



*An Independent Special District  
Serving Orange County Since 1947*

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# AGENDA

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## 780TH MEETING

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

**NOVEMBER 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**  
**780th Meeting, November 17, 2011**  
**Thursday, 3:00 P.M.**

**ITEMS**

**COMMITTEE MEETINGS:**

- ⇨ 1:30 P.M. – **JOINT MEETING: Executive Committee and Policy and Personnel Committee:**  
CLOSED SESSION: Conference with Labor Negotiators Pursuant to Government Code Section 54957.6. Agency Designated Representatives: Michael Hearst, Kelly Price, Steve Filarsky (Attorney at Law); Employee Organization: California School Employees Association, Chapter #2002

**MEETING – 3:00 P.M.:**

1. Pledge of Allegiance
2. Roll Call
3. Public Comments
4. Announcement of Late Communications
5. Committee Reports: Executive Committee and Policy and Personnel Committee
6. Consent Calendar – Items for Approval by General Consent
  - 6A - Approval of Minutes
  - 6B - Accept and Approve Monthly Financial Report; and Receive and File Warrant Register
    - 6B.1 - Monthly Financial Report
    - 6B.2 - Warrant Register
  - 6C - Appointment of Trustee Representatives
  - 6D - Authorize Travel to Attend the MVCAC 80th Annual Conference in Burlingame
  - 6E - Report of District Activities
7. Management Information Items
  - 7A - Introduction of New Employee
  - 7B - Grand Jury Visit
  - 7C - FPPC Complaints and Voting on Your Appointment
  - 7D - Presentation: New Requirements for NPDES Permit
  - 7E - WNV and Typhus Disease Update
  - 7F - Other Information Items
8. Appointment of Nominating Committee for 2012 Officers of the Board of Trustees
9. Authorize Request for Change in Uniform Rental Services
10. Closed Session: Public Employee Performance Evaluation: Position: District Manager. Pursuant to Government Code Section 54957
11. Open Session: Public Employee Performance Evaluation: Position: District Manager
12. Public Comments
13. Written Communications
14. Comments from the Board of Trustees
15. Other Business
16. 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:**

**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	George P. Gutman
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	Marcia Rudolph	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 is 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:**

5. **COMMITTEE REPORTS: Joint Meeting of the Executive Committee and Policy and Personnel Committee:** Meeting at 1:30 p.m., November 17. **CLOSED SESSION:**  
 1) Conference with Labor Negotiators Pursuant to Government Code Section 54957.6. Agency Designated Representatives: Michael Hearst, Kelly Price, Steve Filarsky (Attorney at Law). Employee Organization: California School Employees Association, Chapter #2002.

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

6. **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.

6A - **Approval of Minutes:** Approve without reading the Minutes of the 779th Meeting of the Board of Trustees held October 20, 2011, enclosed as a separate item with the agenda.

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

(Consent Calendar continued next page)

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

6B - **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.

6B.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 October 31, 2011.

6B.2 - **Warrant Register:**

**Recommended Action:** Receive and file payment of Warrant Register (Exhibit II) dated November 17, 2011, in the amount of \$353,739.86 as presented by In-House Check Runs dated October 6, 7, 11, 12, 13, 19, 21, and 27, 2011. (The financial information is enclosed as a separate item with the agenda packet.)

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

6C - **Appointment of Trustee Representatives:** The following cities with communication dates shown have appointed a representative for their city for the next two or four year term of office.

<u>Trustee Representative</u>	<u>Governing Body</u>	<u>Date of Communication</u>
Doug Bailey	Cypress	(None to date)
R. Paul Webb	Fullerton	(None to date)
Joe Carchio	Huntington Beach	(None to date)
Dr. Steven Choi	Irvine	(None to date)
Melody Carruth	Laguna Hills	(None to date)
Marcia Rudolph	Lake Forest	(None to date)
Larry A. Herman	La Palma	(None to date)
Ken C. Parker	Los Alamitos	(None to date)
John Paul Ledesma	Mission Viejo	(None to date)
Joe Anderson	San Clemente	(None to date)
Cecilia Aguinaga	Santa Ana	(None to date)
James Rheins	Villa Park	(None to date)

**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]

(Consent Calendar continued next page)

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

6D - **Authorize Travel to Attend the MVCAC 80th Annual Conference in Burlingame:** Staff is requesting approval for travel to attend the Mosquito and Vector Control Association of California (MVCAC) 80th Annual Conference to be held January 29 - February 1, 2012, in Burlingame, California. It is the policy of the Board of Trustees to send to this conference Trustees who are officers of the Board of Trustees, Board of Directors of MVCAC, or committee members of MVCAC, and up to five (5) additional interested Trustees. The President of the Board of Trustees shall subsequently select the five (5) Trustees. There are 13 employees scheduled to attend this meeting, of which three (3) will be making presentations. The total expenditures for staff travel are estimated to be \$11,000 and \$1,000 for each Trustee attending. To date, Trustees requesting to attend are President Brothers.

