MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
June 14, 2017
6:00 P.M.

The regular meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on June 14, 2017 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
Glen Sylvester City of Daly City
Donna Rutherford City of East Palo Alto
Kati Martin City of Half Moon Bay
Dr. Scott Smith Town of Hillsborough
Justin Evans City of Menlo Park
Muhammad Baluom City of Millbrae
Ray Williams Town of Portola Valley
Kat Lion City of Redwood City
Robert Riechel City of San Bruno
Dr. Mairin Joseph-Talreja City of San Carlos
Ed Degliantoni City of San Mateo
Dr. Alvin Zachariah City of South San Francisco

TRUSTEES ABSENT:
Joe Silva City of Colma
Jason Seifer County-at-Large
Richard Wykoff City of Foster City
Peter DeJarnatt City of Pacifica
Vacant Town of Woodside

OTHERS PRESENT:
District Manager, Dr. Chindi Peavey
Assistant Manager, Brian Weber
District General Counsel, Alexandra Barnhill
Public Health Education and Outreach, Megan Sebay
Laboratory Operations – Vector Ecologist, Theresa Shelton
Temporary Finance Manager – Richard Arrow
REGULAR MEETING OF THE BOARD OF TRUSTEES
June 14, 2017 @ 6:00 PM

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

   Board Vice President Galligan led the Pledge of Allegiance.

3. Oath of office.
   None

4. ROLL CALL

   The roll call indicated that 16 Trustees were present, constituting a quorum.

5. PUBLIC COMMENTS AND ANNOUNCEMENTS
   None

6. CONSENT CALENDAR

   Motion by Trustee Riechel, 2nd by Trustee Rutherford, to accept the Consent calendar with the revisions to item D2 (Approving an Amendment to the current Contract with RGS for Management and Administrative Services relating to Human Resources), provided to the Board prior to the meeting, was approved 16-0.

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

   Motion by Trustee Riechel, 2nd by Trustee Rutherford to open the public hearing was approved 16-0.

   Sonja Ortega from SCI Engineering reviewed the Engineer's Report supporting the increase of the benefit assessment to $18.15. The new rate will generate approximately $1.7 million in revenue.
ACTION: Motion by Trustee Riechel, 2nd by Trustee Degliantoni to close the public hearing was approved 16-0.

8. RESOLUTION M-009-17 – BENEFIT ASSESSMENT

RESOLUTION M–009-17


WHEREAS, the San Mateo County Mosquito and Vector Control District ("District") is authorized, pursuant to the authority provided in Health and Safety Code Section 2082 and Article XIIIID of the California Constitution, to levy assessments for mosquito, vector and disease control projects and services; and

WHEREAS, such vector surveillance and control projects and services provide tangible public health benefits, reduced nuisance benefits and other special benefits to the public and properties with the areas of service; and

WHEREAS, an assessment for mosquito, vector and disease control projects and services has been given the distinctive designation of the "North and West County Mosquito and Disease Control Assessment District" ("Assessment"), and is primarily described as encompassing the boundaries of North and West San Mateo County; and

WHEREAS, the Assessment was authorized by an assessment ballot proceeding conducted in 2003 and approved by a majority of the weighted ballots returned by property owners, and such Assessment was levied by the Board of Trustees of the San Mateo County Mosquito and Vector Control District by Resolution No. M-006-04 passed on October 8, 2003; and

WHEREAS, the Board of Trustees of the District must annually fix the amount of Assessment in an amount not to exceed the maximum rate approved by the property owners, with adjustments for inflation; and

WHEREAS, the Board of Trustees designated by resolution SCI as the Engineer of Work for the District and directed the filing of an Annual Engineer’s Report to the District:

WHEREAS, SCI prepared a preliminary engineer’s report in accordance with Article XIIIID of the California Constitution and Section 2082, et seq., of the Health and Safety Code for the Assessment (the "Engineer’s Report"); and
WHEREAS, on May 10, 2017, this Board adopted Resolution No. M-008-17 declaring its intention to levy Assessments for fiscal year 2017-18, preliminarily approving the Engineer’s Report, and providing for notice of public hearing on June 14, 2017 at the hour of 6:00 p.m. at the San Mateo County Mosquito and Vector Control District Office located at 1351 Rollins Road, Burlingame CA 94010; and

WHEREAS, the District has published in a newspaper of general circulation notice of a public hearing, as required by law; and

WHEREAS, at the appointed time and place the hearing was duly and regularly held, and all persons interested and desiring to be heard were given an opportunity to be heard, and all matters and things pertaining to the levy of Assessment were fully heard and considered by this Board, and all oral statements and all written protests or communications were duly heard, considered and overruled, and this Board thereby acquired jurisdiction to order the levy of assessment prepared by and made a part of the Engineer’s Report to pay the costs and expenses thereof.

