



*An Independent Special District
Serving Orange County Since 1947*

AGENDA

735TH MEETING

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

**FEBRUARY 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
735th Meeting, February 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
5. Recognition of Natalie “Lee” Klein for Her Service to the District
6. District Manager Information Items
7. Consent Calendar Items – Items for Approval by General Consent
 - 7A - Approve Contract with SCI Consulting Group for Professional Consulting, Engineering and Levy Administration Services to the Orange County Vector Control District
 - 7B - Budget Preparation Schedule
 - 7C - Approval of Board of Trustees Committee Assignments for 2008
 - 7D - Report of District Activities
8. Approval of Minutes
9. Accept and Approve Monthly Financial Report; and Receive and File Warrant Register
 - 9A - Monthly Financial Report
 - 9B - Warrant Register
10. Approve Resolution No. 323 Adopting a Fee Schedule for Services Provided Outside the District
11. Receive and File Mid-Year Budget Review for Fiscal Year 2007/08; Five Year Financial Model for Years 2008-09 through 2012-2013
12. Approve Office Lease Agreement; Right-of-First-Refusal Agreement; and Appropriation of \$100,000 from the Facility Improvement Fund
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.

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:** To be lead by Trustee Barrett (Alternate: Trustee Bilodeau).

2. **ROLL CALL:**

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

5. **RECOGNITION OF NATALIE “LEE” KLEIN FOR HER SERVICE TO THE DISTRICT:** Board President Ethans will present a plaque to outgoing Trustee Natalie “Lee” Klein.

6. DISTRICT MANAGER INFORMATION ITEMS:

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

7. **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.

7A - Approve Contract with SCI Consulting Group for Professional Consulting, Engineering and Levy Administration Services to the Orange County Vector Control District: SCI is the consulting firm the District has employed since April 2004 to administer the District’s benefit assessment and related annual engineer reports associated with the levys. The current contract expires as of fiscal year 2007-08. SCI is proposing a new three year contract spanning fiscal years 2008-09 through 2010-11. The new contract (Exhibit A) would cover the exact same services the District has been receiving from the firm and would not include any rate increase for those services.

Rates for the previous contract were as follows: FY 2004-05, \$27,500; FY 2005-06, \$28,500; FY 2006-07, \$27,500; and FY 2007-08, \$26,500. SCI is proposing a rate of \$26,500 for each fiscal year spanning years 2008-09 through 2010-11.

The District’s Purchasing Resolution No. 278, Section II, Bidding Regulations, states that bidding is not required when services of specialized professionals are necessary. Therefore, staff is recommending the three year renewal proposal.

Recommended Action: It is the District Manager’s recommendation that the Board of Trustees approve the contract with SCI Consulting Group for Professional Consulting, Engineering and Levy Administration Services to the Orange County Vector Control District at a rate of \$26,500 per year for three years for a total cost of \$79,500 for 2008-09, 2009-10, and 2010-11.

(Consent Calendar Continued Next Page)

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

7B - **Budget Preparation Schedule:** The following schedule is presented to show dates for Budget review and approval for Fiscal Year 2008-09.

Wednesday, March 19

Mail Out Proposed Budgets to Board of Trustees.

Wednesday, March 26, 11:30 a.m.

Budget & Finance Committee Meeting to Review Proposed Budget.

Thursday, April 17

Board Meeting – Adoption of Budget.

Recommended Action: Receive and File.

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

7C - **Approval of Committee Assignments for 2008:** Approve the committee assignments for 2008 as listed in Exhibit B. This has been compiled from a questionnaire. New committees will commence in March.

Recommended Action: It is the District Manager’s recommendation that the Board of Trustees approve the committee assignments for 2008.

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

7D - **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 February 15, 2008.

Recommended Action: Receive and File.

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

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

8. **APPROVAL OF MINUTES:** Approve without reading the Minutes of the 734th Meeting of the Board of Trustees held January 17, 2008, enclosed as a separate item with the agenda.

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

9. **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.

9A - **Monthly Financial Report:**

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

9B - **Warrant Register:**

Recommended Action: Receive and file payment of Warrant Register (Exhibit II) dated February 21, 2008, in the amount of \$372,300.10 as presented by In-House Check Runs dated January 4, 8, 9, 17, 22, 23, and 30, 2008. (The financial information is enclosed as a separate item with the agenda packet.)

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

10. **APPROVE RESOLUTION NO. 323 ADOPTING A FEE SCHEDULE FOR SERVICES PROVIDED OUTSIDE THE DISTRICT:** The District's Scientific and Technical Services Department has the resources to provide laboratory testing services for several vector-borne diseases to outside governmental agencies. The State of California does not provide year-round disease surveillance services for all types of diagnostic tests that the District's lab can perform. Additionally, most mosquito and vector control districts do not have the required laboratory expertise that Orange County Vector Control District can provide.

The District has prepared Resolution No. 323, Adopting a Fee Schedule for Services Provided Outside the District (Exhibit C), which outlines the types of laboratory tests that can be provided to outside agencies and the cost of each. The cost associated with each item includes District overhead. Interested agencies will be charged the cost of each test, as shown in the attached resolution, as well as be responsible for all shipping expenses associated with the transport of all samples.

