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 MEETING OF THE
BOARD OF TRUSTEES
October 8, 2014
6:00PM

A regular meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on October 8, 2014 in the District Office at 1351 Rollins Road, Burlingame, California.

TRUSTEES PRESENT: Mason Brutschy Town of Atherton
Wade Leschyn City of Belmont
Robert Maynard City of Brisbane
Joe Galligan City of Burlingame
Louis Gotelli City of Colma
Jason Seifer County-at-Large
Christine Fuller City of Daly City
Donna Rutherford City of East Palo Alto
Richard Wykoff City of Foster City
Kati Martin City of Half Moon Bay
Dr. Scott Smith Town of Hillsborough
Valentina Cogoni City of Menlo Park
Peter DeJarnatt City of Pacifica
Steve Hedland Town of Portola Valley
Kat Lion City of Redwood City
Robert Riechel City of San Bruno
Betsy Schneider City of San Carlos
Richard Tagg Town of Woodside
Christopher Cairo City of South San Francisco

TRUSTEES ABSENT: Dr. James Ridgeway City of San Mateo
Open City of Millbrae

OTHERS PRESENT: Interim District Manage/Finance Director, Rosendo Rodriguez
District General Counsel, Alexandra Barnhill
Laboratory Director, Dr. Nayer Zahiri
Assistant Manager, Brian Weber
Public Health Education and Outreach Officer, Megan Caldwell
1. CALL TO ORDER

President Rutherford 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 led by Vice President, Rick Wykoff.

3. ROLL CALL

The roll call indicated that 19 Trustees were present, constituting a quorum.

4. APPROVAL OF THE AGENDA AS POSTED

Motion made by Wykoff, 2nd by Riechel to approve the agenda, approved by the Board 19-0

5. SPECIAL PRESENTATIONS:

A. Trustee Galligan gave a report on the District Internal Control Review (Agreed Upon Procedures), July 1, 2013 to December 31, 2013. The auditor reviewed several prescribed procedures such as internal controls and fraud policies, accounts payable, credit card procedures, cash receipts and payroll. The auditor also reviewed the vehicle sales logs and 10 payroll transactions. No discrepancies or exceptions were noted. The auditor made one observation with regard to the ACH/EFT transactions, indicating that the County does not itemize each transaction when reporting activity to the District. The transactions are bundled together through their Trial Balance Report. The auditor recommends the District request the County provide a report of itemized electronic transactions containing the vendors names. This level of detail will provide increased transparency. It was agreed that the Finance Committee will author a letter to the County requesting the expanded detail and send it to the Controller’s Office, the President of the Board of Supervisors, LAFCO, and the County Manager.

Trustee Schneider commented that previous Finance Managers have attempted to obtain this level of information from the County in the past without success.

Trustee Martin inquired who determines what is looked at in an internal audit. Trustee Galligan indicated there are industry standards for internal control audits that were followed in this audit.

Motion made by Riechel, 2nd by Maynard to approve the Internal Control Review (Agreed Upon Procedures) Report, approved by the Board 19-0.

6. PUBLIC COMMENTS AND ANNOUNCEMENTS:
There were no comments from the public.

7. CONSENT CALENDAR:

A. Minutes and Consent Items for the regular Board meeting of October 8, 2014.

Motion made by DeJarnatt, 2nd by Galligan to approve the Consent Calendar.

Trustee Leschyn inquired if the destruction of these documents will impact accessibility to the history of the District. Interim District Manager Rosendo Rodriguez (Manager) advised the documents being destroyed are being done so within the District's policies and consist primarily of copies of financial records over 7 years old, which are retained electronically. He further related that Board meeting minutes are also retained electronically and that there is an archive of newsletters.

General Counsel Barnhill (Counsel) advised that common business practices allow for limited document destruction after 7 years. The District has a schedule of documents that will be retained indefinitely. The California Secretary of State defines which documents must be retained and for what period of time.

Trustee Seifer commented that audits are kept in perpetuity.

Trustee Riechel commented that Counsel reviewed and approved the documents being considered for destruction.

Trustee Fuller questioned whether we needed to amend the proposal as it reflects the name of our previous counsel, Robert Pittman. The Interim Manager and Counsel advised that Mr. Pittman reviewed the documents before his departure. President Rutherford indicated no amendment would be necessary. Counsel indicated that Mr. Pittman has left their firm due to a death in his family and that she is replacing him while a replacement is identified.

Trustee Cairo commented that for historical purposes the cities may be an additional source.

Motion approved 19-0.

8. REGULAR AGENDA:

A. Approval of Leading Edge contract with MapVision data management system.

This is a continuation of a discussion during the September Board meeting regarding the lack of details in the agreement with Leading Edge. After the September Board meeting, the Interim Manager and Mr. Pittman requested additional contract details from Leading Edge. Leading Edge provided the requested detail and has amended the agreement to reflect all Trustee concerns including expansion of the contingencies clause, maintenance and training.
Trustee Riechel feels we should accept the 10% contingencies fee as his experience with similar projects indicates this is a reasonable fee.

