



## San Gabriel Valley Mosquito & Vector Control District

1145 North Azusa Canyon Road, West Covina, CA 91790

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

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

### PERSONNEL AND POLICY COMMITTEE MEETING AGENDA October 11, 2024 – FOLLOWING ADJOURNMENT OF BOARD MEETING

#### 1. Call to Order

1.1 Determination of a Quorum – Noted Absences

1.2 ORDER OF BUSINESS - Review and prioritization of agenda Items including, if necessary, identification of any emergency items arising after posting of the agenda and requiring action prior to next regular meeting

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

(Individual Public Comments may be limited to a 3-minute or less time limit) During Public Comments, the public may address the Committee 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 Committee for consideration. There will be no dialog between the Committee and the Commenter. Any clarifying questions from the Committee must go through the Committee Chair.

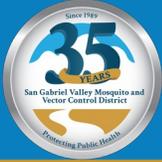
#### 3. Consider Rescinding Resolution 2024-01: Bylaws Governing District Meetings and Adopting Resolution 2024-04: Updated Bylaws Governing the Conduct of District Business (EXHIBITS 3A, 3B, 3C) P.5

(Chair, Becky Shevlin) (Recommendation for Board Consideration)

- **Call for Public Comment**

- **Committee Action Required:** If the Committee concurs, following the public discussion by members for this item, the appropriate action is to recommend Rescinding Resolution 2024-01 and approval of Resolution 2024-04 to the Board for consideration.

- **Alternative Committee Action:** If after discussion by members for this item, the Committee may choose not to recommend rescinding Resolution 2024-01 and approval of Resolution 2024-04 to the Board for consideration.

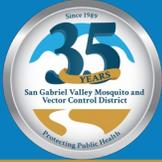


## San Gabriel Valley Mosquito & Vector Control District Personnel and Policy Committee Meeting | October 11, 2024

4. **Consider Rescinding Resolution 2006-01: Establishing a Reimbursement Policy in accordance with GC 53232.2 and 53232.3 and Adopting Resolution 2024-05: Updated Reimbursement Policy in accordance with GC 53232.2 and 53232.3 (EXHIBITS 4A, 4B, 4C) P.71**  
(Chair, Becky Shevlin) (Recommendation for Board Consideration)
  - **Call for Public Comment**
  - **Committee Action Required:** If the Committee concurs, following the public discussion by members for this item, the appropriate action is to recommend Rescinding Resolution 2006-01 and approval of Resolution 2024-05 to the Board for consideration.
  - **Alternative Committee Action:** If after discussion by members for this item, the Committee may choose not to recommend rescinding Resolution 2006-01 and approval of Resolution 2024-05 to the Board for consideration.
  
5. **Adjournment**

### **Personnel and Policy Committee**

Becky Shevlin, Monrovia (Chair)  
Henry Aviles, Alhambra  
Margaret Finlay, Duarte  
Robert Joe, South Pasadena  
Cynthia Sternquist, Temple City



## San Gabriel Valley Mosquito & Vector Control District Personnel and Policy Committee Meeting | October 11, 2024

### **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'.

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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)

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

Date: October 11, 2024

Meeting of: SGVMVCD Board of Trustees: Personnel and Policy Committee

Subject: **Consider Rescinding Resolution 2024-01: Bylaws Governing District Meetings and Adopting Resolution 2024-04: Updated Bylaws Governing the Conduct of District Business**

Exhibit(s): Exhibit 3A, 3B, 3C

### Background

In an effort to improve the overall efficiency of Board operations and ensure ongoing compliance with applicable laws, staff reviewed the current Board of Trustees bylaws and identified necessary revisions. The proposed updates provide enhanced guidelines on the roles, responsibilities, and procedures for the business of the Board and its Committees eliminating redundancy while providing an improvement on clarity, efficiency, and legal compliance.

A summary of changes – including removals, additions, and updates – between Resolution 2024-01 (Exhibit 3A) and Draft Resolution 2024-04 (Exhibit 3B), organized by each section of the document are below. Additionally, a redlined copy of the resolution is attached for reference (Exhibit 3C).

### Title:

- **Removed in Resolution 2024-01:**
  - The original title in **Resolution 2024-01** was: "SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL BYLAWS GOVERNING DISTRICT MEETINGS."
- **Added/Changed in Resolution 2024-04:**
  - The new title in **Resolution 2024-04** is: "A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT RESCINDING RESOLUTION 2024-01 AND ADOPTING UPDATED BYLAWS GOVERNING THE CONDUCT OF DISTRICT BUSINESS."
- **Analysis:** The updated title in **Resolution 2024-04** includes **rescinding** the prior resolution (2024-01) and adopts broader language covering all "District business" instead of only meetings.

### Introductory Clauses:

- **Removed in Resolution 2024-01:**
  - **Resolution 2024-01** includes a clause stating: "*Supersedes and replaces, in its entirety, all prior Resolutions and Bylaws.*"
- **Added/Changed in Resolution 2024-04:**
  - **Resolution 2024-04** introduces several clauses including context regarding the Health and Safety Code under which the District operates, information regarding the constituents the District serves, and standardizes the format of the resolution for records consistency.
- **Analysis: Resolution 2024-04** includes reasoning for updating the resolution, emphasizing the need to update outdated language and ensure orderly and efficient conduct of District business.



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

### Board of Trustees:

- **Removed in Resolution 2024-01:**
  - Minimal change. The description in **Resolution 2024-01** is concise and focuses on the composition of the Board.
- **Added/Changed in Resolution 2024-04:**
  - **Resolution 2024-04** expands slightly on the composition and role of the Board, emphasizing governance and includes the cities within the District's service jurisdiction.
- **Analysis: Resolution 2024-04** provides more depth by outlining the Board's role in providing oversight.

### Appointments and Qualifications:

- **Removed in Resolution 2024-01:**
  - The section on appointments and qualifications is more general in **Resolution 2024-01**.
- **Added/Changed in Resolution 2024-04:**
  - **Resolution 2024-04** expands this section, specifying terms of office, appointment processes, and the legislative requirements under California Health and Safety Code § 2022.
- **Analysis: Resolution 2024-04** adds clarity regarding how appointments should be made, including specifics on term lengths and the process for filling vacancies.

### Duties of Membership/Appointment:

- **Removed/Changed in Resolution 2024-01:**
  - Board member attendance information has been removed from this section and moved to *Meetings of the Board* section.
  - Filling vacancies information has been removed from this section and moved to *Appointments and Qualifications* section.
- **Added/Changed in Resolution 2024-04:**
  - **Resolution 2024-04** provides same description regarding Board member duties including exercising independent judgment and representing the interests of the public as a whole.
- **Analysis: Resolution 2024-04** includes reformatting to improve content navigation and readability.

### Compensation and Reimbursement:

- **Removed in Resolution 2024-01:**
  - Compensation and Travel Expenses section was present but lacked specifics.
- **Added/Changed in Resolution 2024-04:**
  - **Resolution 2024-04** introduces a reference to a separate resolution (**Resolution 2024-05**) for an updated Reimbursement Policy which includes compensation and reimbursement details for Trustees.
- **Analysis: Resolution 2024-04** streamlines bylaws, reduces redundancy for legal compliance, and provides greater transparency.



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

### Role of the Board:

- **Added/Changed in Resolution 2024-04:**
  - Both **Resolution 2024-01** and **Resolution 2024-04** summarize the role of the Board. No change to this language.
  - **Resolution 2024-04** includes new provision stating the Board shall not involve itself in the hiring of District employees or personnel actions, with the exception of actions in accordance with District Policy No 16.

**Analysis: Resolution 2024-04** addition of updated language provides consistency pursuant to District Personnel Rules and Regulations.

### Officers and Terms of Office:

- **Removed in Resolution 2024-01:**
  - **Resolution 2024-01** provided a general description of officers and their roles, including the President, Vice President, and Secretary-Treasurer.
- **Added/Changed in Resolution 2024-04:**
  - **Resolution 2024-04** expands this section, outlining the election process, terms of office, officer roles, and a detailed process for electing officers. It specifies the timeline for nominating committees and includes term limits for officers.
  - Secretary-Treasurer details were updated to align with current practices regarding minute taking. Secretary-Treasurer duties as Chairperson of the Finance Committee were incorporated here and removed from the Finance Committee section.
  - Committee chair responsibilities were moved to their respective sections in *Standing Committees*.
- **Analysis: Resolution 2024-04** adds a more comprehensive election and term limit process, providing clear procedures for leadership transitions and officer responsibilities.

### Board Member Code of Conduct, Ethics, and Norms:

- **Removed in Resolution 2024-01:**
  - **Resolution 2024-01** provided a general description regarding Board member Code of Conduct.
- **Added in Resolution 2024-04:**
  - **Resolution 2024-04** expanded this section specifying expectations for Board member code of conduct, training requirements, and compliance with state laws.
- **Analysis:** The expansion of this section provides clearer standards, guidelines, and requirements for Board conduct which was not explicitly covered in **Resolution 2024-01**.

### Meetings of the Board:

- **Removed in Resolution 2024-01:**
  - Meetings are described generally, with fewer details on attendance, quorum, and general procedures.
- **Added/Changed in Resolution 2024-04:**
  - **Resolution 2024-04** expands on this section by specifying Board and Committee meeting procedures, quorum details, attendance expectations, rules of order, and the responsibilities of the Clerk of the Board in recording minutes/votes.
- **Analysis: Resolution 2024-04** provides more operational detail on meeting procedures, ensuring that Board actions are well-documented and meetings are conducted transparently.



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

### Standing Committees (Expanded Sections in Resolution 2024-04):

1. **Executive Committee:**
  - **Removed/Changed in Resolution 2024-01:** Minimal change to committee information.
  - **Added/Changed in Resolution 2024-04:** Detailed explanation of the Executive Committee's composition, duties, and its role in evaluating the District Manager.
  - **Analysis: Resolution 2024-04** formalizes the structure and duties of the Executive Committee, offering a clearer governance process.
2. **Finance Committee: (Committee title changed from Finance and Audit Committee)**
  - **Removed/Changed in Resolution 2024-01:** Minimal change to committee information.
  - **Added/Changed in Resolution 2024-04: Resolution 2024-04** expands this section, detailing the Committee's role in reviewing investments, audits, and budgets.
  - **Analysis:** The expansion provides more oversight on financial matters, ensuring accountability and proper financial management.
3. **Personnel and Policy Committee:**
  - **Removed/Changed in Resolution 2024-01:** Minimal change to committee information.
  - **Added/Changed in Resolution 2024-04:** Detailed responsibilities for reviewing personnel policies, evaluating the District Manager, and handling disciplinary actions.
  - **Analysis: Resolution 2024-04** formalizes the committee's role, adding structure to personnel management and policy development.
4. **Public Information Committee:**
  - **Removed/Changed in Resolution 2024-01:** Minimal change to committee information.
  - **Added/Changed in Resolution 2024-04:** Details committee focus on supporting the District's public relations and communications efforts.
  - **Analysis:** Minimal language update emphasizing the District's role in public outreach and transparency.
5. **Nominations Committee:**
  - **Removed/Changed in Resolution 2024-01:** Minimal change to committee information.
  - **Added/Changed in Resolution 2024-04:** Details the process for soliciting candidates for Board officer positions, including nomination timelines and election procedures.
  - **Analysis:** Minimal language update to provide clearer procedure for nominating and electing officers, ensuring smooth transitions and leadership accountability.
6. **Legislative Committee:**
  - **Removed/Changed in Resolution 2024-01:** Minimal change to committee information. Removed specific topic categories and priority levels information.
  - **Added/Changed in Resolution 2024-04:** Extensive detail on monitoring legislation, making recommendations, and prioritizing legislative efforts that impact the District.
  - **Analysis:** This expansion reflects a more proactive approach to advocacy and policy-making, ensuring the District is aligned with legislative developments

### Ad-Hoc Committees (New Section in Resolution 2024-04):

- **Added in Resolution 2024-04:** A new section is introduced to describe the purpose, formation, and duties of **ad-hoc committees**.



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

- **Analysis:** Provides flexibility for the Board to form temporary committees as needed for specific tasks, offering a more adaptive governance structure.

### Records

- **No Change:**
  - Both **Resolution 2024-01** and **Resolution 2024-04** provide information regarding the California Public Records Act. Section moved.

### Amendments to Bylaws:

- **Removed in Resolution 2024-01:**
  - The amendments section was more general and less structured.
- **Added/Changed in Resolution 2024-04:**
  - **Resolution 2024-04** provides a more structured description of the amendment process, requiring a majority vote and formal review.
- **Analysis:** This section is more formalized in **Resolution 2024-04**, ensuring that changes to the bylaws are conducted in an orderly and transparent manner.

The updates in **Resolution 2024-04** provide a more thorough and structured framework for the operation of the Board and District.

### District Manager's Recommendation

The District Manager recommends **rescinding Resolution 2024-01 and approval of Resolution 2024-04** as proposed.

### Committee Action Options

- **Committee Action:** If the Committee concurs, following the public discussion by members for this item, the appropriate action is to recommend **rescinding Resolution 2024-01 and approval of Resolution 2024-04** to the Board for consideration.
- **Alternative Committee Action:** If after discussion by members for this item, the Committee may choose not to recommend **rescinding Resolution 2024-01 and approval of Resolution 2024-04** to the Board for consideration.

Submitted by:

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Jason Farned  
District Manager

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## **RESOLUTION 2024-01**

(Supersedes and replaces, in its entirety, all prior Resolutions and Bylaws)

### **SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL BYLAWS GOVERNING DISTRICT MEETINGS**

Formed, operating, and managed in accordance with the Mosquito Abatement and Vector Control District Law (California Health and Safety Code §§ 2000 *et. seq.*), the San Gabriel Valley Mosquito and Vector Control District (the “District”) is an independent special district that provides protection for residents from vector-borne diseases. The District services approximately two million residents in 26 cities, and portions of unincorporated Los Angeles County, within the San Gabriel Valley.

#### **Article I. General**

##### **1. Board of Trustees**

The District is governed by a 27-member Board of Trustees (the “Board”) consisting of an appointed representative from each City serviced by the District and a representative from the County of Los Angeles.

##### **2. Appointment and Qualifications**

Members of the Board are appointed in accordance with the requirements of California Health and Safety Code § 2022. Each member of the Board must reside in and be a registered voter in the jurisdiction of their appointing legislative body.

##### **3. Duties of Membership**

Members of the District Board serve in accordance with the requirements of the California Health and Safety Code §§ 2020-2030.

- a. All members of the Board shall exercise their independent judgment on behalf of the interests of the residents, property owners, and the public as a whole in furthering the purposes and intent of the District. Members of the Board shall represent the interests of the public, as a whole, and not solely the interest of their individual legislative appointing body.
- b. Members of the Board are expected to attend all regular and scheduled Board Meetings and, when assigned and where applicable, Committee meetings. The Board reserves the right to determine whether a Trustee’s absence under the circumstances at a particular Board Meeting or Committee Meeting is excused. More than three (3) consecutive unexcused absences shall be reported to the absent Trustee’s legislative appointing body.
- c. Any vacancy in the office of a member appointed to a Board shall be filled pursuant to California Health & Safety Code § 2024 and California

Government Code § 1779. Any person appointed to fill a vacant office shall fill the balance of the unexpired term.

## **Article II. Board**

### **1. The Role of the Board**

- a. The Board oversees and provides counsel and direction to the District Manager and should not be involved in the agency's day-to-day affairs.
- b. Board members do not have individual power or authority; the power and decision-making ability lie with the full Board.
- c. Board members shall not be involved in hiring district employees or other personnel action.
- d. The Board shall not be involved in personnel action by contractors, or their subcontractors hired by the District.

The Board:

- 1) Sets policy.
- 2) Hires the District Manager.
- 3) Retains legal counsel.

### **2. Description of Officers**

President	When necessary, the President shall officially represent the District. The President appoints standing committees, ad-hoc committees, and chairpersons subject to ratification by the Board. The Board may delegate additional authority to the President. The President shall open meetings promptly and administer expediently and with appropriate order and decorum the business of the day.
Vice President	When the President is absent, the Vice President shall assume the duties of the President.
Secretary-Treasurer	<p>The Secretary-Treasurer shall serve as parliamentarian and assist the President as necessary.</p> <p>If the President and Vice-President are absent, the Secretary-Treasurer shall assume the duties of the President.</p> <p>The Secretary-Treasurer shall authenticate by signature all the acts, orders, and proceedings of the Board.</p>

The Secretary-Treasurer shall record the minutes and keep records. The Board may delegate responsibility for keeping records to District staff.

The Secretary-Treasurer shall serve as Chairperson of the Finance and Audit Committee.

**a. Election of Officers**

At the October meeting of the Board the presiding officer shall appoint a Nominations Committee (Committee) consisting of five Trustees which must be ratified by the Board. The Committee shall develop a slate of candidates from current Trustees who are willing to serve as Board officers for the following term. The Committee shall elect a Chair who will present the slate of candidates at the December meeting of the Board.

The officers shall be elected at the Board's meeting in January. Each candidate may submit a brief statement of qualifications which will be included in the information packet for the January meeting.

For the election, the presiding officer will relinquish control of the meeting to the Chair of the Nominations Committee. The Committee Chair will present the slate; nominations may be made from the floor. Each nominee may explain their reason for seeking office.

The officers will be elected in this sequence; President, Vice President, Secretary-Treasurer. Each Trustee will have one vote per office. New officers shall assume their positions and responsibilities at the February Board Meeting.

**b. Committees and Chairpersons**

All policies and specific duties of the Executive, Personnel and Policy, Finance and Audit, Public Information, Nominations and Legislative Committees will be formalized in a manual of procedures.

Committee Chairs will present items from their committee meetings and the recommendations of their committee.

**c. Terms of Office**

All Board Officers shall serve for a term of two calendar years. If a Board Officer or candidate is not re-appointed as a Trustee before the next Board Officer election, the Nominations Committee shall reconvene, identify candidate(s) for the appropriate office and the Board shall elect an officer from the slate by the procedure above.

d. **Eligibility for Office**

Any member of the Board may be selected to serve as an Officer.

e. **Performance**

Any concerns regarding an employee's performance shall be communicated in writing to the District Manager. Any concerns regarding the District Manager's performance shall be communicated in writing to the Board President. Any concerns regarding a board officer's performance shall be communicated in writing to the affected board officer.

**Article III. Meetings**

All meetings shall be held and conducted in accordance with the requirements of the California Health and Safety Code §§ 2000 *et seq.*, the California Government Code §§ 54950, *et seq.* (commonly referred to as the Ralph M. Brown Act or Brown Act), and any and all laws governing the scheduling, conduct or proceedings for public meetings.

**1. Time of Meetings**

Regular meetings of the District's Board shall be held on the second Friday of each month at 7:00 AM unless otherwise approved by the Board.

**2. Location of Meetings**

Regular meetings of the Board shall be held at the District headquarters, 1145 N. Azusa Canyon Road, West Covina, California 91790.

