22,000.00	22,000.00	0.00	
Fees & Assessments	1,783.22	1,783.22	4,500.00	2,716.78	39.63	
Hiring expenses	0.00	0.00	13,000.00	13,000.00	0.00	
VCJPA General Fund	3,726.00	3,726.00	2,095.00	(1,631.00)	177.85	Annual premium
Insurance, liability	127,346.00	127,346.00	131,279.00	3,933.00	97.00	Annual premium
Workers Comp Insurance	143,426.00	143,426.00	144,664.00	1,238.00	99.14	Annual premium
Automobile Insurance	2,832.00	2,832.00	2,834.00	2.00	99.93	Annual premium
Other Insurance	269.00	269.00	5,500.00	5,231.00	4.89	
Insurance, property	20,008.00	20,008.00	19,593.00	(415.00)	102.12	Annual premium
Legal	0.00	0.00	40,000.00	40,000.00	0.00	
Memberships	11,848.00	11,848.00	39,000.00	27,152.00	30.38	Cal Chamber/MVCAC
Miscellaneous expenses	0.00	0.00	3,000.00	3,000.00	0.00	
Postage	1,274.91	1,274.91	10,400.00	9,125.09	12.26	Pool notifications
Accounting Services, Auditor	0.00	0.00	20,000.00	20,000.00	0.00	
Professional Services , Other	0.00	0.00	5,000.00	5,000.00	0.00	
Professional Services-IT	1,150.00	1,150.00	60,000.00	58,850.00	1.92	
Printing & Reproduction	0.00	0.00	11,000.00	11,000.00	0.00	
Reference	0.00	0.00	800.00	800.00	0.00	
Seminars and meetings	0.00	0.00	46,000.00	46,000.00	0.00	
Supplies, Surveillance	0.00	0.00	16,000.00	16,000.00	0.00	
Supplies, Vehicle Maintenance	798.22	798.22	50,000.00	49,201.78	1.60	
Supplies, Gasoline	0.00	0.00	70,000.00	70,000.00	0.00	
Supplies, Office	0.00	0.00	10,200.00	10,200.00	0.00	
Supplies, Mosquito Fish	0.00	0.00	2,500.00	2,500.00	0.00	
Supplies, Operations	1,906.85	1,906.85	9,000.00	7,093.15	21.19	Spray equipment
Supplies, Pesticides	9,004.74	9,004.74	100,000.00	90,995.26	9.00	



San Gabriel Valley Mosquito & Vector Control District Budget Status Report | July 2023

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 8% of Year Completed
July 31, 2023

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized
Supplies, Communications other forms	0.00	0.00	8,000.00	8,000.00	0.00
Supplies, Education Program	0.00	0.00	12,000.00	12,000.00	0.00
Supplies, Safety	0.00	0.00	8,000.00	8,000.00	0.00
Supplies, Media Production	0.00	0.00	800.00	800.00	0.00
Benefit Assesment Admin Cost	0.00	0.00	119,000.00	119,000.00	0.00
Communications, field	2,662.08	2,662.08	50,000.00	47,337.92	5.32
Telephone, Internet	1,462.50	1,462.50	20,000.00	18,537.50	7.31
Telephone , Office	1,811.25	1,811.25	25,000.00	23,188.75	7.25
Training , CEU's	4,325.00	4,325.00	4,400.00	75.00	98.30
Uniforms and clothing	0.00	0.00	12,000.00	12,000.00	0.00
Utilities, Electric	3,045.73	3,045.73	35,500.00	32,454.27	8.58
Utilities, Natural Gas	372.46	372.46	4,200.00	3,827.54	8.87
Utilities, Water	0.00	0.00	2,500.00	2,500.00	0.00
Surveillance, Aerial	0.00	0.00	27,150.00	27,150.00	0.00
TOTAL OPERATING EXPENSES	353,561.56	353,561.56	1,501,115.00	1,147,553.44	23.55
TOTAL EXPENSES	771,672.26	771,672.26	6,759,477.00	5,987,804.74	11.42
CAPITAL OUTLAY EXPENSES					
Capital Outlay	0.00	0.00	25,000.00	25,000.00	0.00
TOTAL CAPITAL EXPENSES	0.00	0.00	25,000.00	25,000.00	0.00
RESERVES					
Reserve, Public Health Em	0.00	0.00	500,200.00	500,200.00	0.00
Reserve, Capital Projects	0.00	0.00	300,000.00	300,000.00	0.00
Reserve, Pension Liability	0.00	0.00	400,000.00	400,000.00	0.00
Reserve, Building/Facilities	0.00	0.00	100,000.00	100,000.00	0.00
Reserve, Vehicle Replacement	0.00	0.00	100,000.00	100,000.00	0.00
TOTAL RESERVES	0.00	0.00	1,400,200.00	1,400,200.00	0.00

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San Gabriel Valley Mosquito & Vector Control District Budget Status Report | August 2023

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 17% of Year Completed
August 31, 2023

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
PERSONNEL EXPENSES						
Salaries, Exempt	83,864.37	143,135.91	881,671.00	738,535.09	16.23	
Salaries - Non Exempt	208,730.93	331,533.02	1,959,706.00	1,628,172.98	16.92	
Salaries - Overtime	10,436.16	11,240.90	24,500.00	13,259.10	45.88	ENS Activity
Salaries - Vacation	16,694.11	27,022.41	113,939.00	86,916.59	23.72	
Salaries-Holiday	571.68	9,587.43	123,815.00	114,227.57	7.74	
Salaries, Sick Pay	8,753.60	14,662.98	96,215.00	81,552.02	15.24	
Salaries, Part-time - XH	38,454.35	61,614.89	209,183.00	147,568.11	29.46	In season
Management Car Allowance	0.00	500.00	6,000.00	5,500.00	8.33	
Cafeteria Benefit	34,259.43	72,934.00	469,200.00	396,266.00	15.54	
Hlth Benefits, Ret Emps	3,143.84	9,431.52	46,000.00	36,568.48	20.50	
Employer, 457 Contribution	830.58	1,384.30	7,862.00	6,477.70	17.61	
Medicare	5,464.76	8,910.75	50,457.00	41,546.25	17.66	
Retirement - Classic - Normal Cost 12.47%	11,280.09	18,617.11	218,287.00	199,669.89	8.53	
Retirement - Pepra Normal Cost 7.68%	18,545.90	30,856.83	370,048.00	339,191.17	8.34	
Retirement - Classic Retire ADP	293,509.00	293,509.00	470,215.00	176,706.00	62.42	Remianing bal applied to PEPRA
Retirement - PEPRA Retire ADP	176,706.00	176,706.00	0.00	(176,706.00)	0.00	see above
Retirement - Classic-Unfunded Liability	0.00	115,719.00	119,589.00	3,870.00	96.76	Annual payment
Retirement - Pepra-Unfunded Liability	0.00	0.00	0.00	0.00	0.00	
Social Security	2,260.61	3,387.47	8,175.00	4,787.53	41.44	In season
Group Term Life Ins	837.44	1,223.84	5,500.00	4,276.16	22.25	
Tuition Reimbursement	0.00	0.00	4,000.00	4,000.00	0.00	
Insurance, unemployment	543.34	1,019.53	24,000.00	22,980.47	4.25	
Post Retirement Benefits	0.00	0.00	50,000.00	50,000.00	0.00	
TOTAL PERSONNEL EXPENSES	914,886.19	1,332,996.89	5,258,362.00	3,925,365.11	25.35	
OPERATING EXPENSES						
Event Participation Fees	25.00	25.00	2,000.00	1,975.00	1.25	
Arbovirus Testing Supplies	2,412.00	2,412.00	20,000.00	17,588.00	12.06	
Branded Clothing	1,144.47	1,144.47	4,000.00	2,855.53	28.61	Supplies for Fiscal Year
Boots	350.00	350.00	5,500.00	5,150.00	6.36	
Misc. Rentals	0.00	0.00	2,000.00	2,000.00	0.00	
Professional Development	150.00	150.00	2,000.00	1,850.00	7.50	
Awards	335.29	335.29	4,200.00	3,864.71	7.98	
Advertising	5,332.01	5,332.01	20,000.00	14,667.99	26.66	WNv Campaigns



San Gabriel Valley Mosquito & Vector Control District Budget Status Report | August 2023

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 17% of Year Completed
August 31, 2023

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Bank Charges	2,391.44	3,692.84	21,000.00	17,307.16	17.58	
Board expenses	324.86	1,874.36	41,000.00	39,125.64	4.57	
Computer Hardware	3,533.04	3,533.04	26,000.00	22,466.96	13.59	
Computer Software	16,772.50	20,445.50	84,000.00	63,554.50	24.34	
Website/Email Service	2,557.99	5,545.99	7,500.00	1,954.01	73.95	Annual renewal
Facility maintenance	3,530.15	8,527.85	90,000.00	81,472.15	9.48	
Maintenance, equipment	0.00	0.00	3,000.00	3,000.00	0.00	
Maintenance, grounds	825.00	825.00	2,000.00	1,175.00	41.25	Tree trimming
Lease Equipment	3,387.28	3,387.28	22,000.00	18,612.72	15.40	
Fees & Assessments	700.00	2,483.22	4,500.00	2,016.78	55.18	LAIF Fees
Hiring expenses	775.35	775.35	13,000.00	12,224.65	5.96	
VCJPA General Fund	0.00	3,726.00	2,095.00	(1,631.00)	177.85	Annual premium
Insurance, liability	0.00	127,346.00	131,279.00	3,933.00	97.00	Annual premium
Workers Comp Insurance	0.00	143,426.00	144,664.00	1,238.00	99.14	Annual premium
Automobile Insurance	0.00	2,832.00	2,834.00	2.00	99.93	Annual premium
Other Insurance	0.00	269.00	5,500.00	5,231.00	4.89	
Insurance, property	0.00	20,008.00	19,593.00	(415.00)	102.12	Annual premium
Legal	8,099.50	8,099.50	40,000.00	31,900.50	20.25	PSR
Memberships	9,280.00	21,128.00	39,000.00	17,872.00	54.17	Cal Chamber/MV/CAC
Miscellaneous expenses	0.00	0.00	3,000.00	3,000.00	0.00	
Postage	1,082.72	2,357.63	10,400.00	8,042.37	22.67	Pool notifications
Accounting Services, Auditor	400.00	400.00	20,000.00	19,600.00	2.00	
Professional Services , Other	0.00	0.00	5,000.00	5,000.00	0.00	
Professional Services-IT	3,650.00	4,800.00	60,000.00	55,200.00	8.00	
Printing & Reproduction	0.00	0.00	11,000.00	11,000.00	0.00	
Reference	0.00	0.00	800.00	800.00	0.00	
Seminars and meetings	2,786.04	2,786.04	46,000.00	43,213.96	6.06	
Supplies, Surveillance	959.88	959.88	16,000.00	15,040.12	6.00	
Supplies, Vehicle Maintenance	(503.65)	294.57	50,000.00	49,705.43	0.59	
Supplies, Gasoline	6,137.33	6,137.33	70,000.00	63,862.67	8.77	
Supplies, Office	1,303.79	1,303.79	10,200.00	8,896.21	12.78	
Supplies, Mosquito Fish	0.00	0.00	2,500.00	2,500.00	0.00	
Supplies, Operations	1,028.60	2,935.45	9,000.00	6,064.55	32.62	Spray equipment
Supplies, Pesticides	50,706.40	59,711.14	100,000.00	40,288.86	59.71	



San Gabriel Valley Mosquito & Vector Control District Budget Status Report | August 2023

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 17% of Year Completed
August 31, 2023

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Supplies, Communications other forms	3,090.68	3,090.68	8,000.00	4,909.32	38.63	
Supplies, Education Program	7.78	7.78	12,000.00	11,992.22	0.06	
Supplies, Safety	94.00	(94.00)	8,000.00	8,094.00	(1.18)	
Supplies, Media Production	0.00	0.00	800.00	800.00	0.00	
Benefit Assesment Admin Cost	0.00	0.00	119,000.00	119,000.00	0.00	
Communications, field	2,878.62	5,540.70	50,000.00	44,459.30	11.08	
Telephone, Internet	1,462.50	2,925.00	20,000.00	17,075.00	14.63	
Telephone , Office	1,901.87	3,713.12	25,000.00	21,286.88	14.85	
Training , CEU's	0.00	4,325.00	4,400.00	75.00	98.30	Annual certification fee
Uniforms and clothing	1,726.38	1,726.38	12,000.00	10,273.62	14.39	
Utilities, Electric	5,322.55	8,368.28	35,500.00	27,131.72	23.57	A/C Summer use
Utilities, Natural Gas	0.00	372.46	4,200.00	3,827.54	8.87	
Utilities, Water	173.99	173.99	2,500.00	2,326.01	6.96	
Surveillance, Aerial	0.00	0.00	27,150.00	27,150.00	0.00	
TOTAL OPERATING EXPENSES	145,947.36	499,508.92	1,501,115.00	1,001,606.08	33.28	
TOTAL EXPENSES	1,060,833.55	1,832,505.81	6,759,477.00	4,926,971.19	27.11	
CAPITAL OUTLAY EXPENSES						
Capital Outlay	0.00	0.00	25,000.00	25,000.00	0.00	
TOTAL CAPITAL EXPENSES	0.00	0.00	25,000.00	25,000.00	0.00	
RESERVES						
Reserve, Public Health Em	0.00	0.00	500,200.00	500,200.00	0.00	
Reserve, Capital Projects	0.00	0.00	300,000.00	300,000.00	0.00	
Reserve, Pension Liability	0.00	0.00	400,000.00	400,000.00	0.00	
Reserve, Building/Facilities	0.00	0.00	100,000.00	100,000.00	0.00	
Reserve, Vehicle Replacement	0.00	0.00	100,000.00	100,000.00	0.00	
TOTAL RESERVES	0.00	0.00	1,400,200.00	1,400,200.00	0.00	

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San Gabriel Valley Mosquito & Vector Control District
Board of Trustees Meeting Minutes
July 14, 2023

TRUSTEES PRESENT

Henry Aviles (Alhambra)
 Sho Tay (Arcadia)
 Robert Gonzales (Azusa)
 Richard Barakat (Bradbury) *Arrived at 7:05 a.m.*
 Corey Calaycay (Claremont)
 Margaret Finlay (Duarte)
 Jerry Velasco (El Monte)
 Jackie Doornik (Glendora) *Arrived at 7:08 a.m.*
 Manuel Garcia (Irwindale)
 Charlie Klinakis (La Puente)
 Becky Shevlin (Monrovia)
 Rachel Janbek (Pasadena)
 Robert Joe (South Pasadena)
 Cynthia Sternquist (Temple City)
 Allen Wu (Walnut)
 Lloyd Johnson (West Covina)

GUESTS PRESENT

District Counsel, Kelly Alhadeff-Black

TRUSTEES ABSENT

Emmanuel Estrada (Baldwin Park)
 Patricia Cortez (Claremont)
 Catherine Marcucci (Industry)
 Meshal Kashifalghita (La Verne)
 VACANT (L.A. County)
 Joseph Leon (Monterey Park)
 Tim Sandoval (Pomona)
 Sandra Armenta (Rosemead)
 Ryan Vienna (San Dimas)
 Denise Menchaca (San Gabriel)
 John Capoccia (Sierra Madre)

STAFF PRESENT

Jason Farned
 Rose Alba
 Tristan Hallum
 Gilbert Holguin
 Kriztian Luna
 Cecilia Contreras
 Jerry Mireles

1. Call to Order

Board President Shevlin called the meeting to order at 7:01 a.m. President Shevlin led the Pledge of Allegiance. Clerk of the Board Mireles confirmed a quorum and noted absences.

2. Opportunity for Public Comment on Non-Agenda Items

None

3. Consent Calendar

Motion by Trustee Finlay, seconded by Trustee Gonzales and carried by the following vote to approve Items 3.1- 3.7 of the Consent Calendar.

AYES: Aviles, Tay, Gonzales, Barakat, Calaycay, Finlay, Velasco, Doornik, Garcia, Klinakis, Shevlin, Janbek, Joe, Sternquist, Wu, Johnson

NOES: None

ABSTAIN: None

ABSENT: Estrada, Cortez, Marcucci, Kashifalghita, Leon, Sandoval, Armenta, Vienna, Menchaca, Capoccia

4. Presentation



San Gabriel Valley Mosquito & Vector Control District Board of Trustees Meeting Minutes July 14, 2023

4.1 West Nile Virus – A Vector Control Districts Perspective

Director of Scientific Programs, Tristan Hallum, delivered a presentation that covered the historical background of the West Nile Virus, its modes of transmission, and the individuals susceptible to it. Additionally, he outlined the actions taken by staff to address the virus, emphasizing the importance of testing mosquitoes for diseases, educating residents, controlling mosquito populations, and providing an update to the Board regarding the current status of the disease.

5. Consider Resolution 2023-04 Authorizing Staff to Access State and Federal Summary Criminal History Information

District Manager Farned provided an overview of the District seeking to enhance its background check process by participating in the Department of Justice (DOJ) Live Scan program. This will authorize the District staff access to local, state, and federal summary criminal history for employment, licensing, and certification purposes.

Motion by Trustee Calaycay, seconded by Trustee Johnson and carried by the following vote to approve Resolution No. 2023-04 Authorizing Staff to Access State and Federal Summary Criminal History Information.

AYES: Aviles, Tay, Gonzales, Barakat, Calaycay, Finlay, Velasco, Doornik, Garcia, Klinakis, Shevlin, Janbek, Joe, Sternquist, Wu, Johnson
 NOES: None
 ABSTAIN: None
 ABSENT: Estrada, Cortez, Marcucci, Kashifalghita, Leon, Sandoval, Armenta, Vienna, Menchaca, Capoccia

6. District Administration

6.1 District Update

Mr. Farned reported that the Board received the digital toolkit last month and expressed gratitude to the cities that participated in the outreach. He mentioned the success of National Mosquito Awareness Week with 10 cities using the digital toolkit on social media and 4 cities presenting proclamations during City Council meetings. The District's website had over 960 visits to the national awareness campaign page, and the campaign video received over 45,000 views.

Mr. Farned also announced that Rose Alba, the Director of Administrative Services, will retire in October and recognized her 22 years of dedicated work for the District. An update on swimming pool violation surveillance was provided, revealing over 1200 unmaintained swimming pools identified, with violation notices sent. In the past 4 weeks, more than 600 unmaintained swimming pools were resolved, and the remaining cases will receive a second notification, aiming for a 100% resolution by August.



San Gabriel Valley Mosquito & Vector Control District
Board of Trustees Meeting Minutes
July 14, 2023

7. Committee Reports

Trustee Velasco reported on the Public Information Committee meeting held on June 9, 2023, mentioning that the Committee established to hold quarterly meetings.

8. Trustee Reports

President Shevlin praised Clerk of the Board Jerry Mireles, for reporting at the San Gabriel Valley Council of Governments meeting.

9. New Business

None

10. Adjournment

The meeting was adjourned at 7:43 a.m.

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Zone Specialists:

Zone	Specialist	Cities
1	Dane Miletich	Alhambra, Monterey Park, San Gabriel, South Pasadena
2	Jon Halli	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 July 2023 because the reporting period concluded before the end of the month. July's pesticide usage will be included in next month's report.

The District continued investigating the unmaintained swimming pools identified by aerial surveillance. A second notice requesting remediation by July 27 was sent to 790 properties. As of August 1, over 38% have responded by email, text, and in-person inspections. Approximately 490 properties are outstanding. For those remaining residents that have not submitted a photo confirmation will be sent a final notice.

The surveillance team continues to detect West Nile virus activity in birds and mosquitoes in several locations throughout the district. The Operations department has responded to each case with enhanced investigation and control measures. The cluster of positive mosquito pools and dead birds in Covina have been responded to with more aggressive comprehensive efforts including enhanced surveillance, public education, and control. A two-night broadscale pesticide treatment was performed on July 25 and July 26, to target adult mosquitoes to reduce the threat of human infection.

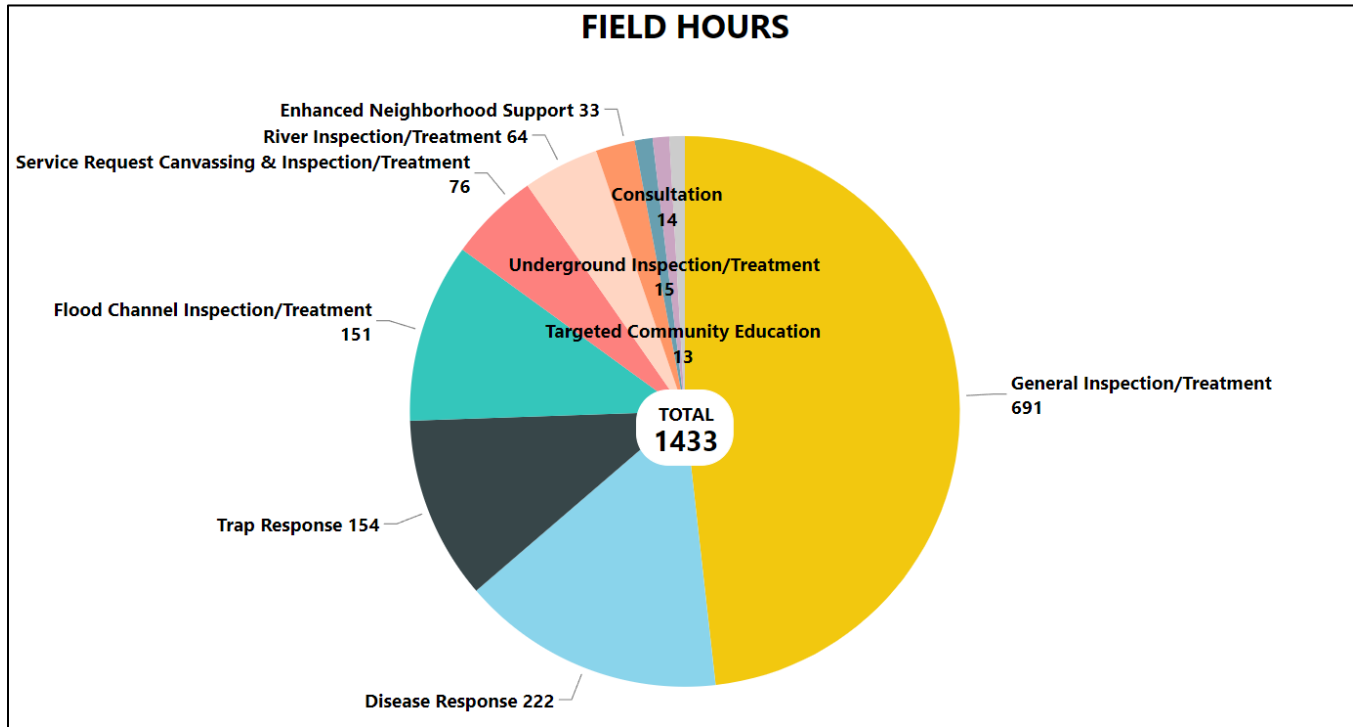


Field Statistics:

1,528 - 30.07 %
2022
SITES VISITED

115 - 16.67 %
2022
SERVICE REQUESTS

29 - 57.97 %
2022
CONSULTATIONS





Zone Specialists:

Zone	Specialist	Cities
1	Dane Miletich	Alhambra, Monterey Park, San Gabriel, South Pasadena
2	Jon Halli	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 includes pesticide usage for July 2023. It does not include pesticide usage for August because the reporting period concluded before the end of the month. August's pesticide usage will be included in next month's report.

The District continued investigating the unmaintained swimming pools identified by aerial surveillance. A third notice requesting remediation by August 28 was sent to 474 properties. As of August 29, over 33% have responded by email, text, and in-person inspections. Approximately 317 properties are outstanding. The department staff will begin the warrant investigation process. They will also work with local code enforcement to gain access before beginning the process to obtain inspection warrants for properties where access is denied.

The surveillance team continues to detect West Nile virus activity in birds and mosquitoes throughout the District. The Operations department responds to each case with enhanced investigation and control measures.

Enhanced neighborhood support continues to be conducted in several neighborhoods that includes door to door property inspections and delivery of educational material. While this is conducted in response to a variety of triggers such as high trap counts and disease response, the effort is twofold. First, to identify and eliminate residential sources of mosquito habitat and second to alert residents to the potential threat of West Nile virus and teach them how to protect themselves.

The department filled the Maintenance Coordinator position. We welcome Marc Mitchell to his new role. Recruitment efforts are underway to fill Marc Mitchell's previous position as Vector Control Specialist II.


Chemical Usage:
July 2023

Larvicides/Pupicides			
Method of Action	Target	Amount	Area Treated
Larvicide Oils (Surface Film)			
Suffocation	Mosquitoes	3.98 gal.	35953 sq.ft.
Insect Growth Regulators (IGR's)			
Inhibits metamorphosis	Mosquitoes	66.57 lbs.	151238 sq.ft.
Bacterials			
Ingestion, toxicant	Mosquitoes	1.45 gal.	742893 sq.ft.
Ingestion, toxicant	Mosquitoes	156.61 lbs.	2132606 sq.ft.
Ingestion, toxicant	Black flies	42.85 gal.	11892 m ³
Biologicals			
Mosquito fish	Mosquitoes	453 ea.	6062 sq.ft.

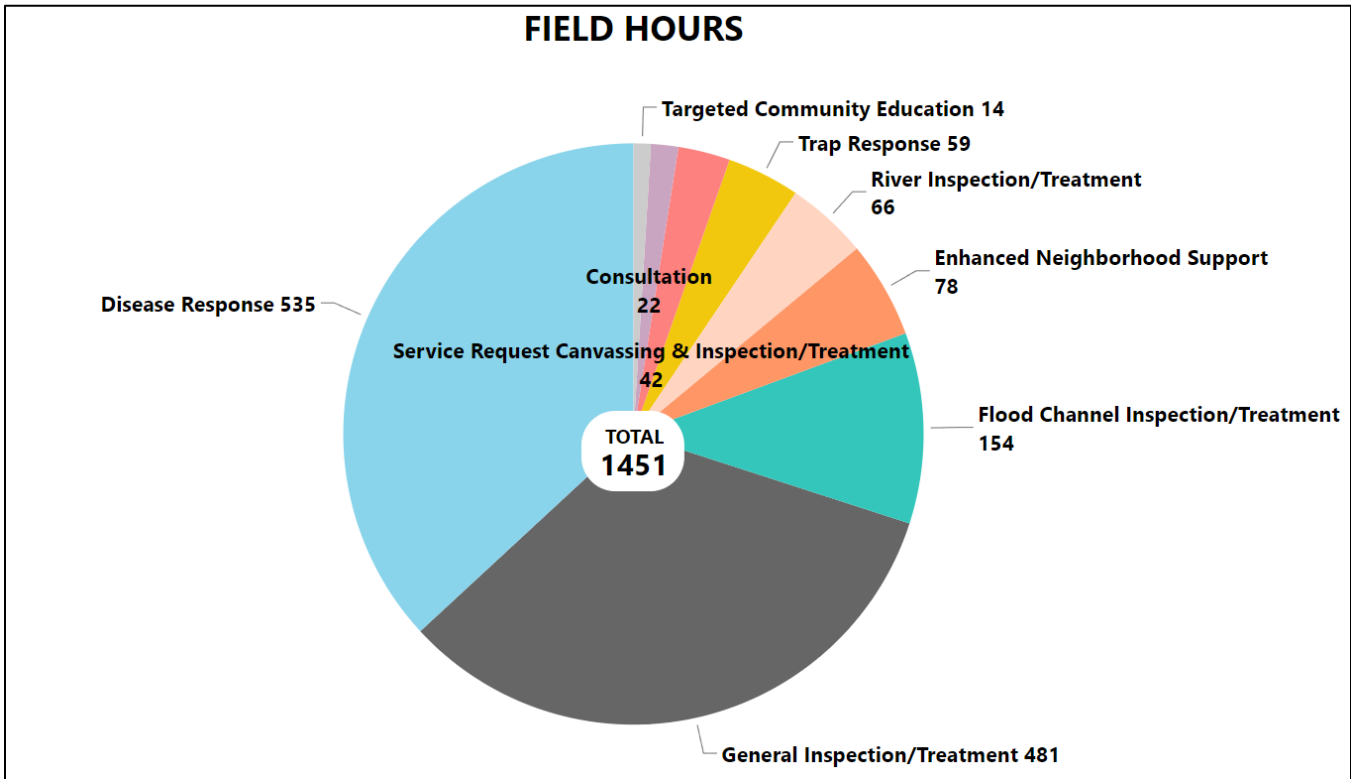
Adulticides			
Method of Action	Target	Amount	Area Treated
Botanicals (ULV)			
Nervous System toxicant	Mosquitoes	6.73 gal.	35091763 sq.ft.

Field Statistics:

1,669 <small>- 10.84 % 2022</small> SITES VISITED
--

88 <small>- 50.56 % 2022</small> SERVICE REQUESTS
--

38 <small>- 78.65 % 2022</small> CONSULTATIONS



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San Gabriel Valley Mosquito & Vector Control District Surveillance Department Report Disease Weeks 27 - 30 | July 2 – July 29

Mosquito Surveillance Activities

Routine mosquito surveillance continued through weeks 27-30 using Gravid, BG sentinel 2 and carbon dioxide (CO2) trap types. An average of 40 traps were deployed each week while total abundance ranged from 1675-4981 mosquitoes per week. The average number of mosquitos caught per trap ranged from 62.7-97.7 during this time frame.

Average Mosquitoes Per Trap

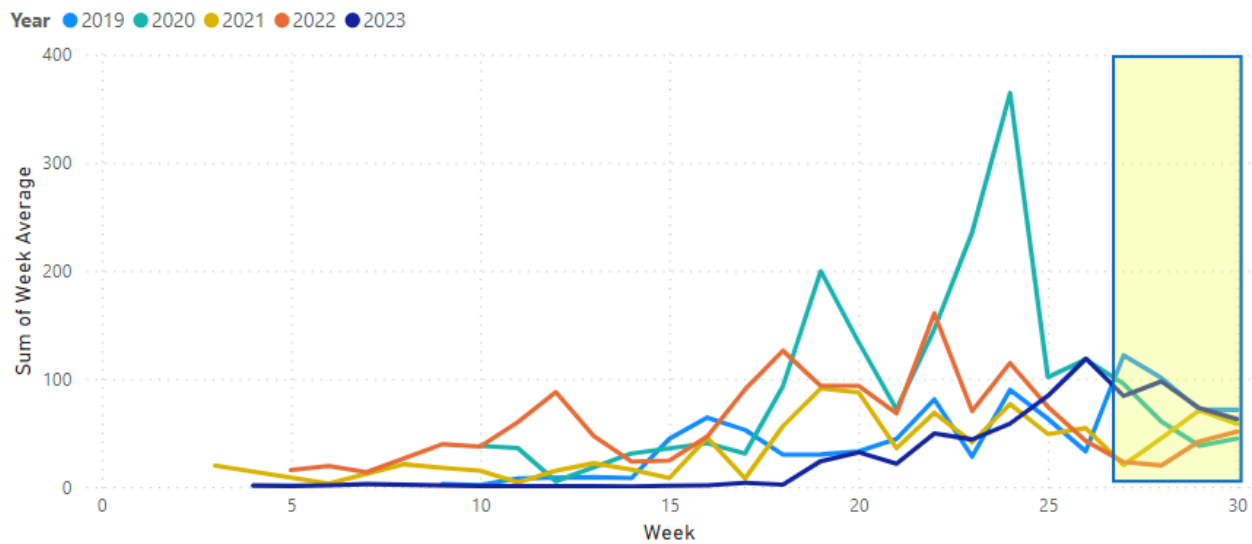


Fig. 1 Average mosquito counts for years 2019 through 2023. Highlighted are weeks twenty-seven through thirty.

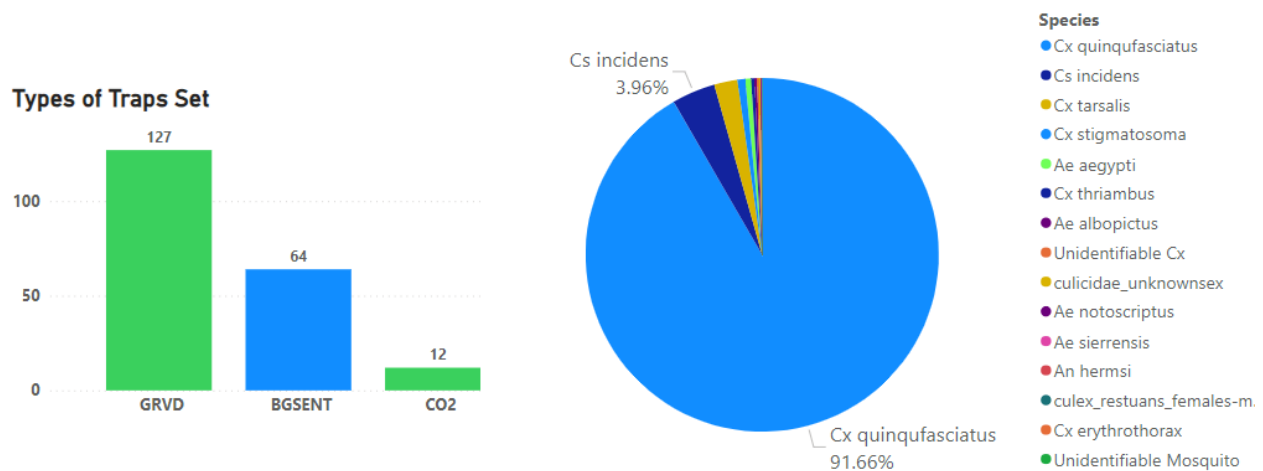


Fig. 2 The bar chart depicts the total number/types of traps set while the pie chart the total percentage of mosquitoes collected during the current reporting period. Species listed on the far right are sorted from high to low as a function of total proportion.

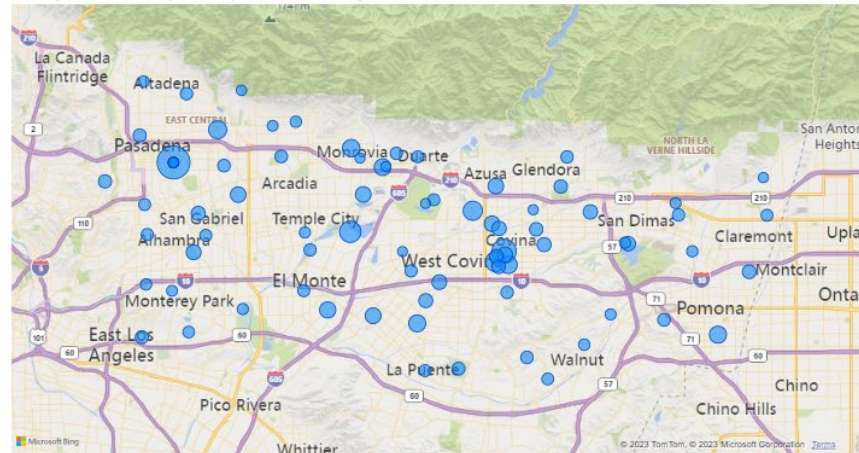


San Gabriel Valley Mosquito & Vector Control District Surveillance Department Report Disease Weeks 27 - 30 | July 2 – July 29

Community/City	Avg Mosq Per Trap
Alhambra	24.64
Altadena	17.78
Arcadia	64.12
Azusa	52.83
Baldwin Park	20.08
Bradbury	20.25
Charter Oak	33.31
Claremont	14.17
Covina	46.53
Duarte	33.48
East San Gabriel	52.61
El Monte	27.74
Glendora	28.02
Industry	22.29
Inwindsale	12.93
La Puente	18.88
La Verne	10.97
Monrovia	51.50
Monterey Park	16.67
Pasadena	33.28
Pomona	43.25
Rosemead	12.69
San Dimas	22.17
San Gabriel	29.29
Sierra Madre	10.73
South Monrovia Island	53.27
South Pasadena	18.26
Temple City	11.24
Vincent	86.80
Walnut	21.31
West Covina	31.18
West Valinda	57.49

2023 Average mosquitoes per trap

Average of Total Mosquitoes by latitude and longitude



2023 Year Total

Total Mosquitoes	Traps Set	Avg Mosq Per Trap
34485	1168	29.70

Fig. 3 The chart on the left depicts the average amount of mosquitoes collected per trap by sampling location and city/community. The map displays these trapping location averages while the size of the bubbles on the map reflects the relative abundance of mosquitoes caught in each trap.

Invasive Aedes Surveillance

Invasive *Aedes* mosquitoes have been collected from the cities of Alhambra, Arcadia, Baldwin Park, Bradbury, Covina, Duarte, El Monte, Glendora, La Puente, Monterey Park, Pasadena, Pomona, Rosemead, Sierra Madre, South Pasadena, Walnut, and West Covina. Abundance for these invasive species has remained in the single digit collections and are non-actionable. In previous mosquito seasons we have collected invasive *Aedes* mosquitoes from each city within our coverage area so we anticipate these low abundance collections. We will be mobilizing our control efforts once abundance reaches our pre-determined threshold of 10 invasive *Aedes* collected from a single trap/night.

Enhanced Surveillance

Five enhanced surveillance activities were performed between weeks 27 and 30. Three events occurred around a positive cluster of mosquito pools and dead birds around the Covina Park area. We have been performing additional surveillance around the adulticiding activities in the Covina Park area to monitor the effectiveness of those treatments. Two additional surveillance events were performed in response to continual high trap counts and repeated positive WNV samples.



San Gabriel Valley Mosquito & Vector Control District Surveillance Department Report Disease Weeks 27 - 30 | July 2 – July 29

Three enhanced activities were performed around Covina Park and nearby Covina residential areas. In week 27 we deployed traps to identify the “bounce-back” effect naturally seen from adult mosquito control as a final evaluation of an adulticiding event performed in week 25. Analysis from the five weeks of surveillance depicted an insufficient effect on the mosquito population and in response we modified our treatment protocol to include two consecutive nights of adulticiding. In week 29, pre-adulticiding traps were deployed to collect baseline information in and around the area of the treatment, totaling 12 trap sites. In week 30, the 2 night treatment took place and as a post-adulticiding evaluation of the event the 12 identified trap sites were re-visited. While additional analysis is underway, including identifying the “bounce-back” effect if any in the treatment area, initial results show a 67% reduction of biting adult mosquitoes within the treatment area. See Fig. 4 for a depiction of Week 30 trap results.

