



San Gabriel Valley Mosquito and Vector Control District  
Board of Trustees Meeting  
April 9, 2021 – 7:00 a.m.  
1145 N. Azusa Canyon Road, West Covina, CA 91790

**IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:**  
Based on the mandates by the Governor in Executive Order 33-20 and the Los Angeles County Public Health Department “Safer at Home” declaration to minimize the spread of the coronavirus, please note the following changes to the District’s ordinary meeting procedures:

- The District offices are not open to the public at this time. (See District’s Administrative Declaration of Local Emergency)
- The meeting will be conducted via teleconference using Zoom. (See Executive Order 29-20)
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below.

**HOW TO OBSERVE THE MEETING:**

**Telephone:** Listen to the meeting live by calling Zoom at (669) 900-6833. Enter the Meeting ID# 658 616 453 followed by the pound (#) key. More phone numbers can be found on Zoom’s website at <https://zoom.us/j/658616453> if the line is busy.

**Computer:** Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/658616453> using a computer with internet access that meets Zoom’s system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

**Mobile:** Log in through the Zoom mobile app on a smartphone and enter Meeting ID# 658 616 453.

**HOW TO SUBMIT PUBLIC COMMENTS:**

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

**Contemporaneous Comments:** During the meeting, the Board President or designee will announce the opportunity to make public comments and identify the cut off time for submission. A short recess (generally less than 10 minutes) will take place during the time public comment is open to allow the comments to be collected. Please email your comments to [district@sgvmosquito.org](mailto:district@sgvmosquito.org), write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. Once the public comment period is closed, all comments timely received will be read aloud at the meeting (not to exceed three minutes at staff's cadence). Comments received after the close of the public comment period will be added to the record after the meeting.

1. Call to Order

1.1 Pledge of Allegiance

1.2 Roll Call

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.

3.1. List of Claims for the month of March \*

3.2. Budget Status Report for March \*

3.3. Minutes of Board of Trustees Meeting March \*

3.4. Operations Report March \*

3.5. Surveillance Report March \*

3.6. Communications Report March \*

3.7. February 2021 Monthly Treasurer Report / District Working Balance for April 2021\*

4. Presentation: none

5. Employee Class and Compensation Proposal for FY2021/22 (EXHIBIT 5A)

(Board President, Becky Shevlin) (Personnel and Policy Committee Chair, Richard Barakat) (Finance and Audit Committee Chair, Lloyd Johnson)

(Action required: none) (Discussion)

- **Board Action Required:** none
  - **Alternative Board Action:** none
6. Consider Amendments to Personnel and Salary Resolution 92-11, Article XI Leave Provisions\* (EXHIBIT 6A,6B)  
(Board President, Becky Shevlin) (Approve/Deny)
- **Board Action Required:** If the Board concurs, following the public hearing and discussion by members of this item, the appropriate action is to approve the proposed amendments to Personnel and Salary Resolution 92-11, Article XI Leave Provisions.
  - **Alternative Board Action:** If after discussion by members of this item, the Board may choose to deny the proposed amendments to Personnel and Salary Resolution 92-11, Article XI Leave Provisions.
7. Consider Amendments to Personnel Job Description and Duties: Position Title - Executive Secretary/Clerk of the Board\* (EXHIBIT 7A,7B)  
(Board President, Becky Shevlin) (Approve/Deny)
- **Board Action Required:** If the Board concurs, following the public hearing and discussion by members of this item, the appropriate action is to approve amendments to Personnel Job Description and Duties: Position Title - Executive Secretary/Clerk of the Board.
  - **Alternative Board Action:** If after discussion by members of this item, the Board may choose to deny approval of Amendments to Personnel Job Description and Duties: Position Title - Executive Secretary/Clerk of the Board.
8. Closed Session: Public Employee Evaluation  
(Board President, Becky Shevlin) (Personnel and Policy Committee Chair, Richard Barakat)
- Government Code Section 54957  
Title of Position: District Manager
- **Board Action Required:** Following the closed session discussion by members of this item, the appropriate action is to report any required information or action(s) taken.
9. District Administration
- 9.1. Upcoming Committee Meetings: Finance and Audit Committee

10. Committee Reports

- 10.1. Joint Meeting of the Finance and Audit, and Personnel and Salary  
Committees - March 23, 2021  
(Board President, Becky Shevlin) (Personnel and Policy Committee Chair,  
Richard Barakat) (Finance and Audit Committee Chair, Lloyd Johnson)
- 10.2. Personnel and Policy Committee – April 8, 2021  
(Personnel and Policy Committee Chair, Richard Barakat)

11. Trustee Reports

12. New Business

13. Adjournment



## **CERTIFICATE OF POSTING**

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

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



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Marta Tanaka  
Clerk of the Board, San Gabriel Valley MVCD  
Board of Trustees

## **Notice to the Public**

It is the intention of the San Gabriel Valley Mosquito and Vector Control District (District) to comply with the Americans With Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the District will attempt to accommodate you in every reasonable manner.

Please contact the Clerk of the Board at (626) 814-9466. Assisted listening devices are available at the meeting for individuals with hearing impairments. 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 MVCD**  
**Claims List**  
**March 4, 2021**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	03/04/2021	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	664.15
			6200 RETIREMENT - CLASSIC (Employer Contribu	1,436.72
PR of 3/4/2021			6200 RETIREMENT - CLASSIC (Employer Contribu	1,586.27
			6200 RETIREMENT - CLASSIC (Employer Contribu	360.27
			6201 RETIREMENT - PEPRA (Employer Contributi	139.30
			6201 RETIREMENT - PEPRA (Employer Contributi	2,616.54
			6201 RETIREMENT - PEPRA (Employer Contributi	1,317.01
			6201 RETIREMENT - PEPRA (Employer Contributi	1,178.36
				<u>9,298.62</u>
EFT	03/04/2021	AMERICAN FIDELITY AKA FLEX ACCOUNT ADM	6070 FLEX PREMIUMS (Flex Premiums)	313.65
			6070 FLEX PREMIUMS (Flex Premiums)	150.00
2094804			6070 FLEX PREMIUMS (Flex Premiums)	404.15
			6070 FLEX PREMIUMS (Flex Premiums)	150.00
				<u>1,017.80</u>
EFT	03/04/2021	BOARD OF EQUALIZATION	6310 BENEFIT ASSMNT ADMIN COST	1,215.28
				<u>1,215.28</u>
102-598100				
EFT	03/04/2021	FIDELITY SECURITY LIFE INSURANCE CO.	6070 Vision Premiums (Vision Premiums)	12.30
			6070 Vision Premiums (Vision Premiums)	57.67
164706629			6070 Vision Premiums (Vision Premiums)	272.76
			6070 Vision Premiums (Vision Premiums)	36.90
			6070 Vision Premiums (Vision Premiums)	93.33
				<u>472.96</u>
EFT	03/04/2021	LINCOLN FINANCIAL GROUP	6065 GROUP TERM LIFE	364.96
4211465821			6070 Premiums, life - Cafeter (Voluntary Insurance	515.34
				<u>880.30</u>
EFT	03/04/2021	NATIONWIDE RETIREMENT	6066 457 CONTRIBUTION	120.42
				<u>120.42</u>

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				120.42
PR of 3/4/2021	03/04/2021			
17861	03/04/2021	ARAMARK UNIFORM SERVICES INC.	6332 Uniforms (Uniforms)	160.34
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	112.20
792287099			6332 Uniforms (Uniforms)	162.28
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	112.20
			6332 Uniforms (Uniforms)	164.80
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	60.75
			6332 Uniforms (Uniforms)	201.34
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	44.25
				<u>1,018.16</u>
17862	03/04/2021	ATHENS SERVICES	6040 Refuse Disposal (Refuse Disposal)	260.09
				<u>260.09</u>
9992217.				
17863	03/04/2021	DANE MILETICH	6240 SOCIAL SECURITY	72.56
				<u>72.56</u>
Replace Stale dtd ck				
17864	03/04/2021	ENVIRONMENT CONTROL	6040 Building Maintenance	1,299.00
				<u>1,299.00</u>
10018-411				
17865	03/04/2021	FLEET SOLUTIONS CENTER	6260 SUPPLIES, MECHANICAL	1,434.32
			6260 SUPPLIES, MECHANICAL	151.55
see attached			6260 SUPPLIES, MECHANICAL	364.14
			6260 SUPPLIES, MECHANICAL	434.09
			6260 SUPPLIES, MECHANICAL	106.60
			6260 SUPPLIES, MECHANICAL	75.00
			6260 SUPPLIES, MECHANICAL	97.55

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6260 SUPPLIES, MECHANICAL	89.87
			6260 SUPPLIES, MECHANICAL	79.95
			6260 SUPPLIES, MECHANICAL	458.20
			6260 SUPPLIES, MECHANICAL	192.27
			6260 SUPPLIES, MECHANICAL	111.39
			6260 SUPPLIES, MECHANICAL	79.95
			6260 SUPPLIES, MECHANICAL	97.55
			6260 SUPPLIES, MECHANICAL	104.05
				<u>3,876.48</u>
<b>17866</b>	<b>03/04/2021</b>	<b>LIEBERT CASSIDY WHITMORE</b>	6150 Membership Dues (Membership Dues, Membr	1,971.00
				<u>1,971.00</u>
			ERC Membership	
<b>17867</b>	<b>03/04/2021</b>	<b>OFFICE &amp; ERGONOMIC SOLUTIONS INC</b>	8000 CAPITAL OUTLAY (Capital Outlay)	191.15
			8000 CAPITAL OUTLAY (Capital Outlay)	206.51
21978-1			8000 CAPITAL OUTLAY (Capital Outlay)	37.78
				<u>435.44</u>
<b>17868</b>	<b>03/04/2021</b>	<b>OFFICE DEPOT</b>	6270 OFFICE SUPPLIES	55.62
			6270 OFFICE SUPPLIES	8.95
37284440			6270 OFFICE SUPPLIES	224.00
				<u>288.57</u>
<b>17869</b>	<b>03/04/2021</b>	<b>QUADIENT /NEOPOST</b>	6185 POSTAGE	500.00
				<u>500.00</u>
7900011002342056				
<b>17870</b>	<b>03/04/2021</b>	<b>SCI CONSULTING GROUP</b>	6310 BENEFIT ASSMNT ADMIN COST	7,230.00
				<u>7,230.00</u>

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Claims List

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Num	Date	Name	Item	Original Amount
C9515				
17871	03/04/2021	STREAMLINE	6037 WEBSITE AND EMAIL SERVICE	200.00
				<u>200.00</u>
0EaF3F59-0004				
17872	03/04/2021	SYNTECH GROUP INC.	6046 PROFESSIONAL SERVICES - IT	775.00
			6046 PROFESSIONAL SERVICES - IT	660.00
SVC-A20964			6046 PROFESSIONAL SERVICES - IT	465.00
				<u>1,900.00</u>
17873	03/04/2021	TIRE ZONE	6260 SUPPLIES, MECHANICAL	65.00
				<u>65.00</u>
83642				
17874	03/04/2021	US BANK	6270 OFFICE SUPPLIES	54.00
			6300 REFERENCE SUPPLIES	428.05
			6080 Hiring Expenses	84.95
			6080 Hiring Expenses	84.95
			6232 REGISTRATION - SEMINARS (REGISTRATI	25.00
			6080 Hiring Expenses	244.85
			6080 Hiring Expenses	84.95
			6036 COMPUTER SOFTWARE	250.00
			6036 COMPUTER SOFTWARE	150.00
			6232 SEMINARS AND MEETINGS	1,864.41
			6035 COMPUTER HARDWARE	162.00
			6232 REGISTRATION - SEMINARS (REGISTRATI	145.00
			6333 BRANDED CLOTHING	30.97
			6250 LABORATORY SUPPLIES	218.53
			6250 LABORATORY SUPPLIES	3,670.00
			6333 BRANDED CLOTHING	29.60
			6232 REGISTRATION - SEMINARS (REGISTRATI	219.00
			6270 OFFICE SUPPLIES	27.33

