

San Gabriel Valley Mosquito & Vector Control District
1145 N. Azusa Canyon Road
West Covina, California 91790

Board of Trustees Meeting

March 13, 2009

7:00 AM

Agenda

1. Call to Order

Note: The public is requested to address the Board on an **Agenda Item** when the Board considers it.

2. Pledge of Allegiance and Silent Roll Call

3. Opportunity for Public Comment on Non-Agenda Items

The public is requested to provide a name/address and limit comment (s) to 5 minutes.

4. Consent Calendar *

All items in the Consent Calendar are routine and may be enacted by one motion unless a request is made to remove and consider it (them) as a separate action.

- A. List of Claims for February, 2008 *
- B. Budget Status Report for February, 2008 *
- C. Minutes of Board of Trustees Meeting February, 2008 *
- D. Surveillance and Vector Report*
- E. Abatement Report*
- F. Education Program*

5. January 2009 Monthly Treasurer Report / District Working Balance Report for March 2009*

(Action Required – Approve / Disapprove)

6. Board Committee Members and Chairpersons for 2009

(Board President)

- A. Policy Committees (one vacancy)
- B. Legislative Committee (two vacancies)

7. District Administration

(District Manager) (No Action Required)

- A. VCJPA Annual Workshop February 26 and 27, 2009
- B. Legislative Day in Sacramento March 3, 2009
- C. Citizen's Business Bank

8. **Disease Surveillance**
(Assistant Manager) (Verbal Report) (No Action Required)
9. **Trustee Reports**
(Verbal Report) (No Action Required)
10. **New Business**
Opportunity for Trustees to request future agenda items
(Verbal)
11. **Immediately following adjournment of the District's Board of Trustees' Meeting, under Government Code Section 54957.6, Notwithstanding any other provision of law, a legislative body of a local agency may hold closed sessions with the local agency's designated representatives regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees, and, for represented employees, any other matter within the statutorily provided scope of representation. Conference with Labor Negotiators, members of the Personnel Committee and the Finance Committee will convene in Closed Session for conference on organization employee requests as represented by District Manager and Assistant District Manager; and, for conference on Unrepresented employee, District Manager.**
12. **Members of the Finance Committee will meet Immediately Following the adjournment of the Closed Session of the Joint Personnel and Finance Committee Meeting to discuss District Financial Software.**
13. **Adjournment**

Closed Session of the Personnel Committee and Finance Committee will meet immediately following adjournment of the Board Meeting.

The Finance Committee will meet immediately following the Closed Session of the Personnel Committee and Finance Committee

Personnel Committee

**Jeffrey Templeman, Chairperson
Margaret Finlay
Ernie Gutierrez**

**Janice Nelson,
Robert Neher,
Jeff Parriott**

Finance Committee

**Margaret Finlay, Chairperson
Frank Hall
Joe Rocha**

**Albert Huang
Henry M. Morgan
Stephen Sham**

CERTIFICATE OF POSTING

I, Esther Elliott, Administrative Secretary of San Gabriel Valley MVCD, certify under penalty of perjury under the laws of the State of California, that the foregoing agenda was posted not less than 72 hours prior to said meeting. Dated this 6 day of March, 2009.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the San Gabriel Valley MVCD to all or a majority of the Board of Trustees less than 72 hours prior to that meeting are available for public inspection at the Administration Building Front Lobby located at 1145 North Azusa Canyon Road, West Covina, CA 91790 during normal business hours. For further information regarding agenda items, please contact the office of the San Gabriel Valley MVCD at 626-814-9466 or via email at district@sgvmosquito.org

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact this District at 626-814-9466. Notification 48 hours prior to the meeting will enable staff to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 34.102.104 ADA TITLE II)

Esther Elliott
Administrative Secretary
San Gabriel Valley MVCD

San Gabriel Valley Mosquito & Vector Control District

1145 N. Azusa Canyon Road
West Covina, California 91790

Friday, March 13, 2009

**Closed Joint Session of the Personnel and Finance Committees will
Meet Immediately after the Board Adjourns**

AGENDA

- 1. Call to Order**
- 2. Opportunity for Public Comment on non-Agenda Items**
The public is requested to provide a name/address and limit comment(s) to 5 minutes.
- 3. Immediately following adjournment of the District's Board of Trustees' Meeting, under Government Code Section 54957.6, Notwithstanding any other provision of law, a legislative body of a local agency may hold closed sessions with the local agency's designated representatives regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees, and, for represented employees, any other matter within the statutorily provided scope of representation. Conference with Labor Negotiators, members of the Personnel Committee and the Finance Committee will convene in Closed Session for conference on organization employee requests as represented by District Manager and Assistant District Manager; and, for conference on Unrepresented employee, District Manager.**
- 4. Adjournment**

