

# GLACVCD

## BOARD OF TRUSTEES MEETING

### AGENDA AND EXHIBITS



**Thursday February 14<sup>th</sup> 2019**

**6:00 p.m. Board Meeting**  
**Santa Fe Springs District Headquarters**  
**12545 Florence Avenue**  
**Santa Fe Springs, CA 90670**

***Trustee Baru Sanchez, President***  
***Trustee Steve Appleton, Vice President***  
***Trustee Heidi Heinrich, Secretary-Treasurer***

*General Manager, Truc Dever*  
*Director of Fiscal Operations, Carolyn Weeks*  
*Director of Operations, Mark Daniel*  
*Director of Community Affairs, Kelly Middleton*  
*Director of Scientific-Technical Services, Susanne Klueh*  
*Director of Human Resources, Vacant*  
*Board Legal Counsel, Quinn M. Barrow, Richards, Watson, Gershon*  
*Labor Legal Counsel, Scott Tiedemann, Liebert, Cassidy, Whitmore*

Copies of staff reports or other written documentation relating to agenda items are available online <https://www.glacvcd.org/board-of-trustees/board-agendas/> and are on file at the District's Headquarters at the Front Office for public inspection. If you have questions regarding an agenda item, please contact the Front Office Staff at (562) 944-9656 ex: 504 during regular business hours.

***ADA Information:*** *The Greater Los Angeles County Vector Control District complies with the Americans with Disabilities Act (ADA). Anyone with a disability who require a disability-related modification or accommodation in order to participate in a meeting, including auxiliary aids or services, may request such modification or accommodation from the front office at (562)944.9656 ext. 504. Notification 48 business hours prior to the meeting will enable the facility staff to make reasonable arrangements to assure accessibility to the meeting.*

*Please refrain from smoking, eating or drinking in the Boardroom*



# GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT

12545 Florence Avenue, Santa Fe Springs, CA 90670  
Office (562) 944-9656 Fax (562) 944-7976  
Email: [info@glacvcd.org](mailto:info@glacvcd.org) Website: [www.glacvcd.org](http://www.glacvcd.org)

GENERAL MANAGER  
Truc Dever

## PRESIDENT

*Baru Sanchez, Cudahy*

## VICE PRESIDENT

*Steven Appleton, Los Angeles City*

## SECRETARY-TREASURER

*Heidi Heinrich, Santa Clarita*

## A G E N D A

### AN ADJOURNED MEETING AND THE REGULAR MEETING OF THE BOARD OF TRUSTEES

• Thursday, February 14, 2019 •

District Office  
12545 Florence Avenue  
Santa Fe Springs, California 90670

**5:30 P.M. - Library Conference Room: Pre-meeting refreshments**

**6:00 P.M. – Conference Room, Convene Board of Trustees Meeting**

1. **CALL TO ORDER**

2. **QUORUM (ROLL) CALL**

3. **INVOCATION**

4. **PLEDGE OF ALLEGIANCE**

5. **CORRESPONDENCE**

6. **INTRODUCTIONS**

(Introductions requested by staff or Trustees of persons attending the meeting are made at this time).

- Ricardo Lara, City of Maywood Trustee

7. **PUBLIC COMMENT**

(This time is reserved for members of the public to address the Board relative to matters of business on and off the agenda. Comments will be limited to three minutes per person).

8. **CONSENT AGENDA (8.1-8.4)**  
***(VOTE REQUIRED)***

8.1 Consideration of **Minutes 2019-01** of regular Board Meeting held January 10, 2019. (**EXHIBIT A**)

8.2 Consideration of **Resolution 2019-02** Authorizing Payment of Attached Requisition January 1, 2019 through January 31, 2019. (**EXHIBIT B**)

## ARTESIA

*Vacant*

## BELL

*Ali Saleh*

## BELL GARDENS

*Pedro Aceituno*

## BELLFLOWER

*Sonny R. Santa Ines*

## BURBANK

*Dr. Jeff D. Wassem*

## CARSON

*Elito M. Santarina*

## CERRITOS

*Mark W. Bollman*

## COMMERCE

*Leonard Mendoza*

## DIAMOND BAR

*Steve Tye*

## DOWNEY

*Robert Kiefer*

## GARDENA

*Dan Medina*

## GLENDALE

*Jerry Walton*

## HAWAIIAN GARDENS

*Luis Roa*

## HUNTINGTON PARK

*Marilyn Sanabria*

## LA CAÑADA FLINTRIDGE

*Leonard Pieroni*

## LA HABRA HEIGHTS

*Catherine Houwen*

## LAKEWOOD

*Steve Croft*

## LA MIRADA

*Larry P. Mowles*

## LONG BEACH

*Emily Holman*

## LOS ANGELES COUNTY

*Steven A. Goldsworthy*

## LYNWOOD

*Salvador Alatorre*

## MAYWOOD

*Ricardo Lara*

## MONTEBELLO

*Avik Cordeiro*

## NORWALK

*Leonard Shryock*

## PARAMOUNT

*Dr. Tom Hansen*

## PICO RIVERA

*Raul Elias*

## SAN FERNANDO

*Jesse H. Avila*

## SAN MARINO

*Scott T. Kwong*

## SANTA FE SPRINGS

*Luis Gonzalez*

## SIGNAL HILL

*Robert D. Copeland*

## SOUTH EL MONTE

*Hector Delgado*

## SOUTH GATE

*Denise Diaz*

## WHITTIER

*Josué Alvarado*

- 8.3 Consideration of Joint Tax Sharing Resolution (JTSR) from the County Sanitation Districts of Los Angeles County in conjunction with annexation number SCV-1098. This Resolution requests GLACVCD allocate 0.0000057 of its current 0.0322% share of property tax resulting in a net share of 0.0317% to support services to the areas being annexed to the County Sanitation District. (*EXHIBIT C*)

*Analysis: The applicant requested annexation of property into the Santa Clarita Valley Sanitation District in order to receive off-site sewage disposal services. The annexation process requires that a resolution for property tax revenue exchange be adopted by all the affected local agencies before an annexation may be approved. These requests are similar to many received from the county sanitation districts and public works in the past. By sharing the property tax increment with the District resulting from these annexations, GLACVCD will not lose any existing ad valorem tax revenue it currently receives from the affected territories. GLACVCD would only be giving up a portion of the revenues it would receive on increased assessed valuation.*

- 8.4 Consideration of **Resolution 2019-03**, a Resolution of the Board of Trustees for the Greater Los Angeles County Vector Control District amending and supplementing the rules governing meetings. (*EXHIBIT D*)

*Summary: The Brown Act mandates that public agencies adopt rules for "the conduct of business" and prohibits agencies from discussing items not on the agenda except under very limited circumstances. Periodically, the Board reviews its Bylaws to facilitate compliance with Brown Act amendments and the efficient and transparent conduct of the District's business. The proposed resolution updates GLACVCD rules to comply with the Brown Act and establishes a process to allow Trustees to place items on a future agenda.*

**9. CONSIDERATION AND RATIFICATION OF BOARD OF TRUSTEES COMMITTEE ASSIGNMENTS FOR CALENDAR 2019 (*EXHIBIT E*) (*VOTE REQUIRED*)**

*Summary: President Sanchez will present the slate of 2019 Committee Members for ratification.*

**10. REMINDER TO TRUSTEES TO COMPLETE AND FILE ANNUAL CALIFORNIA FORM 700- STATEMENT OF ECONOMIC INTERESTS**

*Summary: Each year, Trustees are required to complete and file their annual "Statement of Economic Interest" otherwise known as the "conflict of interest" form. Completion instructions and the form will be available to Trustees during the Board meeting. Trustees who have an email address on record with the LA County Conflict of Interest Division may receive an electronic form for completion. This form can also be obtained online at [www.fppc.ca.gov](http://www.fppc.ca.gov). The District can mail the completed and signed form, if you prefer, or you can have your city do this for you. Monetary penalties (\$10/day) may be assessed for failing to file the form on or before the April 2, 2019 deadline. Upon completion of the form, please send a copy to the District for our records.*

**11. SELECTION OF 3 TRUSTEES TO ATTEND THE MVCAC LEGISLATIVE DAY IN SACRAMENTO, CA ON APRIL 2-3, 2019**

*Summary: A legislative training session hosted by MVCAC will be held on April 2<sup>nd</sup>. Legislative meetings will be scheduled on April 3<sup>rd</sup> at the State Capitol.*

**12. STAFF PROGRAM REPORTS: JANUARY 2019**

- |  |                                  |
|--|----------------------------------|
| 12.1 <u>Manager's Report</u>                       | T. Dever, General Manager        |
| 12.2 <u>Scientific-Technical: (Staff Report A)</u> | S. Kluh, Sci.-Tech Services Dir. |
| 12.3 <u>Operations: (Staff Report B)</u>           | M. Daniel, Operations Dir.       |
| 12.4 <u>Community Affairs: (Staff Report C)</u>    | K. Middleton, Comm. Affairs Dir. |
| 12.5 <u>Fiscal: (Staff Report D)</u>               | C. Weeks, Finance Director       |
| 12.6 <u>Human Resources: (Staff Report E)</u>      | T. Dever, General Manager        |
| 12.7 <u>Legal Counsel Report</u>                   | Q. Barrow, Legal Counsel         |

**13. OTHER**

The Board may consider items not on the agenda provided that the Board complies with the Government Code (Brown Act) §54954.2(b).

