

# GLACVCD BOARD OF TRUSTEES MEETING AGENDA AND EXHIBITS



## Thursday December 14<sup>th</sup> 2017

7:00 p.m. Board Meeting  
Santa Fe Springs District Headquarters  
12545 Florence Avenue  
Santa Fe Springs, CA 90670

***Trustee Steve Croft, President***  
***Trustee Mark W. Bollman, Vice President***  
***Baru Sanchez, Secretary-Treasurer***

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

Copies of staff reports or other written documentation relating to agenda items are on file at the District's Headquarters at the Front Office and are available for public inspection. If you have questions regarding an agenda item, please contact the Front Office Staff at (562) 944-9656 during regular business hours.

*Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability-related modification or accommodation in order to participate in a meeting, including auxiliary aids or services, may request such modification or accommodation from the front office at (562)944.9656 ext. 504. Notification 48 business hours prior to the meeting will enable the facility staff to make reasonable arrangements to assure accessibility to the meeting.*

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

**GREATER LOS ANGELES COUNTY  
VECTOR CONTROL DISTRICT**

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

**PRESIDENT**

*Steve Croft, Lakewood*

**VICE PRESIDENT**

*Mark W. Bollman, Cerritos*

**SECRETARY-TREASURER**

*Baru Sanchez, Cudahy*

**GENERAL MANAGER**

*Truc Dever*

**A G E N D A**

**THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES**

• Thursday, December 14, 2017 •

District Office  
12545 Florence Avenue  
Santa Fe Springs, California 90670

**ARTESIA**

*Sally Flowers*

**BELL**

*Ali Saleh*

**BELL GARDENS**

*Pedro Aceituno*

**BELLFLOWER**

*Sonny R. Santa Ines*

**BURBANK**

*Dr. Jeff D. Wassem*

**CARSON**

*Elito M. Santarina*

**COMMERCE**

*Leonard Mendoza*

**DIAMOND BAR**

*Steve Tye*

**DOWNEY**

*Robert Kiefer*

**GARDENA**

*Dan Medina*

**GLENDALE**

*Jerry Walton*

**HAWAIIAN GARDENS**

*Barry Bruce*

**HUNTINGTON PARK**

*Marilyn Sanabria*

**LA CAÑADA FLINTRIDGE**

*Michael T. Davitt*

**LA HABRA HEIGHTS**

*Catherine Houwen*

**LA MIRADA**

*Larry Mowles*

**LONG BEACH**

*Emily Holman*

**LOS ANGELES CITY**

*Steven Appleton*

**LOS ANGELES COUNTY**

*Martin H. Kreisler*

**LYNWOOD**

*Salvador Alatorre*

**MAYWOOD**

*Eddie De La Riva*

**MONTEBELLO**

*Avik Cordeiro*

**NORWALK**

*Leonard Shryock*

**PARAMOUNT**

*Dr. Tom Hansen*

**PICO RIVERA**

*Bob Archuleta*

**SAN FERNANDO**

*Nina Herrera*

**SAN MARINO**

*Scott T. Kwong*

**SANTA CLARITA**

*Heidi Heinrich*

**SANTA FE SPRINGS**

*Luis Gonzalez*

**SIGNAL HILL**

*Robert Copeland*

**SOUTH EL MONTE**

*Hector Delgado*

**SOUTHGATE**

*Maria Davila*

**WHITTIER**

*Josué Alvarado*

**6:30 P.M. - Library Conference Room: Pre-meeting refreshments**

**7:00 P.M. – Conference Room, Convene Board of Trustees Meeting**

**1. CALL TO ORDER**

**2. QUORUM (ROLL) CALL**

**3. INVOCATION**

**4. PLEDGE OF ALLEGIANCE**

**5. CORRESPONDENCE**

**6. INTRODUCTIONS**

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

- New Facilities & Fleet Maintenance Supervisor, Fernando Martinez
- New La Cañada Flintridge Trustee – Michael T. Davitt
- New Long Beach Trustee – Emily Holman

**7. PUBLIC COMMENT**

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

**8. CONSENT AGENDA (8.1-8.3)  
**VOTE REQUIRED****

8.1 Consideration of **Minutes 2017-11** of regular Board Meeting held on November 9, 2017. (**EXHIBIT A**)

8.2 Consideration of **Resolution 2017-17** Authorizing Payment of Attached Requisition November 1, 2017 through November 30, 2017. (**EXHIBIT B**)

- 8.3 Consideration of Joint Tax Transfer Resolution (JTSR) from the Los Angeles County and Newhall County Water District in conjunction with annexation number 2017-02. This Resolution requests GLACVCD allocate 0.000057% of its current 0.0323% share of property tax resulting in a net share of 0.0322% to support services to the areas being annexed to the County Sanitation District. (**EXHIBIT C**)

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

9. **CONSIDERATION OF REVISED COSTS AND ALLOCATION OF CAPITAL DESIGNATED RESERVES FOR REPLACEMENT OF SANTA FE SPRINGS BOARDROOM AUDIO/VISUAL SYSTEM**  
(**EXHIBIT D**) (**VOTE REQUIRED**)

*Summary: At the June 8, 2017 Board of Trustees Meeting, the Board approved allocation of \$120,000 to facilitate the needed upgrade to the Board Room audio visual equipment. After receiving more detailed estimates, staff recommends consideration of additional funding to facilitate upgrades needed to ensure systematic longevity.*

10. **CONSIDERATION OF 2 TRUSTEES TO ATTEND THE 86<sup>TH</sup> ANNUAL MOSQUITO AND VECTOR CONTROL ASSOCIATION OF CALIFORNIA (MVCAC) MEETING IN MONTEREY, JANUARY 28-31, 2018**  
(**EXHIBIT E**) (**VOTE REQUIRED**)

11. **CONSIDERATION OF 2 TRUSTEES TO ATTEND THE 84<sup>TH</sup> ANNUAL AMERICAN MOSQUITO CONTROL ASSOCIATION (AMCA) MEETING IN KANSAS CITY, MISSOURI, FEBRUARY 26-MARCH 2, 2018**  
(**EXHIBIT F**) (**VOTE REQUIRED**)

12. **CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION Government Code Section 54956.9(d)(1)**  
(**VOTE REQUIRED**)

- Los Angeles Unified School District v. The County of Los Angeles, et al. – Los Angeles Superior Court Case No. BS108180
- Long Beach Unified School District v. The County of Los Angeles, et al. – Los Angeles Superior Court Case No. BS137598
- Montebello Unified School District v. The County of Los Angeles, et al. – Los Angeles Superior Court Case No. BS127286
- Los Angeles Community College District v. The County of Los Angeles, et al. – Los Angeles Superior Court Case No. BS130308

13. **COMMITTEE REPORTS**

13.1 **Budget & Finance Committee**

B. Sanchez, Budget & Finance Chair

- Discussion of CalTRUST investment performance.

13.2 Joint Budget & Finance and Personnel Committees

B. Bruce, Personnel Chair

B. Sanchez, Budget & Finance Chair

- Discussion of short term disability benefit to replace current additional sick leave policy.

14. **CONSIDERATION TO RESCHEDULE THE FEBRUARY 8, 2018 GENERAL BOARD MEETING TO THURSDAY, FEBRUARY 15, 2018**

*Summary: The Employment Risk Management Authority (ERMA) Annual Workshop and Board Meeting will be held in Santa Cruz on February 8 and 9. General Manager Truc Dever is a voting member of the ERMA Board representing the Vector Control Joint Powers Authority (VCJPA) and plans to attend this two-day meeting.*

15. **STAFF PROGRAM REPORTS: NOVEMBER 2017**

15.1 Manager's Report

T. Dever, General Manager

15.2 Scientific-Technical: (Staff Report A)

S. Kluh, Sci.-Tech Services Dir.

15.3 Operations: (Staff Report B)

M. Daniel, Operations Dir.

15.4 Community Affairs: (Staff Report C)

K. Middleton, Comm. Affairs Dir.

15.5 Fiscal: (Staff Report D)

C. Weeks, Finance Director

15.6 Human Resources: (Staff Report E)

R. Thomas, Human Resources Dir.

15.7 Legal Counsel Report

Q. Barrow, Legal Counsel

- Legally mandated ethics and sexual harassment prevention training (AB 1234 and AB 1661).

16. **OTHER**

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

- Farewell to outgoing Trustees

17. **ADJOURNMENT**

The next Board of Trustees meeting will be scheduled on Thursday, January 11, 2018 at 7:00 p.m. at the District's headquarters at 12545 Florence Avenue, Santa Fe Springs.

**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT  
MINUTES NO. 2017-11**

The regular meeting of the Board of Trustees of the Greater Los Angeles County Vector Control District was held at 7:00 p.m. on Thursday, November 9, 2017, at the District office at 12545 Florence Avenue, Santa Fe Springs, California.

**TRUSTEES PRESENT**

Sally Flowers, *(City of Artesia)*  
Sonny Santa Ines, *(City of Bellflower)*  
Pedro Aceituno, *(City of Bell Gardens)*  
Ali Saleh, *(City of Bell)* \*7:11  
Dr. Jeff Wassem, *(City of Burbank)*  
Baru Sanchez, *(City of Cudahy)*  
Steve Tye, *(City of Diamond Bar)*  
Dan Medina, *(City of Gardena)*  
Marilyn Sanabria, *(City of Huntington Park)*  
Catherine Houwen, *(City of La Habra Heights)*  
Steve Croft, President *(City of Lakewood)*  
Larry Mowles, *(City of La Mirada)*  
Martin Kreisler, *(County of Los Angeles)*  
Salvador Alatorre, *(City of Lynwood)*  
Eddie De La Riva *(City of Maywood)*  
Avik Cordeiro, *(City of Montebello)*  
Tom Hansen, *(City of Paramount)*  
Bob Archuleta, *(City of Pico Rivera)*  
Nina Herrera, *(City of San Fernando)*  
Heidi Heinrich, *(City of Santa Clarita)*  
Luis Gonzalez, *(City of Santa Fe Springs)* \*7:10  
Hector Delgado, *(City of South El Monte)*  
Maria Davila, *(City of South Gate)*

*\* Denotes time of late arrival (vote tallies on agenda items reflect actual Trustees present at time of vote)*

**TRUSTEES ABSENT**

Leonard Mendoza, *(City of Commerce)*  
Robert Kiefer, *(City of Downey)*  
Steve Appleton, *(City of Los Angeles)*  
Leonard Shryock, *(City of Norwalk)*  
Scott Kwong, *(City of San Marino)*  
Josué Alvarado, *(City of Whittier)*  
Robert Copeland, *(City of Signal Hill)*

**TRUSTEES ABSENT (EXCUSED)**

Elito Santarina, *(City of Carson)*  
Mark Bollman, Vice-President *(City of Cerritos)*  
Jerry Walton, *(City of Glendale)*  
Barry Bruce, *(City of Hawaiian Gardens)*  
Michael Davitt *(City of La Cañada Flintridge)*

**VACANT**

*City of Long Beach*

**OTHERS PRESENT**

Truc Dever, *General Manager*  
Mark Daniel, *Director of Operations*  
Susanne Kluh, *Director of Scientific-Technical Services*  
Kelly Middleton, *Director of Community Affairs*  
Rakesha Thomas, *Director of Human Resources*  
Levy Sun, *Public Information Officer*  
Steven Flower, *Legal Counsel*  
Ryan Domino, *Lance, Soll & Lunghard, LLP*

**1. CALL TO ORDER**

President Croft called the meeting to order at 7:06 P.M.

**2. QUORUM (ROLL) CALL**

Following roll call, it was recorded that 21 Trustees were present and 12 were absent. Two Trustees arrived after roll call. One Trustee position is vacant.

**3. INVOCATION**

Trustee Santa Ines gave the invocation.

**4. PLEDGE OF ALLEGIANCE**

Trustee Davila led the Pledge of Allegiance.

**5. CORRESPONDENCE**

NONE

## 6. INTRODUCTIONS

- New La Cañada Flintridge Trustee – Michael T. Davitt

Michael Davitt was not in attendance

General Manager introduced representing Legal Counsel, Steven Flower, and Ryan Domino from Lance, Soll & Lunghard.

## 7. PUBLIC COMMENT

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

NONE

## 8. CONSENT AGENDA (8.1-8.5) VOTE REQUIRED

8.1 Consideration of **Minutes 2017-10** of regular Board Meeting held on October 12, 2017. (**EXHIBIT A**)

8.2 Consideration of **Resolution 2017-16** Authorizing Payment of Attached Requisition October 1, 2017 through October 31, 2017. (**EXHIBIT B**)

8.3 Consideration of Joint Tax Sharing Resolution (JTSR) from the Sanitation District of Los Angeles County in conjunction with annexation number SCV-1090. This Resolution requests GLACVCD allocate 0.00057% of its current 0.0322% share of property tax resulting in a net share of 0.0316% to support services to the areas being annexed to the County Sanitation District. (**EXHIBIT C**)

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

8.4 Consideration of Joint Tax Sharing Resolution (JTSR) from the Newhall County Water District in conjunction with annexation number 2017-02. This Resolution requests GLACVCD allocate 0.00005% of its current 0.0323% share of property tax resulting in a net share of 0.0322% to support services to the areas being annexed to the Newhall County Water District. (**EXHIBIT D**)

*Analysis: The applicant requested annexation of property into the Newhall County Water District. The annexation process requires that a resolution for property tax revenue exchange be adopted by all the affected local agencies before an annexation may be approved. These requests are similar to many received from the County of Los Angeles in the past. By sharing the property tax increment with the District resulting from these annexations, GLACVCD will not lose any existing ad valorem tax revenue it currently receives from the affected territories. GLACVCD would only be giving up a portion of the revenues it would receive on increased assessed valuation.*

8.5 Consideration of **Ordinance No 17-001** regarding Nuisance Abatement and Authorizing Fines and Penalties – Second Reading (**EXHIBIT E**)

*Summary: On October 12, 2017, the Board of Trustees introduced Ordinance No 17-001. At this time, the Board will consider adopting the ordinance.*

President Croft pulled items 8.1 and 8.5 from the Consent Calendar. **Trustee Davila made a motion to approve items 8.2-8.4. The motion was seconded by Trustee Flowers and approved unanimously, with President Croft abstaining. President Croft noted a clerical correction to the minutes and made a motion to approve item 8.1. The motion was seconded by Trustee Davila and passed unanimously with Trustees Mowles, Croft, and Flowers abstaining.**

Legal Counsel Steven Flower introduced item 8.5, a second reading of Ordinance No 17-001, which had a minor correction to Section 1. **Trustees Mowles made a motion to accept item 8.5 with the correction. The motion was seconded by Trustee Sanabria and approved unanimously.** Trustee Saleh was not present to vote on Consent Calendar items.

9. **CONSIDERATION OF LAFCO REQUEST TO NOMINATE CANDIDATES TO SERVE AS SPECIAL DISTRICT REPRESENTATIVE AND ALTERNATE (EXHIBIT F) (VOTE REQUIRED)**

*Summary: To be eligible, the nominee must be an elected official or appointed to the board for a fixed term. Nominations must be received no later than December 21, 2017 by 5:00PM.*

Kelly Middleton provided a brief summary of the item and invited interest from the Board. Trustee Medina expressed his interest in applying to serve as the Representative. Trustee Santa Ines requested additional information for consideration to apply for the Alternate seat. **Trustee Flowers made a motion to support Trustees Medina and Santa Ines as candidates for the LAFCO Board. Trustee Alatorre seconded the motion which was passed unanimously.**

10. **COMMITTEE REPORTS**

10.1 **Audit Committee**

M. Bollman, Audit Chair

- Presentation from auditors at Lance, Soll & Lunghard LLP regarding findings from District audit of FY 2016-2017 financials. **(EXHIBIT G)**

Vice Chair Sanchez introduced Ryan Domino from Lance, Soll & Lunghard who provided a report on the FY 2016-2017 audit report. Ryan noted that this year's audit process included three phases; interim field work, inventory count, and year-end field work and reported that the District received an excellent, unmodified opinion on the financial statements. No disagreements nor difficulties were identified during the audit processes. The District will be required to comply with GASB Statement No. 75 beginning next fiscal year.

10.2 **Policy Committee**

A. Saleh, Policy Chair

- Review and consideration of District's FY 2017-2018 Investment Policy and **Resolution 2017-17 (EXHIBIT H) (VOTE REQUIRED)**

Trustee Wassem reported that the Committee did not have a quorum and noted that there were no substantive changes to the policy. Trustee Kreisler noted that text related to the CalTrust investment manager, Wells Fargo, needed to be amended in the FY 2017-2018 Investment Policy. **Trustee Sanchez made a motion to adopt the policy with the noted administrative change. The motion was seconded by Trustee Wassem and approved unanimously.**

10.3 **Joint Personnel & Policy Committee**

B. Bruce, Personnel Chair  
A. Saleh, Policy Chair

- Report on discussions related to the District's additional sick leave policy.

Trustee Davila reported that the Committees discussed the matter and made a recommendation to bring the matter before the Budget Committee for further consideration. The item will likely be brought to the full board for consideration in January.

**11. STAFF PROGRAM REPORTS: OCTOBER 2017**

**11.1 Manager's Report**

T. Dever, General Manager

Truc reported that Carolyn was, unfortunately, unable to attend the meeting and so she will be handing out stipend checks in Carolyn's place. Truc referred to her written report and wished everyone a very happy Thanksgiving.

**11.2 Scientific-Technical: (Staff Report A)**

S. Kluh, Sci.-Tech Services Dir.

Susanne had nothing to add to her report and offered to answer questions.

**11.3 Operations: (Staff Report B)**

M. Daniel, Operations Dir.

Mark offered to answer questions from the Board.

**11.4 Community Affairs: (Staff Report C)**

K. Middleton, Comm. Affairs Dir.

Kelly reminded Trustees of the email regarding the status of their Ethics and Harassment training certificates and urged all to update these training requirements as necessary. In response to Trustee Santa Ines question regarding the SWAT Lab, Kelly reported that staff are still working with several vendors to finalize content before the Lab will be able to visit schools. Schools can reserve the SWAT Lab for 2018 by visiting [www.MosquitoLab.org](http://www.MosquitoLab.org). The District does not currently have additional staff available at this time to drive the vehicle for weekend events, but will be working to conduct this training over the winter months. Trustee Cordeiro offered to contact Montebello Unified to evaluate training options through their bussing program.

**11.5 Fiscal: (Staff Report D)**

C. Weeks, Finance Director

Truc offered to answer questions on behalf of Carolyn.

**11.6 Human Resources: (Staff Report E)**

R. Thomas, Human Resources Dir.

Rakesha noted that the date for the staff Holiday Potluck has been set for December 13, and invited Trustees to attend. Facilities and Fleet Supervisor recruitment continues and staff hopes to have this position filled within the next 30-40 days.

**11.7 Legal Counsel Report**

S. Flower, Legal Counsel

Steven Flower had nothing to report and offered to answer questions

**12. OTHER**

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

NONE

**13. ADJOURNMENT**

The next Board of Trustees meeting will be scheduled on Thursday, December 14<sup>th</sup> at 7:00 p.m. at the District's headquarters at 12545 Florence Avenue, Santa Fe Springs.

President Croft adjourned the meeting and wished everyone a Happy Thanksgiving.



**RESOLUTION NO. 2017-17**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF  
THE GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT  
RATIFYING AND AUTHORIZING THE PAYMENT  
OF CERTAIN CLAIMS AND DEMANDS**

**CERTIFICATION**

In accordance with Section 2000.0 of the District's Accounting Procedures Policy, the Director of Fiscal Operations hereby certifies to the accuracy of the Requisition Schedule attached to this resolution and to the availability of funds for the payment of expenses set forth in that Requisition Schedule.

\_\_\_\_\_  
Director of Fiscal Operations

**THE BOARD OF TRUSTEES OF THE GREATER LOS ANGELES COUNTY  
VECTOR CONTROL DISTRICT DETERMINES AND RESOLVES AS FOLLOWS:**

Section 1. The claims and demands set forth in the attached Requisition Schedule are ratified and approved in the amounts set forth as follows:

**A. In the amount of \$ 327,210.25, as issued, signed, and released as Check  
Nos. 6718 through 6755.**

Section 2. The Secretary-Treasurer is directed to certify to the adoption of this resolution.

**PASSED, APPROVED, AND ADOPTED** this 14<sup>th</sup> day of December, 2017.

\_\_\_\_\_  
President

I, \_\_\_\_\_, Secretary-Treasurer of the Greater Los Angeles County Vector Control District, hereby certify that Resolution No. 2017-17 was duly adopted by the Board of Trustees at its regular meeting held on December 14, 2017.

