San Mateo County
Mosquito and Vector Control District
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MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
MAY 8, 2013
6:00PM

A regular meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on May 8, 2013, in the District Office at 1351 Rollins Road, Burlingame, California.

TRUSTEES PRESENT:  Betsy Schneider     James Ridgeway
                    Christine Fuller    Steve Hedlund
                    Rick Wykoff          Valentina Cogoni
                    Leon Nickolas        Donelle O'Connor
                    Robert Maynard       Peter DeJamatt
                    Robert Riechel       Scott Smith
                    Samuel Lerner         Richard Tagg
                    Donna Rutherford     Barry Meinerth

TRUSTEES ABSENT:  Maria Martinucci

OTHERS PRESENT:  District Manager, Robert Gay
                 Finance Director, Rosendo Rodriguez
                 Assistant Manager, Brian Weber
                 County Counsel, Aimee Armsby
                 Laboratory Director, Dr. Nayer Zahiri

REGULAR 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 16 Trustees were present with Trustee Meinerth arriving at 6:12PM and Trustee Smith at 7:15PM. Trustee Martinucci was an excused absent.

4. APPROVAL OF THE AGENDA AS POSTED:

- Motion by Rutherford, 2nd DeJarnatt, approved by a 14-0 vote of the Board.

5. OATHS ADMINISTERED TO TRUSTEES:

There were no oaths administered

6. SPECIAL PRESENTATION:

Engineer's Report, Levy Assessments, and Notice of a Public Hearing-Resolution M-007-13, John Bliss Engineer, SCI Consulting Group gave the annual report to the Board.

John Bliss was not present and the item was introduced by Manager Gay.

- Motion by Rutherford, 2nd by Fuller to open the Public Hearing, approved by the Board 14-0

  There was no one from the public to comment

- Motion by Fuller, 2nd by Tagg to close the Public Hearing, approved by the Board 14-0

- Motion by DeJarnatt, 2nd by Maynard to approve Resolution M-007-13, approved by the Board with a 14-0 roll call vote.

7. PUBLIC COMMENTS AND ANNOUNCEMENTS:

James Counts commented from the public.

8. CONSENT CALENDAR:

- Motion to approve consent calendar of the April 10, 2013 meeting, by Rutherford, 2nd O'Connor, approved by a 14-0 vote of the Board.

9. REGULAR AGENDA

a. Public Outreach Coordinator: the issue was led by Vice President Rutherford in a spirited discussion by the Board to decide if there was a real need for this position.

  James Counts commented from the public.
• Amended Motion by Riechel, 2nd Nickolas, to refer the decision of hiring a Public Outreach Coordinator to the Trustee Environmental/Public Outreach Committee for options of this position, approved by the Board 14-1 (Wykoff).

b. Entomology Laboratory Equipment Upgrade: Report from Dr Zahiri and Manager Gay;

• Motion by Riechel, 2nd Rutherford to approve the budgeting of the following equipment upgrade priced at $75,359, approved by the Board by a 14-1 (Wykoff) vote which included the following items:

1. Applied Biosystems 7500 Real-Time PCR Systems
2. MagMAX Express Magnetic Particle Processor
5. Fisher Scientific Thermo Fisher Scientific Heraeus Megafuge 1.0/1.0R All-Purpose Tabletop Centrifuge
6. Thomas Scientific, SPEX SamplePrep 8000D Mixer/Mill

c. Vehicle Leasing with Enterprise Fleet Management for fiscal year 2013-14, Assistant Manager Weber:

• Motion by Riechel, 2nd Fuller to approve budgeting for vehicle leasing with Enterprise Fleet Management for year 2013-14, after it is accepted by County Counsel, approved by the board 15-0.

d. Proposed District Budget 2013-2014. Finance Committee Chair Donelle O’Connor, Finance Director Rodriguez, and Manager Gay, gave a brief review and fielded questions from the Board for the final budget to be approved at the June 12, 2013, meeting.

e. Sharp Copier contract, Finance Director Rodriguez and Manager Gay discussed a new “piggy-back” contract with Sharp to replace current copy service with a cost savings of 36%.

