



## San Gabriel Valley

### Mosquito & Vector Control District

1145 North Azusa Canyon Road, West Covina, CA 91790

Phone: 626-814-9466 | [www.sgvmosquito.org](http://www.sgvmosquito.org)

Email: [district@sgvmosquito.org](mailto:district@sgvmosquito.org)

## REGULAR BOARD OF TRUSTEES MEETING AGENDA

MAY 8, 2026 – 7:00 A.M.

### 1. Call to Order

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

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

(Individual Public Comments may be limited to a 3-minute or less time limit) During Public Comments, the public may address the Board on any issue within the District's jurisdiction that is not on the agenda. The public may comment on any item on the agenda at the time that item is before the Board for consideration. There will be no dialog between the Board and the Commenter. Any clarifying questions from the Board must go through the Board President.

### 3. Consent Calendar

All matters listed under the Consent Calendar are considered by the District to be routine and will be enacted by one motion. Any member of the Board may pull an item from the Consent Calendar for additional clarification or action. (Approve/Deny)

- 3.1 List of Claims: April 2026 (P.5)
- 3.2 Budget Status Report: April 2026 (P.11)
- 3.3 Minutes of Board of Trustees Meeting: April 2026 (P.15)
- 3.4 Operations Report: April 2026 (P.19)
- 3.5 Surveillance Report: April 2026 (P.21)
- 3.6 Communications Report: April 2026 (P.25)
- 3.7 Treasurer's Report: March 2026 / District Working Balance: May 2026 (P.29)
- 3.8 Sunshine Report (P. 31)



**4. Presentation:**

- 4.1 Jason Farned, District Manager
- Fiscal Year 2026-2027 Draft Annual Budget

**5. Review of Preliminary Engineer's Report FY 2026-2027 (Exhibit 5A) (P.33)  
(Secretary-Treasurer, Corey Calaycay) (Receive and File)**

**6. Consider Recommendation of Draft Annual Budget for FY 2026-2027 (Exhibit 6A)(P.53)  
(Secretary-Treasurer, Corey Calaycay) (Action Required)**

**Recommended Action for the Board:**

- 1) The Board may approve the Draft Annual Budget for Fiscal Year 2026-2027 and direct staff to prepare a Resolution to Order Collection of Special Benefit Property Taxes Inclusive of the FY 2026-2027 Annual Budget.

**7. Establishment of Ad Hoc Committee – Proposition 218 Process (P.79)  
(Board President, Meshal Kashifalghita) (Action Required)**

**Recommended Action for the Board:**

- 1) The Board may approve the formation of a five (5) member Ad Hoc Committee and appoint its members to oversee and provide direction to staff and consultants for the Proposition 218 process.

**8. Consider Revisions to Personnel Rules and Regulations Policies (Exhibits 8A-8E) (P.81)  
(Personnel & Policy Chair, Becky Shevlin) (Action Required)**

**Recommended Action for the Board:**

- 1) The Board may approve revised Policy No. 7, Policy No. 12, Policy No. 15 and Policy No. 23.

**9. District of Distinction Accreditation – Governance Training Initiative (P.127)  
(Board President, Meshal Kashifalghita) (Receive and File)**

**10. Closed Session**

(Board President, Meshal Kashifalghita)

- A. Conference with Legal Counsel – Potential Litigation (District Initiating) (Government Code § 54956.9(d)(4))  
Number of Cases: 1



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

**11. District Administration**

(District Manager, Jason Farned)

11.1 District Update

**12. Committee Reports**

**13. Trustee Reports**

**14. New Business**

**15. Adjournment**



**CERTIFICATE OF POSTING**

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

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

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

---

Jerry Mireles, Clerk of the Board  
San Gabriel Valley MVCD

**NOTICE TO THE PUBLIC**

This agenda shall be made available upon request in alternative formats to persons with a disability as required by the American with Disabilities Act of 1990 (42 U.S.C. §12132) and the Ralph M. Brown Act (California Government Code §54954.2).

If you need special assistance or accommodations to participate in this meeting, please contact the Clerk of the Board at 626-814-9466 ext.1006. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35. 102-35. 104 ADA Title II)



# San Gabriel Valley Mosquito & Vector Control District

## List of Claims | April 2026

### CLAIMS LIST APRIL 2026

Vendor	Date	Product/Service	Memo/Description	Amount
ADDRESSERS	04/06/2026	6627 Pool Notifications	Pool Notifications - Invoice 129802	1,535.83 <u>\$ 1,535.83</u>
ADAPCO/AZELIS	04/06/2026	6626 Pesticides	Pesticides - Invoice SI301003392	59,848.63 <u>\$ 59,848.63</u>
AIRGAS	04/06/2026	6638 Surveillance Supplies	Surveillance Supplies - Invoice 9170448318	509.40 <u>\$ 509.40</u>
AIRGAS	04/20/2026	6638 Surveillance Supplies	Surveillance Supplies - Invoice 9170878338	621.77 <u>\$ 621.77</u>
AJG ACCOUNTING & BOOKEEPING SERVICES	04/06/2026	6000 Accounting Services	Bookkeeping Services: Invoice 3416	845.00 <u>\$ 845.00</u>
AMAZON CAPITAL SERVICES	04/06/2026	6640 Communications Supplies	Communications Supplies	18.12
AMAZON CAPITAL SERVICES	04/06/2026	6640 Communications Supplies	Communications Supplies	54.29
AMAZON CAPITAL SERVICES	04/06/2026	6640 Communications Supplies	Communications Supplies	24.10
AMAZON CAPITAL SERVICES	04/06/2026	6640 Communications Supplies	Communications Supplies	196.45
AMAZON CAPITAL SERVICES	04/06/2026	6613 Office Supplies	Office Supplies	13.14
AMAZON CAPITAL SERVICES	04/06/2026	6613 Office Supplies	Office Supplies	20.85
AMAZON CAPITAL SERVICES	04/06/2026	6613 Office Supplies	Office Supplies	43.87
AMAZON CAPITAL SERVICES	04/06/2026	6636 Fish Supplies	Fish Supplies	19.74
AMAZON CAPITAL SERVICES	04/06/2026	6613 Office Supplies	Office Supplies	32.33
AMAZON CAPITAL SERVICES	04/06/2026	6632 Vehicle Maintenance	Vehicle Maintenance	94.78
AMAZON CAPITAL SERVICES	04/06/2026	6629 Equipment Maintenance	Equipment Maintenance	197.24
AMAZON CAPITAL SERVICES	04/06/2026	6625 Operations Supplies	Operations Supplies	435.68
AMAZON CAPITAL SERVICES	04/06/2026	6625 Operations Supplies	Operations Supplies	89.52
AMAZON CAPITAL SERVICES	04/06/2026	6625 Operations Supplies	Operations Supplies	33.90
AMAZON CAPITAL SERVICES	04/06/2026	6634 Uniforms	Uniforms	237.00
AMAZON CAPITAL SERVICES	04/06/2026	6630 Facility Maintenance	Facility Maintenance	6.20
AMAZON CAPITAL SERVICES	04/06/2026	6641 Education Program	Education Program	12.28
AMAZON CAPITAL SERVICES	04/06/2026	6613 Office Supplies	Office Supplies	30.69
AMAZON CAPITAL SERVICES	04/06/2026	6629 Equipment Maintenance	Equipment Maintenance	16.46
AMAZON CAPITAL SERVICES	04/06/2026	6613 Office Supplies	Office Supplies	61.59
AMAZON CAPITAL SERVICES	04/06/2026	6613 Office Supplies	Office Supplies	25.78
AMAZON CAPITAL SERVICES	04/06/2026	6613 Office Supplies	Office Supplies	46.36
AMAZON CAPITAL SERVICES	04/06/2026	6630 Facility Maintenance	Facility Maintenance	172.25
AMAZON CAPITAL SERVICES	04/06/2026	6632 Vehicle Maintenance	Vehicle Maintenance	57.63
AMAZON CAPITAL SERVICES	04/06/2026	6630 Facility Maintenance	Facility Maintenance	65.84
AMAZON CAPITAL SERVICES	04/06/2026	6630 Facility Maintenance	Facility Maintenance	36.77
AMAZON CAPITAL SERVICES	04/06/2026	6632 Vehicle Maintenance	Vehicle Maintenance	7.98
AMAZON CAPITAL SERVICES	04/06/2026	6617 Professional Development	Professional Development	66.50
AMAZON CAPITAL SERVICES	04/06/2026	6613 Office Supplies	Office Supplies	21.85
AMAZON CAPITAL SERVICES	04/06/2026	6635 Testing Supplies	Testing Supplies	154.94
AMAZON CAPITAL SERVICES	04/06/2026	6636 Fish Supplies	Fish Supplies	10.96
AMAZON CAPITAL SERVICES	04/06/2026	6629 Equipment Maintenance	Equipment Maintenance	-16.46 <u>\$ 2,288.63</u>
AMERICAN FIDELITY ASSURANCE	04/06/2026	6510 Cafeteria Benefit	Cafeteria Benefit - April 2026	5,791.52 <u>\$ 5,791.52</u>
AMERICAN FIDELITY FLEX	04/06/2026	6510 Cafeteria Benefit	Cafeteria Benefit - April 2026	1,381.28 <u>\$ 1,381.28</u>
ANTHONY PARKER	04/06/2026	6633 Work Boots	Work Boots - Reimbursement for FY 25-26	200.00 <u>\$ 200.00</u>
ATHENS SERVICES	04/06/2026	6630 Facility Maintenance	Facility Maintenance - Invoice 21472708	369.58 <u>\$ 369.58</u>
BECKY SHEVLIN	04/20/2026	6601 Board Expenses	Reimbursement for business related board expenses - April 2026	100.00 <u>\$ 100.00</u>
BRYAN SORVILLO	04/20/2026	6613 Office Supplies	Office Supplies - Reimbursement	39.45 <u>\$ 39.45</u>
CA DEPT OF PUBLIC HEALTH	04/20/2026	6637 State Certification	State Certification - Public Health Certification Exams	287.00 <u>\$ 287.00</u>
CALPERS	04/06/2026	6515 CalPERS Classic Normal Cost	CalPERS Classic ER Contribution (12.58%) PPE 4-4-26	662.41
CALPERS	04/06/2026	6515 CalPERS Classic Normal Cost	CalPERS Classic ER Contribution (12.58%) PPE 4-4-26	1,926.45
CALPERS	04/06/2026	6515 CalPERS Classic Normal Cost	CalPERS Classic ER Contribution (12.58%) PPE 4-4-26	509.84



# San Gabriel Valley Mosquito & Vector Control District List of Claims | April 2026

CALPERS	04/06/2026	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.96%) PPE 4-4-26	923.87
CALPERS	04/06/2026	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.96%) PPE 4-4-26	409.08
CALPERS	04/06/2026	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.96%) PPE 4-4-26	3,646.49
CALPERS	04/06/2026	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.96%) PPE 4-4-26	1,697.85
CALPERS	04/06/2026	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.96%) PPE 4-4-26	1,342.21
				<b>\$ 11,118.20</b>
CALPERS	04/20/2026	6515 CalPERS Classic Normal Cost	CalPERS Classic ER Contribution (12.58%) PPE 4-18-26	662.41
CALPERS	04/20/2026	6515 CalPERS Classic Normal Cost	CalPERS Classic ER Contribution (12.58%) PPE 4-18-26	1,914.54
CALPERS	04/20/2026	6515 CalPERS Classic Normal Cost	CalPERS Classic ER Contribution (12.58%) PPE 4-18-26	509.84
CALPERS	04/20/2026	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.96%) PPE 4-18-26	923.87
CALPERS	04/20/2026	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.96%) PPE 4-18-26	409.08
CALPERS	04/20/2026	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.96%) PPE 4-18-26	3,904.64
CALPERS	04/20/2026	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.96%) PPE 4-18-26	1,697.85
CALPERS	04/20/2026	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.96%) PPE 4-18-26	1,338.61
				<b>\$ 11,360.84</b>
CALPERS	04/20/2026	6510 Cafeteria Benefit	Cafeteria Benefit - Medical Premiums - May 2026	969.05
CALPERS	04/20/2026	6510 Cafeteria Benefit	Cafeteria Benefit - Medical Premiums - May 2026	1,938.10
CALPERS	04/20/2026	6510 Cafeteria Benefit	Cafeteria Benefit - Medical Premiums - May 2026	4,742.97
CALPERS	04/20/2026	6510 Cafeteria Benefit	Cafeteria Benefit - Medical Premiums - May 2026	6,268.64
CALPERS	04/20/2026	6510 Cafeteria Benefit	Cafeteria Benefit - Medical Premiums - May 2026	6,250.00
CALPERS	04/20/2026	6510 Cafeteria Benefit	Cafeteria Benefit - Medical Premiums - Retirees - May 2026	648.00
CALPERS	04/20/2026	6510 Cafeteria Benefit	Cafeteria Benefit - Medical Premiums - Admin Fee - May 2026	19.05
				<b>\$ 20,835.81</b>
CHARLIE KLINAKIS	04/20/2026	6601 Board Expenses	Reimbursement for business related board expenses - April 2026	100.00
				<b>\$ 100.00</b>
COREY CALAYCAY	04/20/2026	6601 Board Expenses	Reimbursement for business related board expenses - April 2026	149.50
				<b>\$ 149.50</b>
CYNTHIA STERNQUIST	04/20/2026	6601 Board Expenses	Reimbursement for business related board expenses - April 2026	100.00
				<b>\$ 100.00</b>
DR. ALLEN WU	04/20/2026	6601 Board Expenses	Reimbursement for business related board expenses - April 2026	100.00
				<b>\$ 100.00</b>
EMMANUEL ESTRADA	04/20/2026	6601 Board Expenses	Reimbursement for business related board expenses - April 2026	100.00
				<b>\$ 100.00</b>
EMPOWER	04/06/2026	6512 DM 457 Contribution	Employer DM 457 Deferred Compensation Contribution - PPE 4-3-26	330.50
				<b>\$ 330.50</b>
EMPOWER	04/20/2026	6512 DM 457 Contribution	Employer DM 457 Deferred Compensation Contribution - PPE 4-18-26	330.50
				<b>\$ 330.50</b>
GO TO COMMUNICATIONS, INC	04/06/2026	6614 Phone Services	Phone Services: Invoice INV7105275210	1,131.28
				<b>\$ 1,131.28</b>
HENRY AVILES	04/20/2026	6601 Board Expenses	Reimbursement for business related board expenses - April 2026	100.00
				<b>\$ 100.00</b>
IM LANDSCAPING	04/06/2026	6630 Facility Maintenance	Facility Maintenance - Invoice 2026-44455	250.00
				<b>\$ 250.00</b>
INTERSTATE BATTERIES	04/06/2026	6632 Vehicle Maintenance	Vehicle Maintenance - Invoice 10204096	622.43
				<b>\$ 622.43</b>
JUNG MA	04/06/2026	6619 Travel, Meetings, and Conferences	Travel - AMCA reimbursement	66.22
				<b>\$ 66.22</b>
JORDAN JONES	04/06/2026	6618 Recruitments	Recruitments - Reimbursement	92.00
				<b>\$ 92.00</b>
JACKIE DOORNIK	04/20/2026	6601 Board Expenses	Reimbursement for business related board expenses - April 2026	100.00
				<b>\$ 100.00</b>
JERRY VELASCO	04/20/2026	6601 Board Expenses	Reimbursement for business related board expenses - April 2026	100.00
				<b>\$ 100.00</b>
JOHN CAPPOCIA	04/20/2026	6601 Board Expenses	Reimbursement for business related board expenses - April 2026	100.00
				<b>\$ 100.00</b>
KENN FUJIOKA	04/20/2026	6517 Retiree Health Insurance	Retiree Medical Premium Reimbursement - May 2026	435.57
				<b>\$ 435.57</b>



# San Gabriel Valley Mosquito & Vector Control District List of Claims | April 2026

LANDS END	04/06/2026	6602 Branded Apparel	Branded Apparel - Invoice SIN14009329	166.37 <u>\$ 166.37</u>
MANUEL GARCIA	04/20/2026	6601 Board Expenses	Reimbursement for business related board expenses - April 2026	100.00 <u>\$ 100.00</u>
MARGARET FINLAY	04/20/2026	6601 Board Expenses	Reimbursement for business related board expenses - April 2026	100.00 <u>\$ 100.00</u>
MARTA TANAKA	04/20/2026	6517 Retiree Health Insurance	Retiree Medical Premium Reimbursement - May 2026	1,248.29 <u>\$ 1,248.29</u>
MARY ANGELA BRISCO	04/20/2026	6517 Retiree Health Insurance	Retiree Medical Premium Reimbursement - May 2026	807.05 <u>\$ 807.05</u>
MESHAL KASHIFALGHITA	04/20/2026	6601 Board Expenses	Reimbursement for business related board expenses - April 2026	100.00 <u>\$ 100.00</u>
MIKE NIFFENEGGER	04/20/2026	6517 Retiree Health Insurance	Retiree Medical Premium Reimbursement - May 2026	1,269.81 <u>\$ 1,269.81</u>
OPTIMIZED INVESTMENT PARTNERS, LLC	04/06/2026	6654 Contract Services - Inv. Advisory	Investment Advisory Services: Invoice 1640	909.56 <u>\$ 909.56</u>
QUADIANT LEASING	04/20/2026	6607 Equipment Leases	Equipment Leasing - Invoice Q2315190	249.45 <u>\$ 249.45</u>
RED WING SHOE STORE	04/20/2026	6633 Work Boots	Work Boots - Invoice 20260410026095	446.90 <u>\$ 446.90</u>
RICHARD BARAKAT	04/20/2026	6601 Board Expenses	Reimbursement for business related board expenses - April 2026	100.00 <u>\$ 100.00</u>
ROBERT GONZALES	04/20/2026	6601 Board Expenses	Reimbursement for business related board expenses - April 2026	100.00 <u>\$ 100.00</u>
ROBERT JOE	04/20/2026	6601 Board Expenses	Reimbursement for business related board expenses - April 2026	100.00 <u>\$ 100.00</u>
ROSARIO DIAZ	04/20/2026	6601 Board Expenses	Reimbursement for business related board expenses - April 2026	100.00 <u>\$ 100.00</u>
RYAN VIENNA	04/20/2026	6601 Board Expenses	Reimbursement for business related board expenses - April 2026	100.00 <u>\$ 100.00</u>
SANDRA ARMENTA	04/20/2026	6601 Board Expenses	Reimbursement for business related board expenses - April 2026	100.00 <u>\$ 100.00</u>
SO CAL GAS	04/20/2026	6621 Gas Utility Services	Gas Utility - Meter 10313904	35.34
SO CAL GAS	04/20/2026	6621 Gas Utility Services	Gas Utility - Meter 13608951	127.89 <u>\$ 163.23</u>
SYNTECH GROUP INC.	04/06/2026	6653 Contract Services	Contract Services - IT - Invoice A24837	1,500.00
SYNTECH GROUP INC.	04/06/2026	6053 Computer Hardware	Computer Hardware - Invoice A24903	276.41 <u>\$ 1,776.41</u>
SYNTECH GROUP INC.	04/20/2026	6604 Computer Software	Contract Services - IT - Invoice SVC-A24921	1,463.05
SYNTECH GROUP INC.	04/20/2026	6653 Contract Services	Contract Services - IT - Invoice SVC-A24945	4,330.00 <u>\$ 5,793.05</u>
TEXAS LIFE	04/06/2026	6510 Cafeteria Benefits	Cafeteria Benefit - April 2026	375.27 <u>\$ 375.27</u>
US BANK	04/06/2026	6604 Computer Software	Computer Software - Softly	702.00
US BANK	04/06/2026	6610 Internet Services	Internet Services - Starlink	65.00
US BANK	04/06/2026	6604 Computer Software	Computer Software - Wasabi	41.39
US BANK	04/06/2026	6613 Office Supplies	Office Supplies - Target	9.79
US BANK	04/06/2026	6606 Employee Recognition & Engagement	Employee Recognition & Engagement - Snappy	118.98
US BANK	04/06/2026	6619 Travel, Meetings, and Conferences	Travel - Enterprise -VCJPA Annual Meeting	155.10
US BANK	04/06/2026	6619 Travel, Meetings, and Conferences	Travel - Shell - VCJPA Annual Meeting	12.14
US BANK	04/06/2026	6619 Travel, Meetings, and Conferences	Travel - Ontario Airport - VCJPA Annual Meeting	90.00
US BANK	04/06/2026	6619 Travel, Meetings, and Conferences	Travel - Lyft - MVCAC Leg Day	31.00
US BANK	04/06/2026	6619 Travel, Meetings, and Conferences	Travel - Lyft - MVCAC Leg Day	10.98
US BANK	04/06/2026	6619 Travel, Meetings, and Conferences	Travel - Lyft - MVCAC Leg Day	10.96
US BANK	04/06/2026	6619 Travel, Meetings, and Conferences	Travel - Lyft - MVCAC Leg Day	57.40
US BANK	04/06/2026	6619 Travel, Meetings, and Conferences	Travel - Ontario Airport - MVCAC Leg Day	90.00



# San Gabriel Valley Mosquito & Vector Control District List of Claims | April 2026

US BANK	04/06/2026	6619 Travel, Meetings, and Conferences	Travel - Embassy Suites - MVCAC Leg Day	697.54
US BANK	04/06/2026	6625 Operations Supplies	Operations Supplies - Home Depot	7.16
US BANK	04/06/2026	6625 Operations Supplies	Operations Supplies - Home Depot	203.04
US BANK	04/06/2026	6625 Operations Supplies	Operations Supplies - Belt Palace	13.97
US BANK	04/06/2026	6625 Operations Supplies	Operations Supplies - Home Depot	37.48
US BANK	04/06/2026	6625 Operations Supplies	Operations Supplies - Home Depot	7.71
US BANK	04/06/2026	6638 Surveillance Supplies	Surveillance Supplies - Smart and Final	53.67
US BANK	04/06/2026	6638 Surveillance Supplies	Surveillance Supplies - Underwater Warehouse	104.99
US BANK	04/06/2026	6617 Professional Development	Professional Development - Smart & Final	22.60
US BANK	04/06/2026	6636 Fish Supplies	Fish Supplies - Lowe's	41.95
US BANK	04/06/2026	6635 Testing Supplies	Testing Supplies - Home Depot	35.92
US BANK	04/06/2026	6638 Surveillance Supplies	Surveillance Supplies - Smart and Final	62.18
US BANK	04/06/2026	6638 Surveillance Supplies	Surveillance Supplies - San Dimas Grain	23.04
US BANK	04/06/2026	6628 Safety Supplies	Safety Supplies - Walmart	630.56
US BANK	04/06/2026	6604 Computer Software	Computer Software - Alldayshirts.com	113.05
US BANK	04/06/2026	6636 Fish Supplies	Fish Supplies - Lowe's	39.91
US BANK	04/06/2026	6635 Testing Supplies	Testing Supplies - Smart and Final	21.37
US BANK	04/06/2026	6635 Testing Supplies	Testing Supplies - Smart and Final	51.37
US BANK	04/06/2026	6636 Fish Supplies	Fish Supplies - Home Depot	19.16
US BANK	04/06/2026	6644 Website and Email Services	Website and Email Services - Mailchimp	80.00
US BANK	04/06/2026	6639 Advertising	Advertising - So Cal Newspaper Group	1,450.00
US BANK	04/06/2026	6639 Advertising	Advertising - Google	86.21
US BANK	04/06/2026	6616 Printing and Reproduction	Printing and Reproduction - Vista Print	359.94
US BANK	04/06/2026	6611 Membership Dues	Membership Dues - CAPIO	300.00
US BANK	04/06/2026	6616 Printing and Reproduction	Printing and Reproduction - Vista Print	196.86
US BANK	04/06/2026	6640 Communicatons Supplies	Communications Supplies - Americanflags.com	532.73
US BANK	04/06/2026	6619 Travel, Meetings, and Conferences	Travel -Lyft -MVCAC Leg Day	25.98
US BANK	04/06/2026	6616 Printing and Reproduction	Printing and Reproduction - Fedex Office	42.74
US BANK	04/06/2026	6619 Travel, Meetings, and Conferences	Travel -Lyft -MVCAC Leg Day	28.95
US BANK	04/06/2026	6619 Travel, Meetings, and Conferences	Travel - Bob Hope Airport - MVCAC Leg Day	84.00
US BANK	04/06/2026	6619 Travel, Meetings, and Conferences	Travel - Embassy Suites - MVCAC Leg Day	348.77
US BANK	04/06/2026	6640 Communicatons Supplies	Communications Supplies - Hobby Lobby	3.83
US BANK	04/06/2026	6640 Communicatons Supplies	Communications Supplies - In Crown Promotions	2,825.28
US BANK	04/06/2026	6606 Employee Recognition & Engagement	Employee Recognition & Engagement - Smart and Final	69.54
US BANK	04/06/2026	6601 Board Expenses	Board Expenses - Yum Yum Donuts	57.50
US BANK	04/06/2026	6601 Board Expenses	Board Expenses - Smart and Final	89.34
US BANK	04/06/2026	6606 Employee Recognition & Engagement	Employee Recognition & Engagement - Smart and Final	69.92
US BANK	04/06/2026	6601 Board Expenses	Board Expenses - So Cal Newspaper Group	408.72
US BANK	04/06/2026	6601 Board Expenses	Board Expenses - Stater Bros	24.37
US BANK	04/06/2026	6601 Board Expenses	Board Expenses - Honey Baked Ham	92.13
				<b>\$ 10,758.22</b>
VERIZON	04/06/2026	6609 Field Communications	Field Communications	8,426.22
				<b>\$ 8,426.22</b>
VESTIS	04/06/2026	6332 Uniforms	Uniforms - Invoice 5881189788	245.81
				<b>\$ 245.81</b>
WEX/CHEVRON	04/20/2026	6624 Gasoline	Gasoline - Invoice 111132279	4,328.21
				<b>\$ 4,378.21</b>
			<b>Total Payables for April 2026</b>	<b>\$ 159,254.79</b>
			<b>Total Payroll for April 2026 (attached)</b>	<b>\$ 286,188.11</b>
			<b>Total Claims for April 2026</b>	<b>\$ 445,442.90</b>



## San Gabriel Valley Mosquito & Vector Control District List of Claims | April 2026

### Payroll April 2026

Department	April 9, 2026	April 23, 2026	Total
100-EXECUTIVE	\$ 11,606.40	\$ 11,606.40	\$ 23,212.80
200-ADMINISTRATION	\$ 10,404.80	\$ 10,504.80	\$ 20,909.60
300-OPERATIONS	\$ 59,196.48	\$ 59,540.25	\$ 118,736.73
400-SURVEILLANCE	\$ 19,479.22	\$ 19,629.21	\$ 39,108.43
500-COMMUNICATIONS	\$ 19,434.41	\$ 19,634.41	\$ 39,068.82
LIMITED TERM & EXTRA HELP	\$ 5,645.60	\$ 24,503.79	\$ 30,149.39
GROSS PAYROLL	\$ 125,766.91	\$ 145,418.86	\$ 271,185.77
EMPLOYER TAXES	\$ 1,962.18	\$ 4,214.28	\$ 6,176.46
CAR ALLOWANCE (DM)	\$ 500.00	\$ -	\$ 500.00
EMPLOYEE BENEFITS-MED	\$ 3,873.08	\$ 3,373.08	\$ 7,246.16
PAYROLL PROCESSING FEES	\$ 477.08	\$ 602.64	\$ 1,079.72
<b>TOTAL PAYROLL</b>	<b>\$ 132,579.25</b>	<b>\$ 153,608.86</b>	<b>\$ 286,188.11</b>

