MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
February 13, 2019
6:00 P.M.

A meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on February 13, 2019 in the District Office at 1351 Rollins Road, Burlingame, California.

TRUSTEES PRESENT:
Mason Bratschy
Carolyn Parker
Joe Galligan
Claudia Mazzetti
Glenn R. Sylvester
Donna Rutherford
Richard Wykoff
Kati Martin
Scott Smith
Justin Evans
Muhammad Baluom
Ray Williams
Kat Lion
Robert Riechel
Ross Graves
Ed DiGiuliantoni
Chris Levin-Young
Paul Fregulia

Town of Atherton
City of Brisbane
City of Burlingame
County-at-Large
City of Daly City
City of East Palo Alto
City of Foster City
City of Half Moon Bay
Town of Hillsborough
City of Menlo Park
City of Millbrae
Town of Portola Valley
City of Redwood City
City of San Bruno
City of San Carlos
City of San Mateo
City of South San Francisco
Town of Woodside

TRUSTEES ABSENT:
Wade Leschyn
Peter DeJarnatt
Joe Silva

City of Belmont - excused
City of Pacifica - excused
City of Colma

OTHERS PRESENT:
District Manager, Dr. Chindi Peavey
District General Counsel, Alexandra Barnhill
Lab Technician, Theresa Shelton
Finance Director, Richard Arrow
REGULAR MEETING OF THE BOARD OF TRUSTEES
February 13, 2019
6 PM

1. CALL TO ORDER

The general meeting was called to order at 6 PM.

2. PLEDGE OF ALLEGIANCE

Trustee Galligan led the Pledge of Allegiance.

3. OATH OF OFFICE

None.

4. ROLL CALL

The roll call indicated that 18 Trustees were present, constituting a simple quorum.

5. PUBLIC COMMENTS AND ANNOUNCEMENTS

None.

6. CONSENT CALENDAR

Motion by Trustee Rutherford, 2\textsuperscript{nd} by Trustee Riechel, to approve the Consent Calendar, as amended to correct the attendance, was approved 18-0.

REGULAR AGENDA

7. REVIEW OF AUDIT AND COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR FISCAL YEAR 2017-18

Ahmed Badawi of Badawi and Associates, Certified Public Accountants, provided an executive summary of the District's annual audit telephonically.

Trustee Riechel pointed out a couple of small mistakes in the audit and requested their correction and more attention to detail in the future. Mr. Badawi will review and make every effort to avoid in the future.
Trustee Baloum inquired if the District's financial projections were discussed with the auditors. Mr. Badawi indicated the financial projections were not considered.

Motion by Trustee Riechel, second by Trustee Degliantoni, to approve the financial audit and the Comprehensive Annual Financial Report, passed 18-0.

8. BOARD COMMITTEE REPORTS

A. Environmental and Public Outreach – did not meet

B. Policy Committee – the Committee met on February 13, 2019 to begin review of the District Policy 6080 Fraud Prevention. Review of this section will be ongoing.

C. Legislative Committee – did not meet.

D. Manager's Evaluation Committee – will recess until September, 2019.

E. Finance Committee – met on February 4, 2019. Committee chair Brutschy reviewed the information contained in the Board packet. The Finance Committee's salary sub-committee (Trustees Williams, Wykoff, Galligan and Baloum) will meet with the employee and staff association to begin salary negotiations this month.

F. Strategic Planning Committee – did not meet.

9. FINANCIAL REPORT

Interim Finance Services Director Arrow reviewed the information provided in the Board packet for fiscal year 2018-19: July 2018 through December, 2018.

Trustee Wykoff requested a clarification of the actual revenues received over the budget for the first 6 months. Director Arrow reported the revenues were $28,837 above the amount budgeted for Year to Date as of December 31, 2018.

Finance Committee Chairperson Brutschy indicted the Finance Committee would be reviewing the District's assessments during this year.

Trustee Fregulia questioned the line entry for Board training and District Manager Dr. Peavey explained that there is a minimum charge and that amount was split into two line entries to reflect funds spent for Board members and staff.
Motion by Trustee Williams, second by Trustee Mazzetti, to approve the Financial Documents for fiscal year 2018-19; July 2018 through December 2018, was approved 18-0.

