



**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, September 9, 2009**

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

**TRUSTEES PRESENT:**

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

**TRUSTEES ABSENT:**

Robert Blake  
Dennis Preger  
James Ridgeway

**STAFF PRESENT:**

Robert B. Gay, District Manager  
Jo Ann Dearman, Finance Administrator and Clerk  
James Counts, Field Operations Supervisor  
Chindi Peavey, Vector Ecologist

**GUESTS/SPEAKERS PRESENT:**

**Pledge of Allegiance**

**Public Input on Non Agenized Items**

None

**District Programs/Staff Reports**

Chindi Peavey, PhD., Vector Ecologist reported on activities of the Entomology Staff.

- **West Nile Virus Update.** One positive bird in San Mateo County. No positive chickens or mosquito pools yet this year. This is a very slow year for West Nile virus around the State. This is due to the extensive mosquito surveillance and control programs and the reduced temperatures.

- **Mosquito Control Operations in Creeks.** The District is working with cities on the issue of trash in creeks and waterways. This is a result of a new permit for cities requiring a drastic reduction of trash entering the bay and ocean in storm-water. The District hopes to work with cities on increasing the public's awareness of the impact of trash in creeks.

- **Invertebrate Study in Creeks.** The laboratory staff is conducting a baseline assessment of invertebrate communities in local creeks. Preliminary sampling was performed in Colma Creek and Cordilleras Creek in Redwood City. This sampling will continue on a seasonal basis.

- **NPDES permit.** Working with multiple agencies on this adulticide permit.

- **Public Education.** Presentations on district services were provided to the Regional Storm Water Pollution Prevention Group. Lyme disease presentation where provided to homeowners who live along Alpine Road and the Realtor's Association received a presentation on "green pools", rats, and the public health significance of home foreclosures.

- **Local Fairs.** Booths were provided at the San Mateo County Fair, Millbrae Art & Wine Festival, and South San Francisco Day in the Park, Pacifica Fog Fest, and Brisbane Day in the Park.

- **Vector Program.** The rodent service requests increase with late summer. Rodent problems were very noticeable around vegetable gardens and bird feeders. The feeding of pigeons by residents is being discouraged but there are still many residents who are ignoring this law.

- **Research Projects.** Surveying the local pest control operators that provide rodent control for homeowners on the extent of their programs. Performing a baseline study on invertebrate diversity in urban creeks. Performing advanced biochemical heartworm testing with polymerase chain reaction equipment at San Jose State.

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

- **New Report on Operations.** This new report was provided to the Board for the first time this month. The monthly operational programs were analyzed with various charts and graphs. It was decided this was a first-class report and should be provided at future Board meetings. It was also decided to provide this report the evening of the Board meeting to capture as much current data as possible.

- **Pesticide Program.** The BVA Oil is now being used by the catch basin jeeps. Purchasing 3,000 gallons for our above ground tank. Working very well has no smell and no sheen in ponds.

- **Catch Basin Program.** Eight (8) right hand drive jeeps are running through July and August. 70,000 catch basins are being treated each month.

- **Vault Program.** 2,400 Vaults were treated with Altosid briquettes in August.

- **Tule Mosquito Control Program.** Helicopter work for Tule mosquitoes is continuing for Sharp Park, Searsville Lake, and Mills Field. A bacterial pesticide and growth regulator are used on an alternating schedule to prevent resistance within the mosquito populations.

- **Creek Program.** Creek treatment and brushing is continuing through August.

- **Cordgrass Program.** Treated 155 acres of invasive cordgrass in July and 483 acres in August. The Cordgrass Program is under contract with the Coastal Conservancy and U.S. Fish and Wildlife Service.

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

- **June Reconciliation Financial Documents.** We mailed to the trustees the reconciliation of June's financial documents after receiving the information from the County Controllers' Office. This closes out last fiscal year.