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6333 BRANDED CLOTHING	34.99
			6035 COMPUTER HARDWARE	43.79
			6333 BRANDED CLOTHING	1,050.97
			6333 BRANDED CLOTHING	34.99
			6333 BRANDED CLOTHING	844.95
			6251 ARBOVIRUS TESTING SUPPLIES	207.90
			6036 COMPUTER SOFTWARE	229.00
			6232 REGISTRATION - SEMINARS (REGISTRATI	250.00
			6185 POSTAGE	7.70
			6280 SUPPLIES, OPERATIONS	134.74
			6333 BRANDED CLOTHING	22.07
			6042 EQUIPMENT MAINTENANCE	85.00
			8000 CAPITAL OUTLAY (Capital Outlay)	437.93
			6333 BRANDED CLOTHING	242.52
			6037 WEBSITE AND EMAIL SERVICE	24.97
			6003 ADVERTISING	63.98
			6232 REGISTRATION - SEMINARS (REGISTRATI	657.00
			6037 WEBSITE AND EMAIL SERVICE	4.99
			6290 Supplies, Public Informati	68.02
			6185 POSTAGE	12.45
			6270 OFFICE SUPPLIES	13.72
			6185 POSTAGE	4.00
			6270 OFFICE SUPPLIES	21.88
				<u>12,271.15</u>
			<b>Accounts Payable for March 4, 2021</b>	<b>43,892.83</b>

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EFT	03/18/2021	BOARD OF EQUALIZATION	6310 BENEFIT ASSMNT ADMIN COST	1,215.28
				<u>1,215.28</u>
EFT	03/18/2021	CAL PERS	6070 Med premiums - Cafeteria (Medical premiums)	556.82
			6070 Med premiums - Cafeteria (Medical premiums)	694.34
100000016371334			6070 Med premiums - Cafeteria (Medical premiums)	5,062.47
			6070 Med premiums - Cafeteria (Medical premiums)	4,642.77
			6070 Med premiums - Cafeteria (Medical premiums)	2,324.59
			6072 MEDICAL PREMIUM-Retired EE (Medical pre	429.00
			6070 ADMIN FEE (Admin fee)	48.13
				<u>13,758.12</u>
EFT	03/18/2021	NATIONWIDE RETIREMENT	6066 457 CONTRIBUTION	120.42
				<u>120.42</u>
EFT	03/18/2021	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	664.15
			6200 RETIREMENT - CLASSIC (Employer Contribu	1,436.72
PR of 3/18/2021			6200 RETIREMENT - CLASSIC (Employer Contribu	1,586.27
			6200 RETIREMENT - CLASSIC (Employer Contribu	360.27
			6201 RETIREMENT - PEPRA (Employer Contributi	139.30
			6201 RETIREMENT - PEPRA (Employer Contributi	2,823.69
			6201 RETIREMENT - PEPRA (Employer Contributi	1,317.01
			6201 RETIREMENT - PEPRA (Employer Contributi	928.03
				<u>9,255.44</u>
EFT	03/18/2021	PRINCIPAL DENTAL	6070 Dental premiums - Cafeter	90.00
			6070 Dental premiums - Cafeter	414.48
1085590-10001			6070 Dental premiums - Cafeter	1,647.61
			6070 Dental premiums - Cafeter	317.30
			6070 Dental premiums - Cafeter	505.40
				<u>2,974.79</u>



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EFT	03/18/2021	TEXAS LIFE INSURANCE COMPANY	6070 Premiums, life - Cafeter (Voluntary Insurance	191.87
			6070 Premiums, life - Cafeter (Voluntary Insurance	100.00
SM09BT2021034001			6070 Premiums, life - Cafeter (Voluntary Insurance	42.25
				<u>334.12</u>
17875	03/18/2021	ALL AMERICAN ELECTRIC	6040 Building Maintenance	1,189.80
			6040 Building Maintenance	12.33
6661			6040 Building Maintenance	245.07
			6040 Building Maintenance	7.13
			6040 Building Maintenance	1,070.64
			6040 Building Maintenance	33.31
				<u>2,558.28</u>
17876	03/18/2021	ALLEN WU	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 3/12/21				
17877	03/18/2021	AMAZON.COM	6270 OFFICE SUPPLIES	59.61
			6280 SUPPLIES, OPERATIONS	46.49
acct ending 5999			6331 PROFESSIONAL DEVELOPMENT	53.49
			6280 SUPPLIES, OPERATIONS	120.95
			6302 Supplies, Safety	63.20
			6280 SUPPLIES, OPERATIONS	54.73
			6280 SUPPLIES, OPERATIONS	139.20
			6035 COMPUTER HARDWARE	25.17
			6270 OFFICE SUPPLIES	9.61
			6035 COMPUTER HARDWARE	113.89
			6280 SUPPLIES, OPERATIONS	74.10
				<u>760.44</u>
17878	03/18/2021	AZUSA LIGHT & WATER	6343 Meter # 99172930 (Account # 303-0190.300)	91.33

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			6343 Meter # 45169724 (Account # 303-0191.300 (	48.21
303-0190-300				139.54
17879	03/18/2021	BECKY A. SHEVLIN	6030 BOARD EXPENSES	100.00
				100.00
BM of 3/12/21				
17880	03/18/2021	BENLO COMPANY	6260 SUPPLIES, MECHANICAL	30.87
				30.87
904141				
17881	03/18/2021	CHARLIE KLINKIS	6030 BOARD EXPENSES	100.00
				100.00
BM of 3/12/21				
17882	03/18/2021	CLEAN TECH ENVIRONMENTAL	6040 Building Maintenance	1,500.00
			6040 Building Maintenance	150.00
425309				1,650.00
17883	03/18/2021	COREY CALAYCAY	6030 BOARD EXPENSES	100.00
				100.00
BM of 3/12/21				
17884	03/18/2021	CYNTHIA STERNQUIST	6030 BOARD EXPENSES	100.00
				100.00
BM of 3/12/21				
17885	03/18/2021	DENISE MENCHACA	6030 BOARD EXPENSES	100.00
				100.00
BM of 3/12/21				

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17886	03/18/2021	ES OPCO USA LLC	6283 PESTICIDES SUPPLIES	3,036.00
			6283 PESTICIDES SUPPLIES	288.42
LA808508, LA808510			6283 PESTICIDES SUPPLIES	875.00
			6283 PESTICIDES SUPPLIES	83.13
				<u>4,282.55</u>
17887	03/18/2021	FLEET SOLUTIONS CENTER	6260 SUPPLIES, MECHANICAL	1,518.20
			6260 SUPPLIES, MECHANICAL	615.95
3548,3567				<u>2,134.15</u>
17888	03/18/2021	HENRY M. MORGAN	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 3/12/21				
17889	03/18/2021	HOME DEPOT	6280 SUPPLIES, OPERATIONS	37.46
			6270 OFFICE SUPPLIES	1,099.63
acct ending 4710				<u>1,137.09</u>
17890	03/18/2021	JACKIE DOORNIK	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 3/12/21				
17891	03/18/2021	JERRY VELASCO	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 3/12/21				
17892	03/18/2021	JOHN CAPOCCIA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 3/12/21				

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17893	03/18/2021	JOSEPH LEON	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 3/12/21				
17894	03/18/2021	KENN K. FUJIOKA	6072 MEDICAL PREMIUM-Retired EE (Medical pre	316.94
				<u>316.94</u>
Premium Reimburse				
17895	03/18/2021	LAND'S END BUSINESS OUTFITTERS	6333 BRANDED CLOTHING	89.19
			6333 BRANDED CLOTHING	56.32
				<u>145.51</u>
SIN8997850				
17896	03/18/2021	LEWIS BRISBOIS BISGAARD & SMITH LLP	6130 Profess Serv rendered (Professional Services	2,974.40
				<u>2,974.40</u>
2917533				
17897	03/18/2021	LLOYD JOHNSON	6030 BOARD EXPENSES	149.50
				<u>149.50</u>
BM of 3/12/21				
17898	03/18/2021	LOZANO SMITH, LLP	6130 Profess Serv rendered (Professional Services	59.00
				<u>59.00</u>
2129554				
17899	03/18/2021	MANUEL GARCIA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 3/12/21				
17900	03/18/2021	MARGARET E. FINLAY	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 3/12/21				

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17901	03/18/2021	MARY ANGELA BRISCO	6072 MEDICAL PREMIUM-Retired EE (Medical pre	526.84
				<u>526.84</u>
17902	03/18/2021	MIKE NIFFENEGGER	6072 MEDICAL PREMIUM-Retired EE (Medical pre	618.23
				<u>618.23</u>
		Premium Reimburse		
17903	03/18/2021	OFFICE DEPOT	6270 OFFICE SUPPLIES	160.46
			6270 OFFICE SUPPLIES	267.34
156093071001	03/05/2021		6270 OFFICE SUPPLIES	5.52
			6270 OFFICE SUPPLIES	6.87
			6270 OFFICE SUPPLIES	8.76
			6270 OFFICE SUPPLIES	42.65
				<u>491.60</u>
17904	03/18/2021	POOKYMEDIA LLC	6305 EDUCATION PROGRAM SUPPLIES	1,800.00
				<u>1,800.00</u>
		021-01		
17905	03/18/2021	RICHARD BARAKAT	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
		BM of 3/12/21		
17906	03/18/2021	ROBERT GONZALES	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
		BM of 3/12/21		
17907	03/18/2021	ROBERT S. JOE	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
		BM of 3/12/21		

**SAN GABRIEL VALLEY MVCD**  
**Claims List**  
**March 18, 2021**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17908	03/18/2021	ROGER CHANDLER	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 3/12/21				
17909	03/18/2021	RYAN A. VIENNA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 3/12/21				
17910	03/18/2021	SANDRA ARMENTA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
17911	03/18/2021	SOCALGAS	6341 Utilities (Acc # 057 518 2100 9 Acc # 059 61E	225.68
			6341 Utilities (Acc # 057 518 2100 9 Acc # 059 61E	174.05
057-518-21009				<u>399.73</u>
17912	03/18/2021	SOUTHERN CALIFORNIA EDISON	6340 UTILITIES - ELECTRIC	1,545.34
				<u>1,545.34</u>
17913	03/18/2021	SSD SYSTEMS INC/MC NEILL SECURITY SYSTE	6040 Building Maintenance	258.00
			6040 Building Maintenance	1,102.14
R-00276553			6040 Building Maintenance	341.85
			6040 Building Maintenance	1.92
				<u>1,703.91</u>
17914	03/18/2021	STEPHEN SHAM	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 3/12/21				
17915	03/18/2021	STEVEN LY	6334 BOOTS	175.00
				<u>175.00</u>

**SAN GABRIEL VALLEY MVCD**  
**Claims List**  
**March 18, 2021**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				175.00
Boot Reimburse				
17916	03/18/2021	SYNTECH GROUP INC.	6046 PROFESSIONAL SERVICES - IT	775.00
			6046 PROFESSIONAL SERVICES - IT	560.00
SVC-A21002			6046 PROFESSIONAL SERVICES - IT	465.00
				<u>1,900.00</u>
17917	03/18/2021	TIM SANDOVAL	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 3/12/21				
17918	03/18/2021	TPx COMMUNICATIONS	6315 Monthly Internet Charges (Monthly Internet Ch	998.30
			6320 Office phones (Office phones)	762.84
141192900-0				<u>1,761.14</u>
17919	03/18/2021	VERIZON WIRELESS	6312 Monthly District Field Ph (Monthly District Fiek	2,386.58
			6312 Monthly District Field Ph (Monthly District Fiek	490.22
98751696652			6312 Monthly District Field Ph (Monthly District Fiek	328.86
			6312 Monthly District Field Ph (Monthly District Fiek	1,102.92
				<u>4,308.58</u>
17920	03/18/2021	WELLS FARGO VENDOR FIN SERV	6073 EQUIPMENT CANON (Canon Graphics Equip	1,500.16
				<u>1,500.16</u>
5014070847				
17921	03/18/2021	WEX/CHEVRON	6262 Fuel for Trucks (Fuel for Trucks)	4,045.01
				<u>4,045.01</u>



**SAN GABRIEL VALLEY MVCD**

**Claims List**

**March 18, 2021**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
		<b>Accounts Payable for March 18, 2021</b>		<b>66,871.98</b>
		<b>Total Accounts Payable for March 2021</b>		<b>110,764.81</b>
		<b>Total Payroll for March 2021</b>		<b>218,539.22</b>
		see attached		
		<b>Total Claims for March 2021</b>		<b>329,304.03</b>

**San Gabriel Valley MVCD  
Payroll for March 2021**

<b>Department</b>	<b>March 4, 2021</b>	<b>March 11, 2021</b>		<b>TOTAL</b>
		<b>March 18, 2021</b>	<b>Term-Sams</b>	
EXECUTIVE	9,014.40	9,042.47		18,056.87
ADMINISTRATION	11,837.99	11,982.36		23,820.35
OPERATIONS	48,265.90	50,193.80		98,459.70
SURVEILLANCE	17,027.55	17,127.55		34,155.10
COMMUNICATIONS	14,245.76	14,495.93		28,741.69
SEASONAL WORKERS	891.05	-	1,018.55	1,909.60
Gross Payroll	101,282.65	102,842.11	1,018.55	205,143.31
Employer Taxes	2,077.93	1,682.27	77.94	3,838.14
Car Allowance	500.00	-	-	500.00
Employee Benefit-Med	4,535.02	4,522.75		9,057.77
<b>TOTAL PAYROLL</b>	<b>108,395.60</b>	<b>109,047.13</b>	<b>1,096.49</b>	<b>218,539.22</b>