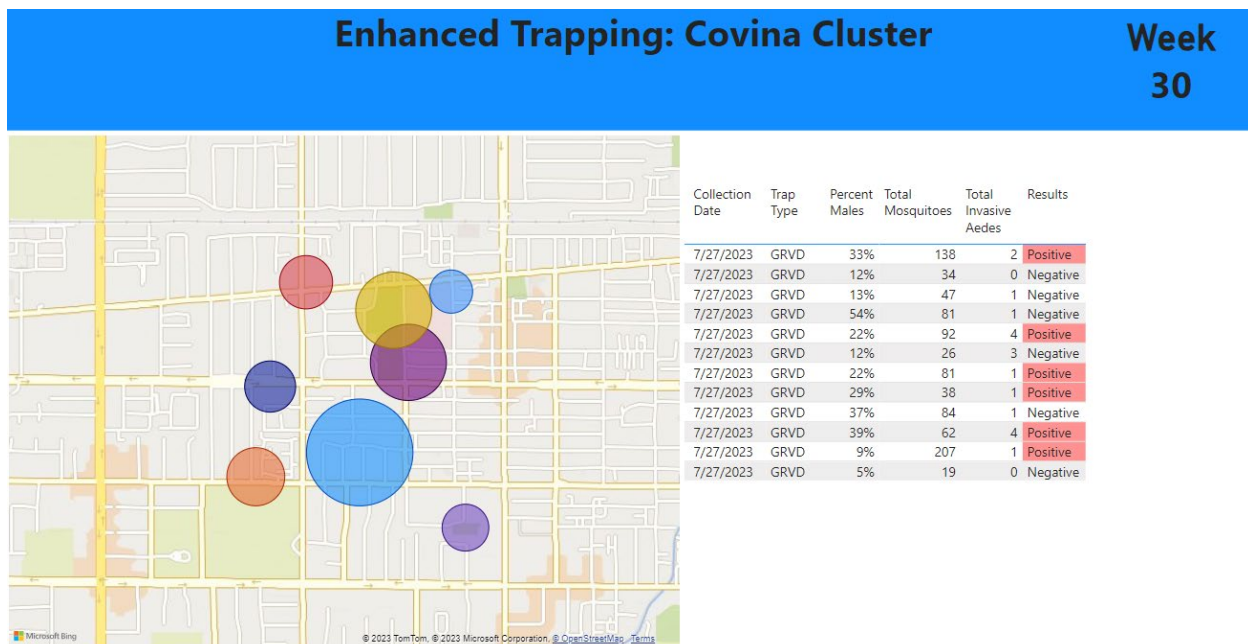


Fig. 4 The above image is modified from the districts Surveillance Report from week 30. The map on the left depicts the approximate area around our eight trap sites. The chart on the right reflects the results from those trap and nearby control sites. The results column refers to WNV status of the samples.

One enhanced activity occurred in week 28 which included setting five traps in and around Kahler Russel Park in the city of Covina. This activity was in response to previously collected positive mosquito samples and high trap collections. This resulted in WNV positive mosquito collections from all five trap sites. These results have aided our operations specialists to target previously unknown mosquito breeding habitats.

An additional enhanced activity was performed in week 29 in the area around Hollenbeck Park in the city of Covina. This activity was in response to continued WNV positive activity and identified a



San Gabriel Valley Mosquito & Vector Control District Surveillance Department Report Disease Weeks 27 - 30 | July 2 – July 29

previously unidentified wash where mosquito breeding was taking place. We will continue to follow up at our routine surveillance site and perform additional surveillance as needed through the season.

Black Fly Surveillance

CO₂ traps targeting black flies were set during Weeks 27-30. Between two and four dry ice baited CO₂ traps were set weekly to monitor black fly abundance in relation to local breeding sources.

Reported below are the high trap counts, at or exceeding 200 black flies from a single trap, for this reporting period:

Site name	# of adult black flies	Week #
Tall Pine Dr.	690	27
Hicrest Rd.	288	28
Tal Pine Dr.	402	29

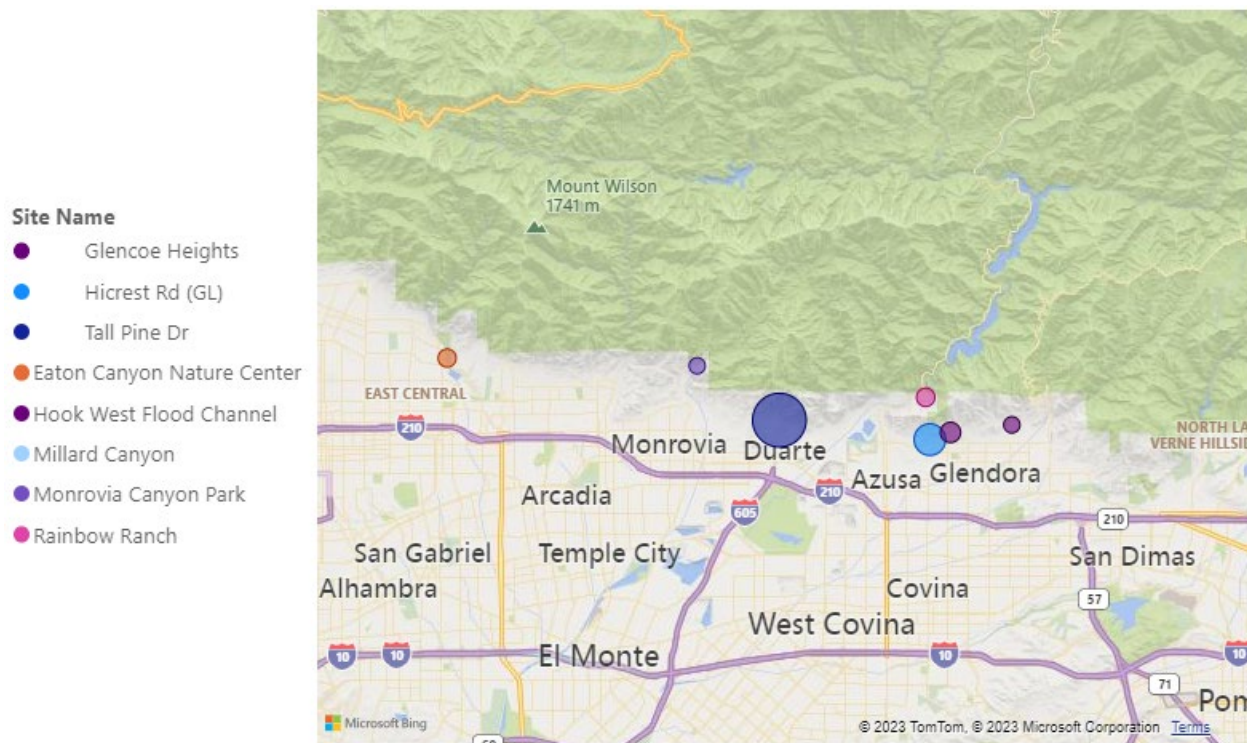


Fig. 5 Black fly trap locations for weeks 27-30. All trap locations shown were positive for black flies. The size of the bubbles on the map reflects the relative abundance of black flies caught at each site.



San Gabriel Valley Mosquito & Vector Control District Surveillance Department Report Disease Weeks 27 - 30 | July 2 – July 29

Arbovirus Activity

As of week 22, the first WNV positive bird sample was collected within our district boundaries and our first positive mosquito sample was tested in week 23.

To note, all samples discussed are tested for West Nile Virus (WNV), Saint Louis Encephalitis (SLE) and Western Equine Encephalitis (WEE). Unless otherwise noted, testing “positive” refers to WNV testing.

Mosquitoes are tested in groups, routinely of 20-50 individuals, to test for the presence of virus. These groups of mosquito samples are referred to as a mosquito “pool”.

The following are the weekly results from the districts arbovirus testing:

- Week 27: 0 out of 2 birds and 5 out of 20 pools tested positive
 - 3 positive mosquito pools in response to the adulticiding activity, 2 from routine surveillance
- Week 28: 0 out of 2 birds and 7 out of 33 pools tested positive
 - 5 positive mosquito pools in response to high trap counts and previous WNV activity, 2 from routine surveillance
- Week 29: 10 out of 29 pools tested positive
 - 3 positive mosquito pools were detected as a pre-adulticiding measurement around the Covina Park area, 2 in response to consistent high trap counts around Hollenbeck Park in Covina and 5 from routine surveillance
- Week 30: 13 out of 36 pools tested positive
 - 3 positive mosquito pools were detected as a post-adulticiding measurement around the Covina Park area and 10 from routine surveillance

For our current reporting period:

- 118 mosquito pools have been tested, 35 of which have tested positive for WNV
 - In 2023, we have tested 443 mosquito pools with 52 positives
 - At this time in 2022, 702 mosquito pools were tested with 27 positives
- 4 birds have been collected and tested, 0 of which tested positive for WNV
 - In 2023, we have tested 24 bird samples with 7 positives
 - At this time in 2022, 22 bird samples had been tested with 1 positive sample

Director’s Note

As previously noted, with our increased surveillance and mosquito sampling protocols we have reported more WNV positive mosquito samples than in previous mosquito seasons. While initially this will place us outside of our typical 5-year averages, the details we collect from these activities will allow us to quantify the amount of virus within a given area instead of just detecting its presence. This will be a



San Gabriel Valley Mosquito & Vector Control District
Surveillance Department Report
Disease Weeks 27 - 30 | July 2 – July 29

continual process that will necessitate more WNV detections and modified surveillance techniques but will better align our practices with national guidelines.



San Gabriel Valley Mosquito & Vector Control District Surveillance Department Report Disease Weeks 31 - 34 | July 30 – August 26

Mosquito Surveillance Activities

Routine mosquito surveillance continued through weeks 31-34 using Gravid, BG Sentinel 2 and carbon dioxide (CO2) trap types. An average of 56 traps were deployed each week while total abundance ranged from 3261-4366 mosquitoes per week. The average number of mosquitos caught per trap ranged from 57.6-74.0 during this time frame.

Average Mosquitoes Per Trap

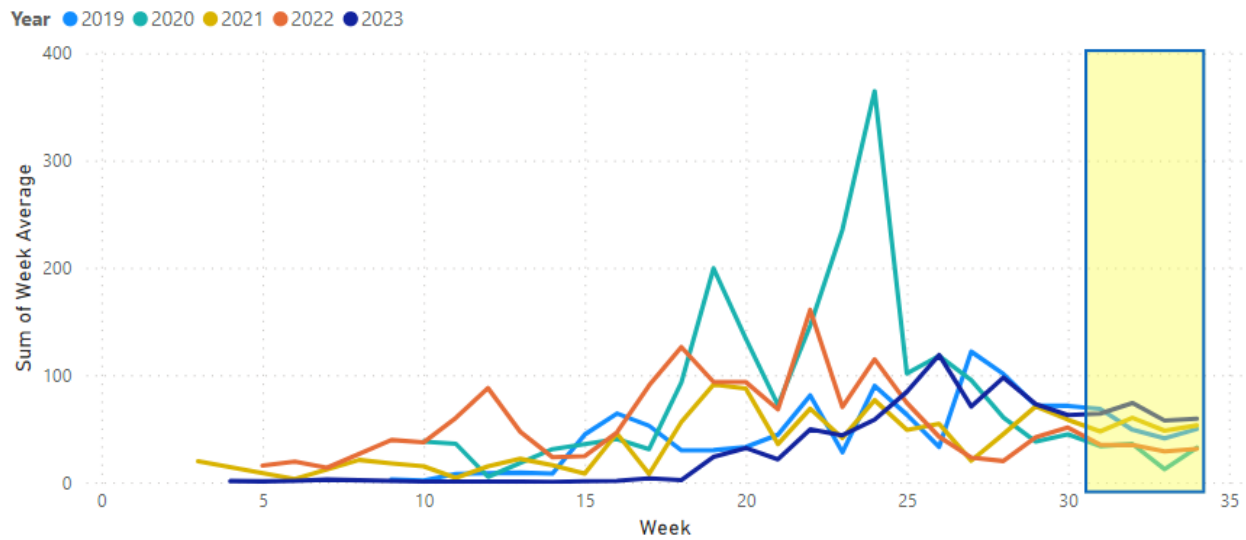


Fig. 1 Average mosquito counts for years 2019 through 2023. Highlighted are weeks thirty-one through thirty-four.

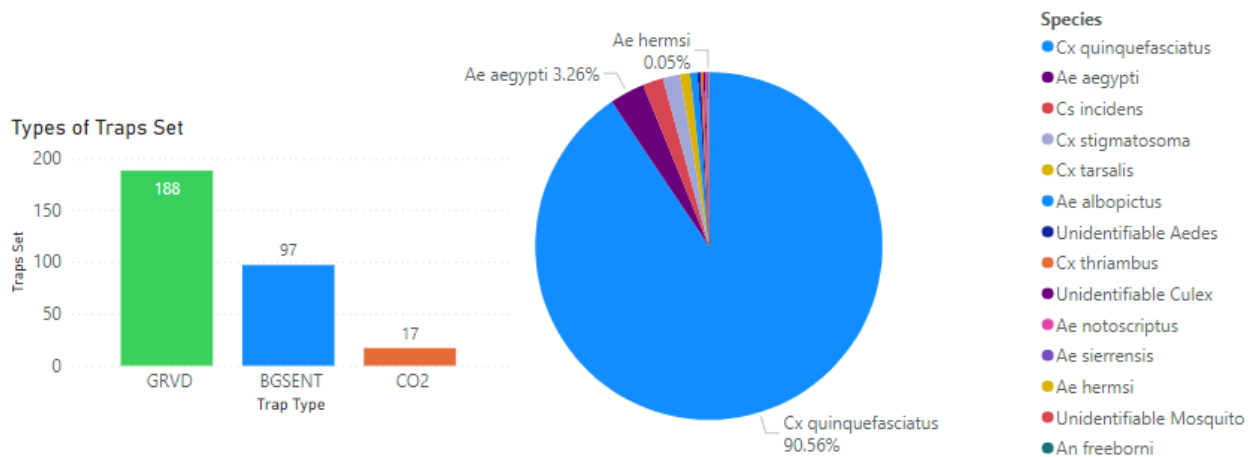
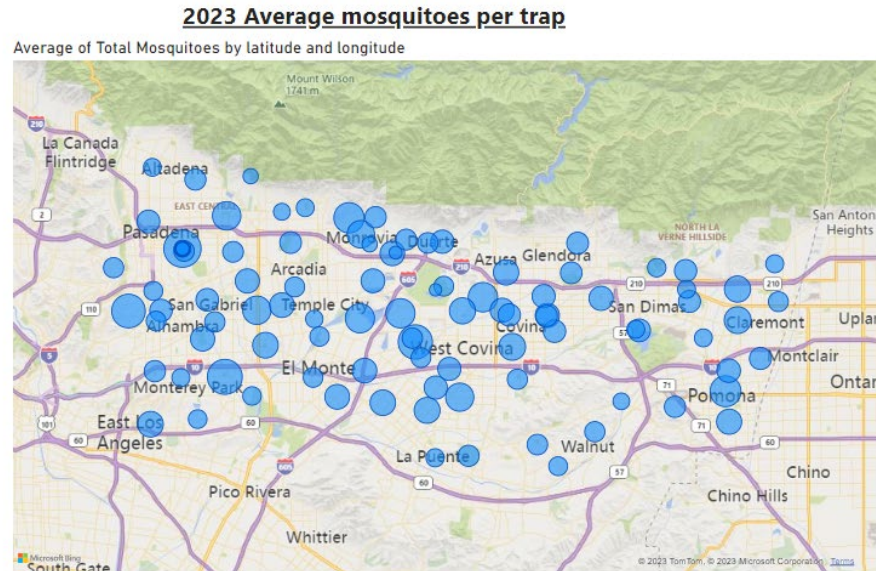


Fig. 2 The bar chart depicts the total number/types of traps set while the pie chart the total percentage of mosquitoes collected during the current reporting period. Species listed on the far right are sorted from high to low as a function of total proportion.



San Gabriel Valley Mosquito & Vector Control District Surveillance Department Report Disease Weeks 31 - 34 | July 30 – August 26

Community/City	Avg Mosq Per trap
Alhambra	31
Altadena	22
Arcadia	63
Azusa	63
Baldwin Park	32
Bradbury	29
Claremont	23
Covina	41
Duarte	34
East San Gabriel	53
El Monte	28
Glendora	36
Industry	22
Irwindale	44
La Puente	56
La Verne	17
Monrovia	59
Monterey Park	27
Pasadena	42
Pomona	44
Rosemead	25
San Dimas	30
San Gabriel	34
Sierra Madre	12
South Pasadena	23
Temple City	16
Walnut	25
West Covina	35



2023 Year Total		
Total Mosquitoes	Traps Set	Avg Mosq Per Trap
48258	1385	35

Fig. 3 The chart on the left depicts the average amount of mosquitoes collected per trap by sampling location and city/community. The map displays these trapping location averages while the size of the bubbles on the map reflects the relative abundance of mosquitoes caught at each site.

Invasive *Aedes* Surveillance

As of this reporting period, the District has identified invasive *Aedes* mosquitoes throughout the reporting region per our seasonal norm. When *Aedes* spp. populations exceed our “high trap” parameters, 10 individuals in Gravid traps or 15 in BG Sentinels, a treatment response is activated. Additionally, when abundance exceeds these parameters or elevated risk levels are detected, *Aedes* spp. samples are screened for virus as a precautionary response.

Four enhanced surveillance activities have been directed towards invasive *Aedes* surveillance, two due to high trap collections and two in response to travel related Dengue infections.

Enhanced Surveillance

10 enhanced surveillance activities were performed between weeks 31 and 34. A detailed breakdown of each week’s activities are included below.



San Gabriel Valley Mosquito & Vector Control District Surveillance Department Report Disease Weeks 31 - 34 | July 30 – August 26

- Week 31, an adulticiding event took place in the residential and business areas in proximity to Covina Park in the city of Covina. This prompted an enhanced surveillance activity to identify any areas adult mosquitoes may still pose a problem in the aftermath of the treatment. 12 traps were deployed and 12 mosquito pools were collected.

- Week 32, three enhanced surveillance activities took place this week in response to: repeated mosquito West Nile Virus positive samples, a high trap collection of *Aedes* mosquitoes and two West Nile Virus positive human cases from the same location. In total, 15 traps were deployed for these activities and 13 mosquito pools were collected.

- Week 33, three enhanced surveillance activities took place in response to: a West Nile Virus positive human case, a travel related Dengue virus case and a high trap count request from operations. In total, 15 traps were deployed, 24 mosquito pools were collected for West Nile Virus testing and 5 samples were collected for Dengue testing.

- Week 34, three enhanced surveillance activities took place in response to: a West Nile Virus positive human case, a re-inspection for a travel related Dengue virus case and a travel related Dengue virus case. In total, 13 traps were deployed, 11 mosquito pools were collected for West Nile Virus testing and 11 samples for Dengue testing.

Black Fly Surveillance

CO2 traps targeting black flies were set during Weeks 31-34. Between four and five dry ice baited CO2 traps were set weekly to monitor black fly abundance in relation to local breeding sources.

Reported below are the high trap counts, at or exceeding 200 black flies from a single trap, for this reporting period:

Site name	# of adult black flies	Week #
Tall Pine Dr.	318	32
Hicrest Rd.	202	32



San Gabriel Valley Mosquito & Vector Control District Surveillance Department Report Disease Weeks 31 - 34 | July 30 – August 26

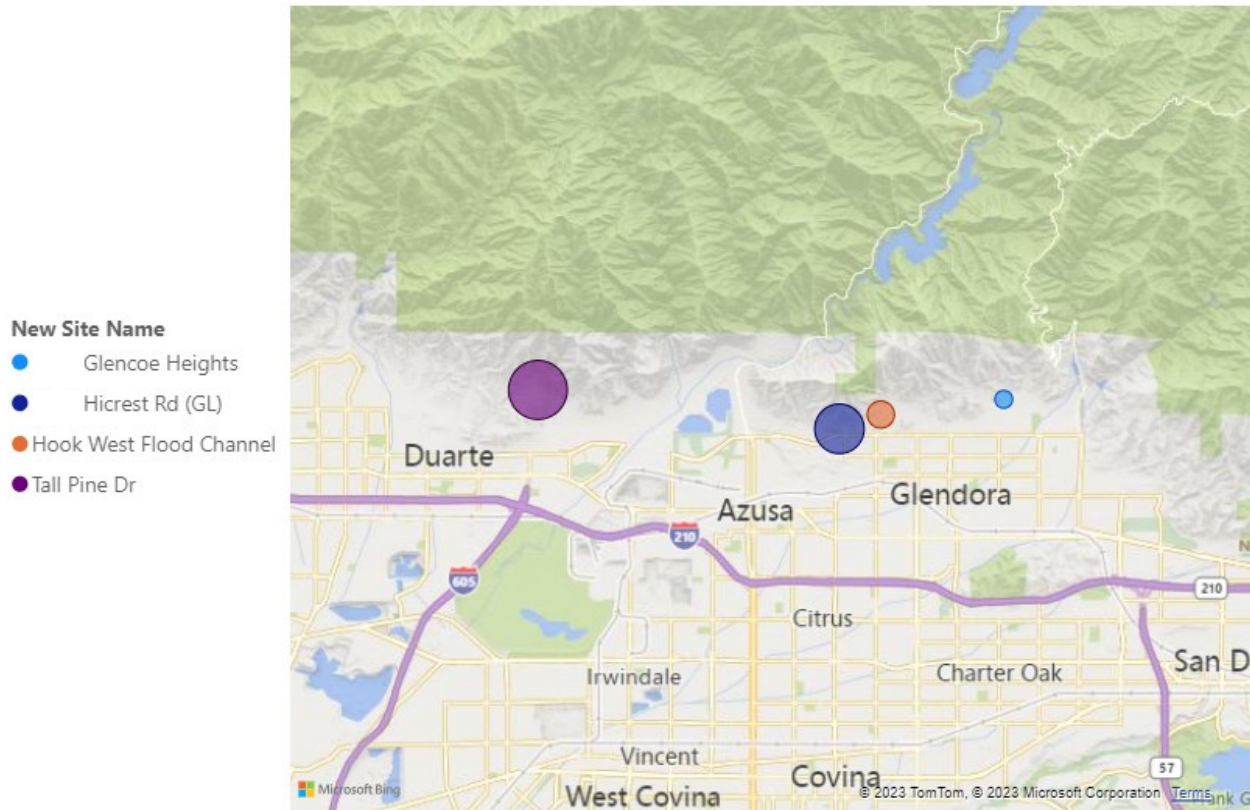


Fig. 4 Black fly trap locations for week 32. All trap locations shown were positive for black flies. The size of the bubbles on the map reflects the relative abundance of black flies caught at each site.

Arbovirus Activity

As of week 22, the first West Nile Virus positive bird sample was collected within our District boundaries and our first positive mosquito sample was identified in week 23. The first human detection of West Nile Virus for 2023 was reported to the District in week 32 and lastly the first travel related Dengue case was also reported to the District in week 32.

To note, a majority of the samples discussed are tested for West Nile Virus (WNV), Saint Louis Encephalitis (SLE) and Western Equine Encephalitis (WEE). Unless otherwise noted, testing “positive” refers to WNV testing. In specific instances, *Aedes* mosquitoes will be tested for Dengue virus (DENV) Chikungunya virus (CHIKV) and Zika virus (ZIKV).

Mosquitoes are tested in groups, routinely of 20-50 individuals, to test for the presence of virus. These groups of mosquito samples are referred to as a mosquito “pool”. *Aedes* mosquitoes are tested in lower quantities to aid in identifying local transmission.



San Gabriel Valley Mosquito & Vector Control District Surveillance Department Report Disease Weeks 31 - 34 | July 30 – August 26

The following are the weekly results from the District's arbovirus testing:

- Week 31: 1 out of 3 birds and 23 out of 39 pools tested positive
 - 10 positive mosquito pools were detected in response to a previous adulticiding activity and 13 were collected from routine surveillance
- Week 32: 0 out of 2 birds and 24 out of 49 pools tested positive
 - 9 positive mosquito pools were detected in response to enhanced activities and human case investigations while 15 were collected from routine surveillance
- Week 33: 1 out of 1 bird and 21 out of 60 pools tested positive while 0 out of 5 *Aedes* pools tested positive for DENV
 - 9 positive mosquito pools were detected in response to enhanced activities and human case investigations while 12 were collected from routine surveillance
- Week 34: 19 out of 48 pools tested positive while 0 out of 3 *Aedes* pools tested positive for DENV
 - 8 positive mosquito pools were detected in response to a human case investigation and 11 were collected from routine surveillance

For our current reporting period:

- 204 mosquito pools have been tested, 87 of which have tested positive for WNV
 - In 2023, we have tested 583 mosquito pools with 139 positives
 - At this time in 2022, 890 mosquito pools were tested with 98 positives
- 6 birds have been collected and tested, 2 of which tested positive for WNV
 - In 2023, we have tested 32 bird samples with 9 positives
 - At this time in 2022, 14 bird samples had been tested with 2 positive samples

Director's Note

In this reporting period, the surveillance department began making strides towards quantifying the relative amount of WNV within localized areas. While the detection of WNV in routine surveillance provides vital operational information, quantifying the relative risk of transmission allows our teams to prioritize specific cases as the season continues. This quantification necessitates increased mosquito sampling and increased reporting, but this extra layer of detail allows for an expedited response time in areas of highest risk.

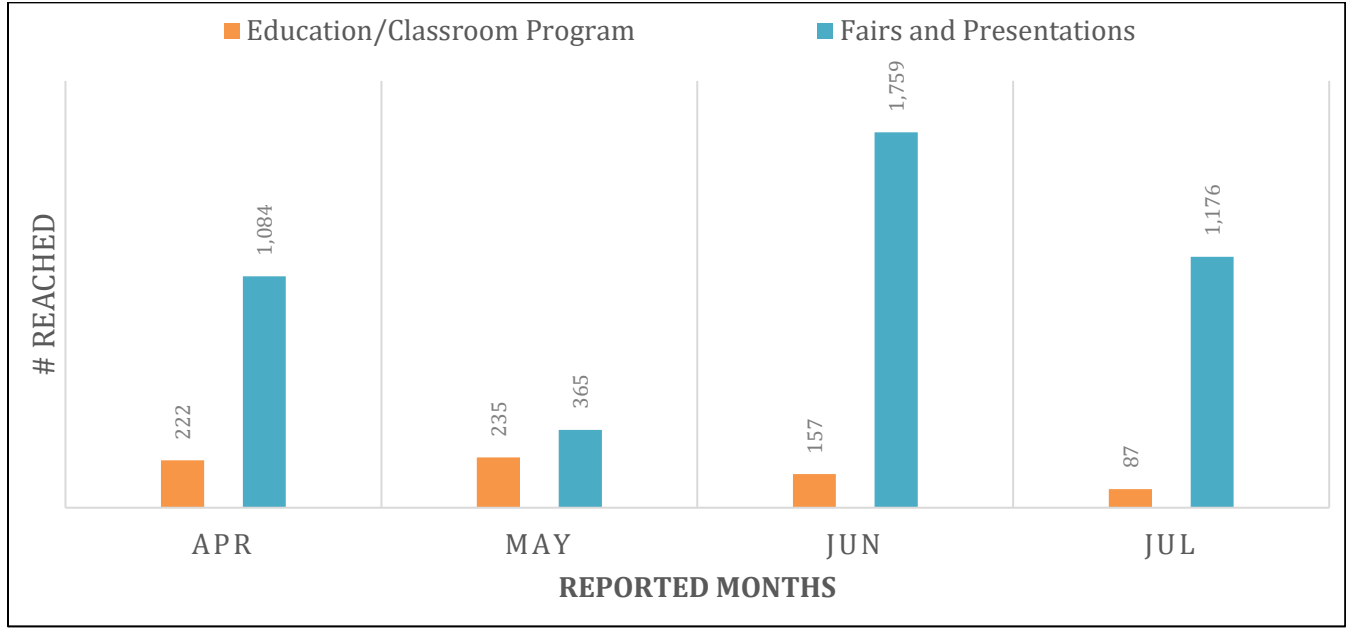
Additionally, the District continues to work with the Los Angeles County Department of Public Health to lower the risk of locally transmitted mosquito-borne disease. Human infection data that is collected and managed by the county is shared with the District to help direct resources in the most effective way possible. In response to both locally acquired and travel related infection data, the District initiates enhanced neighborhood support through targeted surveillance, investigation, and community outreach.

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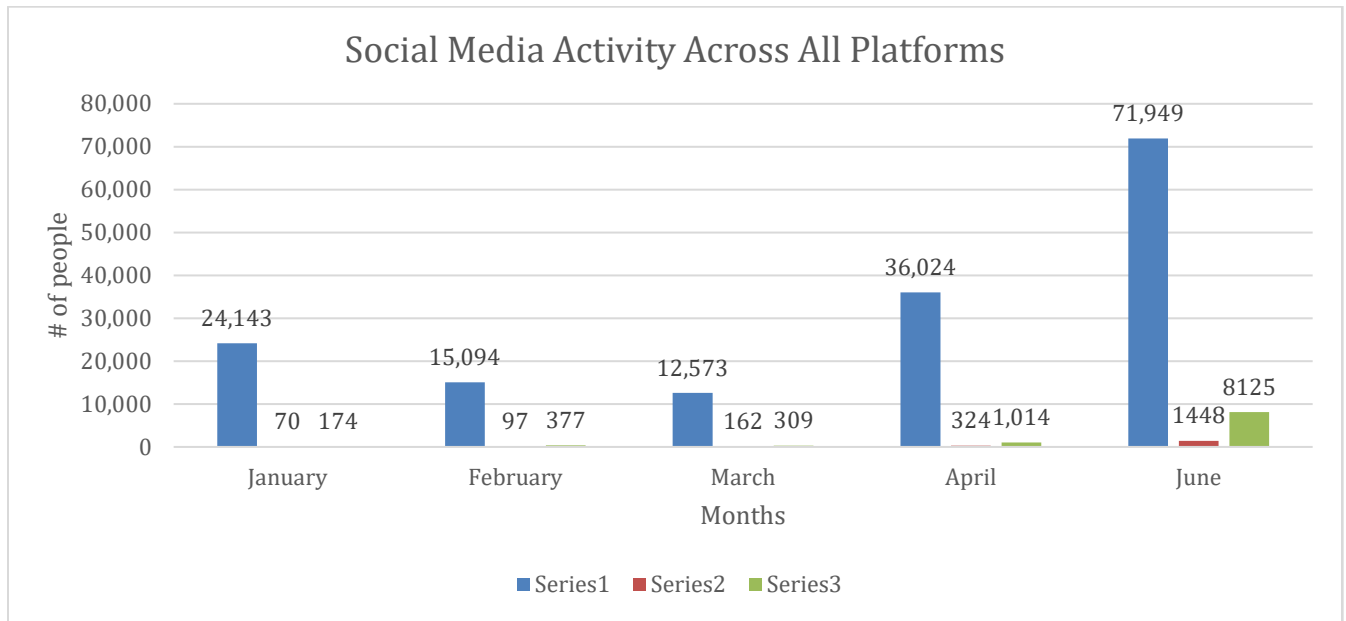
San Gabriel Valley Mosquito & Vector Control District Communications Department Report Disease Weeks 27-30 | July 2 – July 29

Outreach Activities:



Digital Key Performance Indicators (KPIs):

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





San Gabriel Valley Mosquito & Vector Control District Communications Department Report Disease Weeks 27-30 | July 2 – July 29

Digital Response Support

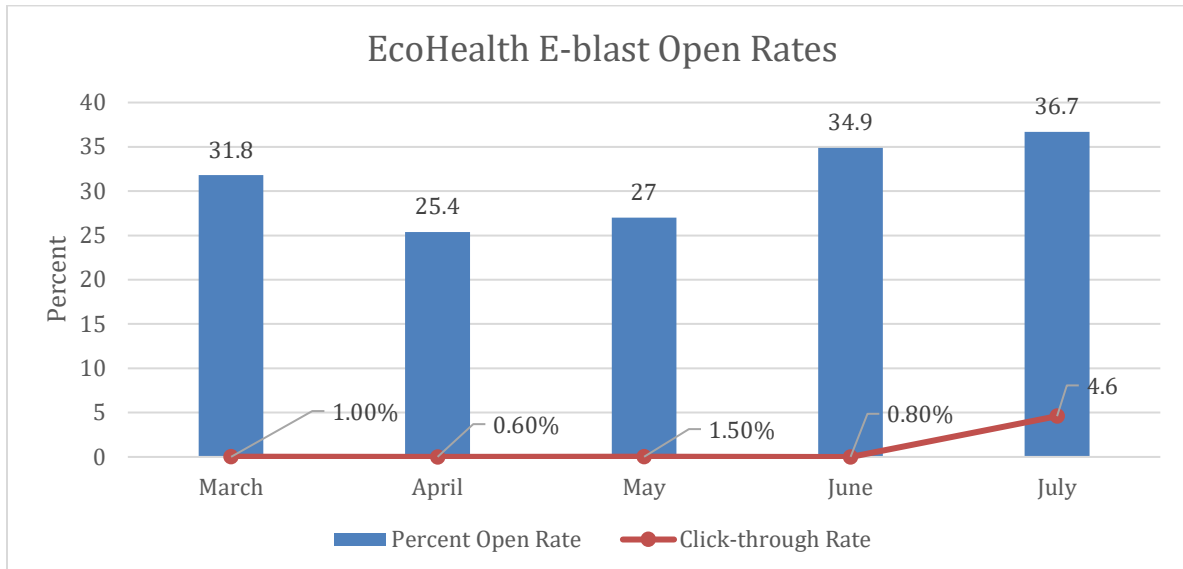
- Continued mosquito campaign after the rain.
- Midge awareness in Spring and Summer months.



EcoHealth
Vector Education



1. Data in Education (Fiscal YTD)



EcoHealth

- Completed New G.R.I.D. video – a collaboration with Ramona Convent Secondary School Drama students and posted on website.
- Operation Mosquito G.R.I.D. and Vector Inspector Programs get new teacher sign-ups as well as returning teachers.
- Citizen Science Kit assembly in full swing.

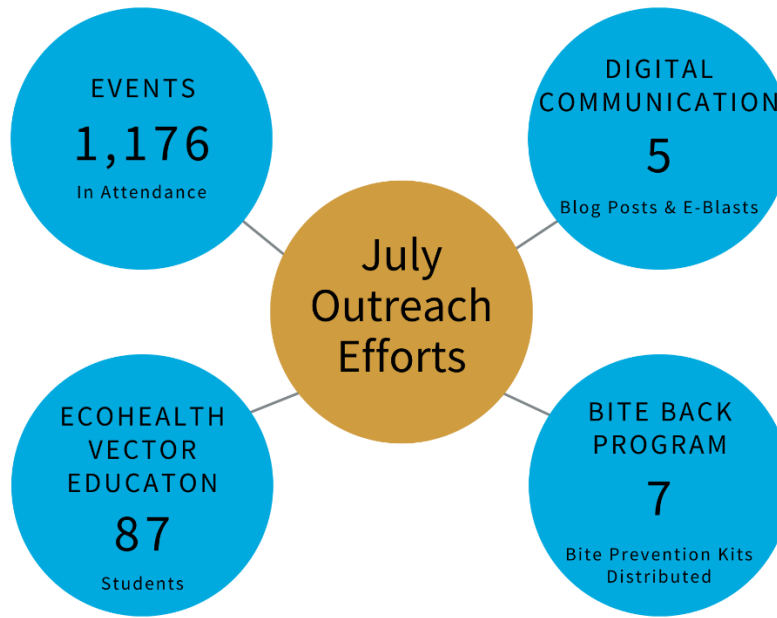
Newsletter

- Open rate: **36.7%**
- Click rate: **4.6%**



San Gabriel Valley Mosquito & Vector Control District Communications Department Report Disease Weeks 27-30 | July 2 – July 29

General Outreach



Digital Marketing

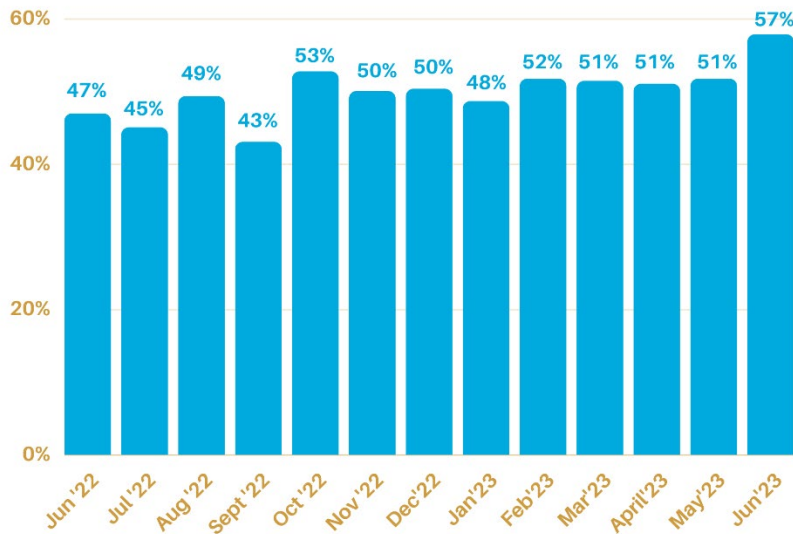
Blog posts and e-blasts

- Created Short Bites Monthly blog post & e-blast for July
- Created General Notification Short Bites Monthly e-blast for July
- Edited draft & created July EcoHealth Newsletter on Mailchimp
- Created July Ecohealth Newsletter Resume Your Search e-blast



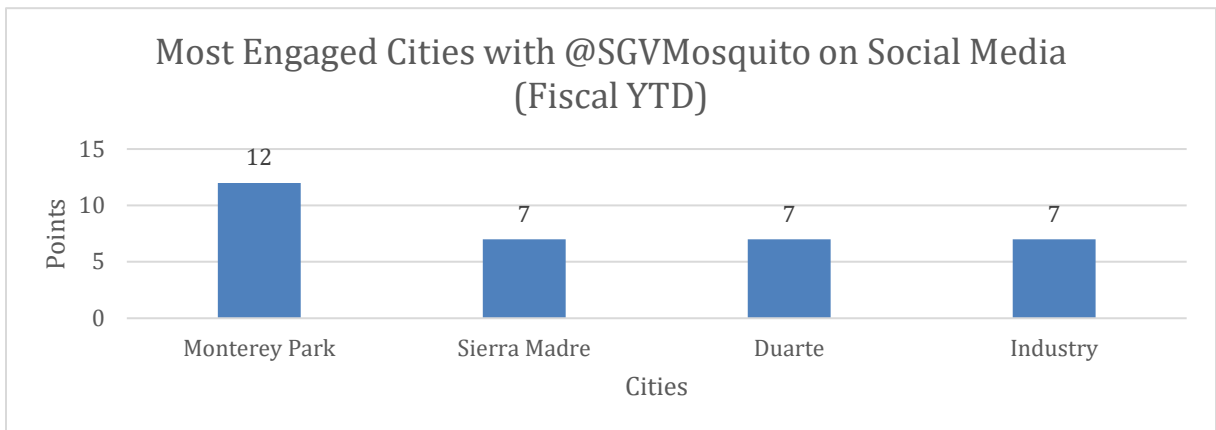
San Gabriel Valley Mosquito & Vector Control District
 Communications Department Report
 Disease Weeks 27-30 | July 2 – July 29

**SHORT BITES MONTHLY:
 OPEN RATE %**



Short Bites Monthly data will be sent on the last Monday of each month. This month's data will appear in the next board report.

