



**SAN MATEO COUNTY  
MOSQUITO ABATEMENT DISTRICT  
1351 Rollins Road  
Burlingame, California 94010-2409  
(650) 344-8592  
FAX (650) 344-3843  
WWW.SMCMAD.ORG**

**MINUTES OF THE REGULAR BOARD MEETING  
OF THE BOARD OF TRUSTEES, MAY 9, 2007**

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

**TRUSTEES PRESENT:**

- |                  |                   |
|------------------|-------------------|
| Robert Blake     | Doris Kellett     |
| Robert Bury      | Leon Nickolas     |
| John Curtis      | Lawrence Peterson |
| Joseph Fil       | Dennis Preger *   |
| Tim Frahm        | James Ridgeway    |
| Christine Fuller | Robert Riechel    |
| Cal Hinton       | Betsey Schneider  |
| Ray Honan        | Richard Tagg      |

**TRUSTEES ABSENT:**

- Ronald Anderson
- Valentina Cogoni
- Robert Maynard
- Donna Rutherford

**STAFF PRESENT:**

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

**GUESTS/SPEAKERS PRESENT:**

- John Bliss, SCI Consultants Inc
- Hans Slade, Cornish and Carey

**Pledge of Allegiance**

**Public Input on Non Agendized Items**

None

**Consent Calendar**

**MOTION:** Approve the consent calendar, which consisted of the list of expenditures for April, revenue received for April, minutes of the April board meeting, and Resolution M-012-07. Fil/Hinton, carried unanimously.

### **Engineers Report, Levy Assessments and Notice of Public Hearing**

John Bliss, Assessment Engineer for SCI Consultants Inc, reviewed the process for levying and collecting the benefit assessment to the North and West County Disease and Control Assessment District. This process is an annual requirement. The North and West County Disease and Control Assessment District will be assessed \$16.08 per Single Family Equivalent (SFE) for the tax roll year 2007-08. This amount is reflective of a 3% CPI increase on the current tax roll year assessment. Final approval of the Engineers report will be held at the July 11, 2007 Board meeting, which will include a public hearing.

Trustee Riechel requested clarification on why schools receive a SFE factor of 1 when the populous of these areas would warrant a greater SFE Factor. Mr. Bliss indicated that though schools are not exempt from the benefit assessment laws and regulations under Proposition 218, it is important to understand the limitations of financial situations of school districts in general.

**MOTION:** To approve Resolution M-011-07. Riechel/Hinton. Resolution required a roll call vote. 16 Ayes, 0 Noes, 4 Absent

### **Purchasing Single-Tenant Industrial Building**

Manager Gay reported on the status of purchasing the property in Redwood City, located at 832 Barron Ave. Hans Slade, Vice President, Cornish and Carey Commercial, was available to answer questions and outlined the process to move forward. A contract was provided to Mr. Bob Edwards for review. The purchase price is \$600,000 with the District picking up the cost of transfer fees and Mr. Edwards responsible for clearing the property of all debris and personal possessions. Due to fiscal year deadlines, the closing date has been determined for July 3, 2007.

Trustee Frahm indicated that he noticed this parcel is a "portion of a lot" and the District should seek verification that there will be no concern about the legal status of this as a building site. Trustee Frahm stated "since there is already a building on the site, the District could assume that the county has legalized the parcel but it would be in our best interest to get a certificate of compliance from the county to verify this". Manager Gay, along with Mr. Slade, agreed to contact the County to verify this information as we move forward.

**MOTION:** Motion to approve real property purchase agreement and move forward with purchasing property at 832 Barron Avenue, Redwood City. Riechel/Hinton, carried unanimously.

**MOTION:** Motion to approve District Manager, Robert Gay to execute real property purchase agreement on behalf of the District. Riechel/Hinton, 15 Ayes, 1 Noe.

### **Fiscal Year 2007-2008 Budget Presentation – 1<sup>st</sup> Presentation**

Manager Gay presented a PowerPoint Presentation on the budget process for the upcoming fiscal year. He compared budget amounts against actual expenditures for the past three fiscal years to compare to the proposed amounts for the new year.

### **American Mosquito Control Association**

Manager Gay reported that the 2008 annual meeting will be held in Sparks Nevada on March 2 through March 6, 2008. Manager Gay asked that all available Trustees interested in attendance to check their personal calendars so as the year progresses, plans for cost and attendance can be finalized.

