

**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT
MINUTES NO. 2022 – 02**

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, February 10, 2022, 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*
Pedro Aceituno, *City of Bell Gardens*
Sonny Santa Ines, *City of Bellflower*
Dr. Jeff Wassem, *City of Burbank*
Mark Bollman, *City of Cerritos*
Leonard Mendoza, *City of Commerce* *7:11pm
Baru Sanchez, *City of Cudahy*
Ruth Low, *City of Diamond Bar*
Robert Kiefer, *City of Downey*
Paulette Francis, *City of Gardena*
Vrej Agajanian, *City of Glendale*
Luis Roa, *City of Hawaiian Gardens*
Marilyn Sanabria, *Sec/Treasurer - Huntington Park*
*7:06pm
Leonard Pieroni, *City of La Cañada Flintridge*
Catherine Houwen, *City of La Habra Heights*
Steve Croft, *City of Lakewood*
Emily Holman, *President- City of Long Beach*
Steve Appleton, *City of Los Angeles*
Steven Goldsworthy, *Los Angeles County*
Jorge Casanova, *City of Lynwood*
Avik Cordeiro, *City of Montebello*
Ana Valencia, *City of Norwalk* *7:28
Isabel Aguayo, *City of Paramount*
Scott Kwong, *Vice-President - City of San Marino*
Jesse H. Avila, *City of San Fernando*
Heidi Heinrich, *President - City of Santa Clarita*
Joe Angel Zamora, *City of Santa Fe Springs*
Robert Copeland, *City of Signal Hill*
Hector Delgado, *City of South El Monte*
Denise Diaz, *City of South Gate*
Leticia Lopez, *City of Vernon*
Jessica Martinez, *City of Whittier*

TRUSTEES ABSENT

Jim Dear, *City of Carson*
John Lewis, *City of La Mirada*
Jessica Torres, *City of Maywood*
Raul Elias, *City of Pico Rivera*

OTHERS PRESENT

Susanne Klueh, *Interim General Manager*
Steve Vetrone, *Acting Director of Scientific-Technical Services*
Mark Daniel, *Director of Operations*
Mary-Joy Coburn, *Director of Communications*
Carolyn Weeks, *Director of Fiscal Operations*
Allison Costa, *Director of Human Resources*
Anais Medina Diaz, *Public Information Officer*
Quinn Barrow, *General Counsel*

* Denotes time of late arrival (vote tallies on agenda items reflect actual Trustees present at time of vote)

1. CALL TO ORDER

President Holman called the meeting to order at 7:01 pm. The meeting was held via teleconference, in compliance with AB 361 in the interest of maintaining appropriate social distancing.

2. QUORUM (ROLL) CALL

Following roll call, it was recorded that 30 Trustees were present and seven were absent. Three trustees joined the meeting after roll call bringing the total to 33 Trustees present and four absent.

3. INVOCATION

President Holman asked for a moment of silence to allow those wishing to conduct an invocation/moment of prayer to do so.

4. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by President Holman.

5. CORRESPONDENCE

NONE

6. INTRODUCTIONS

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

NONE

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 – 8.3) (VOTE REQUIRED)

8.1 Consideration of **Minutes 2022-01** of regular Board Meeting held on January 13th, 2022. (**EXHIBIT A**)

8.2 Consideration of **Resolution 2022-02** Authorizing Payment of Attached Requisition January 1st through January 30th, 2022. (**EXHIBIT B**)

8.3 Compliance with AB 361 to facilitate remote Trustee attendance at meeting during the Covid-19 pandemic (**EXHIBIT C**)

Summary: Board reconsideration of the circumstances of the declared COVID-19 emergency to determine whether the Board should continue to hold remote meetings pursuant to AB 361's special teleconferencing requirements.

Trustee Lopez made a motion to approve the consent agenda. The motion was seconded by Trustee Martinez and approved unanimously.

