



**SAN MATEO COUNTY
MOSQUITO & VECTOR
CONTROL DISTRICT**

Protecting public health since 1916

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**MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES**

June 13, 2018

6:00 P.M.

A meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on June 13, 2018 in the District Office at 1351 Rollins Road, Burlingame, California.

TRUSTEES PRESENT:

Mason Brutschy	Town of Atherton
Wade Leschyn	City of Belmont
Carolyn Parker	City of Brisbane
Joe Galligan	City of Burlingame
Glenn R. Sylvester	City of Daly City
Donna Rutherford	City of East Palo Alto
Richard Wykoff	City of Foster City
Kati Martin	City of Half Moon Bay
Scott Smith	Town of Hillsborough
Peter DeJarnatt	City of Pacifica
Ray Williams	Town of Portola Valley
Kat Lion	City of Redwood City
Robert Riechel	City of San Bruno
Ross Graves	City of San Carlos
Ed Degliantoni	City of San Mateo
Chris Levin-Young	City of South San Francisco
David Tanner	Town of Woodside

TRUSTEES ABSENT:

Joe Silva	City of Colma
Claudia Mazzetti	County-at-Large
Justin Evans	City of Menlo Park
Muhammad Baluom	City of Millbrae

OTHERS PRESENT:

District Manager, Dr. Chindi Peavey
 Brian Weber, Assistant Manager
 District General Counsel, Alexandra Barnhill
 Public Health Education and Outreach, Megan Sebay
 Lab Director, Angie Nakano
 Financial Services Advisor- Richard Arrow
 Sonia Ortega

REGULAR MEETING OF THE BOARD OF TRUSTEES
June 13, 2018
6 PM

1. CALL TO ORDER

The general meeting was called to order at 6 PM.

2. PLEDGE OF ALLEGIANCE

Board President Galligan led the Pledge of Allegiance.

3. OATH OF OFFICE

None

4. ROLL CALL

The roll call indicated that 17 Trustees were present, constituting a quorum.

5. PUBLIC COMMENTS AND ANNOUNCEMENTS

None.

6. CONSENT CALENDAR

Trustee Martin requested clarification of the price being charged for the software agreement licensing agreement in item C1. Assistant Manager Weber confirmed the amount is on page ___ of the contract and is \$25,750.

Motion by Trustee Wykoff, 2nd by Trustee Sylvester, to approve the Consent Calendar, was approved 17-0.

REGULAR AGENDA

7. RESOLUTION M-007-18 – Approving the Intention to Levy Assessments and Approving the Engineer's Report FOR THE NORTH AND WEST COUNTY MOSQUITO AND DISEASE CONTROL ASSESSMENT DISTRICT FY 2018-19

Approval of the final engineer's report, confirming the diagram and assessments, and ordering the levy of assessments for fiscal year 2018-19 for the north and west county mosquito and disease control assessment district.

District Manager Peavey advised the Board that the only change to the draft Engineer's Report approved at the May 9, 2018 board meeting is the addition of a footnote explaining the allocation of the capital assets budget

Trustee Parker requested an explanation of the assessment reduction in Zone B. Sonia Ortega of SCI Consulting Group, Inc. explained that in 2017 SCI Consulting Group worked with district staff to evaluate data surrounding placements of traps, service calls, etc. and determined that Zone B is a sparsely-populated, rural area which receives a slightly lower amount of service and it is therefore assessed at a lower rate.

