



**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, JANUARY 14, 2009**

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

**TRUSTEES PRESENT:**

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

**TRUSTEES ABSENT:**

- |            |                  |
|------------|------------------|
| Joseph Fil | Donna Rutherford |
| Cal Hinton | Richard Tagg     |

**STAFF PRESENT:**

- Robert Gay, District Manager
- Karen Williams, Finance Administrator, Clerk of the Board
- James Counts, Field Operations Supervisor
- Chindi Peavey, Vector Ecologist

**GUESTS/SPEAKERS PRESENT:**

- Jeff Ira, C.G. Uhlenberg, LLP

**Pledge of Allegiance**

**Public Input on Non Agendized Items**

No one from the public was present to speak.

**Consent Calendar**

**MOTION:** To approve Minutes of the October 8, 2008 and December 10, 2008 Board meeting. Ridgeway/Peterson, carried unanimously.

**General Fund #2706 – Revenue and Expenditure Statements**

**MOTION:** To approve the Revenue statements for December 2008. Curtis/Nickolas, carried unanimously.

**MOTION:** To approve the Expenditures for December. Curtis/Nickolas, carried unanimously.

**Capital Project Fund #2705 – Revenue and Expenditure Statements**

**MOTION:** To approve the Revenue statements for December 2008. Peterson/Riechel, carried unanimously.

**MOTION:** To approve the Expenditures for December 2008. Fuller/Bury, carried unanimously.

**Audit 2007-2008**

Manager Gay introduced Jeff Ira, C.G. Uhlenberg LLP, to review the draft copy of the audit. Mr. Ira reviewed several reports and commented on a 5-year representation of revenue and expenditures. He indicated that the District is sound financially. The final audit will be presented at the February board meeting for approval.

**Closed Session**

Conference with Legal Counsel – Existing Litigation (Subdivision (a) of Section 54956.9), Name of case: Jake Niebaum vs. San Mateo County Mosquito Abatement District, Case No. CIV 473503.

**MOTION:** To adjourn into closed session. Riechel/Anderson, carried unanimously.

**MOTION:** To come out of closed session. Ridgeway/Riechel, carried unanimously.

No action taken during closed session.

**Building Project – 890 Barron Ave**

Manager Gay reported on the status of the building project at 890 Barron Ave, Redwood City. The overall construction is 99% completed. Items addressed included:

- The sewer line has been installed.
- The concrete retaining wall, new driveways and curbs have gone in. Parking asphalt is scheduled for next week.
- The cabinets for the education area have been installed but one counter surface is the wrong color. It will be addressed this week.
- New water meter is being installed in the next few days.
- All bathroom fixtures and eye wash stations have been installed.
- The District is awaiting the installation of the security system with Bay Alarm.
- TTM Communications and MicroComp Consulting are working on the telephone system and the security cameras.
- The gas line problems are still being addressed with PGE.
- The landscaping and fence are next to be installed. The fence will go in after the asphalt is laid. The irrigation sleeves under the driveway were installed January 13, 2009.
- The painting of the exterior steel walls will be completed next week.
- San Mateo Lock Works have installed all the locks.
- The storage racks were installed.
- Until we have the electrical and gas turned on, we cannot obtain our occupancy permit.

Strategic Planning Committee Chairman Joseph Fil, (Portola Valley) requested that, in his absence, his committee meet and tour the progress at the building site in the next few weeks.

Manager Gay reported that, barring any unforeseen issues, the building project should be completed in three to four weeks.

**District Programs/Staff Reports**

Vector Ecologist Chindi Peavey reported on activities of the Lab Staff. Topics included:

- West Nile Virus update: No new West Nile virus information to report. The State has shut down the bird reporting program until springtime.
- The District will need an updated NPDES permit this year due to new regulations on pesticide usage.
- The Lab has begun construction of the District's annual report. This report will focus on annual programs and highlights of the past year. This report would resemble the monthly Entomology report but would be more in-depth.
- Tick Surveillance Program: The Lab staff has been focusing on performing surveillance in several areas including Portola Valley Ranch, Portola Valley, Arguello Park, San Carlos and Laurel wood Park, San Mateo. The Technicians have collected significant numbers of ticks during that last few days, sometimes over 200 in an hour. Because nymphal ticks have a long life cycle (up to two years) beneficial conditions during the past year are behind the influx in numbers.
- The staff attended a continuing education workshop today, January 14, 2009 in Alameda. The topics included snakes, avoiding dog bites, biting flies and integrated pest management.
- Vector Ecologist Peavey was appointed to represent MVCAC on the Lyme Disease Advisory Committee to provide input to the State Health Departments on Lyme disease regarding public education. The mission of the committee is to make recommendations to the California Department of Public Health on strategies to enhance the awareness of the public and medical community about Lyme disease in California, and thereby reduce exposure to, and suffering from, this and other tick-borne diseases. Dr Peavey will act as a liaison between local districts, Lyme disease patients and State Health Departments to ensure information transference.
- The upcoming MVCAC annual meeting being held at the Hyatt Hotel, Burlingame will have four talks performed by staff members. Mosquito and Vector Control Technician James O'Brien will speak on treating mosquito sources with BVA oil, Assistant Vector Ecologist Theresa Shelton will speak on insect populations in restoration sites at the San Francisco Presidio, Assistant Vector Ecologist Angela Nakano will speak on the survey of tree-hole mosquitoes and a veterinarian survey of heartworm, and Dr. Chindi Peavey will speak on the history of control of ground squirrels. Assistant Vector Ecologist Cheryl Sebay will be leading tours of the District during the annual meeting and is also constructing a photo display on the history of mosquito abatement services.
- Rat Program: The calls for assistance are low at this time.
- The Coastal Conservancy contacted the District to inform us that the Governor has stopped all contract services due to the state budget crisis. The eradication of the invasive cordgrass program may not move forward this coming July but more information is pending. Dr. Peavey indicated that if we had to skip this year, it would not have a significant impact with re-growth due to the amount that has been eradicated so far.

Field Operations Supervisor James Counts reported on the activities of the Operations Department. Topics included:

- Reiterating Dr. Peavey's comments regarding the cord grass program, James agrees that if we had to skip treatment of the invasive cord grass this year, it would not significantly get out of control. Supervisor Counts indicated that the District is not interested in performing this process without reimbursement due to the amount of labor and equipment involved.
- With the dry weather, mosquito control technicians have had to utilize the right-hand drive jeeps to perform catch basin treatments in San Mateo, Foster City and Redwood Shores. Normally at this time of the year, seasonal rains will have flushed out storm drains and gutters but we have had

significantly less rain this year. If the season continues to be dry, the District may have to begin a full staff of catch basin drivers earlier than our normal May-June start date.

- Helicopter treatment for Mills Field, Sharp Park, Jasper Ridge and 3000 Portola Rd will begin again in June. This treatment is necessary to reduce populations of *Culex erythrothorax*.
- The owners of the Seibel property at 3000 Portola Road, Portola Valley, are performing corrections to the massive pond on the property. In doing so, they are attempting to alleviate the need for our services by helicopter. Supervisor Counts indicated that he is willing to work with the owners to help lessen our treatment if the corrections substantially reduce the breeding areas. Until such time, surveillance and treatment will continue as planned.
- The Operations staff is gradually switching over to use of BVA oil from Golden Bear GB111. This product has no smell, less sheen on water surfaces and lessens reports of skin irritations or headaches from the staff. The only draw back at this time is the delivery schedule. The trucks come from the east coast, thus taking longer for product to arrive on site. James indicated he is working with the manufacturer to find a solution.

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

Manager Gay reported on the upcoming annual meeting at the Hyatt Hotel, Burlingame on January 24 – 28<sup>th</sup>, 2009. Registrations have been completed and the District is having 44 attendees, which include staff and Trustees. Trustee Cogoni (Menlo Park) will be coordinating the seating at the banquet. President Honan (SSF), Trustee Nickolas (Millbrae) and Trustee Preger (Burlingame) will coordinate the refreshments in our hospitality room on Sunday, January 24, 2009. The Lab staff is coordinating a tour of the District for any interested parties. Senator Leland Yee will be a guest speaker. The expected turn out for the event could top 350 attendees.

MVCAC will be unveiling a new website soon.

### **American Mosquito Control Association (AMCA)**

Manager Gay reported on the upcoming annual meeting in New Orleans, LA. The attendees are Trustee John Curtis (Pacifica), Dr. Chindi Peavey and Assistant Vector Ecologist Theresa Shelton.

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

Manager Gay reported on the following activities:

#### **Legislative Update:**

MVCAC Legislative Day will be March 3, 2009.

#### **Vector Control Joint Powers Agency**

The annual meetings on insurance programs that were previously held in Aptos, California have been cancelled. The meetings will now be held in Sacramento in late February. Manager Gay will attend the meeting.

#### **Public Education Outreach**

The District will be reviewing the list of upcoming fairs.

