

**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT
MINUTES NO. 2022 – 09**

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, September 8, 2022, at the District office at 12545 Florence Avenue, Santa Fe Springs, California.

TRUSTEES PRESENT

Sonny Santa Ines, *City of Bellflower*
Pedro Aceituno, *City of Bell Gardens*
Dr. Jeff Wassem, *City of Burbank*
Jim Dear, *City of Carson* *7:24
Mark Bollman, *City of Cerritos*
Baru Sanchez, *City of Cudahy*
Robert Keifer, *City of Downey*
Paulette Francis, *City of Gardena*
Luis Roa, *City of Hawaiian Gardens* *7:06
Marylin Sanabria, Secretary/Treasurer –
City of Huntington Park
Catherine Houwen, *City of La Habra Heights*
Emily Holman, President - *City of Long Beach*
Steven Goldsworthy, *Los Angeles County*
Avik Cordeiro, *City of Montebello*
Ana Valencia, *City of Norwalk*
Raul Elias, *City of Pico Rivera*
Jesse H. Avila, *City of San Fernando*
Scott Kwong, Vice President - *City of San Marino*
Heidi Heinrich, *City of Santa Clarita*
Robert Copeland, *City of Signal Hill*
Hector Delgado, *City of South El Monte*
Leticia Lopez, *City of Vernon*
Jessica Martinez, *City of Whittier*

TRUSTEES ABSENT (EXCUSED)

Melissa Ramoso, *City of Artesia*
Ali Saleh, *City of Bell*
Ruth Low, *City of Diamond Bar*
Leonard Peironi, *La Cañada Flintridge*
John Lewis, *City of La Mirada*
Steve Croft, *City of Lakewood*
Jessica Torres, *City of Maywood*
Isabel Aguayo, *City of Paramount*
Joe Angel Zamora, *City of Santa Fe Springs*
Denise Diaz, *City of South Gate*

TRUSTEES ABSENT

Leonard Mendoza, *City of Commerce*
Vrej Agajanian, *City of Glendale*
Steve Appleton, *City of Los Angeles*
Jorge Casanova, *City of Lynwood*

OTHERS PRESENT

Susanne Klueh, *General Manager*
Steve Vetrone, *Director of Scientific-Technical Services*
Mark Daniel, *Director of Operations*
Mary-Joy Coburn, *Director of Communications*
Cindy Reyes, *Acting Director of Human Resources*
Anais Medina Diaz, *Public Information Officer*
Stephanie Cao, *General Counsel*

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

1. CALL TO ORDER

President Holman called the meeting to order at 7:04 pm.

2. QUORUM (ROLL) CALL

Following roll call it was recorded that 21 trustees were present and 16 were absent. Two trustees joined the meeting after roll call, bringing the total to 23 Trustees present and 14 absent.

3. INVOCATION

Trustee Goldsworthy (Los Angeles County) led the invocation.

4. PLEDGE OF ALLEGIANCE

Trustee Heinrich's daughter Maddie Heinrich (Santa Clarita) 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).

NONE

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 2022-08** of regular Board Meeting held on August 11th, 2022. ***(EXHIBIT A)***

8.2 Consideration of **Resolution 2022-15** Authorizing Payment of Attached Requisition August 1st through August 31st, 2022. ***(EXHIBIT B)***

8.3 Consideration of a Joint Tax Sharing Resolution, related to the annexation of Project 2-58 (one expansion warehouse). 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 C)***

Analysis: Similar to previous L.A. County tax sharing resolutions and seek to generate revenue to partially fund the services of Annexation No. 58 as noted above. Similar resolutions have previously been adopted by the Board; Annexation No. 58 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 Delgado (South El Monte) made a motion to approve the Consent Agenda. The motion was seconded by Trustee Martinez (Whittier) and approved unanimously.

YES: Bellflower, Bell Gardens, Burbank, Cerritos, Cudahy, Downey, Gardena, Huntington Park, La Habra Heights, Long Beach, Los Angeles County, Montebello, Norwalk, Pico Rivera, San Fernando, San Marino, Santa Clarita, Signal Hill, South El Monte, Vernon, Whittier

NO: NONE

ABSENT: Artesia, Bell, Carson, Commerce, Diamond Bar, Glendale, Hawaiian Gardens, Los Angeles City, La Cañada Flintridge, La Mirada, Lakewood, Lynwood, Maywood, Paramount, Santa Fe Springs, South Gate

9. DISCUSSION CONCERNING MEETING AGENDA AND PARLIAMENTARY PROCEDURE, INCLUDING ROBERT'S RULES OF ORDER
(EXHIBIT D)

Trustee Sanchez (Cudahy) asked that the items be separated for discussion.