RESOLUTION M-006-18

A RESOLUTION OF INTENTION TO LEVY ASSESSMENTS, APPROVING THE ENGINEER'S REPORT, FOR THE NORTH AND WEST COUNTY MOSQUITO AND DISEASE CONTROL ASSESSMENT DISTRICT FY 2018-19

WHEREAS, the San Mateo County Mosquito and Vector Control District (formerly known as the San Mateo County Mosquito Abatement District) ("District") was established in 1953 as a special district of the State of California covering certain portions of San Mateo County; and

WHEREAS, the mission of the District is to protect the public health by controlling mosquitoes and other disease carrying insects and monitoring and testing for diseases transmitted by insects and rodents; and

WHEREAS, the District's previous jurisdictional boundaries include the cities and communities of Atherton, Belmont, Burlingame, Foster City, Hillsborough, Menlo Park, Millbrae, Portola Valley, Redwood City, San Carlos, San Mateo, Woodside, Burlingame Hills, East Palo Alto, Emerald Lake, Fair Oaks, Ladera, Los Trancos Woods, the Highlands of San Mateo, Redwood Shores, certain parcels in San Bruno, and other unincorporated areas in San Mateo County generally located east of Interstate 280; and

WHEREAS, in 2003, the District annexed the cities of Brisbane, Colma, Daly City, South San Francisco and most parcels in San Bruno; and communities located west of I-280 such as Año Nuevo, Half Moon Bay, El Granada, and Pacifica, and other unincorporated areas in San Mateo County generally located west of Interstate 280 (the "North and West County Areas"); and

WHEREAS, an Engineer's Report ("Report") has been submitted to the District Board ("Board") by SCI Consulting Group, Inc. (formerly Shilts Consultants, Inc.), in which an assessment is proposed to fund the cost of providing services in the North and West County Areas. This proposed assessment shall be described as the "North and West County Mosquito and Disease Control Assessment District" hereinafter the ("Assessment District") of the San Mateo County Mosquito and Vector Control District.

NOW, THEREFORE, BE IT RESOLVED, that SCI Consulting Group., the Engineer of Work, prepared Report in accordance with Article XIID of the California Constitution and the Health and Safety Code. Report has been made, filed with the Board and duly considered by the Board and is hereby deemed sufficient and preliminarily approved. Report shall stand as the Engineer's Report for all subsequent proceedings under and pursuant to the foregoing resolution.

BE IT FURTHER RESOLVED that Board intends to continue to levy and collect annual assessments within the Assessment District to fund the cost of providing mosquito and disease control services and the proposed projects and services set forth in the engineer's report. Within Assessment District, the proposed projects and services are generally described as mosquito and vector control services such as surveillance, source reduction, larvicide and

adulticide applications, disease monitoring, public education, reporting, accountability, research and interagency cooperative activities.

BE IT FURTHER RESOLVED that Assessment District consists of the lots and parcels shown on the assessment diagram of the Assessment District, on file with the San Mateo County Mosquito and Vector Control District Manager, and reference is hereby made to such diagram for further particulars.

BE IT FURTHER RESOLVED that reference is hereby made to the Report for a full and detailed description of the proposed projects and services, the boundaries of the Assessment District and the proposed assessments upon assessable lots and parcels of land within the Assessment District.

BE IT FURTHER RESOLVED that the estimated fiscal year 2018-19 cost of providing the District's services is \$1,624,122. This cost results in a proposed assessment rate of EIGHTEEN DOLLARS AND SIXTY-EIGHT CENTS (\$18.68) per single-family equivalent benefit unit for Zone A, and EIGHTEEN DOLLARS AND THIRTY-THREE CENTS (\$18.33) for Zone B, for fiscal year 2018-19. The assessments are proposed to be levied annually. If the proposed assessments are approved and confirmed by the Board, the assessments may increase in future years by an amount equal to the annual change in the Bay Area Consumer Price Index, not to exceed 3% (three percent) per year without a further vote or balloting process. The District has 18.37% of "banked" CPI, and the maximum allowable rate for this year is \$21.16. The rate remained static at \$17.26 for 2011-12, 2012-13, 2013-14, 2014-15, 2015-16 and 2016-17. For 2017-18, the assessment rate was adjusted by 5.15% to \$18.15 in Zone A and \$17.81 in Zone B. For 2018-19, the assessment rate was adjusted by the annual CPI of 2.94% making the rate \$18.68 in Zone A and \$18.33 in Zone B (The District still has an additional 13.22% in reserve that it may apply in future years.)

