



Orange County Mosquito and Vector Control District

Serving Orange County Since 1947

**NOTICE AND AGENDA
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
THURSDAY FEBRUARY 20, 2025
932nd REGULAR MEETING 3:00 P.M.
13001 GARDEN GROVE BLVD.
GARDEN GROVE, CA 92843
WEBSITE ADDRESS: www.ocvector.org
REGULAR MEETING 3:00 P.M.**

A. PLEDGE OF ALLEGIANCE AND ROLL CALL

1. Call business meeting to order 3:00 p.m.
2. Pledge of Allegiance
3. Roll Call - (If absences occur, consider whether to deem those absences excused based on facts presented for the absence — such determination shall be the permission required by law.)

PRESIDENT:	Cecilia Hupp	Brea
VICE-PRESIDENT:	Bob Ruesch	Mission Viejo
SECRETARY:	Crystal Miles	Villa Park

Aliso Viejo	Richard Hurt	Lake Forest	Robert Pequeño
Anaheim	Carlos Leon	Los Alamitos	Tanya Doby
Brea	Cecilia Hupp	Mission Viejo	Bob Ruesch
Buena Park	Lamiya Hoque	Newport Beach	Erik Weigand
Costa Mesa	William Turpit	Orange	Jon Dumitru
Cypress	Leo Medrano	Placentia	Craig Green
Dana Point	John Gabbard	Rancho Santa Margarita	April Josephson
Fountain Valley	Kim Constantine	San Clemente	Steve Knoblock
Fullerton	Shana Charles	San Juan Capistrano	John Taylor
Garden Grove	Ariana Arestegui	Santa Ana	Nelida Mendoza
Huntington Beach	Gracey Van Der Mark	Seal Beach	Nathan Steele
Irvine	Tammy Kim	Stanton	Gary Taylor
La Habra	James Gomez	Tustin	Rebecca Gomez
La Palma	Debbie S. Baker	Villa Park	Crystal Miles
Laguna Beach	Mark Orgill	Westminster	Carlos Manzo
Laguna Hills	Erica Pezold	Yorba Linda	Peggy Huang
Laguna Niguel	Gene Johns	County of Orange	Lisa Fernandez
Laguna Woods	Pearl Lee		

B. PUBLIC COMMENTS:

(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 which 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. Any person wishing to speak must come up and speak from the lectern. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Board President.

C. PRESENTATIONS:

1. Recognize Outgoing Trustees: Ahn, Peat, Klopfenstein, West
2. Recognize Trustee Years of Service: 5 Years: Pezold, Doby, Miles; 10 Years: Huang; 20 Years: J. Gomez
3. Staff will give a presentation entitled "2024 Year in Review"
4. District Counsel will give a presentation entitled "Trustee Roles and Responsibilities"

D. OCMVCD COMMITTEE REPORTS TO THE BOARD OF TRUSTEES: None

E. 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.

1. Approve the DRAFT Minutes for the regular meeting on January 16, 2025
2. Approve Warrant Register for December 2024 (Exhibit A)
3. Approve Monthly Financial Report for December 2024 (Exhibit A)
4. Approve Board Committee Assignments for 2025 (Exhibit A)
5. Adopt Resolution No. 589 Amending the Mutual Assistance Agreement for Mosquito and Vector Control Services in Southern California Region (Exhibit A, B)
6. Adopt Resolution No. 590 to Approve Policy No. 57, the District's Artificial Intelligence (AI) Policy (Exhibit A, B, C)
7. Adopt Resolution No. 591 Authorizing Staff to Complete Required Documents to Accept the Cal OES State and Local Cybersecurity Grants for Local and Tribal Governments State & Local (SL) Program in the Amount of \$85,000 (Exhibit A, B)

F. BUSINESS ITEMS:

1. Authorize District Manager to Enter Into a Contract with Griffin Structures for Preconstruction Work (Exhibit A, B, C)

G. INFORMATIONAL ITEMS ONLY: (NO ACTION NECESSARY)

1. Staff Presentation: Staff will give an update on vector activity in Orange County
2. Staff Presentation: Staff will give an update on operations activity in Orange County
3. Staff Presentation: Staff will give an update on outreach activity in Orange County
4. Trustee Terms of Office to Expire January 6, 2025 at 11:59 AM
5. Receive and File Fiscal Year 2025-26 Budget Preparation Schedule
6. Receive and File Statement of Economic Interest 700 Form

H. PRESIDENT'S REPORT AND TRUSTEE COMMENTS:

I. DISTRICT MANAGER REPORT: Discussion and Possible Action

J. DISTRICT LEGAL COUNSEL REPORT: Discussion and Possible Action

K. CORRESPONDENCE: Discussion and Possible Action

1. Staff Reports from Conferences Attended in January 2025

L. FUTURE AGENDA ITEMS:

M. ADJOURNMENT:

1. Adjourn to the next regular meeting on March 20, 2025 starting at 3:00 p.m. at the Orange County Mosquito and Vector Control District offices, 13001 Garden Grove Blvd., Garden Grove, CA 92843.

MINUTES OF THE 931st MEETING

**BOARD OF TRUSTEES
Orange County Mosquito and Vector Control District**

TIME: 3:00 P.M. January 16, 2025

PLACE: 13001 Garden Grove Blvd., Garden Grove, CA 92843

PRESIDENT:	Cecilia Hupp	Brea
VICE PRESIDENT:	Robert Ruesch	Mission Viejo
SECRETARY:	Crystal Miles	Villa Park

TRUSTEES PRESENT:

Aliso Viejo	Richard Hurt	Los Alamitos	Tanya Doby
Anaheim	Carlos Leon	Newport Beach	Erik Weigand
Brea	Cecilia Hupp	Orange	Jon Dumitru
Buena Park	Lamiya Hoque	Placentia	Craig Green
Costa Mesa	Bill Turpit	Rancho Santa Margarita	April Josephson
Cypress	Leo Medrano	San Clemente	Steve Knoblock
Fountain Valley	Kim Constantine	San Juan Capistrano	John Taylor
Garden Grove	Ariana Arestegui	Seal Beach	Nathan Steele
Huntington Beach	Gracey Van Der Mark	Stanton	Gary Taylor
Irvine	Tammy Kim	Tustin	Rebecca Gomez
La Habra	James Gomez	Villa Park	Crystal Miles
La Palma	Debbie S. Baker	Yorba Linda	Peggy Huang
Laguna Woods	Pearl Lee	County of Orange	Lisa Fernandez

TRUSTEES ABSENT:

Dana Point	John Gabbard	Lake Forest	Robert Pequeño
Fullerton	Shana Charles	Mission Viejo	Bob Ruesch
Laguna Beach	Mark Orgill	Santa Ana	Nelida Mendoza
Laguna Hills	Erica Pezold	Westminster	Amy Phan West
Laguna Niguel	Gene Johns		

Trustees Gabbard, Charles, Pezold, Johns, Pequeño, and Ruesch had a notified absence.

OTHERS PRESENT:

Lora Young, District Manager
Miquel Jacobs, Director of Communications
Jerry Sims, Director of Operations
Amber Semrow, Director of Scientific Technical Services
Tawnia Pett, Executive Assistant/Clerk of the Board
Alan Burns, District Counsel

A. Opening:

1. **Call the Business Meeting to Order:** President Green called the meeting to order at 3:04 P.M.
2. **Pledge of Allegiance:** President Green asked District Counsel Burns to lead the Pledge of Allegiance.
3. **Roll Call:** Twenty-six Trustees were present out of the current Board membership of 35.

President Green introduced the new Trustee from the cities of Buena Park, Lamiya Hoque, Cypress, Leo Medrano, Garden Grove, Ariana Arestegui, and Laguna Woods, Pearl Lee

4. **Election of Officers of the 2025 Executive Board:** President Green presented a slate for nominations: Vice President Hupp for President, Secretary Ruesch for Vice President, and Trustee Miles for Secretary and to close nominations for those offices. Trustee Weigand seconded the motion.

Vote to close Nominations:

Ayes: Trustees Hurt, Leon, Hupp, Hoque, Turpit, Medrano, Constantine, Arestegui, Van Der Mark, Kim, J. Gomez, Baker, Lee, Doby, Weigand, Dumitru, Green, Josephson, Knoblock, J. Taylor, Steele, G. Taylor, R. Gomez, Miles, Huang, and Fernandez.

Noes: None.

Abstained: None.

Absent: Trustees Gabbard, Charles, Orgill, Pezold, Johns, Pequeño, Ruesch, Mendoza, and West.

Vote for the slate as nominated by President Green:

Ayes: Trustees Hurt, Leon, Hupp, Hoque, Turpit, Medrano, Constantine, Arestegui, Van Der Mark, Kim, J. Gomez, Baker, Lee, Doby, Weigand, Dumitru, Green, Josephson, Knoblock, J. Taylor, Steele, G. Taylor, R. Gomez, Miles, Huang, and Fernandez.

Noes: None.

Abstained: None.

Absent: Trustees Gabbard, Charles, Orgill, Pezold, Johns, Pequeño, Ruesch, Mendoza, and West.

B. Public Comments: None

C. Presentations:

1. Recognized Outgoing President Green
2. Recognized Outgoing Trustees Burns and Horne
3. Staff gave a presentation entitled "OCMVCD Typhus Program"

D. Closed Session/Open Session:

1. Closed Session: President Hupp called for closed session at 3:38 PM
Government Code Section 54957.6 (a) Conference with Labor Negotiators
Agency representative: District Manager
Employee Organization: Non-represented employees
2. Reconvene to Open Session: Open Session resumed at 3:56 PM. District Counsel Burns reported that the Board gave authority to the District Manager to implement based on the Policy and Personnel Committee's recommendation.

E. OCMVCD Committee Reports to the Board of Trustees:

1. Joint Committee Meeting: Budget & Finance and Building, Property, & Equipment Committees: Budget & Finance Committee Chair Hurt reported the committee gave authority for the Budget & Finance and the Building, Property, & Equipment Committee Chairs to meet with two candidates for the construction management contract.
2. Policy & Personnel Committee: District Manager Young reported the committee discussed the items in closed session and recommended approving the District AI Policy that will be on the February agenda.
3. Operations Committee: Committee Chair Miles reported the committee recommended adopting Agenda Item G.1 and approving the Mutual Assistance Agreement when it is presented at the February board meeting.

F. Consent Calendar: Items for Approval by General Consent:

On motion from Trustee Doby, seconded by Trustee Josephson, and approved by unanimous vote, the Board of Trustees approved Consent Calendar Items F.2 through F.4. Agenda Item F.1 was passed by majority vote due to absences at the previous Board Meeting (Abstained: Trustees Leon, Hupp, Hoque, Medrano, Arestegui, Lee, Knoblock, Fernandez).

Ayes: Trustees Hurt, Leon, Hupp, Hoque, Turpit, Medrano, Constantine, Arestegui, Van Der Mark, Kim, J. Gomez, Baker, Lee, Doby, Weigand, Dumitru, Green, Josephson, Knoblock, J. Taylor, Steele, G. Taylor, R. Gomez, Miles, Huang, and Fernandez.

Noes: None.

Abstained: None.

Absent: Trustees Gabbard, Charles, Orgill, Pezold, Johns, Pequeño, Ruesch, Mendoza, and West.

1. **Approval of Minutes:** Approved, without reading, the minutes of 930th Meeting of the Board of Trustees held December 19, 2024.
2. **Approved Warrant Register for November 2024: (Exhibit A)** Received and filed.
3. **Approved Monthly Financial Report for November 2024: (Exhibit A)** Received and filed.
4. **Adopted Resolution No. 587 Authorizing the Deployment of Vector Personnel and Resources for Natural Disaster Relief Works: (Exhibit A)**

G. Business Items:

1. **Adopted Resolution No. 588 Formalizing the OCMVCD Flea-borne Typhus Program and Service: (Exhibit A, B)** On motion from Trustee Miles, seconded by Trustee Van Der Mark, and approved by unanimous vote, the Board of Trustees adopted Resolution No. 588 formalizing the OCMVCD flea-borne typhus program and services.

Ayes: Trustees Hurt, Leon, Hupp, Hoque, Turpit, Medrano, Constantine, Arestegui, Van Der Mark, Kim, J. Gomez, Baker, Lee, Doby, Weigand, Dumitru, Green, Josephson, Knoblock, J. Taylor, Steele, G. Taylor, R. Gomez, Miles, Huang, and Fernandez.

Noes: None.

Abstained: None.

Absent: Trustees Gabbard, Charles, Orgill, Pezold, Johns, Pequeño, Ruesch, Mendoza, and West.

H. Informational Items Only (No Action Necessary):

1. **Staff Presentation:** Director of Scientific Technical Services Semrow gave an update on vector activity in the county.
2. **Staff Presentation:** Director of Operations Sims gave an update on operations activity in the county.
3. **Staff Presentation:** Director of Communications Jacobs gave an update on outreach activity in the county.
4. Trustee Terms of Office to Expire January 6, 2025 at 11:59 AM: Receive and filed.
5. Board of Trustees Committee Assignments for 2025: Received and filed.
6. 2024 Trustee Attendance Report: Received and filed.

I. President's Report and Trustee Comments: None**J. District Manager's Report:** District Manager Young reported:

1. Turn in committee selections for 2025 to Clerk Pett by January 23.
2. The District received a cybersecurity grant of \$85,000 over two years.
3. Staff are attending the MVCAC Annual Conference January 26-29 in Oakland.
4. Trustee Open House will be February 20 before the board meeting.
5. The District had its annual employee appreciation breakfast on January 14.

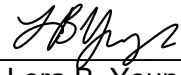
K. District Counsel Report: District Counsel Burns reported:

1. The annual selected laws memo will be distributed.

L. Correspondence: None**M. Future Agenda Items: None****N. Adjournment:**

1. President Hupp adjourned the meeting at 4:09 P.M. to a regular meeting on Thursday, February 20, 2025.

I certify that the above minutes substantially reflect the actions taken by the Board of Trustees at its meeting held January 16, 2025.




Lora B. Young, District Manager

Approved as written and/or corrected by the Board of Trustees at its 932nd _____

Nine hundred and thirty-second _____ meeting held February 20, 2025 _____

ATTEST: _____
Crystal Miles, Secretary

	Orange County Mosquito and Vector Control District	
	AGENDA ITEM E.2	Date
	Prepared By: Tan Nguyen, Director of Finance Submitted By: Lora Young, District Manager	February 20, 2025

Agenda Title:

Approve Warrant Register for December 2024

Recommended Action:

Receive and file.

Summary:

Receive and file payment of December warrant register dated February 20, 2025, in the amount of \$619,971.04 presented by in-house check runs dated December 5, 12, 16, 19, 26, 29, and 31, 2024.

Previous Relevant Board Actions for This Item:

Monthly report

Strategic Plan Compliance: 5. Financial Sustainability: 5.1: Conduct revenue assessment to determine long-term financial needs

Fiscal Impact:

What Amount is being requested?

Is the Amount Requested Budgeted in the Current Fiscal Year?

If No, What Funds Are Requested?

Exhibits:

Exhibit A: December 2024 Warrant Report

ORANGE COUNTY MOSQUITO & VECTOR CONTROL DISTRICT

REGISTER OF DEMANDS February 20, 2025

ACCOUNTS PAYABLE REGISTER

ORANGE COUNTY MOSQUITO & VECTOR CONTROL DISTRICT		
REGISTER OF DEMANDS - AP REGISTER 2/20/25		
AP/Check Run	12/5/2024	156,206.21
AP/Check Run	12/12/2024	91,050.71
AP/Check Run	12/16/2024	300.00
AP/Check Run	12/19/2024	50,825.56
AP/Check Run	12/26/2024	27,349.41
AP/Check Run	12/31/2024	20,552.03
P/R CalPERS1	12/12/2024	46,941.68
P/R EDD	12/12/2024	11,142.03
P/R EEASSOC	12/12/2024	720.00
P/R ICMA	12/12/2024	29,611.19
P/R IRS	12/12/2024	35,745.56
P/R NATION	12/12/2024	4,493.33
P/R TASC	12/12/2024	2,177.19
P/R USB	12/12/2024	325.72
P/R EEASSOC	12/29/2024	720.00
P/R ICMA	12/29/2024	31,542.70
P/R USB	12/29/2024	384.92
P/R CalPERS1	12/31/2024	47,060.14
P/R EDD	12/31/2024	13,528.81
P/R IRS	12/31/2024	41,619.33
P/R NATION	12/31/2024	4,493.35
P/R TASC	12/31/2024	2,177.19
P/R TASC	12/31/2024	1,003.98
Total		619,971.04

I hereby certify that the claims or demands covered by the foregoing listed warrants have been audited as to the accuracy and availability of funds for payment thereof. Subscribed and sworn on this 20th day of February 2025.



 Lora Young, District Manager



 Tan Nguyen, Director of Finance

Accounts Payable

Checks by Date - Summary by Check Date

User: dmedina@ocvector.org
 Printed: 2/4/2025 10:30 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	CLA	CLIFTON LARSON ALLEN LLP	12/05/2024	1,750.00
ACH	FLEETIO	RARESTEP, INC.	12/05/2024	7,560.00
ACH	GRAINGER	Grainger	12/05/2024	540.77
ACH	TARGET	Target Specialty Products	12/05/2024	8,989.56
ACH	ULINE	Uline Shipping Supply Specialists	12/05/2024	68.72
ACH	VERIZON	Verizon Wireless Services LLC	12/05/2024	6,754.87
ACH	ZEISSNER	Benjamin Zeissner	12/05/2024	82.00
ACH	CalPERS	Calif. Public Employees' Retirement	12/05/2024	93,129.58
28949	AUTOCK	Auto Chek Centers, Inc.	12/05/2024	199.80
28950	BLACKHL	BLACKHOLE TECHNOLOGIES INC	12/05/2024	192.00
28951	CROWN	Crown Maintenance	12/05/2024	262.00
28952	DuBose	Michael DuBose	12/05/2024	419.53
28953	FAA	FEDERAL AVIATION ADMINISTRATIO	12/05/2024	5.00
28954	HARPER	Harper & Burns, LLP	12/05/2024	2,628.80
28955	IRON	Iron Mountain Records Mgmt, Inc.	12/05/2024	336.23
28956	JKI	Francisco Brito	12/05/2024	42.50
28957	KWEST	K'WEST Printing	12/05/2024	2,349.65
28958	MARLIN	MARLIN LEASING CORPORATION	12/05/2024	474.32
28959	Savage	John S. Savage	12/05/2024	276.46
28960	SMART	Smart & Final Stores Corp	12/05/2024	520.20
28961	STAPLES	Staples Business Advantage	12/05/2024	15.01
28962	TISCAR	MARIA E. TISCARENO	12/05/2024	500.00
28963	VERA	SANDRA VERA	12/05/2024	173.88
28964	VORTEX	Vortex Industries, LLC	12/05/2024	3,609.59
28965	WOODRUFF	Woodruff & Smart	12/05/2024	6,420.00
28966	CASTIL R	RUDY CASTILLO	12/05/2024	82.00
28967	DAVIS A	AMBER DAVIS	12/05/2024	123.00
28968	ESTEP	EVELYN ESTEP	12/05/2024	164.00
28969	GERVACIO	MATTHEW GERVACIO	12/05/2024	41.00
28970	HELTON	NICHOLAS HELTON	12/05/2024	82.00
28971	HEREDIAJ	JESUS HEREDIA	12/05/2024	41.00
28972	HEREDIAM	MAYRA HEREDIA	12/05/2024	41.00
28973	HO	AMANDA HO	12/05/2024	82.00
28974	HSI	PAMELA HSI	12/05/2024	41.00
28975	MARTIN J	JULIAN MARTINEZ	12/05/2024	41.00
28976	MATA	DANIEL MATA-WAKAO	12/05/2024	41.00
28977	PEREZA	ANDREW PEREZ	12/05/2024	82.00
28978	PRADO	NATALI PRADO	12/05/2024	82.00
28979	ROBERTA	AUDREY ROBERTSON	12/05/2024	82.00
28980	RODRI O	ORLANDO RODRIGUEZ	12/05/2024	82.00
28981	ROJASJ	JAREK ROJAS	12/05/2024	41.00
28982	SANCHEZL	LESLIE SANCHEZ	12/05/2024	41.00
28983	VUC	CLIFFORD VU	12/05/2024	41.00
28984	WINROW	DONTE WINROW	12/05/2024	41.00
28985	VSP	Vision Service Plan	12/05/2024	1,021.30
28986	Guard	Guardian - Appleton	12/05/2024	14,397.64
28987	AFLAC	American Family Life Assurance Co., of C	12/05/2024	2,215.80

Check No	Vendor No	Vendor Name	Check Date	Check Amount
			Total for 12/5/2024:	156,206.21
ACH	CalPERS1	CalPERS	12/12/2024	46,941.68
ACH	EDD	Employment Development Dept.	12/12/2024	11,142.03
ACH	IRS	Internal Revenue Service	12/12/2024	35,745.56
ACH	NATION	Nationwide Retirement Solutions	12/12/2024	4,493.33
ACH	TASC	Total Administrative Services Corp.	12/12/2024	2,177.19
ACH	EEASSOC	OCVCD Employee Association	12/12/2024	720.00
ACH	ICMA	MissionSquare Retirement (ICMA)	12/12/2024	29,611.19
ACH	USB	PARS/U.S. Bank N.A. Minnesota	12/12/2024	325.72
ACH	GG DISP	Republic Waste Svcs of So. Calif., LLC	12/12/2024	2,305.75
ACH	LINDE	LINDE GAS & EQUIPMENT INC.	12/12/2024	1,915.47
ACH	SPECTRUM	Charter Communications	12/12/2024	1,494.00
ACH	WESTCOAS	RJ International	12/12/2024	1,224.02
ACH	KRUEGER	LAURA KRUEGER	12/12/2024	1,541.35
28988	AMAZON	AMAZON CAPITAL SERVICES	12/12/2024	2,300.22
28990	AUTO Z	Auto Zone, Inc.	12/12/2024	601.43
28991	AUTOCK	Auto Chek Centers, Inc.	12/12/2024	99.90
28992	CLARKE	Clarke Mosquito Control Prod Inc.	12/12/2024	30,935.03
28993	DuBose	Michael DuBose	12/12/2024	65.00
28994	FPI	FRONTIER PRECISION, INC.	12/12/2024	44,260.00
28995	GENESEE	Genesee Scientific Corporation	12/12/2024	583.70
28996	GFS	Governmental Financial Services	12/12/2024	800.00
28997	HILLS	Hill's Bros. Lock & Safe, Inc.	12/12/2024	14.68
28998	JKI	Francisco Brito	12/12/2024	28.50
28999	MARTIN D	Daniel Martinez	12/12/2024	575.00
29000	PHAM	THANH PHAM	12/12/2024	60.00
29001	SIGMA	Sigma-Aldrich, Inc.	12/12/2024	254.14
29003	VERITIV	VERITIV OPERATING COMPANY	12/12/2024	1,992.52
			Total for 12/12/2024:	222,207.41
29004	NUTWOOD	NUTWOOD STREET BAPTIST CHURCH	12/16/2024	300.00
			Total for 12/16/2024:	300.00
ACH	DUO	CISCO SYSTEMS, INC	12/19/2024	5,760.00
ACH	Steri	STERICYCLE	12/19/2024	1,158.99
ACH	TCP	TimeClock Plus	12/19/2024	3,408.00
ACH	MILLER K	Kara A. Miller	12/19/2024	79.99
29005	AFS	AIR FILTER SUPPLY INC	12/19/2024	350.68
29006	BAUSAD	DANA BAUSA	12/19/2024	200.00
29007	CDPH CE	Vector-Borne Disease - Account	12/19/2024	190.00
29008	DPR	Department of Pesticide Regulation	12/19/2024	590.00
29009	GG WATER	City of Garden Grove	12/19/2024	2,641.61
29010	GOBEL	Dustin Gobel	12/19/2024	137.37
29011	HOME DEP	Home Depot Credit Services	12/19/2024	421.69
29012	OCTAX	County Of Orange	12/19/2024	11,339.18
29013	PARS	Public Agency Retirement Svcs	12/19/2024	393.70
29014	QDOXS	Q Document Solutions, Inc,	12/19/2024	218.36
29015	S&R	S & R A/C And Heating, Inc.	12/19/2024	220.00
29016	SABA L	Lesly Saba	12/19/2024	187.17
29017	Savage	John S. Savage	12/19/2024	200.00
29018	SCG	Southern Calif. Gas Co.	12/19/2024	773.20
29019	TRITON	Triton Technology Solutions, Inc	12/19/2024	22,555.62

Check No	Vendor No	Vendor Name	Check Date	Check Amount
			Total for 12/19/2024:	50,825.56
ACH	FM	CARDMEMBER SERVICE	12/26/2024	15,286.66
ACH	AHNJ	JOYCE AHN	12/26/2024	100.00
ACH	BAKERD	Debbie Baker	12/26/2024	100.00
ACH	CHARLESS	SHANA CHARLES	12/26/2024	100.00
ACH	CONSTANT	Kim Constantine	12/26/2024	100.00
ACH	DOBYT	Tanya Doby	12/26/2024	100.00
ACH	DUMITRU	Jonathan Dumitru	12/26/2024	100.00
ACH	GABBARDJ	JOHN GABBARD	12/26/2024	100.00
ACH	GOMEZ	James Gomez	12/26/2024	100.00
ACH	GOMEZR	REBECCA GOMEZ	12/26/2024	100.00
ACH	GREEN C	Craig S. Green	12/26/2024	100.00
ACH	HUANG	Peggy Huang	12/26/2024	100.00
ACH	HURT	RICHARD HURT	12/26/2024	100.00
ACH	JOHNS	FOSTER JOHNS	12/26/2024	100.00
ACH	JOSEPH	April Josephson	12/26/2024	100.00
ACH	KIM	TAMMY KIM	12/26/2024	100.00
ACH	KLOPFEN	Stephanie L. Klopfenstein	12/26/2024	100.00
ACH	MILESC	Crystal Miles	12/26/2024	100.00
ACH	ORGILLM	MARK ORGILL	12/26/2024	100.00
ACH	PEATB	BONNIE PEAT	12/26/2024	100.00
ACH	PEQUENOR	ROBERT PEQUENO	12/26/2024	100.00
ACH	RUESCH	Robert J. Ruesch	12/26/2024	100.00
ACH	STEELEN	NATHAN STEELE	12/26/2024	100.00
ACH	TAYLORG	Gary Taylor	12/26/2024	100.00
ACH	TURPIT	WILLIAM TURPIT	12/26/2024	100.00
ACH	VANDERMA	GRICELDA VAN DER MARK	12/26/2024	100.00
ACH	WEIGAND	ERIK WEIGAND	12/26/2024	100.00
29021	AT&T	AT&T	12/26/2024	64.52
29022	SCE	Southern Calif. Edison	12/26/2024	5,979.18
29023	SPARK	Sparkletts	12/26/2024	919.05
29024	TPA	TOWNSEND PUBLIC AFFAIRS, INC	12/26/2024	2,500.00
			Total for 12/26/2024:	27,349.41
ACH	EEASSOC	OCVCD Employee Association	12/29/2024	720.00
ACH	ICMA	MissionSquare Retirement (ICMA)	12/29/2024	31,542.70
ACH	USB	PARS/U.S. Bank N.A. Minnesota	12/29/2024	384.92
			Total for 12/29/2024:	32,647.62
ACH	TISCAR	MARIA E. TISCARENO	12/31/2024	2,962.36
ACH	CalPERS1	CalPERS	12/31/2024	47,060.14
ACH	EDD	Employment Development Dept.	12/31/2024	13,528.81
ACH	IRS	Internal Revenue Service	12/31/2024	41,619.33
ACH	NATION	Nationwide Retirement Solutions	12/31/2024	4,493.35
ACH	TASC	Total Administrative Services Corp.	12/31/2024	2,177.19
ACH	ARIASA	Adina Arias	12/31/2024	234.05
ACH	BENNETT	Stephen Bennett	12/31/2024	234.05
ACH	BLAYLOCK	Viki Blaylock	12/31/2024	234.05
ACH	BOBBITT	Catherine Bobbitt	12/31/2024	234.05
ACH	CAMPBELL	JAMES CAMPBELL	12/31/2024	56.67
ACH	Cavileer	Raymond Cavileer	12/31/2024	234.05
ACH	CUMMINGS	Robert F. Cummings	12/31/2024	234.05

Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	EDISON	SUZANNE R. EDISON	12/31/2024	185.00
ACH	EVER	SANDRA EVERINGHAM	12/31/2024	185.00
ACH	FOGARTY	Carrie Fogarty	12/31/2024	234.05
ACH	Goedhart	Gerard Goedhart	12/31/2024	234.05
ACH	Huff	Robert Huff	12/31/2024	234.05
ACH	KELLER	JUSTINE KELLER	12/31/2024	56.67
ACH	Kimball	Deborah Kimball	12/31/2024	234.05
ACH	KOENIG	Steve Koenig	12/31/2024	234.05
ACH	LACHANCE	Glenn LaChance	12/31/2024	185.00
ACH	LOUGHNER	LINDA LOUGHNER	12/31/2024	185.00
ACH	McCarty	Danny McCarty	12/31/2024	234.05
ACH	MILLER J	Jon Miller	12/31/2024	234.05
ACH	Niewola	Urszula Niewola	12/31/2024	234.05
ACH	PARSONS	John Parsons	12/31/2024	234.05
ACH	Plummer	John Clark Plummer	12/31/2024	234.05
ACH	POSPISIL	Terry Pospisil	12/31/2024	234.05
ACH	Rehders	Renee Rehders	12/31/2024	234.05
ACH	Reinig	Allyson Reinig	12/31/2024	234.05
ACH	Reisin	Caroline Reisinger	12/31/2024	234.05
ACH	RODRIG	Agripino Rodriguez	12/31/2024	234.05
ACH	SCOTT	WALTRAUT SCOTT	12/31/2024	185.00
ACH	SHAW	LAWRENCE SHAW	12/31/2024	234.05
ACH	ARCO	ARCO Business Solutions	12/31/2024	11,402.23
ACH	TASC	Total Administrative Services Corp.	12/31/2024	1,003.98
				<hr/>
				Total for 12/31/2024:
				130,434.83
				<hr/> <hr/>
				Report Total (165 checks):
				619,971.04
				<hr/> <hr/>