Recommended Action: It is the District Manager's recommendation that the Board of Trustees approve Resolution No. 323, Adopting a Fee Schedule for Services Provided Outside the District.

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

11. **RECEIVE AND FILE MID-YEAR BUDGET REVIEW FOR FISCAL YEAR 2007-08; FIVE YEAR FINANCIAL MODEL FOR FISCAL YEARS 2008-09 THROUGH 2012-13:** Staff has prepared a mid-year budget review for the current fiscal year, along with a five year financial model for fiscal years 2008-09 through 2012-13. For the mid-year review, the District has not experienced any significant deviations in regards to revenues or expenditures.

The District's operating expenditures are down slightly [approximately \$30,000 (0.3%)] compared to the budgeted figures from the beginning of the fiscal year. Revenues are projected to be as budgeted. The operating fund reserve is estimated to be over \$2.7 million and the District will enter fiscal year 2008-09 with prudent fund balances.

In addition to the mid-year, 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. In order to project figures, staff must use certain assumptions. Therefore, an assumed rate of inflation, interest and property tax growth rates are used.

The model includes the addition of one full-time clerical position within the Scientific Technical Services Department, the fully funded lease agreement for office space within the adjacent property, an assumed OCERS settlement of \$1.2 million, and the anticipated expenditure of \$3.2 million for phase I of the District's facility improvement plan. Staff has also included a decrease to the benefit assessment rate to \$5.10 per parcel from \$5.14.

The model will show that the District continues to address its obligation to the retiree medical liability for the future and will also have funding for future facility needs. Overall, the model illustrates that the District is in sound financial condition with prudent reserves and adequate funding for ongoing District expenses and future projects.

Recommended Action: Receive and File.

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

12. APPROVE OFFICE LEASE AGREEMENT; APPROVE RIGHT-OF-FIRST-REFUSAL AGREEMENT; AND AUTHORIZE APPROPRIATION OF \$100,000 FROM THE FACILITY IMPROVEMENT FUND:

The District and Mr. and Mrs. Dennis Achterberg have reached tentative agreements for the lease of office space at the neighboring Haster Industrial Park and the Right-of-First-Refusal for the future purchase of the two acre Haster Industrial Park if the owners decide to sell their property. The agreements are a package and are subject to final approval of the Board.

The lease of office space at 12926 Haster Street is a ten year agreement. The District will lease the 3,200 square foot office area for the monthly amount of \$4,700 with no increases during the 10 year duration of the lease. The office area comes with 25 parking spaces. The cost per square foot for the lease is \$1.47, with the current market rate for quality office space in the area estimated at \$1.85 to \$2.00 per square foot according to two local brokers. The lease has been review by District Counsel and approved as to form.

The Right-of-First-Refusal agreement is for perpetuity. If the owners of the Haster Industrial Park ever decide to sell the property it must be offered to the District. The selling price will be determined at Fair Market Value based on one or two property appraisals. In addition, the District still maintains the ability to acquire the property through eminent domain proceedings in the event the property is needed for a public purpose. The agreement has been prepared by District Counsel and signed by Mr. and Mrs. Achterberg.

Taken together these agreements greatly improve the District’s facilities and parking needs immediately, while allowing the District to consider a long-term strategy for its current location. Both of these agreements could have many benefits for the future of the District.

If these agreements are approved, staff is requesting an appropriation of \$100,000 from the Facility Improvement Fund for some improvements to the new office area to facilitate the move of Operations to it. These funds will be used to purchase new furniture for the office, install a new gate between the properties, install a security system, install the telephone and computer system to the new office, and some minor modifications to the new office area. The Facility Improvement Fund currently has approximately \$500,000 in unallocated funds.

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

- 12A - Approve the Haster Industrial Park Office Lease Agreement for a monthly amount of \$4,700 with no increases during the 10 year duration of the lease. (Lease is enclosed as a separate item with agenda packet.)
- 12B - Approve the Right-of-First-Refusal Agreement (Exhibit D) with Mr. and Mrs. Dennis Achterberg for property located at 12926 Haster Street, Garden Grove.
- 12C - Authorize the appropriation of \$100,000 to Project No. 60.000.7520 from the Facility Improvement Fund

[Staff Contact: G. Goedhart. Phone: (714) 971-2421, Ext. 115; Colin Burns. Phone: (714) 771-7728]

13. **WRITTEN COMMUNICATION:**

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 may be taken on non-agenda items unless authorized by law.

15. **OTHER BUSINESS:**

16. **ADJOURNMENT:** Next Regular Board of Trustees Meeting, March 20, 2008.

ORANGE COUNTY VECTOR CONTROL DISTRICT

MEETING CALENDAR

MEETING	LOCATION	DATE
VCJPA Annual Workshop	Aptos California	February 24 - 26, 2008
AMCA 74th Annual Conference	John Ascuaga's Nugget Sparks, NV	March 2 - 6, 2008
MVCAC Spring Meeting	Hyatt Regency Monterey	May 1 - 2, 2008
AMCA 10th Annual Spring Washington Conference	The Westin Alexandria Arlington, Virginia	May 5 - 7, 2008
SOVE Annual Conference	Hilton Hotel Fort Collins, Colorado	September 28 - October 2, 2008
MVCAC Fall Meeting	Embassy Suites Lake Tahoe	October 29 - November 1, 2008

- 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