



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

**MINUTES OF THE REGULAR MEETING OF THE
 BOARD OF TRUSTEES
 JANUARY 8, 2014
 6:00PM**

A regular meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on January 8, 2014, in the District Office at 1351 Rollins Road, Burlingame, California.

TRUSTEES PRESENT: Christine Fuller James Ridgeway
 Steve Hedlund Robert Maynard
 Jason Seifer Barry Meinerth
 Leon Nickolas Kati Martin
 Valentina Cogoni Betsy Schneider
 Robert Riechel Rick Wykoff
 Dick Tagg Donna Rutherford
 Christopher Cairo Louis Gotelli
 Scott Smith

TRUSTEES ABSENT: Donelle O'Connor, Peter DeJamatt

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

Vice President Rutherford 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 17 Trustees were present with Trustees Brutschy, O'Connor, DeJamatt with excused absences, and Trustee Smith arriving at 6:49PM. It was announced by Vice President Rutherford that President Lerner was not reappointed by the City of Atherton and Trustee Martinucci has resigned her appointment from Redwood City. New Trustee, Louis Gotelli from the City of Colma was present.

4. APPROVAL OF THE AGENDA AS POSTED:

No changes.

- **Motion by Riechel, 2nd Tagg to approve the agenda as posted, approved 16-0 by the Board**

5. OATHS ADMINISTERED TO TRUSTEES:

Oaths of office were administered to new Trustee Louis Gotelli from Colma, and returning trustees: Valentina Cogoni of Menlo Park and Chris Cairo of South San Francisco by County Counsel Lee Thompson.

6. PUBLIC COMMENTS AND ANNOUNCEMENTS:

James Counts commented from the public.

7. CONSENT CELENDAR:

- A. Minutes for the regular Board meetings of November 13, 2013, and Trustee Field Day of December 11, 2013; Auditor Service Contract with R.J. Ricciardi for fiscal year 2013-2014; professional Consulting, Engineer Work and Levy Administration with SCI Consulting Group for fiscal Year 2014-2015; and Stericycle agreement for 3 years for removing medical wastes..
- **Motion by Riechel, 2nd Nickolas to approve the Consent Calendar, noting that the fee amount on the Stericycle agreement to be filled in and initialed by the manager, approved by the Board 16-0.**

8. REGULAR AGENDA:

A. Board Elections:

Elections of District Board officers were held for the calendar years of 2014-2015 and the results were:

1. President: **Donna Rutherford** 15-0-2 (Abstentions: Tagg & Riechel)
2. Vice President: **Rick Wykoff**, 15-0-2 (Abstentions: Tagg & Riechel)

3. Secretary: **Leon Nickolas** 15-0-2 (Abstentions: Tagg & Riechel)
4. Assistant Secretary: **Barry Meinert** 14-0-3 (Abstentions: Tagg, Riechel & Schneider)

(Sam Lerner's name was not included on the final ballot for President since he was not reappointed to serve as Trustee from Atherton, and accordingly was no longer a trustee and not eligible to serve as an officer. He requested that his name be removed from the ballot.)

- **Motion by Maynard, 2nd Seifer to approve the Board Officers for the Calendar Years 2014-2015, passed by the Board 16-0.**
- B. Policy & Procedure Employee Manual: Policies 2170 & 5201
- **Motion by Riechel, 2nd Wykoff to approve District Policies 2170 and 5201, passed by a 16-0 vote of the Board.**
- C. District Policy Manual, Policy 6020
- **Motion Wykoff, 2nd Maynard to approve District Policy Manual 6020, passed by the Board 17-0**
- D. Laboratory PCR Cabinets for the Laboratory
- **Motion by Seifer, 2nd Cairo to approve B-K Mills cabinet installation for the Laboratory costing \$10,450; passed by the Board 17-0.**

9. BOARD COMMITTEE MEETING DATES AND REPORTS:

New Committee assignments were finalized by President Rutherford and will be included in the February Board packet.