**3. Procedures for Meetings**

a. **Quorum**

In regular District meetings, a quorum shall consist of a simple majority of appointed Board members pursuant to California Health & Safety Code § 2029. If less than a quorum is present at any meeting, the members present may adjourn the meeting to a time and place specified in the order of adjournment.

b. **Actions by the Board**

Pursuant to California Health & Safety Code § 2029, the Board shall act only by ordinance, resolution, or motion and keep records of its acts. However, the Board may adopt rules for its proceeding that are not contrary to California Health and Safety Code. §§ 2000 *et seq.*

c. **Recording of Votes**

When a split vote appears imminent, any Board member may request a vote by

roll call, and the vote of each individual Board member shall be recorded by the Secretary/Treasurer.

**d. Recording of the Minutes**

During regular and supplementary Board meetings, the Secretary/Treasurer shall be responsible for recording and transcribing the minutes. When the Secretary/Treasurer is absent at a meeting, the presiding officer shall designate someone to record the minutes.

**4. Order of Business**

The order of business to be considered at the meeting shall be at the discretion of the presiding officer. The District Manager shall provide an agenda to each Trustee and the agenda shall be posted in a public location at least 72 hours prior to the meeting. The presiding officer will be consulted when the agenda is developed. The Board's actions shall be governed by the Brown Act.

New business not indicated on the agenda shall be deferred to a future meeting for Board review and action. The Board may discuss and take action on non-agenda items when one of the following situations exists:

- a. In an emergency situation, as determined by a majority vote of the members present, i.e., a work stoppage, crippling disaster, or other activity which severely impairs public health or safety
- b. If the need to take action arose after to the agenda was posted. Such action must be approved by a two-thirds majority of the Board. If less than two thirds of the Board is present, a unanimous vote is required of the members present.

Parliamentary procedures shall be according to *Roberts Rules of Order*.

**5. Amendment of Articles and Bylaws**

Any part of these regulations may be amended by a majority vote of the quorum after the proposed amendment is placed on the agenda and reviewed by the Board. Amendments which are approved shall become effective after they are entered into the minutes of the regular meeting.

**6. Procedure Not Provided For**

Procedures in the most current edition of *Roberts Rules of Order* shall govern meetings of the Board, except as otherwise noted in this Resolution.

**Article IV. Code of Conduct for Board Members of the San Gabriel Valley Mosquito and Vector Control District**

## 1. **General**

Board members shall use the District's Code of Conduct (Code) to guide their conduct as representatives of the District as required by California Government Code § 87300.

## 2. **Purpose of the District's Code of Conduct:**

The District's Code of Conduct shall:

- a. Provide standards and guidelines that will prevent conduct which undermines the integrity of the Board;
- b. Provide a comprehensive statement of pertinent laws and regulations, ethical principles, and obligations which govern the Board's conduct;
- c. Enhance the understanding of laws and principles which define the obligations of the Board; and
- d. Establish positive, effective, and comprehensive guidance for the conduct of the Board.

## 3. **Findings and Declarations**

The residents of the District require an agency whose commitment to protecting public health outweighs competing personal or political considerations. Therefore, all actions, decisions, and votes should be made solely on their merits.

Board members must use discretion and judgment when they consider the spirit of this Code and must not evade or circumvent the laws which govern ethics laws and rules. Compliance is not always enough and no code of conduct can anticipate all situations nor can it prescribe behaviors that are appropriate to all situations.

## 4. **Impartiality**

The District's Code of Conduct takes a positive view of Board member obligations in light of, and as a reflection of, members commitment to ethical conduct and commitment to work for the betterment of all residents and property owners in the District.

Any statements of expectation in terms of ethical standards shall be enforced in order to inform all Board members of their duties and the consequences of failing to fulfill those duties in a good and ethical manner.

## 5. **Confidentiality and Transparency**

Confidential information shall not be disseminated. However, if a conflict arises, the member shall file a Form 700 in order to retain transparency.

**6. Conduct at Board Meetings**

Board members shall treat each other with respect and courtesy. Disagreements shall not result in personal comments or attacks against another Board member.

**7. Conduct towards District employees and Board members**

Board members shall not publicly engage in personal attacks on District employees or attempt to discipline any employee.

**8. Abstentions**

Board members must abstain from participating and voting on any matter when a conflict of interest exists, e.g., matters which involve the employment, property, or business of themselves or their immediate family.

**9. Compliance**

Board members shall comply with all federal, state, and local laws regarding conflict of interest and ethics.

**Article V. Compensation and Travel Expenses****1. Compensation**

Pursuant to California Health & Safety Code § 2030, the members of the Board shall serve without compensation, with the exception of the Secretary/Treasurer of the Board. Compensation for the Secretary/Treasurer of the Board shall be set by the Board.

**2. Travel**

The members of the Board may receive their actual and necessary traveling and incidental expenses incurred while on official business.

**3. Reimbursement**

Reimbursement for travel expenses is subject to California Government Code §§ 53232.2 and 53232.3.

**Article VI. Records**

Request for public records are subject to the California Public Records Act, California Government Code § § 6250 et. Se

## EXECUTIVE COMMITTEE

### I. COMPOSITION

The Executive Committee shall be comprised of four (4) members of the Board of Trustees, including the current President, Vice President, Secretary-Treasurer, and the most recent past President. The President shall be the Chair of the Committee.

### II. MEETINGS

Meetings of the Executive Committee shall be scheduled on an as needed basis and shall be called by the Committee Chair. All Committee meetings shall be conducted pursuant to Government Code Sections 54950 through 54963 (Ralph M. Brown Act).

### III. DUTIES

Duties of the Executive Committee shall include the following:

- A. Members of the Executive Committee will serve as de facto alternates for all other committees. A member of the Executive Committee may serve as an alternate member for any committee that cannot secure a quorum and may vote only in the absence or disqualification of a regular member.
- B. In April of each year, participate in the performance evaluation of the District Manager in closed session, led by the Personnel and Policy Committee, pursuant to Government Code Section 54957. The Personnel and Policy Committee shall inform the Board of Trustees of the results of the evaluation.

## **FINANCE AND AUDIT COMMITTEE**

### **I. COMPOSITION**

The Finance and Audit Committee shall be comprised of five (5) members of the Board of Trustees. The Secretary-Treasurer elected in January of each year shall be the Chair of the Committee. The members of the Committee shall be appointed by the President elected in January of each year. The President's appointments shall be included on the February agenda for Board ratification.

### **II. MEETINGS**

Meetings of the Finance and Audit Committee shall be scheduled on an as needed basis and shall be called by the Committee Chair. All Committee meetings shall be conducted pursuant to Government Code Sections 54950 through 54963 (Ralph M. Brown Act).

### **III. DUTIES**

Duties of the Finance and Audit Committee shall include the following:

- A. Review all District investments quarterly.
- B. Recommend investment instruments to the Secretary-Treasurer pursuant to Policy No. 30, Investments. The Secretary-Treasurer shall execute all investments. Investments shall be reported by the Secretary-Treasurer to the Board of Trustees.
- C. In April of every second year beginning in 1993, make recommendations to the Board of Trustees regarding the firm to conduct the Districts annual audit and internal controls report for a two year period. Upon completion of the initial two-year commitment, the Finance and Audit Committee shall make recommendations to the Board of Trustees to either retain the services of the current auditing firm on a year-to-year basis or solicit requests for proposals for a new two-year commitment.
- D. In May of each year review staff's recommendations regarding the ensuing fiscal year's budget and recommendations from the Personnel Committee regarding salaries and benefits pursuant to Policy No. 41, Salary Adjustments. Make recommendations to the Board of Trustees regarding ensuing fiscal year's budget and assessment rate adopted in June of each year.
- E. In January of each year, review the District's Investment policy and recommend changes to the Board of Trustees. The District's Investment policy shall be reviewed and adopted by the Board of Trustees at least annually.
- F. As needed, review and make recommendations to the Board of Trustees regarding budget adjustments that occur during any fiscal year.

- G. Annually review the Independent Auditors Report of Financial Transactions and Internal Controls Report and make recommendations to the Board of Trustees based on the contents of these reports.
- H. The Secretary-Treasurer, also the Finance and Audit Committee Chair, shall cause to be prepared all Financial Statements monthly. The Secretary-Treasurer shall receive all documents that pertain to investments and expenditures to verify the accuracy of the Financial Statements. These reports shall be submitted to the Secretary-Treasurer at the end of each month for approval in a timely manner for their inclusion in the agenda packet that is mailed to the Board of Trustees on the first Friday of each month. The Secretary/Treasurer shall sign the monthly report as the preparer signifying that the report is true and accurate to the best of his/her knowledge.
- I. With the exception of recommending investment instruments pursuant to section B. above, all actions taken by the Finance and Audit Committee must be approved by the Board of Trustees during a public meeting before becoming effective.

## PERSONNEL AND POLICY COMMITTEE

### I. COMPOSITION

The Personnel and Policy Committee shall be comprised of five (5) members of the Board of Trustees. The members of the Committee and the Chair shall be appointed by the President elected in January of each year. The President's appointments shall be included on the February agenda for Board ratification.

### II. MEETINGS

Meetings of the Personnel and Policy Committee shall be scheduled on an as needed basis and shall be called by the Committee Chair. All Committee meetings shall be conducted pursuant to Government Code Sections 54950 through 54963 (Ralph M. Brown Act).

### III. DUTIES

Duties of the Personnel and Policy Committee shall include the following:

- A. Instruct staff to prepare specific personnel policies as requested by the Board of Trustees.
- B. Review all personnel related policies prepared by staff and make recommendations regarding their adoption to the Board of Trustees.
- C. Prepare policies relating solely to the Board of Trustees for Board action.
- D. Review all policies of the District and make recommendations regarding their adoption to the Board of Trustees. Policies directly related to Finance and Audit may be referred to the Finance and Audit Committee.
- E. In April of each year, review staff's recommendations regarding salaries and benefits for the ensuing fiscal year's budget.
- F. Every third year beginning in 1995, review the salary survey completed by staff pursuant to Policy No. 41, Salary Adjustments.
- G. Make recommendations to the Board of Trustees regarding salaries and benefits included in the ensuing fiscal year's budget.
- H. Make recommendations regarding the District Manager's salary and benefits to be submitted to the Finance and Audit Committee.
- I. In May of every third year beginning in 1995, make recommendations to the Board of Trustees regarding salary adjustments.
- J. In April of each year, conduct a performance evaluation of the District Manager in closed session, pursuant to Government Code Section 54957. This performance evaluation may include written comments from the Board members that have been submitted to the Committee. The Personnel/Policy

Committee shall inform the Board of Trustees of the results of the evaluation.

- K. As needed, hear and render determinations regarding disciplinary appeals. The decision of the Personnel and Policy Committee shall be final.
- L. As needed, hear and render a final decision regarding employee grievances. The decision of the Personnel and Policy Committee shall be final.
- M. As needed, conduct searches and interviews for the District Manager's position and make recommendations to the Board of Trustees on whom to offer the position.
- N. Investigate misconduct of the District Manager and recommend disciplinary action to be imposed on the District Manager to the Board of Trustees.
- O. With the exception of decisions regarding disciplinary appeals and employee grievances, all actions taken by the Personnel/Policy Committee must be approved by the Board of Trustees during a public meeting before becoming effective.

## **PUBLIC INFORMATION COMMITTEE**

### **I. COMPOSITON**

The Public Information Committee shall be comprised of five (5) members of the Board of Trustees. The members of the Committee and the Chair shall be appointed by the President elected in January of each year. The President's appointments shall be included on the February agenda for Board ratification.

### **II. MEETINGS**

Meeting of the Public Information Committee shall be scheduled on an as-needed basis and shall be called by the Committee Chair. All Committee meetings shall be conducted pursuant to Government Code Sections 54950 through 54963 (Ralph M. Brown Act).

### **III. DUTIES**

Duties of the Public Information Committee shall include the following:

- A. Serves as an advisory board and provides support to the District's public relations goal to increase awareness and increase public support for the District mission and projects. This includes supporting the Communications Department mission: 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.
- B. Receive updates regarding all matters relating to public relations, communications plans, media relations, website updates, social media platforms, branding, brand awareness, messaging, video production, marketing, and related activities that support the District's mission.
- C. Provide to the District resources and connections to professionals, organizations, cities, and other agencies to support the work of the District's education and public outreach efforts.

## **NOMINATIONS COMMITTEE**

### **I. COMPOSITION**

The Nominations Committee shall be comprised of five (5) members of the Board of Trustees. The members of the Committee and the Chair shall be appointed by the President in October of each year and shall be ratified by the Board of Trustees at the October Board of Trustees' meeting.

### **II. MEETINGS**

At least one meeting of the Nominations Committee shall be scheduled and called by the Committee Chair. All Committee meetings shall be conducted pursuant to Government Code Sections 54950 through 54963 (Ralph M. Brown Act).

### **III. DUTIES**

Duties of the Nominations Committee shall include the following:

- A. Solicit candidates for the offices of President, Vice President/President Elect, Secretary/Treasurer from the members of the Board of Trustees.
- B. Notify nominees and present a list of prospective candidates to the Board of Trustees at the December Board of Trustees' Meeting.
- C. Obtain brief one page statements of qualifications from each candidate to be included in the January Board of Trustees' meeting agenda packet. The Committee may request that the candidate send the statement of qualifications directly to staff before the first Friday in January for inclusion in the agenda packet.
- D. For the purpose of conducting the annual election at the January Board of Trustees' meeting, the Nominations Committee Chair shall take control of the meeting. The Chair will present the prospective nominees and accept nominations from the floor.
- E. The Chair will request each member of the Board of Trustees to cast their vote vocally and record the votes for each office, consisting of President, Vice President/President Elect, Secretary/Treasurer, individually. Upon conclusion of the election, the Chair will turn control of the meeting back to the President.

## **LEGISLATIVE COMMITTEE**

### **BACKGROUND**

It is the mission of the Board of Directors of the San Gabriel Valley Mosquito and Vector Control District to preserve the public health and welfare through its legislative priorities listed below.

### **GENERAL POLICY**

1. Support, defend and expand as needed, the definitions, issues, authority, and public health responsibilities and activities as described by State Health and Safety Codes (DSC 220-2360).
2. Preserve all revenue sources of the District and enthusiastically resist any efforts to redefine, reduce or otherwise restrict that income to the detriment of District public health responsibilities.
3. Respect and defend the use of integrated pest management, including the safe use of approved pesticides for continuing public health protection.
4. Resist any effort to reduce the efficiency and practicality of the District's operational practices.
5. Oppose any attempt by other governmental entities to impose additional public health responsibilities on the District without fiscal compensation equal to the cost of such function(s).
6. Promote and sponsor cooperation among governmental entities to the improvement of the public welfare.
7. Retain organizational identity, integrity and control of the District's resources in any mutual aid arrangement.
8. Support the MVCAC, CSDA and the AMCA when their legislative efforts compliment or coincide with this District's policy as reflected therein.
9. Endorse, promote and defend the authority of the Board of Trustees to conduct the business of the San Gabriel Valley Mosquito & Vector Control District.

### **PROCEDURES**

#### **1. COMPOSITION**

The Legislative Committee shall be comprised of five (5) members of the Board of Trustees. The members of the Committee and the Chair shall be appointed by the President in January of each year. The President's appointments shall be included on the February agenda for Board ratification.

#### **2. MEETINGS**

Meetings of the Legislative Committee shall be scheduled on an as needed basis and shall be called by the Committee Chair. All Committee meetings shall

be conducted pursuant to State Government Code § 54950 through 54962 (Ralph M. Brown Act).

### 3. **DUTIES**

Duties of the Legislative Committee shall include the following:

- A. Monitor, review, create, and research legislation pertaining to or potentially affecting the responsibilities or the organization of the District.
- B. Recommend to the Board of Trustees positions to be taken on pending bills and the degree of District resources to be allocated to insure the District's position is effectively communicated
- C. Meet in April of each year to conduct an annual review of relevant legislation which may impact mosquito and vector control, public health, and special districts. Specific legislative topics include, but are not limited to:

Animals of Public Health Importance	Public Health
Benefit Assessments	Safety Regulations
Endangered Species	Special Districts
Environmental Protection	Waste Water Use
Government Regulations	Water Regulation
Legislative Mandates	Waterfowl Management
Pesticides	Wetlands
Prevailing Wage	Workplace Regulations

- D. Establish priority levels and positions. The priority levels and positions are as follows:

#### **PRIORITY LEVELS**

- |         |   |
|---------|---|
| Level 1 | The bill has significant effect on the District and position letters are regularly sent to appropriate legislators as the bill moves through the legislative process. |
| Level 2 | The bill affects the District and position letters are sent to legislators selectively through the legislative process.   |
| Level 3 | The bill affects the District in a manner to establish a position and position letters are sent to the author and other interested parties.                           |

#### **POSITIONS**

Support	The District is in favor of the bill becoming law.
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Support if Amended	The District is in favor of the bill becoming law only if amendments are made as recommended by the Committee.
Oppose	The District is not in favor of the bill becoming law.
Oppose unless Amended	The District is not in favor of the bill becoming law; however, opposition to the bill will be removed if the bill is amended as recommended by the Committee.
Neutral	The District does not have a position on the bill because it has no or minimal effect on the operations of our District.
Watch	The District does not have a position on the bill based on the current language; however, the Committee anticipates that the bill will be amended and the amendments may affect the District.

- E. Submit the list of bills which affect the District to the Board of Trustees at the regular Board meeting held in May of each year. The list will include the bill number, position, priority level, and brief description of the bill.
- F. Update the Board of Trustees during a regular meeting, as to the status of bills, when the position or priority level of a bill has changed, and if the bill has become law.
- G. Communicate to county, state and federal legislators the District's position with regard to proposed legislation. Such communication may be corresponded, telephonic, or personal contact, as the situation requires with special consideration to the effect of the latter as an effective means of establishing the District's position.
- H. Participate in statewide legislative efforts conducted by the Mosquito and Vector Control Association of California, the California Chamber of Commerce, the California Special Districts Association, and similar organizations.
- I. The District Manager or designee shall serve as an ex officio, non-voting member of the Committee.
- J. Recognizing the increased responsibilities of LAFCO based on the Knox-Cortese-Hertzberg Law, the Trustees and District Manager shall place increased emphasis on the impact of that organization's decisions.

- K. All actions taken by the Legislative Committee must be approved by the Board of Trustees during a public meeting before becoming effective unless specifically authorized by the President.
- L. When the need to convey the District’s legislative position is immediate, particularly at the state legislative level, the President, Legislative Subcommittee Chair, or the District Manager may communicate that information so long as it consistent with Board policy or where such policy has not been specifically addressed by the Board would be in their judgment beneficial to the District. When one of these District Officers take such action, said individual shall notify the Board at its next General Meeting.

