

883<sup>rd</sup> MEETING OF THE BOARD OF TRUSTEES  
OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT  
JANUARY 14, 2004

TIME: 5:00 P.M.

PLACE: Office of the District, 23187 Connecticut St., Hayward

TRUSTEES: Denny McLeod, President, City of Piedmont  
Glenda Nardine, Vice-President, City of San Leandro  
Edgar I. Centeno, Secretary, City of Pleasanton  
Dennis Bray, County-at-Large  
James N. Doggett, City of Livermore  
T. David Edwards, City of Alameda  
Stuart Flashman, City of Oakland  
Paul T. Garcia, City of Hayward  
Jim Golden, City of Emeryville  
John D. Hughes, City of Fremont  
James Kohnen, City of Dublin  
Ronald E. Quinn, City of Union City  
William M. Spinola, City of Newark  
Jan O. Washburn, City of Berkeley

President McLeod called the meeting to order at 5:02 p.m.

Trustees Flashman and Golden were absent from the meeting.

Newly appointed Trustee from the City of Dublin, James Kohnen, was introduced to the Board by President McLeod and invited to tell Board about his background.

President McLeod presented Resolution 883-1 to former Dublin Trustee Harvey Scudder in appreciation for his years of service to the District.

Trustee Jan Washburn received a 10 year service award from President McLeod.

The minutes of the 882<sup>nd</sup> meeting held December 10, 2003 were reviewed and approved. (Garcia/Edwards – unanimous with Kohnen, Nardine, Quinn and Washburn abstaining.)

President McLeod thanked all of the Trustees that had worked on committees for the year including: Glenda Nardine, chair of the Benefit Cost Study Committee; Edgar Centeno, Chair of the Fiscal Committee, member of the Benefit Cost Study Committee; Dennis Bray, member of the West Nile Virus, Fiscal and ad hoc Housekeeping Committees; Jim Doggett, Chair of the Building Committee; David Edwards, Personnel/Salary Committee, Stuart Flashman, West Nile Virus Committee; Paul Garcia, Building Committee; Jim Golden, Chair of the Personnel/Salary Committee; John Hughes, Chair of the Ad hoc Housekeeping Committee, Benefit Cost Study Committee; Ronald Quinn, Personnel/Salary Committee; Harvey Scudder, West Nile Virus Committee; William Spinola, Building Committee; Jan Washburn, Chair of the West Nile Virus Committee and John Rusmiser for serving as Vice President/Treasurer of the Alameda County Chapter of the Calif. Special Districts Assoc.

The Board reviewed the warrants dated December 10, 2003 numbering 0440 through 0480 amounting to \$65,902.18 and warrants dated December 23, 2003 numbering 0481 through 0548 amounting to \$91,230.95. Trustee Centeno noted that there was a misspelling of his last name on the warrant list. The mistake was noted and will be corrected on future lists.

The manager presented the Monthly Operational Report for December. The District received a total of 16 requests for service during the month. There were only 4 mosquito-biting complaints. The ten-year average for adult mosquito service requests is 8.0. 10 requests for mosquitofish were received. President McLeod directed that the report be put on file.

The State Senate Health and Human Services Committee chaired by Senator Debra Ortiz held an informational hearing on SARS and West Nile Virus on January 8<sup>th</sup> in Sacramento. The District manager represented the MVCAC and provided the committee with information on West Nile Virus and preparations being made to reduce its impact to California residents.

Board members received the latest updates from the Mosquito and Vector Control Association of California (MVCAC) Executive Director. Planning for the annual conference scheduled for February 1-4 in Sacramento are continuing. There will be a number of legislators at the conference including Assembly members Joseph Canciamilla and Lois Wolk as well as Senator Debra Ortiz.

The District Manager reported that all District employees had received first aid and CPR training during December and had received certificates valid for a two year period.

The Board received information on the Vector Control Joint Powers Agency (VCJPA) annual workshop which is scheduled for February 29 through March 2 at Aptos. This annual workshop reviews all of the VCJPA insurance programs and rate structure that is part of our self insurance pooling.

Edgar Centeno, Chair of the Finance Committee, reported that the manager and Administrative Assistant had met with representatives of Union Bank and City National Bank and that a meeting with County officials was being set up. The committee is looking into the possibility and costs associated with moving District funds away from the County and producing checks for accounts payable in house.

Building committee Chair Jim Doggett reported that the committee had received updated work schedule from the architect and that the District should have received drawings on the ceiling and furnishing plan already, but those plans have not been received.

The Board approved Resolution 883-2 fixing the employer's contribution under the Public Employees' Medical and Hospital Care Act. This resolution is required in order for PERS to deduct cost of medical coverage in excess of cap and is consistent with the salary negotiations and budget passed by the Board in July 2003. (Spinola/Doggett – unanimous.)

Sheldon Chauvin from C. G. Uhlenberg & Co. LLP presented the annual audit for fiscal year 2002/2003 to the Board. Mr. Chauvin went over changes to future audits due to GASB 34. The Board approved the audit. (Spinola/Edwards – unanimous.)

The Board met in closed session to discuss a personnel matter pursuant to Government Code Section 54954.5(e). No action was taken by the Board in closed session.

The nominating committee chair, Jim Doggett, nominated a slate of officers for the 2004 Board of Trustees as follows: Glenda Nardine for President, Edgar Centeno for Vice President and Ronald Quinn for Secretary. The nomination was seconded by Trustee Spinola and passed unanimously. (Doggett/Spinola – unanimous.) Out going President Denny McLeod congratulated the new President, Trustee Nardine and transferred the gavel to her. President Nardine noted that she was the first woman president in the 74 year history of the Board.

President Nardine asked for any additions to the agenda for the next Board meeting, hearing none; the meeting was adjourned at 6:02 p.m.

Respectfully submitted,

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Ronald E. Quinn, Secretary

Approved as written and/or corrected  
at the 884<sup>th</sup> meeting of the Board of  
Trustees held February 11, 2004

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Glenda Nardine, President

884<sup>th</sup> MEETING OF THE BOARD OF TRUSTEES  
OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT  
FEBRUARY 11, 2004

TIME: 5:00 P.M.

PLACE: Office of the District, 23187 Connecticut St., Hayward

TRUSTEES: Glenda Nardine, President, City of San Leandro  
Edgar I. Centeno, Vice-President, City of Pleasanton  
Ronald E. Quinn, Secretary, City of Union City  
Dennis Bray, County-at-Large  
James N. Doggett, City of Livermore  
T. David Edwards, City of Alameda  
Stuart Flashman, City of Oakland  
Paul T. Garcia, City of Hayward  
Jim Golden, City of Emeryville  
John D. Hughes, City of Fremont  
James Kohonen, City of Dublin  
Denny McLeod, City of Piedmont  
William M. Spinola, City of Newark  
Jan O. Washburn, City of Berkeley

President Nardine called the meeting to order at 5:00 p.m.

Trustee Spinola was absent from the meeting.

Board members expressed birthday wishes to President Nardine who was celebrating her birthday.

President Nardine presented Past President Denny McLeod with a plaque in appreciation for his service as President of the Board in 2003.

The minutes of the 883<sup>rd</sup> meeting held January 14, 2004 were reviewed and approved. (Garcia/McLeod – unanimous with Golden abstaining.)

The Board reviewed the warrants dated January 13, 2004 numbering 0549 through 0564 amounting to \$63,098.57 and warrants dated January 27, 2004 numbering 0565 through 0606 amounting to \$82,382.26. There was a question about the cost of the East Bay Conservation Corp work on ditch maintenance, the cost with over head is \$25.00 per hour and includes tools, transportation and supervision.

The manager presented the Monthly Operational Report for January. The District received a total of 16 requests for service during the month. There were only 4 mosquito-biting complaints. The ten-year average for adult mosquito service requests is 8.0. 10 requests for mosquitofish were received. President Nardine directed that the report be put on file.

Board members received the latest updates from the Mosquito and Vector Control Association of California (MVCAC) Executive Director. The annual conference was held February 1-4 in Sacramento. There were many good scientific and operational reports focused on the West Nile Virus (WNV). The MVCAC Board approved \$15,000 for development of Public Service Announcements for WNV. The State Water Board posted a draft NPDES permit for mosquito and vector control on February 10<sup>th</sup> that the MVCAC has already responded to with comments for improvements of the permit. This permit will be considered at the March 18<sup>th</sup> State Water Board meeting in Sacramento.

Quarterly financial statements for the Local Agency Investment Fund and Vector Control Joint Powers Agency (VCJPA) member contingency and property funds were distributed to Board members.

The Board received a letter from PERS Health acknowledging the District's resolution on health benefits being capped at the State's 100/90 level.

