



**San Gabriel Valley
Mosquito & Vector Control District**
1145 North Azusa Canyon Road, West Covina, CA 91790
Phone: 626-814-9466 | www.sgvmosquito.org
Email: district@sgvmosquito.org

BOARD OF TRUSTEES MEETING AGENDA

June 14, 2024 – 7:00 A.M.

1. Call to Order

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

2. Opportunity for Public Comment on Non-Agenda Items

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

3. Consent Calendar

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

- 3.1 List of Claims: May 2024 (P.5)
- 3.2 Budget Status Report: May 2024 (P.15)
- 3.3 Minutes of Board of Trustees Meeting: May 2024 (P.19)
- 3.4 Operations Report: May 2024 (P.23)
- 3.5 Surveillance Report: May 2024 (P.27)
- 3.6 Communications Report: May 2024 (P.31)
- 3.7 Treasurer's Report: April 2024 / District Working Balance: June 2024 (P.37)

4. Presentation: None

5. Distribution of Engineer's Report Fiscal Year 2024-2025 (EXHIBIT 5A) (P.39) (Board President, John Capoccia) (Receive and File)



6. Consider Resolution 2024-02 to Order Collection of Special Benefit Property Taxes Inclusive of Annual Budget for Fiscal Year 2024-2025 (EXHIBITS 6A,6B) (P.59)

(Board President, John Capoccia) (Approve/Deny)

- President Reads the Item
 - President Declares the Public Hearing Open
 - President Requests Staff to Report Any Communications
 - Receive Staff Report (District Manager)
 - President Calls for Public Testimony
 - President Closes the Public Hearing
 - Board Discussion
 - Board Motion and Vote
- **Board Action Required:** If the Board concurs, following the public discussion by members for this item, the appropriate action is to approve Resolution 2024-02 to Order Collection of Special Benefit Property Taxes Inclusive of the FY 2024-2025 Annual Budget.
 - **Alternative Board Action:** If after discussion by members for this item, the Board may choose not to approve Resolution 2024-02 to Order Collection of Special Benefit Property Taxes Inclusive of the FY 2024-2025 Annual Budget.

7. Consider Revisions to Policy No. 12 – Leave Provisions (EXHIBIT 7A) (P.93)

(Personnel & Policy Committee Chair, Becky Shevlin) (Approve/Deny)

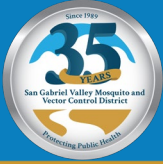
- **Board Action Required:** If the Board concurs, following the public discussion by members for this item, the appropriate action is to approve revisions to Policy No. 12 – Leave Provisions.
- **Alternative Board Action:** If after discussion by members for this item, the Board may choose not to approve revisions to Policy No. 12 – Leave Provisions.

8. Closed Session

A. Conference with Legal Counsel – Government Code Section 54956.95(a)
Consider Workers Compensation Claim (Nelson)
Claim Number VE220000064

B. Pursuant to Government Code Section 54957(b)
Public Employee Performance Evaluation
Title of position: District Manager

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



9. Consider Amendments to Employment Agreement between the San Gabriel Valley Mosquito and Vector Control District and Employee, Jason Farned (EXHIBIT 9A)

(P.111)

(Personnel & Policy Committee Chair, Becky Shevlin) (Approve/Deny)

- **Board Action Required:** If the Board concurs, following the public discussion by members for this item, the appropriate action is to approve Amendments to Employment Agreement between the San Gabriel Valley Mosquito and Vector Control District and Employee, Jason Farned.
- **Alternative Board Action:** If after discussion by members for this item, the Board may choose not to approve Amendments to Employment Agreement between the San Gabriel Valley Mosquito and Vector Control District and Employee, Jason Farned.

10. District Administration

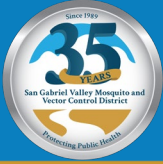
10.1 District Update

11. Committee Reports

12. Trustee Reports

13. New Business

14. Adjournment



CERTIFICATE OF POSTING

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

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

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

Jerry Mireles, Clerk of the Board
San Gabriel Valley MVCD

NOTICE TO THE PUBLIC

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

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



San Gabriel Valley Mosquito & Vector Control District

List of Claims | May 2024

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT CLAIMS LIST MAY 2024

Vendor	Date	Product/Service	Memo/Description	Amount
ADDRESSERS	05/07/2024	6185 POSTAGE	Invoice#117494 - Spring 2024 Wave Second Notice	1,212.23
				\$ 1,212.23
AJG ACCOUNTING & BOOKKEEPING SRVCS	05/07/2024	6000 ACCOUNTING SERVICES	Bookkeeping Services April 2024	1,500.00
				\$ 1,500.00
AMAZON CAPITAL SERVICES	05/07/2024	6290 Supplies, Public Informati	Communications supplies	24.06
AMAZON CAPITAL SERVICES	05/07/2024	6280 SUPPLIES, OPERATIONS	Operations Supplies	195.74
AMAZON CAPITAL SERVICES	05/07/2024	6040 Building Maintenance	Building Maintenance	170.25
AMAZON CAPITAL SERVICES	05/07/2024	6040 Building Maintenance	Building Maintenance	44.28
AMAZON CAPITAL SERVICES	05/07/2024	6040 Building Maintenance	Building Maintenance	131.38
AMAZON CAPITAL SERVICES	05/07/2024	6280 SUPPLIES, OPERATIONS	Operations Supplies	59.92
AMAZON CAPITAL SERVICES	05/07/2024	6250 LABORATORY SUPPLIES	Lab Supplies	28.50
AMAZON CAPITAL SERVICES	05/07/2024	6250 LABORATORY SUPPLIES	Lab Supplies	29.55
AMAZON CAPITAL SERVICES	05/07/2024	6280 SUPPLIES, OPERATIONS	Operations Supplies	39.70
AMAZON CAPITAL SERVICES	05/07/2024	6250 LABORATORY SUPPLIES	Lab Supplies	14.99
AMAZON CAPITAL SERVICES	05/07/2024	6040 Building Maintenance	Building Maintenance	145.61
AMAZON CAPITAL SERVICES	05/07/2024	6250 LABORATORY SUPPLIES	Lab Supplies	16.41
AMAZON CAPITAL SERVICES	05/07/2024	6302 Supplies, Safety	Safety Supplies	47.06
AMAZON CAPITAL SERVICES	05/07/2024	6250 LABORATORY SUPPLIES	Lab Supplies	111.57
AMAZON CAPITAL SERVICES	05/07/2024	6270 OFFICE SUPPLIES	Office supplies	30.56
AMAZON CAPITAL SERVICES	05/07/2024	6076 EVENT PARTICIPATION FEES	Event Supplies	342.93
AMAZON CAPITAL SERVICES	05/07/2024	6270 OFFICE SUPPLIES	Office supplies	24.72
AMAZON CAPITAL SERVICES	05/07/2024	6250 LABORATORY SUPPLIES	Lab Supplies	33.93
AMAZON CAPITAL SERVICES	05/07/2024	6250 LABORATORY SUPPLIES	Lab Supplies	53.66
AMAZON CAPITAL SERVICES	05/07/2024	6290 Supplies, Public Informati	Communications supplies	2.99
AMAZON CAPITAL SERVICES	05/07/2024	6270 OFFICE SUPPLIES	Office supplies	2.99
AMAZON CAPITAL SERVICES	05/07/2024	6250 LABORATORY SUPPLIES	Lab Supplies	5.99
AMAZON CAPITAL SERVICES	05/07/2024	6035 COMPUTER HARDWARE	Computer hardware supplies	69.59
AMAZON CAPITAL SERVICES	05/07/2024	6270 OFFICE SUPPLIES	Office supplies	26.67
AMAZON CAPITAL SERVICES	05/07/2024	6270 OFFICE SUPPLIES	Office supplies	44.41
AMAZON CAPITAL SERVICES	05/07/2024	6270 OFFICE SUPPLIES	Office supplies	131.36
AMAZON CAPITAL SERVICES	05/07/2024	6290 Supplies, Public Informati	Communications supplies	60.81
AMAZON CAPITAL SERVICES	05/07/2024	6290 Supplies, Public Informati	Communications supplies	57.06
AMAZON CAPITAL SERVICES	05/07/2024	6270 OFFICE SUPPLIES	Office supplies	109.49
AMAZON CAPITAL SERVICES	05/07/2024	6290 Supplies, Public Informati	Communications supplies	54.72
AMAZON CAPITAL SERVICES	05/07/2024	6270 OFFICE SUPPLIES	Office supplies	61.31
AMAZON CAPITAL SERVICES	05/07/2024	6030 BOARD EXPENSES	Office supplies	82.11
AMAZON CAPITAL SERVICES	05/07/2024	6035 COMPUTER HARDWARE	Computer hardware supplies	53.75
AMAZON CAPITAL SERVICES	05/07/2024	6280 SUPPLIES, OPERATIONS	Operations Supplies	28.79
AMAZON CAPITAL SERVICES	05/07/2024	6040 Building Maintenance	Building Maintenance	30.98
AMAZON CAPITAL SERVICES	05/07/2024	6150 MEMBERSHIPS	Amazon.com Annual Membership Fee	179.00
				\$ 2,546.84
AMERICAN FIDELITY ASSURANCE	05/21/2024	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums INV# D718867 May 2024	274.46
AMERICAN FIDELITY ASSURANCE	05/21/2024	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums INV# D718867 May 2024	36.14



San Gabriel Valley Mosquito & Vector Control District

List of Claims | May 2024

AMERICAN FIDELITY ASSURANCE	05/21/2024	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums INV# D718867 May 2024	2,303.05
AMERICAN FIDELITY ASSURANCE	05/21/2024	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums INV# D718867 May 2024	189.70
AMERICAN FIDELITY ASSURANCE	05/21/2024	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums INV# D718867 May 2024	459.99
				\$ 3,263.34
AMERICAN FIDELITY FLEX ACCT	05/21/2024	6070 FLEX PREMIUMS	Invoice# 2340365A Flex Premiums June 2024	183.31
AMERICAN FIDELITY FLEX ACCT	05/21/2024	6070 FLEX PREMIUMS	Invoice# 2340365A Flex Premiums June 2024	254.15
AMERICAN FIDELITY FLEX ACCT	05/21/2024	6070 FLEX PREMIUMS	Invoice# 2340365A Flex Premiums June 2024	66.66
AMERICAN FIDELITY FLEX ACCT	05/21/2024	6070 FLEX PREMIUMS	Invoice# 2340365A Flex Premiums June 2024	104.16
				\$ 608.28
ATHENS SERVICES	05/07/2024	6040 Building Maintenance	Invoice#16850990- Refuse Disposal Services May 2024	296.41
				\$ 296.41
AYS PLUMBING & ROOTER	05/07/2024	6040 Building Maintenance	Invoice #5870 Plumbing repair in women's locker room/bathroom	5,500.00
				\$ 5,500.00
AZUSA LIGHT & WATER	05/07/2024	6343 Meter # 89661864	Acct#303-0190.300 Water Utility Charges 3/15/24 - 4/15/24	69.50
AZUSA LIGHT & WATER	05/07/2024	6343 Meter # 45169724	Acct#303-0191.300 Water Utility Charges 3/5/24 - 4/4/24	56.00
				\$ 125.50
BECKY A. SHEVLIN	05/21/2024	6030 BOARD EXPENSES	Reimbursement for business related board expenses May 2024	100.00
				\$ 100.00
CAL PERS	05/21/2024	6070 CAFETERIA BENEFIT	CalPERS Medical Premiums June 2024	3,656.23
CAL PERS	05/21/2024	6070 CAFETERIA BENEFIT	CalPERS Medical Premiums June 2024	2,920.36
CAL PERS	05/21/2024	6070 CAFETERIA BENEFIT	CalPERS Medical Premiums June 2024	3,161.49
CAL PERS	05/21/2024	6070 ADMIN FEE	CalPERS Medical Premiums Admin Fee June 2024	51.73
CAL PERS	05/21/2024	6070 CAFETERIA BENEFIT	CalPERS Medical Premiums June 2024	1,730.82
CAL PERS	05/21/2024	6072 EMPLOYEE BENEFITES	CalPERS Medical Premiums (Retirees) June 2024	628.00
				\$ 12,148.63
CAROL ANNE HAGELE	05/21/2024	6232 REGISTRATION - SEMINARS	REGISTRATION Designated Subjects Adult Education Teaching Credential	102.65
				\$ 102.65
CELL BUSINESS EQUIPMENT	05/07/2024	6073 EQUIPMENT LEASE	Invoice# 5029503489 Copier Lease coverage 4/15/24-5/14/24	1,718.45
				\$ 1,718.45
COREY CALAYCAY	05/21/2024	6030 BOARD EXPENSES	Reimbursement for business related board expenses May 2024	100.00
				\$ 100.00
CYNTHIA STERNQUIST	05/21/2024	6030 BOARD EXPENSES	Reimbursement for business related board expenses May 2024	100.00
				\$ 100.00
CYPRESS HEATING & AIR CONDITIONING	05/21/2024	6040 Building Maintenance	Invoice# 41184174 HVAC Maintenance	525.00
				\$ 525.00
Discount Patio Covers	05/13/2024	6040 Building Maintenance	Carport Installation Balance Invoice #10809	3,375.00
				\$ 3,375.00
DR. ALLEN L. WU	05/21/2024	6030 BOARD EXPENSES	Reimbursement for business related board expenses May 2024	100.00
				\$ 100.00



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EMMANUEL ESTRADA	05/21/2024	6030 BOARD EXPENSES	Reimbursement for business related board expenses May 2024	100.00
				\$ 100.00
ENVIRONMENT CONTROL	05/07/2024	6040 Building Maintenance	Invoice#5896-411INV Janitorial Services (Strip and Wax Floors)	650.00
ENVIRONMENT CONTROL	05/07/2024	6040 Building Maintenance	Invoice# 16305-411 Janitorial Services May 2024	1,604.00
				\$ 2,254.00
EXPRESS BLINDS, INC.	05/01/2024	8000 CAPITAL OUTLAY	Window Blinds for Admin Building (50% deposit)	2,884.98
EXPRESS BLINDS, INC.	05/21/2024	8000 CAPITAL OUTLAY	Invoice# 4061 Window blinds Admin Building balance	2,884.97
				\$ 5,769.95
FLEET SOLUTIONS CENTER	05/21/2024	6260 SUPPLIES, MECHANICAL	Invoice# 6026 Vehicle Maintenance Lic# 1419402	620.63
				\$ 620.63
FRONTIER	05/21/2024	6315 Monthly Internet Charges	Acct# 626-197-1465-020723-5 Internet Services 5/9/24-6/8/24	555.00
				\$ 555.00
GO TO COMMUNICATIONS, INC	05/07/2024	6320 Office phones	Invoice INV7102890316 - GoTo Connect Monthly Phone Charges May 2024	1,106.51
				\$ 1,106.51
HENRY AVILES	05/21/2024	6030 BOARD EXPENSES	Reimbursement for business related board expenses May 2024	100.00
				\$ 100.00
IM LANDSCAPING AND TREE SERVICE	05/07/2024	6044 MAINTENANCE, GROUNDS	Invoice#2024-726624 Landscaping Services April 2024	175.00
				\$ 175.00
JACKIE DOORNIK	05/07/2024	6030 BOARD EXPENSES	Reimbursement for MVCAC Conference Hotel Balance Payment	641.83
				\$ 641.83
JERRY VELASCO	05/21/2024	6030 BOARD EXPENSES	Reimbursement for business related board expenses May 2024	100.00
				\$ 100.00
JOHN CAPOCCIA	05/21/2024	6030 BOARD EXPENSES	Reimbursement for business related board expenses May 2024	100.00
				\$ 100.00
KENN K. FUJIOKA	05/21/2024	6072 MEDICAL PREMIUM-Retired EE	Retiree CalPERS Medical Premiums June 2024	249.60
				\$ 249.60
LAND'S END BUSINESS OUTFITTERS	05/07/2024	6333 BRANDED CLOTHING	Invoice# SIN12047543 Branded Clothing	380.45
LAND'S END BUSINESS OUTFITTERS	05/21/2024	6333 BRANDED CLOTHING	Invoice# SIN12044988 Branded Clothing	124.40
LAND'S END BUSINESS OUTFITTERS	05/21/2024	6333 BRANDED CLOTHING	Invoice SIN12079476 Branded Clothing	86.30
LAND'S END BUSINESS OUTFITTERS	05/21/2024	6333 BRANDED CLOTHING	Invoice SIN12027311 Branded Clothing	49.45
LAND'S END BUSINESS OUTFITTERS	05/21/2024	6333 BRANDED CLOTHING	Invoice# SIN11959235 Branded Clothing	315.34
LAND'S END BUSINESS OUTFITTERS	05/21/2024	6333 BRANDED CLOTHING	Invoice# SIN12044988 Branded Clothing	251.94
				\$ 1,207.88
LIEBERT CASSIDY WHITMORE	05/07/2024	6130 Profess Serv rendered	Invoice# 265393 Legal Contract Services Mar 2024	781.00
LIEBERT CASSIDY WHITMORE	05/07/2024	6130 Profess Serv rendered	Invoice# 265398 Personnel Rules and Regulations 2024 Legal Updates Mar 2024	1,374.00
LIEBERT CASSIDY WHITMORE	05/07/2024	6130 Profess Serv rendered	Invoice# 265392 Legal Contract Services Mar 2024	142.00
				\$ 2,297.00



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LINCOLN FINANCIAL GROUP	05/21/2024	6070 Premiums, life - Cafeter	Ref#4706336039 Lincoln Insurance Premiums June 2024	15.20
LINCOLN FINANCIAL GROUP	05/21/2024	6065 GROUP TERM LIFE	Ref#4706336039 Lincoln Insurance Premiums June 2024	397.32
LINCOLN FINANCIAL GROUP	05/21/2024	6070 Premiums, life - Cafeter	Ref#4706336039 Lincoln Insurance Premiums June 2024	52.40
LINCOLN FINANCIAL GROUP	05/21/2024	6070 Premiums, life - Cafeter	Ref#4706336039 Lincoln Insurance Premiums June 2024	2.20
LINCOLN FINANCIAL GROUP	05/21/2024	6070 Premiums, life - Cafeter	Ref#4706336039 Lincoln Insurance Premiums June 2024	527.30
LINCOLN FINANCIAL GROUP	05/21/2024	6070 Premiums, life - Cafeter	Ref#4706336039 Lincoln Insurance Premiums June 2024	11.90
				\$ 1,006.32
LLOYD JOHNSON	05/21/2024	6030 BOARD EXPENSES	Reimbursement for business related board expenses May 2024	149.50
				\$ 149.50
MARTA TANAKA	05/21/2024	6072 MEDICAL PREMIUM-Retired EE	Retiree CalPERS Medical premiums June 2024	974.47
				\$ 974.47
MARY ANGELA BRISCO	05/21/2024	6072 MEDICAL PREMIUM-Retired EE	Retiree CalPERS Medical premiums June 2024	708.41
				\$ 708.41
MIKE NIFFENEGGER	05/21/2024	6072 MEDICAL PREMIUM-Retired EE	Retiree CalPERS Medical premiums June 2024	974.47
				\$ 974.47
MOSQUITO MATE	05/21/2024	6251 ARBOVIRUS TESTING SUPP	Invoice# 3200 Mass Rearing Services - Colony Establishment	2,000.00
MOSQUITO MATE	05/21/2024	6250 LABORATORY SUPPLIES	Invoice# 3201 Lab Supplies	869.89
MOSQUITO MATE	05/21/2024	6251 ARBOVIRUS TESTING SUPP	Invoice# 3199 Equipment - Insect Cages and Food Pills	298.00
				\$ 3,167.89
NATIONWIDE RETIREMENT	05/07/2024	6066 457 CONTRIBUTION	Employer Deferred Compensation Contribution for DM PPE 5/4/24	276.86
NATIONWIDE RETIREMENT	05/21/2024	6066 457 CONTRIBUTION	Employer Deferred Compensation Contribution for DM PPE 5/18/24	531.52
				\$ 808.38
OES OFFICE FURNITURE	05/21/2024	8000 CAPITAL OUTLAY	Board Room Tables	1,880.12
				\$ 1,880.12
PATRICIA CORTEZ	05/07/2024	6030 BOARD EXPENSES	Reimbursement for Board related expenses April 2024	100.00
				\$ 100.00
PERS	05/07/2024	6201 RETIREMENT - PEPRA	CalPERS Pepra Employer Contribution (7.68%) PPE 5/4/24	370.17
PERS	05/07/2024	6200 RETIREMENT - CLASSIC	CalPERS Classic Employer Contribution (12.47%) PPE 5/4/24	530.82
PERS	05/07/2024	6200 RETIREMENT - CLASSIC	CalPERS Classic Employer Contribution (12.47%) PPE 5/4/24	2,207.11
PERS	05/07/2024	6200 RETIREMENT - CLASSIC	CalPERS Classic Employer Contribution (12.47%) PPE 5/4/24	464.88
PERS	05/07/2024	6201 RETIREMENT - PEPRA	CalPERS Pepra Employer Contribution (7.68%) PPE 5/4/24	756.48
PERS	05/07/2024	6201 RETIREMENT - PEPRA	CalPERS Pepra Employer Contribution (7.68%) PPE 5/4/24	3,512.42
PERS	05/07/2024	6201 RETIREMENT - PEPRA	CalPERS Pepra Employer Contribution (7.68%) PPE 5/4/24	1,261.72
PERS	05/07/2024	6201 RETIREMENT - PEPRA	CalPERS Pepra Employer Contribution (7.68%) PPE 5/4/24	1,047.24
PERS	05/21/2024	6201 RETIREMENT - PEPRA	CalPERS Pepra Employer Contribution (7.68%) PPE 5/18/24	756.48
PERS	05/21/2024	6201 RETIREMENT - PEPRA	CalPERS Pepra Employer Contribution (7.68%) PPE 5/18/24	1,047.24
PERS	05/21/2024	6201 RETIREMENT - PEPRA	CalPERS Pepra Employer Contribution (7.68%) PPE 5/18/24	370.17
PERS	05/21/2024	6201 RETIREMENT - PEPRA	CalPERS Pepra Employer Contribution (7.68%) PPE 5/18/24	1,261.72
PERS	05/21/2024	6201 RETIREMENT - PEPRA	CalPERS Pepra Employer Contribution (7.68%) PPE 5/18/24	3,298.48
PERS	05/21/2024	6200 RETIREMENT - CLASSIC	CalPERS Classic Employer Contribution (12.47%) PPE 5/18/24	530.82
PERS	05/21/2024	6200 RETIREMENT - CLASSIC	CalPERS Classic Employer Contribution (12.47%) PPE 5/18/24	2,207.11
PERS	05/21/2024	6200 RETIREMENT - CLASSIC	CalPERS Classic Employer Contribution (12.47%) PPE 5/18/24	464.88
				\$ 20,087.74



San Gabriel Valley Mosquito & Vector Control District

List of Claims | May 2024

Precision Painting Plus	05/07/2024	6040 Building Maintenance	Invoice 00192516 Stucco and paint repair to garage building	1,785.00
				\$ 1,785.00
PRINCIPAL DENTAL	05/21/2024	6070 Vision Premiums	Vision Premiums June 2024	53.22
PRINCIPAL DENTAL	05/21/2024	6070 Dental premiums - Cafeter	Dental Premium June 2024	271.84
PRINCIPAL DENTAL	05/21/2024	6070 Dental premiums - Cafeter	Dental Premium June 2024	360.92
PRINCIPAL DENTAL	05/21/2024	6070 Vision Premiums	Vision Premiums June 2024	17.74
PRINCIPAL DENTAL	05/21/2024	6070 Vision Premiums	Vision Premiums June 2024	17.74
PRINCIPAL DENTAL	05/21/2024	6070 Vision Premiums	Vision Premiums June 2024	149.34
PRINCIPAL DENTAL	05/21/2024	6070 Vision Premiums	Vision Premiums June 2024	44.35
PRINCIPAL DENTAL	05/21/2024	6070 Dental premiums - Cafeter	Dental Premium June 2024	135.46
PRINCIPAL DENTAL	05/21/2024	6070 Dental premiums - Cafeter	Dental Premium June 2024	136.38
PRINCIPAL DENTAL	05/21/2024	6070 Dental premiums - Cafeter	Dental Premium June 2024	1,421.23
				\$ 2,608.22
QUADIENT LEASING USA, INC	05/07/2024	6073 EQUIPMENT LEASE	Invoice#Q1296397 Postage Machine Lease Coverage 5/16/24 - 8/15/24	249.00
				\$ 249.00
RED WING SHOE STORE	05/21/2024	6334 BOOTS	Invoice# 20240510026095 Work Boots (2 Seasonals)	400.00
				\$ 400.00
ROBERT GONZALES	05/21/2024	6030 BOARD EXPENSES	Reimbursement for business related board expenses May 2024	100.00
				\$ 100.00
ROBERT S. JOE	05/07/2024	6030 BOARD EXPENSES	Reimbursement for Board related expenses April 2024	100.00
ROBERT S. JOE	05/21/2024	6030 BOARD EXPENSES	Reimbursement for business related board expenses May 2024	100.00
				\$ 200.00
SANDRA ARMENTA	05/21/2024	6030 BOARD EXPENSES	Reimbursement for business related board expenses May 2024	100.00
				\$ 100.00
SHO TAY	05/07/2024	6030 BOARD EXPENSES	Reimbursement for Board related expenses April 2024	100.00
SHO TAY	05/21/2024	6030 BOARD EXPENSES	Reimbursement for business related board expenses May 2024	100.00
				\$ 200.00
SOCALGAS	05/21/2024	6341 Utilities	Acc # 057 518 2100 9 (Meter 10313904) Gas Service 4/9/24-5/8/24	144.18
SOCALGAS	05/21/2024	6341 Utilities	Acc # 059 618 2100 5 (Meter 13608951) Gas Service 4/9/24-5/8/24	32.63
				\$ 176.81
SOUTHERN CALIFORNIA EDISON	05/07/2024	6340 UTILITIES - ELECTRIC	Account# 700251011287- SCE Electricity Usage 4/3/24-5/1/24	2,227.80
				\$ 2,227.80
SYNTECH GROUP INC.	05/21/2024	6046 PROFESSIONAL SERVICES - IT	Invoice# SVC-A23340 Microsoft Office Licenses and Business Backup Software 5/1/24-5/31/24	1,284.50
SYNTECH GROUP INC.	05/21/2024	6046 PROFESSIONAL SERVICES - IT	Invoice# SVC-A23344 IT Contract Services 5/1/24-5/31/24	4,090.00
				\$ 5,374.50
TEXAS LIFE INSURANCE COMPANY	05/21/2024	6070 Premiums, life - Cafeter	Invoice# SM09 BT20240514001 Voluntary Insurance Premiums June 2024	127.15
TEXAS LIFE INSURANCE COMPANY	05/21/2024	6070 Premiums, life - Cafeter	Invoice# SM09 BT20240514001 Voluntary Insurance Premiums June 2024	42.25
				\$ 169.40
THE HOME DEPOT	05/21/2024	6040 Building Maintenance	CREDIT- Invoice# 3234533	-17.58



