

MINUTES OF THE 774TH MEETING

BOARD OF TRUSTEES

Orange County Vector Control District

TIME: 3:00 P.M., May 19, 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	Los Alamitos	Ken C. Parker
Anaheim	Lucille Kring	Mission Viejo	John Paul Ledesma
Brea	Roy Moore	Placentia	Chad P. Wanke
Buena Park	Jim Dow	San Clemente	Joe Anderson
Costa Mesa	Wendy Leece	San Juan Capistrano	Laura Freese
Dana Point	Steven H. Weinberg	Seal Beach	Michael Levitt
Fullerton	R. Paul Webb	Stanton	Al Ethans
Irvine	Dr. Steven Choi	Tustin	Al Murray
Laguna Beach	Toni Iseman	Villa Park	James Rheins
Laguna Hills	Melody Carruth	Westminster	Frank Fry, Jr.
Laguna Niguel	Robert Ming	Yorba Linda	Jim Winder
Laguna Woods	Milton W. Robbins	County of Orange	John M. W. Moorlach
La Palma	Larry A. Herman		

TRUSTEES ABSENT:

Garden Grove	Mark Rosen	Orange	Denis Bilodeau
Huntington Beach	Joe Carchio	Rancho Santa Margarita	VACANT
Lake Forest	VACANT	Santa Ana	Cecilia Aguinaga
Newport Beach	Leslie Daigle		

OTHERS PRESENT:

Michael G. Hearst, District Manager	Lawrence H. Shaw, Director of Operations
Kelly Price, Director of Administrative Services	John Newton, Vector Control Inspector II
Robert Cummings, Dir. of Scientific Technical Serv.	Julie Roma, Operations Specialist
Jared Dever, Director of Communications	Steve Koenig, Sr. Vector Control Inspector III
Amber Semrow, Biologist	Sue Koenig, Clerical Assistant
Laura Krueger, Assistant Vector Ecologist	
Debi Kimball, Accounting Supervisor	
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 3:00 p.m. and asked Trustee Kring to lead the Pledge of Allegiance.
2. **Roll Call:** Roll call indicated 25 Trustees present, with Trustees Tsunoda, Ledesma, and Freese arriving shortly thereafter, making a total of 28 out of the current Board membership of 33 (Lake Forest and Rancho Santa Margarita are 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:
 - OCVCD New Fund Balance Sheet as replacement in Proposed Budget.
5. **Consent Calendar – Items Approved by General Consent:** On motion by Trustee Kring, seconded by Trustee Weinberg, and passed by unanimous vote, the Board of Trustees approved the following Consent Calendar Items, with the exception of Agenda Item 5A, which was passed by majority vote (Abstained: Trustees Dow, Ledesma, Anderson, and Rheins).
 - 5A - **Approval of Minutes:** Approved without reading the Minutes of the 773rd Meeting of the Board of Trustees held April 21, 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 April 30, 2011.
 - 5B.2 - Received and filed approval of payment of Warrant Register dated May 19, 2011 (Exhibit II) in the amount of \$367,514.30 as presented by In-House Check Runs dated April 7, 11, 12, 21, 25, and 28, 2011.
 - 5C - **Approved the Investment Policy for Monies of Orange County Vector Control District for Fiscal Year 2011-12:** Approved Policy No. 38, entitled Orange County Vector Control District Statement of Investment Policy for Fiscal Year 2011-12. Attached as Exhibit A is the most recent Pool Money Investment Account (PMIA) Investment Policy; the Investment Policy is attached as Exhibit B. The Budget and Finance Committee met prior to the Board meeting on May 19 to discuss this item.
 - 5D - **Approved District Voting Authority to Board President for ISDOC Issues:** Approved voting authority to the Board President for all Local Agency Formation Commission and Independent Special District of Orange County matters.

(Consent Calendar continued next page)

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

5E - **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 May 13, 2011.

6. **Management Information Items:**

6A - **Interview with West Nile Virus Victim:** Jared Dever, Director of Communications, introduced and interviewed Michelle Lamo, who is a victim of West Nile virus and resides in the City of Orange.

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

7. **Committee Reports:**

7A - **Budget & Finance Committee:** Meeting at 1:00 p.m., May 19. Chair Bailey reported the Committee's actions: 1) Approved Minutes of April 21; 2) Approved Investment Policy with suggested changes; 3) Approved Resolution No. 358, District Manager as Treasurer; 4) Approved Operations Code Amendment (Adopt Ordinances) with suggested changes; 5) Approved the current Internal Financial Procedures Manual revisions; 6) Deferred to the Executive Committee the item on the Authority and Accounting Procedure for Haster Business Park Lease Prepayments; 7) Continued to the next meeting the item on the Haster Business Park Property Purchase as it Relates to Future Investments for the District; 8) Moved to leave the CalPERS and OCERS Update Issues as a standing item on the Budget & Finance Committee agendas.

7B - **Operations Committee:** Meeting at 2:00 p.m., May 19. Chair Moore reported the Committee's actions: 1) Approved District Manager's recommendation in increasing number of RIFA Seasonals; 2) Approved District Manager's Partnership Proposal and suggested the District Manager prepare a presentation at the June Board meeting.

