MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF TRUSTEES
February 10, 2016
5:30 P.M.

A special meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on February 10, 2016 in the District Office at 1351 Rollins Road, Burlingame, California.

TRUSTEES PRESENT: Mason Brutschy
                      Joe Galligan
                      Christine Fuller
                      Donna Rutherford
                      Richard Wykoff
                      Kati Martin
                      Dr. Scott Smith
                      Muhammad Baluom
                      Kat Lion
                      Robert Riechel
                      Betsy Schneider
                      Jason Seifer
                      Carrie Slaughter
                      Town of Atherton
                      City of Burlingame
                      City of Daly City
                      City of East Palo Alto
                      City of Foster City
                      City of Half Moon Bay
                      Town of Hillsborough
                      City of Millbrae
                      City of Redwood City
                      City of San Bruno
                      City of San Carlos
                      County-at-Large
                      City of Colma

TRUSTEES ABSENT:

Robert Maynard
Wade Leschyn
Peter DeJarnatt
Ed Degliantoni
Ray Williams
Open
Open
Open
City of Brisbane
City of Belmont
City of Pacifica
City of San Mateo
Town of Portola Valley
City of Menlo Park
City of South San Francisco
Town of Woodside

OTHERS PRESENT: District General Counsel, Alexandra Barnhill

1. CALL TO ORDER

President Rick Wykoff called the meeting to order at 5:30 PM.

2. ROLL CALL
The roll call indicated that 13 Trustees in attendance, constituting a quorum.

3. CLOSED SESSION

a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
   Title: District Manager (Government Section 54957)

b. CONFERENCE WITH LABOR NEGOTIATOR
   Unrepresented employee: District Manager (Government Code Section 54957.6)

4. REPORT FROM CLOSED SESSION

No reportable action taken.

Unrepresented employee: District Manager (Government Code Section 54957.6)

4. REPORT FROM CLOSED SESSION

No reportable action taken.
MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
February 10, 2016
6:00 P.M.

A meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on February 10, 2016 in the District Office at 1351 Rollins Road, Burlingame, California.

TRUSTEES PRESENT:
Mason Brutschy          Town of Atherton
Joe Galligan            City of Burlingame
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
Muhammad Baluom         City of Millbrae
Kat Lion                City of Redwood City
Robert Riechel          City of San Bruno
Betsy Schneider         City of San Carlos
Jason Seifer            County-at-Large
Carrie Slaughter        City of Colma

TRUSTEES ABSENT:
Robert Maynard          City of Brisbane
Wade Leschyn            City of Belmont
Peter DeJarnatt         City of Pacifica
Ed Deglentoni           City of San Mateo
Ray Williams            Town of Portola Valley
Open                    City of Menlo Park
Open                    City of South San Francisco
Open                    Town of Woodside

OTHERS PRESENT:
District Manager, Dr. Chindi Peavey
Interim Finance Director, Jason Correia
District General Counsel, Alexandra Barnhill
Vector Ecologist, Theresa Shelton
Public Health Education and Outreach Officer, Megan Caldwell
Operations Supervisor, Casey Stevenson
1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

President Rick Wykoff led the Pledge of Allegiance.

3. Oath of Office administered to Newly Appointed Trustees

General Counsel Alexandra Barnhill swore in Carrie Slaughter from the Town of Colma prior to the meeting.

4. ROLL CALL

The roll call indicated that 13 Trustees were present, constituting a quorum.

5. PUBLIC COMMENTS AND ANNOUNCEMENTS

None.

6. CONSENT CALENDAR

President Wykoff announced that Item B – Approve new emergency procedures – was placed on the agenda in error and has been removed.

Motion by Trustee Rutherford, 2nd by Trustee Fuller, to accept the Consent calendar, was approved 13-0.

REGULAR AGENDA

7. BOARD COMMITTEE REPORTS

A. Environmental and Public Outreach Committee – committee has not met.

B. Finance Committee – Trustee Galligan was asked to substitute for Chairperson Maynard. The committee did not have final figures through December 2015 at the time of their meeting and therefore this item on their agenda was tabled until the next committee meeting on March 7.

