



*An Independent Special District  
Serving Orange County Since 1947*

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# AGENDA

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## 773RD MEETING

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

**APRIL 21, 2011  
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**

**773rd Meeting, April 21, 2011**  
**Thursday, 3:00 P.M.**

**ITEMS**

**COMMITTEE MEETINGS:**

- ⇔ **1:45 P.M. to 2:30 P.M. - Budget & Finance Committee:** 1) Discussion of District Operations Code and Internal Financial Procedures Manual; 2) Discuss Authority and Accounting Procedures for Haster Business Park Lease Prepayments; 3) Discuss Haster Business Park Property Purchase as it Relates to Future Investment(s) for the District; 4) Discussion of CalPERS and OCERS Update Issue(s)
- ⇔ **2:30 P.M. - Policy & Personnel Committee:** 1) Selection of Committee Chair; 2) Discuss the Reclassification of Positions: Operations Clerk and Receptionist; and Adoption of Resolution No. 355 (Agenda Item No. 9)

**MEETING – 3:00 P.M.:**

1. Pledge of Allegiance
2. Roll Call
3. Public Comments
4. Announcement of Late Communications
5. Consent Calendar – Items for Approval by General Consent
  - 5A - Approval of Minutes
  - 5B - Accept and Approve Monthly Financial Report; and Receive and File Warrant Register
    - 5B.1 - Monthly Financial Report
    - 5B.2 - Warrant Register
  - 5C - Authorize Travel for Staff to Attend the MVCAC Spring Quarterly Meeting in Seaside, CA
  - 5D - Report of District Activities
6. Management Information Items
  - 6A - Presentation: Red Imported Fire Ant Presentation
  - 6B - Budget Meetings
  - 6C - Other Information Items
7. Committee Reports:
  - 7A - Budget & Finance Committee
  - 7B - Policy & Personnel
8. Adopt Resolution No. 354 to Direct the Preparation of the Engineer's Reports for Fiscal Year 2011-12 for the Orange County Vector Control District Vector Surveillance and Control Assessment District (District No. 1) and the Mosquito, Fire Ant and Disease Control Assessment (District No. 2)
9. Reclassifications of Receptionist and Operations Clerk Positions; Adoption of Resolution No. 355
  - 9A - Implementation of Approved Reclassification and Title Change for Receptionist
  - 9B - Implementation of Approved Reclassification and Title Change of Operations Clerk
  - 9C - Adoption of Resolution No. 355, Amending Personnel and Salary Resolution to Approve Reclassification of Positions
10. Public Comments
11. Written Communications
  - 11A - Trustee Reports from the AMCA Conference
  - 11B - Trustee Survey Tabulations
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](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 Freese (Alternate: Trustee Aguinaga).
2. **ROLL CALL:** (If absences occur, consider whether to deem those absences excused based on facts presented for the absence—such determination shall be the permission required by law.)

PRESIDENT:	Cheryl Brothers	Fountain Valley
VICE-PRESIDENT:	James Gomez	La Habra
SECRETARY:	Doug Bailey	Cypress

Aliso Viejo	Phillip B. Tsunoda	Los Alamitos	Ken C. Parker
Anaheim	Lucille Kring	Mission Viejo	John Paul Ledesma
Brea	Roy Moore	Newport Beach	Leslie Daigle
Buena Park	Jim Dow	Orange	Denis Bilodeau
Costa Mesa	Wendy Leece	Placentia	Chad P. Wanke
Dana Point	Steven H. Weinberg	Rancho Santa Margarita	VACANT
Fullerton	R. Paul Webb	San Clemente	Joe Anderson
Garden Grove	Mark Rosen	San Juan Capistrano	Laura Freese
Huntington Beach	Joe Carchio	Santa Ana	Cecilia Aguinaga
Irvine	Dr. Steven Choi	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	Milton W. Robbins	Westminster	Frank Fry, Jr.
Lake Forest	Richard T. Dixon	Yorba Linda	Jim Winder
La Palma	Larry A. Herman	County of Orange	John M. W. Moorlach

3. **PUBLIC COMMENTS:** At this time, members of the public may address the Board of Trustees regarding agenda items that are within the subject matter jurisdiction of the Board of Trustees. Comments will be presented at the time the agenda item addressed. 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.