7C - **Building, Property & Equipment Committee:** Meetings on May 11 and May 18. Chair Kring reported the Committee's actions: 1) Selected Trustee Kring as Committee Chair; 2) By unanimous vote, recommended to the Board of Trustees the approval in the 2011-2012 Fiscal Year Budget for the Meeting Room renovation project an amount not to exceed \$35,000 for the audio/visual upgrade, removal of existing cabinetry and counters, change of lighting, and purchase of reconfigurable classroom tables; 3) By unanimous vote, recommended to the Board of Trustees the approval in the 2012-2013 Fiscal Year Budget an amount not to exceed \$25,000 for the purchase of seating for the Meeting Room.

8. **Adopted Resolution No. 356, Adopting the Annual Operating Budget for Fiscal Year 2011-12:**
- 8A - On motion by Trustee Moorlach, seconded by Trustee Weinberg, and passed by unanimous vote, the Board of Trustees approved the Fiscal Year 2011-12 Budget as written, including the following budget revisions:
- 1) A revised capital outlay expense within the Executive Department (Account 10.140.8100) of \$25,000 to begin the first phase of Board Room refurbishment. The project is proposed to be phased in over the course of the next three fiscal years.
 - 2) A decrease of \$200,000 in the transfer requested from the Operating Fund (Fund 10) to the Environmental Fund (Fund 75). This amount is requested to be allocated to a new Habitat Remediation Fund (Fund 70).
 - 3) The addition of a new fund entitled Habitat Remediation Fund (Fund 70) and a \$200,000 transfer from the Operating Fund (Fund 10) into Fund 70.
 - 4) Account 10.120.7901 shall receive a change of title from "Employee Events" to "Employee Appreciation."
- 8B - On motion by Trustee Moorlach, seconded by Trustee Weinberg, and passed by unanimous vote, the Board of Trustees adopted by roll call vote Resolution No. 356 (Exhibit C), Adopting the Annual Operating Budget for Fiscal Year 2011-12 in the amount of \$10,109,990.
9. **Adopted Resolution No. 357, A Resolution Stating the Intention of the Board to Levy the Vector Surveillance and Control Assessment (District No. 1), and the Mosquito, Fire Ant and Disease Control Assessment (District No. 2) for Fiscal Year 2011-12, and Setting a Time and Place for a Hearing Regarding Such Levy:** On motion by Trustee Weinberg, seconded by Trustee Kring, and passed by majority vote, the Board of Trustees adopted Resolution No. 357 (Exhibit D), A Resolution Stating the Intention of the Board to Levy the Vector Surveillance and Control Assessment (District No. 1) (Exhibit E), and the Mosquito, Fire Ant and Disease Control Assessment (District No. 2) (Exhibit F) for Fiscal Year 2011-12, and Setting a Time and Place for a Hearing Regarding Such Levy.
- A Public Hearing will be held at the 3:00 p.m., June 16, 2011, Board of Trustees meeting. A notice of the hearing will be given by publishing a notice once, at least ten (10) days prior to the date of the hearing, in both the Orange County Register and the Los Angeles Times.
10. **Adopted Resolution No. 358, Appointment of District Manager Michael Hearst as District Treasurer:** On motion by Trustee Kring, seconded by Trustee Herman, and passed by majority vote (No: Trustee Dow), the Board of Trustees adopted Resolution No. 358, Appointing District Manager Michael Hearst as District Treasurer of the Orange County Vector Control District (Exhibit G).

11. **Adopted Amended Operations Code of the Orange County Vector Control District by Adopting 1) Ordinance No. 3/2011 Clarifying Limits on the District Manager’s Spending Authority and Restricting Employees from Obtaining Surplus District Property; and 2) Ordinance No. 4/2011 Provide for Procedures for Committee Meetings:** On motion by Trustee Weinberg, seconded by Trustee Kring, and passed by unanimous vote, the Board of Trustees amended the Operations Code of the Orange County Vector Control District by adopting 1) Ordinance No. 3/2011, Clarifying Limits on the District Manager’s Spending Authority and Restricting Employees from Obtaining Surplus District Property (Exhibit H); and 2) Ordinance No. 4/2011, Provide for Procedures for Committee Meetings (Exhibit J). The following change was made to Ordinance No. 3/2011, 4.02.030 (a):

a) Enter into contracts or amendments where the total dollar value of the ~~contract~~ transaction or series of related transactions is \$25,000 or less.

12. **Public Participation:** None.

13. **Written Communications: Trustee Richard Dixon’s Letter of Resignation:** Received and Filed: Attached as Exhibit K is Trustee Richard Dixon’s letter of resignation from his position on the Board of Trustees, effective as of April 18, 2011.

14. **Adjournment:** There being no further business for the Board’s consideration, President Brothers adjourned the meeting at 4:33 p.m. to the next regular meeting of the Board of Trustees on June 16, 2011.

I certify that the above Minutes substantially reflect the actions taken by the Board of Trustees at its meeting held May 19, 2011.

Michael G. Hearst, District Manager

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

_____ meeting held _____

ATTEST: _____
Secretary