Yes: Artesia, Bell, Bell Gardens, Bellflower, Burbank, Cerritos, Cudahy, Diamond Bar, Downey, Gardena, Glendale, Hawaiian Gardens, Huntington Park, La Cañada Flintridge, La Habra Heights, Lakewood, Long Beach, Los Angeles City, Los Angeles County, Lynwood, Montebello, Paramount, San Fernando, San Marino, Santa Clarita, Santa Fe Springs, Signal Hill, South El Monte, South Gate, Vernon, Whittier

No: NONE

Absent: Carson, Commerce, La Mirada, Maywood, Norwalk, Pico Rivera

9. CONSIDERATION AND RATIFICATION OF BOARD OF TRUSTEES COMMITTEE ASSIGNMENTS FOR CALENDAR YEAR 2022 (EXHIBIT D) (VOTE REQUIRED)

Summary: President Holman will present the slate of 2022 Committee Members for ratification.

President Holman thanked the trustees who submitted a committee assignment interest form and shared that any trustee can attend the committee meetings regardless of their committee assignment. Trustee Casanova inquired about how often the committees met throughout the year. Interim General Manager Klueh shared that the committees meet as needed, whenever there are items to be considered. The Budget and Personnel committees tend to meet more often than others.

Trustee Croft made a motion to ratify the Board of Trustees Committee Assignments for calendar year 2022. The motion was seconded by Trustee Kiefer and approved unanimously.

Yes: Artesia, Bell, Bell Gardens, Bellflower, Burbank, Cerritos, Commerce, Cudahy, Diamond Bar, Downey, Gardena, Glendale, Hawaiian Gardens, Huntington Park, La Cañada Flintridge, La Habra Heights, Lakewood, Long Beach, Los Angeles City, Los Angeles County, Lynwood, Montebello, Paramount, San Fernando, San Marino, Santa Clarita, Santa Fe Springs, Signal Hill, South Gate, Vernon, Whittier

No: NONE

Absent: Carson, La Mirada, Maywood, Norwalk, Pico Rivera, South El Monte

10. REMINDER TO TRUSTEES TO COMPLETE AND FILE ANNUAL CALIFORNIA FORM 700- STATEMENT OF ECONOMIC INTERESTS

Summary: Each year, Trustees are required to complete and file their annual "Statement of Economic Interest" otherwise known as the "conflict of interest" form. Trustees who have an email address on record with the LA County Conflict of Interest Division may receive an electronic form for completion. This form can also be obtained online at www.fppc.ca.gov. The District can mail the completed and signed form, if you prefer, or

you can have your city do this for you. Monetary penalties (\$10/day) may be assessed for failing to file the form on or before the April 1, 2022 deadline. Upon completion of the form, please send a copy to the District for our records.

Board President Holman reminded trustees to submit their Form 700 by April 1, 2022 and suggested reaching out to staff if they have any questions. Director Coburn added that most trustees complete their forms digitally online, however forms can also be mailed to the District for submission with the required wet signature.

11. CONSIDERATION AND NOMINATION OF CANDIDATES SEEKING ELECTION FOR THE LAFCO INDEPENDENT SPECIAL DISTRICT VOTING MEMBER SEAT (EXHIBIT E) VOTE REQUIRED

Director Coburn updated the Board regarding the candidate qualification of “non-elected member” after confirming with LAFCO. According to LAFCO, the District’s nominated candidate must not currently be a city council member because city councils already have a seat on the LAFCO board.

President Holman asked for any non-elected trustees who are interested in being a candidate for this election. Trustee Appleton inquired if other candidates are nominated by other special districts and when will the final representative be selected. Director Coburn confirmed that the board will receive a full list of candidates in the coming months and the Board would then cast their vote for the special district voting member.

Trustee Appleton stated that he is interested in being a candidate for the independent special district voting member.

Trustee Santa Ines asked President Holman if the board could request staff to follow up with LAFCO regarding restrictions on city council members serving as the special district voting member. Trustee Santa Ines referred to a previous election cycle where the Board had similar questions because the LAFCO documents do not clearly indicate what an “elected” board member is and asks that LAFCO clarify this qualification in future elections.

