San Mateo County
Mosquito and Vector Control District
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MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
November 12, 2014
6:00PM

A regular meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on November 12, 2014 in the District Office at 1351 Rollins Road, Burlingame, California.

TRUSTEES PRESENT: Mason Brutschy
Robert Maynard
Joe Galligan
Jason Seifer
Christine Fuller
Donna Rutherford
Richard Wykoff
Kati Martin
Dr. Scott Smith
Valentina Cogoni
Steve Hedlund
Kat Lion
Robert Riechel
Betsy Schneider
Christopher Cairo

Town of Atherton
City of Brisbane
City of Burlingame
County-at-Large
City of Daly City
City of East Palo Alto
City of Foster City
City of Half Moon Bay
Town of Hillsborough
City of Menlo Park
Town of Portola Valley
City of Redwood City
City of San Bruno
City of San Carlos
City of South San Francisco

TRUSTEES ABSENT: Wade Leschyn
Louis Gotelli
Peter DeJarnatt
Dr. James Ridgeway
Richard Tagg
Open

City of Belmont
City of Colma
City of Pacifica
City of San Mateo
Town of Woodside
City of Millbrae

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

President Rutherford called the meeting to order at 6:03PM and stated that it was being recorded.

2. ROLL CALL

The roll call indicated that 15 Trustees were present, constituting a quorum.

3. PLEDGE OF ALLEGIANCE

President Donna Rutherford led the Pledge of Allegiance.

4. APPROVAL OF THE AGENDA AS POSTED

   Motion made by Trustee Wykoff, 2nd by Trustee Riechel, to approve the agenda, approved by the Board 15-0.

5. CLOSED SESSION

   No reportable action was taken.

6. OATHS ADMINISTERED TO TRUSTEES

   Trustees Richard Wykoff (Foster City) and Robert Maynard (Brisbane) were reappointed by their respective cities. Counsel Barnhill administered the oath of office.

7. PUBLIC COMMENTS AND ANNOUNCEMENTS:

   There were no comments from the public.

8. CONSENT CALENDAR:

   A. Minutes and Consent Items for the regular Board meeting of November 12, 2014.

      Trustee Riechel requested the minutes be pulled from the Consent Calendar.
      Motion made by Trustee Galligan and 2nd by Trustee Wykoff to approve items 2 and 3 of the Consent Calendar. Motion passed unanimously.

      Trustee Riechel commented on and commended the extent of detail contained in the minutes of the past few meetings.
      Motion made by Trustee Riechel and 2nd by Trustee Dr. Smith. Motion passed unanimously.

9. REGULAR AGENDA:
A. Selection and approval of District logo design and branding color scheme. Report by Interim District Manager Rosendo Rodriguez (Rodriguez).

Rodriguez met with staff to review and discuss changes to the District's logo as part of the District's rebranding efforts. Three choices were presented to the Environmental/Public Outreach Committee at their November 10, 2014 meeting. Rodriguez emphasized the time and effort expended to select new colors, a more modern rendition of the mosquito, and a more artistic approach to the overall design. The Committee selected two options for presentation to the Board.

Motion made by Trustee Riechel and 2nd by Trustee Brustchy to approve the orange and blue color scheme.

Trustee Cairo questioned the flexibility of the tag line “Reducing mosquitoes since 1904” vs the “Protecting public health since 1916”. Public Information Officer Megan Caldwell (Caldwell) indicated the language was used for demonstration purposes only and that the “Protecting public health since 1916” is the preferred tag line.

There were no comments from the public.

Motion passed 13-2.

10. BOARD COMMITTEE MEETING DATES AND REPORTS:

A. Environmental/Public Outreach Standing Committee: Scott Smith Chair
Committee met on October 22, 2014 to discuss the various options for rebranding the District’s print media. The chairperson thanked the staff for their excellent work on the project. Committee will meet on December 10, 2014.

B. Finance Committee: Rick Wykoff Chair
Referred to report in packet and offered to answer any questions. No questions from the Board.

