



**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, NOVEMBER 12, 2008**

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

**TRUSTEES PRESENT:**

- |                  |                   |
|------------------|-------------------|
| Ronald Anderson  | Ray Honan         |
| Robert Blake     | Sam Lerner        |
| Robert Bury      | Robert Maynard    |
| John Curtis      | Lawrence Peterson |
| Valentina Cogoni | James Ridgeway    |
| Joseph Fil       | Robert Riechel    |
| Leon Nickolas    | Donna Rutherford  |
| Christine Fuller | Betsey Schneider  |
| Cal Hinton       | Richard Tagg      |
| Dennis Preger    |                   |

**TRUSTEES ABSENT:**

Tim Frahm

**STAFF PRESENT:**

Robert Gay, District Manager  
James Counts, Field Operations Supervisor  
Chindi Peavey, Vector Ecologist

**GUESTS/SPEAKERS PRESENT:**

None

**Pledge of Allegiance**

**Public Input on Non Agendized Items**

No one from the public was present to speak.

**Consent Calendar**

**MOTION:** No items in consent calendar.

**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/Hinton, carried unanimously.

**MOTION:** To come out of closed session. Hinton/Honan, carried unanimously.

No action taken during closed session.

### **Barron Corporation Yard Building Project**

Manager Gay reported on the status of the building project at 890 Barron Ave, Redwood City. The overall construction is 75% completed. The steel building, sheetrock, roll-up doors, insulation, and painting are 100% completed. The electrical, plumbing, concrete, sprinklers and mechanical are 80-90% completed. The majority of work now to complete is the site work that includes the landscaping, fencing, site grading, sewer lateral, water lines (3), PG&E (electric and gas connections), and interior cabinets.

New site plans are being submitted to the Redwood City Water Department for approval with changes. When the approved plans are received the sewer lateral and two (2) water lines with fire hydrant will be installed from the street services to the new facility.

### **District Programs/Staff Reports**

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

- West Nile Virus update: To date, 2 birds testing positive for the disease have been found in South San Francisco and Atherton. Ten (10) human deaths have been reported in California but that activity has been centered in Southern California. No human cases have been found in San Mateo County.
- District laboratory and operational staff have trapped ground squirrels at a rural site in Portola Valley this month to survey for tularemia. Tularemia is a disease carried by wild mammals including rabbits, squirrels and mice. This year, ground squirrels have recolonized the area, prompting renewed trapping efforts. Trapping has yielded 8 squirrels and blood samples will be tested by the Centers for Disease Control (CDC).
- The quarterly meeting of the Mosquito and Vector Control Association of California (MVCAC) was attended by District Manager – Robert B. Gay, Vector Ecologist – Dr. Chindi Peavey, Assistant Vector Ecologist – Angie Nakano, and Trustee Dennis Preger.
- Dr. Peavey was selected to serve as the MVCAC representative on the Lyme Disease Advisory Committee (LDAC). The LDAC was formed to make recommendations to the California Department of Public Health (CDPH) on strategies to enhance the awareness of the public and the medical community about Lyme disease in California.
- Attended the San Francisco Bay Joint Venture meeting. The group studies all restoration projects going on around the bay. One of their big projects is studying the global warming effect and its impact on the restoration projects going on around the bay.
- Testing BVA oil with the operations staff in catch basins. All indications are that the oil may become a replacement for Golden Bear - 1111. BVA has fewer fumes a real benefit.
- Light Brown Apple Moth report was discussed and the only remote impact to our District might be if we were to apply adulticide pesticides by an aircraft over an extensive urban area (city).
- Reviewed the report to Dewey Pest Control on our rodent baiting program. We are receiving \$28,157.91. Chindi reviewed the mapping program.
- Adulticide meeting was held at the quarterly MVCAC meeting. The meeting was well attended and the discussions were held around what actions districts will take if adult mosquitoes are transmitting a pathogen resulting in human illness. Does the district's use the State Plan and how was it implemented? The meeting concentrated on how the districts need to treat adulticide operations and their public relations programs.

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

- Field Supervisor Counts has been working with the manufacturers of BVA oil to change the viscosity of the product. It is a better product than GB1111 but does not work well in colder weather. Once the viscosity correction can be made, the District will use this material as its main treatment for water sources. It has no smell, which is important for the techs who apply it and to the residents who need it for their backyard ponds. Though this material is slightly more expensive, it will work better in the long run.

