

**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT  
MINUTES NO. 2020-04**

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, April 9, 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)*  
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)*  
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)*  
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)*  
Lara Ricardo, *(City of Maywood)*  
Avik Cordeiro, *(City of Montebello)*  
Leonard Shryock, *(City of Norwalk)*  
Tom Hansen, *(City of Paramount)*  
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*  
Robert Copeland, *(City of Signal Hill)*  
Hector Delgado, *(City of South El Monte)*  
Denise Diaz, *(City of South Gate)*  
Josué Alvarado, *City of Whittier*

**TRUSTEES ABSENT**

Marilyn Sanabria, *(City of Huntington Park)*  
Marisela Santana, *(City of Lynwood)*  
Raul Elias, *(City of Pico Rivera)*

**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*  
Jamie Hebein, *Acting Director of Human Resources*  
Carolyn Weeks, *Director of Fiscal Operations*  
Danyelle Frakes-Lewis, *GIS/IT Helpdesk Coordinator*  
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 7:13pm. The meeting is being held 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 33 Trustees were present and three were absent. President Appleton also asked Trustees to confirm their attendance in the Zoom Chatbox.

**3. INVOCATION**

The invocation was postponed.

4. **PLEDGE OF ALLEGIANCE**

The pledge of allegiance was postponed.

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 Danyelle Frakes-Lewis who has been working on many of the District's IT needs. GM Dever also introduced Jamie Hebein, the acting Human Resources Director while the District searches to fill the position.

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 – 8.6)**

**(VOTE REQUIRED)**

8.1 Consideration of **Minutes 2020-02** of regular Board Meeting held on February 13, 2020. **(EXHIBIT A)**

8.2 Consideration of **Resolution 2020-03** Authorizing Payment of Attached Requisition February 1, 2020 through February 29, 2020. **(EXHIBIT B)**

8.3 Consideration of four (4) County of Los Angeles Negotiated Tax Exchange Resolutions (NTER), related to the annexation of Petition Nos. 79-718 and 117-1118 to County Lighting Maintenance District (CLMD) 1687, and Annexation No. 1102 and No. 1103 to the Santa Clarita Valley Sanitation District. The first set of proposed exchange would provide revenue to CLMD 1687 to partially fund the operation and maintenance of new street lighting services to be provided with the annexed territories. A copy of the letter from the Los Angeles Department of Public Works requesting this resolution is attached. The second set of proposed exchange would provide revenue to the Santa Clarita Valley Sanitation District to receive off-site disposal of sewage. A copy of the letters from the Sanitation Districts of Los Angeles County requesting this resolution are also 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 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 zones. 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.*

8.4 Consideration of Los Angeles County's request to provide disaster relief to residents whose properties have been destroyed by wildfires. **(EXHIBIT D)**

*Summary: The Los Angeles County property tax departments have identified 129 properties to have been destroyed in the recent wildfires and the residents are in need of assistance. If approved, DA charges totaling \$1,732.51 placed by the District would be removed at no cost to the agency to provides as disaster relief to those affected.*

8.5 Consideration of **Resolution 2020-05** Authorizing Payment of Attached Requisition March 1, 2020 through March 30, 2020. **(EXHIBIT E)**

## 8.6 Consideration of Revised Section 125 Plan Document for 2020

*Summary: The Section 125 Plan Document for the District's Flexible Benefit Plan was reviewed and updated by legal counsel at Liebert Cassidy Whitmore to be compliant with new laws and regulations. (EXHIBIT F)*

**Trustee Croft made a motion to approve the Consent Agenda items. The motion was seconded by Trustee Santarina and approved unanimously. The motion passed.**

### 9. **CONSIDERATION OF RESOLUTION 2020-04**

*Summary: The Board of Trustees will consider Resolution No. 2020-04 (A Resolution of the Executive Board of the Greater Los Angeles County Vector Control District Proclaiming and Ratifying the Existence of a Local Emergency) to ratify the Executive Board's action on March 18, 2020 (EXHIBIT G)*

President Appleton discussed the steps behind the resolution that was enacted in accordance with Governor Newsom's Executive Order regarding emergency board meetings. The Executive Board meetings will continue on Thursdays at 2pm and any board member can call in. Meeting information will be posted on the exterior of the District's facilities and the website, and will be distributed to all trustees weekly.

