

**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT
MINUTES NO. 2020-01**

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, January 9, 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)*
Sonny Santa Ines, *(City of Bellflower)*
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)*
Luis Roa, *(City of Hawaiian Gardens)*
Marilyn Sanabria, *(City of Huntington Park)*
Catherine Houwen, *(City of La Habra Heights)*
Steve Croft, *(City of Lakewood)*
Emily Holman *(City of Long Beach)*
Steve Appleton, Vice 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)*
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, Sec-Treasurer *(City of Santa Clarita)*
Jay Sarno, *City of Santa Fe Springs*
Robert Copeland, *(City of Signal Hill)*
Hector Delgado, *(City of South El Monte)*
Denise Diaz, *City of South Gate*

TRUSTEES ABSENT

Ali Saleh, *(City of Bell)*
Leonard Mendoza, *(City of Commerce)*
Vacant, (City of Glendale)

Vacant, (City of La Mirada)

TRUSTEES ABSENT (EXCUSED)

Leonard Pieroni, *(City of La Cañada Flintridge)*
Josué Alvarado, *City of Whittier*

OTHERS PRESENT

Truc Dever, *General Manager*
Mark Daniel, *Director of Operations*
Susanne Kluh, *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*
Larry Mowles, *Former Trustee, La Mirada*

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

1. CALL TO ORDER

President Sanchez called the meeting to order at 7:00 P.M.

2. QUORUM (ROLL) CALL

Following roll call, it was recorded that 30 Trustees were present and 6 were absent. Two positions are currently vacant.

3. INVOCATION

Trustee Santa Inez gave the invocation.

4. PLEDGE OF ALLEGIANCE

Trustee Tye 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).

Director Mark Daniel introduced Yessenia Curiel, who was recently promoted to the Underground Storm Drain Supervisor position, and provided her a few minutes to introduce herself.

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 TRUSTEE REAPPOINTMENTS**

Trustee reappointments included:

<u>Trustee Representative</u>	<u>City</u>	<u>Term</u>
Ali Saleh	Bell	4 Years
Elito M. Santarina	Carson	4 Years
Mark W. Bollman	Cerritos	4 Years
Steve Tye	Diamond Bar	2 Years
Robert Kiefer	Downey	2 Years
Dan Medina	Gardena	2 Years
Leonard Pieroni	La Cañada Flintridge	4 Years
Steve Croft	Lakewood	2 Years
Steven Goldsworthy	Los Angeles County	2 Years
Avik Cordeiro	Montebello	2 Years
Scott Kwong	San Marino	2 Years
Hector Delgado	South El Monte	2 Years
Denise Diaz	South Gate	2 Years

9. **RECOGNITION OF NEW TRUSTEES**

New Trustees appointed include:

<u>Trustee Representative</u>	<u>City</u>	<u>Term</u>
Marisela Santana	Lynwood	2 Years

General Manager Dever introduced new Trustee Marisela Santana from Lynwood, and provided her with some time to introduce herself.

10. **ELECTION OF DISTRICT SECRETARY-TREASURER FOR CALENDAR YEAR 2019 (VOTE REQUIRED)**

Board policy of February 14, 1957, page 137 of Minute Book No. 1 and July 13, 1967, page 13 of Minute Book No. 3, provides for the election of officers on a rotational (succession) basis and nomination of a minimum of two candidates for the Office of Secretary-Treasurer by the Nominating Committee composed of Past Presidents.

Trustee Bollman reported that the Nominating Committee met and put forth two Trustees for consideration; Emily Holman from Long Beach and Scott Kwong from San Marino, and requested additional nominations

from the floor. None were presented. Both candidates were given an opportunity to address the Board to discuss their qualifications and interest in the position.

Trustees were polled via roll-call vote according to District bylaws.

Following voting, President Sanchez reported that Trustee Holman received the highest number of votes, and was elected to serve as the 2020 Secretary-Treasurer.

11. **INSTALLATION OF BOARD PRESIDENT STEVEN APPLETON FOR CALENDAR YEAR 2020**

President Sanchez installed incoming President Appleton who thanked Trustee Sanchez for his outstanding service as the 2019 Board President and presented him with a gavel plaque on behalf of the District Board and staff

12. **INSTALLATION OF VICE-PRESIDENT HEIDI HEINRICH AND NEWLY ELECTED SECRETARY-TREASURER FOR CALENDAR YEAR 2020**

President Appleton welcomed Vice-President Heinrich and newly elected Secretary-Treasurer Holman to their new positions.

13. **CONSENT AGENDA (13.1-13.6)**
VOTE REQUIRED

13.1 Consideration of **Minutes 2019-12** of regular Board Meeting held December 12, 2019. (**EXHIBIT A**)

13.2 Consideration of **Resolution 2019-19** authorizing payment of attached requisition December 1, 2019 through December 31, 2019.
(**EXHIBIT B**)

13.3 Consideration of contract renewal with Vector Disease Control International, LLC for aerial application services and authorization for use of emergency reserves in disease emergency. (**EXHIBIT C**)

Summary: The District's Exotic Disease Emergency Action Plan identifies that aerial pesticide applications to suppress the spread and transmission of vector-borne disease impacting public health may become necessary. Activating aerial services requires considerable planning and federal approvals, necessitating early preparation. The renewal of the contingency contract and preauthorization to utilize Emergency Vector Control Reserves will permit prompt and timely response to a public health emergency were the need to arise. The Emergency Vector Control Reserve account (CalTRUST Account #1031.0) has a current available balance of \$1,260,953.

