

ITEM 3 ATTACHMENT
Los Angeles County West Vector
& Vector-Borne Disease Control District
6750 Centinela Avenue, Culver City, California 90230
(310) 915-7370 ext. 223
rsaviskas@lawestvector.org

Appointment of Trustee
City of Calabasas

Below is information with respect to the appointment of a Trustee to the Board of the Los Angeles County West Vector & Vector-Borne Disease Control District (District):

1. A trustee must be a resident and an elector (registered to vote) of the city from which the appointment is made. City councilmembers or general residents may be appointed. Care should be taken with the choice since the appointee cannot be removed by the city council until the term expires.
2. Each term is two (2) years in length.
3. Term periods are permanently preset for each city to provide evenly spaced turnover on the Board of Trustees.
4. **Present Term**: The present term period for the City of Calabasas began on January 1, 2019 and will end on December 31, 2020. If a new trustee is appointed after January 1, 2019 and before December 31, 2020, that new trustee will be finishing out the city's present two-year term period that will end on December 31, 2020. At the end of this term on December 31, 2020, the city council may reappoint the existing trustee for another two (2) year term or appoint a new trustee for the two (2) year term. Once a trustee has been appointed by a city to the Board that appointment counts against the quorum of any meeting whether the trustee attends or not until the term expires. After the term expires and if the city does not reappoint the existing trustee or appoint a new one for the next two year term, the position will not count against the quorum until another appointment is made.
5. **Regular Meetings**: The regular meetings of the Board of Trustees are held:
When: Once every two months on the 2nd Thursday of the month at 7:30 p.m.
Location: 6750 Centinela Avenue, Culver City (District's Headquarters)
Total Number of Meetings/yr. (6): There are a total of six (6) meetings per year in alternate months (January, March, May, July, Sept., & Nov.)
6. Trustees who attend the regularly scheduled meeting are compensated with a payment of \$100 in lieu of expenses. By law, trustees must attend the meeting to receive this compensation.
7. **Procedure for appointing a Trustee by a city**: Appointments or reappointments need to be put on the agenda of a regularly scheduled city council meeting. After the item is addressed in open session, a vote is taken to confirm the appointment or reappointment.

Codes require that the District be notified of the appointment by email or in writing through US mail from the City Clerk.

Statement of Economic Interest, Form 700: New trustees are required by the Fair Political Practices Commission to fill out a Statement of Economic Interest, Form 700 (assuming office) and return it to our office. It must be a wet-signature copy that is sent in to us for filing and forwarding to the commission. A photocopy is not acceptable.

Please contact me at any of the numbers below if have any additional questions.

Best regards,

Robert Saviskas M.S., R.E.H.S.
Executive Director
Los Angeles County West Vector
& Vector-Borne Disease Control District
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Ph.: (310) 915-7370 Ext. 223
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