MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
February 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 February 11, 2015 in the District Office at 1351 Rollins Road, Burlingame, California.

TRUSTEES PRESENT:

Mason Brutschy
Wade Leschyn
Robert Maynard
Joe Galligan
Louis Gotelli
Jason Seifer
Donna Rutherford
Richard Wykoff
Kati Martin
Valentina Cogoni
Kat Lion
Robert Riechel
Betsy Schneider
Richard Tagg
Christopher Cairo
Ray Williams

Town of Atherton
City of Belmont
City of Brisbane
City of Burlingame
City of Colma
County-at-Large
City of East Palo Alto
City of Foster City
City of Half Moon Bay
City of Menlo Park
City of Redwood City
City of San Bruno
City of San Carlos
Town of Woodside
City of South San Francisco
Town of Portola Valley (6:15PM)

TRUSTEES ABSENT:

Peter DeJamatt
Christine Fuller
Dr. Scott Smith
Dr. James Ridgeway
Open

City of Pacifica
City of Daly City
Town of Hillsborough
City of San Mateo
City of Millbrae

OTHERS PRESENT:

Interim General Manage/Finance Director, Rosendo Rodriguez
District General Counsel, Kevin Siegel
Laboratory Director, Dr. Nayer Zahir
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 16 Trustees were present, constituting a quorum.

4. APPROVAL OF THE AGENDA AS POSTED

Motion made by Trustee Galligan, 2nd by Trustee Leschyn, to approve the agenda, approved by the Board 16-0.

President Rutherford stated that the board meeting was being recorded.

5. CLOSED SESSION

Motion made by Trustee Riechel, 2nd by Trustee Maynard, to move into closed session, approved by the Board 16-0

6. RECONVENE AND REPORT FROM CLOSED SESSION

7. PRESIDENT’S REPORT ON CLOSED SESSION (Government Codes 54957.1 and 54957.6)

No reportable action was taken.

8. SPECIAL PRESENTATIONS

An overview of new Trustee e-mail program and discussion on how to log into the website to check mail presented by Megan Caldwell.

Trustees will be responsible for monitoring their individual e-mail accounts. The District's email system will forward a copy of all e-mails to Trustee personal e-mail accounts but it is recommended
that replies be made from the Microsoft On Line site to protect the privacy of the Trustees personal e-mail accounts.
Any changes to Trustee personal e-mail accounts should be reported to the District so as to provide uninterrupted forwarding of Trustee e-mail.
Megan is available to assist any Trustee with creating the required new account.
The Trustee section of the new website will contain short biographies of each Trustee. She will send a template via e-mail.

Trustee Riechel commended Caldwell on a recent presentation she prepared.

Trustee Leschyn expressed his concern that Caldwell’s presentation did not address POP mail options. Caldwell offered to work one-on-one with anyone requiring assistant.

Interim Manager Rodriguez reminded the Board that the District report will now only be produced electronically and will be e-mailed to all current subscribers.

9. PUBLIC COMMENTS AND ANNOUNCEMENTS

None.

10. CONSENT CALENDAR:

Motion by Wykoff, 2nd by Galligan, to approve the Consent Calendar, was approved by the Board 16-0.

11. REGULAR AGENDA:

A. Discuss correspondence from County Controller regarding District’s Internal Control Review findings.

Rodriguez reported he received a response to the District’s letter to the County regarding the results of the District’s audit indicating that the County merely reports what we provide to them. The Finance Committee in conjunction with Auditor Michael O’Conner, recommend that Rodriguez author a letter to the County regarding the minimum requirements of supporting documentation to effectuate a more detailed report. O’Conner believes that the report from the County should mimic a bank statement to ensure transparency. Rodriguez will continue to work with the County and O’Conner to resolve these issues.

Trustee Williams commented that the County is implementing a new accounting system that may address this issue. Suggests we work with the County auditor to outline what we need.
Trustee Brutschy reported that the Finance Committee has discussed the feasibility of outsourcing the accounting the County currently provides. We currently pay the County $3,500 to hold our funds and provide some accounting services.

B. District Manager Employment Agreement – Motion to Adopt Resolution No. M-008-15 approving the district Manager Employment Contract

Trustee Wykoff requested the Motion be made to begin the discussion.

Motion made by Trustee Riechel, and 2nd by Trustee Tagg to approve Resolution No. M-008-15, the District Manager Employment Contract.

Trustee Riechel reviewed the selection process and several contract provisions regarding non-renewal of the contract.

Trustee Cairo expressed concern regarding the possible public perception of hiring a candidate that was an employee during the fraud. He, however, praised the individual candidate.

Trustee Wykoff presented the nomination of Dr. Chindi Peavey for the position of General Manager of the District.

A roll call vote was taken resulting in the unanimous (16-0) selection of Dr. Peavey. Dr. Peavey will start on March 2, 2015. A press release will be prepared.

