

**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT
MINUTES NO. 2011-08**

A 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, August 11, 2011, at the District office at 12545 Florence Avenue, Santa Fe Springs, California.

TRUSTEES PRESENT

Sally Flowers, (*City of Artesia*)
Danny Harber, (*City of Bell*)
Pedro Aceituno, (*City of Bell Gardens*)
Ray T. Smith, (*City of Bellflower*)
Dr. Jeff Wassem, Sec.-Treasur. (*City of Burbank*)
Harold Williams, (*City of Carson*)
Nikki Noushkam, (*City of Cerritos*)
Tina Baca Del Rio, (*City of Commerce*)
Mison Levi, (*City of Cudahy*)
Meredith Perkins, (*City of Downey*)
Armine Perian, (*City of Glendale*)
Barry Bruce, (*City of Hawaiian Gardens*)
Joseph Esquivel, (*City of Lakewood*)
Gabe Garcia, (*City of La Mirada*)

Robert Campbell, Vice President (*City of Long Beach*)
Steven Appleton, (*City of Los Angeles*)
Jim Morton, (*City of Lynwood*)
Edward Varela, (*City of Maywood*)
Christina Cortez, (*City of Montebello*)
Cheri Kelley, (*City of Norwalk*)
Tom Hansen, (*City of Paramount*)
David Armenta, (*City of Pico Rivera*)
Jeff Groseth (*City of San Marino*)
Robert Newman, (*City of Santa Clarita*)
Dr. Hazel Wallace, (*City of Signal Hill*)
Maria Davila, (*City of South Gate*)
Owen Newcomer, President (*City of Whittier*)

TRUSTEES ABSENT

Steve Tye, (*City of Diamond Bar*)
Rachel C. Johnson, (*City of Gardena*)
Elba Romo, (*City of Huntington Park*)
Jim Remington, (*City of La Habra Heights*)
Dr. James Lawson, (*County of Los Angeles*)
Michael Madrigal, (*City of Santa Fe Springs*)
Vacant, (*City of San Fernando*)

TRUSTEES ABSENT (EXCUSED)

Joseph Gonzales, (*City of South El Monte*)

OTHERS PRESENT

Kenneth L. Bayless, *General Manager*
Mark Daniel, *Director of Operations*
Susanne Klueh, *Director of Scientific-Tech. Services*
Truc Dever, *Director of Community Affairs*
Crystal Brown, *Public Information Officer*
Carolyn Weeks, *Director of Fiscal Operations*
Robert Miller, *Director of Human Resources*
Luke DeNitto, *Maintenance Supervisor*
Quinn Barrow, *Legal Counsel*

1. CALL TO ORDER

President Newcomer called the meeting to order at 7:00 p.m.

2. QUORUM (ROLL) CALL

Following roll call, it was recorded that 27 Trustees were present and 8 were absent.

3. INVOCATION

Trustee Bruce gave the invocation.

4. PLEDGE OF ALLEGIANCE

Trustee Noushkam led the Pledge of Allegiance.

5. CORRESPONDENCE

NONE

6. INTRODUCTIONS

NONE

7. PUBLIC COMMENT

There were no comments from the public.

Trustee Esquivel inquired as to the status of former Paramount Trustee Henry Harkema. Current Paramount Trustee Tom Hansen stated that Henry is recovering and appreciated the birthday party thrown by the Paramount City Council. Ken Bayless asked Trustees to sign Henry's birthday card and stated that the District will try to reschedule Henry's 100th birthday celebration at a later date.

8. CONSENT AGENDA (8.1-8.3)

It is recommended that Items 8.1 through 8.3 be acted on simultaneously by one motion of the Board of Trustees unless separate discussion and/or action on an item is requested by a Trustee.

8.1 Consideration of **Minutes 2011-07** of regular Board Meeting held on July 14, 2011. (**EXHIBIT A**)

8.2 Consideration of **Resolution 2011-13** Authorizing Payment of Attached Requisition Schedule for July 1, 2011 through July 31, 2011 (**EXHIBIT B**)

8.3 Consideration of one (1) Joint Tax Sharing Resolution from the County Sanitation Districts of Los Angeles County (Annexation No. 15-275). (**EXHIBIT C**)

Trustee Morton made the motion to approve items 8.1 through 8.3. Trustee Armenta seconded the motion. The motion passed unanimously.