**14. ADJOURNMENT**

The next Board of Trustees meeting will be scheduled on Thursday, March 14, 2019 at 7:00 PM at the District's headquarters at 12545 Florence Avenue, Santa Fe Springs.

# GLACVCD

## BOARD OF TRUSTEES MEETING

### STAFF REPORTS



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## SECRETARY-TREASURER

*Heidi Heinrich, Santa Clarita*

## GENERAL MANAGER

*Truc Dever*

## General Manager's Report for February 14, 2019 Board of Trustees Meeting

### ARTESIA

*Sally Flowers*

### BELL

*Ali Saleh*

### BELL GARDENS

*Pedro Aceituno*

### BELLFLOWER

*Sonny R. Santa Ines*

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*Josué Alvarado*

This year is already off to a busy start. At the end of January, we began recruitment for a new Human Resources Director as well as some of the new positions created in this FY 18/19 Budget. As most of you know, the recruitment of these remaining positions was contingent upon the passage of our Tier IV benefits program in December. Since these positions have been unfilled, we expect a considerable salary and benefits savings in this year's budget which can be applied towards our reserves and post-employment obligations next year.

We have spent the better part of the last couple of months preparing our equipment and vehicles for the season to come. We anticipate advertising for our seasonal Mosquito Control Technicians within the month, and bringing on our first wave of seasonals in March. Our operational staff are also rolling out the remaining hand-held tablets to be used in the field for data gathering and service request management. We will soon be completely paperless, a feat which has already streamlined our processes and increased efficiencies in the field. Electronic data collection will increase our ability to respond to residents and provide management with the tools and metrics to measure our productivity and resource needs. Furthermore, we are looking to implement new strategies for confirming and tackling out-of-order swimming pools within the District which will allow us to reduce labor-hours in the field through the use of mobile devices and a resident reporting app. Our shift to the use of new technology will allow us to "work smarter, not harder" this year.

From February 3 through 6, staff from the Operations, Scientific-Technical, and Community Affairs Departments joined me and Trustees Houwen and Avila at the 87<sup>th</sup> Annual MVCAC Conference in Burlingame, California. I would like to thank the Board for allowing us to attend this important industry conference every year. I gave a presentation on succession planning at the first ever Public Policy and Administration Symposium. Mark Daniel discussed "West Nile virus resource allocation in the age of *Aedes*" while Susanne Klueh presented on our "Disease Outbreak Preparedness Exercise Under Incident Command Systems." I believe all three presentations were well received by the membership. *Aedes* mosquito control remained the theme of the conference and highlights included an update on Verily's DeBug program and Wolbachia trials in Clovis, CA. Results for reducing populations by releasing sterilizing male *Aedes* mosquitoes is very promising and we plan to continue this conversation at a breakfast meeting with Verily at the AMCA conference in Florida at the end of the month.

Leading up to the national conference in Florida, I will be traveling with district managers and staff from Orange County MVCD and San Gabriel Valley MVCD to meet with district personnel from some of Florida's most respected vector control agencies. We will tour the districts in Key West, Miami-Dade, and Lee County to learn about their strategies in dealing with Aedes mosquitoes and the recent Zika virus outbreaks. We hope the district visits will be enlightening and provide us with insight into our own battles with these invasive mosquitoes and how to respond during a disease emergency.

Just a friendly reminder that this month, the Board meeting will begin at 6pm and Trustees will ratify this year's Board committee assignments. We will also welcome a new Trustee, Councilmember Ricardo Lara, from the City of Maywood. Finally, a quick reminder that your annual Statement of Economic Interests (Form 700) are due by April 2<sup>nd</sup>. Trustees who have received an email from LA County to e-File should file electronically and send copies to us for our records. Thank you.

Respectfully yours,

A handwritten signature in black ink, appearing to be "Lara", written in a cursive style with a large loop at the end.

## GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT



### SCIENTIFIC-TECHNICAL REPORT

January, 2019

*Susanne Klueh, Scientific-Technical Services Director  
Harold Morales, Tanya Posey & Steve Vetrone, Vector Ecologists  
Rande Gallant, Rande Gallant, Faiza Haider & Ryan Amick, Assistant Vector Ecologists  
Angela Arteaga & Christopher Ortiz, Field Assistants*

#### **I. RISK ASSESSMENT**

To maximize the use of our available budget, we no longer submit mosquito or chicken samples for testing in January and the State Health Department discontinues the dead bird program for the winter. Thus the Risk Assessment for January could not be calculated.

#### **II. GLACVCD MOSQUITO-BORNE DISEASE WATCH**

##### **Summary**

- All surveillance activities are suspended for the winter months. Mosquito trapping will resume in March and sentinel chickens will be placed in early April.

#### **III. STATEWIDE MOSQUITO-BORNE DISEASE WATCH 2017**

**Reporting Period: January 01 – January 31, 2019**

No report available.

#### **IV Off-Season Activities**

During the this time of the year scientific-technical staff prepares for the upcoming mosquito season. In January staff completed the following tasks

- Repairing and refurbishing trapping equipment
- Reorganizing District library and scientific journal collections.
- Maintenance of the mosquito colony in Sylmar
- Set up Santa Fe Springs insectary
- Clean and refurbish chicken coops.
- Data entry and clean-up for past season activities

## GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT

### OPERATIONS REPORT

January, 2019



*Mark Daniel, Operations Director*

*Martin Serrano, Operations Supervisor, Headquarters*

*Wesley Collins, Operations Supervisor, Sylmar*

*Kevin Vargas, Operations Supervisor, USD*

*Mark Hall, Urban Water Program Manager*

*Fernando Martinez, Facilities & Fleet Maintenance Supervisor*

### **Departmental Activities**

#### ***Operations***

- Finished the Continuing Educational Requirements for CDPH Vector Control Technician Certifications Cycle ending June 2019
- Assisting Maintenance with Fabricating New Vehicle Spray Systems and Equipment Set Ups, Op's and Aedes
- Aedes Staff Cross Training, Sylmar and Santa Fe Springs
- Aedes Inspections for Human Cases (4)
- Facility Maintenance, Interior Painting and Window Cleaning

#### ***Urban Water Program***

- CASQA Quarterly Meeting and BMP Sub Committee, San Diego
- Green LA Meeting, Safe Clean Water Program Presentation.
- BMP Crew Completed Certification in the California Stormwater Course on Best Management Practices: Municipal, through CASQA and CSU Sacramento
- Machado Lake Pre-construction Meeting, LA City Rec & Parks, GLACVCD, DK Environmental and LSA Associates.
- Drones for Mosquito Control Webinar
- Navigating the FAA for UAS Webinar

#### ***Facilities & Maintenance***

- With Operations Assistance, Completely Clean and Organize the Parking Garage and Storage Shelving While Performing an Inventory of Contents.
- Completed Outfitting Final Aedes Truck Santa Fe springs

