

**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT  
MINUTES NO. 2018-01**

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, January 11, 2018, at the District office at 12545 Florence Avenue, Santa Fe Springs, California.

**TRUSTEES PRESENT**

Sally Flowers, (*City of Artesia*)  
Pedro Aceituno, (*City of Bell Gardens*)  
Ali Saleh, (*City of Bell*)  
Dr. Jeff Wassem, (*City of Burbank*)  
Mark Bollman, Vice-President (*City of Cerritos*)  
Leonard Mendoza, (*City of Commerce*) \*7:08 PM  
Baru Sanchez, Sec.-Treasurer (*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*)  
Leonard Pieroni, (*City of La Cañada Flintridge*) \*7:06 PM  
Catherine Houwen, (*City of La Habra Heights*)  
Steve Croft, President (*City of Lakewood*)  
Emily Holman (*City of Long Beach*)  
Steve Appleton, (*City of Los Angeles*)  
Salvador Alatorre, (*City of Lynwood*)  
Eddie De La Riva (*City of Maywood*) \*7:11 PM  
Avik Cordeiro, (*City of Montebello*)  
Leonard Shryock, (*City of Norwalk*)  
Tom Hansen, (*City of Paramount*)  
Scott Kwong, (*City of San Marino*)  
Heidi Heinrich, (*City of Santa Clarita*)  
Luis Gonzalez, (*City of Santa Fe Springs*)  
Hector Delgado, (*City of South El Monte*)  
Denise Diaz, (*City of South Gate*)

**TRUSTEES ABSENT**

Sonny Santa Ines, (*City of Bellflower*)  
Elito Santarina, (*City of Carson*)  
Larry Mowles, (*City of La Mirada*)  
Bob Archuleta, (*City of Pico Rivera*)  
Nina Herrera, (*City of San Fernando*)  
Robert Copeland, (*City of Signal Hill*)  
Josué Alvarado, (*City of Whittier*)

**TRUSTEES ABSENT (EXCUSED)**

*None*

**OTHERS PRESENT**

Truc Dever, *General Manager*  
Mark Daniel, *Director of Operations*  
Susanne Klueh, *Director of Scientific-Technical Services*  
Kelly Middleton, *Director of Community Affairs*  
Rakesha Thomas, *Director of Human Resources*  
Carolyn Weeks, *Director of Fiscal Operations*  
Fernando Martinez, *Facilities and Fleet Maintenance Supervisor*  
Quinn Barrow, *Legal Counsel*  
Oliver Yee, *Legal Counsel*  
Laurie Lofranco, *Keenan & Associates*

**VACANT**

Los Angeles County

*\* 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 7:00 P.M.
2. **QUORUM (ROLL) CALL**  
Following roll call, it was recorded that 25 Trustees were present and 7 were absent. Three Trustees arrived after roll call. One position is vacant.
3. **INVOCATION**  
Vice-President Bollman gave the invocation.
4. **PLEDGE OF ALLEGIANCE**  
Secretary-Treasurer Baru Sanchez led the Pledge of Allegiance.
5. **CORRESPONDENCE**  
NONE

6. **INTRODUCTIONS**

- New South Gate Trustee – Denise Diaz

General Manager, Truc Dever, welcomed new Trustees Denise Diaz from South Gate, and provided her with a moment to introduce herself. She also introduced Laurie Lofranco, from Keenan and Assoc. and Oliver Yee, from Liebert, Cassidy, & Whitmore.

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. **RECOGNITION OF TRUSTEE REAPPOINTMENTS**

Trustee reappointments include:

<b><u>Trustee</u></b>	<b><u>Term</u></b>
Ali Saleh	2 year
Elito Santarina	TBD
Leonard Mendoza	4 year
Steve Tye	2 year
Robert Kiefer	TBD
Dan Medina	2 years
Larry Mowles	2 year
Steve Croft	2 years
Salvador Alatorre	TBD
Avik Cordeiro	TBD
Scott Kwong	2 years
Luis Gonzalez	2 years
Hector Delgado	2 years
La Cañada Flintridge	<i>Vacant</i>
Los Angeles County	<i>Vacant</i>

Kelly Middleton provided a few updates to the list, notating information staff had received since the posting of the agenda.

9. **RECOGNITION OF NEW TRUSTEES**

New Trustees appointed include:

<b><u>Trustee</u></b>	<b><u>Term</u></b>
Denise Diaz	2 year term

President Croft welcomed Ms. Diaz to the Board, noting that a New Trustee Orientation session will be scheduled in the near future. Leonard Pieroni, recently appointed Trustee from La Cañada Flintridge, arrived to the meeting and was recognized.

