



*An Independent Special District
Serving Orange County Since 1947*

AGENDA

782ND MEETING

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

**JANUARY 19, 2012
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
782nd Meeting, January 19, 2012
Thursday, 3:00 P.M.

ITEMS

COMMITTEE MEETINGS:

- ⇨ 1:15 P.M. – **JOINT MEETING: Executive Committee/Policy & Personnel Committee: CLOSED SESSION:** Conference with Labor Negotiators (Gov. Code Section 54957.6). Agency Designated Representatives: Michael Hearst, Kelly Price, Steve Filarsky (Attorney at Law); Employee Organization: California School Employees Association, Chapter #2002 (Item No.14)
- ⇨ 2:15 P.M. – **Budget & Finance Committee:** 1) Approve Minutes of the December 15 Committee Meeting; 2) Review Annual Audit for 2010-11 (Item No. 11);

MEETING – 3:00 P.M.:

1. Pledge of Allegiance
2. Roll Call
3. Public Comments
4. Announcement of Late Communications
5. Appointment of Trustee Representatives
6. Recognition of Outgoing Trustees
7. Trustees Completing 15 Years of Service
 - 7A - Trustee Ethans from the City of Stanton Completes 15 Years of Service
 - 7B - Trustee Webb from the City of Fullerton Completes 15 Years of Service
8. Committee Reports:
 - 8A - Joint Meeting: Executive Committee/Policy & Personnel Committee
 - 8B - Budget & Finance Committee
9. Consent Calendar – Items for Approval by General Consent
 - 9A - Approval of Minutes
 - 9A.1 - Minutes of the November 17, 2012 Meeting
 - 9A.2 - Minutes of the December 15, 2012 Meeting
 - 9B - Accept and Approve Monthly Financial Report; and Receive and File Warrant Register
 - 9B.1 - Monthly Financial Report
 - 9B.2 - Warrant Register
 - 9C - Authorize Travel to Attend the 25th Vertebrate Pest Conference in Monterey, CA
 - 9D - Board of Trustees Committee Assignments
 - 9E - 2011 Trustee Attendance Report
 - 9F - Report of District Activities
10. Management Information Items
 - 10A - Vector-borne Disease Update
 - 10B - Other Information Items
11. Accept Basic Financial Statements Dated June 30, 2011, Management Compliance Letter, and Audit Committee Letter for 2010-11 Annual Audit
12. Adopt Resolution No. 362, Authorizing the Destruction of Certain Documents
13. CLOSED SESSION: Public Employee Performance Evaluation: Position: District Manager. Pursuant to Government Code Section 54957
14. CLOSED SESSION: Conference with Labor Negotiators (Gov. Code Section 54957.6). Agency Designated Representatives: Michael Hearst, Kelly Price, Steve Filarsky (Attorney at Law); Employee Organization: California School Employees Association, Chapter #2002
15. Open Session: Report of Any Required Disclosures of Action in Closed Session
16. Report of Nominating Committee
17. Election of Officers
18. Recognition of Outgoing President
19. Written Communications
20. Comments from the Board of Trustees
21. Other Business
22. 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:

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	Gerri Graham-Mejia
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	Jim Dahl
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	Joel Lautenschleger	Tustin	Al Murray
Laguna Niguel	Robert Ming	Villa Park	Bob Fauteux
Laguna Woods	Milton W. Robbins	Westminster	Frank Fry, Jr.
Lake Forest	Marcia Rudolph	Yorba Linda	Jim Winder
La Palma	Steve Hwangbo	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 or items of interest 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. **APPOINTMENT OF TRUSTEE REPRESENTATIVES:** The terms of office for the Trustees listed below ended on December 31, 2011. Upon directions from the Board of Trustees, correspondence was sent to the following governing bodies asking for the appointment of a representative to serve on the Board of Trustees. The District has received communications from the following governing bodies indicating the appointment of a representative for the next two or four year term of office.