WORK PERFORMED BY DISTRICT

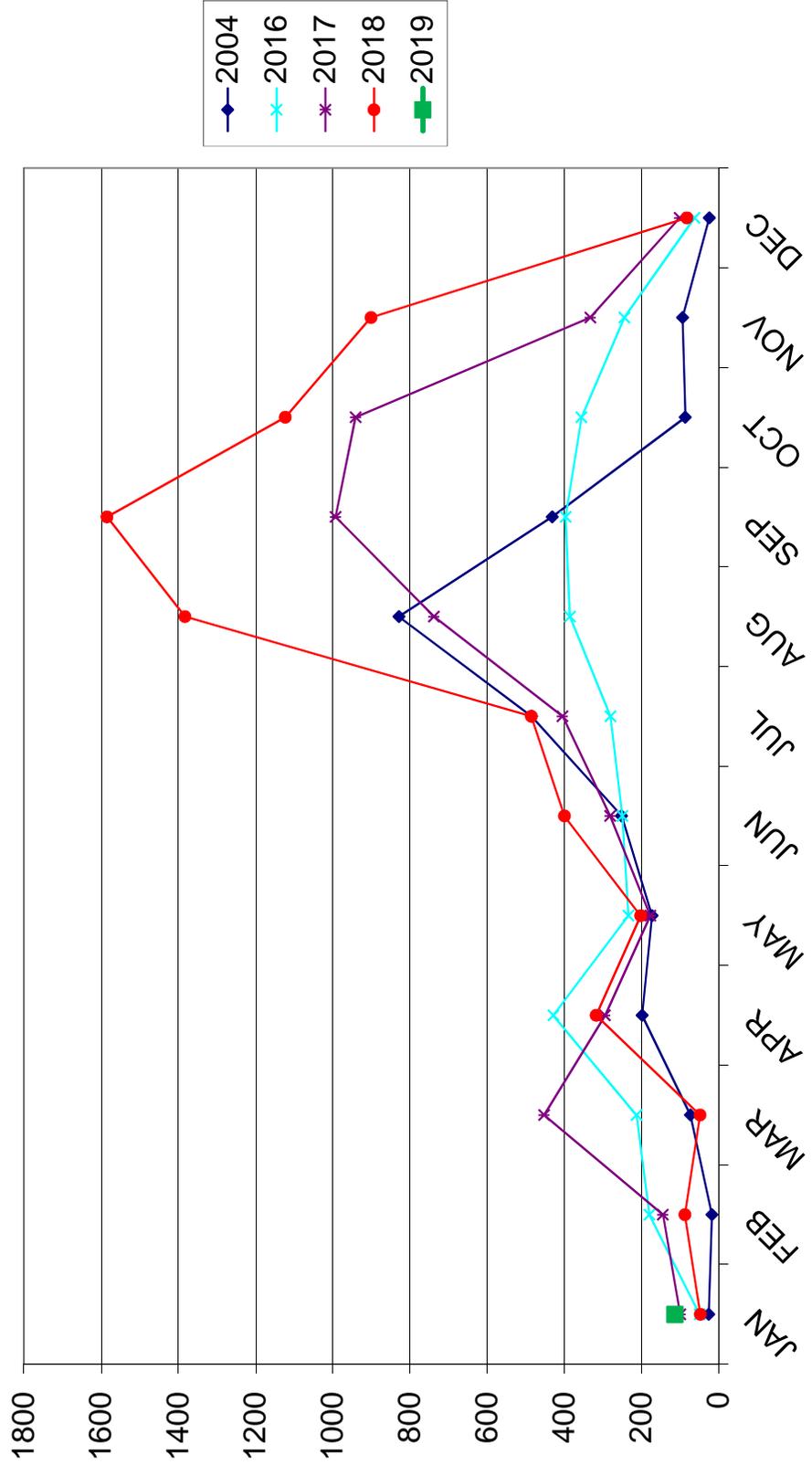
January, 2019

CONTROL AND OPERATIONS

					Hours <u>January</u>	worked <u>2019</u>
Fishing (Mosquitofish)					12	12
Source Reduction					3	3
Mosquito Control	<i>Sources inspected 7,401 / Sources with larvae 2,100</i>				1,753	1,753
Insecticide used:						
Larvicide oils	4.423	gals @	\$14.13 per =	\$62.50		
Altosid P35	1.788	lbs @	\$17.25 per =	\$30.84		
Altosid Briquets 30 day	1,881	ea @	\$1.14 ea. =	\$2,144.34		
Altosid Briquets XR	8	ea @	\$3.38 ea. =	\$27.04		
Altosid Pellets	1.788	lbs @	\$27.24 per =	\$48.71		
Natular T-30	0	ea @	\$1.56 per =	\$0.00		
Fourstar BTI Brqts 45 day	1	ea @	\$1.30 per =	\$1.30		
Altosid WSP	292	ea @	\$0.84 per =	\$245.28		
Vectobac 12AS	0.06	gals @	\$38.62 per =	\$2.32		
Vectobac G	0.00	lbs @	\$2.63 per =	\$0.00		
Duplex G	0.756	lbs @	\$14.25 per =	\$10.77		
Vectomax FG	36.83	lbs @	\$8.70 per =	\$320.42		
Vectomax WSP	99	ea @	\$0.97 per =	\$96.03		
Natular	0	gals @	\$877.61 per =	\$0.00		
Vectolex WDG	0.375	lbs @	\$56.06 per =	\$21.02		
Vectobac WDG	0	lbs @	\$44.60 per =	\$0.00		
Midge Control					0	0
Insecticide used:						
Dimilin WP 25%	0	lbs @	49.34 per =	\$0.00		
Blackfly Control					0	0
Insecticide used:						
Vectobac 12AS	0	gals @	\$38.62 per =	\$0.00		
Underground Mosquito Control	<i>UGSD inspected 4,421 / UGSD treated 95</i>				1,475	1,475
Insecticide used:						
Vectobac 12AS	0.275	gals @	\$38.62 per =	\$10.62		
Vectolex WDG	4.4	lbs @	\$56.06 per =	\$246.66		
Fogging					0	0
Insecticide used:						
Duet / Zenivex	0.00/0.00	gals @	200 / 85 per =	\$0.00		
			<b>Total</b>	<b>\$3,267.86</b>		
Supervisory					900	900
Continuing Education / Training					147	147
Overtime: Community Outreach					0	0
Mosquito Control					8	8
<u>REPAIR AND MAINTENANCE OF EQUIPMENT</u>						
Vehicles					844	844
Spray Equipment					177	177
Buildings and yards					596	596
VEHICLE MILEAGE :	<i>January</i>		<i>2019</i>			
	28,547		28,547		5,915	5,915

Greater Los Angeles County Vector Control District  
 Mosquito Service Request Report

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2004	26	18	74	199	173	252	485	829	432	87	94	25
2016	50	180	213	429	234	250	281	386	397	356	245	63
2017	100	145	453	295	178	282	405	738	993	941	333	102
2018	48	88	49	318	203	400	486	1383	1585	1123	901	83
2019	114											



BREAKDOWN OF MONTHLY SERVICE REQUESTS  
AND REQUEST FOR MOSQUITOFISH

	Mosquitoes	Midges	Swimming Pools	Fish Ponds	Other	Black Flies	Yellow Jackets	Total Service Request	Mosquitofish Requests	Number of Mosquitofish
ARTESIA	3							3		0
BELL								0		0
BELLFLOWER	3		1					3		0
BELL GARDENS								0		0
BURBANK	5		1					5		0
CARSON	3							3		0
CERRITOS	5		1					5		0
COMMERCE	1							1		0
CUDAHY								0		0
DIAMOND BAR	2							2		0
DOWNEY	3		1					3		0
GARDENA	1							1		0
GLENDALE	3							3		0
HAWAIIAN GARDENS								0		0
HUNTINGTON PARK								0		0
LA CANADA FLINTRIDGE								0		0
LA HABRA HEIGHTS								0		0
LA MIRADA	1							1		0
LAKewood	1							1		0
LONG BEACH	4							4		0
LOS ANGELES CITY	52		12	6				52		0
LOS ANGELES COUNTY	7		2	1				7		0
LYNWOOD								0		0
MAYWOOD								0		0
MONTEBELLO	2							2		0
NORWALK	4		1					4		0
PARAMOUNT								0		0
PICO RIVERA	2		1					2		0
SAN FERNANDO								0		0
SAN MARINO								0		0
SANTA CLARITA								0		0
SANTA FE SPRINGS								0		0
SIGNAL HILL	1							1		0
SOUTH EL MONTE								0		0
SOUTH GATE								0		0
WHITTIER	11		2					11		0
TOTAL	114	0	22	7	0	0	0	114	0	0

	Drains	Ditches (Miles)	Standing Water	Lakes, Marshes (acres)	Swimming Pools	Fish Ponds	Sumps	Containers	Water Troughs	Well Cellars
ARTESIA					1		3			
BELL	5				1					1
BELLFLOWER					5	2	4			
BELL GARDENS	13				3		7			
BURBANK	16				18		4			
CARSON	43	0.03			8		5			
CERRITOS	5				10	2	7			
COMMERCE	34				1		21			
CUDAHY	8				1					
DIAMOND BAR	3	0.01			17	7	1			
DOWNNEY	47				49	9	24			
GARDENA	15	0.02	0.02				3			
GLENDALE	2				18	16	2			
HAWAIIAN GARDENS							1			
HUNTINGTON PARK	15						8			3
LA CANADA FLINTRIDGE					11	14				
LA HABRA HEIGHTS					6	2				0
LA MIRADA					16	2				
LAKEWOOD					8	1				
LONG BEACH	6		0.01	0.03	12		1			
LOS ANGELES CITY	264	0.06	0.03	0.01	87	16	32	3		9
LOS ANGELES COUNTY	120	0.04	0.01		21	14	24	4	7	3
LYNWOOD	9				5		2			4
MAYWOOD	5					1	2			
MONTEBELLO	8					1	6			
NORWALK	8				7	1	4			
PARAMOUNT					2	1				4
PICO RIVERA	5				20		8			
SAN FERNANDO										
SAN MARINO										
SANTA CLARITA	4		0.01		9	3				5
SANTA FE SPRINGS	41	0.01			2		6			
SIGNAL HILL										
SOUTH EL MONTE	87	0.01			4		39			
SOUTH GATE	11				2	1	10			
WHITTIER	17		0.02		49	6			2	
Total	791	0.18	0.10	0.04	393	99	224	7	9	29

