



*An Independent Special District  
Serving Orange County Since 1947*

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# AGENDA

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## 751ST MEETING

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

**JUNE 18, 2009  
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**  
**751st Meeting, June 18, 2009**  
**Thursday, 3:00 P.M.**

**ITEMS**

**COMMITTEE MEETINGS:**

- ⇒ 2:15 p.m. – Operations Committee - Discuss Outsourcing with an Overview of those Tasks Referred and Outsourced to Private Businesses.

**REGULAR MEETING – 3:00 P.M.:**

1. Pledge of Allegiance
2. Roll Call
3. Introduction of Visitors
4. Public Participation
5. Committee Reports
  - 5A - Budget & Finance Committee
  - 5B - Operations Committee
6. District Manager Information Items
  - 6A - Graduate Recognition
  - 6B - National Cotton Council vs. EPA Decision
  - 6C - WNV Update
  - 6D - Other Information Items
7. Consent Calendar Items – Items for Approval by General Consent
  - 7A - Adoption of 2009-10 Investment Policy for Monies of Orange County Vector Control District
  - 7B - Approve Job Description for Accounting Specialist; and Adopt Resolution No. 343, Amendment to Personnel and Salary Resolution No. 321 to Reclass Accounting Clerk Position to Accounting Specialist
  - 7C - Approve Contract with QLAN Corporation for Managed Services
  - 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. Public Hearing to Consider the Ordering of Services and Projects, and Levy of the Assessments for Fiscal Year 2009-10 for Orange County Vector Control District Vector Surveillance and Control Assessment District (District No. 1), and the Mosquito, Fire Ant and Disease Control Assessment (District No. 2); and Adopt Resolution No. 344 Approving the Engineer's Report, Confirming the Assessment Diagram and Assessment, and Ordering Levy of the Orange County Vector Control District Vector Surveillance and Control Assessment District (District No. 1) and the Mosquito, Fire Ant and Disease Control Assessment (District No. 2)
11. Written Communications
12. Comments from the Board of Trustees
13. Other Business
14. Adjourn Meeting in Memory of Dr. Sheldon S. Singer  
(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 Tsunoda (Alternate: Trustee Leece).

2. **ROLL CALL:**

Cypress	Sandra Montez, President		
San Clemente	Joe Anderson, Vice-President		
Dana Point Brea	Roy Moore, Secretary		
Aliso Viejo	Phillip B. Tsunoda	La Palma	Larry A. Herman
Anaheim	Lucille Kring	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	Steven H. Weinberg	Orange	Denis Bilodeau
Fountain Valley	Cheryl Brothers	Placentia	Greg Sowards
Fullerton	Dr. F. Richard Jones	Rancho Santa Margarita	Gary Thompson
Garden Grove	Vacant	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	Stanton	Al Ethans
Laguna Hills	Melody Carruth	Tustin	Lou Bone
Laguna Niguel	Robert Ming	Villa Park	James Rheins
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	John M. W. Moorlach

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. **COMMITTEE REPORTS:**

5A- **Budget & Finance Committee:** Meeting: 10:00 a. m., June 10 – Discussion of Retiree Medical Trust Fund.

5B - **Operations Committee:** Meeting: 2:15 p.m. prior to the Board meeting – Discussion of Outsourcing with an Overview of those Tasks Referred and Outsourced to Private Businesses.

6. **DISTRICT MANAGER INFORMATION ITEMS:**

6A - **Graduate Recognition:** Michael G. Hearst, Director of Communications, will recognize three Communications Department employees who recently graduated: Lora Babilo, Communications Specialist, received her Masters in Public Administration from California State University, Fullerton; Tawnia Pett, Public Outreach Coordinator, received her Masters in Business Administration from University of California, Irvine; and Jodie Stoddard, Information Technology Coordinator, received her Bachelors of Science in Management, Operations Management, and Management Information Systems from California State University, Long Beach.

6B - **National Cotton Council vs. EPA Decision:** District Counsel Burns will give an update on the National Cotton Council vs. EPA Decision.

