

MINUTES  
**1002nd MEETING OF THE BOARD OF TRUSTEES  
OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT**  
OCTOBER 9, 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  
Ryan Clausnitzer, Secretary, City of Alameda  
Dennis Bray, County-at-large  
Elizabeth Anders, City of Oakland  
James N. Doggett, City of Livermore  
Jim Golden, City of Emeryville  
Richard Guarienti, City of Dublin  
Denny McLeod, City of Piedmont  
Kathy Narum, City of Pleasanton  
Ronald Quinn, City of Union City  
William M. Spinola, City of Newark  
Jan O. Washburn, City of Berkeley  
George Young, City of Fremont

The Policy Committee met at 4:00 PM, before the regularly scheduled board meeting

President Jim Prola called the Regularly Scheduled Board meeting to order at 5:00 p.m.

Ten board members were present. Absent from the meeting were Trustees Anders, Spinola, and Bray.

President Prola invited members of the public to speak on issues relevant to the public; no members of the public were present.

Board member George Young arrived at 5:10.

President Prola introduced Kathy Narum, City Councilmember and new Trustee for the City of Pleasanton

The minutes of the 1001<sup>st</sup> meeting held September 11, 2013 were reviewed and approved (Golden / Doggett, unanimous, with Guarienti and Washburn abstaining.)

The Board reviewed warrants dated September 15, 2013 numbering 011914 through 013914 amounting to \$85,272.38 and warrants dated September 30, 2013 numbering 014014 through 017214 amounting to \$104,741.85. (Information only)

The Board Reviewed the Account Balances for September 2013 (Information only.)

The Board reviewed bids from three dealerships for the purchase of two new 2014 Ford F150 4 x 4 super cab trucks. Discussion followed. Trustee Denny McLeod asked whether the District had a policy requiring purchase of new vehicles to be tied to the turn-in of the vehicle it is replacing. Manager Chindi Peavey answered that the District does not tie the turn-in of the older vehicle with the new one because the District usually does not replace vehicles until they have over 100,000 to 200,000 miles. At this high mileage, the vehicles do not bring very much in trade-in value from a dealership. Manager Peavey added that surplus vehicles are advertised in local papers and/or online through Craig's list and sold to the highest offer. Followed the discussion, the Board voted to purchase the vehicles from the Livermore Auto Group which had submitted the lowest bid (Golden/Narum, unanimous)

Trustee James Doggett, chair of the Policy Committee reported on the committee meeting in which the District's Financial Policies were discussed. The committee suggested some editorial changes to the current policies and reviewed a draft of the District's new Internal Control Policy Manual. Drafts of the Internal Control Manual and the financial policies will be brought to the board for approval when they are completed.

District Manager Chindi Peavey presented the Monthly Operational Report for September. The Board discussed whether it was necessary to retain the current Operational Report or replace it with the monthly newsletter. Because the two reports contain similar information, it was decided that going forward operational information would be presented only in the newsletter. Board member Halliday stated that the amount of overtime worked each month (which is compensated by Earned Time off, not monetary compensation) should continue to be reported. Chindi Peavey responded that the Board would continue to receive this information.

District Manager Chindi Peavey presented the Manager's report:

District Manager Chindi Peavey and Trustee Richard Guarienti attended the annual conference of the California Special Districts Association in Monterey on September 16-19.

District Manager Chindi Peavey will attend the CalPERS Educational Forum in San Jose on October 21-23. Trustee Jim Golden stated that he was interested in attending the Forum. Trustee Denny Mcleod stated that he might be interested in attending and would inform Manager Chindi Peavey if he decided to attend.

Board member Ryan Clausnitzer will attend the trustee training on Special District Governance at the upcoming Quarterly Meeting of the Mosquito and vector Control Association of California on October 24<sup>th</sup>.

The Annual Conference of the Mosquito and Vector Control Association of California will be held in San Diego on February 17-20 of 2014. Manager Chindi Peavey asked which Board members were interested in attending; Trustee Jan Washburn said he would attend.

On October 31, the District will be hosting a meeting between John Bourgeois, Project Manager for the South Bay Salt Ponds Restoration Project and representatives of mosquito and vector control districts in the south bay to discuss the restoration project and hear input from the agencies.

Final financial figures for fiscal year 2012-13 were received from the County Treasurer's office in late September and the firm conducting District Financial Audit has begun auditing the Districts records. District Manager Chindi Peavey asked for Board members to oversee the audit. Board Members Kathy Narum and Ryan Clausnitzer were appointed to carry out this function. The Board stated that they would like to see the draft financial statements sent to the auditor in September. This will be in addition to the monthly financial reports they are currently receiving and the audited annual financial statements they receive when the audit is completed.

President Prola asked if there were any items to add to agenda for the next Board meeting on November 13<sup>th</sup>. There were no requests for additional items to be placed on the agenda for November.

The meeting was adjourned at 6:05 PM.

Respectfully submitted,

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Ryan Clausnitzer, Secretary

Approved as written and/or corrected  
at the 1003<sup>rd</sup> meeting of the Board of  
Trustees held November 13, 2013

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Jim Prola, President  
BOARD OF TRUSTEES