MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
April 13, 2016
6:00 P.M.

A regular meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District were held on April 13, 2016 in the District Office at 1351 Rollins Road, Burlingame, California.

TRUSTEES PRESENT: Carrie Slaughter City of Colma
Joe Galligan City of Burlingame
Christine Fuller City of Daly City
Richard Wykoff City of Foster City
Kati Martin City of Half Moon Bay
Dr. Scott Smith Town of Hillsborough
Justin Evans City of Menlo Park
Muhammad Baluom City of Millbrae
Ed Degliantoni City of San Mateo
Peter DeJarnatt City of Pacifica
Robert Maynard City of Brisbane
Wade Leschyn City of Belmont
Kat Lion City of Redwood City
Robert Riechel City of San Bruno
Jason Seifer County-at-Large

TRUSTEES ABSENT: Mason Brutschy Town of Atherton
Donna Rutherford City of East Palo Alto
Betsy Schneider City of San Carlos
Ray Williams Town of Portola Valley
Open City of South San Francisco
Open Town of Woodside

OTHERS PRESENT: District Manager, Dr. Chindi Peavey
Interim Finance Director, Jason Correia
District General Counsel, Alexandra Barnhill
Lab Director Nayer Zahiri
Operations, Brian Weber
Public Health Education and Outreach Officer, Megan Caldwell
REGULAR MEETING OF THE BOARD OF TRUSTEES
April 13, 2016 6:00 PM

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

President Rick Wykoff led the Pledge of Allegiance.

3. Oath of Office administered to Newly Appointed Trustees

Justin Evans from the City of Menlo Park was sworn in by Council Alexandra Barnhill.

4. ROLL CALL

The roll call indicated that 15 Trustees were present, constituting a quorum.

5. PUBLIC COMMENTS AND ANNOUNCEMENTS

None.

6. CONSENT CALENDAR

A. Minutes for the Regular Board Meeting of March 9, 2016 – due to technical issues with the recording device, the meeting minutes were not recorded requiring a longer period to produce the minutes from notes taken at the meeting. The minutes will be presented at the next regular Board meeting for approval.

B. Adopt changes to Policies 4010, 4020 4030, 4040, 4050, 4060, 4070, 4080, 4090, 4100, 4110 and 4120.

C. Transfer of $1,834,246 from General Fund to the District’s Other Post-Employment Benefits (OPEB) Trust Account at Public Agency Retirement Services (PARS).

D. Approve a one year contract with SCI Consulting Group for Services related to the determination, levy and collection of the District’s benefit assessment.
Motion by Trustee Fuller, 2nd by Trustee Smith to accept the Consent calendar, as amended, was approved unanimously 15-0.

7. BOARD COMMITTEE REPORTS

A. Environmental and Public Outreach – committee has not met.

B. Finance – Chairperson Maynard presented a resolution for approval and explained the reason for the resolution as follows. He reminded the Board that during the budget process in June 2015, the Board approved the transfer of 1,510429 from District Reserves Assigned to Pension Unfunded Liability (SamCera) to a Supplemental Contribution Fund at SamCera and the transfer of $1,834,246 from District Reserves Assigned to Other Post-Employment Benefits to an OPEB Trust Fund. This was expressed in the approved budget by the designation of those reserves in the Budget document. Using District Reserves to pay down financial liabilities represents wise fiscal management and a responsible use of District resources. However, the district’s auditor has advised that these transfers need to be expressed in the budget itself as line items. Therefore, the Financial Committee is recommended that the Board approve resolution M-009-16 amending the budget for the current fiscal year to add 2 line items regarding the transfer of District Reserves to pay down District liabilities.

Resolution M-009-16 amending the budget for the current fiscal year of 2015-16 budget as follows:

1. Add a line item in the Budget for the General Fund to transfer $1,510,429 from District Reserves Assigned to Pension Unfunded Liability (SamCera) to the District’s Supplemental Contribution Fund at SamCera.

2. Add a line item to the Budget of General Fund to transfer $1,834,246 From District Reserves Assigned to Other Post-Employment Benefits to the District’s OPEB Trust Fund at Public Agency Retirement Services

Motion by Trustee Baloum, second by Trustee Fuller, to approve proposed amendments to the FY 2015-16 Budget, was approved unanimously 15-0.