PASSED, APPROVED and ADOPTED by the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District this 8<sup>th</sup> day of March 2024, by the following vote:

AYES: Aviles, Tay, Gonzales, Barakat, Calaycay, Cortez, Velasco, Doornik, Garcia, Klinakis, Shevlin, Leon, Janbek, Sandoval, Menchaca, Capoccia, Joe, Wu, Johnson

NOES:

ABSTAIN:

ABSENT: Estrada, Finlay, Marcucci, Kashifalghita, Saraiya, Armenta, Vienna, Sternquist

  
Capoccia (Mar 13, 2024 13:22 PDT)

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John Capoccia  
President, Board of Trustees

ATTEST:

  
Lloyd Johnson (Mar 13, 2024 13:50 PDT)

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Lloyd Johnson  
Secretary-Treasurer, Board of Trustees

APPROVED AS TO FORM:

  
Kelly M. Alhadeff-Black (Mar 13, 2024 12:55:01)

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Kelly M. Alhadeff-Black  
District Counsel

**RESOLUTION NO. 2024-04****A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT RESCINDING RESOLUTION 2024-01 AND ADOPTING UPDATED BYLAWS GOVERNING THE CONDUCT OF DISTRICT BUSINESS**

**WHEREAS**, the San Gabriel Valley Mosquito and Vector Control District adopted Resolution 2024-01 on March 8, 2024; and

**WHEREAS**, formed, operating, and managed in accordance with the Mosquito Abatement and Vector Control District Law (California Health and Safety Code §§ 2000 *et. seq.*), and

**WHEREAS**, the San Gabriel Valley Mosquito and Vector Control District ("District") is an independent special district that provides protection to the public from vector-borne diseases in the San Gabriel Valley that serves approximately two million residents in 26 cities, and portions of unincorporated Los Angeles County.

**WHEREAS**, the San Gabriel Valley Mosquito and Vector Control District determined that the existing resolution has outdated language that requires updates; and

**WHEREAS**, the San Gabriel Valley Mosquito and Vector Control District deems it necessary to establish and revise its bylaws to ensure the orderly and efficient conduct of its business;

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

**Section 1.** Resolution 2024-01 is rescinded; and

**Section 2. GENERAL****A. Board of Trustees**

The District is governed by a 27-member Board of Trustees ("Board") consisting of an appointed representative from each City within the District's jurisdiction and a representative from the County of Los Angeles. The cities within the District's service jurisdiction are:

Alhambra, Arcadia, Azusa, Baldwin Park, Bradbury, Claremont, Covina, Duarte, El Monte, Glendora, Industry, Irwindale, La Puente, La Verne, portions of unincorporated Los Angeles County, Monrovia, Monterey Park, Pasadena, Pomona, Rosemead, San Dimas, San Gabriel, Sierra Madre, South Pasadena, Temple City, Walnut, and West Covina.

**B. Appointments and Qualifications**

Members of the Board are appointed in accordance with the requirements of California Health and Safety Code § 2022. The person appointed by city council (or authorized legislative body) to be a member of the Board shall be a voter and resident of the appointing city or unincorporated county area that is within the District's jurisdiction.

The term of office for a member of the Board shall be two or four years, at the discretion of the appointing authority. Terms of office commence at noon on the first Monday in January and end December 31.

Any vacancy in the office of a member appointed to the Board shall be filled pursuant to California Health & Safety Code § 2024 and California Government Code § 1779. Any person appointed to fill a vacant office shall fill the balance of the unexpired term.

### **C. Duties of Appointment**

Members of the Board serve in accordance with the requirements of the California Health and Safety Code §§ 2020-2030.

All members of the Board shall exercise their independent judgment on behalf of the interests of the residents, property owners, and the public as a whole in furthering the purposes and intent of the District. Members of the Board shall represent the interests of the public, as a whole, and not solely the interest of their individual legislative appointing body.

### **D. Compensation and Reimbursement Policy**

Resolution 2024-04 shall be referenced regarding compensation and reimbursement policy for Trustees.

## **Section 3. BOARD STRUCTURE**

### **A. Role of the Board**

The Board provides oversight, counsel, and direction to the District Manager but should not be involved in the District's day-to-day affairs.

Board members do not have individual power or authority; the power and decision-making ability lie with the full Board.

The Board shall not be involved in the hiring of District employees or other personnel actions with the exception of District *Policy No. 16 – Disciplinary Actions and Appeals, Section 8*.

The Board shall set policies, employ the District Manager, and retain legal counsel.

### **B. Officers**

#### **1. President**

The President shall carry out the responsibilities of the role at all Board meetings, represent the District officially when needed, and fulfill any additional duties as designated by the Board. The President shall appoint Trustees to serve on committees in addition to appointing chairpersons of such committees. The President shall promptly open meetings and efficiently conduct the business of the day with appropriate order and decorum.

#### **2. Vice President**

When the President is absent or resigns, the Vice President shall perform the President's duties.

#### **3. Secretary-Treasurer**

The Secretary-Treasurer shall serve as parliamentarian and assist the President as necessary.

The Secretary-Treasurer shall also serve as the Chairperson of the Finance Committee. As the Finance Committee Chair, the Secretary-Treasurer shall receive a monthly financial investment and expenditure report to verify the accuracy of the documents. The Treasurer shall sign the monthly report as the

preparer signifying that the report is true and accurate to the best of their knowledge.

The Secretary-Treasurer shall authenticate by signature all the acts, orders, and proceedings of the Board.

When the President and Vice-President are absent or resign, the Secretary-Treasurer shall perform the President's duties.

Should the President, Vice President, and Secretary-Treasurer be absent or resign, the remaining Trustees shall select one of their members to perform the duties of the President for said meeting.

### **C. Officers Term of Office and Election Process**

A term of office for Board officers is two calendar years.

In October of each odd-numbered year, the presiding President shall appoint a Nominations Committee consisting of five (5) Trustees including the Chair, which shall be ratified by the Board. The Nominations Committee shall meet in November and develop a slate of candidates who are willing to serve as Board officers for a new term of office. The Nominations Committee shall present the slate of candidates at the December Board meeting.

In January of each even-numbered year, the Board shall take action to elect the slate of candidates under consideration. For the election, the presiding President shall relinquish control of the meeting to the Chair of the Nominations Committee. The Committee Chair will present the slate of candidates. Each Trustee will have one vote per office. Newly elected officers shall assume their positions at the January meeting of each even-numbered year.

Should a Board officer not be reappointed as a Trustee by their legislative body during an active term of office, the Nominations Committee shall reconvene and identify a candidate for the open office. The Board shall elect an officer by the procedure above.

### **D. Eligibility for Office**

Any member of the Board may be selected to serve as an Officer.

### **E. Performance**

Any concerns regarding an employee's performance shall be communicated in writing to the District Manager. Any concerns regarding the District Manager's performance shall be communicated in writing to the Board President. Any concerns regarding a Board member shall be communicated in writing to the affected Board member.

## **Section 4. BOARD MEMBER CODE OF CONDUCT, ETHICS, VALUES, AND NORMS**

### **A. Purpose**

The purpose of the District's Code of Conduct is to provide standards and guidelines that will prevent conduct which undermines the integrity of the Board; provides a comprehensive statement of pertinent laws and regulations, ethical principles, and obligations which govern the Board; enhance the understanding of laws and principles which define the obligations of the Board; and establish positive, effective, and comprehensive guidance for the conduct of the Board.

## **B. Professionalism and Courtesy**

The District is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services to its constituents. To assist in governing the behavior between and among Board members, the following rules shall be observed:

1. Trustees shall treat fellow board members, staff, and members of the public with respect, fostering an environment of collegiality and collaboration.
2. Encourage attentive listening and responsiveness.
3. Prioritize the needs of the District's constituents.
4. Focus on positive interactions, avoiding hidden agendas, gossip, and infighting.
5. Embrace differing viewpoints constructively and support Board decisions once made.
6. Trustees should develop a working relationship with the District Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.
7. Trustees should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

## **C. Confidentiality**

All documents prepared for and distributed in closed session, and all discussions among Board members and with authorized staff during closed sessions remain confidential pursuant to the terms of the Brown Act. [Cal. Gov. Code 54963, et al.] Likewise, what occurs in a closed session is confidential, and Board members who have participated in such a closed session may not disclose the content of any of the matters discussed. All Board members have an obligation to protect the confidentiality of information received during a closed session.

## **D. Conflict of Interest**

Any Trustee who is disqualified from voting on a particular matter by reason of a conflict of interest will publicly state or have the presiding President state the nature of the disqualification in an open meeting. Where no clear disqualifying conflict of interest appears, the matter of disqualification may, at the request of the Trustee affected, be decided by consensus of the other Trustees. A Trustee who is disqualified by reason of a conflict of interest in any matter may not remain in their seat during the discussion and vote on the matter but will request and be given the permission of the presiding President to leave the Board room during discussion and action on the matter. A Trustee stating disqualification will not be counted as a part of a quorum and will be considered absent to determine the outcome of a vote on the matter.

## **E. Agenda Items**

Trustees shall thoroughly prepare themselves to discuss agenda items at Board meetings. If clarification on an agenda item is needed, Trustees are asked to contact the District Manager to obtain any information necessary to supplement or enhance their knowledge to improve legislative and/or policy decision-making. Trustees may request that a matter be placed on the Board's agenda by submitting a request to the President, along with any supporting material and recommendation for action by the Board, at least 10 days prior to the Board meeting at which the submitting member requests that action be considered.

Contact among Board members concerning District agenda items (directly or indirectly) outside of the meeting context, including “reply all” responses via email communication, is to be avoided as such activity may be in violation of the Brown Act open meeting laws.

#### **F. AB 1234 Ethics Training**

Pursuant to Assembly Bill 1234, Trustees shall take ethics training every two years, with a requirement that they take their first training no later than six months after commencement of their term of office with the District. Trustees shall provide proof of AB 1234 Ethics Training to the Clerk of the Board.

#### **G. AB 1661 Harassment Prevention Training**

Pursuant to Assembly Bill 1661, Trustees shall take harassment prevention training every two years, with a requirement that they take their first training no later than six months after commencement of their term of office with the District. Trustees shall provide proof of AB 1661 Harassment Prevention Training to the Clerk of the Board.

#### **H. Statement of Economic Interests (Form 700)**

Pursuant to the Political Reform Act (“the Act”), appointed officials must adhere to the Fair Political Practices Commission’s requirement to complete and file a Statement of Economic Interests (Form 700) in a timely manner when assuming office, annually, and when leaving office. Any person who files a Form 700 after the deadline imposed by the Act may be liable for a late fine pursuant to Government Code Section 91013. Trustees shall submit Form 700 in accordance with applicable Act requirements.

### **Section 5. MEETINGS OF THE BOARD**

All Board and Committee meetings shall be held and conducted in accordance with the requirements of the California Health and Safety Code §§ 2000 *et seq.*, the California Government Code §§ 54950, *et seq.* (“Brown Act”), and any and all laws governing public meetings.

#### **A. Time and Location of Board Meetings**

Regular meetings of the Board of Trustees shall be held on the second Friday of each month at 7 a.m. at the District office located at 1145 N. Azusa Canyon Road, West Covina, CA 91790 unless otherwise approved by the Board.

#### **B. Time and Location of Committee Meetings**

Committee Meetings may be called and held as needed at the District office located at 1145 N. Azusa Canyon Road, West Covina, CA 91790 pursuant to the procedures set forth in the Brown Act.

#### **C. Attendance at Meetings**

Trustees are expected to attend all regular meetings of the Board. The Board reserves the right to determine whether a Trustee’s absence under the circumstances at a particular Board or Committee meeting is excused.

Trustees shall notify the Clerk of the Board no later than one day prior to the scheduled Board or Committee meeting, or as soon as reasonably practicable thereafter, of their absence.

More than three (3) consecutive unexcused absences shall be reported to the absent Trustee's legislative appointing body.

**D. Quorum and Actions**

A majority of the Board or a Committee shall constitute a quorum. Action can only be taken by the vote of the majority of the Board or Committee members.

When a split vote appears imminent, any Board member may request a vote by roll call and the vote of each individual Board member shall be recorded by the Clerk of the Board.

**E. Robert's Rules of Order**

Except as provided herein, other rules adopted by the Board and applicable provisions of state law, the parliamentary procedures of the Board will be governed by the most current edition of Robert's Rules of Order.

**F. Minutes**

The Clerk of the Board shall have exclusive responsibility of the preparation and transcribing of minutes for record keeping.

**G. Actions of the Board**

Pursuant to California Health & Safety Code § 2029, the Board shall act only by ordinance, resolution, or motion and keep records of its acts. However, the Board may adopt rules for its proceeding that are not contrary to California Health and Safety Code. §§ 2000 et. seq.

**H. Recording of Votes**

When a split vote appears imminent, any Board member may request a vote by roll call, and the vote of each individual Board member shall be recorded by the Clerk of the Board.

**I. Order of Business**

The order of business at a Board meeting will be conducted in accordance with items as listed on the agenda. The President shall have the discretion to reorder items on the agenda to accommodate the public or to address other concerns.

The District shall provide an agenda to each Trustee and the agenda shall be posted in a public location at least 72 hours prior to the meeting. The President shall be consulted when the agenda is developed.

New business not indicated on the agenda shall be deferred to a future meeting for Board review and action. The Board may discuss and take action on non-agenda items when one of the following situations exists:

- a. In an emergency situation, as determined by a majority vote of the members present, i.e. a work stoppage, crippling disaster, or other activity which severely impairs public health or safety.

- b. If the need to take action arose after the agenda was posted. Such action must be approved by a two-thirds majority of the Board. If less than two-thirds of the Board is present, a unanimous vote is required of the members present

Parliamentary procedures shall be according to Robert's Rules of Order.

## **Section 6. STANDING COMMITTEES**

### **A. Executive Committee**

The Executive Committee shall be comprised of four (4) members of the Board including the current President, Vice-President, Secretary-Treasurer, and the most recent past President. The President shall serve as the Committee Chair. The Committee chair shall present the items and recommendations from committee meetings to the Board.

#### **1. Meetings**

Meetings of the Executive Committee shall be scheduled on an as needed basis and called by the Committee Chair.

#### **2. Duties**

Duties of the Executive Committee shall include the following:

- a) Members of the Executive Committee shall serve as de facto alternates for all District standing committees. A member of the Executive Committee may serve as an alternate member for any committee that cannot secure a quorum and may vote only in the absence or disqualification of a regular member.
- b) Annually, no later than March 1st, led by and in collaboration with the Personnel and Policy Committee, evaluate the performance of the District Manager for the prior calendar year. Said evaluation shall be in accordance with criteria established by the Board in consultation with the District Manager.

The results of said performance evaluation shall commence a contract review period. Should changes to the existing employment agreement be needed, a revised agreement shall be submitted and approved by the Board no later than April 1st. The contract review period shall encompass the following:

- 1. Review of the current employment agreement terms and language.
- 2. Consultation with the District Manager regarding proposed employment terms and language.
- 3. If applicable, employment agreement negotiations and finalization of mutually agreed upon terms. Employment agreement effective dates shall align with the fiscal year calendar.

- c) As needed, in collaboration with Personnel and Policy Committee, oversee and manage recruitment for the District Manager position.
- d) All recommendations by the Executive Committee must be adopted by the Board before such recommendations can be given effect.

## **B. Finance Committee**

The Finance Committee shall be comprised of five (5) members of the Board. The Secretary-Treasurer elected in January of each even-numbered year shall serve as the Committee Chair. The four remaining members of the Finance Committee shall be appointed by the presiding President in January of each year. The President's appointments shall be included on the February agenda for Board ratification. The Committee chair shall present the items and recommendations from committee meetings to the Board.

### **1. Meetings**

Meetings of the Finance Committee shall be scheduled quarterly and as needed basis and called by the Committee Chair.

### **2. Duties**

Duties of the Finance Committee shall include the following:

- a) Quarterly review of the District's investments.
- b) As needed, recommend investment instruments to the Secretary-Treasurer pursuant to *Policy 30 – Investments*. The Secretary-Treasurer shall execute all investments and report said item to the Board.
- c) Biannually, make recommendations regarding the firm that conducts the District's annual audit and internal controls report for a two-year period. The Finance Committee shall make a recommendation to retain the services of the current auditing firm on a year-to-year basis or solicit requests for proposals for a new two-year period.
- d) Annually, review The Independent Auditor's Report of Financial Transactions and Internal Controls Report and determine if any recommendations are necessary on said items.
- e) Annually, prior to the May Board meeting, review staff's recommendation regarding the ensuing fiscal year budget and assessment rate and make recommendation regarding said items.
- f) Annually, review the District's Investment Policy and determine if any changes should be recommended on said item. *Policy 30 - Investments* shall be reviewed and adopted annually by the Board.

- g) As needed, review and make recommendations to the Board regarding budget adjustments that occur during the fiscal year.
- h) With the exception of recommending investment instruments pursuant to item b) above, all recommendations by the Finance Committee must be adopted by the Board before such recommendations can be given effect.

### **C. Personnel and Policy Committee**

The Personnel and Policy Committee shall be comprised of five (5) members of the Board. The members of the Personnel and Policy Committee and Chair shall be appointed by the presiding President in January of each year. The President's appointments shall be included on the February agenda for Board ratification. The Committee chair shall present the items and recommendations from committee meetings to the Board.

#### **1. Meetings**

Meetings of the Personnel and Policy Committee shall be scheduled on an as needed basis and called by the Committee Chair.

#### **2. Duties**

Duties of the Personnel and Policy Committee shall include the following:

- a) As needed, review all District policies and/or direct staff to prepare policies as requested by the Board for implementation
- b) As needed, review District's job positions and class specifications for implementation.
- c) Annually, prior to the May Board meeting, review staff's recommendation regarding salaries and benefits for the ensuing fiscal year budget.
- d) Triennially in April, review Classification and Compensation Survey.
- e) Annually, no later than March 1st, led by the Personnel and Policy Committee and in collaboration with the Executive Committee, evaluate the performance of the District Manager for the prior calendar year. Said evaluation shall be in accordance with criteria established by the Board in consultation with the District Manager.

The results of said performance evaluation shall commence a contract review period. Should changes to the existing employment agreement be needed, a revised agreement shall be submitted and approved by the Board no later than April 1st. The contract review period shall encompass the following:

- 4. Review of the current employment agreement terms and language.
- 5. Consultation with the District Manager regarding proposed employment terms and language.

6. If applicable, employment agreement negotiations and finalization of mutually agreed upon terms. Employment agreement effective dates shall align with the fiscal year calendar.
- f) As needed, in collaboration with Executive Committee, oversee and manage recruitment for the District Manager position.
  - g) As needed, hear and render determinations regarding disciplinary appeals pursuant to District Personnel Rules and Regulations *Policy No. 16 – Disciplinary Appeal and Procedures*.
  - h) As needed, investigate complaints of harassment, discrimination, or retaliation against the District Manager and make recommendation regarding disciplinary action.
  - i) With the exception of decisions as noted in *Policy No. 16 – Disciplinary Actions and Appeals, Section 8*, all recommendations by the Personnel and Policy Committee must be adopted by the Board before such recommendation can be given effect.

#### **D. Public Information Committee**

The Public Information Committee shall be comprised of five (5) members of the Board. The members of the Public Information Committee and Chair shall be appointed by the presiding President in January of each year. The President's appointments shall be included on the February agenda for Board ratification. The Committee chair shall present the items and recommendations from committee meetings to the Board.

##### **1. Meetings**

Meetings of the Policy Committee shall be scheduled on an as needed basis and called by the Committee Chair.

##### **2. Duties**

Duties of the Policy Committee shall include the following:

- a) As needed, serve as an advisory board to the District's public relations goal to increase awareness and public support for the District's mission and goals.
- b) As needed, support the Communications Department mission to enhance transparency and credibility through multi-media engagement while motivating internal, local, regional, statewide, and national stakeholders to take action and become public health agents in their communities.
- c) As needed, receive updates related to public/media relations, communications plans, social media platforms, branding, messaging, video production, and marketing.
- d) As needed, provide the District resources and connections to professionals, organizations, cities, and other agencies to support the District's education and public outreach efforts.