THIS PAGE INTENTIONALLY LEFT BLANK



# San Gabriel Valley Mosquito & Vector Control District Budget Status Report | April 2026

## BUDGET STATUS REPORT

PERIOD ENDING 4/30/2026  
Current Period 83% of Fiscal Year Completed

	CURRENT PERIOD	YEAR TO DATE	ADOPTED BUDGET	REMAINING BUDGET	PERCENTAGE OF BUDGET UTILIZED
<b>SALARIES AND BENEFITS</b>					
6500 Salaries - Exempt	67,114.80	730,953.82	972,092.76	241,138.94	75%
6501 Salaries - Non-Exempt	163,000.06	1,564,407.15	1,961,728.38	397,321.23	80%
6502 Salaries - Overtime	25.44	25,072.52	74,500.00	49,427.48	34%
6503 Salaries - Vacation	14,094.95	155,514.40	165,618.42	10,104.02	94%
6504 Salaries - Holiday	0.00	112,805.50	141,285.06	28,479.56	80%
6505 Salaries - Sick Pay	8,249.70	104,074.70	121,767.62	17,692.92	85%
6506 Salaries - Extra Help	18,700.80	155,877.10	351,138.80	195,261.70	44%
6507 Payroll Taxes - Medicare	3,953.88	42,554.31	59,890.08	17,335.77	71%
6508 Payroll Taxes - Social Security	944.05	6,695.44	17,940.80	11,245.36	37%
6509 Payroll Taxes - Unemployment Insurance	1,278.53	17,087.92	20,000.00	2,912.08	85%
6510 Cafeteria Benefit	34,482.04	375,359.25	610,200.00	234,840.75	62%
6511 Group Term Life Insurance	0.00	4,626.86	6,000.00	1,373.14	77%
6512 DM 457 Contribution	661.00	7,256.60	8,802.00	1,545.40	82%
6513 DM Car Allowance	500.00	4,500.00	6,000.00	1,500.00	75%
6514 Tuition Reimbursement	0.00	4,184.00	8,000.00	3,816.00	52%
6515 CalPERS Classic Normal Cost	6,185.49	64,572.87	93,643.80	29,070.93	69%
6516 CalPERS PEPRA Normal Cost	16,293.55	167,506.75	202,391.28	34,884.53	83%
6517 Retiree Health Insurance	4,408.72	45,947.13	58,000.00	12,052.87	79%
6518 CalPERS Classic Unfunded Liability	0.00	115,347.00	157,703.00	42,356.00	73%
6519 CalPERS Pepra Unfunded Liability	0.00	324.00	10,335.00	10,011.00	3%
6520 CalPERS Classic - ADP	0.00	330,000.00	330,000.00	0.00	100%
6521 CalPERS PEPRA - ADP	0.00	30,000.00	30,000.00	0.00	100%
6522 CalPERS Post Retirement - OPEB	0.00	150,000.00	150,000.00	0.00	100%
<b>Total SALARIES AND BENEFITS</b>	<b>339,893.01</b>	<b>4,214,667.32</b>	<b>5,557,037.00</b>	<b>1,342,369.68</b>	<b>76%</b>
<b>ORGANIZATIONAL EXPENDITURES</b>					
6600 Bank Charges	1,079.72	15,232.43	23,000.00	7,767.57	66%
6601 Board Expenses	2,621.56	23,648.44	40,000.00	16,351.56	59%
6602 Branded Apparel	0.00	1,157.10	4,000.00	2,842.90	29%
6603 Computer Hardware	276.41	23,491.10	30,000.00	6,508.90	78%
6604 Computer Software	2,319.49	66,655.11	94,500.00	27,844.89	71%
6605 Emergency Response	0.00	0.00	100,000.00	100,000.00	0%
6606 Employee Recognition & Engagement	258.44	6,099.61	6,000.00	(99.61)	102%
6607 Equipment Leases	249.45	20,359.75	23,000.00	2,640.25	89%
6608 Fees and Assessments	0.00	102,874.71	105,000.00	2,125.29	98%
6609 Field Communications	0.00	42,710.02	50,000.00	7,289.98	85%
6610 Internet Services	65.00	5,590.28	20,000.00	14,409.72	28%
6611 Membership Dues	300.00	47,782.05	40,000.00	(7,782.05)	119%
6612 Miscellaneous Expenses	0.00	3,322.19	3,000.00	(322.19)	111%
6613 Office Supplies	345.70	5,035.53	9,000.00	3,964.47	56%
6614 Phone Services	1,131.28	11,146.06	25,000.00	13,853.94	45%
6615 Postage	0.00	506.80	2,000.00	1,493.20	25%
6616 Printing and Reproduction	599.54	5,074.98	11,000.00	5,925.02	46%
6617 Professional Development	89.10	479.94	3,000.00	2,520.06	16%
6618 Recruitments	92.00	921.88	6,500.00	5,578.12	14%



## San Gabriel Valley Mosquito & Vector Control District Budget Status Report | April 2026

	CURRENT PERIOD	YEAR TO DATE	ADOPTED BUDGET	REMAINING BUDGET	PERCENTAGE OF BUDGET UTILIZED
6619 Travel, Meetings, and Conferences	1,642.82	44,317.65	52,000.00	7,682.35	85%
6620 Electric Utility Services	3,212.21	31,013.02	17,000.00	(14,013.02)	182%
6621 Gas Utility Services	163.23	2,803.97	4,300.00	1,496.03	65%
6622 Water Utility Services	0.00	1,818.80	2,600.00	781.20	70%
6623 Aerial Operations	0.00	0.00	30,000.00	30,000.00	0%
6624 Gasoline	4,378.21	46,566.31	68,000.00	21,433.69	68%
6625 Operations Supplies	814.49	5,281.62	8,000.00	2,718.38	66%
6626 Pesticides	0.00	78,086.73	180,000.00	101,913.27	43%
6627 Pool Notifications	1,535.83	6,935.48	12,000.00	5,064.52	58%
6628 Safety Supplies	630.56	971.01	7,500.00	6,528.99	13%
6629 Equipment Maintenance	211.21	1,307.62	3,000.00	1,692.38	44%
6630 Facility Maintenance	650.64	46,967.40	86,000.00	39,032.60	55%
6631 Grounds Maintenance	0.00	2,130.49	2,000.00	(130.49)	107%
6632 Vehicle Maintenance	782.82	41,312.61	50,000.00	8,687.39	83%
6633 Work Boots	455.53	3,295.08	5,500.00	2,204.92	60%
6634 Uniforms	237.00	9,570.22	17,500.00	7,929.78	55%
6635 Testing Supplies	263.60	18,571.32	22,000.00	3,428.68	84%
6636 Fish Supplies	131.72	2,497.70	2,500.00	2.30	100%
6637 State Certification	287.00	10,101.00	10,000.00	(101.00)	101%
6638 Surveillance Supplies	865.65	11,300.77	15,000.00	3,699.23	75%
6639 Advertising	1,536.21	11,948.05	30,000.00	18,051.95	40%
6640 Communications Supplies	3,654.80	5,781.69	8,000.00	2,218.31	72%
6641 Education Program Supplies	12.28	2,150.33	10,000.00	7,849.67	22%
6642 Event Participation Fees	0.00	643.36	1,000.00	356.64	64%
6643 Media Production	0.00	425.78	1,800.00	1,374.22	24%
6644 Website and Email Services	80.00	5,894.89	7,000.00	1,105.11	84%
6650 Contract Services - Assessment Administration	0.00	22,709.99	25,000.00	2,290.01	91%
6651 Contract Services - Auditor	0.00	24,900.00	26,000.00	1,100.00	96%
6652 Contract Services - Bookkeeping	0.00	10,738.75	17,000.00	6,261.25	63%
6653 Contract Services - Information Technology	4,330.00	46,881.00	60,000.00	13,119.00	78%
6654 Contract Services - Investment Advisory	0.00	7,047.23	10,000.00	2,952.77	70%
6655 Contract Services - Legal	0.00	23,237.74	50,000.00	26,762.26	46%
6656 Contract Services - Other	0.00	0.00	5,000.00	5,000.00	0%
6660 Insurance - VCJPA Automobile	0.00	6,209.00	8,000.00	1,791.00	78%
6661 Insurance - VCJPA General Fund	0.00	4,344.00	5,000.00	656.00	87%
6662 Insurance - VCJPA Liability	0.00	141,142.00	145,000.00	3,858.00	97%
6663 Insurance - VCJPA Property	0.00	12,287.00	21,000.00	8,713.00	59%
6664 Insurance - VCJPA Workers' Compensation	0.00	167,728.00	145,000.00	(22,728.00)	116%
6665 Insurance - Other Insurance	0.00	576.18	5,500.00	4,923.82	10%
<b>Total ORGANIZATIONAL EXPENDITURES</b>	<b>35,303.50</b>	<b>1,241,581.77</b>	<b>1,770,200.00</b>	<b>528,618.23</b>	<b>70%</b>
<b>CAPITAL OUTLAY</b>					
8000 Capital Outlay - General	0.00	32,450.00	70,000.00	37,550.00	46%
<b>Total CAPITAL OUTLAY</b>	<b>0.00</b>	<b>32,450.00</b>	<b>70,000.00</b>	<b>37,550.00</b>	<b>46%</b>
<b>Total EXPENDITURES</b>	<b>375,196.51</b>	<b>5,488,699.09</b>	<b>7,397,237.00</b>	<b>1,908,537.91</b>	<b>74%</b>



## San Gabriel Valley Mosquito & Vector Control District Budget Status Report | April 2026

	CURRENT PERIOD	YEAR TO DATE	ADOPTED BUDGET	REMAINING BUDGET	PERCENTAGE OF BUDGET UTILIZED
<b>DESIGNATED RESERVES</b>					
Public Health Emergency	0.00	0.00	695,000.00	695,000.00	0%
Capital Projects	0.00	0.00	325,000.00	325,000.00	0%
Pension Liability	0.00	0.00	313,000.00	313,000.00	0%
Building/Facilities	0.00	0.00	110,000.00	110,000.00	0%
Vehicle Replacement	0.00	0.00	65,000.00	65,000.00	0%
Prop 218 Ballot Initiative	0.00	0.00	1,179,923.00	1,179,923.00	0%
Sterile Insect Technique	0.00	0.00	122,500.00	122,500.00	0%
<b>Total DESIGNATED RESERVES</b>	<b>0.00</b>	<b>0.00</b>	<b>2,810,423.00</b>	<b>2,810,423.00</b>	<b>0%</b>

THIS PAGE INTENTIONALLY LEFT BLANK



San Gabriel Valley Mosquito & Vector Control District  
**Board of Trustees Meeting Minutes**  
**April 10, 2026**

**TRUSTEES PRESENT**

Henry Aviles (Alhambra)  
 Robert Gonzales (Azusa)  
 Emmanuel Estrada (Baldwin Park)  
 Richard Barakat (Bradbury)  
 Corey Calaycay (Claremont) – Secretary/Treasurer  
 Margaret Finlay (Duarte)  
 Jerry Velasco (El Monte)  
 Jackie Doornik (Glendora)  
 Manuel Garcia (Irwindale)  
 Charlie Klinakis (La Puente)  
 Meshal Kashifalghita (La Verne) - President  
 Becky Shevlin (Monrovia)  
 Rachel Janbek (Pasadena)  
 Sandra Armenta (Rosemead)  
 Ryan Vienna (San Dimas)  
 John Capoccia (Sierra Madre) – Past President  
 Robert Joe (South Pasadena)  
 Cynthia Sternquist (Temple City)  
 Allen Wu (Walnut)  
 Rosario Diaz (West Covina)

**TRUSTEES ABSENT**

Sho Tay (Arcadia)  
 Patricia Cortez (Covina)  
 Cory Moss (Industry)  
 Anish Saraiya (L.A. County)  
 Joseph Leon (Monterey Park)  
 Tim Sandoval (Pomona)  
 Denise Menchaca (San Gabriel) – Vice President

**STAFF PRESENT**

Jason Farned, District Manager  
 Cecilia Contreras, Director of Administrative Services  
 Anais Medina Diaz, Director of Communications  
 Tristan Hallum, Director of Scientific Programs  
 Jerry Mireles, Clerk of the Board

**GUESTS PRESENT**

Connor Farned

**1. Call to Order**

President Kashifalghita called the meeting to order at 7:03a.m. Connor Farned led the Pledge of Allegiance. Clerk of the Board Mireles confirmed a quorum and noted absences.

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

The Board received one public comment. Connor Farned addressed the Board during the public comment period.

**3. Consent Calendar**

Motion by Trustee Shevlin, seconded by Secretary/Treasurer Calaycay and carried by the following vote to approve Items 3.1- 3.8 of the Consent Calendar.

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



#### 4. Presentation

##### 4.1 2026 Strategic Report

District Manager, Jason Farned provided an overview of the District's strategic planning process, including program evaluation, staff feedback, and development of 2026 priorities and budget considerations. It highlighted results from the 2025 employee survey, which showed a highly positive workplace culture with strong mission alignment, teamwork, and overall staff satisfaction, while also identifying areas for improvement such as staffing, communication, and compensation. Key 2026 strategic priorities include strengthening governance and operations, enhancing vector surveillance and disease detection, reducing vector populations, and increasing public awareness to protect public health. The report also emphasized the importance of a multi-year Proposition 218 outreach and communications plan.

Trustee Barakat inquired about the District's employee turnover rate and Mr. Farned reported that the District had one employee turnover during the year.

Trustee Capoccia asked whether the District conducts surveys to assess its performance. Mr. Farned stated that the District utilizes several surveys and Director of Communications Anais Medina Diaz added that efforts are underway to increase public awareness.

Trustee Barakat inquired whether the District provides residents with outreach materials, such as postcards, to solicit feedback. Mr. Farned responded that outreach materials include a physical mailing address, email address and QR codes for submitting feedback.

Secretary/Treasurer Calaycay requested that District staff notify Trustees when the District is participating in City events, so they are aware and may attend if interested. Mr. Farned confirmed that staff will do so.

Mr. Farned reported on the District of Distinction award program and inquired about the Board's interest in participating. He noted that participation requires at least 14 Trustees and 8 Trustees expressed interest.

Trustee Finlay departed the meeting at 7:32 a.m. and Trustee Wu departed at 7:37 a.m.

#### 5. Consideration of Resolution 2026-03 Legal Services Agreement with Colantuono, Highsmith & Whatley, PC and Appointment of General Counsel

Mr. Farned reported the District issued an RFP for Legal Counsel Services on January 5, 2026, received eleven timely proposals and after review and interviews, the Ad Hoc Committee unanimously recommended Colantuono, Highsmith & Whatley, PC as General Counsel.

Trustee Vienna, Chair of the Ad Hoc Committee, thanked the Committee for its involvement in the process and highlighted the reasons for selecting the firm. Trustee Shevlin added that the firm was the most qualified.



Motion by Trustee Barakat, seconded by Trustee Shevlin and carried by the following vote to: 1) Adopt Resolution 2026-03 approving the Legal Services Agreement with Colantuono, Highsmith & Whatley, PC.; 2) Authorize execution of the agreement on behalf of the District; 3) Authorize the District Manager to provide formal notice terminating the existing agreement with Fennemore

AYES: Aviles, Estrada, Barakat, Calaycay, Velasco, Doornik, Garcia, Klinakis, Kashifalghita, Shevlin, Janbek, Armenta, Vienna, Capoccia, Joe, Sternquist, Diaz

NOES: Gonzales

ABSTAIN: None

ABSENT: Tay, Cortez, Finlay, Moss, Saraiya, Leon, Sandoval, Menchaca, Wu

## **6. Consideration Vote on Ballot for Special District LAFCO Voting Member**

Mr. Farned reported the District was notified of a vacancy for the Special District (LAFCO) Voting Member position for a term expiring in May 2030, with nominations closing on March 6, 2026 and candidate information provided.

After further discussion, the Board nominated Robert Lewis to fill the vacant position.

Motion by Trustee Capoccia, seconded by Secretary/Treasurer Calaycay and carried by the following vote to nominate Robert Lewis as the Special District (LAFCO) Voting Member.

AYES: Aviles, Gonzales, Estrada, Calaycay, Velasco, Doornik, Garcia, Klinakis, Kashifalghita, Shevlin, Janbek, Armenta, Vienna, Capoccia, Joe, Sternquist, Diaz

NOES: Barakat

ABSTAIN: None

ABSENT: Tay, Cortez, Finlay, Moss, Saraiya, Leon, Sandoval, Menchaca, Wu

## **7. Compliance with Assembly Bill 2561: Public Hearing on Job Vacancies, Recruitment, Process and Retention Efforts**

Mr. Farned presented the annual AB 2561 report detailing 2025 job vacancies, recruitment, and retention efforts, as required under the Meyers-Milias-Brown Act. The District reported one vacancy filled with one turnover and highlighted ongoing efforts in training, professional development and employee engagement.

Prior to Board input, President Kashifalghita opened the Public Comment period and inquired if any speaker requests have been received, hearing none, President Kashifalghita closed the Public Comment period.

The Board received and filed this report.

## **8. District Administration**

### **8.1 Committee Meeting Notification**

District Manager Farned announced that the Personnel & Policy Committee would begin immediately following the adjournment of the board meeting.



## 8.2 District Update

Mr. Farned reported that the District hired 13 seasonal employees this year, including 11 in the Operations Department and 2 in Communications. He stated that the solar project has been completed, permits have been submitted to Southern California Edison and the District is awaiting permission to operate. He also noted his attendance at the AMCA Annual Meeting and indicated that sunshine reports are included in the agenda packet for additional information. He reported that the SDASGV Chapter meeting scheduled for June 15 will feature Congressman Gil Cisneros and that he will provide the Board with an update as the event approaches.

Mr. Farned also addressed the black fly issue, noting high abundance levels in the San Gabriel Valley, particularly in foothill areas. He stated that the District is providing treatment at maximum capacity and is actively addressing the issue, with expectations that populations will decrease over time.

Trustee Doornik reported that she raised the issue with the SGVCOG EENR Committee and provided an update on the matter.

## 9. Committee Reports

None

## 10. Trustee Report

Trustee Capoccia reported that Anais Medina Diaz delivered a presentation to the City of Sierra Madre and commended her for the presentation, noting that both the City Council and the community were impressed.

Secretary/Treasurer Calaycay reported on a code enforcement matter in the City of Claremont involving a resident with standing water and noted that the process for issuing notices and providing updates to the District is efficient and functioning effectively.

Trustee Vienna reported the passing of Los Angeles County Sheriff's Deputy Levi Vargas during the annual Baker to Vegas Challenge Cup relay race and requested that the meeting be adjourned in his memory.

## 11. New Business

None

## 12. Adjournment

The meeting was adjourned at 8:02 a.m. in memory of Levi Vargas.



### Zone Specialists:

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

### Operations Summary:

This report includes pesticide usage for March. It does not include pesticide usage for April as the reporting period concluded before the end of the month. April's pesticide usage will be included in next month's report.

All seasonal employees have been successfully onboarded, and training is currently underway. These team members are being equipped with the knowledge and skills necessary to support field operations, including inspections, surveillance, and treatment activities. As training progresses, seasonal staff are beginning to transition into active field roles, strengthening the department's capacity to respond to increasing mosquito activity and supporting overall operational readiness for the peak season.

The department has completed the first phase of the annual spring swimming pool condition confirmation program, with the initial notice deadline of April 20, 2026. A total of 3,211 notices were issued to property owners with non-functional swimming pools through a combination of text messaging and mailed notifications, with approximately 49% (1,573 properties) confirming compliance. The department will continue to evaluate responses and move into the next phase of the program, which includes follow-up notifications and additional enforcement actions for properties that remain non-compliant.

Black fly activity along the San Gabriel River has remained consistently low over the past four weeks, indicating that early-season treatment efforts have been effective in suppressing adult populations. The Operations team continues to conduct routine inspections and perform weekly treatments to maintain control and prevent population resurgence as environmental conditions remain favorable for development.



**Chemical Usage:**

**March 2026**

Larvicides/Pupicides			
Method of Action	Target	Amount	Area Treated
<b>Larvicide Oils (Surface Film)</b>			
Suffocation	Mosquitoes	0.44 gal.	4140 sq.ft.
<b>Insect Growth Regulators (IGR's)</b>			
Inhibits metamorphosis	Mosquitoes	23.45 lbs.	21242 sq.ft.
<b>Bacterials</b>			
Ingestion, toxicant	Mosquitoes	61 gal.	10685503 sq.ft.
Ingestion, toxicant	Mosquitoes	55.71 lbs.	224900 sq.ft.
<b>Biologicals</b>			
Mosquito fish	Mosquitoes	1587 ea.	33465 sq.ft.

**Field Statistics:**

**871** + 52.81%  
2025

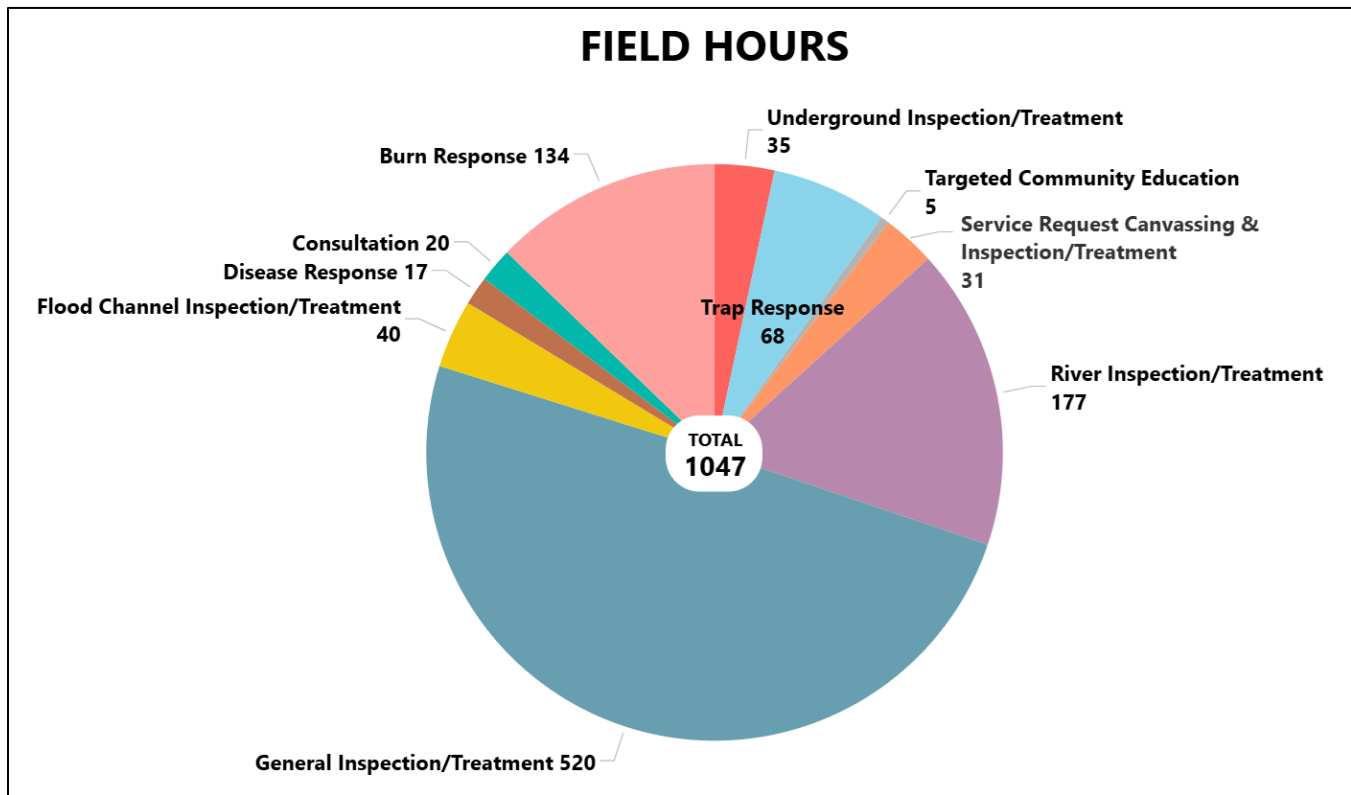
SITES VISITED

**79** - 58.42%  
2025

SERVICE REQUESTS

**24** + 700%  
2025

CONSULTATIONS





# San Gabriel Valley Mosquito & Vector Control District Surveillance Department Report Disease Weeks 13 - 16 | March 29 – April 25

## Surveillance Activities

Routine mosquito surveillance restarted in disease week 13 and continued through the current reporting period using Gravid and Encephalitis Vector Surveillance (EVS) and BG sentinel 2 traps. An average of 59 traps were deployed each week while total abundance ranged from 2247-4953 mosquitoes per week. The average amount of mosquitoes caught per trap ranged from 35.7-93.5 during this time frame.

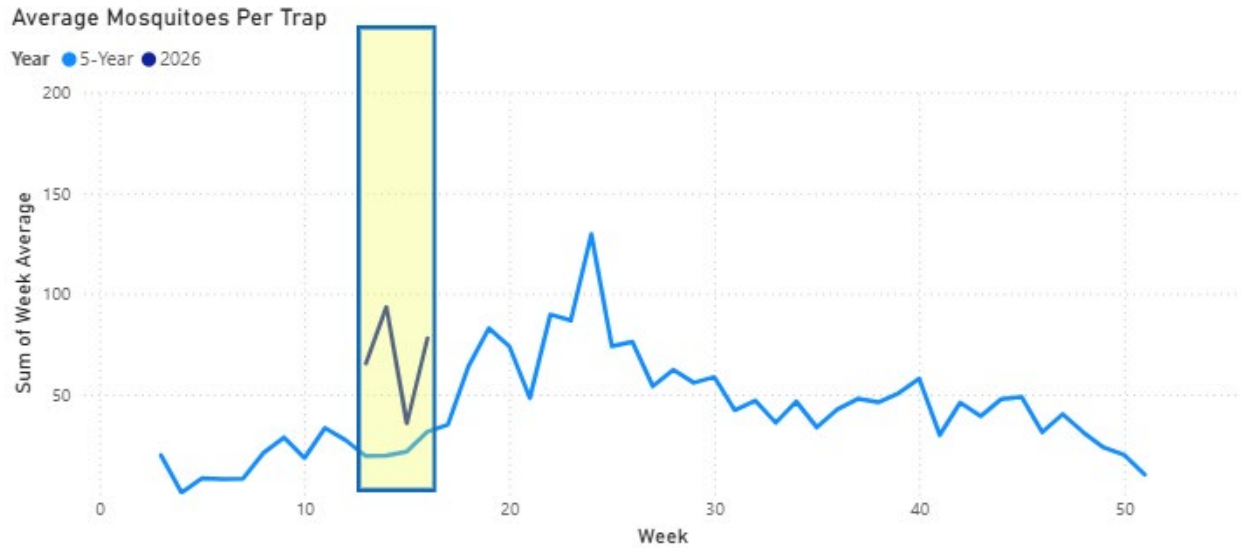


Fig. 1 Average mosquito collections per trap for the current year 2026 (dark blue) compared to a five-year average of mosquito abundance (light blue) from 2021 through 2025. Highlighted are weeks 13-16.

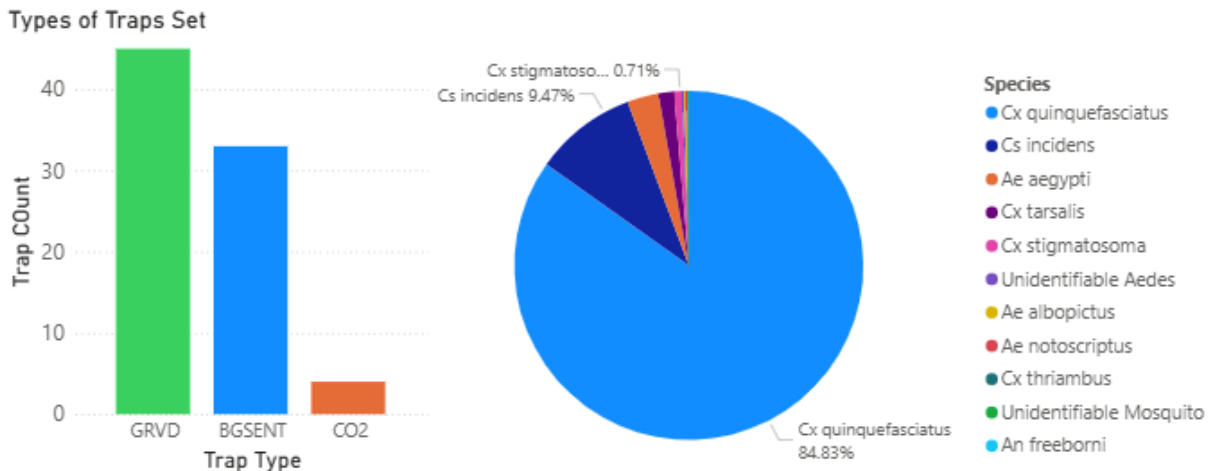


Fig. 2 The bar chart depicts the total number/types of traps set while the pie chart depicts the total percentage of mosquitoes collected for the current reporting period. Species listed on the far right are sorted from high to low as a function of total abundance.



# San Gabriel Valley Mosquito & Vector Control District Surveillance Department Report Disease Weeks 13 - 16 | March 29 – April 25

Community/City	Avg Mosq per Trap
Alhambra	66
Altadena	34
Arcadia	106
Azusa	99
Baldwin Park	67
Bradbury	34
Claremont	12
Covina	96
Duarte	48
El Monte	104
Glendora	166
Industry	35
Inwisdale	98
La Puente	76
La Verne	11
Monrovia	64
Monterey Park	120
Pasadena	30
Pomona	60
Rosemead	67
San Dimas	70
San Gabriel	83
Sierra Madre	12
South Pasadena	76
Temple City	69
Walnut	45
West Covina	58

### 2026 Average Mosquitoes per Trap

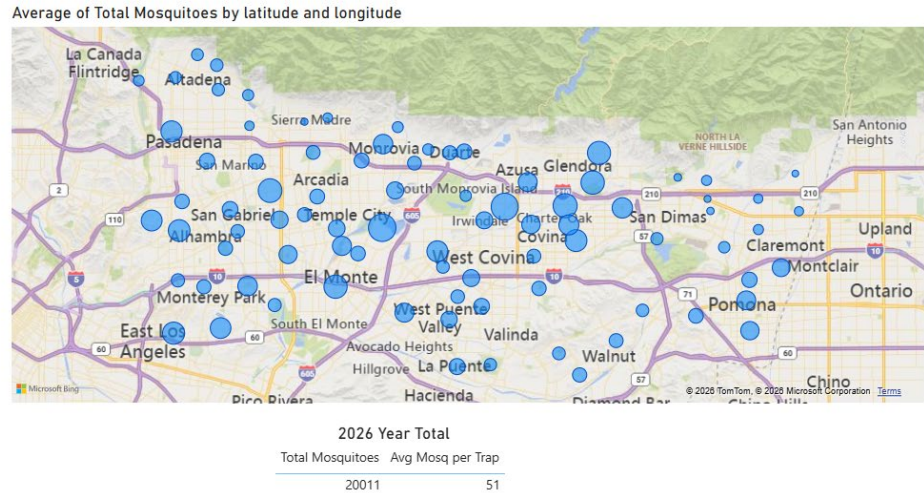


Fig. 3 The chart on the left depicts the average amount of mosquitoes collected per trap by sampling location and city/community. The map displays these trapping locations while the size of the bubbles on the map reflects the relative abundance of mosquitoes caught at each site.