9.1 Discussion concerning meeting agenda.

Trustee Sanchez (Cudahy) asked that staff add page numbers to the exhibits and include the range in the agenda. Additionally, he asked that staff include a summary of the agenda and any attachments to the item to make it easier to review. Trustee Santa Ines (Bellflower) agreed with Trustee Sanchez's recommendations and asked that staff include a table of contents to the agenda and hyperlink the agenda item with the location of the exhibits.

Trustee Sanchez (Cudahy) made a motion to add these recommendations moving forward, which include a table of contents with links, page numbers, and a summary of the agenda items and related attachments. The motion was seconded by Trustee Santa Ines (Bellflower) and approved with 21 votes in favor and one abstention.

YES: Bellflower, Bell Gardens, Burbank, Cerritos, Cudahy, Downey, Gardena, Hawaiian Gardens, Huntington Park, La Habra Heights, Long Beach, Los Angeles County, Montebello, Norwalk, Pico Rivera, San Fernando, San Marino, Santa Clarita, Signal Hill, South El Monte, Vernon

NO: NONE

ABSTAIN: Whittier

ABSENT: Artesia, Bell, Carson, Commerce, Diamond Bar, Glendale, Los Angeles City, La Cañada Flintridge, La Mirada, Lakewood, Lynwood, Maywood, Paramount, Santa Fe Springs, South Gate

9.2 Discussion regarding parliamentary procedure, including Robert's Rules of Order.

Trustee Sanchez (Cudahy) recommended that new Executive Board members be required to receive training or confirm acknowledgement of Robert's Rules of Order to help run the meetings more efficiently. The acknowledgement of receiving the training can be confirmed by signing off a document outlining the Robert's Rules of Order.

Secretary/Treasurer Sanabria (Huntington Park) asked if Trustees were already provided with guidance on Robert's Rules of Order in their Trustee Handbook. General Manager Klueh confirmed that Trustees must sign and acknowledge receipt of the Trustee Handbook, which includes the Board's preferred parliamentary procedure which is a hybrid of Robert's Rules of Order and Rosenberg's Rules. Legal Counsel Cao confirmed that the Board of Trustees adopted a hybrid procedure to run their meeting and itemized rules were available in Section 7 of Exhibit D.

Trustee Sanchez made a motion to require new executive board members to sign an acknowledgement of reviewing and understanding the Board's adopted parliamentary procedures.

Trustee Sanabria asked that the motion be revised to include all board members and not exclusively new executive board members. Trustee Sanchez accepted the amendment.

Trustee Bollman (Cerritos) asked if signature acknowledgement wasn't already required and if the rules of procedure were not covered during new Trustee orientation. General Manager Klueh confirmed that all Trustees are provided with the Trustee Handbook when they join the Board, but the rules are not covered in detail during the orientation. However, General Manager Klueh said they could add the review to the orientation if desired by the Trustees.

Trustee Francis (Gardena) expressed that adding this additional requirement would not guarantee an improvement in meeting efficiency and felt that meetings were already ran well. Staff, legal counsel, and trustees are available to make any corrections as the meetings are ran.

Trustee Heinrich (Santa Clarita) and Trustee Copeland (Signal Hill) inquired what the consequences for not signing would be. Additionally, even if Trustees signed the acknowledgement but still do not understand the bylaws, how will the policy be enforced.

Trustee Sanabria (Huntington Park) concurred that without a way to enforce the policy, it may not help the meeting's efficiency.

Trustee Goldsworthy (LA County) recommended adding a signature line to the Board bylaws in the Trustee Handbook to confirm acknowledgement. Trustee Cordeiro (Montebello) concurred with Trustee Goldsworthy's recommendation and inquired if the Board had full compliance with other trainings; General Manager Klueh responded that the Board does not have compliance with other trainings.

Trustee Sanchez and Trustee Sanabria withdrew their motions.

Trustee Roa (Hawaiian Gardens) requested for legal counsel to be more proactive in stepping in when the Board needed clarification.

Trustee Goldsworthy (LA County) made a motion to include a signature box to page 71 in the Trustee Handbook and must be signed moving forward by any new Trustee. Trustee Cordeiro seconded the motion.

Trustee Santa Ines (Bellflower) offered a substitute motion that would require new executive board members to acknowledge understanding of the Board's parliamentary procedure by signing on page 71 of the Trustee Handbook. The substitute motion was seconded by Trustee Dear (Carson).

With legal counsel guidance, discussion was had to decide which motion should be voted on first.

According to the bylaws, the motion made by Trustee Goldsworthy and seconded by Trustee Cordeiro would be voted on first. The motion states that a signature box will be added to page 71 in the Trustee Handbook and signed by new Trustees moving forward. The motion failed with 11 in favor, and 12 votes against.

