MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
January 14, 2015
6:00PM

A regular meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on January 14, 2015 in the District Office at 1351 Rollins Road, Burlingame, California.

TRUSTEES PRESENT:
Mason Brutschy  Town of Atherton
Wade Leschyn  City of Belmont
Joe Galligan  City of Burlingame
Louis Gotelli  City of Colma
Donna Rutherford  City of East Palo Alto
Richard Wykoff  City of Foster City
Kati Martin  City of Half Moon Bay
Peter DeJarnatt  City of Pacifica
Valentina Cogoni  City of Menlo Park
Kat Lion  City of Redwood City
Robert Riechel  City of San Bruno
Betsy Schneider  City of San Carlos
Richard Tagg  Town of Woodside
Ray Williams  Town of Portola Valley (6:30 PM)

TRUSTEES ABSENT:
Christine Fuller  City of Daly City
Jason Seifer  County-at-Large
Robert Maynard  City of Brisbane
Dr. Scott Smith  Town of Hillsborough
Christopher Cairo  City of South San Francisco
Dr. James Ridgeway  City of San Mateo
Open

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

Vice-President Rick Wykoff called the meeting to order at 6:02 PM and stated that it was being recorded.

2. PLEDGE OF ALLEGIANCE

Vice-President Rick Wykoff led the Pledge of Allegiance.

3. ROLL CALL

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

4. OATHS ADMINISTERED TO TRUSTEES

Counsel Barnhill administered the oath of office to Trustees Donna Rutherford, Wade Leschyn, Betsey Schneider and Ray Williams.

President Rutherford assumed chairpersonship of the meeting.

5. APPROVAL OF THE AGENDA AS POSTED

    Motion made by Trustee Wykoff, 2nd by Trustee Riechel, to approve the agenda, approved by the Board 13-0.

6. CLOSED SESSION

    Motion made by Trustee Riechel, 2nd by Trustee Galligan, to move into closed session, approved by the Board 13-0

7. RECONVENE AND REPORT FROM CLOSED SESSION

No reportable action was taken.

Trustee Galligan excused from remainder of meeting.

8. PRESIDENT'S REPORT ON CLOSED SESSION (Government Code 54957.1)

No reportable action was taken.
9. SPECIAL PRESENTATIONS

A. Preview of new District Website – Megan Caldwell, Public Health Education and Outreach Officer

Requested that final determinations of information to be printed on trustee business cards be sent to Caldwell as soon as possible.

Staff training for the new website will be begin on January 15, 2015.

Trustee email accounts will be discussed later in the meeting.

The District newsletter will become exclusively electronic in February 2015.

Caldwell previewed the new website. The website is very dynamic and can be easily changed to both update content and style by authorized office staff. The website is capable of social media interaction and Caldwell is waiting for the Board to develop protocols and procedures before commencing activation. The interactive maps and service request forms will be available when the site goes live at the end of this month.

Trustee Martin recommended the activation of the website be reported to the 2013-2014 San Mateo County Civil Grand Jury as part of the compliance with their report regarding websites.

Trustee Leschyn expressed concern that the website may not be compatible with older browsers. Caldwell indicated the information gathered by Google Analytical indicates the majority of people accessing the current website have browsers that will be compatible with the new website. Caldwell commented that the new website is a Drupal system that accommodates most older hardware.

President Rutherford commented the District should be on the leading edge of communications.

Trustee Wykoff feels that we should not dumb-down our system to accommodate a minority of residents.

Interim manager Rodriguez commented that having the ability to accommodate all possible hardware would have increased the cost of the website, as we discussed at the beginning of the website development.

Trustee Lion commented that the website if to provide the public with information and should capture the largest group of residents. Suggest we check with other public entities to determine what level of access they use.
Trustee Riechel asked if there would be a press release for the public. Caldwell indicates one is being prepared.

President Rutherford welcomed Ray Williams from Portola Valley and Counsel Barnhill administered the oath of office.

B. Overview of proper Trustee Communication Protocol.

Counsel Barnhill reviewed the protocols in place for Trustee conduct. She reminded the Board that an individual does not have the power to bind the District and that all authority comes from a quorum of Board members. She cautioned that the safest way to avoid a conflict is to avoid using the official District title. She encouraged all Trustees to review section 4010, Code of Ethics, in the Trustee Policy manual. She reminded the Board that individual board members must support the Board’s decision once a matter is voted upon.