10. STAFF REPORTS

A. Assist Manager Weber and Laboratory Director Angie Nakano were on District business in Southern California this week.

B. Vector Ecologist, Tara Roth reviewed the Laboratory staff report from the Board packet.

C. Public Health, Education, and Outreach Officer, Megan Sebay, was on vacation this week. Her written report was in the Board packet.

11. REVIEW OF BOARD AND STAFF ACCOMPLISHMENTS IN 2018

District Manager outlined the accomplishments of the Board and Staff during 2018, highlighting OPEB and pension funding, long term financial planning, the District’s new Strategic Plan, completion of the District’s environmental compliance, and the annual audit (discussed above).

There was a general discussion regarding the state of the District. Trustee Williams suggested that an effort be made to explore comparisons with other mosquito and vector control districts to determine if the District is achieving the same level of service for county residents as other districts.

12. CLOSED SESSION

PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: District Manager (Government Code Section 54957)

CONFERENCE WITH LABOR NEGOTIATOR
Unrepresented employee: District Manager (Government Code Section 54957.6)

13. END CLOSED SESSION

14. REPORT FROM CLOSED SESSION

Action taken to place on the Agenda the Fourth Amendment to the District Manager’s Employment Agreement proposing a two-year term extension and salary adjustment of $8,000 per year, approved as follows:
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15. RESOLUTION M-007-19 REGARDING THE FOURTH AMENDMENT TO THE DISTRICT MANAGER'S EMPLOYMENT AGREEMENT.

Trustee Brutschy left the meeting at 7:58 PM.

Motion by Trustee Rutherford, 2nd by Trustee Wykoff, to approve Resolution M-007-19 regarding the Fourth Amendment to the District Manager's Employment Agreement (attachment A), passed 17-0.

16. REPORT ON POTENTIAL SOLAR PANEL PROJECT

Finance Director Richard Arrow outlined a proposal for installing solar panels on the roof of the District's building.

Trustee Sylvester had several questions: Was the 5% discount from PCE (Peninsula Clean Energy) considered? District Manager Chindi Peavey stated that the District does purchase power from PCE. Was depreciation and 30% government rebate considered? Director Arrow indicated the 30% rebate is an income tax deduction not available to a governmental agency.
Has the District considered using electric vehicles? District Manager Peavey indicated the District has considered electric vehicle and is installing a charging station at the Burlingame office. She is researching electric vehicles for the District.

Is the District considering battery storage? District Manager Peavey indicated that the Request for Proposals includes requesting bids for battery storage.

Trustee Graves voiced his concerns regarding the installation of solar power and cautioned the Board to proceed very carefully. Trustee Graves stated that he noticed that the estimate of Return on Investment did not include maintenance or structural changes to the Building roofs. He also noted that the estimate of Return on Investment was greater than 10 years and in his opinion the system should have an ROI under 10 years.

Trustee Evans inquired what costs had been expended thus far. Finance Director Arrow indicated the preparation of the Request for Proposals and study by Utility Cost Management, LLC., cost the District $6,250 plus staff and legal time to review the RFP.

Trustee Mazzetti asked what we will do when the solar panels become obsolete. It was agreed that we would replace them.

Motion by Trustee Baloum, second by Trustee Riechel, to release the RFP (Request for Proposal) for installation of solar power at the District’s Burlingame office, passed 18-0.

17. FORM 700 REMINDER

18. DISCUSSION OF HAVING THE BOARD CONDUCT A SELF EVALUATION

There was a general discussion regarding how to proceed with the project. It was agreed that a committee to explore the parameters of a Board self-evaluation and determine the how, why, when and what we will do with the results and present recommendations to the Board. President Galligan will form a committee and advise the Board.

19. MANAGER’S REPORT

District Manager Dr. Chindi Peavy reviewed the items from the Board packet.

20. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

None.

21. ANNOUNCE NEXT REGULARLY SCHEDULED BOARD MEETING
The next regular meeting is scheduled for March 13, 2019 @ 6 PM at the District office.

22. ADJOURNMENT @ 8:25 PM

The agenda for the February, 2019 Board meeting was posted at the District office February 8, 2019.

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 April 10, 2019.

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

Approved:

Cheryl Peavey  
Joe Galligan

District Manager  
Board President