

**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT  
MINUTES NO. 2017-07**

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, July 13, 2017, at the District office at 12545 Florence Avenue, Santa Fe Springs, California.

**TRUSTEES PRESENT**

Sally Flowers, (*City of Artesia*)  
Ali Saleh, (*City of Bell*)  
Pedro Aceituno, (*City of Bell Gardens*)  
Dr. Jeff Wassem, (*City of Burbank*)  
Elito Santarina, (*City of Carson*)  
Mark Bollman, Vice-President, (*City of Cerritos*)  
Baru Sanchez, (*City of Cudahy*) \*7:25  
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*)  
Steve Croft, President (*City of Lakewood*)  
Larry Mowles, (*City of La Mirada*)  
Robert Campbell, (*City of Long Beach*)  
Martin Kreisler, (*County of Los Angeles*)  
Salvador Alatorre, (*City of Lynwood*)  
Eddie De La Riva (*City of Maywood*)  
Avik Cordeiro, (*City of Montebello*)  
Leonard Shryock, (*City of Norwalk*)  
Tom Hansen, (*City of Paramount*)  
Bob Archuleta, (*City of Pico Rivera*) \*7:24  
Nina Herrera, (*City of San Fernando*)  
Scott Kwong, (*City of San Marino*)  
Heidi Heinrich, (*City of Santa Clarita*)  
Luis Gonzalez, (*City of Santa Fe Springs*)  
Robert Copeland, (*City of Signal Hill*)  
Hector Delgado, (*City of South El Monte*) \*7:19  
Maria Davila, (*City of South Gate*)  
Josué Alvarado, (*City of Whittier*)

**TRUSTEES ABSENT**

Sonny Santa Ines, (*City of Bellflower*)  
Steve Appleton, (*City of Los Angeles*)  
Steve Tye, (*City of Diamond Bar*)  
Lilia R. Leon, (*City of Commerce*)

**TRUSTEES ABSENT (EXCUSED)**

*None*

**VACANCY**

*City of La Cañada Flintridge*

**OTHERS PRESENT**

Truc Dever, *General Manager*  
Mark Daniel, *Director of Operations*  
Susanne Klueh, *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**

President Croft called the meeting to order at 7:05 P.M.

**2. QUORUM (ROLL) CALL**

Following roll call, it was recorded that 28 Trustees were present and 7 were absent. One position is currently vacant. Three (3) Trustees arrived after roll call.

**3. INVOCATION**

Trustee Flowers gave the invocation.

**4. PLEDGE OF ALLEGIANCE**

Trustee Hanson led the Pledge of Allegiance.

5. **CORRESPONDENCE**

- Letter to the Board of Trustees from LA County Supervisor Janice Hahn
- Statement of Auditing Standards (SAS) 114 Planning Letter from Lance Soll & Lunghard.

President Croft read a letter received from Supervisor Janice Hahn applauding efforts by GLACVCD in the city of Downey and others where *Aedes* have been found and offering assistance to augment efforts in Los Angeles County. General Manager Truc Dever provided some background on meetings held with the Supervisor's office and LA County Department of Public Health directors, and read a Motion authored by Supervisor Hahn and approved by the County Board of Supervisors on June 27<sup>th</sup> directing the Department of Health, other county agencies, and vector control districts to work together to increase efforts to suppress vector populations and educate the public about the risks of *Aedes* mosquitoes and Zika virus. A report is required back to the Board in 90 days.

Truc also discussed a letter received from the District's auditors notifying the Board of their engagement to conduct the District's financial audit. They will be at the District again in August. Further information will be provided in Carolyn Weeks' staff report.

6. **INTRODUCTIONS**

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

Truc introduced Alan O'Connell, Vector Control Specialist who serves as the Santa Fe Springs office employee representative at management team meetings. Susan Barnes with SCI Consulting was in attendance to provide the engineer's report. Stephanie Cao, from Richards, Watson & Gershon, introduced herself as the attorney assisting with the District's review of the Abatement Policies, and stated she looked forward to working with the Abatement Ad Hoc Committee to address challenges. Leonard Mendoza from the city of Commerce introduced himself as the person who will be filling the unexpired term of Lilia Leon who has resigned her position.