## **E. Nominations Committee**

The Nominations Committee shall be comprised of five (5) members of the Board. The members of the Nominations Committee and Chair shall be appointed by the presiding President in October of each odd-numbered year. The President's appointments shall be included on the October agenda for Board ratification. The Committee chair shall present the items and recommendations from committee meetings to the Board.

### **1. Meetings**

The Nominations Committee shall meet at least once biannually and the meeting shall be scheduled in November of each odd-numbered year or as otherwise deemed necessary.

### **2. Duties**

Duties of the Nominations Committee shall include the following:

- a) In November of each odd-numbered year, solicit and develop a slate of candidates who are willing to serve as Board officers for a new two-year term of office. Candidates may submit a statement of qualifications for consideration.
- b) In December of each odd-numbered year, notify candidates of their nomination and present the slate of Board officer candidates to the Board.
- c) In January of each even-numbered year, for the purpose of conducting the biannual election, the Nominations Chair shall take control of the Board meeting. The Chair will present the prospective candidates and request each Board member to cast their vote vocally for each office. The Clerk of the Board will record the votes for each office individually. Upon conclusion of the election, the Chair will turn control of the meeting back to the President.

## **F. Legislative Committee**

The Legislative Committee shall be comprised of five (5) members of the Board. The members of the Legislative Committee and Chair shall be appointed by the presiding President in January of each year. The President's appointments shall be included on the February agenda for Board ratification. The Committee chair shall present the items and recommendations from committee meetings to the Board.

### **1. Meetings**

Meetings of the Legislative Committee shall be scheduled on an as needed bases and shall be called by the Committee Chair.

### **2. Duties**

Duties of the Nominations Committee shall include the following:

- a) As needed, monitor, review, create, and research legislation pertaining to or potentially affecting the responsibilities of the District.

- b) As needed, make recommendations regarding positions to be taken on pending bills and the degree of District resources to be allocated to ensure the District's position is effectively communicated.
- c) Annually, conduct review of relevant legislation which may impact mosquito and vector control, public health, and special districts.
- d) As needed, establish position regarding bills as follows:
  - i. Support: The District is in favor of the bill becoming law.
  - ii. Support if Amended: The District is in favor of the bill becoming law if amendments are made as recommended by the Committee.
  - iii. Oppose: The District is not in favor the bill becoming law.
  - iv. Oppose unless Amended: The District is not in favor of the bill becoming law; however, opposition may be removed if amendments are made as recommended by the Committee.
  - v. Neutral: The District does not have a position on the bill.
  - vi. Watch: The District does not have a position on the bill based on the current language; however, the Committee anticipates that the bill will be amended and the amendments may affect the District.
- e) As needed, provide recommendation on position regarding bills which affect the District for adoption.
- f) As needed, provide update regarding status of bills.
- g) As needed, participate in statewide legislative efforts conducted by AMCA, MVCAC, CSDA, California Chamber of Commerce, and similar organizations.
- h) All recommendations by the Legislative Committee must be adopted by the Board before such recommendation can be given effect.
- i) When the need to convey the District's legislative position is immediate, particularly at the state legislative level, the President, Legislative Committee Chair, or District Manager may communicate that information so long as it is consistent with Board policy or where such policy has not been specifically addressed by the Board would be in their judgment beneficial to the District. When such action is necessary, said individual shall notify the Board at its next regular meeting.

## **Section 7. AD-HOC COMMITTEES**

The Board shall appoint ad-hoc committees as may be deemed necessary and advisable. The duties of the ad-hoc committee shall be outlined at the time of appointment and the committee shall be considered dissolved once specified tasks have been completed.

## **Section 8. RECORDS**

Request for public records are subject to California Public Records Act, California Government Code § 6250 et seq.

**Section 9. AMENDMENTS TO BYLAWS**

Any part of these bylaws may be amended by a majority vote of the Board.

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

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

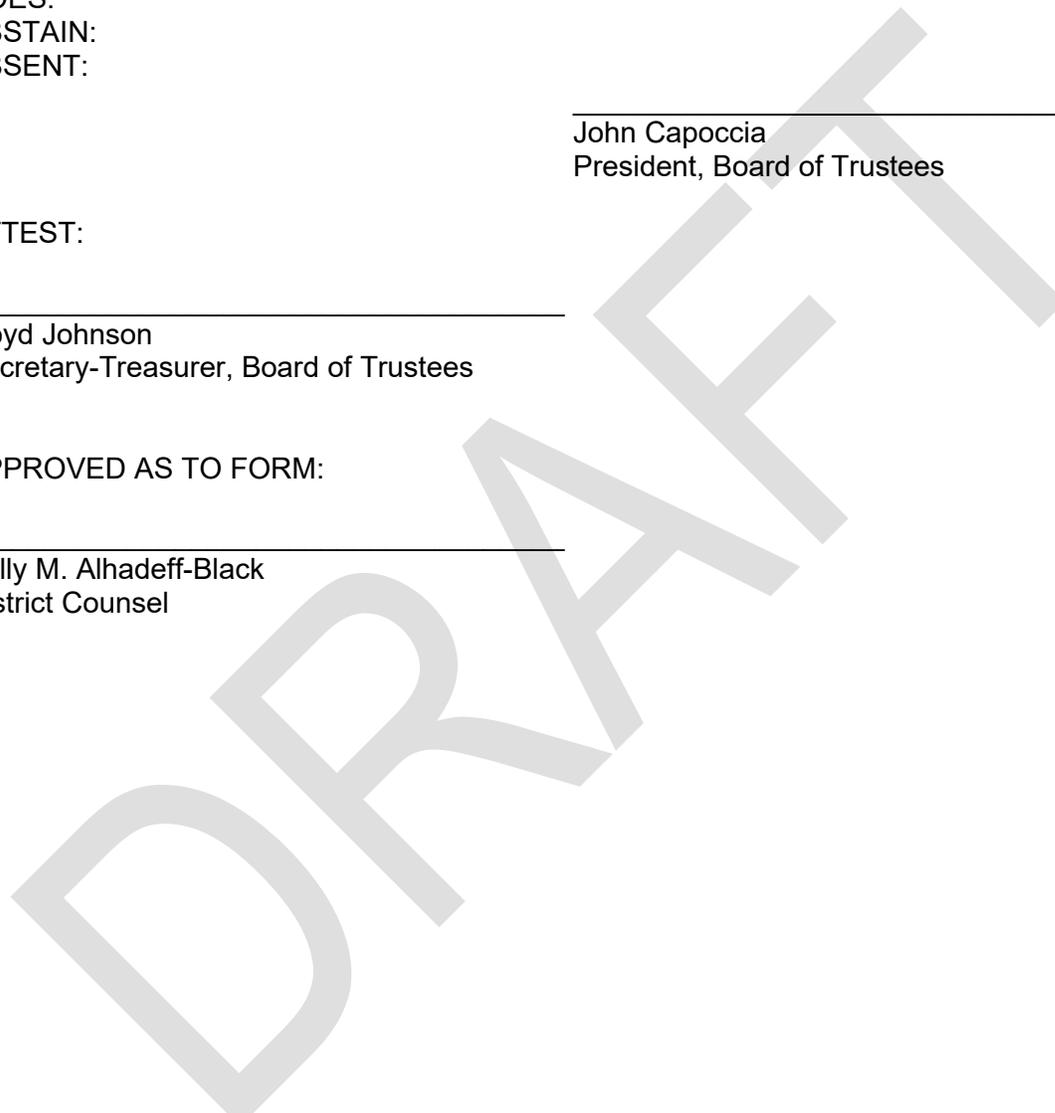
\_\_\_\_\_  
John Capoccia  
President, Board of Trustees

ATTEST:

\_\_\_\_\_  
Lloyd Johnson  
Secretary-Treasurer, Board of Trustees

APPROVED AS TO FORM:

\_\_\_\_\_  
Kelly M. Alhadeff-Black  
District Counsel



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**RESOLUTION 2024-041**

~~(Supersedes and replaces, in its entirety, all prior Resolutions and Bylaws)~~

**~~SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL  
BYLAWS GOVERNING DISTRICT MEETINGS~~**

~~Formed, operating, and managed in accordance with the Mosquito Abatement and Vector Control District Law (California Health and Safety Code §§ 2000 *et. seq.*), the San Gabriel Valley Mosquito and Vector Control District (the "District") is an independent special district that provides protection for residents from vector-borne diseases. The District services approximately two million residents in 26 cities, and portions of unincorporated Los Angeles County, within the San Gabriel Valley.~~

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SAN GABRIEL VALLEY  
MOSQUITO AND VECTOR CONTROL DISTRICT RESCINDING RESOLUTION 2024-01 AND  
ADOPTING UPDATED BYLAWS GOVERNING THE CONDUCT OF DISTRICT BUSINESS**

WHEREAS, the San Gabriel Valley Mosquito and Vector Control District adopted Resolution 2024-01 on March 8, 2024; and

WHEREAS, formed, operating, and managed in accordance with the Mosquito Abatement and Vector Control District Law (California Health and Safety Code §§ 2000 *et. seq.*), and

WHEREAS, the San Gabriel Valley Mosquito and Vector Control District ("District") is an independent special district that provides protection to the public from vector-borne diseases in the San Gabriel Valley that serves approximately two million residents in 26 cities, and portions of unincorporated Los Angeles County.

WHEREAS, the San Gabriel Valley Mosquito and Vector Control District determined that the existing resolution has outdated language that requires updates; and

WHEREAS, the San Gabriel Valley Mosquito and Vector Control District deems it necessary to establish and revise its bylaws to ensure the orderly and efficient conduct of its business;

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

Section 1. Resolution 2024-01 is rescinded; and

**Article I Section 2. General****A. Board of Trustees**

The District is governed by a 27-member Board of Trustees (~~the~~ "Board") consisting of an appointed representative from each City within the District's jurisdiction and a representative from the County of Los Angeles. The cities within the District's service jurisdiction are:

Alhambra, Arcadia, Azusa, Baldwin Park, Bradbury, Claremont, Covina, Duarte, El Monte, Glendora, Industry, Irwindale, La Puente, La Verne, portions of unincorporated Los Angeles County, Monrovia, Monterey Park, Pasadena, Pomona, Rosemead, San Dimas, San Gabriel, Sierra Madre, South Pasadena, Temple City, Walnut, and West Covina.

~~serviced by the District and a representative from the County of Los Angeles.~~

## B. Appointment and Qualifications

Members of the Board are appointed in accordance with the requirements of California Health and Safety Code § 2022. ~~Each member of the Board must reside in and be a registered voter in the jurisdiction of their appointing legislative body. The person appointed by city council (or authorized legislative body) to be a member of the Board shall be a voter and resident of the appointing city or unincorporated county area that is within the District's jurisdiction.~~

## C. Duties of Membership Appointment

Members of the District Board serve in accordance with the requirements of the California Health and Safety Code §§ 2020-2030.

- a. All members of the Board shall exercise their independent judgment on behalf of the interests of the residents, property owners, and the public as a whole in furthering the purposes and intent of the District. Members of the Board shall represent the interests of the public, as a whole, and not solely the interest of their individual legislative appointing body.

~~b. Members of the Board are expected to attend all regular and scheduled Board Meetings and, when assigned and where applicable, Committee meetings. The Board reserves the right to determine whether a Trustee's absence under the circumstances at a particular Board Meeting or Committee Meeting is excused. More than three (3) consecutive unexcused absences shall be reported to the absent Trustee's legislative appointing body.~~

~~a. Any vacancy in the office of a member appointed to a Board shall be filled pursuant to California Health & Safety Code § 2024 and California Government Code § 1779. Any person appointed to fill a vacant office shall fill the balance of the unexpired term.~~

## D. Compensation and Reimbursement Policy

- e. Resolution 2024-xx shall be referenced regarding compensation and reimbursement policy for Trustees.

## Article II. ~~Board~~ Section 3. BOARD STRUCTURE

### A. The Role of the Board

~~a. The Board oversees and provides oversight, counsel, and direction to the District Manager and but should not be involved in the agency's District's day-to-day affairs.~~

~~b. Board members do not have individual power or authority; the power and decision-making ability lie with the full Board.~~

~~c. Board members shall not be involved in hiring District employees or other personnel actions with the exception of District Policy No. 16 – Disciplinary Actions and Appeals, Section 8.~~

~~d. The Board shall not be involved in personnel action by contractors, or their subcontractors hired by the District.~~

The Board ~~shall set policies, employ the District Manager and retain legal counsel.:~~

- ~~1) Sets policy.~~
- ~~2) Hires the District Manager.~~
- ~~3) Retains legal counsel.~~

## B. ~~Description of Officers~~

### 1. ~~President~~

~~When necessary, the President shall officially represent the District. The President appoints standing committees, ad hoc committees, and chairpersons subject to ratification by the Board. The Board may delegate additional authority to the President. The President shall open meetings promptly and administer expediently and with appropriate order and decorum the business of the day.~~

The President shall carry out the responsibilities of the role at all Board meetings, represent the District officially when needed, and fulfill any additional duties as designated by the Board. The President shall appoint Trustees to serve on committees in addition to appointing chairpersons of such committees. The President shall promptly open meetings and efficiently conduct the business of the day with appropriate order and decorum.

### 2. ~~Vice President~~

~~When the President is absent or resigns, the Vice President shall perform assume the duties of the President. the President's duties~~

### 3. ~~Secretary-Treasurer~~

~~The Secretary-Treasurer shall serve as parliamentarian and assist the President as necessary.~~

~~If the President and Vice-President are absent, the Secretary-Treasurer shall assume the duties of the President.~~

~~The Secretary-Treasurer shall authenticate by signature all the acts, orders, and proceedings of the Board.~~

~~The Secretary-Treasurer shall record the minutes and keep records. The Board may delegate responsibility for keeping records to District staff.~~

~~The Secretary-Treasurer shall serve as Chairperson of the Finance and Audit Committee.~~

The Secretary-Treasurer shall serve as parliamentarian and assist the President as necessary.

The Secretary-Treasurer shall also serve as the Chairperson of the Finance Committee. As the Finance Committee Chair, the Secretary-Treasurer shall

receive a monthly financial investment and expenditure report to verify the accuracy of the documents. The Treasurer shall sign the monthly report as the preparer signifying that the report is true and accurate to the best of their knowledge.

The Secretary-Treasurer shall authenticate by signature all the acts, orders, and proceedings of the Board.

When the President and Vice-President are absent or resign, the Secretary-Treasurer shall perform the President's duties.

Should the President, Vice President, and Secretary-Treasurer be absent or resign, the remaining Trustees shall select one of their members to perform the duties of the President for said meeting.

a. **C. Election of Officers****Officers Term of Office and Election Process**

~~At the October meeting of the Board the presiding officer shall appoint a Nominations Committee (Committee) consisting of five Trustees which must be ratified by the Board. The Committee shall develop a slate of candidates from current Trustees who are willing to serve as Board officers for the following term. The Committee shall elect a Chair who will present the slate of candidates at the December meeting of the Board.~~

~~The officers shall be elected at the Board's meeting in January. Each candidate may submit a brief statement of qualifications which will be included in the information packet for the January meeting.~~

~~For the election, the presiding officer will relinquish control of the meeting to the Chair of the Nominations Committee. The Committee Chair will present the slate; nominations may be made from the floor. Each nominee may explain their reason for seeking office.~~

~~The officers will be elected in this sequence; President, Vice President, Secretary-Treasurer. Each Trustee will have one vote per office. New officers shall assume their positions and responsibilities at the February Board Meeting.~~

A term of office for Board officers is two calendar years.

In October of each odd-numbered year, the presiding President shall appoint a Nominations Committee consisting of five (5) Trustees including the Chair, which shall be ratified by the Board. The Nominations Committee shall meet in November and develop a slate of candidates who are willing to serve as Board officers for a new term of office. The Nominations Committee shall present the slate of candidates at the December Board meeting.

In January of each even-numbered year, the Board shall take action to elect the slate of candidates under consideration. For the election, the presiding President shall relinquish control of the meeting to the Chair of the Nominations Committee. The Committee Chair will present the slate of candidates. Each Trustee will have one vote per office. Newly elected officers shall assume their positions at the January meeting of each even-numbered year.

Should a Board officer not be reappointed as a Trustee by their legislative body during an active term of office, the Nominations Committee shall reconvene and identify a candidate for the open office. The Board shall elect an officer by the procedure above.

~~b. —~~ **Committees and Chairpersons**

~~All policies and specific duties of the Executive, Personnel and Policy, Finance and Audit, Public Information, Nominations and Legislative Committees will be formalized in a manual of procedures.~~

~~Committee Chairs will present items from their committee meetings and the recommendations of their committee.~~

~~c. —~~ **Terms of Office**

~~All Board Officers shall serve for a term of two calendar years. If a Board Officer or candidate is not re-appointed as a Trustee before the next Board Officer election, the Nominations Committee shall reconvene, identify candidate(s) for the appropriate office and the Board shall elect an officer from the slate by the procedure above.~~

d. **Eligibility for Office**

Any member of the Board may be selected to serve as an Officer.

e. **Performance**

Any concerns regarding an employee's performance shall be communicated in writing to the District Manager. Any concerns regarding the District Manager's performance shall be communicated in writing to the Board President. Any concerns regarding a board ~~officer's~~ member's performance shall be communicated in writing to the affected board ~~officer.~~ Member.

## **Section 4. BOARD MEMBER CODE OF CONDUCT, ETHICS, VALUES, AND NORMS**

### **Purpose**

The purpose of the District's Code of Conduct is to provide standards and guidelines that will prevent conduct which undermines the integrity of the Board; provides a comprehensive statement of pertinent laws and regulations, ethical principles, and obligations which govern the Board; enhance the understanding of laws and principles which define the obligations of the Board; and establish positive, effective, and comprehensive guidance for the conduct of the Board.

### **Professionalism and Courtesy**

The District is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services to its constituents. To assist in governing the behavior between and among Board members, the following rules shall be observed:

1. Trustees shall treat fellow board members, staff, and members of the public with respect, fostering an environment of collegiality and collaboration.
2. Encourage attentive listening and responsiveness.
3. Prioritize the needs of the District's constituents.
4. Focus on positive interactions, avoiding hidden agendas, gossip, and infighting.
5. Embrace differing viewpoints constructively and support Board decisions once made.
6. Trustees should develop a working relationship with the District Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.
7. Trustees should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

### **Confidentiality**

All documents prepared for and distributed in closed session, and all discussions among Board members and with authorized staff during closed sessions remain confidential pursuant to the terms of the Brown Act. [Cal. Gov. Code 54963, et al.] Likewise, what occurs in a closed session is confidential, and Board members who have participated in such a closed session may not disclose the content of any of the matters discussed. All Board members have an obligation to protect the confidentiality of information received during a closed session.

### **Conflict of Interest**

Any Trustee who is disqualified from voting on a particular matter by reason of a conflict of interest will publicly state or have the presiding President state the nature of the disqualification in an open meeting. Where no clear disqualifying conflict of interest appears, the matter of disqualification may, at the request of the Trustee affected, be decided by consensus of the other Trustees. A Trustee who is disqualified by reason of a conflict of interest in any matter may not remain in their seat during the discussion and vote on the matter but will request and be given the permission of the presiding President to leave the Board room during discussion and action on the matter. A Trustee stating disqualification will not be counted as a part of a quorum and will be considered absent to determine the outcome of a vote on the matter.

