

San Gabriel Valley Mosquito & Vector Control District  
1145 N. Azusa Canyon Road, West Covina, California 91790

Board of Trustees Meeting

February 9, 2018

7:00 AM

Minutes

Trustees Attending

1. Stephen Sham (Alhambra)
2. Roger Chandler (Arcadia)
3. Joseph Rocha (Azusa)
4. Rick Barakat (Bradbury)
5. Cruz Baca (Baldwin Park)
6. Corey Calaycay (Claremont)
7. Henry Morgan (Covina)
9. Margaret Finlay (Duarte)
10. Charles Myers (Glendora)
11. Manuel Garcia (Irwindale)
12. Dan Holloway (La Puente)
13. Robert Neher (La Verne)
14. Becky Shevlin (Monrovia)
15. Joseph Leon (Monterey Park)
16. Rachel Janbek (Pasadena)
17. Sandra Armenta (Rosemead)
18. Emmett Badar (San Dimas)
19. Juli Costanzo (San Gabriel)
20. John Capoccia (Sierra Madre)
21. Marina Khubesrian (So. Pas)
22. Cynthia Sternquist (Temple City)
23. Mary Su (Walnut)
24. Mike Spence (West Covina)

Trustees Absent

1. Jamie Bissner (L. A. County)
2. Jerry Velasco (El Monte)
3. Abraham Cruz (Industry)

Staff Attending

1. Jared Dever
2. Levy Sun
3. Esther Elliott
4. Jason Farned
5. Rose Alba

Guest:

Kristine Courdy,  
Public Works Operations  
Manager for the City of South  
Pasadena

**1. Call to Order**

President Corey Calaycay called the meeting to order at 7:00 a.m.

**2. Pledge of Allegiance and Silent Roll Call**

Vice President Becky Shevlin led the Pledge of Allegiance.

**3. Opportunity for Public Comment on Non-Agenda Items**

None

**4. Consent Calendar**

**A. List of Claims for January 2018**

**B. Budget Status Report for January 2018**

- C. **Minutes of Board of Trustees' Meeting on January 2018**
- D. **Operations Report**
- E. **Surveillance Report**
- F. **Communications Report**
- G. **December 2017 Monthly Treasurer's Report / District Working Balance Report for February 2018**

A motion by Trustee Finlay to approve the Consent Calendar as submitted was seconded Trustee Morgan and unanimously approved.

5. **Consider Amending Resolution 2014-04 Articles and Bylaws Governing District Meetings, Article V, Committees and Chairpersons: Their Functions and Duties and Establish an Executive Committee consisting of the President, Vice President, Secretary, Treasurer and Past President of the Board**

A motion by Trustee Finlay to approve establishing an Executive Committee consisting of the Board President, Vice President, Secretary, Treasurer, and Past President of the Board was seconded by Trustee Morgan and unanimously approved.

President Calaycay introduced the following new Board Trustees:

Cruz Baca, Councilmember from the City of Baldwin Park;

Rachel Janbek, Division Manager of Environmental Health, Public Health Department for the City of Pasadena

Marina Khubesrian, M.D, Councilmember from the City of South Pasadena

6. **Standing Committee Members**

President Calaycay thanked Board members for filling out the questionnaire requesting their preferred Board committee.

A motion by Trustee Morgan to approve the new 2018 Board Committee membership list for the Personnel/Policy Committee, the Finance Committee, the Public Information Committee, the Legislative Committee and the Abatement Hearing Committee was seconded by Trustee Finlay and unanimously approved.

7. **Actuarial Study of Retiree Health Liabilities Under GASB 74/75. Valuation Date: June 30, 2017. Measurement Date: June 30, 2017. Prepared by Total Compensation Systems, Inc.**

A motion by Trustee Morgan to approve District Manager Jared Dever's report of the Actuarial Study of Retiree Health Liabilities under GASB 74/75 was seconded by Trustee Shevlin and unanimously approved.

8. **District Administration**

- A. **District Progress Report**

Jared presented a brief description of the District's progress to date:

**Administration:**

Personnel on the *Aedes* team have been shifted to the Operations Department.

NeoGov Human Resources software has been acquired and implemented.

The annexation of Baldwin Park, Pasadena and South Pasadena has been completed.

Significant revisions to Resolution 92-11 Personnel and Salary have been made and will be ongoing.

The District's overtime and compensatory time practices have been changed to improve the efficient use of personnel and fulfillment of the mission of the District.

**Budget and Finance**

Through our contract CPA, the district has enhanced and increased oversight of our accounting practices.

District material acquisition practices have been changed to a approved vendor purchase order system.

The District will implement a comprehensive departmental based annual budget instead of the traditional District-wide budget.

**Multi-tiered Safety Plan**

The District has improved standard operating procedures for personal protection and safety equipment, biocontainment, and emergency response materials.

A Safety Committee composed of employees will be taken through a variety of training sessions including emergency response, on site risk mitigation, ICS, and NIMS training.

The District headquarters has recently been rekeyed.

A new facility safety policy has been drafted and adopted. The policy addresses accessibility to the facilities buildings and grounds as well as defining private and public space within District buildings and on the property. In addition, plans for automated gate closures, barriers, and surveillance cameras are being pursued.

**Facilities and Equipment**

The practice of leasing fleet vehicles has been terminated. The District has

two years remaining on the 2012 leasing program.

Trustee Barakat requested an item regarding buying out the remaining lease balance be placed on the agenda for discussion.

Jared commented that he will work with the lease company to determine the buy out cost, and then bring the item to the Board for consideration

### **Mosquito Fish**

Jared reported that a low cost industry-standard mosquito fish program will help the District's small staff address the 5,000 neglected and inoperable pools in the Districts. Jared and Operation Manager Jason Farned have researched the idea of bringing fish storage and maintenance on District property. More information will be available as they work through the logistics. They will keep the Board apprised.

### **Management Retreat**

The District's management team will meet to create one, three and five year plans to guide the District operations, surveillance, and public education. The resulting plans will be presented to this Board for review and input, and then adopted at a subsequent board meeting.

## **B. 2017/2018 Statement of Economic Interest Form 700**

Jared reported that the 2017/2018 Statement of Economic Interest (Form 700) is due back to the District with a 'wet' signature by Wednesday, March 27, 2018 in order for the Board Clerk to review your statement, make a copy for our files, and forward to the Board of Supervisor's office by April 2, 2018. A copy of an electronic Form 700 will automatically be sent to the District.

### **9. Staff Reports**

Jared announced that every employee attending a conference or seminar will be required to turn in a summary of their activities for Board review.

### **10. Trustee Reports**

None

### **11. New Business**

None

### **12. The Ad Hoc RFP for Legal Counsel Committee will meet immediately after the Board Adjourns.**

### **13. Adjournment**

No motion. The meeting was adjourned at 7:45 a.m.

**The Ad Hoc *RFP for Legal Counsel* Committee will meet  
immediately after the Board Adjourns**

**Corey Calaycay, Chairperson  
Margaret Finlay**

**Henry Morgan  
Mike Spence**