MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
JANUARY 9, 2013, 6:00PM

A regular meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on January 9, 2013, in the District Office at 1351 Rollins Road, Burlingame, California.

TRUSTEES PRESENT: Joseph Fil
Christine Fuller
Donna Rutherford
Jim Metz
Valentina Cogoni
Robert Riechel
Samuel Lemer
Maria Martinucci
Dr. Scott Smith
Peter De Jarnatt
Betsy Schneider
Raymond Honan
Barry Meinerth
Leon Nickolas
Robert Maynard
James Ridgeway
Richard Tagg
Donelle O'Connor
Rick Wykoff

TRUSTEES ABSENT: None

OTHERS PRESENT: District Manager, Robert Gay
Finance Director, Rosendo Rodriguez
Assistant Manager, Brian Weber
County Counsel, Aimee Armsby
Operations Supervisor, Casey Stevenson
Laboratory Technician, Theresa Shelton

REGULAR MEETING OF THE BOARD OF TRUSTEES
6:00PM

1. CALL TO ORDER

President Lemer called the meeting to order at 6:00PM and stated that it was not being recorded due to technical problems.
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 all 19 Trustees were present with Trustee Cogoni arriving at 6:13PM.

4. APPROVAL OF THE AGENDA AS POSTED:

There were no amendments to the agenda.

5. OATHS ADMINISTERED TO TRUSTEES

Oath of office was administered to Donelle O'Connor of Belmont, James Ridgeway of San Mateo and new the Trustee form Pacifica, Peter DeJamatt.

6. SPECIAL PRESENTATIONS:

   A. David Bailey from SAMCERA discussed information regarding PEPRA and defined the benefits plans for the District. He stated that new legislation has capped the top tier retirement costs at $136K, and the new PEPRA retirement benefits for new hires will be at 2% @ 62. This is an increase from the previous 2% @ 55.5. There will be no change in retirement benefits for current employees.

7. CLOSED SESSION:

President Lerner moved into closed session at 6:26PM

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<th>CLOSED SESSION MEETING OF THE BOARD OF TRUSTEES</th>
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<td>6:26PM</td>
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<td>1. Call to order</td>
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<tr>
<td>2. Roll Call</td>
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<td>3. Public Employee Performance Review</td>
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<td>Title: District Manager (Government Code Section 54954.5)</td>
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8. REPORT FROM CLOSED SESSION (7:35PM)-meeting now being recoded

   * No reportable action taken.
9. PUBLIC COMMENTS AND ANNOUNCEMENTS

Former employee James Counts left handouts/documents for the Trustees. There were no other comments or announcements from the public.

10. CONSENT CALENDAR

Motion to approve the consent calendar meetings of November 14, 2012, and December 12, 2012.

- Motion by Nickolas, 2nd Tagg, to approve the November 14, 2012 and December 12, 2012 consent calendars, approved by the Board 18-0-1 (De Jarnatt abstaining).

11. BOARD COMMITTEE MEETING DATES AND REPORTS:

a. Environmental/Public Outreach Committee: New Chair, Donna Rutherford: Trustee James Ridgeway has been added to the Committee and the next meeting will occur sometime in February 2013.

b. Finance Committee: Donelle O’Connor chair – Next meeting on 1/30/13 at 4PM.

c. Strategic Planning Committee: Joe Fil chair- Next meeting sometime in March 2013.

d. Policy Committee: Robert Riechel chair- In the process of reviewing the Employee Manual and will meet with new HR service when they are on board with the District.

e. Ad-hoc Building Committee: Chair, Dick Tagg: next meeting tentatively: 1/23/13.

f. Ad-hoc HR Committee: Robert Riechel chair- Proposed motion to approve the contract with the District’s new HR service.

  - Motion Riechel, 2nd Fill, to approve the contract with HR Options to provide human resources from January through June 30, 2013, not to exceed $7,500, approved by the Board 19-0.