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,*



San Gabriel Valley Mosquito & Vector Control District Communications Department Report Disease Weeks 27-30 | July 2 – July 29

3 Points - Champion Engagement: Post content from SGVMVCD, creating a collaborative post, tags @SGVMosquito

Social Media

- As part of Districts West Nile virus outreach social media push ads are activated to alert the public. This can result in higher than normal social media engagement.

Content Development

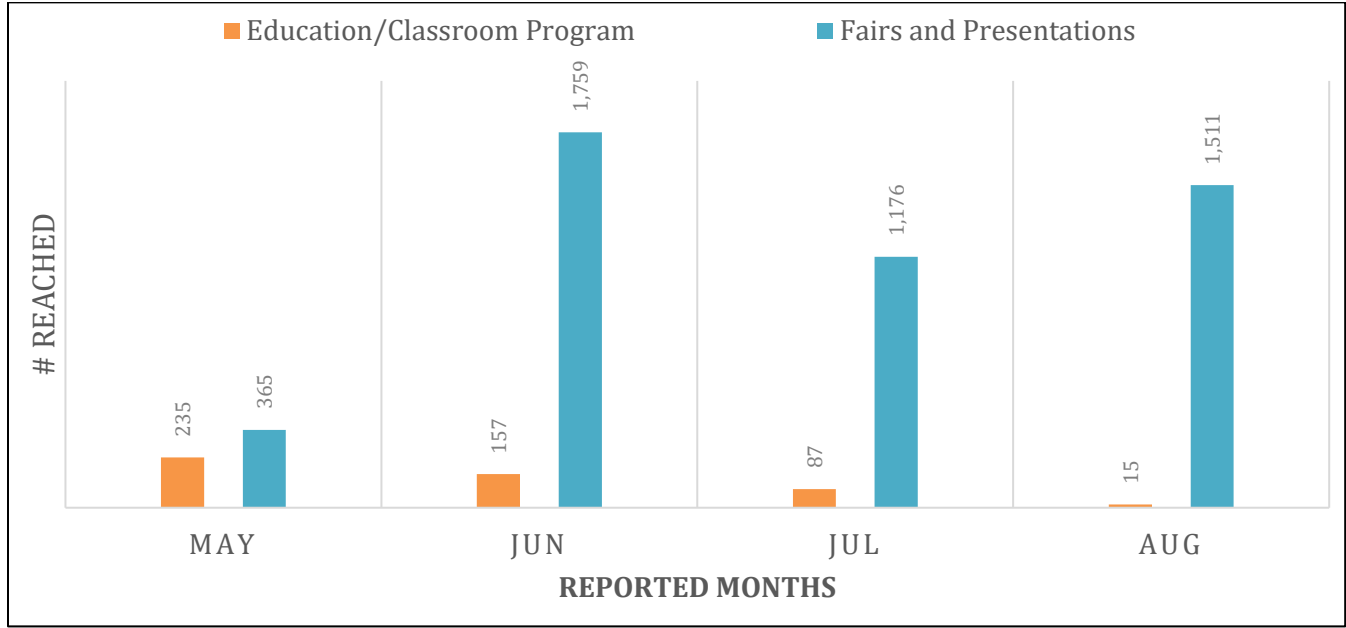
- Summer campaign is in full effect by pushing our two videos.
- Content will be focusing a lot on repellent use as we anticipate a high mosquito season

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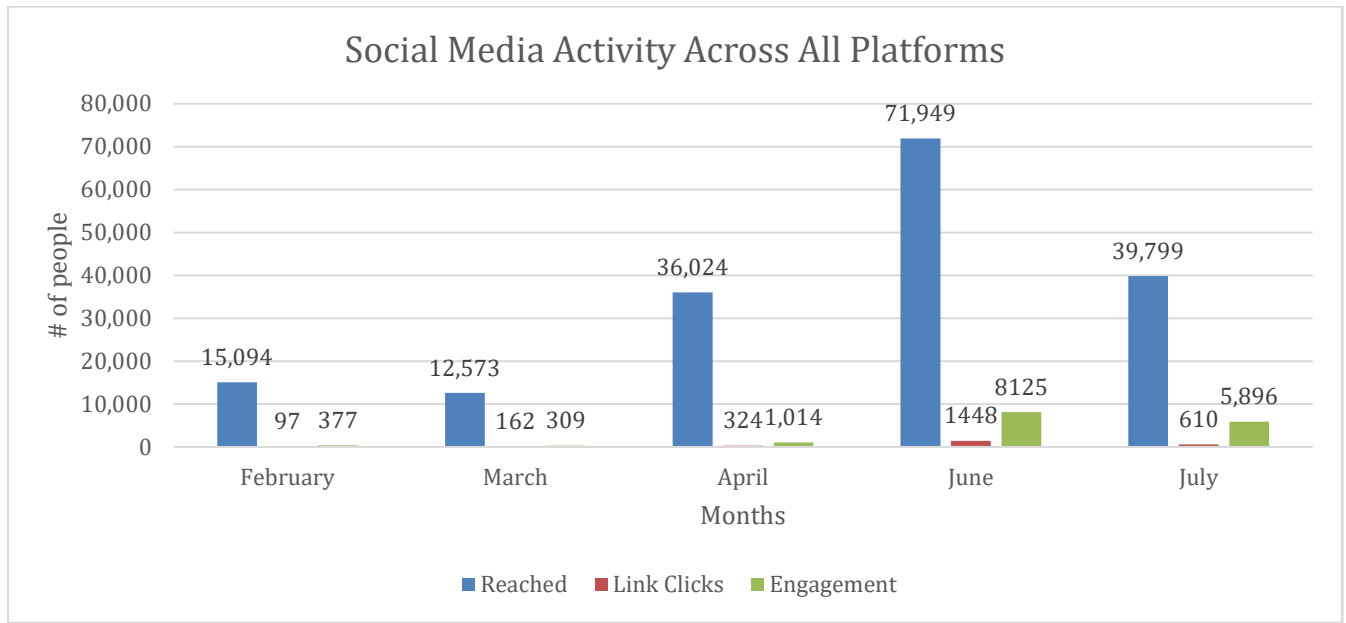
San Gabriel Valley Mosquito & Vector Control District Communications Department Report Disease Weeks 31-34 | July 30th – August 26th

Outreach Activities:



Digital Key Performance Indicators (KPIs):

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





San Gabriel Valley Mosquito & Vector Control District Communications Department Report Disease Weeks 31-34 | July 30th – August 26th

Digital Response Support

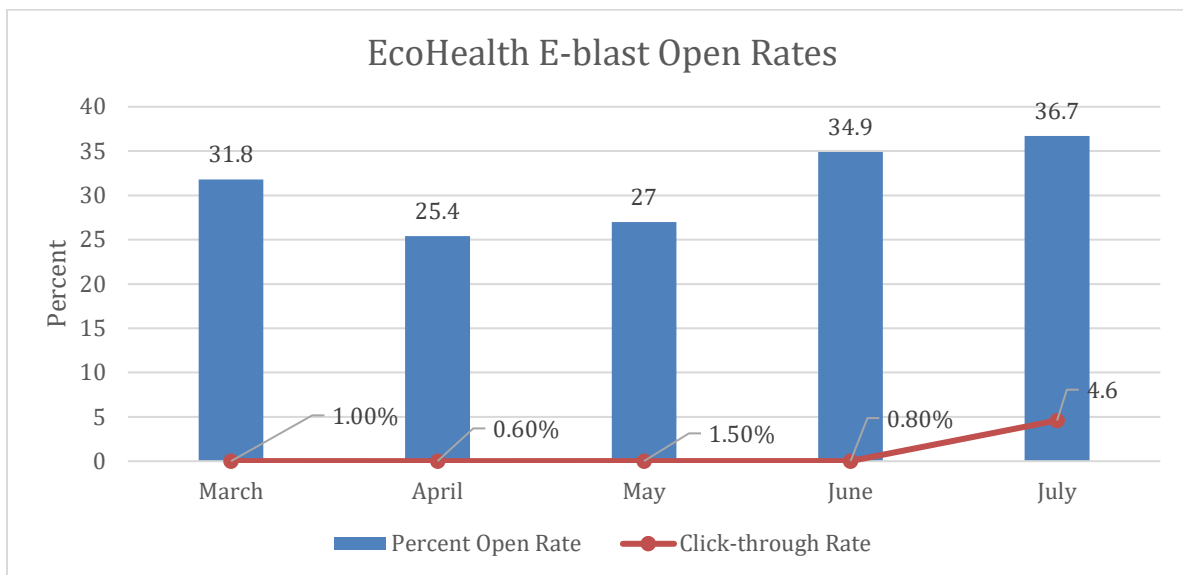
- Continued mosquito campaign after the rain.
- Midge awareness in Spring and Summer months.



EcoHealth
Vector Education



1. Data in Education (Fiscal YTD)



EcoHealth

- Education Specialists facilitated a Professional Development for Garvey School District 15 teachers. Survey results indicate:
 - 100% of teachers believe EcoHealth programs are relevant to their curriculum
 - 100% of teachers plan to use EcoHealth services in the future
- Operation Mosquito G.R.I.D. and Vector Inspector Programs get new teacher sign-ups as well as returning teachers.
- Sign-ups for Operation Mosquito G.R.I.D. and Vector Inspector Program ongoing.

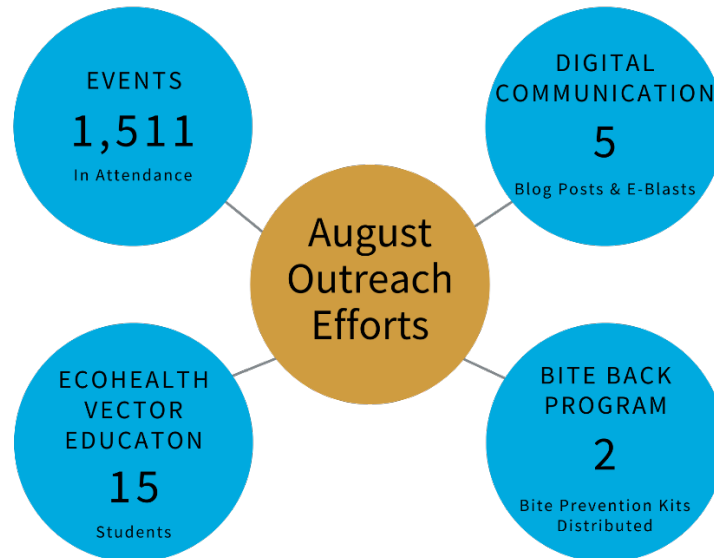
Newsletter

- The next EcoHealth newsletter will be published in November.



San Gabriel Valley Mosquito & Vector Control District Communications Department Report Disease Weeks 31-34 | July 30th – August 26th

General Outreach



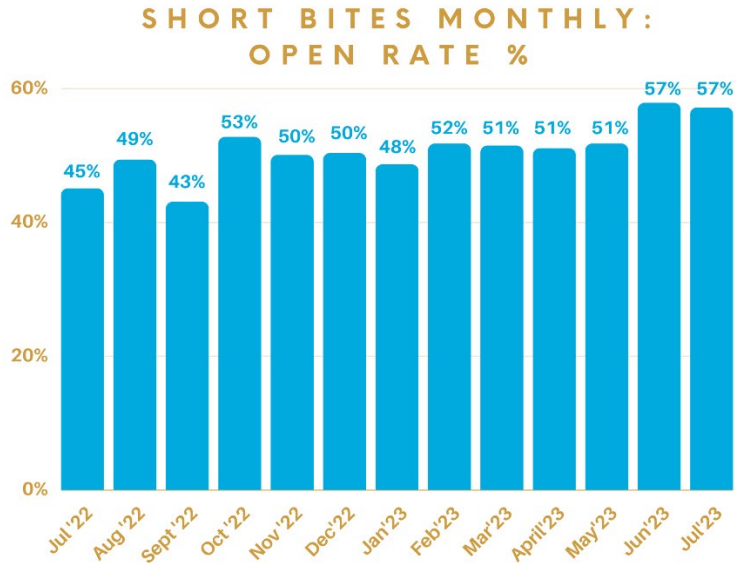
Digital Marketing

Blog posts and e-blasts

- Created Short Bites Monthly blog post & e-blast for August
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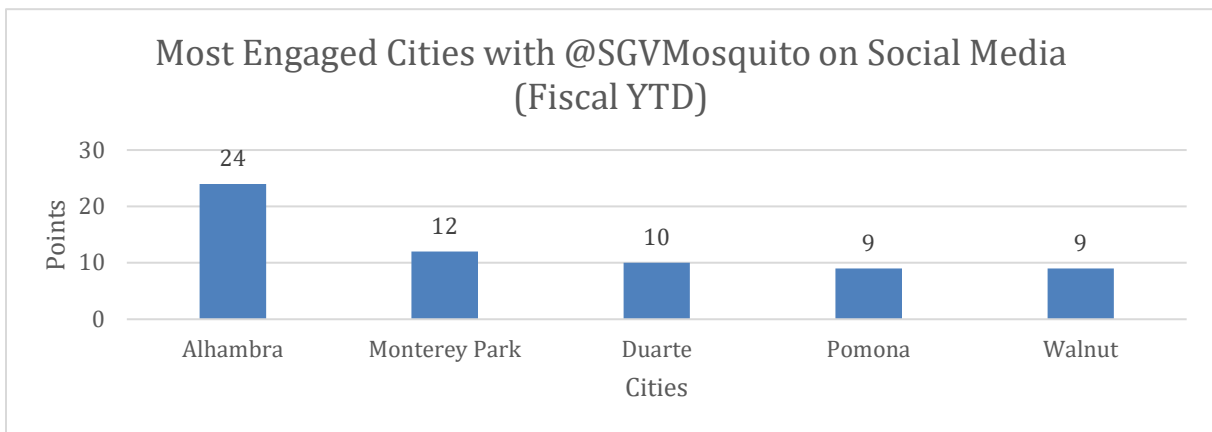


San Gabriel Valley Mosquito & Vector Control District
 Communications Department Report
 Disease Weeks 31-34 | July 30th – August 26th



Short Bites Monthly data will be sent on the last Monday of each month. This month's data will appear in the next board report.

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,*
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- 3 Points - Champion Engagement: Post content from SGVMVCD, creating a collaborative post, tags @SGVMosquito*



San Gabriel Valley Mosquito & Vector Control District Communications Department Report Disease Weeks 31-34 | July 30th – August 26th

Social Media

- As part of Districts West Nile virus outreach social media push ads are activated to alert the public. This can result in higher than normal social media engagement.
- The cities of Pomona, Rosemead, and Walnut have been very active in posting the District's content and creating their own.

Content Development

- Content will be focusing a lot on repellent use as we anticipate a high mosquito season
- Focused on Dump and Drain after the rain because of Tropical Storm Hilary

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San Gabriel Valley Mosquito & Vector Control District Treasurer's Report | June 2023

Treasurer's Report – June 2023 San Gabriel Valley Mosquito and Vector Control District

The attached Treasurer's Report is for June 2023.

The Total of All Funds Balance is \$5,593,942.09

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.


Lloyd A. Johnson (Aug 2, 2023 12:21 PDT)

Authorized Board of Trustee Member



San Gabriel Valley Mosquito & Vector Control District Treasurer's Report | June 2023

**San Gabriel Valley Mosquito and Vector Control District
Treasurer's Report (based on Balance Sheet Detail Activity Report,
Period 12, FY 2022-2023 received on July 1, 2023**

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Local Agency Investment Fund (LAIF)	3.17%	\$183,182.88	Interest Deposit	\$0.00 \$250,000.00	LAIF Statement (June 2023)	\$433,182.88

Maturity Date: Perpetual
Interest rate as of June 2023

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Los Angeles County Pool	3.81%	\$4,852,055.67	Interest Trust Warrant #734	\$12,208.20 (\$426,658.09)	ND 24 Per 12 ND 24 Per 12	\$4,437,605.78

Maturity Date: Perpetual
Interest rate as of June 2023

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
VCJPA Contingency Fund	1.45%	\$128,168.00	Interest Admin Fees	\$0.00 \$0.00	VCJPA Statement (March 2023)	\$128,168.00

Maturity Date: Perpetual
Interest rate as of January 2023

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Revolving Fund	\$200,000.00	Debit Activity-June 2023 Sweep Trust Warrant #734 Deposit-various Deposit-various	(\$1,049,389.32) \$598,856.52 \$426,658.09 \$23,874.71 \$982.49	CB Statement June 2023	\$200,982.49

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Sweep Account	\$587,653.13	Debit Activity-June 2023 Deposit	(\$598,856.52) \$405,206.33	CB Statement June 2023	\$394,002.94

Total Beginning Balance	\$5,951,059.68			Total End Balance	\$5,593,942.09
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8/2/2023



San Gabriel Valley Mosquito & Vector Control District Treasurer's Report | June 2023

August 11, 2023

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

SUBJECT: August 1, 2023 District Working Fund Balance

July 1, 2023 balance:	\$4,193,742.09
July 1 – July 31, 2023 expenditures:	\$362,128.98

August 1, 2023 Working Fund Balance:	\$3,831,613.11
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Respectfully Submitted:

A handwritten signature in black ink that reads "Jason Farned". The signature is written in a cursive, flowing style.

**Jason Farned
District Manager**

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San Gabriel Valley Mosquito & Vector Control District Treasurer's Report | July 2023

Treasurer's Report – July 2023 San Gabriel Valley Mosquito and Vector Control District

The attached Treasurer's Report is for July 2023.

The Total of All Funds Balance is \$4,853,397.58

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, written over a horizontal line. The signature is stylized and appears to be "P. Lopez A. Johnson".

Authorized Board of Trustee Member



San Gabriel Valley Mosquito & Vector Control District Treasurer's Report | July 2023

**San Gabriel Valley Mosquito and Vector Control District
Treasurer's Report (based on Balance Sheet Detail Activity Report,
Period 1, FY 2023-2024 received on August 1, 2023**

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Local Agency Investment Fund (LAIF)	3.30%	\$433,182.88	Interest Deposit	\$1,913.23	LAIF Statement (July 2023)	\$435,096.11

Maturity Date: Perpetual
Interest rate as of July 2023

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Los Angeles County Pool	3.81%	\$4,437,605.78	Interest Trust Warrant #735 Trust Warrant #736 JVDTFAC	\$15,452.45 (\$313,669.48) (\$457,070.87) \$65,888.99	ND 24 Per 1 ND 24 Per 1	\$3,748,206.87

Maturity Date: Perpetual
Interest rate as of July 2023

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
VCJPA Contingency Fund	1.45%	\$128,168.00	Pay WC Invoice Interest Admin Fees	(\$18,323.00) (\$382.00) (\$3.00)	VCJPA Statement (March 2023)	\$109,460.00

Maturity Date: Perpetual
Interest rate as of January 2023

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Revolving Fund	\$200,982.49	Debit Activity-July 2023 Sweep Trust Warrant #735 Trust Warrant #736 Deposit-various	(\$1,579,129.79) \$804,043.28 \$313,669.48 \$457,070.87 \$3,363.67	CB Statement July 2023	\$200,000.00

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Sweep Account	\$394,002.94	Debit Activity-July 2023 Deposit	(\$804,043.28) \$770,674.94	CB Statement July 2023	\$360,634.60

Total Beginning Balance	\$5,593,942.09	Total End Balance	\$4,853,397.58
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San Gabriel Valley Mosquito & Vector Control District Treasurer's Report | September 2023

September 8, 2023

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

SUBJECT: September 1, 2023 District Working Fund Balance

August 1, 2023 balance:	\$3,453,197.58
August 1 – August 31, 2023 expenditures:	\$1,061,807.95

September 1, 2023 Working Fund Balance:	\$2,391,389.63
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Respectfully Submitted:

A handwritten signature in black ink that reads "Jason Farned". The signature is written in a cursive, flowing style.

**Jason Farned
District Manager**

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June 28, 2023

To Whom It May Concern:

My firm represents Cari McCormick. Enclosed you will find an administrative charge, with exhibits, filed by Ms McCormick with the California Civil Rights Department, naming as respondents the California Public Employees' Retirement System, Lake County, and the State of California.

As the charge explains, Ms McCormick's claims concern how certain pension benefits are calculated and paid through CalPERS. Those claims are brought *on behalf of* a putative class of California public employees ("Plaintiff Class"). Those claims are brought *against* a putative class of California public entity employers who employed one or more members of the proposed plaintiff class ("Defendant Class"). Ms McCormick will propose that the State of California, as represented by the California Attorney General's Office, serve as class representative for the proposed Defendant Class.

We have reason to believe your public entity may have employed one or more members of the proposed Plaintiff Class, because your public entity contracts to pay pension benefits through CalPERS. For that reason, we are serving Ms McCormick's FEHA charge on your public entity pursuant to Government Code section 12962(b). In addition, to the extent the government claim presentation requirements may apply, we hereby present the enclosed charge as a government claim.

For more information, please see the enclosed charge.

Regards,

The logo for Aiman-Smith & Marcy Professional Corporation, identical to the one at the top of the page.

/s/ Brent A. Robinson

Counsel for Plaintiff Cari McCormick
bar@asmlawyers.com

Enclosures

**Civil Rights Department**

2218 Kausen Drive, Suite 100 | Elk Grove | CA | 95758
800-884-1684 (voice) | 800-700-2320 (TTY) | California's Relay Service at 711
calcivilrights.ca.gov | contact.center@calcivilrights.ca.gov

KEVIN KISH, DIRECTOR

June 8, 2023

Brent Robinson
Aiman-Smith & Marcy, 7677 Oakport Street, Suite 1150
Oakland, California 94621

RE: **Notice to Complainant's Attorney**
CRD Matter Number: 202306-20925508
Right to Sue: McCormick / California Public Employees' Retirement System et al.

Dear Brent Robinson:

Attached is a copy of your complaint of discrimination filed with the Civil Rights Department (CRD) pursuant to the California Fair Employment and Housing Act, Government Code section 12900 et seq. Also attached is a copy of your Notice of Case Closure and Right to Sue.

Pursuant to Government Code section 12962, CRD will not serve these documents on the employer. You must serve the complaint separately, to all named respondents. Please refer to the attached Notice of Case Closure and Right to Sue for information regarding filing a private lawsuit in the State of California. A courtesy "Notice of Filing of Discrimination Complaint" is attached for your convenience.

Be advised that the CRD does not review or edit the complaint form to ensure that it meets procedural or statutory requirements.

Sincerely,

Civil Rights Department

**Civil Rights Department**

2218 Kausen Drive, Suite 100 | Elk Grove | CA | 95758
800-884-1684 (voice) | 800-700-2320 (TTY) | California's Relay Service at 711
calcivilrights.ca.gov | contact.center@calcivilrights.ca.gov

June 8, 2023

RE: Notice of Filing of Discrimination Complaint

CRD Matter Number: 202306-20925508

Right to Sue: McCormick / California Public Employees' Retirement System et al.

To All Respondent(s):

Enclosed is a copy of a complaint of discrimination that has been filed with the Civil Rights Department (CRD) in accordance with Government Code section 12960. This constitutes service of the complaint pursuant to Government Code section 12962. The complainant has requested an authorization to file a lawsuit. A copy of the Notice of Case Closure and Right to Sue is enclosed for your records.

Please refer to the attached complaint for a list of all respondent(s) and their contact information.

No response to CRD is requested or required.

Sincerely,

Civil Rights Department

**Civil Rights Department**

2218 Kausen Drive, Suite 100 | Elk Grove | CA | 95758
800-884-1684 (voice) | 800-700-2320 (TTY) | California's Relay Service at 711
calcivilrights.ca.gov | contact.center@calcivilrights.ca.gov

June 8, 2023

Cari McCormick

RE: Notice of Case Closure and Right to Sue

CRD Matter Number: 202306-20925508

Right to Sue: McCormick / California Public Employees' Retirement System et al.

Dear Cari McCormick:

This letter informs you that the above-referenced complaint filed with the Civil Rights Department (CRD) has been closed effective June 8, 2023 because an immediate Right to Sue notice was requested.

This letter is also your Right to Sue notice. According to Government Code section 12965, subdivision (b), a civil action may be brought under the provisions of the Fair Employment and Housing Act against the person, employer, labor organization or employment agency named in the above-referenced complaint. The civil action must be filed within one year from the date of this letter.

To obtain a federal Right to Sue notice, you must contact the U.S. Equal Employment Opportunity Commission (EEOC) to file a complaint within 30 days of receipt of this CRD Notice of Case Closure or within 300 days of the alleged discriminatory act, whichever is earlier.

Sincerely,

Civil Rights Department

1 **COMPLAINT OF EMPLOYMENT DISCRIMINATION**
2 **BEFORE THE STATE OF CALIFORNIA**
3 **Civil Rights Department**
4 **Under the California Fair Employment and Housing Act**
5 **(Gov. Code, § 12900 et seq.)**

6 **In the Matter of the Complaint of**

7 Cari McCormick

CRD No. 202306-20925508

8 Complainant,

9 vs.

10 California Public Employees' Retirement System
11 Lincoln Plaza East 400 Q Street Room 1820
12 Sacramento, CA 95811

13 Lake County
14 255 North Forbes Street
15 Lakeport, CA 95453

16 State of California
17 c/o Attorney General Rob Bonta, Department of
18 Justice, P.O. Box 944255
19 Sacramento, CA 94244-2550

20 Respondents

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22
23 1. Respondent **California Public Employees' Retirement System** is an **employer** subject to
24 suit under the California Fair Employment and Housing Act (FEHA) (Gov. Code, § 12900 et
25 seq.).

26 2. Complainant is naming **Lake County** business as Co-Respondent(s).
27 Complainant is naming **State of California** business as Co-Respondent(s).

28 3. Complainant **Cari McCormick**, resides in the City of , State of .

4. Complainant alleges that on or about **June 1, 2023**, respondent took the following
adverse actions:

Complainant was discriminated against because of complainant's age (40 and over) and
as a result of the discrimination was denied equal pay, other.

1 **Additional Complaint Details:** See Exhibits A, B, and C attached hereto.

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1 VERIFICATION

2 I, **Brent A. Robinson**, am the **Attorney** in the above-entitled complaint. I have read
3 the foregoing complaint and know the contents thereof. The matters alleged are
4 based on information and belief, which I believe to be true.

5 On June 8, 2023, I declare under penalty of perjury under the laws of the State of
6 California that the foregoing is true and correct.

7 **San Francisco, CA**

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Date Filed: June 8, 2023

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EXHIBIT A

Exhibit A – Claim Narrative

Plaintiff Cari McCormick is an individual.

Defendants California Public Employees' Retirement System ("CalPERS"), State of California, and County of Lake are California governmental entities.

Plaintiff is ignorant of the true names or capacities of defendants named herein as Does 1 through 3,000, inclusive, and therefore identifies these defendants by these fictitious names. Each of the defendants named herein or designated as a Doe, is liable or in some manner legally responsible for the events alleged herein.

Plaintiff seeks to have the State of California, represented by the California Attorney General's Office, appointed to represent a defendant class, which includes all public entities that both employed one or more Plaintiffs, and are liable for employer-side retirement contributions for one or more Plaintiffs. A list of public entities believed to potentially be included within that defendant class, based on their listing as employers within the 2021-2022 Annual Comprehensive Financial Report published by CalPERS, is attached as Exhibit C.

Plaintiff refers to all defendants here collectively as "Defendants."

Plaintiff seeks to represent a plaintiff class of similarly situated persons. The class includes all persons who were employed by Defendants; who were at or over age 40 at the time they became members of the CalPERS system; who applied for and were granted ordinary disability retirement; whose retirement benefits are administered by CalPERS; and either (1) who have ever received disability retirement benefit payments pursuant to Government Code section 21423, who were over age 41 at membership in CalPERS, and who at retirement were credited with 18.518 or fewer years of actual service; or (2) who have ever received disability retirement benefit payments pursuant to Government Code section 21098, and who at retirement were credited with 24.691 or fewer years of actual service; or (3) who have ever received disability retirement benefit payments pursuant to Government Code section 21424, and who at retirement were credited with 29.629 or fewer years of actual service.

Plaintiff was employed by County of Lake; was over age 40 at membership in CalPERS; applied for and was granted ordinary disability retirement; receives benefits administered by CalPERS; and presently receives monthly disability benefit payments pursuant to one of the sections listed above. *See, generally, McCormick v. Public Employees' Retirement System* (2019) 41 Cal.App.5th 428.

Plaintiff refers to herself and the proposed plaintiff class collectively as "Plaintiffs."

At all relevant times, each of the Defendants was the agent of each of the remaining Defendants and, in doing the things alleged herein, was acting with the course and scope of such agency.

Exhibit A
Page 2

Each of the Defendants' actions or omissions as alleged herein was ratified by each of the remaining Defendants. Each of the acts or omissions of a Defendant's agents as alleged herein was ratified by that Defendant, as well as by each of the remaining Defendants. Each of the Defendants had knowledge of unlawful discrimination practiced upon its employees by the other Defendants, and failed to thereafter take all reasonable steps to prevent further discrimination against its employees. Each of the Defendants provided substantial assistance or encouragement to the other Defendants in the discrimination alleged here, and thereby caused harm to Plaintiff and the proposed class. Each of the Defendants had knowledge of the discrimination alleged here, and cooperated in that discrimination. For purposes of the discrimination alleged here, each of the Defendants was a joint employer and engaged in a joint venture, including by engaging in a combination of resources to carry out a single undertaking, with each having separate ownership interests in the joint undertaking, joint control, and an agreement to share profits and losses of that joint undertaking.

California law governs Plaintiffs' retirement benefits, and provides for ordinary disability retirement benefits for certain public employees such as Plaintiff who are rendered unable to do their job by any non-industrial long-term disability.

California law calculates such ordinary disability retirement benefits in a way that discriminates based on advanced age at membership. Government Code sections 21098, 21424, and 21423 each provides for younger employees to receive an ordinary disability retirement benefit equal to at least 33.333% of their final compensation. By contrast, older employees receive significantly reduced benefits, because those benefits are based on imputed years of service through age 60. For example, assume two state miscellaneous first-tier employees are otherwise identical, except that one was hired at age 18, the other at age 49. Each puts in 10 years of actual credited service, and each is forced to retire due to disabilities. The 18-year-old-at-hire will receive a benefit equal to 33.333% of his final compensation, because the formula gives him service credit as if he had worked without interruption through age 60. By contrast, the 49-year-old-at-hire will receive a benefit equal to just 19.8% under section 21423, with the difference in benefit amounts solely due to the older employee's advanced age.

Defendants are liable for disparate treatment. Defendants are qualifying employers, and employed Plaintiffs. Plaintiffs were over age 40 at membership. Defendants paid Plaintiffs reduced retirement benefits compared to employees younger at membership. Plaintiffs' age over 40 at membership was a substantial motivating factor in Defendants' determination and payment of the amount of Plaintiffs' disability retirement benefits. Plaintiffs have been harmed. Defendants' payment of reduced benefits to Plaintiffs is a substantial factor in causing them harm.

Defendants are also liable for pattern-or-practice of intentional discrimination. Discrimination is Defendants' standard operating procedure, rather than an unusual practice, and that standard operating procedure is a substantial factor in harming Plaintiffs.

Exhibit A
Page 3

Defendants are also liable for disparate impact. Defendants are qualifying employers, and employed Plaintiffs. Plaintiffs were over age 40 at membership. Defendants maintained a common policy or practice that has a disproportionate adverse effect on persons over age 40 at membership. Plaintiffs have been harmed. Defendants' policy or practice was a substantial factor in causing Plaintiffs' harm.

Defendants are also liable for their failure to prevent discrimination against Plaintiffs. Defendants knew or should have known of the above-alleged discrimination, and failed to take all reasonable steps necessary to prevent the same from occurring, thereby causing harm to Plaintiffs.

Defendants are also liable for breach of contract. At hiring, Defendants promised Plaintiffs future pay in exchange for present work, and Defendants' monthly retirement benefit payments are wages paid after the fact for Plaintiffs' years of labor. *See, e.g., Kern v. Long Beach* (1947) 29 Cal.2d 848, 850-852. The retirement benefit provisions at issue are contractual terms of class members' employment agreements: by those retirement provisions, Defendants promised class members future pay in exchange for present work, and once class members began performance, class members obtained a vested contractual right to the benefits Defendants had promised. *See, e.g., McGlynn v. State of California* (2018) 21 Cal.App.5th 548, 559.

Defendants maintained express written contractual terms of employment that provided for class members to be paid reduced retirement benefits based on their advanced ages at hiring. *See, Gov. Code* §§ 21098, 21424, 21423. Those terms of employment violate or are contrary to overriding state laws (*i.e.*, Gov. Code § 12940, subd. (a)) regulating such terms of employment, by providing for reduced compensation based solely on an employees' advanced age at hiring. To that extent, those terms of employment are contrary to superseding state law, they are illegal contractual terms, they are contrary to public policy, and they are therefore void. *See, Civil Code* § 1667. The unlawful terms of Plaintiffs' contracts with Defendants are severable, such that the illegal contract terms should be severed, and the balance of the contracts enforced. *Armendariz v. Found. Health Psychcare Servs., Inc.* (2000) 24 Cal.4th 83, 124. With illegal contractual terms severed, class members' contracts with the Defendants provide for class members to receive equal retirement benefits.

Alternately, FEHA's prohibition on age discrimination constitutes a contractual term of employment implied by operation of law into Plaintiffs' employment agreements with Defendants, such that Defendants were subject to a contractual duty to pay nondiscriminatory retirement benefits. *See, Castillo v. Express Escrow Company* (2007) 146 Cal.App.4th 1301, 1308 ("all laws in existence when the agreement was made become part of the contract"); *Anderson v. Time Warner Telecom of California* (2005) 129 Cal.App.4th 411, 418 ("All applicable laws are presumed to be known by the parties and to form a part of the agreement as if those laws were expressly referred to and incorporated."); *Coral Farms, L.P. v. Mahony* (2021) 63 Cal.App.5th 719, 731 ("The incorporation of current law into a contract is presumed and does not require a deliberate expression by the parties.").

Exhibit A
Page 4

The terms of Plaintiffs' employment contracts were sufficiently clear that the parties could understand what each was required to do, the parties exchanged consideration, and the parties agreed to terms. Plaintiffs did all, or substantially all, of the significant things their contracts required of them. Defendants failed to pay non-discriminatory benefits under the contracts, or paid discriminatory benefits in violation of the contracts. Plaintiffs were harmed. Defendants' breaches of contract were a substantial factor in causing Plaintiffs' harm.

The harm to Plaintiffs includes the loss of retirement benefits, the loss of additional amounts of money each would have received had he or she not suffered such unlawful discrimination, and harm in the form of humiliation, mental anguish, and emotional distress.

Defendants are also liable for prospective relief for violations of California's Equal Protection clause. Such relief includes declaratory relief, injunctive relief, and issuance of writs of mandamus and/or prohibition.

Thus, Defendants' unlawful policies and practices as alleged adversely affect, in a similar manner, a class of persons of which Plaintiff is a member, and raise substantial questions of law and fact that are common to that class. For those reasons, Plaintiff files this charge on behalf of a class of all others similarly situated, and seeks to represent the same.

EXHIBIT B

Exhibit B – Required Claim Information (Gov. Code § 910)

Name of Claimant:	Cari McCormick
Address of Claimant, and Address Where Notices re Claim Should Be Sent:	Cari McCormick c/o Brent A. Robinson Aiman-Smith & Marcy, PC 7677 Oakport Street, Suite 1150 Oakland, CA 94621
Date, Place, and Other Circumstances of the Occurrence or Transaction which Gave Rise to the Claim Asserted:	Following a decision in favor of Ms McCormick by the First District Court of Appeal in 2019, CalPERS granted Ms McCormick ordinary disability retirement. For additional information about facts giving rise to claim asserted, see Exhibit A.
A General Description of the Loss Incurred:	See Exhibit A for detailed factual narrative.
The Name or Names of the Public Employees Causing the Injury, Damage, or Loss, if Known:	Unknown.
The Amount Claimed If Less than \$10k:	The amount claimed exceeds \$10k.

Note: This Claim is presented on behalf of a class of similarly situated persons. Claimant is the proposed representative claimant. The class description is provided in Exhibit A.

