



San Mateo County
Mosquito and Vector Control District
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**MINUTES OF THE REGULAR MEETING OF THE
 BOARD OF TRUSTEES
 MARCH 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 March 12, 2014, in the District Office at 1351 Rollins Road, Burlingame, California.

TRUSTEES PRESENT:	Christine Fuller	James Ridgeway
	Steve Hedlund	Robert Maynard
	Jason Seifer	Wade Leschyn
	Leon Nickolas	Kati Martin
	Valentina Cogoni	Betsy Schneider
	Robert Riechel	Christopher Cairo
	Dick Tagg	Donna Rutherford
	Scott Smith	Louis Gotelli
	Mason Brutschy	Peter DeJarnatt
	Kat Lion	Joe Galligan

TRUSTEES ABSENT: Rick Wykoff

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

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 led by Trustee Fuller.

3. ROLL CALL

The roll call indicated that 20 Trustees were present with Trustee Wykoff an excused absence, and Trustees Gotelli and Tagg arriving at 6:04PM. New Trustees, Joe Galligan from Burlingame, Kat Lion from Redwood City and Wade Leschyn from Belmont were present.

4. OATHS ADMINISTERED TO TRUSTEES:

Oaths of office were administered to new Trustees, Joe Galligan from Burlingame, Kat Lion from Redwood City, Wade Leschyn from Belmont, and returning trustee Peter DeJarnatt from Pacifica by County Counsel Kathy Meola. The new Trustees and County Counsel briefly introduced themselves to the Board

5. PUBLIC COMMENTS AND ANNOUNCEMENTS:

Public comment from James Counts was referred by the President to the agenda item 7.B.- Finance Committee Report.

6. CONSENT CELENDAR:

- A. Minutes for the regular Board meeting of February 12, 2014.
- **Motion by Riechel, 2nd by Maynard to approve the minutes as posted, passed 15-0-4 by the Board. Abstentions: Galligan, Lion, Leschyn and DeJarnatt**

7. BOARD COMMITTEE MEETING DATES AND REPORTS:

- A. **Environmental/Public Outreach Committee: Scott Smith Chair:** The committee is planning on a March meeting with Andrea Sprocket, to discuss her progress with designing the Public Education and Outreach Program.
- B. **Finance Committee: Rick Wykoff Chair** – Manager Gay gave the report that the committee met on 3/3/14, to reviewed the monthly financial report in the pre-packet, discussed the 2nd draft of a Reserve Policy, and a heard a presentation from Mitch Barker, PARS concerning the OPEB trust fund. Next meeting is scheduled for April 7, 2014.

James Counts commented from the public concerning financial and salary reporting details.

- C. **Strategic Planning Committee: Jim Ridgeway Chair-** Meeting in April TBA.
- D. **Manager Evaluation Committee, Chair Steve Hedlund-** First committee meeting TBA.

- E. Policy Committee: Robert Riechel Chair.** Did not meet last month, will consider policy # 1090 and other policies at a date to be announced. Talked about hiring an outside company to help the committee tackle some of the preliminary work on the policies. Also would like a couple of the new trustees to join the committee. Next meeting TBA.
- F. Ad-Hoc Technology Committee- Finance Director Rodriguez Chair.** Paperless test run this meeting and will continue testing with other trustees at future meetings welcoming feedback from the Board.

8. FINANCIAL REPORT: FINANCE DIRECTOR: ROSENDO RODRIGUEZ

- A. Review of the Financial Documents for the fiscal year 2013-2014; July through January. The budget was slightly above the 58% year projection due to seasonal expenditures. The District had \$6.7M in cash in the General and Capital Funds combined. Director Rosendo indicated that tax revenues from the County were at 72% of the projected yearly total. Details of the financial report were included in the Board's packet.
- **Action by Maynard, 2nd Galligan to approve the Financial Documents for fiscal year 2013-2014, July 2013 through January 2014, passed by the Board 20-0.**

9. 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: District Manager Gay and Assistant Manager Weber will attend MVCAC Legislative Day in Sacramento on 3/26/14.
 - Mosquito and Vector Control Association of California (**MVCAC**): The annual conference on 2/19-21 was outstanding as described in the monthly report with staff doing an excellent job.
 - Vector Control Joint Powers Agency (**VCJPA**): The annual meeting was held on March 6-7, 2014. District Manager will ask Brian Kelly of the VCJPA to give a report to the Board at a future meeting, on the operations of the agency.
 - American Mosquito Control Association, (**AMCA**). Washington, DC Day will be May 5, 2014, to be attended by Assistant Manager Weber and Trustee Smith.
 - California Special District Association (**CSDA**): Governance meeting in Palm Springs on September 29th through October 2nd this year primarily for new trustees.
 - Local Agency Formation Commission (**LAFCO**): President Rutherford attended the scheduled LAFCO special district election March 4, 2014. The Board is looking to appoint an alternate Trustee to be present in place of the President when she is not able to attend meetings.
 - District Program Updates. Among the items covered were: West Nile Virus (WNV) positive birds in Santa Clara County, the continuing surveillance and response programs for Aedes aegypti in Menlo Park; continuous Lyme disease surveillance; the high count of

mosquitoes in South San Francisco, San Mateo and in Redwood Shores in our CO2 traps; and website update progress.

10. BOARD MEMBERS COMMENTS AND ANNOUNCEMENTS:

- Trustees Schneider, Cogoni and Rutherford reported on the yearly MVCAC conference that they attended February 19-21, 2014, and agreed it was a great meeting with informative lectures and they recognized our excellent staff posters and outstanding presentations given by the District Manager and staff during the conference.
- Trustee Martin stated that the Ad Hoc Committee to Select District Counsel needs an extra member to have a quorum.
- Trustee Cairo requested that since we only meet once a month that we not rush through the meeting agenda, particularly during the manager’s report.

11. NEXT REGULARLY SCHEDULED BOARD MEETING:

- President Rutherford announced the next scheduled Board meeting on April 9, 2014.

12. ADJOURNMENT:

- Meeting was adjourned at 7:53 PM.

There being no further business, the meeting was adjourned at 7:53PM

I certify the above minutes were approved as read or corrected at a meeting of the Board held on March 12, 2014.

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

Approved:



 District Manager



 Board President