



San Gabriel Valley Mosquito and Vector Control District  
Board of Trustees Meeting  
March 11, 2022 – 7:00 a.m.  
1145 N. Azusa Canyon Road, West Covina, CA 91790

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#### **HOW TO OBSERVE THE MEETING:**

Computer: Watch the live streaming of the meeting from a computer by navigating to:  
<https://www.youtube.com/c/sgvmosquito>

#### **HOW TO SUBMIT PUBLIC COMMENTS:**

**Before the Meeting:** Please email your comments to [district@sgvmosquito.org](mailto:district@sgvmosquito.org), 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
- 1.3 ORDER OF BUSINESS - Review and prioritization of agenda Items including, if necessary, identification of any emergency items arising after posting of the agenda and requiring action prior to next regular meeting

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

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

**3. Consent Calendar**

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

- 3.1 Resolution No. 2022-04 – Resolution of the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District Proclaiming a Local Emergency, Ratifying the Proclamation of a State of Emergency on March 4, 2020 by California Governor Gavin Newsom and Authorizing Remote Teleconference Meetings of the Legislative Bodies of the San Gabriel Valley Mosquito and Vector Control District for the Period Commencing March 11<sup>th</sup> and Running Until April 10<sup>th</sup> Pursuant to the Applicable Brown Act Provisions
- 3.2 List of Claims for the month of February 2022
- 3.3 Budget Status Report for February 2022
- 3.4 Minutes of Board of Trustees Meeting February 2022
- 3.5 Operations Report February 2022
- 3.6 Surveillance Report February 2022
- 3.7 Communications Report February 2022
- 3.8 January 2022 Monthly Treasurer Report / District Working Balance for March 2022

**4. Presentation:**

- 4.1 Interim District Manager, Jason Farned
  - Mosquito Management Consultations Replace Traditional Service Request Response

**5. Consider Reallocation of Dedicated Reserve Funds (Exhibit 5A) (Manager's Report) (Secretary-Treasurer, Lloyd Johnson) (Approve/Deny)**

- **Call for Public Comment**
  - **Board Action Required:** If the Board concurs, following the public discussion by members of this item, the appropriate action is to approve the reallocation of funds as proposed. (Motion, Second, and Roll Call Vote)
  - **Alternate Board Action:** If after discussion by members of this item, the Board may choose to deny the reallocation of funds as proposed. (Motion, Second, and Roll Call Vote)
6. **Consider CalPERS Other Post-Employment Benefits (OPEB) and Pension Unfunded Actuarial Liabilities (UAL) Contributions (Exhibit 6A)** (Manager's Report) (Secretary-Treasurer, Lloyd Johnson) (Approve/Deny)
- **Call for Public Comment**
  - **Board Action Required:** If the Board concurs, following the public discussion by members of this item, the appropriate action is to approve the ADP's in the amount of \$1,002,168 as proposed. (Motion, Second, and Roll Call Vote)
  - **Alternate Board Action:** If after discussion by members of this item, the Board may choose to deny the ADP's in the amount of \$1,002,168 as proposed. (Motion, Second, and Roll Call Vote)
7. **Consider Personnel and Policy Handbook Revision Award of Contract (Exhibit 7A)** (Manager's Report) (Personnel and Policy Committee Chair, Margaret Finlay) (Approve/Deny)
- **Call for Public Comment**
  - **Board Action Required:** If the Board concurs, following the public discussion by members of this item, the appropriate action is to approve the contract award for the Personnel and Policy Handbook Revision to Liebert Cassidy Whitmore (LCW). (Motion, Second, and Roll Call Vote)
  - **Alternate Board Action:** If after discussion by members of this item, the Board may choose to not select Liebert Cassidy Whitmore (LCW) for award of the project contract and consider alternative candidate selection. (Motion, Second, and Roll Call Vote)
8. **District Administration**
- 8.1 Committee Meeting Notifications
    - Finance and Audit Committee
  - 8.2 Designated Authorized Signatory Update
  - 8.3 Covid Update

- 8.4 AB 1234 Ethics Education and AB 1661 Harassment Prevention Training Reminder
- 8.5 Annual Form 700 Filing Reminder (Due April 1st)
- 8.6 District Update

**9. Committee Reports**

- 9.1 Finance and Audit Committee
- 9.2 Personnel and Policy Committee
- 9.3 Public Information Committee
- 9.4 Legislative Committee

**10. Trustee Reports**

**11. New Business**

**12. 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 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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Cecilia Contreras, Clerk of the Board  
San Gabriel Valley Mosquito and Vector Control District

## **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)

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**RESOLUTION NO. 2022-04**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY ON MARCH 4, 2020 BY CALIFORNIA GOVERNOR GAVIN NEWSOM AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT FOR THE PERIOD COMMENCING MARCH 11<sup>TH</sup> AND RUNNING UNTIL APRIL 10<sup>TH</sup> PURSUANT TO THE APPLICABLE BROWN ACT PROVISIONS**

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

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

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

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

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

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

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

**WHEREAS**, the Centers for Disease Prevention and Control, in its publication “How to Protect Yourself & Others” updated August 13, 2021, have recommended social distancing practices, including staying 6 feet away from others and avoiding crowds and poorly ventilated spaces in order to protect individuals and others from COVID-19; and

**WHEREAS**, the County of Los Angeles Department of Public Health Order of the Health Officer issued September 17, 2021 (the “County Order”) includes a finding that the existing community transmission of COVID-19 in Los Angeles County remains high and continues to present a high risk of infection and harm to the health of those who are not and cannot be vaccinated against COVID-19 especially when there is an absence of capacity limits and physical distancing requirements for both indoor and outdoor settings. The County Order further finds that COVID-19 infection remains a significant health hazard to all residents; and

**WHEREAS**, the District’s Board of Trustees does hereby find that the ongoing and significant risks associated with COVID-19 infection, especially in the absence of capacity limits and physical distancing requirements for indoor activities, on those who are not and cannot be vaccinated, and that COVID-19 infection remains a significant health hazard to all residents, has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment and facilities of the District, and desires to proclaim a local emergency and ratify the proclamation of a state of emergency by the Governor of the State of California and, further, ratify the County Order findings related to the ongoing health hazards of COVID-19; and

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

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

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

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

**Section 2. Proclamation of Local Emergency.** The Board of Trustees of the District does hereby proclaim that a local emergency now exists throughout the territory of the District and, as described in the County Order, there remains evidence of sustained and high community transmission rates of COVID-19 resulting in high risks of infection and harm to the health of those who are not and cannot be vaccinated against COVID-19 especially when there is an absence of capacity limits and physical distancing requirements for both indoor and outdoor settings, and COVID-19 infection remains a significant health hazard to all residents of the District.



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

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

**Section 5. Effective Date of Resolution.** This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) April 10, 2022, or such time that the District’s Board of Trustees adopts a subsequent resolution in accordance with the Brown Act Section 54953(e)(3) to extend the time during which the legislative bodies of the District may continue to teleconference without compliance with the requirements of the Brown Act Section 54953(b)(3).

PASSED, APPROVED and ADOPTED by the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District this 11<sup>th</sup> day of March 2022, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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Becky Shevlin  
President, Board of Trustees

ATTEST:

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Lloyd Johnson  
Secretary-Treasurer, Board of Trustees

APPROVED AS TO FORM:

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Kelly M. Alhadeff-Black  
District Counsel

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SAN GABRIEL VALLEY MVCD

Claims List

February 3, 2022

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	02/03/2022	AMERICAN FIDELITY ASSURANCE	6070 Premiums, life - Cafeter (Voluntary Insurance	114.08
			6070 Premiums, life - Cafeter (Voluntary Insurance	132.80
D418056			6070 Premiums, life - Cafeter (Voluntary Insurance	1,863.31
			6070 Premiums, life - Cafeter (Voluntary Insurance	184.54
			6070 Premiums, life - Cafeter (Voluntary Insurance	59.67
				<u>2,354.40</u>
EFT	02/03/2022	FIDELITY SECURITY LIFE INSURANCE CO.	6070 Vision Premiums (Vision Premiums)	24.60
			6070 Vision Premiums (Vision Premiums)	46.61
165140347			6070 Vision Premiums (Vision Premiums)	274.00
			6070 Vision Premiums (Vision Premiums)	84.86
			6070 Vision Premiums (Vision Premiums)	45.37
				<u>475.44</u>
EFT	02/03/2022	LINCOLN FINANCIAL GROUP	6065 GROUP TERM LIFE	364.42
			6070 Premiums, life - Cafeter (Voluntary Insurance	531.50
4358378977				<u>895.92</u>
EFT	02/03/2022	NATIONWIDE RETIREMENT	6066 457 CONTRIBUTION	139.84
				<u>139.84</u>
PR of 2/3/2022				
EFT	02/03/2022	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	1,047.73
			6200 RETIREMENT - CLASSIC (Employer Contribu	940.29
PR of 2/3/2022			6200 RETIREMENT - CLASSIC (Employer Contribu	1,770.53
			6200 RETIREMENT - CLASSIC (Employer Contribu	384.24
			6201 RETIREMENT - PEPRA (Employer Contributic	180.88
			6201 RETIREMENT - PEPRA (Employer Contributic	3,127.94
			6201 RETIREMENT - PEPRA (Employer Contributic	1,108.35
			6201 RETIREMENT - PEPRA (Employer Contributic	981.24
				<u>9,541.20</u>

**SAN GABRIEL VALLEY MVCD**

**Claims List**

February 3, 2022

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
18622	02/03/2022	ADAPCO, INC	6283 PESTICIDES SUPPLIES	729.60
			6283 PESTICIDES SUPPLIES	38.00
130394			6283 PESTICIDES SUPPLIES	72.94
				<u>840.54</u>
18623	02/03/2022	ALL AMERICAN ELECTRIC	6040 Building Maintenance	150.00
6842				<u>150.00</u>
18624	02/03/2022	ATHENS SERVICES	6040 Refuse Disposal (Refuse Disposal)	262.60
11700777				<u>262.60</u>
18625	02/03/2022	CECILIA CONTRERAS	6234 TUITION REIMBURSEMENT	1,648.61
Tuition Reimburse				<u>1,648.61</u>
18626	02/03/2022	CELL BUSINESS EQUIPMENT	6073 EQUIPMENT LEASE	1,420.20
5018594795				<u>1,420.20</u>
18627	02/03/2022	CLARKE MOSQUITO CONTROL	6283 PESTICIDES SUPPLIES	1,359.20
			6283 PESTICIDES SUPPLIES	129.80
151815				<u>1,489.00</u>
18628	02/03/2022	CYPRESS HEATING & AIR CONDITIONING	6040 Building Maintenance	525.00
19808854				<u>525.00</u>
18629	02/03/2022	KEENAN & ASSOCIATES	6270 OFFICE SUPPLIES	111.00
268743				<u>111.00</u>

SAN GABRIEL VALLEY MVCD

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February 3, 2022

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
18630	02/03/2022	LEWIS BRISBOIS BISGAARD & SMITH LLP	6130 Profess Serv rendered (Professional Services)	2,035.00
				<u>2,035.00</u>
3190954				
18631	02/03/2022	LOGMEIN COMMUNICATIONS, INC.	6320 Office phones (Office phones)	1,249.51
				<u>1,249.51</u>
IN7100934204				
18632	02/03/2022	QUADIENT /NEOPOST	6073 EQUIPMENT LEASE	272.25
				<u>272.25</u>
N9228769				
18633	02/03/2022	READYREFRESH BY NESTLE	6170 MISCELLANEOUS EXPENSES	129.90
			6170 MISCELLANEOUS EXPENSES	5.27
12A0024588535			6170 MISCELLANEOUS EXPENSES	7.00
				<u>142.17</u>
18634	02/03/2022	SCI CONSULTING GROUP	6310 BENEFIT ASSMNT ADMIN COST	7,230.00
				<u>7,230.00</u>
SBS10169				
18635	02/03/2022	STREAMLINE	6037 WEBSITE AND EMAIL SERVICE	200.00
				<u>200.00</u>
0EAF3F59-0015				
18636	02/03/2022	TPx COMMUNICATIONS	6315 Monthly Internet Charges (Monthly Internet Ch	1,544.37
				<u>1,544.37</u>
152094393-0				
18637	02/03/2022	UNITED PET CARE	6070 Med premiums - Cafeteria (Medical premiums)	12.50
				<u>12.50</u>
30008573				

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Claims List

February 3, 2022

Num	Date	Name	Item	Original Amount
18638	02/03/2022	US BANK	6270 OFFICE SUPPLIES	18.28
			6010 AWARDS	1,971.10
Alba			6036 COMPUTER SOFTWARE	14.99
Contreras			6036 COMPUTER SOFTWARE	175.00
Dever			6036 COMPUTER SOFTWARE	300.00
			6036 COMPUTER SOFTWARE	166.00
			6333 BRANDED CLOTHING	35.00
			6232 REGISTRATION - SEMINARS (REGISTRATI	270.00
Goldmann			6333 BRANDED CLOTHING	35.00
			6281 MOSQUITO FISH SUPPLIES	3.56
			6250 LABORATORY SUPPLIES	821.02
			6250 LABORATORY SUPPLIES	1,916.80
			6333 BRANDED CLOTHING	35.00
			6250 LABORATORY SUPPLIES	165.55
			6036 COMPUTER SOFTWARE	263.01
			6302 Supplies, Safety	143.97
Gutierrez			6036 COMPUTER SOFTWARE	229.00
			6302 Supplies, Safety	106.76
Holguin			6250 LABORATORY SUPPLIES	76.58
			6280 SUPPLIES, OPERATIONS	93.93
			6232 REGISTRATION - SEMINARS (REGISTRATI	325.00
			6270 OFFICE SUPPLIES	1.73
Luna Corona			6281 MOSQUITO FISH SUPPLIES	166.80
			6250 LABORATORY SUPPLIES	400.71
Nelson			6281 MOSQUITO FISH SUPPLIES	230.50
			6036 COMPUTER SOFTWARE	948.00
			6037 WEBSITE AND EMAIL SERVICE	39.94
Sun			6003 ADVERTISING	66.88
			6232 REGISTRATION - SEMINARS (REGISTRATI	325.00
			6037 WEBSITE AND EMAIL SERVICE	4.99
			6037 WEBSITE AND EMAIL SERVICE	63.51
			6037 WEBSITE AND EMAIL SERVICE	44.01

