



## San Gabriel Valley

### Mosquito & Vector Control District

1145 North Azusa Canyon Road, West Covina, CA 91790

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

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

## BOARD OF TRUSTEES MEETING AGENDA - **AMENDED**

February 14, 2025 – 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. **Consider adding emergency item #9 to the agenda.**

### 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: January 2025 (P.5)
- 3.2 Budget Status Report: January 2025 (P.11)
- 3.3 Minutes of Board of Trustees Meeting: January 2025 (P.15)
- 3.4 Operations Report: January 2025 (P.19)
- 3.5 Surveillance Report: January 2025 (P.21)
- 3.6 Communications Report: January 2025 (P.25)
- 3.7 Treasurer's Report: December 2024 / District Working Balance: February 2025 (P.29)
- 3.8 Sunshine Reports – 2025 MVCAC Conference (P.31)



**4. Presentation:**

- 4.1 Jason Farned, District Manager
- MVCAC Presentation Highlights

**5. 2025 Trustee Committee Assignments**

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

**Finance Committee**

1. Corey Calaycay, Claremont (Chair)
2. Patricia Cortez, Covina
3. Anish Saraiya, Los Angeles County
4. Becky Shevlin, Monrovia
5. Allen Wu, Walnut

**Personnel & Policy Committee**

1. Becky Shevlin, Monrovia (Chair)
2. Henry Aviles, Alhambra
3. Margaret Finlay, Duarte
4. Robert Joe, South Pasadena
5. Cynthia Sternquist, Temple City

**Public Information Committee**

1. Robert Gonzales, Azusa (Chair)
2. Sho Tay, Arcadia
3. Jerry Velasco, El Monte
4. Sandra Armenta, Rosemead
5. Denise Menchaca, San Gabriel

**Legislative Committee**

1. Corey Calaycay, Claremont (Chair)
2. Jackie Doornik, Glendora
3. Joseph Leon, Monterey Park
4. Rachel Janbek, Pasadena
5. Tim Sandoval, Pomona

**Nominations Committee**

1. Robert Gonzales, Azusa (Chair)
2. Richard Barakat, Bradbury
3. Meshal Kashifalghita, La Verne
4. Denise Menchaca, San Gabriel
5. Vacant

○ **Call for Public Comment**

- **Board Action Required:** If the Board concurs, following the public discussion by members of this item, the appropriate action is to approve the 2025 Trustee Committee Assignments.

- **Alternative Board Action:** If after discussion by members of this item, the Board may choose not to approve the 2025 Trustee Committee Assignments.

**6. Eaton Fire Disaster Response – Status Report P. 43**

(Board President, John Capoccia) (Receive & File)



**7. Mid-Year Budget Adjustments and Proposed Allocation of FY 2023-2024 Surplus Funds (EXHIBIT 7A) P. 47**

(Secretary-Treasurer, Corey Calaycay) (Approve/Deny)

- **Call for Public Comment**
- **Board Action Required:** If the Board concurs, following the public discussion by members for this item, the Board may Approve the Mid-Year Budget Adjustment and Allocation of FY 23-24 Surplus Funds as Proposed.
- **Alternative Board Action:** If after discussion by members for this item, the Board may choose to not Approve the Mid-Year Budget Adjustment and Allocation of FY 23-24 Surplus Funds as Proposed.

**8. Direct Assessment Disaster Relief – Eaton Fire (EXHIBITS 8A, 8B) P. 79**

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

- **Call for Public Comment**
- **Board Action Options:**

The following options are available for the Board's consideration:

1. Approve full disaster tax relief for FY 2024-2025 Direct Assessment charges and adopt Resolution No. 2025-01 as proposed.
2. Approve partial disaster tax relief, specifying a percentage of Direct Assessment charges to be waived, and adopt a modified version of Resolution No. 2025-01.
3. Decline to participate in the disaster tax relief program.

**9. Consideration of Resolution to Approve Cal-OES-130 Designation for Eaton Fire Burn Response (EXHIBITS 9A, 9B) P. 87**

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

- **Call for Public Comment**
- **Board Action Required:** If the Board concurs:
  1. Approve the Cal-OES-130 Designation of Applicant's Agent Resolution for Non-State Agencies
  2. Authorize the District Manager and designated personnel to apply for disaster assistance funding and manage financial obligations related to the Eaton Fire response.



**10. District Administration**

(District Manager, Jason Farned)

10.1 Committee Meeting Notifications:

- Joint Meeting of the Executive and Personnel & Policy Committees
- Public Information Committee
- Finance Committee

10.2 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](http://www.sgvmosquito.org)) not less than 72 hours prior to the meeting per Government Code 54954.2.

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

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

\_\_\_\_\_  
Jerry Mireles, Clerk of the Board  
San Gabriel Valley MVCD

**NOTICE TO THE PUBLIC**

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

If you need special assistance or accommodations to participate in this meeting, please contact the Clerk of the Board at 626-814-9466 ext.1006. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title II)



# San Gabriel Valley Mosquito & Vector Control District List of Claims | January 2025

## CLAIMS LIST JANUARY 2025

Vendor	Date	Product/Service	Memo/Description	Amount
AJG ACCOUNTING & BOOKEEPING SERVICES	01/14/2025	6000 Accounting Services	Bookkeeping Services: Invoice 3161	906.25
				<b>\$ 906.25</b>
ALLSTATE BUILDING & OFFICE MAINTENANCE	01/14/2025	6630 Facility Maintenance	Facility Maintenance - Invoice 154625	2,900.00
				<b>\$ 2,900.00</b>
AMAZON CAPITAL SERVICES	01/14/2025	6638 Surveillance Supplies	Surveillance Supplies	57.00
AMAZON CAPITAL SERVICES	01/14/2025	6606 Employee Recognition & Engagement	Employee Recognition and Engagement	14.49
AMAZON CAPITAL SERVICES	01/14/2025	6601 Board Expenses	Board Expenses	28.02
AMAZON CAPITAL SERVICES	01/14/2025	6601 Board Expenses	Board Expenses	194.90
AMAZON CAPITAL SERVICES	01/14/2025	6601 Board Expenses	Board Expenses	63.46
AMAZON CAPITAL SERVICES	01/14/2025	6601 Board Expenses	Board Expenses	30.42
AMAZON CAPITAL SERVICES	01/14/2025	6640 Communications Supplies	Communications Supplies	390.12
AMAZON CAPITAL SERVICES	01/14/2025	6601 Board Expenses	Board Expenses	87.59
AMAZON CAPITAL SERVICES	01/14/2025	6601 Board Expenses	Board Expenses	36.47
AMAZON CAPITAL SERVICES	01/14/2025	6606 Employee Recognition & Engagement	Employee Recognition and Engagement	20.79
AMAZON CAPITAL SERVICES	01/14/2025	6630 Facility Maintenance	Facility Maintenance	28.44
AMAZON CAPITAL SERVICES	01/14/2025	6625 Operations Supplies	Operations Supplies	25.98
AMAZON CAPITAL SERVICES	01/14/2025	6601 Board Expenses	Board Expenses	45.94
AMAZON CAPITAL SERVICES	01/14/2025	6601 Board Expenses	Board Expenses	43.35
AMAZON CAPITAL SERVICES	01/14/2025	6601 Board Expenses	Board Expenses	31.73
AMAZON CAPITAL SERVICES	01/14/2025	6606 Employee Recognition & Engagement	Employee Recognition and Engagement	167.41
AMAZON CAPITAL SERVICES	01/14/2025	6606 Employee Recognition & Engagement	Employee Recognition and Engagement	187.00
AMAZON CAPITAL SERVICES	01/14/2025	6606 Employee Recognition & Engagement	Employee Recognition and Engagement	30.63
AMAZON CAPITAL SERVICES	01/14/2025	6636 Fish Supplies	Fish Supplies	12.70
AMAZON CAPITAL SERVICES	01/14/2025	6625 Operations Supplies	Operations Supplies	21.75
AMAZON CAPITAL SERVICES	01/14/2025	6640 Communications Supplies	Communications Supplies	96.85
AMAZON CAPITAL SERVICES	01/14/2025	6613 Office Supplies	Office Supplies	17.51
AMAZON CAPITAL SERVICES	01/14/2025	6601 Board Expenses	Board Expenses	-19.15
				<b>\$ 1,613.40</b>
ANTONIO BISHOP	01/14/2025	6619 Travel, Meetings, and Conferences	Per Diem - 2025 M/CAC Conference	220.00
				<b>\$ 220.00</b>
AMERICAN FIDELITY FLEX	01/23/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Invoice 2523902A - Jan 2025	782.44
				<b>\$ 782.44</b>
AMERICAN FIDELITY ASSURANCE	01/14/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Inv D80149 Jan 2025	4,169.73
				<b>\$ 4,169.73</b>
ANAIS MEDINA DIAZ	01/14/2025	6619 Travel, Meetings, and Conferences	Per Diem - 2025 M/CAC Conference	220.00
				<b>\$ 220.00</b>
ATHENS SERVICES	01/14/2025	6630 Facility Maintenance	Facility Maintenance - Invoice 18531226	306.35
				<b>\$ 306.35</b>
AZUSA LIGHT AND WATER	01/06/2025	6622 Water Utiliy Services	Water Utility Services - Acct 303-0190.300	85.20
	01/06/2025	6622 Water Utiliy Services	Water Utility Services - Acct 303-0191.300	57.10
				<b>\$ 142.30</b>
BECKY SHEVLIN	01/23/2025	6601 Board Expenses	Reimbursement for business related board expenses Jan 2025	100.00
				<b>\$ 100.00</b>
CALPERS	01/14/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Medical Premiums Jan 2025	1,853.04
CALPERS	01/14/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Medical Premiums Jan 2025	9,481.03
CALPERS	01/14/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Medical Premiums Jan 2025	1,853.04
CALPERS	01/14/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Medical Premiums Jan 2025	828.48
CALPERS	01/14/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Medical Premiums Jan 2025 (Retirees)	632.00
CALPERS	01/14/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Medical Premiums Jan 2025 (Admin Fee)	44.59
				<b>\$ 14,692.18</b>
CALPERS	01/14/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Medical Premiums Feb 2025	1,853.04
CALPERS	01/14/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Medical Premiums Feb 2025	9,481.03
CALPERS	01/14/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Medical Premiums Feb 2025	1,853.04
CALPERS	01/14/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Medical Premiums Feb 2025	828.48
CALPERS	01/14/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Medical Premiums Feb 2025 (Retirees)	632.00
CALPERS	01/14/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Medical Premiums Feb 2025 (Admin Fee)	60.54
				<b>\$ 14,708.13</b>



# San Gabriel Valley Mosquito & Vector Control District List of Claims | January 2025

CALPERS	01/23/2025	6522 CalPERS Post Retirement - OPEB	CalPERS Post Retirement - OPEB Contribution	150,000.00 <b>\$ 150,000.00</b>
CELL BUSINESS EQUIPMENT	01/14/2025	6607 Equipment Lease	Equipment Lease - Invoice 55032250140	1,890.29 <b>\$ 1,890.29</b>
CENTRICA BUSINESS SOLUTIONS	01/14/2025	800 Capital Outlay	Capital Outlay - Solar Project/Roof Repair Deposit - Invoice 77880	29,092.32 <b>\$ 29,092.32</b>
CHARLIE KLINAKIS	01/23/2025	6601 Board Expenses	Reimbursement for business related board expenses Jan 2025	100.00 <b>\$ 100.00</b>
COREY CALAYCAY	01/23/2025	6601 Board Expenses	Reimbursement for business related board expenses Jan 2025	149.50 <b>\$ 149.50</b>
CORY MOSS	01/23/2025	6601 Board Expenses	Reimbursement for business related board expenses Jan 2025	100.00 <b>\$ 100.00</b>
DENISE MENCHACA	01/23/2025	6601 Board Expenses	Reimbursement for business related board expenses Jan 2025	100.00 <b>\$ 100.00</b>
DR. ALLEN WU	01/23/2025	6601 Board Expenses	Reimbursement for business related board expenses Jan 2025	100.00 <b>\$ 100.00</b>
EMMANUEL ESTRADA	01/23/2025	6601 Board Expenses	Reimbursement for business related board expenses Jan 2025	100.00 <b>\$ 100.00</b>
FRONTIER	01/14/2025	6610 Internet Services	Internet Services Acct 626-197-1465-020723-5	567.21 <b>\$ 567.21</b>
GILBERT HOLGUIN	01/14/2025	6619 Travel, Meetings, and Conferences	Per Diem - 2025 MVCAC Conference	220.00 <b>\$ 220.00</b>
GO TO COMMUNICATIONS, INC	01/14/2025	6614 Phone Services	Phone Services: Invoice INV7103504831	1,113.35 <b>\$ 1,113.35</b>
HENRY AVILES	01/23/2025	6601 Board Expenses	Reimbursement for business related board expenses Jan 2025	100.00 <b>\$ 100.00</b>
JACKIE DOORNIK	01/23/2025	6601 Board Expenses	Reimbursement for business related board expenses Jan 2025	100.00 <b>\$ 100.00</b>
JASON FARNED	01/14/2025	6619 Travel, Meetings, and Conferences	Per Diem - 2025 MVCAC Conference	220.00 <b>\$ 220.00</b>
JERRY VELASCO	01/23/2025	6601 Board Expenses	Reimbursement for business related board expenses Jan 2025	100.00 <b>\$ 100.00</b>
JUNG MA	01/14/2025	6619 Travel, Meetings, and Conferences	Per Diem - 2025 MVCAC Conference	220.00 <b>\$ 220.00</b>
JOHN CAPOCCIA	01/23/2025	6601 Board Expenses	Reimbursement for business related board expenses Jan 2025	100.00 <b>\$ 100.00</b>
JAMIE MANGAN	01/14/2025	6619 Travel, Meetings, and Conferences	Per Diem - 2025 MVCAC Conference	220.00 <b>\$ 220.00</b>
JOSEPH LEON	01/23/2025	6601 Board Expenses	Reimbursement for business related board expenses Jan 2025	100.00 <b>\$ 100.00</b>
KENN K. FUJIOKA	01/14/2025	6517 Retiree Health Insurance	Retiree Medical Premium Jan 2025 and Dec 2024 (difference)	526.66 <b>\$ 526.66</b>
LEADING EDIGE ASSOCIATES, INC	01/14/2025	6604 Computer Software	Computer Software - Invoice 165085 (2/28/24 - 2/27/25)	22,312.50 <b>\$ 22,312.50</b>
LEWIS BRISBOIS BISGAARD & SMITH LLP	01/14/2025	6655 Contract Services - Legal	Contract Services - Legal - Invoice 4264591	2,090.58 <b>\$ 2,090.58</b>
LIEBERT CASSIDY WHITMORE	01/14/2025	6655 Contract Services - Legal	Contract Services - Legal - Invoice 2282926	6,644.85 <b>\$ 6,644.85</b>
LINCOLN NATIONAL	01/14/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Invoice 4770711118 Jan 2025	11.90
LINCOLN NATIONAL	01/14/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Invoice 4770711118 Jan 2025	25.80
LINCOLN NATIONAL	01/14/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Invoice 4770711118 Jan 2025	563.90



# San Gabriel Valley Mosquito & Vector Control District List of Claims | January 2025

LINCOLN NATIONAL	01/14/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Invoice 4770711118 Jan 2025	2.20
LINCOLN NATIONAL	01/14/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Invoice 4770711118 Jan 2025	52.40
LINCOLN NATIONAL	01/14/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Invoice 4770711118 Jan 2025	423.30
				<b>\$ 1,079.50</b>
LINCOLN NATIONAL	01/23/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Invoice 4793576962 Feb 2025	11.90
LINCOLN NATIONAL	01/23/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Invoice 4793576962 Feb 2025	25.80
LINCOLN NATIONAL	01/23/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Invoice 4793576962 Feb 2025	563.90
LINCOLN NATIONAL	01/23/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Invoice 4793576962 Feb 2025	2.20
LINCOLN NATIONAL	01/23/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Invoice 4793576962 Feb 2025	52.40
LINCOLN NATIONAL	01/23/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Invoice 4793576962 Feb 2025	416.50
				<b>\$ 1,072.70</b>
LONDON FOGGERS	01/14/2025	6629 Equipment Maintenance	Equipment Maintenance - Invoice 3931	315.83
				<b>\$ 315.83</b>
MANUEL GARCIA	01/23/2025	6601 Board Expenses	Reimbursement for business related board expenses Jan 2025	100.00
				<b>\$ 100.00</b>
MARCO GAYTAN	01/14/2025	6619 Travel, Meetings, and Conferences	Per Diem - 2025 MVCAC Conference	220.00
				<b>\$ 220.00</b>
MARTA TANAKA	01/14/2025	6517 Retiree Health Insurance	Retiree Medical Premium Jan 2025 and Dec 2024 (difference)	1,198.63
				<b>\$ 1,198.63</b>
MARY BRISCO	01/14/2025	6517 Retiree Health Insurance	Retiree Medical Premium Jan 2025 and Dec 2024 (difference)	828.63
				<b>\$ 828.63</b>
MESHAL KASHIFALGHITA	01/23/2025	6601 Board Expenses	Reimbursement for business related board expenses Jan 2025	100.00
				<b>\$ 100.00</b>
MIKE NIFFENEGGER	01/14/2025	6517 Retiree Health Insurance	Retiree Medical Premium Jan 2025 and Dec 2024 (difference)	1,236.99
				<b>\$ 1,236.99</b>
NATIONWIDE RETIREMENT	01/06/2025	6512 DM 457 Contribution	Employer Deferred Comp Contribution for DM PPE 12/28/24	316.10
				<b>\$ 316.10</b>
NATIONWIDE RETIREMENT	01/14/2025	6512 DM 457 Contribution	Employer Deferred Comp Contribution for DM PPE 1/11/25	316.10
				<b>\$ 316.10</b>
NATIONWIDE RETIREMENT	01/23/2025	6512 DM 457 Contribution	Employer Deferred Comp Contribution for DM PPE 1/25/25	316.10
				<b>\$ 316.10</b>
OPTIMIZED INVESTMENT PARTNERS, LLC	01/14/2025	6654 Contract Services - Inv. Advisory	Investment Advisory Services: Invoice 1307	622.61
				<b>\$ 622.61</b>
PABLO CABRERA	01/14/2025	6619 Travel, Meetings, and Conferences	Per Diem - 2025 MVCAC Conference	220.00
				<b>\$ 220.00</b>
PERS	01/06/2025	6515 CalPERS Classic Normal Cost	CalPERS Classic ER Contribution (12.52%) PPE 12/28/24	588.94
PERS	01/06/2025	6515 CalPERS Classic Normal Cost	CalPERS Classic ER Contribution (12.52%) PPE 12/28/24	2,067.32
PERS	01/06/2025	6515 CalPERS Classic Normal Cost	CalPERS Classic ER Contribution (12.52%) PPE 12/28/24	424.70
PERS	01/06/2025	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.87%) PPE 12/28/24	201.79
PERS	01/06/2025	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.87%) PPE 12/28/24	619.87
PERS	01/06/2025	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.87%) PPE 12/28/24	2,994.52
PERS	01/06/2025	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.87%) PPE 12/28/24	1,307.47
PERS	01/06/2025	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.87%) PPE 12/28/24	1,026.18
				<b>\$ 9,230.79</b>
PERS	01/14/2025	6515 CalPERS Classic Normal Cost	CalPERS Classic ER Contribution (12.52%) PPE 1/11/25	588.94
PERS	01/14/2025	6515 CalPERS Classic Normal Cost	CalPERS Classic ER Contribution (12.52%) PPE 1/11/25	2,166.95
PERS	01/14/2025	6515 CalPERS Classic Normal Cost	CalPERS Classic ER Contribution (12.52%) PPE 1/11/25	485.38
PERS	01/14/2025	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.87%) PPE 1/11/25	835.25
PERS	01/14/2025	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.87%) PPE 1/11/25	629.69
PERS	01/14/2025	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.87%) PPE 1/11/25	3,105.27
PERS	01/14/2025	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.87%) PPE 1/11/25	1,314.69
PERS	01/14/2025	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.87%) PPE 1/11/25	1,081.61
				<b>\$ 10,207.78</b>
PERS	01/27/2025	6515 CalPERS Classic Normal Cost	CalPERS Classic ER Contribution (12.52%) PPE 1/25/25	588.94
PERS	01/27/2025	6515 CalPERS Classic Normal Cost	CalPERS Classic ER Contribution (12.52%) PPE 1/25/25	2,227.16
PERS	01/27/2025	6515 CalPERS Classic Normal Cost	CalPERS Classic ER Contribution (12.52%) PPE 1/25/25	485.38
PERS	01/27/2025	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.87%) PPE 1/25/25	852.54
PERS	01/27/2025	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.87%) PPE 1/25/25	667.04



# San Gabriel Valley Mosquito & Vector Control District List of Claims | January 2025

PERS	01/27/2025	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.87%) PPE 1/25/25	3,185.99
PERS	01/27/2025	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.87%) PPE 1/25/25	1,348.43
PERS	01/27/2025	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.87%) PPE 1/25/25	1,136.87
				<b>\$ 10,489.35</b>
PRINCIPAL	01/23/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Dental and Vision Premiums Feb 2025	2,690.54
				<b>\$ 2,690.54</b>
QUADIENT LEASING	01/23/2025	6607 Equipment Lease	Equipment Lease - Invoice Q1686249	249.00
				<b>\$ 249.00</b>
RICHARD BARAKAT	01/23/2025	6601 Board Expenses	Reimbursement for business related board expenses Jan 2025	100.00
				<b>\$ 100.00</b>
ROBERT GONZALES	01/23/2025	6601 Board Expenses	Reimbursement for business related board expenses Jan 2025	100.00
				<b>\$ 100.00</b>
ROBERT JOE	01/23/2025	6601 Board Expenses	Reimbursement for business related board expenses Jan 2025	100.00
				<b>\$ 100.00</b>
SANDRA ARMENTA	01/23/2025	6601 Board Expenses	Reimbursement for business related board expenses Jan 2025	100.00
				<b>\$ 100.00</b>
SHO TAY	01/23/2025	6601 Board Expenses	Reimbursement for business related board expenses Jan 2025	100.00
				<b>\$ 100.00</b>
SOUTHERN CALIFORNIA EDISON	01/14/2025	6620 Electric Utility Services	Electric Utilities: Service Account 8002465958	1,846.53
				<b>\$ 1,846.53</b>
SO CAL GAS	01/23/2025	6621 Gas Utility Services	Gas Utility Svcs: Acct 057-518-2100-9 (Meter 10313904)	174.77
	01/23/2025	6621 Gas Utility Services	Gas Utility Svcs: Acct 059-618-2100-5 (Meter 13608951)	32.00
				<b>\$ 206.77</b>
SSD ALARM	01/23/2025	6630 Facility Maintenance	Facility Maintenance - Invoice S-01140188	504.93
				<b>\$ 504.93</b>
SYNTECH GROUP INC.	01/14/2025	6653 Contract Services	Contract Services - IT - Invoice SVC-A23763	3,595.00
SYNTECH GROUP INC.	01/14/2025	6604 Computer Software	Computer Software - Invoice SVC-A23816	1,240.10
				<b>\$ 4,835.10</b>
SYNTECH GROUP INC.	01/23/2025	6653 Contract Services	Contract Services - IT - Invoice SVC-A23850	1,200.00
SYNTECH GROUP INC.	01/23/2025	6653 Contract Services	Contract Services - IT - Invoice SVC-A23839	3,595.00
				<b>\$ 4,795.00</b>
TEXAS LIFE	01/23/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Invoice SMB09BT20250114001	213.29
				<b>\$ 213.29</b>
THE HOME DEPOT	01/23/2025	6630 Facility Maintenance	Facility Maintenance - Invoice 2544477	84.32
				<b>\$ 84.32</b>
TIM SANDOVAL	01/23/2025	6601 Board Expenses	Reimbursement for business related board expenses Jan 2025	100.00
				<b>\$ 100.00</b>
TRISTAN HALLUM	01/14/2025	6619 Travel, Meetings, and Conferences	Per Diem - 2025 MVCAC Conference	220.00
				<b>\$ 220.00</b>
UNITED PET CARE	01/14/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Invoice 202406000 December 2024	86.50
				<b>\$ 86.50</b>
US BANK	01/23/2025	6619 Travel, Meetings, and Conferences	Travel - Southwest - MVCAC Conference	238.97
US BANK	01/23/2025	6619 Travel, Meetings, and Conferences	Meetings - LCW Webinar	100.00
US BANK	01/23/2025	6612 Miscellaneous Expenses	Kroger - Flublok SOSY	90.00
US BANK	01/23/2025	6619 Travel, Meetings, and Conferences	Meetings - LCW Webinar	75.00
US BANK	01/23/2025	6604 Computer Software	Computer Software - Canva	15.00
US BANK	01/23/2025	6619 Travel, Meetings, and Conferences	Travel - Southwest - MVCAC Conference	238.97
US BANK	01/23/2025	6604 Computer Software	Computer Software - The Weather Channel	29.99
US BANK	01/23/2025	6625 Operations Supplies	Operations Supplies - Fenix Lighting	479.76
US BANK	01/23/2025	6625 Operations Supplies	Operations Supplies - Forestry Supplies Inc	479.94
US BANK	01/23/2025	6641 Education Program Supplies	Education Program Supplies - Home Depot	17.50
US BANK	01/23/2025	6638 Surveillance Supplies	Surveillance Supplies - Walmart	9.47
US BANK	01/23/2025	6638 Surveillance Supplies	Surveillance Supplies - Aliexpress	1.09
US BANK	01/23/2025	6617 Professional Development	Professional Development - Oxford University Press	86.38
US BANK	01/23/2025	6641 Education Program Supplies	Education Program Supplies - Michaels	75.38
US BANK	01/23/2025	6619 Travel, Meetings, and Conferences	Travel - Holiday Inn - MVCAC Planning Meeting	436.87
US BANK	01/23/2025	6619 Travel, Meetings, and Conferences	Travel - Southwest - MVCAC Conference	238.97