Trustee Wykoff inquired of Rodriguez if he believes the contract is complete. The Manager believes all of our concerns have been answered.

Trustee Riechel inquired if counsel has reviewed the contract. Counsel replied that her staff reviewed the entire contract and they believe it is inclusive.

Trustee Seifer inquired about the training time. The Interim Manager reports that Leading Edge has allotted one week of intensive training to be conducted immediately before implementation. Initial training will begin before the live date and intensify as the live date approaches.

Trustee Schneider expressed concern regarding the start date for the maintenance program. The Interim Manager related that the two-hour per month maintenance program would not begin until all training is completed and implementation is completed. After the first year of maintenance the fee and hours will be negotiable.

Trustee Tagg expressed concern that Leading Edge is a sole source for this technology. The Interim Manager indicated that before initial presentation to the Board, he and the previous manager contacted several Mosquito and Vector control districts to determine what their experience had been with this vendor and were advised of general satisfaction of the product and training. Leading Edge is the only company currently marketing this technology. The sole source information is part of the agreement with Leading Edge (page 38). Counsel reiterated that she is satisfied with the agreement and the company.

Trustee Leschyn inquired if the mapping tool will be part of the District’s ability to interact with the public regarding District alerts. The Interim Manager indicates the mapping tool is just one of the pieces that will be used to notify the public. Our new website will be populated with information gathered by the mapping system and made available to the public.

Trustee Fuller inquired whether there could be an issue with access to the server if we ever terminate our contract with Leading Edge. The Interim Manager indicated that the program is cloud based with ownership of the software being retained by Leading Edge, but the data is the property of the District. We have purchased a license to use it. They will be hosting the District on their server.

Motion made by Riechel, 2nd by Rutherford, that the Board approve the Leading Edge Services Agreement for $168,000, plus a 10% contingency fee, for the licensing agreement for the MapVision data management system. 18 trustees approved, 1 (Trustee Cairo) opposed.

9. BOARD COMMITTEE MEETING DATES AND REPORTS:

A. Environmental/Public Outreach Standing Committee: Scott Smith Chair
The committee has scheduled a meeting for October 22, 2014 to discuss new branding proofs and possible website content.

B. Finance Committee: Rick Wykoff Chair:
Committee met on September 8, 2014 and reviewed the internal control audit. Committee has asked the Interim Manager to author a letter to the County Controller’s Office indicating their reports are irreconcilable by the auditor to District records and requesting a meeting to determine appropriate methods to resolve the functional issues. The President of the County Board of Supervisors, the County Manager, and LAFCo are to be copied on the letter. Next meeting scheduled for November 3, 2014.

Trustee Schneider requested an explanation of the previous District Manager’s buyout. Trustee Wykoff indicated the buyout of $74,000 was according to District policy, which includes unused vacation days (approximately 400 hours), and sick time (approximately 500 hours).

Trustee Galligan explained that unused vacation and sick days are constantly accruing and appear on the financial statements as liabilities. The previous manager’s buyout has been accruing and noted in the financial reports during his entire tenure. As the previous manager retired from the District, he will also receive retiree medical benefits of approximately $700 per month under OPEB guidelines. The Interim Manager explained that the amount of the medical benefit is determined by an average of other retirees premiums. The benefit will continue until the previous manager becomes eligible for Medicare when the medical benefit will be used to provide Medicare parts B and D. At that time, the medical benefit will be reduced accordingly.

C. Strategic Planning Committee: Jim Ridgeway Chair
No meeting.

President Rutherford suggested we consider replacing chairmanship of the committee due to the illness of the chairperson. Counsel advised committee chairs are at the discretion of the chair.

Trustee Schneider would like to delay the appointment until after the next meeting as the chairperson intends to attend. President Rutherford will contact the chairperson and discuss options.

D. Policy Committee: Robert Riechel Chair
No meeting. The Manager is continuing to meet with RGS to determine areas in need of review.

E. Ad Hoc Committee – Manager Search
Trustee Wykoff reported that Ralph Anderson and Co. posted the position on their website and distributed the brochure on September 8, 2014. He spoke with Mr. Robert Burg of Anderson who indicated the position has generated some interest and that recruitment efforts throughout the state are ongoing. The first set of resumes will be reviewed beginning October 27, 2014 with feedback to the District immediately after. A committee meeting will be scheduled at that time.

