

# MINUTES OF THE 773RD MEETING

## BOARD OF TRUSTEES

Orange County Vector Control District

TIME: 3:00 P.M., April 21, 2011

PLACE: 13001 Garden Grove Blvd., Garden Grove, CA 92843

### TRUSTEES PRESENT:

Fountain Valley	Cheryl Brothers, President		
La Habra	James Gomez, Vice President		
Cypress	Doug Bailey, Secretary		
Aliso Viejo	Phillip B. Tsunoda	Laguna Woods	Milton W. Robbins
Anaheim	Lucille Kring	La Palma	Larry A. Herman
Brea	Roy Moore	Los Alamitos	Ken C. Parker
Costa Mesa	Wendy Leece	Placentia	Chad P. Wanke
Dana Point	Steven H. Weinberg	San Juan Capistrano	Laura Freese
Fullerton	R. Paul Webb	Seal Beach	Michael Levitt
Garden Grove	Mark Rosen	Stanton	Al Ethans
Huntington Beach	Joe Carchio	Tustin	Al Murray
Irvine	Dr. Steven Choi	Westminster	Frank Fry, Jr.
Laguna Beach	Toni Iseman	Yorba Linda	Jim Winder
Laguna Hills	Melody Carruth	County of Orange	John M. W. Moorlach
Laguna Niguel	Robert Ming		

### TRUSTEES ABSENT:

Buena Park	Jim Dow	Rancho Santa Margarita	VACANT
Lake Forest	Richard T. Dixon	San Clemente	Joe Anderson
Mission Viejo	John Paul Ledesma	Santa Ana	Cecilia Aguinaga
Newport Beach	Leslie Daigle	Villa Park	James Rheins
Orange	Denis Bilodeau		

### OTHERS PRESENT:

Michael G. Hearst, District Manager	Lawrence H. Shaw, Director of Operations
Kelly Price, Director of Administrative Services	Charlie Cassidy, Vector Control Inspector III
Robert Cummings, Dir. of Scientific Technical Serv.	John Newton, Vector Control Inspector II
Jared Dever, Director of Communications	Julie Roma, Operations Specialist
Amber Semrow, Biologist	
Alan R. Burns, District Counsel	
Viki Blaylock, Executive Assistant/Clerk of the Board	

1. **Pledge of Allegiance:** President Brothers called the meeting to order at 3:07 p.m. and asked Trustee Gomez to lead the Pledge of Allegiance.
2. **Roll Call:** Roll call indicated 22 Trustees present, with Trustees Iseman, Ming, Murray, and Fry arriving shortly thereafter, making a total of 26 out of the current Board membership of 34 (Rancho Santa Margarita is vacant).
3. **Public Comments:** None.
4. **Announcement of Late Communications:** Clerk of the Board announced that the following late communications were received and distributed to the Board of Trustees, staff, and made available to the public:
  - Addendum to the April Agenda: Item No. 11A: Trustee Reports from AMCA Conference.
  - Proposed Budget for Fiscal Year 2011-12.
5. **Consent Calendar – Items Approved by General Consent:** On motion by Trustee Ethans, seconded by Trustee Parker, and passed by unanimous vote, the Board of Trustees approved the following Consent Calendar Items:
  - 5A - **Approval of Minutes:** Approved without reading the Minutes of the 772nd Meeting of the Board of Trustees held March 17, 2011.
  - 5B - **Accepted and Approved the Monthly Financial Report; Received and Filed Warrant Register:**
    - 5B.1 - Accepted and approved for inclusion as Exhibit I the Orange County Vector Control District Monthly Financial Report for the period ending March 31, 2011.
    - 5A.2 - Received and filed approval of payment of Warrant Register dated April 21, 2011 (Exhibit II) 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.
  - 5C - **Authorized Travel for Staff to Attend the MVCAC Spring Quarterly Meeting in Seaside, CA:** Authorized 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 Mosquito and Vector Control Association of California (MVCAC) Spring Quarterly Meeting on May 5 - 6, 2011, at the Embassy Suites Monterey Bay, Seaside, California; and authorized a total cost of \$2,500 for travel expenses.

(Consent Calendar continued next page)

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

5D - **Report of District Activities:** Received and Filed: Enclosed with the Agenda was the Report of District Activities as submitted by staff to the Board of Trustees by separate report dated April 15, 2011.

6. **Management Information Items:**

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

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.