San Gabriel Valley Mosquito & Vector Control District

List of Claims | May 2024

THE HOME DEPOT	05/21/2024	6040 Building Maintenance	Invoice# 6085491 Building Maintenance Supplies	146.85
THE HOME DEPOT	05/21/2024	6040 Building Maintenance	Invoice# 8074923 Building Maintenance Supplies	81.75
				\$ 211.02
TIM SANDOVAL	05/21/2024	6030 BOARD EXPENSES	Reimbursement for business related board expenses May 2024	100.00
				\$ 100.00
UNITED PET CARE	05/21/2024	6070 Med premiums - Cafeteria	Pet Insurance Premiums May 2024	17.50
UNITED PET CARE	05/21/2024	6070 Med premiums - Cafeteria	Pet Insurance Premiums May 2024	34.00
UNITED PET CARE	05/21/2024	6070 Med premiums - Cafeteria	Pet Insurance Premiums May 2024	17.50
UNITED PET CARE	05/21/2024	6070 Med premiums - Cafeteria	Pet Insurance Premiums May 2024	17.50
				\$ 86.50
US BANK	05/07/2024	6037 WEBSITE AND EMAIL SERVICE	Website Domain Renewal	46.34
US BANK	05/07/2024	6302 Supplies, Safety	Safety Supplies	106.85
US BANK	05/07/2024	6333 BRANDED CLOTHING	Branded Clothing - G2 Graphics	43.00
US BANK	05/07/2024	6270 OFFICE SUPPLIES	Office Supplies	48.16
US BANK	05/07/2024	6331 PROF. DEVELOPMENT	CSDA Workshop 09/18-09/19/24	230.00
US BANK	05/07/2024	6270 OFFICE SUPPLIES	Office Supplies	37.21
US BANK	05/07/2024	6036 COMPUTER SOFTWARE	Computer Software-Zingle 03/28-04/27/24	229.00
US BANK	05/07/2024	6331 PROF. DEVELOPMENT	CSDA Workshop 09/18-09/19/24	460.00
US BANK	05/07/2024	6302 Supplies, Safety	Safety Supplies	89.27
US BANK	05/07/2024	6270 OFFICE SUPPLIES	Office Supplies	78.80
US BANK	05/07/2024	6250 LABORATORY SUPPLIES	Lab Supplies	18.59
US BANK	05/07/2024	6333 BRANDED CLOTHING	Laundryup Order #71851	45.00
US BANK	05/07/2024	6333 BRANDED CLOTHING	Laundryup Order #71211	45.00
US BANK	05/07/2024	6250 LABORATORY SUPPLIES	Lab Supplies	61.46
US BANK	05/07/2024	6333 BRANDED CLOTHING	Laundryup Order #70681	45.00
US BANK	05/07/2024	6003 ADVERTISING	District 35th Anniversary Rentals Apr 2024	227.86
US BANK	05/07/2024	6040 Building Maintenance	Carport Product and Installation	3,744.90
US BANK	05/07/2024	6003 ADVERTISING	District 35th Anniversary Event Supplies Apr 2024	36.29
US BANK	05/07/2024	6003 ADVERTISING	District 35th Anniversary Event Supplies Apr 2024	166.55
US BANK	05/07/2024	6305 EDUCATION PRGRM SUPPLIES	CREDIT-Meridia EZ-Vote Polling System Refund total credit \$395	-202.84
US BANK	05/07/2024	6280 SUPPLIES, OPERATIONS	Operations Supplies	1,047.43
US BANK	05/07/2024	6080 Hiring Expenses	Hiring Expenses	94.55
US BANK	05/07/2024	6080 Hiring Expenses	Hiring Expenses	98.55
US BANK	05/07/2024	6080 Hiring Expenses	Hiring Expenses	98.55
US BANK	05/07/2024	6036 COMPUTER SOFTWARE	Arlo Monthly Subscription April 2024	17.99
US BANK	05/07/2024	6080 Hiring Expenses	Hiring Expenses	120.15
US BANK	05/07/2024	6232 REGISTRATION - SEMINARS	CSDA General Manager Leadership Summit 06/23-06/25/24	775.00
US BANK	05/07/2024	6010 AWARDS	Yum Yum - All-Hands Meeting	39.98
US BANK	05/07/2024	6036 COMPUTER SOFTWARE	Keeper Security Subscription 04/04/24-04/03/25	585.00
US BANK	05/07/2024	6280 SUPPLIES, OPERATIONS	Operations Supplies	196.01
US BANK	05/07/2024	6003 ADVERTISING	Smart & Final - District 35th Anniversary Event Apr 2024	21.72
US BANK	05/07/2024	6030 BOARD EXPENSES	Yum Yum - Board Meeting	19.99
US BANK	05/07/2024	6030 BOARD EXPENSES	Mezzaterranea - Trustee Ride Along Lunch	40.00
US BANK	05/07/2024	6030 BOARD EXPENSES	Smart & Final - Board Meeting	76.79
US BANK	05/07/2024	6232 Travel Expenses	Hard Rock Hotel - Travel Expenses CCAC Conference 04/2024	921.73
US BANK	05/07/2024	6232 Travel Expenses	Fuel - Travel Expenses CCAC Conference 04/2024	55.11
US BANK	05/07/2024	6080 Hiring Expenses	Hiring Expenses	112.15
US BANK	05/07/2024	6080 Hiring Expenses	Hiring Expenses	98.55
US BANK	05/07/2024	6080 Hiring Expenses	Hiring Expenses	94.55



San Gabriel Valley Mosquito & Vector Control District

List of Claims | May 2024

US BANK	05/07/2024	6080 Hiring Expenses	Hiring Expenses	98.55
US BANK	05/07/2024	6150 Membership Dues	Membership Dues -LCW Liebert Library 03/29/24-03/29/25	1,000.00
US BANK	05/07/2024	6036 COMPUTER SOFTWARE	DMARC Digest Subscription	10.00
US BANK	05/07/2024	6036 COMPUTER SOFTWARE	Wasabi Technologies Subscription Mar 2024	40.25
US BANK	05/07/2024	6232 REGISTRATION - SEMINARS	CSMFO Webinar 04/25/2024	100.00
US BANK	05/07/2024	6003 ADVERTISING	Cookies for District 35th Anniversary Event	165.00
US BANK	05/07/2024	6232 REGISTRATION - SEMINARS	CSMFO Webinar 05/08-05/09/24	100.00
US BANK	05/07/2024	6080 Hiring Expenses	Hiring Expenses	80.95
US BANK	05/07/2024	6080 Hiring Expenses	Hiring Expenses	98.55
US BANK	05/07/2024	6030 BOARD EXPENSES	Panera Bread - Committee Meeting	23.99
US BANK	05/07/2024	6030 BOARD EXPENSES	Smart & Final - Committee Meeting	20.98
US BANK	05/07/2024	6305 EDUCATION PRGRM SUPPLIES	CREDIT -Merida from Carol Ann Hagele	-192.16
US BANK	05/07/2024	6037 WEBSITE AND EMAIL SERVICE	Website Domain Renewal	23.17
US BANK	05/07/2024	6003 ADVERTISING	Eventbrite	29.00
US BANK	05/07/2024	6186 Printing	Poster Prints	117.71
US BANK	05/07/2024	6232 REGISTRATION - SEMINARS	Subscription Registration	6.00
US BANK	05/07/2024	6003 ADVERTISING	Target District Event Supplies	13.14
US BANK	05/07/2024	6188 MEDIA PRODUCTION	Media License	52.00
US BANK	05/07/2024	6036 COMPUTER SOFTWARE	Paddle.Net	4.00
US BANK	05/07/2024	6037 WEBSITE AND EMAIL SERVICE	Website Domain Renewal	23.17
US BANK	05/07/2024	6305 EDUCATION PRGRM SUPPLIES	Education Prgrm Supplies	31.98
US BANK	05/07/2024	6186 Printing	Vista Print Brochures	306.58
US BANK	05/07/2024	6003 ADVERTISING	The Home Depot	38.52
US BANK	05/07/2024	6305 EDUCATION PRGRM SUPPLIES	WizardPins	1,368.76
US BANK	05/07/2024	6003 ADVERTISING	Google Ads	3.55
US BANK	05/07/2024	6186 Printing	4imprint Crewnecks	627.75
US BANK	05/07/2024	6003 ADVERTISING	Meta ads	14.84
US BANK	05/07/2024	6037 WEBSITE AND EMAIL SERVICE	Mailchimp	60.00
US BANK	05/07/2024	6188 MEDIA PRODUCTION	Media License	37.00
US BANK	05/07/2024	6080 Hiring Expenses	Hiring Expenses	98.55
US BANK	05/07/2024	6080 Hiring Expenses	Hiring Expenses	98.55
US BANK	05/07/2024	6003 ADVERTISING	Taqueria De Campos & Catering - District 35th Anniversary Event Apr 2024	2,268.00
US BANK	05/07/2024	6030 BOARD EXPENSES	Smart & Final	11.00
US BANK	05/07/2024	6040 Building Maintenance	Phoenix - Building Maintenance	127.50
US BANK	05/07/2024	6260 SUPPLIES, MECHANICAL	Bert's Mega Mall - Vehicle Maintenance	553.89
US BANK	05/07/2024	6260 SUPPLIES, MECHANICAL	Tire Zone C Invoice#78049 - Vehicle Maintenance	20.00
US BANK	05/07/2024	6040 Building Maintenance	Titan Automation & Iron - Building Maintenance	1,711.24
				\$ 19,262.25
VERIZON WIRELESS	05/21/2024	6312 Monthly District Field Ph	Invoice# 9963767726 Field Communications 4/11/24- 5/10/24	1,988.03
VERIZON WIRELESS	05/21/2024	6312 Monthly District Field Ph	Invoice# 9963767727 Field Communications 4/11/24-5/10/24	800.28
				\$ 2,788.31
VESTIS	05/07/2024	6332 Uniforms	Invoice# 5880589484 - Uniforms	10.00
				\$ 10.00
VORTEX INDUSTRIES, INC.	05/07/2024	6040 Building Maintenance	Invoice#04-2002979 Repair work	969.13
				\$ 969.13
WEST VALLEY MVCD	05/21/2024	6251 ARBOVIRUS TESTING SUPPLIES	Invoice# 2920 Lab Testing	528.00
				\$ 528.00



San Gabriel Valley Mosquito & Vector Control District List of Claims | May 2024

WESTCOAST INDUSTRIES	05/21/2024	6302 Supplies, Safety	Invoice# 16392 Safety Supplies	135.88
WESTCOAST INDUSTRIES	05/21/2024	6302 Supplies, Safety	Invoice# 16317 Safety Supplies	82.09
				<u>\$ 217.97</u>
WEX/CHEVRON	05/21/2024	6262 Fuel for Trucks	Invoice# 96930484 Fuel purchases 4/7/24-5/6/24	4,617.84
				<u>\$ 4,617.84</u>
Total Accounts Payable for May 2024				\$ 120,838.78
Total Payroll for May 2024 (see attached)				\$ 265,277.99
Total Claims for May 2024				\$ 386,116.77



San Gabriel Valley Mosquito & Vector Control District List of Claims | May 2024

San Gabriel Valley Mosquito And Vector Control District Payroll May 2024

Department	May 9, 2024	May 24, 2024	Total
100-EXECUTIVE	\$ 9,849.92	\$ 9,849.92	\$ 19,699.84
200-ADMINISTRATION	\$ 9,450.09	\$ 9,168.97	\$ 18,619.06
300-OPERATIONS	\$ 56,604.17	\$ 55,548.47	\$ 112,152.64
400-SURVEILLANCE	\$ 16,454.47	\$ 16,579.06	\$ 33,033.53
500-COMMUNICATIONS	\$ 17,390.00	\$ 18,412.97	\$ 35,802.97
300-1 EXTRA HELP (SEASONAL)	\$ 13,614.81	\$ 15,219.77	\$ 12,156.00
GROSS PAYROLL	\$ 123,363.46	\$ 124,779.16	\$ 248,142.62
EMPLOYER TAXES	\$ 3,121.32	\$ 3,261.60	\$ 6,382.92
CAR ALLOWANCE (DM)	\$ 500.00	\$ -	\$ 500.00
EMPLOYEE BENEFITS-MED	\$ 5,260.35	\$ 4,992.10	\$ 10,252.45
TOTAL PAYROLL	\$ 132,245.13	\$ 133,032.86	\$ 265,277.99

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San Gabriel Valley Mosquito & Vector Control District
Budget Status Report | May 2024

**COMPARATIVE YTD ACTUAL TO FULL YEAR BUDGET
 CURRENT PERIOD 92% OF YEAR COMPLETED – MAY 31, 2024**

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
PERSONNEL EXPENSES						
Salaries, Exempt	56,743.60	671,760.94	881,671.00	209,910.06	76.19	
Salaries - Non Exempt	148,093.07	1,505,855.73	1,959,706.00	453,850.27	76.84	
Salaries - Overtime	2,559.52	61,947.68	24,500.00	(37,447.68)	252.85	ENS Activity
Salaries - Vacation	2,981.75	154,385.95	113,939.00	(40,446.95)	135.50	Alba Term
Salaries-Holiday	345.61	87,498.55	123,815.00	36,316.45	70.67	
Salaries, Sick Pay	10,707.53	92,569.01	96,215.00	3,645.99	96.21	
Salaries, Part-time - XH	26,711.54	144,482.86	209,183.00	64,700.14	69.07	
Management Car Allowance	500.00	5,500.00	6,000.00	500.00	91.67	
Cafeteria Benefit	29,117.82	337,258.39	469,200.00	131,941.61	71.88	
Hlth Benefits, Ret Emps	3,534.95	39,705.63	46,000.00	6,294.37	86.32	
Employer, 457 Contribution	808.38	6,899.30	7,862.00	962.70	87.76	
Medicare	3,797.41	40,870.85	50,457.00	9,586.15	81.00	
Retirement - Classic - Normal Cost 12.47%	6,405.62	78,111.87	218,287.00	140,175.13	35.78	
Retirement - Pepra Normal Cost 7.68%	13,682.12	147,291.90	370,048.00	222,756.10	39.80	
Retirement - Classic Retire ADP	0.00	293,509.00	470,215.00	176,706.00	62.42	Remaining balance applied to PEPRA
Retirement - PEPRA Retire ADP	0.00	176,706.00	0.00	(176,706.00)	0.00	(see above)
Retirement - Classic-Unfunded Liability	0.00	115,719.00	119,589.00	3,870.00	96.76	Annual payment
Retirement - Pepra-Unfunded Liability	0.00	0.00	0.00	0.00	0.00	
Social Security	973.14	6,520.57	8,175.00	1,654.43	79.76	
Group Term Life Ins	397.32	4,865.44	5,500.00	634.56	88.46	
Tuition Reimbursement	0.00	6,000.00	4,000.00	(2,000.00)	150.00	
Insurance, unemployment	1,612.37	17,329.82	24,000.00	6,670.18	72.21	
Post Retirement Benefits	0.00	50,000.00	50,000.00	0.00	100.00	One time payment
TOTAL PERSONNEL EXPENSES	308,971.75	4,044,788.49	5,258,362.00	1,213,573.51	76.92	
OPERATING EXPENSES						
Event Participation Fees	342.93	667.93	2,000.00	1,332.07	33.40	
Arbovirus Testing Supplies	2,826.00	16,947.64	20,000.00	3,052.36	84.74	
Branded Clothing	1,385.88	4,242.61	4,000.00	(242.61)	106.07	
Boots	243.36	4,776.80	5,500.00	723.20	86.85	
Misc. Rentals	0.00	0.00	2,000.00	2,000.00	0.00	
Professional Development	690.00	1,502.72	2,000.00	497.28	75.14	
Awards	39.98	2,914.33	4,200.00	1,285.67	69.39	
Advertising	2,984.47	10,993.54	20,000.00	9,006.46	54.97	



San Gabriel Valley Mosquito & Vector Control District
Budget Status Report | May 2024

**COMPARATIVE YTD ACTUAL TO FULL YEAR BUDGET
 CURRENT PERIOD 92% OF YEAR COMPLETED – MAY 31, 2024**

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Bank Charges	1,205.70	16,128.33	21,000.00	4,871.67	76.80	
Board Expenses	2,666.19	24,311.02	41,000.00	16,688.98	59.30	
Computer Hardware	123.34	6,970.15	26,000.00	19,029.85	26.81	
Computer Software	886.24	80,196.00	84,000.00	3,804.00	95.47	Annual renewals
Website/Email Service	152.68	6,212.69	7,500.00	1,287.31	82.84	Annual renewal
Building maintenance	21,021.70	83,235.01	90,000.00	6,764.99	92.48	
Maintenance, equipment	0.00	908.62	3,000.00	2,091.38	30.29	
Maintenance, grounds	175.00	1,350.00	2,000.00	650.00	67.50	
Equipment Lease	1,967.45	18,599.56	22,000.00	3,400.44	84.54	
Fees & Assessments	0.00	4,680.34	4,500.00	(180.34)	104.01	LAIF, CalPERS, LAC Fire, City of WC fees
Hiring expenses	1,192.20	4,930.55	13,000.00	8,069.45	37.93	
VCJPA General Fund	0.00	3,726.00	2,095.00	(1,631.00)	177.85	Annual premium
Insurance, liability	0.00	118,087.00	131,279.00	13,192.00	89.95	Annual premium
Workers Comp Insurance	0.00	112,417.00	144,664.00	32,247.00	77.71	Annual premium
Automobile Insurance	0.00	2,832.00	2,834.00	2.00	99.93	Annual premium
Other Insurance	0.00	1,168.19	5,500.00	4,331.81	21.24	
Insurance, property	0.00	20,008.00	19,593.00	(415.00)	102.12	Annual premium
Legal	2,297.00	39,512.68	40,000.00	487.32	98.78	PSR
Memberships	1,179.00	32,726.58	39,000.00	6,273.42	83.91	
Miscellaneous expenses	0.00	25.00	3,000.00	2,975.00	0.83	
Postage	1,212.23	7,000.58	10,400.00	3,399.42	67.31	
Professional Services, Accounting	1,500.00	13,111.27	0.00	(13,111.27)	N/A	Bookkeeping Svcs (Accounting Specialist duties)
Professional Services, Auditor	0.00	16,230.00	20,000.00	3,770.00	81.15	
Professional Services, Other	0.00	1,442.45	5,000.00	3,557.55	28.85	Optimized Investments
Professional Services, IT	5,374.50	36,513.76	60,000.00	23,486.24	60.86	
Printing & Reproduction	1,052.04	5,169.98	11,000.00	5,830.02	47.00	
Reference	0.00	388.12	800.00	411.88	48.52	
Seminars and meetings	2,060.49	38,230.11	46,000.00	7,769.89	83.11	
Supplies, Surveillance	1,244.54	12,224.40	16,000.00	3,775.60	76.40	
Supplies, Vehicle Maintenance	1,194.52	46,099.01	50,000.00	3,900.99	92.20	
Supplies, Gasoline	4,617.84	52,709.55	70,000.00	17,290.45	75.30	
Supplies, Office	595.68	7,110.29	10,200.00	3,089.71	69.71	
Supplies, Mosquito Fish	0.00	147.09	2,500.00	2,352.91	5.88	
Supplies, Operations	1,567.59	8,367.23	9,000.00	632.77	92.97	
Supplies, Pesticides	0.00	126,186.16	100,000.00	(26,186.16)	126.19	Pesticide for Fiscal Year



San Gabriel Valley Mosquito & Vector Control District
Budget Status Report | May 2024

**COMPARATIVE YTD ACTUAL TO FULL YEAR BUDGET
 CURRENT PERIOD 92% OF YEAR COMPLETED – MAY 31, 2024**

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized
Supplies, Communications other forms	199.64	8,345.71	8,000.00	(345.71)	104.32
Supplies, Education Program	1,005.74	4,954.31	12,000.00	7,045.69	41.29
Supplies, Safety	461.15	1,455.02	8,000.00	6,544.98	18.19
Supplies, Media Production	89.00	275.85	800.00	524.15	34.48
Benefit Assesment Admin Cost	0.00	19,914.18	119,000.00	99,085.82	16.73
Communications, Field	2,788.31	29,393.15	50,000.00	20,606.85	58.79
Telephone, Internet	555.00	10,642.50	20,000.00	9,357.50	53.21
Telephone , Office	1,106.51	16,041.28	25,000.00	8,958.72	64.17
Training , CEU's	0.00	8,251.00	4,400.00	(3,851.00)	187.52
Uniforms and clothing	10.00	6,690.30	12,000.00	5,309.70	55.75
Utilities, Electric	2,227.80	29,771.85	35,500.00	5,728.15	83.86
Utilities, Natural Gas	176.81	2,124.52	4,200.00	2,075.48	50.58
Utilities, Water	125.50	1,325.13	2,500.00	1,174.87	53.01
Surveillance, Aerial		0.00	27,150.00	27,150.00	0.00
TOTAL OPERATING EXPENSES	70,544.01	1,130,185.09	1,501,115.00	370,929.91	75.29
TOTAL EXPENSES	379,515.76	5,174,973.58	6,759,477.00	1,584,503.42	76.56
CAPITAL OUTLAY EXPENSES					
Capital Outlay	7,650.07	21,519.34	25,000.00	3,480.66	86.08
TOTAL CAPITAL EXPENSES	7,650.07	21,519.34	25,000.00	3,480.66	86.08
RESERVES					
Reserve, Public Health Em	0.00	0.00	500,200.00	500,200.00	0.00
Reserve, Capital Projects	0.00	0.00	300,000.00	300,000.00	0.00
Reserve, Pension Liability	0.00	0.00	400,000.00	400,000.00	0.00
Reserve, Building/Facilities	0.00	0.00	100,000.00	100,000.00	0.00
Reserve, Vehicle Replacement	0.00	0.00	100,000.00	100,000.00	0.00
TOTAL RESERVES	0.00	0.00	1,400,200.00	1,400,200.00	0.00

Annual certification fee

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San Gabriel Valley Mosquito & Vector Control District
Board of Trustees Meeting Minutes
 May 10, 2024

TRUSTEES PRESENT

Henry Aviles (Alhambra)
 Sho Tay (Arcadia)
 Robert Gonzales (Azusa)
 Emmanuel Estrada (Baldwin Park)
 Corey Calaycay (Claremont)
 Jerry Velasco (El Monte)
 Becky Shevlin (Monrovia)
 Rachel Janbek (Pasadena)
 Tim Sandoval (Pomona)
 Sandra Armenta (Rosemead)
 John Capoccia (Sierra Madre)
 Robert Joe (South Pasadena)
 Cynthia Sternquist (Temple City)
 Allen Wu (Walnut)
 Lloyd Johnson (West Covina)

GUESTS PRESENT

District Counsel, Kelly Alhadeff-Black
 SCI Consulting Group, Melanie Lee

TRUSTEES ABSENT

Richard Barakat (Bradbury)
 Patricia Cortez (Covina)
 Margaret Finlay (Duarte)
 Jackie Doornik (Glendora)
 Vacant (Industry)
 Manuel Garcia (Irwindale)
 Anish Saraiya (L.A. County)
 Meshal Kashifalghita (La Verne)
 Charlie Klinakis (La Puente)
 Joseph Leon (Monterey Park)
 Ryan Vienna (San Dimas)
 Denise Menchaca (San Gabriel)

STAFF PRESENT

Jason Farned
 Cecilia Contreras
 Tristan Hallum
 Gilbert Holguin
 Anais Medina Diaz
 Jerry Mireles

1. Call to Order

Board President Capoccia called the meeting to order at 7:01 a.m. Trustee Sternquist led the Pledge of Allegiance. Clerk of the Board Mireles confirmed a quorum and noted absences. President Capoccia announced that Trustee Catherine Marcucci had passed away, noting her outstanding leadership and dedication during her tenure. Trustee Armenta added that to commemorate her memory, the City of Industry will host a celebration of Catherine's life on Saturday, June 8th.