# San Gabriel Valley Mosquito & Vector Control District List of Claims | January 2025

US BANK	01/23/2025	6604 Computer Software	Computer Software - PDF Filler	180.00
US BANK	01/23/2025	6615 Postage	Postage - USPS	12.10
US BANK	01/23/2025	6638 Surveillance Supplies	Surveillance Supplies - Home Depot	22.15
US BANK	01/23/2025	6634 Uniforms	Uniforms - LaundryUp #9359	45.00
US BANK	01/23/2025	6634 Uniforms	Uniforms - LaundryUp #9360	45.00
US BANK	01/23/2025	6619 Travel, Meetings, and Conferences	Travel - Holiday Inn - MVCAC Planning Meeting	359.54
US BANK	01/23/2025	6638 Surveillance Supplies	Surveillance Supplies - Smart and Final	78.49
US BANK	01/23/2025	6635 Testing Supplies	Testing Supplies - Next Security	552.11
US BANK	01/23/2025	6634 Uniforms	Uniforms - LaundryUp #9480	45.00
US BANK	01/23/2025	6638 Surveillance Supplies	Surveillance Supplies - Splice Engineering	15.43
US BANK	01/23/2025	6606 Employee Engagement/Recognition	Employee Engagment & Recognition - Ralphs	3.99
US BANK	01/23/2025	6606 Employee Engagement/Recognition	Employee Engagment & Recognition - Trader Joes	125.08
US BANK	01/23/2025	6634 Uniforms	Uniforms - LaundryUp #9538	45.00
US BANK	01/23/2025	6644 Website and Email Services	Website and Email Services - Mailchimp	60.00
US BANK	01/23/2025	6619 Travel, Meetings, and Conferences	Travel - American Airlines - PRSA Workshop	20.84
US BANK	01/23/2025	6619 Travel, Meetings, and Conferences	Travel - American Airlines - PRSA Workshop	328.96
US BANK	01/23/2025	6619 Travel, Meetings, and Conferences	Travel - Southwest - MVCAC Conference	259.97
US BANK	01/23/2025	6639 Advertising	Advertising - Facebook	152.03
US BANK	01/23/2025	6639 Advertising	Advertising - Facebook	23.43
US BANK	01/23/2025	6639 Advertising	Advertising - Google	321.98
US BANK	01/23/2025	6619 Travel, Meetings, and Conferences	Travel - USA 63294 - MVCAC Planning Meeting	36.89
US BANK	01/23/2025	6619 Travel, Meetings, and Conferences	Travel - Holiday Inn - MVCAC Planning Meeting	179.77
US BANK	01/23/2025	6639 Advertising	Advertising - Disney	297.72
US BANK	01/23/2025	6606 Employee Engagement/Recognition	Employee Engagement/Recognition - Joann	14.35
US BANK	01/23/2025	6619 Travel, Meetings, and Conferences	Travel - Doubtree - PRSA Workshop	1,253.64
US BANK	01/23/2025	6604 Computer Software	Computer Software - Google One	19.99
US BANK	01/23/2025	6606 Employee Engagement/Recognition	Employee Engagement/Recognition - Nothing Bundt Cakes	110.74
US BANK	01/23/2025	6606 Employee Engagement/Recognition	Employee Engagement/Recognition - Superior	29.07
US BANK	01/23/2025	6606 Employee Engagement/Recognition	Employee Engagement/Recognition - Vallarta	63.26
US BANK	01/23/2025	6606 Employee Engagement/Recognition	Employee Engagement/Recognition - Vallarta	55.10
US BANK	01/23/2025	6639 Advertising	Advertising - Google	500.00
US BANK	01/23/2025	6630 Facility Maintenance	Facility Maintenance - Walmart	23.02
US BANK	01/23/2025	6632 Vehicle Maintenance	Vehicle Maintenance - Danny's Smog Check	430.00
US BANK	01/23/2025	6630 Facility Maintenance	Facility Maintenance - Danny's Smog Check	173.80
US BANK	01/23/2025	6630 Facility Maintenance	Facility Maintenance - FedEx	16.53
US BANK	01/23/2025	6630 Facility Maintenance	Facility Maintenance - FedEx	77.10
US BANK	01/23/2025	6630 Facility Maintenance	Facility Maintenance - Staples	44.08
US BANK	01/23/2025	6632 Vehicle Maintenance	Vehicle Maintenance - Decals.com	27.13
US BANK	01/23/2025	6632 Vehicle Maintenance	Vehicle Maintenance - hardlineproducts.com	84.99
US BANK	01/23/2025	6601 Board Expenses	Board Expenses - Smart and Final	49.60
US BANK	01/23/2025	6601 Board Expenses	Board Expenses - Brookhollow	169.05
US BANK	01/23/2025	6601 Board Expenses	Board Expenses - Smart and Final	90.78
US BANK	01/23/2025	6601 Board Expenses	Board Expenses - Norms	603.58
US BANK	01/23/2025	6601 Board Expenses	Board Expenses - Smart and Final	57.94
US BANK	01/23/2025	6604 Computer Software	Computer Software - Arlo	17.99
US BANK	01/23/2025	6604 Computer Software	Computer Software - Wasabi	40.12
US BANK	01/23/2025	6604 Computer Software	Computer Software - Dmarc	10.00
US BANK	01/23/2025	6601 Board Expenses	Board Expenses - Dollar Tree	5.58
US BANK	01/23/2025	6601 Board Expenses	Board Expenses - San Gabriel Nursery	104.73
US BANK	01/23/2025	6604 Computer Software	Computer Software - Zoom	79.00
				<b>\$ 9,974.94</b>
VERIZON WIRELESS	01/23/2025	6609 Field Communications	Field Communications - Invoice 6103231386	1,666.58
VERIZON WIRELESS	01/23/2025	6609 Field Communications	Field Communications - Invoice 6103231388	555.48
VERIZON WIRELESS	01/23/2025	6609 Field Communications	Field Communications - Invoice 6103231387	884.93
				<b>\$ 3,106.99</b>
VESTIS	01/06/2025	6332 Uniforms	Uniforms - Invoice 5880803612	156.51
VESTIS	01/06/2025	6332 Uniforms	Uniforms - Invoice 5880797708	156.51
VESTIS	01/06/2025	6332 Uniforms	Uniforms - Invoice 5880809575	156.51
				<b>\$ 469.53</b>
VESTIS	01/23/2025	6332 Uniforms	Uniforms - Invoice 5880815472	156.51
VESTIS	01/23/2025	6332 Uniforms	Uniforms - Invoice 5880821503	156.51
				<b>\$ 313.02</b>
WEX/CHEVRON	01/14/2025	6624 Gasoline	Gasoline - Invoice 102078035	1,289.53
				<b>\$ 1,289.53</b>
			<b>Total Accounts Payable for January 2025</b>	<b>\$ 326,385.14</b>
			<b>Total Payroll for January 2025 (attached)</b>	<b>\$ 394,767.86</b>
			<b>Total Claims for January 2025</b>	<b>\$ 721,153.00</b>



## San Gabriel Valley Mosquito & Vector Control District List of Claims | January 2025

### Payroll January 2025

Department	January 2, 2025	January 16, 2025	January 30, 2025	Total
100-EXECUTIVE	\$ 10,832.80	\$ 10,832.80	\$ 10,832.80	\$ 21,665.60
200-ADMINISTRATION	\$ 13,141.60	\$ 13,241.61	\$ 13,141.60	\$ 26,383.21
300-OPERATIONS	\$ 58,910.62	\$ 59,895.05	\$ 59,743.41	\$ 118,805.67
400-SURVEILLANCE	\$ 17,695.20	\$ 15,892.00	\$ 17,695.20	\$ 33,587.20
500-COMMUNICATIONS	\$ 17,982.20	\$ 18,182.20	\$ 18,322.41	\$ 36,164.40
300-1 EXTRA HELP (SEASONAL)	\$ -	\$ -	\$ -	\$ -
<b>GROSS PAYROLL</b>	<b>\$ 118,562.42</b>	<b>\$ 118,043.66</b>	<b>\$ 119,735.42</b>	<b>\$ 356,341.50</b>
EMPLOYER TAXES	\$ 9,389.51	\$ 7,668.22	\$ 2,650.94	\$ 19,708.67
CAR ALLOWANCE (DM)	\$ 500.00	\$ -	\$ -	\$ 500.00
EMPLOYEE BENEFITS-MED	\$ 5,317.05	\$ 6,640.36	\$ 4,687.16	\$ 16,644.57
PAYROLL PROCESSING FEES	\$ 319.64	\$ 819.14	\$ 434.34	\$ 1,573.12
<b>TOTAL PAYROLL</b>	<b>\$ 134,088.62</b>	<b>\$ 133,171.38</b>	<b>\$ 127,507.86</b>	<b>\$ 394,767.86</b>



# San Gabriel Valley Mosquito & Vector Control District Budget Status Report | January 2025

## BUDGET STATUS REPORT

PERIOD ENDING 1/31/2025  
Current Period 58% of Fiscal Year Completed

	CURRENT PERIOD	YEAR TO DATE	ADOPTED BUDGET	REMAINING BUDGET	PERCENTAGE OF BUDGET UTILIZED
<b>SALARIES AND BENEFITS</b>					
6500 Salaries - Exempt	102,961.20	508,579.40	890,532.03	381,952.63	57%
6501 Salaries - Non-Exempt	155,424.63	1,049,880.31	1,969,912.44	920,032.13	53%
6502 Salaries - Overtime	359.81	82,379.36	39,500.00	-42,879.36	209%
6503 Salaries - Vacation	33,643.63	98,521.74	102,585.60	4,063.86	96%
6504 Salaries - Holiday	54,503.10	98,683.36	128,021.04	29,337.68	77%
6505 Salaries - Sick Pay	9,449.13	68,098.57	95,654.35	27,555.78	71%
6506 Salaries - Extra Help	0.00	121,905.97	304,004.45	182,098.48	40%
6507 Payroll Taxes - Medicare	5,386.64	30,619.49	50,168.28	19,548.79	61%
6508 Payroll Taxes - Social Security	0.00	4,339.16	10,945.86	6,606.70	40%
6509 Payroll Taxes - Unemployment Insurance	14,322.03	14,870.10	20,000.00	5,129.90	74%
6510 Cafeteria Benefit	54,035.78	237,269.32	552,600.00	315,330.68	43%
6511 Group Term Life Insurance	839.80	3,328.02	6,000.00	2,671.98	55%
6512 DM 457 Contribution	948.30	4,708.22	8,175.08	3,466.86	58%
6513 DM Car Allowance	500.00	3,000.00	6,000.00	3,000.00	50%
6514 Tuition Reimbursement	0.00	4,000.00	8,000.00	4,000.00	50%
6515 CalPERS Classic Normal Cost	9,623.71	49,524.48	87,945.99	38,421.51	56%
6516 CalPERS PEPR Normal Cost	20,304.21	110,922.38	188,978.08	78,055.70	59%
6517 Retiree Health Insurance	5,054.91	29,171.56	55,000.00	25,828.44	53%
6518 CalPERS Classic Unfunded Liability	0.00	132,029.00	136,444.00	4,415.00	97%
6520 CalPERS Classic - ADP	0.00	0.00	323,360.00	323,360.00	0%
6521 CalPERS PEPR - ADP	0.00	0.00	30,000.00	30,000.00	0%
6522 CalPERS Post Retirement - OPEB	150,000.00	150,000.00	150,000.00	0.00	100%
<b>Total SALARIES AND BENEFITS</b>	<b>617,356.88</b>	<b>2,801,830.44</b>	<b>5,163,827.20</b>	<b>2,361,996.76</b>	<b>54%</b>
<b>ORGANIZATIONAL EXPENDITURES</b>					
6600 Bank Charges	1,458.42	9,363.01	22,000.00	12,636.99	43%
6601 Board Expenses	3,673.49	18,300.51	38,400.00	20,099.49	48%
6602 Branded Apparel	0.00	272.37	4,000.00	3,727.63	7%
6603 Computer Hardware	0.00	1,182.48	28,000.00	26,817.52	4%
6604 Computer Software	23,944.69	71,954.37	91,000.00	19,045.63	79%
6605 Emergency Response	0.00	0.00	100,000.00	100,000.00	0%
6606 Employee Recognition & Engagement	821.91	4,106.47	6,000.00	1,893.53	68%
6607 Equipment Leases	2,139.29	12,074.60	23,000.00	10,925.40	52%
6608 Fees and Assessments	0.00	3,785.78	105,000.00	101,214.22	4%
6609 Field Communications	3,106.99	24,305.96	50,000.00	25,694.04	49%
6610 Internet Services	567.21	3,973.73	20,000.00	16,026.27	20%
6611 Membership Dues	0.00	32,963.00	40,000.00	7,037.00	82%
6612 Miscellaneous Expenses	90.00	446.40	3,000.00	2,553.60	15%
6613 Office Supplies	17.51	3,079.07	8,700.00	5,620.93	35%
6614 Phone Services	1,113.35	7,775.69	25,000.00	17,224.31	31%
6615 Postage	12.10	1,489.23	1,500.00	10.77	99%
6616 Printing and Reproduction	0.00	4,640.68	11,000.00	6,359.32	42%
6617 Professional Development	86.38	-113.67	3,000.00	3,113.67	-4%
6618 Recruitments	0.00	140.00	6,500.00	6,360.00	2%



## San Gabriel Valley Mosquito & Vector Control District Budget Status Report | January 2025

	CURRENT PERIOD	YEAR TO DATE	ADOPTED BUDGET	REMAINING BUDGET	PERCENTAGE OF BUDGET UTILIZED
6619 Travel, Meetings, and Conferences	5,748.39	21,393.30	51,000.00	29,606.70	42%
6620 Electric Utility Services	1,846.53	22,892.03	36,500.00	13,607.97	63%
6621 Gas Utility Services	206.77	1,158.45	4,300.00	3,141.55	27%
6622 Water Utility Services	142.30	1,057.86	2,600.00	1,542.14	41%
6623 Aerial Operations	0.00	0.00	29,000.00	29,000.00	0%
6624 Gasoline	1,289.53	32,407.88	68,000.00	35,592.12	48%
6625 Operations Supplies	1,007.43	2,247.34	8,000.00	5,752.66	28%
6626 Pesticides	0.00	63,418.67	120,000.00	56,581.33	53%
6627 Pool Notifications	0.00	979.22	8,000.00	7,020.78	12%
6628 Safety Supplies	0.00	1,350.00	5,000.00	3,650.00	27%
6629 Equipment Maintenance	315.83	958.69	3,000.00	2,041.31	32%
6630 Facility Maintenance	4,158.57	31,450.03	88,152.80	56,702.77	36%
6631 Grounds Maintenance	0.00	437.64	2,000.00	1,562.36	22%
6632 Vehicle Maintenance	542.12	16,484.57	50,000.00	33,515.43	33%
6633 Work Boots	0.00	590.77	5,500.00	4,909.23	11%
6634 Uniforms	962.55	8,684.49	12,500.00	3,815.51	69%
6635 Testing Supplies	552.11	9,854.11	20,000.00	10,145.89	49%
6636 Fish Supplies	12.70	170.30	2,500.00	2,329.70	7%
6637 State Certification	0.00	5,853.00	6,000.00	147.00	98%
6638 Surveillance Supplies	183.63	7,831.89	15,000.00	7,168.11	52%
6639 Advertising	1,295.16	11,563.58	20,000.00	8,436.42	58%
6640 Communications Supplies	486.97	1,191.26	8,000.00	6,808.74	15%
6641 Education Program Supplies	92.88	8,413.28	10,000.00	1,586.72	84%
6642 Event Participation Fees	0.00	0.00	1,000.00	1,000.00	0%
6643 Media Production	0.00	40.40	1,800.00	1,759.60	2%
6644 Website and Email Services	60.00	2,776.16	8,500.00	5,723.84	33%
6650 Contract Services - Assessment Administration	0.00	13,500.00	20,000.00	6,500.00	68%
6651 Contract Services - Auditor	0.00	14,770.00	19,000.00	4,230.00	78%
6652 Contract Services - Bookkeeping	906.25	7,343.75	16,000.00	8,656.25	46%
6653 Contract Services - Information Technology	8,390.00	31,441.34	60,000.00	28,558.66	52%
6654 Contract Services - Investment Advisory	622.61	4,173.50	10,000.00	5,826.50	42%
6655 Contract Services - Legal	8,735.43	25,134.95	32,000.00	6,865.05	79%
6656 Contract Services - Other	0.00	0.00	5,000.00	5,000.00	0%
6660 Insurance - VCJPA Automobile	0.00	6,431.00	4,000.00	-2,431.00	161%
6661 Insurance - VCJPA General Fund	0.00	3,891.00	5,000.00	1,109.00	78%
6662 Insurance - VCJPA Liability	0.00	108,825.00	145,000.00	36,175.00	75%
6663 Insurance - VCJPA Property	0.00	12,505.00	21,000.00	8,495.00	60%
6664 Insurance - VCJPA Workers' Compensation	0.00	104,617.00	145,000.00	40,383.00	72%
6665 Insurance - Other Insurance	0.00	279.36	5,500.00	5,220.64	5%
<b>Total ORGANIZATIONAL EXPENDITURES</b>	<b>74,589.10</b>	<b>785,856.50</b>	<b>1,659,952.80</b>	<b>874,096.30</b>	<b>47%</b>
<b>CAPITAL OUTLAY</b>					
8000 Capital Outlay - General	29,092.32	62,794.37	350,000.00	287,205.63	18%
<b>Total CAPITAL OUTLAY</b>	<b>29,092.32</b>	<b>62,794.37</b>	<b>350,000.00</b>	<b>287,205.63</b>	<b>18%</b>
<b>Total EXPENDITURES</b>	<b>721,038.30</b>	<b>3,650,481.31</b>	<b>7,173,780.00</b>	<b>3,523,298.69</b>	<b>51%</b>



## San Gabriel Valley Mosquito & Vector Control District Budget Status Report | January 2025

	CURRENT PERIOD	YEAR TO DATE	ADOPTED BUDGET	REMAINING BUDGET	PERCENTAGE OF BUDGET UTILIZED
<b>DESIGNATED RESERVES</b>					
Public Health Emergency	0.00	0.00	500,000.00	500,000.00	0%
Capital Projects	0.00	0.00	325,000.00	325,000.00	0%
Pension Liability	0.00	0.00	313,000.00	313,000.00	0%
Building/Facilities	0.00	0.00	110,000.00	110,000.00	0%
Vehicle Replacement	0.00	0.00	65,000.00	65,000.00	0%
Prop 218 Ballot Initiative	0.00	0.00	525,000.00	525,000.00	0%
Sterile Insect Technique	0.00	0.00	122,500.00	122,500.00	0%
<b>Total DESIGNATED RESERVES</b>	<b>0.00</b>	<b>0.00</b>	<b>1,960,500.00</b>	<b>1,960,500.00</b>	<b>0%</b>

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San Gabriel Valley Mosquito & Vector Control District  
**Board of Trustees Meeting Minutes**  
**January 17, 2025**

**TRUSTEES PRESENT**

Henry Aviles (Alhambra)  
 Sho Tay (Arcadia)  
 Robert Gonzales (Azusa)  
 Emmanuel Estrada (Baldwin Park)  
 Richard Barakat (Bradbury)  
 Corey Calaycay (Claremont)  
 Jerry Velasco (El Monte)  
 Jackie Doornik (Glendora)  
 Cory Moss (Industry)  
 Manuel Garcia (Irwindale)  
 Charlie Klinakis (La Puente)  
 Meshal Kashifalghita (La Verne)  
 Becky Shevlin (Monrovia)  
 Joseph Leon (Monterey Park)  
 Tim Sandoval (Pomona)  
 Sandra Armenta (Rosemead)  
 Denise Menchaca (San Gabriel)  
 John Capoccia (Sierra Madre)  
 Robert Joe (South Pasadena)  
 Allen Wu (Walnut)

**TRUSTEES ABSENT**

Patricia Cortez (Covina)  
 Margaret Finlay (Duarte)  
 Anish Saraiya (L.A. County)  
 Rachel Janbek (Pasadena)  
 Ryan Vienna (San Dimas)  
 Cynthia Sternquist (Temple City)  
 Rosario Diaz (West Covina)

**STAFF PRESENT**

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

**GUESTS PRESENT**

District Counsel, Kelly Alhadeff-Black

**1. Call to Order**

Board President Capoccia called the meeting to order at 7:00 a.m. Trustee Estrada led the Pledge of Allegiance. Clerk of the Board Mireles confirmed a quorum and noted absences.