### **Agenda Items**

Trustees shall thoroughly prepare themselves to discuss agenda items at Board meetings. If clarification on an agenda item is needed, Trustees are asked to contact the District Manager to obtain any information necessary to supplement or enhance their knowledge to improve legislative and/or policy decision-making. Trustees may request that a matter be placed on the Board's agenda by submitting a request to the President, along with any supporting material and recommendation for action by the Board, at least 10 days prior to the Board meeting at which the submitting member requests that action be considered.

Contact among Board members concerning District agenda items (directly or indirectly) outside of the meeting context, including "reply all" responses via email communication, is to

be avoided as such activity may be in violation of the Brown Act open meeting laws.

### **AB 1234 Ethics Training**

Pursuant to Assembly Bill 1234, Trustees shall take ethics training every two years, with a requirement that they take their first training no later than six months after commencement of their term of office with the District. Trustees shall provide proof of AB 1234 Ethics Training to the Clerk of the Board.

### **AB 1661 Harassment Prevention Training**

Pursuant to Assembly Bill 1661, Trustees shall take harassment prevention training every two years, with a requirement that they take their first training no later than six months after commencement of their term of office with the District. Trustees shall provide proof of AB 1661 Harassment Prevention Training to the Clerk of the Board.

### **Statement of Economic Interests (Form 700)**

Pursuant to the Political Reform Act ("the Act"), appointed officials must adhere to the Fair Political Practices Commission's requirement to complete and file a Statement of Economic Interests (Form 700) in a timely manner when assuming office, annually, and when leaving office. Any person who files a Form 700 after the deadline imposed by the Act may be liable for a late fine pursuant to Government Code Section 91013. Trustees shall submit Form 700 in accordance with applicable Act requirements.

## **Article III Section 5. Meetings MEETINGS OF THE BOARD**

All Board and Committee meetings shall be held and conducted in accordance with the requirements of the California Health and Safety Code §§ 2000 et. seq., the California Government Code §§ 54950, et seq. (~~commonly referred to as the Ralph M. Brown Act or "Brown Act"~~), and any and all laws governing ~~the scheduling, conduct or proceedings for~~ public meetings.

### **A. Time and Location of Board Meetings**

Regular meetings of the ~~District's~~ Board of Trustees shall be held on the second Friday of each month at 7:00 AM at the District office located at 1145 N. Azusa Canyon Road, West Covina, CA 91790 unless otherwise approved by the Board.

### **B. Location of Meetings**

~~Regular meetings of the Board shall be held at the District headquarters, 1145 N. Azusa Canyon Road, West Covina, California 91790.~~

### **B. Time and Location of Committee Meetings**

Committee Meetings may be called and held as needed at the District office located at 1145 N. Azusa Canyon Road, West Covina, CA 91790 pursuant to the procedures set forth in the Brown Act.

### **C. Attendance at Meetings**

Trustees are expected to attend all regular meetings of the Board. The Board reserves the

right to determine whether a Trustee's absence under the circumstances at a particular Board or Committee meeting is excused.

Trustees shall notify the Clerk of the Board no later than one day prior to the scheduled Board or Committee meeting, or as soon as reasonably practicable thereafter, of their absence.

More than three (3) consecutive unexcused absences shall be reported to the absent Trustee's legislative appointing body.

#### **D. Quorum and Actions**

A majority of the Board or a Committee shall constitute a quorum. Action can only be taken by the vote of the majority of the Board or Committee members.

When a split vote appears imminent, any Board member may request a vote by roll call and the vote of each individual Board member shall be recorded by the Clerk of the Board.

#### **E. Robert's Rules of Order**

Except as provided herein, other rules adopted by the Board and applicable provisions of state law, the parliamentary procedures of the Board will be governed by the most current edition of Robert's Rules of Order.

#### **F. Minutes**

The Clerk of the Board shall have exclusive responsibility of the preparation and transcribing of minutes for record keeping.

#### ~~C.~~ **Procedures for Meetings**

##### ~~a.~~ **Quorum**

~~In regular District meetings, a quorum shall consist of a simple majority of appointed Board members pursuant to California Health & Safety Code § 2029. If less than a quorum is present at any meeting, the members present may adjourn the meeting to a time and place specified in the order of adjournment.~~

##### ~~b.a.~~ **G. Actions by the Board**

Pursuant to California Health & Safety Code § 2029, the Board shall act only by ordinance, resolution, or motion and keep records of its acts. However, the Board may adopt rules for its proceeding that are not contrary to California Health and Safety Code. §§ 2000 et. seq.

##### ~~c.b.~~ **H. Recording of Votes**

When a split vote appears imminent, any Board member may request a vote by roll call, and the vote of each individual Board member shall be recorded by the ~~Secretary/Treasurer.~~ Clerk of the Board.

#### ~~d. Recording of the Minutes~~

~~During regular and supplementary Board meetings, the Secretary/Treasurer shall be responsible for recording and transcribing the minutes. When the Secretary/Treasurer is absent at a meeting, the presiding officer shall designate someone to record the minutes.~~

#### ~~I.4. Order of Business~~

~~The order of business to be considered at the meeting shall be at the discretion of the presiding officer. The order of business at a Board meeting will be conducted in accordance with items as listed on the agenda. The President shall have the discretion to reorder items on the agenda to accommodate the public or to address other concerns.~~ The District ~~Manager~~ shall provide an agenda to each Trustee and the agenda shall be posted in a public location at least 72 hours prior to the meeting. The presiding officer will be consulted when the agenda is developed. The Board's actions shall be governed by the Brown Act.

New business not indicated on the agenda shall be deferred to a future meeting for Board review and action. The Board may discuss and take action on non-agenda items when one of the following situations exists:

- a. In an emergency situation, as determined by a majority vote of the members present, i.e., a work stoppage, crippling disaster, or other activity which severely impairs public health or safety
- b. If the need to take action arose after the agenda was posted. Such action must be approved by a two-thirds majority of the Board. If less than two thirds of the Board is present, a unanimous vote is required of the members present.

Parliamentary procedures shall be according to *Roberts Rules of Order*.

### Section 6. STANDING COMMITTEES

#### A. Executive Committee

The Executive Committee shall be comprised of four (4) members of the Board including the current President, Vice-President, Secretary-Treasurer, and the most recent past President. The President shall serve as the Committee Chair. The Committee chair shall present the items and recommendations from committee meetings to the Board.

##### 1. Meetings

Meetings of the Executive Committee shall be scheduled on an as needed basis and called by the Committee Chair.

##### Duties

Duties of the Executive Committee shall include the following:

a) Members of the Executive Committee shall serve as de facto alternates for all District standing committees. A member of the Executive Committee may serve as an alternate member for any committee that cannot secure a quorum and may vote only in the absence or disqualification of a regular member.

b) Annually no later than March 1st, in collaboration with the Personnel and Policy Committee, evaluate the performance of the District Manager for the prior calendar year. Said evaluation shall be in accordance with criteria established by the Board in consultation with the District Manager.

The results of said performance evaluation shall commence a contract review period. Should changes to the existing employment agreement be needed, revised agreement shall be submitted and approved by the Board no later than April 1st. The contract review period shall encompass the following:

1. Review of the current employment agreement terms and language.

2. Consultation with the District Manager regarding proposed employment terms and language.

3. If applicable, employment agreement negotiations and finalization of mutually agreed upon terms. Employment agreement effective dates shall align with the fiscal year calendar.

c) As needed, in collaboration with Personnel and Policy Committee, oversee and manage recruitment for the District Manager position.

d) All recommendations by the Executive Committee must be adopted by the Board before such recommendations can be given effect.

## **B. Finance Committee**

The Finance Committee shall be comprised of five (5) members of the Board. The Secretary-Treasurer elected in January of each even-numbered year shall serve as the Committee Chair. The four remaining members of the Finance Committee shall be appointed by the presiding President in January of each year. The President's appointments shall be included on the February agenda for Board ratification. The Committee chair shall present the items and recommendations from committee meetings to the Board.

### **1. Meetings**

Meetings of the Finance Committee shall be scheduled quarterly and as needed basis and called by the Committee Chair.

### **2. Duties**

Duties of the Finance Committee shall include the following:

- a) Quarterly review of the District's investments.
- b) As needed, recommend investment instruments to the Secretary-Treasurer pursuant to *Policy 30 – Investments*. The Secretary-Treasurer shall execute all investments and report said item to the Board.
- c) Biannually, make recommendations regarding the firm that conducts the District's annual audit and internal controls report for a two-year period. The Finance Committee shall make a recommendation to retain the services of the current auditing firm on a year-to-year basis or solicit requests for proposals for a new two-year period.
- d) Annually, review The Independent Auditor's Report of Financial Transactions and Internal Controls Report and determine if any recommendations are necessary on said items.
- e) Annually, prior to the May Board meeting, review staff's recommendation regarding the ensuing fiscal year budget and assessment rate and make recommendation regarding said items.
- f) Annually, review the District's Investment Policy and determine if any changes should be recommended on said item. *Policy 30 - Investments* shall be reviewed and adopted annually by the Board.
- g) As needed, review and make recommendations to the Board regarding budget adjustments that occur during the fiscal year.
- h) With the exception of recommending investment instruments pursuant to item b) above, all recommendations by the Finance Committee must be adopted by the Board before such recommendations can be given effect.

### **C. Personnel and Policy Committee**

The Personnel and Policy Committee shall be comprised of five (5) members of the Board. The members of the Personnel and Policy Committee and Chair shall be appointed by the presiding President in January of each year. The President's appointments shall be included on the February agenda for Board ratification. The Committee chair shall present the items and recommendations from committee meetings to the Board.

#### **1. Meetings**

Meetings of the Personnel and Policy Committee shall be scheduled on an as needed basis and called by the Committee Chair.

#### **Duties**

Duties of the Personnel and Policy Committee shall include the following:

- a) As needed, review all District policies and/or direct staff to prepare policies as requested by the Board for implementation
- b) As needed, review District's job positions and class specifications for implementation.
- c) Annually, prior to the May Board meeting, review staff's recommendation regarding salaries and benefits for the ensuing fiscal year budget.
- d) Triennially in April, review Classification and Compensation Survey.
- e) Annually no later than March 1st, in collaboration with the Executive Committee, evaluate the performance of the District Manager for the prior calendar year. Said evaluation shall be in accordance with criteria established by the Board in consultation with the District Manager.

The results of said performance evaluation shall commence a contract review period. Should changes to the existing employment agreement be needed, revised agreement shall be submitted and approved by the Board no later than April 1st. The contract review period shall encompass the following:

1. Review of the current employment agreement terms and language.
  4. Consultation with the District Manager regarding proposed employment terms and language.
  5. If applicable, employment agreement negotiations and finalization of mutually agreed upon terms. Employment agreement effective dates shall align with the fiscal year calendar.
- f) As needed, in collaboration with Executive Committee, oversee and manage recruitment for the District Manager position.
  - g) As needed, hear and render determinations regarding disciplinary appeals pursuant to District Personnel Rules and Regulations *Policy No. 16 – Disciplinary Appeal and Procedures*.
  - h) As needed, investigate complaints of harassment, discrimination, or retaliation against the District Manager and make recommendation regarding disciplinary action.
  - i) With the exception of decisions as noted in *Policy No. 16 – Disciplinary Actions and Appeals, Section 8*, all recommendations by the Personnel and Policy Committee must be adopted by the Board before such recommendation can be given effect.

#### **D. Public Information Committee**

The Public Information Committee shall be comprised of five (5) members of the Board. The

members of the Public Information Committee and Chair shall be appointed by the presiding President in January of each year. The President's appointments shall be included on the February agenda for Board ratification. The Committee chair shall present the items and recommendations from committee meetings to the Board.

### **1. Meetings**

Meetings of the Policy Committee shall be scheduled on an as needed basis and called by the Committee Chair.

### **2. Duties**

Duties of the Policy Committee shall include the following:

- a) As needed, serve as an advisory board to the District's public relations goal to increase awareness and public support for the District's mission and goals.
- b) As needed, support the Communications Department mission to enhance transparency and credibility through multi-media engagement while motivating internal, local, regional, statewide, and national stakeholders to take action and become public health agents in their communities.
- c) As needed, receive updates related to public/media relations, communications plans, social media platforms, branding, messaging, video production, and marketing.
- d) As needed, provide the District resources and connections to professionals, organizations, cities, and other agencies to support the District's education and public outreach efforts.

## **E. Nominations Committee**

The Nominations Committee shall be comprised of five (5) members of the Board. The members of the Nominations Committee and Chair shall be appointed by the presiding President in October of each odd-numbered year. The President's appointments shall be included on the October agenda for Board ratification. The Committee chair shall present the items and recommendations from committee meetings to the Board.

### **1. Meetings**

The Nominations Committee shall meet at least once biannually and the meeting shall be scheduled in November of each odd-numbered year or as otherwise deemed necessary.

### **2. Duties**

Duties of the Nominations Committee shall include the following:

- a) In November of each odd-numbered year, solicit and develop a slate of candidates who are willing to serve as Board officers for a new two-year term of office. Candidates may submit a statement of qualifications for consideration.
- b) In December of each odd-numbered year, notify candidates of their nomination and present the slate of Board officer candidates to the Board.
- c) In January of each even-numbered year, for the purpose of conducting the biannual election, the Nominations Chair shall take control of the Board meeting. The Chair will present the prospective candidates and request each Board member to cast their vote vocally for each office. The Clerk of the Board will record the votes for each office individually. Upon conclusion of the election, the Chair will turn control of the meeting back to the President.

## **F. Legislative Committee**

The Legislative Committee shall be comprised of five (5) members of the Board. The members of the Legislative Committee and Chair shall be appointed by the presiding President in January of each year. The President's appointments shall be included on the February agenda for Board ratification. The District Manager shall serve as an ex officio, non-voting member of the Committee. The Committee chair shall present the items and recommendations from committee meetings to the Board.

### **1. Meetings**

Meetings of the Legislative Committee shall be scheduled on an as needed bases and shall be called by the Committee Chair.

### **2. Duties**

Duties of the Nominations Committee shall include the following:

- a) As needed, monitor, review, create, and research legislation pertaining to or potentially affecting the responsibilities of the District.
- b) As needed, make recommendations regarding positions to be taken on pending bills and the degree of District resources to be allocated to ensure the District's position is effectively communicated.
- c) Annually, conduct review of relevant legislation which may impact mosquito and vector control, public health, and special districts.
- d) As needed, establish position regarding bills as follows:
  - i. Support: The District is in favor of the bill becoming law.
  - ii. Support if Amended: The District is in favor of the bill becoming law if amendments are made as recommended by the Committee.
  - iii. Oppose: The District is not in favor the bill becoming law.

- iv. Oppose unless Amended: The District is not in favor of the bill becoming law; however, opposition may be removed if amendments are made as recommended by the Committee.
- v. Neutral: The District does not have a position on the bill.
- vi. Watch: The District does not have a position on the bill based on the current language; however, the Committee anticipates that the bill will be amended and the amendments may affect the District.
- e) As needed, provide recommendation on position regarding bills which affect the District for adoption.
- f) As needed, provide update regarding status of bills.
- g) As needed, participate in statewide legislative efforts conducted by AMCA, MVCAC, CSDA, California Chamber of Commerce, and similar organizations.
- h) All recommendations by the Legislative Committee must be adopted by the Board before such recommendation can be given effect.
- i) When the need to convey the District's legislative position is immediate, particularly at the state legislative level, the President, Legislative Committee Chair, or District Manager may communicate that information so long as it is consistent with Board policy or where such policy has not been specifically addressed by the Board would be in their judgment beneficial to the District. When such action is necessary, said individual shall notify the Board at its next regular meeting.

## **Section 7. AD-HOC COMMITTEES**

The Board shall appoint ad-hoc committees as may be deemed necessary and advisable. The duties of the ad-hoc committee shall be outlined at the time of appointment and the committee shall be considered dissolved once specified tasks have been completed.

## **Article VI. Section 8. Records**

Request for public records are subject to the California Public Records Act, California Government Code § § 6250 et. Se

## **5. Section 9. Amendment of Articles and to Bylaws**

Any part of these regulations may be amended by a majority vote of the quorum after the proposed amendment is placed on the agenda and reviewed by the Board. Amendments which are approved shall become effective after they are entered into the minutes of the regular meeting. Any part of these bylaws may be amended by a majority vote of the Board

## **6. Procedure Not Provided For**

Procedures in the most current edition of *Roberts Rules of Order* shall govern meetings

of the Board, except as otherwise noted in this Resolution.

