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, October 13, 2010

REGULAR MEETING OF THE BOARD OF TRUSTEES

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

TRUSTEES PRESENT:

Ronald Anderson
Bob Blake
John Curtis
Christine Fuller
Raymond Honan
Maria Martinucci
Robert Maynard
Barry Meinerth
Tim Frahm
Samuel Lerner

James Metz
Leon Nickolas
James Ridgeway
Robert Riechel
Donna Rutherford
Betsy Schneider
Richard Tagg
Lawrence Peterson
Valentina Cogoni

TRUSTEES ABSENT:

Joseph Fil

VISITORS PRESENT:

Portor Goltz

STAFF PRESENT:

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

Pledge of Allegiance

Roll Call

SPECIAL PRESENTATIONS

None
Public Input on Non Agenized Items

None

District Programs/Staff Reports

Financial Statements:

July Financial Statements were reconciled and included in the trustees' September packages. The revenue is as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1021 Current Year Secured Taxes</td>
<td>$1,100.75</td>
</tr>
<tr>
<td>1041 Current Year SB 813 Secured Supplementary</td>
<td>$0.00</td>
</tr>
<tr>
<td>1831 Homeowner's Property Tax Relief</td>
<td>$0.00</td>
</tr>
<tr>
<td>2031 Special Assessments</td>
<td>$0.00</td>
</tr>
<tr>
<td>2439 Other Special Charges</td>
<td>$0.00</td>
</tr>
<tr>
<td>2451 Misc Services to Cities</td>
<td>$5,338.12</td>
</tr>
<tr>
<td>2647 Misc Reimbursements</td>
<td>$14,470.52</td>
</tr>
<tr>
<td>2658 All Other Misc. Income</td>
<td>$0.00</td>
</tr>
<tr>
<td>1043 PY SB 813 Redem</td>
<td>$0.00</td>
</tr>
<tr>
<td>2658 Other Airboat Reimbursement</td>
<td>$8,045.78</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$28,955.17</strong></td>
</tr>
</tbody>
</table>

Controller - Update:

C.G. Uhlenberg Audit:
The auditors have completed the district's preliminary Audit Report. This preliminary audit report along with the completed Special Districts Financial Transactions Report has been sent to the State Controller's Office as required for the end of fiscal year 2010. Trustees will receive their copy for the November's meeting.

IT- Upgrades:
The District is currently in the process of upgrading and replacing the computer equipment, as well as updating the software programs. Joe Helwee, the IT Specialist, is working closely with Comcast, TTM Communications and Jim Stifler the Access software programmer. Upon replacing and retiring the old equipment, the district will make this equipment available to staff as well as Trustee's who might be interested in purchasing any of this retired equipment for a nominal fee as well as paying the IT Specialist to remove all files from the equipment. The equipment includes retired Desktops, 8 Laptops and 4-5 Monitors.
The district has begun the implementation phase for the new system software upgrades; and new armored laptop will be ordered for testing prior to ordering new models for the technicians.

Fixed Asset Retirement:
The District will be retiring any IT equipment that is being replaced or upgraded, this equipment will be offered to the staff or Trustee's for a nominal cost which will include the cost for the IT Specialist to remove files and or hard drives, some equipment will be sent to e-cycle for disposition after all files and hard drives have been removed.

CalPERS Benefit Presentation:
September 29th, Ms. Hoang Van-Nguyen the representative from CalPERS was here at the district giving a presentation for the entire staff. The presentation was based on the district's current benefit program versus CalPERS options. The meeting was opened up for staff questions after the presentations.

Service Abatement Contracts:
All of district's current Service Abatement Contracts were included in the current Trustee Packet. Vika has worked very hard for months getting the service agreements signed. Only one was not continued. It was the Holiday Inn. The reason for the non-renewal is due to financial decision on the part of the Holiday Inn's Management team. However, if the mosquito problems continue, we will request the Board to
perform an abatement proceeding. Our new District Legal Counsel with the County, Aimee Armsby, is aware of this possibility.