William Hamersky, Environmental Special with the District, provided an update on recent public outreach efforts and a report on the source reduction activities. The District will be providing mosquito fish to horse owners on March 27th at the Livermore Feed store. This is to promote mosquito control and awareness of the arrival of WNV in northern California that is expected this year.

Edgar Centeno, Chair of the Finance Committee, reported on a January 30<sup>th</sup> meeting with County officials on methods to improve the efficiency of our warrant system. The County is nearing completion of a web based version of Alco Link, the County accounting system, which may allow ACMAD to send warrant requests on-line and to check revenue information. We have also met with Union Bank and City National Banks

Building committee Chair Jim Doggett reported that the committee had received drawings on the ceiling and furnishing plan and comments have been sent back to the architect. The District Manager (also Hayashida Architects and Arturo Del Rio, Project Manager) has received a draft of the bid documents from attorney Arne Sandberg to review. In discussing future plans for the phone system, the manager was asked to present a proposal for updating the current system at the March Board meeting.

Personnel Committee members presented a first reading of a proposed vacation donation policy. A few minor changes were suggested and Board members asked to see a sample memo showing how a request for vacation would be presented to employees. The Personnel committee recommended approval of a new salary range for temporary employees from \$12 to \$19 an hour depending on experience level, without benefits. The Board adopted the salary level for temporary employees. (Edwards/Golden – unanimous.)

Trustee Flashman led a discussion on the merits of supporting SB 921 Kuehl, a bill that would set up a universal health care coverage system in the State. This bill has the potential of saving billions of dollars a year in medical costs and providing health care to all residents. The Board expressed an interest in having a presentation on this bill at a future Board meeting.

Trustee Golden opened a discussion on using alternative fuels for District vehicles. The pros and cons of alternative fuels were discussed and the manager was directed to get more information on the possibility of alternative fuels for new truck purchases.

The annual Statement of Economic Interests (Form 700 from the Fair Political Practices Commission) were distributed to trustees.

President Nardine asked for any additions to the agenda for the next Board meeting, hearing none; the meeting was adjourned at 6:32 p.m.

Respectfully submitted,

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Ronald E. Quinn, Secretary

Approved as written and/or corrected  
at the 885<sup>th</sup> meeting of the Board of  
Trustees held March 10 , 2004

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Glenda Nardine, President  
BOARD OF TRUSTEES

885<sup>th</sup> MEETING OF THE BOARD OF TRUSTEES  
OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT  
MARCH 10, 2004

TIME: 5:00 P.M.

PLACE: Office of the District, 23187 Connecticut St., Hayward

TRUSTEES: Glenda Nardine, President, City of San Leandro  
Edgar I. Centeno, Vice-President, City of Pleasanton  
Ronald E. Quinn, Secretary, City of Union City  
Dennis Bray, County-at-Large  
James N. Doggett, City of Livermore  
T. David Edwards, City of Alameda  
Stuart Flashman, City of Oakland  
Paul T. Garcia, City of Hayward  
Jim Golden, City of Emeryville  
John D. Hughes, City of Fremont  
James Kohonen, City of Dublin  
Denny McLeod, City of Piedmont  
William M. Spinola, City of Newark  
Jan O. Washburn, City of Berkeley

President Nardine called the meeting to order at 5:00 p.m.

Trustees Hughes and Spinola were absent from the meeting, Trustee Flashman arrived at 5:30 p.m..

The minutes of the 884<sup>th</sup> meeting held February 11, 2004 were reviewed and approved. (Garcia/Washburn – unanimous.)

The Board reviewed the warrants dated February 12, 2004 numbering 0607 through 0629 amounting to \$58,957.06 and warrants dated February 20, 2004 numbering 0630 through 0668 amounting to \$86,485.25. There was a question about a notation for V-5 on a warrant, V-5 is vehicle number 5 and it is a 1997 Ford 250 truck.

The manager presented the Monthly Operational Report for February. The District received a total of 39 requests for service during February. There were only 5 mosquito-biting complaints. The ten-year average for adult mosquito service requests is 7.6. 27 requests for mosquitofish were received. President Nardine directed that the report be put on file.

The manager reported on the upcoming Alameda County Chapter of the California Special Districts Association (CSDA) annual dinner on March 18<sup>th</sup> at the Crowne Plaza Hotel in Pleasanton, Liz Franklin is the featured speaker with a talk titled "How to get organized without resorting to arson". The CSDA annual government affairs day(s) has been scheduled for May 12 & 13 and is being done in conjunction with the League of Cities and the California State Association of Counties as part of the LOCAL Coalition.

Board members received the latest updates from the Mosquito and Vector Control Association of California (MVCAC) Executive Director The spring quarterly meeting has been moved to Anaheim (not San Diego) and will be April 27 and 28<sup>th</sup>. Mosquito Awareness/West Nile Virus week will be May 3-9<sup>th</sup>. Resolutions of support will be sent to the cities and county in the next week. A copy of the recently revised Trustee Reference Manual was distributed to all trustees.

The Vector Control Joint Powers Agency (VCJPA) had it annual workshop in February and the Board received a short update on the proceedings.

The manager reported on repairs made to the voice mail system and presented a proposal for updating the voice mail software and adding some wiring from the voice mail computer to the phone equipment room which could be done within the current budget. The Board indicated a desire to make the proposed repairs.

William Hamersky, Environmental Specialist with the District, provided a draft of the biennial report for 2002/2003 to the Board and asked comments to be sent to him soon so he can provide a final version at the next Board meeting.

The Board continued a discussion started at the February Board meeting on the use of alternative fuels for District vehicles. District Mechanic Greg Wood provided information on the cost of ordering trucks powered by CNG fuel and the fuel efficiencies and costs of fuel. The Board is interested in finding vehicles that burn cleaner fuel or more fuel efficient than what is currently offered but they did not feel that CNG was the answer. Trustee Golden was adamant about the viability of CNG fueled vehicles that has been proven by PG&E's use over many years.

The Board approved a request by Greg Wood to dispose of Argo E-2. (Washburn/Garcia – unanimous.)

Edgar Centeno, Chair of the Finance Committee, reported on a March 8<sup>th</sup> meeting of the committee. The committee had some recommendations on moving funds to Union Bank and setting up checking accounts, but with no actionable items. The committee will draft policy on safeguarding an in-house check program as information is developed in conjunction with the bank.

Building committee Chair Jim Doggett reported that there were two meetings with the architects before the Board meeting. First the architects met with staff to determine equipment and utility requirements for the addition and remodel. The Board committee met with Lloyd Fogelhut and Duong Nguyen from Hayashida Architects and Arturo Del Rio the Project Manager to review new drawings. Among the suggested changes from the committee was to change the mechanic's office to storage and move the mechanics office to the shop; add a skylight to the technician meeting room; and to confer with employees on the window configuration in the tech room.

Personnel Committee members presented the second reading of a proposed vacation donation policy. The Board adopted the new policy (section # 379) on vacation donations for medical leave. (Golden/Bray – unanimous.) Trustee McLeod asked the manager to make quarterly reports on the use of the donation policy.

West Nile Virus Committee Chair Jan Washburn reported on the committee meeting and recommended the purchase of a RAMP test machine for quicker testing of dead birds and mosquito samples for WNV. There was much discussion on the efficacy of the test since it is new technology. The committee and manager will provide more information to the Board before the next Board meeting. William Hamersky, Environmental Specialist, presented some costs on placing WNV posters on transit buses and reported on Contra Costa MVCD's experience with this method of public outreach. The committee was directed to develop a budget and time line for public outreach concerning West Nile Virus.

Under legislative issues, the manager presented a list of bills in the State Legislature that are being monitored by the Mosquito and Vector Control Association.

The Board approved resolution 885-1, a resolution supporting the local taxpayer and public safety protection act which will be on the November ballot. (McLeod/Garcia – unanimous.)

President Nardine asked for any additions to the agenda for the next Board meeting, the West Nile Virus public outreach plan with possible budget amendment; presentation on SB 921 a universal health care bill and a request that the West Nile discussion be moved to an earlier spot on the agenda; were requested. The meeting was adjourned at 6:25 p.m.

Respectfully submitted,

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Ronald E. Quinn, Secretary

Approved as written and/or corrected  
at the 886<sup>th</sup> meeting of the Board of  
Trustees held April 14 , 2004

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Glenda Nardine, President  
BOARD OF TRUSTEES

886<sup>th</sup> MEETING OF THE BOARD OF TRUSTEES  
OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT  
APRIL 14, 2004

TIME: 5:00 P.M.