Warrant Request

Date: 1/27/2025
Vendor No.: FM
Total \$: \$17,946.13
Prepared By: DM
Check No.: ACH


Vendor Name: FM CARDMEMBER SERVICE
Address: PO BOX 790408
ST LOUIS, MO 63179-0408

Account #	Description	P.O. #	Invoice #	Amount
10.310.7907	CALIFORNIA SPECIAL DISTRICT		AS0125	\$ 65.00
10.310.7903	FSP ENTOMOLOGICAL SOCI		AS0125	\$ 280.00
10.310.7008	ANCHOR PAPER CO		AS0125	\$ 362.67
10.310.7008	HEMOSTAT LABRATORIES		AS0125	\$ 143.04
10.430.7001	WALMART - CREDIT/RETURN		JS0125	\$ (65.23)
10.430.7001	WALMART.COM		JS0125	\$ 81.56
10.430.7803	PEOPBOYS STORE		JS0125	\$ 778.88
10.430.7401	SIMPSON CHEVROLET OF GG		JS0125	\$ 300.00
10.430.7401	PEPBOYS STORE		JS0125	\$ 49.99
10.440.7407	UNITED REFRIG BR		JS0125	\$ 15.50
10.440.7514	INTEGRITY NEWSPAPERS		JS0125	\$ 108.15
10.430.7001	THE HOME DEPOT		JS0125	\$ 134.72
10.310.7903	FSP ENTOMOLOGICAL SOCI		JS0125	\$ 280.00
10.520.7003	B&H PHOTO		LN0125	\$ 1,347.18
10.520.7001	GOTOCOM GO TO CONNECT		LN0125	\$ 1,372.68
10.520.7511	ZOOM.COM		LN0125	\$ 47.97
10.520.7511	WEB REGISTER WEBSITE		LN0125	\$ 46.17
10.520.7003	DMI DELL SALES PO 3422		LN0125	\$ 1,977.30
10.520.7003	DMI DELL SALES PO 3422		LN0125	\$ 2,286.22
10.520.7511	APPLE.COM		LN0125	\$ 3.99
10.520.7511	APPLE.COM		LN0125	\$ 3.99
10.520.7511	ZENDESK - US		LN0125	\$ 1.00
10.120.7907	SQ GOLDEN STATE COFFE		LY0125	\$ 17.19
10.210.7907	MOSQUITO & VECTOR CONT		LY0125	\$ 800.00
10.510.7907	MOSQUITO & VECTOR CONT		LY0125	\$ 1,250.00
10.410.7907	MOSQUITO & VECTOR CONT		LY0125	\$ 1,650.00
10.310.7907	MOSQUITO & VECTOR CONT		LY0125	\$ 2,100.00
10.440.7003	GRAINGER		LY0125	\$ 181.98
10.430.7803	GRAINGER		LY0125	\$ 358.79
10.210.7504	CLIFTON LARSON ALLEN		LY0125	\$ 1,750.00
	SEE ATTACHED FOR MORE			

APPROVAL: Dept Head/District Manager
Director of Finance

SPECIAL INSTRUCTIONS/COMMENTS: _____

FUND	DESC.	INVOICE #	TOTAL
10.520.7511	FLEETIO	LY0125	\$ 7,560.00
10.120.7110	VERIZON WRLSS	LY0125	\$ 6,754.87
10.350.7008	ULINE SHIP SUPPLIES	LY0125	\$ 68.72
10.410.7014	TARGET SPECIALTY	LY0125	\$ 8,989.56
10.140.7120	SPECTRUM	LY0125	\$ 1,494.00
10.310.7012	LINDE GAS & EQUIPMENT	LY0125	\$ 1,915.47
10.410.7017	WESTCOAST INDUSTRIES	LY0125	\$ 1,224.02
60.600.7508	REPUBLIC SERVICES	LY0125	\$ 1,433.74
10.140.7410	REPUBLIC SERVICES	LY0125	\$ 872.01
10.000.1209	MED HOAG MYCHART	LY0125	\$ 129.73
10.120.7901	MICHAELS	LY0125	\$ 32.21
10.520.7511	DUO.COM	LY0125	\$ 5,760.00
10.210.7511	DATA MGMT TIMECLOCK PLUS	LY0125	\$ 3,408.00
10.310.7012	STERICYCLE	LY0125	\$ 1,158.99
10.440.7003	GRAINGER	LY0125	\$ (181.98)
10.430.7803	GRAINGER	LY0125	\$ (358.79)
10.210.7504	CLIFTON LARSON ALLEN	LY0125	\$ (1,750.00)
10.520.7511	FLEETIO	LY0125	\$ (7,560.00)
10.120.7110	VERIZON WRLSS	LY0125	\$ (6,754.87)
10.350.7008	ULINE SHIP SUPPLIES	LY0125	\$ (68.72)
10.410.7014	TARGET SPECIALTY	LY0125	\$ (8,989.56)
10.140.7120	SPECTRUM	LY0125	\$ (1,494.00)
10.310.7012	LINDE GAS & EQUIPMENT	LY0125	\$ (1,915.47)
10.410.7017	WESTCOAST INDUSTRIES	LY0125	\$ (1,224.02)
60.600.7508	REPUBLIC SERVICES	LY0125	\$ (1,433.74)
10.140.7410	REPUBLIC SERVICES	LY0125	\$ (872.01)
10.520.7511	DUO.COM	LY0125	\$ (5,760.00)
10.210.7511	DATA MGMT TIMECLOCK PLUS	LY0125	\$ (3,408.00)
10.310.7012	STERICYCLE	LY0125	\$ (1,158.99)
10.510.7602	SQ LA HABRA HOST LION	MJ0125	\$ 50.00
10.510.8100	PAYPAL GIEMEDIA INC	MJ0125	\$ 99.00
10.510.7903	GARDEN GROVE CHAMBER OF	MJ0125	\$ 300.00
10.510.7001	4TE FACILITRON	MJ0125	\$ 29.56
10.510.7003	WAL-MART	MJ0125	\$ 73.06
10.120.7901	WAL-MART	MJ0125	\$ 7.38
10.510.7514	ADOBE	MJ0125	\$ 9.99
10.000.4300	LATE FEE	RC0125	\$ 458.59
10.120.7901	IN YANKEE PLAK	SV0125	\$ 296.00
10.120.7901	DOLLAR TREE	SV0125	\$ 6.80
10.120.7901	FTD FTD.COM	SV0125	\$ 76.22
10.120.7019	OC REGISTER SUBS	TP0125	\$ 34.00
10.120.7906	CALIFORNIA SPECIAL DISTRICT	TP0125	\$ 265.00
10.120.7019	LA TIMES SUBSCRIPTION	TP0125	\$ 15.96
10.120.7907	TLAQUEPAQUE RESTAURANT	TP0125	\$ 91.58
10.110.7001	VONS	TP0125	\$ 33.08
10.120.7901	HABIT TRUCK	TP0125	\$ 500.00
			\$ 17,946.13

	Orange County Mosquito and Vector Control District	
	AGENDA ITEM E.3	Date
	Prepared By: Tan Nguyen, Director of Finance Submitted By: Lora Young, District Manager	February 20, 2025

Agenda Title:

Approve Monthly Financial Report for December 2024

Recommended Action:

Receive and file.

Summary:

Receive and file the Orange County Mosquito and Vector Control District Monthly Financial Report for December 2024.

Previous Relevant Board Actions for This Item:

Monthly report

Strategic Plan Compliance: 5. Financial Sustainability: 5.1: Conduct revenue assessment to determine long-term financial needs

Fiscal Impact:

What Amount is being requested?

Is the Amount Requested Budgeted in the Current Fiscal Year?

If No, What Funds Are Requested?

Exhibits:

Exhibit A: Monthly Financial Report for December 2024

Orange County Mosquito and Vector Control District
Monthly Financial Report
Month Ending December 31, 2024

Fund No.	Fund	Cash Balance 11/30/2024	Revenue	Expenditures	Transfers	Accrual Adjustment	Cash Balance 12/31/2024	Cash Balance 12/31/2023
10	Operating	\$ 11,013,582	\$ 4,585,529	\$ 997,155	\$ -	\$ (52,403)	\$ 14,549,553	\$ 13,453,647
20	Vehicle Replacement	696,838	7,945	-	-	-	704,783	619,153
30	Liability Reserve	388,569	4,430	-	-	-	392,999	374,373
40	Equipment Replacement	881,135	10,046	-	-	-	891,181	848,943
50	Emergency Vector Control	1,764,189	20,115	-	-	-	1,784,304	1,699,736
60	Facility Improvement	14,581,054	177,625	8,947	-	-	14,749,732	13,595,992
70	Habitat Remediation	100,002	-	-	-	-	100,002	100,002
90	Retiree Medical Insurance	326,576	3,301	16,663	-	6,187	319,401	(8,051)
95	Retirement Contingency	629,332	7,176	-	-	-	636,508	308,554
99	Payroll Clearing	96,215	-	-	-	5,276	101,491	193,978
		\$ 30,477,492	\$ 4,816,167	\$ 1,022,765	\$ -	\$ (40,940)	\$ 34,229,954	\$ 31,186,327

Cash & Investment Balances:		Monthly Yield
California LAIF	\$ 19,462,159	4.434%
O.C. Treasurer	1,885,157	4.242%
Stifel Brokerage account		
Cash sweep account	16,677	0.03%
Fixed income - Muni (par)	1,415,000	2.46%
Fixed income - other (par)	3,737,000	4.32%
Insured bank deposit program	406,685	4.00%
Unamortized premium/(discount) on investments	27,757	n/a
F&M Checking	6,792,094	n/a
Payroll Checking	477,419	n/a
F&M HBP	6	0.03%
Petty Cash - Checking	10,000	n/a
Total Cash and Investments	\$ 34,229,954	

Section 115 Irrevocable Trust Balances:		3-month return
PARS Post-Employment Benefits Trust	\$ 5,347,901	-1.07%
PARS Pension Trust	3,830,745	-1.07%
Total PARS Trust Balances	\$ 9,178,646	


 Lora Young
 District Manager


 Tan Nguyen
 Director of Finance

Monthly Cash Flow

Month	Revenue	Expenditures	Transfers	Accrual Adjustment	Monthly Cash Flow	Prior Year Comparison
July	\$ 50,333	\$ 1,056,872	\$ -	\$ 106,535	\$ (900,004)	\$ (729,906)
August	50,822	2,736,757	-	(75,826)	(2,761,761)	(2,563,859)
September	175,929	1,289,898	-	66,546	(1,047,423)	(1,040,932)
October	326,076	1,237,541	-	1,807	(909,658)	(974,132)
November	3,547,532	1,099,227	-	40,498	2,488,803	2,354,853
December	4,816,167	1,022,765	-	(40,940)	3,752,462	4,888,355
January					-	305,301
February					-	(1,070,284)
March					-	366,112
April					-	3,913,414
May					-	(189,969)
June					-	(903,366)
Total YTD	\$ 8,966,859	\$ 8,443,060	\$ -	\$ 98,620	\$ 622,419	\$ 4,355,587

Revenues: 50% of Fiscal Year

10-Operating Fund	Budget	Actual	Percentage
Property Taxes	\$ 7,903,000	\$ 3,780,400	47.8%
1996 Benefit Assessment	1,586,000	790,671	49.9%
2004 Benefit Assessment	7,865,000	3,845,076	48.9%
Interest and Concessions	65,000	149,299	229.7%
Miscellaneous	12,000	(172)	-1.4%
Successor Agency Passthru/Residual	450,000	9,882	2.2%
Rent for Cell Sites	25,000	17,322	69.3%
VCJPA Pooled Services	20,000	-	0.0%
CDPH - CA State Grant	-	-	0.0%
Charges for Services	55,000	31,397	57.1%
Total Operating Fund Revenues	17,981,000	8,623,875	48.0%

The major distributions of property tax and benefit assessments occur in four installments: December, January, April, and May.

Note 1

Monies come through the County and are unpredictable

No.	Other Funds	Budget	Actual	Percentage
20	Vehicle Replacement	20,000	9,170	45.9%
30	Liability Reserve	4,000	5,114	127.9%
40	Equipment Replacement	6,500	11,596	178.4%
50	Emergency Vector Control	13,000	23,217	178.6%
60	Facility Improvement	295,000	269,579	91.4%
70	Habitat Remediation	-	-	0.0%
90	Retiree Medical Insurance	31,000	16,027	51.7%
95	Retirement Contingency	3,000	8,281	276.0%
	Total Other Funds	348,500	342,984	98.4%
	Total Revenue	\$ 18,353,500	\$ 8,966,859	48.9%

Note 1

Note 1

Note 1

Note 1

Note 1

Note 1

Note 1: Throughout the fiscal year, interest receipts are recorded as revenue when cash payments are received. At year-end, any difference between the market and book value of investments is an unrealized gain or loss and is recorded as a component of interest revenue. Interest rates and market value have an inverse relationship whereby rising interest rates result in declining market value. Consequently, interest receipt trends do not predict the year-end interest revenue that will be reported in the annual financial statements. Each quarter, interest receipts are allocated to other funds based on each fund's balance in the District's pool. The majority of revenue in funds 20, 30, 40, 50 and 95 is interest earnings.

Expenditures: 50% of Fiscal Year

No.	10-Operating Fund	Budget	Actual	Percentage
110	Trustees	\$ 57,000	\$ 13,600	23.9%
120	District Manager	497,955	245,783	49.4%
130	Legal Services	125,000	10,105	8.1%
140	Non-Departmental	532,000	156,446	29.4%
	Executive	1,211,955	425,934	35.1%
210	Administrative Services	995,355	452,659	45.5%
220	Insurance	906,600	773,334	85.3%
	Administrative Services	1,901,955	1,225,993	64.5%
310	Technical Services	2,354,042	1,222,944	52.0%
350	SIT Program	305,906	136,550	44.6%
	Scientific Technical Services	2,659,948	1,359,494	51.1%
410	Field Operations	7,623,147	3,756,451	49.3%
430	Vehicle Maintenance	765,198	249,955	32.7%
440	Building Maintenance	285,615	125,365	43.9%
	Operations	8,673,960	4,131,771	47.6%
510	Public Information	783,292	191,275	24.4%
520	Information Technology	1,048,960	668,713	63.8%
530	Public Service	203,290	142,800	70.2%
	Public Information	2,035,542	1,002,788	49.3%
	Total Operating Fund Expenditures	16,483,360	8,145,980	49.4%

Annual insurance premiums were paid in August.

No.	Other Funds	Budget	Actual	Percentage
20	Vehicle Replacement	-	-	0.0%
30	Liability Reserve	-	-	0.0%
40	Equipment Replacement	-	-	0.0%
50	Emergency Vector Control	-	-	0.0%
60	Facility Improvement	698,000	188,792	27.0%
70	Habitat Remediation	-	-	0.0%
90	Retiree Medical Insurance	351,800	108,288	30.8%
95	Retirement Contingency	300,000	-	0.0%
	Total Other Funds	1,349,800	297,080	22.0%
	Total Expenditures	\$ 17,833,160	\$ 8,443,060	47.3%



12713 1 1 1 SNFSNF001_R_R_010-020p_002
**ORANGE COUNTY MOSQUITO &
 VECTOR CONTROL DISTRICT**
 13001 GARDEN GROVE BLVD
 GARDEN GROVE CA 92843-2102

STIFEL ACCOUNT STATEMENT

PORTFOLIO SUMMARY

	December 31	November 30
Net Cash Equivalents **	16,677.44	378,920.63
Net Portfolio Assets held at Stifel ⁴	5,481,207.06	5,105,623.04
Net Portfolio Assets not held at Stifel		
Net Portfolio Value	\$5,497,884.50	\$5,484,543.67

YOUR CHANGE IN PORTFOLIO VALUE

	December 31	November 30
Net Cash Flow (Inflows/Outflows) ²		
Securities Transferred In/Out		
Income and Distributions	20,062.78	21,686.50
Change in Securities Value	-6,721.95	3,013.87
Net Change in Portfolio Value	\$13,340.83	\$24,700.37

Your Financial Advisor (LU04):

SANDRA HEDSTROM WHEELER
 Telephone: (805) 783-2921

Office Serving Your Account:

4460 BROAD STREET
 SUITE 210
 SAN LUIS OBISPO, CA 93401

PRIMARY INVESTMENT OBJECTIVE: Income

RISK TOLERANCE: Moderate

For a full definition of this objective and risk tolerance, including the use of margin, please see www.stifel.com, IMPORTANT DISCLOSURES, or contact your Financial Advisor. If you have any questions concerning your investment objective or risk tolerance, or wish to make a change, please contact your Financial Advisor or the Branch Manager for this office.

TRADING TAX LOT RELIEF METHOD: First In, First Out

INVESTOR UPDATE

This issue of Investment Strategist contains a wealth of useful information, including retirement plan and Social Security changes for 2025, tips for avoiding tax-related identity theft, and more. Contact your Financial Advisor to learn more.

ACCOUNT PROTECTION

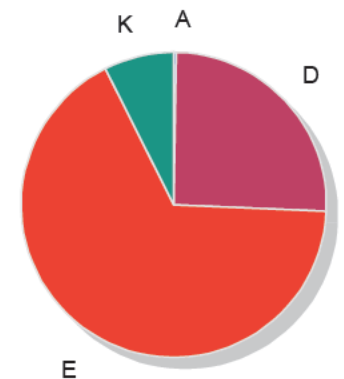
Stifel, Nicolaus & Company, Incorporated provides up to \$150 million of coverage for securities held in client accounts, of which \$1.15 million may be in cash deposits. Ask your Financial Advisor for more details.

Thank you for allowing Stifel to serve you. In order to protect your rights, including rights under the Securities Investor Protection Act (SIPA), please promptly report, in writing, any inaccuracies or discrepancies in this account or statement to the Compliance Department of Stifel at the address below. If you have any questions regarding your account or this statement, please contact your Financial Advisor or the Branch Manager for this office. For additional information regarding your Stifel account, please refer to the current Stifel Account Agreement and Disclosure Booklet, which is available at www.stifel.com/disclosures/account-agreement.

- ** See the Stifel Insured Bank Deposit Program Disclosure Statements for additional information.
- ² Does not include cost or proceeds for buy or sell transactions.
- ⁴ Includes balances which are FDIC insured bank deposits, not cash held in your Securities Account and not covered by SIPC.

YOUR ASSET SUMMARY

	Value on December 31, 2024 (\$)	Percentage of your account
A Net Cash Equivalents**	16,677.44	0.30%
D Fixed Income-Muni	1,396,053.35	25.39%
E Fixed Income-Other	3,678,468.75	66.91%
K Stifel Smart Rate ⁴	406,684.96	7.40%
Total Assets	\$5,497,884.50	100.00%





ASSET SUMMARY

	Value as of December 31, 2024			% of assets *	Gains/(-)Losses		
	At Stifel	Not at Stifel	Total		Unrealized	Realized	
					This Period	Year-to-date	
Cash							
Cash Sweep**	16,677.44		16,677.44	0.30%			
Margin Balance							
A. Net Cash Equivalents	\$16,677.44		\$16,677.44	0.30%			
B. Equities							
C. Preferreds							
D. Fixed Income-Muni	1,396,053.35		1,396,053.35	25.39%	-37,022.89		-1,354.41
E. Fixed Income-Other	3,678,468.75		3,678,468.75	66.91%	-52,018.70		
F. Mutual Funds							
G. Unit Investment Trusts							
H. Insurance Products							
I. Alternative Investments							
J. Other Investments							
K. Stifel Smart Rate Program **	406,684.96		406,684.96	7.40%			
Net Portfolio Assets	\$5,481,207.06	\$0.00	\$5,481,207.06	99.70%	-\$89,041.59	\$0.00	-\$1,354.41
Net Portfolio Value	\$5,497,884.50	\$0.00	\$5,497,884.50	100.00%	-\$89,041.59	\$0.00	-\$1,354.41

INCOME & DISTRIBUTION SUMMARY

	Security Type	Year-to-date	This period
Dividends	Tax-Exempt		
	Taxable		
Interest	Tax-Exempt		
	Taxable	209,347.85	19,678.37
Capital Gain Distributions			
Return of Principal		8,796.87	384.41
Other			
Total Income & Distributions		\$218,144.72	\$20,062.78

INFORMATION SUMMARY

	Security Type	Year-to-date	This period
Accrued Interest Paid	Tax-Exempt		
	Taxable	13,663.44	604.17
Accrued Interest Received	Tax-Exempt	641.67	
	Taxable	1,055.31	
Gross Proceeds		1,963,717.00	
Federal Withholding			
Foreign Taxes Paid			
Margin Interest Charged			

* Please note "% of assets" figures are shown gross of any amounts owed to Stifel and/or net short positions.

** Include balances which are FDIC insured bank deposits, not cash held in your Securities Account and not covered by SIPC.

ASSET DETAILS

This section shows the cash equivalents and/or securities in your account. Prices obtained from outside sources are considered reliable but are not guaranteed by Stifel. Actual prices may vary, and upon sale, you may receive more or less than your original purchase price. Contact your Financial Advisor for current price quotes. Gain/Loss is provided for informational purposes only. Cost basis may be adjusted for, but not limited to, amortization, accretion, principal paydowns, capital changes, listed option premiums, gifting rules, inheritance step-up, or wash sales. The Gain/Loss information should not be used for tax preparation without the assistance of your tax advisor. Lot detail quantity displayed is truncated to the one thousandth of a share.

NET CASH EQUIVALENTS

	<i>Current value</i>	<i>Cost Basis</i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
STIFEL FDIC INSURED	16,677.44	16,677.44	5.00	0.03%
Total Net Cash Equivalents	\$16,677.44	\$16,677.44	\$5.00	0.03%

STIFEL INSURED BANK DEPOSIT PROGRAM

Funds deposited through the Stifel Insured Bank Deposit Program (the "Program") may be deposited at multiple banks. The Program's Disclosure Statement is available at www.stifel.com/disclosures/account-agreement. The deposits are not covered by the Securities Investor Protection Corporation ("SIPC"). Deposits are insured by the FDIC within applicable limits.

Balances in the Program or in any money market fund offered as an available fund for Cash Investment Services at Stifel, subject to applicable limits, can be liquidated upon request and the proceeds returned to your securities account or can be distributed directly to you with the proper withdrawal form on file.

PORTFOLIO ASSETS - HELD AT STIFEL

Fixed Income-Muni	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income⁶</i>	<i>Unrealized Gain/(-)Loss¹⁰</i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
SAN DIEGO CA CONVNTN CTR EXPANSION FING AUTH LSE REV RFDG B/E TXBL CPN 1.677% DUE 04/15/25 DTD 07/08/20 FC 10/15/20 CUSIP: 79727LBS7 <i>Original Cost: 173,029.30</i>	S&P: AA- Cash	170,000	99.2290 168,689.30	100.1228 170,208.71	601.86	-1,519.41	2,850.90	1.69%
SUFFOLK CNTY NY RFDG SER C AGM B/E TXBL CPN 1.607% DUE 06/15/25 DTD 11/18/20 FC 12/15/20 CUSIP: 86476PE20 <i>Original Cost: 252,280.00</i>	S&P: AA Cash	250,000	98.7360 246,840.00	100.0935 250,233.63	178.56	-3,393.63	4,017.50	1.63%



ASSET DETAILS (continued)

PORTFOLIO ASSETS - HELD AT STIFEL (continued)

Fixed Income-Muni	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income⁶</i>	<i>Unrealized Gain/(-)Loss¹⁰</i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
FLORIDA ST BRD ADMIN FIN CORP REV SER A B/E TXBL CPN 1.258% DUE 07/01/25 DTD 09/16/20 FC 01/01/21 CUSIP: 341271AD6 <i>Original Cost: 101,351.00</i>	S&P: AA Moody: Aa2 Cash	100,000	98.3320 98,332.00	100.1788 100,178.77	629.00	-1,846.77	1,258.00	1.28%
KENTUCKY HSG CORP REV SER B B/E TXBL CPN 3.312% DUE 07/01/25 DTD 12/01/16 FC 07/01/17 CUSIP: 49130TVJ2 <i>Original Cost: 216,995.00</i>	S&P: AAA Moody: Aaa Cash	200,000	99.4750 198,950.00	101.0459 202,091.76	3,312.00	-3,141.76	6,624.00	3.33%
CLEVELAND OH INCM TAX REV RFDG SUB LEIN SER A 1 B/E TXBL CPN 1.985% DUE 10/01/25 DTD 02/26/20 FC 10/01/20 CUSIP: 186387VE3 <i>Original Cost: 104,395.00</i>	S&P: AA Moody: Aa3 Cash	100,000	98.3050 98,305.00	100.6844 100,684.36	496.25	-2,379.36	1,985.00	2.02%
STEPHENSON CNTY IL SCH DIST 145 FREEPORT RFDG AGM B/E TXBL CPN 1.750% DUE 10/01/25 DTD 11/24/20 FC 04/01/21 CUSIP: 858892MD1 <i>Original Cost: 103,005.00</i>	S&P: AA Cash	100,000	98.0100 98,010.00	100.4749 100,474.92	437.50	-2,464.92	1,750.00	1.79%
BAY AREA TOLL AUTH CA TOLL BRDG REV SAN FRANCISO F 1 B/E TXBL CPN 2.425% DUE 04/01/26 DTD 09/26/19 FC 04/01/20 CUSIP: 072024WR9 <i>Original Cost: 133,472.85</i>	S&P: AA Moody: Aa3 Cash	125,000	97.6850 122,106.25	101.7722 127,215.30	757.81	-5,109.05	3,031.25	2.48%



ASSET DETAILS (continued)

PORTFOLIO ASSETS - HELD AT STIFEL (continued)

Fixed Income-Muni	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income⁶</i>	<i>Unrealized Gain/(-)Loss¹⁰</i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
UNIVERSITY CA REV RFDG GENL SER AS B/E TXBL CPN 2.587% DUE 05/15/26 DTD 04/20/16 FC 11/15/16 CUSIP: 91412GE27 <i>Original Cost: 161,363.00</i>	S&P: AA Moody: Aa2 Cash	150,000	97.7000 146,550.00	102.1220 153,182.96	495.84	-6,632.96	3,880.50	2.65%
MASSACHUSETTS EDL FING AUTH ED LN ISSUE L SR SER A REV B/E TXBL CPN 4.038% DUE 07/01/26 DTD 06/13/18 FC 01/01/19 CUSIP: 57563RPM5 <i>Original Cost: 248,805.20</i>	S&P: AA Cash	220,000	99.2140 218,270.80	104.0026 228,805.83	4,441.80	-10,535.03	8,883.60	4.07%
Total Fixed Income-Muni		1,415,000	\$1,396,053.35	\$1,433,076.24	\$11,350.62	-\$37,022.89	\$34,280.75	2.46%
Municipal Bonds held may or may not be tax free. Please consult with your tax advisor.								
Fixed Income-Other	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income⁶</i>	<i>Unrealized Gain/(-)Loss¹⁰</i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
SOUTHERN CA EDISON CO 1ST & RFDG MTG BOND SER E CPN 3.700% DUE 08/01/25 DTD 08/02/18 FC 02/01/19 CALL 06/01/25 @ 100.000 CUSIP: 842400GN7 <i>Original Cost: 150,425.00</i>	S&P: A- Moody: A2 Cash	150,000	99.2830 148,924.50	100.0363 150,054.38	2,312.50	-1,129.88	5,550.00	3.73%
SOCIETE GENERALE UNSECD MEDIUM TERM NOTE STEP CPN 1.300% DUE 08/19/25 DTD 08/19/20 FC 02/19/21 CALL 02/19/25 @ 100.000 CUSIP: 83369MD25	S&P: A Moody: A1 Cash	50,000	97.4210 48,710.50	98.5100 49,255.00	238.33	-544.50	650.00	1.33%
REALTY INCOME CORP NOTE CPN 4.625% DUE 11/01/25 DTD 11/01/21 FC 05/01/22 CALL 09/01/25 @ 100.000 CUSIP: 756109BE3	S&P: A- Moody: A3 Cash	200,000	99.8760 199,752.00	99.7385 199,477.00	1,541.67	275.00	9,250.00	4.63%



ASSET DETAILS (continued)

PORTFOLIO ASSETS - HELD AT STIFEL (continued)

