



San Gabriel Valley Mosquito & Vector Control District

1145 North Azusa Canyon Road, West Covina, CA 91790

Phone: 626-814-9466 | Website: www.sgvmosquito.org

Email: district@sgvmosquito.org

JOINT MEETING OF THE FINANCE & PERSONNEL AND POLICY COMMITTEES

February 13, 2026

FOLLOWING ADJOURNMENT OF BOARD MEETING WHICH STARTS AT 7:00 A.M.

1. Call to Order

1.1 Determination of a Quorum – Noted Absences

1.2 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 Committee 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 Committee for consideration. There will be no dialog between the Committee and the Commenter. Any clarifying questions from the Committee must go through the Committee Chair.

3. Quarterly District Investment Review (EXHIBIT 3A) P.5

(Secretary-Treasurer, Corey Calaycay) (Receive & File)

4. Consideration to Amend Policy No. 30 - Investments (EXHIBITS 4A, 4B) P.7

(Secretary-Treasurer, Corey Calaycay) (Recommendation for Board Consideration)

Recommended Action for the Committee:

1) The Committee shall recommend approval of amended Policy No. 30 – Investments to the Board.

5. Consideration of Resolution 2026-02 and Policy No. 43 – Purchasing System and Public Projects (EXHIBITS 5A – 5E) P.25

(Secretary-Treasurer, Corey Calaycay) (Recommendation for Board Consideration)

Recommended Action for the Committee:

1) The Committee shall recommend adoption of Resolution No. 2026-02 and Policy No. 43 – Purchasing System and Public Projects to the Board.



6. **Consideration to Amend Policy No.33 – Accounts Payable (EXHIBIT 6A) P.49**
(Secretary-Treasurer, Corey Calaycay) (Recommendation for Board Consideration)

Recommended Action for the Committee:

- 1) The Committee shall recommend Amending Policy No. 33 – Accounts Payable to the Board.

7. **Adjournment**

Finance Committee

Corey Calaycay, Claremont (Chair)
Henry Aviles, Alhambra
Robert Gonzales, Azusa
Becky Shevlin, Monrovia
John Capoccia, Sierra Madre

Personnel and Policy Committee

Becky Shevlin, Monrovia
Henry Aviles, Alhambra
Robert Joe, South Pasadena
Cynthia Sternquist, Temple City
Rosario Diaz, West Covina



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)

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QUARTERLY INVESTMENT REPORT 2025: QUARTER 4

Accounts	2025 - Quarter 3		2025 - Quarter 4		Variance		Earned Interest
	Ending Balance	Yield	Ending Balance	Yield	Balance	Yield	
Investment Funds							
Local Agency Investment Fund (LAIF)	\$ 3,552.98	4.21%	\$ 3,591.79	4.02%	\$ 38.81	-0.19%	\$ 38.81
Los Angeles County Pool (PB1)	\$ 8,370.38	3.40%	\$ 3,049,880.52	3.22%	\$ 3,041,510.14	-0.18%	\$ 282.23
VCJPA Contingency Fund	\$ 213,703.00	3.69%	\$ 216,371.00	3.82%	\$ 2,668.00	0.13%	\$ 2,672.00
California CLASS	\$ 2,147,634.12	4.27%	\$ 1,251,672.92	3.87%	\$ (895,961.20)	-0.40%	\$ 17,052.91
Cash/Time Deposits							
Citizens Bank	\$ 803,080.29	0.10%	\$ 236,822.75	0.10%	\$ (566,257.54)	0.00%	\$ 87.97
Managed Investment Portfolio							
U.S. Bank Trust*	\$ 2,030,656.65		\$ 2,042,561.21		\$ 11,904.56		
Total Balance	\$ 5,206,997.42		\$ 6,800,900.19		\$ 1,593,902.77		\$ 20,133.92

* During the quarter, one Certificate of Deposit in the amount of \$100,000 was purchased and one U.S. Treasury Bill/Note in the amount of \$100,000 matured.

Two-year Treasuries were yielding 3.60% at the beginning of the quarter and at 3.47% at the end of the quarter, which was a decrease of 13 basis points for the quarter.

As of December 31, 2025, the Weighted Yield to Maturity on the Managed Investment Portfolio was 4.13%.

At the end of this quarter, the Weighted Average Maturity of the Managed Investment Portfolio was 2.70 years.

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

Date: February 13, 2026

Meeting of: SGVMVCD Board of Trustees: Joint Finance and Personnel & Policy Committee

Subject: Consideration to Amend Policy No. 30 – Investments

Exhibit(s): Exhibit 4A: Policy No. 30 – Investments (Revised Policy)
Exhibit 4B: Policy No. 30 – Investments (Original Policy)

Purpose

The purpose of this report is to present proposed amendments to Policy No. 30 – Investments for Joint Committee review and recommendation to the Board of Trustees. The proposed amendments are limited in scope and are intended solely to ensure continued compliance with current California Government Code requirements and investment policy best practices.

Background

Policy No. 30 – Investments establishes the District's investment objectives, authorized investment instruments, delegation of authority, and internal controls in accordance with California Government Code § 53600 et seq.

As part of the District's annual investment policy review, the District's investment advisory consultant, Optimized Investment Partners, identified two items requiring policy updates:

1. A statutory update related to placement service deposits reflecting the Legislature's extension of expanded authority under Government Code § 53601.8 through January 1, 2031.
2. A technical clarification related to the Local Agency Investment Fund (LAIF) to avoid referencing specific dollar limits that may change over time.