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 (8.1-8.5)**

***VOTE REQUIRED***

- 8.1 Consideration of **Minutes 2017-06** of regular Board Meeting held on June 8, 2017.  
***(EXHIBIT A)***
- 8.2 Consideration of **Resolution 2017-08** Authorizing Payment of Attached Requisition June 1, 2017 through June 30, 2017.  
***(EXHIBIT B)***
- 8.3 Consideration of four (4) County of Los Angeles Negotiated Tax Exchange Resolutions (NTERs), in conjunction with the annexation of the territories known as L 017-2017, L 070-2016, L 056-2016, and L 073-2016. These resolutions authorize 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) 1697. A copy of the letters from the County of Los Angeles Department of Public Works requesting these resolutions are attached. (EXHIBIT C & D)

*Analysis: The NTERs from the County of Los Angeles are similar to previous L.A. County tax sharing resolutions and seek to generate revenue to partially fund the services of CLMD 1697 as noted above. Similar resolutions have previously been adopted by the Board.*

- 8.4 Consideration of two (2) County of Los Angeles Negotiated Tax Exchange Resolutions (NTERs), in conjunction with the annexation of Projects Tract No. 73203 and L 072-2016. These resolutions authorize 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 District (CLMD) 1687. A copy of the letters from the County of Los Angeles Department of Public Works requesting these resolutions are attached. **(EXHIBIT E & F)**

*Analysis: The NTERs from the County of Los Angeles are similar to previous L.A. County tax sharing resolutions and seek to generate revenue to partially fund the services of CLMD 1687 as noted above. Similar resolutions have previously been adopted by the Board.*

- 8.5 Consideration of revised FY 17/18 salary schedule which includes limited term, CDC ELC grant funded positions. This schedule replaces the schedule in the FY 17/18 Annual Budget approved on June 8, 2017 in compliance with CalPERS posting requirements. **(EXHIBIT G)**

President Croft pulled item 8.1.

**Trustee Davila made a motion to approve 8.2. The motion was seconded by Trustee Aceituno and approved unanimously. Trustees Archuleta, Delgado, and Sanchez were not present for the vote.**

**Trustee Davila made a motion to approve 8.1. The motion was seconded by Trustee Santarina and approved unanimously, with Trustees Croft and Aceituno abstaining. Trustees Archuleta, Delgado, and Sanchez were not present for the vote.**

9. **PUBLIC HEARING (ADOPTION OF THE FY 2017-2018 MINIMUM BENEFIT ASSESSMENT AND BLACK FLY ASSESSMENT RATES)**

*Summary: This public hearing and discussion follow the June 8th Board approval of the Fiscal Year 2017-2018 Budget and Assessment Report which includes 1) staff's recommendation to maintain the existing district-wide "minimum benefit assessment rate" (MBAR) at \$8.97, generating \$10,213,643 in estimated benefit assessment revenue for FY 2017-2018, and 2) maintaining the existing \$0.30 per parcel black fly assessment rate, generating \$92,000 of the estimated benefit assessment revenue within the black fly assessment zone.*

*The Board of Trustees regularly conducts a yearly hearing regarding adoption of its annual general benefit assessment rate. This year, the Board of Trustees intends to consider adoption of Resolution 2017-09, regarding maintaining the district-wide "minimum benefit assessment rate" (MBAR) at \$8.97 and black fly assessment rate at \$0.30 in order to secure operational funding for fiscal year 2017-2018.*

- 9.1 President Croft declared the public hearing open.
- 9.2 Presentation of 2017-2018 Engineer's Report by SCI Consulting Group. **(EXHIBIT H, Refer to attached report)**

Susan Barnes from SCI Consulting provided a brief report noting that the assessment rate for properties in the District will remain the same for FY 2017/2018, which will generate approximately \$10.2 million in revenue to the District. Susan offered to answer any questions. In reference to a question asked by Trustee Wassem, Susan noted that there was a slight increase in the number of parcels, which is not uncommon.

9.3 Public Comments

NONE

9.4 President Croft declared the public hearing closed.

9.5 Discussion and consideration of **Resolution 2017-09**, “A Resolution of the Greater Los Angeles County Vector Control District Board of Trustees Determining the Rate of the Assessment for the Fiscal Year 2017-2018 in Connection with Vector Surveillance and Control Projects of Common Benefit to the Greater Los Angeles County Vector Control District as a whole and of benefit to Zone A.” (**EXHIBIT I**)

*Adoption of this Resolution formalizes acceptance of the District’s minimum benefit assessment rate (MBAR) contained or modified within Resolution 2017-09 to be made effective for fiscal year 2017-2018 and placed on the County Assessor’s tax roll for collection effective July 2017. The justification and support for adopting the MBAR is contained in the District’s “Fiscal Year 2017-2018 Budget” and Assessment Report.*