2. Opportunity for Public Comment on Non-Agenda Items

None

3. Consent Calendar

Motion by Trustee Calaycay, seconded by Trustee Sandoval and carried by the following vote to approve Items 3.1- 3.7 of the Consent Calendar.

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



4. Presentation

4.1 35th Anniversary Event

Director of Communications, Anais Medina Diaz, provided a brief overview of the 35th anniversary event during the meeting. She highlighted the engagement efforts with local, state, and federal partners aimed at disseminating information about Vector Control services and general information. These engagements served to enhance awareness and understanding of the District services among relevant stakeholders.

Trustee Armenta spoke briefly about State Senator Rubio's office positive impression of the event. Trustee Calaycay then presented a certificate from the City of Claremont marking the 35th anniversary. Finally, President Capoccia praised the staff for their efforts in organizing the event.

5. Review of Preliminary Engineer's Report FY 2024-2025

Melanie Lee of SCI Consulting Group provided an overview of the item. The Preliminary Engineer's Report was received and filed.

6. Consider Recommendation of Draft Annual Budget for FY 2024-2025

District Manager, Jason Farned, presented and outlined the item, noting that the Finance and Audit Committee recommended approving the draft budget. He highlighted that the FY 2024/25 annual budget forecasts \$7,828,780 in revenue and \$7,173,780 in expenditures, resulting in a \$655,000 surplus. This surplus will be allocated to reserve accounts. All current programs and services are fully funded, including a comprehensive integrated vector management program to combat vector-borne diseases. Moreover, the budget addresses various administrative and public health challenges, including unfunded accrued liability, benefit assessment cap, energy independence, deferred facility maintenance, cyber security, Aedes-borne disease response, and emergency preparedness.

The Board praised Mr. Farned on the report.

Motion by Trustee Sandoval, seconded by Trustee Armenta and carried by the following vote to approve the Draft Annual Budget for Fiscal Year 2024-2025 and direct staff to prepare a Resolution to Order Collection of Special Benefit Property Taxes Inclusive of the FY 2024-2025 Annual Budget.

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



7. Legislative Update

Mr. Farned briefed the Board on two state bills and one federal bill that could affect the District. He elaborated on SB 1251, Ballot Initiative #1935, and HR 7525, suggesting the Board allocate time for deliberation to determine whether and how they wish to officially endorse or contest the proposed legislation.

After a robust discussion, Trustee Johnson motioned, seconded by Trustee Vienna and carried by the following vote to support SB 1251 and HR 7525 and oppose Ballot Initiative #1935.

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

8. District Administration

8.1 Committee Meeting Notifications

Mr. Farned updated the Board, stating that the Personnel and Policy and joint meeting of the Personnel and Policy and Executive Committees would commence after the adjournment of the Board meeting.

8.2 District Update

None

9. Committee Reports

None

10. Trustee Reports

Trustee Sandoval encouraged the Board to attend the LA County fair in Pomona. President Capoccia commended Director of Scientific Program Tristan Hallum for his report on NPR LAist.

11. New Business

None

12. Adjournment

The meeting was adjourned in memory of Catherine Marcucci at 7:57 a.m.

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Zone Specialists:

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

Operations Summary:

This report includes chemical usage for April 2024 and May 2024.

The District conducted aerial surveillance to identify non-functional swimming pools in May. The fixed wing aircraft identified 3,198 non-functional swimming pools within the District's service area. Of those non-functional swimming pools, 1,719 were confirmed to be well maintained. 1,183 swimming pools were identified as unmaintained and in violation of the California Health and Safety Code. A violation notice will be mailed to each property on June 7, asking the residents to resolve the public health violation and confirm compliance by June 14.

The seasonal staff has completed training and working in various zones and programs to identify, eliminate, and treat mosquito breeding sites and maintain known habitats to reduce the threat of disease. They are also ready to assist with service requests and consultations as the demand increases.

Chemical Usage:

April 2024

Larvicides/Pupicides					
Method of Action	Target	Amount		Area Treated	
Larvicide Oils (Surface Film)					
Suffocation	Mosquitoes	1.12	gal.	10193	sq.ft.
Insect Growth Regulators (IGR's)					
Inhibits metamorphosis	Mosquitoes	60.37	lbs.	96016	sq.ft.
Bacterials					
Ingestion, toxicant	Mosquitoes	0.19	gal.	95040	sq.ft.



Ingestion, toxicant	Mosquitoes	56.25	lbs.	256640	sq.ft.
Ingestion, toxicant	Black flies	9.96	gal.	2763	m ³
Biologicals					
Mosquito fish	Mosquitoes	274	ea.	3075	sq.ft.

May 2024

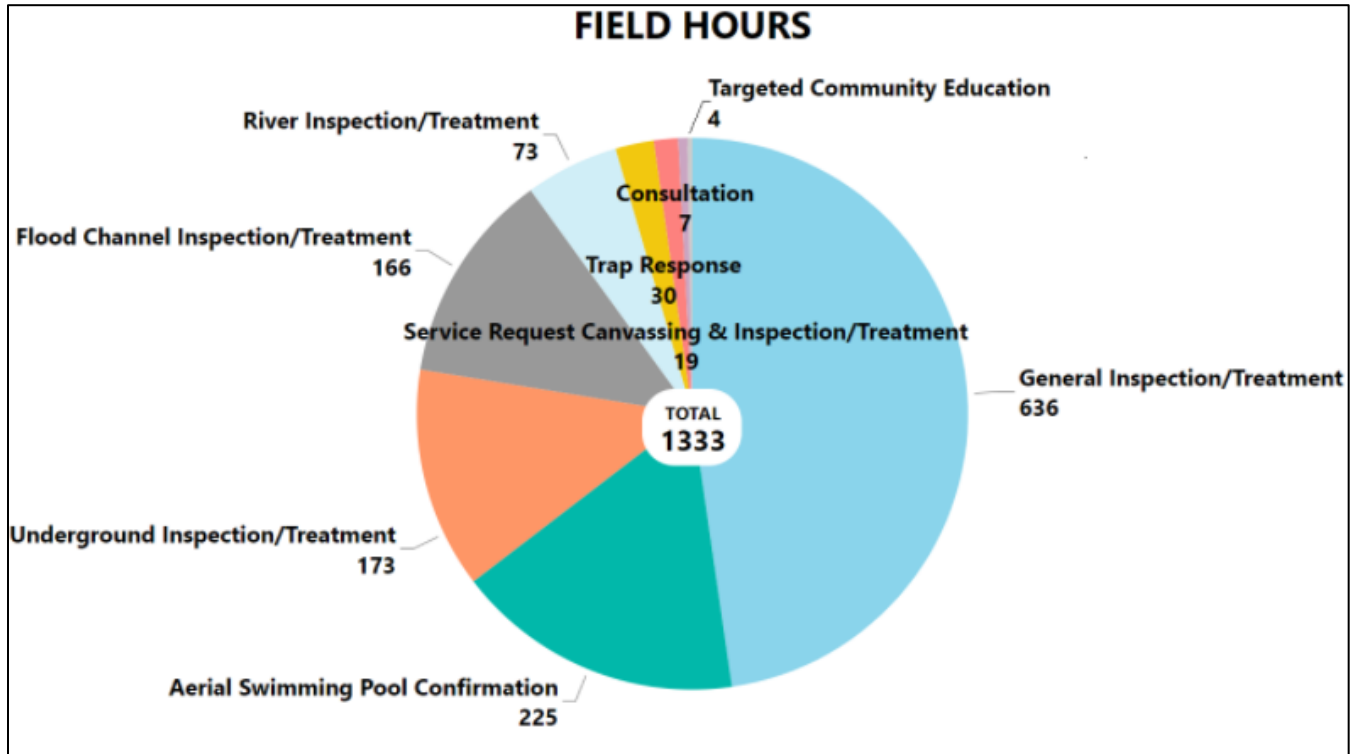
Larvicides/Pupicides					
Method of Action	Target	Amount		Area Treated	
Larvicide Oils (Surface Film)					
Suffocation	Mosquitoes	2.01	gal.	18406	sq.ft.
Insect Growth Regulators (IGR's)					
Inhibits metamorphosis	Mosquitoes	55.10	lbs.	89024	sq.ft.
Bacterials					
Ingestion, toxicant	Mosquitoes	1.25	gal.	639936	sq.ft.
Ingestion, toxicant	Mosquitoes	71.22	lbs.	1316193	sq.ft.
Ingestion, toxicant	Black flies	21.95	gal.	60.93	m ³
Biologicals					
Mosquito fish	Mosquitoes	506	ea.	4523	sq.ft.

Field Statistics:

1,124 ^{+ 19.83 %} <small>2023</small> SITES VISITED
--

65 ^{+ 30 %} <small>2023</small> SERVICE REQUESTS

11 ^{+ 10 %} <small>2023</small> CONSULTATIONS
--



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San Gabriel Valley Mosquito & Vector Control District Surveillance Department Report Disease Weeks 18 - 22 | April 28 – June 1

Surveillance Activities

Routine mosquito surveillance continued through disease weeks 18-22 using Gravid, BG Sentinel 2 and Encephalitis Vector Surveillance (EVS) trap types. An average of 60 traps were deployed each week while total abundance ranged from 1704-3904 mosquitoes per week. The average number of mosquitos caught per trap ranged from 28.9-64.0 during this time frame.

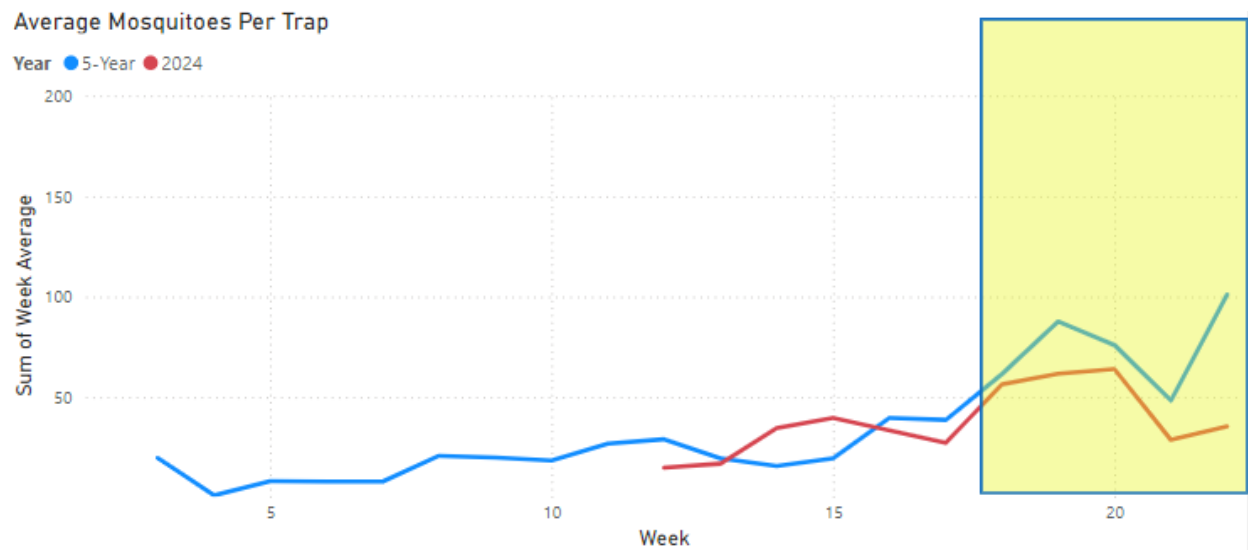


Fig. 1 Average mosquito counts per trap for the current year 2024 (red) compared to a five-year average of average mosquito counts (blue) from 2019 through 2023. Highlighted are weeks eighteen through twenty-two.

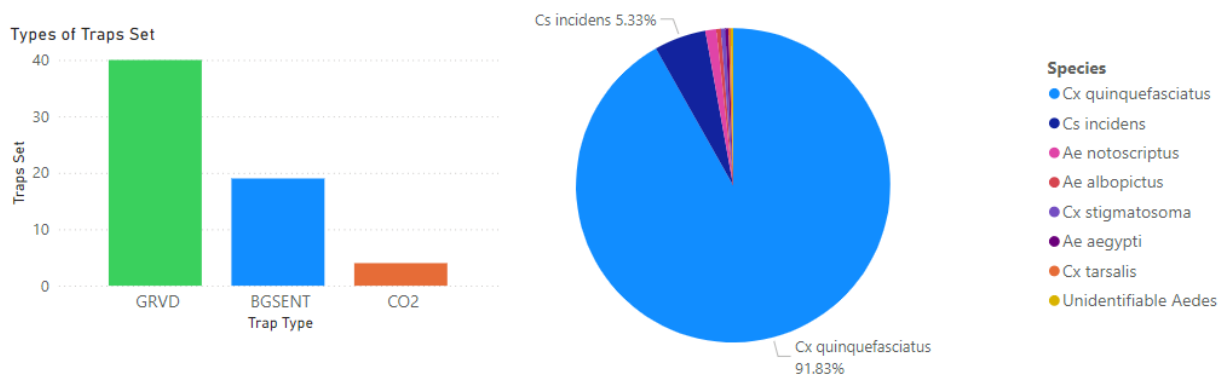


Fig. 2 The bar chart depicts the total number/types of traps set while the pie chart depicts the total percentage of mosquitoes collected during the current reporting period. Species listed on the far right are sorted from high to low as a function of total collections.



San Gabriel Valley Mosquito & Vector Control District Surveillance Department Report Disease Weeks 18 - 22 | April 28 – June 1

Community/City	Avg Mosq per Trap
Alhambra	22
Altadena	25
Arcadia	67
Azusa	50
Baldwin Park	42
Bradbury	24
Claremont	13
Covina	53
Duarte	22
El Monte	38
Glendora	56
Industry	27
Irwindale	36
La Puente	55
La Verne	19
Monrovia	35
Monterey Park	77
Pasadena	24
Pomona	39
Rosemead	46
San Dimas	26
San Gabriel	46
Sierra Madre	19
South Pasadena	30
Temple City	38
Walnut	39
West Covina	46

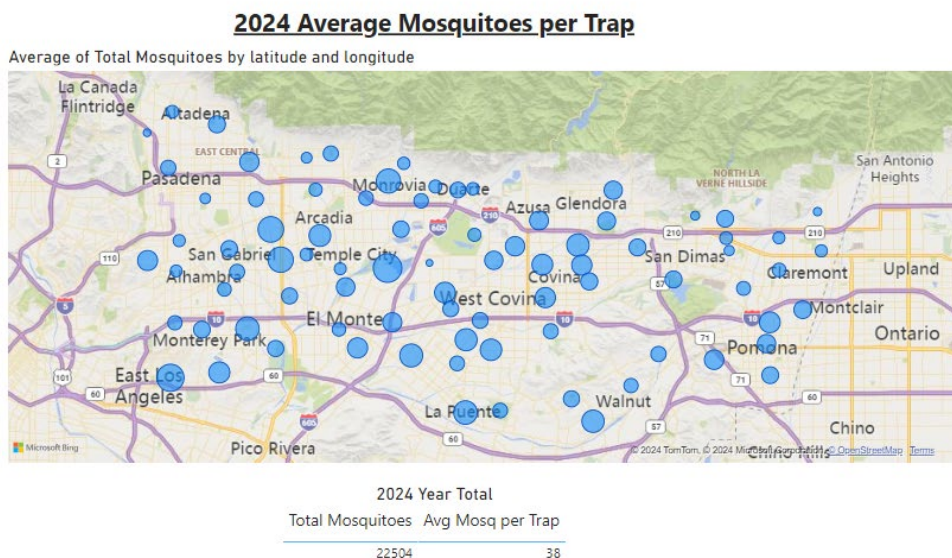


Fig. 3 The chart on the left depicts the average amount of mosquitoes collected per trap by sampling location and city/community. The map displays these trapping location averages while the size of the bubbles on the map reflects the relative abundance of mosquitoes caught at each site.

Black Fly Surveillance

Routine black fly surveillance was conducted during disease weeks 19 and 21. This surveillance was conducted using EVS traps baited with carbon dioxide in the form of dry ice. As of week 19, black fly abundance rose above the districts action threshold of 100 adults per night in two areas and triggered additional treatments in nearby sources.



San Gabriel Valley Mosquito & Vector Control District Surveillance Department Report Disease Weeks 18 - 22 | April 28 – June 1

Week 19, 21 Black Fly Data

C02 Traps

Zone	Site Name	Trap Type	Total Black Fly
5	Tall Pine Dr	CO2	152
7	1000 Glencoe Heights	CO2	113
5	Rainbow Ranch	CO2	94
7	1251 Hicrest Rd (GL)	CO2	91
5	Tall Pine Dr	CO2	70
7	1000 Glencoe Heights	CO2	40
7	1251 Hicrest Rd (GL)	CO2	22
7	Hook West Flood Channel	CO2	15
5	Rainbow Ranch	CO2	9
7	Hook West Flood Channel	CO2	6

Site Name

- 1000 Glencoe Heights
- 1251 Hicrest Rd (GL)
- Hook West Flood Channel
- Rainbow Ranch
- San Dimas Canyon
- Tall Pine Dr

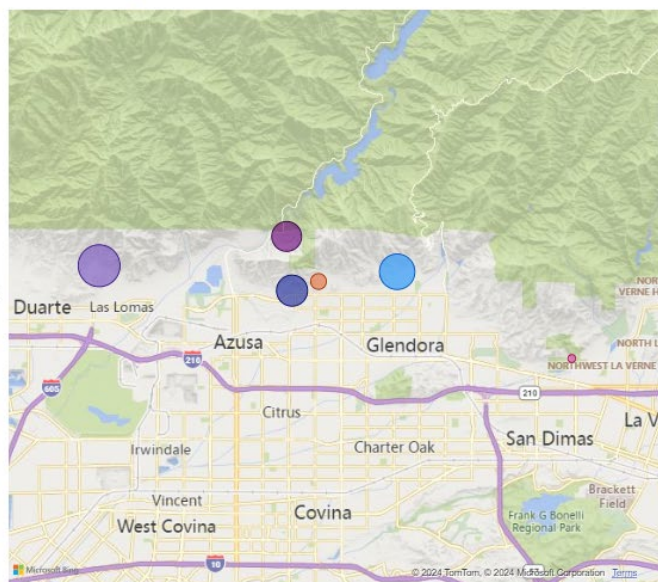


Fig. 4 Black fly trap locations for disease weeks 19 and 21. All trap locations shown were positive for black flies. The size of the bubbles on the map reflects the relative abundance of black flies caught at each site.

Underground Surveillance

Surveillance traps were deployed in the underground storm drain systems in weeks 18 and 20-22. The extended surveillance between weeks 20 and 22 identified several breeding systems with collections reaching the mid 100's with one collection exceeding 400 adult mosquitoes in a single trap night. All systems have been treated and adult populations have been reduced on average by 80%.

Enhanced Surveillance

Enhanced surveillance activities are activated when additional mosquito abundance/disease information is required from a specific area. Generally, these activities are activated in response to specific triggers but can be utilized proactively in areas of historic concern.

From disease weeks 18 through 22, one enhanced surveillance activity was performed. This activity occurred in disease week 22 in response to a travel related Dengue virus case in the city of Azusa. Minimum *Aedes* spp. collections were not met to activate an Operational response and no further action was taken.

Arbovirus Activity

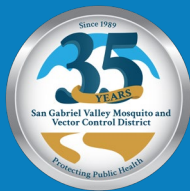


San Gabriel Valley Mosquito & Vector Control District Surveillance Department Report Disease Weeks 18 - 22 | April 28 – June 1

As of disease week 16, West Valley Mosquito and Vector Control District resumed testing dead bird and mosquito pool samples. As a reminder, mosquitoes are tested in groups, routinely of 20-50 individuals, to test for the presence of virus. These groups of mosquito samples are referred to as a mosquito “pool”. *Aedes* spp. can be tested in lower quantities to aid in identifying local transmission. *Culex* mosquito samples and dead bird samples are tested for West Nile virus (WNV), St. Louis Encephalitis (SLE) and Western Equine Encephalitis (WEE) virus. Submitted *Aedes* samples are tested for Dengue (DENV), Chikungunya (CHIKV) and Zika virus (ZIKV) unless otherwise noted.

The following are the weekly results from the District’s arbovirus testing:

- Week 18: 0 out of 3 dead bird samples and 0 out of 31 mosquito pools tested positive for WNV.
- Week 19: 0 out of 36 mosquito pools tested positive for WNV.
- Week 20: 0 out of 3 dead bird samples and 0 out of 36 mosquito pools tested positive for WNV.
- Week 21: 0 out of 3 dead bird samples and 0 out of 20 mosquito pools tested positive for WNV.
- Week 22: 0 out of 1 dead bird sample and 0 out of 18 mosquito pools tested positive for WNV.



San Gabriel Valley Mosquito & Vector Control District Communications Department Report Disease Weeks 18 - 22 | April 28 – June 1

Outreach Summary:

The Communications Department was busy in the community engaging with residents and students from all over the San Gabriel Valley. Staff hosted an interactive booth at the LA Fair Kids events which provided students with a chance to walk through Deez Eez and sort through real mosquito larva and pupae. Additionally, staff debuted the Mosquito Bros Challenge as a community booth enhancement which allows residents to interact with male mosquitoes (since only female mosquitoes bite) and learn about innovative technologies on the horizon.

The EcoHealth Vector Program concluded its classroom programs for this school year but celebrated many accomplishments. Over 400 students were awarded Vector Inspectors of the Year! We're thankful for the dedication and support of teachers and school administration for encouraging these students to be positive agents of change. Additionally, the District awarded the Public Health Teacher of the Year Award to Mr. Ravi Dev from Sierra Madre Middle School for his commitment to excellence and community science.

Lastly, the department is ecstatic to release "Los Repelentes," the latest music video created with the participation from many staff members. We hope the board and SGV residents enjoy!



Caption: District staff at LA County Fair Kids with Deez Eez and larva sorting activity.



Caption: Trustee Shevlin taking the Mosquito Bros Challenge at Upper SGV's Waterfest event.



Caption: Education Specialist Luna with Vector Inspector of the Year awardees at school board meeting.

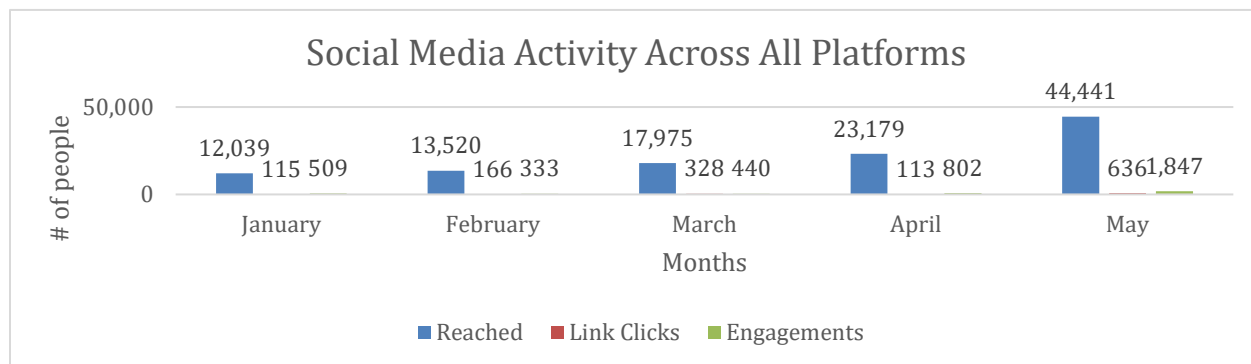




San Gabriel Valley Mosquito & Vector Control District Communications Department Report Disease Weeks 18 - 22 | April 28 – June 1

Digital Marketing:

1) Key Performance Indicators (KPIs):



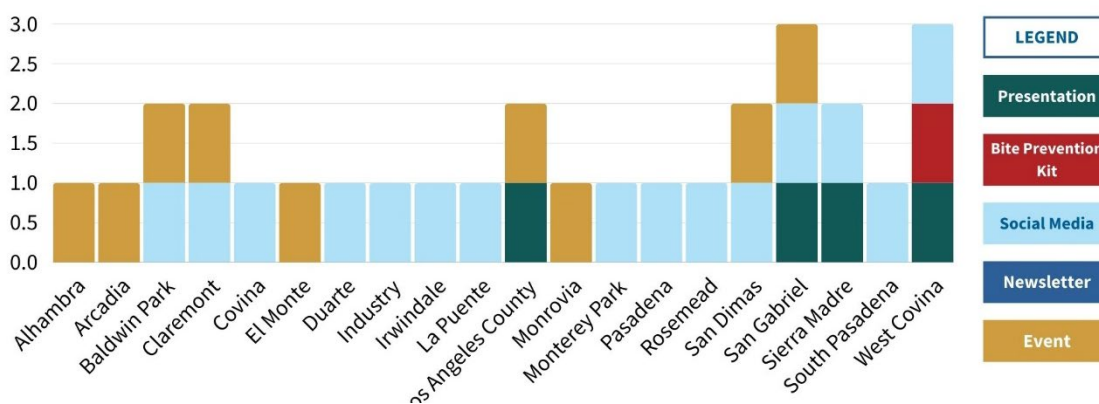
A delay in reported data may be present. Reported numbers reflect full calendar months to accurately track KPIs from all District social media platforms.

