

**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT
MINUTES NO. 2020-02**

The regular meeting of the Board of Trustees of the Greater Los Angeles County Vector Control District held at 7:00 p.m. on Thursday, February 13, 2020, at the District office at 12545 Florence Avenue, Santa Fe Springs, California.

TRUSTEES PRESENT

Melissa Ramoso, *City of Artesia*
Pedro Aceituno, *(City of Bell Gardens)*
Dr. Jeff Wassem, *(City of Burbank)*
Elito Santarina, *(City of Carson)*
Mark Bollman, *(City of Cerritos)*
Baru Sanchez, President *(City of Cudahy)*
Steve Tye, *(City of Diamond Bar)*
Robert Kiefer, *(City of Downey)*
Dan Medina, *(City of Gardena)*
Vrej Agajanian, *(City of Glendale)*
Luis Roa, *(City of Hawaiian Gardens)*
Leonard Pieroni, *(City of La Cañada Flintridge)*
Catherine Houwen, *(City of La Habra Heights)*
John Lewis, *(City of La Mirada)*
Steve Croft, *(City of Lakewood)*
Emily Holman Sec-Treasurer *(City of Long Beach)*
Steve Appleton, President *(City of Los Angeles)*
Steven Goldsworthy, *(Los Angeles County)*
Marisela Santana, *(City of Lynwood)*
Avik Cordeiro, *(City of Montebello)*
Leonard Shryock, *(City of Norwalk)*
Tom Hansen, *(City of Paramount)*
Raul Elias, *(City of Pico Rivera)*
Jesse H. Avila, *(City of San Fernando)*
Scott Kwong, *(City of San Marino)*
Heidi Heinrich, Vice President *(City of Santa Clarita)*
Jay Sarno, *City of Santa Fe Springs*
Josué Alvarado, *City of Whittier*

TRUSTEES ABSENT

Ali Saleh, *(City of Bell)*
Sonny Santa Ines, *(City of Bellflower)*
Leonard Mendoza, *(City of Commerce)*
Lara Ricardo, *(City of Maywood)*
Robert Copeland, *(City of Signal Hill)*
Hector Delgado, *(City of South El Monte)*
Denise Diaz, *(City of South Gate)*

TRUSTEES ABSENT (EXCUSED)

Marilyn Sanabria, *(City of Huntington Park)*

OTHERS PRESENT

Truc Dever, *General Manager*
Mark Daniel, *Director of Operations*
Susanne Klueh, *Director of Scientific-Technical Services*
Mary-Joy Coburn, *Director of Community Affairs*
Richard Knott, *Director of Human Resources*
Carolyn Weeks, *Director of Fiscal Operations*
Anais Medina Diaz, *Public Information Officer*
Fernando Martinez, *Facilities and Fleet Maintenance Supervisor*
Quinn Barrow, *Legal Counsel*

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

1. CALL TO ORDER

President Appleton called the meeting to order at 7:01 P.M.

2. QUORUM (ROLL) CALL

Following roll call, it was recorded that 28 Trustees were present and eight were absent.

3. INVOCATION

Trustee Wassem gave the invocation.

4. PLEDGE OF ALLEGIANCE

Trustee Kwong led the pledge of allegiance.

5. CORRESPONDENCE

NONE

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

General Manager Truc Dever introduced Human Resources Benefits Specialist Jamie Hebein who attended the meeting to observe.

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. **RECOGNITION OF NEW TRUSTEES**

New Trustees appointed include:

<u>Trustee Representative</u>	<u>City</u>	<u>Term</u>
Vrej Agajanian	Glendale	2 Years
John Lewis	La Mirada	2 Years

General Manager Dever introduced new Trustees Vrej Agajanian from Glendale and John Lewis from La Mirada, and provided them with some time to introduce themselves.

9. **CONSENT AGENDA (9.1 – 9.5)**
VOTE REQUIRED

9.1 Consideration of **Minutes 2020-01** of regular Board Meeting held January 9, 2020.
(EXHIBIT A)

9.2 Consideration of **Resolution 2020-02** Authorizing Payment of Attached Requisition January 1, 2020 through January 31, 2020. ***(EXHIBIT B)***

9.3 Consideration of one (1) County of Los Angeles Negotiated Tax Exchange Resolution (NTER), related to the annexation of Petition No. 071-2019. This resolution authorizes the County of Los Angeles and GLACVCD to collectively approve and accept the negotiated exchange of ad valorem property tax revenue resulting from the annexation of the subject territories identified in the resolutions to provide revenue to the County Lighting Maintenance Districts (CLMDs) 1697. A copy of the letter from the County of Los Angeles Department of Public Works requesting this resolution is attached. ***(EXHIBIT C)***

Analysis: The NTER from the County of Los Angeles is similar to previous L.A. County tax sharing resolutions and seeks to generate revenue to partially fund the services of CLMD 1697. Similar resolutions have previously been adopted by the Board. These Petitions relate to funding for the operation and maintenance of new street lighting services for properties in the City of Carson. Although the District gives up a negligible share of its ad valorem property taxes in these exchanges, in subsequent years, that amount would generally be regained, if not exceeded, due to an increase in property values associated with services provided by the CLMD.

