



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

HOW TO OBSERVE THE MEETING:

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

HOW TO SUBMIT PUBLIC COMMENTS:

Before the Meeting: Please email your comments to district@sgvmosquito.org, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed three minutes at staff's cadence), prominently write "Read Aloud at Meeting" at the top of the email. All comments received before 5:00 AM the day of the meeting will be included as an agenda supplement on the District's website under the relevant meeting date and provided to the Trustees at the meeting. Comments received after this time will be treated as contemporaneous comments.

Contemporaneous Comments: During the meeting, the Board President or designee will announce the opportunity to make public comments and identify the cut off time for submission. A short recess (generally less than 10 minutes) will take place during the time public comment is open to allow the comments to be collected. Please email your comments to district@sgvmosquito.org, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. Once the public comment period is closed, all comments timely received will be read aloud at the meeting (not to exceed three minutes at staff's cadence). Comments received after the close of the public comment period will be added to the record after the meeting.

1. Call to Order

1.1 Pledge of Allegiance

1.2 Roll Call

1.3 Introduction of New Trustees

- Sho Tay – Arcadia (4-year term)
- Emmanuel J. Estrada – Baldwin Park (2-year term)
- Emmett Badar – San Dimas (2-year term)

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

2. Opportunity for Public Comment on Non-Agenda Items

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

3. Consent Calendar

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

3.1. Resolution No. 2022-02 – Resolution of the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District Proclaiming a Local Emergency, Ratifying the Proclamation of a State of Emergency on March 4, 2020 by California Governor Gavin Newsom and Authorizing Remote Teleconference Meetings of the Legislative Bodies of the San Gabriel Valley Mosquito and Vector Control District for the Period Commencing February 11th and Running Until March 13th Pursuant to the Applicable Brown Act Provisions

3.2. List of Claims for the month of January 2022

3.3. Budget Status Report for January 2022

3.4. Minutes of Board of Trustees Meeting January 2022

3.5. Operations Report January 2022

3.6. Surveillance Report January 2022

3.7. Communications Report January 2022

3.8. December 2021 Monthly Treasurer Report / District Working Balance for February 2022

4. **Presentation:**

4.1 Jason Farned, Interim District Manager Introduction

5. **Consider Amendments to Resolution 2021-01 of the San Gabriel Valley Mosquito and Vector Control District Bylaws Governing District Meetings (EXHIBIT 5A)**
(Board President, Becky Shevlin) (Approve/Deny)

- **Call for Public Comment**
- **Board Action Required:** If the Board concurs, following the public discussion by members of this item, the appropriate action is to approve the Amendments to Resolution 2021-01 San Gabriel Valley Mosquito and Vector Control District Bylaws Governing District Meetings.
- **Alternate Board Action:** If after discussion by members of this item, the Board may choose to deny Amendments to Resolution 2021-01, San Gabriel Valley Mosquito and Vector Control District Bylaws Governing District Meetings.

6. **Trustee Committee Assignments**
(Board President, Becky Shevlin)

Finance and Audit Committee

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

Personnel and Policy Committee

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

Public Information Committee

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

Legislative Committee

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

7. **Consider Resolution 2022-03 of the San Gabriel Valley Mosquito and Vector Control District Board of Trustees Authorizing Signature Authority (EXHIBIT 7A)**
(Secretary-Treasurer, Lloyd Johnson) (Approve/Deny)

- **Call for Public Comment**
- **Board Action Required:** If the Board concurs, following the public discussion by members of this item, the appropriate action is to approve Resolution 2022-03 of the San Gabriel Valley Mosquito and Vector Control District Board of Trustees Authorizing Signature Authority.

- **Alternate Board Action:** If after discussion by members of this item, the Board may choose to deny Resolution 2022-03 of the San Gabriel Valley Mosquito and Vector Control District Board of Trustees Authorizing Signature Authority.

8. District Administration

8.1 Committee Meeting Notifications

- Finance and Audit Committee
- Personnel/Policy Committee
- Public Information Committee
- Legislative Committee

8.2 Covid Update

8.3 MVCAC (Presentations)

9. Committee Reports

9.1 Finance and Audit Committee

10. Trustee Reports

11. New Business

12. Adjournment

CERTIFICATE OF POSTING

This agenda shall be made available upon request in alternative formats to persons with a disability as required by the American with Disabilities Act of 1990 (42 U.S.C. §12132) and the Ralph M. Brown Act (California Government Code §54954.2). Persons requesting a disability related modification or accommodation to participate in the meeting should contact the San Gabriel Valley Mosquito and Vector Control District at (626-814-9466) during regular business hours, at least twenty-four hours prior to the time of the meeting.

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



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

Notice to the Public

It is the intention of the San Gabriel Valley Mosquito and Vector Control District (District) to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the District will attempt to accommodate you in every reasonable manner.

Please contact the Clerk of the Board at (626) 814-9466. Assisted listening devices are available at the meeting for individuals with hearing impairments. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35. 102-35. 104 ADA Title II)

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RESOLUTION NO. 2022-02

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY ON MARCH 4, 2020 BY CALIFORNIA GOVERNOR GAVIN NEWSOM AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT FOR THE PERIOD COMMENCING FEBRUARY 11TH AND RUNNING UNTIL MARCH 13TH PURSUANT TO THE APPLICABLE BROWN ACT PROVISIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) March 13, 2022, or such time that the District’s Board of Trustees adopts a subsequent resolution in accordance with the Brown Act Section 54953(e)(3) to extend the time during which the legislative bodies of the District may continue to teleconference without compliance with the requirements of the Brown Act Section 54953(b)(3).

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

AYES:
NOES:
ABSTAIN:
ABSENT:

Becky Shevlin
President, Board of Trustees

ATTEST:

Lloyd Johnson
Secretary-Treasurer, Board of Trustees

APPROVED AS TO FORM:

Kelly M. Alhadeff-Black
District Counsel

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SAN GABRIEL VALLEY MVCD

Claims List

January 10, 2022

Num	Date	Name	Item	Original Amount
EFT	01/10/2022	AMERICAN FIDELITY AKA FLEX ACCOUNT ADMIN	6070 ADMIN FEE (Admin fee)	168.00
			6070 FLEX PREMIUMS (Flex Premiums)	229.15
Admin Fees			6070 FLEX PREMIUMS (Flex Premiums)	516.63
6041875			6070 FLEX PREMIUMS (Flex Premiums)	108.31
			6070 FLEX PREMIUMS (Flex Premiums)	49.99
			6070 FLEX PREMIUMS (Flex Premiums)	270.84
				<u>1,342.92</u>
EFT	01/10/2022	FIDELITY SECURITY LIFE INSURANCE CO.	6070 Vision Premiums (Vision Premiums)	36.90
			6070 Vision Premiums (Vision Premiums)	46.61
165099438			6070 Vision Premiums (Vision Premiums)	274.00
			6070 Vision Premiums (Vision Premiums)	84.86
			6070 Vision Premiums (Vision Premiums)	69.97
				<u>512.34</u>
EFT	01/10/2022	NATIONWIDE RETIREMENT	6066 457 CONTRIBUTION	139.84
				<u>139.84</u>
PR of 1/6/22				
EFT	01/10/2022	PERS	6200 RETIREMENT - CLASSIC (Employer Contribution (1,047.73
			6200 RETIREMENT - CLASSIC (Employer Contribution (940.29
PR of 1/6/22			6200 RETIREMENT - CLASSIC (Employer Contribution (1,770.53
			6200 RETIREMENT - CLASSIC (Employer Contribution (384.24
			6201 RETIREMENT - PEPRA (Employer Contribution (7.	180.88
			6201 RETIREMENT - PEPRA (Employer Contribution (7.	3,127.94
			6201 RETIREMENT - PEPRA (Employer Contribution (7.	1,050.79
			6201 RETIREMENT - PEPRA (Employer Contribution (7.	981.24
				<u>9,483.64</u>
18562	01/10/2022	ARAMARK UNIFORM SERVICES INC.	6332 Uniforms (Uniforms)	1,305.66
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	148.38
792287099			6332 Uniforms (Uniforms)	1,268.07
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	148.38

SAN GABRIEL VALLEY MVCD

Claims List

January 10, 2022

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6332 Uniforms (Uniforms)	220.24
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	179.56
			6332 Uniforms (Uniforms)	190.63
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	179.62
			6332 Uniforms (Uniforms)	497.16
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	179.62
			6332 Uniforms (Uniforms)	184.51
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	179.62
			6332 Uniforms (Uniforms)	184.51
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	148.38
				<u>5,014.34</u>
18563	01/10/2022	ATHENS SERVICES	6040 Refuse Disposal (Refuse Disposal)	262.60
				<u>262.60</u>
11545731				
18564	01/10/2022	BENLO COMPANY	6260 SUPPLIES, MECHANICAL	16.59
				<u>16.59</u>
916485				
18565	01/10/2022	CELL BUSINESS EQUIPMENT	6073 EQUIPMENT LEASE	1,420.20
				<u>1,420.20</u>
5018173347				
18566	01/10/2022	DANNY'S TEST ONLY SMOG CHECK LLC	6260 SUPPLIES, MECHANICAL	80.00
			6260 SUPPLIES, MECHANICAL	50.00
Smog Service			6260 SUPPLIES, MECHANICAL	50.00
			6260 SUPPLIES, MECHANICAL	50.00
			6260 SUPPLIES, MECHANICAL	50.00
			6260 SUPPLIES, MECHANICAL	50.00
			6260 SUPPLIES, MECHANICAL	50.00
				<u>330.00</u>