YES: Bell Gardens, Burbank, Carson, Cudahy, Downey, Hawaiian Gardens, La Habra Heights, Los Angeles County, Montebello, San Marino, Whittier

NO: Bellflower, Cerritos, Gardena, Huntington Park, Long Beach, Norwalk, Pico Rivera, San Fernando, Santa Clarita, Signal Hill, South El Monte, Vernon

ABSENT: Artesia, Bell, Commerce, Diamond Bar, Glendale, Los Angeles City, La Cañada Flintridge, La Mirada, Lakewood, Lynwood, Maywood, Paramount, Santa Fe Springs, South Gate

Trustee Santa Ines (Bellflower) made a motion to add a signature box to page 71 of the Trustee Handbook and signed by executive board members moving forward. The motion was seconded by Trustee Wassem (Burbank) and failed by a vote of 11 in favor, and 12 votes against.

YES: Bellflower, Bell Gardens, Burbank, Carson, Cudahy, Downey, Hawaiian Gardens, Los Angeles County, San Marino, South El Monte, Whittier

NO: Cerritos, Gardena, Huntington Park, La Habra Heights, Long Beach, Montebello, Norwalk, Pico Rivera, San Fernando, Santa Clarita, Signal Hill, Vernon

ABSENT: Artesia, Bell, Commerce, Diamond Bar, Glendale, Los Angeles City, La Cañada Flintridge, La Mirada, Lakewood, Lynwood, Maywood, Paramount, Santa Fe Springs, South Gate

10. DISCUSSION AND CONSIDERATION REGARDING TARGETED SPONSORSHIP OPPORTUNITIES AVAILABLE FOR THE CALAFCO ANNUAL CONFERENCE (EXHIBIT E) (VOTE REQUIRED)

General Manager Klueh shared an opportunity for the District to be a sponsor at the upcoming CALAFCO Annual Conference and asked for guidance from the Board on how to move forward.

There was no motion to move forward with becoming a sponsor.

Trustee Goldsworthy suggested to send Trustee Appleton to the conference as a representative of the District.

Trustee Roa made a motion to send Trustee Appleton (City of Los Angeles) to the CALAFCO Annual Conference. The motion was seconded by Trustee Goldsworthy and approved unanimously.

YES: Bellflower, Bell Gardens, Burbank, Carson, Cerritos, Cudahy, Downey, Gardena, Hawaiian Gardens, Huntington Park, La Habra Heights, Long Beach, Los Angeles County, Montebello, Norwalk, Pico Rivera, San Fernando, San Marino, Santa Clarita, Signal Hill, South El Monte, Vernon, Whittier

NO: NONE

ABSENT: Artesia, Bell, Commerce, Diamond Bar, Glendale, Los Angeles City, La Cañada Flintridge, La Mirada, Lakewood, Lynwood, Maywood, Paramount, Santa Fe Springs, South Gate

11. COMMITTEE REPORT

(VOTE REQUIRED)

11.1 Personnel Committee

Robert Copeland, Chair

11.1.a Consideration and discussion of the General Manager's six-month performance appraisal components and goals.

Trustee Copeland shared that the personnel committee met to discuss evaluation criteria and questions for General Manager Kluh's six-month performance review. The questionnaire form and instructions would be sent to the Board through Human Resources.

Trustee Copeland also added that Trustees would review submitted responses in closed session at the next board meeting.

12. STAFF PROGRAM REPORTS: AUGUST 2022

12.1 Manager's Report

S. Kluh, General Manager

General Manager Kluh invited the Board of Trustees to attend the District's Employee Appreciation Day in October.

12.2 Scientific-Technical (Staff Report A)

S. Vetrone, Sci.-Tech Services Dir.

Director Vetrone added that *Culex* and *Aedes* mosquito abundance were slightly above the 5-year average but not alarmingly high. Additionally, there were additional positive West Nile virus mosquito samples collected in the month of August than reported in the staff report. Lastly, the District received its first St. Louis Encephalitis mosquito sample for the year and since 2019.

12.3 Operations (Staff Report B)

M. Daniel, Operations Dir.

Director Daniel highlighted that service requests are down but are expected to increase throughout the month of September.

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

Director Coburn shared the August Kudos Board and highlighted the District's 70th Anniversary Celebration event in the city of South Gate. Additionally, Director Coburn invited the Board to the third and last 70th Anniversary event taking place at the Sylmar facility. Lastly, she shared the Department's CAPIO EPIC award which recognized the District's work in providing pop-up events during COVID to help reach residents and increase awareness around West Nile virus. This is the first award of its kind to any vector control district in the state and in the region.

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

No report.

12.6 Human Resources (Staff Report E) C. Reyes, Acting Human Resources Dir.

Acting Director Reyes shared that Director Costa would return from leave in October. She thanked the board and management for their support during her acting role.

12.7 General Counsel Report S.Cao, General Counsel

No 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

President Holman adjourned the meeting at 8:20 pm. The next Board of Trustees meeting will be scheduled on Thursday, October 13th, 2022, at 7:00 PM at the District's headquarters at 12545 Florence Avenue, Santa Fe Springs.