



*An Independent Special District  
Serving Orange County Since 1947*

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# AGENDA

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## 772ND MEETING

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

**MARCH 17, 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**  
**772nd Meeting, March 17, 2011**  
**Thursday, 3:00 P.M.**

**ITEMS**

**COMMITTEE MEETINGS:**

⇨ 2:00 P.M. - Budget & Finance Committee: 1) Approval of Budget Amendments for Fiscal Year 2010-11 (Agenda Item 7); and 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. Announcement of Late Communications
4. Consent Calendar – Items for Approval by General Consent
  - 4A - Approval of Minutes
  - 4B - Accept and Approve Monthly Financial Report; and Receive and File Warrant Register
    - 4B.1 - Monthly Financial Report
    - 4B.2 - Warrant Register
  - 4C - *Revised* Budget Meeting Schedule (**PLEASE NOTE: THIS SCHEDULE HAS BEEN REVISED**)
  - 4D - Report of District Activities
5. Management Information Items
  - 5A - Presentation: History of District's Funding
  - 5B - Strategic Plan Reviewed by Executive Board
  - 5C - Statement of Economic Interests Form 700s Due April 1
  - 5D - AMCA Annual Conference
  - 5E - Other Information Items
6. Committee Reports: Budget & Finance Committee
7. Mid-Year Review and Approval of Budget Amendments for Fiscal Year 2010-11; and Review of Five Year Financial Model for Fiscal Years 2011-12 through 2015-16
8. Closed Session: Conference with Legal Counsel – Existing Litigation – Government Code Section 54956.9(a). In Re the Matter of McBlain; DFEH Case: E200910K1169-00-RSE/37AB014249
9. Reconvene to Open Session
10. Public Comments
11. Written Communications: Trustee Gary Thompson's Letter of Resignation
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. During 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. **ANNOUNCEMENT OF LATE COMMUNICATIONS:**

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

4. **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.

4A - **Approval of Minutes:** Approve without reading the Minutes of the 771st Meeting of the Board of Trustees held February 17, 2011, enclosed as a separate item with the agenda packet.

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

4B - **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.

4B.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 February 28, 2011.

4B.2 - **Warrant Register:**  
**Recommended Action:** Receive and file payment of Warrant Register (Exhibit II) dated March 17, 2011, in the amount of \$238,401.11 as presented by In-House Check Runs dated February 2, 10, 14, 15, and 24, 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)

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

4C- ***REVISED* Budget Meeting Schedule: PLEASE NOTE: THIS SCHEDULED HAS BEEN REVISED.**

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.

Tuesday, May 3, 2011, 11:30 a.m.

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

Wednesday, May 4, 2011, 11:30 a.m.

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

Thursday, May 19, 2011

Board Meeting – Adoption of Budget.

**Recommended Action:** Receive and File.

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

4D - **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 March 11, 2011.

**Recommended Action:** Receive and File.

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

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

**5. MANAGEMENT INFORMATION ITEMS:**

- 5A - **Presentation: History of District’s Funding:** District Manager Hearst will give a PowerPoint® presentation explaining the History of District’s Funding.
  
- 5B - **Strategic Plan Reviewed by Executive Board:** The Executive Committee met on February 28 to review the Strategic Plan Outline prepared by District Manager Hearst. The committee’s changes have been incorporated and the final Strategic Plan is attached as Exhibit A.
  
- 5C - **Statement of Economic Interests Form 700s Due April 1:** Each Trustee must complete their Statement of Economic Interests form and return to Viki Blaylock by March 31, so that the forms can be submitted to the office of the Clerk of the Board of Supervisors by April 1. (Please note that there are penalties for late filing.) If filing a hard copy, the front sheet must have an **original signature in blue ink**. Trustees may obtain the Form 700 online at: <http://www.fppc.ca.gov/forms/700-09-10/Form700-09-10.pdf>. For Electronic Filing, access the following link: <https://cobcoi.ocgov.com/edisclosure/>.

