



**San Mateo County
Mosquito and Vector Control District
1351 Rollins Rd
Burlingame CA 94010
(650) 344-8592 Fax (650) 344-3843
www.smcmad.org**

**MINUTES OF THE REGULAR BOARD MEETING
OF THE BOARD OF TRUSTEES, July 8, 2009**

President Honan called the meeting to order at 7:00pm

TRUSTEES PRESENT:

- | | |
|------------------|-------------------|
| Ronald Anderson | Leon Nickolas |
| John Curtis | Dennis Preger |
| Valentina Cogoni | James Ridgeway |
| Christine Fuller | Robert Riechel |
| Robert Blake | Robert Bury |
| Ray Honan | Betsey Schneider |
| Robert Maynard | Richard Tagg |
| Sam Lerner | Joseph Fil |
| Donna Rutherford | Lawrence Peterson |
| | Tim Frahm |

TRUSTEES ABSENT:

None

STAFF PRESENT:

- Robert B. Gay, District Manager
- Jo Ann Dearman, Finance Administrator and Clerk
- James Counts, Field Operations Supervisor
- Angela Nakano, Assistant Vector Ecologist
- Kim Keyser, Technician
- Danielle Hern, Technicain
- Angela Nakano, Technician

GUESTS/SPEAKERS PRESENT:

Pledge of Allegiance

Public Input on Non Agendized Items

Closed Session

PUBLIC EMPLOYEE CONTRACT NEGOTIATIONS - CONFERENCE WITH DISTRICT BOARD
(Gov. Code Sec. 54957) – Name of case: Robert B. Gay, District Manager.

MOTION: To adjourn into closed session at 7:15 p.m. Curtis/Fil, carried unanimously.

MOTION: To come out of closed session at 7:42 p.m. Peterson/Fuller, carried

unanimously.

ACTION: The Board approved the three year contract with the District Manager.

Presiding Officer

President Honan due to a hearing problem decided to turn the gavel and the management of the Board meeting over to the Vice President, Ronald Anderson.

Consent Calendar

MOTION: To approve the Consent Calendar. Bury/Rutherford, carried with a majority.

General Fund #2706 – Expenditure and Reconciliation Reports

Jo Ann Dearman, Finance Administrator reviewed the expense and check listing generated from the District's Accounting Program (QuickBooks). When the reconciliation summary profit & loss documents are received from the County they will be mailed to the trustees and made available to the public at the September Board meeting. No information was received from the County Controllers Office at the time of the Board meeting.

Ms. Dearman reviewed the issues with having the same bank account as other districts in the County and other financial accounting and reporting concerns with the County Controllers' office. We will have a meeting with the County Controllers' office in August.

MOTION: To approve the Expenditures for June 2009. Curtis/Rutherford, carried unanimously.

Capital Project Fund #2705 – Expenditure and Reconciliation Reports

Jo Ann Dearman, Finance Administrator reviewed the check listing generated from the District's Accounting Program (QuickBooks). When the reconciliation summary profit & loss documents are received from the County they will be mailed to the trustees and made available to the public at the September Board meeting. No information was received from the County Controllers Office at the time of the Board meeting.

MOTION: To approve the Expenditures for June 2009. Riechel/Nickolas, carried unanimously.

Resolution M-001-09

Jo Ann Dearman, Finance Administrator reviewed the emendation to the General Fund. Seventy Four Thousand Eight Hundred Dollars (\$74,800) was transferred from Contingencies Account #8611 to augment the following accounts as follows. Regular Full Time Account #4111 for \$35,000. Vision Account #4431 for \$300. Long Term Disability Account #4442 for \$800. AFLAC Insurance Account #4621 for \$800. Household Account #5156 for \$1,700. Services/Consultations Account #5856 for \$32,000. Telephone Account #6712 for \$1,900. Workers Compensation Account #6731 for \$2,300.

MOTION: To approve the Resolution M-001-09. Ridgeway/Peterson, carried unanimously.

Fiscal Year 2009 – 2010 Budget – 1st Presentation

Manager Gay provided an overview of new changes to the proposed budget. Trustees were provided general budgetary documents for current Fiscal Year 08-09 showing summary of expenditures in all main accounts. The Operational Budget for FY 09-10 provided sub-account information.

MOTION: To approve the Fiscal Year 2009-2010 Budget. Nickolas/Curtis, carried unanimously.

Public Hearing

MOTION: To approve opening of the Public Hearing. Riechel/Peterson, carried unanimously.

MOTION: To approve closing of the Public Hearing. Riechel/Fil, carried unanimously.

Resolution M-002-10

Fixing the amount of the Special Mosquito Control Tax for Mosquito Control Services within the originally designated cities and unincorporated areas. Trustee Rutherford is recommending the Special Mosquito Control Tax resolutions be provided in the future to each City Clerk where the tax will be collected. The District Finance Committee will review this request.