Proposed Amendments

The two proposed amendments to Policy No. 30 include the following:

1. **Placement Service Deposits (Gov. Code § 53601.8)**
Updates Section 7 (Authorized and Suitable Investments), Item 5 to reflect the Legislature's extension of the expanded placement service deposit authority through January 1, 2031 and removes outdated language referencing a January 1, 2026 reversion.
2. **LAIF Reference Clarification**
Updates the authorized investment table to remove the specific dollar cap reference for LAIF deposits and instead references deposits as permitted by LAIF, consistent with best practice and to avoid future policy revisions when program limits change.

Impact and Considerations

These amendments:

- Ensure continued compliance with current state law
- Align the policy with recognized public agency investment best practices



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

- Maintain the District's conservative investment framework emphasizing safety, liquidity, and preservation of principal

The proposed amendments do not expand the District's authorized investment instruments and do not alter existing risk tolerance or investment strategy.

Financial Impact

There is no fiscal impact associated with these amendments.

District Manager's Recommendation

The District Manager recommends that the Joint Committee review the proposed amendments to Policy No. 30 – Investments and forward a recommendation to the Board of Trustees to approve the policy as revised.

Committee Action Options

- 1) The Committee shall recommend approval of amended Policy No. 30 – Investments to the Board.

Submitted by:

A handwritten signature in black ink that reads "Jason Farned".

Jason Farned
District Manager

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Policy Number: 30
Subject: Investments
Category: Fiscal
Adopted: 09/08/2023
Revision(s): xx/xx/xxxx



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.~~

5. Time deposits or placement service deposits, non-negotiable and collateralized in accordance with California Government Code § 53601.8, may be purchased through banks, savings and loan associations, or federally insured credit unions.

Deposits placed through a private-sector placement service shall not exceed fifty percent (50%) of the agency's total investment portfolio at the time of purchase, as permitted under Government Code § 53601.8.

Principal and accrued interest shall be fully insured by the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Administration (NCUA), or collateralized in accordance with state law. Negotiable certificates of deposit authorized under Government Code § 53601(i) are excluded from this limitation.

This authority remains in effect through January 1, 2031, unless extended by further legislative action.

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: 30
Subject: Investments
Category: Fiscal
Adopted: 09/08/2023
Revision(s): 09/08/2023



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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.

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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.

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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 & Vector Control District District Manager's Report

Date: February 13, 2026

Meeting of: SGVMVCD Board of Trustees: Joint Finance and Personnel & Policy Committee

Subject: Consideration of Resolution No. 2026-02 and Policy No. 43 – Purchasing System and Public Projects

Exhibit(s): Exhibit 5A: Resolution No. 2026-02
Exhibit 5B: Policy No. 43 – Purchasing System and Public Projects
Exhibit 5C: Resolution No. 2006-02
Exhibit 5D: UPCCAA FAQ
Exhibit 5E: Purchasing Reference Guide

Purpose

The purpose of this report is to recommend adoption of Resolution No. 2026-02, electing the District to become subject to the Uniform Public Construction Cost Accounting Act (UPCCAA), and approval of Policy No. 43 – Purchasing System and Public Projects, which establishes updated procurement, purchasing, and public works procedures consistent with current state law and best practices for California special districts.

Background

The San Gabriel Valley Mosquito and Vector Control District is authorized under the Mosquito Abatement and Vector Control District Law (Health & Safety Code §2000 et seq.) to procure supplies, equipment, services, and to construct, repair, and maintain public works necessary to protect public health.

Existing District purchasing policies and procedures have not been comprehensively updated in many years and do not fully reflect current statutory thresholds, modern procurement practices, or the alternative bidding procedures available to public agencies under the UPCCAA (Public Contract Code §22000 et seq.).

The UPCCAA establishes clear, standardized, and statutorily defined cost thresholds for public works projects, providing a consistent framework for determining when formal or informal bidding procedures apply while maintaining transparency and fiscal accountability. To utilize these procedures, the District must formally elect to become subject to the Act by resolution and adopt compliant policies governing informal bidding and public project procurement.

Proposed Action

Resolution No. 2026-02 accomplishes the following actions:

- Elects the District to become subject to the Uniform Public Construction Cost Accounting Act.
- Adopts Policy No. 43 – Purchasing System and Public Projects, which:
 - Establishes a centralized purchasing system.
 - Defines purchasing authority and approval thresholds.
 - Updates formal and informal bidding procedures for supplies, services, and public projects.
 - Establishes procedures for professional services, sole-source procurements, cooperative purchasing, and emergency purchases.



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

- Aligns District practices with applicable provisions of the Government Code and Public Contract Code.
- Rescinds Resolution No. 2006-02, replacing outdated purchasing guidance.

Policy No. 43 also includes limited delegated authority to the District Manager to act during emergencies when the Board is unable to meet, consistent with statutory requirements and subject to enhanced voting thresholds.

Financial Impact

Adoption of the Resolution and Policy does not create a direct fiscal impact. However, implementation is expected to improve procurement efficiency, reduce administrative delays for routine and mid-sized public works projects, and strengthen internal controls and compliance, resulting in long-term operational and fiscal benefits.

District Manager's Recommendation

The District Manager recommends adoption of Resolution No. 2026-02 and Policy No. 43 – Purchasing System and Public Projects to the Board.

Committee Action Options

- 1) The Committee shall recommend adoption of Resolution No. 2026-02 and Policy No. 43 – Purchasing System and Public Projects to the Board.

Submitted by:

A handwritten signature in black ink that reads "Jason Farned".