- **Controller's Office Financial Issues.** Jo Ann Dearman reviewed the issues with the controller's office. These included recording several transactions incorrectly, placing the general expenses in the capital account and the reversal, and misclassified transactions with the incorrect budget code. These errors caused a variety of financial issues in addition to the distortion of our budgeting process.

- **District Meeting with Controller's Office.** The District Manager and I met with Kanchan Charan the Deputy Assistant Controller and Ms. Lorna Buehler from the Controller's Office. As a result of this meeting Mr. Charan determined that the Controller's Office would not be able to provide the District with the level of detail that we the District require to accurately prepare our books and providing this information to our Board in a timely manner. Mr. Charan suggested that it would be beneficial for the District to separate our account from the general pool of accounts currently managed by his office. Mr. Charan would begin the process to implement this change. The Controller's Office would continue to manage our Revenue Accounts.

- **Future Reconciliation of Financial Documents.** We will use our QuickBooks Accounting software along with the reports from the Treasurer's Office and our bank statements to provide timely and accurate reporting of our finances.

- **District Meeting with Treasurer's Office.** The District Manager and I met with Ms. Esther Garibay from the Treasurer's Office regarding the separation of our accounts. It was suggested by Ms. Garibay that we should separate our account in order to maintain and track our transactions in an orderly fashion. Ms. Garibay would be willing to provide any assistance necessary and would move quickly on establishing a new account number.

- **IT Server and Software Upgrades.** We have completed the upgrades to our server.
- **District Audit.** The District Audit is scheduled to begin on September 14<sup>th</sup>.
- **Security Door Devices.** We are in the completion phase of replacing the old electronic key with new updated electronic keys.

#### **Consent Calendar**

**MOTION:** To approve the Consent Calendar. Nickolas/Bury, carried unanimously.

#### **General Fund #2706 – Expenditure and Reconciliation Reports**

Jo Ann Dearman, Finance Administrator reviewed the check listing and reconciliation documents for July generated from the District's Accounting Program (QuickBooks).

**MOTION:** To approve the Expenditures and Reconciliation for July 2009. Peterson/Tagg, carried unanimously.

#### **Capital Project Fund #2705 – Expenditure and Reconciliation Reports**

Jo Ann Dearman, Finance Administrator reviewed the check listing and reconciliation documents for July generated from the District's Accounting Program (QuickBooks).

**MOTION:** To approve the Expenditures and Reconciliation for July 2009. Fuller/Rutherford, carried unanimously.

### **Board Committee Reports**

#### **Environmental Public Relations Committee – Chairman John Curtis**

The committee meets prior to the Board meeting and discussed environmental issues around the county. This month centered on the Adulicide Permit and process we are working on with the State Water Resource Control Board.

#### **Financial Committee – Chairman Leon Nickolas**

The committee will start working on the salary negotiations, reviewing job titles and negotiating with the San Mateo County Retirement Board on potentially upgrading the retirement plan latter during this fiscal year. The State Association Salary Survey will be completed and available for distribution by the Fall Quarterly meeting held in Tahoe, October 29-30, 2009. Salary and Benefit binders are under production in preparation of salary negotiations with the staff.

#### **Manager's Evaluation Committee – Chairman Leon Nickolas**

A special trustee meeting will be held at the Fall Quarterly meeting held in Tahoe on helping a board to complete the evaluation of their manager. Recommending Trustee Nickolas and President Honan consider attending this meeting.

#### **Policy Committee – Chairman Robert Riechel**

Developed a set of new policies to outline the election process for nominating and selecting new Board Officers. The term of office was recommended for increase from one year to two consecutive years. New forms were developed and provided in the Board Pre-packet. Board Officer Policies were amended to include the District Policy that authorized signing of District Warrants.

**MOTION:** To approve the Amended Policies in the Board Pre-packet. Peterson/Fil, carried unanimously.

#### **Strategic Planning Committee – Chairman Joseph Fil**

Trustee James Ridgeway handed out a survey at the last Board Meeting, "The Board Member Mindset for Setting Direction Survey." The trustees were instructed to return their surveys tonight. The District will tally the forms and report back at the next Board Meeting. The Committee is continuing to work on the Strategic Planning Document.