MOTION: To approve Resolution M-002-10. Curtis/Nickolas, carried unanimously.

Resolution M-003-10

Authorizing the collection of the Special Mosquito Control Tax for Mosquito Control Services within the originally designated cities and unincorporated areas.

MOTION: To approve Resolution M-003-10. Curtis/Peterson, carried unanimously.

Resolution M-004-10

Authorizing the approval of the Engineer's Report, Confirming Diagram and Assessment and Ordering Levy of Assessment for Fiscal Year 2009-2010. The corrected listing of trustees was included in the approved Engineer's Report.

MOTION: To approve Resolution M-004-10. Fuller/Ridgeway, carried unanimously.

District Programs/Staff Reports

Angela Nakano, M.S., Assistant Vector Ecologist reported on activities of the Entomology Staff.

- The State Water Resources Control Board has released the "draft" Statewide General National Pollutant Discharge Elimination System Permit for the Discharge of Pesticides to Waters of the United States to Control Adult Mosquitoes. This Adulticide Permit is now under review by the mosquito and vector control districts for comments and corrections.
- West Nile virus testing is continuing within the county.
- Completed all Lyme disease testing of ticks and the analysis will continue. Expecting lower infections rates from previous years.
- Work is continuing on the vector program looking into the bait stations availability at local hardware stores.

- The plotter was installed in the Education Room at the District Corporation Yard. This plotter will be able to print out the mapping of various mosquito and rodent surveillance and control programs.
- The educational program included the Entomology and Operational staff attending a Cub Scout Camp in Pacifica. Talked about insects, ecology, and played games centered about entomology.

James Counts, Field Supervisor reported on the activities of the Operations Department.

- Cord grass treatments will start later this month and into August and should end in September.
- Hired our last four summer hires to run four more catch basin jeeps.
- The BVA Oil is now being used by the catch basin jeeps. Purchasing 3,000 gallons for our above ground tank.
- Creek treatment and brushing is continuing this month and will continue through August.
- The new Ranger trucks were ordered and should be at the District in late August or September.

Jo Ann Dearman, Finance Administrator reported on the activities of the Administrative Department.

- The main focus over the next few weeks will be working on the year end documents and preparation for the upcoming audit.
- Working on the service abatement agreements for this coming year. With the help of James Counts and Danielle Hern we were able to put them in the mail to the various agencies. In addition, Kim Keyser is helping with date entry.
- We are actively reviewing applications for the Accounting Assistant with the eminent departure of Mr. Ed Li. Many of the operations and laboratory staff have been helping us downstairs with receptionist duties. We want to specifically acknowledge Danielle Hern for her outstanding support to our administrative department and wish her and her husband the best with their expected new baby girl.
- Our security door computerized program is under review for upgrading along with many other programs and we will keep the Board addressed on our administrative improvements.

District Manager's Activity Report

Manager Gay reported on the following activities:

Legislative Update

District Legislator Office Visits. Our goal was to have visits at each legislator's district offices within the last few months. We want to go over our State concerns with the budget crisis and other local issues. Our last scheduled meeting was with Senator Joseph Simitian's District Office. Trustee Sam Lerner and I had an outstanding meeting with Ms. Hema Sareen Mohan, the District Director for Senator Simitian. Ms. Mohan is having us contact Mr. Brock Winstead on their staff with the Bair Island Ecological Reserve funding issue with Fish and Game. Mr. Winstead is the Fish and Game point of contact in Senator Simitian's District Office.

MVCAC Legislative Status Report 6/26/2009. Reviewed the selected bills provided by Ralph Heim's staff, which may impact the mosquito and vector control districts.

Senator John Benoit Request on a City Council Removing a Trustee. A request of the State Attorney General Edmund Brown was made by Senator John Benoit. The request was on a City Council's ability to remove their appointed Trustee. In addition, Senator Benoit has introduced Senate Bill 321 modifying future government assessments and election requirements. Our MVCAC Legislative Committee is watching the progression on this bill.

Department of Pesticide Regulation (DPR). The DPR scientific staff is protesting the moving of the entire Pesticide Risk Assessment program to the Office of Environmental Hazard Health Assessment (OEHHA). Their claim is the OEHHA is unable to perform this important function and MVCAC supports the DPR scientific staff.

Federal Level – Environmental and Public Works Committee. AMCA and MVCAC are working with Senator Barbara Boxer's staff to better modify the definition of wetlands. We are still waiting for a response.

ACR 84 Assembly Member Fuentes and Bass. The ACR 84 is the California Constitution Revision Commission Formation Bill. This bill outlines the prescribed membership, powers and their duties. Unfortunately, there is no current District member recommended for this committee.

Mosquito and Vector Control Association of California (MVCAC)

MVCAC Summer Newsletter. Great new articles and copies are available for those interested.

MVCAC Annual Conference in Sacramento 2010. The Annual Conference is in Sacramento on the Capital Mall, January 28 through February 1, 2010. All trustees are invited.