**SAN GABRIEL VALLEY MVCD**

**Claims List**

February 3, 2022

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6232 REGISTRATION - SEMINARS (REGISTRATI	275.00
			6037 WEBSITE AND EMAIL SERVICE	42.34
			6290 Supplies, Public Informati	1,444.47
			6170 MISCELLANEOUS EXPENSES	57.52
			6170 MISCELLANEOUS EXPENSES	26.81
Van der heyden			6040 Building Maintenance	60.37
				<u>11,364.13</u>
<b>18639</b>	<b>02/03/2022</b>	<b>VERIZON WIRELESS</b>	6312 Monthly District Field Ph (Monthly District Fiel	2,301.15
			6312 Monthly District Field Ph (Monthly District Fiel	1,157.50
9896959189			6312 Monthly District Field Ph (Monthly District Fiel	485.62
			6312 Monthly District Field Ph (Monthly District Fiel	324.98
				<u>4,269.25</u>
<b>18640</b>	<b>02/03/2022</b>	<b>ZORO.COM</b>	6250 LABORATORY SUPPLIES	31.40
			6250 LABORATORY SUPPLIES	32.15
10591065, 10548707			6250 LABORATORY SUPPLIES	6.03
			6250 LABORATORY SUPPLIES	35.04
			6250 LABORATORY SUPPLIES	57.28
			6250 LABORATORY SUPPLIES	8.77
			6250 LABORATORY SUPPLIES	28.72
			6250 LABORATORY SUPPLIES	14.28
			6250 LABORATORY SUPPLIES	4.09
				<u>217.76</u>
<b>18641</b>	<b>02/03/2022</b>	<b>CECILIA CONTRERAS</b>	2130 Flex Premiums (Flex Premiums)	207.69
				<u>207.69</u>
Reimbursement				

**Accounts Payable for February 3, 2022**

**48,598.38**

**SAN GABRIEL VALLEY MVCD**

**Claims List**

February 17, 2022

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	02/17/2022	AMERICAN FIDELITY AKA FLEX ACCOUNT ADM	6070 FLEX PREMIUMS (Flex Premiums)	229.15
			6070 FLEX PREMIUMS (Flex Premiums)	516.63
6044210A			6070 FLEX PREMIUMS (Flex Premiums)	108.31
			6070 FLEX PREMIUMS (Flex Premiums)	49.99
			6070 FLEX PREMIUMS (Flex Premiums)	270.84
				<u>1,174.92</u>
EFT	02/17/2022	CAL PERS	6070 Med premiums - Cafeteria (Medical premiums)	513.09
			6070 Med premiums - Cafeteria (Medical premiums)	1,648.31
PR of 2/17/2022			6070 Med premiums - Cafeteria (Medical premiums)	4,184.87
			6070 Med premiums - Cafeteria (Medical premiums)	2,257.25
			6070 Med premiums - Cafeteria (Medical premiums)	2,682.81
			6070 Med premiums - Cafeteria (Medical premiums)	596.00
			6070 ADMIN FEE (Admin fee)	42.87
				<u>11,925.20</u>
EFT	02/17/2022	NATIONWIDE RETIREMENT	6066 457 CONTRIBUTION	106.28
				<u>106.28</u>
PR of 2/17/2022				
EFT	02/17/2022	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	286.97
			6200 RETIREMENT - CLASSIC (Employer Contribu	940.29
PR of 2/17/2022			6200 RETIREMENT - CLASSIC (Employer Contribu	1,770.53
			6200 RETIREMENT - CLASSIC (Employer Contribu	384.24
			6201 RETIREMENT - PEPRA (Employer Contributic	180.88
			6201 RETIREMENT - PEPRA (Employer Contributic	3,195.24
			6201 RETIREMENT - PEPRA (Employer Contributic	1,089.27
			6201 RETIREMENT - PEPRA (Employer Contributic	981.24
				<u>8,828.66</u>



SAN GABRIEL VALLEY MVCD

Claims List

February 17, 2022

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	02/17/2022	PRINCIPAL DENTAL	6070 Dental premiums - Cafeter	45.46
			6070 Dental premiums - Cafeter	324.48
1085590-10001			6070 Dental premiums - Cafeter	1,557.61
			6070 Dental premiums - Cafeter	361.84
			6070 Dental premiums - Cafeter	369.94
				<u>2,659.33</u>
EFT	02/17/2022	TEXAS LIFE INSURANCE COMPANY	6070 Premiums, life - Cafeter (Voluntary Insurance	139.60
			6070 Premiums, life - Cafeter (Voluntary Insurance	42.00
SM09BT20220213001			6070 Premiums, life - Cafeter (Voluntary Insurance	42.25
				<u>223.85</u>
18642	02/17/2022	ALLEN WU	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/11/2022				
18643	02/17/2022	AMAZON.COM	6290 Supplies, Public Informati	82.25
			6280 SUPPLIES, OPERATIONS	76.64
Acct ending 5999			6188 MEDIA PRODUCTION	93.62
			6250 LABORATORY SUPPLIES	83.17
			6280 SUPPLIES, OPERATIONS	64.93
			6035 COMPUTER HARDWARE	44.38
			6281 MOSQUITO FISH SUPPLIES	284.57
			6250 LABORATORY SUPPLIES	415.85
			6280 SUPPLIES, OPERATIONS	27.90
			6281 MOSQUITO FISH SUPPLIES	185.79
			6250 LABORATORY SUPPLIES	380.92
			6035 COMPUTER HARDWARE	28.90
			6188 MEDIA PRODUCTION	5.89
			6188 MEDIA PRODUCTION	9.18
			6188 MEDIA PRODUCTION	8.21
			6188 MEDIA PRODUCTION	14.22

**SAN GABRIEL VALLEY MVCD**  
**Claims List**  
February 17, 2022

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6188 MEDIA PRODUCTION	9.33
			6188 MEDIA PRODUCTION	160.90
			6280 SUPPLIES, OPERATIONS	76.58
			6280 SUPPLIES, OPERATIONS	14.92
			6280 SUPPLIES, OPERATIONS	110.88
			6280 SUPPLIES, OPERATIONS	12.99
			6250 LABORATORY SUPPLIES	27.35
				<u>2,219.37</u>
<b>18644</b>	<b>02/17/2022</b>	<b>AZUSA LIGHT &amp; WATER</b>	6343 Meter # 89661864	76.36
			6343 Meter # 45169724 (Account # 303-0191.300 (	48.21
303-0190.300				<u>124.57</u>
<b>18645</b>	<b>02/17/2022</b>	<b>BECKY A. SHEVLIN</b>	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/11/22				
<b>18646</b>	<b>02/17/2022</b>	<b>CALPERS CERBT</b>	6074 - POST RETIREMENT BENEFITS	200,000.00
				<u>200,000.00</u>
7165101556-001				
<b>18647</b>	<b>02/17/2022</b>	<b>CATHERINE MARCUCCI</b>	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/11/22				
<b>18648</b>	<b>02/17/2022</b>	<b>CHARLIE KLINAKIS</b>	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/11/22				
<b>18649</b>	<b>02/17/2022</b>	<b>COREY CALAYCAY</b>	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/11/22				

SAN GABRIEL VALLEY MVCD

Claims List

February 17, 2022

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
18650	02/17/2022	CYNTHIA STERNQUIST	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/11/22				
18651	02/17/2022	DENISE MENCHACA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/11/22				
18652	02/17/2022	ELYSE RASMUSSEN	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/11/22				
18653	02/17/2022	EMMANUEL ESTRADA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/11/22				
18654	02/17/2022	EMMETT G. BADAR	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/11/22				
18655	02/17/2022	FLEET SOLUTIONS CENTER	6260 SUPPLIES, MECHANICAL	112.74
			6260 SUPPLIES, MECHANICAL	101.01
4222,4223,4224			6260 SUPPLIES, MECHANICAL	79.95
				<u>293.70</u>
BM of 2/11/22				
18656	02/17/2022	HAROLD J. BISSNER III	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/11/22				
18657	02/17/2022	HENRY M. MORGAN	6030 BOARD EXPENSES	100.00
				<u>100.00</u>

SAN GABRIEL VALLEY MVCD

Claims List

February 17, 2022

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
BM of 2/11/22				
18658	02/17/2022	HOME DEPOT	6040 Building Maintenance	12.05
			6040 Building Maintenance	11.62
Acct ending 4710			6040 Building Maintenance	19.82
			6040 Building Maintenance	12.61
			6040 Building Maintenance	100.33
				<u>156.43</u>
18659	02/17/2022	JACKIE DOORNIK	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/11/22				
18660	02/17/2022	JERRY VELASCO	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/11/22				
18661	02/17/2022	JOHN CAPOCCIA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/11/22				
18662	02/17/2022	JOSEPH LEON	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/11/22				
18663	02/17/2022	KENN K. FUJIOKA	6072 EMPLOYEE BENEFITES (Retired Employee)	316.94
				<u>316.94</u>
Premium Reimburse				
18664	02/17/2022	LLOYD JOHNSON	6030 BOARD EXPENSES	149.50
				<u>149.50</u>
BM of 2/11/22				

**SAN GABRIEL VALLEY MVCD**

**Claims List**

February 17, 2022

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
18665	02/17/2022	LOS ANGELES CASCADE TECH GROUP	6250 LABORATORY SUPPLIES	589.84
				<u>589.84</u>
46931				
18666	02/17/2022	MANUEL GARCIA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/11/22				
18667	02/17/2022	MARGARET E. FINLAY	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/11/22				
18668	02/17/2022	MARTA TANAKA	6072 EMPLOYEE BENEFITES (Retired Employee)	865.08
				<u>865.08</u>
Premium Reimburse				
18669	02/17/2022	MARY ANGELA BRISCO	6072 EMPLOYEE BENEFITES (Retired Employee)	526.84
				<u>526.84</u>
Premium Reimburse				
18670	02/17/2022	MIKE NIFFENEGGER	6072 EMPLOYEE BENEFITES (Retired Employee)	618.23
				<u>618.23</u>
Premium Reimburse				
18671	02/17/2022	PABLO CABRERA	6232 Per Diem (Per Diem)	200.00
				<u>200.00</u>
Per Diem-AMCA				
18672	02/17/2022	RAMONA DEACON	6072 EMPLOYEE BENEFITES (Retired Employee)	618.23
				<u>618.23</u>
Premium Reimburse				

SAN GABRIEL VALLEY MVCD

Claims List

February 17, 2022

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
18673	02/17/2022	RICHARD BARAKAT	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/11/22				
18674	02/17/2022	ROBERT GONZALES	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/11/22				
18675	02/17/2022	ROBERT S. JOE	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/11/22				
18676	02/17/2022	SANDRA ARMENTA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/11/22				
18677	02/17/2022	SHO TAY	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/11/22				
18678	02/17/2022	SOCALGAS	6341 Utilities (Acc # 057 518 2100 9 Acc # 059 618	319.80
			6341 Utilities (Acc # 057 518 2100 9 Acc # 059 618	207.85
057-518-2100-9				<u>527.65</u>
BM of 2/11/22				
18679	02/17/2022	SOUTHERN CALIFORNIA EDISON	6340 UTILITIES - ELECTRIC	1,711.33
				<u>1,711.33</u>
80024659528				
18680	02/17/2022	SOUTHERN CALIFORNIA NEWS GROUP	6003 ADVERTISING	1,430.00
			6003 ADVERTISING	20.00
5034539				<u>1,450.00</u>

**SAN GABRIEL VALLEY MVCD**

**Claims List**

February 17, 2022

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
18681	02/17/2022	STAPLES CREDIT PLAN	6270 OFFICE SUPPLIES	85.79
				<u>85.79</u>
Acct ending 9187				
18682	02/17/2022	STEPHEN SHAM	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/11/22				
18683	02/17/2022	SYNTECH GROUP INC.	6046 PROFESSIONAL SERVICES - IT	900.00
			6046 PROFESSIONAL SERVICES - IT	1,800.00
SVC-A21599			6046 PROFESSIONAL SERVICES - IT	900.00
				<u>3,600.00</u>
18684	02/17/2022	TIRE ZONE	6260 SUPPLIES, MECHANICAL	930.00
				<u>930.00</u>
65717				
18685	02/17/2022	TPx COMMUNICATIONS	6315 Monthly Internet Charges (Monthly Internet Ch	1,569.30
				<u>1,569.30</u>
153255140-0				
18686	02/17/2022	WEST VALLEY MVCD	6251 ARBOVIRUS TESTING SUPPLIES	2,028.00
				<u>2,028.00</u>
2709				
18687	02/17/2022	WEX/CHEVRON	6262 Fuel for Trucks (Fuel for Trucks)	4,402.19
				<u>4,402.19</u>
78274753				
18688	02/17/2022	ZORO.COM	6280 SUPPLIES, OPERATIONS	58.85
				<u>58.85</u>
INV10610041				

**SAN GABRIEL VALLEY MVCD**

**Claims List**

February 17, 2022

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
		<b>Accounts Payable for February 17, 2022</b>		<b>250,360.10</b>
		<b>Total Accounts Payable for February 2022</b>		<b>298,958.48</b>
		<b>Total Payroll for February 2022</b>		<b>251,417.10</b>
		see attached		
		<b>Total Claims for February 2022</b>		<b>550,375.58</b>



**San Gabriel Valley MVCD  
Payroll for February 2022**

Department	Term-Dever		February 17, 2022	TOTAL
	February 3, 2022	February 3, 2022		
EXECUTIVE	9,629.91	22,550.13	2,687.60	34,867.64
ADMINISTRATION	11,036.69		11,175.52	22,212.21
OPERATIONS	57,484.13		58,670.97	116,155.10
SURVEILLANCE	14,603.20		14,653.20	29,256.40
COMMUNICATIONS	16,459.33		16,609.33	33,068.66
SEASONAL WORKERS	-		-	-
Gross Payroll	109,213.26	22,550.13	103,796.62	235,560.01
Employer Taxes	3,686.90	330.85	1,843.72	5,861.47
Car Allowance	500.00	-	-	500.00
Employee Benefit-Med	4,747.81	267.00	4,480.81	9,495.62
<b>TOTAL PAYROLL</b>	<b>118,147.97</b>	<b>23,147.98</b>	<b>110,121.15</b>	<b>251,417.10</b>

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SGVMVCD

Comparative YTD Actual to Full Year Budget  
 Current Period 66% of Year Completed  
 February 28, 2022

