MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
March 11, 2015
6:00PM

A regular meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on March 11, 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 Gotelli City of Colma
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 Baluorn 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
Peter DeJarnatt City of Pacifica

TRUSTEES ABSENT:
Dr. James Ridgeway City of San Mateo
Ray Williams Town of Portola Valley
Jason Seifer County-at-Large

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

President Donna Rutherford called the meeting to order at 6:02 PM.

2. PLEDGE OF ALLEGIANCE

President Donna Rutherford led the Pledge of Allegiance.

3. ROLL CALL

The roll call indicated that 17 Trustees were present, constituting a quorum. President Rutherford welcomed the new representative from the City of Millbrae, Muhammad Baluom.

4. PUBLIC COMMENTS AND ANNOUNCEMENTS

Trustee Baluom gave the Board a brief introduction.

5. CONSENT CALENDAR

Trustee Maynard requested the minutes from the February meeting be pulled for a correction to his first name to Robert.

Motion made by Trustee Galligan, 2nd by Trustee Wykoff, to approve the minutes from the previous meeting as amended, approved 17-0.

6. REGULAR AGENDA

7. Formation of an Ad hoc Committee on Trustee Training

Manager Peavey recommended that newly appointed Trustees be assigned a mentor to guide them through their initial training to assure proper orientation.

Trustee Martin commented that there are two types of training for Trustees. The first consists of a general orientation on the business of the District, preferably conducted by District staff. The other training should be the responsibility of the Board and be designed for both new Trustees and for continuing development of all Trustees.

A general discussion ensued regarding the formation, definition and duties of an education committee. Trustee Riechel suggested the current educational materials list be captured on electronically and provided to new Trustees. Manager Peavy will work with Ad hoc Committee to establish.
Trustee Wade echoed that Board training is the responsibility of the Board and feels the task should be assigned to the Public Health and Outreach Committee to minimize the number of permanent committees. Trustee Maynard suggested the Ad hoc Committee define the role of a Board education committee for the Board to consider and determine if a standing committee is necessary. Trustee Wykoff reminded us of the expense of providing CSDA training for 21 Trustees that will include ongoing replacements. Trustees Maynard, Wade and Martin volunteered to serve on the Ad hoc Committee to determine the scope of the committee and the role that general counsel can provide in providing training workshops.

8. Update on earning certificates from Special District Leadership Foundation

Manager Peavey presented an update to the Board’s commitment to achieving the District of Distinction designation. Peavey suggests we annually budget an amount sufficient to ultimately have all Board members attend including the option of having CSDA present at the District offices.

Trustee Wykoff expressed caution over which programs we choose to consider, so as to maximize the amount of public funds we expend.

A general discussion ensued regarding the direction of the 2013-2015 San Mateo County Grand Jury Report with regard to completing the District of Distinction certification. Manager Peavey will continue to pursue alternatives.

9. Update on the recovery of approximately $2000 from a former employee for improper use of District resources.

District General Counsel, Kevin Siegel reported there was an improper use of the District’s gas card. The improper use was detected by the District’s Internal Control procedures on Fuel cards. The employee resigned and the funds were subtracted from the final paycheck. The incident has been reported to the District Attorney and internal controls have been reviewed and strengthened.

10. BOARD COMMITTEE MEETING DATES AND REPORTS:

   A. Environmental/Public Outreach Standing Committee: Scott Smith Chair
      No meeting.

   B. Finance Committee: Rick Maynard Chair
      No meeting. Next meeting set of April 6, 2015 to review the audit.
C. Strategic Planning Committee: Joe Galligan Chair
   Trustee Galligan referred Trustees to the submitted written report. He discussed the 100th anniversary next year. Next meeting scheduled for late April.

D. Policy Committee: Robert Riechel Chair
   No meeting. Counsel is reviewing social media issues.

11. 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. 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 3% higher than expected. The redevelopment funds we have received are higher than we anticipated.

   There have been recent expenditures with our new branding symbols.

   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.

   Trustee Schneider questioned the advisability of having over $7M in reserves. Manager Peavey indicated this issue is recognized and being discussed. Manager Peavey also pointed out that the Board has a Reserve Policy which outlines the purpose and use of all reserves. Current reserves comply with that policy.

   Motion made by Trustee Wykoff, 2nd by Trustee Fuller, to approve the 2014-2015 financial reports through January 2015 was approved 18-0.

12. MANAGER’S REPORT:

   Manager Peavey reported the various meetings she and Assistant Manager Weber will attend this summer. Peavey and Rodriguez recently attended the Vector Control Joint Powers Agency (VCJPA) meeting in March. This is a self insurance program the District participates in with other Districts. The purpose of the
workshop was to review the status and financial condition of the VCJPA. The fund is in excellent financial condition. Peavey also reported that Weber has completed the annual report to the State Water Board for the District’s National Pollution Discharge Elimination System (NPDES) permit.

Peavey reminded the group that several Trustees still need to complete the Form 700, Sexual Harassment Prevention and Ethics requirements.

13. Staff Reports

Assistant Manager Brian Weber reported there one Aedes aegypti larva has been located in Menlo Park. He is working with the City of San Mateo on a pilot program to assist the City with their roof rat creek baiting program to determine whether the City should contract directly with the District to do this work.

Tina Sebay reported for Lab Director Dr. Nayer Zahir that they are gearing up for the setting of mosquito traps throughout the county. The District will have three sentinel chicken flocks this year. The tick surveillance program resulted in the collection of over 2800 ticks which will be tested for the Lyme disease bacteria. Test results are pending. The District collected 14 mice on San Bruno Mountain, which were tested by the state Department of Public Health, and no Hanta virus was detected. There is an ongoing program statewide to collect and test mosquitoes to determine their level of resistance to materials used to control adult mosquitoes.

Megan Caldwell indicates the website is working well. Monitoring of the website indicates increased use by the public. A survey of residents who have requested service from the District indicates residents are satisfied with the service requested at a rate 4.7 out of 5. However, questions dealing with satisfaction of the District as a public entity show a 4.7 out of 10 ratio. Caldwell believes this is a perception issue best remedied by increased presence in the community. There will be new staff ID badges better identifying field employees to address resident concerns. Shirts bearing the District logos are available. Caldwell again offered to help any Trustees having problems with logging into their email accounts.

Trustee Brutschy inquired which city and county fairs the District will participate in this year. Caldwell indicated she is evaluating all the fairs in the county to determine which they will attend this year.

14. BOARD MEMBERS COMMENTS AND ANNOUNCEMENTS:

Trustee Martin requested an update on the MapVision program. Peavey indicated they are actively working on the development portion and are hoping for a July test date.

Trustee Martin reviewed her attendance at the CSDA Secretary and Clerk Conference in San Diego. She noted that she was the only attendee who is a Board member. Typically, districts assign this function to a staff employee. Discussion ensued resulting in the explanation that the Board felt that the minutes of the meeting is a Board function, not a staff duty.
Martin reported that the conference emphasized the importance of separating staff duties from board duties and the recommendation to keep the two separate. There was emphasis on the Brown Act, conflicts of interest, abuse hotlines, record retention policies, and legislation. New rules require how votes are recorded in the minutes. Recommends we establish a library for Trustee materials.

15. NEXT REGULARLY SCHEDULED BOARD MEETING:

President Rutherford announced the next scheduled Board meeting on April 8, 2015.

16. ADJOURNMENT:

Meeting was adjourned at 7:48 PM.

I certify the above minutes were approved as read or corrected at a meeting of the Board held on April 8, 2015.

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

Approved:

Chiahli Beawery
District Manager

Ruth Huthford
Board President