

# GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT

## MINUTES NO. 2008-02

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, February 14, 2008, at the District office at 12545 Florence Avenue, Santa Fe Springs, California.

### TRUSTEES PRESENT

Sally Flowers, Sec.-Treasurer, *(City of Artesia)*  
Ray T. Smith, *(City of Bellflower)*  
Pedro Aceituno, *(City of Bell Gardens)*  
Dr. Jeff D. Wassem, *(City of Burbank)*  
Harold Williams, *(City of Carson)*  
Nikki Noushkam, *(City of Cerritos)*  
Hugo Argumedo, *(City of Commerce)*  
Mison Levi, President, *(City of Cudahy)*  
Audrey Hamilton, *(City of Diamond Bar)*  
Armine Perian, *(City of Glendale)*  
Victor Farfan, *(City of Hawaiian Gardens)*  
Elba Romo, *(City of Huntington Park)*  
Jim Remington, *(City of La Habra Heights)*  
Joseph Esquivel, *(City of Lakewood)*

Bob Chotiner, *(City of La Mirada)*  
Robert Campbell, *(City of Long Beach)*  
Thomas Martin, *(City of Maywood)*  
Robert Urteaga, *(City of Montebello)*  
Cheri Kelley, Vice President, *(City of Norwalk)*  
Henry Harkema, *(City of Paramount)*  
Bob Archuleta, *(City of Pico Rivera)*  
Dr. James Lawson, *(City of San Fernando)*  
Dr. SeYao Hsu, *(City of San Marino)*  
Jan Heidt, *(City of Santa Clarita)*  
Michael Madrigal, *(City of Santa Fe Springs)*  
Dr. Hazel Wallace, *(City of Signal Hill)*  
Blanca Figueroa, *(City of South El Monte)*  
Owen Newcomer, *(City of Whittier)*

### TRUSTEES ABSENT

Oscar Hernandez, *(City of Bell)*  
Meredith Perkins, *(City of Downey)*  
Rachel C. Johnson, *(City of Gardena)*  
Alma Martinez, *(City of Los Angeles)*  
Tony Martinez, *(City of Lynwood)*  
Vacant, *(County of Los Angeles)*  
Maria Davila, *(City of South Gate)*

### OTHERS PRESENT

Kenneth L. Bayless, *District Manager*  
Mike Shaw, *Operations Director*  
Minoo Madon, *Sci-Tech Services Director*  
Truc Dever, *Public Information Officer*  
Karen Walker, *Education Program Specialist*  
Robert Miller, *Director of Human Resources*  
Carolyn Weeks, *Director of Fiscal Operations*  
Luke DeNitto, *Maintenance Supervisor*  
Bill Rudell, *Legal Counsel*

### 1. CALL TO ORDER

President Levi called the meeting to order at 7:05 p.m.

### 2. QUORUM (ROLL) CALL

Following the roll call, it is recorded that 28 Trustees were present and 7 were absent.

### 3. INVOCATION

Trustee Flowers gave the invocation.

**4. PLEDGE OF ALLEGIANCE**

Trustee Kelley led the Pledge of Allegiance.

**5. CORRESPONDENCE**

Trustee Flowers reported that Trustee Maria Davila from South Gate is recovering from surgery. "Get well" cards were passed around to the Trustees for signatures.

**6. INTRODUCTIONS**

President Levi acknowledged that the Board had two new Trustees: Armine Perian from the City of Glendale and Robert Urteaga from the City of Montebello. He also noted that Trustee Nikki Noushkam had been reappointed to represent the City of Cerritos.

**7. PUBLIC COMMENT**

NONE

**8. CONSIDERATION OF MINUTES 2008-01 OF REGULAR BOARD MEETING HELD ON JANUARY 10, 2008 (*Exhibit A*)**

**Trustee Kelley made the motion to approve the minutes and Trustee Esquivel seconded the motion. The Board voted and the motion passed unanimously.**

**9. CONSIDERATION OF RESOLUTION 2008-02 OF ATTACHED REQUISITION SCHEDULE EXPENDITURES FOR JANUARY 1, 2008 THROUGH JANUARY 31, 2008. (*Exhibit B*)**

**Trustee Esquivel made the motion to approve the resolution. It is unclear from the audio recording who seconded the motion. The motion passed unanimously.**

**10. CONSENT AGENDA (10.1-10.5)**

10.1 Consideration of three County of Los Angeles Joint Property Tax Resolutions, Petition No. 82-502, Petition No. 101-606, and L 096-2007. (*Exhibit C*).