9.6 Adoption of **Resolution 2017-09**, “A Resolution of the Greater Los Angeles County Vector Control District Board of Trustees Determining the Rate of the Assessment for the Fiscal Year 2017-2018 in Connection with Vector Surveillance and Control Projects of Common Benefit to the Greater Los Angeles County Vector Control District as a whole and of benefit to Zone A.” **VOTE REQUIRED**

**Trustee Davila made a motion to approve Resolution 2017-09. The motion was seconded by Trustee Sanabria and approved unanimously. Trustees Archuleta and Sanchez were not present for the vote.**

10. **CONSIDERATION OF RESOLUTION 2017-10, “A RESOLUTION OF THE BOARD OF TRUSTEES OF THE GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT IN CONNECTION WITH THE COLLECTION OF AD VALOREM TAXES NECESSARY TO OPERATE THE DISTRICT FOR FISCAL YEAR 2017-2018.”**  
**(EXHIBIT J) VOTE REQUIRED**

**Trustee Aceituno made a motion to approve Resolution 2017-10. The motion was seconded by Trustee Sanabria and approved unanimously.**

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

Kelly discussed a ballot received from CSDA seeking the District’s vote on a representative to fill the Southern Network, Seat C position on the CSDA Board. Information on five candidates was provided for the Board’s consideration.

Following discussion, Trustee Croft recommended supporting the incumbent. **Trustee Flowers made a motion to approve a vote for Arlene Schafer. The motion was seconded by Trustee Cordeiro and approved unanimously.**

12. **CONSIDERATION OF REDEVELOPMENT SUCCESSOR AGENCY OVERSIGHT BOARD APPOINTMENTS** (**EXHIBIT L**) **VOTE REQUIRED**

*Summary: Staff received correspondence from LAFCO requesting nominations for the Redevelopment Successor Agency Oversight Boards that will begin operating in July 2018. If any non-Councilmember Trustees are interested in serving as a member of an Oversight Board, this is the time to express such interest.*

*Recommendation: If any Trustee is interested, the Board should nominate one or more candidates for consideration as special district representatives to any of the five consolidated County of Los Angeles oversight boards.*

Legal Counsel Quinn Barrow provided a brief discussion of the need for the new regional oversight board as Successor Agencies to Redevelopment Agencies wind down activities. LAFCO is seeking representatives from special districts for this new oversight board which will begin in 2018. Nominees to serve on this Board cannot be elected officials, and responsibilities will include the oversight of successor agencies and assist with final transactions. The details of how this process will work is still undetermined.

Trustee Houwen noted her interest in serving in this capacity. Trustee Alvarado noted that this is an important process, and people with interest or experience in finances or real estate would be of benefit. He offered to assist Trustee Houwen learn and understand the process if needed.

**Trustee Cordeiro made a motion to nominate Trustee Houwen. The motion was seconded by Trustee Alvarado and approved unanimously.**

13. **AUTHORIZATION TO NEGOTIATE ZIKA VIRUS VECTOR CONTROL CONTRACT WITH THE COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH IN ORDER TO RECEIVE CDC ELC GRANT FUNDS (EXHIBIT M) VOTE REQUIRED**

Truc discussed the recent contract that was received from the County, noting that revisions were necessary, and once finalized, signatures would be required in short order before the next Board of Trustees meeting in August. Staff requests authorization to work with Legal Counsel to review and approve the revised contract, and sign the revised contract when it is received.

**Trustee Mowles made a motion to authorize the contract negotiations. The motion was seconded by Trustee Davila and approved unanimously.**

14. **COMMITTEE REPORTS**

14.1 Personnel Committee

B. Bruce, Chair

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

14.1 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*

Quinn initiated the closed session. Upon return, President Croft reported that the General Manager was given her performance evaluation, and called for a vote of Trustees to approve the appraisal given. **Trustee Alvarado made a motion to approve the appraisal. The motion was seconded by Trustee Davila and approved unanimously.**

14.2 Abatement Ad Hoc Committee

14.1.a. Report on Ad Hoc Committee meeting to discuss District's abatement policy

Trustee Alatorre was appointed by the Committee to serve as the Chair. The Ad Hoc Committee discussed the current Abatement Policies, and requested legal counsel provide additional information with regard to certain procedures and a possible penalty structure for the next Committee meeting. Trustee Cordeiro noted that the Committee determined that a sub-committee was not necessary and preferred staff work through various other means to motivate compliance before bringing non-compliant residents to the Board for a hearing. Trustee Flowers expressed her

concern about having disgruntled residents in the presence of the Board at a hearing, and requested clarification about other agency abatement processes RWG is reviewing for comparison.

