



**STRATEGIC PLANNING COMMITTEE MEETING
OF THE BOARD OF TRUSTEES
LOCATION: TELECONFERENCE – SEE BELOW**

May 24, 2021

5:00 PM

AGENDA

The Strategic Planning Committee is not a decision-making body and can only make recommendations to the Board. All decisions are made by the full Board at the monthly meeting of the Board of Trustees.

IMPORANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

Based on the mandates by the Governor in Executive Order 33-20 and the County Public Health Officer to shelter in place and the guidance from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not open to the public at this time. (See District's Promulgation of Rules and Orders)
- The meeting will be conducted via teleconference using Zoom. (See Executive Order 29-20)
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at **(408) 636-0968** or **(669) 900-6833**.

Enter the **Meeting ID# 650-344-8592** followed by the pound (#) key. More phone numbers can be found on Zoom's website at <https://zoom.us/u/abb4GNs5xM> if the line is busy.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/6503448592> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Log in through the Zoom mobile app on a smartphone and enter **Meeting ID# 650-344-8592**.

HOW TO SUBMIT PUBLIC COMMENTS:

Before the Meeting: Please email your comments to comments@smcmvcd.org, write “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed three minutes at staff’s cadence), prominently write “Read Aloud at Meeting” at the top of the email. All comments received before 12:00 PM the day of the meeting will be included as an agenda supplement on the District’s website under the relevant meeting date and provided to the Trustees at the meeting. Comments received after this time will be treated as contemporaneous comments.

Contemporaneous Comments: During the meeting, the Board President or designee will announce the opportunity to make public comments and identify the cut off time for submission. A short recess (generally less than 10 minutes) will take place during the time public comment is open to allow the comments to be collected. Please email your comments to comments@smcmvcd.org, write “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. Once the public comment period is closed, all comments timely received will be read aloud at the meeting (not to exceed three minutes at staff’s cadence). Comments received after the close of the public comment period will be added to the record after the meeting.

ACCESSIBILITY INFORMATION:

Board Meetings are accessible to people with disabilities and others who need assistance. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to observe and/or participate in this meeting and access meeting-related materials should contact Brian Weber, District Manager, at least 48 hours before the meeting at (650) 344-8592 or bweber@smcmvcd.org. Advanced notification will enable the District to swiftly resolve such requests to ensure accessibility.

PUBLIC RECORDS:

Public records that relate to any item on the open session agenda for a meeting are available for public inspection. Those records that are distributed after the agenda posting deadline for the meeting are available for public inspection at the same time, they are distributed to all or a majority of the members of the Board. The Board has designated the District’s website located at <https://www.smcmvcd.org/board-meetings> as the place for making those public records available for inspection. The documents may also be obtained by calling the District Manager.

1. CALL TO ORDER

2. ROLL CALL

- Ed Degliantoni (Chair), City of San Mateo _____
- Wade Leschyn, City of Belmont _____
- Ray Williams, Town of Portola Valley _____
- Claudia Mazzetti, County at Large _____
- Catherine Carlton, City Menlo Park _____
- Laura Walsh, Town of Colma _____
- Kati Martin, City of Half Moon Bay _____

3. PUBLIC COMMENTS AND ANNOUNCEMENTS

This time is reserved for members of the public to address the Finance Committee of the Board relative to matters of the Committee not on the agenda. No action may be taken on non-agenda items unless authorized by law. Comments will be limited to three minutes per person (or six minutes where a translator is being used).

4. REGULAR AGENDA

- A. Review information regarding adding a ninth Vector Control Technician to the SMCMVCD Operations Department.

Report by: Brian Weber, District Manager

ACTION: Motion to recommend the Board approve the addition of a Vector Control Technician.

- B. Review information regarding adding an Operations Director to the SMCMVCD Operations Department.

Report by: Brian Weber, District Manager

ACTION: Motion to recommend the Board approve the addition of an Operations Director.

C. Discussion and status of strategic plan

Report by: Brian Weber, District Manager

ACTION: Information only, no action required

E. **ADJOURMENT**

Agenda Item 4A

SUBJECT: Consider recommending the Board amend the District organizational chart to add a ninth Vector Control Technician to address increased demand for services

SUMMARY

The District Manager and Field Operations Supervisor have identified a growing need for more help in the Field Operations Department. The Manager would like to add one Vector Control Technician to help meet the increased demand for service.

BACKGROUND

Over the past decade, the District has placed a strong focus on ensuring the citizens of San Mateo County are aware of its services. Hiring a Public Health and Outreach Coordinator, advertising campaigns, public speaking engagements and development of a strong social media presence, are just some of the many ways the District continues to engage its residents. The growth of public awareness has also led to increased demand for District services. Management proposes to meet the demand by increasing the number of permanent Vector Control Technicians from eight to nine.

When compared to a decade ago, the District has seen requests for service increase by nearly 2,000 calls per year and set over 500 more traps per year (see attachment 4B.2). Put into perspective, if the hours associated with these tasks were converted into hours of work expended, they would equal approximately 2,250 man-hours or more hours than one employee works in one year.

To meet this heightened demand over time, Operations Management have been using seasonal employees to manage some of the less demanding requests for service. Unfortunately, seasonal staff do not work year-round, have the same level of training or have local knowledge of the zones they work in. Additionally, suitable seasonal staff are hard to come by and are not guaranteed to be available year over year. Overall, management has identified that seasonal staff are not always completing service calls to the same satisfaction as the permanent staff.

During the same time, the in-house duties of the district's technician/mechanic have increased significantly, making their technician duties more difficult to fulfill. Below is a list of duties added to the technician/mechanic in the past nine months in addition to maintaining the District's 38 vehicles and various application equipment, holding a small technician zone and tracking various operational accounts related to vehicle/equipment maintenance.

- Trap maintenance (which was previously carried out by the recently retired vector ecologist).
- Maintaining the mosquito fish colony (which was previously carried out by two technicians)
- Maintaining the district's unmanned aerial vehicles "UAS", including licensing, purchasing, researching and future applications.

The District Manager proposes adding a technician that would allow for the technician/mechanic to focus on his current duties and serve as a "floater" technician in areas of need. The new technician would inherit the zone currently occupied by the technician/mechanic and help reduce the workload created by the considerable increase in work the field staff are experiencing.

Strategic Planning Objectives

This action would meet the following strategic objectives:

1. *6a. Answer all requests for service from the public professionally and promptly.*
2. *8e. Engage in long-term strategic planning.*
3. *10a. Use the best available technology.*
4. *10d. Build staff & equipment capacity in preparation for future challenges.*

Fiscal Impact

There will be an \$80,000-\$110,000 fiscal impact due to technician salary. The current budget and long-term projection include monies for the addition of this position. The Finance Committee has recommended the 2021-22 budget to the Board of Trustees with this position included.

RECOMMENDATION

Recommend the Board amend the District's organizational chart to add a ninth Vector Control Technician to address increased demand for services.

REFERENCE MATERIALS ATTACHED

1. Service request and CO2 trap graphs (2009-2020)

