



**SAN MATEO COUNTY
MOSQUITO ABATEMENT DISTRICT
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**MINUTES OF THE REGULAR BOARD MEETING
OF THE BOARD OF TRUSTEES, NOV 8, 2006**

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

TRUSTEES PRESENT:

- | | |
|------------------|-------------------|
| Ronald Anderson | Ray Honan |
| Robert Blake | Doris Kellett |
| Robert Bury | Robert Maynard |
| John Curtis | Leon Nickolas |
| Valentina Cogoni | Lawrence Peterson |
| Joseph Fil | Dennis Preger |
| Roland Finley | Robert Riechel |
| Tim Frahm | Richard Tagg |
| Cal Hinton | |

TRUSTEES ABSENT:

- Maggie Gomez
- Betsy Schneider
- Lawrence Vallerga

STAFF PRESENT:

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

GUESTS/SPEAKERS PRESENT:

None

Pledge of Allegiance

Public Input on Non Agendized Items

No one was present from the general public to address the Board

Consent Calendar

MOTION:

Approve the consent calendar, which consisted of the list of expenditures for October, revenue received for October and Resolution M-004-07. The minutes were pulled from the calendar. They were not completed prior to the meeting. Curtis/Honan carried unanimously.

District Audit 2005-06

Jeff Ira, C.G. Uhlenberg LLP, presented the completed Audit for fiscal year 2005-2006. He reviewed the highlights and answered questions. There were no areas of fiscal weakness and the audit showed that the district's financial health was sound.

Manager Gay reported that the District is in year two of a three year contract with C.G. Uhlenberg LLP as the District auditors. Mr. Ira commented on how the industry is changing and it is getting harder and harder to find companies experienced in or willing to perform governmental accounting audits. Manager Gay presented an RFP recently conducted by Alameda County Mosquito Abatement District which reported the same findings. Any interest in preparing an RFP for a new audit company will be readdressed in the subsequent year.

MOTION: Approve the final audit for 2005-06. Tagg/Blake, carried Unanimously.

District Programs/Staff Reports**Lab Services:**

Dr. Chindi Peavey reported on the following Lab activities:

- Mild West Nile Virus season for San Mateo County as compared to other areas throughout the state.
- The District met with County Health officials regarding Lyme disease testing and establishing a program.
- The Lab department has been involved with a catch and release program with mosquitoes in the Lake Merced area of San Francisco. Captured mosquitoes are sprayed with a colored dye and released. After several days, they are trapped in surrounding areas to determine how far they have traveled.
- The Lab department is working with officials at Stanford University concerning their monkey colony and mosquito-borne diseases.
- The District staff met with Bob Shogren, Adapco Inc, to review a new pesticide formulation that may benefit the district.

Field Operation Services

James Counts reported on the following activities of the Operations department:

- Operations expanded the catch basin program three weeks this season to cover the County. Full time technicians filled in where the summer hires had left off.
- Operations department is working on adding two new sewer plants to the abatement agreement contract accounts.
- Operations have been working with officials at Costco dealing with their subsidence problem. They may need to be added to our contract accounts to pay for additional services that are needed to control mosquitoes.
- The District has selected and hired a new Mechanic/Mosquito Control Technician. His name is Russell Baker and he will begin on December 4, 2007.
- The Operations department is still working on finding a company who does right hand drive conversions on trucks. No luck so far!

Administrative Services

- Clerk Williams reported on the first rollout of the District's mobile database program where the Technicians will enter and access mosquito control data in the field. Two technicians, Ben Rusmisl and Samantha Wallingford, were selected and trained to use laptops in the field. Their initial usage will assist with streamlining functionality and their comments will help to improve efficiency. Adjustments will be ongoing but within a year, all technicians will have the ability to record their control work and pesticide usage as they go throughout the day. They can also access all previous treatment information as needed, which proves very helpful. Both technicians give the process high marks for its ease and usability.
- Clerk Williams reported on the status of the updated website. Assistant Vector Ecologist Lauren Marcus and Administrative Assistant Ed Li have been working on updating the website for several months hoping to complete the process by years end. Color copies of the individual screens were handed out for review.

Mosquito and Vector Control Association of California (MVCAC)

Manager Gay reported on the following MVCAC activities:

- Manager Gay and Vector Ecologist Dr. Peavey attended the MVCAC quarterly meeting in Tahoe on October 24th through October 27th, 2006.
- Manager Gay was appointed Treasurer and gave a presentation on the performance based budget for MVCAC. Alameda County Manager John Rusmisl is slated to become the next Vice President.
- MVCAC have inducted the following two honorary members:
 - Lue Casey, Former Manager – Kings MAD
 - Jack Hazelrigg, Former Manager – Greater L.A. County Vector Control District
- The 2011 annual meeting choices have been narrowed down to two locations. The Disneyland Resort in Anaheim and the Hyatt Regency in Burlingame. Considering proximity, if Burlingame gets the selection, our District will probably host the event. More info to come as it is made available.

