

Marin/Sonoma  
Mosquito & Vector Control District  
595 Helman Lane  
Cotati, California 94931  
1-800-231-3236 (fax) 707-285-2210

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BOARD OF TRUSTEES

**REGULAR BOARD MEETING  
AGENDA**

DATE: October 10, 2007  
TIME: 7:00 P.M.  
LOCATION: District Headquarters  
595 Helman Lane  
Cotati, Ca 94931

*Items marked \* are enclosed attachments.  
Items marked # will be handed out at the meeting.*

1. CALL TO ORDER/DEDICATE THIS MEETING IN HONOR OF TRUSTEE  
JACK HEALY

2. ROLL CALL (13 members need to be present for a quorum)

Steve Ayala, <a href="#">Petaluma</a>	Wendy McPhee, <a href="#">Ross</a>
Nancy Barnard, <a href="#">Corte Madera</a>	Don Monk, <a href="#">Windsor</a>
Tom Bradner, <a href="#">Larkspur</a>	Cynthia Rodericks, <a href="#">San Rafael</a>
Tamara Davis, <a href="#">Sonoma Co. at Large</a>	Sandy Ross, <a href="#">Mill Valley</a>
Frank Egger, <a href="#">Fairfax</a>	Ed Schulze, <a href="#">Marin Co. at Large</a>
Henry Fuhs, <a href="#">Cotati</a>	Fred Smith, <a href="#">West Marin</a>
William Holland, <a href="#">San Anselmo</a>	Roger Smith, <a href="#">Tiburon</a>
Paul Libeu, <a href="#">Rohnert Park</a>	Richard Stabler, <a href="#">Sonoma Co. at Large</a>
Craig Litwin, <a href="#">Sebastopol</a>	Herman Zwart, <a href="#">Novato</a>
Claire McAuliffe, <a href="#">Belvedere</a>	Charles Bouey, <a href="#">Sonoma</a>

Open Seats:  
Cloverdale  
Healdsburg  
Sausalito  
Santa Rosa

The Marin Sonoma Mosquito and Vector Control District will provide reasonable disability related modifications or accommodations to a person with a disability who requires a modification or accommodation in order to participate in the meeting of the Board of Trustees. Please Contact Amy Lopes (707) 285-2200 at least 72 hours before the meeting if you require modification or accommodation.

3. PLEDGE OF ALLEGIANCE

4. PUBLIC TIME

This time is reserved for those wishing to address the Board on matters not on the agenda, which fall under the authority of the Marin Sonoma Mosquito and Vector Control District Board. No action may be taken on non-agenda items. Please State your name and address and provide the President with the Speaker Card so you can be properly included in the consideration of the item. **Please limit your comments to 5 minutes per person and twenty (20) minutes per subject in total so that all who wish to speak can be heard.**

5. CONSENT CALENDAR

A. APPROVAL OF AGENDA

B. \* MINUTES – APPROVAL OF MINUTES FOR BOARD MEETING HELD ON AUGUST 8, 2007

C. \* PAYROLL – APPROVAL OF PAYROLL:

MONTH OF AUGUST:	\$148,430.39
MONTH OF SEPTEMBER:	\$149,990.03

D. # EXPENDITURES – APPROVAL OF EXPENDITURES:

MONTH OF AUGUST:	\$356,573.07
MONTH OF SEPTEMBER:	Information will be available at the Board Meeting

ACTION NEEDED  
INFORMATION ENCLOSED

6. NEW BUSINESS

A. NOMINATION COMMITTEE

To pick the officers for the coming year (January 2008).

B. FUNCTION OF BOARD OF TRUSTEES

Board of Trustees are empowered to undertake and carryout a vast number of duties under Health and Safety Code, revised under Senate Bill No. 1588. As explained in the Trustee Reference Manual, Chapter 3, Page 13: The array of powers given to district boards is incorporated in the Health and Safety Code, Article 4, section 2040. The primary function of the board of trustees is the establishment of policies and the definition of guidelines. The board employs the manager and delegates authority to

the manager to execute these policies and guidelines on a daily basis. The manager must communicate with the board and provide the information necessary to make intelligent decisions regarding such matters. Once policies are set, trustees must, both individually and collectively, recognize and respect the separation of the functions of the executor (manager) and the policy makers (board).

C. TRUSTEE TRAVEL

- a. The Board president would like to have this item discussed by the board to clarify who should attend conferences or other types of travel meetings by the board:
  - i. Annual Conference
  - ii. Legislative Day Washington D.C. or Sacramento
  - iii. Insurance Workshop
  - iv. Quarterly Meetings
  - v. Other

**ACTION NEEDED**

D. PUBLIC RELATIONS AUDIT UPDATE

Presentation to be given by Todd Slosek, staff member of Burson Marsteller.

- E. When Email violates the Brown Act, and other email Policies.

**INFORMATION ENCLOSED**

7. CONTINUING BUSINESS

A. TRUSTEE AND STAFF WORKSHOP

- a. A planning workshop for trustees and staff is being planned. This workshop will discuss the future plans and programs of the district.
- b. Where the workshop should be held:
  - i. Offsite
  - ii. District Headquarters

**ACTION NEEDED**

B. ANNUAL TRUSTEE DINNER

- a. Direction from the board to staff on where to have the annual Trustee/Employee dinner:
  - i. Offsite
  - ii. District Headquarters

**ACTION NEEDED**

C. YEAR END AUDIT UPDATE:

8. BOARD AND STAFF REPORTS

a. Manager Report

- i. A report on California Department of Public Health Emergency Mosquito Control Funding.

9. WRITTEN COMMUNICATIONS

CORRESPONDENCE RECEIVED BY THE DISTRICT FROM RESIDENTS OR ANY OTHER PARTY SHALL BE READ OR HANDED OUT TO THE BOARD

10. OPEN TIME

11. ADJOURNMENT