



*An Independent Special District
Serving Orange County Since 1947*

AGENDA

770TH MEETING

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

**JANUARY 20, 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
770th Meeting, January 20, 2011
Thursday, 3:00 P.M.

ITEMS

COMMITTEE MEETINGS:

- ⇒ 1:30 P.M. - Budget & Finance Committee: 1) Review Financial Statements for Annual Audit (Agenda Item 16);
2) Discuss Authority and Accounting Procedures for Haster Business Park Lease Prepayments

MEETING – 3:00 P.M.:

1. Pledge of Allegiance
2. Roll Call
3. Introductions
4. Public Participation
5. Announcement of Late Communications
6. Appointment of Trustee Representatives
7. Report of Nominating Committee
8. Election of Officers
9. Recognition of Outgoing President
10. Recognition of Outgoing Trustees
11. Trustees Completing Ten Years of Service
 - 11A - Trustee Dow from the City of Buena Park Completed 10 Years of Service
 - 11B - Trustee Winder from the City of Yorba Linda Completed 10 Years of Service
12. Management Information Items
 - 12A - AMCA Annual Conference
 - 12B - Other Information Items
13. Committee Reports: Budget & Finance Committee
14. Consent Calendar – Items for Approval by General Consent
 - 14A - Accept and Approve Monthly Financial Report; and Receive and File Warrant Register
 - 14A.1 - Monthly Financial Report
 - 14A.2 - Warrant Register
 - 14B - Board of Trustees Committee Assignments
 - 14C - Accept 2010 Trustee Attendance Report
 - 14D - Report of District Activities
15. Approval of Minutes
16. Accept Basic Financial Statements Dated June 30, 2010, Management Compliance Letter, and Audit Committee Letter for 2009-10 Annual Audit
17. Adoption of Notice of Exemption
18. Closed Session: Conference with Real Property Negotiators – Pursuant to Government Code § 54956.8
19. Reconvene to Open Session
20. Authorize Purchase of Haster Business Park Property
21. Performance Management System Proposal; District 2011 Strategic Plan Outline
22. Written Communications
23. Comments from the Board of Trustees
24. Other Business
25. 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 Thompson (Alternate: Trustee Freese).

2. **ROLL CALL:**

San Clemente	Joe Anderson, President		
Brea	Roy Moore, Vice-President		
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	Newport Beach	Leslie Daigle
Dana Point	Steven H. Weinberg	Orange	Denis Bilodeau
Fountain Valley	Cheryl Brothers	Placentia	Chad Wanke
Fullerton	R. Paul Webb	Rancho Santa Margarita	Gary Thompson
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	Milt Robbins	Westminster	Frank Fry, Jr.
La Habra	James Gomez	Yorba Linda	Jim Winder
		County of Orange	John M. W. Moorlach

3. **INTRODUCTIONS: New Trustees:** Milt Robbins, City of Laguna Woods; Leslie Daigle, City of Newport Beach; Chad Wanke, City of Placentia.

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. **APPOINTMENT OF TRUSTEE REPRESENTATIVES:** The following cities with communication dates shown have appointed a representative for its city to serve on the Board of Trustees 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	January 6, 2011 (2 yrs.)
Jim Dow	Buena Park	January 11, 2011 (2 yrs.)
Wendy Leece	Costa Mesa	January 11, 2011 (2 yrs.)
Steven H. Weinberg	Dana Point	January 11, 2011 (2 yrs.)
Milt Robbins	Laguna Woods	December 20, 2010 (2 yrs.)
James Gomez	La Habra	January 5, 2011 (2 yrs.)
Leslie Daigle	Newport Beach	January 12, 2011 (2 yrs.)
Chad Wanke	Placentia	January 10, 2011 (2 yrs.)
Al Ethans	Stanton	January 12, 2011 (2 yrs.)
Frank Fry, Jr.	Westminster	January 12, 2011 (2 yrs.)
Jim Winder	Yorba Linda	December 29, 2010 (2 yrs.)