- The Operations department continues to work with Dewey Pest Control on rodent bait station inspections. The process has been time consuming. James discussed the technicians going in creeks to inspect the bait stations.
- As of October 31<sup>st</sup> all the summer help were laid off. The catch basin program was a big success this year.
- The invasive cord grass program has been in progress since July. The Coastal Conservancy is extremely happy with the work that has done to date. The areas that have been treated include the northern bay areas and areas of Bair Island in Redwood City.
- Helicopter treatment for Mills Field, Sharp Park, Jasper Ridge and 3000 Portola Rd was completed this last month.
- I am changing the zones for some of the technicians. It is important that the technicians are very familiar with more than one zone usually 2-3 zones. Zones are usually rotated every 2-3 years.
- Working on the vehicles at this time. Going through all the winches, maintenance, and calibrating the pesticide dispersal equipment.

### California Special District Association (CSDA)

Trustees attending the 2008 CSDA Conference reported on their activities and experience.

- **Larry Peterson.** Felt this meeting was the most worthwhile meeting he has gone to over the years. The big reasons were the meeting was directed to trustees, included four motivational speakers during the conference. The breakout sessions (6) covered all programs that are important for trustees. Including the Brown Act and how to evaluate your district manager. Recommend our trustees attend this meeting next year.
- **James Ridgeway.** Thought it was very impressive the meeting started off with the singing of the National Anthem. That set a very positive tone to the meeting. He attended the first phase of the Leadership Academy and felt it was outstanding and is interested in attending the remaining educational phases which is followed with a diploma. Jim reviewed his notes from the meetings and outlined the roles of the district manager and the trustees, hiring the district manager and evaluating the district manager, to name a few. May want to self evaluate the board? Reviewed the Prop 1A issue.
- **Samuel Lerner.** Reviewed his notes from the break out sessions. Was very impressed with the sessions on being a board member you always wanted to be, how to invest the district's assets, and managing the manager. Enjoyed the comedian at the banquet and completed the required ethics course.
- **Robert Riechel.** The CSDA convention was structured around Governance. As trustees, our responsibility is to see that our District Director runs our District within our mission and goals and in a financially acceptable manner. The breakout sessions dealt with the various aspects of governance. We all need to attend various refresher courses on governance to stay current and thus more trustees from our District should attend the CSDA meeting next year in Palm Springs. Our group who attended this meeting met frequently and attended different sessions in order to bring back helpful information to the board. The handout on Governance – How to be the Board Member you always wanted to be was provided to all of our District's Board members. In addition, I attended a session on techniques and tools for evaluating our District Manager.

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

Manager Gay reported on the activities for MVCAC.

- 2009 Annual Conference at Hyatt Burlingame
  - Manager Gay reviewed the registration forms and will register all trustees and staff members in the next few weeks. All trustees are attended except Trustee Hinton. The door is open if Trustee Hinton wants to attend as the conference closes in.
  - Handout was provided to each trustee on the conference that was developed by MVCAC.

**District Manager's Activity Report**

Manager Gay reported on the following activities:

**Legislative Update:**

- MVCAC Legislative Day will be March 3, 2009. No information is yet available for hotel accommodations.
- We are looking at 2-3 trustees attending with the District Manager.

**Vector Control Joint Powers Agency**

- District Manager attended the quarterly Board Meeting on October 29, 2008.
- Developing a new 2009 Strategic Planning Session in Sacramento. This will replace the Annual Meeting in Aptos.
- Tokuo Fukuda, Consolidated MAD was elected the Trustee Representative for the Southern Region replacing Henry Morgan of San Gabriel Valley MVCD.
- Ms. Kristi Lawrence, Fresno MVCD was elected the Alternate Trustee Representative for the Southern Region.
- Accident Claim VCJPA 2008-002. The property damage settlement was for \$5,198.95.
- Approved Resolution 2-2008 – Records Management Policy. Will provide a copy of this new policy for our District Policy Committee to review.
- Audit for FY 2007-08 was completed.

**Public Education Outreach**

- Nothing new to report

**Financial Commentary**

- **County Accounting for the catastrophic Lehman Bros Securities Bankruptcy.**
  - The County has decided that the Lehman Bros. Securities will be written off the County books and held as nonperforming assets until the bankruptcy hearings are completed. As a result of writing \$150 million of the books:
    - All of the pool participants will be charged 5.66% negative interest. All of our cash in the General Fund - 02706 will be reduced by 5.66% and a small increase will occur as a credit. Loss of \$110,811.78 and a credit of \$16,477.81 will see our General Fund reduced by \$94,333.98. Loss of \$116,866.28 and a credit of \$17,433.68 will see our Capital Fund reduced by \$99,432.60
  - County Treasurer provided a report to the Board of Supervisors dated November 3, 2008. The information regarded the investment pool and the investment policy.
  - If we experience a loss of our property tax revenues we may be forced to institute a new benefit assessment in the original district boundary where the district receives those property tax dollars. We are prepared to initiate a benefit assessment if necessary. It would take a 90 day period to complete a benefit assessment process.