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
<b>PERSONNEL EXPENSES</b>						
Salaries, Exempt	38,414.14	428,882.79	591,580.00	162,697.21	72.50	DM payout
Salaries - Non Exempt	160,813.82	1,207,907.27	2,227,711.00	1,019,803.73	54.22	
Salaries - Overtime	11.17	13,018.59	30,500.00	17,481.41	42.68	Saturday work
Salaries - Vacation	25,880.92	129,232.82	155,435.00	26,202.18	83.14	Resignation & YE pay out
Salaries-Holiday	168.28	98,721.17	132,061.00	33,339.83	74.75	2 holidays remaining
Salaries, Sick Pay	10,271.68	82,021.95	113,165.00	31,143.05	72.48	Retirement pay out @ 1/2 rate
Salaries, Part-time - XH	0.00	100,440.00	225,915.00	125,475.00	44.46	
Management Car Allowance	500.00	4,000.00	6,000.00	2,000.00	66.67	
Cafeteria Benefit	28,852.77	253,791.07	431,600.00	177,808.93	58.80	
Hlth Benefits, Ret Emps	2,945.32	26,365.59	40,000.00	13,634.41	65.91	Additional retiree
Employer, 457 Contribution	246.12	2,340.96	2,273.00	(67.96)	102.99	Contribution for Interim DM
Medicare	3,653.55	31,083.32	54,165.00	23,081.68	57.39	
Retirement - Classic	7,524.82	68,732.76	111,405.00	42,672.24	61.70	
Retirement - Pepra	10,845.04	98,449.31	172,210.00	73,760.69	57.17	
Retirement - Classic-Unfunded Liability	0.00	172,234.00	172,300.00	66.00	99.96	One time expense
Retirement - Pepra-Unfunded Liability	0.00	8,714.00	8,720.00	6.00	99.93	One time expense
Social Security	0.00	4,538.59	12,030.00	7,491.41	37.73	
Group Term Life Ins	364.42	3,036.42	4,800.00	1,763.58	63.26	
Tuition Reimbursement	1,648.61	1,648.61	8,000.00	6,351.39	20.61	
Insurance, unemployment	2,348.04	16,907.88	26,000.00	9,092.12	65.03	
Post Retirement Benefits	200,000.00	200,000.00	200,000.00	0.00	0.00	
<b>TOTAL PERSONNEL EXPENSES</b>	<b>494,488.70</b>	<b>2,952,067.10</b>	<b>4,725,870.00</b>	<b>1,773,802.90</b>	<b>62.47</b>	
<b>OPERATING EXPENSES</b>						
Event Participation Fees	0.00	85.00	4,000.00	3,915.00	2.13	
Arbovirus Testing Supplies	2,028.00	14,350.03	26,000.00	11,649.97	55.19	
Branded Clothing	105.00	1,646.56	10,100.00	8,453.44	16.30	
Boots	0.00	350.00	5,500.00	5,150.00	6.36	
Misc. Rentals	0.00	0.00	2,000.00	2,000.00	0.00	
Professional Development	0.00	384.95	2,000.00	1,615.05	19.25	
Awards	1,971.10	3,097.36	3,000.00	(97.36)	103.25	Employee Service pins
Advertising	1,516.88	15,469.80	30,000.00	14,530.20	51.57	

SGVMVCD

Comparative YTD Actual to Full Year Budget

Current Period 66% of Year Completed

February 28, 2022

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Bank Charges	2,137.39	11,004.70	19,000.00	7,995.30	57.92	
Board expenses	2,549.50	18,996.50	38,000.00	19,003.50	49.99	
Computer Hardware	73.28	4,277.35	56,000.00	51,722.65	7.64	
Computer Software	2,096.00	25,705.43	59,000.00	33,294.57	43.57	
Website/Email Service	394.79	2,694.45	7,000.00	4,305.55	38.49	
Facility maintenance	1,154.40	38,736.18	50,000.00	11,263.82	77.47	Electrical work
Maintenance, equipment	0.00	1,147.42	3,000.00	1,852.58	38.25	
Maintenance, grounds	0.00	476.85	2,000.00	1,523.15	23.84	
Lease Equipment	1,692.45	11,614.67	21,000.00	9,385.33	55.31	
Fees & Assessments	0.00	3,859.55	4,300.00	440.45	89.76	LA County Fire Permit
Hiring expenses	0.00	906.25	34,600.00	33,693.75	2.62	
VCJPA General Fund	0.00	5,391.00	7,530.00	2,139.00	71.59	One time expense
Insurance, liability	0.00	104,453.00	89,000.00	(15,453.00)	117.36	Refund of premium
Workers Comp Insurance	0.00	87,957.00	147,400.00	59,443.00	59.67	
Automobile Insurance	0.00	2,607.00	2,700.00	93.00	96.56	One time expense
Other Insurance	991.00	3,231.80	4,850.00	1,618.20	66.64	
Insurance, property	0.00	7,795.00	7,220.00	(575.00)	107.96	One time expense
Legal	2,035.00	23,691.20	70,000.00	46,308.80	33.84	
Memberships	0.00	20,387.00	35,500.00	15,113.00	57.43	
Miscellaneous expenses	226.50	1,839.61	3,500.00	1,660.39	52.56	
Postage	0.00	3,860.86	11,800.00	7,939.14	32.72	
Accounting Services, Auditor	0.00	13,122.50	24,000.00	10,877.50	54.68	
Professional Services , Other	0.00	0.00	27,000.00	27,000.00	0.00	
Professional Services-IT	3,600.00	18,894.66	50,000.00	31,105.34	37.79	
Printing & Reproduction	0.00	5,322.05	20,000.00	14,677.95	26.61	
Reference	0.00	0.00	800.00	800.00	0.00	
Seminars and meetings	148.02-	18,169.85	48,600.00	30,430.15	37.39	Credit for trip cancellation
Supplies, Surveillance	4,679.67	13,513.01	15,000.00	1,486.99	90.09	Trap supplies
Supplies, Vehicle Maintenance	1,223.70	24,141.31	60,000.00	35,858.69	40.24	
Supplies, Gasoline	4,402.19	49,054.70	95,000.00	45,945.30	51.64	Price increase
Supplies, Office	312.66-	8,430.81	13,100.00	4,669.19	64.36	Credit for returned item
Supplies, Mosquito Fish	871.22	1,009.22	5,000.00	3,990.78	20.18	
Supplies, Operations	537.62	3,590.81	15,000.00	11,409.19	23.94	
Supplies, Pesticides	2,329.54	115,089.48	140,000.00	24,910.52	82.21	Supply for season

SGVMVCD  
 Comparative YTD Actual to Full Year Budget  
 Current Period 66% of Year Completed  
 February 28, 2022

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Supplies, Communications	1,526.72	6,946.21	17,000.00	10,053.79	40.86	
Supplies, Education Program	0.00	13,838.85	19,500.00	5,661.15	70.97	Projects
Supplies, Safety	250.73	2,174.33	25,000.00	22,825.67	8.70	
Supplies, Media Production	301.35	4,860.27	9,900.00	5,039.73	49.09	
Benefit Assesment Admin Cost	7,230.00	115,091.57	116,000.00	908.43	99.22	One time fee
Communications, field	4,269.25	31,898.30	56,000.00	24,101.70	56.96	Additional seasonals
Telephone, Internet	3,113.67	10,811.00	14,000.00	3,189.00	77.22	Rate increase
Telephone , Office	1,249.51	10,864.28	17,000.00	6,135.72	63.91	Increase in plan fees
Training , CEU's	0.00	5,250.00	6,000.00	750.00	87.50	Certification renewals
Uniforms and clothing	0.00	10,335.10	12,000.00	1,664.90	86.13	Credits to be applied
Utilities, Electric	219.59-	23,457.03	28,000.00	4,542.97	83.78	Rate and usage increase
Utilities, Natural Gas	527.65	2,058.86	3,300.00	1,241.14	62.39	
Utilities, Water	124.57	1,421.86	2,200.00	778.14	64.63	Rate increase
Surveillance, Aerial	0.00	0.00	25,500.00	25,500.00	0.00	
<b>TOTAL OPERATING EXPENSES</b>	<b>54,528.41</b>	<b>925,362.58</b>	<b>1,620,900.00</b>	<b>695,537.42</b>	<b>57.09</b>	
<b>TOTAL EXPENSES</b>	<b>549,017.11</b>	<b>3,877,429.68</b>	<b>6,346,770.00</b>	<b>2,469,340.32</b>	<b>61.09</b>	
<b>CAPITAL OUTLAY EXPENSES</b>						
Capital Outlay	0.00	202,620.10	430,000.00	227,379.90	47.12	
<b>TOTAL CAPITAL EXPENSES</b>	<b>0.00</b>	<b>202,620.10</b>	<b>430,000.00</b>	<b>227,379.90</b>	<b>47.12</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	105,761.00	105,761.00	0.00	
<b>TOTAL RESERVES</b>	<b>0.00</b>	<b>0.00</b>	<b>2,316,909.00</b>	<b>2,316,909.00</b>	<b>0.00</b>	

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**MINUTES of the San Gabriel Valley Mosquito and Vector Control District  
Board of Trustees Meeting  
1145 N. Azusa Canyon Road, West Covina, CA 91790  
February 11, 2022**

**TRUSTEES PRESENT**

Stephen Sham (Alhambra)  
Sho Tay (Arcadia)  
Robert Gonzales (Azusa)  
Emmanuel Estrada (Baldwin Park)  
Richard Barakat (Bradbury)  
Corey Calaycay (Claremont)  
Henry Morgan (Covina)  
Margaret Finlay (Duarte)  
Jerry Velasco (El Monte)  
Jackie Doornik (Glendora)  
Catherine Marcucci (Industry)  
Manuel Garcia (Irwindale)  
Charlie Klinakis (La Puente)  
Elyse Rasmussen (La Verne)  
Jamie Bissner (Los Angeles Co.)  
Becky Shevlin (Monrovia)  
Joseph Leon (Monterey Park)  
Rachel Janbek (Pasadena)  
Tim Sandoval (Pomona)  
Sandra Armenta (Rosemead)  
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**

Tim Sandoval (Pomona)

**STAFF PRESENT**

Jason Farned  
Rose Alba  
Levy Sun  
Evelyn Gutierrez  
Cecilia Contreras

**GUESTS PRESENT**

Representatives, Kelly Black (Legal counsel)

**1. Call to Order**

Board President Becky Shevlin called the meeting to order at 7:04 a.m. Trustee John Capoccia led the Pledge of Allegiance. Clerk of the Board Cecilia Contreras took Roll Call.

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

None

**3. Consent Calendar**

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

AYES: Sham, Tay, Gonzales, Estrada, Barakat, Calaycay, Morgan, Finlay, Velasco, Doornik, Marcucci, Garcia, Klinakis, Rasmussen, Bissner, Shevlin, Leon, Janbek, Armenta, Badar, Menchaca, Capoccia, Joe, Sternquist, Wu, Johnson  
 NOES: None  
 ABSTAIN: None  
 ABSENT: Sandoval

**4. Presentation**

Interim District Manager, Jason Farned provided a brief background and introduction of himself to the Board.

**5. Consider Amendments to Resolution 2021-01 of the San Gabriel Valley Mosquito and Vector Control District Bylaws Governing District Meetings**

Motion by Trustee Finlay, seconded by Trustee Johnson, and carried by the following vote to approve Resolution 2021-01.

AYES: Sham, Tay, Gonzales, Estrada, Barakat, Calaycay, Morgan, Finlay, Velasco, Doornik, Marcucci, Garcia, Klinakis, Rasmussen, Bissner, Shevlin, Leon, Janbek, Armenta, Badar, Menchaca, Capoccia, Joe, Sternquist, Wu, Johnson  
 NOES: None  
 ABSTAIN: None  
 ABSENT: Sandoval

**6. Trustee Committee Assignments**

President Shevlin reported committee assignments to the Board and thanked them for their time and service.

**Finance and Audit Committee**

Richard Barakat, Bradbury  
 Corey Calaycay, Claremont  
 Joseph Leon, Monterey Park  
 John Capoccia, Sierra Madre  
 Lloyd Johnson, West Covina

**Personnel and Policy Committee**

Margaret Finlay, Duarte  
 Jamie Bissner, L.A. County  
 Sandra Armenta, Rosemead  
 Robert Joe, South Pasadena  
 Cynthia Sternquist, Temple City

**Public Information Committee**

Stephen Sham, Alhambra  
 Robert Gonzales, Azusa  
 Jerry Velasco, El Monte  
 Jackie Doornik, Glendora  
 Denise Menchaca, San Gabriel

**Legislative Committee**

Sho Tay, Arcadia  
 Catherine Marcucci, Industry  
 Rachel Janbek, Pasadena  
 Emmett Badar, San Dimas  
 Allen Wu, Walnut

**7. Consider Resolution 2022-03 of the San Gabriel Valley Mosquito and Vector Control District Board of Trustees Authorizing Signature Authority**

Motion by Trustee Calaycay, seconded by Trustee Finlay, and carried by the following vote to approve Resolution 2022-03.



AYES: Sham, Tay, Gonzales, Estrada, Barakat, Calaycay, Morgan, Finlay, Velasco, Doornik, Marcucci, Garcia, Klinakis, Rasmussen, Bissner, Shevlin, Leon, Janbek, Armenta, Badar, Menchaca, Capoccia, Joe, Sternquist, Wu, Johnson

NOES: None

ABSTAIN: None

ABSENT: Sandoval

## 8. District Administration

### 8.1 Committee Meeting Notifications: Finance and Audit, Personnel and Policy, Public Information, and Legislative Committees

Interim District Manager Farned requested that members of the committees be on alert for scheduling requests.

### 8.2 Covid Update

Interim District Manager Farned provided an update of Covid-19 on District personnel and services.

### 8.3 MVCAC (Presentations)

Interim District Manager Farned provided details on the six talks that District staff presented at the MVCAC Annual Conference.

### 8.4 Outreach Update

Interim District Manager Farned provided an update on the EcoHealth Vector Education Program who recognized Mrs. Gina Ayala from Monrovia's Clifton Middle School as Public Health Teacher of the Year. He also announced that Season 2 of the Bite Back Tour had commenced. Trustee Robert Joe inquired about the recent press release by the District and Interim District Manager Farned responded that the press release was a reminder to be aware and diligent regarding the uptick of recent mosquito activity.

## 9. Committee Reports

### 9.1 Finance and Audit Committee

Trustee Johnson reported that the Finance and Audit Committee convened to discuss CalPERS OPEB and Pension UAL topic and the consensus of Committee was to give staff direction to provide detailed payment options to committee for discussion and then provide formal options to the Board for consideration at the March meeting.

## 10. Trustee Reports

## 11. New Business

## 12. Adjournment

The meeting was adjourned at 7:36 a.m.