9. COMMITTEE REPORTS

9.1 Personnel Committee C. Kelley, Chairperson

9.1.a. Discussion of Committee meeting to review General Manager's evaluation.

9.1.b. Closed Session

In accordance with §§ 54957 and 54957.6 of the California Government Code, the Board of Trustees will hold a closed session to evaluate the General Manager's performance and consider the recommendations of the Board of Trustees Personnel Committee. Designated representative attending the Closed Session: Legal Counsel

Legal Counsel Quinn Barrow reported that the Board went into closed session to discuss the item identified on the agenda. The Board listened to the report from the Personnel Committee. No other reportable action was taken.

10. **DISCUSSION AND REVIEW OF FY 2011/2012 DISTRICT GOALS AND OBJECTIVES (EXHIBIT D)**

Trustee Appleton commented that there is an increasing trend towards urban wetland and reclamation projects that would have implications for the District and vector control. He asked if District staff would be able to create a formalized goal that would specify proactive measures that the staff members could take in regards to these programs. He mentioned a list of potential projects as an example. **General Manager Kenneth Bayless responded that the District will draft a goal reflective of Trustee Appleton's concerns to be brought to the Board next month.**

Trustee Flowers asked for further explanation of the goal stating that the Director of Human Resources will perform regular 'ride alongs'. Director of Human Resources Robert Miller began his explanation by saying that he is planning to review and re-write job position descriptions during the next fiscal year. In order to accomplish this to the best of his ability, he is committed to learning about the positions based on first-hand experience. Ken elaborated that it is a cross-training goal.

Trustee Wassem mentioned that Public Information Officer Crystal Brown spoke at the Burbank City Council Meeting in July following West Nile virus positive activity in the city. He continued that they had discussed ways to notify residents of vector control information. Trustee Wassem asked if the Community Affairs Department could make it a goal to determine the media outlet opportunities available in each city that would reach the greatest number of residents. Director of Community Affairs Truc Dever responded that the Community Affairs Department is currently working on a database for each city to record which ones have newsletters, cable access channels and other ways to reach the public.

President Newcomer expressed concerns with the proposal to "maintain or increase reserves." He explained that he believes that reserves are in place to be used. For example, in case of a West Nile virus outbreak, it would be logical that reserves be used. Trustee Newcomer recommended that the Board change the phrasing. Trustee Flowers recommended that the Board wait for clarification of intent from Trustee Lawson, who suggested the goal but was absent from the meeting.

Trustee Kelley said that the fifth newly proposed goal to draft a five-year fiscal plan by January would create a significant amount of work for Director of Fiscal Operations Carolyn Weeks. President Newcomer suggested that the five-year projection be completed by the time the Budget Committee starts working on the next fiscal year's budget. He also suggested that only general estimates be required in order to reduce the labor involved.

Trustees Flowers, Perkins and Cortez all commented that the list of goals and objectives was very extensive, but that there were no adopted goals they wanted to remove or modify. Trustee Wallace felt that the new goals were redundant and were already reflected in the adopted goals.

President Newcomer recapped that from the list of five newly proposed goals, numbers 2 through 5 were suggested for inclusion, with the rephrasing of 5 to include a 5-year projection that will be available in time for the Budget Committee's meeting to discuss the next fiscal year budget. An additional item, goal number 6, will also be added in regards to wetlands.

Trustee Levi made a motion to continue discussion of the goals at the next meeting. Trustee Esquivel seconded the motion. The motion passed unanimously to continue the discussion at the next Board meeting.

11. STAFF PROGRAM REPORTS: JULY 2011

11.1 Manager's Report

Kenneth L. Bayless, General Manager

Ken shared with the Board that there has been a spike in West Nile virus activity and 2011 is turning into an epidemic year with statistics similar to the years of 2004 and 2008. He continued that there has been a tremendous amount of work to try and get ahead of the West Nile virus activity level. The District is doing its best to reach out to as many people as possible. The District is choosing 'hotspots' to target in hopes that the media and city councils will help to share the message with other residents. The City of Cerritos responded well to the outreach efforts. The outreach campaign will be modified week to week and will continue to be modified throughout the rest of the season. Ken is pleased with the staff's work, commitment and spirit.

