

Marin/Sonoma Mosquito & Vector Control District

Board of Trustees  
595 Helman Lane  
Cotati, CA 94931

**February 13, 2008**

**MINUTES**

1. CALL TO ORDER

President Bouey called the meeting to order at 7:00 p.m.

2. ROLL CALL

**Members present:**

Barnard, Nancy	Rodericks, Cynthia
Bradner, Tom	Ross, Sandy
Davis, Tamara	Schulze, Ed
Dill, Charlie	Smith, Roger
Holland, Billy	Zwart, Herman
Libeu, Paul	Bouey, Charles
Litwin, Craig	
McPhee, Wendy	
Monk, Don	

**Members absent:**

Ayala, Steve	Smith, Fred
Egger, Frank (arrived at 7:58 p.m.)	Stabler, Richard
Fuhs, Henry	

**Others present:**

Jim Wanderscheid, District Manager  
Chris Canterbury, Network Administrator  
Nizza Sequeira, Public Relations Director  
Chuck Krause, Operations Director  
William Ring, Sausalito  
Other District Staff

A quorum was present, and a due notice had been published.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. PASSING OF THE GAVEL

President Bouey passed the gavel to incoming President, Trustee Barnard. President Barnard thanked Trustee Bouey for his hard work as Board President over the past year and presented him with a plaque recognizing his term as president for the year 2007.

5. PUBLIC TIME

President Barnard introduced the new Trustee from Santa Rosa, Mr. Charlie Dill. Trustee Dill has a background in biology as well as a long history in mosquito and vector control. He began as a Technician for San Mateo Mosquito Abatement District and later served as District Manager of the Marin/Sonoma MVCD for twenty years. Trustee Dill recently retired from Placer County Mosquito & Vector Control, a district in which he had been a part of its formation.

Sausalito's new representative Mr. Ring introduced himself. Mr. Ring explained that he is a member of the ~~sustainability commission for the City of Sausalito~~ **Sausalito Sustainability Commission**. He explained that he has a background in engineering and ~~biology~~ **finance**.

The District had not received any information from City Sausalito regarding Mr. Ring's appointment. The City of Sausalito will be contacted for further information.

Bobbi Kimball, Bolinas and member of the West Marin Mosquito Coordinating Council (WMMCC)

Ms. Kimball stated she was here on behalf of the WMMCC. She thanked the District for their work and willingness to work together. She explained that the council was formed after the annexation into the District boundaries. The council is comprised of fifteen community members from the West Marin area as well as a multitude of governmental agency representatives. Ms. Kimball introduced Ms. Goldblatt as one of the councils co-chairs. Ms. Gates who was not in attendance was recognized as the other co-chair for the council.

6. CONSENT CALENDAR

A. Approval of Agenda

B. Minutes – December 12, 2007 -

C. Payroll – Approval of Payroll Expenditures

December 2007: \$146,365.32

January 2008: \$143,157.24

D. Expenditures – Approval of Expenditures

December 2007: \$240,173.68

January 2008: \$289,958.01

E. Ending Account Balances:

Operating Fund: \$3,177,448.09

- Investment Fund: \$ 95,406.34
- F. Quarterly Financial Report  
This report had been requested on a quarterly basis for review.

*It was M/S Trustee Ross/Trustee Holland to accept the Consent Calendar as presented.  
Motion passed unanimously*

7. NEW BUSINESS

- A. Ms. Benner, Marin County Retirement Administrator, discussed the District's unfunded liability and changes to the retirement program. The purpose of this presentation is to educate the Board regarding the current retirement benefit plan offered to District employees. A discussion ensued.

*Trustee Egger arrived at 7:58 p.m.*

*It was M/S Trustee Holland/Trustee Schulze to form an Ad-hoc committee to further research health and retirement plans for new hires.*

*Motion passed unanimously.*

- B. The presentation by Mr. Slosek of Burson – Marsteller was postponed until the next meeting due to a family emergency.
- C. Audit- June 30, 2007  
Trustee Bradner, Audit Committee Chair, stated that the committee reviewed the Audit and recommends approval.

*It was M/S Trustee Bradner/Trustee Holland to accept the June 30, 2007 Audit.*

Trustee Egger felt that the District's Audit looked more like a financial statement. He stated he wanted to view a type of year end statement which shows the District's actual spending versus what was budgeted. A discussion ensued. It was explained that the Board had decided not to include that specific information in the audit. The inclusion of that information will be discussed and decided upon at a later date.

*Motion passed unanimously.*

- D. Actuarial Valuation of Post Employment Benefit  
This information will be researched further in conjunction with retirement benefits by the Audit committee. A meeting will be arranged to research trust account programs.
- E. 2008 Committee Update  
President Barnard stated that the committee list is in the process of being updated. There are new Trustees that need to be assigned to committees. Any Trustee with questions or comments regarding committee assignments should contact President Barnard.