EXHIBIT C

Exhibit C – List of Potential Defendants

1. South San Joaquin County Fire Authority
2. Central Fire Protection District of Santa Cruz County
3. California Intergovernmental Risk Authority
4. State of California
5. Alameda County Office of Education
6. Alpine County Office of Education
7. Amador County Office of Education
8. Butte County Office of Education
9. Calaveras County Office of Education
10. Colusa County Office of Education
11. Contra Costa County Office of Education
12. Del Norte County Office of Education
13. El Dorado County Office of Education
14. Fresno County Office of Education
15. Glenn County Office of Education
16. Humboldt County Office of Education
17. Imperial County Office of Education
18. Inyo County Office of Education
19. Kern County Office of Education
20. Kings County Office of Education
21. Lake County Office of Education
22. Lassen County Office of Education
23. Los Angeles County Office of Education
24. Madera County Office of Education
25. Marin County Office of Education
26. Mariposa County Office of Education
27. Mendocino County Office of Education
28. Merced County Office of Education
29. Modoc County Office of Education
30. Mono County Office of Education
31. Monterey County Office of Education
32. Napa County Office of Education
33. Nevada County Office of Education
34. Los Angeles Unified School District
35. Los Angeles Community College District
36. San Diego County Office of Education
37. Alpine County
38. Amador County
39. Butte County
40. Calaveras County
41. Colusa County

Exhibit C
Page 2

42. Del Norte County
43. El Dorado County
44. Glenn County
45. Humboldt County
46. Inyo County
47. Kings County
48. Lake County
49. Lassen County
50. Madera County
51. Mariposa County
52. Modoc County
53. Mono County
54. Monterey County
55. Napa County
56. Nevada County
57. Placer County
58. Plumas County
59. Riverside County
60. San Benito County
61. San Joaquin County
62. Santa Clara County
63. Santa Cruz County
64. Shasta County
65. Sierra County
66. Siskiyou County
67. Solano County
68. Sutter County
69. Tehama County
70. Trinity County
71. Tuolumne County
72. Yolo County
73. Yuba County
74. Adelanto
75. Agoura Hills
76. Alameda
77. Albany
78. Alhambra
79. Aliso Viejo
80. Alturas
81. American Canyon
82. Anaheim
83. Anderson
84. Angels

Exhibit C

Page 3

85. Antioch
86. Apple Valley
87. Arcadia
88. Arcata
89. Arroyo Grande
90. Artesia
91. Arvin
92. Atascadero
93. Atherton
94. Atwater
95. Auburn
96. Avalon
97. Avenal
98. Azusa
99. Bakersfield
100. Baldwin Park
101. Banning
102. Barstow
103. Beaumont
104. Bell
105. Bell Gardens
106. Bellflower
107. Belmont
108. Belvedere
109. Benicia
110. Berkeley
111. Beverly Hills
112. Biggs
113. Bishop
114. Blue Lake
115. Blythe
116. Bradbury
117. Brawley
118. Brea
119. Brentwood
120. Brisbane
121. Buellton
122. Buena Park
123. Burbank
124. Burlingame
125. Calabasas
126. Calexico
127. California City

Exhibit C

Page 4

128. Calimesa
129. Calipatria
130. Calistoga
131. Camarillo
132. Campbell
133. Canyon Lake
134. Capitola
135. Carlsbad
136. Carmel-By-The-Sea
137. Carpinteria
138. Carson
139. Cathedral City
140. Cerritos
141. Chico
142. Chino
143. Chowchilla
144. Chula Vista
145. Citrus Heights
146. Claremont
147. Clayton
148. Clearlake
149. Cloverdale
150. Clovis
151. Coachella City
152. Coalinga
153. Colfax
154. Colma
155. Colton
156. Colusa
157. Commerce
158. Compton
159. Concord
160. Corcoran
161. Corning
162. Corona
163. Coronado
164. Corte Madera
165. Costa Mesa
166. Cotati
167. Covina
168. Crescent City
169. Cudahy
170. Culver City

Exhibit C

Page 5

171. Cupertino
172. Cypress
173. Daly City
174. Dana Point
175. Davis
176. Del Mar
177. Del Rey Oaks
178. Delano
179. Desert Hot Springs
180. Diamond Bar
181. Dinuba
182. Dixon
183. Dos Palos
184. Downey
185. Duarte
186. Dublin
187. Dunsmuir
188. East Palo Alto
189. Eastvale
190. El Cajon
191. El Centro
192. El Cerrito
193. El Monte
194. El Segundo
195. Elk Grove
196. Emeryville
197. Encinitas
198. Escalon
199. Escondido
200. Etna
201. Eureka
202. Exeter
203. Fairfax
204. Fairfield
205. Farmersville
206. Fillmore
207. Firebaugh
208. Folsom
209. Fontana
210. Fort Bragg
211. Fortuna
212. Foster City
213. Fountain Valley

Exhibit C

Page 6

214. Fowler
215. Fremont
216. Fullerton
217. Galt
218. Garden Grove
219. Gardena
220. Gilroy
221. Glendale
222. Glendora
223. Goleta
224. Gonzales
225. Grand Terrace
226. Grass Valley
227. Greenfield
228. Gridley
229. Grover Beach
230. Guadalupe
231. Gustine
232. Half Moon Bay
233. Hanford
234. Hawaiian Gardens
235. Hawthorne
236. Hayward
237. Healdsburg
238. Hemet
239. Hercules
240. Hermosa Beach
241. Hesperia
242. Hidden Hills
243. Highland
244. Hillsborough
245. Hollister
246. Hughson
247. Huntington Beach
248. Huntington Park
249. Imperial
250. Imperial Beach
251. Indian Wells
252. Indio
253. Industry
254. Inglewood
255. Ione
256. Irvine

Exhibit C

Page 7

- 257. Irwindale
- 258. Jackson
- 259. Kerman
- 260. King City
- 261. Kingsburg
- 262. La Canada Flintridge
- 263. La Habra
- 264. La Habra Heights
- 265. La Mesa
- 266. La Mirada
- 267. La Palma
- 268. La Puente
- 269. La Quinta
- 270. La Verne
- 271. Laguna Beach
- 272. Laguna Hills
- 273. Laguna Niguel
- 274. Laguna Woods
- 275. Lake Elsinore
- 276. Lake Forest
- 277. Lakeport
- 278. Lakewood
- 279. Lancaster
- 280. Larkspur
- 281. Lathrop
- 282. Lawndale
- 283. Lemon Grove
- 284. Lemoore
- 285. Lincoln
- 286. Lindsay
- 287. Live Oak
- 288. Livermore
- 289. Livingston
- 290. Lodi
- 291. Loma Linda
- 292. Lomita
- 293. Lompoc
- 294. Long Beach
- 295. Loomis
- 296. Los Alamitos
- 297. Los Altos
- 298. Los Altos Hills
- 299. Los Banos

Exhibit C
Page 8

- 300. Los Gatos
- 301. Lynwood
- 302. Madera
- 303. Malibu
- 304. Mammoth Lakes
- 305. Manhattan Beach
- 306. Manteca
- 307. Marina
- 308. Martinez
- 309. Marysville
- 310. Maywood
- 311. Mendota
- 312. Menifee
- 313. Menlo Park
- 314. Merced
- 315. Mill Valley
- 316. Millbrae
- 317. Milpitas
- 318. Mission Viejo
- 319. Modesto
- 320. Monrovia
- 321. Montague
- 322. Montclair
- 323. Monte Sereno
- 324. Montebello
- 325. Monterey
- 326. Monterey Park
- 327. Moorpark
- 328. Moraga
- 329. Moreno Valley
- 330. Morgan Hill
- 331. Morro Bay
- 332. Mountain View
- 333. Mt. Shasta
- 334. Murrieta
- 335. Napa
- 336. National City
- 337. Needles
- 338. Nevada City
- 339. Newark
- 340. Newman
- 341. Newport Beach
- 342. Norco

Exhibit C
Page 9

- 343. Norwalk
- 344. Novato
- 345. Oakdale
- 346. Oakland
- 347. Oakley
- 348. Oceanside
- 349. Ojai
- 350. Ontario
- 351. Orange
- 352. Orange Cove
- 353. Orland
- 354. Oroville
- 355. Oxnard
- 356. Pacific Grove
- 357. Pacifica
- 358. Palm Desert
- 359. Palm Springs
- 360. Palmdale
- 361. Palo Alto
- 362. Palos Verdes Estates
- 363. Paradise
- 364. Paramount
- 365. Parlier
- 366. Pasadena
- 367. Paso Robles
- 368. Patterson
- 369. Perris
- 370. Petaluma
- 371. Pico Rivera
- 372. Piedmont
- 373. Pinole
- 374. Pismo Beach
- 375. Pittsburg
- 376. Placentia
- 377. Placerville
- 378. Pleasant Hill
- 379. Pleasanton
- 380. Pomona
- 381. Port Hueneme
- 382. Porterville
- 383. Portola
- 384. Portola Valley
- 385. Poway

Exhibit C
Page 10

- 386. Rancho Cordova
- 387. Rancho Cucamonga
- 388.
- 389. Rancho Mirage
- 390. Rancho Palos Verdes
- 391. Rancho Santa Margarita
- 392. Red Bluff
- 393. Redding
- 394. Redlands
- 395. Redondo Beach
- 396. Redwood City
- 397. Reedley
- 398. Rialto
- 399. Richmond
- 400. Ridgecrest
- 401. Rio Vista
- 402. Ripon
- 403. Riverbank
- 404. Riverside
- 405. Rocklin
- 406. Rohnert Park
- 407. Rolling Hills
- 408. Rolling Hills Estates
- 409. Rosemead
- 410. Roseville
- 411. Ross
- 412. Sacramento
- 413. Salinas
- 414. San Anselmo
- 415. San Bernardino
- 416. San Bruno
- 417. San Buenaventura
- 418. San Carlos
- 419. San Clemente
- 420. San Dimas
- 421. San Fernando
- 422. San Francisco 1
- 423. San Gabriel
- 424. San Jacinto
- 425. San Joaquin
- 426. San Jose
- 427. San Leandro
- 428. San Luis Obispo

Exhibit C
Page 11

- 429. San Marcos
- 430. San Marino
- 431. San Mateo
- 432. San Pablo
- 433. San Ramon
- 434. Sand City
- 435. Sanger
- 436. Santa Ana
- 437. Santa Barbara
- 438. Santa Clara
- 439. Santa Clarita
- 440. Santa Cruz
- 441. Santa Fe Springs
- 442. Santa Maria
- 443. Santa Monica
- 444. Santa Paula
- 445. Santa Rosa
- 446. Santee
- 447. Saratoga
- 448. Sausalito
- 449. Scotts Valley
- 450. Seal Beach
- 451. Seaside
- 452. Sebastopol
- 453. Selma
- 454. Shafter
- 455. Shasta Lake
- 456. Sierra Madre
- 457. Signal Hill
- 458. Simi Valley
- 459. Solana Beach
- 460. Soledad
- 461. Solvang
- 462. Sonoma
- 463. Sonora
- 464. South El Monte
- 465. South Gate
- 466. South Lake Tahoe
- 467. South Pasadena
- 468. South San Francisco
- 469. St. Helena
- 470. Stanton
- 471. Stockton

Exhibit C

Page 12

- 472. Suisun City
- 473. Sunnyvale
- 474. Susanville
- 475. Sutter Creek
- 476. Taft
- 477. Tehachapi
- 478. Temecula
- 479. Temple City
- 480. Thousand Oaks
- 481. Tiburon
- 482. Torrance
- 483. Tracy
- 484. Truckee
- 485. Tulare
- 486. Tulelake
- 487. Turlock
- 488. Tustin
- 489. Twentynine Palms
- 490. Ukiah
- 491. Union City
- 492. Upland
- 493. Vacaville
- 494. Vallejo
- 495. Vernon
- 496. Victorville
- 497. Villa Park
- 498. Visalia
- 499. Vista
- 500. Walnut
- 501. Walnut Creek
- 502. Wasco
- 503. Waterford
- 504. Watsonville
- 505. Weed
- 506. West Covina
- 507. West Hollywood
- 508. West Sacramento
- 509. Westlake Village
- 510. Westminster
- 511. Whittier
- 512. Wildomar
- 513. Williams
- 514. Willits

Exhibit C

Page 13

- 515. Willows
- 516. Windsor
- 517. Winters
- 518. Woodlake
- 519. Woodland
- 520. Woodside
- 521. Yorba Linda
- 522. Yountville
- 523. Yreka
- 524. Yuba City
- 525. Yucaipa
- 526. Yucca Valley
- 527. Academic Senate for California Community Colleges
- 528. Access Services Incorporated
- 529. Agoura Hills and Calabasas Community Center
- 530. Alameda Alliance for Health
- 531. Alameda Corridor Transportation Authority
- 532. Alameda County Fire Department
- 533. Alameda County Law Library
- 534. Alameda County Mosquito Abatement District
- 535. Alameda County Schools Insurance Group
- 536. Alameda County Transportation Commission
- 537. Alameda County Waste Management Authority
- 538. Alameda County Water District
- 539. Alliance of Schools for Cooperative Insurance Programs
- 540. Alpine Fire Protection District
- 541. Alpine Springs County Water District
- 542. Alta California Regional Center, Inc.
- 543. Alta Irrigation District
- 544. Altadena Library District
- 545. Amador County Transportation Commission
- 546. Amador Transit
- 547. Amador Water Agency
- 548. American Canyon Fire Protection District
- 549. American River Flood Control District
- 550. Anderson Cemetery District
- 551. Anderson Fire Protection District
- 552. Angiola Water District
- 553. Antelope Valley Mosquito and Vector Control District
- 554. Antelope Valley Schools Transportation Agency
- 555. Antelope Valley Transit Authority
- 556. Apple Valley Fire Protection District
- 557. Arbuckle-College City Fire Protection District

Exhibit C
Page 14

- 558. Arcade Creek Recreation and Park District
- 559. Arcata Fire Protection District
- 560. Area 12 Agency on Aging
- 561. Aromas Water District
- 562. Arrowbear Park County Water District
- 563. Arroyo Grande District Cemetery
- 564. Associated Students California State University San Bernardino
- 565. Associated Students Inc., California State University, Fullerton
- 566. Associated Students Incorporated of California State University East Bay
- 567. Associated Students Incorporated of California State University Stanislaus
- 568. Associated Students of California State University, Chico
- 569. Association of California Water Agencies
- 570. Association of California Water Agencies - Joint Powers Insurance Authority
- 571. Association of Monterey Bay Area Governments
- 572. Atascadero Cemetery District
- 573. Auburn Area Recreation and Park District
- 574. Auburn Public Cemetery District
- 575. Avila Beach Community Services District
- 576. Aztec Shops, Ltd.
- 577. Bard Water District
- 578. Bardsdale Cemetery District
- 579. Barstow Cemetery District
- 580. Bay Area Air Quality Management District
- 581. Bay Area Water Supply and Conservation Agency
- 582. Beach Cities Health District
- 583. Bear Mountain Recreation and Park District
- 584. Bear Valley Community Services District
- 585. Beaumont District Library
- 586. Beaumont-Cherry Valley Recreation and Park District
- 587. Beaumont-Cherry Valley Water District
- 588. Bella Vista Water District
- 589. Belmont Fire Protection District
- 590. Belmont-San Carlos Fire Department
- 591. Belvedere-Tiburon Library Agency
- 592. Benicia City Housing Authority
- 593. Berkeley Housing Authority
- 594. BETA Healthcare Group Risk Management Authority
- 595. Big Bear Area Regional Wastewater Agency
- 596. Big Bear City Airport District
- 597. Big Bear City Community Services District
- 598. Big Bear Municipal Water District
- 599. Bighorn-Desert View Water Agency
- 600. Black Gold Cooperative Library System

Exhibit C
Page 15

601. Blanchard/Santa Paula Public Library District
602. Blue Lake Fire Protection District
603. Bodega Bay Fire Protection District
604. Bolinas Community Public Utility District
605. Bolinas Fire Protection District
606. Bonita-Sunnyside Fire Protection District
607. Boron Community Services District
608. Borrego Springs Fire Protection District
609. Borrego Water District
610. Boulder Creek Fire Protection District
611. Branciforte Fire Protection District
612. Brannan-Andrus Levee Maintenance District
613. Broadmoor Police Protection District
614. Brooktrails Township Community Services District
615. Browns Valley Irrigation District
616. Buckingham Park County Water District
617. Buena Park Library District
618. Burney Basin Mosquito Abatement District
619. Burney Fire District
620. Burney Water District
621. Butte County Air Quality Management District
622. Butte County Association of Governments
623. Butte County Fair Association
624. Butte County In-Home Supportive Services Public Authority
625. Butte County Mosquito and Vector Control District
626. Butte Local Agency Formation Commission
627. Butte Schools Self-Funded Programs
628. Butte-Glenn Community College District
629. Byron-Bethany Irrigation District
630. Cabrillo College Foundation
631. Cachuma Operation and Maintenance Board
632. Cal Poly Corporation
633. Cal Poly Pomona Foundation, Inc.
634. Calaveras Council of Governments
635. Calaveras County Water District
636. Calaveras Public Utility District
637. California Association for Park and Recreation Indemnity
638. California Authority of Racing Fairs
639. California Bear Credit Union
640. California Central Valley Flood Control Association
641. California Fair Services Authority
642. California Fairs Financing Authority
643. California Firefighter's Joint Apprenticeship Committee

Exhibit C
Page 16

- 644. California Interscholastic Federation, Central Coast Section
- 645. California Interscholastic Federation, Central Section
- 646. California Interscholastic Federation, North Coast Section
- 647. California Interscholastic Federation, Northern Section
- 648. California Interscholastic Federation, Sac- Joaquin Section
- 649. California Interscholastic Federation, San Diego Section
- 650. California Interscholastic Federation, Southern Section
- 651. California Interscholastic Federation, State Office
- 652. California Joint Powers Insurance Authority
- 653. California Joint Powers Risk Management Authority
- 654. California Maritime Academy Foundation, Inc.
- 655. California Municipal Utilities Association
- 656. California Pines Community Services District
- 657. California Redevelopment Association Foundation
- 658. California School Boards Association
- 659. California Special Districts Association
- 660. California State University, Bakersfield Foundation
- 661. California State University, East Bay Foundation, Inc.
- 662. "California State University, Fresno Athletic Corporation"
- 663. California State University, Stanislaus Auxiliary and Business Services
- 664. California State University-Fresno Association, Inc.
- 665. Callayomi County Water District
- 666. Calleguas Municipal Water District
- 667. Camarillo Health Care District
- 668. Cambria Cemetery District
- 669. Cambria Community Healthcare District
- 670. Cambria Community Services District
- 671. Cameron Park Community Services District
- 672. Camrosa Water District
- 673. Capitol Area Development Authority
- 674. Carmel Area Wastewater District
- 675. Carmel Highlands Fire Protection District of Monterey County
- 676. Carmichael Water District
- 677. Carpinteria Sanitary District
- 678. Carpinteria Valley Water District
- 679. Casitas Municipal Water District
- 680. Castro Valley Sanitary District
- 681. Castroville Community Services District
- 682. Cawelo Water District
- 683. Cayucos Sanitary District
- 684. Cayucos-Morro Bay Cemetery District
- 685. Centerville Community Services District
- 686.

Exhibit C
Page 17

687. Central Basin Municipal Water District
688. Central Calaveras Fire and Rescue Protection District
689. Central Coast Water Authority
690. Central Contra Costa Solid Waste Authority
691. Central Contra Costa Transit Authority
692. Central County Fire Department
693. Central Marin Fire Authority
694. Central Marin Police Authority
695. Central Marin Sanitation Agency
696. Central Sierra Child Support Agency
697. Central Valley Regional Center, Inc.
698. Central Water District
699. Channel Islands Beach Community Services District
700. Chester Public Utility District
701. Chico Area Recreation and Park District
702. Children and Families Commission of San Luis Obispo County
703. Chino Basin Water Conservation District
704. Chino Basin Watermaster
705. Chino Valley Independent Fire District
706. Citrus Heights Water District
707. City/County Association of Governments of San Mateo County
708. Clear Creek Community Services District
709. Clearlake Oaks County Water District
710. Cloverdale Citrus Fair
711. Cloverdale Fire Protection District
712. Clovis Cemetery District
713. Coachella Valley Association of Governments
714. Coachella Valley Mosquito and Vector Control District
715. Coachella Valley Public Cemetery District
716. Coachella Valley Water District
717. Coalinga/Huron Unified School District Library District
718. Coalinga-Huron Cemetery District
719. Coalinga-Huron Recreation and Park District
720. Coast Life Support District
721. Coastal Developmental Services Fdn DBA Westside Regional Center
722. Coastside County Water District
723. Coastside Fire Protection District
724. Colfax Cemetery District
725. College of The Canyons Foundation
726. Colusa County One-Stop Partnership
727. Colusa Mosquito Abatement District
728. Community College League of California
729. Community Development Commission of Mendocino County

Exhibit C

Page 18

730. Compass Community Credit Union
731. Compton Creek Mosquito Abatement District
732. Compton Unified School District
733. Conejo Recreation and Park District
734. Connecting Point
735. Consolidated Mosquito Abatement District
736. Contra Costa Community College District
737. Contra Costa County Law Library
738. Contra Costa County Schools Insurance Group
739. Contra Costa Transportation Authority
740. Cooperative Organization for the Development of Employee Selection Procedures
741. Cooperative Personnel Services
742. Copperopolis Fire Protection District
743. Cordelia Fire Protection District of Solano County
744. Cordova Recreation and Park District
745. Corning Water District
746. Costa Mesa Sanitary District
747. Cosumnes Community Services District
748. Cottonwood Fire Protection District
749. Cottonwood Water District
750. CRA/LA, a Designated Local Authority
751. Crescent City Harbor District
752. Crescenta Valley Water District
753. Crestline Lake Arrowhead Water Agency
754. Crestline Village Water District
755. Crockett Community Services District
756. Cucamonga Valley Water District
757. Cutler Public Utility District
758. Cutler-Orosi Joint Powers Wastewater Authority
759. Cuyama Valley Recreation District
760. Dairy Council of California
761. Davis Cemetery District
762. De Luz Community Services District
763. Del Norte County Library District
764. Del Paso Manor Water District
765. Del Puerto Water District
766. Del Rey Community Services District
767. Delano Mosquito Abatement District
768. Delta Diablo
769. Delta Mosquito and Vector Control District
770. Denair Community Services District
771. Desert Water Agency
772. Diablo Water District

Exhibit C

Page 19

- 773. Diamond Springs/El Dorado Fire Protection District
- 774. Dixon Public Library District
- 775. Donald P. And Katherine B. Loker University
- 776. Student Union, Inc.
- 777. Dougherty Regional Fire Authority
- 778. Dublin San Ramon Services District
- 779. Durham Mosquito Abatement District
- 780. East Bay Dischargers Authority
- 781. East Bay Regional Park District
- 782. East Contra Costa Irrigation District
- 783. East County Schools Federal Credit Union
- 784. East Orange County Water District
- 785. East Palo Alto Sanitary District
- 786. East Quincy Services District
- 787. East Valley Water District
- 788. Eastern Municipal Water District
- 789. Eastern Sierra Transit Authority
- 790. Ebbetts Pass Fire Protection District
- 791. Edgemont Community Services District
- 792. El Dorado County Fire Protection District
- 793. El Dorado County Resource Conservation
- 794. District
- 795. El Dorado County Transit Authority
- 796. El Dorado County Transportation Commission
- 797. El Dorado County Water Agency
- 798. El Dorado Hills Community Services District
- 799. El Dorado Hills County Water District
- 800. El Dorado Irrigation District
- 801. El Dorado Local Agency Formation
- 802. Commission
- 803. Encina Wastewater Authority
- 804. Esparto Community Services District
- 805. Esparto Fire Protection District
- 806. Exeter District Ambulance
- 807. Fair Oaks Recreation & Park District
- 808. Fair Oaks Water District
- 809. Fairfield-Suisun Sewer District
- 810. Fall River Valley Community Services District
- 811. Fallbrook Public Utility District
- 812. Far Northern Coordinating Council on
- 813. Developmental Disabilities
- 814. Feather River Air Quality Management District
- 815. Feather River Recreation and Park District

Exhibit C
Page 20

- 816. Feather Water District
- 817. Felton Fire Protection District
- 818. Fern Valley Water District
- 819. Florin County Water District
- 820. Florin Resource Conservation District Elk
- 821. Grove Water District
- 822. Fontana Unified School District
- 823. Foothill Municipal Water District
- 824. Foothill-De Anza Community College District
- 825. Foresthill Public Utility District
- 826. Forestville Water District
- 827. Fort Bragg Fire Protection Authority
- 828. Foundation for California Community Colleges
- 829. Foundation for Grossmont and Cuyamaca
- 830. Colleges
- 831. Fresno City Housing Authority
- 832. Fresno County Housing Authority
- 833. Fresno County Law Library
- 834. Fresno Westside Mosquito Abatement District
- 835. Fruitridge Fire Protection District
- 836. Fulton-El Camino Recreation and Park District
- 837. Garden Valley Fire Protection District
- 838. Georgetown Divide Public Utility District
- 839. Georgetown Divide Resource Conservation
- 840. Georgetown Fire Protection District
- 841. Gilsizer County Drainage District
- 842. Glendale College, Associated Students of
- 843. Glendale Community College District
- 844. Glenn County Mosquito and Vector Control
- 845. Gold Coast Transit
- 846. Gold Ridge Fire Protection District
- 847. Gold Ridge Resource Conservation District
- 848. Golden Gate Bridge Highway and
- 849. Transportation District
- 850. Golden Hills Community Services District
- 851. Golden Sierra Job Training Agency
- 852. Goleta Sanitary District
- 853. Goleta Water District
- 854. Goleta West Sanitary District
- 855. Granada Community Services District
- 856. Graton Community Services District
- 857. Graton Fire Protection District
- 858. Great Basin Unified Air Pollution Control

Exhibit C
Page 21

- 859. Greater Anaheim Special Education Local Plan
- 860. Area
- 861. Greater Los Angeles County Vector Control
- 862. Greater Vallejo Recreation District
- 863. Green Valley County Water District
- 864. Gridley Biggs Cemetery District
- 865. Grossmont Healthcare District
- 866. Groveland Community Services District
- 867. Gualala Community Services District
- 868. Hacienda La Puente Unified School District
- 869. Hamilton Branch Fire Protection District
- 870. Happy Camp Sanitary District
- 871. Happy Homestead Cemetery District
- 872. Happy Valley Fire District
- 873. Hayward Area Recreation and Park District
- 874. Health Plan of San Joaquin
- 875. Heartland Communications Facility Authority
- 876. Heber Public Utility District
- 877. Helendale Community Services District
- 878. Helix Water District
- 879. Henry Miller Reclamation District No. 2131
- 880. Heritage Ranch Community Services District
- 881. Herlong Public Utility District
- 882. Hesperia Fire Protection District
- 883. Hesperia Unified School District
- 884. Hesperia Water District
- 885. Hidden Valley Lake Community Services District
- 886. Hi-Desert Water District
- 887. Higgins Area Fire Protection District
- 888. Hilton Creek Community Services District
- 889. Hopland Public Utility District
- 890. Housing Authority of the City of Alameda
- 891. Housing Authority of the City of Calexico
- 892. Housing Authority of the City of Eureka
- 893. Housing Authority of the City of Livermore
- 894. Housing Authority of the City of Los Angeles
- 895. Housing Authority of the City of Madera
- 896. Housing Authority of the City of San Buenaventura
- 897. Housing Authority of the City of San Luis Obispo
- 898. Housing Authority of the City of South San Francisco
- 899. Housing Authority of the County of Butte
- 900. Housing Authority of the County of Kern
- 901. Housing Authority of the County of Santa Cruz

Exhibit C
Page 22

902. Hub Cities Consortium
903. "Human Rights/Fair Housing Commission of the
904. City and County of Sacramento"
905. Humboldt Bay Fire Joint Powers Authority
906. Humboldt Bay Harbor Recreation and Conservation District
907. Humboldt Bay Municipal Water District
908. Humboldt Community Services District
909. Humboldt County Association of Governments
910. Humboldt Transit Authority
911. Humboldt Waste Management Authority
912. Idyllwild Fire Protection District
913. Independent Cities Association, Inc.
914. Indian Wells Valley Water District
915. Inland Counties Regional Center, Inc.
916. Inland Empire Health Plan
917. Inland Empire Resource Conservation District
918. Inland Empire Utilities Agency
919. Intergovernmental Training and Development Center
920. Inverness Public Utility District
921. Ironhouse Sanitary District
922. Irvine Ranch Water District
923. Isla Vista Recreation and Park District
924. Jackson Valley Irrigation District
925. Jamestown Sanitary District
926. Joshua Basin Water District
927. June Lake Public Utility District
928. Jurupa Area Recreation and Park District
929. Jurupa Community Services District
930. Kaweah Delta Water Conservation District
931. Kelseyville Fire Protection District
932. Kensington Community Services District
933. Kentfield Fire Protection District
934. Kenwood Fire Protection District
935. Kern County Council of Governments
936. Kern County Local Agency Formation Commission
937. Kern Health Systems
938. Kern River Valley Cemetery District
939. Kern-Tulare Water District
940. Kettleman City Community Services District
941. Kings County Area Public Transit Agency
942. Kings County Association of Governments
943. Kings County In-Home Supportive Services Public Authority
944. Kings Mosquito Abatement District

Exhibit C
Page 23

- 945. Kings Waste and Recycling Authority
- 946. Kinneloa Irrigation District
- 947. Kirkwood Meadows Public Utility District
- 948. Konocti County Water District
- 949. La Habra Heights County Water District
- 950. La Puente Valley County Water District
- 951. Laguna Beach County Water District
- 952. Lake Arrowhead Community Services District
- 953. Lake County Fire Protection District
- 954. Lake County Vector Control District
- 955. Lake Don Pedro Community Services District
- 956. Lake Hemet Municipal Water District
- 957. Lake Oroville Area Public Utility District
- 958. Lake Shastina Community Services District
- 959. Lake Valley Fire Protection District
- 960. Lakeport County Fire Protection District
- 961. Lakeside Fire Protection District
- 962. Lakeside Water District
- 963. Lamont Public Utility District
- 964. Las Gallinas Valley Sanitary District of Marin County
- 965. Las Virgenes Municipal Water District
- 966. Lassen County Waterworks District No. 1
- 967. League of California Cities
- 968. Leucadia Wastewater District
- 969. Levee District No. 1 of Sutter County
- 970. Linda County Water District
- 971. Linda Fire Protection District
- 972. Linden-Peters Rural County Fire Protection District
- 973. Lindsay Strathmore Public Cemetery District
- 974. Little Lake Fire Protection District
- 975. Littlerock Creek Irrigation District
- 976. Live Oak Cemetery District
- 977. Livermore/Amador Valley Transit Authority
- 978. "Local Agency Formation Commission of
- 979. Monterey County"
- 980. Local Agency Formation Commission of Solano County
- 981. Local Government Services Authority, a Joint Powers Authority
- 982. Long Beach City College Associated Student Body Enterprises
- 983. Long Beach State University, Associated Students
- 984. Long Beach State University, Forty-Niner Shops, Inc.
- 985. Los Alamos Community Services District
- 986. Los Angeles County Area 'E' Civil Defense and Disaster Board
- 987. Los Angeles County Development Authority

Exhibit C
Page 24

- 988. Los Angeles County Law Library
- 989. Los Angeles County Sanitation District No. 2
- 990. Los Angeles County West Vector Control District
- 991. Los Angeles Memorial Coliseum Commission
- 992. Los Angeles Regionalized Insurance Services Authority
- 993. Los Gatos-Saratoga Department of Community Education and Recreation
- 994. Los Osos Community Services District
- 995. Lower Lake Cemetery District
- 996. Lower Lake County Waterworks District No. 1
- 997. Lower Tule River Irrigation District
- 998. Madera Cemetery District
- 999. Madera County Mosquito and Vector Control District
- 1000. Main San Gabriel Basin Watermaster
- 1001. Majestic Pines Community Services District
- 1002. Mammoth Lakes Fire District
- 1003. Mammoth Lakes Mosquito Abatement District
- 1004. Management of Emeryville Services Authority
- 1005. March Joint Powers Authority
- 1006. Marin Children and Families Commission
- 1007. Marin Community College District
- 1008. Marin County Housing Authority
- 1009. Marin County In-Home Supportive Services Public Authority
- 1010. Marin Municipal Water District
- 1011. Marina Coast Water District
- 1012. Marinwood Community Services District
- 1013. Mariposa Public Utility District
- 1014. Maxwell Public Utility District
- 1015. McCloud Community Services District
- 1016. McFarland Recreation and Park District
- 1017. McKinleyville Community Services District
- 1018. Meeks Bay Fire Protection District
- 1019. Meiners Oaks County Water District
- 1020. Mendocino City Community Services District
- 1021. Mendocino County Russian River Flood Control & Water Conservation
Improvement District
- 1022. Mendocino Transit Authority
- 1023. Menlo Park Fire Protection District
- 1024. Merced County Housing Authority
- 1025. Merced County Mosquito Abatement District
- 1026. Merced Irrigation District
- 1027. Mesa Water District
- 1028. Metropolitan Transportation Commission
- 1029. Metropolitan Water District of Southern California

Exhibit C
Page 25

- 1030. Midpeninsula Regional Open Space District
- 1031. Mid-Peninsula Water District
- 1032. Mid-Placer Public Schools Transportation Agency
- 1033. Midway City Sanitary District
- 1034. Midway Heights County Water District
- 1035. Millview County Water District
- 1036. Minter Field Airport District
- 1037. Mission Springs Water District
- 1038. Mojave Air and Space Port
- 1039. Mojave Water Agency
- 1040. Mokelumne Rural Fire District
- 1041. Monte Vista County Water District
- 1042. Montecito Fire Protection District
- 1043. Montecito Sanitary District of Santa Barbara County
- 1044. Montecito Water District
- 1045. Monterey Bay Unified Air Pollution Control District
- 1046. Monterey County Regional Fire Protection District
- 1047. Monterey County Water Resources Agency
- 1048. Monterey One Water
- 1049. Monterey Peninsula Airport District
- 1050. Monterey Peninsula Regional Park District
- 1051. Monterey Peninsula Water Management District
- 1052. Monterey Regional Waste Management District
- 1053. Monterey-Salinas Transit District
- 1054. Montezuma Fire Protection District
- 1055. Morongo Basin Transit Authority
- 1056. Mother Lode Job Training Agency
- 1057. Moulton-Niguel Water District
- 1058. Mountains Recreation and Conservation Authority
- 1059. Mountain-Valley Library System
- 1060. Mt. San Antonio College Auxiliary Services
- 1061. MT. View Sanitary District of Contra Costa County
- 1062. Municipal Pooling Authority
- 1063. Municipal Water District of Orange County
- 1064. Murphys Sanitary District
- 1065. Murrieta Fire Protection District
- 1066. Murrieta Valley Cemetery District
- 1067. Napa County Mosquito Abatement District
- 1068. Napa County Resource Conservation District
- 1069. Napa Sanitation District
- 1070. Napa Valley Transportation Authority
- 1071. National Orange Show
- 1072. Natomas Fire Protection District

Exhibit C
Page 26

1073. Nevada Cemetery District
1074. Nevada County Consolidated Fire District
1075. Nevada County Local Agency Formation Commission
1076. Nevada County Resource Conservation District
1077. Nevada Irrigation District
1078. Newcastle, Rocklin, Gold Hill Cemetery District
1079. Nipomo Community Services District
1080. North Bay Cooperative Library System
1081. North Bay Regional Center
1082. North Bay Schools Insurance Authority
1083. North Central Counties Consortium
1084. North Coast County Water District
1085. North Coast Railroad Authority
1086. North Coast Unified Air Quality Management District
1087. North County Dispatch Joint Powers Authority
1088. North County Fire Protection District of Monterey County
1089. North County Fire Protection District of San Diego County
1090. North County Transit District
1091. North Delta Water Agency
1092. North Kern Cemetery District
1093. North Kern Water Storage District
1094. North Kern-South Tulare Hospital District
1095. North Los Angeles County Regional Center, Inc.
1096. North Marin Water District
1097. North of the River Municipal Water District
1098. North of the River Recreation and Park District
1099. North State Cooperative Library System
1100. North Tahoe Fire Protection District
1101. North Tahoe Public Utility District
1102. Northern California Power Agency
1103. Northern California Special Districts Insurance Authority
1104. Northern Salinas Valley Mosquito Abatement District
1105. Northern Sierra Air Quality Management District
1106. Northshore Fire Protection District
1107. Northstar Community Services District
1108. Northwest Mosquito and Vector Control District
1109. Novato Sanitary District
1110. Oakdale Irrigation District
1111. Oakdale Rural Fire Protection District
1112. Oakland City Housing Authority
1113. Oceano Community Services District
1114. Ojai Valley Sanitary District
1115. Olcese Water District

Exhibit C
Page 27

1116. Olivenhain Municipal Water District
1117. Olympic Valley Public Service District
1118. Omnitrans
1119. Ophir Hill Fire Protection District
1120. Orange County Health Authority
1121. Orange County Transportation Authority
1122. Orange County Vector Control District
1123. Orchard Dale Water District
1124. Orland Cemetery District
1125. Oro Loma Sanitary District
1126. Orosi Public Utility District
1127. Oroville Cemetery District
1128. Otay Water District
1129. Oxnard Harbor District
1130. Pacific Fire Protection District
1131. Padre Dam Municipal Water District
1132. Pajaro Valley Fire Protection Agency
1133. Pajaro Valley Public Cemetery District
1134. Pajaro Valley Water Management Agency
1135. Palm Ranch Irrigation District
1136. Palmdale Water District
1137. Palo Verde Valley District Library
1138. Palos Verdes Library District
1139. Paradise Recreation and Park District
1140. Pasadena City College Bookstore
1141. Paso Robles City Housing Authority
1142. Patterson Irrigation District
1143. Pauma Valley Community Services District
1144. Peardale Chicago Park Fire Protection District
1145. Pebble Beach Community Services District
1146. Peninsula Fire Protection District
1147. Peninsula Health Care District
1148. Peninsula Traffic Congestion Relief Alliance
1149. Penn Valley Fire Protection District
1150. Personal Assistance Services Council
1151. Phelan Pinon Hills Community Services District
1152. Pico Water District
1153. Pine Cove Water District
1154. Pine Grove Mosquito Abatement District
1155. Pinedale County Water District
1156. Pioneer Cemetery District
1157. Pixley Irrigation District
1158. Placer County Cemetery District No. 1

Exhibit C
Page 28

- 1159. Placer County Resource Conservation District
- 1160. Placer County Transportation Planning Agency
- 1161. Placer County Water Agency
- 1162. Placer Hills Fire Protection District
- 1163. Placer Mosquito and Vector Control District
- 1164. Planning and Service Area II Area Agency on Aging
- 1165. Pleasant Hill Recreation and Park District
- 1166. Pleasant Valley County Water District
- 1167. Pleasant Valley Recreation and Park District
- 1168. Plumas Eureka Community Services District
- 1169. Plumas Local Agency Formation Commission
- 1170. Pomerado Cemetery District
- 1171. Pomona Valley Transportation Authority
- 1172. Pomona, Calif State Polytechnic University, Associated Students, Inc.
- 1173. Port San Luis Harbor District
- 1174. Porter Vista Public Utility District
- 1175. Porterville Irrigation District
- 1176. Porterville Public Cemetery District
- 1177. Public Cemetery District No. 1 of Kern County
- 1178. Public Entity Risk Management Authority
- 1179. Public Risk Innovation, Solutions and Management
- 1180. Public Transportation Services Corporation
- 1181. Pupil Transportation Cooperative
- 1182. Purissima Hills Water District
- 1183. Quartz Hill Water District
- 1184. Quincy Community Services District
- 1185. Rainbow Municipal Water District
- 1186. Ramona Municipal Water District
- 1187. Rancho Adobe Fire Protection District
- 1188. Rancho California Water District
- 1189. Rancho Cucamonga Fire Protection District
- 1190. Rancho Murieta Community Services District
- 1191. Rancho Santa Fe Fire Protection District
- 1192. Rancho Santiago Community College Associated Students
- 1193. Rancho Simi Recreation & Park District
- 1194. Reclamation District No. 1000
- 1195. Reclamation District No. 1001
- 1196. Reclamation District No. 1660
- 1197. Reclamation District No. 3
- 1198. Reclamation District No. 833
- 1199. Reclamation District No. 999
- 1200. Red Bluff Cemetery District
- 1201. Redwood Coast Regional Center