- A. **Environmental/Public Outreach Committee: *Donna Rutherford Chair***- Did not meet last month.
- B. **Finance Committee: *Rick Wykoff Chair*** – Met and considered options for CALPERS health benefits program, earthquake insurance, reserve structure policy, midyear financial forecast, and OPEB actuarial study among other items.
- C. **Strategic Planning Committee: *Jim Ridgeway Chair***- next meeting will be determined by the availability of the Finance Director.
- D. **Manager Evaluation Committee, *new Chair Steve Hedlund***; Meeting TBA.
- E. **Policy Committee: *Robert Riechel Chair***: Manager Gay will present policies to be reworked and updated by the committee after County Counsel approval. Next meeting TBA.

10. FINANCIAL REPORT: FINANCE DIRECTOR: ROSENDO RODRIGUEZ

- A. Review of the Financial Documents for the fiscal year 2013-2014; July through November. The budget was above the 42% year projection due to some seasonal expenditures and one-time fees. The District had \$4.7M in cash in the General and Capital Funds combined. Director Rodriguez requested that another credit card be issued to staff and the item will be added to next month's agenda for discussion. Details of the financial report were included in the Board's packet.
- **Action by Riechel, 2nd Ridgeway to approve the Financial Documents for fiscal year 2013-2014, July 2013 through November 2013, unanimously approved by the Board 17-0.**
- B. Mid-Year Review of the District Budget, approved by the Finance Committee, for the fiscal year 2013-2014 was presented.
- **Action by Riechel, 2nd Ridgeway to approve the Mid-Year Review of the District Budget for Fiscal Year 2013-2014, passed by the Board 17-0.**

11. MANAGER'S REPORT:

- A. Manager Gay indicated that a complete report of the activities is contained in the Board's packet which included the following items:
- Legislative update: Staff met with State Senator Jerry Hill and discussed the recent *Aedes aegypti* outbreak in Menlo Park; other discussion with local legislators to follow soon.
 - Mosquito and Vector Control Association of California (MVCAC): Legislative Day to be attended by Manager Gay and Assistant Manager Weber and an available trustee in Sacramento in March. Also discussed were AB 218 and SB 751.
 - 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 attending is Manager Gay and Assistant Manager Weber; Washington, DC Day will be May 5, 2014. Assistant Manager Weber and Trustee Scott will attend.
 - California Special District Association (CSDA): Meeting in Palm Springs this year primarily for new trustees.
 - Local Agency Formation Commission (LAFCO): Increased budget for the Districts.
 - District Program Updates- Among the items covered were: West Nile Virus, *Aedes aegypti*, adding three extra summer hires, Tick & Lyme disease program, continuing education, the district reimbursement of \$200,000 from former employee Dearman for the fraud case, and Assistant Manager Weber spoke about the *Culex pipiens* program and storm drain treatment.

12. BOARD MEMBERS COMMENTS AND ANNOUNCEMENTS:

- Trustees Riechel and Maynard thanked staff for their great work and presentations at Trustee Field Day.
- Trustee Fuller thanked Legal Counsel for their work in obtaining restitution for the fraud case.
- Trustee Riechel requested that the suggested policy revision from James Counts be included in next month's meeting and agenda. President Rutherford stated since this was just given to the Board this evening, the item will be heard on a later date possibly through deliberation from the Policy Committee.

13. NEXT REGULARLY SCHEDULED BOARD MEETING:

- President Rutherford announced the next scheduled Board meeting on February 12, 2014.

14. ADJOURNMENT:

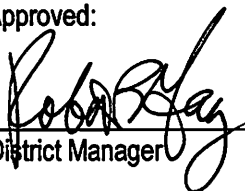
- Meeting was adjourned at 8:02 PM.

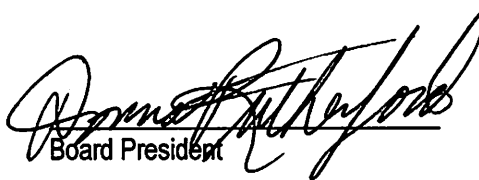
There being no further business, the meeting was adjourned at 8:02PM

I certify the above minutes were approved as read or corrected at a meeting of the Board held on January 8, 2014.

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

Approved:


District Manager


Board President