MINUTES OF THE REGULAR BOARD MEETING
APRIL 11, 2012, 6:00 P.M.

A regular meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on April 11, 2012, in the District Office at 1351 Rollins Road, Burlingame, California.

TRUSTEES PRESENT: Joseph Fil
Christine Fuller
Maria Martinucci
Barry Meinerth
Rick Wykoff
Richard Tagg
Samuel Lerner
Jim Metz
Robert Riechel
Donelle O’Connor
Raymond Honan
Robert Maynard
Leon Nickolas
Betsey Schneider
Scott Smith
Valentina Cogoni
Donna Rutherford
James Ridgeway

TRUSTEE ABSENT: John Curtis

OTHERS PRESENT: District Manager, Robert Gay
Finance Director, Rosendo Rodriguez
LAFCO Executive Director, Martha Poyatos
County Counsel, Aimee Armsby

REGULAR MEETING OF THE BOARD OF TRUSTEES
6:00PM

1. CALL TO ORDER

President Lerner called the meeting to order at 6:00 p.m. 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 18 Trustees were present with Trustee Curtis absent.

4. OATHS OF OFFICE:
   - None.

5. CLOSED SESSION
   - Motion to move into closed session: Honan, 2\textsuperscript{nd} Fuller, unanimously passed 18-0.

\underline{CLOSED SESSION MEETING OF THE BOARD OF TRUSTEES}
\underline{5:10 PM}

1. CALL TO ORDER

2. ROLL CALL

3. CONFERENCE WITH LEGAL COUNSEL- Continuation of District Manager Performance Evaluation with Legal Counsel on Manager’s Performance Improvement Plan.

6. REPORT FROM CLOSED SESSION (7:02PM):
   - There was no reportable action from the closed session.

7. AGENDA AMENDMENTS
   - None

8. SPECIAL PRESENTATIONS:

Presentation given by Executive Director Martha Poyatos of the Local Agency Formation Commission (LAFCO). Among the highlights of the informative talk were:

- Emphasis of consolidating the sphere of influence, and sharing services (webmasters, corporation yard, improved education and accountability) and facilities by using best practices with other agencies.
- Stressed the transparency of budget accountability by adoption of the LAFCO sample budget revenue format by the Finance Committee and have it reflected in the strategic plan and the District’s Annual Report.
- Sharing SMCMVCD’s newly adopted internal financial controls as a mirror to other districts to re-examine their fiscal process, and urging Trustees to read the Financial Management for Local Official publication.
- LAFCO government structure options of status quo or dissolution and transfer of services to the County of participating agencies.
8. PUBLIC COMMENTS & ANNOUNCEMENTS

- None, since no one from the public was present at this time.

9. CONSENT CALENDAR:

(a) Minutes of the March 14, 2012 meeting were pulled from the consent calendar by Trustee Schneider for discussion of board meeting date and time:

- **Motion to approve consent calendar minutes as is:** Honan, 2nd: Meinerth, approved by 17-1 vote.

(b) Target pesticide purchase was pulled from the consent calendar by Trustee Riechel for clarification:

- **Motion to approve the pesticide purchase:** Maynard, 2nd: Metz, approved by 18-0 vote.

10. BOARD COMMITTEE MEETINGS AND DATES:

- **Environmental Committee- John Curtis:** Since the committee chairman was not present, next meeting still to be determined.

- **Finance Committee- Ray Honan:** Stated the committee has interviewed 2 selected auditors from a field of 11, and on April 12th will interview the remaining candidates. Next regular meeting for the budget will be held on April 19th.

- **Strategic Planning Committee- Joe Fil:** Next meeting in May 14th, 15th or 16th.

- **Policy Committee- Robert Riechel:** Still reviewing policies with some presented to the Board tonight with changes. Next meeting-TBA

Move to accept Policy 4140 with amendment of adding “every other year” in November: Motion by Riechel, 2nd Rutherford, approved by Board 18-0.

Move to accept policy 5010 with amendment of adding “every other year” in November. Motion: Riechel, 2nd Nickolas, approved by Board 18-0.

Move to accept policy 4030. Motion: Riechel, 2nd Honan, approved by 18-0 vote of the Board.

Move to accept policy 2060. Motion: Riechel, 2nd Martinucci, approved by the Board 18-0.
Move to accept policy 2200. Motion: Riechel, 2nd: O’Connor, approved by the Board 18-0.

Move to accept policy 4090. Motion: Riechel, 2nd: Metz, approved by the Board 18-0.

President Lerner on behalf of the Board commended Trustee Riechel and the members of the Policy Committee for their continued hard work.

11. REGULAR AGENDA:

- Motion to approve the Cardno Entrix contract to perform the Programmatic Environment report, with the District’s share being ~$77,215.00: Metz, 2nd: Rutherford, approved 18-0 by the Board.

- Motion to approve $100.00 a month for the Board Secretary, or “substitute Trustee”, (under 4030.30 of the District’s Code), to complete the Board - for administration - and also be sent to the Policy Committee for emendation: Metz, 2nd: Honan, approved by the Board 18-0.

- Motion to approve the contract for DENNCO to service on a quarterly basis the HVAC equipment at $594.00 per year: Riechel, 2nd: Meinerth, approved by the Board 18-0.

12. FINANCIAL REPORT:

Finance Director, Rosendo Rodriguez, provided verbal and written reports on the financials and overview of the administrative programs. He made a brief report that the budget as of the end of February 2102 was at 67.3% which is on target, electric and gas is below budget since we have a discount with PG&E, agricultural was at 83%, salaries will increase soon because of part time hires, and we have currently reconciled with County on the budget.

Motion to approve the financial report ending February 29, 2012, Riechel, 2nd Honan, passed unanimously 18-0.

13. MANAGER’S REPORT:

Manager Gay indicated that a complete report of all the activities is included in this evening’s Manager’s Report handout. Highlights included Legislative WNV awareness week has been mailed to the cities, Trustees Honan, Lerner, Manger Gay and Lab Director Peavey will attend Legislative Days in Sacramento. Also discussed were the change in Blue Shield health insurance policy, certification of the financial report, NPDES permit, VCJPA, AMCA and CSDA updates. The details of the report are included in the packet received by the Board this evening.
14. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS:

- Trustee Schneider asked to discuss collecting money from the Coastal Conservancy for the damaged airboat. She was cautioned by County Council that since this issue was in litigation that it was not an appropriate subject to discuss at this Board meeting.

16. NEXT REGULAR SCHEDULED BOARD MEETING:

- Next meeting on May 9, 2012 at 6PM.

Motion to approve next meeting by Rutherford, 2nd Metz, unanimous vote 18-0

17. ADJOURNMENT:

Motion to adjourn: Honan, 2nd O’Connor, unanimous vote 18-0.

There being no further business, the meeting was adjourned at approximately 10:30PM. I certify the above minutes were approved as read or corrected at a meeting of the Board held on April 11, 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