12. FINANCIAL REPORT: FINANCE DIRECTOR: ROSENDO RODRIGUEZ


Finance Director Rodriguez stated that the spent budget target of 42% is at 43.8% due to slight overages in gas, clothing, and seasonal expenses. The capital fund should be at 42% but we are at 9% of the spent budget. Profit and Loss report is at a $1 million loss due to lack of revenue from property taxes not yet transferred by the County, which is typical for this time of the fiscal year. This is also the same with the capital profit and loss fund with a $28K loss due to revenue not received. The district’s general fund balance sheet shows $3.7 million in cash with $325K in the capital fund.
• Motion by Honan, 2nd by Maynard, to approve the Financial Documents for Fiscal Year to date 2012-2013, July through November 2012, approved by a 19-0 vote of the Board.

B. Mid-Year Review of the District Budget 2012-2013

Finance Director Rodriguez discussed activities, forecasts, and adjustments to the general fund. This includes an increase of $154K mainly in airboat repairs, maintenance, chicken blood service and bio waste disposal, and salaries.

• Motion by Wykoff, 2nd Honan, to approve the revised District Budget of 2012-2013, including $154,908 taken from the contingency reserve fund for the General Fund and also adding $25,434 for the Capital fund passed by the Board by a 19-0 vote.

13. MANAGER’S REPORT

Manager Gay indicated that a complete report of all the activities is contained in the Board’s packet including the following items:

• Legislative update status report and regulatory bulletins are e-mailed each week to Trustees. The state legislature approved changing the California Plumbing Code for gray water drains to include a 1/16" screen to keep insects and rodents from entering a residence.
• Mosquito and Vector Control Association of California (MVCAC) annual meeting in February 3-6, 2013, in Sacramento. Tentative Trustee attendees: O’Connor, Fil, Metz, Honan, Lerner, Meierth, Rutherford, Schneider and Tagg.
• Vector Control Joint Powers Agency (VCJPA): scheduled conference March in Walnut Creek.
• American Mosquito Control Association, (AMCA) annual meeting on February 24-28, 2013, in Atlantic City, NJ. Assistant Manager Weber, Trustee Schneider, and Dr. Zahiri, are scheduled to attend.
• California Special District Association (CSDA): Webinars available and there is an Ethics training on 2/28/13.
• STAFF AND GENERAL ANNOUNCEMENTS:

  • Manager Gay made an announcement that the new Operation Supervisor is Casey Stevenson.
  • Laboratory Technician, Theresa Shelton, discussed the up-coming blood feeding system due to arrive at the District, announced the stationing of a mosquito monitoring chicken coop at Dr Smith’s house for a year, and that January is the height of tick season.
  • Assistant Manager, Brian Weber, gave an update on a number of staff activities including marsh mosquitoes, the District passing the State’s health inspection, auctioning of fleet vehicles, and the status of the airboat.
14. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS:

A. Trustee Field Day:
Manager Gay has asked for comments in this month's Board packet for any recommended changes to next year's presentation. Trustee Riechel asks to recognize **Ben Rusmisel** and his excellent PowerPoint presentation at a recent San Bruno city council meeting.

B. District Attending Bi-monthly LAFCO Meetings:
Manager Gay and President Lerner have requested Trustees to volunteer and attend this bi-monthly meeting.

C. Trustee Board Officers and Committee Assignments:
President Lerner has implemented a new committee assignment roster. Trustees DeJamatt, Metz, and Martinucci have been added to the Environmental Committee.

15. NEXT REGULARLY SCHEDULED BOARD MEETING:

- Motion by Rutherford, 2nd by Smith to approve the next meeting for February 13, 2013, approved by the Board 19-0 vote.

16. ADJOURNMENT: (8:30PM)

There being no further business, the meeting was adjourned at approximately 8:30PM.

- Motion by Honan, 2nd Riechel to adjourn, approved by the Board 19-0.

I certify the above minutes were approved as read or corrected at a meeting of the Board held on January 9, 2013.

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

Approved:

[Signature]
District Manager

[Signature]
Board President