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## Operations Department

### Disease Weeks 5 – 8 | January 30 – February 26

#### Zone Specialists:

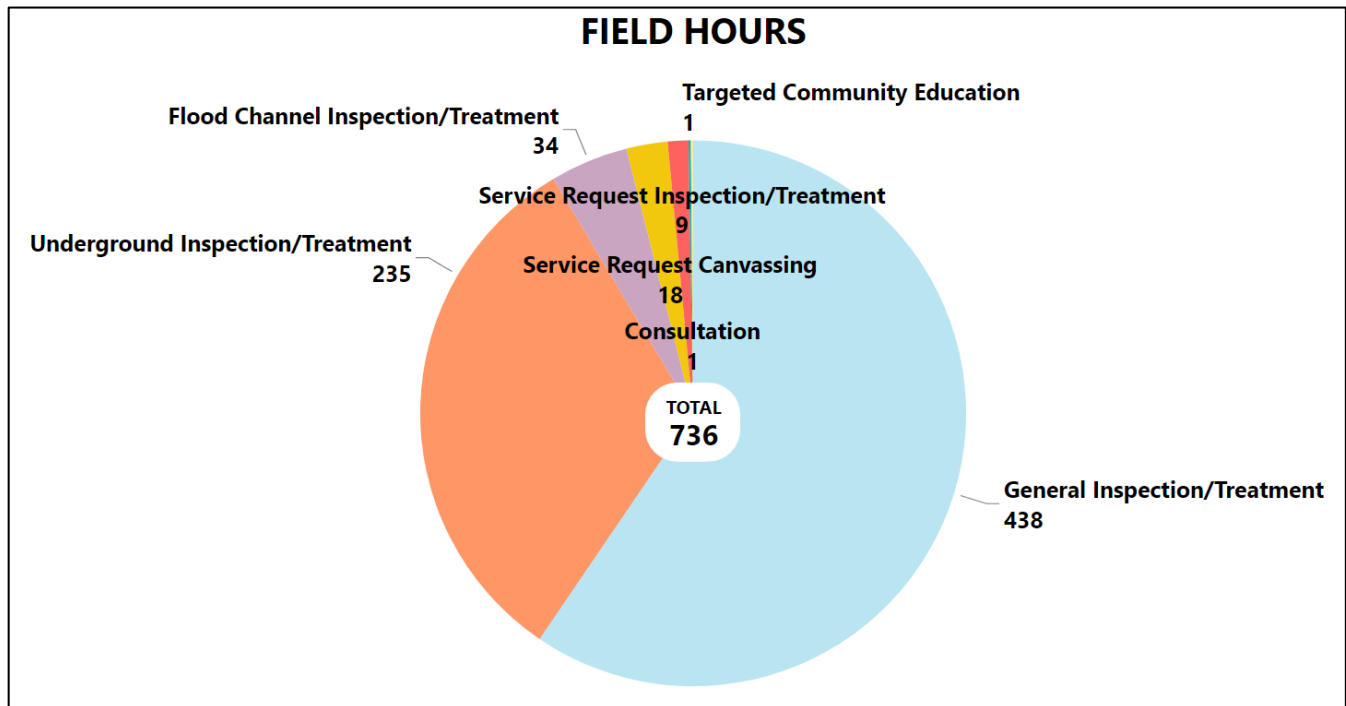
Zone	Specialist	Cities
1	Dane Miletich	Alhambra, Monterey Park, San Gabriel, South Pasadena
2	Jon Halili	Altadena, Pasadena
3	Darrin Jones	Arcadia, Sierra Madre, Temple City
4	Hendricks Pena	Baldwin Park, El Monte, Rosemead
5	Marc Mitchell	Azusa, Bradbury, Duarte, Irwindale, Monrovia
6	Ignacio Urena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

#### Field Statistics:

**1,446** - 29.15 %  
2021  
SITES VISITED

**31** + 47.62 %  
2021  
SERVICE REQUESTS

**4** + 400 %  
2021  
CONSULTATIONS



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

**REPORT OF STAFF’S ATTENDANCE**

**AT CONFERENCE/EVENT**

**Staff Name and Title:** Jason Farned, Interim District Manager

**Name of Conference/Event:** MVCAC Annual Conference

**Date:** February 07-09, 2022

**Location:** Sacramento, CA

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

The MVCAC Annual Conference, 2022 was a valuable experience. It gave me an opportunity to learn new information, share my own best practices, and network with colleagues and industry professionals from all over the State.

The conference offered two days of speaker sessions with symposiums ranging in topics from mosquito biology to public policy and administration. Two presentations I found especially useful directly related to challenges we face in San Gabriel Valley. The first discussed the prevalence and dangers associated with mosquito habitat created by below-ground utility vaults. The second talked about emerging technology to help track and reduce pesticide resistance in local mosquito populations.

I also shared some of our own best practices in a presentation titled, “Mosquito Management Consultations Replace Traditional Service Request Response.” The presentation was well received, and I was able to discuss the details of our program and compare notes with several other districts.

I had opportunities to speak to several of our contractors and vendors to learn more about emerging products and technologies as well as strategize about future initiatives.

Date: 02/18/22

Signed: *Jason Farned*

Print Name: Jason Farned

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

**REPORT OF STAFF'S ATTENDANCE**

**AT CONFERENCE/EVENT**

**Staff Name and Title:** Gilbert Holguin – Operations Coordinator

**Name of Conference/Event:** MVCAC Annual Conference 2022

**Date:** 2/7/2022 – 2/10/2022

**Location:** Sacramento, Ca

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

“Benefits of building a working relationship with homeowner associations for mosquito control in the Coachella Valley” by speaker Marisa Kelling was quite insightful. Marisa developed a relationship with HOA’s to keep mosquito sources empty and dry. In the Coachella Valley there are hundreds of homeowners that leave for the summer. This causes problems for areas that hold water posing a threat to public health. With the HOA’s assistance she can access many properties minimizing the total amount of Inspection warrants that need to be requested. Aside from the great content, her enthusiasm and bravery sharing her data with a crowd was impressive.

“Social media internship program influences Gen Z in Placer County” by speaker Meagan Luevano was also one that had some great content. It was interesting to see how this District used a high school intern to make videos for social media. I thought it was a great idea since the younger generation understands how to reach their generation. Her videos were well thought out and very creative. The response was excellent according to Marisa Luevano and they plan to continue with hiring interns for their social media video engagement.

Date: 2/22/2022

Signed: 

Print Name: Gilbert Holguin

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

**REPORT OF STAFF'S ATTENDANCE**

**AT CONFERENCE/EVENT**

**Staff Name and Title:** Bryan Sorvillo – Data Analyst

**Name of Conference/Event:** MVCAC

**Date:** February 7 – 10th

**Location:** Sacramento, CA

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

I would like to thank the district for giving me the opportunity to attend this conference. I have been with the District for almost 10 years and this was my first conference. I gained a wealth of knowledge and insight not only from the presentations, but also from the interactions I had with other attendees. I was able to connect with multiple people who I have been collaborating with over the years, but never met in person. The whole experience opened my eyes to all of the challenges, achievements, and innovation throughout the industry.

Two of the presentations that stood out to me, discussed the development of artificial intelligence for sorting male and female mosquitos using high-resolution imaging, and mosquito sterilization using gene sequencing. I have been aware of male sterilization technology for a few years, but seeing how far the technology has come and precise it is, is truly fascinating. I am not sure if the AI mosquito ID system has been around, but it was new to me. It is always great to see the development of technologies that are geared toward increasing efficiency and productivity.

Each SGVMVCD team member was well prepared, engaging, and did an incredible job. Often times, we get caught up in our own work and projects, so it was great to have the opportunity to listen to each of our districts team member's detailed presentations. They each showcased the tremendous work our district is involved in which included, the utilization of social media and Instagram live, at home data collection through the mosquito G.R.I.D. program, virtual swimming pool management, and use of consultations to alleviate the burden of SR's while promoting resident involvement.

We have a great team here at SGVMVCD. This conference put that on display and in many ways helped our team grow and strengthen. This was truly a great experience and I hope to have more opportunities like this in the future.

Date: 2-23-22

Signed: *Bryan Sorvillo*

Print Name: Bryan Sorvillo

# SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

## REPORT OF STAFF'S ATTENDANCE

### AT CONFERENCE/EVENT

**Staff Name and Title:** Marco Gaytan, Vector Control Specialist III

**Name of Conference/Event:** MVCAC 90<sup>th</sup> Annual Conference

**Date:** February 7-9, 2022

**Location:** Sacramento Convention Center; Sacramento, CA

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

This was my first year going to a conference in a Supervisor role. I had the opportunity to meet with many vendors like Valent and Clarke regarding pesticide usage rates, trials and forms of treatments. Specifically with the new Metalarv XRP. I had the pleasure of meeting with Program Directors in other districts over the course of the conference, it was very interesting to listen how other districts handle their sources and the vastly different layouts of counties. All presentations were well done and full of so much information, my favorite session was the "Innovation and Discovery in Mosquito Control".

There was two presentations that really caught my attention because it had information that pertained to sources we have here in San Gabriel Valley. One was about building relationships with Home Owner Associations for Mosquito Control presented by Marisa Kelling from Coachella Valley MVCD. In it she went through the issue she was having with these large HOA ares in her jurisdiction and how the work started to become very hard to manage, the steps she took to build relationships with these management groups, the forms created, and how ultimtately the responsibility for mosquito prevention fell onto the facilities. We also seem to have this issue from time to time with similar complexes and will be utilizing the information presented to develop a program of shared responsibility.

The second notable presentation to me was about Public Utility Vaults harboring Aedes presented by Trinidad Reyes from Madera County MVCD. In the previous years we have had an increase in service request related to high Aedes presence, during these investigations many of the Specialist found these utility boxes holding water with breeding, several of the issues these presented was: Who is responsible for them? What is the purpose of them? How can they be treated? Are there different types? and Are they safe to open? Over time we were able to answer many of these questions but this presentation gave me so much more insight about responsible parties and the steps they take to prevent mosquito breeding habitats. Also, the steps we should take when opening some of these since many have high power lines inside.

This was the first in person conference since Covid and im glad I was able to participate. Overall it was a great time full of ton of important information, had the opportunity to network with many people. I look forward to presenting in an upcoming

conference if given the opportunity.

Date: 2/22/2022

Signed:  \_\_\_\_\_

Print Name: Marco Gaytan



## SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

### REPORT OF STAFF'S ATTENDANCE

#### AT CONFERENCE/EVENT

**Staff Name and Title:** Antonio Bishop, Vector Control Specialist III

**Name of Conference/Event:** Mosquito and Vector Control Association of CA. Annual Conf.

**Date:** February 7-9, 2022

**Location:** Sacramento, CA

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

The Mosquito and Vector Control Association of California (MVCAC) Annual Conference provides an opportunity to network with other mosquito control agencies and industry vendors for updates and discoveries. These opportunities were provided through presentations and meetings related, but not limited to insecticides, aerial surveillance, database management, community engagement, agency procedures, and methods used in all departments of vector control.

Many presentations I attended contained valuable details that relate to common issues that are also experienced within the San Gabriel Valley. Here are a couple that held a significant importance from my observations:

“Are below-ground public utility vaults harboring *Aedes aegypti*?”

It is necessary to continue exploring potential habitat locations for the *Aedes* mosquitoes because we continue to expand our mosquito knowledge from the inquiry. Since 2011 There has been an increasing level of service requests for these mosquitoes in California and sometimes the reporting addresses are completely free of mosquito sources. This usually moves our focus to neighboring properties and the infrastructure within the community. Madera County MVCD chose 6 utility vault locations to monitor for mosquito development, and fifty-five percent of the utility vaults were found holding water. The locations holding water were monitored at three different trapping events. The traps yielded *Aedes* and *Culex* mosquitoes emerging from the vaults at approximately twenty-five percent of the locations. Water temperatures were also recorded as warmer than the surrounding ambient weather which allows the mosquito larvae to continue to develop through colder temperatures. Common control methods can be utilized to manage these sources; restrict adult mosquito access to the sources, raise public awareness, utilize regulatory powers, keep California Public Utilities Commission informed, and pesticide control when necessary. We will pay attention to ongoing conversations between the public utility companies and the MVCAC Vector Control Research and Regulatory Affairs Committees for updates on best practices and new design recommendations.

“Measuring the impact of sunlight on the viability and efficacy of liquid suspension concentrate applications of spinosad”

Clarke Mosquito Control and Aquatic Services reviewed the impacts of sun exposure on their products to better direct the industry usage when dealing with these different source variables. The method of application was using a Stihl hand can sprayer that would imitate the results of a wide area larvicide spray (WALS). Droplet spectrum was calibrated to the same measurement as the larger equipment and sprayed into various substrates. The highest mortality rate was with terracotta materials, followed by aluminum, gutters, cups then rubber. The evaluation intervals were 1, 3, 7, 14, and 28 days. The overall mortality rates were as follows; Day 1 – 100%, 3 – 100%, 7 – 60%, 14 – 55%, and 28 – 35%. These mortality rates were observed at 10 hours of direct sun exposure per day. The pesticide data will help our district make educated decisions that help prevent pesticide resistance within the region. Evaluation equipment used in this study may also be of interest to field staff for other applications and studies.

Date: 2/9/2022

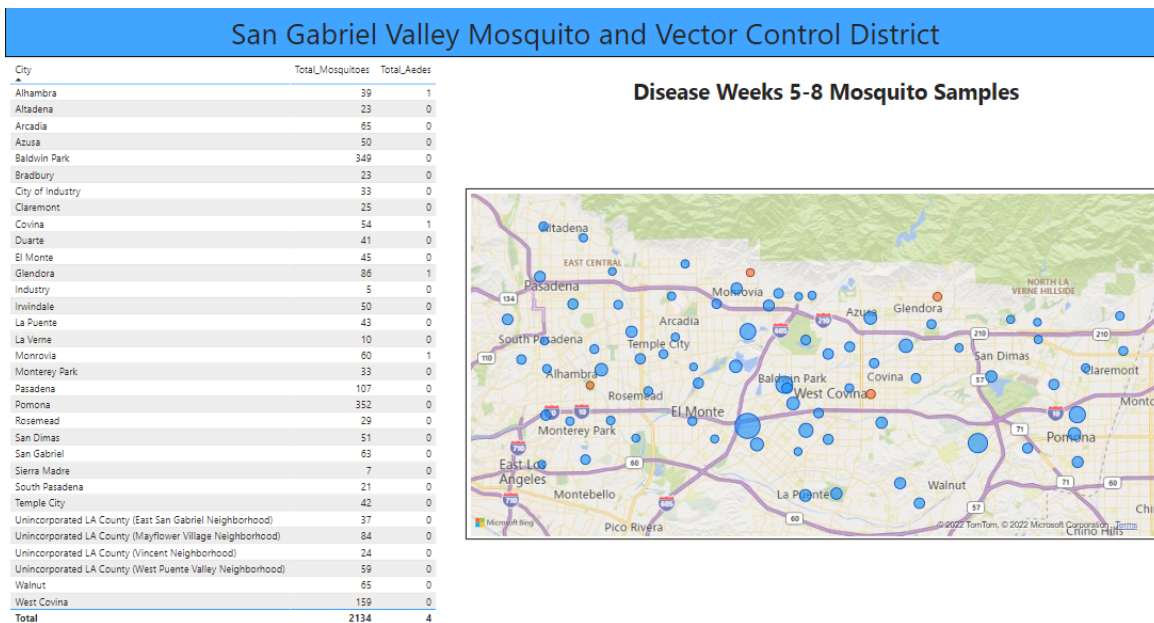
Signed:  \_\_\_\_\_

Print Name: Antonio Bishop

## Surveillance Department Disease Weeks 5-8 | January 30 - February 26

### Insect Surveillance Activities

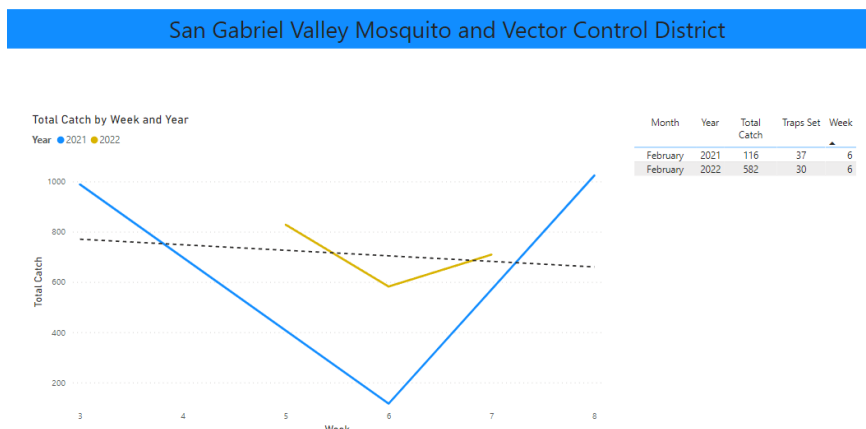
Modified weekly mosquito surveillance was implemented in week 5 (February 1<sup>st</sup>) due to the higher day and overnight temperatures. Modifications to trap routes included sole placement of gravid traps to obtain an estimate of current activity throughout the district. As *Aedes* numbers increase, full routine trapping (including BG sentinel traps) will resume in. A map of the locations sampled in weeks 5-8 is presented below along with a summary of the mosquitoes captured during this time.



