MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
April 8, 2015
6:00PM

A regular meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on April 8, 2015 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 Goteelli   City of Colma
                      Ray Williams     Town of Portola Valley
                      Jason Seifer     County-at-Large
                      Christine Fuller City of Daly City
                      Richard Wykoff   City of Foster City
                      Kati Martin      City of Half Moon Bay
                      Dr. Scott Smith  Town of Hillsborough
                      Muhammad Baluom  City of Millbrae
                      Valentina Cogoni City of Menlo Park (6:20)
                      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:     Donna Rutherford  City of East Palo Alto
                      Dr. James Ridgeway City of San Mateo
                      Peter DeJarnatt   City of Pacifica

OTHERS PRESENT:      District Manager, Dr. Chindi Peavy
                      Finance Director, Rosendo Rodriguez
                      District General Counsel, Kevin Siegel
                      Assistant Manager, Brian Weber
                      Lab Director, Dr. Nayer Zahiri
                      Public Health Education and Outreach Officer, Megan Caldwell
1. CALL TO ORDER

Vice President Wykoff called the meeting to order at 6:00 PM.

2. PLEDGE OF ALLEGIANCE

Vice President Wykoff led the Pledge of Allegiance.

3. ROLL CALL

The roll call indicated that 18 Trustees were present, constituting a quorum.

4. SPECIAL PRESENTATIONS

Finance Committee Chairman Robert Maynard briefly reviewed the results of the financial audit of fiscal year 2013-2014. He advised the audit has been thoroughly reviewed by the members of the Finance Committee and recommends approval.

Michael O’Connor of the auditing firm of R. J. Ricciardi solicited questions regarding the annual audit.

Trustee Riechel inquired the status of the reporting issue with the San Mateo County Controller’s Office discussed in prior meetings. District Manager Peavey reported that she and Finance Director Rodriguez will be meeting personally with the Controller to discuss improvement of the detail of their reports the District regarding wire transfers.

Trustee Galligan inquired about an amendment to the audit regarding the internal controls that were used to detect the misuse of a District fuel card. O’Connor indicated the internal controls worked precisely as designed to detect and resolve the incident.

Trustee Williams inquired if the audit includes any special risk assessments. O’Connor indicated his firm assesses three types of risk; internal control, fraud and detection? Their findings are noted in the audit.

Trustee Fuller requested a definition of the word ‘unrestricted’ with regards to Financial Reserves. O’Connor advised ‘unrestricted’ funds are discretionary funds. District Manager Peavey added that there is a legal definition of ‘unrestricted’ funds. Restricted funds are funds which are legally restricted for a specific, described expenditure. The District has ‘assigned’ funds which is similar but less restrictive.

Motion made by Trustee Riechel and 2nd by Trustee Galligan, to approve the 2013-2014 Financial Audit, carried 18-0.
5. PUBLIC COMMENTS AND ANNOUNCEMENTS

None.

6. CONSENT CALENDAR

The minutes for the March 11, 2015 were transmitted only to those Trustees receiving a paper version.

A motion was made by Trustee Schneider, and 2nd by Trustee Leschyn, to approve the minutes for the March 11, 2015 Board meeting, was approved 14-4. Abstentions by Trustees Galligan, Fuller, Cairo and Lion.

7. REGULAR AGENDA

A. Finance Director Rodriguez reviewed the improved internal controls for use of District fuel cards. An electronic receipt will be issued via email to the District after each purchase and will identify the purchaser through the use of individually assigned pin numbers. Additional options are being considered.

B. Manager Peavey provided an update to a request from the San Mateo County Grand Jury for an update of the District’s progress to their recommendation for increased education of Trustees. Peavey recommends we budget funds for Trustee Training to achieve the District of Distinction designation.

8. BOARD COMMITTEE REPORTS

A. Environmental and Public Outreach Committee – did not meet.

B. Finance Committee – Chairperson Maynard indicated the District has employed the same audit firm for the past four years. He stated that the Finance committee had approved the RFP recommended that we considered issuing an RFP to invite other firms to interview as a precautionary review. The committee also heard a presentation from Assistant Manager Brian Weber regarding potential enterprise contracts with the City of San Mateo for rat control and the California Conservancy to continue the eradication of cord grass in San Francisco Bay. Weber described the programs. Next meeting scheduled for April 15 to discuss the District’s unfunded liability and hear presentations regarding possible solutions. A general discussion ensued regarding the need for a review of the auditing firm.

C. Strategic Planning – Chairperson Galligan advised no meeting has been set.
D. Policy – Chairperson Riechel advised the social media policy is a work in progress. The Committee reviewed policies 4140 and 4150 with further revisions pending. Public Health and Outreach Officer Megan Caldwell reviewed the reasons for establishing a social media presence. She described the types of controls proposed. A general discussion ensued regarding the policy and the District’s need for social media. Caldwell suggested that the District’s ability to quickly inform the public of District activity justifies the use of social media. She further indicated the policy proposal is fashioned after several area Mosquito and Vector Control districts. General Counsel Kevin Siegel emphasized that the social media sites are for the use of only authorized staff and exclusively for District business.

Motion by Trustee Fuller, 2nd by Trustee Riechel, to table further discussion until the next meeting, passed 18-0.