### **Mosquito and Vector Control Association of California**

Manager Gay reported that the 2008 annual meeting will be held in Palm Springs on January 13 through January 16, 2008. Manager Gay asked that all available Trustees interested in attendance to check their personal calendars so as the year progresses, plans for cost and attendance can be finalized. The Association is also looking at Reno Nevada for the 2009 annual meeting.

Manager Gay reported on the outcome of the quarterly meeting held in San Diego. The members of the association feel that the current Association management company is too expensive and are interested in taking bids for a replacement. Manager Gay has also been working with members on utilizing a performance based budget. Other topics discussed were restructuring of the Association reserves.

In regard to the recent Legislative Day in Sacramento on April 18<sup>th</sup> and April 19<sup>th</sup>, Manager Gay reported that the meetings went well. The Trustees and Manager Gay were able to meet with several legislators including Ira Ruskin and Peter Hartnett. The District received tremendous support and a handout on the District services was provided to highlight our programs.

Trustee Riechel stated that he believed our presence at these meetings was very important and encouraged any other Trustee interested, to participate in the coming years.

Trustee Fuller stated that she had a wonderful experience and related this to her City Council at the most recent meeting. She also personally received the City's proclamation of Mosquito and Vector Control Awareness Week. During her speech, she emphasized the District website and spoke highly of how well run the District is. She complimented the management and staff and was very enthusiastic about continuing her work with us.

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

Manager Gay reported on the following VCJPA activities:

- The possibility of changing the Agency's Worker's Compensation Carrier from AIMS to another company depending on quality of work performed.
- Manager Gay reported on the latest news from VCJPA. Discussion regarding the Employment Risk Management Association (ERMA) was outlined. ERMA is responsible for maintaining the Sexual Harassment training workshops and compliance. Our District is up to date with all training with Management staff and all individual staff receives training annually. It is possible that this program will require additional funding.
- Another topic under review is the recently changed DMV Pull Notice Program. Many member districts indicated that the current method for determining insurability and employability were too restrictive for the individual districts to manage. A tool for individually assigning disciplinary action to the DMV point system is under discussion. Now that each member district is responsible for obtaining employee DMV pull notices, it is important to manage the discipline in house and to manage driver's programs on a case by case basis.

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

#### **Lab Services:**

Dr. Chindi Peavey reported on the following activities of the Lab department:

- Since the year has been relatively dry, the District is experiencing a low mosquito season in regard to the Salt Marsh mosquito (*Aedes squamiger*). The common house mosquito (*Culex pipien*) is still a problem and will continue throughout the year due to the fact that

they breed in storm drains, catch basins, and under homes due to broken pipes and other problems.

- Clean-Up the Bay Program. The Operations and Lab staff participated in a Bay Clean up along the shore of Coyote Point. Using District equipment, we were able to remove shopping carts, tires and other debris from the end of San Mateo Creek and along the shoreline. This effort included media reporters and photographers in correlation with Earth Day events.
- We have no birds or humans who have tested positive for West Nile virus in San Mateo County.
- The season for nymphal ticks has begun. The Lab staff has been surveying 11 parks and 8 of them have ticks suspected of carrying Lyme disease. The prevalence is 1-3% positive. The month of May has been proclaimed Lyme Disease Awareness month.
- Dr. Peavey and Field Supervisor Counts recently gave a presentation to the East Palo Alto City Council.
- Dr. Peavey gave a presentation at UC Berkeley to the Medical Entomology department.
- Dr. Peavey, along with the Environmental Committee, is preparing a handout to promote all of our District services, which can be provided to individual cities and any interested parties.

#### **Field Operation Services:**

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

- The Operations Department has been very active with the catch basin program. Two Seasonal Mosquito Control technicians have been hired and one additional person will be starting on May 14, 2007. Currently the full-time technicians cover their zones by regularly driving the right-hand drive vehicles until all summer staff is hired.
- The City of Burlingame has invited us to participate in the kick-off event to the centennial celebration. It is a parade through Burlingame ending at Washington Park. We will use the Dodge power wagon and tow the hovercraft and maybe bring an ARGO or two. We will be allowed to walk along the vehicles handing out mosquito tattoos and repellent wipes to the crowd along the way.
- James and Technician Sebay traveled to Glenn County to a District that provides the District with Mosquito fish. We picked up five pounds to supplement the amount we give away to residents with backyard ponds.
- During the Earth Day event, the Operations department was able to pull numerous shopping carts, tires, and other miscellaneous debris out of mud at Ryder Park and the mouth of San Mateo Creek. The San Mateo Parks Department was extremely grateful for the work and the beautification of the shoreline will be appreciated by many. In doing this work with our equipment, the District saved the County of San Mateo approximately \$10,000 by not having the work done by an outside contractor.
- The District is experiencing a good year in regard to Salt Marsh mosquito populations. We seem to have a mild year and the preventative work has paid off.
- The District Mechanic, Russell Baker, has been improving the scheduled maintenance program of the District Fleet. Keeping the vehicles on the road is the focus and he is doing an outstanding job.