**Figure 1. Sampling Locations.** All traps contained *Culex* mosquitoes. The sites in orange indicate the presence of *Aedes* species in samples during this time-period.

### Mosquito Activity

The average abundance of mosquito activity during week six was higher than the average abundance experienced in the 2021 season (Figure 2).



**Figure 2.** Mosquito activity for 2021 (blue) and 2022 (yellow) by week. No traps were set for week 8 due to the low temperatures and rain.

### **Arbovirus Activity**

So far in 2022, no testing has been conducted in the district. Testing for the season begins once proficiency panels are dispatched from the California Department of Public Health (normally around the end of March) and are required to be able to report and compare arbovirus results. These panels contain samples of the three different *Culex* viruses [West Nile virus (WNV), Western Equine Encephalitis (WEE) virus, and St. Louis Encephalitis (SLE) virus], and are distributed to build consistency among testing agencies. If the results are approved, testing in California begins and the district will begin monitoring arbovirus activity.

### **Department News**

The Annual Mosquito and Vector Control Association of California meeting was held February 7-9 in Sacramento, CA. From the surveillance department, vector ecologist- Dr. Aviva Goldmann attended the conference. Although not present at the meeting, vector ecologist- Kimberly Nelson presented two presentations virtually via zoom. The two presentations, “The curious tale of the Covina cluster- an integrated approach” and “ Host seeking behaviors of black flies (Simuliidae) in the San Gabriel Valley, California” were both well received. These presentations were about two of the project summaries that were in the previous months report. As a brief recap, they discussed the interdepartmental integrated approach to the cluster of West Nile virus activity that we had in the city of Covina, and the time periods of 6-9pm and 9am-noon showing an increase in host seeking behaviors of black flies in which they were more attracted to the carbon dioxide lure over a 24-hour period.

# SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

## REPORT OF STAFF'S ATTENDANCE

### AT CONFERENCE/EVENT

**Staff Name and Title:** Aviva Goldmann, Vector Ecologist

**Name of Conference/Event:** Mosquito and Vector Control Association of California 90th

**Date:** February 7-9, 2022

**Location:** Sacramento Convention Center and Sheraton Grand Hotel, Sacramento CA

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

- Statewide/National
  - CalSurv has been named a state service and is funded as a line item in the state budget; many improvements are in the works.
  - Our NPDES permit expired but we are able to use it in the meantime.
  - MVCAC is asking the state to allow SIT and pyriproxyfen and is reaching out to regulators about breeding in utility vaults.
  - AMCA is creating training and disaster preparedness resources
- Murine/Flea-borne typhus
  - 2010's-current outbreaks in southern California may have links to trap-neuter-release (TNR) policies at animal shelters; contentious political issue
  - In LA, occurs more often in patients who have experienced homelessness
  - Increased positive fleas in OC, thought to be tied to rising temperatures and populations, and more cat colonies
    - More typhus than WNV in Orange County
  - Service requests for cat nuisances dwarf the number of cat trapping permits issued in Los Angeles; cat trapping appears tied to higher SES
- SIT
  - Akbari lab is working on "precision guided" SIT which is self-limiting and confinable – cross CAS9 line with guide RNA line, and all offspring are sterile males
  - Verily (Google) is currently testing in Singapore; test releases showed mosquito suppression and dengue reduction. Relies on Artificial Intelligence sex sorting and industrial scale rearing.
  - Senecio robotics is developing a machine to allow affordable production of SIT males that removes all adult females on a conveyor belt
- Ticks

- Haemaphysalis longicornis has increased its range in USA
- Lyme disease is on the rise in CA but difficult to diagnose
- High frequency fires can reduce ticks but only if burned at the appropriate interval for each species (F. Rubino/J Foley)
- Underground
  - Madera Co. found that weather stations are not a good indicator for conditions experienced by breeding Ae aegypti females in microclimates
  - Electrical vaults hold heated water that leads to overwinter breeding; Madera Co. is working on abatement
- Aedes/Culex
  - Greater LA finds overlap between imported dengue cases and Aedes populations
  - Greater LA found BG traps baited with CO2 had comparable diversity to EVS traps
  - In Madera Co., highest Aedes host-seeking activity was 6-8 am and 6-9 PM during summer
  - WNV-infected mosquito pools in CA are not a reliable predictor of human cases (DART lab)
  - K. Bristol found adulticide assay cages should be disc-type and parallel to wind; it is not necessary to transfer mosquitoes into clean cages after applications (but double check with her)
  - Bioswales can breed mosquitoes but are difficult to monitor (H. Budge CCMVCD)

Date: Feb 14 2022

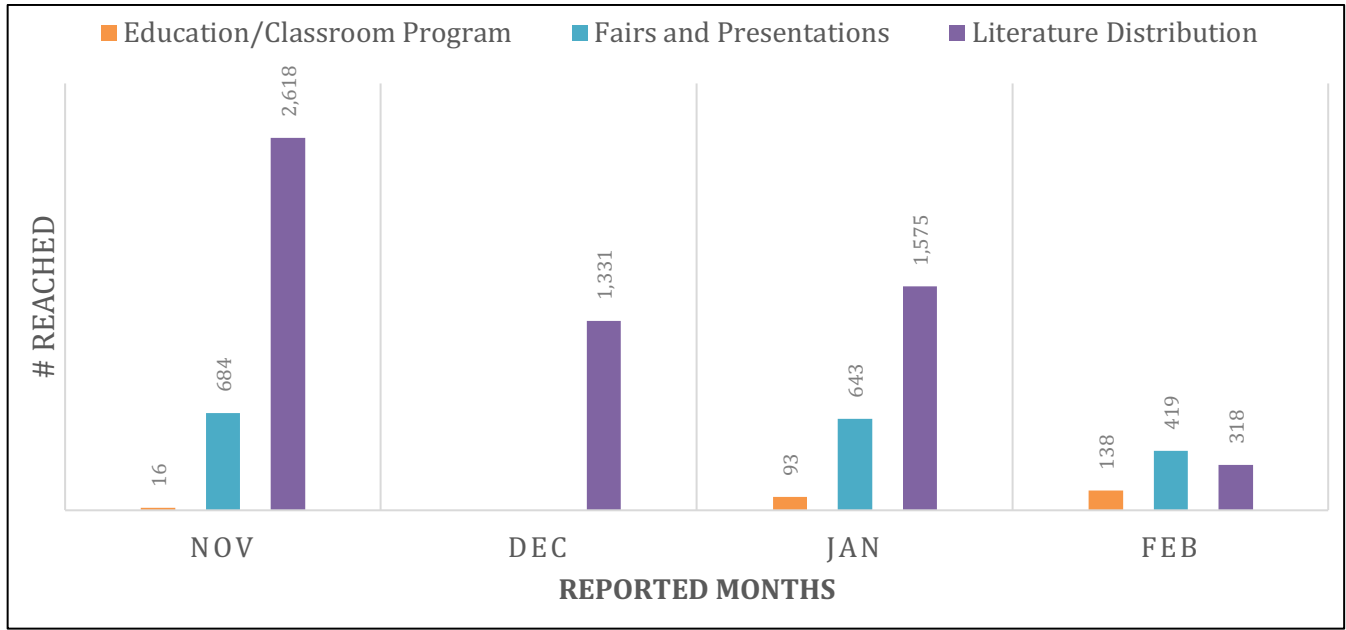
Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

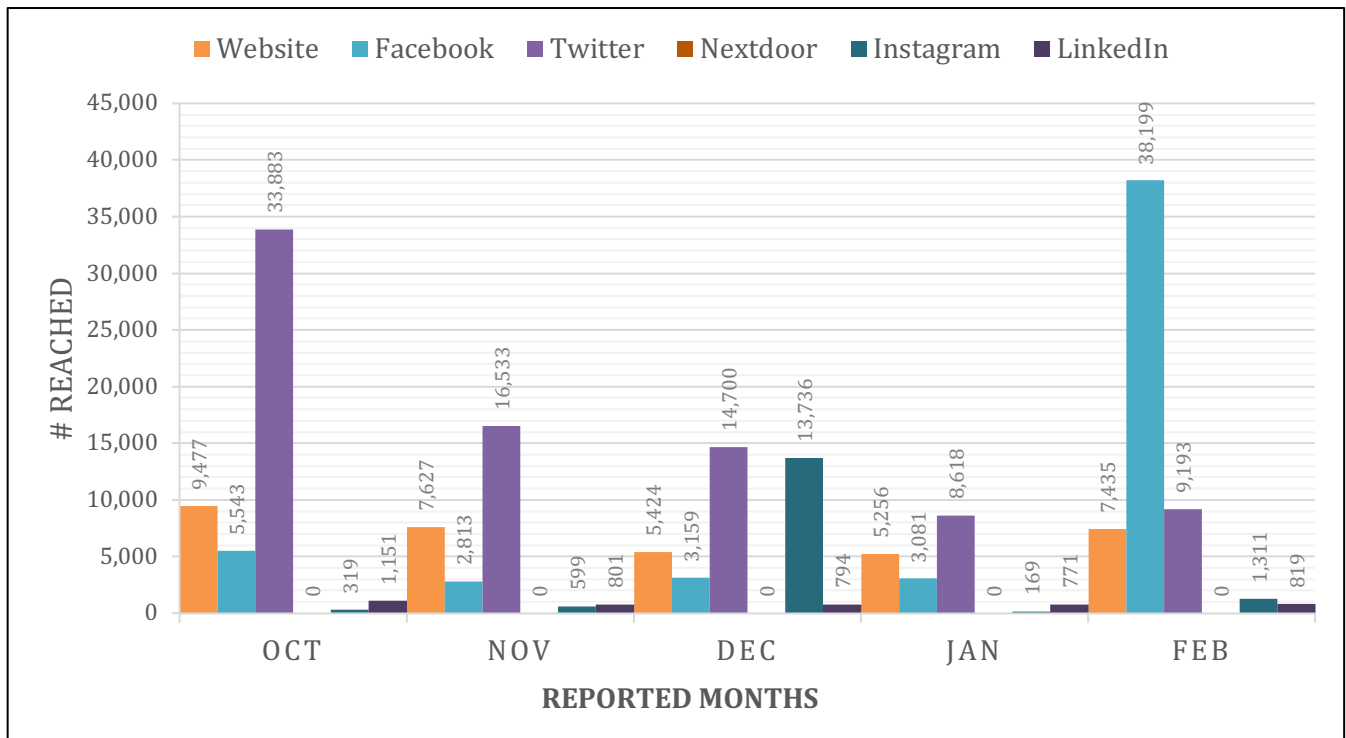
Aviva Goldmann

**Communications Department**  
 Disease Weeks 5-8 | January 30 – February 26

**Outreach Activities:**



**Digital Activities:**



**Media Activity**

<b>Media Outlet/Source</b>	<b>Headline/Topic</b>
San Gabriel Valley Tribune	Mosquito surge prompts concerns in San Gabriel Valley
CBS LA	Hot weather in San Gabriel Valley leads to surge in mosquitoes
Pasadena Now	Mosquito surge in San Gabriel Valley
News Nation USA	Hot weather leads to surge in mosquitoes
News Net Daily	Hot weather in the San Gabriel Valley leads to an increase in mosquitoes
Digitpatrox	Hot weather leads to surge in mosquitoes
South Pasadena news	Mosquitoes expected to intercept San Gabriel weekend festivities
Newsbreak	Mosquitoes expected to intercept weekend festivities
NPR - KPCC	Mosquitoes increase due to weekend heat
Whittier Daily News	Mosquito surge prompts concerns in San Gabriel Valley
KFI AM 640	Mosquito surge in San Gabriel Valley
ABC 7	Mosquito surge during hot SoCal weather prompts concerns in San Gabriel Valley

**EcoHealth Vector Education Program****New Developments**

1. Public Health Teacher of the Year: Mrs. Gina Ayala
  - a. Presented at the Monrovia City Council meeting
2. Internship
  - a. Created structures for new “Instar” internship program
  - b. Onboarded new interns, Stephanie Moreno and Andrea Rueda, from California State University, Northridge
3. Digital
  - a. Published an EcoHealth eblast newsletter for January with an open rate of 18.2%.
  - b. Published newsletter blog on [www.vectoreducation.org](http://www.vectoreducation.org)

**Projects in Progress**

1. Train-the-Trainer
  - a. Reached out to Western University for a potential Train-the-Trainer training lab
  - b. Received feedback from Anthony Quan, STEM Coordinator III at LACOE regarding a Train-the-Trainer program for teachers
2. Support Gold Award Scout with project proposal
3. Update of in-person classroom program
4. Provided feedback for the Operation Mosquito G.R.I.D. promotional video for teachers
5. EcoHealth inventory and budget review

**General Outreach**

1. Advertising
  - a. Push ads for open job positions at the District



- b. Environmental trigger ads for warm weather queued in Google Ads and Hulu
- c. Six digital billboards set up for pre-Spring campaign
- 2. Social Media
  - a. Continued success with #TipTossThursday video series including themes that align with trends (Winter Olympics and songs)
  - b. Promotion of the District at MVCAC in Sacramento, CA
- 3. Creation of blog posts and e-blasts:
  - i. Created Short Bites Monthly blog post (February) for website
  - ii. Created Short Bites Monthly E-blast (February) for Champions
  - iii. Created February Ecohealth Newsletter E-Blast for educators
  - iv. Updated Bite Back Tour promo webpage with after episode details
  - v. Created retargeting email automation using segmentation for EcoHealth February newsletter clicks
  - vi. Created a 'Be Water Wise with Walnut Valley Water District' blog post for the upcoming Bite Back Tour episode
  - vii. Created a 'Be Water Wise with Upper San Gabriel Valley Municipal Water District' blog post for the upcoming Bite Back Tour episode
- 4. Bite Back Program
  - a. Prepared and presented a Bite Back Orientation for Girl Scouts Gold Award applicant
  - b. Preparing guest list for the Bite Back Tour: Be Water Wise episode
- 5. Video Projects
  - a. Los Repelentes Music Video
- 6. Events/Webinars/trainings
  - a. 2/26 – For the Love of Natural Areas Event in San Dimas

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

**REPORT OF STAFF'S ATTENDANCE**

**AT CONFERENCE/EVENT**

**Staff Name and Title:** Pablo Cabrera, Communications Specialist

**Name of Conference/Event:** 2022 MVCAC

**Date:** February 7 -9, 2022

**Location:** Sacramento, CA

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

Having the opportunity to attend and present at this years Mosquito and Vector Control Association of California annual conference was a great experience. It is so important to get out of our bubble to learn from others and what is going on at other District's in our state. I always find it so eye opening to see how different Northern and Central California handle vector control and the different things they deal with. It's also great, getting new perspectives from other Districts on the work I do and ways we can collaborate in the future.

