MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
March 13, 6:00PM

A regular meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on March 13, 2013, in the District Office at 1351 Rollins Road, Burlingame, California.

TRUSTEES PRESENT:  
Joseph Fil  
Christine Fuller  
Rick Wykoff  
Jim Metz  
Robert Maynard  
Robert Riechel  
Samuel Lerner  
Maria Martinucci  
James Ridgeway  
Betsy Schneider  
Raymond Honan  
Valentina Cogoni  
Leon Nickolas  
Peter De Jarnatt  
Scott Smith  
Richard Tagg  
Donna Rutherford

TRUSTEES ABSENT:  
Barry Meinerth & Donelle O’Connor

OTHERS PRESENT:  
District Manager, Robert Gay  
Finance Director, Rosendo Rodriguez  
Assistant Manager, Brian Weber  
County Counsel, Aimee Armsby  
Operations Supervisor, Casey Stevenson  
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 17 Trustees were present with Trustee Maynard excused late (6:08PM), Trustee Tagg arriving at 6:19PM, and Trustee O’Connor (excused) and Trustee Meinerth absent.

4. APPROVAL OF THE AGENDA AS POSTED:

There were no amendments to the agenda.

5. OATHS ADMINISTERED TO TRUSTEES

Oath of office was administered to Trustee Betsy Schneider of San Carlos by County Counsel Aimee Armsby.

6. PUBLIC COMMENTS:

James Counts from the public commented.

7. CONSENT CALENDAR:

- Motion to approve consent calendar by Honan, 2nd Fil, approved by a 13-0-2 (abstain: Rutherford and Riechel) vote of the Board.

8. REGULAR AGENDA


- Motion by Riechel, 2nd by Ridgeway to have Fixed Asset Retirements 008 through 343, approved by the Board 15-0-1(one abstention).

9. BOARD COMMITTEE MEETING DATES AND REPORTS:

a. Environmental/Public Outreach Committee: Donna Rutherford chair: Met and discussed the hiring of an Outreach/Public Information Officer and the components of a public outreach program that should include working with our local cable networks. In addition, the committee reviewed the progress with the ongoing Programmatic Environmental Impact Report and viewed the completed documents. Next meeting TBA.
b. **Finance Committee: Donelle O'Connor chair** – No reportable action, next meeting March 25, 2013.

c. **Strategic Planning Committee: Joe Fil chair** – Next meeting March 27, 2013.

d. **Policy Committee: Robert Riechel chair** – Requested the Board for 2 to 3 new members to this committee. Next meeting March 26, 2013, to review a series of policies and are planning a meeting with HR Options for proposed changes to the employee manual.

e. **Ad-hoc Building Committee: Chair, Dick Tagg**: Completed plans and calculations for the garage were submitted to the City of Burlingame. Estimated cost of construction: $85K to $125K.

8. **FINANCIAL REPORT: FINANCE DIRECTOR: ROSENDO RODRIGUEZ**

Review of the Financial Documents for the fiscal year 2012-2013; July through January. The budget was at 53.8% of projections, as expected. There was $260K in property tax revenues. Cash balance in the General Fund was $5.3M, and the Capital fund was $275K. Details of the financial report are included in the Board’s packet.

Speaking to the issue from the public was Dennis Preger, Burlingame resident.

- **Action to approve the Financial Documents for fiscal year 2012-2013, July through January by Ridgeway, 2nd Metz, unanimously approved by the Board 17-0.**

9. **MANAGER’S REPORT**

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

- Legislative update: AB 1982: best management practices on state land being heard again in the State Assembly.
- Mosquito and Vector Control Association of California (MVCAC), NPDES report was successfully completed.
- Vector Control Joint Powers Agency (VCJPA): conference in March in Walnut Creek attended by Manager Gay. Hartford claim for alleged embezzlement losses; the District just received a letter from Hartford on the claim indicating their denial but willingness to meet and discuss.
- American Mosquito Control Association, (AMCA) annual meeting on February 24-28, 2013, in Atlantic City, NJ. Reports were given by Assistant Manager Weber, Trustee Schneider (see below), and Dr. Zahiri, all who enjoyed the informative meeting.
- California Special District Association (CSDA): nothing to report.
- **STAFF AND GENERAL ANNOUNCEMENTS:**
  - Laboratory Director, Dr. Zahiri, talked about New Jersey and CO2 traps; Hemotek is working well, positive testing for squirrels, and tick collection.
• Assistant Manager, Brian Weber, gave an update on a number of staff activities including: selling one of the district’s Argo for $7500, salt marsh program, catch basins and rodent control.

11. BOARD MEMBERS COMMENTS AND ANNOUNCEMENTS:

A. AMCA annual meeting in NJ, report from Trustee Schneider: Enjoyed research papers on ideas in combating vector diseases worldwide, Dr. Zahiri’s presentation on insect regulators, the greening of society, and the Trustee’s trip to the south New Jersey mosquito abatement district and wetlands.

B. Trustee Rutherford gave a report on the MVCAC conference that she attended.

C. Other Trustee comments or announcements: Trustee Fuller asked that Manager Gay schedule a talk to the San Mateo Board of Realtors about mosquito abatement.

12. NEXT REGULARLY SCHEDULED BOARD MEETING:

• Motion by Nickolas, 2nd Smith to approve the next meeting for April 10, 2013, unanimously approved by the Board 17-0 vote.

13. ADJOURNMENT

There being no further business, the meeting was adjourned at approximately 8:15PM.

• Motion by Metz, 2nd Fil to adjourn, unanimously approved by the Board 17-0.

I certify the above minutes were approved as read or corrected at a meeting of the Board held on April 10, 2013.

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

Approved:

District Manager

Board President