Motion by Trustee Riechel, 2nd by Trustee Degliantoni, to approve Resolution M-007-018, passed 17-0, as follows:

The foregoing resolution was duly passed by the Board of Trustees of the San Mateo County Mosquito and Vector Control District at a regular meeting by the following vote on a roll call: APPROVED AND DATED this 13th day of June, 2018 after its passage.

Mason Brutschy	Town of Atherton	Aye	
Wade Leschyn	City of Belmont	Aye	
Carolyn Parker	City of Brisbane	Aye	
Joe Galligan	City of Burlingame	Aye	
Joe Silva	City of Colma		Absent
Claudia Mazzetti	County-at-Large		Absent
Glenn Sylvester	City of Daly City	Aye	
Donna Rutherford	City of East Palo Alto	Aye	
Richard Wykoff	City of Foster City	Aye	
Kati Martin	City of Half Moon Bay	Aye	
Scott Smith	Town of Hillsborough	Aye	
Justin Evans	City of Menlo Park		Absent
Muhammad Baluom	City of Millbrae		Absent
Peter DeJarmatt	City of Pacifica	Aye	
Ray Williams	Town of Portola Valley	Aye	
Kat Lion	City of Redwood City	Aye	
Robert Riechel	City of San Bruno	Aye	
Ross Graves	City of San Carlos	Aye	

Ed Degliantoni	City of San Mateo	Aye
Chris Levin-Young	City of South San Francisco	Aye
David Tanner	Town of Woodside	Aye

8. PUBLIC HEARING - Continuation of the District's special parcel tax within the original boundaries

Motion by Trustee Riechel, 2nd by Trustee Leschyn, to open the public hearing for the purpose of public discussion of the District's intent to continue the special parcel tax within the original boundaries, passed 17-0.

There were no members of the public present.

Motion by Trustee Smith, 2nd by Trustee Wykoff, to close the public hearing for the purpose of public discussion of the District's intent to continue the special parcel tax within the original boundaries, passed 17-0.

9. RESOLUTION M-008-018 – SPECIAL TAX

RESOLUTION M-008-18

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT SETTING THE RATE FOR THE ANNUAL SPECIAL TAX FOR MOSQUITO CONTROL SERVICES AND DIRECTING THE COLLECTION PROCEDURES FOR SPECIAL TAX MEASURE A FOR FISCAL YEAR 2018-19

WHEREAS, the Mosquito Abatement and Vector Control District Law, codified at Health and Safety Code Section 2000 *et seq.*, authorizes mosquito and vector control districts to levy special taxes to fulfill their mission of providing comprehensive mosquito and vector programs to study, prevent, control and abate vectors and vector-borne diseases pursuant to Government Code section 50075 *et seq.*

WHEREAS, pursuant to that authority, in 1982 the San Mateo County Mosquito and Vector Control (formerly Mosquito Abatement) District ("District") proposed a special tax with a maximum amount of \$3.75 per parcel per year be assessed on all parcels not exempted by law in the original boundaries of the District, as is depicted on the attached map ("Original Boundaries"), which is hereby incorporated by this reference; and

WHEREAS, on November 2, 1982, the voters approved the levy of an annual special tax for the environmental protection, prevention, and control of vector mosquito disease and annoyance. Following the election, the District has assessed and collected the tax at the same rate of \$3.74 per parcel within the Original Boundaries each year; and

WHEREAS, the Board of Trustees of the District must annually fix the amount of tax in an amount not to exceed the maximum rate; and

WHEREAS, the District provided public notice of its intention to hold a public hearing on its decision to continue the special tax, which was posted on the outdoor announcement board of the District and published at least twice in the

San Mateo County Times, a newspaper of general circulation in the District, at least fifteen (15) days prior to the date of said public hearing; and

WHEREAS, at the public hearing held on June 13, 2018 at the regular meeting of the Board of Trustees, all persons were afforded an opportunity to be heard; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the San Mateo County Mosquito and Vector Control District as follows:

1. **Recitals.** The foregoing recitals are true and correct and material to the adoption of this Resolution.
2. **Taxation Rate.** In order to maintain an adequate level of mosquito and vector control services the Board hereby determines that for July 1, 2018 through June 30, 2019, the special tax shall be collected according to the following schedule:

Parcels of real property within the Original Boundaries of the San Mateo County Mosquito and Vector Control District, not exempted by law, shall be taxed \$3.74 per parcel. \$3.74 per parcel, not exempted by law, is both the lowest and highest parcel assessment amount to be levied for fiscal year 2018-19.