### Black Fly Surveillance

Routine black fly surveillance was conducted during disease weeks 13 through 16. This surveillance was conducted using EVS traps baited with carbon dioxide in the form of dry ice. For the duration of this period black fly abundance was below District action thresholds.

### Weeks 13-16 Black Fly Data

CO2 Traps				
Week	Zone	Site Name	Trap Type	Total Black Fly
14	7	Glencoe Heights	CO2	47
14	7	Hicrest Rd (GL)	CO2	43
15	7	Glencoe Heights	CO2	38
15	5	Tall Pine Dr	CO2	34
14	5	Tall Pine Dr	CO2	21
13	7	Hicrest Rd (GL)	CO2	21
13	7	Glencoe Heights	CO2	17
16	5	Tall Pine Dr	CO2	10
15	7	Hicrest Rd (GL)	CO2	10
15		Ben Lomond Ave	CO2	7
13	5	Tall Pine Dr	CO2	7
16	7	Glencoe Heights	CO2	7
14		Ben Lomond Ave	CO2	5
16		Ben Lomond Ave	CO2	5
13		Ben Lomond Ave	CO2	3
16	7	Hicrest Rd (GL)	CO2	0

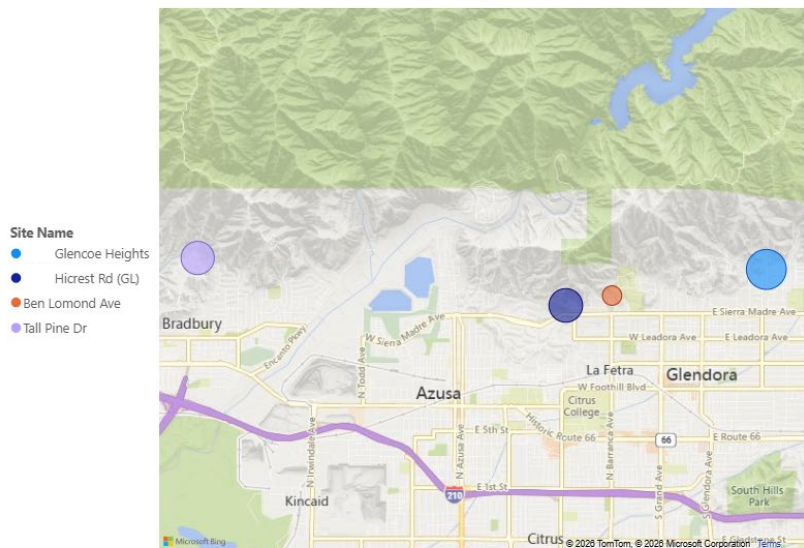


Fig. 4 Black fly trap locations for disease weeks 13 through 16. All trap locations shown were positive for black flies. The size of the bubbles on the map reflects the relative abundance of black flies caught at each site.



# San Gabriel Valley Mosquito & Vector Control District Surveillance Department Report Disease Weeks 13 - 16 | March 29 – April 25

In addition to the routine adult surveillance, the laboratory in conjunction with the operations department have begun setting larval monitoring stations to proactively identify black fly development in their earliest stages. This work is in its exploratory stages and we look forward to adding this metric to our treatment protocols soon.

### Eaton Burn Area

As of week 3 2026, the surveillance team has deployed Gravid and BG sentinel traps in proximity to and within the Eaton burn scar to identify the risk of mosquitoes growing in this area compared to the surrounding cities and the District. Additional surveillance parameters will be reported out on as they occur, but the goal of this targeted surveillance is to identify the trend of mosquito development within the burn scar and track significant changes in the population due to the wildfires.

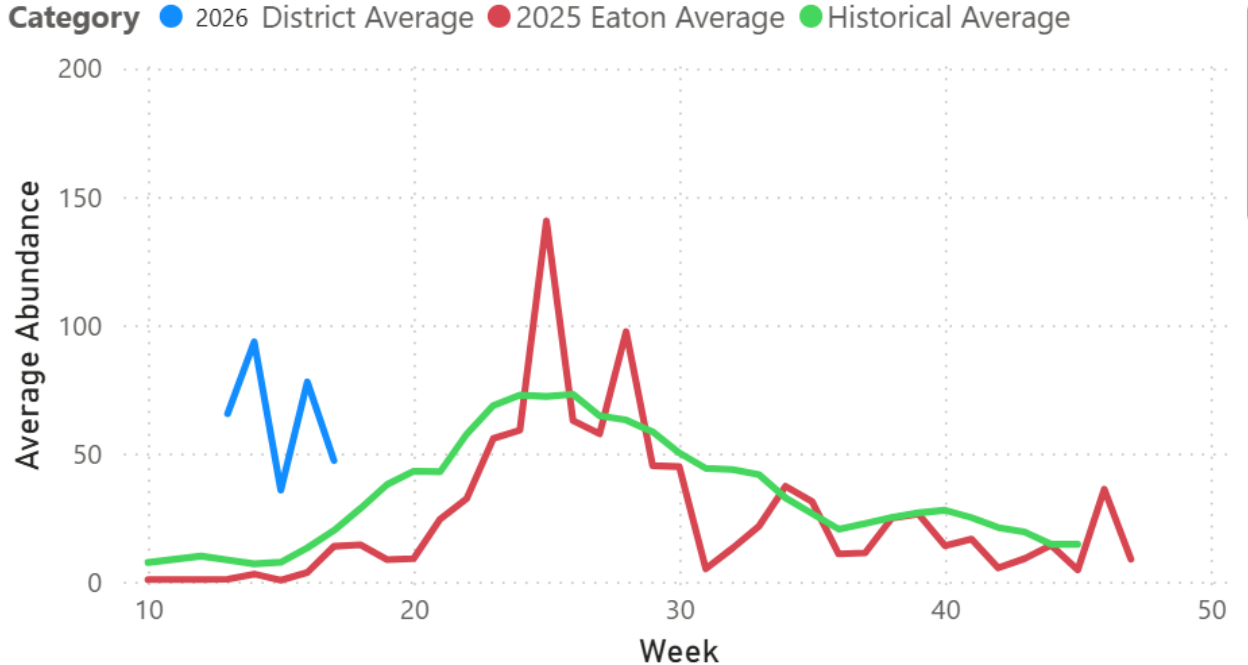


Fig. 5 The following line chart depicts three summarized collections for direct comparison. The blue line depicts the average number of mosquitoes collected across the entire District at the end of each epiweek. The red line is that same average only taken from the Eaton burn scar area while the green line is an average of the last 5 years of collections in proximity to the Eaton burn scar.

### Arbovirus Activity

The District is not currently testing mosquito collections for Arbovirus but will resume this activity in May.

THIS PAGE INTENTIONALLY LEFT BLANK



# San Gabriel Valley Mosquito & Vector Control District Communications Department Report Disease Weeks 13 - 16 | March 29 – April 25

**Outreach Summary:**

The Communications Department staff attending multiple community events throughout the month of April. To celebrate CA Mosquito Awareness Week, staff highlighted the many proclamations the district received on behalf of member cities. Staff are currently reaching out to cities across the SGV to solidify our summer calendar in anticipation of the mosquito season.

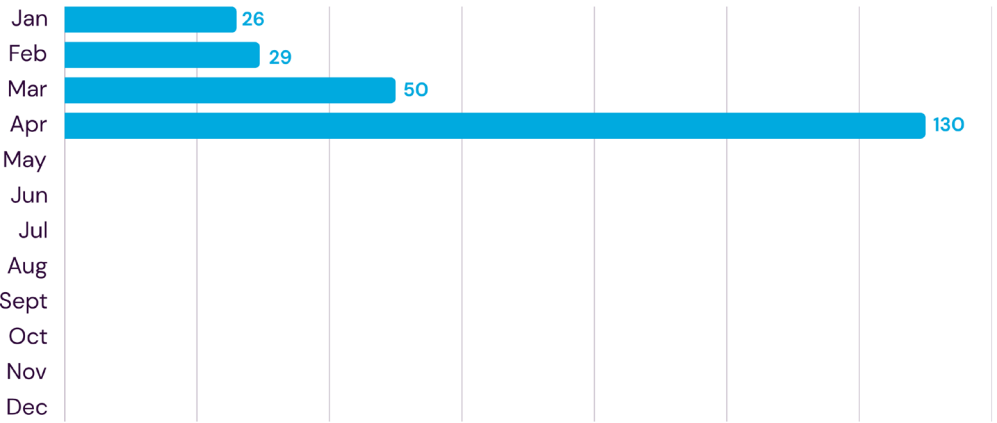
Education Specialists Hagele presented Mr. Matt Nasont from El Roble Middle School in Claremont as the 2025 Public Health teacher of the Year at the Claremont Unified School District’s April Board Meeting. Additionally, staff supported the education program in attending multiple school community events like Career Days and Open House nights.





# San Gabriel Valley Mosquito & Vector Control District Communications Department Report Disease Weeks 13 - 16 | March 29 – April 25

## 2026 Communications Field Hours

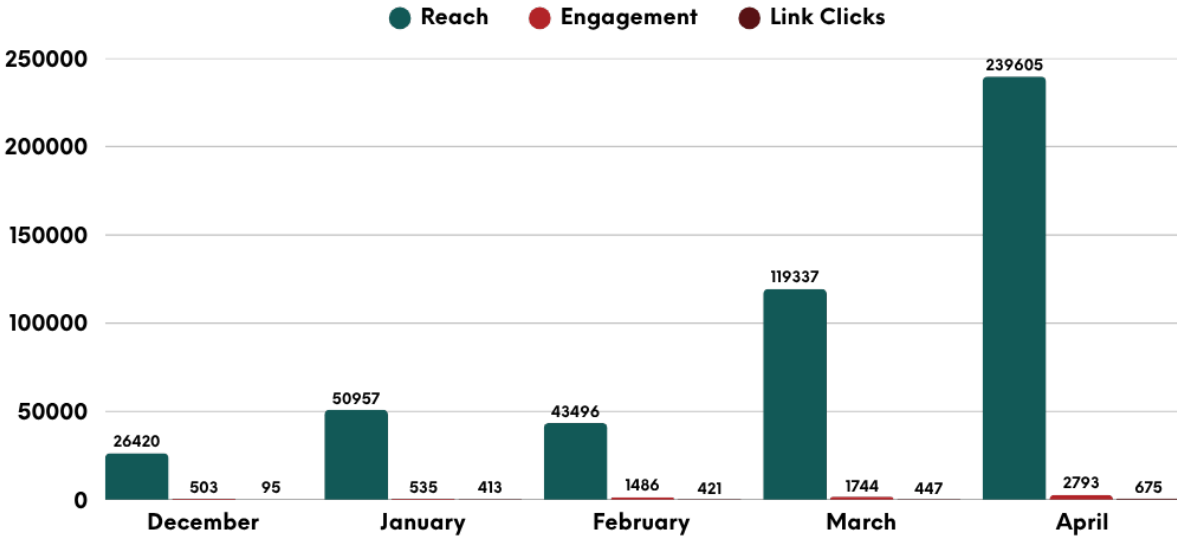


Based on a 1 month reporting period

**Digital Marketing:**

- 1) Key Performance Indicators (KPIs):
- 2)

## Social Media Engagement

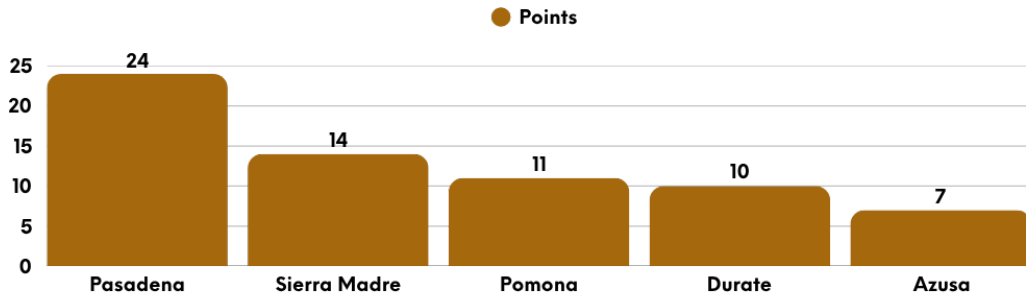


*A delay in reported data may be present. Reported numbers reflect full calendar months to accurately track KPIs from all District social media platforms.*



# San Gabriel Valley Mosquito & Vector Control District Communications Department Report Disease Weeks 13 - 16 | March 29 – April 25

## Most Engaged Cities with @SGVMosquito on Social Media



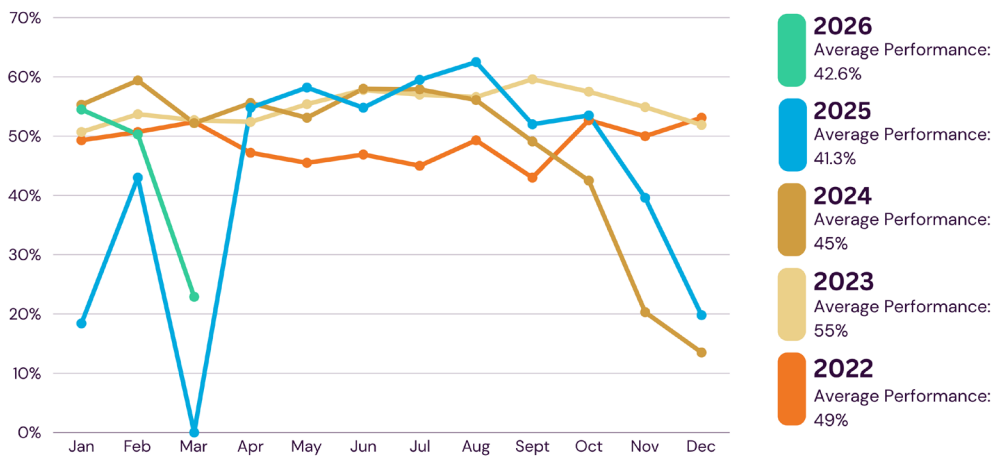
### 3) Digital Response Support

- a) The District participated in California Mosquito Awareness Week with a mix of content posts. Many cities also participated, with the city of Pasadena being the biggest standout, posting five times. The District also had a collaborative post with Pasadena, Arcadia, and Rosemead.
- b) The District also had great success with Assemblymember Michelle Rodriguez posting as well.

### 4) Email Marketing

- a) April Short Bites Monthly e-blast was sent to the general and Bite Back Champions audiences.
- b) April Board Bites Monthly was sent to all board trustees.
- c) Black Fly Surge Alert update was pushed out to the District’s listserv.

## Short Bites Monthly Performance



Based on a 1 week reporting period

### 5) Content Development

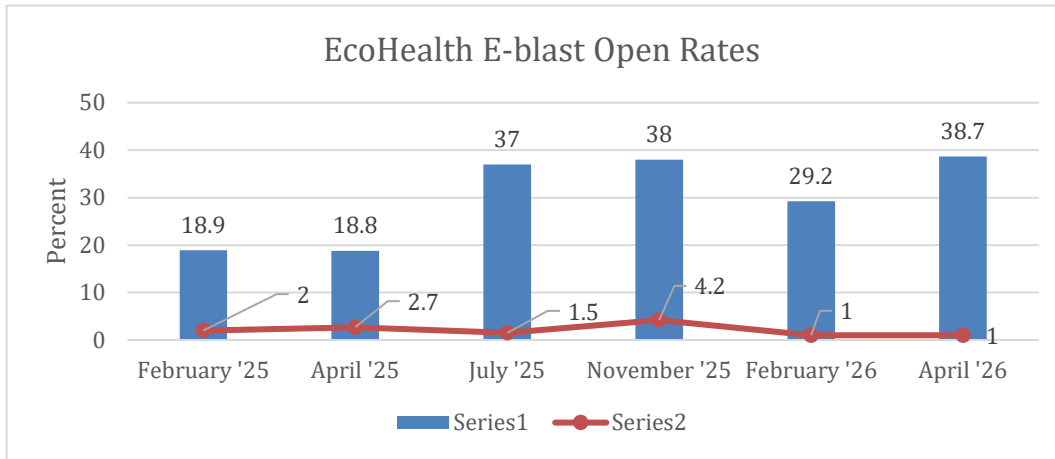
- a) Development of dump and drain after the rain content and language.
- b) Video production of conference video
- c) Black fly alerts and digital ads



San Gabriel Valley Mosquito & Vector Control District  
**Communications Department Report**  
 Disease Weeks 13 - 16 | March 29 – April 25



**EcoHealth**  
 Vector Education



1. EcoHealth Highlights

- a) April 2: Open House Tabling Event at Merlinda Elementary (West Covina)
- b) April 2: Public Health Teacher of the Year presentation for teacher Matthew Nasont at the Claremont School Board meeting (Claremont).
- c) April 9: Disease Investigation Scenario planning meeting with teacher from West Covina Hills Adventist School (West Covina).
- d) April 21: Rowland Ave. Elementary Career Day (West Covina).
- e) April 22: Cullen Elementary Grade 2 presentations (Glendora).
- f) April 23: Ekstrand Elementary Kindergarten presentations (San Dimas).
- g) April 24: Charles H. Lee Elementary Coffee with the Principal (Azusa).
- h) EcoHealth Newsletter is now also shared on LinkedIn



# San Gabriel Valley Mosquito & Vector Control District Treasurer's Report | March 2026

This Treasurer's Report reflects the SGVMVCD's month end balance of District funds for the period noted above. It is in full compliance with the District's Investment Policy. The Secretary-Treasurer hereby certifies that the District can meet expenditure requirements for the next six months with funds from the Citizens Bank, L.A. County Pool, CA CLASS, and LAIF accounts.

<b>LOCAL AGENCY INVESTMENT FUND (LAIF)</b>				
BEGINNING BALANCE				<b>\$3,629.77</b>
Deposit		\$638,020.14		
ENDING BALANCE				<b>\$641,649.91</b>
% OF ANNUAL EXPENDITURE:	8.67%	YIELD:	3.87%	MATURITY DATE: PERPETUAL SOURCE: MAR 2026 STATEMENT

<b>LOS ANGELES COUNTY POOL (PB1)</b>				
BEGINNING BALANCE				<b>\$639,020.14</b>
Interest Earned		\$2,713.67		
Withdrawal		(\$638,020.14)		
24-24 AIR, DA & PENALTY UNS PR YR		\$27.68		
ENDING BALANCE				<b>\$3,741.35</b>
% OF ANNUAL EXPENDITURE:	0.05%	YIELD:	3.11%	MATURITY DATE: PERPETUAL SOURCE: ND 24, PERIOD 9

<b>CALIFORNIA CLASS PRIME</b>				
BEGINNING BALANCE				<b>\$3,721,550.08</b>
Interest Earned		\$11,679.56		
ENDING BALANCE				<b>\$3,733,229.64</b>
% OF ANNUAL EXPENDITURE:	50.47%	YIELD:	3.69%	MATURITY DATE: PERPETUAL SOURCE: MAR 2026 STATEMENT

<b>VCJPA CONTINGENCY FUND</b>				
BEGINNING BALANCE				<b>\$216,371.00</b>
Interest Earned		\$824.00		
Admin Fee		(\$4.00)		
ENDING BALANCE				<b>\$217,191.00</b>
% OF ANNUAL EXPENDITURE:	2.94%	YIELD:	4.12%	MATURITY DATE: PERPETUAL SOURCE: MAR 2026 STATEMENT*

\*Statements provided on quarterly basis only

<b>CITIZENS BANK (OPERATIONS AND SWEEP ACCOUNTS)</b>				
BEGINNING BALANCE				<b>\$767,088.35</b>
Debits		(\$1,497,401.57)		
Credits		\$1,068,662.24		
Account Analysis Fees		(\$134.19)		
Interest Earned		\$33.33		
ENDING BALANCE				<b>\$338,248.16</b>
% OF ANNUAL EXPENDITURE:	4.57%	YIELD:	0.10%	SOURCE: MAR 2026 STATEMENT

<b>U.S. BANK TRUST</b>				
BEGINNING BALANCE				<b>\$2,061,096.50</b>
Taxable Interest		\$14,590.00		
Taxable Dividends		\$125.51		
Fees and Expenses		(\$125.00)		
Long Term Gains/Losses		(\$0.01)		
Change in Investment Value		(\$16,237.99)		
ENDING BALANCE				<b>\$2,059,449.01</b>
% OF ANNUAL EXPENDITURE:	27.84%			SOURCE: MAR 2026 STATEMENT

<b>ALL FUNDS BEGINNING BALANCE</b>	<b>\$7,408,755.84</b>
<b>ALL FUNDS ENDING BALANCE</b>	<b>\$6,993,509.07</b>

04/30/26

Corey Calaycay, Secretary - Treasurer

Date



## San Gabriel Valley Mosquito & Vector Control District District Working Balance | May 2026

### SGVMVCD WORKING FUND BALANCE MAY 2026

ALL FUNDS ENDING BALANCE (PERIOD ENDING MARCH 2026)	\$6,993,509.07
TOTAL RESERVES	(\$2,810,423.00)
APRIL 2026 EXPENDITURES	(\$445,442.90)
MAY 1, 2026 WORKING FUND BALANCE	\$3,737,643.17

*Jason Farned*

---

Jason Farned, District Manager

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

**REPORT OF STAFF’S ATTENDANCE**

**AT CONFERENCE/EVENT**

**Staff Name and Title:** Anais Medina Diaz, Director of Communications

**Name of Conference/Event:** MVCAC Legislative Advocacy Day

**Date:** March 9, 2026 – March 10, 2026

**Location:** Sacramento, CA

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

During this year’s MVCAC Legislative Advocacy Day, District Manager Farned and I met with San Gabriel Valley Legislative Caucus members and their staff in Sacramento. On behalf of the Mosquito and Vector Control District Association of California, we advocated for the continued state appropriation for CalSurv (VectorSurv) which helps ensure mosquito control districts across California can share surveillance data and analyze trends. The CalSurv model is currently being utilized by other vector control districts across the United States. Additionally, we highlighted the importance of ensuring that vector control districts have access to emergency funding and resources in the aftermath of natural disasters. The District’s experience in dealing with the Eaton Fire aftermath served as a key case study to highlight the role of special districts in emergency response.

Furthermore, District Manager Farned and I thanked the members for their support in requesting state budget funding for the District’s Eaton Burn Area emergency mosquito control response. It was an opportunity to update the members on the District’s progress, and challenges moving forward. Participating in MVCAC’s Legislative Advocacy Day always provides an opportunity to discuss overarching challenges the industry is facing and sharing a vision and path forward.

**Date:** 4/30/2026

**Signed:** 

**Print Name:** Anais Medina Diaz

THIS PAGE INTENTIONALLY LEFT BLANK

# San Gabriel Valley Mosquito and Vector Control District

## Mosquito and Vector Control Assessment



### Engineer's Report Fiscal Year 2026-27

Pursuant to the Government Code, Health and Safety Code  
and  
Article XIIIID of the California Constitution

**Engineer of Work:**



4745 Mangels Boulevard  
Fairfield, California 94534  
707.430.4300  
[www.sci-cg.com](http://www.sci-cg.com)

This page intentionally left blank.

DRAFT

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

---

### **Board of Trustees**

Alhambra — Henry Aviles  
Arcadia — Sho Tay  
Azusa — Robert Gonzales  
Baldwin Park — Emmanuel Estrada  
Bradbury — Richard Barakat  
Claremont — Corey Calaycay  
Covina — Patricia Cortez  
Duarte — Margaret Finlay  
El Monte — Jerry Velasco  
Glendora — Jackie Doornik  
Industry — Cory Moss  
Irwindale — Manuel Garcia  
La Puente — Charlie Klinakis  
La Verne — Meshal Kashifalghita  
Los Angeles County — Anish Saraiya  
Monrovia — Becky Shevlin  
Monterey Park — Joseph Leon  
Pasadena — Rachel Janbek  
Pomona — Tim Sandoval  
Rosemead — Sandra Armenta  
San Dimas — Ryan Vienna  
San Gabriel — Denise Menchaca  
Sierra Madre — John Capoccia  
South Pasadena — Robert Joe  
Temple City — Cynthia Sternquist  
Walnut — Dr. Allen Wu  
West Covina — Rosario Diaz

---

### **District Manager**

Jason Farned

This page intentionally left blank.

DRAFT

## Table of Contents

**Introduction .....7**  
 Proposition 218 ..... 9

**Estimate of Costs and Budget .....11**

**Method of Assessment.....12**  
 Benefit Factors ..... 12  
 Method of Assessment..... 13  
 Duration of Assessment ..... 14  
 Appeals and Interpretation ..... 15

**Assessment.....16**  
**Assessment Diagram.....18**  
**Assessment Roll.....20**

DRAFT

**LIST OF FIGURES**

---

Figure 1 – Proposed District Budget for Fiscal Year 2026-27..... 11

Figure 2 – Benefit Unit Assignment ..... 13

Figure 3 – Benefit unit by Property Type..... 14

FIGURE 4 – Assigned Benefit Units..... 16

DRAFT

## Introduction

The San Gabriel Valley Mosquito and Vector Control District (the "District") is a public health agency dedicated to providing vector control, disease surveillance and disease prevention services (the "Services") in the northeastern area of Los Angeles County. The District is an independent special district formed in 1989 that currently serves whole or portions of the cities of Alhambra, Arcadia, Azusa, Baldwin Park, Bradbury, Claremont, Covina, Duarte, El Monte, Glendora, Industry, Irwindale, La Puente, La Verne, Monterey Park, Monrovia, Pasadena, Pomona, Rosemead, San Dimas, San Gabriel, Sierra Madre, South Pasadena, Temple City, Walnut, West Covina, and the County of Los Angeles.

In 1996 with resolution 96-03, the District adopted a mosquito and vector control assessment (the "Assessment") for fiscal year 1996-97 and every year thereafter for the purpose of funding vector surveillance and control activities and projects within the District (the "Assessment Area"). In 2017, the Cities of Baldwin Park, South Pasadena, and Pasadena were annexed into the District.

The Assessment is an annual assessment imposed for vector control services in effect prior to the effective date for Proposition 218 and, therefore, is not fully subject to the procedures and approval process established for new vector assessments by Proposition 218.

This Engineer's Report (the "Report") was prepared to:

- Describe the Services that will be funded by the assessments
- Establish a budget for the Services that will be funded by the assessments
- Reiterate the benefits received from the Services by property within the Mosquito and Vector Control District (the "Assessment District") and
- Reiterate the method of assessment apportionment to lots and parcels within the Assessment District.

As used within this Report, the following terms are defined:

*"Vector" means any animal capable of transmitting the causative agent of human disease or capable of producing human discomfort or injury, including, but not limited to, mosquitoes, flies, mites, ticks, other arthropods, and small mammals and other vertebrates (Health and Safety Code Section 2002(k)).*

*"Vector Control" shall mean any system of public improvements or services that is intended to provide for the surveillance, prevention, abatement, and control of vectors as defined in subdivision (k) of Section 2002 of the Health and Safety Code and a pest as defined in Section 5006 of the Food and Agricultural Code (Government Code Section 53750(l)).*

The District operates under the authority of the Mosquito Abatement and Vector Control District Law of the State of California. Following are excerpts from the Mosquito Abatement and Vector Control District Law of 2002, codified in the Health and Safety Code, Section 2000, et seq. which serve to summarize the State Legislature's findings and intent with regard to mosquito abatement and other vector control services:

*2001. (a) The Legislature finds and declares all of the following:*

*(1) California's climate and topography support a wide diversity of biological organisms.*

*(2) Most of these organisms are beneficial, but some are vectors of human disease pathogens or directly cause other human diseases such as hypersensitivity, envenomization, and secondary infections.*

*(3) Some of these diseases, such as mosquito-borne viral encephalitis, can be fatal, especially in children and older individuals.*

*(4) California's connections to the wider national and international economies increase the transport of vectors and pathogens.*

*(5) Invasions of the United States by vectors such as the Asian tiger mosquito and by pathogens such as the West Nile virus underscore the vulnerability of humans to uncontrolled vectors and pathogens.*

*(b) The Legislature further finds and declares:*

*(1) Individual protection against the vectorborne diseases is only partially effective.*

*(2) Adequate protection of human health against vectorborne diseases is best achieved by organized public programs.*

*(3) The protection of Californians and their communities against the discomforts and economic effects of vectorborne diseases is an essential public service that is vital to public health, safety, and welfare.*

*(4) Since 1915, mosquito abatement and vector control districts have protected Californians and their communities against the threats of vectorborne diseases.*

*(c) In enacting this chapter, it is the intent of the Legislature to create and continue a broad statutory authority for a class of special districts with the power to conduct effective programs for the surveillance, prevention, abatement, and control of mosquitoes and other vectors.*

*(d) It is also the intent of the Legislature that mosquito abatement and vector control districts cooperate with other public agencies to protect the public health, safety, and welfare. Further, the Legislature encourages local communities and local officials to adapt the powers and procedures provided by this chapter to meet the diversity of their own local circumstances and responsibilities.*

Further the Health and Safety Code, Section 2082 specifically authorizes the creation of benefit assessments for vector control, as follows:

*(a) A district may levy special benefit assessments consistent with the requirements of Article XIII D of the California Constitution to finance vector control projects and programs.*

This Engineer's Report ("Report") incorporates and is intended to be consistent with the benefit determinations, assessment apportionment methodology and other provisions established by Resolution 96-03 and the other documents and reports that established the Assessment. Reference is hereby made to Resolution 96-03 and other supporting reports and documents for further details.

