



San Mateo County Mosquito Abatement District

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MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES, OCT 10, 2007

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

TRUSTEES PRESENT:

Ronald Anderson	Robert Maynard
Robert Bury	Leon Nickolas
Robert Blake	Lawrence Peterson
Valentina Cogoni	James Ridgeway
John Curtis	Robert Riechel
Tim Frahm	Donna Rutherford
Christine Fuller	Betsey Schneider
Ray Honan	Richard Tagg

TRUSTEES ABSENT:

Joseph Fil
Cal Hinton
Doris Kellett
Dennis Preger

STAFF PRESENT:

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

GUESTS/SPEAKERS PRESENT:

Jeff Ira, C.G. Uhlenberg LLP

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 September, revenue received for September, minutes of the September board meeting and two (2) fixed asset retirements. Curtis/Honan, carried unanimously.

District Annual Audit 2006-2007

Jeff Ira, C.G. Uhlenberg LLP, reported on the draft copy of the annual audit. This year's audit procedure was slightly different than in previous years due to changes in reporting rules. More of the audit was directed at controls rather than journal entries. This method required lots of question and answer sessions involving the Accounting department and step by step demonstrations of actual processes. The audit found no material weaknesses and the District is represented as financially sound.

Trustee Riechel requested some additional information regarding the percentage changes from last fiscal year to this fiscal year in the categories of depreciation expense, retirement and unemployment. Finance Administrator Williams replied by explaining the retirement account and the reasoning behind the increase in the budgeted amounts. The depreciation expense will increase as we continue to increase our capital expenditure inventory. As we embark on the new building project, the final costs of the Redwood City location will be added to fixed assets, thus raising the amount of what is depreciated each month. Until we reach a point in time that no new items are added or items reach their maximum life's value, this line item will continue to rise. For the retirement percentage increase, the Board of Retirement sets the employer contribution rates based on the amount of money needed to fund the members who are retired or will be retiring and also on how well the fund is doing during fluctuations of the stock market. These costs are not under our control. Unemployment costs can be managed by assisting exiting employees in locating other employment but when the District hires eight seasonal employees each year, they are entitled to apply for unemployment at the end of their term. Since the amount required to fund the unemployment pot of money is determined by salaries, as we grow in staff and in salary dollars, the rate used to calculate the amount due increases.

Manager Gay reported that this audit is the last audit under our current contract with C.G. Uhlenberg. He requested that we agendaize a motion to enter into a new three year contract with the existing auditing firm at the November board meeting. He stated that the District has investigated the bidding on other firms, but during this investigation it was found that most Auditing firms who specialize in local government accounting were much more expensive than what our current contract with C.G. Uhlenberg is. It is important to maintain our existing relationship with C.G. Uhlenberg due to their knowledge of our District. With the rotation of auditing personnel each year, the District always gets a fresh set of eyes reviewing the financial records.

Finance Administrator Williams stated that finalization of any further adjusting entries will be completed during the coming month and a printed and bound final copy will be available for approval at the November 14, 2007 board meeting. She stated that she enjoyed working with the auditing personnel and that they were professional and very helpful.

Vector Control Program

Manager reported on the folder of information provided in the pre-packet regarding incorporating vector control services to our current list of programs. On August 16, 2007, Manager Gay received a phone call from Dean Peterson, Director of Environmental Health Services Division for San Mateo County. He stated that budget crunches have required them to cut positions in their division which would eliminate the vector control program. He requested that the District take over the program, though no funding would be given. Manager Gay conferred with President Nickolas, who stated that he would like to proceed slowly in this process and look into every avenue in regard to what would the program be, how would it impact our other programs, what would be the costs and needs associated with this additional program. Manager Gay stated that he was in the preliminary stages of acquiring information and most of the knowledge was incomplete. He would be scheduling a meeting with Brian Zamora, Director of Public Health Services Division and Dean Peterson to talk specifically about what the process will be to assume control.

Manager Gay directed Field Operations Supervisor Counts and Vector Ecologist Peavey to contact neighboring Districts to inquire how they handle their vector control program. After tonight's board update, they will also contact the existing employee for the San Mateo County vector control program to inquire exactly what they do and how they operate the current program. It will be at that point, that the District will be in a better position to answer detailed questions for the

Board. It was reemphasized by President Nickolas that the District will not move forward without complete information even though it would be a "feather in our cap" to provide a service to our residents that is done completely and correctly the first time. "Knowing that our District is the best District in our region, we certainly want to continue that level of service with this new program."