PLACE: Office of the District, 23187 Connecticut St., Hayward

TRUSTEES: Glenda Nardine, President, City of San Leandro  
Edgar I. Centeno, Vice-President, City of Pleasanton  
Ronald E. Quinn, Secretary, City of Union City  
Dennis Bray, County-at-Large  
James N. Doggett, City of Livermore  
T. David Edwards, City of Alameda  
Stuart Flashman, City of Oakland  
Paul T. Garcia, City of Hayward  
Jim Golden, City of Emeryville  
John D. Hughes, City of Fremont  
James Kohnen, City of Dublin  
Denny McLeod, City of Piedmont  
William M. Spinola, City of Newark  
Jan O. Washburn, City of Berkeley

President Nardine called the meeting to order at 5:00 p.m.

Trustees Hughes, Kohnen and Washburn were absent from the meeting, Trustee Golden arrived at 5:15 p.m.

Rich Wahl, representing the San Leandro Chamber of Commerce and Precision Graphics, was invited to speak, he was present to listen to the discussion on West Nile virus public relations efforts.

The minutes of the 885<sup>th</sup> meeting held March 10, 2004 were reviewed and approved. (Edwards/Spinola – unanimous.)

West Nile Virus Committee member Stuart Flashman reviewed the written committee report and committee recommendations. The committee reviewed staffing needs for the WNV season and recommended hiring 3 seasonal employees (2 for catch basin and fish requests and 1 to serve as a laboratory assistant). The committee also recommended purchasing the RAMP test equipment (\$5,000) to aid in the early detection of and response to WNV in the county. The mosquito problem and treatment at Coyote Hills was discussed by the committee with a recommendation to treat the area with *Bacillus sphaericus* granules due to the longer period of control compared with other materials. Mr. Flashman also noted that Alameda County Public Works (ACPW) (land owner) and the East Bay Regional Park District had been contacted about the problem to see if they could help either eliminate the problem or help pay for treatments. ACPW has already spent \$250,000 on clearing out vegetation along the P-line channel at the park to improve water movement. The committee also presented information on several public education projects including newspaper inserts and bulk mailing to all county residents at a cost of \$53,000, bus signs for \$20,000 and magnetic signs for district vehicles (& insect trapper vehicles operated through the Agricultural Commissioner's dept.) for \$2,000. Stuart Flashman made a motion seconded by Ron Quinn to amend the 2003/2004 budget to purchase the RAMP tester, and to provide \$75,000 for public education with \$50,000 coming from the contingency section of the FY 2003/2004 budget (the seasonal employees and helicopter treatments were already part of the budget) this motion was approved unanimously. A second motion by Mr. Flashman was to commit \$53,000 for the newspaper inserts (second by Bray) this motion passed on a vote of 6 to 5. There was some discussion as to the timing of the distribution of the newspaper inserts. This item will be addressed at the May 12, 2004 Board meeting.

Building committee Chair Jim Doggett presented the recommendations of the committee and a progress report on the building project. The committee noted that \$85,000 had been budgeted for architectural fees but no funds had been included for a project manager or for legal review of contracts and bid documents resulting in a short fall of \$45,000. The project should be fully on schedule by May 31<sup>st</sup>. Estimates for next fiscal year are being compiled to aid in the preparation of a building budget for FY 2004/2005. The Board approved amending the FY2003/2004 budget by \$45,000 with the funds coming from the building fund being held in the Local Agency Investment Fund (McLeod/Spinola – unanimous.)

Finance Committee Chair Edgar Centeno presented the committee recommendations to continue to use Union Bank as the main bank for the District and to add Patrick Turney as an additional authorized signer for warrants in the manager's absence. The Board approved the committee recommendations. (Doggett/Bray – unanimous.)

Personnel/Salary Committee Chair David Edwards presented a report on the committee charges. The salary review is complete for the next two fiscal years, policies are being reviewed as needed, and the committee is currently working with the District Manager on an Employee Manual. The committee will review the progress of the manual on a monthly basis. Trustee Flashman reminded the committee that it is subject to the Brown Act as a standing committee and as such needs to post agendas and have open meetings.

The Board reviewed the warrants dated March 11, 2004 numbering 0669 through 0698 amounting to \$72,722.87 and warrants dated March 25, 2004 numbering 0699 through 0742 amounting to \$70,483.44.

The Board selected Trustee Stuart Flashman to represent them at an election for the special district representative on LAFCO. The election will be held on May 5<sup>th</sup> at the Oro Loma Sanitary District office at 10:00 a.m. (Doggett/Spinola – unanimous.)

The Board accepted the Biennial Report covering 2002 and 2003. It will be printed and distributed to local agency representatives in the next month. (Doggett/Centeno – unanimous.)

Board members discussed SB 1272 Ortiz, a bill concerning special district audits, board member training, reimbursement levels, meeting definitions, and benefits for board members

The manager presented the Monthly Operational Report for March. The District received a total of 315 requests for service during March. There were 65 mosquito-biting complaints. The ten-year average for adult mosquito service requests is 53. 183 requests for mosquitofish were received and 64 requests for inspections of potential mosquito sources. March had 23 straight days without rain in Alameda County with almost as many days of record high temperatures. This resulted in much higher than normal service requests. Last year, there were 55 mosquito biting complaints, 106 mosquitofish requests and only 7 requests for inspections. President Nardine directed that the report be put on file.

Board members received the latest updates from the Mosquito and Vector Control Association of California (MVCAC) Executive Director. The Association sponsored a government day for members to meet with their legislators in Sacramento on April 13<sup>th</sup>. The District Manager met with the following legislators or their staff: Assembly members Hancock, Houston, and Corbett and Senators Figueroa, Torlakson and Perata. The Legislators were given information on WNV preparation, AB 1454 and AB 1982 (bills that the MVCAC are sponsoring) and budget shifts.

President Nardine announced some changes in committees. Jim Kohlen is now the Chair of the West Nile Virus Committee, Dave Edwards is being added to the Building committee and a 75<sup>th</sup> anniversary committee was created with Ron Quinn as Chair and Edgar Centeno and Paul Garcia as members.

President Nardine asked for any additions to the agenda for the next Board meeting, a presentation of a mockup of the newspaper insert was requested. The meeting was adjourned at 6:48 p.m.

Respectfully submitted,

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Ronald E. Quinn, Secretary

Approved as written and/or corrected  
at the 887<sup>th</sup> meeting of the Board of  
Trustees held May 12 , 2004

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Glenda Nardine, President  
BOARD OF TRUSTEES

887<sup>th</sup> MEETING OF THE BOARD OF TRUSTEES  
OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT  
MAY 12, 2004

TIME: 5:00 P.M.

PLACE: Office of the District, 23187 Connecticut St., Hayward

TRUSTEES: Glenda Nardine, President, City of San Leandro  
Edgar I. Centeno, Vice-President, City of Pleasanton  
Ronald E. Quinn, Secretary, City of Union City  
Dennis Bray, County-at-Large  
James N. Doggett, City of Livermore  
T. David Edwards, City of Alameda  
Stuart Flashman, City of Oakland  
Paul T. Garcia, City of Hayward  
Jim Golden, City of Emeryville  
John D. Hughes, City of Fremont  
James Kohlen, City of Dublin  
Denny McLeod, City of Piedmont  
William M. Spinola, City of Newark  
Jan O. Washburn, City of Berkeley

Vice-President Centeno called the meeting to order at 5:00 p.m.

Trustees Bray, Hughes, and Spinola were absent from the meeting, President Nardine arrived at 5:01 p.m.

Rich Wahl, representing the San Leandro Chamber of Commerce and Precision Graphics, and Matthew Elliot, web and graphic arts designer were present at the meeting to discuss WNV outreach materials.

The minutes of the 886<sup>th</sup> meeting held April 14, 2004 were reviewed and approved. (Edwards/Flashman– unanimous with Washburn abstaining.)

West Nile Virus Committee Chair Jim Kohlen reported on the meeting held just prior to the Board meeting. William Hamersky, Environmental Specialist with the District, showed the Board mockups of an ad to be placed on the backs of buses and a newspaper insert/mailer. The budget for these ads was approved at the April Board meeting. The Board members made several suggestions which will be added to final mockups for committee approval. The committee also reviewed the status of seasonal employee hiring – 2 of the three positions have been filled. The RAMP testing machine has been purchased and is ready to use. The Coyote Hills treatment with Bacillus sphaericus will be done in the next week.

