MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
SEPTEMBER 12, 2012, 6:00PM

A regular meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on September 12, 2012, in the District Office at 1351 Rollins Road, Burlingame, California.

TRUSTEES PRESENT:  
Joseph Fil  
Christine Fuller  
Donna Rutherford  
Jim Metz  
Rick Wykoff  
Robert Rieche  
Samuel Lemer  
Robert Maynard  
Betsy Schneider  

Donelle O'Connor  
Raymond Honan  
Barry Meinerth  
Leon Nickolas  
Dr. D. Scott Smith  
James Ridgeway  
Richard Tagg  
John Curtis

TRUSTEES ABSENT:  
Valentina Cogoni  
Maria Martinucci

OTHERS PRESENT:  
District Manager, Robert Gay  
Finance Director, Rosendo Rodriguez  
District Mechanic/VCT, Ben Rursmisel  
Assistant Manager, Brian Weber  
Acting Laboratory Director, Theresa Shelton  
County Counsel, Aimee Armsby  
District Auditor, Michael O'Connor

SPECIAL MEETING OF THE BOARD OF TRUSTEES
6:00PM

1. CALL TO ORDER

President Lerner called the meeting to order at 6:02PM 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 16 Trustees were present with Trustees Martinucci and Cogoni with excused absences and Trustee Maynard with an excused late arrival (6:20PM).

4. APPROVAL OF THE AGENDA AS POSTED:

There were no amendments to the agenda.

5. CLOSED SESSION:

- Motion to move into closed session: Honan, 2nd O’Connor, unanimously passed 16-0.

CLOSED SESSION MEETING OF THE BOARD OF TRUSTEES
6:10 PM

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION REVIEW: - Continuation of District Manager Performance Evaluation with Legal Counsel on Manager’s Performance Improvement Plan. (Government Code 54957.6)

6. REPORT FROM CLOSED SESSION: (7:14PM)

The Board took action to: direct that there be a follow up visit by Jennifer Derman of C.G. Uhlenberg by December of 2012, to insure that timing of the recommended financial procedures put in place by the performance improvement plan is reasonable.

- Motion Riechel, 2nd Meinerth, approved by Board 16-0-1 (one abstention).

7. SPECIAL PRESENTATIONS:

A. Programmatic Environmental Impact Report (PEIR) by Susan Hootkins representing Cardno ENTRIX.

Ms. Hootkins of Cardno ENTRIX gave a presentation to the Board about the PEIR that significantly changed in 2003 from the previous reporting compliance document due to a law suit against the state by environmental litigants. As a consequence of that suit, there is required to be a tailored risk assessment
environmental impact review of pesticides used by each district. The approximate cost to our district to cover all tasks to complete the PEIR would be less than $38,000.

- **Action by Rutherford, 2nd by Honan, to consider the Board’s Environmental Committee in collaboration with District Management Staff and Cardno ENTRIX, having Cardno ENTRIX provide additional support to the District with completing the Public Draft PEIR and Final PEIR and reporting their recommendations back to the Board at the October meeting. Motion approved by the Board, 17-0 vote.**

B. **Human Resources Program Review (LAFCo) by HR specialist, Jaime Orendac.**

Ms. Orendac of OHR who has recently assisted the Hiring Committee for the oral Board preparation and follow up with the hiring of the District's Assistant Manager and Laboratory Director, gave a brief presentation of the scope and extent of what a contacted HR company would provide to the District.

- **Motion by Rutherford, 2nd Curtis, to approve Management Staff and Trustees (Ad-hoc HR Committee) moving forward with pursuing the services of a commercial human Resources Company. Approved by a 17-0 vote of the Board.**

8. **PUBLIC COMMENTS AND ANNOUNCEMENTS**

There was no public comment or speakers.

8. **CONSENT CALENDAR:**

Included were Minutes for the Regular Board meeting of July 11, 2012 and the Special Board meetings of June 27, 2012 and August 23, 2012.

- **Motion by Curtis, 2nd Ridgeway, to approve the Minutes of the regular Board meetings of July 11, 2012, and the Special Board meetings of June 27, 2012 and August 23, 2012, approved by a 17-0 vote of the Board.**

9. **BOARD COMMITTEE MEETING DATES AND REPORTS:**

   a. **Environmental Committee: John Curtis chair-** will work with Cardno ENTRIX to have a EIR report to the Board by the October or November Board meeting.

   b. **Finance Committee: (new chairperson) Donelle O’Connor -** nothing to report.

   c. **Strategic Planning Committee: Joe Fil chair-** Next meeting scheduled for November 5, 2012 at noon.

   d. **Policy Committee: Robert Riechel chair-** Waiting on counsel to review policies and other unfinished business: no meeting scheduled.
e. **Ad-hoc Building Committee: Richard Tagg chair**- Presented redrafting by Lee Thompson of final contract with Kam Yan & Associates for services.

   o Motion by Riechel, 2nd by Maynard to approve contract with Kam Yan & Associates to provide engineering service as specified in the contract, approved by Board 17-0.

f. **Ad-hoc Hiring Committee: Leon Nickolas chair**- completed the oral boards and presented recommendations of hire to Manager Gay. The new Laboratory Director is Dr. Nayer Zahiri, and Assistant Manger is Brian Weber both pending background checks.

g. **Ad-hoc HR Committee: Robert Riechel chair**- the new committee has been selected with the Trustees Fuller, Metz, Meinerth, Rutherford and Maynard, as members.

h. **Joint Meeting of the Executive Committee (District Officers) and Finance Committee: Sam Lerner**- signed the air boat contract with Hotrod Service Company and is being worked on to have the motor installed and all work completed by September 25th.