4. **ANNOUNCEMENT OF LATE COMMUNICATIONS:**

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

5. **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.

5A - **Approval of Minutes:** Approve without reading the Minutes of the 772nd Meeting of the Board of Trustees held March 17, 2011, enclosed as a separate item with the agenda.

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

5B - **Accept and Approve Monthly Financial Report; and Receive and File Warrant Register:** Kelly Price, Director of Administrative Services, will be available for any questions the Board may have regarding the financial report and warrant register.

5B.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 March 31, 2011.

5B.2 - **Warrant Register:**

**Recommended Action:** Receive and file payment of Warrant Register (Exhibit II) dated April 21, 2011, in the amount of \$395,573.13 as presented by In-House Check Runs dated March 1, 2, 10, 14, 15, 24, 28, 29, and 31, 2011. (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)

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

5C - **Authorize Travel for Staff to Attend the MVCAC Spring Quarterly Meeting in Seaside, CA:** The Mosquito and Vector Control Association of California (MVCAC) Spring Quarterly Meeting will be held May 5 - 6, 2011, at the Embassy Suites Monterey Bay, Seaside, California. Staff members requesting approval to attend the conference are District Manager Hearst, Director of Operations Shaw, Director of Scientific Technical Services Cummings, Director of Communications Dever, and Public Outreach Coordinator Pett. The total cost for all five District personnel is approximately \$2,500. This item has been budgeted in the 2011-12 Fiscal Year travel account.

**Recommended Action:** It is the District Manager’s recommendation that the Board of Trustees authorize travel for District Manager Hearst, Director of Operations Shaw, Director of Scientific Technical Services Cummings, Director of Communications Dever, and Public Outreach Coordinator Pett to attend the MVCAC Spring Quarterly Meeting to be held May 5 - 6, 2011, at the Embassy Suites Monterey Bay, Seaside, California; and authorize a total cost of \$2,500 for travel expenses.

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

5D - **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 April 15, 2011.

**Recommended Action:** Receive and File.

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

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

6. **MANAGEMENT INFORMATION ITEMS:**

6A - **Red Imported Fire Ant Presentation:** Charlie Cassidy, Vector Control Inspector III, will give a presentation updating Trustees on the Red Imported Fire Ant Program.

(Management Information Items continued next page)

6. **MANAGEMENT INFORMATION ITEMS:** (continued)

6B- **Budget Meetings:**

Thursday, April 21, 2011

Distribution of Proposed Budget to Trustees at Board Meeting.

Thursday, April 28, 2011, 11:30 a.m.

Budget & Finance Committee Meeting to Review Proposed Budget.

Wednesday, May 11, 2011, 11:30 a.m.

Additional Workshop for Trustees (same presentation as April 28).

Thursday, May 19, 2011

Board Meeting – Adoption of Budget.

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

6C- **Other Information Item:**

7. **COMMITTEE REPORTS:**

7A - **Budget & Finance Committee:** 1) Discussion of District Operations Code and Internal Financial Procedures Manual, 2) Discuss Authority and Accounting Procedures for Haster Business Park Lease Prepayments, 3) Discuss Haster Business Park Property Purchase as it Relates to Future Investment(s) for the District, 4) Discussion of CalPERS and OCERS Update Issue(s).

7B - **Policy & Personnel Committee:** 1) Selection of Committee Chair; 2) Discuss the Reclassification of Positions: Receptionist and Operations Clerk; and Adoption of Resolution No. 355 (Agenda Item No. 9)

**8. ADOPT RESOLUTION NO. 354 TO DIRECT THE PREPARATION OF THE ENGINEER’S REPORTS FOR FISCAL YEAR 2011-12 FOR THE ORANGE COUNTY VECTOR CONTROL DISTRICT VECTOR SURVEILLANCE AND CONTROL ASSESSMENT DISTRICT (DISTRICT NO. 1) AND THE MOSQUITO, FIRE ANT AND DISEASE CONTROL ASSESSMENT (DISTRICT NO. 2):** The Orange County Vector Control District (the “District”) is authorized, pursuant to the authority provided in Health and Safety Code Section 2082 (previously Section 2291.2), to institute assessments for the financing and execution of vector surveillance and control projects and has given the distinctive designation of the “Orange County Vector Control District Vector Surveillance and Control Assessment District,” (“District No. 1”).