6C - **WNV Update:** Robert Cummings, Director of Scientific Technical Services, will give an update on West Nile virus (WNV).

6D - **Other 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- **Adoption of 2009-10 Investment Policy for Monies of Orange County Vector Control District:**

The investment policy is adopted each fiscal year. It ensures compliance with the California Government Code pertaining to investments. The regulations set forth in this policy apply to all District financial assets for fiscal year 2009-10. There are no changes from the 2008-09 policy.

**Recommended Action:** It is the District Manager’s recommendation that the Board of Trustees adopt the amendment of Policy No. 38, entitled “Orange County Vector Control District Statement of Investment Policy for Fiscal Year 2009-10” (Exhibit A).

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

7B - **Approve Job Description for Accounting Specialist; and Adopt Resolution No. 343, Amendment to Personnel and Salary Resolution No. 321 to Reclass Accounting Clerk Position to Accounting Specialist:**

As a part of the 2009-10 Budget, the Trustees approved the Administrative Services Department to include a reclassification of the position of Accounting Clerk to Accounting Specialist. The recommended reclassification of this position will not require any additional District personnel.

The District’s payroll is processed in-house by the Accounting Supervisor. Prior to October 2008, the Accounting Supervisor was the only position that had the capability of processing payroll. The Accounting Clerk position was trained on payroll and now acts as a secondary back-up to all payroll functions. The reclassified Accounting Specialist position will be responsible for all Accounting Clerk duties held prior to the payroll training, in addition to the new payroll functions. The Accounting Clerk is paid at the A-41 salary range, \$3,629 - \$4,509/month. The new reclassified position of Accounting Specialist would be paid at the A-44 salary range, \$3,937 - \$4,891/month. This is an increase of approximately \$5,300 per year, which includes benefits. A description of the new position is attached as Exhibit B.

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

- 1) Approve the job description for the Accounting Specialist (Exhibit B); and
- 2) Adopt Resolution No. 343 (Exhibit C) amending Personnel and Salary Resolution No. 321.

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

(Consent Calendar continued next page)

7. **CONSENT CALENDAR** – (continued)

7C - **Approve Contract with QLAN Corporation for Managed Services:** In the 2009-10 Budget, an appropriation has been approved for contracted IT network monitoring and proactive support and maintenance. The attached contract (Exhibit D) is with QLAN Corporation, which has provided these services to the District in the past on a time and material basis. This agreement will provide ongoing support for the District's computer network, which includes 77 computers and nine (9) servers. Services provided will include: 24-hour-a-day network monitoring, onsite repairs during business hours, and remote repairs during off hours. There will be ongoing software updates, as well as system performance evaluation and capacity planning. QLAN will also provide constant security management and software performance evaluation. The various reports can be used with the service software and will facilitate many functions still performed by District staff.

The initial contract is for three years with a 90-day termination clause. The monthly cost of \$2,750 is fixed for the first year, increased to \$3,180 the second year, and in subsequent years the monthly fee will be only increased by the number of new devices added to the District's IT network.

**Recommended Action:** It is the District Manager's recommendation that the Board of Trustees authorize the contract with QLAN Corporation for managed services at a cost of \$2,750 per month.

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

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 June 12, 2009.

**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 750th Meeting of the Board of Trustees held May 21, 2009, 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 May 31, 2009.

9B - **Warrant Register:**

**Recommended Action:** Receive and file payment of Warrant Register (Exhibit II) dated June 16, 2009, in the amount of \$423,785.73 as presented by In-House Check Runs dated May 7, 12, 13, 22, 26, and 27, 2009. (The financial information is enclosed as a separate item with the agenda packet.)