If a Board member wishes to place an item on the Board meeting agenda, the Trustee should contact the District Manager to agendize the item. The District Manager and the Board president will meet and decide if the item is appropriate for the agenda. If three or more Trustees wish an item to be placed on the agenda it must be added to the agenda, unless the President and the District Manager disagree, where upon the President and District Manager will author a letter declining.

Trustee Schneider commented that her recent letter to the Alameda Vector Control District was not intended to represent the District and that she sent the letter as a reaction to her personal sense of public duty. She apologized for using her District affiliation.

Counsel Barnhill indicated a letter had been sent to the Alameda Vector Control District but no response has been received.

Trustee Leschyn discussed an interaction he had with a resident regarding raccoon roundworm where he had conducted some independent research and advised the resident of same. He did tell the resident that it was not the opinion of the District.

Trustee Wykoff commented that our obligation is to the entire County, not just our individual cities.

President Rutherford suggests we direct inquiries of technical and scientific content to the District individuals best suited to respond to it.

Trustee Leschyn questioned what Trustees and residents should do with ideas and questions from the public.
Manager Rodríguez commented that questions should be directed to the District management to have the appropriate District employee respond.

10. PUBLIC COMMENTS AND ANNOUNCEMENTS

None.

11. CONSENT CALENDAR:

B. Minutes and Consent Items for the regular Board meeting of December 10, 2014.

Trustee Tagg requested that the minutes reflect that he was in attendance.

Motion by Wykoff, 2nd by Rutherford, to approve the Consent Calendar, as amended, was approved by the Board 13-0.

12. REGULAR AGENDA:

A. Trustee email addresses: Manager Rodríguez discussed the implementation of Trustee email addresses to separate District business from their personal email. Counsel Barnhill commented that the state of the law with regard to requests for public records is unsettled. It is possible that a records request could potentially include personal email accounts.

Trustee Riechel asked if he were to respond to an email sent to his Trustee email inadvertently shows up in his personal account, will his response show his personal account or his District account. Rodríguez indicated they are investigating this issue and will advise.

Trustee Riechel questioned if the Trustee email accounts will cost the District any money. Rodríguez indicated it will cost approximately $100 per month.

Motion by Brutsch, 2nd by Leschyn, to approve having the District provide email addresses to each Trustee for conducting District business, approved by the Board 13-0.

B. Trustee Committee Assignments: Several additions and subtractions were made to the membership of each of the standing committees. The District will publish the assignments in a separate email.


Rodríguez indicated as Trustees are not employees, the reimbursement payments should be sent directly to the Trustees via check and followed annually with a Form 1099. Trustee Galligan
brought the issue to the attention of the District. Rodriguez recommends adopting the procedure and editing District policy 4030.

Motion by Riechel, 2nd by Gotelli, to adoption resolution No. M-007-15 authorizing the payment of a flat monthly reimbursement rate to Trustees in lieu of actual expenses and updating Board Policy No. 4030 governing remuneration and reimbursement, approved by the Board, 13-0.

13. BOARD COMMITTEE MEETING DATES AND REPORTS:

A. Environmental/Public Outreach Standing Committee: Scott Smith Chair
   Committee met on December 10, 2014 to discuss progress on the District’s website, rebranding and Trustee emails. The committee also discussed the implementation of a Trustee training and mentoring program. Committee will meet on January 14, 2014 to provide feedback with regard to the new website.

B. Finance Committee: Rick Wykoff Chair
   Committee will be meeting in early February to discuss the audit, contracts and preliminary budget discussions.

C. Strategic Planning Committee: Jim Ridgeway Chair
   No meeting. Trustee Galligan will be the new committee chair and will be calling a meeting soon.

D. Policy Committee: Robert Riechel Chair
   No meeting. Manager Rodriguez is continuing to meet with RGS to determine areas in need of review. He indicated RGS is only reviewing employee issues and that the Policy Committee could resume review of District policies. Policies to be developed include social media protocols and a new fraud prevention policy.

E. Ad Hoc Committee – Manager Search – Rick Wykoff Chair
   No report.

14. FINANCIAL REPORT: FINANCE DIRECTOR: ROSENDO RODRIGUEZ

   The report is a combined report.
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.

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.