The District has also initiated a “Mosquito, Fire Ant, and Disease Control Assessment District” (sometimes referred to as “District No. 2”), which was created by a ballot proceeding by Resolution No. 274 passed on August 5, 2004.

The assessments for both Assessment Districts can be levied annually. Pursuant to the ballot and assessment formation provisions, each year, the maximum authorized assessment rate for the Mosquito, Fire Ant, and Disease Control Assessment District increases by the change in the Los Angeles / Riverside / Orange County Area Consumer Price Index, not to exceed 3 percent per year. And in each year the District Board can decide to levy the actual assessment rate at any amount up to, but not exceeding, the maximum authorized rate. The following table summarizes the maximum authorized assessment rate and annual revenue from each District since fiscal year 2004-05.

FY	CPI History	Maximum Authorized % Change	Uncaptured Excess	Maximum Authorized Assessment Rate District #2	Actual/ Proposed Assessment Rate Levied District #2	Actual/ Proposed Assessment Revenues District #2	Actual/ Proposed Assessment Revenues District #1
2004-05	N/A			\$5.42	\$5.42	\$4,306,278.44	\$1,488,269.88
2005-06	3.66%	3.00%	0.66%	\$5.58	\$5.30	\$4,263,641.78	\$1,489,599.38
2006-07	5.42%	3.00%	3.08%	\$5.75	\$5.25	\$4,264,508.72	\$1,501,507.06
2007-08	3.20%	3.00%	3.28%	\$5.92	\$5.14	\$4,196,516.50	\$1,505,044.40
2008-09	3.92%	3.00%	4.20%	\$6.10	\$5.10	\$4,180,451.00	\$1,510,567.00
2009-10	-0.90%	3.00%	1.10%	\$6.10	\$5.06	\$4,162,307.23	\$1,514,335.46
2010-11	1.76%	3.00%	0.00%	\$6.21	\$5.02	\$4,114,124.16	\$1,511,185.55
2011-12	1.80%	3.00%	0.00%	\$6.32	\$5.02	\$4,124,774.38	\$1,509,144.21

Final assessment amounts submitted to the County Auditor-Controller may be different than the preliminary amounts listed for the Engineer's Reports.

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**8. ADOPT RESOLUTION NO. 354:** (continued)

If the Board so directs, Willdan Financial Services will prepare updated Engineer's Reports and assessment rolls for both assessments. The Engineer's Reports will include the proposed budget for the assessments for fiscal year 2011-12 and the updated proposed assessments for each parcel in each District. After the Engineer's Reports and assessment rolls are completed, they will be brought back to the Board for review and consideration. If the Board preliminarily approves the Reports, a noticed public hearing will be subsequently held to allow the public to provide input on the proposed budgets, services and assessments, and to allow the Board to make a final decision on the continuation of these important assessments.

**Recommended Action:** It is the District Manager's recommendation that the Board adopt Resolution No. 354 (Exhibit A) to direct Willdan Financial Services to prepare the Engineer's Reports for both Orange County Vector Control District Vector Surveillance and Control Assessment District (District No. 1); and the Mosquito, Fire Ant and Disease Control Assessment (District No. 2) for Fiscal Year 2011-12.

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

**9. RECLASSIFICATIONS OF RECEPTIONIST AND OPERATIONS CLERK POSITIONS; ADOPTION OF RESOLUTION NO. 355 TO REFLECT RECLASSIFICATION CHANGES TO PERSONNEL AND SALARY RESOLUTION:**

**9A - Implementation of Approved Reclassification and Title Change for Receptionist:**

In consideration of additional duties and responsibilities performed by one of the District's two Receptionist positions, the Board as a part of the 2010-11 Budget approved a salary increase and position reclassification to Customer Service Representative II. The second receptionist position's title changed from Receptionist to Customer Service Representative I. This reclassification of Customer Service Representative II requires five years of Customer Service Representative I experience and this position will have an active role in the ongoing training of the Customer Service Representative I position. In addition, this position requires the individual to be certified as a Vector Control Technician by the California Department of Public Health (CDPH). The incumbent will use their experience in customer service and knowledge of vector ecology and control to serve as a liaison between the public, field staff, and the Communications Department. The approved reclassification and title change of Customer Service Representative II increases the pay range from A-33, \$3,016 - \$3,747 per month to A-36, \$3,272 - \$4,065 per month. If approved, the reclassification would equate to a total compensation, District annual increase of \$4,428, approximately. This classification is a regular, permanent position. The job description for the Customer Service Representative II position is attached as Exhibit B. There is no increase in pay range or modification to duties performed for the Customer Service Representative I position (Exhibit C).

