

**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT
MINUTES NO. 2011-10**

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, October 13, 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*)
Steve Tye, (*City of Diamond Bar*)
Meredith Perkins, (*City of Downey*)
Barry Bruce, (*City of Hawaiian Gardens*)
Elba Romo, (*City of Huntington Park*)
Armine Perian, (*City of Glendale*)
Jim Remington, (*City of La Habra Heights*)

Robert Campbell, Vice President (*City of Long Beach*)
Steven Appleton, (*City of Los Angeles*)
Dr. James Lawson, (*County of Los Angeles*)
Jim Morton, (*City of Lynwood*)
Cheri Kelley, (*City of Norwalk*)
Tom Hansen, (*City of Paramount*)
David Armenta, (*City of Pico Rivera*)
Sylvia Ballin (*City of San Fernando*)
Robert Newman, (*City of Santa Clarita*)
Michael Madrigal, (*City of Santa Fe Springs*)
Dr. Hazel Wallace, (*City of Signal Hill*)
Joseph Gonzales, (*City of South El Monte*)
Maria Davila, (*City of South Gate*)
Owen Newcomer, President (*City of Whittier*)

TRUSTEES ABSENT

Rachel C. Johnson, (*City of Gardena*)
Joseph Esquivel, (*City of Lakewood*)
Gabe Garcia, (*City of La Mirada*)
Edward Varela, (*City of Maywood*)
Jeff Groseth (*City of San Marino*)

TRUSTEES ABSENT (EXCUSED)

Christina Cortez, (*City of Montebello*)

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*
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 7:05 p.m.

2. QUORUM (ROLL) CALL

Following roll call, it was recorded that 29 Trustees were present and 6 were absent.

3. INVOCATION

Trustee Romo gave the invocation.

4. PLEDGE OF ALLEGIANCE

Trustee Newman led the Pledge of Allegiance.

5. CORRESPONDENCE

NONE

6. INTRODUCTIONS

Trustee Appleton introduced visitor Aga Pietruszkiewicz. Trustee Appleton shared that Aga collaborated with him on an art project in Mexico.

Director of Community Affairs Truc Dever reported that the Educational Foundation had appointed a new interim director, Riquel Ober, to serve on its Board of Directors. Riquel is a fifth grade teacher at Ernie Pyle Elementary School in Bellflower.

7. PUBLIC COMMENT

NONE

8. CONSENT AGENDA (8.1-8.4)

8.1 Consideration of **Minutes 2011-09** of regular Board Meeting held on September 8, 2011. (*EXHIBIT A*)

8.2 Consideration of **Resolution 2011-16** Authorizing Payment of Attached Requisition Schedule for September 1, 2011 through September 30, 2011 (*EXHIBIT B*)

8.3 Consideration of two (2) County of Los Angeles Joint Property Tax Resolutions (JPTR), for territory *L 155-0(A)* and *Tract No. 67784*. 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 resolution to provide revenue to the County Lighting Maintenance Districts (CLMD) 1697 and 1687. (*EXHIBIT C*)

8.4 Consideration of two (2) Joint Tax Sharing Resolutions from the County Sanitation Districts of Los Angeles County (Annexation No. *21-735* and *SCV-1059*). (*EXHIBIT D*)

Trustee Morton made the motion to approve items 8.1 through 8.4. Trustee Romo seconded the motion. The motion passed unanimously.

9. COMMITTEE REPORTS

9.1 Audit Committee

R. Campbell, Chairperson

Vice President Campbell reported that the audit went smoothly and commended Director of Fiscal Operations Carolyn Weeks on a very impressive job. He shared that there was only one deficiency in the audit. There is an on-going issue due to the size of the District with the segregation of duties. Vice President Campbell continued that this means that there is no other employee that would be able to fully assume Carolyn's responsibilities in her absence. Last year, at the recommendation of the auditors, the District instituted a new procedure to try and remedy this deficiency. The Board Secretary and the General Manager provide checks and balances to the financial process by signing off on journal entries and general ledger entries in addition to reviewing and signing District checks.

Vice President Campbell introduced Bryan Gruber and Richard Kikuchi from Lance, Soll & Lunghard, LLP. Bryan reported that he spoke with the Audit Committee to review the audit report earlier that evening. He continued that the audit took place at two different times during the year-- once during the fiscal year and once directly following the conclusion of the fiscal year. Bryan continued that there are two key components to the audit. The first is an assessment of the policies and procedures that are in place and the second is an assessment of the financial statements. Bryan continued that Trustees had in front of them the Audit Communication Letter, which provides a summary of the audit process. Bryan explained that this is where the auditors would report any problems with the audit. The firm issued an "unqualified opinion" in the Audit Report. This is the best opinion that can be received in a financial audit. Assets exceeded liabilities by approximately \$13.8 million for the year and net assets decreased by \$103,000. General Fund actual expenditures were approximately \$656,000 under budget. The unassigned balance of the General Fund was approximately \$7.1 million. Overall, these are very positive results. He thanked staff for a successful audit.