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

None

**3. Consent Calendar**

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

AYES: Aviles, Tay, Gonzales, Estrada, Barakat, Calaycay, Velasco, Doornik, Moss, Garcia, Klinakis, Kashifalghita, Shevlin, Leon, Sandoval, Armenta, Menchaca, Capoccia, Joe, Wu

NOES: None

ABSTAIN: None

ABSENT: Cortez, Finlay, Saraiya, Janbek, Vienna, Sternquist, Diaz



## San Gabriel Valley Mosquito & Vector Control District Board of Trustees Meeting Minutes January 17, 2025

#### 4. Presentation

None

#### 5. Election of Nominated Officers of Secretary/Treasurer for the Board of Trustees

President Capoccia passed control of the meeting to Trustee Gonzales, the Nominations Committee Chairperson. Trustee Gonzales shared that Trustee Calaycay had shown interest in the position and then asked if there were any further nominations from the floor. No additional nominations were made.

Motion by Trustee Barakat, seconded by Trustee Klinakis, and carried the following vote to approve Corey Calaycay as Secretary/Treasurer.

AYES: Aviles, Tay, Gonzales, Estrada, Barakat, Calaycay, Velasco, Doornik, Moss, Garcia, Klinakis, Kashifalghita, Shevlin, Leon, Sandoval, Armenta, Menchaca, Capoccia, Joe, Wu

NOES: None

ABSTAIN: None

ABSENT: Cortez, Finlay, Saraiya, Janbek, Vienna, Sternquist, Diaz

#### 6. Closed Session

##### A. Conference with Legal Counsel – Anticipated Litigation

Significant Exposure to Litigation Pursuant to paragraph (2) of Subdivision (d) of Government Code Section 54956.9 – One Potential Case

Members of the Board of Trustees, District Counsel, and Executive Staff entered closed session. The Board recessed at 7:06 a.m. and reconvened at 7:38 a.m. At the conclusion of the closed session, President Capoccia requested District Counsel Black report out any required public disclosure action. District Counsel Black indicated that there was no reportable action.

#### 7. District Administration

##### 7.1 Committee Meeting Notification – Finance Committee

Mr. Farned stated that the Finance Committee would begin after the board meeting adjourns.

##### 7.2 District Update

District Manager Jason Farned expressed the District's support for communities affected by the wildfires and mentioned that the District will assess the impact on these communities in the coming months. He also noted that an option for direct deposit forms was available on the table, and those interested should submit them to Jerry Mireles or Cecilia Contreras. He reminded the Board that next month will involve the approval of the annual committee assignments, and encouraged anyone interested in serving on a committee to inform either Jerry Mireles or President Capoccia. Additionally, he shared that staff are preparing for the MVCAC conference in Oakland, where the District will be well represented.





San Gabriel Valley Mosquito & Vector Control District  
**Board of Trustees Meeting Minutes**  
January 17, 2025

**8. Committee Reports**

None

**9. Trustee Report**

Trustee Barakat praised District Manager Farned for agendizing the closed session item.

**10. New Business**

None

**11. Adjournment**

The meeting was adjourned at 7:43 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 pesticide usage for January 2025.

The Operations Department is ramping up proactive field efforts to curb mosquito populations before they surge. By targeting early breeding sources such as nonfunctional pools, flood channels, and underground storm drains, this approach disrupts mosquito life cycles, slows population growth, and reduces disease transmission. These efforts are part of a broader strategy to manage mosquito abundance and minimize public health risks throughout the season.

The department has begun planning efforts for the Eaton Fire response, carefully factoring in safety, budget constraints, treatment challenges, and available resources. To support these efforts, we are leveraging tools such as Nearmap imagery, multiple GIS layers, and maps provided by disaster relief and government agencies. Our goal is to collaborate across departments to develop a well-structured, strategic plan before moving into execution. The effectiveness of this response will be instrumental in shaping our strategy for the rest of the season, influencing not only our fire-related efforts but also our broader programs and operations.

**Chemical Usage:**
**January 2025**

Larvicides/Pupicides					
Method of Action	Target	Amount	Area Treated		
<b>Larvicide Oils (Surface Film)</b>					
Suffocation	Mosquitoes	0.08 gal.	746	sq.ft.	
<b>Insect Growth Regulators (IGR's)</b>					
Inhibits metamorphosis	Mosquitoes	1.54 lbs.	705	sq.ft.	
<b>Bacterials</b>					
Ingestion, toxicant	Mosquitoes	0.02 gal.	7920	sq.ft.	
Ingestion, toxicant	Mosquitoes	8.88 lbs.	23926	sq.ft.	
Ingestion, toxicant	Black flies	1.58 gal.	438	m <sup>3</sup>	



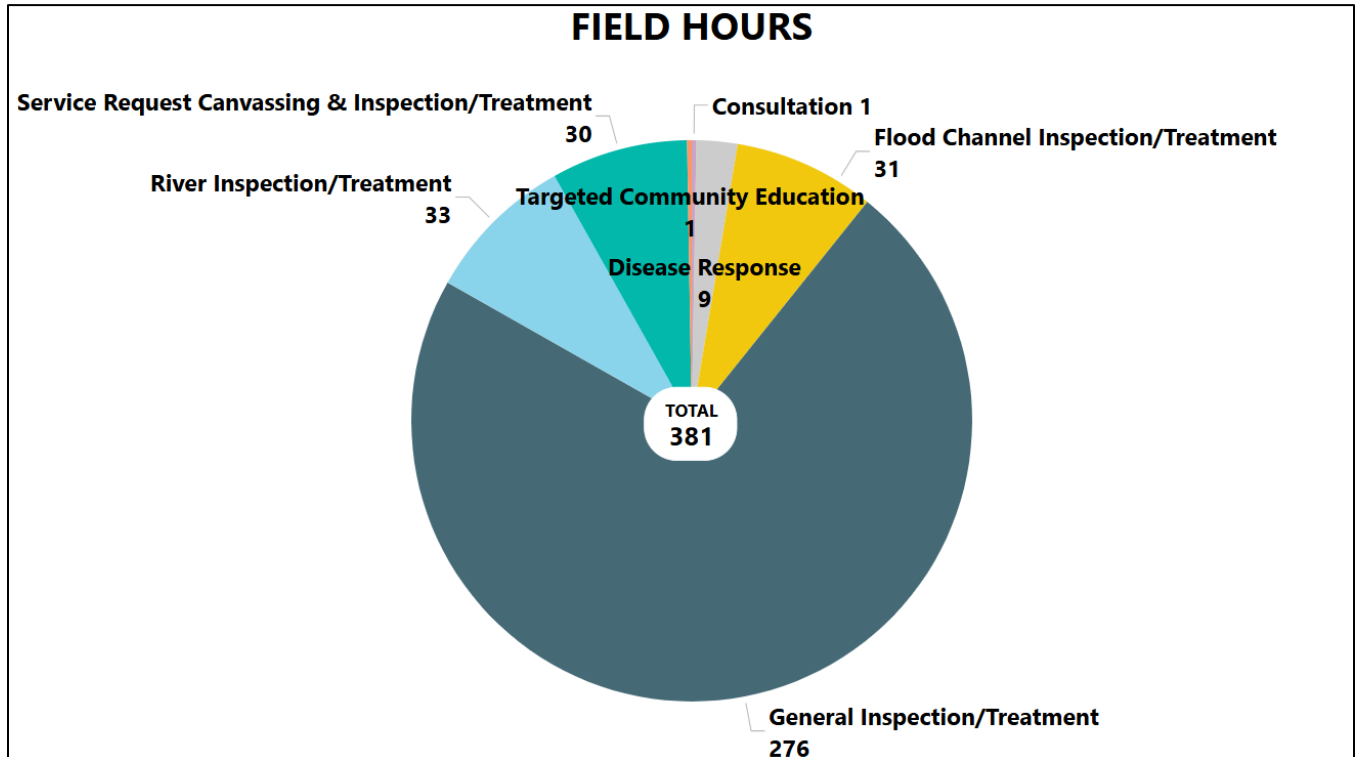
**Field Statistics:**

**1,008** - 16.97 %  
2024  
SITES VISITED

**8** - 27.27 %  
2024  
SERVICE REQUESTS

**0** - 100 %  
2024  
CONSULTATIONS

**FIELD HOURS**





# San Gabriel Valley Mosquito & Vector Control District Surveillance Department Report Disease Weeks 1 - 5 | December 29 – February 1

## Surveillance Activities

Routine mosquito surveillance is currently on pause for weeks 1 through 9 of the new year, this trapping will resume on March 3<sup>rd</sup>. While the department is responding to disease case reports at the county health department’s discretion, the department has been evaluating internal reporting measures, expanding analytic tools for the district and presenting at state conferences. Lastly the department has restarted the underground surveillance program to identify early season breeding in our flood water channels.

## Black Fly Surveillance

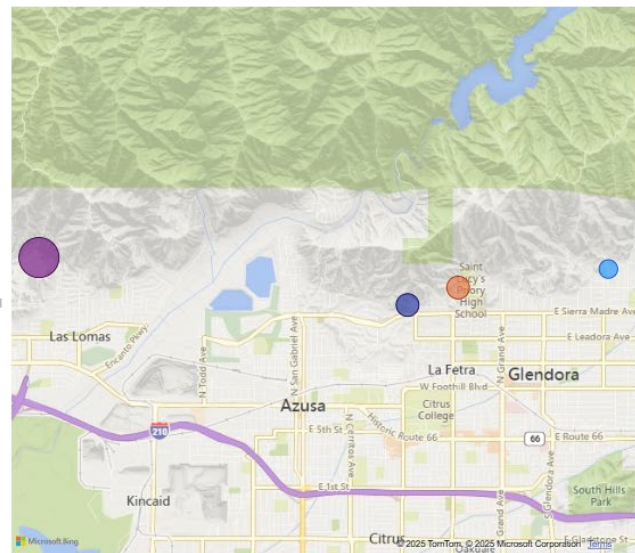
Routine black fly surveillance was conducted during disease weeks 2 and 4. This surveillance was conducted using EVS traps baited with carbon dioxide in the form of dry ice. During this period, black fly abundance was below district action threshold.

### Week 2, 4 Black Fly Data

CO2 Traps				
Week	Zone	Site Name	Trap Type	Total Black Fly
4	7	Hicrest Rd (GL)	CO2	5
4	5	Tall Pine Dr	CO2	2
4	7	Hook West Flood Channel	CO2	2
4	7	Glencoe Heights	CO2	0
2	5	Tall Pine Dr	CO2	35
2	7	Hook West Flood Channel	CO2	8
2	7	Glencoe Heights	CO2	6
2	7	Hicrest Rd (GL)	CO2	5

Other Traps			
Zone	Site Name	Trap Type	Total Black Fly

- Site Name
- Glencoe Heights
  - Hicrest Rd (GL)
  - Hook West Flood Channel
  - Tall Pine Dr



**Notes:**

The table shows all trap counts for the past week. Traps with counts of (100+) black flies per trap have ● and counts of (200+) black flies per trap have ●. Locations positive for black flies appear on the map. The bubbles on the map represent the relative numbers of black fly caught in each trap but are not drawn to scale.

Fig. 1 Black fly trap locations for disease weeks 2 and 4. 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.

## Additional Surveillance Activities

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 disease/abundance triggers but can be utilized proactively in areas of historic concern. Additionally underground mosquito surveillance is deployed year-round to mitigate mosquito populations in storm drain and flood channel environments.



## San Gabriel Valley Mosquito & Vector Control District Surveillance Department Report Disease Weeks 1 - 5 | December 29 – February 1

In disease week 4, two enhanced surveillance activities were activated, both in relation to travel related dengue cases in Monrovia and El Monte.

Underground surveillance was deployed in week 5 in high activity areas. All collections were under actionable thresholds.

### Conference Presentations

Several members of the San Gabriel Valley MVCD had the opportunity to present at the Mosquito and Vector Control Association of California's (MVCAC) Annual Conference in Oakland California. The Director of Scientific Programs presented, "Out for Blood: Standardizing local dengue case monitoring" while the Assistant Vector Ecologist presented, "Creating Reports in Microsoft Power BI using the VectorSurv Gateway."

Both presentations are currently posted on the District's website under the "In the Spotlight" tab. Below will be the titles and posted abstracts or summaries of the presentations.

Title: Out for Blood: Standardizing local dengue case monitoring

Abstract: In 2024, human dengue infections saw a substantial increase across endemic regions in the Americas, leading to the declaration of a public health emergency in Puerto Rico and prompting the CDC to issue a health advisory to the United States, citing an elevated risk of dengue virus infections among travelers. This rise was reflected in the number of cases reported in California, whereby early October 2024, the total number of cases had already surpassed the year-end total for 2023. Dengue cases within the San Gabriel Valley Mosquito and Vector Control District's service area mirrored this statewide increase. To respond consistently for each case, a standardized surveillance schedule was implemented and executed. This schedule combined the Enhanced Surveillance model regularly utilized by the San Gabriel Valley surveillance department and the California Department of Public Health's recommended 45-day monitoring window for local transmission of Aedes-borne diseases. This surveillance model informed control teams responding to several local dengue transmissions within the District's service area, offering insight for when additional treatments might be necessary. By standardizing its response to local dengue infections, the San Gabriel Valley Mosquito and Vector Control District was able to quickly mount a multifaceted communicative, surveillance, and control operation for multiple dengue infections in a short time frame.

Title: Creating Reports in Microsoft Power BI using the VectorSurv Gateway

Abstract: Vector control agencies rely on regular data reports to make informed decisions across multiple departments. Compiling data and generating reports on a routine basis can be a lengthy and repetitive process with room for human error. At the San Gabriel Valley Mosquito and Vector Control District, a semi-automated method of generating surveillance reports has been developed using Microsoft's Power BI and connecting it to the VectorSurv Gateway, a database where mosquito data is



## San Gabriel Valley Mosquito & Vector Control District Surveillance Department Report Disease Weeks 1 - 5 | December 29 – February 1

entered and stored. This process involves melding and organizing data sources in Power BI through data manipulation and using the compiled data to set up calculations and visualizations such as tables, maps, and graphs, in a predetermined layout. After the report file is set up, the displayed calculations and visualizations semi-automatically update as the VectorSurv database is updated with new data entries. Making new reports for isolated events also becomes a simplified process when the relevant data is already compiled and organized. This method of generating reports has reduced the amount of time and effort needed to produce complex deliverables and has improved accuracy by eliminating many opportunities for human error.

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# San Gabriel Valley Mosquito & Vector Control District Communications Department Report Disease Weeks 52 - 5 | December 22 – February 1

## Outreach Summary:

With the recent emergencies caused by the Eaton fire, district staff have held the community in their thoughts and taken considerate approaches while sharing content through the district’s platforms. In addition to sharing typical off-season mosquito content, the district continues to reshare fire response resources for its residents. Staff have continued with strategic planning and interdepartmental meetings aimed at evaluating responses and resources for the upcoming season. Additionally, the communications department was active in preparing speakers and presentations for the 93<sup>rd</sup> Annual MVCAC Conference in Oakland by hosting practice run-throughs, professional photographs, and website development. In addition to showcasing the district’s work in front of hundreds of vector control professionals across the state, folks can access these same talks and information on the district’s website at [sgvmosquito.org/in-the-spotlight](http://sgvmosquito.org/in-the-spotlight). Take a look at the great work the district accomplished in the past season!

Lastly, education specialists are developing on-the-go virtual lessons and activities that will help build the district’s curriculum resources. Furthermore, Education Specialist Luna Corona presented on the district’s Train the Trainer program at the state conference to help districts across the state establish similar models to amplify their agency’s efforts.



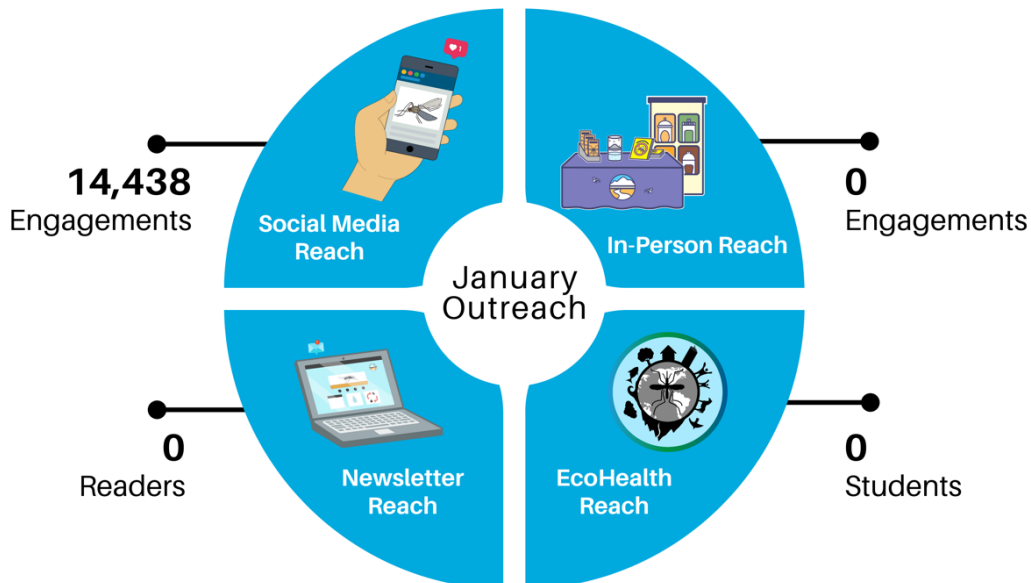
*Communications Specialist Cabrera conducted professional headshot sessions.*



*Director Medina Diaz and Education Specialist Luna Corona presenting at MVCAC.*



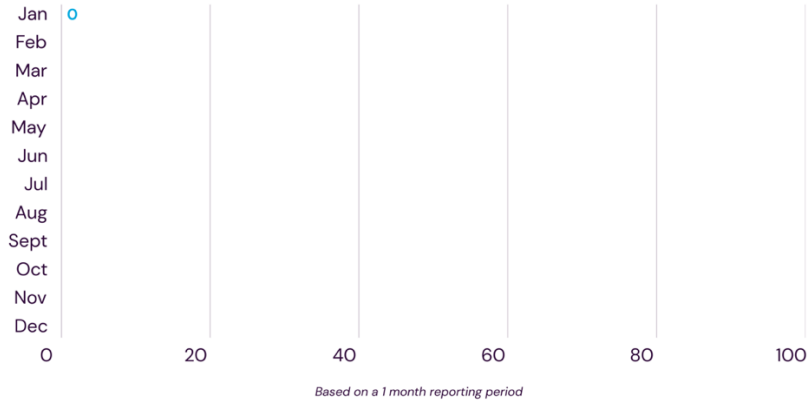
*SGVMVCD staff and presenters at the 93<sup>rd</sup> Annual MVCAC Conference in Oakland, CA.*





# San Gabriel Valley Mosquito & Vector Control District Communications Department Report Disease Weeks 52 - 5 | December 22 – February 1

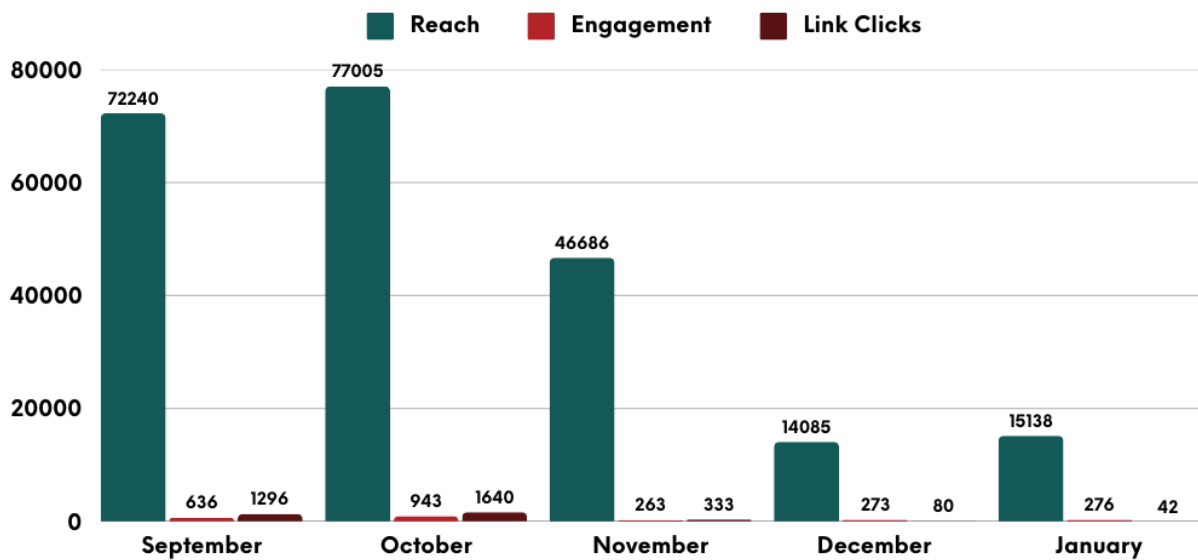
## 2025 Communications Field Hours



### Digital Marketing:

- 1) Key Performance Indicators (KPIs):

## Social Media Engagement



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

- 2) Digital Response Support
  - a) In response to the recent wildfires and their proximity to the District, the district temporarily adjusted its social media focus. To prioritize the urgent needs of the community, the district primarily disseminated critical fire safety information and updates. The district wanted to ensure it effectively served its communities by providing timely and essential information to residents during a critical situation.

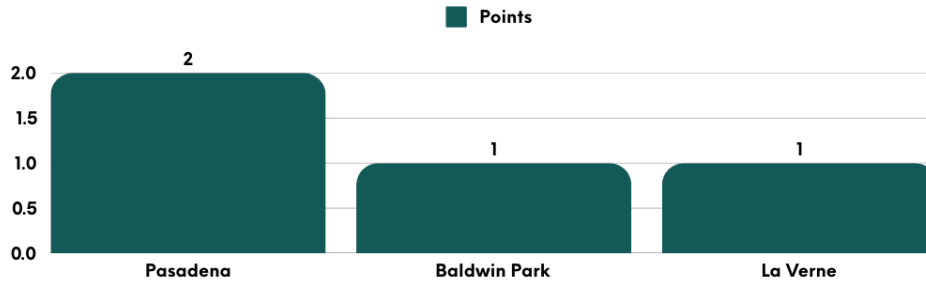


# San Gabriel Valley Mosquito & Vector Control District Communications Department Report Disease Weeks 52 - 5 | December 22 – February 1

### 3) Social Media

- a) In addition to sharing fire response resources, the district continued to share content about “Who We Are” and highlighted district representatives speaking at the state association conference.

**Most Engaged Cities with @SGVMosquito on Social Media**



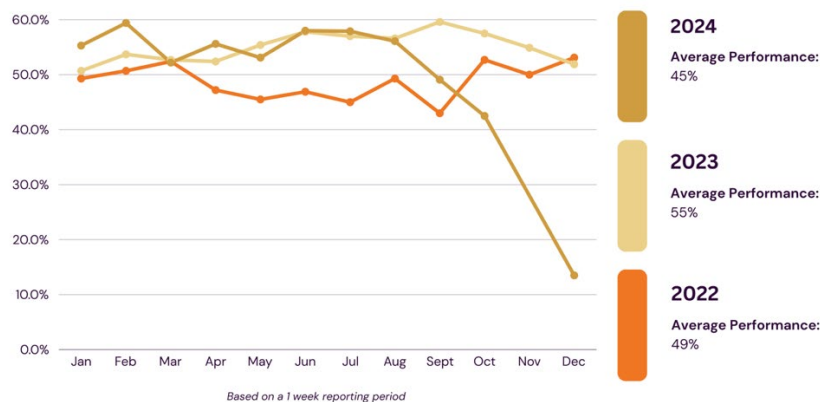
Tracking cities social media engagement with our District’s social media platforms. Points are based on the following:

- 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

### 4) Email Marketing

- a) Mosquito treatment notifications
- b) Disease presence notifications
- c) 2024 average open rate: 45%
- d) January Short Bites Monthly e-blast sent to general and Bite Back Champions audience

**Short Bites Monthly Performance**



### 5) Content Development

- a) Promotion and development of District presenters at MVCAC Annual Conference.