### **District Manager's Report**

#### **Legislative Update**

**Senator Leland Yee.** Senator Yee is holding a town hall meeting and pancake breakfast on October 10<sup>th</sup> at 0900. Those attending may report at the next Board meeting.

**Assembly Member Jerry Hill.** Is appointed to the Joint Select Committee working on the State Budget. This is a positive development for the District.

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

**State Budget Crisis and Proposition 1A Suspension.** The District will lose 8% of our property tax revenues this fiscal year to the State due to their fiscal crisis. This amount is \$124,107.00 The California Statewide Communities Development Authority is a Joint Powers Agency that is authorized to administer a loan securitization program designed to replace the diverted property tax revenues. The District is looking into this program and will report back to the Board at their next meeting.

**Attorney General calls for Convention to draft new State Constitution.** This would require a special election to elect 400 convention delegates. The delegates would look into drafting a major rewrite of the State Constitution. There are potential major changes in State and Local Governments if voters approve the convention's recommendations, including higher or lower taxes or greater or less spending on particular public programs.

**California Forward.** This is a group looking for fundamental change in CA state government and they are also drafting Constitutional and statutory language changes.

**Letter from Assembly Member Jerry Hill.** Received a letter from Assembly Member Jerry Hill acknowledging our opposition to **AB 622**, which would require the observance of a safety zone of no less than 3.3 miles from the aerial application of pesticides in residential areas. The mosquito and vector control districts received an exemption from this requirement and this bill currently resides in the suspense file.

**Light Brown Apple Moth.** The Senate Food and Agriculture Committee's Informational hearing on CDFA's LBAM Draft EIR was held on August 25<sup>th</sup> and CDFA was advised by their Departmental legal counsel to NOT attend due to raised current and potential future litigation against the department. The hearing lasted 3 hours and was a constant bashing and railing of the CDFA LBAM strategy. There was no mention of aerial spraying for WNV but CDFA may have galvanized the aerial spraying issue for anybody.

#### **Mosquito and Vector Control Association of California (MVCAC)**

**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.

**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)**

Reported on the Property and Member Contingency Funds. The next quarterly Board of Director's meeting is October 28<sup>th</sup>.

#### **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 40<sup>th</sup> 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.

#### Staff Announcements

Ms. Vika Sinipata was hired recently as our full-time Finance Accounting Assistant. This position will fall under the direction of the Finance Administrator.

Mr. Randall Grilli was hired recently as our full-time Administrative Assistant. This position will fall under the direction of the Finance Administrator.

Technician Ben Rusmisl is attending electrical automotive training at Skyline College this fall. Assistant Vector Ecologist, Tina Sebay will be attending the Insect Identification Course at San Francisco State University this spring.

#### General Comments

**District Audit.** New auditor assigned for our District, Ms. Winnie Ho.

#### Board Meeting Re-Structure

This new format is based on format used by your cities and following comments from District trustees over the last few Board meetings. It was decided to move the Staff District Reports to the front of the current Board Meeting, move Board Committee Reports to follow the financial reports, and end with the Managers Report. If there is a closed session the closed session would start at 6:30 p.m. This is 30 minutes prior to the start of the Regular Board meeting..

**MOTION:** To approve the recommended changes for Board meetings. Peterson/Rutherford, carried unanimously.

#### Managers' Scheduled Meetings.

Listed were the meetings the District Manager will attend during September and October.

#### Reminder of Next Regularly Scheduled Board Meeting

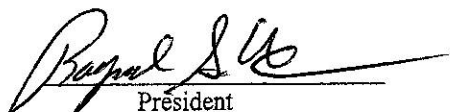
The next regular board meeting is scheduled for October 14, 2009 at 7:00pm.

**MOTION:** Motion to approve the next meeting for October 14, 2009. Curtis/Maynard, carried unanimously.


#### Adjournment

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

Approved:

  
President

  
District Manager

  
Date