



**San Mateo County**  
**Mosquito and Vector Control District**  
 1351 Rollins Rd  
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[www.smcmad.org](http://www.smcmad.org)

**MINUTES OF THE REGULAR MEETING OF THE  
 BOARD OF TRUSTEES  
 MAY 14, 2014  
 6:00PM**

A regular meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on May 14, 2014, in the District Office at 1351 Rollins Road, Burlingame, California.

TRUSTEES PRESENT:	Christine Fuller	James Ridgeway
	Steve Hedlund	Wade Leschyn
	Jason Seifer	Peter DeJarnatt
	Leon Nickolas	Joe Galligan
	Valentina Cogoni	Christopher Cairo
	Robert Riechel	Donna Rutherford
	Richard Wykoff	Louis Gotelli
	Scott Smith	Kat Lion
	Mason Brutschy	

TRUSTEES ABSENT: Betsy Schneider, Kati Martin, Robert Maynard

OTHERS PRESENT: District Manager, Robert Gay  
 Finance Director, Rosendo Rodriguez  
 County Counsel, Kathy Meola  
 Laboratory Director, Dr. Nayer Zahiri  
 Assistant Manager, Brian Weber  
 Barry Weinstein, Special Counsel to the District  
 SCI Consultants, Leeann McCabe  
 PR Consultant, Andrea Sprockett

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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 led by Trustee Cairo.

## 3. ROLL CALL

The roll call indicated that 18 Trustees were present. Trustees Schneider, Martin, and Maynard had excused absences, and Trustee Cogoni arrived at 6:17PM.

## 4. SPECIAL PRESENTATIONS:

A. Engineering Report, Levy Assessment and Notice of public hearing-Resolution M-009-14.

John W. Bliss Engineer, (License No. C52091) SCI Consulting presentation given by Leeann McCabe. The report was also reviewed and approved by the Finance Committee prior to the Board meeting.

- **Motion by Tagg, second by Fuller, to open public hearing; approved by a 17-0 vote of the Board.**
- **Motion by Galligan, second by Riechel, to close the public hearing; approved by a 17 - 0 vote of the Board.**
- **Motion by Nickolas, second by Riechel, to approve Resolution M-009-14; approved by a 17-0 vote of the Board.**

B. Motion to Approve Tonight's Agenda

- **Motion by Riechel, second by Fuller to approve tonight's agenda and adds the Public Employee Evaluation-Manager's Contract item to tonight's closed session; approved by an 18-0 vote of the Board.**

C. Public Health Education and Outreach Program Proposal

Committee Chairman Smith introduced PR Specialist Andrea Sprockett who gave a presentation on the Public Education & Outreach program. She emphasized branding, media outreach, and community education, answering a number of questions and concerns from the Board.

- **Motion by Brutschy to table the funding of the Public Health Education Outreach Program for FY 2014-2015 until after the Finance Committee presentation. There was consensus by the Board on this but no vote on this motion.**

## 5. PUBLIC COMMENTS AND ANNOUNCEMENTS:

There were no comments from the public.

## 6. CONSENT CALENDAR:

- A. Consent Calendar included the Minutes for April 9, 2014 and two contracts for services (uniform services and human resource support).
- **Motion by Riechel, second by Seifer to approve item 6.A.1., the April Board meeting minutes (Minutes), with an amendment to the Minutes item #7D to read, " To return the new, proposed evaluation form back to the Manager's Evaluation Committee for direction by legal counsel for modifications and proposed changes"; approved by an 18-0 vote of the Board.**
  - **Motion by DeJarnatt, 2<sup>nd</sup> Leschyn to approve Consent Calendar items 6.A.2 and 6.A.3.; approved by an 18-0 vote of the Board.**

## 7. REGULAR AGENDA:

- A. Earthquake Insurance: Report from Manager Gay on Alliance Insurance Service to provide proposed insurance to the District at a \$5.1M limit with a 20-25% deductible.
- **Motion by Riechel, second by Rutherford to table the earthquake insurance policy from Alliance Insurance Service for a later date; approved by an 18-0 vote of the Board.**
- B. Proposed District Budget 2014-2015 discussion, Finance Committee Chair Rick Wykoff, Finance Director Rodriguez, and Manager Gay.

