



*An Independent Special District  
Serving Orange County Since 1947*

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# AGENDA

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## 753RD MEETING

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

**AUGUST 20, 2009  
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**  
**753rd Meeting, August 20, 2009**  
**Thursday, 3:00 P.M.**

**ITEMS**

**COMMITTEE MEETINGS:**

- ⇨ 2:15 p.m. – Operations Committee – (1) Review functions where outsourcing is feasible; (2) Methodology for obtaining market interest; (3) Prioritization of areas to approach; (4) Timing in view of workload schedules; and (5) Discussion on Enterprise Fleet Services.

**REGULAR MEETING – 3:00 P.M.:**

1. Pledge of Allegiance
  2. Roll Call
  3. Introduction of Visitors
  4. Public Participation
  5. Announcement of Late Communications
  6. Committee Reports
    - 6A - Operations Committee
  7. District Manager Information Items
    - 7A - Roof Rat Biology and Control Presentation
    - 7B - WNV Update
    - 7C- Other Information Items
  8. OCVCD Annual Satisfaction Survey
  9. Consent Calendar – Items for Approval by General Consent
    - 9A - Authorize Travel to Attend the CalPERS Educational Forum 2009 in Santa Clara
    - 9B - Report of District Activities
  10. Approval of Minutes
  11. Accept and Approve Monthly Financial Report; and Receive and File Warrant Register
    - 11A - Monthly Financial Report
    - 11B - Warrant Register
  12. Approval of Contract with Willdan Financial Services for Professional Consulting, Engineering, and Levy Administration Services to the Orange County Vector Control District
  13. Written Communications
  14. Comments from the Board of Trustees
  15. Other Business
  16. 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](http://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 Brothers (Alternate: Trustee Jones).

2. **ROLL CALL:**

Cypress	Sandra Montez, President		
San Clemente	Joe Anderson, Vice-President		
Brea	Roy Moore, Secretary		
Aliso Viejo	Phillip B. Tsunoda	La Palma	Larry A. Herman
Anaheim	Lucille Kring	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	Steven H. Weinberg	Orange	Denis Bilodeau
Fountain Valley	Cheryl Brothers	Placentia	Greg Sowards
Fullerton	Dr. F. Richard Jones	Rancho Santa Margarita	Gary Thompson
Garden Grove	Mark Rosen	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	Stanton	Al Ethans
Laguna Hills	Melody Carruth	Tustin	Al Murray
Laguna Niguel	Robert Ming	Villa Park	James Rheins
Laguna Woods	Dr. Robert Bouer	Westminster	Frank Fry, Jr.
La Habra	James Gomez	Yorba Linda	Jim Winder
Lake Forest	Jean D. Jambon	County of Orange	John M. W. Moorlach

**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. ANNOUNCEMENT OF LATE COMMUNICATIONS:**

**6. COMMITTEE REPORTS:**

6A- **Operations Committee:** Meeting: 2:15 p.m. prior to the Board meeting – (1) Review functions where outsourcing is feasible; (2) Methodology for obtaining market interest; (3) Prioritization of areas to approach; (4) Timing in view of workload schedules; and (5) Discussion on Enterprise Fleet Services.

**7. DISTRICT MANAGER INFORMATION ITEMS:**

7A - **Roof Rat Biology and Control Presentation:** Lawrence H. Shaw, Director of Operations, will give a PowerPoint® presentation on Roof Rat Biology and Control.

7B - **WNV Update:** Robert Cummings, Director of Scientific Technical Services, will give an update on West Nile virus (WNV).

7C - **Other Information Items:**

- 8. **OCVCD ANNUAL SATISFACTION SURVEY:** Michael Hearst, Director of Communications, will present the Satisfaction Survey results. The Orange County Vector Control District sent a Business Reply Post Card to every household requesting service during the month of June, and once again the results are excellent. For the fifth consecutive year the results of the District’s Service Satisfaction Survey reveal a very high level of satisfaction with the service provided by District staff. The 2009 satisfaction level is 94.1%. The response rate is 42.1%. Survey results are attached as Exhibit A.

[Staff Contact: M. Hearst. Phone: (714) 971-2421, Ext. 129]

\*\*\*\*\*CONSENT CALENDAR\*\*\*\*\*

- 9. **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.

- 9A - **Authorize Travel to Attend the CalPERS Educational Forum 2009 in Santa Clara:** The California Public Employees’ Retirement System (CalPERS) Educational Forum 2009 will be held on October 26 - 28, 2009, at the Hyatt Regency, Santa Clara, California.

