

MINUTES

1055th MEETING OF THE BOARD OF TRUSTEES OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT

APRIL 11TH, 2018

TIME: 5:00 P.M.
PLACE: Office of the District, 23187 Connecticut Street, Hayward
TRUSTEES: Elisa Marquez, President, City of Hayward
Wendi Poulson, Vice-President, City of Alameda
Eric Hentschke, Secretary, City of Newark
Humberto Izquierdo, County-at-Large
P. Robert Beatty, City of Berkeley
Alan Brown, City of Dublin
Betsy Cooley, City of Emeryville
George Young, City of Fremont
James N. Doggett, City of Livermore
Jan O. Washburn, City of Oakland
Robert Dickinson, City of Piedmont
Kathy Narum, City of Pleasanton
Ed Hernandez, City of San Leandro
Subru Bhat, City of Union City

1. Board President Marquez called the regularly scheduled board meeting to order at 5:01 PM.
2. Trustees Marquez, Hentschke, Izquierdo, Brown, Young, Doggett, Washburn, Dickinson, Narum and Bhat were present; Trustee Beatty arrived at 5:05PM. Trustees Poulson, Cooley and Hernandez were absent.
3. Board President Marquez invited members of the public to speak on any issue relevant to the District. Field Operations Supervisor Joseph Huston and Laboratory Director Eric Haas-Stapleton were present to discuss the swimming pool inspection aerial imagery process module and review of bids and awarding of contract for the purchase of an unmanned aircraft system for aerial mosquito source imagery, respectively. Mosquito Control Technician Jeremy Sette was present to record the minutes.
4. Approval of minutes of the 1054th meeting held March 14th
Motion: Trustee Doggett moved to approve the minutes
Second: Trustee Narum
Vote: motion carries: unanimous
5. Approval of swimming pool inspection aerial imagery process module for the District's Mapvision database
Discussion:
Field Operations Supervisor Joseph Huston provided the rationale for improving the swimming pool inspection processes. Trustee Dickinson asked if the swimming pool inspection aerial imagery process module would be custom developed for the District (yes, it will be tailored to

the District's needs). Trustee Brown asked how often the swimming pool "fly over" occurs (done once a year currently). Mr. Huston commented on the multitude of variables contributing to non-functioning pools in Alameda County and the importance of inspecting and treating said pools for public health and safety, especially as a deterrent to species of mosquitoes that could possibly carry and transmit the West Nile virus. The General Manager noted that the District is looking into satellite imagery and detection of possible "bad" pools as a streamlined/live process in addition to this module. Trustee Brown asked if the District would need new personnel for drones (drone questions will be addressed in the next agenda item). Trustee Washburn asked if the District had a contact at Google for implementing pool satellite imagery (yes, but to forward any that Trustee Washburn may have). Trustee Dickinson asked if the purchase of the module would be a one-time cost (yes) and asked who would own the rights to the developed system (Leading Edge Associates). Trustee Bhat requested how Leading edge calculated this price (Mr. Huston answered that the cost includes programming and administration time).

Motion: Trustee Narum moved to approve the purchase of the aerial imagery processing module

Second: Trustee Washburn

Vote: motion carries –unanimous

6. Review of bids and awarding of contract for the purchase of an unmanned aircraft system (UAS, or "drone") for aerial mosquito source imagery

Discussion:

Laboratory Director Haas-Stapleton proposed the purchase of the industrial-grade small rotary-wing UAS DJI Matrice 210 RTK as well as the Sentra AGX710 and SlantRange 3PX cameras. Trustee Narum asked if staff could monitor location through GPS (yes). President Marquez asked if both cameras could adapt well to the drone (yes, and each has different capabilities). Trustee Brown asked that once water is detected and identified by the drone, would a technician be sent out to inspect (yes, and the drone would contribute to increased productivity). Trustee Dickinson asked if there were other benefits to drone use (safety of staff, less impact on environment). Trustee Beatty asked how long the District estimates the drone and camera technology would be good, taking into regards our fast-changing technological world (our depreciation schedule assumes 5 years). Trustee Bhat asked if the proposal was for both cameras (yes). Trustee Dickinson asked to what extent will the drones fly over populated areas (District pilots will follow federal and state laws along with district policies). Trustee Narum requested that the Board needed a policy to further explain drone usage and restrictions (Section 405 in the policy manual addresses drone usage). Trustee Washburn commented that the Strategic Planning Committee will be outlining protocols, as well. Mr. Huston commented that the pilot license restricts use over habitable structures. Trustee Brown asked for clarification that the Board would be approving the purchase of one drone with two cameras (yes). Trustee Narum commented on the importance of clear definitive language regarding District drone usage and requested that the General Manager have an agenda item on the next agenda to address a modified policy and Public Relations communication plan. Trustee Dickinson agreed.

Motion: Trustee Narum moved to approve the purchase of an unmanned aircraft system, but restricted flying until the Board approves more specific policies regarding privacy, use, and public outreach.

Second: Trustee Bhat

Vote: motion carries –unanimous

7. Second reading of revisions to chapter 100, 300, 400, 500, 600, 700, 800 of ACMAD policy.

Discussion:

The General Manager commented on an inconsistent language in section 300 regarding alternate work schedules. Trustee Washburn suggested bringing back sections 300 (includes alternate work schedules) and 400 (unmanned air systems) to the next meeting for approval.