Chair Wykoff stated the Finance Committee had concerns with a few issues and items in the budget. Changes in the proposed Budget were explained and clarified by Finance Director Rodriguez. May Board meeting provides the first viewing of the new year's District Budget (FY 14-15) with the final approval of the District Budget for FY 14-15 agendaized for the June Board meeting.

- **Motion by Ridgeway, second by Riechel, to approve funding of the Public Health Education and Outreach Program for the FY 2014-2015 in item 4.B., District Budget- that would include a new staffing position; approved by an 15-3 vote of the Board (against: Trustees Wykoff, Seifer and Brutschy).**

## 8. BOARD COMMITTEE MEETING DATES AND REPORTS:

- A. **Environmental/Public Outreach Committee: Scott Smith Chair:** This evening focused on the position and presentation to the Board of the Public Health Education and Outreach Officer and program components.
- B. **Finance Committee: Rick Wykoff Chair:** The committee is very active as indicated in the enclosed report and meet monthly.
- C. **Strategic Planning Committee: Jim Ridgeway Chair-** Next meeting June 19, 2014.

- D. **Manager Evaluation Committee, Steve Hedlund Chair:** Received the manager's evaluation back from the Trustees and will tally votes. In the coming months the Committee will meet with Counsel to aginize the proposed new manager's evaluation.
- E. **Policy Committee: Robert Riechel Chair:** A meeting will be scheduled with the non-profit Regional Government Service Authority who will review policies for the committee. No meeting scheduled at this time.
- F. **Ad-Hoc Legal Representation: Kati Martin Chair-** Manager Gay and Trustee Fuller gave reports stating that the RFP mailed out to the thirteen legal firms, seven proposals were returned to the District. The Committee will begin interviews June 9<sup>th</sup> to narrow down the list for Board approval.

## 8. FINANCIAL REPORT: FINANCE DIRECTOR: ROSENDO RODRIGUEZ

Review of the Financial Documents for the fiscal year 2013-2014; July through March. The budget was slightly above the 75% year projection due to typical seasonal expenditures. There is \$6.4M in the General and Capital Funds. Details of the financial report were included in the Board's packet.

- **Motion by Galligan, second by Brutschy, to approve the Financial Documents for fiscal year 2013-2014, July 2013 through March 2014; approved by an 18-0 vote of the Board.**

## 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 item:
  - The increased outbreak of *Aedes aegypti* (Yellow Fever Mosquitoes) in Menlo Park was reviewed. There was also a detection of the Yellow Fever mosquitoes in Atherton. The *Aedes aegypti* team will continue to increase surveillance and monitoring strategies within the containment zone.

## 10. BOARD MEMBERS COMMENTS AND ANNOUNCEMENTS:

- Trustee Scott: Reported on the AMCA Legislative Day in Washington DC that he and District Assistant Manager Weber attended. They found the experience exciting and educational meeting with five congressional representatives from the Bay Area.
- Trustee Riechel: wanted to go on record that he turned in the signed proclamation from the City of San Bruno for West Nile Virus week.

## 11. CLOSED SESSION: ANTICIPATED LITIGATION AND MANGER'S EVALUATION-Legal Counsel

- **Motion to move into closed session at 8:17PM by Riechel, 2<sup>nd</sup> Galligan, approved by an 18-0 vote by the Board.**

**CLOSED SESSION MEETING OF THE BOARD OF TRUSTEES**

1. **Call to order**
2. **Roll Call**
3. Public Employment Evaluation- Manger's Evaluation
4. Significant exposure to litigation pursuant to subdivision of Section 54956.9:  
One case

**13. REPORT FROM CLOSED SESSION (8:57PM):**

On both items, direction was given to Counsel by the Board.

**14. NEXT REGULARLY SCHEDULED BOARD MEETING:**

President Rutherford announced the next scheduled Board meeting on June 11, 2014.

**15. ADJOURNMENT:**

Meeting was adjourned at 9:00PM.

There being no further business, the meeting was adjourned at 9:00PM.

I certify the above minutes were approved as read or corrected at a meeting of the Board held on May 14, 2014.

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

Approved:

  
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District Manager

  
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Board President