SGVMVCD  
Comparative YTD Actual to Full Year Budget  
Current Period 75% of Year Completed  
March 31, 2021

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
<b>PERSONNEL EXPENSES</b>						
Salaries, Exempt	68,059.18	447,308.01	605,545.00	158,236.99	73.87	
Salaries - Non Exempt	207,342.63	1,273,741.73	1,915,927.00	642,185.27	66.48	
Salaries - Overtime	126.37	10,240.00	39,500.00	29,260.00	25.92	Inspections
Salaries - Vacation	8,819.43	70,522.66	84,149.00	13,626.34	83.81	Employee usage
Salaries-Holiday	15,642.75	97,273.93	109,279.00	12,005.07	89.01	Only 1 holiday remaining
Salaries, Sick Pay	5,385.93	48,890.38	87,127.00	38,236.62	56.11	
Salaries, Part-time - XH	11,662.24	104,136.86	197,580.00	93,443.14	52.71	
Management Car Allowance	500.00	4,150.00	6,000.00	1,850.00	69.17	
Cafeteria Benefit	33,348.53	308,699.76	364,800.00	56,100.24	84.62	
Hlth Benefits, Ret Emps	1,891.01	18,426.56	26,000.00	7,573.44	70.87	
Employer, 457 Contribution	240.81	2,287.95	3,150.00	862.05	0.00	
Medicare	4,713.82	31,020.45	45,790.00	14,769.55	67.75	
Retirement - Classic	8,094.82	74,654.70	223,650.00	148,995.30	33.38	
Retirement - Pepra	10,459.24	95,919.95	295,800.00	199,880.05	32.43	
Retirement - Classic-Unfunded Liability	0.00	154,467.00	151,439.00	(3,028.00)	102.00	One time fee
Retirement - Pepra-Unfunded Liability	0.00	0.00	8,342.00	8,342.00	0.00	
Social Security	278.06	2,235.49	8,170.00	5,934.51	27.36	
Group Term Life Ins	364.96	3,329.53	4,300.00	970.47	77.43	
Tuition Reimbursement	0.00	250.00	4,000.00	3,750.00	6.25	
Insurance, unemployment	916.08	19,590.20	25,000.00	5,409.80	78.36	
Post Retirement Benefits	0.00	0.00	50,000.00	50,000.00	0.00	
<b>TOTAL PERSONNEL EXPENSES</b>	<b>377,845.86</b>	<b>2,767,145.16</b>	<b>4,255,548.00</b>	<b>1,488,402.84</b>	<b>65.02</b>	
<b>OPERATING EXPENSES</b>						
Event Participation Fees	0.00	99.00	4,000.00	3,901.00	2.48	
Arbovirus Testing Supplies	207.90	12,597.14	26,000.00	13,402.86	48.45	
Branded Clothing	2,436.57	4,764.21	8,600.00	3,835.79	55.40	
Boots	175.00	1,030.96	4,500.00	3,469.04	22.91	
Misc. Rentals	0.00	0.00	2,000.00	2,000.00	0.00	
Professional Development	53.49	116.04	2,000.00	1,883.96	5.80	
Awards	0.00	2,084.06	3,000.00	915.94	69.47	
Advertising	63.98	15,350.08	30,000.00	14,649.92	51.17	

SGVMVCD  
 Comparative YTD Actual to Full Year Budget  
 Current Period 75% of Year Completed  
 March 31, 2021

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Bank Charges	1,767.96	13,047.07	19,000.00	5,952.93	68.67	
Board expenses	2,249.50	21,365.41	38,000.00	16,634.59	56.22	
Computer Hardware	344.85	8,748.17	48,750.00	40,001.83	17.94	
Computer Software	629.00	20,384.83	61,000.00	40,615.17	33.42	
Website/Email Service	229.96	4,987.97	6,200.00	1,212.03	80.45	Annual service
Facility maintenance	7,800.68	52,632.10	40,000.00	(12,632.10)	131.58	Electrical work, alarm service
Maintenance, equipment	85.00	1,842.20	4,000.00	2,157.80	46.06	
Maintenance, grounds	0.00	37.20	10,000.00	9,962.80	0.37	
Lease Equipment	1,500.16	13,622.23	21,000.00	7,377.77	64.87	
Fees & Assessments	0.00	4,106.78	4,300.00	193.22	95.51	LAFCO Fees
Hiring expenses	499.70	702.70	4,000.00	3,297.30	17.57	
VCJPA General Fund	0.00	7,517.00	9,248.00	1,731.00	81.28	One time fee
Insurance, liability	0.00	84,115.00	79,056.00	(5,059.00)	106.40	One time fee
Workers Comp Insurance	0.00	114,515.00	114,890.00	375.00	99.67	One time fee
Automobile Insurance	0.00	2,257.00	2,257.00	0.00	100.00	One time fee
Other Insurance	0.00	2,133.09	3,500.00	1,366.91	60.95	
Insurance, property	0.00	6,143.00	6,423.00	280.00	95.64	One time fee
Legal	3,033.40	46,068.22	75,000.00	28,931.78	61.42	
Memberships	1,971.00	28,080.46	32,000.00	3,919.54	87.75	MVCAC, Cal Chamber
Miscellaneous expenses	0.00	1,556.57	3,500.00	1,943.43	44.47	
Postage	524.15	4,646.83	6,700.00	2,053.17	69.36	
Accounting Services, Auditor	0.00	7,463.50	22,000.00	14,536.50	33.93	
Professional Services , Other	0.00	0.00	2,000.00	2,000.00	0.00	
Professional Services-IT	3,800.00	29,380.00	50,000.00	20,620.00	58.76	
Printing & Reproduction	0.00	5,273.42	19,500.00	14,226.58	27.04	
Research	428.05	428.05	500.00	71.95	85.61	
Seminars and meetings	3,160.41	5,491.91	19,700.00	14,208.09	27.88	
Supplies, Surveillance	3,888.53	11,633.85	14,150.00	2,516.15	82.22	New traps
Supplies, Vehicle Maintenance	3,916.50	16,663.30	60,000.00	43,336.70	27.77	
Supplies, Gasoline	4,045.01	36,089.10	65,000.00	28,910.90	55.52	
Supplies, Office	2,065.95	7,176.63	11,600.00	4,423.37	61.87	
Supplies, Mosquito Fish	0.00	1,554.88	5,000.00	3,445.12	31.10	
Supplies, Operations	607.67	4,363.54	15,000.00	10,636.46	29.09	
Supplies, Pesticides	4,041.78	100,022.86	120,000.00	19,977.14	83.35	Auditor adj.

SGVMVCD  
 Comparative YTD Actual to Full Year Budget  
 Current Period 75% of Year Completed  
 March 31, 2021

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Supplies, Communications	68.02	596.94	10,000.00	9,403.06	5.97	
Supplies, Education Program	337.00	6,960.39	18,000.00	11,039.61	38.67	
Supplies, Safety	260.90	19,271.12	25,000.00	5,728.88	77.08	
Supplies, Media Production	0.00	635.81	6,000.00	5,364.19	10.60	
Benefit Assesment Admin Cost	8,445.28	116,286.72	118,000.00	1,713.28	98.55	County Admin fees
Communications, field	4,308.58	34,604.01	42,000.00	7,395.99	82.39	Cell phone upgrade
Telephone, Internet	998.30	9,250.91	14,000.00	4,749.09	66.08	
Telephone , Office	762.84	7,913.58	15,500.00	7,586.42	51.06	
Training , CEU's	124.00	2,449.00	6,000.00	3,551.00	40.82	
Uniforms and clothing	688.76	7,559.20	12,000.00	4,440.80	62.99	
Utilities, Electric	1,545.34	20,869.31	30,000.00	9,130.69	69.56	
Utilities, Natural Gas	399.73	2,044.60	3,100.00	1,055.40	65.95	
Utilities, Water	139.54	1,349.51	2,200.00	850.49	61.34	
Automobile Lease	0.00	37,523.17	35,100.00	(2,423.17)	106.90	Paid lease in full
Surveillance, Aerial	0.00	0.00	25,500.00	25,500.00	0.00	
<b>TOTAL OPERATING EXPENSES</b>	<b>66,160.69</b>	<b>967,405.63</b>	<b>1,435,774.00</b>	<b>468,368.37</b>	<b>67.38</b>	
<b>TOTAL EXPENSES</b>	<b>444,006.55</b>	<b>3,734,550.79</b>	<b>5,691,322.00</b>	<b>1,956,771.21</b>	<b>65.62</b>	
<b>CAPITAL OUTLAY EXPENSES</b>						
Capital Outlay	873.37	126,395.18	242,000.00	115,604.82	52.23	
<b>TOTAL CAPITAL EXPENSES</b>	<b>873.37</b>	<b>126,395.18</b>	<b>242,000.00</b>	<b>115,604.82</b>	<b>52.23</b>	
<b>RESERVES</b>						
Reserve, Public Health Em	0.00	0.00	1,326,200.00	1,326,200.00	0.00	
Reserve, Capital Projects	0.00	0.00	459,929.00	459,929.00	0.00	
Reserve, Pension Liability	0.00	0.00	200,258.00	200,258.00	0.00	
Reserve, Building/Facilities	0.00	0.00	224,761.00	224,761.00	0.00	
Reserve, Vehicle Replacement	0.00	0.00	125,761.00	125,761.00	0.00	
<b>TOTAL RESERVES</b>	<b>0.00</b>	<b>0.00</b>	<b>2,336,909.00</b>	<b>2,336,909.00</b>	<b>0.00</b>	

**MINUTES of the San Gabriel Valley Mosquito and Vector Control District  
Board of Trustees Meeting  
1145 N. Azusa Canyon Road, West Covina, CA 91790  
March 12, 2021**

**TRUSTEES PRESENT**

Stephen Sham (Alhambra)  
Roger Chandler (Arcadia)  
Robert Gonzales (Azusa)  
Richard Barakat (Bradbury)  
Corey Calaycay (Claremont)  
Henry Morgan (Covina)  
Margaret Finlay (Duarte)  
Jerry Velasco (El Monte)  
Jackie Doornik (Glendora)  
Manuel Garcia (Irwindale)  
Charlie Klinakis (La Puente)  
Becky Shevlin (Monrovia)  
Joseph Leon (Monterey Park)  
Rachel Janbek (Pasadena)  
Tim Sandoval (Pomona)  
Sandra Armenta (Rosemead)  
Ryan Vienna (San Dimas)  
Denise Menchaca (San Gabriel)  
John Capoccia (Sierra Madre)  
Robert Joe (So. Pasadena)  
Cynthia Sternquist (Temple City)  
Allen Wu (Walnut)  
Lloyd Johnson (West Covina)

**TRUSTEES ABSENT**

Catherine Marcucci (Industry)  
Elyse Rasmussen (La Verne)  
Jamie Bissner (Los Angeles Co.)

**STAFF PRESENT**

Jared Dever  
Rose Alba  
Jason Farned  
Melissa Doyle  
Levy Sun  
Marta Tanaka  
Evelyn Gutierrez

**GUESTS PRESENT**

Representative, Lewis Brisbois  
Bisgaard & Smith, Legal Counsel

**1. Call to Order**

Board President Becky Shevlin called the meeting to order at 7:01, Trustee Allen Wu led the Pledge of Allegiance, and Clerk of the Board, Marta Tanaka, took Roll Call.

District Manager Jared Dever reported that in order to expedite the voting process and ensure transparency, the district will implement a vote-by-poll feature and live streaming to allow for public viewing and participation. Dever briefly instructed the board on the process.

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

None

**3. Consent Calendar**

Motion made by Trustee Sandra Armenta and seconded by Robert Gonzales, to approve the Consent Calendar passes.

**4. Presentation: Sterile Insect Technology Overview**

A pre-recorded presentation by Scientific Programs Manager Melissa Doyle provided background on *Aedes* mosquitoes found within the district, the diseases they can transmit, and current control methods available. Doyle followed by describing the various sterile insect technologies, including pros and cons and potential costs.