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

10. **PUBLIC HEARING TO CONSIDER THE ORDERING OF SERVICES AND PROJECTS, AND LEVY OF THE ASSESSMENTS FOR FISCAL YEAR 2009-10 FOR ORANGE COUNTY VECTOR CONTROL DISTRICT VECTOR SURVEILLANCE AND CONTROL ASSESSMENT DISTRICT (DISTRICT NO. 1) AND THE MOSQUITO, FIRE ANT AND DISEASE CONTROL ASSESSMENT (DISTRICT NO. 2); AND**

**ADOPT RESOLUTION NO. 344 APPROVING THE ENGINEER'S REPORT, CONFIRMING THE ASSESSMENT DIAGRAM AND ASSESSMENT, AND ORDERING LEVY OF THE ORANGE COUNTY VECTOR CONTROL DISTRICT VECTOR SURVEILLANCE AND CONTROL ASSESSMENT DISTRICT (DISTRICT NO. 1) AND THE MOSQUITO, FIRE ANT AND DISEASE CONTROL ASSESSMENT (DISTRICT NO. 2):**

On April 16, 2009, the Board directed the preparation of the engineer's reports for the Orange County Vector Control District Vector Surveillance and Control Assessment District (District No. 1) and for the Mosquito, Fire Ant and Disease Control Assessment (District No. 2). The Engineer's Reports were made available to the Board and were preliminarily adopted by Resolution No. 337 at the May 21, 2009 Board meeting. The Engineer's Reports provided details about the special and general benefits from the proposed assessments, the method of assessment, an estimate of cost and budget for the assessments, and justification of the proposed assessments for District No. 1 and District No. 2. These Reports were updated to further determine the general and special benefits from the assessments and to account for additional guidance for assessments provided by the State Supreme Court.

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**10. PUBLIC HEARING/ADOPT RESOLUTION NO. 344:** (continued)

Maximum Assessment Rates and Actual Rates Levied: The maximum authorized assessment rate is the maximum assessment rate that can be levied in the given fiscal year without approval from property owners in another assessment ballot proceeding.

The assessments for District No. 1 cannot increase without a new assessment ballot proceeding. Therefore, the historical assessment rate of \$1.92 per single family home is also the maximum authorized assessment rate for fiscal year 2009-10. The proposed assessments for District No. 1 at this rate of assessment would generate approximately \$1,520,662 in assessments.

The assessments for District No. 2 included an annual increase equal to the change in the Los Angeles Area Consumer Price Index (“CPI”), not to exceed 3% (three percent) per year. This means that in each subsequent fiscal year after 2004-05 the maximum authorized assessment rate increases by an amount equal the annual change in the CPI, but not more than 3%.

In fiscal year 2004-05, the District No. 2 assessments were levied at the maximum rate for that fiscal year. Since this first fiscal year for assessments, the assessments have been levied below the maximum authorized rate.

The table shown below depicts the historical assessment rates levied in District No. 2 and the maximum authorized rate for each fiscal year, including the rates proposed for Fiscal Year 2009-10. From January 2008 to January 2009, the change in the CPI was a negative 0.09%. Including the CPI change in 2008, the unused portion of CPI increase accrued from previous year’s totals to 4.20%, so the total unused CPI change at the beginning of fiscal year 2009-10 is 4.11%. As a result, the maximum authorized assessments for fiscal year 2009-10 increase by 3% and the unused CPI at the end of this fiscal year is 1.11%. (The District retains the ability to levy up to the maximum authorized rate without conducting a ballot proceeding.)

**Maximum Authorized Assessment Rate and Actual Rates by Year**

Orange County Vector Control District								
FY	CPI History	Maximum Authorized % Change District #2	Unused CPI District #2	Maximum Authorized Assessment Rate District #2	Actual/ Proposed Assessment Rate Levied District #2	Actual/ Proposed Assessment Revenues District #2	Maximum and Levied Asmt Rate District #1	Actual/ Proposed Assessment Revenues District #1
2004-05	N/A			\$ 5.42	\$ 5.42	\$ 4,306,278.44	\$ 1.92	\$ 1,488,269.88
2005-06	3.66%	3.00%	0.66%	\$ 5.58	\$ 5.30	\$ 4,263,641.78	\$ 1.92	\$ 1,489,599.38
2006-07	5.42%	3.00%	3.08%	\$ 5.75	\$ 5.25	\$ 4,264,508.72	\$ 1.92	\$ 1,501,507.06
2007-08	3.16%	3.00%	3.24%	\$ 5.92	\$ 5.14	\$ 4,196,516.50	\$ 1.92	\$ 1,505,044.40
2008-09	3.96%	3.00%	4.20%	\$ 6.10	\$ 5.10	\$ 4,180,451.00	\$ 1.92	\$ 1,510,567.00
2009-10	-0.09%	3.00%	1.11%	\$ 6.28	\$ 5.06	\$ 4,178,622.94	\$ 1.92	\$ 1,520,661.72

