

**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT  
MINUTES NO. 2015-05**

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, May 21, 2015, at the District office at 12545 Florence Avenue, Santa Fe Springs, California.

**TRUSTEES PRESENT**

Sally Flowers, (*City of Artesia*)\*  
Ali Saleh, (*City of Bell*)  
Ray T. Smith, (*City of Bellflower*)  
Pedro Aceituno, (*City of Bell Gardens*)  
Dr. Jeff Wassem, (*City of Burbank*)  
Harold Williams, Vice Pres. (*City of Carson*)  
Mark Bollman, (*City of Cerritos*)  
Steve Tye, President (*City of Diamond Bar*)  
Roger C. Brossmer, (*City of Downey*)  
Rachel C. Johnson, (*City of Gardena*)  
Barry Bruce, (*City of Hawaiian Gardens*)  
Elba Guerrero, (*City of Huntington Park*)  
David Spence, (*City of La Cañada Flintridge*)  
Jim Remington, (*City of La Habra Heights*)  
Pauline Deal, (*City of La Mirada*)  
Steve Croft, (*City of Lakewood*)  
Martin Kreisler, (*County of Los Angeles*)  
Salvador Alatorre, (*City of Lynwood*)  
Eddie De La Riva (*City of Maywood*)  
Christina Cortez (*City of Montebello*)  
Cheri Kelley, (*City of Norwalk*)  
Tom Hansen, (*City of Paramount*)  
Tina Szumanski, (*City of Santa Clarita*)  
Michael Madrigal, (*City of Santa Fe Springs*)  
Hector Delgado, (*City of South El Monte*)  
Owen Newcomer, (*City of Whittier*)

**TRUSTEES ABSENT**

Tina Baca Del Rio, (*City of Commerce*)  
VACANT (*City of Cudahy*)  
Armine Perian, (*City of Glendale*)  
Robert Campbell, (*City of Long Beach*)  
Bob Archuleta, (*City of Pico Rivera*)  
Nina Herrera, (*City of San Fernando*)  
Dr. Hazel Wallace, (*City of Signal Hill*)  
Maria Davila, Sec.-Treasurer (*City of South Gate*)

**TRUSTEES ABSENT (EXCUSED)**

Steve Appleton, (*City of Los Angeles*)  
Clifton Jenkins, (*City of San Marino*)

**OTHERS PRESENT**

Truc Dever, *General Manager*  
Mark Daniel, *Director of Operations*  
Susanne Kluh, *Director of Scientific-Tech Services*  
Kelly Middleton, *Director of Community Affairs*  
Carolyn Weeks, *Director of Fiscal Operations*  
Rakesha Thomas, *Director of Human Resources*  
Luke DeNitto, *Maintenance Supervisor*  
Levy Sun, *Public Information Officer*  
Stephen Flower, *Legal Counsel*

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

**1. CALL TO ORDER**

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

**2. QUORUM (ROLL) CALL**

Following roll call, it was recorded that 26 Trustees were present and 10 were absent.

**3. INVOCATION**

Trustee Williams gave the invocation.

**4. PLEDGE OF ALLEGIANCE**

Trustee Spence led the Pledge of Allegiance.

**5. CORRESPONDENCE**

NONE

**6. INTRODUCTIONS**

General Manager, Truc Dever, welcomed La Cañada Flintridge Mayor and new GLACVCD Trustee David Spence to the Board. Mr. Spence provided a short introduction.

7. **PUBLIC COMMENT**  
NONE.

8. **CONSENT AGENDA (8.1-8.2)**  
***VOTE REQUIRED***

8.1 Consideration of **Minutes 2015-04** of regular Board Meeting held on April 9, 2015. (***EXHIBIT A***)

8.2 Consideration of **Resolution 2015-08** Authorizing Payment of Attached Requisition Schedule for April 1, 2015 through April 30, 2015. (***EXHIBIT B***)

**Trustee Croft made a motion to approve the Consent Agenda. The motion was seconded by Trustee Deal and approved unanimously with Trustee Spence abstaining.**

9. **COMMITTEE REPORT**

9.1 Personnel Committee

S. Croft, Chair

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

9.1.b. **Closed Session**

*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*

**Legal counsel, Steve Flower initiated the closed session. Following the closed session, he reported that the Personnel Committee met to begin the process of conducting the required annual review of General Manager, Truc Dever, and that no reportable action was taken. A blank evaluation form was provided to all Trustees.**

9.2 Joint Personnel and Budget & Finance Committee

S. Croft, Chair  
M. Davila, Chair

9.2.a. Report on staff proposal for five new full-time positions and corresponding job descriptions

- **Environmental Program Manager** - Operations Department
- **Field Assistants (2)** - Scientific-Technical Services Department
- **Vector Control Specialists (2)** – Operations Department  
(***EXHIBIT C***)

Trustee Croft reported that the Committees met to discuss staff recommendations to add much needed positions. The Committees reviewed the job descriptions and budgetary implications and directed the Budget & Finance committee to include the positions in the FY 15/16 Budget that will be presented to the Board at the June meeting.