**15. STAFF PROGRAM REPORTS: JUNE 2017**

**15.1 Manager's Report**

T. Dever, General Manager

Truc reported on her recent attendance at an Employee Risk Management Authority board meeting where they discussed AB 1661. The ERMA Board has notified members that unless greater than 90% of Trustees have complied with this sexual harassment prevention training requirement, any claims against the District would not be covered by VCJPA insurance. Trustees are encouraged to complete this training and provide certification at their earliest convenience. Truc also noted that she and Rakesha have continued work on the District's Personnel Manual with the labor attorney. A draft will be available for committee review in the near future.

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

S. Klueh, Sci.-Tech Services Dir.

Susanne reported that WNV activity has increased for the year. Five positive samples have been detected to date compared to 39 samples at the same time last year. Mosquito abundance is still below the 5-year average. *Aedes* populations continue to increase, and were found for the first time in the city of Lakewood. No cases of locally transmitted Zika, chikungunya or dengue have been reported.

**15.3 Operations: (Staff Report B)**

M. Daniel, Operations Dir.

Mark provided an update to the staff report which required correction to errors created when a new module was implemented into the data management system. GLACVCD staff are working with Orange County VCD along the Orange County border to help address high trap counts and WNV activity they are seeing in the La Habra/La Mirada area. In response to a question from Trustee Kreisler, Mark summarized the use and efficacy of mosquitofish in man-made closed systems. Because of an influx of Tilapia in natural and manmade areas, collecting and rearing mosquitofish has becoming more difficult in recent years.

**15.4 Community Affairs: (Staff Report C)**

K. Middleton, Comm. Affairs Dir.

Kelly reminded the Board that the Mobile Science and Vector Education Foundation is still seeking people to serve as Directors, and asked Trustees to consider serving in this capacity or reaching out to friends or colleagues that might be interested. Vice President Bollman requested an update on fundraising activities. Kelly thanked Trustees who had recently donated and mentioned several sponsorships and pending partnerships that will be announced in the near future, and noted that a buyer for the old bug bus has been found which will help

Levy provided an update on this summer's outreach activities with Spanish media including the posting of information on repellent use and source reduction on Junior Billboards in predominately Hispanic and walkable communities, as well as the LA Times Hoy publication in areas at higher risk for WNV and current *Aedes* mosquito infestations. Both efforts will run a minimum of 4 weeks.

**15.5 Fiscal: (Staff Report D)**

C. Weeks, Finance Director

Carolyn provided a presentation to the Board regarding Statement of Auditing Standards (SAS) 114 and 130. Under SAS 114, auditors evaluate if financial statements are fairly presented and free of material statements. Of note, Auditors do not provide assurances of internal controls or opinion of compliance with law, regulations, contracts, or grants, and are not required to design procedures to identify significant issues. SAS 130 is a voluntary, more in-depth audit of internal controls or financial reporting that is integrated with an audit of financial statements. Managers are required to document all internal controls and evaluate compliance with these controls which will be evaluated by auditors at additional costs.

Trustees appreciated of the idea of an internal control audit and note that transparency is our goal to maintain judicious use of public funds. These audits can be expensive, but are of significant value to identify weaknesses that may exist. Truc and Secretary Sanchez have discussed this topic, and suggest the Audit committee convene to further discuss this and how the District should move forward in this regard.

15.6 Human Resources: (Staff Report E)

R. Thomas, Human Resources Dir.

Rakesha reported on this year's SHRM Conference that always provides a wealth of knowledge and inspiration. Rakesha thanked the Board for supporting her attendance at educational programs such as this.

15.7 Legal Counsel Report

Q. Barrow, Legal Counsel

Quinn had nothing to report.

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).

Trustee Kwong reported that on June 29<sup>th</sup>, Jose, Martin, and Levy provided excellent vector control and safety training to public works staff that was both informative and engaging. Trustee Medina provided a flyer inviting everyone to attend a free concert and ice cream social in Gardena on July 22<sup>nd</sup>. Trustee Copeland thanked Dave Lopez and Martin Serrano for scheduling time to provide him with a tour of significant issues they encounter in Signal Hill. He was hugely impressed with the passion and depth of knowledge both employees showed, and encouraged every Trustee to take a tour of their city with their local Technician.

17. ADJOURNMENT

The next Board of Trustees meeting will be scheduled on Thursday, August 10<sup>th</sup> at 7:00 p.m. at the District's headquarters at 12545 Florence Avenue, Santa Fe Springs.

Trustee Croft adjourned the meeting at 8:24 PM.