



*An Independent Special District
Serving Orange County Since 1947*

AGENDA

744TH MEETING

**BOARD OF TRUSTEES
ORANGE COUNTY VECTOR CONTROL DISTRICT**

**November 20, 2008
THURSDAY
3:00 P.M.**

**13001 GARDEN GROVE BOULEVARD
GARDEN GROVE, CALIFORNIA 92843-2102**

The mission of the Orange County Vector Control District is to provide the citizens of Orange County with the highest level of protection from vectors and vector-borne diseases.

BOARD OF TRUSTEES
Orange County Vector Control District
AGENDA
744th Meeting, November 20, 2008
Thursday, 3:00 P.M.

ITEMS

COMMITTEE MEETINGS:

⇒ **None**

REGULAR MEETING – 3:00 P.M.:

1. Pledge of Allegiance
2. Roll Call
3. Introduction of Visitors
4. Public Participation
5. District Manager Information Items
 - 5A - Introduction of New Employee: Laboratory Specialist Kiet Nguyen
 - 5B - Chagas' Disease Presentation
 - 5C - WNV Update
 - 5D - Other Information Items
6. Consent Calendar Items – Items for Approval by General Consent
 - 6A - Appointment of Trustee Representatives
 - 6B - Authorize Travel to Attend the West Nile Virus Conference in Savannah, Georgia
 - 6C - Report of District Activities
7. Approval of Minutes
8. Accept and Approve Monthly Financial Report; and Receive and File Warrant Register
 - 8A - Monthly Financial Report
 - 8B - Warrant Register
9. Approve Resolution No. 332, Employee Salary and Benefit Proposal July 1, 2009 - June 30, 2011
10. Approve District Manager's Contract Extension
11. Written Communications
12. Comments from the Board of Trustees
13. Other Business
14. Adjournment

(Meeting Calendar follows agenda.)

AGENDA

AGENDA: This Agenda contains a brief general description of each item to be considered. Except as otherwise provided by law, no action shall be taken on any item not appearing in the following Agenda.

NOTICE: The public is entitled to copies of all documents that are made part of the agenda packet. If any document or other writing pertaining to an agenda item is distributed to all or a majority of the Board after the packet is prepared, a copy of that writing may be obtained by contacting the Clerk of the Board at 714-740-4141.

PUBLIC PARTICIPATION: Citizens desiring to comment on specific agenda items are requested to indicate their interest to the Executive Assistant/Clerk of the Board before the start of the meeting. At the beginning of the meeting, members of the public may address the Board of Trustees on agendized items, or non-agendized items of interest that are within the subject matter jurisdiction of the Board of Trustees. A member of the public shall be allowed a period of up to three (3) minutes, or a time at the discretion of the President of the Board, to address the Board of Trustees.

ADA AGENDA NOTICE: “In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District Office at (714) 971-2421. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR Part 35]”

BOARD ACTIONS: The Board may not legally take action on any item presented at this time other than to direct staff to investigate a complaint or place an item on a future agenda unless (1) by a majority vote, the Board determines that an emergency situation exists, as defined by Government Code Section 54956.5, or (2) by a two-thirds vote, the Board determines that the need for action arose subsequent to the agenda being posted as required by Government Code Section 54954.2(b).

WEB SITE: The Agenda and Minutes are available through the Internet at www.ocvcd.org. You can access the Agenda on the Monday prior to the Board of Trustees meeting. The Minutes are approved at the next regular Board of Trustees meeting and are available online the following Monday.

1. **PLEDGE OF ALLEGIANCE:** To be lead by Trustee Rheins (Alternate: Trustee Fry).

2. **ROLL CALL:**

Stanton	Al Ethans, President		
Cypress	Sandra Montez, Vice-President		
San Clemente	Joe Anderson, Secretary		
Aliso Viejo	Phillip B. Tsunoda	Lake Forest	Jean D. Jambon
Anaheim	Lucille Kring	La Palma	Larry A. Herman
Brea	Roy Moore	Los Alamitos	Ken C. Parker
Buena Park	Jim Dow	Mission Viejo	Gail Reavis
Costa Mesa	Wendy Leece	Newport Beach	Dr. Virginia L. Barrett
Dana Point	Wayne Rayfield	Orange	Denis Bilodeau
Fountain Valley	Cheryl Brothers	Placentia	Greg Sowards
Fullerton	Sharon Quirk	Rancho Santa Margarita	Gary Thompson
Garden Grove	Dr. Sheldon S. Singer	San Juan Capistrano	Laura Freese
Huntington Beach	Joe Carchio	Santa Ana	Fred S. Bella
Irvine	Rosemary Dugard	Seal Beach	Michael Levitt
Laguna Beach	Toni Iseman	Tustin	Lou Bone
Laguna Hills	Melody Carruth	Villa Park	James Rheins
Laguna Niguel	Joe Brown	Westminster	Frank Fry, Jr.
Laguna Woods	Dr. Robert Bouer	Yorba Linda	Jim Winder
La Habra	James Gomez	County of Orange	R. Paul Webb

3. INTRODUCTION OF VISITORS:

4. **PUBLIC PARTICIPATION:** At this time, members of the public may address the Board of Trustees regarding **agenda items or items of interest** that are within the subject matter jurisdiction of the Board of Trustees. Generally, the Board will not enter into a dialogue during this period.