SAN GABRIEL VALLEY MVCD

Claims List

January 10, 2022

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
18567	01/10/2022	FLEET SOLUTIONS CENTER	6260 SUPPLIES, MECHANICAL	70.00
			6260 SUPPLIES, MECHANICAL	1,286.89
4147, 4160				<u>1,356.89</u>
18568	01/10/2022	LOGMEIN COMMUNICATIONS, INC.	6320 Office phones (Office phones)	1,254.23
IN7100877870				<u>1,254.23</u>
18569	01/10/2022	READYREFRESH BY NESTLE	6170 MISCELLANEOUS EXPENSES	129.90
			6170 MISCELLANEOUS EXPENSES	7.49
11L0024588535			6170 MISCELLANEOUS EXPENSES	20.00
				<u>157.39</u>
18570	01/10/2022	RESCUE ROOTER/ARS	6040 Building Maintenance	4,900.00
8103-330585				<u>4,900.00</u>
18571	01/10/2022	STREAMLINE	6037 WEBSITE AND EMAIL SERVICE	200.00
OEAF3F59-0014				<u>200.00</u>
18572	01/10/2022	SYNTECH GROUP INC.	6046 PROFESSIONAL SERVICES - IT	775.00
			6046 PROFESSIONAL SERVICES - IT	690.00
SVC-A21554			6046 PROFESSIONAL SERVICES - IT	465.00
				<u>1,930.00</u>
18573	01/10/2022	TIRE ZONE	6260 SUPPLIES, MECHANICAL	713.00
			6260 SUPPLIES, MECHANICAL	206.80

SAN GABRIEL VALLEY MVCD

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January 10, 2022

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
65070, 65182,63999			6260 SUPPLIES, MECHANICAL	70.00
				989.80
18574	01/10/2022	UNITED PET CARE	6070 Med premiums - Cafeteria (Medical premiums)	12.50
				12.50
30007953				
18575	01/10/2022	WEX/CHEVRON	6262 Fuel for Trucks (Fuel for Trucks)	2,360.64
				2,360.64
77426025				
Accounts Payable for January 10, 2022				31,683.92

SAN GABRIEL VALLEY MVCD

Claims List

January 20, 2022

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	01/20/2022	AMERICAN FIDELITY ASSURANCE	6070 Premiums, life - Cafeter (Voluntary Insurance Premi	114.08
			6070 Premiums, life - Cafeter (Voluntary Insurance Premi	132.80
D405251			6070 Premiums, life - Cafeter (Voluntary Insurance Premi	1,863.31
			6070 Premiums, life - Cafeter (Voluntary Insurance Premi	184.54
			6070 Premiums, life - Cafeter (Voluntary Insurance Premi	59.67
				<u>2,354.40</u>
EFT	01/20/2022	CAL PERS	6070 Med premiums - Cafeteria (Medical premiums)	1,232.87
			6070 Med premiums - Cafeteria (Medical premiums)	1,648.31
100000016682933			6070 Med premiums - Cafeteria (Medical premiums)	4,184.87
			6070 Med premiums - Cafeteria (Medical premiums)	2,257.25
			6070 Med premiums - Cafeteria (Medical premiums)	2,682.81
			6070 Med premiums - Cafeteria (Medical premiums)	596.00
			6070 ADMIN FEE (Admin fee)	44.67
				<u>12,646.78</u>
EFT	01/20/2022	NATIONWIDE RETIREMENT	6066 457 CONTRIBUTION	139.84
				<u>139.84</u>
PR of 1/20/22				
EFT	01/20/2022	PERS	6200 RETIREMENT - CLASSIC (Employer Contribution (1,047.73
			6200 RETIREMENT - CLASSIC (Employer Contribution (940.29
PR of 1/20/22			6200 RETIREMENT - CLASSIC (Employer Contribution (1,770.53
			6200 RETIREMENT - CLASSIC (Employer Contribution (384.24
			6201 RETIREMENT - PEPRA (Employer Contribution (7.	180.88
			6201 RETIREMENT - PEPRA (Employer Contribution (7.	3,127.94
			6201 RETIREMENT - PEPRA (Employer Contribution (7.	1,089.27
			6201 RETIREMENT - PEPRA (Employer Contribution (7.	981.24
				<u>9,522.12</u>
EFT	01/20/2022	PRINCIPAL DENTAL	6070 Dental premiums - Cafeter	135.46

SAN GABRIEL VALLEY MVCD

Claims List

January 20, 2022

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
1085590-10001	01/17/2022		6070 Dental premiums - Cafeter	324.48
			6070 Dental premiums - Cafeter	1,557.61
			6070 Dental premiums - Cafeter	316.38
			6070 Dental premiums - Cafeter	369.94
				<u>2,703.87</u>
EFT	01/20/2022	TEXAS LIFE INSURANCE COMPANY	6070 Premiums, life - Cafeter (Voluntary Insurance Premi	100.00
			6070 Premiums, life - Cafeter (Voluntary Insurance Premi	42.25
SM09BT20220117001				<u>142.25</u>
18576	01/20/2022	ACCURATE ROOFING	6040 Building Maintenance	3,300.00
				<u>3,300.00</u>
Roof Repair				
18577	01/20/2022	ALLEN WU	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 1/14/22				
18578	01/20/2022	AMAZON.COM	6250 LABORATORY SUPPLIES	21.54
			6250 LABORATORY SUPPLIES	54.13
			6035 COMPUTER HARDWARE	148.17
			6035 COMPUTER HARDWARE	12.02
			6250 LABORATORY SUPPLIES	25.16
			6270 OFFICE SUPPLIES	165.68
			6270 OFFICE SUPPLIES	37.66
			6270 OFFICE SUPPLIES	37.86
			6250 LABORATORY SUPPLIES	25.08
				<u>527.30</u>
Acct ending 5999				
18579	01/20/2022	ANTONIO BISHOP	6232 Per Diem (Per Diem)	160.00
				<u>160.00</u>
Per Diem MVCAC				

Claims List

January 20, 2022

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
18580	01/20/2022	AVIVA GOLDMANN	6232 Per Diem (Per Diem)	160.00
				<u>160.00</u>
		Per Diem MVCAC		
18581	01/20/2022	AZUSA LIGHT & WATER	6343 Meter # 89661864	83.22
			6343 Meter # 45169724 (Account # 303-0191.300 09/19/20	48.21
		303-0190.300		<u>131.43</u>
18582	01/20/2022	BECKY A. SHEVLIN	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
		BM of 1/14/22		
18583	01/20/2022	BRYAN SORVILLO 1	6232 Per Diem (Per Diem)	160.00
				<u>160.00</u>
		Per Diem MVCAC		
18584	01/20/2022	CHARLIE KLINAKIS	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
		BM of 1/14/22		
18585	01/20/2022	COREY CALAYCAY	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
		BM of 1/14/22		
18586	01/20/2022	CYNTHIA STERNQUIST	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
		BM of 1/14/22		
18587	01/20/2022	DENISE MENCHACA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
		BM of 1/14/22		

SAN GABRIEL VALLEY MVCD

Claims List

January 20, 2022

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
18588	01/20/2022	ELYSE RASMUSSEN	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 1/14/22				
18589	01/20/2022	GILBERT HOLGUIN	6232 Per Diem (Per Diem)	160.00
				<u>160.00</u>
Per Diem MVCAC				
18590	01/20/2022	HAROLD J. BISSNER III	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 1/14/22				
18591	01/20/2022	HENRY M. MORGAN	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 1/14/22				
18592	01/20/2022	HOME DEPOT	6040 Building Maintenance	31.94
			6042 EQUIPMENT MAINTENANCE	35.25
Acct ending 4710				
			6042 EQUIPMENT MAINTENANCE	34.42
			6040 Building Maintenance	20.76
			6040 Building Maintenance	27.53
			6040 Building Maintenance	31.33
				<u>181.23</u>
18593	01/20/2022	JACKIE DOORNIK	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 1/14/22				

SAN GABRIEL VALLEY MVCD

Claims List

January 20, 2022

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
18594	01/20/2022	JASON FARNED	6232 Per Diem (Per Diem)	160.00
				<u>160.00</u>
Per Diem MVCAC				
18595	01/20/2022	JERRY VELASCO	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 1/14/22				
18596	01/20/2022	JOHN CAPOCCIA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 1/14/22				
18597	01/20/2022	JOSEPH LEON	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 1/14/22				
18598	01/20/2022	KENN K. FUJIOKA	6072 EMPLOYEE BENEFITES (Retired Employee)	316.94
				<u>316.94</u>
Premium Reimbursemen				
18599	01/20/2022	KIMBERLY NELSON	6232 Per Diem (Per Diem)	160.00
				<u>160.00</u>
Per Diem MVCAC				
18600	01/20/2022	KRIZTIAN LUNA	6232 Per Diem (Per Diem)	160.00
				<u>160.00</u>
Per Diem MVCAC				

SAN GABRIEL VALLEY MVCD

Claims List

January 20, 2022

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
18601	01/20/2022	LLOYD JOHNSON	6030 BOARD EXPENSES	149.50
				<u>149.50</u>
BM of 1/14/22				
18602	01/20/2022	MARCO GAYTAN	6232 Per Diem (Per Diem)	160.00
				<u>160.00</u>
Per Diem MVCAC				
18603	01/20/2022	MARGARET E. FINLAY	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 1/14/22				
18604	01/20/2022	MARTA TANAKA	6072 EMPLOYEE BENEFITES (Retired Employee)	865.08
				<u>865.08</u>
Premium Reimburse				
18605	01/20/2022	MARY ANGELA BRISCO	6072 EMPLOYEE BENEFITES (Retired Employee)	526.86
				<u>526.86</u>
Premium Reimburse				
18606	01/20/2022	MIKE NIFFENEGGER	6072 EMPLOYEE BENEFITES (Retired Employee)	618.23
				<u>618.23</u>
Premium Reimburse				
18607	01/20/2022	PABLO CABRERA	6232 Per Diem (Per Diem)	160.00
				<u>160.00</u>
Per Diem MVCAC				

SAN GABRIEL VALLEY MVCD

Claims List

January 20, 2022

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
18608	01/20/2022	RAMONA DEACON	6072 EMPLOYEE BENEFITES (Retired Employee)	618.23
				<u>618.23</u>
Premium Reimburse				
18609	01/20/2022	RICHARD BARAKAT	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 1/14/22				
18610	01/20/2022	ROBERT GONZALES	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 1/14/22				
18611	01/20/2022	ROBERT S. JOE	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 1/14/22				
18612	01/20/2022	SANDRA ARMENTA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 1/14/22				
18613	01/20/2022	SOCALGAS	6341 Utilities (Acc # 057 518 2100 9 Acc # 059 618 2100 5)	38.76
			6341 Utilities (Acc # 057 518 2100 9 Acc # 059 618 2100 5)	398.25
				<u>437.01</u>
059-618-2100-5				
18614	01/20/2022	SOUTHERN CALIFORNIA EDISON	6340 UTILITIES - ELECTRIC	1,930.92
			6340 UTILITIES - ELECTRIC	1,812.29

