



**San Mateo County**  
**Mosquito and Vector Control District**  
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**MINUTES OF THE REGULAR BOARD MEETING  
OF THE BOARD OF TRUSTEES, May 12, 2010**

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

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

**TRUSTEES PRESENT:**

Ronald Anderson	James Metz
Bob Blake	Leon Nickolas
John Curtis	James Ridgeway
Joseph Fil	Robert Riechel
Christine Fuller	Donna Rutherford
Raymond Honan	Betsy Schneider
Maria Martinucci	Richard Tagg
Robert Maynard	
Barry Meinert	
Tim Frahm	
Samuel Lerner	

**TRUSTEES ABSENT:**

Valentina Cogoni  
Lawrence Peterson

**VISITORS PRESENT:**

Portor Goltz, County Counsel

**STAFF PRESENT:**

Robert B. Gay, District Manager  
Jo Ann Dearman, Finance Director and Clerk  
James Counts, Operations Director  
Chindi Peavey, Director of Laboratory  
Angela Nakano, Vector Ecologist

**Pledge of Allegiance**

**Roll Call**

**SPECIAL PRESENTATIONS**

None

**Public Input on Non Agenized Items**

None

**District Programs/Staff Reports****Financial Statements:**

April Financial Statements were reconciled and presented during the meeting as follows:

1021 Current Year Secured Taxes	\$ 414,863.98
1024 PY Secured Redemption	\$ 640.29
1041 Current Year SB 813 Secured Supplemental	\$ 2,560.73
1521 Interest Earned	\$ 7,836.95
2031 Special Assessments	\$ 386,548.11
2439 Other Special Chgs	\$ 96,582.99
2451 Misc Services to Cities	\$ 58,398.55
<b>Total</b>	<b>\$ 967,431.60</b>

**Total YTD Revenue as of April 2010 - \$2,774,078.14**

**Total ERAF received as of April 2010 - \$207,091.00**

**ERAF Check Received 5/10/10 - \$62,053.50**

**Controller - Update:**

Jo Ann met with the Controller on Wednesday, May 12<sup>th</sup> to review and implement new procedures for reconciling the district's financial accounts until a decision is made to separate the accounts from the county. Portor Goltz gave a short update and laid out his game plan to help bring this problem to an end.

**Fixed Assets Update:**

#21	Laser Printer (Karen's Old)	No Value
#188	2004 Ford Ranger #082	\$5,000.00
#189	2004 Ford Ranger #083	\$5,000.00
#218	2005 Ford Ranger #089	\$5,000.00
#220	2005 Ford Ranger #091	\$5,000.00
#254	Nurse Rig Trailer	Given Away No Value

**New Assets Added:**

#0335	Flammable Cabinet	\$519.00
#0336	Paint & Ink Cabinet	\$846.00
#0337	Bob's Laptop	\$1,956.92
#0338	HP Home Store Plotter	\$5,398.52
#0339	2010 Ford Ranger #097	\$24,102.75
#0340	2010 Ford Ranger #098	\$24,102.75
#0341	2010 Ford Ranger #099	\$24,102.75
#0342	2010 Ford Ranger #100	\$24,102.75
#0343	Chindi's Laptops (2)	\$3,837.58

**Publication Notice of Intention to Levy Assessments:**

Notice was published in The San Mateo Times on May 4<sup>th</sup> and May 11<sup>th</sup>.

**Lab** – Dead bird testing for West Nile virus has commenced. Twenty-five birds have been reported in the county. Four have been tested; none were found to be positive. Bi-weekly blood testing of our sentinel chicken flock began in April and will be ongoing through the summer. Angie Nakano updated the trustees with a handout on how to identify the desired birds that could carry WNV and the proper STATE phone number to call. She advised not to call the District as the District would still need to call the State.

**Sewer Gas Monitoring:** The district technicians just completed a training course on the monitoring for the presence of harmful gases and low oxygen levels in confined spaces. This is in response to an Occupational Safety and Health Administration (OSHA) requirement that sewer systems must be atmospherically monitored prior to entry.

**Public Awareness:** Our staff, Tina Sebay staffed a table at the Portola Valley Earth Day Fair in April. The district will have booths at the San Carlos Hometown Days in May, as well as the Foster City Art & Wine Festival and at the San Mateo County Fair in June. Chindi asked for information from the trustees regarding contacts with Beautification Groups that could possibly give the District another avenue for PR.