2) Digital Response Support

- a) Insect repellent and safe travel tips in response to travel-related cases.
- b) Black fly educational campaign due to early season activity.

3) City Engagement

CITY ENGAGEMENT - SPRING 2024



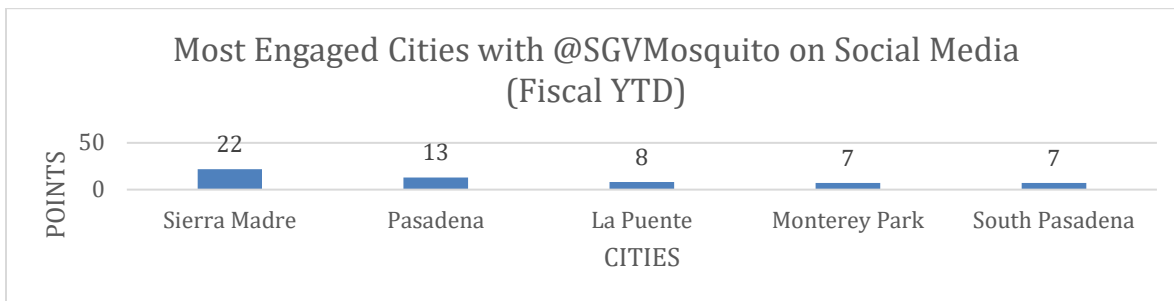
Tracking the District’s engagement with each city. Outreach services and opportunities for engagement are identified in the legend.

4) Social Media

- c) Our latest mosquito music video “Los Repelentes” was finally released. In one week, the video has generated over 1.6K views across our social media platforms.



San Gabriel Valley Mosquito & Vector Control District Communications Department Report Disease Weeks 18 - 22 | April 28 – June 1



Tracking cities social media engagement with our District’s social media platforms. Points are based on the following:

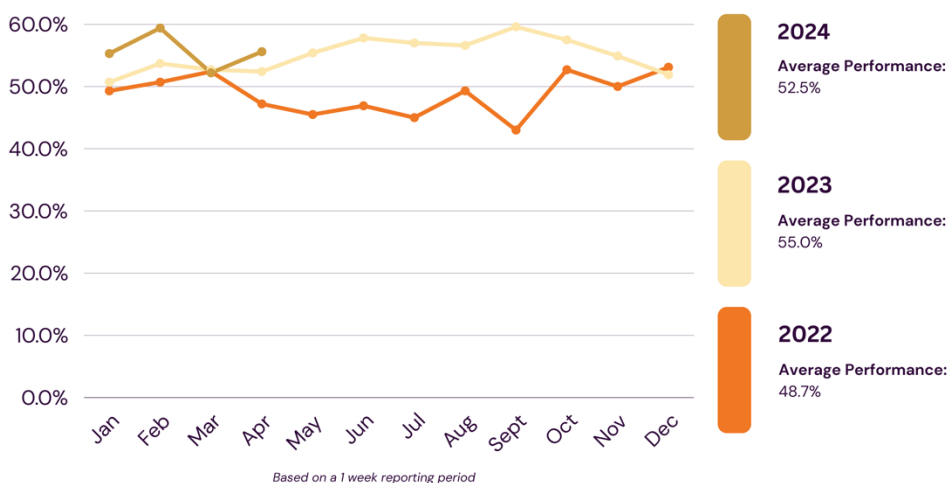
- 1 Point - Passive engagement: Like post, view IG story,*
- 2 Points - Active Engagement: Share on FB, retweet, share in IG stories,*
- 3 Points - Champion Engagement: Post content from SGVMVCD, creating a collaborative post, tags @SGVMosquito*

5) Email Marketing

a) Short Bites Monthly

- i. May Short Bites Monthly E-blast sent to Champions audience and General Notification audience.

Short Bites Monthly Performance



- ii. May Short Bites blog post published and promoted on social media.

6) Content Development

- a) Developing Pop-up Public Service Announcements.
- b) Redesigning pull-up banners for community outreach events.



San Gabriel Valley Mosquito & Vector Control District Communications Department Report Disease Weeks 18 - 22 | April 28 – June 1

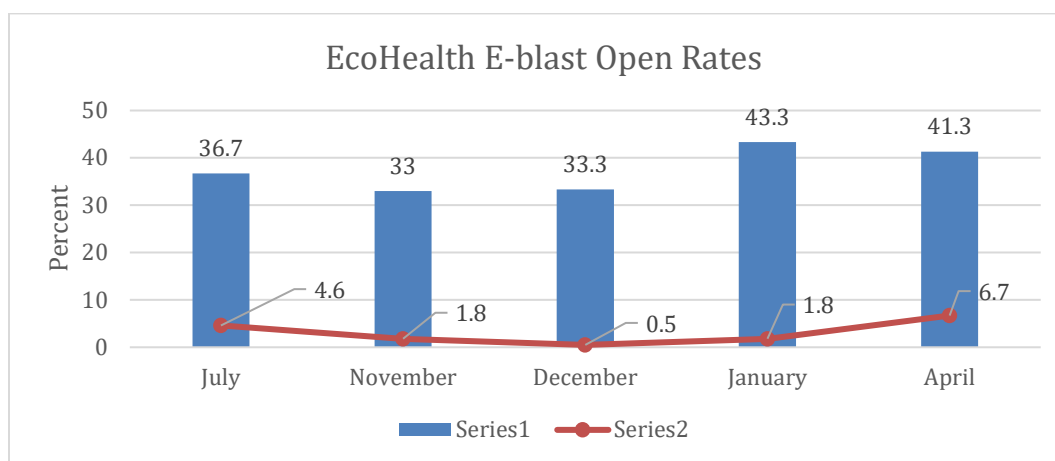
- c) Designed and printed bookmarks to distribute at LA Fair Kids event.
- d) Finalized 'Los Repelentes' music video and developed accompanying assets.
- e) Developing digital assets in preparation for National Mosquito Control Awareness Week.
- f) Developing storyboards for collaboration projects with Operations Department on Consultation Program Video.



EcoHealth
Vector Education



1. Data in Education (Fiscal YTD)



2. EcoHealth Highlights

- a) (5/1) Don Julian Elementary Grade 1 (La Puente, Bassett Unified)
 - Question: Which tools do mosquitoes use to get blood?
 - Answer: A saw and a straw.
 - Percent change: $(\text{post} - \text{pre} / \text{pre}) = 325\%$
- b) (5/7) Presented Vector Inspector of the Year (V.I.Y) Awards for 66 students at San Jose Charter Academy (Operation Mosquito G.R.I.D. Grade 6)
- c) (5/15) Awarded 170 V.I.Y. pins and certificates to Operation Mosquito G.R.I.D. students at Sierra Madre Middle School (Pasadena Unified)
- d) (5/16) Delivered 60 V.I.Y. pins and certificates to Operation Mosquito G.R.I.D. students at Lone Hill Middle School (San Dimas, Bonita Unified)
- e) (5/16) Awarded 10 V.I.Y. pins and certificates to Operation Mosquito G.R.I.D. Grade 6 students at Arlene Bitely Elementary School (Rosemead, Garvey School District)
- f) (5/16) Our agency received Certificate of Recognition from Garvey School District Board of Education
- g) (5/20) Presented to Ranch Hills Elementary School Grade 4 (Pomona, Pomona Unified)



San Gabriel Valley Mosquito & Vector Control District Communications Department Report Disease Weeks 18 - 22 | April 28 – June 1

- Question: What is the #1 reason we don't want mosquitoes to bite us?
 - Answer: They can carry germs that make us sick
 - Percent change: (post - pre / pre) = 83%
- h) (5/22) Presented to Grace Miller Elementary School Grade 3 (La Verne, Bonita Unified)
 - Question: What is the best way to control mosquitoes that they cannot adapt to?
 - Answer: Remove trapped water and items that catch water
 - Percent change: (post - pre / pre) = 279%
- i) (5/28) Presented to Rio Hondo School Grade 1 (Arcadia, El Monte City School District)
 - Question: What is the #1 reason we don't want mosquitoes to bite us?
 - Answer: They can give us germs that make us sick
 - Percent change: (post - pre / pre) = 320%
- j) (5/28) Presented science Mr. Ravi Dev of Sierra Madre Middle School with the Public Health Teacher of the Year Award at the Sierra Madre City Council Meeting (Pasadena Unified)

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San Gabriel Valley Mosquito & Vector Control District Treasurer's Report | April 2024

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

LOCAL AGENCY INVESTMENT FUND (LAIF)				
BEGINNING BALANCE				\$139,464.38
Interest Earned		\$1,490.15		
Withdrawal		(\$138,000.00)		
ENDING BALANCE				\$2,954.53
% OF ANNUAL EXPENDITURE:	0.04%	YIELD:	4.27%	MATURITY DATE: PERPETUAL SOURCE: APRIL 2024 STATEMENT

LOS ANGELES COUNTY POOL (PB1)				
BEGINNING BALANCE				\$103,196.88
Interest Earned		\$3,118.88		
Deposit Sec 85% Adv 2023-24		\$1,679,771.48		
Trust Warrant #745 (Withdrawal for Investment Transfer)		(\$1,785,087.00)		
ENDING BALANCE				\$1,000.24
% OF ANNUAL EXPENDITURE:	0.01%	YIELD:	4.20%	MATURITY DATE: PERPETUAL SOURCE: ND 24, PERIOD 10

CALIFORNIA CLASS PRIME				
BEGINNING BALANCE				\$4,056,383.73
Interest Earned		\$16,778.42		
Withdrawal (Claims for March 2024)		(\$365,291.03)		
ENDING BALANCE				\$3,707,871.12
% OF ANNUAL EXPENDITURE:	54.65%	YIELD:	5.40%	MATURITY DATE: PERPETUAL SOURCE: APRIL 2024 STATEMENT

VCJPA CONTINGENCY FUND				
BEGINNING BALANCE				\$154,890.00
No transactions this period		\$0.00		
ENDING BALANCE				\$154,890.00
% OF ANNUAL EXPENDITURE:	2.28%	YIELD:	2.88%	MATURITY DATE: PERPETUAL SOURCE: MARCH 2024 STATEMENT*

*Statements provided on quarterly basis only

CITIZENS BANK (REVOLVING FUND)				
BEGINNING BALANCE				\$200,000.00
Debit Activity		(\$2,651,740.27)		
Deposits		\$2,652,023.48		
Service Charge		(\$283.21)		
ENDING BALANCE				\$200,000.00
% OF ANNUAL EXPENDITURE:	2.95%			SOURCE: APRIL 2024 STATEMENT

CITIZENS BANK (SWEEP ACCOUNT)				
BEGINNING BALANCE				\$376,149.18
Debit Activity		(\$362,405.35)		
Deposits		\$2,283,031.46		
Interest Earned		\$48.85		
ENDING BALANCE				\$2,296,824.14
% OF ANNUAL EXPENDITURE:	33.85%	YIELD:	0.10%	SOURCE: APRIL 2024 STATEMENT

ALL FUNDS BEGINNING BALANCE	\$5,030,084.17
ALL FUNDS ENDING BALANCE	\$6,363,540.03


 Lloyd Johnson (L.A. County Pool)

Lloyd Johnson, Secretary-Treasurer

06/05/24

Date



San Gabriel Valley Mosquito & Vector Control District
 District Working Balance | June 2024

**SGVMVCD WORKING FUND BALANCE
 JUNE 2024**

ALL FUNDS ENDING BALANCE (PERIOD ENDING APRIL 2024)	\$6,363,540.03
TOTAL RESERVES	(\$1,400,200.00)
MAY 2024 EXPENDITURES	<u>\$386,116.77</u>
JUNE 1, 2024 WORKING FUND BALANCE	<u><u>\$5,349,456.80</u></u>

Jason Farned

Jason Farned, District Manager

San Gabriel Valley Mosquito and Vector Control District

Mosquito and Vector Control Assessment



Engineer's Report
Fiscal Year 2024-25

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

Engineer of Work:



4745 Mangels Boulevard
Fairfield, California 94534
707.430.4300
www.sci-cg.com

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SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Board of Trustees

Alhambra — Henry Aviles
Arcadia — Sho Tay
Azusa — Robert Gonzales
Baldwin Park — Emmanuel Estrada
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Claremont — Corey Calaycay
Covina — Patricia Cortez
Duarte — Margaret Finlay
El Monte — Jerry Velasco
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Industry — Catherine Marcucci
Irwindale — Manuel Garcia
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Pomona — Tim Sandoval
Rosemead — Sandra Armenta
San Dimas — Ryan Vienna
San Gabriel — Denise Menchaca
Sierra Madre — John Capoccia
South Pasadena — Robert Joe
Temple City — Cynthia Sternquist
Walnut — Dr. Allen Wu
West Covina — Lloyd Johnson

District Manager

Jason Farned

Engineer of Work

SCI Consulting Group

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Introduction

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(b) The Legislature further finds and declares:

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

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

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

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

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

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

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

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

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

Proposition 218

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

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

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

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

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

GENERAL DESCRIPTION OF SERVICES

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

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

Estimate of Costs and Budget

Figure 1 – Proposed District Budget for Fiscal Year 2024-25

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT		
Mosquito and Vector Control Assessment District		
Estimate of Cost		
	<i>Budget</i>	
Vector Control Services and Related Expenditures		
Salaries & Benefits		\$5,163,827
Maintenance and Operations		\$1,659,952
Capital Outlay		\$350,000
Funds to Reserve		\$512,501
Total Services and Operation		\$7,686,280
Net Amount To Be Assessed		\$7,686,280
	<u>Parcels</u>	<u>Total Assessment</u>
	384,314	\$7,686,280

*This budget allocates additional funds to our reserve to cover the anticipated costs of a Proposition 218 assessment ballot proceeding in 2027. The increase in our mosquito and vector control rate is intended to finance these proceedings, ensuring compliance with legal and procedural requirements and enabling sustained funding for essential vector control services. The reserve allocation reflects a proactive fiscal approach to manage upcoming expenses and maintain service levels without financial disruption.

Method of Assessment

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

Benefit Factors

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

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

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

Method of Assessment

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

Figure 2 – Benefit Unit Assignment

<u>Land Use</u>	<u>Assessment Rate per Parcel*</u>
Residential/ No Use Codes	Base of \$13.44 per parcel + \$6.56 for each 1-acre size increment per parcel. (i.e. \$13.44 per parcel for parcels of 1 acre or less, plus \$6.56 per additional 1 acre.)
Commercial	Base of \$13.44 per parcel + \$6.56 for each 20-acre size increment per parcel. (i.e. \$10.71 per parcel for parcels of 20 acres or less, plus \$6.56 per additional 20 acres.)
Agricultural	Base of \$13.44 per parcel + \$6.56 for each 5-acre size increment per parcel. (i.e. \$13.44 per parcel for parcels of 5 acres or less, plus \$6.56 per additional 5 acres.)

* Maximum rate not to exceed \$20.00 per parcel

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

Figure 3 – Benefit unit by Property Type

Land Use Category		Parcels	Acres	Units
Group 1				
Residential & No Use Code	< or = to 1 A	356,325	78,784	356,325
Agricultural	< or = to 5 Acres	383	317	383
Commercial	< or = 20 Acres	23,458	21,150	23,458
Group 2				
Residential & No Use Code	> 1 A but < 5 A	3,535	6,233	3,535
Agricultural	> 5 Acres but < 25 Acres	34	348	34
Commercial	> 20 Acres but < 100 Acres	120	4,059	120
Group 3				
Residential & No Use Code	> 5 A	443	8,066	443
Agricultural	> 25 Acres	8	657	8
Commercial	> 100 Acres	8	1,380	8
Total		384,314	120,994	384,314

Duration of Assessment

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

Appeals and Interpretation

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

Assessment

Whereas, the San Gabriel Valley Mosquito and Vector Control District directed the undersigned Engineer of Work to prepare and file a report for the Assessments for fiscal year 2024-25;

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

The total estimated expenditures for vector surveillance and control services to be funded by revenue from the Assessment for FY 2024-25 are \$7,686,280.

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

I hereby place opposite the Assessor Parcel Number for each parcel or lot within the Assessment Roll, the amount of the Assessment for the fiscal year 2024-25 for each parcel or lot of land within the said District in accordance to the method of assessment apportionment established in 1996 pursuant to Resolution 96-03.

The total Assessments and Assessment rates for fiscal year 2024-25 are as follows:

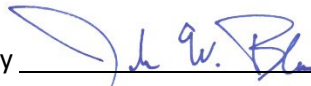
FIGURE 4 – Assigned Benefit Units

Land Use	Number of Parcels	Total Assessment	% of Total Assessment
Residential/No Use Code	360,303	\$7,206,060	94%
Commercial	23,586	\$471,720	6%
Agricultural	425	\$8,500	0%
Total	384,314	\$7,686,280	100%
Assessment Rate per Base Unit		\$13.44	
Assessment Rate per Acreage Unit		\$6.56	

Dated: May 2, 2024

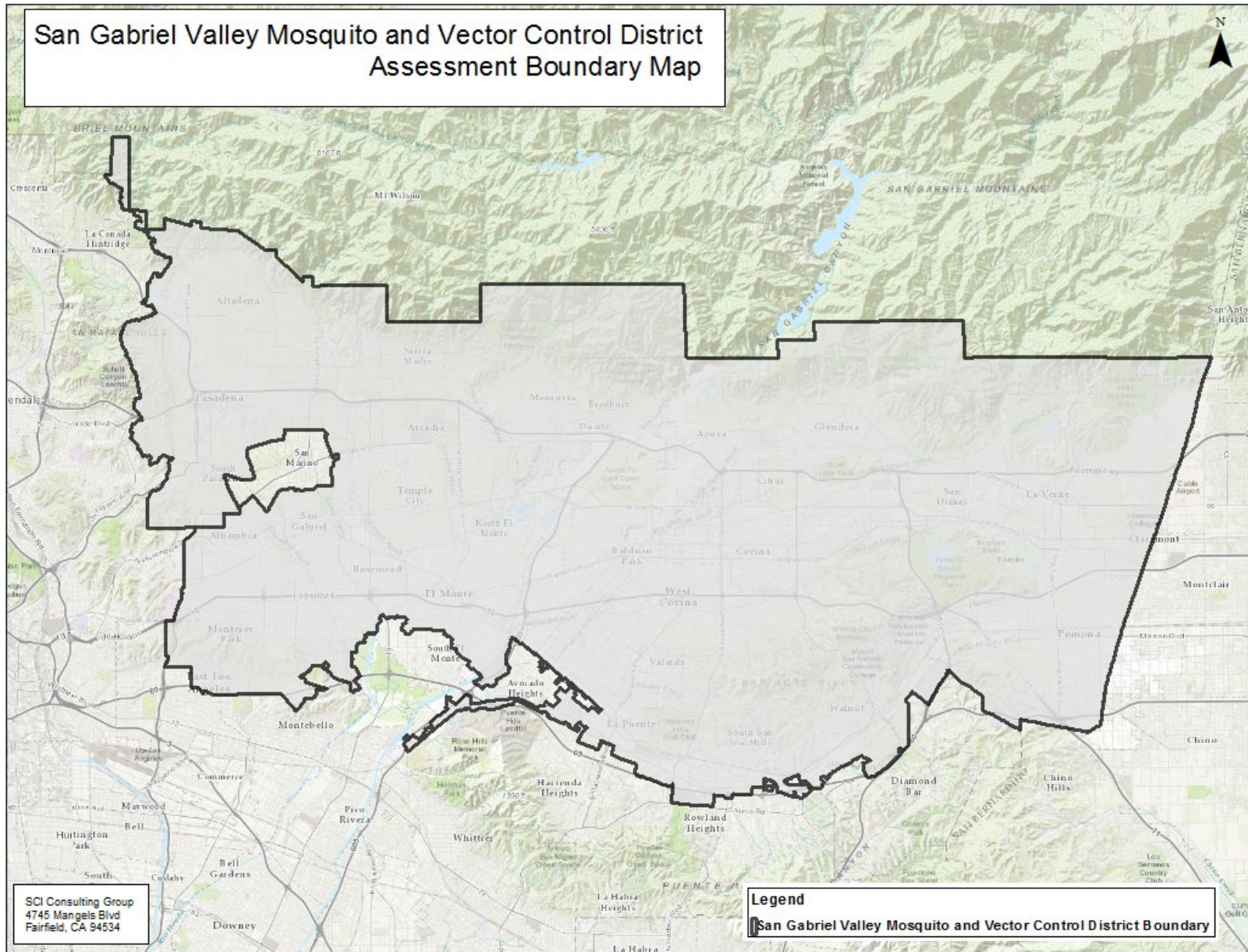


Engineer of Work

By  _____
John W. Bliss, License No. C052091

Assessment Diagram

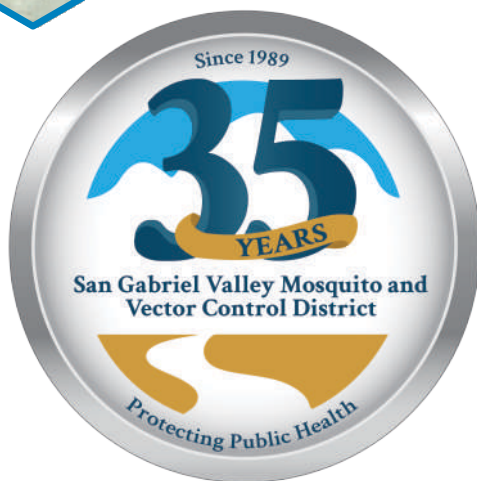
The Assessment Area includes all properties within the boundaries of San Gabriel Valley Mosquito and Vector Control District and is displayed on the following Assessment Diagram.



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

Assessment Roll

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



ANNUAL BUDGET FY 2024-2025

San Gabriel Valley Mosquito and Vector Control District

Providing the highest level of protection from vectors & vector-borne diseases in San Gabriel Valley

626-814-9466 | 1145 N. Azusa Canyon Road, West Covina, CA 91790

SGVmosquito.org | @SGVmosquito

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SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT ANNUAL BUDGET - FY 2024-2025

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SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

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

626-814-9466 | sgvmosquito.org

**To: John Capoccia, President, Board of Trustees
Lloyd Johnson, Chair, Finance and Audit Committee
Members of the SGVMVCD Board of Trustees**

Re: Fiscal Year 2024/25 Annual Budget Transmittal

It is my pleasure to present the Fiscal Year (FY) 2024/25 annual budget to the San Gabriel Valley Mosquito and Vector Control District Board of Trustees for consideration and adoption.

The FY 2024/25 annual budget includes a projected revenue of \$7,828,780 and projected expenditures of \$7,173,780, with a planned surplus of \$655,000 to be added to reserve accounts as described below. The budget reflects the vision and priorities of the Board of Trustees with the primary objective of successfully achieving the District's mission. All current programs and services are fully funded, providing a comprehensive integrated vector management program designed to reduce the threat of vector-borne disease. The budget also addresses current and future administrative and public health challenges, specifically unfunded accrued liability, the looming benefit assessment cap, energy independence, deferred facility maintenance, cyber security, *Aedes*-borne disease response, and emergency preparedness.

The District will strategically collect revenue in excess of expenditures to build reserves as part of a four-year savings plan to fund future initiatives. The savings plan is threefold: to fund a 218-ballot initiative that will update the District's primary funding mechanism, to fund future sterile insect technique (SIT) research, development, and implementation, and to increase the *Public Health Emergency* fund in response to the growing threat of Dengue fever.

Projected revenue includes funds from assessments, interest earnings, and sales revenue from a vehicle scheduled for replacement, and represents an increase of \$1.35 million, or 20.8% over last fiscal year. The benefit assessment for each parcel in the District will be \$20.00.

Projected expenditures include salaries and benefits, maintenance and operation costs, and capital outlay. Salaries and benefits make up 72% of expenditures at \$5.2 million, up 4.1% over the previous budget. Maintenance and operation costs make up 23% of expenditures at \$1.7 million, up 10% over last fiscal year. Capital outlay makes up 5% at \$350,000 and includes funds for a scheduled vehicle replacement and solar installation/roof repair project.

In FY 2021/22 the District adopted a comprehensive compensation reform plan that addressed deficiencies in salaries and benefits. As part of that reform, a five-year incremental cafeteria plan adjustment (approximately \$66,000/yr.) was approved. FY 2024/25 is year four of five in that plan.

One full-time position has been removed as compared to the previous budget. The District plans to continue contracting for accounting support services and will not fill the full-time position of Accounting Specialist. Two additional seasonal workers were included in this budget in the Operations Department to help facilitate the work associated with the forecasted influx of travel related Dengue cases.

The District continues to address unfunded accrued pension liability (UAL) and associated interest. The FY 2024/25 budget includes the minimum annual payment for CalPERS UAL in the amount of \$136,444, an additional discretionary payment of \$353,360, and \$150,000 for Other Post-Retirement Benefits (OPEB).

The rising costs of goods and services were taken into consideration. The Consumer Price Index (CPI) for the Los Angeles area reports a 4% increase in consumer goods year over year for March 2024. An increased cost in supplies and contract services are accounted for. The significant increase in CPI also motivated a 4% cost of living adjustment for all staff members.

At the direction of the Board of Trustees, a new expenditure line item was created under Non-Departmental for *Emergency Response* and funded with \$100,000. This new line item will be used to cover unforeseen expenses associated with local disease transmission prevention and response. All funds remaining in this line item at the end of the fiscal year will be added to the designated reserve fund, *Public Health Emergency*.