Fixed Income-Other	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income⁶</i>	<i>Unrealized Gain/(-)Loss¹⁰</i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
BMO HARRIS BANK NA CHICAGO IL CD FDIC #16571 CLLB CPN 3.000% DUE 11/26/25 DTD 05/26/22 FC 08/26/22 CALL 02/26/25 @ 100.000 CUSIP: 05600XFJ4	Cash	145,000	98.9870" 143,531.15	100.0000 145,000.00	429.04	-1,468.85	4,350.00	3.03%
SIMON PPTY GRP LP NOTE CPN 3.300% DUE 01/15/26 DTD 01/13/16 FC 07/15/16 CALL 10/15/25 @ 100.000 CUSIP: 828807CW5 <i>Original Cost: 131,249.00</i>	S&P: A- Moody: A3 Cash	120,000	98.7180 118,461.60	101.8209 122,185.13	1,826.00	-3,723.53	3,960.00	3.34%
TWO HBRS INVT CORP SR NOTE CONV CPN 6.250% DUE 01/15/26 DTD 02/01/21 FC 07/15/21 CUSIP: 90187BAB7	Cash	35,000	98.3500 34,422.50	98.0143 34,305.00	1,008.68	117.50	2,187.50	6.35%
MORGAN STANLEY SR NOTE CPN 3.875% DUE 01/27/26 DTD 01/27/16 FC 07/27/16 CUSIP: 61746BDZ6 <i>Original Cost: 100,291.00</i>	S&P: A- Moody: A1 Cash	100,000	99.2600 99,260.00	100.0965 100,096.51	1,657.64	-836.51	3,875.00	3.90%
LEGG MASON INC SR NOTE CPN 4.750% DUE 03/15/26 DTD 03/22/16 FC 09/15/16 CUSIP: 524901AV7 <i>Original Cost: 130,942.50</i>	S&P: A Moody: A2 Cash	125,000	99.9830 124,978.75	101.5591 126,948.92	1,748.26	-1,970.17	5,937.50	4.75%
PENNYMAC CORP CONV SR NOTE CPN 5.500% DUE 03/15/26 DTD 03/05/21 FC 09/15/21 CUSIP: 70932AAF0	Cash	100,000	98.0000 98,000.00	96.7550 96,755.00	1,619.44	1,245.00	5,500.00	5.61%



ASSET DETAILS (continued)

PORTFOLIO ASSETS - HELD AT STIFEL (continued)

Fixed Income-Other	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income⁶</i>	<i>Unrealized Gain/(-)Loss¹⁰</i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
CUSTOMERS BANK PHOENIXVILLE PA CD FDIC #34444 CPN 5.000% DUE 03/31/26 DTD 03/31/23 FC 09/30/23 CUSIP: 23204HNV6	Cash	140,000	101.0610" 141,485.40	100.0000 140,000.00	1,783.56	1,485.40	7,000.00	4.95%
BANK AMERICA CORP SR NOTE CPN 3.500% DUE 04/19/26 DTD 04/19/16 FC 10/19/16 CUSIP: 06051GFX2 <i>Original Cost: 105,286.00</i>	S&P: A- Moody: A1 Cash	100,000	98.5010 98,501.00	101.7152 101,715.21	700.00	-3,214.21	3,500.00	3.55%
FEDL HOME LOAN BANK BOND CPN 0.940% DUE 05/26/26 DTD 05/26/21 FC 11/26/21 CALL 08/26/24 @ 100.000 CUSIP: 3130AMH39	S&P: AA+ Moody: Aaa Cash	135,000	95.4250 128,823.75	100.0000 135,000.00	123.38	-6,176.25	1,269.00	0.99%
BROOKFIELD FIN INC GTD NOTE CPN 4.250% DUE 06/02/26 DTD 06/02/16 FC 12/02/16 CALL 03/02/26 @ 100.000 CUSIP: 11271LAA0	S&P: A- Moody: A3 Cash	115,000	99.3280 114,227.20	98.1793 112,906.25	393.72	1,320.95	4,887.50	4.28%
FEDL FARM CREDIT BANK BOND CPN 0.900% DUE 06/15/26 DTD 06/15/21 FC 12/15/21 CALL 01/08/25 @ 100.000 CUSIP: 3133EMH21	S&P: AA+ Moody: Aaa Cash	50,000	95.1450 47,572.50	99.8897 49,944.87	20.00	-2,372.37	450.00	0.95%
TOYOTA MOTOR CREDIT CORP UNSECD MEDIUM TERM NOTE CPN 5.000% DUE 08/14/26 DTD 08/14/23 FC 02/14/24 CUSIP: 89236TKX2 <i>Original Cost: 150,992.00</i>	S&P: A+ Moody: A1 Cash	150,000	100.6670 151,000.50	100.5200 150,780.05	2,854.17	220.45	7,500.00	4.97%



ASSET DETAILS (continued)

PORTFOLIO ASSETS - HELD AT STIFEL (continued)

Fixed Income-Other	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income⁶</i>	<i>Unrealized Gain/(-)Loss¹⁰</i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
NEW REPUBLIC BANK CHARLOTTE NC CD FDIC #34860 CLLB CPN 5.200% DUE 01/22/27 DTD 07/22/24 FC 08/22/24 CALL 02/22/25 @ 100.000 CUSIP: 64832JAZ1	Cash	160,000	100.0320" 160,051.20	100.0000 160,000.00	227.95	51.20	8,320.00	5.20%
U S TREASURY NOTE CPN 2.250% DUE 02/15/27 DTD 02/15/17 FC 08/15/17 CUSIP: 912828V98 <i>Original Cost: 101,787.19</i>	Moody: Aaa Cash	98,000	95.9570 94,037.86	101.6533 99,620.25	832.87	-5,582.39	2,205.00	2.34%
FEDL HOME LOAN BANK BOND CPN 2.010% DUE 02/25/27 DTD 02/25/22 FC 08/25/22 CALL 08/25/24 @ 100.000 CUSIP: 3130AQUD3	S&P: AA+ Moody: Aaa Cash	100,000	95.2490 95,249.00	98.7550 98,755.00	703.50	-3,506.00	2,010.00	2.11%
STATE BANK OF INDIA NEW YORK NY CD FDIC #33682 CPN 2.200% DUE 03/10/27 DTD 03/10/22 FC 09/10/22 CUSIP: 856285J36	Cash	59,000	96.2290" 56,775.11	100.0000 59,000.00	401.85	-2,224.89	1,298.00	2.29%
REDWOOD TR INC CONVERTIBLE BOND CPN 7.750% DUE 06/15/27 DTD 06/09/22 FC 12/15/22 CUSIP: 758075AF2	Cash	100,000	97.8970 97,897.00	99.1300 99,130.00	344.44	-1,233.00	7,750.00	7.92%
CANADIAN IMPERIAL BANK SR GLBL MEDIUM TERM NOTE CPN 5.250% DUE 12/30/27 DTD 12/30/22 FC 06/30/23 CALL 12/30/25 @ 100.000 CUSIP: 13607XEB9 <i>Original Cost: 141,804.70</i>	S&P: A- Moody: A2 Cash	140,000	98.1890 137,464.60	100.0000 140,000.00	20.42	-2,535.40	7,350.00	5.35%



ASSET DETAILS (continued)

PORTFOLIO ASSETS - HELD AT STIFEL (continued)

Fixed Income-Other	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income⁶</i>	<i>Unrealized Gain/(-)Loss¹⁰</i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
FEDL HOME LOAN MTG CORP MEDIUM TERM NOTE CPN 5.250% DUE 03/05/29 DTD 03/05/24 FC 09/05/24 CALL 09/05/24 @ 100.000 CUSIP: 3134H1VT7 <i>Original Cost: 100,482.00</i>	S&P: AA+ Moody: Aaa Cash	100,000	100.1240 100,124.00	100.0000 100,000.00	1,691.67	124.00	5,250.00	5.24%
FEDL AGRIC MTG CORP MEDIUM TERM NOTE CPN 5.500% DUE 07/09/29 DTD 07/09/24 FC 01/09/25 CALL 07/09/25 @ 100.000 CUSIP: 31424WLE0 <i>Original Cost: 100,455.00</i>	Cash	100,000	100.0890 100,089.00	100.2410 100,241.05	2,627.78	-152.05	5,500.00	5.50%
FEDL HOME LOAN MTG CORP MEDIUM TERM NOTE CPN 4.000% DUE 10/03/29 DTD 10/03/24 FC 04/03/25 CALL 04/03/25 @ 100.000 CUSIP: 3134HAPX5	S&P: AA+ Moody: Aaa Cash	200,000	97.1010 194,202.00	99.7775 199,555.00	1,955.56	-5,353.00	8,000.00	4.12%
FEDL HOME LOAN BANK BOND CPN 4.850% DUE 10/17/29 DTD 10/17/24 FC 04/17/25 CALL 04/17/25 @ 100.000 CUSIP: 3130B37C1 <i>Original Cost: 155,658.75</i>	S&P: AA+ Moody: Aaa Cash	155,000	99.6960 154,528.80	100.2503 155,387.93	1,545.26	-859.13	7,517.50	4.86%
FEDL HOME LOAN BANK BOND CPN 4.870% DUE 12/05/29 DTD 12/05/24 FC 06/05/25 CALL 12/05/25 @ 100.000 CUSIP: 3130B3VS9 <i>Original Cost: 100,555.00</i>	S&P: AA+ Moody: Aaa Cash	100,000	99.7410 99,741.00	100.5153 100,515.34	351.72	-774.34	4,870.00	4.88%
JPMORGAN CHASE & CO UNSECD NOTE FXD/VAR CPN 4.452% DUE 12/05/29 DTD 12/05/18 FC 06/05/19 CALL 12/05/28 @ 100.000 CUSIP: 46647PAX4 <i>Original Cost: 203,525.00</i>	S&P: A Moody: A1 Cash	200,000	97.9770 195,954.00	101.6557 203,311.44	643.07	-7,357.44	8,904.00	4.54%



ASSET DETAILS (continued)

PORTFOLIO ASSETS - HELD AT STIFEL (continued)

Fixed Income-Other	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income⁶</i>	<i>Unrealized Gain/(-)Loss¹⁰</i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
CELTIC BANK SALT LAKE CITY UT CD FDIC #57056 CPN 4.150% DUE 12/20/30 DTD 12/20/24 FC 01/20/25 CUSIP: 15118RT80	Cash	130,000	100.5250" 130,682.50	100.0000 130,000.00	177.37	682.50	5,395.00	4.13%
GOVT NATL MTG ASSN REMIC SER 2024-181 CL D MONTHLY 19 DAY DELAY CPN 5.000% DUE 07/20/52 DTD 11/01/24 FC 12/20/24 CUSIP: 38384X3Y7 <i>Remaining Balance: \$99,725.83</i> <i>Original Cost: 100,005.00</i>	Cash	100,000	98.0239 97,755.14	100.0050 99,730.83	415.52	-1,975.69	4,986.29	5.10%
GOVT NATL MTG ASSN REMIC SER 2024-92 CL EA MONTHLY 19 DAY DELAY CPN 5.000% DUE 05/20/54 DTD 05/01/24 FC 06/20/24 CUSIP: 38384NXH3 <i>Remaining Balance: \$56,773.82</i> <i>Original Cost: 64,680.00</i>	Cash	65,000	98.8247 56,106.55	99.4364 56,453.82	236.56	-347.26	2,838.69	5.06%
GOVT NATL MTG ASSN REMIC SER 2024-109 CL MA MONTHLY 19 DAY DELAY CPN 5.000% DUE 07/20/54 DTD 07/01/24 FC 08/20/24 CUSIP: 38384QP69 <i>Remaining Balance: \$64,703.48</i> <i>Original Cost: 64,842.50</i>	Cash	65,000	99.0629 64,097.14	99.7566 64,545.99	269.60	-448.84	3,235.17	5.05%
FEDL HOME LOAN MTG CORP MULTICL REMIC 5492 CL CA MONTHLY 24 DAY DELAY CPN 5.000% DUE 01/25/55 DTD 12/01/24 FC 01/25/25 CUSIP: 3137HHY62	Cash	150,000	97.3750 146,062.50	99.8783 149,817.50	625.00	-3,755.00	7,500.00	5.13%
Total Fixed Income-Other		3,737,000	\$3,678,468.75	\$3,730,487.47	\$31,326.53	-\$52,018.70	\$158,796.15	4.32%

Principal Protected Notes are subject to the credit risk of the issuer. Principal Protected Market Linked CDs are subject to applicable limits.



ASSET DETAILS (continued)

PORTFOLIO ASSETS - HELD AT STIFEL (continued)

Stifel Smart Rate Program	<i>Symbol/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Unrealized Gain/(-)Loss¹⁰</i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
STIFEL SMART RATE STIFEL BANK ID: 998606107 <i>Interest Option: Reinvest</i>	Cash	167,415.850	1.0000 167,415.85	1.0000 167,415.85	0.00	6,696.63	4.00%
STIFEL SMART RATE STIFEL BANK & TRUST ID: 998606305 <i>Interest Option: Reinvest</i>	Cash	239,269.110	1.0000 239,269.11	1.0000 239,269.11	0.00	9,570.76	4.00%
Total Stifel Smart Rate Program			\$406,684.96	\$406,684.96	\$0.00	\$16,267.39	4.00%
Stifel Smart Rate is a FDIC insured bank deposit held in Stifel's name for the benefit of clients, not cash held in your securities account and not covered by SIPC.							
Total Portfolio Assets - Held at Stifel			\$5,481,207.06	\$5,570,248.67	-\$89,041.59	\$209,344.29	3.82%
Total Net Portfolio Value			\$5,497,884.50	\$5,586,926.11	-\$89,041.59	\$209,349.29	3.81%

FOOTNOTE DEFINITIONS

- ⁶ **Accrued Income:** Accrued Income amounts are provided for informational purposes only and are not included as part of the Net Portfolio Value. Accrued Income represents the sum of accrued interest and accrued dividends on securities positions, but which Stifel has not yet received. Stifel cannot guarantee the accuracy of the Accrued Income, which may be subject to change. Accrued Income amounts are not covered by SIPC and should not be relied upon for making investment decisions.
- ¹⁰ Please note "Unrealized Gain/(-)Loss" does not equal the total current value minus the total cost if any value or cost amounts are missing. Unrealized gains or losses are provided for your information only and should not be used for tax purposes.
- ¹⁵ There will be no secondary market for Stifel Fixed Yield time deposits. An early withdrawal penalty of the lessor of 90 days interest or half of the interest earned for the amount withdrawn will apply. For complete terms, please contact your Financial Advisor.
- " The price assigned to this instrument may have been provided by a national pricing service and is derived from a 'market-driven pricing model.'
This price may not be the actual price you would receive in the event of a sale prior to the maturity of the C.D. Additional information is available upon request.



ACTIVITY SUMMARY				CASH EQUIVALENTS		
Type of Activity	Activity	Year-to-date	This period	Cash	Cash Sweep	Margin
Opening Balance - Net Cash Equivalents			\$378,920.63	\$0.00	\$378,920.63	\$0.00
Buy and Sell Transactions	Assets Bought	-2,269,685.06	-382,305.97	-382,305.97		
	Assets Sold/Redeemed	2,065,884.26				
Deposits	Deposits Made To Your Account					
Withdrawals	Withdrawals From Your Account					
Income and Distributions	Income and Distributions	218,144.72	20,062.78	20,062.78		
Cash Sweep Activity	Cash Sweep Activity			362,243.19	-362,243.19	
Margin Interest	Margin Interest Charged					
Other	Other Transactions					
Cash Management Activity	Card Activity					
	ACH/ATM Activity					
Checkwriting Activity	Checks You Wrote					
Closing Balance - Net Cash Equivalents			\$16,677.44	\$0.00	\$16,677.44	\$0.00
Securities Transferred	Securities Transferred In/Out					

ACTIVITY DETAILS					CASH EQUIVALENTS			
					This period	Cash	Cash Sweep	Margin
Opening Balance - Net Cash Equivalents					\$378,920.63	\$0.00	\$378,920.63	\$0.00
Assets Bought								
Date	Activity	Quantity	Price	Description	Total	Cash	Cash Sweep	Margin
12/4/2024	Asset Bought	150,000.000	99.8750	FEDL HOME LOAN MTG CORP MULTICL REMIC 5492 CL CA MTHLY 24 DY DLY *PRELIM* CPN 5.000% DUE 01/25/55 DTD 12/01/24 FC 01/25/25 CUSIP: 06512028	-150,421.67	-150,421.67		
12/4/2024	Asset Bought	100,000.000	100.5500	FEDL HOME LOAN BANK BOND CPN 4.870% DUE 12/05/29 DTD 12/05/24 FC 06/05/25 CALL 12/05/25 @ 100.000 CUSIP: 3130B3VS9	-100,555.00	-100,555.00		



ACTIVITY DETAILS continued

CASH EQUIVALENTS continued

Assets Bought continued

<i>Date</i>	<i>Activity</i>	<i>Quantity</i>	<i>Price</i>	<i>Description</i>	<i>Total</i>	<i>Cash</i>	<i>Cash Sweep</i>	<i>Margin</i>
12/11/2024	Asset Bought	130,000.000	100.0000	CELTIC BANK SALT LAKE CITY UT CD FDIC #57056 CPN 4.150% DUE 12/20/30 DTD 12/20/24 FC 01/20/25 CUSIP: 15118RT80	-130,000.00	-130,000.00		
12/26/2024	Interest Reinvest	547.220		STIFEL SMART RATE STIFEL BANK ID: 998606107 REINVEST AT 1.000	-547.22	-547.22		
	****note****							
12/26/2024	Interest Reinvest	782.080		STIFEL SMART RATE STIFEL BANK & TRUST ID: 998606305 REINVEST AT 1.000	-782.08	-782.08		
	****note****							
Total Assets Bought					-\$382,305.97	-\$382,305.97		

Income and Distributions

<i>Date</i>	<i>Activity</i>	<i>Quantity</i>	<i>Description</i>	<i>Total</i>	<i>Cash</i>	<i>Cash Sweep</i>	<i>Margin</i>
12/2/2024	Interest		BROOKFIELD FIN INC GTD NOTE CPN 4.250% DUE 06/02/26 DTD 06/02/16 FC 12/02/16 CALL 03/02/26 @ 100.000 120224 115,000 CUSIP: 11271LAA0	2,443.75	2,443.75		
12/5/2024	Interest		JPMORGAN CHASE & CO UNSECD NOTE FXD/VAR CPN 4.452% DUE 12/05/29 DTD 12/05/18 FC 06/05/19 CALL 12/05/28 @ 100.000 120524 200,000 CUSIP: 46647PAX4	4,452.00	4,452.00		
12/16/2024	Interest		FEDL FARM CREDIT BANK BOND CPN 0.900% DUE 06/15/26 DTD 06/15/21 FC 12/15/21 CALL 12/23/24 @ 100.000 121524 50,000 CUSIP: 3133EMH21	225.00	225.00		



ACTIVITY DETAILS continued

CASH EQUIVALENTS continued

Income and Distributions continued

<i>Date</i>	<i>Activity</i>	<i>Quantity</i>	<i>Description</i>	<i>Total</i>	<i>Cash</i>	<i>Cash Sweep</i>	<i>Margin</i>
12/16/2024	Interest		REDWOOD TR INC CONVERTIBLE BOND CPN 7.750% DUE 06/15/27 DTD 06/09/22 FC 12/15/22 121524 100,000 CUSIP: 758075AF2	3,875.00	3,875.00		
12/16/2024	Interest		SUFFOLK CNTY NY RFDG SER C AGM B/E TXBL CPN 1.607% DUE 06/15/25 DTD 11/18/20 FC 12/15/20 121524 250,000 CUSIP: 86476PE20	2,008.75	2,008.75		
12/20/2024	Interest		GOVT NATL MTG ASSN REMIC SER 2024-92 CL EA MONTHLY 19 DAY DELAY CPN 5.000% DUE 05/20/54 DTD 05/01/24 FC 06/20/24 122024 65,000 CUSIP: 38384NXH3	237.02	237.02		
12/20/2024	Return Of Principal		GOVT NATL MTG ASSN REMIC SER 2024-92 CL EA MONTHLY 19 DAY DELAY CPN 5.000% DUE 05/20/54 DTD 05/01/24 FC 06/20/24 122024 65,000 CUSIP: 38384NXH3	110.24	110.24		
12/20/2024	Interest		GOVT NATL MTG ASSN REMIC SER 2024-109 CL MA MONTHLY 19 DAY DELAY CPN 5.000% DUE 07/20/54 DTD 07/01/24 FC 08/20/24 122024 65,000 CUSIP: 38384QP69	269.60	269.60		
12/20/2024	Interest		GOVT NATL MTG ASSN REMIC SER 2024-181 CL D MONTHLY 19 DAY DELAY CPN 5.000% DUE 07/20/52 DTD 11/01/24 FC 12/20/24 122024 100,000 CUSIP: 38384X3Y7	416.67	416.67		



ACTIVITY DETAILS continued

CASH EQUIVALENTS continued

Income and Distributions continued

<i>Date</i>	<i>Activity</i>	<i>Quantity</i>	<i>Description</i>	<i>Total</i>	<i>Cash</i>	<i>Cash Sweep</i>	<i>Margin</i>
12/20/2024	Return Of Principal		GOVT NATL MTG ASSN REMIC SER 2024-181 CL D MONTHLY 19 DAY DELAY CPN 5.000% DUE 07/20/52 DTD 11/01/24 FC 12/20/24 122024 100,000 CUSIP: 38384X3Y7	274.17	274.17		
12/23/2024	Interest		NEW REPUBLIC BANK CHARLOTTE NC CD FDIC #34860 CLLB CPN 5.200% DUE 01/22/27 DTD 07/22/24 FC 08/22/24 122224 160,000 CUSIP: 64832JAZ1	683.84	683.84		
12/26/2024	Interest		STIFEL SMART RATE STIFEL BANK 122424 166,868.63000 ID: 998606107	547.22	547.22		
12/26/2024	Interest		STIFEL SMART RATE STIFEL BANK & TRUST 122424 238,487.03000 ID: 998606305	782.08	782.08		
12/30/2024	Interest		CANADIAN IMPERIAL BANK SR GLBL MEDIUM TERM NOTE CPN 5.250% DUE 12/30/27 DTD 12/30/22 FC 06/30/23 CALL 12/30/25 @ 100.000 123024 140,000 CUSIP: 13607XEB9	3,675.00	3,675.00		
12/31/2024	Interest		STIFEL FDIC INSURED BANK DEPOSIT PROGRAM 123124 16,677 CUSIP: 09999844	62.44	62.44		
Total Income and Distributions				\$20,062.78	\$20,062.78		



ACTIVITY DETAILS continued **CASH EQUIVALENTS continued**

Cash Sweep Activity						
Date	Activity	Description	Total	Cash	Cash Sweep	Margin
12/2/2024	Purchase	STIFEL FDIC INSURED BANK DEPOSIT PROGRAM		-2,443.75	2,443.75	
12/5/2024	Sale	STIFEL FDIC INSURED BANK DEPOSIT PROGRAM		96,103.00	-96,103.00	
12/16/2024	Purchase	STIFEL FDIC INSURED BANK DEPOSIT PROGRAM		-2,233.75	2,233.75	
12/17/2024	Purchase	STIFEL FDIC INSURED BANK DEPOSIT PROGRAM		-3,875.00	3,875.00	
12/20/2024	Sale	STIFEL FDIC INSURED BANK DEPOSIT PROGRAM		128,692.30	-128,692.30	
12/23/2024	Purchase	STIFEL FDIC INSURED BANK DEPOSIT PROGRAM		-683.84	683.84	
12/30/2024	Sale	STIFEL FDIC INSURED BANK DEPOSIT PROGRAM		146,746.67	-146,746.67	
12/31/2024	Purchase	STIFEL FDIC INSURED BANK DEPOSIT PROGRAM		-62.44	62.44	
Total Cash Sweep Activity			\$0.00	\$362,243.19	-\$362,243.19	
			<i>This period</i>	<i>Cash</i>	<i>Cash Sweep</i>	<i>Margin</i>
Closing Balance - Net Cash Equivalents			\$16,677.44	\$0.00	\$16,677.44	\$0.00

REALIZED GAINS/(-)LOSSES

This section provides estimated realized gains or losses for informational purposes only. Cost basis may be adjusted due to, but not limited to, the following: amortization, accretion, principal paydowns, capital changes, listed option premiums, gifting rules, inheritance step-up, or wash sales. Unless another method was in effect at the time of the trade, the trading tax lot relief method indicated on the first page of the statement was used to calculate gains or losses. Please review this information carefully for accuracy, and contact your Financial Advisor with any questions.

Fixed Income-Muni	Closing Transaction	Date Acquired	Date Sold	Quantity	Cost Basis	Sale Proceeds	Realized Gain/(-)Loss**
AMARILLO TX HOTEL OCCUP TAX REV CUSIP: 023039AF7		06/02/21	07/29/24	75,000	75,071.41	74,932.00	-139.41 (LT)

** Please note "Realized Gain/(-)Loss" does not equal total sale proceeds minus total cost basis if any cost basis amounts are missing.



REALIZED GAINS/(-)LOSSES continued

	<i>Closing Transaction</i>	<i>Date Acquired</i>	<i>Date Sold</i>	<i>Quantity</i>	<i>Cost Basis</i>	<i>Sale Proceeds</i>	<i>Realized Gain/(-)Loss**</i>
Fixed Income-Muni							
CONNECTICUT ST SER A B/E TXBL CUSIP: 20772KJW0	REDEEMED	06/15/20	07/01/24	110,000	110,000.00	110,000.00	N/A (LT)
KANSAS ST DEV FIN AUTH REV ATHLETIC FACS K ST CUSIP: 485429MF8	REDEEMED	12/02/20	07/01/24	20,000	20,000.00	20,000.00	N/A (LT)
	REDEEMED	12/02/20	07/01/24	50,000	50,000.00	50,000.00	N/A (LT)
				70,000	70,000.00	70,000.00	0.00
MIAMI DADE CNTY FL AVIATION REV RFDG CUSIP: 59333PV39	REDEEMED	09/15/20	10/01/24	200,000	200,000.00	200,000.00	N/A (LT)
NEW YORK NY CITY HSG DEV CORP MLTIFAM HSG CUSIP: 64972CBF9		08/10/20	01/09/24	110,000	110,000.00	108,785.00	-1,215.00 (LT)
Total Fixed Income-Muni					\$565,071.41	\$563,717.00	-\$1,354.41
Fixed Income-Other							
BMW BANK OF NORTH AMER SALT LAKE CITY UT CD CUSIP: 05580AVB7	REDEEMED	02/25/20	02/28/24	200,000	200,000.00	200,000.00	N/A (LT)
FEDL HOME LOAN BANK BOND CUSIP: 3130AXX37	REDEEMED	11/29/23	11/27/24	150,000	150,000.00	150,000.00	N/A (ST)
FEDL HOME LOAN BANK BOND CUSIP: 3130AYFY7	REDEEMED	01/10/24	10/11/24	125,000	125,000.00	125,000.00	N/A (ST)
FEDL HOME LOAN MTG CORP MEDIUM TERM NOTE CUSIP: 3134H1KS1	REDEEMED	11/30/23	11/27/24	100,000	100,000.00	100,000.00	N/A (ST)
HERITAGE BANK ERLANGER KY CD CUSIP: 42728LAH9	REDEEMED	05/22/24	11/29/24	100,000	100,000.00	100,000.00	N/A (ST)
ROGERS MEM HOSP INC BOND CUSIP: 775200AE8	REDEEMED	08/17/20	07/01/24	100,000	100,000.00	100,000.00	N/A (LT)

** Please note "Realized Gain/(-)Loss" does not equal total sale proceeds minus total cost basis if any cost basis amounts are missing.



REALIZED GAINS/(-)LOSSES continued

	<i>Closing Transaction</i>	<i>Date Acquired</i>	<i>Date Sold</i>	<i>Quantity</i>	<i>Cost Basis</i>	<i>Sale Proceeds</i>	<i>Realized Gain/(-)Loss**</i>
Fixed Income-Other							
U S TREASURY NOTE CPN 2.250% DUE 10/31/24 CUSIP: 9128283D0	REDEEMED	01/18/22	10/31/24	100,000	100,000.00	100,000.00	N/A (LT)
U S TREASURY NOTE CPN 2.500% DUE 05/15/24 CUSIP: 912828WJ5	REDEEMED	04/14/22	05/15/24	250,000	250,000.00	250,000.00	N/A (LT)
U S TREASURY NOTE CPN 3.000% DUE 06/30/24 CUSIP: 91282CEX5	REDEEMED	08/29/22	07/01/24	100,000	100,000.00	100,000.00	N/A (LT)
WESTERN ASSET MTG CAP CORP SR CONV NOTE CUSIP: 95790DAD7	REDEEMED	11/09/23	09/16/24	175,000	175,000.00	175,000.00	N/A (ST)
Total Fixed Income-Other					\$1,400,000.00	\$1,400,000.00	\$0.00
Total Realized Gains/(-)Losses					\$1,965,071.41	\$1,963,717.00	-\$1,354.41
Total Net Short-Term (ST)					\$650,000.00	\$650,000.00	\$0.00
Total Net Long-Term (LT)					\$1,315,071.41	\$1,313,717.00	-\$1,354.41
Total Net Other-Term (OT)					\$0.00	\$0.00	\$0.00

** Please note "Realized Gain/(-)Loss" does not equal total sale proceeds minus total cost basis if any cost basis amounts are missing.



Stifel Insured Bank Deposit Program

Amount(s) listed below include accrued interest in the amount of \$62.44. The rate at month-end was 0.03%.

Description	Location	Previous Month Value	Current Month Value
Stifel Trust Company NA	St. Louis, MO	\$246,527.02	\$9,873.69
Stifel Bank	St. Louis, MO	\$132,393.61	\$10.69
Wells Fargo Bank NA	Sioux Falls, SD	\$0.00	\$6,793.06
Closing Balance - Stifel Insured Bank Deposit Program			\$16,677.44

Stifel Smart Rate Program

Amount(s) listed below include accrued interest in the amount of \$1,329.30.* The rate at month-end for the Stifel Smart Rate Program was 4.00%.