**5. Nomination of the Special District Representative (Voting Member) to the Los Angeles County Redevelopment Oversight Board No. 5**

Board President Becky Shevlin reported that Trustee Lloyd Johnson volunteered to run for the open seat during the February 12, 2021 Board of Trustees Meeting.

District Manager Jared Dever provided an overview of the two candidates on the ballot for consideration and stated he would submit the ballot on behalf of the Board of Trustees if a selection was made.

A Motion made by Trustee Sandra Armenta, seconded by Trustee Allen Wu, to recommend Lloyd Johnson as candidate for the Special District Representative to the Los Angeles County to the Redevelopment Oversight Board No. 5, passed by majority vote.

Ayes: S. Sham, R. Chandler, R. Gonzales, R. Barakat, C. Calaycay, H. Morgan, M. Finlay, J. Velasco, J. Doornik, M. Garcia, C. Klinakis, B. Shevlin, J. Leon, R. Janbek, T. Sandoval, S. Armenta R. Vienna, D. Menchaca, J. Capoccia, R. Joe, C. Sternquist, A. Wu, L. Johnson

Noes:

Absent: C. Marcucci, E. Rasmussen, J. Bissner

Abstain:

**6. Consider Contract Renewal with SCI Consulting Group to Provide Professional Engineering and Levy Administration Services**

Board President Becky Shevlin advised that the Board discussed this item at the February 12, 2021 meeting. Following discussion, the Board suspended consideration of the agenda item and asked that District Manager Dever pursue a contract amendment.

District Manager Jared Dever reported that SCI Consulting Group agreed to waive the originally proposed contract rate increase for the first two years, Fiscal Years 2021-22 and 2022-23, and a 3% annual increase the final two years, Fiscal Years 2023-24 and 2024-25.

A Motion made by Trustee Richard Barakat, seconded by Trustee Lloyd Johnson, to approve the proposed contract by SCI Consulting Group to serve as engineer of work and provide professional consulting and levy administration services, passed by majority vote.

Ayes: S. Sham, R. Chandler, R. Gonzales, R. Barakat, C. Calaycay, H. Morgan, M. Finlay, J. Velasco, J. Doornik, M. Garcia, C. Klinakis, B. Shevlin, J. Leon, R. Janbek, T. Sandoval, S. Armenta R. Vienna, D. Menchaca, J. Capoccia, R. Joe, C. Sternquist, A. Wu, L. Johnson

Noes:

Absent: C. Marcucci, E. Rasmussen, J. Bissner

Abstain:



## **7. District Administration**

### **7.1 2021 American Mosquito Control Association Annual Meeting Report**

District Manager Jared Dever provided a brief overview of the 2021 American Mosquito Control Association (AMCA) Annual Meeting, reporting that the district had three presenters. Dever shared that he, Communications Assistant Pablo Cabrera, Scientific Programs Manager Melissa Doyle presented at the conference, and Public Information Officer Levy Sun was awarded the AMCA Presidential Citation for his outstanding work and dedication to the association.

### **7.2 Announcement of District Personnel Changes**

District Manager Jared Dever announced the following changes and additions to district staff:

- Gilbert Holguin – Operations Coordinator
- Marco Gaytan – Vector Control Specialist III
- Fred Ibarra – Vector Control Specialist II
- Dane Miletich – Vector Control Specialist II
- Manuel Lara – Vector Control Specialist I

### **7.3 Announcement of Joint Meeting of the Personnel and Policy Committee and Finance and Audit Committee**

District Manager Jared Dever advised that the district would be conducting a joint meeting of the Personnel and Policy and Finance and Audit Committees. He requested that board members respond to a scheduling poll sent out by Board Clerk Marta Tanaka.

### **7.4 Bite Back Tour**

Communications Director Levy Sun announced the Communications Department would be conducting a Bite Back Tour, consisting of 30-minute video profiles of mosquito control challenges in each member city. Sun reported the first Bite Back Tour stop will take place on March 25. The event social media broadcast format will allow staff to engage with residents and city leaders.

## **8. Committee Reports**

### **8.1 Public Information Committee**

Committee Chair Jerry Velasco stated that the committee met virtually on February 18, 2021. He summarized the public outreach efforts to inform residents, cities, and public officials that were discussed by committee members. Trustee Velasco requested Board Members participation in keeping elected officials engaged.

Communications Director Levy Sun reported that the committee description was also reviewed, and amendments proposed by members. Sun also gave an update on the Public Health Teachers of the Year Award. He played a video montage highlighting the

presentation ceremonies for award recipient educators Geri Varela, Danny Woo, and Giselle Arguello.

**9. Trustee Reports**

None

**10. New Business**

**11. Adjournment**

The meeting was adjourned at 8:11 a.m.

**Operations Department**  
Disease Weeks [9 -12] | [February 28 – March 27, 2021]

**Zone Specialists:**

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

**Chemical Usage:****March 2021**

Larvicides/Pupicides			
Method of Action	Target	Amount	Area Treated
<b>Larvicide Oils (Surface Film)</b>			
Suffocation	Mosquitoes	0.85 gal.	7909 sq.ft.
<b>Insect Growth Regulators (IGR's)</b>			
Inhibits metamorphosis	Mosquitoes	15.83 lbs.	7336 sq.ft.
<b>Bacterials</b>			
Ingestion, toxicant	Mosquitoes	0.31 gal.	159983 sq.ft.
Ingestion, toxicant	Mosquitoes	33.19 lbs.	346782 sq.ft.
Ingestion, toxicant	Black flies	1.38 gal.	383 m <sup>3</sup>
<b>Biologicals</b>			
Mosquito fish	Mosquitoes	161 ea.	971 sq.ft.

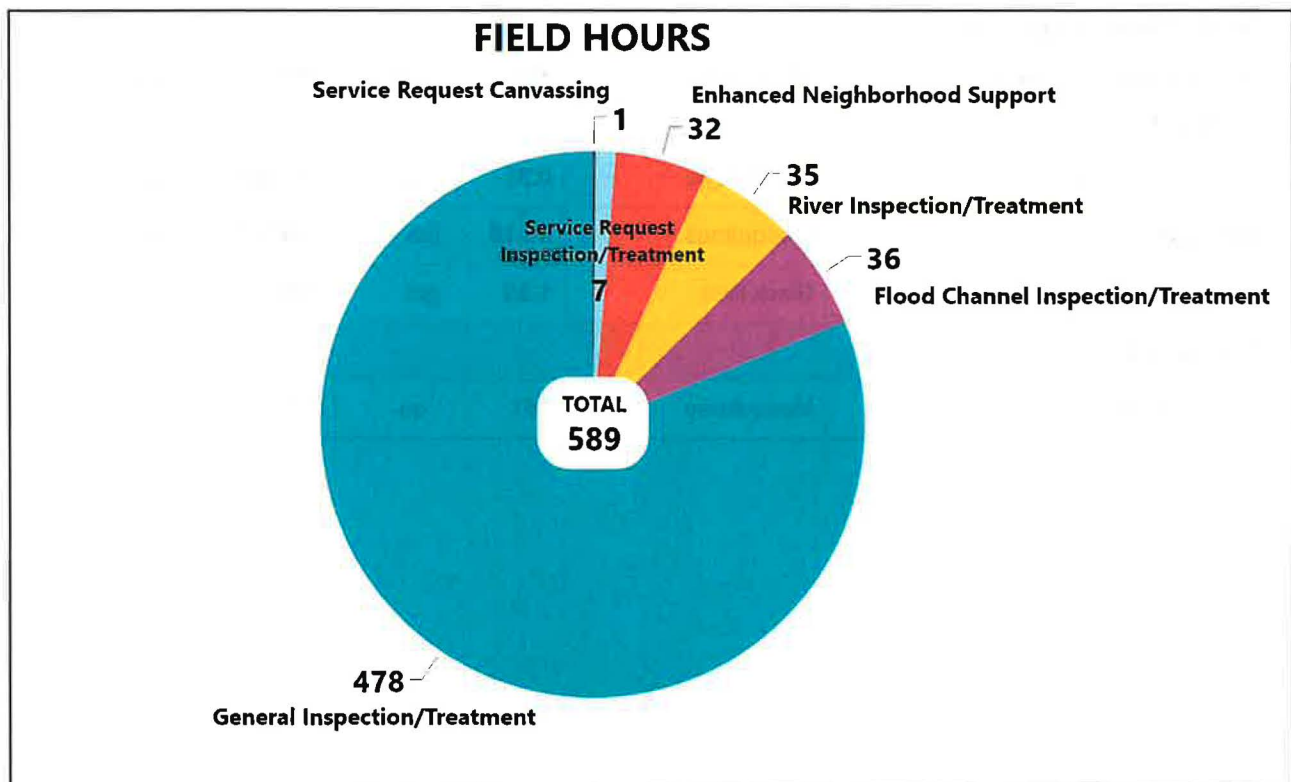
**Operations Summary:**

The Operations department has filled nine of ten seasonal positions in preparation for the current season. Seasonal employees play a critical role in supporting all of our programs during a time when mosquitoes are most prevalent and the risk for disease transmission is elevated. We want to welcome all of the new members of the team. Recruitment is ongoing to fill the remaining position.

Intake and training procedures for new employees have been modified to meet all COVID-19 safety precautions. All employees continue to follow strict distancing and sanitization procedures.

Early in the season, while mosquito populations are beginning to increase but remain relatively low, the Operations department will focus on proactive preventative field work. Prioritization of sources that support early breeding like non-functional swimming pools, flood channels and underground storm drains is designed to flatten the annual curve of mosquito abundance and disease transmission. Early neighborhood canvassing and resident education efforts will help prepare residents and identify potential new threats in time to make adjustments and change habits at a critical time.

**Field Statistics:**





**Surveillance Department**  
 Disease Weeks [9 - 12] | [February 28 – March 27, 2021]

**Insect Surveillance Activities**

Weekly mosquito surveillance was implemented on March 1, 2021. Mosquito activity has been low in response to the low overnight temperatures. Traps were placed weekly and mosquito samples were tested for the presence of arbovirus. No mosquito samples have tested positive in 2021.

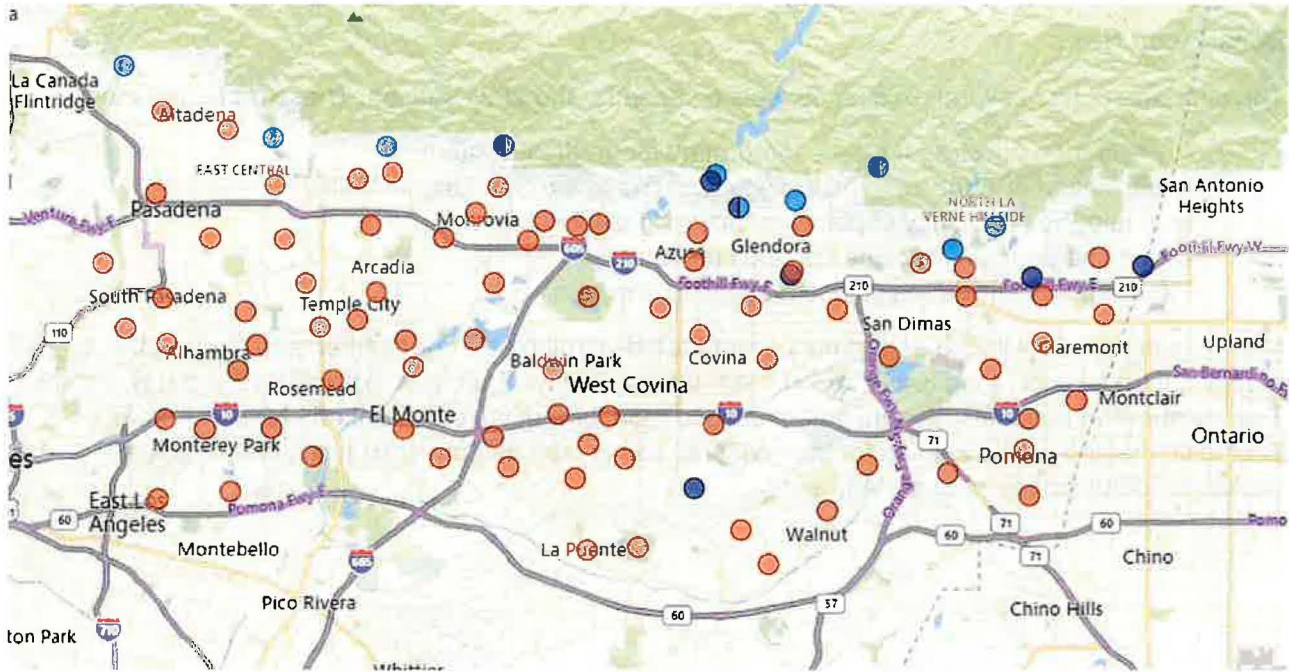


Figure 1 Sampling locations – Orange indicates mosquitoes, Dark blue indicates ticks, Light blue indicates black fly

**Mosquito Activity**

Mosquito activity during weeks 9 and 10 was average in comparison to years past weeks. Due to low overnight temperatures, mosquito activity decreased dramatically but is expected to increase as the temperatures increase.