(continued next page)

**9A - Implementation of Approved Reclassification and Title Change for Receptionist:**  
(continued)

**Recommended Action:** It is the District Manager’s recommendation that the Board of Trustees approve the reclassification and title change of one Receptionist position to Customer Services Representative II with an increase in pay range from A-33, \$3,016 - \$3,747 per month to A-36, \$3,272 - \$4,065 per month; and a title change of one Receptionist position to Customer Services Representative I.

[Staff Contact: J. Dever. Phone: (714) 971-2421, Ext. 115]

**9B - Implementation of Approved Reclassification and Title Change of Operations Clerk:** In consideration of additional duties and responsibilities performed by the District’s Operations Clerk, the Board in the 2010-11 Budget approved a position reclassification to Operations Specialist. The duties and work required of this position have increased over the past few years. The Operations Clerk position was originally created to assist Operations Department staff with daily clerical functions and projects; in addition this position now assists other Departments and special projects as well. The following are responsibilities that have increased with this position: reviews costs and factors for Operations contracts; processes and is responsible for Red Imported Fire Ant (RIFA) work orders and invoicing support; assists in Operations budget preparation; responsible for Department travel arrangements; and assists during Board meetings, including taking of minutes for committee meetings. The approved reclassification and title change of Operations Specialist increases the pay range from A-41, \$3,747 - \$4,655 per month to A-44, \$4,065 - \$5,050 per month. If approved, the reclassification would equate to a total compensation, District annual increase of \$5,500, approximately. The Operations Specialist job description is attached as Exhibit D.

**Recommended Action:** It is the District Manager’s recommendation that the Board of Trustees approve the reclassification and title change of Operations Clerk to Operations Specialist with an increase in pay range from A-41, \$3,747 - \$4,655 per month to A-44, \$4,065 - \$5,050 per month.

[Staff Contact: L. Shaw. Phone: (714) 971-2421, Ext. 121]

9C - **Adoption of Resolution No. 355, Amending Personnel and Salary Resolution to Approve Reclassifications of Positions:** As a part of the 2010-11 Budget, the Board approved the Operations Department to include a reclassification of the position of Operations Clerk to Operations Specialist; and the Communications Department was given approval to include a reclassification of the position of Receptionist to Customer Service Representative I and Customer Service Representative II, with only the pay range of the Customer Service Representative II position approved to increase. The recommended reclassification of these positions will not require any additional District personnel. Resolution No. 355, which is an amendment to the Personnel and Salary Resolution No. 321, is attached for approval as Exhibit E. This resolution lists the above positions at the increased proposed salary ranges.

**Recommended Action:** It is the District Manager's recommendation that the Board of Trustees adopt Resolution No. 355, amending Personnel and Salary Resolution No. 321.

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

10. **PUBLIC COMMENTS:** At this time, members of the public may address the Board of Trustees regarding **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.

11. **WRITTEN COMMUNICATIONS:**

11A - **Trustee Reports from AMCA Conference:** Attached as Exhibit F are Trustee reports submitted after attendance at the 2011 Annual Conference of the American Mosquito Control Association (AMCA) on March 20 - 24, 2011, in Anaheim, California. These reports are required to comply with AB 1234. Trustees Brothers, Kring, Aguinaga, Herman, Anderson, and Leece attended the AMCA Conference.

11B - **Trustee Survey Tabulations:** President Brothers prepared a Trustee Survey which was distributed and collected by President Brothers at the February 2011 Board meeting. The Trustee Survey Tabulations is attached as Exhibit G.

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:**

**ORANGE COUNTY VECTOR CONTROL DISTRICT  
MEETING CALENDAR**

<b>MEETING</b>	<b>LOCATION</b>	<b>DATE</b>
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
MVCAC 80 <sup>th</sup> Annual Conference	Hyatt Burlingame Burlingame, CA	January 29 - February 1, 2012

- 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