

**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT
MINUTES NO. 2017-06**

The regular meeting of the Board of Trustees of the Greater Los Angeles County Vector Control District was held at 7:00 p.m. on Thursday, June 8, 2017, at the District office at 12545 Florence Avenue, Santa Fe Springs, California.

TRUSTEES PRESENT

Sally Flowers, *(City of Artesia)* *7:46
Dr. Jeff Wasseem, *(City of Burbank)*
Elito Santarina, *(City of Carson)*
Mark Bollman, Vice-President, *(City of Cerritos)*
Lilia R. Leon, *(City of Commerce)*
Baru Sanchez, *(City of Cudahy)*
Steve Tye, *(City of Diamond Bar)*
Robert Kiefer, *(City of Downey)*
Dan Medina, *(City of Gardena)*
Jerry Walton, *(City of Glendale)*
Barry Bruce, *(City of Hawaiian Gardens)*
Marilyn Sanabria, *(City of Huntington Park)*
Catherine Houwen, *(City of La Habra Heights)*
Larry Mowles, *(City of La Mirada)*
Robert Campbell, *(City of Long Beach)*
Steve Appleton, *(City of Los Angeles)*
Martin Kreisler, *(County of Los Angeles)*
Salvador Alatorre, *(City of Lynwood)*
Eddie De La Riva *(City of Maywood)* *7:13
Avik Cordeiro, *(City of Montebello)*
Leonard Shryock, *(City of Norwalk)*
Tom Hansen, *(City of Paramount)*
Bob Archuleta, *(City of Pico Rivera)*
Scott Kwong, *(City of San Marino)*
Heidi Heinrich, *(City of Santa Clarita)*
Robert Copeland, *City of Signal Hill*
Maria Davila, *(City of South Gate)* *7:13
Josué Alvarado, *(City of Whittier)* *7:05

TRUSTEES ABSENT

Ali Saleh, *(City of Bell)*
Sonny Santa Ines, *(City of Bellflower)*
Steve Croft, President *(City of Lakewood)*
Nina Herrera, *(City of San Fernando)*
Luis Gonzalez, *(City of Santa Fe Springs)*
Hector Delgado, *(City of South El Monte)*

TRUSTEES ABSENT (EXCUSED)

Pedro Aceituno, *(City of Bell Gardens)*

VACANCY

City of La Cañada Flintridge

OTHERS PRESENT

Truc Dever, *General Manager*
Mark Daniel, *Director of Operations*
Susanne Kluh, *Director of Scientific-Technical Services*
Kelly Middleton, *Director of Community Affairs*
Carolyn Weeks, *Director of Fiscal Operations*
Rakesha Thomas, *Director of Human Resources*
Levy Sun, *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**
Vice President Bollman called the meeting to order at 7:03 P.M.
2. **QUORUM (ROLL) CALL**
Following roll call, it was recorded that 24 Trustees were present and 11 were absent. One position is currently vacant. Four (4) Trustees arrived after roll call.
3. **INVOCATION**
Trustee Tye gave the invocation.
4. **PLEDGE OF ALLEGIANCE**
Trustee Medina 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).

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 (8.1-8.2)**

VOTE REQUIRED

8.1 Consideration of **Minutes 2017-05** of regular Board Meeting held on May 11, 2017.
(EXHIBIT A)

8.2 Consideration of **Resolution 2017-07** Authorizing Payment of Attached Requisition May 1, 2017 through May 31, 2017.
(EXHIBIT B)

Trustee Sanabria made a motion to approve the consent calendar. The motion was seconded by Trustee Leon and approved unanimously with Trustee Shryock abstaining from the minutes. Trustees Davila, De La Riva, and Flowers were not present for the vote.

9. **COMMITTEE REPORTS**

9.1 Budget & Finance Committee

B. Sanchez, Chair

9.1.a The Committee has reviewed the staff's proposed FY 2017-2018 budget and is prepared to report its findings to the Board and make recommendations to the Board to approve and accept the FY 2017-2018 Budget.