Motion: Trustee Doggett moved to approve sections 100, 500, 600, 700, 800 of the policy manual. Sections 300, & 400 will be moved to the May agenda.

Second: Trustee Washburn

Vote: motion carries –unanimous

8. First draft of the 2017-18 budget for discussion

Discussion:

The General Manager presented the first draft of the 2017-18 budget. Trustee Beatty commented that he thought the Board room expansion was already budgeted for 2017-18 (yes, but less than \$2,000 was spent on only architecture fees) and asked if the estimated cash carry over was for budget items not spent (yes). Trustee Dickinson suggested the correct term "working capital" be used for capital requirement (dry period cash). President Marquez asked how far back the General Manager reviews budget records to evaluate trends (currently looking back to 2009). Trustee Washburn asked if there was a consistent underestimate of income revenue (Trustee Dickinson answered yes on behalf of the Finance Committee). Trustee Bhat commented that a consulting firm could help evaluate the budget trends. Trustee Dickinson commented that the Finance Committee was working towards a balanced budget. President Marquez asked if the General Manager would address the budget trends in the next meeting (yes).

9. Report from the Strategic Planning Committee

Discussion:

Trustee Washburn reported on the progress of the Strategic Planning process.

10. Financial Reports:

Discussion:

The Board reviewed warrants dated March 15, 2018 numbering 046218 through 048218 amounting to \$121,504.70 and warrants dated March 31, 2018 numbering 048318 through 052518 amounting to \$281,120.53. The Board reviewed the Budget, as well as Investments, Reserves, and Cash Balance as of March 31, 2018. The General Manager commented on having corrected the warrant numbers in this agenda compared to the version that was provided on 4/6/18. Trustee Dickinson asked for clarification on what the \$4,000 fence project entailed (repair and replacement of slats).

11. Presentation of the Monthly Staff Report for March 2018

Discussion:

Mr. Huston presented the field operations section of the staff report. President Marquez asked if Huston is expecting more service requests due to the heavy rains throughout March (yes, as per normal), and asked how he managed staff and availability during busy times (Mr. Huston answered that the District strongly adheres to addressing service requests within 24-hours and further explained that he makes sure that there is sufficient staff that can help cover any areas that may need attention due to lower staff numbers at any given time), and also asked if service request calls were more frequent during business hours or after hours (Huston answered that most were during business hours, but there are some calls after hours and on weekends that are promptly addressed the next business day. The service request process is evolving as the District receives more online request submissions.) Mr. Haas-Stapleton presented the Lab Operations section of the staff report. Trustees Beatty and Dickinson requested clarification one of the mosquito abundance graphs and asked if both District technicians and laboratory staff both identified mosquitoes (yes, however field operation staff focus on larval identification

and laboratory staff focus on adult identification.) Trustee Brown asked if the Lab monitors any areas outside of Alameda County (no, but the Lab does keep open communications with adjacent districts). President Marquez requested elaboration of ongoing outreach efforts (answered by the General Manager via the staff report) and requested copies of future legislative support or oppose letters be sent to Trustees (yes).

12. Presentation of the Manager's Report for March 2018

Discussion:

The General Manager presented the Manager's report for March 2018. Mr. Haas-Stapleton addressed the proposed title change from "Biological Specialist" to "Scientist". Trustee Beatty commented that the title "Scientist" normally reflects an employee with a PhD and suggested that "Scientist" be re-titled. Trustee Dickinson agreed and commented that in the private sector the term "Scientist" also reflected a PhD. The General Manager agreed that there would be further discussion and revision to the title change. Mr. Huston commented on the ditching process and further explained ACMAD's long-term efforts in attaining a permit. Trustee Beatty asked if ditching would occur along the bay-shore (Mr. Huston answered that it would occur where there are tidal marshes). President Marquez asked if the permit would be good for 10 years (yes). The General Manager reported that Vice-President Poulson and Trustee Bhat will be attending the Special District Leadership Academy in Monterey, April 16-18. Trustee Bhat expressed interest in attending the MVCAC Spring Meeting. Trustee Washburn provided additional background to the history of mosquito control in Albany. President Marquez asked for a timeline on the efforts in Albany (it is up to the City of Albany). Trustee Brown asked if the District was receiving revenue from Albany (no).

13. Board President Marquez asked for reports on conferences and seminars attended by Trustees. Trustee Bhat reported on his enjoyment at the ACSDA Dinner.

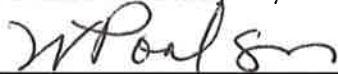
14. Board President Marquez asked for announcements from the Board. The General Manager announced his Master of Public Affairs Degree graduation from UC Berkeley will occur in May of 2018 and he plans for a family vacation in June. President Marquez asked who would take over when the General Manager is out (the chain of command based on number of subordinates under each supervisor: Mr. Huston, Mr. Haas-Stapleton, Ms. Castillo, Mr. Ferdan). Trustee Washburn commented that a goal of the Strategic Planning Committee was to further formalize this agreement.

15. Board President Marquez asked trustees for items to be added to the agenda for the next Board meeting. (None)

16. The meeting adjourned at 6:39 P.M.

Respectfully submitted,

Approved as written and/or corrected
at the 1056th meeting of the Board of
Trustees held May 9th, 2018



Elisa Marquez, President-
BOARD OF TRUSTEES

Wendi Poulson, VP



Eric Hentschke, Secretary
BOARD OF TRUSTEES