Jason Farned
District Manager

RESOLUTION NO. 2026-02**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT ELECTING TO BECOME SUBJECT TO THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT; AND ADOPTING POLICIES FOR INFORMAL BIDDING REQUIREMENTS AND PROCUREMENT OF SERVICES, SUPPLIES, EQUIPMENT; AND CONSTRUCTION OF PUBLIC WORKS**

WHEREAS, the San Gabriel Valley Mosquito and Vector Control District (“District”) is authorized under the Mosquito Abatement and Vector Control District Law (Health & Safety Code § 2000 et seq. (the “Act”) to purchase supplies and materials; to build, repair, and maintain public works; and contract for professional and other services that may be necessary or proper to protect human health against vectors and vector borne diseases; and

WHEREAS, the District is required by the Act and Article 7 (commencing with Section 54201) of Chapter 5 of Division 2 of Title 5 of the Government Code to adopt policies and procedures, including bidding regulations, governing purchases of supplies and equipment by the District consistent with state law; and

WHEREAS, the Uniform Public Construction Cost Accounting Act (the “UPCAA”), California Public Contract Code Section 22000, *et seq.*, in conjunction with the State Controller, has established uniform cost accounting standards and an alternative method for the bidding of public works projects by public agencies; and

WHEREAS, California Public Contract Code Sections 22003 and 22030 provide that any local agency that wishes to utilize the alternative procedures for bidding and contracting for Public Projects must elect, by resolution, to become subject to the uniform construction cost accounting procedures set forth in the UPCA and must notify the State Controller of its election; and

WHEREAS, the District Board of Trustees has determined that it is in the best interests of the District to revise its existing policies for the District’s procurement of services, supplies, equipment; and public projects and to include in such revisions the alternative bidding procedures for public works projects available under the UPCA; and

WHEREAS, California Public Contract Code Section 22034 requires public agencies that elect to become subject to the uniform construction cost accounting procedures to enact an informal bidding ordinance that complies with the requirements set forth in Section 22034; and

WHEREAS, the District does not have the legal authority to adopt ordinances, but rather is governed by resolutions and policies; and

WHEREAS, Exhibit A to this Resolution sets forth a policy that would establish a centralized purchasing system and also require the District to follow procedures governing public works contracts and establishes, among other things, informal bidding procedures in accordance with the requirements of the UPCA; and

WHEREAS, the policy in Exhibit A includes a delegation of authority to the District Manager to declare an emergency in the absence of the Board or its inability to meet, which delegation requires a four-fifths (4/5) vote of approval of the Board of Trustees;

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. UPCCAA Election. Pursuant to the authority set forth in the UPCCAA, the Board of Trustees hereby elects to subject the District to the uniform public construction cost accounting procedures set forth in the Act and to the policies and procedures manual and cost accounting review procedures established by the California Uniform Construction Cost Accounting Commission, as each may be amended from time to time.

SECTION 2. Adoption of Policy No. 43 – Purchasing System and Public Projects. The Board of Trustees hereby approves and adopts Policy No. 43 regarding Purchasing System and Public Projects (the “Purchasing Policy”), as set forth in the attached Exhibit A to this Resolution, which is hereby incorporated as though set forth in full. In the event of any conflict between any provision of the Purchasing Policy and any previously adopted Resolution or District Policy, the provisions of the Purchasing Policy shall control.

SECTION 3. Rescission of Prior Policy. Resolution No. 2006-02 is hereby rescinded.

PASSED, APPROVED AND ADOPTED by the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District this ___ day of _____, 202_, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Policy Number: 43
Subject: Purchasing System and Public Projects
Category: Fiscal
Adopted:
Revisions:



POLICY NO. 43 – PURCHASING SYSTEM AND PUBLIC PROJECTS

PART I. General Provisions**Section 1. Intent and Purpose.**

This Policy includes procedures and requirements for the efficient procurement of supplies, equipment, services, and public projects at the lowest competitive cost commensurate with the quality needed for the District's purposes and without favor or prejudice by clearly defining the purchasing authority of District officers and officials, authority for the purchasing functions and establishing appropriate oversight and financial controls.

This Policy has been adopted in accordance with the provisions of state law, including Government Code Sections 54201 through 54205, to establish policies and procedures, including bidding regulations, governing the District's purchase of supplies, equipment, and services, and the Uniform Public Construction Cost Accounting Act, Public Contract Code Section 22000 *et seq.* District procurement of supplies, equipment, services, and public projects shall be in accordance with this Policy and all applicable provisions of law.

Section 2. Definitions.

For the purpose of this Policy, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

- A. **Bidders list.** A current file of sources of supply of articles for each category of commodities repetitively purchased for District use.
- B. **District Manager.** The Chief Executive Officer of the District, appointed by the Board of Trustees. The District Manager, or their designee, has the exclusive authority for specific administrative responsibility for this Policy.
- C. **Contractual services.** Any and all telephone, gas, water, electric service; the rental or lease of equipment and machinery, and all similar services provided by agreements, excepting agreements for professional services or for public works projects.
- D. **Department.** Any of the departments, offices, or other organization units of the District, and any special agency whose affairs and funds are under the supervision and control of the Board of Trustees and for which the Board of Trustees is ex-officio the governing body.

