

**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT
MINUTES NO. 2021-02**

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 11, 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*
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*
Marilyn Sanabria, *City of Huntington Park*
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, Vice President - *City of Long Beach*
Steve Appleton, *City of Los Angeles*
Steven Goldsworthy, *Los Angeles County*
Marisela Santana, *City of Lynwood *7:10pm*
Jessica Torres, *City of Maywood *7:14pm*
Avik Cordeiro, *City of Montebello*
Ana Valencia, *City of Norwalk*
Isabel Aguayo, *City of Paramount*
Scott Kwong, Secretary/Treasurer - *City of San Marino*
Heidi Heinrich, President - *City of Santa Clarita*
Jesse H. Avila, *City of San Fernando*
Robert Copeland, *City of Signal Hill*
Denise Diaz, *City of South Gate*
Hector Delgado, *City of South El Monte*
Jessica Martinez, *City of Whittier*

TRUSTEES ABSENT

Raul Elias, *City of Pico Rivera*

TRUSTEES ABSENT (EXCUSED)

VACANT, *City of Santa Fe Springs*

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*
Harold Morales, *Vector Ecologist*
Wesley Collins, *Operations Supervisor*
Martin Serrano, *Operations Supervisor*
Fernando Martinez, *Facilities & Fleet Maintenance Supervisor*
Danyelle Frakes-Lewis, *GIS/ IT Helpdesk*

** 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 7:03 pm. 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 three were absent. Two Trustees joined the meeting after roll call bringing the total to 34 Trustees present, one absent, and one vacant seat.

3. INVOCATION

President Heinrich led the invocation.

4. PLEDGE OF ALLEGIANCE

President Heinrich 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 Dever introduced Georg Krammer and Mike Harary from Koff & Associates. Additionally, General Manager Dever introduced District staff in attendance.

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 – 8.3)

(VOTE REQUIRED)

8.1 Consideration of **Minutes 2021-01** of regular Board Meeting held on January 14, 2021. ***(EXHIBIT A)***

8.2 Consideration of **Resolution 2021-02** Authorizing Payment of Attached Requisition January 1 through January 31, 2021. ***(EXHIBIT B)***

8.3 Consideration of one (1) County of Los Angeles Negotiated Tax Exchange Resolution (NTER), related to the annexation of the territory known as L 108-2019. 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.

Trustee Croft made a motion to approve the Consent Agenda. The motion was seconded by Trustee Copeland and approved unanimously.

9. CONSIDERATION AND RATIFICATION OF BOARD OF TRUSTEES COMMITTEE ASSIGNMENTS FOR CALENDAR YEAR 2021 (EXHIBIT D) (VOTE REQUIRED)

Summary: President Heinrich will present the slate of 2021 Committee Members for ratification.

President Heinrich called for a motion to ratify the 2021 Committee Assignments. A motion was made by Trustee Croft, seconded by Trustee Sanabria and approved unanimously.

10. 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. 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, 2021 deadline. Upon completion of the form, please send a copy to the District for our records.

General Manager Dever reminded Trustees that the Annual Form 700 Statements are due by April 1st. Trustees who have completed these forms in previous years may receive emails from LA County allowing for electronic submission of the forms. Other Trustees may complete the forms provided by the District and mail original copies back to the District for filing with the Conflict of Interest Office.

11. COMMITTEE REPORTS

11.1 Personnel & Budget Committees

S. Croft, Personnel Comm. Chair

- Consideration of findings and recommendations from Compensation and Classification Study conducted by Koff & Associates.
(EXHIBITS E & F)

Personnel Committee Chair Croft reported that the Personnel and Budget Committees met four times to discuss the Compensation and Classification Study conducted by Koff and Associates. They discussed the Board's interest in updating staffs' job descriptions and making salaries competitive to similar positions at comparable agencies.

General Manager Dever provided a brief analysis of the Compensation and Classification Study which considered comparator agencies, job classifications and descriptions, benefit data, organizational charts, salary information, and position description questionnaires and interviews with staff members. The study resulted in the development of new class/position descriptions, title changes and four reclassifications to better reflect the actual level and scope of work and to be consistent with industry standards.

Additionally, the classification analysis resulted in changing the FLSA status for some positions, including Operations Supervisors, Facilities Supervisor, GIS/Helpdesk and Vector Ecologists.

The Committee recommended the implementation of title and reclassifications changes, implementation of recommended FLSA status changes, implementation of all recommended equity adjustments to bring positions to market median, and approval of Administrative Time Off for Directors. FLSA changes would take effect as soon as practicable. All other adjustments would be made beginning the new fiscal year, July 1, 2021.

Trustee Bollman motioned to approve the classification recommendations. Trustee Croft seconded and it was approved with 33 votes. (Classifications: 33 yes, 1 missing vote, 2 absent)

Trustee Croft motioned to approve the compensation recommendations. Trustee Sanchez seconded the motion and it was approved with 34 votes. (Compensation: 34, 2 absent)

12. STAFF PROGRAM REPORTS: JANUARY 2021

12.1 Manager's Report

T. Dever, General Manager

General Manager Dever expressed gratitude towards the Board for their support of the Compensation and Classification changes on behalf of the organization and its staff. Additionally, she shared that the District will hold a New Trustee Orientation and all Trustees are invited to attend.

Trustee Avila expressed that General Manager Dever is doing a great job in leading the District.

12.2 Scientific-Technical: (Staff Report A)

S. Kluh, Sci.-Tech Services Dir.

Director Klueh thanked the Trustees for attending MVCAC and shared that she was proud of her staff for presenting on the department's work.

12.3 Operations (Staff Report B)

M. Daniel, Operations Dir.

Director Daniel reported that he was proud of his staff for presenting at the annual state conference and that attendees will have the ability to return to the virtual platform to review additional presentations

12.4 Community Affairs (Staff Report C)

M.J. Coburn, Community Affairs Dir.

Director Coburn reported that the District had a great representation at the MVCAC conference and was very proud of Community Liaison Caroline Gongora and Education Program Coordinator Francis Fernando for their presentations in the Community Outreach and Education symposium. Additionally, she invited Trustees to attend the New Trustee Orientation.

12.5 Fiscal (Staff Report D)

C. Weeks, Finance Director

Director Weeks did not have anything to add to her report.

12.6 Human Resources (Staff Report E)

A. Bradley, Human Resources Dir.

Director Bradley did not have anything to add to her report.

Trustee Medina asked if the Annual Picnic will be held in July; General Manager Dever said that any District gathering, including Employee Appreciation Day activities would depend on the status of COVID-19 and the level of risk and safety.

12.7 Legal Counsel Report

Q. Barrow, Legal Counsel

Mr. Barrow did not have anything to add to his report.

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).

NONE

14. ADJOURNMENT

The next Board of Trustees meeting will be scheduled on Thursday, March 11, 2021 at 7:00 PM at the District's headquarters at 12545 Florence Avenue, Santa Fe Springs.

President Heinrich adjourned the meeting at 8:29pm.