The District is committed to ongoing efforts to suppress West Nile virus, respond to the threat of invasive *Aedes* mosquitoes, reduce the risk of locally transmitted Dengue fever, deeply engage and educate our constituency, and adequately prepare for future threats to public health in the San Gabriel Valley.

I respectfully submit the FY 2024/25 Annual Budget for your review and consideration.

Respectfully,



Jason Farned
District Manager

ASSESSMENT RATES

San Gabriel Valley Mosquito and Vector Control District Assessment FY 24-25

For Fiscal Year 2024-2025 the budget is \$ 7,686,280
 To account for delinquent payments \$ 7,691,280 will be billed.

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

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

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

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

Land Use Category		Parcels	Acres	Units
Group 1				
Residential & No Use Code	< or = to 1 A	356,325	78,784	356,325
Agricultural	< or = to 5 Acres	383	317	383
Commercial	< or = 20 Acres	23,458	21,150	23,458
Group 2				
Residential & No Use Code	> 1 A but < 5 A	3,535	6,233	3,535
Agricultural	> 5 Acres but < 25 Acres	34	348	34
Commercial	> 20 Acres but < 100 Acres	120	4,059	120
Group 3				
Residential & No Use Code	> 5 A	443	8,066	443
Agricultural	> 25 Acres	8	657	8
Commercial	> 100 Acres	8	1,380	8
Total		384,314	120,994	384,314

For Direct Costs:

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

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

The indirect costs associated with operating the District comprise 32.82% of the total budget.
 The indirect costs budgeted for FY 2024-2025 are \$ 2,522,453.00
 The indirect cost to each parcel in the District is \$ 6.56

The direct costs associated with operating the District comprise 67.18% of the total budget.
 The direct costs budgeted for FY 2024-2025 are \$ 5,163,827.00
 The direct cost to each unit in the District is \$ 13.44

The benefit assessment for each parcel in the District for Fiscal Year 2024-2025 will range from:

\$ 20.00 to \$20.00

97% of the parcels in the District will be assessed at the minimum rate.

REVENUE AND EXPENDITURES OVERVIEW

Revenue as compared to FY 2023/34 adopted budget:

- Revenue from *Assessments* increased \$1,247,462 (19.4%) over last fiscal year.
- *Interest Earnings* projections increased \$100,254 (337%) over last fiscal year.
- *Other Revenue* (\$7,500) consists of projected revenue from the auction sale of one vehicle scheduled for replacement. These funds, when/if received will be added to the Designated Reserve Fund – *Vehicle Replacement*.

Expenditures as compared to FY 2023/34 adopted budget:

- **Total Expenditures** increased \$686,797 (10.6%) over last fiscal year.
- **Salaries and Benefits** increased \$202,959 (4.1%) as compared to last fiscal year.
 - One full-time position (Accounting Specialist) will not be filled. The work will continue to be contracted out.
 - Two additional seasonal positions (Extra Help Vector Control Technician) were added to the Operations Department in response to an influx of travel related Dengue cases.
 - Includes a 4% COLA increase for all staff and potential merit increases.
- **Maintenance and Operations** increased \$158,837.80 (10.58%) over last fiscal year.
 - The Consumer Price Index (CPI) for the Los Angeles area reports a 4% increase in consumer goods year over year for March 2024.
 - Supplies and contract services adjusted accordingly.
 - At the direction of the Board of Trustees, a new expenditure line item was created under Non-Departmental for *Emergency Response* and funded with \$100,000. This new line item will be used to cover unforeseen expenses associated with local disease transmission prevention and response. All funds remaining in this line item at the end of the fiscal year will be added to the designated reserve fund, *Public Health Emergency*.
- **Capital Outlay** increased \$325,000 (1300%) over last fiscal year.
 - \$50,000 has been earmarked for the purchase and outfitting of one replacement vehicle.
 - \$300,000 has been earmarked for the solar installation project and roof repair.

Net Revenue and Expenditures shows a positive balance of \$655,000 (8.53% of total assessment revenue).

- The District will strategically collect revenue in excess of expenditures to build reserves as part of a four year savings plan to fund future initiatives. The savings plan is three-fold, to fund a 218-ballot initiative that will update the District's primary funding mechanism, to fund future sterile insect technique (SIT) research, development and implementation, and to increase the Public Health Emergency fund in response to the growing threat of Dengue fever.

REVENUE AND EXPENDITURES SUMMARY

ACCOUNT CLASSIFICATION	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Adopted	FY 2023-2024 Estimated Actual	FY 2024-2025 Adopted
REVENUE					
Assessments	5,484,875.55	5,663,395.22	6,438,818.00	6,438,818.00	7,686,280.00
Delinquent Assessments	18,900.63	18,675.44	8,000.00	212.77	5,000.00
Interest Earnings	15,226.00	44,008.40	29,746.00	129,575.41	130,000.00
Other Revenue	400,000.00	42,673.79	-	19,283.71	7,500.00
Total Revenue	5,919,002.18	5,768,752.85	6,476,564.00	6,587,889.89	7,828,780.00
EXPENDITURES					
Salaries and Benefits	5,308,219.00	3,694,959.83	4,960,868.00	4,732,363.00	5,163,827.20
Maintenance and Operations	1,334,337.00	1,344,823.80	1,501,115.00	1,358,171.00	1,659,952.80
Capital Outlay	203,583.00	40,836.00	25,000.00	25,000.00	350,000.00
Total Expenditures	6,846,139.00	5,080,619.63	6,486,983.00	6,115,534.00	7,173,780.00
NET REVENUE AND EXPENDITURES	(927,136.82)	688,133.22	(10,419.00)	472,355.89	655,000.00
NET IMPACT TO RESERVES	(927,136.82)	688,133.22		472,355.89	655,000.00

EXECUTIVE DEPARTMENT OVERVIEW

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

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

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

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

Executive Department Budget Highlights:

- **Net Expenditures** increased \$12,909 (1.7%) over last fiscal year.
- **Salaries and Benefits** increased \$12,009 (3.43%) as compared to last fiscal year.
 - Includes a 4% COLA increase for all staff and potential merit increases.
 - The *Cafeteria Benefit* increased \$6,000 (21.7%) over last year due to a planned five-year incremental adjustment beginning in 2022 (year 4 of 5).
- **Organizational Expenditures** increased \$900 (1.98%) over last fiscal year.
 - *Travel, Meetings, and Conferences* increased \$3,000 (25%) due to rising costs of travel and conference fees.
 - The *Computer Hardware* line item was consolidated with all other departments and moved to *Non-departmental* for improved tracking and forecasting.
 - A *Professional Development* line item in the amount of \$500 was added.

EXECUTIVE DEPARTMENT BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Adopted	FY 2023-2024 Estimated Actual	FY 2024-2025 Adopted
SALARIES AND BENEFITS						
7000-100	Salaries - Exempt	111,780.00	178,606.67	271,170.00	271,170.00	279,649.84
7001-100	Salaries - Non Exempt	43,656.00	22,223.22	-	-	-
7003-100	Salaries - Vacation	26,221.00	4,677.60	11,350.00	11,350.00	7,387.20
7004-100	Salaries - Holiday	4,023.00	1,204.65	-	-	-
7005-100	Salaries - Sick Pay	264.00	3,131.42	1,900.00	1,900.00	1,799.60
7007-100	Medicare	2,982.00	3,121.19	4,125.00	2,902.03	4,188.13
7010-100	Cafeteria Benefit	12,584.00	14,727.18	27,600.00	20,700.00	33,600.00
7015-100	CalPERS Classic Normal Cost	15,974.00	5,844.61	-	-	-
7016-100	CalPERS PEPRA Normal Cost	-	11,249.63	20,261.00	20,261.00	21,477.11
7012-100	DM 457 Contribution	836.00	3,625.57	7,862.00	7,862.00	8,175.08
7013-100	DM Car Allowance	6,000.00	5,500.00	6,000.00	6,000.00	6,000.00
	Total Salaries and Benefits	224,320.00	253,911.74	350,268.00	342,145.03	362,276.96
ORGANIZATIONAL EXPENDITURES						
7031-100	Board Expenses	28,494.00	29,713.65	41,000.00	21,000.00	38,400.00
7032-100	Branded Apparel	-	62.88	500.00	500.00	500.00
7047-100	Professional Development	-	-	-	-	500.00
7049-100	Travel, Meetings and Conferences	2,772.00	13,179.59	12,000.00	12,000.00	15,000.00
	Total Organizational Expenditures	31,266.00	42,956.12	53,500.00	33,500.00	54,400.00
	Net Expenditures	255,586.00	296,867.86	403,768.00	375,645.03	416,676.96

ADMINISTRATIVE SERVICES DEPARTMENT OVERVIEW

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

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

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

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

Administrative Services Department Budget Highlights:

- **Net Expenditures** decreased \$136,136 (-22.1%) as compared to last fiscal year.
- **Salaries and Benefits** decreased \$130,636 (-22.3%) as compared to last fiscal year.
 - Includes a 4% COLA increase for all staff and potential merit increases.
 - One full-time position (Accounting Specialist) will not be filled. The work will continue to be contracted out.
 - Costs also decreased due to the retirement of a Director level employee.
- **Organizational Expenditures** increased \$900 (1.98%) over last fiscal year.
 - A *Professional Development* line item in the amount of \$500 was added.
 - The following line items were consolidated with all other departments and moved to *Non-departmental* for better tracking and forecasting:
 - *Computer Hardware*
 - *Memberships*
 - *Postage*
 - *Office Supplies*

ADMINISTRATIVE SERVICES DEPARTMENT BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Adopted	FY 2023-2024 Estimated Actual	FY 2024-2025 Adopted
SALARIES AND BENEFITS						
7000-200	Salaries - Exempt	164,095.00	169,135.05	236,950.00	150,000.00	213,663.01
7001-200	Salaries - Non Exempt	137,308.00	90,250.89	187,573.00	100,000.00	116,782.78
7002-200	Salaries - Overtime	389.00	1,300.09	1,500.00	1,310.41	1,500.00
7003-200	Salaries - Vacation	19,425.00	17,408.06	12,235.00	23,068.06	6,090.40
7004-200	Salaries - Holiday	3,952.00	6,304.45	12,055.00	12,055.00	7,591.50
7005-200	Salaries - Sick Pay	5,028.00	8,635.45	9,575.00	10,692.26	4,820.00
7007-200	Medicare	4,928.00	4,637.99	6,621.00	6,621.00	5,033.64
7010-200	Cafeteria Benefit	36,840.00	30,247.37	69,000.00	43,000.00	67,200.00
7015-200	CalPERS Classic Normal Cost	26,136.00	20,299.92	40,360.00	18,000.00	15,071.13
7016-200	CalPERS PEPR Normal Cost	4,562.00	5,314.76	9,801.00	9,000.00	17,281.40
	Total Salaries and Benefits	402,663.00	353,534.03	585,670.00	373,746.73	455,033.86
ORGANIZATIONAL EXPENDITURES						
7032-200	Branded Apparel	-	157.20	500.00	450.00	500.00
7034-200	Computer Software	18,353.00	11,964.14	22,500.00	16,000.00	16,500.00
7046-200	Printing and Reproduction	-	-	500.00	-	500.00
7047-200	Professional Development	-	-	-	-	500.00
7049-200	Travel, Meetings and Conferences	2,339.00	3,248.89	6,000.00	6,000.00	6,000.00
	Total Organizational Expenditures	20,692.00	15,370.23	29,500.00	22,450.00	24,000.00
	Net Expenditures	423,355.00	368,904.26	615,170.00	396,196.73	479,033.86

OPERATIONS DEPARTMENT OVERVIEW

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

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

The Operations Department is comprised of the Director of Operations, fourteen (14) Vector Control Specialists and ten (10) seasonal employees who perform mosquito prevention and management. One (1) Data Analyst supports all aspects of the operation through the extraction and analysis of information. One (1) Maintenance Coordinator provides maintenance, fleet, and facility oversight.

Operations Department Budget Highlights:

- **Net Expenditures** increased \$246,116 (9.6%) over last fiscal year.
- **Salaries and Benefits** increased \$230,113 (10.7%) over last fiscal year.
 - Includes a 4% COLA increase for all staff and potential merit increases.
 - *Salaries - Overtime* was increased \$15,000 (75%) in anticipation of increased travel related Dengue cases and potential local transmission.
 - *Cafeteria Benefit* increased \$49,200 (20.9%) over last year due to a planned five-year incremental adjustment beginning in 2022 (year 4 of 5).
 - Two additional seasonal positions (Extra Help Vector Control Technician) were added in anticipation of increased travel related Dengue cases and the potential of local transmission.
- **Organizational Expenditures** increased \$16,002 (3.78%) over last fiscal year.
 - *Professional Development* decreased \$1,000 (-50%) due to revised need and the addition of the line item in other departments.
 - *Computer Software* increased \$5,000 (20%) due to increased costs and the addition of Nearmap Aerial Imagery to improve the management of non-functional swimming pools.
 - *Aerial Operations* increased \$1,850 (6.8%) due to contractor rate increase.
 - *Pesticides* increased \$20,000 (20%) due to increased costs as well as increased inventory in preparation for enhanced *Aedes* control and potential Dengue transmission response.
 - *Safety Supplies* decreased \$3,000 (-37.5%) due to current stock and adjusted demand.
 - *Uniforms* decreased \$2,000 (-16.7%) due to contract negotiation with service provider.
 - The following line items were consolidated with all other departments and moved to *Non-departmental* for improved tracking and forecasting:
 - *Computer Hardware*
 - *Office Supplies*
 - The *Training and Certification* line item was renamed *State Certification* and moved to the *Surveillance Department*.

OPERATIONS DEPARTMENT BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Adopted	FY 2023-2024 Estimated Actual	FY 2024-2025 Adopted
SALARIES AND BENEFITS						
7000-300	Salaries - Exempt	136,645.00	96,102.59	131,435.00	131,435.00	137,638.72
7001-300	Salaries - Non Exempt	1,192,779.00	1,000,506.51	1,181,165.00	1,181,165.00	1,256,440.65
7002-300	Salaries - Overtime	11,791.00	27,927.96	20,000.00	54,620.25	35,000.00
7003-300	Salaries - Vacation	84,175.00	82,448.39	59,195.00	69,919.33	61,716.00
7004-300	Salaries - Holiday	76,692.00	74,488.08	73,605.00	74,000.00	81,690.84
7005-300	Salaries - Sick Pay	84,431.00	74,251.22	58,643.00	58,643.00	61,872.15
7006-300	Salaries - Extra Help	188,377.00	142,897.28	209,183.00	209,183.00	280,056.95
7007-300	Medicare	27,405.00	23,191.69	26,290.00	26,000.00	26,944.86
7010-300	Cafeteria Benefit	195,132.00	165,823.66	234,600.00	200,000.00	283,800.00
7015-300	CalPERS Classic Normal Cost	44,930.00	47,288.66	56,690.00	56,960.00	60,304.46
7016-300	CalPERS PEPR Normal Cost	86,790.00	76,462.27	91,715.00	91,715.00	85,769.39
7008-300	Social Security	7,885.00	5,723.38	8,175.00	8,175.00	9,575.16
	Total Salaries and Benefits	2,137,032.00	1,817,111.69	2,150,696.00	2,161,815.58	2,380,809.18
ORGANIZATIONAL EXPENDITURES						
7032-300	Branded Apparel	1,691.00	1,283.86	2,000.00	1,000.00	2,000.00
7034-300	Computer Software	26,463.00	24,865.99	25,000.00	28,621.00	30,000.00
7047-300	Professional Development	-	-	2,000.00	-	1,000.00
7049-300	Travel, Meetings and Conferences	7,656.00	4,187.22	10,000.00	6,670.42	10,000.00
7053-300	Aerial Operations	25,136.00	27,146.88	27,150.00	29,150.00	29,000.00
7054-300	Gasoline	56,986.00	60,411.45	70,000.00	64,000.00	68,000.00
7055-300	Operations Supplies	9,541.00	3,219.68	9,000.00	7,000.00	8,000.00
7056-300	Pesticides	101,322.00	93,705.99	100,000.00	126,186.16	120,000.00
7057-300	Pool Notifications	7,843.00	4,458.89	8,000.00	9,000.00	8,000.00
7058-300	Safety Supplies	4,360.00	3,734.88	8,000.00	4,000.00	5,000.00
7059-300	Equipment Maintenance	2,589.00	2,551.53	3,000.00	3,000.00	3,000.00
7060-300	Facility Maintenance	64,159.00	67,557.72	90,000.00	90,000.00	88,152.80
7061-300	Grounds Maintenance	525.00	1,581.16	2,000.00	2,000.00	2,000.00
7062-300	Vehicle Maintenance	27,083.00	55,626.84	50,000.00	50,000.00	50,000.00
7063-300	Work Boots	5,085.00	4,268.80	5,500.00	4,700.00	5,500.00
7064-300	Uniforms	12,422.00	12,993.59	12,000.00	10,000.00	10,000.00
	Total Organizational Expenditures	352,861.00	367,594.48	423,650.00	435,327.58	439,652.80
	Net Expenditures	2,489,893.00	2,184,706.17	2,574,346.00	2,597,143.16	2,820,461.98

SURVEILLANCE DEPARTMENT OVERVIEW

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

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

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

Surveillance Department Budget Highlights:

- **Net Expenditures** increased \$32,838 (5.2%) over last year.
- **Salaries and Benefits** increased \$28,238 (4.8%) over the last fiscal year.
 - Includes a 4% COLA increase for all staff and potential merit increases.
 - *Salaries – Extra Help* increased \$11,973 (100%) over last fiscal year in anticipation of an Extra Help Vector Control Technician during the 2025 season.
 - *Cafeteria Benefit* increased \$15,000 (21.74%) over last year due to a planned five-year incremental adjustment beginning in 2022 (year 4 of 5).
- **Organizational Expenditures** increased \$16,002 (3.78%) over last year.
 - A *Professional Development* line item in the amount of \$500 was added.
 - *Travel, Meetings, and Conferences* increased \$1,000 (12.5%) due to rising costs of travel and conference fees.
 - A *Uniforms* line item was created in this department to address lab specific uniforms.
 - *Surveillance Supplies* decreased \$1,000 (-6.25%) due to current stock and adjusted demand.
 - The *State Certification* line item was moved from the *Operations Department* to the *Surveillance Department* and increased \$1,600 (36.4%) due to increased fees issued by the California Department of Public Health for certification as a public health vector technician.
 - The following line items were consolidated with all other departments and moved to *Non-departmental* for improved tracking and forecasting:
 - *Computer Hardware*
 - *Postage*
 - *Office Supplies*

SURVEILLANCE DEPARTMENT BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Adopted	FY 2023-2024 Estimated Actual	FY 2024-2025 Adopted
SALARIES AND BENEFITS						
7000-400	Salaries - Exempt	58,407.00	78,984.40	117,600.00	117,600.00	129,490.23
7001-400	Salaries - Non Exempt	309,321.00	205,151.43	300,773.00	300,773.00	294,461.92
7002-400	Salaries - Overtime	1,524.00	139.31	1,500.00	1,000.00	1,500.00
7003-400	Salaries - Vacation	34,765.00	10,577.10	15,566.00	15,566.00	11,792.80
7004-400	Salaries - Holiday	20,708.00	13,325.30	19,440.00	19,440.00	18,573.66
7005-400	Salaries - Sick Pay	19,896.00	3,979.85	13,300.00	13,300.00	12,712.60
7006-400	Salaries - Extra Help	-	-	-	-	11,973.75
7007-400	Medicare	6,489.00	4,383.09	6,750.00	6,750.00	6,892.80
7010-400	Cafeteria Benefit	52,124.00	39,036.13	69,000.00	60,000.00	84,000.00
7015-400	CalPERS Classic Normal Cost	-	-	-	-	-
7016-400	CalPERS PEPRA Normal Cost	31,967.00	21,866.97	35,575.00	35,575.00	35,659.12
7008-400	Social Security	-	-	-	-	685.35
	Total Salaries and Benefits	535,201.00	377,443.58	579,504.00	570,004.00	607,742.22
ORGANIZATIONAL EXPENDITURES						
7032-400	Branded Apparel	2,237.00	3,973.70	500.00	1,794.98	500.00
7034-400	Computer Software	160.00	-	500.00	500.00	500.00
7047-400	Professional Development	-	-	-	-	500.00
7049-400	Travel, Meetings and Conferences	5,015.00	3,018.15	8,000.00	8,677.79	9,000.00
7064-400	Uniforms	-	-	-	-	2,500.00
7065-400	Arbovirus Testing Supplies	15,931.00	11,207.84	20,000.00	20,000.00	20,000.00
7066-400	Mosquito Fish Supplies	1,376.00	716.72	2,500.00	500.00	2,500.00
7067-400	State Certification	-	1,190.00	4,400.00	8,251.00	6,000.00
7068-400	Surveillance Supplies	16,644.00	11,324.92	16,000.00	15,000.00	15,000.00
	Total Organizational Expenditures	41,363.00	31,431.33	51,900.00	54,723.77	56,500.00
	Net Expenditures	576,564.00	408,874.91	631,404.00	624,727.77	664,242.22

COMMUNICATIONS DEPARTMENT OVERVIEW

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

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

The Communications Department is comprised of the Director of Communications, two (2) Education Specialists, one (1) Communications Specialist, and one (1) Outreach Assistant who provide outreach to nearly 2 million residents within the District. Our outreach services include community presentations, school presentations, coordinating and staffing event booths, delivering brochures, meeting community and elected officials, and maintaining communications with community partners. The demand for our services continues to grow as more stakeholders request in-person participation, virtual presentations, and online content that staff produces in-house.

Communications Department Budget Highlights:

- **Net Expenditures** increased \$51,416 (7.8%) over last year.
- **Salaries and Benefits** increased \$50,416 (8.71%) over last fiscal year.
 - Includes a 4% COLA increase for all staff and potential merit increases.
 - *Salaries – Extra Help* increased \$11,973 (100%) over last fiscal year in anticipation of an Extra Help Outreach Assistant during the 2025 season.
 - *Cafeteria Benefit* increased \$15,000 (21.74%) over last year due to a planned five-year incremental adjustment beginning in 2022 (year 4 of 5).
 -
- **Organizational Expenditures** increased \$1,000 (1.3%) over last year.
 - The following line items were consolidated with all other departments and moved to *Non-departmental* for better tracking and forecasting:
 - *Computer Hardware*
 - *Postage*
 - *Office Supplies*
 - *Printing and Reproduction* increased \$500 (5%) due to increased costs.
 - A *Professional Development* line item in the amount of \$500 was added.
 - *Travel, Meetings, and Conferences* increased \$1,000 (10%) due to rising costs of travel and conference fees.
 - *Education Program Supplies* decreased \$2,000 (-16.67%) due to current stock and adjusted demand.
 - *Event Participation Fees* decreased \$1,000 (-50%) due to reassessed need.
 - *Media Production* increased \$1,000 (125%) due to a shift in priority toward that outreach medium.
 - *Website and Email Services* increased \$1,000 (13.3%) due to rising cost of service.