Exhibit C

Page 29

- 1202. Redwood Empire Municipal Insurance Fund
- 1203. Redwood Empire School Insurance Group
- 1204. Reedley Cemetery District
- 1205. Regional Center of Orange County
- 1206. Regional Center of the East Bay
- 1207. Regional Housing Authority
- 1208. Regional Water Authority
- 1209. Rescue Fire Protection District
- 1210. Resort Improvement District No. 1
- 1211. Resource Conservation District of the Santa Monica Mountains
- 1212. Richardson Bay Sanitary District
- 1213. Rincon Del Diablo Municipal Water District
- 1214. Rio Alto Water District
- 1215. Rio Linda Elverta Community Water District
- 1216. Rio Vista-Montezuma Cemetery District
- 1217. Riverbank City Housing Authority
- 1218. Riverside County Air Pollution Control District
- 1219. Riverside County Department of Waste Resources
- 1220. Riverside County Flood Control and Water Conservation District
- 1221. Riverside County Law Library
- 1222. Riverside County Regional Park and Open Space District
- 1223. Riverside County Transportation Commission
- 1224. Riverside Transit Agency
- 1225. Rosamond Community Services District
- 1226. Rose Bowl Operating Company
- 1227. Rosedale-Rio Bravo Water Storage District
- 1228. Roseville Public Cemetery District
- 1229. Ross Valley Fire Department
- 1230. Ross Valley Sanitary District
- 1231. Rowland Water District
- 1232. Rubidoux Community Services District
- 1233. Running Springs Water District
- 1234. Rural County Representatives of California
- 1235. Sacramento Area Council of Governments
- 1236. Sacramento Area Flood Control Agency
- 1237. Sacramento City Housing Authority
- 1238. Sacramento County Public Law Library
- 1239. Sacramento Groundwater Authority
- 1240. Sacramento Metropolitan Air Quality Management District
- 1241. Sacramento Metropolitan Cable Television Commission
- 1242. Sacramento Metropolitan Fire District
- 1243. Sacramento Municipal Utility District
- 1244. Sacramento Public Library Authority

Exhibit C
Page 30

- 1245. Sacramento Regional Fire/EMS Communications Center
- 1246. Sacramento Suburban Water District
- 1247. Sacramento Transportation Authority
- 1248. Sacramento-Yolo Mosquito and Vector Control District
- 1249. Salida Fire Protection District
- 1250. Salinas Valley Solid Waste Authority
- 1251. Salton Community Services District
- 1252. Samoa Peninsula Fire Protection District
- 1253. San Andreas Regional Center, Inc.
- 1254. San Andreas Sanitary District
- 1255. San Benito County Water District
- 1256. San Bernardino City Unified School District
- 1257. San Bernardino County Housing Authority
- 1258. San Bernardino County Transportation Authority
- 1259. San Bernardino Valley Municipal Water District
- 1260. San Bernardino Valley Water Conservation District
- 1261. San Diego Association of Governments
- 1262. San Diego Community College District
- 1263. San Diego County Law Library
- 1264. San Diego County Water Authority
- 1265. San Diego Metropolitan Transit System
- 1266. San Diego State University Associated Students
- 1267. San Diego Trolley, Inc.
- 1268. San Diego Unified School District
- 1269. San Dieguito Water District
- 1270. San Elijo Joint Powers Authority
- 1271. San Francisco Bay Area Rapid Transit District
- 1272. San Francisco Bay Area Water Emergency Transportation Authority
- 1273. San Francisco City and County Housing Authority
- 1274. San Francisco Community College District Bookstore Auxiliary
- 1275. San Francisco County Transportation Authority
- 1276. San Francisco Health Authority
- 1277. San Francisco Law Library
- 1278. San Francisquito Creek Joint Powers Authority
- 1279. San Gabriel County Water District
- 1280. San Gabriel Valley Council of Governments
- 1281. San Gabriel Valley Mosquito and Vector Control District
- 1282. San Gabriel Valley Municipal Water District
- 1283. San Geronio Pass Water Agency
- 1284. San Jacinto Valley Cemetery District
- 1285. San Joaquin County Housing Authority
- 1286. San Joaquin County IHSS Public Authority
- 1287. San Joaquin Delta Community College District

Exhibit C
Page 31

1288. San Juan Water District
1289. San Lorenzo Valley Water District
1290. San Luis Obispo Cal Poly Associated Students, Inc.
1291. San Luis Obispo Council of Governments
1292. San Luis Water District
1293. San Mateo Consolidated Fire Department
1294. San Mateo County Harbor District
1295. San Mateo County In-Home Supportive Services Public Authority
1296. San Mateo County Law Library
1297. San Mateo County Schools Insurance Group
1298. San Mateo County Transit District
1299. San Miguel Community Services District
1300. San Miguel Consolidated Fire Protection District
1301. San Simeon Community Services District
1302. Sanger Cemetery District
1303. Sanitary District No. 5 of Marin County
1304. Santa Ana River Flood Protection Agency
1305. Santa Ana Unified School District
1306. Santa Ana Watershed Project Authority
1307. Santa Barbara County Law Library
1308. Santa Barbara County Special Education Local Plan Area
1309. Santa Barbara Regional Health Authority
1310. Santa Clara County Central Fire Protection District
1311. Santa Clara County Health Authority
1312. Santa Clara County Housing Authority
1313. Santa Clara County Law Library
1314. Santa Clara County Schools Insurance Group
1315. Santa Clara Valley Open Space Authority
1316. Santa Clara Valley Transportation Authority
1317. Santa Clara Valley Water District
1318. Santa Clarita Valley School Food Services Agency
1319. Santa Clarita Valley Water Agency
1320. Santa Cruz County Law Library
1321. Santa Cruz County Regional Transportation Commission
1322. Santa Cruz Local Agency Formation Commission
1323. Santa Cruz Metropolitan Transit District
1324. Santa Cruz Port District
1325. Santa Cruz Regional 9-1-1
1326. Santa Fe Irrigation District
1327. Santa Margarita Water District
1328. Santa Maria Public Airport District
1329. Santa Monica Community College District
1330. Santa Nella County Water District

Exhibit C
Page 32

- 1331. Santa Paula City Housing Authority
- 1332. Santa Ynez River Water Conservation District, Improvement District No. 1
- 1333. Santos Manuel Student Union of California State University, San Bernardino
- 1334. Sausalito-Marín City Sanitary District
- 1335. Schell Vista Fire Protection District
- 1336. School Risk And Insurance Management Group
- 1337. Schools Excess Liability Fund
- 1338. Schools Insurance Authority
- 1339. Scotts Valley Fire Protection District
- 1340. Scotts Valley Water District
- 1341. Selma Cemetery District
- 1342. Selma-Kingsburg-Fowler County Sanitation District
- 1343. Serrano Water District
- 1344. Sewer Authority Mid-Coastside
- 1345. Sewerage Commission-Oroville Region
- 1346. Shafter Wasco Irrigation District
- 1347. Shasta Area Safety Communications Agency
- 1348. Shasta Community Services District
- 1349. Shasta Lake Fire Protection District
- 1350. Shasta Mosquito and Vector Control District
- 1351. Shasta Regional Transportation Agency
- 1352. Shasta Valley Cemetery District
- 1353. Shiloh Public Cemetery District
- 1354. Sierra Lakes County Water District
- 1355. Sierra-Sacramento Valley Emergency Medical Services Agency
- 1356. Silicon Valley Animal Control Authority
- 1357. Silicon Valley Clean Water
- 1358. Silveyville Cemetery District
- 1359. Solano Cemetery District
- 1360. Solano County Mosquito Abatement District
- 1361. Solano County Water Agency
- 1362. Solano Irrigation District
- 1363. Solano Transportation Authority
- 1364. Sonoma County Fire District
- 1365. Sonoma County Junior College District
- 1366. Sonoma County Library
- 1367. Sonoma Marin Area Rail Transit District
- 1368. Sonoma State Enterprises, Inc.
- 1369. Sonoma Student Union Corporation
- 1370. Soquel Creek Water District
- 1371. South Bay Regional Public Communications Authority
- 1372. South Central Los Angeles Regional Center for Developmentally Disabled Persons

Exhibit C
Page 33

- 1373. South Coast Water District
- 1374. South County Support Services Agency
- 1375. South Feather Water and Power Agency
- 1376. South Kern Cemetery District
- 1377. South Orange County Wastewater Authority
- 1378. South Placer Fire District
- 1379. South Placer Municipal Utility District
- 1380. South San Joaquin Irrigation District
- 1381. South San Luis Obispo County Sanitation District
- 1382. South Tahoe Public Utility District
- 1383. Southeast Area Social Services Funding Authority
- 1384. Southern California Association of Governments
- 1385. Southern California Library Cooperative
- 1386. Southern California Public Power Authority
- 1387. Southern California Regional Rail Authority
- 1388. Southern San Joaquin Municipal Utility District
- 1389. Southern Sonoma County Resource Conservation District
- 1390. Southwest Transportation Agency
- 1391. Special District Risk Management Authority
- 1392. Stallion Springs Community Services District
- 1393. Stanislaus Consolidated Fire Protection District
- 1394. Stanislaus Regional Housing Authority
- 1395. State Bar of California
- 1396. State Center Community College District
- 1397. State Water Contractors
- 1398. Stege Sanitary District
- 1399. Stinson Beach County Water District
- 1400. Stockton East Water District
- 1401. Stockton Unified School District
- 1402. Strawberry Recreation District
- 1403. Successor Agency to the Redevelopment Agency of the City of Fresno
- 1404. Successor Agency to the Redevelopment Agy of the City & County of San Francisco
- 1405. Suisun Fire Protection District
- 1406. Suisun Resource Conservation District
- 1407. Summit Cemetery District
- 1408. Sunnyslope County Water District
- 1409. Susanville Sanitary District
- 1410. Sutter Cemetery District
- 1411. Sweetwater Authority
- 1412. Sweetwater Springs Water District
- 1413. Sylvan Cemetery District
- 1414. Tahoe City Public Utility District

Exhibit C
Page 34

- 1415. Tahoe Resource Conservation District
- 1416. Tahoe-Truckee Sanitation Agency
- 1417. Tehachapi Valley Recreation and Park District
- 1418. Tehachapi-Cummings County Water District
- 1419. Tehama County Mosquito Abatement District
- 1420. Temescal Valley Water District
- 1421. Templeton Community Services District
- 1422. Thermalito Water and Sewer District
- 1423. Three Rivers Community Services District
- 1424. Three Valleys Municipal Water District
- 1425. Tiburon Fire Protection District
- 1426. Trabuco Canyon Water District
- 1427. Tracy Rural County Fire Protection District
- 1428. Transbay Joint Powers Authority
- 1429. Transportation Agency for Monterey County
- 1430. Transportation Authority of Marin
- 1431. Treasure Island Development Authority
- 1432. Tri-City Mental Health Center
- 1433. Tri-Counties Association for the Developmentally Disabled
- 1434. Tri-County Schools Insurance Group
- 1435. Tri-Dam Project
- 1436. Trindel Insurance Fund
- 1437. Trinity Public Utilities District
- 1438. Truckee Donner Public Utility District
- 1439. Truckee Fire Protection District
- 1440. Truckee Sanitary District
- 1441. Truckee Tahoe Airport District
- 1442. Tulare Mosquito Abatement District
- 1443. Tulare Public Cemetery District
- 1444. Tuolumne City Sanitary District
- 1445. Tuolumne Fire District
- 1446. Tuolumne Utilities District
- 1447. Turlock Mosquito Abatement District
- 1448. Twain Harte Community Services District
- 1449. Twentynine Palms Water District
- 1450. Twin Rivers Unified School District
- 1451. Ukiah Valley Fire District
- 1452. Union Public Utility District
- 1453. Union Sanitary District
- 1454. United Water Conservation District
- 1455. University Enterprises Corporation at CSUSB
- 1456. University Enterprises, Inc.
- 1457. University Student Center of California State University Stanislaus

Exhibit C
Page 35

- 1458. Upland City Housing Authority
- 1459. Upper San Gabriel Valley Municipal Water District
- 1460. Utica Water and Power Authority
- 1461. Vacaville Fire Protection District
- 1462. Vacaville-Elmira Cemetery District
- 1463. Val Verde Unified School District
- 1464. Vallecitos Water District
- 1465. Vallejo Flood and Wastewater District
- 1466. Valley Center Municipal Water District
- 1467. Valley County Water District
- 1468. Valley Mountain Regional Center, Inc.
- 1469. Valley of the Moon Water District
- 1470. Valley Sanitary District
- 1471. Valley Springs Public Utility District
- 1472. Valley-Wide Recreation and Park District
- 1473. Vandenberg Village Community Services District
- 1474. Ventura College Foundation
- 1475. Ventura County Law Library
- 1476. Ventura County Schools Business Services Authority
- 1477. Ventura County Schools Self-Funding Authority
- 1478. Ventura County Transportation Commission
- 1479. Ventura Port District
- 1480. Ventura River Water District
- 1481. Victor Valley Transit Authority
- 1482. Victor Valley Wastewater Reclamation Authority
- 1483. Visalia Public Cemetery District
- 1484. Vista Irrigation District
- 1485. Walnut Valley Water District
- 1486. Wasco Recreation and Park District
- 1487. Washington Colony Cemetery District
- 1488. Water Employee Services Authority
- 1489. Water Facilities Authority
- 1490. Water Replenishment District of Southern California
- 1491. Weaverville Community Services District
- 1492. Weaverville Sanitary District
- 1493. West Almanor Community Services District
- 1494. West Basin Municipal Water District
- 1495. West Bay Sanitary District
- 1496. West Cities Communication Center
- 1497. West Contra Costa Integrated Waste Management Authority
- 1498. West Contra Costa Transportation Advisory Committee
- 1499. West County Transportation Agency
- 1500. West County Wastewater District

Exhibit C
Page 36

- 1501. West End Communications Authority
- 1502. West Kern Water District
- 1503. West Stanislaus Irrigation District
- 1504. West Valley Mosquito and Vector Control District
- 1505. West Valley Sanitation District of Santa Clara County
- 1506. West Valley Water District
- 1507. West Valley-Mission Community College District
- 1508. Westborough Water District
- 1509. Western Contra Costa Transit Authority
- 1510. Western Municipal Water District
- 1511. Western Riverside Council of Governments
- 1512. Westlands Water District
- 1513. Westwood Community Services District
- 1514. Wheeler Ridge-Maricopa Water Storage District
- 1515. Wildomar Cemetery District
- 1516. Williams Fire Protection Authority
- 1517. Willow County Water District
- 1518. Willow Creek Community Services District
- 1519. Willows Cemetery District
- 1520. Wilton Fire Protection District
- 1521. Winterhaven Water District
- 1522. Winters Cemetery District
- 1523. Winters Fire Protection District
- 1524. Winton Water and Sanitary District
- 1525. Woodbridge Rural County Fire Protection District
- 1526. Woodlake Fire District
- 1527. Woodside Fire Protection District
- 1528. Yolo County Federal Credit Union
- 1529. Yolo County Housing Authority
- 1530. Yolo County In-Home Supportive Services Public Authority
- 1531. Yolo County Public Agency Risk Management Insurance Authority
- 1532. Yolo County Transportation District
- 1533. Yolo Emergency Communications Agency
- 1534. Yolo-Solano Air Quality Management District
- 1535. Yorba Linda Water District
- 1536. Yuba Community College District
- 1537. Yuba County Water Agency
- 1538. Yuba Sutter Transit Authority
- 1539. Yucaipa Valley Water District
- 1540. Yuima Municipal Water District

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RESOLUTION NO. 2023-05**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT RESCINDING RESOLUTIONS 93-13 AND 94-02 AND ADOPTING A NEW APPROVAL PROCEDURE FOR FISCAL POLICIES**

WHEREAS, the San Gabriel Valley Mosquito and Vector Control District adopted Resolution No. 93-13 (Credit Card Use Policy) on November 12, 1993 and Resolution No. 94-02 (Fiscal Policies) on April 14, 1995; and

WHEREAS, the most recent amendment to Resolution No. 94-02 was adopted on April 9, 2021; and

WHEREAS, the policies were established and implemented for prudent and responsible financial oversight, procedures, and guidelines; and

WHEREAS, it is the responsibility of the San Gabriel Valley Mosquito and Vector Control District to maintain and update policies as needed to adhere to current codes, laws, standards, and best practices; and

WHEREAS, it is the goal of the San Gabriel Valley Mosquito and Vector Control District to streamline and standardize the policy approval process to improve operational efficiency, transparency, and clarity; and

WHEREAS, the San Gabriel Valley Mosquito and Vector Control District determined that several existing policies within the aforementioned resolutions were redundant, contradictory, or outdated and updates would be facilitated by adopting independent policies; and

WHEREAS, the San Gabriel Valley Mosquito and Vector Control District has reviewed the current resolution policies and determined they require updates; and

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

Section 1. Resolutions No. 93-13 and No. 94-02 are rescinded, and

Section 2. The San Gabriel Valley Mosquito and Vector Control District shall establish and update independent fiscal policies for Board consideration, and

Section 3. The Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District shall review and approve independent fiscal policies, and

Section 4. That the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District shall adopt independent fiscal policies by motion and majority vote.

PASSED, APPROVED AND ADOPTED by the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District this xx day of xxxxxx 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Becky Shevlin
President, Board of Trustees

ATTEST:

Lloyd Johnson
Secretary/Treasurer, Board of Trustees

APPROVED AS TO FORM:

Kelly M. Alhadeff-Black
District Counsel

SAN GABRIEL VALLEY MOSQUITO & VECTOR CONTROL DISTRICT

FISCAL POLICIES

RESOLUTION NO. 94-02



Adopted: January 14, 1994

Amended: 6/10/94, 4/14/95, 8/11/95, 12/8/95, 2/9/96, 12/13/96, 2/14/97, 3/13/98, 5/8/98, 10/9/98, 11/13/98, 5/14/99, 8/13/99, 9/10/99, 12/10/99, 3/10/00, 5/9/03, 2/13/04, 4/9/04, 1/14/05, 1/13/06, 1/12/07, 1/11/08, 2/08/08, 2/08/13, 8/11/17, 12/14/18

FISCAL POLICIES

San Gabriel Valley Mosquito and Vector Control District

TABLE OF CONTENTS

ARTICLE I	INTERNAL CONTROLS.....	1
	SECTION 1. Separation of Duties.....	1
	SECTION 2. Security of Forms	2
	SECTION 3. Signature Requirements.....	2
ARTICLE II	RECEIPTS	4
	SECTION 1. Revenue Receipts	4
	SECTION 2. Non-Revenue Receipts	5
ARTICLE III	ACCOUNTS PAYABLE.....	6
	SECTION 1. Purchasing	6
	SECTION 2. Receiving.....	7
	SECTION 3. Posting Invoices	7
	SECTION 4. Preparing Payments and Printing Checks.....	8
ARTICLE IV	PAYROLL.....	9
	SECTION 1. Personnel Files	9
	SECTION 2. Payroll Files.....	10
	SECTION 3. Pay Periods and Calculation of Time Worked.....	10
	SECTION 4. Deductions	11
	SECTION 5. Accrual and Use of Leave Time	12
	SECTION 6. Preparation and Distribution of Payroll.....	13
ARTICLE V	REVOLVING FUND BANK ACCOUNT	14
	SECTION 1. Purpose.....	14
	SECTION 2. Controls	14
	SECTION 3. Deposits	14
	SECTION 4. Disbursement of Funds	15
	SECTION 5. Petty Cash.....	15
ARTICLE VI	RECONCILIATION.....	17
	SECTION 1. Revolving Fund	17
	SECTION 2. District Funds in Los Angeles County	17
	SECTION 3. District Funds in the Local Agency Investment Fund (LAIF).....	17

SECTION 4. District Funds in the Other Investments	18
SECTION 5. Financial Statement	18
ARTICLE VII CREDIT CARD USE	19
SECTION 1. Controls.....	19
SECTION 2. Administrative Procedures	19
SECTION 3. Loss of Credit Cards and Misuse	20
SECTION 4. Disciplinary Action.....	20
ARTICLE VIII RECORD RETENTION SCHEDULE	21
ARTICLE IX TRAVEL AND PER DIEM	24
SECTION 1. Board Member Expenses	24
SECTION 2. Expenses Incurred During the Attendance of Approve Conferences, Seminars, and Meeting Events	24
SECTION 3. Parking Fees.....	26
ARTICLE X FIXED ASSETS	27
SECTION 1. Acquisition.....	27
SECTION 2. Receiving and Inventory.....	27
SECTION 3. Donations.....	27
SECTION 4. Vehicle Replacement.....	28
SECTION 5. Sale of Surplus Property	28
ARTICLE XI INVENTORY	30
SECTION 1. Introduction	30
SECTION 2. Controls.....	30
SECTION 3. Receiving	30
SECTION 4. Physical Inventory	31
ARTICLE XII COMPUTER CONTROLS.....	32
SECTION 1. Physical Security Controls	32
SECTION 2. Data Security Controls	32
ARTICLE XIII INVESTMENTS	34
SECTION 1. Purpose.....	34
SECTION 2. Investment Authority and Guidelines	34
SECTION 3. Criteria for Selecting Investments and the Order of Priority.....	35
SECTION 4. Allowable Investment Instruments	36
SECTION 5. Sale of Investments	37
SECTION 6. Safekeeping	38
SECTION 7. Investment Policy Revision	38

ARTICLE XIV	SALARY ADJUSTMENTS.....	40
	SECTION 1. Purpose.....	40
	SECTION 2. Annual Review of Cost of Living Allowance	40
	SECTION 3. Salary Surveys	40
ARTICLE XV	FEE FOR DUPLICATION OF DISTRICT RECORDS	42
	SECTION 1. Purpose	42
	SECTION 2. Fee Schedule	42
	SECTION 3. Collection of the Fee	43
	SECTION 4. Waiver of the Fees.....	43

ARTICLE I

INTERNAL CONTROLS

SECTION 1. Separation of Duties

- A. An adequate separation of duties must exist to ensure that no one individual controls all key aspects of financial transactions. For the purpose of these policies, when the District Manager is absent, his/her duties will be fulfilled by the Assistant Manager.
- B. The persons who posts invoices, prepares payroll and accounts payable checks, and makes deposits must not have signature power. The Administrative Secretary/Bookkeeper will fulfill these responsibilities. In the event the Administrative Secretary/Bookkeeper is absent, the Vector Ecologist I or the Receptionist/Clerk will fulfill these responsibilities.
- C. All payroll and accounts payable edit lists will be reviewed by the District Manager. The District Manager shall approve, initial, and date the Time Worked Register and Payables Register prior to the printing of checks.
- D. The revolving fund shall be reimbursed as needed, but at least monthly, by preparing a trust warrant requisition for expenses incurred. The trust warrant requisition shall be prepared by the Administrative Secretary/Bookkeeper and shall be made payable to San Gabriel Valley Mosquito and Vector Control District. The District Manager shall review the requisition for accuracy based on the expenses incurred and approve the requisition for withdrawal of funds. All requisitions shall be reviewed and signed by one of the designated Trustees as appointed by the Board of Trustees. Requisitions shall be hand-carried to the County of Los Angeles Auditor-Controller and the warrant shall be returned to the District office by an authorized District employee who does not have signature power. The warrant shall be copied for record keeping purposes, stamped "FOR DEPOSIT ONLY" (indicating the bank account number) and immediately deposited by the Vector Ecologist I or Field Supervisor.
- E. Disbursement of payroll checks shall be the responsibility of the Administrative Secretary/Bookkeeper. All payroll checks shall be signed for by the employee (or designated person) on the Payroll Distribution and Receipt Form. The Payroll Distribution and Receipt Form shall indicate the date, name of employee, check number, deliverer of the check, and receiver of the check. All payroll checks shall be received by the respective employee, unless he/she authorizes another person to receive the check. The authorization must be written and indicate date (or period of time) in which the person may receive the check(s), be

signed by the employee, and be witnessed by the District Manager, Assistant Manager, or a notary public.

Disbursement of accounts payable checks shall be the responsibility of the Receptionist/Clerk. All accounts payable checks shall be delivered by U.S. mail unless personally received by Payee.

- F. A reconciliation of all accounts shall be performed by an authorized District employee who does not have signature power. Reconciliation shall be performed within 7 days of receipt of the statement and shall be reviewed by the District Manager. The review shall include an investigation of non-check and unusual reconciling items, such as cash withdrawals, electronic fund transfers, bank charges, unexplained debits/credits, etc.

SECTION 2. Security of Forms

- A. Checks shall be purchased in quantities not to exceed 500 for petty cash checks, 500 for payroll checks, and 1,000 for accounts payable checks. Checks shall be pre-numbered beginning with 1001 for petty cash checks; 100001 for payroll checks; and 200001 for accounts payable checks. Magnetic encoding will be checked by the bank prior to issuing payments.
- B. Blank checks shall not be pre-signed and shall be locked in a secured area.
- C. All voided checks shall be marked "VOID" and shall be initialed by the District Manager and one Trustee. All voided checks sent to the bank to check the magnetic encoding, checks voided during printing, and checks voided due to error shall be filed and stored in a secured area.
- D. All accounts payable purchases shall require a purchase order number which shall signify that the District Manager has approved the expenditure and guarantees payment. Purchase orders shall be purchased in a quantity not to exceed 2,000, be pre-numbered and stored in a secured area.
- E. Blank purchase orders shall not be pre-signed. Purchase orders voided for any reason shall be filed and stored in a secured area.

SECTION 3. Signature Requirements

- A. All payroll checks, accounts payable checks, and trust warrant requisitions to reimburse the Revolving Fund shall require two signatures.

The signatures may consist of the District Manager and one of the designated Trustees; two of the designated Trustees; or the Assistant Manager and one of the designated Trustees. Under no circumstance shall the two signatures consist of the District Manager and Assistant Manager.

- B. All petty cash checks and electronic fund transfers for the purpose of paying payroll taxes shall require the signature of the District Manager.
- C. All purchase orders shall require the signature of the District Manager. The vendor name, items to be purchased, and budget line item account number shall be written on the purchase order before it is signed. The purchase order must be signed before the purchase is made.
- D. Electronic fund transfers and book entry transfers for the purpose of depositing funds in the Local Agency Investment Fund and other investment instruments shall require the signature of the District's Treasurer and one authorized Trustee. Electronic fund transfers and book entry transfers for the purpose of withdrawing funds from the Local Agency Investment Fund and other investment instruments shall require the signature of the District's Treasurer and one authorized Trustee.

Trust warrant requisitions prepared for investment purposes shall require the signature of the District's Treasurer and one authorized Trustee.

- E. Two of the following District staff must be prepared when an electronic fund is made to and from the District's Local Agency Investment Fund (LAIF) account and other investment instruments:

- District Manager
- Assistant Manager
- Administrative Secretary/Bookkeeper

ARTICLE II

RECEIPTS

SECTION 1. Revenue Receipts

- A. Revenue receipts shall include assessments collected, interest received, sale of fish, receivables from contract services, and proceeds from the sale of surplus equipment.
- B. The District's primary revenue is an assessment placed on each non-exempt parcel of land within the boundaries of the District, collected in the same manner as property tax. Both the current and prior year assessments are collected and deposited into the Los Angeles County Treasury in the District's PB1 fund. The District is notified of distribution of the assessments on the Revenue Detail Report through the Countywide Accounting and Purchasing Systems (CAPS). Notification is generally three to four weeks after the close of the month. Assessment revenue is reported on the Financial Statement during the month the District receives notification.
- C. The District earns interest on the assessment collected and deposited in the Los Angeles County Treasury and surplus funds not needed to meet expenditure requirements during the next six months invested in the Local Agency Investment Fund and other investment instruments. Interest is reported to the District either monthly, quarterly, biannually, or annually based on the investment type. Notification of interest earned is generally received three to four weeks after the close of the statement period. The distribution of interest is reported on the Financial Statement during the month the District receives notification.
- D. Proceeds from sale of surplus equipment and fish, and receivables from contract services shall be deposited in the revolving fund and posted to the Financial Statement during the month that the proceeds are received. Trust warrant requisitions prepared to reimburse the revolving fund will be equal to the liabilities for the period of reimbursement less payroll taxes withheld from employee wages paid through the Los Angeles County PB1 account less any receivables deposited in the revolving fund.
- E. All assessment revenue received shall be posted in a general ledger for the PB1 fund as reported on the Revenue Detail Report and Interest Earnings and Distribution Statement. The fund balance in the general ledger shall be verified with the CAPS General Ledger Detail Activity Report to insure proper posting.

SECTION 2. Non-Revenue Receipts

- A. Non-revenue receipts shall be refunds, reimbursement from employees, rebates, etc.
- B. Reimbursements from employees for personal phone calls and loss of equipment are deducted from the employee's pay checks and shall be credited to the appropriate line item on the Financial Statement for the month in which the deduction occurred. Employees shall sign a statement acknowledging the deduction prior to withholding from their pay.
- C. Refunds, rebates, etc. shall be deposited in the revolving fund and credited to the appropriate line item on the Financial Statement for the month in which they were received. Deposits shall be made no later than the business day following the day of receipt.

ARTICLE III

ACCOUNTS PAYABLE

Procedures and controls shall exist to ensure that all expenditures are legal, duly authorized, and necessary to achieve the goals and functions of the District. All disbursements shall be recorded accurately, reported promptly, and processed efficiently to ensure that expenses are paid in a timely manner to avoid late charges, finance charges, and to take advantage of discounts.

SECTION 1. Purchasing

- A. The cost of all purchases shall be within the limits of the line item budget as established by the Board of Trustees unless otherwise approved by a majority vote of the Board of Trustees.
- B. All purchases shall require a purchase order (P.O.). Purchase orders shall be received from the Administrative Secretary/Bookkeeper who will log the P.O. The log will include P.O. number, date, vendor, and who received the P.O. The items to be purchased shall be written on the P.O. along with vendor name, budget line item number, and date and submitted to the District Manager for approval.
- C. All purchases shall be consistent with Resolution 2006-02, Bid Regulations for the Purchase of Supplies and Equipment, as adopted January 13, 2006. Although bidding may be dispensed with for purchases under \$5,000, every effort shall be made to obtain the item for the lowest price commensurate with quality, service and reliability.

When the cost of an item or service is valued between \$5,001 and \$20,000, informal bidding shall be required. Informal bidding may be accomplished by written request for bids sent to selected bidders, by telephone survey of prices, or by such other efforts directed towards obtaining at least three bids.

When the cost of an item or service is valued at more than \$20,000, formal bidding shall be required. Formal bidding process shall require that a notice be posted at the District office at least ten (10) days prior to the bid opening and formal requests for bids shall be solicited either by newspaper publication, trade journal publication, or by use of bid service. Sealed bids shall be solicited and the bid will be awarded by the Board to the lowest responsible bidder based on the Manager's analysis and recommendations of the bids and bidders, unless the Board makes a determination that it would be in the public's best interest to do otherwise.

General exceptions to the bidding process shall be consistent with Section 3 of Resolution 2006-02 as adopted January 13, 2006.

SECTION 2. Receiving

- A. The person making the purchase shall review the invoice (receipt) for accuracy and compare quantities received with quantities purchased. If an item needs to be back ordered, the P.O. shall reflect the quantity received and the quantity back ordered. Once the review is completed, the person making the purchase shall sign the RECEIVED BY line and give the pink copy of the P.O. to the vendor.
- B. Items received by mail or special delivery shall be checked against the packing slip and P.O. Items that are not received shall be noted on the P.O. The person who received and inspected the order shall sign the RECEIVED BY line on the P.O.
- C. All items that are received shall be checked immediately for damage.
- D. All items requiring an inventory number shall be appropriately labeled and added to the inventory list on the date of receipt. The inventory list shall state the date of purchase, item, model number, serial number, location, and purchase price including any applicable tax.
- E. The invoice (receipt) along with the white and yellow copy of the P.O. shall be given to the Administrative Secretary/Bookkeeper. The Administrative Secretary/Bookkeeper shall record the amount of the purchase in the P.O. log.

SECTION 3. Posting Invoices

- A. When the Administrative Secretary/Bookkeeper has received an invoice and P.O., the invoice shall be compared with the P.O. and checked for accuracy. Items that are received shall be distributed to the appropriate line (including tax) and written on the P.O.
- B. Invoices shall be entered in the computer under the appropriate vendor. Entries shall include the P.O. number, invoice number, invoice date, invoice amount, and shall be distributed to the appropriate line item account number(s).
- C. If the vendor submits a monthly statement, all invoices shall be checked against the monthly statement. Errors shall be identified and corrected prior to payment.
- D. Once invoices have been entered, an edit list will be generated. The District Manager shall review the edit list for accuracy by comparing the edit list with the invoices and P.O.s.
- E. Once the District Manager approves the edit list, the Administrative

Secretary/Bookkeeper shall post the invoices and print the Accounts Payable Register. Once the edit list is approved, the Administrative Secretary/Bookkeeper shall generate an Accounts Payable Register for review and signed approval by the District Manager.

SECTION 4. Preparing Payments and Printing Checks

- A. All open invoices shall be selected for payment and a Pre-Check Writing Report shall be generated. The District Manager shall review the report for accuracy. Once approved, the Administrative Secretary/Bookkeeper shall print checks.
- B. Any checks voided during the printing process shall be marked VOID and shall be initialed by the District Manager and one of the designated Trustees. Should any checks be voided after posting has occurred, the A/P Voided Checks Registered shall be attached to the voided check as proof of voiding the expense in the accounts payable system.
- C. Printed checks shall be stored in a secure area until reviewed and signed by a designated Trustee. The Vector Ecologist I or Field Supervisor shall deliver the checks to a designated Trustee for signature. The second signature required shall not be made until the day the checks are dispersed.
- D. Checks shall be recorded in a computerized checking program. Entries shall include date, payee, amount, and balance.

ARTICLE IV**PAYROLL****SECTION 1. Personnel Files**

- A. A separate personnel file shall be maintained for each employee separate from his/her payroll file in a secured area and access to records shall be restricted to authorized individuals.
- B. Copies of the following must be maintained in each employee's file.
1. Employee Personal History Form
 2. Serve at Will Statement (if applicable)
 3. Driver's License Number, Expiration Date, and Current DMV (DMV supplied by employee upon position offer, current DMV supplied by VCJPA through pull notices)
 4. Resume/Application
 5. Proof of Qualifications for Position
 6. Performance Evaluations
 7. Personnel Action Forms
 8. Written Reprimands
 9. Retirement, Health, Dental/Vision Benefit Forms (if applicable)
 10. Copies of State Certifications (if applicable)
 11. Post-offer Physical Results
 12. Notice of Injury
 13. Report of Vehicle Accident occurring during course of employment
 14. Equipment Sign-out Form
 15. Flexible Work Schedule Agreement
 16. Receipts of Policies
 17. All written correspondence given to or requested by the employee
 18. Election of Method of Overtime Compensation
 19. Policy Acknowledgment Forms
- C. All permanent changes in the pay rate, job classification, and employment status for an employee must be recorded on Personnel Action Form. The information shall include date, employment status, job classification, rate of pay, reason for change, and be signed by the employee, the employee's supervisor, and the District Manager. Approval signature shall only be that of the District Manager.
- D. Employment Eligibility Verification (Form I-9) for all employees shall be kept in a file separate from personnel files for review by appropriate state and federal agencies.

SECTION 2. Payroll Files

- A. A separate payroll file shall be maintained for each employee separate from his/her personnel file in a secured area and access to records shall be restricted to authorized individuals.
- B. Copies of the following items must be maintained in each employee's file.
 - 1. Federal and State Withholding Allowance Documents
 - 2. Current home address and phone number
 - 3. Deduction Authorization Forms
 - 4. Documents supporting medical injury where injury affects pay status
 - 5. Authorization to release pay check to individual other than employee
 - 6. Copies of Payroll Checks
 - 7. Employee Payroll History Report

SECTION 3. Pay Periods and Calculation of Time Worked

- A. The official pay period for each bi-weekly payroll shall cover fourteen (14) calendar days and shall start on Friday and end on the second Friday thereafter based on job classification.

Maintenance Mechanic - start on Friday at 10:01 a.m. and end on the second Friday thereafter at 10:00 a.m.

Field Supervisor and Vector Control Technicians I, II, and III - start on Friday at 10:31 a.m. and end on the second Friday thereafter at 10:30 a.m.

Vector Ecologist I, Extra-help Assistant Vector Ecologists, and Extra-help Vector Control Technicians - start on Friday at 11:01 a.m. and end on the second Friday thereafter at 11:00 a.m.

Assistant Manager - start on Friday at 11:31 a.m. and end on the second Friday thereafter at 11:30 a.m.

District Manager, Education Specialist, Administrative Secretary/Bookkeeper, and Receptionist/Clerk - start on Friday at 12:01 p.m. and end on the second Friday thereafter at 12:00, noon.

Employees shall be paid six (6) days after the end of a pay period, on a Thursday.

- B. All full-time employees shall be paid a bi-weekly rate equal to eighty (80) hours per pay period. All extra-help and part-time employees shall be paid hourly for each hour worked during the pay period.

- C. All employees shall be required to record time worked using a time clock or time sheet. Time worked shall be verified by the employee's supervisor. The employee and supervisor shall sign the time card or time sheet certifying that the information is true and correct. Time worked shall be computed in six (6) minute increments. Time worked shall be recorded on a summary sheet indicating time worked, overtime earned, and/or leave time used.

The following codes shall be used to record time on the summary sheet.

OT - Overtime
 V - Vacation Leave
 S - Sick Leave
 C - Compensatory Time
 J - Jury Duty
 B - Bereavement Leave
 WC - Workers' Compensation
 LWP - Leave With Pay

- D. Overtime shall mean time spent in the performance of work ordered and approved by the District Manager or his/her delegate which is in excess of 40 hours per week physically worked. Exempt employees shall not earn overtime. Overtime earned by full-time employees shall be recorded either as compensatory time or paid as overtime at one and one-half (1-1/2) times the regular rate. A written authorization shall be received from each employee as to preference of payment or compensatory time. All extra help and part-time employees shall be paid for overtime earned at one and one-half (1-1/2) times regular rate.

All time cards and time sheets reflecting hours in excess of 40 hours per week physically worked must be initialed by the District Manager, Assistant Manager, or Field Supervisor as authorization of overtime earned.

SECTION 4. Deductions

- A. Each employee shall be required to file a W-4 and DE 4 upon employment for the purpose of withholding Federal and State income tax. Employees shall file a new W-4 and/or DE 4 prior to any change in his/her marital status and/or number of exemptions.
- B. Every full-time employee shall have federal and state income tax, medicare, and retirement (subject to retirement benefits offered in Personnel & Salary Resolution No. 92-11) withheld from his/her pay check. An employee may elect to have additional money withheld from his/her pay check for the purpose of paying dependent health care and dental/vision insurance premiums, contributions to the credit union and deferred compensation etc., upon written authorization only.

- C. Every extra-help employee shall have federal and state income tax, social security, and medicare withheld from his/her pay check. Extra-help employees may not elect additional withholdings except as those provided in Section 4(D) below.
- D. In the event an employee loses equipment assigned to him/her, the replacement cost shall be withheld from his/her pay check upon written approval by the employee. In the event an employee makes phone calls not related to District business, the amount reflected on the bill shall be withheld from his/her pay check upon written approval by the employee.