10. **ELECTION OF DISTRICT SECRETARY-TREASURER FOR CALENDAR YEAR 2018**  
***(VOTE REQUIRED)***

*Board policy of February 14, 1957, page 137 of Minute Book No. 1 and July 13, 1967, page 13 of Minute Book No. 3, provides for the election of officers on a rotational (succession) basis and nomination of a minimum of two candidates for the Office of Secretary-Treasurer by the Nominating Committee composed of Past Presidents.*

President Croft reported that the Nominating Committee met and nominated two Trustees for consideration; Steve Appleton and Ali Saleh, and requested additional nominations from the floor. None were presented. Both candidates were given an opportunity to address the Board to discuss their qualifications and interest in the position.

Trustees were polled via roll-call vote according to District bylaws. Following voting, Truc reported that Trustee Appleton received the highest number of votes, and was elected to serve as the 2018 Secretary-Treasurer.

**11. INSTALLATION OF BOARD PRESIDENT MARK BOLLMAN FOR CALENDAR YEAR 2018.**

**President Croft made a motion to approve installation of Trustee Bollman as 2018 President of the Board of Trustees. The motion was seconded by Trustee Flowers and approved unanimously.**

**12. INSTALLATION OF VICE-PRESIDENT BARU SANCHEZ AND NEWLY ELECTED SECRETARY-TREASURER FOR CALENDAR YEAR 2018.**

**President Croft made a motion to approve installation of Trustee Sanchez as 2018 Vice President of the Board of Trustees, and Trustee Appleton as Secretary-Treasurer. The motion was seconded by Trustee Flowers and approved unanimously.**

At this time, a plaque honoring outgoing President Steve Croft for his service was presented by incoming President Mark Bollman.

**13. CONSENT AGENDA (13.1-13.5)  
*VOTE REQUIRED***

13.1 Consideration of **Minutes 2017-12** of regular Board Meeting held on December 14, 2017. (*EXHIBIT A*)

13.2 Consideration of **Resolution 2018-01** Authorizing Payment of Attached Requisition December 1, 2017 through December 31, 2017. (*EXHIBIT B*)

13.3 Consideration of Joint Tax Sharing Resolution (JTSR) from the County Sanitation Districts of Los Angeles County in conjunction with annexation number SCV-1091. 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 areas being annexed to the County Sanitation District. (*EXHIBIT C*)

*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. These requests are 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 these annexations, 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.*

13.4 Consideration of District's FY 17/18 Goals Status Report for the second quarter. (*EXHIBIT D*)

Summary: Upon adoption of the District's FY 17/18 Budget, the Board of Trustees requested a quarterly update on the status of departmental goals enumerated in the budget document.

- 13.5 Consideration of change in District's Insurance Broker of Record from Bolton & Company to Keenan & Associates for dental, vision, life, disability and other insurance coverage.  
**(EXHIBIT E)**

*Summary: Keenan & Associates will be retained to negotiate with insurance carriers and other coverage providers on behalf of the District. As compensation for its services, Keenan shall receive commissions from insurance carriers and/or other vendors for the placement of insurance coverage. There will be no out-of-pocket cost to the District for Keenan's services. The District currently uses Bolton & Company for such services, and they are also compensated through commissions from insurance carriers.*

**President Bollman called for a motion on the Consent Agenda. A motion to approve was made by Trustee Hansen, seconded by Trustee Sanabria, and approved unanimously.**

14. **DISCUSSION OF BOARD OF TRUSTEES COMMITTEE ASSIGNMENTS AND INTEREST FOR 2018**

Kelly Middleton discussed opportunities for Trustee participation on Committees in 2018, requesting they indicate their interest on the forms provided within the next two weeks. Committee assignments will be made by President Bollman and ratified at the February 15<sup>th</sup> Board of Trustees Meeting.

15. **CONSIDERATION OF RESOLUTION 2018-02 ELIMINATING THE ADDITIONAL SICK LEAVE PROGRAM AND ADOPTING A SHORT-TERM DISABILITY LEAVE INSURANCE PROGRAM (EXHIBIT F) (VOTE REQUIRED)**

Truc provided a presentation to the Board regarding short-term disability, noting that the Personnel, Policy, and Budget Committees have met over the past several months to reconsider the current Additional Sick Leave (ASL) program, and staff and legal counsel's desire to replace this program with a short-term disability insurance program. Several options were considered. The committees recommended immediate elimination of the current ASL program and to provide an employer sponsored short-term program through Lincoln Financial through the rest of the fiscal year. Because no employees are currently utilizing ASL, the committee members recommended making the change now and re-evaluating for the FY 18-19 budget.