Special taxes for fiscal year 2018-19 for Measure A shall continue to be levied at those rates specified in this resolution for fiscal year 2018-19 with an estimated total annual amount of \$510,334.

3. **Collection.** The Board hereby directs the Manager of the District to file with the County Controller of San Mateo County a copy of this Resolution. The County Controller of San Mateo County shall, upon receipt of said Resolution, enter the amounts of said charges against the respective lots or parcels as they appear on the assessment roll for fiscal year 2018-19. The District Manager of the San Mateo County Mosquito and Vector Control District is authorized to approve corrections of said roll of special mosquito tax charges when investigation of requests for corrections indicate that charges were computed or erroneously entered on the roll.
4. **Prior Proceedings.** The Board hereby determines that all prior proceedings pertaining to the levy and continuation of the special parcel tax proposed herein were valid and taken in conformity with the requirements of the law.
5. **Effective Date.** This Resolution shall become effective immediately upon its adoption.

Motion by Trustee Wykoff, 2nd by Trustee Riechel, to approve RESOLUTION M-008-18 setting the rate for the annual special tax for mosquito control services and directing the collection procedures for special tax measure a for fiscal year 2018-19, passed 17-0, as follows.

The foregoing resolution was duly passed by the Board of Trustees of the San Mateo County Mosquito and Vector Control District at a regular meeting by the following vote on a roll call: APPROVED AND DATED this 13th day of June, 2018 after its passage.

Mason Brutschy	Town of Atherton	Aye	
Wade Leschyn	City of Belmont	Aye	
Carolyn Parker	City of Brisbane	Aye	
Joe Galligan	City of Burlingame	Aye	
Joe Silva	City of Colma		Absent
Claudia Mazzetti	County-at-Large		Absent

Glenn Sylvester	City of Daly City	Aye	
Donna Rutherford	City of East Palo Alto	Aye	
Richard Wykoff	City of Foster City	Aye	
Kati Martin	City of Half Moon Bay	Aye	
Scott Smith	Town of Hillsborough	Aye	
Justin Evans	City of Menlo Park		Absent
Muhammad Baluom	City of Millbrae		Absent
Peter DeJarnatt	City of Pacifica	Aye	
Ray Williams	Town of Portola Valley	Aye	
Kat Lion	City of Redwood City	Aye	
Robert Riechel	City of San Bruno	Aye	
Ross Graves	City of San Carlos	Aye	
Ed Degliantoni	City of San Mateo	Aye	
Chris Levin-Young	City of South San Francisco	Aye	
David Tanner	Town of Woodside	Aye	

10. BOARD COMMITTEE REPORTS

- A. Environmental and Public Outreach – Chair Smith reported the staff is nearing completion of the final draft of the PEIR, scheduled for August 2018. General Counsel Barnhill advised that recent legal developments resulted in necessary further review of our document.
- B. Strategic Planning Committee – did not meet. Scheduled for May 25, 2018.
- C. Policy Committee – met prior to the Board meeting. Items discussed will be presented for discussion and approval at the next regular board meeting.
- D. Legislative Committee – did not meet. District Manager Peavey attended the CSDA Legislative Days in Sacramento and District Manager Peavey and Asst. Manager Weber attended the American Mosquito Control Association Conference in Washington, D.C. where they spoke with local representatives.
- E. Manager’s Evaluation Committee – did not meet.
- F. Finance Committee – met 6/7/2018 and discussed the items included in the Board packet and issues voted upon earlier in the meeting.