- E. Facility. Any plant, building, structure, ground facility, utility system (subject to the limitation found in Public Contract Code Section 22002(b)(2)(C)), real property, streets and highways, or other public work improvement.
- F. Local bidder. A firm or individual who regularly maintains a place of business and transacts business in, or maintains an inventory of merchandise for sale in, and is licensed by, or pays business taxes to the District.
- G. Maintenance work. Maintenance work as defined by Public Contract Code Section 22002(d) or any successor statute thereto, including the following:
1. Routine, recurring and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes; and
 2. Minor repainting; and
 3. Resurfacing of streets and highways at less than one (1) inch; and
 4. Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants and servicing of irrigation and sprinkler systems.
- H. Non-responsive bidder. A bidder or prospective bidder who fails to furnish a responsible bid.
- I. Professional services. Services in financial, economic, accounting, engineering, legal, or administrative matters with persons or firms specially trained and experienced and qualified to perform such services.
- J. Public project. A public project as defined by Public Contract Code Section 22002(c) or any successor statute thereto, including the following:
1. Construction, reconstruction, erection, alteration, renovation, improvement, demolition and repair work involving any publicly owned, leased or operated facility; and
 2. Painting or repainting of any publicly owned, leased or operated facility.
- Public project *does not* include maintenance work.
- K. Purchases. Purchases of supplies, equipment, services and personal property shall include leases or rentals of such items as well as transactions by which the District acquires ownership.
- L. Purchasing Agent. The District official responsible for administration and enforcement of this Policy.
- M. Purchasing policy limits. Such limits shall be those amounts which determine purchase procedures. Such purchase limits shall be established by resolution of the Board of Trustees.

- N. Responsive bid. An offer, submitted by a responsible bidder in ink or typewritten form, to furnish supplies, materials, equipment or contractual services in conformity with the specifications, delivery terms and conditions, and other requirements included in the invitation for bids.
- O. Services. Any and all services, including but not limited to equipment service contracts. Examples are: building roofing repairs, carpeting repairs, drapery cleaning, furniture upholstery services, specialized lighting repair services, wall papering, plumbing, and other such related repair or providing of such service labor as required.
- P. Supplies, materials, and equipment. Any and all articles or things which shall be furnished to or used by any department.

Section 3. Centralized Purchasing Division

- A. Creation. There is created a centralized purchasing division within the Department of Administrative Services of the District, which is vested with authority for the centralized purchase of supplies, services, and equipment.
- B. Purchasing Agent. The District Manager, or their designee, shall be the Purchasing Agent and shall: (i) direct and manage the District's purchasing division; (ii) have authority to purchase materials, supplies, services, equipment and other personal property required and may negotiate contracts and agreements according to established Purchasing Policy Limits; and (iii) furnish the Board of Trustees such reports and information regarding District purchases as may be required or advisable.
- C. Exemption from Centralized Purchasing. The Purchasing Agent may authorize Department Directors and other designated employees to use District-issued purchasing cards for routine purchases of supplies, materials, equipment, and services, provided that: (1) the purchase does not exceed \$10,000; and (2) the cardholder complies with all provisions outlined in *Policy No. 33 – Accounts Payable* and *Policy No. 40 – Credit Card Use*.

PART II.

Supplies, Materials, and Equipment; Non-Professional Services

Section 1. Applicability

All District purchases of supplies, materials, and equipment or non-professional services must be made in accordance with bidding and Purchasing Policy Limits and procedures in this Part; provided however that emergency procurements may be made pursuant to Part V of this Policy.

Section 2. Requisitions; Purchase Orders

- A. Initiation of Purchases: Departments may initiate purchases of supplies, materials, and equipment, and non-professional services by notifying the Purchasing Agent, or their designee, in writing.

- B. Purchase Orders. All District purchases of supplies, materials, equipment, and non-professional services must be made using a purchase order or executed through a written contract unless made using a District-issued purchasing card in accordance with the requirements of this Policy and *Policy No. 40 – Credit Card Use*.
- C. Appropriations. No purchases of supplies, materials, and equipment or non-professional services shall be approved unless there exist unencumbered appropriations in the fund account against which the purchase is to be charged.

Section 3. Purchasing Policy Limits

- A. Department Directors. If so authorized by the Purchasing Agent, Department Directors may approve requisitions within their departments for purchases of supplies, materials, and equipment or non-professional services for their departments that do not exceed **\$10,000**.
- B. Purchasing Agent. The Purchasing Agent may approve requisitions for purchases of supplies, materials, and equipment or non-professional services that do not exceed **\$75,000** or may refer such contracts to the Board of Trustees when, in their reasonable opinion, the purchase merits the review and approval of the Board.
- C. Board of Trustees. District purchases of supplies, materials, and equipment or non-professional services that exceed **\$75,000** must be approved by the Board of Trustees.

Section 4. Vendor Lists

The Purchasing Agent shall maintain a Vendors List comprised of suppliers of supplies, materials, and equipment or non-professional services and those who have either been deemed responsible or have made a written request to be included on the list.

Section 5. Formal Bidding Procedure

The District shall purchase supplies, services, and equipment or nonprofessional services estimated to be more than **\$220,000** from a responsible vendor who submits the lowest bid based on the results of a formal bidding procedure as follows:

- A. Notice Inviting Bids. The District shall publish a notice inviting bids that includes a general description of the supplies, services, and equipment or nonprofessional services to be purchased, state where vendors can obtain bid specifications and instructions, the amount of the required bidder's security (if any) and the time and place for opening bids. At least ten (10) days before the date of the opening of the bids, the notice shall be: (i) published at least once in a newspaper of general circulation, published in the area of the District; (ii) sent or made available to vendors of the District's Vendor List; and (iii) posted on the District's website and at such other locations as the Purchasing Agent deems appropriate.
- B. Bidder's Security. When deemed necessary by the Purchasing Agent, formal bids shall be accompanied by security in the form of cash, cashier's check, certified check or surety bond,

in a sum equal to ten percent of the total aggregate of the bid. The notice inviting bids shall include the amount of the required security. Unsuccessful bidders shall be entitled to the return of their bid security; provided, however, that a successful bidder shall forfeit the bid security upon their refusal or failure to execute the contract within ten (10) days after the notice of award has been mailed, unless the District is solely responsible for the delay in executing the contract.