\_\_\_\_\_  
Secretary-Treasurer

**Greater L.A. County Vector Control Dist**  
**Cash Disbursements Journal**  
**For the Period From Nov 1, 2017 to Nov 30, 2017**

Date	Check #	Account #	Vendor	Invoice #	Description	Check Total	Amount
11/02/17	EFT	5170-A-70	PERS	100000015096812	PERS Health Benefits	Check Total:	(113,092.85)
11/03/17	EFT	5170-A-70	PERS	100000015060326	October 2017 pension	Check Total:	(14,419.35)
11/03/17	EFT	5170-A-70	PERS	100000015060306	October 2017 pension	Check Total:	(57,170.85)
11/9/17	6718	5420-A-62	A & B TIRE	Invoice: 18355	Firestone tire, sales tax and CA recycle fee		215.28
11/9/17	6718	5420-A-62	A & B TIRE	Invoice: 18360	1 Toyo tire for #90 - OPS		103.59
11/9/17	6718	5420-A-62	A & B TIRE	Invoice: 18367	Flat repair for #92		20.00
11/9/17	6718	5420-A-62	A & B TIRE	Invoice: 18382	Trac Gard Turf for #33		151.33
11/9/17	6718	5420-A-62	A & B TIRE	Invoice: 18384	2 Toyo RAD Extensa tires for #94	Check Total:	207.17 (697.37)
11/9/17	6719	2300-A-10	AFLAC	Invoice: 766141	November 2017 premiums	Check Total:	(3,621.88)
11/9/17	6720	5310-A-42	Jesse Castro	Invoice: CAST.118.47	Workboot reimbursement	Check Total:	(118.47)
11/9/17	6721	2243-A-10	Fidelity Security Life Ins./Eyemed	Invoice: 163301634	November 2017 vision premiums	Check Total:	(1,582.16)
11/9/17	6722	5520-B-33	HENCO FEED & PET SUPPLY	Invoice: 366149	KT Kay kob, bed-o-cob, AP pellets	Check Total:	(59.10)
11/9/17	6723	5260-A-42	HOME DEPOT CRC	Invoice: 2102340	Spray paint, power strip & metal surge cord	Check Total:	(47.59)
11/9/17	6724	5855-A-62	Kinghill Electric Contractors, Inc.	Invoice: 8306	Furnished and install receptacle outlets for TV in Library	Check Total:	(550.00)
11/9/17	6725	5735-A-52	KELLY MIDDLETON	Invoice: KMIL.85.00	MVCAC personal expense reimbursement	Check Total:	(85.00)
11/9/17	6726	5485-A-52	Helen Kuan	Invoice: KUAN.36.27.10	Promotores conference mileage reimbursement	Check Total:	(46.27)
11/9/17	6727	5499-A-62	LB Johnson Hardware	Invoice: 905628	Library monitor and computer install		23.42
11/9/17	6727	6011-A-22	LB Johnson Hardware	Invoice: 905704	Swat lab stains		6.83
11/9/17	6727	5445-A-62	LB Johnson Hardware	Invoice: 905771	Fabrication supplies for #129, #10, #20, #132		69.15
11/9/17	6727	5499-A-62	LB Johnson Hardware	Invoice: 905832	Mens double cut ket		8.28
11/9/17	6727	5445-A-62	LB Johnson Hardware	Invoice: 905901	1/4 - 20 x 1/2 socket cap stainless	Check Total:	2.74 (110.42)
11/9/17	6728	5400-A-62	O'Reilly Auto Parts/ first call	Invoice: 3075-275025	2 AMP, 3 AMP mini fuse		8.74
11/9/17	6728	5480-B-63	O'Reilly Auto Parts/ first call	Invoice: 2665-329919	8 Iridium IX - for #65		71.62
11/9/17	6728	5435-A-62	O'Reilly Auto Parts/ first call	Invoice: 3075-278286	Receiver, harness, install kit #30		90.85
11/9/17	6728	5435-A-62	O'Reilly Auto Parts/ first call	Invoice: 3075-278372	Credit for harness for #30		(14.22)
11/9/17	6728	5435-A-62	O'Reilly Auto Parts/ first call	Invoice: 3075-278373	Removal tool, wire harness for #30		24.07

**Greater L.A. County Vector Control Dist**  
**Cash Disbursements Journal**  
**For the Period From Nov 1, 2017 to Nov 30, 2017**

Date	Check #	Account #	Vendor	Invoice #	Description	Check Total	Amount
11/9/17	6728	5480-A-62	O'Reilly Auto Parts/ first call	Invoice: 3075-278873	Air filter, wiper fluid, motor oil for #110		73.67
11/9/17	6728	5480-A-62	O'Reilly Auto Parts/ first call	Invoice: 3075-278827	Air, oil filter, motor oil for #114		44.37
11/9/17	6728	5480-A-62	O'Reilly Auto Parts/ first call	Invoice: 3075-279636	Alr, oil filter, motor oil for #94		44.98
11/9/17	6728	5480-A-62	O'Reilly Auto Parts/ first call	Invoice: 3075-279572	Air, oil filter, wiper fluid, motor oil for #117		44.37
					Check Total:		(388.45)
11/9/17	6729	5810-A-62	SIAPIN HORTICULTURE	Invoice: 47995	October 2017 landscape maintenance charge		
					Check Total:		(1,030.00)
11/9/17	6730	5655-A-10	Staples Advantage	Invoice: 102317-5164	Office supplies		134.08
11/9/17	6730	5655-A-10	Staples Advantage	Invoice: 102317-5164	Office supplies		317.96
11/9/17	6730	5655-A-10	Staples Advantage	Invoice: 102317-5164	Office supplies		18.49
11/9/17	6730	5655-A-10	Staples Advantage	Invoice: 102317-5164	Office supplies		18.49
11/9/17	6730	5655-A-10	Staples Advantage	Invoice: 102317-5164	Office supplies		40.29
11/9/17	6730	5655-A-10	Staples Advantage	Invoice: 102317-5164	Office supplies		18.49
11/9/17	6730	5540-A-32	UPS	Invoice: 102317-5230	Shipping and testing		28.20
11/9/17	6730	5540-B-33	UPS	Invoice: 102317-5230	Shipping and testing		27.08
11/9/17	6730	5540-A-32	UPS	Invoice: 102317-5230	Shipping and testing		27.08
11/9/17	6730	5540-B-33	UPS	Invoice: 102317-5230	Shipping and testing		157.41
11/9/17	6730	5540-A-32	UPS	Invoice: 102317-5230	Shipping and testing		29.46
11/9/17	6730	5499-A-62	McMaster-Carr	Invoice: 102317-4482	Misc. parts		9.28
11/9/17	6730	5499-A-62	McMaster-Carr	Invoice: 102317-4482	Misc. parts		40.42
11/9/17	6730	5445-A-62	McMaster-Carr	Invoice: 102317-4482	Sound absorber sheeting		40.42
11/9/17	6730	5499-A-62	McMaster-Carr	Invoice: 102317-4482	Misc. parts		80.34
11/9/17	6730	5499-A-62	McMaster-Carr	Invoice: 102317-4482	CREDIT for Crimp-on ferrules		(51.34)
11/9/17	6730	5825-A-62	McMaster-Carr	Invoice: 102317-4482	Upright dust pan		53.22
11/9/17	6730	5825-A-62	McMaster-Carr	Invoice: 102317-4482	Interior and exterior supplies		199.68
11/9/17	6730	5825-A-62	McMaster-Carr	Invoice: 102317-4482	Interior and exterior supplies		110.60
11/9/17	6730	5520-B-33	Northridge Ice Cream	Invoice: 102317-4399	Dry ice		16.00
11/9/17	6730	5345-B-33	Daily Imprints LLC	Invoice: 102317-4399	Vector logo embroidery		31.14
11/9/17	6730	5510-B-33	Rite Aid Store	Invoice: 102317-4399	Duracell batteries for insectary light timer		18.89
11/9/17	6730	5510-B-33	Smart N Final	Invoice: 102317-4399	Water for insectary		21.54
11/9/17	6730	5520-B-33	Target	Invoice: 102317-8762	Field supplies and equipments		10.91
11/9/17	6730	5540-A-32	Airgas West	Invoice: 102317-8762	Nitrile Disposable gloves		227.76
11/9/17	6730	5540-A-32	Airgas West	Invoice: 102317-8762	Nitrile Disposable gloves		56.94
11/9/17	6730	5540-A-32	MVCAC	Invoice: 102317-8762	Mosquito pool test		2,180.00
11/9/17	6730	5540-B-33	MVCAC	Invoice: 102317-8762	Mosquito pool test		2,180.00
11/9/17	6730	5540-A-32	Airgas Dry Ice	Invoice: 102317-3093	Dry ice for shipping and testing		124.34
11/9/17	6730	5540-B-33	Airgas Dry Ice	Invoice: 102317-3093	Dry ice for shipping and testing		245.45
11/9/17	6730	5540-A-32	Airgas Dry Ice	Invoice: 102317-3093	Dry ice for shipping and testing		124.36
11/9/17	6730	5540-B-33	Airgas Dry Ice	Invoice: 102317-3093	Dry ice for shipping and testing		198.87
11/9/17	6730	5540-A-32	Airgas Dry Ice	Invoice: 102317-3093	Dry ice for shipping and testing		124.62
11/9/17	6730	5540-B-33	Airgas Dry Ice	Invoice: 102317-3093	Dry ice for shipping and testing		104.64

**Greater L.A. County Vector Control Dist**  
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Date	Check #	Account #	Vendor	Invoice #	Description	Check Total	Amount
11/9/17	6730	5540-A-32	Airgas Dry Ice	Invoice: 102317-3093	Dry ice for shipping and testing		124.62
11/9/17	6730	5540-B-33	Airgas Dry Ice	Invoice: 102317-3093	Dry ice for shipping and testing		198.87
11/9/17	6730	5540-A-32	Airgas Dry Ice	Invoice: 102317-3093	Dry ice for shipping and testing		124.47
11/9/17	6730	5485-A-22	Shell Oil	Invoice: 102317-5571	Fuel		65.39
11/9/17	6730	5620-A-22	Microsoft Store	Invoice: 102317-5571	MS Office Home & Business		229.99
11/9/17	6730	5620-A-22	Hostway.com	Invoice: 102317-5571	Hostway.com monthly subscription charge		650.00
11/9/17	6730	5499-B-63	WW Grainger Inc.	Invoice: 102317-8551	Misc. items		548.10
11/9/17	6730	5825-A-62	WW Grainger Inc.	Invoice: 102317-8551	Interior and exterior supplies		220.80
11/9/17	6730	5640-A-10	Paypal	Invoice: 102317-0446	PayPal fee to list vehicles		51.05
11/9/17	6730	5885-A-62	City of Santa Fe Springs	Invoice: 102317-1470	Domestic service		250.01
11/9/17	6730	5885-A-62	City of Santa Fe Springs	Invoice: 102317-1470	Fire service meter		102.12
11/9/17	6730	5885-A-62	City of Santa Fe Springs	Invoice: 102317-1470	Reclaimed water service		735.63
11/9/17	6730	5855-A-62	Bakers Lock & Key	Invoice: 102317-3647	Admin. Executive restroom new lock mortice		377.83
11/9/17	6730	5855-A-62	Bakers Lock & Key	Invoice: 102317-3647	9 rekey, trip charge		245.00
11/9/17	6730	5825-A-62	AM/PM Door	Invoice: 102317-0766	Auto doors repair		1,380.00
11/9/17	6730	5825-A-62	Vortex Industries Inc.	Invoice: 102317-3476	Preventive maintenance for gates		198.00
11/9/17	6730	5635-B-23	Agilis Linxup	Invoice: 102317-6914	GPS		1,359.32
11/9/17	6730	5705-A-10	Valley Occupational Medical Center	Invoice: 102317-5093	Pre/post screen		65.00
11/9/17	6730	5705-A-10	Valley Occupational Medical Center	Invoice: 102317-5093	Pre/post screen		130.00
11/9/17	6730	5210-B-23	Univar USA Inc.	Invoice: 102317-5248	Kontrol Larvacide Oil		652.69
11/9/17	6730	5400-A-62	The Lighthouse	Invoice: 102317-5659	ATm Add a circuit		20.21
11/9/17	6730	5877-A-62	Tele Pacific	Invoice: 102317-5198	SFS Internet		1,007.00
11/9/17	6730	5877-B-63	Tele Pacific	Invoice: 102317-5198	Sylmar Internet		970.00
11/9/17	6730	5875-A-62	Tele Pacific	Invoice: 102317-5198	Phone/PRI landline		723.26
11/9/17	6730	5890-B-63	Waste Management	Invoice: 102317-1496	Trash Disposal		453.93
11/9/17	6730	5850-B-63	Barr Engineering	Invoice: 102317-8464	October 2017 maintenance		256.20
11/9/17	6730	5890-A-62	Consolidated Disposal	Invoice: 102317-1747	Trash pickup		238.19
11/9/17	6730	5499-A-62	Hose Man Inc.	Invoice: 102317-1254	Hose repair - car wash		9.17
11/9/17	6730	5660-A-10	Pioneer Business Forms	Invoice: 102317-1890	2000 business cards		224.12
11/9/17	6730	5880-A-62	So Cal Gas	Invoice: 102317-5099	Gas- utility		75.04
11/9/17	6730	5880-B-63	So Cal Gas	Invoice: 102317-5099	Gas- utility		44.44
11/9/17	6730	5705-A-10	Health First Medical Group	Invoice: 102317-5347	Pre/post screen		65.00
11/9/17	6730	5210-B-23	Clarke Mosquito Control	Invoice: 102317-5393	Aqua Duet 2x2.5 Gal		1,428.33
11/9/17	6730	5210-A-22	Clarke Mosquito Control	Invoice: 102317-5393	Aqua Duet 2x2.5 Gal		1,428.34
11/9/17	6730	5640-A-10	Intermedia	Invoice: 102317-9535	website services		1,001.73
11/9/17	6730	5870-A-62	D & S Security	Invoice: 102317-6352	Security monitoring		87.50
11/9/17	6730	5870-B-63	D & S Security	Invoice: 102317-6352	Security monitoring		70.00
11/9/17	6730	5360-A-22	Airgas West	Invoice: 102317-6070	Nitrile gloves		149.24
11/9/17	6730	5360-A-22	Airgas West	Invoice: 102317-6070	Protective safety equipments		841.75
11/9/17	6730	5360-A-42	Airgas West	Invoice: 102317-6070	Protective safety equipments		208.75
11/9/17	6730	5360-A-22	Airgas West	Invoice: 102317-6070	Protective safety equipments		226.91
11/9/17	6730	5445-A-62	Airgas West	Invoice: 102317-8357	Airgas West - Alumix 200 (For Fabrication)		45.10

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Date	Check #	Account #	Vendor	Invoice #	Description	Check Total	Amount
11/9/17	6730	5210-A-42	Adapco Inc.	Invoice: 102317-5940	Vectolex WDG 7 cases		10,171.16
11/9/17	6730	5210-A-22	Adapco Inc.	Invoice: 102317-5940	Vectolex WDG, 3		4,457.75
11/9/17	6730	5810-B-63	Aim Landscape	Invoice: 102317-6054	September 2017 landscape maintenance - Sylmar		220.00
11/9/17	6730	5675-A-52	Facebook	Invoice: 102317-8211	Advertising		50.00
11/9/17	6730	5620-A-52	Adobe Creative Cloud	Invoice: 102317-8211	Adobe creative cloud		49.99
11/9/17	6730	5485-A-52	76 Winall 005	Invoice: 102317-8211	Fuel		24.21
11/9/17	6730	5735-A-52	Ont. Convention Ctr. Parking	Invoice: 102317-8211	Ontario Conf. Parking		10.00
11/9/17	6730	5707-A-10	VS Redbox	Invoice: 102317-8211	Employee apprec.		20.00
11/9/17	6730	5675-A-52	Google	Invoice: 102317-8211	Advertising		105.49
11/9/17	6730	5735-A-52	CAPIO	Invoice: 102317-8211	CAPIO conf.		45.00
11/9/17	6730	5707-A-10	Vons Store	Invoice: 102317-7631	Water for door to door campaign		16.09
11/9/17	6730	5670-A-10	SoCal Newspaper Grp.	Invoice: 102317-7631	Abatement Ordinance Public hearing		365.05
11/9/17	6730	5670-A-10	SoCal Newspaper Grp.	Invoice: 102317-7631	Abatement Ordinance Public hearing		365.05
11/9/17	6730	5707-A-10	4Imprints	Invoice: 102317-7631	4Imprints		503.19
11/9/17	6730	5735-A-10	Southwest Airlines	Invoice: 102317-7631	ERMA Qtrly Board Mtg		262.96
11/9/17	6730	5707-A-10	Pizzamania	Invoice: 102317-7631	Meal for meeting		206.95
11/9/17	6730	5707-A-10	Auto Park	Invoice: 102317-7631	Parking - County Health Cluster Mtg		20.00
11/9/17	6730	5260-A-42	Target	Invoice: 102317-6998	Support equipment		8.72
11/9/17	6730	5260-A-42	Walmart Supercenter	Invoice: 102317-6998	Support equipment		16.36
11/9/17	6730	5260-A-42	Uline Ship Supplies	Invoice: 102317-6998	Support equipment		56.49
11/9/17	6730	5735-A-22	Hyatt Regency	Invoice: 102317-0399	Conference meal		29.98
11/9/17	6730	5735-A-22	Sacramento CC Conc.	Invoice: 102317-0399	Conference meal		6.00
11/9/17	6730	5735-A-22	Hyatt Hotels	Invoice: 102317-0399	Conference meal		618.90
11/9/17	6730	5707-A-10	Walmart Supercenter	Invoice: 102317-0399	Employee apprec.		101.83
11/9/17	6730	5617-A-10	Best Buy	Invoice: 102317-3763	Web cam		43.89
11/9/17	6730	6015-B-63	Auto Zone	Invoice: 102317-3763	Brake Lathe Machine		8,231.25
11/9/17	6730	5617-A-10	Amazon	Invoice: 102317-3763	Printer/scanner for Hajji		164.99
11/9/17	6730	5499-A-62	Home Depot	Invoice: 102317-1400	Miscellaneous items for SFS Maint. shop		92.70
11/9/17	6730	5435-B-63	United Truck Centers	Invoice: 102317-1400	Light brackets for #25		13.77
11/9/17	6730	5499-B-63	Sylmar Lock & Key	Invoice: 102317-1400	Sylmar Lock & Key		8.68
11/9/17	6730	5260-A-22	Alans Lawn & Garden	Invoice: 102317-1400	Sleeves		19.10
11/9/17	6730	5260-A-22	Alans Lawn & Garden	Invoice: 102317-1400	Re. Makita bullets		63.05
11/9/17	6730	5260-A-22	Alans Lawn & Garden	Invoice: 102317-1400	Air compressor #121		85.50
11/9/17	6730	5499-A-62	Home Depot	Invoice: 102317-1400	Misc. items for SFS shop		51.60
11/9/17	6730	5360-B-23	Airgas West	Invoice: 102317-5410	Respirator		208.33
11/9/17	6730	5360-B-23	Airgas West	Invoice: 102317-5410	Respirator		178.31
11/9/17	6730	5620-B-23	Adobe Acropo Subscription	Invoice: 102317-5410	Adobe Acropo		14.99
11/9/17	6730	5735-B-23	CSUN Parking	Invoice: 102317-5410	CSUN Event Parking fee		4.00
11/9/17	6730	5260-B-23	Smart N Final	Invoice: 102317-5410	SmartNFinals - OPS support supplies		16.37
11/9/17	6730	5260-A-22	Amazon	Invoice: 102317-0759	Amazon - Credit		(8.89)
11/9/17	6730	5260-A-22	Halsted & Hogan	Invoice: 102317-0759	Spraying systems for Jeep wands		15.30
11/9/17	6730	5260-A-22	Amazon	Invoice: 102317-0759	Megaphone with built-in rechargeable batteries		52.64

