MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
JUNE 12, 2013
6:00PM

A regular meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on June 12, 2013, in the District Office at 1351 Rollins Road, Burlingame, California.

TRUSTEES PRESENT:        Betsy Schneider        James Ridgeway
                         Christine Fuller        Steve Hedlund
                         Jason Seifer            Valentina Cogoni
                         Leon Nickolas           Kati Martin
                         Robert Maynard          Peter DeJarnatt
                         Robert Riechel          Scott Smith
                         Samuel Lerner           Richard Tagg
                         Donna Rutherford       Barry Meinerth

TRUSTEES ABSENT:         Donelle O'Connor        Rick Wykoff

OTHERS PRESENT:          District Manager, Robert Gay
                         Finance Director, Rosendo Rodriguez
                         Assistant Manager, Brian Weber
                         County Counsel, Lee Thompson
                         County Counsel, Aimee Armsby
                         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 Trustees’ O’Connor and Wykoff with excused absences. Trustee Meinerth arrive at 6:11PM.

4. APPROVAL OF THE AGENDA AS POSTED:

- Motion by Tagg, 2nd Fuller, approved by a 15-0 vote of the Board.

5. OATHS ADMINISTERED TO TRUSTEES:

Oaths of office were administered to Kati Martin from the city of Half Moon Bay by Deputy County Counsel Lee Thompson. New Trustee Jason Seifer from the County-at-Large had been given his oath of office earlier and was introduced to the Board.

6. PUBLIC COMMENTS AND ANNOUNCEMENTS:

James Counts and Theresa Dyer commented from the public.

7. CONSENT CALENDAR:

- Motion to approve minutes/consent calendar of the May 8, 2013 meeting, by DeJarnatt, 2nd Maynard, approved by a 15-0 vote of the Board.

8. REGULAR AGENDA:

a. Janitorial Contract: Finance Director Rodriguez and Manager Gay discuss the new contract stating it will save the District $3,888 per year. {Public Comments were received}.

   o Motion by Riechel, 2nd Rutherford to approve the one year janitorial contract with Townsend & Styer approved by the Board 16-0.

b. Contractor Contract: Trustee Tagg and Manager Gay discussed the choice of contractor James R. Griffin to earthquake retrofit the parking garage at a cost of $206,243.

   o Motion by Rutherford, 2nd Nickolas to approve Contractor James R Griffin Construction Company to complete the garage seismic repair, with any change order over $7,500 must be brought back to the Board for approval, passed by the Board 15-1 (Riechel).

c. Pesticide Purchase: Assistant Manager Weber: Since all bids from purveyors were identical, Target Specialty Products was chosen on a rotational basis.
Motion by De Jarnatt, 2nd Rutherford to approve the Altosid pesticide purchase from Target Specialty Products voted unanimously by the Board 16-0.

9. BOARD COMMITTEE MEETING DATES AND REPORTS:

a. Environmental/Public Outreach Committee: Donna Rutherford chair- Last meeting cancelled next meeting July 10th at 5:00 p.m.

b. Finance Committee: Donelle O’Connor chair – Trustee Maynard gave a report of a series of meetings involving staff salaries, retirement, and medical benefits. Next meeting June 27th at 4:30 p.m..

c. Strategic Planning Committee: Jim Ridgeway new Chair- Next meeting July 1, 2013. The committee is working with the lab director to finish the edits on the Strategic Plan.

d. Policy Committee: Robert Riechel chair- Have 5-6 policies for reviewing with Counsel and the next meeting June 26th at 4:00 p.m..

e. Ad-hoc Building Committee: Chair, Dick Tagg- Approved seismic contractor and will meet as necessary until the construction is finished.

10. FINANCIAL REPORT: FINANCE DIRECTOR: ROSENDO RODRIGUEZ

A. Review of the Financial Documents for the fiscal year 2012-2013; July through April. The budget was at 72.7% of projections which is below the target of 83%. The District had $6.1M in cash in the General Fund and $253K in the Capital Fund. Details of the financial report were included in the Board’s packet.

1. Action to approve the Financial Documents for fiscal year 2012-2013, July through April 2013 by Riechel, 2nd Maynard, unanimously approved by the Board 16-0.

B. Resolution M-008-13. District Fiscal Year 2013-14. Finance member designee Trustee Maynard discussed the proposed financial budget of $6.3M.

1. Motion to approve Resolution M-008-13, District Budget for Fiscal Year 2013-2014 by Riechel, 2nd Rutherford, approved by the Board 16-0.

