

**MINUTES of the San Gabriel Valley Mosquito and Vector Control District
Board of Trustees Meeting
1145 N. Azusa Canyon Road, West Covina, CA 91790
October 09, 2020**

TRUSTEES ATTENDING

Stephen Sham (Alhambra)
Roger Chandler (Arcadia)
Joseph Rocha (Azusa)
Rick Barakat (Bradbury)
Corey Calaycay (Claremont)
Henry Morgan (Covina)
Margaret Finlay (Duarte)
Jerry Velasco (El Monte)
Catherine Marcucci (Industry)
Manuel Garcia (Irwindale)
vacant (La Puente)
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)
Ryan Vienna (San Dimas)
Juli Costanzo (San Gabriel)
John Capoccia (Sierra Madre)
Robert Joe (So. Pasadena)
Cynthia Sternquist (Temple City)
Allen Wu (Walnut)
Lloyd Johnson (West Covina)

TRUSTEES ABSENT

Manuel Lozano (Baldwin Park)
Charles Myers (Glendora)
Robert Joe (So. Pasadena)

STAFF PRESENT

Jared Dever
Rose Alba
Jason Farned
Levy Sun
Melissa Doyle
Marta Tanaka
Pablo Cabrera
Kriztian Luna

GUESTS PRESENT

None

- 1. Call to Order**
Board President Becky Shevlin called the meeting to order at 7:00 a.m.
- 2. Pledge of Allegiance and Silent Roll Call**

Trustee Margaret Finlay led the Pledge of Allegiance, and Roll Call Attendance was taken.

Board President Becky Shevlin welcomed Ryan Vienna, new Trustee for the City of San Dimas.

3. Opportunity for Public Comment on Non-Agenda Items

None

4. Consent Calendar

A Motion made by Trustee Margaret Finlay and seconded by Trustee Corey Calaycay to approve consent calendar was approved by roll call vote.

5. Consider Ad Hoc Legal Counsel Committee Recommendation to Award Contract for Legal Counsel Services

Board President and Committee Chairperson Becky Shevlin reported that at the August 11, 2020 Board of Trustees meeting, a proposal to create a 5 member Ad Hoc Legal Counsel Committee was unanimously approved. The committee was tasked with reviewing the RFP respondent proposals, selecting respondent(s) for interview, and selecting a respondent for consideration of the Board of Trustees on October 09, 2020. At the conclusion of the RFP publish period, six proposals were received on time and all met the requirements of the RFP. Committee members met virtually on September 18, 2020 to review the proposals. After careful consideration, three candidates were selected to participate in the Ad Hoc Committee interviews held on September 28, 2020, September 30, 2020, and October 2, 2020. At the conclusion of the interviews, the committee made a unanimous decision to recommend Lewis Brisbois Bisgaard & Smith LLP for consideration of the Board of Trustees.

A motion made by Trustee Margaret Finlay and seconded by Trustee Cynthia Sternquist to approve the Committee's recommendation to contract with Lewis Brisbois Bisgaard & Smith LLP for legal services was approved unanimously by roll call vote.

6. Auditing Standards Required Communications: Summary of Adjusting Journal Entries for the Fiscal Year Ended June 30, 2019

District Manager Jared Dever reviewed the Summary of Audit, explaining corrections to FY ending June 2019 Annual Audit submitted by Paul Kaymark of Nigro & Nigro PC, the district auditing firm. No action was taken. The document was received and filed.

7. Consider Amendment to Personnel and Salary Resolution 92-11, Article XI Leave Provisions, Section 1. Sick Leave, Section 2. Cash Out Program and Article XII Vacation, Section 3. Cash Out Program

A motion made by Trustee Richard Barakat and seconded by Trustee Corey Calaycay to approve Exhibit 7B, Vacation Cash Out Program, and refer Exhibit 7A, Sick Leave

Cash Out Program to the Personnel and Policy Committee for further review, was approved unanimously by roll call vote.

8. District Administration

8.3 Swimming Pool Maintenance Ordinance Update

District Manager Jared Dever advised that several cities are taking the ordinance under consideration and expressed his appreciation to all Trustees for working with their appointing cities to get the ordinance adopted.

8.4 Trustee Term of Office Expiring

District Manager Jared Dever reminded the Board that Trustees whose terms are expiring December 31, 2020 should have received notification from Board Clerk, Marta Tanaka. Dever stated that trustees do not have to be an elected or appointed official, that any resident of the city may be appointed. He also confirmed that appointments must be renewed at the end of each 2- or 4-year term. Dever requested that Trustees at the end of their appointed term work with city staff to ensure renewal letters are received by the District prior to January 2021.

8.5 Personnel and Policy Committee Meeting Reminder

District Manager Jared Dever reported that the Personnel and Policy Committee will convene prior to the November board meeting, and advised that Board Clerk, Marta Tanaka, will contact committee members for availability and scheduling of the meeting.

Trustee Richard Barakat suggested that Trustees Elyse Rasmussen and Ryan Vienna provide copies of Los Angeles County Sick Leave Policies to the Personnel and Policy Committee for review.

8.6 Finance and Audit Committee Meeting Reminder

District Manager Jared Dever reported that the Finance and Audit Committee will convene prior to the November board meeting, and advised that the Board Clerk, Marta Tanaka, will contact committee members for availability and scheduling the meeting.

Board President requested that staff provide her a list of current Committees to assist her with filling vacancies.

8.7 WNV Update

District Manager Jared Dever reported that the District remains free of any West Nile virus human infections within the District this season, and thanked the staff for their hard work.

9. Trustee Reports

None

10. New Business

None

11. Adjournment

The meeting was adjourned at 7:59 a.m.