Personnel Committee

**Jeffrey Templeman, Chairperson
Margaret Finlay
Ernie Gutierrez**

**Robert Neher
Janice Nelson
Jeff Parriott**

Finance Committee

**Margaret Finlay, Chairperson
Frank Hall
Joe Rocha**

**Albert Huang
Henry Morgan
Stephen Sham**

CERTIFICATE OF POSTING

I, Esther Elliott, Administrative Secretary of San Gabriel Valley MVCD, certify under penalty of perjury under the laws of the State of California, that the foregoing agenda was posted not less than 72 hours prior to said meeting. Dated this 6th day of March, 2009.

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Esther Elliott
Administrative Secretary
San Gabriel Valley MVCD

San Gabriel Valley Mosquito & Vector Control District
1145 North Azusa Canyon Road
West Covina, CA 91790

Board of Trustees

Finance Committee

Friday, March 13, 2009

**To Begin Immediately Following the Joint Closed Session
of the Personnel Committee and the Finance Committee**

Agenda

- 1. Call to Order and Roll Call**
- 2. Opportunity for Public Comment on Non-Agenda Items**
The public is requested to provide a name/address and limit comment (s) to 5 minutes.
- 3. District Financial Software ***
(District Manager) (No Action Required)
- 4. Adjournment**

Finance Committee

Margaret Finlay, Chairperson
Frank Hall
Albert Huang

Henry Morgan
Joe Rocha
Stephen Sham

I, Esther Elliott, Administrative Secretary of the San Gabriel Valley Mosquito and Vector Control District, certify under penalty of perjury under the laws of the State of California, that the foregoing agenda was posted not less than 72 hours prior to said meeting dated this 6th day of March, 2009

Esther Elliott
Administrative Clerk
San Gabriel Valley MVCD

Copies of staff reports and supporting documentation pertaining to each item on this agenda are available for public viewing and inspection at San Gabriel Valley MVCD, Administration Building and Front Lobby. For further information regarding agenda items, please contact the office of the San Gabriel Valley MVCD at 626-814-9466 or via email at district@sgvmosquito.org

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* Indicates a written report is attached



Manager's Report

Date of Preparation: March 13, 2009 **Report No.** 031309 **Item** 3

Meeting Of: San Gabriel Valley Mosquito & Vector Control District
Board of Trustees Finance Committee

Subject: Redwing *Turningpoint* Accounting Software vs *QuickBooks* or
Comparable Software

Manager's Recommendation(s)

Continue using RedWing *Turningpoint* accounting software.

Alternative

Select an alternative.

Fiscal Impact

None

References:

None

Background

This issue arose from the Board's discussion of the Independent Auditor's report last month, and our need to provide additional specialized documents related to the annual audit.

Redwing *Turningpoint* accounting software is a comprehensive program capable of producing the District's basic accounting reports including stored history. Although the District has utilized Redwing software product for many years, the program (*Turningpoint*), is current and up to date.

Our current Budget Status Report is created in an Excel spreadsheet using information imported from *Turningpoint*. However, the financial statements required by the auditors involve accruals of all compensation, interest earned, benefit assessment receivables, etc. While this process can be maintained by staff, the initial creation of these documents is time consuming and cumbersome. With the assistance of a Certified Public Accountant (CPA) the necessary accrual tables will be created as well as inputting the starting balances. The independent CPA would then monitor and assist us as

necessary for an initial two to three months. Subsequent to this period staff, would maintain the required financial reports.

If the District were to convert to *Quickbooks* or another comparable software program, we run the risk of losing the stored data or would need to invest in other media to store the data. That historical information can not be integrated with any other financial software of which we are aware. In addition, staff would need to learn a new software program.

Conclusion

Staff recommends the continued usage of Redwing *Turningpoint*.

Respectfully submitted,

**Steve West
District Manager**