Non-MVCAC Grantors to CMVCA Research Foundation. Trustees or the public now have the capability to make a financial contribution to the California Mosquito and Vector Control Association (CMVCA) Research Foundation for various research projects.

Proposed Changes to the CEQA Checklist. MVCAC staff are working behind the scenes on trying to get vector control as a public health and safety item on the California Environmental Quality Act (CEQA) Initial Study Checklist. The request was made to Mr. Michael Chrisman, California Secretary for Natural Resources by our MVCAC President, John Rusmisl. We will let the Board know if we are successful.

MVCAC Executive Committee. The Executive Committee is discussing the Adulticide Permit and other issues that will be addressed over the coming months. Minutes are available for review by the trustees or members of the public from the last monthly meeting.

Vector Control Joint Powers Agency (VCJPA)

The 2009-2010 premium invoices for the 2009-2010 Fiscal Year were received by the district. The District's current VCJPA Property Contingency Fund has a cash balance of \$40,820 and the VCJPA Member Contingency Fund has a cash balance of \$216,760. The Board of Directors meeting held on June 17th was reviewed. Minutes from the meeting are available for review by the trustees or members of the public.

American Mosquito Control Association (AMCA)

The next AMCA Annual Meeting is in Lexington Kentucky on March 28-31, 2010. The staff attending will include Chindi Peavey, Vector Ecologist, Tina Sebay, Assistant Vector Ecologist, and District Manager, Robert Gay. Trustees authorized and approved for attending include President Honan, Secretary Cogoni, and Assistant Secretary James Ridgeway.

California Special District Association (CSDA)

California Special District Association (CSDA) is scheduling its 2009 Annual Conference. This will be their 40th annual conference and the theme is "Progress '09". The date and location are September 21 – 24, 2009 at the Renaissance Esmeralda Hotel in Indian Wells. Trustees interested in attending include; President Honan, Secretary Cogoni, Assistant Secretary Ridgeway, Trustee Preger, Trustee Nickolas, Trustee Schneider, Trustee Fuller, Trustee Peterson, and Trustee Lerner. Hotel reservations are completed. Registrations will be completed when applications are available and the trustees are responsible for their own transportation requirements as outlined in our District policies.

Building Project – 890 Barron Ave

The District has received the County Occupancy Permit. The permit costs were only \$1,980.25.

Staff Announcements

We are receiving applications for our hiring a full-time Finance Accounting Assistant. This position will fall under the direction of the Finance Administrator.

We are also receiving applications for our hiring a full-time Administrative Assistant. This position will fall under the direction of the Finance Administrator.

General Comments

Sixth Circuit Court Ruling. Reviewed the minutes from the last Technical Advisory Committee meeting.

Audit Support by C.G. Uhlenberg. We have a new auditor assigned to our audit which will start on August 3rd. The new auditor is Ms. Winnie Ho.

District Contracts. Reviewed the contracts with Jensen Company for landscaping, SCI Consulting Contract for collecting our Benefit Assessment and AVQUWEST Non-Owned Commercial Contract for insuring our chemicals used for aerial operations.

Trustee Member, Announcements and Board Committee Reports

Policy Committee

The next meeting of the District Policy Committee is scheduled for July 15th at noon. The committee will review the Election Process and associated policies. The committee will continue to work on the Volunteer Resolution upgrade and the Consensual Sex Policy.

Financial Committee

The committee will now start working on the salary negotiations latter during this fiscal year.

Environmental Public Relations Committee

The committee meets prior to the Board meeting and discussed environmental issues around the county. Trustee - Secretary Valentina Cogoni is now assigned to this committee.

Strategic Planning Committee

The committee meets monthly on developing our next 8 year strategic plan. The next meeting is set for September 14th at noon. Trustee James Ridgeway is now assigned to this committee.

Board's Self Assessment

Trustee James Ridgeway is coordinating this new program on the District Board's self assessment of their activities. Trustee Ridgeway is requesting each trustee answer the 54 questions and submit the completed questionnaires back to Clerk Jo Ann Dearman or Trustee Ridgeway before the September Board meeting.

Board Meeting Re-Structure

This new format is based on format used by your cities and was discussed in detail. It was decided to move the Staff District Reports to the front of the current Board Meeting for September. This would allow James Counts and Chindi Peavey to leave the meeting due to work schedules. The District Manager with the Board President will discuss this Board re-structuring with County Counsel.

Managers' Scheduled Meetings.

Listed were the meetings the District Manager will attend during July and August.

Reminder of Next Regularly Scheduled Board Meeting

The next regular board meeting is scheduled for September 9, 2009 at 7:00pm.

MOTION: Motion to approve the next meeting for September 9, 2009. Rutherford/Fuller, carried unanimously.

Adjournment

MOTION: To adjourn the meeting. Rutherford/Peterson, carried unanimously.

Approved:

District Manager

President

Date