C. Review Financial Audit for year 2010-11 Financial Director Rodriguez and Auditor Michael O’Connor discussed the audit. The following fiscal years audit (2011-12) is being worked on and will be brought before the Board when complete.

1. Motion Riechel, 2nd Fuller to approve the Financial Audit for year 2010-11, approved by the Board 16-0.

11. PUBLIC HEARING: SPECIAL MOSQUITO CONTROL TAX
A. Public Hearing.
   
   o Motion by Ridgeway, 2nd Nickolas to open the Public Hearing, approved by the Board 16-0.

   There was a comment from the public from Theresa Dyer.

   o Motion by Fuller, 2nd Smith to close the Public Hearing approved by the Board 16-0.

12. RESOLUTION M-001-14

A. Fixing the amount of the Special Mosquito Control Tax for Mosquito Control Services within the original designated cities and unincorporated area at $3.74 per year.

   o Motion to approve Resolution M-001-14 by Riechel, 2nd Maynard, approved by the Board 16-0.

13. RESOLUTION M-002-14

A. Resolution authorizing the collection of the Special Mosquito Control Tax for Mosquito Control Services within the originally designated and unincorporated area for Fiscal Year 2013-14 for $17.26 per year.

   o Motion by Tagg 2nd Riechel to approve Resolution M-002-14 approved by the Board 16-0.

14. RESOLUTION M-003-14

A. Resolution authorizing the approval of the Engineer’s Report confirming diagram and assessment and ordering levy of assessment for Fiscal Year 2013-14 of $17.26 per year, no change from last year.

   o Motion to approve Resolution M-003-14, by Fuller, 2nd De Jarnatt approved by the Board 16-0

14. MANAGER’S REPORT

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

   - Legislative update: NPDES permit: may discontinue chemical tests in the water.
   - Mosquito and Vector Control Association of California (MVCAC)
   - Vector Control Joint Powers Agency (VCJPA): Switch to Alliant Insurance Services since the current carrier, Harford Insurance, premiums has become too expensive.
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• American Mosquito Control Association, (AMCA). Next annual meeting in Seattle in 2014.
• California Special District Association (CSDA): Next annual conference meeting in Monterey 9/16-19, primarily for the new trustees.
• The District is looking into investing into earthquake insurance with VCJPA with a 30% deductible.
• New list for District Committees for 2013-14 has been distributed.

a. STAFF AND GENERAL ANNOUNCEMENTS:

• Assistant Manger Weber announced that there will be helicopter treatments scheduled starting July 2, 2013.

13. BOARD MEMBERS COMMENTS AND ANNOUNCEMENTS:

• Trustee Schneider attended former Board member Bob Bury’s memorial..
• President Lerner and Assistant Manager Weber gave an enlightening talk about their attendance at the AMCA Legislative Conference in Washington DC.

14. CLOSED SESSION

• Motion by Riechel, 2nd Ridgeway to move into closed session.

CLOSED SESSION MEETING OF THE BOARD OF TRUSTEES

A. CALL TO ORDER

B. CONFERENCE WITH LABOR NEGOTIATOR- Section 54956.6
Agency designated representative: Trustee Maynard, Finance Committee designee
Employee Organization: Peninsula Vector Workers Association

C. CONFERENCE WITH LABOR NEGOTIATOR- Section 54956.6
Agency designated representative: Trustee Maynard, Finance Committee designee.
Employee Organization: All Unrepresented Employees.

D. CONFERENCE WITH LEGAL COUNSEL-PENDING LITIGATION
Significant exposure to litigation pursuant to subdivision (a) of Section 54956.9: District v Brandon Low, Claim CRM:00080941

E. CONFERENCE WITH LEGAL COUNSEL-PENDING LITIGATION
Pursuant to Section 54956.9: Based on existing facts and circumstances, the District will discuss the initiation of litigation adverse to Jo Ann Dearman.
15. REPORT FROM CLOSED SESSION

   a. Item 14d: Board voted in favor of denying a late claim request for pending litigation of District v Brandon Low, CRM:00080941. Nothing to report from the other items.

16. NEXT REGULARLY SCHEDULED BOARD MEETING:

   • Motion by Ridgeway, 2nd Smith to approve the next Board meeting for July 10, 2013, unanimously approved by the Board 16-0 vote.

17. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:54PM.

I certify the above minutes were approved as read or corrected at a meeting of the Board held on June 12, 2013.

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

Approved:

[Signatures]

District Manager

Board President