Description	Location	Previous Month Value	Current Month Value
Stifel Bank & Trust	St. Louis, MO	\$238,487.03	\$239,269.11
Stifel Bank	St. Louis, MO	\$166,868.63	\$167,415.85
Closing Balance - Stifel Smart Rate Program			\$406,684.96**

Your deposit balances at each Program Bank are eligible for insurance by the FDIC within applicable limits. The deposit balances are not insured by SIPC. Please refer to the Stifel Insured Bank Deposit Program Disclosure Statement and the Stifel Insured Bank Deposit Program for Retirement Accounts Disclosure Statement which are available at www.stifel.com/disclosures/account-agreement or from your Financial Advisor.

Stifel Smart Rate Program balances are bank deposits, which are eligible for insurance by the FDIC within applicable limits. Deposits in the Stifel Smart Rate Program with Stifel Bank, member FDIC, Stifel Bank & Trust, member FDIC, Stifel Trust Company, N.A., member FDIC, or Stifel Trust Company Delaware, N.A., member FDIC are reflected here for your convenience and are not cash held in your securities account(s). Stifel Smart Rate Program deposits are not insured by SIPC. For additional information and terms and conditions concerning these deposits, see the Stifel Smart Rate Program Disclosure which is available at www.stifel.com/disclosures or from your Financial Advisor.

* The interest accrual period for the Stifel Smart Rate Program is measured from the 26th of the previous month through the 25th of the current month. The accrued interest amount is based on this accrual period, not a calendar month.

** The closing balance reflects deposits and withdrawals before the applicable cutoff time on the last business day of the month, regardless of when the transaction settles.

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Certain Definitions

“**Stifel**” means Stifel, Nicolaus & Company, Incorporated, Member SIPC and NYSE.

“**Stifel Banks**” means affiliated banks of Stifel, which may include Stifel Bank & Trust, Member Federal Deposit Insurance Corporation (“FDIC”); Stifel Bank, Member FDIC; Stifel Trust Company, National Association, Member FDIC; and Stifel Trust Company Delaware, National Association, Member FDIC. **Unless otherwise specified, products purchased from or held by Stifel in a securities account are not insured by the FDIC, are not deposits or other obligations of the Stifel Banks, are not guaranteed by the Stifel Banks, and are subject to investment risk, including possible loss of the principal.**

“**Stifel Smart Rate Program**” refers to a money market deposit account at Stifel Bank & Trust, Stifel Bank, Stifel Trust Company, N.A., or Stifel Trust Company Delaware, N.A., each an affiliate of Stifel, which is made available to eligible clients of Stifel. The deposits are insured by the FDIC, within applicable limits, and are not cash held in your securities account. For additional information and terms and conditions concerning these deposits, see the Stifel Smart Rate Program Disclosure, which is available at www.stifel.com/disclosures or from your Financial Advisor.

“**Stifel Fixed Yield Program**” refers to a time deposit account at Stifel Bank & Trust, Stifel Bank, Stifel Trust Company, N.A., or Stifel Trust Company Delaware, N.A., each an affiliate of Stifel, which is made available to eligible clients of Stifel. The deposits are insured by the FDIC, within applicable limits, and are not cash held in your securities account. For additional information and terms and conditions concerning these deposits, see the Stifel Fixed Yield Program Disclosure, which is available at www.stifel.com/disclosures or from your Financial Advisor.

Account Disclosures

Errors and Inquiries – You should review this statement carefully and notify the Manager of the Office servicing your account of anything you believe to be incorrect. Any verbal communications should be re-confirmed in writing to protect your rights, including rights under SIPA. All statements furnished to you shall be considered accurate, complete, and acknowledged by you unless you report any inaccuracies to the Manager. Instructions and inquiries should be directed to your Financial Advisor. When making inquiries, please mention your account number. Please notify us promptly of any change of address.

Investment Objective – All clients are requested to promptly notify us of any material change in their investment objective or financial situation in order to assist us in maintaining current background and financial information.

Pricing and Rating of Securities – The pricing of securities displayed on your statement is derived from various sources and, in some cases, may be higher or lower than the price you would actually receive in the market. If we cannot obtain a price, “N/A” appears. For securities listed on an exchange or trading continually in an active marketplace, the prices reflect market quotations at the close of your statement period. For securities trading less frequently, we rely on third-party pricing services or a computerized pricing model, which may not always reflect actual market values. Similarly, some insurance product values provided by outside carriers may be valued as of a date other than the statement date. Bond ratings of securities were obtained from various rating services. There is no guarantee with respect to their accuracy. For current price quotes, please contact your Financial Advisor.

Cost Basis Information – All information provided with respect to cost basis is derived from transactions in the account or information supplied by other sources. There is no guarantee as to the accuracy of cost basis information or the profit and loss information provided for tax lots designated as noncovered. Stifel uses the first-in, first-out method when calculating the realized gain or loss on sale transactions unless a specific identification is made prior to settlement date. The gain or loss provided on your statement is informational only and should not be used for tax reporting. A 1099 including the cost basis for sale proceeds from covered tax lots will be provided after year-end for tax reporting. Please inform your Financial Advisor if a cost basis is not accurate.

Transaction Dates – All securities are reflected on a trade date basis. Effective May 28, 2024, the settlement cycle was reduced to T+1 (trade date plus one business day) from T+2 (trade date plus two business days).

Custody of Securities – Securities held by Stifel, Nicolaus & Company, Incorporated for you, but which are not registered in your name, may be commingled with identical securities being held for other clients by our Correspondent, the Depository Trust Company, or in similar systems.

Assets Held Away – You may purchase certain assets through Stifel, which will be held at a custodial institution other than Stifel. Where available, we include information about these assets on your statement. The custodial institution is responsible, however, for providing year-end tax reporting information (Form 1099) and separate periodic statements, which may vary from the information included on your Stifel statement because of different reporting periods. Your Stifel statements may also reflect other assets “not held” at Stifel, in addition to those held by a custodial institution. The value and nature of these investments is generally provided by you. Stifel does not guarantee the accuracy of the information with respect to the value of these investments as reflected on your statement. Assets held away are not covered by Stifel SIPC.

Estimated Annual Income and Yields – Estimated annual income and yields are calculated by annualizing the most recent distribution and do not reflect historical experience or project future results. The yield information for the money market funds is based on historical performance; future yields will fluctuate. These figures have been obtained from sources believed to be reliable, but no assurance can be made as to accuracy. Before investing in any of these funds, carefully read the prospectus, which is available through your Financial Advisor.

Order Routing and Payment for Order Flow – In order to access a wide variety of execution venues, the firm does participate in the maker/taker model. Certain exchanges and other trading centers to which the firm routes equities and options orders have implemented fee structures under which broker-dealer participants may receive rebates on certain orders. Under these fee structures, participants are charged a fee for orders that take liquidity from the venue and provided a rebate for orders that add liquidity to the venue. Rebates received by the firm from a venue during any time period may or may not exceed the fees paid by the firm to the venue during that time period. Fees and/or rebates from all venues are subject to change. Stifel will provide customers additional information regarding average net fees/rebates paid/received upon written request. For venues from which Stifel receives a rebate, Stifel is considered to be receiving payment for order flow.

Stifel monitors the performance of competing market centers and routes orders to those that seek competitive executions and complete transactions on a timely basis at a reasonable cost. Whenever possible, Stifel routes orders to market centers that offer, through automated systems, an opportunity for price improvement to the client. Held market orders received and entered prior to 9:28 a.m. Eastern will be routed to market centers that will attempt to execute at the opening price on the listing exchange.

Additional information will be provided upon written request, and certain order routing information is available online at www.stifel.com/disclosures/best-execution. On request of a customer and at no fee, Stifel will disclose to such customer the identity of the venue to which such customer’s orders were routed for execution in the six months prior to the request, whether the orders were directed orders or non-directed orders, and the time of the transactions, if any, that resulted from such orders. Orders may be routed and executed internally through Stifel’s trading desk. In such instances, Stifel stands to share in 100% of remuneration received (in the case of orders executed as agent) or profits or losses generated (in the case of orders executed as principal) as a result of internalizing such orders. Customers may mail their inquiries to: Stifel – Attn: Equity Trading Compliance, One South Street, Baltimore, Maryland 21202.

Tax Information – Although your statement may describe certain items as Federally tax-exempt, this is for information purposes only. When reporting your taxes, please rely exclusively on the substitute Form 1099 you will receive from us after year-end for your taxable accounts. (For Retirement Accounts, Form 1099R will report distributions from the account rather than income and dividends or proceeds from sales.)

SIPC Protection – Stifel is a member of the Securities Investor Protection Corporation (SIPC). SIPC coverage protects securities customers of its members up to \$500,000 (including \$250,000 for claims for cash). An explanatory brochure is available upon request or at www.sipc.org, or investors may contact SIPC at (202) 371-8300. Stifel has purchased additional securities coverage of \$149,500,000 and cash coverage of \$900,000 for a total of \$150,000,000 of securities coverage and \$1,150,000 of cash coverage, subject to the terms and conditions of the policy, with an aggregate limit of \$300,000,000. (For more information, visit: www.stifel.com/disclosures/asset-protection.) This coverage does not protect against market losses and does not cover securities not held by Stifel.

Margin Accounts – If you have a margin account, this is a combined statement of your margin account and special memorandum account (“SMA”) maintained for you under Section 220.5 of Regulation T issued by the Board of Governors of the Federal Reserve System. The permanent record of the (“SMA”) as required by Regulation T is available for your inspection upon request. If you have applied for margin privileges and have been approved, you may borrow money from Stifel in exchange for pledging assets in your account as collateral for any outstanding margin loan. The amount you may borrow is based on Regulation T, Stifel’s internal policies, and the value of securities in your margin account. Securities held in a margin account are identified by the word “margin” on your statement. Stifel reserves the right to limit margin purchases and short sales and to alter its margin requirements and due dates for house or other margin calls in accordance with the Firm’s guidelines, market conditions, and regulatory margin requirements.



Account Disclosures Continued

Margin Account Interest Charges – The margin interest period includes the second to last day of the prior statement period through the third day prior to the last day of the current statement period. The margin interest charge is computed by multiplying the rate of interest by the average net daily settled debit balance and a fraction, the numerator of which is the number of days the debit balance existed, and the denominator of which is three hundred sixty (360). The rate of interest is determined by the cost of borrowing money and is subject to change without notice. The average net daily settled debit balance includes any settled credit and settled debit balances in your cash and margin accounts during the period. Please review the “Statement of Credit Terms” you have already received for further information.

Fully Paid Lending Participants – Without waiving any rights given to you, it is understood and agreed that the provisions of the Securities Investor Protection Act of 1970 may not protect the lender with respect to loaned securities hereunder and that, therefore, the collateral held for you may constitute the only source of satisfaction of Stifel’s obligations in the event Stifel fails to return the loaned securities.

Late Charges – If transactions in your account result in a debit balance in your cash account and you do not make payment by the settlement date, you may be subject to interest charges.

Free Credit Balances – Customer Free Credit Balances may be used in this Firm’s business subject to the limitations of 17CFR Section 240, 15c3-3 under The Securities Exchange Act of 1934. You have the right to receive from us in the course of normal business operations, upon demand, the delivery of: a) any Free Credit Balances to which you are entitled, b) any Fully Paid Securities to which you are entitled, c) any Securities purchased on margin upon full payment of any indebtedness to us. If you participate in Cash Management Accounts, the payment to you of a Free Credit Balance may be subject to the cancellation of any commitment made in respect to your account for the payment of checks, automated clearing house (ACH) payments, ATM Card or Point of Sale transaction charges, or other debit card transactions.

Option Accounts – 1) Commissions and other charges related to the execution of option transactions have been included on confirmations for such transactions, which have already been sent to you, and copies of confirmations are available upon request; 2) should you have any changes in your investment objective or current financial situation, you should advise your investment professional immediately; and 3) assignment notices for option contracts are allocated among client short positions pursuant to an automated procedure that randomly selects from all client short option positions those contracts that are subject to assignment, which includes positions established on the day of assignment. Additional information pertaining to the procedures used for random selection is available upon request.

Complaints – Complaints relating to your account(s) may be directed to Stifel, Legal Department, 501 North Broadway, St. Louis, Missouri 63102 or by phoning (800) 488-0970 or (314) 342-2000.

Lost Certificates – In the event your statement indicates that securities were delivered out of your account in certificate form and you have not received them, it is understood that you will notify Stifel immediately in writing. If written notification is received within 120 calendar days after the delivery date, as reflected on your statement, the certificate will be replaced free of charge. Thereafter, a fee for replacement may apply.

Dividend Reinvestment – (Optional) The dollar amount of Mutual Fund distributions, Money Market Fund income, or dividends on other securities shown on your statement may have been reinvested into additional shares. You will not receive confirmations for these reinvestment transactions. However, information pertaining to these transactions which would otherwise appear on confirmations will be furnished to you upon written request. In dividend reinvestment transactions, Stifel may act as your agent and receive payment for order flow. The source and nature of such payment will be furnished to you upon written request to Stifel or your introducing firm. If Stifel is currently a market maker in the eligible security, Stifel will purchase, as principal for you, additional shares at the opening market price.

Stifel Information – A Statement of Financial Condition of Stifel, Nicolaus & Company, Incorporated is available for your inspection at any of our offices, or a copy will be mailed to you upon request.

Investor Education and Protection – Under the Public Disclosure Program, the Financial Industry Regulatory Authority (“FINRA”) provides certain information regarding the disciplinary history of FINRA members and their associated persons via FINRA’s BrokerCheck Hotline (toll-free (800) 289-9999) or on the FINRA website at www.finra.org, including an investor brochure that includes information describing FINRA BrokerCheck. Stifel, Nicolaus & Company, Incorporated is registered with the U.S. Securities and Exchange Commission and the Municipal Securities Rulemaking Board (“MSRB”). Additional information may be obtained from the MSRB website at www.msrb.org, including an investor brochure that is posted on the website describing the protections that may be provided by the MSRB rules and how to file a complaint with an appropriate regulatory authority.

ERISA Section 408(b)(2) Notice – For Service Provider Fee Disclosures under ERISA 408(b)(2), please see www.stifel.com/disclosures/ERISA. Please direct any questions you may have to your Financial Advisor.

Notification of Change in Circumstances and Availability of Investment Advisory Disclosure Brochures – In the event that there are any material changes in your financial situation, investment objective(s), risk tolerance, or instructions regarding your account(s), please promptly report such changes to your Financial Advisor to ensure that your investment advisory accounts are being managed based on the most current information. You should review Stifel’s Form ADV Part 2A (Disclosure Brochure) for information and disclosures relating to Stifel’s investment advisory services (available at: www.stifel.com/disclosures/investment-advisory-services/program-disclosures), including (but not limited to) a discussion of the various conflicts of interest to which our firm may be subject in the provision of investment advisory services to you.



COUNTY OF ORANGE
OFFICE OF THE TREASURER-TAX COLLECTOR
 Shari L. Freidenrich, CPA, CCMT, CPFA, ACPFIM
 P. O. BOX 4515
 SANTA ANA, CA 92702-4515



octreasurer.gov/publicfunds

December 31, 2024

ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

Fund Number : [REDACTED]

DECEMBER 2024 STATEMENT

Transactions

<u>Transaction Date</u>	<u>Transaction Description</u>	<u>Authorized Signer</u>	<u>Amount</u>
12/02/2024	November 2024 Investment Admin Fee		\$ (77.76)
12/19/2024	September 2024 Interest Paid		\$ 6,886.19

Summary

Total Deposit:	\$	6,886.19	Beginning Balance:	\$	1,878,348.53
Total Withdrawal:	\$	(77.76)	Ending Balance:	\$	1,885,156.96

California State Treasurer *Fiona Ma, CPA*



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

January 02, 2025

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

ORANGE COUNTY VECTOR CONTROL DISTRICT

DIRECTOR OF ADMINISTRATIVE SERVICES
13001 GARDEN GROVE BLVD
GARDEN GROVE, CA 92843

[Tran Type Definitions](#)

Account Number: XXXXXXXXXX

December 2024 Statement

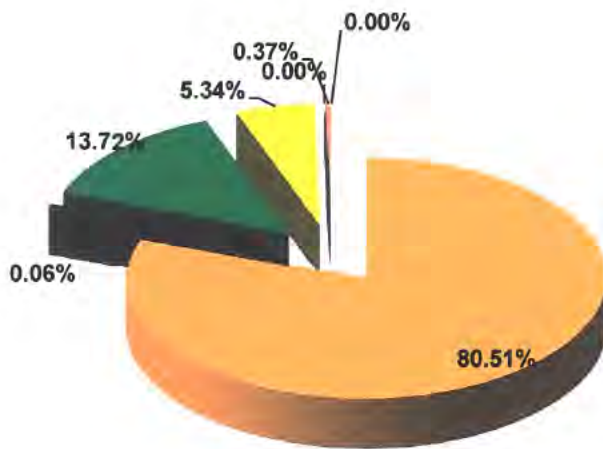
Account Summary

Total Deposit:	0.00	Beginning Balance:	19,462,158.59
Total Withdrawal:	0.00	Ending Balance:	19,462,158.59


ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT - INVESTMENT SUMMARY Q2 FY 2025
 BASED ON FACE VALUE AT MATURITY

	STIFEL	LAIF	OCIP	Combined Total
Pooled Investment	\$0	\$19,462,159	\$1,885,157	\$21,347,316
Cash or Money Markets	\$16,677	\$0	\$0	\$16,677
Corporate Bonds & Notes	\$3,639,000	\$0	\$0	\$3,639,000
Municipal Bonds	\$1,415,000	\$0	\$0	\$1,415,000
Govt. Backed CMO Securities	\$0	\$0	\$0	\$0
US Bonds	\$98,000	\$0	\$0	\$98,000
Government Securities	\$0	\$0	\$0	\$0
Total	\$5,168,677.44	\$19,462,158.59	\$1,885,156.96	\$26,515,992.99

Investment Portfolio Summary



- Pooled Funds - no max
- Cash or Money Markets - 20% max.
- Corporate Bonds & Notes - 30% max.
- Municipal Bonds - no max.
- Govt. Backed CMO Securities - 20% max.
- US Bonds - no max.
- Government Securities - no max.


 Lora Young
 District Manager


 Tan Nguyen
 Director of Finance

SUMMARY OF INVESTMENTS BY CORPORATION/GOV'T BY INVESTMENT TYPE

	STIFEL	LAIF	OCERS	Combined Total
<u>Pooled Funds</u>				
Pooled Funds	\$0.00	\$19,462,159	\$1,885,157	\$21,347,316
Totals	\$0.00	\$19,462,159	\$1,885,157	\$21,347,316
			% of total fund	80.51%

	STIFEL	LAIF	OCERS	Combined Total
<u>Certificates of Deposit</u>				
Totals	\$0.00	\$0.00	\$0.00	\$0.00
			% of total fund	0.00%

	STIFEL	LAIF	OCERS	Combined Total
<u>Cash or Money Markets</u>				
STIFEL Deposit Program	\$16,677.44	\$0.00	\$0.00	\$16,677.44
Totals	\$16,677.44	\$0.00	\$0.00	\$16,677.44
			% of total fund	0.06%

	STIFEL	LAIF	OCERS	Combined Total
<u>Corporate Bonds & Notes</u>				
Socal Edison	\$150,000.00	\$0.00	\$0.00	\$150,000.00
Societe Generale	\$50,000.00	\$0.00	\$0.00	\$50,000.00
Realty Income Corp	\$200,000.00	\$0.00	\$0.00	\$200,000.00
BMO Harris Bank NA	\$145,000.00	\$0.00	\$0.00	\$145,000.00
Simon PPTY Grp LP Note	\$120,000.00	\$0.00	\$0.00	\$120,000.00
Two HBRS Invt Corp	\$35,000.00	\$0.00	\$0.00	\$35,000.00
Morgan Stanley Bank	\$100,000.00	\$0.00	\$0.00	\$100,000.00
Legg Mason Inc	\$125,000.00	\$0.00	\$0.00	\$125,000.00
PennyMac Corp	\$100,000.00	\$0.00	\$0.00	\$100,000.00
Customers Bank	\$140,000.00	\$0.00	\$0.00	\$140,000.00
Bank of America Corp	\$100,000.00	\$0.00	\$0.00	\$100,000.00
Fedl Home Loan Bank	\$135,000.00	\$0.00	\$0.00	\$135,000.00
Brookfiled Fin Inc	\$115,000.00	\$0.00	\$0.00	\$115,000.00
FEDL Farm Credit Bank	\$50,000.00	\$0.00	\$0.00	\$50,000.00
Toyota Motor Credit Corp	\$150,000.00	\$0.00	\$0.00	\$150,000.00
New Republic Bank	\$160,000.00	\$0.00	\$0.00	\$160,000.00
Fedl Home Loan Bank	\$100,000.00	\$0.00	\$0.00	\$100,000.00
State Bank of India	\$59,000.00	\$0.00	\$0.00	\$59,000.00
Redwood TR Inc	\$100,000.00	\$0.00	\$0.00	\$100,000.00
Canadian Imperial Bank	\$140,000.00	\$0.00	\$0.00	\$140,000.00

Fedl Home Loan Mtg Corp	\$100,000.00	\$0.00	\$0.00	\$100,000.00
Fedl Agric Mtg Corp	\$100,000.00	\$0.00	\$0.00	\$100,000.00
Fedl Home Loan Mtg Corp	\$200,000.00	\$0.00	\$0.00	\$200,000.00
Fedl Home Loan Bank	\$155,000.00	\$0.00	\$0.00	\$155,000.00
Fedl Home Loan Bank	\$100,000.00	\$0.00	\$0.00	\$100,000.00
JPMorgan Chase & Co	\$200,000.00	\$0.00	\$0.00	\$200,000.00
Celtic Bank	\$130,000.00	\$0.00	\$0.00	\$130,000.00
Govt Natl Mtg Assn	\$100,000.00	\$0.00	\$0.00	\$100,000.00
Govt Natl Mtg Assn	\$65,000.00	\$0.00	\$0.00	\$65,000.00
Govt Natl Mtg Assn	\$65,000.00	\$0.00	\$0.00	\$65,000.00
Fedl Home Loan Mtg Corp	\$150,000.00	\$0.00	\$0.00	\$150,000.00
Totals	\$3,639,000.00	\$0.00	\$0.00	\$3,639,000.00
			% of total fund	13.72%


	STIFEL	LAIF	OCERS	Combined Total
<u>Municipal Bonds</u>				
San Diego CONVNTN	\$170,000.00	\$0.00	\$0.00	\$170,000.00
Suffolk CNTY NY	\$250,000.00	\$0.00	\$0.00	\$250,000.00
Florida ST BRD ADMIN FIN	\$100,000.00	\$0.00	\$0.00	\$100,000.00
Kentucky HSG Corp REV	\$200,000.00	\$0.00	\$0.00	\$200,000.00
Cleveland OH INCM TAX	\$100,000.00	\$0.00	\$0.00	\$100,000.00
Stephenson CNTY IL SCHL	\$100,000.00	\$0.00	\$0.00	\$100,000.00
Bay Area TOLL AUTH	\$125,000.00	\$0.00	\$0.00	\$125,000.00
University CA REV	\$150,000.00	\$0.00	\$0.00	\$150,000.00
Massachusetts EDL FING AUTH	\$220,000.00	\$0.00	\$0.00	\$220,000.00
Totals	\$1,415,000.00	\$0.00	\$0.00	\$1,415,000.00
			% of total fund	5.34%

	STIFEL	LAIF	OCERS	Combined Total
<u>Government Backed CMO Securities</u>				
GNMA	\$0.00	\$0.00	\$0.00	\$0.00
Totals	\$0.00	\$0.00	\$0.00	\$0.00
			% of total fund	0.00%

	STIFEL	LAIF	OCERS	Combined Total
<u>Government Securities</u>				
FNMA	\$0.00	\$0.00	\$0.00	\$0.00
Totals	\$0.00	\$0.00	\$0.00	\$0.00
			% of total fund	0.00%

<u>US Bonds</u>				
US Treasury Bill	\$98,000.00	\$0.00	\$0.00	\$98,000.00
Totals	\$98,000.00	\$0.00	\$0.00	\$98,000.00
			% of total fund	0.37%

Grand Total	\$5,168,677.44	\$19,462,158.59	\$1,885,156.96	\$26,515,992.99
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	Orange County Mosquito and Vector Control District	
	AGENDA ITEM E.4	Date
	Prepared By: Tawnia Pett, Executive Assistant/Clerk of the Board Submitted By: Lora Young, District Manager	February 20, 2025

Agenda Title:

Approve Board of Trustees Committee Assignments for 2025

Recommended Action:

President Hupp recommends that the Board of Trustees approve the committee assignments for 2025

Summary:

The 2025 Trustee committee assignments were compiled utilizing the Trustee questionnaires and have been approved by President Hupp Upon approval by the Board, new committees will commence immediately.

Previous Relevant Board Actions for This Item:

Annual action

Strategic Plan Compliance: 3. Team of the Future: 3.5: Increase engagement of the Board of Trustees with training, opportunities, and governance procedures.

Fiscal Impact:

What Amount is being requested?

Is the Amount Requested Budgeted in the Current Fiscal Year?

If No, What Funds Are Requested?

Exhibits:

Exhibit A: Trustee Committee Assignments for 2025

OFFICERS AND COMMITTEES FOR 2025
 BOARD OF TRUSTEES
 ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

PRESIDENT:	Cecilia Hupp	Brea
VICE-PRESIDENT:	Bob Ruesch	Mission Viejo
SECRETARY:	Crystal Miles	Villa Park

EXECUTIVE COMMITTEE
 (4 Members)

Cecilia Hupp (President)	Brea
Bob Ruesch (Vice President)	Mission Viejo
Crystal Miles (Secretary)	Villa Park
Craig Green (Past President)	Placentia

BUDGET & FINANCE
 (9 Members)

Richard Hurt	Aliso Viejo
Cecilia Hupp	Brea
Gracey Van Der Mark	Huntington Beach
Robert Pequeño	Lake Forest
Steve Knoblock	San Clemente
John Taylor	San Juan Capistrano
Nathan Steele	Seal Beach
Gary Taylor	Stanton
Crystal Miles	Villa Park

POLICY & PERSONNEL
 (9 Members)

Richard Hurt	Aliso Viejo
Carlos Leon	Anaheim
Tammy Kim	Irvine
Erica Pezold	Laguna Hills
Pearl Lee	Laguna Woods
Tanya Doby	Los Alamitos
Jon Dumitru	Orange
April Josephson	RS Margarita
Rebecca Gomez	Tustin

OPERATIONS
 (7 Members)

Lamiya Hoque	Buena Park
Bill Turpit	Costa Mesa
Leo Medrano	Cypress
Ariana Arestegui	Garden Grove
Gracey Van Der Mark	Huntington Beach
James Gomez	La Habra
Crystal Miles	Villa Park

BUILDING, PROPERTY & EQUIP
 (7 Members)

Bill Turpit	Costa Mesa
John Gabbard	Dana Point
Debbie Baker	La Palma
Mark Orgill	Laguna Beach
Craig Green	Placentia
John Taylor	San Juan Capistrano
Carlos Manzo	Westminster

PUBLIC RELATIONS
 (9 Members)


Carlos Leon	Anaheim
Kim Constantine	Fountain Valley
Gene Johns	Laguna Niguel
Pearl Lee	Laguna Woods
April Josephson	RS Margarita
Nelida Mendoza	Santa Ana
Nathan Steele	Seal Beach
Rebecca Gomez	Tustin
Lisa Fernandez	County of Orange

NUISANCE ABATEMENT
 (7 Members)

Kim Constantine	Fountain Valley
Debbie Baker	La Palma
Gene Johns	Laguna Niguel
Bob Ruesch	Mission Viejo
Nelida Mendoza	Santa Ana
Carlos Manzo	Westminster
Peggy Huang	Yorba Linda

LEGISLATIVE
 (9 Members)

Lamiya Hoque	Buena Park	Tanya Doby	Los Alamitos
Shana Charles	Fullerton	Erik Weigand	Newport Beach
Ariana Arestegui	Garden Grove	Steve Knoblock	San Clemente
Tammy Kim	Irvine	Lisa Fernandez	County of Orange
Robert Pequeño	Lake Forest		

	Orange County Mosquito and Vector Control District	
	AGENDA ITEM E.5	Date
	Prepared By: Lora Young, District Manager Submitted By: Lora Young, District Manager	February 20, 2025

Agenda Title:

Adopt Resolution No. 589 Amending the Mutual Assistance Agreement for Mosquito and Vector Control Services in Southern California Region

Recommended Action:

The Board of Trustees adopt Resolution No. 589 amending the Mutual Assistance Agreement for Mosquito and Vector Control Services in Southern California Region.

Summary:

In the face of increasing public health challenges, such as the increase of vector-borne diseases like dengue fever, mutual assistance agreements (MAAs) have become more critical than ever among vector control agencies. These agreements facilitate the swift sharing of resources, knowledge, and coordination between agencies and jurisdictions, especially when facing public health emergencies. In Southern California, where dengue cases have been reported more frequently, MAAs play an essential role in allowing signatory local agencies to request resources to manage public health emergencies, obtain additional resources, and ensure a coordinated response.

