

GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT

MINUTES NO. 2010-01

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, January 14, 2010, 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)*
Dr. Jeff D. Wassem, *(City of Burbank)*
Harold Williams, *(City of Carson)*
Nikki Noushkam, *(City of Cerritos)*
Mison Levi, *(City of Cudahy)*
Meredith Perkins, *(City of Downey)*
Elba Romo, *(City of Huntington Park)*
Rachel C. Johnson, *(City of Gardena)*
Armine Perian, *(City of Glendale)*
Jim Remington, *(City of La Habra Heights)*
Joseph Esquivel, *(City of Lakewood)*
Ana Rosa Rizo, *(City of Maywood)*

Gabe Garcia, *(City of La Mirada)*
Robert Campbell, *(City of Long Beach)*
Jim Morton, *(City of Lynwood)*
Dr. Frank Gomez, *(City of Montebello)*
Cheri Kelley, President, *(City of Norwalk)*
Tom Hansen, *(City of Paramount)*
Bob Archuleta, *(City of Pico Rivera)*
Jeff Groseth, *(City of San Marino)*
Robert Newman, *(City of Santa Clarita)*
Michael Madrigal, *(City of Santa Fe Springs)*
Dr. Hazel Wallace, *(City of Signal Hill)*
Maria Davila, *(City of South Gate)*
Owen Newcomer, Sec.-Treasurer *(City of Whittier)*

TRUSTEES ABSENT

Pedro Aceituno, *(City of Bell Gardens)*
Tina Baca Del Rio, *(City of Commerce)*
Vacant, *(City of Diamond Bar)*
Victor Farfan, *(City of Hawaiian Gardens)*
Alma Martinez, *(City of Los Angeles)*
Vacant, *(City of San Fernando)*
Joseph Gonzales, *(City of South El Monte)*

TRUSTEES ABSENT (EXCUSED)

Ray T. Smith, *(City of Bellflower)*
Dr. James Lawson, *(County of Los Angeles)*

OTHERS PRESENT

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

1. CALL TO ORDER

President Kelley called the meeting to order at 7:12pm.

2. QUORUM (ROLL) CALL

Following the roll call, it is recorded that 26 Trustees were present and 9 were absent.

3. INVOCATION

Trustee Perkins gave the invocation.

4. PLEDGE OF ALLEGIANCE

President Kelley led the Pledge of Allegiance.

5. CORRESPONDENCE

NONE

6. INTRODUCTIONS

President Kelley welcomed the new Trustees in the room. Trustee Jeff Groseth introduced himself as the new representative for the City of San Marino. Trustee Groseth is an electronics engineer and used to race Formula One race cars. Dr. Frank Gomez introduced himself as the new representative for the City of Montebello. Dr. Gomez is new to the City Council and is a professor at Cal State LA.

7. PUBLIC COMMENT

NONE

8. RECOGNITION OF TRUSTEE REAPPOINTMENTS

Trustee reappointments to date include:

<u>Trustee</u>	<u>Term</u>
• Meredith Perkins, City of Downey	2 years
• Gabe Garcia, City of La Mirada	2 years
• Maria Davila, City of South Gate	2 years
• Rachel Johnson, City of Gardena	2 years
• Robert Campbell, City of Long Beach	4 years
• Jim Morton, City of Lynwood	2 years
• Mike Madrigal, City of Santa Fe Springs	2 years
• Dr. James Lawson, County of Los Angeles	4 years

President Kelley also announced that Trustee Audrey Hamilton from Diamond Bar resigned from her seat due to health reasons. The City is working on finding another representative to replace her.

