

**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT  
MINUTES NO. 2021 - 06**

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, June 10, 2021, 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*  
Pedro Aceituno, *City of Bell Gardens*  
Sonny Santa Ines, *City of Bellflower*  
Dr. Jeff Wassem, *City of Burbank*  
Mark Bollman, *City of Cerritos*  
Leonard Mendoza, *City of Commerce*  
Baru Sanchez, *City of Cudahy*  
Steve Tye, *City of Diamond Bar*  
Robert Kiefer, *City of Downey*  
Dan Medina, *City of Gardena* \*7:12pm  
Vrej Agajanian, *City of Glendale*  
Catherine Houwen, *City of La Habra Heights*  
Luis Roa, *City of Hawaiian Gardens*  
Marilyn Sanabria, *Huntington Park*  
Leonard Pieroni, *City of La Cañada Flintridge*  
Steve Croft, *City of Lakewood*  
John Lewis, *City of La Mirada*  
Emily Holman, Vice President- *City of Long Beach*  
Steve Appleton, *City of Los Angeles*  
Steven Goldsworthy, *Los Angeles County*  
Marisela Santana, *City of Lynwood*  
Jessica Torres, *City of Maywood*  
Avik Cordeiro, *City of Montebello*  
Ana Valencia, *City of Norwalk*  
Isabel Aguayo, *City of Paramount*  
Scott Kwong, Sec-Treasurer - *City of San Marino*  
Heidi Heinrich, President - *City of Santa Clarita*  
Jesse H. Avila, *City of San Fernando*  
Joe Angel Zamora, *City of Santa Fe Springs* \*7:11pm  
Robert Copeland, *City of Signal Hill*  
Hector Delgado, *City of South El Monte*  
Denise Diaz, *City of South Gate*  
Jessica Martinez, *City of Whittier*

**TRUSTEES ABSENT**

Raul Elias, *City of Pico Rivera*

**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*  
Anais Medina Diaz, *Public Information Officer*  
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 Heinrich called the meeting to order at 7:05pm. The meeting was 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 32 Trustees were present and four were absent. Two trustees joined the meeting after roll call bringing the total to 34 Trustees present and two absent.

**3. INVOCATION**

The invocation was conducted by Trustee Tye.

**4. PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by Trustee Goldsworthy.

**5. CORRESPONDENCE**

NONE

**6. INTRODUCTIONS**

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

General Manager Dever introduced the staff members in attendance:

Apolinar Estrada, <i>Vector Control Specialist IV, Underground Storm Drain</i>	Mark Hall, <i>Urban Water Program Manager</i>
Alan O’Connell, <i>Vector Control Specialist</i>	Yessenia Curiel, <i>Operations Supervisors, Underground Storm Drain</i>
David Olmos, <i>Vector Control Specialist</i>	Martin Serrano, <i>Operations Supervisor, Santa Fe Springs</i>
Ricky Gomez, <i>Vector Control Specialist</i>	Wes Collins, <i>Operations Supervisor, Sylmar</i>
Alan Shaffer, <i>IT Administrator</i>	Sandra Alvarenga, <i>Vector Control Specialist</i>
Fernando Martinez, <i>Facilities &amp; Fleet Maintenance Supervisor</i>	Yousef Kamara, <i>Accounting Assistant</i>
Edna Chavez, <i>Vector Control Specialist IV, Aedes</i>	

## **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 2021-05** of regular Board Meeting held on May 13, 2021. ***(EXHIBIT A)***
- 8.2 Consideration of **Resolution 2021-07** Authorizing Payment of Attached Requisition May 1 through May 31, 2021. ***(EXHIBIT B)***
- 8.3 Consideration of **Adjustment to FY 2020/2021 Budget Line** Items for Additional Fleet Vehicles and a 3-D Printer ***(EXHIBIT C)***

**Trustee Croft made a motion to approve the consent agenda. The motion was seconded by Trustee Appleton and approved unanimously.**

## **9. COMMITTEE REPORTS**

### **9.1 Budget & Finance Committee**

S. Kwong, Chair

- 9.1.a. The Committee has reviewed staff's proposed FY 2021/2022 budget and is prepared to report its findings to the Board and make recommendations to the Board to approve and accept the FY 2021-2022 Budget.  
***(EXHIBIT D, refer to the budget enclosure. VOTE REQUIRED)***

Trustee Kwong provided an overview of the Budget presentation and shared that the Committee met on multiple dates to reach agreement on recommending the budget for Board approval. Throughout these meetings, the Budget Committee did not receive any questions or comments from the public. Additionally, Trustee Kwong asked the Board to consider the following items when listening to the budget presentation: funds allocated to reserves, continuous expansion of the invasive *Aedes* mosquito throughout Los Angeles County, rise in cost of living due to COVID-19, overall compensation for staff members in comparison to other vector control districts, facility expansion, and future Sterile Insect Technique programs to address the *Aedes* mosquito population.