• Motion by Riechel, 2nd Meinerth to approve the contract with Sharp approved by the Board 14-0 (Trustee Rutherford was not present to vote).

10. BOARD COMMITTEE MEETING DATES AND REPORTS:

a. Environmental/Public Outreach Committee: Donna Rutherford chair- Report given earlier, item 7a, concerning the hiring of an Outreach Coordinator.

b. Finance Committee: Donelle O’Connor chair – Met several times in April and May to review salary proposals from the employees, CALPERS health care, the budget, and Enterprise Vehicle Rentals. Next follow-up meeting will be May 13.
c. **Strategic Planning Committee: Jim Ridgeway new Chair**- Next meeting July 1, 2013. Have worked on eight pages of the sixty-nine page Strategic Plan.

d. **Policy Committee: Robert Riechel chair**- Waiting for 3-4 items listed on the agenda from staff and district management. Also looking for additional Trustees for this committee. President Lerner asked that the committee look into eliminating as much printed paper as possible and determine if it is economically feasible to have the monthly packet sent in electronic form to the Board at some future date. Next meeting TBA.

e. **Ad-hoc Building Committee: Chair, Dick Tagg**- Building permit was issued by Burlingame and RFP sent out to five contractors with scheduled interviews on May 22, 2013.

11. **FINANCIAL REPORT: FINANCE DIRECTOR: ROSEVIO RODRIGUEZ**

Review of the Financial Documents for the fiscal year 2012-2013; July through March. The budget was at 66% of projections which is below the target of 75%. The District had $5.3M in cash in the General Fund and $225K in the Capital Fund. Details of the financial report were included in the Board’s packet.

- Action to approve the Financial Documents for fiscal year 2012-2013, July through March 2013 by Riechel, 2nd O’Connor, unanimously approved by the Board 14-0 (Trustee Rutherford stepped out during the vote).

12. **MANAGER’S REPORT**

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

- Legislative update: West Nile Virus Awareness Week April 21-27.
- Mosquito and Vector Control Association of California (MVCAC), EPA/CEQA regulatory issues.
- Vector Control Joint Powers Agency (VCJPA): Brian Kelley, Manager Program Administrator, VCJPA is available to give a study session to the Board in the fall of 2013.
- American Mosquito Control Association, (AMCA) President Lerner and Assistant Manager Weber returned from the Washington, DC, May 6-8 meeting and will give a report at the next Board meeting. Next annual meeting in Seattle in 2014.
- California Special District Association (CSDA): AB 690 property tax diversion. Next annual conference meeting in Monterey primarily for the new trustees.
- The security system for the district office has been upgraded.
- There is a need for a new computer server for the District.

b. **STAFF AND GENERAL ANNOUNCEMENTS:**

➢ Laboratory Director, Dr. Zahiri, gave an overview of the tick testing being completed by Vector Ecologist Theresa Shelton, that there were no WNV cases in San Mateo Co., and a short update on CO2 mosquito trap monitoring and testing.
Assistant Manager, Brian Weber, gave an update on staff activities including the hiring of new seasonal employees for the catch basin program.

13. BOARD MEMBERS COMMENTS AND ANNOUNCEMENTS:

- Trustee Tagg thanked staff for attending the Environmental Fair.
- Trustees O’Conner and Fuller thanked Manager Gay for his presentation at their respective City Councils for West Nile Virus Prevention Week.
- President Lerner thanked the employees for attending the Board meeting and Trustee Tagg for donating blood for past 40+ years.

14. NEXT REGULARLY SCHEDULED BOARD MEETING:

- Motion by Fuller, 2nd Rutherford to approve the next meeting for June 12, 2013, unanimously approved by the Board 16-0 vote.

15. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:56PM.

- Motion by Ridgeway, 2nd Meinerth to adjourn, unanimously approved by the Board 16-0.

I certify the above minutes were approved as read or corrected at a meeting of the Board held on May 8, 2013.

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

Approved:

[Signatures]

District Manager

Board President