

GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT MINUTES NO. 2009-08

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 13, 2009, at the District office at 12545 Florence Avenue, Santa Fe Springs, California.

TRUSTEES PRESENT

Sally Flowers, Vice President, *(City of Artesia)*
Victor Bello, *(City of Bell)*
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, *(City of Cudahy)*
Armine Perian, *(City of Glendale)*
Jim Remington, *(City of La Habra Heights)*
Joseph Esquivel, *(City of Lakewood)*
Gabe Garcia, *(City of La Mirada)*
Robert Campbell, *(City of Long Beach)*

Dr. James Lawson, *(County of Los Angeles)*
Jim Morton, *(City of Lynwood)*
Ana Rosa Rizo, *(City of Maywood)*
Robert Urteaga, *(City of Montebello)*
Cheri Kelley, President, *(City of Norwalk)*
Tom Hansen, *(City of Paramount)*
Bob Archuleta, *(City of Pico Rivera)*
Dr. SeYao Hsu, *(City of San Marino)*
Robert Newman, *(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)*
Maria Davila, *(City of South Gate)*
Owen Newcomer, Sec.-Treasurer *(City of Whittier)*

TRUSTEES ABSENT

Meredith Perkins, *(City of Downey)*
Vacant, *(City of San Fernando)*
Rachel C. Johnson, *(City of Gardena)*
Victor Farfan, *(City of Hawaiian Gardens)*
Elba Romo, *(City of Huntington Park)*
Alma Martinez, *(City of Los Angeles)*

TRUSTEES ABSENT (EXCUSED)

Audrey Hamilton, *(City of Diamond Bar)*

OTHERS PRESENT

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

1. CALL TO ORDER

President Kelley 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 Williams gave the invocation.

4. PLEDGE OF ALLEGIANCE

Trustee Newcomer led the Pledge of Allegiance.

5. CORRESPONDENCE

NONE

6. INTRODUCTIONS

General Manager Ken Bayless addressed some changes that were made in regards to the meeting agenda and boardroom seating arrangements. He explained that the Director of Community Affairs and Public Information Officer exchanged seats with the Directors of Finance and Human Resources in order to accommodate Trustees' requests for greater use of the boardroom's computer and projection capabilities. The central computer was moved to give the Public Information Officer easier access and control.

In addition, agenda items that were traditionally voted on as separate items, specifically the meeting minutes and resolution approving the month's expenditures, were consolidated into the Consent Calendar to expedite the process.

7. PUBLIC COMMENT

NONE

8. CONSENT AGENDA (8.1-8.4)

- 8.1 Consideration of **Minutes 2009-07** of regular Board Meeting held on July 9, 2009 (*Exhibit A*)
- 8.2 Consideration of **Resolution 2009-13** Authorizing Payment of Attached Requisition Schedule for July 1, 2009 through July 31, 2009 (*Exhibit B*)
- 8.3 Consideration of one (1) Joint Tax Sharing Resolution from the County Sanitation Districts of Los Angeles County (Annexation No. SCV-1047) (*Exhibit C*)
- 8.4 Consideration of **Resolution 2009-14** "A Resolution of the Board of Trustees of the Greater Los Angeles County Vector Control District Supporting the Nomination of its General Manager by Mosquito and Vector Control Association of California Southern Regional Members for the Elected Position of Vice President of MVCAC. (*Exhibit D*)

Trustee Levi made the motion to approve items 8.1 through 8.4 of the Consent Agenda. Trustee Esquivel seconded the motion.

Trustee Wassem asked for clarification regarding the computer expenses on the Requisition Schedule and whether the District will continue working with Shaffer Computer Solutions now that a new Information Technology Officer has been hired. Ken Bayless clarified that the computer expenses reported were incurred in June in the previous fiscal year but were paid to the vendor company in July. As of July 1st, the District no longer does business with that company. All IT expenses are handled by the new employee.

The motion passed unanimously.

9. STAFF PROGRAM REPORTS: JULY 2009

9.1 Manager's Report

K. Bayless, General Manager

Ken Bayless referred to his Manager's Report and highlighted the fact that the State of California has agreed to suspend Proposition 1A so that will cost the District about 8% of its ad valorem property tax revenue, which is

equivalent to about \$85,000. The District had planned for this contingency and built that into this fiscal year budget. Therefore, there is no need to adjust the budget adopted in June.

Trustee Remington asked about Ken's potential election to the MVCAC Board of Directors and whether that may impact his leadership here at the District. Ken stated he believed the impact, particularly in the upcoming year, would be very minimal. Responsibilities may increase as he moves towards the position of President in the third year.

