MINUTES OF THE REGULAR BOARD MEETING 7:00 P.M.

A regular meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on July 13, 2011 in the District Office at 1351 Rollins Road, Burlingame, California.

TRUSTEES PRESENT  Ronald Anderson  Joseph Fil
Christine Fuller  Raymond Honan
Maria Martinucci  Barry Meinerth
Robert Riechel  Betsey Schneider
Richard Tagg  Samuel Lerner
James Metz  Donna Rutherford
John Curtis  Jim Ridgeway
Donelle O’Connor  Leon Nickolas
Tim Frahm  Robert Maynard
Valentina Cogoni  Lawrence Peterson

TRUSTEE ABSENT  NONE

OTHERS PRESENT  District Manager, Robert Gay
District Laboratory Director, Dr. Chindi Peavey
District Operations Director, James Counts
Jennifer Dermon, C.G. Uhlenberg
Jeff Ira, C.G. Uhlenberg

1. President Honan called the meeting to order at 7:06 p.m. (Board took a break after Closed Section which started at 6:00 p.m. and ended at 6:58 p.m.)

2. Pledge of Allegiance.

3. 20 Trustees were present, 0 were absent, and there is one vacancy in the Town of Colma.

4. REPORT ON RETURN FROM CLOSED SESSION
District Counsel Portor Goltz reported that no reportable action was taken in closed section
5. SPECIAL PRESENTATION

* Coastal Conservancy Grant Agreement 10-111 dated June 3 2011.
Manager Gay indicated that a summary of the grant agreement is included in the Manager’s report. States that the grant agreement has been approved. Copies were received on June 13, 2011.
James Counts reviewed the cord grass project. He stated he is working on it last week and will continue working on it next week to take advantage of low tides. The Argo was used to do “ground and pond work” in several locations. Next week he plans to use the airboat and will continue working alternate weeks for the next 2 months.

James Counts added that he remembered that Director Gay noted that by the time this project is complete done the district will make $50,000 - $60,000. In reality the district is also doing the work for the US Fish and Wild Life. It is paid by the California Coastal Conservancy and when everything is earn the district will receive $150,000.
Trustee Riechel asked if the district is going to send separate bills to each entity separately. James Counts responded that he needs to send a report to each entity but at the end it is the Coastal Conservancy that pays. Because of the stipulation for endangered species the district needs to monitor for the presence of such species.
James Counts feels that 85-90% of the cord grass is gone. At this time his team is taking care of sprigs and patches in the bay. James Count is predicting it will take 2 to 3 years until cord grass is completely eliminated. After that he will still maintain a program where every once in a while he and his team will go out there to check and make sure everything is looking good.

- Extension of District Manager Amendment to Employment Agreement.
- The current contract is until July 31, 2011. The Finance Committee recommends the District Manager Amendment to Employment Agreement without adjustments to be extended until June 30, 2012.

MOTION MOVED BY TRUSTEE PETERSON AND SECONDED BY TRUSTEE RUTHERFORD.
Trustee Schneider mentioned that while attending the trustee meeting in Palm Springs she heard from Attorney Shanaham that it is illegal to offer a deferred compensation to the district manager if we don’t provide it to the rest of the employees. President Honan said that everyone at the district has deferred compensation. Trustee Schneider asked if the district contributes to it. Manager Gay said that employees have it if they have negotiated for it and the Board of Trustees can negotiate for them.
Trustee Riechel recommended to change the extended date of contract found in second paragraph of district manager’s contract to June 2012 to correct a typo.

MOTION AMENDED/SECONDED BY TRUSTEE PETERSON/ RUTHERFORD.

MOTION APPROVED BY 19 MEMBERS AND OPPOSED BY 1 (Trustee Riechel)
• Trustee Riechel discussed City Patch Web Page (Internet Newspaper). Dr. Chindi Peavey provided information to trustee Riechel so he can send it to the San Bruno Cable. Such information reminds residents to dump water, to check their rain gutters, to do various little tasks to help keep the breeding down. Trustee Riechel is writing a column on Fridays for the San Bruno version of Patch. He will be using educational materials already available at the district.

• Trustee Curtis voiced his concerns about not having district staff speaks individually for the district. Dr. Peavey reassured Trustee Curtis that she is overseeing all the material before it goes out to the public.

6. PUBLIC COMMENTS AND ANNOUNCEMENTS
James Counts brought up to the board an issue that is affecting all the employees in the district. This is related to the latest district events and the growing fear of identity theft. He suggested the installation of a card lock security system. This would protect all the employees from the possibility of identity theft. Both individuals involved had access to everyone’s records (medical and financial)
President Honan asked District Manager Gay to agendize this item. District Manager Gay said it is a good idea and the item will be agendized.

7. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS
Trustee Fil thanked James Counts and his team for doing such a good job out in the field. He had an opportunity to spend a day with James and his team working in the field. He was impressed with the level of professionalism and hard work.

