

Williams, Stephanie

Subject: FW: MSMVCD Trustee Meeting Nov 9, 2014
Attachments: Mgr Rep 11-14.pdf

From: WILLIAM PITCHER [<mailto:wwppap@pacbell.net>]
Sent: Monday, December 01, 2014 3:25 PM
To: Griffin, Terri
Subject: MSMVCD Trustee Meeting Nov 9, 2014

December 1, 2014

To: Terri Griffin

From: William Pitcher

Subject: MSMVCD Trustee Meeting on Nov 12, 2014

Dear Terri

I apologize for this late report.

1. Vikki Rodriguez from Maze & Associates presented the Audit Report to the trustees. The Board is happy with the thoroughness of the Audit. There was considerable discussion of the unfunded pension liability, and the Districts contribution to the Pension Trust Fund. The Audit is 28 Pages long and too large to E-Mail here. Please advise me if any Council Members want a copy. It should be available on the Website by now, or I can make a copy and bring it to the City Managers Office.
2. A Representative from Bartell Associates presented on the Annual Required Contribution (ARC) for the Districts retiree health care plan. The report provided financial forecasts, including illustrations of the potential success of the proposed overlay benefit assessment planned for this spring. The report outlines the obligation estimates from 2014 until 2027. Also provided in this report is a graph depicting the projected effect over time on the District's OPEB accrued unfunded actuarial liability for various amortization periods.
3. Phil Smith, District Manager, reported on the progress of the survey to test support for the new Benefit Assessment overlay. Of the 17,000 surveys sent out, over 1800 have been returned. The final results will be presented at the December Board Meeting.
4. Managers and Assistant Managers Report: See Attached

Thank You Bill Pitcher

Assistant Manager's Report

- Since the September 10, 2014 Board Meeting 21 additional birds (18 Sonoma County, 4 Marin County) tested positive for West Nile virus. The dead bird program has come to a close for the 2014 season. The District processed 134 birds and sent samples in for testing. We had a total of 43 WNV positive birds, 37 in Sonoma County and 6 in Marin County.
- The District received WNV positive results on three mosquito pools after the September 10, 2014 Board Meeting. The positive pools consisted of *Culex pipiens* and *Culex stigmatosoma* mosquitoes from the Fulton Road, Francisco Avenue area in Santa Rosa. This brings our current total to twelve (9 in Sonoma county, 3 in Marin county) WNV positive mosquito pools for the 2014 season.
- The salt marsh mosquito production for our summer/fall species (*Aedes dorsalis*) is winding down for the season and operations staff will begin surveillance for our winter/spring species of salt marsh mosquito (*Aedes squamiger*) in December.
- Mosquito production at the Ellis Creek Water Recycling Facility in Petaluma has decreased significantly and should cease during the winter months.
- Operations staff is currently preparing to tear down and rebuild our fleet of Argo ATVs and service our field equipment.
- Vector Control Technicians continue to observe and respond to mosquito issues (*Culex pipiens*) in conjunction with septic systems. The majority of the current issues are in Marin County and primarily West Marin. Staff is working diligently to gain access to properties, minimize the potential for disease transmission, and provide relief to residents. Several residents in West Marin have been sleeping under bed nets to protect themselves from the substantial mosquito populations.
- Mosquitofish distribution has ended for the 2014 season. Our redesigned mosquitofish program worked well this year and saved water, electricity, and staff time. We will utilize the current mosquitofish program for the 2015 season.
- The Laboratory staff is currently testing western black legged ticks (*Ixodes pacificus*) collected in Marin and Sonoma counties for Lyme disease. Results will be reported this winter.
- Staff is currently experiencing several issues with our MapVision Database system. We are spending several hours weekly beta testing, troubleshooting, and reporting these issues to the vendor Leading Edge Associates.
- The District has received several rodent related service requests, which is typical for the fall and winter months. Our Rodent Control Specialist has been responding to the requests and providing assistance to the public relative to rodent exclusion and control.

Manager's Report

- Concerning the District's recently established trust account with the California Employers Retiree Benefit Trust, we have received notification that the discount rate (expected long term rate of return) for our current investment strategy has been reduced from 7.61 to 7.28% (net of administrative and investment fees). The main change to the asset allocation is a shift of about 9% of the investments from global equities to fixed income investments.
- The Mosquito & Vector Control Association of California will hold its 83rd Annual Conference and Exhibitor Showcase from January 25, 2015 - January 28, 2015 at the Hyatt Regency Monterey, 1 Old Golf Course Rd, Monterey. Reservations have been made for 14 rooms, tentatively comprised of nine rooms for Trustees and five for staff. We would like to finalize the list of attendees in the near future and expressions of interest in attending the conference are encouraged at the meeting or via email as soon as possible.
- Current Project List (in addition to daily operations and ongoing administration):
 - o Recruiting, interviewing, selection, hiring and training staff.
 - o Rewriting Illness & Injury Prevention Plan
 - o Preparing for multi-day hearing of the Board's Appeal Panel and subsequent briefs and report to the full Board.
 - o Programmatic Environmental Impact Report
 - o Overlay Assessment Project
 - o Preparation of Comprehensive Purchasing Policy for Board review
 - o West Marin situation including meeting in Bolinas on January 6, 2015
 - o Providing support and staff work to various committees
 - o Tickborne Disease Advisory Group (next meeting is November 20, 2014)
 - o The second annual employee recognition and presentation of length of service awards event is planned for early 2015.
 - o Safety trainings are ongoing for staff. Continuing education days for vector control certificate holders will be held on November 18 and 20 in Hayward.
- Looking ahead, President Barnard is planning a Board meeting on December 10.
 - o Likely topics will be: a full report on survey results from the Overlay Assessment project and a discussion and a decision by the Board on whether to proceed with the next phase & if so, to select the dollar level of the individual assessments.
 - o Board Officer and committee nominations for 2015 (to be voted on in January 2015 or whenever the first meeting occurs).
 - o January 2015 meeting: election of officers and setting of committee assignments.
- The recruitment period for the currently vacant Operations Manager has been extended due to the small number of applications received. An internal promotional opportunity

November 12, 2014

has been opened for Senior Biologist. Recruitment for Scientific Programs Manager is expected to open in the next couple of weeks.

- The pre-release version of the Programmatic Environmental Impact Report should be available for staff review in December 2014. Copies will be provided to the Board as soon as possible to facilitate review before the meeting at which the PEIR will be considered.
- For the safety of building occupants and visitors, emergency evacuation signs have been installed. We will finalize the evacuation plan, provide appropriate clothing and equipment and begin practice drills.
- Nizza Sequeira, PR Director is coordinating plans for the District's 100th anniversary next year. Participation by interested Trustees would be welcomed in a staff/Trustee workgroup to plan the events, publicity and festivities.
- New laws for 2015 that affect the District include the following:
 - o AB 1522 (the Healthy Workplaces, Healthy Families Act of 2014) was signed into law by Governor Brown and mandates that a minimum of three paid sick days be provided to each employee. The sick leave must be provided following July 15, 2015 and because our MOUs exceed the statutory requirements, the new provisions will affect only our seasonal employees. Staff will prepare a draft policy and present it to the Board prior to this date.
 - o Effective January 1, 2015, Sexual Harassment Training provided under the AB1825 requirements has been amended to include volunteers and unpaid interns (AB 1443). AB 2053 requires that the training now include prevention of "abusive conduct" in the workplace. Abusive conduct means conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. A single act shall not constitute abusive conduct, unless especially severe and egregious.