Building committee Chair Jim Doggett reported that the building drawings from Hayashida Architects are on schedule for delivery at the end of May. Information on the biological and chemical hoods for the new laboratory has been transmitted to the architect. Estimates on construction costs should be available in June; the Board requested a firm date for the cost estimate. The furniture design and cost will be available at the end of May; the Board requested two estimates, one to furnish the new addition and another for the existing facility. The PG&E application to review the move of the power transformer has been completed and sent to PG&E. Portable office layouts and costs were reviewed by the committee at the May 10<sup>th</sup> committee meeting. GE Modular has been contacted to provide cost estimates for the portable buildings. Phone and computer wiring will be done by the District's current phone contractor, TTM Communications. The Board expressed concern about security during construction in light of recent break ins at the District. Sonitrol, the security system provider currently used by the District will be consulted for advice. Also discussed was the storage of equipment during construction.

Finance Committee Chair Edgar Centeno presented the proposal from the County for Alcolink training and use. The cost would be \$200 for initial set up and then \$200 per month with a three year cost guarantee. The Board directed the manager to contact our auditor for his opinion on the usefulness of Alcolink for District finances.

Personnel/Salary Committee Chair David Edwards reported on the committee's review of the Employee Manual. There were three additional items added in the last month.

The Board Review of the warrants dated April 15, 2004 numbering 0743 through 0770 amounting to \$88,401.22 and warrants dated April 30, 2004 numbering 0771 through 0813 amounting to \$115,441.49. There was a question about warrant # 760 asking for more information on an Olympus C 4000; it is a digital camera that was included in the budget for this year.

The Board reviewed the Governor's proposed two year additional ERAF shift to Local Government amounting to \$1.3 billion per year. The shift will mean an additional loss of 25% of ad valorem property tax, the District currently has 36% of property tax shifted to schools. Board members also discussed amendments to SB 1272 Ortiz, a bill concerning special district audits, board member training, reimbursement levels, meeting definitions, and benefits for board members. The Board also received updates on AB 1454, a West Nile Virus bill; AB 1982, a bill requiring mosquito management plans on State owned wetlands; and SB 899, a bill that was recently chaptered concerning changes to workers compensation. Clarence Lam, Administrative Assistant with the District, will be attending a workshop sponsored by Bragg & Associates, the administrator of workers compensation claims for the District.

The Board reviewed the first draft of the 2004/2005 fiscal year budget for the District covering Services and Supplies and Capital Expenditures. The Board had several questions related to unemployment for seasonal employees that will be brought back to the Board at the June Board meeting.

The manager presented the Monthly Operational Report for April. The District received a total of 352 requests for service during April. There were 72 mosquito-biting complaints. The ten-year average for adult mosquito service requests in April is 125. 213 requests for mosquitofish were received and 66 requests for inspections of potential mosquito sources. President Nardine directed that the report be put on file.

Board members received the latest updates from the Mosquito and Vector Control Association of California (MVCAC) Executive Director. The Association sponsored a Mosquito and Vector Control/West Nile Virus Awareness week from May 3-9. We received proclamations or resolutions of support from the Alameda County Board of Supervisors as well from the following cities: Alameda, Dublin, Emeryville, Fremont, Hayward, Newark, Pleasanton, San Leandro, and Union City. The District had stories in the Alameda Newspaper Group papers and a story on KRON TV during that week. The Board received a report on a long list of events during the month of April where District employees had set up informational displays.

The Board received a report on the Alameda County Chapter of the California Special District Association (CSDA). Dr. Joel Parrott, Executive Director of the Oakland Zoo was the featured speaker at the May 5<sup>th</sup> meeting. The election of the enterprise special district representative on LAFCO was to have taken place following the chapter meeting. That election was changed to a mail-in election since only one individual was running. President Nardine passed the ballot to Trustee Stuart Flashman since he had been selected to be the District designee for the election. The CSDA was sponsoring a Government Affairs Day on May 12<sup>th</sup> in conjunction with the LOCAL (Leave Our Community Assets Local) Coalition of Counties, Cities and Special Districts in the State. Governor Schwarzenegger was the featured speaker and his main topic was the budget and his request for a two year deal with local government to help with the deficit.

Under announcements, William Hamersky mentioned that the Mosquito and Vector Control Association of California is preparing Public Service Announcements about West Nile Virus using Lindsay Wagner as the spokesperson. He also mentioned that the District has a video on mastering interviews with the media that he will be showing to staff on May 25<sup>th</sup>. The video runs 50 minutes.

President Nardine asked for any additions to the agenda for the next Board meeting, hearing none, the meeting was adjourned at 6:52 p.m.

Respectfully submitted,

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Ronald E. Quinn, Secretary

Approved as written and/or corrected  
at the 888<sup>th</sup> meeting of the Board of  
Trustees held June 9, 2004

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Glenda Nardine, President  
BOARD OF TRUSTEES

888<sup>th</sup> MEETING OF THE BOARD OF TRUSTEES  
OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT  
June 9, 2004

TIME: 5:00 P.M.

PLACE: Office of the District, 23187 Connecticut St., Hayward

TRUSTEES: Glenda Nardine, President, City of San Leandro  
Edgar I. Centeno, Vice-President, City of Pleasanton  
Ronald E. Quinn, Secretary, City of Union City  
Dennis Bray, County-at-Large  
James N. Doggett, City of Livermore  
T. David Edwards, City of Alameda  
Stuart Flashman, City of Oakland  
Paul T. Garcia, City of Hayward  
Jim Golden, City of Emeryville  
John D. Hughes, City of Fremont  
James Kohlen, City of Dublin  
Denny McLeod, City of Piedmont  
William M. Spinola, City of Newark  
Jan O. Washburn, City of Berkeley

President Nardine called the meeting to order at 5:00 p.m.

Trustees Flashman and Spinola were absent from the meeting.

The minutes of the 887<sup>th</sup> meeting held May 12, 2004 were reviewed and approved. (Garcia/Quinn– unanimous with Hughes and Bray abstaining.)

West Nile Virus Committee Chair Jim Kohlen reported on the meeting held just prior to the Board meeting. William Hamersky, Environmental Specialist with the District, showed the Board two versions of the newspaper insert/mailer. The Board liked the cover and back sections of the San Gabriel Valley version and the inside of the ACMAD version. The District tested several dead birds for WNV using the newly purchased RAMP machine with one showing low levels of what could be WNV but due to reports of false positives with the RAMP test in other nearby mosquito districts it appears unlikely to be a true positive WNV find. Confirmation tests are being done at UC Davis.

Building committee Chair Jim Doggett reported that the committee met on June 3<sup>rd</sup>. The building drawings from were delivered but are missing the spec book which has been promised by Monday at the latest. The estimates on construction costs are supposed to be completed but we have not seen them yet; we are still waiting for cost estimates on the furnishings. There are asbestos cement pipes in our storm drain system that may require special handling this is being added to the building specs. The rent for three 12 x 60 portable buildings will be \$1100 per month. We are working with the County salvage for furnishing the portables and for partitions. PG&E representative met with the committee along with the architect and electrical consultant to determine the best method of moving the existing transformer, switchbox and gas meter before building while still providing power to the portables and shop building. Next meeting is scheduled for June 22 at 1:30 p.m.

Finance Committee Chair Edgar Centeno stated that the proposal from the County for Alcolink training and use had been sent to C.G. Uhlenberg (the audit firm used by the district) for review and comment. The manager added that he and Administrative Assistant Clarence Lam were meeting with the auditor on June 17 to review GASB 34 changes to financial reports and to receive comment on the Alcolink proposal from the county.

Personnel/Salary Committee Chair David Edwards reported that his committee had no new items to report this month but that he had some input on agenda item 16 later in the meeting.

The Manager presented the second draft of the 2004/2005 fiscal year budget for the District covering Revenues, Salaries, Benefits, Services and Supplies and Capital Expenditures. There is a shortage in the cash carryover for the year that will be exacerbated by the additional 25% shift in ad valorem property taxes to the State. Several possible solutions to the problem were presented to the Board. President Nardine selected an ad hoc committee made up of the finance committee (Centeno, Hughes & Bray) along with Trustees McLeod, Washburn, and Quinn (Trustee Golden

will replace Trustee Hughes who will be out of the area)to work with the manager on a plan to solve the cash carry over problem. The committee will meet on Monday, June 14 at 4:00 p.m.

The Board reviewed the warrants dated May 15, 2004 numbering 0814 through 0842 amounting to \$68,376.02 and warrants dated May 31, 2004 numbering 0843 through 0878 amounting to \$92,221.75

The Board reviewed the Governor's proposed two year additional ERAF shift to Local Government amounting to \$1.3 billion per year. The shift will mean an additional loss of 25% of ad valorem property tax, the District currently has 36% of property tax shifted to schools. The Board received information from the Mosquito and Vector Control Association of California (MVCAC) on the plan with a request for letters to local legislators asking that there be no exemptions for other districts. The manager reported that he had written to Senator Ortiz about SB 1272 Ortiz, a bill concerning special district audits, board member training, reimbursement levels, meeting definitions, and benefits for board members. The Board also received updates on AB 1982, a bill requiring mosquito management plans on State owned wetlands; AB 1006 Chu, a bill about pesticide use at schools; and an update on AB 1434, the bill sponsored by the MVCAC requiring the use of trained and certified employees for West Nile Virus mosquito treatments or direct consultation with the Department of Health Services or a mosquito and vector control district.