9.4 Consideration of one (1) County of Los Angeles Negotiated Tax Exchange Resolution (NTER), related to the annexation of Project L 014-2019. This resolution authorizes the County of Los Angeles and GLACVCD to collectively approve and accept the negotiated exchange of ad valorem property tax revenue resulting from the annexation of the subject territories identified in the resolutions to provide revenue to the County Lighting Maintenance Districts (CLMDs) 1687. A copy of the letter from the County of Los Angeles Department of Public Works requesting this resolution is attached. ***(EXHIBIT D)***

Analysis: The NTER from the County of Los Angeles is similar to previous L.A. County tax sharing resolutions and seeks to generate revenue to partially fund the services of CLMD 1687. Similar resolutions have previously been adopted by the Board. These Petitions relate to funding for the operation and maintenance of new street lighting services for properties in unincorporated Los Angeles. Although the District gives up a negligible share of its ad valorem property taxes in these exchanges, in subsequent years, that amount would generally be regained, if not exceeded, due to an increase in property values associated with services provided by the CLMD.

- 9.5 Consideration of District's 19/20 Goals Status Report for second quarter.
(EXHIBIT E)

Summary: Upon adoption of the District's FY 19/20 Budget, the Board of Trustees requested a quarterly update on the status of department goals enumerated in the budget document.

Trustee Croft made a motion to approve the Consent Agenda items. The motion was seconded by Trustee Santarina and approved with abstention from Trustee Agajanian. The motion passed.

10. CONSIDERATION OF PROPOSALS TO PREPARE COMPENSATION AND CLASSIFICATION STUDY FOR EMPLOYEES AND BUDGET ADJUSTMENT TO COVER THE COST OF THE APPROVED PROPOSAL FROM ACCOUNT 5666 TO ACCOUNT # 5664 (EXHIBIT F)

Summary: Pursuant to Board Direction, staff solicited proposals for consultants to prepare a compensation and classification study. The District received three proposals, which are analyzed in the staff memorandum.

STAFF RECOMMENDATION

- a) After considering the proposals, approve the attached Human Resources Management Professional Services Agreement with Koff & Associates in an amount not to exceed \$64,650.
- b) Adopt an adjustment to the FY 19/20 budget transferring up to \$14,650 from Account #5666 (Potential Salary Adjustment) to Account #5664 (Compensation & Classification Study) to cover contract cost.

Trustee Bollman made a motion to approve Staff Recommendations A and B, to approve the service agreement with Koff & Associates, and to transfer the amount stated to cover the contract cost. The motion was seconded by Trustee Medina, with a nay from Trustee Elias and abstention from Trustee Agajanian. The motion passed.

11. CONSIDERATION AND RATIFICATION OF BOARD OF TRUSTEES COMMITTEE ASSIGNMENTS FOR CALENDAR YEAR 2020 (EXHIBIT G) (VOTE REQUIRED)

Summary: President Appleton will present the slate of 2020 Committee Members for ratification.

President Appleton called for a motion to ratify the 2020 Committee Assignments. A motion to approve was made by Trustee Croft, seconded by Trustee Wassem, and passed with an abstention from Trustee Agajanian.

12. SELECTION OF 3 TRUSTEES TO ATTEND THE MVCAC LEGISLATIVE DAY IN SACRAMENTO, CA ON MARCH 3-4, 2020.

Summary: A legislative training session hosted by MVCAC will be held on March 3rd. Legislative meetings will be scheduled on March 4th at the State Capitol.

General Manager Dever summarized the District's annual attendance at MVCAC's Legislative Day and requested three Trustees to assist staff on March 3-4 in Sacramento. President Appleton asked Trustees to indicate their interest. **President Appleton, Trustee Goldsworthy, and Trustee Kwong were selected to attend.**

13. **CONSIDERATION AND VOTE FOR SPECIAL DISTRICT LAFCO REPRESENTATIVE FOR TERMS BEGINNING MAY 2020**
(EXHIBIT H) (VOTE REQUIRED)

Summary: The Board should vote for one candidate on the ballot for Special District LAFCO Representative to fill the vacancies beginning May 2020. The candidate receiving the highest number of votes will be declared the special district representative to LAFCO. Ballots must be returned by 5:00pm on April 16, 2020.