8. AGENDA AMENDMENTS  - NONE

9. CONSENT CALENDAR
Trustee Peterson questioned why trustee checks were not listed in the provided checklist. Jennifer Dermon, from C.G. Uhlenberg said that from now on payroll checks are going to be included.

Trustee Rutherford asked what OCE stands for. Clarification provided by Jennifer Dermon, from C.G. Uhlenberg. OCE provides copiers and fax machines. Mrs. Dermon was unable to explain if dollar amount listed is a monthly change or service charge.

Trustee Peterson asking what ACH stands for. Jennifer Dermon, from C.G. Uhlenberg explained that they are direct deposits that are made from the checking accounts. ACH stands for Account Clearing House.
Trustee Fuller asked about check # 95669 and #11945 to Vika. Jennifer Dermon, from C.G. Uhlenberg explained that by law the district is supposed to pay vacation time to separated employees within 24 hours of last period worked.

Trustee Meinerth recommended to spell out acronyms so trustees understand what is being paid and to whom it is paid. Same applied to names used. He is recommending including what kind of business they support and what kind of service they have provided for the district.
MOTION TO APPROVE;
GENERAL FUND #02706 CHECK LISTING FOR JUNE 2011 AND
CAPITAL FUND #0205 CHECK LISTING FOR JUNE 2011
MOVED/SECONDED BY TRUSTEES CURTIS/MAYNARD.
MOTION CARRIES UNANIMOUSLY.

10. FINANCIAL BUSINESS
Fiscal year (2011-2012) Budget – Third Presentation
Manager Gay stated that the finance committee met recently. $100,000 was added to the
budget to cover the cost of the investigation which is expected to be covered by
insurance.
Manager Gay is recommending to have the district budget passed in June rather than
July. The district is already cutting checks for the month of July but the budget has not
been approved yet.
Trustee Riechel questioning $2,400 check used for petty cash. Manager Gay explained
that maximum amount of petty cash is $200. No other explanation given.
Trustee Riechel questioning why no $ amount was placed under education. Manager Gay
explained that there are no needs as no one of the employees has requested anything like
tuition reimbursement. Manager Gay states that it can be added later if needed.
Trustee Fuller questioning why district does not carry earthquake insurance.
Recommending to include budget for it in case it gets added in the future. Manager Gay
thinking to retrofit the garage. Such project will be addressed next year.

ACTION - MOTION TO APPROVE FISCAL YEAR 2011-2012 BUDGET. MOTION
MOVED/SECONDED BY TRUSTEES MAYNARD/FIL.
MOTION CARRIES UNANIMOUSLY

11. PUBLIC HEARING
Motion to open public hearing moved by trustee Riechel.
No one present from the public to address the Board with questions relevant to the setting
of the special mosquito control tax and or benefit assessment.
Motion to close public hearing moved by trustee Riechel.

12. ACTION - RESOLUTION M-001-12
Fixing the amount of the special mosquito control tax for mosquito control services
within the originally designated cities and unincorporated areas.
MOTION MOVED/SECONDED BY TRUSTEES FIL/ANDERSON.
MOTION CARRIES UNANIMOUSLY

13. ACTION – RESOLUTION M-002-12
Authorizing the collection of the Special Mosquito Control Tax for Mosquito Control
Services within the originally designated cities and unincorporated areas.
MOTION MOVED/SECONDED BY TRUSTEES RIDGEWAY/NICKOLAS.
MOTION CARRIES UNANIMOUSLY
14. ACTION – RESOLUTION M-003-12
Authorizing the approval of the Engineer’s Report, confirming Diagram and assessment and ordering Levy and assessment for Fiscal Year 2011-2012.
MOTION MOVED(SECONDED BY TRUSTEES FULLER/CURTIS.
MOTION CARRIES UNANIMOUSLY

15. BOARD COMMITTEE REPORTS

ENVIRONMENTAL COMMITTEE – Chairperson Curtis reports the committee has not met.

FINANCIAL COMMITTEE – Chairperson Nicholas stated the committee has done the budget already and referred to Manager Gay for details. Trustee Nicholas invited Jeff Ira and Jennifer Darmon from C.G. Uhlenberg to speak about the two agreements below.
- C.G. Uhlenberg Agreement #1 dated June 22, 2011
- C.G. Uhlenberg Agreement #2 dated June 22, 2011
- Jennifer Darmon C.G. Uhlenberg stated that the company has 2 arrangements with the district. The first is forensic services and the second is bookkeeping services.
- BOOK KEEPING SERVICES – re-building the district financial records from July, 1 2010 to present. Looking at everything from administrative services to respect HR matters (disability, staff increases for the year), credit card transactions, actual canceled checks, petty cash activity and management, payroll records. There are four people working on this project. One person is dedicated solely to the re-building efforts, one person is dedicated to the current accounts to make sure things get paid on time, plus taking care of invoices, employees salaries. Jennifer Darmon is managing the team but also involved in the forensic aspect of the work. The forth person is a senior staff member who is assisting Jennifer Darmon in more complex areas.
- The team is not performing auditing services.

