



San Mateo County Mosquito Abatement District

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MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES, SEPT 12, 2007

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

TRUSTEES PRESENT:

Robert Bury	Ray Honan
Robert Blake	Doris Kellett
Valentina Cogoni	Robert Maynard
John Curtis	Leon Nickolas
Joseph Fil	Dennis Preger
Tim Frahm	James Ridgeway
Christine Fuller	Robert Riechel
Cal Hinton	Donna Rutherford
	Richard Tagg

TRUSTEES ABSENT:

Ronald Anderson
Lawrence Peterson
Betsey Schneider

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

None

Consent Calendar

MOTION: Approve the consent calendar, which consisted of the list of expenditures for July and August, revenue received for July and August, minutes of the July board meeting with noted corrections and three (3) fixed asset retirements. Honan/Fil, carried unanimously.

Policy Committee

Chairman Riechel reported on the recent updates to two policies. The recently approved Policy 5201 Commute Cost Reimbursement was updated to include the cost of parking at BART, bus or train stations in the effort to travel to the District to report to work. Considering that this cost will still be under the guidelines of the \$100.00 per month limit, it was determined by the Policy Committee that it would be an acceptable addition.

Policy 2140 Driver Standards and Vehicle Use Requirements is a policy that evolved from the VCJPA's recommendation that all Districts' handle their employee driving records individually with the DMV. In requiring this process, it resulted in a comprehensive policy of addressing specific driving requirements for continuation of insurability and employment. The new language incorporates three previous policies into one, thus eliminating the need for the others.

The second part of this policy approval process required that Resolution M-010-07 be replaced. The previous resolution documented specific actions in relation to the DMV point system. The new resolution directs the District to follow the Driver Standards Policy, thus eliminating the VCJPA's restrictive policy and allowing the District to manage its' own employee records.

MOTION: To approve Policies 5201 Commute Cost Reimbursement, 2140 Driver Standards and Vehicle Use Requirements, 2040 Employee Cell Phone Usage, and repeal Policies 3010 Vehicle and Watercraft Use and 2030 Vehicle Cost Reimbursement. Hinton/Rutherford, carried unanimously.

ACTION: To approve Resolution M-004-08 and repeal Resolution M-010-07. Blake/Fil, carried unanimously.

Bay Road Property Update

Manager Gay provided an update of the Bay Road property. The District is moving forward with removal of an oak tree which will impede further construction of the new building. It is currently in the permit process through the County of San Mateo Planning Department.

As previously noted, the site has been cleared of all debris. The Strategic Planning Committee has visited the site during and after this process to review its progress.

Hayashida Architects are currently involved in providing the plans for the building. Manager Gay is working closely with Lloyd Fogelhut to make sure the process is on track. The building is being designed to be storage for off-season vehicles and lab education supplies.

Community Open House Update

Manager Gay reported on the plans to hold a Community Open House as required by the Benefit Assessment regulations. The site has been secured at the South San Francisco Community Center, 33 Arroyo Drive, South San Francisco, with the help of Trustee Honan. The date established is Wednesday, November 7, 2007. The time suggested is from 6:00pm to 9:00pm to allow commuters, residents, parents and their children to attend. The purpose of this open house is to provide information and answer questions for the North and West County mosquito and disease control assessment district residents. This community open house is required to promote our programs and explain the uses for the property tax revenue that is generated from this area.

The District will set up several tables with information on our various programs. The District will provide displays and handouts. Staff members will be on hand to answer questions related to specific topics and programs. The residents can move through the room visiting areas of interest of their choosing. Topics include abatement programs, tick control, West Nile Virus, adulticiding and environmental concerns related to mosquito abatement.

Manager Gay stated that proper advertising would be prepared for the event and could possibly be reported on cable access television.