<u>Trustee Representative</u>		<u>Governing Body</u>	<u>Date of Communication</u>
<u>Current</u>	<u>Appointed</u>		
(Term Ends 12-31-11)			
Joe Carchio	Joe Carchio	Huntington Beach	December 22, 2012 (2 yrs.)
Dr. Steven Choi	Dr. Steven Choi	Irvine	January 11, 2012 (2 yrs.)
Larry A. Herman	Steve Hwangbo	La Palma	January 5, 2012 (2 yrs.)
Joe Anderson	Jim Dahl	San Clemente	December 21, 2012 (2 yrs.)
James Rheins	Bob Fauteux	Villa Park	December 19, 2012 (2 yrs.)
R. Paul Webb		Fullerton	(None to date)
John Paul Ledesma		Mission Viejo	(None to date)

Recommended Action: Receive and file the communications received from the cities listed above advising the Board of their appointment of a representative for the next two or four year term of office.

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

6. **RECOGNITION OF OUTGOING TRUSTEES:** Board President Brothers will present plaques to outgoing Trustees.

- Larry A. Herman, City of La Palma - 25 years; term began in 1987
- Joe Anderson, City of San Clemente - 14 years; term began in 1998
- Melody Carruth, City of Laguna Hills - 4 years; term began in 2008
- James Rheins, City of Villa Park - 3-1/2 years; term began in 2008

7. TRUSTEES COMPLETING 15 YEARS OF SERVICE:

7A - Trustee Ethans from the City of Stanton Completes 15 Years of Service: Trustee Al Ethans, from the City of Stanton, completed 15 years of service on the Board of Trustees. Trustee Ethans was appointed to the Board in January 1997. During the past 15 years he has served as Board President in 2008, Vice President in 2007, and Secretary in 2006, and has served on the following committees: Executive; Policy and Personnel; Building, Property and Equipment; Supplemental Services; and Vehicle. Trustee Ethans has attended 170 of the 181 meetings of the Board for a 94 percent attendance record. Board President Brothers will present a 15 year service certificate to Trustee Ethans at the Board meeting.

7B - Trustee Webb from the City of Fullerton Completes 15 Years of Service: Trustee R. Paul Webb, from the City of Fullerton, completed 15 years of service on the Board of Trustees. Trustee Webb was first appointed to the Board in September 1995 to represent the County-at-Large and completed his term in January 2009. He was appointed in April 2010 to represent the City of Fullerton. During his 15 years of service he served as Board President in 2002, Vice President in 2001, and Secretary in 2000, and has served on the following committees: Operations; Policy and Personnel; Budget and Finance; and Fire Ant. Trustee Webb has attended 150 of the 183 meetings of the Board for an 82 percent attendance record. Board President Brothers will present a 15 year service certificate to Trustee Webb at the Board meeting.

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

8. COMMITTEE REPORTS:

8A - JOINT MEETING: Executive Committee/Policy & Personnel Committee: Meeting at 1:15 p.m., January 19: 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 (Item No. 14).

8B - Budget & Finance Committee: Meeting at 2:15 p.m., January 19: 1) Approve the Minutes of the December 15 Committee Meeting; 2) Review Annual Audit for 2010-11 (Item No. 11).

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

9. **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.

9A - **Approval of Minutes:**

9A.1 - **Minutes of the November 17, 2011 Meeting:** Approve without reading the Minutes of the 780th Meeting of the Board of Trustees held November 17, 2011. At the December 15 Board meeting, Trustee Ming asked that the Monthly Financial Report and Warrant Register item be tabled and amended to include Trustee financial comments and brought back to the next meeting for Board approval. No amendments were in order since there was no discussion on the Financial Report or Warrant Register at the November Board meeting. However, in the future, minutes will indicate more detail to particular financial items when noticed.

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

9A.2 - **Minutes of the December 15, 2011 Meeting:** Approve without reading the Minutes of the 781st Meeting of the Board of Trustees held December 15, 2011, enclosed as a separate item with the agenda.

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

9B - **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.

9B.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, 2011.

9B.2 - **Warrant Register:**

Recommended Action: Receive and file payment of Warrant Register (Exhibit II) dated January 19, 2012, in the amount of \$521,271.26 as presented by In-House Check Runs dated December 1, 6, 15, 20, and 29, 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)

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

- 9C - **Authorize Travel to Attend the 25th Vertebrate Pest Conference in Monterey, CA:**
The 25th Vertebrate Pest Conference is being held in Monterey, California, on March 5 - 8, 2012, at the Portola Hotel. Employees requesting to attend this conference are District Manager Hearst; Vector Control Inspector IIIs Koenig, Reinig, Martinez, and Drews; and one staff member from Scientific Technical Services. The cost for this conference is \$1,100 per person, which has been budgeted.