Trustee Richel asked if it might be beneficial to investigate also prior July 1, 2010. Jennifer Darmon answered that the issues that are causing the rebuild are not as evident in the period before July 1, 2010

Trustee Meinerth asked if these 4 individuals have signed NDA (Non disclosure agreement) Jennifer Darmon answered no. Trustee Meinerth recommends to have her team sign a NDA.

Trustee Fuller asked if the reconciliation funds are going to be cross referenced with the county records. Jennifer Darmon answered Yes. That is actually part of the reconciliation process. She states that her team has completed up to July 20, 2010 and it did not reconcile completely.

Trustee Fil asking how much C.G. Uhlenberg services cost. Jennifer Darmon said that the rate is high, possibly $100,000 to complete last year books and to do the forensic investigation. Director Gay said that last month the district spent $35,000. Jeff Ira from C.G. Uhlenberg said that the recreation work and the forensic accounting will be part of the insurance reimbursement claim.
Bob Gay said that while working with Jennifer Darmon he as developed a list of recommended policies to be presented to the policy committee for implementation. Examples are to get DMV checks, criminal background checks, drug testing, and credit checks for new employees. Trustee Fuller requested these items to be agendized for the September board meeting. Trustee Maynard recommending to add finger printing to our new hiring procedures.

MANAGER’S EVALUATION COMMITTEE – CHAIRPERSON VALENTINA COGONI
Trustee Cogoni has nothing to report. President Honan said he presented Manager Gay with his evaluation last month.

POLICY COMMITTEE CHAIRMAN ROBERT RIECHEL
Trusted Riechel stated that his committee met last week and they started talking about making changes in the election process so they can be in place for the upcoming elections. His committee is planning to meet again in August to also talk about hiring, travel, and retiring assets policies. Trustee Riechel invited one or two additional trustees to join the committee. Trustee Curtis asked about surplus items. Trustee Riechel said such topic goes with assets retirement and is being discussed.

STRATEGIC PLANNING COMMITTEE – CHAIRPERSON JOSEPH FIL
Trustee Fil said that his committee is planning to meet on August 30 at 1200 noon at the District.

17. DISTRICT STAFF REPORTS
*Laboratory director Chindi Peavey discussed rat control in the county unincorporated areas, raccoons in attics and crawl spaces and cockroaches. (See entomology report)
*Operation director James Counts
Initial helicopter treatments is done. Additional treatments are scheduled every three weeks. Two new argos will be picked up next week. The district is trading in our two old ones. Doing some repairs on them before trading them in.
In the next 3 weeks the district will receive 2 new Nissan trucks. The district is trading in two old rangers trucks. Trustee Riechel asking about pollution control devise used in catch basins in San Bruno and Redwood City. Asked if such devises are slowing the work of the technicians. Operations Director Counts stated that these devised are paid for by grant money and each devise costs $800. Located in catch basins and storm drains to check pollution. The district might need to get 2 more right hand drive trucks because the process of accessing catch basins and storm drains with these devises slow the technicians down 50%. There is an outer box, an inner box so the technician needs to get out of the truck to take care of both boxes. Trustee Meinert requested to see a picture of these pollution control devise.

16. FINANCE DEPARTMENT – JENNIFER DERMON, C.G. UHLENBERG
Planning to work with the board to present whatever information the board thinks is important. Examples are paycheck amounts. The team is addressing every issue as they come across and feel that everything is under control.

17 – DISTRICT MANAGER’S REPORT
LEGISLATIVE UPDATE – SEE ATTACHED REPORTS
MVCAC – Working on the conference to try to find a keynote speaker to energize the conference.
VCJPA – See pink document memo. Worked on reducing what we owe. At this time we need to pay $138,000 and it is a 0.92% increase from last year.
AMCA – Huston – Texas (February 2012) Several trustees interested in attending
CSDA – Several trustees interested in attending
SUPERVISOR’S MEETING – Working on scheduling meetings

ROOFING CONTRACTOR – Motion to accept bid for roof replacement for the amount of $36,750.
MOTION MOVED/SECONDED BY BY TRUSTEES RIECHEL/CURTIS
MOTION CARRIES UNANIMOUSLY

Bids are being sought for painting. More news to come at the September board meeting.

Trustee Anderson is resigning from the Board of Trustees. He is moving to Palo Alto with his wife Polly. He has served as trustee for the city of Foster City for 20 years. Trustee Anderson gave a short farewell speech.

CHRISTMAS PARTY – It will be hosted by Trustee Ridgeway in his home in San Mateo on December 9, from 5:00p.m. -8:00pm. .

18. MOTION TO APPROVE NEXT REGULARLY SCHEDULED BOARD MEETING - SEPTEMBER 14, 2011 MOVED/SECONDED BY TRUSTEES MARTINUCCI/TAGG.
19. MOTION CARRIES UNANIMOUSLY

Trustee Rutherford asked Manager Gay who would be covering for him while he is on vacation. Manager Gay answered that he will assign someone to be in charge and will notify the Board.

BOARD MEETING ENDED AT 8:58p.m.

District Manager

Board President (acting)