COMMUNICATIONS DEPARTMENT BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Adopted	FY 2023-2024 Estimated Actual	FY 2024-2025 Adopted
SALARIES AND BENEFITS						
7000-500	Salaries - Exempt	130,165.00	80,435.09	124,516.00	124,516.00	130,090.23
7001-500	Salaries - Non Exempt	266,826.00	299,074.00	290,195.00	290,195.00	302,227.09
7002-500	Salaries - Overtime	1,628.00	1,127.79	1,500.00	2,559.21	1,500.00
7003-500	Salaries - Vacation	21,383.00	30,976.22	15,593.00	15,593.00	15,599.20
7004-500	Salaries - Holiday	16,025.00	18,097.94	18,715.00	18,715.00	20,165.04
7005-500	Salaries - Sick Pay	16,776.00	16,441.92	12,797.00	12,797.00	14,450.00
7006-500	Salaries - Extra Help	7,323.00	11,512.62	-	-	11,973.75
7007-500	Medicare	6,473.00	6,237.85	6,671.00	6,671.00	7,108.85
7010-500	Cafeteria Benefit	50,526.00	51,584.30	69,000.00	60,000.00	84,000.00
7015-500	CalPERS Classic Normal Cost	10,030.00	10,130.62	12,087.00	12,087.00	12,570.40
7016-500	CalPERS PEPRA Normal Cost	25,409.00	24,822.59	27,671.00	27,671.00	28,791.06
7008-500	Social Security	488.00	927.73	-	-	685.35
	Total Salaries and Benefits	553,052.00	551,368.67	578,745.00	570,804.21	629,160.97
ORGANIZATIONAL EXPENDITURES						
7032-500	Branded Apparel	604.00	806.65	500.00	500.00	500.00
7034-500	Computer Software	6,382.00	3,289.13	6,000.00	6,000.00	6,000.00
7046-500	Printing and Reproduction	14,800.00	10,214.17	10,000.00	10,000.00	10,500.00
7047-500	Professional Development	-	-	-	-	500.00
7049-500	Travel, Meetings and Conferences	7,887.00	8,091.06	10,000.00	10,000.00	11,000.00
7069-500	Advertising	25,726.00	21,591.40	20,000.00	20,000.00	20,000.00
7070-500	Communication Supplies	12,993.00	5,458.16	8,000.00	8,000.00	8,000.00
7071-500	Education Program Supplies	20,190.00	5,078.84	12,000.00	12,000.00	10,000.00
7072-500	Event Participation Fees	131.00	-	2,000.00	2,000.00	1,000.00
7073-500	Media Production	6,535.00	759.26	800.00	800.00	1,800.00
7074-500	Website and Email Services	4,215.00	7,216.85	7,500.00	7,500.00	8,500.00
	Total Organizational Expenditures	99,463.00	62,505.52	76,800.00	76,800.00	77,800.00
	Net Expenditures	652,515.00	613,874.19	655,545.00	647,604.21	706,960.97

NON-DEPARTMENTAL OVERVIEW

Non-Departmental Budget Highlights:

- **Net Expenditures** increased \$479,639 (29.85%) over last fiscal year.
- **Salaries and Benefits** increased \$9,504 (1.32%) over last fiscal year.
 - *Tuition Reimbursement* increased \$4,000 (100%) due to the increased utilization of the benefit.
 - *Retiree Health Insurance* increased \$ 9,000 (19.5%) due to increased premium costs.
 - *CalPERS Classic Unfunded Liability* increased \$16,859 (14.1%) to meet the current minimum annual payment.
 - *CalPERS Post Retirement - OPEB* increased \$100,000 (200%) to meet the current Actuarially Determined Contribution amount.
 - An additional \$353,360 is earmarked for Additional Discretionary Payments (ADP) to CalPERS unfunded accrued liability.
- **Organizational Expenditures** increased \$145,135 (16.8%) over last year.
 - The following line items were consolidated from other departments and moved to *Non-departmental* for improved tracking and forecasting:
 - *Computer Hardware*
 - *Memberships*
 - *Postage*
 - *Office Supplies*
 - At the direction of the Board of Trustees, a new expenditure line item was created under Non-Departmental for *Emergency Response* and funded with \$100,000. This new line item will be used to cover unforeseen expenses associated with local disease transmission prevention and response. All funds remaining in this line item at the end of the fiscal year will be added to the designated reserve fund, *Public Health Emergency*.
 - *Computer Hardware* increased \$2,000 (7.69%) to fund scheduled replacements for existing computers.
 - *Computer Software* increased \$8,000 (26.7%) due to rising costs and an upgrade to ArcGIS Pro mapping software.
 - *Employee Recognition and Engagement* increased \$1,800 (42.9%) due to the standardization of the recognition and engagement program and associated costs.
 - *Office Supplies* decreased \$1,500 (-14.7%) due to current stock and adjusted demand.
 - *Recruitments* decreased \$6,500 (50%) because most full-time positions are now filled.
 - A new line item has been created for *Contract Services – Bookkeeping* and funded with \$16,000 for accounting services. This expense is in lieu of one full-time position, *Accounting Specialist*.
 - A new line item has been created for *Contract Services – Investment Advisory* and funded with \$10,000 for consultation fees associated with investment advisory services.
 - *Legal Services* decreased \$8,000 (20%) because the policy and personnel rules have been updated and those contract services are no longer needed.
 - VCIPA Insurance line items combined increased \$18,275 (7.1%) due to increased premiums.
- **Capital Outlay** increased \$325,000 (1300%) over last fiscal year.
 - \$50,000 has been earmarked for the purchase and outfitting of one replacement vehicle.
 - \$300,000 has been earmarked for the solar installation project and roof repair.

NON-DEPARTMENTAL BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Adopted	FY 2023-2024 Estimated Actual	FY 2024-2025 Adopted
SALARIES AND BENEFITS						
7009-600	Unemployment Insurance	19,796.00	17,112.53	24,000.00	20,000.00	20,000.00
7011-600	Group Term Life Insurance	4,489.00	4,286.14	5,500.00	5,500.00	6,000.00
7014-600	Tuition Reimbursement	1,649.00	6,046.17	4,000.00	6,000.00	8,000.00
7017-600	Retiree Health Insurance	39,803.00	39,047.28	46,000.00	45,000.00	55,000.00
7018-600	CalPERS Classic Unfunded Liability	172,234.00	161,193.00	119,585.00	115,719.00	136,444.00
7019-600	CalPERS PEPRA Unfunded Liability	8,714.00	101,286.00	-	-	-
7020-600	CalPERS Classic - ADP	578,469.00	-	-	293,509.00	323,360.00
7021-600	CalPERS PEPRA - ADP	109,555.00	-	470,215.00	176,706.00	30,000.00
7022-600	CalPERS Post Retirement - OPEB	-	42,901.00	50,000.00	50,000.00	150,000.00
	Total Salaries and Benefits	934,709.00	371,872.12	719,300.00	712,434.00	728,804.00
ORGANIZATIONAL EXPENDITURES						
7030-600	Bank Charges	17,026.00	16,446.16	21,000.00	18,000.00	22,000.00
7033-600	Computer Hardware	3,029.00	14,686.66	26,000.00	26,000.00	28,000.00
7034-600	Computer Software	23,743.00	63,652.52	30,000.00	32,385.39	38,000.00
7035-600	Emergency Response	-	-	-	-	100,000.00
7036-600	Employee Recognition and Engagement	3,097.00	1,825.29	4,200.00	4,000.00	6,000.00
7037-600	Equipment Leases	18,142.00	18,695.47	22,000.00	22,000.00	23,000.00
7038-600	Fees and Assessments	119,986.00	99,481.95	104,500.00	105,000.00	105,000.00
7039-600	Field Communications	54,108.00	34,916.19	50,000.00	27,000.00	50,000.00
7040-600	Internet Services	12,916.00	12,993.53	20,000.00	9,000.00	20,000.00
7041-600	Membership Dues	22,165.00	32,140.03	39,000.00	31,547.58	40,000.00
7042-600	Misceallaneous Expenses	3,303.00	1,873.71	3,000.00	25.00	3,000.00
7043-600	Office Supplies	10,914.00	18,325.88	10,200.00	6,163.99	8,700.00
7044-600	Phone Services	10,555.00	22,645.14	25,000.00	17,500.00	25,000.00
7045-600	Postage	882.00	6,312.87	2,400.00	1,250.00	1,500.00
7048-600	Recruitments	18,475.00	13,160.65	13,000.00	6,000.00	6,500.00
7050-600	Electric Utility Services	32,566.00	36,677.15	35,500.00	34,000.00	36,500.00
7051-600	Gas Utility Services	2,965.00	3,829.03	4,200.00	3,000.00	4,300.00
7052-600	Water Utility Services	1,983.00	1,858.34	2,500.00	2,500.00	2,600.00
7080-600	Contract Services: Assessment Administration	-	78,339.18	19,000.00	20,000.00	20,000.00
7081-600	Contract Services: Auditor	21,458.00	13,000.00	20,000.00	16,230.00	19,000.00
7082-600	Contract Services: Bookkeeping	-	-	-	17,000.00	16,000.00
7083-600	Contract Services: Information Technology	42,869.00	50,334.00	60,000.00	34,000.00	60,000.00
7084-600	Contract Services: Investment Advisory	-	-	-	-	10,000.00
7085-600	Contract Services: Legal	45,282.00	45,818.97	40,000.00	45,000.00	32,000.00
7086-600	Other Contract Services	1,650.00	-	5,000.00	2,500.00	5,000.00
7090-600	Insurance: VCJPA Automobile	2,607.00	2,607.00	2,834.00	2,832.00	4,000.00
7091-600	Insurance: VCJPA General Fund	5,391.00	4,230.00	2,095.00	3,726.00	5,000.00
7092-600	Insurance: VCJPA Liability	104,453.00	126,981.00	131,279.00	118,087.00	145,000.00
7093-600	Insurance: VCJPA Property	7,795.00	8,694.00	19,593.00	20,008.00	21,000.00
7094-600	Insurance: VCJPA Workers' Comp	87,957.00	179,876.00	144,664.00	112,417.00	145,000.00
7095-600	Other Insurance	4,212.00	3,109.82	5,500.00	888.83	5,500.00
	Total Organizational Expenditures	679,529.00	912,510.54	862,465.00	738,060.79	1,007,600.00
CAPITAL OUTLAY						
8000-600	Capital Outlay - General	111,781.00	40,836.00	25,000.00	13,869.27	350,000.00
	Net Expenditures	1,726,019.00	1,325,218.66	1,606,765.00	1,464,364.06	2,086,404.00

CAPITAL OUTLAY SUMMARY

<u>ACCOUNT CLASSIFICATION</u>	<u>FY 2021-2022 Actual</u>	<u>FY 2022-2023 Actual</u>	<u>FY 2023-2024 Adopted</u>	<u>FY 2023-2024 Estimated Actual</u>	<u>FY 2024-2025 Adopted</u>
OPERATING FUND					
Capital Outlay	203,583.00	40,836.00	25,000.00	25,000.00	350,000.00
Total Operating Fund	<u>203,583.00</u>	<u>40,836.00</u>	<u>25,000.00</u>	<u>25,000.00</u>	<u>350,000.00</u>

FY 2024/25:

\$50,000 has been earmarked for the purchase and outfitting of one replacement vehicle.
\$300,000 has been earmarked for the solar installation project and roof repair.

RESERVES SUMMARY

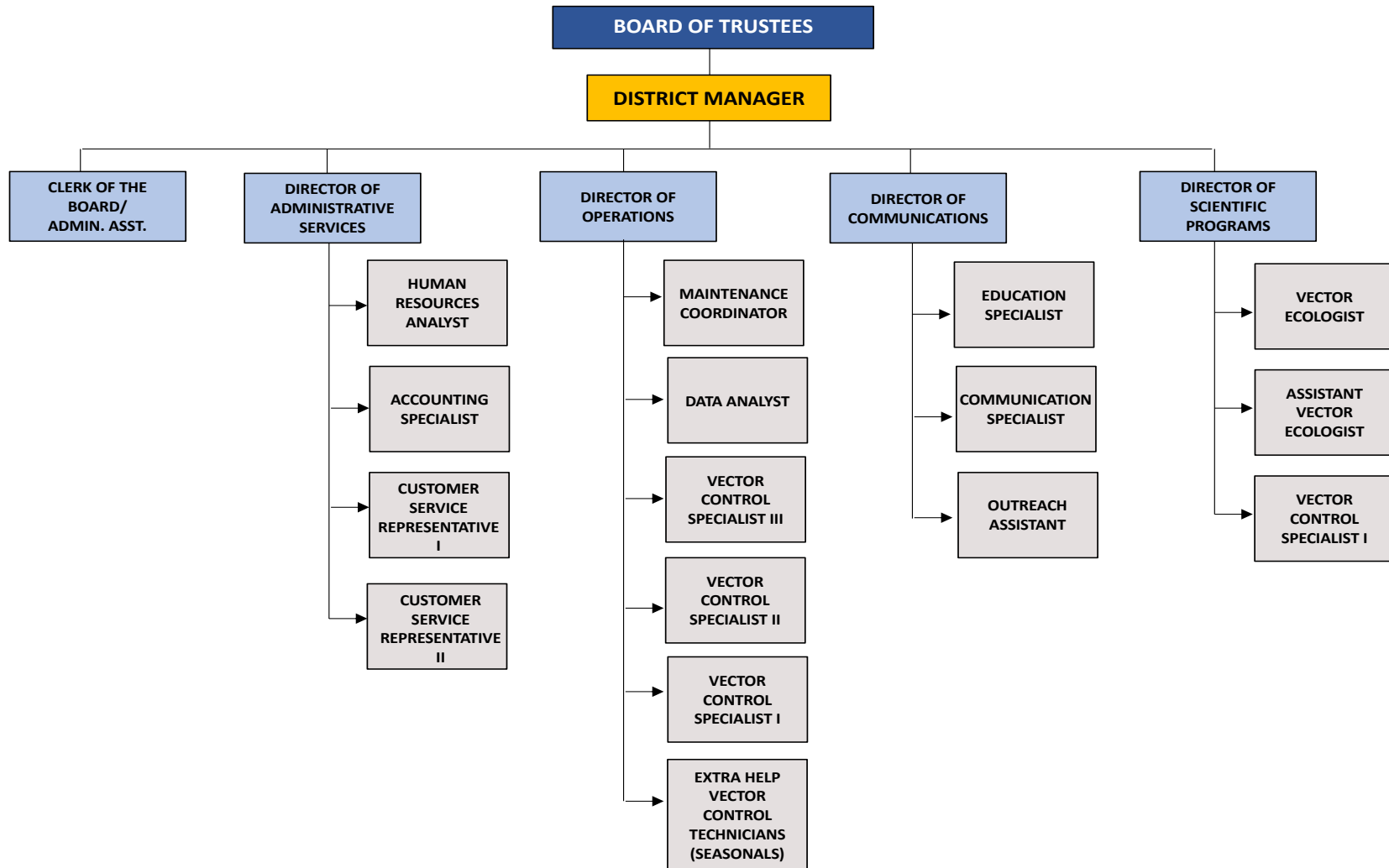
ACCOUNT NUMBER & DESCRIPTION	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Adopted	FY 2023-2024 Estimated Actual	FY 2024-2025 Adopted
DESIGNATED RESERVES					
3100 - PUBLIC HEALTH EMERGENCY					
Balance	1,326,200.00	500,000.00	500,000.00	-	500,000.00
Transfers In	-	-	-	-	-
Transfers Out	(826,000.00)	-	-	-	-
Net (Use of) Addition to Reserves	500,200.00	500,000.00	500,000.00	-	500,000.00
3101 - CAPITAL PROJECTS					
Balance	650,000.00	300,000.00	300,000.00	-	325,000.00
Transfers In	266,427.00	-	25,000.00	-	-
Transfers Out	(616,427.00)	-	-	-	-
Net (Use of) Addition to Reserves	300,000.00	300,000.00	325,000.00	-	325,000.00
3102 - PENSION LIABILITY					
Balance	200,258.00	400,000.00	313,000.00	-	313,000.00
Transfers In	400,000.00	-	-	-	-
Transfers Out	(200,258.00)	(87,000.00)	-	-	-
Net (Use of) Addition to Reserves	400,000.00	313,000.00	313,000.00	-	313,000.00
3103 - BUILDING/FACILITIES					
Balance	224,761.00	100,000.00	85,000.00	-	110,000.00
Transfers In	-	-	25,000.00	-	-
Transfers Out	(124,761.00)	(15,000.00)	-	-	-
Net (Use of) Addition to Reserves	100,000.00	85,000.00	110,000.00	-	110,000.00
3104 - VEHICLE REPLACEMENT					
Balance	105,761.00	100,000.00	57,500.00	-	57,500.00
Transfers In	100,000.00	-	-	-	7,500.00
Transfers Out	(105,761.00)	(42,500.00)	-	-	-
Net (Use of) Addition to Reserves	100,000.00	57,500.00	57,500.00	-	65,000.00
3105 - PROP 218 BALLOT INITIATIVE					
Balance	-	-	-	-	-
Transfers In	-	-	-	-	525,000.00
Transfers Out	-	-	-	-	-
Net (Use of) Addition to Reserves	-	-	-	-	525,000.00
3106 - STERILE INSECT TECHNIQUE					
Balance	-	-	-	-	-
Transfers In	-	-	-	-	122,500.00
Transfers Out	-	-	-	-	-
Net (Use of) Addition to Reserves	-	-	-	-	122,500.00
Total Designated Reserves	1,400,200.00	1,255,500.00	1,305,500.00	-	1,960,500.00
RESTRICTED RESERVES					
3180 - VCIPA PROPERTY CONTIGENCY FUND	132,472.00	134,000.00	137,000.00	154,466.00	155,000.00
Total Restricted Reserves	132,472.00	134,000.00	137,000.00	154,466.00	155,000.00
GRAND TOTAL RESERVES	1,532,672.00	1,389,500.00	1,442,500.00	154,466.00	2,115,500.00

PERSONNEL SUMMARY

TITLES	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Adopted	FY 2024-2025 Adopted
EXECUTIVE (100)				
District Manager	1	1	1	1
Clerk of the Board/Administrative Assistant	1	1	1	1
Department Total	2	2	2	2
ADMINISTRATION (200)				
Director of Administrative Services	1	1	1	1
Human Resources Analyst	1	1	1	1
Accounting Specialist	0	1	1	0
Customer Service Representative II	1	1	2	2
Customer Service Representative I	1	0	0	0
Department Total	4	4	5	4
OPERATIONS (300)				
Director of Operations	1	1	1	1
Maintenance Coordinator	0	0	1	1
Data Analyst	1	1	1	1
Vector Control Specialist III	2	2	2	2
Vector Control Specialist II	8	8	8	8
Vector Control Specialist I	4	4	4	4
Limited Term Vector Control Technician	2	1	0	0
Customer Service Representative I	1	1	0	0
Department Total	19	18	17	17
SURVEILLANCE (400)				
Director of Scientific Programs	1	1	1	1
Vector Ecologist	2	1	1	1
Assistant Vector Ecologist	2	1	1	1
Vector Control Specialist I	1	2	2	2
Limited Term Vector Control Technician	1	1	0	0
Department Total	7	6	5	5
COMMUNICATIONS (500)				
Director of Communications	0	1	1	1
Public Information Officer	1	0	0	0
Education Specialist	2	2	2	2
Communications Specialist	1	1	1	1
Outreach Assistant	1	1	1	1
Department Total	5	5	5	5
TOTAL FULL TIME EMPLOYEES	37	35	34	33
SEASONALS				
Extra Help Vector Control Technician (Operations)	9	10	8	10
Extra Help Vector Control Technician (Surveillance)	0	0	0	0
Extra Help Outreach Assistance	1	0	0	0
TOTAL SEASONAL EMPLOYEES	10	10	8	10
TOTAL DISTRICT EMPLOYEES	47	45	42	43

ORGANIZATIONAL CHART

San Gabriel Valley Mosquito & Vector Control District



FY 2024-2025 Salary Schedule (Effective 7-1-2024)

CALPERS PEPR A MEMBERS

Title	Step 1	Step 1.5	Step 2	Step 2.5	Step 3	Step 3.5	Step 4	Step 4.5	Step 5	
District Manager (EXEMPT)	173,012.74	178,410.73	183,828.74	189,236.74	194,644.74	200,052.74	205,460.74	210,868.74	216,276.74	Annual
	14,417.73	14,867.56	15,319.06	15,769.73	16,220.39	16,671.06	17,121.73	17,572.39	18,023.06	Monthly
	6,654.34	6,861.95	7,070.34	7,278.34	7,486.34	7,694.34	7,902.34	8,110.34	8,318.34	Bi-Weekly
	83.18	85.77	88.38	90.98	93.58	96.18	98.78	101.38	103.98	Hourly
Director of Scientific Programs (EXEMPT)	109,630.98	113,048.83	116,488.32	119,906.18	123,324.03	126,763.52	130,181.38	133,599.23	137,038.72	Annual
	9,135.91	9,420.74	9,707.36	9,992.18	10,277.00	10,563.63	10,848.45	11,133.27	11,419.89	Monthly
	4,216.58	4,348.03	4,480.32	4,611.78	4,743.23	4,875.52	5,006.98	5,138.43	5,270.72	Bi-Weekly
	52.71	54.35	56.00	57.65	59.29	60.94	62.59	64.23	65.88	Hourly
Director of Operations (EXEMPT)	109,630.98	113,048.83	116,488.32	119,906.18	123,324.03	126,763.52	130,181.38	133,599.23	137,038.72	Annual
	9,135.91	9,420.74	9,707.36	9,992.18	10,277.00	10,563.63	10,848.45	11,133.27	11,419.89	Monthly
	4,216.58	4,348.03	4,480.32	4,611.78	4,743.23	4,875.52	5,006.98	5,138.43	5,270.72	Bi-Weekly
	52.71	54.35	56.00	57.65	59.29	60.94	62.59	64.23	65.88	Hourly
Director of Communications (EXEMPT)	109,630.98	113,048.83	116,488.32	119,906.18	123,324.03	126,763.52	130,181.38	133,599.23	137,038.72	Annual
	9,135.91	9,420.74	9,707.36	9,992.18	10,277.00	10,563.63	10,848.45	11,133.27	11,419.89	Monthly
	4,216.58	4,348.03	4,480.32	4,611.78	4,743.23	4,875.52	5,006.98	5,138.43	5,270.72	Bi-Weekly
	52.71	54.35	56.00	57.65	59.29	60.94	62.59	64.23	65.88	Hourly
Director of Administrative Services (EXEMPT)	109,630.98	113,048.83	116,488.32	119,906.18	123,324.03	126,763.52	130,181.38	133,599.23	137,038.72	Annual
	9,135.91	9,420.74	9,707.36	9,992.18	10,277.00	10,563.63	10,848.45	11,133.27	11,419.89	Monthly
	4,216.58	4,348.03	4,480.32	4,611.78	4,743.23	4,875.52	5,006.98	5,138.43	5,270.72	Bi-Weekly
	52.71	54.35	56.00	57.65	59.29	60.94	62.59	64.23	65.88	Hourly
Clerk of the Board/Admin. Assistant (EXEMPT)	71,688.45	73,938.18	76,187.90	78,416.00	80,665.73	82,893.82	85,143.55	87,371.65	89,621.38	Annual
	5,974.04	6,161.51	6,348.99	6,534.67	6,722.14	6,907.82	7,095.30	7,280.97	7,468.45	Monthly
	2,757.25	2,843.78	2,930.30	3,016.00	3,102.53	3,188.22	3,274.75	3,360.45	3,446.98	Bi-Weekly
	34.47	35.55	36.63	37.70	38.78	39.85	40.93	42.01	43.09	Hourly
Human Resources Analyst (EXEMPT)	77,550.72	79,973.50	82,396.29	84,819.07	87,241.86	89,664.64	92,087.42	94,510.21	96,932.99	Annual
	6,462.56	6,664.46	6,866.36	7,068.26	7,270.15	7,472.05	7,673.95	7,875.85	8,077.75	Monthly
	2,982.72	3,075.90	3,169.09	3,262.27	3,355.46	3,448.64	3,541.82	3,635.01	3,728.19	Bi-Weekly
	37.28	38.45	39.61	40.78	41.94	43.11	44.27	45.44	46.60	Hourly
Public Information Officer (EXEMPT)	92,563.33	95,462.02	98,360.70	101,259.39	106,862.08	107,035.14	109,912.19	112,832.51	115,709.57	Annual
	7,713.61	7,955.17	8,196.73	8,438.28	8,905.17	8,919.59	9,159.35	9,402.71	9,642.46	Monthly
	3,560.13	3,671.62	3,783.10	3,894.59	4,110.08	4,116.74	4,227.39	4,339.71	4,450.37	Bi-Weekly
	44.50	45.90	47.29	48.68	51.38	51.46	52.84	54.25	55.63	Hourly
Accounting Specialist	68,703.23	70,844.80	72,986.37	75,149.57	77,291.14	79,432.70	81,574.27	83,737.47	85,879.04	Annual
	5,725.27	5,903.73	6,082.20	6,262.46	6,440.93	6,619.39	6,797.86	6,978.12	7,156.59	Monthly
	2,642.43	2,724.80	2,807.17	2,890.37	2,972.74	3,055.10	3,137.47	3,220.67	3,303.04	Bi-Weekly
	33.03	34.06	35.09	36.13	37.16	38.19	39.22	40.26	41.29	Hourly
Assistant Vector Ecologist	79,064.96	81,531.01	83,997.06	86,463.10	88,929.15	91,416.83	93,882.88	96,348.93	98,814.98	Annual
	6,588.75	6,794.25	6,999.75	7,205.26	7,410.76	7,618.07	7,823.57	8,029.08	8,234.58	Monthly
	3,040.96	3,135.81	3,230.66	3,325.50	3,420.35	3,516.03	3,610.88	3,705.73	3,800.58	Bi-Weekly
	38.01	39.20	40.38	41.57	42.75	43.95	45.14	46.32	47.51	Hourly
Communications Specialist	62,905.86	64,874.37	66,821.25	68,789.76	70,758.27	72,726.78	74,695.30	76,663.81	78,632.32	Annual
	5,242.15	5,406.20	5,568.44	5,732.48	5,896.52	6,060.57	6,224.61	6,388.65	6,552.69	Monthly
	2,419.46	2,495.17	2,570.05	2,645.76	2,721.47	2,797.18	2,872.90	2,948.61	3,024.32	Bi-Weekly
	30.24	31.19	32.13	33.07	34.02	34.96	35.91	36.86	37.80	Hourly
Customer Service Representative II	51,895.17	53,517.57	55,139.97	56,762.37	58,384.77	60,007.17	61,629.57	63,230.34	64,852.74	Annual
	4,324.60	4,459.80	4,595.00	4,730.20	4,865.40	5,000.60	5,135.80	5,269.19	5,404.39	Monthly
	1,995.97	2,058.37	2,120.77	2,183.17	2,245.57	2,307.97	2,370.37	2,431.94	2,494.34	Bi-Weekly
	24.95	25.73	26.51	27.29	28.07	28.85	29.63	30.40	31.18	Hourly

FY 2024-2025 Salary Schedule (Effective 7-1-2024)