Recommended Action: It is the District Manager's recommendation that the Board of Trustees authorize travel for six staff members to attend the 25th Vertebrate Pest Conference in Monterey, California, on March 5 - 8, 2012, and authorize total travel expenses in the amount of \$6,600.

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

- 9D - **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 1.** 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]

- 9E - **2011 Trustee Attendance Report:** Receive and File: 2011 Board of Trustees Attendance Report, attached as **Exhibit A**.

Recommended Action: Receive and File.

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

- 9F - **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 13, 2012.

Recommended Action: Receive and File.

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

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

10. **MANAGEMENT INFORMATION ITEMS:**

10A - **Vector-borne Disease Update:** Robert Cummings, Director of Scientific Technical Services, will give a brief update on the vector-borne diseases affecting Orange County.

10B - **Other Information Items:**

11. **ACCEPT BASIC FINANCIAL STATEMENTS DATED JUNE 30, 2011, MANAGEMENT COMPLIANCE LETTER, AND AUDIT COMMITTEE LETTER FOR 2010-11 ANNUAL AUDIT:** The District's contracted accounting firm, Lance, Soll & Lunghard (LSL), has completed the 2010-11 annual audit. In addition to the audited financial statements (**Exhibit B**), results are transmitted through the compliance and audit committee letters (**Exhibits C and D**). Both are composed by the auditors.

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 the District's 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 2:15 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, 2011 prepared by Lance, Soll & Lunghard, LLP; Management Compliance Letter; and Audit Committee Letter for 2010-11 Annual Audit.

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

12. **ADOPT RESOLUTION NO. 362, AUTHORIZING THE DESTRUCTION OF CERTAIN DOCUMENTS:** The Board of Trustees has established certain procedures for the destruction of records as set forth in District Operations Code Chapter 5.02, according to Government Code Section 60200 et seq. which provides that the legislative body of a special district may authorize the destruction of certain categories of records by resolution. The District's disposal of records is according to Government Code and includes invoices and copies of the District's accounts payable reports, time sheet reports and records, operational reports and records, and duplicate records, papers, and documents. All of these items have been scanned into a document data base and the time allotment for keeping these original documents has passed.

Recommended Action: It is the District Manager's recommendation that the Board of Trustees adopt Resolution No. 362, Authorizing the Destruction of Certain Documents (**Exhibit E**).

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

13. **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.

14. **CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATORS**
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.

(Enclosed with the agenda packet is information for this Closed Session item.)

15. **OPEN SESSION:** Report of Any Required Disclosures of Action in Closed Session.

16. **REPORT OF NOMINATING COMMITTEE:** At the November 16, 2011 Board of Trustees meeting, President Brothers appointed Trustees Kring, Moore, Carchio, and Freese to the Nominating Committee. The Nominating Committee met and will give its report at the Board meeting, announcing one nominee for each office of the Board of Trustees to serve in 2012.

President: _____

Vice-President: _____

Secretary: _____

[Staff Contact: C. Brothers]

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

18. **RECOGNITION OF OUTGOING PRESIDENT:** Incoming President will present a plaque to Outgoing President Brothers.

19. **WRITTEN COMMUNICATIONS:**

20. **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.

21. **OTHER BUSINESS:**

22. **ADJOURNMENT:**

**ORANGE COUNTY VECTOR CONTROL DISTRICT
MEETING CALENDAR**

MEETING	LOCATION	DATE
MVCAC 80 th Annual Conference	Hyatt Burlingame Burlingame, CA	January 29 - February 1, 2012
CSMFO Annual Conference	Disneyland Hotel Anaheim, CA	February 24 - March 2, 2012
AMCA	Hilton Austin, TX	February 26 - March 1, 2012
25 th Vertebrate Pest Conference	Portola Hotel at Monterey Bay Monterey, CA	March 5 - 8, 2012
RIFA Conference	Nashville, TN	April 16 - 19, 2012
LCC Annual Conference	San Diego Conference Center San Diego, CA	September 5 - 7, 2012
ESA Annual Conference	Knoxville, TN	November 11 - 14, 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