



**MINUTES of the San Gabriel Valley Mosquito and Vector Control District
Board of Trustees Meeting
1145 N. Azusa Canyon Road, West Covina, CA 91790
August 13, 2021**

TRUSTEES PRESENT

Stephen Sham (Alhambra)
 Roger Chandler (Arcadia)
 Robert Gonzales (Azusa)
 Richard Barakat (Bradbury)
 Corey Calaycay (Claremont)
 Henry Morgan (Covina)
 Margaret Finlay (Duarte)
 Jerry Velasco (El Monte)
 Jackie Doornik (Glendora)
 Catherine Marcucci (Industry)
 Charlie Klinakis (La Puente)
 Jamie Bissner (Los Angeles Co.)
 Joseph Leon (Monterey Park)
 Becky Shevlin (Monrovia)
 Rachel Janbek (Pasadena)
 Tim Sandoval (Pomona)
 Sandra Armenta (Rosemead)
 Ryan Vienna (San Dimas)
 Denise Menchaca (San Gabriel)
 John Capoccia (Sierra Madre)
 Robert Joe (So. Pasadena)
 Cynthia Sternquist (Temple City)
 Allen Wu (Walnut)
 Lloyd Johnson (West Covina)

TRUSTEES ABSENT

Manuel Garcia (Irwindale)
 Elyse Rasmussen (La Verne)

STAFF PRESENT

Jared Dever
 Rose Alba
 Jason Farned
 Melissa Doyle
 Levy Sun

GUESTS PRESENT

Representatives, Lewis Brisbois Bisgaard
 and Smith (Legal counsel)

1. Call to Order

Board President Becky Shevlin called the meeting to order at 7:01 AM, President Becky Shevlin led the Pledge of Allegiance, and District Manager, Jared Dever took Roll Call.

2. Opportunity for Public Comment on Non-Agenda Items

None

3. Consent Calendar

Public comment was submitted by member of the public, Mr. Anderson, for verbal comment to be read by a member of the SGVMVCD staff and submitted to the recorded and written record. District Manager, Dever read the submitted comments on behalf of Mr. Anderson (**Exhibit 3.3A**). At the conclusion of the reading of public comment Trustee Calaycay requested District Counsel, Kelly Black, provide clarification on the process of second reading of Ordinances

placed on the consent calendar for consideration of the Board. District Counsel Black confirmed that the inclusion of the second reading of the ordinance on the consent calendar is both routine and legal. A motion made by Trustee Margaret Finlay and seconded by Trustee Corey Calaycay to approve the Consent Calendar passed unanimously.

4. Presentation: none

5. Closed Session: Employee Evaluation and Contract Revision: Public Employee, District Manager (Board President, Becky Shevlin) (Personnel and Policy Committee Chair, Richard Barakat)

Government Code Section 54957 and 54957.6

Title of Position: District Manager

Members of the Board of Trustees, District Counsel, District Manager, and Director of Administrative Services entered closed session to discuss the employee evaluation and contract revision for public employee, District Manager. At the conclusion of the closed session President Shevlin requested District Counsel, Black to report any required public disclosure of action(s) taken. District Counsel, Black noted that the relevant disclosure of action taken in closed session would be addressed on Item 5 of the agenda and requested Item 5 of the agenda be heard.

6. Review, consider and take action on a new Employment Agreement for District Manager of the San Gabriel Valley Mosquito and Vector Control District (Board President, Becky Shevlin)

President Shevlin called for public comment on Item 6, hearing none, President Shevlin called for a motion and second. A motion to approve the new Employment Agreement for District Manager of the San Gabriel Valley Mosquito and Vector Control District was made by Trustee Corey Calaycay, and seconded by Secretary/Treasurer Lloyd Johnson passed unanimously.