9.2 Scientific- Technical: *(Staff Report A)*

S. Kluh, Scientific-Technical Services Director

Susanne Kluh reported that since her written report was submitted, there has been additional West Nile virus activity reported in Los Angeles County, including a human case in Antelope Valley. Last month, it was reported that mosquito abundance was unusually high in the LA Basin. Since then, operational efforts have made a major impact on reducing the number of mosquitoes in the LA Basin. There was, however, a considerable number of WNV positive mosquito pools confirmed recently. There were 29 additional WNV positive mosquito samples identified in 10 cities throughout the District. Despite this increase in activity, overall activity for this season has been low compared to previous years, and there have been no human cases reported, so far this year, within District boundaries. Trustee Kelley asked what the cause of the spike in activity this month might be. Susanne suggested the recent heat spell might have been a factor in amplifying virus transmission. The weather coupled with the abundance of mosquitoes in June may have contributed to the increased activity this month. Trustee Wallace asked for clarification regarding the location of the confirmed pools. Susanne explained that many were found along Coyote Creek. The District does treat it regularly and have identified some swimming pools near those areas, as well.

9.3 Operations: *(Staff Report B)*

M. Daniel, Operations Director

Mark Daniel reported that his staff is working with the Scientific-Technical Services Department to find any additional sources that may be contributing the increase in virus activity. So far, a preliminary review of operational efforts shows the District is on schedule with mosquito treatment of pools, underground storm drains gutters, and other routine sources.

Mark also played two audio clips of voice messages left by residents who had received services in response to their service requests. The residents commended Vector Control Technicians Donald Romo and Tom Veloz for their excellent and professional service. Trustee Kelley commented that this is a great tool to use so that employees can better understand how the public is responding to the service they receive from the District. She said she would like to hear about those commendations every month. In addition, she suggested that staff transcribe the telephone messages so that it could be included in the employee's file. She thanked Mark for bringing the messages to the Board. Trustee Argumedo also expressed his gratitude towards staff, on behalf of the Trustees, and commented that such excellent conduct by field staff is excellent public relations for the District.

Trustee Archuleta inquired about the phone calls that are not so pleasant or that are received over the weekend. Mark Daniel explained that the Operations Supervisors will respond personally to residents with complaints or concerns and do what they can to address the situation to the resident's satisfaction. In regards to weekend service requests, residents can leave voice messages or submit online service requests which staff will respond to immediately upon returning to the office on Monday. Service requests are handled with the greatest priority and, in general, will be addressed within 24 hours.

9.4 Community Affairs: *(Staff Report C)*

T. Dever, Community Affairs Dir.

Truc Dever reminded the Board that many resources are available to residents and cities through the District website. Residents may submit service requests, email questions, and send comments using the website submission tool. In addition, Truc reported that the school education program has begun scheduling class visits for the upcoming school year. Teachers and schools interested in booking one of four hands-on science programs can contact the Community Outreach department.

9.5 Fiscal: *(Staff Report D)*

Carolyn Weeks had no additional items to report.

9.6 Human Resources: (Staff Report E)

R. Miller, Human Resources Dir.

Robert Miller made a correction to his staff report regarding the safety training that was conducted this month. He said the forklift training for the maintenance department was replaced with “lock-out, tag-out” training.

9.7 Legal Counsel Report

Quinn Barrow, Legal Counsel

Legal Counsel had nothing to report.

10. COMMITTEE REPORTS

10.1 Audit Committee

S. Flowers, Chairperson

Trustee Flowers reported that the Audit Committee met for an Audit Entrance conference with the auditor and discussed a number of items, including changes in the auditing industry and what that means to the District. The committee also looked at AB1234 requirements to determine if Trustees of the District, as appointed officials, must report travel expenses when traveling on District business. She asked Legal Counsel Quinn Barrow to research the matter further and present the findings at the next meeting.

Trustee Flowers also discussed GASB 45 and post-employment benefits and liabilities. The Committee recommends that the District report it on the books now, since the actuarial has been done.

The committee is also looking into IRS rules regarding employer distributed cell phones. Committee members are considering the option of giving employees a stipend for the use of their own personal cell phones. Legal Counsel was asked to also look into that issue for the next Board meeting. Quinn Barrow mentioned that many cities are beginning to adopt such cell phone policies.

Finally, Trustee Flowers reported that the District should have the audit by September 25th.

11. OTHER

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

12. ADJOURNMENT

The next scheduled Board of Trustees meeting will be on Thursday, September 10, 2009. The meeting will be held at 7:00 p.m. at the District’s headquarters office at 12545 Florence Avenue, Santa Fe Springs, CA.

The meeting adjourned at 7:45 p.m.