



San Mateo County
Mosquito and Vector Control District
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www.smcmad.org

MINUTES OF THE REGULAR BOARD MEETING
JUNE 13, 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 June 13, 2012, in the District Office at 1351 Rollins Road, Burlingame, California.

TRUSTEES PRESENT:

Christine Fuller	James Ridgeway
Maria Martinucci	Robert Maynard
Barry Meinerth	Leon Nickolas
Rick Wykoff	Betsey Schneider
Richard Tagg	Scott Smith
Samuel Lerner	John Curtis
Valentina Cogoni	Donna Rutherford

TRUSTEE ABSENT: Robert Riechel, Joseph Fil, Ray Honan, James Metz, Donelle O'Connor

OTHERS PRESENT: District Manager, Robert Gay
Finance Director, Rosendo Rodriguez
District's Attorney to LAFCO, Joan Cassman
County Counsel, Lee Thompson
Interim Operations Director, Richard Chow
Interim Laboratory Director, Angie Nakano
District Mechanic/VCT, Ben Rusmisel
CPA, Jennifer Derman
LAFCO Executive Director, Martha Poyatos
LAFCO Member, David Altscher

REGULAR MEETING OF THE BOARD OF TRUSTEES
6:00 P.M.

1. CALL TO ORDER.

President Lerner called the meeting to order at 6:04PM 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 led by Trustee Wykoff.

3. ROLL CALL.

The roll call indicated that 14 Trustees were present with Trustees Riechel, Honan, Metz, Fil, and O'Connor absent.

4. APPROVAL OF THE AGENDA AS POSTED (OR AMENDED)

There were no amendments to the agenda.

5. OATHS ADMINISTERED TO TRUSTEES

No oaths were administered.

6. CLOSED SESSION

- **Motion to move into closed session by Fuller, 2nd Tagg, voted unanimously 14-0**

CLOSED SESSION MEETING OF THE BOARD OF TRUSTEES (6:04pm)

1. Call to order

2. Roll call

- 3. CONFERENCE WITH LEGAL CONSEL-DISTRICT MANAGER PERFORMANCE IMPROVEMENT PLAN:** The Board of Trustees of the San Mateo County Mosquito and Vector Control District is reviewing with District Counsel the performance improvement plan for the District Manager. Government Code Section 54957.6

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- **Motion to move out of closed session by Rutherford, 2nd Fuller, unanimously voted 14-0.**

REGULAR MEETING OF THE BOARD OF TRUSTEES CONTINUATION OF AGENDA FOR JUNE 13, 2012 (6:32pm)

7. REPORT FROM CLOSED SESSION:

No reportable action was taken.

8. SPECIAL PRESENTATIONS:

A. Local Agency Formation Commission (LAFCO) Draft Municipal Service and Sphere of Review for San Mateo County Mosquito and Vector Control District.

- Attorney Joan Cassman spoke concerning the review of the LAFCO hearing on May 16, 2012. She stressed that the District wanted to be accountable for the alleged embezzlement and acknowledged the steps that SMCMVCD had and will be taken to be sure that something like this will not happen in the future. Ms. Cassman asked Manager Gay to briefly discuss the meeting that Dr Peter Hughes of Orange County gave the District on overseeing and monitoring of internal financial controls. Manager Gay stated that Dr. Hughes thought that the District's restructuring of financial programs, district policies and newly implemented internal controls were outstanding and he will testify for the District at the July 18th LAFCO meeting.
- LAFCO Director Martha Poyatos spoke concerning the municipal service review draft report she has prepared for the July meeting and distributed to the Trustees before her presentation. In that report she recommended to LAFCO that the District focus on cost containment since revenues are not growing at the same pace as expenditures. There are recommendations that the District establish policies for fund balance reserves and contingencies to assure sufficient cash flow to provide for an anticipated event or shortfall that the District might encounter. She lastly recommended that in spite of the various committees that the Board is engaged in that the size of the Board is too large. Finally, in the recommendation to LAFCO is that the District be dissolved and transferred to the County as a Successor Agency.

7. PUBLIC COMMENTS AND ANNOUNCEMENTS.

Speaking from the public was former Trustee Dennis Preger and retired employee, James Counts.

8. CONSENT CALENDAR.

ACTION: Motion to approve Consent Calendar minutes of May 9, 2012, by Curtis, 2nd Schneider, with the correction of the adjournment time at 10:30PM instead of 9:30 PM as listed on the last page of the minutes, unanimously approved, 14-0.

9. BOARD COMMITTEE MEETING DATES AND REPORTS

- **Environmental Committee- John Curtis:** Has not met, no report.
- **Finance Committee –Ray Honan:** Proposed 2012-2013 District Budget in tonight's agenda for approval this evening.
- **Strategic Planning Committee-Joe Fil:** No recommendations at this time. Next meeting scheduled in late August 2012.

- **Policy Committee-Robert Riechel:** The following policies are presented for approval:

ACTION: Motion to approve Policies 4040, 1030, and 1120 by Rutherford, 2nd by Maynard, approved by 14-0 vote of the Board.

- **Ad-hoc Building Committee- Richard Tagg:**

No recommendations at this time.

- **Ad-hoc Hiring Committee-Leon Nickolas:**

ACTION: Motion by Rutherford, 2nd Nickolas, to approve Assistant Manager/Operations Director Job Description and Salary Scale and to move forward with the announcing and hiring process in accordance with District policies, amended to adjust salary scale to reflect a 50% difference between the District Managers salary and the Laboratory Director's salary: passed unanimously 14-0.

10. REGULAR AGENDA

- Waiver for Legal Action by County Counsel on the LAFCO process. Lee Thompson, County Counsel.