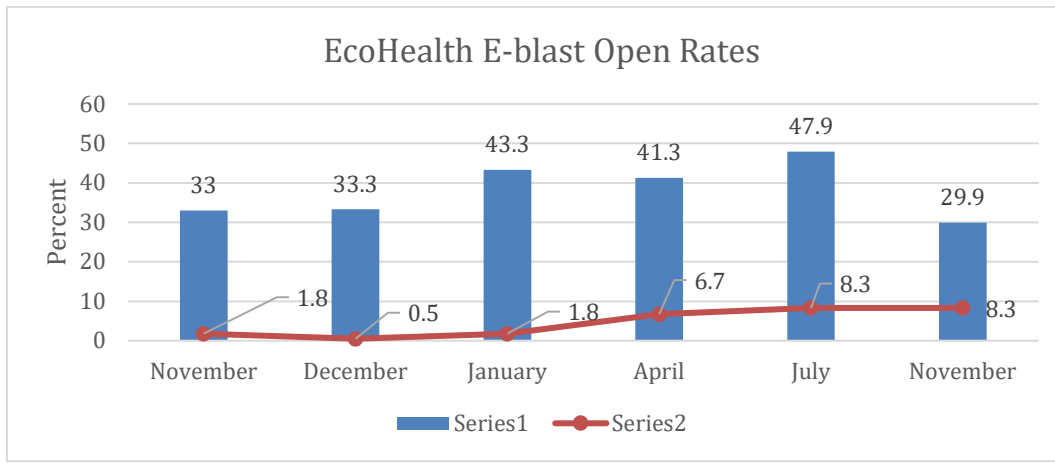
# San Gabriel Valley Mosquito & Vector Control District Communications Department Report Disease Weeks 52 - 5 | December 22 – February 1



**EcoHealth**  
Vector Education



## 1. Data in Education



## 2. EcoHealth Highlights

- a) January 7<sup>th</sup> - Friend's Western School presentation (Pasadena)
- b) Selection of 2025 Public Health Teacher of the Year
- c) Home school mosquito anatomy demo construction
- d) Continued Grab 'n Go lesson design
- e) January 27<sup>th</sup> - MVCAC 2025 presentation on our teacher training program's process and outcomes
- f) January 30<sup>th</sup> - California Association of Public Information Officials (CAPIO) award submission for our EcoHealth Newsletter updates to the "Communication and Marketing Tools" awards section, subsection "Newsletter or Magazine"



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

### TREASURER'S REPORT – DECEMBER 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 Citizens Bank, L.A. County Pool, CA CLASS, and LAIF accounts.

LOCAL AGENCY INVESTMENT FUND (LAIF)				
BEGINNING BALANCE				\$3,436.20
No transactions this period		\$0.00		
ENDING BALANCE				\$3,436.20
% OF ANNUAL EXPENDITURE:	0.05%	YIELD:	4.43%	MATURITY DATE: PERPETUAL SOURCE: DEC 2024 STATEMENT

LOS ANGELES COUNTY POOL (PB1)				
BEGINNING BALANCE				\$49,989.93
Interest Earned		\$62.54		
Sec 40% ADV 2024-25		\$3,084,056.00		
DA Billing		(\$96,426.75)		
ENDING BALANCE				\$3,037,681.72
% OF ANNUAL EXPENDITURE:	42.34%	YIELD:	3.71%	MATURITY DATE: PERPETUAL SOURCE: ND 24, PERIOD 6

CALIFORNIA CLASS PRIME				
BEGINNING BALANCE				\$1,770,364.11
Interest Earned		\$5,508.20		
Withdrawal - November Claims		(\$408,576.57)		
ENDING BALANCE				\$1,367,295.74
% OF ANNUAL EXPENDITURE:	19.06%	YIELD:	4.63%	MATURITY DATE: PERPETUAL SOURCE: DEC 2024 STATEMENT

VCIPA CONTINGENCY FUND				
BEGINNING BALANCE				\$162,017.00
Interest Earned		(\$1,487.00)		
Contribution		\$42,570.00		
Admin Fee		(\$4.00)		
ENDING BALANCE				\$203,096.00
% OF ANNUAL EXPENDITURE:	2.83%	YIELD:	3.23%	MATURITY DATE: PERPETUAL SOURCE: DEC 2024 STATEMENT*

\*Statements provided on quarterly basis only

CITIZENS BANK (REVOLVING AND SWEEP ACCOUNTS)				
BEGINNING BALANCE				\$335,261.46
Debits		(\$1,213,746.28)		
Deposits		\$1,080,134.77		
Service Charge		(\$133.88)		
Interest Earned		\$21.58		
ENDING BALANCE				\$201,537.65
% OF ANNUAL EXPENDITURE:	2.81%	YIELD:	0.10%	SOURCE: DEC 2024 STATEMENT

U.S. BANK TRUST				
BEGINNING BALANCE				\$1,625,141.98
Taxable Interest		\$3,001.23		
Taxable Dividends		\$121.25		
Fees and Expenses		(\$125.00)		
Short Term Gains/Losses		\$0.06		
Change in Investment Value		(\$3,740.75)		
ENDING BALANCE				\$1,624,398.77
% OF ANNUAL EXPENDITURE:	22.64%			SOURCE: DEC 2024 STATEMENT

<b>ALL FUNDS BEGINNING BALANCE</b>	<b>\$3,946,210.68</b>
<b>ALL FUNDS ENDING BALANCE</b>	<b>\$6,437,446.08</b>

*Corey Calaycay*  
Corey Calaycay 44466 0 2025-12-31 10:11

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Corey Calaycay, Secretary - Treasurer

2/6/2025  
Date



## San Gabriel Valley Mosquito & Vector Control District District Working Balance | February 2025

### SGVMVCD WORKING FUND BALANCE FEBRUARY 2025

ALL FUNDS ENDING BALANCE (PERIOD ENDING DECEMBER 2024)	\$6,437,446.08
TOTAL RESERVES	(\$1,960,500.00)
JANUARY 2025 EXPENDITURES	(\$721,153.00)
FEBRUARY 1, 2025 WORKING FUND BALANCE	\$3,755,793.08

*Jason Farned*

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Jason Farned, District Manager

**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT  
REPORT OF STAFF'S ATTENDANCE  
AT CONFERENCE/EVENT**

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

**Name of Conference/Event:** 93<sup>rd</sup> Annual MVCAC Conference

**Date:** January 26, 2025 – January 29, 2025

**Location:** Oakland, CA

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

The 93<sup>rd</sup> Annual MVCAC Conference was a great opportunity to learn about the different challenges vector control districts across the state are facing and the innovative solutions they're employing to tackle them. In addition to being one of eight speakers representing the district at this conference, I am also a member of the Public Relations Committee. The conference provided a platform for the district to share about its multi-faceted response to the dengue activity experienced across the San Gabriel Valley in 2024, including the district's robust communications response.

During the plenary session, I learned about how artificial intelligence (AI) can be a useful tool for districts to use in day-to-day work. Additionally, there was a presentation about how a district is exploring the use of AI to simplify insect identification and the steps the surveillance team has made to teach the AI tool the different characteristics between mosquito species. While the AI identification tool can differentiate species, there is still a lot of work to be done to refine its accuracy. Additionally, while the tool allows to expedite the identification process, it will not replace the quality control and experience an actual person provides. The key takeaway from these presentations is that although AI provides many benefits to the industry, users should still be cautious about accuracy and reliability of the technology. Additionally, districts should adopt policies that help guide the use of AI in day-to-day work.

In the communications symposium, Presenter Kerry Shearer provided an hour long talk on media relations. It was helpful to see that many of the recommendations he provided to have successful media interviews are steps we take here at the district. Additionally, a presentation by Rachel Curtis Robles from San Mateo County talked about a project she conducted on Nextdoor. By using Nextdoor, the district was able to increase newsletter subscriptions through targeted outreach and deployment of tick kits. The great thing about her presentation was not just showcasing how they increased outreach and engagement but also provided guidance on how to collect data to support communications efforts.

Overall, the conference was very informative and provided an opportunity to connect with colleagues across the state. Lastly, our district was well represented, and our staff did an amazing job showcasing our work.

Date: 2/4/2025 Signed: Anais Medina Diaz

Print Name: Anais Medina Diaz

# SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

## REPORT OF STAFF'S ATTENDANCE

### AT CONFERENCE/EVENT

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

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

**Date:** January 26-29, 2025

**Location:** Oakland, CA

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

The Mosquito and Vector Control Association of California (MVCAC) Annual Conference offers a valuable opportunity to network with other mosquito control agencies and industry vendors, exchanging updates and discoveries. Through presentations and meetings, topics ranged from insecticides and aerial surveillance to database management, community engagement, and operational methods in vector control.

At the conference, I presented on "Dengue in the Golden State: Our Operations Guide for Multiple Local Cases," focusing on managing 11 local dengue cases from an operational standpoint. Key points included strategies, resources, risks, and sustainability, with an emphasis on staff safety. Over the past decade, we have developed programs to respond to disease scenarios like these, and sharing our procedures with the industry helps others compare and refine their approaches.

Many of the presentations I attended offered insights directly relevant to the challenges we face in the San Gabriel Valley. Some talks covered updates on drone regulations and best practices, as well as innovative uses of spray equipment designed for other purposes. These ideas could reduce safety risks and improve the impact of work done at our District if we pursue similar enhancements. For instance, the industry modified the Curtis Dynafog LV-8 truck-mounted larvicide sprayer, originally designed for orchards, to treat hard-to-reach *Aedes* larval habitats in high-risk neighborhoods. We may be able to extend the utilization of this sprayer to treat some of the swimming pools around the residential areas affected by the Eaton Fire this year.

Additionally, the conference offered a valuable platform to connect with industry vendors, where we discussed the District's needs for the upcoming season and explored ways to optimize our current resources.

Date: 2/6/2025

Signed: 

Print Name: Antonio Bishop



# SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

## REPORT OF STAFF'S ATTENDANCE

### AT CONFERENCE/EVENT

**Staff Name and Title:** Gilbert Holguin – Director of Operations

**Name of Conference/Event:** MVCAC Annual Conference 2025

**Date:** 1/26/2025 – 1/29/2025

**Location:** Oakland Marriott

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

This year's conference included several presentations, with an emphasis on invasive Aedes mosquitoes and dengue. With our District navigating locally transmitted dengue cases while balancing resources and seeking efficient strategies, it was insightful to see how another local district tackled a similar challenge.

Maritza Olmos from Greater Los Angeles County Vector Control District (GLACVCD) presented "Locally Acquired Dengue Response in Panorama City, California." Her talk covered GLACVCD's response plan and actions following a locally acquired dengue case in Panorama City. Their approach included door-to-door inspections and treatments, public notifications, and truck-mounted treatments.

From September 23 to October 3, 2024, the team conducted property inspections, source reduction, fogging, and trapping. The response effort was significant—five door-to-door teams (15 staff each) and three truck-mounted treatment crews (six staff total) worked to control the situation. Their efforts led to 97.5% property access, a noticeable drop in mosquito populations, and no additional dengue cases.

Maritza also highlighted key takeaways, including the importance of staff rotation to prevent burnout, the challenges of relying on technology in the field, and the need to understand the unique characteristics of different areas within a district. Her presentation provided a great real-world perspective on responding to locally acquired dengue and reinforced many of the challenges we've faced in our own work.

Another presentation I was amazed by was the response efforts from the County of San Diego. In the winter of 2024, severe storms caused a berm failure in the Tijuana River Valley, flooding over 650 acres with sewage-contaminated water. The flooding impacted campgrounds, roads, wildlife reserves, and private property, with flows exceeding 100 million gallons per day. Concerned about mosquito breeding and disease risk, the Department of Parks and Recreation contacted the County of San Diego Vector Control Program (VCP), with initial treatment costs estimated at over \$2.1 million.

Jason Mendoza from the County of San Diego VCP presented on their response. The team identified two key mosquito species: *Culiseta inornata* (the "Large Winter Mosquito") and *Culex tarsalis* (the "Western Encephalitis Mosquito"), with *Culex tarsalis* populations surging compared to previous years. To address the risk, the VCP launched a 144-acre larvicide treatment on May 15, 2024, followed by weekly Buffalo Turbine applications over 122 acres in key areas like Goat Canyon and Smugglers Gulch.

Through early monitoring, strong coordination with partner agencies, and dedicated staff efforts, the VCP successfully prevented a larger vector emergency. Their approach cut potential treatment costs from \$2.1 million to just \$100,000 while reducing mosquito populations and protecting public health.

This case study underscored the importance of swift, coordinated responses to environmental health threats. By acting early and using innovative treatment strategies, the VCP effectively managed a large-scale mosquito control challenge and prevented the spread of vector-borne diseases.

Date: 02/04/2025 Signed: *Gilbert Holguin*

Print Name: Gilbert Holguin

# SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

## REPORT OF STAFF'S ATTENDANCE

### AT CONFERENCE/EVENT

**Staff Name and Title:** Jamie Mangan, Vector Ecologist

**Name of Conference/Event:** Mosquito & Vector Control Association of CA Conference

**Date:** 1/5/2025-1/29/2025

**Location:** Oakland Marriott City Center, Oakland, CA


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

Because of my attendance of the MVCAC conference this year, I was able to hear about surveillance, control, and communication strategies from colleagues across the state and experienced experts. I learned about how Alameda County is harnessing generative artificial intelligence for vector control, how universities study insecticide resistance throughout the state, dengue response in the greater LA area, and more. I was especially glad to hear the talks given by representatives of UC Davis and the California State Department of Health about attempts to use data models to predict risk of West Nile virus infections.

Because I attended in person, I had many opportunities to talk to others in the field about their thoughts and ideas. I am relatively new to the state of California, and MVCAC attendance has been the best way for me to really get a true understanding of vector control and vector-borne disease in the state. That understanding is essential for me in my role at the District. If I am to investigate the important questions about vectors and vector-borne disease in the District, I need to have an understanding of what the important topics are. I do this through reading papers, but that would not be enough without the conversations I have at MVCAC.

Vector-borne disease doesn't happen in a vacuum—it's regional, national, global. Combating vector-borne disease doesn't happen in a vacuum either. That's why attendance at conferences like MVCAC, where I can connect with people from all over the state and beyond, is so vital.

Date: 2/5/2025

Signed: 

Print Name: Jamie Mangan

# SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

## REPORT OF STAFF'S ATTENDANCE

### AT CONFERENCE/EVENT

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

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

**Date:** January 26-29, 2025

**Location:** Oakland, CA

The 2025 Mosquito and Vector Control Association of California (MVCAC) Annual Meeting in Oakland, CA, was an invaluable opportunity to share insights, learn from industry leaders, and bring back key takeaways to benefit the San Gabriel Valley Mosquito and Vector Control District and its ratepayers.

As one of eight representatives from our District to present, I had the honor of delivering a talk titled "Dengue in Our Backyard: Insights and Innovations from 2024." My presentation emphasized the importance of a rapid response plan for locally transmitted dengue fever, highlighting best practices and lessons learned from last year's efforts. With the growing risk of locally acquired dengue in California, ensuring preparedness remains a top priority.

I also attended several informative presentations, including updates from neighboring districts on the Sterile Insect Technique (SIT) trials. This emerging technology shows promising results in initial field trials, and as costs decrease and effectiveness improves, it is becoming an increasingly viable option for our District.

In preparing to respond to the recent devastation from the Eaton Fire, I consulted with vector control professionals who have navigated similar wildfire impacts. These conversations provided critical insights into post-fire vector challenges, particularly how to navigate dangerous debris fields. Experts stressed the importance of rapid assessments and targeted treatments, with swimming pools, septic tanks, and raised foundations being the biggest challenges.

Beyond these sessions, I engaged with vendors and colleagues from across the state, discussing shared challenges and innovative solutions to advance vector control efforts. The collaborative spirit at MVCAC ensures that our District remains at the forefront of mosquito-borne disease prevention and mitigation.

Date: 02/03/2025

Signed: *Jason Farned*

Print Name: Jason Farned

# SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

## REPORT OF STAFF'S ATTENDANCE

### AT CONFERENCE/EVENT

**Staff Name and Title:** Jung Ma, Assistant Vector Ecologist

**Name of Conference/Event:** MVCAC 93<sup>rd</sup>

**Date:** 1/26/25 – 1/28/25

**Location:** Oakland Marriot


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

With the rise in drone use in the vector control field, there comes the need for safety considerations. Drones capable of carrying and dispersing pesticides for vector control are just as capable of carrying other, possibly harmful agents. In the wrong hands, drones can become dangerous in many ways including but not limited to physical destruction, dispersal of harmful agents, and illegal transport. If drones were to ever get stolen, the FBI may get involved in the search to find it because of these possible dangers, depending on the situation.

Some vector control agencies have started using the social media platform Nextdoor in their outreach efforts to spread awareness of mosquitoes and disease amongst the public. They have been able to reach residents who were previously unaware of their local vector control district. One agency was able to advertise their free tick control/awareness kits on the platform and encouraged people to pick them up at no charge, which was very popular amongst residents on the platform.

Despite how easily Aedes mosquitoes seem to hatch and grow in the wild, there are many conditions to consider when raising them in an insectary. Actions as simple as pre-feeding, using the correct kind of bleach when sanitizing equipment, and the use of bottled water over tap water can have significant effects on the percentage of mosquitoes that hatch and survive until adulthood. Even after mosquitoes reach adulthood, some of these factors play a role in whether the resulting adult mosquitoes are healthy and active enough to even fly out of their enclosures.

VectorSurv, the site where we enter and store mosquito and disease data, is always making updates and improvements to their site. This year they have updated interfaces and data entry forms, release new and updated maps like for dengue risk and ticks. Upcoming features include entry forms for service visits, improved calculator interface, bottle bioassay redesign, national data sharing, machine-identified mosquitoes, and more.

Date: 2/3/25 Signed:   
Print Name: Jung Ma

# SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

## REPORT OF STAFF'S ATTENDANCE

### AT CONFERENCE/EVENT

**Staff Name and Title:** Kriztian Luna Corona, Education Specialist

**Name of Conference/Event:** MVCAC 2025

**Date:** 2/4/2025

**Location:** Oakland, CA

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

**AI Usage and Implementation:** One of the big topics at this conference was the use of artificial intelligence (AI). One of the Plenary presentations reviewed the benefits and risks of AI. The main take away was that AI can be very useful in multiple ways for vector control. However, the information gathered by AI should be carefully reviewed and sensitive data should not be uploaded to free accounts because on free accounts, the AI company has rights to use the data. Another presentation also shared the use of AI in identifying mosquitoes, which looks promising, but the models still need work.

**Communications:** Presenter Kerry Shearer provided tips for preparing for a media interview, specifically knowing your message and creating talking points that will help you stick to your message. He also provided helpful examples to demonstrate sticking to confirmed facts, looking the part, and remembering your audience. These are useful tips in preparing for future media interviews our department may be asked to perform. Additionally, a presentation by Rachel Curtis Robles from San Mateo County discussed how she used NextDoor to get residents to sign up for tick kits and increase newsletter subscriptions. Using NextDoor to engage and increase enrollment in our newsletters seems like a great strategy for some of our communities that we may be looking to conduct targeted outreach.

**Surveillance:** In a surveillance talk by Kara Kelly of Sac-Yolo MVCD, I was able to learn more about PCR testing and how PCR are performed to test birds for disease. This information is useful as I speak to students about the bird testing process and help them understand how science concepts can be used in future careers. In multiple talks, I heard about updates with VectorSurv and how we can use PowerBI and Tableau to visualize data. These may be helpful tools for our community science programs in the future.

One of the main highlights of this conference was watching my coworkers present and share their wealth of expertise with other districts. They represented our District very well. Thank you for the opportunity to attend the conference. I look forward to implementing the information gained into our upcoming season.

Date: 2/4/25

Signed: 

Print Name: Kriztian Luna Corona

# SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

## REPORT OF STAFF'S ATTENDANCE

### AT CONFERENCE/EVENT

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

**Name of Conference/Event:** MVCAC 93<sup>rd</sup> Annual Conference

**Date:** January 26<sup>th</sup> – 29<sup>th</sup>, 2025

**Location:** Oakland, California


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

I had a great time at the 93rd MVCAC Conference in Oakland this year, and I even got to present! It was my first time presenting at a conference, so I was a little nervous, but I think it went well overall. People seemed interested in the assessment process I've been working on for the past three years, and I got some good questions. It was really helpful to catch up with people from other districts and hear about their challenges this season and what new things they're trying. Big shout-out to Jason, Gilbert, Antonio, Tristan, Jung, Anais, and Kriztan, they all gave awesome presentations and made our organization look great.

This year I tried to focus more on networking and met a lot of supervisors from different parts of California. It's always interesting to hear how other areas are dealing with invasive Aedes. Some places are just starting to see them, which makes you realize how far we've come. We got a lot of positive feedback on our Dengue response, which was nice, and it led to some good conversations about how to best manage resources and time. The potential for AI in our industry is very interesting and im excited to see what can come out of it once its refined. Sharing ideas like that is so important.

I'm definitely hoping to go to more conferences in the future, and maybe even present again. They're a great way to learn new tings, connect with other people in the field, and just keep getting better at what I do.

Date: 2/5/25

Signed: 

Print Name: Marco Gaytan

# SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

## REPORT OF STAFF'S ATTENDANCE

### AT CONFERENCE/EVENT

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

**Name of Conference/Event:** \_93rd Annual MVCAC Conference

**Date:** January 26 – 29 2025

**Location:** Oakland, CA

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

Attending the Mosquito and Vector Control Association of California (MVCAC) annual conference always provides valuable insights into the state of the industry and allows us to learn from top experts. This year was particularly noteworthy, as the San Gabriel Valley Mosquito and Vector Control District (The District) emerged as a leader in addressing the challenges of local Dengue transmission.

As the first agency to manage a local Dengue outbreak in California in 2024, the District shared its expertise with other vector control agencies throughout the state. With eight speakers presenting on various aspects of our Dengue response, including communications, surveillance, and operations, the conference highlighted the District's innovative approaches and effective strategies.

While the District is a pioneer in vector control, the conference provided valuable learning opportunities and key takeaways from other districts. One significant area for improvement is our utilization of Nextdoor. Although the District currently uses this platform, its current setup limits our outreach potential. Nextdoor offers a unique opportunity to reach residents in a hyper-focused manner. For example, we can tailor messaging about black flies specifically to our foothill communities, where this vector is more prevalent, versus other areas.

Another impactful presentation was "Where Shall We Start? How to Build a Classroom-Based Mosquito and Vector Control Curriculum" by Judith Pierce. This talk emphasized the critical role of communication in vector control, a function often overlooked. Pierce effectively conveyed the importance of comprehensive communication strategies for districts of all sizes. Based on the conference takeaways, I plan to focus on two key areas:

**Optimizing Nextdoor:** I will develop a strategy to revamp the District's Nextdoor presence, maximizing its potential for targeted outreach and community engagement.

**Enhancing Communication Plans:** I will continue refining our communication plans, particularly focusing on response time workflow and standardization of content. This will enable us to share best practices with other agencies and ensure a coordinated and efficient response to future outbreaks.