10. **REGULAR AGENDA:**


As per the suggestion from LAFCO, a more comprehensive district report has been created and reformatted by management and staff that will be subject to change as needed. This is the report that the Trustees distribute to their City Council every month and is also available as a PDF document/file on line.

- **Motion by Rutherford, 2nd Nickolas to approve the new format for monthly report, approved 17-0 vote by the Board**

B. **Internal Control Audit of Financial Records (LAFCo).** Director Rodriguez and District Auditor Michael O'Connor.

As per recommended by LAFCo and Dr. Peter Hughes, the District has incorporated procedures for internal control audits and plans to issue periodical reports to the Board during the year.

- **Motion by Rutherford, 2nd by Honan to approve the Finance Committee move forward with evaluating an audit process for completing an annual review of the District's financial internal controls. Approved by the Board 17-0 vote.**

C. **Internal Control Manual Update, Finance Director Rodriguez.**

Updates were requested by Board President Lemer on the Financial Programs processes.

- **Motion by Lerner, 2nd Honan to postpone approval of an updated Internal Control Manual until changes have been made to update corrections that were brought up by the Board. Postponement approved by a 17-0 vote of the Board.**
D. Diesel Truck, Manager Gay and VCT Rusmisel.

There have been only two bids received by the District on the purchase of diesel trucks and management has asked for further direction from the Board.

- Motion by Riechel, 2nd Wykoff to approve the lowest bidder as soon as a bid from a responsible third vehicle dealership (such as Putnam) is received, approved by the Board 17-0.

E. Right-hand Drive Jeep, Manager Gay and VCT Rusmisel

Update: Manager Gay stated that only 4-door Jeep Wrangler right-hand drives are being produced at the Quincy factory. Staff will proceed in exploring the possibility of obtaining new 2-door Jeeps that may be built by the manufacturer in the near future.

F. Trustee Board Appointments expirations for 2012.

Update from Manger Gay that Board appointment expirations are imminent for Trustees Fuller, Schneider, O'Connor, and Ridgeway this year.

G. Resolution of the Local Agency Formation Commission of the County of San Mateo making determinations pursuant to Government Code Sections 56425 56430 for the San Mateo County Mosquito and Vector Control District and reaffirming the Sphere of Influence.

The report was distributed to the Board, and Manager Gay stated the District is moving forward with all recommendations.

11. FINANCIAL REPORT: FINANCE DIRECTOR: ROSENDO RODRIGUEZ

The Finance Director Rodriguez discussed the budget stating there were some funds that needed emendations. There were net incomes of approximately $218,000 for the General Fund, $187,000 for the Capital Fund. Cash reserves were shown to be approximately $5,000,000 for the General Fund and $355,000 for the Capital Fund.

A. Resolution M-005-13- transferring contingency funds to over-budgeted accounts.

- Motion by Riechel, 2nd by Metz, to approve Resolution M-005-13, approved by a 17-0 vote of the Board.


- Motion by Rutherford, 2nd Meinekerth, to approve the Financial Documents for Fiscal Year 2011-2012: July 2011 through June 2012, approve by a 17-0 vote of the Board.

A. Review financial documents for fiscal year 2012-2013, for the month of July 2012.
• Motion by Rutherford, 2nd Smith to approve Financial Documents for fiscal year 2012-2013, for the month of July 2012 approved by the Board 17-0.

12. MANAGER’S REPORT

Manager Gay indicated that a complete report of all the activities is contained in the cover sheets including each of the agenda items:

• Legislative Update status report.
• Mosquito and Vector Control Association of California (MVCAC) annual meeting in February 2013 in Sacramento. Need a head count of Trustees planning to attend next meeting.
• Vector Control Joint Powers Agency (VCJPA) and the claim against the district for an automobile accident.
• American Mosquito Control Association, annual meeting in February 2013, Atlantic City (AMCA). President Sam Lerner and Assistant Manager Brian Weber are scheduled to attend.
• California Special District Association (CSDA) meeting in September 2012 in San Diego. President Lerner will be attending this meeting.
• Staff and General Announcements.
  *Acting Laboratory Director, Theresa Shelton informed the Board about West Nile Virus found in squirrels and birds, adulticide fogging in Contra Costa County, and the outbreak of deadly Hantavirus incidents in Yosemite.
  *Assistant Manager Brian Weber commented on Santa Clara County’s leaking tidal gates near East Palo Alto and influx of salt marsh mosquitoes in our traps.

11. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS:

Trustee Riechel stated there was a “Java with Jerry” Hill meeting in San Mateo on September 19, 2012. President Lerner stated that he and other trustees attended a San Mateo County Chapter of the CSDA meeting in on August 7, 2012. He also stated that Trustee Dr. Scott Smith will be presenting a brief informative lecture on Chronic Lyme disease to the Board in October.

President Lerner reported: Trustee Honan has resigned as the Chairperson for the Finance Committee and Trustee O’Connor has accepted the Chairperson position on the Finance Committee.

12. NEXT REGULARLY SCHEDULED BOARD MEETING:

Action to approve the next meeting on October 10, 2012. at 6PM, motion by Ridgeway, 2nd O’Connor, passed by the Board 15-0. (Trustees Curtis and Rutherford had left before the vote)

13. ADJOURNMENT: (9:18PM)

Motion to adjourn by Wykoff, 2nd Metz, approved by 15-0 vote of the Board

There being no further business, the meeting was adjourned at approximately 9:18PM.
I certify the above minutes were approved as read or corrected at a meeting of the Board held on September 12, 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