#### **Article IV. ~~Code of Conduct for Board Members of the San Gabriel Valley Mosquito and Vector Control District~~**

##### **1. ~~General~~**

~~Board members shall use the District's Code of Conduct (Code) to guide their conduct as representatives of the District as required by California Government Code § 87300.~~

##### **2. ~~Purpose of the District's Code of Conduct:~~**

~~The District's Code of Conduct shall:~~

- ~~a. Provide standards and guidelines that will prevent conduct which undermines the integrity of the Board;~~
- ~~b. Provide a comprehensive statement of pertinent laws and regulations, ethical principles, and obligations which govern the Board's conduct;~~
- ~~c. Enhance the understanding of laws and principles which define the obligations of the Board; and~~
- ~~d. Establish positive, effective, and comprehensive guidance for the conduct of the Board.~~

##### **3. ~~Findings and Declarations~~**

~~The residents of the District require an agency whose commitment to protecting public health outweighs competing personal or political considerations. Therefore, all actions, decisions, and votes should be made solely on their merits.~~

~~Board members must use discretion and judgment when they consider the spirit of this Code and must not evade or circumvent the laws which govern ethics laws and rules. Compliance is not always enough and no code of conduct can anticipate all situations nor can it prescribe behaviors that are appropriate to all situations.~~

##### **4. ~~Impartiality~~**

~~The District's Code of Conduct takes a positive view of Board member obligations in light of, and as a reflection of, members commitment to ethical conduct and commitment to work for the betterment of all residents and property owners in the District.~~

~~Any statements of expectation in terms of ethical standards shall be enforced in order to inform all Board members of their duties and the consequences of failing to fulfill those duties in a good and ethical manner.~~

##### **5. ~~Confidentiality and Transparency~~**

~~Confidential information shall not be disseminated. However, if a conflict arises, the member shall file a Form 700 in order to retain transparency.~~

##### **6. ~~Conduct at Board Meetings~~**

~~Board members shall treat each other with respect and courtesy. Disagreements shall not result in personal comments or attacks against another Board member.~~

~~7. **Conduct towards District employees and Board members**~~

~~Board members shall not publicly engage in personal attacks on District employees or attempt to discipline any employee.~~

~~8. **Abstentions**~~

~~Board members must abstain from participating and voting on any matter when a conflict of interest exists, e.g., matters which involve the employment, property, or business of themselves or their immediate family.~~

~~9. **Compliance**~~

~~Board members shall comply with all federal, state, and local laws regarding conflict of interest and ethics.~~

~~Article V. **Compensation and Travel Expenses**~~

~~1. **Compensation**~~

~~Pursuant to California Health & Safety Code § 2030, the members of the Board shall serve without compensation, with the exception of the Secretary/Treasurer of the Board. Compensation for the Secretary/Treasurer of the Board shall be set by the Board.~~

~~2. **Travel**~~

~~The members of the Board may receive their actual and necessary traveling and incidental expenses incurred while on official business.~~

~~3. **Reimbursement**~~

~~Reimbursement for travel expenses is subject to California Government Code §§ 53232.2 and 53232.3.~~

~~Article VI. **Records**~~

~~Request for public records are subject to the California Public Records Act, California Government Code § § 6250 et. Se~~

~~**EXECUTIVE COMMITTEE**~~

~~I. **COMPOSITION**~~

~~The Executive Committee shall be comprised of four (4) members of the Board of Trustees, including the current President, Vice President, Secretary-Treasurer, and the most recent past President. The President shall be the Chair of the Committee.~~

**II. MEETINGS**

~~Meetings of the Executive Committee shall be scheduled on an as needed basis and shall be called by the Committee Chair. All Committee meetings shall be conducted pursuant to Government Code Sections 54950 through 54963 (Ralph M. Brown Act).~~

**III. DUTIES**

~~Duties of the Executive Committee shall include the following:~~

~~A. Members of the Executive Committee will serve as de facto alternates for all other committees. A member of the Executive Committee may serve as an alternate member for any committee that cannot secure a quorum and may vote only in the absence or disqualification of a regular member.~~

~~B. In April of each year, participate in the performance evaluation of the District Manager in closed session, led by the Personnel and Policy Committee, pursuant to Government Code Section 54957. The Personnel and Policy Committee shall inform the Board of Trustees of the results of the evaluation.~~

**FINANCE AND AUDIT COMMITTEE****I. COMPOSITION**

~~The Finance and Audit Committee shall be comprised of five (5) members of the Board of Trustees. The Secretary-Treasurer elected in January of each year shall be the Chair of the Committee. The members of the Committee shall be appointed by the President elected in January of each year. The President's appointments shall be included on the February agenda for Board ratification.~~

**II. MEETINGS**

~~Meetings of the Finance and Audit Committee shall be scheduled on an as needed basis and shall be called by the Committee Chair. All Committee meetings shall be conducted pursuant to Government Code Sections 54950 through 54963 (Ralph M. Brown Act).~~

**III. DUTIES**

~~Duties of the Finance and Audit Committee shall include the following:~~

- A. ~~Review all District investments quarterly.~~
- B. ~~Recommend investment instruments to the Secretary Treasurer pursuant to Policy No. 30, Investments. The Secretary Treasurer shall execute all investments. Investments shall be reported by the Secretary Treasurer to the Board of Trustees.~~
- C. ~~In April of every second year beginning in 1993, make recommendations to the Board of Trustees regarding the firm to conduct the Districts annual audit and internal controls report for a two year period. Upon completion of the initial two-year commitment, the Finance and Audit Committee shall make recommendations to the Board of Trustees to either retain the services of the current auditing firm on a year to year basis or solicit requests for proposals for a new two year commitment.~~
- D. ~~In May of each year review staff's recommendations regarding the ensuing fiscal year's budget and recommendations from the Personnel Committee regarding salaries and benefits pursuant to Policy No. 41, Salary Adjustments. Make recommendations to the Board of Trustees regarding ensuing fiscal year's budget and assessment rate adopted in June of each year.~~
- E. ~~In January of each year, review the District's Investment policy and recommend changes to the Board of Trustees. The District's Investment policy shall be reviewed and adopted by the Board of Trustees at least annually.~~
- F. ~~As needed, review and make recommendations to the Board of Trustees regarding budget adjustments that occur during any fiscal year.~~
- G. ~~Annually review the Independent Auditors Report of Financial Transactions and Internal Controls Report and make recommendations to the Board of Trustees based on the contents of these reports.~~
- H. ~~The Secretary Treasurer, also the Finance and Audit Committee Chair, shall cause to be prepared all Financial Statements monthly. The Secretary Treasurer shall receive all documents that pertain to investments and expenditures to verify the accuracy of the Financial Statements. These reports shall be submitted to the Secretary Treasurer at the end of each month for approval in a timely manner for their inclusion in the agenda packet that is mailed to the Board of Trustees on the first Friday of each month. The Secretary/Treasurer shall sign the monthly report as the preparer signifying that the report is true and accurate to the best of his/her knowledge.~~
- I. ~~With the exception of recommending investment instruments pursuant to section B. above, all actions taken by the Finance and Audit Committee must be approved by the Board of Trustees during a public meeting before becoming effective.~~

## ~~PERSONNEL AND POLICY COMMITTEE~~

### ~~I. COMPOSITION~~

~~The Personnel and Policy Committee shall be comprised of five (5) members of the Board of Trustees. The members of the Committee and the Chair shall be appointed by the President elected in January of each year. The President's appointments shall be included on the February agenda for Board ratification.~~

### ~~II. MEETINGS~~

~~Meetings of the Personnel and Policy Committee shall be scheduled on an as needed basis and shall be called by the Committee Chair. All Committee meetings shall be conducted pursuant to Government Code Sections 54950 through 54963 (Ralph M. Brown Act).~~

### ~~III. DUTIES~~

~~Duties of the Personnel and Policy Committee shall include the following:~~

- ~~A. Instruct staff to prepare specific personnel policies as requested by the Board of Trustees.~~
- ~~B. Review all personnel related policies prepared by staff and make recommendations regarding their adoption to the Board of Trustees.~~
- ~~C. Prepare policies relating solely to the Board of Trustees for Board action.~~
- ~~D. Review all policies of the District and make recommendations regarding their adoption to the Board of Trustees. Policies directly related to Finance and Audit may be referred to the Finance and Audit Committee.~~
- ~~E. In April of each year, review staff's recommendations regarding salaries and benefits for the ensuing fiscal year's budget.~~

- ~~F. Every third year beginning in 1995, review the salary survey completed by staff pursuant to Policy No. 41, Salary Adjustments.~~
- ~~G. Make recommendations to the Board of Trustees regarding salaries and benefits included in the ensuing fiscal year's budget.~~
- ~~H. Make recommendations regarding the District Manager's salary and benefits to be submitted to the Finance and Audit Committee.~~
- ~~I. In May of every third year beginning in 1995, make recommendations to the Board of Trustees regarding salary adjustments.~~
- ~~J. In April of each year, conduct a performance evaluation of the District Manager in closed session, pursuant to Government Code Section 54957. This performance evaluation may include written comments from the Board members that have been submitted to the Committee. The Personnel/Policy Committee shall inform the Board of Trustees of the results of the evaluation.~~
- ~~K. As needed, hear and render determinations regarding disciplinary appeals. The decision of the Personnel and Policy Committee shall be final.~~
- ~~L. As needed, hear and render a final decision regarding employee grievances. The decision of the Personnel and Policy Committee shall be final.~~
- ~~M. As needed, conduct searches and interviews for the District Manager's position and make recommendations to the Board of Trustees on whom to offer the position.~~
- ~~N. Investigate misconduct of the District Manager and recommend disciplinary action to be imposed on the District Manager to the Board of Trustees.~~
- ~~O. With the exception of decisions regarding disciplinary appeals and employee grievances, all actions taken by the Personnel/Policy Committee must be approved by the Board of Trustees during a public meeting before becoming effective.~~

## **~~PUBLIC INFORMATION COMMITTEE~~**

### **~~I. COMPOSITON~~**

~~The Public Information Committee shall be comprised of five (5) members of the Board of Trustees. The members of the Committee and the Chair shall be appointed by the President elected in January of each year. The President's appointments shall be included on the February agenda for Board ratification.~~

### **~~II. MEETINGS~~**

~~Meeting of the Public Information Committee shall be scheduled on an as-needed basis and shall be called by the Committee Chair. All Committee meetings shall be conducted pursuant to Government Code Sections 54950 through 54963 (Ralph M. Brown Act).~~

### **~~III. DUTIES~~**

~~Duties of the Public Information Committee shall include the following:~~

- ~~A. Serves as an advisory board and provides support to the District's public relations goal to increase awareness and increase public support for the District mission and projects. This includes supporting the Communications Department mission: 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.~~
- ~~B. Receive updates regarding all matters relating to public relations, communications plans, media relations, website updates, social media platforms, branding, brand awareness, messaging, video production, marketing, and related activities that support the District's mission.~~
- ~~C. Provide to the District resources and connections to professionals, organizations, cities, and other agencies to support the work of the District's education and public outreach efforts.~~

## ~~NOMINATIONS COMMITTEE~~

### ~~I. COMPOSITION~~

~~The Nominations Committee shall be comprised of five (5) members of the Board of Trustees. The members of the Committee and the Chair shall be appointed by the President in October of each year and shall be ratified by the Board of Trustees at the October Board of Trustees' meeting.~~

### ~~II. MEETINGS~~

~~At least one meeting of the Nominations Committee shall be scheduled and called by the Committee Chair. All Committee meetings shall be conducted pursuant to Government Code Sections 54950 through 54963 (Ralph M. Brown Act).~~

### ~~III. DUTIES~~

~~Duties of the Nominations Committee shall include the following:~~

- ~~A. Solicit candidates for the offices of President, Vice President/President Elect, Secretary/Treasurer from the members of the Board of Trustees.~~
- ~~B. Notify nominees and present a list of prospective candidates to the Board of Trustees at the December Board of Trustees' Meeting.~~
- ~~C. Obtain brief one page statements of qualifications from each candidate to be included in the January Board of Trustees' meeting agenda packet. The Committee may request that the candidate send the statement of qualifications directly to staff before the first Friday in January for inclusion in the agenda packet.~~
- ~~D. For the purpose of conducting the annual election at the January Board of Trustees' meeting, the Nominations Committee Chair shall take control of the meeting. The Chair will present the prospective nominees and accept nominations from the floor.~~
- ~~E. The Chair will request each member of the Board of Trustees to cast their vote vocally and record the votes for each office, consisting of President, Vice President/President Elect, Secretary/Treasurer, individually. Upon conclusion of the election, the Chair will turn control of the meeting back to the President.~~

## ~~LEGISLATIVE COMMITTEE~~

### BACKGROUND

~~It is the mission of the Board of Directors of the San Gabriel Valley Mosquito and Vector Control~~

District to preserve the public health and welfare through its legislative priorities listed below.

### **GENERAL POLICY**

- ~~1. Support, defend and expand as needed, the definitions, issues, authority, and public health responsibilities and activities as described by State Health and Safety Codes (DSC 220-2360).~~
- ~~2. Preserve all revenue sources of the District and enthusiastically resist any efforts to redefine, reduce or otherwise restrict that income to the detriment of District public health responsibilities.~~
- ~~3. Respect and defend the use of integrated pest management, including the safe use of approved pesticides for continuing public health protection.~~
- ~~4. Resist any effort to reduce the efficiency and practicality of the District's operational practices.~~
- ~~5. Oppose any attempt by other governmental entities to impose additional public health responsibilities on the District without fiscal compensation equal to the cost of such function(s).~~
- ~~6. Promote and sponsor cooperation among governmental entities to the improvement of the public welfare.~~
- ~~7. Retain organizational identity, integrity and control of the District's resources in any mutual aid arrangement.~~
- ~~8. Support the MVCAC, CSDA and the AMCA when their legislative efforts compliment or coincide with this District's policy as reflected therein.~~
- ~~9. Endorse, promote and defend the authority of the Board of Trustees to conduct the business of the San Gabriel Valley Mosquito & Vector Control District.~~

### **PROCEDURES**

#### **1. COMPOSITION**

~~The Legislative Committee shall be comprised of five (5) members of the Board of Trustees. The members of the Committee and the Chair shall be appointed by the President in January of each year. The President's appointments shall be included on the February agenda for Board ratification.~~

#### **2. MEETINGS**

~~Meetings of the Legislative Committee shall be scheduled on an as needed basis and shall be called by the Committee Chair. All Committee meetings shall be conducted pursuant to State Government Code § 54950 through 54962 (Ralph M. Brown Act).~~

#### **3. DUTIES**

~~Duties of the Legislative Committee shall include the following:~~

- ~~A. Monitor, review, create, and research legislation pertaining to or potentially affecting the responsibilities or the organization of the District.~~

~~B. Recommend to the Board of Trustees positions to be taken on pending bills and the degree of District resources to be allocated to insure the District's position is effectively communicated~~

~~C. Meet in April of each year to conduct an annual review of relevant legislation which may impact mosquito and vector control, public health, and special districts. Specific legislative topics include, but are not limited to:~~

<del>Animals of Public Health Importance</del>	<del>Public Health</del>
<del>Benefit Assessments</del>	<del>Safety Regulations</del>
<del>Endangered Species</del>	<del>Special Districts</del>
<del>Environmental Protection</del>	<del>Waste Water Use</del>
<del>Government Regulations</del>	<del>Water Regulation</del>
<del>Legislative Mandates</del>	<del>Waterfowl Management</del>
<del>Pesticides</del>	<del>Wetlands</del>
<del>Prevailing Wage</del>	<del>Workplace Regulations</del>

~~D. Establish priority levels and positions. The priority levels and positions are as follows:~~

### **PRIORITY LEVELS**

~~Level 1 — The bill has significant effect on the District and position letters are regularly sent to appropriate legislators as the bill moves through the legislative process.~~

~~Level 2 — The bill affects the District and position letters are sent to legislators selectively through the legislative process.~~

~~Level 3 — The bill affects the District in a manner to establish a position and position letters are sent to the author and other interested parties.~~

### **POSITIONS**

~~Support — The District is in favor of the bill becoming law.~~

~~Support if Amended — The District is in favor of the bill becoming law only if amendments are made as recommended by the Committee.~~

~~Oppose — The District is not in favor of the bill becoming law.~~

~~Oppose unless Amended — The District is not in favor of the bill becoming law; however, opposition to the bill will be removed if the bill is amended as recommended by the Committee.~~

~~Neutral — The District does not have a position on the bill because it has no or minimal effect on the operations of our District.~~

~~Watch — The District does not have a position on the bill based~~

~~on the current language; however, the Committee anticipates that the bill will be amended and the amendments may affect the District.~~

- ~~E. Submit the list of bills which affect the District to the Board of Trustees at the regular Board meeting held in May of each year. The list will include the bill number, position, priority level, and brief description of the bill.~~
- ~~F. Update the Board of Trustees during a regular meeting, as to the status of bills, when the position or priority level of a bill has changed, and if the bill has become law.~~
- ~~G. Communicate to county, state and federal legislators the District's position with regard to proposed legislation. Such communication may be corresponded, telephonic, or personal contact, as the situation requires with special consideration to the effect of the latter as an effective means of establishing the District's position.~~
- ~~H. Participate in statewide legislative efforts conducted by the Mosquito and Vector Control Association of California, the California Chamber of Commerce, the California Special Districts Association, and similar organizations.~~
- ~~I. The District Manager or designee shall serve as an ex officio, non-voting member of the Committee.~~
- ~~J. Recognizing the increased responsibilities of LAFCO based on the Knox-Cortese-Hertzberg Law, the Trustees and District Manager shall place increased emphasis on the impact of that organization's decisions.~~
- ~~K. All actions taken by the Legislative Committee must be approved by the Board of Trustees during a public meeting before becoming effective unless specifically authorized by the President.~~
- ~~L. When the need to convey the District's legislative position is immediate, particularly at the state legislative level, the President, Legislative Subcommittee Chair, or the District Manager may communicate that information so long as it consistent with Board policy or where such policy has not been specifically addressed by the Board would be in their judgment beneficial to the District. When one of these District Officers take such action, said individual shall notify the Board at its next General Meeting.~~

PASSED, APPROVED and ADOPTED by the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District this 8<sup>th</sup>-XX day of March-XXXXX 2024, by the following vote:

AYES: ~~Aviles, Tay, Gonzales, Barakat, Calaycay, Cortez, Velasco, Doornik, Garcia, Klinakis, Shevlin, Leon, Janbek, Sandoval, Menchaca, Capoccia, Joe, Wu, Johnson~~

NOES:

ABSTAIN:

ABSENT: ~~Estrada, Finlay, Marcucci, Kashifalghita, Saraiya, Armenta, Vienna, Sternquist~~

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John Capoccia  
President, Board of Trustees

ATTEST:

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Lloyd Johnson  
Secretary-Treasurer, Board of Trustees

APPROVED AS TO FORM:

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Kelly M. Alhadeff-Black  
District Counsel

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

Date: October 11, 2024

Meeting of: SGVMVCD Board of Trustees: Personnel and Policy Committee

Subject: **Consider Rescinding Resolution 2006-01: Establishing a Reimbursement Policy in accordance with GC 53232.2 and 53232.3 and Adopting Resolution 2024-05: Updated Reimbursement Policy in accordance with GC 53232.2 and 53232.3**

Exhibit(s): Exhibit 4A, 4B, 4C

### Background

In an effort to improve the overall efficiency of Board operations and ensure ongoing compliance with applicable laws, staff reviewed the current Board of Trustees reimbursement policy and identified necessary revisions. The proposed revisions include a comprehensive update to the current policy with enhanced guidelines in accordance with legal requirements and best practices, elimination of redundant and outdated language, and reorganization of content for improved clarity regarding reimbursable expenses.

A summary of changes – including removals, additions, and updates – between Resolution 2006-01 (Exhibit 4A) and Draft Resolution 2024-05 (Exhibit 4B), organized by each section of the document are below. Additionally, a redlined copy of the resolution is attached for reference (Exhibit 4C).

### Title:

- **Removed in Resolution 2006-01:**
  - The original title in **Resolution 2006-01** was: *"RESOLUTION OF THE BOARD OF TRUSTEES OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT ESTABLISHING A REIMBURSEMENT POLICY IN ACCORDANCE WITH GOVERNMENT CODE §§ 53232.2 AND 53232.3."*
- **Added/Changed in Resolution 2024-05:**
  - The new title in **Resolution 2024-05** is: *"A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT RESCINDING RESOLUTION 2006-01 AND ADOPTING AN UPDATED REIMBURSEMENT POLICY IN ACCORDANCE WITH GOVERNMENT CODES 53232.2 AND 53232.3."*
- **Analysis:** The updated title in **Resolution 2024-05** includes **rescinding** the prior resolution (2006-01) and adopts an updated Reimbursement Policy in accordance with applicable codes.

### Introductory Clauses:

- **Removed/Not included in Resolution 2006-01:**
  - **Resolution 2006-01** does not include any clauses in the document.
  - *Declaration of Policy* and *Definitions* sections were removed to streamline content.
  - *District Business – Authorized Activities* and *Unauthorized Expenses* sections were removed to eliminate redundancy.



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

- **Added in Resolution 2024-05:**
  - **Resolution 2024-05** introduces several clauses including context regarding the Health and Safety Codes and Government Codes under which the District operates, information regarding the District, details regarding types of occurrences that qualify for reimbursements, reasoning for the updated policy, and standardizes the format of the resolution for records consistency.
- **Analysis: Resolution 2024-05** includes specific reasoning for updating the resolution, emphasizing the need to eliminate redundant and outdated language and ensure clarity regarding compensation and reimbursable expenses.