The original MAA was established in 2020 with five of the southern region mosquito and vector control district's participating. The proposed MAA for 2025 includes 12 agencies within the southern region creating a larger network of resources. In addition to the increased participation within the region the following substantive changes were included in the amended agreement:

- Removes the requirement for a State or County declared emergency to activate the mutual assistance agreement
- Defines what is a qualifying event to activate the agreement
- Allows the Manager to appoint a designee to request or offer assistance in the absence of the Manager
- Simplifies language regarding how agencies request and respond for assistance
- Defines communication tools to include the use of cell phones
- Defines pesticide reporting requirements for requesting agency
- Updates reimbursement processes to align with current best practices

Local agency mutual assistance agreements are essential tools for addressing public health emergencies when County, State, or Federal declarations have not been declared, based on the proposed changes, staff recommends the Board of Trustees approve the amended Mutual Assistance Agreement to include the Orange County Mosquito and Vector Control District as one of the twelve agencies included in the agreement.

The MAA was reviewed by the Operations Committee at the January 16, 2025 committee meeting and the committee recommended the approval of the MAA by the Board of Trustees.

Previous Relevant Board Actions for This Item:

Resolution No. 502 Establishing the Mutual Aid Agreement for Mosquito and Vector Control Services in Southern California Region in 2020.

Strategic Plan Compliance: Objective 1: Enhance Organizational Policies, Plans and Procedures: 1.4: Review and update the District's plans that to address regulatory requirements, compliance, and program resource allocation.

Fiscal Impact:

What Amount is being requested? None

Is the Amount Requested Budgeted in the Current Fiscal Year?

If No, What Funds Are Requested?

Exhibits:

Exhibit A: Mutual Assistance Agreement for Mosquito and Vector Control Services

Exhibit B: Resolution No. 589

MUTUAL ASSISTANCE AGREEMENT FOR MOSQUITO AND VECTOR
CONTROL SERVICES

This Agreement is made and entered into by and between the mosquito and vector control agencies of Southern California that are signatory herein, on the ____day of _____ 2025.

RECITALS

WHEREAS, mosquitoes and other vectors, that do not recognize political boundaries, can transmit disease and cause discomfort to humans and other animals;

WHEREAS, the California Legislature has recognized the risks of vector-borne diseases and has provided broad powers in the Mosquito Abatement and Vector Control District Law (hereinafter "Law") set forth in California Health and Safety Code Section 2000 *et seq.*;

WHEREAS, the Law specifically provides the authority to enter into agreements with other public agencies to cooperate and take actions to carry out the purposes of the Law (§2044);

WHEREAS, there is a need to have a mutual assistance agreement between agencies to allow joint efforts, and

WHEREAS, the parties hereto desire to enter into this Agreement to cooperate and mutually assist each other when the need arises to control mosquitoes and other vectors and to thereby prevent the spread of vector-borne diseases and discomfort.

NOW, THEREFORE, the parties hereto do hereby agree as follows:

1. **PURPOSE.**

A. Purpose. The above recitals are adopted herein. A further purpose of this Agreement is to provide a framework for mutual assistance that can be readily utilized in time of need.

B. No separate legal entity created. The parties do not intend to create a separate legal entity but to approve a working protocol that can be implemented and executed by administrative staff.

C. Definitions.

i. **Qualifying Event-** a natural or human-caused event that causes concern with a public agency that is signatory to this Agreement that mosquitoes or other vectors may spread disease or discomfort beyond the area or capabilities that an agency can combat or abate using its own personnel and resources.

ii. **Authorized Official-** an officer or employee of a public agency that is signatory to this Agreement or their designee, who is authorized by the governing body of the public agency to request or offer assistance under this Agreement.

- iii. **Requesting Agency-** the public agency requesting assistance under this Agreement.
- iv. **Responding Agency-** the agency responding to a request for assistance under this Agreement.
- v. **Period of Assistance-** the period during which a Responding Agency assists the Requesting Agency. It includes mobilization efforts, and coverage arrangements, portal-to-portal costs of equipment, personnel and supplies utilized in the response, as well as demobilization costs upon return to the Responding Agency.

2. MUTUAL ASSISTANCE REQUEST AND RESPONSE.

- A. Authorized Official. Each signatory agency shall designate an Authorized Official, and any alternates, and provide contact information to the signatory agencies.
- B. Requests for Assistance. In the event of a Qualifying Event an Authorized Official of the Requesting Agency may request mutual assistance from another signatory agency to this Agreement. Requests for assistance shall be made to the Authorized Official(s) of the Responding Agency(ies).
- C. Response to a Request for Assistance. After a Responding Agency receives a request for assistance, the Authorized Official of the Responding Agency shall inform, as soon as possible, the Requesting Agency whether it is willing to provide assistance.
- D. Discretion of Responding Agency's Authorized Official. Execution of this Agreement does not create any duty to respond to a request for assistance.

3. RESPONDING AGENCY PERSONNEL AND RESOURCES.

- A. Control.
 - i. Generally. Responding Agency personnel and resources shall remain under the direction and control of the Responding Agency. The Requesting Agency's Authorized Official shall coordinate response activities with the designated supervisor(s) of the Responding Agency.
 - ii. NIMS or SEMS/Incident Command System. In cases where CAL OES becomes involved in federal or state emergencies, the signatory parties may be required to use the Incident Command System (ICS) as prescribed by the State's Standard Emergency Management System (SEMS) or the National Emergency Management System (NEMS).
- B. Communication. The Responding Agency personnel will utilize Responding Agency cell phones in order to facilitate communications. If the Responding Agency does not have the necessary communication devices, it will be the responsibility of the Requesting Agency to supply communication devices.

C. Status. Unless otherwise provided by law, the Responding Agency's officers and employees retain the same privileges, immunities, rights, duties, and benefits as provided in their respective jurisdictions.

D. License and Permits. To the extent permitted by law, Responding Agency personnel who hold licenses, certificates, or permits evidencing professional, mechanical, or other skills shall be allowed to carry out activities and tasks relevant and related to their respective credentials during the specified Period of Assistance. The Requesting Agency will report any pesticide usage by Responding Agency personnel in their monthly pesticide usage report.

E. Right to Withdraw. The Responding Agency's Authorized Official retains the right to withdraw some or all of its personnel and/or resources at any time. Notice of intention to withdraw must be communicated to the Requesting Agency's Authorized Official as soon as possible.

4. COST REIMBURSEMENT.

A. Categories of Cost. Unless otherwise mutually agreed in whole or in part, the Requesting Agency shall reimburse the Responding Agency for each of the following categories of costs incurred while providing assistance.

- i. Personnel – Responding Agency personnel are to be paid for work completed during a specified Period of Assistance according to the terms provided in their employment contracts or other conditions of employment. The Responding Agency designated supervisor(s) must keep accurate records of work performed by personnel during the specified Period of Assistance. Requesting Agency reimbursement to the Responding Agency must consider all personnel costs, including regular rate of pay as defined by the Fair Labor Standards Act, costs for fringe benefits, and indirect costs (e.g., cellular data usage, meals, and travel). Expenses related to travel, hotel, and meals; the parties agree to utilize the United States General Services Administration (GSA) Per Diem Rate structure as established annually on October 1 of each year by the GSA. Current Per Diem rate is located at the following link: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

Responding Agencies' staff labor shall be reimbursed at the fully burdened hourly rate for each classification providing assistance to the requestor agency at the time of request.

- ii. The Requesting Agency will return borrowed equipment in good working order and repair any damages incurred during the Period of Assistance. If damaged beyond repair equipment will be replaced by the Requesting Agency at current market value.
- iii. Materials and Supplies - The Requesting Agency must reimburse the Responding Agency in kind or at actual replacement cost, plus handling charges, for use of expendable or non-returnable supplies.
- iv. Mileage Reimbursement- The Responding Agency will be reimbursed for mileage for all Responding Agency vehicles used during the period of

assistance. Mileage will be reimbursed per the IRS mileage rate and will be the vehicle total mileage starting from Responding Agency headquarters to the return to Responding Agency headquarters once the period of assistance is deemed complete.

B. Payment Period. The Responding Agency must provide an itemized bill to the Requesting Agency for all expenses it incurred as a result of providing assistance under this Agreement. The Responding Agency must send the itemized bill within 60 days after the period of assistance. The Requesting Agency must pay the bill in full on or before the 90th day following the billing date. Unpaid bills become delinquent upon the 91st day following the billing date, and, once delinquent, the bill accrues interest at the rate of prime, as reported by the Wall Street Journal, plus two percent (2%) per annum, unless both parties agree to an alternative repayment plan.

5. DISPUTES.

Any controversy or claim arising out of, or relating to, this Agreement, or the making, performance, or interpretation of it, including, but not limited to, alleged breach of the Agreement, shall be submitted to arbitration in Southern California, under the Arbitration Law of the State of California (California Code of Civil Procedure Section 1280 et seq.). Any court of competent jurisdiction may enter the judgment rendered by the arbitrators as final judgment that is binding on the parties. The arbitration shall be conducted in the county of the Responding Agency.

6. INSURANCE AND INDEMNIFICATION.

Responding Agency and Requesting Agency are authorized self-insured or partially self-insured public entities for purposes of Professional Liability, General Liability, Automobile Liability and Worker's Compensation and warrant that through their respective programs of self-insurance and insurance, they have adequate coverage or resources to protect against liabilities arising out of performance of the terms, conditions or obligations of this Agreement.

Neither Responding Agency nor any officer, employee, agent, or volunteer of Responding Agency shall be responsible for any damage or liability arising out of, pertaining to, or relating to, any acts or omissions on the part of Requesting Agency or its contractors under or in connection with any work, authority or jurisdiction delegated to and performed by Requesting Agency or its contractors under this Agreement. It is also understood and agreed that, pursuant to Government Code section 895.4, Requesting Agency shall fully indemnify, defend (with counsel approved by Responding Agency) and hold Responding Agency and its officers, employees, agents, and volunteers harmless from any liability imposed for injury (as defined by Government Code section 810.8) arising out of, pertaining to, or relating to any acts or omissions on the part of Requesting Agency or its contractors under or in connection with any work, authority or jurisdiction delegated to and performed by Requesting Agency or its contractors under this Agreement.

In the event Responding Agency and/or Requesting Agency is found to be comparatively at fault for any claim, action, loss or damage which results from their respective obligations under this Agreement, Responding Agency and/or Requesting Agency shall indemnify the other to the extent of its comparative fault.

Requesting Agency and Responding Agency agree to waive all rights of subrogation against each other. Furthermore, if the Responding Agency or Requesting Agency attempts to seek recovery from the other for Workers' Compensation benefits paid to an employee, the Responding Agency or Requesting Agency agree that any alleged negligence of the employee shall not be construed against the employer of that employee.

7. NOTICE.

A party who becomes aware of a claim or suit that in any way, directly or indirectly, contingently or otherwise, affects or might affect the other party to this Agreement shall provide prompt and timely written notice to the party who may be affected by the suit or claim. Each party reserves the right to participate in the defense of such claims or suits as necessary to protect its own interests.

8. INSURANCE.

The signatory parties shall each maintain insurance coverage that covers activities that it may undertake by virtue of this Agreement. The scope of the insurance coverage must include, at a minimum, coverage for employee faulty treatment or abatement efforts and other negligent acts, errors, or omissions and coverage for meeting the indemnity condition provided in Paragraph 6.

9. WITHDRAWAL.

A party may withdraw from this Agreement by providing written notice of its intent to withdraw to all other parties. Withdrawal takes effect after the Authorized Official receives notice. The indemnification and workers compensation provision shall survive withdrawal.

10. MODIFICATION.

This Agreement may not be modified orally or in any manner other than by an agreement in writing signed by all parties by a person with authority to sign.

11. PROHIBITION ON THIRD PARTIES AND ASSIGNMENT OF RIGHTS/DUTIES.

This Agreement is for the sole benefit of the signatories below and no person or entity may have any rights under this Agreement as a third-party beneficiary. Assignments of benefits and delegations of duties created by this Agreement are prohibited and are without effect.

12. COUNTERPARTS.

This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, and all of which shall constitute one and the same agreement.

13. EFFECTIVE DATE.

This Agreement shall become effective between the signatory parties upon two parties signing. The effective date of subsequent parties' agreements shall be the date of its respective signing.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year first written above.

ANTELOPE VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

By: _____

Name/Title: _____

Date: _____

COACHELLA VALLEY MOSQUITO & VECTOR CONTROL DISTRICT

By: _____

Name/Title: _____

Date: _____

GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT

By: _____

Name/Title: _____

Date: _____

NORTHWEST MOSQUITO & VECTOR CONTROL DISTRICT

By: _____

Name/Title: _____

Date: _____

ORANGE COUNTY MOSQUITO & VECTOR CONTROL DISTRICT

By: _____

Name/Title: _____

Date: _____

RIVERSIDE COUNTY ENVIRONMENTAL HEALTH

By: _____

Name/Title: _____

Date: _____

SAN GABRIEL VALLEY MOSQUITO & VECTOR CONTROL DISTRICT

By: _____

Name/Title: _____

Date: _____

MOSQUITO AND VECTOR MANAGEMENT DISTRICT OF SANTA BARBARA COUNTY

By: _____

Name/Title: _____

Date: _____

WEST VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

By: _____

Name/Title: _____

Date: _____

LA COUNTY WEST VECTOR CONTROL DISTRICT

By: _____

Name/Title: _____

Date: _____

COMPTON CREEK VECTOR CONTROL DISTRICT

By: _____

Name/Title: _____

Date: _____

LONG BEACH DEPARTMENT OF PUBLIC HEALTH

By: _____

Name/Title: _____

Date: _____

RESOLUTION NO. 589

**A RESOLUTION BY THE BOARD OF TRUSTEES OF THE
ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT**

**APPROVING THE SOUTHERN CALIFORNIA MOSQUITO AND VECTOR CONTROL
DISTRICTS MUTUAL ASSISTANCE AGREEMENT AND AUTHORIZING THE DISTRICT
MANAGER TO RENDER OR REQUEST ASSISTANCE**

WHEREAS, the Orange County Mosquito and Vector Control District has been collaborating with the Antelope Valley Mosquito and Vector Control District, Coachella Valley Mosquito & Vector Control District, Compton Creek Vector Control District, Greater Los Angeles County Vector Control District, Long Beach Department of Public Health, Los Angeles County West Vector Control District, Mosquito and Vector Management District of Santa Barbara, West Valley Mosquito Control District, Northwest Mosquito & Vector Control District, Riverside County Environmental Health, and San Gabriel Valley Mosquito & Vector Control District; and

WHEREAS, the collaborative efforts have resulted in a Southern California Mosquito and Vector Control Districts Mutual Assistance Agreement, and

WHEREAS, the Agreement will provide mutual assurances and resources that in the event of a natural or man-made event or emergency, an agency to this Agreement is able to call upon the signatory Agencies for assistance should the need arise, and

WHEREAS, the Agreement will provide the mechanism for signatory Districts to provide or receive personnel, equipment, and vector control products during a time of crises, and

WHEREAS, Any party to the Agreement may decline to render assistance pursuant to the terms of the Agreement, and

WHEREAS, Staff recommends approval of the Southern California Mosquito and Vector Control Districts Mutual Assistance Agreement.

NOW, THEREFORE, the Board of Trustees does hereby RESOLVE and DETERMINE that:

Section 1 The Southern California Mosquito and Vector Control Districts Mutual Assistance Agreement is approved.

Section 2 That the Board of Trustees adopts Resolution No. 589 approving the District's participation in the Southern California Mosquito and Vector Control Districts Mutual Assistance Agreement.

Section 3. That the District Manager or a Designee is authorized to execute the Southern California Mosquito and Vector Control Districts Mutual Assistance Agreement.

Section 4. That the District Manager or a Designee is authorized to render or request assistance from signatory agencies pursuant to the terms of the Agreement in order to combat or abate mosquitoes or other vectors which may spread disease or discomfort.

PASSED, APPROVED, and ADOPTED by the Board of Trustees of the Orange County Mosquito and Vector Control District at its regular meeting thereof held on the 20th day of February 2025, at 13001 Garden Grove Blvd., Garden Grove, California, 92843.


Cecilla Hupp, President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Trustees of the Orange County Mosquito and Vector Control District at a regularly scheduled meeting, held on February 20, 2025:

APPROVED AS TO FORM:

Crystal Miles, Secretary

Alexandra M. Halfman, District Counsel

	Orange County Mosquito and Vector Control District	
	AGENDA ITEM E.6	Date
	Prepared By: Luan Ngo, Information Technology Director Submitted By: Lora Young, District Manager	February 20, 2025

Agenda Title:

Adopt Resolution No. 590 to Approve Policy No. 57, the District’s Artificial Intelligence (AI) Policy

Recommended Action:

The Board of Trustees adopt Resolution No. 590 to approve Policy No. 57, the District’s Artificial Intelligence (AI) Policy.

Summary:

As Artificial Intelligence (AI) technology continues to evolve, government agencies must establish clear policies to define and regulate its use. The AI policy acts as a safeguard, guiding the ethical, legal, and responsible use of AI technologies to align with the District’s mission. The Information Technology department establishes the AI Procedures and Guidelines for AI usage to prevent misuse and provide accountability when using AI in conjunction with work conducted for the District.

The AI Policy requires that the District:

- 1) Maintain the AI Guidelines and Protocols
- 2) Review industry trends and technological advancements to update the AI guidelines as necessary
- 3) Review any substantive changes to AI guidelines and protocols with the Board of Trustees Policy & Personnel Committee

Staff recommends that the Board of Trustee approve the AI Policy presented in this staff report. Management has met and conferred with the District’s Employee Association and met the District’s obligations under the Meyers-Milias-Brown Act.

The AI Policy was reviewed with the Policy and Personnel Committee during the January 20 Committee meeting and the committee recommended the Board of Trustees approve the AI Policy.

Previous Relevant Board Actions for This Item:

None

Strategic Plan Compliance: 1: Enhance Organizational Policies, Plans and Procedures: 1.4: Review and update the District’s plans that address regulatory requirements, compliance, and program resource allocation.

Fiscal Impact:

What Amount is being requested? None

Is the Amount Requested Budgeted in the Current Fiscal Year?

If No, What Funds Are Requested?

Exhibits:

Exhibit A: Policy No. 57

Exhibit B: AI Procedure and Guidelines

Exhibit C: Resolution No. 590



Orange County Mosquito and Vector Control District
ARTIFICIAL INTELLIGENCE (AI) USE POLICY

Policy No.	Established:	Date Amended:	Resolution No.
57	2/20/2025	N/A	590

SECTION I. Purpose

The purpose of the District’s Artificial Intelligence Use Policy is to outline the proper usage of artificial intelligence (AI) and AI tools. This policy ensures that any use of AI tools are done in an ethical and responsible manner that aligns with the goals and mission statement of the District. The Artificial Intelligence Use Policy references the AI Use Guidelines and Protocols to outline the standards, procedures, and guidelines for using AI tools. A violation of standards, procedures, or guidelines established pursuant the AI Use Guidelines and Protocols may result in disciplinary action up to, and including, termination.

SECTION II. Scope

This policy applies to the Board of Trustees, the District Manager, and all District staff.

SECTION III. Policy

1. Information Technology staff in conjunction with the District Manager will maintain the District’s AI guidelines and protocols, including, but not limited to, generative AI.
2. Information Technology staff will review the industry trends and standards regarding existing and upcoming technology innovations regarding AI and make revisions to existing, or add new, AI guidelines and protocols.
3. Substantive changes to the AI Use Guidelines and Protocols or other AI related protocols will be provided to the Board of Trustees Policy & Personnel Committee.



AI Use Guidelines and Protocols

Introduction and Purpose

For the purposes of this guideline, Artificial Intelligence (“AI”) means the technology that simulates human intelligence processes using computer systems.

AI simulates learning (i.e., the acquisition of information), training (i.e., the acquisition of rules for using information), reasoning (i.e., the ability to solve problems and make decisions), and self-correction (i.e., the identification and correction of errors in learning, training, and reasoning).

AI encompasses a range of technologies, including machine learning, natural language processing, and robotics. AI allows machines to perform tasks that typically require human intelligence, such as making predictions, recommendations, or decisions. AI systems use machine- and human-based inputs in order to generate information or action.

This policy applies to all AI tools, including services, systems, and any other processes that use AI technology.

The Orange County Mosquito and Vector Control District (District) recognizes the utility of AI in enhancing operational efficiency. However, the District also recognizes that the use of AI involves risks, including but not limited to safety, security, privacy, bias, and accuracy.

Employees, interns, and trustees of the District may only use AI to promote public service that aligns with the District’s mission.

All AI use must conform to the conditions set forth in this guideline and protocol and any other Orange County Mosquito and Vector Control District’s policies.

The Orange County Mosquito and Vector Control District expressly prohibits any AI use which discriminates against any individuals, including but not limited to the District’s employees, interns, or trustees on the basis of the individual’s race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, reproductive health decision-making, or military and veteran status.

Scope

This guideline applies to all Orange County Mosquito and Vector Control District employees, regardless of rank or title, interns, and trustees (“employees”).

This guideline applies to all work produced for the District or associated in any way with the District, whether or not the work is produced using District’s equipment or resources.

This policy sets the minimum standards expected of District employees. Individual departments may set stricter rules based on their specific needs.

No employee shall be exempted from these minimum standards without the express written permission from the District Manager.

Prohibition of “Deepfake”

A “deepfake” is an image, video, or audio record that has been digitally altered to replace one person’s likeness with another person, or a computer-generated image or video of a person doing or saying something the person never did or said.

Creation of “deepfake” images, video, or audio for District work or on District’s resources or equipment is strictly prohibited.

Use of “deepfake” images, video, or audio for District work or on District’s resources or equipment, other than using it as evidence in or as part of an administrative investigation, is strictly prohibited.

Artificial Intelligence Use Requirements

The District allows limited use of AI tools for the purpose of conducting the District’s business.

The District may modify the parameters of permissible AI use or revoke permission to use AI at any time in order to meet the District’s goals, obligations, or business needs.

1. Employees must receive permission from their Department Head prior to using any AI tool. Any request for permission to use an AI tool must identify the AI tool and the purpose for which the AI tool’s use is intended. The AI tool may only be used as specifically permitted by the Department Head.
2. District email addresses, phone numbers, or any other credentials may not be used to create an account with AI services. Department Heads may request from IT a shared department account to be used with AI tools and services.
3. Confidential and sensitive personal information must never be inputted into AI tools in any way. Confidential and sensitive personal information includes, but is not limited to:
 - a specific person’s name
 - address
 - email address
 - telephone number
 - social security number

This rule applies regardless of the AI tool’s privacy terms or settings.

All AI searches must be in “incognito” mode or “opt out” or other similar mode to prevent the AI tool from retaining or using the information provided for the tool or service’s use in any manner, including to train or improve the AI tool or service, or to share the information with any third party. (*Consult with IT on specifics as every tool is different and may vary*)

4. All text-based content that was created using AI without modification must be properly labelled as having been generated using AI. All audio and visual media created using AI must be labelled as generated using AI regardless of modifications. Labels must be clearly visible to members of the public reviewing the content.

Example: *“This document was drafted with support from AI-based tools. All information represented in this document have been reviewed by the Orange County Mosquito and Vector Control District.”*

A general disclaimer may also be used. For example:

“This document may have been drafted with support from AI-based tools, consistent with the Orange County Mosquito and Vector Control District’s policy on use of artificial intelligence. All information represented in this document have been reviewed by Orange County Mosquito and Vector Control District’s staff.”

Informal correspondence between District’s employees, such as emails, does not need to be labelled as having been created using AI as provided above.

5. All AI-generated content must be reviewed for accuracy, tone, bias, and context before the content may be published for the District.
6. No content generated using AI may be claimed as original work.
7. The District expects all employees to possess and exercise good judgment and common sense when conducting the District’s business, such as when using an AI service.

All supervisory and management employees are responsible for overseeing the work product of their subordinates and ensuring that employees abide by the guidelines established in this guideline. Individual employees are also responsible for ensuring that their own work product conforms to this guideline.

Any violation of this guideline may result in disciplinary action, up to, and including, termination of employment.

RESOLUTION NO. 590

**A RESOLUTION BY THE BOARD OF TRUSTEES OF THE
ORANGE COUNTY VECTOR CONTROL DISTRICT**

**ESTABLISHING POLICY NO. 57 IMPLEMENTING AN ARTIFICIAL INTELLIGENCE
POLICY**

WHEREAS, the District does not currently have a policy which outlines the best practice standards for the management and use of artificial intelligence; and

WHEREAS, as artificial intelligence technology continues to evolve, government agencies must establish clear policies to define and regulate its use; and

WHEREAS, the Artificial Intelligence Policy acts as a safeguard, outlining the ethical, legal, and responsible use of this technology to align with the District's mission; and

WHEREAS, the Artificial Intelligence Policy establishes the Artificial Intelligence Procedures and Guidelines; and

WHEREAS, the Artificial Intelligence Procedures and Guidelines outline in detail best practices for usage and procedures to provide accountability of work using artificial intelligence; and

NOW, THEREFORE, the Board of Trustees does hereby RESOLVE and DETERMINE as follows:

1. Board Policy No. 57 is established to create artificial intelligence guidance and best practices.

PASSED, APPROVED, and ADOPTED by the Board of Trustees of the Orange County Mosquito and Vector Control District at its regular meeting thereof held on the 20th day of February 2025, at 13001 Garden Grove Blvd., Garden Grove, California, 92843.


Cecilia Hupp, President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Trustees of the Orange County Mosquito and Vector Control District at a regularly scheduled meeting, held on February 20, 2025:

Crystal Miles, Secretary

APPROVED AS TO FORM:

Alexandra M. Halfman, District Counsel

	Orange County Mosquito and Vector Control District	
	AGENDA ITEM E.7	Date
	Prepared By: Lora Young, District Manager Submitted By: Lora Young, District Manager	February 20, 2025

Agenda Title:

Adopt Resolution No. 591 Authorizing Staff to Complete Required Document to Accept the Cal OES State & Local Cybersecurity Grants for Local & Tribal Governments State and Local (SL) Program in the amount of \$85,000

Recommended Action:

The Board of Trustees adopt Resolution No. 591 authorizing staff to complete required document to accept the Cal OES State & Local Cybersecurity Grants

Summary:

On December 24, 2024, Cal OES Grants Management announced the proposed Grant Subaward allocations for the SLCGP for State Agencies and for Local and Tribal Governments. The Orange County Mosquito and Vector Control District was awarded \$85,000 for cybersecurity improvements.

As part of the grant administration the Orange County Mosquito and Vector Control District's Board of Trustees must pass a resolution appointing Authorized Agents (AA) – identified by the individual's name or by a position title – to act on behalf of the District and the Applicant by executing any actions necessary for each application and subaward. All Applicants are required to submit a copy of an approved resolution in order to execute their Grant Subaward agreement.

Staff recommends the Board of Trustees authorize Lora Young District Manager, Luan Ngo, Director of Information Technology, or Michael Jao, Information Technology Analyst as the Authorized Agent to administer the awarded grant.

Previous Relevant Board Actions for This Item: None

Strategic Plan Compliance: 5: Financial Stability: 5.2: Identify new funding opportunities to support new and existing programs and services.

Fiscal Impact: None

What Amount is being requested? None

Is the Amount Requested Budgeted in the Current Fiscal Year?

If No, What Funds Are Requested?

Exhibits:

Exhibit A: Resolution No. 591

Exhibit B: Cal OES Governing Body Resolution

RESOLUTION NO. 591

**A RESOLUTION BY THE BOARD OF TRUSTEES OF THE
ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT**

**AUTHORIZING THE ACCEPTANCE OF STATE AND LOCAL CYBERSECURITY
GRANTS PROGRAM**

WHEREAS, On December 24, 2024, Cal OES Grants Management announced the proposed Grant Subaward allocations for the SLCGP for Local and Tribal Governments State and Local Programs; and

WHEREAS, the Orange County Mosquito and Vector Control District was awarded \$85,000 for cybersecurity improvements; and

WHEREAS, the grant administration process requires the governing body to pass a resolution appointing Authorized Agents (AA) for the administration of the grant, and

NOW, THEREFORE, the Board of Trustees does hereby RESOLVE and DETERMINE as follows:

1. Board of Trustee authorize District Board President Cecilla Hupp to sign the required Cal OES resolution authorizing staff to administer the Cybersecurity Grant.
2. Authorize Information Technology staff and the District Manager to administer the Cal OES Grant program.

PASSED, APPROVED, and ADOPTED by the Board of Trustees of the Orange County Mosquito and Vector Control District at its regular meeting thereof held on the 20th day of February 2025, at 13001 Garden Grove Blvd., Garden Grove, California, 92843.

Cecilia Hupp, President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Trustees of the Orange County Mosquito and Vector Control District at a regularly scheduled meeting, held on February 20, 2025:

Crystal Miles, Secretary

APPROVED AS TO FORM:

Alexandra M. Halfman, District Counsel

Governing Body Resolution

BE IT RESOLVED BY THE Orange County Mosquito and Vector Control District Board of Trustee
(Governing Body)

OF THE Orange County Mosquito and Vector Control District THAT
(Name of Applicant)
Lora Young, District Manager, OR
(Name or Title of Authorized Agent)
Luan Ngo, Director of Information Technology, OR
(Name or Title of Authorized Agent)
Michael Jao, Information Technology Analyst,
(Name or Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the named Applicant, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining federal financial assistance provided by the federal Department of Homeland Security and subgranted through the State of California for the following Grant Award:

FY22/FY23 State & Local Cybersecurity Grant Program (SLCGP)
(List Grant Year and Program)

Passed and approved this 20 day of February, 2025


Certification

I, Cecilla Hupp, duly appointed and
(Name)
President Of the Orange County Mosquito and Vector Control District Board of Trustees
(Title) (Governing Body)

do hereby certify that the above is a true and correct copy of a resolution passed and approved by the
20 day of February, 2025

OCMVCD Board President
(Official Position)

(Signature) February 20, 2025
(Date)

	Orange County Mosquito and Vector Control District	
	AGENDA ITEM F.1	Date
	Prepared By: Lora Young, District Manager Submitted By: Lora Young, District Manager	February 20, 2025

Agenda Title:

Authorize District Manager to Enter Into a Contract with Griffin Structures for Preconstruction Work

Recommended Action:

The Board of Trustees authorize the District Manager to enter into a contract with Griffin Structures for preconstruction work.