SAN GABRIEL VALLEY MVCD

Claims List

January 20, 2022

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
700251011287			6340 UTILITIES - ELECTRIC	11.58
				3,754.79
18615	01/20/2022	STAPLES CREDIT PLAN	6270 OFFICE SUPPLIES	15.79
				15.79
Acct ending 9187				
18616	01/20/2022	STEPHEN SHAM	6030 BOARD EXPENSES	100.00
				100.00
BM of 1/14/22				
18617	01/20/2022	STREAMLINE	6037 WEBSITE AND EMAIL SERVICE	200.00
				200.00
OEAF3F59-0014				
18618	01/20/2022	TIM SANDOVAL	6030 BOARD EXPENSES	100.00
				100.00
BM of 1/14/22				
18619	01/20/2022	US BANK	6270 OFFICE SUPPLIES	3,398.41
			6270 OFFICE SUPPLIES	56.13
Alba			6270 OFFICE SUPPLIES	535.46
			6232 SEMINARS AND MEETINGS	52.28
			6185 POSTAGE	8.60
Contreras			6036 COMPUTER SOFTWARE	14.99
			6036 COMPUTER SOFTWARE	1,386.00
Dever			6036 COMPUTER SOFTWARE	306.05
			6036 COMPUTER SOFTWARE	175.00

SAN GABRIEL VALLEY MVCD

Claims List

January 20, 2022

Num	Date	Name	Item	Original Amount
			6036 COMPUTER SOFTWARE	93.84
			6036 COMPUTER SOFTWARE	166.00
			6333 BRANDED CLOTHING	42.75
			6333 BRANDED CLOTHING	35.00
Doyle			6232 SEMINARS AND MEETINGS	20.00
			6232 SEMINARS AND MEETINGS	20.00
			6232 SEMINARS AND MEETINGS	20.00
			6232 SEMINARS AND MEETINGS	20.00
			6232 SEMINARS AND MEETINGS	20.00
			6333 BRANDED CLOTHING	49.97
			6232 SEMINARS AND MEETINGS	102.20
			6330 TRAINING, CEU'S	360.00
Farned			6333 BRANDED CLOTHING	244.85
			6250 LABORATORY SUPPLIES	19.17
			6333 BRANDED CLOTHING	35.00
Glodmann			6270 OFFICE SUPPLIES	13.07
			6270 OFFICE SUPPLIES	16.62
Luna Corona			6232 REGISTRATION - SEMINARS (REGISTRATION)	325.00
			6036 COMPUTER SOFTWARE	229.00
			6036 COMPUTER SOFTWARE	180.00
Holguin			6280 SUPPLIES, OPERATIONS	19.10
			6280 SUPPLIES, OPERATIONS	53.85
			6250 LABORATORY SUPPLIES	88.13
			6250 LABORATORY SUPPLIES	15.32
Nelson			6250 LABORATORY SUPPLIES	764.69
			6251 ARBOVIRUS TESTING SUPPLIES	11.38
			6185 POSTAGE	298.86
			6232 Travel Expenses (Travel Expenses)	157.96
			6232 Travel Expenses (Travel Expenses)	157.96
			6037 WEBSITE AND EMAIL SERVICE	24.97
			6003 ADVERTISING	158.30
Sun			6232 REGISTRATION - SEMINARS (REGISTRATION)	260.00
			6036 COMPUTER SOFTWARE	99.00
			6037 WEBSITE AND EMAIL SERVICE	4.99

SAN GABRIEL VALLEY MVCD

Claims List

January 20, 2022

Num	Date	Name	Item	Original Amount
			6232 SEMINARS AND MEETINGS	81.63
			6037 WEBSITE AND EMAIL SERVICE	459.00
			6186 Printing	891.77
			6040 Building Maintenance	18.60
			6042 EQUIPMENT MAINTENANCE	44.10
Van der Heyden			6042 EQUIPMENT MAINTENANCE	28.27
			6042 EQUIPMENT MAINTENANCE	7.74
			6280 SUPPLIES, OPERATIONS	24.26
				<u>11,615.27</u>
18620	01/20/2022	VECTOR CONTROL JPA	6111 OTHER INSURANCE	494.86
				<u>494.86</u>
VCJPA 2022-098				
18621	01/20/2022	ZORO.COM	6280 SUPPLIES, OPERATIONS	51.69
				<u>51.69</u>
10355697				
		Accounts Payable for January 20, 2022		54,753.47
		Total Accounts Payable for January 2022		86,437.39
		Total Payroll for January 2022		244,517.16
		see attached		
		Total Claims for January 2021		330,954.55

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

Department	January 6, 2021	January 20, 2022	TOTAL
EXECUTIVE	9,629.91	9,762.34	19,392.25
ADMINISTRATION	11,025.53	11,175.52	22,201.05
OPERATIONS	57,461.77	57,784.12	115,245.89
SURVEILLANCE	13,844.81	14,653.20	28,498.01
COMMUNICATIONS	16,459.33	16,609.34	33,068.67
SEASONAL WORKERS	-	-	-
Gross Payroll	108,421.35	109,984.52	218,405.87
Employer Taxes	8,527.85	7,547.90	16,075.75
Car Allowance	500.00	-	500.00
Employee Benefit-Med	4,787.73	4,747.81	9,535.54
TOTAL PAYROLL	122,236.93	122,280.23	244,517.16

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SGVMVCD
 Comparative YTD Actual to Full Year Budget
 Current Period 58% of Year Completed
 January 31, 2022

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
PERSONNEL EXPENSES						
Salaries, Exempt	43,320.02	390,468.65	681,100.00	290,631.35	57.33	
Salaries - Non Exempt	101,330.18	1,047,093.45	2,288,011.00	1,240,917.55	45.76	
Salaries - Overtime	17.09	13,007.42	20,500.00	7,492.58	63.45	Saturday work
Salaries - Vacation	14,323.39	103,351.90	118,435.00	15,083.10	87.26	Resignation & YE pay out
Salaries-Holiday	49,886.51	98,552.89	132,061.00	33,508.11	74.63	2 holidays remaining
Salaries, Sick Pay	9,528.68	71,750.27	113,165.00	41,414.73	63.40	Retirement pay out @ 1/2 rate
Salaries, Part-time - XH	0.00	100,440.00	225,915.00	125,475.00	44.46	
Management Car Allowance	500.00	3,500.00	6,000.00	2,500.00	58.33	
Cafeteria Benefit	29,125.60	224,938.30	435,200.00	210,261.70	51.69	
Hlth Benefits, Ret Emps	2,945.34	23,420.27	35,000.00	11,579.73	66.92	Additional retiree
Employer, 457 Contribution	279.68	2,094.84	3,636.00	1,541.16	57.61	
Medicare	3,262.61	27,429.77	54,165.00	26,735.23	50.64	
Retirement - Classic	8,285.58	61,207.94	118,822.00	57,614.06	51.51	
Retirement - Pepra	11,778.60	87,604.27	172,210.00	84,605.73	50.87	
Retirement - Classic-Unfunded Liability	0.00	172,234.00	172,300.00	66.00	99.96	One time expense
Retirement - Pepra-Unfunded Liability	0.00	8,714.00	8,720.00	6.00	99.93	One time expense
Social Security	0.00	4,538.59	12,030.00	7,491.41	37.73	
Group Term Life Ins	0.00	2,672.00	4,800.00	2,128.00	55.67	
Tuition Reimbursement	0.00	0.00	8,000.00	8,000.00	0.00	
Insurance, unemployment	12,813.14	14,559.84	26,000.00	11,440.16	56.00	
Post Retirement Benefits	0.00	0.00	200,000.00	200,000.00	0.00	
TOTAL PERSONNEL EXPENSES	287,396.42	2,457,578.40	4,836,070.00	2,378,491.60	50.82	
OPERATING EXPENSES						
Event Participation Fees	0.00	85.00	4,000.00	3,915.00	2.13	
Arbovirus Testing Supplies	11.38	12,322.03	26,000.00	13,677.97	47.39	
Branded Clothing	407.57	1,541.56	10,100.00	8,558.44	15.26	
Boots	0.00	350.00	5,500.00	5,150.00	6.36	
Misc. Rentals	0.00	0.00	2,000.00	2,000.00	0.00	
Professional Development	0.00	384.95	2,000.00	1,615.05	19.25	
Awards	0.00	1,126.26	3,000.00	1,873.74	37.54	
Advertising	158.30	13,952.92	30,000.00	16,047.08	46.51	

SGVMVCD
 Comparative YTD Actual to Full Year Budget
 Current Period 58% of Year Completed
 January 31, 2022