	Channels (miles)	Debris Basins (acres)	Stabilizers	Outfalls	Freeway Drains	Undergrounds (miles)	Gutters	Catch Basins	Total Hrs. of Activity
ARTESIA						0.2			4.34
BELL									3.13
BELLFLOWER									9.52
BELL GARDENS									8.33
BURBANK									76.73
CARSON		0.01							28.36
CERRITOS		0.01				0.5			21.5
COMMERCE						1.6		8	21.63
CUDAHY								2	2.85
DIAMOND BAR									21
DOWNEY					0.03				137.77
GARDENA	0.01							7	24.12
GLENDALE									54.08
HAWAIIAN GARDENS									2.07
HUNTINGTON PARK								1	2.51
LA CANADA FLINTRIDGE									6.74
LA HABRA HEIGHTS									1.58
LA MIRADA									18.97
LAKELWOOD						0.5			11.47
LONG BEACH					0.02				27.19
LOS ANGELES CITY	0.27			1		4.5	0.03	8	390.85
LOS ANGELES COUNTY		0.14			0.06	1.1		6	107.21
LYNWOOD									8.62
MAYWOOD									1.59
MONTEBELLO						0.5			18.29
NORWALK						0.2		3	28.86
PARAMOUNT									4.53
PICO RIVERA								1	26.51
SAN FERNANDO									4.03
SAN MARINO									2.88
SANTA CLARITA		0.01		1					36.26
SANTA FE SPRINGS					0.04	0.2			29.74
SIGNAL HILL									14.33
SOUTH EL MONTE									27.27
SOUTH GATE									10.05
WHITTIER						0.2		2	38.73
Total	0.28	0.17	0.00	2.00	0.15	9.50	0.03	38	1233.64

GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT



COMMUNITY AFFAIRS PROGRAM

January 2019

*Kelly Middleton, Director of Community Affairs*  
*Anais Medina Diaz, Public Information Officer*  
*Heather Hyland, Education Program Coordinator*  
*Gabriel Urreola, Education Program Coordinator*  
*Helen Kuan, Outreach Assistant*

**Departmental Activities**

*Administrative*

- Conducted staff annual reviews
- Worked with Trustees to ensure the District is compliant with AB 1234 and AB 1661
- Arranged MVCAC and AMCA conference registrations and travel arrangements for staff and board members.
- Developed and posted RFP for additional vehicles for new Community Liaison positions.
- Continuing work on Community Affairs database to streamline data entry system to capture and better visualize community affairs activities and reach throughout district. Collaborating with Operations' Database Team to add Community Affairs efforts to existing maps.
- Working with Operations Supervisors, Database Analyst, and web-host to improve website Service Request Form user interface and create connection between data entry and Operations' 2.0 system to improve processing, response rate and data collection.
- PIO working with Urban Water Program Manager to ensure vector control issues are address as the County's Safe Clean Water Program begins implementation process.
- Drafting All Hands Training presentation on Stakeholder Relations and common talking points to improve consistency across District departments.
- Participated in CSDA video on Special Districts, highlighting potential career paths in vector control community outreach.

*Programmatic*

- Finalizing Dodgers/iHeart Media paid programming contract utilizing remaining CDC Grand Funds in partnership with LA County vector control districts. Details and preferred dates for promotion have been outlined.
- Site visit and presentation with Sci-Tech Dept. to Los Altos High School students working on Samsung Challenge Grant. Proposed new trap designs were vetted and input provided.
- Coordinating and scheduling events for spring season, including joint fairs with San Gabriel Valley Mosquito & Vector Control District (SGVMVCD)
- Developing comprehensive outline and calendar for social media efforts and overall content programming for upcoming season (March – November).
- Collaborating with SGVMVCD to outline a joint approach to increase vector control awareness and disease prevention throughout LA County, including producing content for district platforms.
- Working with southern region vector control districts to develop consistent messaging and tactics to implement in 2019.

## STAFF REPORT C

- Finalizing Escape Room Kit content, and created *Escape Room Kit Teacher Guide* and promotional poster.
- Drafted storyboards and a communications plan to implement eight Do-It-Yourself (DIY) videos and blog posts on the District’s various channels to promote personal responsibility in eliminating potential breeding sources, and created a calendar for production and promotion.
- Brainstormed potential collaboration opportunities with influencers on specific DIY topics.
- Collaborated with Girl Scouts Troop from Santa Clarita at Sylmar Facility for the Inspector Patch Program

### ***Meetings & Training***

- 1/8 – Employee Appreciation Committee Meeting
- 1/10 – Management Meeting
- 1/10 - Disaster Committee Meeting
- 1/10 – Community Affairs Department Meeting
- 1/10 – Board Meeting
- 1/13 – Mobile Museum Fair Event at Central Library
- 1/14 – 2019 Arboviral Taskforce Planning meeting teleconference
- 1/15 – Community Affairs Database Meeting w/ Danyelle
- 1/16 – CSDA “Special Districts Make a Difference” Video Production & Interviews
- 1/16 – GLACVCD & SGVMVCD Community Affairs Teleconference Meeting
- 1/17 – Los Altos High School Mosquito Trap Collaboration
- 1/17 - NextDoor & Granicus Webinar Training – Civic Engagement
- 1/23 – Hosted visit with AVMVCD new Community Outreach Specialist
- 1/18 & 23 – CA and Operations meetings to discuss Service Request form front-end changes
- 1/24 – Green LA “Measure W – Safe Clean Water Program” Presentation
- 1/28 – Community Affairs meeting with Rudy to discuss next steps for Service Request Form Integration
- 1/31 – CA and Operations meeting to discuss Swimming Pool Notification Program
- 1/31 – SGVMVCD & GLACVCD Community Affairs Strategy Meeting & Production Day

### **Community Fairs/Events**

<b>Date</b>	<b>Event</b>	<b>City</b>	<b>Reach</b>
1/13	LA Central Library Mobile Museum Fair	Los Angeles	1,250

### **Educational Outreach**

The EPC are still on a roll! The SWAT Lab participated in the Central Libraries’ Mobile Museum Fair which reported approximately 6,000 people in attendance. More than 1,200 people lined up to go through the SWAT Lab over a 4-hour period and hundreds more visited the table to learn from staff. Since then, the SWAT Lab website has had many new visitors.

STEAM (Science, Technology, Engineering, Art, & Math) community and education events are extremely popular this year, and because the SWAT Lab is STEAM-aligned, our vehicle is in high demand! The

## STAFF REPORT C

SWAT Lab was invited to participate in the huge STEAM Fair 2019 (March 15-16) at the Fairplex and Downey’s City of STEM event at the Columbia Memorial Space Center (April 12). Our SWAT will also attend the Sanitation District Earth Day Fair in April.

Staff are finalizing the new in-class Escape Room Kit and have had several opportunities to test out the program with students of various ages... to rave reviews! We will showcase the new kit at the upcoming AMCA meeting and will be happy to share with other districts interested in adding this fun and interactive activity to their outreach programs. We look forward to implementation in the 2019-2020 school year.

Date	School/Event	City	Students
01/08	Towne Ave Elem	Lakewood	67
01/18	Van Deene Ave Elem	Torrance	54
01/10	Golden Springs	Diamond Bar	53
01/15	New River	Burbank	124
01/16-01/17	Sunrise Elementary	Boyle Heights	66
01/24	156 <sup>th</sup> Street Elem	Gardena	98
1/30	Hughes Magnet School	Cudahy	144
1/31	Carson St. STEAM Academy	Carson	65
		<b>Total in Jan:</b>	<b>671</b>
		<b>Total year-to-date:</b>	<b>7,559</b>

### Media Coverage/Publications

#### *Media Activity*

Date	Media Type	Media Name	Activity
1/10/19	Article	<i>The Signal – Santa Clarita Valley</i>	Board member Heidi Heinrich was reappointed as Santa Clarita representative on the GLACVCD Board of Trustees.
01/14/19	Video	<i>LA This Week</i>	The Mosquito SWAT Lab was featured in a report highlighting the first-ever Mobile Museum Fair at the Los Angeles Central Library.
1/14/19	Video	<i>L.A. Public Library</i>	The Mosquito SWAT Lab’s was highlighted amongst the multiple organizations that participated in the Central Library’s Mobile Museum Fair.

Total Coverage:

