

MINUTES

Agenda Item 4

**994th MEETING OF THE BOARD OF TRUSTEES
OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT**

FEBRUARY 13, 2013

TIME: 5:00 P.M.
PLACE: Office of the District, 23187 Connecticut Street, Hayward
TRUSTEES: Jim Prola, President, City of San Leandro
Barbara Halliday, Vice-President, City of Hayward
Abe Gupta, Secretary, City of Dublin
Dennis Bray, County-at-large
Ryan Clausnitzer, City of Alameda
James N. Doggett, City of Livermore
Jim Golden, City of Emeryville
Denny McLeod, City of Piedmont
Ronald Quinn, City of Union City
William M. Spinola, City of Newark
Jan Washburn, City of Berkeley
George Young City of Fremont
City of Oakland, Vacant
City of Pleasanton, Vacant

Board Vice President Jim Prola called the meeting to order at 5:00 PM.

Trustees Jan Washburn, Dennis Bray, Denny McLeod and Abe Gupta were absent.

Guests: Michael O'Connor of RJ Ricciardi, Inc, John Bliss and Melanie Guillory-Lee of SCI Consulting Group and Miguel Cardenas were in attendance.

President Prola invited members of the public to speak on issues relevant to the District. No members of the public spoke during the public comment period.

Introduction of new Board members - Ryan Clausnitzer representing the City of Alameda and George Young for the City of Fremont were introduced and gave brief descriptions of their backgrounds.

The Board reviewed the minutes of the 993rd meeting held on January 9, 2013. The Board voted to approve the minutes (Golden/Halliday, unanimous with trustees Clausnitzer and Young abstaining.)

President Jim Prola announced that because past president Jan Washburn was not in attendance, the President's Award Plaque would be presented at the next Board meeting.

The Board passed Resolution 994-1 Recognizing trustee T. David Edwards for his years of service to the District (Quinn/Golden, unanimous.)

The Board passed Resolution 994-2 Recognizing trustee John Hughes for his years of service to the District (Quinn/Spinola, unanimous.)

President Prola announced the appointment of trustees Ron Quinn, Jim Golden, William Spinola and Jim Doggett to the Salary Committee. Trustee Jim Golden declined to serve on the committee. President Prola asked for nominations or volunteers for the position of chair of the committee. Committee members Quinn, Doggett and Spinola declined the position and nominated President Prola as chair. President Prola proposed that the committee hold its first meeting on March 13 at 4:15 PM. Committee member Ron Quinn asked if the employees were ready to meet with the committee at that time and President Prola stated that he had

received a letter from the Employee Association asking to meet with the board. Board members confirmed the membership of the committee and the date and time of its next meeting (Golden/Halliday, unanimous.)

Guest speaker John Bliss of SCI Consulting Inc presented a proposal for conducting a survey of the property owners of the city of Albany to gauge support for joining the District. The board discussed the issue of surveying Albany property owners on joining the district. No action was taken and the Board asked to have this subject continued at the next board meeting.

Michael O'Connor, CPA of the accounting firm R.J. Ricciardi, Inc presented the Audit for fiscal year ending June 30, 2012. President Prola asked about the necessity for conducting a fully opinionated audit. Mr. O'Connor responded that this audit just completed carries the highest level of assurance. He stated that San Mateo MVCD was conducting a midyear review of its books due to a recent loss, but that the audit just completed here included an examination of all account balances and internal controls. Mr. O'Connor suggested that the district prepare a list of warrants each month for expenditures from the District's account at City National Bank. The Board agreed that such a list should be prepared each month and reviewed by the Board. The Board approved the audit (Golden/Halliday, unanimous.)

The Board reviewed the warrants dated January 15, 2013 numbering 034613 through 037213 amounting to \$590,750.02 and warrants dated January 31, 2013 numbering 037313 through 040713 amounting to \$98,577.00. Manager Chindi Peavey pointed out that warrants dated January 15 included \$500,000 which was transferred into the OPEB account administered by PFM.

The Board reviewed the Account Balances.

District Manager Chindi Peavey presented the Monthly Operational Report for January 2013.

District Manager Chindi Peavey presented the Manager's Report for January 2013.

- a) Mosquito & Vector Control Association of California – Annual Conference.
- b) American Mosquito Control Association – Annual Conference.
- c) Vector Control Joint Powers Agency – Manager Chindi Peavey discussed the district's insurance coverage for fraud and stated that renewal of the policy will require submission of this year's audit. She raised the question of whether the district should increase its coverage limit from \$1 mil to \$3 mil to cover the balance in the OPEB account. The board was in favor of increasing the coverage. The district's internal controls, most of which are in the policy manual under Financial Policies, will be collated into an Internal Control Manual, which will then be reviewed by the board.
- d) OPEB Account for retiree health benefits – status of fund. Manager Chindi Peavey stated that another \$500,000 was transferred into the fund in January, bringing the balance to \$2,700,000. The actuarial study of 2009 concluded that the fund needed to contain \$3,579,028 to cover retiree health benefits. Account Manager Carlos Oblites of PFM will present a detailed report on the OPEB account at the next board meeting (March 13.)
- e) District PEIR-Manager Chindi Peavey stated that the Draft PEIR is scheduled for public release in July.
- f) Source Reduction Permit- Manager Peavey reviewed the status of the permit and discussed the need to hire a firm to assist with preparing an informal Biological assessment. Current estimates are \$15,000, to be split among 3 districts.
- g) Status of the New Operations Database was discussed.
- h) Alameda County Special District Association – Annual Dinner March 28, 2013. Board President Jim Prola and Trustee Jim Golden stated that they might attend.
- i) Conflict of Interest Disclosures - FPPC 2012/2013 Statement of Economic Interests, Form 700. Board members need to return these forms to the district office by March 15th.

Board member Bill Spinola left at 6:00 PM.

President Prola asked if any trustees had requests for items to be added to the agenda for the next Board meeting. Board member Jim Doggett requested that further discussion of services in the city of Albany be added to the agenda.

Board and staff announcements - Barbara Halliday announced "Hayward Honors Women", which will be held at Hayward City Hall on February 28th at 5:00 PM. The goal of this year's event is to encourage young women to pursue careers in Science. District Manager Chindi Peavey will be one of the speakers. Barbara Halliday will send the event announcement to District Manager Peavey to forward to the rest of the board.

The meeting adjourned at 6:20 PM.

Respectfully submitted,

Abe Gupta, Secretary

Approved as written and/or corrected
at the 995th meeting of the Board of
Trustees held March 13, 2013

Jim Prola, President
BOARD OF TRUSTEES