**Recommended Action:** It is the District Manager’s recommendation that the Board of Trustees authorize travel for Human Resources Specialist Rehders to attend the CalPERS Educational Forum; and authorize total travel expenses of \$1,250.

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

- 9B - **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 August 14, 2009.

**Recommended Action:** Receive and File.

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

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

10. **APPROVAL OF MINUTES:** Approve without reading the Minutes of the 752nd Meeting of the Board of Trustees held July 16, 2009, enclosed as a separate item with the agenda.

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

11. **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.

11A - **Monthly Financial Report:**

**Recommended Action:** Accept for inclusion as Exhibit I, the Orange County Vector Control District Monthly Financial Report for the period ending July 31, 2009.

11B - **Warrant Register:**

**Recommended Action:** Receive and file payment of Warrant Register (Exhibit II) dated August 20, 2009, in the amount of \$792,159.17 as presented by In-House Check Runs dated July 1, 2, 8, 16, 17, 20, 22, and 30, 2009. (The financial information is enclosed as a separate item with the agenda packet.)

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

12. **APPROVAL OF CONTRACT WITH WILLDAN FINANCIAL SERVICES FOR PROFESSIONAL CONSULTING, ENGINEERING, AND LEVY ADMINISTRATION SERVICES TO THE ORANGE COUNTY VECTOR CONTROL DISTRICT:** The District has employed SCI Consulting Group since April 2004 to administer the benefit assessment and related annual engineer reports associated with the levies. The contract between SCI and the District is through FY 2010-11. However, in light of the recent Santa Clara Open Space Court Decision, of which SCI was involved, staff believes a new engineering firm is needed to review and prepare the District's two benefit assessments.

The Willdan Group was established in 1964 and is currently serving more than 800 public agencies and private sector clients nationwide. The firm provides environmental, engineering, financial management, homeland security, and energy consulting services. Willdan Financial Services (WFS) serves more than 200 public agencies and provides assessment administration services for many Orange County agencies which include the City of Irvine, City of Newport Beach, City of Tustin, and City of Orange. WFS also provides assessment services for Greater Los Angeles County Vector Control District, Coachella Valley Mosquito and Vector Control District, and Antelope Valley Mosquito and Vector Control District.

WFS is proposing a three year contract (Exhibit B) spanning fiscal year's 2010-11 through 2012-13, with the added option of a two year extension for fiscal year's 2013-14 and 2014-15. The two year extension would be at the discretion of the Board of Trustees prior to the end of the three year agreement. The new contract would cover the same services the District has been receiving from SCI. WFS is proposing to charge \$24,500 for each of the three fiscal years for levy administration with no increases. This represents a \$2,000 decrease from the amount charged by SCI for the past three fiscal years. WFS is also proposing a one-time charge of \$8,000 payable for fiscal year 2010-11 for "review and modification of existing engineer's report." This one-time fee will allow the firm to review the District's current assessment methodology and modify the report as deemed appropriate. Such modification may include the establishment of assessment service zones. District Counsel has used the standard Orange County Vector Control District contract with regard to future services from WFS, and will move forward with cancelling the current contract with SCI should this item be approved.

The District's Operations Code 4.01.030 - General exceptions to bidding requirements states that bidding is not required: "(2) When the services of specialized professionals are required, such as scientists, engineers, attorneys, or accountants." Therefore, a formal bidding process was not required.

**Recommended Action:** It is the District Manager's recommendation that the Board of Trustees approve the contract with Willdan Financial Services for Professional Consulting, Engineering, and Levy Administration Services to the Orange County Vector Control District at a cost of \$24,500 for each of the three fiscal years for levy administration beginning 2010-2011, and a one-time charge of \$8,000 for fiscal year 2010-11 for review and modification of existing engineer's report.

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

13. **WRITTEN COMMUNICATIONS:**

14. **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.

15. **OTHER BUSINESS:**

16. **ADJOURNMENT:**

**ORANGE COUNTY VECTOR CONTROL DISTRICT  
MEETING CALENDAR**

<b>MEETING</b>	<b>LOCATION</b>	<b>DATE</b>
LCC Annual Conference	San Jose Convention Center, San Jose	September 16 - 18, 2009
CalPERS Educational Forum	Hyatt Regency, Santa Clara	October 26 - 28, 2009
MVCAC Fall Meeting 2009	Embassy Suites, South Lake Tahoe	October 28 - 30, 2009
ESA Annual Conference	Indianapolis, Indiana	December 13 - 16, 2009
MVCAC 78th Annual Conference	Hyatt Regency, Sacramento	February 7 - 10, 2010

- 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
- LCC - League of California Cities
- 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