MINUTES OF THE REGULAR BOARD MEETING
FEBRUARY 8, 2012, 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 February 8, 2012 in the District Office at 1351 Rollins Road, Burlingame, California.

TRUSTEES PRESENT
Joseph Fil
Christine Fuller
Maria Martinucci
Barry Meinerth
Rick Wycoff
Richard Tagg
Samuel Lerner
Jim Metz
John Curtis

Donelle O'Connor
Raymond Honan
Robert Maynard
Leon Nickolas
Betsey Schneider
Lawrence Peterson
Valentina Cogoni (5:15PM)
Donna Rutherford
James Ridgeway

TRUSTEE ABSENT:
Robert Riechel-excused

OTHERS PRESENT:
District Manager, Robert Gay
Finance Director, Rosendo Rodriguez
Laboratory Director, Dr. Chindi Peavey
Interim Operations Director, Richard Chow
Accounting Technician, Mary Leong
County Counsel, Amie Armsby

REGULAR MEETING OF THE BOARD OF TRUSTEES
5:00PM

1. CALL TO ORDER

President Lerner called the meeting to order at 5:00 p.m.

2. PLEDGE OF ALLEGIANCE

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

A roll call indicated that 17 Trustees were present, one excused absence, with vacancies in the towns of Colma, Half Moon Bay, and Hillsborough. President Lerner announced the meeting was being recorded. Trustee Cogoni arrived at 5:15PM.

4. PUBLIC COMMENTS AND ANNOUNCEMENTS:

Sally Mitchell, attorney representing James Counts, was present and gave a short talk, and provided documentations for the Board’s consideration.

5. CONSENT CALENDAR:

- President Lerner pulled the minutes of 1/11/2012, from the closed session and added “at this time” to the body of the motion and struck County Counsel to just read “Counsel”. It now reads:

That Counsel, Porter Goltz, is not to proceed with further litigation at this time, but continue investigation and recovery of funds for the VCJPA.

Motion to accept amended minutes by: Honan, 2nd Metz, voted unanimously 17-0.

6. BOARD COMMITTEE MEETINGS AND DATES:

- Environmental Committee- John Curtis stated that negotiations for the environmental documents are on-going depending on Santa Clara County’s involvement. Next meeting 3/14/12.
- Strategic Planning Committee- Joe Fil: Next meeting-3/12/12.

7. REGULAR AGENDA:

The Board reviewed the following policies presented by the Policy Committee and offered edits and amendments for approval. (District Manger Gay recorded details of the edits.)

1. Policy 2130, Employment Hiring Practices:
   - Motions made to amend/edit sections 2130.4, and 2130.30.

Motion by Martinucci, 2nd by O’Connor, unanimous vote 18-0 to accept with edits

2. At this time there was call from the Board President and several trustees to have all the personnel policies reviewed for legal accuracy by County Counsel before bringing to the Board for approval. Trustee Wycoff made a motion stating:
• Prior to adoption by the Board of any personnel policies to the procedure manual, that it be approved by District Counsel for legality, with the date of review noted at the bottom of the policy.

Motion: Wycoff, 2nd Metz, unanimous vote 18-0

3. President Lerner made the following motion:

Rescind the motion accepting the Hiring Practice policy (2130) and have it reviewed by Counsel prior to a vote by the Board to accept the policy.

Motion: Lerner, 2nd Rutherford, unanimous vote 18-0

4. Policy 5020, Board Meeting Agenda: Accept pending the approval of County Counsel.

Motion: Curtis, 2nd Ridgeway, unanimously approved 18-0

5. Trustee Schneider stated that if a trustee proposed an item which needed to be placed on the agenda that there needed to be a standing agenda item that can cover this request. Manager Gay queried County Counsel where this standing item could be permanently added to the agenda. Motion to have a standing item on all future agendas that allows a trustee to propose an item to be brought up, approved by the majority of the board:

Motion: Schneider, 2nd Meinerth, approved 17-1.

6. Policy 6050, Disposal of Surplus Property:

Motion: Curtis, 2nd Fuller, passed 17-1

7. Policy 6020, Fixed asset Accounting Control:

Motion: Honan, 2nd Curtis, approved unanimously 18-0

8. Open Door Policy- to be reviewed by counsel and brought back to the Board at a later date.

9. Trustee (1)Qualifications and (2)Documents Provided to Newly Appointed Trustees: with edits/amendments

Motion: Ridgeway, 2nd Tagg, for (1) Qualifications section, approved 17-1
Motion: Wykoff, 2nd Rutherford, for (2) Documents section approved 18-0
10. Request for proposal (RFP) to hire a new Auditor was introduced by Finance Committee Chairman Ray Honan. The Board made a motion to table the RFP so that Counsel can review it for legality and then be brought to the March board for approval. Trustees Maynard and O'Connor stated that should be two separate audits, Standard and Forensic, to be prepared by two different auditors. Original motion (Curtis, Rutherford) to accept RFP was defeated 2-17. County Counsel stated that the RFP was acceptable as is and any stipulation on how the audits should be performed will be addressed by the Financial Committee when they interview potential candidates and draw up contract(s). (1:33:56)

Substitute motion by Curtis, 2nd Fil: to accept the original RFP, approved 18-0

8. FINANCIAL REPORT:

Finance Director, Rosendo Rodriguez, provided verbal and written reports on the financials and overview of the administrative programs. Handouts of detailed invoices from attorney Goltz were presented to Trustees Cogoni and Schneider as requested at the January 2012 meeting. Trustee Rutherford complimented the financial staff, Leong & Rodriguez, on the quality of the reports.

Motion to approve the financial report with “compliments to the staff”, Ridgeway, 2nd Honan, passed unanimously 18-0.

9. MANAGER’S REPORT: (2:04)

Manager Gay indicated that since this evening’s agenda is very full he will comment only on a few items, and a complete report of all the activities is included in this evening’s Manager’s Report handout. MVCAC trustee’s reports were moved to March’s meeting. Santa Clara may pull out of the CEQA program which means the participating members cost would increase.

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CLOSED SESSION MEETING OF THE BOARD OF TRUSTEES
7:35PM

1. CALL TO ORDER

2. ROLL CALL

3. CONFERENCE WITH LEGAL COUNCIL- Continuation of District Manager Performance Evaluation with Legal Counsel
10. REPORT FROM THE CLOSED SESSION:

- Motion taken: That the Board have a performance improvement plan (PIP) implemented for the District Manager, with a month to month review by an outside consultant to implement and expedite the PIP and assist with a report to the Board.

  Motion: O'Connor, 2nd Fil, Voted unanimously by the board 17-0. (Trustee Curtis left before the vote.)

12. OATHS OF OFFICE:

- County Counsel successfully administered the oath of office to newly reappointed Trustees Nickolas and Tagg.

13. NEXT REGULAR SCHEDULED BOARD MEETING:

- March 14, 2012

  Motion by Honan, 2nd by Rutherford, unanimous vote 17-0

12. ADJOURNMENT:

There being no further business, the meeting was adjourned at approximately 10:30 PM. I certify the above minutes were approved as read or corrected at a meeting of the Board held on February 8, 2012.

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

Approved:

[Signatures]

District Manager  Board President