



San Mateo County
Mosquito and Vector Control District
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**MINUTES OF THE REGULAR MEETING OF THE
 BOARD OF TRUSTEES
 APRIL 9, 2014
 6:00PM**

A regular meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on April 9, 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
	Richard Wykoff	Donna Rutherford
	Scott Smith	Louis Gotelli
	Mason Brutschy	Kat Lion
	Joe Galligan	

TRUSTEES ABSENT: Peter DeJarnatt, Dick Tagg

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 Maynard.

3. ROLL CALL

The roll call indicated that 19 Trustees were present. Trustees Tagg and DeJarnett had excused absences, and Trustees Cogoni and Brutschy arriving at 6:06 and 6:13PM, respectively.

4. PUBLIC COMMENTS AND ANNOUNCEMENTS:

James Counts commented on the Grand Jury findings concerning the manager's contract. Dennis Preger commented on embezzlement costs and reconsideration of tax amounts collected from the cities.

5. CONSENT CELENDAR:

- A. Minutes for the regular Board meeting of March 12, 2014.
- **Motion by Fuller, 2nd by Rutherford to approve the agenda as posted, passed 17-0-1 by the Board. (Abstention: Wykoff)**

6. NOMINATION FOR ASSISTANT SECRETARY

Since there were no nominations for this position, President Rutherford tabled this action for a future Board meeting.

7. BOARD COMMITTEE MEETING DATES AND REPORTS:

- A. **Environmental/Public Outreach Committee: Scott Smith Chair:** Met twice since last Board meeting consulting with Andrea Sprocket who is helping with the design of the Public Outreach Coordinator for the District.
- B. **Finance Committee: Rick Wykoff Chair:** At the April 7th committee meeting the members examined the draft for the District Budget that was included in the Board packet for this meeting, and reserve policies. At the next meeting the committee will look at earthquake insurance.
- C. **Strategic Planning Committee: Jim Ridgeway Chair-** Next meeting May 20, 2014.

- D. Manager Evaluation Committee, Steve Hedlund Chair:** After a lengthy and spirited discussion by the Board it was moved that the proposed manager evaluation drawn up by the committee be returned for further revision and consideration of Board input.
- **Motion Maynard, 2nd Seifer to return the evaluation form back to the committee requesting direction by legal counsel. Passed by 19-0 vote.**
- E. Policy Committee: Robert Riechel Chair:** Met with non-profit Regional Government Service who will review policies for the committee. Chair Riechel recommend that the Board hire the service at approximately \$3K per year. Next meeting of the committee TBA.
- F. Ad-Hoc Legal Representation: Kati Martin Chair-** Committee met and had minor changes to the RFP. Selected 13 firms to mail out the proposal and they are due back to the committee May 2, 2014, to set up interviews with the selected firms. The RFP will also be available on the District's website.

8. FINANCIAL REPORT: FINANCE DIRECTOR: ROSENDO RODRIGUEZ

Review of the Financial Documents for the fiscal year 2013-2014; July through February. The budget was slightly above the 67% year projection due to seasonal expenditures, such as utility costs, one-time purchases, unemployment insurance and laboratory equipment purchases. There is \$6.5M in the general and capital funds. Details of the financial report were included in the Board's packet.

- **Action by Riechel, 2nd Galligan to approve the Financial Documents for fiscal year 2013-2014, July 2013 through February 2014, passed by the Board 19-0.**

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:
- West Nile Virus Awareness Week, April 21-27, proclamations for each city to be mailed out by the District.
 - An isolated case of Chikungunya disease has been detected in East Palo Alto.
 - American Mosquito Control Association, (AMCA). Washington, DC Day will be May 5, 2014, to be attended by Assistant Manger 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.
 - Earthquake Insurance quote from Lloyds of London is \$21,788 annual premium with a 20% (\$1M) deductible that could be added into the VCJPA contingency fund.
 - District Program Updates. Aedes Aegypti activity in ten locations in Menlo Park, primarily the Holy Cross Cemetery. The district has initiated a response plan to eradicate the mosquitoes from the area and inform/educate the citizens about mosquito control on their property through fliers and door-hangers.

10. BOARD MEMBERS COMMENTS AND ANNOUNCEMENTS:

- Trustee Riechel would like the Manger's Report made available to the City's who are interested in the detailed programs that the District is currently working on. He also urged that the Board allow an exception of allowing more than three Trustees to attend the invaluable CSDA meeting in Palm Springs.
- Trustee Leschyn was concerned about HR 935, the Federal House Legislative Committee elimination of spraying pesticides over water as per the NPDES permit.

11. CLOSED SESSION: ANTICIPATED LITIGATION-Legal Counsel (7:51PM)

- **Motion to move into closed session by Riechel, 2nd Galligan, approved by a 19-0 vote by the Board.**

<p>CLOSED SESSION MEETING OF THE BOARD OF TRUSSTEEES</p>

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| <p>1. Call to order</p> <p>2. Roll Call</p> <p>3. Significant exposure to litigation pursuant to subdivision of Section 54956.9:
One case</p> |
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8. REPORT FROM CLOSED SESSION (8:29PM)

- No reportable action taken.

11. NEXT REGULARLY SCHEDULED BOARD MEETING:

- President Rutherford announced the next scheduled Board meeting on May 14, 2014.

12. ADJOURNMENT:

- Meeting was adjourned at 8:30PM.

There being no further business, the meeting was adjourned at 8:30PM.

I certify the above minutes were approved as read or corrected at a meeting of the Board held on April 9, 2014.

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

Approved:


District Manager


Board President