C. Strategic Planning Committee: Jim Ridgeway Chair
No meeting.
Trustee Schneider indicated Chairman Ridgeway planned to attend but was not feeling up to it. He will attend the Trustees Field Day event in December. President Rutherford indicated she spoke with Trustee Ridgeway and suggested that an alternate chairman be appointed so that the work of this committee can progress.

D. Policy Committee: Robert Riechel Chair
No meeting. Manager Rodriguez is continuing to meet with RGS to determine areas in need of review. Policies to be developed include social media and a new fraud policy.

E. Ad Hoc Committee – Manager Search – Rick Wykoff Chair
Trustee Wykoff reported that the committee met with Mr. Berg who made a presentation of the
9 - 11 candidates for the district manager position which resulted in 5 viable candidates. Candidates will be interviewed on December 4, 2014, away from the District offices to maintain confidentiality. Legal counsel and Mr. Berg have provided a set of questions to be asked and not to be asked.

Trustee Brutschy inquired what the next step in the process would be. Trustee Wykoff was uncertain but believes it will be to set a special meeting of the Board as soon as possible to make a recommendation.

Trustee Galligan questioned whether the Board wants the committee's top two recommendations. Counsel Barnhill indicated this is an appropriate course to discuss at this time.

Trustee Ricchel proposed that the committee recommend two candidates for the Board to consider.

Trustee Seifer questioned whether it is necessary for the entire Board to weigh in on the committee's recommendation.

Trustee Wykoff proposed the committee make one recommendation to the Board.

Trustee Cogoni asked if all candidates would be interviewed on one day and by how many people. Trustee Wykoff informed the Board that the entire 6-person committee would interview all candidates.

Trustee Brutschy would like to see the top candidates, not just one.

Trustee Cogoni questioned the status of a manager's contract. Trustee Wykoff indicated legal counsel has been requested to be fully involved with the creation of the manager's contract. The details of any contract will be developed during the hiring process.

Trustee Cairo would like to see the top two candidates.

Trustee Martin asked how a selection could be made without a contract. Trustee Wykoff indicated no offer would be made before a contract is developed.

President Rutherford will put the issue on the agenda as soon as a candidate is identified and negotiations with that person are underway.

11. FINANCIAL REPORT: FINANCE DIRECTOR: ROSENDO RODRIGUEZ


Financial Director Rosendo Rodriguez (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. 66% 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 3 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 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. The district Special Expense Account reflects expenditures for the new website.
Revenues remain up due to the settlement of our claim against Hartford in connection with the fraud.

The balance sheet shows $5,882,561 in cash. The operating cash accounts in the General and Capital Funds are fully reconciled to the county statements.

Rodriguez indicated Trustee Fuller questioned several entries on the credit card bill with notations as 'fraud'. This is not connected to the previous fraud against the District but rather the result of a thief obtaining the credit card number and using it illegally. Once discovered, Rodriguez contacted the issuing bank to close the accounts. There are line entries reflecting the purchases and reversals from the bank.

Rodriguez reviewed the District’s policy regarding the issuance, security and usage of all the credit cards held by the District.

Trustee Fuller questioned whether there is any way to identify how the credit card is being compromised. Rodriguez indicates this is an ongoing problem with any credit cards used in public businesses.

Trustee Schneider questioned how the technicians are obtaining gas. Rodriguez informed the Board that each vehicle has a gas card.

Trustee Cairo asked if the Board should consider a credit card protection program. Rodriguez will explore.

Trustee Maynard questioned the aging accounts receivable from San Francisco Parks Department. Rodriguez advised this entity is chronically late paying the District.

Motion made by Galligan, 2nd by Seifer, to approve the YTD 2014-2015 Financial Reports through September 2014, approved 15-0.

B. Approve travel to MVCAC and AMCA Conferences

Rodriguez reported that most Districts pre-approve their Board travel expenses. This District has not done this previously. We are currently over budget on these items for this year.

President Rutherford requested volunteers for the MVCAC conference in Monterey scheduled for January 25, 2015 through January 28, 2015. Requesting now to secure rooms at the site. Trustee Cogoni, Trustee Galligan and Trustee Martin volunteered.