10.2 Consideration of three Joint Tax Sharing Resolutions from the County Sanitation Districts of Los Angeles County (Annexation Nos. 21-720, 2-55, and SCV-1035). (*Exhibit D*)

10.3 Consideration to extend temporary classification amendment and 10% salary increase for Public Information Officer position to include Board Administrator responsibilities through June 2008. (*Exhibit E*)

10.4 Consideration of Scientific-Technical Services Director to attend the Vertebrate Pest Conference in San Diego on March 16-20, 2008. Estimated cost: \$400. (*Exhibit F*)

10.5 Consideration of establishing all bank accounts and authorized signatures

10.5.1 Consideration of **Resolution 2008-03**, “ A Resolution of the Greater Los Angeles County Vector Control District Board of Trustees Canceling Obsolete Resolutions of the District” (*Exhibit G*)

-and-

10.5.2 Consideration of **Resolution 2008-04**, “A Resolution of the Greater Los Angeles County Vector Control District Board of Trustees Establishing All Bank Accounts and Authorized Signatures” (*Exhibit H*)

**Trustee Kelley made the motion to approve items 10.1-10.5.2 on the consent agenda. The motion was seconded by Trustee Archuleta. The motion passed unanimously.**

**11. AUDIT REPORT PRESENTATION FOR FISCAL YEAR 2006-2007**

Trustee Flowers reported that the audit committee met but had no quorum earlier that day. She requested that Paul Kaymart, the representative from the auditing firm Charles Z. Fedak & Company, give a presentation to the Board summarizing the audit report. Mr. Kaymart directed the Board to page 7 of the report to show the District’s balance sheet in 2007. He highlighted points from the report, including information on rising interest rates in 2007 and a decrease in property taxes and receivables. Net investments and capital assets totaled \$8.5 million. This is what is left to depreciate on capital assets. On page 8, the total expenses for 2007 totaled \$7.2 million. This year, total revenue totaled \$6.2 million, including property assessments at \$6.1 million and grants and contributions for West Nile virus at \$80,000. The district also received a subsidy from the property tax revenue. Mr. Kaymart noted that for this coming year, the property tax figures will decline due to reassessments and refunds.

He pointed out that the number to look at is the change in assets or what is being added to the reserves between the two years. In 2006, the District added \$781,000. In 2007, the District only added \$375,000. That means cost of operations is becoming more expensive.

He emphasized what is taking place now in 2008. Property tax money may decline or may be taken away from the budget (Prop 1A). There may be a change given the state of the Governor’s budget in the future. Interest rates are falling, therefore the District may see a decline in that number. Benefit assessments may need to be changed as the District looks towards its new budget year.

Trustee Lawson had a question regarding the District’s insurance. He directed the Board to page 21 of the audit report and asked about the contingencies. He asked why litigation is considered a non-event in terms of contingencies and reserves. Mr. Kaymart clarified that at the time the audit was completed in October 2007, the legal correspondence received from the District’s attorneys indicated they were unable to quantify a cost at that time. Therefore, there was no accrual for that in the financial statements.

Trustee Noushkam requested that staff and the attorneys review this issue. Mr. Kaymart clarified that if there was no quantification of an expense amount at the time of the audit because the cases were in the discovery phase, there would be no monetary amount to attribute to that period of time.

Trustee Noushkam asked for clarification regarding the breakdown of grant money received in 2007 versus 2006. Mr. Kaymart explained that the grants were from the Department of Public Health for West Nile virus control activities.

Trustee Flowers asked Mr. Kaymart to discuss the fixed assets program. He stated that the Board adopted a policy in 2005 that capital assets would be tracked for depreciation purposes at \$5,000 or more. For internal record-keeping, the District had a system running on Windows 98 and that system crashed. That system tracked assets from \$500 or more for insurance purposes. The auditors had enough information through their own records to track the large ticket items of \$5,000 or more. That other information has been lost.

Trustee Flowers added that the District Manager, Ken Bayless, would be looking into this. The Fiscal Director, Carolyn Weeks has decided to stay with the accounting software Peach Tree. They do have a fixed asset program and she suggested that Mr. Bayless review that or other software that may interface well with Peach Tree. Mr. Bayless assured Trustee Flowers that the District is looking into these various programs.

