



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
 SEPTEMBER 11, 2013
 6:00PM**

A regular meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on September 11, 2013, in the District Office at 1351 Rollins Road, Burlingame, California.

TRUSTEES PRESENT:

Betsy Schneider	James Ridgeway
Steve Hedlund	Maria Martinucci
Jason Seifer	Barry Meinerth
Leon Nickolas	Katie Martin
Robert Maynard	Peter DeJarnatt
Robert Riechel	Rick Wykoff
Samuel Lerner	Donna Rutherford
Dick Tagg	Christopher Cairo

TRUSTEES ABSENT: Christine Fuller, Valentina Cogoni, Scott Smith, Donelle O'Connor

OTHERS PRESENT:

District Manager, Robert Gay
 Finance Director, Rosendo Rodriguez
 Assistant Manager, Brian Weber
 County Counsel, Lee Thompson
 Laboratory Director, Dr. Nayer Zahiri
 Legal Counsel, Barry Weinstein

REGULAR MEETING OF THE BOARD OF TRUSTEES

6:00PM

1. CALL TO ORDER

President Lerner called the meeting to order at 6:02PM 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 16 Trustees were present with Trustees Cogoni, Fuller and Smith excused absences. Trustee Seifer arrive at 6:06 PM. Trustee Martinucci left at 7:30PM.

4. APPROVAL OF THE AGENDA AS POSTED:

- **Motion by Rutherford, 2nd Riechel, approved by a 15-0 vote of the Board.**

5. OATHS ADMINISTERED TO TRUSTEES:

The oath of office for new trustee Christopher Cairo representing South San Francisco was administered by County Counsel Lee Thompson.

6. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION: CLOSED SESSION (6:06PM)

CLOSED SESSION MEETING OF THE BOARD OF TRUSTEES

A. Call to order

B. Conference with legal Counsel-Anticipated Litigation: Initiation of litigation pursuant to paragraph (4), subdivision (b) of Section 54956.9. One case

7. RECONVENE AND REPORT FROM CLOSED SESSION (7:32PM):

There were no reportable actions taken from the closed session.

8. PUBLIC COMMENTS AND ANNOUNCEMENTS:

James Counts and Nawied Amin commented from the public.

9. CONSENT CELENDAR:

Minutes for the regular Board meeting of July 10, 2013.

- **Motion by Ridgeway, 2nd by Tagg to approve the consent calendar of the July 10, 2013, approved by a 15-0 vote of the Board (Trustee Martinucci left before the vote).**

10. REGULAR AGENDA:

- A. Grand Jury Report. President Lerner & Ad Hoc Grand Jury Committee.

- **Motion by Riechel, 2nd Hedlund to approve the District's response to the Grand Jury Report, approve by the Board 14-0-1 (Martin abstained).**

11. BOARD COMMITTEE MEETING DATES AND REPORTS:

- A. Environmental/Public Outreach Committee: *Donna Rutherford Chair*-** The next meeting TBA next month.
- B. Finance Committee: *Donelle O'Connor Chair* –** In Chair O'Conner's absence, Manager Gay reported that the Committee needs to meet with CALPERS.
- C. Strategic Planning Committee: *Jim Ridgeway Chair*-** Met last month to go through the lab report.
- D. Policy Committee: *Robert Riechel Chair*:** Presented policies 6010 through 6050 to be approved by the Board:
 - **Policy # 6010: Motion by Riechel, 2nd Rutherford to approve policy as is, approved by the Board 15-0.**
 - **Policy # 6020: Motion by Lerner, 2nd Rutherford to send this policy back to the Policy Committee for further review, approved by the Board 15-0.**
 - **Policy # 6030: Motion by Seifer, 2nd Meinerth to refer this policy to the Finance Committee for further review, approved by the Board 15-0.**
 - **Policy # 6040: Motion by Riechel, 2nd Rutherford to accept as is, approved by the Board 15-0.**
 - **Policy # 6050: Motion by Riechel, 2nd Hedlund, to accept as is, approved by the Board 15-0.**
- E. Ad-hoc Building Committee: *Chair, Dick Tagg*-** No report

12. FINANCIAL REPORT: FINANCE DIRECTOR: ROSENDO RODRIGUEZ

- A. Review of the Financial Documents for the fiscal year 2012-2013; July through June.** The budget was at 90.3% of year end projections. The District had \$6.224M in cash in the General Fund and \$239K 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 June 2013 by Riechel, 2nd DeJarnatt, unanimously approved by the Board 15-0.**
- B. Review Financial Documents for Fiscal Year 2013-2014; month of July, Finance Director Rosendo Rodriguez.** The District spent 8% of target budget year, \$5.7M in cash for General and Capital

Funds. There was also a listing of budget goals for the fiscal year. Details of the financial report were included in the Board's packet.

- **Motion by Nickolas, 2nd Maynard to approve Financial Documents for Fiscal Year 2013-2014; July 2013, approved by the Board 15-0.**

13. 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: No report.
- Mosquito and Vector Control Association of California (MVCAC): Quarterly meeting October 23-25, in Seaside, classes for interested Trustees are available.
- Vector Control Joint Powers Agency (VCJPA): no report
- American Mosquito Control Association, (AMCA). Next annual meeting in Seattle in 2014 for three trustees to attend.
- California Special District Association (CSDA): Four trustees are planning to attend the Monterey meeting in September 16-19.
- District Program Updates: Among the items covered were: West Nile Virus update, adult CO2 trapping, ovitrap surveillance for Aedes Aegypti, neighborhood and cemetery inspections in Menlo Park by staff, fogging by this Friday (9/13), and the unusually large amount of calls this year for yellowjacket extermination.

14. BOARD MEMBERS COMMENTS AND ANNOUNCEMENTS:

- **Trustee Wykoff:** Asked that the Board look into developing a policy concerning hiring outside legal counsel and have it agendized.
- **Trustees Meinert and Nickolas:** Thanked Manager Gay for speaking at the last Millbrae & Burlingame City Council meetings with positive feedback from both councils and urged other trustees to have him talk at their council sessions.
- **Trustee Riechel:** Thanked the staff, Tina & Richard in particular, for the time they spent on public outreach at the San Bruno Chamber's Farmer's Market.
- **Trustee Schneider:** Asked to agendize revisiting the format of the trustee packet sent out each month and to discuss the large cash balance in the District's account and what to do with it.
- **Trustee Cairo:** Thought it would be a good idea to look an expense authorizing policy limiting the yearly amount to be used in hiring outside legal counsel.
- **Trustee Ridgeway:** Asked if there were further thought of having trustees using ipads instead receiving of the voluminous amount of paperwork that is distributed each week to trustees.

15. NEXT REGULARLY SCHEDULED BOARD MEETING:

- **Motion by Maynard, 2nd Meinert to approve the next Board meeting for October 9, 2013, unanimously approved by the Board 15-0 vote.**

16. ADJOURNMENT:

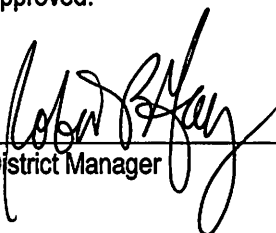
- **Meeting was adjourned at 9:17PM.**

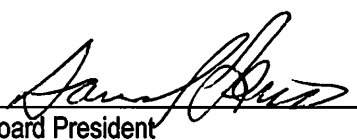
There being no further business, the meeting was adjourned at **9:17PM**

I certify the above minutes were approved as read or corrected at a meeting of the Board held on September 11, 2013.

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

Approved:


District Manager


Board President