



**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
December 14, 2016
5:00 P.M.**

The regular meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District were held on October 19, 2016 in the District Office at 1351 Rollins Road, Burlingame, California.

TRUSTEES PRESENT:

Wade Leschyn	City of Belmont
Joe Galligan	City of Burlingame
Kat Lion	City of Redwood City
Donna Rutherford	City of East Palo Alto
Richard Wykoff	City of Foster City
Kati Martin	City of Half Moon Bay
Ray Williams	Town of Portola Valley
Robert Riechel	City of San Bruno
Betsy Schneider	City of San Carlos
Ed Degliantoni	City of San Mateo
Muhammad Baluom	City of Millbrae
Mason Brutschy	Town of Atherton
Robert Maynard	City of Brisbane
Christine Fuller	City of Daly City
Dr. Scott Smith	Town of Hillsborough
Jason Seifer	County-at-Large

TRUSTEES ABSENT:

Peter DeJarnatt	City of Pacifica
Justin Evans	City of Menlo Park
Alvin Zachariah	City of South San Francisco
Carrie Slaughter	City of Colma
Open	Town of Woodside

OTHERS PRESENT:

District Manager, Dr. Chindi Peavey
Finance Director, David S. Randall, MPA
District General Counsel, Alexandra Barnhill
Public Health Education and Outreach, Megan Sebay
Lab Director, Nayer Zahiri
Assistant Manager, Brian Weber



**REGULAR MEETING OF THE BOARD OF TRUSTEES
December 14, 2016 @ 5:00 PM**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

Trustee Wykoff led the Pledge of Allegiance.

3. ROLL CALL

The roll call indicated that 14 Trustees were present, constituting a quorum.

4. PUBLIC COMMENTS AND ANNOUNCEMENTS

None

5. CONSENT CALENDAR

No items.

REGULAR AGENDA

6. Resolution M-005-2017 thanking Betsey Schneider representing the City of San Carlos for her service to the District.

Motion by Trustee Rutherford, 2nd by Trustee Lion, to approve Resolution M-005-2017, honoring Trustee Betsey Schneider for her service to the District was approved 14-0.

7. Presentation by Operations and Laboratory staff of the MapVison Database Program.

Operations manager, Brian Weber, with assistance from Lab Director Nayer Zahiri, gave an overall presentation of the MapVision Database Program including its current and potential uses. The presentation included a general overview and description of the graphic and real-time components of the program.



8. BOARD COMMITTEE REPORTS

- A. Environmental and Public Outreach – no meeting
- B. Finance Committee – Trustees Brustchy and Galligan reviewed the items in the Board packet
- C. Strategic Planning Committee – no meeting
- D. Policy Committee – no meeting

Trustee Williams arrived @ 5:45

- E. Manager's Evaluation Committee – distributed the materials for the District Managers annual evaluation.

9. FINANCE REPORT

Finance Manager David Randall reviewed the materials provided in the board packet.

Trustee Fuller inquired what "undeposited funds" are. Finance Manger Randall reminded the Board that the answer to that question had been sent to the Board on November 1, 2016 as follows:

Question

Please explain the \$14,704 included in account 12000 titled "Undeposited Funds". This account is listed under Other Current Assets on the August 2016 balance sheet.

Answer

This account represents Deposits in Transit and includes checks that appear on the District's records, but do not yet appear on the bank statement.

For example, checks received by the District from customers for abatement services are recorded in the District's accounting system. Then the checks are sent to the County Treasurer to be deposited into the District's account. Checks in the mail are said to be "in transit."

The \$14,704 represents a batch of checks for abatement services in transit. **These checks have been deposited into our bank account and will appear on the September financial statement.**

Trustee Fuller asked why the message was sent to all trustees. District Manager Chindi Peavey stated that when one Board member of the Board asks for information, she sends the information to all Board members.



**SAN MATEO COUNTY
MOSQUITO & VECTOR
CONTROL DISTRICT**

Protecting public health since 1916

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Burlingame, CA 94010

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Motion by Trustee Galligan, 2nd by Trustee Riechel, to approve the Financial Documents for Fiscal Year 2016/17: July 2016 through October 2016, was approved 15-0

Trustee Seifer arrived @ 6:10 PM.

10. MANAGER'S REPORT

District Manager Dr. Chindi Peavey reviewed the items provided in the Board packet adding that the representative from the City of Colma, Carrie Slaughter, has resigned citing work requirement conflicts.

11. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

Trustee Schneider again encouraged the Board to consider allowing retirees to retain unused funds in their drug reimbursement benefit to be used to pay ancillary unpaid health expenditures, such as medical co-pays and deductibles.

12. ANNOUNCE NEXT REGULARLY SCHEDULED BOARD MEETING

The January Board meeting is scheduled for January 11, 2017.

13. ADJOURNMENT

The meeting was adjourned at 6:25 PM.

The agenda for the December 14, 2016 Board meeting was posted at the District office on December 9, 2016.


Rick Wykoff, Board President


Kati Martin, Board Secretary

I certify the above minutes were approved as read or corrected at a meeting of the Board held on January 11, 2017.

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

Approved:


District Manager


Board President