



**San Mateo County**  
**Mosquito and Vector Control District**  
 1351 Rollins Rd  
 Burlingame CA 94010  
 (650) 344-8592 Fax (650) 344-3843  
[www.smcmad.org](http://www.smcmad.org)

**MINUTES OF THE REGULAR MEETING OF THE  
 BOARD OF TRUSTEES  
 FEBRUARY 12, 2014  
 6:00PM**

A regular meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on February 12, 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 |
| Scott Smith      | Louis Gotelli    |
| Mason Brutschy   |                  |

TRUSTEES ABSENT: Donelle O'Connor, Peter DeJarnatt, Christopher Cairo

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

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**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**6:00PM**

**1. CALL TO ORDER**

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 O'Connor, DeJamatt and Cairo with excused absences, and Trustee Meinerth arriving at 6:04PM. New Trustee, Mason Brutschy from Atherton was present.

### 4. APPROVAL OF THE AGENDA AS POSTED:

No changes.

- **Motion by Riechel, 2<sup>nd</sup> Fuller to approve the agenda as posted, passed 16-0 by the Board**

### 5. OATHS ADMINISTERED TO TRUSTEES:

Oaths of office were administered to new Trustee Mason Brutschy from Atherton and returning trustee Scott Smith of Hillsborough by County Counsel Lee Thompson.

- Trustee Barry Meinerth stated that this will be his last meeting as a Trustee since he was not reappointed to the Board by the City of Burlingame and expressed his gratefulness for being a Board member for the last 4 years.

### 6. PUBLIC COMMENTS AND ANNOUNCEMENTS:

James Counts and Dennis Preger commented from the public.

### 7. CONSENT CELENDAR:

- A. Minutes for the regular Board meeting of January 8, 2014.
- **Motion by Maynard, 2<sup>nd</sup> Ridgeway to approve the Consent Calendar, passed by the Board 17-0.**

### 8. REGULAR AGENDA:

- A. HVAC installation at the Redwood City facility as recommended by the Building Committee with a seven year warranty on the compressor and five years on parts:
  - **Motion by Tagg, 2<sup>nd</sup> Gotelli to approve Alternating Heating and Air Conditioning Solutions, Inc. to install a Mitsubishi M-series air conditioning unit and all electrical connections at the Redwood City Facility for a total cost of \$6,945.00, passed by the Board 17-0.**
- B. District Policy Manual Revisions as reviewed and recommended by the Policy Committee

1. 1030- Conflict of Interest
- **Motion by Riechel, 2<sup>nd</sup> Seifer to approve District Policy 1030, passed by the Board, 17-0.**
2. 1050- Service Abatement Contracts
- **Motion by Riechel, 2<sup>nd</sup> Nickolas to approve District Policy 1050, passed by the Board 17-0.**
3. 1070- Special Mosquito Control Tax
- **Motion by Riechel, 2<sup>nd</sup> Seifer, to approve District Policy 1070, passed by the Board 17-0**
4. 2090- Equal Employment Opportunities
- **Motion by Riechel, 2<sup>nd</sup> Scott, to approve District Policy 2090, passed by the Board 17-0.**
5. 2130- Employment Hiring Practices
- **Motion by Riechel, 2<sup>nd</sup> Rutherford, to approve District Policy 2130, passed by the Board 17-0**
6. 2140- Retirement Age
- **Motion by Riechel, 2<sup>nd</sup> Wykoff, to approve District Policy 2140, passed by the Board 17-0.**
7. 2150- Employee Certification
- **Motion by Riechel, 2<sup>nd</sup> Tagg, to approve District Policy 2150, passed by the Board 17-0**
8. 2170-Workplace Condition Complaint by an Individual or Employee Association
- **Motion by Riechel, 2<sup>nd</sup> Maynard, to approve District Policy 2170, passed by the Board 17-0.**
9. 6030- Expense Authorization and Employee Manual
- **Motion by Riechel, 2<sup>nd</sup> Martin, to approve District Policy 6030, passed by the Board 17-0.**
10. 2160-Separation from District Employment
- **Motion by Wykoff, 2<sup>nd</sup> Meinerth to approve District Policy 2160, passed the Board by a 14-3 vote (against: Riechel, Hedlund, & Nickolas)**
11. Termination of District Policy 2080- Health Examinations
- **Motion by Riechel, 2<sup>nd</sup> Scott to approve the termination of District Policy 2080, approved by the Board 17-0.**