SECTION 5. Accrual and Use of Leave Time

- A. Full-time and part-time regular, probationary, and limited-term employees shall earn sick leave and vacation leave bi-weekly based on years of service. Sick and vacation leave will be accrued and posted in the computer during payroll processing. A hand written ledger with explanation shall be maintained for each employee. Use of sick or vacation leave must be approved by the employee's supervisor and District Manager on a Leave Time Request Form and the time shall be debited in the computer and hand written ledger and will be reflected on the employees pay check.
- B. If an employee does not have leave time accrued, the employee shall not be paid for time that is missed.
- C. Those employees who work a 9 day 80 hour schedule shall either be required to use one (1) hour of vacation time when a holiday falls on a 9 hour work day or work an additional hour on one day during the work week in which the holiday is paid. If an employee has accrued compensatory time, compensatory time will be used before vacation time. At the discretion of the District Manager, work schedules during weeks with holidays may be changed to eight hour days to avoid the use of vacation time and/or accrual of compensatory time for holidays that fall on regularly scheduled day off.
- D. Eligible employees will receive a statement of leave time accrued on a quarterly basis.
- E. A lump sum payment of accrued vacation leave and compensatory time shall be issued when an employee separates from District service.
- F. Employee's sick leave balance at the end of any given fiscal year may not exceed 240 hours. Employees who accumulate sick leave hours in excess of 240 hours during the fiscal year will be compensated for each

hour in excess of 240 at 50% of their current pay rate and the hours shall be removed from the books at the end of the fiscal year.

Upon official retirement from District service, the employee shall be compensated for accumulated sick leave not to exceed 336 hours at fifty percent (50%) of the employee's current rate of pay. In order to receive payment for accumulated sick leave upon retirement, the employee must be at least 50 years of age and have worked for the District with no break in service for a minimum of five (5) years.

If an employee dies due to a work related injury while in the employ of the District his/her survivors shall receive payment for all accumulated sick leave not to exceed 336 hours at one hundred percent (100%) of the employee's current rate of pay.

SECTION 6. Preparation and Distribution of Payroll

- A. The Administrative Secretary/Bookkeeper shall enter time worked and prepare the Time Worked Edit List. The District Manager shall review and approve the edit list before payroll checks are printed.
- B. The Administrative Secretary/Bookkeeper shall print the payroll checks and forward the checks to the appropriate persons for signature. Once signed, payroll checks shall be distributed by the Administrative Secretary/Bookkeeper on each Thursday following the end of the pay period. If pay day falls on a holiday, the payroll checks will be distributed on the last business day before the holiday.
- C. Checks shall be recorded in a computerized checking program. Entries shall include date, payee, amount, and balance.
- D. If an employee involuntarily separates from District service, his/her pay check will be issued on the last day worked. If an employee voluntarily separates from District service, his/her paycheck will be available within three business days. The terminated employee may request in writing that the final paycheck be mailed.

ARTICLE V

REVOLVING FUND BANK ACCOUNT

SECTION 1. Purpose

The Revolving Fund Bank Account, established pursuant to Government Code section 53961, shall be used for the purpose of paying any approved expenditure of the District.

SECTION 2. Controls

- A. The revolving fund shall not exceed 110 percent of one-twelfth of the District's adopted budget for that fiscal year.
- B. All transactions shall require signatures from those duly authorized by the Board of Trustees as follows:

<u>Transaction Type</u>	<u>Number of Signatures</u>	<u>Authorized Positions</u>
Payroll Checks, Accounts Payable Checks, And Trust Warrant Requisitions to Reimburse Revolving Fund	Two signatures	President, Secretary, and Treasurer of the Board of Trustees, three Trustees appointed by the Board, the District Manager or Assistant Manager.
Petty Cash Checks	One signature	District Manager or Assistant Manager.

Only one signature of the required two signatures for Payroll Checks, Accounts Payable Checks, and Trust Warrant Requisitions for reimbursing the Revolving Fund may be that of the District Manager or Assistant Manager.

- C. The District Manager shall keep account of all receipts and disbursements from the fund. The District's Treasurer shall review all receipts and disbursements from the fund at least monthly.

SECTION 3. Deposits

- A. Cash received from the sale of fish and checks received from rebates, refunds, reimbursements, contracts, sale of fish, and sale of surplus equipment shall be deposited in the revolving fund providing that the deposit does not exceed the fund limitation of 110 percent of one-twelfth of the District's adopted budget.

- B. Disbursements for authorized expenditures from the fund shall be reimbursed by Trust Warrant drawn from Los Angeles County Pooled Investment Fund. The amount of the Trust Warrant shall be equal to the amount of authorized expenditures less any deposits. The Trust Warrant shall be deposited within 24 hours of receiving the Trust Warrant from Los Angeles County.

If sufficient funds are not available in the Los Angeles County Pooled Investment Fund, the Revolving Fund shall be reimbursed by transferring sufficient funds from the Local Agency Investment Fund to the Los Angeles County Pooled Investment Fund.

- C. All deposits shall be reported to the Board of Trustees monthly on the List of Claims which shall indicate the general description of the deposit and the amount.

SECTION 4. Disbursement of Funds

- A. Funds disbursed for the purpose of meeting payroll expenses, purchase of equipment and supplies, and expenditures for capital improvements and fixed assets shall be issued by a check drawn on the revolving fund account. Procedures for preparing checks shall be consistent with Article III and Article IV of these Fiscal Policies.
- B. Funds disbursed for petty cash expenditures as described in Section 5., below, shall be issued by a check drawn on the revolving fund account.
- C. All disbursements shall be reported to the Board of Trustees monthly on the List of Claims which shall indicate the general description of the disbursement and the amount.

SECTION 5. Petty Cash

- A. The petty cash account is included as part of the revolving fund account and requires controls to ensure that the expenditures are legal, duly authorized, and necessary to achieve the goals and functions of the District.
- B. Petty cash expenses shall be less than one hundred dollars (\$100.00) unless the item cannot be purchased with a P.O. on an open account or requires payment for product shipped C.O.D. and is needed immediately. Petty cash checks may be written as payment for shipping due on delivery if shipping charge cannot be included on P.O. Petty cash checks shall be used for the purchase of supplies from Costco. Individual item in excess of \$100.00 purchased from Costco shall be anticipated and purchased with an accounts payable check when possible.

- C. Petty cash checks shall be used to reimburse Trustees and employees for parking fees and refreshments for meetings providing a receipt is submitted and the expense is necessary.
- D. Authorized District staff requiring a petty cash check shall receive the check from the District Manager. The purpose of the check must be explained and an amount estimated.
- E. A petty cash check shall be issued for legitimate needs and shall be signed by the District Manager. The date, payee, and signature line shall be completed. For record keeping purposes only, a P.O. shall be completed and approved before issuing the petty cash check.
- F. Receipts for purchases using a petty cash check shall be submitted to the Administrative Secretary/Bookkeeper and shall be recorded in the computerized accounting program. Entry shall include date, payee, amount, and account balance. The receipt shall be attached to the check register.
- G. Petty cash expenditures shall be reported to the Board of Trustees monthly on the List of Claims which shall indicate general description of purchase and the amount.

ARTICLE VI
RECONCILIATION

SECTION 1. Revolving Fund

- A. A formal monthly reconciliation of the revolving fund account shall be performed within 7 days of receipt of the statement. Checks shall be ordered by number and examined for proper endorsement.
- B. Canceled checks shall be marked as cleared in the computerized checking program. If the District's records balance with the bank statement, a reconciliation report shall be printed and reviewed by the District Manager. The canceled checks, statement, and reconciliation report shall be filed.
- C. If the District's records do not balance with the bank statement, the District Manager shall immediately investigate the reason for the difference. The reason for the difference shall be determined and corrected.

SECTION 2. District Funds in Los Angeles County

- A. A formal monthly reconciliation of the PB1 fund account shall be performed within 7 days of receipt of the CAPS reports. Expenditures reported on the CAPS Expenditure Detail Report shall be compared with trust warrant requisitions.
- B. All credits and debits reported on the Revenue Detail Report, Interest Earnings and Distribution Statement, and Expenditure Detail Report shall be marked cleared on the District's general ledger and the balance compared with the balance reported on the CAPS General Ledger Detail Activity Report. If the District's ledger balances with the CAPS General Ledger Detail Activity Report, the ledger will be marked as balanced with the date.
- C. If the District's ledger does not balance with the CAPS General Ledger Detail Activity Report, the District Manager shall immediately investigate the reason for the difference. The reason for the difference shall be determined and corrected.

SECTION 3. District Funds in the Local Agency Investment Fund (LAIF)

- A. A formal monthly reconciliation of the LAIF account shall be performed within 7 days of receipt of the statement. Withdrawals, deposits, and

interest earned as reported on the statement shall be compared with the District's general ledger.

- B. All credits and debits reported on the statement shall be marked cleared on the District's general ledger and the balance compared with the balance reported on the statement.
- C. If the District's ledger does not balance with the statement, the District Manager shall immediately investigate the reason for the difference. The reason for the difference shall be determined and corrected.

SECTION 4. District Funds in other Investment Instruments

- A. A formal reconciliation of District funds in investment instruments other than those specified in Sections 1., 2., and 3. above shall be performed either monthly or quarterly within 7 days of receipt of the statement. Withdrawals, deposits, and interest earned as reported on the statement shall be compared with the District's general ledger.
- B. All credits and debits reported on the statement shall be marked cleared on the District's general ledger and the balance compared with the balance reported on the statement.
- C. If the District's ledger does not balance with the statement, the District Manager shall immediately investigate the reason for the difference. The reason for the difference shall be determined and corrected.

SECTION 5. Financial Statement

- A. The fund balance reported on the financial statement is calculated by subtracting year to date expenditures from year to date receipts. The sum of all funds in investment instruments plus the funds in the revolving fund account should equal the fund balance reported on the financial statement.
- B. If the financial statement does not balance, the District Manager shall investigate the reason for the difference. The reason for the difference shall be determined and corrected.

ARTICLE VII

CREDIT CARD USE

Revolving charge/credit card accounts are increasingly important as purchasing tools for procuring supplies and services relative to approved District business. Using credit cards for purchases must be in keeping with current purchase authorization procedures, internal controls, and records management protocols.

SECTION 1. Controls

- A. Revolving charge/credit card accounts shall be selected based on need and fiscal cost. To the greatest extent possible, the District shall select accounts charging low/no annual fees, processing fees, and offering financial incentives.
- B. The District shall ensure revolving charge/credit card accounts are paid in-full and on time to avoid incurring unnecessary finance charges/late fees.
- C. All purchases must be pre-authorized by the District Manager or the cardholder's supervisor.
- D. The cardholder/purchaser is responsible for obtaining receipts from credit card purchases. Receipts for approved purchases must be submitted and processed according to District practices and policies.
- E. Each employee issued a credit card for purchases must acknowledge in writing responsibility and liability for the credit card and receipt of the District's credit card use policy.

SECTION 2. Administrative Procedures

- A. All charges will be verified against the receipts for purchases. Any unexplained charges/disputed charges shall be brought to the attention of the District Manager and resolved immediately.
- B. Authorized receipts shall be attached to the statement and paid before the due date, recorded, and filed accordingly. All receipts and statements shall be kept on file a minimum of three (3) years.

SECTION 3. Loss of Credit Cards and Misuse

- A. Credit card loss or theft shall be reported to the District Manager

immediately after first knowledge of loss or theft. Lost or stolen cards will be canceled immediately.

- B. Unauthorized purchase and/or personal use of District credit cards is not allowed. Unauthorized purchases will become the responsibility of the employee/cardholder and must be reimbursed to the District immediately.

SECTION 4. Disciplinary Action

- A. A cardholder who fails to obtain and submit receipts as required, fails to responsibly ensure the security of District credit cards, or uses District credit cards inappropriately or without prior authorization may be subject to disciplinary action.
- B. An employee facing disciplinary action may file an appeal or grievance in accordance with Article XV, Disciplinary Action and Appeals or Article XVI, Grievance Procedure, of the Personnel and Salary Resolution No. 92-11.
- C. Any decision to file criminal charges against the employee shall be made by the Board of Trustees.

ARTICLE VIII

RECORD RETENTION SCHEDULE

The San Gabriel Valley Mosquito and Vector Control District has an obligation to create and maintain information in accordance with accepted record management practices and standards. The District shall maintain all original records until the minimum retention period has ended. Once the retention period has ended, the District may store records by a means acceptable to standard records management practices in the form of microfiche, microfilm, or other permanent record in compliance with Government Code Section 60203.

Title	Original Form Minimum Retention Period	Other Storage Medium Minimum Retention Period
Administration:		
Correspondence	3 Years	Permanent
Policy and Procedures	7 Years	Permanent
Meetings:		
Agendas	3 Years	Permanent
Meeting Minutes	3 Years	Permanent
Board Minutes	3 Years	Permanent
Resolutions	7 Years after cancellation	Permanent
Contracts:		
Agreements, Memorandum of Understandings	7 Years following end of contract	Permanent
Financial:		
Accounts Payable:	3 Years	10 Years
Correspondence		
A/P Register		
Petty Cash Register		
Expense Reports		
Invoices		
CAPS Reports		
Trust Warrant Requisitions		
Revenue:		
CAPS Reports	3 Years	10 Years
Reimbursements		
Refunds		

Title	Original Form Minimum Retention Period 3 Years	Other Storage Medium Minimum Retention Period 10 Years
Audits: Correspondence Reports State Controller's Report	3 Years	10 Years
Banking: Correspondence Bank Confirmation Bank Reconciliation Bank Statements Cancelled and Voided Checks Deposit Slips Signature Authorization	3 Years	10 Years
Financial Reports: Correspondence Financial Statements List of Claims	3 Years	Permanent
Annual Budget	3 Years after Repayment	Permanent
Insurance: Memorandum of Coverage Policies Endorsements Premium Deposits Retrospective Ratings Certificates of Insurance Claims	7 Years	Permanent
Legal: General Correspondence Attorney Correspondence Conflict of Interest Code Conflict of Interest Statement Litigation Opinions	3 Years 3 Years 7 Years 7 Years 3 Years after litigation concludes 7 Years	Permanent Permanent Permanent Permanent Permanent Permanent

Title	Original Form Minimum Retention Period	Other Storage Medium Minimum Retention Period
Personnel:		
Applications	1 Year	
Post-Offer Physicals	3 Years after Separation	Permanent
Personnel Files	3 Years after Separation	Permanent
Payroll Files	3 Years after Separation	Permanent
Miscellaneous	3 Years	

The District shall maintain all original records until the end of the minimum retention period for the original form or until the District establishes another storage system for the originals when the minimum retention period has ended.

ARTICLE IX

TRAVEL AND PER DIEM

Travel and per diem shall include expenses paid to members of the District Board for attending business and committee meetings of the Board, secretary compensation, airfare, transportation and lodging expenses for attending conferences, per diem while attending conferences, and parking fees associated with District business.

SECTION 1. Board Member Expenses

- A. As authorized in Section 2248 of the Health and Safety Code, the District Board may by resolution provide for the allowance and payment to the members of the Board a sum not to exceed fifty dollars (\$50.00) per month per member for expenses incurred in attending business meetings of the Board.

Resolution 02-91, Resolution of the San Gabriel Valley Mosquito and Vector Control District Proposing the Adopting of Monthly Allowance in Lieu of Expenses for the Purpose of Board of Trustees Travel Expenses adopted April 5, 1991 provides for in lieu of expense payments of \$50.00 per month per member for expenses incurred in attending business and committee meetings. The attendance of business meetings shall be documented in the Board Minutes. The attendance of committee meetings shall be documented in the Committee Minutes.

Payment of the in lieu expenses shall only be made if the Board member has attended at least one business or committee meeting during the month of payment. At no time shall the in lieu expenses exceed \$50.00 per month per member.

- B. Pursuant to Section 2249 of the Health and Safety Code, the Secretary of the Board shall receive compensation as shall be fixed by the District Board. Secretary Compensation as set by the District Board shall be paid monthly for duties performed by the Secretary as defined in Resolution 93-06, San Gabriel Valley Mosquito and Vector Control District Articles and By laws Governing District Meetings adopted June 11, 1993.

SECTION 2. Expenses Incurred during the Attendance of Approved Conferences, Seminars, and Meeting Events

- A. The District shall pay for expenses incurred by authorized Trustees/Employees who attend approved conferences, seminars, or meeting "events". Approved events shall be those included in the

approved budget and events not specifically itemized in the approved budget providing the event will directly benefit the District, the event is approved by the Board of Trustees, and the cost of such event will not exceed the budgeted amount for travel.

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

When air travel is appropriate, coach class shall be utilized. The District Manager, through staff, shall seek informal bids for the best possible air fare. When the Trustee or employee must travel by air and the spouse or family member is traveling with the Trustee/Employee, the District will provide travel arrangements for the spouse or family member providing the Trustee/Employee pays for the cost of travel in advance.

When air travel is used, attendees shall use the most economical means of travel from the airport to the event. If the most economical means of travel is a rental car, the District shall pay the cost of the rental car, insurance, and fuel for authorized travel. Additional days rental and fuel for personal travel shall be at the expense of the individual.

A District vehicle shall be used for travel within a 100 mile radius from the District Headquarters. A private vehicle may be used with the District Manager's approval providing that the cost will not exceed the budgeted amount for travel and the person has proof of insurance pursuant to Resolution No. 94-03, Resolution of the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District Adopting a Policy Regarding Use of Personal Vehicles for District Business. Reimbursement for use of a private vehicle shall be in the amount authorized by the IRS for deduction. Every effort shall be made to utilize a District vehicle when air travel is not necessary.

- D. The cost of accommodations shall be paid by the District for events in which travel distance is greater than 60 miles from the District's Headquarters. Reasonable cost for overnight accommodations shall be used by the Trustee/Employee in keeping with availability, convenience, and propriety.

When appropriate, the District will pay for all lodging in advance. If the District is unable to pay for accommodations in advance, the District will either issue payment to the Trustee/Employee before departure to cover the cost of lodging or will reimburse the Trustee/Employee for the cost incurred as shown on a receipt within 10 days after returning from the event.

- E. The District shall issue per diem to Trustees in the amount of \$55.00 per day and to employees in the amount of \$40.00 per day prior to the date of travel to cover the following expenses:

- Meals
- Personal Travel (bus, gas, parking, etc.)
- Gratuities (hotel, porter, restaurant, etc.)

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

<u>Attendee</u>	<u>Approving Party</u>
Trustee	Secretary of the Board or designee of Board President
District Manager	Secretary of the Board or designee of Board President
Staff	District Manager

SECTION 3. Parking Fees

During the course of District Business, occasionally it is necessary to park the vehicle in a lot where a fee is charged. The District shall reimburse the Trustee/Employee for legitimate parking fees providing a receipt is submitted and the purpose is indicated on the receipt.

ARTICLE X
FIXED ASSETS

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:
1. Through legal advertisement in a newspaper of general circulation inviting sealed bids; or
 2. At an auction either conducted by the District or through a professional service; or
 3. 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.

ARTICLE XI

INVENTORY

SECTION 1. Introduction

Inventories consist of supplies, chemicals, furniture, and equipment. Supplies and chemicals shall not receive a property tag and shall be inventoried monthly or as needed to ensure that materials are used in the manner intended. Furniture and equipment shall receive a property tag and shall be inventoried at least once every six months to ensure that the items have not been lost or stolen.

SECTION 2. Controls

- A. The functions of ordering, authorizing, receiving, and conducting physical inventories shall be adequately separated to: (1) ensure that inventory transactions are proper, and (2) minimize the potential for inventory related defalcations. All proposed purchases shall be authorized prior to ordering, within budget limits and made in accordance with Resolution 92-12, Bid Regulations for Purchase of Supplies and Equipment, as amended January 8, 1993.
- B. Chemicals and supplies shall only be ordered when needed. A stock level shall be established and maintained to ensure that the goals of the District may be successfully and expediently performed.
- C. Storage areas shall be secured so that access to inventory is restricted to authorized personnel. Chemicals and supplies requiring special storage (i.e. temperature control, flammable storage, etc.) shall be stored according to product information to ensure that no damage occurs to the material, persons working in the area, and/or other property.
- D. Receipts of inventory items shall be recorded promptly and accurately by an individual without signature power.

SECTION 3. Receiving

- A. Inventory items received shall be inspected, counted, or weighed and appropriate receiving documents matched with invoices and purchase orders. Quantities of supplies and chemicals shall be recorded on the appropriate inventory sheet. Furniture and equipment (including all office furniture, electronic equipment, file cabinets, etc. regardless of purchase price) received shall receive a property tag and shall be recorded on the appropriate inventory sheet. Vehicles shall be numbered with sequential numbers followed by the last two digits of the year. For example, the

second vehicle received which was purchased in 1994 shall be numbered as 2-94.

- B. A list of all furniture and equipment receiving a property tag as well as all vehicles shall be forwarded to the Vector Control Joint Powers Agency for insurance purposes. The list shall include purchase date, property tag number, make and model, serial number, and purchase price including tax.

SECTION 4. Physical Inventory

- A. Inventory of supplies and chemicals shall be the responsibility of an individual who does not have authority to approve purchases. Inventory of supplies and chemicals shall be taken monthly or as necessary. Quantity on hand shall be compared with quantity disbursed. Unexplained differences shall be brought to the attention of the District Manager for investigation.
- B. Inventory of furniture and equipment shall be taken by two individuals; one of the individuals shall not have authority to approve purchases. Inventory of furniture and equipment including fixed assets shall be taken at least once every six months. The individuals taking inventory shall work together and shall record the condition of the items. Items not accounted for shall be brought to the attention of the District Manager for investigation.

ARTICLE XII

COMPUTER CONTROLS

SECTION 1. Physical Security Controls

- A. Physical security controls assist in safeguarding assets from accidental loss, damage, or theft. All personal computers shall be connected to surge protector to prevent damage due to power surges. Carbon dioxide fire extinguishers shall be located in each area where a computer is installed. Power cords/receptacles shall not be located in or near walkways to prevent accidental injury to staff and damage to computers and printers.
- B. Access to computers shall be limited to trained authorized personnel. Training shall include proper procedures for turning on and off hardware, using software, saving data, proper handling of accessories, and proper care of hardware. Training shall be conducted by experienced personnel and/or consultants.
- C. Management shall maintain an up-to-date inventory of all computers and printers listing the product and model number, serial number, date purchased, purchase price, and location. Inventory shall be conducted not less than every six (6) months.

SECTION 2. Data Security Controls

- A. Data security controls are designed to assist in preventing unauthorized access to or the accidental loss, destruction, or misuse of data resources. Security awareness training shall be given to all personnel. Data disks containing sensitive personnel, legal, payroll, etc. files shall be kept in a secure location with access to authorized personnel only.
- B. Software programs used to process payroll and accounts payable checks and record checking information shall require a password to access the program. Each individual authorized to utilize these software programs shall be assigned a password. Passwords shall be unique and not be "shared" by two or more individuals. Passwords shall be at least six characters and shall not be written on computers, keyboards, table top, etc. Passwords shall be changed at least every six months. Since the password can be changed by any individual possessing the Installation and System Guide and Systems Disk A to the software packages, these items shall be stored in a secure location and access shall be limited to authorized personnel.

- C. All data files shall be backed-up (copied) periodically. Frequency shall be determined by the critical nature of the data as well as the time necessary to re-enter data that could potentially be lost. Payroll and accounts payable data shall be backed-up not less than twice per month. Back up copies of critical information shall be stored in a secured insulated file cabinet that will provide fire protection for a minimum of one (1) hour. Data disks shall not be stored in the same location as hard copies.
- D. Hard copies of sensitive information (personnel, payroll, legal, etc.) shall be stored in a secured location. Extra copies shall be destroyed by means of shredding immediately if not needed.
- E. Copyrighted software shall be stored in a secured location protected from environmental damage and theft. Copies shall be made and used for District use only. Unauthorized copying in violation of copyright laws shall be prevented by management.

ARTICLE XIII
INVESTMENTS
(Revised Dec 14, 2018)

SECTION 1. Purpose

The Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District has a fiduciary responsibility to maximize the use of public funds entrusted to its care, manage those monies wisely and prudently, and protect those monies from financial catastrophes.

The objective of the District's investment program shall be to maintain a level of investment of all temporary idle funds as near 100% as possible, with due consideration given to safety, liquidity, yield, and cash flow requirements.

SECTION 2. Investment Authority and Guidelines

- A. District funds not required for foreseeable near term expenditures shall be designated for a long term use and shall be fully invested or deposited to maximize investment returns. Section 53601 of the Government Code provides authorization for investment of funds of local agencies.
- B. The District's Treasurer shall invest funds of the District under the prudent person rule (Civil Code §2261 et seq.) exercising judgment and care as it deems wise or expedient as allowable under current legislation of the State of California and other imposed legal restrictions.
- C. All District investments shall conform to the restrictions set forth in Section 53601 of the Government Code. The District's Treasurer shall utilize only those eligible investment instruments set forth below under Section 4, Allowable Investment Instruments.
- D. The Finance Committee shall serve as an oversight Committee to recommend investment instruments to the District Treasurer and review investment performance.
- E. No investment shall be made to mature for a period greater than two (2) years except for notes, bonds or other obligations of a state or federal governmental entity unless otherwise provided for in Government Code §53601. No more than fifty percent (50%) of the District's funds shall be

kept in one institution except the Los Angeles County Pooled Investment Fund and Local Agency Investment Fund. Certificates of Deposit at any financial institution shall not exceed \$250,000.

Any funds identified in the monthly report as necessary to meet expenditure requirements for the next six months shall be kept in the Los Angeles County Pooled Investment Fund and the Local Agency Investment Fund. If sufficient funds are not available in the Los Angeles County Pooled Investment Fund and the Local Agency Investment Fund to meet expenditure requirements for the next six months, then investments shall be sold pursuant to Section 5., below, for cash flow purposes and deposited in the Local Agency Investment Fund or the Los Angeles County Pooled Investment Fund.

- F. The District's Treasurer shall report monthly to the Board of Trustees the type of investments, issuers, date of purchase and maturity, dollar amount invested, yield, and current market value for all securities, investments, and moneys held by the District that are not held by a local agency or the State of California Local Agency Investment Fund and source of valuation. The monthly report shall state compliance of the portfolio with the adopted investment policy or the manner in which the portfolio is not in compliance, and shall include a statement denoting the ability of the District to meet its expenditure requirements for the next six months, or provide an explanation as to why sufficient money shall, or may, not be available. The District's Treasurer shall sign the monthly report as the preparer of the report.
- G. District investments in the Local Agency Investment Fund and Los Angeles County Pooled Investment Fund shall be reported monthly by providing the Board of Trustees with the most recent statement received by the District from these institutions. The fair market value of pool investments shall be calculated based on the total value of the pool and reported on the monthly reports.
- H. The Finance Committee, which shall be chaired by the District's Treasurer, shall meet quarterly to review all types of investments, issuers, date of purchase and maturity, dollar amount invested, yield, and current market value for all securities to ensure safety of District funds.

SECTION 3. Criteria for Selecting Investments and the Order of Priority

- A. **Safety**
The safety and risk associated with an investment refers to the potential

loss of principal, accrued interest, or a combination of these. The District's Treasurer shall employ investment instruments which are considered very safe.

B. Liquidity

Liquidity refers to the ability to convert investment holds to cash immediately with a minimal loss of principal or accrued interest. The District's Treasurer shall only invest those funds which are not required within a 12 month period from date of investment. For the purpose of this section, investments in the Los Angeles County Pooled Investment Fund and the Local Agency Investment Fund are considered liquid and funds invested are available upon demand with no or minimal loss of principal or accrued interest.

C. Yield

Yield is the dollar earnings the investment provides. The yield of the investment shall be considered after the fundamental requirements of safety and liquidity have been met.

D. Maturity

Projected cash flow requirements shall be the primary factor used in determining investment maturity terms. Yield consideration shall be the secondary factor used in determining maturity terms, with the expectation that longer maturity periods will generally yield greater returns on investments.

SECTION 4. Allowable Investment Instruments

The following are allowable investment instruments as provided for in Section 53601 of the Government Code and are the only investments specifically allowable as authorized investments for the District.

A. County Treasurer Accounts

All service charge and benefit assessment revenue shall be collected by the Los Angeles County Treasurer and shall be deposited into the Los Angeles County Treasury for use by the District. The Board of Trustees may rely on the County Treasurer to invest all surplus funds.

B. Local Agency Investment Fund

The Local Agency Investment Fund is managed by the Treasurer's Office, State of California. The total investment may not exceed the maximum allowed by the State.

- C. **Negotiable Certificates of Deposit**
 Negotiable Certificates of Deposit shall be made only with financial institutions which are fully insured by the Federal Deposit Insurance Corporation or the Federal Savings & Loan Insurance Corporation and issued by a nationally or state-chartered bank or a state or federal savings and loan association. The amount of deposit in any one institution shall not exceed the insured amount or 30% of surplus funds, which ever is less.
- D. **United States Treasury Notes, Bonds, Bills or Certificate of Indebtedness**
 Investments may be made in United States Treasury notes, bonds, bills, or certificates of indebtedness having the full faith and credit of the federal government pledged for the payment of principle and interest.
- E. **Federally Sponsored Credit Agency Securities**
 Investments may be made in the debt securities of the following U.S. Government sponsored corporation agencies:
- Banks for cooperatives, federal land banks, federal intermediate credit banks, federal home loan banks
 Federal Home Loan Bank Board
 Tennessee Valley Authority
 Obligations, participation, or other instruments of or issued by or fully guaranteed as to the principal and interest by the Federal National Mortgage Association
 Guaranteed portions of Small Business Administration notes
 Other instruments issued by a federal agency or a United States government-sponsored enterprise.
- F. **California State and Municipal bonds**
 Investments may be made in instruments issued by the State of California and its municipalities with consideration given to dates of maturity, yield, and whether such bonds are insured.
- G. **Medium-Term Notes**
 Investments may be made in medium-term notes of a maximum of five years maturity issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any State operating within the United States. Notes eligible for investment shall be rated in a rating category of "A" or its equivalent or better by a nationally recognized service. Purchase of medium term notes may not exceed thirty percent (30%) of the

District's surplus money.

H. CalTRUST – Short to Medium Term Fund

Investments may be made in this voluntary, local government, joint investment pool with a multi-billion dollar asset portfolio. Oversight is provided by a Board of Trustees and investment funds are managed by a contracted CalTRUST Asset Management Institution. All CalTRUST funds are in compliance with the California investment guidelines for public agencies.

I. 115 Trust – GASB 45 Compliant IRS approved 115 OPEB Trust

Funds may be deposited in this Trust in accordance with Section 115 of the Internal Revenue Code (IRC), an irrevocable trust (115 Trust) through which eligible California public agency employers may prefund their future annual pension contributions. A 115 Trust may be administered by the California Public Employees Retirement System (CalPERS) or through a private market.

Only those instruments listed above are allowable. The purchase of “derivatives” such as inverse floaters, dual index floaters, or inverse securities which produce higher than market rates of interest at purchase date (when interest rates are low) but have the possibility of producing low or no coupon rates as market interest rates rise through the life of the investment are strictly prohibited.

SECTION 5. Sale of Investments

Although the District invests with the intent to hold investments to maturity, sale of investments may be required prior to maturity.

- A. Investments may be sold prior to maturity for cash flow purposes.
- B. Losses on a sale before maturity are acceptable if the earnings from the reinvested proceeds will exceed the income that would have been generated by the old investment considering any capital loss of foregone interest on the original investment.
- C. Sale of investments prior to maturity must be authorized by the Finance Committee.

SECTION 6. Safekeeping

All broker-dealers shall be pre-qualified by completing a broker-dealer questionnaire provided by the District. All broker-dealers doing business with the District shall be required to read and acknowledge in writing that they have read and understood the investment policy. Investment transactions with a broker-dealer shall be conducted on a delivery versus payment method with the District's third party custodian.

Securities shall be delivered and held in third party safe-keeping by the District's bank. Local agency funds, under the direction of a trustee, will be held in the name of the District with the trustee executing investment transactions as directed by the Finance Committee.

SECTION 7. Investment Policy Revision

This Investment Policy shall be reviewed and adopted annually by the Board of Trustees for relevance to ensure that all investments made are in compliance with state and local codes and laws and are consistent with current financial trends.

ARTICLE XIV
SALARY ADJUSTMENTS

SECTION 1. Purpose

The Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District has determined that it is in the best interest of the District to set a salary adjustment policy to provide for competitive salaries.

SECTION 2. Annual Review of Cost of Living Allowance

- A. Cost of Living data shall be reviewed annually using the February Consumer Price Index - Urban Wage Earners and Clerical Workers (CPI-W) year end percent change.
- B. The Los Angeles-Anaheim-Riverside geographic area index will be used to calculate a cost of living allowance.
- C. Staff shall calculate salaries annually using the March CPI-W with a cap of 4%. All benefit and insurance costs will also be calculated to determine the true cost of the salary increase. No salary adjustment calculations will be presented when the CPI-W is negative.
- D. Proposed salary adjustments based on the CPI-W shall be presented annually to the Personnel and Finance Committees for recommendations.
- E. Salary adjustments based on the CPI-W shall not be automatic. Such adjustments shall only be approved by a majority vote of the Board of Trustees during the adoption of each fiscal years budget.

SECTION 3. Salary Surveys

- A. The salary survey shall be conducted every three (3) years during the month of April. Salary adjustments based on the salary survey shall not apply to the position of District Manager, except as provided in Section H, below.
- B. Staff shall request information from Mosquito Abatement and Vector Control Districts located in southern California that meet the following criteria:

- a. Minimum Annual revenue - \$650,000
 - b. Minimum Number of Employees - 12
- C. A complete list of position titles, job descriptions, and salaries shall be obtained from a minimum of five districts. The job responsibilities and minimum qualifications shall be evaluated based on comparable positions with SGVMVCD.
- D. A summary of salaries paid, responsibilities, and minimum qualifications shall be prepared for similar positions.
- E. The districts with the highest and lowest salaries for each position shall be rejected. From the remaining salaries, the mean high salary shall be calculated. If four or fewer similar positions are available to survey, either no salaries will be rejected or salaries from districts in other comparable areas of California will be obtained.
- F. If the District's salary is within 2% of the mean no adjustment shall be made. If the District's salary is less than 98% of the mean, the salary shall be adjusted to equal the mean.
- G. The salary survey and recommended adjustments shall be presented to the Board of Trustees in May of the year that the survey is conducted for Board approval. The approved adjustments shall be included in the budget presented to the Board in June and shall become effective with the first full pay period in July.
- H. The Personnel Committee may consider the survey and mean high salary for the position of District Manager to determine if the salary range for the position is competitive or when an adjustment to the salary is recommended. The Personnel Committee will conduct a performance evaluation of the District Manager annually during the month of April. Based on the performance evaluation, achievement of goals and objectives, conduct that leads to disciplinary action, and financial stability of the District, the Personnel Committee may recommend a salary adjustment for the District Manager. The adjustment shall only be granted upon a majority vote of the Board members present at a regular meeting of the Board of Trustees.

ARTICLE XV

FEE FOR DUPLICATION OF DISTRICT RECORDS

SECTION 1. Purpose

Public records of the District are open to inspection at all times during the office hours of the District and every citizen has a right to inspect any public record, except as provided in Government Code '6254. Pursuant to Government Code '6257, the District may impose fees covering the direct costs of duplication.

SECTION 2. Fee Schedule

- A. The direct cost fees for duplication of District records shall be equal to the cost of the copier divided by the number of copies expected through the life of the copier, plus the copier maintenance cost per copy which includes all cost to operate the copier except for the cost of paper, plus the cost of the paper. The cost of postage shall be included as a separate fee equal to the amount of the actual cost to mail the records for those persons unable to obtain the records at the District office.

The fee per copy shall be rounded to the nearest whole cent. If the calculation of the direct cost includes a fraction of a cent equal to or less than 0.49 cents, the direct cost will be rounded down to the nearest whole cent. If the calculation of the direct cost includes a fraction of a cent equal to or greater than 0.50 cents, the direct cost will be rounded up to the nearest whole cent.

Audio cassette tapes of recorded public meetings are retained for 30 days and may be duplicated during the 30 day period for a fee equal to the cost of the tape.

- B. The direct cost fees for duplication of District records shall be calculated annually based on the current copier maintenance contract and the current cost for paper during the month that the copier maintenance contract is renewed.
- C. The fee schedule shall be reviewed annually by the Finance Committee and distributed to all appropriate personnel in an Interoffice Memorandum and shall be made available to any person requesting a copy of District records.
- D. The fees for duplication shall not include staff time for retrieving or duplicating records.

SECTION 3. Collection of the Fee

- A. Persons requesting copies of public records via U.S. Mail shall be informed via U.S. Mail within 10 days of their request of the total cost to duplicate and mail the records. Upon receipt of the total payment, the records shall be mailed to the requesting person.
- B. Persons requesting copies of public records at the District office shall be given the copies of the records upon payment of the fees to the District.

SECTION 4. Waiver of Fees

Fees shall be waived for the following documents, agencies, and individuals:

- a. Documents requested by federal, state, or local agencies.
- b. Copies of documents pertaining to any charge or assessment levied by the District.
- c. Copies of Meeting Agendas requested by any individual, business, or agency.
- d. Copies of any educational materials distributed to individuals, businesses, or agencies within the boundaries of the District.
- e. Any documents that the Board of Trustees has taken action on to waive the fee during a public meeting at the request of the requesting party or for the purpose of achieving District goals.

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CREDIT CARD USE POLICY

RESOLUTION 93-13

The District must utilize credit cards for the purchase of supplies, equipment, repairs, and fuel. Controls and procedures must be established/monitored to ensure that all charges are legal, duly authorized, and necessary to perform the functions of the District.

SECTION 1. Controls

- A. When the District files an application for credit, the application shall indicate that purchase orders shall be required for all purchases. The only exception shall be for the daily purchase of fuel.
- B. Purchases on revolving charge accounts, other than fuel purchases, shall be made by limited personnel.
- C. All credit cards shall be stored in a secured location and access shall be restricted to authorized individuals. Employees who are subject to emergency call out and are allowed to drive the District vehicle to and from work as provided in Article XXI, Section 2 of the Personnel and Salary Resolution 92-11, shall be issued a fuel credit card. This credit card shall be available at all times for return to the District upon request.
- D. A purchase order shall be completed and approved by signature of the District Manager or Assistant Manager in the absence of the District Manager prior to issuance of the credit card. The employee receiving the credit card shall sign for the credit card being issued to him/her.
- E. Fuel credit cards shall be issued to each employee required to fuel a District vehicle in the morning and shall be immediately returned when the employee returns to the office. Each employee shall sign for the credit card when received and returned.
- F. Receipts shall be submitted to the Administrative Secretary the day of purchase. Receipts shall be verified with the purchase orders and fuel logs. Unauthorized purchases shall be brought to the attention of the District Manager for investigation.

SECTION 2. Preparing Payments for Charges

- A. Within three (3) days of receiving the charge account statement, all charges will be verified against the receipts for purchases. Any unexplained charges shall be immediately brought to the attention of the District Manager.

