



San Mateo County
Mosquito and Vector Control District
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**MINUTES OF THE REGULAR MEETING OF THE
 BOARD OF TRUSTEES
 JULY 10, 2013
 6:00PM**

A regular meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on June 12, 2013, in the District Office at 1351 Rollins Road, Burlingame, California.

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

TRUSTEES ABSENT: Richard Tagg

OTHERS PRESENT: District Manager, Robert Gay
 Finance Director, Rosendo Rodriguez
 Assistant Manager, Brian Weber
 County Counsel, Aimee Armsby
 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 6:00PM 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 Trustee Tagg an excused absence. Trustee Meinerth arrive at 6:11PM.

4. APPROVAL OF THE AGENDA AS POSTED:

- **Motion by DeJarnatt, 2nd Fuller, approved by a 17-0 vote of the Board.**

5. OATHS ADMINISTERED TO TRUSTEES:

There were no oaths administered this evening.

6. SPECIAL PRESENTATIONS:

- A. Review Financial Audit FY 2011-12. Auditor Michael O'Connor, Finance Chair O'Connor and Finance Director Rodriguez. Since Auditor O'Connor was not present Finance Director Rodriguez fielded questions from the Board.
 - **Motion by Riechel, 2nd O'Connor to approve Basic Financial Statement Audit for June 30, 2012 and Management Report for the year end June 30, 2012, approved by the Board 17-0.**
- B. Trustee Dr. Scott Smith gave an informative and educational presentation on the invasive *Aedes Aegypti* mosquito recently found in Madera and Clovis, which is the vector of dengue and yellow fever epidemics, and how this will impact all California mosquito and vector control districts.

7. PUBLIC COMMENTS AND ANNOUNCEMENTS:

James Counts commented from the public.

8. CONSENT CELENDAR:

Minutes for the regular Board meeting of June 12, 2013, and the purchase of pesticides.

- **Motion by Riechel, 2nd by Seifer to approve the amended minutes/consent calendar of the June 12, 2013, meeting eliminating Maria Martinucci's name in attendance of Bob Bury's memorial on page 5, # 13, and the pesticide purchases of VectoMax FG from Adapco, Spheratax SPX from Univar, and BVA2 Oil from BVA Inc., approved by a 18-0 vote of the Board.**

9. REGULAR AGENDA:

- A. Contract continuation with HR Options, July 1, 2013 – June 30, 2014. Finance Director Rosendo Rodriguez

- **Motion by Riechel, 2nd Nickolas to approve the contract with HR Options to provide human resources services From July 1, 2013 through June 30, 2014, approve by the Board 17-1 (Wykoff).**
- B. MOU with Unrepresented Employees effective July 1, 2013 – June 30, 2016, Finance Committee Chair Donnell O'Connor.
- **Motion by Riechel, 2nd Maynard to approve MOU's with Unrepresented Employees concerning salaries and benefits for the term July 1, 2013 through June 30, 2016, approved by the Board 18-0.**
- C. MOU with Peninsula Vector Control Association effective July 1, 2013 through June 30, 2016. Finance Committee Chair Donelle O'Connor.

Since no agreement has been reached, there was no vote on this issue. The Finance Committee will meet and confer with the Association.

10. BOARD COMMITTEE MEETING DATES AND REPORTS:

- A. **Environmental/Public Outreach Committee: Donna Rutherford Chair-** The Committee met this evening discussing the logistics of laboratory operations. There was an activity chart presented by Dr. Zahiri, and the Committee continued the discussion of the possibility of hiring a part time Publicist.
- B. **Finance Committee: Donelle O'Connor Chair** – Next meeting to be determined concerning meet and confer with the representative employees on a few issues.
 - **Motion by Riechel, 2nd O'Connor to approve Resolution M-006-14, aligning the salary schedules of Laboratory Director and Finance Director Positions, approved by an 18-0 vote of the Board.**
- C. **Strategic Planning Committee: Jim Ridgeway Chair- 7/19** next meeting at noon with the Lab Director.
- D. **Policy Committee: Robert Riechel Chair:** Two new commissioners, Trustees **Martin** and **Wykoff**, have been added to the Committee. Next meeting 8/21 at 4PM to discuss suggested modifications and changes by the Auditor to the finance policy. No recommendations this evening.
- E. **Ad-hoc Building Committee: Chair, Dick Tagg-** No report.