VCJPA

Manager Gay reported on the activities concerning the District's Vector Control Joint Powers Agency.

- Due to the history of claims, the insurance actuary recommended to raise the retention level in pooled general liability from \$5,000 to \$10,000.
- Manager Gay reported on two claims for physical damage caused by the District. Both were automobile incidents and are in the process of completing the claims.
- Trustee Dennis Preger has been selected as Trustee Representative, Coastal and Sacramento Valley Regions. He will serve until June 30, 2007.
- The annual meeting is scheduled for February 25 – 27th, 2007 in Aptos California. Both Manager Gay and Trustee Preger will attend.
- Of a total of 31 Districts, our District is one of six who completed the AB 1825 Sexual Harassment training and submitted the appropriate paperwork.

District Manager's Activity Report

Manager Gay reported on the following topics:

- With the elections completed, several key supporters have retained their legislative seat.
 - Leland Yee, State Senate
 - Gene Mullin, State Assembly
 - Ira Ruskin, State Assembly
 Our own Trustee Maggie Gomez was re-elected to Daly City City Council
- Legislative Aide Satinder Mahi, of Jackie Speiers Office, will still be assisting the District in getting payment from California Fish and Game for work being done on Bair Island. He stated that he will be in a different office but he will still be our contact.
- The environmental chamber in the lab is finally being repaired. Its malfunction was the cause of our building being flooded back in fiscal year 04/05.
- Trustee Betsey Schneider found a location in Redwood City that may suit our needs for a substation and seasonal vehicle storage facility. An appraisal of the property is the next step.
- The American Mosquito Control Association annual meeting is scheduled for April 1 – April 5, 2007. The meeting will be held at the Peabody Hotel, Orlando Florida. Four Trustees are allowed to attend. The list of Trustees for attendance are:
 - Leon Nickolas - Millbrae
 - Larry Peterson - Hillsborough

Manager Gay and Vector Ecologist Peavey will also attend.

- We received notice that the following trustees have been reappointed by their cities for another term. The Trustees are:
 - Betsey Schneider – San Carlos
 - Joe Fil – Portola Valley

Robert Blake, Belmont, reappointment is scheduled on the agenda for November 22, 2006

Valentina Cogoni, Menlo Park, reappointment is scheduled on the agenda for December 12, 2006

- In September, Trustee Roland Finley, San Mateo, stated that he would be stepping down at the end of his term in December. He has served on the board for 28 years. A letter was sent to his city requesting a new appointee. They do not have anyone interested in the position yet.
- The sixth annual Trustee Field Day, renamed Program Education Day, will be held on Tuesday, December 6, 2006. Trustees are encouraged to attend and to bring a guest to hear staff presentations and equipment demonstrations. A barbeque lunch will follow the presentations. Several Legislators and vendors were invited to the event to promote our programs.

Board, Committee and Staff Announcements**Resolution M-005-07**

MOTION: Approve Resolution to acknowledge appreciation of public service by Roland Finley. Peterson/Bury, carried unanimously.

Roland was presented with a framed color Resolution acknowledging his 28 years as Trustee. He thanked everyone and complimented the staff and management for a well run organization. He stated that he would miss all his friends and the delicious food provided at the meetings.

Trustee Anderson spoke about how much of a mentor Trustee Finley had been to him throughout the years. He thanked him for all of his insight and knowledge in working with Legislators and on various committees. He will be greatly missed and always welcome to visit!

Trustee Cogoni reported on her recent attendance at the CSDA Annual Conference at Squaw Creek Hotel in Olympic Valley California. Topics included pension reform, Ethics training, District Management and teaching flawless execution. She stated that the speakers were excellent and recommends more trustees attend this type of workshop in the future.

Clerk Williams reported on the list of Trustees who have completed the required ethics training. Trustee Kellett was the last remaining Trustee who needs to complete the training. County Council has indicated that the Fair Political Practices Commission now has a website to complete the training online at no cost. Trustee Kellett will report to the District to complete the training using this website. It was indicated on the letter from County Council that if one member of a board or commission does not receive the required training, then no member of the same board or commission is allowed to receive any payments for stipends, expense reimbursements or fees.

Committee Meeting Schedule:

Strategic Planning:	To be announced	
Policy and Procedures:	November 15, 2006	12:00pm
Policy and Procedures:	January 17, 2007	12:00pm
Environmental:	January 10, 2007	6:00pm

Reminder of Next Regularly Scheduled Board Meeting

President Nickolas has concluded that there is not sufficient District business to conduct a December meeting and recommend that the Board schedule the next meeting for January 10, 2007.

MOTION: Approve next meeting to be scheduled for January 10, 2007 at 7:00pm. Honan/Curtis, carried unanimously.

Adjournment

MOTION: Adjournment. Peterson/Bury carried unanimously. 8:50pm

Approved:

District Manager

President

Date