



**San Mateo County
Mosquito & Vector Control**
1351 Rollins Rd
Burlingame, CA 94010-2409

MINUTES OF THE REGULAR MONTHLY BOARD MEETING

A regular meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on September 14, 2011 at 7:00p.m. in the District Office at 1351 Rollins Road, Burlingame, California.

TRUSTEES PRESENT Valentina Cogoni Lawrence Peterson
Christine Fuller Raymond Honan
Maria Martinucci Barry Meinert
Robert Riechel Betsey Schneider
Richard Tagg Samuel Lerner
James Metz Donna Rutherford
John Curtis Jim Ridgeway
Donelle O'Connor Leon Nickolas
Tim Frahm

TRUSTEE ABSENT Joseph Fil and Robert Maynard

OTHERS PRESENT District Manager, Robert Gay
District Laboratory Director, Dr. Chindi Peavey
District Operations Director, James Counts
Jennifer Dermon, C.G. Uhlenberg
Jeff Ira, C.G. Uhlenberg
Aimee B. Armsby, Deputy County Counsel
Portor Goltz, District Legal Counsel

1. President Honan called the meeting to order at 7:07 p.m. (Board took a break after Closed Session which started at 6:00 p.m. and ended at 6:57 p.m.)
2. Pledge of Allegiance.
3. Seventeen (17) Trustees were present, two (2) were absent, and Barry Meinert arrived at 0737p.m. There are two vacancies from Colma and Foster City.
4. REPORT ON RETURN FROM CLOSED SESSION
District Counsel Portor Goltz reported that no reportable action was taken in closed session

5. SPECIAL PRESENTATION

*District Manager introduced the new District Finance Director, Rosendo Rodriguez. Rosendo Rodriguez is in the process of hiring a new District Accounting Technician.

* Jeff Ira and Jennifer Dermon from C.G. Uhlenberg reviewed the financial rebuilding of the Districts Accounting records for Fiscal Year 2010-2011.

Revenue and cash reconciliation presented to the board (See F1 and F3).

F2 is the revenue for the Capital Fund.

6. PUBLIC COMMENTS AND ANNOUNCEMENTS

No members of the public were present.

7. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

* Captain Robert Blake, trustee from Belmont quietly passed away on August 16, 2011. A plaque will be made in his remembrance.

* We have a new trustee appointed by the city of Foster City. His name is Rick Wykoff. Mr. Wykoff will start his service as trustee on January 12, 2012.

*Trustee Riechel recognized Operations Director Counts and Technician Richard Chow for their prompt service at the Chula Intermediate School in Half Moon Bay. The service call was made at 3:30p.m., Friday and 45 minutes later they arrived at the school. They were able to eradicate several yellow jackets nest holes preventing the event attendees from being stung. Event personnel were impressed with the prompt response.

*Trustee Riechel asked Board President Honan about the process for placing an item on the agenda. President Honan suggested making a request during the regular board meeting or in writing via e-mail. If the Board President denies such a request, the requesting trustee can take it to the full board. Trustee Schneider stated President Honan did not respond to two e-mail requests.

8. AGENDA AMENDMENTS - NONE

9. CONSENT CALENDAR

Motion to approve the minutes for regular board meeting, June 8, 2011

MOVED/SECONDED BY TRUSTEES CURTIS/RUTHERFORD.

MOTION CARRIED UNANIMOUSLY.

10. BOARD COMMITTEE REPORTS

ENVIRONMENTAL – Chairperson Curtis reported the committee was unable to meet in September but is planning on meeting on October 12, 2011 at 6:00 p.m.

FINANCIAL – Chairperson Nicholas stated no more meetings are scheduled for 2011.

MANAGER’S EVALUATION – Chairperson Cogoni had nothing to report.

STRATEGIC PLANNING – Chairperson Fil was absent.

Trustee Peterson stated the committee has a meeting scheduled on October 25th at 1200.