**Fiscal Year-to-Date: 64**

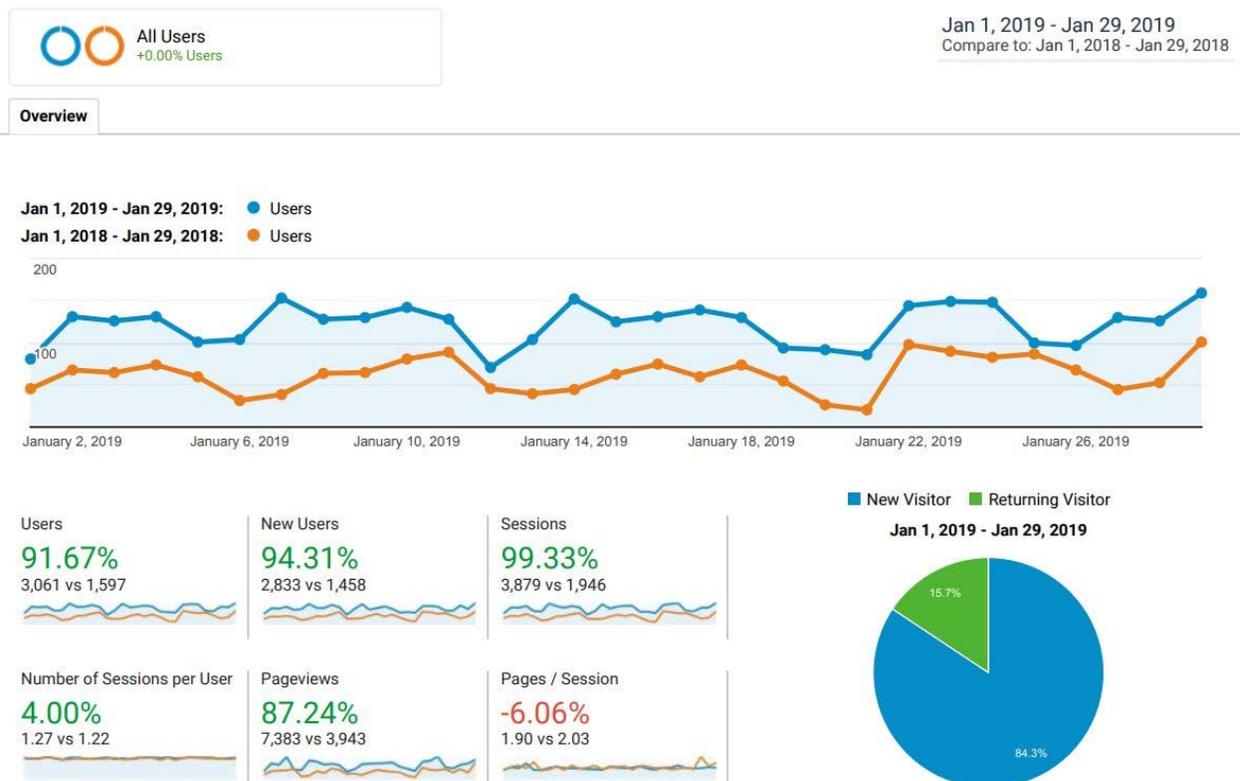
## Digital Outreach

### Website/Social Media Maintenance

- Posted regular updates to District’s social media sites focusing on source reduction after the rainy season
- Updated District website with current job openings and shared with partners and member cities to assist recruiting.
- Focused paid social media on the SWAT Lab’s participation in the first-ever Mobile Museum Fair hosted by the Central Library in the City of Los Angeles.
- Developing new content to promote throughout the first half of the mosquito season
- Updated the District’s Contact Page to reflect preferred points-of-contact

Outreach Medium	Number of Subscribers	Reach
Email List	2,117	Same as subscribers
Facebook	3,852	9,821
Twitter	1,048	10,900
Instagram	204	N/A
Google Adwords	N/A	N/A
Nextdoor	461,401	N/A

## GLACVCD Website



### Summary

In the period from January 1<sup>st</sup> through January 29<sup>th</sup>, 2019, the District website ([www.glacvcd.org](http://www.glacvcd.org)) had 3,061 visits from 2,833 visitors compared to 1,597 visits from 1,458 visitors from the previous year.

**GREATER LOS ANGELES COUNTY VECTOR  
CONTROL DISTRICT**



**FISCAL REPORT  
JANUARY 2019**

*Carolyn M. Weeks, CPA, Director of Fiscal Operations  
Alhaji Kamara, Accounting Clerk*

- Complete the changing of vehicle titles to the current District's name
- Start working on the State Controller's Compensation Report
- Writing up the RFP for financial audit services
- Working on selling vehicles and miscellaneous equipment
- Working on reorganizing all the files in storage in compliance with CalPERS having no statute of limitations on payroll issues
- Working on changing the deed to reflect the current District's name
- Start compiling the worksheets for the upcoming fiscal budget year

## **STAFF REPORT D**

### **Breakdown on Financial Statement Categories**

Regular & Limited Term Salaries – Salaries, Overtime and Payout on Accruals

Employee Taxes – Employer’s cost of employment taxes

Extra Help Salaries – seasonal staff’s salaries

General Benefits - CalPERS retirement and 401(a) funding

Health Benefits – Medical, Dental, Vision and Retirees Medical Premiums

Chemicals – pesticides

Operational Support Equipment – portable spray equipment, support equipment and miscellaneous parts and supplies

Uniforms and Accessories – boots, gloves, coveralls, uniform cleaning, caps, accessories, work apparel, logo patches, shields, staff year pins, and protective safety equipment

Communications – wireless telephone, GPS tracking, two way radios, website services, telephone land lines and internet connection

Kitchen Materials and Supplies – kitchen supplies and miscellaneous expense

VCJPA Insurance – Workers’ Compensation, Liability, Automobile, Group Property, Group Fidelity, Travel, General Fund and Employee Assistance

Maintenance Automotive – Electrical parts, vehicle registration, brake and suspension, tire, wheels and alignment, cooling system parts and service, body repair, fabrication supplies, hazardous waste, engine and transmission, smog checks, first aid, trans, chassis and drive trans, engine, and miscellaneous parts and service

Office Equipment – Equipment repair, copier expenses, computer supplies, and computer software

## STAFF REPORT D

Maintenance Buildings/Yards – Towel supply, floor mates, irrigation, landscape maintenance, janitorial maintenance, pond maintenance, interior and exterior supplies, HVAC, fixture and hardware, and security alarm

Scientific-Technical Lab Supplies – Mosquito fish and supplies, reference materials, lab supplies and equipment, field supplies and equipment and shipping and testing

Memberships – all memberships

Office Expense – Bank and finance fees, postage expenses, office supplies, printing and stationery, payroll processing fees, pre and post employment services, tuition reimbursement and safety/management training

Professional Services – computer consultant, professional/temp services, lawsuit settlements, legal services, NPDES monitoring, CEQA fees, advertising and audit contract

Public Information and Education – public info video, supplies and equipment, information materials, photography expenses, educational material and supplies, promotional and educational, public exhibit, media monitoring and mobile education unit

Special Expense – Property tax administration, LA County Property Tax, meeting/supplies, board of trustee stipends, and board meeting expenses

Transportation and Travel – Permits and fees, certification renewals, continuing education and seminars and manager's auto allowance

Fuel – Fleet fuel

Utilities – utilities, water, and waste disposal

**SUMMARY OF CASH ACCOUNTS**  
 January, Fiscal Year 2018-2019  
 Carolyn Weeks CPA, Director of Fiscal Operations

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
<b>COUNTY TREASURY -1010.0</b>												
Fund Balance - 6/30/18 \$1,533,493.00												
Deposits/Revenues	216,541	146,664	1,375	910	130,815	6,197,811	1,704,959	-	-	-	-	-
YTD	216,541	363,205	364,580	365,490	496,306	6,694,117	8,399,076	8,399,076	8,399,076	8,399,076	8,399,076	8,399,076
Transfer to LAIF 1020.0	1,480,000			350,000			6,340,000					
YTD	1,480,000	1,480,000	1,480,000	1,830,000	1,830,000	1,830,000	8,170,000	8,170,000	8,170,000	8,170,000	8,170,000	8,170,000
<b>Fund Balance</b>	<b>\$ 270,034</b>	<b>\$ 416,698</b>	<b>\$ 418,073</b>	<b>\$ 68,983</b>	<b>\$ 199,799</b>	<b>\$ 6,397,610</b>	<b>\$ 1,762,569</b>					
<b>LAIF ACCOUNT - 1020.0</b>												
Fund Balance - 6/30/18 \$3,894,467.00												
sis (Transfer from County Treasury 1010 or Reserve accounts)	1,480,000			350,000			6,340,000					
Interest Earned				17,621			6,662					
YTD	1,480,000	1,480,000	1,830,000	1,830,000	1,830,000	1,830,000	8,176,662	8,176,662	8,176,662	8,176,662	8,176,662	8,176,662
Withdrawals (Transfer to BPB Payable 1016)		1,100,000			250,000							
Withdrawals (Transfer to BPB Payable 1018)	1,200,000	600,000	900,000	1,050,000			1,300,000					
Withdrawals (Transfers to Reserve Accounts)							237,478					
YTD	1,200,000	2,900,000	3,800,000	4,850,000	5,100,000	5,100,000	6,637,478	6,637,478	6,637,478	6,637,478	6,637,478	6,637,478
<b>Fund Balance</b>	<b>\$ 4,174,467</b>	<b>\$ 2,474,467</b>	<b>\$ 1,574,467</b>	<b>\$ 874,467</b>	<b>\$ 624,467</b>	<b>\$ 624,467</b>	<b>\$ 5,433,651</b>					
<b>CHASE ACCOUNTS PAYABLE 1015.0</b>												
Fund Balance - 6/30/18 \$0												
Deposits (Transfer from LAIF 1020)												
Deposits (Transfer from BPB Payroll 1018)												
Misc. Receipts						27,185	303					
YTD						27,185	27,488	27,488	27,488	27,488	27,488	27,488
Withdrawals (Transfers to BPB Payroll 1018)												
Withdrawals for Payables												
YTD												
<b>Account Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 27,185</b>	<b>\$ 27,488</b>					
<b>AB ACCOUNTS PAYABLE 1016.0</b>												
Fund Balance - 6/30/18 \$209,292.14												
Deposits (Transfer from LAIF 1020)		1,100,000		200,000	250,000							
Deposits (Transfer from BPB Payroll 1018)	225,000	300,000	130,000	220,000	250,000	75,000	390,000					
Misc. Receipts			62,165									
YTD	225,000	1,625,000	1,817,165	2,237,165	2,737,165	2,812,165	3,202,165	3,202,165	3,202,165	3,202,165	3,202,165	3,202,165
Withdrawals (Transfers to BPB Payroll 1018)		375,000	13,000									
Withdrawals for Payables	301,074	1,027,099	222,287	451,884	356,688	253,950	288,637					
YTD	301,074	1,703,173	1,938,460	2,390,344	2,747,032	3,000,982	3,289,619	3,289,619	3,289,619	3,289,619	3,289,619	3,289,619
<b>Account Balance</b>	<b>\$ 133,218</b>	<b>\$ 131,119</b>	<b>\$ 87,998</b>	<b>\$ 56,114</b>	<b>\$ 199,426</b>	<b>\$ 20,475</b>	<b>\$ 121,838</b>					
<b>CHASE PAYROLL ACCOUNT 1017.0</b>												
Fund Balance - 6/30/18 \$0												
Deposits (Transfer from LAIF 1020)												
Deposits (Transfer from BPB Payroll 1018)						10,000						
Misc. Receipts												
YTD						10,000	10,000	10,000	10,000	10,000	10,000	10,000
Withdrawals (Transfers to BPB Payroll 1018)												
Withdrawals for Payables												
YTD												
<b>Account Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000</b>						