President Appleton invited Trustees to provide input on the candidates running for this LAFCO seat. Following feedback and a vote, **the Board elected to support Donald L. Dear to serve as the Special District LAFCO Representative.**

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

Summary: Each year, Trustees are required to complete and file their annual "Statement of Economic Interest" otherwise known as the "conflict of interest" form. Completion instructions and the form will be available to Trustees during the Board meeting. Trustees who have an email address on record with the LA County Conflict of Interest Division may receive an electronic form for completion. This form can also be obtained online at www.fppc.ca.gov. The District can mail the completed and signed form, if you prefer, or you can have your city do this for you. Monetary penalties (\$10/day) may be assessed for failing to file the form on or before the April 1, 2020 deadline. Upon completion of the form, please send a copy to the District for our records.

President Appleton reminded Trustees to fill out and return the forms to the District, or to complete the filings online.

President Appleton also reminded Trustees to be mindful of their Ethics and Harassment Training renewal in order to remain compliant for liability coverage.

15. **COMMITTEE REPORTS**

15.1 Budget & Finance Committee

H. Heinrich, Chair

- Discussion and consideration of staff recommendation for allocation of budget savings from FY 18/19 Budget. ***(VOTE REQUIRED)***

Chair Heinrich reported that the Committee met to discuss staff's recommendation to allocate FY 18/19 budget savings of approximately \$1.5 million to designated reserves. General Manager Dever presented the recommendations including \$500,000 to the OPEB reserves, \$500,000 to capital reserves, and \$75,000 to operational reserves.

A motion to approve the recommended allocation of FY 18/19 budget savings to designated reserves was made by Trustee Croft, seconded by Trustee Keifer, and approved with one abstention from Trustee Agajanian.

16. MOBILE SCIENCE AND VECTOR EDUCATION FOUNDATION REPORT

16.1 Education Foundation Report

D. Medina, President

Foundation President Medina reported that the Board of Directors voted to approve two resolutions to dissolve the Mobile Science and Vector Education Foundation, and the distribution of its assets to the Greater Los Angeles County Vector Control District.

17. STAFF PROGRAM REPORTS: January 2020

17.1 Manager's Report

T. Dever, General Manager

General Manager Dever welcomed the newly appointed Trustees to the Board. She also invited all Trustees to attend the Trustee Orientation and discussion of salient topics to be held on March 13th, shortly before that evening's Board meeting.

17.2 Scientific-Technical: (Staff Report A)

S. Klueh, Sci.-Tech Services Dir.

Director Klueh thanked the Board for allowing staff to attend the MVCAC Conference and expressed her appreciation for the staff who attended and presented on District activities. She also discussed surveillance practices using heat maps and risk assessments to determine hot spots in areas throughout the District.

17.3 Operations: (Staff Report B)

M. Daniel, Operations Dir.

Director Daniel expressed his gratitude to the Board for allowing staff to attend the MVCAC Conference, and pride for two Operations staff who delivered presentations at the conference.

17.4 Community Affairs: (Staff Report C)

M.J. Coburn, Comm. Affairs Dir.

Director Coburn acknowledged PIO Medina Diaz for her presentation highlighting the Community Liaison positions at the MVCAC Conference. She also reported that she attended the Board of Supervisor's meeting to congratulate and recognize the cities of Bellflower, Cerritos, Hacienda Heights, Lakewood, and Whittier for their participation in the West Nile Virus Challenge. She encourages more cities to participate in the future.

17.5 Fiscal: (Staff Report D)

C. Weeks, Finance Director

Director Weeks offered to answer any questions from the Board.

17.6 Human Resources: (Staff Report E)

R. Knott, Human Resources Dir.

Director Knott thanked the Board for passing the Class and Compensation Study and looks forward to getting started.

17.7 Legal Counsel Report

Q. Barrow, Legal Counsel

No Report.

18. OTHER

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

Trustee Sanchez announced the birth of his daughter Amaya Alejandra Sanchez, which received warm and congratulatory applause.

Trustee Medina provided a report on his attendance at the recent MVCAC meeting and encouraged everyone to take advantage of these training opportunities. He was proud to see that GLACVCD was well represented by speakers and talent. He also learned that GLA is the largest District, serving 6 million residents in 35 cities within the county.

Trustee Santarina recognized the presentation provided by Director Coburn and Community Liaison Caroline Gongora to the Filipino-American community in the City of Carson.

19. **ADJOURNMENT**

President Appleton adjourned the meeting at 7:51 PM. The next meeting is scheduled for Thursday, March 12, 2020 at 7:00 PM at the District's headquarters at 12545 Florence Avenue, Santa Fe Springs.