District Manager Dr. Peavey indicated that the committee had requested she contact the auditor and ask for guidance on the proper way to show the transfer of $1.4 mil from District Reserves to the District’s Supplementary Contribution Account at San Mateo County Employee Retirement Association made earlier this fiscal year. This deposit was made to begin paying
for unfunded liabilities in the District’s pension fund. Dr. Peavey reported that the auditor had
told her that, although this action was discussed and budgeted for during the approval of the
budget in June of 2015, it needs to be shown as a line item expense in the budget. This
change will make expenditures exceed revenues on this year’s statement of changes in Net
Position. The Board will need to amend the budget to reflect this properly.

President Wykoff indicated the District has not received any applications for the Finance
Director position to date. He suggested we should consider distributing a Request For
Proposals (RFP) for recruiting firms to fill the position. Trustee Riechel inquired about a
potential time frame for interviews and selection. Manager Peavey indicated the current
posting expires March 1, 2016. Her intention is to send the RFP on February 11, 2016 to the
appropriate firms with a closing date of March 1, 2016.

C. Strategic Planning Committee – no report

D. Policy Committee

   a. A proposal to discuss the future viability of the Executive committee and the
      Legislative Committee.
      A general discussion ensued regarding the definitions and responsibilities of these two
      committees.
      There were differing opinions as to the functions of an Executive Committee.

      Motion by Trustee Seifer, 2nd by Trustee Rutherford, to assign the Policy
      Committee to define the authority and restrictions of an Executive Committee,
      passed 13-0.

      A general discussion ensued including the history of the Legislative Committee.
      Previously, the committee was responsible for maintaining contact with legislators and
      local authorities.

      Motion by Trustee Rutherford, 2nd by Trustee Riechel, to assign the Policy
      Committee the task of defining the function and responsibilities of the
      Legislative Committee, amended by Trustee Seifer, to consider combining the
      Committee with another committee such as Strategic Planning, passed 13-0.

   b. Discuss and adopt changes to Policies 4010, 4030, 4040, 4050, 4060, 4070, 4080,
      4090, 4100, and 4110. Counsel advised that as there are only 13 Trustees in
      attendance, action on these policies changes is barred as our policy manual requires a
      minimum of 14 (2/3 of 21) Trustees to vote to change a District policy. The policy
      changes will be re-agendized.
Discuss and give direction to the committee regarding changes to Policy 4120. 
Referred back to the Policy Committee to determine how other special districts handle 
meeting attendance. Response due by April Board meeting.

c. Changes to the structure of the current Policy Manual. Preparation of a governance 
Manual to contain sections of the current Policy manual relating to the Board of 
Trustees.
Trustees were encouraged to share their ideas with the Policy Committee through 
e-mails and phone calls. Counsel indicated the committee should research, formulate 
a proposition and report back to the Board.

E. Manager’s Evaluation Committee – Motion to approve Committee recommendation that the 
District Manager attend the UC Berkeley Executive Leadership Program at District’s expense.

Motion by Trustee Galligan, 2nd by Trustee Seifer, to authorize transfer of $10,000 from 
the reserve account to the training account to allow Manager Peavey to attend the UC 
Berkeley Executive Leadership Program, passed 13-0.

F. Ad hoc Technology Committee – has not met. A general discussion ensued whether 
committee should be disbanded.

Motion by Trustee Rutherford, 2nd by Trustee Fuller, to disband the ad hoc 
Technology Committee as the Committee has reached it goal, passed 13-0.

8. FINANCIAL REPORT

Interim Finance Manager reviewed the documents included in the Board packet. 
Trustee Galligan requested the title be changed to reflect the actual date of December 2015. 
Approval was tabled to the March meeting to allow the Finance Committee to review the report.

9. STAFF REPORTS

A. Casey Stevenson reviewed the Operations Report included in the Board packet. He assured 
the Board that the recent rains and the advent of the Zika virus has the technicians more 
vigilant during their inspections.

B. Theresa Shelton reviewed the Laboratory Report included in the Board packet.

C. PHE&OO Megan Caldwell reviewed the Public Outreach Report included in the Board packet.
10. CALIFORNIA STATE ASSEMBLY BILL AB1326. TOPIC: MOSQUITO ABATEMENT AND VECTOR CONTROL DISTRICTS; BOARD OF TRUSTEES; APPOINTMENT OF TRUSTEES.

