

**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT  
MINUTES NO. 2011-07**

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, July 14, 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*)  
Steve Tye, (*City of Diamond Bar*)  
Meredith Perkins, (*City of Downey*)  
Rachel C. Johnson, (*City of Gardena*)  
Armine Perian, (*City of Glendale*)  
Barry Bruce, (*City of Hawaiian Gardens*)  
Elba Romo, (*City of Huntington Park*)  
Gabe Garcia, (*City of La Mirada*)  
Jim Remington, (*City of La Habra Heights*)

Robert Campbell, Vice President (*City of Long Beach*)  
Steven Appleton, (*City of Los Angeles*)  
Jim Morton, (*City of Lynwood*)  
Edward Varela, (*City of Maywood*)  
Christina Cortez, (*City of Montebello*)  
Cheri Kelley, (*City of Norwalk*)  
Tom Hansen, (*City of Paramount*)  
David Armenta, (*City of Pico Rivera*)  
Michael Madrigal, (*City of Santa Fe Springs*)  
Robert Newman, (*City of Santa Clarita*)  
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**

Joseph Esquivel, (*City of Lakewood*)  
Jeff Groseth (*City of San Marino*)  
Dr. James Lawson, (*County of Los Angeles*)  
Mison Levi, (*City of Cudahy*)  
Vacant, (*City of San Fernando*)

**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*  
Carolyn Weeks, *Director of Fiscal Operations*  
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 30 Trustees were present and 5 were absent.

**3. INVOCATION**

Trustee Varela gave the invocation.

**4. PLEDGE OF ALLEGIANCE**

Trustee Appleton's son, Janis Appleton, led the Pledge of Allegiance.

**5. CORRESPONDENCE**

NONE

**6. INTRODUCTIONS**

Trustee Cortez introduced her son in the audience, Ruben Guerrero.

**7. PUBLIC COMMENT**

NONE

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

It is recommended that Items 8.1 through 8.2 be acted on simultaneously by one motion of the Board of Trustees unless separate discussion and/or action on an item is requested by a Trustee.

8.1 Consideration of **Minutes 2011-06** of regular Board Meeting held on June 9, 2011. (*EXHIBIT A*)

8.2 Consideration of **Resolution 2011-10** Authorizing Payment of Attached Requisition Schedule for June 1, 2011 through June 30, 2011 (*EXHIBIT B*)

**Trustee Morton made the motion to approve items 8.1 through 8.2 of the consent agenda. Trustee Flowers seconded the motion. The motion passed with Trustees Varela and Tye abstaining.**

**9. PUBLIC HEARING (ADOPTION OF THE FY 2011-2012 MINIMUM BENEFIT ASSESSMENT AND BLACK FLY ASSESSMENT RATES)**

9.1 President Newcomer declares the public hearing open.

9.2 Presentation of 2011-2012 Engineer's Report by SCI Consulting Group. (*EXHIBIT C*)

9.3. Public Comments

9.4 President Newcomer declares the public hearing closed.

9.5 Discussion and consideration of **Resolution 2011-11**, "A Resolution of the Greater Los Angeles County Vector Control District Board of Trustees Determining and Ordering the Rate of the Assessment for Fiscal Year 2011-2012 in Connection with Vector Surveillance and Control Projects of Common Benefit to the Greater Los Angeles County Vector Control District." (*EXHIBIT D*):

*Adoption of this Resolution formalizes acceptance of the District's minimum benefit assessment rate (MBAR) contained or modified within Resolution 2011-11 to be made effective for fiscal year 2011-2012 and placed on the County Assessor's tax roll for collection effective July 2011. The justification and support for adopting the MBAR is contained in the District's "Fiscal Year 2011-2012 Budget" and Assessment Report.*

9.6 Adoption of **Resolution 2011-11**, "A Resolution of the Greater Los Angeles County Vector Control District Board of Trustees Determining and Ordering the Rate of the Assessment for Fiscal Year 2011-2012 in Connection with Vector

Surveillance and Control Projects of Common Benefit to the Greater Los Angeles County Vector Control District.”