Week	Total Mosquitoes	Activity Level
9	1024	Average
10	906	Average
11	524	Low
12	211	Low

**Black Fly Activity**

Sampling for black flies was done during week 10 based on observed activity. Only 106 black flies were collected. Black fly sampling will be done every other week for the rest of the season.

**Tick Sampling**

Ticks were sampled for at five locations. Tick activity was low in the foothill canyons and in areas that were affected by wildfires, however, tick activity was quite high in natural areas unaffected by wildfires.

Tick sampling will continue to monitor for activity and monitor for potential invasive ticks that have been identified on the East Coast.

Location	City	Ticks Collected
Azusa River Wilderness Park	Azusa	35
Big Dalton Wilderness Park	Glendora	14
Hook West Flood Channel	Glendora	62
Monrovia Canyon Park	Monrovia	10
South Hills Dog Park	Glendora	120

### Department News

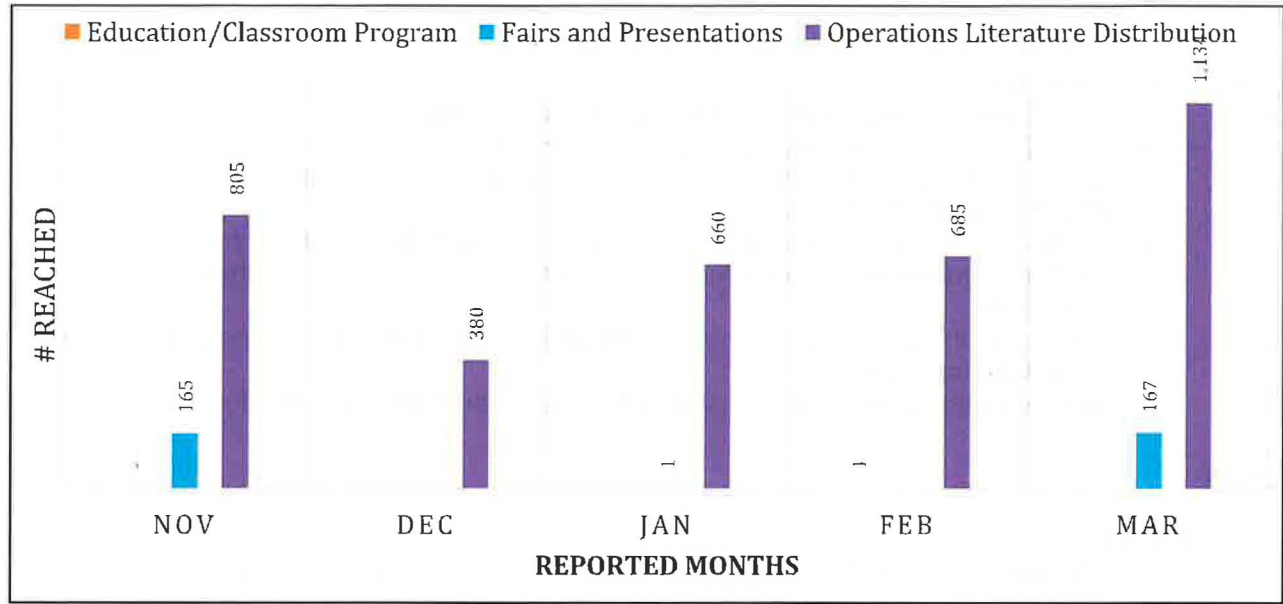
The department has several exciting projects planned for the 2021 season. These projects include:

- Creation of a new trap for the underground storm drain system
- Identification of *Aedes* mosquito egg predators in the San Gabriel Valley
- Evaluate the repellency of plants to mosquito oviposition
- Determine peak activity times of adult mosquitoes
- Establish a pesticide resistance monitoring program.

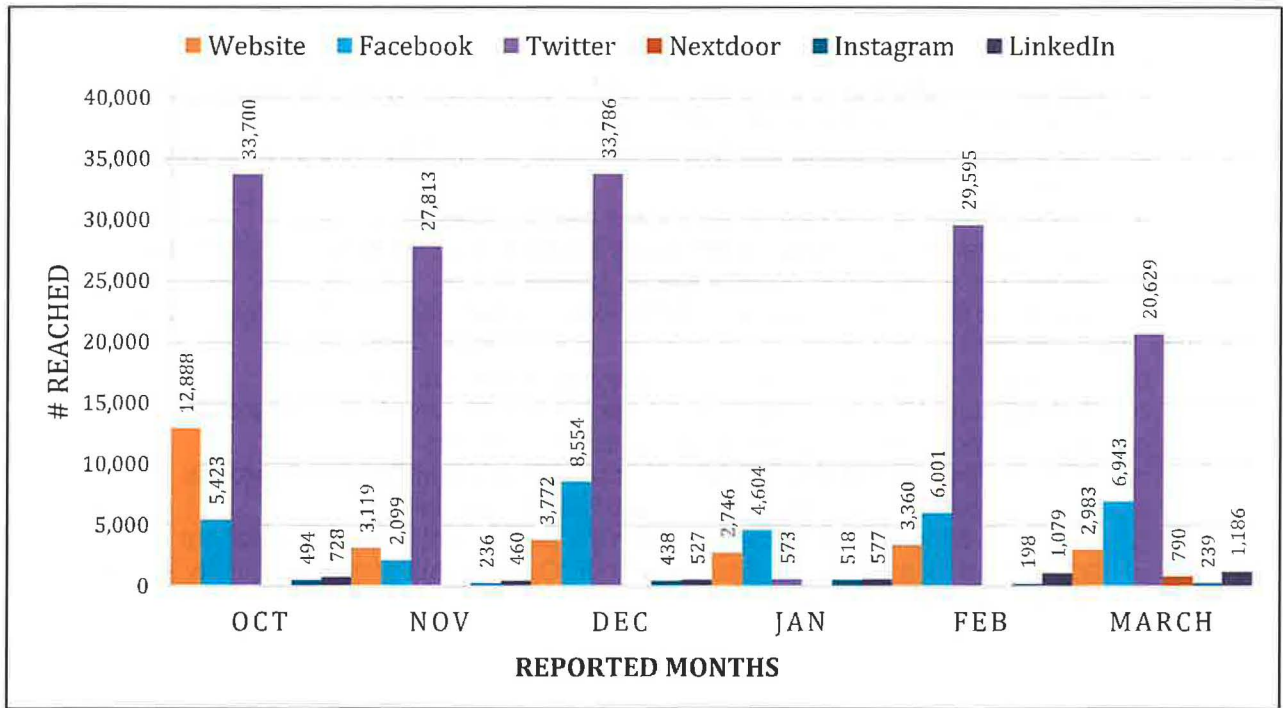
Members of the surveillance department collaborated with the other departments to support the projects of the district. Jung Kim, Limited Term Vector Control Specialist, participated in the Bite Back Tour by showing residents the equipment used to monitor mosquitoes. Kimberly Nelson, Vector Ecologist, created a new training for the seasonal employees and provided a tick identification workshop to the surveillance department.

**Communications Department**  
 Disease Weeks [9 - 12] | [February 28 – March 27, 2021]

**Outreach Activities:**



**Digital Activities:**





### **EcoHealth Vector Education Program**

1. New Developments
  - a. PookyMedia LLC contract approved for revisions to Vector Inspectors animated video
  - b. First run through of the West Nile Virus Escape Room with district staff complete
2. Projects in progress
  - a. Developed support materials for Mosquito G.R.I.D. and V.I.P.
  - b. Added content to [www.vectoreducation.org](http://www.vectoreducation.org) website
  - c. Edited Operation Mosquito G.R.I.D. and Vector Inspector Program (V.I.P.) scripts to reflect program modifications
  - d. Continued with the creation of teacher and student remote learning resources
  - e. Continued to collaborate with Jung Kim from Surveillance on design creations for EcoHealth
  - f. Journey of the Germ- Creation a storyboard from the approved timeline from which to build the interactive video
  - g. Assisted with the designs for the vehicle wraps of the Chevy van and Ford Transit

### **Design**

1. Website
  - a. Finalized Enjoy the Blooming Outdoors Without Mosquitoes this Spring Page
2. Video
  - a. Development of social media video content (10 sec or less)
  - b. Editing a new repellent video

### **General Outreach**

1. Social Media
  - a. Promoted our SGV Bite Back Tour with multiple posts and an Instagram Live
  - b. District LinkedIn page increasing in popularity by targeting content to professionals in vector control, Trustees, and District partners
  - c. Our strategy continues to improve as we focus our social media post on weather-related events
  - d. Created National Holiday content for the month of March
  - e. Development of our Mosquito Bites Live Instagram Series to begin in April as a bi-weekly series, including outside agency guests
  - f. Continued content and post for weekly #MosquitoMonday and #TipTossThursday
2. Bite Back Program
  - a. Created 3<sup>rd</sup>-5<sup>th</sup> grade resource video playlist for the Wix website
  - b. Updated the FYI assessment for all cities on new SurveyMonkey account
  - c. Sent out Block the Bite scheduling e-blasts to Captains
  - d. Sent out Risk Assessment e-blasts to the D2D only and Email only groups
  - e. Finalized content for "What's Your Ecosystem?" campaign
  - f. Created e-blast emails for the "What's Your Ecosystem?" campaign for our Champions
  - g. 3/23 D2D education for the Bite Back Tour: Opening Act at the community surrounding the Gateway Arch in Alhambra

**Administrative/Trainings**

1. Training/webinars

a. 3/2 – 3/5: AMCA Annual Meeting

b. 3/24: Webinar: Public Health Communication: Vector-Borne Disease Prevention

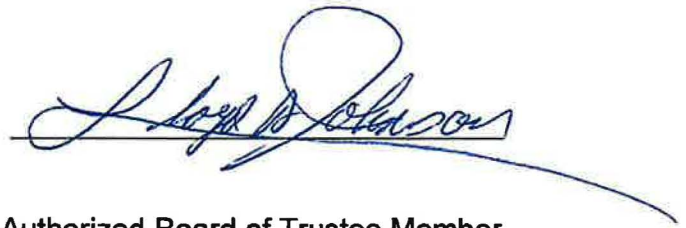
**Treasurer's Report – February 2021  
San Gabriel Valley Mosquito and Vector Control District**

The attached Treasurer's Report is for February 2021.

The Total of All Funds Balance is \$5,702,909.70

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

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

A handwritten signature in blue ink, appearing to read "Lloyd Johnson", is written over a horizontal line. The signature is stylized and cursive.

