

**MOSQUITO AND VECTOR MANAGEMENT DISTRICT  
of Santa Barbara County  
MINUTES OF REGULAR MEETING OF TRUSTEES  
March 12, 2009**

The regular meeting of the Board of Trustees of the Mosquito and Vector Management District of Santa Barbara County was held at 2:00 PM, on Thursday, March 12, 2009 at the Hope School District Board Room, 3970 La Colina Road, Santa Barbara, CA.

1. ROLL CALL.

TRUSTEES PRESENT:

David Pritchett, Board President  
Larry Fausett, Vice-President  
Ron Hurd, Board Secretary  
Cathy Schlottmann  
Charles Blair  
John Olson

TRUSTEES ABSENT:

**NONE**

IN ATTENDANCE:

Brian Passaro, General Manager  
Kenneth Learned, Vector Biologist

2. CONFIRMATION OF AGENDA

*No changes were requested*

3. STAFF ANNOUNCEMENTS regarding District business.

*General Manager Passaro discussed his meeting with Buellton City Manager Steve Thompson. Mr. Thompson stated that the City of Buellton would be open to contracting with the District for vector services if there was a need.*

*General Manager Passaro also discussed his meeting with SCI to plan for the upcoming renewal of the benefit assessments.*

4. CORRESPONDENCE

A. *General Manager Passaro spoke about the news release regarding the District's logo design contest. Trustee Schlottmann suggested specifically contacting Cabrillo High School in Lompoc.*

B. *General Manager Passaro also mentioned the invitation to the 10<sup>th</sup> Annual Santa Barbara State of the City Breakfast on Monday, March 23<sup>rd</sup>.*

5. PUBLIC COMMENT.  
**NONE**

6. ITEMS OF GENERAL CONSENT. The following items are approved by a single action of the Board. Items requiring additional discussion may be withdrawn from the listing and approved in a separate action.

- A. Approval of Minutes for District's regular meeting held February 12, 2009.
- B. Financial Statements for County Fund 4160 for February 2009.
- C. Warrant Register for February 2009.
- D. Disease Surveillance Report for February 2009.
- E. District Operations Report for February 2009.

*Trustee Olson questioned the fees that the District is paying for accounting services listed on the Warrant Register. After some discussion of that item, it was moved by Trustee Blair, seconded by Trustee Olson, and passed 5-0-1 with Trustee Schlottmann abstaining, to approve the Items of General Consent.*

7. OLD BUSINESS

- A. **Discussion and/or Approval of Policy and Procedures Manual.** *There was discussion involving the following sections of the Manual:*
- *Section 2.27 – after some discussion, it was moved by Trustee Schlottmann, seconded by Trustee Blair, and passed unanimously to give the general manager the authority to give District employee promotions and pay raises without Board approval.*
  - *Section 2.10 (9/80 employee work schedule) – after discussion of the pros and cons of implementing a 9/80 schedule, the Board decided by general consensus to allow employees to take their every other week day off on any day of the week at the general manager's discretion, if a 9/80 schedule is implemented.*
  - *Section 2.13 (compensatory time) – the Manual currently states that the maximum amount of compensatory time an employee may accrue is 240 hours. It was moved by Trustee Olson, seconded by Trustee Fausett, and passed unanimously to change the maximum accruable compensatory time to 80 hours.*
  - *Section 2.21 – to conform to State law, the Board agreed by general consensus to change the wording to “request” that employees give 2 weeks notice before leaving District employment rather than “require.”*
  - *Section 3.6 (retiree health care) – PERS, the District's current health care provider, will be requiring the District to fund retiree health care in the future. General Manager Passaro will do further research into the financial impact of this, then report back to the Board at a later date.*
  - *Section 3.7 (cap on sick leave accrual) – after some discussion it was moved by Trustee Fausett, seconded by Trustee Schlottmann, and passed unanimously to remove the line that allows employees to convert sick time accrued into service credit for retirement and to ask General Manager Passaro to contact the County Retirement System for information on its policy and if necessary send a resolution to allow employees to convert sick time accrued into service credit for Board consideration.*
  - *Section 3.9 (Holidays) – The proposed Policy Manual increases annual holidays from 11 to 13. After much discussion, it was moved by Trustee Schlottmann and seconded by Trustee Olson to retain the current policy of 11 holidays per year. The motion failed*