District Programs/Staff Reports

Vector Ecologist, Dr. Chindi Peavey reported on activities of the Lab Department

- Updates to West Nile virus included the activity in Kern County. There have been 100 Human cases reported.
- San Mateo County has two positive animal cases, 1 squirrel and 1 sparrow. No human cases to date.
- Governor Schwarzenegger has declared a state of emergency for Kern, Colusa, King, Glenn and San Joaquin Counties.
- CO2 traps that were set in the residential areas surrounding the Colma cemeteries have led to an interesting discovery. The incidents of mosquitoes that breed in the flower urns do not seem to impact on the nearby residents significantly due to the fact that the cemeteries are surrounded either by freeways or windy open space. The mosquitoes find it difficult to travel through these areas to reach the populated areas. The mosquito populations tend to stay in close proximity to the place of breeding. Treatment of cemetery urns is a part of regular surveillance in Colma.
- The Lab staff has participated in High School presentations and numerous street fairs such as the Millbrae Art and Wine Festival and the San Mateo County Fair. They will be participating in the South San Francisco fair at Orange Park and Pacifica Fog Festival.
- Dr. Peavey held a presentation at Sloat Garden Center in San Bruno. She believes that the staff of the garden center gained some important information that they could relay to their customers.
- A West Nile Task Force meeting was held at the District on September 5, 2007.
- The District will be working with San Mateo County Environmental Health on a county-wide tire amnesty day on October 20, 2007. Abandoned tires pose a significant mosquito breeding hazard. Rainwater caught in the inner curves are often unseen and hard to treat making breeding very easy.

James Counts reported on the following Operations activity:

- The Operations department is continuing to monitor Bair Island for breeding.
- The catch basin program is in full force and a great deal of attention is being spent in East Palo Alto, Menlo Park and Portola Valley. The focus is to buffer the southern end of the County-line, keeping on top of standing water and any other neglected areas.
- The Operations staff has been undergoing a lot of ARGO, Hovercraft and power sprayer maintenance due to the extensive usage for cord grass control.
- The Cordgrass program is underway and the entire Operations staff has participated in the work at eradicating the invasive non-native species. It should take another week and one half to complete this year's season. This year's work should be quite effective due to the quick action of the District to proceed before the species goes to seed. This year, the Argos and the Hovercraft have been used significantly to access areas not accessible on foot. The District has also

used helicopter applications. The US Fish and Wildlife and Coastal Conservancy representatives have commended us on several occasions as to the great success this program is having and how effective the Operations staff are at completing the work. The program should run its course in the next two to three years with total eradication of the cord grass. It is estimated that 80% of the cord grass gets killed each season.

- The yellow jacket program is in full swing and due to the dry winter, the yellow jacket populations have increased. The Mosquito Control Technicians were sent out on 288 requests for yellow jacket nest removals in July and August compared to 215 last year. This is an increase of 34%. Some of these service requests had more than one nest at a site so that number is only reflective of the visits a Technician made to a residence. Yellow jacket season should be coming to an end in about a month.
- A new 2008 Ford Ranger that was on order will be picked up on Friday. This truck is for a Mosquito Control Technician for field work.
- The District will participate in shoreline clean-up in Burlingame near Mills Creek along Airport Boulevard. The area has lots of tires and shopping carts that the City would like assistance on removing. Since our work in San Mateo near Coyote Point was such a success, we are glad to help out. This work will take place during the week of September 17, 2007.
- Some tulle removal will be taking place around San Bruno Creek near Cupid Row. Hand work will be needed since this is a sensitive habitat area.

Mosquito and Vector Control Association of California (MVCAC)

Manager Gay reported on the activities of the Mosquito and Vector Control Association of California. The Public Relations Committee worked on options for a rapid communications plan in the event of an emergency.

On July 27th, President Steve West wrote a letter to Governor Schwarzenegger requesting support for West Nile Virus, since it is becoming quite serious in several counties around the state. On August 1, 2007, the Governor declared a State of Emergency and a release of emergency funds for Kern, San Joaquin, Colusa, Glenn and Kings County. These are the first counties authorized monies. Governor Schwarzenegger then authorized \$10 million for 20 more districts in the valley areas of California. He also released additional resources for wetland wildlife areas for source reductions. The counties receiving this money included Fresno, Merced, Butte, Glenn and Sutter counties. This assistance will help districts fund adulticiding programs along with additional source reduction programs. San Mateo County is not in an emergency situation at this time so no additional funding is required.