Authorized Board of Trustee Member

**San Gabriel Valley Mosquito and Vector Control District  
Treasurer's Report (based on Balance Sheet Detail Activity Report,  
Period 8, FY 2020-2021 received on March 1, 2021**

Item 3.7

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Local Agency Investment Fund (LAIF)	0.46%	\$1,424,459.39	Interest	\$0.00	LAIF Statement (February 2021)	\$1,424,459.39

Maturity Date: Perpetual  
Interest rate as of Jan 2021

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Los Angeles County Pool	0.53%	\$3,366,764.14	interest	\$995.65	ND 24 Per 8	\$3,488,405.37
			Trust Warrant #705	(\$309,301.13)	ND 24 Per 8	
			Sec Mst 20-21 1st Pd	\$414,896.24	ND 24 Per 8	
			Red Mstr 20-21 2nd Pd	\$15,050.47	ND 24 Per 8	

Maturity Date: Perpetual  
Interest rate as of Jan 2021

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
VCJPA Contingency Fund	2.13%	\$136,353.00	interest Contributions	\$0.00 \$0.00	VCJPA Statement (Jan 2021)	\$136,353.00

Maturity Date: Perpetual  
Interest rate as of June 2020

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Revolving Fund	\$200,000.00	Deb Activity-Feb 2021	(\$604,775.00)	CB Statement February 2021	\$200,000.00
		Sweep	\$290,355.11		
		Trust Warrant #705	\$309,301.13		
		Misc Deposits	\$5,025.11		
		Paychex-Tax Credit	\$93.65		

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Sweep Account	\$435,449.35	Deb Activity-Feb 2021 Deposit	(\$290,355.11) \$308,597.70	CB Statement February 2021	\$453,691.94

<b>Total Beginning Balance</b>	<b>\$5,563,025.88</b>	<b>Total End Balance</b>	<b>\$5,702,909.70</b>
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**April 9, 2021**

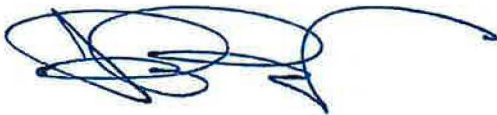
**HONORABLE PRESIDENT AND MEMBERS OF THE BOARD OF TRUSTEES,  
SAN GABRIEL VALLEY MOSQUITO & VECTOR CONTROL DISTRICT**

**SUBJECT: April 1, 2021 District Working Fund Balance**

April 1, 2021 balance:	\$3,366,000.70
March 1 – March 31, 2021 expenditures:	\$329,304.03

**April 1, 2021 Working Fund Balance: \$3,036,696.67**

**Respectfully Submitted:**



**Jared Dever  
District Manager**

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

Date: April 9, 2021

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

Subject: **Consider Amendments to Personnel and Salary Resolution 92-11, Article XI Leave Provisions**

Exhibit(s): **EXHIBIT 6A, 6B**

Background

Recent changes to the California Family Rights Act (CFRA) and Pregnancy Disability Leave (PDL) necessitate amendments to the Personnel and Salary Resolution 92-11, Article XI Leave Provisions. To ensure our district policy is in compliance with the new rules, accommodations, and employee rights; staff worked with district legal counsel, Kelly Black, and other staff at Lewis Brisbois Bisgaard & Smith, LLP to produce the proposed amended policy (EXHIBIT 6A). In addition to adding/amending the necessary CRFA and PDL language, references to probation and probationary periods for new employee were removed to align with at-will employment rules and definitions. EXHIBIT 6A includes the original policy language, removed and added language, and formatting changes proposed for approval. The resulting policy document Personnel and Salary Resolution 92-11, Article XI Leave Provisions is included as EXHIBIT 6B for consideration of the Board.

Managers Recommendation:

The District Manager recommends approving the proposed amendments to Personnel and Salary Resolution 92-11, Article XI Leave Provisions.

Board Action Options:

- Board Action Required: If the Board concurs, following the public hearing and discussion by members of this item, the appropriate action is to approve the proposed amendments to Personnel and Salary Resolution 92-11, Article XI Leave Provisions.
- Alternative Board Action: If after discussion by members of this item, the Board may choose to deny the proposed amendments to Personnel and Salary Resolution 92-11, Article XI Leave Provisions.

Fiscal Impact

None.

Submitted by:

Jared Dever  
District Manager



ARTICLE XI  
LEAVE PROVISIONS  
(Amended April 9, 2021)

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 his or her 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 employees shall earn 0.03462 hours of sick leave with pay for each paid hour in a regularly scheduled workweek or period.
3. After an employee has been paid for six thousand two hundred forty (6,240) scheduled hours exclusive of overtime hours, regular, and limited-term full-time employees shall earn 0.0462 hours of sick leave with pay for each paid hour in a regularly scheduled workweek or period.
4. Sick leave earned shall be added to the employee's sick leave account upon the completion of the pay period. Nonetheless, paid sick leave is accrued on a pro rata basis for each hour worked.
5. Employees may accrue up to 48 hours of paid sick leave per year and may carry over unused paid sick leave from year to year up to the maximum accrual of 240 hours. Employees may use up to 24 hours of paid sick leave each year.
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 three (3) days or twenty-four (24) 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.

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**Deleted:** No credit shall be applied during the progress of the pay period or for a portion of the pay period during which the employee terminated District service.

B. Permitted Uses of Sick Leave

Sick Leave may only be applied to:

1. An absence necessitated by employee's personal illness, injury, or disability due to pregnancy or childbirth.
2. Medical and dental office appointments when absence during working hours for this purpose is authorized by the District.
3. The diagnosis, care, or treatment of an existing health condition, or for preventative care for an employee or the employee's family member ("family member" includes

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**Exhibit 6A**

the employee's child, parent, parent-in-laws, spouse, registered domestic partner, grandparent, grandchild, sibling, or for any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship).

4. If the employee is a victim of domestic violence, sexual assault, or stalking.
4. Illness while on paid vacation shall be charged to sick leave rather than vacation only under the following conditions:
  - a. The illness or injury precludes the effective use of vacation and prevents the employee from performing his or her normal duties.
  - b. The employee shall notify his or her supervisor within four (4) calendar days of the beginning of the illness or prior to the end of his or her vacation leave, whichever is sooner, to request that his or her illness on vacation be charged to sick leave.
  - c. The District shall not be obligated to extend the vacation beyond the original scheduled ending date.
  - d. Upon return to work, the employee shall 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, as permitted by applicable law.
5. Absence from duty because of personal business shall not exceed sixteen (16) working hours during the fiscal year.

**C. Prohibited Uses of Sick Leave**

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 to the extent permitted by applicable law.
3. An employee shall be required to furnish a certificate issued by a licensed physician or registered nurse in the event that 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 weeks or more shall be required to furnish a

**Deleted:** During each calendar year, employees may use up to one-half of their yearly sick leave accrual for the purpose of attending to a child, parent, or spouse who is ill. Leave for this purpose may not be taken until sick leave has been accrued. Furthermore, any hours that would otherwise be available and are not used, do not carry over from year to year. For example, if an employee earns 96 hours of sick leave per year, 48 hours may be used during the calendar year to attend to an ill child, parent, or spouse. If an employee only uses 40 hours during the calendar year, the employee will not be able to carry over the remaining 8 hours into the following calendar year, and then have 56 hours of leave (48 new hours plus 8 carried over) in the subsequent year. For the purposes of this Section child means a biological, foster, or adopted child, a stepchild, a legal ward, or a child of a person standing in loco parentis, a parent means a biological, foster, or adoptive parent, a stepparent, or a legal guardian, and a spouse means a legal spouse according to the laws of California

**Deleted:** In addition to the leave provided in Section an absence because of a serious illness of an immediate family member may be taken, up to a maximum of three (3) working days for each serious illness occurrence. "Serious illness" includes inpatient care, continuing treatment by a health care provider, childbirth, a period of incapacity of more than three consecutive days which requires subsequent treatment or subsequent periods of incapacity relating to the same condition, incapacity due to a chronic serious health condition such as asthma, diabetes, or epilepsy, incapacity due to a permanent or long-term conditions which may or may not be treatable, or absences to receive multiple treatments such as chemotherapy or radiation. For purposes of this Section, immediate family shall mean father, father-in-law, mother, mother-in-law, step-parent, brother, sister, spouse, child, grandchild, grandparent, or legal guardian.'

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**Exhibit 6A**

release to "return- to-work" from the health care provider stating the employee is able to resume work.

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, or spouse.
5. Employees may accumulate up to 240 hours of sick leave.
6. 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) year.
7. If an employee dies due to a work-related injury while in the employ of the District, his or her 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.
8. Upon separation from District service for reasons other than retirement or death, no employee shall be paid for any accumulated sick leave.
9. 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.
10. The District will provide paid sick days upon the oral or written request of an employee.
11. 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**

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 Human Resources or designee by 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

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**Exhibit 6A**

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.

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 vacation leave cash out program. Late irrevocable leave cash out election forms will not be accepted.

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**

Upon request, regular ~~or~~ limited-term, employees shall receive necessary time off with pay, not to exceed three (3) 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, step-parent, brother, sister, spouse, child, grandparent, grandchild, daughter-in-law, son-in-law, or legal guardian.

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**SECTION 4. Authorized Leave Without Pay**

A. District Leave

A regular ~~or~~ limited-term, employee may request a District Leave without pay for a period of time not to exceed fifteen (15) calendar days ~~when the employee is not entitled to any legally protected leave of absence~~. 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.

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B. Official Leave

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**Exhibit 6A**

1. Upon request, a regular ~~or~~ limited-term employee may be granted an Official Leave of Absence without pay ~~for instances where the employee is not entitled to any legally protected leave of absence~~. Such leave, if granted, shall not exceed four 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 2 months at the discretion of the District Manager. If the District Manager denies the extension of such leave, the provisions of 4. and 5., below shall not apply.
3. An employee shall give notice two (2) weeks prior to the date he or she wants to return to work. If an employee does not give the two (2) weeks notice prior to the date he or she wants 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. ~~.....~~
4. An Official Leave shall not be credited toward continuous service.

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**C. Family and Medical Leave**

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 12-month period. For more information regarding leave under this policy, employees should contact human resources.

1. To be eligible for CFRA leave, employees must:
  - a. Have worked at least twelve (12) months for District in the preceding seven years (limited exceptions apply to the seven-year requirement).
  - b. Have worked at least 1,250 hours for District over the twelve (12) months preceding the date the leave would commence.

All periods of absence from work due to or necessitated by service in the uniformed services are counted as hours worked in determining eligibility.

2. CFRA leave may be taken for any of the following reasons:
  - a. To care for or bond with a newborn child.
  - b. 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.
  - c. To care for an immediate family member (employee's spouse, parent, registered domestic partner, child or registered domestic partner's child of any age, sibling, grandparent or grandchild) with a serious health condition.

**Deleted:** If the District Manager modifies or does not approve a request for Official Leave, the employee may, with fifteen (15) calendar days of said action, file a request with the District Manager for review by the Board. Upon such request, the District Manager shall forward a copy of the request for Official Leave to the Board for final determination. The appealing employee shall notify the District Manager whether he or she will submit his or her position in a written statement or wishes to appear before the Board. The District may present its position in the same manner as the employee presents his or her position. The Board, at its discretion, may designate one (1) or more members to hear such appeals for final determination.

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**Exhibit 6A**

- d. Because of the employee's serious health condition that makes the employee unable to perform his or her job (with the exception of pregnancy, which is covered under Pregnancy Disability Leave and does not run concurrently with CFRA).
- e. A qualifying military exigency related to the covered active duty or call to covered active duty of an employee's spouse, domestic partner, child (of any age) or parent in the United States armed forces, as specified in [Section 3302.2](#) of the Unemployment Insurance Code.

3. Definitions

A "serious health condition" is 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."

4. The 12-Month Measurement Period

The District uses the "rolling" 12-month period measured backward from the date an employee uses any CFRA leave.

5. Intermittent or Reduced-Schedule Leave

Eligible employees may take 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.

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.

A. Substitution of Paid Accrued Leaves

Although family and medical care leave is unpaid, an employee may elect and the District will require an employee to concurrently use all paid accrued leaves during family and medical care leave as described below.

- a. Employee's Right to Use Paid Accrued Leave Concurrently with Family and Medical Care Leave



**Exhibit 6A**

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, spouse, domestic partner or child.

b. District's Right to Require an Employee to Use Paid Leave When Using Family and Medical Care Leave

Employees must use and exhaust their accrued leaves concurrently with family and medical care 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:

1. 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
2. An employee must agree to use leave from the employee's accrued leave to care for a child, parent, spouse or domestic partner.

6. Maintenance of Health Benefits

If employees and/or their families participate in District's group health plan, District will maintain coverage during 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 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.

7. Procedures

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

1. 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.
2. 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. Second or third medical opinions may also be required when allowed.

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3. Periodic reports as deemed appropriate during the leave regarding the employee's status and intent to return to work.
4. A return-to-work release before returning to work if the leave was due to the employee's serious health condition.
8. Employer Responsibilities  
To the extent required by law, District will inform employees whether they are eligible for leave under 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 CFRA-protected and, to the extent possible, note the amount of leave counted against employees' leave entitlement. If employees are not eligible for CFRA leave, District will provide a reason for the ineligibility.
9. Job Restoration  
Upon returning from 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.
10. Failure to Return After CFRA Leave  
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).

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) of up to four 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. Up to four months of leave is allowed for each pregnancy. If affected by pregnancy or a related medical condition, employees also are eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if such a transfer is medically advisable and can be reasonably accommodated. Employees disabled by qualifying conditions may also be entitled to other reasonable accommodations where doing so is medically necessary. In addition, if it is medically advisable to take intermittent leave or work a reduced leave schedule, the District may require a temporary transfer to an alternative position with equivalent pay and benefits that can better accommodate recurring periods of leave.

