



San Mateo County
Mosquito and Vector Control District
1351 Rollins Rd
Burlingame CA 94010
(650) 344-8592 Fax (650) 344-3843
www.smcmad.org

MINUTES OF THE REGULAR BOARD MEETING
MARCH 14, 2012, 7:00 P.M.

A regular meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on March 14, 2012, in the District Office at 1351 Rollins Road, Burlingame, California.

TRUSTEES PRESENT: Joseph Fil Donelle O'Connor
 Christine Fuller Raymond Honan
 Maria Martinucci Robert Maynard
 Barry Meinert Leon Nickolas
 Rick Wykoff Betsey Schneider
 Richard Tagg Scott Smith
 Samuel Lerner Valentina Cogoni (6:15PM)
 Jim Metz Donna Rutherford
 John Curtis James Ridgeway
 Robert Riechel

TRUSTEE ABSENT: None

OTHERS PRESENT: District Manager, Robert Gay
 Finance Director, Rosendo Rodriguez
 Laboratory Director, Dr. Chindi Peavey
 Interim Operations Director, Richard Chow
 County Counsel, Aimee Armsby

REGULAR MEETING OF THE BOARD OF TRUSTEES
5:05PM

1. CALL TO ORDER

President Lerner called the meeting to order at 5:05 p.m.

2. PLEDGE OF ALLEGIANCE

The Regular Meeting of the Board of Trustees was opened with the Pledge of Allegiance.

3. ROLL CALL

A roll call indicated that initially 19 Trustees were present with Trustee Cogoni arriving at 6:15PM. New Trustee from Hillsborough, Dr. Scott Smith, was sworn in earlier by County Council, introduced by President Lerner, and gave a brief presentation to the board. The Board eagerly welcomed him.

4. CLOSED SESSION

- **Motion to approve: Curtis, 2nd: Honan, voted unanimously 19-0.**

**CLOSED SESSION MEETING OF THE BOARD OF TRUSTEES
5:10 PM**

1. CALL TO ORDER

2. ROLL CALL

3. CONFERENCE WITH LEGAL COUNCIL- Continuation of District Manager Performance Evaluation with Legal Counsel on Manager's Performance Improvement Plan.

5. REPORT FROM CLOSED SESSION (6:21PM):

- Board authorized the release of the District letter to the appointing authorities with two amendments. They were in reference to: (1) the annual audits that did not identify any fraud or embezzlement, and (2) removal of reference to exclude the release of the forensic audit.

6. AGENDA AMENDMENTS

- **None**

7. SPECIAL PRESENTATIONS:

- **None**

8. PUBLIC COMMENTS & ANNOUNCEMENTS

- **None**

9. CONSENT CALENDAR:

- **Motion to approve: Honan, 2nd: Fil, voted unanimously 19-0.**

10. BOARD COMMITTEE MEETINGS AND DATES:

- **Environmental Committee-** John Curtis: commented that since the Board meeting will now start at 6PM that the committee meetings will need to be held on another day convenient to all the members. Next meeting: TBA.
- **Finance Committee-** Ray Honan: stated the committee has so far received one RFP from an agency for the district auditing service. Next meeting 4/2.
- **Strategic Planning Committee-** Joe Fil: Made changes to the strategic plans that will soon be presented to the Board. Next meeting-the beginning of May.
- **Policy Committee-** Robert Riechel: Still reviewing policies with some presented to the Board tonight with a few new changes. On the advice of County Council, policy #5020 last sentences needed to be removed. Next meeting-TBA

Move to accept Policy 5020 with amendment of the removal of the last sentence: Motion by Riechel, 2nd Fuller, approved by Board 19-0.

Move to accept policies 4010, 6020, 6050, 2130 and Trustee Qualifications Information. Motion by Riechel, 2nd Martinucci, approved by Board 19-0.

11. REGULAR AGENDA:

Motion for the letter of communication with Trustee appointing authority was approved earlier in the meeting during closed session (See agenda item #4)

12. FINANCIAL REPORT:

Finance Director, Rosendo Rodriguez, provided verbal and written reports on the financials and overview of the administrative programs. He made a brief report stating overall finances looked good, any pesticide purchase in the Agriculture Account over \$7,000 will be brought before the Board for approval, and that an emergency pesticide purchase may be necessary if the district's inventory is too low on urgently needed treatment on Bair Island.

Motion to approve the financial report, Riechel, 2nd Ridgeway, passed unanimously 19-0.

13. MANAGER'S REPORT:

Manager Gay indicated that a complete report of all the activities is included in this evening's Manager's Report handout. Highlights included Legislative, MVCAC, VCJPA, AMCA, CSDA, LAFCO, bed bug infestations, dead bird updates, and an update on administrative/financial controls.

14. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS:

- Board members who attended the Burlingame MVCAC meeting in February gave brief reports; others stated they would provide a written report. Talks that were particularly popular were the Trustee breakfast, Ralph Heim's California

Legislative update, Preventing Sexual Harassment training, and our staff's presentations.

- Trustees Ridgeway, Lerner, and Honan gave reports on the AMCA meeting in Austin, Texas, in February which they found educational and enjoyable.
- President Lerner and Manager Gay asked if any Trustee would be interested in participating on the LAFCO Board as an alternate member.

15. OATHS OF OFFICE:

- None. County Council stated that Trustees need only take the oath of office once during the 1st term and it does not need to be re-administered during the rest of the term of office served. It is only ceremonial to re-administer the oath with a Trustees reappointment from their appointing authority.

16. NEXT REGULAR SCHEDULED BOARD MEETING:

- Next meeting on April 11, 2012

Motion by Fuller, 2nd Metz, unanimous vote 19-0

- Motion to hold meetings at 6PM instead 7PM beginning in April 2012.

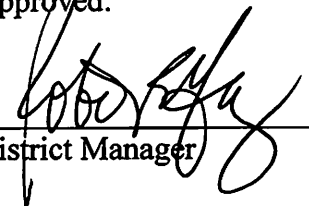
Motion by Riechel, 2nd Meinert, Passed by 16-3 vote

17. ADJOURNMENT:

There being no further business, the meeting was adjourned at approximately 10:30PM. I certify the above minutes were approved as read or corrected at a meeting of the Board held on March 14, 2012.

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

Approved:



District Manager



Board President