

**MINUTES of the San Gabriel Valley Mosquito and Vector Control District
Board of Trustees Meeting
1145 N. Azusa Canyon Road, West Covina, CA 91790
November 13, 2020**

TRUSTEES PRESENT

Stephen Sham (Alhambra)
Roger Chandler (Arcadia)
Joseph Rocha (Azusa)
Richard Barakat (Bradbury)
Corey Calaycay (Claremont)
Henry Morgan (Covina)
Margaret Finlay (Duarte)
Jerry Velasco (El Monte)
Charles Myers (Glendora)
Catherine Marcucci (Industry)
Manuel Garcia (Irwindale)
Elyse Rasmussen (La Verne)
Jamie Bissner (Los Angeles Co.)
Becky Shevlin (Monrovia)
Joseph Leon (Monterey Park)
Rachel Janbek (Pasadena)
Tim Sandoval (Pomona)
Sandra Armenta (Rosemead)
Juli Costanzo (San Gabriel)
Ryan Vienna (San Dimas)
Cynthia Sternquist (Temple City)
Allen Wu (Walnut)
Lloyd Johnson (West Covina)

TRUSTEES ABSENT

Manuel Lozano (Baldwin Park)
John Capoccia (Sierra Madre)
Robert Joe (So. Pasadena)

STAFF PRESENT

Jared Dever
Rose Alba
Jason Farned
Melissa Doyle
Levy Sun
Marta Tanaka

GUESTS PRESENT

Representative from Lewis Brisbois,
Bisgaard & Smith, Legal Counsel
Representative from Nigro & Nigro,
District Auditor
Jackie Doornik

Call to Order

Board President Becky Shevlin called the meeting to order at 7:03 a.m.

Pledge of Allegiance and Roll Call

Trustee Joseph Leon led the Pledge of Allegiance and District Manager Jared Dever took Roll Call.

Opportunity for Public Comment on Non-Agenda Items

None

Consent Calendar

A motion to approve the Consent Calendar as written made by Trustee Jamie Bissner and seconded by Trustee Joseph Leon passed by unanimous vote.

AYES: Sham, Rocha, Barakat, Calaycay, Finlay, Velasco, Myers, Marcucci, Garcia, Rasmussen, Bissner, Shevlin, Leon, Sandoval, Armenta, Vienna, Sternquist, Wu, Johnson

NOES: None

ABSENT: Chandler, Lozano, Morgan, Janbek, Costanzo, Capoccia, Joe
ABSTAIN: None

Presentation of Draft Annual Audit for Fiscal Year 2019/20 as prepared by Nigro and Nigro, PC

Paul Kaymark of Nigro and Nigro PC, District Auditor, reviewed the highlights of the Draft Audit for Fiscal Year 2019/20. Receive and file.

Consider Resolution 2020-03 of the San Gabriel Valley Mosquito and Vector Control District Authorizing Staff to Access State and Federal Summary Criminal History Information for Employment, Licensing or Certification Purposes

District Manager Jared Dever explained that currently, the process for completing background checks of new employees provides a one-time account of criminal history. This Resolution will allow district administration to access State and Federal criminal records and national fingerprint databases for current and ongoing criminal activity. Dever provided approximate costs for the Live Scan service and options for purchase of fingerprinting equipment.

A motion to approve Resolution 2020-03 made Trustee Corey Calaycay, seconded by Trustee Cynthia Sternquist, passed by unanimous vote.

AYES: Sham, Rocha, Barakat, Calaycay, Finlay, Velasco, Myers, Marcucci, Garcia, Rasmussen, Bissner, Shevlin, Leon, Janbek, Sandoval, Armenta, Vienna, Costanzo, Sternquist, Wu, Johnson

NOES: None

ABSENT: Chandler, Lozano, Morgan, Capoccia, Joe

ABSTAIN: None

Consider Amendment to Personnel and Salary Resolution 92-11, Article XI Leave Provisions, Section 1. Sick Leave, Section 2. Cash Out Program

Committee Chair Richard Barakat reported the committee made one change to the Resolution, increasing the number of hours an employee must maintain to 120 from the previously proposed minimum of 80 hours. Barakat stated the Personnel and Policy Committee recommends approving the Resolution as presented.