11. FINANCIAL REPORT

Finance Services Advisor Arrow reviewed the information provided in the Board packet for fiscal year 2017-18: June 2017 through April 2018.

Motion by Trustee Wykoff, 2nd by Trustee Brutschy, to approve the Monthly Financial Report for fiscal year 2017-18; July 2017 through April 2018, was approved 17-0.

12. STAFF REPORTS

- A. Assistant Manager Brian Weber reviewed the materials from the Board packet.
- B. Lab Director Angie Nakano reviewed the materials from the Board packet. She also mentioned that the County Department of Environmental Health had recently come and assessed the Laboratory’s procedure for disposing of biohazardous waste and issued a certification of compliance.

Trustee Degliantoni inquired if there had been an increase of yellow jacket activity. Staff indicated May and June are typical high traffic months for yellow jackets.

Trustee Riechel inquired about a new invasive mosquito species in Southern California and whether it might be in San Mateo County. Lab Director Nakano indicated she is aware of and monitoring for the new species. The new species (*Aedes notoscriptus*) is reportedly readily attracted to the CO2 traps and our current procedures will be effective in detecting it. This mosquito has not been detected in San Mateo County to date.

Trustee Rutherford inquired about how the Laboratory disposes of biohazardous waste. Nakano clarified that the District' contracts with a company called Stericycle to remove and incinerate biohazardous waste offsite.

- C. Public Health, Education, and Outreach Officer, Megan Sebay, reviewed the materials from the Board packet.

13. AMENDMENT TO THE BUDGET FOR FISCAL YEAR 2017-2018

The District Manager and Financial Services Advisor recommended to the Board of Trustees budget adjustments in the following accounts to modify FY 2017-18 appropriation.

1. Increase the Salaries & Wages category by \$65,862
2. Decrease Employee Benefits category by \$76,507
3. Increase Computer Hardware and Software category by \$10,645

Motion by Trustee Riechel, 2nd by Trustee Brustchy, to approve the Amendment to the District Budget for fiscal year 2017-2018, was approved 16-1.

14. BUDGETS FOR FISCAL YEAR 2018-19 AND 2019-2020 – FINAL PRESENTATION

Motion by Trustee Riechel, 2nd by Trustee Brustchy, to approve Resolution M-009-018, proposed budgets for fiscal year 2018-19 and 2019-20, passed 17-0.

Trustee Sylvester requested an explanation to the proposed reduction in legal services in the proposed budget. President Galligan explained that the legal expenses for the pending PEIR increased the legal expenses during its completion in fiscal year 2017-18, therefore the budget for legal expenses is reduced in the next two years.

RESOLUTION M-009-18

A RESOLUTON OF THE BOARD OF TRUSTEES OF THE SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT ADOPTING THE FISCAL YEAR 2018-2019 and 19-20 OPERATIONAL BUDGET

WHEREAS, the San Mateo County Mosquito and Vector Control District ("District") is a political subdivision and a "local agency" of the State of California, created and operating under the authority and provisions of California Health and Safety Code Section 2000 et. Seq.; and

WHEREAS, the District's Board of Trustees ("Board") has been granted the statutory authority and responsibility to administer the financial affairs of the District; and

WHEREAS, California Health and Safety Code Section 2070(a) provides that on or before August 1 of each year, the Board shall adopt a final budget, which shall conform to the accounting and budgeting procedures for special districts contained in Subchapter 3 (commencing with Section 1031.1) and Article 1 (commencing with Section 1121) of Subchapter 4 of Division 2 of Title 2 of the California Code of Regulations; and

WHEREAS, the Board reviewed the Fiscal Year 2018-2019 and 2019-20 Budgets for the District and determined that said budget conforms to all applicable regulations.

NOW, THEREFORE, BE IT RESOLVED THE BOARD OF TRUSTEES OF THE SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT HEREBY RESOLVE ASFOLLOWS:

Section 1. Recitals.

The recitals set forth above are true and correct.