**Recommended Action:** It is the District Manager’s recommendation that the Board of Trustees authorize travel for Board President Brothers and selected Trustees; District Manager Hearst; one (1) staff from Department of Administrative Services; two (2) staff from Communications; five (5) staff from Scientific Technical Services; and four (4) staff from Operations to attend the 80th Annual Conference of the Mosquito and Vector Control Association of California to be held January 29 - February 1, 2012, at the Hyatt Burlingame in Burlingame, California.

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

6E - **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 November 11, 2011.

**Recommended Action:** Receive and File.

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

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

**7. MANAGEMENT INFORMATION ITEMS:**

- 7A - **Introduction of New Employee:** Lawrence Shaw, Director of Operations, will introduce John Savage, Vector Control Inspector II.
- 7B - **Grand Jury Visit:** Michael Hearst, District Manager, will review the Grand Jury visit.
- 7C - **FPPC Complaints and Voting on Your Appointment:** In the past few days an issue has arisen with many city council appointments to various committees and governing bodies. The issue is that under Fair Political Practices Commission (FPPC) regulations you cannot vote on your own appointment if the dollar value exceeds the \$250 threshold in a 12 month period. As a result many public agencies are revising their appointments to various committees and governing bodies to allow the appointed member to abstain on the vote. This is a very recent and fast breaking matter, so this item is provided as a placeholder to allow an update at the Board meeting.
- 7D - **Presentation: New Requirements for NPDES Permit:** Amber Semrow, Biologist, will give a PowerPoint® presentation on the new requirements for the National Pollutant Discharge Elimination System (NPDES) permit.
- 7E - **WNV and Typhus Disease Update:** Robert Cummings, Director of Scientific Technical Service, will give a brief update on the diseases affecting Orange County.
- 7F - **Other Information Items:**

8. **APPOINTMENT OF NOMINATING COMMITTEE FOR 2012 OFFICERS OF THE BOARD OF TRUSTEES:** Section 3.02.060 of the District Operations Code (Bylaws) provided, in part, as follows:

"3.02.060: Election of Officers: Board officers shall be elected annually, with the election held at the regular meeting in the month of January.

"For conducting the election, the presiding officer shall appoint a Nominating Committee at the December Board meeting. The Nominating Committee shall recommend one candidate for each office at the January meeting. Recommendation of the Nominating Committee shall be included in the January Agenda, which shall be mailed to each Trustee prior to the January meeting of the Board of Trustees. Nominations can be made from the floor. Each board member shall have one vote. New officers shall assume their positions and responsibilities at the January meeting."

At the October 20, 2011 Board meeting, President Brothers recommended to the Board that the appointment of the nominating committee occur one month earlier to allow more time for this process; consequently, the Nominating Committee appointment is being conducted at the November Board meeting.

**Recommended Action:** Appointment of the Nominating Committee by President Brothers.

Nominating Committee for the 2012 Officers

Trustee

Appointing Agency

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

9. **AUTHORIZE REQUEST FOR CHANGE IN UNIFORM RENTAL SERVICES:** The District’s current contract with Prudential Overall Supply for uniforms, lab coats, shop rags, and floor mats has expired. A Request for Proposal (RFP) was prepared by staff for bids from additional uniform companies to provide similar products. The RFP was posted on September 12, 2011, and the bid closing and opening was held on September 26, 2011. The three proposals received were reviewed in detail by staff and are considered qualified proposals. A spread sheet highlighting the three companies that submitted proposals is attached as **Exhibit A**. This is a three year contract, which states there shall not be more than a 1 percent price increase annually. The contract has been reviewed and approved by District Council. These services have been budgeted in the 2011-2012 Budget. The following three bids reflect an annual cost:

<u>Company</u>	<u>Annual Cost</u>
G & K Services	\$14,721.20
Prudential Overall Supply	\$16,447.60
Cintas Corporation	\$16,740.88

**Recommended Action:** It is the District Manager’s recommendation that the Board of Trustees authorize staff to award the three year uniform contract to G & K Services for a cost of \$14,721.20 per year; increases not to exceeding 1 percent annually.

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

10. **CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**  
 Position: District Manager

Pursuant to Government Code Section 54957, the Board of Trustees will meet to discuss the evaluation of the District Manager. An Annual Performance Evaluation form is enclosed as a separate item with the agenda packet.

11. **OPEN SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**  
 Position: District Manager

12. **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.

13. **WRITTEN COMMUNICATIONS:**

14. **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.

15. **OTHER BUSINESS:**

16. **ADJOURNMENT:**

**ORANGE COUNTY VECTOR CONTROL DISTRICT  
MEETING CALENDAR**

<b>MEETING</b>	<b>LOCATION</b>	<b>DATE</b>
MVCAC 80 <sup>th</sup> Annual Conference	Hyatt Burlingame Burlingame, CA	January 29 - February 1, 2012
AMCA	Hilton Austin, TX	February 26 - March 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