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Date	Check #	Account #	Vendor	Invoice #	Description	Check Total	Amount
11/9/17	6730	5645-A-22	Amazon	Invoice: 102317-0759	Amazon Prime membership		108.16
11/9/17	6730	5230-A-22	Alans Lawn & Garden	Invoice: 102317-0759	Ecovalaves, nozzles for SFS OPS		88.73
11/9/17	6730	5260-A-22	Amazon	Invoice: 102317-0759	Support equipments for Aedes Team		57.76
11/9/17	6730	5655-A-22	Amazon	Invoice: 102317-0759	Flash drives		21.89
11/9/17	6730	5485-A-22	Exxonmobil	Invoice: 102317-0759	Fuel		37.29
11/9/17	6730	5260-A-22	Amazon	Invoice: 102317-0759	Support equipment for Aedes team		11.49
11/9/17	6730	5375-A-22	Amazon	Invoice: 102317-0759	Mosquito fish		25.13
11/9/17	6730	5485-A-52	Exxonmobil	Invoice: 102317-7607	Fuel		46.51
11/9/17	6730	5640-A-52	Topingo	Invoice: 102317-7607	Web hosting		50.00
11/9/17	6730	5787-A-52	Copies & Ink	Invoice: 102317-7607	Door hanger combination		3,549.61
11/9/17	6730	5787-A-52	Amazon	Invoice: 102317-7607	Amazon - credit		(21.80)
11/9/17	6730	5625-A-52	USPS	Invoice: 102317-7607	USPS - postage		61.94
11/9/17	6730	5795-A-53	Michaels	Invoice: 102317-7607	MEU		33.32
11/9/17	6730	5795-A-53	Staples Advantage	Invoice: 102317-7607	MEU		45.97
11/9/17	6730	5707-A-10	Kings Hawaiian Restaurant	Invoice: 102317-7607	Kings Hawaiian - meal		36.03
11/9/17	6730	5775-A-52	Fromex Photo & Digital Signal	Invoice: 102317-7607	Fromex Photo & Digital		123.12
11/9/17	6730	5795-A-53	Albertsons	Invoice: 102317-7607	MEU		49.99
11/9/17	6730	5735-A-52	CSUN Parking	Invoice: 102317-7607	CSUN Event parking fee		4.00
11/9/17	6730	5485-A-52	Exxonmobil	Invoice: 102317-7607	Fuel		36.30
11/9/17	6730	5485-B-63	Exxonmobil	Invoice: 102317-7302	Fuel		50.00
11/9/17	6730	5499-B-63	Harbor Freight Tools	Invoice: 102317-7302	Zip tights & fasteners		32.09
11/9/17	6730	5755-B-63	Smart N Final	Invoice: 102317-7302	Sylmar kitchen supplies		81.27
11/9/17	6730	5855-B-63	Valley Locksmith	Invoice: 102317-7302	15 rekey to new code, and copies		538.87
11/9/17	6730	5420-B-63	Sergio's Auto Repair	Invoice: 102317-7302	4 tires for #86		596.98
11/9/17	6730	5660-B-63	Office Depot	Invoice: 102317-7302	Office supplies for Luis G.		34.26
11/9/17	6730	5499-B-63	Auto Zone	Invoice: 102317-7302	Auto Zone		98.98
11/9/17	6730	5420-B-63	Sergio's Auto Repair	Invoice: 102317-7302	Purchased and Replace 1 tire for #25		176.15
11/9/17	6730	5420-B-63	Sergio's Auto Repair	Invoice: 102317-7302	Alignment for #78		60.00
11/9/17	6730	5435-B-63	Duragio Collision Center	Invoice: 102317-7302	Duragio collision Center		100.00
11/9/17	6730	5456-B-63	Sergio's Auto Repair	Invoice: 102317-7302	Transmission rebuilt for #77		2,629.51
11/9/17	6730	6015-A-62	Amazon	Invoice: 102317-2740	Machinery & Equipments		233.35
11/9/17	6730	5660-A-62	Amazon	Invoice: 102317-2740	Ink cartridges		39.99
11/9/17	6730	5815-A-62	Amazon	Invoice: 102317-2740	Paper towel		43.46
11/9/17	6730	5660-A-62	Amazon	Invoice: 102317-2740	Toner cartridge		56.24
11/9/17	6730	6011-A-22	Asco Metals	Invoice: 102317-2740	Vehicle setup assets (stain well plugs) for #129		299.68
11/9/17	6730	5787-A-53	Smart N Final	Invoice: 102317-2740	Smart N Final - meeting supplies		242.17
11/9/17	6730	5499-A-62	Amazon	Invoice: 102317-2740	Misc. parts		43.56
11/9/17	6730	5707-A-10	Target	Invoice: 102317-2740	Employee appreciation items		159.01
11/9/17	6730	5707-A-10	Walmart Supercenter	Invoice: 102317-2740	Employee appreciation items		208.55
11/9/17	6730	5430-A-62	Champion Chrysler	Invoice: 102317-2740	Motor fan for #24		256.90
11/9/17	6730	5707-A-10	Target	Invoice: 102317-2740	Employee appreciation items		310.00
11/9/17	6730	5707-A-10	Stater Bros	Invoice: 102317-2740	Employee appreciation items		158.95

**Greater L.A. County Vector Control Dist**  
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Date	Check #	Account #	Vendor	Invoice #	Description	Check Total	Amount
11/9/17	6730	5707-A-10	Big 5 Sporting Goods	Invoice: 102317-2740	Employee appreciation items		25.11
11/9/17	6730	5707-A-10	Baskin	Invoice: 102317-2740	Employee appreciation items		20.00
11/9/17	6730	5707-A-10	Costco	Invoice: 102317-2740	Employee appreciation items		119.98
11/9/17	6730	5707-A-10	Beverages & More	Invoice: 102317-2740	Employee appreciation items		50.00
11/9/17	6730	5707-A-10	DD's Discount	Invoice: 102317-2740	Employee appreciation items		47.01
11/9/17	6730	5707-A-10	Lowe's	Invoice: 102317-2740	Employee appreciation items		53.66
11/9/17	6730	5707-A-10	El Pollo Loco	Invoice: 102317-2740	Employee appreciation items		120.00
11/9/17	6730	5707-A-10	In N Out Burger	Invoice: 102317-2740	Employee appreciation items		140.00
11/9/17	6730	5707-A-10	Smart N Final	Invoice: 102317-2740	Employee appreciation items		375.08
11/9/17	6730	5707-A-10	Smart N Final	Invoice: 102317-2740	Employee appreciation items		12.18
11/9/17	6730	5707-A-10	99 Cents Store	Invoice: 102317-2740	Employee appreciation items		14.24
11/9/17	6730	5715-A-70	Smart N Final	Invoice: 102317-2740	Board Meeting supplies		83.28
11/9/17	6730	5715-A-70	Costco	Invoice: 102317-2740	Board Meeting supplies		183.81
11/9/17	6730	5645-A-62	Amazon	Invoice: 102317-2740	Amazon Prime membership		108.41
11/9/17	6730	5815-A-62	Amazon	Invoice: 102317-2740	Paper towel		43.79
11/9/17	6730	5499-A-62	Alans Lawn & Garden Center	Invoice: 102317-2740	Gas cans		28.31
11/9/17	6730	5499-A-62	Amazon	Invoice: 102317-2740	Misc. parts		38.54
11/9/17	6730	5499-A-62	Amazon	Invoice: 102317-2740	Misc. parts		14.07
11/9/17	6730	5499-A-62	Amazon	Invoice: 102317-2740	Misc. parts		52.93
11/9/17	6730	5630-A-10	Verizon Wireless	Invoice: 102317-5263	District's Wireless charges, extra data, tablets		3,270.39
11/9/17	6730	5707-A-10	OTC Brands, Inc.	Invoice: 102317-0975	Employee Appreciation event		198.17
11/9/17	6730	5705-A-10	Employment Crossing	Invoice: 102317-0975	Job ads		199.00
11/9/17	6730	5735-A-10	PIHRA	Invoice: 102317-0975	PIHRA meeting tkt		20.00
11/9/17	6730	5707-A-10	Amazon	Invoice: 102317-0975	Employee Appreciation event		49.70
11/9/17	6730	5707-A-10	Amazon	Invoice: 102317-0975	Employee Appreciation event		53.58
11/9/17	6730	5707-A-10	Smart N Final	Invoice: 102317-0975	Employee Appreciation event		20.97
11/9/17	6730	5707-A-10	Amazon	Invoice: 102317-0975	Employee Appreciation event		324.94
11/9/17	6730	5707-A-10	L&L Hawaiian BBQ	Invoice: 102317-0975	Employee Appreciation event		62.36
11/9/17	6730	5640-A-10	ZipRecruiter, Inc.	Invoice: 102317-0975	Job ads		249.00
11/9/17	6730	5735-A-10	LA County Fair	Invoice: 102317-0975	LA County Fair event charge		162.00
11/9/17	6730	5325-B-23	G & K Services	Invoice: 102317-2315	District's Uniform cleaning, towel supply & cleaning, floor mats, janitorial charges	Check Total:	3,387.00
							(71,577.88)
11/9/17	6731-34	1016-A-10	Cash		Void	Check Total:	-
11/9/17	6735	5155-A-22	The Lincoln National Life Ins. Co.	11012017-823084	November 2017 dental premiums		6,960.36
11/9/17	6735	5170-A-70	The Lincoln National Life Ins. Co.	1112017-1579439	November 2017 retirees' medical benefit premiums		2,297.97
11/9/17	6735	2242-A-10	The Lincoln National Life Ins. Co.	1112017-825628	November 2017 Lincoln dental premiums	Check Total:	3,031.60
							(12,289.93)
11/9/17	6736	5735-A-70	Mark Bollman	Invoice: 1192017	Travel expense for AMCA	Check Total:	(560.32)

**Greater L.A. County Vector Control Dist**  
**Cash Disbursements Journal**  
**For the Period From Nov 1, 2017 to Nov 30, 2017**

Date	Check #	Account #	Vendor	Invoice #	Description	Check Total	Amount
11/29/17	6737	5420-A-62	A & B TIRE	Invoice: 18400	Flat repair for #116		20.00
11/29/17	6737	5420-A-62	A & B TIRE	Invoice: 18402	Flat repair for #90		20.00
11/29/17	6737	5420-A-62	A & B TIRE	Invoice: 18407	Flat repair for #35		20.00
					Check Total:		(60.00)
11/29/17	6738	5520-A-32	BLACKSMITH'S CORNER	Invoice: 220001035939	Ace Hi Big Feeder		(19.99)
11/29/17	6739	5610-A-10	CELL BUSINESS EQUIPMENT	Invoice: 56917329	Canon copier period performance charge		(1,347.56)
11/29/17	6740	5702-A-10	CITY OF LOS ANGELES	Invoice: 0670-00020-00025	Special tax levy for FY 2017-2018		(13,407.34)
11/29/17	6741	5815-B-63	Clean Net	Invoice: SCA0047020	Janitorial service upgrade 10/23/17-10/31/17		60.71
11/29/17	6741	5815-B-63	Clean Net	Invoice: SCAR00013581	Ded-Miss CREDIT		(192.30)
11/29/17	6741	5815-B-63	Clean Net	Invoice: SCA0047037	Janitorial service		697.00
11/29/17	6741	5815-A-62	Clean Net	Invoice: SCA0047038	Monthly Janitorial service		1,165.00
					Check Total:		(1,730.41)
11/29/17	6742	5485-B-23	EXXONMOBIL FLEET	Invoice: 52059606	Fuel for District vehicles		(12,340.92)
11/29/17	6743	5645-A-70	IMA	Invoice: 1010835905	Prof. membership 02/01/2018 - 01/31/19		(230.00)
11/29/17	6744	5885-B-63	LA DEPT WATER & POWER	Invoice: LADWP.323.72	Water, sewer and fire charges		323.72
11/29/17	6744	5885-B-63	LA DEPT WATER & POWER	Invoice: LADWP.190.6	Water and sewer charges		190.60
11/29/17	6744	5880-B-63	LA DEPT WATER & POWER	Invoice: LADWP.1131.85	Electric charges 10/12/17 - 11/09/17		1,131.85
					Check Total:		(1,646.17)
11/29/17	6745	5720-A-62	Los Angeles County Dept. Public Health	Invoice: IN0471339	Backflow assemble invoice FY 2017/2018		(190.00)
11/29/17	6746	5435-A-62	LB Johnson Hardware	Invoice: 906023	Fastener for skid plate for #90		1.47
11/29/17	6746	5855-A-62	LB Johnson Hardware	Invoice: 906233	Perimeter key duplicates		5.85
					Check Total:		(7.32)
11/29/17	6747	5670-A-10	LIEBERT CASSIDY WHITMORE	Invoice: 1449413	Audit personnel rules		2,100.00
11/29/17	6747	5670-A-10	LIEBERT CASSIDY WHITMORE	Invoice: 1449414	Health benefits matrix review		4,396.20
					Check Total:		(6,496.20)
11/29/17	6748	5680-A-10	Lance, Soll & Lunghard LLP	Invoice: 22868	2017 District Audit Engagement - Final		1,796.00
11/29/17	6748	5680-A-10	Lance, Soll & Lunghard LLP	Invoice: 22868	Prep. of Non-profit Org. Tax Returns & RF-1		848.00
					Check Total:		(2,644.00)
11/29/17	6749	5855-A-62	M & D Capital Investments.	Invoice: 479	Board Member nameplate - Emily Holman		(27.51)
					Check Total:		(27.51)



## For the Period From Nov 1, 2017 to Nov 30, 2017

Date	Check #	Account #	Vendor	Invoice #	Description	Check Total	Amount
11/29/17	6750	5480-A-62	O'Reilly Auto Parts/ first call	Invoice: 3075-279820	Air, oil filter, motor oil for #92		43.91
11/29/17	6750	5435-A-62	O'Reilly Auto Parts/ first call	Invoice: 3075-279789	wire harness, receiver		90.85
11/29/17	6750	5480-A-62	O'Reilly Auto Parts/ first call	Invoice: 3075-280998	Air, oil filter, wiper fluid, motor oil for #90		48.04
11/29/17	6750	5435-A-62	O'Reilly Auto Parts/ first call	Invoice: 3075-281029	Adapt cable		13.13
11/29/17	6750	5420-A-62	O'Reilly Auto Parts/ first call	Invoice: 3075-281428	Air, oil filter and motor oil for #24		46.58
11/29/17	6750	5435-A-62	O'Reilly Auto Parts/ first call	Invoice: 3075-281336	Hitch step		64.17
11/29/17	6750	5480-A-62	O'Reilly Auto Parts/ first call	Invoice: 3075-282058	Air, oil filter, wiper fluid, motor oil for #127		50.75
11/29/17	6750	5480-A-62	O'Reilly Auto Parts/ first call	Invoice: 3075-282319	Air, oil filter, motor oil for #20		40.99
11/29/17	6750	5480-A-62	O'Reilly Auto Parts/ first call	Invoice: 3075-282267	Motor oil for SFS shop		25.68
11/29/17	6750	5480-A-62	O'Reilly Auto Parts/ first call	Invoice: 3075-282437	Air, oil filter, motor oil for #98		43.91
11/29/17	6750	5480-A-62	O'Reilly Auto Parts/ first call	Invoice: 3075-283284	Micro v-belt, idler pulley for #98		59.20
11/29/17	6750	5480-A-62	O'Reilly Auto Parts/ first call	Invoice: 3075-283490	Motor oil for #104		51.31
11/29/17	6750	5435-A-62	O'Reilly Auto Parts/ first call	Invoice: 3075-283424	Install kit #23		21.89
11/29/17	6750	5435-A-62	O'Reilly Auto Parts/ first call	Invoice: 3075-283423	Hitch step - returned		(64.17)
11/29/17	6750	5480-A-62	O'Reilly Auto Parts/ first call	Invoice: 3075-283491	Credit for Motor oil for #104		(41.08)
11/29/17	6750	5480-A-62	O'Reilly Auto Parts/ first call	Invoice: 3075-283465	Air, oil filter, motor oil for #104	Check Total:	60.39
							(555.55)
11/29/17	6751	1016-A-10	Cash		Void	Check Total	-
11/29/17	6752	5670-A-10	RICHARDS, WATSON & GERSHON	Invoice: 214460	Board meetings through 10/31/17		1,065.00
11/29/17	6752	5670-A-10	RICHARDS, WATSON & GERSHON	Invoice: 214459	Special counsel services - LAUSD		2,166.84
11/29/17	6752	5670-A-10	RICHARDS, WATSON & GERSHON	Invoice: 214458	Nuisance abatement proceedings	Check Total:	1,388.84
							(4,620.68)
11/29/17	6753	5885-A-62	SOUTHERN CA. EDISON	Invoice: SCED.3231.56	Electricity charges 10/13/17 - 11/14/17	Check Total:	(3,231.56)
							(1,030.00)
11/29/17	6754	5810-A-62	SIAPIN HORTICULTURE	Invoice: 48105	November 2017 landscape maintenance charge	Check Total:	
11/29/17	6755	5455-A-32	THERMAL COMBUSTION INNOVATORS, INC	Invoice: 182839	Biohazard waste pickup		88.05
11/29/17	6755	5455-B-33	THERMAL COMBUSTION INNOVATORS, INC	Invoice: 182838	Biohazard waste pickup	Check Total:	89.10
							(177.15)
	Total						(327,210.25)

**MONTHLY EXPENSE STATEMENT**  
**November, Fiscal Year 2017-2018**  
**Carolyn M. Weeks CPA, Director of Fiscal Operations**

ACCOUNT	ACTUAL MONTHLY EXPENSE (\$)	BUDGETED MONTHLY EXPENSE (\$)	MONTHLY VARIANCE (\$)	YTD ACTUAL EXPENSE (\$)	YTD BUDGETED EXPENSE (\$)	YTD VARIANCE (\$)
<b><u>Salaries and Benefits</u></b>						
Regular & Limited Term Salaries	\$ 460,002	\$ 487,104	\$ 27,102	\$ 2,337,859	\$ 2,438,870	\$ 101,011
Employee Taxes	8,865	8,824	(40)	60,111	58,488	(1,622)
Extra Help Salaries	26,495	20,000	(6,495)	240,231	287,792	47,561
General Benefits	79,151	84,654	5,504	707,860	728,984	21,124
Health Benefits	124,116	135,950	11,834	631,989	679,748	47,759
<b>SUBTOTAL</b>	<b>\$ 698,629</b>	<b>\$ 736,532</b>	<b>\$ 37,904</b>	<b>\$ 3,978,049</b>	<b>\$ 4,193,882</b>	<b>\$ 215,833</b>
<b><u>Services and Supplies</u></b>						
Chemicals	\$ -	\$ 12,000	\$ 12,000	\$ 59,763	\$ 88,100	\$ 28,337
Operational Support Equipment	-	2,298	2,298	3,702	13,865	10,162
Uniforms and Accessories	118	5,743	5,625	15,975	30,422	14,446
Communications	-	9,198	9,198	28,446	45,989	17,543
Kitchen Materials and Supplies	-	108	108	566	542	(25)
VCJPA Insurance	-	-	-	523,907	522,516	(1,391)
Maintenance: Automotive	1,387	5,525	4,138	29,226	57,675	28,449
Office Equipment	1,348	3,135	1,787	15,129	15,780	651
Maintenance: Bldgs/Yards	3,204	8,752	5,549	28,942	43,321	14,379
Scientific-Technical Lab Supplies	20	1,500	1,480	28,537	8,890	(19,647)
Memberships	230	6,500	6,270	15,912	27,100	11,188
Office Expense	2,253	6,092	3,839	26,853	41,208	14,355
Professional Services	7,265	20,400	13,135	66,567	79,200	12,633
Public Information & Education	-	4,000	4,000	25,446	21,950	(3,496)
Special Expense	16,257	19,550	3,293	49,914	72,400	22,486
Transportation & Travel	1,335	11,285	9,950	23,279	41,089	17,810
Fuel	12,341	15,806	3,465	66,587	94,918	28,330
Utilities	4,878	8,933	4,056	40,476	53,567	13,091
<b>SUBTOTAL</b>	<b>\$ 50,635</b>	<b>\$ 140,825</b>	<b>\$ 90,190</b>	<b>\$ 1,049,230</b>	<b>\$ 1,258,530</b>	<b>\$ 209,301</b>
<b><u>Fixed Assets</u></b>						
Automotive/Specialty Vehicles	\$ 7	-	\$ (7)	\$ 1,336	2,950	\$ 1,614
Machinery & Equipment	-	-	-	11,463	-	(11,463)
Spray Equipment	-	-	-	-	-	-
Computer Equipment	-	-	-	5,615	-	(5,615)
Laboratory Equipment	-	-	-	-	-	-
Public Information/Ed. Equipment	-	-	-	-	-	-
Furniture & Fixtures	-	-	-	-	-	-
Capital Improvements	-	-	-	730	-	(730)
<b>SUBTOTAL</b>	<b>\$ 7</b>	<b>\$ -</b>	<b>\$ (7)</b>	<b>\$ 19,144</b>	<b>\$ 2,950</b>	<b>\$ (16,194)</b>
<b><u>Reserves</u></b>						
Capital Reserve Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MEU (Vecmobile) Replacement Res.	-	-	-	-	-	-
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 749,271</b>	<b>\$ 877,358</b>	<b>\$ 128,087</b>	<b>\$ 5,046,423</b>	<b>\$ 5,455,362</b>	<b>\$ 408,940</b>



# County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

SACHI A. HAMAI  
Chief Executive Officer

Board of Supervisors  
HILDA L. SOLIS  
First District

MARK RIDLEY-THOMAS  
Second District

SHEILA KUEHL  
Third District

JANICE HAHN  
Fourth District

KATHRYN BARGER  
Fifth District

October 26, 2017

Truc Dever, General Manager  
Greater Los Angeles County Vector Control District  
12545 Florence Avenue  
Santa Fe Springs, CA 90670

Dear Ms. Dever:

## JOINT TAX TRANSFER RESOLUTION NEWHALL COUNTY WATER DISTRICT ANNEXATION NO. 2017-02

Enclosed are one complete copy of a Joint Tax Transfer Resolution (Resolution) and additional signature pages to be adopted by your agency or Board of Directors for Newhall County Water District Annexation No. 2017-02. The additional copies of the original signature pages are required to ensure that each agency receives a fully executed Resolution for each annexation with original signatures.

Please assist our Office in facilitating the processing of the enclosed Resolution by executing and returning all **five** of the enclosed original signature pages for the Resolution to:

Chief Executive Office – Office of Unincorporated Area Services  
Attention: Jason Tajima  
Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 723  
Los Angeles, CA 90012

If you have any questions or need additional information, please contact Jason Tajima of my staff at (213) 974-1145 or [jtajima@ceo.lacounty.gov](mailto:jtajima@ceo.lacounty.gov).