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Bank Charges	236.74	8,867.31	19,000.00	10,132.69	46.67	
Board expenses	2,149.50	16,447.00	38,000.00	21,553.00	43.28	
Computer Hardware	160.19	4,204.07	56,000.00	51,795.93	7.51	
Computer Software	2,649.88	23,609.43	59,000.00	35,390.57	40.02	
Website/Email Service	888.96	2,299.66	7,000.00	4,700.34	32.85	
Facility maintenance	9,756.32	37,581.78	50,000.00	12,418.22	75.16	Electrical work
Maintenance, equipment	149.78	1,147.42	3,000.00	1,852.58	38.25	
Maintenance, grounds	0.00	476.85	2,000.00	1,523.15	23.84	
Lease Equipment	(79.96)	9,922.22	21,000.00	11,077.78	47.25	
Fees & Assessments	0.00	3,859.55	4,300.00	440.45	89.76	LA County Fire Permit
Hiring expenses	0.00	906.25	4,600.00	3,693.75	19.70	
VCJPA General Fund	0.00	5,391.00	7,530.00	2,139.00	71.59	One time expense
Insurance, liability	(2,703.00)	104,453.00	89,000.00	(15,453.00)	117.36	Refund of premium
Workers Comp Insurance	(59,084.00)	87,957.00	147,400.00	59,443.00	59.67	Refund of premium
Automobile Insurance	0.00	2,607.00	2,700.00	93.00	96.56	One time expense
Other Insurance	494.86	2,240.80	4,850.00	2,609.20	46.20	
Insurance, property	0.00	7,795.00	7,220.00	(575.00)	107.96	One time expense
Legal	0.00	21,656.20	70,000.00	48,343.80	30.94	
Memberships	0.00	20,387.00	35,500.00	15,113.00	57.43	
Miscellaneous expenses	157.39	1,613.11	3,500.00	1,886.89	46.09	
Postage	307.46	3,860.86	11,800.00	7,939.14	32.72	
Accounting Services, Auditor	0.00	13,122.50	24,000.00	10,877.50	54.68	
Professional Services , Other	0.00	0.00	2,000.00	2,000.00	0.00	
Professional Services-IT	1,930.00	15,294.66	50,000.00	34,705.34	30.59	
Printing & Reproduction	891.77	5,322.05	20,000.00	14,677.95	26.61	
Reference	0.00	0.00	800.00	800.00	0.00	
Seminars and meetings	2,670.03	18,317.87	48,600.00	30,282.13	37.69	
Supplies, Surveillance	991.71	8,833.34	15,000.00	6,166.66	58.89	
Supplies, Vehicle Maintenance	(1,701.98)	22,917.61	60,000.00	37,082.39	38.20	Proceeds from auction
Supplies, Gasoline	2,360.64	44,652.51	70,000.00	25,347.49	63.79	Price increase
Supplies, Office	3,763.12	8,743.47	13,100.00	4,356.53	66.74	
Supplies, Mosquito Fish	0.00	138.00	5,000.00	4,862.00	2.76	
Supplies, Operations	148.90	3,053.19	15,000.00	11,946.81	20.35	
Supplies, Pesticides	0.00	112,759.94	140,000.00	27,240.06	80.54	Supply for season

SGVMVCD
 Comparative YTD Actual to Full Year Budget
 Current Period 58% of Year Completed
 January 31, 2022

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Supplies, Communications	0.00	5,419.49	10,000.00	4,580.51	54.19	
Supplies, Education Program	0.00	13,838.85	18,000.00	4,161.15	76.88	Projects
Supplies, Safety	0.00	1,923.60	25,000.00	23,076.40	7.69	
Supplies, Media Production	0.00	4,558.92	6,000.00	1,441.08	75.98	Projects
Benefit Assesment Admin Cost	95,771.25	107,861.57	116,000.00	8,138.43	92.98	One time fee
Communications, field	0.00	27,629.05	42,000.00	14,370.95	65.78	Additional seasonals
Telephone, Internet	0.00	7,697.33	14,000.00	6,302.67	54.98	
Telephone , Office	1,254.23	9,614.77	13,000.00	3,385.23	73.96	Increase in plan fees
Training , CEU's	216.00	5,250.00	6,000.00	750.00	87.50	Certification renewals
Uniforms and clothing	3,850.78	10,335.10	12,000.00	1,664.90	86.13	Credits to be applied
Utilities, Electric	3,754.79	23,676.62	28,000.00	4,323.38	84.56	Rate and usage increase
Utilities, Natural Gas	437.01	1,531.21	3,300.00	1,768.79	46.40	
Utilities, Water	131.43	1,297.29	2,200.00	902.71	58.97	Rate increase
Surveillance, Aerial	0.00	0.00	25,500.00	25,500.00	0.00	
TOTAL OPERATING EXPENSES	72,131.05	870,834.17	1,510,500.00	639,665.83	57.65	
TOTAL EXPENSES	359,527.47	3,328,412.57	6,346,570.00	3,018,157.43	52.44	
CAPITAL OUTLAY EXPENSES						
Capital Outlay	0.00	202,620.10	430,000.00	227,379.90	47.12	Cloud Migration
TOTAL CAPITAL EXPENSES	0.00	202,620.10	430,000.00	227,379.90	47.12	
RESERVES						
Reserve, Public Health Em	0.00	0.00	1,326,200.00	1,326,200.00	0.00	
Reserve, Capital Projects	0.00	0.00	459,929.00	459,929.00	0.00	
Reserve, Pension Liability	0.00	0.00	200,258.00	200,258.00	0.00	
Reserve, Building/Facilities	0.00	0.00	224,761.00	224,761.00	0.00	
Reserve, Vehicle Replacement	0.00	0.00	105,761.00	105,761.00	0.00	
TOTAL RESERVES	0.00	0.00	2,316,909.00	2,316,909.00	0.00	

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**MINUTES of the San Gabriel Valley Mosquito and Vector Control District
Board of Trustees Meeting
1145 N. Azusa Canyon Road, West Covina, CA 91790
January 14, 2022**

TRUSTEES PRESENT

Stephen Sham (Alhambra)
 Robert Gonzales (Azusa)
 Richard Barakat (Bradbury)
 Corey Calaycay (Claremont)
 Henry Morgan (Covina)
 Margaret Finlay (Duarte)
 Jerry Velasco (El Monte)
 Jackie Doornik (Glendora)
 Charlie Klinakis (La Puente)
 Elyse Rasmussen (La Verne)
 Jamie Bissner (Los Angeles Co.)
 Becky Shevlin (Monrovia)
 Joseph Leon (Monterey Park)
 Rachel Janbek (Pasadena)
 Tim Sandoval (Pomona)
 Sandra Armenta (Rosemead)
 Ryan Vienna (San Dimas)
 Denise Menchaca (San Gabriel)
 John Capoccia (Sierra Madre)
 Robert Joe (So. Pasadena)
 Cynthia Sternquist (Temple City) *Arrived at 7:12am*
 Allen Wu (Walnut)
 Lloyd Johnson (West Covina)

TRUSTEES ABSENT

Catherine Marcucci (Industry)
 Manuel Garcia (Irwindale)

STAFF PRESENT

Jared Dever
 Rose Alba
 Jason Farned
 Levy Sun
 Evelyn Gutierrez
 Cecilia Contreras

GUESTS PRESENT

Representatives, Kelly Black (Legal counsel)

1. Call to Order

Board President Becky Shevlin called the meeting to order at 7:00 a.m. Trustee Corey Calaycay led the Pledge of Allegiance. Trustees Richard Barakat, Corey Calaycay, Jerry Velasco, Charlie Klinakis, Jamie Bissner, Joseph Leon, Rachel Janbek, Sandra Armenta, and Robert Joe took their respective Oaths of Office collectively. Clerk of the Board Cecilia Contreras took Roll Call.

- 2. Consider RESOLUTION No. 22-01 – RESOLUTION OF THE BOARD OF TRUSTEES OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY ON MARCH 4, 2020 BY CALIFORNIA GOVERNOR GAVIN NEWSOM AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT FOR THE PERIOD COMMENCING JANUARY 14th AND RUNNING UNTIL FEBRUARY 13th PURSUANT TO THE APPLICABLE BROWN ACT PROVISIONS.**

President Shevlin provided background on Resolution 22-01 for the continuance of the teleconference of public meetings.

Motion by Trustee Calaycay, seconded by Trustee Velasco, and carried by the following vote to approve Resolution 22-01.

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

3. Order of Business

None

4. Opportunity for Public Comment on Non-Agenda Items

None

5. Election of 2022-2024 Nominated Officers of President, Vice President/President Elect, Secretary/Treasurer for the Board of Trustees

Motion by Trustee Calaycay, seconded by Trustee Velasco, and carried by the following vote to approve Becky Shevlin as President, John Capoccia as Vice President/President Elect, and Lloyd Johnson as Secretary/Treasurer.

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

6. Consent Calendar

Motion by Trustee Finlay, seconded by Trustee Calaycay, and carried by the following vote to approve Items 6.1- 6.7 of the Consent Calendar.

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

7. Presentation

none

8. Closed Session: Public Employment

Government Code Section 54957(b)
Title of Position: Interim District Manager

Members of the Board of Trustees, District Counsel, District Manager, and Director of Administrative Services entered closed session to discuss the public employee position of Interim District Manager. At the conclusion of the closed session President Shevlin requested District Counsel Black to report any required public disclosure of action(s) taken. District Counsel Black reported that after discussion, the board's consensus was to entertain a motion to approve the Interim District Manager's appointment at stated salary of \$11,514 a month pursuant to contract terms in addition to delegation authority to Executive Committee to make minor adjustments to contract to finalize it.

Motion by Trustee Morgan, seconded by Trustee Finlay, and carried by the following vote to approve the contract of Interim District Manager.

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

9. Consider Approval of Midyear Budget Adjustments for Fiscal Year 2021-2022

District Manager Dever provided an overview of Midyear Budget Adjustments for Fiscal Year 2021-2022.

Motion by Trustee Leon, seconded by Trustee Velasco, and carried by the following vote to approve the Midyear Budget Adjustments for Fiscal Year 2021-2022.

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

10. Consider Approval of CalPERS Other Post-Employment Benefits (OPEB) and Pension Unfunded Actuarial Liabilities (UAL) Contributions

District Manager Dever provided a background and overview of the CalPERS Other Post-Employment Benefits (OPEB) and Pension Unfunded Actuarial Liabilities (UAL) Contributions.

Trustee Barakat expressed concern on the interest amount that is accruing on the UAL account and commented that priority be made to get ahead of payments to eliminate interest total as much as fiscally responsible. District Manager Dever concurred and offered details on reserve amounts available as an option to utilize for payment of debt obligation. Trustee Calaycay expressed support of Trustee Barakat's comment to place priority on discretionary payments and provided thoughts on options available. Further discussion was made regarding alternate amount allocations available to Board for payment purposes. Trustee Capoccia commented that the recommended amount presented by staff would be appropriate at this time and requested that a more in-depth discussion be had with the Board to determine an overall strategy that is suitable once staff has presented a thorough analysis of topic.

Motion by Trustee Barakat, seconded by Trustee Capoccia, and carried by the following vote to approve the Other Post-Employment Benefits (OPEB) 115 Trust Contribution in the amount of \$182,575.

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

11. Consideration of LAFCO Request to Nominate Candidates to Serve as Special District Representative and Alternate

District Manager Dever provided information on LAFCO request for nomination of candidates to serve as Special District Representative and Alternate. He informed Trustees to reach out to staff or Lagerlof, LLP directly if interested in being a candidate for consideration of the positions available.