#### **General Comments**

Manager Gay reported that the Sixth Circuit Court has cancelled the EPA Clean Water Act exemption for pesticides. The Appeals Court vacated a USEPA rule that has allowed pesticides to be applied to US waters without a Clean Water Act permit. Since the District has kept its NPDES permit in effect, this should not affect us but those Districts without a permit will have write a Best Management Practices plan and apply for the permit.

Manager Gay reported on the Silicon Valley Taxpayers Association, Inc. vs. the Santa Clara County Open Space Authority. The court determined that legal challenges to special assessments are in fact subject to independent judicial review and the special assessments in this case did not meet the substantive requirements of Prop 218. The outcome of this case was for Civil Engineers who are completing an assessment engineer's report must provide detailed and comprehensive support and defensibility for the finding of special benefit. SCI Consultants Inc., our District Benefit Assessment Consultants, will be exhibitors at the upcoming Burlingame Conference and available for questions regarding this topic.

California Special District Association (CSDA) is scheduling its 2009 Annual Conference. This will be there 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, Indian Wells, California.

### **Board, Committee and Staff Announcements**

#### General

President Honan reported that he was in receipt of the 2009 letter from the San Mateo County Mosquito and Vector Control District Employee Association that they are continuing their association as an active group representing their members in bargaining, negotiations and employee concerns.

Clerk Williams reported that Form 700 Conflict of Interest Forms and 2009 W-4 were provided to all Trustees for completion. The W-4's will allow her to pay them as employees as required by law. The Form 700 is required by the California Fair Political Practices Commission for all elected or appointed officials.

### **Committee Assignments**

Policy Committee: Trustee Riechel, Chairperson (San Bruno)  
Trustee Tagg, (Woodside)  
Trustee Maynard (Brisbane)  
Trustee Anderson (Foster City)

Environmental/Public Relations Committee: Trustee Curtis, Chairperson (Pacifica)  
Trustee Maynard (Brisbane)  
Trustee Frahm (Half Moon Bay)  
Trustee Rutherford (East Palo Alto)

Finance Committee: Trustee Nickolas, Chairperson (Millbrae)  
Trustee Preger (Burlingame)  
Trustee Anderson (Foster City)  
Trustee Riechel (San Bruno)  
Trustee Ridgeway (San Mateo)

Strategic Planning: Trustee Fil, Chairperson (Portola Valley)  
Trustee Anderson (Foster City)  
Trustee Peterson (Hillsborough)  
Trustee Schneider (San Carlos)  
Trustee Fuller (Daly City)

Legislative: Trustee Ridgeway (San Mateo)  
Trustee Bury (Redwood City)  
Trustee Fuller (Daly City)

Manager Evaluation Committee: Trustee Nickolas, Chairperson (Millbrae)  
Trustee Riechel (San Bruno)  
Trustee Cogoni (Menlo Park)  
Trustee Fil (Portola Valley)  
Trustee Rutherford (East Palo Alto)

**Manager's Evaluation**

Trustee Riechel provided a draft of the form to be used for a formal Manager's performance evaluation. He asked for each trustee to provide any comments or suggestions to him prior to the February Board meeting so that a finalized form would be created and utilized. At that time, a date will be scheduled for the evaluation. Manager Gay and President Honan requested that Trustee Riechel provide a timeline for the steps leading to the completion of the evaluation. He stated that he would put one together and provide it to President Honan and Manager Gay.

**Personal Leave Policy:**

Manager Gay and Finance Administrator Williams revised the employee personal leave policy due to increasing conflicts in its administration. In 1990, policy #5190 was approved to allow 32 hours of employee sick leave to be used as each employee chose. In doing so, it was subtracted from the bank of available sick hours. Over the years, this policy's actual application was becoming more difficult to administer with new employees not having enough sick hours available to use or the misunderstanding of its intended use. Also, with the implementation of ADP, they are unable to track a benefit such as this in the manner in which it was negotiated. To alleviate the added manual work and to not completely do away with the policy, the Administration department, in cooperation of the District Policy Committee, created a new personal leave policy which will allow the staff to freely use 16 hours as personal leave that would not reduce their sick balance. With agreement from the Employee Association, the Administration Management and the Policy Committee, it was determined that the wording of the new policy was approved for use. Due to the timeliness of the need to address this policy, an official board approval will be finalized at the February board meeting.

**Reminder of Next Regularly Scheduled Board Meeting**

The next regular board meeting is scheduled for February 11, 2009 at 7:00pm.

**MOTION:** Motion to approve the next meeting for February 11 2009. Curtis/Nickolas carried unanimously.

**Adjournment**

**MOTION:** To adjourn the meeting. Peterson/Curtis, carried unanimously. 9:42pm

Approved:



District Manager



President

Feb 11, 2009

Date