6C - **Other Information Item:** None

7. **Committee Reports:**

7A - **Budget & Finance Committee:** Chair Bailey reported that the Budget and Finance Committee met at 1:45 p.m. prior to the Board meeting and discussed the following items:

- 1) Discussion of District Operations Code and Internal Financial Procedures Manual. The committee is recommending the following changes to the Internal Financial Procedures Manual: a) report process and procedures for how invoices and checks are cut and paid; b) report accountability and process of oversight from one department to another. The Committee will come back to the Board next month with recommendations pertaining to the Operations Code and possibly ordinances that would amend the code to make the procedures more stringent for paying checks and invoices and maintaining a paper trail.
- 2) Discuss Authority and Accounting Procedures for Haster Business Park Lease Prepayments: Continued to next meeting.
- 3) Discuss Haster Business Park Property Purchase as it Relates to Future Investments for the District: Continued to next meeting.
- 4) Discussion of CalPERS and OCERS Update Issues: Continued to next meeting.

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7. **Committee Reports:** (continued)

7B - **Policy & Personnel Committee:** Trustee Carchio reported that the Policy and Personnel Committee met at 2:30 p.m. prior to the Board meeting on the following items:

- 1) Selection of Committee Chair: Trustee Carchio was selected as Chair of the Policy and Personnel Committee.
- 2) Discuss the Reclassification of Positions: Receptionist and Operations Clerk; and Adoption of Resolution No. 355: The Committee unanimously approved the reclassification of positions and adoption of Resolution No. 355 as recommended by staff in Item 9, below.

8. **Adopted 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):** On motion by Trustee Freese, seconded by Trustee Carruth, and passed by unanimous vote, the Board of Trustees adopted 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.

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%	0.00%	1.10%	\$6.10	\$5.06	\$4,162,307.23	\$1,514,335.46
2010-11	1.76%	1.76%	0.00%	\$6.21	\$5.02	\$4,114,124.16	\$1,511,185.55
2011-12	1.80%	1.80%	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.

9. **Approved Reclassifications and Title Changes of Receptionist and Operations Clerk Positions; Adopted Resolution No. 355 to Reflect Reclassification Changes to Personnel and Salary Resolution:** On motion by Trustee Carruth, and seconded by Trustee Carchio, the Board of Trustees passed the following by majority roll call vote (Ayes 16, Noes 10, Absent 9):

AYES: Trustees Tsunoda, Kring, Moore, Weinberg, Rosen, Carchio, Choi, Iseman, Carruth, Robbins, Herman, Freese, Levitt, Ethans, Fry, and Moorlach.

NOES: Trustees Leece, Bailey, Brothers, Webb, Ming, Gomez, Parker, Wanke, Murray, and Winder.

ABSENT: Trustees Dow, Dixon, Ledesma, Daigle, Bilodeau, Anderson, Aguinaga, and Rheins (Rancho Santa Margarita is vacant).

- 9A - **Approved Implementation of Reclassification and Title Change for Receptionist:** Approved the reclassification and title change of one Receptionist position to Customer Services Representative II (Exhibit B) with an increase in pay range from A-33 (\$3,016 - \$3,747 per month) to A-36 (\$3,272 - \$4,065 per month), with a one step increase above the current salary; and approved title change of one Receptionist position to Customer Services Representative I (Exhibit C).

- 9B - **Approved Implementation of Reclassification and Title Change of Operations Clerk:** Approved the reclassification and title change of Operations Clerk to Operations Specialist (Exhibit D) with an increase in pay range from A-41 (\$3,747 - \$4,655 per month) to A-44 (\$4,065 - \$5,050 per month), with a one step increase above the current salary.

- 9C - **Adopted Resolution No. 355, Amending Personnel and Salary Resolution to Approve Reclassifications of Positions:** Adopted Resolution No. 355, amending Personnel and Salary Resolution No. 321 to reflect the changes and reclassifications of the Receptionist positions to Customer Service Representative I and Customer Service Representative II, and Operations Clerk position to Operations Specialist. Resolution No. 355 is attached as Exhibit E.

10. **Public Participation:** None.

11. **Written Communications:**

11A - **Trustee Reports from AMCA Conference:** Received and Filed: 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 Tabulation:** Received and Filed: President Brothers prepared a Trustee Survey which was distributed and collected by President Brothers at the February 2011 Board meeting. The Trustee Survey Tabulation is attached as Exhibit G.

12. **Adjournment:** There being no further business for the Board's consideration, President Brothers adjourned the meeting at 4:05 p.m. to the next regular meeting of the Board of Trustees on May 19, 2011.

I certify that the above Minutes substantially reflect the actions taken by the Board of Trustees at its meeting held April 21, 2011.

\_\_\_\_\_  
Michael G. Hearst, District Manager

Approved as written and/or corrected by the Board of Trustees at its \_\_\_\_\_

\_\_\_\_\_ meeting held \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Secretary