

**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT  
MINUTES NO. 2020-05**

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, May 14, 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* \*7:21pm  
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*  
Baru Sanchez, *City of Cudahy*  
Steve Tye, *City of Diamond Bar*  
Robert Kiefer, *City of Downey*  
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*  
Marisela Santana, *City of Lynwood*  
Lara Ricardo, *City of Maywood*  
Avik Cordeiro, *City of Montebello*  
Leonard Shryock, *City of Norwalk*  
Tom Hansen, *City of Paramount*  
Raul Elias, *City of Pico Rivera*  
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*

**TRUSTEES ABSENT**

Leonard Mendoza, *City of Commerce*  
Dan Medina, *City of Gardena*  
Vrej Agajanian, *City of Glendale*  
Marilyn Sanabria, *City of Huntington Park*  
Josué Alvarado, *City of Whittier*

**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 Kim, *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*  
Alan Shaffer, *IT Administrator*  
Martin Serrano, *Operations 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 7:05pm. The meeting is being 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 30 Trustees were present and six were absent. One Trustee joined the meeting after roll call.

3. **INVOCATION**

The invocation was postponed.

4. **PLEDGE OF ALLEGIANCE**

The pledge of allegiance was postponed.

5. **CORRESPONDENCE**

General Manager Dever referred to a communication letter from the District's auditors at White, Nelson, Diehl, and Evans, that was sent to the Board to announce they will be performing the financial audit for fiscal year ending June 30,2020.

6. **INTRODUCTIONS**

**(Introductions requested by staff or Trustees of persons attending the meeting are made at this time).**

General Manager Dever introduced Danyelle Frakes-Lewis, GIS/IT Help Desk Coordinator; Alan Shaffer, IT Administrator; Fernando Martinez, Fleet & Maintenance Supervisor; and Martin Serrano, Santa Fe Springs Operations Supervisor.

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 2020-04** of regular Board Meeting held on April 9, 2020.  
***(EXHIBIT A)***

8.2 Consideration of **Resolution 2020-07** Authorizing Payment of Attached Requisition April 1 through April 30,2020. ***(EXHIBIT B)***

8.3 Consideration of two (2) County of Los Angeles Negotiated Tax Exchange Resolutions (NTER), related to the annexation of Projects L 020-2019 and 043-2019 to County Lighting Maintenance District (CLMD) 1687. These proposed exchanges 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. ***(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 Adjustments to FY 19/20 Budget Line Items for Purchase of New Tablets for Field Data Collection and Overages in Installation of Ring Central Phone System ***(EXHIBIT D)***

General Manager Dever asked to pull Item 8.1 for an administrative correction.

**Trustee Croft made a motion to approve the Consent Agenda items 8.2-8.4. The motion was seconded by Trustee Hansen and approved unanimously.**

General Manager Dever reported an administrative correction to the Minutes.

**Trustee Sanchez made a motion to fix the Minutes with the correction to item 8.1. The motion was seconded by Trustee Santarina and approved unanimously.**

## **9. COMMITTEE REPORT**

### **9.1 Budget & Finance Committee**

**E. Holman, Chair**

**9.1.a. The Committee has reviewed staff's proposal and is prepared to report its findings to the Board and make recommendations to the Board to approve and accept the FY 2020-2021 Budget (EXHIBIT E, refer to budget enclosure. VOTE REQUIRED)**

Chair Holman reported that the Committee met to review the proposed budget and highlighted the following: the benefit assessment remained at \$12.79 for the third straight year; there are no cost of living adjustments to take place this coming year; only one new fulltime employee and six new seasonal employees have been added; and the budget includes the class and compensation study which is a continuation from the previous FY budget. The budget was supported unanimously by the Committee. Chair Holman turned it over to Truc to present the details of the budget to the Board.

General Manager Dever provided a brief overview of the District's bottoms-up budgeting process which encourages Supervisors and Directors to develop department budgets with input from field staff. Annual strategic planning with management staff focuses on identifying personnel goals and needs, and short and long-term goals. She also provided a more detailed explanations on the proposed FY 2020-2021 budget, highlighting that this is the third year of a 3-year plan. There is only a 1% increase to the revenue and expenditures overall, and there will be no tax increase to the residents at this time. She also discussed specific line items of interest to the Board such as capital improvement projects carried over to the next fiscal year, as well as the completion of the Compensation & Classification Study initiated in FY 19/20.

Trustee Santarina praised the Budget Committee for their hard work in the development of the budget.

**Following additional discussion, Trustee Croft made a motion to approve the FY 2020-2021 budget as proposed. The motion was seconded by Trustee Santarina. The motion passed unanimously.**

## **10. STAFF PROGRAM REPORTS: MAY 2020**

### **10.1 Manager's Report**

**T. Dever, General Manager**

General Manager Dever thanked the Board for approving the Budget and the Committee members for their work on the budget.

She also mentioned that due to LA County's extension of the Stay at Home Order through July, District staff will continue to conduct property inspections only by appointment, and the District

office will remain closed to the public. The District will also rent mobile containers to use as additional locker rooms and work space to ensure Seasonal staff have areas to change while eliminating crowding in small spaces.

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

S. Klueh, Sci.-Tech Services Dir.

Director Klueh reported that all surveillance activities have resumed including mosquito trapping, and submission to UC Davis for virus detection. Sci-Tech staff have also been assisting the Operations staff with mosquito control in the field while that department is understaffed with the delayed hiring of seasonals. Additional Mosquito Control Technicians are scheduled to start their season in June.

She also addressed Dr. Wassem's question regarding murder hornets making their way to Los Angeles. At this time, no detections of the murder hornets have been reported in California.

10.3 Operations: *(Staff Report B)*

M. Daniel, Operations Dir.

Director Daniel reported that the Operations staff are settling in to the new normal. Staff are finding more people at home due to the Stay-at-Home order, and are getting better response from residents.

10.4 Community Affairs: *(Staff Report C)*

M.J. Coburn, Comm. Affairs Dir.

Director Coburn reported that the Education Program Coordinators continue to provide classroom education virtually and screen-shared the upcoming schedule. The Department has also been collaborating with other public agencies to reach residents and have seen an increase in the number of participants to virtual events. She invited the Trustees to share upcoming opportunities for collaboration with their cities. She also shared that the #MosquitoQuestionsAnswered video series has been very popular with 1.6k views and that the team looks forward to answering more questions from the residents. The Department will be launching their TIP-TOSS-TAKE ACTION Campaign in June and will share more information at the next month's meeting.

Director Coburn addressed Trustee Bollman's question about accepting event reservations for National Night Out. She responded that the Department is available to participate and have been participating in virtual outreach in response to the pandemic.

President Appleton thanked all staff, and acknowledged Director Coburn and her team for their good work in using new forms of messaging.

10.5 Fiscal: *(Staff Report D)*

C. Weeks, Finance Director

Director Weeks had no comments.

10.6 Human Resources: *(Staff Report E)*

J. Kim, Acting Human Resources Dir.

Acting Director Kim had no additional comments.

10.7 Legal Counsel Report

Q. Barrow, Legal Counsel

Legal Counsel Barrow commented that he is very impressed with the Executive Board for meeting every week to discuss COVID-19 issues.

11. **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 executive team and staff for meeting weekly to care for the staff and district, and the tremendous collaboration during this pandemic. Additionally, he invited other trustees to join the weekly executive committee meeting teleconferences.

12. **ADJOURNMENT**

**President Appleton adjourned the meeting at 8:19 PM to 6:30pm on Thursday, June 11, 2020 via teleconference at the District's headquarters at 12545 Florence Avenue, Santa Fe Springs.**