12. District Administration

12.1 Covid Update

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

12.2 Reminder of Upcoming Annual Form 700 Filing

District Manager Dever reminded the Board of the annual Form 700 Filing requirement due April 1st.

12.3 District Personnel Update

District Manager Dever announced the departure of Director of Surveillance Melissa Doyle in December and stated recruitment to fill the position would begin in early February. He also expressed his thanks to the Board and staff for their support during his tenure at the District. Trustee Finlay, Trustee Barakat, Trustee Calaycay, Trustee Armenta, and Trustee Shevlin conveyed their gratitude and appreciation to District Manager Dever for his leadership.

13. Committee Reports

13.1 Finance and Audit Committee

No additional committee agenda items to report.

13.2 Personnel and Policy Committee

No additional committee agenda items to report.

14. Trustee Reports

14.1 Trustee Committee Assignments – Interest form due January 21, 2022

Trustee Shevlin stated that Trustees would be receiving a Committee Interest Form via email and requested that the form be submitted to staff with their preferences for committee assignments.

14.2 Request for Updated Trustee Contact Information

Trustee Shevlin stated that Trustees would be receiving a form for updated contact information and requested the form be emailed to staff to update contact preferences.

15. New Business

Trustee Calaycay congratulated Jason Farned on the Interim District Manager position. He also commented on the City of Claremont's recent approval of updates to their stormwater ordinance and expressed concerns regarding rain barrels and other water saving measures in communities. He requested staff reach out to cities to communicate current recommendations in place to proactively address potential issues regarding topic. Trustee Shevlin stated it would be wise to consider presentations at City Council meetings on the subject. District Manager Dever indicated that incoming Interim District Manager Farned is well versed on the subject and will be a good point of contact regarding the topic moving forward. He also requested that Trustees reach out to staff with any updates in their respective cities regarding water conservation measures to help ensure District continues to work to improve outcomes of projects in relation to public health and be less impactful to long term vector control planning.

16. Adjournment

The meeting was adjourned at 8:36 a.m.

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Operations Department
Disease Weeks 1–4 | January 2 – January 29

Zone Specialists:

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

Chemical Usage:**January 2022**

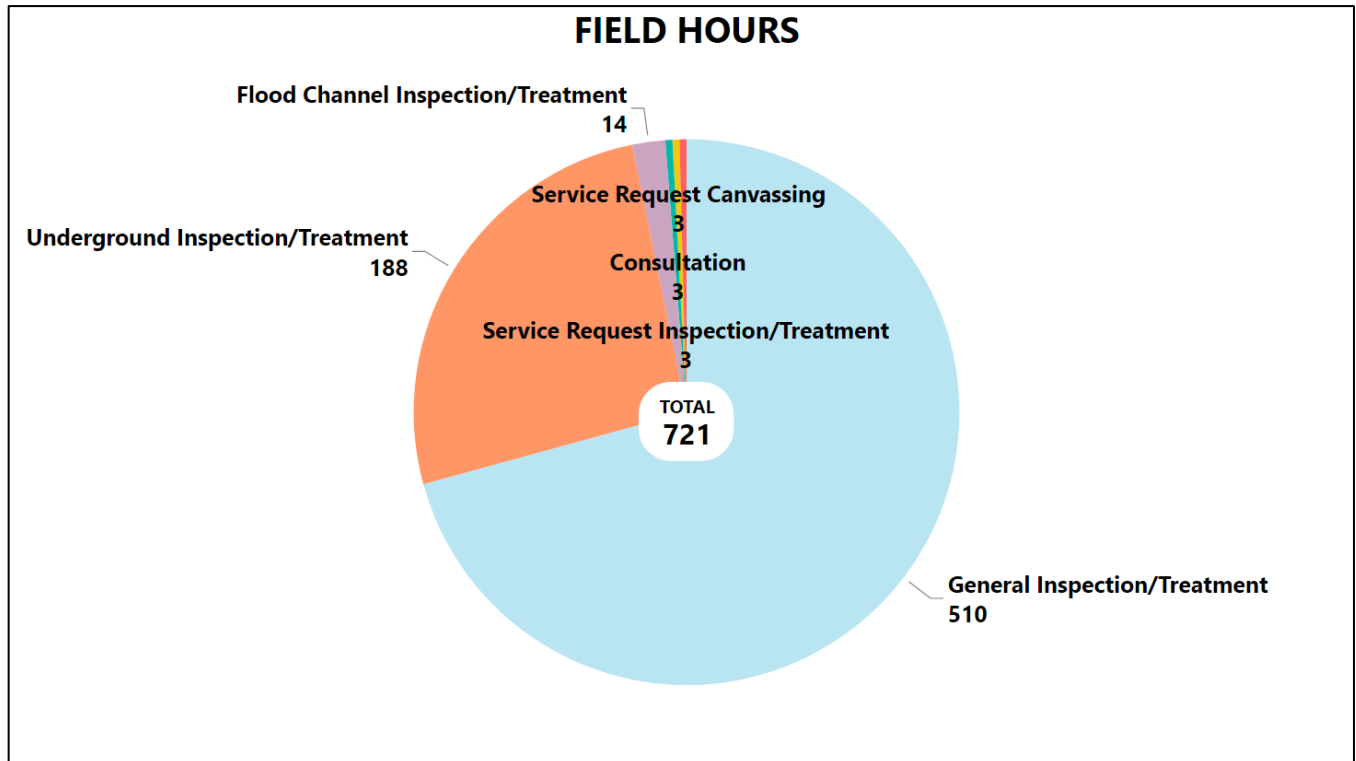
Larvicides/Pupicides			
Method of Action	Target	Amount	Area Treated
Larvicide Oils (Surface Film)			
Suffocation	Mosquitoes	0.46 gal.	4192 sq.ft.
Insect Growth Regulators (IGR's)			
Inhibits metamorphosis	Mosquitoes	20.10 lbs.	30779 sq.ft.
Bacterials			
Ingestion, toxicant	Mosquitoes	0.13 gal.	68112 sq.ft.
Ingestion, toxicant	Mosquitoes	21.11 lbs.	147406 sq.ft.
Biologicals			
Mosquito fish	Mosquitoes	142 ea.	1217 sq.ft.

Field Statistics:

2,017 - 7.18 %
2021
SITES VISITED

14 + 55.56 %
2021
SERVICE REQUESTS

1 - 50 %
2021
CONSULTATIONS



Surveillance Department
Disease Weeks 1-4 | January 2 - January 29

Insect Surveillance Activities

During this past winter month, the Surveillance Department has been preparing for the upcoming season and making improvements to the department activities. Weekly mosquito surveillance was discontinued due to assumed low mosquito activities from low temperatures. However, the department will set a limited number of traps when the district experiences unusually warm day and overnight temperatures. Until then, the department has been working on the insectary and rearing both *Culex quinquefasciatus* and *Aedes aegypti* mosquitoes. These mosquitoes will be used to test the efficacy of the current pesticides that we are using in our district. The mosquito fish tanks and pond has been cleaned, and all trap repairs have been completed in preparation for the upcoming season. Full routine trapping will resume on March 1st.

Department Project Summaries

During the 2021 season, the Surveillance Department undertook multiple projects focused on various aspects aimed at refining mosquito and black fly sampling in the San Gabriel Valley.

As an interdepartmental integrated approach to a cluster of West Nile virus activity in the city of Covina, the district worked together to mitigate the problem. West Nile virus (WNV) is endemic to Los Angeles County, however in recent years, evidence of transmission was thought to be scattered and isolated, especially in the San Gabriel Valley. Beginning in May 2021, a cluster of West Nile virus activity was first identified through mapping the increased number of dead crows found in the city of Covina. Testing of the birds and mosquitoes in the area confirmed West Nile virus was circulating, triggering an interdepartmental and collaborative response to help mitigate the potential threat to residents. Increased mosquito sampling, wild dead bird testing, and pesticide efficacy testing was completed by Surveillance. Door-to-door neighborhood notifications targeted digital outreach, direct mailers, repellent wipes distributed at social events, and signs posted throughout affected neighborhoods by Communications. Operations canvassed the area, provided individual treatments to breeding, and conducted wide area treatments via truck mounted sprayers. While the number of WNV positive samples in 2021 was high in comparison to recent years, in a historical context, retrospective data analysis (Figure 1) showed that this level of activity had been previously observed.

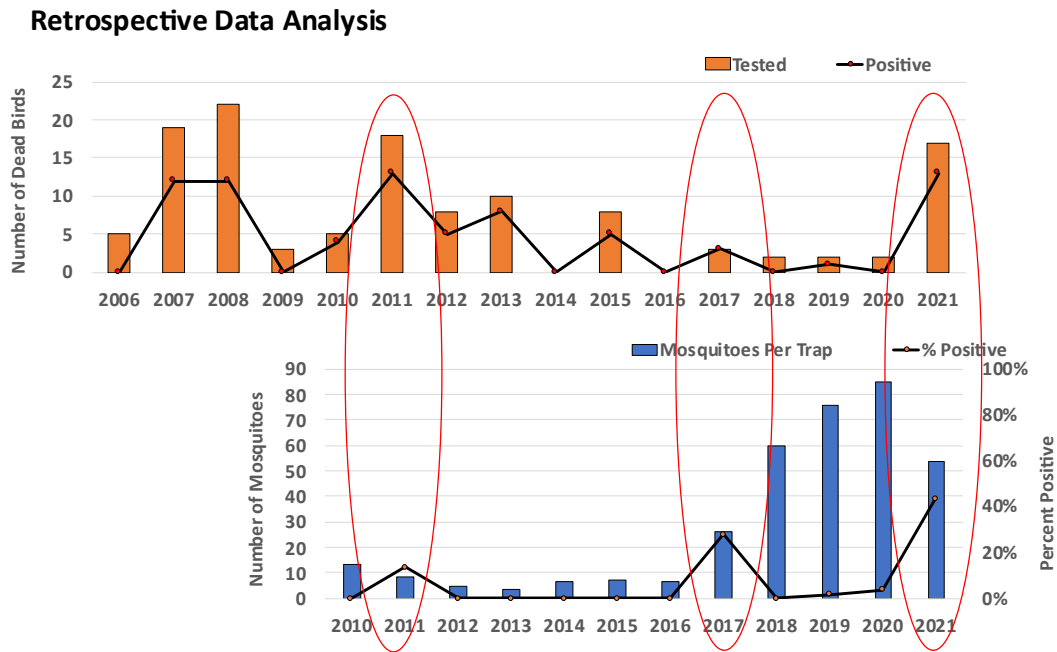


Figure 1. Retrospective Data Analysis of dead birds and mosquitoes that were collected in the city of Covina. This graph shows that over the course of the last 15 years, there have been multiple instances where there was a high number of positive dead birds and mosquitoes sampled in Covina.