### Compensation:

- **Removed in Resolution 2006-01:**
  - The provision in **Resolution 2006-01** that requires trustees to attend monthly board meetings to receive \$100 monthly reimbursement was removed.
- **Added/Changed in Resolution 2024-05:**
  - **Resolution 2024-05** provides language consistent with Health and Safety Code 2030 which states members serve without compensation but allows for reimbursement not to exceed \$100 per month for expenses incurred while on official business. This includes attendance of District committee meetings and/or participation in other occurrences as stated in the policy.
  - **Resolution 2024-05** provides language consistent with Health and Safety Code 2030 which states that the secretary of the board may receive compensation in an amount determined by the Board. The amount of \$49.50 aligns with current practice.
- **Analysis: Resolution 2024-05** provides clarification of reimbursement policy and addition of compensation for secretary which formalizes previously undefined practice.

### Cost Control:

- **Removed/Changed in Resolution 2006-01:**
  - *Transportation, Airfare, Automobile, Car Rental, Taxis/Shuttles, Airport Parking, Other, Lodging, and Meals and Incidental Expenses* sections were restructured.
  - *Telephone/Fax/Cell, Cash Advance Policy, and Credit Card Use Policy* were removed as they do not align with current practices.
- **Added/Changed in Resolution 2024-05:**
  - **Resolution 2024-05** updates and reorganizes content including:
    - Emphasizing use of the most economical mode of transportation;
    - Provides a flat per diem rate of \$55 per day for approved events to align with current District practice;
    - Updates IRS per diem information to reflect current rates in effect;
    - Provides new information regarding rideshare costs.
- **Analysis: Resolution 2024-05** simplifies expense guidelines improving efficiency and ensuring consistency with budgeting.

### Report of Expenditures:

- **Removed/Changed in Resolution 2006-01:**
  - *Expense Report Content and Submission Deadline* section simplified and restructured.



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

- **Added/Changed in Resolution 2024-05:**
  - **Resolution 2024-05** provides same process for expense reporting with updated verbiage that includes an "Authorized Travel Expense Report Form" available to Trustees.
- **Analysis: Resolution 2024-05** streamlines the expense reporting process by reducing the administrative burden on Trustees with a standardized form.

### Procedure for Selection of Attendees for Events:

- **Not Included in Resolution 2006-01:**
  - New section (not included in previous resolution)
- **Added in Resolution 2024-05:**
  - **Resolution 2024-05** formalizes current practice where President recommends and the Board approves Trustees attendance to events.
- **Analysis: Resolution 2024-05** provides oversight and transparency regarding the selection of Trustees' attendance for events and aligns with District practice.

### Reports to Board of Trustees:

- **Removed/Changed in Resolution 2006-01:**
  - **Resolution 2006-01** provides process for reporting on events attended by Trustees at the District's expense.
- **Added/Changed in Resolution 2024-05:**
  - **Resolution 2024-05** minor change to include language that allows for reporting to be made orally or in writing.
- **Analysis: Resolution 2024-05** provides flexibility in how reports are presented.

### Compliance with Laws:

- **No Changes:**
  - Both **Resolution 2006-01** and **Resolution 2024-05** provide information stating some expenditures may be subject to reporting under the Political Report Act or other laws and that all expenditures are subject to disclosure under the Public Records Act.

### Violation of This Policy

- **No Changes:**
  - Both **Resolution 2006-01** and **Resolution 2024-05** summarize information regarding possible consequences for violation of the policy.

The updates in **Resolution 2024-05** simplify the reimbursement policy aiming to make the policy easier to understand, implement, and enforce while maintaining financial accountability.

### District Manager's Recommendation

The District Manager recommends **rescinding Resolution 2006-01 and approval of Resolution 2024-05** as proposed.



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

### Committee Action Options

- Committee Action: If the Committee concurs, following the public discussion by members for this item, the appropriate action is to recommend **rescinding Resolution 2006-01 and approval of Resolution 2024-05** to the Board for consideration.
- Alternative Committee Action: If after discussion by members for this item, the Committee may choose not to recommend **rescinding Resolution 2006-01 and approval of Resolution 2024-05** to the Board for consideration.

Submitted by:

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

Jason Farned  
District Manager

January 13, 2006

**RESOLUTION NO. 2006-01**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT ESTABLISHING A REIMBURSEMENT POLICY IN ACCORDANCE WITH GOVERNMENT CODE §§ 53232.2 AND 53232.3.**

The Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District does resolve as follows:

**SECTION 1.** The Board of Trustees finds and declares as follows:

- A. Board Members are responsible for promoting and protecting public health, safety, and welfare. Among other things, these duties may require Members to:
1. Discuss the District's concerns with state and federal officials;
  2. Participate in regional, state, and national organizations that affect the District's interests;
  3. Attend educational seminars designed to improve Members skills and provide information;
  4. Promote public service and morale;
  5. Attend meetings, ceremonial events and other activities sponsored by constituents, neighborhood groups, business organizations and similar groups; and
  6. Meet with constituents, business owners, and others with an interest in the District.
- B. It is in the public interest to reimburse Member's expenses incurred in connection with these activities consistent with the provisions of this Resolution.

**SECTION 2.** Declaration of Policy

This Resolution is adopted in accordance with Government Code §§ 53232.2 and 53232.3 so that the San Gabriel Valley Mosquito and Vector Control District may reimburse appropriate expenses incurred by Board Members while on authorized travel or otherwise engaged in the conduct of District business. Absent Board approval, and only in extraordinary circumstances, the District will not reimburse Board Members an amount greater than allowed by this Resolution for expenses incurred during the course of conducting District business.

SECTION 3. Definitions

Unless the contrary is stated or clearly appears from the context, the following definitions govern the construction of the words and phrases used in this Resolution:

- A. “District Officials” means members of the Board of Trustees;
- B. “Reimbursement” means all forms of payment for expenses incurred by District Officials in the course of their official duties whether paid directly by the District (including, without limitation, with a District-issued credit card) or advanced by District Officials with personal funds and later reimbursed from District funds.

SECTION 4. District Business – Authorized Activities

- A. Expenses incurred while engaging in the following District business activities are generally authorized expenses if all requirements of this Resolution are fulfilled:
  1. Communicating with representatives of regional, state, and national government on District adopted policy positions;
  2. Attending educational seminars designed to improve District Officials’ skill and information levels.
  3. Participating in regional, state, and national organizations whose activities affect the District’s interests;
  4. Recognizing service to the District (for example, thanking a longtime employee with a retirement gift or celebration of nominal value and cost);
  5. Attending District events; and
  6. Attending meetings with constituents, neighborhood groups, business organizations, and others with an interest in the District.
- B. Expenditures incurred in connection with activities or events not listed in Paragraph A above require prior approval by the Board. In addition, the following require Board preauthorization:
  1. Out-of-state travel (including international); and
  2. Expenses foreseeably exceeding \$1,500.00 per trip.

SECTION 5. Unauthorized Expenses

The District will not reimburse District Officials for expenses incurred outside the scope of the District Official's duties including, for example and not limitation, the following:

## A. Personal Business

For example, if a District Official elects to travel to an event in advance or stay longer on personal business, the District need only reimburse the District Official for roundtrip travel costs and costs incurred during the event's duration;

## B. Political or charitable contributions or events;

## C. Family expenses, including partner's expenses when accompanying a District Official on District-related business, as well as children- or pet-related expenses;

## D. Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events;

## E. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline; and

## F. Personal losses incurred while on District business.

## G. Expenses for which District Officials receive reimbursement from another agency are not reimbursable.

Any questions regarding the propriety of a particular type of expense should be resolved by the Board of Trustees before the expense is incurred.

SECTION 6. Monthly expense reimbursement

In accordance with the provisions of California Health & Safety Code Section 2030 (b), Board Members shall receive a flat monthly expense reimbursement of One Hundred Dollars (\$100) to reimburse them for routine monthly expenses incurred in the performance of their duties. Members are eligible to receive the expense reimbursement only if they attend the monthly regular Board meeting.

SECTION 7. Transportation

## A. Generally.

District Officials must use the most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements, using the

most direct and time-efficient route. Government and group rates must be used when available.

B. Airfare

Airfares that are equal or less than those available through the Enhanced Local Government Airfare Program offered through the League of California Cities ([www.cacities.org/travel](http://www.cacities.org/travel)), the California State Association of Counties ([www.csac.counties.org/default.asp?id=635](http://www.csac.counties.org/default.asp?id=635)) and the State of California are presumed to be the most economical and reasonable for purposes of reimbursement under this policy.

C. Automobile

1. Automobile mileage is reimbursed at Internal Revenue Service rates presently in effect (*see* [www.irs.gov](http://www.irs.gov)). For 2006, the rate is 44.5 cents per mile. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls and parking, which are also reimbursable.
2. Only travel for District business outside of Los Angeles County is authorized for reimbursement.
3. A District Official may leave from his/her home for District business. However, the District will not reimburse mileage that exceeds mileage from District Offices to the destination point.

D. Car Rental

Rental rates that are equal or less than those available through the State of California's website ([www.catravelsmart.com/default.htm](http://www.catravelsmart.com/default.htm)) are considered the most economical and reasonable for purposes of reimbursement under this policy.

E. Taxis/Shuttles

Taxis or shuttles fares may be reimbursed, including a 15 percent gratuity per fare, when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.

F. Airport Parking.

Long-term parking must be used for travel exceeding 24-hours.

G. Other

Baggage handling fees of up to \$1 per bag and gratuities of up to 15 percent will be reimbursed.

SECTION 8. Lodging

- A. Lodging expenses will be reimbursed only at the single occupancy rate for rooms.
- B. Lodging expenses will be reimbursed for when travel on official District business reasonably requires an overnight stay.
- C. Conferences/Meetings  
If lodging is associated with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking.
- D. Other Lodging  
Travelers must request government rates, when available. A listing of hotels offering government rates in different areas is available at [www.catravelsmart.com/lodguideframes.htm](http://www.catravelsmart.com/lodguideframes.htm). Lodging rates that are equal or less to government rates are presumed to be reasonable and hence reimbursable for purposes of this policy. In the event that government rates are not available at a given time or in a given area, lodging rates that do not exceed the IRS per diem rates for a given area are presumed reasonable and hence reimbursable.

SECTION 9. Meals and Incidental Expenses

- A. For meals associated with District business within Los Angeles County:
- |            |      |
|------------|------|
| Breakfast: | \$15 |
| Lunch:     | \$25 |
| Dinner:    | \$35 |
- B. For meals associated with District business outside of Los Angeles County where an overnight stay is required, a District Official may claim a per diem in accordance with the meals and incidental expenses (M&IE) rates established by IRS Publication 1542.
1. Calculations for per diem starts when the District Official begins travel. For each 24-hour period thereafter, the District Official can claim the full per diem amount.
  2. If there is a period of time at the end of the trip that is less than 12 hours, the District Official cannot claim more than one-half (1/2) the per diem rate.
  3. Receipts are not required to claim per diem.
  4. Any reimbursement claim for expenses that exceed the per diem rate may constitute additional income for tax purposes.
- C. The District does not pay for alcohol/personal bar expenses.

SECTION 10. Telephone/Fax/Cellular.

District Officials will be reimbursed for actual telephone and fax expenses incurred on District business. Telephone bills should identify which calls were made on District business. For cellular calls when the District Official has a particular number of minutes included in the District Official's plan, the District Official can identify the percentage of calls made on public business.

SECTION 11. Cash Advance Policy

- A. From time to time, it may be necessary for a District Official to request a cash advance to cover anticipated expenses while traveling or doing business on the District's behalf. Such request for an advance should be submitted to the District Manager ten (10) days before the need for the advance with the following information:
1. The purpose of the expenditure(s);
  2. The benefits of such expenditure to the residents of the District;
  3. The anticipated amount of the expenditure(s) (for example, hotel rates, meal costs, and transportation expenses); and
  4. The dates of the expenditure(s).
- B. Any unused advance must be returned to the District's Finance Department within two business days of the District Official's return, along with an expense report and receipts documenting how the advance was used in compliance with this Resolution.
- C. In the event the District Manager is uncertain as to whether a request complies with this policy, the District Manager must seek District Board approval.

SECTION 12. Credit Card Use Policy

- A. District does not issue credit cards to individual District Officials but does have a credit card for selected District expenses. District Officials may use the District's credit card for such purposes as airline tickets and hotel reservations by following the same procedures for cash advances.
- B. District credit cards may not be used for personal expenses, even if the District Official subsequently reimburses the District.

SECTION 13. Expense Report Content And Submission Deadline

- A. All cash advance expenditures, credit card expenses and expense reimbursement requests must be submitted on an expense report form provided by the District.
- B. Expense reports must document that the expense in question met the requirements of this policy. For example, if a meeting is with a legislator, the District Official should explain whose meals were purchased, what issues were discussed and how those relate to the District's adopted legislative positions and priorities.
- C. District Officials must submit their expense report within thirty (30) days after an expense is incurred, accompanied by receipts documenting each expense. Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation.
- D. Inability to provide such documentation in a timely fashion may result in the expense being borne by the District Official.
- E. All expenses are subject to verification that they comply with this policy.

#### SECTION 14. Reports to District Board

At the District Board meeting following an activity, each District Official must briefly report on meetings attended at District expense. If multiple District Officials attended, a joint report may be made.

#### SECTION 15. Compliance with Laws

Some expenditures may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the California Public Records Act.

#### SECTION 16. Violation of This Policy

Use of public resources or falsifying expense reports in violation of this Resolution may result in any or all of the following:

- A. Loss of reimbursement privileges;
- B. A demand for restitution to the District;
- C. The District's reporting the expenses as income to the District Official to state and federal tax authorities;
- D. Civil penalties of up to \$1,000 per day and three times the value of the resources used;

and

E. Prosecution for misuse of public resources.

SECTION 17.

If any part of this Resolution or its application is deemed invalid by a court of competent jurisdiction, the District Board intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Resolution are severable.

SECTION 18.

The District Clerk is directed to certify the passage and adoption of this Resolution; cause it to be entered into the District book of original Resolutions; make a note of the passage and adoption in the records of this meeting; and, within fifteen (15) days after the passage and adoption of this Resolution, cause it to be published or posted in accordance with California law.

SECTION 19. This Resolution will become effective immediately upon its adoption.

**APPROVED AND ADOPTED** this 13th day of January, 2006, by the following vote:

**AYES:** Stephen Sham, Roger Chandler, Jacquelin McHenry, Henry Morgan, Margaret Finlay, Ernest Gutierrez, George Vangel, Jeff Parriott, Robert Neher, Dan Kirby, David Barron, Elliott Rothman, Jeffrey Templeman, Chi Mui, Dan Arrighi, Tom Sykes, Mike Miller

**NOES:** Richard Barakat, Janice Nelson

**ABSENT:** Joe Rocha, Louie Lujan, Joseph Tapia

  
 \_\_\_\_\_  
 Frank Hall, President of the Board

ATTEST:



Henry M. Morgan, Secretary of the Board of Trustees

APPROVED AS TO CONTENT:



District Manager

CERTIFICATE

STATE OF CALIFORNIA                    )  
   )  
 COUNTY OF LOS ANGELES                )                    SS.

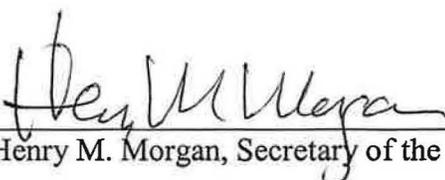
I, Henry M. Morgan, Secretary of the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District, do hereby certify that the foregoing revision of Resolution No. 94-02, Article VII, Credit Card Use, was duly passed, approved and adopted by the Board of Trustees of said District at a public meeting held on the 13th day of January 2006 that the said Resolution has never been revoked, rescinded, or set aside, and is now in full force and effect, and that it was so adopted by the following vote:

AYES:            Stephen Sham, Roger Chandler, Jacquelin McHenry, Henry Morgan, Margaret Finlay, Ernest Gutierrez, George Vangel, Jeff Parriott, Robert Neher, Dan Kirby, David Barron, Elliott Rothman, Jeffrey Templeman, Chi Mui, Dan Arrighi, Tom Sykes, Mike Miller

NOES:            Richard Barakat, Janice Nelson

ABSTAIN:

ABSENT:        Joe Rocha, Louie Lujan, Joseph Tapia

  
 \_\_\_\_\_  
 Henry M. Morgan, Secretary of the Board of

**RESOLUTION NO. 2024-05****A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT RESCINDING RESOLUTION 2006-01 AND ADOPTING AN UPDATED REIMBURSEMENT POLICY IN ACCORDANCE WITH GOVERNMENT CODES 53232.2 AND 53232.3.**

**WHEREAS**, the San Gabriel Valley Mosquito and Vector Control District adopted Resolution 2006-01 on January 14, 2006; and

**WHEREAS**, the reimbursement policy associated with the aforementioned resolution was established in accordance with Health and Safety Codes 2030 and 2051 in addition to Government Codes 532232.2 and 53232.3; and

**WHEREAS**, the San Gabriel Valley Mosquito and Vector Control District determined that the existing policy has outdated language that requires updates; and

**WHEREAS**, the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District are responsible for promoting and protecting public health, safety, and welfare; and

**WHEREAS**, when reimbursement is otherwise authorized by statute, the District may reimburse Trustees for actual and necessary expenses incurred in the performance of their official duties; and

**WHEREAS**, the types of occurrences that qualify a Trustee to receive reimbursement of expenses relating to travel, meals, lodging and other actual and necessary expenses include the following:

1. Communicating with representatives of local, regional, state, and national organizations that affect the District's concerns;
2. Attending educational seminars designed to improve a Trustees' skills and knowledge;
3. Participating in activities of local, regional, state, and national organizations that impact the District; and
4. Attending District events; and

**WHEREAS**, this reimbursement policy provides guidance on the use and expenditure of District resources and sets standards for those expenditures.

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

**Section 1.** Resolution No. 2006-01 is rescinded; and

**Section 2.** Compensation

In accordance with Health and Safety Code 2030:

- A. The members of the board of trustees shall serve without compensation.
- B. In lieu of paying for actual expenses, the Board of Trustees adopts by this resolution for the allowance and payment to each trustee a sum not to exceed one hundred dollars (\$100) per month for expenses incurred while on official business. A trustee may waive the payments permitted by this subdivision.
- C. Notwithstanding subdivision (a), the secretary of the Board of Trustees may receive compensation in an amount determined by the Board of Trustees. The District shall

provide the secretary of the Board of Trustees forty-nine dollars and fifty cents (\$49.50) per month.

### **Section 3. Cost Control**

To conserve District resources and keep expenses within community standards for public officials, expenditures should adhere to the following guidelines. In the event that expenses are incurred which exceed these guidelines, the cost borne or reimbursed by the District will be limited to the costs that fall within the guidelines.