- C. Performance Bonds. The Purchasing Agent or Board of Trustees, as appropriate, may require bidders to submit a performance bond before awarding a contract in such amount as is reasonably necessary to protect the best interest of the District. The form and the amount of the bond shall be described in the notice giving bids.
- D. Bid Opening Procedure. Sealed bids shall be submitted to the Purchasing Agent and shall be identified as "Bids" on the envelope. Bids shall be opened in public at the time and place stated in the public notice. In the case of a bid submitted by a local bidder as defined in Section 2 of this Policy, the Purchasing Agent shall, for the purpose of bid comparison only, reduce the amount of said bid by one (1%) percent. A tabulation of all bids received shall be open for public inspection during regular business hours for a period of not less than thirty (30) calendar days after the bid opening.
- E. Award. Except as otherwise provided in this Policy, the District shall award the purchase contract to the responsible bidder who submits the lowest responsive bid.
1. If the successful bidder refuses or fails to accept the contract award, the Purchasing Agent or Board of Trustees, as appropriate, may either award it to the next lowest responsible bidder who is willing to execute the contract or reject all bids and re-advertise.
 2. The Purchasing Agent or Board of Trustees, as appropriate, shall have the discretion to reject any and all bids presented and may cause the re-advertising for bids.
 3. If the District receives two (2) or more bids offering the same lowest price at the same total amount or unit price, quality, and service at the same price the Purchasing Agent or Board of Trustees, as appropriate, may approve the purchase from the bidder they choose or negotiate with each of the tied bidders for a lower cost and accept the lowest offer as between them.
- F. No Bids. When the District does not receive any bids or no responsive bids are received, the Purchasing Agent may use alternative procedures permitted under this Policy to purchase the necessary supplies, materials, and equipment or non-professional services.

Section 6. Alternative Procedures; Informal Bidding

The District may purchase supplies, services, and equipment or non-professional services estimated to be less than **\$220,000** either on the open market, as set forth in the following Section or after informal bidding as set forth in this Section.

- A. Minimum Number of Bids. Purchases shall, wherever possible, be based on at least three (3) bids.
- B. Notice Inviting Informal Bids. The Purchasing Agent shall send the notice inviting bids to the vendors on the Vendor List, and may solicit bids by specific written requests to prospective vendors or by any reasonably effective public means of reaching multiple prospective vendors.
- C. Written Informal Bids. Vendors must submit written bids to the Purchasing Agent before the deadline specified in the notice inviting bids.
- D. Bid Review; Award. The Purchasing Agent shall review all written bids publicly at the time and place stated in the notice, and the Purchasing Agent shall award the contract to the lowest responsive and responsible bidder.
- E. Records. The Purchasing Agent shall keep a written record of all informal bids for a period of two years unless a longer period is otherwise required by law or District policy. This record, while so kept, shall be open to public inspection.

Section 7. Alternative Procedures; Open Market Purchase

The District may purchase supplies, services, and equipment or non-professional services estimated to be **\$10,000** or less, either on the open market, as set forth in this Section or after informal bidding as set forth in the preceding Section.

- A. Criteria. The Purchasing Agent may solicit proposals for the purchase of supplies, materials, and equipment or non-professional services on the open market and identify the vendor that best serves the needs of the District and provides the District with the highest quality and cost effectiveness based on the following considerations, which are listed without any implication of priority:
 1. The extent to which the vendor's proposal meets the District's needs in terms of price, timing, quality and quantity of supplies, materials and equipment or services supplied to the District; and
 2. The overall cost of the vendor's proposal, including, but not limited to, pricing of the equipment or supplies, services, delivery schedule, terms of payment, warranties, maintenance requirements, and required site preparation; and

3. The vendor's experience and qualifications in similar matters and their financial ability to perform as required by the District; and
 4. Such other reasonable factors as the Purchasing Agent deems applicable.
- B. Records. The Purchasing Agent shall keep a written record of all purchases made on the open market for a period of two years unless a longer period is otherwise required by law or District policy. This record, while so kept, shall be open to public inspection.

Section 8. Alternative Procedures; Cooperative Purchasing Programs

District purchases of supplies, materials, and equipment, or non-professional services made under a cooperative purchasing program, utilizing and on the same terms, conditions, and specifications as a purchasing agreement competitively bid by the state, county, or other public agencies, are exempt from bidding under this Policy.

Section 9. Alternative Procedures; Sole-Source Procurements

District purchases of supplies, materials, and equipment that by their nature or the District's specific requirements are obtainable only from a single or sole source, and not adaptable to competitive bidding, are exempt from bidding under this Policy and may be made based on such terms and conditions as the Purchasing Agent or the Board of Trustees, as appropriate, may deem fair and reasonable.

PART III

Professional and Other Special Services

Section 1. Applicability

Contracts for professional and other special services made in writing are exempt from competitive bidding requirements. This includes the contract services of attorneys, physicians, architects, engineers, consultants, auditors, specialized printers, or other individuals or organizations possessing a high degree of professional or specialized, skill or expertise, not susceptible to competitive bidding, or where the service involves a contract for special activities, negotiations for the acquisition of land, trash services, insurance bonds or any other service of a similar nature for a particular project or series of projects.

Section 2. Purchasing Policy limits

- A. Department Directors. If so, authorized by the Purchasing Agent, Department Directors may approve District contracts for professional and other special services for their departments that do not exceed **\$10,000**.
- B. Purchasing Agent. The Purchasing Agent may approve District contracts for professional and other special services that do not exceed **\$75,000** or may refer such contracts to the Board

of Trustees when, in their reasonable opinion, the subject matter of the contract merits the review and approval of the Board.