CALPERS PEPRA MEMBERS

Title	Step 1	Step 1.5	Step 2	Step 2.5	Step 3	Step 3.5	Step 4	Step 4.5	Step 5	
Customer Service Representative I	46,162.69	47,590.40	49,039.74	50,489.09	51,916.80	53,366.14	54,815.49	56,243.20	57,692.54	Annual
	3,846.89	3,965.87	4,086.65	4,207.42	4,326.40	4,447.18	4,567.96	4,686.93	4,807.71	Monthly
	1,775.49	1,830.40	1,886.14	1,941.89	1,996.80	2,052.54	2,108.29	2,163.20	2,218.94	Bi-Weekly
	22.19	22.88	23.58	24.27	24.96	25.66	26.35	27.04	27.74	Hourly
Data Analyst	70,477.06	72,683.52	74,889.98	77,096.45	79,281.28	81,487.74	83,694.21	85,900.67	88,107.14	Annual
	5,873.09	6,056.96	6,240.83	6,424.70	6,606.77	6,790.65	6,974.52	7,158.39	7,342.26	Monthly
	2,710.66	2,795.52	2,880.38	2,965.25	3,049.28	3,134.14	3,219.01	3,303.87	3,388.74	Bi-Weekly
	33.88	34.94	36.00	37.07	38.12	39.18	40.24	41.30	42.36	Hourly
Education Specialist	76,793.60	79,194.75	81,595.90	83,997.06	86,398.21	88,799.36	91,200.51	93,601.66	96,002.82	Annual
	6,399.47	6,599.56	6,799.66	6,999.75	7,199.85	7,399.95	7,600.04	7,800.14	8,000.23	Monthly
	2,953.60	3,045.95	3,138.30	3,230.66	3,323.01	3,415.36	3,507.71	3,600.06	3,692.42	Bi-Weekly
	36.92	38.07	39.23	40.38	41.54	42.69	43.85	45.00	46.16	Hourly
Maintenance Coordinator	89,816.06	92,628.22	95,440.38	98,252.54	101,043.07	103,855.23	106,667.39	109,479.55	112,270.08	Annual
	7,484.67	7,719.02	7,953.37	8,187.71	8,420.26	8,654.60	8,888.95	9,123.30	9,355.84	Monthly
	3,454.46	3,562.62	3,670.78	3,778.94	3,886.27	3,994.43	4,102.59	4,210.75	4,318.08	Bi-Weekly
	43.18	44.53	45.88	47.24	48.58	49.93	51.28	52.63	53.98	Hourly
Outreach Assistant	56,610.94	58,384.77	60,136.96	61,910.78	63,684.61	65,458.43	67,210.62	68,984.45	70,758.27	Annual
	4,717.58	4,865.40	5,011.41	5,159.23	5,307.05	5,454.87	5,600.89	5,748.70	5,896.52	Monthly
	2,177.34	2,245.57	2,312.96	2,381.18	2,449.41	2,517.63	2,585.02	2,653.25	2,721.47	Bi-Weekly
	27.22	28.07	28.91	29.76	30.62	31.47	32.31	33.17	34.02	Hourly
Vector Control Specialist III	79,281.28	81,768.96	84,256.64	86,722.69	89,210.37	91,676.42	94,164.10	96,630.14	99,117.82	Annual
	6,606.77	6,814.08	7,021.39	7,226.89	7,434.20	7,639.70	7,847.01	8,052.51	8,259.82	Monthly
	3,049.28	3,144.96	3,240.64	3,335.49	3,431.17	3,526.02	3,621.70	3,716.54	3,812.22	Bi-Weekly
	38.12	39.31	40.51	41.69	42.89	44.08	45.27	46.46	47.65	Hourly
Vector Control Specialist II	72,077.82	74,327.55	76,577.28	78,827.01	81,076.74	83,326.46	85,576.19	87,825.92	90,097.28	Annual
	6,006.49	6,193.96	6,381.44	6,568.92	6,756.39	6,943.87	7,131.35	7,318.83	7,508.11	Monthly
	2,772.22	2,858.75	2,945.28	3,031.81	3,118.34	3,204.86	3,291.39	3,377.92	3,465.28	Bi-Weekly
	34.65	35.73	36.82	37.90	38.98	40.06	41.14	42.22	43.32	Hourly
Vector Control Specialist I	64,852.74	66,864.51	68,897.92	70,931.33	72,964.74	74,976.51	77,009.92	79,043.33	81,055.10	Annual
	5,404.39	5,572.04	5,741.49	5,910.94	6,080.39	6,248.04	6,417.49	6,586.94	6,754.59	Monthly
	2,494.34	2,571.71	2,649.92	2,728.13	2,806.34	2,883.71	2,961.92	3,040.13	3,117.50	Bi-Weekly
	31.18	32.15	33.12	34.10	35.08	36.05	37.02	38.00	38.97	Hourly
Vector Ecologist	87,825.92	90,573.18	93,320.45	96,067.71	98,814.98	101,562.24	104,309.50	107,056.77	109,804.03	Annual
	7,318.83	7,547.77	7,776.70	8,005.64	8,234.58	8,463.52	8,692.46	8,921.40	9,150.34	Monthly
	3,377.92	3,483.58	3,589.25	3,694.91	3,800.58	3,906.24	4,011.90	4,117.57	4,223.23	Bi-Weekly
	42.22	43.54	44.87	46.19	47.51	48.83	50.15	51.47	52.79	Hourly

FY 2024-2025 Salary Schedule (Effective 7-1-2024)

CALPERS CLASSIC MEMBERS

Title	Step 1	Step 1.5	Step 2	Step 2.5	Step 3	Step 3.5	Step 4	Step 4.5	Step 5	
District Manager (EXEMPT)	181,665.54	187,333.12	193,022.34	198,689.92	204,379.14	210,046.72	215,735.94	221,403.52	227,071.10	Annual
	15,138.79	15,611.09	16,085.19	16,557.49	17,031.59	17,503.89	17,977.99	18,450.29	18,922.59	Monthly
	6,987.14	7,205.12	7,423.94	7,641.92	7,860.74	8,078.72	8,297.54	8,515.52	8,733.50	Bi-Weekly
	87.34	90.06	92.80	95.52	98.26	100.98	103.72	106.44	109.17	Hourly
Director of Scientific Programs (EXEMPT)	115,103.87	117,321.15	119,538.43	121,755.71	123,972.99	126,190.27	136,692.61	140,283.52	143,874.43	Annual
	9,591.99	9,776.76	9,961.54	10,146.31	10,331.08	10,515.86	11,391.05	11,690.29	11,989.54	Monthly
	4,427.07	4,512.35	4,597.63	4,682.91	4,768.19	4,853.47	5,257.41	5,395.52	5,533.63	Bi-Weekly
	55.34	56.40	57.47	58.54	59.60	60.67	65.72	67.44	69.17	Hourly
Director of Operations (EXEMPT)	115,103.87	118,694.78	122,523.65	125,898.24	129,489.15	133,101.70	136,692.61	140,283.52	143,874.43	Annual
	9,591.99	9,891.23	10,210.30	10,491.52	10,790.76	11,091.81	11,391.05	11,690.29	11,989.54	Monthly
	4,427.07	4,565.18	4,712.45	4,842.24	4,980.35	5,119.30	5,257.41	5,395.52	5,533.63	Bi-Weekly
	55.34	57.06	58.91	60.53	62.25	63.99	65.72	67.44	69.17	Hourly
Director of Communications (EXEMPT)	115,103.87	118,694.78	122,523.65	125,898.24	129,489.15	133,101.70	136,692.61	140,283.52	143,874.43	Annual
	9,591.99	9,891.23	10,210.30	10,491.52	10,790.76	11,091.81	11,391.05	11,690.29	11,989.54	Monthly
	4,427.07	4,565.18	4,712.45	4,842.24	4,980.35	5,119.30	5,257.41	5,395.52	5,533.63	Bi-Weekly
	55.34	57.06	58.91	60.53	62.25	63.99	65.72	67.44	69.17	Hourly
Director of Administrative Services (EXEMPT)	115,103.87	118,694.78	122,523.65	125,898.24	129,489.15	133,101.70	136,692.61	140,283.52	143,874.43	Annual
	9,591.99	9,891.23	10,210.30	10,491.52	10,790.76	11,091.81	11,391.05	11,690.29	11,989.54	Monthly
	4,427.07	4,565.18	4,712.45	4,842.24	4,980.35	5,119.30	5,257.41	5,395.52	5,533.63	Bi-Weekly
	55.34	57.06	58.91	60.53	62.25	63.99	65.72	67.44	69.17	Hourly
Clerk of the Board/Admin. Assistant (EXEMPT)	75,279.36	77,637.25	79,995.14	82,353.02	84,689.28	87,047.17	89,405.06	91,762.94	94,099.20	Annual
	6,273.28	6,469.77	6,666.26	6,862.75	7,057.44	7,253.93	7,450.42	7,646.91	7,841.60	Monthly
	2,895.36	2,986.05	3,076.74	3,167.42	3,257.28	3,347.97	3,438.66	3,529.34	3,619.20	Bi-Weekly
	36.19	37.33	38.46	39.59	40.72	41.85	42.98	44.12	45.24	Hourly
Human Resources Analyst (EXEMPT)	82,244.86	84,819.07	87,371.65	89,945.86	92,520.06	95,094.27	97,668.48	100,221.06	102,795.26	Annual
	6,853.74	7,068.26	7,280.97	7,495.49	7,710.01	7,924.52	8,139.04	8,351.75	8,566.27	Monthly
	3,163.26	3,262.27	3,360.45	3,459.46	3,558.46	3,657.47	3,756.48	3,854.66	3,953.66	Bi-Weekly
	39.54	40.78	42.01	43.24	44.48	45.72	46.96	48.18	49.42	Hourly
Public Information Officer (EXEMPT)	97,257.47	100,307.58	103,336.06	106,386.18	109,414.66	112,464.77	115,493.25	118,543.36	121,571.84	Annual
	8,104.79	8,358.97	8,611.34	8,865.51	9,117.89	9,372.06	9,624.44	9,878.61	10,130.99	Monthly
	3,740.67	3,857.98	3,974.46	4,091.78	4,208.26	4,325.57	4,442.05	4,559.36	4,675.84	Bi-Weekly
	46.76	48.22	49.68	51.15	52.60	54.07	55.53	56.99	58.45	Hourly
Accounting Specialist	72,142.72	69,784.83	71,883.14	74,003.07	76,123.01	78,242.94	85,662.72	87,912.45	90,162.18	Annual
	6,011.89	5,815.40	5,990.26	6,166.92	6,343.58	6,520.25	7,138.56	7,326.04	7,513.51	Monthly
	2,774.72	2,684.03	2,764.74	2,846.27	2,927.81	3,009.34	3,294.72	3,381.25	3,467.78	Bi-Weekly
	34.68	33.55	34.56	35.58	36.60	37.62	41.18	42.27	43.35	Hourly
Assistant Vector Ecologist	83,001.98	85,597.82	88,193.66	90,789.50	93,385.34	95,981.18	98,577.02	101,172.86	103,768.70	Annual
	6,916.83	7,133.15	7,349.47	7,565.79	7,782.11	7,998.43	8,214.75	8,431.07	8,647.39	Monthly
	3,192.38	3,292.22	3,392.06	3,491.90	3,591.74	3,691.58	3,791.42	3,891.26	3,991.10	Bi-Weekly
	39.90	41.15	42.40	43.65	44.90	46.14	47.39	48.64	49.89	Hourly
Communications Specialist	66,042.50	68,097.54	70,174.21	72,229.25	74,305.92	76,360.96	78,416.00	80,492.67	82,547.71	Annual
	5,503.54	5,674.79	5,847.85	6,019.10	6,192.16	6,363.41	6,534.67	6,707.72	6,878.98	Monthly
	2,540.10	2,619.14	2,699.01	2,778.05	2,857.92	2,936.96	3,016.00	3,095.87	3,174.91	Bi-Weekly
	31.75	32.74	33.74	34.73	35.72	36.71	37.70	38.70	39.69	Hourly
Customer Service Representative II	54,491.01	56,178.30	57,887.23	59,596.16	61,305.09	62,992.38	64,701.31	66,410.24	68,097.54	Annual
	4,540.92	4,681.53	4,823.94	4,966.35	5,108.76	5,249.37	5,391.78	5,534.19	5,674.79	Monthly
	2,095.81	2,160.70	2,226.43	2,292.16	2,357.89	2,422.78	2,488.51	2,554.24	2,619.14	Bi-Weekly
	26.20	27.01	27.83	28.65	29.47	30.28	31.11	31.93	32.74	Hourly

FY 2024-2025 Salary Schedule (Effective 7-1-2024)

CALPERS CLASSIC MEMBERS

Title	Step 1	Step 1.5	Step 2	Step 2.5	Step 3	Step 3.5	Step 4	Step 4.5	Step 5	
Customer Service Representative I	48,455.68	49,969.92	51,484.16	52,998.40	54,512.64	56,048.51	57,562.75	59,076.99	60,591.23	Annual
	4,037.97	4,164.16	4,290.35	4,416.53	4,542.72	4,670.71	4,796.90	4,923.08	5,049.27	Monthly
	1,863.68	1,921.92	1,980.16	2,038.40	2,096.64	2,155.71	2,213.95	2,272.19	2,330.43	Bi-Weekly
	23.30	24.02	24.75	25.48	26.21	26.95	27.67	28.40	29.13	Hourly
Data Analyst	74,003.07	76,274.43	78,632.32	80,946.94	83,261.57	85,554.56	87,869.18	90,183.81	92,498.43	Annual
	6,166.92	6,356.20	6,552.69	6,745.58	6,938.46	7,129.55	7,322.43	7,515.32	7,708.20	Monthly
	2,846.27	2,933.63	3,024.32	3,113.34	3,202.37	3,290.56	3,379.58	3,468.61	3,557.63	Bi-Weekly
	35.58	36.67	37.80	38.92	40.03	41.13	42.24	43.36	44.47	Hourly
Education Specialist	80,644.10	83,153.41	85,684.35	88,193.66	90,724.61	93,233.92	95,764.86	98,274.18	100,805.12	Annual
	6,720.34	6,929.45	7,140.36	7,349.47	7,560.38	7,769.49	7,980.41	8,189.51	8,400.43	Monthly
	3,101.70	3,198.21	3,295.55	3,392.06	3,489.41	3,585.92	3,683.26	3,779.78	3,877.12	Bi-Weekly
	38.77	39.98	41.19	42.40	43.62	44.82	46.04	47.25	48.46	Hourly
Maintenance Coordinator	94,315.52	97,257.47	100,199.42	103,163.01	106,104.96	109,046.91	111,988.86	114,952.45	117,894.40	Annual
	7,859.63	8,104.79	8,349.95	8,596.92	8,842.08	9,087.24	9,332.41	9,579.37	9,824.53	Monthly
	3,627.52	3,740.67	3,853.82	3,967.81	4,080.96	4,194.11	4,307.26	4,421.25	4,534.40	Bi-Weekly
	45.34	46.76	48.17	49.60	51.01	52.43	53.84	55.27	56.68	Hourly
Outreach Assistant	59,444.74	61,305.09	63,143.81	65,004.16	66,864.51	68,724.86	70,585.22	72,445.57	74,305.92	Annual
	4,953.73	5,108.76	5,261.98	5,417.01	5,572.04	5,727.07	5,882.10	6,037.13	6,192.16	Monthly
	2,286.34	2,357.89	2,428.61	2,500.16	2,571.71	2,643.26	2,714.82	2,786.37	2,857.92	Bi-Weekly
	28.58	29.47	30.36	31.25	32.15	33.04	33.94	34.83	35.72	Hourly
Vector Control Specialist III	83,239.94	85,857.41	88,453.25	91,049.09	93,644.93	96,262.40	98,858.24	101,454.08	104,049.92	Annual
	6,936.66	7,154.78	7,371.10	7,587.42	7,803.74	8,021.87	8,238.19	8,454.51	8,670.83	Monthly
	3,201.54	3,302.21	3,402.05	3,501.89	3,601.73	3,702.40	3,802.24	3,902.08	4,001.92	Bi-Weekly
	40.02	41.28	42.53	43.77	45.02	46.28	47.53	48.78	50.02	Hourly
Vector Control Specialist II	75,690.37	78,048.26	80,406.14	82,785.66	85,143.55	87,501.44	89,880.96	92,238.85	94,596.74	Annual
	6,307.53	6,504.02	6,700.51	6,898.81	7,095.30	7,291.79	7,490.08	7,686.57	7,883.06	Monthly
	2,911.17	3,001.86	3,092.54	3,184.06	3,274.75	3,365.44	3,456.96	3,547.65	3,638.34	Bi-Weekly
	36.39	37.52	38.66	39.80	40.93	42.07	43.21	44.35	45.48	Hourly
Vector Control Specialist I	68,119.17	70,239.10	72,359.04	74,500.61	76,620.54	78,762.11	80,665.73	83,001.98	85,143.55	Annual
	5,676.60	5,853.26	6,029.92	6,208.38	6,385.05	6,563.51	6,722.14	6,916.83	7,095.30	Monthly
	2,619.97	2,701.50	2,783.04	2,865.41	2,946.94	3,029.31	3,102.53	3,192.38	3,274.75	Bi-Weekly
	32.75	33.77	34.79	35.82	36.84	37.87	38.78	39.90	40.93	Hourly
Vector Ecologist	92,238.85	95,115.90	97,992.96	100,870.02	103,747.07	106,645.76	109,522.82	112,399.87	115,276.93	Annual
	7,686.57	7,926.33	8,166.08	8,405.83	8,645.59	8,887.15	9,126.90	9,366.66	9,606.41	Monthly
	3,547.65	3,658.30	3,768.96	3,879.62	3,990.27	4,101.76	4,212.42	4,323.07	4,433.73	Bi-Weekly
	44.35	45.73	47.11	48.50	49.88	51.27	52.66	54.04	55.42	Hourly

FY 2024-2025 Salary Schedule (Effective 7-1-2024)

EXTRA HELP

Title	Step 1	Step 1.5	Step 2	Step 2.5	Step 3	Step 3.5	Step 4	Step 4.5	Step 5	
Extra Help Vector Control Technician	3,187.11	3,286.26	3,387.21	3,486.36	3,585.50	3,684.65	3,785.60	3,884.75	3,983.89	Monthly
	1,470.98	1,516.74	1,563.33	1,609.09	1,654.85	1,700.61	1,747.20	1,792.96	1,838.72	Bi-Weekly
	18.39	18.96	19.54	20.11	20.69	21.26	21.84	22.41	22.98	Hourly
Extra Help Assistant Vector Ecologist	3,187.11	3,286.26	3,387.21	3,486.36	3,585.50	3,684.65	3,785.60	3,884.75	3,983.89	Monthly
	1,470.98	1,516.74	1,563.33	1,609.09	1,654.85	1,700.61	1,747.20	1,792.96	1,838.72	Bi-Weekly
	18.39	18.96	19.54	20.11	20.69	21.26	21.84	22.41	22.98	Hourly
Extra Help Outreach Assistant	3,187.11	3,286.26	3,387.21	3,486.36	3,585.50	3,684.65	3,785.60	3,884.75	3,983.89	Monthly
	1,470.98	1,516.74	1,563.33	1,609.09	1,654.85	1,700.61	1,747.20	1,792.96	1,838.72	Bi-Weekly
	18.39	18.96	19.54	20.11	20.69	21.26	21.84	22.41	22.98	Hourly
Limited Term Vector Control Technician	42,744.83	44,086.02	45,427.20	46,746.75	48,087.94	49,429.12	50,770.30	52,089.86	53,431.04	Annual
	3,562.07	3,673.83	3,785.60	3,895.56	4,007.33	4,119.09	4,230.86	4,340.82	4,452.59	Monthly
	1,644.03	1,695.62	1,747.20	1,797.95	1,849.54	1,901.12	1,952.70	2,003.46	2,055.04	Bi-Weekly
	20.55	21.20	21.84	22.47	23.12	23.76	24.41	25.04	25.69	Hourly

RESOLUTION NO. 2024-02**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT DETERMINING AND ORDERING THE RATE OF THE ASSESSMENT FOR FISCAL YEAR 2024-2025 IN CONNECTION WITH THE CONTINUATION OF THE VECTOR SURVEILLANCE AND CONTROL PROJECTS OF COMMON BENEFIT TO THE SAN GABRIEL MOSQUITO AND VECTOR CONTROL DISTRICT**

WHEREAS, the **SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT** (the “District”) is an independent special district formed and governed pursuant to California Health and Safety Code Sections 2000 *et seq.*; and

WHEREAS, the District’s jurisdiction and service area encompasses the whole or portions of the cities of Alhambra, Arcadia, Azusa, Baldwin Park, Bradbury, Claremont, Covina, Duarte, El Monte, Glendora, Industry, Irwindale, La Puente, La Verne, Monterey Park, Monrovia, Pasadena, Pomona, Rosemead, San Dimas, San Gabriel, Sierra Madre, South Pasadena, Temple City, Walnut, West Covina, and the County of Los Angeles; and

WHEREAS, the District is governed by a Board of Trustees (the “District Board”) representing the respective cities and the County of Los Angeles; and

WHEREAS, the District is duly authorized to take all necessary or proper action to control mosquitoes, bees, black flies, midges, rats, and other vectors within the District boundaries or in territory not in the District but so situated that mosquitoes, bees, black flies, midges, rats, and other vectors may disperse into the District including conducting surveillance and control projects for any part of the District or for the common benefit of the District as a whole; and

WHEREAS, “vector” as used in this resolution is defined in Section 2002(k) of the California Health and Safety Code; and

WHEREAS, “vector surveillance and control” as used in this resolution includes surveillance of vectors, including but not limited to, mosquitoes, black flies, midges, rats, and other vectors; surveillance of diseases transmitted by vectors; control of vectors through source reduction, biological control, pesticide application, and public education, and other necessary or proper steps for vector surveillance and control; and

WHEREAS, mosquitoes, flies, rats, and other vectors can transmit diseases which affect humans and animals, including but not limited to malaria, arthropod-borne encephalitis of human and horses, heartworm of dogs, plague, and hantaviral pulmonary syndrome. The bite of mosquitoes and black flies can cause allergic reactions to some people and animals; and

WHEREAS, vector surveillance and control is necessary on a continuous, routine, and District-wide basis for the common benefit of the District as a whole to promote the habitability of the property by protecting public health and welfare, and enhancing economic development, recreational use and enjoyment of properties and the environment within the District; and

WHEREAS, California Health and Safety Code Sections 2082-84 authorize the District to impose an assessment for vector surveillance and control projects which are of common benefit to the areas or zones within its jurisdiction; and

WHEREAS, on June 14, 1996, the District Board approved and adopted Resolution No. 96-04, A Resolution of the San Gabriel Valley Mosquito and Vector Control District Board of Trustees Ordering Vector Surveillance and Control Projects of Common Benefit to the San Gabriel Valley Mosquito and Vector Control District and Adopting an Assessment in Connection Therewith Commencing in Fiscal Year 1996-97, which levied an assessment for Fiscal Year 1996-97 and subsequent fiscal years in amounts not to exceed twenty dollars (\$20) per parcel per year, as described in the District Report prepared in connection with the fiscal year 1996-97 assessment, as determined by the District Board after conducting the necessary studies; and

WHEREAS, the District Board has caused studies to be conducted, and a report has been filed (the "Fiscal year 2024-25 Budget and Assessment Report") in the District's Office located at 1145 North Azusa Canyon Road, California, containing data indicating the need for the proposed assessment for Fiscal Year 2024-25, the amount of the assessment based on land use and size proposed for Fiscal Year 2024-25, the types of property to be assessed, and other related information;

WHEREAS, the assessment is for the purpose of meeting operating expenses, including employee wage rates and fringe benefits, purchasing or leasing supplies, equipment, or materials, and meeting financial reserve needs and requirements, and assessments for this purpose are exempt from the California Environmental Quality Act pursuant to Public Resources Code Section 21080(b)(8)(A)(B)(C).

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District that:

1. The above recitals are all true and correct.
2. The District Board, having conducted necessary studies and duly noticed public hearings, and based upon its review of the Fiscal Year 2024-25 Budget and Assessment Report and other reports and information presented to it, does hereby find and determine that the proposed assessment of \$20.00 per parcel for Fiscal Year 2024-25, as set forth with specificity in the Fiscal Year 2024-25 Budget and Assessment Report, are necessary to finance and execute vector surveillance and control projects of common benefit to the District as a whole.
3. It is hereby declared that the assessment is exempt from the California Environmental Quality Act pursuant to Public Resources Code Section 21080(b)(8) based upon the specific finding recited herein.
4. The District Board does hereby request that the assessment be collected by the Los Angeles County Tax Collector in the same manner as ad valorem taxes. The Los Angeles County Department of Assessor, Auditor-Controller, Data Processing, Systems Division, and Tax Collector are hereby authorized to take appropriate steps to place the assessment on all parcels in the District as herein described, to collect said assessment on behalf of the District, and to deduct the county's reasonable costs incurred for its collection service.

PASSED, APPROVED AND ADOPTED by the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District this 14th day of June 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

John Capoccia
President, Board of Trustees

ATTEST:

Lloyd Johnson
Secretary-Treasurer, Board of Trustees

APPROVED AS TO FORM:

Kelly M. Alhadeff-Black
District Counsel

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

Date: June 14, 2024

Meeting of: SGVMVCD Board of Trustees

Subject: **Consider Revisions to Policy No. 12 – Leave Provisions**

Exhibit(s): Exhibit 7A

Background

The enactment of two employment-related California laws on January 1, 2024 require revisions to the District's **Policy No. 12 – Leave Provisions** to maintain compliance under legal requirements. As a member of Liebert Cassidy Whitmore's (LCW) Consortium, which provides employment relations training, consultation, and informational services, LCW assisted the District with the necessary updates and has provided the attached revisions for Committee review.