Date: 03/04/25

Signed: *Pablo Cabrera*

Print Name: Pablo Cabrera

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

**REPORT OF STAFF'S ATTENDANCE**

**AT CONFERENCE/EVENT**

**Staff Name and Title:** Tristan Hallum, Director of Scientific Programs

**Name of Conference/Event:** MVCAC Annual Conference 2025

**Date:** 1/26-28/2025

**Location:** Oakland Marriot City Center, Oakland CA

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

This past January I had the privilege of attending and speaking at the MVCAC Annual conference held in Oakland California. My presentation, Out for Blood: Standardizing local dengue case monitoring, focused on the surveillance methodology and thresholds used when San Gabriel Valley MVCD was controlling several cases of confirmed local dengue virus transmission in 2024. While in attendance I had the opportunity to attend two full days of presentations and two broader ideas that were highlighted in those efforts was the use of artificial intelligence in vector control and the developing threat of *Aedes* mosquitoes throughout California.

Artificial intelligence (AI) software is ubiquitous in most industries and has its place among vector control experts. Several presentations depicted various uses of the software, pros and cons of its use, safety concerns with it's integration and several potential opportunities where it has been used in other settings. For the surveillance department, we write in Java script or Python, two specific computer languages, to auto generate much of the work we produce in the department. By incorporating an AI interface or check when writing these scripts, we can automate much of the process and take out the human error instances when developing these tools. While expediting several of our day to day processes, I believe there are many additional opportunities to develop better practices using this technology.

One of the symposia titled, *Aedes* Successes and Failures, highlighted the work across the state on *Aedes* centric work and what various agencies are doing to mitigate the threat. Many central and northern California districts emphasized their first detections of *Aedes* mosquitoes in '23 or '24 and how their populations expanded or shrank depending on the individual cases. This is all too similar to the SGV experience, as was highlighted in Jason Farned's talk Dengue in our Backyard. The sooner more agencies accept the fact that as the climate continues to change and these mosquitoes continue to travel, it will be a regularly occurring issue and need to develop new practices to mitigate the threat.

Date: 2/3/2025

Signed: 

Print Name: Tristan Hallum



## San Gabriel Valley Mosquito & Vector Control District Status Report

Date: February 14, 2025

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

Subject: **Eaton Fire Disaster Response – Status Report**

Exhibit(s): None

### Overview

The San Gabriel Valley Mosquito & Vector Control District is actively assessing the impact of the Eaton Fire and developing a strategic response to mitigate potential vector control challenges. While current weather conditions are too cold for mosquito breeding, activity is expected to increase by mid-March. In anticipation, the District is focused on a measured and effective approach to address potential public health risks while balancing resources.

### Current Efforts:

- **Assessing breeding sources** such as thousands of swimming pools, in-ground fishponds, raised foundations, and exposed septic systems.
- **Developing a mosquito surveillance strategy** to track population growth and disease prevalence.
- **Engaging with key agencies** to integrate vector control into broader disaster recovery.
- **Evaluating financial and operational impacts** to ensure service continuity.
- **Identifying funding opportunities** for a sustained response.

With standing water in the burn zone creating ideal conditions for mosquito breeding, the District is working swiftly to finalize a scalable, science-based response plan guided by best practices, interagency coordination, and public health priorities.

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### Current Status & Actions Taken

#### 1. Situation Assessment & Response Planning

The District has mapped over 3,500 swimming pools in the burn zone and is evaluating their condition pre-debris cleanup. We are exploring cost-effective alternatives to chemical treatments, which would be financially unsustainable at \$300 per pool, per year.



## San Gabriel Valley Mosquito & Vector Control District Status Report

### 2. Interagency Coordination & Partnerships

We are seeking to work with agencies to align mosquito control efforts with broader disaster recovery:

- **Local & County:** LACDPH Environmental Health, Pasadena Public Health, Supervisor Kathryn Barger (L.A. County District 5), Regional Health Office SPA 3.
- **State:** Cal OES, Cal Fire, State Senator Sasha Renee Perez (District 25), CSDA (securing FEMA funds).
- **Federal:** U.S. Army Corps of Engineers (Phase Two cleanup), Congresswoman Judy Chu, Congressman Gil Cisneros.

### 3. Immediate Policy Adjustments & Public Communication

- **Property-Owner Accountability:** The District has temporarily paused enforcement of unmaintained pools and standing water in the burn zone, subject to reassessment.
- **Public Outreach:** We are developing targeted communication strategies to keep residents informed and provide resources.

### 4. Financial & Operational Implications

#### Revenue Impact:

- **Potential tax relief** for affected properties.
- **Delinquent property tax payments** due to fire-related hardships.
- **California Executive Order N-10-25** suspending property tax penalties in disaster areas.

#### Service Adjustments & Increased Costs:

- **Expanded surveillance** to track mosquito populations and disease risk.
- **Managing thousands of new breeding sites**, particularly swimming pools.
- **Elevated risk** of West Nile virus and dengue.
- **Increased outreach and education efforts** for residents.
- **Administrative burden** of managing data, resources, and resident inquiries.

#### Need for State & Federal Support:

We are actively advocating for emergency funding and policy adjustments to integrate mosquito control into state and local disaster response frameworks.




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## Key Challenges & Considerations

- **Long-Term Uncertainty:** The extent of vector-related risks, shifting conditions, and homeowner accountability remain unclear.
  - **Balancing Resources:** Efforts in the burn zone must not come at the expense of vector control across the San Gabriel Valley.
  - **Legislative Gaps:** Vector control by special districts is not currently a standard component of disaster recovery efforts, and we are hoping to change that.
- 

## Next Steps & Action Plan

### 1. Data Collection & Situation Monitoring

- Continue detailed assessments of water sources in the burn zone.
- Monitor mosquito activity as temperatures rise.

### 2. Strengthening Partnerships & Securing Funding

- Finalize meetings with LACDPH, PPHD, and the Army Corps of Engineers to clarify priorities, timelines, collaboration opportunities.
- Pursue grant funding through CSDA, FEMA, and state disaster relief programs.

### 3. Developing a Scalable Mosquito Control Plan

- Identify cost-effective treatment solutions for large-scale mosquito breeding sites.
- Explore alternative, non-chemical strategies where feasible.
- Strategically allocate resources to maximize impact and reduce risk in the most critical areas.

### 4. Maintaining Transparent Public Communication

- Provide regular updates on policies, response efforts, and emerging risks.
- Ensure residents and stakeholders stay informed through multiple channels.

### 5. Advocacy for Long-Term Policy Integration

- Work with CSDA and state legislators to formally include vector control in disaster recovery plans.
  - Advocate for dedicated funding streams for mosquito control in wildfire-affected regions.
-



## San Gabriel Valley Mosquito & Vector Control District Status Report

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### Conclusion

The Eaton Fire has created an unprecedented vector control challenge, and while the full impact is still unfolding, the District remains committed to proactive planning, strong partnerships, and effective response measures.

Through scientific data, financial advocacy, and coordinated action, we are preparing to launch a comprehensive mosquito management program in the burn zone while maintaining essential services across the San Gabriel Valley. Our commitment to public health, transparency, and preparedness remains unwavering.



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

Date: February 14, 2025

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

Subject: **Mid-Year Budget Adjustment and Proposed Allocation of FY 2023-2024 Surplus Funds**

Exhibit(s): Exhibit 7A

### Background

The FY 2023-2024 financial audit confirmed a total budgetary surplus of \$1,053,348. This includes a \$400,571 revenue surplus, primarily due to higher investment returns after transitioning the General Fund to the California CLASS investment pool. Additionally, a combination of prudent spending and unutilized funds from a line-item duplication contributed to a \$652,777 surplus, further strengthening our financial position. This proposal outlines a strategic plan to allocate these surplus funds toward addressing immediate and long-term fiscal objectives.

### Proposed Surplus Allocation and Rationale

#### 1. **Capital Projects: \$350,000**

Allocate \$350,000 to complete the Solar Installation and Roof Repair Project. Funding the project outright will eliminate the need for financing, saving the District approximately \$99,000 in interest and fees. This investment enhances infrastructure reliability and aligns with the District's energy efficiency goals.

#### 2. **CalPERS Additional Discretionary Payment (ADP): \$343,348**

Direct \$343,348 to an ADP for our CalPERS unfunded accrued liability. This allocation reduces the District's long-term pension obligations and will yield over \$280,000 in interest savings over the next 20 years, supporting financial stability and future flexibility.

#### 3. **Reserve Contributions: \$360,000**

Strengthen the District's financial resilience by allocating the remaining surplus to designated reserves:

- **Proposition 218 Ballot Initiative Reserve (\$165,000):** Provides resources for a critical funding initiative aimed at securing the District's long-term revenue stability.
- **Public Health Emergency Fund (\$195,000):** Ensures preparedness for emerging public health threats, such as dengue fever.



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

### Financial Summary

Category	Proposed Allocation
Capital Projects – Solar Installation & Roof Repair	\$350,000
CalPERS Additional Discretionary Payment (ADP)	\$343,348
Reserves: Prop 218 Initiative	\$165,000
Reserves: Public Health	\$195,000

This proposal strategically allocates the FY 2023-2024 surplus to address pressing financial obligations, secure long-term savings, and enhance the District's ability to respond to future challenges. The recommended allocations prioritize fiscal responsibility, operational efficiency, and preparedness for public health threats.

#### District Manager Recommendation

The District Manager recommends approval of the mid-year budget adjustment and allocation of FY 23-24 surplus funds as proposed.

#### Committee's Recommendation

The Finance Committee convened on January 17, 2025 and recommended approval of the mid-year budget adjustment and allocation of FY 23-24 surplus funds as proposed to the Board for consideration.

#### Board Action Options

- Board Action: If the Board concurs, following the public discussion by members for this item, the appropriate action is to approve the mid-year budget adjustment and allocation of FY 23-24 surplus funds as proposed.
- Alternative Board Action: If after discussion by members for this item, the Board may choose not to approve the mid-year budget adjustment and allocation of FY 23-24 surplus funds as proposed.

Submitted by:

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

Jason Farned  
District Manager





# DRAFT MID-YEAR 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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DRAFT

# SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT MID-YEAR 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
<b>Group 1</b>				
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
<b>Group 2</b>				
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
<b>Group 3</b>				
Residential & No Use Code	> 5 A	443	8,066	443
Agricultural	> 25 Acres	8	657	8
Commercial	> 100 Acres	8	1,380	8
<b>Total</b>		<b>384,314</b>	<b>120,994</b>	<b>384,314</b>

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

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

The indirect costs associated with operating the District comprise 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.

**FY 24-25 Mid-Year Budget Adjustment:** The FY 23-24 financial audit confirmed a total budgetary surplus of \$1,053,348.

## Surplus Allocation and Rationale

- **Capital Projects: \$350,000**  
Allocate \$350,000 to complete the Solar Installation and Roof Repair Project. Funding the project outright will eliminate the need for financing, saving the District approximately \$99,000 in interest and fees. This investment enhances infrastructure reliability and aligns with the District's energy efficiency goals.
- **CalPERS Additional Discretionary Payment (ADP): \$343,348**  
Direct \$343,348 to an ADP for our CalPERS unfunded accrued liability. This allocation reduces the District's long-term pension obligations and will yield over \$280,000 in interest savings over the next 20 years, supporting financial stability and future flexibility.
- **Reserve Contributions: \$360,000**  
Strengthen the District's financial resilience by allocating the remaining surplus to designated reserves:
  - **Proposition 218 Ballot Initiative Reserve (\$165,000):** Provides resources for a critical funding initiative aimed at securing the District's long-term revenue stability.
  - **Public Health Emergency Fund (\$195,000):** Ensures preparedness for emerging public health threats, such as dengue fever.



# REVENUE AND EXPENDITURES SUMMARY

ACCOUNT CLASSIFICATION	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Actual	FY 2024-2025 Adopted	FY 2024-2025 Mid-Year (Proposed)
<b>REVENUE</b>					
Assessments	5,484,875.55	5,663,395.22	6,447,354.00	7,686,280.00	7,686,280.00
Delinquent Assessments	18,900.63	18,675.44	19,597.00	5,000.00	5,000.00
Interest Earnings	15,226.00	44,008.40	385,044.00	130,000.00	130,000.00
Other Revenue	400,000.00	42,673.79	25,140.00	7,500.00	7,500.00
<b>Total Revenue</b>	<b>5,919,002.18</b>	<b>5,768,752.85</b>	<b>6,877,135.00</b>	<b>7,828,780.00</b>	<b>7,828,780.00</b>
<b>EXPENDITURES</b>					
Salaries and Benefits	5,308,219.00	3,694,959.83	4,449,767.00	5,163,827.20	5,507,175.20
Maintenance and Operations	1,334,337.00	1,344,823.80	1,352,500.66	1,659,952.80	1,659,952.80
Capital Outlay	203,583.00	40,836.00	21,519.34	350,000.00	700,000.00
<b>Total Expenditures</b>	<b>6,846,139.00</b>	<b>5,080,619.63</b>	<b>5,823,787.00</b>	<b>7,173,780.00</b>	<b>7,867,128.00</b>
<b>NET REVENUE AND EXPENDITURES</b>	<b>(927,136.82)</b>	<b>688,133.22</b>	<b>1,053,348.00</b>	<b>655,000.00</b>	<b>(38,348.00)</b>
<b>NET REVENUE AND EXPENDITURES</b>					
<b>NET REVENUE AND EXPENDITURES</b>	<b>(927,136.82)</b>	<b>688,133.22</b>	<b>1,053,348.00</b>	<b>655,000.00</b>	<b>(38,348.00)</b>
Surplus Amount	-	-	1,053,348.00	-	-
Surplus Allocation	-	-	(693,348.00)	-	693,348.00
<b>NET IMPACT TO RESERVES</b>	<b>(927,136.82)</b>	<b>688,133.22</b>	<b>360,000.00</b>	<b>655,000.00</b>	<b>655,000.00</b>

# EXECUTIVE DEPARTMENT OVERVIEW

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

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

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

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

## Executive Department Budget Highlights:

- **Net Expenditures** increased \$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 Actual	FY 2024-2025 Adopted	FY 2024-2025 Mid-Year (Proposed)
<b>SALARIES AND BENEFITS</b>						
6500-100	Salaries - Exempt	111,780.00	178,606.67	258,979.86	279,649.84	279,649.84
6501-100	Salaries - Non Exempt	43,656.00	22,223.22	-	-	-
6503-100	Salaries - Vacation	26,221.00	4,677.60	5,398.80	7,387.20	7,387.20
6504-100	Salaries - Holiday	4,023.00	1,204.65	-	-	-
6505-100	Salaries - Sick Pay	264.00	3,131.42	1,799.60	1,799.60	1,799.60
6507-100	Medicare	2,982.00	3,121.19	3,952.30	4,188.13	4,188.13
6510-100	Cafeteria Benefit	12,584.00	14,727.18	19,925.62	33,600.00	33,600.00
6515-100	CalPERS Classic Normal Cost	15,974.00	5,844.61	-	-	-
6516-100	CalPERS PEPPRA Normal Cost	-	11,249.63	18,872.82	21,477.11	21,477.11
6512-100	DM 457 Contribution	836.00	3,625.57	5,260.34	8,175.08	8,175.08
6513-100	DM Car Allowance	6,000.00	5,500.00	5,500.00	6,000.00	6,000.00
	<b>Total Salaries and Benefits</b>	<b>224,320.00</b>	<b>253,911.74</b>	<b>319,689.34</b>	<b>362,276.96</b>	<b>362,276.96</b>
<b>ORGANIZATIONAL EXPENDITURES</b>						
6601-100	Board Expenses	28,494.00	29,713.65	26,664.37	38,400.00	38,400.00
6602-100	Branded Apparel	-	62.88	458.06	500.00	500.00
6617-100	Professional Development	-	-	-	500.00	500.00
6619-100	Travel, Meetings and Conferences	2,772.00	13,179.59	12,305.42	15,000.00	15,000.00
	<b>Total Organizational Expenditures</b>	<b>31,266.00</b>	<b>42,956.12</b>	<b>39,427.85</b>	<b>54,400.00</b>	<b>54,400.00</b>
	<b>Net Expenditures</b>	<b>255,586.00</b>	<b>296,867.86</b>	<b>359,117.19</b>	<b>416,676.96</b>	<b>416,676.96</b>

# ADMINISTRATIVE SERVICES DEPARTMENT OVERVIEW

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

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

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

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

## Administrative Services Department Budget Highlights:

- **Net Expenditures** 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** decreased \$5,500 (-18.6%) 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 Actual	FY 2024-2025 Adopted	FY 2024-2025 Mid-Year (Proposed)
<b>SALARIES AND BENEFITS</b>						
6500-200	Salaries - Exempt	164,095.00	169,135.05	149,920.35	213,663.01	213,663.01
6501-200	Salaries - Non Exempt	137,308.00	90,250.89	100,305.72	116,782.78	116,782.78
6502-200	Salaries - Overtime	389.00	1,300.09	1,691.53	1,500.00	1,500.00
6503-200	Salaries - Vacation	19,425.00	17,408.06	23,717.26	6,090.40	6,090.40
6504-200	Salaries - Holiday	3,952.00	6,304.45	6,534.47	7,591.50	7,591.50
6505-200	Salaries - Sick Pay	5,028.00	8,635.45	11,309.66	4,820.00	4,820.00
6507-200	Medicare	4,928.00	4,637.99	4,380.87	5,033.64	5,033.64
6510-200	Cafeteria Benefit	36,840.00	30,247.37	38,646.07	67,200.00	67,200.00
6515-200	CalPERS Classic Normal Cost	26,136.00	20,299.92	17,740.76	15,071.13	15,071.13
6516-200	CalPERS PEPR Normal Cost	4,562.00	5,314.76	9,281.44	17,281.40	17,281.40
	<b>Total Salaries and Benefits</b>	<b>402,663.00</b>	<b>353,534.03</b>	<b>363,528.13</b>	<b>455,033.86</b>	<b>455,033.86</b>
<b>ORGANIZATIONAL EXPENDITURES</b>						
6602-200	Branded Apparel	-	157.20	402.65	500.00	500.00
6604-200	Computer Software	18,353.00	11,964.14	1,878.71	16,500.00	16,500.00
6616-200	Printing and Reproduction	-	-	-	500.00	500.00
6617-200	Professional Development	-	-	-	500.00	500.00
6619-200	Travel, Meetings and Conferences	2,339.00	3,248.89	4,923.41	6,000.00	6,000.00
	<b>Total Organizational Expenditures</b>	<b>20,692.00</b>	<b>15,370.23</b>	<b>7,204.77</b>	<b>24,000.00</b>	<b>24,000.00</b>
	<b>Net Expenditures</b>	<b>423,355.00</b>	<b>368,904.26</b>	<b>370,732.90</b>	<b>479,033.86</b>	<b>479,033.86</b>

# OPERATIONS DEPARTMENT OVERVIEW

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

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

The Operations Department is comprised of the Director of Operations, fourteen (14) Vector Control Specialists and 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 Actual	FY 2024-2025 Adopted	FY 2024-2025 Mid-Year (Proposed)
<b>SALARIES AND BENEFITS</b>						
6500-300	Salaries - Exempt	136,645.00	96,102.59	135,435.69	137,638.72	137,638.72
6501-300	Salaries - Non Exempt	1,192,779.00	1,000,506.51	1,029,897.92	1,256,440.65	1,256,440.65
6502-300	Salaries - Overtime	11,791.00	27,927.96	55,933.84	35,000.00	35,000.00
6503-300	Salaries - Vacation	84,175.00	82,448.39	96,913.30	61,716.00	61,716.00
6504-300	Salaries - Holiday	76,692.00	74,488.08	67,950.19	81,690.84	81,690.84
6505-300	Salaries - Sick Pay	84,431.00	74,251.22	71,725.10	61,872.15	61,872.15
6506-300	Salaries - Extra Help	188,377.00	142,897.28	180,975.57	280,056.95	280,056.95
6507-300	Medicare	27,405.00	23,191.69	25,534.64	26,944.86	26,944.86
6510-300	Cafeteria Benefit	195,132.00	165,823.66	174,745.89	283,800.00	283,800.00
6515-300	CalPERS Classic Normal Cost	44,930.00	47,288.66	55,097.32	60,304.46	60,304.46
6516-300	CalPERS PEPR Normal Cost	86,790.00	76,462.27	77,761.97	85,769.39	85,769.39
6508-300	Social Security	7,885.00	5,723.38	7,934.49	9,575.16	9,575.16
	<b>Total Salaries and Benefits</b>	<b>2,137,032.00</b>	<b>1,817,111.69</b>	<b>1,979,905.92</b>	<b>2,380,809.18</b>	<b>2,380,809.18</b>
<b>ORGANIZATIONAL EXPENDITURES</b>						
6602-300	Branded Apparel	1,691.00	1,283.86	1,403.40	2,000.00	2,000.00
6604-300	Computer Software	26,463.00	24,865.99	26,319.67	30,000.00	30,000.00
6617-300	Professional Development	-	-	-	1,000.00	1,000.00
6619-300	Travel, Meetings and Conferences	7,656.00	4,187.22	7,252.52	10,000.00	10,000.00
6623-300	Aerial Operations	25,136.00	27,146.88	27,146.88	29,000.00	29,000.00
6624-300	Gasoline	56,986.00	60,411.45	58,793.53	68,000.00	68,000.00
6625-300	Operations Supplies	9,541.00	3,219.68	8,702.33	8,000.00	8,000.00
6626-300	Pesticides	101,322.00	93,705.99	105,402.96	120,000.00	120,000.00
6627-300	Pool Notifications	7,843.00	4,458.89	8,676.57	8,000.00	8,000.00
6628-300	Safety Supplies	4,360.00	3,734.88	4,187.49	5,000.00	5,000.00
6629-300	Equipment Maintenance	2,589.00	2,551.53	908.62	3,000.00	3,000.00
6630-300	Facility Maintenance	64,159.00	67,557.72	89,175.26	88,152.80	88,152.80
6631-300	Grounds Maintenance	525.00	1,581.16	1,537.44	2,000.00	2,000.00
6632-300	Vehicle Maintenance	27,083.00	55,626.84	65,265.26	50,000.00	50,000.00
6633-300	Work Boots	5,085.00	4,268.80	5,318.79	5,500.00	5,500.00
6634-300	Uniforms	12,422.00	12,993.59	11,669.47	10,000.00	10,000.00
	<b>Total Organizational Expenditures</b>	<b>352,861.00</b>	<b>367,594.48</b>	<b>421,760.19</b>	<b>439,652.80</b>	<b>439,652.80</b>
	<b>Net Expenditures</b>	<b>2,489,893.00</b>	<b>2,184,706.17</b>	<b>2,401,666.11</b>	<b>2,820,461.98</b>	<b>2,820,461.98</b>