Sincerely,

DOROTHEA S. PARK  
Manager  
Office of Unincorporated Area Services

DSB:DSP  
JT:acn

Enclosures

Contents  
T.DEVER  
Noted

**JOINT RESOLUTION OF THE BOARD OF SUPERVISORS AS THE GOVERNING BODY OF THE COUNTY OF LOS ANGELES, THE LOS ANGELES COUNTY CONSOLIDATED FIRE PROTECTION DISTRICT, AND THE LOS ANGELES COUNTY FLOOD CONTROL DISTRICT, THE BOARD OF DIRECTORS OF THE NEWHALL COUNTY WATER DISTRICT AND OTHER AFFECTED TAXING ENTITIES, APPROVING AND ACCEPTING THE NEGOTIATED EXCHANGE OF PROPERTY TAX REVENUE RESULTING FROM ANNEXATION NO. 2017-02 TO THE NEWHALL COUNTY WATER DISTRICT**

**WHEREAS**, pursuant to Section 99 of the Revenue and Taxation Code, for specified jurisdictional changes, the governing bodies of affected agencies shall negotiate and determine the amount of property tax revenue to be exchanged between the affected agencies; and

**WHEREAS**, the Board of Supervisors of the County of Los Angeles, as the governing body of the County, the Consolidated Fire Protection District, and County Flood Control District, and on behalf of the County Public Library, Road District No. 5, and Lighting Maintenance District No. 1687; and the governing bodies of the Newhall County Water District; Greater Los Angeles County Vector Control District; and Castaic Lake Water Agency, have determined the amount of property tax revenue to be exchanged between their respective agencies as a result of the Newhall County Water District Annexation No. 2017-02, as set forth below:

**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. The negotiated exchange of property tax revenue between the County of Los Angeles, as the governing body of the County, Consolidated Fire Protection District and County Flood Control District, and on behalf of the County Public Library, Road District No. 5, and Lighting Maintenance District No. 1687; Newhall County Water District; Greater Los Angeles County Vector Control District; and Castaic Lake Water Agency resulting from Annexation No. 2017-02, is approved and accepted.

2. For the fiscal year commencing in the year after the filing of the statement of boundary change for Annexation No. 2017-02, with the Board of Equalization pursuant to Government Code Sections 54902 and 57204, and every fiscal year thereafter, 0.000821347 of the annual property tax growth in Tax Rate Area 12851, shall be transferred from the affected taxing entities as specified in the Attachment, to the Newhall County Water District as a result of Annexation No. 2017-02 to the District. The other affected taxing entities' shares of property taxes in Tax Rate Area 12851 shall be adjusted as specified in the Attachment.

3. There shall be no additional transfer of property taxes as a result of Annexation No. 2017-02.

4. If at any time after the effective date of this resolution, the calculations used herein to determine initial property tax transfers or the data used to perform those calculations are found to be incorrect, thus producing an improper or inaccurate property tax transfer, the property tax transfer shall be recalculated and the corrected transfer shall be implemented for the next fiscal year.

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Joint Resolution  
Newhall County Water District Annexation No. 2017-02  
Page 4 of 5

PASSED, APPROVED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
by the following vote:

**AYES:**

**ABSENT:**

**NOES:**

**ABSTAIN:**

Greater Los Angeles County Vector Control District

Signature

Print Name and Title

**ATTEST:**

**Secretary**

(Signed in Counterpart)

Annexation To:  
Account No.  
TRA:

Newhall County Water District

309.01

12851

2017-02

Annexation Number:

Newhall County Water District

Based on their 2016-17 Tax Sharing Ratios

0.001562369

Accnt No.	Taxing Agency	(1) Current Tax Share - AF49	(2) = (1) / Total Percent	(3) Proposed Dist Share	(4) = (2) * (3) Alloc of Dist Share	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.212860369	21.2860%	0.001562369	0.000332576	-0.000340678	0.212519691
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000130481	0.0130%	0.001562369	0.000000203	0.000000000	0.000130481
003.01	L A COUNTY LIBRARY	0.027017512	2.7018%	0.001562369	0.000042211	-0.000042211	0.026975301
005.25	ROAD DIST # 5	0.007190703	0.7191%	0.001562369	0.000011234	-0.000011234	0.007179469
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.181817068	18.1817%	0.001562369	0.000284065	-0.000284065	0.181533003
007.31	L A C FIRE-FFW	0.005056102	0.5056%	0.001562369	0.000007899	0.000000000	0.005056102
019.40	CO LIGHTING MAINT DIST NO 1687	0.011951280	1.1951%	0.001562369	0.000018672	-0.000018672	0.011932608
030.10	L.A.CO.FL.CON.DR.IMP.DIST.MAINT.	0.002119874	0.2120%	0.001562369	0.000003312	-0.000003312	0.002116562
030.70	LA CO FLOOD CONTROL MAINT	0.011779138	1.1779%	0.001562369	0.000018403	-0.000018403	0.011760735
061.80	GREATER L A CO VECTOR CONTROL	0.000322714	0.0323%	0.001562369	0.000000504	-0.000000504	0.000322210
302.01	CASTAIC LAKE WATER AGENCY	0.065457643	6.5458%	0.001562369	0.000102268	-0.000102268	0.065355375
400.00	EDUCATIONAL REV AUGMENTATION FD	0.049275408	4.9275%	0.001562369	0.000076986	Exempt	0.049275408
400.01	EDUCATIONAL AUG FD IMPOUND	0.131877650	13.1878%	0.001562369	0.000206041	Exempt	0.131877650
400.15	COUNTY SCHOOL SERVICES	0.001617257	0.1617%	0.001562369	0.000002526	Exempt	0.001617257
400.21	CHILDREN'S INSTIL TUITION FUND	0.003209699	0.3210%	0.001562369	0.000005014	Exempt	0.003209699
581.01	NEWHALL SCHOOL DISTRICT	0.094562887	9.4563%	0.001562369	0.000147742	Exempt	0.094562887
581.06	CO.SCH.SERV.FD.- NEWHALL	0.009067266	0.9067%	0.001562369	0.000014166	Exempt	0.009067266
581.07	DEV.CTR. HDGPD MINOR-NEWHALL	0.000998146	0.0998%	0.001562369	0.000001559	Exempt	0.000998146
757.02	HART WILLIAM S UNION HIGH	0.092324451	9.2324%	0.001562369	0.000144244	Exempt	0.092324451
757.06	CO.SCH.SERV.FD.- HART, WILLIAM S.	0.000384825	0.0385%	0.001562369	0.000000601	Exempt	0.000384825
757.07	HART, WILLIAM S.-ELEM SCHOOL FUND	0.048578288	4.8578%	0.001562369	0.000075897	Exempt	0.048578288
814.04	SANTA CLARITA COMMUNITY COLLEGE	0.042401239	4.2401%	0.001562369	0.000066246	Exempt	0.042401239
309.01	Newhall County Water District	0.000000000	0.0000%	0.001562369	0.000000000	0.000000000	0.000821347
Total		1.000000000	100.0000%		0.001562369	-0.000821347	1.000000000

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.

(2) Must total 100%.

(3) Weighted average water district share as verified by Auditor.

(4) Must total share reflected in Column (3).

(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.

(6) Final share distributions to be reflected in tax transfer resolution.



**Greater Los Angeles County  
Vector Control District  
12545 Florence Avenue  
Santa Fe Springs, Ca. 90670  
(562) 944-9656 Fax (562) 944-7976  
Email : info@glacvcd.org**

**Memorandum**

**To: Board of Trustees**  
**From: Truc Dever, General Manager**  
**Date: December 14, 2017**  
**Re: Authorization to spend approximately \$165,000 from Capital Designated Reserves to Upgrade Boardroom Audio/Visual System in Santa Fe Springs**

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***Summary:***

On June 8, the Board approved the use of Capital Designated Reserves to upgrade the District's aging Boardroom A/V system in Santa Fe Springs. Original estimates placed the cost at approximately \$120,000. An estimate was obtained from AVI-SPL, a CMAS-verified company, and estimates place the project closer to \$165,000 for the necessary upgrades in hardware and software. Staff, therefore, seek authorization to spend the additional \$45,000 on the project.

***Background:***

The Board approved the replacement of our aging and problematic A/V system in the Santa Fe Springs Boardroom. A state-of-the-art system with improved audio and video capabilities will allow for more productive use of the facility and improve the quality of meetings and training programs. Updated technology will allow for digital recording of meetings and improved display of presentations and videos.

Our existing system is original to the building which was built in 1997. The display monitors are fixed at a low resolution and have compatibility issues with the master computer system. Some of the display monitors have already failed or are failing and cannot be replaced. In addition, Board meetings are recorded to cassette tape rather than digital files and have been increasingly unreliable.

In 2016, we used the Boardroom nearly 50 times for trainings, meetings, presentations, and Board meetings. It is still under-utilized because the A/V is not reliable.

***Project Scope and Budget:***

The preliminary project scope includes a new video distribution system with a master PC and monitors for the audience area, board members, lectern and control room. Upgrades to the audio system would include a digital discussion system with new control and conference units, speakers, audio recorder, assisted listening stations, and audio management software.

During the FY 17/18 budgeting process, the Board approved the purchase of a new A/V system using existing capital reserves rather than general operating funds for the year. Currently, such reserves total approximately \$500,000 and would be more than sufficient to complete the entire A/V system upgrade.

***Process:***

Through recommendations and referrals from a neighboring vector control district, GLACVCD staff contacted AVI-SPL to an initial assessment and proposal. AVI-SPL is a CMAS (CA Multiple Award Schedules) verified company which allows for a non-competitive bid process in accordance with the State of CA Public Contract Code Sections 10290 et seq. and 12101.5. All pricing, products and/or services offered by contractors under CMAS have been previously bid and awarded on a Federal GSA schedule and are offered in California at equal or lower prices.

AVI-SPL has a proven track-record of quality performance, ability, capacity, and remain within budget. Their previous customers include other public agencies such as vector control and water districts.

**There are sufficient funds in the District's two Capital Designated Reserve Accounts (LAIF 1025.0- \$125,850 and CalTrust-\$360,562) to accommodate the \$165,000 for this capital improvement.**



# Greater Los Angeles Vector Control District

## Board Room Audio Visual upgrades



Audio Visual Innovations, Inc. - A wholly owned subsidiary of AVI-SPL, Inc.

17155 Von Karman Ave  
Suite 106  
Irvine, CA 92614

Fax:  
[www.avispl.com](http://www.avispl.com)

**Prepared By:** Stephen Wisner  
[Stephen.Wisner@avispl.com](mailto:Stephen.Wisner@avispl.com)

**Proposal No:** 273213-1

## Executive Summary

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AVI-SPL is pleased to present you with the following audiovisual solutions proposal for your project.

At AVI-SPL, we are experts in applying the industry's most advanced audiovisual technologies. We translate this expertise into value for our clients through highly-customized systems integration solutions, equipment sales and services. We are proud to serve as the industry's largest global integrator, delivering comprehensive AV technology, presentation and collaboration solutions worldwide.

With nearly 40 offices nationwide, as well as international locations in Canada, United Kingdom and Dubai, AVI-SPL's Systems Integration Division is the largest and best trained in the industry, providing custom design and installation services for meeting rooms, boardrooms and collaboration spaces, network operation centers, government commission chambers, computer classrooms and distance learning facilities. We also provide incredible audiovisual enhancements to venues such as sports stadiums, casinos, theme parks, museums and houses of worship. Our portfolio also includes more than 40 professional sports stadiums and arena installations.

As part of our many levels of differentiation when compared to our competitors, large and small, is AVI-SPL's commitment to the professional development of our engineering technical staff. We accomplish this by holding our staff accountable to the highest quality solutions delivery standards that we reinforce through ongoing and consistent training.

In addition, we have established an open feedback loop with our customers and partners to continuously assess and identify the best technology and solutions.

We have applied this experience and expertise to build this custom proposal. This proposal document is based on our understanding of your specific needs and business objectives and includes a summary of the solution elements, installation requirements, investment summary and terms and conditions.

We would like to thank you for considering AVI-SPL for your project.

## Investment Summary

Prepared For:	<b>Alan Shaffer</b>
	<b>Greater Los Angeles Vector Control District</b>
	<b>12545 Florence Ave.</b>
	<b>Santa Fe Springs, CA 90670-3919</b>

Prepared By:	<b>Stephen Wisner</b>
Date Prepared:	<b>11/10/2017</b>
Proposal #:	<b>273213-1</b>
Valid Until:	<b>12/11/2017</b>

### Total Equipment Cost \$113,222.87

Includes cable, connectors, hardware, switches, relays, terminal blocks, panels, etc., to ensure a complete and operational system

### Professional Integration Services \$32,870.29

Includes: Engineering, project management, CAD, on-site installation and wiring, coordination and supervision, testing, checkout, owner training, etc. performed on the Owner's premises. Also includes all fabrication, modification, assembly, rack wiring, programming, warranties, etc., some performed at AVI-SPL

### Direct Costs \$0.00

Includes: Non equipment or labor costs such as travel expenses, per diem, lift and vehicle rentals.

### General & Administrative \$3,562.93

Includes all G & A expenses: bonds, vehicle mileage, shipping & insurance

### Maintenance Services \$4,177.12

Includes room maintenance services and/or customer care hardware and software maintenance services as described in "Room Summary".

**Subtotal** **\$153,833.21**

**Tax** **\$11,067.83**

**Total** **\$164,901.04**

**\* any and all applicable taxes will be included upon invoicing**

**Purchase orders should be addressed to Audio Visual Innovations.**

Signed \_\_\_\_\_

Printed \_\_\_\_\_

Date \_\_\_\_\_

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## Room Summary

Prepared For:	<b>Alan Shaffer</b>	Prepared By:	<b>Stephen Wisner</b>
	<b>Greater Los Angeles Vector Control District</b>	Date Prepared:	<b>11/10/2017</b>
	<b>12545 Florence Ave.</b>	Proposal #:	<b>273213-1</b>
	<b>Santa Fe Springs, CA 90670-3919</b>	Room Name:	<b>Board Room</b>
		Valid Until:	<b>12/11/2017</b>

## Equipment List

Mfg	Description	Qty	Unit Price	Extended Price
	<b><u>DISPLAY DEVICES- AUDIENCE</u></b>			
SAMSUNG	LCD, 65" 4K/UHD 300NIT 51LB 4000:1 CONTRAST (2) 10WATT SPKR	7	\$2,044.44	\$14,311.08
PEERLESS INDUSTRIES, INC.	MOUNT, UNIVERSAL FLAT PANEL CONVERSION KIT FOR 32-50" SCREEN	7	\$203.40	\$1,423.80
CRESTRON	ENCODER/DECODER, DM 4K60 4:4:4 HDR NETWORK AV	7	\$833.33	\$5,833.31
CRESTRON	CABLE, 3 FT HDMI INTERFACE CABLE	7	\$22.22	\$155.54
	<b><u>DISPLAY DEVICES- DAIS</u></b>			
SAMSUNG	22" MONITOR 1920X1080 1000:1 CONTRAST GLOSSY BLACK	24	\$137.23	\$3,293.52
CHIEF	MOUNT, 7" ARRAY VERTICAL WALL (BLACK)	24	\$113.37	\$2,720.88
CRESTRON	ENCODER/DECODER, DM 4K60 4:4:4 HDR NETWORK AV	6	\$833.33	\$4,999.98
CRESTRON	DISTRIBUTION AMP 1 TO 8 HDMI	3	\$555.56	\$1,666.68
LIBERTY WIRE AND CABLE	CABLE, 42' COMMERCIAL GRADE HIGH SPEED HDMI WITH ETHERNET	6	\$89.25	\$535.50
LIBERTY WIRE AND CABLE	CABLE, 33' HDMI WITH ETHERNET	6	\$57.09	\$342.54
LIBERTY WIRE AND CABLE	CABLE, 25' HDMI WITH ETHERNET	6	\$50.31	\$301.86
LIBERTY WIRE AND CABLE	CABLE, 20' HDMI WITH ETHERNET	6	\$38.80	\$232.80
	<b><u>DISPLAY SOURCES</u></b>			
OFE	Owner Furnished Laptop Input with VGA and HDMI	4	\$0.00	\$0.00
CRESTRON	SWITCHER/EXTENDER, 300 HD SCALING AUTO-SWITCH, BLACK	4	\$833.33	\$3,333.32
LIBERTY WIRE AND CABLE	CABLE, 15' TABLETOP HDMI/VGA/AUDIO HYBRID	4	\$61.08	\$244.32
CRESTRON	ENCODER/DECODER, DM 4K60 4:4:4 HDR NETWORK AV	4	\$833.33	\$3,333.32
LIBERTY WIRE AND CABLE	CABLE, 6' TABLETOP HDMI/VGA/AUDIO HYBRID	1	\$32.71	\$32.71
MERSIVE	SOFTWARE, SOLSTICE POD UNLIMITED, ENTERPRISE (UNLIMITED USER	2	\$1,136.62	\$2,273.24
LIBERTY WIRE AND CABLE	CABLE, 6' TABLETOP HDMI/VGA/AUDIO HYBRID	1	\$30.79	\$30.79

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Mfg	Description	Qty	Unit Price	Extended Price
CRESTRON	ENCODER/DECODER, DM 4K60 4:4:4 HDR NETWORK AV	1	\$833.33	\$833.33
OFE	CLIENT PROVIDED RACK PC	1	\$0.00	\$0.00
LIBERTY WIRE AND CABLE	CABLE, 6' TABLETOP HDMI/VGA/AUDIO HYBRID	1	\$32.71	\$32.71
CRESTRON	ENCODER/DECODER, DM 4K60 4:4:4 HDR NETWORK AV	1	\$833.33	\$833.33
VADDIO INC	CAMERA, ROBOSHOT 30 HDBT (WHITE)	1	\$3,465.00	\$3,465.00
VADDIO INC	RECEIVER, ONELINK BRIDGE SYSTEM STANDALONE N/A	1	\$2,073.98	\$2,073.98
CRESTRON	ENCODER/DECODER, DM 4K60 4:4:4 HDR NETWORK AV	1	\$833.33	\$833.33
	<b>AUDIO SYSTEM</b>			
OFE	INSTALLED 4" SPEAKER (ALTEC 405-8H) 15 WATT 8OHM SPEAKER powered from Taiden unit	44	\$0.00	\$0.00
CRESTRON	SPEAKER, 8" SAROS 2-WAY IN-CEILING (WHITE TEXTURED) OVER AUDIENCE AREA	10	\$166.67	\$1,666.70
QSC	SYSTEM, UNIFIED SERIES CORE W/ 24 LOCAL I/O CHANNELS, 1RU	1	\$2,250.00	\$2,250.00
SHURE	SINGLE DIGITAL WIRELESS RECEIVER W/PS41US PWR SUP, 1/2 WAVE	1	\$825.31	\$825.31
SHURE	HANDHELD TRANSMITTER W/BETA 58A MIC (470-534MHZ)	2	\$522.50	\$1,045.00
CRESTRON	AMPLIFIER, SINGLE-CHANNEL MODULAR POWER, 200W/CH 70V	1	\$343.76	\$343.76
SHURE	ANTENNA, 1/2 WAVE OMNI 470-1100MHZ	2	\$224.44	\$448.88
	<b>VOTING AND DISCUSSION SYSTEM- HARWARE</b>			
TAIDEN INDUSTRIAL CO., LT	FULLY DIGITAL CONGRESS SYSTEM	1	\$2,044.71	\$2,044.71
TAIDEN INDUSTRIAL CO., LT	FULLY DIGITAL CONGRESS SYSTEM EXTENSION MAIN UNIT, 3 CHANNEL	1	\$1,035.29	\$1,035.29
TAIDEN INDUSTRIAL CO., LT	Fully Digital Congress System Chairman Unit	1	\$528.24	\$528.24
TAIDEN INDUSTRIAL CO., LT	Fully Digital Congress System Delegate Unit	43	\$500.00	\$21,500.00
TAIDEN INDUSTRIAL CO., LT	Fully Digital Voting Unit 3 voting keys,	44	\$248.24	\$10,922.56
TAIDEN INDUSTRIAL CO., LT	**CABLE, 6-PIN EXTENSION, PLENUM	4	\$250.59	\$1,002.36
	<b>VOTING AND DISCUSSION SYSTEM- SOFTWARE</b>			
TAIDEN INDUSTRIAL CO., LT	BASIC SYSTEM SETUP MANGEMENT MODULE	1	\$0.00	\$0.00
TAIDEN INDUSTRIAL CO.,	MICROPHONE MANGEMENT MODULE	1	\$1,570.59	\$1,570.59

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Mfg	Description	Qty	Unit Price	Extended Price
LT				
TAIDEN INDUSTRIAL CO., LT	VOTING MANGEMENT MODULE	1	\$1,980.00	\$1,980.00
	<b>COTROL SYSTEM</b>			
CRESTRON	CONTROL PROCESSOR, 3 SERIES	1	\$1,444.44	\$1,444.44
Niveo	48-Port Full Layer 2+ Management, plus 2 10G SFP+ Gigabit Et	1	\$2,572.50	\$2,572.50
CRESTRON	TOUCH SCREEN, 7" SURFACE MOUNT - BLACK SMOOTH AT PODIUM	1	\$777.78	\$777.78
CRESTRON	TOUCH SCREEN, 10" SURFACE MOUNT - BLACK SMOOTH	1	\$1,333.33	\$1,333.33
CRESTRON	TABLE TOP KIT FOR TSW-1060, BLACK SMOOTH	1	\$138.89	\$138.89
	<b>EQUIPMENT RACK &amp; MICS</b>			
OFE	CLIENT PROVIDED EQUIPMENT RACK	1	\$0.00	\$0.00
LEVITON MFG. COMPANY	PATCH PANEL, 48-PORT 2RU ANGLED QUICKPORT	1	\$118.75	\$118.75
Comtop	6' Patch Cord - Blue	32	\$5.00	\$160.00
B-Line	3U Horizontal Wire Manager	1	\$105.65	\$105.65
MIDDLE ATLANTIC	2 SPACE (3 1/2") BRUSH GROMMET PANEL	2	\$46.69	\$93.38
MIDDLE ATLANTIC	POWER STRIP, 24 OUTLETS	1	\$107.44	\$107.44
MIDDLE ATLANTIC	SWITCHED POWER DISTRIBUTION	1	\$350.44	\$350.44
			<b>Total</b>	<b>\$107,502.87</b>

## Room Maintenance Services

	Price
One Year - Customer Care Preferred	\$2,150.06

## Hardware & Software Maintenance Services

Mfg	Description	Qty	Unit Price	Extended Price
TAIDEN INDUSTRIAL CO., LT	MAINTENANCE & SUPPORT, PREMIUM, 1 YEAR	1	\$2,027.06	\$2,027.06
			<b>Total</b>	<b>\$2,027.06</b>

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<b>Equipment Total</b>	\$107,502.87
<b>Installation Materials</b>	\$5,720.00
<b>Professional Services</b>	\$32,870.29
<b>Direct Costs</b>	\$0.00
<b>General &amp; Administrative</b>	\$3,562.93
<b>Maintenance Services</b>	\$4,177.12
<b>Subtotal</b>	\$153,833.21
<b>Tax</b>	\$11,067.83
<b>Total</b>	<b>\$164,901.04</b>

**Purchase orders should be addressed to Audio Visual Innovations.**

EXHIBIT

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AVI-SPL, Inc.