- C. Board of Trustees. District contracts for professional and other special services that exceed **\$75,000** must be approved by the Board of Trustees.

Section 3. Solicitations and RFPs

Although competitive bidding is not required for contracts for professional and other special services, the Purchasing Agent should solicit multiple quotes or proposals when feasible and may publicize requests for proposals (“RFPs”) when deemed necessary.

PART IV Public Projects

Section 1. Applicability

The awarding of contracts for Public Projects shall be administered by the Purchasing Agent pursuant to this Part and awarded in accordance with the Uniform Public Construction Cost Accounting Act, Public Contract Code Section 22000 et seq. To the maximum extent permitted by law, the provision of this Part shall be alternative to any other means provided by law for effecting the completion of Public Projects; and furthermore provided, nothing contained herein shall limit or preclude the use of a design-build delivery method, or any other authority or procedure provided by law, and the Board of Trustees expressly authorizes the District Manager to utilize any such procedures.

Section 2. Classification of Projects

- A. The Purchasing Agent shall review all proposed Public Projects with respect to the monetary limits imposed by Public Contract Code Section 22032, or any successor provision thereto, and shall designate such projects as follows:

Class I. Projects that may be performed with the District's own forces by force account, by negotiated contract, or by purchase order, which as of January 1, 2025 are projects equal to or less than seventy-five thousand dollars (**\$75,000**); or

Class II. Projects that may be let by contract after informal bidding, and the Purchasing Agent shall accomplish such identified projects by informal bidding, which as of January 1, 2025 are projects equal to or less than two hundred twenty thousand dollars (**\$220,000**); or

Class III. Projects that may be let by contract only after formal bidding, and the Purchasing Agent shall accomplish such identified projects by formal bidding, which as of January 1, 2025 are projects of more than two hundred twenty thousand dollars (**\$220,000**).

- B. Projects cannot be split to avoid any of the bidding requirements contained in Public Contract Code Section 22000 et seq.

Section 3. Class II Projects – Informal Bidding Procedures

Class II projects shall be informally bid and awarded or rejected, in accordance with the provisions of this Section and in accordance with Public Contract Code Sections 22034.

- A. List of Qualified Contractors. The District Manager shall develop a list of qualified contractors eligible to bid on projects awarded by informal bidding, in accordance with the provisions of Public Contract Code Section 22034(a). The list shall be organized in accordance with the license classifications of the Contractor's State License Board. Any licensed California contractor may request to be added to the list of qualified contractors at any time by filing a completed application with the District Manager on a form provided for that purpose. The contractor will be added to the list if the contractor meets all criteria established by the California Uniform Construction Cost Accounting Commission (Commission).
- B. Notice Inviting Informal Bids. The District Manager shall cause a notice inviting informal bids to be mailed to all contractors on the list of qualified contractors for the category of work being bid, and/or to all construction trade journals as specified by the Commission pursuant to Public Contract Code Section 22036. Notices inviting informal bids shall be mailed not less than ten (10) calendar days before bids are due. The notice inviting informal bids shall describe the public project in general terms, how to obtain more detailed information about the project, and state the time and place for the submission of bids.
- C. Plans, Specifications and Working Details. The District Manager shall have plans, specifications and working details prepared for all Class II projects, and such plans, specifications and working details must be approved by the District Manager prior to awarding the contract.
- D. Bid Opening and Review. At the time provided in the notice inviting informal bids, the District Clerk shall open all bids timely received.
- E. Award. The Board of Trustees delegates the authority to award informal contracts for Class II projects to the District Manager, who shall award the contract, if at all, to the lowest responsible bidder. If two or more bids are the same and the lowest, the public agency may accept the one it chooses. If all bids received are in excess of the maximum threshold for Class II projects, the District Manager shall present the matter to the Board of Trustees, which may, by adoption of a resolution by a four-fifths vote, award the contract, at two hundred thirty-five thousand dollars (\$235,000) or less, to the lowest responsible bidder, if it determines the District's original cost estimate was reasonable. If no bids are received through informal bidding, the project may be performed by the employees of the District by force account, or negotiated contract without further complying with this Policy.

Section 4. Class III Projects – Formal Bidding Procedure

Class III projects shall be formally bid and awarded or rejected, in accordance with the provisions of this Section and in accordance with Public Contract Code Sections 22037 and 22038.

- A. Notice inviting Bids. Notices inviting formal bids shall state the time and place for the receiving and opening of sealed bids and distinctly describe the project. The notice shall be published at least fourteen (14) calendar days before the date of opening the bids in a newspaper of general circulation, printed and published in the District; or, if there is no such newspaper, in a newspaper of general circulation that is circulated within the District, or, if there is no such newspaper, publication shall be by posting the notice in at least three places within the District as have been designated by the Board of Trustees by resolution. The notice inviting formal bids shall also be sent electronically, if available, by electronic mail and mailed to all construction trade journals specified in Public Contract Code Section 22036. The notice shall be sent at least 15 calendar days before the date of opening the bids. In addition to notice required by this section, the public agency may give such other notice as it deems proper.
- B. Plans and Specifications. The District Manager shall have plans, specifications and working details prepared for all Class III projects, and such plans, specifications and working details must be approved by the Board of Trustees prior to awarding the contract.
- C. Award. The Board of Trustees shall award the contract, if at all, to the lowest responsible bidder. If two or more bids are the same and the lowest, the public agency may accept the one it chooses. If no bids are received through formal bidding, the project may be performed by the employees of the District by force account, or negotiated contract without further complying with this Policy.
- D. Rejection of Bids. The Board of Trustees has the discretion to reject all bids presented if the District Manager provides written notice by mail or email at least two (2) business days prior to the Board of Trustees meeting at which the bid will be considered of the District's intention to reject the bid. At such meeting, the Board of Trustees may declare that the project can be more economically performed by employees of the District and either:
 - 1. Abandon the project or re-advertise for bids; or
 - 2. Upon passage of a resolution by a four-fifths (4/5) vote of the Board of Trustees declaring that the project can be performed more economically by the employees of the public agency, may have the project done by force account.

