

BOARD OF TRUSTEES
Orange County Vector Control District
AGENDA
760th Meeting, March 18, 2010
Thursday, 3:00 P.M.
ITEMS

COMMITTEE MEETINGS:

- ★ 2:30 p.m. - Budget & Finance: 1) Select Committee Chair; 2) Review Audit Proposals and Agreement (Agenda Item No. 10)

REGULAR MEETING – 3:00 P.M.:

1. Pledge of Allegiance
2. Roll Call
3. Introduction of Visitors
4. Public Participation
5. Announcement of Late Communications
6. Approval of Minutes
7. Written Communications: Trustee Report from the MVCAC Conference
8. Consent Calendar – Items for Approval by General Consent
 - 8A - Accept and Approve Monthly Financial Report; and Receive and File Warrant Register
 - 8A.1 - Monthly Financial Report
 - 8A.2 - Warrant Register
 - 8B - Report of District Activities
9. District Manager Information Items
 - 9A - Budget Distribution
 - 9B - Other Information Items
10. Approve Agreement for Annual Audit with Lance, Soll & Lunghard, LLP
11. Committee Reports: Operations Committee (February 4 Meeting)
12. CLOSED SESSION:
Public Employee Evaluation (Gov. Code § 54957)
Title: District Manager
Conference with Labor Negotiator to Discuss Terms of Employment, Separation, and Retirement Benefits (Gov. Code § 54957.6(a))
13. Reconvene to Open Session
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 agenda items, or non-agenda 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 Carruth (Alternate: Trustee Ming).

2. **ROLL CALL:**

San Clemente	Joe Anderson, President		
Brea	Roy Moore, Vice-President		
Newport Beach	Dr. Virginia L. Barrett, Secretary		
Aliso Viejo	Phillip B. Tsunoda	Lake Forest	Richard T. Dixon
Anaheim	Lucille Kring	La Palma	Larry A. Herman
Buena Park	Jim Dow	Los Alamitos	Ken C. Parker
Costa Mesa	Wendy Leece	Mission Viejo	John Paul Ledesma
Cypress	Doug Bailey	Orange	Denis Bilodeau
Dana Point	Steven H. Weinberg	Placentia	Greg Sowards
Fountain Valley	Cheryl Brothers	Rancho Santa Margarita	Gary Thompson
Fullerton	Dr. F. Richard Jones	San Juan Capistrano	Laura Freese
Garden Grove	Mark Rosen	Santa Ana	VACANT
Huntington Beach	Joe Carchio	Seal Beach	Michael Levitt
Irvine	Dr. Steven Choi	Stanton	Al Ethans
Laguna Beach	Toni Iseman	Tustin	Al Murray
Laguna Hills	Melody Carruth	Villa Park	James Rheins
Laguna Niguel	Robert Ming	Westminster	Frank Fry, Jr.
Laguna Woods	Dr. Robert Bouer	Yorba Linda	Jim Winder
La Habra	James Gomez	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. ANNOUNCEMENT OF LATE COMMUNICATIONS:

6. **APPROVAL OF MINUTES:** Approve without reading the Minutes of the 759th Meeting of the Board of Trustees held February 18, 2010, enclosed as a separate item with the agenda.

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

7. **WRITTEN COMMUNICATIONS - TRUSTEE REPORT FROM THE MVCAC CONFERENCE:** Attached as Exhibit A is the report from Board President Anderson that was submitted after his attendance at the 2010 Annual Conference of the Mosquito and Vector Control Association of California. These reports are required to comply with AB 1234.

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

8. **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.

8A - **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.

8A.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 February 28, 2010.

8A.2 - **Warrant Register:**

Recommended Action: Receive and file payment of Warrant Register (Exhibit II) dated March 18, 2010, in the amount of \$343,353.78 as presented by In-House Check Runs dated February 1, 3, 10, 11, 16, 17, 24, and 25, 2010. (The financial information is enclosed as a separate item with the agenda packet.)

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

8B - **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 March 12, 2010.

Recommended Action: Receive and File.

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

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

9. **DISTRICT MANAGER INFORMATION ITEMS:**

- 9A- **Budget Distribution:** Kelly Price, Director of Administrative Services, will explain the Budget process.

Thursday, March 18, 2010

Distribution of Proposed Budget to Trustees at Board meeting

Thursday, March 25, 2010, 11:30 a.m.

Budget & Finance Committee meeting to review Proposed Budget

Tuesday, March 30, 2010, 11:30 a.m.

Additional Workshop for Trustees (same presentation as March 25)

Thursday, April 1, 2010, 11:30 a.m.