Final assessment revenues submitted to the County Auditor, which are slightly different than the preliminary amounts listed for the Engineer's Reports.

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**10. PUBLIC HEARING/ADOPT RESOLUTION NO. 344:** (continued)

At the Board meeting on May 21, 2009, the Board preliminarily approved the proposed assessment rate for fiscal year 2009-10 of \$5.06. This proposed rate is \$1.22 less than the maximum authorized assessment rate. (If needed, the District could have levied the assessments for fiscal year 2009-10 for District No. 2 at the maximum authorized rates of \$6.28 per single family equivalent without another ballot proceeding. No additional ballot proceeding would be required to levy at a rate up to the maximum authorized rate because these rates, including the annual adjustments in these rates, were approved in the 2004 ballot proceeding.)

Since the Board previously approved the assessment rate of \$5.06, a higher rate cannot be levied at this time for fiscal year 2009-10. However, in future years, the actual rate levied can be revised up or down by any amount that does not cause the actual rates levied to exceed the maximum authorized assessment rates.

The notice for these public hearings was published in both the Orange County Register and the Los Angeles Times. After conducting the public hearings and accepting any public input on the proposed assessments and the services they would fund, the Board can consider the resolution that would levy the assessments for fiscal year 2009-10.

1. **Recommended Action:** It is the District Manager's recommendation that the Board of Trustees hold two public hearings for the proposed continuation of the assessments for both District No. 1 and thereafter District No. 2.

**Open Public Hearing for Assessment of District No. 1** to consider the ordering of services and projects, and the levy of the assessments for fiscal year 2009-10 for the proposed continuation of the assessment.

**Close Public Hearing**

**Open Public Hearing for Assessment of District No. 2** to consider the ordering of services and projects, and the levy of the assessments for fiscal year 2009-10 for the proposed continuation of the assessment.

**Close Public Hearing**

2. **Recommended Action:** It is the District Manager's recommendation that after the close of the public hearings to consider the ordering of services and projects, and the levy of the assessments for fiscal year 2009-10, the Board of Trustees adopt by roll call vote Resolution No. 344 (Exhibit E), entitled, Approving the Engineer's Reports, Confirming the Assessment Diagrams and Assessments, and Ordering Levy of the Orange County Vector Control District Vector Surveillance and Control Assessment District (District No. 1) and the Mosquito, Fire Ant and Disease Control Assessment (District No. 2).

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

11. **WRITTEN COMMUNICATIONS:**

12. **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.

13. **OTHER BUSINESS:**

14. **ADJOURNMENT:** President Montez will close the meeting in memory of Dr. Sheldon S. Singer. Next Regular Board of Trustees Meeting, July 16, 2009.

**ORANGE COUNTY VECTOR CONTROL DISTRICT  
MEETING CALENDAR**

<b>MEETING</b>	<b>LOCATION</b>	<b>DATE</b>
MVCAC Summer Meeting	West Valley MVCD, Ontario	July 23, 2009
LCC Annual Conference	San Jose Convention Center, San Jose	September 16 - 18, 2009
MVCAC Fall Meeting 2009	Embassy Suites, South Lake Tahoe	October 28 - 30, 2009
ESA Annual Conference	Indianapolis, Indiana	December 13 - 16, 2009
MVCAC 78th Annual Conference	Hyatt Regency, Sacramento	February 7 - 10, 2010

- 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