Black flies, specifically *Simulium vittatum* and *Simulium tescorum*, are known throughout the foothills of the San Gabriel Mountains (Los Angeles County, California) for their nuisance biting behaviors. Understanding when black flies are actively seeking a host can inform treatments and educational efforts to residents. Kimberly Nelson with the help of James Campbell, Gimena Ruedas looked at host-seeking behaviors by monitored abundance weekly for 24 hours using a rotating bottle collecting carbon-dioxide baited trap over 8 time periods (3 hours each). Two time periods showed an increase in host-seeking behaviors (Figure 2), though more research is necessary to distinctly say that these are highly active times of these biting nuisances in the San Gabriel Valley. *Simulium tescorum* was the only species captured in traps this year showing that a seasonality of species may exist in black flies and different species may have different host seeking behaviors. Continued trapping could aide in the overall knowledge of black flies in the San Gabriel Valley and help residents know a more exact time of when these nuisance flies are active.

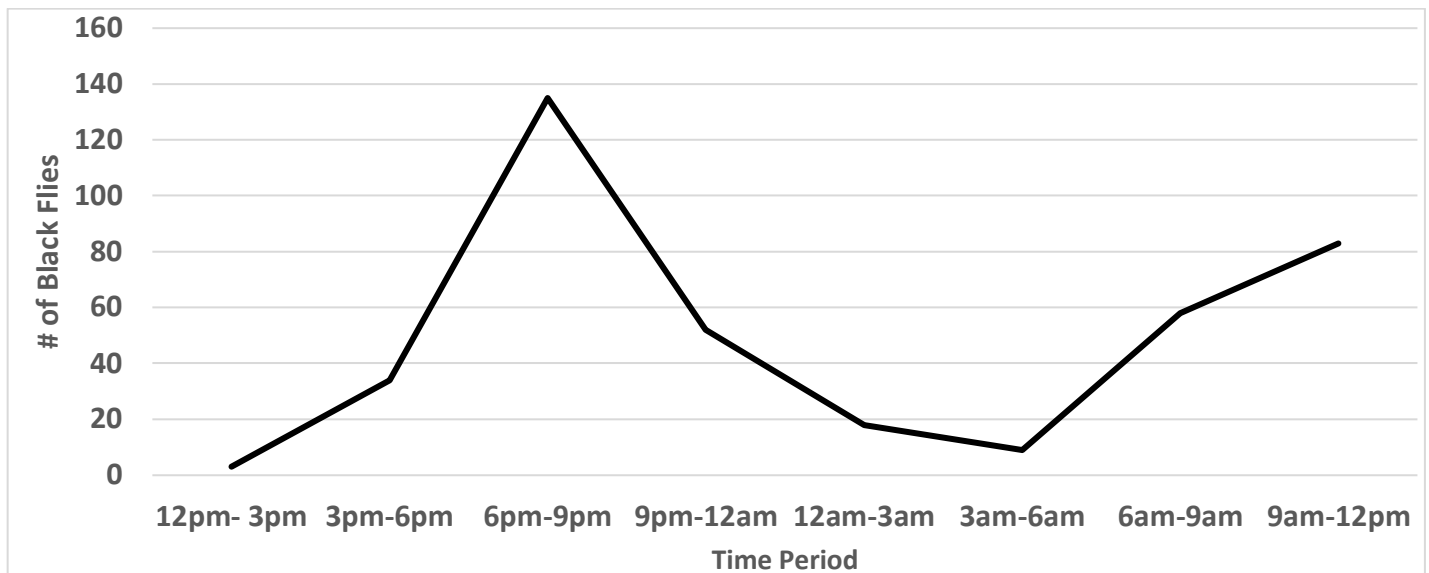


Figure 2. Host Seeking Behaviors of Black Flies in Glendora, California. Sampling showed increased host seeking behaviors between 6-9 pm and 9am and 12pm.

Jung Kim with the help of Kimberly Nelson, Aviva Goldmann, and Melissa Doyle used pitfall traps to look at potential predacious insects that could be found in ovitraps that may reduce the success of *Aedes* development. Pitfall traps, lined with fluon to limit potential escape, were placed at ten parks around the San Gabriel Valley. These traps were placed for a one-week period in July and September. *Aedes* eggs were placed inside of the pitfall traps and the average percent of eggs missing from replicates was analyzed. The Argentine ant, *Linepithema humile*, was the predacious insect associated with the highest percentage of eggs missing post collection. A poster presentation of this project was presented at the Entomological Society of America in November of 2021 (Figure 3).

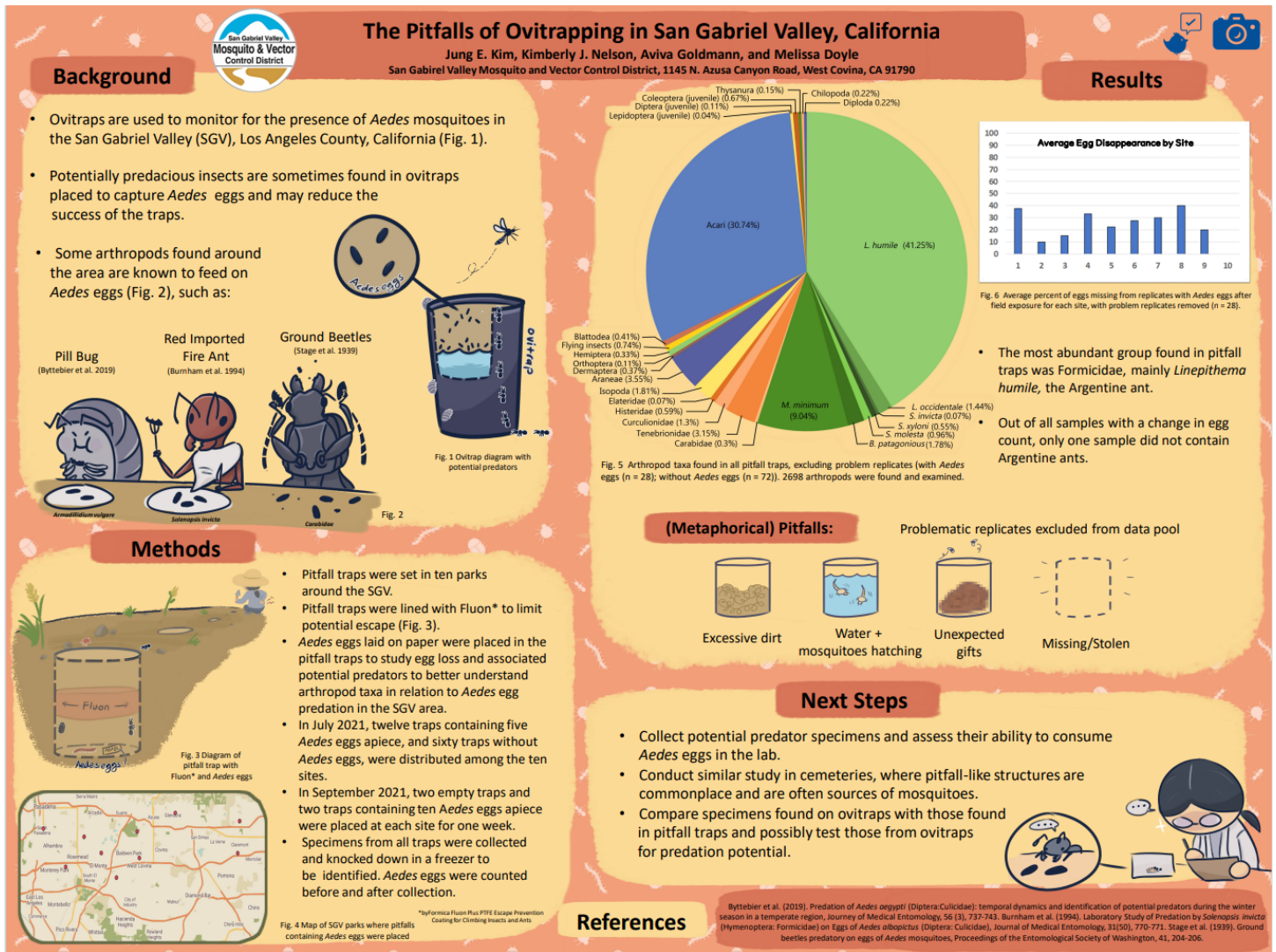


Figure 3. The Pitfalls of Ovitraping. The Argentine ant, *Linepithema humile*, was the predacious insect associated with the highest percentage of eggs missing post collection in replicate pitfall traps.

Jacqueline (Jacky) Cordova, with the help of Kimberly Nelson and Melissa Doyle, looked at the possible deterrence of *Aedes aegypti* using citronella oil and monthly Biogents (BG) Sentinel traps from August to October in the cities of Irwindale, La Puente, and West Covina. This study attempted to find alternative methods of repelling mosquitoes, but the results showed that citronella oil was not as effective at repelling the *Aedes* mosquitoes. In fact, it seemed as if a high number of males of all three species (*Aedes aegypti*, *Aedes albopictus*, and *Culex quinquefasciatus*) were attracted to the BG traps that contained the citronella oil (Figure 4).