### Proposition 218

This Assessment was formed prior to the passage of Proposition 218, The Right to Vote on Taxes Act, which was approved by the voters of California on November 6, 1996, and is now Article XIIC and XIID of the California Constitution; and therefore, this assessment is not fully subject to its requirements. Nevertheless, a brief discussion of Proposition 218 is provided to indicate that this proposition effectively strengthens the special benefit justification for this assessment.

Proposition 218 provides for benefit assessments to be levied to fund the cost of providing services, improvements, as well as maintenance and operation expenses to a public improvement which benefits the assessed property. When Proposition 218 was initially approved in 1996, it allowed for certain types of assessments to be "grandfathered" in, and these were exempted from the property-owner balloting requirement.

*Beginning July 1, 1997, all existing, new, or increased assessments shall comply with this article. Notwithstanding the foregoing, the following assessments existing on the effective date of this article shall be exempt from the procedures and approval process set forth in Section 4:*

*(a) Any assessment imposed exclusively to finance the capital costs or maintenance and operation expenses for sidewalks, streets, sewers, water, flood control, drainage systems or vector control.*

Vector control was specifically "grandfathered in," underscoring the fact that the drafters of Proposition 218 and the voters who approved it were satisfied that funding for vector control is an appropriate use of benefit assessments, and therefore confers special benefit to property.

## **GENERAL DESCRIPTION OF SERVICES**

---

The District's purpose and mission is to protect the public health, safety and welfare by providing vector education and control services to property and citizens of Los Angeles County. The services (the "Services") to be funded by the assessments are for the following purposes within the Assessment Area:

- to fund vector control operations;
- to protect the community from known vectors and vector-borne diseases;
- to fund vector surveillance and disease control programs;
- to fund related capital improvement and operational services; and
- to fund administrative costs related to the Services or the assessments.

DRAFT

## Estimate of Costs and Budget

**Figure 1 – Proposed District Budget for Fiscal Year 2026-27**

<b>SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT</b> <b>Mosquito and Vector Control Assessment District</b>		
Estimate of Cost		
		<b>26-27 Budget</b>
Vector Control Services and Related Expenditures		
Salaries & Benefits		\$5,824,620
Maintenance and Operations		\$2,349,400
Capital Outlay		\$50,000
Total Services and Operation		<b>\$8,224,020</b>
Vector Control Services and Related Revenues		
Delinquent Assessments		\$5,000
Interest Earnings		\$170,000
Total Services and Operation		<b>\$175,000</b>
Funds from Reserve		(335,000)
<b>Net Amount To Be Assessed</b>		<b>\$7,714,020</b>
	Parcels	Total Assessment
	385,701	\$7,714,020

For FY 2026-27, the total cost of providing vector surveillance and control services is \$8,224,020 exceeds the amount that can be collected from the assessment at the authorized maximum rate of \$20.00 per parcel, which was established under Resolution 96-03 in 1996. The District will fund the difference through \$175,000 in non-assessment revenues (delinquent recoveries and interest earnings) and a \$335,000 transfer from its accumulated reserve fund. No increase to the authorized assessment rate is proposed, and the method of apportionment remains unchanged from the methodology originally adopted.

## Method of Assessment

The method used for apportioning the assessment is based upon the proportional special benefits to be derived by the properties over and above general benefits conferred on real property or to the public at large.

### Benefit Factors

In order to allocate the proposed assessments, the Engineer of Work begins by identifying the types of special benefit arising from the aforementioned Services and that would be provided to property in the Assessment Area. These types of special benefit are as follows:

- Increased safety, welfare and protection of health on properties.
- Reduced mosquito and vector populations on property and as a result, enhanced desirability, utility, usability and functionality of property in the Assessment Area
- Reductions in the risk of new diseases and infections on property in the Assessment Area
- Increased public awareness and understanding of how to protect themselves, their property, and pets and livestock from diseases carried by insects and small mammals on properties.
- Protection of economic activity on property in the Assessment Area
- Protection of agriculture, tourism, and business industries
- Reduced risk of nuisance and liability on property in the Assessment Area

The above benefit factors, when applied to property within the areas of the San Gabriel Valley Mosquito and Vector Control District that receive Service funded by the Assessments, confer special benefits to property and create specific enhancement of property values because properties are more valuable in areas with improved public health, welfare, safety, and quality of life and environment.

**Method of Assessment**

The methodology for spreading the benefit assessment portion of the cost of providing vector surveillance and control services to each lot or parcel is based on the type of use of each property. To establish the special benefit to the individual parcels within the District a Benefit Unit (BU) system is utilized. Each parcel of land is assigned Benefit Units in proportion to the estimated benefit the parcel receives from vector control Services funded by the Assessments relative to the other types of parcels within the District and based on the parcel’s land use. The Benefit Unit assignment is provided in the following table:

**Figure 2 – Benefit Unit Assignment**

<u>Land Use</u>	<u>Assessment Rate per Parcel*</u>
Residential/ No Use Codes	Base of \$14.41 per parcel + \$5.59 for each 1-acre size increment per parcel. (i.e. \$14.41 per parcel for parcels of 1 acre or less, plus \$5.59 per additional 1 acre.)
Commercial	Base of \$14.41 per parcel + \$5.59 for each 20-acre size increment per parcel. (i.e. \$10.71 per parcel for parcels of 20 acres or less, plus \$5.59 per additional 20 acres.)
Agricultural	Base of \$14.41 per parcel + \$5.59 for each 5-acre size increment per parcel. (i.e. \$14.41 per parcel for parcels of 5 acres or less, plus \$5.59 per additional 5 acres.)

The \$20.00 per parcel maximum reflects the rate originally authorized under Resolution 96-03 in 1996 and has not been increased. In any fiscal year in which the District's cost of providing vector surveillance and control services exceeds the revenue generated at this authorized maximum rate, the Board of Trustees may authorize the use of accumulated reserves to fund the shortfall (see Figure 1). The underlying assessment rate, rate structure, and method of apportionment remain unchanged from those established in 1996.

The Benefit Unit totals by property type are summarized in the following table:

**Figure 3 – Benefit unit by Property Type**

<b>Land Use Category</b>		<b>Parcels</b>	<b>Acres</b>	<b>Units</b>
<b>Group 1</b>				
Residential & No Use Code	< or = to 1 A	357,737	75,921	357,737
Agricultural	< or = to 5 Acres	410	338	410
Commercial	< or = 20 Acres	23,479	20,561	23,479
<b>Group 2</b>				
Residential & No Use Code	> 1 A but < 5 A	3,471	6,142	3,471
Agricultural	> 5 Acres but < 25 Acres	33	341	33
Commercial	> 20 Acres but < 100 Acres	116	3,906	116
<b>Group 3</b>				
Residential & No Use Code	> 5 A	439	7,913	439
Agricultural	> 25 Acres	8	657	8
Commercial	> 100 Acres	8	1,380	8
<b>Total</b>		<b>385,701</b>	<b>117,159</b>	<b>385,701</b>

### Duration of Assessment

The duration of the Assessment, pursuant to Resolution 96-03, is for fiscal year 1996-97 and every fiscal thereafter, so long as mosquitoes and vectors remain in existence and the District requires funding for vector surveillance and control activities and projects within the District.

## Appeals and Interpretation

Any property owner who feels that the assessment levied on the subject property is in error as a result of incorrect information being used to apply the foregoing method of assessment, may file a written appeal with District Manager of the San Gabriel Valley Mosquito and Vector Control District or his or her designee. Any such appeal is limited to correction of an assessment during the then current Fiscal Year or, if before July 1, the upcoming fiscal year. Upon the filing of any such appeal, the District Manager or his or her designee will promptly review the appeal and any information provided by the property owner. If the District Manager or his or her designee finds that the assessment should be modified, the appropriate changes shall be made to the assessment roll. If any such changes are approved after the assessment roll has been filed with the County of Los Angeles for collection, the District Manager or his or her designee is authorized to refund to the property owner the amount of any approved reduction. Any dispute over the decision of the District Manager, or his or her designee, shall be referred to the Board of Trustees. The decision of the District Board of Trustees shall be final.

## Assessment

Whereas, the San Gabriel Valley Mosquito and Vector Control District directed the undersigned Engineer of Work to prepare and file a report for the Assessments for fiscal year 2026-27;

Now, Therefore, the undersigned in accordance with the provisions of Article XIID of the California Constitution, the Government Code and the Health and Safety Code and the order of the Board of Trustees, hereby make the following determination of an assessment to cover the portion of the estimated cost of said Services, and the costs and expenses incidental thereto to be paid by the San Gabriel Valley Mosquito and Vector Control District.

The total estimated expenditures for vector surveillance and control services to be funded by revenue from the Assessment for FY 2026-27 are \$7,714,020.

The boundaries of the District are contiguous with the boundaries of the District, as defined by the State Board of Equalization. The lines and dimensions of each lot or parcel with the District are shown on the maps of the Assessor of the County of Los Angeles and are incorporated herein by reference.

I hereby place opposite the Assessor Parcel Number for each parcel or lot within the Assessment Roll, the amount of the Assessment for the fiscal year 2026-27 for each parcel or lot of land within the said District in accordance to the method of assessment apportionment established in 1996 pursuant to Resolution 96-03.

The total Assessments and Assessment rates for fiscal year 2026-27 are as follows:

**FIGURE 4 – Assigned Benefit Units**

<b>Land Use</b>	<b>Number of Parcels</b>	<b>Total Assessment</b>	<b>% of Total Assessment</b>
Residential/No Use Code	361,647	\$7,232,940	94%
Commercial	23,603	\$472,060	6%
Agricultural	451	\$9,020	0%
<b>Total</b>	<b>385,701</b>	<b>\$7,714,020</b>	<b>100%</b>
Assessment Rate per Base Unit		\$14.41	
Assessment Rate per Acreage Unit		\$5.59	

Dated: April 21, 2026

Engineer of Work

By \_\_\_\_\_

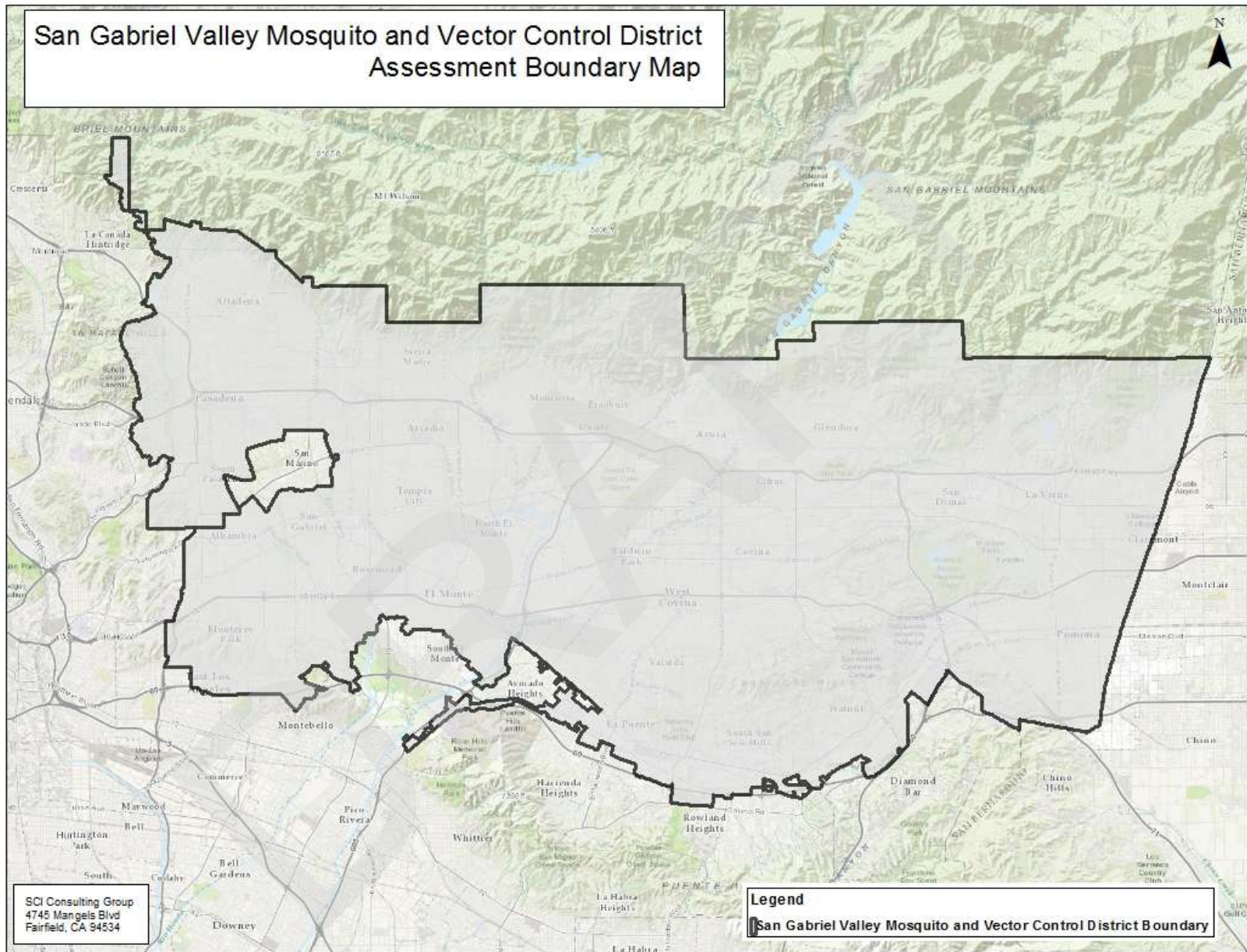
John W. Bliss, License No. C052091

DRAFT

## Assessment Diagram

The Assessment Area includes all properties within the boundaries of San Gabriel Valley Mosquito and Vector Control District and is displayed on the following Assessment Diagram.

DRAFT



**San Gabriel Valley Mosquito and Vector Control District**  
Mosquito and Vector Control Assessment  
Engineer's Report

## Assessment Roll

Reference is hereby made to the Assessment Roll in and for the assessment proceedings on file in the office of the San Gabriel Valley Mosquito and Vector Control District, as the Assessment Roll is too voluminous to be bound with this Report.

DRAFT

# Providing the Highest Level of Protection From Vectors & Vector-borne Diseases in San Gabriel Valley



(626) 814-9466



SGVmosquito.org



@SGVmosquito



1145 N. Azusa Canyon Road  
West Covina, CA 91790



# DRAFT ANNUAL BUDGET FY 2026-2027

THIS PAGE INTENTIONALLY LEFT BLANK

# SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

## DRAFT ANNUAL BUDGET - FY 2026-2027

### TABLE OF CONTENTS

Letter of Transmittal .....	1
Assessment Rates FY 2026-2027 .....	3
Revenue and Expenditure Overview .....	4
Revenue and Expenditure Summary .....	5
Executive Department Overview .....	6
Executive Department Budget .....	7
Administrative Services Department Overview .....	8
Administrative Services Budget .....	9
Operations Department Overview .....	10
Operations Department Budget .....	11
Surveillance Department Overview .....	12
Surveillance Department Budget .....	13
Communications Department Overview .....	14
Communications Department Budget .....	15
Non-Departmental Overview .....	16
Non-Departmental Budget .....	17
Capital Outlay Summary .....	18
Reserves Summary .....	19
Personnel Summary .....	20
Organizational Chart .....	21

THIS PAGE INTENTIONALLY LEFT BLANK



## SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

1145 N. Azusa Canyon Road, West Covina, CA 91790

626-814-9466 | sgvmosquito.org

**To: Meshal Kashifalghita, President, Board of Trustees  
Corey Calaycay, Chair, Finance and Audit Committee  
Members of the SGVMVCD Board of Trustees**

**Re: Fiscal Year 2026/27 Annual Budget Transmittal**

It is my pleasure to present the Fiscal Year (FY) 2026/27 Annual Budget to the San Gabriel Valley Mosquito and Vector Control District Board of Trustees for consideration and adoption.

The FY 2026/27 Annual Budget includes projected revenue of \$7,889,020 and projected expenditures of \$8,224,020, resulting in a planned deficit of (\$335,000). This deficit is intentional and reflects the District's long-term financial strategy to prepare for a Proposition 218 ballot initiative planned for Fall 2027. The deficit will be funded through a designated reserve account established specifically for this purpose.

The budget reflects the vision and priorities of the Board of Trustees, with the primary objective of successfully achieving the District's mission. All current programs and services remain fully funded, ensuring a comprehensive Integrated Vector Management program designed to reduce the threat of vector-borne disease. The budget also addresses current and emerging public health challenges, including invasive mosquito species, disease outbreak response, black fly activity, and post-fire mosquito control efforts.

A key focus of this budget is the District's long-term financial sustainability. The District's current benefit assessment remains at \$20.00 per parcel, which is at its maximum allowable level. Without a new funding mechanism, maintaining current service levels beyond 2030 will not be feasible. To address this, the District is advancing a Proposition 218 ballot initiative that may be presented to voters in 2027. In support of this effort, the FY 2026/27 budget includes \$608,000 for legal services, contract support, and community outreach associated with the initiative. This investment represents a proactive step to preserve service levels and avoid future reductions in public health protection.

Projected expenditures reflect both ongoing operational needs and targeted strategic investments. Salaries and benefits are budgeted at \$5.82 million, an increase of approximately \$267,583 (4.8%) over the prior fiscal year, driven by a 3% cost-of-living adjustment (COLA) and anticipated step and merit-based increases. Maintenance and operations costs are budgeted at \$2.35 million, and while core operational costs remain relatively consistent with the prior year, the overall increase is primarily attributable to one-time and programmatic expenditures associated with the Proposition 218 initiative. Capital outlay is budgeted at \$50,000, a decrease from the prior year.

The District continues to proactively address long-term liabilities. In addition to the required CalPERS Unfunded Accrued Liability (UAL) payment of \$147,234, the budget includes \$350,000 in additional discretionary payments (ADP) toward pension liability and \$150,000 for Other Post-Employment Benefits (OPEB). These contributions demonstrate the District's continued commitment to reducing long-term obligations and maintaining financial stability.

At the direction of the Board of Trustees, the Emergency Response program remains funded at \$100,000 to ensure the District is prepared to respond to unforeseen public health threats, including local disease transmission and other emergency events.

The District remains committed to protecting public health through effective mosquito and vector control, proactive disease surveillance, and strong community engagement. This budget reflects a balanced approach, maintaining current service levels, addressing emerging challenges, and preparing for the financial realities ahead.

I respectfully submit the FY 2026/27 Annual Budget for your review and consideration.

Respectfully,



Jason Farned  
District Manager

DRAFT

# ASSESSMENT RATES

## San Gabriel Valley Mosquito and Vector Control District Preliminary Assessment FY 26-27

For Fiscal Year 2026-2027 the budget is \$ 7,714,020  
 To account for delinquent payments 7,719,020 will be billed.

Parcels in the District are divided into three land use categories.

Indirect costs are distributed evenly among the parcels, and include all expenditures not related to actual inspection and control.

Direct costs are based on the size and land use category of each parcel, and include expenditures related to inspection and control.

The resources used to inspect and treat the parcels in each Group below are equivalent.

Land Use Category		Parcels	Acres	Units
<b>Group 1</b>				
Residential & No Use Code	< or = to 1 A	357,737	75,921	357,737
Agricultural	< or = to 5 Acres	410	338	410
Commercial	< or = 20 Acres	23,479	20,561	23,479
<b>Group 2</b>				
Residential & No Use Code	> 1 A but < 5 A	3,471	6,142	3,471
Agricultural	> 5 Acres but < 25 Acres	33	341	33
Commercial	> 20 Acres but < 100 Acres	116	3,906	116
<b>Group 3</b>				
Residential & No Use Code	> 5 A	439	7,913	439
Agricultural	> 25 Acres	8	657	8
Commercial	> 100 Acres	8	1,380	8
<b>Total</b>		<b>385,701</b>	<b>117,159</b>	<b>385,701</b>

For Direct Costs:

One Unit is the designation for the time and labor needed to inspect and treat a site in a given land use category.

	<b>Maximum</b>
Parcels in Group 1 are assessed at one unit.	1
Parcels in Group 2 are assessed up to a maximum of five units.	1
Parcels in Group 3 are assessed at the maximum of five units.	1

The indirect costs associated with operating the District comprise 30.46% of the total budget.  
 The indirect costs budgeted for FY 2026-2027 are \$ 2,349,400.00  
 The indirect cost to each parcel in the District is \$ 6.09

The direct costs associated with operating the District comprise 75.51% of the total budget.  
 The direct costs budgeted for FY 2026-2027 are \$ 5,824,620.00  
 The direct cost to each unit in the District is \$ 15.10

The benefit assessment for each parcel in the District for Fiscal Year 2026-2027 will range from:

\$ 20.00 to \$20.00

100% of the parcels in the District will be assessed at the maximum rate.

### Reconciliation to Authorized Maximum Rate

	Annual Total	Per Parcel
Proportional cost-based rate per parcel (indirect + direct) <i>(indirect \$6.09 per parcel + direct \$15.10 per unit)</i>	\$	21.19
Plus: Capital Outlay (excluded from matrix calculation)	\$ 50,000	\$ 0.13
<b>Full cost of service per parcel</b>	<b>\$</b>	<b>21.32</b>
Less: Non-assessment revenues (delinquent collections + interest)	(\$175,000)	(\$0.45)
Less: Board-authorized reserve contribution	(\$335,000)	(\$0.87)
<b>Authorized maximum rate applied</b>	<b>\$</b>	<b>20.00</b>

*For FY 2026-27, the full cost of providing vector surveillance and control services exceeds the revenue that can be generated at the authorized maximum rate of \$20.00 per parcel. The difference will be funded through \$175,000 in non-assessment revenues and a Board-authorized transfer of \$335,000 from accumulated reserves, as reflected in the Estimate of Cost (Figure 1 of the Engineer's Report). No change to the authorized assessment rate, rate structure, or method of apportionment is proposed.*

# REVENUE AND EXPENDITURES OVERVIEW

**Revenue** as compared to FY 2025-2026 adopted budget:

- Revenue from *Assessments* increased \$1,860 (0.02%).

**Expenditures** as compared to FY 2025-2026 adopted budget:

- **Total Expenditures** increased \$826,783 (11.18%).
- **Salaries and Benefits** increased \$267,583 (4.82%).
  - Includes a 3% COLA increase for all staff and potential merit increases.
  - Includes staffing adjustments across departments including three (3) limited term benefited positions and one (1) additional extra help position to support department specific needs including anticipated emergency response efforts, Sterile Insect Technique (SIT) initiative, and enhanced community outreach initiatives.
    - Limited Term Vector Control Technician in Operations Department
    - Limited Term Vector Control Technician in Surveillance Department
    - Limited Term Outreach Assistant in Communications Department
    - Extra Help Vector Control Technician in Operations Department
- **Maintenance and Operations** increased \$579,200 (32.72%).
  - The increase is primarily attributable to the addition of the \$608,000 Prop 218 Initiative budget line item to support the upcoming Prop 218 process.
- **Capital Outlay** decreased \$20,000 (-28.57%)
  - \$50,000 has been designated for one (1) replacement vehicle

**Net Revenue and Expenditures** shows a negative balance of (\$335,000).

- The FY 26-27 Budget reflects a planned use of designated reserves to fund the District's strategic Prop 218 initiative (*Prop 218 Ballot Initiative*).

**Note:**

- The FY 2025-2026 Estimated Actual includes one-time revenues including Eaton Burn Funding, FEMA reimbursements, VCJPA insurance claim, and VCJPA retroactive adjustment refund, in addition to \$309,479 in capital outlay expenditures related to the solar installation project deferred from the prior fiscal year. As a result, this figure does not reflect a typical operating surplus.

# REVENUE AND EXPENDITURES SUMMARY

ACCOUNT CLASSIFICATION	FY 2023-2024 Final	FY 2024-2025 Final	FY 2025-2026 Adopted	FY 2025-2026 Estimated Actual	FY 2026-2027 Proposed
<b>REVENUE</b>					
Assessments	6,447,354.00	7,541,711.00	7,712,160.00	7,712,160.00	7,714,020.00
Delinquent Assessments	19,597.00	21,030.00	5,000.00	5,000.00	5,000.00
Interest Earnings	385,044.00	260,765.00	170,000.00	170,000.00	170,000.00
Other Revenue	25,140.00	15,586.00	-	615,048.00	-
<b>Total Revenue</b>	<b>6,877,135.00</b>	<b>7,839,092.00</b>	<b>7,887,160.00</b>	<b>8,502,208.00</b>	<b>7,889,020.00</b>
<b>EXPENDITURES</b>					
Salaries and Benefits	4,449,768.00	5,228,805.00	5,557,037.00	5,557,037.00	5,824,620.00
Maintenance and Operations	1,352,500.00	1,402,472.00	1,770,200.00	1,770,200.00	2,349,400.00
Capital Outlay	21,519.00	349,140.00	70,000.00	379,479.00	50,000.00
<b>Total Expenditures</b>	<b>5,823,787.00</b>	<b>6,980,417.00</b>	<b>7,397,237.00</b>	<b>7,706,716.00</b>	<b>8,224,020.00</b>
<b>NET REVENUE AND EXPENDITURES</b>	<b>1,053,348.00</b>	<b>858,675.00</b>	<b>489,923.00</b>	<b>795,492.00</b>	<b>(335,000.00)</b>

# EXECUTIVE DEPARTMENT OVERVIEW

The San Gabriel Valley Mosquito and Vector Control District was established in 1989 to protect residents from vector-borne diseases, more specifically at that time, to address a local outbreak of a mosquito-borne disease called St. Louis encephalitis.

The District provides mosquito and black fly control services to 26 cities in the San Gabriel Valley, and some unincorporated portions of Los Angeles County; a total area of 259 square miles. The District is governed by a 27-member Board of Trustees, consisting of an appointed representative from each city and unincorporated portions of the County of Los Angeles. The District's services are funded by a benefit assessment levied on each parcel in the District.

The Executive Department is comprised of the District Manager and the Clerk of the Board/Administrative Assistant. The District Manager is appointed by the Board of Trustees and serves at its pleasure. The District Manager is the Chief Officer of the District. The District Manager appoints all department heads and is responsible for overseeing the daily operations of the District. The District Manager is assisted by the Clerk of the Board/Administrative Assistant. The Clerk of the Board/Administrative Assistant is responsible for the preparation of the agenda for the Trustee Board meetings and the maintaining of all official District documents and records.

The District Counsel advises the Board of Trustees on all matters of law in the conduct of District affairs. District Counsel prepares resolutions and contracts for consideration by the Board of Trustees. In addition, the District Counsel reviews all legal documents and represents the District in matters involving litigation.

## Executive Department Budget Highlights:

- **Net Expenditures** increased \$23,100 (5.10%) over last fiscal year.
- **Salaries and Benefits** increased \$23,100 (5.10%) over last fiscal year.
  - Includes a 3% COLA increase for staff and potential merit increases.
- **Organizational Expenditures** no changes over last fiscal year.

# EXECUTIVE DEPARTMENT BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2023-2024 Actual	FY 2024-2025 Actual	FY 2025-2026 Adopted	FY 2025-2026 Estimated Actual	FY 2026-2027 Proposed
<b>SALARIES AND BENEFITS</b>						
6500-100	Salaries - Exempt	258,979.86	282,984.60	305,459.76	305,459.76	325,593.36
6501-100	Salaries - Non Exempt	-	-	-	-	-
6503-100	Salaries - Vacation	5,398.80	8,124.60	8,818.80	8,818.80	9,392.40
6504-100	Salaries - Holiday	-	-	-	-	-
6505-100	Salaries - Sick Pay	1,799.60	1,975.60	2,115.80	2,115.80	2,180.80
6507-100	Medicare	3,952.30	4,318.95	4,587.64	4,587.64	4,888.86
6510-100	Cafeteria Benefit	19,925.62	16,484.18	37,200.00	37,200.00	37,200.00
6515-100	CalPERS Classic Normal Cost	-	-	-	-	-
6516-100	CalPERS PEPRA Normal Cost	18,872.82	21,077.59	24,314.64	24,314.64	25,819.56
6512-100	DM 457 Contribution	5,260.34	7,869.22	8,802.00	8,802.00	9,323.54
6513-100	DM Car Allowance	5,500.00	6,000.00	6,000.00	6,000.00	6,000.00
	<b>Total Salaries and Benefits</b>	<b>319,689.34</b>	<b>348,834.74</b>	<b>397,298.64</b>	<b>397,298.64</b>	<b>420,398.52</b>
<b>ORGANIZATIONAL EXPENDITURES</b>						
6601-100	Board Expenses	29,713.65	29,934.77	40,000.00	40,000.00	40,000.00
6602-100	Branded Apparel	62.88	814.62	500.00	500.00	500.00
6617-100	Professional Development	-	43.17	500.00	500.00	500.00
6619-100	Travel, Meetings and Conferences	13,179.59	7,350.23	15,000.00	20,000.00	15,000.00
	<b>Total Organizational Expenditures</b>	<b>42,956.12</b>	<b>38,142.79</b>	<b>56,000.00</b>	<b>61,000.00</b>	<b>56,000.00</b>
	<b>Net Expenditures</b>	<b>362,645.46</b>	<b>386,977.53</b>	<b>453,298.64</b>	<b>458,298.64</b>	<b>476,398.52</b>

# ADMINISTRATIVE SERVICES DEPARTMENT OVERVIEW

The Administrative Services Department is responsible for a number of the District's administrative functions, including finance, human resources, payroll, and risk management. Financial activities consists of budget preparation, accounting, investments, audits, accounts payables and receivables: administering petty cash; deferred compensation programs; and ensuring government accounting requirements and standards.