9. RECOGNITION OF NEW TRUSTEES

New Trustees appointed to date include:

<u>Trustee</u>	<u>Term</u>
• Tina Baca del Rio, City of Commerce	2 years
• Joseph Gonzales, City of South El Monte	2 years
• Jeff Groseth, City of San Marino	2 years
• Dr. Frank Gomez, City of Montebello	2 years

10. ELECTION OF DISTRICT SECRETARY-TREASURER FOR CALENDAR YEAR 2010

Dr. Hazel Wallace reported that the Nominating Committee met before the General Board meeting and nominated three candidates for the position of Board Secretary-Treasurer. Dr. Jeff Wassem from Burbank, Robert Campbell from Long Beach, and Dr. James Lawson from Los Angeles County were all nominated. Each candidate was allotted time to speak to the Board about his qualifications. Robert Campbell used to work for the Environmental Health Department for the City of Long Beach and has a strong understanding of vector control. He recently served as a member of the Board audit and budget committees. Dr. Wassem is a general dentist with a undergraduate degree in environmental health. He represented the District as Trustee at last year's MVCAC conference. Although Dr. Lawson was absent from the meeting, President Kelley reported that he was formerly a Trustee representing the City of San Fernando and has been an active member on a number of Board Committees.

Following the introductions, President Kelley called for nominations from the floor. No additional nominations were made. Trustee Newcomer moved to close nominations. **A roll call vote was taken and Trustee Robert Campbell was elected to the position of Secretary-Treasurer for 2010.**

11. INSTALLATION OF BOARD PRESIDENT SALLY FLOWERS FOR CALENDAR YEAR 2010

President Kelley thanked everyone for their support in 2009 and stated it was an incredible year for the District. Incoming President Sally Flowers presented Trustee Kelley with a plaque on behalf of the Board and staff and thanked her for her leadership. Trustee Flowers was installed as the new Board President for 2010.

12. INSTALLATION OF VICE PRESIDENT OWEN NEWCOMER & NEWLY ELECTED SECRETARY-TREASURER FOR CALENDAR YEAR 2010

Trustee Newcomer was installed as the new Vice President and Robert Campbell was installed as the new Secretary-Treasurer.

15. COMMITTEE REPORTS

15.2. Audit Committee

S. Flowers, Chairperson

Agenda item 15.2 was considered out of order per President Flowers' request. She reported that the Audit Committee met before the Board meeting to review the budget with the Auditor Paul Kaymark. She invited Mr. Kaymark to the podium to give a brief presentation on his findings.

Mr. Kaymark reported that the District had a fiscally strong and steady year. He highlighted some of the major points of the annual financial report. For the year ending June 30, 2009, the District's benefit assessment revenue increased by 29.2% and the District's property tax revenue decreased by 8.8%. Total revenues from all sources increased 16.9% and total expenditures increased 8.6% from the prior year due to the adoption of GASB 45 in the current year. The total cost for the District's general fund programs were under the 2009 adopted final budget by 11%.

In discussing GASB 45 and Other Post Employment Benefits, Mr. Kaymark reported that there are currently 55 active plan members and 17 retirees and beneficiaries receiving benefits. There are an additional 3 former employees who are separated plan members entitled to but not yet receiving benefits for a total plan membership of 75.

President Flowers added that public agencies are required to book retirement for employees. The issue of how to handle GASB 45 moving forward will be moved along for consideration by the Budget committee. President Flowers thanked Mr. Kaymark for his presentation and received and filed the annual financial report.

13. CONSENT AGENDA (13.1-13.4)

13.1 Consideration of **Minutes 2009-12** of regular Board Meeting held on December 10, 2009 (*Exhibit A*)

13.2 Consideration of **Resolution 2010-01** Authorizing Payment of Attached Requisition Schedule for December 1, 2009 through December 31, 2009. (*Exhibit B*)

13.3 Consideration of two joint Tax Sharing Resolutions from the County Sanitation Districts of Los Angeles County (Annexation No. 15-286 and SCV-1051). (*Exhibit C*)

13.4 Consideration of the Glendale Redevelopment Agency Subordination Notification Re: Subordination of Tax Revenues (*Exhibit D*)

Trustee Kelley made the motion to approve items 13.1 to 13.4 of the Consent Agenda. Trustee Newcomer seconded the motion. The motion passed unanimously.