Trustee Wykoff discussed the committee’s intent to prepare a more sophisticated contract for the District Manager to more clearly define the responsibilities of the position.
10. FINANCIAL REPORT: FINANCE DIRECTOR: ROSENDO RODRIGUEZ

A. Review Year-To-Date 2014-2015 Financial Reports through August 2014. Financial Director Rosendo Rodriguez (Rodriguez) reports there are a few accounts above the projected budget and a few that under the projected budget. Salaries and benefits are slightly under budget caused by a delay in hiring the POI officer, seasonal employees who left mid-season who were not replaced, and an over estimate of the budget of one wage periods by the Finance Director. Other items such as tools, pesticides, facility and auto maintenance are need driven and during the first 2 months of this fiscal year the need has been lower than anticipated. The General Maintenance account is over budget due to unforeseen electrical work needed in the lab. Consideration is being given to moving those expenses to the Capital Fund. The telephone account is below budget as we are delaying purchase of new phones until the MapVision program is completed and new phones are purchased to accommodate the program. The Capital Fund Equipment account is over budget due to the airboat repair.

Revenues are up due to the settlement of our claim against Hartford in connection with the fraud.

The balance sheet shows $6,281,987 in cash. The operating cash accounts in the General and Capital Funds are fully reconciled to the county statements.

Trustee Brutschy inquired whether the financials get reviewed independently before they are published. Finance Committee chairperson Wykoff reviews the financials when he receives the Board packet prior to each Board meeting.

Trustee Brutschy inquired about line entry 2647 (Misc. Refunds/RDA/RPTTF – Redevelopment Funds distributed by the County). Rodriguez indicated he had no information regarding the amount of any funds from the County and chose to not overstate the revenue.

Trustee Brutschy asked when does the County advise the District of the amount of property taxes the District will receive. Rodriguez indicated he has not received the information as it is released in mid-October of each year.

Trustee Wykoff inquired what constituted the $8,540 entry on line 5856L1AD (Services/Consultations). Rodriguez related the expense was to RGS for their assistance in hiring the POI officer.

Trustee Wykoff inquired if Rodriguez routinely reviews the invoices for legal services. The District spent $4,532 in July. Rodriguez responded that legal service invoices are reviewed when received. He feels the current budget of $30,000 may be understated for this year as we are asking our new counsel to do more for the District than in previous years.

Trustee Gotelli questioned the extent of the electrical work done in the lab. Rodriguez indicated extensive power upgrades were necessary to accommodate the newer equipment.
Trustee Maynard questioned whether the pesticide budget will be sufficient considering the amount of spraying necessary this year. Rodriguez believes the budget is sufficient. He reminded the Board that pesticides are purchased on a needs basis and are seasonal.

**Motion made by Wykoff, 2nd by Galligan, to approve the YTD 2014-2015 Financial Reports through August 2014, approved 19-0.**

**B. Resolution M-006-15 Transfer of funds from the General Fund to the Capital Fund**

Finance Director Rodriguez requested the transfer of $140,000 from General Fund # 02706 to supplement the Capital Fund # 02705 for completion of 9 projects authorized by the Board:

1. MapVision data management system $170,000
2. Website Redevelopment and Rebranding 21,000
3. Repainting the interior of Burlingame facility 20,000
4. Computer equipment 15,000
5. Miscellaneous building improvements 20,000
6. Vehicle leases/down payments 43,000
7. Lab equipment 17,000
8. Upgraded fish pond 20,000
9. Airboat repairs 17,000

$343,000

Trustee Seifer inquired if the $343,000 ties back to the original budget. Rodriguez stated that the amounts are reflected in the budget. Seifer suggested that the rebranding and website upgrade not be capitalized but expensed. Rodriguez relayed that the previous District manager designated the items to the Capital Fund.

**Motion made by Riechel, 2nd by Brutschy to approve Resolution M-006-1 to transfer funds from the General Fund to the Capital Fund, approved 19-0.**

**11. MANAGER’S REPORT:**

A. Interim District Manager Rodriguez indicated that a complete report of the activities is contained in the Board’s packet which included the following items:

LAFCo is requesting nominations for the independent special district position that expired in May, 2014. Nominations from the chair must be submitted to LAFCo by October 29, 2014.

West Nile Virus is at the highest level ever monitored in mosquitoes. San Mateo County has had lower incidents than surrounding counties due to our increased vigilance and efforts to timely notify the public.
Judy Dias, HR Consultant for RGS, will begin having office hours at the District office to avail the employees of HR services. She will be available to the staff at the District office every two weeks for several hours.

The Manager has instituted management staff meetings for the sharing of information and coordination of efforts. Response from staff has been favorable.

The Manager reminded Trustees of their responsibility to complete the Sexual Harassment Prevention Training and Ethics Training.

Trustee Brutschy and Trustee Smith inquired if the Ethics training they received for their current jobs is sufficient. Counsel believes the Ethics training required for the Special District Trustees differs from any other Ethics and should be completed.

Trustee Leschyn questioned when a Sexual Harassment Prevention class will be presented. The Manager will research and advise.

