



San Mateo County
Mosquito and Vector Control District
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**MINUTES OF THE REGULAR MEETING OF THE
 BOARD OF TRUSTEES
 JUNE 11, 2014
 6:00PM**

A regular meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on June 11, 2014, in the District Office at 1351 Rollins Road, Burlingame, California.

TRUSTEES PRESENT:

Betsy Schneider	James Ridgeway
Christine Fuller	Steve Hedlund
Jason Seifer	Valentina Cogoni
Joe Galligan	Kati Martin
Robert Maynard	Peter DeJarnatt
Robert Riechel	Scott Smith
Mason Brutschy	Richard Tagg
Donna Rutherford	Kat Lion
Chris Cairo	Louis Gotelli
Wade Leschyn	Rick Wykoff

TRUSTEES ABSENT: Leon Nickolas

OTHERS PRESENT:

District Manager, Robert Gay
 Assistant Manager, Brian Weber
 Finance Director, Rosendo Rodriguez
 Laboratory Director, Dr. Nayer Zahiri
 County Counsel, Kathy Meola
 SCI Consultants, Leeann McCabe
 Michael O'Connor, District Auditor

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 20 Trustees were present with Trustee Nickolas with an excused absence.

4. APPROVAL OF THE AGENDA AS POSTED:

- **Motion by Riechel, 2nd Tagg, approved by a 20-0 vote of the Board.**

5. SPECIAL PRESENTATION:

District Auditor, Michael O'Connor presented his findings to the Board. He did not identify any deficiencies in internal controls that he would consider material weaknesses. Auditor noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the basic financial statements in a different period than when the transaction occurred. Auditor also encountered no significant difficulties in dealing with management in performing and completing the audit. The District's financial position continues to be more than adequate. Trustee Seifer recommended a change to Note 10 and the auditor agreed to make editorial changes to Note 10.

- **Motion to approve including edits to be made at a later date, Basic Financial Statement Audit for June 30, 2013 and Management Report for June 30, 2013, by Wykoff, 2nd Galligan, approved by a 20-0 vote of the Board.**

6. PUBLIC COMMENTS AND ANNOUNCEMENTS:

Maggie Sergio (resident from Fairfax, Marin County) commented from the public about her concerns with secondary poisoning from the use of rodenticides to control rodents. Ms. Sergio explained the Marin County Integrated Pest Management Commission and their rodent control program being based on trapping and reduced the amount of rodenticides being used in certain areas of Marin County.

Erin Deinzer (resident from Montara, San Mateo County) commented from the public about her concerns with the use of second generation rodenticides and their cause of secondary poisoning within raptors and other birds of prey. Ms. Deinzer wants to collaborate with the District and work towards eliminating the use of second generation rodenticides on the coastal areas of San Mateo County.

7. CONSENT CALENDAR:

Trustee Maynard pulled the May 8, 2014 minutes from the consent calendar for discussion and corrected his attendance at the last meeting.

Trustee Leschyn pulled both Pesticide Requisitions from the consent calendar for discussion on the types of pesticides being purchased and their uses in the field to control mosquitoes..

- **Motion to approve minutes of the May 14, 2014 meeting as amended, by Riechel, 2nd Ridgeway, approved by a 20-0 vote of the Board.**
- **Motion to approve two Pesticide Requisitions dated June 3, 2014, by Maynard, 2nd Cairo, approved by a 20-0 vote of the Board.**