- A. Registration. Registration fees for the event shall be paid by the District in advance.
- B. Transportation. Transportation expenses shall be paid by the District in advance. The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route. Government and group rates must be used when available.
  1. Airfare. If the most economical means of travel require air travel, the most economical and reasonable rates shall be utilized.
  2. Vehicle. To ensure the most economical mode of transportation is used, a District vehicle should be used when available. If it is not feasible to use a District vehicle, personal vehicle mileage will be reimbursed at Internal Revenue Service rates presently in effect (see [www.irs.gov](http://www.irs.gov)). These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle.
  3. Car Rental. If the most economical means of travel require a car rental, the most economical and reasonable rates shall be utilized.
  4. Rideshare. Rideshare costs may be reimbursed when the cost of such fares is equal or less than the cost of a car rental, gasoline, and parking combined, or when such transportation is necessary for time efficiency.
- C. Lodging. Lodging expenses shall be paid for by the District in advance if an event on official District business reasonably requires an overnight stay.
  1. When lodging is associated with a conference, lodging expenses must not exceed the group rate published by the conference sponsor if such rates are available at time of booking. If the group rate is not available, the most economical and reasonable rates for comparable lodging shall be utilized.
- D. Per Diem. Trustees attending an approved event shall receive fifty-five dollars (\$55) per day to cover meals, incidentals, and gratuities while at the event. The District will not pay for alcohol and/or personal bar expenses.
- E. Parking. Parking fees associated with approved travel, lodging, and/or event attendance shall be paid by the District in advance when possible and the most reasonable and economical rate shall be utilized. When advance payment for parking fees is not feasible, the District shall reimburse the Trustee for the cost incurred by following the report of expenditures process outlined in this policy.

### **Section 4. Report of Expenditures**

The District may reimburse additional authorized travel expenses incurred by a Trustee, excluding expenses paid in advance and those covered by per diem.

- A. All travel expense reimbursement requests shall be submitted by a Trustee via an "Authorized Travel Expense Report Form" provided by the District within thirty (30) days after returning from an approved event.

- B. The report shall include an itemized list of expenditures with supporting receipts for each item noted as an additional actual and necessary expense incurred that are in compliance with this policy.
- C. Inability to provide such documentation in a timely fashion may result in the expense being borne by the Trustee.

**Section 5. Procedure for Selection of Attendees for Events**

The President shall make a recommendation on the appointment of a Trustee to attend an event. The Board of Trustees shall approve the Trustee to attend the event.

**Section 6. Reports to Board of Trustees**

At the next regularly scheduled Board meeting following event attendance, the Trustee shall briefly report on the event attended at the District’s expense. The report may be made orally or in writing.

**Section 7. Compliance with Laws**

Trustees should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All District expenditures are public records subject to disclosure under the Public Records Act.

**Section 8. Violation of This Policy**

Under state law, use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: 1) loss of reimbursement privileges, 2) a demand for restitution to the District, 3) the agency’s reporting the expenses as income to the appointed official to state and federal tax authorities, 4) civil penalties of up to \$1,000 per day and three times the value of the resources used, and 5) prosecution for misuse of public resources.

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

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

---

John Capoccia  
President, Board of Trustees

ATTEST:

---

Lloyd Johnson  
Secretary-Treasurer, Board of Trustees

APPROVED AS TO FORM:

---

Kelly M. Alhadeff-Black  
District Counsel

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**RESOLUTION NO. 2006-012024-05****A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT RESCINDING RESOLUTION 2006-01 AND ADOPTING AN UPDATED ESTABLISHING A REIMBURSEMENT POLICY IN ACCORDANCE WITH GOVERNMENT CODE §§ 53232.2 AND 53232.3.**

~~The Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District does resolve as follows:~~

**SECTION 1.** ~~The Board of Trustees finds and declares as follows:~~

~~A. Board Members are responsible for promoting and protecting public health, safety, and welfare. Among other things, these duties may require Members to:~~

- ~~1. Discuss the District's concerns with state and federal officials;~~
- ~~2. Participate in regional, state, and national organizations that affect the District's interests;~~
- ~~3. Attend educational seminars designed to improve Members skills and provide information;~~
- ~~4. Promote public service and morale;~~
- ~~5. Attend meetings, ceremonial events and other activities sponsored by constituents, neighborhood groups, business organizations and similar groups; and~~
- ~~6. Meet with constituents, business owners, and others with an interest in the District.~~

~~B. It is in the public interest to reimburse Member's expenses incurred in connection with these activities consistent with the provisions of this Resolution.~~

**SECTION 2.** ~~Declaration of Policy~~

~~This Resolution is adopted in accordance with Government Code §§ 53232.2 and 53232.3 so that the San Gabriel Valley Mosquito and Vector Control District may reimburse appropriate expenses incurred by Board Members while on authorized travel or otherwise engaged in the conduct of District business. Absent Board approval, and only in extraordinary circumstances, the District will not reimburse Board Members an amount greater than allowed by this Resolution for expenses incurred during the course of conducting District business.~~

**SECTION 3.** ~~Definitions~~

~~Unless the contrary is stated or clearly appears from the context, the following definitions govern the construction of the words and phrases used in this Resolution:~~

~~A. "District Officials" means members of the Board of Trustees;~~

~~B. "Reimbursement" means all forms of payment for expenses incurred by District Officials in the course of their official duties whether paid directly by the District~~

~~(including, without limitation, with a District-issued credit card) or advanced by District Officials with personal funds and later reimbursed from District funds.~~

#### **SECTION 4.** ~~District Business—Authorized Activities~~

~~A. Expenses incurred while engaging in the following District business activities are generally authorized expenses if all requirements of this Resolution are fulfilled:~~

- ~~1. Communicating with representatives of regional, state, and national government on District-adopted policy positions;~~
- ~~2. Attending educational seminars designed to improve District Officials' skill and information levels.~~
- ~~3. Participating in regional, state, and national organizations whose activities affect the District's interests;~~
- ~~4. Recognizing service to the District (for example, thanking a longtime employee with a retirement gift or celebration of nominal value and cost);~~
- ~~5. Attending District events; and~~
- ~~6. Attending meetings with constituents, neighborhood groups, business organizations, and others with an interest in the District.~~

~~B. Expenditures incurred in connection with activities or events not listed in Paragraph A above require prior approval by the Board. In addition, the following require Board preauthorization:~~

- ~~1. Out-of-state travel (including international); and~~
- ~~2. Expenses foreseeably exceeding \$1,500.00 per trip.~~

#### **SECTION 5.** ~~Unauthorized Expenses~~

~~The District will not reimburse District Officials for expenses incurred outside the scope of the District Official's duties including, for example and not limitation, the following:~~

~~A. Personal Business~~

~~For example, if a District Official elects to travel to an event in advance or stay longer on personal business, the District need only reimburse the District Official for roundtrip travel costs and costs incurred during the event's duration; B. Political or charitable contributions or events;~~

~~C. Family expenses, including partner's expenses when accompanying a District Official on District-related business, as well as children or pet-related expenses;~~

~~D. Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf-related expenses), or other cultural events;~~

~~E. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline; and F. Personal losses incurred while on District business.~~

~~G. Expenses for which District Officials receive reimbursement from another agency are not reimbursable.~~

~~Any questions regarding the propriety of a particular type of expense should be resolved by the Board of Trustees before the expense is incurred.~~

#### ~~SECTION 6. Monthly expense reimbursement~~

~~In accordance with the provisions of California Health & Safety Code Section 2030 (b), Board Members shall receive a flat monthly expense reimbursement of One Hundred Dollars (\$100) to reimburse them for routine monthly expenses incurred in the performance of their duties. Members are eligible to receive the expense reimbursement only if they attend the monthly regular Board meeting.~~

#### ~~SECTION 7. Transportation~~

##### ~~A. Generally.~~

~~District Officials must use the most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements, using the most direct and time-efficient route. Government and group rates must be used when available.~~

##### ~~B. Airfare~~

~~Airfares that are equal or less than those available through the Enhanced Local Government Airfare Program offered through the League of California Cities ([www.cacities.org/travel](http://www.cacities.org/travel)), the California State Association of Counties ([www.csac.counties.org/default.asp?id=635](http://www.csac.counties.org/default.asp?id=635)) and the State of California are presumed to be the most economical and reasonable for purposes of reimbursement under this policy.~~

##### ~~C. Automobile~~

- ~~1. Automobile mileage is reimbursed at Internal Revenue Service rates presently in effect (see [www.irs.gov](http://www.irs.gov)). For 2006, the rate is 44.5 cents per mile. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls and parking, which are also reimbursable.~~
- ~~2. Only travel for District business outside of Los Angeles County is authorized for reimbursement.~~
- ~~3. A District Official may leave from his/her home for District business. However, the District will not reimburse mileage that exceeds mileage from District Offices to the destination point.~~

##### ~~D. Car Rental~~

~~Rental rates that are equal or less than those available through the State of California's website ([www.catravelsmart.com/default.htm](http://www.catravelsmart.com/default.htm)) are considered the most economical and reasonable for purposes of reimbursement under this policy.~~

##### ~~E. Taxis/Shuttles~~

~~Taxis or shuttles fares may be reimbursed, including a 15 percent gratuity per fare, when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time efficiency.~~

~~F. Airport Parking.~~~~Long term parking must be used for travel exceeding 24 hours.~~~~G. Other~~~~Baggage handling fees of up to \$1 per bag and gratuities of up to 15 percent will be reimbursed.~~~~**SECTION 8.** Lodging~~~~A. Lodging expenses will be reimbursed only at the single occupancy rate for rooms.~~~~B. Lodging expenses will be reimbursed for when travel on official District business reasonably requires an overnight stay.~~~~C. Conferences/Meetings~~~~If lodging is associated with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking.~~~~D. Other Lodging~~~~Travelers must request government rates, when available. A listing of hotels offering government rates in different areas is available at [www.catravelmart.com/lodguideframes.htm](http://www.catravelmart.com/lodguideframes.htm). Lodging rates that are equal or less to government rates are presumed to be reasonable and hence reimbursable for purposes of this policy. In the event that government rates are not available at a given time or in a given area, lodging rates that do not exceed the IRS per diem rates for a given area are presumed reasonable and hence reimbursable.~~~~**SECTION 9.** Meals and Incidental Expenses~~~~A. For meals associated with District business within Los Angeles County:~~~~Breakfast: \$15~~~~Lunch: \$25~~~~Dinner: \$35~~~~B. For meals associated with District business outside of Los Angeles County where an overnight stay is required, a District Official may claim a per diem in accordance with the meals and incidental expenses (M&IE) rates established by IRS Publication 1542.~~~~1. Calculations for per diem starts when the District Official begins travel. For each 24-hour period thereafter, the District Official can claim the full per diem amount.~~~~2. If there is a period of time at the end of the trip that is less than 12 hours, the District Official cannot claim more than one-half (1/2) the per diem rate.~~~~3. Receipts are not required to claim per diem.~~~~4. Any reimbursement claim for expenses that exceed the per diem rate may constitute additional income for tax purposes.~~

~~C. The District does not pay for alcohol/personal bar expenses.~~

**SECTION 10.** ~~Telephone/Fax/Cellular.~~

~~District Officials will be reimbursed for actual telephone and fax expenses incurred on District business. Telephone bills should identify which calls were made on District business. For cellular calls when the District Official has a particular number of minutes included in the District Official's plan, the District Official can identify the percentage of calls made on public business.~~

**SECTION 11.** ~~Cash Advance Policy~~

~~A. From time to time, it may be necessary for a District Official to request a cash advance to cover anticipated expenses while traveling or doing business on the District's behalf. Such request for an advance should be submitted to the District Manager ten (10) days before the need for the advance with the following information:~~

- ~~1. The purpose of the expenditure(s);~~
- ~~2. The benefits of such expenditure to the residents of the District;~~
- ~~3. The anticipated amount of the expenditure(s) (for example, hotel rates, meal costs, and transportation expenses); and~~
- ~~4. The dates of the expenditure(s).~~

~~B. Any unused advance must be returned to the District's Finance Department within two business days of the District Official's return, along with an expense report and receipts documenting how the advance was used in compliance with this Resolution.~~

~~C. In the event the District Manager is uncertain as to whether a request complies with this policy, the District Manager must seek District Board approval.~~

**SECTION 12.** ~~Credit Card Use Policy~~

~~A. District does not issue credit cards to individual District Officials but does have a credit card for selected District expenses. District Officials may use the District's credit card for such purposes as airline tickets and hotel reservations by following the same procedures for cash advances.~~

~~B. District credit cards may not be used for personal expenses, even if the District Official subsequently reimburses the District.~~

**SECTION 13.** ~~Expense Report Content And Submission Deadline~~

~~A. All cash advance expenditures, credit card expenses and expense reimbursement requests must be submitted on an expense report form provided by the District.~~

~~B. Expense reports must document that the expense in question met the requirements of this policy. For example, if a meeting is with a legislator, the District Official should explain whose meals were purchased, what issues were discussed and how those relate to the District's adopted legislative positions and priorities.~~

~~C. District Officials must submit their expense report within thirty (30) days after an expense is incurred, accompanied by receipts documenting each expense.~~

~~Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation.~~

~~D. Inability to provide such documentation in a timely fashion may result in the expense being borne by the District Official.~~

~~E. All expenses are subject to verification that they comply with this policy.~~

#### **SECTION 14.** ~~Reports to District Board~~

~~At the District Board meeting following an activity, each District Official must briefly report on meetings attended at District expense. If multiple District Officials attended, a joint report may be made.~~

#### **SECTION 15.** ~~Compliance with Laws~~

~~Some expenditures may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the California Public Records Act.~~

#### **SECTION 16.** ~~Violation of This Policy~~

~~Use of public resources or falsifying expense reports in violation of this Resolution may result in any or all of the following:~~

~~A. Loss of reimbursement privileges;~~

~~B. A demand for restitution to the District;~~

~~C. The District's reporting the expenses as income to the District Official to state and federal tax authorities;~~

~~D. Civil penalties of up to \$1,000 per day and three times the value of the resources used; and~~

~~E. Prosecution for misuse of public resources.~~

#### **SECTION 17.**

~~If any part of this Resolution or its application is deemed invalid by a court of competent jurisdiction, the District Board intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Resolution are severable.~~

#### **SECTION 18.**

~~The District Clerk is directed to certify the passage and adoption of this Resolution; cause it to be entered into the District book of original Resolutions; make a note of the passage and adoption in the records of this meeting; and, within fifteen (15) days after the passage and adoption of this Resolution, cause it to be published or posted in accordance with California law.~~

**SECTION 19.** ~~This Resolution will become effective immediately upon its adoption.~~

**WHEREAS,** ~~the San Gabriel Valley Mosquito and Vector Control District adopted Resolution 2006-01 on January 14, 2006; and~~

WHEREAS, the reimbursement policy associated with the aforementioned resolution was established in accordance with Health and Safety Codes 2030 and 2051 in addition to Government Codes 532232.2 and 53232.3; and

WHEREAS, the San Gabriel Valley Mosquito and Vector Control District determined that the existing policy has outdated language that requires updates; and

WHEREAS, the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District are responsible for promoting and protecting public health, safety, and welfare; and

WHEREAS, when reimbursement is otherwise authorized by statute, the District may reimburse Trustees for actual and necessary expenses incurred in the performance of their official duties; and

WHEREAS, the types of occurrences that qualify a Trustee to receive reimbursement of expenses relating to travel, meals, lodging and other actual and necessary expenses include the following:

1. Communicating with representatives of local, regional, state, and national organizations that affect the District's concerns;
2. Attending educational seminars designed to improve a Trustees' skills and knowledge;
3. Participating in activities of local, regional, state, and national organizations that impact the District; and
4. Attending District events.

WHEREAS, this reimbursement policy provides guidance on the use and expenditure of District resources and sets standards for those expenditures; and

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

**Section 1.** Resolution No. 2006-01 is rescinded; and

**Section 2.** Compensation

In accordance with Health and Safety Code 2030:

- A. The members of the board of trustees shall serve without compensation.
- B. In lieu of paying for actual expenses, the board of trustees may by resolution provide for the allowance and payment to each trustee a sum not to exceed one hundred dollars (\$100) per month for expenses incurred while on official business. A trustee may waive the payments permitted by this subdivision.
- C. Notwithstanding subdivision (a), the secretary of the board of trustees may receive compensation in an amount determined by the board of trustees. The District shall provide the secretary of the board of trustees forty-nine dollars and fifty cents (\$49.50) per month.

**Section 3.** Cost Control

To conserve District resources and keep expenses within community standards for public officials, expenditures should adhere to the following guidelines. In the event that expenses are incurred which exceed these guidelines, the cost borne or reimbursed by the District will be limited to the costs that fall within the guidelines.

- A. Registration. Registration fees for the event shall be paid by the District in advance.

B. Transportation. Transportation expenses shall be paid by the District in advance. The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route. Government and group rates must be used when available.

1. Airfare. If the most economical means of travel require air travel, the most economical and reasonable rates shall be utilized.
2. Vehicle. To ensure the most economical mode of transportation is used, a District vehicle should be used when available. If it is not feasible to use a District vehicle, personal vehicle mileage will be reimbursed at Internal Revenue Service rates presently in effect (see www.irs.gov). These rates are designed to compensate the driver, for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle.
3. Car Rental. If the most economical means of travel require a car rental, the most economical and reasonable rates shall be utilized.
4. Rideshare. Rideshare costs may be reimbursed when the cost of such fares is equal or less than the cost of a car rental, gasoline, and parking combined, or when such transportation is necessary for time efficiency.

C. Lodging. Lodging expenses shall be paid for by the District in advance if an event on official District business reasonably requires an overnight stay.

1. When lodging is associated with a conference, lodging expenses must not exceed the group rate published by the conference sponsor if such rates are available at time of booking. If the group rate is not available, the most economical and reasonable rates for comparable lodging shall be utilized.

D. Per Diem. Trustees attending an approved event shall receive fifty-five dollars (\$55) per day to cover meals, incidentals, and gratuities while at the event. The District will not pay for alcohol and/or personal bar expenses.

E. Parking. Parking fees associated with approved travel, lodging, and/or event attendance shall be paid by the District in advance when possible and the most reasonable and economical rate shall be utilized. When advance payment for parking fees is not feasible, the District shall reimburse the Trustee for the cost incurred by following the report of expenditures process outlined in this policy.

#### **Section 4. Report of Expenditures**

The District may reimburse additional authorized travel expenses incurred by a Trustee, excluding expenses paid in advance and those covered by per diem.

- A. All travel expense reimbursement requests shall be submitted by a Trustee via an "Authorized Travel Expense Report Form" provided by the District within thirty (30) days after returning from an approved event.
- B. The report shall include an itemized list of expenditures with supporting receipts for each item noted as an additional actual and necessary expense incurred that are in compliance with this policy.
- C. Inability to provide such documentation in a timely fashion may result in the expense being borne by the Trustee.

#### **Section 5. Procedure for Selection of Attendees for Events**

The President shall make a recommendation on the appointment of a Trustee to attend an event. The Board of Trustees shall approve the Trustee to attend the event.

**Section 6. Reports to Board of Trustees**

At the next regularly scheduled Board meeting following event attendance, the Trustee shall briefly report on the event attended at the District's expense. The report may be made orally or in writing.

**Section 7. Compliance with Laws**

Trustees should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All District expenditures are public records subject to disclosure under the Public Records Act.

**Section 8. Violation of This Policy**

Under state law, use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: 1) loss of reimbursement privileges, 2) a demand for restitution to the District, 3) the agency's reporting the expenses as income to the appointed official to state and federal tax authorities, 4) civil penalties of up to \$1,000 per day and three times the value of the resources used, and 5) prosecution for misuse of public resources.