(EXHIBIT C, refer to budget enclosure. VOTE REQUIRED)

- 5-Year Budget Projections (*Attachment A*)

Chair Sanchez reported that the Budget provided is a balanced budget with projected revenue and expenditures for FY 2017-2018 at \$12,237,200 with no proposed increase to the benefit assessment. Limited term staff increases will be possible thanks to additional CDC ELC grant funds awarded to the District. The budget includes a 1.75% COLA for full-time staff. The Committee voted unanimously in support of the Budget and recommends approval by the Board.

General Manager Truc Dever thanked the Budget and Finance Committee for their time and thoughtful consideration of the proposed budget, as well as staff for their efforts to develop the budget. Truc provided a brief overview of the District's bottoms-up budgeting process developed by Supervisors and Directors, and the quarterly budget status review process that is in place. Mid-year budget adjustments are considered annually if unexpected needs arise and projected savings are available.

The FY 2017-2018 proposed budget is a balanced budget and the assessment rate is calculated based on the District's 1,123,062 assessable parcels. Truc provided more detailed explanations of various line items showing increases for this proposed budget. The Budget includes 27 Goals and Objectives identified by Department, and the Board was offered the opportunity to add or amend these goals. Truc requested the Board discuss and vote on the proposed budget. If approved, the Board will conduct a Public Hearing at the July Board of Trustees meeting, receive the SCI Engineering Report, and approve the Budget Resolution.

Truc answered specific questions from the Board, and clarified that the 5-year projections are not to be voted on as part of the proposed Budget.

Trustee Archuleta made a motion to approve the FY 2017-2018 Budget as presented. The motion was seconded by Trustee Santarina and approved unanimously. Trustee Flowers was not present for the vote.

Truc discussed projections included in the 5-Year Plan, noting that significant future challenges do exist related to projected staffing needs, which will require office space expansion as the District continues to manage ever-increasing *Aedes* risks. Trustee Kreisler encouraged staff to develop more thoughtful strategic objectives that would better reflect longer-term industry challenges and technological advancements that may change how vector control is conducted in the near future, to which Truc responded that those discussions are already underway. In response to additional questions, Operations Director Mark Daniel discussed the District's vehicle selections, purchases, and maintenance procedures.

9.2 Personnel Committee

B. Bruce, Chair

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

9.2.b. **Closed Session: Public Employee Performance Evaluation**

Pursuant to Government Code §54957, the Board of Trustees will hold a closed session to evaluate the General manager's performance.

Designated representative attending the Closed Session: Legal Counsel.

Chair Bruce summarized the Committee's discussions, noting that an evaluation form will be sent to each Trustee to be returned to Legal Counsel Quinn Barrow for compilation of comments which will then be discussed by the Committee. Following an opportunity for questions, the Board entered Closed Session. Upon return, Quinn noted that direction was given to Legal Counsel and no other action was taken.

10. **CONSIDERATION OF OUT-OF-AGENCY SERVICE AGREEMENT TO PROVIDE VECTOR (MOSQUITO) CONTROL SERVICES TO THE CITY OF VERNON PURSUANT TO FINAL DETERMINATION REGARDING ANNEXATION REQUEST (EXHIBIT D) VOTE REQUIRED**

Summary: At the January 12, 2017 Board of Trustees Meeting, the Board requested staff determine the feasibility of providing service to the city of Vernon for a 2-year term to better evaluate the implications of annexing the City to the District. Following consultation with LAFCO, the city of Vernon, and legal counsel, staff submits the proposed agreement for consideration.

Truc provided a summary of the request by the City of Vernon to annex to the District, as well as a brief history of the discussions and options available to the District including the proposed agreement. In response to questions, Truc clarified that the city has agreed to pay the proposed contractual amount as well as the required filing fees with LAFCO. This 2-year contractual period will allow the District to better evaluate the true impact an annexation may have on the District.