Trustee Newcomer noted that the Budget Committee has included these positions into the proposed FY 15/16 budget and will propose a rate increase to address these and other pressing needs the District faces.

Mark Daniel provided an overview of the duties of the Environmental Program Manager in response to a question received by Trustee Wassem.

- 9.3.a. Consideration of staff request to make budget adjustments to FY 14/15 budget line items to purchase information technology equipment, operations vehicles, and cover projected expenses  
**(EXHIBIT D) VOTE REQUIRED**

Trustee Newcomer reported that the Committee considered staff recommendations to defer future budgetary impacts by making a FY 14/15 budget adjustment utilizing expected surpluses in certain line items. The Committee recommends approval of this budget adjustment. Truc provided a presentation to the Board outlining details of the FY 14/15 projections and requested adjustments totaling \$221,086. Primary savings were in benefits & salaries due to temporary vacancies and reduced health care costs. Staff suggest the purchase of 5 vehicles, computer equipment to increase cyber security, fleet management software, and funds to cover projected deficits in utilities and maintenance line items. Trustee Bollman commended Luke Denitto on his thorough vehicle replacement justifications report. **A motion to approve the budget adjustments was made by Trustee Croft, seconded by Trustee Guerrero, and approved unanimously.**

## 10. STAFF PROGRAM REPORTS: APRIL 2015

- 10.1 Manager's Report T. Dever, General Manager

Truc welcomed David Spence to the Board and thanked the Budget and Finance Committee members for all their time and effort spent reviewing the proposed budget and budget adjustments. Truc offered to answer any questions from the Board.

- 10.2 Scientific-Technical: (Staff Report A) S. Kluh, Sci.-Tech Services Dir.

Susanne noted that in addition to her written report, a recent mosquito sample collected from the City of Cudahy was confirmed positive this week for West Nile virus. This represents the second sample of the year which is typical for this time of year. She reminded Trustees to wear their mosquito repellent when spending time outdoors.

- 10.3 Operations: (Staff Report B) M. Daniel, Operations Dir.

Mark reported that staff is happy to see a reduction in the number of service requests over the prior month. The sporadic rains are filling containers in yards and require diligent attention after each rain event.

- 10.4 Community Affairs: (Staff Report C) K. Middleton, Comm. Affairs Dir.

Kelly announced the Department's new Outreach Assistant, Helen Kuan, has been hired but is unable to attend Board Meetings at this time due to her school schedule. The Poster and Essay Contest winners have been selected and will be presented to the Board at a future meeting. The District's new website is launched and beautifully done. Kelly read an email from a Paramount SDC teacher reporting a student's enthusiastic report of breeding identified in his community.

- 10.5 Fiscal: (Staff Report D) C. Weeks, Finance Director

Carolyn offered to answer questions related to her submitted report.

10.6 Human Resources: (Staff Report E)

R. Thomas, Human Resources Dir.

Rakesha had no additional information to share and offered to answer questions related to her submitted report.

107 Legal Counsel Report

Q. Barrow, Legal Counsel

Steve Flower had no report, and offered to take questions.

11. **OTHER**

Trustee Madrigal provided a report and video about his attendance at the recent AMCA meeting. Trustee Madrigal was most impressed with staff, particularly LeShawn who gave a presentation, Levy who is the VP of the Young Professionals Group, and Susanne who was able to stump even the biggest experts with her questions.

Trustee Ali noted that it was a good conference and thanked the Board for allowing him to attend.

12. **ADJOURNMENT**

The next Board of Trustees meeting will be held on Thursday, June 11, 2015. The meeting will be held at 7:00 p.m. at the District's headquarters at 12545 Florence Avenue, Santa Fe Springs.

**The meeting was adjourned at 7:37 PM in memory of State Senator Richard Mountjoy.**