(continued next page)

6. **APPOINTMENT OF TRUSTEE REPRESENTATIVES:** (continued)

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]

7. **REPORT OF NOMINATING COMMITTEE:** At the December 16, 2010 Board of Trustees meeting, President Anderson appointed Trustees Ethans, Herman, and Kring to the Nominating Committee. The Committee met and gave its report to President Anderson. The Committee has selected one nominee for each office of the Board of Trustees to serve in 2011 as follows:

President:	Roy Moore	Brea
Vice-President:	James Gomez	La Habra
Secretary:	Cheryl Brothers	Fountain Valley

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

8. **ELECTION OF OFFICERS:** Nominations from the floor can be made at this time.

9. **RECOGNITION OF OUTGOING PRESIDENT:** Incoming President will present a plaque to Outgoing President Anderson.

10. **RECOGNITION OF OUTGOING TRUSTEES:** Board President will present a plaque to outgoing Trustees.

11. TRUSTEES COMPLETING TEN YEARS OF SERVICE:

11A - Trustee Dow from the City of Buena Park Completed Ten Years of Service: Trustee Jim Dow, from the City of Buena Park, completed ten years of service on the Board of Trustees. Trustee Dow was appointed to the Board in January 2001. During the past ten years he has served on the following committees: Budget and Finance; Building, Property and Equipment; and Operations. Trustee Dow has attended 81 of the 120 meetings of the Board for a 68 percent attendance record. Board President will present a ten year service certificate to Trustee Dow at the Board meeting.

11A - Trustee Winder from the City of Yorba Linda Completed Ten Years of Service: Trustee Jim Winder, from the City of Yorba Linda, completed ten years of service on the Board of Trustees. Trustee Winder was appointed to the Board in January 2001. During the past ten years he has served on the following committees: Fire Ant; Vehicle and Equipment; and Policy and Personnel. Trustee Winder has attended 95 of the 120 meetings of the Board for a 79 percent attendance record. Board President will present a ten year service certificate to Trustee Winder at the Board meeting.

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

12. MANAGEMENT INFORMATION ITEMS:

12A - AMCA Annual Conference: The 77th Annual Meeting of the American Mosquito Control Association will be held at the *Disneyland*® Hotel in Anaheim from March 20-24, 2011. The District is making local arrangements for this event. If you are interested in attending, please notify Viki Blaylock.

12B- Other Information Item:

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

13. COMMITTEE REPORT: Budget & Finance Committee: 1) Review Financial Statements for Annual Audit (Agenda Item 16); 2) Discuss Authority and Accounting Procedures for Haster Business Park Lease Prepayments.

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

14. **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.

14A - **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.

14A.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 December 31, 2010.

14A.2 - **Warrant Register:**

Recommended Action: Receive and file payment of Warrant Register (Exhibit II) dated January 20, 2011, in the amount of \$425,820.85 as presented by In-House Check Runs dated December 2, 7, 8, 9, 16, 20, 21, and 29, 2010. (The financial information is enclosed as a separate item with the agenda packet.)

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

14B - **Board of Trustees Committee Assignments:** Each year, at the installation of the new Board officers, the Board Committees are reconstituted. Enclosed with the Agenda is a questionnaire and committee function sheet (blue sheets). Please select your first, second, and third choice for committees on which you would like to serve and complete Trustee information. **Please complete the questionnaire and return to Viki Blaylock no later than February 2.** New committees will be approved in February, and will commence in March.

Recommended Action: Receive and File.

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

(Consent Calendar continued next page)

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

14C - **Accept 2010 Trustee Attendance Report:** Accept the 2010 Board of Trustees Attendance Report, attached as Exhibit A.

Recommended Action: Receive and File.

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

14D - **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 January 14, 2011.

Recommended Action: Receive and File.

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

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

15. **APPROVAL OF MINUTES:** Approve without reading the Minutes of the 769th Meeting of the Board of Trustees held December 16, 2010, enclosed as a separate item with the agenda.

