



*An Independent Special District
Serving Orange County Since 1947*

AGENDA

768TH MEETING

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

**NOVEMBER 18, 2010
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
768th Meeting, November 18, 2010
Thursday, 3:00 P.M.

ITEMS

COMMITTEE MEETINGS:

⇔ 2:00 P.M. - Building, Property & Equipment Committee: Discuss Haster Business Park Facility
(Item No. 11)

MEETING – 3:00 P.M.:

1. Pledge of Allegiance
2. Roll Call
3. Introductions
4. Public Participation
5. Announcement of Late Communications
6. Management Information Items
 - 6A - Presentation: Bed Bugs Uncovered
 - 6B - Status of Contract with California Public Employees' Retirement System
 - 6C - Other Information Items
7. Committee Reports: Building, Property & Equipment Committee
8. Consent Calendar – Items for Approval by General Consent
 - 8A - Accept and Approve Monthly Financial Report; and Receive and File Warrant Register
 - 8A.1 - Monthly Financial Report
 - 8A.2 - Warrant Register
 - 8B - Appointment of Trustee Representatives
 - 8C - Approval of Addendum to the District Manager Employment Agreement
 - 8D - Authorize Travel to Attend the MVCAC 79th Annual Conference in Indian Wells
 - 8E - Authorize Travel for District Manager and Director of Administrative Services to Attend the VCJPA Annual Workshop in Monterey
 - 8F - Status Update on NPDES Monitoring Coalition Policies and Agreement
 - 8G - Report of District Activities
9. Approval of Minutes
10. Approve District's Vector Reduction Manual
11. Haster Business Park Facility
12. Performance Management System Proposal; District 2011 Strategic Plan Outline
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. 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 Barrett (Alternate: Trustee Bilodeau).

2. **ROLL CALL:**

San Clemente	Joe Anderson, President		
Brea	Roy Moore, Vice-President		
Newport Beach	Dr. Virginia L. Barrett, Secretary		
Aliso Viejo	Phillip B. Tsunoda	Lake Forest	Richard T. Dixon
Anaheim	Lucille Kring	La Palma	Larry A. Herman
Buena Park	Jim Dow	Los Alamitos	Ken C. Parker
Costa Mesa	Wendy Leece	Mission Viejo	John Paul Ledesma
Cypress	Doug Bailey	Orange	Denis Bilodeau
Dana Point	Steven H. Weinberg	Placentia	Greg Sowards
Fountain Valley	Cheryl Brothers	Rancho Santa Margarita	Gary Thompson
Fullerton	R. Paul Webb	San Juan Capistrano	Laura Freese
Garden Grove	Mark Rosen	Santa Ana	VACANT
Huntington Beach	Joe Carchio	Seal Beach	Michael Levitt
Irvine	Dr. Steven Choi	Stanton	Al Ethans
Laguna Beach	Toni Iseman	Tustin	Al Murray
Laguna Hills	Melody Carruth	Villa Park	James Rheins
Laguna Niguel	Robert Ming	Westminster	Frank Fry, Jr.
Laguna Woods	Dr. Robert Bouer	Yorba Linda	Jim Winder
La Habra	James Gomez	County of Orange	John M. W. Moorlach

3. **INTRODUCTIONS:**

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. **MANAGEMENT INFORMATION ITEMS:**

6A - **Presentation: Bed Bugs Uncovered:** Laura Krueger, Assistant Vector Ecologist, will give a PowerPoint® presentation on Bed Bugs.

6B - **Status of Contract with California Public Employees' Retirement System (CalPERS):** At the October 21, 2010, meeting of the Budget and Finance Committee, a motion was made to consider termination of the District's contract with CalPERS for retirement services and reinstate its contract with the Orange County Retirement System (OCERS). In researching this, staff was made aware of legislation within the California Public Employees' Retirement Law (PERL), which states that a contracting agency shall not be permitted to terminate a contract with California Public Employees' Retirement System (CalPERS) unless it has been in effect for at least five years (Section 20570). The District began contracting with CalPERS for retirement services in January 2007; therefore, termination of the contract cannot be considered until January 2012 or after.

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

6C- **Other Information Item:**

7. **COMMITTEE REPORTS:**

Building, Property & Equipment Committee: Meeting at 2:00 p.m., November 18: Discuss Haster Business Park Facility (Item No. 11).

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

8. **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.

8A - **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.1 - **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, 2010.

8A.2 - **Warrant Register:**
Recommended Action: Receive and file payment of Warrant Register (Exhibit II) dated November 18, 2010, in the amount of \$391,364.36 as presented by In-House Check Runs dated October 7, 13, 19, 20, 26, and 28, 2010. (The financial information is enclosed as a separate item with the agenda packet.)