## The AVI-SPL Process

AVI-SPL has developed a comprehensive integration process designed to meet our customer expectations. Our process begins with system design and carries through to post-installation training to ensure technology adoption. Our goal at AVI-SPL is to work with you every step of the way to ensure that your project is completed within scope, on schedule and within budget.

### Proposal and Systems Design

AVI-SPL will conduct an initial detailed consultation and needs analysis with key customer stakeholders to gain a thorough understanding of needs, objectives and success criteria. This information is used to develop a proposed system solution for acceptance. This step provides Account Management and applicable Engineering Design support the ability to design a technically sound and functional solution where we will:

- Verify initial design concepts through examination of the desired capabilities, architectural and environmental considerations.
- Define scope of work criteria.
- Select the appropriate equipment, hardware and software to allow system design performance.
- Provide any value engineering and performance enhancement recommendations.

The result of the proposal and systems design phase is a system designed specifically to meet the requirements that are unique to your application.

### AVI-SPL Project Delivery Process Flow

Upon award, the project is turned over to the AVI-SPL Project Integration Team. This phase is critical in ensuring a seamless integration of the specified system. During project delivery, the AVI-SPL System Integration (SIG) Operations Workflow contains distinct process steps start to finish upon award as noted below.

During project delivery AVI-SPL will (as applicable to the specific project):

- Complete internal and external kick off requirements to review:
  - Scope of Work and Design
  - Contract Parameters, including Terms and Conditions
  - Stakeholder Reporting and Communication
  - Schedule (including all WBS project tasks and timelines)
  - Submittal requirements
  - Procurement Plan
  - Risk Identifiers
  - Site Safety and Security
  - Change Management Procedures
  - Acceptance Test Plan Parameters
- Create all final construction/field coordination requirements including:
  - Floor, reflected ceiling, riser diagrams and furniture requirements.
  - AV Design drawings including audio/video/control signal flow and equipment rack elevations.
- Provide a user interface design requiring client sign off; this is a critical project success factor without it additional charges may apply.
- Create the source code for the system based on the design as agreed upon.
- Test and Commission AV systems in AVI-SPL shop, based upon acceptance test plan parameters.

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- Complete all field installation of cable and equipment, based on project scope and schedule requirements.
- Test and Commission the completed system in the field, based upon acceptance test plan parameters.
- Document and address any punch list items, upon client inspection, following final commissioning.
- Demonstrate full operation of the system to the Customer and train the Customer support staff on the proper use, care and basic troubleshooting of the systems provided.
- Provide final close out (as-built) documentation including:
  - As-Built Drawings
  - Final Acceptance Test Plan Document
  - Programming Source Code
  - Project Serial Numbers and Equipment information
- Acquire the applicable sign off on system for final invoicing and start of the applicable service term.

During project delivery the Customer will:

- Adhere to any client required tasks/milestones as noted in the agreed to project schedule.
- Coordinate with AVI-SPL regarding any network requirements and information.
- Provide any and all the Customer logos and specific color requirements for the control system user interface.
- Sign-off on the user interface design.
- Upon completion of the system installation and testing, inspect the system and provide conditional and/or final acceptance of the system, based upon the agreed upon scope of work.
- Provide final sign off of the system upon completion.

### Project Coordination and Site Installation:

AVI-SPL will designate a Project Manager, who will be the main contact for directing and managing all project coordination with all project stakeholders; both externally and internal to the AVI-SPL project team.

The AVI-SPL Project Manager is responsible for attending project calls/ meetings for the project duration and consistent communication. AVI-SPL is committed to keeping you informed from the beginning to the end of your project. Initial communication will include contact information and organization of the AVI-SPL team that will be working with you. Shortly thereafter, you will begin receiving project status reports from the technical project team member responsible for routine contact throughout the entire project.

The onsite installation effort is coordinated by the Project Manager and Lead Installer. The Lead Installer will be on site directing the installation teams. Prior to delivery and installation of pre-assembled systems, AVI-SPL will field verify conformance of installed cabling and other conditions necessary to assure efficient integration of systems and devices. The Project Manager will determine the correct resources required for the specific installation tasks. In cases where AVI-SPL will utilize vetted and approved subcontractors on the project, the Project Manager and Lead Install provides proper supervision to ensure policies and procedures are being adhered to.

All installation work is thoroughly checked prior to 'turn on'. Errors or problems are corrected as detected and all equipment is adjusted for optimal performance in accord with the project specifications. By adhering to strict engineering policies and standards, the final punch list for projects of this type is typically limited to just a few items.

- Adherence to our quality assurance program.
- Installation of fully tested and "burned in" electronic hardware.
- Termination into fully tested and verified cabling and far end connections.

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- Correcting site specific problems as they are detected.

The Customer shall provide an environment that is 'clean and ready' to receive the equipment and services described herein. The environment shall be secure and free of dust, debris and conditions that might prove detrimental to the equipment provided or personnel on site.

Customer required or provided items (Owner Furnished Equipment - "OFE") and client required scope are detailed in this proposal. Any charges for return trips required of AVI-SPL based on insufficient or incomplete client milestones/deliverables will be the responsibility of the Customer.

The Customer must provide an internal IT contact to assist with any network coordination where required.

## Change Management

The AVI-SPL change management process provides a mechanism for changes to the agreed upon scope of work of the project. Change requests can be initiated by authorized client requestors to the Project Manager of record at any time. Unless otherwise indicated, the AVI-SPL Change Management Process includes the following stages:

- Client requests a specific change
- AVI-SPL reviews change request compared to approved Scope of Work for potential impact of:
  - Budget
  - Schedule / Time
  - Programming / Function
- AVI-SPL provides written change order response / proposal
- Client executes approval of proposed change order
  - A formal change to contract / purchase order (if applicable) required.
- AVI-SPL proceeds with applicable performance requirements of change order (equipment order, resource time and appropriate scheduling)

All change requests must be made in writing or discussed with the Project Manager of record by the Customer (or client representative with authority to approve changes of agreed upon scope of work) for review and impact considerations. Written authorization to proceed, which may include formal changes to the contract or purchase order, must be provided to AVI-SPL prior to the release of any resources, time or equipment acquisition for a requested change order.

Project Managers may also leverage the change management process to notify the Customer of necessary change in system components or design if required.

## Training, System Turnover and Project Completion

An integral part of the delivered system is user training. AVI-SPL is committed to providing you with clear and concise instructions on the use of each system. Training and associated documentation will provide operational and maintenance personnel with information to support the daily use of the system. This training will consist of demonstration, instruction and hands-on experience with each system.

System Turnover will occur when all user training has been completed and the users have obtained beneficial use of the systems. At this point, AVI-SPL will request client sign off on the provided systems. Conditional Project Sign-Off will apply if outstanding punch list items exist. AVI-SPL will set forth a plan to address these items accordingly.

Project Completion will occur when all outstanding punch list items are complete and all As-Built documentation has been provided to the Customer in the decided upon delivery method including; Project drawings, functional system diagrams, applicable equipment lists, back up control system and DSP code. At this time, Final Project Sign-Off will be requested.

## Customer Care Services

AVI-SPL's Customer Care Service Programs help Customers achieve maximum return-on-investment for installed collaboration technology investments. With the industry's largest technical help desk, flexible service levels, global field support, and more than thirty years' experience with over 700 manufacturer technologies – AVI-SPL has a support solution to meet a variety of needs and budgets. AVI-SPL illustrates its commitment to service excellence by delivering its support in accordance with ITIL best practices, managing formal customer satisfaction programs, articulating and measuring performance to defined service objectives, and committing to continuous service improvement.

Customer Care Service Programs offer unlimited access to the AVI-SPL Help Desk. Whether engaging with an end user of the technology or a collaborations systems administrator, the Help Desk personnel are trained to provide the appropriate experience. AVI-SPL understands that support needs vary by technology, location, or even room. Customer Care support options can be tailored to fit these specific needs. The following table summarizes AVI-SPL's primary offers:

Customer Care Support Features	Office Warranty	T&M Only	Preferred	Preferred On-site	Exclusive On-site
24x7 Global Help Desk Support	✓	Billable	✓	✓	✓
Web Portal Access	✓	✓	✓	✓	✓
Service Level Guarantee (see SLA by type)	None	None	✓	✓	✓
Onsite Tech Dispatch	✓ Included as required	Billable at non-contract rates	Billable at reduced contract rates	✓ Unlimited	✓ Unlimited
Assigned Service Management	Not available	Not available	Not Available	Not Available	✓
Available Terms	90 Days	None	1 or 3 year	1 or 3 year	1 or 3 year
In Manufacturer Warranty Support	✓	✓	✓	✓	✓
Out of Manufacturer Warranty Support	Billable	Billable	Billable	Billable	Billable
Consumables Replacement	Billable	Billable	Billable	Billable	Billable

**Table 1: Advanced parts replacement and warranty repair subject to manufacturer's policies and programs**

### 90-Day Office Warranty

All projects performed by AVI-SPL are provided a standard 90-day warranty on all workmanship from date of project completion. 90-Day Office Warranties cover any defects in the installation or craftsmanship portion of a professional audio visual (ProAV) integration project. Details of 90-Day Office Warranties include:

- **Warranty Parts Repair/Replacement:** Some equipment may be repairable or replaced under the manufacturer's Warranty policy. The local AVI-SPL office responsible for the project will assist the customer to arrange return of the defective equipment to the manufacturer for service/replacement. Components and materials carry the manufacturer's warranty
- **On-site Service/Response:** An AVI-SPL service technician will be scheduled to be dispatched from the local AVI-SPL office to the Customer location once a problem has been reported to the AVI-SPL Help Desk or to the local AVI-SPL office responsible for the project.
- **On-site & Remote (phone) Support** is covered during normal business Hrs. (M-F, 8A-5P, excluding holidays)
- 90-Day Office Warranties are maintained by the local AVI-SPL office

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**Time & Materials Only** – Upon the expiration of the 90-Day Office Warranty, remote technical phone support services and web portal access are still available but do not include a service level guarantee. If escalated to a remote specialist for advanced support, additional non-contract specialist support hourly time and materials charges apply. Any required onsite technical dispatch will be billed at standard non-contract time and materials rates. Out of manufacturer warranty support and consumables replacement are subject to additional billing.

**Customer Care Preferred** – Provides remote technical phone support services, facilitation of manufacturer repair or replacement programs, and access to manufacturer published software updates and upgrades for covered assets. Also includes access to an online portal for incident reporting and annual business reviews. Remote technical phone support services are available 24x7x365. Onsite Field Technician dispatch services are optional and billable.

**Customer Care Preferred Onsite** – In addition to all items covered in Preferred, also includes Onsite Field Technician dispatch services available Monday through Friday from 8 AM to 5 PM local standard time excluding AVI-SPL published holidays.

**Customer Care Exclusive Onsite** – In addition to all items covered in Preferred Onsite, Exclusive On-site provides advanced support services for all covered assets including assigned Customer Service Manager, direct access to Tier II phone support services, proactive version control, configuration change management support, equipment re-location support, advanced account reporting, trend analysis, quarterly account reviews and up to two (2) hours of remote device administrator training for covered assets. **Requires all covered assets be covered at as part of the Customer Care Exclusive program.**

## The Support Process

To ensure your need for assistance is resolved as quickly as possible, we follow a process that tracks calls and guides them through steps that lead to a successful resolution. Below is our three-tier process:

Tier 1 Help Desk		
<ul style="list-style-type: none"> <li>Log Call &amp; Identify Coverage Level</li> <li>Check equipment for status/errors</li> <li>Perform diagnostics</li> <li>Adjust settings as required</li> <li>Escalate to Tier 2 if required</li> </ul>	Tier 2 Help Desk	
	<ul style="list-style-type: none"> <li>Perform root cause diagnostic</li> <li>Attempt Remote Repair</li> <li>Order replacement components (if applicable)</li> <li>Schedule parts delivery</li> <li>Dispatch Technician</li> <li>Escalate to Level 3 if required</li> </ul>	Tier 3 Help Desk
		<ul style="list-style-type: none"> <li>Escalate to Manufacturer</li> <li>Work with Manufacturer</li> <li>Implement Fix</li> <li>Close Case</li> </ul>

AVI-SPL will provide an Average Speed of Answer (ASA) of 60 seconds for support calls and will respond to email or web portal-originated service requests within four (4) hours Monday through Friday, 8 AM to 5 PM local standard time excluding AVI-SPL published holidays.

When applicable, AVI-SPL will provide a two business day onsite response following the Help Desk's determination that a dispatch is required for incident remediation. All onsite activity will be scheduled Monday through Friday, 8 AM to 5 PM local standard time excluding AVI-SPL published holidays.

## Optional Services

### Preventative Maintenance Visits

As a complementary option to its primary offers, Preventative Maintenance Visits offer the comfort of knowing installed technology is professionally maintained to ensure equipment runs as smoothly and effectively as when it was first installed. Preventative Maintenance Visits include onsite field technicians to perform regular testing, cleaning and configuration validation based on a best practice preventative care regiment keeping systems in optimal operating condition. Visits can be scheduled on a Quarterly, Bi-Annual, or Annual basis with scheduling flexibility on a room-by-room basis. All preventative maintenance visits are coordinated with local contacts to ensure maintenance activity does not interfere with scheduled use of the space. Each visit includes a standard preventative maintenance checklist, documentation of completion and recommendations where field technicians observe opportunity to enhance reliability, features, security or ensure configuration standards compliance.

### Third Party Call Consolidation Services

Third Party Call Consolidation Services are an optional add-on service. This service provides consolidated remote technical phone support services, third-party incident management and ticketing services for covered assets. Third party contract information and / or Letter of Agency are required to enable AVI-SPL to act on Customer's behalf.

## Integration Inclusions & Exclusions

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### Inclusions

The following items are INCLUDED in the project scope of work:

- All equipment, wire and accessories required for a fully functional audio and video system.
- Non-union labor associated with turnkey engineering, installation, programming, testing and training.
- Documentation package including as-built system CAD diagrams and Manufacturer's Operation manuals.
- Coordination and cooperation with the construction team in regards to installing the system.
- User training on system operation.

Any additional trips, labor or materials due to failure of the other work forces to have the audiovisual system rough-in work completed as anticipated and previously confirmed, will be added to the project billing as required.

Where applicable, the owner's architect will provide AVI-SPL's engineering department with all required architectural floor, reflected ceiling, building elevation, and section plans in AutoCAD® format at no charge to AVI-SPL.

### Exclusions

- All conduits, high voltage wiring panels, breakers, relays, boxes, receptacles, etc. Any related electrical work including but not limited to 110VAC, conduit, core drilling, raceway and boxes.
- Voice/data cabling, IE analogue phone lines, ISDN lines, network ports, etc.
- Network connectivity, routing, switching and port configuration necessary to support audiovisual equipment
- Concrete saw cutting and/or core drilling
- Fire wall, ceiling, roof and floor penetration, patching, removal or fire stopping
- Necessary sheet rock replacement, ceiling tile, T-bar replacement and/or repair
- Any and all millwork (moldings, trim, etc.). All millwork or modifications to project millwork to accommodate the AV equipment is to be provided by others, unless otherwise noted in this proposal
- Painting, patching or finishing of architectural surfaces
- Permits (unless specifically provided for elsewhere in the contract)
- HVAC and plumbing relocation
- Rough-in, bracing, framing or finish trim carpentry for installation
- Cutting, structural welding, or reinforcement of structural steel members required for support of assemblies, if required
- Owner furnished equipment or equipment by others that is integrated into the systems (as described above) is assumed to be current, industry acceptable and in good working order. If it is determined that this equipment is faulty upon installation, additional project charges may be incurred
- Additional costs for union labor are not included, unless specifically identified within this document.



## General Terms and Conditions

### 1. Applicability of Terms

These General Terms and Conditions, including any addenda attached hereto, together with the Customer Care Service Agreement ("Service Agreement") and Software License Agreement ("Software License") attached hereto and incorporated herein by this reference (collectively, the "Terms and Conditions") are the only terms which govern the sale of the equipment and any related software ("Products") and services ("Services") contained in the accompanying audiovisual solutions proposal (the "Proposal") by Audio Visual Innovations, Inc./Signal Perfection, Ltd. ("Company") to Buyer.

The Terms and Conditions and the Proposal (collectively, the "Agreement") comprise the entire agreement between the parties, and supersede all prior or contemporaneous understandings, agreements, negotiations, representations and warranties, and communications, both written and oral. In the event of a conflict between these General Terms and Conditions and the Service Agreement, the Service Agreement shall prevail. In the event of a conflict between these General Terms and Conditions and an addendum attached hereto, the addendum shall prevail. In the event of a conflict between these General Terms and Conditions and any of the other documents constituting the Agreement, these General Terms and Conditions shall prevail unless expressly provided otherwise herein. Notwithstanding anything herein to the contrary, if a master services agreement signed by both parties is in effect covering the sale of the Products and Services covered hereby, the terms and conditions of said agreement shall prevail to the extent they are inconsistent with these Terms and Conditions.

### 2. Acceptance of Terms

This Agreement shall not be binding upon the Company until signed by the Buyer and accepted in writing by a duly authorized representative of the Company. Any modification, addition to, or waiver of any of this Agreement shall not be effective unless in writing and signed by an authorized representative of the Company, and any different or conflicting terms appearing in Buyer's purchase order or other documents are expressly rejected by Company. Buyer's receipt of the Products/Services shall constitute assent to this Agreement. No relaxation, forbearance or indulgence by the Company in enforcing any of the terms and conditions of this Agreement or the granting of any time to any other party shall prejudice or restrict the rights and powers of the Company hereunder, nor shall waiver of any breach hereof operate as a waiver of any subsequent or continuing breach hereof.

### 3. Delivery

The Company will use its best efforts to deliver the Products in accordance with the Buyer requested delivery date subject to receipt of all necessary information from Buyer. Shipping dates are approximate only, and the Company shall not be liable for delays or for failure to manufacture due to causes beyond its reasonable control or due to compliance with any government regulations.

Any delay shall extend delivery dates to the extent caused thereby. Buyer shall reimburse the Company its additional expenses resulting from any Buyer-caused delay. When delivery of the Products is delayed at the request of the Buyer and the Products have already been shipped to the Company, the Company will place the Products in storage and the Company will immediately invoice the Buyer 70% of the price, which will be promptly paid. The Buyer shall have no right to cancel or rescind this Agreement by reason of an excusable delay as defined herein, and shall accept

such delayed performance by the Company. The Buyer's receipt of the Products shall constitute a waiver of any claims for delay.

### 4. Payment Terms

Unless otherwise specified herein, the total contract price shall be paid as follows: 50% down payment at time of order, 40% upon delivery at Company; 10% upon completion or first beneficial use, payable net 30 from receipt of invoice. Unless otherwise specified, Products are sold F.O.B. origin-Buyer to pay all shipping charges. If this Proposal covers Products or Services for more than one system, room, suite, or location, for purposes of payment in accordance with payment terms stated on the face hereof each room, suite, or location shall be treated as if the subject of a separate sale and payment made accordingly. Company shall not be liable for failures of or delays in manufacture, delivery or installation resulting from any cause or causes beyond its reasonable control.

### 5. Buyer in Arrears Or Default

In the event Buyer is in arrears with any payment whatsoever due from it to the Company at any time whatever, whether in respect of the purchase price or any other amount due from the Buyer to the Company under the terms of this Agreement, the amount in arrears shall bear interest at three (3) percent above the prime rate prevailing at the principal New York branch of Chase Manhattan Bank as from the date each amount falls due, pending actual payment thereof in full, without prejudice to any relief and remedy available to the Company. In the event of Buyer's default, the Company may, without notice, peaceably enter any premises in which the Products are located and remove, hold and sell them in accordance with applicable law, to satisfy in whole or in part Buyer's obligations.