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

16. **ACCEPT BASIC FINANCIAL STATEMENTS DATED JUNE 30, 2010, MANAGEMENT COMPLIANCE LETTER, AND AUDIT COMMITTEE LETTER FOR 2009-10 ANNUAL AUDIT:** The District’s contracted accounting firm, Lance, Soll & Lunghard (LSL), has completed the 2009-10 annual audit. The results are transmitted through the compliance and audit committee letters (Exhibits B and C), in addition to the audited financial statements (Exhibit D).

The compliance letter reports on any noncompliance issues in accordance with the *Government Auditing Standards (GAS)*. It also discusses an agency’s internal controls over financial reporting. The District’s compliance letter reported no material weaknesses. This is defined as significant deficiency of the financial statements that was not prevented or detected by OCVCD as a part of the internal controls. The letter also revealed that “no instances of noncompliance” were discovered or required to be reported under the *Government Auditing Standards*.

The audit committee letter discusses the auditor’s responsibility, accounting policies, accounting estimates, and other general accounting topics analyzed during the audit process. The District’s audit committee letter reported no unusual transactions and that our accounting estimates were reasonable in relation to the financial statements taken as a whole. The letter also mentioned auditors had no disagreements with management and there were no other audit findings or issues discovered.

The Budget and Finance Committee will meet at 1:30 p.m. prior to the Board meeting to review this item and present the committee’s report at the Board meeting.

Recommended Action: It is the District Manager’s recommendation that the Board of Trustees accept the Basic Financial Statements dated June 30, 2010 prepared by Lance, Soll & Lunghard, LLP; Management Compliance Letter; and Audit Committee Letter for 2009-10 Annual Audit.

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

17. **ADOPTION OF NOTICE OF EXEMPTION:** Based on the certainty that a change in title will not have any environmental impact, the District’s real estate consulting counsel has recommended that the District proceed with a Notice of Exemption, District Counsel concurs. The District will simply retain its occupancy and there will be no change in the use of the property.

Recommended Action: It is the District Manager’s recommendation that the Board of Trustees adopt a Notice of Exemption (Exhibit E) in preparation to purchasing the Haster Business Park Property.

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

18. **CLOSED SESSION(S):**

CONFERENCE WITH REAL PROPERTY NEGOTIATORS –
Pursuant to Government Code Section 54956.8

Property: Haster Business Park APN: 231-111-01
12882, 12884, 12886, 12888, 12890, 12892, 12894, 12896, 12898,
12900, 12902, 12904, 12906, 12908, 12910, 12912, 12914, 12916,
12918, 12920, 12922, 12924, and 12926 Haster Street,
Garden Grove, California

Agency Negotiators: Michael Hearst, District Manager
Allison Burns, Real Estate Consulting Counsel

Negotiating Parties: Orange County Vector Control District
Murad Siam, IDS Real Estate Group
River Source Life Insurance Company
Dennis Achterberg

Under Negotiation: Price and terms of payment

19. **RECONVENE TO OPEN SESSION:**

20. **AUTHORIZE PURCHASE OF HASTER BUSINESS PARK PROPERTY:**

Recommended Action: It is the District Manager's recommendation that the Board of Trustees authorize the purchase of the Haster Business Park Property (APN: 231-111-01) per terms negotiated and described in the Purchase and Sales Agreement (PSA), open an escrow as described therein, and authorize the President, Secretary, and District Manager to take such further action and execute such documents necessary to purchase the property in conformance with these documents. The Purchase and Sale Agreement and Joint Escrow Instructions is attached as Exhibit F.

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

21. PERFORMANCE MANAGEMENT SYSTEM PROPOSAL; DISTRICT 2011

STRATEGIC PLAN OUTLINE: During the October Board meeting, at the request of Past 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 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 thoughts 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. The proposal outlining the Performance Management System was enclosed as a separate item with the November agenda packet.

Past President Anderson 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 was enclosed as a separate item with the November 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. You may contact Viki Blaylock for a copy of these reports.

Recommended Action: It is the Past 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]

22. WRITTEN COMMUNICATIONS:

23. **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.

24. **OTHER BUSINESS:**

25. **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