Director of Community Affairs Truc Dever informed the Board that District staff members are going to be part of a door-to-door campaign on Friday, August 12 and Saturday, August 13 to reach residents in Norwalk, Whittier, Studio City and Sherman Oaks. The campaign will take place between 9 a.m. and 5 p.m. Residents will be provided with information that West Nile virus activity has been confirmed and elevated in their area. They will also be offered property inspections and immediate breeding source treatment. These outreach measures will extend to other cities with high infection rates as necessary as the season progresses.

11.2 Scientific-Technical: (Staff Report A)

S. Kluh, Sci.-Tech Services Dir.

Director of Scientific-Technical Services Susanne Kluh delivered a PowerPoint presentation to the Board. She presented a chart of West Nile virus activity, illustrating levels from previous years. The chart showed high levels of West Nile virus activity in July 2004 where there were 60 recorded human cases. The chart showed that virus activity dropped in 2005, 2006 and 2007. The second epidemic year was 2008 with approximately 15 human cases being reported by the end of July. There have been two human cases reported so far in 2011. Susanne added that there are more human cases currently being tested. In response to these statistics, lab staff calculated infection rates for the District's member cities. Susanne explained that infection rates are the number of mosquitoes out of 1,000 that test positive for West Nile virus. They found that high infections rates are distributed throughout Greater Los Angeles County and used these infection rates to identify target cities for the door-to-door campaign.

Trustee Wallace asked for clarification of the word 'hotspot'. Susanne responded that mosquito infection rates are used to determine the 'hotspots'.

11.3 Operations: (Staff Report B)

M. Daniel, Operations Dir.

Director of Operations Mark Daniel stated that compensation time is being offered to staff members who choose to participate in the outreach and control campaign on their days off. Mark mentioned that staff cannot be in every backyard at once and so a partnership with the public is appreciated.

A fogging treatment is planned for August 16-19 in the early morning hours at the Sepulveda Dam recreation area. It is an area with high foot traffic and a high number

of mosquito positives. There will be pre-trapping and post-trapping of mosquitoes to calculate the effectiveness of the fogging.

Trustee Noushkam thanked the staff for their outreach efforts in Cerritos. She asked Mark if Cerritos Code Enforcement should be involved with the green pools. Mark responded that as a standard procedure, staff work hand-in-hand with code enforcement and that the number of green pools is very low in Cerritos.

11.4 Community Affairs: (*Staff Report C*) T. Dever, Community Affairs Dir.

Director of Community Affairs Truc Dever informed the Board that the Community Affairs Department has been working with cities to determine how best to reach the public. Staff members have been targeting local businesses, city councils and community events as ways to outreach to residents and community members. She continued that the regional radio buy will be extended, and the message has been revised to reflect the epidemic year.

Truc also reported that the City of San Fernando staff members are actively searching for candidates to fill their vacant Trustee seat. The Mayor requests at every city council meeting that all in attendance help find someone to be nominated to the Board. The council also placed an advertisement for the position in a local newspaper.

11.5 Fiscal: (*Staff Report D*) C. Weeks, Finance Director

Director of Fiscal Operations Carolyn Weeks informed the Board that the audit was completed.

11.6 Human Resources: (*Staff Report E*) R. Miller, Human Resources Dir.

Director of Human Resources Robert Miller shared with the Board that the Safety Committee completed the revision of the IIPP and Emergency Action Plan. A District-wide drill is planned to take place in the near future. First-Aid and CPR training is also scheduled for September through the Santa Fe Springs Chamber of Commerce. He added that the Santa Fe Springs Fire Department conducted a surprise inspection of the Santa Fe Springs building and no citations were issued.

11.7 Legal Counsel Report Q. Barrow, Legal Counsel

Legal Counsel Quinn Barrow had nothing further 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).

13. ADJOURNMENT

The next Board of Trustees meeting will be scheduled on Thursday, September 8, 2011. The meeting will be held at 7:00 p.m. at the District's headquarters office at 12545 Florence Avenue, Santa Fe Springs.

President Newcomer adjourned the meeting at 8:25 p.m.