

# Marin/Sonoma Mosquito & Vector Control District

Board of Trustees  
595 Helman Lane  
Cotati, CA 94931

**September 16, 2009**

## MINUTES

**1. CALL TO ORDER**

President Litwin called the meeting to order at 5:30 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**Members present:**

Ayala, Steve	Libeu, Paul
Barnard, Nancy	McPhee, Wendy
Bouey, Charles	Pitcher, Bill
Bradner, Tom	Ross, Sandy
Campbell, James	Schulze, Ed
Davis, Tamara	Smith, Fred
Egger, Frank	Stabler, Richard
Fuhs, Henry	Litwin, Craig
Holland, William	

**Members absent:**

Ring, William (*arrived at 5:37 pm*)  
Smith, Roger  
Zwart, Herman (*arrived at 5:39 pm*)

**Others present:**

Jim Wanderscheid, District Manager  
Dawn Williams, Administrative Assistant

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

**4. PUBLIC TIME**

No comments.

**5. CONSENT CALENDAR**

**A. APPROVAL OF AGENDA**

**B. MINUTES**

June 10, 2009 Board Meeting

**C. FINANCIAL**

Warrants - June 2009

June Payroll: \$ 153,962.24

June Expenditures: \$ 349,564.39

Total: \$ 503,526.63

**D. FINANCIAL**

Warrants – July 2009

July Payroll: \$ 154,172.20

July Expenditures: \$ 461,287.19

Total: \$ 615,459.39

**E. FINANCIAL**

Warrants - August 2009

August Payroll: \$ 153,690.70

August Expenditures: \$ 419,350.02

Total: \$ 573,040.72

**F. ENDING ACCOUNT BALANCES:**

Operating Fund: \$ 4,260,660.46

**G. 4<sup>th</sup> QUARTER ENDING 6/30/09 FINANCIAL REPORT FOR FY 2008/09**

*It was M/S Trustee Davis/Trustee Holland to accept the Consent Calendar with the following change to the June 10, 2009 Minutes:*

*Item 5 D, Trustee Ross wanted to share this letter dated May 14, 2009 from Bill Rotham regarding teleconferencing District Board meetings*

Trustee Schulze stated that the use of the Chambers in Marin is very ~~extensive~~ **expensive** due to the additional requirements needed such as additional lighting and security.

*Item 6 C, Budget and Salary Committees*

Manager Wanderscheid said that he would like to gather more information to have a better comparison for the salary survey. He also would like to put together a Salary Negotiation Committee ~~compiled with~~ **composed of** 2 people from the Salary Committee and 2 from the Budget Committee to look at the Districts salaries and put together a four year contract by next budget.

*Motion passed with Trustee Fuhs, Ayala, and Campbell Abstaining.*

6. **NEW BUSINESS**

A. **The District has been served papers for a Small Claims Action. The trial date is September 29, 2009 at 6 pm.**

Manager Wanderscheid said that in 2008 he received a phone call from Ms. Ducayet regarding what she felt was an over charge of taxes on her property for the last 8 years. This was a mistake made by the County of Marin in the Town of Fairfax. She is asking that we pay her back \$10.72 per year for over the past 8 years. This equals a total of \$97.88 to be paid back to her.

Trustee Davis stated that she is concerned about the legal precedents by voting on it. The proper thing to do is to go to small claims court and let the judge award her the amount.

It was ~~M/S~~ *moved by* Trustee Fuhs/~~Trustee Schulze~~ to repay Ms. Ducayet without going to small claims court. *Trustee Schulze seconded the motion only to allow Trustee Fuhs to share his reasoning under the "Discussion" call.*

A discussion ensued.

President Litwin recapped the motion on the table for reimbursement of the money.

Three members of the Board questioned the motion on the table. The Board voted no to the motion on the table.

President Litwin asked for another motion on this matter.

*It was M/S Trustee Davis/Trustee Ross to take this matter to small claims court and move forward from there.*

*Motion passed with Trustee Fuhs Abstaining.*

B. **The Auditor has requested that the Board approve by motion the Cost Control Billing Sheet.**

Manager Wanderscheid explained that the Auditor requests the Board to approve the Cost Control Billing Sheet. This sheet is used for our A/R billing. The costs change yearly so we will be adding this to the Agenda around the same time we do the budget.

Trustee Holland asked how we charged for over time because he didn't see it on the sheet.

Manager Wanderscheid responded stating that we have never worked over time to apply a charge for it.

*It was M/S Trustee Bouey/Trustee Davis to accept the request of the Auditor to have the Cost Control Billing Sheet approved and to be put on the Agenda each fiscal year.*

*Motion passed unanimously.*

**C. Audit Committee wanted to make sure the Board understands the dry period funding.**

Trustee Bradner explained our dry period funding is a period of time that we don't receive any cash revenue beginning July 1<sup>st</sup> of each year to around December 31<sup>st</sup>.

**D. Audit Changes regarding Employee and Trustee travel.**

Manager Wanderscheid explained that the Auditor needs to have proof of attendance to any meeting attended while on District business. Some examples include name tags, roster, etc.

**7. CONTINUED BUSINESS**

**A. A letter from Archer Norris Law Corporation has been sent to the Law Office of Donald Mooney regarding the Notice of Violation of Clean Water Act.**

A statewide meeting with two committees, selected from the MVCAC, will be monitoring the NPDES protocols for Adult Mosquito Control.

**8. BOARD COMMITTEE REPORTS**

**A. Legislative Committee**

Nothing to report.

**B. Policy Committee**

Nothing to report.

Manager Wanderscheid stated that the attorneys have gone through our policy manual and returned it just recently. Manager Wanderscheid asked if any one else would be willing to look over the policy manual with him and the attorney to make any changes before finalization.

Trustee Libeu offered to join the policy committee.

**C. Budget & Salary Committees**

Nothing to report.

**D. Salary Negotiations Committee**

*(Ad Hoc Committee)*

Nothing to report.

9. **MANAGERS REPORT**

78<sup>th</sup> Annual Conference of the MVCAC will be held at the Hyatt Regency in Sacramento on February 7<sup>th</sup> through the 10<sup>th</sup>. We will need to get every ones information by November if you plan on attending.

Manager Wanderscheid stated that he would like to have the District purchase flood insurance. We will put this on the Agenda for the October Board meeting. Option 1 would be a 10% deductible with annual premium cost at \$6,900 and option 2 would be a 5% deductible with an annual premium cost at \$8,200.

A discussion ensued.

An emergency motion to purchase flood insurance has been encouraged by the Board. This item will be put on the Agenda for the next Board meeting.

*It was M/S Trustee Schulze/Trustee Davis to move forward with the purchase of flood insurance for the District with a 5% deductible and an annual premium cost of \$8,200.*

*Motion passed unanimously.*

Manager Wanderscheid announced his nomination to become the MVCAC President.

10. **WRITTEN COMMUNICATIONS**

President Litwin asked if every one had seen the notes of appreciation.

Remarks of acknowledgement were simultaneously made.

11. **OPEN TIME**

Trustee Schulze accredited the Public Relations Department on a well written article in the Marin Independent Journal *and the West Marin Citizen*.

A discussion ensued.

12. **ADJOURNMENT**

There being no further business to come before the Board, it was M/S by Trustee Fuhs/Trustee Davis to adjourn the meeting at 6:06 p.m.

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*District Representative*  
*MSMVCD*

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

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

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