Board President, Leon Nickolas and District Manager, Robert B. Gay will be meeting with Brian Zamora on Monday, October 15, 2007 to further discuss the program.

Bay Road Property Update

Manager Gay reported on the current status of the Bay Road property. The permit process for the tree removal is complete and the tree has been removed.

Ms. Amery Sandoval, County Planning Department Permit Bureau, is in the process of correcting the address from 832 Barron Ave Redwood City to 890 Barron Ave, Redwood City, due to two addresses having the same 832 number. The originating documents during the acquisition and the closing of escrow had the address as 2906 Bay Road not 832 Barron Ave including the US Post Office. Ms. Sandoval will clear the address situation up with this formal change to 890 Barron Ave.

The District is working on having the property tax bill corrected. We should be an exempted property, yet we received a bill for the upcoming tax year. The District may have to have assistance from County Counsel to correct this. The District may also have to contact each special assessment location to have the individual taxes removed.

Community Open House Update

Flyers were provided to each Trustee to hand out to their respective city locations. The Community Open House is a requirement of the special assessment election process and is designed to answer questions of the residents for the North and West County Mosquito and Disease Control District, which consists of cities north of Millbrae and along the San Mateo Coastline. The event will be on November 7, 2007 from 6:00pm to 9:00pm at the South San Francisco Community Center. The address is 33 Arroyo Dr, South San Francisco. The District will have tables set up to provide handouts and personnel to answer questions regarding our programs.

Right Hand Drive Vehicles

Manager Gay reported on the status of obtaining new right hand drive vehicles. After months of searching and lots of hard work from Trustee Schneider and Trustee Riechel, it was determined that the best solution is to purchase the Jeep Wrangler that is outfitted as a right-hand drive vehicle by the manufacturer. The District was originally not interested in this vehicle due to its limitations for storing materials but with some modifications, it is our only solution.

Field Operations Supervisor Counts placed an order for eight (8) Jeep Wranglers from Lithia Chrysler Jeep on Rollins Road. Field Operations Supervisor Counts thanked the Trustees, along with Mechanic Baker, for all of their assistance over the past year. Since the catch basin program is winding down for this year, the oldest and worst condition catch basin vehicles have been donated to a salvage yard. The remaining working vehicles will be donated to a smaller mosquito control district for their program. The new Jeeps will be put into service with the new 2008 catch basin season in May.

District Programs/Staff Reports

Vector Ecologist Peavey reported on the activities of the Lab Department. The topics included:

- The numbers of mosquitoes found in traps has been reduced due to the cooling weather.
- The District received notice of another bird from San Mateo County testing positive for West Nile Virus. It was a tanager and was found in San Carlos. This brings our County total to two (2) birds and one (1) squirrel. No human cases have been documented in San Mateo County.
- The District is assisting San Mateo County Health Department with a Tire Amnesty Day. The day is October 20, 2007. Residents or business owners can drop off up to 4 tires, at no cost, to the Civic Center Parking lot in Daly City. Abandoned tires are notoriously known for being mosquito breeding sites due to the ability to hold water. Having people rid their areas of this problems helps the District in maintaining mosquito control.
- The response to the physician survey that the Lab has been working on has been lackluster. Doctors are just too busy to respond to a written questionnaire on their knowledge of West Nile Virus. The Lab is not sure if this program will continue.

Field Operations Supervisor, James Counts reported on the activities of the Operations Department. Topics included:

- The end of the summer catch basin program is approaching. Two summer hires will be leaving on October 12th and the remainder on October 26, 2007.
- With the added surveillance and tidal flow due to new cuts in the dikes, the summer salt marsh mosquito population has been kept very low and under control.
- The Operations staff is continuing with equipment maintenance in preparation for the winter season.

Mosquito and Vector Control Association of California (MVCAC)

Manager Gay reported on the activities for MVCAC. The association has been in the process of accepting bids for a management firm to take over the day to day oversight of the Association. Manager Gay is on the selection committee. The next meeting to listen to the proposals is scheduled for October 17, 2007 and a decision will be made by the end of October.

Manager Gay also stated that we need to solidify the list of attendees to the MVCAC Annual meeting at the Wyndham Hotel in Palm Springs. The dates are January 13 – 16th, 2008. Registration and reservations need to be confirmed. Clerk Williams did a roll call and checked off everyone who stated they were attending. Each attendee was asked to make their own airline reservations up to a maximum cost of \$225.00 and would be reimbursed on their expense reports at the conclusion of the trip.