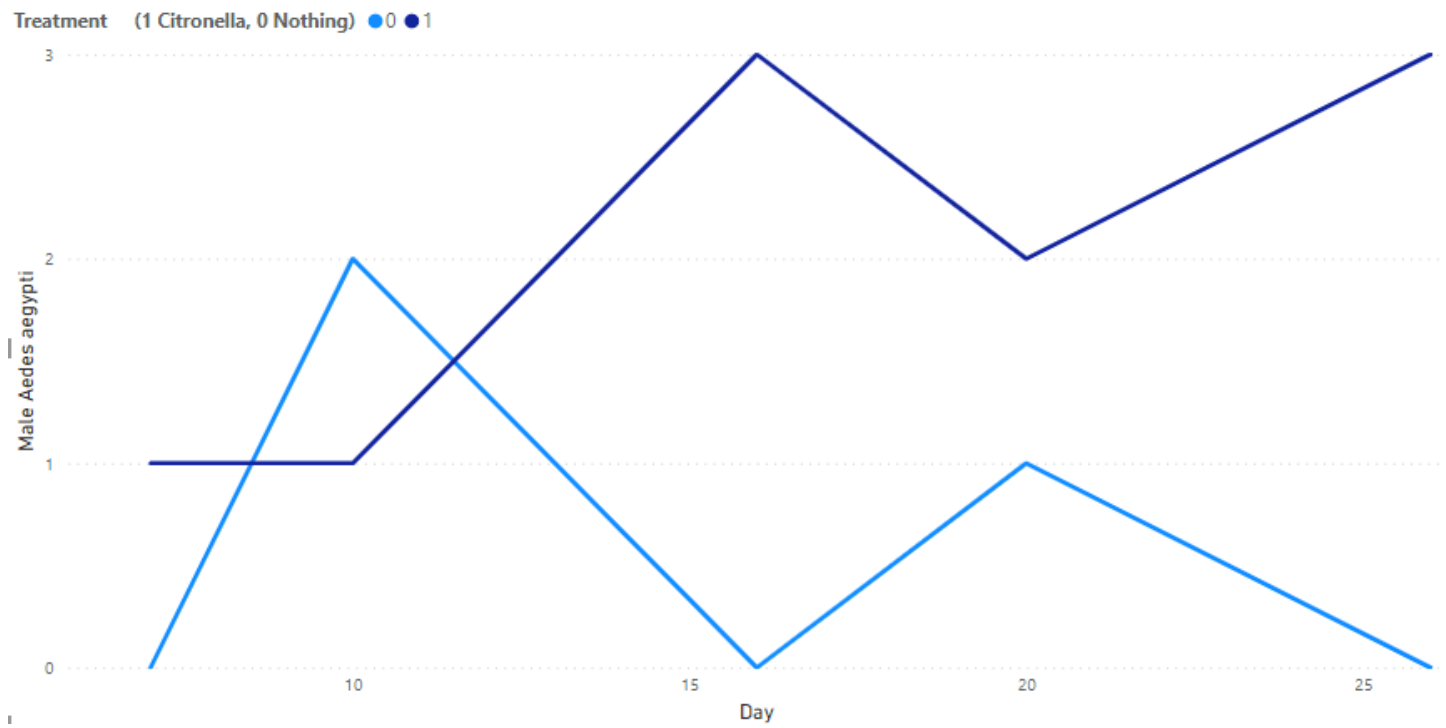
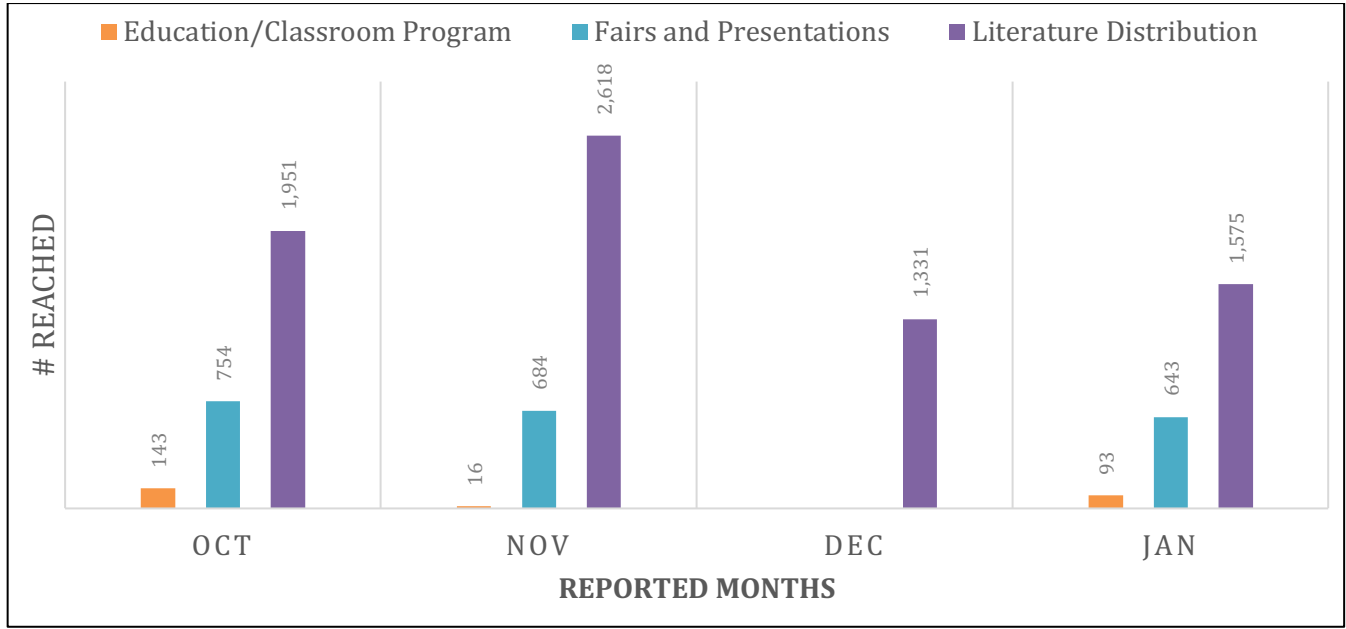


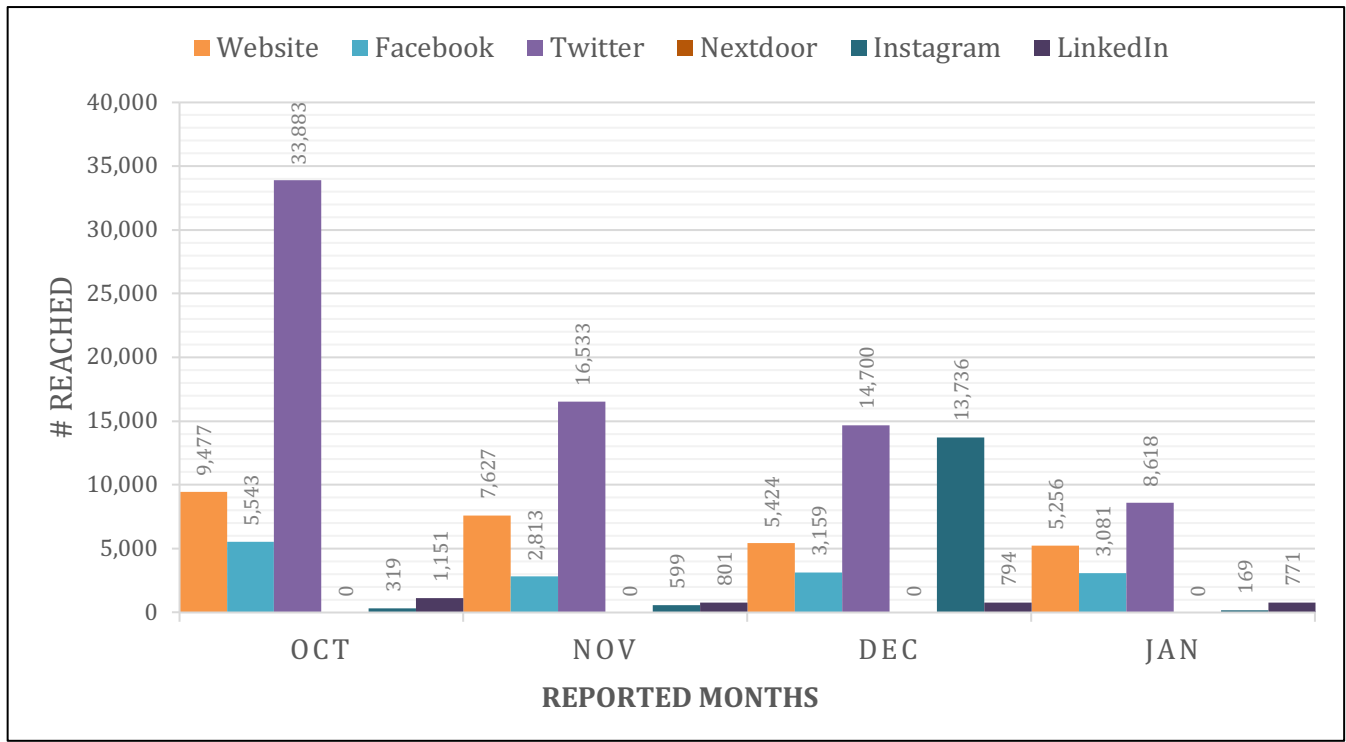
Figure 4. Male *Aedes aegypti* seemed to be attracted to the Citronella oil in the traps.

Communications Department
Disease Weeks 1-4 | January 2 – January 29

Outreach Activities:



Digital Activities:



EcoHealth Vector Education Program

New Developments

1. Partnerships
 - a. Met with Dr. Hueling Lee to discuss the State Seal of Civic Engagement
2. Digital
 - a. Edited Advertorial featuring Gina Ayala from Clifton Middle School in Monrovia as 2021 Public Health Teacher of the Year
 - b. Published an EcoHealth eblast newsletter for January with an open rate of 17.5%.
 - c. Published newsletter blog on www.vectoreducation.org.
3. Content Creation
 - a. Created new hard-copy assessment survey for younger elementary programs that lack a PowerPoint presentation format
 - b. Worked with Jung Kim in Surveillance to create new elements for Mosquito Loteria and other uses
 - c. Developed script and recorded voice over for Operation Mosquito G.R.I.D. promotional video for teachers
 - d. Finalized EcoHealth Vector Education promotional flyer
4. Presentations
 - a. Participated in the Monrovia USD Board Meeting honoring Gina Ayala as Public Health Teacher of the Year
 - b. Participated in the Bite Back Tour: Educators Spotlight

Projects in Progress

1. Curriculum and design
 - a. Submitted syllabus and rubric to LACOE for review of Operation Mosquito G.R.I.D. Train the Trainer program for local teachers
 - b. Revised logistics of new tabletop activities, worked on pre-visit materials and post-classroom activities
 - c. Revamped graphics for Short Bites Monthly newsletters for Bite Back Champion e-blasts
2. Administrative
 - a. Reviewed proposal by a Girl Scout for her Gold Award project focusing on mosquitoes and vector-borne disease
 - b.
3. Presentations
 - a. Finalized presentation for MVCAC's annual conference on Operation Mosquito G.R.I.D.

