

**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT  
MINUTES NO. 2019-07**

The meeting of the Board of Trustees of the Greater Los Angeles County Vector Control District was held at 7:00 p.m. on Thursday, July 11, 2019, 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, President *(City of Cudahy)*  
Robert Kiefer, *(City of Downey)*  
Dan Medina, *(City of Gardena)*  
Luis Roa, *(City of Hawaiian Gardens)* \*7:04PM  
Marilyn Sanabria, *(City of Huntington Park)*  
Leonard Pieroni, *(City of La Cañada Flintridge)*  
Catherine Houwen, *(City of La Habra Heights)*  
Steve Croft, *(City of Lakewood)*  
Larry Mowles, *(City of La Mirada)*  
Steve Appleton, *(City of Los Angeles)*  
Steven Goldsworthy, *(Los Angeles County)*  
Salvador Alatorre, *(City of Lynwood)*  
Ricardo Lara, *(City of Maywood)*  
Avik Cordeiro, *(City of Montebello)*  
Leonard Shryock, *(City of Norwalk)*  
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)*  
Robert Copeland, *(City of Signal Hill)*  
Hector Delgado, *(City of South El Monte)* \*7:09PM

**TRUSTEES ABSENT**

Jerry Walton, *(City of Glendale)*  
Emily Holman, *(City of Long Beach)*  
Josue Alvarado, *(City of Whittier)*

**TRUSTEES ABSENT (EXCUSED)**

Steve Tye, *(City of Diamond Bar)*  
Tom Hansen, *(City of Paramount)*  
Denise Diaz, *(City of South Gate)*  
Vacant, *(City of Santa Fe Springs)*

**OTHERS PRESENT**

Truc Dever, *General Manager*  
Mark Daniel, *Director of Operations*  
Susanne Klueh, *Director of Sci-Tech Services*  
Carolyn Weeks, *Director of Fiscal Operations*  
Richard Knott, *Director of Human Resources*  
Anais Medina Diaz, *Public Information Officer*  
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 Sanchez called the meeting to order at 7:03 PM

**2. QUORUM (ROLL) CALL**

Following roll call, it was recorded that 26 Trustees were present and 9 were absent.

**3. INVOCATION**

Trustee Shryock gave the invocation.

**4. PLEDGE OF ALLEGIANCE**

Trustee Keifer 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).

Truc introduced the District's newest community liaisons: Diana Gutierrez, Caroline Gongora and Helen Kuan, formerly the outreach assistant within the Department of Community Affairs, and provided them with a few moments to introduce themselves.

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 (8.1-8.4)**  
***VOTE REQUIRED***

- 8.1 Consideration of **Minutes 2019-06** of regular Board Meeting held June 13, 2019. (***EXHIBIT A***)
- 8.2 Consideration of **Resolution 2019-12** Authorizing Payment of Attached Requisition June 1, 2019 through June 30, 2019. (***EXHIBIT B***)
- 8.3 Consideration of a County of Los Angeles Negotiated Tax Exchange Resolution (NTER), related to the annexation of Project L 076-2018. 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 territory identified in the resolution to provide revenue to the County Lighting Maintenance District (CLMD) 1687. 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 1687 as noted above. Similar resolutions have previously been adopted by the Board. This Petition relates to funding for the operation and maintenance of new street lighting services for a property in South Whittier. Although the District gives up a negligible share of its ad valorem property taxes in this exchange, 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 a Joint Tax Sharing Resolution (JTSR) from the County Sanitation Districts of Los Angeles County in conjunction with annexation number SCV-1100. This Resolution requests GLACVCD allocate 0.0000057 of its current 0.0322% share of property tax resulting in a net share of 0.0317% to support services to the area being annexed to the County Sanitation District. (***EXHIBIT D***)

*Analysis: The applicant requested annexation of property into the Santa Clarita Valley Sanitation District in order to receive off-site sewage disposal services. The annexation process requires that a resolution for property tax revenue exchange be adopted by all the affected local agencies before an annexation may be approved. This request is similar to many received from the county sanitation districts and public works in the past. By sharing the property tax increment with the District resulting from this annexation, GLACVCD will not lose any existing ad valorem tax revenue it currently receives from the affected territories. GLACVCD would only be giving up a portion of the revenues it would receive on increased assessed valuation.*

**Trustee Croft made a motion to approve the Consent Agenda. The motion was seconded by Trustee Heinrich and approved unanimously. Trustee Delgado was not present for the vote.**

9. **CONSIDERATION OF CANDIDATES SEEKING ELECTION AS REPRESENTATIVE TO CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA) BOARD OF DIRECTORS SOUTHERN NETWORK, SEAT B (EXHIBIT E, VOTE REQUIRED)**

*Summary: The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent. The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education, and resources.*

*The District has received candidate statements from Dennis D. La Moreaux, Michael Mack, Kathleen Tiegs, Greg Mills and Lindsay Woods.*

Truc discussed a ballot received from CSDA seeking the District's vote for a representative to fill the Southern Network, Seat B position on the CSDA Board. Information on seven candidates was provided for the Board's consideration.

**Trustee Mowles made a motion to approve a vote for Greg Mills. Trustee Sanabria seconded the motion and approved unanimously.**

10. **COMMITTEE REPORTS**

10.1 **Audit Committee**

P. Aceituno, Chair

- 10.1.a. Consideration of proposal for new professional auditing services contract with White Nelson Diehl Evans (WNDE) for fiscal year ending June 30, 2019 through June 30, 2021. **(EXHIBIT F) (VOTE REQUIRED)**

Chair Aceituno asked Truc to give an update on the committee's meeting and decision. Due to the District's nearly 10-year contract with the same auditing firm, the Board moved forward in opening an RFP for auditing services which produced four proposals. After staff interviewed three firms, Truc recommended the proposal submitted by White Nelson Diehl Evans (WNDE) to the committee. The Audit Committee unanimously voted in favor of bringing the proposal to the full board.