Human Resources coordinates the recruitment and hiring of District staff; administers employee benefits, coordinates employee relations and unemployment issues; maintains employee files; processes District vehicle incident claims; and administers the District's Personnel Rules and Regulations.

Insurance activities involve processing, resolving and settling claims against the District, as well as claims the District has against others. The District is a member of a self-insurance pool (Vector Control Joint Powers Authority) made up of approximately 40 other California vector control districts. This organization helps administer and manage employment, workers compensation, liability, collision, property and other claims against the District.

The Administration Department is comprised of the Director of Administrative Services, Human Resources Analyst, and Accounting Specialist who support staff with the day-to-day administrative duties and processes for the District. The Accounting Specialist position is currently being contracted out and duties completed by a consultant. Two (2) Customer Service Representatives provide assistance and guidance to the residents of the San Gabriel Valley.

## Administrative Services Department Budget Highlights:

- **Net Expenditures** increased \$25,742 (5.05%) over last fiscal year.
- **Salaries and Benefits** increased \$25,742 (5.05%) over last fiscal year.
  - Includes a 3% COLA increase for staff and potential merit increases.
- **Organizational Expenditures** no changes over last fiscal year.

# ADMINISTRATIVE SERVICES DEPARTMENT BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2023-2024 Actual	FY 2024-2025 Actual	FY 2025-2026 Adopted	FY 2025-2026 Estimated Actual	FY 2026-2027 Proposed
<b>SALARIES AND BENEFITS</b>						
6500-200	Salaries - Exempt	149,920.35	209,722.30	234,878.76	234,878.76	148,663.32
6501-200	Salaries - Non Exempt	100,305.72	104,083.48	112,230.00	112,230.00	202,566.78
6502-200	Salaries - Overtime	1,691.53	264.65	1,500.00	1,500.00	1,500.00
6503-200	Salaries - Vacation	23,717.26	10,831.99	7,708.80	7,708.80	17,436.24
6504-200	Salaries - Holiday	6,534.47	7,252.26	8,094.24	8,094.24	14,153.58
6505-200	Salaries - Sick Pay	11,309.66	9,185.50	6,167.04	6,167.04	9,675.60
6507-200	Medicare	4,380.87	5,200.26	5,334.70	5,334.70	5,665.09
6510-200	Cafeteria Benefit	38,646.07	44,012.12	74,400.00	74,400.00	74,400.00
6515-200	CalPERS Classic Normal Cost	17,740.76	14,893.57	16,939.80	16,939.80	18,596.76
6516-200	CalPERS PEPR Normal Cost	9,281.44	17,020.30	18,564.60	18,564.60	18,902.16
	<b>Total Salaries and Benefits</b>	<b>363,528.13</b>	<b>422,466.43</b>	<b>485,817.94</b>	<b>485,817.94</b>	<b>511,559.53</b>
<b>ORGANIZATIONAL EXPENDITURES</b>						
6602-200	Branded Apparel	157.20	-	500.00	500.00	500.00
6604-200	Computer Software	11,964.14	15,086.52	16,500.00	16,500.00	16,500.00
6616-200	Printing and Reproduction	-	-	500.00	500.00	500.00
6617-200	Professional Development	-	833.26	500.00	500.00	500.00
6619-200	Travel, Meetings and Conferences	3,249.89	2,477.57	6,000.00	6,000.00	6,000.00
	<b>Total Organizational Expenditures</b>	<b>15,371.23</b>	<b>18,397.35</b>	<b>24,000.00</b>	<b>24,000.00</b>	<b>24,000.00</b>
	<b>Net Expenditures</b>	<b>378,899.36</b>	<b>440,863.78</b>	<b>509,817.94</b>	<b>509,817.94</b>	<b>535,559.53</b>

# OPERATIONS DEPARTMENT OVERVIEW

The Operations Department is responsible for implementing mosquito and vector control prevention strategies in the field. Long-term mosquito prevention is accomplished by incorporating Integrated Vector Management methodologies, which uses a combination of applied field techniques involving physical, chemical, and biological control methods. The Operations Department is also responsible for the management, repair, and maintenance of the District's facility and fleet.

Responsibilities of operational field staff include the inspection and treatment of neglected pools and ponds, channels, underground storm drains, spreading basins, rivers, flood channels, street gutters, and other urban mosquito breeding sources. They also work with city officials and other public agencies to improve infrastructure and communicate public health threats.

The Operations Department is comprised of the Director of Operations, fourteen (14) Vector Control Specialists and eleven (11) seasonal employees who perform mosquito prevention and management during the peak months. One (1) Data Analyst supports all aspects of the operation through the extraction and analysis of information. One (1) Maintenance Coordinator provides maintenance, fleet, and facility oversight. One (1) Limited Term Vector Control Technician was added to support Eaton Burn Area response efforts.

## Operations Department Budget Highlights:

- **Net Expenditures** increased \$33,632 (1.10%) over last fiscal year.
- **Salaries and Benefits** increased \$128,432 (5.06%) over last fiscal year.
  - Includes a 3% COLA increase for staff and potential merit increases.
  - One additional seasonal position (Extra Help Vector Control Technician) was added to support anticipated emergency response efforts.
  - One benefited limited term position (Limited Term Vector Control Technician) was added to support Eaton Burn Area response efforts.
- **Organizational Expenditures** decreased \$94,800 (-18.59%) over last fiscal year.
  - *Pesticides* decreased \$90,000 (50%) within the Operations budget, primarily due to a \$36,000 reallocation to the Surveillance Department and elevated expenditures in the prior fiscal year. Does not reflect a proportional reduction in overall pesticide needs.
  - *Safety Supplies* decreased \$2,000 (-26.67%) due to reduced anticipated supply needs.
  - *Facility Maintenance* decreased \$6,000 (-6.98%) due to reduced anticipated facility maintenance needs.
  - *Work Boots* increased \$700 (12.73%) to support additional seasonal staff.
  - *Uniforms* increased \$2,500 (16.67%) due to the reallocation of uniform costs from the Surveillance Department to Operations Department. Does not reflect an increase in overall budget.

# OPERATIONS DEPARTMENT BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2023-2024 Actual	FY 2024-2025 Actual	FY 2025-2026 Adopted	FY 2025-2026 Estimated Actual	FY 2026-2027 Proposed
<b>SALARIES AND BENEFITS</b>						
6500-300	Salaries - Exempt	135,435.69	138,239.20	144,481.92	144,481.92	148,875.48
6501-300	Salaries - Non Exempt	1,029,897.92	1,204,887.85	1,239,707.34	1,239,707.34	1,300,482.08
6502-300	Salaries - Overtime	55,933.84	83,415.85	70,000.00	70,000.00	70,000.00
6503-300	Salaries - Vacation	96,913.30	93,742.47	108,390.30	108,390.30	119,599.04
6504-300	Salaries - Holiday	67,950.19	78,283.66	90,098.82	90,098.82	97,300.98
6505-300	Salaries - Sick Pay	71,725.10	63,663.29	80,007.54	80,007.54	86,836.42
6506-300	Salaries - Extra Help	180,975.57	198,338.90	295,864.08	295,864.08	315,132.56
6507-300	Medicare	25,534.64	28,683.97	33,546.44	33,546.44	35,452.00
6510-300	Cafeteria Benefit	174,745.89	205,618.90	312,600.00	312,600.00	320,350.00
6515-300	CalPERS Classic Normal Cost	55,097.32	59,832.09	63,453.12	63,453.12	66,114.60
6516-300	CalPERS PEPR Normal Cost	77,761.97	90,876.20	87,709.92	87,709.92	94,857.29
6508-300	Social Security	7,934.49	7,816.65	14,513.76	14,513.76	13,804.56
	<b>Total Salaries and Benefits</b>	<b>1,979,905.92</b>	<b>2,253,399.03</b>	<b>2,540,373.24</b>	<b>2,540,373.24</b>	<b>2,668,805.01</b>
<b>ORGANIZATIONAL EXPENDITURES</b>						
6602-300	Branded Apparel	1,283.86	1,106.47	2,000.00	2,000.00	2,000.00
6604-300	Computer Software	24,865.99	26,367.66	30,000.00	30,000.00	30,000.00
6617-300	Professional Development	-	690.00	1,000.00	1,000.00	1,000.00
6619-300	Travel, Meetings and Conferences	4,187.22	5,617.71	10,000.00	10,000.00	10,000.00
6623-300	Aerial Operations	27,146.88	26,886.88	30,000.00	30,000.00	30,000.00
6624-300	Gasoline	60,411.45	49,557.48	68,000.00	68,000.00	68,000.00
6625-300	Operations Supplies	3,219.68	10,067.25	8,000.00	8,000.00	8,000.00
6626-300	Pesticides	93,705.99	224,211.35	180,000.00	180,000.00	90,000.00
6627-300	Pool Notifications	4,458.89	9,358.53	12,000.00	12,000.00	12,000.00
6628-300	Safety Supplies	3,734.88	10,253.35	7,500.00	7,500.00	5,500.00
6629-300	Equipment Maintenance	2,551.53	3,078.56	3,000.00	3,000.00	3,000.00
6630-300	Facility Maintenance	67,557.72	89,409.57	86,000.00	86,000.00	80,000.00
6631-300	Grounds Maintenance	1,581.16	1,298.37	2,000.00	2,000.00	2,000.00
6632-300	Vehicle Maintenance	55,626.84	56,257.94	50,000.00	50,000.00	50,000.00
6633-300	Work Boots	4,268.80	5,451.09	5,500.00	5,500.00	6,200.00
6634-300	Uniforms	12,993.59	13,867.51	15,000.00	15,000.00	17,500.00
	<b>Total Organizational Expenditures</b>	<b>367,594.48</b>	<b>533,479.72</b>	<b>510,000.00</b>	<b>510,000.00</b>	<b>415,200.00</b>
	<b>Net Expenditures</b>	<b>2,347,500.40</b>	<b>2,786,878.75</b>	<b>3,050,373.24</b>	<b>3,050,373.24</b>	<b>3,084,005.01</b>

# SURVEILLANCE DEPARTMENT OVERVIEW

The Surveillance Department is responsible for the surveillance of disease-carrying insects and occurrences of vector-borne diseases, data management and analysis, as well as technical and data advisory support to develop programs and direct District resources. The disease surveillance program serves as an early warning system in the detection of mosquito-borne viruses that can infect people and animals. Testing for the presence of viruses and pathogens in mosquitoes and wild birds helps identify disease transmission before human cases occur. Additionally this testing systems provides a proficiency check to our current control methodology and allows insight into necessary changes.

The Surveillance Department is comprised of the Director of Scientific Services, one (1) Vector Ecologist, one (1) Assistant Vector Ecologist, and two (2) Vector Control Specialist I's who monitor mosquito populations and environmental evidence of arbovirus transmission to aid in efficiently targeting operational and communications efforts. One (1) Limited Term Extra Help Vector Control Technician was added to support Eaton Burn Area response efforts. The Surveillance department has established a proactive surveillance system to serve the communities of the District.

The Vector Ecologist is involved in developing control and monitoring strategies for both native and invasive mosquito species. They are responsible for conducting studies to improve mosquito treatment efficacy and monitoring for pesticide resistance. The Assistant Vector Ecologist is charged with the day to day activities of the surveillance staff and ensuring goals set by the Director of Scientific Programs are met. The team set traps weekly for arbovirus surveillance and performs additional surveillance in areas of emerging disease transmission.

## Surveillance Department Budget Highlights:

- **Net Expenditures** increased \$69,104 (9.35%) over last fiscal year.
- **Salaries and Benefits** increased \$35,604 (5.25%) over last fiscal year.
  - Includes a 3% COLA increase for staff and potential merit increases.
  - One seasonal position (Extra Help Vector Control Technician) was eliminated and reallocated to the Communications Department.
  - One benefited limited term position (Limited Term Vector Control Technician) was added to support Eaton Burn Area response efforts.
- **Organizational Expenditures** increased \$33,500 (54.92%) over last fiscal year.
  - A new \$36,000 *Pesticides* budget line item was added to support the Sterile Insect Technique (SIT) initiative, funded through a reallocation from the Operations Department pesticide budget. Does not reflect a proportional increase in the overall pesticide budget.
  - *Uniforms* decreased \$2,500 due to the reallocation of uniform costs from the Surveillance Department to the Operations Department and elimination of the department budget line item. Does not reflect a reduction in overall District budget.
  - *State Certification* decreased \$2,500 (25%) due to reduced anticipated certification costs.

# SURVEILLANCE DEPARTMENT BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2023-2024 Actual	FY 2024-2025 Actual	FY 2025-2026 Adopted	FY 2025-2026 Estimated Actual	FY 2026-2027 Proposed
<b>SALARIES AND BENEFITS</b>						
6500-400	Salaries - Exempt	120,828.44	128,108.20	143,336.16	143,336.16	148,275.48
6501-400	Salaries - Non Exempt	259,712.19	273,907.46	306,415.02	306,415.02	343,916.06
6502-400	Salaries - Overtime	874.45	1,387.13	1,500.00	1,500.00	1,500.00
6503-400	Salaries - Vacation	15,673.92	11,916.07	18,630.24	18,630.24	22,218.24
6504-400	Salaries - Holiday	15,499.74	17,167.21	21,786.66	21,786.66	26,322.66
6505-400	Salaries - Sick Pay	8,490.09	11,847.04	15,476.90	15,476.90	18,139.44
6506-400	Salaries - Extra Help	-	9,032.38	27,637.36	27,637.36	-
6507-400	Medicare	6,081.11	6,715.69	8,192.94	8,192.94	8,068.92
6510-400	Cafeteria Benefit	52,220.04	57,522.25	93,000.00	93,000.00	100,750.00
6515-400	CalPERS Classic Normal Cost	-	-	-	-	-
6516-400	CalPERS PEPR Normal Cost	30,593.47	34,802.10	40,026.72	40,026.72	44,128.27
6508-400	Social Security	-	188.69	1,713.52	1,713.52	-
	<b>Total Salaries and Benefits</b>	<b>509,973.45</b>	<b>552,594.22</b>	<b>677,715.52</b>	<b>677,715.52</b>	<b>713,319.07</b>
<b>ORGANIZATIONAL EXPENDITURES</b>						
6602-400	Branded Apparel	3,973.70	-	500.00	500.00	500.00
6604-400	Computer Software	-	-	500.00	500.00	500.00
6617-400	Professional Development	-	116.33	500.00	500.00	500.00
6619-400	Travel, Meetings and Conferences	3,018.15	10,552.24	10,000.00	10,000.00	10,000.00
6626-400	Pesticides	-	-	-	36,000.00	36,000.00
6635-400	Arbovirus Testing Supplies	11,207.84	20,100.33	22,000.00	22,000.00	22,000.00
6636-400	Mosquito Fish Supplies	716.72	1,200.81	2,500.00	2,500.00	2,500.00
6637-400	State Certification	1,190.00	5,935.00	10,000.00	10,000.00	7,500.00
6638-400	Surveillance Supplies	11,324.92	16,787.35	15,000.00	15,000.00	15,000.00
	<b>Total Organizational Expenditures</b>	<b>31,431.33</b>	<b>54,692.06</b>	<b>61,000.00</b>	<b>97,000.00</b>	<b>94,500.00</b>
	<b>Net Expenditures</b>	<b>541,404.78</b>	<b>607,286.28</b>	<b>738,715.52</b>	<b>774,715.52</b>	<b>807,819.07</b>

# COMMUNICATIONS DEPARTMENT OVERVIEW

The Communications Department mission is to increase transparency and credibility through multi-media dialogue in order to engage and motivate internal, local, regional, statewide, and nationwide stakeholders to take action and become public health agents of change in their communities and in San Gabriel Valley.

Education activities and campaigns conducted by the Communications Department range from hyper-local targeting to the regional level. Department staff will regularly collaborate with other public health partners and organizations to increase reach and awareness.

The Communications Department is comprised of the Director of Communications, two (2) Education Specialists, one (1) Communications Specialist, and one (1) Outreach Assistant who provide outreach to nearly 2 million residents within the District. One (1) Limited Term Outreach Assistant was added to support Eaton Burn Area response efforts. Two (2) seasonal Extra Help Outreach Assistants were added to support enhanced community outreach initiatives.

Our outreach services include community presentations, school presentations, coordinating and staffing event booths, delivering brochures, meeting community and elected officials, and maintaining communications with community partners. The demand for our services continues to grow as more stakeholders request in-person participation, virtual presentations, and online content that staff produces in-house.

## Communications Department Budget Highlights:

- **Net Expenditures** increased \$83,510 (10.80%) over last fiscal year.
- **Salaries and Benefits** increased \$83,510 (10.80%) over last fiscal year.
  - Includes a 3% COLA increase for staff and potential merit increases.
  - One additional seasonal position (Extra Help Outreach Assistant) was reallocated from the Surveillance Department, resulting in a total of two seasonal positions in the Communications Department to support enhanced community outreach initiatives.
  - One benefited limited term position (Limited Term Outreach Assistant) was added to support Eaton Burn Area response efforts.
- **Organizational Expenditures** remained flat overall over last fiscal year, with internal reallocations to support program needs.
  - *Branded Apparel* increased \$100 (20%) due to additional department staffing.
  - *Computer Software* increased \$1,000 (13.33%) due to increased subscription and licensing costs.
  - *Website and Email Services* increased \$3,000 (42.86%) to support the EcoHealth website transition.
  - These increases were offset by reductions in *Travel, Meetings, and Conferences, Education Program, and Media Production*.

# COMMUNICATIONS DEPARTMENT BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2023-2024 Actual	FY 2024-2025 Actual	FY 2025-2026 Adopted	FY 2025-2026 Estimated Actual	FY 2026-2027 Proposed
<b>SALARIES AND BENEFITS</b>						
6500-500	Salaries - Exempt	91,969.46	130,259.20	143,936.16	143,936.16	148,875.48
6501-500	Salaries - Non Exempt	280,584.95	284,203.90	303,376.02	303,376.02	322,635.62
6502-500	Salaries - Overtime	3,447.86	51.93	1,500.00	1,500.00	1,500.00
6503-500	Salaries - Vacation	23,241.34	20,494.06	22,070.28	22,070.28	28,381.68
6504-500	Salaries - Holiday	17,702.47	19,102.92	21,305.34	21,305.34	25,415.46
6505-500	Salaries - Sick Pay	12,337.74	22,594.42	18,000.34	18,000.34	21,204.23
6506-500	Salaries - Extra Help	-	7,757.40	27,637.36	27,637.36	59,158.72
6507-500	Medicare	6,392.51	7,266.51	8,228.36	8,228.36	9,780.53
6510-500	Cafeteria Benefit	61,957.77	55,993.67	93,000.00	93,000.00	100,750.00
6515-500	CalPERS Classic Normal Cost	11,214.53	12,583.46	13,250.88	13,250.88	13,631.88
6516-500	CalPERS PEPR Normal Cost	24,591.27	29,257.70	31,775.40	31,775.40	34,302.43
6508-500	Social Security	-	949.59	1,713.52	1,713.52	3,667.84
	<b>Total Salaries and Benefits</b>	<b>533,439.90</b>	<b>590,514.76</b>	<b>685,793.66</b>	<b>685,793.66</b>	<b>769,303.87</b>
<b>ORGANIZATIONAL EXPENDITURES</b>						
6602-500	Branded Apparel	465.43	444.73	500.00	500.00	600.00
6604-500	Computer Software	2,780.90	5,508.79	7,500.00	7,500.00	8,500.00
6616-500	Printing and Reproduction	8,520.66	10,555.32	10,500.00	10,500.00	10,500.00
6617-500	Professional Development	-	747.09	500.00	500.00	500.00
6619-500	Travel, Meetings and Conferences	6,336.61	9,335.13	11,000.00	11,000.00	10,000.00
6639-500	Advertising	16,724.21	22,374.88	30,000.00	30,000.00	30,000.00
6640-500	Communication Supplies	8,345.71	7,915.54	8,000.00	8,000.00	8,000.00
6641-500	Education Program	12,261.38	10,151.03	10,000.00	10,000.00	7,500.00
6642-500	Event Participation	1,205.17	165.00	1,000.00	1,000.00	1,000.00
6643-500	Media Production	809.56	1,575.11	1,800.00	1,800.00	1,200.00
6644-500	Website and Email Services	6,477.02	5,517.68	7,000.00	7,000.00	10,000.00
	<b>Total Organizational Expenditures</b>	<b>63,926.65</b>	<b>74,290.30</b>	<b>87,800.00</b>	<b>87,800.00</b>	<b>87,800.00</b>
	<b>Net Expenditures</b>	<b>597,366.55</b>	<b>664,805.06</b>	<b>773,593.66</b>	<b>773,593.66</b>	<b>857,103.87</b>

# NON-DEPARTMENTAL OVERVIEW

## Non-Departmental Budget Highlights:

- **Net Expenditures** increased \$594,196 (31.79%) over last fiscal year.
- **Salaries and Benefits** decreased \$28,804 (-3.74%) over last fiscal year.
  - *Retiree Health Insurance* increased \$2,000 (3.45%) due to anticipated premium costs.
  - *CalPERS Classic Unfunded Liability* decreased \$20,804 (-12.38%) due to reduced required contributions.
  - *CalPERS Additional Discretionary Payments (ADP)* decreased \$10,000 (2.78%) reflecting a reduction in discretionary contributions based on funding strategy.
- **Organizational Expenditures** increased \$643,000 (62.49%) over last fiscal year.
  - A new *Contract Services: Prop 218 Initiative* \$608,000 budget line item was added to support the upcoming Prop 218 process:
    - This includes \$308,000 for a contracted survey phase and \$300,000 for public relations and paid media efforts.
  - *Employee Recognition and Engagement* increased \$2,000 (33.33%) due to additional staffing and service award costs.
  - *Fees and Assessments* increased \$5,000 (4.76%) due to anticipated fees and assessments costs.
  - *Electric Utilities Services* increased \$3,000 (17.65%) due to anticipated utility costs.
  - *VCIPA Workers' Compensation Insurance* increased \$25,000 (17.25%) due to anticipated premium costs.
- **Capital Outlay** decreased \$20,000 (-28.57%) over last fiscal year.
  - \$50,000 has been designated for one (1) replacement vehicle.

# NON-DEPARTMENTAL BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2023-2024 Actual	FY 2024-2025 Actual	FY 2025-2026 Adopted	FY 2025-2026 Estimated Actual	FY 2026-2027 Proposed
<b>SALARIES AND BENEFITS</b>						
6509-600	Unemployment Insurance	18,854.51	20,000.00	20,000.00	20,000.00	20,000.00
6511-600	Group Term Life Insurance	4,865.44	6,000.00	6,000.00	6,000.00	6,000.00
6514-600	Tuition Reimbursement	6,000.00	8,000.00	8,000.00	8,000.00	8,000.00
6517-600	Retiree Health Insurance	39,705.63	55,000.00	58,000.00	58,000.00	60,000.00
6518-600	CalPERS - Unfunded Liability	115,719.00	136,444.00	168,038.00	115,671.00	147,234.00
6520-600	CalPERS - ADP	470,215.00	696,708.00	360,000.00	360,000.00	350,000.00
6522-600	CalPERS Post Retirement - OPEB	50,000.00	150,000.00	150,000.00	150,000.00	150,000.00
	<b>Total Salaries and Benefits</b>	<b>705,359.58</b>	<b>1,072,152.00</b>	<b>770,038.00</b>	<b>717,671.00</b>	<b>741,234.00</b>
<b>ORGANIZATIONAL EXPENDITURES</b>						
6600-600	Bank Charges	17,642.31	14,279.84	23,000.00	23,000.00	23,000.00
6603-600	Computer Hardware	18,012.15	22,054.50	30,000.00	30,000.00	30,000.00
6604-600	Computer Software	79,179.36	34,523.31	40,000.00	40,000.00	40,000.00
6605-600	Emergency Response	-	109,182.23	100,000.00	100,000.00	100,000.00
6606-600	Employee Recognition and Engagement	3,271.90	4,883.70	6,000.00	6,000.00	8,000.00
6607-600	Equipment Leases	21,011.24	23,382.91	23,000.00	28,000.00	23,000.00
6608-600	Fees and Assessments	100,258.35	102,161.59	105,000.00	105,000.00	110,000.00
6609-600	Field Communications	33,545.01	42,404.91	50,000.00	50,000.00	50,000.00
6610-600	Internet Services	11,197.50	6,809.78	20,000.00	20,000.00	20,000.00
6611-600	Membership Dues	31,767.58	29,237.58	40,000.00	50,000.00	40,000.00
6612-600	Misceallaneous Expenses	25.00	821.83	3,000.00	5,000.00	3,000.00
6613-600	Office Supplies	7,715.14	4,512.90	9,000.00	9,000.00	9,000.00
6614-600	Phone Services	17,147.79	13,342.59	25,000.00	25,000.00	25,000.00
6615-600	Postage	9,914.57	1,489.23	2,000.00	2,000.00	2,000.00
6618-600	Recruitments	5,415.70	6,618.53	6,500.00	6,500.00	6,500.00
6620-600	Electric Utility Services	36,505.16	39,243.44	17,000.00	40,000.00	20,000.00
6621-600	Gas Utility Services	2,442.89	2,594.57	4,300.00	4,300.00	4,300.00
6622-600	Water Utility Services	1,757.58	1,754.41	2,600.00	2,600.00	2,600.00
6649-600	Contract Services: Prop 218 Initiative	-	-	-	-	608,000.00
6650-600	Contract Services: Assessment Administration	19,914.18	21,125.00	25,000.00	25,000.00	25,000.00
6651-600	Contract Services: Auditor/Actuarial	23,230.00	14,770.00	26,000.00	26,000.00	26,000.00
6652-600	Contract Services: Bookkeeping	15,673.77	13,281.25	17,000.00	17,000.00	17,000.00
6653-600	Contract Services: Information Technology	41,594.26	59,131.44	60,000.00	60,000.00	60,000.00
6654-600	Contract Services: Investment Advisory	-	8,858.32	10,000.00	10,000.00	10,000.00
6655-600	Contract Services: Legal	31,767.58	35,555.77	50,000.00	50,000.00	50,000.00
6656-600	Other Contract Services	5,053.77	-	5,000.00	5,000.00	5,000.00
6660-600	Insurance: VCJPA Automobile	2,832.00	6,431.00	8,000.00	7,000.00	8,000.00
6661-600	Insurance: VCJPA General Fund	3,726.00	3,891.00	5,000.00	5,000.00	5,000.00
6662-600	Insurance: VCJPA Liability	118,087.00	108,825.00	145,000.00	130,000.00	145,000.00
6663-600	Insurance: VCJPA Property	20,008.00	12,505.00	21,000.00	13,000.00	21,000.00
6664-600	Insurance: VCJPA Workers' Comp	112,417.00	104,617.00	145,000.00	168,000.00	170,000.00
6665-600	Other Insurance	1,268.22	1,369.52	5,500.00	5,500.00	5,500.00
	<b>Total Organizational Expenditures</b>	<b>792,381.01</b>	<b>849,658.15</b>	<b>1,028,900.00</b>	<b>1,067,900.00</b>	<b>1,671,900.00</b>
<b>CAPITAL OUTLAY</b>						
8000-600	Capital Outlay - General	40,836.00	700,000.00	70,000.00	70,000.00	50,000.00
	<b>Net Expenditures</b>	<b>1,538,576.59</b>	<b>2,621,810.15</b>	<b>1,868,938.00</b>	<b>1,855,571.00</b>	<b>2,463,134.00</b>

# CAPITAL OUTLAY SUMMARY

<u>ACCOUNT CLASSIFICATION</u>	<u>FY 2023-2024 Actual</u>	<u>FY 2024-2025 Actual</u>	<u>FY 2025-2026 Adopted</u>	<u>FY 2025-2026 Estimated Actual</u>	<u>FY 2026-2027 Proposed</u>
<b>OPERATING FUND</b>					
Capital Outlay	21,519.34	700,000.00	70,000.00	379,479.00	50,000.00
<b>Total Operating Fund</b>	<u>21,519.34</u>	<u>700,000.00</u>	<u>70,000.00</u>	<u>379,479.00</u>	<u>50,000.00</u>

**FY 2026-2027**

\$50,000 has been designated for one (1) replacement vehicle to be funded from Vehicle Replacement Reserve.