Following questions from the Board, **Trustee Croft made a motion to approve Resolution 2018-02. The motion was seconded by Trustee Sanabria and approved with one dissenting vote from Trustee Keifer.**

16. **COMMITTEE REPORTS**

16.1 **Budget & Finance Committee**

B. Sanchez, Budget & Finance Chair

- 16.1.a Consideration of **Resolution 2018-03** establishing a designated reserve account and target maximum to cover noncurrent liabilities of compensated absences.  
**(EXHIBIT G) (VOTE REQUIRED),**

*Summary: During recent discussions by the Personnel and Budget Committees regarding the cap for vacation accruals, it was the Committee's recommendation to create a reserve account to cover future liabilities associated with employee vacation and compensatory time off accruals. In the District's financial audit as of June 30, 2017, the liability for compensated absences due in more than one year was \$3,482,562. Staff recommends the creation of a reserve account for compensated absences with a maximum funding level of \$1,000,000.*

- 16.1.b Discussion and consideration of staff recommendation for allocation of budget savings from FY 16/17 Budget. **(VOTE REQUIRED)**

- 16.1.c Consideration of FY 17/18 budget adjustments for purchase of SWAT Lab Shelter, Verizon Fleet Tracker System, and for Payment on Recent Case Settlement (**EXHIBIT H**) (**VOTE REQUIRED**)

Chair Sanchez reported that the Committee met to discuss items 16.1.a–16.1.c. and voted to support approval of each. A correction was made to **Resolution 2018-03** reducing the maximum funding level to \$500,000 due to revisions identifying current liabilities to be less than \$1,000,000. Truc provided additional information noting this potential liability was identified during revisions to the Employee Handbook, and the Board’s desire to create the reserve to address it. In response to questions and concerns expressed by Trustees Flowers and Heinrich, Truc and Trustee Croft noted that the District is taking steps to address excessive accruals of vacation and reduce this liability into the future. **Trustee Sanabria made a motion to approve item 16.1.a. The motion was seconded by Trustee Delgado and approved unanimously.**

Truc discussed item 16.1.b, and staff’s recommendations to allocate budget savings from FY 16/17. **Trustee Saleh made a motion to approve item 16.1.b. The motion was seconded by Chair Sanchez, and approved unanimously.**

Truc provided information on item 16.1.c, requesting a FY 17/18 budget adjustment to various line items based on current need. Projected savings were identified in some accounts, and recommendations for reallocations made. **Trustee Croft made a motion to approve item 16.1.c. The motion was seconded by Trustee Sanabria, and approved unanimously.**

**17. STAFF PROGRAM REPORTS: DECEMBER 2017**

17.1 Manager’s Report

T. Dever, General Manager

Truc noted that New Trustee Orientation will be scheduled shortly, and encouraged new Trustees to arrange some time with technicians in the field to better understand how the District operates. Staff are meeting with the State Water Board to provide them with a tour highlighting mosquito risks associated with water and trash capture devices, and are happy to work with city staff to evaluate their devices. Trustees planning to attend upcoming MVCAC and AMCA conferences should discuss travel arrangements with Kelly.

17.2 Scientific-Technical: (Staff Report A)

S. Kluh, Sci.-Tech Services Dir.

Susanne noted that things are thankfully quiet at this time and offered to answer any questions.

17.3 Operations: (Staff Report B)

M. Daniel, Operations Dir.

Mark had nothing to add to his report. In response to questions regarding the warm winter, Mark noted that breeding continues, and our next mosquito season may begin as early as February or March.

17.4 Community Affairs: (Staff Report C)

K. Middleton, Comm. Affairs Dir.

Kelly noted that the position for the Public Information Officer will be posted within days. The SWAT Lab will be attending its first school program the following week, and will be traveling to and be showcased at the upcoming MVCAC meeting at the end of the month.

17.5 Fiscal: (Staff Report D)

C. Weeks, Finance Director

Carolyn had nothing to add to her report.

17.6 Human Resources: (Staff Report E)

R. Thomas, Human Resources Dir.

Rakesha had nothing to add to her report, and offered to answer questions from the Board.

17.7 Legal Counsel Report

Q. Barrow, Legal Counsel

Quinn had no report

**18. OTHER**

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

Truc reminded Trustees that the February meeting was moved due to scheduling conflicts, and will be held on February 15<sup>th</sup> at 7:00 PM.

**19. ADJOURNMENT**

The next Board of Trustees meeting will be continued to Thursday, February 15<sup>th</sup> at 7:00 p.m. at the District's headquarters at 12545 Florence Avenue, Santa Fe Springs.

President Bollman adjourned the meeting at 8:00 p.m.