E. Manager’s Evaluation – meeting will be scheduled in May.

9. FINANCIAL REPORT: FINANCE DIRECTOR: ROSENDO RODRIGUEZ


Financial Director Rosendo Rodriguez reports there are still a few accounts above the projected budget and a few that are still under the projected budget as reported in the summary. When reporting on the budget accounts, only accounts outside of a 10% deviation are being highlighted. Several accounts are subject to timing demands, which cause accounts to fluctuate.

Revenues continue to be 11% higher than expected. The ERAF and redevelopment funds we have received are higher than anticipated.

The balance sheet shows $7.1M in cash. The operating cash accounts in the General and Capital Funds are fully reconciled to the county statements.

The District’s aging accounts payable have been reconciled.

Trustee Riechel suggested adding a column to illustrate the year to date percentage of expenditures compared to the annual amount budgeted.

Trustee Williams inquired how many months our reserves represent. Rodriguez indicated there are enough reserves to maintain the District for approximately two years but further indicated that some of the reserves have been designated for unfunded employee liabilities such as retirements and retirees’ health care, accrued sick time and vacations.
Trustee Baluom inquired if the District has a ‘rainy day fund’. Manager Peavey explained that the District funding is stable as it is based on property assessments. The District allocates funds to certain expenditures with Board consent. The remaining funds are designated as reserves. Rodriguez advised that information regarding the reserve status of the district is available on the website.

Motion made by Trustee Galligan, 2nd by Trustee Seifer to approve the 2014-2015 financial reports through February 2015 was approved 18-0.

10. MANAGER’S REPORT: GENERAL MANAGER DR. CHINDI PEAVEY

Peavey is meeting with heads of department s weekly. She has ordered a new sign for the front of the building and large block numbers to be located high on the building for better location visibility. Staff will be meeting with the public health officials from San Mateo County to establish a relationship to better serve the county. Staff is also working with the National Wildlife Refuge to coordinate our mosquito control efforts on Refuge lands. Will be appearing at several city council meetings in connection with West Nile Virus Week. Will be meeting with Scott Hood at SAMCERA regarding the District’s retirement account.

11. Staff Reports

Assistant Manager Brian Weber – reported on attendance at Legislative Days. Restoration of funding for research on mosquito control to University of California system, District integrated vector control programs and the use of unmanned aircraft for mosquito surveillance and control were topics of the conference. Technicians are treating all facets of mosquito habitat at the same time this year in anticipation of a repeat of last years’ experience with West Nile Virus. Technicians have found two Aedes aegypti mosquito eggs in Menlo Park.

Trustee Cogoni asked if the District is able to determine the age of a mosquito egg. Weber indicated there is no way to determine the age of the eggs. Trustee Riechel asked what measures the District has taken to reduce its own water usage. Weber indicated the fish tank has been upgraded to use less water and the water from flushing the tanks is reused for other purposes, truck washing has also become less frequent.

Dr. Nayer Zahiri – reported that 3,000 ticks have been collected to test for Lyme disease with half of the testing completed. The West Nile virus dead bird hotline will reopen April 15, 2015. The lab tested 21 birds for WNV during the last month all were negative for West Nile Virus. She commented on genetic testing of local mosquitoes for genes that can confer resistance to mosquito adulticides. Results of the tests
are pending. She reported that there have been 5 dead birds positive for WNV to date this year, 3 in Santa Clara County, 1 from Alameda County and 1 from Los Angeles County...

Megan Caldwell - reminded Trustees to submit photos and bio for the website. The District had a booth at the Portola/Woodside Earth Fair with good traffic. The District will be participating in the Silver Dragon CERT exercise, which is part of the county’s preparedness program. As part of the program SMCMVCD brochure will be distributed in 16,000 emergency packets. The website analytics indicate visitors to the District’s website look at more pages and are staying on the website longer than previously. Also, keyword searches are becoming more relevant to the District.

Trustee Baluom asked if more multi-media could be included on the website. Caldwell will add some videos and information.
Trustee Brustchy asked if the District could get a booth at the Menlo Park Fair to get the word out regarding WNV in the south part of the county. Caldwell advised of a new technique tried at the Portola Valley/Woodside Earth Fair for getting people to sign up for the public health alerts from the District, by making a laptop available for sign ups at the fair. She will use at any event where possible. A general discussion about our efforts to inform people of mosquito related news ensued.

12. BOARD MEMBERS COMMENTS AND ANNOUNCEMENTS:

Robert Maynard provided a report on his attendance at the AMCA conference in New Orleans. There were several excellent seminars with materials that will be available in the Trustee library.

Trustee Fuller thanked the Board for support during her recent loss.

Trustee Riechel thanked Manager Peavey for her increased flow of information.

Trustee Cogoni thanked the staff for their assistance with her presentation at the Menlo Park City Council. The Menlo Park City Council would like to meet with staff to establish a good working relationship to avoid the pitfalls of last year.

13. NEXT REGULARLY SCHEDULED BOARD MEETING:

Vice President Wykoff announced the next scheduled Board meeting on May 13, 2015.

14. ADJOURNMENT:

Meeting was adjourned at 8:16 PM.

I certify the above minutes were approved as read or corrected at a meeting of the Board held on May 13, 2015.
** All reports that were provided to the trustees as the board meeting will be available upon request.

Approved:

Chirch Peavey  
District Manager

Board President