**SUMMARY OF CASH ACCOUNTS**  
 January, Fiscal Year 2018-2019  
 Carolyn Weeks CPA, Director of Fiscal Operations

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
<b>AB PAYROLL ACCOUNT 1018.0</b>												
Fund Balance - 6/30/18	\$38,815.00											
Deposits (Transfer from LAIF 1020)		600,000	900,000	850,000	-	-	1,300,000	-	-	-	-	-
Deposits (Transfer from BPB Payable 1016)		375,000	13,000									
Deposits (Transfer from CalTrust1019)					1,500,000							
YTD	1,200,000	2,175,000	3,088,000	3,938,000	5,438,000	5,438,000	6,738,000	6,738,000	6,738,000	6,738,000	6,738,000	6,738,000
Withdrawals for Payroll	931,165	662,198	666,448	683,319	619,551	642,893	834,604					
Withdrawals (Transfer to BPB Payable 1016)	225,000	300,000	130,000	220,000	250,000	75,000	390,000					
YTD	1,156,165	2,118,363	2,914,811	3,818,131	4,687,682	5,405,575	6,630,179	6,630,179	6,630,179	6,630,179	6,630,179	6,630,179
<b>Account Balance \$</b>	<b>82,650</b>	<b>95,452</b>	<b>212,004</b>	<b>158,685</b>	<b>789,133</b>	<b>71,241</b>	<b>146,637</b>	<b>146,637</b>	<b>146,637</b>	<b>146,637</b>	<b>146,637</b>	<b>146,637</b>
<b>CalTRUST Account Cash Flow - 1019.0</b>												
Fund Balance - 6/30/18	\$1,514,048.00											
Deposits												
Interest Earned		2,320	2,344	2,351	3,360		45					
YTD		2,320	4,663	7,014	10,374	10,374	10,419	10,419	10,419	10,419	10,419	10,419
Withdrawals					1,500,000							
Administrative Expenses												
YTD					1,500,000							
<b>Fund Balance \$</b>	<b>1,514,048</b>	<b>1,516,367</b>	<b>1,518,711</b>	<b>1,521,062</b>	<b>24,422</b>	<b>24,422</b>	<b>24,467</b>	<b>24,467</b>	<b>24,467</b>	<b>24,467</b>	<b>24,467</b>	<b>24,467</b>
<b>VCJPA TRUST FUND - 1012.0</b>												
Fund Balance - 6/30/18	\$1,013,862.00											
Deposits												
Interest Earned		4,138				140,865						
YTD		4,138				14,671						
Withdrawals					4,138	159,674	159,674	159,674	159,674	159,674	159,674	159,674
Administrative Expenses												
YTD						28	55	55	55	55	55	55
<b>Fund Balance \$</b>	<b>1,013,862</b>	<b>1,013,862</b>	<b>1,017,973</b>	<b>1,017,973</b>	<b>1,017,973</b>	<b>1,173,481</b>						
<b>VCJPA PROPERTY - 1013.0</b>												
Fund Balance - 6/30/18	\$51,552.00											
Deposits												
Interest Earned			210			698						
YTD			210		210	908	908	908	908	908	908	908
Withdrawals												
Administrative Expenses												
YTD												
<b>Fund Balance \$</b>	<b>51,552</b>	<b>51,552</b>	<b>51,762</b>	<b>51,762</b>	<b>51,762</b>	<b>52,460</b>						

SUMMARY OF CASH ACCOUNTS  
 January, Fiscal Year 2018-2019  
 Carolyn Weeks CPA, Director of Fiscal Operations

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
<b>CalTRUST ACCOUNT EMERGENCY VECTOR CONTROL RESERVES- 1031.0</b>												
Fund Balance - 6/30/18 \$1,202,278.00												
Deposits (Transfers from 1020.0)					4,547	8,413	4,820					
Interest Earned	(1,215)	4,613	487									
YTD	(1,215)	3,399	3,886		8,433	16,846	21,666	21,666	21,666	21,666	21,666	21,666
Withdrawals												
YTD												
<b>Fund Balance \$ 1,201,064 \$ 1,205,677 \$ 1,206,164 \$ 1,206,164 \$ 1,210,711 \$ 1,219,124 \$ 1,223,944 \$ 1,223,944 \$ 1,223,944 \$ 1,223,944 \$ 1,223,944 \$ 1,223,944</b>												

<b>LAIF ACCOUNT MEU VEHICLE REPLACEMENT - 1023.0</b>												
Fund Balance - 6/30/18 \$0												
Deposits (Transfers from 1020.0)												
Interest Earned												
YTD												
Withdrawals												
YTD												
<b>Fund Balance \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -</b>												

<b>LAIF ACCOUNT CAPITAL DESIGNATED RESERVES - 1025.0</b>												
Fund Balance - 6/30/18 \$90,629.68												
Deposits (Transfers from 1020.0)							48,511					
Interest Earned												
YTD							48,511	48,511	48,511	48,511	48,511	48,511
Withdrawals												
YTD							11,033	11,033	11,033	11,033	11,033	11,033
<b>Fund Balance \$ 90,630 \$ 90,630 \$ 90,630 \$ 90,630 \$ 90,630 \$ 90,630 \$ 90,630 \$ 128,108 \$ 128,108 \$ 128,108 \$ 128,108 \$ 128,108</b>												

<b>CalTRUST ACCOUNT OPERATIONS DESIGNATED RESERVES - 1033.0</b>												
Fund Balance - 6/30/18 \$400,921.00												
Deposits (Transfers from 1020.0)												
Interest Earned	(405)	1,538	162		1,516	2,805	1,607					
YTD	(405)	1,133	1,295		2,811	5,616	7,223	7,223	7,223	7,223	7,223	7,223
Withdrawals												
YTD												
<b>Fund Balance \$ 400,516 \$ 402,054 \$ 402,216 \$ 402,216 \$ 403,732 \$ 406,537 \$ 408,144 \$ 408,144 \$ 408,144 \$ 408,144 \$ 408,144</b>												

SUMMARY OF CASH ACCOUNTS  
 January, Fiscal Year 2018-2019  
 Carolyn Weeks CPA, Director of Fiscal Operations

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
<b>LAIF ACCOUNT OPEB DESIGNATED RESERVES - 1027.0</b>												
Fund Balance - 6/30/18 \$100,696.00												
Deposits (Transfers from 1020.0)	-	-	-	-	-	-	170,000	-	-	-	-	-
Interest Earned	-	-	-	-	-	-	-	-	-	-	-	-
YTD	-	-	-	-	-	-	170,000	170,000	170,000	170,000	170,000	170,000
Withdrawals	-	-	-	-	-	-	-	-	-	-	-	-
YTD	-	-	-	-	-	-	-	-	-	-	-	-
<b>Fund Balance \$ 100,696 \$ 100,696 \$ 100,696 \$ 100,696 \$ 100,696 \$ 270,696 \$ 270,696 \$ 270,696 \$ 270,696 \$ 270,696</b>												

<b>LAIF ACCOUNT COMPENSATED ABSENCES RESERVE - 1029.0</b>												
Fund Balance - 6/30/17 \$20,000.00												
Deposits (Transfers from 1020.0)	-	-	-	-	-	-	30,000	-	-	-	-	-
Interest Earned	-	-	-	-	-	-	-	-	-	-	-	-
YTD	-	-	-	-	-	-	30,000	30,000	30,000	30,000	30,000	30,000
Withdrawals	-	-	-	-	-	-	-	-	-	-	-	-
YTD	-	-	-	-	-	-	-	-	-	-	-	-
<b>Fund Balance \$ 20,000 \$ 20,000 \$ 20,000 \$ 20,000 \$ 20,000 \$ 50,000 \$ 50,000 \$ 50,000 \$ 50,000 \$ 50,000</b>												