Summary:

Orange County Mosquito and Vector Control District staff is seeking approval for the selection of Griffin Structures as the construction management firm for a range of services for the District’s proposed infrastructure project. The firm will oversee key phases of the District’s project, including but not limited to, onsite preconstruction work, site planning, construction bidding and management, and post-construction activities. After a thorough evaluation process, Griffin Structures has emerged as the top candidate, based on their proven expertise, successful project track record, and commitment to delivering high-quality infrastructure on time and within budget.

In order to determine the best candidates and fit for the District’s infrastructure project, District staff issued an RFP for construction management firms in November 2024. Staff reviewed all proposals and recommended four firms be reviewed by the joint Budget and Finance Committee and Building, Property, and Equipment Committee. The joint committee met in December 2024, reviewed the proposals and requested supplemental information from Griffin Structures, CPM, PCMS, and Cummings Groups. Staff solicited supplemental information from all four firms and met with the Joint Committee to review those responses in January 2025. The committee selected two firms to interview, Griffin Structures and CPM. These two firms were invited for interviews on January 24th with the two committee chairs and the District Manager. Based on the interviews, and all other supplemental information, Griffin Structures was determined to be the best fit for the District and proposed project.

Griffin Structures was proven to have expertise in:

- Preconstruction planning, cost estimation, scheduling, and risk management
- Capacity to manage onsite operations and provide oversight throughout the construction and post-construction phases
- Strong record of client satisfaction and positive references from previous projects
- Strong experience in public sector projects and transparency and accountability during the project
- Track record of successfully managing large-scale infrastructure projects, particularly in public works project, facility construction including laboratories, and other unique elements of the District’s projects
- Experience in developing site master plans for phased project construction

After a comprehensive selection process, Griffin Structures is recommended as the District's construction management firm. District staff recommend that the Board of Trustees provide authority for the District Manager to enter into a contract with Griffin Structures for all preconstruction work including site planning. Approval of this selection will enable District staff to begin working on future development of the District's property.

Previous Relevant Board Actions for This Item:

June 20, 2024 Board Action: Provide Further Direction to Staff Pertaining to the District Office Relocation Plan

Strategic Plan Compliance: Objective 4: Modern Infrastructure and Tools 4.2: Identify long-term facility and building needs and solutions.

Fiscal Impact: Total: \$570,000, FY2024/25 \$99,520 unbudgeted

What Amount is being requested? \$100,000 for FY2024/25

Is the Amount Requested Budgeted in the Current Fiscal Year? No

If No, What Funds Are Requested? General Fund/Facility Fund

Exhibits:

Exhibit A: Griffin Structures Scope of Work

Exhibit B: Griffin Structures Pay Rate by Position

Exhibit C: Griffin Structures Contract



GRIFFIN STRUCTURES PROPOSAL

ORANGE COUNTY MOSQUITO & VECTOR CONTROL DISTRICT

New District Headquarters

02/04/25

Project Understanding

The Orange County Mosquito and Vector Control District (OCMVCD) has embarked on a transformative project to develop a new District Headquarters, a vital step in modernizing its facilities to better serve its mission of public health and environmental protection. This project will include the construction of a state-of-the-art headquarters, featuring a laboratory, a maintenance building, and supporting sitework, all designed to enhance operational efficiency and accommodate the District's evolving needs.

For over 70 years, OCMVCD has provided critical vector control services to Orange County, protecting a population of nearly 3.2 million residents across 798 square miles. However, the current five-building campus in Garden Grove, established in 1949, no longer meets the functional demands of a growing team that includes 70 full-time staff, 10 part-time employees, and up to 50 seasonal workers during peak months. As the nature and complexity of vector control services expand, the District recognizes the need for a modern, centralized facility that supports its operational, laboratory, and administrative functions under one roof.

This project will be delivered through a phased approach, allowing the District to maintain uninterrupted operations while transitioning to the new facility. The construction management team will play a critical role in ensuring that the design and construction process is seamlessly executed, balancing quality, cost, and schedule objectives.

Project Objectives

The overarching goal of this project is to develop a highly functional, cost-effective, and future-ready headquarters that enhances the District's ability to serve the community. Key objectives include:

1. **Optimizing Facility Functionality** – Creating efficient workspaces for laboratory research, vector control operations, administrative functions, training, and fleet management.
2. **Phased Delivery Strategy** – Implementing a carefully planned construction timeline to ensure continued operations while new facilities are developed.
3. **Regulatory Compliance & Public Sector Standards** – Navigating the complex permitting, zoning, and environmental requirements to ensure full compliance with California Public Works regulations.
4. **Cost & Schedule Control** – Managing project risks and delivering the new headquarters on budget and on schedule, while minimizing disruptions.
5. **Sustainability & Long-Term Efficiency** – Incorporating modern building systems and environmentally responsible design to enhance operational efficiency and reduce lifecycle costs.

Project Approach

PHASE 1: PRECONSTRUCTION

Project Kickoff

To set the stage for success, our team will facilitate a comprehensive kickoff meeting with the District. This meeting will focus on establishing a clear understanding of project goals, key decision-makers, and critical milestones. We will also introduce a structured communication plan, ensuring that all stakeholders remain informed and engaged throughout the process.

As part of this initial phase, we will take the time to review project constraints, funding parameters, and any prior studies or assessments that may influence the project scope. By the conclusion of this phase, the project team and client will have a well-defined path forward, ensuring a smooth transition into the next stage of work.

Building Program Verification

Before design begins, it's crucial to confirm that the building program aligns with the functional needs and long-term vision of the client. Our approach includes direct engagement with end users, operational staff, and leadership teams to gain insight into how the facility is currently used and where improvements can be made. While we understand a previous assessment was completed, we will carefully analyze spatial requirements, adjacencies, and programmatic needs. This review will help refine the project scope, ensuring that the new design will not only meet but enhance the efficiency, usability, and overall experience of the space.

Due Diligence

A thorough due diligence process is essential for mitigating risks and ensuring a smooth project trajectory. Our team will lead an extensive site and facility review, analyzing key documentation relative to as-builts, utility plans, and surveys which will aide in the design efforts.

Understanding potential regulatory hurdles early in the process will allow us to proactively plan for any required approvals or variances. We will work closely with city officials, permitting agencies, and environmental consultants to identify all jurisdictional requirements that may impact design and construction.

Additionally, we will investigate hazardous material concerns and zoning regulations, ensuring that all potential obstacles are highlighted as part of the design process.

A&E RFP Solicitation

Selecting the right architectural and engineering (A&E) team is a critical step in bringing this project to life. We will develop a comprehensive Request for Proposal (RFP) that outlines the project's unique challenges, goals, and expectations, ensuring that only the most qualified firms respond.

To ensure a competitive and transparent selection process, we will distribute the RFP to a curated list of highly qualified A&E firms while also publicly advertising the opportunity. Our team will facilitate pre-proposal meetings, respond to requests for information (RFIs), and manage the submission process.

Once proposals are received, we will conduct a structured evaluation process, scoring each firm based on relevant experience, technical approach, and proposed fees. Our team will lead interviews with shortlisted firms, assisting the client in making an informed and confident selection, though we prefer to not have a vote.

Upon final selection, we will negotiate scope, deliverables, and contractual agreements to ensure that the A&E team is well-positioned to deliver a successful design.

Conceptual Design

With the A&E team on board, we will enter the conceptual design phase, where initial ideas begin to take shape. This phase focuses on exploring high-level design options, integrating project goals with site constraints, and creating preliminary layouts that reflect stakeholder priorities.

Through iterative discussions and feedback loops, we will work with the design team to refine massing studies, test different spatial configurations, and develop an early vision for the project. Our costing team will work closely with the design teams cost estimators to align design aspirations with budget realities, ensuring that the project remains financially viable.

Sustainability and long-term operational efficiency will also be considered at this stage, setting the groundwork for high-performance building strategies that will enhance the facility's lifecycle value.

Schematic Design

Building on the conceptual vision, the schematic design phase translates high-level concepts into tangible design solutions. During this phase, the architectural team will develop floor plans, site plans, and elevations, incorporating stakeholder feedback to ensure alignment with programmatic needs.

Key engineering disciplines—including structural, mechanical, electrical, and plumbing (MEP) engineers—will begin to assess feasibility and develop preliminary system layouts.

Our team will conduct an early constructability review, identifying potential design challenges and ensuring that materials, systems, and spatial relationships are optimized for cost-effectiveness and ease of construction.

As the design solidifies, updated cost estimates and schedule projections will be provided, allowing stakeholders to make informed decisions before advancing to the next phase.

Design Development

At this stage, the design becomes highly detailed, incorporating specific materials, finishes, and technical specifications. Every aspect of the project—from building systems to interior layouts—will be carefully developed to ensure a fully coordinated set of documents.

To prevent costly changes during construction, we will conduct a rigorous constructability and coordination review, ensuring that all disciplines are seamlessly integrated. Any potential conflicts between systems will be identified and resolved before the construction documents are finalized.

Additionally, we will begin early coordination with permitting agencies, ensuring that the design remains in compliance with all regulatory requirements.

Construction Documents

This phase represents the final stage of design preparation, where the project's full set of construction drawings and specifications are completed.

Our team will oversee the A&E team's efforts to ensure that all design elements are clearly detailed and fully coordinated. Special attention will be given to minimizing RFIs and change orders by proactively resolving potential conflicts.

With an emphasis on budget alignment and risk mitigation, we will also perform a final cost estimate reconciliation to confirm that the project remains within financial constraints.

The construction documents will be structured to support a competitive bidding process, ensuring clarity for prospective contractors while maintaining flexibility for potential value engineering opportunities.

Plan Check & Permitting

The final hurdle before construction begins is obtaining the necessary regulatory approvals and permits.

Our team will support the design team in submitting permit applications, coordinate responses to agency comments, and track all required approvals. We will maintain an open dialogue with city planning departments, fire marshals, environmental agencies, and any other regulatory bodies to expedite the review process.

In the event of plan check comments, we will work with the A&E team to make necessary revisions efficiently, minimizing potential delays.

Once all permits are secured, the project will be cleared to transition into the construction phase, with a strong foundation of planning, documentation, and stakeholder alignment in place. By the end of this phase, the project will have a fully realized design, ready for bidding.

Conclusion

This scope of work represents a structured yet flexible approach to project execution, balancing technical precision with strategic oversight. By focusing on early risk mitigation, stakeholder engagement, and financial stewardship, our team will help guide this project from concept to reality, ensuring that the final result meets expectations in terms of quality, cost, and schedule.

Our commitment is to be an active and responsive partner, providing proactive leadership at every stage to drive a seamless and successful project delivery.

PHASE 2: CONTRACTOR BIDDING AND CONSTRUCTION (EXCLUDED)

Once the scope and phasing plan are more clearly defined during the design phase, Griffin will develop a comprehensive fee proposal for contractor procurement and construction management through project completion. At this stage, these services have been **excluded** from our current fee proposal.

FEE PROPOSAL

Griffin Structures' Fee Proposal is based on all reasonable costs necessary to perform Construction Management for the OCMVCD New District Headquarters project. For these requisite services Griffin Structures proposes the following Not-to-Exceed Fee:

Construction Management:	\$ 556,320
Reimbursable Expenses:	\$ 13,680
Grand Total	\$ 570,000

All proposed hourly rates are fully burdened and include overhead profit, taxes, and benefits. The hours identified for each individual employee and task are estimates only and are not to be construed as not to exceed hours for any individual task, phase, or time period. We reserve the right to reallocate hours between staff members, subconsultants, and tasks, in consultation with the District, in order to accomplish the overall objectives and requirements of the project.

Services are based on the attached Fee Proposal and Resource Allocation Schedule, which provide detail on the allocation of hours for services as they occur over time. Any extension of the schedule may result in additional fee, in good faith negotiation with the District.

Should the Construction Manager be away from the project due to holidays, vacation, or other such absence, Griffin will provide alternate personnel and/or supplement that absence with the suitable and appropriate work force to minimize disruption to the project.

Approach to Project Schedule

This proposal assumes the schedule as illustrated in the Resource Allocation Schedule attached:

- Phase 1 - Preconstruction: March 2025 through October 2026 (20 Months)
- Phase 2 - Construction: TBD and currently excluded from proposal

Approach to Staffing & Project Team

To bring the highest level of efficiency and value to the District, Griffin Structures has assembled following team in accordance with the scope of work described in the RFP:

Robert Godfrey will service as Principal in Charge for the duration of the project and will provide direction and quality assurance to the project team for a total of 80 hours.

Leonard Marshall will serve as the Project Executive providing leadership to the team to ensure a successful delivery. Key to the success of the project will be Leonard's campus/laboratory experience as well as his vast experience in public contracting procedures. For this level of service, we have allocated a total of 160 hours of Leonard's time.

Dustin Alamo will serve as the Predevelopment Manager bringing leadership in assembling the project team, managing the design, budget and schedule, and ensuring the District objectives are achieved. Dustin will aid in the transition from the design management phase to construction phase as our Construction Manager below gears up for the field work. With a formal background in architecture and providing this exact service for multiple clients throughout his 20-year career, Dustin is perfectly aligned to lead this project for the District. For this level of service, we have allocated a total of 800 hours of Dustin's time.

Cody Roth will serve as Construction Manager for this project from our large roster of qualified project, program, and construction management team. During Pre-Construction phase, Cody will support our Team providing constructability reviews and more technical construction support. For this level of service, we have allocated a total of 664 hours of time to this project.

During the preconstruction phase, Ariana Ramzian will support Dustin and the Team as Project Analyst aiding in project administration activities. For this level of services, we have allocated a total of 80 hours of time to this project.

Ryan Craven will support our team in providing cost estimating validation support at key design intervals. For this level of services, we have allocated a total of 220 hours of time to this project.

Qualifications & Exclusions

1. Hourly rates are valid through December 2026 and will escalate by CPI annually thereafter.
2. Services and related support for contractor bidding and construction have been excluded as part of this proposal but will be presented to the District once the design and implementation plan has been adopted.
3. Insurance costs are included as a reimbursable expense and will be billed monthly at the rate of \$10 per \$1,000.
4. Costs for all permits required for the project are excluded. It is assumed that the District will pay for all permitting fees, assessments, easements, school fees, and other agency or governmental fees or costs to support the design and construction the project. We have not included any permit related fees within our fee proposal. Permits will be pulled by others.
5. At no cost to the Owner, and subject to Internal Revenue Code 179D, (Deduction for Energy Efficient Commercial Buildings) Owner agrees to allocate any applicable tax deductions to construction manager (Griffin Structures) as may be relevant to 'public entity' projects.
6. Costs for surveying, construction staking, environmental and hazardous materials surveys, and all environmental and hazardous materials transportation and remediation costs are excluded
7. Software licenses or user fees and all software training costs for specific project management software being required by either the District or their contractor(s) is excluded.
8. Cost of bulk blueprinting for plans and specifications for use by the contractors and subcontractors is excluded. Funds included in reimbursable expenses are for Griffin printing costs alone.
9. Wage Compliance Program including Certified Payroll auditing, field interviews, or reporting is excluded. Based on State Law SB 854, it is assumed that the Dept. of Industrial Relations (DIR) will manage this effort at the State level. Griffin will enforce the Contractor registration requirements stipulated by the DIR.
10. Independent or third-party testing companies such as Roofing, Peer Reviews, LEED, or other specialized third-party oversight services other than those listed herein are excluded.
11. Commissioning requirements required by Cal Green (Title 24) are excluded. Griffin will manage the commissioning process, but we have not included a commissioning agent, nor development of commissioning specifications.
12. No FF&E or OS&E is included in this proposal
13. Cost Validation services include unit pricing confirmation and a general overview of categories and quantities for completeness. A complete and independent construction cost estimate is excluded.
14. Construction Cost Estimates, when provided, are based on standard industry practice, professional experience, and knowledge of market conditions. Griffin has no control over material and labor costs, contractor's methods of establishing prices or the market and bidding conditions at the time of bid. Therefore, Griffin does not guarantee that bids received will not vary from the cost estimate provided and Griffin is not liable for any costs, liabilities, or damages incurred by District arising

from Griffin's opinion of cost, the actual project cost to District, delays caused by events outside the control of Griffin, or any labor or material cost increases.

15. Griffin is not responsible for, and District will hold Griffin harmless from, any schedule delays and/or any losses, damages, or liabilities resulting therefrom that are caused by (1) events or conditions that are outside of Griffin's control or (2) the acts or omissions of parties for whom Griffin is not legally liable (collectively, "Non-Consultant Delays"). The schedule for completion will be extended for any Non-Consultant Delays. If Griffin incurs additional costs or expenses due to Non-Consultant Delays, then Griffin's fee compensation will be equitably adjusted to cover such additional costs or expenses.

ITEM NO.	PROJECT PHASE	PRINCIPAL-IN-CHARGE	PROJECT EXECUTIVE	PREDEVELOPMENT MANAGER	SR. CONSTRUCTION MANAGER	PROGRAM ANALYST	COST ESTIMATOR	TOTAL
		Robert Godfrey \$285/hr*	Leonard Marshall \$280/hr*	Dustin Alamo \$280/hr*	Cody Roth \$265/hr*	Ariana Ramzian \$235/hr*	Ryan Craven \$240/hr*	
1	PRECONSTRUCTION	80	160	800	664	80	220	
1.1	Project Kickoff	Incl	Incl	Incl	Incl	Incl	Incl	
1.2	Building Program Verification	Incl	Incl	Incl	Incl	Incl	Incl	
1.3	Due Diligence / Regulatory Reqs	Incl	Incl	Incl	Incl	Incl	Incl	
1.4	A&E RFP Solicitation	Incl	Incl	Incl	Incl	Incl	Incl	
1.5	Conceptual Design	Incl	Incl	Incl	Incl	Incl	Incl	
1.6	Schematic Design	Incl	Incl	Incl	Incl	Incl	Incl	
1.7	Design Development	Incl	Incl	Incl	Incl	Incl	Incl	
1.8	Construction Documents	Incl	Incl	Incl	Incl	Incl	Incl	
1.9	Plan Check / Permitting	Incl	Incl	Incl	Incl	Incl	Incl	
2	CONSTRUCTION PHASE SUPPORT							
2.1	Bid Solicitation, Negotiate, Award							<i>Excluded</i>
2.2	NTP / Site Prep							
2.3	Construction							
2.4	Construction Schedule and Budget Management							
2.5	Project File Management							
2.6	DBE Submittal Reviews							
2.7	Master Architect Construction Phase Responsibilities							
3	PROJECT CLOSEOUT							
3.1	Punchlist Coordination and Documentation							<i>Excluded</i>
3.2	Management of Warranty Work							
3.3	Final Project Cost Evaluation							
3.4	Delivery of Final Documents							
		80	160	800	664	80	220	
		\$23,400	\$46,000	\$228,800	\$185,320	\$18,800	\$54,000	\$556,320
4	REIMBURSABLE COSTS							
4.1	Insurance							\$13,680
4.2	Misc. Expenses (Printing, Travel, etc.)							\$8,000
GRAND TOTAL								\$570,000

* The rates shown are for 2025. The fee is inclusive of rates escalated annually.

PROJECT PHASE	2025												2026											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
PRECONSTRUCTION																								
Project Kickoff																								
Building Program Verification																								
Due Diligence / Regulatory Reqs																								
Development of A&E RFP																								
A&E RFP Solicitation																								
Conceptual Design																								
Schematic Design																								
Design Development																								
Construction Documents																								
Plan Check / Permitting																								
CONSTRUCTION																								
Bid, Negotiate, Award																								
NTP / Site Prep																								
Construction																								
POST CONSTRUCTION / CLOSEOUT																								
Final Punch																								
As-Builts, Warranty and Closeout																								

MONTHLY STAFFING HOURS																								
Principal-In-Charge, Robert Godfrey			4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
Project Executive, Leonard Marshall			8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
Pre-Development Manager, Dustin Alamo			80	80	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40
Sr. Construction Manager, Cody Roth																							104	104
Program Analyst, Ariana Ramzian			40	40																				
Cost Estimator, Ryan Craven								40				60				80							40	
Principal-In-Charge, Robert Godfrey	\$ -	\$ -	\$ 1,140	\$ 1,140	\$ 1,140	\$ 1,140	\$ 1,140	\$ 1,140	\$ 1,140	\$ 1,140	\$ 1,140	\$ 1,140	\$ 1,140	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
Project Executive, Leonard Marshall	\$ -	\$ -	\$ 2,240	\$ 2,240	\$ 2,240	\$ 2,240	\$ 2,240	\$ 2,240	\$ 2,240	\$ 2,240	\$ 2,240	\$ 2,240	\$ 2,240	\$ 2,360	\$ 2,360	\$ 2,360	\$ 2,360	\$ 2,360	\$ 2,360	\$ 2,360	\$ 2,360	\$ 2,360	\$ 2,360	\$ 2,360
Pre-Development Manager, Dustin Alamo	\$ -	\$ -	\$ 22,400	\$ 22,400	\$ 11,200	\$ 11,200	\$ 11,200	\$ 11,200	\$ 11,200	\$ 11,200	\$ 11,200	\$ 11,200	\$ 11,200	\$ 11,800	\$ 11,800	\$ 11,800	\$ 11,800	\$ 11,800	\$ 11,800	\$ 11,800	\$ 11,800	\$ 11,800	\$ 11,800	\$ 11,800
Sr. Construction Manager, Cody Roth	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Program Analyst, Ariana Ramzian	\$ -	\$ -	\$ 9,400	\$ 9,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Estimator, Ryan Craven	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ 35,180	\$ 35,180	\$ 14,580	\$ 14,580	\$ 14,580	\$ 24,180	\$ 14,580	\$ 14,580	\$ 39,580	\$ 14,580	\$ 15,360	\$ 15,360	\$ 64,480	\$ 15,360	\$ 15,360	\$ 44,480	\$ 44,480	\$ 54,480	\$ 32,680	\$ 32,680	\$ -	\$ -

PROJECT PHASE	2027												2028											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
CONSTRUCTION																								
Bid, Negotiate, Award																								
NTP / Site Prep																								
Construction																								
POST CONSTRUCTION / CLOSEOUT																								
Final Punch																								
As-Builts, Warranty and Closeout																								

MONTHLY STAFFING HOURS																									TOTALS
Principal-In-Charge, Robert Godfrey																									80
Project Executive, Leonard Marshall																									160
Pre-Development Manager, Dustin Alamo																									800
Sr. Construction Manager, Cody Roth																									664
Program Analyst, Ariana Ramzian																									80
Cost Estimator, Ryan Craven																									220
Principal-In-Charge, Robert Godfrey																									\$ 23,400
Project Executive, Leonard Marshall																									\$ 46,000
Pre-Development Manager, Dustin Alamo																									\$ 228,800
Sr. Construction Manager, Cody Roth																									\$ 185,320
Program Analyst, Ariana Ramzian																									\$ 18,800
Cost Estimator, Ryan Craven																									\$ 54,000
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 556,320



OCMVCD Request for Additional Information

G R I F F I N S T R U C T U R E S R E S P O N S E

Q1: Provide a rate schedule for next 2-3 years.

POSITION	2025	2026	2027	2028
Chief Executive Officer	\$320	\$335	\$345	\$355
Chief Financial Officer	\$305	\$320	\$330	\$340
President	\$295	\$310	\$320	\$330
Principal In Charge	\$285	\$300	\$310	\$320
Project Executive	\$280	\$295	\$305	\$315
Pre-Development Manager	\$280	\$295	\$305	\$315
Sr. Program & Construction Manager	\$265	\$280	\$290	\$300
Program & Construction Manager	\$260	\$275	\$285	\$295
Inspector	\$240	\$250	\$260	\$270
Sr. Program Analyst	\$240	\$250	\$260	\$270
Estimator	\$240	\$250	\$260	\$270
Program Analyst	\$235	\$245	\$255	\$265
Accounting	\$230	\$240	\$250	\$260

**PROFESSIONAL SERVICES AGREEMENT
FOR CONSTRUCTION MANAGEMENT SERVICES**

PRELIMINARY INFORMATION

PARTIES:

<u>Consultant</u> Griffin Structures, Inc. 2 Technology Drive, Suite 150 Irvine, CA 92618 Attention: Roger Torriero E-Mail: Rtorriero@griffinholdings.net	<u>Client</u> _____ _____ Attention: _____ E-Mail: _____
--	--

PROJECT DESCRIPTION: _____

TYPE OF SERVICES: _____

ARCHITECT: _____

GENERAL CONTRACTOR: _____

DESIGNATED CLIENT REPRESENTATIVE: _____

DESIGNATED CONSULTANT REPRESENTATIVE: _____



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PREAMBLE

This PROFESSIONAL SERVICES AGREEMENT FOR PROJECT MANAGEMENT SERVICES (the "**Agreement**") is entered into this _____ day of _____, 2019, by and between GRIFFIN STRUCTURES, INC., a California corporation (the "**Consultant**"), and _____, a _____ (the "**Client**").

AGREEMENT

1. DEFINITIONS & GENERAL PROVISIONS

1.1 Definitions. In addition to the definitions ascribed to certain words, phrases or terms in the Preliminary Information, Preamble, or other portions of this Agreement, the following words, phrases or terms will have the following definitions:

- A. "**Architect**" means the architect, identified in the Preliminary Information section, hired by Client to design the Project.
- B. "**Client**" means the entity identified in the Preliminary Information section, above.
- C. "**Consultant**" means the party identified as Consultant in the Preliminary Information section.
- D. "**Designated Client Representative**" means the person identified as such in the Preliminary Information section or his/her designee as set forth in writing to Consultant.
- E. "**Designated Consultant Representative**" means the person identified as such in the Preliminary Information section or his/her designee as set forth in writing to Client.
- F. "**Laws**" means all codes, statutes, ordinances, laws, permits, orders, and any rules and regulations promulgated thereunder of any governmental or quasi-governmental agencies, bodies, authorities and courts having jurisdiction over the Project Work or any portion thereof.
- G. "**Notice of Completion**" means and refers to a Notice of Acceptance/Notice of Completion pursuant to Civil Code §8182.
- H. "**Parties**" means and refers, collectively, to Client and Consultant.
- I. "**Party**" means and refers, individually, to either Client or Consultant, as applicable.
- J. "**Project**" means and refers to the improvements identified in the Preliminary Information section to be constructed on the Project Site (identified in the Preliminary Information section), as described in greater detail in Section 2 of this Agreement (Scope of Work) and in **Exhibits A and C** attached to this Agreement and incorporated herein by this reference.
- K. "**Project Documents**" means this Agreement, the Exhibits attached hereto, any agreements between Consultant and Construction Manager,

between the Consultant and the Prime Contractors and/or the Consultants, or between the Construction Manager and the Prime Contractors and/or the Consultants, any amendments to those agreements, together with the General Conditions, Plans and Specifications, soils reports, and shop drawings.

L. **"Project Site"** means the site location where the Project will be built as identified in the Preliminary Information section and as further described and depicted in **Exhibit A**.

M. **"Schedule of Performance"** means and refers to the schedule for the performance of this Agreement as described in **Exhibit C**, which is attached hereto and incorporated herein by this reference. The Schedule of Performance is a critical path method project schedule; consequently, Consultant's completion of the Project Work in accordance with the Schedule of Performance is conditioned upon Client timely performing all of its obligations under this Agreement, including, without limitation, making progress payments and providing necessary approvals and replies to Bid Documents, submittals and requests for information. All references in this Agreement to the Schedule of Performance mean the Schedule of Performance as it may be adjusted for Permissible Delays.

N. **"Scope of Services"** means the Scope of Services as set forth in Section 2 and **Exhibit C**.

O. **"Substantial Completion"** means the date on which the Project has progressed to the point where, in the opinion of Client and Architect, the Project is sufficiently complete so that the Project can be occupied and utilized for the purposes for which it is intended. A **"Certificate of Substantial Completion"** signed by the Architect shall evidence this date.

1.2 **General Provisions.**

A. Term. This Agreement will commence upon execution by the Parties and, except for provisions that expressly survive the termination or expiration of this Agreement (e.g., indemnification, warranty), will terminate sixty (60) days after the date of recording of the Notice of Completion (or, if a Notice of Completion is not recorded within 15 days of completion, then within thirty (30) days after final payment is due) (the **"Term"**), unless terminated earlier in accordance with Section 11.

B. Agreement Not To Hire Covered Employees. Client acknowledges and agrees that Consultant has invested considerable time and money that would be difficult to quantify in the training and development of its employees. Therefore, without receiving the Consultant's prior written permission, Client agrees to not hire, retain or contract with any employee ("covered employee") of Consultant who performs any services for Client under this Agreement for a period of two (2) years following the date this Agreement is terminated or for two (2) years following the separation of a covered employee from the Consultant's employment.

C. Independent Contractor. Consultant is an independent contractor and is not an agent or employee of Client. Except as expressly set forth in this Agreement, nothing in this Agreement will be deemed to constitute approval for Consultant, or any of its employees or agents, to be the agents or employees of Client.