14. CONSIDERATION OF BOARD OF TRUSTEES COMMITTEE ASSIGNMENTS FOR 2010

President Flowers requested that all Trustees submit their committee preferences to District staff as soon as possible. She emphasized that Trustees who sign up for committees should come to scheduled meetings and come on time. President Flowers will have a finalized list of committee members by the February Board meeting.

15. COMMITTEE REPORTS

15.1 Policy Committee

O. Newcomer, Chairperson

Trustee Newcomer reported that the Committee met prior to the General Board meeting to discuss the revised District Purchasing Policy. He said the purpose of the revision is to increase administrative efficiency while maintaining adequate controls. He clarified that no action would be taken at the present meeting, but that a copy of the policy would be provided to the Board to approve during February's meeting. The revisions include increasing the dollar limits that need specific managerial and Board authorization. Purchases of \$500 or less would require the supervisor's approval. Purchases up to \$5,000 would require approval from the department head. Purchases between \$5,000 and \$25,000 would require the General Manager's approval and 3 written bids, a Purchase Order and Purchase Requisition. Any purchases over \$25,000 that has not already been approved in the fiscal budget will require 3 bids, written documents, and Board approval.

The revised District Purchasing Policy will also include new language for bids. Bids for purchases or services over \$5,000 will be evaluated based on the service provider's ability and integrity and will not require the District to select the lowest bidder.

The Committee asked Legal Counsel to review language including the use of "lowest responsive bidder."

16. STAFF PROGRAM REPORTS: DECEMBER 2009

16.1 Manager's Report

K. Bayless, General Manager

Ken Bayless wished members of the Board a happy new year and referred to his report where he codified his goals for 2010, set by the Board during his evaluation last month. Ken also recognized the District's Human Resources Director for receiving his certification as a Certified Professional in the International Public Management Association for Human Resources. Ken concluded his report by thanking former President Kelley for her leadership and support in the past year.

16.2 Scientific- Technical: (Staff Report A)

S. Klueh, Scientific-Technical Services Director

Susanne Klueh reported that the District is now back to a normal winter season with no current West Nile virus activity. She warned, however, that there is a significant chance of higher virus activity next year so the District is preparing for a possible increase.

16.3 Operations: (Staff Report B)

M. Daniel, Operations Director

Mark Daniel referred to his Operations report and added that the Operations Department has finally quieted down after a long and busy season. Winter projects include efforts to target female mosquitoes over-wintering in the underground storm drain systems and identifying swimming pools and other urban sources that are collecting rain water.

16.4 Community Affairs: (Staff Report C)

T. Dever, Community Affairs Dir.

Truc Dever referred Board members to the handouts on their desks. She announced that there are still openings for Trustees to attend the MVCAC annual conference in Sacramento. There will also be openings for two

Trustees to attend the AMCA annual conference in Lexington, KY in March and April. Trustees should review the conference pamphlets and the Board will consider the matter in February. Finally, Truc asked that the new Trustees in attendance be sworn-in by legal counsel after the meeting.

16.5 Fiscal: (*Staff Report D*)

Carolyn Weeks referred to her staff report and had nothing further to add.

16.6 Human Resources: (*Staff Report E*)

R. Miller, Human Resources Dir.

Robert Miller referred to his report and pointed out that the District has initiated its yearly safety training. He also thanked the Board and General Manager for their support of his educational efforts.

16.7 Legal Counsel Report

Quinn Barrow, Legal Counsel

Legal Counsel Quinn Barrow had nothing further to 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 Perkins suggested that the General Manager and staff conduct an orientation program for new Trustees.

Trustee Esquivel also asked about the LAFCO elections and candidates who wish to speak before the Board. Ken Bayless clarified that the vote will be an item on the March meeting agenda since vote results are due in April. Candidates who wish to speak before the Board of Trustees can do so during Public Comments.

18. ADJOURNMENT

The next scheduled Board of Trustees meeting will be on Thursday, February 11, 2010. 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 8:15 p.m.