*with a 3-3-0 vote. It was then moved by Trustee Fausett, seconded by Trustee Pritchett, and passed 4-2-0 to amend the proposed Manual to allow 12 holidays. It was moved by Trustee Pritchett, seconded by Trustee Fausett, and passed unanimously to keep the floating holiday, delete Columbus Day, and add the Day After Christmas as a holiday. A brief recess was taken at 4:00PM. The meeting reconvened at 4:02PM.*

*- Section 4.16 (leave without pay) – After a brief discussion, the Board agreed by general consensus to allow leave without pay to be at the general manager’s discretion.*

*- Section 4.5 (time off for voting) – After a brief discussion, the Board agreed by general consensus to give the general manager discretion as to what time of day an employee may take time off to vote.*

*- It was moved by Trustee Schlottmann, seconded by Trustee Hurd, and passed unanimously to incorporate the changes (listed above) into the Personnel Policy and to distribute the updated draft Policy Manual to the Board (Trustee Schlottmann and Olson requested paper copies). General Manager Passaro stated that he will send the updated draft Policy Manual to the District’s legal counsel after there are any further trustee comments.*

**B. Update on Earth Day Festival Exhibit.** *General Manager Passaro discussed plans and progress that District staff has made for Earth Day. He also mentioned that the District’s booth may not have the promised electricity.*

8. NEW BUSINESS

**A. FPPC Form 700 Renewal.** *Just a reminder that this form must be submitted by April 1, 2009. No Board action required. Individual trustees must turn in their Form 700s.*

**B. Renewal of CSDA Membership.** *The District’s CSDA membership fees are past due. Currently line item 7430 is over budget by \$450. The CSDA membership fees are \$1,097; if these fees are paid, the District will be over budget by \$1,547 in this line item. After some discussion, it was moved by Trustee Pritchett, seconded by Trustee Hurd, and passed 5-1-0 with Trustee Blair opposed, to let the membership lapse and to pay per item for CSDA services.*

**C. Discussion of VCJPA Annual Conference Held February 26-27 in Sacramento.** *General Manager Passaro discussed the meeting, which was mainly a strategic planning session for many issues facing the vector control districts statewide.*

**D. Discussion Regarding the Implementation of a Budget Committee.** *The District will be developing the FY 2009-2010 annual budget in the upcoming months. The Board may wish to establish a Budget Committee to participate in the planning and allocation of funds with staff. Board President Pritchett along with Trustees Olson and Schlottmann volunteered to form a Budget Committee.*

**E. Approval to Purchase VCMS Database Program from Clarke Mosquito Control.** *The District currently relies solely on paper records of services performed. A database which tracks service requests, treatment, inspections, and surveillance is recommended to facilitate improved operations and tracking. VCMS is a program that has been designed specifically for this purpose. Staff would like to purchase VCMS to improve*

District operations and tracking. *General Manager Passaro discussed the history of VCMS, which he stated that he had a great deal of familiarity, and Clarke's proposals that are outlined on pages 27-30 of the agenda packet. The proposal on pages 27 and 28 are a "bare bones" proposal allowing staff to use one computer with one user at a time. The page 29 proposal would provide a later upgrade to allow the use of 3 computers with 3 users at one time. The proposal on page 30 combines the proposals from pages 27, 28, and 29 plus a map program for \$10,101.62. After some discussion, it was moved by Trustee Schlottmann, seconded by Trustee Blair, and passed unanimously to accept the proposal outlined on page 30, not to exceed \$10,500, out of the current budget.*

9. MANAGER'S REPORT.

*General Manager Passaro discussed GASB 45 compliance issues. This involves the retiree health care requirement discussed in item 7A, Personnel Policy section 3.6. The \$1,500 actuarial analysis should shed more light on exactly how much it will cost the District to comply with GASB 45.*

10. TRUSTEE COMMENTS.

*Trustee Fausett mentioned that under County of Santa Barbara employee policy, sick leave accrued is added to the employee's service record.*

*Board President Pritchett announced that 2<sup>nd</sup> District County Supervisor Janet Wolf has nominated Susan Swarbrick for the District's Board of Trustees.*

*Trustee Olson stated that his last name is spelled Olson, not Olsen.*

*Trustee Blair spoke regarding Santa Barbara County Special Districts Association discussions of out of district service area contracts versus benefit assessments.*

11. CLOSED SESSION – None

12. ADJOURNMENT

As there was no further business to be brought before the Board, the meeting was adjourned.

I certify that the above minutes substantially reflect the actions of the Board:

BY:

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Larry Fausett  
Board Vice-president

APPROVED:

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Ron Hurd  
Board Secretary