The manager presented the Monthly Operational Report for May. The District received a total of 309 requests for service during May. There were 50 mosquito-biting complaints. The ten-year average for adult mosquito service requests in April is 100.4. 210 requests for mosquitofish were received and 49 requests for inspections of potential mosquito sources. President Nardine directed that the report be put on file.

Board members received the latest updates from the Mosquito and Vector Control Association of California (MVCAC) Executive Director. The association is trying to get a fund for WNV control from the State in the amount shifted from the districts by the Governor. This would amount to approximately \$10 million and be available to districts with human cases of WNV.

The Board received a report on the Alameda County Chapter of the California Special District Association (CSDA). The next chapter meeting is July 14<sup>th</sup> at the EBRPD headquarters in Oakland at 7:45 a.m. There will be a local chapter roundtable meeting in Sacramento on June 11<sup>th</sup>. Katy Foulkes was re-elected to represent the enterprise special districts on LAFCO.

President Nardine appointed a committee to perform the annual evaluation of the District Manager made up of the past, present and vice president of the District (McLeod, Nardine and Centeno). A closed session was held afterwards to collect comments from Board members for the upcoming evaluation.

Under announcements, Jim Golden announced that he has a website that he posted the notice about the possible WNV crow and he got 32 responses. Jan Washburn said that he was giving a presentation on WNV to a group of master gardeners on July 19<sup>th</sup> on the peninsula.

President Nardine asked for any additions to the agenda for the next Board meeting, hearing none, the meeting was adjourned at 6:38 p.m. A video of a workshop on mastering interviews with the media was shown after the meeting.

Respectfully submitted,

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Ronald E. Quinn, Secretary

Approved as written and/or corrected  
at the 889<sup>th</sup> meeting of the Board of  
Trustees held July 14, 2004

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Glenda Nardine, President  
BOARD OF TRUSTEES

889<sup>th</sup> MEETING OF THE BOARD OF TRUSTEES  
OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT  
July 14, 2004

TIME: 5:00 P.M.

PLACE: Office of the District, 23187 Connecticut St., Hayward

TRUSTEES: Glenda Nardine, President, City of San Leandro  
Edgar I. Centeno, Vice-President, City of Pleasanton  
Ronald E. Quinn, Secretary, City of Union City  
Dennis Bray, County-at-Large  
James N. Doggett, City of Livermore  
T. David Edwards, City of Alameda  
Stuart Flashman, City of Oakland  
Paul T. Garcia, City of Hayward  
Jim Golden, City of Emeryville  
John D. Hughes, City of Fremont  
James Kohnen, City of Dublin  
Denny McLeod, City of Piedmont  
William M. Spinola, City of Newark  
Jan O. Washburn, City of Berkeley

President Nardine called the meeting to order at 5:00 p.m.

Trustee Spinola was absent from the meeting.

The minutes of the 888<sup>th</sup> meeting held June 9, 2004 were reviewed and approved with one correction to the Personnel/Salary Committee report (the word "comment" changed to "committee") (Garcia/Edwards– unanimous with Flashman abstaining.)

West Nile Virus Committee Chair Jim Kohnen reported on the meeting held just prior to the Board meeting. The human case count in California as of the meeting was 21 and climbing daily, all from Southern California. Arizona is the hotspot so far with 68 human cases and 2 deaths. The public outreach about WNV has been strong this last month with the bus ads on the back of 130 buses throughout the County, the informational booth at the County Fair and the newspaper insert/mailer has been printed and is ready for distribution. Mr. Kohnen requested a report on phone calls for the next month to determine if the newspaper insert has been effective.

Building committee Chair Jim Doggett reported that the committee met on June 22<sup>nd</sup>. The committee reviewed cost proposals for the portable building and construction of the new addition, the PG&E transformer move and the problems of providing power to the portable offices and shop. Arturo Del Rio has finished his review of the drawings and a meeting is being set up to go over his comments with the architect.

Finance Committee Chair Edgar Centeno reported that the enlarged committee had met on June 14<sup>th</sup> to review the budget and suggest areas to cut. These changes are reflected in the budget to be voted on later in the meeting. The board discussed a need to contain costs, especially in the areas of labor and health care.

Personnel/Salary Committee Chair David Edwards reported that his comment was continuing to review additions to the employee manual and that the manual had grown to include enough material to become useful to employees.

The Manager presented the final draft of the 2004/2005 fiscal year budget for the District covering Revenues, Salaries, Benefits, Services and Supplies and Capital Expenditures. The budget includes an additional 25% shift in ad valorem property taxes to the State and the cuts in expenditures suggested by the Finance Committee. The Board discussed the rising costs of pensions and medical costs and discussed the possibility of becoming self insured for dental coverage.

The Board opened a public hearing for the budget and because no members of the public were present closed the hearing. (Kohnen/Flashman – unanimous) The public notices for the public hearing regarding the budget and tax rate were published on July 4 and July 11 in all of the ANG newspapers in the county, posted at the ACMAD District office, the County Clerk's office and on the District's website.

The Board approved an amended Resolution 889-1 which sets the budget for fiscal year 2004/2005. The amendment added a transfer from the district's LAIF account as an additional source of revenue for the year in the amount spent in the last fiscal year for the building addition. (Garcia/Washburn – unanimous)

The Board reviewed the warrants dated June 15, 2004 numbering 0879 through 0919 amounting to \$107,908.20 and warrants dated June 30, 2004 numbering 0920 through 0970 amounting to \$88,992.40. There was a question regarding a warrant for rebuilding a transmission for an ARGO ATV, the warrant was for parts only and the transmission was rebuilt at the District. The Board discussed the practice of providing in lieu of expense warrants to Trustees who have attended committee meeting(s) during the month but missed the Board meeting. This is allowed under the Health and Safety Code covering mosquito and vector districts and has been approved by the Board in the past.

Under discussion of current State legislation the status of the State's budget and the various plans concerning local government were discussed in detail. SB 921, a bill about universal health plans, is moving through the legislative committees and will next be heard in appropriations.

The manager presented the Monthly Operational Report for June. The District received a total of 316 requests for service during the month. There were 51 mosquito-biting complaints. The ten-year average for adult mosquito service requests in June is 76.9. 201 requests for mosquitofish were received and 60 requests for inspections of potential mosquito sources. The number of calls requesting inspections of potential mosquito sources has continued to grow as people become more aware of the arrival of West Nile Virus. In 2001 and 2002 the number of requests for inspections averaged 12. The Board discussed the anticipated arrival of West Nile Virus and where it would be most likely to be found in the county. Due to the higher temperatures in the Tri-Valley area it will likely be found there more than the cooler bay side cities. The consensus of the Board was to use more resources in that area and to concentrate on *Culex tarsalis* sources. President Nardine directed that the report be put on file.

Board members received the latest updates from the Mosquito and Vector Control Association of California (MVCAC) Executive Director. The association is now working with the majority leader in the Assembly, Dario Frommer, to get an exemption from the latest tax shift by the State. Assemblyman Frommer who represents an area in Los Angeles County does not want to take money from mosquito districts when West Nile Virus is in the State. He points out that in Colorado last year they spend a large amount of State funds controlling the virus and caring for sick people.

The Board received a report on the Alameda County Chapter of the California Special District Association (CSDA). The chapter met on July 14<sup>th</sup> at the EBRPD headquarters in Oakland. Arnold Perkins, the director of the county Public Health Department and Pat O'Brien, EBRPD General Manager, were the featured speakers at the meeting. Mr. Perkins spoke about the problems of obesity to the health care system. Mr. O'Brien talked about the park district's 70<sup>th</sup> anniversary.

The closed session for the District Manager's annual evaluation was cancelled due to the length of the meeting.

Under announcements, President Nardine mentioned the lessons learned from the training video on media relations specifically the concept of bridging.

President Nardine asked for any additions to the agenda for the next Board meeting, a policy on record retention will be added to the agenda. The meeting was adjourned at 6:52 p.m.

Respectfully submitted,

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Ronald E. Quinn, Secretary

Approved as written and/or corrected  
at the 890<sup>th</sup> meeting of the Board of  
Trustees held August 11, 2004

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Glenda Nardine, President  
BOARD OF TRUSTEES

890<sup>th</sup> MEETING OF THE BOARD OF TRUSTEES  
OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT  
AUGUST 11, 2004

TIME: 5:00 P.M.