Section 5. Bid Protest

- A. Any actual or prospective bidder, proposer, or contractor (collectively "bidder") who believes they have been aggrieved in connection with the solicitation or award of a contract pursuant to this Part may protest, in writing, to the office of the District Manager, within three (3)

business days after the opening of the bids. The protest shall be deemed filed only when it is actually received by the District. The protest shall be in writing and shall contain the following information:

1. The name, address and telephone number of the protester;
 2. The specific statutory or regulatory provision(s) that have been allegedly violated and the specific actions that caused the same;
 3. A precise statement of the relevant facts;
 4. The issue or issues to be resolved;
 5. Argument and authorities in support of the protest; and
- B. The District Manager or their designee, shall meet and confer with the protestor in an effort to resolve the issues described in the protest. If there is no resolution, the protest shall be referred to the Board of Trustees. The Board of Trustees' decision shall be final and conclusive.

PART V

Emergency Procurements

Section 1. Emergencies

For purposes of this Part, the term "emergency" shall mean a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action by the District to prevent or mitigate the loss or impairment of life, health, property, or essential public services.

Section 2. Public Projects

- A. Board Declaration. In the event of an emergency, the District, pursuant to a four-fifths (4/5) vote of the Board of Trustees, may repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts and without otherwise complying with the requirements of this Policy; provided that prior to doing so it shall make a finding, based on substantial evidence set forth in the minutes of its meeting, that the emergency will not permit a delay resulting from a competitive solicitation for bids, and that the action is necessary to respond to the emergency.
- B. Subsequent Review. The Board of Trustees shall review the emergency action at its next regularly scheduled meeting and, except as specified below, at every regularly scheduled meeting thereafter until the action is terminated, to determine, by a four-fifths vote, that there is a need to continue the action. The Board of Trustees shall terminate the action at the earliest possible date that conditions warrant so that the remainder of the emergency action may be completed by giving notice for bids to let contracts.

- C. District Manager's Authority. For the purposes of this section, the District Manager is hereby delegated the authority to declare the public emergency in such circumstances when it is not feasible for the Board of Trustees to meet and make its own declaration, and take such actions as they deem necessary, consistent with the provisions of this Policy and applicable law. The District Manager's actions shall be subject to review by the Board of Trustees not later than seven (7) days after the action, or at its next regularly scheduled meeting if that meeting will occur not later than fourteen (14) days after the action, and at least at every regularly scheduled meeting thereafter until the action is terminated, to determine, by a four-fifths (4/5) vote, that there is a need to continue the action, unless the District Manager has terminated the action prior to the Board of Trustees' review.

Section 3. Other Emergency Procurements

- A. Board Declaration. In the event of an emergency giving rise to a need for the District to procure supplies, materials, and equipment or services not constituting a Public Project without complying with this Policy, the Board of Trustees may, pursuant to a four-fifths (4/5) vote, dispense with bidding or requirements of this Policy and approve expending any sum to procure such supplies, materials, and equipment or services needed by the District due to the emergency.
- B. District Manager's Authority. The District Manager is hereby delegated the authority to declare the existence of an emergency for purposes of this Section when it is infeasible for the Board of Trustees to meet to do so, and the District Manager may thereafter procure such supplies, materials, equipment, services as they deem necessary to address the emergency; provided, however, that such actions by the District Manager shall be subject to prompt review by the Board of Trustees as to the need to continue the emergency action, in the manner provided in subsection C of Section 2, above.

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 8th day of September 2023, by the following vote:

AYES: Gonzales, Estrada, Barakat, Calaycay, Cortez, Velasco, Doornik, Garcia, Klinakis, Kashifalghita, Shevlin, Leon, Janbek, Sandoval, Armenta, Menchaca, Capoccia, Joe, Sternquist, Johnson

NOES:

ABSTAIN:

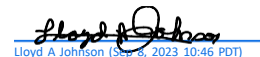
ABSENT: Aviles, Tay, Finlay, Marcucci, Vienna, Wu

Becky Shevlin

Becky Shevlin

President, Board of Trustees

ATTEST:


Lloyd A Johnson (Sep 8, 2023 10:46 PDT)

Lloyd Johnson
Secretary/Treasurer, Board of Trustees

APPROVED AS TO FORM:

Kelly M. Alhadeff-Black
Kelly M. Alhadeff-Black (Sep 8, 2023 11:23 PDT)

Kelly M. Alhadeff-Black
District Counsel

RESCINDED

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Uniform Public Construction Cost Accounting Act (UPCCAA) One-Page FAQ

What is UPCCAA?

The Uniform Public Construction Cost Accounting Act (UPCCAA) is a California law that establishes clear, standardized cost thresholds and bidding procedures for public works projects. It provides a consistent statewide framework for determining when formal or informal bidding applies, while maintaining transparency, competition, and fiscal accountability.

Why is the District considering UPCCAA?

The District is considering adoption of UPCCAA to:

- Align with current statewide public works standards
- Establish clear and consistent bidding thresholds
- Improve efficiency for smaller public works projects
- Maintain strong oversight, documentation, and compliance
- UPCCAA does **not** reduce oversight or waive public contracting requirements.

What rules does the District currently follow?