Trustee Sanabria made a motion to approve the Out-of-Agency Service Agreement. The motion was seconded by Trustee Davila and approved unanimously with Trustee Copeland abstaining.

11. **CONSIDERATION OF USE OF CAPITAL DESIGNATED RESERVES (LAIF ACCOUNT NO. 1025.0) FOR REPLACEMENT OF SANTA FE SPRINGS BOARDROOM AUDIO/VISUAL SYSTEM. (EXHIBIT E) VOTE REQUIRED**

Truc discussed the badly needed AV upgrade in the Board Room. This equipment not only facilitates Board meetings, but the room also serves as a regional meeting space and training center for various agencies. This upgrade has been postponed for several years and increasing failures make this upgrade necessary.

Trustee Tye made a motion to approve the Capital Reserve allocation to upgrade the AV system. The motion was seconded by Trustee Sanchez and approved unanimously.

12. **CONSIDERATION OF REQUEST TO MOVE \$600,000 FROM LAIF OPEB DESIGNATED RESERVE ACCOUNT (#1027) TO CERBT TRUST TO PAY ANNUAL REQUIRED CONTRIBUTION (ARC) FOR FYE JUNE 30, 2017. VOTE REQUIRED**

Analysis: The OPEB Designated Reserve fund balance is currently \$900,696. The last contribution of \$600,000 was made in May 2016 to cover the ARC for FYE June 30, 2016. The ARC was established by the OPEB Actuarial Valuation as of July 1, 2015.

Truc noted that this is an annual allocation to pay the District's required contribution.

Trustee Campbell made a motion to approve the funds from LAIF to the CERBT Trust. The motion was seconded by Trustee Santarina and approved unanimously.

13. **CONSIDERATION OF ESTABLISHING A NEW "ABATEMENT AD HOC COMMITTEE" AND ABATEMENT PROCESS VOTE REQUIRED**

Staff recommends that the Board:

(1) Establish a new "Abatement Ad Hoc Committee"; (2) Nominate and appoint Trustees to the Committee; and (3) Authorize staff to take all necessary steps, including, if necessary, engaging the services of special counsel, to address abating mosquito breeding sources on property and establishing penalties.

Summary: At the May 11, 2017 Board of Trustees Meeting, Mark Daniel delivered a report reviewing the District's current abatement policy and procedures utilized to abate mosquito breeding sources on property. An Ad Hoc Committee will establish guidelines and provide direction to staff.

Truc summarized the discussion that occurred at the May Board of Trustees Meeting as well as the increasing need to solidify the use of the District's abatement policy. Quinn discussed the need for separate legal counsel to represent staff at abatement hearings as has been codified in recent case law. Mark and Susanne provided clarification on the current abatement law and District policy. Several Trustees expressed a desire to continue working with property owners to abate problems before the need for an abatement hearing exists.

Recommendations on the various elements in this Agenda Item were approved as noted:

(1) Establish a new "Abatement Ad Hoc Committee"

Trustee Alvarado made a motion to establish an Abatement Ad Hoc Committee. The motion was seconded by Trustee Sanabria and approved unanimously.

(2) Nominate and appoint Trustees to the Committee:

Trustees Alatorre, Appleton, Sanabria, Heinrich, Houwen, and with Trustees Cordeiro and Shryock, serving as alternates.

Trustee Sanchez made a motion to approve the Ad Hoc Committee members as nominated. The motion was seconded by Trustee Sanabria and approved unanimously.

(3) Authorize staff to take all necessary steps, including engaging the services of special counsel when needed, to address abating mosquito breeding sources on property and establishing penalties.

Trustee Sanchez made a motion to approve engagement of special counsel for abatement processes as needed. The motion was seconded by Trustee Alvarado and approved unanimously.

14. CONSIDERATION OF NOMINEE FOR MVCAC TRUSTEE COUNCIL SOUTHERN REGION REPRESENTATIVE

Summary: MVCAC is seeking nominees for the Southern California Region Representative to the Trustee Council. The Southern Region Representative will serve a two-year term beginning in January 2018. Interested candidates will need to provide a brief letter of interest and summary of local board involvement by June 20th for consideration.