One big learning experience, was hearing so many talks about ticks in California. As someone who knows very little about ticks and the biology of them, I find it so refreshing learning about them and how much research still needs to be done. For an insect that is so small it is very resilient and dangerous. I also learned so much more about Aedes mosquitoes and how they continue to be found in areas of California people never though they would find them in. I liked hearing the attention of public health inequality and how the California Department of Public Health (CDPH) is planning initiative to close the gap and bring public health to all.

I also learned that when it comes to communications in vector control, much still has to been done. There is a great deal of emphasis on the science and research of vector control, which is great, but the same level and attention needs to be put on communications. As a state, I think Southern California is still a leader in communications with more creative and innovative ideas that think outside the box.

It is an incredible opportunity to represent the District at the state level and hear from so many creative and bright minds from our state. I continue to be impressed and motivated by how much people do and all the research being done.

Date: 02/16/2022

Signed: 

Print Name: Pablo Cabrera

March 11, 2022

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

**SUBJECT: March 1, 2022 District Working Fund Balance**

March 1, 2022 balance:	\$4,788,399.85
February 1 - February 28, 2022 expenditures:	\$ 550,375.58
<b>March 1, 2022 Working Fund Balance:</b>	<b>\$4,238,024.27</b>

**Respectfully Submitted:**



**Jason Farned**  
**Interim District Manager**

**Treasurer's Report – January 2022**  
**San Gabriel Valley Mosquito and Vector Control District**

The attached Treasurer's Report is for January 2022.

The Total of All Funds Balance is \$7,105,308.85

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 "Stephen Johnson", is written over a horizontal line.

Authorized Board of Trustee Member

**San Gabriel Valley Mosquito and Vector Control District  
Treasurer's Report (based on Balance Sheet Detail Activity Report,  
Period 7, FY 2021-2022 received on February 1, 2022**

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Local Agency Investment Fund (LAIF)	0.23%	\$1,027,898.08	Interest Withdrawal	\$591.75	LAIF Statement (january 2022)	\$1,028,489.83

Maturity Date: Perpetual  
Interest rate as of January 2022

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Los Angeles County Pool	0.47%	\$3,116,194.84	Interest Sec 40% Adv 2021-22 Trust Warrant #714 DA Billing 2021-22 Tax	\$1,896.60 \$2,195,190.05 (\$349,195.62) (\$95,771.25)	ND 24 Per 7 ND 24 Per 7 ND 24 Per 7 ND 24 Per 7	\$4,868,314.62

Maturity Date: Perpetual  
Interest rate as of January 2022

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
VCJPA Contingency Fund	1.45%	\$135,388.00	Interest Admin Fees	(\$991.00) -\$3.00	VCJPA Statement (Dec 2021)	\$134,394.00

Maturity Date: Perpetual  
Interest rate as of January 2022

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Revolving Fund	\$200,000.00	Deb Activity-Jan 2022 Sweep Trust Warrant #716 Deposit-Misc Checks	(\$818,877.04) \$360,363.67 \$389,598.64 \$68,914.73	CB Statement January 2022	\$200,000.00

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Sweep Account	\$804,935.57	Deb Activity-Jan 2022 Deposit	(\$360,363.67) \$429,538.50	CB Statement January 2022	\$874,110.40

<b>Total Beginning Balance</b>	<b>\$5,284,416.49</b>			<b>Total End Balance</b>	<b>\$7,105,308.85</b>
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San Gabriel Valley Mosquito and Vector Control District  
District Manager's Report

Date: March 11, 2022

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

Subject: **Consider Reallocation of Dedicated Reserve Funds**

Exhibit(s): EXHIBIT 5A

Background

Members of the Board of Trustees and the Finance and Audit Committee have requested that staff explore the possibility of reallocating designated reserve funds to facilitate an Additional Discretionary Payment (ADP) to the District's Unfunded Accrued Liability (UAL).

Currently, San Gabriel Valley Mosquito and Vector District is holding \$2,415,654 in dedicated reserves, 43% of its annual budget. (Exhibit 5A)

A survey of five local vector control districts (Exhibit 5A) shows that the total amount of dedicated emergency reserves for each district ranges from 0% - 31% of each respective budget. The average amount of designated reserves for the sample is 14%.

A 20% designated reserve target would align the District with industry norms and allow the District to respond to an emergency in a meaningful way.

Reallocating the remaining funds to account 3160-Pension Liability would allow staff to make Additional Discretionary Payment (ADP) to the District's Unfunded Accrued Liability (UAL) as approved by the Board.

Committee Recommendation

The Finance and Audit Committee convened on March 3, 2022 to review the staff proposal and recommend reallocating designated reserve funds as proposed in Exhibit 5A.

Managers Recommendation:

The Interim Manager recommends reallocating designated reserve funds as proposed in Exhibit 5A.

Board of Trustees Action Options:

- Board Action: If the Board concurs, following the public discussion by members of this item, the appropriate action is to approve the reallocation of funds as proposed in Exhibit 5A.
- Alternative Board Action: If after discussion by members of this item, the Board may choose to deny the approval of the reallocation of dedicated reserve funds as proposed in Exhibit 5A.

Submitted by:



Jason Farned  
Interim District Manager

San Gabriel Valley Mosquito and Vector Control District Board of Trustees  
**Reallocation of Dedicated Reserve Funds**

**SGVMVCD Dedicated Reserve**

<b>Allocation</b>	<b>Current</b>	<b>Proposed</b>	<b>Percentage</b>
Public Health Emergency	\$ 1,326,200	\$ 500,000	
Capital Projects	\$ 894,435	\$ 313,486	
Pension Liability	\$ 258	\$ 1,402,168	
Building/Facility	\$ 194,761	\$ 100,000	
Vehicle Replacement	\$ -	\$ 100,000	
<b>Total</b>	<b>\$ 2,415,654</b>	<b>\$ 2,415,654</b>	<b>43%</b>



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

Date: March 11, 2022

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

Subject: **Consider CalPERS Other Post-Employment Benefits (OPEB) and Pension Unfunded Actuarial Liabilities (UAL) Contributions**

Exhibit(s): EXHIBIT 6A

Background

Members of the Board of Trustees and the Finance and Audit Committee have requested that staff explore options to help mitigate the negative financial impacts of uncertain pension and Other Post Employee Benefits (OPEB) debt obligations. Staff has compiled information to help inform a current funding decision and establish a methodology for future annual contributions. (Exhibit 6A)

Fiscal Impact:

Contingent on the Board's approval to allocate \$1,402,168 to the Designated Reserve Fund 3160 – Pension Liability, the approval of this item would allow staff to make immediate UAL contributions in the amount of \$1,002,168 from that account.

Committee Recommendation

The Finance and Audit Committee convened on March 3, 2022 to review staff's proposal and recommends allocating \$1,002,168 from Designated Reserves 3160-Pension Liability to fund Additional Discretionary Payments (ADP) as follows:

- 2022 Pension Classic Contribution - \$578,469
- 2022 Pension PEPRA Contribution - \$113,699
- 2022 OPEB 115 Trust Contribution - \$310,000

Manager's Recommendation:

The Interim Manager recommends allocating \$1,002,168 from Designated Reserves 3160-Pension Liability to fund Additional Discretionary Payments (ADP) as proposed above.

Board of Trustees Action Options:

- Board Action: If the Board concurs, following the public discussion by members of this item, the appropriate action is to approve the ADPs in the amount of \$1,002,168 as proposed above.
- Alternative Board Action: If after discussion by members of this item, the Board may choose to deny the approval of ADPs in the amount of \$1,002,168.

Submitted by:



Jason Farned  
Interim District Manager

## San Gabriel Valley Mosquito and Vector Control District Board of Trustees

**CalPERS Other Post-Employment Benefits (OPEB) and  
Pension Unfunded Actuarial Liabilities (UAL) Contributions****Table 6.1****SGVMVCD CalPERS Unfunded Accrued Liability (UAL)**

	<b>FY 2021-2022</b>	
Classic Members	\$	2,118,357
PEPRA Members	\$	113,669
Other Post-Employment Benefits (OPEB)	\$	765,541
<b>Total</b>	<b>\$</b>	<b>2,997,567</b>

**Table 6.2****Proposed Additional Discretionary Payment (ADP)**

	<b>FY 2021-2022</b>	
Classic Members	\$	578,469
PEPRA Members	\$	113,699
Other Post-Employment Benefits (OPEB)	\$	310,000
<b>Total</b>	<b>\$</b>	<b>1,002,168</b>

**Table 6.3****Post ADP UAL Balances**

	<b>Balance</b>		<b>Interest Savings</b>	
Classic Members	\$	1,539,906	\$	313,238
PEPRA Members			\$0	\$ 60,856
Other Post-Employment Benefits (OPEB)	\$	255,541		\$0
<b>Total</b>	<b>\$</b>	<b>1,795,447</b>	<b>\$</b>	<b>374,094</b>

**Table 6.4****Post Payment Dedicated Reserve Totals**

	<b>Balance</b>		<b>% of Budget</b>
Public Health Emergency	\$	500,000	9%
Capital Projects	\$	313,486	6%
Pension Liability	\$	400,000	7%
Building/Facility	\$	100,000	2%
Vehicle Replacement	\$	100,000	2%
<b>Total</b>	<b>\$</b>	<b>1,413,486</b>	<b>25%</b>

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

Date: March 11, 2022

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

Subject: **Consider Personnel and Policy Handbook Revision Award of Contract**

Exhibit(s): Exhibit 7A

### Background

The Personnel and Salary Resolution (PSR) is the policy and procedures handbook for all District employees. In addition to ensuring the District is compliant with state and federal labor regulations, the PSR also defines general working conditions, schedules, compensation practices, performance standards, grievance protocols, promotion and demotion rules, and many other internal employment policies.

As a prudent management practice, any agency policy manual should periodically be comprehensively reviewed to ensure all rules and regulations are current, legal, and appropriately reflect the actual work practices. The PSR has undergone constant revision and amendments over the past four and a half years to bring our policies into compliance with rapidly changing employment regulation changes. These amendments have kept the district in legal compliance, but many policy areas of the PSR are antiquated and have not been adequately addressed. Given the significant personnel time necessary to revise the document in its entirety, staff is recommending contracting for professional legal services to conduct the revision project in collaboration with District Human Resources staff.

A Request for Proposal (RFP) for Personnel and Policy Handbook Revision was released on August 24, 2021. At the conclusion of the RFP open period, five legal firms submitted qualifying proposals for consideration. The Personnel and Policy Committee met on November 12, 2021 to review the proposals and select candidates for interview. Committee members unanimously selected Lewis Brisbois Bisgaard and Smith, and Liebert Cassidy Whitmore to be interviewed by the committee on December 1, 2021. The Committee convened on December 1, 2021 at 4:00pm and conducted interviews of the selected candidates. At the conclusion of the interviews, the committee had lost its quorum. Acting Committee Chair, Corey Calaycay requested that both proposals be presented for consideration to the Board of Trustees on December 10, 2021.

At the December 10, 2021 Board of Trustees meeting, the item was pulled from the agenda. At the direction of the Board President the matter was deferred back to committee with a request for a recommendation.

The Personnel and Policy Committee convened on March 1, 2022 to further review the two proposals and unanimously agreed on a recommendation.

### Fiscal Impact:

The Board of Trustees approved \$30,000.00 for the completion of a Personnel and Salary Resolution in the mid-year budget adjustment.

Committee Recommendation

The Personnel and Policy Committee recommends approving the contract for Personnel and Policy Handbook Revision to Liebert Cassidy Whitmore.

Board of Trustees Action Options:

- Board Action: If the Board concurs, following the public discussion by members of this item, the appropriate action is to approve the contract award for the Personnel and Policy Handbook Revision to Liebert Cassidy Whitmore.
  
- Alternative Board Action: If after public discussion by members of this item, the Board may choose to not select Liebert Cassidy Whitmore for award of the project contract and consider alternative candidate selection.

Submitted by:



Jason Farned  
Interim District Manager

6033 WEST CENTURY BOULEVARD, 5TH FLOOR  
LOS ANGELES, CALIFORNIA 90045  
T: 310.981.2000 F: 310.337.0837

oyee@lcwlegal.com  
310.981.2044

September 16, 2021

**VIA EMAIL: JDEVER@SGVMOSQUITO.ORG**

Jared Dever  
District Manager  
San Gabriel Valley Mosquito and Vector Control District  
1144 N. Azusa Canyon Rd.  
West Covina, CA 91790

**Re: *RFP for Personnel Policy Manual, San Gabriel Valley Mosquito & Vector Control District***

Dear Mr. Dever:

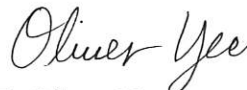
Thank you for the opportunity to submit information on Liebert Cassidy Whitmore's (LCW) qualifications to review and revise the San Gabriel Valley Mosquito & Vector Control District's Personnel Policy Manual. We welcome the opportunity to provide this service to the District. Enclosed, we have provided information on our firm background and qualifications as well as our approach, time requirements and a cost estimate.