DRAFT

# RESERVES SUMMARY

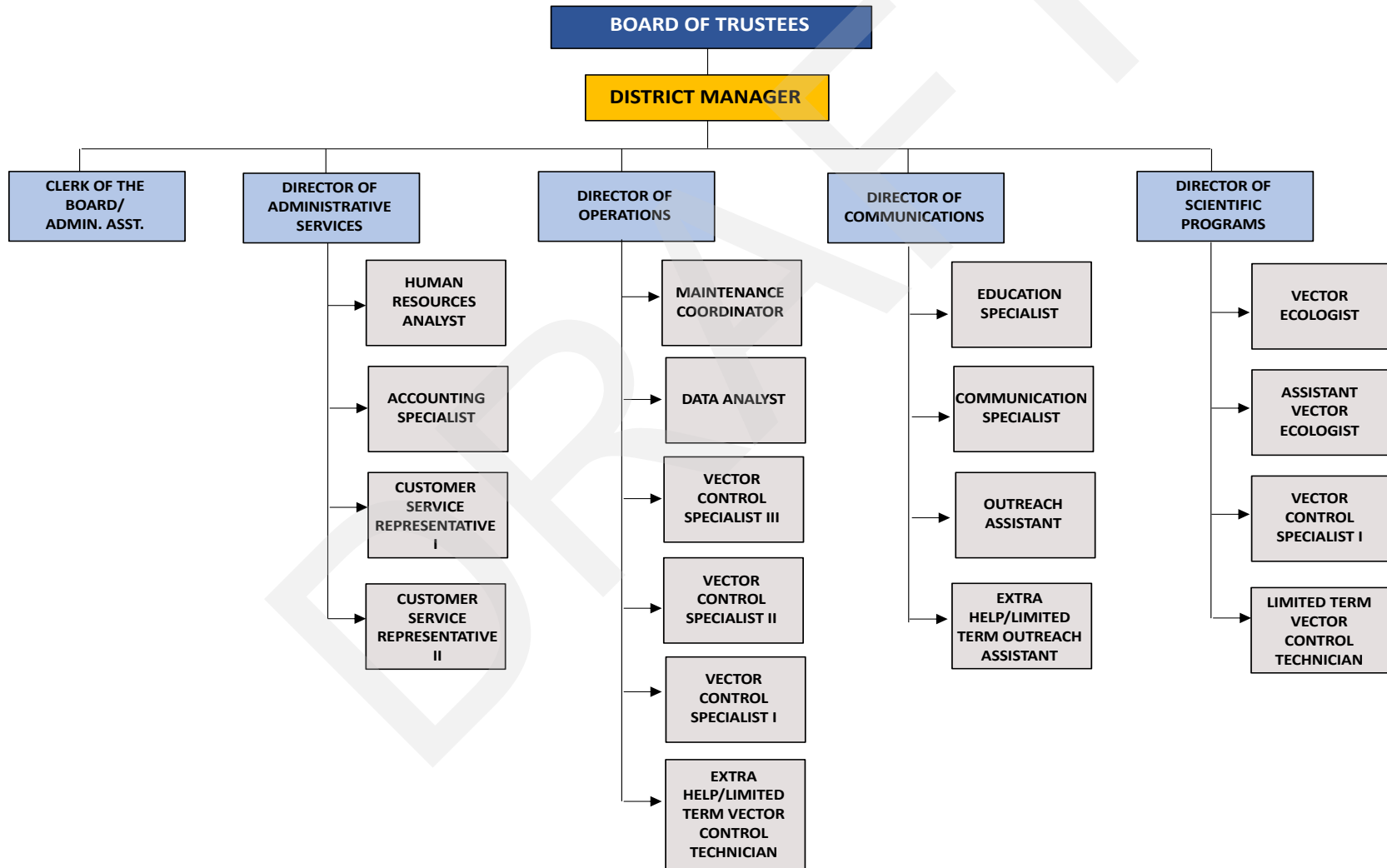
DESCRIPTION	FY 2023-2024 Actual	FY 2024-2025 Actual	FY 2025-2026 Adopted	FY 2025-2026 Estimated Actual	FY 2026-2027 Proposed
<b>DESIGNATED RESERVES</b>					
<b>PUBLIC HEALTH EMERGENCY</b>					
Balance	500,000.00	500,000.00	695,000.00	695,000.00	695,000.00
Transfers In	-	195,000.00	-	-	-
Transfers Out	-	-	-	-	-
<b>Net (Use of) Addition to Reserves</b>	<b>500,000.00</b>	<b>695,000.00</b>	<b>695,000.00</b>	<b>695,000.00</b>	<b>695,000.00</b>
<b>CAPITAL PROJECTS</b>					
Balance	300,000.00	325,000.00	325,000.00	325,000.00	325,000.00
Transfers In	25,000.00	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net (Use of) Addition to Reserves</b>	<b>325,000.00</b>	<b>325,000.00</b>	<b>325,000.00</b>	<b>325,000.00</b>	<b>325,000.00</b>
<b>PENSION LIABILITY</b>					
Balance	313,000.00	313,000.00	313,000.00	313,000.00	313,000.00
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net (Use of) Addition to Reserves</b>	<b>313,000.00</b>	<b>313,000.00</b>	<b>313,000.00</b>	<b>313,000.00</b>	<b>313,000.00</b>
<b>BUILDING/FACILITIES</b>					
Balance	85,000.00	110,000.00	110,000.00	110,000.00	110,000.00
Transfers In	25,000.00	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net (Use of) Addition to Reserves</b>	<b>110,000.00</b>	<b>110,000.00</b>	<b>110,000.00</b>	<b>110,000.00</b>	<b>110,000.00</b>
<b>VEHICLE REPLACEMENT</b>					
Balance	57,500.00	65,000.00	65,000.00	65,000.00	65,000.00
Transfers In	7,500.00	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net (Use of) Addition to Reserves</b>	<b>65,000.00</b>	<b>65,000.00</b>	<b>65,000.00</b>	<b>65,000.00</b>	<b>65,000.00</b>
<b>PROP 218 BALLOT INITIATIVE</b>					
Balance	-	-	690,000.00	690,000.00	1,179,923.00
Transfers In	-	690,000.00	489,923.00	489,923.00	-
Transfers Out	-	-	-	-	(335,000.00)
<b>Net (Use of) Addition to Reserves</b>	<b>-</b>	<b>690,000.00</b>	<b>1,179,923.00</b>	<b>1,179,923.00</b>	<b>844,923.00</b>
<b>STERILE INSECT TECHNIQUE</b>					
Balance	-	-	122,500.00	122,500.00	122,500.00
Transfers In	-	122,500.00	-	-	-
Transfers Out	-	-	-	-	-
<b>Net (Use of) Addition to Reserves</b>	<b>-</b>	<b>122,500.00</b>	<b>122,500.00</b>	<b>122,500.00</b>	<b>122,500.00</b>
<b>Total Designated Reserves</b>	<b>1,313,000.00</b>	<b>2,320,500.00</b>	<b>2,810,423.00</b>	<b>2,810,423.00</b>	<b>2,475,423.00</b>
<b>RESTRICTED RESERVES</b>					
<b>VCIPA MEMBER CONTINGENCY FUND</b>	<b>134,000.00</b>	<b>156,330.00</b>	<b>155,000.00</b>	<b>217,191.00</b>	<b>217,191.00</b>
<b>Total Restricted Reserves</b>	<b>134,000.00</b>	<b>156,330.00</b>	<b>155,000.00</b>	<b>217,191.00</b>	<b>217,191.00</b>
<b>GRAND TOTAL RESERVES</b>	<b>1,447,000.00</b>	<b>2,476,830.00</b>	<b>2,965,423.00</b>	<b>3,027,614.00</b>	<b>2,692,614.00</b>

# PERSONNEL SUMMARY

TITLES	FY 2023-2024 Actual	FY 2024-2025 Actual	FY 2025-2026 Actual	FY 2026-2027 Proposed
<b>EXECUTIVE (100)</b>				
District Manager	1	1	1	1
Clerk of the Board/Administrative Assistant	1	1	1	1
<b>Department Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>ADMINISTRATION (200)</b>				
Director of Administrative Services	1	1	1	1
Human Resources Analyst	1	1	1	1
Accounting Specialist	0	0	0	0
Customer Service Representative II	1	2	2	2
Customer Service Representative I	1	0	0	0
<b>Department Total</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>OPERATIONS (300)</b>				
Director of Operations	1	1	1	1
Maintenance Coordinator	1	1	1	1
Data Analyst	1	1	1	1
Vector Control Specialist III	2	2	2	2
Vector Control Specialist II	8	8	8	8
Vector Control Specialist I	4	4	4	4
Limited Term Vector Control Technician	0	0	1	1
<b>Department Total</b>	<b>17</b>	<b>17</b>	<b>18</b>	<b>18</b>
<b>SURVEILLANCE (400)</b>				
Director of Scientific Programs	1	1	1	1
Vector Ecologist	1	1	1	1
Assistant Vector Ecologist	1	1	1	1
Vector Control Specialist I	2	2	2	2
Limited Term Vector Control Technician	0	0	1	1
<b>Department Total</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>6</b>
<b>COMMUNICATIONS (500)</b>				
Director of Communications	1	1	1	1
Public Information Officer	0	0	0	0
Education Specialist	2	2	2	2
Communications Specialist	1	1	1	1
Outreach Assistant	1	1	1	1
Limited Term Outreach Assistant	0	0	1	1
<b>Department Total</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>6</b>
<b>TOTAL FULL TIME EMPLOYEES</b>	<b>33</b>	<b>33</b>	<b>36</b>	<b>36</b>
<b>SEASONALS</b>				
Extra Help Vector Control Technician (Operations)	10	8	10	11
Extra Help Vector Control Technician (Surveillance)	0	0	1	0
Extra Help Outreach Assistant	0	0	1	2
<b>TOTAL SEASONAL EMPLOYEES</b>	<b>10</b>	<b>8</b>	<b>12</b>	<b>13</b>
<b>TOTAL DISTRICT EMPLOYEES</b>	<b>43</b>	<b>41</b>	<b>48</b>	<b>49</b>

# ORGANIZATIONAL CHART

## San Gabriel Valley Mosquito & Vector Control District



THIS PAGE INTENTIONALLY LEFT BLANK



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

Date: May 8, 2026

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

Subject: Establishment of Ad Hoc Committee – Proposition 218 Process

Exhibit(s): None

### Background

The District is advancing a multi-year strategy to support a Proposition 218 benefit assessment measure, with a target of Fall 2027. Proposition 218 provides the legal framework for adjusting the District's current assessment through a property owner notification and ballot process.

In 2024, the Board of Trustees established an Ad Hoc Committee to evaluate options related to a potential assessment adjustment. The Committee met with SCI Consulting Group (SCI), reviewed funding strategies, and developed recommendations to guide the District's path forward. Upon completion of its charge, the Committee was dissolved.

The District is now transitioning from planning to implementation. Work with SCI is anticipated to resume in June, initiating the next phase of the Proposition 218 process.

### Discussion

The prior Ad Hoc Committee established a clear policy direction for the District. Re-establishing an Ad Hoc Committee will ensure continuity and provide focused Board oversight as the District advances implementation.

#### Previously Adopted Committee Recommendations:

1. Pursue a Proposition 218 ballot initiative to implement a new assessment to address rising costs associated with vector control services and vector-borne disease prevention.
2. Initiate assessment balloting in Fall 2027.
3. Consider a sole-source justification for SCI Consulting Group to manage the initiative.
4. Continue building reserves to support the initiative, with a goal of \$1.5 million in the 218 Ballot Initiative Designated Reserve Fund by the end of FY 2026/27.

The next phase will focus on executing these recommendations. The Ad Hoc Committee will work with staff and SCI to:

- Refine and implement the Proposition 218 timeline
- Oversee development of the Engineer's Report and proposed funding structure
- Guide public outreach and stakeholder engagement strategies
- Monitor financial planning and project expenditures
- Provide direction on key policy and implementation decisions

The Ad Hoc Committee will remain in effect through the conclusion of the Proposition 218 ballot process, at which time it will automatically dissolve. A five-member committee is recommended to ensure balanced representation and efficient decision-making.



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

### District Manager's Recommendation

- 1) Approve the formation of a five (5) member Ad Hoc Committee and appoint its members to oversee and provide direction to staff and consultants for the Proposition 218 process.

### Board Action:

- 1) The Board may Approve the formation of a five (5) member Ad Hoc Committee and appoint its members to oversee and provide direction to staff and consultants for the Proposition 218 process.

Submitted by:

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

Jason Farned  
District Manager



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

Date: May 8, 2026

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

Subject: Consider Revisions to Personnel Rules and Regulations Policies

Exhibit(s):  
 Exhibit 8A: Policy No. 07 – Policy and Complaint Procedure  
 Exhibit 8B: Policy No. 12 – Leave Provisions  
 Exhibit 8C: Policy No. 15 – Reasonable Accommodation & Interactive Process  
 Exhibit 8D: Policy No. 23 – Travel and Per Diem (Revised Policy)  
 Exhibit 8E: Policy No. 23 – Travel and Per Diem (Original Policy)

### Background

As part of the District's annual review of its Personnel Rules and Regulations, four (4) policies have been identified for revision to ensure legal compliance, incorporate updated statutory requirements and improve clarity and consistency.

Through the District's membership in the Liebert Cassidy Whitmore (LCW) Consortium, LCW assisted in reviewing and preparing the proposed revisions. The updates primarily reflect changes in California employment law and clarifications to District administrative procedures.

#### **1. Policy No. 07 – Policy and Complaint Procedure Against Harassment, Discrimination, and Retaliation**

Revisions clarify the scope of protections against discrimination, harassment, and retaliation, including protections related to perceived protected status, association, and protected activity. The revisions also reinforce the District's proactive approach to reviewing and investigating potential violations. Proposed changes are redlined throughout in Exhibit 8A.

#### **2. Policy No. 12 – Leave Provisions**

Revisions update leave provisions to reflect recent changes in leave law, including expanded protections for employees and family members affected by qualifying acts of violence and updates to family and medical leave provisions for consistency with applicable law. Minor revisions also improve clarity and consistency. Proposed changes are redlined throughout in Exhibit 8B.

#### **3. Policy No. 15 – Reasonable Accommodation and Interactive Process**

Revisions clarify the District's obligations regarding reasonable accommodation and the interactive process including expanded provisions for employees, or their family members, affected by qualifying acts of violence. Additional definitions and clarification of documentation and recertification requirements are included. Proposed changes are redlined throughout in Exhibit 8C.

#### **4. Policy No. 23 – Travel and Per Diem**

Revisions provide a comprehensive update to improve clarity regarding travel authorization, reimbursement, and compensation for non-exempt employees. The revisions also clarify the District's expectations and procedures related to travel administration and reimbursement practices. Due to the extent of the revisions, the policy is provided as a clean draft for readability, with the current policy included for reference. The proposed updated policy is provided in Exhibit 8D.

### Financial Impact

There are no fiscal impacts associated with these revisions.



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

### District Manager's Recommendation

The District Manager recommends approval of the revisions to the Personnel Rules and Regulations policies as proposed.

### Committee Recommendation

The Personnel & Policy Committee convened on April 10, 2026 and recommended approval of the revisions to the Personnel Rules and Regulations policies to the Board.

### Board Action:

1. The Board may approve revised Policy No. 07, Policy No. 12, Policy No. 15, and Policy No. 23.

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:** 07  
**Subject:** Policy and Complaint Procedure Against Harassment, Discrimination, and Retaliation  
**Category:** Personnel Rules and Regulations  
**Adopted:** 10/13/2023  
**Revision(s):** xx/xx/xxxx




---

**POLICY NO. 07 – POLICY AND COMPLAINT PROCEDURE AGAINST HARASSMENT,  
DISCRIMINATION, AND RETALIATION**

---

**Section 1. Introduction**

- A. The District is strongly committed to ~~prohibiting and~~ preventing harassment, discrimination, and retaliation in employmentthe workplace. The District encourages all individuals to immediately report any conduct that is believed to violate this Policy so that the District can investigate and take appropriate corrective action.

**Section 2. Policy**

- A. The District has zero tolerance for any conduct that violates this Policy. An individual's conduct need not rise to the level of a violation of law to violate this Policy. A single act can violate this Policy and provide grounds for discipline or other appropriate actions.
- B. This Policy covers the following individual: applicants for employment at the District; District employees regardless of rank or title; elected or appointed officials of the District; interns; volunteers; and contractors ("Covered Individuals").
- C. This Policy applies to all terms and conditions of employment, internships, and volunteer opportunities, including, but not limited to, selection, hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, compensation, and training.
- D. This Policy prohibits harassment and discrimination on the basis of race, religion, color, sex (including gender, gender identity, gender expression, transgender, pregnancy, and breastfeeding), national origin, ancestry, citizenship status, disability, medical condition, genetic characteristics or information, marital status, age, sexual orientation (including homosexuality, bisexuality, or heterosexuality), reproductive health decision making, military or veteran status, or any other classification protected under Federal or California law. Similarly, this policy prohibits retaliation against any individual who complains about actual or perceived discrimination or harassment (as defined in this policy), participates in an investigation of a complaint of discrimination and harassment, associates with a person who makes a complaint, or similar protected activity. This policy prohibits discrimination, harassment or retaliation for the following reasons: (1) an individual's protected classification; (2) the perception that an individual has a protected classification; or (3) the individual associates with a person who has or is perceived to have a protected classification.

E. This policy prohibits discrimination, harassment, and retaliation because of an individual's protected activity. Protected activity includes, but is not be limited to, the following activity: (1) making a request for an accommodation for a disability; (2) making a request for accommodation for religious beliefs; (3) making a complaint under this policy; (4) opposing violations of this policy; or (5) participating in an investigation under this policy.

E.F. Disciplinary action, up to and including termination of employment, or other appropriate action, will be instituted for any sustained finding of prohibited behavior.

### **Section 3. Harassment**

A. "Harassment" based on protected classification is sometimes referred to as "hostile work environment," harassment, but only where the acts of harassment are severe and pervasive. The District has a zero-tolerance policy which prohibits even a single act of harassment, and this is so the District can eliminate harassment before it rises to the level of a "hostile work environment."

Example of acts which can constitute harassment under this policy are as follows:

#### **1. Verbal Harassment**

a. Verbal harassment may include, but is not limited to, epithets, derogatory comments or slurs, implied or connotative meanings, jokes, threats of bodily harm, or any other discriminatory expression which are based on a protected class or protected activity. For example, verbal harassment might include inappropriate comments on appearance, including physical features or dress, or race-oriented jokes or stories.

#### **2. Visual Harassment**

a. Visual harassment may include, but is not limited to, written epithets, vulgar or derogatory comments and remarks, joke, threats of bodily harm, display of inappropriate or derogatory objects, emails, pictures, cartoons, or posters, or drawings concerning or related to a protected classification. For example, visual harassment may include an email joking about a co-worker's age, a racially based cartoon placed in an employee's work location, or comments of a sexual nature written on a poster.

#### **3. Physical Harassment**

a. Physical harassment may include, but is not limited to, assault, hitting, shoving, pushing, impeding or blocking movement, offensive touching, or any other form of physical contact, interference with normal work or movement or physical force, including the use of weapons, because of a person's protected classification. For example, physical harassment may include pinching, grabbing, patting, propositioning, leering, making explicit or implied job threats, or promises in return for submission to physical acts.

#### 4. Unwanted Sexual Advances – Sexual Harassment

It is unlawful to harass someone because of that person's sex.

Workplace sexual harassment occurs when:

- a. Submission to or rejection of requests for sexual favors and other acts of a sexual nature is a condition of employment; or
- b. Employment decisions are based on submission to or rejection of sexual advancement; or
- c. The conduct is intended to or actually does unreasonably interfere with the individual's work performance or creates an intimidating, hostile, or offensive working environment.

Sexual harassment may include, but is not limited to, unwanted sexual advances, requests for sexual favors or other sex-based verbal or physical acts, e.g., sexually suggestive letters or emails, leering, physical sexual gestures, jokes about sex or stories about sex acts, sexually degrading words used to describe the person, displaying sexually offensive pictures and objects, sexually offensive teasing, jokes, remarks, questions, threats, and insinuations. Sexual harassment may be committed by either gender, and may be committed against someone of the same gender.

#### Section 4. Discrimination

A. This policy prohibits treating a covered individual differently and adversely because of the individual's actual or perceived protected classification; because the individual associates with a person who is or is perceived to be a member of a protected classification; or because the individual participates in a protected activity as defined by this policy.

~~B. "Protected Classification" includes, race, religion, color, sex (including gender, gender identity, gender expression, transgender, pregnancy, and breastfeeding), national origin, ancestry, citizenship status, disability, medical condition, genetic characteristics or information, marital status, age, sexual orientation (including homosexuality, bisexuality, or heterosexuality), reproductive health decision making, military or veteran status, or any other basis protected under Federal and California law.~~

~~C. Protected activity includes, but is not limited to, the following activity:~~

- ~~1. Making a request for accommodation for a disability; or~~
- ~~2. Making a request for accommodation for religious beliefs; or~~
- ~~3. Making a complaint under this policy; or~~
- ~~4. Opposing violations of this policy; or~~
- ~~5. Participating in an investigation under this policy~~

D.B. Disparate or unequal treatment of a covered individual because of protected classification can occur in a variety of settings, including in hiring, promotion, evaluation, discipline, scheduling, and training opportunities. Supervisors and managers must make decisions regarding these and similar issues without regard to protected classifications.

## Section 5. Retaliation

- A. Retaliation occurs when there is an adverse action against a covered individual because of the individual's protected activity as defined in this policy.
- B. "Adverse action" may include, but is not limited to, the following actions:
1. Disciplinary action; or
  2. Counseling; or
  3. Taking sides because an individual has reported harassment or discrimination; or
  4. Spreading rumors about a complainant or about someone who supports or assists the complainant or who participates in an investigation; or
  5. Shunning or avoiding an individual who reports harassment or discrimination; or
  6. Making real or implied threats of intimidation to prevent or deter an individual from reporting harassment or discrimination.

## Section 6. Complaint Procedure

### A. Proactive Approach

1. The District takes a proactive approach to potential policy violations and will conduct an investigation if its supervisory or management employees become aware that harassment, discrimination or retaliation occurred or may be occurring, regardless of whether the recipient or third party reports a potential violation.

### A.B. Notification

- 1.2. A covered individual who reasonably believes they have been harassed, discriminated, or retaliated against should promptly notify and report, verbally or in writing, the facts of the incident(s) and the names of the individual(s) involved to their immediate supervisor, any supervisor, manager, or department head, and (separately) to the District's Human Resources Analyst. If the complaint is against the employee's immediate supervisor, then they must notify the Human Resources Analyst. Complaints of harassment, discrimination, or retaliation against a member of the Board of Trustees must be reported to the President of the Board of Trustees and the District Manager.

- 2.3. Employees who observe, hear, or learn of any harassment, discrimination or retaliation should inform their immediate supervisor or the Human Resources Analyst. Any supervisor, manager, or department head who observes, receives a complaint of harassment, discrimination, or retaliation, or is aware of harassment, discrimination, or

retaliation must promptly notify the Human Resources Analyst. Complaints of harassment, discrimination, or retaliation against the District Manager must be reported to the Chair of the Personnel Committee and/or the Human Resources Analyst.

~~3-4.~~ **ALL** complaints of harassment, discrimination, or retaliation will be taken seriously and will be investigated thoroughly, promptly, and confidentially.

~~B-C.~~ Initial Complaints

1. A covered individual who wishes to discuss personal thoughts and feelings or consider meetings to deal with incident(s) of harassment, discrimination, or retaliation may consult with the Human Resources Analyst.
2. When an initial complaint is received, the Human Resources Analyst will ask the complainant to define their perception of the problem and desired solution. The Human Resources Analyst will explain the rights involved and discuss potential solutions. The Human Resources Analyst may conduct an informal investigation and make every effort to resolve the problem informally.
3. The District reserves the right to treat initial complaints as formal complaints under this policy and/or to investigate potential incidents or harassment, discrimination, or retaliation and take action to satisfy its legal obligations.

~~C-D.~~ Formal Complaints

1. Formal complaints may be submitted in writing on forms prescribed by the District. A formal complaint may include the date and place of the alleged act, a detailed description of the incident, and the names of the person(s) alleged to be involved or have relevant knowledge.

~~D-E.~~ Formal Investigation

1. A formal investigation may be initiated to investigate a complaint of harassment, discrimination, or retaliation and it may include, without limitation, the following:
  - a. Providing the complainant with a timely response indicating that the complaint has been received and that a fair and thorough investigation will be conducted.
  - b. Conducting or retaining an investigator to conduct an impartial investigation.
  - c. Reviewing that factual information gathered through the investigation to reach a reasonable conclusion as to whether a violation of this policy occurred.
  - d. Timely submitting a report or summary of the findings of the investigation to appropriate persons. If discipline is imposed against the accused, the level of discipline will not be communicated to the complainant given the privacy rights all employees enjoy.
  - e. Taking responsible steps to protect the complainant from harassment, discrimination, or retaliation.

## Section 7. Confidentiality

- A. The District will make every possible effort to assure the confidentiality of complaints made under this policy. However, complete confidentiality cannot occur due to the need to fully investigate and the duty to take effective remedial action. As a result, the District will maintain confidentiality to the extent possible, i.e., the District will not disclose a completed investigation report except as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or court order.

## Section 8. Responsibilities

- A. The District's manager, supervisors, and department heads must ensure that the work environment is free from conduct which violates this policy by taking the following steps: ("Supervisor" means any individual having the authority, in the interest of the employer, to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to direct them, or to adjust their grievances, or effectively to recommend that action.)
1. Informing employees of this policy.
  2. Modeling appropriate behavior.
  3. Taking all steps necessary to prevent conduct prohibited by this policy from occurring.
  4. Receiving complaints in a fair and serious manner, and documenting steps taken to resolve complaints.
  5. Monitoring the work environment and taking immediate appropriate action to stop potential violations, such as removing inappropriate pictures or correcting inappropriate language.
  6. Reporting potential violations of this policy of which they become aware, regardless of whether a complaint has been submitted, in accordance with the notification protocols set forth in this policy.
  7. Participating in periodic training and scheduling employees for training to recognize harassment, discrimination, and retaliation.
- B. Each employee is responsible for:
1. Treating all employees and co-workers with respect and consideration.
  2. Modeling appropriate behavior.
  3. Participating in periodic training.
  4. Fully cooperating with the District's investigations by responding fully and truthfully to all questions posed during the investigation.

5. Maintaining the confidentiality of any investigation that the District conducts as instructed.
6. Reporting any act they believe in good faith constitutes conduct that is prohibited under this policy.

### **Section 9. Option to Report to Outside Administrative Agencies**

- A. Covered individuals may report harassment, discrimination, or retaliation to the Equal Employment Opportunity Commission (EEOC) or the California Civil Rights Department (CRD). The nearest office locations can be found on the website of either agency or employees can check the posters that are in employer bulletin boards for office locations and telephone numbers.

### **Section 10. Dissemination of Policy**

- A. All employees shall receive a copy of this policy upon hire. The policy may be updated from time to time and redistributed with a form for the employee to sign and return acknowledging that the employee has received, read, and understands this policy.

THIS PAGE INTENTIONALLY LEFT BLANK

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

**Policy Number:** 12  
**Subject:** Leave Provisions  
**Category:** Personnel Rules and Regulations  
**Adopted:** 10/13/2023  
**Revision(s):** xx/xx/xxxx




---

**POLICY NO. 12 – LEAVE PROVISIONS**


---

**Section 1. Sick Leave****A. Accumulation of Sick Leave**

1. For the purpose of this Section, each bi-weekly pay period for which a full-time employee receives their full bi-weekly salary shall be considered the equivalent of eighty (80) scheduled paid hours.
2. During the first three (3) years of employment, regular and limited-term full-time and part-time employees shall earn 2.77 hours of sick leave with pay each bi-weekly pay period.
3. After an employee has been paid for three (3) years of employment exclusive of overtime hours, regular and limited-term full-time employees shall earn 3.7 hours of sick leave with pay each bi-weekly pay period.
4. Sick leave earned shall be added to the employee's sick leave account upon the completion of the pay period. Nonetheless, sick leave is accrued on a pro rate basis for each hour worked.
5. Full time employees may carry over sick leave from year to year. No accrual limit applies.
6. All part-time and extra help employees who work 30 or more days within a year from the commencement of employment with the District shall receive five (5) days or forty (40) hours of paid sick leave, whichever is greater, at the beginning of each 12-month period under the front load method. Any unused and applied paid sick leave will not carry over year to year.

**B. Permitted Uses of Sick Leave**

1. Sick Leave may only be applied to:
  - a. An absence necessitated by employee's personal illness, injury, or disability due to pregnancy or childbirth.
  - b. Medical and dental office appointments when absence during working hours for this purpose is authorized by the District.

- c. The diagnosis, care, or treatment of an existing health condition, or for preventive care for an employee or the employee's family member ("family member" includes the employee's child, parent, parent-in-laws, spouse, registered domestic partner, grandparent, grandchild, sibling, or designated person.)
- d. If the employee or their family member ("family member" includes the employee's child, parent, grandparent, grandchild, sibling, spouse, domestic partner, or designated person) is victim of
  - i. Domestic violence;
  - ii. Sexual assault;
  - iii. Stalking; or
  - iv. An act, conduct, or pattern of conduct that includes any of the following:
    - (a) An individual causing bodily injury or death to another individual;
    - (b) An individual exhibiting, drawing, brandishing, or using a firearm, or other dangerous weapon, with respect to another individual; or
    - (c) An individual using or making a threat, whether actual or perceived, to use, force against another individual to cause physical injury or death.
- v. In addition, an employee who is a victim or has a family member who is a victim of a qualifying act of violence for any of the following purposes:
  - (a) To obtain or attempt to obtain any relief for the family member, including but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the family member.
  - (b) To seek, obtain, or assist a family member to seek or obtain, medical attention for or to recover from injuries caused by a qualifying act of violence.
  - (c) To seek, obtain, or assist a family member to seek or obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of a qualifying act of violence.
  - (d) To seek, obtain, or assist a family member to seek or obtain psychological counseling or mental health services related to an experience of a qualifying act of violence.
  - (e) To participate in safety planning or take other actions to increase safety from future qualifying acts of violence.
  - (f) To relocate or engage in the process of securing a new residence due to the qualifying act of violence, including, but not limited to, securing temporary or permanent housing or enrolling children in a new school or childcare.
  - (g) To provide care to a family member who is recovering from injuries caused by a qualifying acts of violence.

(h) To seek, obtain, or assist a family member to seek or obtain civil or criminal legal services in relation to the qualifying acts of violence.

