

**San Gabriel Valley Mosquito & Vector Control District
Board of Trustees Meeting
June 15, 2018
MINUTES**

Trustees Attending

- 1 Roger Chandler (Arcadia)
- 2 Joseph Rocha (Azusa)
- 3 Rick Barakat (Bradbury)
- 4 Cruz Baca (Baldwin Park)
- 5 Corey Calaycay (Claremont)
- 6 Henry Morgan (Covina)
- 7 Margaret Finlay (Duarte)
- 8 Jerry Velasco (El Monte)
- 9 Charles Myers (Glendora)
- 10 Dan Holloway (La Puente)
- 11 Robert Neher (La Verne)
- 12 Jamie Bissner (L. A. County)
- 13 Rachel Janbek (Pasadena)
- 14 Sandra Armenta (Rosemead)
- 15 Emmett Badar (San Dimas)
- 16 Juli Costanzo (San Gabriel)
- 17 John Capoccia (Sierra Madre)
- 18 Cynthia Sternquist (Temple City)
- 19 Mike Spence (West Covina)
- 20 Mary Su (Walnut)

Trustees Absent

- 1 Stephen Sham (Alhambra)
- 2 Abraham Cruz (Industry)
- 3 Manuel Garcia (Irwindale)
- 4 Becky Shevlin (Monrovia)
- 5 Joseph Leon (Monterey Park)
- 6 Tim Sandoval (Pomona)
- 7 Marina Khubesrian (So. Pasadena)

Staff Attending

- Jared Dever
Levy Sun
Esther Elliott
Jason Farned
Rose Alba
Gilbert Holguin

Guest

- Kristine Courdy, Pasadena
Public Works Operations Manager
Melanie Guillory-Lee,
SCI Consulting Group
Colleen Bissner

1. **Call to Order**
Board President Corey Calaycay called the meeting to order at 7:00 AM.
2. **Pledge of Allegiance and Silent Roll Call**
Trustee Badar led the Pledge of Allegiance.
3. **Opportunity for Public Comment on Non-Agenda Items**
None
4. **Consent Calendar**
 - A. **List of Claims for the month of May 2018**
 - B. **Budget Status Report for May 2018**
 - C. **Minutes of Board of Trustees Meeting on June 15, 2018**
 - D. **Operations Report**
 - E. **Surveillance Report**
 - F. **Communications Report**
 - G. **May 2018 Monthly Treasurer Report / District Working Balance for July 2018**

A motion by Trustee Chandler to approve the Consent Calendar as submitted was seconded by Trustee Baca and unanimously approved by Trustees in attendance.

5. Presentation: Mosquito Biology

Scientific Programs Manager Melissa Doyle reported that West Nile virus (WNV) season has officially started.

Melissa provided an overview of basic mosquito biology and ecology. Board members had questions about mosquito longevity, repellents, and host preference.

6. District Manager Annual Evaluation

President Calaycay reported that the Personnel/Policy Committee met to review District Manager Jared Dever's accomplishments and the significant changes made within the District since his hire date in April 2017 and recommended for consideration a 2.5% salary merit increase.

A motion by Trustee Barakat to accept the recommendation of the Personnel/Policy Committee, recognize District Manager Jared Dever for his major accomplishments and significant changes within the District, and award a 2.5% merit salary increase was seconded by Trustee Finlay and unanimously approved by the Trustees in attendance.

7. Consider Amended Job Descriptions and Additions as Recommended by the Personnel/Policy Committee

District Manager Jared Dever reported that last month the amended job descriptions and the conversion of limited term positions to full time positions were approved by the Personnel/Policy Committee and included in the proposed FY 2018-2019 Budget.

A motion by Trustee Barakat to approve the amended job descriptions and the conversion of limited term positions to full time positions as recommended by the Personnel/Policy Committee was seconded by Trustee Sternquist and unanimously approved by Trustees in attendance.

8. Consider Approval of Resolution 2018-01 Inclusive of FY 2018-2019 Budget and Assessment Report.

A. President Calaycay read the Item.

B. President Calaycay declared the Public Hearing for the FY 2018-

2019 Budget and Assessment Report officially opened at 7:16 AM.

- C. President Calaycay asked the Board Clerk to report any communication(s).**

The Board Clerk reported no correspondence or communications received regarding this matter.

- D. Receive Staff Reports**

District Manager Dever reported this year's budget is a departmental budget with more detail than in previous years and is designed to improve transparency, accountability, allow our department managers to make better informed financial decisions, and create projections based on current demands for future growth. The Budget also includes new line items for dedicated vehicle replacement and building/facility maintenance.

The annexation of the cities of Baldwin Park, Pasadena and South Pasadena increases demand in expenditures for personnel, maintenance and operations, education and outreach, and pesticides. Capital outlay allocations are requested in FY 2018-2019 for equipment, three fleet vehicles, and replacement of our field data capture system.

Jared stated that the Vehicle Replacement funds would be used to replace trucks purchased in 1996 and 1998 and purchase a specialty vehicle for flood channel inspections. The new flood channel vehicle will eliminate the need for ATVs to conduct inspections and require fewer personnel to complete these tasks.

Thru prudent budget management, personnel reorganization, and elimination of duplicative and antiquated programs, no benefit assessment increase is requested for FY 2018/2019.

- E. President Calaycay asked for comments.**

No comments received.

- F. President Calaycay closed the Public Hearing at 7:34 AM.**

- G. Board Discussion**

(President Calaycay noted that Mike Spence left the Board meeting at 7:36 AM)

- H. Board Motion and Vote**

A motion by Trustee Finlay to approve Resolution 2018-01 inclusive of FY 2018-2019 Budget and Assessment Report was seconded by Trustee Barakat and unanimously approved by Trustees in attendance.

9. **Engineer's Report for FY 2018-2019** (Pursuant to the Government Code, Health and Safety Code and Article XIIIID of the California Constitution)
Engineer of Work: SCI Consulting Group was distributed. No action required.

11. **Letter of Acknowledgement** by Best, Best & Krieger LLP and Jenkins & Hogin LLP regarding the end of the Agreement for Services was distributed.
No action required.

12. **District's Administration**
Request For Proposal (RFP) - Geospatial Vector Control Database Software.
Jared reported that closing date for responses to the RFP is June 25, 2018. An Ad Hoc Selection Committee was created to review applications, interview candidates, and select a replacement software solution for the District.

The Ad Hoc Selection Committee members include Trustee Baca, Barakat, Calaycay, Janbek, Sandoval, Shevlin, Velasco, and District Manager Jared Dever.

13. **Informational Reports**
None

14. **Trustee Reports**
None

15. **New Business**
None

16. **Adjournment**
No motion. The meeting adjourned at 7:50 AM.