*Trustee Filing Disclosure Category is OC-01: All interests in real property in Orange County or the District, as applicable, as well as investments, business positions, and sources of income (including gifts, loans, and travel payments).*

- 5D - **AMCA Annual Conference:** Trustees are invited to attend the 77th Annual Conference of the American Mosquito Control Association (AMCA), which will be held at the Disneyland® Hotel in Anaheim from March 20 through 24, 2011. The District is making local arrangements for this event. If you are interested in attending, please notify Viki Blaylock.

**5E- Other Information Item:**

- 6. **COMMITTEE REPORTS: Budget & Finance Committee:** 1) Approval of Budget Amendments for Fiscal Year 2010-11 (Agenda Item 7); and 2) Discuss Authority and Accounting Procedures for Haster Business Park Lease Prepayments.

7. **MID-YEAR REVIEW AND APPROVAL OF BUDGET AMENDMENTS FOR FISCAL YEAR 2010-11; AND REVIEW OF FIVE YEAR FINANCIAL MODEL FOR FISCAL YEARS 2011-12 THROUGH 2015-16:** The Budget and Finance Committee met at 3:00 p.m. on February 28 to review the Mid-Year Budget and Five Year Financial Model. The Committee appointed Trustee Bailey as Chair and Trustee Freese as Vice Chair. The Committee received and filed the Mid-Year Budget Review, as well as the Five Year Financial Model, and directed staff to present only the Five Year Financial Model PowerPoint® presentation to the Board.

Mid-Year Budget Review, FY 2010-11

Operating revenues are projected to be up by approximately \$180,140 or 1.8 percent. This is partially due to property tax initially budgeted with a decrease of 2 percent. Staff has adjusted this figure to a decrease of 1 percent. The adjustment reflects information received by the County Assessor's office stating that the roll is down 0.48% from FY 2009-10.

The District's operating expenditures are up by approximately \$159,731 or 1.7 percent, compared to the budgeted figures from the beginning of the fiscal year. The increase is due in part to an additional \$60,000 required within the Scientific Technical Services Department for National Pollutant Discharge Elimination System (NPDES) coalition participation and permit fees. Permission to participate in the permit process was approved at the December 16, 2010 Board of Trustees meeting.

An adjustment in the Executive Department budget is reflected in the amount of approximately \$46,000. This is attributed to unanticipated expenses related to sick leave and vacation payout to the former district manager. Additionally, the District incurred an estimated \$20,000 in expenses directly related to the recruitment for the vacant position.

Budget Amendments, FY 2010-11

Three budget amendments are recommended by staff as part of the mid-year review:

- 1 - An appropriation is requested of \$60,000 to account 10.310.7510. This appropriation will fund the previously discussed fees required for the District to participate in NPDES process.
- 2 - A transfer from the Vehicle Replacement Fund (Fund 20) to the Facility Improvement Fund (Fund 60) in the amount of \$90,000. This transfer will be used to supply additional funding needed to complete the purchase of the Haster Business Park (approved January 2011), as well as expenses directly related to the purchase, i.e., property inspections, title reports.
- 3 - It is the recommendation of the District Manager that funding for the budgeted capital improvement projects (landscape project, parking lot improvement, solar project, and energy efficiency conversion) be allocated to the purchase of the Haster Business Park and the projects canceled. All the capital improvement projects discussed, as well as the purchase of property, are encompassed within the Facility Improvement Fund; therefore, neither a transfer nor an appropriation is required.

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**7. Mid-Year Review and Approval of Budget Amendments for Fiscal Year 2010-11; and Review of Five Year Financial Model for Fiscal Years 2011-12 through 2015-16:**  
(continued)

Five Year Financial Model

In addition to the mid-year review, staff has also updated the District's five year financial model. The model is a guide intended to be used as an aide for future financial decisions and planning. The model is merely a snapshot based on current economic conditions and will change from year to year. In order to project figures, staff must use certain assumptions. Therefore, assumed interest and property tax increase/decrease rates are used.

The first major factor addressed within the model is property tax revenue. Approximately 40 percent of the District's revenue is derived from this source. Due to the slow economic recovery in the County of Orange, staff has assumed a 0 percent change in assessed valuation for FY 2011-12. The County Auditor-Controller's office is currently estimating a change of 0 to 1 percent, plus or minus, for next fiscal year. For future years, the District has factored in a slow recovery of property tax revenue each year of the model.