- The hovercraft may be replaced with an airboat. Looking at trying to get the Conservancy to help with the costs of purchasing an airboat.
- **Payroll Service Update.**
  - Research In January 2007, six companies who perform payroll service; Padgett Business Services, Payroll Resource Group, Prime Pay, Paychex, ADP, and HBM Payroll Services. The list was reduced to two companies ADP and Paychex.
  - The Auditor, Jeff Ira, strongly recommended in September 2007 the District needed to use a payroll service for liability and internal control issues.
  - Alameda County Mosquito Abatement District also uses ADP payroll service to limit their agencies risk exposure and to free up their Administrative Assistant to perform other responsibilities.
  - In July and August 2008, I requested the District Legal Counsel to schedule interviews with ADP and Paychex for payroll services and review of other services. Following multiple meetings and follow-up discussions with Alameda County MAD and the Auditors we decided on ADP.
  - In August, we scheduled a meeting with ADP and the majority of the District's Management Staff to review the services. Following this meeting our goal was to start the payroll service in Oct.
  - In September 2008, the Auditor, Jeff Ira, reiterated the strongly recommended statement of the District using a payroll service. I said we were implementing a payroll service this fiscal year.
  - **ADP services**
    - Payroll Check Preparation.
    - Tax Compliance.
    - Compliance Services
    - Time & Labor Management Services
    - Online Data Access
    - Human Resources Services
    - **Costs:**
      - Payroll based on 30 employees = \$122.13
        - 24 hour delivery via ADP Bonded Courier, included
        - PC/Fax/Phone Input, included
        - Tax Service, included
        - New Hire Reporting, included
        - Standard Payroll Reports, included
        - Vacation/Sick Tracking, included
        - Labor Law Poster Compliance, included
        - Pay Option of Direct Deposit or Checks, included
        - ADP Human Resources Support Services, included
        - Unemployment Claims Management, included
      - General Ledger Interface = \$10.00 / payroll
      - Electronic Time clock = \$106.50 / month
      - W2s & Transmittal = \$5.15 / each
- **Audit**
  - Working at finishing up on the Management Discussion and Analysis section.

#### **General Comments**

- AMCA Sustaining Member for 2009.
- Light Brown Apple Moth (LBAM) letter from California Department of Pesticide Regulation, California Department of Public Health, California Environmental Protection Agency, and Office of Environmental Health and Human Services.

- The reports concluded that toxicology and exposure information indicated low potential for acute adverse health effects, and not enough information was available to determine if there was or was not a link between the symptoms and the pheromone applications.
- In summary, the testing indicates low acute toxicity to individuals who could have been exposed by ingesting, breathing, or getting the product on their skin. However, due to the positive results of one of two dermal sensitization assays on the products, we cannot dismiss the possibility that in sensitive individuals, contact with the particles could cause allergic-type responses, though the negative results of the other dermal sensitization assay do not provide a compelling argument for such a link. We find the results of the acute toxicity studies (1) support our previous conclusion that we cannot definitively determine whether or not there is a link between the reported symptoms and the Checkmate applications; and (2) support our recommendation for enhancing the systems for symptoms reporting.

### **Election of Board Officers**

The new Board Officers for 2009:

**President elect = Raymond Honan, South San-Francisco**  
**Vice-President elect = Ron Anderson, Foster City**  
**Secretary elect = Valentina Cogoni, Menlo Park**  
**Assistant Secretary elect = James Ridgeway, San Mateo**

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

#### General

Manager's Evaluation Form and Procedures. A Manager's Evaluation Committee was established with members including: Robert Riechel, Donna Rutherford, Valentina Cogoni, and Joe Fil. The goal is to develop an evaluation set of questions and establish a process.

The Stanford Blood Center is honoring Trustee Richard Tagg as a blood donor who has donated blood 580 times.

Ron Anderson, Foster City was inducted into the Burlingame Hall of Fame for his outstanding service to the Burlingame High School Football Team.

### **Committee Meetings**

Policy Committee: The next meeting is currently unscheduled.

Environmental Committee: The next scheduled meeting is December 10, 2008 immediately preceding the Board meeting at 6:00pm.

Strategic Planning: The next meeting is currently unscheduled.

### **Reminder of Next Regularly Scheduled Board Meeting**

The next regular board meeting is scheduled for December 10, 2008 at 7:00pm.

**MOTION**: Motion to approve the next meeting for December 10, 2008.  
 Hinton/Rutherford, carried unanimously. 9:40pm

### **Adjournment**

**MOTION**: To adjourn the meeting. Hinton/Honan, carried unanimously. 9:40pm

Approved:

  
District Manager

  
President

December 10, 2008  
Date