**Administrative Services**

- Clerk Williams reported on the status of the completed website. The web site has received 5,106 hits for the month of April. The majority of the hits were during the mid- two weeks of the month and a large number of viewers were interested in our literature on bees.

**District Manager's Report**

- Annual Community Workshop

In accordance with the Engineer's Report, the District will hold an annual community workshop to review the environmental safety of its treatment and control approaches. The workshop will be open to all property owners and members of the public and will be announced with a public notice prior to the workshop. At the Workshop the public will have the opportunity to review and respond to:

- the treatment and control approach used by the District
- the environmental issues with each control approach
- the mosquito and disease issues in their community
- other services or programs either currently provided or desired

Any recommendations or comments from the public will be addressed by the District and will be provided to the Board of Trustees for action as appropriate. This year's workshop will be at the Municipal Service Facility in South San Francisco. The facility has parking underneath, a very large front room for displays and an enclosed board room with excellent AV and seating for over 100. We want to tie this in with the biology classes of the local high schools in the North and West county area. We want the students and hopefully families to attend. The program will start at 5:30pm for displays in front along with refreshments. Presentations will be held between 6:30pm till 8:00pm. Manager Gay will coordinate with the staff and Trustee Honan of South San Francisco. Trustee Honan will be working closely with Trustee Fuller (Daly City), Trustee Riechel (San Bruno), Trustee Curtis (Pacifica), Trustee Maynard (Brisbane), and Trustee Frahm (Half Moon Bay). Each Trustee will need to contact the high schools in their cities and coordinate their attendance. We will get our vendors on site with their displays if possible. Our Lab staff will also coordinate the media and newspapers. The date that is desired for this event should be between Halloween and Thanksgiving. Trustee Honan will be responsible for securing the date. The possibility of moving this event to different cities each year will be reviewed at the completion of the event.

- Department of Health Services and the Coastal Region Districts will start working on a new permit for construction of new ditches in wetland areas.
- CSDA will be holding its annual meeting in Monterey on October 1 thru 4, 2007. Interested Trustees should contact the Board Clerk or District Manager for early registration.
- The population of San Mateo County increased 4% last year, totaling 733,496 residents.

**Closed Session: Personnel Matter**

**MOTION:** To adjourn to closed session. Riechel/Peterson, carried unanimously

**MOTION:** To return to open session. Riechel/Curtis, carried unanimously

No action was taken during closed session

**Board, Committee and Staff Announcements**

**Committee Meetings:**

Strategic Planning Committee: No additional information to report.

Environmental Committee: Chairman Curtis reported on the District services handout that was provided to all Trustees. He emphasized the importance of distribution to each City Council.

Policy and Procedures Committee: Chairman Riechel reported on the final version of the District Employee Manual update. At the June 13, 2007 board meeting, the manual will be set for approval. Each Trustee with email may receive a copy of the 120 page document prior to the meeting. Any Trustee without email may review the document at the District headquarters by contacting the District Manager or Clerk of the Board. The majority of changes consisted of format changes, job title corrections and benefit changes based on the latest approved salary negotiations. Notice was provided to the exempt staff members and Officers of the Employee Association allowing them to review the changes and provide comments, if necessary, prior to the next scheduled Policy Committee Meeting. Any additional changes will then be reviewed and/or incorporated to the final draft for approval on June 13, 2007.

The following are the current committee meeting schedule:

Strategic Planning:	No scheduled meeting at this time	
Policy and Procedures:	May 16, 2007	12:00pm
Budget and Salary:	June 7, 2007	12:00pm
Environmental:	June 13, 2007	6:00pm

**Reminder of Next Regularly Scheduled Board Meeting**

The next regular board meeting is scheduled for June 13, 2007 at 7:00.

**Adjournment**

**MOTION:** Adjournment. Honan/Blake carried unanimously. 9:53pm

Approved:

\_\_\_\_\_  
District Manager

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\* Trustee Preger arrived at 7:45pm