

**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT  
MINUTES NO. 2012-01**

The regular and annual 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 12, 2012, 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, Sec.-Treas. (*City of Bell Gardens*)  
Ray T. Smith, (*City of Bellflower*)  
Dr. Jeff Wassem, Vice Pres. (*City of Burbank*)  
Harold Williams, (*City of Carson*)  
Mark Bollman, (*City of Cerritos*)  
Tina Baca Del Rio, (*City of Commerce*)  
Mison Levi, (*City of Cudahy*)  
Barry Bruce, (*City of Hawaiian Gardens*)  
Elba Romo, (*City of Huntington Park*)  
Armine Perian, (*City of Glendale*)  
Steve Croft, (*City of Lakewood*)  
Jim Remington, (*City of La Habra Heights*)

Pauline Deal, (*City of La Mirada*)  
Robert Campbell, President (*City of Long Beach*)  
Steven Appleton, (*City of Los Angeles*)  
Dr. James Lawson, (*County of Los Angeles*)  
Christina Cortez, (*City of Montebello*)  
Cheri Kelley, (*City of Norwalk*)  
Tom Hansen, (*City of Paramount*)  
Sylvia Ballin, (*City of San Fernando*)  
Michael Madrigal, (*City of Santa Fe Springs*)  
Dr. Hazel Wallace, (*City of Signal Hill*)  
Hector Delgado, (*City of South El Monte*)  
Maria Davila, (*City of South Gate*)  
Owen Newcomer (*City of Whittier*)

**TRUSTEES ABSENT**

Steve Tye, (*City of Diamond Bar*)  
Roger C. Brossmer, (*City of Downey*)  
Edward Varela, (*City of Maywood*)  
David Armenta, (*City of Pico Rivera*)  
Jeff Groseth (*City of San Marino*)

**TRUSTEES ABSENT (EXCUSED)**

Rachel C. Johnson, (*City of Gardena*)  
Jim Morton, (*City of Lynwood*)  
Robert Newman, (*City of Santa Clarita*)

**OTHERS PRESENT**

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

**1. CALL TO ORDER**

President Newcomer called the meeting to order at 7:00 p.m.

**2. QUORUM (ROLL) CALL**

Following roll call, it was recorded that 27 Trustees were present and 8 were absent.

**3. INVOCATION**

Trustee Campbell gave the invocation.

**4. PLEDGE OF ALLEGIANCE**

Trustee Wassem led the Pledge of Allegiance.

**5. CORRESPONDENCE**

General Manager Kenneth Bayless read a thank you letter from former Trustee Meredith Perkins. Mr. Perkins thanked the Board for the clock he received commemorating his years of service at the December Board of Trustees Meeting. President Newcomer accepted the note of appreciation on behalf of the Board.

**6. INTRODUCTIONS**

President Newcomer introduced the newly appointed Trustees. He introduced Trustee Mark Bollman from the City of Cerritos, Trustee Roger C. Brossmer from the City of Downey, Trustee Steve Croft from Lakewood, Trustee Pauline Deal from the City of the La Mirada, and Trustee Hector Delgado from the City of South El Monte.

**7. PUBLIC COMMENT**

NONE

**8. RECOGNITION OF TRUSTEE REAPPOINTMENTS**

President Newcomer shared with the Board that the following Trustees were reappointed:

<u>Trustee</u>	<u>Term</u>
• Harold Williams, City of Carson	4 years
• Tina Baca Del Rio, City of Commerce	2 years
• Rachel C. Johnson, City of Gardena	2 years
• Armine Perian, City of Glendale	4 years
• Barry Bruce, City of Hawaiian Gardens	2 years
• Jim Morton, City of Lynwood	4 years
• Christina Cortez, City of Montebello	2 years
• Jeff Groseth, City of San Marino	2 years
• Michael Madrigal, City of Santa Fe Springs	4 years
• Maria Davila, City of South Gate	4 years

**9. RECOGNITION OF NEW TRUSTEES**

President Newcomer again welcomed the following new Trustees:

<u>Trustee</u>	<u>Term</u>
• Mark W. Bollman, City of Cerritos	4 years
• Roger C. Brossmer, City of Downey	2 years
• Steve Croft, City of Lakewood	2 years
• Pauline Deal, City of La Mirada	2 years
• Hector Delgado, City of South El Monte	2 years

**10. ELECTION OF DISTRICT SECRETARY-TREASURER FOR CALENDAR YEAR 2012**

Trustee Flowers, chairperson for the Nominating Committee, reported that the Committee met before that evening’s regular Board of Trustees meeting. The Committee selected two potential candidates for the position of Secretary-Treasurer.

After much deliberation, the Committee selected Trustees Pedro Aceituno and Steve Tye. President Newcomer opened up the floor to any additional nominations.