C. *Request for Proposal for General Counsel Services.*

- **Motion by Fuller, 2<sup>nd</sup> Cogoni, to approve submittal of the Request for Proposal for General Counsel Services to various legal firms and directing an Ad-hoc Legal Services Committee (Chair: Kati Martin along with Trustees Fuller and Schneider) to perform the interviews and recommend to the Board at the June 11, 2014, Board meeting an attorney and legal firm to provide general counsel services, along with the corrections of any typos and incorrect dates in the submittal, passed by the Board 17-0.**

D. *San Carlos Wheeler Plaza Project. Former RDA development proposal.*

- **Motion by Maynard, 2<sup>nd</sup> Schneider to approve Resolution M-008-14, expressing support for the 2.4 acre Wheeler Project in the City of San Carlos, passed by the Board 17-0.**

**9. BOARD COMMITTEE MEETING DATES AND REPORTS:**

- A. **Environmental/Public Outreach Committee: *Scott Smith Chair***: meeting TBA, working on a schedule of activities for the Public Outreach Coordinator intern.
- B. **Finance Committee: *Rick Wykoff Chair*** – Met January and February researching earthquake insurance, reserve structure policy, approving midyear financial forecast, and credit card usage.
- C. **Strategic Planning Committee: *Jim Ridgeway Chair***- next meeting may be scheduled for February 27, 2014, to meet with the Finance Director to finalize the Strategic Plan for the year. If this date does not work due to a heavy workload the meeting will move into late March 2014.
- D. **Manager Evaluation Committee, *new Chair Steve Hedlund***; Meeting TBA.
- E. **Policy Committee: *Robert Riechel Chair***: Will look into legal review and draft language on Policy 1090, next meeting TBA.
- F. **Ad-Hoc Technology Committee- *Finance Director Rodriguez Chair***. Met January 14, 2014, to review the electronic device survey for Trustees. Next meeting February 25 2014.

**10. FINANCIAL REPORT: FINANCE DIRECTOR: ROSENDO RODRIGUEZ**

- A. Review of the Financial Documents for the fiscal year 2013-2014; July through December. The budget was above the 50% year projection due to some seasonal expenditures and one-time fees. The District had \$6.46M in cash in the General and Capital Funds combined. Director Rosendo indicated that \$1.9M had been received by the District in tax revenue from the County. Details of the financial report were included in the Board's packet.
- **Action by Riechel, 2<sup>nd</sup> Brutschy to approve the Financial Documents for fiscal year 2013-2014, July 2013 through December 2013, 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: Discussed AB218 (Criminal Background Restrictions), MVCAC Legislation Day, and Governor Brown declaring a state of emergency due to state water shortage.
- ❖ Mosquito and Vector Control Association of California (**MVCAC**): Legislative Day to be attended by Manager Gay and Assistant Manager Weber in Sacramento on March 26, 2014.
- ❖ Vector Control Joint Powers Agency (**VCJPA**): no report.
- ❖ American Mosquito Control Association, (**AMCA**). Seattle Conference, February 3-6, 2014, attended by Trustees Nickolas and Hedlund who gave reports on the outstanding meeting. Washington, DC Day will be May 5, 2014, to be attended by Assistant Manager Weber and Trustee Smith.
- ❖ California Special District Association (**CSDA**): Meeting in Palm Springs on September 29 through October 2 this year primarily for new trustees.
- ❖ Local Agency Formation Commission (**LAFCO**): President Rutherford will attend the scheduled LAFCO meeting on March 4, 2014.
- ❖ District Program Updates. Among the items covered were: West Nile Virus (WNV) positive birds in Santa Clara County, continued positive traps for *Aedes aegypti* in Menlo Park; MVCAC will now subsidize the cost of the WNV hotline this year; District development of bed bug protocol; the discovery of Lyme disease infected ticks in Water Dog Lake in Belmont; and high counts of mosquitoes in the City of San Mateo CO<sub>2</sub> traps.

## 12. BOARD MEMBERS COMMENTS AND ANNOUNCEMENTS:

- County Counsel Lee Thompson announced that this will be his last District meeting he will preside in since he will be retiring from the County. A new counsel to the District will be appointed and attend the March meeting.
- President Rutherford stated that she is looking forward to an expanded public outreach program and the use of a contracted intern is an outstanding start to help develop the educational and outreach program and for the Environmental/Public Outreach Committee to work with all involved.

## 13. NEXT REGULARLY SCHEDULED BOARD MEETING:

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

## 14. ADJOURNMENT:

- Meeting was adjourned at 7:54 PM.

There being no further business, the meeting was adjourned at 7:54PM  
I certify the above minutes were approved as read or corrected at a meeting of the Board held on February 12, 2014.

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

Approved:

  
District Manager

  
Board President