She also noted that during budgeting this year, the Board will have to look at some items it did not review last year because of changes in the state of the economy.

Trustee Noushkam had concerns regarding the information that was lost when the Windows 98 system crashed. She asked whether there is a policy in place for backing up District information. Mr. Bayless responded by saying that the District is preparing for a complete revision of the IT system. The new management team is assessing the IT situation and will report any updates and changes back to the Board.

Trustee Noushkam asked about a system to back-up data and Mr. Bayless assured her that is what the District is reviewing. The District does have some information that is on a back-up system and there is a hard copy available for information regarding internal fixed assets.

**Trustee Flowers made the motion to approve the Audit Report. It is unclear from the audio recording who seconded the motion. The motion passed unanimously.**

## **12. CONSIDERATION AND RATIFICATION OF BOARD COMMITTEE ASSIGNMENTS FOR CALENDAR YEAR 2008.**

**President Levi made some corrections to the Board Committee assignments, stating that Trustee Sally Flowers will remain the Chair of the Audit Committee and Dr. James Lawson from San Fernando will be added to the committee as a member.**

**Trustee Newcomer made a motion to approve the committee assignments. Trustee Esquivel seconded the motion. The motion passed unanimously.**

## **13. REMINDER TO TRUSTEES TO COMPLETE AND FILE CALIFORNIA FORM 700- STATEMENT OF ECONOMIC INTERESTS**

Trustee Newcomer stated that his city should have sent a copy of his completed form to the District. Truc Dever said she would review the records. She also pointed out that the deadline for Trustees to file the forms is April 1<sup>st</sup>, although the District would like to receive them earlier in order to submit by the filing deadline.

Trustee Kelley emphasized the importance of understanding the form, especially for the new Trustees who have never had to complete it. She urged new Trustees who have never seen the form to check with someone for an explanation. She stated that there are consequences to not filling the form out correctly. Trustees need to report any economic interests.

## **14. DISCUSSION OF OPEN HOUSE/ DISTRICT ORIENTATION FOR NEW TRUSTEES**

Ken Bayless stated that the staff is working on the best format to educate and orient new Trustees to the District's business. The District was considering an open house where Trustees could come and meet with staff members and tour the facilities.

Truc Dever added that the staff planned to put together a brief video on field operations and other district activities. The orientation would also include a tour of the facilities, demos, discussion of larvae samples and stagnant water, etc.

**Trustee Campbell expressed interest in such an orientation and suggested that a questionnaire be made available at the next board meeting to determine the best scheduling for the orientation.**

Trustee Wallace remarked that the orientation would be beneficial for both new and old Trustees.

**Trustee Kelley added that an orientation on closed sessions and a status update on District litigation would also be beneficial.**

**Trustee Archuleta requested that the orientation cover any pending issues from previous years, any Los Angeles County issues, a discussion of the District's mission statement, and what the District is doing with its education department to emphasize disease prevention.**

**15. DISTRICT MANAGER DISCUSSION OF FORMER INTERIM MANAGER'S FINAL REPORT  
(EXHIBIT I)**

The District Manager, Ken Bayless, gave a Power Point presentation discussing and responding to observations made by former Interim Manager Donald McIntyre. Mr. McIntyre spent 4 months leading this District and made a number of observations relating to the management, noting that his general impression of the District was very good. Mr. Bayless stated that he has been manager for 3 months and has had a chance to observe many facets of the District's operations. He, therefore, feels reasonably comfortable making his recommendations.

The first topic was a discussion of the Board committees. The District Manager agreed with Mr. McIntyre that a staff member should be assigned to each committee. He also suggested the meetings may be more effective if held on days separate from the Board meetings.

There was much discussion regarding the committees, including support for and against holding the meetings on days separate from the Board meetings. Trustee Newcomer stated this may exacerbate the problem of not reaching a quorum. **Trustee Hamilton requested that the Policy Committee review the bylaws regarding the number of members on each committee.** Trustee Kelley noted that there are some Trustees on 2 or 3 committees, making it difficult for them to attend more than one committee meeting when multiple meetings are scheduled for one day. **She suggested the District review the current rules and bylaws to determine specifications regarding committee chairs, etc.**

The next topic of discussion was the layout of the Board Meeting room. There was consensus that the current layout does not facilitate effective meetings since it is difficult to determine who is speaking at any given time. Ken is working with staff on improvements with minimal expenditures such as a "push-to-talk" feature for the microphones and a lighting system to identify speakers. Trustee Argumedo added that the staff could use the computer monitors to display the agendas, which would help Trustees and audience members follow along.

