MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
February 13, 2013
6:00PM

A regular meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on February 13, 2013, in the District Office at 1351 Rollins Road, Burlingame, California.

TRUSTEES PRESENT:  
Joseph Fil       Betsy Schneider
Christine Fuller  Raymond Honan
Barry Meinerth    Rick Wykoff
Jim Metz          Leon Nickolas
Robert Maynard    Peter DeJamatt
Robert Riechel   Scott Smith
Samuel Lerner    Richard Tagg
Maria Martinucci Donelle O'Connor

TRUSTEES ABSENT:  
James Ridgeway, Donna Rutherford & Valentina Cogoni

OTHERS PRESENT:  
District Manager, Robert Gay
Finance Director, Rosendo Rodriguez
Assistant Manager, Brian Weber
County Counsel, Aimee Armsby
Operations Supervisor, Casey Stevenson
Laboratory Director, Dr. Nayer Zahiri

REGULAR MEETING OF THE BOARD OF TRUSTEES
6:00PM

1. CALL TO ORDER

President Lerner called the meeting to order at 6:00PM 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 excused absences from Trustees Cogoni, Ridgeway and Rutherford.

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 Trustee Betsy Schneider of San Carlos by County Counsel Aimee Arnsby.

6. PUBLIC COMMENTS:

There were none.

7. CONSENT CALENDAR:

- Motion to approve consent calendar by Honan, 2nd Fil, approved unanimously by a 16-0 vote of the Board.

8. FINANCIAL REPORT: FINANCE DIRECTOR: ROSENDO RODRIGUEZ

Review of the Financial Documents for the fiscal year 2012-2013; December 2012. The budget was at 48% of projections, as expected. No changes or amendments were made to the report. Status of the General and Capital Fund were discussed along with the Profit and Loss account which was now at a net gain due to received revenue. Cash balance in the General Fund was $5.2M, and the Capital fund was $218K.

- Action to approve the Financial Documents for fiscal year 2012-2013, July through December by Fil, 2nd O'Connor approved unanimously by the Board 16-0.

9. BOARD COMMITTEE MEETING DATES AND REPORTS:

a. Environmental/Public Outreach Committee: Donna Rutherford chair: Trustee Smith reported that a visitor Jennifer Benito, from Save the Redwoods educated the committee with a preliminary assessment for developing a Public Relations program for our District.

b. Finance Committee: Donelle O'Connor chair – Met on 1/30/13 to listen to a presentation on CALPERS, and also met on February 5th & 12th in closed sessions with nothing to report to the Board.
c. Strategic Planning Committee: Joe Fil chair- Next meeting sometime in late March 2013.

d. Policy Committee: Robert Riechel chair- March meeting scheduled to cover a number of policies. President Lerner is requesting the need for additional trustees to volunteer to work on the Policy Committee.

e. Ad-hoc Building Committee: Chair, Dick Tagg: Engineering plans being worked on by Kam Yan to retro-fit the district's garage.

7. CLOSED SESSION:

- Motion to move into closed session by Fuller, 2nd Tagg, approved unanimously by a 16-0 vote by the Board at 6:34PM.

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<th>CLOSED SESSION MEETING OF THE BOARD OF TRUSTEES</th>
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<tr>
<td>PM</td>
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<tr>
<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 Contract</td>
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<td>Unrepresented employee: District Manager (Government Code Section 54957.8)</td>
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8. REPORT FROM CLOSED SESSION (7:05PM)

- No reportable action taken.

9. REGULAR AGENDA

Motion to change order of this agenda item, Fuller, 2nd, Riechel, approved unanimously by the Board 16-0.

A. Motion to approve the District Manager's Contract

- Motion by Nickolas, 2nd by O'Connor to approve the District Manager's employment contract, approved unanimously by the Board 16-0.

B. District Policy #6030, Expense Authorization
• Motion by Riechel, 2nd Metz to approve the changes (mainly concerning “piggy back” contract policy and other clarification, non-substantive changes) approved unanimously by the Board 16-0.

10. 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: Manager Gay stated the District will visit six legislative Offices with various Trustees.
• Mosquito and Vector Control Association of California (MVCAC) legislative day on 3/20/13.
• Vector Control Joint Powers Agency (VCJPA): scheduled conference March in Walnut Creek; Manager Gay will attend.
• 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): 2013 Legislator’s Day.
• STAFF AND GENERAL ANNOUNCEMENTS:
  • Laboratory Director, Dr. Zahiri, talked about the New Jersey CO2 traps, Dr. Scott’s allowing a chicken coop in his backyard, tick and flea flagging and beginning in-house bird testing.
  • Assistant Manager, Brian Weber, gave an update on a number of staff activities including salt marsh mosquito surveillance, rodent requests, and the breaking down of marsh levees.

11. BOARD MEMBERS COMMENTS AND ANNOUNCEMENTS:

A. MVCAC Annual Conference: Trustees Fil, Honan, Tagg, Schneider, Metz, Lerner and staff Zahiri and Weber gave reports on the MVCAC Conference in Sacramento. Next Year’s conference will be in San Diego.

B. San Mateo Special District Meeting: Trustees did not attend.

C. Other Trustee comments or announcements: President Lerner commended the Manager’s Evaluation Committee and Legal Counsel for the hard work they put in to the Manager’s Contract

12. NEXT REGULARLY SCHEDULED BOARD MEETING:

• Motion by Honan, 2nd DeJarnatt to approve the next meeting for March 13, 2013, approved unanimously by the Board 16-0 vote.

13. ADJOURNMENT: (8:15PM)
There being no further business, the meeting was adjourned at approximately 8:15PM.

- **Motion by O'Connor, 2nd Nickolas to adjourn, approved unanimously by the Board 16-0.**

I certify the above minutes were approved as read or corrected at a meeting of the Board held on February 13, 2013.

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

Approved:

[Signatures]

District Manager

[Signature]

Board President