<b>CalTRUST ACCOUNT CAPITAL RESERVES - 1032.0</b>												
Fund Balance - 6/30/18 \$360,859.00.00												
Deposits (Transfers from 1020.0)	-	-	-	-	-	-	-	-	-	-	-	-
Interest Earned	(364)	1,384	146	-	1,365	2,525	1,447	-	-	-	-	-
YTD	(364)	1,020	1,166	1,166	2,531	5,055	6,502	6,502	6,502	6,502	6,502	6,502
Withdrawals	-	-	-	-	-	-	-	-	-	-	-	-
YTD	-	-	-	-	-	-	-	-	-	-	-	-
<b>Fund Balance \$ 360,495 \$ 361,879 \$ 362,025 \$ 362,025 \$ 363,390 \$ 365,914 \$ 367,361 \$ 367,361 \$ 367,361 \$ 367,361</b>												

<b>CalTRUST ACCOUNT VEHICLE REPLACEMENT - 1034.0</b>												
Fund Balance - 6/30/18 \$200,460.00												
Deposits (Transfers from 1020.0)	-	-	-	-	-	-	-	-	-	-	-	-
Interest Earned	(202)	769	81	-	758	1,402	804	-	-	-	-	-
YTD	(202)	567	648	648	1,406	2,808	3,612	3,612	3,612	3,612	3,612	3,612
Withdrawals	-	-	-	-	-	-	-	-	-	-	-	-
YTD	-	-	-	-	-	-	-	-	-	-	-	-
<b>Fund Balance \$ 200,258 \$ 201,027 \$ 201,108 \$ 201,108 \$ 201,866 \$ 203,269 \$ 204,072 \$ 204,072 \$ 204,072 \$ 204,072</b>												

**CASH BALANCE \$ 9,613,489 \$ 8,081,480 \$ 7,263,826 \$ 6,131,884 \$ 5,298,006 ##### \$ 11,404,915 ##### #####**

This above information is provided in compliance with the District's Investment Policy.

**MONTHLY EXPENSE STATEMENT**  
**January, Fiscal Year 2018-2019**  
**Carolyn M. Weeks CPA, Director of Fiscal Operations**

ACCOUNT	ACTUAL MONTHLY EXPENSE (\$)	BUDGETED MONTHLY EXPENSE (\$)	MONTHLY VARIANCE (\$)	YTD ACTUAL EXPENSE (\$)	YTD BUDGETED EXPENSE (\$)	YTD VARIANCE (\$)
<b><u>Salaries and Benefits</u></b>						
Regular & Limited Term Salaries	\$ 688,873	\$ 719,040	\$ 30,167	\$ 3,716,414	\$ 4,178,898	\$ 462,484
Employee Taxes	48,187	42,394	(5,793)	136,733	163,757	27,024
Extra Help Salaries	-	-	-	306,063	428,933	122,871
General Benefits	87,072	93,306	6,234	966,314	1,034,727	68,413
Health Benefits	133,965	161,353	27,388	909,008	1,180,889	271,881
<b>SUBTOTAL</b>	<b>\$ 958,097</b>	<b>\$ 1,016,093</b>	<b>\$ 57,996</b>	<b>\$ 6,034,532</b>	<b>\$ 6,987,204</b>	<b>\$ 952,672</b>
<b><u>Services and Supplies</u></b>						
Chemicals	\$ -	\$ 10,500	\$ 10,500	\$ 99,359	\$ 131,750	\$ 32,391
Operational Support Equipment	50	2,050	2,000	16,845	16,925	80
Uniforms and Accessories	1,126	4,575	3,449	28,796	50,635	21,839
Communications	-	11,570	11,570	86,721	131,481	44,760
Kitchen Materials and Supplies	-	121	121	1,481	921	(560)
VCJPA Insurance	-	-	-	511,384	590,473	79,089
Maintenance: Automotive	715	5,380	4,665	67,253	80,390	13,137
Office Equipment	1,482	6,133	4,651	22,957	35,643	12,687
Maintenance: Bldgs/Yards	2,195	12,956	10,761	52,702	84,191	31,489
Scientific-Technical Lab Supplies	191	4,475	4,284	43,238	53,350	10,112
Memberships	360	-	(360)	15,561	23,500	7,939
Office Expense	2,831	8,871	6,040	36,883	78,196	41,313
Professional Services	6,071	47,500	41,429	121,139	174,050	52,911
Public Information & Education	-	1,600	1,600	30,026	29,250	(776)
Special Expense	15,350	16,117	767	384,808	437,217	52,409
Transportation & Travel	4,439	16,239	11,800	50,237	68,175	17,938
Fuel	5,996	13,187	7,191	109,209	143,612	34,403
Utilities	5,793	8,317	2,524	56,343	69,417	13,073
<b>SUBTOTAL</b>	<b>\$ 46,599</b>	<b>\$ 169,590</b>	<b>\$ 122,991</b>	<b>\$ 1,734,942</b>	<b>\$ 2,199,175</b>	<b>\$ 464,233</b>
<b><u>Fixed Assets</u></b>						
Automotive/Specialty Vehicles	\$ 556	-	\$ (556)	\$ 266,690	\$ 548,000	\$ 281,310
Machinery & Equipment	-	-	-	3,067	18,950	15,883
Spray Equipment	-	-	-	-	-	-
Computer Equipment	-	-	-	16,776	19,350	2,574
Laboratory Equipment	-	-	-	-	-	-
Public Information/Ed. Equipment	-	-	-	-	-	-
Furniture & Fixtures	-	-	-	11,569	18,300	6,731
Reserves	-	-	-	-	900,000	900,000
Capital Improvements	11,033	-	(11,033)	11,033	67,500	56,467
<b>SUBTOTAL</b>	<b>\$ 11,590</b>	<b>\$ -</b>	<b>\$ (11,590)</b>	<b>\$ 309,135</b>	<b>\$ 1,572,100</b>	<b>\$ 1,262,965</b>
<b><u>Reserves</u></b>						
Capital Reserve Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MEU (Vecmobile) Replacement Res	-	-	-	-	-	-
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,016,286</b>	<b>\$ 1,185,683</b>	<b>\$ 169,397</b>	<b>\$ 8,078,609</b>	<b>\$ 10,758,479</b>	<b>\$ 2,679,870</b>