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 no salary output for a General Manager’s salary. 57% of the clothing budget has been expended due to a new contract with Cintas. Other items such as tools, pesticides, facility and auto maintenance are need driven and during the first 5 months of this fiscal year the need has been lower than anticipated. The telephone account is still 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. A warranty claim has been made with the airboat engine manufacturer. The District’s Special Expense is still low, as the anticipated EIR has been delayed. Asst. Manager Brian Weber indicates he believes the report will be completed by March.

Adjustments to the liability insurance premium created a refund for the District. The Worker’s Compensation account is at 108% due to retrospective payment of claims.

There was a cost overrun on the purchase of microscopes for the lab due to a delay in completing and getting the budget approved.

Trustee Brustchy inquired why the revenues are down from our service abatement contracts. Rodriguez indicated there have been fewer contracts coupled with some billing errors. Trustee Schneider suggested the decrease is also affected by the end of our participation in the eradication of core grass in the bay.
Trustee Martin questioned whether the District management had seen the article in the CSDA newsletter with regard to the governor’s announcement of funds that may be released to Special Districts. Rodriguez said he has seen it and is monitoring developments.

Rodriguez advised he has been monitoring the District’s electric usage as the bill has been increasing. There have been measures to reduce the usage of electricity to reduce any further increases.

The balance sheet shows $5,452,994 in cash. The operating cash accounts in the General and Capital Funds are fully reconciled to the county statements.

Motion made by Trustee Riechel, 2nd by Leschyn, to approve the YTD 2014-2015 Financial Reports through November 2014, approved 13-0.
15. MANAGER’S REPORT:

Interim Manager Rosendo Rodriguez reviewed the upcoming MVCAC, AMCA and AMCA Washington DC conferences. He reminded the Trustees that CSDA offers numerous courses and webinars aimed at governance and encouraged Trustees to take advantage of these courses. He reported that the District is working with the CSDA and SDLF on a training program for Trustees to achieve the SDLF District of Distinction Accreditation.

Rodriguez reviewed the West Nile Virus Program for 2014. Although the program is dormant for the winter months, dead birds should be reported to the District.

RGS is concentrating on the employee related District policies only.

Rodriguez indicated there are still Trustees who are not current on required Ethics and Sexual Harassment Prevention programs. He will notify the affected Trustees.

Staff Reports

Assistant Manager Brian Weber reported he met with the Bioterrorism Public Health Department Coordinator for the County who annually host a program called Silver Dragon. He coordinates the CERT local emergency teams for circulation of public health information. The District will participate this year by preparing information regarding mosquitos, West Nile Virus and other vectors to over 15,000 households throughout the County.

Although monitoring for Aedes aegypti is formally concluded for the year, we continue to monitor. There have been no detections.

There is now a survey available to residents requesting service from the District for their input regarding the level of service received. We have received 21 responses with 100% satisfaction.

Lab Director Dr. Nayer Zahiri reviewed the activity in 2014. Dr. Zahiri advises that CDPH* will test for Rocky Mountain fever for the District without cost.

The District has received 21 enrollees for the January 28th/29th laboratory workshop. Participants will receive 6 credits toward continuing education.

Trustee Leschyn commented about the outbreak of dead squirrels in Belmont. Questioned Dr. Zahiri if a cause was discovered. The District tested no squirrels.
Public Health Education and Outreach Officer, Megan Caldwell, reported earlier on the agenda.

Trustee Leschyn inquired how to arrange a tour for interested residents and was advised to contact Caldwell or the District Manager.

16. BOARD MEMBERS COMMENTS AND ANNOUNCEMENTS:

Trustee Riechel complimented Interim Manager Rodriguez on the thoroughness of the Manager’s Report.

Trustee Martin acknowledged Megan Caldwell for her efforts at a recent presentation to the Half Moon Bay City Council. Caldwell stepped in when Assistant Manager Weber was unable to get to the presentation due to traffic. Caldwell was able to present a well-prepared and relevant program.

Counsel Barnhill announced that due to her pregnancy, she will not be attending for several months. Her associates will be standing in for her until her return.

17. NEXT REGULARLY SCHEDULED BOARD MEETING:

President Rutherford announced the next scheduled Board meeting on February 11, 2015.

18. ADJOURNMENT:

Meeting was adjourned at 7:56 PM.

I certify the above minutes were approved as read or corrected at a meeting of the Board held on February 11, 2015.

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

Approved:

[Signature]
District Manager

[Signature]
Board President

*California Department of Public Health