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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 ~~the employee, 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 ~~to support PDL.~~ The certification shall include the date on which the woman became disabled due to pregnancy, the probable duration of the period or periods of disability, and an explanatory statement that, due to the disability, the employee is unable to work at all or is unable to perform any one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.
4. An eligible employee who is granted PDL will be guaranteed reinstatement upon the termination of the 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 7., below. The employee shall retain the same seniority as she had at the time of starting leave and shall be reinstated to any benefits previously provided without any new qualification period.
5. If employees and their families participate in the District’s group health plan, the district will maintain coverage during leave under this policy on the same terms as if employees had continued to work. If applicable, employees must make arrangements to pay their shares of health plan premiums while on leave. In some instances, the District may recover premiums it paid to maintain health coverage or other benefits for employees and their families. Use of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of leave. Employees should consult the applicable plan document for information regarding eligibility, coverage and benefits.
6. Any employee on PDL shall use all accrued sick leave. 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.

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. ▽

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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.

7. The District may refuse to reinstate the employee if:

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

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

E. General Provisions

1. Except as described in subsections 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, unless otherwise required by applicable law.

Deleted: nor shall the leave of absence count as time towards completing a probationary period

**SECTION 5: School-Related Leave**

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A. School or Licensed Day Care Activity Leave

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 his/her 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 child care facility as verification that the employee participated in school or child care 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.

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**B. Child Suspension Leave**

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 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 probably 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. An employee receiving pay for a portion of such Leave shall not be deemed to be occupying a position during such paid leave period. 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 regular ~~or limited-term,~~ employee who is called for jury duty or for examination for jury duty shall be compensated at the employee's regular rate of pay for those hours of absence that occur during the employee's regularly scheduled working hours not to exceed two (2) workweeks. ~~Time off for jury duty beyond two weeks will be granted but will be without pay.~~ The employee's fees for jury duty, exclusive of mileage, ~~during the time the employee is being paid by the District for jury duty,~~ 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.

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**SECTION 8. Workers' Compensation Leave**

A. When an injury is determined to be job related in accordance with Article XIX, ~~and the employee is unable to work due to the injury,~~ 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 Official Leave until a final determination is made.

B. Workers' Compensation Leave shall continue until the employee:

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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 reasonably accommodate 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 and the District cannot reasonably accommodate the permanent restrictions; 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 he or she wants to return to work. If an employee does not give two (2) weeks notice prior to the date he or she wants 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.

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**SECTION 9. Absence Without Authorization**

- A. Absence without authorization or legally protected justification 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 or limited-term 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

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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 his/her position. Automatic resignations shall be rescinded in cases where an employee can prove that it was physically impossible to contact his/her Section, provided the employee did so at the first possible opportunity.
- F. An employee so reinstated shall not be paid for the period of his/her 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.

**SECTION 10. Catastrophic Leave Program**

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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.

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.

This provision shall not apply to employees who are receiving workers' compensation pay pursuant to Article XIX, up to 80 hours per pay period.

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 of time and which creates a financial hardship.

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**ARTICLE XI**  
**LEAVE PROVISIONS**  
**(Amended April 9, 2021)**

**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 his or her 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 employees shall earn 0.03462 hours of sick leave with pay for each paid hour in a regularly scheduled workweek or period.
3. After an employee has been paid for six thousand two hundred forty (6,240) scheduled hours exclusive of overtime hours, regular and limited-term full-time employees shall earn 0.0462 hours of sick leave with pay for each paid hour in a regularly scheduled workweek or period.
4. Sick leave earned shall be added to the employee's sick leave account upon the completion of the pay period. Nonetheless, paid sick leave is accrued on a pro rata basis for each hour worked.
5. Employees may accrue up to 48 hours of paid sick leave per year and may carry over unused paid sick leave from year to year up to the maximum accrual of 240 hours. Employees may use up to 24 hours of paid sick leave each year.
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 three (3) days or twenty-four (24) 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**

Sick Leave may only be applied to:

1. An absence necessitated by employee's personal illness, injury, or disability due to pregnancy or childbirth.
2. Medical and dental office appointments when absence during working hours for this purpose is authorized by the District.
3. The diagnosis, care, or treatment of an existing health condition, or for preventative 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 for any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship).

4. If the employee is a victim of domestic violence, sexual assault, or stalking.
5. Illness while on paid vacation shall be charged to sick leave rather than vacation only under the following conditions:
  - a. The illness or injury precludes the effective use of vacation and prevents the employee from performing his or her normal duties.
  - b. The employee shall notify his or her supervisor within four (4) calendar days of the beginning of the illness or prior to the end of his or her vacation leave, whichever is sooner, to request that his or her illness on vacation be charged to sick leave.
  - c. The District shall not be obligated to extend the vacation beyond the original scheduled ending date.
  - d. Upon return to work, the employee shall 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, as permitted by applicable law.
6. Absence from duty because of personal business shall not exceed sixteen (16) working hours during the fiscal year.

#### C. Prohibited Uses of Sick Leave

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 to the extent permitted by applicable law.
3. An employee shall be required to furnish a certificate issued by a licensed physician or registered nurse in the event that 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 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.

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, or spouse.
5. Employees may accumulate up to 240 hours of sick leave.
6. 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) year.
7. If an employee dies due to a work-related injury while in the employ of the District, his or her 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.
8. Upon separation from District service for reasons other than retirement or death, no employee shall be paid for any accumulated sick leave.
9. 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.
10. The District will provide paid sick days upon the oral or written request of an employee.
11. 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**

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 Human Resources or designee by 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.

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 vacation leave cash out program. Late irrevocable leave cash out election forms will not be accepted.

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**

Upon request, regular or limited-term employees shall receive necessary time off with pay, not to exceed three (3) 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, child, grandparent, grandchild, daughter-in-law, son-in-law, or legal guardian.

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

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

A regular or limited-term, employee may request a District Leave without pay for a period of time not to exceed fifteen (15) calendar days when the employee is not entitled to any legally protected leave of absence. 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.

#### **B. Official Leave**

1. Upon request, a regular or limited-term employee may be granted an Official Leave of Absence without pay for instances where the employee is not entitled to any legally protected leave of absence. Such leave, if granted, shall not exceed four 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 2 months at the discretion of the District Manager. If the District Manager denies the extension of such leave, the provisions of 4. and 5., below shall not apply.
3. An employee shall give notice two (2) weeks prior to the date he or she wants to return to work. If an employee does not give the two (2) weeks' notice prior to the date he or she wants 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.

#### C. Family and Medical Leave

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 12-month period. For more information regarding leave under this policy, employees should contact human resources.

1. To be eligible for CFRA leave, employees must:
  - a. Have worked at least twelve (12) months for District in the preceding seven years (limited exceptions apply to the seven-year requirement).
  - b. Have worked at least 1,250 hours for District over the twelve (12) months preceding the date the leave would commence.

All periods of absence from work due to or necessitated by service in the uniformed services are counted as hours worked in determining eligibility.

2. CFRA leave may be taken for any of the following reasons:
  - a. To care for or bond with a newborn child.
  - b. 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.
  - c. To care for an immediate family member (employee's spouse, parent, registered domestic partner, child or registered domestic partner's child of any age, sibling, grandparent or grandchild) with a serious health condition.
  - d. Because of the employee's serious health condition that makes the employee unable to perform his or her job (with the exception of pregnancy, which is covered under Pregnancy Disability Leave and does not run concurrently with CFRA).
  - e. A qualifying military exigency related to the covered active duty or call to covered active duty of an employee's spouse, domestic partner, child (of any age) or parent in the United States armed forces, as specified in Section 3302.2 of the Unemployment Insurance Code.



### 3. Definitions

A “serious health condition” is 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.”

### 4. The 12-Month Measurement Period

The District uses the “rolling” 12-month period measured backward from the date an employee uses any CFRA leave.

### 5. Intermittent or Reduced-Schedule Leave

Eligible employees may take 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.

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.

### 6. Substitution of Paid Accrued Leaves

Although family and medical care leave is unpaid, an employee may elect and the District will require an employee to concurrently use all paid accrued leaves during family and medical care leave as described below.

#### a. Employee’s Right to Use Paid Accrued Leave Concurrently with Family and Medical Care Leave

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, spouse, domestic partner or child.

#### b. District’s Right to Require an Employee to Use Paid Leave When Using Family and Medical Care Leave

Employees must use and exhaust their accrued leaves concurrently with family and medical care 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:

1. 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
2. An employee must agree to use leave from the employee's accrued leave to care for a child, parent, spouse or domestic partner.

7. Maintenance of Health Benefits

If employees and/or their families participate in District's group health plan, District will maintain coverage during 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 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.

8. Procedures

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

1. 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.
2. 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. Second or third medical opinions may also be required when allowed.
3. Periodic reports as deemed appropriate during the leave regarding the employee's status and intent to return to work.
4. A return-to-work release before returning to work if the leave was due to the employee's serious health condition.

9. Employer Responsibilities

To the extent required by law, District will inform employees whether they are eligible for leave under 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 CFRA-protected and, to the extent possible, note the amount of leave counted against employees' leave entitlement. If employees are not eligible for CFRA leave, District will provide a reason for the ineligibility.

10. Job Restoration

Upon returning from 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.

11. Failure to Return After CFRA Leave

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).

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) of up to four 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. Up to four months of leave is allowed for each pregnancy. If affected by pregnancy or a related medical condition, employees also are eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if such a transfer is medically advisable and can be reasonably accommodated. Employees disabled by qualifying conditions may also be entitled to other reasonable accommodations where doing so is medically necessary. In addition, if it is medically advisable to take intermittent leave or work a reduced leave schedule, the District may require a temporary transfer to an alternative position with equivalent pay and benefits that can better accommodate recurring periods 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 the employee 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 to support PDL. The certification shall include the date on which the woman became disabled due to pregnancy, the probable duration of the period or periods of disability, and an explanatory statement that, due to the disability, the employee is unable to work at all or is unable to perform any one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.
4. An eligible employee who is granted PDL will be guaranteed reinstatement upon the termination of the 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 7., below. The employee shall retain the same seniority as she had at the time of starting leave and shall be reinstated to any benefits previously provided without any new qualification period.
5. If employees and their families participate in the District's group health plan, the district will maintain coverage during leave under this policy on the same terms as if employees had continued to work. If applicable, employees must make arrangements to pay their shares of health plan premiums while on leave. In some instances, the District may recover premiums it paid to maintain health coverage or other benefits for employees and their families. Use of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of leave. Employees should consult the applicable plan document for information regarding eligibility, coverage and benefits.
6. Any employee on PDL shall use all accrued sick leave. 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.

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.

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.

7. The District may refuse to reinstate the employee if:

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**

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

**E. General Provisions**

1. Except as described in subsections 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, unless otherwise required by applicable law.

**SECTION 5: School-Related Leave**

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

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 his/her 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 child care facility as verification that the employee participated in school or child care 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**

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 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. An employee receiving pay for a portion of such Leave shall not be deemed to be occupying a position during such paid leave period. 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 regular or limited-term, employee who is called for jury duty or for examination for jury duty shall be compensated at the employee's regular rate of pay for those hours of absence that occur during the employee's regularly scheduled working hours not to exceed two (2) workweeks. Time off for jury duty beyond two weeks will be granted but will be without pay. The employee's fees for jury duty, exclusive of mileage, during the time the employee is being paid by the District for jury duty, 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 in accordance with Article XIX, and the employee is unable to work due to the injury, 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 Official Leave 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 reasonably accommodate 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 and the District cannot reasonably accommodate the permanent restrictions; 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 he or she wants to return to work. If an employee does not give two (2) weeks notice prior to the date he or she wants 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**

- A. Absence without authorization or legally protected justification 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 or limited-term 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 may 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 his/her position. Automatic resignations shall be



rescinded in cases where an employee can prove that it was physically impossible to contact his/her Section, provided the employee did so at the first possible opportunity.

- F. An employee so reinstated shall not be paid for the period of his/her 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.

#### **SECTION 10. Catastrophic Leave Program**

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.

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.

This provision shall not apply to employees who are receiving workers' compensation pay pursuant to Article XIX, up to 80 hours per pay period.

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 of time and which creates a financial hardship.



**APPROVED AND ADOPTED** this 9<sup>th</sup> day of April, 2021, by the following vote.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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**Becky Shevlin, President, Board of Trustees**

**ATTEST:**

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**Lloyd Johnson, Secretary-Treasurer, Board of Trustees**

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

Date: April 9, 2021

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

Subject: **Consider Amendments to Personnel Job Description and Duties:  
Position Title - Executive Secretary/Clerk of the Board**

Exhibit(s): **EXHIBIT 7A, 7B**

Background

Prior to initiating the recruitment process for the position of Executive Secretary/Clerk of the Board, a review of the current job duties, assignments, minimum qualifications, and compensation was conducted. Upon comparison of the current job description and a list of actual duties and responsibilities, staff has determined that changes to the current job description are necessary. These changes are significant enough to necessitate board approval to amend the current job description (EXHIBIT 7A), with a new job description that better describes the duties and function of the position (EXHIBIT 7B).