Lab

Public Awareness-Laboratory staff attended the following public relations events:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 18</td>
<td>South San Francisco “Day in the Park”</td>
</tr>
<tr>
<td>September 25 &amp; 26</td>
<td>Pacific Coast Fog Fest (Pacifica)</td>
</tr>
<tr>
<td>September 26</td>
<td>San Bruno Farmer’s Market</td>
</tr>
<tr>
<td>October 2</td>
<td>Brisbane “Day in the Park”</td>
</tr>
</tbody>
</table>

Rat Issues: Laboratory staffs have been conducting work with a few of the homeowner associations at the City of Foster City to eliminate the number of rats in the area.

Raccoons Damage to Lawns:
The district has been receiving complaints about damage to lawns caused by raccoons. Raccoons will frequently pull back sections of sod or dig large holes in a lawn to reach grubs or worms living underneath the turf. This behavior is called “grubbing,” is most common between August and December. Lab staffs advised the residents to contact the district for advice on preventative methods, as each individual situation is unique.

Operations

Helicopter Treatment – Helicopter applications for Tule mosquitoes at Mills Field, Sharp Park and Sears Ville Lake occurred on September 28.

Creek Inspection – Creek inspection and treatment is being conducted on a monthly basis.

Sewage Treatment Plants – Sewage Treatment Plants have been treated on every two weeks basis.

Board Member Comments and Announcements

Sam Lerner: CSDA Annual Conference in Newport Beach was great. He enjoyed the motivational speakers especially Warren Moon’s speech. The President’s Reception was also very good.

Christine Fuller: Enjoyed Leadership & Educational topics. She enjoyed bonding with other trustee’s, and definitely recommended this conference for new board members.

James Ridgeway: Enjoyed Ralph Heim’s speech, and the way he explained Proposition 22, and for everyone to vote Yes on 22. Support the recommendations for the usage of social media as an outreach tool via Facebook or Twitter.

Agenda Amendments:

None

Consent Calendar

- Motion to approve Minutes from September 8, 2010, Regular Board Meeting
- General Fund #02706 – Reconciliation Report for August 2010
- Capital Fund #02705 – Reconciliation Report for August 2010

**ACTION:** Motion to approve Minutes from September 8, 2010 Board Meeting, Capital & General Fund Reconciliations for August – by Larry Peterson and seconded by Samuel Lerner - Motion Passed

Public Hearing - None
Board Committee Reports

Environmental Public Relations Committee – Chairman John Curtis
- Next meeting prior to the Board meeting.

Financial Committee – Chairman Leon Nickolas
- Scheduled a Closed Session on September 15th at 10:00 a.m. between the Policy Committee and Finance Committee and the District Legal Counsel to discuss the District’s position on the Retired Health Care Benefit, Policy 6010.

Manager’s Evaluation Committee – Chairman Leon Nickolas
- No meeting scheduled at this time.

Policy Committee – Chairman Robert Riechel
- Scheduled a Closed Session on September 15th at 10:00 am. Between the Policy Committee and Finance Committee and the District Legal Counsel to discuss the District’s position on the Retired Health Care Benefit, Policy 6010.

Strategic Planning Committee – Chairman Joseph Fil
- This committee will meet in October 15th.
- Following any additional editing the Board of Trustees will receive a copy in the November Board Meeting pre-packet. The plan is to discuss the updated Strategic Plan at the Trustee Field Day.

District Manager's Report

Administrative & Financial Activities:
- Review the Service Abatement Agreement for 2010-2011. Vika has worked very hard for months getting them signed. Only one was not continued.
- Establishing meetings with each city Finance Directors and Redevelopment Directors. Vika has worked very hard for months getting a grip on the redevelopment process and revenues.
  - The first meeting is scheduled with the City of San Carlos for October 13th at 1000. The goals are to get a better handle on this convoluted program and verify we are receiving the correct revenues.

Reviewing the September Checks:

- PG&E Bill
  - Our actual August usage generation was $752 but there are additional charges of $700. Including public purpose programs ($95), nuclear decommissioning ($2), DWR Bond Charge ($38), Ongoing CTC ($35), and Energy Cost Recovery ($17). Director Gay explained the additional makeup of the $752.
  - These charges occur each month.
  - In addition, depends if we are a Bundled customer or Transitional Bundled Service customer.
  - More investigation to follow on the PG&E bill.