The second item considered by the Financial Committee was changing the account structure and format of the District’s Annual Budget. District Manager Peavey explained that staff has worked with the District’s auditor to change the account structure. At the auditor’s recommendation, the Capital Fund has been merged with the General Fund, however there will still be a capital Budget. The current account structure follows that of the County from 20 to 30 years ago. However, the District is not required to follow this structure and the County no longer uses it. District staff have changed the structure of the budget to accomplish the following:
1. Break up two large accounts that are shared by multiple departments District Special Expense and Services/Consultations. This will increase the ability of the Board and the public to understand District spending.

2. Structure accounts so that each is assigned to no more than one department. This will make it easier for department managers to track their budgets and spending.

Finally, there was a general discussion about the process to select a new finance manager.

The next meeting of the Financial Committee is scheduled for May 25, 2016.

C. Strategic Planning – No meeting.
D. Policy Committee – No meeting.
E. Manager’s Evaluation Committee – no meeting.

8. FINANCIAL REPORT

A. Interim Finance Manager Jason Correia reviewed the documents included in the Board packet.

Motion by Trustee Maynard, 2nd by Trustee Galligan to accept the FY 2015-16: July through February 2016, approved unanimously 15-0.

9. STAFF REPORTS

A. Assistant Manager Brian Weber, Operations, reviewed the documents included in the Board packet. He updated the Board on the MapVision program, indicating it will take a few months of experience to produce reports. Trustee Degliantoni inquired about solutions for unkempt yards. Weber indicated each city has its own ordinances to address. Trustee Leschyn asked how many seasonal employees will be hired. Weber indicated 12 and explained the application process.

B. Lab Director Nayer Zahiri reviewed the documents included in the Board packet. Continued surveillance has produced no findings of *Aedes aegypti*. There have been two reported cases of Zika virus in San Mateo County both were contracted outside of the U.S. Trustee DeJarnatt asked if this area is habitable by the *Aedes albopictus* mosquito. Zahiri advised that this mosquito can exist in our climate and is a potential carrier of Zika virus. She advised that the Dead Bird Reporting hot line is open and that the District laboratory has now passed all proficiency tests for West Nile virus testing. She added that the District will soon have the capability to test mosquitoes for Zika virus.

C. Public Health Education and Outreach Officer, Megan Caldwell reviewed the documents
Included in the Board packet.
Trustee Fuller thanked Caldwell for her assistance with a presentation in Daly City.

Trustee Jason Seifer arrived at 6:30.

10. Approve First Amendment to Manager’s Employment Agreement

Motion by Trustee Baloum, second by Trustee Galligan, to approve Resolution M-010-16
First Amendment to District Manager Employment Agreement was approved, unanimously 15-0

11. Adjourn to closed session to consider:

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government code 54956.9(d): (one case)

12. Reconvene in Open Session/President’s Report on Closed session (Government Code 54957.1)

Report from Closed Session: No action taken.

13. District Participation in the American Mosquito Control Association’s Washington DC Days

Manager Dr. Peavey indicated that President Wykoff had designated Trustee Galligan and that she had selected Public Health Education and Outreach Officer, Megan Caldwell to represent the District at this event and meet with Congressional representatives.

14. Selection of a Special District Representative to the Local Agency Formation Commission (LAFCo)

Board President Wykoff will attend meeting on May 3, 2016 and cast a vote for the Alternate Special District Representative to LAFCo.

15. Manager’s Report

District Manager Dr. Peavey reviewed the materials in the Board packet. Trustee Fuller questioned the efficiency of the new phone system for the District. Manager Peavey said they are still working out some ‘bugs’ and that the old phone system will not be retired until the new one is functioning perfectly.
16. Board Member Comments and Announcements

President Wykoff and Trustee Baluom gave a short report on their attendance at the MVCAC meeting they attended, both commenting on the emphasis placed on the use of social media by mosquito districts throughout the state.

17. Announce Next Regularly Scheduled Board Meeting

The next meeting will be on May 11, 2016.

16. Adjournment

The meeting was adjourned at 7:20 PM.

I certify the above minutes were approved as read or corrected at a meeting of the Board held on May 11, 2016.

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

Approved:

[Signatures]

District Manager

Board President