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

(Consent Calendar continued next page)

8. **CONSENT CALENDAR – Items for Approval by General Consent:** (continued)

8B - **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)
Steven H. Weinberg	Dana Point	(None to date)
Toni Iseman	Laguna Beach	(None to date)
Robert Ming	Laguna Niguel	(None to date)
Dr. Robert Bouer	Laguna Woods	(None to date)
James Gomez	La Habra	(None to date)
Dr. Virginia L. Barrett	Newport Beach	(None to date)
Greg Sowards	Placentia	(None to date)
Laura Freese	San Juan Capistrano	(None to date)
Al Ethans	Stanton	(None to date)
Frank Fry, Jr.	Westminster	(None to date)
Jim Winder	Yorba Linda	(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]

8C - **Approval of Addendum to the District Manager Employment Agreement:** At the October Board meeting, the Board of Trustees gave President Anderson, Labor Negotiator, the authority to negotiate further with District Manager Hearst on Section 6 (Hours of Work, Vacation and Sick Leave) of the District Manager Employment Agreement. This negotiation has been completed and agreed upon. The Addendum to District Manager Employment Agreement is attached (Exhibit A) along with the approved District Manager Employment Agreement.

Recommended Action: It is the Board President’s recommendation that the Board of Trustees adopt the Addendum to District Manager Employment Agreement.

(Consent Calendar continued next page)

8. CONSENT CALENDAR – Items for Approval by General Consent: (continued)

- 8D - Authorize Travel to Attend the MVCAC 79th Annual Conference in Indian Wells:** Staff is requesting approval for travel to attend the Mosquito and Vector Control Association of California (MVCAC) 79th Annual Conference in Indian Wells, California. It is the policy of the Board of Trustees to send to this conference Trustees who are officers of the Board of Trustees, Board of Directors of MVCAC, or committee members of MVCAC, and up to five (5) additional interested Trustees. The President of the Board of Trustees shall subsequently select the five (5) Trustees. There are 12 employees scheduled to attend this meeting, of which four (4) will be making presentations. The total expenditures for staff travel are estimated to be \$7,900 and \$900 for each Trustee attending. To date, Trustees requesting to attend are Trustees Brothers, Herman, Levitt, and Ethans.

Recommended Action: It is the District Manager's recommendation that the Board of Trustees authorize travel for selected Trustees; District Manager Hearst; one (1) staff from Department of Administrative Services; one (1) staff from Communications; eight (8) staff from Scientific Technical Services; and one (1) staff member from Operations to attend the 79th Annual Conference of the Mosquito and Vector Control Association of California to be held January 30 – February 2, 2011, at the Renaissance, Indian Wells, California.

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

- 8E - Authorize Travel for District Manager and Director of Administrative Services to Attend the VCJPA Annual Workshop in Monterey:** Staff is requesting approval for the District Manager and Director of Administrative Services to attend the 22nd Annual Vector Control Joint Powers Authority (VCJPA) Workshop. The workshop is being held in Monterey and will take place March 3 and 4, 2011. The District is a member of the VCJPA and utilizes the organization for all insurance coverage such as worker's compensation and general liability. The annual conference, which provides an annual workshop for all member districts, discusses current liability issues and prevention methods. The annual Board of Directors meeting follows the workshop on the last day of the event. Included in the District's annual premiums, the VCJPA provides hotel accommodations and meals for one employee from each member district. Typically, only the Director of Administrative Services attends this workshop. However, due to the recent appointment of a new District Manager, staff is requesting to send this employee for development and exposure to the element of risk management of the District. The cost to send both positions to the workshop is approximately \$1,300. This includes airfare for both employees, along with hotel and meals for one employee. Funds are available in the 2010-11 budget for this travel.

(Consent Calendar continued next page)

8. **CONSENT CALENDAR – Items for Approval by General Consent:** (continued)

8E - **Authorize Travel for District Manager and Director of Administrative Services to Attend the VCJPA Annual Workshop in Monterey:** (continued)

Recommended Action: It is the District Manager’s recommendation that the Board of Trustees authorize travel for District Manager Hearst and Director of Administrative Services Price to attend the 22nd Annual Vector Control Joint Powers Authority Workshop in Monterey, on March 3 and 4, 2011; and authorize travel expenses of \$1,300.

