MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
OCTOBER 10, 2012, 6:00PM

A regular meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on October 10, 2012, in the District Office at 1351 Rollins Road, Burlingame, California.

TRUSTEES PRESENT: Joseph Fil
Christine Fuller
Donna Rutherford
Jim Metz
Rick Wykoff
Robert Riechel
Samuel Lerner
Robert Maynard
Betsy Schneider
Valentina Cogoni

Donelle O'Connor
Raymond Honan
Barry Meinerth
Leon Nickolas
Dr. D. Scott Smith
James Ridgeway
Richard Tagg
John Curtis
Maria Martinucci

TRUSTEES ABSENT: None

OTHERS PRESENT: District Manager, Robert Gay
Finance Director, Rosendo Rodriguez
District Mechanic/VCT, Ben Rusmisel
Laboratory Technician, Tina Sebay
County Counsel, Aimee Armsby
Field Technician, Kim Keyser

SPECIAL MEETING OF THE BOARD OF TRUSTEES
6:00PM

1. CALL TO ORDER

President Lerner 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 all 19 Trustees were present with Trustees Cogoni (6:08) and Meinerth (6:20) arriving later. Trustee Maynard left early (6:42).

4. APPROVAL OF THE AGENDA AS POSTED:

There were no amendments to the agenda.

5. OATHS ADMINISTERED TO TRUSTEES

None

6. SPECIAL PRESENTATIONS:

   A. Chronic Lyme Disease Review by Dr. Scott Smith

Trustee Dr. Scott Smith gave an informative presentation to the Board concerning increase of Lyme disease on the Pacific Coast. He explained the difference between Lyme disease and chronic Lyme disease and fielded questions from the Board and staff. The presentation was outstanding and other presentations on vector borne diseases will be requested from Trustee Dr. Scott Smith.

7. CONSENT CALENDAR:

Included were Minutes for the Regular Board meeting of July 11, 2012 and the Special Board meetings of June 27, 2012 and August 23, 2012.

- Motion by Riechel, 2nd Fil, to approve the amended minutes of the regular Board meetings of September 12, 2012. The grammatical changes to the minutes were on page 3: (1) take out "the" at the end of line two after "Cardno Entrix" and (2) on the same page under letter B "Human Resources Program Review", line three take out the word "a" before " the scope and extent of". Also added by President Lerner in "#11 Board Members Comments and Announcements" that "Trustee Honan has resigned as Chairman of the Finance Committee and Trustee O'Connor was appointed as the new chairperson". Amended minutes approved by a 19-0 vote of the Board.

8. PUBLIC COMMENTS AND ANNOUNCEMENTS

There was no public comment or speakers.

9. BOARD COMMITTEE MEETING DATES AND REPORTS:

   a. Environmental Committee: John Curtis chairperson- Meeting October 16, 2012, to discuss the status of the PEIR.

c. Strategic Planning Committee: Joe Fil chairperson - Next meeting scheduled for November 5, 2012 at noon.

d. Manager’s Evaluation Committee: Jim Metz chairperson - Next meeting October 15, 2012.

e. Policy Committee: Robert Riechel chairperson - On hold: no meeting scheduled.

f. Ad-hoc Building Committee: Richard Tagg chairperson - nothing to report

g. Ad-hoc HR Committee: Robert Riechel chairperson - Met October 8, 2012 to review draft proposal and modify RFP which was sent to District Counsel for legal review and suggested changes by Board members. Proposal will be mailed out to 13 companies by October 15, 2012 due to the District on November 16, 2012. The Committee will then meet November 28, 2012, to review completed proposals and narrow down the list down to the top companies and interview accepted proposals on December 12 and 13, 2012, sending the final recommendation to the full Board for approval by January 9, 2013.

10. REGULAR AGENDA:

A. Internal Control Manual Update-Director Rosendo Rodriguez:

Staff took into account suggestions from Trustees at the last Board meeting and made changes to the manual. This will be a working procedural manual that will be changed by the Board as needed.

Motion by Nickolas, 2nd Wykoff, to approve amended Internal Control Manual. Amend section on page 5 under bullet point “Blue Shield Medical Insurance”, to delete “Blue Shield” to read only “Medical Insurance”. Approved by the Board 19-0.

11. FINANCIAL REPORT: FINANCE DIRECTOR: ROSENDO RODRIGUEZ

The Finance Director Rodriguez stated that there was not a lot of activity in August. Target of 17% of the budget was up slightly to 23% due to seasonal expenditures. Legal and county related expenses were also up. Capital Fund targeted at 17% is less than 1% due to lack of activity. Profit and Loss report is at a $600,000 net loss due to lack of revenue from property taxes not yet transferred by the County which is typical for this time of the fiscal year.

- Motion by Honan, 2nd by Riechel, to approve the Financial Documents for Fiscal Year 2012-2013, July through August 2012, approved by a 19-0 vote of the Board.

12. MANAGER’S REPORT

Manager Gay indicated that a complete report of all the activities is contained in the Board’s packet including each of the agenda items:
• Legislative Update status report and regulatory bulletins are mailed each week to Trustees.
• Mosquito and Vector Control Association of California (MVCAC) annual meeting in February 3-6, 2013, in Sacramento. Need an exact head count of Trustees planning to attend by November’s Board meeting.
• Vector Control Joint Powers Agency (VCJPA) is still working on a claim against the district for a vehicle accident. The Hartford Insurance claim will have depositions in November.
• American Mosquito Control Association, (AMCA) annual meeting in February 2013, Atlantic City. President Sam Lerner, Trustee Schneider, and Assistant Manager Brian Weber are scheduled to attend. One additional trustee is authorized to attend.
• California Special District Association (CSDA) meeting in September 2012 in San Diego was attended by President Lerner.
• Air Boat repair totaled $17,000. We should receive around $14,000 for the old motor.
• The District may be entering into an agreement with the SF Zoo for regular treatment.
• Staff and General Announcements:
  *Laboratory Technician, Tina Sebay gave an update of West Nile Virus found in squirrels and birds in the county.
  *Field Technician Kim Keyser reported on cord grass treatment with the airboat.
  *Field Technician Ben Rusmisel talked about the increased calls and treatments of yellow jackets this year.

13. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS:

• Trustee Honan stated that he will be interviewed by the Civil Grand Jury on October 11, 2012.
• President Lerner gave a report on his attendance at the September CSDA meeting in San Diego. He found the presentation by JR Martinez particularly inspirational.

14. NEXT REGULARLY SCHEDULED BOARD MEETING:

Action to approve the next meeting on November 14, 2012 at 6PM, motion by Curtis, 2nd Fuller, passed by the Board 18-0.

15. ADJOURNMENT: (7:40 PM), Adjourned by President Lerner.

There being no further business, the meeting was adjourned at approximately 9:18PM.
I certify the above minutes were approved as read or corrected at a meeting of the Board held on October 10, 2012.
** All reports that were provided to the trustees as the board meeting will be available upon request.

Approved:

[Signatures]
District Manager

[Signature]
Board President