Trustee Riechel advised that he and Trustee Maynard are making editorial changes to the informational letter sent to the cities when it is time to consider or reconsider candidates for the Mosquito District appointment.

**Staff Reports**

Assistant Manager Brian Weber advised there has been no activity on the *Aedes aegypti* mosquitos. We are still monitoring. The District has conducted only one fogging (Foster City) during the past month. We have had twice the number of positive birds since last year and are triple the number over a 5-year period. Seasonal staff is reducing as the season concludes.

Trustee Martin questioned why there are more West Nile Virus cases this year. Weber indicated that surveys throughout the world indicate more WNV activity during drought years.

Trustee Leschyn inquired if the 'season' has ended. Weber indicated the coastal areas have a later 'season' and due to the unseasonably warm weather this year, the 'season' may continue into late October.

Trustee Fuller inquired if there are alternatives to traps to determine mosquito populations. Weber said the catch-basin program during the summer helps with identifying mosquito locations. Fuller stated that residents indicate raccoons are going into the catch basins. Weber indicated raccoons may be entering dry catch basins as shelter, not for water, and therefore not in danger of being contaminated by pesticides.

President Rutherford requested Trustee Galligan's CSDA conference report be heard as he had requested to leave the Board meeting early for a prior engagement.

Trustee Galligan attended the CSDA annual conference in Palm Springs. He attended 7 seminars including classes discussing governance, mentoring, continuity, Facebook and
texting policies, and the duty of special districts to promote efforts resulting in the public’s trust. He was very impressed with the overall content and professionalism of the conference.

Laboratory Director Nayir Zahiri reported they have inspected 664 mosquito pools and tested 128 birds. Only 18 birds tested positive resulting in 14% infected with West Nile Virus. There have been no new Aedes aegypti mosquitoes found. Because there were cases of Dengue this year, they will continue to monitor the Aedes aegypti in the affected areas for an additional 4 weeks. She advised that tick season starts in November. The District is renewing surveillance permits for 13 parks in San Mateo County. The parks are selected based on the number of visitors to the park.

Lab staff is planning a workshop in late January including guest lecturers and hands-on activities.

Zahiri advised that the terminology ‘chronic positive’ is no longer used.

She also announced that the hotline for dead birds will be closed for the year in the middle of November.

Zahiri also provided clarification on what is tested at the District. Dead birds and mosquitos are tested in the lab at the District but suspect squirrels are sent to the state for testing.

Public information officer, Megan Caldwell, reported the Outreach Committee will be meeting to review suggested fonts/colors/logos for the new website and rebranding in late October. She also reported that the redesign for the website has begun. She announced that the West Nile Virus forum will be held on October 27, 2014, at the San Mateo City Council Chambers. Trustee Cogoni inquired how the cities would be advised. Caldwell indicated a press release is planned.

Caldwell attended the East Palo Alto City Council meeting with Assistant Manager Weber and received positive feedback from the Council with regard to the District’s programs.

12. BOARD MEMBERS COMMENTS AND ANNOUNCEMENTS:

President Rutherford received one request for nomination to the LAFCo Board and will be forwarding it to the Board for consideration. Trustee Leschyn inquired more information. President Rutherford will provide.

Trustee Lion stated that prior to the latest fogging in Foster City a citizen attempted to contact the District via telephone for information. The citizen received only a busy signal as it did not rollover to voice mail. Trustee Lion was able to intercede and provide the information the citizen requested. The Interim Manager advised that the telephone system does have a voice
mail option but the current system becomes overloaded with increased volume and defaults to a busy signal when there are more than 4 calls.

Trustee Lion reported on her attendance at the CSDA conference. She attended seminars including social media interfaces, innovation, the public sector, and communication. She was impressed with the conference.

Trustee Leschyn reported on his attendance at the CSDA conference. He was pleased with the commonality of purpose in special districts. CSDA monitors legislative activity in Sacramento and makes it available to all special district boards. He suggested we should begin a dialogue regarding our monitoring of special district legislation. The District is part of the Coastal District in the CSDA. One of the state officers from the Coastal district would like to visit our offices.

Trustee Brutschy also reported on his attendance at the CSDA conference. Attended seminars covering OPEB issues, bond financing, prevailing wages on special district contracts, and an HR seminar concerning just causes for firing employees. Felt his time was well spent attending.

Counsel Barnhill attended as an instructor in the Brown Act seminar and led a panel discussion on raising revenue through ballot initiatives.

13. NEXT REGULARLY SCHEDULED BOARD MEETING:

President Rutherford announced the next scheduled Board meeting on November 12, 2014.

14. ADJOURNMENT:

Meeting was adjourned at 8:01PM.

I certify the above minutes were approved as read or corrected at a meeting of the Board held on July 9, 2014.

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

Approved:

[Signatures]

District Manager

Board President