General Outreach

1. Advertising
 - a. Finalizing submitting for Government Social media Awards
2. Social Media

- a. Created social media content for January national holidays and started on January content
 - b. Promotion of the Bite Back Tour Season 2
 - c. Formal announcement of our Public Health Teacher of the Year. Well received with tweets from Superintendent Dr. Ryan Smith, the School District, and School Board Member Trustee
 - d. One of our Instagram Reels that is part of #TipTossThursday reached over 15.4K views over the holiday break
 - e. Clean-up of our YouTube channel, specifically organizing the Board of Trustees meetings
3. Creation of blog posts and e-blasts:
 - i. Created Short Bites Monthly blog post (January)
 - ii. Created Short Bites Monthly E-blast (January)
 - iii. Created January Ecohealth Newsletter E-Blast
 - iv. Revamp Bite Back Tour promo webpage
 - v. Update all seasonal campaign pages with season 1 Bite Back Tour episodes
 - vi. Created a Bite Back Tour: Educators Spotlight Recap information event page
 - vii. Cross promoted EcohealthPublic Health Teacher of the Year content to Bite Back Champions audience
 - viii. Created retargeting email automation for EcoHealth newsletter clicks
 4. Bite Back Program
 - a. Prepared Bite Prevention kit design for high risk 6 cities
 - b. Started outlining upcoming partnership blog posts for a Spring
 - c. Created Eventbrite events for all Bite Back Tour season 2 episodes
 5. Video Projects
 - a. Los Repelentes Music Video
 - i. Finalized filming date details with employee volunteers
 - ii. Finished making in-house props for video
 - iii. Coordinated the purchase of props for video
 - b. Last Summer was well received with an estimated 1K total views after two weeks of release
 6. Events/Webinars/trainings
 - a. 1/12/22 - Webinar: Making Sense of Phenomena
 - b. 01/26/22 - CEU: Butte County MVCD Workshop

**Treasurer's Report – December 2021
San Gabriel Valley Mosquito and Vector Control District**

The attached Treasurer's Report is for December 2021.

The Total of All Funds Balance is \$5,284,416.49

All investments that were made by the District comply with our current investment policy. The District can meet all expenditures for the next six months with funds from the revolving fund, Los Angeles County operating pool, and the LAIF.

I certify that the above statements and attached Treasurer's Report are true and accurate to the best of my knowledge.

A handwritten signature in blue ink, appearing to read "Steve Johnson", is written over a horizontal line.

Authorized Board of Trustee Member

February 11, 2022

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

SUBJECT: February 1, 2022 District Working Fund Balance

February 1, 2022 balance:	\$2,967,507.49
January 1 – January 31, 2022 expenditures:	\$ 330,954.55
February 1, 2022 Working Fund Balance:	\$2,636,552.94

Respectfully Submitted:



**Jason Farned
Interim District Manager**

**San Gabriel Valley Mosquito and Vector Control District
Treasurer's Report (based on Balance Sheet Detail Activity Report,
Period 6, FY 2021-2022 received on January 1, 2022**

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Local Agency Investment Fund (LAIF)	0.20%	\$1,027,898.08	Interest Withdrawal	\$0.00	LAIF Statement (December 2021)	\$1,027,898.08

Maturity Date: Perpetual
Interest rate as of November 2021

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Los Angeles County Pool	0.44%	\$1,364,075.06	Interest Sec 40% Adv 2021-22 Trust Warrant #714 DA Billing 2021-22 Tax	\$1,896.60 \$2,195,190.05 (\$349,195.62) (\$95,771.25)	ND 24 Per 6 ND 24 Per 6 ND 24 Per 6 ND 24 Per 6	\$3,116,194.84

Maturity Date: Perpetual
Interest rate as of December 2021

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
VCJPA Contingency Fund	1.46%	\$135,388.00	Interest Admin Fees	\$0.00 \$0.00	VCJPA Statement (Dec 2021)	\$135,388.00

Maturity Date: Perpetual
Interest rate as of June 2021

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Revolving Fund	\$200,000.00	Deb Activity-Dec 2021 Sweep Trust Warrant #715	(\$651,664.42) \$302,468.80 \$349,195.62	CB Statement December 2021	\$200,000.00

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Sweep Account	\$795,389.20	Deb Activity-Dec 2021 Deposit	(\$302,468.80) \$312,015.17	CB Statement December 2021	\$804,935.57

Total Beginning Balance	\$3,522,750.34			Total End Balance	\$5,284,416.49
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San Gabriel Valley Mosquito and Vector Control District
Interim Manager's Report

Date: February 11, 2022

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

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

Exhibit(s): Exhibit 5A

Background:

Amendments to Resolution 2021-01 include:

- Updating the Finance Committee title to Finance and Audit Committee
- Updating Secretary-Treasurer position title
- Fixing a previous typo in the Personnel and Policy Committee title
- At the direction of the President, all standing committees will be changed from a nine (9) member composition to a five (5) member composition

Fiscal Impact: None

Manager's Recommendation:

The Interim Manager recommends the approval of the amendments to Resolution 2021-01 of the San Gabriel Valley Mosquito and Vector Control District Bylaws Governing District Meetings

Board of Trustees Action Options:

- Board Action Required: If the Board concurs, following the public discussion by members of this item, the appropriate action is to approve the amendments to Resolution 2021-01 of the San Gabriel Valley Mosquito and Vector Control District Bylaws Governing District Meetings.
- Alternative Board Action: If after public discussion by members of this item, the Board may choose to deny approval of the amendments to Resolution 2021-01 of the San Gabriel Valley Mosquito and Vector Control District Bylaws Governing District Meetings and/or direct staff to take new action.

Submitted by:



Jason Farned
Interim Manager

RESOLUTION 2021-01

(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.
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Vice President	When the President is absent, the Vice President shall assume the duties of the President.
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Secretary/Treasurer	The Secretary/Treasurer shall serve as parliamentarian and assist the President as necessary.
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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.

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. Seq.

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 Article XIII, Investments, of Resolution No. 94-02, Fiscal Policies. 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 Article XIV, Salary Adjustments, of Resolution No. 94-02, Fiscal Policies. 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 Article XIV, Salary Adjustments, of Resolution No. 94-02, Fiscal Policies.
- 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 shall be appointed in January by the President each year. The Chair of the Committee shall be appointed before March by the President or by the Committee with majority Committee vote including a tie-breaking vote by the President, if necessary. The President's appointments shall be included on the subsequent regular Board of Trustees meeting 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.
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 state wide 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 11th day of February 2022, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Becky Shevlin
President, Board of Trustees

ATTEST:

Lloyd Johnson
Secretary-Treasurer, Board of Trustees

APPROVED AS TO FORM:

Kelly M. Alhadeff-Black
District Counsel

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

Date: February 11, 2022

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

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

Exhibit(s): Exhibit 7A

Background:

The San Gabriel Valley Mosquito and Vector Control District Board of Trustees Authorizing Signature Authority is the guiding document that allows designated district officials to possess signatory authority for all its accounts. Resolution 2022-03 (Exhibit 7A) will replace Resolution 2002-10 and provides updated language to reflect current Board and staff titles, the addition of the Executive Committee Member title, and removal of the specified February Board review date to allow for annual Board review when deemed appropriate.

Committee Recommendation:

The Finance and Audit Committee reviewed Resolution 2022-03 at the February 4, 2022 committee meeting and has recommended rescinding Resolution 2002-10 and adopting, in its place, Resolution 2022-03, as presented.

Manager's Recommendation:

The Interim Manager recommends rescinding Resolution 2002-10 and adopting, in its place, Resolution 2022-03, as presented.

Financial Impact: None

Board of Trustees Action Options:

- Board Action Required: If the Board concurs, following the public discussion by members of this item, the appropriate action is to approve Resolution 2022-03 of the San Gabriel Valley Mosquito and Vector Control District Board of Trustees Authorizing Signature Authority.
- Alternative Board Action: If after discussion by members of this item, the Board may choose to deny Resolution 2022-03 of the San Gabriel Valley Mosquito and Vector Control District Board of Trustees Authorizing Signature Authority and/or direct staff to take new action.

Submitted by:



Jason Farned
Interim Manager

RESOLUTION NO. 2022-03

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT AUTHORIZING SIGNATURE AUTHORITY

WHEREAS, Citizens Business Bank requires by law a resolution of signature authority for its accounts as may other institutions as the Board of Trustees selects; and

WHEREAS, the District requires two signatures to effectively control its accounts; and

WHEREAS, it is necessary for designated District Officials to possess signatory authority for all its accounts and to deposit in any such custody account(s) stocks, bonds, securities, cash, funds, checks, instruments and/or other property held or owned by this District from whatever source received, and to hold, exchange, acquire, buy, sell, pledge, collect, transfer, deliver, disburse, redeem, withdraw, and/or dispose of any such stocks, bonds, securities, cash, funds, checks, instruments and/or other property upon written order or instruction;

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

Section 1. Resolution 2002-10 is rescinded, and

Section 2. Signatory authority will be reviewed by the Board annually ~~at its February meeting,~~ and

Section 3. That the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District authorizes and requires two signatures for all account transactions and that only two Trustees or one Trustee and one staff member from the list below may execute said documents.

Title

- President (Trustee)
- Vice President (Trustee)
- **Secretary-Treasurer (Trustee)**
- ~~Secretary (Trustee)~~
- **Executive Committee Member (Trustee)**
- District Manager (Staff Officer)
- ~~Assistant Manager (Staff Officer)~~
- **Department Director (Staff)**

PASSED, APPROVED AND ADOPTED by the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District this 11th day of February 2022, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Becky Shevlin
President, Board of Trustees

ATTEST:

Lloyd Johnson
Secretary/Treasurer, Board of Trustees

APPROVED AS TO FORM:

Kelly M. Alhadeff-Black
District Counsel