**Operations** – The technicians have done a great job with the control work of the marsh area this year.

**Helicopter Treatment** - The helicopter treatment dates are set for tule mosquitoes also known as cattail mosquitoes. Due to the sensitivity and limited access into these areas, such as Mills Field, Sharp Park and Searsville Lake, the only way to treat them is by the use of a helicopter. Weather permitting, the handed hour schedule would use the time window from 7 AM until noon.

**Catch Basin Update** – Catch Basin work has begun. About 3 seasonal technicians have started, and four more will be starting beginning July of this year.

#### **Board Member Comments and Announcements**

Robert Maynard – Annual Day at the Park in Brisbane will be held on October 7<sup>th</sup>, 2010

Robert Riechel- San Bruno just started their Sunday Farmers Market. Maybe we can set up a booth there

Tim Frahm – We now have a new Ad Commissioner

Larry Peterson – He would like the district to draft up a resolution to be given to Mr. Sullivan for his Barn Owl project

#### **Agenda Amendments:**

None

#### **Consent Calendar**

Motion to approve Minutes from April 14, 2010, Regular Board Meeting - John Curtis and seconded by Donna Rutherford - Motion Passed

#### **Financial Business**

- General Fund #02706 – Expenditure Report for April 2010.

As of April 30, 2010 the cleared balance was \$4,310,498.53

**ACTION:** Motion to approve Reconciliation for April 2010 – John Curtis and seconded by Donna Rutherford- Motion Passed.

- Capital Project Fund #02705 – Expenditure Report

As of April 30, 2010, the cleared balance was \$476,302.42

**ACTION:** Motion to approve Capital Fund Reconciliation for April 2010 – John Curtis and seconded by Donna Rutherford – Motion Passed.

#### **Engineer Report, Levy Assessments, and Notice of Public Hearing – Resolution M-012-10.**

- John Bliss, SCI was not present and District Manager, Robert B. Gay.

- Jo Ann recorded the required roll call vote on the resolution regarding the proposed abatement levy and reported that 18 trustees voted yes, 2 were absent and 1 came in late so he didn't vote.

**ACTION:** Motion to Open Public Hearing – John Curtis and seconded by Joe Fil – Motion Passed.  
Manager, Gay gave staff report on Resolution M-012-10.

**ACTION:** Motion to Close Public Hearing – Robert Riechel and seconded by James Ridgeway – Motion Passed.

**ACTION:** Motion to approve Resolution M-012-10 – John Curtis and seconded by Leon Nickolas – Motion Passed.

- **Fiscal Year (2010-2011) Budget – 1<sup>st</sup> Presentation**

Gay introduced the Fiscal Year (2010-2011) budget, answered some specific questions, and stated that the next meeting he would present and discuss his usual power-point presentation on the proposed budget including data from the past 3-4 years showing budgeted and actual expenses and similar for income.

### **Board Committee Reports**

Environmental Public Relations Committee – Chairman John Curtis

- No meeting. Barry Meinert will be assisting with the Media Campaign for Outreach

Financial Committee – Chairman Leon Nickolas

- Monday, May 17<sup>th</sup> meeting at noon will be reviewing the salaries & benefits.

Manager's Evaluation Committee – Chairman Leon Nickolas

- Manager's evaluation has been completed for this year.

Policy Committee – Chairman Robert Riechel

- Completed qualifications & duties of trustee brochures are included in the packet. Welcome documentation has been completed. The committee is currently reviewing the employee manual and the retirement benefits. They'll also be looking at reviewing the Brown Act as well. Trustee Curtis voiced concern about the wording about meeting attendance. Committee chair Riechel stated the committee would discuss his concern, invited John to our next meeting, and stated the committee would report back to the full board on their decision for concurrence.
- The committee has arranged with Portor Goltz to negotiate on the District's behalf with the employee's bargaining unit about the long term health care benefits so that the Policy Committee could finalize its new policy. This relates to the GASB requirement.

Strategic Planning Committee – Chairman Joseph Fil

- This committee met last month and reviewed the eight year plan for the budget.