Trustee Madrigal asked if Trustees could be nominated regardless of their term length. Ken responded that there is nothing addressing that issue in the by-laws. The hope is that if a Trustee with a two year term is elected then that person would be reappointed by his/her city without a problem; this happens often as many Trustees are elected to serve two year terms. Trustee Madrigal nominated Trustee Elba Romo as a candidate.

**Trustee Smith made a motion to close nominations. Trustee Levi seconded the motion.**

Trustee Newcomer asked the two nominees present to say a few words explaining why they should be elected. He further explained that the candidates have the choice to remain in the room or to leave during the voting process.

Trustee Aceituno stated that he has been a long term Board member. He thanked the Nominating Committee for the consideration. He continued that he has seen the hurdles and changes that the District has gone through. If elected, he would continue the positive improvements. Trustee Romo thanked Trustee Madrigal for the nomination. She has been on the Board since 2005. She commented on the growth of the District and feels blessed to be part of the positive changes. Trustee Romo has served on the Budget and Risk Committees. She is a former science teacher and currently works in real estate. Ken spoke on behalf of Trustee Tye, stating that he was interested in the Secretary-Treasurer position even though he was absent tonight.

President Newcomer asked if a majority vote was necessary. Legal Counsel Quinn Barrow responded that only a plurality vote is necessary, meaning whichever candidate garners the most votes wins.

Each candidate was voted on separately and Trustee Aceituno received a plurality of the votes. **Trustee Aceituno was elected to the position of Secretary-Treasurer for Calendar Year 2012.**

**11. INSTALLATION OF BOARD PRESIDENT ROBERT CAMPBELL FOR CALENDAR YEAR 2012**

President Campbell thanked former President Newcomer for his service. He presented President Newcomer with a commemorative gavel plaque. Former President Newcomer thanked the staff for a great year of protecting residents. He continued that 2011 boasted high attendance at the Board of Trustees meetings, indicating the sincere support Trustees have for the District. He concluded by saying that the task is to continue the positive changes into 2012 and beyond.

**12. INSTALLATION OF VICE PRESIDENT JEFF WASSEM AND NEWLY ELECTED SECRETARY-TREASURER FOR CALENDAR YEAR 2012**

President Campbell welcomed Vice President Wassem and Secretary-Treasurer Aceituno to their new positions.

**13. CONSENT AGENDA (13.1-13.4)**

- 13.1 Consideration of **Minutes 2011-12** of regular Board Meeting held on December 8, 2011. (*EXHIBIT A*)
- 13.2 Consideration of **Resolution 2012-01** Authorizing Payment of Attached Requisition Schedule for December 1, 2011 through December 31, 2011 (*EXHIBIT B*)
- 13.3 Consideration of two (2) Joint Tax Sharing Resolutions from the County Sanitation Districts of Los Angeles County (Annexation *No. 18-52* and *SCV-1060*). (*EXHIBIT C*)
- 13.4 LAFCO Independent Special District Candidate Letter

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

**14. DISCUSSION OF BOARD OF TRUSTEES COMMITTEE ASSIGNMENTS AND INTEREST FOR 2012**

President Campbell shared that there is a spreadsheet of committee positions available in the Board packet. He would like to see every Trustee serve on at least one committee. President Campbell encouraged Trustees to speak with District staff or consult the Trustee Handbook for more specific information on the committees. He spoke briefly about the following committees available at the District: Audit, Budget & Finance, Nominating, Education & Publicity, Personnel, Policy, Risk Management, and Legislative. He asked that the Trustees fill out the committee interest form and submit it to him, Director of Community Affairs Truc Dever, or General Manager Kenneth Bayless. Ken asked that Trustees fill out and submit the form by the end of the night, if possible, so that the committees could be formed by the next regularly scheduled Board meeting.

**15. CONSIDERATION OF 2 TRUSTEES TO ATTEND THE 78<sup>TH</sup> ANNUAL AMERICAN MOSQUITO CONTROL ASSOCIATION (AMCA) CONFERENCE IN AUSTIN, TEXAS FEBRUARY 26-MARCH 1, 2012. (*EXHIBIT E*)**

Truc Dever informed the Board that the next AMCA Conference will take place from February 26 through March 1, 2012 in Austin, Texas. The conference is for the national association that the District belongs to. There will be numerous educational presentations as well as presentations specifically for Trustees at the event. Truc asked if there were any Trustees interested in attending. Trustees Smith and Ballin expressed interest in attending. Truc stated she would coordinate with them to make appropriate arrangements.

**16. STAFF PROGRAM REPORTS: DECEMBER 2011**

- 16.1 Manager's Report Kenneth L. Bayless, General Mngr.

General Manager Kenneth Bayless again welcomed the newly appointed Trustees and congratulated those who were reappointed. He expressed his gratitude for excellent Trustees who have the best interest of the District and staff in mind.

