



San Mateo County
Mosquito and Vector Control District
 1351 Rollins Rd
 Burlingame CA 94010
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 www.smcmad.org

**MINUTES OF THE REGULAR MEETING OF THE
 BOARD OF TRUSTEES
 NOVEMBER 13, 2013
 6:00PM**

A regular meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on November 13, 2013, in the District Office at 1351 Rollins Road, Burlingame, California.

TRUSTEES PRESENT:	Christine Fuller	James Ridgeway
	Steve Hedlund	Donelle O'Connor
	Jason Seifer	Barry Meinerth
	Leon Nickolas	Kati Martin
	Valentina Cogoni	Peter DeJamatt
	Robert Riechel	Rick Wykoff
	Samuel Lerner	Donna Rutherford
	Maria Martinucci	Christopher Cairo
	Scott Smith	Betsy Schneider

TRUSTEES ABSENT: Robert Maynard, Dick Tagg

OTHERS PRESENT: District Manager, Robert Gay
 Finance Director, Rosendo Rodriguez
 County Counsel, Lee Thompson
 Assistant Manager, Brian Weber
 Laboratory Director, Dr. Nayer Zahiri

REGULAR MEETING OF THE BOARD OF TRUSTEES

6:00PM

1. CALL TO ORDER

President Lerner called the meeting to order at 6:01PM and stated that it was being recorded.

2. PLEDGE OF ALLEGIANCE

The Regular Meeting of the Board of Trustees was opened with the Pledge of Allegiance.

3. ROLL CALL

The roll call indicated that 18 Trustees were present with Trustees Maynard and Tagg with excused absences, and Trustee Meinerth arriving at 6:33PM.

4. APPROVAL OF THE AGENDA AS POSTED:

No changes.

5. OATHS ADMINISTERED TO TRUSTEES:

Oaths of office were administered to Trustees Robert Riechel, San Bruno, and Rick Wykoff, Foster City, by County Counsel Lee Thompson.

6. PUBLIC COMMENTS AND ANNOUNCEMENTS:

There were none.

7. CONSENT CELENDAR:

A. Minutes for the regular Board meeting of October 9, 2013.

- **Motion by DeJarnatt, 2nd Ridgeway to approve the consent calendar with the amendment of changing trustee's Martin spelling of her first name to "Kati", approved unanimously by the Board 17-0.**

8. REGULAR AGENDA:

A. Consideration of Policy 6030, Expense Authorization.

- **Motion by Nickolas, 2nd by Seifer to approve the Policy Committee reviewing Policy 6030 with the concerns of the Board considered, approved by a unanimous 17-0 vote of the Board.**

B. Statements were made by the following Trustee's nominated to the Board Offices for the years 2014-2015:

- President: Sam Lerner, Donna Rutherford
- Vice President: Rick Wykoff,
- Secretary: Leon Nickolas
- Assistant Secretary: Barry Meinerth

C. Trustee Field Day Presentation by Brent Ives of BHI Management Consulting. Approximately 15 Trustees plan to attend.

- **Motion by Riechel, 2nd Ridgeway to approve Brent Ives providing a three hour presentation at the December Trustee's Field Day for \$2,600, passed by a unanimous 18-0 vote of the Board.**

9. BOARD COMMITTEE MEETING DATES AND REPORTS:

A. **Environmental/Public Outreach Committee: *Donna Rutherford Chair***- Did not meet last month and at the next meeting will hear an update on the website revision.

B. **Finance Committee: *Rick Wykoff Interim Chair*** – Met and considered options for CALPERS, one-year contract with the District's Auditor, the District's Engineer Contract, and changes on the following Policies:

- **Motion by Riechel, 2nd Rutherford to approve Policy 6020 Fixed Asset Accounting Control, passed unanimous by the Board 18-0.**
- **Motion by Riechel, 2nd Scott to approve Policy 6030 Expense Authorization, with two minor edits, passed unanimous by the Board 18-0**
- **Motion by Rutherford, 2nd DeJarnatt to approve Policy 6090 Accounts Payable Management, passed unanimous by the Board 18-0.**
- **Motion by Seifer, 2nd Meinerth to approve Policy 6100 Journal Entry Approval, passed unanimous by the Board 18-0.**
- **Motion by Rutherford, 2nd Wykoff to approve Policy 6110 Cash & Cash Management, passed unanimous by the Board 18-0.**
- **Motion by Rutherford, 2nd DeJarnatt to approve District Contraction Options for CALPERS health benefits program of all employees and employee groups are on one contract resolution and the contribution method is equal (GC 22892 B), approved unanimous by the Board 18-0.**
- **Motion by Seifer, 2nd Fuller to approve a one-year contract extension with R. J. Ricciardi, for fiscal year 2013-2014, passed unanimous by the Board 18-0.**
- **Motion by Fuller, 2nd Wykoff to approve a one-year contract extension with SCI Consulting Group for fiscal year 2014-2015, passed unanimous by the Board 18-0.**

C. **Strategic Planning Committee: *Jim Ridgeway Chair***- next meeting 11/18

D. **Policy Committee: *Robert Riechel Chair***: State law elections for Board Officers in January.

- **Motion by Riechel, 2nd O'Connor to approve Policy 4150 amended "to take effect January 1, 2014", approved by Board 15-3 (against: Rutherford, Martin, and Wykoff).**
- E. **Ad-hoc Building Committee: Chair, Dick Tagg-** Manager Gay reviewed all documents, ready to close out project with a final payment to the general contractor for \$35,183.06- Resolution M-007-14.
- **Motion by Riechel, 2nd Hedlund to approve Resolution M-007-14, approved unanimously by Board 18-0.**
- F. **Ad-Hoc Electronic Tablet Committee, Financial Director Rodriguez chair-** Met 10/24 to discuss benefits of providing electronic tablets, purchasing devices and website upgrades. Surveys were given to Trustees to determine the need for an electronic device.

10. FINANCIAL REPORT: FINANCE DIRECTOR: ROSENDO RODRIGUEZ

- A. Review of the Financial Documents for the fiscal year 2013-2014; July through September. The budget was above the 25% year projection since some one-time expenditure and fees are running a little high. The District had \$4.99M in cash in the General and Capital Funds combined. Details of the financial report were included in the Board's packet. An analysis of cell phone use by staff was suggested by the Board.
- **Action by Riechel, 2nd Ridgeway to approve the Financial Documents for fiscal year 2013-2014, July 2013 through September 2013, unanimously approved by the Board 18-0.**

11. MANAGER'S REPORT:

- A. Manager Gay indicated that a complete report of the activities is contained in the Board's packet including the following items:
 - ✓ Legislative update: Various bills were discussed and the legislative pocket directory was offered to interested Trustees.
 - ✓ Mosquito and Vector Control Association of California (MVCAC): Annual Conference, February 2014.
 - ✓ Vector Control Joint Powers Agency (VCJPA): no report.
 - ✓ American Mosquito Control Association, (AMCA). Next annual meeting in Seattle, February 2014 for three trustees and staff to attend. Washington DC day will be the 1st week in May 2014.
 - ✓ California Special District Association (CSDA): Meeting next year, Affordable Care Act implementation memorandum..
 - ✓ District Program Updates- Among the items covered were: Aedes Aegypti collaborative outreach and surveillance in Menlo Park on 11/2 with the attendance of **Trustee Cogoni and Board President Samuel Lerner**; the incredible work done by staff all year to limit ***Culex pipiens*** mosquito levels. Discussions also resulted with typhus fever (possums), plague, anaplasmosis, Lyme disease, yellow and dengue fever in the County; Preventing Sexual Harassment class on 10/15; and the \$5.2M Lehman Bros settlement.

12. BOARD MEMBERS COMMENTS AND ANNOUNCEMENTS:

None

13. NEXT REGULARLY SCHEDULED BOARD MEETING:

- **Motion by Fuller, 2nd Seifer to approve the next regular Board meeting for January 8, 2014, unanimously approved by the Board 18-0 vote.**

14. ADJOURNMENT:

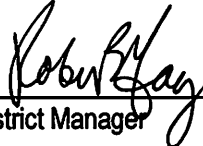
- **Meeting was adjourned at 8:40 PM.**

There being no further business, the meeting was adjourned at 8:40PM

I certify the above minutes were approved as read or corrected at a meeting of the Board held on November 13, 2013.

** All reports that were provided to the trustees as the board meeting will be available upon request.

Approved:



District Manager



Board President