Resolution 93-13

Page 2 of 3

- B. Applicable discounts shall be recorded and deducted from the payment.
- C. All duly authorized charges shall be paid in full before due date to avoid accruing interest charges.
- D. Duly authorized receipts shall be attached to the statement and paid. When payment has been made, the statement shall be stamped paid and filed.
- E. All receipts and statements shall be kept on file a minimum of three (3) years.

SECTION 3. Loss of Credit Cards and Misuse

- A. Credit card loss or theft shall be immediately reported to the District Manager. Immediately shall be defined as first knowledge of loss or theft. The District Manager shall immediately cancel the credit card and have the credit card replaced.
- B. In the event a fuel receipt is lost during the course of the work day, the employee shall return to the fuel station where the purchase was made and request a copy of the receipt. The receipt shall be signed by the fuel station verifying that it is a correct copy. In the event the fuel station does not have a copy on file, a copy will be requested from the vendor.
- C. Unexplained charges shall be investigated by first questioning the employee to whom the credit card was issued on the day of the charge. A copy of the receipt shall be obtained from the vendor to determine who made the unauthorized purchase. The employee will be requested to reimburse the District for unauthorized charges.

SECTION 4. Disciplinary Action

- A. Failure to immediately report a credit card lost or stolen shall result in suspension without pay and/or termination.

Resolution 92-13

Page 3 of 3

- B. Unauthorized purchases charged to the District's account shall result in suspension without pay and/or termination. The employee who made unauthorized charges may file a grievance in accordance with Article XV, Grievance Procedure and Disciplinary Appeal, of the Personnel and Salary Resolution 92-11.
- C. Any decision to file criminal charges against the employee shall be made by the Board of Trustees.

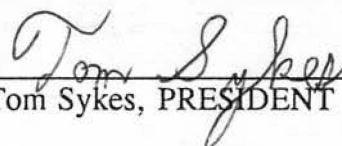
PASSED AND ADOPTED by the Board of Trustees of the San Gabriel Valley Mosquito Abatement District at its meeting on November 12, 1993, by the following vote:

AYES: Sykes, Swain, Alderete, Bodley, Bredenkamp, Bruesch, Chamberlain, Dipple, Garcia, Hall, Kern, Leiga, Maurer, Miranda, Morgan, Neher, Polimeni

NOES: None

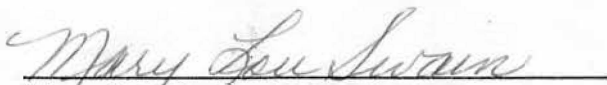
ABSENT: Barron, Blakely, Condie, Finlay, Herfert, Pedroza, Thurston

ABSTAIN: None



Tom Sykes, PRESIDENT

ATTEST:



Mary Lou Swain, SECRETARY

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RESOLUTION NO. 2006-02**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT AMENDING BID REGULATIONS FOR THE PURCHASE OF SUPPLIES AND EQUIPMENT**

BE IT RESOLVED BY the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District, Los Angeles County, California, as follows:

SECTION 1. Purchasing Agent

The District Manager shall act as a Purchasing Agent and the Director of Administrative Services shall act as Assistant Purchasing Agent for the District. The Director of Administrative Services shall have the authority to function as the Purchasing Agent in the absence of the District Manager.

The Purchasing Agent shall, within the limits provided in the fiscal year budget approved by the Board of Trustees (the "Board"), and except as hereinafter provided, purchase for the District all materials, supplies, furnishings, equipment, livestock, poultry, and other personal property of whatever kind and nature. No purchase of personal property by any person other than the Purchasing Agent or the Assistant Purchasing Agent shall be binding upon the District or constitute a lawful charge against any District fund.

SECTION 2. Bidding Regulations

\$5,000 OR LESS: Materials, goods, supplies and services of less than \$5,000 in value may be purchased on the open market without bidding.

\$5,001 - \$20,000: When the purchase of materials, goods, supplies or service(s) is valued between \$5,001 - \$20,000, informal bidding shall be required. Such bidding may be accomplished by written request for bids sent to selected bidders or by telephone survey of prices, or by such other efforts directed towards obtaining at least three oral or written bids. The bid shall be awarded by the Purchasing Agent to the lowest responsible bidder unless the Purchasing Agent determines that the public interest requires a different action. In that event, the Purchasing Agent shall submit a report to the Board explaining the award.

ABOVE \$20,001: When the materials, goods, supplies or service(s) to be purchased exceeds \$20,001 in value, formal bidding shall be required. Such bidding process shall require that a notice be posted at the District office at least ten (10) days prior to the bid opening and that formal requests for bids be solicited either by newspaper publication, trade journal publication, or by use of a bid service. Sealed bids shall be solicited and the bid will be awarded by the Board to the lowest responsible bidder based on the Purchasing Agent's analysis and recommendations of the bids and bidders, unless the Board makes a determination that it would be in the public's best interest to do otherwise, which determination will be made in the record.

The Purchasing Agent shall first review all bids received to determine if they are responsive to the notice inviting bids. The Purchasing Agent is authorized to waive minor deviations and irregularities in the bids.

The Purchasing Agent shall also have the authority to inspect and test products intended to be used in any bid for quality and fitness for its intended purpose and may investigate the character and reputation of any bidder to determine if the bidder is responsible. The Purchasing Agent's determination and recommendation of the lowest responsible bidder shall be based on his/her analysis of these factors.

The contract shall be awarded by the Board to the lowest responsible bidder, except as otherwise provided. If two or more bids are the same, the District may accept any such bid. In its sole discretion, the Board may reject any and all bids received and it may readvertise for bids.

SECTION 3. General Exceptions

Bidding under this Resolution is not required when:

- (a) An emergency situation exists.
- (b) When the services of specialized professionals are required, such as scientist, engineers, attorneys, accountants, and technical advisors.
- (c) When the item can only be obtained from one vendor, or is otherwise unique because of its fitness for a particular use.
- (d) When any other governmental agency has determined to utilized a particular vendor for an item.
- (e) When the public interest may otherwise require that bidding be dispensed with provided that the facts constituting the basis for the exception shall be documented by the Board or Purchasing Agent, as appropriate, and retained as part of the District's official records for at least two (2) years.

SECTION 4. Resolution No. 92-12 is hereby rescinded.

PASSED, APPROVED AND ADOPTED by the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District this xx day of xxxxxx 2023, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Becky Shevlin

President, Board of Trustees

ATTEST:

Lloyd Johnson
Secretary/Treasurer, Board of Trustees

APPROVED AS TO FORM:

Kelly M. Alhadeff-Black
District Counsel

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**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
BID REGULATIONS FOR THE PURCHASE OF SUPPLIES AND EQUIPMENT**

RESOLUTION NO. 2006-02

BE IT RESOLVED BY the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District, Los Angeles County, California, as follows:

SECTION 1. Purchasing Agent

The District Manager shall act as a Purchasing Agent and the Assistant District Manager shall act as Assistant Purchasing Agent for the District. The Assistant District Manager shall have the authority to function as the Purchasing Agent in the absence of the District Manager.

The Purchasing Agent shall, within the limits provided in the fiscal year budget approved by the Board of Trustees (the "Board"), and except as hereinafter provided, purchase for the District all materials, supplies, furnishings, equipment, livestock, poultry, and other personal property of whatever kind and nature. No purchase of personal property by any person other than the Purchasing Agent or the Assistant Purchasing Agent shall be binding upon the District or constitute a lawful charge against any District fund.

SECTION 2. Bidding Regulations

\$5,000 OR LESS: Materials, goods, supplies and services of less than \$5,000 in value may be purchased on the open market without bidding.

\$5,001 - \$20,000: When the purchase of materials, goods, supplies or service(s) is valued between \$5,001 - \$20,000, informal bidding shall be required. Such bidding may be accomplished by written request for bids sent to selected bidders or by telephone survey of prices, or by such other efforts directed towards obtaining at least three oral or written bids. The bid shall be awarded by the Purchasing Agent to the lowest responsible bidder unless the Purchasing Agent determines that the public interest requires a different action. In that event, the Purchasing Agent shall submit a report to the Board explaining the award.

ABOVE \$20,001: When the materials, goods, supplies or a service(s) to be purchased exceeds \$20,001 in value, formal bidding shall be required. Such bidding process shall require that a notice be posted at the District office at least ten (10) days prior to the bid opening and that formal requests for bids be solicited either by newspaper publication, trade journal publication, or by use of a bid service. Sealed bids shall be solicited and the bid will be awarded by the Board to the lowest responsible bidder based on the Purchasing Agent's analysis and recommendations of the bids and bidders, unless the

Resolution No. 2006-02

Board makes a determination that it would be in the public's best interest to do otherwise, which determination will be made in the record.

The Purchasing Agent shall first review all bids received to determine if they are responsive to the notice inviting bids. The Purchasing Agent is authorized to waive minor deviations and irregularities in the bids.

The Purchasing Agent shall also have the authority to inspect and test products intended to be used in any bid for quality and fitness for its intended purpose and may investigate the character and reputation of any bidder to determine if the bidder is responsible. The Purchasing Agent's determination and recommendation of the lowest responsible bidder shall be based on his/her analysis of these factors.

The contract shall be awarded by the Board to the lowest responsible bidder, except as otherwise provided. If two or more bids are the same, the District may accept any such bid. In its sole discretion, the Board may reject any and all bids received and it may re-advertise for bids.

SECTION 3. General Exceptions

Bidding under this Resolution is not required when:

- (a) An emergency situation exists.
- (b) When the services of specialized professionals are required, such as scientist, engineers, attorneys, accountants, and technical advisors.
- (c) When the item can only be obtained from one vendor, or is otherwise unique because of its fitness for a particular use.
- (d) When any other governmental agency has determined to utilize a particular vendor for an item.
- (e) When the public interest may otherwise require that bidding be dispensed with provided that the facts constituting the basis for the exception shall be documented by the Board or Purchasing Agent, as appropriate, and retained as part of the District's official records for at least two (2) years.

SECTION 4. Resolution No. 92-12 is hereby rescinded.

PASSED AND ADOPTED by the Board of Trustees of the San Gabriel Valley Mosquito Abatement District at its meeting on January 13, 2006, by the following vote:

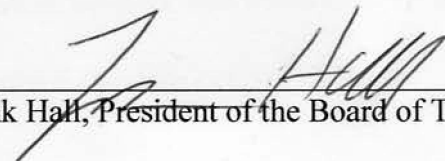
Resolution No. 2006-02

AYES Stephen Sham, Roger Chandler, Henry Morgan, Margaret Finlay, Ernest Gutierrez, George Vangel, Jeff Parriott, Robert Neher, David Barron, Elliott Rothman, Jeffrey Templeman, Chi Mui, Dan Arrighi, Tom Sykes, Mike Miller

NOES Dan Kirby, Jacquelin McHenry

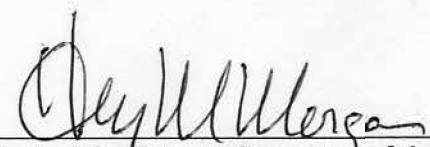
ABSENT: Joe Rocha, Louie Lujan, Joseph Tapia

ABSTAIN



Frank Hall, President of the Board of Trustees

ATTEST:



Henry M. Morgan, Secretary of the Board of Trustees

Resolution No. 2006-02

CERTIFICATE

STATE OF CALIFORNIA)
)
 COUNTY OF LOS ANGELES) SS.

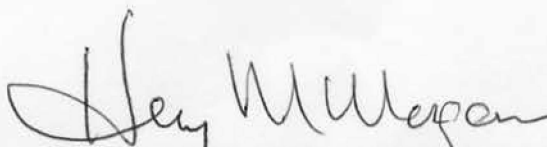
I, Henry M. Morgan, Secretary of the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District, do hereby certify that the foregoing revision of Resolution No. 94-02, Article VII, Credit Card Use, was duly passed, approved and adopted by the Board of Trustees of said District at a public meeting held on the 13th day of January 2006 that the said Resolution has never been revoked, rescinded, or set aside, and is now in full force and effect, and that it was so adopted by the following vote:

AYES: Stephen Sham, Roger Chandler, Richard Barakat, Henry Morgan, Margaret Finlay, Ernest Gutierrez, George Vangel, Jeff Parriott, Robert Neher, David Barron, Elliott Rothman, Jeffrey Templeman, Chi Mui, Janice Nelson, Dan Arrighi, Tom Sykes, Mike Miller



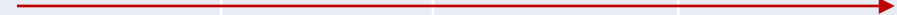

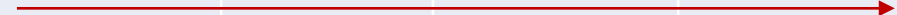
NOES: Jacquelin McHenry and Dan Kirby,

ABSTAIN:

ABSENT: Joe Rocha, Louie Lujan, Joseph Tapia



Henry M. Morgan, Secretary of the Board of Trustees of the San Gabriel Valley Mosquito & Vector Control District

Proposed Policy	Replacing	Format Changes	Title Changes	Language Consolidation	Procedural Updates	Other Changes
Policy No. 30	Article 13					Total Replacement
Policy No. 31	Article 1	●	●		●	Defined “approved signatories”
Policy No. 32	Article 2	●	●			
Policy No. 33	Article 3	●	●	●	●	
Policy No. 34	Article 6	●			●	Updated account types and reporting criteria
Policy No. 35	Article 5	●	●	●	●	
Policy No. 36	NEW					Develops budget reserves and account balance policies
Policy No. 37	Article 4	●	●	●	●	Removed sections RE: payroll and personnel files; Redundant
Policy No. 38	Article 10	●		●		Included electronics. Updated inventory schedule. Modified section 5.C. Increased vehicle replacement standards
Policy No. 39	Article 11	●		●		Modified inventory schedule
Policy No. 40	Article 7	●	●		●	Rescind Resolution 93-13. Added credit card types
Policy No. 41	Article 14	●	●			
Policy No. 42	Article 15	●				Update fee schedule
N/A (admin policy)	Article 8					Total Replacement, moved to Admin policy category
N/A (personnel policy)	Article 9					Redundant - covered in personnel policy and Resolution 2006-01
N/A (personnel policy)	Article 12					Redundant - covered in personnel policy

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SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Policy Number: 30
Subject: Investments
Category: Fiscal
Adopted: Pending
Revision(s): 08/24/2023



POLICY NO. 30 – INVESTMENTS

Section 1. Purpose and Scope

- A. The purpose of this policy is to comply with the requirements of *Cal. Gov. Code § 53600†*, and to provide clear guidance for the investment of all monies of the San Gabriel Valley Mosquito and Vector Control District (District). The District shall invest public funds in such a manner as to comply with state and local laws; ensure prudent money management; provide for daily cash flow requirements; and meet the objectives of the Policy, in priority order of safety, liquidity, and return on investment. Under authority granted by the Board of Trustees, the District Manager is responsible for investing the unexpended cash in the District Treasury.
- B. The investment policy applies to all investment activities and financial assets of the District as accounted for in the annual audit. This policy is applicable, but not limited to, all funds listed below:
1. General Fund
 2. Capital Funds
 3. Other Special Revenue Funds, Debt Service Funds, Internal Service Funds
 4. Any new fund created by the Board of Trustees unless specifically exempted.

Section 2. Prudence

- A. The standard of prudence to be used by the designated representative shall be the “prudent investor” standard and shall be applied in the context of managing the overall portfolio. Persons authorized to make investment decisions on behalf of local agencies investing public funds are trustees and therefore fiduciaries subject to the prudent investor standard which states, “When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency”.
- B. The District Manager and other individuals assigned to manage the investment portfolio, acting within the intent and scope of the investment policy and other written procedures, and exercising due diligence, shall be relieved of personal responsibility and liability for an individual security's credit risk or market price changes, provided deviations from

expectations are reported in a timely manner and appropriate action is taken to control adverse developments.

Section 3. Objectives

A. The District's primary investment objectives, in order of priority, shall be:

1. **Safety:** Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The District shall seek to preserve principal by mitigating the two types of risk: credit risk and market risk.
 - a. Credit risk, defined as the risk of loss due to failure of the issuer of a security, shall be mitigated by investing in issuers that carry the direct or implied backing of the U.S. Government (including, but not limited to, the U.S. Treasury, U.S. Government Agencies, and federally insured banks). The portfolio will be diversified so that the failure of any one issuer does not unduly harm the District's capital base and cash flow.
 - b. Market risk, (aka "interest rate risk") defined as market value fluctuations due to overall changes in the general level of interest rates shall be mitigated by limiting the maximum maturity of any one security to five years, structuring the portfolio based on historic and current cash flow analysis eliminating the need to sell securities prior to maturity and avoiding the purchase of long-term securities for the sole purpose of short-term speculation. Moreover, it is the District's full intent, at the time of purchase, to hold all investments until maturity to ensure the return of all invested principal dollars. Limited exceptions will be granted for security swaps that would improve the portfolio's yield and/or credit quality.
2. **Liquidity:** The District's investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements which might be reasonably anticipated.
3. **Return on Investments:** The District's investment portfolio shall have the objective of attaining a comparative performance measurement or an acceptable rate of return throughout budgetary and economic cycles. These measurements should be commensurate with the District's investment risk constraints identified in this policy and the cash flow characteristics of the portfolio.

Section 4. Delegation of Authority

A. The Board of Trustees delegates to the District Manager and Treasurer the primary responsibility for the District's investment program and the authority to make investments on behalf of the District. The Finance and Audit Committee shall exercise oversight responsibilities pertaining to District investments and provide recommendations to the Board regarding the investment program. The Board of Trustees will retain ultimate fiduciary responsibility for the portfolio. The Board will receive monthly reports of all investment transactions and review the investment policy annually making any changes necessary by adoption. The Director of Administrative Services has the authority to facilitate and manage investments on the District's behalf, solely under the direction of the District Manager. All investments of the District shall be approved by the District Manager and Treasurer. No person

may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the District Manager and Treasurer.

Section 5. Ethics and Conflicts of Interest

- A. Officers and employees involved in the investment process shall refrain from personal business activity that conflicts with proper execution of the investment program or impairs their ability to make impartial investment decisions. Additionally, the District Manager and the Director of Administrative Services are required to annually file applicable financial disclosures as required by the *Fair Political Practices Commission (FPPC)**. Furthermore, Investment officials must refrain from undertaking personal investment transactions with the same individual(s) employed by the financial institution with whom business is conducted on behalf of the District.

Section 6. Authorized Dealers and Institutions

- A. The District Manager will maintain a list of approved financial institutions authorized to provide investment services to the District. These may include “primary” dealers or regional dealers that qualify under *Securities & Exchange Commission Rule 15C3-1**. Best practices include the following:
1. A determination that all approved broker/dealer firms, and individuals covering the public agency, are reputable and trustworthy;
 2. The broker/dealer firms should have the ability to meet all their financial obligations in dealing with the Public Agency;
 3. The firms, and individuals covering the agency, should be knowledgeable and experienced in Public Agency investing and the investment products involved;
 4. No public deposit shall be made except in a qualified public depository as established by the established state laws;
 5. All financial institutions and broker/dealers who desire to conduct investment transactions with the District shall supply the District Manager with audited financial statements, proof of FINRA certification, trading resolution, proof of State of California registration, a completed broker/dealer questionnaire, certification of having read the Public Agency’s investment policy and depository contracts.
- B. The District Manager shall conduct an annual review of the financial condition and registrations of qualified dealers & institutions.

Section 7. Authorized and Suitable Investments

- A. Investment of District funds is governed by the *Cal. Gov. Code § 53600†*. Within the context of the limitations, the following investments are authorized, as further limited herein:
1. United States Treasury Bills, Bonds, and Notes or those for which the full faith and credit of the United States are pledged for payment of principal and interest. There is no

percentage limitation of the portfolio that can be invested in this category, although a five-year maturity limitation is applicable.

2. Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.
3. Local Agency Investment Fund (LAIF), which is a State of California managed investment pool, and Los Angeles County Investment pool, may be used up to the maximum permitted by California State Law.
4. Negotiable Certificates of Deposit issued by nationally or state-chartered banks (FDIC insured institutions) or state or federal savings institutions. Purchases of negotiable certificates of deposit may not exceed 30% of total portfolio. Principal and accrued interest on these investments must not exceed the \$250,000 FDIC insurance limit. A maturity limitation of five years is applicable.
5. Time deposits or placement service deposits, non-negotiable and collateralized in accordance with the California Government Code, may be purchased through banks or savings and loan associations. Since time deposits are not liquid, no more than 50% of the investment portfolio may be invested in this investment type. A maturity limitation of five years is applicable. Effective January 1, 2020, no more than 50 percent of the agency's money may be invested in deposits, including certificates of deposit, through a placement service as authorized under *Cal. Gov. Code § 53601.8⁺⁺* (excludes negotiable certificates of deposit authorized under *Cal. Gov. Code § 53601(i)⁺⁺⁺*. On January 1, 2026, the maximum percentage of the portfolio reverts to 30 percent. Investments made pursuant to *Cal. Gov. Code § 53635.8⁺⁺⁺⁺* remain subject to a maximum of 30 percent of the portfolio.
6. Various daily money market funds administered for or by trustees, paying agents and custodian banks contracted by the San Gabriel Valley Mosquito and Vector Control District may be purchased as allowed under the State of California Government Code. Only funds holding U.S. Treasury or Government agency obligations can be used.

Authorized Investment Type	Government Code	Maximum Maturity	Minimum Credit Quality	Maximum in Portfolio	Maximum Investment in One Issuer
Treasury Obligations (bills, notes, & bonds)	53601(b)	5 Years	N/A	100%	N/A
US Government Agency and Federal Agency Securities	53601(f)	5 Years	N/A	100%	N/A
Local Agency Investment Fund (LAIF)	16429.1	Upon Demand	N/A	As permitted by LAIF (currently \$65 million per account)	N/A
Los Angeles County Investment Pool	53684	Upon Demand	N/A	As permitted by County Treasurer (currently no limit)	N/A
Joint Powers Authority Pool	53601(p)	N/A	See § 8.3 (above)	None	N/A
Negotiable Certificates of Deposit	53601(i)	5 Years	N/A	30%	N/A
Placement Service Deposits	53601.8 and 53635.8	5 Years	N/A	50%	N/A

Section 8. Investment Pools / Money Market Funds

- A. A thorough investigation of the investment pool/money market fund is required prior to investing, and on a continual basis. Best efforts will be made to acquire the following information:
1. A description of eligible investment securities, and a written statement of investment policy and objectives.
 2. A description of interest calculations and how it is distributed, and how gains and losses are treated.
 3. A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced and the program audited.
 4. A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.
 5. A schedule for receiving statements and portfolio listings.
 6. Are reserves, retained earnings, etc. utilized by the pool/fund?
 7. A fee schedule, and when and how is it assessed.
 8. Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?

Section 9. Collateralization

- A. Collateralization will be required on two types of investments: non-negotiable certificates of deposit and repurchase (and reverse repurchase) agreements. To anticipate market changes and provide a level of security for all funds, the collateralization level will be 110% of market value for non-negotiable certificate of deposit and 102% for reverse repurchase agreements of principal and accrued interest.
- B. Collateral will always be held by an independent third party with whom the entity has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the entity and retained.
- C. The District may waive the collateralization requirements for any portion of the deposit that is covered by Federal Deposit Insurance.

Section 10. Safekeeping and Custody

- A. All security transactions shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third-party custodian designated by the Treasurer and evidenced by safekeeping receipts.

Section 11. Diversification

- A. The District shall diversify the investments within the portfolio to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions, or maturities. To promote diversification, no more than 5% of the portfolio may be invested in the securities of any one issuer, regardless of security type, excluding U.S. Treasuries, federal agencies, and pooled investments such as LAIF, money market funds, or local government investment pools.

Section 12. Maximum Maturities

- A. To the extent possible, the San Gabriel Valley Mosquito and Vector Control District will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the District will not directly invest in securities maturing more than five (5) years from the date of purchase. Any investment longer than five (5) years must be done with advance permission from Board of Trustees.

Section 13. Internal Controls

- A. The District Manager is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the District are protected from loss, theft, fraud, or misuse.
- B. Separation of functions between the District's District Manager or Director of Administrative Services is designed to provide an ongoing internal review to prevent the potential for converting assets or concealing transactions.
- C. Approved investment decisions are communicated to staff through the District Manager, executed by the Accounting Specialist, and confirmed by the Director of Administrative Services. All wire transfers initiated by the Accounting Specialist/Director of Administrative

Services must be reconfirmed by the appropriate financial institution to the District Manager. Proper documentation obtained from confirmation and cash disbursement wire transfers is required for each investment transaction. Timely bank reconciliation is conducted to ensure proper handling of all transactions.

- D. The investment portfolio and all related transactions are reviewed and balanced to appropriate general ledger accounts by the Director of Administrative Services monthly. An independent analysis by an external auditor shall be conducted annually to review and perform procedure testing on the District's cash and investments that have a material impact on the financial statements. The District Manager shall review and assure compliance with investment process and procedures.

Section 14. Reporting

- A. The District's Treasurer shall report monthly to the Board of Trustees the following information:
1. Investment type (e.g., U.S. Treasury Note, U.S. Government Agency Bond)
 2. Name of the issuer (e.g., Federal Farm Credit Bank, Federal Home Loan Bank)
 3. Maturity date
 4. Yield to maturity
 5. Current market value and source of market value
 6. Par and dollar amount for each security the District has invested in
 7. Par and dollar amount on any money held by the District (e.g., LAIF balance, Cash Balance).
 8. Compliance of the portfolio to the investment policy, or manner in which the portfolio is not in compliance.
 9. A statement denoting the ability of the District to meet its expenditure requirements for the next six months or provide an explanation as to why sufficient money shall (or may not) be available.

Section 15. Investment Policy Adoption and Revision

- A. This Investment Policy shall be reviewed and adopted annually by the Board of Trustees for relevance to ensure that all investments made are in compliance with state and local codes and laws and are consistent with current financial trends.

Resources Cited

1. *Fair Political Practices Commission (FPPC): <https://www.fppc.ca.gov/>
2. **Securities & Exchange Commission Rule 15C301 – Net Capital Rule

Code Cited

1. † California Government Code § 53600 et seq. Investment of Surplus
2. †† California Government Code § 53601.8

3. ††† *California Government Code § 53601(i)*
4. †††† *California Government Code § 53635.8*

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Policy Number: 31
Subject: Internal Controls
Category: Fiscal
Adopted: *Pending*
Revision(s): 08/01/2023



POLICY NO. 31 – INTERNAL CONTROLS

Section 1. Separation of Duties

- A. An adequate separation of duties must exist to ensure that no one individual controls all key aspects of financial transactions. For the purpose of this policy, when the District Manager is absent, their duties will be fulfilled by the Director of Administrative Services and/or an alternate approved signatory.
- B. The persons who post invoices, prepare payroll and accounts payable checks, and makes deposits must not have signature power. The Accounting Specialist will fulfill these responsibilities. In the event the Accounting Specialist is absent, or the need arises, the Director of Administrative Services may delegate duties as they see fit.
- C. All payroll and accounts payable edits will be reviewed by the District Manager. The District Manager and/or Department Directors shall approve the time worked register and payables register prior to printing checks.
- D. Approved Signatories
 1. Signatory authority will be reviewed by the Board annually and signatories will be named and approved.
 2. The following positions are eligible for signatory authority:
 - a. President (Trustee)
 - b. Vice President (Trustee)
 - c. Executive Committee Member (Trustee)
 - d. District Manager (Staff)
 - e. Department Director (Staff)
- E. The revolving fund shall be reimbursed as needed by preparing a trust warrant requisition for expenses incurred. Separation of duties include:
 1. Director of Administrative Services – Prepares trust warrant requisition or delegates to staff in accordance with this policy.

2. Trust warrant shall be made payable to San Gabriel Valley Mosquito and Vector Control District.
 3. District Manager – Reviews the requisition for accuracy based on the expenses incurred and approves the requisition for withdrawal of funds.
 4. All requisitions shall be reviewed and approved by two approved signatories (including at least one trustee.)
 5. Requisitions shall be mailed to the County of Los Angeles Auditor-Controller.
 6. An email confirmation shall be received from the County of Los Angeles Auditor-Controller stating that the funds have been successfully transferred electronically to the District's operating fund.
- F. A reconciliation of all accounts shall be performed by an authorized District employee who does not have signature power. Reconciliation shall be performed as soon as possible after receipt of the statement and reviewed by the District Manager. The review shall include investigation of non-check and unusual reconciling items, such as withdrawals, electronic fund transfers, bank chargers, unexplained debits/credits, etc.

Section 2. Security of Forms

- A. Checks shall be pre-numbered and purchased in the following quantities:
1. Petty cash checks – Not to exceed 500 ea.
 2. Accounts payable – Not to exceed 1,000 ea.
- B. Blank checks shall not be pre-signed and shall be locked in a secure area.
- C. All voided checks shall be marked "VOID" and locked in a secure area. A notation shall be added to the A/P check register that the check was voided.
- D. All accounts payable payments shall require a purchase order which reflects the invoice amount approved by a department director or the District Manager.

Section 3. Signature Requirements

- A. The following require two signatures from approved signatories (two trustees or one trustee and one staff member):
1. Payroll checks and accounts payable checks.
 2. Trust warrant requisitions to reimburse the revolving fund.
 3. Trust warrant requisitions prepared for investment purposes.
 4. Petty cash checks

- B. The following require two signatures from approved signatories (the District Manager and one trustee):
 - 1. Electronic fund transfers and book entry transfers for the purpose of depositing or withdrawing from the District's LAIF account and other investment instruments.
- C. Two approved signatories must be present when initiating electronic fund transfers via phone to and from the District's LAIF account and other investment instruments.
- D. The following require one signature from the District Manager or approved staff signatory:
 - 1. Purchase orders

Policy References

- 1. *SGVMVCD: Policy No. 35 – Revolving Fund Bank Account*

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SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Policy Number: 32
Subject: Receipts
Category: Fiscal
Adopted: Pending
Revision(s): 08/01/2023



POLICY NO. 32 – RECEIPTS

Section 1. Revenue Receipts

- A. Revenue receipts shall include assessments collected, interest received, receivables from contract services, and proceeds from the sale of surplus equipment.
- B. The District's primary revenue is an assessment placed on each non-exempt parcel of land within the boundaries of the District, collected by Los Angeles County in the same manner as property tax. Both current and prior year assessments are collected and deposited into the Los Angeles County Treasury in the District's PB1 fund.
1. The District is notified of distribution of the assessments and interest through the Countywide Accounting and Purchasing System (CAPS) on the Revenue Detail Report and Interest Earnings and Distribution Statement.
 2. Notification is generally three to four weeks after the close of the month.
 3. Assessment and interest revenue is reported on District financial statements during the month the notification is received.
 4. The fund balance in the general ledger shall be verified with the CAPS General Ledger Detail Activity Report to ensure proper posting.
- C. Trust warrant requisitions are prepared monthly and/or as needed to maintain revolving fund balances as described in *Policy No. 36**. Requisitions prepared to reimburse the revolving fund will be equal to the liabilities for the period of reimbursement less any receivables deposited in the revolving fund.
- D. Interest
1. The District earns interest on the assessments collected and deposited in the Los Angeles County Treasury.
 2. The District earns interest on surplus funds invested in LAIF and other investment instruments.
 - a. Surplus funds are funds in excess of the revolving fund balance minimum as described in *Policy No. 36***.

3. Interest is reported to the District either monthly, quarterly, biannually, or annually based on the investment type.
 4. The distribution of interest is reported on District financial statements during the month the District receives notification.
- E. Proceeds from the sale of surplus equipment and receivables from contract services shall be deposited in the revolving fund and posted to District financial statements during the month that proceeds are received. Trust warrant requisitions prepared that month to reimburse the revolving fund shall be adjusted accordingly to maintain target fund balances.

Section 2. Non-Revenue Receipts

- A. Non-revenue receipts shall include refunds, reimbursement from employees, rebates, etc.
- B. Reimbursements from employees for non-approved personal expenses, traffic fines, and loss of equipment may be deducted from the employee's paycheck and shall be credited to the appropriate line item and reflected on financial statements for the month the deduction occurred. Employees shall sign a statement acknowledging the deduction prior to the withholding of their pay.
- C. Refunds, rebates, etc. shall be deposited in the revolving fund and credited to the appropriate line item and reflected on financial statements for the month in which they were received. Trust warrant requisitions prepared that month to reimburse the revolving fund shall be adjusted accordingly to maintain the target account balance.

Policies Cited:

1. *SGVMVCD: Policy No. 36 – Fund Balance/District Reserves*
 - a. **Section 2. B. 1*
 - b. ***Section 2. B. 2*

This Policy is referenced in:

1. *SGVMVCD: Policy No. 35 – Revolving Fund Bank Account*

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Policy Number: 33
Subject: Accounts Payable
Category: Fiscal
Adopted: Pending
Revision(s): 08/01/2023



POLICY NO. 33 – ACCOUNTS PAYABLE

Section 1. Scope and Purpose

- A. Procedures and controls shall exist to ensure that all expenditures are legal, duly authorized, and necessary to achieve the goals and functions of the District. All disbursements shall be recorded accurately, reported promptly, and processed efficiently to ensure that expenses are paid in a timely manner to avoid late charges, finance charges, and to take advantage of discounts.

Section 2. Purchasing

- A. The cost of all purchases shall be within the limits of the line-item budget as established by the Board of Trustees unless otherwise approved by a majority vote of the Board of Trustees.
- B. All purchases shall require District Manager or Director level approval.
- C. All purchases shall be purchased consistent with Resolution 2006-02*, as amended January 13, 2006. Although bidding may be dispensed with for purchases under \$5,000, every effort shall be made to obtain the item for the lowest price commensurate with quality, service, and reliability.

Section 3. Receiving

- A. The person making the purchase shall review the invoice for accuracy and compare quantities received with quantities purchased. If an item is back ordered, the quantity received and the quantity back ordered shall be notated on the invoice. The person making the purchase shall sign the invoice and indicate the account to be charged.
- B. Items received by mail or special delivery shall be checked against the packing slip and invoice. Items not received should be notated on the invoice. The person making the purchase shall sign the invoice and indicate the account to be charged.
- C. All items received will be checked immediately for damage.
- D. Signed invoices, receipts, and packing slips are turned into the Accounting Specialist as soon as purchases are received and verified.
- E. Fixed assets requiring an inventory number, as described in *Policy No. 38***, shall be appropriately labeled, and added to the inventory list on date of receipt. The inventory list

shall state the date of purchase, item name or description, model number, serial number, location, and purchase price including applicable tax.

- F. Vehicles shall be numbered sequentially followed by the last two digits of the model year.

Section 3. Posting Invoices

- A. Invoices shall be entered into the accounting program under the appropriate vendor. Entries shall include the invoice number, invoice date, invoice amount, and shall be distributed to the appropriate line-item account(s).
- B. If the vendor submits a monthly statement, all invoices shall be checked against the monthly statement. Errors shall be identified and corrected prior to payment.
- C. Once all invoices have been entered, an edit list will be generated. The Director of Administrative Services shall review the edit list for accuracy by comparing it to the invoices and Purchase Orders.
- D. Once the Director of Administrative Services approves the edit list, the Accounting Specialist shall post the invoices and print the Accounts Payable Register.

Section 4. Preparing Payments and Printing Checks

- A. All open invoices shall be selected for payment and the Accounting Specialist shall print the checks.
- B. Printed checks shall be stored in a secure area until reviewed and signed by approved signatories.

Policies Cited:

1. **SGVMVCD: Resolution 2006-02, Bid Recommendation for the Purchase of Supplies and Equipment*
2. ***SGVMVCD: Policy No. 38 – Fixed Assets*

This Policy is referenced in:

1. *SGVMVCD: Policy No. 38 – Fixed Assets*

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Policy Number: 34
Subject: Reconciliation of Accounts
Category: Fiscal
Adopted: *Pending*
Revision(s): 08/01/2023



POLICY NO. 34 – RECONCILIATION OF ACCOUNTS

Section 1. Revolving Fund Bank Account

- A. The District's Revolving Fund Bank Account (Revolving Fund) shall be reconciled monthly when the bank statement is received. Reconciliation of the account shall be performed using the District's financial software. If the account does not balance, the Director of Administrative Services or designee must research and resolve the discrepancy.
- B. The District's "Sweep" Account is linked to the Revolving Fund and shall be reconciled monthly. Statement information for the Sweep Account is included in the Revolving Fund's bank statement. Reconciliation of the account will be performed using the District's financial software. If the account does not balance, the Director of Administrative Services or designee must research and resolve the discrepancy.

Section 2. Los Angeles County PB1 Account

- A. Revenue receipts from benefit assessments collected by Los Angeles County are deposited in the District's Los Angeles County PB1 Account (PB1 Account).
- B. The PB1 Account is used to reimburse the District's accounts payable and payroll activity each month. Reimbursement is processed via Trust Warrant submitted to the County.
- C. Each month the District will receive a CAPS report from the County. These reports are used to reconcile the PB1 account. The Balance Sheet Detail Activity page of the CAPS report provides a summary of the deposits to the PB1 Account, Trust Warrant activity, and interest earned on the account.
- D. The PB1 Account shall be reconciled monthly. Reconciliation of the account will be performed using the District's financial software. If the account does not balance, the Director of Administrative Services or designee must research and resolve the discrepancy.

Section 3. Local Agency Investment Fund (LAIF)

- A. Statements for the District's LAIF Account may be obtained through the LAIF online portal.
- B. Reconciliation of the account will be performed using the District's financial software. If the account does not balance, the Director of Administrative Services or designee must research and resolve the discrepancy.

Section 4. District Funds in Other Investments

- A. All accounts in this category must be reconciled monthly when the account statement is received. Reconciliation of the account will be performed using the District's financial software. If the account does not balance, the Director of Administrative Services or designee must research and resolve the discrepancy.

Section 5. Financial Statements**A. Treasurer's Report**

- 1. A Treasurer's Report shall be prepared monthly and submitted as part of the Board of Trustees monthly agenda packet.
- 2. The Treasurer's Report shall provide a month end balance of District funds.
- 3. The Treasurer's Report shall provide a month end activity and reconciliation detail of all District accounts, including a total beginning and ending balance.

B. Working Balance Report

- 1. A Working Balance Report shall be prepared monthly and submitted as part of the Board of Trustees monthly agenda packet.
- 2. The Working Balance Report shall provide the District's fund balance at the beginning of the reporting period, minus the reserve balance and minus the monthly Claims List activity (accounts payable and payroll totals for the month).

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Policy Number: 35
Subject: Revolving Fund Bank Account
Category: Fiscal
Adopted: Pending
Revision(s): 08/01/2023



POLICY NO. 35 – REVOLVING FUND BANK ACCOUNT

Section 1. Scope and Purpose

- A. The Revolving Fund Bank Account (Revolving Fund), established pursuant to *Cal. Gov. Code § 53961†*, shall be used for the purpose of paying any approved expenditure of the District.