2. SCOPE OF SERVICES

2.1 Consultant Services.

A. Services. Consultant will diligently perform all the services described in the Scope of Services set forth in **Exhibit C**. The Scope of Services is subject to Consultant's qualifications and exclusions set forth in **Exhibit B**.

B. Additional Services. Client has the right to request Consultant perform additional services beyond those included in **Exhibit C**. Changes to the Scope of Services will be effected only by written change orders, which will detail the addition, deduction, or other changes to the Scope of Services, as well as the adjustments to the compensation and/or the Schedule of Performance.

C. Standard of Care. The services provided by Consultant will be performed in accordance with standards of professional care consistent with that ordinarily exercised by firms practicing in the State where the Project is located under similar circumstances and experienced in the type of project being developed and to be constructed by or for Client.

D. Licenses. Consultant represents that it possesses and will maintain during the term of this Agreement any and all licenses, permits, qualifications, insurance, and approvals required by Laws to discharge its obligations under this Agreement.

E. Keep Client Informed. Consultant agrees to keep the Designated Client Representative informed regarding the status of all phases of the planning, design, and construction of the Project. Consultant will discuss and review all matters relating to policy and Project direction with the Designated Client Representative in advance of all critical decision points, as set forth in the Schedule of Performance.

F. Compliance with Laws. Consultant will comply with all applicable Laws in the performance of its duties under this Agreement.

2.2 Client Obligations.

A. Information Regarding Requirements. Client will, in a timely manner, provide full information regarding its requirements for the Project. Client will provide access to, and upon request of Consultant, provide copies of, all existing relevant information on file at, or in the possession of, Client. Client will provide all such materials in a timely manner so as not to cause delays in Consultant's work schedule.

B. Render Decisions. The Designated Client Representative will render in a timely manner all decisions requested by Consultant which may be necessary to perform the Services in accordance with the Schedule of Performance. All decisions rendered by the Designated Client Representative are binding upon Client.

C. Communications. All Client communications to Consultant must be issued solely by the Designated Client Representative and delivered exclusively to Consultant. All communications from Consultant to Client must be issued solely by Consultant and delivered exclusively to the Designated Client Representative.

3. SCHEDULE

3.1 Compliance with Schedule. The Parties are each responsible for complying with their respective obligations set forth in the Schedule of Performance. While Consultant is responsible for complying with its obligations in the Schedule of Performance, Consultant's completion of its Services in accordance with the Schedule of Performance is conditioned upon Client timely performing all of its obligations under this Agreement, including, without limitation, making progress payments and providing necessary approvals and replies to submittals and requests for information, all in accordance with the requirements of this Agreement.

3.2 Extension of Time. Consultant acknowledges that Client is establishing time commitments predicated on Consultant performing its Services generally in accordance with the Schedule of Performance and that any delays in Consultant's performance will likely negatively impact Client. Accordingly, if Consultant is unable to meet the Schedule of Performance due to: (a) circumstances beyond Consultant's reasonable control, such as strikes, acts of God, civil emergencies, inability to obtain labor or materials, inability to obtain governmental permits or approvals, governmental restrictions, work stoppages ordered by Client or any governmental agency or court that are beyond the control of Consultant, fire, act of war, act of terrorism, natural disaster or severe adverse weather condition not reasonably anticipated or (b) inaction by Client (a "**Permissible Delay**"), then Consultant will inform Client in writing within five (5) Business Days after Consultant becomes aware of the start of the condition that purportedly causes a delay. In the event of a Permissible Delay, the Schedule of Performance will be equitably adjusted.

3.3 Consequential Damages. Client and Consultant waive Claims against each other for consequential damages arising out of or relating to this Agreement. This mutual waiver includes:

A. damages incurred by Client for rental expenses, for losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity or of the services of such persons; and

B. damages incurred by Consultant for principal office expenses including the compensation of personnel stationed there, for losses of financing, business and reputation, and for loss of profit except anticipated profit arising directly from the Work.

This mutual waiver is applicable, without limitation, to all consequential damages due to either Party's termination in accordance with Section 11.

4. **COMPENSATION**

4.1 Fees. For the Scope of Services included in **Exhibit C**, Client will pay Consultant the fees set forth in **Exhibit B**. For performance of Additional Services authorized in accordance with Section 2.2, Client will pay Consultant the applicable hourly rates noted in **Exhibit B** or an otherwise agreed upon amount.

4.2 Reimbursable Expenses. Consultant shall also be entitled to reimbursement of out of pocket costs as they are incurred, which costs are identified in **Exhibit B**.

4.3 Payments. Consultant will submit monthly Payment Requests to Client describing the work performed during the preceding month. Consultant's Payment Requests will include a brief description of the services performed and a description of any reimbursable expenses. Client will pay Consultant within twenty (20) days of submission any Payment Request that is properly submitted. The Consultant reserves the right to apply a 1.5% per month (18% per year) service charge on any payment due that exceeds 60 days.

4.4 Disputed Amounts. If Client, in good faith, disputes any amount Consultant claims it is owed under this Agreement, then Client must advise Consultant, in writing, within 10 days of Client's receipt of Consultant's Payment Request as to all amounts not in dispute, all amounts in dispute, and pay Consultant the non-disputed sums owed within the time period provided in Section 4.3. Client and Consultant agree to meet with authorized representatives within 10 days after Consultant receives Client's written notice of the disputed amount(s) to resolve the matter without third party intervention. If the parties cannot reasonably agree or compromise as to the disputed sum, then Consultant will proceed with its Services despite the dispute so long as the aggregate amount in dispute and unpaid does not exceed \$50,000 (if the aggregate amount in dispute and unpaid exceeds \$50,000, Consultant is not required to perform the disputed Services or may suspend performance). Client and Consultant will nevertheless reserve their rights to all claims and defenses related to the disputed amounts and will have the option of immediately filing under the provisions of the dispute resolution provisions of this Agreement.

5. **OPINIONS AND ADVICE**

5.1 Opinion of Cost. Any opinion of the construction cost prepared by Consultant represents Consultant's judgment as a construction manager and is supplied for the general guidance of Client. Because Consultant has no control over the cost of labor and materials, or over competitive bidding or market

conditions, Consultant does not guarantee the accuracy of such opinions as compared to contractor bids or actual cost to Client.

5.2 Advice. Unless Client, in a separate writing, provides that Consultant has authority to bind Client in Client's dealings with third parties, including the Architect and general contractor, Consultant does not have such authority; rather, Consultant will provide advice ("**Advice**") to Client on such matters, but Client will make the ultimate decision as to how to act or respond. Consequently, any Advice provided by Consultant to Client regarding how Client should act or respond (e.g., analyzing, reviewing, and advising on bids or change order requests) is merely Consultant's professional opinion and Client is ultimately responsible to such third parties for Client's actions and responses. Consultant's responsibility with respect to Advice is to provide Advice in accordance with Consultant's standard of care and the Schedule of Performance, and if Consultant complies with these obligations, then Client will indemnify, defend, and hold Consultant harmless from all third party Claims arising from the Advice.

5.3 Responsibility for Design and Construction. Unless the Scope of Services expressly provides for Consultant to prepare design documents, Consultant will have no liability for any design defects in design documents prepared by others, regardless of whether Consultant reviews or comments on such design documents. The architect of record, engineer(s) of record, and other authors of the design documents will be responsible for the accuracy, completeness, coordination, suitability, and compliance with Laws of the design documents. Consultant is not constructing the Project and is not responsible for construction defects, regardless of whether Consultant engages any testing and inspection services or has personnel on-site during construction; the general contractor and subcontractors are responsible for construction defects.

6. CONSULTANT PERSONNEL

6.1 Assigned Personnel. Consultant shall designate a Project Manager, who shall coordinate all phases of the Project. This Project Manager shall be available to Client at reasonable times during the Term. Consultant has designated the individuals identified in **Exhibit F** to be assigned to the Project.

6.2 Changes to Personnel. Consultant shall not remove or reassign the Project Manager or assign any new or replacement personnel to the Project without the consent of Client, which consent shall not be unreasonably withheld. Consultant will remove from the Project any of its personnel assigned to the performance of services upon written request of Client.

7. INDEMNIFICATION

7.1 Indemnification by Consultant. Except as set forth in Section 7.2, to the fullest extent permitted by law, Consultant will indemnify, defend, and hold harmless Client and its officers, directors, and employees (collectively, the "**Client Indemnitees**") from and against any and all claims (including, without limitation, claims for bodily injury, death or damage to property), demands, obligations,

damages, actions, causes of action, suits, losses, stop notices, judgments, fines, penalties, liabilities, costs and expenses (including, without limitation, attorney's fees, disbursements and court costs) (collectively, "**Claims**"), to the extent that they arise from or relate to: (a) any negligent Services provided by Consultant under this Agreement; (b) any breach or default in the performance of, or the omission to perform, any obligation on Consultant's part under this Agreement; (c) any willful misconduct or negligent act or omission by Consultant relating to the performance of, or omission to perform, any term or condition of the Agreement; and (d) any liability of any nature, for or on account of any patented or unpatented article, appliance, equipment or device used in the performance of the Agreement specified by Consultant or anyone for whom Consultant is liable. Notwithstanding the foregoing, nothing herein will be construed to require Consultant to indemnify or defend Client Indemnitees for that portion of any Claim to the extent arising from the negligence or willful misconduct of the Client Indemnitees or of other third parties for which Consultant is not legally liable. This indemnity will apply to all claims and liability regardless of whether any insurance policies are applicable, and the insurance policy limits do not act as a limitation upon the amount of indemnification to be provided by Consultant.

7.2 Defense Obligation for Professional Negligence Claims. Consultant's obligation to indemnify and defend under Section 7.1 does not include the obligation to provide an immediate defense for Claims for professional negligence, but rather to reimburse Client for a proportionate amount of attorney's fees and costs incurred by Client in defending such professional negligence Claims to the extent caused by Consultant.

7.3 Indemnification by Client. To the fullest extent permitted by law, Client will indemnify, defend, and hold harmless Consultant and its officers, directors, and employees (collectively, the "**Consultant Indemnitees**") from and against any and all Claims, to the extent that they arise from or relate to: (a) any negligent or defective work performed or services provided by Client or separate contractors or consultants engaged by Client; (b) any breach or default in the performance of, or the omission to perform, any obligation on Client's part under this Agreement; (c) any willful misconduct or negligent act or omission by Client relating to the performance of, or omission to perform, any term or condition of the Agreement; and (d) any liability of any nature, for or on account of any patented or unpatented article, appliance, equipment or device used in the performance of the Agreement and specified by Client or anyone for whom Client is liable. Notwithstanding the foregoing, nothing herein will be construed to require Client to indemnify Consultant Indemnitees for that portion of any Claim to the extent arising from the negligence or willful misconduct of Consultant Indemnitees or anyone for whom Consultant is liable. This indemnity will apply to all claims and liability regardless of whether any insurance policies are applicable, and the insurance policy limits do not act as a limitation upon the amount of indemnification to be provided by Client.

7.4 Defense of Claims. Except as set forth in Section 7.2, if any such Claim is brought pursuant to Sections 7.1 or 7.3 against Client Indemnitees or Consultant

Indemnitees, the Party responsible for providing a defense (if any) under the applicable section, shall defend the same at their sole cost and expense by competent and conflict-free counsel selected by the Party providing the defense and approved by the Party being indemnified, which approval will not be unreasonably withheld.

7.5 Notice of Claims. The Party to be indemnified must promptly notify the Party providing the indemnification and/or defense of any Claim against Client Indemnitees or Consultant Indemnitees, as the case may be, relating to the performance, or omission to perform, of any term or condition of this Agreement and the indemnifying Party's duty to indemnify, defend, and hold harmless shall be waived if the Party to be indemnified has knowledge of a Claim and fails to promptly notify the indemnifying Party and the indemnifying Party is prejudiced in the defense of such Claim from the failure to receive prompt notice. Client Indemnitees or Consultant Indemnitees shall cooperate fully in the defense of any Claim.

7.6 Survival. The rights and obligations under this Section 7 will survive the termination or expiration of this Agreement.

8. INSURANCE

8.1 General Requirements. Consultant will maintain in force at all times during the performance of this Agreement, a policy or policies of insurance of the type and amounts described in **Exhibit E**.

8.2 Consultant's Insurance. Client will reimburse Consultant, as a Reimbursable Expense, a pro rata amount of Consultant's actual expense for the Commercial General Liability and Professional Liability insurance required by this Section 8. Consultant, in submitting its monthly payment applications, will include a breakdown of these insurance expenses, including the pro rata portion owed by Client (with Client's pro rata portion being calculated by dividing the amount of this Agreement by the aggregate amount of Consultant's contracts with its other clients).

9. ASSIGNMENT

9.1 Delegation by Consultant. Except as specifically authorized under this Agreement, Consultant may not assign or delegate the Scope of Services to be provided by Consultant under this Agreement without the prior written approval of Client, which approval will not be unreasonably withheld. To the extent that the Scope of Services provides that Consultant will retain third parties to perform certain functions (e.g., peer review), Consultant may assign or delegate such Services to those third parties and Client is deemed to consent thereto.

9.2 Assignment of Agreement. Client and Consultant each binds itself, its successors, assigns and legal representatives to the other Party hereto and to the successors, assigns and legal representatives of such Party in respect to all covenants, agreements and obligations contained in the Agreement. Client may assign the Agreement to (a) a successor, (b) any lender(s) providing financing for

the Project, and (c) any partnership, limited liability company or corporation in which Client has a managing interest. Except as provided in Section 9.1, Consultant may not assign this Agreement to a third party without the written consent of Client.

10. DESIGN DOCUMENTS

10.1 Instruments of Service. Each and every report, draft, map, record, plan, document and other writing produced (hereinafter “**Documents**”), prepared or caused to be prepared by Consultant or its subconsultants in the course of implementing this Agreement, will remain the property of Consultant or its subconsultants, as applicable, and Client will have the right to use such Documents in the design, construction, operation, renovation, and modification of the Project without further compensation to Consultant or any other person or entity. Consultant grants to Client a non-exclusive license to the Project Documents. Among those Documents are certain “Instruments of Service,” including the design drawings and all drawings, plans and specifications and other documents that are included in the Project Documents. Consultant and its subconsultants will be deemed the authors and owners of their respective Instruments of Service and will retain all common law, statutory and other reserved rights, including copyrights.

10.2 Re-Use of Documents. Documents, including drawings and specifications, prepared by Consultant or its subconsultants pursuant to this Agreement are not intended or represented to be suitable for re-use by Client or others on any other project. Any use of completed Documents for other projects and any use of incomplete Documents without specific written authorization from Consultant and subconsultants will be at Client’s sole risk and without liability to Consultant or its subconsultants. Further, any and all liability arising out of changes made to Consultant and its subconsultant’s deliverables under this Agreement by Client or persons other than Consultant or its subconsultants is waived against Consultant and its subconsultants, and Client assumes full responsibility for such changes unless Client has given Consultant and its subconsultants prior notice and has received from Consultant and its subconsultants written consent for such changes. Additionally, Client will indemnify and defend Consultant and its subconsultants from any liability resulting from the re-use or unauthorized use of the Documents by Client or its agents.

10.3 CADD Data. CADD data delivered to Client, if any, shall include the professional stamp of the engineer or architect in charge of or responsible for the Project work. Client agrees that Consultant and its subconsultants will not be liable for Claims, liabilities or losses arising out of, or connected with (a) the modification or misuse by Client, or anyone authorized by Client, of CADD data; (b) the decline of accuracy or readability of CADD data due to inappropriate storage conditions or duration; or (c) any use by Client, or anyone authorized by Client, of CADD data for additions to this Project, for the completion of this Project by others, or for any other project, excepting only such use as is authorized, in writing, by Consultant and its subconsultants. By acceptance of CADD data, Client agrees to indemnify

Consultant and its subconsultants for Claims, damages and liability resulting from the modification or misuse of such CADD data. Client will provide AutoCAD file of Client Title Sheets.

10.4 Electronic Data. Because data stored in electronic media format may deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, Client agrees that it will perform acceptance tests or procedures within sixty (60) days of receipt of electronic data and will immediately notify Consultant of any errors detected by Client. Consultant or its subconsultants will correct any errors detected within sixty (60) days after receiving notice from Client. Consultant will not be responsible to maintain documents stored in electronic media format after acceptance by Client. When transferring documents in electronic media format, Consultant makes no representations as to long term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems or computer hardware differing from those used by Consultant or its subconsultants at the beginning of the Project. If discrepancies exist between the electronic files and the hard copies, the hard copies shall govern.

11. TERMINATION

11.1 Default. Except as otherwise provided in this Agreement, failure or delay by either Party to perform any material term or provision of this Agreement will constitute a default under this Agreement; provided, however, that a Party otherwise in default will not be deemed to be in breach under this Agreement if such party:

A. Non-Monetary Default. In the case of a non-monetary default, commences to cure, correct, or remedy the default, within thirty (30) days after receipt of written notice from the injured Party specifying such default, and diligently and continuously prosecutes such cure, correction, or remedy to completion (and where any time limits for the completion of such cure, correction or remedy are specifically set forth in this Agreement, then within said time limits); or

B. Monetary Default. In the case of a monetary default, cures the default within ten (10) days after receipt of written notice from the injured Party specifying such default.

11.2 Remedies. The injured Party must give written notice of default to the Party in default, specifying the default complained of by the injured Party. Delay in giving such notice will not constitute a waiver of any default nor will it change the time of default. Any failure or delays by either Party in asserting any of their rights and/or remedies as to any default will not operate as a waiver of any default or of any such rights or remedies. Delays by either Party in asserting any of their rights and/or remedies will not deprive either Party of its right to institute and maintain any actions or proceedings which it may deem necessary to protect, assert, or enforce any such rights or remedies. Except as otherwise expressly stated in this Agreement, the rights and remedies of the Parties under this Agreement are

cumulative and the exercise by either party of one or more of such rights or remedies will not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other party.

11.3 Termination.

A. For Convenience. This Agreement may be terminated by either Party for convenience, with or without cause, at any time, by giving the other Party at least thirty (30) days advance written notice.

B. For Cause. If a Party defaults under this Agreement and the defaulting Party fails to cure the default within the time provided for curing the default as provided in Section 11.1, then the other Party may terminate this Agreement for cause.

C. Payment Upon Termination.

(1) If Client terminates for convenience, Client will pay Consultant for all labor and materials supplied to the Project up to the date of termination, unpaid but earned portions of fees to Consultant, and twenty-five percent (25%) of the remaining unearned fees.

(2) If Consultant terminates for convenience, Client will pay Consultant for all labor and materials supplied to the Project up to the date of termination and unpaid but earned portions of fees to Consultant.

(3) If Client terminates for cause, Client will pay Consultant for all labor and materials supplied to the Project up to the date of termination and unpaid but earned portions of fees to Consultant, and Client may pursue any other remedy available under this Agreement, at law or in equity against Consultant for the breach.

(4) If Consultant terminates for cause, Client will pay Consultant for all labor and materials supplied to the Project up to the date of termination, unpaid but earned portions of fees to Consultant, and twenty-five percent (25%) of the remaining unearned fees, and Consultant may pursue any other remedy available under this Agreement, at law or in equity against Client for the breach.

12. CONFIDENTIALITY

Consultant agrees to hold in confidence any and all Client-generated or provided information, materials, data, or trade secrets that are marked “Confidential” (collectively, “**Confidential Information**”) and agrees that such Confidential Information shall be used only in conjunction with Consultant’s Scope of Services unless Client authorizes in writing the release of such Confidential Information. Nothing furnished to Consultant which is generally known among counties in the general vicinity of the Project (e.g., Northern California or Southern California) shall be deemed Confidential Information regardless of whether it is marked as “Confidential” by Client.

13. **RECORDS**

13.1 Consultant to Keep Records. Consultant will keep records and invoices in connection with the work to be performed under this Agreement. The records system will contain Consultant's records, books, correspondence, receipts, vouchers, memoranda and similar data relating to this Agreement.

13.2 Client's Right to Audit Records. Client has the right to examine and audit all books, records, and other data of Consultant (including computations and projections), related to the obligations of the parties in order to evaluate the accuracy and completeness of the cost or pricing data. The expense of said audit will be at the sole cost of Client. Consultant will retain the materials described in this subsection, for examination, audit, or reproduction, until two (2) years after the Substantial Completion of the Project, unless applicable Laws require the records to be retained for a longer period.

14. **MISCELLANEOUS PROVISIONS**

14.1 Cumulative Rights and Remedies. The rights and remedies in this Agreement will be cumulative, and in addition to, any duties, obligations, rights and remedies otherwise provided by law.

14.2 Waiver. A waiver by either Party of any breach, of any term, covenant or condition contained herein shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant or condition contained herein, whether of the same or a different character.

14.3 Amendments. This Agreement may be modified or amended only by a written document executed by both Consultant and Client.

14.4 Severability. The provisions of this Agreement are severable. Whenever possible, each provision of this Agreement will be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Agreement is prohibited, unenforceable, or invalid under applicable law, such provision will be severed or modified so as to be legally enforceable (and, to the extent modified, it will be modified so as to reflect, to the extent possible, the intent of the parties) without invalidating the remainder of such provision or the remaining provisions of this Agreement.

14.5 Controlling Law and Venue. The laws of the State of California will govern this Agreement and all matters relating to it and any action brought relating to this Agreement will be adjudicated in a court of competent jurisdiction in the county in which the Project is located.

14.6 Conflicts in Documents. In the event of conflict between the terms set forth in the Agreement and any Exhibits, the provisions listed in the Agreement will control.

14.7 Notices. Any notice, tender, demand, delivery, or other communication pursuant to this Agreement shall be in writing and shall be deemed to be properly given if delivered in person or mailed by first class or certified mail, postage prepaid, or sent by facsimile or other telegraphic or electronic communication in

the manner provided in this Section, to the Parties at the locations identified in the Preliminary Information section. A Party may change its address by giving notice in writing to the other Party. Thereafter, any notice, tender, demand, delivery, or other communication shall be addressed and transmitted to the new address. If sent by mail, any notice, tender, demand, delivery, or other communication shall be effective or deemed to have been given three (3) days after it has been deposited in the United States mail, duly registered or certified, with postage prepaid, and addressed as set forth above. If sent by facsimile, any notice, tender, demand, delivery, or other communication shall be effective or deemed to have been given twenty-four (24) hours after the time set forth on the transmission report issued by the transmitting facsimile machine, addressed as set forth above. For purposes of calculating these time frames, weekends, federal, state, or religious holidays will be excluded.

14.8 Entire Agreement. This Agreement represents the entire Agreement between the Parties and supersedes all prior negotiations, representations, or agreements.

14.9 Interpretation. In the event an ambiguity or question of intent or interpretation arises, this Agreement will be construed as if drafted jointly by the parties and no presumption or burden of proof will arise favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement. The subject headings of the sections and subsections of this Agreement are included for convenience of reference only, do not form a part of this Agreement and will not in any way affect the meaning or interpretation of this Agreement or any of its provisions. The use of the words "include," "includes," or "including" followed by one or more examples mean "including without limitation," and is intended to be illustrative and is not a limitation on the scope of the description or term for which the examples are provided. The words "will," "shall" and "must" in this Agreement indicate a mandatory obligation.

14.10 Attorneys' Fees. If any legal action or other proceeding, including arbitration or action for declaratory relief, is brought for the enforcement or interpretation of this Agreement or because of an alleged dispute, breach, default, or misrepresentation in connection with this Agreement, the Prevailing Party is entitled to recover its reasonable attorneys' fees and other costs, in addition to any other relief to which the party may be entitled. "**Prevailing Party**" will include without limitation: (a) a party who dismisses an action in exchange for sums due; (b) the party who receives performance from the other party of an alleged breach of covenant or a desired remedy where such performance is substantially equal to the relief sought in an action; or (c) the party determined to be the prevailing party by a court of law or arbitrator.

14.11 Counterparts/Signatures. This Agreement may be executed in any number of counterparts, using facsimile or electronic signatures, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

14.12 Advice of Counsel. Each Party acknowledges and agrees that it has been represented by its own independent legal counsel with respect to entering into this Agreement, that each Party understands the terms of this Agreement, including the rights and obligations created and comprised by its terms, and that each Party knowingly and voluntarily enters into and accepts the terms of this Agreement.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, Client and Consultant have executed this Program Management Agreement by and through the signatures of their duly authorized representative(s) set forth below, as of the dates set forth below.

CONSULTANT

GRIFFIN STRUCTURES, INC.
a California corporation
CA License No. A and B-793600

By: _____
Roger Torriero
Its: Chief Executive Officer

By: _____
Mark Hoglund
Its: Chief Financial Officer

CLIENT

a _____

By: _____
Its: _____

Insurance Requirements


1. **Certificates of Insurance.** Consultant will provide certificates of insurance to Client as evidence of the insurance coverage required herein. Current certificates of insurance will be kept on file with Client at all times during the Term of this Agreement.
2. **Acceptable Insurers.** All insurance policies will be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance in the State of California and carry an AM Best rating no less than A- VII.
3. **Coverage Requirements for Consultant.** Consultant will maintain the following insurance:
 - A. **Workers' Compensation Coverage.** During the Term of the Agreement, Consultant will maintain Workers' Compensation Insurance in accordance with the laws of the State of California.
 - B. **Employer's Liability Insurance.** During the Term of the Agreement, Consultant will maintain Employer's Liability Insurance in the amount of \$1,000,000
 - C. **Commercial General Liability Insurance.** During the Term of the Agreement, Consultant will maintain commercial general liability insurance in an amount not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury, personal injury, property damage, and products and completed operations.
 - D. **Automobile Liability Insurance.** During the Term of the Agreement, Consultant will maintain automobile insurance covering bodily injury and property damage for all activities of Consultant arising out of or in connection with work to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
 - E. **Professional Errors and Omissions Insurance.** During the Term of the Agreement, Consultant will maintain professional liability insurance (on a claims made basis) which covers the professional services to be performed by Consultant in connection with this Agreement in an amount not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
4. **Endorsements.** Each commercial general liability and automobile liability insurance policy will be endorsed with the following specific language:
 - A. Client is to be covered as additional insured with respect to liability arising out of the work performed by the insured.
 - B. This policy will be considered primary insurance with respect to Client with respect to all claims, losses, or liability arising directly or indirectly from the insured's operations or services provided to Client. Any insurance maintained by Client, including any self-insured retention Client may have, will be considered excess insurance only and not contributory with the insurance provided hereunder.

C. This insurance will act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.

D. The insurer waives all rights of subrogation against Client.

E. The insurance provided by this policy will not be canceled or non-renewed, by either party except after thirty (30) calendar days (10 calendar days written notice of cancellation for non-payment of premium) written notice has been received by Client.

5. **Additional Insurance**. Consultant will procure and maintain at its own cost and expense, any additional kinds of insurance, which in Consultant's own judgment may be necessary for its proper protection.

	Orange County Mosquito and Vector Control District	
	AGENDA ITEM G.4	Date
	Prepared By: Tawnia Pett, Executive Assistant/Clerk of the Board Submitted By: Lora Young, District Manager	February 20, 2025

Agenda Title:

Trustee Terms of Office to Expire on January 6, 2025 at 11:59 AM

Recommended Action:

Receive and File.

Summary:

The following Trustee terms of office will expire on January 6, 2025 at 11:59 AM.

Letters were mailed to cities and Trustees on October 7, 2024.

Bolded City/County has appointed a representative:

Governing Body	Trustee Representative	Date of (Re)Appointment
Aliso Viejo	Richard Hurt	December 4, 2024, 2 Yrs
Buena Park	Lamiya Hoque	January 14, 2025, 2 Yrs
Costa Mesa	Bill Turpit	January 21, 2025, 2 Yrs
Cypress	Leo Medrano	January 13, 2025 1 Yr*
Dana Point	John Gabbard	January 21, 2025, 2 Yrs
Garden Grove	Ariana Arestegui	January 14, 2025, 4 Yrs
Huntington Beach	Gracey Van Der Mark	December 17, 2024 1 Yr*
Laguna Beach	Mark Orgill	January 14, 2025, 2 Yrs
Laguna Niguel	Gene Johns	December 17, 2024, 2 Yrs
Laguna Woods	Eun Ju "Pearl" Lee	December 11, 2024, 2 Yrs
Newport Beach	Erik Weigand	January 14, 2025, 2 Yrs
Placentia	Craig Green	TBD
Rancho Santa Margarita	April Josephson	December 11, 2024, 2 Yrs
San Juan Capistrano	John Taylor	December 17, 2024, 2 Yrs
Stanton	Gary Taylor	January 14, 2025, 2 Yrs
Westminster	Carlos Manzo	January 22, 2025, 2 Yrs
Yorba Linda	Peggy Huang	January 21, 2025, 2 Yrs
County of Orange	Lisa Fernandez	February 11, 2025, 2 Yrs

* Completing unexpired term

Previous Relevant Board Actions for This Item: Annual list of Trustee terms ending.

Strategic Plan Compliance: 3. Team of the Future. 3.5 Increase engagement of the Board of Trustees with training, opportunities, and governance procedures.


Fiscal Impact: N/A

What Amount is being requested?

Is the Amount Requested Budgeted in the Current Fiscal Year?

If No, What Funds Are Requested?

Exhibits:

	Orange County Mosquito and Vector Control District	
	AGENDA ITEM G.5	Date
	Prepared By: Tan Nguyen, Director of Finance Submitted By: Lora Young, District Manager	February 20, 2025

Agenda Title:

Receive and File Fiscal Year 2025-26 Budget Preparation Schedule

Recommended Action:

Receive and file.