### 6. Title, Risk of Loss

Title to the Products shall pass to Buyer upon delivery, subject to the Software License (if applicable) and a purchase money security interest retained by the Company in the Products sold and the proceeds thereof until payment of all amounts then due to the Company. The Company shall be entitled to remove the Products from the Buyer's premises if all payments are not made when due. Buyer agrees to cooperate with Company in the execution and filing of financing statements under the Uniform Commercial Code or other documents as the Company requests to protect its security interest. Risk of loss or damage to the Products or any part thereof shall pass to the Buyer upon delivery.

### 7. Installation & Site Preparation

Installation (field assembly, interconnection, equipment calibration and checkout) is to be performed by the Company's trained technical employees. The Company shall be entitled to employ sub-contractors and/or agents to assist in or carry out, in whole or in part, the installation. In the event installation by Company employees is prevented by trade unions, the Buyer shall arrange with the trade unions at its own expense to complete installation. The Company is thereafter liable only for engineering supervision of installation.

The Company shall coordinate and cooperate with other trades to facilitate satisfactory work progress. If the Company's work in progress is impeded by other trades and/or contractors (excluding the Company's own subcontractors) or by scheduling delays due to the Buyer, time delays in the final installation as well as additional charges including labor, travel and reasonable expenses may result.

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The Buyer shall be responsible for preparing, at its own expense, the installation site in accordance with the Company's instructions, including the requirements specified in the Proposal. In no event shall the Company be responsible for any high voltage electrical work, ceiling modifications, structural modifications, or mechanical systems modifications. Unless otherwise specified, Buyer shall provide the Company with source code for any non-Company programmed remote control system required to be modified under the terms of this Agreement.

#### 8. Installation & Site Preparation (Continued)

The Buyer shall provide the Company with reasonable access to the installation site before delivery, for purposes of determining site readiness for installation, and shall designate an individual on Buyer's staff to serve as a contact person for all site preparation and installation issues. Buyer shall provide the Company with free access to the installation site for the purpose of preparation for installation. The Buyer shall indemnify the Company against any loss, damage or claim arising out of the condition of the storage and installation premises.

Buyer shall obtain at its expense and keep effective all permissions, licenses, and permits whenever required in connection with the installation and/or use of the Products and the premises where the Products shall be situated.

#### 9a. Warranty

In the event the Products are in any way misused or altered or repaired by someone other than a representative of the Company, which within the sole judgment of the Company results in an adverse effect, including effects upon performance or reliability of the Products, the warranty and the Company's obligations hereunder shall terminate without notice to Buyer.

#### 9b. Warranty Service

Unless Buyer has purchased a Service Program (as defined in the Customer Care Service Agreement) providing for a longer period of warranty coverage, each installation/system carries a standard ninety-day warranty covering defects in the installation portion of the sale. Components and materials carry the manufacturer's warranty as described below, which may be greater than the ninety-day period listed above. The Company will attempt to reply to warranty service requests received from Buyer prior to 1:00 p.m. within forty-eight hours. In the event service is provided outside of normal working hours, Buyer will be charged for any overtime hours in accordance with the Company's then- standard policy on overtime rates. Normal working hours are 9 a.m. to 5 p.m., Monday through Friday, excluding legal holidays.

#### 10. Limitations Of Warranty – Products Of Others

Unless otherwise specified, no warranty whatsoever is provided by the Company hereunder as to Products manufactured by anyone other than the Company, including but not limited to, cables, lamps, batteries, glassware, and evacuated devices (including valve, cathode ray tubes, and other special electron tubes).

The Company's sole obligation with respect to any material or part identified in the Proposal, literature, or specifications furnished to the Buyer as manufactured or supplied by others, shall be to pass on to the Buyer the applicable manufacturer's warranties, if any.

#### 11. Buyer Responsibilities

Buyer or any user of the Products shall (i) notify the Company as soon as any unusual operating peculiarity appears, and (ii) operate the Products in a safe and competent manner in strict compliance with established safety operating procedures and applicable laws and government regulations. In the event the Buyer or any user of the Products fails to comply with any of the above-stated conditions, the Company's warranties and its obligations hereunder shall terminate without notice to Buyer.

#### 12. Limitation Of Liability

The foregoing warranties are exclusive and in lieu of all other warranties, whether written or oral, implied or statutory. No implied warranty of merchantability or fitness for a particular purpose shall apply; in no event will the Company be liable for any damages, other than the allocable charges paid by the Buyer for the Products, whether direct, indirect, special, incidental or consequential, arising from any warranty claims.

#### 13. Taxes

Any and all taxes levied or based on the prices in this Agreement, or the Products/Services being sold hereunder, exclusive of any taxes based on net income, shall be added to the selling prices set forth in the Proposal; otherwise, the Buyer shall provide the Company with a tax exempt certificate acceptable to the taxing authorities.

#### 14. Choice Of Law And Severability

This Agreement shall be interpreted in accordance with and governed in all respects by the laws of the State of Florida without giving effect to its conflict of law rules. Venue shall be Hillsborough County, Florida. Should any provision of this Agreement be found invalid or unenforceable by a court of competent jurisdiction or by operation of any applicable law, it shall not affect the validity of any other provision contained herein. In the event of litigation relating to the subject matter of this Agreement, the non-prevailing party shall reimburse the prevailing party for all reasonable attorney fees and costs resulting therefrom.

#### 15. Restocking Fees

In the event Buyer wishes to return any Products based on reasons outside of the Company's control, Buyer agrees to pay any and all restocking fees.

#### 16. General

The Proposal shall be firm for the period shown on the face hereof, subject to withdrawal or change by the Company upon notice at any time prior to acceptance of an order.

### Buyer Acceptance of General Terms and Conditions

Signed Name

Client

Printed Name

Date

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AVI-SPL, Inc.

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## Customer Care Service Agreement

### 1. Applicability of this Service Agreement.

This Service Agreement together with the General Terms and Conditions and, if applicable, the Software License set forth the terms and conditions pursuant to which Audio Visual Innovations, Inc./Signal Perfection, Ltd. ("AVI-SPL") will provide Services and related Products to its end user customers ("Customer", "You" or "Your") based upon such Service Programs which Customer has purchased from AVI-SPL.

This Service Agreement applies to the Services being provided under a Service Program.

By submitting a purchase order for Services provided under a Service Program to AVI-SPL, Customer agrees to be bound by this Service Agreement. Unless otherwise agreed in writing by AVI-SPL, no other terms and conditions endorsed upon, delivered with or contained in an end user's purchase order, or in any other similar document, will amend, or vary the provisions of this Service Agreement.

### 2. Definitions.

In this Service Agreement, the following terms shall have the following meanings. All capitalized terms not otherwise defined herein shall have the meaning ascribed to them in the General Terms and Conditions.

- 2.1. **"Products"** means equipment and software generally made available in the marketplace.
- 2.2. **"Manufacturer"** means an entity that produces equipment and/or Software.
- 2.3. **"Services"** means the AVI-SPL branded services provided under a relevant Service Program.
- 2.4. **"Service Program"** means those pre-packaged service programs as described in Section 3 of this Service Agreement.
- 2.5. **"Software"** means programs or applications developed, installed or released by the manufacturer or third party integrator to control the function of a device, feature or function.
- 2.6. **"Software Options"** means optional functionality or features of Software that may be selected at the time of purchase or at a later time, and for which AVI-SPL or Manufacturer charges separately.
- 2.7. **"Update"** means Software for which AVI-SPL or the Manufacturer has provided fixes or minor revisions to correct errors or defects in the existing operation of the Software in accordance with the published Product specifications, and which is limited to those updates that AVI-SPL or Manufacturer generally provides to its support Services customers at no charge. Updates do not include Upgrades or Software Options.
- 2.8. **"Upgrade"** means new releases of the Software which contains enhancements improving the functionality or capabilities of the Software, which AVI-SPL or Manufacturer may make available to its support Services customers. Upgrades do not include Software Options.

### 3. Covered Services.

- **Customer Care Preferred** - provides remote technical phone support services, facilitation of manufacturer repair or replacement programs, and access to manufacturer published software updates and upgrades for covered assets. Also includes access to an online portal for incident reporting and annual business reviews. Remote technical phone support services are available 7x24.
- **Customer Care Preferred Onsite** - provides remote technical phone support services, facilitation of manufacturer repair or replacement programs with onsite Field Technician dispatch, and access to manufacturer published software updates and upgrades for covered assets. Also includes access to an online portal for incident reporting and annual business reviews. Remote technical phone support services are available 7x24. Onsite Field Technician dispatch are available Monday through Friday from 8 AM to 5 PM local standard time excluding AVI-SPL published holidays.



- Customer Care Exclusive Onsite – provides advanced support services for all covered assets including 7x24 remote technical phone support services, assigned Customer Service Manager, direct access to Tier II phone support services, proactive version control, configuration change management support, equipment re-location support, advanced account reporting, trend analysis, quarterly account reviews and up to two (2) hours of remote device administrator training for covered assets. Requires all covered assets be covered at as part of the Customer Care Exclusive program. Underlying Maintenance support may vary in Service Level by location. Onsite Field Technician dispatch are available Monday through Friday from 8 AM to 5 PM local standard time excluding AVI-SPL published holidays.
- First Call Consolidation Services – provides consolidated remote technical phone support services, third-party incident management and ticketing services for covered assets. Third party contract information and / or Letter of Agency are required to enable AVI-SPL to act on Customer's behalf.
- Preventative Maintenance - provides scheduled onsite Field Technicians to perform operational health testing of covered assets, routine maintenance tasks such as cleaning, alignment adjustments, log reviews, and remediation of identified problems. Consumables such as filters, bulbs and batteries will be replaced and chargeable at additional fee. Preventative Maintenance visits are scheduled Monday through Friday from 8 AM to 5 PM local standard time excluding AVI-SPL published holidays according to the following schedule based on the number of Preventative Maintenance visits elected:
  - Quantity 4 – Quarterly visits – scheduled in 3 month intervals
  - Quantity 2 – Bi-Annual visits – scheduled in 6 month intervals
  - Quantity 1 – Annual visit – scheduled anytime within the contract term

Unscheduled Preventative Maintenance visits expire 30 days into the next scheduled interval within the contract term. Unscheduled annual visits expire at contract expiration.

#### 4. Services; Orders.

In order to receive Services under a Service Program pursuant to this Service Agreement, you must submit a purchase order or valid credit card to AVI-SPL for a validly quoted Service Program. Purchase orders must refer to AVI-SPL quote identification number. A valid AVI-SPL quote will contain the following information for each covered asset listed on the purchase order: (i) the Service Program you are purchasing; (ii) the model (and serial number for renewals of Service Programs only) of the applicable Products; (iii) the appropriate pricing information; (iv) the site location(s) of covered assets and (v) the Service Period (if applicable). Following order acceptance customer agrees to provide a contact name, contact email address, and telephone number at the location (if applicable).

AVI-SPL will determine the pricing and payment terms associated with any Service Program which you purchase. All orders are subject to acceptance by AVI-SPL, and no obligation, including a purchase order, shall be binding on AVI-SPL unless and until such order is accepted by AVI-SPL, or, if earlier, Services are provided to Customer. Please note that only those Products listed on a valid quotation applicable to your purchase order will be covered by Service Programs under this Service Agreement. Any optional services for a Service Program available to Customers for an additional fee will be invoiced separately with payment terms as specified within such Service Program.

#### 5. Service Period.

The initial period of any Service Program purchased hereunder (the "Initial Service Period"), shall commence on the date AVI-SPL accepts an Order, or such other date as specified on the applicable Order and accepted by AVI-SPL, and shall continue twelve (12) months therefrom, or such other period of time as specified on the applicable Order and accepted by AVI-SPL.

This Service Agreement shall automatically renew for successive periods of equal length and, with the exception of moderate price increases as described herein, under the same terms and conditions as the Initial Service Period ("Renewal Service Period") unless either party gives the other written notice of termination no less than thirty (30) days prior to expiration of the then-current Initial or Renewal Service Period.

Prior to the commencement of any successive renewal period, AVI-SPL reserves the right to increase the price of the applicable Service Program for the duration of the successive renewal term in an amount not to exceed five (5%) percent of the Order price for the then-current Initial or Renewal Service Period. In the event the price increase exceeds five (5%) percent, AVI-SPL shall issue a new quote to Customer for approval prior to the commencement of the successive renewal period.

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## 6. Service Activation.

For new equipment purchase: Service coverage will begin 30 days from the date of shipment from the manufacturer's warehouse or upon installation, whichever is sooner unless otherwise specified.

For existing equipment coverage: Service coverage will begin immediately upon receipt of an authorized purchase order or payment in full, if required by AVI-SPL. If equipment was not under an AVI-SPL or manufacturer's support contract for an extended period of time, AVI-SPL and / or the manufacturer may require a recertification fee and / or inspection of the equipment prior to AVI-SPL being able to support or being able to receive manufacturer support and replacement parts / software for the equipment. The recertification costs and any repairs required by AVI-SPL to certify a room and / or to meet the manufacturer specifications is the responsibility of the customer and are not covered under the agreement unless specifically noted in the Service Program.

## 7. Services Availability.

Remote Technical Phone Support Services will be provided on a 7x24x365 basis.

Onsite Field Technician Dispatch Services: Unless otherwise provided in any Service Program, Services will be provided Monday through Friday from 8 AM to 5 PM local standard time excluding AVI-SPL published holidays.

## 8. Software Updates, Upgrades and Options.

For Software covered under a Service Program, you will receive Updates and / or Upgrades as specified in the applicable Service Program description. For the latest Updates and Upgrades available for your Software, if any, please contact the AVI-SPL Help Desk. Updates are provided on a fix or fail basis. That is, to obtain an available Update the customer must call AVI-SPL to report a specific customer product failure (identified by Product serial number) exhibiting a problem, which the Update corrects. AVI-SPL will configure the Update according to the Software record of the registered Product.

## 9. Replacement Parts.

Replacement parts provided pursuant to a Service Program will be either new parts or parts equivalent in performance to new parts when used with the Product, and are warranted for ninety (90) days from shipment or the remainder of the initial warranty period, whichever is longer. Parts removed from Products for replacement will become the property of AVI-SPL or the Manufacturer, and if replaced by the Customer must be received back to the local AVI-SPL service facility (as the same is listed on the pre-addressed return package provided by AVI-SPL) within five (5) business days of receipt of the replacement part, or you will be invoiced the full list price for the replaced part.

- 9.1. Warranty Parts Repair / Replacement: Some equipment may be repairable or replaced at no charge under the manufacturer's Warranty policy. Labor for onsite installation of parts covered under manufacturer warranty may be subject to AVI-SPL Time and Material labor fees. The Help Desk will assist the customer to arrange return of the defective equipment to the manufacturer for service/replacement.
- 9.2. Advanced Parts Replacement: Specific to videoconferencing equipment available with advanced parts replacement from the manufacturer; some equipment may be eligible for an Advanced Replacement program. In these instances, upon determination of a part requiring replacement by the Help Desk technician, a replacement part will be delivered to the customer location. Return of the defective product is required by the Customer under the conditions defined under the Terms and Conditions of Service.

## 10. Service Level Agreement.

AVI-SPL will provide an Average Speed of Answer (ASA) of 60 seconds for support calls placed to its help desk Monday through Friday, 8 AM to 5 PM local standard time excluding AVI-SPL published holidays.

AVI-SPL will respond to new service requests made via email or web portal within four (4) hours with case assignment notification Monday through Friday, 8 AM to 5 PM local standard time excluding AVI-SPL published holidays.



When applicable, AVI-SPL will provide a two business day onsite response pursuant to the Help Desk's determination that a dispatch is required for incident remediation. This service level may be impacted by room availability and the requirement for replacement parts. All onsite activity will be scheduled Monday through Friday, 8 AM to 5 PM local standard time excluding AVI-SPL published holidays.

When a case is opened, the Help Desk will classify the case in accordance with the following incident priority classifications:

- P1: Critical – System outage equipment or room system fully non-functional
- P2: Major – System impaired but operational quality or features diminished
- P3: Minor – System operational with acceptable quality features are diminished
- P4: Informational – End User "How To" inquiry, request for configuration modification

#### **11. Service Program Exclusions.**

Unless otherwise specified, Service Programs do not cover any of the following: **(i)** electrical work and / or in-house cabling external to the Product; **(ii)** repair or replacement of Product resulting from causes external to the Product, including disaster, fire, flood, earthquake, tornado accident, neglect, misuse, vandalism, water, corrosion, power surges, unconditioned or fluctuating power, lightning, customer-provided network, or failure of the installation site to conform to manufacturer specifications; or resulting from use of the Product for other than intended purposes; or resulting from use of the Product with items not provided or approved by AVI-SPL; or resulting from the performance of maintenance or the attempted repair of an item of a Product by persons other than AVI-SPL employees or persons authorized by AVI-SPL; **(iii)** repair or replacement of Product excluded by or no longer covered by the Product manufacturer's repair and replacement program; **(iv)** furnishing supplies or accessories including consumables such as projection lamps, bulbs, filters, fuses, batteries and the labor to replace these items, or painting or refinishing the Product; **(v)** Services in connection with the relocation of the Product, or the addition or removal of items of equipment or parts, attachments, features, from or to other devices not furnished by AVI-SPL including facilitation of customer spare or loaner equipment, including communications devices, video devices, audio devices, networks or links; **(vi)** damage to displays caused by screen burnout or image "burn-in"; **(vii)** Replacement and / or general support for manufacturer-specified end of life products after AVI-SPL has informed Customer of such change in status and pro-rated remaining portion of relative cost for such pertinent products; **(viii)** Services in connection with computer viruses or conflicts involving software that is not installed or introduced by AVI-SPL including coverage for "OFE" (Owner Furnished Equipment) unless specifically listed as covered equipment or devices not installed by AVI-SPL and not specifically covered under this Service Agreement.

#### **12. Charges and Payment Terms**

Payment terms are NET 30 Days from the date of invoice. All fees and payments referenced in this Service Agreement are in US Dollars. The Services as outlined will be invoiced in full upon execution of the Service Agreement.

#### **13. Termination**

Either party may at its option terminate any applicable Service Program in whole or in part for cause: **(i)** if the other party breaches any material term or condition hereunder or under any applicable Service Program, and fails to remedy such failure within thirty (30) calendar days after receipt of written notice of such default; **(ii)** in the event that any proceedings are commenced against the other party or such party seeks protection under bankruptcy, insolvency, or other debtor's relief law or **(iii)** the other party becomes insolvent or dissolves. Furthermore, AVI-SPL may terminate any applicable Service Program in whole or in part for cause if any person other than a AVI-SPL employee, or designated service representative, alters a Product without AVI-SPL's prior written consent, or in any way renders a Product unsafe (adjustments to a Product made at the direction of AVI-SPL or the Manufacturer or as otherwise intended as set forth in the applicable Product documentation do not constitute alterations for the purposes of this Section). In the event of cancellation due to non-payment, the customer agrees to be liable for the full cost of any manufacturer sub-coverage purchased on the customer's behalf by AVI-SPL and for services and parts provided to the customer on a Time and Material basis per AVI-SPL's then-current Time and Material rate schedule.

AVI-SPL reserves the right to terminate or modify available Service Programs at any time in its sole discretion; provided, that any such modifications will not affect any Service Programs already ordered by you and accepted by AVI-SPL prior to such modifications except as mutually agreed by both parties.

#### **14. Customer Obligations.**

- 14.1. You shall have the continuing obligation to keep all Products under a Maintenance Service Program at either the then-current Software version or previous major Software version release.

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- 14.2. Software updates and upgrades are the responsibility of the customer. Assistance may be requested from the Help Desk to gain access to the software or if issues are encountered. Software updates do not mandate an onsite service call.
- 14.3. Customer is required to assist the AVI-SPL Help Desk technician with the remote diagnosis of the reported problem to help determine the cause of the problem. Parts replacement and onsite service may not become available until the Help Desk is provided the appropriate information or support to diagnose the problem.
- 14.4. Remote access to the equipment for the purposes of diagnostics prior to technician dispatch is required. If remote access is not provided, delays may be experienced in the diagnosis and repair of the equipment.
- 14.5. If applicable, you will provide AVI-SPL personnel with access to the Products and adequate working space (including heat, light, ventilation, electric current and outlets) at no charge to AVI-SPL. All Customer environments must be free from all risks to health and safety (except to the extent notified to AVI-SPL in writing and specifically accepted in writing by AVI-SPL).
- 14.6. If applicable, you will maintain, at your expense, the installation site and provide the necessary utility services for use of the Product in accordance with the Manufacturer's applicable published specifications.
- 14.7. You will be responsible for replacing, at your own expense, any and all consumable items used in connection with the Products, including without limitation, bulbs and batteries.
- 14.8. Customer will be responsible for payment of Repairs and Services provided by AVI-SPL that are not covered under the selected coverage under the agreement and after mutual agreement delivered by AVI-SPL on a Time and Material Basis in accordance with the AVI-SPL standard published labor rates and material charges.
- 14.9. Equipment Operation and Alteration: The customer may not alter, repair or modify the covered equipment except as expressly directed by AVI-SPL service personnel. The customer must operate the equipment as detailed in the user operations manual provided by the manufacturer with the covered equipment. The customer may not add equipment, components, wiring or other parts to the covered equipment without written notification to and acceptance by AVI-SPL.
- 14.10. AVI-SPL strongly recommends that you install and use a current, reputable anti-virus program in connection with any PC-based, open-architecture Product, and that you regularly update and run such anti-virus program, especially in connection with the emergence of any new viruses and/or 'worms'. Repair or restoration of any Product damaged or 'infected' by viruses is not covered under this Service Agreement or the Service Programs.
- 14.11. You are solely responsible for backing up your data. AVI-SPL will not under any circumstances have a duty to back up your data or to restore data that is lost in the course of AVI-SPL's provision of Services, or otherwise. AVI-SPL will not be liable for the loss of your data, whatever the reason for the loss, including without limitation as a result of AVI-SPL's negligence. The preceding limitation applies to any cause of action, whether based in contract, tort, or any other theory.