Trustee Bollman provided a presentation highlighting the roles and responsibilities of the Board and the composition of the Budget Committee and the Board. Additionally, he presented the District's current reserves and how allocations are determined, adjusted, and approved every year by the Board.

The Committee recommends a budget that would require an increase of \$1.88 to the assessment to build funds for future property expansion and provide a COLA for the staff.

General Manager Dever presented on the District budget preparation process and some of the policies and practices implemented to help reduce costs to the District. Since the 2018/2019 budget approval, the District has not increased the assessment set at \$12.79 per single family home. Additionally, the District has implemented measures to reduce future budgetary exposures such as creating a Tier IV Benefit Structure to reduce OPEB liabilities and an app-based swimming pool program that reduces the need for personnel to inspect pools.

Furthermore, General Manager Dever reviewed budget highlights and reiterated that the new assessment rate would be \$14.67 per standard parcel. She emphasized that there were no increases the last two budget years and this increase was anticipated in order for the District to stay up to speed on rising costs. Additionally, the budget includes an implementation of all salary adjustments approved by the Board from the compensation and classification study. Employee salaries and benefits increased a total of 5.7%. Other highlights include budget increases to informational technology (IT) equipment and upgrades, an OPEB CERBT Trust contribution, capital improvements, and facility expansion planning.

In summary, the proposed budget is designed to move the District forward post-pandemic following two years with no tax increase. The budget also maintains a heightened level of control, surveillance, and outreach activities in response to invasive *Aedes* mosquitoes and increase in stormwater structures serving as mosquito breeding habitats.

Dr. Wassem asked if there would be a black fly tax assessment increase and General Manager Dever shared that the Black Fly assessment will not increase and remain at 33 cents.

Trustee Sanchez asked if the District already had an SIT plan and General Manager Dever shared that the District is in the research phase exploring the different options available.

Trustee Sanchez pointed out that the District had a surplus in the past three fiscal years and is currently projecting a considerable surplus. Trustee Sanchez asked for more information on why the District staff feel they need to increase the assessment at this moment.

General Manager Dever thanked Trustee Sanchez for his comments and shared that the District anticipated a larger than usual surplus due to the pandemic and precautions implemented which affected many expenditures across the departments. Additionally, she highlighted the increase in the budget is largely accredited to setting aside funds towards facility expansion in the amount of \$700,000 which was a recommendation and request made by the Budget committee.

Trustee Goldsworthy shared that the District must start saving now in order to be able to purchase a new property or expand existing facilities, and to account for the rise in costs

of real estate and construction materials. Additionally, having the funds available would better position the District to purchase real estate when it becomes available.

Trustee Croft shared that the District's reserves are not at capacity and the time to allocate funds towards them is now before the District is faced with an emergency.

Trustee Bollman shared that the Budget Committee explored the various scenarios for how the District could fund a facility expansion and the committee felt the need to begin a savings account for this purpose.

**Trustee Appleton motioned to approve the proposed FY 2021/2022 budget. The motion was seconded by Trustee Goldsworthy. The motion was approved with 28 in favor, six opposed, and no abstentions.**

Yes Votes: Trustees Heinrich, Holman, Kwong, Agajanian, Aguayo, Appleton, Avila, Bollman, Copeland, Cordeiro, Croft, Delgado, Diaz, Goldsworthy, Houwen, Keifer, Lewis, Martinez, Medina, Pieroni, Ramoso, Sanabria, Santa Ines, Santana, Torres, Tye, Valencia, Wassem

No Votes: Trustees Aceituno, Mendoza, Roa, Saleh, Sanchez, Zamora

Abstentions: None

Absences: Trustee Elias, Santarina

## **9.2 Personnel Committee**

S. Croft, Chair

9.2.a. Report on Committee meeting to discuss General Manager's annual evaluation.