Senate Bill (SB) 616, expands the minimum paid sick leave entitlements under California's Paid Sick Leave law. Under SB 616, employees who work 30 days or more within a 12-month period are now entitled to five (5) days or forty hours, whichever is greater, of paid sick leave versus the previously mandated three (3) days or twenty-four hours. In accordance with the District's 4/10 Work Schedule, employees would receive fifty hours of paid sick leave (the equivalent of five days) by frontload method at the beginning of each 12-month period. Any unused and applied paid sick leave would not be required to carry over year to year. The revision to this policy would only be applicable to part-time and extra help employees as full-time regular employees accrue paid sick leave above the minimum requirements of current law. Proposed changes to the section in the policy (Section 1.A.5) are red-lined in Exhibit 7A.

Senate Bill (SB) 848, requires employers to provide Reproductive Loss Leave to eligible employees under specified circumstances. Reproductive Loss Leave may be taken for up to five (5) days per Reproductive Loss event and is unpaid, but employees may elect to use accrued paid leaves, such as sick leave, personal leave, or vacation in order to provide for their compensation while on Reproductive Loss Leave. Proposed additions to this section in the policy (Section E) are red-lined in Exhibit 7A.

District Manager's Recommendation

The District Manager recommends approval of the revisions to **Policy No. 12 – Leave Provisions** as proposed.

Personnel and Policy Committee's Recommendation

The Personnel and Policy Committee convened on May 10, 2024 and recommended approval of the revisions to **Policy No. 12 – Leave Provisions** as proposed.

Board Action Options

- Board Action: If the Board concurs, following the public discussion by members for this item, the appropriate action is to approve revisions to **Policy No. 12 – Leave Provisions**.
- Alternative Board Action: If after discussion by members for this item, the Board may choose not to approve revisions to **Policy No. 12 – Leave Provisions**.

Submitted by:

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

Jason Farned
District Manager

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SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Policy Number: 12
Subject: Leave Provisions
Category: Personnel Rules and Regulations
Adopted: 10/13/2023
Revision(s): ~~10/13/2023~~ 6/14/2024



POLICY NO. 12 – LEAVE PROVISIONS

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

1. For the purpose of this Section, each bi-weekly pay period for which a full-time employee receives their full bi-weekly salary shall be considered the equivalent of eighty (80) scheduled paid hours.
2. During the first three (3) years of employment, regular and limited-term full-time and part-time employees shall earn 2.77 hours of sick leave with pay each bi-weekly pay period.
3. After an employee has been paid for three (3) years of employment exclusive of overtime hours, regular and limited-term full-time employees shall earn 3.7 hours of sick leave with pay each bi-weekly pay period.
4. Sick leave earned shall be added to the employee's sick leave account upon the completion of the pay period. Nonetheless, sick leave is accrued on a pro rate basis for each hour worked.
5. All part-time and extra help employees who work 30 or more days within a year from the commencement of employment with the District shall receive ~~three-five (53)~~ twenty-four (24) days or ~~three-five (53)~~ twenty-four (240) hours of paid sick leave, whichever is greater, at the beginning of each 12-month period under the front load method. Any unused and applied paid sick leave will not carry over year to year.

B. Permitted Uses of Sick Leave

1. Sick Leave may only be applied to:
 - a. An absence necessitated by employee's personal illness, injury, or disability due to pregnancy or childbirth.
 - b. Medical and dental office appointments when absence during working hours for this purpose is authorized by the District.
 - c. The diagnosis, care, or treatment of an existing health condition, or for preventive care for an employee or the employee's family member ("family member" includes the

employee's child, parent, parent-in-laws, spouse, registered domestic partner, grandparent, grandchild, sibling, or designated person.)

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

C. Prohibited Use of Sick Leave

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

D. General Provisions

- 1. In any use of sick leave, an employee's account shall be charged to the nearest quarter hour.
- 2. An employee may be required to furnish a certificate issued by a licensed physician or registered nurse or other satisfactory evidence of illness, injury, medical condition, or medical or dental office calls when the District has notified the employee in advance of such a requirement or when the employee has been under the care of a physician.
- 3. An employee shall be required to furnish a certificate issued by a licensed physician or registered nurse if three (3) or more consecutive days (or 24 hours) of sick leave pay are charged. An employee absent due to personal illness, injury, or disability for two (2) weeks or more shall be required to furnish a release to "return-to-work" from the health care provider stating the employee is able to resume work with or without restrictions.
- 4. Any conditions or restrictions placed on an employee's use of sick leave apply also to sick leave used because of a serious illness of an immediate family member and for care of an ill child, parent, registered domestic partner or spouse.
- 5. Upon official retirement from District service, the employee shall be compensated for accumulated sick leave not to exceed 240 hours at fifty percent (50%) of the employee's current rate of pay. In order to receive payment for accumulated sick leave upon retirement, the employee must be at least 50 years of age and have worked for the District with no break in service for a minimum of five (5) years.

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

Section 2. Cash Out Program

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

Section 3. Bereavement Leave

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

Section 4. Authorized Leave Without Pay

A. District Leave

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

B. Official Leave of Absence

1. Upon request, a regular, limited-term, seasonal, or probationary employee may be granted an Official Leave of Absence without pay for instances where the employee is not entitled to any legally protected leave. The granting of such leave shall be at the discretion of the District Manager and, if granted, shall not exceed four (4) months except as provided in 2., below. Such leave may be authorized only after an employee's completion of a District Leave and after all compensatory and vacation accruals have been applied toward payment of the absence.
2. An Official Leave of Absence may be extended for an additional two (2) months at the discretion of the District Manager. If the District Manager denies the extension of such leave, provision of 4, below shall not apply.
3. An employee shall give notice two (2) weeks prior to the date they want to return to work. If an employee does not give the two (2) week notice prior to the date they want to return to work, the District shall not be required to return the employee to work until the employee gives such notice; however, the District may waive the notice or reduce the notice period at its discretion.
4. An Official Leave shall not be credited toward continuous service.

5. If the Official Leave request is in relation to a disability accommodation, then the leave will be determined through the interactive process on a case-by-case basis without the aforementioned restrictions.

C. Family and Medical Leave

1. The California Family Rights Act (CFRA) provides eligible employees the opportunity to take unpaid, job-protected leave for certain specified reasons. The maximum amount of leave employees may use under this policy is twelve (12) weeks within a twelve (12) month period. For more information regarding leave under this policy, employees should contact human resources.
 - a. To be eligible for leave under CFRA, an employee must:
 - i. Have been employed by the District for at least 12 months; and
 - ii. Have worked for the District at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of leave.
 - b. CFRA leave may be taken by eligible employees for the following reasons:
 - i. To care for or bond with a newborn child.
 - ii. To care for or bond with a child placed with the employee and/or the employee's registered domestic partner for adoption or foster care. To care for a spouse, parent, registered domestic partner, child, sibling, grandparent, grandchild, parent-in-law, or any Designated Person with a serious health condition.
 - iii. Because of the employee's serious health condition that makes the employee unable to perform any one or more essential functions of their job (except for pregnancy, which is covered under Pregnancy Disability Leave and does not run concurrently with CFRA).
 - iv. Leave for a variety of "qualifying exigencies" arising out of the fact that an employee's spouse, child, parent, or domestic partner is on active duty or call to active-duty status in the National Guard or Reserves in support of a contingency operation.
 - v. Leave to care for a spouse, child, parent, or "next of kin" who is a covered service member of the U.S. Armed Forces who has a serious injury or illness: incurred in the line of duty while on active military duty; or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces. This leave can run up to 26 weeks of unpaid leave during a single twelve (12) month period.
 - c. Definitions
 - i. Serious Health Condition means an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider, and either prevents the

employee from performing the functions of his or her job or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing-treatment requirement includes an incapacity of more than three full calendar days and two visits to a health care provider, or one visit to a health care provider and a continuing regimen of care; an incapacity caused by a chronic condition or permanent or long-term conditions; or absences due to multiple treatments. Other situations may also meet the definition of “continuing treatment.”

- ii. Domestic Partner means another adult with whom the employee has chosen to share their life in an intimate and committed relationship of mutual caring and with whom the employee has filed a Declaration of Domestic Partnership with the Secretary of State, and who meets the criteria specified in California Family Code section 297. A legal union formed in another state that is substantially equivalent to the California domestic partnership is also sufficient.
- iii. Family Member for CFRA leave means an employee’s child, parent, parent-in-law, spouse, domestic partner, grandchild, grandparent, and sibling.
- iv. Grandchild means a child of the employee’s child.
- v. Grandparent means a parent of the employee’s parent.
- vi. Child means a child, including a child who is 18 years of age or older who is capable of self-care. An employee’s child means a biological, adopted, foster, stepchild, legal ward, a child of a domestic partner, or a person to whom the employee stands in loco parentis.
- vii. Parent means the biological parent of an employee or an individual who stands or stood in loco parentis (in place of a parent) to an employee when the employee was a child. This term does not include parents-in-law.
- viii. Sibling means a person related to the employee by blood, adoption, or affinity through a common legal or biological parent.
- ix. Parent-in-law means the parent of a spouse or domestic partner of the employee.
- x. Designated Person means any individual related by blood or whose association with the employee is the equivalent of a family relationship. The designated person may be identified by the employee at the time the employee requests the leave. An employer may limit an employee to one designated person per twelve (12) month period for family care and medical leave.
- xi. Covered Active Duty means: (1) in the case of a member of a regular component of the Armed Forces, duty during deployment of the member with the Armed Forces to a foreign country; or (2) in the case of a member of the reserve component of the Armed Forces, duty during the deployment of members of the Armed Forces to a foreign country under a call or order to active duty under certain specified provisions.

- xii. Covered Service Member means: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.
- d. The Twelve (12) Month Measurement Period
 - i. The District uses the “rolling” twelve (12) month period measured backward from the date an employee uses any CFRA leave and continuous with each additional leave day taken.
 - e. Intermittent or Reduced-Schedule Leave
 - i. Eligible employees may take CFRA leave in a single block of time, intermittently (in separate blocks of time), or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member. Intermittent leave to bond with a new child must be taken in two-week increments, with a shorter duration allowed on two occasions.
 - ii. Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt District’s operations. Intermittent leave is permitted in intervals of at least one hour or at the same intervals as provided in District’s [sick leave, vacation, or paid-time-off] policy, whichever increments are smaller.
 - f. Substitution of Paid Accrued Leaves
 - i. Although family and medical care leave is unpaid, an employee may elect and the District will require an employee to concurrently use all paid accrued leaves during family and medical care leave as described below.
 - ii. Employee’s Right to Use Paid Accrued Leave Concurrently with CFRA Leave.
 - (a) An employee may use any earned or accrued paid leave except sick leave for all or part of any unpaid family and medical care leave. An employee is entitled to use sick leave concurrently with family and medical care leave for the employee’s own serious health condition or that of the employee’s parent, parent-in-law, spouse, domestic partner, child, grandparent, grandchild, sibling, or designated person.
 - iii. District’s Right to Require an Employee to Use Paid Leave When Using CFRA Leave.

- (a) Employees must use and exhaust their accrued leaves concurrently with CFRA leave to the same extent that employees have the right to use their accrued leaves concurrently with family and medical care leave with two exceptions:
 - (i) Employees are not required to use paid leave during leave pursuant to a disability plan that pays a portion of the employee's salary while on leave unless the employee agrees to use paid leave to cover the unpaid portion of the disability leave benefit; and
 - (ii) An employee must agree to use leave from the employee's accrued leave to care for a child, parent, spouse or domestic partner, grandparent, grandchild, sibling, or designated person.
- g. Maintenance of Health Benefits
 - i. If employees and/or their families participate in the District's group health plan, the District will maintain coverage during CFRA leave on the same terms as if employees had continued to work. If applicable, employees must make arrangements to pay their share of health plan premiums while on unpaid leave. In some instances, District may recover premiums it paid to maintain health coverage or other benefits for employees and/or their families. Use of CFRA leave will not result in the loss of any employment benefit that accrued prior to the start of leave under this policy. Employees should consult the applicable plan document for information regarding eligibility, coverage, and benefits.
- h. Procedures
 - i. When seeking leave under this policy, employees must provide the following to Human Resources:
 - (a) Thirty (30) days' notice of the need to take CFRA leave if the need for leave is foreseeable or notice as soon as practicable in the case of unforeseeable leave and in compliance with District's normal call-in procedures, absent unusual circumstances.
 - (b) Medical certification supporting the need for leave due to a serious health condition affecting the requesting employee or an immediate family member within fifteen (15) calendar days of District's request for the certification (additional time may be permitted in some circumstances). Failure to do so may result in delay of the commencement of leave or denial of a leave request.
 - (c) If the District has a good faith, objective reason to doubt the validity of a certification for the employee's serious health condition, the District may require a medical opinion of a second health care provider chosen and paid for by the District. If the second opinion is different from the first, the District may require the opinion of a third provider jointly approved by the District and the employee, but paid for by the District. The opinion of the third

provider will be binding. The District must provide the employee with a copy of the second and third medical opinions, where applicable, without cost, upon the request of the employee.

(d) Periodic reports as deemed appropriate during the leave regarding the employee's status and intent to return to work.

(e) A return-to-work release before returning to work if the leave was due to the employee's serious health condition, which made the employee unable to perform their job.

i. Employer Responsibilities

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

j. Reinstatement

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

k. Failure to Return After CFRA Leave

i. If an employee fails to return to work as scheduled after CFRA leave or if an employee exceeds the 12-week CFRA entitlement, the employee will be subject to District's other applicable leave of absence, accommodation, and attendance policies. This may result in termination if the employee has no other District-provided leave available that applies to the continued absence, to the extent permitted by applicable law. Likewise, following the conclusion of the CFRA leave, District's obligation to maintain the employee's group health plan benefits ends (subject to any applicable COBRA rights).

l. Parents Both Employed by the District

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

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

D. Pregnancy Disability Leave

1. California law protects women who are pregnant from employment discrimination and allows them to take time off work for their pregnancy, childbirth, and related medical conditions. Women employed with the District are entitled to unpaid pregnancy disability leave (PDL) for up to the number of hours she would normally work within four calendar months (one-third of a year or 17 1/3 weeks) from the date of hire for disability due to pregnancy, childbirth, and related medical conditions. For a full-time employee who works 40 hours per week, “four months” means 693 hours of leave entitlement, based on 40 hour per week times 17 1/3 weeks. An employee who works less than 40 hours per week will receive a pro rata or proportional amount of leave.
2. Leave may be taken intermittently or on a reduced work schedule when medically advisable, as determined by the health care provider of the employee. The leave may be taken at any time she is disabled during or after the pregnancy and does not need to be taken all at once. A woman also is considered “disabled by pregnancy” if she is suffering from severe “morning sickness” or needs to be off for prenatal care. PDL may not be used for baby bonding.
3. If possible, the employee is required to give 30 days’ advance notice of the need to take PDL. If 30 days’ notice is not possible due to a change in circumstances or a medical emergency, the employee must give notice as soon as practicable. An employee shall be required to furnish medical certification PDL. The request for pregnancy disability leave must be supported by a written certification from the attending physician stating that: (1) the employee is disabled from working by pregnancy, childbirth, or a related medical condition; (2) the date on which the employee became disabled by pregnancy, childbirth, or a related medical condition; and (3) the estimated duration or end date of the leave.
4. An eligible employee who is granted PDL will be guaranteed reinstatement upon expiration of the pregnancy disability leave to her original position or to a position with same or comparable duties and pay and at the same or comparable geographic location, except as provided in *Section 4.D.9*, below. If upon return from leave an employee is unable to perform the essential functions of her job because of a physical or mental disability, the District will initiate an interactive process with the employee in order to identify a potential reasonable accommodation in accordance with these Policies. The employee shall retain

the same seniority as they had at the time of starting leave and shall be reinstated to any benefits previously provided without any new qualification period.

5. FMLA leave shall run concurrently with PDL. While on FMLA leave, health and dental/vision insurance premiums of covered employees shall be paid by the District while the employee is on PDL. Taking PDL may be a qualifying event for COBRA purposes. However, the employee may continue to be covered by health and dental/vision insurance by paying the District the full premium by the first of the coverage month.
6. Any employee on PDL shall use all accrued sick leave first. At the option of the employee, vacation leave or compensatory time may be used once all accrued sick leave has been used. The use of sick leave, vacation leave, or compensatory time does not extend the length of the PDL.
7. Employees on unpaid PDL shall not earn sick leave or vacation leave. Employees shall earn sick leave and vacation leave for each paid hour of vacation leave, compensatory time, and sick leave used. The use of sick leave, vacation leave, and compensatory time shall be used for credit for seniority. PDL used during a probationary period shall extend the length of the probationary period by the length of the leave.
8. If a holiday falls during PDL, the day is counted as PDL. Employees receive pay for holidays if the employee is paid for all or a portion of both the regularly scheduled working assignment immediately prior to a holiday and the regularly scheduled working assignment immediately after that holiday.
9. The District may refuse to reinstate the employee if:
 - a. The employee would not otherwise have been employed in her same position at the time reinstatement is requested for legitimate business reasons unrelated to the employee taking a pregnancy disability leave, such as a layoff; or
 - b. Preserving the job duties for the employee would substantially undermine the employer's ability to operate the business safely and efficiently.

E. Leave For Reproductive Loss

1. The District provides employees who have been employed at least 30 calendar days with Reproductive Loss Leave, in the event of a "Reproductive Loss Event". "Reproductive Loss Event" means the day or, for a multiple-day event, the final day of a Failed Adoption, Failed Surrogacy, Miscarriage, Stillbirth, or an Unsuccessful Assisted Reproduction, as those terms are defined below:

- "Failed Adoption" means the dissolution or breach of an adoption agreement with the birth mother or legal guardian, or an adoption that is not finalized because it is contested by another party. This event applies to a person who would have been a parent of the adoptee if the adoption had been completed.

- “Failed Surrogacy” means the dissolution or breach of a surrogacy agreement, or a failed embryo transfer to the surrogate. This event applies to a person who would have been a parent of a child born as a result of the surrogacy.
 - “Miscarriage” means a miscarriage by a person, by the person’s current spouse or domestic partner, or by another individual if the person would have been a parent of a child born as a result of the pregnancy.
 - “Stillbirth” means a stillbirth resulting from a person’s pregnancy, the pregnancy of a person’s current spouse or domestic partner, or another individual, if the person would have been a parent of a child born as a result of the pregnancy that ended in stillbirth.
 - “Unsuccessful Assisted Reproduction” means an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure. This event applies to a person, the person’s current spouse or domestic partner, or another individual, if the person would have been a parent of a child born as a result of the pregnancy.
2. Reproductive Loss Leave may be taken for up to five (5) days per Reproductive Loss Event. Reproductive Loss Leave is not required to be taken consecutively, but such leave must be taken within three (3) months of the Reproductive Loss Event, with the exception that, if an employee is on California Family Rights Act (“CFRA”) leave, Pregnancy Disability Leave (“PDL”), or another leave protected by state or federal law at the time of or immediately following the Reproductive Loss Event, the employee may use Reproductive Loss Leave within three (3) months of the end date of the other protected leave.
 3. If an employee experiences more than one Reproductive Loss Event within a 12-month period, the District will provide Reproductive Loss Leave up to a maximum of 20 days within a 12-month period.
 4. Reproductive Loss Leave is unpaid, but employees may elect to use accrued paid leaves, such as sick leave, personal leave, or vacation in order to provide for their compensation while on Reproductive Loss Leave.
 5. The District will maintain the confidentiality of any employee who requests to use or uses Reproductive Loss Leave, and the District will not disclose such information other than to internal personnel on a need to know basis, or as required by law.

E.F. General Provisions

1. Except as described in *subsections 4.C and D*, above, a request for a leave of absence shall be made in writing and shall state specifically the reason for the request, the date when it is desired to begin the leave of absence, and the probable date of return.

2. A request for leave of absence without pay shall normally be initiated by the employee, but may be initiated by the employee's section only where the employee is unable to initiate such action.
3. Employees on leave of absence without pay shall not earn sick or vacation leave, or credit towards seniority, nor shall the leave of absence count as time towards completing a probationary period.

Section 5. School Related Leave

A. School or Licensed Day Care Activity Leave

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

B. Child Suspension Leave

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

Section 6. Military Leave of Absence

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

Section 7. Jury Duty Leave

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

Section 8. Workers' Compensation Leave

- A. When an injury is determined to be job related, an employee shall be placed on Worker's Compensation Leave. If such determination cannot readily be made, and all sick leave has been applied to the absence, the employee shall be placed on an Official Leave of Absence until a final determination is made.
- B. Workers Compensation Leave shall continue until the employee:
1. Is determined to be physically able to return to work by a medical doctor and such medical determination, if disputed, is confirmed by Workers' Compensation Appeals Board; or
 2. Is determined to be physically able to return to work with medical restrictions which the District can accept by a medical doctor, and such determination, if disputed, is confirmed by Workers' Compensation Appeals Board; or
 3. Accepts employment outside the District; or
 4. Accepts employment in another District position; or
 5. Has been found to be permanent and stationary and cannot be rehabilitated as provided by law; or
 6. Is retired pursuant to Government Code provisions.
- C. If practicable, an employee on Workers' Compensation Leave shall give notice two (2) weeks prior to the date they want to return to work. If an employee does not give two (2) weeks notice prior to the date they want to return to work, the District shall not be required to return the employee to work until such notice is given; however, the District may waive the notice or reduce the notice period at its discretion.

Section 9. Absence Without Authorization

- A. Absence without authorization or prior notification for three (3) consecutive days shall be considered an automatic resignation from District employment as of the last date on which the employee worked or the last date the employee was to return to work from an authorized absence.
- B. If an employee does not have prior authorization to be absent from work, such employee may request specific authorization from the District Manager prior to the expiration of the time limit specified in A., above.
- C. Written notice of automatic resignation by the District Manager shall be made by sending such notice to the last known address of the employee to be notified, registered with return

receipt requested and the depositing of it in the United States mail with postage fully prepaid. Notice is complete upon mailing.

- D. A regular, limited term, or probationary employee may, within ten (10) calendar days from the date of receipt of a written notice of automatic resignation, file a written request for reinstatement. If the employee does not receive a written notice of automatic resignation, a written request for reinstatement by be made within thirty (30) calendar days from the effective date of such resignation. At the sole discretion of the District Manager, such time limits may be extended.
- E. Reinstatement may be granted if the employee makes written explanation satisfactory to the District Manager as to the cause of the unauthorized absence, the reasons for failing to obtain an Authorized Leave, and the submission of any pertinent documentation to substantiate such reasons, and the District Manager finds that the employee is ready, able, and willing to resume the full duties of their position. Automatic resignations may be rescinded in cases where the District determines that the employee was unable due to exigent circumstances to contact their supervisor, provided the employee attempted to do so at the first possible opportunity.
- F. An employee so reinstated shall not be paid for the period of their unauthorized absence of separation and shall be treated as if on Official Leave for purposes of continuity of employment and other appropriate benefits, unless the use of sick leave, vacation, or compensatory time is appropriate.
- G. Notwithstanding any other provision of this Section, the District Manager may rescind an automatic resignation.
- H. No employee separated on account of automatic resignation has the right to a post-separation appeal.

Section 10. Catastrophic Leave Program

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

Policies Cited:

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

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SECOND AMENDMENT TO EMPLOYMENT AGREEMENT

This SECOND AMENDMENT TO EMPLOYMENT AGREEMENT (“First Amendment”) is made and entered into as of the ___ day of _____, 2024, by and between the SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT, a California special district (the “District”) and Mr. Jason Farned, the District Manager (“Manager”). The District and Manager are sometimes hereinafter referred to individually as a “Party” and collectively as the “Parties.”

- A. The Parties entered into an Employment Agreement, dated August 1, 2022, as amended by the First Amendment to Employment Agreement, dated May 12, 2023 (collectively the “Agreement”), which includes the terms and requirements for Manager’s position as the District Manager for the District. A copy of the Agreement is attached as **Exhibit “A”** to this Second Amendment and incorporated herein by reference.
- B. Section 4 of the Agreement, requires the District’s Board of Trustees to periodically, but not less than annually, provide a review of the Manager’s performance and consider adjustments to the base salary and benefits that the Manager receives under the Agreement (the “Review”).
- C. On May 10, 2024 during a joint meeting of the District’s Personnel and Policy Committee and Executive Committee (collectively, the “Committee”), members of the Committee conducted the Manager’s Review and recommended that the District Board of Trustees provide a raise in Manager’s base salary.
- D. On _____, 2024 the District’s Board of Trustees accepted the recommendation of the Committee and approved the recommended raise in base salary for the Manager.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained, the Parties agree as follows:

- I. Paragraph A of Section 4 of the Agreement is deleted and replaced, in its entirety, with the following:

District agrees to pay the Manager for the services required by this Agreement a monthly base salary of Sixteen Thousand Four Hundred Sixty-Two Dollars and Ninety-Six Cents (\$16,462.96) per month and payable on the District’s regular paydays. This salary shall be subject to cost of living (“COLA”) adjustments and across-the-board wage and group benefit increases to the same extent as other employees of the District.

II. In all other respects, except as specifically modified above, the Agreement is reaffirmed and remains in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this Second Amendment to Employment Agreement as of the day and year first above written.

SAN GABRIEL VALLEY MOSQUITO
AND VECTOR CONTROL DISTRICT

John Capoccia
President, Board of Trustees

ATTEST:

Lloyd Johnson
Secretary-Treasurer, Board of Trustees

APPROVED AS TO FORM:

Kelly M. Alhadeff-Black
District Counsel

DISTRICT MANAGER

Jason Farned
District Manager