President Rutherford commended Interim Manager Rosendo Rodriguez for his excellent performance while a new manager was identified and selected.

12. BOARD COMMITTEE MEETING DATES AND REPORTS:

A. Environmental/Public Outreach Standing Committee: Scott Smith Chair
   Trustee Lion reported the committee met on January 21 to discuss the new website, Google analytics, the trustee mentoring program, and the possibility of a Trustee Educational committee.

B. Finance Committee: Robert Maynard Chair
   Trustee Maynard reported the committee met on February 2, 2015. A presentation was made by the District's auditor, Michael O'Connor, reviewing the status of the pending audit. O'Conner has set a target of March 2015 for completion. The committee recommended extending our contract with SCI Accounting for one year. Will conduct a formal search during the coming year.

C. Strategic Planning Committee: Joe Galligan Chair
Attempting to coordinate a meeting time agreeable for most committee members.
Dr. Ridgeway is quite ill. There were several suggestions that the Board send him flowers/plants.
His absences are excused during his long illness.

D. **Policy Committee: Robert Riechel Chair**
   No meeting. Manager Rodriguez will be sending copies of the policies requiring attention to committee members.

E. **Ad Hoc Committee – Manager Search – Rick Wykoff Chair**
   Trustee Wykoff reports the committee has completed their assignment and requested the committee be dissolved.

14. **FINANCIAL REPORT: FINANCE DIRECTOR: ROSENDO RODRIGUEZ**

A. **Review Year-To-Date 2014-2015 Financial Reports through December 2014.**

   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 Public Outreach Officer, seasonal employees who left mid-season who were not replaced, and no salary output for a General Manager's salary. 58% 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 6 months of this fiscal year the need has been lower than anticipated. The Meetings and Conference account is significantly under budget due to savings on the CSDA Conference in October and Trustee Field Day. Public Health and Outreach are also below budget currently. 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 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.
Revenues are 3% higher than expected. We are receiving redevelopment funds are higher than we 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.

Trustee Seifer asked if the 3% increase in property revenue would be steady over the fiscal year or is a result of the way budgeting was done by the District. Rodriguez indicated that when the budget was developed there would be a 3% increase in property revenues. The current numbers indicate the District is receiving 4.3%.

Trustee Riechel asked if Trustees will be paid quarterly. Rodriguez indicated quarterly payments would be advisable. Will determine if our payment policy is aligned with quarterly payments. Will comment at next meeting.

Motion made by Trustee Maynard, 2nd Gotelli to approve the YTD 2014-2015 Financial Reports through December 2014, approved 16-0.

15. MANAGER’S REPORT:

Interim Manager Rosendo Rodriguez reviewed the upcoming MVCAC Legislative Days, the AMCA Conference in New Orleans, 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.

Rodríguez reported on SB 2040, compensation for elected officials, and AB 2022, employment paid sick days. The District’s full-time employees already have paid sick leave based on accrued hours but the seasonal have not had this benefit. We will begin recording accrued time for seasonal employees on July 1, 2015. AB 326, Occupational Health and Safety Reporting, requires an employer to immediately report serious job related injuries/illness to OSHA.

A general discussion regarding the Public Records Act ensued with requests for more information/training. General Counsel Siegel indicated a recent San Jose case supports the premise that e-mails concerning the District, whether on a private or public computer, are public records and may be vulnerable to the Public Records Act. The appellate court reversed and the case is awaiting California Supreme Court hearing. With regard to Trustee e-mail accounts, general counsel believes the duplicate copy sent to our personal e-mail accounts will not be vulnerable as long as the reply is done from the Trustee account.
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.

The Form 700 form is required to be submitted by the next meeting.

Staff Reports

Assistant Manager Brian Weber reported there has been some aerial larviciding done in Santa Clara County in marshlands.

Although monitoring for Aedes aegypti is formally concluded for the year, we continue to monitor. There have been no detections. A new outreach program in Menlo Park will have informational flyers in each household's garbage bill.

Lab Director Dr. Nayer Zahiri reviewed WNV activity in 2014.

The lab has collected over 200 ticks in 6 San Mateo County Parks, none of which has tested positive.

The District hosted a successful laboratory workshop for 21 participants on January 28th/29th.

16. BOARD MEMBERS COMMENTS AND ANNOUNCEMENTS:

Trustee Galligan and Trustee Martin reported on attendance at the MVCAC conference in Monterey in February. There were many interesting seminars and workshops including drone utilization, ethics, 4th amendment rights issues, and new products available for safe eradication. Many districts shared anecdotal experiences that were very informative. They reported that MVCAC is an excellent clearinghouse for industry information and education and that information networking is widely promoted within the organization.

17. NEXT REGULARLY SCHEDULED BOARD MEETING:

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

18. ADJOURNMENT:
Meeting was adjourned at 7:45 PM.

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

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

Approved:

[Signatures]

District Manager

Board President

*California Department of Public Health