

**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT
MINUTES NO. 2020-10**

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, October 8, 2020, via teleconference at the District office at 12545 Florence Avenue, Santa Fe Springs, California.

TRUSTEES PRESENT

Melissa Ramoso, *City of Artesia*
Ali Saleh, *City of Bell* *7:07pm
Pedro Aceituno, *City of Bell Gardens* *7:10pm
Sonny Santa Ines, *City of Bellflower*
Dr. Jeff Wasseem, *City of Burbank*
Mark Bollman, *City of Cerritos*
Leonard Mendoza, *City of Commerce*
Baru Sanchez, *City of Cudahy* *7:07pm
Steve Tye, *City of Diamond Bar*
Robert Kiefer, *City of Downey*
Luis Roa, *City of Hawaiian Gardens*
Marilyn Sanabria, *City of Huntington Park*
Leonard Pieroni, *City of La Cañada Flintridge*
Catherine Houwen, *City of La Habra Heights*
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*
Ricardo Lara, *City of Maywood*
Avik Cordeiro, *City of Montebello*
Tom Hansen, *City of Paramount*
Raul Elias, *City of Pico Rivera*
Scott Kwong, *City of San Marino* *7:10pm
Heidi Heinrich, Vice President -*City of Santa Clarita*
Jesse H. Avila, *City of San Fernando*
Robert Copeland, *City of Signal Hill*
Hector Delgado, *City of South El Monte*
Jessica Martinez, *City of Whittier*

TRUSTEES ABSENT

Dan Medina, *City of Gardena*
Vrej Agajanian, *City of Glendale*
John Lewis, *City of La Mirada*
Leonard Shryock, *City of Norwalk*
Jay Sarno, *City of Santa Fe Springs*
Denise Diaz, *City of South Gate*

TRUSTEES ABSENT (EXCUSED)

Elito Santarina, *City of Carson*

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*
Carolyn Weeks, *Director of Fiscal Operations*
Allison Bradley, *Director of Human Resources*
Danyelle Frakes-Lewis, *GIS/IT Helpdesk Coordinator*
Anais Medina Diaz, *Public Information Officer*
Quinn Barrow, *Legal Counsel*
Oliver Yee, *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 pm. The meeting is being held via teleconference pursuant to Governor Newsom's Executive Orders in the interest of maintaining appropriate social distancing.

2. QUORUM (ROLL) CALL

Following roll call, it was recorded that 25 Trustees were present and eleven were absent. Four Trustees joined the meeting after roll call bringing the total to 29 Trustees present and seven absent.

3. INVOCATION

President Appleton gave the invocation.

4. **PLEDGE OF ALLEGIANCE**

The pledge of allegiance was postponed.

5. **CORRESPONDENCE**

- The District received notification from LAFCO that Mr. Melvin Matthews won the election to serve as Alternate LAFCO Special District Representative until May 2, 2022.
- The District received a letter from Mr. Luke DeNitto. The letter is available to the public and Trustees upon request.

6. **INTRODUCTIONS**

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

General Manager Dever introduced Oliver Yee from Liebert Cassidy Whitmore.

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 – 8.4)**

(VOTE REQUIRED)

8.1 Consideration of **Minutes 2020-09** of regular Board Meeting held on September 10, 2020. ***(EXHIBIT A)***

8.2 Consideration of **Resolution 2020-15** Authorizing Payment of Attached Requisition September 1 through September 31, 2020. ***(EXHIBIT B)***

8.3 Consideration of County of Los Angeles Negotiation Tax Exchange Resolution (NTER), related to the annexation of Project Tract 76070. This resolution authorizes the County of Los Angeles and GLACVCD to collectively approve and accept the negotiated territory identified in the resolution to provide revenue to the County Lighting Maintenance District 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 NTERs from the County of Los Angeles are similar to previous LA County tax sharing resolutions and seek to generate revenue to partially fund the services of CLMD 1697. Similar resolutions have previously been adopted by the Board. This Petition relates to funding for the operation and maintenance of new street lighting services for properties in Carson. Although the District gives up a negligible share of its ad valorem property taxes in this exchange, 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.

8.4 Consideration of the two County of Los Angeles Joint Tax Transfer Resolutions, related to Annexations No. 2019-08 and No. 2019-01, detachment of territories from County of Los Angeles, annexation of said territory to the Santa Clarita Valley Water Agency and the City of

Rancho Palos Verdes, respectively. Copies of the letters from the County of Los Angeles, Chief Executive Office requesting these resolutions are attached. **(EXHIBIT D)**

Trustee Croft made a motion to approve the consent calendar. The motion was seconded by Trustee Saleh and approved unanimously.

9. ANNOUNCEMENT OF TRUSTEES' TERM OF OFFICE TO EXPIRE JANUARY 5, 2021

Summary: The General Manager has mailed correspondence advising the following named government bodies that the two or four year term of office of its representative will expire at 12 p.m. on January 5, 2021, and has requested that they reappoint the trustee representative or successor for the next two or four year term of office according to Division 3, Chapter 1, Article 3, Sections 2024 et. Seq. of the State Health and Safety Code.

Trustee Representative

Pedro Aceituno
Steve Appleton
Jesse H. Avila
Raul Elias
Tom Hansen
Catherine Houwen
Ricardo Lara
Jessica Martinez
Melissa Ramoso
Baru Sanchez
Sonny R. Santa Ines
Leonard Shryock

Governing Body

Bell Gardens
Los Angeles City
San Fernando
Pico Rivera
Paramount
La Habra Heights
Maywood
Whittier
Artesia
Cudahy
Bellflower
Norwalk

10. CONSIDERATION OF THE JOINT RESOLUTION APPROVING AND ACCEPTING THE NEGOTIATED EXCHANGE OF PROPERTY TAX REVENUE RESULTING FROM CITY OF VERNON ANNEXATION NO. 2019-07 TO THE GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT (EXHIBIT E) (VOTE REQUIRED)

The district received a request from the City of Vernon to be annexed into the district service area. Following a couple of years under an “Out of Agency Service Agreement”, the Board voted to move forward with the annexation. The annexation process is underway with LAFCO and the CEO’s office, and this resolution allows for the exchange of property tax revenue as a result of the annexation.

