San Mateo County  
Mosquito and Vector Control District  
1351 Rollins Rd  
Burlingame CA 94010  
(650) 344-8592   Fax (650) 344-3843  
www.smcmad.org

MINUTES OF THE REGULAR BOARD MEETING  
MAY 9, 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 May 9, 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 (6:26PM)  
Scott Smith  
John Curtis  
Donna Rutherford  
James Ridgeway

TRUSTEE ABSENT:  
Valentina Cogoni

OTHERS PRESENT:  
District Manager, Robert Gay  
Finance Director, Rosendo Rodriguez  
District’s Attorney to LAFCO, Joan Cassman  
Special Advisor to San Mateo County, Tim Sullivan  
Interim Operations Director, Richard Chow  
Vector Ecologist, Angie Nakano  
District Mechanic/VCT, Ben Rusmisel  
County Counsel, Aimee Armsby

REGULAR MEETING OF THE BOARD OF TRUSTEES  
6:02PM

1. CALL TO ORDER

President Lerner called the meeting to order at 6:02 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 17 Trustees were present with Trustees Cogoni and Schneider absent. (Trustee Schneider arrived at 6:26PM)

4. OATHS OF OFFICE:

Trustee Barry Meinerth from Burlingame was ceremoniously sworn into office for a new term.

5. CLOSED SESSION

- Motion to move into closed session: Riechel, 2nd Rutherford, unanimously passed 17-0.

CLOSING SESSION MEETING OF THE BOARD OF TRUSTEES
6:10 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. (Government Code 54957.6)

4. PERSONNEL EXCEPTION-DISTRICT MANAGER’S CONTRACT EXTENSION: The Board of Trustees of the San Mateo County Mosquito and Vector Control District is considering an extension of the District Manager’s contract. (Government Code 54957)

6. REPORT FROM CLOSED SESSION at 6: 29PM:

- The Board unanimously voted to extend the District Manager’s contract for 9 months with a performance evaluation brought back to the Board in 6 months for review.

7. SPECIAL PRESENTATIONS:

- Engineer’s report, Levy Assessments and notice of Public Hearing- Resolution M-004-12. To be presented by John Bliss, Engineer, SCI Consulting. John Bliss was not present and the item was presented by District Manager Gay.
• ACTION: Motion to open Public Hearing for input by public: by Riechel, 2nd by Curtis, passed unanimously. No one from the public to speak on item.

• ACTION: Motion to close Public Hearing: by Curtis, 2nd by Nickolas, passed unanimously.

• ACTION: Motion to approve resolution as amended for "June 13, 2012" instead of June 6, 2012, by Curtis, 2nd Fil, passed unanimously

8. PUBLIC COMMENTS & ANNOUNCEMENTS:

• There were none.

8. CONSENT CALENDAR:

• Motion to approve consent calendar as amended in #5 by adding “motion passed” and respelling of Council to “Counsel”, by Rutherford, 2nd Honan, passed 17-0-1.

9. BOARD COMMITTEE MEETINGS AND DATES:

• Environmental Committee- John Curtis: Asked the Committee to meet before the June 13th Board meeting at 5PM.

• Finance Committee- Ray Honan: Committee met 4/24 & 4/25 to go over the fiscal budget. Chairman Honan expressed his desire to schedule next meeting before the June 13th Board meeting.

• Strategic Planning Committee- Joe Fil: Next meeting May 15th. Last meeting discussed the financial organization of the laboratory department, keeping all projections at a conservative level.

• Policy Committee- Robert Riechel: Proposed next meeting on May 29th at 4PM where 3 to 4 policies chosen by the District Manager will be reviewed.

10. REGULAR AGENDA:

a. LAFCO Draft Municipal Service and Sphere Review for SMMVCD:

• County Counsel Aimee Armsby explained that she cannot represent the District since by representing the County and Board of Supervisors, it would be a potential conflict of interest. She asked the Board to authorize the District Manager to sign a waiver of any potential conflict for the County Counsel Office representation in the event this matter comes before the Board of Supervisors.
• Joan Cassman, of Hanson Bridgett, has been chosen by the District Manager on the advice of Counsel to prepare a statement and represent the District before LAFCO. She gave a detailed overview of her experience and qualifications in representing public agencies in LAFCO hearings and outlined a strategy for a District response at the May 16, 2012, LAFCO Municipal Service Review.

b. District Budget 2012-2013. Finance Committee Chairperson Raymond Honan, Finance Director Rodriguez and Manager Gay:

• The committee is working on the upcoming budget with a new expanded format proposed by LAFCO. The final draft will be presented to the Finance Committee by the end of May and then to the Board at the June meeting with narratives of why a few accounts may be fluctuating from the original funding projections.

c. R. J. Ricciardi, Inc. CPA’s, recommended by the Finance Committee to perform auditing services for Fiscal years, 2010-2011, 2011-2012, 1st 2012-2013.

• Motion to approve the engagement letter with R. J. Ricciardi for auditing service for Fiscal Years 2010-2011, 2011-2012, and 2012-2013 by Honan, 2nd Riechel, approved by the Board 18-0.

d. Strategic Planning Manual 2010-2018:

• Motion to approve the updated District Planning Manual dated April 12, 2012, by Riechel, 2nd Rutherford, approved by Board 18-0.

e. District Internal Control Manual 2012

• Motion to approve the amended (pg. 12 using “or” instead of “of”) Internal Control Manual dated April 26, 2012, by Maynard, 2nd Tagg, approved by the Board 17-1.

f. Vehicle purchases for fiscal year 2012-2013, update by Ben Rusmisel, District Mechanic/VCT:

• Motion to approve the District staff to request three bids for vehicular purchases for fiscal year 2012-2013 as amended for a right hand drive jeep and Chevrolet “Silverado 2500 LT” diesel club-cab pickup, by Riechel, 2nd Nickolas, approved by the Board 18-0.
11. FINANCIAL REPORT:

Finance Director, Rosendo Rodriguez, provided verbal and written reports on the financials and overview of the administrative programs. The district is at 75% of the budget, where we should be at this time; the general fund is off by $560.00 due to a voided check: and services and consultations are over budget due to continuing fraud investigation costs.

Motion to approve the financial report for the month ending March 2012, by Riechel, 2nd Rutherford, passed unanimously 18-0.

12. 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 of his report include: the AMCA Legislative Day, looking into changing the job description of the Operation Director to include Assistant Manager which will be proposed to the Board at the June meeting, homemade raccoon deterrent, and parking garage engineer's report. The details of the report are included in the packet received by the Board this evening.

13. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS:

- MVCAC Legislator’s Day in Sacramento attended by Trustees Lerner and Honan who talked to the offices of representatives Hill, Ma, Gordon and Yee among other legislators.

- AMCA Legislative Day in Washington D.C. attended by District Manager Gay, Trustees Lerner and Honan who visited the offices of the California legislators, finding the experience enlightening.

- Ad-Hoc Building Committee to seismic retrofit the garage was appointed by President Lerner: Trustees Metz, Fil, and Tagg who will chair the committee.

- Trustee Riechel stated that WNV slides for other Trustee’s city cable services are available from District Manager Gay

14. NEXT REGULARLY SCHEDULED BOARD MEETING:

- Next meeting on June 13, 2012 at 6PM.

Motion to approve next meeting by Rutherford, 2nd Meinerth, unanimous vote 18-0
15. ADJOURNMENT: (9:00PM)

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 May 9, 2012.

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

Approved:

[Signatures]

[District Manager]

[Board President]