## **15. Intellectual Property.**

Each party shall retain all right, title and interest in and to, and possession of their respective preexisting intellectual property. Furthermore, AVI-SPL shall retain all right, title and interest in and to, and possession of, any know-how, technical information, specifications, documents, ideas, concepts, methods, processes, techniques and inventions developed or created by or on behalf of AVI-SPL relating to Services performed under or in relation to a Service Program. Any intellectual property, know-how, information or documents supplied at any time by one party to the other shall be treated as confidential and covered by the confidentiality undertaking in Section 18 below.

## **16. Indemnity.**

Each party shall indemnify, defend and hold the other harmless from all claims, suits, losses, expenses, judgments and liabilities (including reasonable attorney's fees) for personal injury or death to the extent caused by the negligence of the indemnifying party or its employees. The indemnitee shall give the indemnifying party prompt notice of and authority to defend or settle, any such claim and shall give, at the indemnifying party's request and expense, reasonable information and assistance thereto.





## 17. WARRANTY / LIMITATION OF LIABILITY.

AVI-SPL WARRANTS FOR NINETY (90) DAYS FROM THE PERFORMANCE OF ANY SERVICES BY AVI-SPL PURSUANT TO THIS AGREEMENT, EXCLUDING MANAGED SERVICES, THAT SUCH SERVICES SHALL BE PERFORMED IN A WORKMANLIKE MANNER CONSISTENT WITH GENERALLY ACCEPTED INDUSTRY STANDARDS. AVI-SPL MAKES NO OTHER WARRANTY, EITHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE OR OF MERCHANTABILITY. AVI-SPL MAKES NO WARRANTY THAT OPERATION OF THE PRODUCT SERVICED WILL BE UNINTERRUPTED OR ERROR FREE. IN NO EVENT WILL AVI-SPL BE LIABLE FOR ANY DELAY IN FURNISHING SERVICES. CUSTOMER MUST REPORT IN WRITING ANY BREACH OF THIS WARRANTY TO AVI-SPL DURING THE ABOVE WARRANTY PERIOD, AND CUSTOMER'S EXCLUSIVE REMEDY AND AVI-SPL'S ENTIRE LIABILITY FOR ANY BREACH OF SUCH WARRANTY SHALL BE TO REPERFORM THE SERVICES, OR IF AVI-SPL IS UNABLE TO RE-PERFORM THE SERVICES AS WARRANTED, CUSTOMER SHALL BE ENTITLED TO RECOVER THE PRORATED FEES PAID TO AVI-SPL FOR THE NONCONFORMING SERVICES. EXCEPT FOR BREACHES OF CONFIDENTIALITY, OR INTELLECTUAL PROPERTY, IN NO EVENT WILL EITHER PARTY BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, SPECIAL OR INDIRECT DAMAGES, LOST BUSINESS PROFITS, OR LOSS, DAMAGE OR DESTRUCTION OF DATA, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE), BREACH OF WARRANTY OR OTHERWISE, EVEN IF SUCH PARTY HAS BEEN ADVISED AS TO THE POSSIBILITY OF SAME. SUBJECT TO THE PRECEDING SENTENCE, EXCEPT FOR BREACHES OF CONFIDENTIALITY OR INDEMNITY OBLIGATIONS, AVI-SPL'S MAXIMUM LIABILITY FOR ALL OTHER DAMAGES WILL BE LIMITED TO (i) ONE (1) YEAR'S SERVICE CHARGES (IN THE CASE OF SERVICE PROGRAMS WITH AN APPLICABLE SERVICE PERIOD) OR (ii) AGGREGATE SERVICE FEES PAYABLE TO AVI-SPL PURSUANT TO THE APPLICABLE SERVICE PROGRAM (IN THE CASE OF SERVICE PROGRAMS WITH NO APPLICABLE SERVICE PERIOD). THIS LIMITATION OF LIABILITY IS CUMULATIVE AND NOT PER INCIDENT. SOME STATES OR JURISDICTIONS DO NOT ALLOW THE EXCLUSION OR LIMITATION OF INCIDENTAL OR CONSEQUENTIAL DAMAGES AND IN SUCH EVENT, THE FOREGOING EXCLUSIONS AND LIMITATIONS SHALL ONLY APPLY TO THE EXTENT PERMITTED BY APPLICABLE LAW. NOTWITHSTANDING THE FOREGOING, NOTHING IN THIS SERVICE AGREEMENT SHALL BE DEEMED TO LIMIT OR EXCLUDE EITHER PARTY'S LIABILITY FOR (i) FRAUD OR FRAUDULENT MISREPRESENTATION OR (ii) DEATH OR PERSONAL INJURY TO THE EXTENT THAT IT RESULTS FROM SUCH PARTY'S NEGLIGENCE AND SOLELY TO THE EXTENT REQUIRED BY APPLICABLE LAW.

## 18. Confidentiality.

**Confidential Information.** Each party (the "Disclosing Party") may from time to time during the Term disclose to the other party (the Recipient") certain information regarding the Disclosing Party's business, including its products, inventions, operations, methodologies, systems, processes, product development plans or intentions, know-how, designs, trade secrets, market opportunities, business or financial affairs, and technical, marketing, financial, employees, planning, and other confidential or proprietary information ("Confidential Information"). AVI-SPL's Confidential Information includes (without limitation) the function and performance of the Products, the terms of this Agreement, and any other information relating to the Products or the sale thereof. Confidential Information includes information disclosed orally, visually, or through any tangible medium.

**Protection of Confidential Information.** Recipient will not use any Confidential Information of the Disclosing Party for any purpose not expressly permitted by this Service Agreement or to carry out the Services, and will disclose the Confidential Information of the Disclosing Party only to the employees or contractors of Recipient who have a need to know such Confidential Information for purposes of carrying out the Services and who are under a duty of confidentiality no less restrictive than Recipient's duty hereunder. Recipient will protect the Disclosing Party's Confidential Information from unauthorized use, access, or disclosure in the same manner as Recipient protects its own confidential or proprietary information of a similar nature and with no less than reasonable care.

**Residuals.** The Recipient shall be free to use for any purpose the residuals resulting from access to or work with the Confidential Information of the Disclosing Party, provided that the Recipient shall not disclose the Confidential Information except as expressly permitted hereunder. The term "residuals" means information in intangible form, which is retained in memory by persons who have had access to the Confidential Information, including ideas, concepts, know-how or techniques contained therein. The Recipient shall not have any obligation to limit or restrict the assignment of such persons or to pay royalties for any work resulting from the use of residuals. However, this section shall not be deemed to grant to the Recipient a license under the Disclosing Party's copyrights or patents.

**Exceptions.** Recipient's obligations under Section 16 with respect to any Confidential Information of the Disclosing Party will terminate if and when Recipient can document that such information: (a) was already lawfully known to Recipient at the time of disclosure by the Disclosing Party; (b) was disclosed to Recipient by a third party who had the right to make such disclosure without any confidentiality restrictions; (c) is, or through no fault of Recipient has become, generally available to the public; or (d) was independently developed by Recipient without access to, or use of, the Disclosing Party's Confidential Information. In addition, Recipient will be allowed to disclose Confidential Information of the Disclosing Party to the extent that such disclosure is (i) approved in advance, in writing by the Disclosing Party, (ii) necessary for Recipient to enforce its rights under this Service Agreement in connection with a legal proceeding; or (iii) required by law or by the order of a court of similar judicial or administrative body, provided that Recipient notifies the Disclosing Party of such required disclosure promptly and in writing and cooperates with the Disclosing Party, at the Disclosing Party's request and expense, in any lawful action to contest or limit the scope of such required disclosure.



## 19. Force Majeure.

Except for the obligation to make timely payments, neither party will be liable to the other for delays or failures to perform occasioned by causes beyond its reasonable control. Such acts or events shall include but not be limited to, acts of God, civil or military authority, civil disturbance, riot, fire, strikes, lockouts or slowdowns, factory or labor conditions, inability to obtain necessary labor, materials or manufacturing facilities, delayed issuance of export control licenses. In the event of such delays or failures to perform, any dates or times by which AVI-SPL is otherwise scheduled to perform shall be extended automatically for a period of time equal in duration to the additional time required because of the delay or failure to perform. Each of the parties shall promptly inform the other of any event of force majeure, its expected duration and cessation, respectively.

## 20. General.

Except as otherwise set forth in this Service Agreement, this Service Agreement may only be modified by a written agreement duly signed by authorized representatives of both parties, and variance from or addition to the provisions of this Service Agreement in any order or other written notification will be of no effect.

Any notices required or permitted to be given hereunder shall be in writing and effective when received by a party at the address as the receiving party has last notified to the other party by prior written notice. In the case of AVI-SPL such address, unless otherwise notified in writing, shall be as follows:

AVI-SPL, Inc.  
Attn: Executive Vice President  
6301 Benjamin Road, Suite 101  
Tampa, Florida 33634

If any provision of this Service Agreement shall be held to be invalid, illegal, or unenforceable, the remaining terms of this Service Agreement shall in no way be affected or impaired. The waiver by either party of a breach of any provision of this Service Agreement shall not be construed as a waiver of any subsequent breach.

You may not assign any or all of your rights or obligations under this Service Agreement including by purchase, merger or operation of law, without the prior written consent of AVI-SPL, which consent shall not be unreasonably withheld. Any attempted assignment or transfer in violation of this provision shall be null and void. AVI-SPL may assign its rights and obligations under this Service Agreement without prior written consent or notice.

AVI-SPL's affiliates may participate in AVI-SPL's performance under this Service Agreement and a Service Program, and AVI-SPL may also sub-contract its obligations under this Service Agreement and a Service Program provided that AVI-SPL remains liable for the performance of its affiliates and/or sub-contractors in respect thereof.

Same as expressly provided, no term or provision of this Service Agreement or a Service Program shall be enforceable by a third party (being any person other than the parties and their permitted successors and assignees).

The Customer acknowledges that AVI-SPL has trained personnel who perform Services and has made an investment in such personnel. Therefore, at no time during the term of a Service Program or for one (1) year thereafter, will the Customer directly or indirectly either offer employment to or hire any AVI-SPL employees who perform Services on behalf of AVI-SPL without AVI-SPL's express prior written consent. In the event that the Customer is in breach of this provision, AVI-SPL shall have the right to invoice the Customer, and the Customer agrees to pay, a sum equal to 12 months' salary in respect of the hired individual.

In performing the Services, AVI-SPL shall be deemed to be an independent contractor and its personnel and representatives shall not act as nor be Customer's agents or employees. AVI-SPL shall have complete charge and responsibility for personnel employed or engaged by AVI-SPL.

Upon any expiration or termination of these this Service Agreement, Sections 15 (Intellectual Property), 16 (Indemnity) and 17 (Warranty/Limitation of Liability) shall survive.

This Service Agreement may have been translated into various languages for the convenience of AVI-SPL's Customers. While the translation is correct to the best of AVI-SPL's knowledge, AVI-SPL is not responsible or liable in the event of an inaccuracy. English is the controlling language of this Service Agreement, and any translation has been prepared for you as a courtesy only. In the event of a conflict between the English-language version of this Service Agreement and a version that has been translated into another language, the English-language version of this Service Agreement shall control.



This Service Agreement shall be governed by the laws of the State of Florida and any disputes will be subject to the exclusive jurisdiction of the federal courts of the United States of America or the courts of the State of Florida, in each case located in the city of Tampa and the county of Hillsborough. The non-prevailing party in any dispute will pay all reasonable court costs and attorneys fees finally awarded. The U.N. Convention on Contracts for the International Sale of Goods does not apply. AVI-SPL shall have the option to bring a suit before the courts of your domicile, when the claim is for payments due from you.

UNLESS OTHERWISE EXPRESSLY AGREED IN A SIGNED WRITING BY THE PARTIES IN ACCORDANCE HERewith, THIS SERVICE AGREEMENT IS THE COMPLETE AND EXCLUSIVE STATEMENT OF THE AGREEMENT BETWEEN THE PARTIES, SUPERSEDING ALL PROPOSALS OR PRIOR TERMS AND CONDITIONS, AGREEMENTS OR COMMUNICATIONS, ORAL OR WRITTEN, BETWEEN THE PARTIES RELATING TO THE SUBJECT MATTER HEREOF.

#### Customer Acceptance of Customer Care Service Agreement

Signed Name

Customer

Printed Name

Date

Audio Visual Innovations Inc. and Signal Perfection Ltd are wholly owned subsidiaries of AVI-SPL, Inc. This Entire Document and all information (including drawings, specifications and designs) presented by any subsidiary are the property of AVI-SPL Inc. Proprietary information provided to potential customers, clients or agents is for the sole purpose of demonstrating solutions delivery capabilities and shall be held in confidence. These Materials may not be copied, distributed or disclosed in any way without the sole written permission of an authorized representative of AVI-SPL. © Copyright AVI-SPL. All Rights Reserved



## Software License Agreement

This Software License is made by Audio Visual Innovations, Inc./Signal Perfection, Ltd. ("Company") to Buyer as an essential element of the services to be rendered by the Company as defined in the Proposal and any system specification and any associated documents made available to Buyer by Company. Buyer and Company agree that this Software License is deemed to be part of the Agreement. This Software License applies to control system integration and programming and does not apply to any other services. Any capitalized terms not otherwise defined herein shall have the meaning ascribed to them under the General Terms and Conditions.

### SECTION 1 LICENSE GRANT AND OWNERSHIP

1.1 The Company hereby grants to Buyer a worldwide, perpetual, non-exclusive, non-transferable license to all software for Buyer's use in connection with the establishment, use, maintenance and modification of the system implemented by the Company. The term "Software" for the purposes of this Software License shall refer to all source code, executable object code, and the patches, scripts, modifications, enhancements, designs, concepts or other materials that constitute the software programs necessary for the proper function and operation of the system as delivered by the Company and accepted by the Buyer.

1.2 Except as expressly set forth in this paragraph, the Company shall at all times own all intellectual property rights to the software. Any and all licenses, product warranties or service contracts provided by third parties in connection with any software, hardware or other software or services provided in the system shall be delivered to Buyer for the sole benefit of Buyer.

1.3 Buyer may supply to the Company or allow the Company to use certain proprietary information, including service marks, logos, graphics, software, documents and business information and plans that have been authored or pre-owned by Buyer. All such intellectual property shall remain the exclusive property of Buyer and shall not be used by the Company for any purposes other than those associated with delivery of the system.

### SECTION 2 COPIES, MODIFICATION, AND USE

2.1 Buyer may make copies of the software for archival purposes and as required for modifications to the system. All copies and distribution of the software shall remain within the direct control of Buyer and its representatives.

2.2 Buyer may make modifications to the source code version of the software, if and only if the results of all such modifications are applied solely to the system. In no way does this Software License confer any right in Buyer to license, sublicense, sell, or otherwise authorize the use of the software, whether in executable form, source code or otherwise, by any third parties, except in connection with the use of the system as part of Buyer's business.

2.3 All express or implied warranties relating to the Software shall be deemed null and void in case of any modification to the software made by any party other than the Company.

### SECTION 3 WARRANTIES AND REPRESENTATIONS

The Company represents and warrants to Buyer that:

Audio Visual Innovations Inc. and Signal Perfection Ltd are wholly owned subsidiaries of AVI-SPL, Inc. This Entire Document and all information (including drawings, specifications and designs) presented by any subsidiary are the property of AVI-SPL Inc. Proprietary information provided to potential customers, clients or agents is for the sole purpose of demonstrating solutions delivery capabilities and shall be held in confidence. These Materials may not be copied, distributed or disclosed in any way without the sole written permission of an authorized representative of AVI-SPL. © Copyright AVI-SPL. All Rights Reserved

3.1 it has all necessary rights and authority to execute and deliver this Software License and perform its obligations hereunder and to grant the rights granted under this Software License to Buyer;

3.2 the Products and Services provided by Company subject to this Software License, including the Software and all intellectual property provided hereunder, are original to the Company or its subcontractors or partners; and

3.3 the software, as delivered as part of the system, will not infringe or otherwise violate the rights of any third party, or violate any applicable law, rule or regulation.

3.4 The Company further represents and warrants that, throughout the System Warranty Period, the executable object code of Software and the system will perform substantially in accordance with the system specifications and Agreement. If the Software fails to perform as specified and accepted all remedies are pursuant to the policies set forth in the system specifications and in the Agreement.

### SECTION 4 INDEMNIFICATION

4.1 The Company hereby indemnifies and shall defend and hold harmless Buyer, its parent companies and its and their subsidiaries, affiliates, officers, directors, employees, agents and subcontractors from and against all liability, damages, loss, cost or expense, including but not limited to reasonable attorneys' fees and expenses, arising out of or in connection with any breach or alleged breach of the Agreement or any third party claims that the software or system here provided by the Company infringes or otherwise violates any rights of any such third party.

4.2 Buyer hereby indemnifies and shall defend and hold harmless the Company, its and their subsidiaries, affiliates, officers, directors, employees, agents and subcontractors from and against all liability, damages, loss, cost or expense, including but not limited to reasonable attorneys' fees and expenses, arising out of or in connection with any third party claims that Buyer's use of the software in contravention of the grant of rights infringes or otherwise violates any rights of any such third party.

4.3 Upon the assertion of any claim or the commencement of any suit or proceeding against an indemnitee by any third party that may give rise to liability of an indemnitor hereunder, the indemnitee shall promptly notify the indemnitor of the existence of such a claim and shall give the indemnitor reasonable opportunity to defend and to settle the claim at its own expense and with counsel of its own selection. The indemnitee shall cooperate with the indemnitor, shall at all times have the full right to participate in such a defense at its own expense and shall not be obligated,



against its consent, to participate in any settlement which it reasonably believes would have an adverse effect on its business.

#### SECTION 5 TRANSFER AND TERMINATION

This license will automatically terminate upon the disassembly of the system cited above, unless the system is reassembled in its original

configuration in another location. The Company may terminate this license upon notice for failure to comply with any of the terms set forth in this Software License. Upon termination, Customer is obligated to immediately destroy the Software, including all copies and modifications.

#### Buyer Acceptance of Software License Agreement

\_\_\_\_\_  
Signed Name

\_\_\_\_\_  
Buyer

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

EXHIBIT D



# MVCAC 86<sup>th</sup> Annual Conference and Exhibitor Showcase



Monterey Marriott  
January 28 - 31, 2018  
Monterey, California

**Exhibitor Prospectus**



# Exhibitor Opportunities

There are a limited number of exhibits available during the MVCAC Annual Conference. Exhibit space is assigned on a first-come, first-served basis.

## January Exhibit Hours:

SUNDAY 28	MONDAY 29	TUESDAY 30
Set-up: 2 p.m. – 6 p.m. Exhibits open: 6 p.m. – 8 p.m.	Exhibits open: 8 a.m. – 5 p.m.	Exhibits open: 8 a.m. – 3 p.m. Tear-down: 3 p.m. – 7 p.m.

## About MVCAC

Mosquito and Vector Control Association of California (MVCAC) is California's recognized voice for mosquito and vector control districts.

MVCAC provides legislative and regulatory leadership on issues of concern to individuals dedicated to protecting public health and the environment through mosquito and vector control. MVCAC provides professional development opportunities for individuals at its annual conference and throughout the year. MVCAC is the clearinghouse for current research, technology and practices, and hosts forums for exchange in real-life responses to abatement activities on the local level.

## Who attends the MVCAC Annual Conference and Exhibitor Showcase?

This conference attracts more than 400 attendees from throughout California. Attendees include district managers, assistant managers, finance and administrative staff, field technicians, biologists, entomologists and vector entomologists. In addition, members of the districts' governing bodies will also be in attendance.

Decision-makers of all levels will be onsite, representing districts of all sizes including urban and rural areas. Attendees will look to exhibitors to educate them on products and services in response to the needs of their districts.



# Accommodations

All activities associated with the MVCAC Annual Conference take place at the Monterey Marriott.