7. Consider CalPERS Other Post-Employment Benefits (OPEB) and Pension Unfunded Actuarial Liabilities (UAL) Contributions (Written Report) (Discussion) (EXHIBIT 7A,7B,7C) (Board President, Becky Shevlin) (Finance and Audit Committee Chair, Lloyd Johnson)

District Manager, Jared Dever presented information on the District's current pension and OPEB debt obligations, funding strategies to pay down those obligations, allocation of dedicated reserves, and reserve level setting for future payments. Board members shared their opinions and preferences on how best to reduce the District liabilities. After robust discussion on the agenda item, a consensus opinion was reached that prepaying the District's pension unfunded accrued liability would result in the greatest cost savings. Trustee Capoccia requested that the Finance and Audit committee convene to discuss OPEB funding strategies and appropriate District reserve levels.

A substitute motion to the recommended board action listed on the agenda was made by Trustee Richard Barakat to allocate the balance of designated reserve Fund 3160 for prepayment of CalPERS Pension unfunded liability in the amount of \$200,000, seconded by Trustee Corey Calaycay, and approved unanimously.

8. Consider Authorization of Personnel and Salary Resolution Revision - Request for Proposals (Written Report) (Discussion) (Board President, Becky Shevlin) (Personnel and Policy Committee Chair, Richard Barakat)

Public comment was submitted by member of the public, Mr. Anderson, for verbal comment to be read by a member of the SGVMVCD staff and submitted to the recorded and written record. District Manager, Dever read the submitted comments on behalf of Mr. Anderson (**Exhibit 3.3B**).

President Shevlin requested District Counsel Kelly Black to respond to any areas of concern raised in the public comments made. District Counsel Black noted that the request for authorization to release an RFP as proposed is appropriate. Trustee Capoccia relayed his support of the proposal and noted the significant benefit to current and future employees and the District resulting from this project proposal. District Manager Dever described the objectives of the RFP request, and the potential timeline for final document production for Board consideration.

9. Consider Amendments to Position Title and Description: Clerk of the Board/Administrative Assistant (Written Report) (Discussion) (Exhibit 9A, 9B) (Board President, Becky Shevlin) (Personnel and Policy Committee Chair, Richard Barakat)

District Manager Dever described the rationale for the proposed changes to the job title and description of duties. Trustee Capoccia asked that clarifying language regarding the ability to obtain a California notary public license within one year be amended prior to approval. District Counsel Black proposed the following amended language to the job description: "Possession of, or candidate specifically acknowledges and understands that he/she is required to obtain a notary public certification for the State of California within the first year of the date of hire."

A motion made by Trustee Corey Calacay and seconded by Trustee Robert Gonzales to approve the Amendments to Position Title and Description: Clerk of the Board/Administrative Assistant with language modification proposed by District Counsel Kelly Black regarding Notary Public certification, passed unanimously.

10. District Administration

10.1. Committee Meeting Notifications: Ad Hoc Facility Committee

District Manager Dever asked that members of the committee be on alert for scheduling requests.

10.2. West Nile virus Update

District Manager Dever and Director of Scientific Services, Melissa Doyle provided an update on West Nile virus conditions in San Gabriel Valley.

11. Committee Reports

**11.1. Finance and Audit Committee – July 29, 2021
(Committee Chair, Lloyd Johnson)**

President Shevlin noted the Finance and Audit Committee failed to meet quorum and could not conduct the committee meeting. Secretary/Treasurer Johnson stressed the importance of work performed by committees and commitment to participation on behalf of the board.

**11.2. Joint Meeting of the Executive Personnel and Policy Committee- August 3, 2021
(Chair, Becky Shevlin) (Chair, Richard Barakat)**

No additional comments were made.

12. Trustee Reports

13. New Business

**13.1. Board of Trustees Committee Composition - Bylaws Amendment
(Board President, Becky Shevlin)**

President Shevlin reiterated the intent of recent Board Bylaws revisions to expand standing committee composition to 9 trustee members. These changes were made to facilitate greater participation on all committees. However, Shevlin advised that reaching quorum has been challenging as a result and in some instances has resulted in the delay of items being considered by committee and subsequently by the full Board of Trustees. President Shevlin advised that further amendments to the Board Bylaws would be proposed to help correct the issue.

14. Adjournment

The meeting was adjourned at 8:47 a.m.