# SURVEILLANCE DEPARTMENT OVERVIEW

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

The Surveillance Department is comprised of the Director of Scientific Services, one (1) Vector Ecologist, one (1) Assistant Vector Ecologist, and two (2) Vector Control Specialist I's who monitor mosquito populations and environmental evidence of arbovirus transmission to aid in efficiently targeting operational and communications efforts. 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 Actual	FY 2024-2025 Adopted	FY 2024-2025 Mid-Year (Proposed)
<b>SALARIES AND BENEFITS</b>						
6500-400	Salaries - Exempt	58,407.00	78,984.40	120,828.44	129,490.23	129,490.23
6501-400	Salaries - Non Exempt	309,321.00	205,151.43	259,712.19	294,461.92	294,461.92
6502-400	Salaries - Overtime	1,524.00	139.31	874.45	1,500.00	1,500.00
6503-400	Salaries - Vacation	34,765.00	10,577.10	15,673.92	11,792.80	11,792.80
6504-400	Salaries - Holiday	20,708.00	13,325.30	15,499.74	18,573.66	18,573.66
6505-400	Salaries - Sick Pay	19,896.00	3,979.85	8,490.09	12,712.60	12,712.60
6506-400	Salaries - Extra Help	-	-	-	11,973.75	11,973.75
6507-400	Medicare	6,489.00	4,383.09	6,081.11	6,892.80	6,892.80
6510-400	Cafeteria Benefit	52,124.00	39,036.13	52,220.04	84,000.00	84,000.00
6515-400	CalPERS Classic Normal Cost	-	-	-	-	-
6516-400	CalPERS PEPRA Normal Cost	31,967.00	21,866.97	30,593.47	35,659.12	35,659.12
6508-400	Social Security	-	-	-	685.35	685.35
	<b>Total Salaries and Benefits</b>	<b>535,201.00</b>	<b>377,443.58</b>	<b>509,973.45</b>	<b>607,742.23</b>	<b>607,742.23</b>
<b>ORGANIZATIONAL EXPENDITURES</b>						
6602-400	Branded Apparel	2,237.00	3,973.70	2,334.98	500.00	500.00
6604-400	Computer Software	160.00	-	-	500.00	500.00
6617-400	Professional Development	-	-	-	500.00	500.00
6619-400	Travel, Meetings and Conferences	5,015.00	3,018.15	8,677.79	9,000.00	9,000.00
6634-400	Uniforms	-	-	-	2,500.00	2,500.00
6635-400	Arbovirus Testing Supplies	15,931.00	11,207.84	20,860.43	20,000.00	20,000.00
6636-400	Mosquito Fish Supplies	1,376.00	716.72	372.79	2,500.00	2,500.00
6637-400	State Certification	-	1,190.00	8,251.00	6,000.00	6,000.00
6638-400	Surveillance Supplies	16,644.00	11,324.92	15,436.93	15,000.00	15,000.00
	<b>Total Organizational Expenditures</b>	<b>41,363.00</b>	<b>31,431.33</b>	<b>55,933.92</b>	<b>56,500.00</b>	<b>56,500.00</b>
	<b>Net Expenditures</b>	<b>576,564.00</b>	<b>408,874.91</b>	<b>565,907.37</b>	<b>664,242.23</b>	<b>664,242.23</b>

# COMMUNICATIONS DEPARTMENT OVERVIEW

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

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

The Communications Department is comprised of the Director of Communications, two (2) Education Specialists, one (1) Communications Specialist, and one (1) Outreach Assistant who provide outreach to nearly 2 million residents within the District. 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 Actual	FY 2024-2025 Adopted	FY 2024-2025 Mid-Year (Proposed)
<b>SALARIES AND BENEFITS</b>						
6500-500	Salaries - Exempt	130,165.00	80,435.09	91,969.46	130,090.23	130,090.23
6501-500	Salaries - Non Exempt	266,826.00	299,074.00	280,584.95	302,227.09	302,227.09
6502-500	Salaries - Overtime	1,628.00	1,127.79	3,447.86	1,500.00	1,500.00
6503-500	Salaries - Vacation	21,383.00	30,976.22	23,241.34	15,599.20	15,599.20
6504-500	Salaries - Holiday	16,025.00	18,097.94	17,702.47	20,165.04	20,165.04
6505-500	Salaries - Sick Pay	16,776.00	16,441.92	12,337.74	14,450.00	14,450.00
6506-500	Salaries - Extra Help	7,323.00	11,512.62	-	11,973.75	11,973.75
6507-500	Medicare	6,473.00	6,237.85	6,392.51	7,108.85	7,108.85
6510-500	Cafeteria Benefit	50,526.00	51,584.30	61,957.77	84,000.00	84,000.00
6515-500	CalPERS Classic Normal Cost	10,030.00	10,130.62	11,214.53	12,570.40	12,570.40
6516-500	CalPERS PEPRA Normal Cost	25,409.00	24,822.59	24,591.27	28,791.06	28,791.06
6508-500	Social Security	488.00	927.73	-	685.35	685.35
	<b>Total Salaries and Benefits</b>	<b>553,052.00</b>	<b>551,368.67</b>	<b>533,439.90</b>	<b>629,160.97</b>	<b>629,160.97</b>
<b>ORGANIZATIONAL EXPENDITURES</b>						
6602-500	Branded Apparel	604.00	806.65	465.43	500.00	500.00
6604-500	Computer Software	6,382.00	3,289.13	2,780.90	6,000.00	6,000.00
6616-500	Printing and Reproduction	14,800.00	10,214.17	8,520.66	10,500.00	10,500.00
6617-500	Professional Development	-	-	-	500.00	500.00
6619-500	Travel, Meetings and Conferences	7,887.00	8,091.06	6,336.61	11,000.00	11,000.00
6639-500	Advertising	25,726.00	21,591.40	16,724.21	20,000.00	20,000.00
6640-500	Communication Supplies	12,993.00	5,458.16	8,345.71	8,000.00	8,000.00
6641-500	Education Program Supplies	20,190.00	5,078.84	12,261.38	10,000.00	10,000.00
6642-500	Event Participation Fees	131.00	-	1,205.17	1,000.00	1,000.00
6643-500	Media Production	6,535.00	759.26	809.56	1,800.00	1,800.00
6644-500	Website and Email Services	4,215.00	7,216.85	6,477.02	8,500.00	8,500.00
	<b>Total Organizational Expenditures</b>	<b>99,463.00</b>	<b>62,505.52</b>	<b>63,926.65</b>	<b>77,800.00</b>	<b>77,800.00</b>
	<b>Net Expenditures</b>	<b>652,515.00</b>	<b>613,874.19</b>	<b>597,366.55</b>	<b>706,960.97</b>	<b>706,960.97</b>

# 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.
  - VCJPA 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.

## FY 24-25 Mid-Year Budget Adjustment:

- **Capital Projects: \$350,000**  
Allocate \$350,000 to complete the Solar Installation and Roof Repair Project. Funding the project outright will eliminate the need for financing, saving the District approximately \$99,000 in interest and fees. This investment enhances infrastructure reliability and aligns with the District's energy efficiency goals.
- **CalPERS Additional Discretionary Payment (ADP): \$343,348**  
Direct \$343,348 to an ADP for our CalPERS unfunded accrued liability. This allocation reduces the District's long-term pension obligations and will yield over \$280,000 in interest savings over the next 20 years, supporting financial stability and future flexibility.

# NON-DEPARTMENTAL BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Actual	FY 2024-2025 Adopted	FY 2024-2025 Mid-Year (Proposed)
<b>SALARIES AND BENEFITS</b>						
6509-600	Unemployment Insurance	19,796.00	17,112.53	18,854.51	20,000.00	20,000.00
6511-600	Group Term Life Insurance	4,489.00	4,286.14	4,865.44	6,000.00	6,000.00
6514-600	Tuition Reimbursement	1,649.00	6,046.17	6,000.00	8,000.00	8,000.00
6517-600	Retiree Health Insurance	39,803.00	39,047.28	39,705.63	55,000.00	55,000.00
6518-600	CalPERS Classic Unfunded Liability	172,234.00	161,193.00	115,719.00	136,444.00	136,444.00
6519-600	CalPERS PEPRA Unfunded Liability	8,714.00	101,286.00	-	-	-
6520-600	CalPERS Classic - ADP	578,469.00	-	293,509.00	323,360.00	666,708.00
6521-600	CalPERS PEPRA - ADP	109,555.00	-	176,706.00	30,000.00	30,000.00
6522-600	CalPERS Post Retirement - OPEB	-	42,901.00	50,000.00	150,000.00	150,000.00
	<b>Total Salaries and Benefits</b>	<b>934,709.00</b>	<b>371,872.12</b>	<b>705,359.58</b>	<b>728,804.00</b>	<b>1,072,152.00</b>
<b>ORGANIZATIONAL EXPENDITURES</b>						
6600-600	Bank Charges	17,026.00	16,446.16	17,642.31	22,000.00	22,000.00
6603-600	Computer Hardware	3,029.00	14,686.66	18,012.15	28,000.00	28,000.00
6604-600	Computer Software	23,743.00	63,652.52	79,179.36	38,000.00	38,000.00
6605-600	Emergency Response	-	-	-	100,000.00	100,000.00
6606-600	Employee Recognition and Engagement	3,097.00	1,825.29	3,271.90	6,000.00	6,000.00
6607-600	Equipment Leases	18,142.00	18,695.47	21,011.24	23,000.00	23,000.00
6608-600	Fees and Assessments	119,986.00	99,481.95	100,258.35	105,000.00	105,000.00
6609-600	Field Communications	54,108.00	34,916.19	33,545.01	50,000.00	50,000.00
6610-600	Internet Services	12,916.00	12,993.53	11,197.50	20,000.00	20,000.00
6611-600	Membership Dues	22,165.00	32,140.03	31,767.58	40,000.00	40,000.00
6612-600	Misceallaneous Expenses	3,303.00	1,873.71	25.00	3,000.00	3,000.00
6613-600	Office Supplies	10,914.00	18,325.88	7,715.14	8,700.00	8,700.00
6614-600	Phone Services	10,555.00	22,645.14	17,147.79	25,000.00	25,000.00
6615-600	Postage	882.00	6,312.87	9,914.57	1,500.00	1,500.00
6618-600	Recruitments	18,475.00	13,160.65	5,415.70	6,500.00	6,500.00
6620-600	Electric Utility Services	32,566.00	36,677.15	36,505.16	36,500.00	36,500.00
6621-600	Gas Utility Services	2,965.00	3,829.03	2,442.89	4,300.00	4,300.00
6622-600	Water Utility Services	1,983.00	1,858.34	1,757.58	2,600.00	2,600.00
6650-600	Contract Services: Assessment Administration	-	78,339.18	19,914.18	20,000.00	20,000.00
6651-600	Contract Services: Auditor	21,458.00	13,000.00	23,230.00	19,000.00	19,000.00
6652-600	Contract Services: Bookkeeping	-	-	15,673.77	16,000.00	16,000.00
6653-600	Contract Services: Information Technology	42,869.00	50,334.00	41,594.26	60,000.00	60,000.00
6654-600	Contract Services: Investment Advisory	-	-	-	10,000.00	10,000.00
6655-600	Contract Services: Legal	45,282.00	45,818.97	31,767.58	32,000.00	32,000.00
6656-600	Other Contract Services	1,650.00	-	5,053.77	5,000.00	5,000.00
6660-600	Insurance: VCJPA Automobile	2,607.00	2,607.00	2,832.00	4,000.00	4,000.00
6661-600	Insurance: VCJPA General Fund	5,391.00	4,230.00	3,726.00	5,000.00	5,000.00
6662-600	Insurance: VCJPA Liability	104,453.00	126,981.00	118,087.00	145,000.00	145,000.00
6663-600	Insurance: VCJPA Property	7,795.00	8,694.00	20,008.00	21,000.00	21,000.00
6664-600	Insurance: VCJPA Workers' Comp	87,957.00	179,876.00	112,417.00	145,000.00	145,000.00
6665-600	Other Insurance	4,212.00	3,109.82	1,268.22	5,500.00	5,500.00
	<b>Total Organizational Expenditures</b>	<b>679,529.00</b>	<b>912,510.54</b>	<b>792,381.01</b>	<b>1,007,600.00</b>	<b>1,007,600.00</b>
<b>CAPITAL OUTLAY</b>						
8000-600	Capital Outlay - General	111,781.00	40,836.00	21,519.34	350,000.00	700,000.00
	<b>Net Expenditures</b>	<b>1,726,019.00</b>	<b>1,325,218.66</b>	<b>1,519,259.93</b>	<b>2,086,404.00</b>	<b>2,779,752.00</b>

# CAPITAL OUTLAY SUMMARY

ACCOUNT CLASSIFICATION	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Actual	FY 2024-2025 Adopted	FY 2024-2025 Mid-Year (Proposed)
<b>OPERATING FUND</b>					
Capital Outlay	203,583.00	40,836.00	21,519.34	350,000.00	700,000.00
<b>Total Operating Fund</b>	<u>203,583.00</u>	<u>40,836.00</u>	<u>21,519.34</u>	<u>350,000.00</u>	<u>700,000.00</u>

**FY 24-25 ANNUAL BUDGET:**

\$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.

**FY 24-25 MID-YEAR BUDGET ADJUSTMENT:**

\$350,000 has been allocated from surplus to complete the Solar Installation and Roof Repair Project.

# RESERVES SUMMARY

DESCRIPTION	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Actual	FY 2024-2025 Adopted	FY 2024-2025 Mid-Year (Proposed)
<b>DESIGNATED RESERVES</b>					
<b>PUBLIC HEALTH EMERGENCY</b>					
Balance	1,326,200.00	500,000.00	500,000.00	500,000.00	500,000.00
Transfers In	-	-	-	-	195,000.00
Transfers Out	(826,000.00)	-	-	-	-
<b>Net (Use of) Addition to Reserves</b>	<b>500,200.00</b>	<b>500,000.00</b>	<b>500,000.00</b>	<b>500,000.00</b>	<b>695,000.00</b>
<b>CAPITAL PROJECTS</b>					
Balance	650,000.00	300,000.00	300,000.00	325,000.00	325,000.00
Transfers In	266,427.00	-	25,000.00	-	-
Transfers Out	(616,427.00)	-	-	-	-
<b>Net (Use of) Addition to Reserves</b>	<b>300,000.00</b>	<b>300,000.00</b>	<b>325,000.00</b>	<b>325,000.00</b>	<b>325,000.00</b>
<b>PENSION LIABILITY</b>					
Balance	200,258.00	400,000.00	313,000.00	313,000.00	313,000.00
Transfers In	400,000.00	-	-	-	-
Transfers Out	(200,258.00)	(87,000.00)	-	-	-
<b>Net (Use of) Addition to Reserves</b>	<b>400,000.00</b>	<b>313,000.00</b>	<b>313,000.00</b>	<b>313,000.00</b>	<b>313,000.00</b>
<b>BUILDING/FACILITIES</b>					
Balance	224,761.00	100,000.00	85,000.00	110,000.00	110,000.00
Transfers In	-	-	25,000.00	-	-
Transfers Out	(124,761.00)	(15,000.00)	-	-	-
<b>Net (Use of) Addition to Reserves</b>	<b>100,000.00</b>	<b>85,000.00</b>	<b>110,000.00</b>	<b>110,000.00</b>	<b>110,000.00</b>
<b>VEHICLE REPLACEMENT</b>					
Balance	105,761.00	100,000.00	57,500.00	57,500.00	65,000.00
Transfers In	100,000.00	-	-	7,500.00	-
Transfers Out	(105,761.00)	(42,500.00)	-	-	-
<b>Net (Use of) Addition to Reserves</b>	<b>100,000.00</b>	<b>57,500.00</b>	<b>57,500.00</b>	<b>65,000.00</b>	<b>65,000.00</b>
<b>PROP 218 BALLOT INITIATIVE</b>					
Balance	-	-	-	-	525,000.00
Transfers In	-	-	-	525,000.00	165,000.00
Transfers Out	-	-	-	-	-
<b>Net (Use of) Addition to Reserves</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>525,000.00</b>	<b>690,000.00</b>
<b>STERILE INSECT TECHNIQUE</b>					
Balance	-	-	-	-	122,500.00
Transfers In	-	-	-	122,500.00	-
Transfers Out	-	-	-	-	-
<b>Net (Use of) Addition to Reserves</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>122,500.00</b>	<b>122,500.00</b>
<b>Total Designated Reserves</b>	<b>1,400,200.00</b>	<b>1,255,500.00</b>	<b>1,305,500.00</b>	<b>1,960,500.00</b>	<b>2,320,500.00</b>
<b>RESTRICTED RESERVES</b>					
<b>VCIPA PROPERTY CONTINGENCY FUND</b>	<b>132,472.00</b>	<b>134,000.00</b>	<b>156,330.00</b>	<b>155,000.00</b>	<b>155,000.00</b>
<b>Total Restricted Reserves</b>	<b>132,472.00</b>	<b>134,000.00</b>	<b>156,330.00</b>	<b>155,000.00</b>	<b>155,000.00</b>
<b>GRAND TOTAL RESERVES</b>	<b>1,532,672.00</b>	<b>1,389,500.00</b>	<b>1,461,830.00</b>	<b>2,115,500.00</b>	<b>2,475,500.00</b>

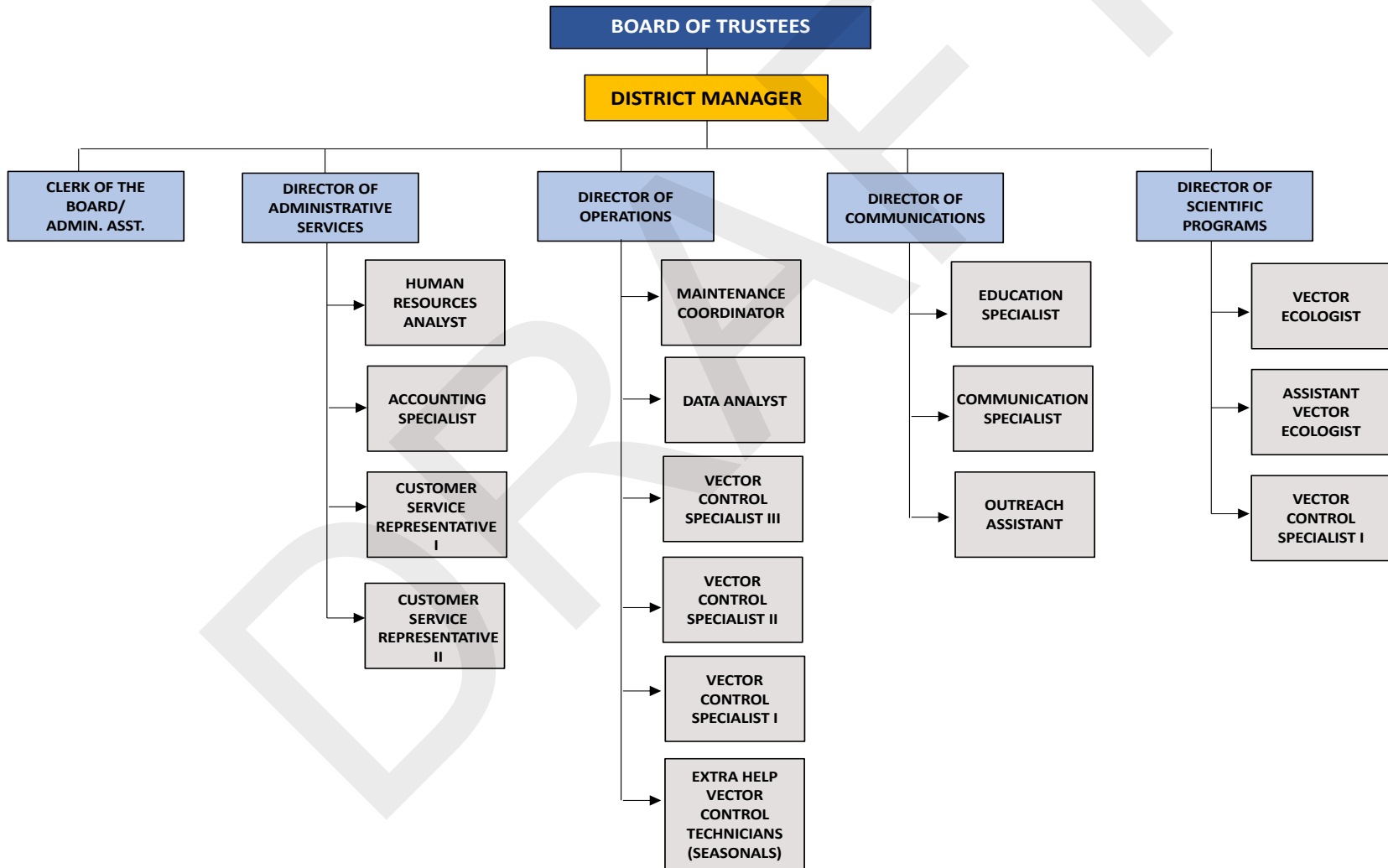
# PERSONNEL SUMMARY

TITLES	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Adopted	FY 2024-2025 Adopted
<b>EXECUTIVE (100)</b>				
District Manager	1	1	1	1
Clerk of the Board/Administrative Assistant	1	1	1	1
<b>Department Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>ADMINISTRATION (200)</b>				
Director of Administrative Services	1	1	1	1
Human Resources Analyst	1	1	1	1
Accounting Specialist	0	1	1	0
Customer Service Representative II	1	1	2	2
Customer Service Representative I	1	0	0	0
<b>Department Total</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>4</b>
<b>OPERATIONS (300)</b>				
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
<b>Department Total</b>	<b>19</b>	<b>18</b>	<b>17</b>	<b>17</b>
<b>SURVEILLANCE (400)</b>				
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
<b>Department Total</b>	<b>7</b>	<b>6</b>	<b>5</b>	<b>5</b>
<b>COMMUNICATIONS (500)</b>				
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
<b>Department Total</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>TOTAL FULL TIME EMPLOYEES</b>	<b>37</b>	<b>35</b>	<b>34</b>	<b>33</b>
<b>SEASONALS</b>				
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
<b>TOTAL SEASONAL EMPLOYEES</b>	<b>10</b>	<b>10</b>	<b>8</b>	<b>10</b>
<b>TOTAL DISTRICT EMPLOYEES</b>	<b>47</b>	<b>45</b>	<b>42</b>	<b>43</b>