- OCE
  - We are in the middle of a 5 year contract. With equipment rentals updated every few years depending on the usage. We are able to lease newer copiers at a lower rate.

- KONE
• We have a complete maintenance agreement with KONE that increases each year by their labor or labor/material indexes. Increases average 3-5%. The KONE elevator we have is a proprietary elevator where only KONE can perform any maintenance.

• The State of California, Department of Industrial Relations, Division of Occupational Safety and Health, Elevator, Ride, and Tramway Unit inspects our elevator on a yearly basis. From this inspection after the required corrections are made by KONE we receive the permit to operate the elevator.

• As a result we have two invoices this month one for quarterly maintenance and the other for permit compliance.

• Anderson AV

• Our IT Coordinator has contracted with Anderson AV to provide an AVA system in the Boardroom. This is a capital improvement that has been in the pipeline for 3 years. We required our IT Coordinator to do the investigative work and interview the contractors and review the bids.

• COMPU-DATA

• We are making considerable upgrades to the IT program with our new IT Coordinator. New laptops for the techs, 6 new desktop computers, new monitors, upgraded software.
  • We also had our IT Coordinator work with our ACCESS Coordinator on upgrading the ACCESS Database Program with various functions.

• Redwood Plumbing

• We completed our testing of the two backflow devices. This is required by San Mateo County Environmental Health.

Legislative Update

• MVCAC Legislative Status Report

• Forwarded the 09-08-10 MVCAC Legislative Status Report.

• The latest report will be analyzed in the Board Version Managers Report.

Mosquito and Vector Control Association of California (MVCAC)

• MVCAC 79th Annual Conference in Indian Wells in 2011
  • Date: January 30th through February 2nd, 2011.
  • Review the significant portions of the Plenary Session program
    • Legislative – Ralph Heim
    • Mosquito Crusades – Gordon Patterson
    • Trustees Section
• **Registration Process**
  
  o District will complete the Conference Registration for all trustees and staff. Registrations will take place in mid October when the MVCAC website is prepared.
  
  o District will complete the Hotel Registration for all trustees and staff. Registrations will take place in late September.
  
  o Trustees are responsible for scheduling air transportation to the hotel and ground transportation requirements to the hotel. Those flight registrations can take place whenever the trustees are sure to attend. Trustees flying together will make the trip more enjoyable and save $$ on the ground transportation expenses.
  
  o Staff is required to take District vehicles.
  
  o Trustees attending will receive their travel documents at the January Board Meeting.
  
  o Tours of Coachella Valley MVCD will be available on a limited basis and signups will be in the Exhibitor Hall.
  
  o Manager Gay will take care of the Banquet signups.

• **Trustees (6) interested in attending:**
  
  • President Ray Honan and Judy
  • Vice President Sam Lerner
  • Betsey Schneider
  • Valentina Cogoni
  • Jim Ridgeway and Diane
  • Larry Peterson
  • James Metz and Lynn

• **Trustee costs for the conference:**
  
  • Hotel is $150 night for 3 nights will be around = $450
  • Food for 2 ½ to 3 ½ days will be around = $200
  • Registration will be around = $230
  • Air Flight to Palm Springs Airport = $250
  • Total around = $1,130
  • Seven trustees = $7,910

• **Staff interested in attending:**
  
  • Robert Gay, Manager
  • Chindi Peavey, Laboratory Director
  • Angie Nakano, Vector Ecologist
  • Theresa Shelton, Vector Ecologist
  • Tina Sebay, Vector Ecologist
  • James Counts, Operations Director
  • Brian Weber, Vector Control Technician
  • Danielle Hern, Vector Control Technician
  • Samantha Wallingford, Vector Control Technician

• **Staff costs for the conference:**
- Hotel is $150 night for 3 nights will be around = $450
- Food for 2 ½ to 3 ½ days will be around = $200
- Registration will be around = $200
- Total around = $850
- Nine Staff Members = $7,650

- Additional Staff may be attending to provide presentation or posters. Staff will also be driving in District vehicles to save $.

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

- **ERMA Loss Prevention Training Program**
  - Will provide a course on Performance Evaluations and Hiring for Success at the November 3, 2010 VCJPA Board Meeting in South Lake Tahoe during the MVCAC quarterly meeting.
  - Instructor will be Ms. Ruth Graf-Urasaki, ERMA Litigation Manager.