With the purchase of the Haster Business Park, additional revenue attributed to tenant lease payments has been factored into the model of approximately \$370,000 each year beginning in FY 2011-12. This revenue was not included in the last two years of the model due to the possibility of renovating the property for future District improvements.

Next fiscal year the District plans on adding an additional fund entitled the Environmental Fund. Fees related to ongoing NPDES permits and other environmental compliance expenditures will be expensed out of this fund. The District would also like to partner with cities in Orange County that need funding assistance in order to address major vector related areas of concern. Expenses related to eliminating such areas of concern would be expensed from this fund as well.

The subject of retirement is addressed within the model and has a significant impact in the future financial planning of the District. The District has an ongoing relationship with the Orange County Retirement System (OCERS). When the District switched retirement systems in January 2007 from OCERS to the California Public Retirement System (CalPERS), all past service time was left with OCERS. The District contracted with CalPERS for future-time only. The District's liability for service time with OCERS is recalculated every three years as per the contract between the two agencies. The most recent "true-up" figure given to the District is approximately \$1.9 million owed for liabilities. This expenditure has been detailed in the model for FY 2011-12. The District is committed to funding its retirement liabilities with OCERS in future years. In planning for this, various significant transfers are recommended throughout the model.

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7. **Mid-Year Review and Approval of Budget Amendments for Fiscal Year 2010-11; and Review of Five Year Financial Model for Fiscal Years 2011-12 through 2015-16:**  
(continued)

Another retirement factor addressed in the model is the District's commitment to fully funding the Annual Required Contribution (ARC) regarding the post-retirement health plan (GASB 45) program. The complete ARC amount of approximately \$132,000, an additional \$50,000 towards the ARC amount, as well as premium expenses associated with the program, are accounted for as annual transfers for the duration of the model.

The model does not include any additional full-time personnel and no decreases in basic District services provided to the public. It is the recommendation of the District Manager that the District maintain the current rate for the 2004 Benefit Assessment of \$5.02 per parcel. This rate is reflected throughout the model. Overall, the model illustrates that the District is in sound financial condition and in a good position to address future needs of the District.

**Recommended Action:** It is the District Manager's recommendation that the Board of Trustees take the following action:

- 7A - Receive and file the Mid-Year Budget Review for Fiscal Year 2010-11, and the Five Year Financial Model for Fiscal Years 2011-12 through 2015-16.
- 7B - Approve the following Budget Amendments for Fiscal Year 2010-11:
  - 7B.1 - An appropriation of \$60,000 to account 10.310.7510, Operating Fund – NPDES Fees.
  - 7B.2 - A transfer from the Vehicle Replacement Fund (Fund 20) to the Facility Improvement Fund (Fund 60) in the amount of \$90,000 to assist with funding for expenses associated with the Haster Business Park property purchase.
  - 7B.3 - Cancel the following capital improvement projects: landscape project, parking lot improvement, solar project, and energy efficiency conversion. Funds related to these projects shall remain within the Facility Improvement Fund (Fund 60).

8. **CLOSED SESSION:** Adjourn to closed session to discuss:

Conference with Legal Counsel – Existing Litigation

Government Code Section 54956.9(a)

In Re the Matter of McBlain

DFEH Case: E200910K1169-00-RSE/37AB014249

9. **RECONVENE TO OPEN SESSION:**

10. **PUBLIC COMMENTS:** 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.

11. **WRITTEN COMMUNICATIONS: Trustee Gary Thompson’s Letter of Resignation:** Attached as Exhibit B is Trustee Gary Thompson’s letter of resignation from his position on the Board of Trustees, effective as of March 4, 2011.

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>
AMCA 77 <sup>th</sup> Annual Conference	Disneyland Hotel Anaheim, CA	March 20 - 24, 2011
2011 Annual Imported Fire Ant Conference	Moody Gardens Hotel Galveston, Texas	April 4 - 7, 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