Section 2. Controls

- A. The Revolving Fund shall not exceed 110 percent of one-twelfth of the District’s adopted budget for that fiscal year.
- B. All transactions shall require signatures from those duly authorized by the Board of Trustees as described in *Policy No. 31**.
- C. The District Manager shall keep account of all receipts and disbursements from the fund. The District’s Treasurer shall review all receipts and disbursements at least monthly.
- D. The Revolving Fund shall be reconciled monthly when the bank statement is received, as described in *Policy No. 34***.
- E. Reconciliation of the account shall be performed through the District’s financial software. If the account does not balance, the Director of Administrative Services or designee must research and resolve the discrepancy.
- F. The District’s “Sweep” account is linked to the Revolving Fund and must be reconciled monthly, as described in *Policy No. 34***. Statement information for the Sweep account is included in the Revolving Fund’s bank statement. Reconciliation of the account will be performed through the District’s financial software. If the account does not balance, the Director of Administrative Services or designee must research and resolve the discrepancy.

Section 3. Deposits

- A. Non-revenue receipts as described in *Policy No. 32****, shall be deposited in the revolving fund. Trust warrant requisitions prepared that month to reimburse the revolving fund shall be adjusted accordingly to maintain the target account balance.
- B. Disbursements for authorized expenditures from the fund shall be reimbursed by Trust Warrant drawn from Los Angeles County PB1 account. Requisitions prepared to reimburse the

revolving fund will be equal to the liabilities for the period of reimbursement less any receivables deposited in the revolving fund.

- C. All deposits shall be reported to the Board of Trustees monthly on the List of Claims which shall indicate the general description of the deposits and the amount.

Section 4. Disbursement of Funds

- A. Funds dispersed for the purpose of meeting payroll expenses, purchase of equipment and supplies, and expenditures for capital improvements and fixed assets shall be issued by a check drawn on the revolving account.
- B. Funds dispersed for petty cash expenditures as described below in *Section 5*, shall be issued by a check drawn on the revolving fund account.
- C. All disbursements shall be reported to the Board of Trustees monthly on the List of Claims which shall indicate the general description of the disbursements and the amount.

Section 5. Petty Cash

- A. The petty cash account is included as part of the revolving fund account and requires controls to ensure that the expenditures are legal, duly authorized, and necessary to achieve the goals and functions of the District.
- B. Petty cash on hand shall not exceed one hundred dollars (\$100.00) in cash at any given time.
- C. Petty cash expenses shall be less than one hundred dollars (\$100.00) unless the item cannot be purchased with a P.O. on an open account or requires payment for product shipped C.O.D. and is needed immediately.
- D. Authorized District Staff requiring a petty cash check shall receive the check from the Director of Administrative Services. The purpose of the check must be explained, and an amount estimated.
- E. A petty cash check shall be issued for legitimate needs and shall be signed by the District Manager. The date, payee, and signature line shall be completed. For record keeping purposes only, a petty cash receipt shall be signed by the recipient and an entry shall be made to the petty cash log.
- F. Receipts for purchases using a petty cash check shall be submitted to the Director of Administrative Services and shall be recorded in the computerized accounting program. Entry shall include date, payee, amount, and account balance. The receipt shall be attached to the check register.
- G. Petty cash expenditures shall be reported to the Board of Trustees monthly on the List of Claims which shall indicate the general description of the purchase and the amount.

Policies Cited:

1. *SGVMVCD: Policy No. 31 – Internal Controls, Section 1.D
2. **SGVMVCD: Policy No. 34 – Reconciliation of Accounts, Section 1
3. ***SGVMVCD: Policy No. 32 – Receipts, Section 2

Code Cited:

1. † California Government Code § - Mosquito Abatement or Vector Control Districts Establishing Fund

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SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Policy Number: 36
Subject: Fund Balance/District Reserves
Category: Fiscal
Adopted: *Pending*
Revision(s): 08/01/2023



POLICY NO. 36 – FUND BALANCE/DISTRICT RESERVES

Section 1. Scope and Purpose

- A. This policy establishes amounts to be maintained in the District’s various unrestricted fund balance accounts and the procedures for reporting, within the District’s annual financial statements, the components of fund balance in the District’s governmental funds, in accordance with *GASB Statement No. 54†*.
- B. Determination of the appropriate level of unrestricted fund balances (alternatively referred to as “reserves”) is a policy decision. It is important to have a certain amount of resources available in the event unforeseen circumstances arise, to avoid having to curtail services or make other significant budget decisions that can adversely affect the population being served. Reserves serve as a type of insurance policy and as an effective risk management tool.
- C. The Government Finance Officers Association of the United States and Canada (GFOA) recommends that fund balance levels be directly related to the degree of uncertainty that a government faces: the greater the uncertainty, the greater the amount of reserves necessary. But at a minimum, GFOA recommends that general purpose governments maintain at least two months of operating revenues or operating expenditures as a general fund reserve. Factors to be considered in determining the proper level of reserves for the District include: the stability of District revenues; the volatility of future expenditures; long-term expenditure commitments and unfunded liabilities; exposure to significant one-time outlays (such as emergencies and future capital needs); future operating needs and cash flow/liquidity needs.

Section 2. Levels of Fund Balances

- A. It is the policy of the District to maintain sufficient unrestricted fund balance levels to mitigate current and future risks.
- B. While this policy establishes the target amounts of fund balances that the District wishes to maintain, specific fund balance levels will be set by the Board as part of its annual budget process.
- C. Once minimum reserve levels are reached, any appropriation of reserves below the stated minimum policy levels shall be accompanied by findings specifying the need for the use of the reserves and a plan for replenishment of the reserves within a reasonable period.
- D. Pursuant to a resolution or as part of the annual budget preparation process, the Board of Trustees, as the District’s highest level of decision-making authority, may commit fund

balances for specific purposes which commitment remains in effect until removed in the same manner in which the commitment was established.

Section 3. Operating Fund

- A. The District shall strive to maintain an unrestricted fund balance in the Operating Fund equal to 20% or more of the annual Operating Fund expenditures. These funds are set aside to address risks facing the District related to revenue stability and expenditure volatility, including such items as economic downturns, limitations on increases to the District's benefit assessments, insurance and claims experience, and future operating needs.
- B. Revolving Fund
1. The Revolving Fund Bank Account (revolving fund), established pursuant to *Cal. Gov. Code § 53961++*, shall be used for the purpose of paying any approved expenditure of the District.
 2. The revolving fund is part of the District's operating fund and the revolving fund back account shall not exceed 110 percent of one-twelfth of the District's adopted budget for the fiscal year.
- C. Assigned Reserve Accounts
1. Assigned reserve accounts are a part of the District's operating fund. The following activities are shown as separate funds for budgeting purposes within the District's internal accounting records:
 - a. 3100 - Public Health Emergency
 - b. 3125 - Capital Projects
 - c. 3160 - Pension Liability
 - d. 3165 - Building/Facilities
 - e. 3170 - Vehicle Replacement
 2. Each of these separate budgetary funds has been established to set aside reserves for specific purposes, however, these funds can be combined, drawn down, or reappropriated in the event of a public health emergency, as determined by the Board of Trustees. The combined funds' minimum target is 20% of annual expenditures.
 - a. 3100 - Public Health Emergency
 - i. This fund has been established to set aside reserves for emergency vector control activities (in particular, aerial treatments). This fund's minimum target is 8% of annual expenditures. This fund is part of the District cash and investment pool and will earn interest based on its share of pooled assets.
 - b. 3125 - Capital Projects

- i. This fund has been established to accumulate reserves for long-term renewal improvements to existing facilities. This fund's minimum target is 5% of annual expenditures. This fund is part of the District cash and investment pool and will earn interest based on its share of pooled assets.
- c. 3160 - Pension Liability
- i. The District's goal is to pay the annual required contribution (ARC) for the CalPERS and OPEB retirement programs, as determined and recommended by their respective actuaries, from the annual operating budget. In instances when this is not possible (for example, if the ARC increases significantly and unexpectedly due to adverse investment results), resources in this reserve may be used to fund the portion of the ARC that cannot be funded directly from the operating budget. In addition, funds in this reserve may be used to make additional discretionary payments (ADP) to reduce or eliminate UAAL. This fund's minimum target is 4% of annual expenditures. This fund is part of the District's cash and investments pool and will earn interest based on its share of pooled assets.
- d. 3165 - Building/Facilities
- i. This fund was established to accumulate reserves for building and facilities needs and for rehabilitation of current facilities. This fund's minimum target is 2% of annual expenditures. This fund is part of the District's cash and investments pool and will earn interest based on its share of pooled assets.
- e. 3170 - Vehicle Replacement
- i. This fund was established to accumulate reserves for future vehicle replacement and improvements. Funds from this reserve may be used as part of a planned fleet replacement schedule or in the event of an unexpected/unbudgeted need to add or replace a vehicle. This fund's minimum target is 1% of annual expenditures. This fund is part of the District's cash and investments pool and will earn interest based on its share of pooled assets.

Section 4. Restricted Reserve Accounts

A. Restricted reserve accounts are not part of the District's operating fund.

1. 3180 – VCJPA Property Contingency Fund

- a. The purpose of the Member Contingency Fund is to pay for items not covered under the District's pooled VCJPA programs. The valid and permissible reasons to deposit monies into the Member Contingency Fund include, but are not necessarily limited to:
 - i. Cover the costs of non-covered claims;
 - ii. Pay losses that exceed the coverage limits provided by the District;
 - iii. Pay potential assessments to pooled programs;

- iv. Cover negative balances that may occur in the retrospective adjustment process;
 - v. Pay environmental clean-up costs not covered by the VCJPA coverages;
 - vi. Pay retained limits/deductibles in all of the pooled and purchased programs (Auto Physical Damage, Property, Liability, Workers' Compensation, Employment Practices, etc.);
 - vii. Pay deposit premiums;
 - viii. Cover the costs of building or other capital repair, rehabilitation, replacement, or improvement projects.
- b. Additional information regarding the Member Contingency Fund can be found in the *VCJPA Bylaws**.
2. IRS Section 115 Trust (CERBT)
- a. The District has established a Section 115 Trust (trust) to accumulate funds for this OPEB program (program). It is the District's goal to pay the program's annual required contribution, as determined and recommended by the actuary, from the operating budget. The program's operating costs will be reimbursed from the trust when actuarially determined and recommended as part of the program's biennial actuarial valuation.
 - b. In instances when the biennial actuarial valuation indicates there is an UAAL, the Board intends to eliminate such as soon as possible.

Section 5. Annual Review

- A. The Board of Trustees shall annually review this Fund Balances/District Reserves policy and consider such changes, if any, that it deems appropriate. Such review shall occur in conjunction with the review and adoption of the annual District Budget.
- B. This policy has been prepared in accordance with *GASB Statement No. 54*[†]. No other policy or procedure supersedes the authority and provisions of this policy.

Codes Cited:

- 1. [†] *Governmental Accounting Standards Series, Statement No. 54 of the Governmental Accounting Standards Board (GASB), Fund Balance Reporting and Governmental Type Definitions*
- 2. ^{††} *California Government Code § - Mosquito Abatement or Vector Control Districts Establishing Fund*

Resources Cited:

- 1. ^{*} *Vector Control Joint Powers Agency (VCJPA) Bylaws, Amended June, 3, 2020*

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Policy Number: 37
Subject: Payroll
Category: Fiscal
Adopted: Pending
Revision(s): 08/01/2023



POLICY NO. 37 – PAYROLL

Section 1. Pay Periods

- A. Employees shall be paid six (6) days after the end of a pay period, on a Thursday.
- B. Work schedules are defined in **Policy No. 06, Section 2.*

Section 2. Time Reporting

- A. All non-exempt employees must accurately report all time worked by clocking in at the beginning of work, reporting meal breaks, and clocking out upon completing their workday.
 - 1. All time entries entered by the employee in the District time keeping software shall be approved by the employee to ensure accurate timekeeping.
 - 2. Employees are not allowed to use proxies to clock in or out, or to conduct any other time reporting form on their behalf.
- B. All non-exempt employees must accurately report all time worked by clocking in at the beginning of work, reporting meal breaks, and clocking out upon completing their workday.

Section 3. Overtime

- A. Overtime is defined in ***Policy No. 06, Section 3.*
- B. Overtime shall be compensated at one and one-half (1-1/2) times the regular rate of pay.
- C. Non-exempt employees are entitled to overtime pay for those hours actually worked in excess of forty (40) hours in their designated work week. Overtime is not compensated unless the employee works more than forty hours in one workweek.
- D. All overtime work must be authorized in advance by an employee's department director, or in the case of emergency, as determined by the District Manager or designee.
- E. In lieu of receiving cash for overtime compensation, a non-exempt employee may elect to receive compensatory time off (CTO). The election to receive CTO shall be made by signing and submitting the "Method of Overtime Compensation" form to Human Resources.

Employees with compensatory time balances of sixty (60) hours shall be paid for all overtime work performed in excess of that amount.

Section 4. Deductions

- A. Each employee shall be required to file a W-4 and DE 4 upon employment for the purpose of withholding Federal and State income tax. Employees shall file a new W-4 and/or DE 4 prior to any change in marital status or number of exemptions.
- B. Every full-time employee shall have federal and state income tax, Medicare, California Public Employees Retirement System (CalPERS) 414H retirement contribution (employee), and any other federal and/or state required deductions withheld from their paycheck.
- C. Extra help employees shall have federal and state income tax, Social Security and Medicare withheld from their paycheck. Should an extra help employee work in excess of 1000 hours in a fiscal year, they are now eligible to participate in the California Public Employees Retirement System. The Social Security deduction would then cease and the CalPERS 414h retirement contribution deduction would then be deducted in place of Social Security.

Section 5. Accrual and Use of Leave Time

- A. Full time and part time regular, probationary, and limited term employees shall earn sick leave and vacation leave bi-weekly based on years of service.
- B. Sick and vacation leave will be accrued and posted in the District's timekeeping software system. The balance and use of each accrual shall be listed on the employee's pay stub.
- C. See ****Policy No. 09* for additional information regarding sick leave accrual and use.
- D. See *****Policy No. 11* for additional information regarding vacation leave accrual and use.

Section 6. Preparation and Distribution of Payroll

- A. The Accounting Specialist shall manage pay rates, deductions, and other factors related to an employee's pay in the District's time keeping/payroll system.
- B. The Accounting Specialist shall verify that all timecards in the District's time keeping system have been entered correctly and approved by both the employee and the department director.
 - 1. The Accounting Specialist shall contact the department director should an error or incorrect entry be noted on the digital timecard.
- C. Once all timecards are correct and verified, the Accounting Specialist will prepare and submit the payroll for processing to the district's third-party payroll vendor.
- D. Upon hand delivery of the paychecks to the district, the Accounting Specialist will review that all checks processed were received. The paychecks will be locked in a fireproof cabinet until time of distribution.

- E. On the pay day, the paychecks will be personally delivered to the employee by the Accounting Specialist or a designated appointee. Should an employee be absent on the pay date, the check will be held by the Accounting Specialist and given to the employee upon their return.

Policies Cited:

1. **SGVMVCD: Policy No. 06 – Work Period, Section 2.*
2. ***SGVMVCD: Policy No. 06 – Work Period, Section 3.*
3. ****SGVMVCD: Policy No. 09 – Leave Provisions*
4. *****SGVMVCD: Policy No. 11 – Vacation*

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SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Policy Number: 38
Subject: Fixed Assets
Category: Fiscal
Adopted: Pending
Revision(s): 08/24/2023



POLICY NO. 38 – FIXED ASSETS

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:
 - 1. Non-consumable items with a purchase price greater than one thousand dollars (\$1,000).
 - 2. Computers, laptops, printers, monitors, mobile phones, and tablets regardless of price.
- C. Fixed assets shall be purchased consistent with *Resolution 2006-02**, as amended January 13, 2006.

Section 2. Receiving and Inventory

- A. Items shall be received in accordance with *Policy No. 33***.
- B. Signed invoices, receipts, and packing slips are turned into the Accounting Specialist as soon as purchases are received and verified.
- C. The Accounting Specialist shall identify purchases as fixed assets and immediately attach a property tag to the items. The property tag number shall be recorded on the receipt and corresponding P.O.
- D. The Accounting Specialist shall enter item(s) to the inventory list and include the date of purchase, property tag number, make and model number, serial number, location, and purchase price including tax.
- E. The Accounting Specialist shall report the newly inventoried property to the Vector Control Joint Powers Agency within five (5) business days for insurance purposes.
- F. Inventory of fixed assets shall be performed at least once every year. Any property not accounted for shall be immediately brought to the attention of the District Manager for investigation. See *Policy No. 39****

Section 3. Donations

- A. Non-consumable property with a value of one thousand dollars (\$1,000) 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 because 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 the 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 Section 2 above.

Section 4. Vehicle Replacement

- A. Vehicles to be replaced should meet one of the following criteria:
 - 1. Poor mechanical condition resulting in:
 - a. down time of ten percent (10%) or;
 - b. cost of repair exceeding fifty percent (50%) of the fair trade-in value; or
 - c. repeated mechanical failure and excessive service costs over time; or
 - 2. Other factors such as safety concerns, costly damage due to accident or environmental factors; or mechanical inoperability.
- B. Disposal of vehicles 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.
- B. Items 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, reason for disposal, method of disposal, and proceeds from the sale.
- C. Disposal of fixed assets with an estimated value of \$5,000 or more shall be approved by the Board. Disposal of fixed assets with an estimated value less than \$5,000 shall be approved by the District Manager.
- D. Surplus property shall be sold by one of the following methods:

1. Through a legal advertisement in a newspaper of general circulation inviting sealed bids;
or
 2. At an auction either conducted by the District or through a professional service; or
 3. As determined by the Board of Trustees during a public meeting.
- E. 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 items sold at auction or through a sealed bid process.
- F. No surplus property will be sold to employees or Board of Trustee members.
- G. Items not sold may be donated to another governmental agency, non-profit organization, scrapped for parts, recycled, or properly disposed of in accordance with the Environmental Protection Agency.
- H. Proceeds from the sale of surplus property shall be treated as revenue for the fiscal year in which the property was sold.

Policies Cited:

1. **SGVMVCD: Resolution 2006-02, Bid Recommendations for the Purchase of Supplies and Equipment.*
2. ***SGVMVCD: Policy No. 33 – Accounts Payable, Section 3.*
3. ****SGVMVCD: Policy No. 39 – Inventory*

This Policy is referenced in:

1. *SGVMVCD: Policy No. 33 – Accounts Payable*

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SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Policy Number: 39
Subject: Inventory
Category: Fiscal
Adopted: *Pending*
Revision(s): 08/01/2023



POLICY NO. 39 - INVENTORY

Section 1. Scope

- A. Inventories consist of chemicals, safety supplies and personal protective equipment (supplies), and fixed assets.

Section 2. Controls

- A. The functions of ordering, authorizing, receiving, and conducting physical inventories shall be adequately separated to:
1. Ensure that inventory transactions are proper.
 2. Minimize the potential for inventory related defalcations.
- B. Chemicals and supplies shall be ordered when needed. A stock level shall be established and maintained to ensure that the goals of the District may be successfully and expediently performed.
- C. Storage areas shall be secured so that access to inventory is restricted to authorized personnel. Chemicals and supplies requiring special storage (i.e. temperature control flammable storage, etc.) shall be stored according to product information to ensure no damage occurs to the material, persons working in the area, and/or other property.

Section 3. Physical Inventory

- A. Inventory of supplies, chemicals, and fixed assets shall be performed by individual(s) who do not have the authority to approve purchases.
- B. The following inventory schedules shall be maintained:
- | | |
|---------------------------------|------------|
| a. Chemicals | Monthly |
| b. Supplies | Biannually |
| c. Fixed Assets and Electronics | Annually |

- C. Unexplained discrepancies and items not accounted for shall be brought to the attention of the District Manager for investigation.

This Policy is referenced in:

1. *SGVMVCD: Policy No. 38 – Fixed Assets*

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Policy Number: 40
Subject: Credit Card Use
Category: Fiscal
Adopted: Pending
Revision(s): 08/01/2023



POLICY NO. 40 – CREDIT CARD USE

Section 1. Purpose

- A. The San Gabriel Valley Mosquito and Vector Control District (District) recognizes that the use of credit cards is a customary and economical business practice to improve cash management, reduce costs, and increase efficiency. Revolving charge/credit card accounts are important purchasing tools for procuring supplies and services relative to approved District business. The following policy shall be implemented to ensure proper procedures and protocols are set forth regarding District credit card use.

Section 2. Controls

- A. Revolving charge/credit card accounts shall be selected based on need and fiscal cost. To the greatest extent possible, the District shall select accounts charging low/no annual fees, processing fees, and offering financial incentives.
- B. The District shall ensure revolving charge/credit card accounts are paid in-full and on time to avoid incurring unnecessary finance charges/late fees.
- C. All purchases must be pre-authorized by the District Manager or the cardholder's department director.
- D. The cardholder/purchaser is responsible for obtaining receipts from credit card purchases. Receipts for approved purchases must be submitted and processed according to District practices and policies.
- E. Each employee issued a credit card for purchases must acknowledge in writing responsibility and liability for the credit card and receipt of the District's credit card use policy.

Section 3. Distribution

- A. The following personnel shall be issued a District CalCard (US Bank):
1. District Manager
 2. Department Directors

3. At the discretion of the District Manager, non-managerial staff who must make purchases and/or payments as part of their job duties and responsibilities on behalf of the District. When determining credit card issuance to non-managerial staff, the District Manager will assess whether it is inefficient and/or disruptive to the daily operations of the District to require a department director to make certain purchases.
- B. The following personnel shall be issued a District Fuel Card:
1. Employees who are assigned a District vehicle as part of their job duties and responsibilities on behalf of the District.
- C. The following personnel may be issued other District charge/credit cards:
1. At the discretion of the District Manager, employees who have job duties and responsibilities which could be facilitated by the use of a credit card and would benefit the District. When determining credit card issuance to an employee, the District Manager will assess whether it is inefficient and/or disruptive to the daily operations of the District to require a department director to make certain purchases.

Section 3. Administration

- A. The Director of Administrative Services will be the responsible authority as the District Credit Card Administrator and/or Approving Official who will set up and maintain each credit card account(s) with the banking entities.
- B. The District Credit Card Administrator and/or Approving Official will be responsible for the overall administration and procurement of a credit card program by reviewing, reporting, and coordinating all aspects of the program. The administrator will act as the liaison between banking entities and individual District credit cardholders. Initiate and monitor disputes through closure.

Section 4. Procedures

- A. All purchases made with a District credit card shall comply with *Policy No. 33**.
- B. Purchases made with CalCards:
1. All CalCard expenditures must be accompanied by a receipt and reconciled with monthly statements by the cardholder.
 2. Each receipt submitted by the cardholder shall include the account number for which the expenditure shall be debited.
 3. Each reconciled statement shall be signed by the cardholder and submitted to the Accounting Specialist or designee.
- D. Purchases made with fuel cards:

1. Fuel cards may be used by authorized employees for district vehicle related fuel purchases only.
 2. When using the fuel card, the employee will:
 - a. Obtain receipt for fuel purchase.
 - b. Write employee name on receipt.
 - c. Write District vehicle number on receipt.
 - d. Write odometer reading of District vehicle on receipt.
 - e. Write last four digits of fuel card number on receipt.
 - f. Submit fuel purchase receipt to Accounting Specialist or designee.
 3. The Accounting Specialist or designee will reconcile the fuel card statements monthly.
- E. Purchases made with other charge/credit card:
1. All credit card expenditures must be accompanied by a receipt and reconciled with monthly statements by the cardholder.
 2. Each receipt submitted by cardholder shall include the account number for which the expenditure shall be debited.
 3. Each reconciled statement shall be signed by the cardholder and submitted to the Accounting Specialist or designee.
- F. All credit card expenditures will be verified against receipts for purchases. Any unexplained charges/disputed charges shall be brought to the attention to the District Manager and resolved immediately.
- G. If an employee loses a receipt, the employee will make a reasonable effort to obtain a copy from the seller. If a copy of the receipt cannot be obtained the employee shall submit an affidavit accounting for the lost information for expenditure to the Accounting Specialist or designee.

Section 5. Loss or misuse of Credit Cards

- A. Credit card loss or theft shall be reported to the Director of Administrative Services immediately upon first knowledge of loss or theft. Lost or stolen cards will be cancelled immediately.

- B. Unauthorized purchase and/or personal use of District credit cards is prohibited. Unauthorized purchases will become the responsibility of the employee/cardholder and must be reimbursed to the District.

Section 6. Disciplinary Action

- A. A cardholder who fails to obtain and submit receipts as required, fails to responsibly ensure the security of District credit cards, or uses District credits cards inappropriately or without prior authorization may be subject to disciplinary action up to and including termination and/or legal action.

Policies Cited:

1. **SGVMVCD: Policy No. 33 – Accounts Payable*

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Policy Number: 41
Subject: Salary Adjustments
Category: Fiscal
Adopted: *Pending*
Revision(s): 08/24/2023



POLICY NO. 41 – SALARY ADJUSTMENTS

Section 1. Purpose

- A. The Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District has determined that it is in the best interest of the District to set a salary adjustment policy to provide for competitive salaries.

Section 2. Annual Review of Cost-of-Living Allowance

- A. Cost of living data shall be reviewed annually using the February Consumer Price Index – Urban Wage Earners and Clerical Workers (CPI-W) year-end percent change.
- B. The Los Angeles-Anaheim-Riverside geographic area index will be used to calculate a cost-of-living allowance.
- C. Staff shall calculate salaries annually using the March CPI-W with a cap of four (4) percent. All benefit and insurance costs will also be calculated to determine the true cost of the salary increase. No salary adjustment calculations will be presented when CPI-W is negative.
- D. Proposed salary adjustments based on CPI-W shall be presented annually to the Personnel and Policy and Finance and Audit Committees for recommendations.
- E. Salary Adjustments based on the CPI-W shall not be automatic. Such adjustments shall only be approved by a majority vote of the Board of Trustees during the adoption of the fiscal year's budget.

Section 3. Salary Surveys

- A. The salary survey shall be conducted every three (3) years during the month of April. Salary adjustments based on the salary survey shall not apply to the position of District Manager, except as provided in Section H, below.
- B. Staff shall request information from Mosquito Abatement and Vector Control Districts located in southern California that met the following criteria:
1. Minimum annual revenue - \$650,000
 2. Minimum number of employees – Twelve (12)

- C. A complete list of position titles, job descriptions, and salaries shall be obtained from a minimum of five Districts. The job responsibilities and minimum qualifications shall be evaluated based on comparable positions with the District.
- D. A summary of salaries paid, responsibilities, and minimum qualifications shall be prepared for similar positions.
- E. The districts with the highest and lowest salaries for each position shall be rejected. From the remaining salaries, the mean high salary shall be calculated. If four or fewer similar positions are available to survey, either no salaries will be rejected or salaries from districts in other comparable areas of California will be obtained.
- F. If the District's salary is within 2% of the mean, no adjustment shall be made. If the District's salary is less than 98% of the mean, staff shall present findings to the Personnel and Policy Committee and seek direction. The Personnel and Policy Committee may direct staff to prepare salary adjustments for Board of Trustees consideration.
- G. The salary survey and recommended adjustments shall be presented to the Board of Trustees in May of the year that the survey is conducted for Board approval. The approved adjustments shall be included in the budget presented to the Board in June and shall become effective with the first full pay period in July.
- H. The Personnel and Policy Committee may consider the survey and mean high salary for the position of District Manager to determine if the salary range for the position is competitive or when an adjustment to the salary is recommended. The Personnel and Policy Committee and Executive Committee will conduct a performance evaluation of the District Manager annually during the month of April. Based on the performance evaluation, achievement goals and objectives, conduct that leads to disciplinary action, and financial stability of the District, the Committee may recommend salary adjustment for the District Manager. The adjustment shall only be granted upon a majority vote of the Board members present at a regular meeting of the board of Trustees.

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Policy Number: 42
Subject: Fee for Duplication of District Records
Category: Fiscal
Adopted: Pending
Revision(s): 08/01/2023



POLICY NO. 42 – FEE FOR DUPLICATION OF DISTRICT RECORDS

Section 1. Purpose

- A. Public records of the District are open to inspection at all times during the office hours of the District and every person has a right to inspect any public record, except as provided in *Cal. Gov. Code § 6254†*. Pursuant to *Cal. Gov. Code § 6253††*, the District may impose fees covering the direct costs of duplication.

Section 2. Fee Schedule

- A. The standard fee for duplication of public records shall be set at 10 cents per page for standard letter size documents (8.5 inches by 11 inches) or smaller. For larger documents, such as maps or blueprints, the fee may be reasonably adjusted based on actual costs incurred.
- B. Additional costs may apply for postage (e.g., first class U.S. Mail or expedited delivery), photographs, color reproductions, over-sized drawings, maps & charts. All payments are due at the time copies of records are requested.
- C. No fee shall be charged for the cost of duplication when the requested records are provided in an electronic format unless the actual cost of electronic media (such as USB drives) is incurred.
- D. The fees for duplication shall not include staff time for retrieving or duplicating records.

Section 3. Collection of Fees

- A. Persons requesting copies of public records shall be informed via the same method of communication as the request, within ten (10) days of their request of the total cost to duplicate and send the records. Upon receipt of the total payment, the records shall be sent to the requesting person.
- B. Persons requesting copies of public records at the District office shall be given the copies of the records upon payment of the fees to the District.

Section 4. Waiver of Fees

- A. Fees shall be waived for the following documents, agencies, and individuals:
1. Documents requested by federal, state, or local agencies.

2. Copies of documents pertaining to any charge or assessment levied by the District.
3. Copies of Meeting Agendas requested by any individual, business, or agency.
4. Copies of any educational materials distributed to individuals, businesses, or agencies within the boundaries of the District.
5. Any documents that the Board of Trustees has taken action on to waive the fee during a public meeting at the request of the requesting party or for the purpose of achieving District goals.

Codes Cited:

1. † *California Government Code Section 6254 – Exemptions from disclosure*
2. †† *California Government Code Section 6253(b)*



California Cooperative Liquid Assets Securities System

What is California CLASS?

California Cooperative Liquid Assets Securities System (California CLASS) is a joint exercise of powers entity authorized under Section 6509.7, California Government Code. California CLASS is a pooled investment option that was created via a joint exercise of powers agreement by and among California public agencies. California CLASS offers public agencies a convenient method for investing in highly liquid, investment-grade securities carefully selected with the goal of optimizing yields while prioritizing safety and liquidity. The California CLASS Prime and Enhanced Cash funds help assist public agencies in strengthening and diversifying their cash management programs in accordance with the safety, liquidity, and yield hierarchy that provides the framework for the investment of public funds.

How is it governed and managed?

California CLASS is overseen and governed by a Board of Trustees. The Board is made up of public agency finance professionals who participate in California CLASS and are members of the Joint Powers Authority (JPA). The Board of Trustees has entered into an Investment Advisor and Administrator Agreement with Public Trust Advisors, LLC. Public Trust is responsible to the Board for all program investment and administrative activities as well as many of the services provided on behalf of the Participants.

How can we participate?

Enrolling in California CLASS is simple. Public agencies may become Participants simply by filling out the Participant Registration Form that can be found in the document center on the California CLASS website. Public agencies may submit the completed registration packet to California CLASS Client Services for processing at clientservices@californiaclass.com. To obtain account forms and fund documents, visit www.californiaclass.com/document-center/.

Sponsored By:



www.calcities.org



California Special Districts Association

Districts Stronger Together

www.csda.net

Participants

benefit from the following:

- Same-day availability of funds in Prime Fund (11:00 a.m. PT cut-off)
- Contributions by wire or ACH
- Ratings of 'AAAm' & 'AAAf/S1'
- Portfolio securities marked-to-market daily
- Secure online access for transactions and account statements
- No redemption notices for Prime Fund
- Participant-to-Participant transactions
- Dividends accrue daily and pay monthly
- No maximum contributions
- No minimum investment requirements
- No transaction fees*
- Annual audit conducted by independent auditing firm**
- Dedicated client service representatives available via phone or email on any business day

*You may incur fees associated with wires and/or ACH transactions by your bank, but there will be no transaction fees charged from California CLASS for such transactions.
**External audits may not catch all instances of accounting errors and do not provide an absolute guarantee of accuracy.



What are the objectives of California CLASS?

Safety

The primary investment objective of the California CLASS Prime fund is preservation of principal. Both California CLASS portfolios are managed by a team of investment professionals who are solely focused on the management of public funds nationwide. The custodian for California CLASS is U.S. Bank, N.A.

Liquidity

When you invest in the California CLASS Prime fund, you have access to your funds on any business day. You must notify California CLASS of your funds transaction requests by 11:00 a.m. PT via the online transaction portal. There are no redemption notices for the daily-liquid California CLASS Prime fund. Enhanced Cash is a variable NAV fund that provides next-day liquidity and a one-day notification of redemption.

Competitive Returns

California CLASS strives to provide competitive yields while adhering to the objectives of safety and liquidity. Participants can benefit from the investment expertise and institutional knowledge provided by the team of Public Trust professionals. The portfolio performance objective is strengthened by the knowledge of

California public agency cash flows that the Public Trust team possesses.

Ease of Use

To make cash management streamlined and efficient, California CLASS includes many features that make it easy to access account information and simplify record keeping. Participants can transact on any business day via the California CLASS Online Transaction Portal at www.californiaclass.com.

Flexibility

You may establish multiple California CLASS subaccounts. You will receive comprehensive monthly statements that show all of your transaction activity, dividend accruals, and yield summaries. These statements have been specifically designed to facilitate public sector fund accounting and to establish a clear accounting and audit trail for your records.

Legality

California CLASS only invests in securities permitted by California State Code Section 5360i; permitted investments are further restricted to those approved by the Board of Trustees as set forth in the California CLASS Investment Policies.

Have Questions? Contact us or visit www.californiaclass.com for more information.



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Any financial and/or investment decision should be made only after considerable research, consideration, and involvement with an experienced professional engaged for the specific purpose. The information presented should not be used in making any investment decisions. This material is not a recommendation to buy, sell, implement, or change any securities or investment strategy, function, or process. Please review the California CLASS Information Statement before investing. California CLASS is not a bank. An investment in California CLASS is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the California CLASS prime-style fund seeks to preserve the value of your investment at \$1.00 per share, it cannot guarantee it will do so. Please review the California CLASS Information Statement(s) before investing. Past performance is not an indication of future performance. No assurance can be given that the performance objectives of a given strategy will be achieved. Any financial and/or investment decision may incur losses. California CLASS Prime is rated 'AAAm' by S&P Global Ratings. A 'AAAm' rating by S&P Global Ratings is obtained after S&P evaluates a number of factors including credit quality, market price exposure, and management. For a full description on rating methodology, please visit www.spglobal.com. California CLASS Enhanced Cash is rated by 'AAA-/SI' by FitchRatings. The 'AAA' rating is Fitch's opinion on the overall credit profile within a fixed-income fund/portfolio and indicates the highest underlying credit quality of the pool's investments. The 'SI' volatility rating is Fitch's opinion on the relative sensitivity of a portfolio's total return and/or net asset value to assumed changes in credit spreads and interest rates. The 'SI' volatility rating indicates that the fund possesses a low sensitivity to market risks. For a full description on rating methodology, please visit www.fitchratings.com. Ratings are subject to change and do not remove credit risk.



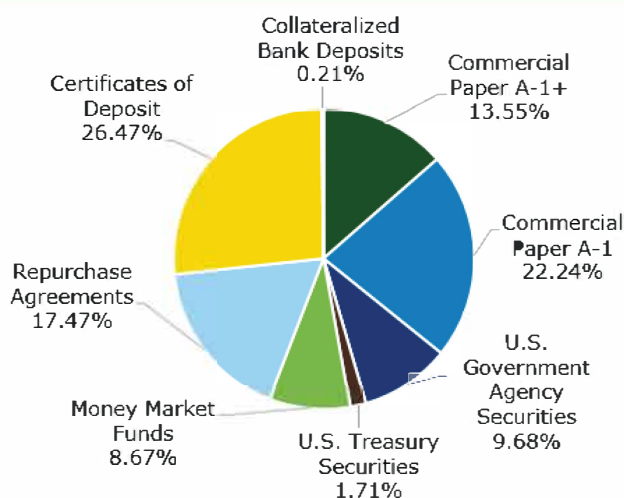
California Cooperative Liquid Assets Securities System

California CLASS Pool Fact Sheet

Holistic cash management designed with you in mind

California CLASS is a local government investment pool that was created under the Joint Powers Act. It allows eligible public agencies to invest their funds in a professionally managed Joint Powers Authority.

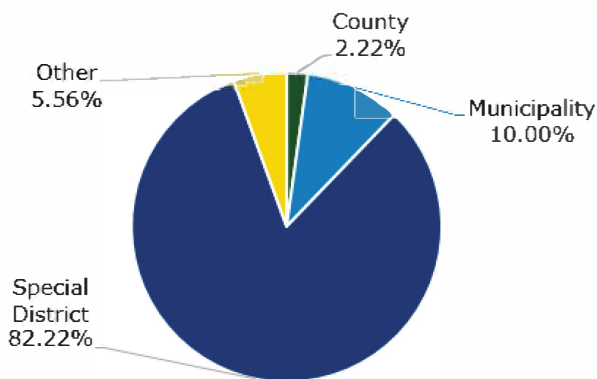
Portfolio Allocation*



Participation is available to any California public agency under California Government Code 6500 and 6509.7. Investments are made in accordance with California Government Code Section 53601 and the California CLASS Investment Policies.

The California CLASS portfolio investment strategy prioritizes minimizing market risk and enhancing safety via diversified investments. Funds of the Participants are invested in prime or high grade, short-term fixed income instruments as illustrated to the left. We aim to provide competitive yields while adhering to all objectives of safety and liquidity. The California CLASS Prime Fund carries a 'AAAm' rating from S&P Global Ratings.

Participant Breakdown by Entity Type*



California CLASS Board of Trustees

Christina Turner, Chair
City Manager
City of Morgan Hill

Ryan Clausnitzer, Vice Chair
General Manager
Alameda County Mosquito Abatement District

George Harris
Director of Finance
City of Lancaster

Parker R. Hunt
Treasurer/Tax Collector
Tehama County

California CLASS welcomes all public agencies without favor to one type. The Board membership represents the diversity of such agencies and works to maintain a product that services the needs of all California public agencies.

Visit us at www.californiaclass.com

Source: Public Trust Advisors® *Data as of June 30, 2023. Data unaudited. Charts may not equal 100% due to rounding. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. California CLASS is not a bank. An investment in California CLASS is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the California CLASS Prime Fund seeks to preserve the value of your investment at \$1.00 per share, it cannot guarantee it will do so. The California CLASS Prime Fund is rated 'AAAm' by S&P Global Ratings. A 'AAAm' rating by S&P Global Ratings is obtained after S&P evaluates a number of factors including credit quality, market price exposure, and management. For a full description on rating methodology, please visit www.spglobal.com. Ratings are subject to change and do not remove credit risk. Please review the California CLASS Prime Fund Information Statement before investing. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**