



*An Independent Special District  
Serving Orange County Since 1947*

---

# AGENDA

---

## 741ST MEETING

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

**AUGUST 21, 2008  
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**  
**741st Meeting, August 21, 2008**  
**Thursday, 3:00 P.M.**

**ITEMS**

**COMMITTEE MEETINGS:**

⇒ None

**REGULAR MEETING – 3:00 P.M.:**

1. Pledge of Allegiance
2. Roll Call
3. Introduction of Visitors
4. Public Participation
  - 4A - Diane Singer – Democratic Candidate for State Assembly, 60<sup>th</sup> District
  - 4B - Other Public Speakers
5. District Manager Information Items
  - 5A - Fire Ant Program Overview
  - 5B - WNV Update
  - 5C - Other Information Items
6. Consent Calendar Items – Items for Approval by General Consent
  - 6A - Approval of 2008-09 Investment Policy for Monies of Orange County Vector Control District
  - 6B - 2008 Biennial Review of Conflict of Interest Code; Adoption of Resolution No. 330 Amending the District’s Conflict of Interest Code by Adopting Appendix
  - 6C - Approve Laboratory Specialist Job Description; and Adopt Resolution No. 331, “Amending Personnel and Salary Resolution No. 321 to Approve Laboratory Specialist Position”
  - 6D - Authorize Travel to Attend the SOVE 40<sup>th</sup> Annual Conference in Fort Collins, Colorado
  - 6E - Authorize Travel to Attend the CalPERS Educational Forum in Indian Wells
  - 6F - Report of District Activities
7. Approval of Minutes
8. Accept and Approve Monthly Financial Report; and Receive and File Warrant Register
  - 8A - Monthly Financial Report
  - 8B - Warrant Register
9. Authorize the Appropriation of \$20,000 to Account 10.510.7603 for WNV Radio Media Campaign; and Approve Fund Transfer from the Emergency Vector Fund
10. Written Communications
11. Comments from the Board of Trustees
12. Other Business
13. 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:** To be lead by Trustee Bella (Alternate: Trustee Levitt).

2. **ROLL CALL:**

Stanton	Al Ethans, President		
Cypress	Sandra Montez, Vice-President		
San Clemente	Joe Anderson, Secretary		
Aliso Viejo	Phillip B. Tsunoda	Lake Forest	Jean D. Jambon
Anaheim	Lucille Kring	La Palma	Larry A. Herman
Brea	Roy Moore	Los Alamitos	Ken C. Parker
Buena Park	Jim Dow	Mission Viejo	Gail Reavis
Costa Mesa	Wendy Leece	Newport Beach	Dr. Virginia L. Barrett
Dana Point	Wayne Rayfield	Orange	Denis Bilodeau
Fountain Valley	Cheryl Brothers	Placentia	Greg Sowards
Fullerton	Sharon Quirk	Rancho Santa Margarita	Gary Thompson
Garden Grove	Dr. Sheldon S. Singer	San Juan Capistrano	Laura Freese
Huntington Beach	Joe Carchio	Santa Ana	Fred S. Bella
Irvine	Rosemary Dugard	Seal Beach	Michael Levitt
Laguna Beach	Toni Iseman	Tustin	Lou Bone
Laguna Hills	Melody Carruth	Villa Park	James Rheins
Laguna Niguel	Joe Brown	Westminster	Frank Fry, Jr.
Laguna Woods	Dr. Robert Bouer	Yorba Linda	Jim Winder
La Habra	James Gomez	County of Orange	R. Paul Webb

3. **INTRODUCTION OF VISITORS:**

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.

4A - **Diane Singer:** Diane Singer, Democratic Candidate for State Assembly, 60<sup>th</sup> District.

4B - **Other Public Speakers:**

5. **DISTRICT MANAGER INFORMATION ITEMS:**

5A - **Fire Ant Program Overview:** Charlie Cassidy, Vector Control Inspector III, will give an overview of the Fire Ant Program.