13.4 Consideration of contract renewal with SCI Consulting Group to perform services related to the determination, levy and collection of Assessment revenues.
(**EXHIBIT D**)

Summary: SCI Consulting Group is a public finance and urban economic consulting firm with over 30 years of expertise in assisting public agencies in California with

administering and establishing assessments and other special levies. Their client list includes more than two dozen vector control districts throughout the state. SCI's latest contract dated December 2016 (Exhibit D) included an option in the fee schedule to extend the contract for an additional two fiscal years. "If the District chooses to extend the contract, the fee for fiscal year 2020-21 shall be \$24,200 with \$12,100 due upon submittal of the special assessment levies to the County Auditor and the remainder due on January 15 of the fiscal year, and the fee for fiscal year 2021-2022 shall be \$24,900 with \$12,450 due upon submittal of the special assessment levies to the County Auditor and the remainder due on January 15 of the fiscal year." For fiscal year 2019-20, the total compensation paid by the District to SCI for the Scope of Work was \$23,500. It is staff's recommendation that the Board approve extending the contract with SCI for an additional two fiscal years.

13.5 Consideration of Contract with Koff & Associates for Compensation and Classification Study and Budget Adjustment to Account # 5664. **(EXHIBIT E)**

Summary: After reviewing the proposals, the General Manager and Human Resources Director recommend the Board approve the contract with Koff & Associates based on experience and quality of proposed services. Koff & Associates was selected based upon their extensive experience working with various special districts, cities, and their reasonable cost for the entire project that would not exceed \$64,650. Their team is comparatively qualified and includes members who are knowledgeable and familiar with the District's local public agency area.

13.6 Consideration of a Joint Tax Sharing Resolution, related to the annexation of Project SCV-1094. This resolution authorizes the Sanitation Districts of Los Angeles County and GLACVCD to collectively approve and accept the negotiated exchange of ad valorem property tax revenue resulting from the annexation of the subject territory identified in the resolution to provide revenue to the Santa Clarita Valley Sanitation District. A copy of the letter from the Sanitation Districts of Los Angeles County requesting this resolution is attached. **(EXHIBIT F)**

Analysis: Similar to previous L.A. County tax sharing resolutions and seek to generate revenue to partially fund the services of SCV-1094 as noted above. Similar resolutions have previously been adopted by the Board; Annexation No. 1094 relates to funding for the operation and maintenance of off-site disposal of sewage. 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 Sanitation Districts.

Trustee Wassem requested item 13.5 be pulled from the Consent Agenda for discussion.

Trustee Croft made a motion to approve the remaining Consent Agenda items. The motion was seconded by Trustee Santa Inez and approved with abstentions from Trustees Santana and Sarno. The motion passed.

Trustees discussed item 13.5 and requested copies of the three proposals in response to the Compensation and Classification Study RFP. **President Appleton requested to continue the item to the next Board meeting.**

14. **COMMITTEE REPORTS**

14.1 Audit Committee Meeting

S. Santa Inez, Vice Chair

- *Presentation from auditors at White Nelson Diehl Evans (WNDE) regarding findings from District audit of FY 2018/2019 financials. (EXHIBIT G) (RECEIVE AND FILE)*

Vice Chair Santa Inez reported that the opinion of the auditor is an unmodified opinion, which is the best opinion for an audit. He recognized Director Weeks' hard work and recommended on behalf of the committee that the report be received and filed.

President Appleton also recognized Director Week's goodwork and organization.

15 **MOBILE SCIENCE AND VECTOR EDUCATION FOUNDATION REPORT**

15.1 Education Foundation Report

D. Medina, President

- Discussion and consideration of staff recommendation for allocation of budget savings from FY 17/18 Budget. (**VOTE REQUIRED**)

President Medina and Trustee Heinrich reported that the Education Foundation met and gave instruction to legal counsel to develop a resolution that would dissolve the Foundation and transfer the existing funds and assets to the District. The Education Program has been fully integrated into the Community Affairs Department and all operations of the Foundation is funded by the District.

16. **CONSIDERATION OF POTENTIAL WOLBACHIA PROGRAM AD HOC COMMITTEE AND COMPOSITION OF AD HOC COMMITTEE**

President Appleton recommended that the Ad Hoc Committee be comprised of seven members and assignments be made and ratified along with the other 2020 committee assignments. Trustee Shryock made a motion to approve the seven-member committee. Trustee Sanchez seconded the motion. The motion passed.

17. **STAFF PROGRAM REPORTS: DECEMBER 2019**

17.1 Manager's Report

T. Dever, General Manager

General Manager Dever wished everyone a happy new year. She also welcomed all the reappointed Trustees back and reminded them to fill out their Committee Interest list. She noted that the revised Employee Handbook is complete and awaiting review by the new Policy and Personnel Committees.

17.2 Scientific-Technical: (Staff Report A)

S. Kluh, Sci.-Tech Services Dir.

Director Kluh reported that her staff are busy preparing for their MVCAC conference presentations. She also clarified that the sentinel chicken surveillance program has been temporarily suspended this year due to challenges related to the Newcastle disease in chickens.

17.3 Operations: (Staff Report B)

M. Daniel, Operations Dir.

Director Daniel noted that the Aedes team has been making contact with residents in historical hotspots for the invasive mosquitoes. The Operations staff are also actively working with partner agencies to remove potential breeding sources.

17.4 Community Affairs: (Staff Report C)

M.J. Coburn, Comm. Affairs Dir.

Director Coburn reported that aside from what's mentioned on the written report, the Community Affairs Team is busy working on Spring and Summer Outreach Campaigns and is looking forward to the launch.

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 had no additional report.

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 Wassem requested that future Committee Meeting times and locations be listed on the Agenda.

19. ADJOURNMENT

President Appleton adjourned the meeting at 8:21 PM. The next meeting is scheduled for Thursday, February 13, 2020 at 7:00 PM at the District's headquarters at 12545 Florence Avenue, Santa Fe Springs.