MINUTES OF THE REGULAR BOARD MEETING
OF THE BOARD OF TRUSTEES, September 8, 2010

REGULAR MEETING OF THE BOARD OF TRUSTEES

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

TRUSTEES PRESENT:
Ronald Anderson
John Curtis
Joseph Fil
Christine Fuller
Raymond Honan
Maria Martinucci
Robert Maynard
Barry Meinerth
Tim Frahm
Samuel Lerner

TRUSTEES ABSENT:
Bob Blake, James Ridgeway

VISITORS PRESENT:
None

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:

- 1021 Current Year Secured Taxes: $0.00
- 1041 Current Year SB 813 Secured Supplemental: $0.00
- 1831 Homeowner's Property Tax Relief: $0.00
- 2031 Special Assessments: $0.00
- 2439 Other Special Charges: $0.00
- 2451 Misc Services to Cities: $13,401.63
- 2647 Misc Reimbursements: $135.48
- 2658 All Other Misc. Income: $1,592.00
- 2658 Other Float: $36,823.98
- Total: $51,953.09

**Controller - Update:**

- **C.G. Uhlenberg Audit:**
  The month of July has been spent completing the major portion of our audit with C.G. Uhlenberg; the audit cannot be completed until we have resolved all issues related to the employee retirement resolution. We are still working with the auditors to complete the final stages of the audit.

- **Software and Hardware Upgrades:**
  We have begun the implementation phase for our new system software upgrades; we will also be ordering a new armored laptop for testing prior to ordering new models for the technicians.

- **Lab – West Nile Virus Update:**
  West Nile virus was detected in two dead squirrels and one dead bird in San Mateo County this year. The squirrels were found in San Mateo and Redwood City; the bird (a raven) was found on the beach, at the mouth of Gazos Creek. The raven was a low level positive, indicating that it was not infected recently and may have been infected last year. Chronic infections such as this do not indicate an increase in WNV transmission risk for humans.

- **Public Awareness-City of San Bruno:** Laboratory staff will be attending the following coming up public relations events:
  - September 18: South San Francisco “Day in the Park”
  - September 25 & 26: Pacific Coast Fog Fest (Pacifica)
  - September 26: San Bruno Farmer’s Market
  - October 2: Brisbane “Day in the Park”

- **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.

- **Operations**
  - **Helicopter Treatment:** Helicopter applications for Tule mosquitoes at Mills Field, Sharp Park and Sears Ville Lake occurred on July 6th & 27th.

- **Catch Basin Update:** Catch Basin work is in full swing. There are currently six full time seasonal staffs treating catch basins. A total of 68, 095 catch basins were treated in July and 78,960 in August. This number includes some catch basins that were treated two times in this period.
Sewage Treatment Plants – Sewage Treatment Plants have been treated on a weekly basis.

Invasive Cordgrass – Airboat purchased by California Coastal Conservancy was picked up in August. It will be used to treat cordgrass colonies on the mudflats which are not reachable from shore.

Board Member Comments and Announcements

Sam Lerner – Funding for West Nile Virus was replaced, this was announced by AMCA

Agenda Amendments:

None

Consent Calendar

- Motion to approve Minutes from July 14, 2010, Regular Board Meeting
- General Fund #02706 – Reconciliation Report for July
- Capital Fund #02705 – Reconciliation Report for July

ACTION: Motion to approve Minutes from July 14, 2010 Board Meeting, Capital & General Fund Reconciliations for July – by Joe Fil and seconded by Larry Peterson - Motion Passed

Public Hearing - None

Board Committee Reports

Environmental Public Relations Committee – Chairman John Curtis
- Robert Riechel has been very helpful in the PR advents
- Press releases to be distributed to each cities, so they can keep an eye on standing water features.

Financial Committee – Chairman Leon Nickolas
- Next meeting September 15th with the Policy Committee at 10:00am. The Finance Committee was asked to weigh in on the discussions with the Retired Health Care Benefit, Policy 6010, that is under revision by the Policy Committee.
- Continue dialogue with legal counsel on Retirement Benefits
- Get comparison from Rob Lemon on CalPers in comparison to the current health insurance plans

Manager’s Evaluation Committee – Chairman Leon Nickolas
- Next meeting will be scheduled after February 2011. Nothing to report.

Policy Committee – Chairman Robert Riechel
- Held a Closed Session on July 30th. The members met with the District Legal Counsel, Portor Goltz to discuss the District’s position on the Retired Health Care Benefit, Policy 6010.
- Held a Closed Session on August 10th. The members met with the District Legal Counsel, Portor Goltz to discuss the District’s position on the Retired Health Care Benefit, Policy 6010.
- Scheduled a Closed Session on September 15th at 10:00am. 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 on September 15th at noon.
- The updated Strategic Plan was provided to the committee members at the September Board Meeting.
- Following any additional editing the Board of Trustees will receive a copy prior to the Trustee Field Day on December 8. The plan is to discuss the updated Strategic Plan at the Trustee Field Day.
District Manager's Report

Legislative Update

- MVCAC Legislative Status Report
  - A number of bills are moving through the legislature due to the situation at the City of Bell in Southern California.
    - Senate Bill 501 (Correa)
    - Assembly Bill 1955 (De La Torre)
    - Assembly Bill 1987 (Ma)
    - Assembly Bill 827 (De La Torre)
    - Senate Bill 1425 (Simitian)
  - We are working up our strategic MVCAC legislative plan at this time.
    - Includes developing a Legislative Action Center Website
    - Improved communications and closer work with legislators

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
      - Ethics Training by Liebert Cassidy
      - Legal Concerns by Dick Shanahan
  - Staff Section
    - NPDES Overview

- Registration Process
  - District will complete the Conference Registration for all trustees and staff. Registrations will take place in mid October when the MVCAC website is prepared.
  - District will complete the Hotel Registration for all trustees and staff. Registrations will take place in late September.
  - 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.
  - Staff is required to take District vehicles.
  - Trustees attending will receive their travel documents at the January Board Meeting.
  - Tours of Coachella Valley MVCD will be available on a limited basis and signups will be in the Exhibitor Hall.
  - 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
  - Bennett, 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 September.
- The District will make the Trustees Conference Registration. The Conference Registrations will be made in October or November when the website 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 September.
- 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

**California Special District Association**

- **CSDA Annual Conference in Newport Beach**
  - Date: September 20-23, 2010
  - Hotel: Newport Beach Marriott Hotel
  - Those scheduled to attend:
    - Sam Lerner
    - Christine Fuller
    - Jim Ridgeway
    - District Manager Robert Gay is attending as the MVCAC President-elect

  - Vika has completed their Conference Registrations and Hotel Reservations.

  - CSDA Member Full Conference Registration: $525

  - Newport Beach Marriott Hotel & Spa Registration: $179 + tax per night (3)

- **CSDA 2011 Committee and Volunteer Interest Form**
  - Any trustee interested in volunteering for one of the CSDA Committees?

**Staff Announcements**

- None

**General Announcements**

- California Conference of Local Health Officers.
  - 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.
Trustee Ridgeway was nominated for the Alternate Special District Seat on the LAFCO Board.

Next Regularly Scheduled Board Meeting

**ACTION:** Motion to approve next meeting for October 13, 2010.
Motion to approve: Leon Nickolas and seconded by Christine Fuller – Motion Passed

Adjournment

**ACTION:** Motion to adjourn.
Motion to approve: Sam Lerner and seconded by John Curtis – Motion Passed

Approved:

[Signature]
District Manager

[Signature]
President

[Signature]
[Date] OCT 13, 2010