10. FINANCIAL REPORT: FINANCE DIRECTOR: ROSENDO RODRIGUEZ

- A. Review of the Financial Documents for the fiscal year 2012-2013; July through May. The budget was at 80% of projections which is below the target of 92%. The District had \$6.221M in cash in

the General Fund and \$233K in the Capital Fund. Details of the financial report were included in the Board's packet.

- **Action to approve the Financial Documents for fiscal year 2012-2013, July 2012 through May 2013 by Maynard, 2nd Rutherford, unanimously approved by the Board 18-0.**
- B. Resolution M-004-14. Finance Director Rosendo Rodriguez.
- **Motion by Schneider, 2nd Rutherford to approve Resolution M-004-14, transferring funds from the General Fund No. 02706 Appropriate Contingencies # 8611 to accounts 4311, 5631, and 5856 in the total amount of \$17.5K, requiring additional funds, approved by the Board 18-0.**
- C. Resolution M-005-14. Finance Director Rosendo Rodriguez.
- **Motion Riechel, 2nd Ridgeway to approve resolution M-005-14, transferring of funds from the General Fund No. 02706 to Capital Fund No. 02705 in the amount of \$350K, approved by the Board 18-0.**

14. 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: Board members are preparing visits to state legislative representatives this summer.
 - Mosquito and Vector Control Association of California (MVCAC): Redraft RFP for new services.
 - Vector Control Joint Powers Agency (VCJPA): no report
 - American Mosquito Control Association, (AMCA). Next annual meeting in Seattle in 2014.
 - California Special District Association (CSDA): Four trustees are planning to attend the Monterey meeting in September 16-19 which are primarily for the new trustees.
 - District Program Updates: Among the items covered were West Nile Virus update, invasive yellow fever and dengue mosquitoes spreading in central California, status of the EIR, mosquito surveillance program, Malaria vectors in Portola Valley, and Lehman Brothers bankruptcy.

15. BOARD MEMBERS COMMENTS AND ANNOUNCEMENTS:

- **Trustee Maynard** thanked the technician in Brisbane for cleaning out yellow jacket nests in the Community Garden.
- **President Lerner** thanked the new members of the Policy Committee and the four new Trustees who are planning to attend the CSDA meeting in Monterey.

14. CLOSED SESSION

- **Motion by Riechel, 2nd Ridgeway to move into closed session approved by the Board 18-0.**

CLOSED SESSION MEETING OF THE BOARD OF TRUSTEES

- A. CALL TO ORDER**
- B. CONFERENCE WITH LEGAL COUNSEL-PENDING LITIGATION**
Pursuant to Section 54956.9: Based on existing facts and circumstances, the District will discuss the initiation of litigation adverse to Jo Ann Dearman
- C. CONFERENCE WITH LABOR NEGOTIATOR- Section 54956.6**
Agency designated representative: Trustee O'Connor, Finance Committee designee.
Employee Organization: Peninsula Vector Workers Association.

- Motion to move out of closed session

15. REPORT FROM CLOSED SESSION

There is no reportable action from the closed session.

14. NEXT REGULARLY SCHEDULED BOARD MEETING:

- Motion by Ridgeway, 2nd Wykoff to approve the next Board meeting for September 11, 2013, unanimously approved by the Board 18-0 vote.

15. ADJOURNMENT:

- Motion by Wykoff, 2nd Maynard to adjourn, voted unanimously by the Board 18-0.

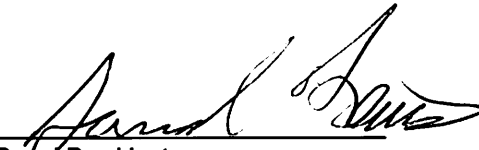
There being no further business, the meeting was adjourned at **8:47PM**.

I certify the above minutes were approved as read or corrected at a meeting of the Board held on June 12, 2013.

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

Approved:


District Manager


Board President