5B - **WNV Update:** Robert Cummings, Director of Scientific Technical Services, will give an update on West Nile virus (WNV).

5C - **Other Information Items:**

\*\*\*\*\*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 2008-09 Investment Policy for Monies of Orange County Vector Control District:** The District investment policy is approved each fiscal year. The investment policy ensures the compliance with the California Government Code regarding investing and providing clear guidance for the District’s investment of all monies. This regulation applies to all financial assets of the Orange County Vector Control District for fiscal year 2008-09. The policy was first adopted in June 2006. There are no recommended changes to the policy for fiscal year 2008-09.

**Recommended Action:** It is the District Manager’s recommendation that the Board of Trustees approve the amendment of Policy No. 38, entitled “Orange County Vector Control District Statement of Investment Policy for Fiscal Year 2008-09” (Exhibit A).

[Staff Contact: G. Goedhart. Phone: (714) 971-2421, Ext. 115]

6B - **2008 Biennial Review of Conflict of Interest Code; Adoption of Resolution No. 330 Amending the District’s Conflict of Interest Code by Adopting Appendix:** The Political Reform Act requires every local government to review its Conflict of Interest Code biennially to determine if it is accurate or, alternatively, that the code must be amended. Once the determination has been made, a notice must be submitted to the code reviewing body no later than October 1 of even-numbered years. The Orange County Board of Supervisors is the code reviewing body for the District. The State Model Code was adopted by the District in 1995; therefore, it is only necessary for the District to submit changes in the Appendix of the Code. There are no changes to the appendix. Attached as Exhibit B is Resolution No. 330, entitled “Amending Conflict of Interest Code Resolution No. 213 by Adopting Appendix Thereto.”

**Recommended Action:** It is the District Manager’s recommendation that the Board of Trustees adopt Resolution No. 330, entitled “Amending Conflict of Interest Code Resolution No. 213 by Adopting Appendix Thereto.”

[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)

**6C - Approve Laboratory Specialist Job Description; and Adopt Resolution No. 331, Amending Personnel and Salary Resolution No. 321 to Approve Laboratory Specialist Position:** The Scientific Technical Services Department has budgeted a full-time Laboratory Specialist position for Fiscal Year 2008 - 2009 to manage biological data, deal with requests from the public, and carry out a variety of clerical duties and other administrative functions. This position will consolidate the work currently performed by several part-time personnel and improve the efficiency of the Scientific Technical Services Department. The job description for the Laboratory Specialist is attached as Exhibit C. The pay range for this position will be A-44 (\$3,813 to \$4,737 per month).

**Recommended Action:** It is the District Manager’s recommendation that the Board of Trustees:

- (1) - Approve the Laboratory Specialist job description (Exhibit C);
- (2) - Adopt Resolution No. 331 (Exhibit D) entitled, “Amending Personnel and Salary Resolution No. 321 to Approve Laboratory Specialist Position.”

[Staff Contact: B. Cummings. Phone: (714) 971-2421 Ext. 138]

**6D - Authorize Travel to Attend the SOVE 40th Annual Conference in Fort Collins, Colorado:** The Society for Vector Ecology (SOVE) 40th Annual Conference will be held in Fort Collins, Colorado, on September 28 - October 2, 2008. It has been the history of the District to send its technical staff to the SOVE conferences because the meetings cover the whole breadth of vector ecology. The estimated total cost for five employees to attend the conference is \$6,600, which is included in the 2008-09 Budget.

**Recommended Action:** It is the District Manager’s recommendation that the Board of Trustees authorize travel for Assistant District Manager/Director of Operations Shaw, Vector Ecologists Bennett and Velten, Microbiologist Fogarty, and Public Outreach Coordinator Pett to attend the Society for Vector Ecology 40th Annual Conference in Fort Collins, Colorado, on September 28 - October 2, 2008.