Speakers should have a “Speaker Card” completed and presented to the Clerk of the Board prior to the start of the Board meeting.

Comments shall be limited to **three minutes per person**, unless different time limits are set by the President, subject to the approval of the Board.

5. DISTRICT MANAGER INFORMATION ITEMS:

5A - **Introduction of New Employee:** Robert Cummings, Director of Scientific Technical Services, will introduce Kiet Nguyen, Laboratory Specialist.

5B - **Chagas’ Disease Presentation:** Robert Cummings, Director of Scientific Technical Services, will give a presentation on Chagas’ Disease.

5C - **WNV Update:** Robert Cummings, Director of Scientific Technical Services, will give an update on West Nile virus (WNV).

5D - **Other Information Items:**

*****CONSENT CALENDAR*****

6. **CONSENT CALENDAR – Items for Approval by General Consent:** All Consent Calendar items may be acted upon by one motion unless a Trustee requests separate action on a specific item.

6A - **Appointment of Trustee Representatives:** The following cities with communication dates shown have appointed a representative for their city for the next two or four year term of office.

<u>Trustee Representative</u>	<u>Governing Body</u>	<u>Date of Communication</u>
Phillip B. Tsunoda	Aliso Viejo	(None to date)
Jim Dow	Buena Park	(None to date)
Wendy Leece	Costa Mesa	(None to date)
Wayne Rayfield	Dana Point	(None to date)
Sheldon S. Singer	Garden Grove	(None to date)
Toni Iseman	Laguna Beach	(None to date)
Joe Brown	Laguna Niguel	(None to date)
Dr. Robert Bouer	Laguna Woods	October 28, 2008 (2 yrs.)
James Gomez	La Habra	(None to date)
Greg Sowards	Placentia	(None to date)
Laura Freese	San Juan Capistrano	(None to date)
Michael Levitt	Seal Beach	(None to date)
Al Ethans	Stanton	(None to date)
Frank Fry, Jr.	Westminster	(None to date)
Jim Winder	Yorba Linda	(None to date)
R. Paul Webb	County of Orange	(None to date)

Recommended Action: It is the District Manager’s recommendation that the Board of Trustees accept without reading the communications from the above named cities advising the Board of its appointment of a representative for the next two or four year term of office.

[Staff Contact: V. Blaylock. Phone: 714-971-2421, Ext. 112]

(Consent Calendar continued next page)

6. **CONSENT CALENDAR:** (continued)

6B - **Authorize Travel to Attend the West Nile Virus Conference in Savannah, Georgia:** Staff is requesting approval for travel to attend the 2009 West Nile Virus National Conference –“Ten Years Later”– in Savannah, Georgia, on February 19 - 20, 2009. West Nile virus (WNV) activity during 2008 in Orange County was unexpectedly high and exceeded all previous years, both in intensity and duration, since its introduction in the County in 2004. This conference will summarize the impact of WNV on human and animal health in the United States and the various measures health care agencies have used to combat this disease. Staff will discuss with other scientists the results of the District’s surveillance and control efforts during 2008, and will further staff understanding about trying to predict future outbreaks of WNV in Orange County. The total travel expenses for this conference will be approximately \$3,500. Funds for this travel are available in fiscal year 2008-2009 budget.

Recommended Action: It is the District Manager’s recommendation that the Board of Trustees approve travel for Director of Scientific Technical Services Cummings, Research Associate Jozan, and Microbiologist Fogarty to attend the West Nile Virus Conference at the Savannah Marriott Riverfront in Savannah, Georgia, on February 19 - 20, 2009.

[Staff Contact: R. Cummings. Phone: (714) 971-2421, Ext. 138]

6C - **Report of District Activities:** Enclosed with the Agenda is the Report of District Activities as submitted by staff to the Board of Trustees by separate report dated November 14, 2008.

Recommended Action: Receive and File.

[Staff Contact: V. Blaylock. Phone: (714) 971-2421, Ext. 112]

*****END OF CONSENT CALENDAR*****

7. **APPROVAL OF MINUTES:** Approve without reading the Minutes of the 743rd Meeting of the Board of Trustees held October 16, 2008, enclosed as a separate item with the agenda.

[Staff Contact: V. Blaylock. Phone: (714) 971-2421, Ext. 112]

8. **ACCEPT AND APPROVE MONTHLY FINANCIAL REPORT; AND RECEIVE AND FILE WARRANT REGISTER:** Kelly Price, Director of Administrative Services, will present the financial report and warrant register, and address any questions the Board may have regarding these reports.

8A - **Monthly Financial Report:**

Recommended Action: Accept for inclusion as Exhibit I, the Orange County Vector Control District Monthly Financial Report for the period ending October 31, 2008.