Please note that LCW does not discriminate against any individual because of race, religion, sex, color, age, handicap, or national religion and that these shall not be a factor in consideration for employment, selection of training, promotion, transfer, recruitment, rates of pay, or other forms of compensation, demotion, or separation.

If we can answer any questions, please do not hesitate to contact me at (310) 981-2044 or [oyee@lcwlegal.com](mailto:oyee@lcwlegal.com). We look forward to assisting the San Gabriel Valley Mosquito & Vector Control District in reviewing and updating its personnel rules.

Sincerely,

LIEBERT CASSIDY WHITMORE



T. Oliver Yee

OY:ah

**Re: RFP for Personnel Policy Manual, San Gabriel Valley Mosquito & Vector Control District**

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## **1. LCW CONTACT INFORMATION**

**Firm Name:** Liebert Cassidy Whitmore

**Address:** 6033 W. Century Blvd., 5<sup>th</sup> Floor, Los Angeles, CA 90045

**Phone:** (310) 981-2000

**Website:** [www.lcwlegal.com](http://www.lcwlegal.com)

**Principal Contact Name:** Oliver Yee

**Principal Contact Phone:** (310) 981-2044

**Principal Contact Email:** [oyee@lcwlegal.com](mailto:oyee@lcwlegal.com)

## **2. LCW QUALIFICATIONS**

Liebert Cassidy Whitmore (LCW) is California's premier labor and employment law firm for public agencies. For more than 40 years, LCW has served public agencies and non-profit organizations of California in all aspects of employment law and labor relations.

Today, with over one hundred attorneys and five offices throughout California, we are fully prepared to meet your legal needs. Our clients value not only our expertise and proficiency, but also our integrity and responsiveness. As a full-service law firm, we handle all aspects of our clients' needs and provide innovative, ethical and cost-effective solutions.

Our primary mission is to provide excellent service to our clients. Preventive law is a cornerstone of our firm. We believe in assisting our clients in avoiding problems and disputes before they arise. We do this through ongoing communication, training, reviews & audits, advice, and cooperative employer-employee relations. We are also experienced in all aspects of hearings, arbitration and litigation up through jury trials, if required. We are known throughout the state for the breadth and depth of our expertise and are highly regarded by public agencies and our law firm competitors throughout the state because of our commitment to quality work and effective advocacy.

In the last fiscal year alone, we reviewed and revised the personnel policies and procedures of over 50 public agencies. We are also pioneers in creating the Liebert Library, a digital resource for public employers that includes sample forms and checklists as well as comprehensive sample personnel policies with detailed commentary on the statute/reason the policy is recommended as well as tips on how to customize the policies to your specific agency and how to best implement them. As a subscriber to the Library, the District has access to these documents.

When reviewing and revising personnel policies of Liebert Library subscribers, we always notify the subscriber if it will be in their financial best interest to use a template from the Library or update their existing policy. Part of this is dependent upon how recently the District's personnel policies were last updated.

When reviewing and revising personnel policies, our approach is generally as follows:

**Re: RFP for Personnel Policy Manual, San Gabriel Valley Mosquito & Vector Control District**

September 16, 2021

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1. Discussing with District staff the areas of the Personnel Policy Manual requiring substantive revision.
2. Reviewing existing personnel policies and any other needed documents (i.e. collective bargaining agreements).
3. Preparing a revised draft of the Personnel Policy Manual (within six months of contract dates). The draft will be in the format you require, such as a draft that has deletions indicated by strikeouts and new language indicated by highlights. The draft will include either annotations or a separate letter explaining major changes.
4. Meet with District staff to present, review and discuss proposed changes to the Personnel Policy Manual.
5. Revise draft of Personnel Policy Manual, if needed.
6. Submit final Personnel Policy Manual to the District.

### **3. PRINCIPAL STAFF PERSON(S)**

We are proud of the depth of experience, varied personalities, and diversity of skills our firm offers our clients. The attorneys with whom you will work are experts in and knowledgeable about public sector agencies and non-profit corporations. We regularly work with our clients to ensure they have prompt, quality answers to their questions. We are a proactive firm and believe in assisting our clients in avoiding problems and disputes before they arise. Likewise, we strive to minimize the costs to our clients.

To perform a review and revision of the Personnel Policy Manual for the San Gabriel Valley Mosquito & Vector Control District, we propose Partner Oliver Yee and Associate Jennifer Palagi from our Los Angeles office. We invite you to interview either in-person, virtually or via telephone, at no cost. A short bio for each is below and their full resumes are included for your reference.

**Oliver Yee, Partner, Los Angeles office**



Specializing in compliance reviews, Oliver leads the firm's audit practice, which includes compliance reviews in areas such as:

- Personnel Rules
- Wage and Hour / Fair Labor Standards Act Audits
- Labor Agreement / MOU and Collective Bargaining Audits
- Retirement and Benefits Audits
- Health Benefit Audits, including HIPAA and the Affordable Care Act

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- Human Resources and Management Audits

Oliver regularly audits personnel rules, administrative policies, and employee handbooks. His vast experience in labor relations and litigation help him bring thoughtful and innovative review and analysis to the audit process. He is the author of LCW's Model Personnel Policies, which are a set of model personnel policies for public agencies.

In addition to his compliance practice, Oliver also represents and advises clients on a variety of labor and employment issues including labor negotiations, personnel rules and policies, the Fair Labor Standards Act, laws and regulations of public employment retirement plans, the Brown Act and Public Records Act, unfair labor practices, employee grievances, leave and disability issues, and disciplinary actions.



**Jennifer Palagi**, Associate, Los Angeles office

Jennifer provides clients counsel in all matters pertaining to employment and labor law with a focus on state and federal wage and hour issues. Her experience involves representing employers in a broad range of disputes involving harassment and discrimination of all types, retaliation, wage and hour claims, the Labor Code Private Attorneys General Act (PAGA) class actions, interactive process and reasonable accommodation, and wrongful termination.

Jennifer provides her clients extensive preventative services, such as advice and counsel, state and federal wage and hour audit services, and management and employee trainings. She has provided trainings on numerous employment law issues, including disability and the interactive process, the Fair Labor Standards Act, generational diversity and succession planning, leaves, harassment, discrimination and retaliation. Jennifer also counsels employers on establishing, developing and implementing effective employment policies and practices that help enhance employee relations and minimize the risk of costly lawsuits.

#### **4. RECENT EXPERIENCE**

Liebert Cassidy Whitmore has extensive experience preparing, revising and customizing personnel rules, administrative policies, and employee handbooks. Our audit services draw on LCW's legal expertise from representing employers in all aspects of labor and employment law. LCW closely monitors relevant labor and employment laws and regulations, which enables us to incorporate important developments in the law and best management practices into our analysis, recommendations, and revisions. Our audit services can provide a comprehensive audit of an employer's entire personnel rules or specific policies.

In the last fiscal year alone, we reviewed and revised the personnel rules and procedures of over 50 public agencies. As described above, Partner Oliver Yee is the firm's subject matter expert in personnel rules review. He created a comprehensive set of model personnel policies that are



**Re: RFP for Personnel Policy Manual, San Gabriel Valley Mosquito & Vector Control District**

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available for our premium Liebert Library subscribers. These policies include detailed commentary on the statute/reason the policy is recommended as well as tips on how to customize the policies to your specific agency and how to best implement them. For more information about this service, you can visit [www.liebertlibrary.com](http://www.liebertlibrary.com).

Over the last five years, Oliver has led personnel policy reviews for more than 70 public sector clients. Please see a representative list below:

Client Name	Matter Name	Matter Opened	Date Closed
Citrus Heights Water District	Audit of HR Policies	3/17/2017	8/26/2020
City of Calimesa	Review of Personnel Rules	3/17/2015	12/5/2017
City of Cathedral City	Personnel Policies Audit	2/2/2017	9/19/2019
City of Escalon	Personnel Policies Review	2/6/2019	8/26/2020
City of Hawthorne	Personnel Rules Audit 2020	9/24/2020	Current
City of Hermosa Beach	Personnel Rules Audit	9/18/2017	9/19/2019
City of Moorpark	Personnel Rules Audit	9/21/2016	8/7/2018
City of Newport Beach	Personnel Policies Review	11/16/2018	8/26/2020
City of Rancho Mirage	Personnel Rules Audit 2020	9/3/2020	Current
City of Ridgecrest	Review of Personnel Policies - 2021	4/14/2021	Current
City of Santa Fe Springs	Personnel Rules Audit 2021	3/1/2021	Current
City of Santa Monica	Review of Administrative Instructions	1/27/2016	8/26/2019
City of Sierra Madre	Personnel Rules Review and Update	7/9/2020	Current
City of South Pasadena	Personnel Rules	6/6/2010	9/13/2018
City of West Covina	MOUs and Personnel Rules Audit	11/12/2019	Current
City of West Hollywood	Personnel Policies Review	2/13/2018	9/24/2020
Crescenta Valley Water District	Personnel Policies Audit	11/1/2019	8/26/2020
Greater Los Angeles County VCD	Audit of Personnel Rules	11/1/2016	10/8/2020
Inland Empire Utilities Agency	Personnel Policies Audit - 2021	1/21/2021	Current
LA Co Employee Retirement [LACERA]	Review of Employee Handbooks	2/18/2014	7/1/2020
Mojave Water Agency	Personnel Policies Audit	3/29/2018	4/2/2020
Monte Vista Water District	Review of Personnel Policies	3/1/2021	8/10/2021
San Bernardino County Transportation Authority	Personnel Policy Audit	5/3/2018	9/22/2020
Santa Clara County Housing Authority	Employee Handbook Review	8/17/2016	8/26/2019

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Trabuco Canyon Water District	Personnel Rules Audit	8/24/2017	8/28/2019
Ventura Port District	Personnel Policies Review	3/13/2019	5/31/2021
West Valley Water District	Personnel Rules Audit	2/11/2020	Current

Oliver also lead a team of attorneys who worked on a special project for Bickmore Risk Services, which provided their members with access to attorneys to assist on personnel policy review and opinions. Oliver assisted the following agencies through this program:

Client Name	Matter Opened	Date Closed
Ceres, City of	8/9/2017	8/27/2019
Corcoran, City of	8/9/2017	8/27/2019
Delano, City of	8/9/2017	8/27/2019
Dinuba, City of	8/9/2017	8/27/2019
Dos Palos, City of	8/9/2017	8/27/2019
Tulare, City of	8/10/2017	8/27/2019
Wasco, City of	8/10/2017	8/27/2019
Woodlake, City of	8/10/2017	8/27/2019
Sand City, City of	8/10/2017	8/27/2019
Sanger, City of	8/10/2017	8/27/2019
Scotts Valley, City of	8/10/2017	8/27/2019
Selma, City of	8/10/2017	8/27/2019
Shafter, City of	8/10/2017	8/27/2019
Tehachapi, City of	8/10/2017	8/27/2019
McFarland, City of	8/10/2017	8/27/2019
Patterson, City of	8/10/2017	8/27/2019
Porterville, City of	8/10/2017	8/27/2019
Reedley, City of	8/10/2017	8/27/2019
San Joaquin, City of	8/10/2017	8/27/2019
San Ramon, City of	8/10/2017	8/27/2019
Kingsburg, City of	8/9/2017	8/27/2019
Lafayette, City of	8/9/2017	8/27/2019
Laguna Hills, City of	8/9/2017	8/27/2019
Livingston, City of	8/9/2017	8/27/2019
Madera, City of	8/10/2017	8/27/2019

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Marina, City of	8/10/2017	8/27/2019
Farmersville, City of	8/9/2017	8/27/2019
Fowler, City of	8/9/2017	8/27/2019
Greenfield, City of	8/9/2017	8/27/2019
Hayward, City of	8/9/2017	8/27/2019
Hollister, City of	8/9/2017	8/27/2019
Kings City, City of	8/9/2017	8/27/2019

Jennifer Palagi has assisted Oliver in the review and revision of personnel policies for agencies across California, including numerous special districts. Her dedication to our clients is evident in her subject matter expertise, accessibility and the quality of her work product.

## 5. CLIENT REFERENCES

Truc Dever  
 General Manager  
 Greater Los Angeles County Vector Control District  
 12545 Florence Avenue, Santa Fe Springs, CA 90670  
 (562) 944-9656 | [tdever@glacvcd.org](mailto:tdever@glacvcd.org)  
 Services provided: Audit of personnel policies  
 Dates of service: 2020

Helen Tran  
 Human Resources and Risk Management Director  
 City of West Covina  
 1444 West Garvey Avenue, West Covina, CA 91790  
 (626) 939-8450 | [htran@westcovina.org](mailto:htran@westcovina.org)  
 Services provided: Audit of personnel policies  
 Dates of service: 2020-2021

Brian Pendleton  
 General Manager  
 Ventura Port District  
 1603 Anchors Way Drive, Ventura, CA 93001  
 (805) 642-8538 x103 | [bpendleton@venturaharbor.com](mailto:bpendleton@venturaharbor.com)  
 Dates of service: 2019-2021

Betty Conti  
 Human Resources/Risk Administrator  
 Monte Vista Water District  
 10575 Central Avenue, Montclair, CA 91763

**Re: RFP for Personnel Policy Manual, San Gabriel Valley Mosquito & Vector Control District**

September 16, 2021

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(909) 624-0035 | [bconti@mvwd.org](mailto:bconti@mvwd.org)

Dates of service: 2021

**6. FEES, COSTS AND CHARGES**

Hourly Billable Rates

Pricing offered on a time-and-materials basis would be based on our firm’s hourly billable rates:

<b>Oliver Yee .....</b>	<b>\$380</b>
<b>Jennifer Palagi.....</b>	<b>\$315</b>

Invoices will be provided to the District monthly and are payable upon receipt and due within 30 days.

Other Costs and Charges

Unlike many firms, we do not bill for secretarial time or telephone charges. Facsimile transmissions are billed at the rate of \$.25 per page for outgoing faxes only. Documents are sent electronically unless specifically requested otherwise, or when electronic transmission is not an option. Copying is charged at fifteen cents (\$.15) per page. Additional prints, postage and special deliveries (i.e. Fed-Ex, UPS, DHL, messenger service), and other hired deliveries completed at the request of the client or necessary to comply with court or other deadlines will also be billed to the client.

Our firm bills for travel time at the attorney’s hourly rate—for the time it takes to travel from the office to our client and back or the time it takes from the attorney’s residence to our client and back—whichever is less. Importantly, we do not double bill for our travel time; our travel billing is prorated by the time we spend on billable work for the agency or other clients, like phone calls and dictation.

**7. INSURANCE COVERAGE**

Please see more details on LCW’s commercial general liability, automobile liability and professional liability in the attached insurance coverage document.