President Appleton asked for questions but there were none. He asked what the economic impact would be if the City of Vernon was annexed. General Manager Dever shared that after monitoring the work over two years, residents and property owners were cooperative with vector control. Another concern was underground storm drains but the contract period showed that the additional work was manageable for those operational teams. Servicing the city has not been an additional burden.

Trustee Tye made a motion to approve the resolution which was seconded by Trustee Croft. The resolution was approved unanimously.

11. COMMITTEE REPORTS

11.1 Personnel & Policy Committees

S. Croft, Personnel Comm. Chair

- Review and consideration of Employee Handbook, *4th Edition* – Updates by Liebert Cassidy Whitmore to Sick Leave and Vacation Cash-Out Policies (***EXHIBIT F***) (***VOTE REQUIRED***)

Trustee Croft shared that the Personnel Committee met to discuss the issue around employees cashing out vacation and sick pay accruals and IRS tax implications relating to constructive receipts. After consulting with Oliver Yee from Liebert Cassidy Whitmore (LCW) and a referred tax attorney, new policy language was developed for the Employee Handbook and a procedure using irrevocable elections could be implemented to resolve the issue. An irrevocable election would be made by the employee by December 2020 to cash out vacation and sick hours at the end of 2021.

Trustee Sanchez questioned language in the policy which allowed for cash-out exceptions during emergencies or hardship. He felt that the definition in the policy was somewhat vague and offered that the board define the examples of hardships. Trustee Croft shared that it was not recommended by LCW to have more defined examples of hardships.

Trustee Bollman made a motion to approve. The motion was seconded by Trustee Wassem and approved unanimously.

- Review and consideration of District Credit Card Usage, and Travel and Cost Reimbursement Policy (***EXHIBIT G***) (***VOTE REQUIRED***)

Trustee Croft reported that the committee recommends approval of the policy. General Manager Dever shared that the policy added oversight on approvals for reimbursements, repercussions for staff who do not submit their receipts in a timely manner, and outlines who is allowed to hold a credit card.

Trustee Sanchez requested clarification on the requirements for each purchasing threshold and what the repercussions are for not submitting a receipt within 10 days. General Manager Dever offered that the policy would provide the manager/supervisor with the ability to discipline if the receipts are not submitted in a timely manner.

Trustee Kiefer made a motion to approve. The motion was seconded by Trustee Sanchez and approved unanimously.

12. STAFF PROGRAM REPORTS: SEPTEMBER 2020

12.1 Manager's Report

T. Dever, General Manager

General Manager Dever briefly shared that the District held its virtual Employee Appreciation Day on Tuesday, October 6th and was very proud of District staff for their hard work. She was very impressed with their efforts to not let one public health emergency turn into another public health emergency and she's proud to be a part of the agency.

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

S. Kluh, Sci.-Tech Services Dir.

Director Kluh shared that although there is a lot of mosquito and disease activity, mosquito numbers and human cases are low despite the high transmission of WNV. She hopes residents will wear insect repellent to deal with WNV and to prevent *Aedes* mosquito bites.

12.3 Operations *(Staff Report B)*

M. Daniel, Operations Dir.

Director Daniel reported that his staff has been doing an excellent job despite the high temperatures and bad air quality throughout LA County. President Appleton asked how the staff is working around the environmental issues they're facing in the field. Director Daniel shared they are using N95 masks which help combat bad air quality; however, if they do have health issues that could be exacerbated by the poor air quality or extreme heat, they may stay indoors.

12.4 Community Affairs *(Staff Report C)*

M.J. Coburn, Community Affairs Dir.

Director Coburn highlighted the department's work on coordinating an outreach event to promote West Nile virus awareness in the San Fernando Valley. The Community Affairs department worked with local groups and promoted on social media to advertise the event despite the short time frame. Director Coburn shared images and video from the event.

Trustee Houwen shared that Director Coburn provided an excellent presentation for the La Habra Heights City Council that prompted many residents to reach out to city hall and take action against mosquitoes on their properties.

Trustee Tye shared that he saw the news feature on CBS2 over the weekend and wanted to thank PIO Medina Diaz and the Community Affairs team for their hard work with the media.

12.5 Fiscal *(Staff Report D)*

C. Weeks, Finance Director

Director Weeks had nothing to add to her written report.

12.6 Human Resources *(Staff Report E)*

A. Bradley, Human Resources Dir.

Director Bradley shared pictures from the Employee Appreciation Day event and how the District adjusted to the COVID-19 limitations. The District had a drive-thru lunch delivery, hosted online activities, celebrated staff who received service awards, and provided gifts to the seasonal employees for their hard work.

12.7 Legal Counsel Report

Q. Barrow, Legal Counsel

Mr. Barrow reported that he has been working with the General Manager and the Executive Board to address any issues raised by COVID-19. President Appleton added that he's thankful to have Heidi Heinrich and Emily Holman on the executive committee because of their backgrounds in health and public health.

13. OTHER

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

Trustee Tye would like to thank General Manager Dever and all the staff for their work in protecting public health.

14. ADJOURNMENT

President Appleton adjourned the meeting at 8:02 pm. The next scheduled Board meeting will be held at 7:00 PM on Thursday, November 12, 2020 via Zoom teleconference.