The Annual Meeting for MVCAC will be held in Palm Springs on January 13 – January 16, 2008. Flyers were mailed to all Trustees to determine attendance. Registration and reservations will be made upon the receipt of the flyers.

2007-2008 General and Capital Budget Finalized

Manager Gay reported on changes to the 2007-2008 district budget. A reformatting of the Capital Project Fund has resulted in a reclassification of specific line items. Some items were moved from Structures and Improvements to General Facility Repairs and Maintenance to allow for better documentation.

District Manager's Activity Report

Manager Gay reported on following topics:

- The American Mosquito Control Association Annual Meeting will be held March 2 – March 6, 2008 in Sparks, Nevada. Attendance will be finalized at the October 10, 2007 board meeting.
- Manager Gay and Finance Administrator Williams have completed the first draft of the Manager's Discussion and Analysis for the printed copy of the Audit. We are awaiting additional information from the representatives at C.G. Uhlenberg to complete the report.
- Manager Gay discussed the efforts in locating right hand drive vehicles for the District. Trustee Riechel and District Mechanic Russell Baker will be looking into the possibility of purchasing conversion kits overseas and have the work done in the United States. Letters have been sent to dealers of Ford, Nissan, Jeep, and Chrysler with a list of specifications we are looking for in hopes to have their assistance with this project. Jeeps currently do come with vehicles that are created as right hand drive but they are Wranglers not Pick-ups. The Wrangler's design does not allow the pesticides to be transported outside the vehicle cab so modifications would have to be made if this type was chosen.
- Manager Gay and the three management employees, Karen, James and Chindi are working on revising the employee performance evaluation form. Manager Gay would like to utilize this document more effectively and connect salary increases to performance evaluations.

Board Committee and Staff Announcements

Manager Gay reported that he is working on a Trustee Workshop on the topic of Strategic Planning for the next ten years. It will cover infrastructure, budgetary issues, legislative issues and Trustee issues. More information to follow.

Manager Gay and President Nickolas reminded the Board that Board elections would be happening in November. It was stated that those willing to serve must realize that these positions really are for those who are interested in participating. The purpose of the election is to appoint the best candidate for the job, not just the next person in line. It was also noted that if someone was not interested in being appointed, it is important to make those comments known. The October Board meeting will address the nominations.

Policy Committee: Chairman Riechel reported that the next scheduled meeting is September 19th at 12:00pm to discuss the Capital Asset Policy and Procedures. Some directives have been provided by the District Auditors.

Environmental Committee: Chairman Curtis reported that the next scheduled meeting is October 10th immediately preceding the Board meeting at 6:00pm. Currently, the topics include water diseases and sharing of information.

Strategic Planning Committee: Chairman Fil stated that a meeting should be scheduled for late October to review the status of the building project. No other information to report at this time.

Manager Gay commented on the request to have a 2007 Trustee Field Day. It was noted that there could be some scheduling conflicts with the upcoming Community Open House in November. In light of that, it is tentatively scheduled for December 11, 2007, 10:00am to 1:00pm.

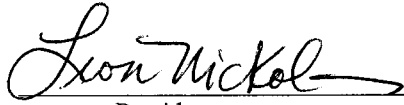
Reminder of Next Regularly Scheduled Board Meeting

The next regular board meeting is scheduled for October 10, 2007 at 7:00.

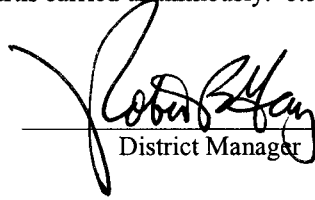
Adjournment

MOTION: Adjournment. Preger/Curtis carried unanimously. 8:54pm

Approved:



President



District Manager

10/10/07

Date