Summary:

The Fiscal Year 2025-26 Operating and Capital Improvement Program budget is currently in development. The budget schedule is as follows:

Friday April 18, 2025

Electronic Distribution of Proposed 2025-26/26-27 Budget

Tuesday April 29, 2025, 11:30 AM

OCMVCD Special Meeting: Budget Presentation

Tuesday May 6, 2025, 11:30 AM

OCMVCD Special Meeting: Budget Presentation

Thursday May 15, 2025, 3:00 PM

Board Meeting: Adoption of 2025-26/26-27 Budget

Previous Relevant Board Actions for This Item:

Annual report

Strategic Plan Compliance: 5. Financial Sustainability: 5.1: Conduct revenue assessment to determine long-term financial needs


Fiscal Impact:

What Amount is being requested?

Is the Amount Requested Budgeted in the Current Fiscal Year?

If No, What Funds Are Requested?

Exhibits:

	Orange County Mosquito and Vector Control District	
	AGENDA ITEM G.6	Date
	Prepared By: Tawnia Pett, Executive Assistant/Clerk of the Board Submitted By: Lora Young, District Manager	February 20, 2025

Agenda Title:

Receive and File Statement of Economic Interests 700 Forms

Recommended Action:

Receive and file

Summary:

Each trustee is required to complete a Statement of Economic Interests Form 700 by April 1, 2025. (Please note there are penalties for late filing). The cover page of the form 700 must have an original signature in blue ink. Trustees may obtain the form and additional information online at <http://www.fppc.ca.gov/Form700.html> or file electronically as indicated below.

Electronic Filing: All trustees should have received information from the Clerk of the Board of Supervisors regarding filer instructions for electronically filing their Statement of Economic Interests Form 700, including log-ins, IDs, and passwords. The link to this site is <https://www.southtechhosting.com/OrangeCounty/eDisclosure/>

Please contact Tawnia Pett if you have not received this information. Electronic filing is not mandatory.

Trustee Filing Disclosure is Category OC-1: All interests in real property in Orange County, as applicable, as well as investments, business positions, and sources of income (including gifts, loans, and travel payments) “Your Position” should be filed as “Board Trustee”.

Previous Relevant Board Actions for This Item:

Annual action

Strategic Plan Compliance: 3. Team of the Future: 3.5: Increase engagement of the Board of Trustees with training, opportunities, and governance procedures.

Fiscal Impact:

What Amount is being requested?

Is the Amount Requested Budgeted in the Current Fiscal Year?

If No, What Funds Are Requested?

Exhibits:



Orange County Mosquito and Vector Control District

A Public Health Agency Serving Orange County Since 1947

Conference and Meeting Report

Staff of the Orange County Mosquito and Vector Control District and its Board of Directors attend a variety of educational seminars, conferences and symposia annually. This report provides a brief summary of the event attended, and the organizational value of that attendance to the District.

Staff Name and Title: Lora Young, District Manager

Name of Conference/Event: MVCAC Annual Conference

Date: January 26 through 29, 2025

Location: Oakland, California

I was able to attend the annual conference for the Mosquito and Vector Control Association of California (MVCAC) in January 2025. The conference is an opportunity for mosquito and vector control professionals statewide to engage and learn from each other. All the sessions I attended were interesting and I was able to network with many of my colleagues to discuss current challenges, successes, and goals for 2025. I have provided a review of the top three sessions, which I found informative:

- **Safety Concerns with Spray Drones by Sacramento FBI Agent Callahan.** The presentation provided a different perspective on what homeland security issues could be accessible if someone had access to District spray drones. The main takeaways were that those using drones for nefarious acts, typically steal the drones. Districts need to be vigilant in ensuring security measures are taken to prevent drones from being used in a negative or illegal capacity. Measures include reviewing and limiting access to drones, installing cameras to doorways in accessibility, ensuring closing procedures are followed at the end of the day, and providing training on drone security when it is off campus. While the District follows most of these measures, upon our return from the conference, we began reviewing our drone security to ensure we are all aware of the processes and are using best practices
- **Dengue Fever Prevention and Control: Lessons learned from a US Pacific Island by Dr Luu.** Dr Luu spoke about her experience as a public health officer and doctor in the US Pacific Islands. She provided examples of how patients with dengue fever deteriorated rapidly without accessibility to platelets and blood infusions. While this would probably not apply to Orange County that has accessible medical resources, some more rural areas and non-continental US would not be in the same situation. Lack of medical resources could result in fatalities from dengue.
- **Integrating eDNA and qPCR for early Detection and Surveillance of Mosquito Sites by Miguel Barretto, Alameda County Mosquito Abatement District.** This presentation focused on the early detection of *Aedes aegypti* mosquitoes. Most of the

southern region has highly impacted communities with *Aedes aegypti* mosquitoes and are able to trap them in neighboring areas, however Districts that do not have high *Aedes aegypti* populations often are not able to confirm the mosquitoes because their surveillance traps do not trap any adults. This presentation showed how water sources that breed *Aedes* mosquitoes could be tested for DNA presence and that result can confirm the presence of *Aedes aegypti* mosquitoes. Early detection can help allocate resources and slow the spread of these mosquitoes in the community. This novel approach to surveillance will be an asset to Districts that are just experiencing *Aedes aegypti*.

Overall, the conference provided a great opportunity to learn about some new and innovative approaches to vector control and allowed time to discuss topics with colleagues and brainstorm solutions.

Date: February 3, 2025

Signed: Lora Young

Print Name: Lora Young



Orange County Mosquito and Vector Control District

A Public Health Agency Serving Orange County Since 1947

Conference and Meeting Report

Staff of the Orange County Mosquito and Vector Control District and its Board of Directors attend a variety of educational seminars, conferences and symposia annually. This report provides a brief summary of the event attended, and the organizational value of that attendance to the District.

Staff Name and Title: Tawnia Pett Executive Assistant/Clerk of the Board

Name of Conference/Event: MVCAC Annual Conference

Date: January 26-29, 2025

Location: Oakland, CA

I attended the Mosquito and Vector Control Association of California (MVCAC) Annual Conference in Oakland, CA January 26-29, 2025. There were a number of good presentations this year. One of the most intriguing that led to a lot of discussion after the presentation, was "Security Concerns with Spray Drones" presented by a member of the FBI. The presenter drew our attention to the fact that there are a number of nefarious ways to use our drones and that security should be a high priority. Groups that use drones for unlawful reasons would much rather steal them than purchase them so there isn't a paper trail. This led all of the districts with drones to consider district property security and the security of staff using the drones in the field.

Another good presentation was "Dengue Fever Prevention and Control: Lessons Learned from a US Pacific Island" presented by the Public Health Officer from Sutter and Yuba Counties. This presentation showed how quickly a person can degrade to the more extreme form of the virus. The presentation also showed how critical it was to have the proper medical supplies (in the presentation, the patient needed platelets which were not available on the island and had to be flown in from Hawaii, which took 4 days to arrive). This made me think about more rural areas in our state and other states where necessary supplies could take days as well to get to the patients and how lucky we were to have medical supplies more readily available for medical emergencies.

Another interesting presentation was "Would You Like EV With That?" by the Operations Manager from Contra Costa MVCD. The presenter detailed how Contra Costa was complying with the EV state mandate, what rebates were available, and problems they were having with electric trucks (like getting stuck in marshes and saltwater damage to the electric batteries).

Date: January 30, 2025

Signed: Tawnia Pett

Dept Mgr Signature: Lora Young

Print Name: Tawnia Pett



Orange County Mosquito and Vector Control District

A Public Health Agency Serving Orange County Since 1947

Conference and Meeting Report

Staff of the Orange County Mosquito and Vector Control District and its Board of Directors attend a variety of educational seminars, conferences and symposia annually. This report provides a brief summary of the event attended, and the organizational value of that attendance to the District.

Staff Name and Title: Miquel Jacobs, Director of Communications

Name of Conference/Event: MVCAC Annual Conference

Date: January 26-29, 2024

Location: Oakland, California

I attended the annual Mosquito and Vector Control Association of California (MVCAC) from January 26-29 in Oakland, Calif., and once again was able to take away numerous amounts of beneficial information for the Communications Department.

The plenary by Philip Lounibos titled "Historical & Personal Reflections on Mosquito Ecology and Control" provided the most interesting fact of the week in his section on "satyrization" in which their research show that when an aedes aegypti female mates with an albopictus male, it produces no offspring and the female becomes sterile for life, but when an albopictus female mates with an aegypti male, while also producing no offspring the albopictus female is still able to mate in the future.

A session Generative AI in Mosquito Control touched on a key area of focus in the communications realm with overviews of the different types of AI, how they are used and how they can be beneficial in mosquito control.

Other sessions with great relevance to our Communications Department included how to ace a media interview, a session on education programs, and multiple sessions on navigating a dengue crisis – very relevant given what has happened in neighboring counties last year.

Overall, I am thankful that I was able to attend the conference and learn valuable intel.

Date: January 31, 2025

Signed: Miquel Jacobs

Print Name: Miquel Jacobs



Orange County Mosquito and Vector Control District

A Public Health Agency Serving Orange County Since 1947

Conference and Meeting Report

Staff of the Orange County Mosquito and Vector Control District and its Board of Directors attend a variety of educational seminars, conferences and symposia annually. This report provides a brief summary of the event attended, and the organizational value of that attendance to the District.

Staff Name and Title: Brian Brannon, Public Information Officer

Name of Conference/Event: Mosquito and Vector Control Association of Calif. 93rd Annual Conference

Date: January 26-29, 2025

Location: Oakland Marriott

MVCAC 2025 brought together mosquito and vector control districts from throughout California. Of particular importance for my position, I enjoyed the opportunity to network, interact and share strategies on educating the public about mosquito abatement and control with PIOs and other communications professionals from various Districts, including Contra Costa County, San Gabriel Valley, Greater Los Angeles, San Diego, Alameda, Yuba, and Sutter County.

Artificial Intelligence (AI) is transforming almost all facets of industry, science and communication, to include vector control. In "Generative AI in Mosquito Control: Opportunities and Challenges," Robert Ferdan and Eric Haas Stapleton, Alameda Mosquito and Vector Control District presented several ways that this technology could be utilized for mosquito detection, identification, and control. Two presentations touched on a topic of strong concern: mosquito-borne Dengue. "Dengue Fever Prevention and Control: Lessons Learned from a US Pacific Island" discussed how a case of Dengue in the Marianna Islands demonstrated the difficulties of convincing people who have endured mosquitoes for their entire lives the need to protect themselves against these tiny insects can spread deadly disease. "Dengue in the Golden State: An Operations Approach to Balancing Fresh Strategies, Limited Resources, and the Risk of Running on Empty!" was a warning that Districts need to be thoroughly prepared for local transmission of Dengue in their counties or risk becoming overwhelmed. OCMVCD's Mike Saba also hosted a panel on the rearing and distribution of mosquitofish with biologist from Districts across from California, that began with a lighthearted slide show documenting "100 Years of Mosquitofish." Of particular interest in my position as PIO was the extremely informative and useful presentations, "Top Tactics to Ace A Media Interview with Kerry Shearer" and "How Messaging and Outreach can Reduce the Risk of Vector-borne Disease."

Date: 1/30/2025

Signed: Brian Brannon

Dept Mgr Signature: Miquel Jacobs

Print Name: Brian Brannon



Orange County Mosquito and Vector Control District

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Conference and Meeting Report

Staff of the Orange County Mosquito and Vector Control District and its Board of Directors attend a variety of educational seminars, conferences and symposia annually. This report provides a brief summary of the event attended, and the organizational value of that attendance to the District.

Staff Name and Title: Jerry Sims, Director of Operations

Name of Conference/Event: MVCAC 93rd Annual Conference

Date: January 27-29, 2025

Location: Oakland, CA

Local transmission of dengue was a primary focus of MVCAC 2025, reflected in a number of presentations. Lessons learned and presented by sister agencies, particularly in the Southern region of the California, were of high value and will help OCMVCD gain utmost preparedness in 2025. There are many moving parts in a local transmission response scenario from direct boots on the ground response to budgeting and mutual aid agreements. From an Operations perspective, I gained insight into staffing level requirements, particularly in a case cluster situation. Many details were shared in gaining residence entry compliance such as shifting Inspector schedules into the evening hours or on weekends when more people are apt to be home. Tailoring diverse inspection teams based on site demographics was also demonstrated to increase backyard entry rates. Timeline logistics for Operations activities were discussed in detail.

A number of biological solutions were discussed which leverage natural predators and techniques to prevent the spread of mosquito pathogens. One strategy involves the introduction of copepods such as mesocyclops to known sources. These tiny mosquito larvae predators are harmless to humans but have been proven to reduce mosquito populations. Another interesting approach is known as satyriation. Satyriation is closely related to sterile insect techniques (SIT) whereby males of a different but closely-related species to the target species are released into the environment. The resulting transfer of sperm to the biting females results in no offspring and may trigger physiological changes in the female including aversion to future mating and changes in egg-laying behavior.

Drone technology was discussed in detail including the legal clarification and public health exemptions the American Mosquito Control Association (AMCA) is spearheading for those districts who utilize this technology. Other operational aspects of drone technology were covered, including maintenance, required reporting, creation of operating/training manuals and

potential liability issues. FBI agent Nicholas Callahan discussed security concerns around storage and anti-theft technologies. With the increased availability of drones capable of carrying large payloads, there is a concern that drones may be capable of being used as a weapon of mass destruction or for smuggling purposes.

I am greatly appreciative of the opportunity to attend professional conferences to compare protocols and procedures with other Districts. The networking and team-building aspects of the experience are also most valuable in creating a strong and responsive vector control community.

Date: January 30, 2025

Signed: *Jerry Sims*

Dept Mgr Signature: _____

Print Name: Jerry Sims



Orange County Mosquito and Vector Control District

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Conference and Meeting Report

Staff of the Orange County Mosquito and Vector Control District and its Board of Directors attend a variety of educational seminars, conferences and symposia annually. This report provides a brief summary of the event attended, and the organizational value of that attendance to the District.

Staff Name and Title: Michael DuBose, Operations Supervisor

Name of Conference/Event: MVCAC 93rd Annual Conference

Date: January 26-29, 2025

Location: Oakland, CA

The Mosquito and Vector Control Association of California (MVCAC) held its 93rd Annual Conference on January 26 to 29, 2025. The annual conference took place at the Marriot Hotel in Oakland, California. This year's conference theme was "Vector Control – A Path to a More Hospitable World." The theme highlighted vector control districts' impact on vector-borne diseases through shared values of innovation and collaboration.

On Sunday, January 26, attendees participated in a welcome reception in the exhibit hall. The reception provided an opportunity for vector control staff and event sponsors to network and discuss mosquito control products. The Clarke booth highlighted its active ingredients for long-term residual mosquito products and surveillance equipment. Clarke staff emphasized its exclusive distributor rights to Biogents surveillance products including the BG Pro adult mosquito trap.

On Monday, January 27, MVCAC President Stephen Abshier welcomed attendees at the plenary session. President Abshier commented that this conference provided time to reflect on vector control districts' positive impact on human suffering. He thanked the audience for making the world a more hospitable place. Dr. Philip Lounibos delivered the keynote presentation "Historical and Personal Reflections on Mosquito Ecology and Control." Dr. Lounibos reflected on his career with the University of Florida's Medical Entomology Laboratory. After graduating from Harvard with a PhD in biology, Dr. Lounibos lived in Kenya and conducted novel trials as a postdoctoral fellow in the 1970s. These trials were among the earliest field studies on the genetic control of *Aedes aegypti*.

On Tuesday, January 28, District Manager Jason Farned from the San Gabriel Valley Mosquito and Vector Control District (SGVMVCD) presented “Dengue in our Backyard: Insights and Innovations from 2024.” Manager Farned reported on the impact of dengue within their service area: 27 travel-acquired and 11 locally transmitted cases. SGVMVCD utilized a disease response strategy called *Enhanced Neighborhood Support* (ENS). The ENS strategy aimed to provide targeted support in neighborhoods with heightened vector-borne disease risk. Traditional integrated vector management (IVM) methods were combined with a district-wide focus on reducing West Nile virus and *Aedes*-borne diseases. ENS proved scalable in accommodating the rapid response to multiple mosquito-borne disease cases.

The Orange County Mosquito and Vector Control District (OCMVCD) was represented throughout the conference. Director of Scientific Technical Services Amber Semrow moderated the symposium “Vertebrate and Non-Vertebrate Vector Control Measures.” In this symposium, Alameda County Vector Control District’s Biologist Michelle Meas presented on Norway rat activity in the City of Oakland. Biologist Meas demonstrated that residents living near active sewer manholes were twice as likely to experience Norway rat activity. Thus, the targeted use of rodenticides was justified to reduce Norway rats in sewer systems. OCMVCD Biologist Michael Saba moderated and presented in the symposium “Mosquitofish.” Biologist Saba outlined the procedure for creating successful standard operating procedures (SOPs) for mosquitofish programs. He emphasized that SOPs lead to increased staff efficiency and make excellent tools for onboarding and training.

The MVCAC annual conference provided an opportunity for professional development. In January 2025, I was welcomed into the MVCAC’s Regulatory Affairs Committee. While at the annual conference, I networked with other members including Jennifer Henke, the committee chair. This networking opportunity facilitated discussions on vector control exemptions for pollinators, the USFWS proposal to list the monarch butterfly as threatened, and the NPDES permit renewal for vector control districts.

Date: January 30, 2025

Signed: *Michael Dubose*

Dept Mgr Signature: *Jerry Sims*

Print Name: Michael DuBose



Orange County Mosquito and Vector Control District

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Conference and Meeting Report

Staff of the Orange County Mosquito and Vector Control District and its Board of Directors attend a variety of educational seminars, conferences and symposia annually. This report provides a brief summary of the event attended, and the organizational value of that attendance to the District.

Staff Name and Title: John Savage, Inspector II

Name of Conference/Event: MVCAC 93rd Annual Conference

Date: January 27-29, 2025

Location: Oakland, CA

After attending the MVCAC, I met a lot of contacts in the UAV (drone) world. There have been many advancements in mosquito control due to the use of UAV operations and programs within vector control districts. I noticed many of them have a program like what we have here, as well as a program coordinator, which we do not have. Scott Schon of Placer County Mosquito Control really emphasized that in his presentation. He also showed an app which I feel will benefit me and the districts' future UAV applications with all aspects of UAV, from applications to maintenance to repair. Airdata UAV is the name of the program and will most likely implement this into my current tool kit for UAVs.

Frontier Precession also had a very useful data entry system called FieldSeeker, which could be used for more than just UAVs. Zone Techs could also use this system as well. It allows for maps, pin pointing locations, chemical use, scheduling routine inspections for ITs. I don't know how well it would work for house calls, but it seems like it could be customized to fit our needs. It would be a great tool for use without inspection UAV so we can take real time photos of wetland, upload them to FieldSeeker, then stitch it together and upload it to our Hyllo AG-230 and let it efficiently and accurately calculate what needs to be treated.

Finally, FBI Agent Callahan had a great presentation on the safety of using drones and how vulnerable they can be as a stolen item. Number 1 thing I took away from his presentation was to store the remote and the UAV separately, which I immediately did when I returned to the office. He emphasized the dangers of having such large UAVS and them being a targeted to be stolen and then sold on the black market to be repurposed whatever nefarious ideas they have for it. He had many examples of it. To mitigate this, storing the remote and UAV separately is ideal.

I appreciate attending these events and meetings. I always look forward to learning the most innovative techniques in mosquito control and as always, I maintain consistently efficient and

safe as well environmentally responsible in all aspects of my duties.

Date: January 30, 2025 Signed: *John Savage*
Dept Mgr Signature: *Jerry Sims* Print Name: John Savage



Orange County Mosquito and Vector Control District

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Conference and Meeting Report

Staff of the Orange County Mosquito and Vector Control District and its Board of Directors attend a variety of educational seminars, conferences and symposia annually. This report provides a brief summary of the event attended, and the organizational value of that attendance to the District.

Staff Name and Title: Amber Semrow, Director of Scientific Technical Services

Name of Conference/Event: Mosquito and Vector Control Association of California

Date: January 26 – 29, 2025

Location: Oakland Marriott and Convention Center

The MVCAC Annual Conference featured many excellent symposia. The highlights of the plenary session were Dr. Phil Lounibos's talk, Historical and Personal Reflections on Mosquito Ecology and Control and Dr. Phuong Luu's discussion of Dengue Fever Prevention and Control: Lessons learned from a US Pacific Island. Dr. Luu shared her perspective as County Public Health Officer and pledged how she will be an ally to mosquito and vector control agencies as the president-elect of the California Conference of Local Health Officers.

Much of the conference was focused on dengue in California in 2024. The San Gabriel Mosquito and Vector Control District (SGMVCD) was the agency in the state with the most locally acquired dengue cases at 11 of the 18 total state-wide. SGMVCD gave five presentations focused on operational, surveillance, external communications, and internal communications for their responses. This series of talks had invaluable insights about what it truly takes to navigate a dengue local outbreak. This will help us prepare for the possible event of local dengue transmission in Orange County.

I also attended all the talks in the Administrative and Management Topics, Mosquitofish, Mosquito and Vector Surveillance, Vertebrate and Non-vertebrate Control Measures, Vector-borne Disease in California, and Invasive Aedes Successes and Failures symposia.

Date: January 31, 2025

Signed: Amber Semrow

Print Name: Amber Semrow



Orange County Mosquito and Vector Control District

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Conference and Meeting Report

Staff of the Orange County Mosquito and Vector Control District and its Board of Directors attend a variety of educational seminars, conferences and symposia annually. This report provides a brief summary of the event attended, and the organizational value of that attendance to the District.

Staff Name and Title: Laura Krueger, Vector Ecologist

Name of Conference/Event: MVCAC 93rd Annual Conference

Date: January 26-29, 2025

Location: Oakland, CA

The 93rd Annual MVCAC Conference was held in Oakland, CA. I was able to attend symposia on education and outreach messaging, mosquito fish, vertebrate and non-vertebrate control measures, novel mosquito control trials and invasive Aedes successes and failures. One of the most interesting presentations was "From the Sewers to the Streets: Investigating Norway Rat Activity Above and Below Ground in the City of Oakland". The presentation highlighted Alameda VC sewer rat baiting program. The analysis found that sewer baiting reduces the population of above ground Norway rats and leads to reduced service requests.

The mosquito fish symposium organized by OC Vector employee Mike Saba provided information from MVCD's on how to increase Gambusia production and reduce predators and diseases in the system.

The invasive Aedes symposium contained presentations by southern California districts who responded to local transmission of dengue fever in 2024. SGVMVCD provided a detailed overview of the Enhanced Neighborhood Surveillance used for responding to mosquito-borne disease and the program's usefulness in responding to local dengue transmission. The District stressed the importance of maintaining an area-wide warrant to access properties that do not give permission. Greater Los Angeles MVCD provided an overview of the Panorama City local dengue transmission. The presentations provided a good framework to analyze the OCMVCD's response to invasive Aedes and travel acquired cases in 2024.

Date: January 30, 2025

Signed: Laura M Krueger

Dept Mgr Signature: Amber Semrow

Print Name: Laura M Krueger



Orange County Mosquito and Vector Control District

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Conference and Meeting Report

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Staff Name and Title: Sokanary Sun, Vector Ecologist

Name of Conference/Event: MVCAC 2025

Date: January 26-29, 2025

Location: Oakland Marriott City Center, California

This is my 8th consecutive year attending the MVCAC annual conference. The morning plenary session began as usual with the MVCAC updates. One of the guest speakers, Dr. Phil Lounibos, presented his reflections on mosquito control and ecology. The AI presentation from Alameda County Abatement District was different and refreshing. It touched on the pros and cons of AI technology, the necessary security measures, and examples of Vector Control implementation.

My favorite plenary speaker is Dr. Phuong Luu who rehashed her experiences with Dengue on the Commonwealth of Mariana Islands. She was knowledgeable, engaging, and emphasized the importance of public health departments and vector control agencies working hand-in-hand to help prevent or help mitigate dengue and other mosquito-borne diseases. There are steps to protect against dengue before, during, and after travel. This is imperative because someone who travels to a dengue infested area can still get the disease after they return home, and if an *Aedes aegypti* mosquito at home bites that individual, the mosquito can become infected and bite another person at home and potentially start a local infestation. Southern California received its first local dengue transmission in 2023, and in 2024 there were increased local dengue human cases. Therefore, it's more important than ever for local health departments and vector control agencies to work together harmoniously.

On Monday afternoon, I attended the symposium with speaker Kerry Shearer, who is a PR professional. He made the symposium fun, engaged with the audience by giving out raffle prizes, and laid out the dos and don'ts of media interviews with lots of real-life video clip examples. I'm learning that perceptions from the media can be cutthroat. Everything you say is "on the record" and can potentially follow your career for the rest of your life. For example, Kerry says never say "no comment" because it makes one look guilty. He recommends having a brief statement ready to show empathy and leadership.

Tuesday morning, the company, Debug, gave a summary on their *Wolbachia* infected *Aedes aegypti* in the British Virgin Islands. Like the company, MosquitoMate based in Kentucky, Debug infects their target mosquitoes with a strain of the bacteria, *Wolbachia*, releases males in the wild, and when males infected with *Wolbachia* mate with a wild female, the female produces non-viable eggs due to cytoplasmic incompatibility. Debug has a new production facility in Miami Florida and relied on the overnight packing and shipping of the mosquitoes 3000 miles to the British Virgin Islands to conduct their project. Debug also partnered with a company called BugOut Green VI. This technology is similar to sterile insect technique (SIT) but is actually called incompatible insect technique (IIT) since the *Wolbachia* released males are not sterile. Unlike Debug, our District's SIT pilot project plans to release sterile males via x-ray irradiation.

Staff from the San Gabriel Valley Mosquito and Vector Control District (SGVMVCD) shared their experience of local dengue transmission and their District response. In order to be successful, their district had to work cohesively and communicate. Their district manager, Jason Farned, stressed that a framework or plan is essential. Just as Dr. Phuong Luu says it's crucial for local health departments to work with vector control agencies, SGVMVCD made it clear that both agencies need to collaborate for the sake of public health. Another important note was to accommodate staff burnout, and a way to mitigate that is to rotate staff. So far, our District has only needed to respond to travel *Aedes* human disease cases, but it will only be a matter of time when we get our first local dengue human case.

Date: 1/29/25

Dept Mgr Signature: Amber Semrow

Signed: 

Print Name: Sokanary Sun



Orange County Mosquito and Vector Control District

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Conference and Meeting Report

Staff of the Orange County Mosquito and Vector Control District and its Board of Directors attend a variety of educational seminars, conferences and symposia annually. This report provides a brief summary of the event attended, and the organizational value of that attendance to the District.

Staff Name and Title: Tyler Mehrbrodt, Assistant Vector Ecologist

Name of Conference/Event: Mosquito and Vector Control Association of California

Date: 1/26/2025 – 1/29/2025

Location: Oakland Marriott and Convention Center

I attended the MVCAC conference in Oakland, California between 1/26/2025 and 1/29/2025. I had the opportunity to network with multiple other Mosquito Districts and to learn more about the ever-changing world of vector ecology and disease prevention. Many talks were both interesting and applicable for my role at Orange County.

Mike Saba did a wonderful job running the 100 years of Mosquitofish symposium. The diverse group of speakers was great to listen to. They spoke about the challenges and triumphs that occurred with their districts. It was interesting to see that many of the challenges we faced here in Orange County had also or were also occurring in other places around the state. Mike's talk about SOPs was clear and easily applicable to more than just those that work on mosquitofish. I will be taking some of those talking points to my SOP writing this winter.

The talks on ticks were also useful. I am creating documents and procedures with our tick program and this information will be helpful through this process. I learned about the way in which sites were chosen in San Diego County and the average abundance from Gillian Mcdivitt, a Senior Vector Control Technician in San Diego County. The selection of sites was similar to our procedures at Orange County. They obtained more ticks through longer distances and times on trails. It was also interesting to note the seasonality of the American Dog Tick and Pacific Coast Tick that Gillian spoke about. The data from San Diego mirrors our own in abundance of Pacific Coast Ticks in colder months. I am interested to see if there is a shift to American Dog ticks in drier and hotter months, just like in San Diego. This and many other great questions came up that will help develop the tick program at Orange County.

Locally acquired Dengue Virus is of great concern throughout the state of California. Travel related Dengue is on the rise in Orange County and many other counties. Every county around us has had at least one locally acquired case. It is not an if, but a when here in Orange County. The Dengue response symposium was a fantastic group of talks about how the districts around

us have handled locally acquired Dengue. San Gabriel gave a great series of talks on this. Their enhanced neighborhood support strategy was quite similar to OC's response plans. It was great to see that these response plans were tested and used in the field with success. The response plans also showed how information is disseminated throughout those at the district. I really enjoyed how seamless and efficiently the information was presented to its personnel, while keeping in HIPAA compliance.

Lastly, I enjoyed the networking aspect of this conference. I have had the opportunity to meet many amazing individuals through these MVCAC conferences. I met Dereje Alemayehu, a Vector Scientist, from Alameda Mosquito Abatement District at the poster session on day one. His work used tractors to help with farming, along with education campaigns in mosquito breeding prevention. It was nice to meet individuals working across the globe to lessen the impacts of vector borne diseases. Small changes can truly make a massive difference to communities and individuals across the globe. I am thankful for being able to go to this conference to learn and grow in the field of vector ecology and disease response.

Date: 1/30/2025

Signed: *Tyler Mehrbrodt*

Dept Mgr Signature: *Amber Semrow*

Print Name: Tyler Mehrbrodt

