



REGULAR MEETING OF THE BOARD OF TRUSTEES

June 14, 2017 6:00 PM

AGENDA

Board Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting; or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact Chindi Peavey, District Manager at least five working days before the meeting at (650) 344-8592. Notification in advance of the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it.

Public records that relate to any item on the open session agenda for a special meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Board. The Board has designated the office of the San Mateo County Mosquito and Vector Control District, located at 1351 Rollins Road, Burlingame, for the purpose of making those public records available for inspection. The documents are also available on the District's Internet Web site. The website is located at www.smcmvcd.org.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **Oath of Office**
4. **ROLL CALL**
 - Secretary of the Board will take roll call
5. **PUBLIC COMMENTS AND ANNOUNCEMENTS**
 - This time is reserved for members of the public to address the Board relative to matters of the District 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). Speaker cards are available for those making a public comment

6. CONSENT CALENDAR

- If the Board would like to discuss any item listed, it may be pulled from the Consent Calendar
- A. Approval of Minutes for the Regular Board Meeting, May 10, 2017
- B. Approval of Pesticide Purchases
- C. Authorize the District Manager to Remove District opposition to AB718 (Frazier) relating to mosquito abatement within managed wetland habitat.
- D. Approval of Agreements
 1. Approve an Agreement with Intersection Media to post billboards in BART Stations
 2. Approve an Amendment to the current Contract with RGS for Management and Administrative Services relating to Human Resources;
 3. Approve an additional Agreement for Management and Administrative Services with RGS for FY 2017-18 for a temporary Financial Advisor
- E. Authorize the District Manager to make a payment to Enterprise Fleet Management for the remaining fund balance owed on two leased trucks

REGULAR AGENDA

- 7. PUBLIC HEARING – Regarding the continuation of the District’s revenue measure a special benefit assessment within the North and West County Mosquito and Disease Control Assessment District**

ACTION: Motion to open Public Hearing

- This is the opportunity for any public members to address the Board with questions/comments relevant to the setting of the Special Benefit Assessment

ACTION: Motion to close Public Hearing

8. RESOLUTION M-009-17 – BENEFIT ASSESSMENT

APPROVING THE FINAL ENGINEER’S REPORT, CONFIRMING THE DIAGRAM AND ASSESSMENTS, AND ORDERING THE LEVY OF ASSESSMENTS FOR FISCAL YEAR 2017-18 FOR THE NORTH AND WEST COUNTY MOSQUITO AND DISEASE CONTROL ASSESSMENT DISTRICT

ACTION: Motion to approve Resolution M-009-17

9. BOARD COMMITTEE REPORTS

- A. Environmental and Public Outreach Committee
- B. Strategic Planning Committee
- C. Policy Committee

Consider minor text amendments to Policy 4080 relating to the role of Trustees. Clarify that trustee representation includes towns in Section 4080.50 and ensure Trustee preparation for meetings is done in a manner consistent with the Brown Act in Section 4080.80.

ACTION: Motion to approve Policy 4080 as amended

Consider amendments to Policy 4090 relating to the charges of the Environmental/Public Outreach Committee and the Legislative Committee of the Trustees. Clarify that Environmental/Public Outreach Committee evaluates District Outreach program and the Legislative Committee has the added charge of working with staff to analyze and track legislation impacting the District.

ACTION: Motion to approve Policy 4090 as amended

- D. Manager’s Evaluation Committee
- E. Finance Committee

10. FINANCIAL REPORT

Review Financial Documents for fiscal year 2016-17; July 2016 through April 2017.

Interim Finance Director, Richard Arrow

ACTION: Motion to approve Financial Documents for Fiscal Year 2016-2017; July 2016 through April 2017

11. (A) RESOLUTION M-010-17 - AMENDING THE BUDGET FOR FY 2016-17.

Increasing budgeted revenues and expenditures by to account for the County fee to collect the District's tax revenues

(B) RESOLUTION M-011-17 – AMENDING THE BUDGET FOR FY 2016-17.

Transfer funds within the General Fund among Expenditure accounts as follows

Transfer

\$60,000	from Account # 5000 Salaries and Wages
\$36,000	from Account # 5200 Training
\$10,750	from Account # 5400 Insurance
\$ 6,250	from Account # 5450 Computer Hardware & Software
\$40,000	from Account # 5550 Utilities
\$32,000	from Account # 5700 Operations
\$10,000	from Account # 5900 Public Outreach
\$34,000	from Account # 6000 Capital

Total \$229,000

Augment	\$ 192,000	Account # 5100 Employee Benefits
Augment	\$ 32,000	Account # 5300 Administration
Augment	\$ 5,000	Account # 5500 Facilities Maintenance

Total \$229,000

ACTION: Motion to approve Resolution M-012-17

(C) RESOLUTION M-012-17 – AMENDING THE BUDGET FOR FY 2016-17.

Authorizing the District Manager to Transfer funds from the District's General Fund to the District's Supplemental Contribution Account (DSCA) at the San Mateo

County Employee Retirement Association (SamCERA) to lower the unfunded liability (UAAL) and lower future benefit costs.

ACTION: Motion to approve Resolution M-012-17 authorizing the transfer of \$300,000 in the District's General Fund to the DSCA at SamCERA

12. BUDGET FOR FISCAL YEAR 2017-18– FINAL PRESENTATION

• **PRESENTATION OF 2017-18 BUDGET**

ACTION: Motion to approve Resolution M-013-17 District Budget for Fiscal year 2017-18

13. STAFF REPORTS

- A. Assistant Manager, Brian Weber will provide an update on Field Operations Programs (including Seasonal marsh treatments, airboat, *Aedes aegypti*, etc.) and status of Programmatic Environmental Impact Report
- B. Interim Laboratory Director, Theresa Shelton will provide an update on District Laboratory Programs (including surveillance efforts for West Nile Virus, *Aedes aegypti*, Ticks, Hantavirus, etc.)
- C. Public Health Education and Outreach Officer, Megan Sebay will provide an update on the District Public Outreach Programs

14. MANAGER'S REPORT

15. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

16. ANNOUNCE NEXT REGULARLY SCHEDULED BOARD MEETING

- The next Board meeting will be on July 13, 2017

17. ADJOURNMENT in honor of the Robert Schoeppner, District Biologist / Vector Ecologist from 1964 to 1998.