Managers Recommendation:

The District Manager recommends approving the amended Personnel Job Description and Duties: Position Title - Executive Secretary/Clerk of the Board (EXHIBIT 7B).

Board Action Options:

- Board Action Required: If the Board concurs, following the public hearing and discussion by members of this item, the appropriate action is to approve the amended Personnel Job Description and Duties: Position Title - Executive Secretary/Clerk of the Board (EXHIBIT 7B).
- Alternative Board Action: If after discussion by members of this item, the Board may choose to deny the amended Personnel Job Description and Duties: Position Title - Executive Secretary/Clerk of the Board (EXHIBIT 7B).

Fiscal Impact

None.

Submitted by:

Jared Dever  
District Manager

## EXECUTIVE ASSISTANT/CLERK OF THE BOARD

### POSITION DESCRIPTION

#### Basic Function

The Executive Assistant/Clerk of the Board performs a variety of confidential and complex administrative tasks on behalf of the District Manager and Board of Trustees; coordinates and produces the agenda, minutes, and communications for the Board's meetings; performs complex and confidential secretarial and clerical work; and other related duties as required.

#### Relationship:

The Executive Assistant/Clerk of the Board is a Fair Labor Standards Act non-exempt position that is supervised by the District Manager.

#### Position Characteristics:

The Executive Assistant/Clerk of the Board must maintain confidentiality and use sound judgment and a thorough understanding of District policies and regulations to perform complex administrative tasks on behalf of the District Manager and Board of Trustees. He or she coordinates and prepares the agenda and related material for meetings the Board of Trustees and its related committees; maintains the District's calendar of important business-related events and informs appropriate staff of deadlines; develops and maintains the District's filing and records retention system; prepares correspondence for the District Manager.

The Executive Assistant/Clerk of the Board assists the District's managerial staff by using secretarial and clerical skills and works on various projects as assigned.

#### Duties:

The following are examples of duties that may be performed. Omitting specific duties does not exclude them from the position if the work is similar, related, or a logical assignment.

1. Prepare and distribute the agenda for monthly meetings of the District's Board of Trustees and its committees.
2. Attend meetings of the District's Board of Trustees and its committees and record actions taken; prepare and distribute minutes of the meetings.
3. Compose agenda items and resolutions following legal procedures.

4. Recognize when District business must be placed on the agenda and how the Board should conduct business during Board meetings.
5. Oversee proper physical arrangements for meetings of the Board of Trustees and its committees and other District functions.
6. Serve as a point of contact and perform administrative and secretarial support for the Board of Trustees and its officers, such as creating and maintaining a data base on the District's computer network for information related to Trustees, composing documents, processing reimbursements and per diem for travel by Trustees, informing Trustees of future meetings, and replying to inquiries from Trustees.
7. Perform administrative and secretarial functions for the District Manager and other staff; compose routine correspondence; develop or obtain forms and correspondence.
8. Maintain a list of addresses of people and agencies related to vector control on the District's computer network.
9. Review and process requests, inquiries, and correspondence related to the District's benefit assessment.
10. Serve as the Filing Officer for distributing, collecting, and filing the Fair Political Practices Commission Statement of Economic Interest Forms for Trustees and staff; update the District's Conflict of Interest Code and submit biennially for approval the resolution to the County of Los Angeles Board of Supervisors.
11. Maintain District records such as minutes, resolutions, agreements, and policies; implement and maintain a filing system for District business and correspondence.
12. Make travel arrangements for District staff and Trustees
13. Proofread, copy, and mail the District's Annual Budget.
14. Solicit and/or write articles for the District's monthly newsletter; design layout, provide proof, print, distribute and mail the completed newsletter.
15. Maintain confidentiality.
16. Assist and inform the general public and other agencies; answer the telephone when other staff are not available; screen office calls and visitors.

**Minimum Qualifications:**

**Knowledge of:**

- Brown Act, parliamentary procedures, and Public Records Act; Fair Political Practices Commission Conflict of Interest Code; California Health and Safety Code for Mosquito and Vector Control Districts; District resolutions and bylaws.
- Standard office procedures, methods and computer equipment.
- Use of personal computers, software, and peripherals.
- English usage, spelling, vocabulary, grammar and punctuation; principles and procedures of record keeping.
- Word processing methods, techniques, and programs.
- Public relations and information techniques.
- Mathematics, numerical, alphabetical, and subject matter filing systems,
- Principles and practices used in dealing with the public.
- District policies.

**Ability to:**

- Understand and apply pertinent federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures.
- Compose agenda items and prepare minutes of the Board of Trustees.
- Work independently.
- Maintain confidentiality.
- Record minutes and respond to correspondence.
- Maintain records.
- Respond to questions from the public and District personnel regarding policies and procedures for assigned area.
- Plan and organize work to meet schedules and timelines.
- Understand and follow oral and written instructions.
- Communicate clearly and effectively orally and in writing.
- Operate modern office equipment, e.g., computer hardware and software, copiers, and printers.
- Work cooperatively and effectively with other employees and the public.

**Education and Experience:**

A combination of education, training, and experience that provides the desired knowledge and abilities. An example is:

Graduation from high school or equivalent; five years of progressively responsible administrative support in an office environment involving a variety of typing, document processing, records management and office administration.

**Post-Offer Physical Examination:**

A medical doctor must certify that a candidate is physically able to perform the duties of the position and is free of illegal substances as determined by a drug screen. A medical doctor and/or laboratory designated by the District shall perform the post-offer physical examination and drug screen and the District shall pay all costs.

**Functional Requirements:**

Minimum of single eye corrected vision.

Ability to speak and write effectively in English.

Ability to frequently\* sit for extended periods of time.

Ability to regularly\* perform repetitive motion associated with office equipment and answering telephone.

Ability to occasionally\* bend at the knees and waist to perform filing activities.

Ability to periodically\* lift objects weighing 25 pounds.

Ability to periodically\* reach overhead.

- \* Periodically - Activity or condition exists less than 25% of the time.
- Occasionally - Activity or condition exists 25 - 50% of the time.
- Regularly - Activity or condition exists 50 - 75% of the time.
- Frequently - Activity or condition exists more than 75% of the time.

**Special Notes, Licenses, or Requirements:**

Special Note:

The Executive Assistant/Clerk of the Board must be able to type 50 net words per minute with no errors. A test will be administered to qualified applicants.

License:

A valid California State driver's license is required at the time of appointment and must be maintained throughout employment. The Executive Assistant/Clerk of the Board must be insurable with the District's insurance carrier.

Working Conditions:

The Executive Assistant/Clerk of the Board may be exposed to verbal abusive behavior from the public.

*The San Gabriel Valley Mosquito & Vector Control District reserves the right to modify, delete, augment, or supplement the duties, qualifications, and requirements stated at its sole and absolute discretion.*



**EXECUTIVE ASSISTANT/CLERK OF THE BOARD**

<b>Department:</b>	<b>Administration</b>
<b>Reports To:</b>	<b>District Manager</b>
<b>Exemption Status:</b>	<b>Non-Exempt</b>
<b>Time-Base:</b>	<b>Full-time/At-Will</b>

**Basic Function**

Under direction, performs a variety of highly responsible, complex administrative duties on behalf of the District Manager and Board of Trustees; administers and coordinates District agendas, minutes, and communications; manages official District records; and performs related work as required.

**Relationship:**

The Executive Assistant/Clerk of the Board is a Fair Labor Standards Act non-exempt position that is supervised and directed by the District Manager.

**Class Characteristics:**

This is a single position classification responsible for providing administrative support to the District Manager's Office. Incumbents perform a variety of administrative and project coordination support work for the District Manager, Board of Trustees, and associated staff. The work requires extensive public contact, the frequent use of tact, discretion, independent judgment and knowledge of District activities. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

**Examples of typical job functions (Illustrative Only)**

*The District reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Provides administrative support to the District Manager and Board of Trustees by assisting with duties of complex and sensitive nature in accordance with established District policies and procedures and applicable statutes; represents the department at meetings as assigned; acts as a liaison between the District Manager, other staff and the public.
- Prepares Board of Trustees and committee meeting agendas and related documents in accordance with legal requirements; coordinates with various departments for supporting documentation; and publishes official notices as required; coordinates resolutions and follows up with staff as appropriate.
- Attends regular monthly and committee meetings of the Board of Trustees; records actions taken at meetings; processes documents approved at Board meetings including resolutions, agreements, and contracts; prepares and distributes minutes of the meetings.

- Composes agenda items and resolutions following legal procedures and identifies District business items to be placed on the agenda.
- Oversees the preparation of Board Room and information for distribution at the Board of Trustees and committee meetings.
- Conducts administrative functions for the Board of Trustees, such as creating and maintaining computer files for board-related data, prepares correspondence, reappointment letters, and memos; creates committee lists and maintains records of present and past representatives; replies to Trustee inquiries.
- Composes, types, and edits a variety of documents including detailed correspondence, forms, memos, reports, and specialized documents for the District Manager and other department staff; proofreads materials for accuracy, completeness, compliance with departmental policies, format, and English usage, including grammar, punctuation, and spelling; inputs and retrieves data and text using a computer.
- Prepares correspondence for the District Manager's reply; acts as a District liaison with consultants and contractors.
- Serves as Filing Officer for the preparation of the Fair Political Practices Commission Statement of Economic Interests for completion by designated individuals; submits resolutions to the Board of Supervisors for approval on a biennial basis.
- Prepares and upon signature of authorized individuals, submits reports, forms, statements and related legal documents to appropriate agencies.
- Maintains Records Retention Program and District records such as minutes, resolutions, agreements, contracts, and policies; implements and maintains filing system for District business and correspondence.
- Receives requests for records according to the California Public Records Act; responds or coordinates responses from management.
- Organizes travel and facility arrangements as needed for District functions; coordinates reservations and registrations for conferences.
- Provides assistance and information to the general public, other vector control agencies, and cities; receives calls from public when other staff is not available; screens office calls and visitors.
- Oversees the purchase or rental of office equipment including copy machines and postage machine.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

### **Qualifications**

#### **Knowledge of:**

- Organization and function of public agencies, including the role and authorities of the Board of Trustees and appointed boards and commissions.
- District policies and procedures.
- Operations and services provided by the Clerk of the Board of a public agency.
- Administrative and business principles and practices.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies

- and procedures relevant to assigned area of responsibility.
- Principles and practices of data collection and report preparation.
  - Business letter writing and the standard format for reports and correspondence.
  - Mathematical principles.
  - Complex record-keeping principles and procedures.
  - District and mandated safety rules, regulations, and protocols.
  - Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
  - The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
  - Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Provide a high level of administrative support to the General Manager and Board of Trustees.
- Prepare for, attend, and ensure proper documentation of, Board of Trustee meetings.
- Perform Clerk of the Board duties at Board meetings consistent with policies and procedures.
- Prepare and maintain the District's formal documents, resolutions and filing systems.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Compose District formal correspondence consistent with standards.
- Prepare and submit official documents to local and state government agencies.
- Research, analyze, and summarize data and prepare accurate and logical written reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

Associate degree in business administration or related field from an accredited college or university and five (5) years of increasingly responsible administrative and secretarial experience, preferably in a governing board environment. Bachelor's degree in public or business administration, or a related field is strongly desired.

**Post-Offer Physical Examination:**

A medical doctor must certify that a candidate is physically able to perform the duties of the position and is free of illegal substances as determined by a drug screen. A medical doctor and/or laboratory designated by

the District shall perform the post-offer physical examination and drug screen and the District shall pay all costs.

**Functional Requirements:**

Minimum of single eye corrected vision.

Ability to speak and write effectively in English.

Ability to frequently\* sit for extended periods of time.

Ability to regularly\* perform repetitive motion associated with office equipment and answering telephone.

Ability to occasionally\* bend at the knees and waist to perform filing activities.

Ability to periodically\* lift objects weighing 25 pounds.

Ability to periodically\* reach overhead.

\* Periodically - Activity or condition exists less than 25% of the time.

Occasionally - Activity or condition exists 25 - 50% of the time.

Regularly - Activity or condition exists 50 - 75% of the time.

Frequently - Activity or condition exists more than 75% of the time.

**Licenses and Certifications:**

- Possession of, or ability to obtain by time of appointment, a valid California driver's license. Must be insurable with the District's insurance carrier.
- Possession of, or ability to obtain by time of appointment, Notary Public certification for the State of California.

**Environmental Conditions**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