8. REGULAR AGENDA:

- a. Resolution M-001-15. District Budget for Fiscal Year 2014-15. Finance Committee Chair Trustee Wykoff provided comments from the Finance Committee on the propose budget for FY 2014-15. Trustee Seifer voiced his concern with the increase in the expenditures and how this may translate negatively in future years. Trustee Galligan stated the Finance Committee at their last meeting expressed their desire to see the benefit assessment in subsequent years be increased by the allowable 3%. Manager Gay and Finance Director Rodriguez answered additional questions.
 - **Motion to approve Resolution M-001-15, District Budget for Fiscal Year 2014-2015 by Brutschy, 2nd DeJarnatt, approved by the Board 19-1 (Seifer-opposed).**
- b. Grand Jury Report. "Partly Cloudy with a Chance of Information: Investigating the Transparency of Independent Special Districts' Websites." Manager Gay drafted a District response for review by the Board. The Trustees all voiced their comments and recommendations and provided direction to Manager Gay to redraft the District response for further review by the Board at the July 9, 2014 Board meeting. The District response is due to the Grand Jury by August 18, 2014.
- c. Ratification of extension to District Manager's contract until August 31, 2014.
 - **Motion to approve extension of the District Manager's contract to August 31, 2014 by Riechel, 2nd Seifer, approved by the Board 20-0.**

9. BOARD COMMITTEE MEETING DATES AND REPORTS:

- a. **Environmental/Public Outreach Committee: *Dr. Scott Smith chair***- Trustee Smith gave a report on the scheduling of a meeting in June – July to help District management with the request for proposal for website redesign and advertising for the new District position, Public Health Education and Outreach Officer.
- b. **Finance Committee: *Rick Wykoff chair*** – Trustee Wykoff gave a report on the June 9th meeting where the committee met with District Auditor, Michael O'Connor to discuss the completed audit for June 30, 2013. Trustee Maynard chaired the June 9th committee meeting. Committee members also discussed the District Budget for FY 2014-15 and the increasing of the benefit assessment for FY 2015-16. Next meeting set for July 7th at 6:00 p.m.
- c. **Strategic Planning Committee: *Jim Ridgeway chair***- Trustee Ridgeway gave a report on the meeting held on May 20th with Finance Director Rodriguez and Manager Gay to discuss the financial portions of the Strategic Plan. The committee requested the staff provide additional

financial information and present the updated financial information and completed Strategic Plan for the next meeting of the committee scheduled on June 26th at 5:00 p.m.

- d. **Policy Committee: Robert Riechel chair-** Trustee Riechel gave a report that the committee will schedule a meeting in July following the District's management meeting with RGS on July 10th.
- e. **Managers Evaluation Committee: Steve Hedlund chair** – Trustee Hedlund gave a report on their committee meeting in May and the coordinating of the evaluation of the District Manager.
- f. **Legal Representation Committee: Kati Martin chair** – Trustee Martin gave a report on the committees' completion of the interviews on June 10th for seven (7) law firms. Following the all-day interviews three of the law firms were outstanding and a "good fit" and were selected for the final grouping. It was decided to select one firm from the final three for a meeting on June 13th to see if there was common ground and a "good fit" for a service agreement. Following the June 13th meeting the committee would decide to move forward with recommending one firm to the Board for approval at the July 9th Board meeting.

10. FINANCIAL REPORT: FINANCE DIRECTOR: ROSENDO RODRIGUEZ

- a. Review of the Financial Documents for the fiscal year 2013-2014; July through April. The budget was at 75.8% of projections which is below the target of 83%. The District had \$6.7M in cash in the General Fund and \$232K in the Capital Fund. Details of the financial report were included in the Board's packet.
 - o **Action to approve the Financial Documents for fiscal year 2013-2014, July through April 2014 by Wykoff, 2nd Galligan, approved by the Board 20-0.**

11. PUBLIC HEARING: SPECIAL MOSQUITO CONTROL TAX

- a. Public Hearing.
 - o **Motion by Maynard, 2nd Rutherford to open the Public Hearing, approved by the Board 20-0.**

There were no comments from the public.