Legal Counsel Quinn Barrow announced that the Trustees would be considering the Engineer’s Report and Resolution 2011-11 concerning the District-wide minimum benefit assessment rate. He emphasized that there were no suggested changes or increases to last year’s rate. Quinn suggested that the presentation of the Engineer’s Report be given and then the floor should be opened to public comments.

General Manager Kenneth Bayless pointed out that the District recorded a few more parcels this fiscal year, but emphasized that the assessment rate would stay the same. He noted that the District’s revenue stream should be similar to last year.

Trustee Wallace referred to a green map in the Engineer’s Report which illustrates all the cities represented by the Board of Trustees. She pointed out that an extra \$0.29 black fly assessment fee had been charged to certain households. Trustee Wallace asked staff to explain who is responsible for paying the additional black fly fee. Ken replied that there is an area of particular concern along the L.A. River where black flies breed. There are approximately 305,000 parcels in this area that receive the benefit of the black fly abatement program. These homes are responsible for paying the additional \$0.29 cents in taxes per year.

Trustee Wassem asked for clarification of how parcels are assessed. Susan Barnes from SCI Consulting Group explained that the same assessment methodology is used throughout the District. For instance, a single family household will be charged the same amount no matter where it is located except for those parcels located within the black fly assessment zone. Susan concluded by saying that if the Trustees approve the report, then it will be submitted to L.A. County for processing.

President Newcomer opened up the floor for a public hearing. No comments were made and the public hearing was closed.

**Trustee Kelley made the motion to approve Resolution 2011-11. Trustee Smith seconded. The vote to approve passed unanimously.**

**10. CONSIDERATION OF RESOLUTION 2011-12, “A RESOLUTION OF THE BOARD OF TRUSTEES OF THE GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT IN CONNECTION WITH THE COLLECTION OF AD VALOREM TAXES NECESSARY TO OPERATE THE DISTRICT FOR FISCAL YEAR 2011-2012.” (EXHIBIT E)**

**Trustee Kelley made the motion to approve Resolution 2011-12. Trustee Perkins seconded the motion. The motion passed with Trustee Nouskam and Perian abstaining.**

**11. COMMITTEE REPORTS**

11.1 Personnel Committee C. Kelley, Chairperson

11.1.a. Discussion of Committee meeting to review General Manager’s evaluation.

**11.1.b. Closed Session**

*In accordance with §§ 54957 and 54957.6 of the California Government Code, the Board of Trustees will hold a closed session to evaluate the*

*General Manager's performance and consider the recommendations of the Board of Trustees Personnel Committee.  
Designated representative attending the Closed Session: Legal Counsel*

Trustee Kelley reminded the Board that the Personnel Committee was charged with setting a process of evaluation for the General Manager and then sharing that process with the Board. Trustee Kelley informed the Board that the closed session will be postponed until a later date. She did, however, want to take the time during this meeting to inform the Board of the Committee's progress so far.

Trustee Kelley shared that the Committee has assessed several different types of evaluation forms. She said that the Committee has created its own proprietary form that is a combination of those forms and the District's most recently used form. Trustee Kelley continued that Ken's evaluation will be completed by the Committee in August before the regularly scheduled Board of Trustees Meeting. The Committee will share its results with the rest of the Board during that night's meeting. She commented that the Committee is in the process of setting a timeline protocol for the General Manager's evaluation. Starting in March of 2012, all Trustees will receive a one-page evaluation form in their Board packets to be returned to District staff before the April meeting. The Committee will then meet before the April Board of Trustees Meeting to review the submitted forms. The goal is to present the General Manager's evaluation during the June Board meeting at the latest.

Trustee Kelley continued that the Committee has decided that reviewing all of the District's new goals will no longer be included as part of the General Manager's evaluation. The current protocol is for the General Manager to provide a narrative of the status of the current fiscal year's goals and then outline the new goals for the coming year. It is the Committee's sentiments that the goals should be kept separate from the evaluation and be presented with the annual budget.