American Mosquito Control Association Conference

Manager Gay reported on the activities for AMCA. The annual meeting will be held March 2 – 6th, 2008 in Sparks Nevada. After much discussion, it was determined to send two Trustees this year so that additional members of the staff could attend. Manager Gay encouraged the Trustees to attend the CSDA meetings rather than the AMCA because CSDA is geared more to Trustee functions. The Trustees attending will be Betsey Schneider and Ron Anderson. The staff names will be determined at a later date. Hotel Reservations will be made within the next week.

District Manager's Activity Report

Manager Gay reported on the following activities:

Legislative

A bill was recently passed to require Boards to provide staff reports at least 72 hours in advance of meetings.

Media

The radio spots from KCBS seemed to be a great way to get our message out.

General

District received a thank you note from South San Francisco for participating in their "Day in the Park" event in September.

Board Committee and Staff Announcements

CSDA Conference Attendee Reports

The meeting was held on October 1 – 4th, 2007 in Monterey.

Betsey Schneider: Trustee Schneider reported on some topics from the meeting. She enjoyed the motivational speaker Devon Harris, a former member of the Jamaican bobsled team, who spoke on his experiences for accomplishing goals that seem far out of reach. Also speaking was Celeste Cantu, Santa Ana Water District, who spoke on water conservation and recycling. She really enjoyed the conference and stated it would be a great annual event for the Trustees.

Valentina Cogoni: Trustee Cogoni reported on her experience at the meeting. She enjoyed the speaking engagement by Jackie Speier. She enjoyed the speaker who talked about the generational differences and how they work. The philosophy of the entire meeting was to enjoy every day and pursue your dreams.

Ray Honan: He reported that he was also impressed by Celeste Cantu regarding how they handled water problems and water conservation in Southern California. They brought all the key players together to work out a solution as a team and it was very impressive to have them all work as one unit. He also commented on the motivational speaker from Jamaica. He was very interesting and Trustee Honan even had a personal conversation with him in passing and found him to be very humble but determined. Trustee Honan attended the General Manager training workshop. He looked at this meeting in two ways, one as a Trustee for Mosquito Abatement but also as a Manager for Murphy Sanitary District and it was informative for both sides.

Leon Nickolas: He highly recommended this conference for all Trustees to attend. It was informative and interesting and applies to all the functions of a Trustee. It was noted that this was the biggest attendance that had been reported and he would like to see more Trustees attend this each year.

Officer Elections

Nominations were taken for the Board officers. The nominations were as follows:

President: Leon Nickolas
Ray Honan

Vice President: Robert Riechel
Donna Rutherford

Secretary: Valentina Cogoni
Christine Fuller

Asst Secretary: Ron Anderson
Valentina Cogoni
John Curtis
Christine Fuller

Ballots will be mailed out and expected before the next board meeting on November 14, 2007. Results will be finalized at that board meeting.

Trustee Reappointments

Clerk Williams reported that five Trustee terms are set to expire in December. The Trustees whose terms are set to expire are:

Leon Nickolas – Millbrae
Tim Frahm – Half Moon Bay
Robert Bury – Redwood City
Richard Tagg – Woodside
Cal Hinton – San Mateo County – At Large

Letters would be sent to the respective Councils requesting reappointment.

Committee Meetings

Policy Committee: Chairman Riechel reported that the next scheduled meeting is November 28 at 12:00pm to discuss the Capital Asset Policy and Procedures.

Environmental Committee: Chairman Curtis reported that the next scheduled meeting is November 14th immediately preceding the Board meeting at 6:00pm.

Strategic Planning Committee: Manager Gay stated that the next scheduled meeting is October 25, 2007 at 12:00pm to status of the potential to add vector control to the District's current list of programs.

Trustee Illnesses

Trustee Peterson reported that former Trustee for San Mateo, Roland Finley, was experiencing some adverse health problems. He is currently recovering but well wishes would be sent from the District in the form of a personal visit or flowers or both.

Reminder of Next Regularly Scheduled Board Meeting

The next regular board meeting is scheduled for November 14, 2007 at 7:00pm.

Adjournment

MOTION: Adjournment. Peterson/Curtis carried unanimously. 9:37pm

Approved:



President



District Manager

11/14/07

Date