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

S. Kluh, Sci.-Tech Services Dir.

Director of Scientific-Technical Services Susanne Kluh referred the Trustees to a hard copy of her report that was provided to them on their desks. Susanne continued that December 2011 had normal West Nile virus activity levels according to the risk assessment models. She informed the Board that there have not been additional West Nile virus cases since October 2011. The State of California ended up as the 2011 leader in West Nile virus activity across the country, with 155 human infections; the entire country had 690. Out of the 155 in California, Los Angeles County accounted for 63 of them with 44 reported within our District boundaries. Since West Nile virus has come to California, the highest year of activity was 2004, followed by 2008, followed by 2011.

Susanne continued that the discovery of the Asian tiger mosquito added to an already busy year last year. There is indication that breeding has not ceased even with colder temperatures. She is working with the other departments to create a strategy for 2012 in an attempt to eliminate the Asian tiger mosquito.

16.3 Operations: (*Staff Report B*)

M. Daniel, Operations Dir.

Director of Operations Mark Daniel shared that the Underground Storm Drain team treated 1,318 miles of drains in 2011, which is a 500 mile increase from 2010. The cities of Cerritos, Downey, Gardena, South El Monte, Whittier, and Lakewood accounted for the extra miles of treatment. The USD team also treated in El Monte to assist the San Gabriel Valley Mosquito and Vector Control District in response to the Asian tiger mosquito infestation. Mark shared that his department will be presenting three lectures at the upcoming Mosquito and Vector Control Association of California's Annual Meeting. He concluded that his department is preparing for a busy year, especially in light of the already warm temperatures.

16.4 Community Affairs: (*Staff Report C*)

T. Dever, Community Affairs Dir.

Director of Community Affairs Truc Dever shared with the Board that her department has already begun working on the spring outreach campaign. The campaign will include videos and public service announcements. She asked Trustees to inform her if their cities have closed cable channels that would be willing to air the District's public service announcements. The Education Foundation received a donation from an entity wishing to remain anonymous for \$1,750 in December 2011. For new Trustees, she explained that the District has a comprehensive science program for elementary schools administered by the Foundation and the District. It utilizes a mobile laboratory called the Bug Bus to provide free hands-on science education programs to any school within the District's boundaries. Truc continued that she has been corresponding with a reporter from *Business Week* who will hopefully run a story covering NPDES and other important topics in an upcoming issue.

Truc asked new Trustees to submit their Form 700 to her. All Trustees must fill out their annual Form 700 by April. She asked Trustees who were planning to complete the form by email to please print a copy and send it to the District so that staff can keep a copy on file. Truc also asked Trustees to fill out a contact information sheet with their most up-to-date information. Trustees should also indicate if they would like to receive the Board packet electronically or via regular mail. Truc also reminded those Trustees with an

ethics training sheet on their desk to complete ethics training and submit a certificate to the office. She concluded by saying that new Trustees will need to be sworn in by the District's legal counsel after the meeting.

Trustee Wassem asked if space is still available for schools to book the Bug Bus this year. Truc replied that there are some days still available but that spots are booking up quickly. Truc explained that classes begin booking at the beginning of the school year. Anyone interested should contact educational staff at the office.

16.5 Fiscal: (*Staff Report D*)

C. Weeks, Finance Director

Director of Fiscal Operations Carolyn Weeks reminded new Trustees that they need to fill out a W-9 form before they can receive their travel stipend.

16.6 Human Resources: (*Staff Report E*)

R. Miller, Human Resources Dir.

Director of Human Resources Robert Miller informed the Board that all employees are compliant with sexual harassment prevention training, which must take place every two years. Robert added that he will continue to research the LiveScan background check.

Trustee Wassem asked for the difference between the current background check and the LiveScan background check. He also asked if there would be additional background checks for financial employees. Robert responded that the currently used background check is called a consumer report and that check includes a local check for fingerprints. The LiveScan, however, uses fingerprints to search for federal convictions that may have occurred outside of California. Employees dealing with finances would be subject to the LiveScan background check if the District chooses to adopt that service. He continued that a credit check would also be administered to candidates applying to finance positions.

Trustee Kelley commented on legislation passed that forbids organizations from conducting credit checks on employees. Robert responded that the legislation permits credit checks when it pertains to a position with fiscal responsibilities and only those positions would be subject to a credit check.

Robert concluded his report by sharing with the Board that he would be presenting a paper on social media and Section 7 rights at an upcoming human resources conference.

16.7 Legal Counsel Report

Q. Barrow, Legal Counsel

Legal Counsel Quinn Barrow had nothing further to report.

**17. 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 Flowers asked if the Trustees could be provided with a Board seating chart. Truc responded that seating charts are provided inside the binders on their desks. Now that the new Board Officers have been confirmed, the seating chart will be updated for the 2012 Calendar Year.

**18. ADJOURNMENT**

The next Board of Trustees meeting will be scheduled on Thursday, February 9, 2012. The meeting will be held at 7:00 p.m. at the District's headquarters office at 12545 Florence Avenue, Santa Fe Springs.

President Campbell adjourned the meeting at 7:57 p.m.