Section 2. Adoption of Budget

The Board hereby adopts the fiscal year 2018-2019 and 2019-20 Budgets of \$5,488,965 and \$5,703,706 respectively; a copy of which is attached hereto and incorporated herein by this reference and which shall be made available for public inspection in the office of the District Manager.

Section 3. Transmit to County

Pursuant to California Health and Safety Code Section 2070(b), the District Manager shall cause a copy of the Fiscal Year 2018-2019 and 2019-20 Budgets to be transmitted to the San Mateo County Auditor-Controller's Office.

Section 4. Effective Date

This Resolution shall take effect immediately upon its adoption.

Section 5. Certification

The Board Secretary shall certify as to the adoption of this resolution and shall cause the same to be processed in the manner required by law.

The foregoing resolution was duly passed by the Board of Trustees of the San Mateo County Mosquito and Vector Control District at a regular meeting by the following vote on a roll call: APPROVED AND DATED this 13th day of June 2018 after its passage.

Mason Brutschy	Town of Atherton	Aye	
Wade Leschyn	City of Belmont	Aye	
Carolyn Parker	City of Brisbane	Aye	
Joe Galligan	City of Burlingame	Aye	
Joe Silva	City of Colma		Absent
Claudia Mazzetti	County-at-Large		Absent

Glen Sylvester	City of Daly City	Aye	
Donna Rutherford	City of East Palo Alto	Aye	
Richard Wykoff	City of Foster City	Aye	
Kati Martin	City of Half Moon Bay	Aye	
Scott Smith	Town of Hillsborough	Aye	
Justin Evans	City of Menlo Park		Absent
Muhammad Baluom	City of Millbrae		Absent
Peter DeJarnatt	City of Pacifica	Aye	
Ray Williams	Town of Portola Valley	Aye	
Kat Lion	City of Redwood City	Aye	
Robert Riechel	City of San Bruno	Aye	
Ross Graves	City of San Carlos	Aye	
Ed Degliantoni	City of San Mateo	Aye	
Chris Levin-Young	City of South San Francisco	Aye	
David Tanner	Town of Woodside	Aye	

15. CLOSED SESSION

Personnel – (Government Code Section 54957) to consider Public Employee Appointment/Employment

No reportable action taken.

16. MANAGER’S REPORT

District Manager Dr. Chindi Peavey reviewed the items from the Board packet. Her report included that the District staff would be gathering information on the feasibility of installing solar panels in the future to save money on future electric bills.

17. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

Trustee Sylvester inquired if the District has investigated potential energy savings with PCE (Peninsula Clean Energy). Manager Peavey will investigate.

Trustee Parker inquired about whether the proposed new roof for the garage would be able to accommodate potential solar panels. District Manager Peavey replied that if solar panels were installed they would be placed on the roof of the Garage which was recently replaced and strengthened as part of the earthquake retrofit work done a few years ago. Trustee Tanner is concerned that the return on investment for solar power may not be financially viable at this time and suggested we thoroughly investigate before committing to anything.

Trustee Riechel thanked the Lab for their attendance at a San Bruno event and thanked Asst. Manager Weber for providing the helicopter schedule.

18. ANNOUNCE NEXT REGULARLY SCHEDULED BOARD MEETING

The July regular meeting is scheduled for July 11, 2018 @ 6 PM at the District office.

19. ADJOURNMENT @ 7:35 PM

The agenda for the June 13, 2018 Board meeting was posted at the District office June 8, 2018.



Joe Galligan, Board President

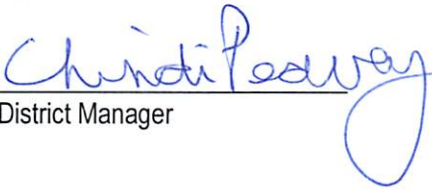


Kati Martin, Board Secretary


I certify the above minutes were approved as read or corrected at a meeting of the Board held on July 11, 2018.

** All reports that were provided to the trustees as the board meeting will be available upon request.

Approved:



District Manager



Board President