Motion to have the District take a formal position on the amended legislation AB1362 and if appropriate, indicate that position to our State Senator and request each city and the county take action to advise their State Senator of the District's position.

Motion by Trustee Brutschy, 2nd by Trustee Baluom, to refer to the Strategic Planning Committee to formulate a formal position on the amended version of AB1362 for consideration by the Board, passed 10-3.

Mason Brutschy
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Kati Martin
Dr. Scott Smith
Muhammad Baluom
Kat Lion
Robert Riechel
Betsy Schneider
Jason Seifer
Carrie Slaughter

Town of Atherton  yes
City of Burlingame  yes
City of Daly City  yes
City of East Palo Alto  yes
City of Foster City  no
City of Half Moon Bay  no
Town of Hillsborough  yes
City of Millbrae  yes
City of Redwood City  yes
City of San Bruno  yes
City of San Carlos  yes
County-at-Large  no
City of Colma  yes

11. DISTRICT'S PARTICIPATION IN THE AMERICAN MOSQUITO CONTROL DISTRICT'S WASHINGTON DAYS IN MAY 9-11, 2016.

Board President to select a member of the Board to attend AMCA Washington Days along with a member of the District staff meet with federal legislators.

District Manager Peavey and Trustee Dr. Smith have attended and recommend attendance. Assistant Manager Brian Weber attended the event with Dr. Smith in the past.

Motion by Trustee Riechel, 2nd by Trustee Rutherford, to direct the District Manager to select one staff attendee, and to direct the Board President to select one Trustee to attend the AMCA Washington Days scheduled for May 9-11, 2016, passed 13-0.

12. RESOLUTION M-008-16 THANKING PRESIDENT DONNA RUTHERFORD FOR HER SERVICE.

RESOLUTION M-008-16 IN HONOR OF DONNA RUTHERFORD
PRESIDENT OF THE BOARD OF TRUSTEES OF THE SAN MATEO COUNTY MOSQUITO & VECTOR
CONTROL DISTRICT

January 2014 to January 2016

WHEREAS, Donna Rutherford was appointed to the Board of Trustees of the San Mateo County Mosquito
and Vector Control District in 2007, representing the City of East Palo Alto and

WHEREAS, Donna Rutherford generously gave of her time and energy to the community and the District
Board, Serving as Vice President of the Board of Trustees from 2012 to 2014 and as President of the Board
from 2014 to 2016 and

WHEREAS, as President, Donna Rutherford led the District and its Board through difficult times in a
positive, constructive and professional manner which brought credit to the board and the District, and

WHEREAS, her strong and inclusive leadership helped the Board work together as a team and ensure that
all points of view were heard, and

NOW THEREFORE BE IT PROCLAIMED, this 10th day of February in the year 2016, that the Board of
Trustees of the San Mateo County Mosquito and Vector Control District, recognizes, appreciates and
commends Donna Rutherford for her 9 years of service to the community and District, four of these as a
Board officer, and considers it a privilege to have served with her. ADOPTED, this 10th day of February,
2016

Rick Wykoff, Board President
Kati Martin, Board Secretary

13. MANAGER'S REPORT

District Manager Dr. Peavey reviewed the materials available in the Board packet.

14. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

Trustee Schneider suggested additional outreach in the wake of the Zika virus concerns.
Trustee Martin asked if the Manager will provide ongoing updates of the MapVision program.
Manager Peavey indicated she would.
Trustee Balcom inquired if the money allocated in the budget for tech devices will be used for
purchasing tablets for the Board. Manager Peavey indicated tablets have been purchased and are
available to Trustees during meetings. She will have the Board packet uploaded to the device.

15. ANNOUNCE NEXT REGULARLY SCHEDULED BOARD MEETING

The next Board meeting is scheduled for March 9, 2016.

16. ADJOURNMENT
Present Wykoff adjourned the meeting at 7:45 PM.

I certify the above minutes were approved as read or corrected at a meeting of the Board held on March 9, 2016.

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

Approved:

Chiniti Peawey
District Manager

Rick Wykoff
Board President