**Conclusion**

A comprehensive audit of a personnel policy manual can seem like a daunting endeavor. However, regularly auditing the manual is critical and can mean the difference between liability and prevention of liability. We are prepared to offer the District experienced and knowledgeable advice on review and revision of its Personnel Policy Manual. You would be gaining an expert

**Re: RFP for Personnel Policy Manual, San Gabriel Valley Mosquito & Vector Control  
District**

September 16, 2021

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firm that knows the ins and outs of all relevant labor and employment laws as well as best practices that have worked well for other California public entities.

We welcome the opportunity to assist the San Gabriel Valley Mosquito & Vector Control District in reviewing and updating its Personnel Policy Manual. If we can answer any questions, please do not hesitate to contact Oliver Yee at (310) 981-2044 or [oyee@lwlegal.com](mailto:oyee@lwlegal.com).

# LCW

## T. Oliver Yee

### Partner

310.981.2044

[oyee@lcwlegal.com](mailto:oyee@lcwlegal.com)



Oliver provides representation and legal counsel to Liebert Cassidy Whitmore's public agency, education, and nonprofit clients. He leads the firm's Audit Services Practice Team. In addition, Oliver's practice involves representing and advising clients on a variety of labor and employment issues including labor negotiations, personnel rules and policies, the Fair Labor Standards Act, laws and regulations of public employment retirement plans, the Brown Act and Public Records Act, unfair labor practices, employee grievances, leave and disability issues, and disciplinary actions. He regularly advises executive management, governing bodies and human resources management on complex legal issues and matters.

Oliver is an experienced labor negotiator, having represented clients as their chief negotiator in all aspects of the negotiations process, from the pre-negotiations planning phase up to and including impasse and fact-finding. Oliver has also successfully navigated through an employee strike, serving as lead counsel and chief negotiator. He has also successfully represented clients before the Public Employment Relations Board, and regularly provides advice and counsel on negotiations and labor relations strategy. In addition, Oliver regularly provides advice and counsel on retirement issues, and has successfully represented clients on appeals involving CalPERS and disability retirement determinations.

Oliver also specializes in providing audit services. He relies on his vast experience in labor relations and litigation to bring thoughtful and innovative review and analysis to the audit process. He is an author of the Liebert Model Personnel Policies, a set of model personnel policies for public agencies, and regularly audits personnel rules, administrative policies, and employee handbooks. In addition, Oliver's successful representation of clients in FLSA litigation enables him to be an effective auditor on FLSA-related issues.

Oliver has successfully represented clients in class action matters involving the FLSA, and single plaintiff litigation employment matters in both state and federal court from inception through discovery, pre-trial proceedings, and settlement or trial.

He has also successfully defended agencies in disciplinary actions, and regularly advises clients on disciplinary matters.

Oliver is a prolific and dynamic presenter in Liebert Cassidy Whitmore's training program. He regularly trains governing bodies, managers, supervisors and human resources personnel. He also frequently presents at public sector conferences on relevant labor and employment topics. Oliver relies on his extensive training experience to provide proactive and preventative advice and counsel to clients.

### Professional and Community Involvement

Oliver serves as the Personnel Chapter Chair of the League of California Cities Municipal Law Handbook. He is also a member of the California Council of School Attorneys (CCSA).

### Recognitions

Oliver was selected as a Southern California Super Lawyers' Rising Star in 2013-2015.

## Expertise

- Internal Compliance Audit Services
- Employment Law
- Labor Relations
- Public Safety
- Retirement, Benefits, and Disability
- Litigation
- Wage and Hour
- Workplace Investigations

## Education

JD, Washington University School of Law, St. Louis  
 MA, Washington University, St. Louis  
 BA, Washington University, St. Louis

## Representative Matters

### Litigation

***Association for Los Angeles Deputy Sheriffs, et al. v. County of Los Angeles, et al. (2012)*** – Handled a Fair Labor Standards Act collective/class action case where the U.S. District Court granted a County law enforcement employer's summary judgment motion. The lawsuit involved the "donning and doffing" claims of approximately 3,000 deputy sheriffs in two different, yet consolidated, collective action lawsuits filed against the County and its Sheriff (collectively "the County"). The

district court also granted the County's motion to decertify the remaining "off-the-clock" work claims. The district court's rulings effectively ended two large collective/class action lawsuits after several years of litigation.

***Rosales v. County of Los Angeles (2011)*** – This FLSA collective action sought compensation for unreported overtime and certification of a class of 700 IHSS social workers who evaluated IHSS recipients' needs and made recommendations regarding the services to be performed by IHSS providers. We successfully defeated plaintiffs' attempt to certify the class and limited the case to just one social worker. The case then settled for nuisance value.

***Petersen Law Firm v. City of Los Angeles (2009 and 2013)*** – Represented City and individual defendants in an action in which they prevailed on an Anti-SLAPP motion in a case challenging investigation of police officers. After the matter was appealed and remanded, the trial court reconsidered the City's motion for attorney's fees and ruled that the City was entitled to recover the entire amount of attorney's fees and costs it requested.

***Bentley v. County of Los Angeles, et al (2009)*** – In a federal lawsuit a County client defeated a motion for conditional certification of a collective action filed by a potential lead plaintiff in a Fair Labor Standards Act ("FLSA") wage and hour action.

## Negotiations

***City of Santa Barbara*** – Oliver served as chief negotiator during collective bargaining agreement negotiations with the City's public safety units.

***City of West Covina*** – Oliver served as chief negotiator during collective bargaining agreement negotiations with the City's public safety units and miscellaneous employee units.

***City of La Verne*** – Oliver served as chief negotiator during collective bargaining agreement negotiations with the City's public safety units.

***City of Redlands*** – Oliver served as chief negotiator during collective bargaining agreement negotiations with the City's public safety units.

***City of Whittier*** – Oliver served as chief negotiator during collective bargaining agreement negotiations with the City's miscellaneous employee unit.

***City of Cudahy*** – Oliver served as chief negotiator during collective bargaining agreement negotiations with the City's miscellaneous employee unit.

***City of Bell Gardens*** – Oliver has provided advice and counsel over the years during the City's collective bargaining agreement negotiations and in its labor relations with its employee groups.



**City of Sierra Madre** – Oliver has provided advice and counsel over the years during the City’s collective bargaining agreement negotiations and in its labor relations with its employee groups.

**Barstow Community College District** – Oliver served as chief negotiator during collective bargaining agreement negotiations with the District’s faculty and miscellaneous employee units.

**The Accelerated School** – Oliver served as chief negotiator during collective bargaining agreement negotiations with the School’s teacher and miscellaneous employee units.

**The Oakwood School** – Oliver served as chief negotiator during collective bargaining agreement negotiations with the School’s teacher unit.

**Orange County Cemetery District** – Oliver served as chief negotiator during collective bargaining agreement negotiations with the District’s miscellaneous employee unit.

## Publications

08/24/2021

### **CalPERS Audits: What Should a Public Agency Expect?**

*California Public Agency Labor & Employment Blog*

06/15/2021

### **Prevention, Prevention, Prevention! It’s Time to Audit Your Agency’s Personnel Rules**

*California Public Agency Labor & Employment Blog*

06/11/2021

### **Wage & Hour: Key Issues for Exempt Employees**

*California Public Agency Labor & Employment Blog*

09/15/2020

### **Governor Signs AB 2257 Updating AB 5 Independent Contractor Law**

*LCW Special Bulletin*

08/06/2020

### **Financial Assistance for Employee Housing: Legal Considerations for California Public Agencies**

*Bender’s California Labor & Employment Bulletin*

07/14/2020

### **Anticipating Legal Issues in a Post-COVID-19 Work Environment**

*American City & County*

07/13/2020

**Adapting to the “New Normal”: Lessons Learned and Best Practices for a Post-COVID 19 Workplace**

*American City & County*

06/02/2020

**How COVID-19 Could Permanently Transform Public Agency Operations: Lessons Learned**

*The Daily Journal*

05/28/2020

**Telework Transition Holds Key Lessons for Public Agencies**

*Law 360*

04/14/2020

**Employee Housing Assistance – Legal Considerations for California Public Agencies**

*California Lawyers Association Public Law Journal*

04/14/2020

**Employee Housing Assistance – Legal Considerations for California Public Agencies**

*California Lawyers Association Public Law Journal*

12/09/2019

**Navigating the Impacts of AB 5 for Public Agency Employers**

*The Daily Journal*

08/08/2019

**A General Manager’s Guide: To Bringing Out The Best In Their Boards, Commissions, and Elected Officials**

*California Special District's Magazine*

## Presentations

10/07/2021

**The Rules of Engagement: Issues, Impacts & Impasse**

*Virtual Seminar*

10/18/2021

**Labor Issues: Past Practices – Changing Policies**

*Carlsbad | California District Attorneys Association (CDAA) Annual Conference*

10/21/2021

**Town Hall – Legal Eagles**

*Virtual | Association of Chief Human Resource Officers (ACHRO) Fall Training Institute*

10/21/2021

**Returning to the Campus and the Workplace: Key Considerations for Reopening Your Campus and Workplaces to Employees, Students and Members of the Public**

*Virtual | Association of Chief Human Resource Officers (ACHRO) Fall Training Institute*

# LCW

## Jennifer Palagi

### Associate

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Jennifer provides representation and counsel to LCW clients in all matters pertaining to employment and labor law with a focus on state and federal wage and hour issues. Jennifer is a seasoned litigator and has experience in all phases of litigation, from the pleading stage through trial. Her experience involves representing employers in a broad range of disputes involving harassment and discrimination of all types, retaliation, wage and hour claims, the Labor Code Private Attorneys General Act (PAGA) class actions, interactive process and reasonable accommodation, and wrongful termination. Jennifer's successes include achieving summary judgment in numerous cases and defending the decisions on appeal, as well as and decertifying collective actions.

Jennifer vigorously defends her clients in state and federal court as well as administrative agencies, including the California Department of Fair Employment and Housing, the Equal Employment Opportunity Commission, the California Division of Labor Standards Enforcement, the federal Department of Labor and Cal/OSHA, among others.

Jennifer is passionate about all aspects of labor and employment law. In addition to litigation, she provides her clients with extensive preventative services, such as advice and counsel, state and federal wage and hour audit services, and management and employee trainings. Jennifer has provided trainings on numerous employment law issues, including disability and the interactive process, the Fair Labor Standards Act, generational diversity and succession planning, leaves, harassment, discrimination and retaliation. Jennifer also counsels employers on establishing, developing and implementing effective employment policies and practices that help enhance employee relations and minimize the risk of costly lawsuits.

#### Recognitions

Jennifer was selected as a Southern California *Super Lawyers*' Rising Star in 2010.

## Expertise

- Employment Law
- Litigation
- Public Safety
- Retirement, Benefits, and Disability
- Wage and Hour

## Education

JD, University of San Diego School of Law  
BS, Rutgers University

## Representative Matters

### Administrative Hearings

***Deputy Sheriff v. Sheriff's Department (2017)*** – Deputy Sheriff was terminated based on findings that he did not have the authorization to order and purchase firearms on behalf of certain deputies, utilize the Department logo to create firearm purchase forms and made false statements during the criminal and internal affairs investigations. The Deputy claimed it was reasonable for him to fill out the sham purchase forms for the deputies since they expressed interest or affirmatively told him they wanted to order the guns. The Civil Service Commission and eventually the trial court rejected the former Deputy's arguments and upheld the termination.

***Employee v. Water District (2017)*** – The Hearing Officer found that the District's discipline was appropriate in light of the credible evidence presented by the District at the hearing regarding the supervisor's repeated and intolerable outbursts with other employees, and further found the employee's testimony was not credible. The Board eventually upheld the suspension.

***Deputy Sheriff v. Sheriff's Department (2015)*** – Successfully prosecuted the termination of a deputy sheriff who engaged in off-duty conduct with a civilian that violated the Department's Rules of Professional Conduct and several Department Policies. The former deputy claimed that he was acting in self-defense when he pulled a gun on a civilian. The Deputy Civil Service Commission rejected the former Deputy's arguments and upheld the termination.

### Litigation

***Association for Los Angeles Deputy Sheriffs, et al. v. County of Los Angeles (2018)*** – A Sergeant employed by the Los Angeles County Sheriff's Department worked as a correctional officer. After a Department administrative investigation into an inmates complaint, and subsequent criminal investigation, the District Attorney's Office brought criminal misdemeanor charges against the Sergeant alleging cruel punishment or impairing the health of an inmate. The Department issued the Sergeant notice of its intent to suspend him without pay (consistent with applicable

civil service rules), and notified him of his right to respond to the charges. The Department ultimately imposed the suspension and notified the Sergeant of its decision and his right to request a post-suspension hearing to challenge the decision. The Sergeant requested and was granted a hearing, but requested that the hearing be held in abeyance until the conclusion of the criminal case.

The Sergeant then filed a petition in state court claiming that the Department violated his due process rights when it failed to provide him with an evidentiary hearing prior to suspending him. The Department asserted that its pre-suspension *Skelly* meeting provided the Sergeant with sufficient process and he was not entitled to an evidentiary hearing prior to being suspended. The trial and appellate courts agreed with the Department.

***Heath v. City of Desert Hot Springs, et al (2013)*** – Plaintiff, a police officer, brought suit to recover for alleged retaliation arising from her reporting of alleged excessive use of force by fellow police officers. The United States Central District Court granted defendants’ motion to dismiss in its entirety, with prejudice as to the first two claims – the 42 U.S.C. § 1983/First Amendment free speech claims – and without prejudice as to five remaining state court claims.

***Association for Los Angeles Deputy Sheriffs, et al. v. County of Los Angeles, et al. (2012)*** – Handled a Fair Labor Standards Act collective/class action case where the U.S. District Court granted a County law enforcement employer’s summary judgment motion. The lawsuit involved the “donning and doffing” claims of approximately 3,000 deputy sheriffs in two different, yet consolidated, collective action lawsuits filed against the County and its Sheriff (collectively “the County”). The district court also granted the County’s motion to decertify the remaining “off-the-clock” work claims. The district court’s rulings effectively ended two large collective/class action lawsuits after several years of litigation.

## Publications

08/17/2021

**Your Employee Is On-Call, But Is Your Employee “Working”?**

*California Public Agency Labor & Employment Blog*

01/29/2021

**Recent California Supreme Court Decision in the Independent Contractor Classification Saga Holds that Dynamex Applies Retroactively**

*LCW Special Bulletin*

07/08/2020

**The Department Of Labor Issues Final Rule Regarding Joint Employer Status Under The FLSA**

*LCW Special Bulletin*

06/23/2020

**FFCRA Forces Public Agencies to Comply with FLSA 'Regular Rate of Pay' Calculations**

*The Daily Journal*

06/04/2020

**Virus Leave Poses Pay Calculation Issues For Public Agencies**

*Law 360*