She continued that the General Manager's contract will be up for review in November 2012. Trustee Kelley related that at that time, the Committee will seek to have the contract review, evaluation and the budget process coincide.

Trustee Noushkam requested that the previous year's goals and objectives be attached to the one-page evaluation form mailed to Trustees in March.

Trustee Appleton commented that he would like to see a more general discussion of the District's goals and objectives, since the overall direction of the agency should be open to discussion. He also asked for further explanation of the process since he is new to the Board. Trustee Kelley clarified that when the Personnel Committee sends out the Manager's evaluation form, the Committee members will also attach a copy of the goals and objectives approved from the current year's budget. Trustees will be able to comment on the goals and objectives using that form. The Committee will then evaluate the General Manager at the same time that the Budget is presented. Trustee Kelley continued that new goals for the next fiscal year would then be part of the budget process. Comments on any new goals will be made at the same time that the new budget is being presented.

President Newcomer added that there should be a discussion of what the goals will be for the coming year as part of the budget process. The Committee believed that the General Manager's review should evaluate his effectiveness in guiding the District to meet its goals in general terms. Running down the specific checklist of goals should be saved for the budget process and need not be part of the General Manager's evaluation.

Based on further discussion, the Trustees requested that an agenda item be placed on next month's Board meeting agenda to review, discuss, and possibly amend the District's goals and objectives for Fiscal Year 2011/2012.

## 12. STAFF PROGRAM REPORTS: JUNE 2011

### 12.1 Manager's Report

Kenneth L. Bayless, General Manager

Ken referred the Trustees to his report. He then pointed out that next month there will be a 100<sup>th</sup> birthday celebration for former Paramount Trustee Henry Harkema. Henry served as a Trustee for 23 years, including a term as president. Ken requested that all Trustees arrive at least 30 minutes before the meeting to celebrate. He added that the City of Paramount will also be hosting a celebratory gathering that Ken will be attending. Any other Trustee interested in attending is welcomed to attend and should contact Ken for more information.

Trustee Perkins mentioned that the Personnel Committee will need more time to meet than from 6pm to 6:30 p.m. on Thursday, August 6. President Newcomer thanked him for bringing that to the Board's attention and instructed all Personnel Committee members to meet with Trustee Kelley after the meeting to discuss gathering at an earlier time.

Trustee Wassem asked Ken if the new satellite imaging system will provide accurate proof of green pools and would help District staff members gain access to properties. Ken responded that this is new technology and time will tell. GLACVCD is one of a few districts in the State to contract with the company offering the new technology. Ken stated that he is hopeful that the technology will deliver the results that are being promised. The technology should be able to provide the District with a list of all the pools within its 1,330 square mile territory in addition to providing staff with the locations of chronic mosquito breeding sources. Ken mentioned that since this is a pilot program, however, staff members will need to verify that the information provided by the satellite system is correct. The cost to participate in this program is approximately the same amount of money the District spends on aerial surveillance over a 200 square mile area. Ken explained that the satellite information will be updated online once a month. If the technology proves successful, then the District will receive a 20% discount on the service in the years to come. Ken assured the Board that he would be reporting on the status of the satellite system at future meetings.

### 12.2 Scientific-Technical: (Staff Report A)

S. Kluh, Sci.-Tech Services Dir.

Director of Scientific-Technical Services Susanne Kluh began her report by stating that West Nile virus (WNV) activity has significantly increased since the last Board meeting. The District has reported 24 WNV positive mosquito samples so far this year. There has been heightened activity in Diamond Bar, Burbank, Winnetka, Sherman Oaks, Reseda, Cerritos, Whittier, Rowland Heights and Lakewood. Notably, Cerritos is of concern with many WNV positive dead birds being found in a localized area. There has also been a WNV positive mosquito sample confirmed in Cerritos. Susanne compared this year's numbers to the last epidemic year, 2008. There were 73 WNV positive mosquito samples at this time in 2008. The numbers this year, however, are approximately double those reported last year at this time. This is cause for concern. Scientists know that when the bird population has prior exposure to WNV, the likelihood of high transmission rates is low. This year, the number of birds with prior virus exposure is very low. Out of approximately 1,300 bird samples that were submitted, only 24 birds had prior exposure to WNV. This indicates that there is a possibility for elevated virus activity. Nationally, there has been one human case each

reported from the states of Mississippi, Arizona, South Dakota and Texas. The Texas human case resulted in a fatality.