PLACE: Office of the District, 23187 Connecticut St., Hayward

TRUSTEES: Glenda Nardine, President, City of San Leandro  
Edgar I. Centeno, Vice-President, City of Pleasanton  
Ronald E. Quinn, Secretary, City of Union City  
Dennis Bray, County-at-Large  
James N. Doggett, City of Livermore  
T. David Edwards, City of Alameda  
Stuart Flashman, City of Oakland  
Paul T. Garcia, City of Hayward  
Jim Golden, City of Emeryville  
John D. Hughes, City of Fremont  
James Kohlen, City of Dublin  
Denny McLeod, City of Piedmont  
William M. Spinola, City of Newark  
Jan O. Washburn, City of Berkeley

President Nardine called the meeting to order at 5:00 p.m.

Trustee Bray was absent from the meeting.

The minutes of the 888<sup>th</sup> meeting held July 14, 2004 were reviewed and approved with one correction to the Personnel/Salary Committee report (the word "comment" changed to "committee") (Washburn/Spinola– unanimous .)

West Nile Virus Committee Chair Jim Kohlen reported on the meeting held just prior to the Board meeting. The committee was impressed with the amount of recent media coverage about West Nile Virus. Phone traffic to the District office dramatically increased after the mailer/newspaper insert distribution but it coincided with the news of the first WNV positive dead bird in Santa Clara followed a week later by Contra Costa's first bird and then shortly thereafter by three birds from Alameda County. The RAMP test has been improved by the manufacturer and we now have the upgrades. Coyote Hills Regional Park will be treated for *Culex erythrorax* in the cat tail and tule sections of the park on Tuesday, August 17<sup>th</sup>. Decisions about the use of adulticides for mosquito control in residential areas will be done on a case by case basis with input by the WNV committee and Board President. The Board approved signing an amended Memorandum of Understanding with other Coastal Region mosquito and vector control districts which pledges mutual support and assistance during an outbreak of WNV or any other mosquito borne disease. (Flashman/McLeod – unanimous.)

Building committee Chair Jim Doggett provided a written report on the building project. The committee met on July 23<sup>rd</sup> with representatives from Hayashida Architects to review the status of the building design and upcoming preconstruction issues. Arturo Del Rio and Dave Edwards provided comments on the drawings. Arturo and William Spinola met on August 3<sup>rd</sup> to review HVAC designs and comments were forwarded to the architect. Exhibition Floral, our soon to be next door neighbors have tentatively agreed to allow us to draw electrical power from their building during construction.

Gerard Van Steyn and John Bliss from Shilts Consultants, Inc. presented information to the Board on benefit assessments covering all aspects of the process from initial surveys, engineering reports, mail in ballots and the final public hearing and resolution. A benefit assessment could augment district revenues which have been reduced by State shifts of property tax to ERAF (Education Revenue Augmentation Fund) since 1992.

Finance Committee Chair Edgar Centeno reported that the District had received an exemption from the Governor's proposed tax shift imposed on special district that could have taken an additional 25% of ad valorem property tax. The West Nile Virus outbreak in Southern California prompted legislators to give an exemption to mosquito and vector control districts. The committee recommended keeping the existing budget approved at the July 14<sup>th</sup> meeting which included numerous cuts to capital expenditures, travel and source reduction assistance but allowed a replacement lap top computer for public education use to a cap of \$4,000. The committee recommended signing on to the Alcolink

accounting system for a trial period of three months to determine if it meets district needs. The Board approved this recommendation (Golden/McLeod – unanimous.)

Personnel/Salary Committee Chair David Edwards reported that his committee had not met but that they had received a copy of a document retention policy from another mosquito district for review.

The Board reviewed the warrants dated July 15, 2004 numbering 0001 through 0020 amounting to \$145,814.91 and warrants dated July 31, 2004 numbering 0021 through 0062 amounting to \$93,458.92. Trustee McLeod expressed concern about the rising costs of salaries and benefits and asked to see a percentage breakdown of these costs for every month so that the Board can track the changes.

Under discussion of current State legislation, SJR 33 by Senator Poochigian is a Senate Joint Resolution requesting financial support from the federal government for West Nile Virus control efforts. AB 1982 (Wolk) is a bill that would require the State Department of Fish and Game in Northern California to implement Best Management Practices (BMPs) to control mosquito populations on wetlands that they own or manage.

The manager presented the Monthly Operational Report for July. The District received a total of 539 requests for service during July. There were 84 mosquito-biting complaints. The ten-year average for adult mosquito service requests in July is 52.2. 323 requests for mosquitofish were received and 131 requests for inspections of potential mosquito sources. There were 68 people who came to the district office for mosquitofish. These numbers are all much higher than normal and are a result of a great amount of media attention on West Nile Virus since the first discovery of a dead crow in Santa Clara County and a dead scrub jay in Contra Costa the following week being positive for WNV. The District also had an informational mailer/newspaper insert delivered to every residence in Alameda County in mid July. President Nardine directed that the report be put on file.

Board members received the latest updates from the Mosquito and Vector Control Association of California (MVCAC) Executive Director. The next quarterly meeting is scheduled for November 3-5 in Monterey.

The Board received additional updates on public education efforts and changes in the daily work schedule for employees during the high volume of WNV related work. The District hours of operation are now from 7:30 a.m to 4:00 p.m. this allows additional time when needed to complete service requests and treatments later in the day if necessary.

The minutes from the latest Vector Control Joint Powers Agency (VCJPA) board meeting and the member contingency fund statements were presented to the Board.

Under announcements, Stuart Flashman noted that he had not yet been reappointed by the city of Oakland and he was working with the Mayor's staff to complete the reappointment process, President Nardine said that she had attended a CASA (California Association of Sanitation Agencies) conference and had a survey of CASA member agency's board compensation and benefit packages for our members to review. Trustee Golden said that he was asked to attend the next Emeryville City Council meeting to provide an update on West Nile Virus activity in the area.

President Nardine asked for any additions to the agenda for the next Board meeting, hearing none, the meeting was adjourned at 6:37 p.m.

The Manager Evaluation Committee of Centeno, McLeod and Nardine met with the District Manager after the meeting to conduct an annual evaluation.

Respectfully submitted,

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Ronald E. Quinn, Secretary

Approved as written and/or corrected  
at the 891<sup>st</sup> meeting of the Board of  
Trustees held September 8, 2004

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Glenda Nardine, President

BOARD OF TRUSTEES

891<sup>st</sup> MEETING OF THE BOARD OF TRUSTEES  
OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT  
SEPTEMBER 8, 2004

TIME: 5:00 P.M.

PLACE: Office of the District, 23187 Connecticut St., Hayward

TRUSTEES: Glenda Nardine, President, City of San Leandro  
Edgar I. Centeno, Vice-President, City of Pleasanton  
Ronald E. Quinn, Secretary, City of Union City  
Dennis Bray, County-at-Large  
James N. Doggett, City of Livermore  
T. David Edwards, City of Alameda  
Stuart Flashman, City of Oakland  
Paul T. Garcia, City of Hayward  
Jim Golden, City of Emeryville  
John D. Hughes, City of Fremont  
James Kohonen, City of Dublin  
Denny McLeod, City of Piedmont  
William M. Spinola, City of Newark  
Jan O. Washburn, City of Berkeley

President Nardine called the meeting to order at 5:00 p.m.

Trustees Doggett, Quinn and Spinola were absent from the meeting.

The minutes of the 890<sup>th</sup> meeting held August 11, 2004 were reviewed and approved. (Garcia/Flashman – unanimous.)

West Nile Virus Committee Chair Jim Kohonen reported on the latest committee meeting held just prior to the Board meeting. The mosquito count at Coyote Hills Regional Park dropped from 1500 to 200 after the most recent treatment. San Joaquin County has sentinel chickens positive for WNV. A meeting is scheduled with representatives from the City of Livermore and Supervisor Haggerty to discuss mosquito problems with storm water treatment implementation in new housing projects. Trustee Flashman suggested writing to all city planning departments and the regional water board requesting notification of any projects with wetland/storm water components. Trustee McLeod expressed displeasure with John Stroh's (San Joaquin County MAD General Manager) statement to the Department of Fish and Game Commission requesting a delay in the flooding of wetlands for migratory waterfowl and a delay in the start of duck hunting season. Delaying the start of the wetland flooding could be devastating to the waterfowl population. Trustee Washburn said that he and many of his neighbors did not receive the WNV newspaper insert/mailer that was meant to reach all residents in the county. President Nardine asked the committee to review the public outreach efforts for this year and report back to the Board.

The manager reported on the status of the building project. The finished drawings are ready to deliver to the City of Hayward for review next week. The electrical consultants are working on the plan for drawing electrical power from our neighbor to the south to power the portable office buildings and shop.