8B - **Warrant Register:**

Recommended Action: Receive and file payment of Warrant Register (Exhibit II) dated November 20 2008, in the amount of \$490,960.00 as presented by In-House Check Runs dated October 1, 9, 15, 16, 20, 23, 28, and 30, 2008. (The financial information is enclosed as a separate item with the agenda packet.)

[Staff Contact: K. Price. Phone: (714) 971-2421, Ext. 137]

9. **APPROVE RESOLUTION NO. 332, EMPLOYEE SALARY AND BENEFIT PROPOSAL JULY 1, 2009 - JUNE 30, 2011:** Staff has prepared a salary and benefit proposal which would span the next two fiscal years. The proposal includes all non-contracted District employees. The terms of the proposal were presented to the Policy and Personnel Committee on October 16, 2008. The Committee is unanimously recommending approval of the proposal as presented.

In preparing the proposal, extensive survey work was completed. Survey results were presented to the Committee as well as the proposal itself. The five-year financial model was also updated and a current “snapshot” of the District’s financials were presented at the Trustee Workshops.

(continued next page)

9. **APPROVE RESOLUTION NO. 332, EMPLOYEE SALARY AND BENEFIT PROPOSAL JULY 1, 2009 - JUNE 30, 2011:** (continued)

Listed below is a brief outline of the proposal:

Salary Adjustments Across the Board

July 3, 2009	3.25%
July 2, 2010	3.25%

Medical Allowance Increases

July 1, 2009	Single \$20/Mo.	Emp+1 \$40/Mo.	Emp+2 \$52/Mo.
July 1, 2010	Single \$35/Mo.	Emp+1 \$70/Mo.	Emp+2 \$91/Mo.

Auto Allowance

An increase in the auto allowance of \$100 per month, which is offered only to Administrative Management and Confidential employees in lieu of driving a District vehicle.

Deferred Compensation Plan Increases

An increase in the deferred compensation plan of \$10 per pay period to be matched by each eligible employee.

July 3, 2009	\$10 per pay period
July 2, 2010	\$10 per pay period

Tuition Reimbursement

An increase in the tuition reimbursement offered to eligible employees of \$500 per employee per fiscal year.

All other terms will remain the same.

The total cost of the proposal, based on total compensation, is as follows:

Year One	\$187,297	3.7%
Year Two	203,051	3.8%
Total Cost	\$390,348	7.5%

Recommended Action: It is the Policy and Personnel Committee’s recommendation, with concurrence of the District Manager, that the Board of Trustees approve by roll call vote Resolution No. 332 entitled “Amending Personnel and Salary Resolution No. 321 to Increase Certain Benefits” (Exhibit A).

[Staff Contact: K. Price. Phone: (714) 971-2421 Ext. 138)

10. **APPROVE DISTRICT MANAGER'S CONTRACT EXTENSION:** A one-year extension of the District Manager's contract is recommended by the Board's President. The contract extension contains three changes as agreed to by the Board President and the District Manager. The first change is granting the District Manager the same vacation benefit granted to the District's Executive Management through the Personnel Resolution Article VI, Section 1.B. The second change is to allow the District Manager to cash in an additional 40 hours of vacation time each year. The final change is to add Riverside and San Diego counties to which the District Manager may drive the District vehicle assigned to him under incidental personal travel. There is no adjustment to the District Manager's salary next fiscal year per his request.

Recommended Action: It is Board President Ethan's recommendation that the Board of Trustees approve the District Manager's contract extension attached as Exhibit B.

[Contact: President Ethans. Phone: (714) 971-2421 Ext. 112)

11. **WRITTEN COMMUNICATIONS:**

12. **COMMENTS FROM THE BOARD OF TRUSTEES:** At this time, members of the Board of Trustees may comment on agenda or non-agenda matters and ask questions of or give directions to staff, provided that NO action is taken on non-agenda items unless authorized by law.

13. **OTHER BUSINESS:**

14. **ADJOURNMENT:** Next Regular Board of Trustees Meeting, December 18, 2008.

ORANGE COUNTY VECTOR CONTROL DISTRICT

MEETING CALENDAR

MEETING	LOCATION	DATE
MVCAC 77 th Annual Conference	Burlingame, CA	January 23 - 29, 2009
VCJPA Annual Workshop	TBA	February 2009
AMCA Annual Conference	New Orleans, LA	April 5 - 9, 2009

- AMCA - American Mosquito Control Association
- ASTMH - American Society of Tropical Medicine and Hygiene
- CALPELRA - California Public Employees Labor Relations Association
- CalPERS - California Public Employees Retirement System
- CDFA - California Department of Food & Agriculture
- CSDA - California Special Districts Association
- CSMFO - California Society of Municipal Financial Officers
- ERMA - Employment Risk Management Authority
- ESA - Entomological Society of America
- MVCAC - Mosquito and Vector Control Association of California
- OCERS - Orange County Employees Retirement System
- RIFA - Red Imported Fire Ant
- SOVE - Society for Vector Ecology
- SWS - Society of Wetland Scientists
- VCJPA - Vector Control Joint Powers Agency
- UTMB - University of Texas Medical Branch
- WNV - West Nile Virus