Additional Workshop for Trustees (same presentation as March 25)

Thursday, April 15, 2010

Board Meeting – Adoption of Budget

9B- **Other Information Items**

10. **APPROVE AGREEMENT FOR ANNUAL AUDIT WITH LANCE, SOLL & LUNGHARD, LLP:** The District issued a request for proposal (RFP) for auditor services in December 2009. The RFP requested bids for a three-year contract, fiscal years 2009-10 through 2011-12, with the option for an amendment of two additional years, 2012-13 and 2013-14. The District received a total of five responses to the request.

All the proposals submitted were thoroughly reviewed by the District's independent contracted certified public accountant (CPA), Mike Matsumoto. Mr. Matsumoto is the Principal of Governmental Financial Services. The District has contracted with Mr. Matsumoto for CPA services for the past five years.

In addition to Mr. Matsumoto's review, a scoring system was devised for the proposals. Proposals were scored based on RFP compliance. Cost was used as final factor, but was not scored. The scoring sheet is attached (Exhibit B) for review.

(continued next page)

10. **APPROVE AGREEMENT FOR ANNUAL AUDIT WITH LANCE, SOLL & LUNGHARD, LLP:** (continued)

The proposal costs are summarized below:

	Cost for First Three FY	Cost for Add'l Two FY	TOTAL
Dennis & Hart	\$31,935	\$23,040	\$54,975
Lance, Soll & Lunghard	\$32,695	\$23,460	\$56,155
Diehl, Evans & Company	\$33,429	\$23,919	\$57,348
Vavrinek, Trine, Day & Co.	\$34,845	\$24,766	\$59,611
Siebert Botkin Hickey & Assoc.	\$40,250	\$28,550	\$68,800

The District’s audit cost for the 2008-09 audit was \$11,800. The lowest bidding firm, Dennis & Hart, was not considered due to their lack of experience. The RFP required the firm to provide a “list of the firm’s auditing experience (auditing cities/special districts) in the local area (Los Angeles and Orange Counties) during the last five (5) years.” Dennis & Hart has only been in business for 13 months, and therefore do not have five years of auditing experience.

This item was initially placed on the February 18, 2010, agenda for Trustee consideration. The Budget and Finance Committee met prior to the Board meeting and chose to recommend, on a 4-2 vote, a contract with the firm of Diehl, Evans & Company. During the committee report at the Board meeting, Trustee Moorlach presented information regarding the number of restatements each of the firms had that submitted proposals in response to staff’s RFP. A restatement is a revision of an agency’s earlier financial statement. Lance, Soll & Lunghard, LLP, had zero restatements in 2009, and Diehl, Evans & Company had 65. Based on the information provided by Trustee Moorlach, the item was referred back to committee.

The Agreement for Auditor Services was approved as to form by District Counsel and is attached for review (Exhibit C), with the Lance, Soll & Lunghard, LLP, proposal attached as part of the agreement. The Diehl, Evans & Company proposal is attached as Exhibit D.

Budget and Finance Committee Report: Meeting at 2:00 p.m. March 18: The Committee Chair will present the committee report at the Board meeting.

Recommended Action: It is the District Manager’s recommendation that the Board of Trustees approve the agreement for annual audit with Lance, Soll & Lunghard, LLP, for a cost of \$32,695 for a three-year agreement for fiscal years 2009-10 through 2011-12, with the option for an amendment of two additional years, 2012-13 and 2013-14, for an additional cost of \$23,460. Pursuant to the District’s Operations Code 4.01.030, the District is not required to select the lowest bidder for professional services, including accountants.

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

11. COMMITTEE REPORTS:

Operations Committee: Met at 2:00 p.m., February 4 - Report from the Committee:
Agenda: 1) Approve January 14 Committee Minutes; 2) Discussion with Private Pest Control Companies; 3) Review Pilot Program for Rat Control Services; 4) Consider Executive Committee's Request to Prepare Report/Recommendation for the Board of Trustees on the District Service Delivery Model for Core Services of Mosquito Abatement, Rat Control Services, and Fly Control Services; 5) Review Privatization Study; 6) Review Analysis of Enterprise Fleet Management Regarding Vehicle Maintenance and Acquisition Service.

12. CLOSED SESSION:

Public Employee Evaluation (Gov. Code § 54957)
Title: District Manager

Conference with Labor Negotiator to discuss terms of employment, separation, and retirement benefits. (Gov. Code § 54957.6(a))

Board President Anderson shall meet with the Board to receive authority to negotiate salary and benefits for the District Manager.

13. RECONVENE TO OPEN SESSION:

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

MEETING	LOCATION	DATE
AMCA 76th Annual Conference	Lexington Center, Lexington, Kentucky	March 28 - April 1, 2010
LCC Annual Conference	San Diego Convention Center San Diego	September 15 - 17, 2010
SOVE	Raleigh Hilton, Raleigh, NC	September 26 - 30, 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