[Staff Contact: G. Goedhart. Phone: (714) 971-2421, Ext. 115]

(Consent Calendar continued next page)

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

6E - **Authorize Travel to Attend the CalPERS Educational Forum in Indian Wells:** Staff has requested that the Human Resources Specialist attend the California Public Employees Retirement System (CalPERS) Educational Forum in Indian Wells on October 26 - 29, 2008. The estimated cost of the conference is \$1,200, which is included in the 2008-09 Budget.

**Recommended Action:** It is the District Manager’s recommendation that the Board of Trustees authorize travel for Human Resources Specialist Rehders to attend the CalPERS Educational Forum in Indian Wells on October 26 - 29, 2008.

6F - **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 August 15, 2008.

**Recommended Action:** Receive and File.

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

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

7. **APPROVAL OF MINUTES:** Approve without reading the Minutes of the 740th Meeting of the Board of Trustees held July 17, 2008, enclosed as a separate item with the agenda.

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

8. **ACCEPT AND APPROVE MONTHLY FINANCIAL REPORT; AND RECEIVE AND FILE WARRANT REGISTER:** Gerard Goedhart, District Manager, will present the financial report and warrant register, and address any questions the Board may have regarding these reports.

8A - **Monthly Financial Report:**

**Recommended Action:** Accept for inclusion as Exhibit I, the Orange County Vector Control District Monthly Financial Report for the period ending July 31, 2008.

8B - **Warrant Register:**

**Recommended Action:** Receive and file payment of Warrant Register (Exhibit II) dated August 21, 2008, in the amount of \$879,521.36 as presented by In-House Check Runs dated July 2, 3, 7, 8, 17, 21, 22, 24, 28, and 31, 2008. (The financial information is enclosed as a separate item with the agenda packet.)

[Staff Contact: G. Goedhart. Phone: (714) 971-2421, Ext. 115]

9. **AUTHORIZE THE APPROPRIATION OF \$20,000 TO ACCOUNT 10.510.7603 FOR WNV RADIO MEDIA CAMPAIGN; AND APPROVE FUND TRANSFER FROM EMERGENCY VECTOR FUND:** Over the past several weeks, the West Nile virus (WNV) situation facing the Southern California region has intensified. As part of the strategy to address this significant public health issue for the region, vector control agencies have committed to funding a radio media campaign to remind the public to take proper precautions against exposure to mosquitoes carrying the West Nile virus. In the past, funding for this outreach program has been provided by the State, but there will be no State funding for West Nile virus this year.

Utilizing the District Manager's authority through the purchasing policy, the District has committed \$20,000 towards the radio campaign. As a follow-up to this action, the Board is requested to formally appropriate \$20,000 to account 10.510.7603, and to authorize a fund transfer of \$20,000 from the Emergency Vector Fund to the Operating Fund.

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

9A - Authorize the appropriation of \$20,000 from the Emergency Vector Fund to account 10.510.7603 (Advertising);

9B - Approve a fund transfer of \$20,000 from the Emergency Vector Fund to the Operating Fund.

[Staff Contact: G. Goedhart. Phone: (714) 971-2421 Ext. 115]

10. **WRITTEN COMMUNICATIONS:**

11. **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.

12. **OTHER BUSINESS:**

13. **ADJOURNMENT:** Next Regular Board of Trustees Meeting, September 18, 2008.

**ORANGE COUNTY VECTOR CONTROL DISTRICT**

**MEETING CALENDAR**

<b>MEETING</b>	<b>LOCATION</b>	<b>DATE</b>
SOVE Annual Conference	Hilton Hotel Fort Collins, Colorado	September 28 - October 2, 2008
CalPERS Educational Forum	Indian Wells, CA	October 26 - 29, 2008
MVCAC Fall Meeting	Embassy Suites Lake Tahoe	October 29 - November 1, 2008
MVCAC 77 <sup>th</sup> Annual Conference	Burlingame, CA	January 23 - 29, 2009
AMCA Annual Conference	New Orleans, LA	April 5 - 9, 2009

- 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
- 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