A motion made by Trustee Ryan Vienna, seconded by Trustee Margaret Finlay, to approve the Amendment to Resolution 92-11 passed by unanimous vote.

AYES: Sham, Rocha, Barakat, Calaycay, Finlay, Velasco, Myers, Marcucci, Garcia, Rasmussen, Bissner, Shevlin, Leon, Janbek, Sandoval, Armenta, Vienna, Costanzo, Sternquist, Wu, Johnson

NOES: None

ABSENT: Chandler, Lozano, Morgan, Capoccia, Joe

ABSTAIN: None

California Department of Public Health Cooperative Agreement

Board President Becky Shevlin confirmed this Agreement must be renewed annually.

District Manager Jared Dever relayed to the Board that this Agreement stipulates the district must agree to comply with regulations for proper pesticide use, reporting, permits, and applicator licensing.

A motion made by Trustee Tim Sandoval, seconded by Trustee Jerry Velasco, to renew the Agreement, passed by unanimous vote.

AYES: Sham, Rocha, Barakat, Calaycay, Finlay, Velasco, Myers, Marcucci, Garcia, Rasmussen, Bissner, Shevlin, Leon, Janbek, Sandoval, Armenta, Vienna, Costanzo, Sternquist, Wu, Johnson

NOES: None

ABSENT: Chandler, Lozano, Morgan, Capoccia, Joe

ABSTAIN: None

District Administration

9.1 Mosquito Season Review

District Manager Jared Dever provided an update on the mosquito season, reporting that the district achieved exceptional suppression of West Nile virus transmission, with only one human case reported within the district thus far. Dever commended the district staff and thanked them for their hard work in spite of challenging work conditions.

9.2 Office Closure

District Manager Jared Dever advised that the district office was closed Monday afternoon for a deep cleaning and sterilization in response to COVID-19 infections amongst staff, per Center for Disease Control guidelines. Dever explained that while the district remained closed Tuesday, management assigned work-from-home activities to staff, and the district re-opened Thursday with no further COVID infections reported.

9.3 Trustee Term of Office Expiring

District Manager Jared Dever reminded the Board that reappointments are still pending for the following cities; Industry, Irwindale, Pomona, San Dimas, San Gabriel, Sierra Madre, Temple City and Walnut. Dever suggested Trustees work with city staff to complete this process prior to the end of the year.

Dever further clarified that Trustees appointed to fill a vacant seat in the middle of term will still be required to complete the appointment process at the end of the 2 or 4-year term.

Board President Becky Shevlin advised that Terms remain unaffected by Trustees' status as an elected official, and positions on the Board continue for board members not serving on City Council.

Committee Reports

10.1 Executive Committee

Board President Becky Shevlin reported that the Executive Committee met and discussed the desired level of engagement by legal counsel, informing that this may be included in revisions to Board of Trustees Bylaws currently under legal review.

Shevlin directed District Manager Jared Dever to assess the approximate cost to have legal counsel present at Board and Committee meetings and report back to the board in December.

10.2 Personnel and Policy Committee

Committee Chair Richard Barakat reminded committee members that the Personnel and Policy Committee are scheduled meet this afternoon at 2:00 p.m.

10.3 Finance and Audit Committee

Committee Chair Joseph Leon reported that the Finance and Audit Committee met to review the Draft Annual Audit and District Investment Policies.

District Manager Jared Dever confirmed that the committee did not recommend any changes to the investment policy this year.

Trustee Reports

Board President Becky Shevlin instructed district staff to send reminders with Zoom meeting ID and instructions the night or day prior to the board meeting, to allow time to identify and resolve any technical or email problems prior to the meeting.

Shevlin requested district staff conduct an update to trustee preferences for paper or electronic board packages.

New Business

None

Adjournment

The meeting was adjourned at 7:58 a.m.