- o **Motion by Riechel, 2nd Fuller to close the Public Hearing approved by the Board 20-0.**

12. RESOLUTION M-002-15

- a. Fixing the amount of the Special Mosquito Control Tax for Mosquito Control Services within the original designated cities and unincorporated area at \$3.74 per year.
 - o **Motion to approve Resolution M-002-15 by Riechel, 2nd Seifer, approved by the Board 20-0.**

13. RESOLUTION M-003-15

- a. Resolution authorizing the collection of the Special Mosquito Control Tax for Mosquito Control Services within the originally designated and unincorporated area for Fiscal Year 2014-15 for \$3.74 per year.
 - o **Motion by Wykoff 2nd Brutschy to approve Resolution M-003-15 approved by the Board 20-0.**

14. RESOLUTION M-004-15

- a. Resolution authorizing the approval of the Engineer's Report confirming diagram and assessment and ordering levy of assessment for Fiscal Year 2014-15 of \$17.26 per year, no change from last year.
 - o **Motion to approve Resolution M-004-15, by Seifer, 2nd Maynard approved by the Board 20-0**

15. MANAGER'S REPORT

Manager Gay indicated that a complete report of the activities is contained in the Board's packet including the following items:

- Legislative update: Nothing new this month.
- Mosquito and Vector Control Association of California (MVCAC): Quarterly meeting set for July 17th in Milpitas – Silicon Valley.
- Vector Control Joint Powers Agency (VCJPA): Nothing new this month.
- American Mosquito Control Association, (AMCA). Next annual meeting in New Orleans in 2015.
- California Special District Association (CSDA): Next annual conference meeting in Palm Springs Sept 29 – Oct 2nd. The District trustees attending include: Brutschy, Leschyn, Lion, Cairo, and Rutherford.
- West Nile virus positive dead bird program is very active this year. To date 52 birds have tested positive in eleven counties. This time last year, four WNV dead positive birds in four counties. Santa Clara County has now recorded 30 positive birds and four positive mosquito pools. They have started a ground based fogging operation to help control the WNV outbreak.
- Eradication work on the invasive Yellow Fever mosquito continues in Menlo Park and Atherton. The District has employed (4) BG Sentinel Traps, (29) AGO Mosquito Traps and (17) Ovitrap within Menlo Park. To date the surveillance teams have uncovered 15 residential properties with Yellow Fever mosquitoes.
- WNV testing of the (3) sentinel chicken flocks continues. No positives to date.
- Programmatic Environmental Impact Report is working toward completion in July.
- New uniform service provider is Cintas.
- Rodent Forum 2014 was a big success with guest speakers from Central Life Sciences and Earth Care Products.

- New human resources provider is Regional Government Services. First meeting is set for July 10th.

16. BOARD MEMBERS COMMENTS AND ANNOUNCEMENTS:

- Trustee Riechel provided the following comments:
 - Reported to San Bruno City Council on June 10th District activities.
 - Reminded local residents the 1-877-WNV-BIRD to report dead birds for WNV testing.
 - Updated the District with adding local legislators to receive Public Health Press Releases.
 - Provided San Bruno Cable with informational slides to run for two weeks on dumping standing water and reporting dead birds to the hot line.

17. CLOSED SESSION

- **Motion by Riechel, 2nd Fuller to move into closed session.**

CLOSED SESSION MEETING OF THE BOARD OF TRUSTEES

A. CALL TO ORDER

B. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to subdivision (a) of Section 54956.9:
One case.

C. CONFERENCE WITH LEGAL COUNSEL-DISTRICT MANAGER PERFORMANCE

EVALUATION: the Board of Trustees of the San Mateo County Mosquito and Vector Control District is reviewing with District Counsel the performance evaluation for the District Manager for the period July 1, 2013 through June 30, 2014. Government Code Section 54957.6.

- **Motion to move out of closed session**

18. REPORT FROM CLOSED SESSION

- a. No reportable actions.

19. NEXT REGULARLY SCHEDULED BOARD MEETING:

- Next Board meeting scheduled for July 9, 2014 at 6:00 p.m.

20. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:03PM.

I certify the above minutes were approved as read or corrected at a meeting of the Board held on June 11, 2014.

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

Approved:


District Manager


Board President