**Monterey Marriott**  
**350 Calle Principal**  
**Monterey, CA 93940**

**Room Rate**  
*Standard Room:*  
 \$189 per night,  
 plus taxes and fees

Reservations can only be made online using the following link:  
<https://aws.passkey.com/go/mosquitoandvectormeeing>  
 For more information please visit the MVCAC Website at:  
[www.MVCAC.org](http://www.MVCAC.org) *\*Please note you will be charged a first night non-refundable deposit per MVCAC policy.*

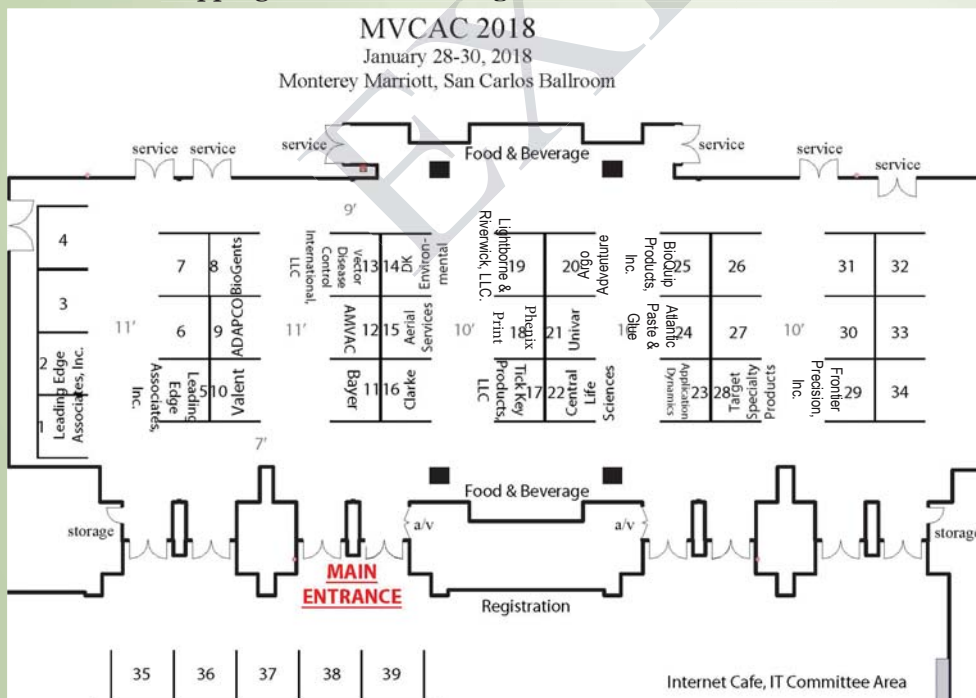
Exhibitors are strongly encouraged to support MVCAC and its future Annual Conferences by making reservations at the Monterey Marriott.



**Room Rate Cut-off Date:**  
 December 29, 2017

# Exhibit Hall

We will be offering 8' x 10' size booths as part of our trade show. The trade show will be conveniently located adjacent to the breakout rooms and registration with a fully carpeted floor provided. Tradeshow decorator information will be sent in November, which will include shipping information along with other show services.



All booths are 8' x 10' (39) Total Booths All aisles are as noted

## Exhibitor Booth Fees:

**\$950 - Non-Member Exhibitor**

Those that join or renew their Sustaining Membership with MVCAC will receive a FREE booth space. The cost of membership is \$1,500. Please see Page 8 regarding Sustaining Membership for details!

*Exhibit fees include:*

- Company listing in the conference onsite guide, including a company description
- One full conference registration
- Pre-conference mailing list
- Post-conference mailing list
- Recognition in all MVCAC Communications
- 8' x 10' space with one 6' table and two chairs
- Wastebasket

**Register early to secure the best table selection.**

# MVCAC 86<sup>th</sup> Annual Conference

January 28-30, 2018

Monterey Marriott

## Sunday January 28, 2018

11:00 AM	MVCAC Munzy Golf Tournament
12:00 PM	Visual Gateway Workshop
2:00 PM	MVCAC 5K Fun Run/Walk
2:00-7:00 PM	Registration Desk Open
2:00-5:30 PM	Exhibitor Set up
5:00-6:00 PM	Moderator Training (Mandatory)
6:00-8:30 PM	Exhibitor Show Open
6:00-8:30 PM	President's Welcome Reception in the Exhibit Hall

## Monday January 29, 2018

7:00 AM-4:00 PM	Registration desk Open
8:00 AM-5:00 PM	Exhibitor Show Open
8:00 AM-12:30 PM	Morning Plenary Session
8:00 AM	Welcome to the MVCAC Annual Conference Bob Achermann, MVCAC Executive Director
8:10 AM	MVCAC Legislative Update Ed Manning, MVCAC Legislative Advocate
8:30 AM	Honorary Speaker Assembly member Caballero
9:00 AM	AMCA Update Wayne Gale, AMCA President
9:20 AM	Update from the Pacific Southwest Center of Excellence in Vector-Borne Diseases Christopher Barker
9:30 AM	Break
10:00 AM	MVCAC President's Welcome David Heft, Turlock Mosquito Abatement District
10:10 AM	Hurricane Harvey: Harris County Public Health Mosquito & Vector Control Division Response Mustapha Debboun, M.S., Ph.D., Fellow ESA, Director, Mosquito & Vector Control Division Harris County Public Health
11:00 AM	Defense resources available for emergency vector control with Hurricane Harvey as a case study Mark Breidenbaugh, U.S. Air Force, Chief Entomologist, Air Force Aerial Spray Unit Youngstown Air Reserve Station
11:30 AM	Mosquito Control and FEMA Eddie Lucchesi, San Joaquin Mosquito and Vector Control District
11:45 AM	Turlock Mosquito Abatement District's Response to 2017 California Flooding David Heft, Turlock Mosquito Abatement District
12:00 PM	Reeves New Investigator
12:30-2:30 PM	Poster Presentation Lunch (Lunch Provided)
2:30-4:30 PM	Afternoon Sessions A. Community Engagement and Public Policy B. Pesticide Resistance
2:45-5:00 PM	Trustee Session- Harassment Training

**Tuesday January 30, 2018**

7:00 AM-1:00 PM	Registration Desk Open
7:00-8:00 AM	Trustee Breakfast
8:00 AM-3:45 PM	Exhibitor Show Open
8:00 AM-5:30 PM	Concurrent Sessions
	8:00 AM-12:00 PM      A. Operations B. Mosquito Biology and Disease
9:45-10:00 AM	Morning Break
12:00-2:00 PM	Lunch Break (Lunch not provided)
	Afternoon Sessions
	2:00 PM-5:00 PM      A. Flea and Tick Biology and Disease B. Mosquito Biology and Disease (cont.)
3:30-4:00 PM	Afternoon Break
6:00 PM	Presidents Reception
7:00 PM	2017 MVCAC Annual Awards Banquet

**Wednesday January 31, 2018**

9:00-11:00 AM	MVCAC Board of Directors Meeting
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AMERICAN MOSQUITO CONTROL ASSOCIATION

# AMCA

# 2018

*84th Annual Meeting*

FEBRUARY 26-MARCH 2  
**KANSAS CITY, MO**

[mosquito.org](http://mosquito.org)

**SHERATON KANSAS  
CITY HOTEL  
AT CROWN CENTER**

## Registration **BROCHURE**



**AMCA**<sup>®</sup>  
THE AMERICAN MOSQUITO CONTROL ASSOCIATION





## About the Meeting

The 84<sup>th</sup> Annual Meeting of the American Mosquito Control Association, will be held at the Sheraton Kansas City Hotel at Crown Center in Kansas City, Missouri from February 26- March 2, 2018. This meeting will consist of educational sessions and exhibits that illustrate and highlight the latest science, technology and products used to conduct research and control vectors. The meeting will also provide ample opportunities to network with vector control professionals, researchers and educators from around the world during multiple social events.



## Who Should Attend

Researchers, educators, vector control professionals, industry representatives and students will find this meeting of great value in putting themselves on the cutting-edge of this ever expanding field.



## Registration Information

Early registration is strongly recommended to get the lowest registration rate, ensure timely processing of your registration and avoid long lines on-site. Registration includes: access to educational sessions, exhibit hall, meal functions, program book and meeting bag (single day attendees do not receive meeting bag). Included functions for each registration category are listed with the fees below.

### CONFIRMATION OF REGISTRATION

Confirmation of your registration will be sent to you via email after your registration has been processed. Receipts will be available upon request by emailing the AMCA at [registration@mosquito.org](mailto:registration@mosquito.org). You will pick up your badge and other meeting materials at the registration desk when you arrive at the meeting.

### PAYMENT

Acceptable forms of payment include: checks made payable to AMCA (drawn from a US bank in US dollars), VISA, MasterCard or American Express. Full payment must accompany all registration forms. Purchase orders will not be considered payment. Registration forms without accompanying full payment will be returned for completion. Payment by credit card may also be made when registering online at [www.mosquito.org/annual-meeting](http://www.mosquito.org/annual-meeting).

### CANCELLATIONS/REFUNDS

AMCA headquarters must be notified of a cancellation in writing. If you cancel your registration on or before February 2, 2018 you will receive a refund of your registration fee less a \$50 processing fee. If, for any reason, you cancel your registration after February 2, 2018, you will not receive a refund of any kind.

### EARLY REGISTRATION

**(Received on or before February 2, 2018)**

- **AMCA Members: \$395.00**  
(Includes access to educational sessions, exhibit hall, all meal functions, the Banquet, program book and meeting bag.)
- **Non-Members: \$555.00**  
(Includes access to educational sessions, exhibit hall, all meal functions, the Banquet, program book and meeting bag.)
- **AMCA Member Trustees/Commissioners: \$485.00**  
(Includes access to educational sessions, exhibit hall, all meal functions, specialty tour on March 1st, the Banquet, program book and meeting bag.)
- **Non-Member Trustees/Commissioners: \$645.00**  
(Includes access to educational sessions, exhibit hall, all meal functions, specialty tour on March 1st, the Banquet, program book and meeting bag.)

- **Trustee/Commissioner Companions: \$315.00**

(Includes access to all the social functions, meal functions, specialty tour on March 1st, Banquet and one complimentary drink ticket for the banquet. Rate does not include access to the educational sessions.)

- **Students: \$80.00**

(Includes access to educational sessions, exhibit hall, all meal functions, program book and meeting bag. Registration does not include access to the Banquet.)

- **Personal Guests: \$200.00**

(Includes access to all the social functions, meal functions, Banquet and one complimentary drink ticket for the banquet. Rate does not include access to the educational sessions.)

- **Single Day Attendees: \$145.00**

(Includes access to the educational sessions, exhibit hall, meal functions and program book for the specific day(s) chosen. Single day attendees do not receive a meeting bag and does not include the Banquet.)

- **Extra Banquet Ticket: \$70.00**

(Includes admission into the Banquet and one complimentary drink ticket. Ticket rate does not include access to educational sessions, exhibit hall, meal functions, program book and meeting bag.)

### REGULAR REGISTRATION

**(Received after February 2, 2018 and on-site)**

Registration categories include functions as previously noted.

• <b>AMCA Members</b>	\$445.00
• <b>Non-Members</b>	\$605.00
• <b>AMCA Member Trustees/Commissioners</b>	\$540.00
• <b>Non-Member Trustees/Commissioners</b>	\$695.00
• <b>Trustee/Commissioner Companions</b>	\$365.00
• <b>Students</b>	\$100.00
• <b>Personal Guests</b>	\$250.00*
• <b>Single Day Attendees</b>	\$145.00
• <b>Extra Banquet Ticket</b>	\$70.00

**\*Note:** Children may accompany a registered attendee or exhibitor during show days and hours, but not during set-up or teardown periods. The accompanying adult is responsible for the child and assumes all responsibility for damage to exhibits and equipment and for the safety of the child. Strollers are prohibited for safety purposes.

### REGISTRATION QUESTIONS?

E-MAIL [registration@mosquito.org](mailto:registration@mosquito.org)  
OR CALL 856-439-9222

### GENERAL QUESTIONS?

E-MAIL [meetings@mosquito.org](mailto:meetings@mosquito.org)  
OR CALL 856-439-9222

## General Information

### MEETING LOCATION

#### Sheraton Kansas City Hotel at Crown Center

2345 McGee Street  
Kansas City, MO 64108

Phone: (619) 291-7131

Website: [www.sheratonkansascityhotel.com](http://www.sheratonkansascityhotel.com)

### OFFICIAL HOTELS

#### Room Rates

**Single/Double Occupancy: \$159.00 per room per night**

*Room rates are in USD and prices do not include state and local taxes or any other applicable city occupancy taxes.*

*Discount Deadline – February 2, 2018*

Sheraton Kansas City Hotel at Crown Center (**primary hotel**)  
2345 McGee St, Kansas City, MO, 64108

Upgraded rooms are available for a small fee and are based upon hotel availability. Rooms are available on a first-come, first-served basis until the deadline and reservations will be taken subject to availability. Reservations must be made by **February 2, 2018** to receive the discounted rate. Room availability and rates are not guaranteed once the group blocks of rooms are sold out or the discount deadline passes (whichever comes first). AMCA recommends securing your room as early as possible as the hotels can sell out of AMCA rooms prior to the published deadline.

**Special Note about the official AMCA hotels:** *Staying in guest rooms at the official meeting hotels not only puts you in the center of the action, it also helps AMCA meet its contracted number of rooms with the hotel. Meeting the contracted room block prevents AMCA from owing the hotel money later, which ultimately keeps costs to the attendee as low as possible in future years! Please note that no portion of your room rate is credited back to AMCA.*

**Disclaimer:** *AMCA strongly encourages you to make hotel reservations for the Annual Meeting directly with the official host hotel, the Sheraton Kansas City Hotel at Crown Center. Please be cautious and aware that any solicitation you receive regarding housing services is coming from a third party company that is not endorsed by or affiliated with AMCA in any way. Room reservations made on your behalf by any outside company may not be guaranteed. AMCA is not responsible for any reservations made outside of the official hotel blocks.*

### RESERVATIONS

#### By phone

For Sheraton Kansas City Hotel at Crown Center, dial the hotel reservation number 866-932-6214. **Be sure to tell the hotel representative that you are attending the AMCA Annual Meeting to receive the discounted group rate.**

#### Online

Go to [www.mosquito.org/annual-meeting](http://www.mosquito.org/annual-meeting) to find the special AMCA online housing link. You must use the AMCA link if you want to book online. If you go through the hotel's public web sites you will not be offered our special rate!

### TRANSPORTATION

For complete transportation details, visit [www.mosquito.org/annual-meeting](http://www.mosquito.org/annual-meeting).

#### Airport

The Kansas City International Airport is the closest major airport to the Sheraton Kansas City at Crown Center located 35 miles/30 minutes away.

#### Airport Transfers

Taxi – \$50.00 to Sheraton Kansas City Hotel at Crown Center

Rental Car – Prices Vary

Limousine – Prices Vary

*\*Prices are approximate and subject to change*

#### Sheraton Kansas City Hotel at Crown Center Parking

Self Parking: \$18.00 - \$25.00 per day

#### Driving Directions from the Airport to Sheraton Kansas City Hotel at Crown Center

Follow Interstate 29 South until it merges with Interstate 35. Continue south and merge onto US 71 South. Exit onto 22nd Street. Turn right onto 22nd Street. Turn left onto McGee Street. The hotel will be on the left.

### EXHIBITS & SPONSORSHIP

We are expecting over 40 exhibiting companies at this meeting, many of whom are also opting to sponsor Annual Meeting items or events. The exhibitor and sponsorship prospectus can be found online at [www.mosquito.org](http://www.mosquito.org). Questions or interest in exhibiting or sponsorships should be directed to Heather Gosciniak, AMCA Executive Director, at [amca@mosquito.org](mailto:amca@mosquito.org).

## Preliminary Program

Subject to change/more sessions to be announced -

Please continue to check <http://www.mosquito.org/annual-meeting> for updates.

### SUNDAY, FEBRUARY 25, 2018

7:30 am - 5:00 pm Board of Directors Meeting

### MONDAY, FEBRUARY 26, 2018

1:00 pm - 5:00 pm Committee Meetings

5:00 pm - 8:00 pm Grand Opening of the Exhibit Hall & Welcome Reception

### TUESDAY, FEBRUARY 27, 2018

8:00 am - 12:00 pm **Plenary Session**

10:00 am - 10:30 am Break

12:00 pm - 1:45 pm President's Luncheon & Exhibits Open

1:45 pm - 3:15 pm **Afternoon Sessions**

3:15 pm - 4:00 pm Ice Cream Social & Break in Exhibit Hall

4:00 pm - 5:30 pm **Afternoon Sessions (continued)**

5:45 pm - 7:15 pm Latin American Discussion

### WEDNESDAY, FEBRUARY 28, 2018

7:30 am - 8:30 am Early Break in Exhibit Hall

8:30 am - 10:00 am **Morning Sessions**

10:00 am - 10:45 am Break in Exhibit Hall

10:45 am - 12:15 pm **Morning Sessions (continued)**

12:15 pm - 1:45 pm Poster Session Luncheon

12:15 pm - 4:00 pm Exhibits Open

1:45 pm - 3:15 pm **Afternoon Sessions**

3:15 pm - 4:00 pm Break in Exhibit Hall

4:00 pm - 5:30 pm **Afternoon Sessions (continued)**

5:30 pm - 6:30 pm Young Professionals Social (*Invitation Only Event*)

### THURSDAY, MARCH 1, 2018

7:30 am - 9:00 am Exhibits Open with morning coffee

9:00 am - 10:30 am **Morning Sessions**

10:45 am - 4:45 pm Trustee/Commissioner Tour  
(*Off-Site Event - Ticket Required*)

10:30 am - 10:45 am Break Outside Sessions

10:45 am - 12:00 pm AMCA Annual Member Meeting

12:00 pm - 1:30 pm Lunch On Own

1:30 pm - 3:00 pm **Afternoon Sessions**

6:00 pm - 7:00 pm Pre-Banquet Social

7:00 pm - 9:30 pm Banquet (*Ticket Required*)

### FRIDAY, MARCH 2, 2018

7:30 am - 11:00 am Board of Directors Meeting

8:30 am - 10:00 am **Morning Sessions**

10:00 am - 10:30 am Break

10:30 am - 12:00 pm **Morning Sessions (continued)**

12:00 pm Meeting Adjourns -  
See you in Orlando in 2019!





## Registration Form

Mail this form to: AMCA Registration  
1120 Route 73 • Suite 200 • Mount Laurel, NJ 08054

\* This form to be used for check payment only. Credit Payments must be processed online at [www.mosquito.org/annual-meeting](http://www.mosquito.org/annual-meeting)

### ONE FORM PER PERSON

Provide name and organization as you would like them to appear on your badge. Titles and degrees will not be printed on badges.

Name for Badge: \_\_\_\_\_  
First Middle Initial Last

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### REGISTRATION (CHECK ONE)

	On or before Feb 2	After Feb 2
AMCA Member	<input type="checkbox"/> \$395	<input type="checkbox"/> \$445
Non-Member	<input type="checkbox"/> \$555	<input type="checkbox"/> \$605
AMCA Member Trustee/Commissioner	<input type="checkbox"/> \$485	<input type="checkbox"/> \$540
Non-Member Trustee/Commissioner	<input type="checkbox"/> \$645	<input type="checkbox"/> \$695
Student (incl. proof of status)	<input type="checkbox"/> \$80	<input type="checkbox"/> \$100
Single Day Attendee*	<input type="checkbox"/> \$145	<input type="checkbox"/> \$145

### GUESTS/ADD-ONS

	Qty	Qty
Personal Guest** (please include guests name)	<input type="checkbox"/> \$200	<input type="checkbox"/> \$250
Guest Name: _____		
Trustee/Commissioner Companion** (please include companions name)	<input type="checkbox"/> \$315	<input type="checkbox"/> \$365
Companion Name: _____		
Extra Banquet Ticket	<input type="checkbox"/> \$70	<input type="checkbox"/> \$70

Total Registration and Guests/Add-ons: \$ \_\_\_\_\_

### AMCA MEMBERSHIP (TO JOIN OR RENEW)

Regular Membership	<input type="checkbox"/> \$135
Associate Membership	<input type="checkbox"/> \$65
Student Membership	<input type="checkbox"/> \$35
Retired Membership	<input type="checkbox"/> \$65

\*Please call for airmail fees if outside U.S.

Total Membership: \$ \_\_\_\_\_

### PAYMENT INFORMATION

Total Payment Due (from Registration and Membership sections):

\$ \_\_\_\_\_

☐ **Check enclosed:** Make check payable to AMCA. Checks must be payable in U.S. funds and drawn from a U.S. bank.

Have you been in the mosquito control profession for fewer than 5 years?

☐ yes ☐ no

Do you plan to attend the banquet on Thursday?

☐ yes ☐ no

Is this your first AMCA Annual Meeting?

☐ yes ☐ no

\* Single Day attendees, fill in date of attendance below.

\_\_\_\_ / \_\_\_\_ / 2018

### EXHIBITOR MAILINGS

☐ Check here if you do not want exhibiting companies to send you one-time mailings prior to the meeting promoting their booths.

**Only AMCA corporate sustaining members will have access to your mailing address.**

### CANCELLATIONS/REFUNDS

AMCA headquarters must be notified of a cancellation in writing. If you cancel your registration on or before Feb 2, 2018, you will get a refund of your registration fee less a \$50 processing fee. If, for any reason, you cancel your registration after Feb 2, 2018, you will not receive a refund of any kind.

### ADA Compliance

AMCA fully complies with the legal requirements of the Americans With Disabilities Act. If you need special accommodations or attention to fully participate, please submit a written request of your needs to AMCA at [registration@mosquito.org](mailto:registration@mosquito.org). AMCA cannot ensure the availability of appropriate accommodations without prior notification.