9.2.b. CLOSED SESSION PURSUANT TO THE BROWN ACT

1. Public Employee Annual Performance Evaluation Government Code Section 54957—General Manager

*Designated representative attending the Closed Session: Legal Counsel*

Trustee Croft shared that the Committee met to discuss the evaluation of the General Manager, and the General Counsel would take the meeting into Closed Session to discuss the conversation.

After Closed Session, General Counsel Barrow reported that the Board discussed the annual performance of the General Manager. Trustee Croft added that at the next month's meeting, the Board will be discussing the General Manager's compensation.

## **9.3 Education & Publicity Committee**

A. Cordeiro, Chair

9.3.a. Report on discussion of National Mosquito Control Awareness Week and proceeding Summer campaigns.

Trustee Cordeiro asked Director Coburn to provide a recap of the discussion. Director Coburn shared the Committee discussed the District's upcoming summer campaign and highlighted the summer campaign's public service announcement. Additionally, she mentioned that all Trustees would be provided with links to the PSA, collateral, and social media kits.

## **10. STAFF PROGRAM REPORTS: May 2021**

### 10.1 Manager's Report

T. Dever, General Manager

General Manager Dever thanked the Trustees for approving the budget and for participating in her performance evaluation. Additionally, she shared the District's plan to re-open the District to the public and bring back all employees to the District full-time beginning June 14<sup>th</sup>. General Manager Dever also thanked the Trustees for completing the survey in relation to how they felt about returning in-person Board meetings. Due to the Governor's emergency order, the District will hold off on holding board meetings in person until they receive further guidance from the Governor's office.

General Manager Dever also shared that the annexation of the City of Vernon is near completion, and the city would be officially annexed into the District around July 14<sup>th</sup>. Lastly, she shared that she was re-elected to the ERMA Board of Directors to serve as vice president.

Trustee Tye asked for further explanation on how the new website would help the District remain transparent and ADA compliant. General Manager Dever shared that the new user interface would help streamline locating mandatory documents and can automatically update the website with ADA requirements.

### 10.2 Scientific-Technical: (Staff Report A)

S. Kluh, Sci.-Tech Services Dir.

Director Kluh thanked the Board for their support and approval of the budget. She highlighted that the County had its first occurrence of West Nile virus of the season outside of the District's boundaries.

Trustee Goldsworthy shared that a neighbor was diagnosed with Zika. Director Kluh said she would reach out to the County Health Department and conduct additional trapping to find out more information and monitor the situation.

### 10.3 Operations (Staff Report B)

M. Daniel, Operations Dir.

Director Daniel thanked the Board for passing the budget on behalf of the Operations staff and other directors. In relation to Trustee Goldsworthy's neighbor, he added that they are ready to mobilize quickly once they have more information.

Trustee Goldsworthy asked how the District is dealing with homeless encampments along the washes that are creating additional standing water sources. Director Daniel

shared the District works with flood control to navigate some of these issues and work with the Sheriffs' department when appropriate.

President Heinrich inquired if the District is working with the Sheriff's Department to do outreach to discourage creating stagnant water sources within the homeless encampments. Director Daniel said they have worked with the Sheriff's Department and Flood Control Department to tackle these standing water issues.

10.4 Community Affairs (Staff Report C) M.J. Coburn, Community Affairs Dir.

Director Coburn echoed the sentiments of the other Directors and thanked the Trustees for passing the budget. Additionally, Director Coburn thanked her staff for working hard to create content for the Summer Campaign.

10.5 Fiscal (Staff Report D) C. Weeks, Finance Director

Director Weeks thanked the Board for passing the budget.

10.6 Human Resources (Staff Report E) A. Bradley, Human Resources Dir.

Director Bradley thanked the board for passing the budget and shared that the Human Resources Department is working diligently to get all recruitment wrapped up for the season. Additionally, Director Bradley shared the latest Wellness Newsletter that focused on the District's newest Wellness Program which provides monthly challenges to encourage staff to participate.

Trustee Medina asked when the District will be hosting its Employee Appreciation Day and Director Bradley shared that they are looking into it.

10.7 General Counsel Report Q. Barrow, General Counsel

No report.

## **11. 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 Bollman asked if there was an update on former Trustee Hansen. Trustee Aguayo shared that he is in recovery.

**12. ADJOURNMENT**

**President Heinrich adjourned the meeting at 9:00 pm. The next Board of Trustees meeting will be scheduled on Thursday, July 8, 2021 at 7:00 PM via Zoom Teleconference.**