President Rutherford requested volunteers for the AMCA Annual Conference in New Orleans from March 29, 2015 to April 2, 2015. Trustee Maynard volunteered.

Motion made by Riechel, 2nd by Galligan, to approve $8,200 an increase in travel expenses approved 15-0.

12. 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:

Board needs to determine if the District is deriving any benefit from attendance to justify if we will be sending a delegate to the 2015 AMCA Washington DC Day, May 4, 2015 – May 6, 2015.

Reminded Board that CSDA offers training via webinars for Board members.

West Nile Virus (WNV) season is almost over after highest incidence year on record. We will continue to test birds.

Joan Dentler, a field representative for State Senator Jerry Hill visited the District on October 8, 2015 for a tour of the facility. Rodriguez accompanied Ms. Dentler on a tour, which he believes enlightened her regarding the multiple tasks performed by the District.

Staff Reports

Field Supervisor Casey Stevenson reported that the WNV programs have concluded for this year. We are still monitoring the Aedes aegypti mosquitos. There are approximately 40,000 catch basins currently being treated monthly. The airboat officially belongs to the District as the Spartina grass programs has concluded.

Trustee Riechel inquired if the paperwork (transfer of title) has been accomplished on the airboat. Rodriguez informed the Board that the title has always been assigned to the District and that the contract with the Coastal Conservancy stated that the value of the airboat would depreciate to $0 at the end of 5 years and the contract.

Laboratory Director Nayer Zahiri, reported that 1,400 birds were inspected during 2014 with 15 testing positive. With the hot line being closed, inquiries should now be directed to the main District number. There have been no new Aedes aegypti mosquitos discovered but Menlo Park will continue to be monitored. The District has finalized scientific permits in 15 county parks to collect ticks for the monitoring of Lyme’s disease and Rocky Mountain fever. A permit to monitor and test for Hantavirus at San Pedro Valley Park in Pacifica and San Bruno Mountain has been acquired. The lab will host a workshop on January 28 and 29 to discuss multiple issues regarding mosquitos and vectors.
Trustee Schneider inquired where the attendees were coming from. Dr. Zahiri indicated requests came from throughout California.
Trustee Martin asked why the permits are so difficult to obtain. Dr. Zahiri indicated the process must follow strict State and Federal guidelines to assure appropriate scientific standards.

Public Information Officer Megan Caldwell reported that the new website development is on track for implementation in late January 2015. Rebranding is moving forward with the adoption of the color scheme earlier tonight. The new brand will be phased in to allow usage of current stock. Caldwell commended the staff and Board for getting the word out to local agencies about the Public Information Session. Unfortunately, the Information Session was not widely
attended. She commented that the presentations were great and thanked those Board members that attended. Caldwell and Theresa Shelton from the lab will attend the Menlo Oaks neighborhood association meeting to discuss WNV and various vector issues. This will allow the District to establish an improved relationship with this community.

Trustee Riechel inquired how many Board members responded to the website survey. Caldwell indicated less than 50% responded. However, 95% of the staff responded.

Manager Rodriguez stated they are attempting to prepare a presentation of the new website for the Board in January to acquire feedback from the Board before the site goes live.

13. BOARD MEMBERS COMMENTS AND ANNOUNCEMENTS:

Trustee Maynard requested a survey of the Board regarding who will be attending the Trustee Field Day in December. A majority of Board members will be attending. Trustee Fuller congratulated President Rutherford on her re-election to the City Council of East Palo Alto. Trustee Hedlund advises he will not return as the representative from Portola Valley.

14. NEXT REGULARLY SCHEDULED BOARD MEETING:

President Rutherford announced the next scheduled Board meeting on December 10, 2014.

15. ADJOURNMENT:

Meeting was adjourned at 7:20 PM.

I certify the above minutes were approved as read or corrected at a meeting of the Board held on January 14, 2015.

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

Approved:

[Signatures]

District Manager

Board President