- **ERMA Online Training and Employee Protection Line Online Overview**
  - Completed the training yesterday. Looks like a good training program.

- **Liability Report**
  - **Benett, Brian v. San Mateo County MVCD**
    - Nothing new to report. Probably will be closed in a few months if no activity.
  - **Valdovinos, Aracelli v. San Mateo County MVCD**
    - Nothing new to report. Probably will be closed in a few months if no activity.
  - **Vega, Bosco/Fernandez, Carla v. San Mateo County MVCD**
    - The Fernandez portion of the case is finally completed. It was agreed during mediation to pay the claimant’s medical expenses of $22,000. The claimant has to pay her own legal fees also out of the same payment.
    - Case is now closed.

- **Worker's Compensation Report**
  - Still trying to find closure but at this time nothing new to report on our two large claims.

- **Building Appraisals**
  - Completed our PEPIP property forms on the appraisals of the property.

- **Annual Workshop Meeting**
  - The 2011 VCJPA Annual Workshop will be at the Embassy Suites in Monterey on Thursday-Friday, March 3-4, 2011.

- **Contingency Funds**
  - Member Contingency Fund balance = $233,827
  - Property Contingency Fund balance = $ 38,267

**American Mosquito Control Association**

- **AMCA Annual Meeting in Anaheim at the Disneyland Hotel in March 20 to March 24, 2011.**
  - Three Trustees are authorized to attend.
- Ray Honan – Yes
- Larry Peterson – Yes
- Sam Lerner – Yes

○ Trustees costs for the conference:
  - Hotel is $200 night for 4 nights will be around = $800
  - Food for 3 ½ to 4 ½ days will be around = $300
  - Registration will be around = $250
  - Air Flight to John Wayne Airport = $250
  - Total around = $1,600
  - Three trustees = $4,800

○ Registration Process:
  - The District will make the Trustees Hotel Registration. The Hotel Registrations will be made in October.
  - The District will make the Trustees Conference Registration. The Conference Registrations will be made in October or November when the web site is accepting registrations.
  - The Trustees are responsible for making their air transportation flight to the John Wayne Airport and ground transportation requirements to the Disneyland Hotel.
  - The District will make the Staffs Hotel Registration. The Hotel Registration will be made in October.
  - The District will make the Staffs Conference Registration. The Conference Registrations will be made in October or November when the website is accepting registrations.
  - The District Staff are required to take District vehicles.

○ Staff authorized to attend (list may change due to staff providing either a presentation or poster):
  - Hotel is $200 night for 4 nights will be around = $800
  - Food for 3 ½ to 4 ½ days will be around = $300
  - Registration will be around = $200
  - Total around = $1,300
  - Six staff members = $7,800

Staff Announcements

- District Safety Meeting, October 5th. Reviewed results of the monthly safety inspections and how to implement corrections.
- Robert Riechel’s question: “What was learned by the monthly safety meeting? Since we have not heard about the results of previous monthly safety meetings, can the monthly safety meetings results be included as an agenda item every month? What corrections are being implemented?”
- Answer: The safety meetings are not monthly they are quarterly. We have a monthly safety inspection. That inspection was reviewed at the last safety meeting. But the safety committee may incorporate additional meetings if necessary. But there is no reason to agenized the safety meetings information at a monthly board meeting. We will report to the Board on all important issues that should be brought to the Boards attention. So far the safety committee has implemented a new safety program with a computerized web site through the VCJPA. We also have a CPR training scheduled for early November with the Burlingame Fire Dept.

General Announcements
• California Conference of Local Health Officers.
  o Manager Gay was asked to provide an hour-long lecture on “Vector Control in California” at the October 22nd CCLHO Environmental Health Annual Conference in Mather, California.

Next Regularly Scheduled Board Meeting

**ACTION:** Motion to approve next meeting for November 10, 2010.
Motion to approve: Leon Nickolas and seconded by Jim Ridgeway – Motion Passed

Adjournment

**ACTION:** Motion to adjourn.
Motion to approve: Jim Ridgeway and seconded by Christine Fuller – Motion Passed

Approved:

[Signature]

President

[Signature]

District Manager

11/10/10 Date