Trustee Houwen inquired how often the LAFCO board met. Director Coburn shared that the board meets virtually every second Wednesday of the month, and the position offers a \$150 stipend per meeting.

There was no objection to nominating Trustee Steve Appleton as a candidate for the LAFCO Independent Special District Voting Member seat and was approved by acclamation.

12. CONSIDERATION AND NOMINATION OF CANDIDATES SEEKING ELECTION FOR THE LAFCO INDEPENDENT SPECIAL DISTRICT ALTERNATE REPRESENTATIVE SEAT (EXHIBIT F) VOTE REQUIRED

President Holman asked the board if there were any members interested in submitting their name for the alternate representative election. Trustee Sanchez inquired if this position would serve on the same board as the previous item. President Holman

concurred that this item is to nominate a member to serve as an alternate representative on the LAFCO Board as the Independent Special District Voting Seat.

Trustee Sanchez volunteered to be nominated for the LAFCO Independent Special District Alternate Representative seat and was approved by acclamation.

13. COMMITTEE REPORTS

13.1 Ad Hoc General Manager Selection Committee Steve Croft, Co-Chair

13.1.a. Discuss recruitment of new General Manager

13.1.b. CLOSED SESSION PURSUANT TO THE BROWN ACT

Government Code Section 54957

PUBLIC EMPLOYMENT

Title: General Manager

13.1.c. RECONVENE PUBLIC PORTION OF MEETING

13.1.d. ANNOUNCEMENT OF ANY ACTION TAKEN AS REQUIRED BY GOVERNMENT CODE SECTION 54957.1(5).

Trustee Croft asked Legal Counsel to take the Board into closed session to discuss the recruitment for the General Manager position. Legal Counsel took the Board into closed session.

After reconvening the meeting, legal counsel reported that the board unanimously gave direction to counsel.

Yes: Artesia, Bell, Bell Gardens, Bellflower, Burbank, Cerritos, Commerce, Cudahy, Diamond Bar, Downey, Gardena, Glendale, Hawaiian Gardens, Huntington Park, La Cañada Flintridge, La Habra Heights, Lakewood, Long Beach, Los Angeles City, Los Angeles County, Lynwood, Montebello, Norwalk, Paramount, San Fernando, San Marino, Santa Clarita, Santa Fe Springs, Signal Hill, South Gate, Vernon, Whittier

No: NONE

Absent: Carson, La Mirada, Maywood, Pico Rivera, South El Monte

13.2 Ad Hoc SIT Committee Emily Holman, Chair 2021

13.2.a Consideration of Resolution No. 2022-03, SIT Collaborative Agreement between Orange County Mosquito and Vector Control District (OCMVCD) and Greater Los Angeles County Vector Control District (GLACVCD).
(EXHIBIT G) (VOTE REQUIRED)

President Holman reported that the committee met the previous week to discuss the SIT Collaborative Agreement with Orange County Mosquito and Vector Control District.

Interim General Manager Klueh provided background information for the board regarding Sterile Insect Technique and the options the District has considered.

The District is requesting approval of a cooperative agreement with OCMVCD for five years which would allow a joint purchase of a small X-ray machine, the set-up of *Aedes aegypti* insectaries with potential assistance from MosquitoMate, and planned releases of irradiated males in Spring 2023 at selected sites. Instead of leasing the irradiator, the two districts would share the cost of purchasing the machine and necessary accessories like a pupal sex separator which would total just over \$80,000 for each district.

Trustee Sanchez inquired about the additional costs the District would incur to access the machine's location at OCMVCD. Interim Manager Klueh stated that OCMVCD's headquarters are centrally located in the region and would not create an excessive burden to staff. Additionally, she added, the machine has potential to produce high quantities of irradiated mosquitoes that could benefit other vector control agencies in the future.