F. 2008 Signature Cards

The following individuals were directed to sign the signature cards; Trustee Barnard, Trustee Fuhs, Trustee Litwin, Nizza Sequeira and Jim Wanderscheid.

It was recommended to add Trustee Bradner to the signature cards as well.

G. Trustee Travel

President Barnard suggested that the number of Trustees traveling to conferences be limited. A discussion ensued in regard to the importance of Trustees attending conferences.

Trustee Davis stressed the fact that the conferences are excellent educational opportunities and feels that more Trustees should attend.

Trustee Ross announced that she had discussed her concerns regarding Brown Act violations when a quorum is present at conferences with Mr. Wanderscheid. It was understood that there would not be an issue.

Trustee Bradner asked that the Policy committee review the possibility of Trustees being reimbursed for mileage to attend board meetings.

It was explained that the current Trustee reimbursement of \$100 per month includes mileage.

A discussion ensued.

Trustee Dill agreed that it is important for Trustees to attend conferences as it raises awareness of issues that all District's and Board members face throughout the State. In response to mileage reimbursement he explained that he had been a member of a committee which revised and updated SB 1588 included in the Health and Safety Code which covers Trustee reimbursement.

It was decided to charge the Policy committee with reviewing conferences and the number of Trustees attending.

8. UNFINISHED BUSINESS

A. VCJPA Resolution 3-97 to resolution 03-2006

Mr. Wanderscheid explained this is an information only agenda item. He went on to state that at the last meeting Resolution #3-97 was amended to read 03-2006 but the guidelines had not been included. The enclosed resolution has been amended to include the new guidelines; there was no action needed.

Trustee Egger asked if the employees had input regarding this change. Mr. Wanderscheid explained that this is a policy change that came directly from the VCJPA board. This policy is a condition of District employee's employment.

9. BOARD COMMITTEE REPORTS

A. Legislative Committee

Trustee Davis stated that there are no updates to report.  
B. Policy Committee  
Trustee Ayala was not present.

C. Notification Committee  
Trustee Egger stated that at the last annual conference, a presentation in regard to notification systems was given by W.A.R.N. This company specializes in rapid notification for a variety of businesses. After the presentation Trustee Egger, Trustee Schulze and Nizza Sequeira had an opportunity to speak with the representative from the company. Trustee Egger was unable to make contact with the representative after attending the conference due to difficulties with his District email account. He went on to state that he would like the Notification committee to meet an hour prior to the next board meeting.

Several Trustees discussed the idea of eliminating their District email accounts and using their personal email addresses for communication with the public and District staff.

D. Public Relations Committee  
Trustee McPhee reported the committee reviewed the Public Relations Audit report produced by Burson – Marsteller. She gave an overview of what was detailed in the report.

10. MANAGERS REPORT

A. Mr. Wanderscheid stated that in the past the District had collaborated with Sonoma State University for research projects. He went on to state he would like to conduct more in-house research. Trustee Davis commented that she would like to see research conducted into the utilization of native fish for mosquito control.

Mr. Wanderscheid informed the Board of a situation in regard to missing funds from last Board dinner. A private investigator has been hired and the Board will be updated on the outcome of the situation.

Mr. Wanderscheid explained due to the current State budget deficit Governor Schwarzenegger had enacted Proposition 1A. Representatives of the Mosquito & Vector Control Association of California are researching the matter.

11. WRITTEN COMMUNICATIONS

None

12. OPEN TIME

President Barnard reminded the Trustees of their responsibility to comply with AB1234 Ethics Training which can be completed online.

The deadline for submitting Form 700 was announced; April 1, 2008.

The Board workshop day was discussed. District staff was complimented and thanked for the informative presentations. The Trustees were asked to only contact Jim Wanderscheid that if they have any questions regarding daily work progress or District programs.

Trustee Davis requested a copy of the District's response to the Grand Jury.

Chris Canterbury, Network Administrator, will work with Trustees in regard to District email issues.

Trustee Egger inquired into the hiring of the new Assistant Manager. Mr. Wanderscheid explained there are currently 10 applicants. In response to Trustee Egger's question of the Board President's role in hiring for that position, Mr. Wanderscheid explained that the Trustee Manual clearly states that it is the Manager's responsibility to hire staff.

A discussion ensued regarding the possibility of Trustees attending other association conferences such as the California Special District Association and the American Mosquito Control Association. Mr. Wanderscheid stated that any Trustee interested in attending other conferences to contact him.

13. ADJOURNMENT

There being no further business to come before the Board, it was M/S Trustee Schulze/Trustee Holland to adjourn the meeting at 8:46 p.m.

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*District Representative*  
MSMVCD

\_\_\_\_\_  
*Date of Approval*

\_\_\_\_\_  
*Trustee*  
MSMVCD Board of Trustees

\_\_\_\_\_  
*Date of Approval*