ACTION: Motion by Wykoff, 2nd Rutherford, to approve waiver of conflict of interest with regard to County Counsel's representation of the County in connection with the LAFCO matter, and with regard of County Counsel's ongoing representation of the Mosquito and Vector Control District in unrelated matters for Legal Action. Vote of 12-0-2 (abstain), passed by the Board.

- Programmatic Environmental Impact Report: The EIR report is scheduled to be completed by the end of 2013.

ACTION: Motion by Curtis, 2nd Rutherford to approve a request for Cardno Entrix to attend the July Board meeting to discuss the potential of Cardno Entrix to provide additional support for the PEIR voted unanimously 14-0.

13. FINANCIAL REPORT

- Review of financial documents for current fiscal year 2011-12; July through May by Finance Director, Rosendo Rodriguez. He stated that there were changes in tonight's Board packet to add balance sheets for General Fund, Capital Fund and Profit and Loss statements. We are presently at 81.5% of our year to date spent and have some over-budget amendments to be voted by the Board this evening.

ACTION: Motion by Ridgeway, 2nd Martinucci to approve Financial Documents as presented passed by Board 14-0.

- Resolution M-005-12. Transferring funds from the General Fund No. 02706 Appropriate Contingencies # 8611 to the listed accounts.

ACTION: Motion by Rutherford, 2nd Wykoff, to approve Resolution M-005-12, passed by 14-0 vote.

- Resolution M-006-12. Transferring funds, \$200,000, from the General Fund No. 02706 to the Capital Fund No. 02705.

ACTION: Motion by Maynard, 2nd Smith to approve Resolution M-006-12, , approved by the Board 14-0.

- District Budget 2012-2013. Finance Committee Chairperson Raymond Honan, Finance Director, Rodriguez, and Manager Gay which will also be added to the District's website.

ACTION: Motion by Rutherford, 2nd Wykoff, to approve District Budget 2012-2013, passed by 14-0 vote.

- Chevrolet Silverado 2500 LT Purchase for Fiscal Year 2012-13. Three bids submitted. Manager Gay and Mechanic/VCT Benjamin Rusmisl.

ACTION: Motion by Wykoff, 2nd Rutherford to table action to wait for exact bids to the September Board meeting. to approve the Chevrolet Silverado 2500 LT, diesel, club-cab, pickup bid, approved 14-0 by the Board.

- Right Hand Drive Jeep Purchase for Fiscal Year 2012-13. bids submitted. Manager Gay and Mechanic/VCT Benjamin Rusmisl.

ACTION: Motion by Fuller, 2nd Rutherford to table for further research with other California Jeep dealers to purchase the vehicle. This will be brought back to the September Board meeting, for action to approve the sale, approved by the Board 14-0.

14. Public Hearing Special Mosquito Control Tax

ACTION: Motion by Curtis, 2nd by Nickolas to open Public Hearing on the Special Mosquito Control Tax and/or Benefit District, approved 14-0 by the Board.

- There was no one from the public present to talk on this matter.

ACTION: Motion by Curtis, 2nd Fuller to close the Public Hearing, approved by Board 14-0.

15. Resolution M-001-13

- Fixing the amount of the Special Mosquito Control Tax for Mosquito Control Services within the originally designated cities and unincorporated areas at \$3.75 per parcel for fiscal year 2012-2013.

ACTION: Motion by Fuller, 2nd Wykoff to approve Resolution M-001-13, passed by 13-1 vote of the Board.

16. Resolution M-002-13

- Authorizing the collection of the Special Mosquito Control Tax for Mosquito Control Services within the originally designated cities and unincorporated areas.

ACTION: Motion by Ridgeway, 2nd Wykoff to approve Resolution M-002-13, passed by Board 13-1.

17. Resolution M-003-13- Report given by Mary Shilts of SCI Consultant Group

- Authorizing the approval of the Engineer's Report, Confirming Diagram and Assessment and Ordering Levy of Assessment for Fiscal Year 2012-2013, to hold the rate at \$17.26 per parcel.

ACTION: Motion by Rutherford, 2nd Tagg to approve Resolution M-003-13 passed by Board 14-0.

18. PESTICIDE BIDS FOR FY 2012-2013

- Requests for quotations (4) were submitted to interested suppliers.

ACTION: Motion by Rutherford, 2nd Smith to approve the pesticide purchases from the recommended suppliers as listed on the Pesticide Bids for FY 2012-2013 summary documents. Approved by the Board 14-0.

18. 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:

- Legislative Update.
- Mosquito and Vector Control Association of California (MVCAC).
- Vector Control Joint Powers Agency (VCJPA).
- American Mosquito Control Association (AMCA).
- California Special District Association (CSDA).
- Staff and General Announcements.
- Administrative and Financial Internal Controls

19. BOARD MEMBER COMMENTS AND ANNOUNCEMENT

- President Lerner asked Trustee Dr Scott Smith to give a short presentation to the Board on Lyme disease in the coming months.

20. NEXT REGULARLY SCHEDULED BOARD MEETING

ACTION: Motion by Lerner, 2nd by Rutherford to approve next meeting for July 11, 2012 passed by Board 14-0.

21. ADJOURNMENT

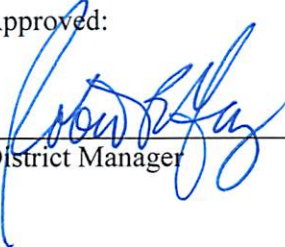
ACTION: Motion to adjourn.

15. ADJOURNMENT: (9:19PM)

There being no further business, the meeting was adjourned at approximately 9:19PM. I certify the above minutes were approved as read or corrected at a meeting of the Board held on June 13, 2012.

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

Approved:



District Manager



Board President