**A motion to approve Resolution 2020-04 was moved by Trustee Croft and seconded by Trustee Sanchez. The motion passed unanimously.**

### 10. **CONSIDERATION OF RESOLUTION 2020-06**

*Summary: Consider Adopting a Resolution Authorizing District Representatives to Apply for and Obtain Disaster Assistance Funding from State and Federal Agencies (General Manager and Director of Fiscal Operations). (EXHIBIT H)*

General Manager Truc Dever shared that the CSDA and mosquito state association (MVCAC) have been looking at how to receive funds to reimburse costs the District has accrued during the COVID-19 epidemic. Some of the items that are reimbursable are training, communications, legal fees, etc. Sick leave is not reimbursable for public agencies. The district is tracking reimbursable expenses and staff recommend the adoption of the resolution to allow the fiscal director to request and receive these funds.

Trustee Sanchez recommended grant opportunities that may be available to be used towards payroll and offered to forward that information.

**Trustee Sanchez moved to approve Resolution 2020-06, and Trustee Sarno seconded the motion. The motion passed unanimously.**

### 11. **STAFF PROGRAM REPORTS: APRIL 2020**

#### 11.1 Manager's Report

General Manager Dever shared the multiple service modifications made by the District due to the COVID-19 pandemic. Additionally, the rain had provided relief and allowed Staff to implement new strategies to ensure safety. Although supplies are low, Staff have found different options and suppliers to carry the district into the summer. Service requests requiring in-person appointments will continue to be suspended and the district's facilities will remain closed to the public.

T. Dever, General Manager

Despite the current situation, the district is working diligently to do work on minimizing sources that can breed and factor into a West Nile virus season.

Additionally, the staff are working on next year's budget but holding off on items that are not mission-critical.

Trustee Santa Ines would like to thank staff for their hard work. He would like to know how cities could help reach their residents and ask them to be proactive in minimizing sources around them. General Manager Dever shared the Community Affairs Department has been working on creating a lot of content for residents to use, which is posted on the District website and social media networks. Staff will forward the materials again to trustees.

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

S. Kluh, Sci.-Tech Services Dir.

Director Kluh reported that mosquito trapping is on hold due to the constant rain. Although the rain creates sources, the cold weather and rain will help delay increases in the mosquito abundance and provide time for staff to implement modified control strategies. Staff will continue to trap and send mosquito samples for testing, however the surveillance chicken program is temporarily postponed because of the on-going Newcastle outbreak, which affects chickens.

Staff is working on publishing material that would have been presented during the national AMCA conference.

11.3 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.

11.4 Community Affairs: *(Staff Report C)*

M.J. Coburn, Comm. Affairs Dir.

Director Coburn screen-shared working samples from the community affairs staff, including the new Do-it-Yourself solutions page, Tip and Toss: Home Edition Videos and new social media content series. Director Coburn added that the resources have been shared with city managers and trustees.

11.5 Fiscal: *(Staff Report D)*

C. Weeks, Finance Director

Director Weeks had no additional comments and offered to answer any questions from the Board.

11.6 Human Resources: *(Staff Report E)*

J. Hebein, Acting Human Resources

Acting Director Hebein had no additional comments.

11.7 Legal Counsel Report

Q. Barrow, Legal Counsel

Legal Counsel Barrow shared that his firm has been working with multiple agencies and organizations and is impressed with how the District is handling the COVID-19 situation.

General Manager Dever publicly thanked Quinn and his firm for the assistance they have provided.

**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).

President Appleton acknowledged the great work that the staff and executive team have been doing to care for the staff and district during this pandemic. Additionally, he invited other trustees to join the weekly executive committee meeting teleconferences.

Lastly, he thanked the trustees for joining the Board Zoom meeting.

13. **ADJOURNMENT**  
**President Appleton adjourned the meeting at 8:11 PM.**

The next meeting is scheduled for Thursday, May 7th, 2020 at 7:00 PM via teleconference at the District's headquarters at 12545 Florence Avenue, Santa Fe Springs.