Currently, the District follows traditional public contracting requirements under the California Public Contract Code and Government Code, which generally require:

- Formal bidding procedures for most public works projects
- Advertisement, sealed bids, and Board approval regardless of project size (with limited exceptions)
- No standardized informal bidding framework specific to the District

What changes if UPCCAA is adopted?

If adopted, UPCCAA would:

- Establish state-defined cost thresholds for public works bidding
- Allow informal bidding for lower-cost projects, as permitted by law
- Preserve formal bidding for higher-cost projects
- Require documentation, competitive solicitation, and public records

Is UPCCAA commonly used?

Yes. UPCCAA is widely adopted by California cities, counties, and special districts as a best practice for modern, compliant public works procurement.

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**SGV MOSQUITO PURCHASING REFERENCE GUIDE
PER POLICY NO. 43 - PURCHASING SYSTEMS AND PUBLIC PROJECTS**

Purchase Type	Dollar Threshold	Authorized Approver	Procurement Method
SUPPLIES, MATERIAL, AND EQUIPMENT; NON-PROFESSIONAL SERVICES			
Routine Purchases (P-Card use)	Up to \$10,000 per transaction	Authorized Employees (with approval)	Open Market Purchase + Receipt + Budgeted
Department Purchase	Up to \$10,000	Department Director (if authorized)	Open Market (≥ 3 informal quotes encouraged)
Mid-Level Purchase	\$10,001 – \$75,000	Purchasing Agent	Informal Bid (≥ 3 written quotes)
High-Level Purchase	\$75,001 - \$220,000	Board of Trustees	Board Approval + Formal or Informal Bid
Formal Bid Purchase	More than \$220,000	Board of Trustees	Formal Bid (published + sealed bids)
PROFESSIONAL AND OTHER SPECIAL SERVICES			
Department Purchase	Up to \$10,000	Department Director (if authorized)	Open Market (≥ 3 informal quotes encouraged)
Mid-Level Purchase	\$10,001 – \$75,000	Purchasing Agent	Open Market (≥ 3 informal quotes encouraged)
High-Level Purchase	More than \$75,000	Board of Trustees	Open Market (≥ 3 informal quotes encouraged)
PUBLIC PROJECTS			
Class I	Up to \$75,000	Purchasing Agent	District Staff/Force Account
Class II	\$220,000 or less	Purchasing Agent	Informal Bid (≥3 written quotes)
Class III	More than \$220,000	Board of Trustees	Formal Bid (published + sealed bids)

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

Date: February 13, 2026

Meeting of: SGVMVCD Board of Trustees: Joint Finance and Personnel & Policy Committee

Subject: Consideration to Amend Policy No. 33 – Accounts Payable

Exhibit(s): Exhibit 6A: Policy No. 33 – Accounts Payable

Purpose

The purpose of this report is to present a proposed amendment to Policy No. 33 – Accounts Payable for Joint Committee review and recommendation to the Board of Trustees. The proposed amendment is limited in scope and intended solely to ensure consistency with the proposed adoption of Resolution No. 2026-02 and Policy No. 43 – Purchasing System and Public Projects.

Background

Policy No. 33 – Accounts Payable establishes internal controls and procedures governing the authorization and payment of District expenditures. As part of the District's broader effort to modernize and standardize its procurement framework, staff is proposing adoption of Resolution No. 2026-02 and Policy No. 43, which collectively establish updated purchasing authority, procurement thresholds, and public works procedures consistent with current state law and best practices for California special districts.

To maintain internal policy consistency and ensure clear alignment between purchasing authorization and accounts payable procedures, a minor amendment to Policy No. 33 is necessary.

Proposed Amendment

The proposed amendment revises Section 2 – Purchases of Policy No. 33 to explicitly reference compliance with the District's purchasing policy. The revised language reads as follows:

Section 2. Purchasing

A. No District funds shall be expended to purchase any supplies, equipment, or services unless:

- (i) the purchase cost is 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; and
- (ii) approved in accordance with District Policy No. 43 regarding Purchasing System and Public Projects.

Impact and Considerations

This amendment does not change payment authority, approval thresholds, or financial controls. Rather, it:

- Ensures internal policy alignment across District purchasing and payment procedures
- Reinforces compliance with the District's centralized purchasing framework
- Improves clarity for staff, auditors, and the Board regarding applicable approval requirements



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

Financial Impact

There is no fiscal impact associated with this amendment.

District Manager's Recommendation

The District Manager recommends that the Joint Committee review the proposed amendment to Policy No. 33 – Accounts Payable and forward a recommendation to the Board of Trustees to approve the amendment as presented.

Committee Action Options

- 1) The Committee shall recommend Amending Policy No. 33 – Accounts Payable to the Board.

Submitted by:

A handwritten signature in black ink that reads "Jason Farned".

Jason Farned
District Manager

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Policy Number: 33
Subject: Accounts Payable
Category: Fiscal
Adopted: 09/08/2023
Revision(s): 02/13/2026



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. No District funds shall be expended to purchase any supplies, equipment; or services unless: (i) the purchase cost is 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; and (ii) approved in accordance with District Policy No. 43* regarding Purchasing System and Public Projects.

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 4. 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, and purchase orders created for each payee. 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.
- E. The District Manager or approved staff signatory shall:
1. Compare the Accounts Payable Register, invoices, and purchase orders to ensure accuracy.
 2. Approve each accurate purchase order with a signature.

Section 5. Preparing Payments and Printing Checks

- A. All approved purchase orders 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: Policy No. 43 – Purchasing Systems and Public Projects*
2. ***SGVMVCD: Policy No. 38 – Fixed Assets*

This Policy is referenced in:

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