(i) To prepare for, participate in, or attend any civil, administrative, or criminal legal proceeding related to the qualifying act of violence.

~~(d)~~(j) To seek, obtain, or provide childcare or care to a care-dependent adult if the childcare or care is necessary to ensure the safety of the child or dependent adult as a result of the qualifying acts of violence.

- e. Illness while on paid vacation shall be charged to sick leave rather than vacation only under the following conditions:
- i. The illness or injury precludes the effective use of vacation and prevents the employee from performing their normal duties.
  - ii. The employee shall notify their supervisor within four (4) calendar days of the beginning of the illness or prior to the end of their vacation leave, whichever is sooner, to request that their illness on vacation be charged to sick leave.
  - iii. The District shall not be obligated to extend the vacation beyond the original scheduled ending date.
  - iv. Upon return to work, the employee may be required to furnish the District with a certificate signed by a licensed physician or registered nurse stating the nature of the medical condition and the period of disablement.

#### C. Prohibited Use of Sick Leave

1. Sick Leave shall not be applied to absences other than those listed above.

#### D. General Provisions

1. In any use of sick leave, an employee's account shall be charged to the nearest quarter hour.
2. An employee may be required to furnish a certificate issued by a licensed physician or registered nurse or other satisfactory evidence of illness, injury, medical condition, or medical or dental office calls when the District has notified the employee in advance of such a requirement or when the employee has been under the care of a physician.
3. An employee shall be required to furnish a certificate issued by a licensed physician or registered nurse if three (3) or more consecutive days (or 24 hours) of sick leave pay are charged. An employee absent due to personal illness, injury, or disability for two (2) weeks or more shall be required to furnish a release to "return-to-work" from the health care provider stating the employee is able to resume work with or without restrictions.
4. Any conditions or restrictions placed on an employee's use of sick leave apply also to sick leave used because of a serious illness of an immediate family member and for care of an ill child, parent, registered domestic partner or spouse.

5. Upon official retirement from District service, the employee shall be compensated for accumulated sick leave not to exceed 240 hours at fifty percent (50%) of the employee's current rate of pay. In order to receive payment for accumulated sick leave upon retirement, the employee must be at least 50 years of age and have worked for the District with no break in service for a minimum of five (5) years.
6. If an employee dies due to a work-related injury while in the employ of the District, their survivors shall receive payment for all accumulated sick leave not to exceed 240 hours at one hundred percent (100%) of the employee's current rate of pay.
7. Upon separation from District service for reasons other than retirement or death, no employee shall be paid for any accumulated sick leave.
8. The rate of pay for sick leave will be based on the employee's hourly wage and paid at the employee's regular rate of pay. Paid sick time is not considered hours worked for purposes of overtime compensation.
9. The District will provide paid sick days upon the oral or written request of an employee.
10. Employees who are denied use of their paid sick leave for one of the reasons listed above should contact their supervisor for an individualized review. Employees will not be subject to retaliation or discrimination for requesting or using paid sick leave.

## **Section 2. Cash Out Program**

- A. On an annual basis and pursuant to the requirements stated below, eligible employees may elect to receive payment of accrued sick leave at the end of the following year. Eligible employees may elect to cash out up to a maximum of forty (40) sick leave hours at fifty percent (50%) of current rate of pay, by submitting an irrevocable leave cash out election form to the Human Resource Analyst or designee no later than December 10. Employees must maintain one hundred twenty (120) hours of sick leave to be eligible for the sick leave cash out program. The leave hours identified in the irrevocable leave cash out election form to be cashed out shall be deducted from sick leave hours accrued in the following calendar year and shall be paid out in the first pay period of December of the following calendar year at fifty percent (50%) rate of the employee's base hourly rate of pay at the time of cash out. The remaining unused sick leave shall remain in the sick leave bank. At the time of cash out in December of the following year, if the employee has less sick leave hours in the sick leave bank than the amount identified in the irrevocable leave cash out form, then the amount of sick leave remaining in the sick leave bank shall be cashed out.
- B. The irrevocable leave cash out election form is available in the Human Resources Department. Once the employee submits the leave cash out election form, the form is final and irrevocable, and the employee may not make any changes to it. Employees who do not submit irrevocable leave cash out election forms by December 10 will have been deemed to have elected to forgo participation in the annual sick leave cash out program. Late irrevocable leave cash out election forms will not be accepted.

- C. In addition to annual sick leave cash out, an employee shall be entitled to make one written request per calendar year to the District Manager for a cash-out of accrued sick leave for one of the following reasons: Declaration of local emergency, catastrophic medical emergency, or military leave. Such request must be submitted on the emergency leave cash out form and must be reviewed by the District Manager to determine eligibility. Authorization of emergency cash out request shall be at the discretion of the District Manager.

### **Section 3. Bereavement Leave**

- A. Upon request, regular, limited term, or probationary employees shall receive necessary time off with pay, not to exceed five (5) days in any one (1) instance, to arrange for or attend a funeral of a member of their immediate family. For purposes of this Section, immediate family shall mean father, father-in-law, mother, mother-in-law, stepparent, brother, sister, spouse, registered domestic partner, child, stepchild, grandparent, grandchild, daughter-in-law, son-in-law, or legal guardian. Bereavement leave need not be taken in consecutive days, but the bereavement leave must be completed within three months of the date of death of the family member.

### **Section 4. Authorized Leave Without Pay**

#### **A. District Leave**

1. A regular, limited-term, seasonal, or probationary employee may request a District Leave without pay for a period not to exceed fifteen (15) calendar days. The granting of such leave shall be at the discretion of the District Manager except in cases where Official Leave has been authorized pursuant to *Section 4.B*, and *Section 9.A*, below. The District Manager may require that all accumulated compensatory time be used prior to granting of District Leave. The use of earned vacation prior to the obtaining of District Leave shall be at the option of the employee. If the short-term leave request is in relation to a disability accommodation, then the leave will be determined through the interactive process on a case-by-case basis without the aforementioned restrictions.

#### **B. Official Leave of Absence**

1. Upon request, a regular, limited-term, seasonal, or probationary employee may be granted an Official Leave of Absence without pay for instances where the employee is not entitled to any legally protected leave. The granting of such leave shall be at the discretion of the District Manager and, if granted, shall not exceed four (4) months except as provided in 2., below. Such leave may be authorized only after an employee's completion of a District Leave and after all compensatory and vacation accruals have been applied toward payment of the absence.
2. An Official Leave of Absence may be extended for an additional two (2) months at the discretion of the District Manager. If the District Manager denies the extension of such leave, provision of 4, below shall not apply.

3. An employee shall give notice two (2) weeks prior to the date they want to return to work. If an employee does not give the two (2) week notice prior to the date they want to return to work, the District shall not be required to return the employee to work until the employee gives such notice; however, the District may waive the notice or reduce the notice period at its discretion.
4. An Official Leave shall not be credited toward continuous service.
5. If the Official Leave request is in relation to a disability accommodation, then the leave will be determined through the interactive process on a case-by-case basis without the aforementioned restrictions.

### C. Family and Medical Leave

1. The District provides family and medical care leave for eligible employees as required by federal and state law. Employees who misuse or abuse family and medical care leave may be disciplined, up to and including termination. Employees who fraudulently obtain or use California Family Rights Act ("CFRA") leave are not protected by the CFRA's job restoration or maintenance of health benefits provisions.
2. This policy is supplemented by the Federal Family and Medical Leave Act ("FMLA"), and the CFRA. Unless otherwise stated in this policy, "Leave" means leave pursuant to the FMLA and CFRA. Unless otherwise provided by law, the District will run each employee's FMLA and CFRA leaves concurrently.

~~The California Family Rights Act (CFRA) provides eligible employees the opportunity to take unpaid, job-protected leave for certain specified reasons.~~ The maximum amount of leave employees may use under this policy is twelve (12) weeks within a twelve (12) month period. For more information regarding leave under this policy, employees should contact human resources.

3.
  - a. To be eligible for leave under the FMLA/CFRA, an employee must:
    - i. Have been employed by the District for at least 12 months; and
    - ii. Have worked for the District at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of leave;
    - iii. For FMLA leave eligibility, the District directly employs at least 50 full or part-time employees within a 75-mile radius for each working day during each of 20 or more calendar workweeks in the current or preceding calendar year. The workweeks do not have to be consecutive. The phrase "current or preceding calendar year" refers to the calendar year in which the employee requests the leave or the calendar year preceding this request.-
  - b. CFRA leave may be taken by eligible employees for the following reasons:

- i. The birth of a child or to care for a newborn of an employee;~~To care for or bond with a newborn child.~~
- ii. The placement of a child with an employee in connection with the adoption or foster care of a child;
- iii. Leave to care for a child, parent, or spouse who has a serious health condition;~~To care for or bond with a child placed with the employee and/or the employee's registered domestic partner for adoption or foster care. To care for a spouse, parent, registered domestic partner, child, sibling, grandparent, grandchild, parent-in-law, or any Designated Person with a serious health condition.~~
- ii.iv. Under the CFRA only, leave is permitted to care for a domestic partner, grandparent, grandchild, parent-in-law, sibling, or any Designated Person, who has a serious health condition. Leave for this purpose does not apply to FMLA leave and will not run concurrently with leave under the FMLA.
- iii.v. Because of the employee's serious health condition that makes the employee unable to perform any one or more essential functions of their job ~~(except for pregnancy, which is covered under Pregnancy Disability Leave and does not run concurrently with CFRA).~~
- vi. Leave for a variety of "qualifying exigencies" arising out of the fact that an employee's spouse, child, parent, or domestic partner is on active duty or call to active-duty status in the National Guard or Reserves in support of a contingency operation.
- iv.vii. Under the CFRA only, leave for a variety of "qualifying exigencies" arising out of the fact that an employee's domestic partner is on active duty or call to active-duty status in the National Guard or Reserves in support of a contingency operation. Leave for this purpose does not apply to FMLA leave and will not run concurrently with leave under the FMLA; or
- v.viii. Leave to care for a spouse, child, parent, or "next of kin" who is a covered service member of the U.S. Armed Forces who has a serious injury or illness: incurred in the line of duty while on active military duty; or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces. This leave can run up to 26 weeks of unpaid leave during a single twelve (12) month period.

c. Definitions

- i. Serious Health Condition means an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider, and either prevents the employee from performing the functions of his or her job or prevents the qualified family member from participating in school or other daily activities. Subject to

certain conditions, the continuing-treatment requirement includes an incapacity of more than three full calendar days and two visits to a health care provider, or one visit to a health care provider and a continuing regimen of care; an incapacity caused by a chronic condition or permanent or long-term conditions; or absences due to multiple treatments. Other situations may also meet the definition of “continuing treatment.”

- ii. Domestic Partner means another adult with whom the employee has chosen to share their life in an intimate and committed relationship of mutual caring and with whom the employee has filed a Declaration of Domestic Partnership with the Secretary of State, and who meets the criteria specified in California Family Code section 297. A legal union formed in another state that is substantially equivalent to the California domestic partnership is also sufficient.
- iii. Family Member for FMLA leave means an employee’s child, parent, and spouse. for CFRA leave means an employee’s child, parent, parent-in-law, spouse, domestic partner, grandchild, grandparent, and sibling.
- iv. Grandchild means a child of the employee’s child.
- v. Grandparent means a parent of the employee’s parent.
- vi. Child means a child, including a child who is 18 years of age or older who is capable of self-care. An employee’s child means a biological, adopted, foster, stepchild, legal ward, a child of a domestic partner, or a person to whom the employee stands in loco parentis. Under the FMLA, “child” means a child under the age of 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee’s child is one for whom the employee has actual day-to-day responsibility for care, and includes a biological, adopted, foster or step-child. A child is “incapable of self-care” if he/she requires active assistance or supervision to provide daily self-care in three or more of the activities of daily living or instrumental activities of daily living, such as caring for grooming and hygiene, bathing, dressing and eating, cooking, cleaning shopping, taking public transportation, paying bills, maintaining a residence, or using telephones and directories.
- vii. Parent means the biological parent of an employee or an individual who stands or stood in loco parentis (in place of a parent) to an employee when the employee was a child. This term does not include parents-in-law.
- viii. Sibling means a person related to the employee by blood, adoption, or affinity through a common legal or biological parent.
- ix. Parent-in-law means the parent of a spouse or domestic partner of the employee.
- x. Designated Person means any individual related by blood or whose association with the employee is the equivalent of a family relationship. The designated

person may be identified by the employee at the time the employee requests the leave. An employer may limit an employee to one designated person per twelve (12) month period for family care and medical leave.

xi. Health Care Provider means

- (a) A doctor of medicine or osteopathy who is authorized to practice medicine or surgery in the State of California;
- (b) An individual duly licensed as a physician, surgeon, or osteopathic physician or surgeon in another state or jurisdiction, including another country, which directly treats or supervises treatment of a serious health condition;
- (c) A podiatrist, dentist, clinical psychologist, optometrist, or chiropractor (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by x-ray to exist) authorized to practice in California and performing within the scope of their practice as defined under California State law;
- (d) A nurse practitioner or nurse-midwife or a clinical social workers who is authorized to practice under California State law and who are performing within the scope of their practice as defined under California State law;
- (e) A Christian Science practitioner listed with the First Church of Christ, Scientist in Boston, Massachusetts; and
- (f) Any health care provider from whom an employer or group health plan's benefits manager will accept certification of the existence of a serious health condition to substantiate a claim for benefits.

xii. Serious Health Condition means an illness, injury impairment, or physical or mental condition that involves:

- (a) Inpatient Care in a hospital, hospice, or residential medical care facility, including any period of incapacity (e.g., inability to work or perform other regular daily activities due to the serious health condition, treatment involved, or recovery therefrom). A person is considered "inpatient" when a health care facility admits them to the facility with the expectation that they will remain at least overnight, even if it later develops that such person can be discharged or transferred to another facility, and does not actually remain overnight; or
- (b) Continuing treatment by a health care provider: A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:
  - (i) A period of incapacity (i.e., inability to work, or perform other regular daily activities) due to serious health condition of more than three consecutive calendar days; and
  - (ii) Any subsequent treatment or period of incapacity relating to the same condition, that also involves:
    1. Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision by a health care provider,

- or by a provider of health care services (e.g., a physical therapist) under orders of, or on referral by a health care provider; or
2. Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider. This includes, for example, a course of prescription medication or therapy requiring special equipment to resolve or alleviate the health condition. If the medication is over the counter, and can be initiated without a visit to a health care provider, it does not constitute a regimen of continuing treatment.
- (iii) Any period of incapacity due to pregnancy or for prenatal care. Note that pregnancy is a “serious health condition” only under the FMLA. Under California law, an employee disabled by pregnancy is entitled to pregnancy leave.
- (iv) Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
1. Requires periodic visits for treatment by a health care provider, or by a nurse or physician’s assistant under direct supervision of a health care provider;
  2. Continues over an extended period of time (including recurring episodes of a single underlying condition); and
  3. May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.). Absences for such incapacity qualify for leave even if the absence lasts only one day.
- (v) A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by health care provider.
- (vi) A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by health care provider.
- x-~~xiii~~. Covered Active Duty means: (1) in the case of a member of a regular component of the Armed Forces, duty during deployment of the member with the Armed Forces to a foreign country; or (2) in the case of a member of the reserve component of the Armed Forces, duty during the deployment of members of the Armed Forces to a foreign country under a call or order to active duty under certain specified provisions.
- ~~xi~~-xiv. Covered Service Member means: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or

(2) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

d. The Twelve (12) Month Measurement Period

i. The District uses the “rolling” twelve (12) month period measured backward from the date an employee uses any FMLA/CFRA leave and continuous with each additional leave day taken.

e. FMLA/CFRA Leave will run Concurrently

i. If an employee takes a leave of absence for any purpose which also qualifies under the FMLA and CFRA, the District will designate that leave as running concurrently with the employee’s 12-week FMLA and/or CFRA leave entitlement.

e.f. Intermittent or Reduced-Schedule Leave

- i. Eligible employees may take FMLA/CFRA leave in a single block of time, intermittently (in separate blocks of time), or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member. Intermittent leave to bond with a new child must be taken in two-week increments, with a shorter duration allowed on two occasions.
- ii. Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt District’s operations. Intermittent leave is permitted in intervals of at least one hour or at the same intervals as provided in District’s [sick leave, vacation, or paid-time-off] policy, whichever increments are smaller.

f.g. Substitution of Paid Accrued Leaves

- i. Although family and medical care leave is unpaid, an employee may elect or the District will require an employee to concurrently use all paid accrued leaves during family and medical care leave as described below.
- ii. Employee’s Right to Use Paid Accrued Leave Concurrently with FMLA/CFRA Leave.
  - (a) An employee may use any earned or accrued paid leave except sick leave for all or part of any unpaid family and medical care leave. An employee is entitled to use sick leave concurrently with family and medical care leave for the employee’s own serious health condition or that of the employee’s parent, parent-in-law, spouse, domestic partner, child, grandparent, grandchild, sibling, or designated person.

iii. District's Right to Require an Employee to Use Paid Leave When Using FMLA/CFRA Leave.

(a) Employees must use and exhaust their accrued leaves concurrently with FMLA/CFRA leave to the same extent that employees have the right to use their accrued leaves concurrently with family and medical care leave with two exceptions:

(i) Employees are not required to use paid leave during leave pursuant to a disability plan that pays a portion of the employee's salary while on leave unless the employee agrees to use paid leave to cover the unpaid portion of the disability leave benefit; and

(ii) An employee must agree to use leave from the employee's accrued sick leave to care for a child, parent, spouse or domestic partner, grandparent, grandchild, sibling, or designated person.

(b) Employees are not required to use vacation leave prior to an employee's receipt of Family Temporary Disability Insurance benefits.

g.h. Maintenance of Health Benefits

i. If employees and/or their families participate in the District's group health plan, the District will maintain coverage during FMLA/CFRA leave on the same terms as if employees had continued to work. If applicable, employees must make arrangements to pay their share of health plan premiums while on unpaid leave. In some instances, District may recover premiums it paid to maintain health coverage or other benefits for employees and/or their families. Use of FMLA/CFRA leave will not result in the loss of any employment benefit that accrued prior to the start of leave under this policy. Employees should consult the applicable plan document for information regarding eligibility, coverage, and benefits.

h.i. Procedures

i. When seeking leave under this policy, employees must provide the following to Human Resources:

(a) Thirty (30) days' notice of the need to take CFRA leave if the need for leave is foreseeable or notice as soon as practicable in the case of unforeseeable leave and in compliance with District's normal call-in procedures, absent unusual circumstances.

(b) Medical certification supporting the need for leave due to a serious health condition affecting the requesting employee or an immediate family member within fifteen (15) calendar days of District's request for the certification (additional time may be permitted in some circumstances). Failure to do so

may result in delay of the commencement of leave or denial of a leave request.

- (c) If the District has a good faith, objective reason to doubt the validity of a certification for the employee's serious health condition, the District may require a medical opinion of a second health care provider chosen and paid for by the District. If the second opinion is different from the first, the District may require the opinion of a third provider jointly approved by the District and the employee but paid for by the District. The opinion of the third provider will be binding. The District must provide the employee with a copy of the second and third medical opinions, where applicable, without cost, upon the request of the employee.
- (d) Periodic reports as deemed appropriate during the leave regarding the employee's status and intent to return to work.
- (e) A return-to-work release before returning to work if the leave was due to the employee's serious health condition, which made the employee unable to perform their job.

#### h.j. Employer Responsibilities

- i. To the extent required by law, District will inform employees whether they are eligible for leave under FMLA/CFRA. Should employees be eligible for ~~CFRA~~ leave, District will provide them with a notice that specifies any additional information required, as well as their rights and responsibilities. District will also inform employees if leave will be designated as FMLA/CFRA-protected and, to the extent possible, note the amount of leave counted against employees' leave entitlement. If employees are not eligible for FMLA/CFRA leave, District will provide a reason for ineligibility.

#### j.k. Reinstatement

- i. Upon returning from FMLA/CFRA leave, employees will typically be restored to their original position or to an equivalent position with equivalent pay, benefits and other employment terms and conditions, in accordance with applicable law. Under the CFRA, the District may not deny reinstatement to a "key" employee (i.e., an employee who is among the highest paid 10 percent of all employed by the District within 75 miles of the worksite) during or upon the expiration of CFRA leave.

#### k.l. Failure to Return After ~~CFRA~~ Leave

- i. If an employee fails to return to work as scheduled after ~~CFRA~~ leave or if an employee exceeds the 12-week ~~CFRA~~ entitlement, the employee will be subject to District's other applicable leave of absence, accommodation, and attendance policies. This may result in termination if the employee has no other District-

provided leave available that applies to the continued absence, to the extent permitted by applicable law. Likewise, following the conclusion of the CFRA leave, District's obligation to maintain the employee's group health plan benefits ends (subject to any applicable COBRA rights).

m. Parents Both Employed by the District

i. If both married parents of a child, adoptee, or foster child are employed by the District and are entitled to bonding leave:

(a) The aggregate number of workweeks of FMLA leave to which both may be entitled may be limited to twelve (12) workweeks during any twelve (12) month period; and

(b) Each married parent is entitled to take twelve (12) workweeks of CFRA leave during any twelve (12) month period.

ii. If both married parents of a covered service member are employed by the District and are entitled to leave to care for a covered service member, the aggregate number of workweeks of leave to which both may be entitled is limited to 26 work weeks during the twelve (12) month period. This limitation does not apply to any other type of leave under this policy.

~~i. Parents Both Employed by the District~~

~~i. If both married parents of a child, adoptee, or foster child are employed by the District and are entitled to bonding leave:~~

~~(a) Each married parent is entitled to take twelve (12) workweeks of CFRA leave during any twelve (12) month period.~~

D. Pregnancy Disability Leave

1. California law protects women who are pregnant from employment discrimination and allows them to take time off work for their pregnancy, childbirth, and related medical conditions. Women employed with the District are entitled to unpaid pregnancy disability leave (PDL) for up to the number of hours she would normally work within four calendar months (one-third of a year or 17 1/3 weeks) from the date of hire for disability due to pregnancy, childbirth, and related medical conditions. For a full-time employee who works 40 hours per week, "four months" means 693 hours of leave entitlement, based on 40 hour per week times 17 1/3 weeks. An employee who works less than 40 hours per week will receive a pro rata or proportional amount of leave.
2. Leave may be taken intermittently or on a reduced work schedule when medically advisable, as determined by the health care provider of the employee. The leave may be taken at any time she is disabled during or after the pregnancy and does not need to be taken all at once. A woman also is considered "disabled by pregnancy" if she is suffering from severe "morning sickness" or needs to be off for prenatal care. PDL may not be used for baby bonding.

3. If possible, the employee is required to give 30 days' advance notice of the need to take PDL. If 30 days' notice is not possible due to a change in circumstances or a medical emergency, the employee must give notice as soon as practicable. An employee shall be required to furnish medical certification PDL. The request for pregnancy disability leave must be supported by a written certification from the attending physician stating that: (1) the employee is disabled from working by pregnancy, childbirth, or a related medical condition; (2) the date on which the employee became disabled by pregnancy, childbirth, or a related medical condition; and (3) the estimated duration or end date of the leave.
4. An eligible employee who is granted PDL will be guaranteed reinstatement upon expiration of the pregnancy disability leave to her original position or to a position with same or comparable duties and pay and at the same or comparable geographic location, except as provided in *Section 4.D.9*, below. If upon return from leave an employee is unable to perform the essential functions of her job because of a physical or mental disability, the District will initiate an interactive process with the employee in order to identify a potential reasonable accommodation in accordance with these Policies. The employee shall retain the same seniority as they had at the time of starting leave and shall be reinstated to any benefits previously provided without any new qualification period.
5. FMLA leave shall run concurrently with PDL. While on FMLA leave, health and dental/vision insurance premiums of covered employees shall be paid by the District while the employee is on PDL. Taking PDL may be a qualifying event for COBRA purposes. However, the employee may continue to be covered by health and dental/vision insurance by paying the District the full premium by the first of the coverage month.
6. Any employee on PDL shall use all accrued sick leave first. At the option of the employee, vacation leave or compensatory time may be used once all accrued sick leave has been used. The use of sick leave, vacation leave, or compensatory time does not extend the length of the PDL.
7. Employees on unpaid PDL shall not earn sick leave or vacation leave. Employees shall earn sick leave and vacation leave for each paid hour of vacation leave, compensatory time, and sick leave used. The use of sick leave, vacation leave, and compensatory time shall be used for credit for seniority. PDL used during a probationary period shall extend the length of the probationary period by the length of the leave.
8. If a holiday falls during PDL, the day is counted as PDL. Employees receive pay for holidays if the employee is paid for all or a portion of both the regularly scheduled working assignment immediately prior to a holiday and the regularly scheduled working assignment immediately after that holiday.
9. The District may refuse to reinstate the employee if:
  - a. The employee would not otherwise have been employed in her same position at the time reinstatement is requested for legitimate business reasons unrelated to the employee taking a pregnancy disability leave, such as a layoff; or

- b. Preserving the job duties for the employee would substantially undermine the employer's ability to operate the business safely and efficiently.

#### E. Leave For Reproductive Loss

1. The District provides employees who have been employed at least 30 calendar days with Reproductive Loss Leave, in the event of a "Reproductive Loss Event". "Reproductive Loss Event" means the day or, for a multiple-day event, the final day of a Failed Adoption, Failed Surrogacy, Miscarriage, Stillbirth, or an Unsuccessful Assisted Reproduction, as those terms are defined below:
  - "Failed Adoption" means the dissolution or breach of an adoption agreement with the birth mother or legal guardian, or an adoption that is not finalized because it is contested by another party. This event applies to a person who would have been a parent of the adoptee if the adoption had been completed.
  - "Failed Surrogacy" means the dissolution or breach of a surrogacy agreement, or a failed embryo transfer to the surrogate. This event applies to a person who would have been a parent of a child born as a result of the surrogacy.
  - "Miscarriage" means a miscarriage by a person, by the person's current spouse or domestic partner, or by another individual if the person would have been a parent of a child born as a result of the pregnancy.
  - "Stillbirth" means a stillbirth resulting from a person's pregnancy, the pregnancy of a person's current spouse or domestic partner, or another individual, if the person would have been a parent of a child born as a result of the pregnancy that ended in stillbirth.
  - "Unsuccessful Assisted Reproduction" means an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure. This event applies to a person, the person's current spouse or domestic partner, or another individual, if the person would have been a parent of a child born as a result of the pregnancy.
2. Reproductive Loss Leave may be taken for up to five (5) days per Reproductive Loss Event. Reproductive Loss Leave is not required to be taken consecutively, but such leave must be taken within three (3) months of the Reproductive Loss Event, with the exception that, if an employee is on California Family Rights Act ("CFRA") leave, Pregnancy Disability Leave ("PDL"), or another leave protected by state or federal law at the time of or immediately following the Reproductive Loss Event, the employee may use Reproductive Loss Leave within three (3) months of the end date of the other protected leave.

3. If an employee experiences more than one Reproductive Loss Event within a 12-month period, the District will provide Reproductive Loss Leave up to a maximum of 20 days within a 12-month period.
4. Reproductive Loss Leave is unpaid, but employees may elect to use accrued paid leaves, such as sick leave, personal leave, or vacation in order to provide for their compensation while on Reproductive Loss Leave.
5. The District will maintain the confidentiality of any employee who requests to use or uses Reproductive Loss Leave, and the District will not disclose such information other than to internal personnel on a need-to-know basis, or as required by law.

#### F. General Provisions

1. Except as described in *subsections 4.C and D*, above, a request for a leave of absence shall be made in writing and shall state specifically the reason for the request, the date when it is desired to begin the leave of absence, and the probable date of return.
2. A request for leave of absence without pay shall normally be initiated by the employee, but may be initiated by the employee's section only where the employee is unable to initiate such action.
3. Employees on leave of absence without pay shall not earn sick or vacation leave, or credit towards seniority, nor shall the leave of absence count as time towards completing a probationary period.

### Section 5. School Related Leave

#### A. School or Licensed Day Care Activity Leave

1. Any employee who is a parent, guardian, stepparent, foster parent, grandparent, or person who stands in loco parentis to one or more children who are in kindergarten or grades 1 through 12, or who are in a licensed child care facility, shall be allowed up to forty (40) hours each school year, not to exceed eight hours in any calendar month of the school year, to: participate in activities of their child's school or licensed child care facility; find, enroll, or reenroll a child in a school or with a licensed child care provider; or to pick up a child due to a child care provider or school emergency. The employee must provide reasonable advance notice to their supervisor of the planned absence. The leave is unpaid unless the employee uses vacation, personal leave, or compensatory time off. The employee must provide documentation from the school or licensed childcare facility as verification that the employee participated in school or childcare facility activities on a specific date and at a particular time. If both parents, guardians, or grandparents having custody work for the District at the same District work site, only the first parent requesting will be entitled to leave under this provision.

#### B. Child Suspension Leave

1. Any employee who is the parent or guardian of a child in grades 1 through 12 may take time off to go to the child's school in response to a request from the child's school, if the employee gives advance notice to his or her supervisor. A school has the authority to request that the parent attend the child's school if the child has: committed any obscene act; habitually used profanity or vulgarity; disrupted school activities; or otherwise willfully defied the valid authority of school personnel. Such time off is separate and apart from time off for school or licensed day care activity leave.