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

## **Legislative Update**

- **MVCAC Legislative Status Report**
  - **AB 2465 – (Yamada) “Vector Control State Agencies” Sponsored**
    - ✚ Committee on Appropriations has placed it on the suspense file.
    - ✚ We are now working at getting this off the suspense file.

- ✚ Director Gay asked for Cities to write letters and recognized those cities who had or were in the process of writing.
- ✚ Letters were submitted last week and this week.
- ✚ Passed the Professions and Business Committee on a 11 to 0 vote.
- **ACR 135 – (Smyth) “West Nile Virus and Mosquito Sponsored and Vector Control Awareness Week”**
  - ✚ This measure would declare April 26<sup>th</sup> through April 30<sup>th</sup>, 2010 as our West Nile Virus and Mosquito and Vector Control Awareness Week.
  - ✚ **Draft Resolution Declaring April 26-30, 2010 MVC and WNV Awareness Week.**
    - Received Proclamations from the following cities:
      - San Mateo           Town of Atherton
      - Daly City           Town of Woodside
      - Redwood City      Brisbane
      - Millbrae            San Carlos
      - San Bruno          Foster City
      - Menlo Park        County of San Mateo
      - More are still coming in by mail
- **MVCAC Legislative Day**
  - ✚ Legislative Committee announced at the MVCAC Quarterly Meeting that 48 MVCD members attended and visited 78 legislators
- **MVCAC Legislative Priorities**
  - ✚ Summary Abatement amendment to the Health and Safety Code.
  - ✚ State of California land acquisition bill use of BMPs.
  - ✚ Legislative Day
  - ✚ Day in the District

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

- **MVCAC 79<sup>th</sup> Annual Conference in Indian Wells in 2011**
  - Date:            January 30<sup>th</sup> through February 2<sup>nd</sup>, 2011.
  - Review the initial plenary session layout.
  - Who is interested in attending? List those interested:
- **MVCAC Quarterly Meeting in Orange County May 5,-7, 2010**

## **Vector Control Joint Powers Agency (VCJPA)**

- **Member Contingency Fund**
  - District has a balance of \$226,348.
- **Property Contingency Fund**
  - District has a balance of \$40,023.
- **Proposed Amendment to the Pooled Liability Program MOC**
  - Reduce the defense-only limit for Clean Water Act actions for a member district that is not covered under a general permit or that is not in substantial compliance with the permit. Coverage is for \$250,000 over the District's retained limits.

### **American Mosquito Control Association**

- **Annual AMCA Washington Day Conference in Washington DC on May 10-12, 2010.**
  - **Trustee Samuel Lerner** and **Dr. Chindi Peavey** attended. They had 4 appointments with legislators. Chindi visited Barbara Boxer's office. There were total of 94 people that attended the conference. Chindi and Sam met with the head of the NPDES.
  - Both Chindi and Sam gave a brief report on their visit. Additional info will be provided at the next meeting.
- **AMCA Annual Meeting in Anaheim at the Disneyland Hotel in March 20 to March 24, 2011.**
  - Everything is moving along nicely. They'll be a meeting of the local arrangements committee at the next quarterly MVCAC meeting which will be held at Orange County this month.
  - Three Trustees are authorized to attend. At the last meeting the following trustees suggesting they are considering to attend:
    - Ray Honan – Yes
    - Larry Peterson – Maybe
    - Sam Lerner – Yes
    - Betsey Schneider – Maybe (depends on Larry)
    - Bob Blake – next on list

### **California Special District Association**

- **CSDA Legislative Day.**
  - Date: September 20-23, 2010
  - Hotel: Newport Beach Marriott Hotel
  - Review CSDA e-News handout on the conference
  - Who is interested in attending:
    - Sam Lerner – Yes

### **Next Regularly Scheduled Board Meeting**

**ACTION:** Motion to approve next meeting for June 9, 2010.  
Motion to approve: Jim Ridgeway and seconded by Sam Lerner – Motion Passed

### **Adjournment**

**ACTION:** Motion to adjourn.  
Motion to approve: Jim Ridgeway and seconded by Sam Lerner– Motion Passed

**Committee Meetings:**

Environmental Committee Meeting – TBD  
Policy Committee Meeting – TBD  
Finance Committee Meeting – TBD  
Strategic Planning Meeting – TBD

Approved:

\_\_\_\_\_  
District Manager

\_\_\_\_\_  
President

\_\_\_\_\_  
Date