Trustee Santa Ines apologized for not making it to the committee meeting but wanted to share his positive experience working with WNDE and recommended moving forward with their proposal.

Trustee Saleh asked how long the District was under contract with its previous auditors and Truc mentioned the District was with LSL for nine years but the account manager was rotated every few years.

Trustee Sanchez closed discussion and disclosed that he worked for WNDE from 2008 to 2014 but has not worked there in five years. **Trustee Sanabria made a motion to approve. Trustee Santa Ines seconded the motion and approved unanimously.**

10.2 **Risk Management Committee**

S. Kwong, Vice-Chair

- 10.2.a. Consideration of proposal from Keenan IMReady for Emergency Operations Plan Development. **(EXHIBIT G) (VOTE REQUIRED)**
- 10.2.b. Approval of expenditures to cover contract costs for Keenan IMReady for Emergency Operations Plan Development. **(EXHIBIT H) (VOTE REQUIRED)**

Vice Chair Kwong reported the Committee met last month to discuss allocating funds towards contracting a provider to develop a disaster preparedness and recovery plan and received three bids. The Committee unanimously moved to recommend the contract and plan provided by Keenan IMReady for approval.

Trustee Wasseem asked for more information regarding the type of coverage the vendor would provide. Truc shared that the proposal submitted by Keenan provided an assessment of the District's top threats and the assistance to develop a plan for the District to prepare adequately.

Trustee Mendoza asked if the assessment by Keenan IMReady would provide cost estimates of what is needed for the District to prepare. Truc mentioned the proposal would be more of an action plan. Trustee Copeland asked what the cost for services were and Truc explained the development of the plan would cost less than \$15,000 and includes training and table-top exercises. Additionally, it was the lowest quoted proposal in comparison to the other vendors.

Trustee Medina asked about the qualifications and disaster training of Keenan's staff. Truc mentioned the staff had emergency training but she did not have information on their specific certifications at the moment. She added that Keenan specialized in working and developing emergency preparedness plans for other public agencies. Trustee Medina asked that staff looked into whether Keenan had CERT training.

**Trustee Sanabria made a motion to approve both items. Trustee Sanchez seconded the motion and passed unanimously with Trustee Medina abstaining.**

### 10.3 Personnel Committee

M. Sanabria, Chair

#### 10.3.a. 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*

Quinn initiated the closed session. Upon return, Quinn reported that the District's board took two actions. **The first action was to give direction to the General Counsel and was passed unanimously with two abstentions. The second action was made to give direction to the District Counsel but failed with 10 votes in favor, 16 votes not in favor, and two abstentions.**

## 11. STAFF PROGRAM REPORTS: JULY 2019

### 11.1 Manager's Report

T. Dever, General Manager

In addition to her report, Truc wanted to highlight a potential opportunity that would help alleviate the District's space issues at both the Santa Fe Springs and Sylmar locations. Truc shared that an adjacent vacant lot to the Sylmar branch was going to be for sale in the near future. While the property has not received an appraisal, it is estimated to go for \$1.2 million dollars. The administration has taken a look at capital reserves and additional funds to evaluate feasibility of purchasing the land. While the board is not asked to make any decisions regarding this matter, Truc, with guidance from legal counsel, asked if an ad hoc committee could be formed to discuss this matter further. In addition to the board's executive officers, Present Sanchez appointed Trustee Goldsworthy, Trustee Appleton and Trustee Aceituno to participate in the ad hoc committee.

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

S. Kluh, Sci-Tech Director

Susanne reported that there has not been any virus activity within the District yet but incoming warm months could change that. Two dead birds positive with West Nile Virus were found closer to the coast outside of the District service area.

11.3 Operations: (Staff Report B)

M. Daniel, Operations Dir.

Mark offered to answer questions about his report. Trustee Goldsworthy had a question regarding an aerial application mentioned in the report but Mark clarified that the aerial flyover was in reference to aerial photographs made for the Swimming Pool Program.

Trustee Bollman had a question regarding SWAT Lab Driver Training and Truc mentioned the training added three additional drivers from the operations staff. In the new fiscal year, the District is looking to train five additional staff as SWAT Lab Drivers.

11.4 Community Affairs: (Staff Report C)

A. Medina Diaz, PIO

Anais offered to answer questions from the Board.

11.5 Fiscal: (Staff Report D)

C. Weeks, Finance Director

Carolyn offered to answer questions from the Board. President Sanchez asked Carolyn if she was happy with the new auditors and she mentioned she was.

11.6 Human Resources: (Staff Report E)

R. Knott, Human Resources Dir.

Richard offered to answer questions about his report.

11.7 Legal Counsel Report

Q. Barrow, Legal Counsel

Quinn had nothing to report.

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).

Trustee Kwong wanted to thank Kelly for assisting him with a presentation for the City of San Marino City Council.

Trustee Heinrich mentioned that herself and two other board members attended Kelly's retirement luncheon and thanked her for all of her work.

13. **ADJOURNMENT**

The next Board of Trustees meeting will be scheduled on Thursday, August 8, 2019 at 7:00 PM at the District's headquarters at 12545 Florence Avenue, Santa Fe Springs.

**President Sanchez adjourned the meeting at 8:31 PM**