

San Mateo County Mosquito Abatement District

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MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES, JUNE 13, 2007

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

TRUSTEES PRESENT:

Ronald Anderson	Ray Honan
Robert Blake	Robert Maynard
Robert Bury	Leon Nickolas
Valentina Cogoni	Lawrence Peterson
John Curtis	Dennis Preger
Joseph Fil	James Ridgeway
Tim Frahm	Robert Riechel
Christine Fuller	Betsey Schneider
Cal Hinton	Richard Tagg

TRUSTEES ABSENT:

Doris Kellett
Donna Rutherford

STAFF PRESENT:

Robert Gay, District Manager
Karen Williams, Clerk of the Board
James Counts, Field Operations Supervisor
Angela Rory, Assistant Vector Ecologist

GUESTS/SPEAKERS PRESENT:

None

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 May, revenue received for May, minutes of the May board meeting, and Resolution M-013-07, Resolution M-014-07 and five Fixed Asset Retirements. Peterson/Bury, carried unanimously.

Purchasing Single-Tenant Industrial Building

Manager Gay reported on the status of purchasing the property in Redwood City, located at 832 Barron Ave. On May 25, 2007, the contract to purchase the site was signed and a deposit to the escrow account for \$100,000 was submitted to Fidelity National Title Company to move forward with the purchase. The second installment of \$100,000 will be submitted on June 19, 2007. The final check for the purchase will be submitted July 2, 2007 and escrow will close once the title company verifies that the funds are available, possibly July 5, 2007. There has been a delay in some of the paperwork from the Trust Firm though the District has received the Phase I Environmental Site Assessment. Manager Gay is monitoring that the site clean-up is taking place. There is a stipulation in the sale to have the property cleared of personal belongings by June 29, 2007 before the sale can finalize. The title company has reported that all exclusions on the sale have been dealt with.

The Phase I Environmental Site Assessment had some questions on the existence of the underground storage tank. There was a tank removed back in the 1980's but AEI (the company who did the site assessment) did not verify that a tank was still there. A penetrating ground radar test may be required to determine that the tank was actually removed. The cost of this test is approximately \$2,000.

In the process of legalizing the property lines, there is some confusion on the actual site address with the County. John New, New and New Engineers, will be conducting an Alta survey which will be used to legalize the parcel number. He verifies the parcel and monuments on the property to get correct property lines. This will be necessary for any further permits needed during construction. It has also been determined that the adjacent property may be encroaching on this property line, which could cause an issue when the property line is finally established.

After the purchase of the property, Manager Gay will be working with Hayashida Architects and Bernie Head, Head Real Properties to get a building placed on the site. With permits and plans, it may take until fiscal year 2008 before it is finalized. The County of San Mateo Planning Department is approximately 5 months behind on plan check, so the process may be time consuming.

Fiscal Year 2007-2008 Budget Presentation – 2nd 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.

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.

Manager Gay reported on that the Association is sending out a Request for Proposal (RFP) for a Management Service Company to run the administration of MVCAC.

In Legislative news, the State has cut \$500,000 from the budget, which was earmarked for best management practices on State wetlands. The Association is attempting to work to have the money reinstated but the outcome does not look good.

Vector Control Joint Powers Agency

Manager Gay reported on the following VCJPA activities:

- The 25th Annual Fall Conference and Training Seminar will be held September 18th through September 21st in South Lake Tahoe. Manager Gay may be attending.
- The District received two checks as retrospective adjustments to the District's Workers Compensation Program and its Liability Insurance program. The total of the two checks \$8,592.00.