Finance Committee Chair Edgar Centeno reported that the committee had met prior to the Board meeting and was ready to recommend that the District conduct a survey of local residents to determine the viability of a benefit assessment election. After much discussion by the entire Board the recommendation was retracted.

Personnel/Salary Committee Chair David Edwards reported that he had reviewed the latest additions to the Employee Manual covering new mandatory workers compensation notification and forms. His committee is also reviewing drafts of record retention and public record acts policies. The annual statement from PERS showing the District's required funding percentage and coverage had also been reviewed.

The Board reviewed the warrants dated August 15, 2004 numbering 0063 through 0089 amounting to \$54,335.13 and warrants dated August 31, 2004 numbering 0090 through 0134 amounting to \$91,457.53. There were questions concerning the temporary office help, new software for vehicle diagnosis and copier charges that were answered by the District Manager. The office help is for phone answering and service request entering during the high volume of

calls caused by people concerned about WNV. The software upgrade for vehicle diagnosis is required every other year to provide the latest information for troubleshooting vehicle problems. The copier charges are for the color copier that we have leased to replace the constantly malfunctioning color laser printer.

Under discussion of current State legislation, AB 1982 (Wolk) is a bill that would require the State Department of Fish and Game in Northern California to implement Best Management Practices (BMPs) to control mosquito populations on wetlands that they own or manage has been passed by both the Senate and Assembly and is waiting for the Governor's signature.

The manager presented the Monthly Operational Report for August. The District received a total of 595 requests for service during the month. There were 87 mosquito-biting complaints. The ten-year average for adult mosquito service requests in July is 50.1. 324 requests for mosquitofish were received and 185 requests for inspections of potential mosquito sources. There were 69 people who came to the district office for mosquitofish. These numbers are all much higher than average and are a result of the public concern about West Nile Virus. President Nardine directed that the report be put on file.

Board members received the latest updates from the Mosquito and Vector Control Association of California (MVCAC) Executive Director. The next quarterly meeting is scheduled for November 3-5 in Monterey.

The manager announced that the next meeting of the Alameda County Chapter of the California Special Districts Association is scheduled for Wednesday, September 15, 2004 at the Castro Valley Sanitary District. The meeting starts at 7:45 a.m.

A meeting with representatives of the Mountain View Cemetery in Oakland was reported to the Board. The cemetery is considering our recommendation to reduce mosquito production by eliminating flower urns. A letter to the General Manager was sent detailing recent inspections and treatments and offering several recommendations.

The Board was notified of a potential claim from an owner of a Koi pond stating that his Koi died after putting our mosquitofish in his pond. No written documentation has been received to substantiate the claim.

The Board met in closed session to discuss the annual evaluation of the District Manager. Upon returning to open session the Board announced that the manager had received a satisfactory evaluation and that they had approved a six per cent increase in salary.

President Nardine asked for any additions to the agenda for the next Board meeting, hearing none, the meeting was adjourned at 7:23 p.m.

Respectfully submitted,

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Ronald E. Quinn, Secretary

Approved as written and/or corrected  
at the 892<sup>nd</sup> meeting of the Board of  
Trustees held October 13, 2004

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Glenda Nardine, President  
BOARD OF TRUSTEES

892<sup>nd</sup> MEETING OF THE BOARD OF TRUSTEES  
OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT  
OCTOBER 13, 2004

TIME: 5:00 P.M.

PLACE: Office of the District, 23187 Connecticut St., Hayward

TRUSTEES: Glenda Nardine, President, City of San Leandro  
Edgar I. Centeno, Vice-President, City of Pleasanton  
Ronald E. Quinn, Secretary, City of Union City  
Dennis Bray, County-at-Large  
James N. Doggett, City of Livermore  
T. David Edwards, City of Alameda  
Stuart Flashman, City of Oakland  
Paul T. Garcia, City of Hayward  
Jim Golden, City of Emeryville  
John D. Hughes, City of Fremont  
James Kohonen, City of Dublin  
Denny McLeod, City of Piedmont  
William M. Spinola, City of Newark  
Jan O. Washburn, City of Berkeley

President Nardine called the meeting to order at 5:00 p.m.

Trustees Centeno and Washburn were absent from the meeting.

The minutes of the 891<sup>st</sup> meeting held September 8, 2004 were reviewed and approved. (McLeod/Garcia – unanimous.)

West Nile Virus Committee Chair Jim Kohonen reported on the latest committee meeting held just prior to the Board meeting. The County has had no mosquito pools test positive for West Nile Virus and there have been no human cases. There have been 19 birds and 3 squirrels that have tested positive for the virus. A spreadsheet showing WNV related costs of \$269,409 for the 2004 season was distributed to Board members. An evaluation of the public outreach measures is being done by staff and will be reported to the Board.

Building Committee Chair Jim Doggett reported on the latest committee meeting. A written report was distributed. The City of Hayward is reviewing the building plans and should be done by October 21. The architect was supposed to have a revised cost estimate for the project prepared in time for the Board meeting but it will not be ready until the end of the week. Insurance coverage for the portables and main building has been verified and a certificate of coverage prepared for GE Capital. The architect is reviewing the specifications and preparing a list of acceptable substitutions for fixtures. The interior design group needs to provide a proposal for the furnishings.

There was no report from the finance committee.

Personnel/Salary Committee Chair David Edwards reported that his committee was reviewing drafts of record retention and public record acts policies.

Ron Quinn, chair of the 75<sup>th</sup> Anniversary Committee reported that his committee had met and would like to delay the open house for the public until the building is completed. The District's 75<sup>th</sup> anniversary is in March 2005 and the District will add 75<sup>th</sup> anniversary information on stationary starting in January.

Resolution #892-1 in support of Proposition 1A which concerns local government funding was passed by the Board. (Spinola/McLeod – unanimous.)

The Board reviewed the warrants dated September 15, 2004 numbering 0135 through 0159 amounting to \$86,307.34 and warrants dated September 30, 2004 numbering 0160 through 0202 amounting to \$106,364.29. There were questions concerning the cost of the laptop used for public education presentations, this is due in part to the nature of the presentations – they have large files requiring more memory and faster processors to handle effectively. There

was also a question regarding the number of general information brochures that were printed, it was a run of 10,000 of the 16 page document.

The manager presented the Monthly Operational Report for September. The District received a total of 255 requests for service during September. There were 39 mosquito-biting complaints. The ten-year average for adult mosquito service requests in September is 39.2. 145 requests for mosquitofish were received and 68 requests for inspections of potential mosquito sources. These numbers are less than half of the numbers in all categories compared to August. President Nardine directed that the report be put on file.

Board members received the latest updates from the Mosquito and Vector Control Association of California (MVCAC) Executive Director. The next quarterly meeting is scheduled for November 3-5 in Monterey.

The manager announced that the next meeting of the Alameda County Chapter of the California Special Districts Association is scheduled for Wednesday, November 3, 2004 at the Hayward Area Recreation District. CSUH President Norma Rees will be the featured speaker. The meeting starts at 7:45 a.m.

The Board received an update on the public presentations, training workshops and events that District staff have been involved with during September and October.

Under announcements, Trustee Flashman announced that he had finally been reappointed by the City of Oakland to serve as Trustee.

President Nardine asked for any additions to the agenda for the next Board meeting, hearing none, the meeting was adjourned at 5:30 p.m.

Respectfully submitted,

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Ronald E. Quinn, Secretary

Approved as written and/or corrected  
at the 893<sup>rd</sup> meeting of the Board of  
Trustees held November 10, 2004

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Glenda Nardine, President  
BOARD OF TRUSTEES

893<sup>rd</sup> MEETING OF THE BOARD OF TRUSTEES  
OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT  
NOVEMBER 10, 2004

TIME: 5:00 P.M.

PLACE: Office of the District, 23187 Connecticut St., Hayward

TRUSTEES: Glenda Nardine, President, City of San Leandro  
Edgar I. Centeno, Vice-President, City of Pleasanton  
Ronald E. Quinn, Secretary, City of Union City  
Dennis Bray, County-at-Large  
James N. Doggett, City of Livermore  
T. David Edwards, City of Alameda  
Stuart Flashman, City of Oakland  
Paul T. Garcia, City of Hayward  
Jim Golden, City of Emeryville  
John D. Hughes, City of Fremont  
James Kohnen, City of Dublin  
Denny McLeod, City of Piedmont  
William M. Spinola, City of Newark  
Jan O. Washburn, City of Berkeley

President Nardine called the meeting to order at 5:00 p.m.

Trustees Quinn and Spinola were absent from the meeting.

