MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
NOVEMBER 14, 2012, 6:00PM

A regular meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on November 14, 2012, in the District Office at 1351 Rollins Road, Burlingame, California.

TRUSTEES PRESENT:  Joseph Fil  Betsy Schneider
Christine Fuller  Raymond Honan
Donna Rutherford  Barry Meinerth
Jim Metz  Leon Nickolas
Valentina Cogoni  Robert Maynard
Robert Riechel  James Ridgeway
Samuel Lerner  Richard Tagg

TRUSTEES ABSENT:  Maria Martinucci, Donelle O’Connor, Dr. D. Scott Smith, Rick Wykoff

OTHERS PRESENT:  District Manager, Robert Gay
Finance Director, Rosendo Rodriguez
Assistant Manager, Brian Weber
County Counsel, Aimee Armsby
District Attorney, Porter Goltz
Attorney, Barry Weinstein
Laboratory Director, Dr. Nayer Zahiri

REGULAR MEETING OF THE BOARD OF TRUSTEES
6:00PM

1. CALL TO ORDER

President Lerner called the meeting to order at 6:00PM and stated that it was being recorded.

2. PLEDGE OF ALLEGIANCE

The Regular Meeting of the Board of Trustees was opened with the Pledge of Allegiance.
3. ROLL CALL

The roll call indicated that 14 Trustees were present with Trustees Rutherford (6:16), Meinerth (6:42) arriving late and trustees Wykoff, Smith, O'Connor and Martinucci with excused absences.

4. APPROVAL OF THE AGENDA AS POSTED:

There were no amendments to the agenda.

5. OATHS ADMINISTERED TO TRUSTEES

Oath of office was administered to Daly City's returning Trustee Christine Fuller for four more years.

6. CLOSED SESSION:

- Motion by Honan, 2nd by Riechel to move into close session, approved by the Board 14-0.

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<th>CLOSED SESSION MEETING OF THE BOARD OF TRUSTEES</th>
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<td>6:05PM</td>
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<tr>
<td>1. Call to order</td>
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<td>2. Roll Call</td>
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<td>3. Conference with Legal Counsel-Anticipated Litigation</td>
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<td>Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9. One case.</td>
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<td>4. Public Employee Performance Review</td>
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<td>Title: District Manager (Government Code Section 54954.5)</td>
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7. REPORT FROM CLOSED SESSION (6:44PM)

- Action taken on item #3 by Lerner, 2nd Riechel: The Board considered a request received from the San Mateo County Civil Grand Jury to waive attorney-client privilege as set forth in its November 14, 2012 correspondence, and by a 13-1 vote, the Board declined to waive the privilege.

- No reportable action taken on item 4.

8. PUBLIC COMMENTS AND ANNOUNCEMENTS

There were no comments or announcements from the public.
7. CONSENT CALENDAR

Motion to approve the consent calendar meeting of October 10, 2012.

- Motion by Riechel, 2nd Fil, to approve the October 10, 2012 consent calendar, approved by the Board 14-0.

8. BOARD COMMITTEE MEETING DATES AND REPORTS:

a. **Environmental Committee: - Trustee/Chair John Curtis** has resigned from the Board and a new chairman needs to be appointed. Staff and District Manager Gay met with Cardno Entrex and approved service to conduct PEIR work. Total maximum cost: $37,736.

- Motion by Riechel, 2nd by Honan, to approve the draft scope of services to conduct the additional PEIR work by Cardno Entrex for San Mateo County MVCD, approved by 14-0 vote of the Board.

b. **Finance Committee: Donelle O'Connor chair** – Finance committee met on October 16, 2012, to approve the detailed analysis of the proposal amending the budget for the mid-year engagement costing an additional $6,000. Information on the proposal was included in Board packet. There was a request to agendize the proposal by the Finance Committee to approve a new auditor every three years with the choice of rehiring the auditor in the future after a three year hiatus at the next regularly scheduled Board meeting.

- Motion by Riechel, 2nd by Rutherford, to approve the proposal by Ricciardi of the “Mid-year Agreed upon Engagement” for the period of July 1, 2012 through December 31, 2012, approved by the Board 14-0.

c. **Strategic Planning Committee: Joe Fil chair**- Met on November 5, 2012, concerning the financial information forecast for years 2012-2018.

d. **Policy Committee: Robert Riechel chair**- On hold: no meeting scheduled.

e. **Ad-hoc HR Committee: Robert Riechel chair**- Proposal mailed out to 13 companies on October 15, 2012 due back to the District on November 16, 2012 in which the District Manager and Finance Director will review to narrow down the best applicants. The Committee will then meet on December 12 and 13, 2012, to interview the chosen applicants sending the final recommendation to the full Board for approval by January 9, 2013.

10. FINANCIAL REPORT: FINANCE DIRECTOR: ROSENDO RODRIGUEZ

The Finance Director Rodriguez stated that target of 25% of the budget was up slightly to 29% due to seasonal expenses and the costs associated with the pesticide account. Services and consultation accounts were up due to legal services attributed to LAFCO costs. Profit and Loss report is at a $831,000
net loss due to lack of revenue from property taxes not yet transferred by the County which is typical for this time of the fiscal year. General Fund is at $3.9 million in cash.

- Motion by Riechel, 2nd by Nickolas, to approve the Financial Documents for Fiscal Year to date 2012-2013, July through September 2012, approved by a 14-0 vote of the Board.

12. MANAGER’S REPORT

Manager Gay indicated that a complete report of all the activities is contained in the Board’s packet including each of the agenda items:

- Legislative Update status report and regulatory bulletins are mailed each week to Trustees.
- Mosquito and Vector Control Association of California (MVCAC) annual meeting in February 3-6, 2013, in Sacramento. Attendees, so far: Trustees O’Connor, Fil, Metz, Honan, Lemer, Meinerth, Rutherford, Schneider and Tagg.
- Vector Control Joint Powers Agency (VCJPA) and the Hartford Insurance are still working on a claim against the district due to a vehicle accident.
- American Mosquito Control Association, (AMCA) annual meeting in February 2013, Atlantic City. President Sam Lerner, Trustee Schneider, and Dr. Zahiri, are scheduled to attend.
- There was a California Special District Association (CSDA) meeting in San Mateo on October 30, 2012, about sustainable SM County that was attended by Manager Gay.
- Staff and General Announcements:
  *New Laboratory Director, Dr. Zahiri, gave an update of projects and direction that she has begun for the District. She would like the District to consider a blood feeding device for the lab at the December Board meeting. This will be agendized for the December meeting.
  *Assistant Manager, Brian Weber, gave an update on a number of staff activities in the District.

11. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS:

- Trustee Fuller thanked the District for staff’s quick response and dedication of resources to the recent mudslide in Daly City since there was pooling of water in the flooded area.

12. NEXT REGULARLY SCHEDULED BOARD MEETING:

- Action to approve the next Board Meeting January 9, 2013, at 6:00PM, motion by Rutherford, 2nd Meinerth, passed by the Board 14-0.

13. TRUSTEE FIELD DAY:

- Motion by Metz, 2nd Honan, to approve the Trustee Field day on December 12, 2012 at 8:30AM, approved by the Board 14-0.

13. ADJOURNMENT: (8:34PM)

There being no further business, the meeting was adjourned at approximately 8:34PM.
- Motion by Fuller, 2nd Honan to adjourn, approved by the Board 14-0.

I certify the above minutes were approved as read or corrected at a meeting of the Board held on November 14, 2012.

** All reports that were provided to the trustees as the board meeting will be available upon request.

Approved:

[Signature]
District Manager

[Signature]
Board President