**GREATER LOS ANGELES VECTOR CONTROL DISTRICT**  
**Chart of Financial Activity: FY 2019**

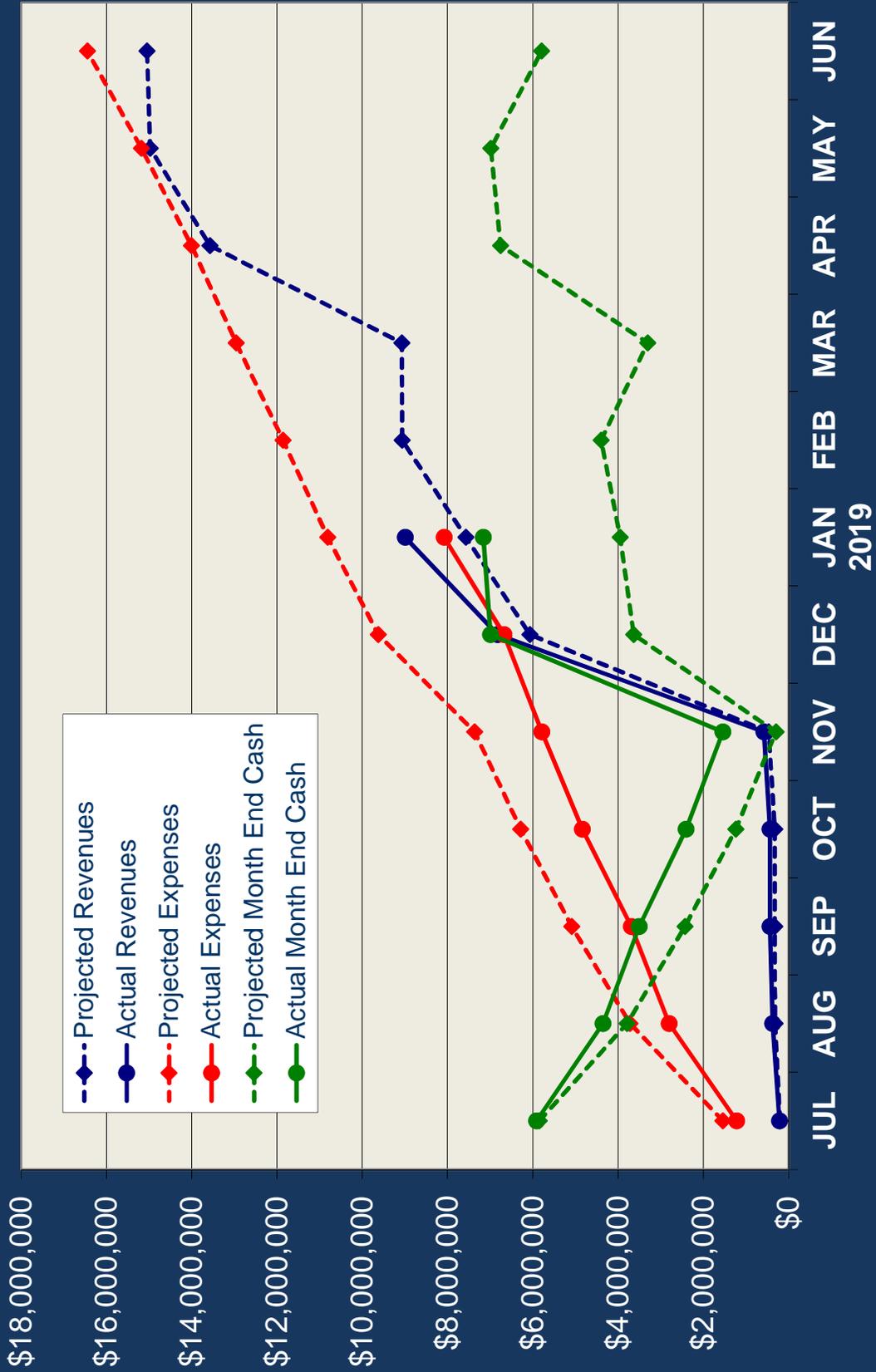
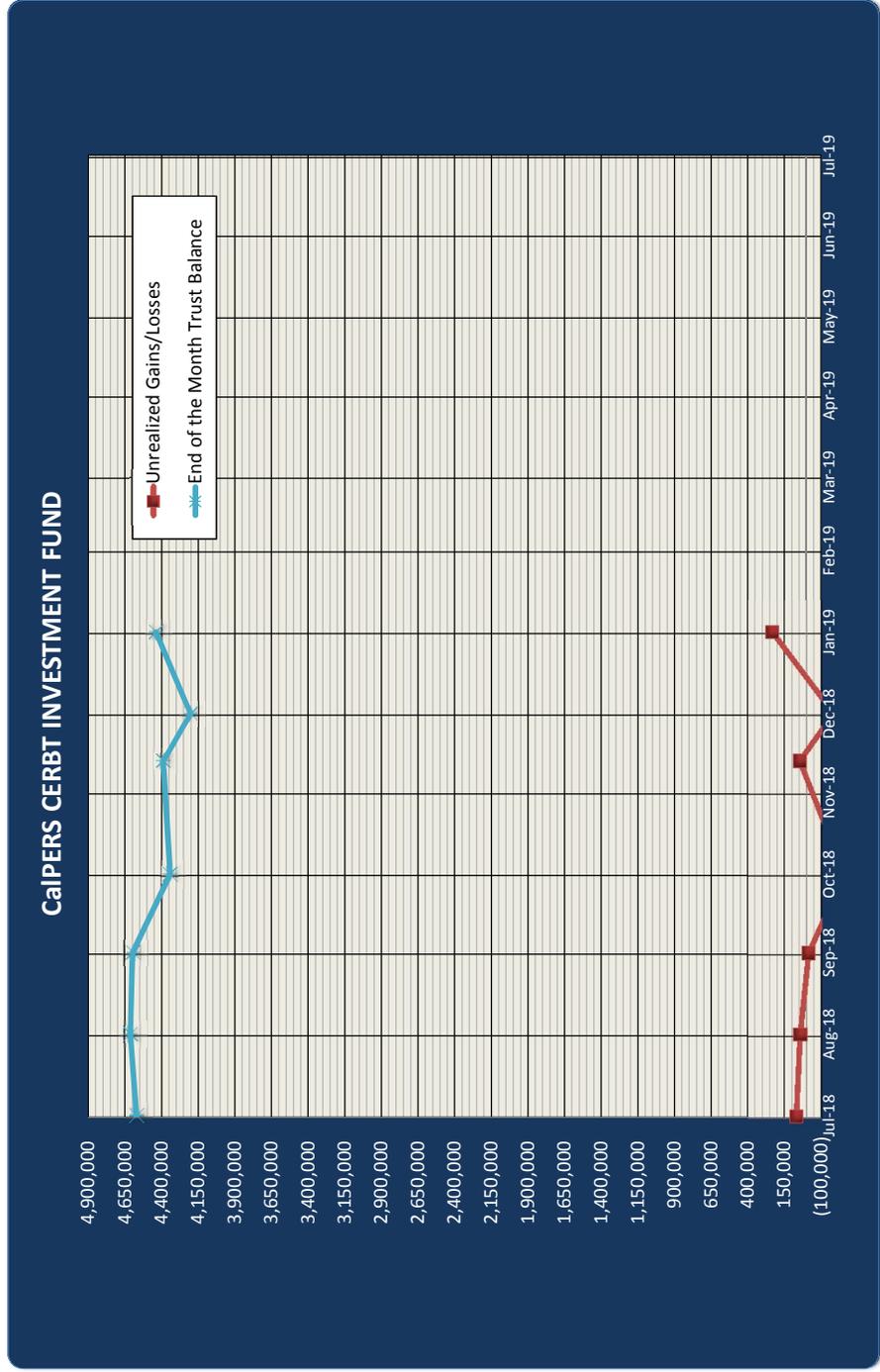


TABLE FOR CHART JULY 2018 - JUNE 2019

Month	Projected Revenues	Actual Revenues	Projected Expenses	Actual Expenses	Projected Month End Cash	Actual Month End Cash
JUL	200,000	214,354	1,538,842	1,217,881	5,851,158	5,908,515
AUG	320,000	371,866	3,721,975	2,799,746	3,788,025	4,350,834
SEP	323,000	433,137	5,086,634	3,691,222	2,426,366	3,501,251
OCT	326,000	436,402	6,282,244	4,835,267	1,233,756	2,405,529
NOV	466,000	578,760	7,360,848	5,786,611	295,152	1,538,889
DEC	6,066,000	6,821,427	9,624,322	6,675,292	3,631,678	6,988,889
JAN 2019	7,566,000	8,993,052	10,810,006	8,078,609	3,945,994	7,158,040
FEB	9,066,000	0	11,858,344	0	4,397,656	0
MAR	9,072,700	0	12,959,030	0	3,303,670	0
APR	13,572,700	0	14,007,958	0	6,754,742	0
MAY	14,972,700	0	15,179,454	0	6,983,246	0
JUN	15,047,700	0	16,447,354	0	5,790,346	0

SUMMARY of CalPERS CERBT INVESTMENT FUND  
 January, Fiscal Year 2018-2019  
 Carolyn Weeks, CPA, Director of Fiscal Operations

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
<b>CalPERS CERBT Plan for Pre-Funding OPEB</b>												
Fund Balance - 6/30/17 \$3,901,473.00	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000
Deposits												
YTD Deposits	69,526	42,614	(13,825)	(256,603)	46,391	(184,751)	234,289	-	-	-	-	-
Unrealized Gains/Losses	69,526	112,140	98,315	(158,288)	(111,897)	(296,648)	(62,359)	(62,359)	(62,359)	(62,359)	(62,359)	(62,359)
YTD Unrealized Gains/Losses	325	330	320	320	304	308	302	-	-	-	-	-
Administrative Fees	325	655	975	1,295	1,599	1,907	2,209	2,209	2,209	2,209	2,209	2,209
YTD Administrative Fees	\$ 4,570,674	\$ 4,612,958	\$ 4,598,813	\$ 4,341,890	\$ 4,387,976	\$ 4,202,918	\$ 4,436,905	\$ 4,436,905	\$ 4,436,905	\$ 4,436,905	\$ 4,436,905	\$ 4,436,905
<b>Fund Balance</b>												





**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT  
HUMAN RESOURCES DEPARTMENT REPORT  
JANUARY 2019**

*Vacant, Director of Human Resources  
Vacant, Benefit Specialist  
Jamie Hebein Salazar, Human Resources Assistant*

**I. Employment & Recruiting:**

- a. Internal posting- VCS IV- SYL Lead, posted 1/7/19
- b. HR Director, posted 1/3/19- Review, Screen, Administer Written Exam
- c. Vector Control Specialist, posted 1/18/19- Review, Screen
- d. GIS/IT Help Desk, posted 1/25/19- Review, Screen
- e. Benefit Specialist, posted 1/23/19- Review, Screen

**II. Department Activities:**

- a. Implemented new Standard Dental provider plan – effective 1/1/2019
- b. Implemented HRA with Active Retirees – effective 1/1/2019
- c. American Fidelity voluntary plans including health care flexible spending account, dependent care spending account, long term disability, accident cancer and critical illness plans effective as of 1/1/19.
- d. Finalized Section 125 Plan
- e. Tier IV Benefit set-up in ADP
- f. Facilitated the completion of performance evaluations in each department
- g. Prepared for all-hands safety training scheduled for 2/13 and 2/20.
- h. BenefitBridge implementation meeting on 1/30/19

**III. Department Training & Workshops**

Date	Workshop	Topic	Location
1/9/2019	PIHRA Monthly Meeting	Investigations	Cerritos
1/15/2019	CalPERS	Disability Retirement	Orange
1/22/2019	CalPERS	Health Enrollment	Orange
1/23/19-1/25/19	LCW	Annual/Public Sector Employment Law conference	Palm Desert
1/31/2019	Safety Committee	Quarterly Meeting	District

**IV. Worker's Compensation Update:**

- a. No injuries
- b. OSHA 300A log posted