General Manager Kenneth Bayless also commended Carolyn on her work. He praised the auditors on their professionalism.

Trustee Flowers asked Bryan if the issue of segregation of duties is still an on-going concern. Bryan responded that the auditors made specific recommendations last year to address this problem and the District followed those recommendations. There will, however, always be an inherent risk due to limited staff.

General Manager Kenneth Bayless reiterated that he and the Secretary-Treasurer both sit down and review the journals and bank accounts each month according to recommendations made in last year's audit.

Trustee Perkins asked how the temporary help in the financial department was assisting Carolyn and if this helped with the aforementioned problem. He also asked if the Human Resources Assistant had been cross trained. Bryan replied that a part time hire can assist Carolyn in her workload but does not provide the segregation of duties referenced here as it relates to internal controls. Ken added that the Human Resources Assistant is trained in certain financial duties but would not be able to fully assume Carolyn's role in her absence. The conversation concluded with Bryan informing the Board that in the event Carolyn ever needed to be absent for an extended period of time, a temporary accountant would probably need to be hired.

President Newcomer thanked the Audit Committee, the auditors, and staff for their work.

10. ANNOUNCEMENT OF TRUSTEES' TERM OF OFFICE TO EXPIRE JANUARY 2, 2012

Summary: The General Manager has mailed correspondence advising the following named governing bodies that the two or four year term of office of its representative will expire 12:00pm January 2, 2012, and has requested that they reappoint the trustee representative or successor for the next two or four year term of the office according to Division 3, Chapter 1, Article 3, Sections 2024 et. Seq. of the State Health and Safety Code.

Trustee Representative

***Nikki Noushkam
Tina Baca Del Rio***

Governing Body

***City of Cerritos
City of Commerce***

*Meredith Perkins
Rachel C. Johnson
Armine Perian
Joseph Esquivel
Gabe Paul Garcia
Jim Morton
Christina Cortez
Jeff Groseth
Michael Madrigal
Joseph Gonzales
Maria Davila*

*City of Downey
City of Gardena
City of Glendale
City of Lakewood
City of La Mirada
City of Lynwood
City of Montebello
City of San Marino
City of Santa Fe Springs
City of South El Monte
City of South Gate*

President Newcomer called the Board's attention to the list of Trustees whose terms are expiring in January 2012. He encouraged Trustees to communicate with their cities if they are interested in being reappointed.

11. STAFF PROGRAM REPORTS: SEPTEMBER 2011

11.1 Manager's Report

Kenneth L. Bayless, General Manager

General Manager Kenneth Bayless shared information regarding the Asian tiger mosquito infestation with the Board. He said that the mosquito species was first discovered just north of the District's boundaries in the City of El Monte within the San Gabriel Valley Mosquito & Vector Control District's territory. Ken continued that SGVMVCD alerted the District which immediately began surveillance for the Asian tiger mosquito within GLACVCD boundaries. Unfortunately, the species was identified in the City of South El Monte. Ken informed the Board that if this mosquito species were to become established in Southern California, then it would dramatically change the way of life for residents. The Asian tiger mosquito is a competent vector of many debilitating diseases such as dengue and chikungunya. It is also an aggressive, daytime biter. Ken stated that staff will continue efforts over the coming months to try and stop the spread of the mosquito. He added that he is very proud of the staff and their efforts. So far, staff members have conducted two door-to-door campaigns in South El Monte and reached hundreds of homes. He shared that Directors would address the continual efforts to eradicate the Asian tiger mosquito in further detail during their reports.

Ken mentioned that the District had a very successful Employee Appreciation Day. Ken thanked Trustees Newcomer, Campbell, Kelley, Perkins, Wallace, Remington, and Ballin for their attendance. He played a short video montage for the Trustees highlighting the event. The Trustees who attended echoed Ken's sentiments and congratulated the staff on a job well done. Trustee Kelley urged the Budget Committee next year to consider allocating slightly more money in the budget for this event.

11.2 Scientific-Technical: (Staff Report A)

S. Kluh, Sci.-Tech Services Dir.

Director of Scientific-Technical Services began her report by stating that West Nile virus activity is still continuing this month with risk levels being reported as 'epidemic'. She explained that the official definition for epidemic is that there are more cases than expected. Currently, there are 30 human cases, including two fatalities, and 5 positive blood donors recorded within the District. Countywide, there are 43 human cases, 3 fatalities, and 6 positive blood donors.