12.3 Operations: (*Staff Report B*)

M. Daniel, Operations Dir.

Director of Operations Mark Daniel informed the Board that the Operations Department is paying close attention to the areas reporting West Nile virus activity. Staff members will be particularly concerned with areas where there are clusters of positives. Mark explained that when birds are infected with West Nile virus they will become disabled by the disease and are unable to fly for several days before they die. This provides the perfect opportunity for mosquitoes to feed on the infected birds and then pass along the virus. The Operations Department has been revisiting the reported areas of high activity and looking at all sources to make sure that they are being controlled. The Underground Storm Ground Team is sending out teams on Saturday, July 16 in both the northern and southern parts of the District. Mark concluded his report by saying that the Vector Control Specialists also plan to contact residents as necessary.

12.4 Community Affairs: (*Staff Report C*)

T. Dever, Community Affairs Dir.

Director of Community Affairs Truc Dever shared with the Board that the Community Affairs Department has been working diligently to increase public awareness following the heightened West Nile virus activity. There was a cluster of West Nile virus dead birds in the City of Cerritos. GLAVCD staff members have been working closely with the Cerritos Public Information Officer to place information on the Cerritos website and cable channel. Truc mentioned that Public Information Officer Crystal Brown was absent from this Board Meeting because she was presenting in front of the Cerritos City Council. She continued that there is a presentation scheduled at the Cerritos Library for Thursday, July 21 at 6:30 p.m. Staff members also plan to distribute West Nile virus prevention brochures and flyers in Cerritos. This outreach procedure will be the protocol to follow if other cities experience high levels of West Nile virus activity. Truc continued that 13,000 brochures were distributed to 66 aquatic facilities throughout the City of Los Angeles. She encouraged the Board to contact Crystal or her to request brochures for facilities in their respective cities.

Trustee Wassem mentioned that he called the City of San Fernando to check on their status of appointing a Board representative. Nobody has been nominated. He asked if GLAVCD staff could send a letter to the City of San Fernando requesting that one of their councilmembers serve on the Board until a permanent person is found. Truc replied that she will send another letter and reassured the Board that she has been consistent in her contact with San Fernando. President Newcomer encouraged Board members to contact those on the San Fernando City Council if they know them.

Trustee Tye publicly thanked Crystal for attending the Diamond Bar City Council Meeting to recognize student poster contest winner Jessy Lau.

12.5 Fiscal: (*Staff Report D*)

C. Weeks, Finance Director

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

12.6 Human Resources: (*Staff Report E*)

R. Miller, Human Resources Dir.

Director of Human Resources Robert Miller informed the Board that many employees completed sexual harassment training through Liberty, Cassidy and Whitmore. He

added that earlier in the day, the District hosted 140 people at a training covering personnel investigations. Robert thanked Trustee Madrigal for assisting the District in getting the parking fee waived by the City of Santa Fe Springs. Robert also mentioned that he recently returned from a human resources training where he was kept apprised of the latest issues.

12.7 Legal Counsel Report

Q. Barrow, Legal Counsel

Legal Counsel Quinn Barrow had nothing further to report.

**13. OTHER**

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

Trustee Noushkam thanked District staff members for their public outreach efforts in Cerritos.

**14. ADJOURNMENT**

The next Board of Trustees meeting will be scheduled on Thursday, August 11, 2011. The meeting will be held at 7:00 p.m. at the District's headquarters office at 12545 Florence Avenue, Santa Fe Springs.

President Newcomer adjourned the meeting at 7:55 p.m.