Ken also discussed the District credit cards and felt they were more a convenience than a liability. He pointed out that only selected staff have District credit cards and so far, he has not observed any purchase abuses.

The next topic was the Budget and Payroll. Ken acknowledged there were deficiencies in the old budgeting and payroll system; however, he explained that a new payroll system was recently implemented and accounting practices were being brought up to standards. He also mentioned that the next fiscal budget would be brought before the Budget Committee by April.

Ken also discussed a possible team building workshop for the Trustees. He proposed that this be included in the next budget cycle and conducted after July. The Trustees felt everyone should have an opportunity to participate in this workshop and training session, not just committee chairs.

In regards to training for employees, Ken agreed with Mr. McIntyre that training, particularly management training, should be a priority for the District. He outlined a plan to rotate supervisors and personnel through the many conferences the District participates in such as MVCAC and AMCA.

Spending authority was another topic discussed in Mr. McIntyre's report. **Ken agreed with Mr. McIntyre's observations that the Manager should have discretionary spending authority to an appropriate dollar limit.**

**He proposed a \$5,000 limit per occurrence. Trustee Archuleta requested that be made an agenda item for the next Board meeting.**

Ken briefly discussed the implications of BMPs (Best Management Practices) and concluded that preventative actions will save the District in operational costs over the long term. Trustee Campbell stated he has had experience dealing with BMPs and suggested the District start talking to agencies within its jurisdiction which perform plan checks in accordance with the Clean Water Act. The District could serve as a consulting agency.

In dealing with the contract issues with La Canada Flintridge, Ken agreed with Mr. McIntyre that the continuation of a time and materials contract with the City undermines the District's services. **He proposed that the District contact the City and discuss the annexation process and timetable to provide ongoing services to the City. The Trustees agreed that the District should move forward with the process for possible annexation.**

Ken also made mention of the District's issue regarding space utilization and future plans for fuel alternative vehicles. Trustee Campbell spoke regarding the latter issue, stating that there is probably a good amount of government funding available for agencies looking to "Go Green."

## **16. STAFF PROGRAM REPORTS: JANUARY 2008**

16.1 Manager's Report Kenneth L. Bayless, District Manager

16.2 Operations: (Staff Report A) M. Shaw, Operations Director

Mike Shaw reported that most mosquito breeding sources cited in the staff report were static sources.

16.3 Scientific-Technical: (Staff Report B) M. Madon, Scientific-Tech Serv. Dir.

Minoo Madon reported that there has been no recorded West Nile virus activity this year. He added that because of the current State budget constraints, several State Health programs have been cut.

16.4 Community Outreach: (Staff Report C) T. Dever, Public Information Officer  
K. Walker, Ed. Program Specialist

Truc Dever urged the Trustees to submit their communications questionnaires to help facilitate future correspondence. She also announced that she has been appointed by the President of AMCA to be Chairperson of the Public Relations Committee for 2008-2009.

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

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

Robert Miller announced that he has earned the certification as a Professional in Human Resources with a state-specific certification in California.

16.7 Legal Counsel Report Bill Rudell, Legal Counsel

Legal Counsel had no report.

## **17. OTHER**

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

Trustee Wallace pointed out that she wrote a comprehensive report on the MVCAC annual conference she attended. Ken Bayless encouraged other Trustees to attend these conferences in the future.

Ken also pointed out that this was Mike Shaw's last Board meeting since he will be retiring at the end of the month. He invited all Trustees to Mike's retirement luncheon to be held at Maggie's Pub on March 20<sup>th</sup>. Trustee Newcomer thanked Mike for his years of service.

**Trustee Hamilton had one more item of business, requesting that the Policy Committee review the bylaws regarding committee assignments.**

## **18. ADJOURNMENT**

The next scheduled Board of Trustees meeting will be on Thursday, March 13, 2008 at the District Headquarters office at 12545 Florence Avenue, Santa Fe Springs, CA.

**The meeting adjourned at 8:30 p.m.**