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

8F - **Status Update on NPDES Monitoring Coalition Policies and Agreement:** To assist vector control agencies in meeting water quality monitoring requirements for the forthcoming National Pollutant Discharge Elimination System (NPDES) Permit, the Mosquito and Vector Control Association of California (MVCAC) is forming a monitoring coalition. Participation in the coalition benefits the District by reducing costs associated with permit compliance. The District’s costs would be considerably higher as an individual agency. Attached for the Trustees review are the documents that outline the rules and policies of the MVCAC NPDES Permit Coalition Monitoring Program (Exhibit B) and the application and agreement (Exhibit C) to participate in the program. The deadline to join is December 31, 2010.

Recommended Action: Receive and File.

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

8G - **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 12, 2010.

Recommended Action: Receive and File.

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

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

9. **APPROVAL OF MINUTES:** Approve without reading the Minutes of the 767th Meeting of the Board of Trustees held October 21, 2010, enclosed as a separate item with the agenda.

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

10. **APPROVE DISTRICT'S VECTOR REDUCTION MANUAL:** Amber Semrow, District Biologist, gave a presentation at the October Board meeting on the proposed Vector Reduction Manual. This manual details the District's strategies to work cooperatively with landowners in resolving significant vector sources on their properties and provides a set of locally specific guidelines that can be readily implemented to reduce vectors. The District Manager and District Counsel recommend that the Board of Trustees adopt the final version of the Vector Reduction Manual. The Vector Reduction Manual is enclosed as a separate item with the agenda packet.

Recommended Action: It is the District Manager's recommendation that the Board of Trustees adopt the final version of the Vector Reduction Manual.

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

11. **HASTER BUSINESS PARK FACILITY:** The Orange County Vector Control District's Operations Department occupies three business suites in the property adjacent to the District, Haster Business Park. The lease for these suites is prepaid through the year 2018 and the District has a Right-of-First-Refusal to Purchase Real Property, which was dated March 1, 2008. The property has recently gone into default and is on its way to a foreclosure process. Staff is interested in purchasing this property for District use, before it reaches foreclosure.

Events surrounding this issue are changing daily. To date, District Counsel is working on obtaining an appraisal on the property and contacting the attorney who represents the bank involved with the process. A court date is set for November 12, which will give the current landlord the opportunity to pay off the properties debt and remove the default. Staff and District Counsel have plans to attend. If the landlord is successful in removing the default, he has expressed to staff that he is interested in selling the property immediately.

Recommended Action: As deemed appropriate.

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

12. **PERFORMANCE MANAGEMENT SYSTEM PROPOSAL; DISTRICT 2011 STRATEGIC PLAN OUTLINE:** During the October Board meeting, at the request of President Anderson, Robert J. Burg, Executive Vice President with Ralph Andersen & Associates, presented a proposal to assist in the Development of a Performance Management System for the District. The Board of Trustees moved to table this item until the November Board meeting for further discussion. The proposal calls for a process of developing the policies, tools, and procedures for the Trustees, District Manager, and leadership team, along with supervisors and employees, to implement a system of measurement of employee and organizational performance. The goals are to encourage more effective decision making, align thought and action throughout the organization, and improve efficiency at all levels. These changes will result in improved communications, stronger teamwork, and an overall increase in the level of accomplishments throughout the organization. The program is designed to provide communication and measurement tools that will be used to track accomplishments and accountability throughout the District for the next several years. Enclosed as a separate item with the agenda packet is the proposal outlining the Performance Management System.

President Anderson has directed District Manager Hearst to submit a draft of a tentative strategic plan outlining District goals and objectives for both the coming year and the long term. The draft plan is a supplement or possible alternative to the proposal from Ralph Andersen & Associates. A draft of the District 2011 Strategic Plan Outline is enclosed as a separate item with the agenda packet.

Please review Mr. Burg's proposal, as well as the tentative strategic plan authored by District Manager Hearst, and be prepared to discuss adoption of either one or both options.

Recommended Action: It is the Board President's recommendation that the Board of Trustees proceed with development of either one or both plans: 1) Performance Management System; or 2) District 2011 Strategic Plan.

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

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

MEETING	LOCATION	DATE
MVCAC 79 th Annual Conference	Renaissance Esmeralda Indian Wells, CA	January 30 - February 2, 2011
AMCA 77 th Annual Conference	Disneyland Hotel Anaheim, CA	March 20 - 24, 2011
MVCAC Spring Meeting	Embassy Suites Monterey Bay Seaside, CA	May 5 - 6, 2011
MVCAC Summer Meeting	Visalia Marriott Visalia, CA	July 21, 2011
MVCAC Fall Meeting	Embassy Suites South Lake Tahoe	November 2 - 4, 2011

- 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