# 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	
<b>District Manager (EXEMPT)</b>	173,014.40	178,401.60	183,830.40	189,238.40	194,646.40	200,054.40	205,462.40	210,870.40	216,278.40	Annual
	14,417.87	14,866.80	15,319.20	15,769.87	16,220.53	16,671.20	17,121.87	17,572.53	18,023.20	Monthly
	6,654.40	6,861.60	7,070.40	7,278.40	7,486.40	7,694.40	7,902.40	8,110.40	8,318.40	Bi-Weekly
	83.18	85.77	88.38	90.98	93.58	96.18	98.78	101.38	103.98	Hourly
<b>Director of Scientific Programs (EXEMPT)</b>	109,636.80	113,048.00	116,480.00	119,912.00	123,323.20	126,755.20	130,187.20	133,598.40	137,030.40	Annual
	9,136.40	9,420.67	9,706.67	9,992.67	10,276.93	10,562.93	10,848.93	11,133.20	11,419.20	Monthly
	4,216.80	4,348.00	4,480.00	4,612.00	4,743.20	4,875.20	5,007.20	5,138.40	5,270.40	Bi-Weekly
	52.71	54.35	56.00	57.65	59.29	60.94	62.59	64.23	65.88	Hourly
<b>Director of Operations (EXEMPT)</b>	109,636.80	113,048.00	116,480.00	119,912.00	123,323.20	126,755.20	130,187.20	133,598.40	137,030.40	Annual
	9,136.40	9,420.67	9,706.67	9,992.67	10,276.93	10,562.93	10,848.93	11,133.20	11,419.20	Monthly
	4,216.80	4,348.00	4,480.00	4,612.00	4,743.20	4,875.20	5,007.20	5,138.40	5,270.40	Bi-Weekly
	52.71	54.35	56.00	57.65	59.29	60.94	62.59	64.23	65.88	Hourly
<b>Director of Communications (EXEMPT)</b>	109,636.80	113,048.00	116,480.00	119,912.00	123,323.20	126,755.20	130,187.20	133,598.40	137,030.40	Annual
	9,136.40	9,420.67	9,706.67	9,992.67	10,276.93	10,562.93	10,848.93	11,133.20	11,419.20	Monthly
	4,216.80	4,348.00	4,480.00	4,612.00	4,743.20	4,875.20	5,007.20	5,138.40	5,270.40	Bi-Weekly
	52.71	54.35	56.00	57.65	59.29	60.94	62.59	64.23	65.88	Hourly
<b>Director of Administrative Services (EXEMPT)</b>	109,636.80	113,048.00	116,480.00	119,912.00	123,323.20	126,755.20	130,187.20	133,598.40	137,030.40	Annual
	9,136.40	9,420.67	9,706.67	9,992.67	10,276.93	10,562.93	10,848.93	11,133.20	11,419.20	Monthly
	4,216.80	4,348.00	4,480.00	4,612.00	4,743.20	4,875.20	5,007.20	5,138.40	5,270.40	Bi-Weekly
	52.71	54.35	56.00	57.65	59.29	60.94	62.59	64.23	65.88	Hourly
<b>Clerk of the Board/Admin. Assistant (EXEMPT)</b>	71,697.60	73,944.00	76,190.40	78,416.00	80,662.40	82,888.00	85,134.40	87,380.80	89,627.20	Annual
	5,974.80	6,162.00	6,349.20	6,534.67	6,721.87	6,907.33	7,094.53	7,281.73	7,468.93	Monthly
	2,757.60	2,844.00	2,930.40	3,016.00	3,102.40	3,188.00	3,274.40	3,360.80	3,447.20	Bi-Weekly
	34.47	35.55	36.63	37.70	38.78	39.85	40.93	42.01	43.09	Hourly
<b>Human Resources Analyst (EXEMPT)</b>	77,542.40	79,976.00	82,388.80	84,822.40	87,235.20	89,668.80	92,081.60	94,515.20	96,928.00	Annual
	6,461.87	6,664.67	6,865.73	7,068.53	7,269.60	7,472.40	7,673.47	7,876.27	8,077.33	Monthly
	2,982.40	3,076.00	3,168.80	3,262.40	3,355.20	3,448.80	3,541.60	3,635.20	3,728.00	Bi-Weekly
	37.28	38.45	39.61	40.78	41.94	43.11	44.27	45.44	46.60	Hourly
<b>Public Information Officer (EXEMPT)</b>	92,393.60	95,264.00	98,176.00	101,046.40	103,916.80	106,828.80	109,720.00	112,590.40	115,502.40	Annual
	7,699.47	7,938.67	8,181.33	8,420.53	8,659.73	8,902.40	9,143.33	9,382.53	9,625.20	Monthly
	3,553.60	3,664.00	3,776.00	3,886.40	3,996.80	4,108.80	4,220.00	4,330.40	4,442.40	Bi-Weekly
	44.42	45.80	47.20	48.58	49.96	51.36	52.75	54.13	55.53	Hourly
<b>Accounting Specialist</b>	68,702.40	70,844.80	73,008.00	75,150.40	77,292.80	79,435.20	81,598.40	83,740.80	85,883.20	Annual
	5,725.20	5,903.73	6,084.00	6,262.53	6,441.07	6,619.60	6,799.87	6,978.40	7,156.93	Monthly
	2,642.40	2,724.80	2,808.00	2,890.40	2,972.80	3,055.20	3,138.40	3,220.80	3,303.20	Bi-Weekly
	33.03	34.06	35.10	36.13	37.16	38.19	39.23	40.26	41.29	Hourly
<b>Assistant Vector Ecologist</b>	79,060.80	81,536.00	83,990.40	86,465.60	88,920.00	91,416.00	93,891.20	96,345.60	98,820.80	Annual
	6,588.40	6,794.67	6,999.20	7,205.47	7,410.00	7,618.00	7,824.27	8,028.80	8,235.07	Monthly
	3,040.80	3,136.00	3,230.40	3,325.60	3,420.00	3,516.00	3,611.20	3,705.60	3,800.80	Bi-Weekly
	38.01	39.20	40.38	41.57	42.75	43.95	45.14	46.32	47.51	Hourly
<b>Communications Specialist</b>	62,899.20	64,875.20	66,830.40	68,785.60	70,761.60	72,716.80	74,692.80	76,668.80	78,624.00	Annual
	5,241.60	5,406.27	5,569.20	5,732.13	5,896.80	6,059.73	6,224.40	6,389.07	6,552.00	Monthly
	2,419.20	2,495.20	2,570.40	2,645.60	2,721.60	2,796.80	2,872.80	2,948.80	3,024.00	Bi-Weekly
	30.24	31.19	32.13	33.07	34.02	34.96	35.91	36.86	37.80	Hourly
<b>Customer Service Representative II</b>	51,896.00	53,518.40	55,140.80	56,763.20	58,385.60	60,008.00	61,630.40	63,232.00	64,854.40	Annual
	4,324.67	4,459.87	4,595.07	4,730.27	4,865.47	5,000.67	5,135.87	5,269.33	5,404.53	Monthly
	1,996.00	2,058.40	2,120.80	2,183.20	2,245.60	2,308.00	2,370.40	2,432.00	2,494.40	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	
<b>Customer Service Representative I</b>	46,155.20	47,590.40	49,046.40	50,481.60	51,916.80	53,372.80	54,808.00	56,243.20	57,699.20	<b>Annual</b>
	3,846.27	3,965.87	4,087.20	4,206.80	4,326.40	4,447.73	4,567.33	4,686.93	4,808.27	<b>Monthly</b>
	1,775.20	1,830.40	1,886.40	1,941.60	1,996.80	2,052.80	2,108.00	2,163.20	2,219.20	<b>Bi-Weekly</b>
	22.19	22.88	23.58	24.27	24.96	25.66	26.35	27.04	27.74	<b>Hourly</b>
<b>Data Analyst</b>	70,470.40	72,675.20	74,880.00	77,105.60	79,289.60	81,494.40	83,699.20	85,904.00	88,108.80	<b>Annual</b>
	5,872.53	6,056.27	6,240.00	6,425.47	6,607.47	6,791.20	6,974.93	7,158.67	7,342.40	<b>Monthly</b>
	2,710.40	2,795.20	2,880.00	2,965.60	3,049.60	3,134.40	3,219.20	3,304.00	3,388.80	<b>Bi-Weekly</b>
	33.88	34.94	36.00	37.07	38.12	39.18	40.24	41.30	42.36	<b>Hourly</b>
<b>Education Specialist</b>	76,793.60	79,185.60	81,598.40	83,990.40	86,403.20	88,795.20	91,208.00	93,600.00	96,012.80	<b>Annual</b>
	6,399.47	6,598.80	6,799.87	6,999.20	7,200.27	7,399.60	7,600.67	7,800.00	8,001.07	<b>Monthly</b>
	2,953.60	3,045.60	3,138.40	3,230.40	3,323.20	3,415.20	3,508.00	3,600.00	3,692.80	<b>Bi-Weekly</b>
	36.92	38.07	39.23	40.38	41.54	42.69	43.85	45.00	46.16	<b>Hourly</b>
<b>Maintenance Coordinator</b>	89,814.40	92,622.40	95,430.40	98,259.20	101,046.40	103,854.40	106,662.40	109,470.40	112,278.40	<b>Annual</b>
	7,484.53	7,718.53	7,952.53	8,188.27	8,420.53	8,654.53	8,888.53	9,122.53	9,356.53	<b>Monthly</b>
	3,454.40	3,562.40	3,670.40	3,779.20	3,886.40	3,994.40	4,102.40	4,210.40	4,318.40	<b>Bi-Weekly</b>
	43.18	44.53	45.88	47.24	48.58	49.93	51.28	52.63	53.98	<b>Hourly</b>
<b>Outreach Assistant</b>	56,617.60	58,385.60	60,132.80	61,900.80	63,689.60	65,457.60	67,204.80	68,993.60	70,761.60	<b>Annual</b>
	4,718.13	4,865.47	5,011.07	5,158.40	5,307.47	5,454.80	5,600.40	5,749.47	5,896.80	<b>Monthly</b>
	2,177.60	2,245.60	2,312.80	2,380.80	2,449.60	2,517.60	2,584.80	2,653.60	2,721.60	<b>Bi-Weekly</b>
	27.22	28.07	28.91	29.76	30.62	31.47	32.31	33.17	34.02	<b>Hourly</b>
<b>Vector Control Specialist III</b>	79,289.60	81,764.80	84,260.80	86,715.20	89,211.20	91,686.40	94,161.60	96,636.80	99,112.00	<b>Annual</b>
	6,607.47	6,813.73	7,021.73	7,226.27	7,434.27	7,640.53	7,846.80	8,053.07	8,259.33	<b>Monthly</b>
	3,049.60	3,144.80	3,240.80	3,335.20	3,431.20	3,526.40	3,621.60	3,716.80	3,812.00	<b>Bi-Weekly</b>
	38.12	39.31	40.51	41.69	42.89	44.08	45.27	46.46	47.65	<b>Hourly</b>
<b>Vector Control Specialist II</b>	72,072.00	74,318.40	76,585.60	78,832.00	81,078.40	83,324.80	85,571.20	87,817.60	90,105.60	<b>Annual</b>
	6,006.00	6,193.20	6,382.13	6,569.33	6,756.53	6,943.73	7,130.93	7,318.13	7,508.80	<b>Monthly</b>
	2,772.00	2,858.40	2,945.60	3,032.00	3,118.40	3,204.80	3,291.20	3,377.60	3,465.60	<b>Bi-Weekly</b>
	34.65	35.73	36.82	37.90	38.98	40.06	41.14	42.22	43.32	<b>Hourly</b>
<b>Vector Control Specialist I</b>	64,854.40	66,872.00	68,889.60	70,928.00	72,966.40	74,984.00	77,001.60	79,040.00	81,057.60	<b>Annual</b>
	5,404.53	5,572.67	5,740.80	5,910.67	6,080.53	6,248.67	6,416.80	6,586.67	6,754.80	<b>Monthly</b>
	2,494.40	2,572.00	2,649.60	2,728.00	2,806.40	2,884.00	2,961.60	3,040.00	3,117.60	<b>Bi-Weekly</b>
	31.18	32.15	33.12	34.10	35.08	36.05	37.02	38.00	38.97	<b>Hourly</b>
<b>Vector Ecologist</b>	87,817.60	90,563.20	93,329.60	96,075.20	98,820.80	101,566.40	104,312.00	107,057.60	109,803.20	<b>Annual</b>
	7,318.13	7,546.93	7,777.47	8,006.27	8,235.07	8,463.87	8,692.67	8,921.47	9,150.27	<b>Monthly</b>
	3,377.60	3,483.20	3,589.60	3,695.20	3,800.80	3,906.40	4,012.00	4,117.60	4,223.20	<b>Bi-Weekly</b>
	42.22	43.54	44.87	46.19	47.51	48.83	50.15	51.47	52.79	<b>Hourly</b>

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	
<b>District Manager (EXEMPT)</b>	181,667.20	187,324.80	193,024.00	198,681.60	204,380.80	210,038.40	215,737.60	221,395.20	227,073.60	Annual
	15,138.93	15,610.40	16,085.33	16,556.80	17,031.73	17,503.20	17,978.13	18,449.60	18,922.80	Monthly
	6,987.20	7,204.80	7,424.00	7,641.60	7,860.80	8,078.40	8,297.60	8,515.20	8,733.60	Bi-Weekly
	87.34	90.06	92.80	95.52	98.26	100.98	103.72	106.44	109.17	Hourly
<b>Director of Scientific Programs (EXEMPT)</b>	115,107.20	118,684.80	122,304.00	125,902.40	129,480.00	133,099.20	136,697.60	140,275.20	143,873.60	Annual
	9,592.27	9,890.40	10,192.00	10,491.87	10,790.00	11,091.60	11,391.47	11,689.60	11,989.47	Monthly
	4,427.20	4,564.80	4,704.00	4,842.40	4,980.00	5,119.20	5,257.60	5,395.20	5,533.60	Bi-Weekly
	55.34	57.06	58.80	60.53	62.25	63.99	65.72	67.44	69.17	Hourly
<b>Director of Operations (EXEMPT)</b>	115,107.20	118,684.80	122,304.00	125,902.40	129,480.00	133,099.20	136,697.60	140,275.20	143,873.60	Annual
	9,592.27	9,890.40	10,192.00	10,491.87	10,790.00	11,091.60	11,391.47	11,689.60	11,989.47	Monthly
	4,427.20	4,564.80	4,704.00	4,842.40	4,980.00	5,119.20	5,257.60	5,395.20	5,533.60	Bi-Weekly
	55.34	57.06	58.80	60.53	62.25	63.99	65.72	67.44	69.17	Hourly
<b>Director of Communications (EXEMPT)</b>	115,107.20	118,684.80	122,304.00	125,902.40	129,480.00	133,099.20	136,697.60	140,275.20	143,873.60	Annual
	9,592.27	9,890.40	10,192.00	10,491.87	10,790.00	11,091.60	11,391.47	11,689.60	11,989.47	Monthly
	4,427.20	4,564.80	4,704.00	4,842.40	4,980.00	5,119.20	5,257.60	5,395.20	5,533.60	Bi-Weekly
	55.34	57.06	58.80	60.53	62.25	63.99	65.72	67.44	69.17	Hourly
<b>Director of Administrative Services (EXEMPT)</b>	115,107.20	118,684.80	122,304.00	125,902.40	129,480.00	133,099.20	136,697.60	140,275.20	143,873.60	Annual
	9,592.27	9,890.40	10,192.00	10,491.87	10,790.00	11,091.60	11,391.47	11,689.60	11,989.47	Monthly
	4,427.20	4,564.80	4,704.00	4,842.40	4,980.00	5,119.20	5,257.60	5,395.20	5,533.60	Bi-Weekly
	55.34	57.06	58.80	60.53	62.25	63.99	65.72	67.44	69.17	Hourly
<b>Clerk of the Board/Admin. Assistant (EXEMPT)</b>	75,275.20	77,646.40	79,996.80	82,347.20	84,697.60	87,048.00	89,398.40	91,769.60	94,099.20	Annual
	6,272.93	6,470.53	6,666.40	6,862.27	7,058.13	7,254.00	7,449.87	7,647.47	7,841.60	Monthly
	2,895.20	2,986.40	3,076.80	3,167.20	3,257.60	3,348.00	3,438.40	3,529.60	3,619.20	Bi-Weekly
	36.19	37.33	38.46	39.59	40.72	41.85	42.98	44.12	45.24	Hourly
<b>Human Resources Analyst (EXEMPT)</b>	82,243.20	84,822.40	87,380.80	89,939.20	92,518.40	95,097.60	97,676.80	100,214.40	102,793.60	Annual
	6,853.60	7,068.53	7,281.73	7,494.93	7,709.87	7,924.80	8,139.73	8,351.20	8,566.13	Monthly
	3,163.20	3,262.40	3,360.80	3,459.20	3,558.40	3,657.60	3,756.80	3,854.40	3,953.60	Bi-Weekly
	39.54	40.78	42.01	43.24	44.48	45.72	46.96	48.18	49.42	Hourly
<b>Public Information Officer (EXEMPT)</b>	97,260.80	100,297.60	103,334.40	106,392.00	109,408.00	112,465.60	115,502.40	118,539.20	121,576.00	Annual
	8,105.07	8,358.13	8,611.20	8,866.00	9,117.33	9,372.13	9,625.20	9,878.27	10,131.33	Monthly
	3,740.80	3,857.60	3,974.40	4,092.00	4,208.00	4,325.60	4,442.40	4,559.20	4,676.00	Bi-Weekly
	46.76	48.22	49.68	51.15	52.60	54.07	55.53	56.99	58.45	Hourly
<b>Accounting Specialist</b>	72,134.40	74,401.60	76,668.80	78,915.20	81,161.60	83,408.00	85,654.40	87,921.60	90,168.00	Annual
	6,011.20	6,200.13	6,389.07	6,576.27	6,763.47	6,950.67	7,137.87	7,326.80	7,514.00	Monthly
	2,774.40	2,861.60	2,948.80	3,035.20	3,121.60	3,208.00	3,294.40	3,381.60	3,468.00	Bi-Weekly
	34.68	35.77	36.86	37.94	39.02	40.10	41.18	42.27	43.35	Hourly
<b>Assistant Vector Ecologist</b>	82,992.00	85,592.00	88,192.00	90,792.00	93,392.00	95,971.20	98,571.20	101,171.20	103,771.20	Annual
	6,916.00	7,132.67	7,349.33	7,566.00	7,782.67	7,997.60	8,214.27	8,430.93	8,647.60	Monthly
	3,192.00	3,292.00	3,392.00	3,492.00	3,592.00	3,691.20	3,791.20	3,891.20	3,991.20	Bi-Weekly
	39.90	41.15	42.40	43.65	44.90	46.14	47.39	48.64	49.89	Hourly
<b>Communications Specialist</b>	66,040.00	68,099.20	70,179.20	72,238.40	74,297.60	76,356.80	78,416.00	80,496.00	82,555.20	Annual
	5,503.33	5,674.93	5,848.27	6,019.87	6,191.47	6,363.07	6,534.67	6,708.00	6,879.60	Monthly
	2,540.00	2,619.20	2,699.20	2,778.40	2,857.60	2,936.80	3,016.00	3,096.00	3,175.20	Bi-Weekly
	31.75	32.74	33.74	34.73	35.72	36.71	37.70	38.70	39.69	Hourly
<b>Customer Service Representative II</b>	54,496.00	56,180.80	57,886.40	59,592.00	61,297.60	62,982.40	64,708.80	66,414.40	68,099.20	Annual
	4,541.33	4,681.73	4,823.87	4,966.00	5,108.13	5,248.53	5,392.40	5,534.53	5,674.93	Monthly
	2,096.00	2,160.80	2,226.40	2,292.00	2,357.60	2,422.40	2,488.80	2,554.40	2,619.20	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)