Kelly summarized duties and activities of the MVCAC Trustee Council representatives as well as the process for election for this position. No Trustees expressed an interest in running for the Trustee Council position at this time

15. STAFF PROGRAM REPORTS: MAY 2017

15.1 Manager's Report

T. Dever, General Manager

Truc was happy to report that the LA County Board of Supervisors approved the allocation of CDC ELC grant funds to the District approximating \$139,260 for limited-term *Aedes* staff to help address the ongoing Zika risks in LA County. In response to Trustee Wassem's question regarding HR 953, Truc clarified that, if approved in the senate, this bill will remove the duplicative NPDES permitting requirements.

15.2 Scientific-Technical: (Staff Report A)

S. Klueh, Sci.-Tech Services Dir.

Susanne was happy to report that no WNV has yet to be detected in the District, although activity has begun in other areas of the County.

15.3 Operations: (Staff Report B)

M. Daniel, Operations Dir.

Mark highlighted improvements to the District's IIPP which was presented to staff at this year's annual safety training. Two speakers from the Department of Agriculture and the LA County Sheriff's Department also provided excellent presentations regarding annual Ag inspections as well as tips and potential partnerships for dealing with the County's increasing homeless population. Mark also provided an overview of a recent random inspection of a lucky bamboo shipment into the port to look for *Aedes* eggs. Staff were thrilled to find shipping protocol still being followed and no eggs present on any stalks inspected.

15.4 Community Affairs: (Staff Report C)

K. Middleton, Comm. Affairs Dir.

Kelly announced that various advertising initiatives will be starting shortly, including posting of information on Jr. billboards in Spanish in higher risk communities with messaging about travel concerns and source reduction around the home. Ads will also run in Hoy for an approximate 6 week period. Staff are also working with LA County VCDs and DPH staff on an LA County-wide outreach program utilizing ELC funds, and with the CA DPH on their state-wide outreach campaign.

Kelly also noted that work is progressing on the new VecMobile, and expressly thanked Trustees who have offered or facilitated donations towards this effort. Staff are coordinating with additional donors, and are also working with the LA Zoo to provide outreach materials and programs for this summer's camp programs for area youth. Trustees suggested staff utilize cities cable access channels, social media sites, Nixel systems, and movies in the park opportunities.

15.5 Fiscal: (Staff Report D)

C. Weeks, Finance Director

Carolyn had nothing to add to her report.

15.6 Human Resources: (Staff Report E)

R. Thomas, Human Resources Dir.

Rakesha thanked Trustees for working with herself and Kelly to provide required harassment training certificates to the District.

15.7 Legal Counsel Report
Quinn had nothing to report.

Q. Barrow, Legal Counsel

16. **OTHER**

The Board may consider items not on the agenda provided that the Board complies with the Government Code (Brown Act) §54954.2(b).

Vice President Bollman took time to honor the passing of two people important to the District, long-time vector control specialist Fernando Rojas, and La Cañada Flintridge Trustee David Spence.

Mark mentioned David's short, but impactful time with the District. David served on the La Cañada Flintridge City Council for 26 years, 6 times as mayor. His humor and sunny disposition will truly be missed.

Truc noted that the District recently lost a long time employee, Fernando Rojas. Fernando began working with the District in 1998 as a seasonal employee and was hired permanently in 2001 and most recently maintained a zone as well as the District's mosquitofish program. He will be remembered as a true gentlemen - always willing to lend a hand to anyone.

17. **ADJOURNMENT**

The next Board of Trustees meeting will be scheduled on Thursday, July 13 at 7:00 p.m. at the District's headquarters at 12545 Florence Avenue, Santa Fe Springs.

Trustee Bollman adjourned the meeting at 8:48 PM with a moment of silence, to honor those the District recently lost.