Susanne shared a PowerPoint with the Board highlighting West Nile virus activity. She pointed out that infection rates District-wide increased in September. There have been fewer human cases this year than by this time in 2004 and 2008. However, the cases are still being processed and more are expected to be reported. The Operations and Scientific staff are still working diligently to monitor and control West Nile virus activity this year.

Susanne then moved on to address the Asian tiger mosquito infestation. She reminded the Trustees that the Asian tiger mosquito had been imported to Los Angeles in 2001 in shipments of Lucky Bamboo but were successfully eliminated. This time, Lucky Bamboo is not tied to the infestation. Preliminary tests at UC Irvine have shown that this is a different Asian tiger mosquito strain than the one found in 2001. The strain found in 2001 was a Southeast Asian strain whereas the current strain is from Japan. The Japanese strain is currently established on the East Coast and in the southeastern portion of the United States. The District is targeting areas in South El Monte to control the mosquito. The District is collecting larval samples, setting ovi-cups and conducting door-to-door campaigns to try to establish a boundary to the infestation and implement control methods. The District is hoping to establish the infestation perimeter before the winter so that the District will know where to target in the spring.

Trustee Wallace asked Susanne if the evidence of West Nile virus positive mosquitoes and dead birds has been correlated to human cases this year. Susanne responded that they have found dead birds all throughout the district. However, if Trustees refer to the staff report, they will find that positive mosquito samples and dead birds have been found in the same areas as reported human cases.

Trustee Gonzales thanked District staff for their hard work in the City of South El Monte. Trustee Gonzales encountered the vector control staff members during the October 4th door-to-door campaign. He is very impressed with the District's outreach. Ken shared with the Board that 52 staff members participated in that door-to-door campaign.

11.3 Operations: (Staff Report B)

M. Daniel, Operations Dir.

Director of Operations Mark Daniel reported that the first door-to-door campaign canvassed 200 homes. The second effort reached 713 homes with 370 contacts made. Out of those 370 contacts, 369 backyard inspections were made. There were 35 larval samples collected during the 2nd campaign; however, they all were negative for *Ae. albopictus*. Upcoming door-to-door campaigns will seek to establish borders to the infestation. The District is aiding SGVMVCD with treatment of underground storm drains to control the mosquitoes in El Monte. Aggressive underground treatment is also taking place in South El Monte.

President Newcomer asked how a resident would identify the mosquito as an Asian tiger mosquito. Mark replied that the mosquitoes have black and white stripes and are aggressive daytime biters.

Mark also addressed a question raised by Trustee Lawson at the last meeting. Trustee Lawson had asked if there was a correlation between the treatment of the underground storm drains and the level of West Nile virus activity. Mark answered by stating that there was no direct correlation between the miles of underground storm drains treated and the prevalence of West Nile virus activity. He said that the underground storm drain treatment does serve a crucial role, however, in the overall control of West Nile virus activity.

Mark concluded his report by informing the Board that the City of Burbank conducted an aerial surveillance of the city. The results provided the District with 17 additional pools to add to its database.

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

Director of Community Affairs Truc Dever reported that the first door-to-door campaign revealed many ethnic communities within South El Monte, many of which were comprised of Asian and Latin American immigrants who spoke little to no English. To add to this issue, these residents come from countries where day biting mosquitoes are commonplace and, therefore, would not know to report mosquito problems. The District is aiming to reach these communities and share the message by using low-English literacy flyers and by partnering with Asian language media outlets. The door-to-door campaigns attracted a high level of media coverage in Asian languages, Spanish, and English. Moving forward, the District will focus on reaching these populations at a local level. The Community Affairs Department will work with churches and other community-based organizations. Truc requested that Trustees help District staff to identify local organizations that could be contacted.

Trustee Madrigal thanked Truc and Public Information Officer Crystal Brown for their participation in Santa Fe Springs' Fiestas Patrias.

Trustee Tye thanked Truc for her presentation at the Diamond Bar City Council Meeting.

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

Director of Fiscal Operations Carolyn Weeks referred to her report and had nothing further to add.

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

Director of Human Resources Robert Miller shared with the Board that Cal OSHA inspected the District's vehicle-mounted air compressors and found they were all in good working order.

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, November 10, 2011. The meeting will be held at 7:00 p.m. at the District's headquarters office at 12545 Florence Avenue, Santa Fe Springs, California.

President Newcomer adjourned the meeting in memory of former Santa Fe Springs Mayor Gus Velasco per Trustee Armenta's request at 8:07 p.m.