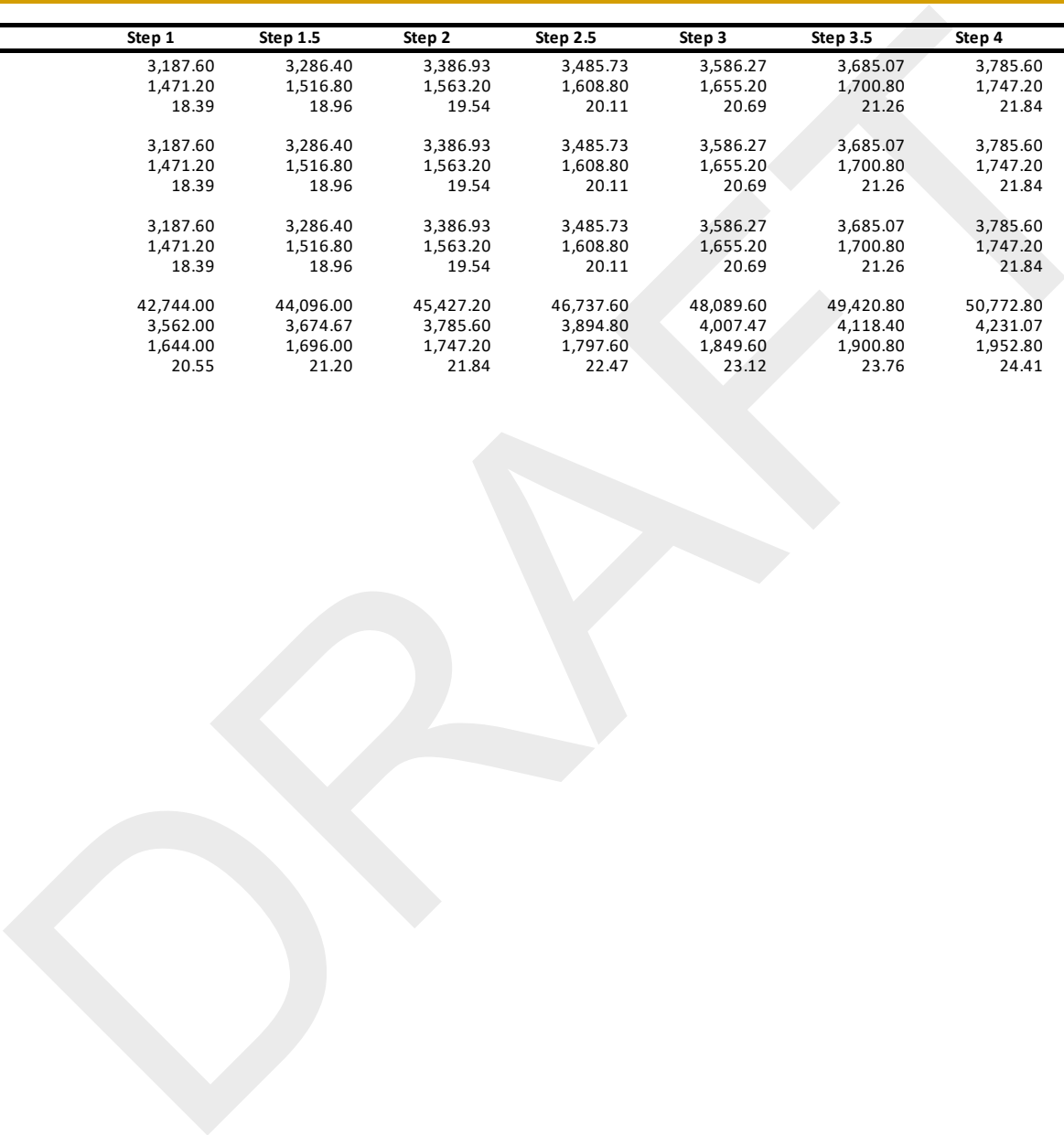
CALPERS CLASSIC MEMBERS

Title	Step 1	Step 1.5	Step 2	Step 2.5	Step 3	Step 3.5	Step 4	Step 4.5	Step 5	
<b>Customer Service Representative I</b>	48,464.00	49,961.60	51,480.00	52,998.40	54,516.80	56,056.00	57,553.60	59,072.00	60,590.40	<b>Annual</b>
	4,038.67	4,163.47	4,290.00	4,416.53	4,543.07	4,671.33	4,796.13	4,922.67	5,049.20	<b>Monthly</b>
	1,864.00	1,921.60	1,980.00	2,038.40	2,096.80	2,156.00	2,213.60	2,272.00	2,330.40	<b>Bi-Weekly</b>
	23.30	24.02	24.75	25.48	26.21	26.95	27.67	28.40	29.13	<b>Hourly</b>
<b>Data Analyst</b>	74,006.40	76,273.60	78,624.00	80,953.60	83,262.40	85,550.40	87,859.20	90,188.80	92,497.60	<b>Annual</b>
	6,167.20	6,356.13	6,552.00	6,746.13	6,938.53	7,129.20	7,321.60	7,515.73	7,708.13	<b>Monthly</b>
	2,846.40	2,933.60	3,024.00	3,113.60	3,202.40	3,290.40	3,379.20	3,468.80	3,557.60	<b>Bi-Weekly</b>
	35.58	36.67	37.80	38.92	40.03	41.13	42.24	43.36	44.47	<b>Hourly</b>
<b>Education Specialist</b>	80,641.60	83,158.40	85,675.20	88,192.00	90,729.60	93,225.60	95,763.20	98,280.00	100,796.80	<b>Annual</b>
	6,720.13	6,929.87	7,139.60	7,349.33	7,560.80	7,768.80	7,980.27	8,190.00	8,399.73	<b>Monthly</b>
	3,101.60	3,198.40	3,295.20	3,392.00	3,489.60	3,585.60	3,683.20	3,780.00	3,876.80	<b>Bi-Weekly</b>
	38.77	39.98	41.19	42.40	43.62	44.82	46.04	47.25	48.46	<b>Hourly</b>
<b>Maintenance Coordinator</b>	94,307.20	97,260.80	100,193.60	103,168.00	106,100.80	109,054.40	111,987.20	114,961.60	117,894.40	<b>Annual</b>
	7,858.93	8,105.07	8,349.47	8,597.33	8,841.73	9,087.87	9,332.27	9,580.13	9,824.53	<b>Monthly</b>
	3,627.20	3,740.80	3,853.60	3,968.00	4,080.80	4,194.40	4,307.20	4,421.60	4,534.40	<b>Bi-Weekly</b>
	45.34	46.76	48.17	49.60	51.01	52.43	53.84	55.27	56.68	<b>Hourly</b>
<b>Outreach Assistant</b>	59,446.40	61,297.60	63,148.80	65,000.00	66,872.00	68,723.20	70,595.20	72,446.40	74,297.60	<b>Annual</b>
	4,953.87	5,108.13	5,262.40	5,416.67	5,572.67	5,726.93	5,882.93	6,037.20	6,191.47	<b>Monthly</b>
	2,286.40	2,357.60	2,428.80	2,500.00	2,572.00	2,643.20	2,715.20	2,786.40	2,857.60	<b>Bi-Weekly</b>
	28.58	29.47	30.36	31.25	32.15	33.04	33.94	34.83	35.72	<b>Hourly</b>
<b>Vector Control Specialist III</b>	83,241.60	85,862.40	88,462.40	91,041.60	93,641.60	96,262.40	98,862.40	101,462.40	104,041.60	<b>Annual</b>
	6,936.80	7,155.20	7,371.87	7,586.80	7,803.47	8,021.87	8,238.53	8,455.20	8,670.13	<b>Monthly</b>
	3,201.60	3,302.40	3,402.40	3,501.60	3,601.60	3,702.40	3,802.40	3,902.40	4,001.60	<b>Bi-Weekly</b>
	40.02	41.28	42.53	43.77	45.02	46.28	47.53	48.78	50.02	<b>Hourly</b>
<b>Vector Control Specialist II</b>	75,691.20	78,041.60	80,412.80	82,784.00	85,134.40	87,505.60	89,876.80	92,248.00	94,598.40	<b>Annual</b>
	6,307.60	6,503.47	6,701.07	6,898.67	7,094.53	7,292.13	7,489.73	7,687.33	7,883.20	<b>Monthly</b>
	2,911.20	3,001.60	3,092.80	3,184.00	3,274.40	3,365.60	3,456.80	3,548.00	3,638.40	<b>Bi-Weekly</b>
	36.39	37.52	38.66	39.80	40.93	42.07	43.21	44.35	45.48	<b>Hourly</b>
<b>Vector Control Specialist I</b>	68,120.00	70,241.60	72,363.20	74,505.60	76,627.20	78,769.60	80,662.40	82,992.00	85,134.40	<b>Annual</b>
	5,676.67	5,853.47	6,030.27	6,208.80	6,385.60	6,564.13	6,721.87	6,916.00	7,094.53	<b>Monthly</b>
	2,620.00	2,701.60	2,783.20	2,865.60	2,947.20	3,029.60	3,102.40	3,192.00	3,274.40	<b>Bi-Weekly</b>
	32.75	33.77	34.79	35.82	36.84	37.87	38.78	39.90	40.93	<b>Hourly</b>
<b>Vector Ecologist</b>	92,248.00	95,118.40	97,988.80	100,880.00	103,750.40	106,641.60	109,532.80	112,403.20	115,273.60	<b>Annual</b>
	7,687.33	7,926.53	8,165.73	8,406.67	8,645.87	8,886.80	9,127.73	9,366.93	9,606.13	<b>Monthly</b>
	3,548.00	3,658.40	3,768.80	3,880.00	3,990.40	4,101.60	4,212.80	4,323.20	4,433.60	<b>Bi-Weekly</b>
	44.35	45.73	47.11	48.50	49.88	51.27	52.66	54.04	55.42	<b>Hourly</b>

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	
<b>Extra Help Vector Control Technician</b>	3,187.60	3,286.40	3,386.93	3,485.73	3,586.27	3,685.07	3,785.60	3,884.40	3,983.20	Monthly
	1,471.20	1,516.80	1,563.20	1,608.80	1,655.20	1,700.80	1,747.20	1,792.80	1,838.40	Bi-Weekly
	18.39	18.96	19.54	20.11	20.69	21.26	21.84	22.41	22.98	Hourly
<b>Extra Help Assistant Vector Ecologist</b>	3,187.60	3,286.40	3,386.93	3,485.73	3,586.27	3,685.07	3,785.60	3,884.40	3,983.20	Monthly
	1,471.20	1,516.80	1,563.20	1,608.80	1,655.20	1,700.80	1,747.20	1,792.80	1,838.40	Bi-Weekly
	18.39	18.96	19.54	20.11	20.69	21.26	21.84	22.41	22.98	Hourly
<b>Extra Help Outreach Assistant</b>	3,187.60	3,286.40	3,386.93	3,485.73	3,586.27	3,685.07	3,785.60	3,884.40	3,983.20	Monthly
	1,471.20	1,516.80	1,563.20	1,608.80	1,655.20	1,700.80	1,747.20	1,792.80	1,838.40	Bi-Weekly
	18.39	18.96	19.54	20.11	20.69	21.26	21.84	22.41	22.98	Hourly
<b>Limited Term Vector Control Technician</b>	42,744.00	44,096.00	45,427.20	46,737.60	48,089.60	49,420.80	50,772.80	52,083.20	53,435.20	Annual
	3,562.00	3,674.67	3,785.60	3,894.80	4,007.47	4,118.40	4,231.07	4,340.27	4,452.93	Monthly
	1,644.00	1,696.00	1,747.20	1,797.60	1,849.60	1,900.80	1,952.80	2,003.20	2,055.20	Bi-Weekly
	20.55	21.20	21.84	22.47	23.12	23.76	24.41	25.04	25.69	Hourly





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

Date: February 14, 2025  
 Meeting of: San Gabriel Valley Mosquito and Vector Control District Board of Trustees  
 Subject: **Direct Assessment Disaster Relief – Eaton Fire**  
 Exhibit(s): Exhibits 8A, 8B

### Background

The Eaton Fire, which occurred in January 2025, has caused widespread devastation in Los Angeles County, resulting in significant hardship for affected residents, including the loss of homes and property. In response, the County's Property Tax Services Division is offering disaster tax relief to property owners whose parcels have sustained damage.

A preliminary assessment conducted by the County has identified 3,300 parcels within the District's jurisdiction as impacted by the fire. This number is expected to increase as damage evaluations continue.

The County has requested the District's decision regarding participation in the Direct Assessment disaster tax relief program, either in full or at a reduced rate. If approved, the County will:

- Remove full or partial Direct Assessment charges for Fiscal Year 2024-2025 on affected parcels.
- Issue refunds to taxpayers who have already paid their Direct Assessment charges.
- Provide ongoing updates to the District regarding Direct Assessment corrections as new information becomes available.

### Fiscal Impact

Based on the initial count of 3,300 affected parcels, full relief at \$20 per parcel would result in an estimated \$66,000 revenue reduction for the Fiscal Year 2024-2025 budget. This figure is subject to adjustment as additional affected parcels are identified.

### Board Action Options

The following options are available for the Board's consideration:

1. Approve full disaster tax relief for FY 2024-2025 Direct Assessment charges and adopt Resolution No. 2025-01 as proposed.
2. Approve partial disaster tax relief, specifying a percentage of Direct Assessment charges to be waived, and adopt a modified version of Resolution No. 2025-01.
3. Decline to participate in the disaster tax relief program.

Submitted by:

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

Jason Farned  
 District Manager

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**COUNTY OF LOS ANGELES  
DEPARTMENT OF AUDITOR-CONTROLLER**

**PROPERTY TAX SERVICES DIVISION**  
KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET, ROOM 153  
LOS ANGELES, CALIFORNIA 90012-3552

**OSCAR VALDEZ**  
AUDITOR-CONTROLLER

**CONNIE YEE**  
CHIEF DEPUTY AUDITOR-CONTROLLER

ASSISTANT AUDITOR-CONTROLLERS

**MAJIDA ADNAN**  
**RACHELLE ANEMA**  
**ROBERT G. CAMPBELL**

January 23, 2025

Melanie Lee, Authorized Consulting Agent  
San Gabriel Valley  
Mosquito and Vector Control District

Dear Ms. Lee:

**RE: DIRECT ASSESSMENT (DA) ACCOUNT – EATON FIRE**

The Eaton Fire that occurred in January 2025 in Los Angeles County (County) has created a public hardship. As a result, residents have lost their homes and are in need of assistance.

In the aftermath of this wildfire, the County is dedicated to ensuring residents' safety and to helping victims restore their peace of mind and quality of life. Therefore, the County will be providing tax relief to those residents whose properties have been destroyed, as we have in the past.

At this time, the County has identified a preliminary count of 3,300 parcels that have been affected by the Eaton Fire. These preliminary parcels have been attached for your reference. Please keep in mind the number of affected parcels will most likely increase as County officials continue to evaluate and assess these properties.

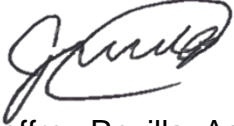
In line with this initiative, please let us know if your Direct Assessment (DA) agency would like to provide disaster relief for those parcels by completing the attached Authorization Form and emailing no later than Friday, February 7, 2025 to [dainquiry@auditor.lacounty.gov](mailto:dainquiry@auditor.lacounty.gov).

If your agency allows for disaster relief, our office will remove the DA charge for FY 2024-25 at no cost to your agency. In addition, the County will issue any refunds if the DA has already been paid by the taxpayer. Finally, we will periodically inform your agency of DA corrections that were made as a result of the Eaton Fire.

Thank you for your assistance on this important matter. Should you have any questions or concerns, please email us at [dainquiry@auditor.lacounty.gov](mailto:dainquiry@auditor.lacounty.gov) or contact **Mauricio Barragan** at (213) 974-0371 or **Aline Remias** at (213) 974-8363.

Very truly yours,

Kristina Burns, Chief  
Property Tax Services Division



Jeffrey Revilla, Assistant Chief  
Property Tax Services Division

KB:jr

[\\H:\Property Tax Roll Change Group\Roll Change\Direct Assessment - Mail Unit\Memos & Correspondence\Misfortunate Calamities\M&C 2024\Eaton Fire 2024-25\Eaton Fire - Agency Letter](#)

Attachments



# COUNTY OF LOS ANGELES DEPARTMENT OF AUDITOR-CONTROLLER

PROPERTY TAX SERVICES DIVISION  
KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET, ROOM 153  
LOS ANGELES, CALIFORNIA 90012-3552

**OSCAR VALDEZ**  
AUDITOR-CONTROLLER

**CONNIE YEE**  
CHIEF DEPUTY AUDITOR-CONTROLLER

ASSISTANT AUDITOR-CONTROLLERS

**MAJIDA ADNAN**  
**RACHELLE ANEMA**  
**ROBERT G. CAMPBELL**

January 23, 2025

## Agency Authorization Form

**SUBJECT: Direct Assessment Disaster Relief Form – Eaton Fire**

**Account Number:** 061.32

Please check the appropriate box:

Our Agency **Will Allow Disaster Relief** for the Direct Assessment charges for Fiscal Year 2024-2025.

Our Agency **Will Not Allow Disaster Relief** for the Direct Assessment charges for Fiscal Year 2024-2025.

Our Agency **Will allow a portion of Disaster Relief** ( \_\_\_\_\_ %) of the Direct Assessment charges for Fiscal Year 2024-2025.  
(Please attach excel schedule reflecting each parcel and the new adjusted DA levy amount).

### AUTHORIZED SIGNEE:

- Director of Finance     Manager     Authorized Consulting Agent
- Other (please specify Title): \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Authorized Name:** \_\_\_\_\_  
(PRINT NAME)

**Phone Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please fill out and submit this form no later than Friday, February 7, 2025 to [dainquiry@auditor.lacounty.gov](mailto:dainquiry@auditor.lacounty.gov)

\\H:Property Tax Roll Change Group\Roll Change\Direct Assessment - Mail Unit\Memos & Correspondence\Misfortunate Calamities\M&C 2024\Eaton Fire 2024-25\Authorization Waiver Form 2024-25.docx

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**RESOLUTION NO. 2025-01****A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT AUTHORIZING PARTICIPATION IN DISASTER TAX RELIEF FOR RESIDENTS AFFECTED BY THE EATON FIRE**

**WHEREAS**, the Eaton Fire in January 2025 has caused widespread devastation in Los Angeles County (County,) affecting thousands of properties and imposing significant hardship on residents; and

**WHEREAS**, the County has established a disaster tax relief program, which includes the removal of Direct Assessment (assessment) charges and refunds for assessment payments already made for Fiscal Year 2024-2025 on parcels impacted by the fire; and

**WHEREAS**, the Board of Trustees (Board) recognizes the importance of supporting the community during disasters and is committed to participating in relief efforts to assist affected residents; and

**WHEREAS**, initial County assessments indicate that approximately 3,300 parcels within the District's jurisdiction have been impacted, with the potential for additional parcels to be identified as damage assessments continue; and

**WHEREAS**, participation in the disaster tax relief program will result in the temporary removal of assessment charges for Fiscal Year 2024-2025 on affected parcels, with ongoing updates from the County regarding assessment corrections; and

**WHEREAS**, the estimated fiscal impact of this tax relief to the District is a reduction in revenue of \$66,000 based on initial assessments, subject to adjustment as additional impacted parcels are identified through ongoing evaluations.

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

1. The Board hereby authorizes participation in the County's disaster tax relief program, under which the County will remove assessment charges for Fiscal Year 2024-2025 on affected parcels and issue refunds to taxpayers for assessment payments already made.
2. The District Manager is authorized to complete and submit the Agency Authorization Form to the County to facilitate timely implementation of the disaster tax relief program.
3. In the event that the County identifies additional impacted parcels, the District Manager is authorized to extend tax relief to those properties without requiring further Board action. The District Manager shall report any such adjustments and associated financial impacts to the Board.

PASSED, APPROVED AND ADOPTED by the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District this 14th day of February 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

John Capoccia  
President, Board of Trustees

ATTEST:

---

Cory Calaycay  
Secretary-Treasurer, Board of Trustees

APPROVED AS TO FORM:

---

Kelly M. Alhadeff-Black  
District Counsel



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

Date: February 14, 2025

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

Subject: **Consideration of Resolution to Approve Cal-OES-130 Designation for Eaton Burn Area Response**

Exhibit(s): Exhibit 9A, 9B

### Background

Following the Eaton Fire, the District has been actively engaged in assessing mosquito breeding conditions and preparing a response plan to mitigate vector-borne disease risks. The presence of standing water in the burn zone poses a significant risk for mosquito proliferation, necessitating prolonged intervention. The District has identified thousands of potential breeding sources, including swimming pools, fishponds, and septic systems.

To support these efforts, the District is seeking financial assistance through the California Governor's Office of Emergency Services (Cal OES) via the Designation of Applicant's Agent Resolution for Non-State Agencies (Cal-OES-130). Approval of this resolution is a required administrative step to authorize designated personnel to apply for and manage disaster assistance funds under the California Disaster Assistance Act (CDAA) and the federal Robert T. Stafford Disaster Relief and Emergency Assistance Act

### Key Components of the Resolution

- Designation of Authorized Agents: The resolution authorizes specific District officials to execute documents and agreements related to disaster relief funding.
- Funding Scope: The resolution applies to federal financial assistance under the Federal Emergency Management Agency (FEMA) and state assistance through Cal OES.
- Effective Period: The resolution can be adopted as a universal resolution (valid for all disasters for three years) or a disaster-specific resolution (limited to the Eaton Fire response).

### Financial & Operational Considerations

Failure to adopt this resolution will limit the District's ability to secure financial reimbursement for these critical activities, placing additional strain on District resources.

The District anticipates increased costs due to:

- Expanded surveillance and treatment of newly created mosquito breeding sites.
- The need for new equipment, additional pesticide, and seasonal labor.



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

- Public outreach and education to inform affected communities.
- Increased administrative burdens related to tracking mosquito breeding sources, collecting and processing disease surveillance data, and the coordination and deployment of resources.
- The potential for emergency rapid response for increased disease activity.

The Cal-OES-130 Resolution will authorize the District Manager and other designated agents to apply for and manage these critical funds.

### **Board Action Required**

If the Board concurs, the appropriate action is to:

1. Approve the Cal-OES-130 Designation of Applicant's Agent Resolution for Non-State Agencies.
2. Authorize the District Manager and designated personnel to apply for disaster assistance funding and manage financial obligations related to the Eaton Fire response.

### **Recommendation**

The District Manager recommends approving the Cal-OES-130 resolution to facilitate funding opportunities as proposed and strengthen the District's ability to manage the ongoing response to the Eaton Fire disaster effectively.

Submitted by:

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

Jason Farned  
District Manager





# Fact Sheet



**FEMA-4856-DR-CA:** California Wildfires and Straight-line Winds  
**CDA A-2025-01:** Wildfires and Straight-line Winds

On January 8, 2025, President Joseph R. Biden, Jr. declared a major disaster making federal disaster aid available to Los Angeles County for the *California Wildfires and Straight-line Winds*. This Fact Sheet contains information regarding the affected counties, available assistance, and Request for Public Assistance (RPA) application information.

## Important Disaster Information

**Federal Declaration Name:** California Wildfires and Straight-line Winds

**Federal Declaration Number:** FEMA-4856-DR-CA

**Incident Period:** January 7, 2025, and continuing

**State Disaster Name:** Wildfires and Straight-line Winds

**State Disaster Number:** CDA A 2025-01

**State Incident Period:** January 7, 2025, and continuing

## Applicants Eligible for Assistance

The following entities and certain private nonprofit organizations may be eligible for disaster assistance under this Presidential Declaration:

- State Agencies - (No CDA A)
- Tribal Nations – (No CDA A)
- Cities
- Counties
- Special Districts (including School Districts and Community College Districts)
- Certain Private Non-Profit Organizations (No CDA A)

## Applicants' Briefing

Applicants' Briefings provide potential applicants with basic information to assist them in their efforts to understand the requirements associated with applying for Public Assistance. The Applicants' Briefing schedule can be found on the:

[Applicant Briefing webpage](https://www.caloes.ca.gov/RecoveryApplicantsBriefings)

[www.caloes.ca.gov/RecoveryApplicantsBriefings](https://www.caloes.ca.gov/RecoveryApplicantsBriefings)

## Important Documents

In addition to the RPA (submitted via Grants Portal), the following documents must be submitted to Cal OES in order for payments to be processed:

- **Cal OES 89, Project Assurances**
- **Cal OES 130/130SA, Resolution**

\*Must be submitted unless, within the last three years, you've submitted a Universal form identifying Agent by Title was submitted.

Download Forms: [Public Assistance Forms](https://www.caloes.ca.gov/PADocs)

([www.caloes.ca.gov/PADocs](https://www.caloes.ca.gov/PADocs))

Submit forms to: [RecoveryPayments@caloes.ca.gov](mailto:RecoveryPayments@caloes.ca.gov)



## Available Assistance – Public Assistance (PA) Program

Under the PA program, FEMA to cost share eligible costs of *Emergency Work* at 100 percent, for a designated 180 days (TBD), and 75 percent outside of the 180 days. FEMA to cost share eligible costs of *Permanent Work* at 75 percent. The State cost shares at 75 percent of the Non-Federal share with the exclusion of State Agencies, Tribal Nations, and Private Nonprofit Organizations.

EMERGENCY WORK	PERMANENT WORK
<p><b>Category A</b></p> <ul style="list-style-type: none"> <li>• Debris Removal</li> </ul> <p><b>Category B</b></p> <ul style="list-style-type: none"> <li>• Emergency Response and Protective Measures</li> </ul>	<p><b>Category C</b></p> <ul style="list-style-type: none"> <li>• Roads and Bridges</li> </ul> <p><b>Category D</b></p> <ul style="list-style-type: none"> <li>• Water Control Facilities</li> </ul> <p><b>Category E</b></p> <ul style="list-style-type: none"> <li>• Building and Equipment</li> </ul> <p><b>Category F</b></p> <ul style="list-style-type: none"> <li>• Utilities</li> </ul> <p><b>Category G</b></p> <ul style="list-style-type: none"> <li>• Parks, Recreational Facilities, Other Items</li> </ul> <p><b>Category I</b></p> <ul style="list-style-type: none"> <li>• Building Code &amp; Floodplain Mgmt. Admin. &amp; Enforcement</li> </ul>
<p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. Category A "Only" – Force Account Labor overtime eligible and regular time may be eligible.</li> <li>2. Category B Force Account Labor for Emergency Work – Only overtime eligible.</li> </ol>	<p><b>Note:</b></p> <p>Force Account Labor Permanent Work – Regular and overtime eligible.</p>

## Important Work Eligibility Information

FEMA-4856-DR-CA makes available federal funding for **Categories A – G, I.**

**RPA's must be received by the Public Assistance Division via Grants Portal no later than:**

**Sunday, March 9, 2025**

## Grants Portal and Request for Public Assistance

Requests for Public Assistance (RPA) must be submitted via [FEMA's Grants Portal](https://grantee.fema.gov) (grantee.fema.gov).

To submit an RPA from an **existing** Grants Portal Account, please review FEMA's "[RPA Submission](#)" YouTube tutorial. To **register for a new** Grants Portal Account and submit an RPA for your organization, please review FEMA's YouTube tutorial "[First Time Users - Org Creation and RPA submission](#)"

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**DESIGNATION OF APPLICANT'S AGENT RESOLUTION  
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE \_\_\_\_\_ OF THE \_\_\_\_\_  
(Governing Body) (Name of Applicant)

THAT \_\_\_\_\_, OR  
(Title of Authorized Agent)

\_\_\_\_\_, OR  
(Title of Authorized Agent)

\_\_\_\_\_  
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the \_\_\_\_\_, a public entity  
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the \_\_\_\_\_, a public entity established under the laws of the State of California,  
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

**Please check the appropriate box below:**

This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

This is a disaster specific resolution and is effective for only disaster number(s) \_\_\_\_\_

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

**CERTIFICATION**

I, \_\_\_\_\_, duly appointed and \_\_\_\_\_ of  
(Name) (Title)

\_\_\_\_\_, do hereby certify that the above is a true and correct copy of a  
(Name of Applicant)

Resolution passed and approved by the \_\_\_\_\_ of the \_\_\_\_\_  
(Governing Body) (Name of Applicant)

on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

STATE OF CALIFORNIA  
GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
**Cal OES 130 - Instructions**

**Cal OES Form 130 Instructions**

**A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.**

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

**Resolution Section:**

**Governing Body:** This is the group responsible for appointing and approving the Authorized Agents.  
Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

**Name of Applicant:** The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

**Authorized Agent:** These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

**Governing Body Representative:** These are the names and titles of the approving Board Members.  
Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

**Certification Section:**

**Name and Title:** This is the individual that was in attendance and recorded the Resolution creation and approval.  
Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification.")