The minutes of the 892<sup>nd</sup> meeting held October 13, 2004 were reviewed and approved. (Garcia/Doggett – unanimous with abstentions from Centeno and Washburn.)

West Nile Virus Committee Chair Jim Kohnen reported on the latest committee meeting held just prior to the Board meeting. The 2005 National Conference on West Nile Virus in the U.S. will be in San Jose from February 8-10. Trustee Jan Washburn reported on a WNV seminar at UC Berkeley that he and Bruce Kirkpatrick attended. The researcher had done some modeling of the virus outbreak in the U.S. but had little data to use for the models so the information was not very useful. The Committee reviewed a questionnaire from DHS concerning WNV surveillance and the economic impact to mosquito districts. There was discussion about naming the new laboratory in honor of William Reeves. Dr. Reeves, who was a one time employee of the District and is well known for his work on mosquito-borne encephalitis in California, died in September at the age of 87. President Nardine thanked the committee for all of their hard work this year.

Building Committee Chair Jim Doggett reported that his committee will be meeting on Tuesday, November 16<sup>th</sup> and asked the manager to provide an update on recent activity. The manager reported that the comments from the City of Hayward on the building plans had been received, PG&E has received the contract and check for moving the power transformer and gas meter, and that the revised cost estimate was to be finished in time for the committee to review on Tuesday.

There was no report from the finance committee, but committee Chair Edgar Centeno asked the manager about the County AlcoLink accounting program which the Board had authorized a trial evaluation to determine whether the District should use to track revenues. The manager responded that he had not followed up on the setting up the trial due to frustrations with the nearly four month time lag in information on the Alcolink system it would not be able to provide the timely information we were seeking.

Personnel/Salary Committee had no report.

The 75<sup>th</sup> Anniversary Committee had no report.

Trustee Flashman was concerned that the District has no policy related to purchasing expensive equipment such as seeking bids from multiple vendors. President Nardine directed the Finance Committee to look into developing a purchasing policy and to report back at the next meeting.

The Board reviewed the warrants dated October 2004 numbering 0203 through and 0238 amounting to \$79,492.77 and warrants dated October 31, 2004 numbering 0239 through 0282 amounting to \$131,485.87. There was a question on warrant 263 which is the Metroscan map of Alameda County that provides monthly updates of all of the real estate plots in the County and warrant 232 to Precision Graphics this was for a run of 20,000 West Nile Virus brochures for \$3,695.33. Warrant 197 from the September 30<sup>th</sup> warrants was for 10,000 copies of the ACMAD 16 page general brochure for \$5,957.44.

The manager presented the Monthly Operational Report for October. The District received a total of 77 requests for service during October. There were 16 mosquito-biting complaints. The ten-year average for adult mosquito service requests in October is 32.7. 77 requests for mosquitofish were received and 22 requests for inspections of potential mosquito sources. The cooler weather and several rain storms during the month resulted in much lower mosquito populations and service calls well below average. President Nardine directed that the report be put on file.

Board members received the latest updates from the Mosquito and Vector Control Association of California (MVCAC) Executive Director and a report on the quarterly meetings held November 3-5 in Monterey.

The manager notified the Board that the annual audit has been started by C.G. Uhlenberg. This year the District is subject to GASB 34 changes that require depreciation of capital assets and a management letter on financial plans. The auditors have been very pleased with the work done by Clarence Lam in preparation for this audit.

The Board received information from the Public Employee Retirement System (PERS) showing an unexpected increase in the required contribution from 14.4% this fiscal year to 20.144%. The District had previously received a projected rate of 17.14% for Fiscal Year 2005/2006.

The Board received an update on the public presentations, training workshops and events that District staff has been involved with during October and November.

The Board received notice that the Employee Risk Management Authority (ERMA) has experienced higher than anticipated claims since being started in 1999. ACMAD is being assessed an additional \$1,141 for FY 1999/2000 with more assessments due next year.

Under announcements, Trustee Washburn announced that he will be attending the Entomological Society of America meeting next week in Utah and will provide a report at the next Board meeting.

President Nardine asked for any additions to the agenda for the next Board meeting, hearing none, the meeting was adjourned at 5:52 p.m.

Respectfully submitted,

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Ronald E. Quinn, Secretary

Approved as written and/or corrected  
at the 894<sup>th</sup> meeting of the Board of  
Trustees held December 8, 2004

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Glenda Nardine, President  
BOARD OF TRUSTEES

894<sup>th</sup> MEETING OF THE BOARD OF TRUSTEES  
OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT  
DECEMBER 8, 2004

TIME: 5:00 P.M.

PLACE: Office of the District, 23187 Connecticut St., Hayward

TRUSTEES: Glenda Nardine, President, City of San Leandro  
Edgar I. Centeno, Vice-President, City of Pleasanton  
Ronald E. Quinn, Secretary, City of Union City  
Dennis Bray, County-at-Large  
James N. Doggett, City of Livermore  
T. David Edwards, City of Alameda  
Stuart Flashman, City of Oakland  
Paul T. Garcia, City of Hayward  
Jim Golden, City of Emeryville  
John D. Hughes, City of Fremont  
James Kohnen, City of Dublin  
Denny McLeod, City of Piedmont  
William M. Spinola, City of Newark  
Jan O. Washburn, City of Berkeley

President Nardine called the meeting to order at 5:00 p.m.

Trustee Spinola was absent from the meeting.

The minutes of the 893<sup>rd</sup> meeting held November 10, 2004 were reviewed and approved. (Edwards/Washburn – unanimous.)

West Nile Virus Committee Chair Jim Kohnen reported on the latest information concerning the virus. Virus activity throughout the State has slowed down dramatically in November. The District has not had any dead birds test positive for the virus this month. The 2005 National Conference on West Nile Virus in the U.S. will be in San Jose from February 8-10.

Building Committee Chair Jim Doggett reported that his committee met on November 16<sup>th</sup> and received a second construction cost estimate that the committee felt was inadequate and the architect was asked to contract with an independent estimator to provide a more accurate cost estimate for the building project. The low bid for the temporary power to the shop and portables was accepted from Mello Electric. The architects responses to the City of Hayward plan review comments was completed this week. The committee is still waiting for bids for the furnishings.

Finance committee Chair Edgar Centeno reported that the committee had met on November 18<sup>th</sup> and worked on crafting a purchasing policy for the District. The Board then discussed the draft purchasing policy. After inserting all the changes recommended by the Board, an amended version of the policy will be presented for consideration.

Personnel/Salary Committee had no report.

The 75<sup>th</sup> Anniversary Committee had no report.

The Board reviewed the warrants dated November 15 2004 numbering 0283 through and 0301 amounting to \$66,278.81 and warrants dated November 30, 2004 numbering 0302 through 0341 amounting to \$89,759.31.

The manager presented the Monthly Operational Report for November. The District received a total of 48 requests for service during the month. There were 6 mosquito-biting complaints. The ten-year average for adult mosquito service requests in November is 11.1. 28 requests for mosquitofish were received and 14 requests for inspections of potential mosquito sources. These numbers are all well below average with the exception of the 14 requests for inspections of potential mosquito sources. President Nardine directed that the report be put on file.

Board members received the latest updates from the Mosquito and Vector Control Association of California (MVCAC) Executive Director and a report on the Executive Committee planning workshop that was held in Sacramento on December 7 & 8.

The manager provided the Board with a progress report on the annual audit which is being conducted by C.G. Uhlenberg. A draft has been received and the management letter and supplementary notes are being prepared for the final report.

The Board received additional information from the Public Employee Retirement System (PERS) via an issue paper on employer rate fluctuation.

The Board received an update on the public presentations, training workshops and events that District staff has been involved with during November and early December. Former employees Tina Sebay and Stephanie Cavanaugh have been hired by San Mateo MAD which has recently expanded its service area to include the entire county.

President Nardine appointed a nominating committee of David Edwards, Jim Golden and Jan Washburn to nominate a slate of officers for 2005. The 2005 ACMAD officers will be elected at the January 12, 2005 Board meeting.

Under announcements, Trustee Washburn reported on the Entomological Society of America annual conference in Salt Lake City that he attended in November. Dr. Washburn said that there were lots of good medical entomology presentations and he mentioned three that were especially of interest on malaria control, mosquito control using genetic manipulation for control and the ecology of container breeding mosquitoes which found that larval competition effected vector competency.

President Nardine asked for any additions to the agenda for the next Board meeting, hearing none, the meeting was adjourned at 5:55 p.m.

Respectfully submitted,

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Ronald E. Quinn, Secretary

Approved as written and/or corrected  
at the 895<sup>th</sup> meeting of the Board of  
Trustees held January 12, 2004

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Glenda Nardine, President  
BOARD OF TRUSTEES