Trustee Casanova inquired what the lifespan of the machine and Interim General Manager Klueh shared that the vendor has guaranteed 10 years with minimal maintenance.

Trustee Croft made a motion to approve the resolution. The motion was seconded by Trustee Appleton and approved unanimously.

Yes: Artesia, Bell, Bell Gardens, Bellflower, Burbank, Cerritos, Commerce, Cudahy, Diamond Bar, Downey, Gardena, Glendale, Hawaiian Gardens, Huntington Park, La Cañada Flintridge, La Habra Heights, Lakewood, Long Beach, Los Angeles City, Los Angeles County, Lynwood, Montebello, Norwalk, Paramount, San Fernando, San Marino, Santa Clarita, Santa Fe Springs, Signal Hill, South Gate, Vernon, Whittier

No: NONE

Absent: Carson, La Mirada, Maywood, Pico Rivera, South El Monte

13.3 Budget & Finance Committee

Scott Kwong, Chair 2021

13.3.a. Consideration of staff request to make adjustments to FY21/22 budget line items. (EXHIBIT H)

Vice-President Kwong shared that the committee unanimously recommended the approval of the budget adjustments requested by staff.

Interim General Manager Klueh shared that the budget adjustments would allow for the District to purchase the X-ray equipment, additional PPE for staff, make adjustments to improve wireless telephone service, an all-terrain vehicle for Operations staff in Sylmar, IT needs, incurred expenses due to increase in COVID-19 testing, and funding to facilitate ergonomic improvements. Additionally, the budget adjustments would allow the District to allocate funds for the purchase of two mobile working units instead of renting them yearly and install a rod iron fence line. In summary, the budget adjustments would total to \$211,574.

Trustee Bollman asked if the budget adjustments were on par with previous years but are being requested earlier in the year to allow for staff to use items before the mosquito season begins. This was confirmed by Interim General Manager Klueh.

14. STAFF PROGRAM REPORTS: JANUARY 2022

14.1 Manager's Report S. Klueh, Interim General Manager

Interim General Manager Klueh shared that the state may approve additional supplemental paid leave for staff who have been affected by COVID-19.

14.2 Scientific-Technical: (Staff Report A) S. Vetrone, Acting Sci.-Tech Services Dir.

Acting Director Vetrone did not have anything to add to his report but highlighted Scientific-Technical Services staff who presented at MVCAC. Additionally, he thanked the trustees who attended the conference for their support and watching staff present.

14.3 Operations (Staff Report B) M. Daniel, Operations Dir.

Director Daniel did not have anything to add to his report.

14.4 Community Affairs (Staff Report C) M.J. Coburn, Communications Dir.

Director Coburn highlighted all staff who presented at MVCAC including Community Liaison Helen Kuan and herself. Additionally, she thanked Trustee Kwong and Trustee Appleton for attending the meeting and encouraged trustees to attend future conferences.

14.5 Fiscal (Staff Report D) C. Weeks, Finance Director

Director Weeks did not have anything to add to her report.

14.6 Human Resources (Staff Report E) A. Costa, Human Resources Dir.

Director Costa welcomed the newest HR staff member Justin Strout and thanked the board for supporting the District's staffing needs.

14.7 General Counsel Report Q. Barrow, General Counsel

General counsel had no report.

15. 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 Appleton provided his conference report and encouraged trustees to attend future conferences to learn more about the mosquito control and mosquito-borne diseases. Additionally, he enjoyed getting to know the district staff more, learned more about the district's geography, and appreciated the opportunity for growth within the industry.

Trustee Kwong also thanked the staff for their hospitality and enjoyed attending the conference. He encouraged trustees to attend future conferences to learn more about the vector control industry and future technology that will advance the field.

16. ADJOURNMENT

President Holman adjourned the meeting at 9:03 p.m. The next Board of Trustees meeting will be scheduled on Thursday, March 10, 2022, at 7:00 p.m. at the District's headquarters at 12545 Florence Avenue, Santa Fe Springs.