Finance Director Rodriguez and Manager Gay are planning to have the strategic plan revised by October 25th.

POLICY – Chairperson Riechel stated that meetings were held on July 28th and August 17th. All committee members were present.

The following policies were revised and provided in the pre-packet. The committee is recommending these revised policies for approval.

4040 President

4050 Vice President

4060 Secretary

4070 Assistant Secretary

MOTION to approve Policies 4040, 4050, 4060, 4070 by TRUSTEE FULLER and seconded by TRUSTEE MARTINUCCI.

Trustee Lerner asked Trustee Fuller and Trustee Martinucci to amend the above policies and to remove from all of them “and District Legal Counsel.” The Executive Committee can have legal counsel present but counsel is not a voting member of the Executive Committee.

TRUSTEES FULLER AND MARTINUCCI AMENDED THEIR MOTION to strike wording “and district legal counsel.”

MOTION CARRIED UNANIMOUSLY

Policy # 4141 Board Officers Nomination and the Election Process was revised and provided in the pre-packet. The committee is recommending the revised policy of approval.

Trustee Nicholas questioned who will perform the duties of the Clerk of the Board.

Trustee Riechel answered that the Board Secretary performs those duties as directed by our District Policies.

Trustee Nicholas asked if a trustee has another way of communicating their interest in running for a Board office or for nominating another trustee for a Board Officer position if he/she cannot be present at the nominating meeting.

Trustee Peterson asked if a trustee can nominate themselves. President Honan answered yes.

Amendment of Policy # 4141 was discussed by the entire board. Following sentence to be added to the revised policy.

MOTION TO APPROVE POLICY # 4141 that incorporates the additional wording as follows;

“If a trustee is absent for the nomination meeting they are able to submit their nomination or intent to run for office by submitting by letter or e-mail before the beginning of the October board meeting to the Board President.”

Additionally the following wording was added to the policy wording: “the nominee should accept or decline a nomination within three weeks before the November board

meeting. If the Trustee does not accept, the Trustee will be considered to not accept the nomination.”

MOTION MOVED/SECONDED BY TRUSTEES NICHOLAS/SCHNEIDER with the changes listed above.

MOTION APPROVED BY a vote of 16 MEMBERS yes AND OPPOSED BY 1 (Trustee Schneider)

11. DISTRICT STAFF REPORTS

*Laboratory Director Chindi Peavey reported no positive West Nile Virus activity in the San Mateo County.

See Entomology report for more details.

*Operations Director James Counts updated the board with the field activities. See the operational report for more details.

*Finance Director Rosendo Rodriguez updated the Board on overall administrative and financial activities.

See financial packet for details.

Director Rodriguez recommended trustees e-mail him if they have questions related to accounting and finances.

MOTION TO APPROVE THE FINANCIAL DOCUMENTS FOR FISCAL YEAR 2011-2012 as provided BY TRUSTEE FULLER AND SECONDED BY TRUSTEE MEINERTH.

MOTION CARRIED UNANIMOUSLY.

12. DISTRICT MANAGER'S REPORT

See Manager's written report for details

ACTION: MOTION TO APPROVE IDENTITY THEFT PROGRAM FOR BOTH DISTRICT EMPLOYEES AND TRUSTEES FOR ONE YEAR MADE BY TRUSTEE PETERSON AND SECONDED BY RIECHEL.

MOTION CARRIED UNANIMOUSLY

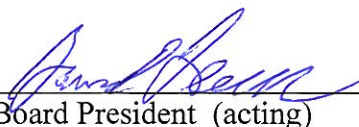
13. MOTION TO APPROVE NEXT REGULARLY SCHEDULED BOARD MEETING - OCTOBER 12, 2011 MOVED/SECONDED BY TRUSTEES MARTINUCCI/RUTHERFORD.

MOTION CARRIED UNANIMOSLY

BOARD MEETING ADJOURNED AT 8:52p.m.



District Manager



Board President (acting)