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

Angela Rory, Assistant Vector Ecologist reported on the following activities of the Lab department:

- A map was provided indicating the mosquito populations from CO2 traps collected during the previous month. *Culex pipiens*, the common house mosquito, has the largest population. These mosquitoes breed in water under houses and in storm drains.
- The Lab staff participated in public education events in June: The Foster City Art and Wine Festival and the Burlingame Centennial parade celebration.
- The District has been receiving numerous phone calls regarding the Apple Brown Moth. These calls are referred to the Agriculture Department. They are doing a surveillance program for this insect.
- 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 Lab staff participated in a West Nile Virus meeting with the County Health Department. The purpose was to collaborate on public education. Printed information is being distributed to 36 libraries, 6 colleges, 2 pony farms and 13 clinics.
- Assistant Vector Ecologist Rory participated in the Mills Canyon Bug Walk. This is a nature walk with adults and children identifying insects. It was a fun event and everyone had a good time.
- Assistant Vector Ecologist Rory gave a presentation at the Brisbane Library on Vector Borne diseases.
- The District will be participating in public education program where KCBS will be playing public service announcements for districts around the region. The fee for participating is \$5,000 and we will receive 26 sixty second segments with information on preventing West Nile Virus. There will also be streaming video on their website.
- For the West Nile Virus update, the total for the state is 33 positive birds in 9 counties, 4 positive mosquito pools and 2 positive chickens in Southern California. A resident of Kern County has been diagnosed with West Nile Virus. The person does not have any symptoms so the State is not listing it as a case. Santa Clara County has 8 positive birds.
- Work on the physician surveys is not yielding many results. Only 2 physicians have responded. The Lab staff, in conjunction with County Health, will try using faxed surveys with phone follow-ups for better results. Trustee Peterson recommended utilizing Medical Boards for assistance. Physicians are generally too busy for phone interviews during normal business hours.

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. Three additional Seasonal Mosquito Control technicians have been hired, bringing the June total to five. Three more are expected in July.
- The Operations Staff participated in the kick-off event of the City of Burlingame Centennial celebration. In the parade we had the Dodge power wagon towing the Hovercraft and the 1987 Ford Ranger towing an ARGO. Mosquito Control Technician Stephanie Cavanaugh was dressed as the mosquito and Finance Administrator Williams was Dr. Guido Mosquito. It was a fun event and we provided much needed comedic entertainment.
- The helicopter treatments will be beginning in July. The treatments will continue until approximately October as needed. A schedule was provided to the Customers. The areas that receive treatment are SFO at Mills Field, Sharp Park Golf Course in Daly City, Jasper Ridge Biological Preserve in Woodside, 3000 Portola Rd in Woodside. Each of these locations has unique needs and has to have aerial treatments to reach areas not accessible on foot.
- The Operations Department will be using the hovercraft out at SFO on the bay side. Security regulations do not allow the technicians access to areas needing treatment near the actual runways but Supervisor Counts believes that access by hovercraft should suffice.

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.

- CSDA will be holding its annual meeting in Monterey on October 1 thru 4, 2007. Trustees Cogoni, Schneider, Honan, Fil and President Nickolas stated that they would like to attend this meeting.
- Senator Leland Yee's office is still assisting to help the District obtain right hand drive vehicles from overseas. More info to follow.
- Manager Gay received a publication on redevelopment. Interested parties may receive a copy by notifying him.

Closed Session: Personnel Matter

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

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

No action was taken during closed session

Board, Committee and Staff Announcements

Committee Meetings:

Strategic Planning Committee: No additional information to report. This was covered under the beginning section of the meeting.

Environmental Committee: The meeting scheduled for 6:00pm on June 13, 2007 was cancelled. The next meeting will be held July 11, 2007 at 6:00pm.

Policy and Procedures Committee: Chairman Riechel reported on the final version of the District Employee Manual update. The majority of changes consisted of format changes, job title corrections and benefit changes based on the latest approved salary negotiations.

MOTION: To approve the final version of the Employee Manual. Hinton/Fil, carried unanimously.

The following are the current committee meeting schedule:

Strategic Planning:	Tentatively scheduled for July 5, 2007	
Policy and Procedures:	July 18, 2007	12:00pm
Budget and Salary:	Not scheduled at this time	
Environmental:	July 11, 2007	6:00pm


Reminder of Next Regularly Scheduled Board Meeting

The next regular board meeting is scheduled for July 11, 2007 at 7:00.

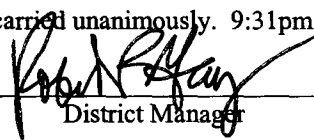
Adjournment

MOTION: Adjournment. Honan/Curtis carried unanimously. 9:31pm

Approved:



 President



 District Manager

7-11-07

 Date