#### **Section 6. Military Leave of Absence**

- A. Military leave will be granted in accordance with federal and state law. A request for Military Leave of Absence shall be made in writing and shall state specifically the reason for the request, the date when it is desired to begin the Leave of Absence, and the probable date of return. Military Leave is governed by provisions of the Military and Veterans Code of the State of California, Section 395 to 395.5. When a regular position is vacant due to a Military Leave of Absence, the position may be filled for the length of that leave.

#### **Section 7. Jury Duty Leave**

- A. A regular, limited term, or probationary employee who is called for jury duty or for examination for jury duty shall be compensated at the employee's regular hourly rate of pay for those hours of absence that occur during the employee's regularly scheduled working hours not to exceed two (2) workweeks. The employee's fees for jury duty, exclusive of mileage, shall be deposited into the General Fund of the District. Fees for jury duty performed during hours other than regularly scheduled working hours may be retained by the employee.

#### **Section 8. Workers' Compensation Leave**

- A. When an injury is determined to be job related, an employee shall be placed on Worker's Compensation Leave. If such determination cannot readily be made, and all sick leave has been applied to the absence, the employee shall be placed on an Official Leave of Absence until a final determination is made.
- B. Workers Compensation Leave shall continue until the employee:
  1. Is determined to be physically able to return to work by a medical doctor and such medical determination, if disputed, is confirmed by Workers' Compensation Appeals Board; or
  2. Is determined to be physically able to return to work with medical restrictions which the District can accept by a medical doctor, and such determination, if disputed, is confirmed by Workers' Compensation Appeals Board; or
  3. Accepts employment outside the District; or
  4. Accepts employment in another District position; or
  5. Has been found to be permanent and stationary and cannot be rehabilitated as provided by law; or

6. Is retired pursuant to Government Code provisions.
- C. If practicable, an employee on Workers' Compensation Leave shall give notice two (2) weeks prior to the date they want to return to work. If an employee does not give two (2) weeks notice prior to the date they want to return to work, the District shall not be required to return the employee to work until such notice is given; however, the District may waive the notice or reduce the notice period at its discretion.

### **Section 9. Absence Without Authorization/Job Abandonment**

- A. Absence without authorization or prior notification for three (3) consecutive days shall be considered an automatic resignation from District employment as of the last date on which the employee worked or the last date the employee was to return to work from an authorized absence.
- B. If an employee does not have prior authorization to be absent from work, such employee may request specific authorization from the District Manager prior to the expiration of the time limit specified in A., above.
- C. Written notice of automatic resignation by the District Manager shall be made by sending such notice to the last known address of the employee to be notified, registered with return receipt requested and the depositing of it in the United States mail with postage fully prepaid. Notice is complete upon mailing.
- D. A regular, limited term, or probationary employee may, within ten (10) calendar days from the date of receipt of a written notice of automatic resignation, file a written request for reinstatement. If the employee does not receive a written notice of automatic resignation, a written request for reinstatement by be made within thirty (30) calendar days from the effective date of such resignation. At the sole discretion of the District Manager, such time limits may be extended.
- E. Reinstatement may be granted if the employee makes written explanation satisfactory to the District Manager as to the cause of the unauthorized absence, the reasons for failing to obtain an Authorized Leave, and the submission of any pertinent documentation to substantiate such reasons, and the District Manager finds that the employee is ready, able, and willing to resume the full duties of their position. Automatic resignations may be rescinded in cases where the District determines that the employee was unable due to exigent circumstances to contact their supervisor, provided the employee attempted to do so at the first possible opportunity.
- F. An employee so reinstated shall not be paid for the period of their unauthorized absence of separation and shall be treated as if on Official Leave for purposes of continuity of employment and other appropriate benefits, unless the use of sick leave, vacation, or compensatory time is appropriate.
- G. Notwithstanding any other provision of this Section, the District Manager may rescind an automatic resignation.

- H. No employee separated on account of automatic resignation has the right to a post-separation appeal.

#### **Section 10. Catastrophic Leave Program**

- A. The District Manager shall establish and administer a Catastrophic Leave Program for District employees. The program shall provide for the donation of vacation and compensatory time to District employees whose personal illness or injury is expected to exceed their accrued leave balances by at least fourteen (14) calendar days.
- B. Each donation shall be a minimum of two (2) hours and a maximum of eight (8) hours. Donations exceeding the minimum requirement shall be made in whole hour increments.
- C. This provision shall not apply to employees who are receiving workers' compensation pay, up to 80 hours per pay period.
- D. To be eligible to receive catastrophic leave, an employee must be suffering from a debilitating illness or injury which is expected to incapacitate the employee or an immediate family member, including and limited to parents, children, spouse, or registered domestic partner, for an extended period and which creates a financial hardship.

---

***Policies Cited:***

1. *SGVMVCD: Policy No. 03 – General Personnel Provisions, Section 1*

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

**Policy Number:** 15  
**Subject:** Reasonable Accommodation and Interactive Process  
**Category:** Personnel Rules and Regulations  
**Adopted:** 10/13/2023  
**Revision(s):** xx/xx/xxxx




---

**POLICY NO. 15 – REASONABLE ACCOMMODATION AND INTERACTIVE PROCESS**


---

**Section 1. – Reasonable Accommodation**

A. Absent the imposition of undue hardship to the District or its operations or the existence of a direct threat to either the health and safety of employee requesting the accommodation or others, the District will provide employment-related accommodations to the following employees and applicants for employment:

1. Qualified individuals with disabilities, both applicants and employees, to enable them to perform essential job functions; ~~and~~
2. Employees with conditions related to pregnancy, childbirth, or a related medical condition, if they so request, and with the advice of their health care provider; ~~and~~

3. An employee who is a victim or whose family member is a victim of a qualifying act of violence, who requests an accommodation for the safety of the employee while at work~~Employee victims of domestic violence, sexual assault, or stalking to promote the safety of the employee victim while at work;~~ and

a. "Victim" is defined as either (1) an individual against whom a "Qualifying Act of Violence", as defined below, is committed; or (2) an individual against whom any crime is committed, to appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding.

a-b. "Qualifying Act of Violence", means (1) domestic violence; (2) sexual assault (i.e., nonconsensual sexual act prescribed by federal, tribal, or state law, including when the victim lacks capacity to consent); (3) stalking (i.e., engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for that person's safety or the safety of others or suffer from emotional distress); or (4) an act, conduct, or pattern of conduct (a) that causes bodily injury to another individual; (b) wherein a weapon is brandished or drawn against another individual; or (c) that is a threat, whether perceived or actual, to use force to cause physical injury to another individual.

3-4. Employees who request reasonable accommodation to address a conflict between religious belief or observance and any employment requirement.

## B. Supporting Documentation or Certification

1. If the disability or the need for reasonable accommodation is not obvious, the District may require the individual requesting such accommodation to provide reasonable medical documentation confirming the existence of the disability and the need for reasonable accommodation, along with the name and credentials of the individual's health care provider. If the individual provides insufficient documentation, the District will do the following: (1) explain the insufficiency of the documentation provided; (2) allow the employee or applicant to supplement the documentation in order to remedy the issue with the documentation provided; and (3) pursue the interactive process only to the extent that the request for reasonable accommodation is supported by the medical documentation provided.

## C. Medical Certification Indicating the Need for a Reasonable Accommodation or Transfer Due to Pregnancy or Related Conditions

1. If a pregnant employee, or an employee with a pregnancy-related condition, requests a reasonable accommodation or transfer due to pregnancy, the District will provide the employee with notice of the need for a medical certification within two business days after the employee's request for accommodation. A medical certification confirming the need for a reasonable accommodation, including transfer, is sufficient if it contains: (1) a description of the requested accommodation or transfer; (2) a statement describing the medical advisability of the accommodation or transfer due to pregnancy; and (3) the date that the need for the accommodation or transfer will become necessary and the estimated duration of the accommodation or transfer.

## D. Certification of Victim Status

1. An employee requesting a reasonable accommodation under this policy may be required to provide the District with a written statement signed by the employee or an individual acting on the employee's behalf, certifying that the accommodation is for the safety of the employee while at work.
2. The District may also request certification demonstrating the employee's status, or the employee's family member's status, as a Victim.
- ~~1.—The District may request recertification of an employee's or an employee's family member's status as a victim of a Qualifying Act of Violence, or ongoing circumstances related to the Qualifying Act of Violence every six (6) months after the date of the previous certification. An employee who is a victim of domestic violence, sexual assault, or stalking and who requests an accommodation to provide for their safety while at work must provide both of the following:~~
  - ~~a.—A written statement signed by the employee or an individual acting on the employee's behalf, to certify that the accommodation is to address victim safety concerns while at work; and~~

~~b. A certification demonstrating the employee's status as a victim of domestic violence, sexual assault, or stalking, which can be in the form of: a police report indicating the employee's victim status; a court order separating the perpetrator from the employee or that the employee has appeared in court for that purpose; or documentation from a medical professional or counselor that the employee is undergoing treatment for physical or mental injuries or abuse resulting from an act of domestic violence, sexual assault, or stalking.~~

## E. Fitness for Duty Examinations

During the course of a fitness for duty examination, the District will not seek or use information regarding an employee's medical history, diagnoses, or course of treatment, without an employee's written authorization.

### 2.1. Applicants

- a. After the District extends a conditional offer of employment to an applicant, the District may require the applicant to submit to a fitness for duty examination that is job-related, necessary for efficient operations of the agency, and required of all applicants for the job classification. The District will notify an applicant or employee who is required to pass a medical and/or psychological examination of their right to obtain a second opinion at their expense and that they may submit such second opinions for consideration.

### 3.2. Current Employee

- a. The District Manager or designee may require an employee to submit to a fitness for duty examination to determine whether the employee has a disability and is able to perform the essential functions of their job when there is significant evidence of the following:
  - i. The employee's ability to perform one or more essential functions of their job has declined; or
  - ii. Could cause a reasonable person to question whether an employee is still capable of performing one or more of their essential job duties, or is still capable of performing those duties in a manner that does not harm themselves or others.

### 4.3. Role of Health Care Provider

- a. The District may request the applicant's or employee's health care provider to conduct a fitness for duty exam on the applicant or employee, or may request a District-selected health care provider to do so at the District's expense. The District will allow an employee paid time off to attend the exam. The District will provide the health care provider with a letter requesting a fitness for duty examination and a written description of the essential functions of the job. The examination will be limited to determining whether the applicant or employee can perform the essential functions of their position and any work restrictions and/or functional limitations that apply to

the applicant or employee. The health care provider will examine the employee and provide the District with non-confidential information regarding whether:

- i. The applicant or employee has a disability within the meaning of the FEHA;
  - ii. The applicant or employee is fit to perform essential job functions;
  - iii. Workplace restrictions or functional limitations apply to the applicant or employee, and the duration of the work restrictions or functional limitations;
  - iv. There are any reasonable accommodations that would enable the employee to perform essential job functions; and
  - v. The employee's continued employment poses a threat to the health and safety of themselves or others.
- b. Should the health care provider exceed the scope of the District's request and provide confidential health information, without valid consent of the applicant or employee, the District will return the report to the health care provider and request another report that includes only the non-confidential fitness for duty information that the District has requested.

#### 5-4. Authorization for Use of Medical Information

- a. During the course of a fitness for duty examination, the District will not seek or use information regarding an employee's medical history, diagnoses, or course of treatment without an employee's written authorization.

#### 6-5. Medical Information from the Employee or Applicant

- a. If an employee or applicant submits medical information to the District from their own health care provider, the District will not forward that information on to the health care provider who conducted the examination for the District, without the employee or applicant's written authorization.
- b. Upon receipt of the written authorization, the District will request the District-paid health care provider to determine whether the information alters the original fitness for duty assessment.

## **Section 2. Interactive Process**

### **A. Initiation of the Interactive Process**

The District will initiate the interactive process when:

1. An applicant or employee with a known physical or mental disability or medical condition requests reasonable accommodation(s);
2. The District otherwise becomes aware of the need for an accommodation through a third party (e.g., a doctor's note requesting an accommodation), or by observation of the employee's work;

3. The District becomes aware of the possible need for an accommodation because the employee with a disability has exhausted workers' compensation leave, Family and Medical Act leave, or other leave rights, but the employee and/or the employee's health care provider indicate that further accommodation is still necessary for recuperative leave or other accommodation;
4. An employee disabled by pregnancy, childbirth or related medical conditions requests a reasonable accommodation or transfer based on the advice of their health care provider;
5. An employee with a physical or mental disability, regardless of cause, fails to return to work following pregnancy disability leave;
6. An employee-victim of domestic violence, sexual assault, or stalking requests a reasonable accommodation(s) for their safety at work;
7. An employee requests an accommodation to address a conflict between religious belief, observance, or practice and any employment requirement; or
8. An employer is aware of the need for a reasonable accommodation for an employee or applicant's religious beliefs, observance, or practices.

B. Interactive Communication

1. After the occurrence of any of the above-stated circumstances that trigger the need to conduct an interactive process meeting, the District will promptly arrange for a discussion or discussions, in person or via conference telephone call, with the applicant or employee and their designated representative, (if any). The purpose of the interactive communications will be to discuss in good faith all feasible potential reasonable accommodations. The District will document these communications in writing.

C. Potential Accommodations for Applicants or Employees with Disabilities

1. Depending on the facts of each case, the interactive process analysis will generally begin with a review of possible reasonable accommodations that would enable the individual to retain their current job. The process will generally then move on to possible reasonable accommodations in other vacant jobs, for which the individual is qualified, if there is no reasonable accommodation in the current job that does not cause undue hardship, or that does not present a risk of harm to the individual or others. The District will consider accommodations that the applicant or employee suggests, but has the right to select and implement any reasonable accommodation that it deems effective. The range of potential reasonable accommodations includes, but is not limited to, the following:
  - a. Making existing facilities used by employees readily accessible to, and usable by, individuals with disabilities, including, but not limited to, the following: acquisition or modification of equipment or devices; adjustment or modifications of examinations, training materials or policies; and/or the provision of qualified readers or interpreters; job restructuring; part-time or modified work schedules; paid or unpaid leave of absence of a finite duration that is likely to enable the employee to return to work at the end of the leave; preferential consideration to reassignment to a vacant,

comparable position, except when such preference would violate a bona fide seniority system; reassignment to a vacant lower-paid position if there is no funded, vacant comparable position for which the individual is qualified for; or reassignment to a temporary position, if the individual agrees.

D. Potential Accommodations for Employees Affected by Pregnancy and Related Medical Conditions

1. Depending on the facts of each case, the interactive process will attempt to identify and implement a reasonable accommodation that is consistent with the medical certification applicable to the applicant or employee. Whether an accommodation is reasonable is a case-by-case analysis that takes into account several factors, including, but not limited to: the employee's medical needs; the duration of the needed accommodation; and the employer's legally permissible past and current practices. The range of potential accommodations includes, but is not limited to, the following: transfer to a less strenuous or hazardous position for the duration of the pregnancy; change in or restructuring of work duties, such as modifying lifting requirements; providing more frequent breaks; providing seating; time off for medical appointments; and transfer temporarily to a job with equivalent pay and benefits that the employee is qualified to perform in order to accommodate reduced work schedule or intermittent leave. However, a reduction in work hours may be considered a form of pregnancy disability leave and deducted from the employee's four (4) month pregnancy disability leave entitlement.

E. Potential Accommodations for Employee - Victims of Domestic Violence, Sexual Assault, or Stalking

1. Depending on the facts of each individual case, the interactive process analysis will review all possible accommodations that would enhance the safety of the employee victim at work. In determining what accommodation is reasonable, the District will consider the exigent circumstance or danger facing the employee. The District will consider the preferences of the employee to be accommodated, but has the right to select and implement any accommodation that it deems effective. The range of potential safety measure accommodations includes, but is not limited to, the following: transfer, reassignment, modified schedule; change in work telephone number; change in location of work station; installation of locks; assistance in documenting domestic violence, sexual assault, stalking, or a crime that occurs in the workplace; the implementation of a safety procedure(s); adjustment to job structure, workplace facility, or work requirement; and referral to a victim assistance organization.

F. Potential Accommodations for Religious Creed, Religious Dress Practice, or Religious Grooming Practice

1. Depending on the facts of each case, the interactive process analysis will review all possible accommodations that would resolve the conflict between the religious belief or observance and any employment requirement. The District will consider the preference of the employee or applicant but has the right to select and implement any accommodation that it deems effective. The range of potential accommodations includes,

but is not limited to, the following: job restructuring or job reassignment (but not segregation from other employees or the public); modification of work practices, including dress or grooming; allowing time off in an amount equal to the amount of non-regularly scheduled time the employee has worked in order to avoid a conflict with their religious observances.

#### G. Determination

1. After the interactive process communications, the District Manager or designee will review the information received, and determine: whether all available information has been reviewed; whether all potential accommodations that the applicant or employee has suggested have been considered; whether additional discussions with the applicant or employee would be helpful; whether the applicant's or employee's preferences have been taken into account; if there is a reasonable accommodation that would enable the applicant or employee to perform essential job functions without harming themselves or others; and if the accommodations would pose an undue hardship on District finances or operations. The District Manager or designee will inform the applicant or employee of their determination in writing. The District Manager or designee will use their discretion based upon the particular facts of each case.

#### H. Access to Medical Information Regarding Fitness for Duty

1. Medical records and information regarding fitness for duty, or the need for an accommodation, will be maintained separately from non-medical records and information. Medical records and information regarding fitness for duty and the need for accommodation will be accessible only by the District Manager or designee, the District's legal counsel, first aid and safety personnel in case of emergency, and supervisors who are responsible for identifying reasonable accommodations. Medical records and information contained therein may be released pursuant to federal and state law.

THIS PAGE INTENTIONALLY LEFT BLANK

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

**Policy Number:** 23  
**Subject:** Travel and Per Diem  
**Category:** Personnel Rules and Regulations  
**Adopted:** 10/13/2023  
**Revision(s):** 5/9/2025




---

**POLICY NO. 23 – TRAVEL AND PER DIEM**


---

**Section 1. Purpose**

- A. The District shall pay for expenses for authorized employees to attend approved conferences, seminars, or meetings (events).
1. The authorization for employees shall be the approved budget line item, *6619 – Travel, Meetings, and Conferences*.
  2. The employee may attend an event not specifically itemized in the approved budget providing the event will directly benefit the District, the event is approved by the District Manager or Department Director, and the cost of such event will not exceed the budgeted amount for travel.

**Section 2. Procedure**

- A. The District Manager or Department Director shall authorize employees to attend events.
- B. Registration. Registration fees for the event shall be paid by the District in advance.
- C. Transportation. Transportation expenses shall be paid by the District in advance. The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route. Government and group rates must be used when available.
1. Airfare. If the most economical means of travel require air travel, the most economical and reasonable rates shall be utilized.
  2. Vehicle. To ensure the most economical mode of transportation is used, a District vehicle should be used when available. If it is not feasible to use a District vehicle, personal vehicle mileage will be reimbursed at the Internal Revenue Service rates presently in effect (see [www.irs.gov](http://www.irs.gov)). These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle.
  3. Car Rental. If the most economical means of travel require a car rental, the most economical and reasonable rates shall be utilized.

4. Rideshare. Rideshare costs may be reimbursed when such cost of such fares is equal or less than the cost of a car rental, gasoline, and parking combined, or when such transportation is necessary for time efficiency.
- D. Lodging. Lodging expenses shall be paid for by the District in advance if an event on official District business reasonably requires an overnight stay.
1. When lodging is associated with a conference, lodging expenses must not exceed the group rate published by the conference sponsor if such rates are available at the time of booking. If the group rate is not available, the most economical and reasonable government and group rates for comparable lodging shall be utilized.
- E. Per Diem. Employees attending an approved event shall receive fifty-five (\$55) per day to cover meals, incidentals, and gratuities while at the event. The District will not pay for alcohol and/or personal bar expenses.
- F. Parking. Parking fees associated with approved travel, lodging, and/or event attendance shall be paid by the District in advance when possible and most reasonable and economical rate shall be utilized. When advance payment for parking fees is not feasible, the District shall reimburse the employee for the cost incurred by following the report of expenditures process outlined in this policy.

### **Section 3. Report of Expenditures**

The District may reimburse additional authorized travel expenses incurred by an employee, excluding expenses paid in advance and those covered by per diem.

- A. All travel expense reimbursement requests shall be submitted by an employee via an "Authorized Travel Expense Report Form" provided by the District within thirty (30) days after returning from an approved event.
- B. The report shall include an itemized list of expenditures with supporting receipts for each item noted as an additional actual and necessary expense incurred that are in compliance with this policy.
- C. Inability to provide such documentation in a timely fashion may result in the expense being borne by the employee.

### **Section 4. Reports to Board of Trustees**

Following event attendance, the employee shall submit a Sunshine Report to be included in the next regularly scheduled Board of Trustees meeting agenda packet, summarizing key insights that benefit the District and its ratepayers.

### **Section 5. Conduct**

- A. While attending conferences, employees represent the image of the District and should dress and act appropriately. Inappropriate conduct may affect the employee's opportunity to attend future conferences.

---

***Resolutions/Policies Cited:***

1. *\*SGVMVCD: Resolution No. 94-03, Use of Personal Vehicles for District Business*
2. *\*\* SGVMVCD: Policy No. 27 – Driver Safety and Vehicle Use Program, Section 5*

THIS PAGE INTENTIONALLY LEFT BLANK

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

**Policy Number:** 23  
**Subject:** Travel and Per Diem  
**Category:** Personnel Rules and Regulations  
**Adopted:** 10/13/2023  
**Revision(s):** xx/xx/xxxx




---

**POLICY NO. 23 – TRAVEL AND PER DIEM**


---

**Section 1. Purpose**

Reasonable and necessary expenses for authorized employees to attend approved conferences, seminars, or meetings (events) that directly benefit the District will be paid directly by the District in advance whenever feasible or reimbursed pursuant to this policy.

This policy establishes uniform requirements for travel authorization, payment, reimbursement, and compensation for attendance and travel, including public reporting consistent with applicable federal and California law.

**Section 2. Authorization**

The District Manager or Department Director shall review and authorize employee attendance at events.

**Section 3. Procedure and Allowable Expenses**

- A. Registration. Registration fees for approved events shall be paid by the District.
- B. Transportation. Transportation expenses shall be paid by the District in advance whenever practicable or reimbursed pursuant to the policy when advance payment is not practical. Employees shall use the most economical mode and class of transportation reasonably consistent with scheduling needs, safety, and operational requirements. Government and group rates shall be used when available.
  1. Airfare. If air travel is required, the most economical and reasonable rates shall be utilized.
  2. Vehicle Use. A District vehicle should be used when available and practical. All employees operating vehicles for District business shall comply with the District's Driver Safety and Vehicle Use Program.\*\* If it is not feasible to use a District vehicle, personal vehicle mileage shall be reimbursed at the Internal Revenue Service (IRS) standard mileage rate in effect at the time of travel.\* The IRS rate is intended to compensate for gasoline, insurance, maintenance, and other vehicle operating expenses.
  3. Car Rental. If a car rental is required, the most economical and reasonable rates shall be utilized.

4. Rideshare. Rideshare costs may be reimbursed when the cost is equal to or less than the cost of a rental vehicle, gasoline, and parking combined, or when necessary to meet scheduled event obligations in a time-efficient manner.
- C. Lodging. Lodging expenses shall be paid for by the District in advance whenever practicable or reimbursed pursuant to this policy when advance payment is not practical, when an event on official District business reasonably requires an overnight stay.
    1. When lodging is associated with a conference, lodging expenses must not exceed the group rate published by the conference sponsor if such rates are available at the time of booking. If the group rate is unavailable, the most economical and reasonable government or comparable rate shall be utilized.
  - D. Per Diem. Employees attending an approved event shall receive a per diem of fifty-five (\$55) per day to cover meals, customary tips, and incidental expenses while attending the event. The per diem is intended to reasonably approximate meal and incidental expenses and is not additional compensation. The District will not pay for any alcohol-related expenses.
  - E. Parking. Parking fees associated with approved travel, lodging, and event attendance shall be paid by the District in advance whenever practicable and the most reasonable and economical rate shall be utilized. When advance payment is not feasible, the District shall reimburse an employee for the cost incurred by following the report of expenditures process outlined in this policy.

#### **Section 4. Report of Expenditures**

The District may reimburse additional authorized travel expenses incurred by an employee, excluding expenses paid in advance and those covered by per diem.

All travel expense reimbursement requests shall be submitted by an employee via an "Authorized Travel Expense Report Form" provided by the District within thirty (30) days after returning from an approved event.

The report shall include an itemized list of expenditures with supporting receipts for each item noted as an additional actual and necessary expense incurred that are in compliance with this policy.

Reimbursement will not be issued without required documentation.

#### **Section 5. Compensation for Event and Travel Time (Non-Exempt Employees)**

Non-exempt employees attending approved events shall be compensated for all hours worked, including event attendance and travel time that is legally compensable under applicable federal and California wage and hour laws. Non-exempt employees must obtain advance authorization for overtime associated with travel or event attendance. Unauthorized overtime will be paid as required by law but may result in corrective action, including disciplinary action.

- A. Travel by car: For approved events requiring travel by car, non-exempt employees shall report to the District office or a District-approved carpool location.

Compensable time begins upon arrival at the required reporting location at the directed time. Travel time from the reporting location to the event location and return to the reporting location is compensable for drivers and passengers.

Travel from home to the required reporting location and from the reporting location to home is considered ordinary commuting and is not compensable, unless otherwise required by applicable law.

- B. Travel by plane: For approved events requiring air travel, travel for non-exempt employees shall be scheduled during the employee's normal assigned work shift.

Travel outside the employee's normal assigned work shift will not be approved unless the Department Director or District Manager determines in advance that such travel is operationally necessary and consistent with the District's obligations under applicable federal and California wage and hour laws.

Non-exempt employees shall be compensated for travel time that is compensable under applicable law, including transportation to and from the airport, required time at the airport (check-in and security), flight time, and required ground transportation.

- C. Early arrival/Overnight Travel: When an approved event reasonably requires an overnight stay for a non-exempt employee, the District will determine the appropriate travel schedule consistent with Section B of this policy.

If the District directs a non-exempt employee to travel prior to the event start date, the employee shall be compensated for any travel time that is compensable under applicable law.

If a non-exempt employee elects to travel outside the District-directed schedule for personal convenience prior to the event start date, compensable travel time shall be limited to the time that would have occurred under the District-directed schedule.

Time spent in lodging or off-duty personal time is not compensable unless the employee is required to perform work or is otherwise under the control of the District.

- D. Event conclusion: If an approved event ends before the non-exempt employee's normal work shift, the employee shall be compensated for actual event attendance time and any applicable compensable travel time.

The employee's workday ends upon completion of return travel unless additional work is assigned by the Department Director or District Manager.

- E. Timekeeping: Non-exempt employees shall accurately record event time, travel time, and any work performed during travel in accordance with District timekeeping procedures.

## Section 6. Reports to Board of Trustees

Following attendance at an approved event, the employee shall submit a Sunshine Report summarizing key insights and benefits to the District and its ratepayers.

The Sunshine Report shall be submitted in time to be included in the next regularly scheduled Board of Trustees meeting agenda packet.

Sunshine Reports are public records and shall not include confidential or legally protected information.

## Section 7. Conduct

While attending events, employees represent the District and shall dress and act professionally and appropriately.

Inappropriate conduct may affect the employee's opportunity to attend future events and may result in disciplinary action consistent with District policy.

---

### ***Resolutions/Policies Cited:***

1. *\*SGVMVCD: Resolution No. 94-03, Use of Personal Vehicles for District Business*
2. *\*\* SGVMVCD: Policy No. 27 – Driver Safety and Vehicle Use Program, Section 5*



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

Date: May 8, 2026

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

Subject: District of Distinction Accreditation – Governance Training Initiative

Exhibit(s): None

### Background

The District is exploring participation in the California Special Districts Association (CSDA) Special District Leadership Foundation (SDLF) *District of Distinction* accreditation program. This program recognizes districts that demonstrate sound governance, fiscal responsibility, and effective operational practices. Accreditation is valid for a three-year period and serves to reinforce public trust and organizational credibility.

As part of the Basic Level requirements, all Trustees, the General Manager, and designated executive staff must complete governance training, in addition to maintaining compliance with AB 1234 Ethics Training and AB 1825 Harassment Prevention Training. For districts with boards larger than seven members, a majority of the Board must complete governance training within the past five years. For SGVMVCD, this equates to a minimum of 14 Trustees.

### Discussion

To meet this requirement, staff is proposing participation in CSDA's "Governance to Go" program, which provides a six-hour governance training delivered either in-person or virtually. Staff is proposing to host the training on August 14 at 7:00 a.m., in lieu of the regularly scheduled Board of Trustees meeting, to maximize participation and minimize additional scheduling impacts. Trustees may attend virtually.

This format allows the District to coordinate a single training session that accommodates Board and executive staff schedules while fulfilling SDLF requirements.

The estimated cost for the training is \$225 per participant, with a minimum of 20 participants required. This would result in a minimum total cost of \$4,500, depending on final participation.

Staff is seeking to assess Board interest prior to proceeding. Trustees will be provided an opportunity to indicate their availability and willingness to participate in the training. If a minimum of 14 Trustees commit to participation, staff will proceed with coordinating the training and will return with final logistics as needed.

This approach allows the District to advance toward accreditation in a fiscally responsible and operationally feasible manner while ensuring compliance with SDLF program requirements.

### Fiscal Impact

Estimated minimum cost of \$4,500, depending on participation levels. Funding is available within the District's training and professional development budget.



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

### Recommendation

Receive and file the report and provide direction to staff regarding interest in participation in the CSDA Governance Training program.

Submitted by:

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

Jason Farned  
District Manager