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. Engineer’s Report. The Final Engineer’s Report for the Assessment included in the agenda packet, as modified on June 14, 2017, if applicable, is hereby confirmed and approved as the Final Engineer’s Report for the District for FY 2017-18 and is incorporated herein by reference.
3. Diagram Confirmed. The diagram showing assessment district boundary thereof, the proposed assessments, and assessment role for Fiscal Year 2017-2018 contained in the Engineer’s Report and presented to the property owners of record within the District are hereby confirmed.
4. Findings. Based on the oral and documentary evidence, including the Engineer’s Report offered and received at the public hearing, the Board expressly finds and determines that: (a) the public interest, convenience and necessity require that the levy be made; (b) each of the several lots and parcels of land subject to the Assessment will be specially benefited by the services to be financed by the assessment proceeds in at least the amount of the assessment apportioned against such lots and parcels of land, respectively; and (c) that there is substantial evidence to support, and the weight of the evidence preponderates in favor of, said finding and determination as to special benefit to property from the mosquito, vector and disease control services to be financed with assessment proceeds.
5. Assessment Rate. That assessments for fiscal year 2017-18 shall be levied at the rate of EIGHTEEN DOLLARS AND FIFTEEN CENTS ($18.15) per single-family equivalent benefit unit for Zone A, and SEVENTEEN DOLLARS AND EIGHTY-ONE CENTS ($17.81) for Zone B, as specified in the Engineer’s Report for fiscal year 2017-18 with estimated total annual assessment revenues as set forth in the Engineer’s Report.
6. Services. The mosquito and disease control services to be financed with assessment proceeds described in the Engineer's Report are hereby ordered.

7. Collection. No later than August following such adoption, the Board shall file a certified copy of the diagram and assessment and a certified copy of this Resolution with the Auditor of the County of San Mateo ("County Auditor"). Upon such filing, the County Auditor shall enter on the County assessment roll opposite each lot or parcel of land the amount of assessment thereupon as shown in the assessment. The assessments shall be collected at the same time and in the same manner as County taxes are collected and all the laws providing for collection and enforcement shall apply to the collection and enforcement of the assessments. After collection by the County, the net amount of the assessments, after deduction of any compensation due the County for collection, shall be paid to the Mosquito and Disease Control Assessment.

8. Accounting. All revenues from Assessments shall be deposited in a separate fund established under the distinctive designation of the San Mateo County Mosquito and Vector Control District, North and West County Mosquito and Disease Control Assessment.

9. Corrections. The Assessment, as it applies to any parcel, may be corrected, cancelled or a refund granted as appropriate, by order of the Board of Trustees of the District. Any such corrections, cancellations or refunds shall be limited to the current fiscal year.

10. Effective Date. This Resolution shall become effective immediately upon its adoption.

The foregoing Resolution was PASSED and ADOPTED by the Board of Trustees of the San Mateo County Mosquito and Vector Control District at a regular meeting thereof held on June 14, 2017, at 1351 Rollins Road, Burlingame CA 94010.

AYES: NOES: ABSTAINED: ABSENT:

ATTEST:

APPROVED:

_________________________ Board Vice President

_________________________ Board Secretary

Motion by Trustee Riechel, 2nd by Trustee Brutschy to approve Resolution M-009-17, was approved 16-0.

9. BOARD COMMITTEE REPORTS
A. Environmental and Public Outreach – met May 10, 2017 to discuss the committee's approach to the PEIR review.
B. Strategic Planning Committee – no meeting
C. Policy Committee – Consideration of text amendments to Policy sections 4080, and 4090. Chairperson Martin requested all items be presented at the July Board meeting.

Next meeting of the Policy Committee set for July 12, 2017 at 5 PM at the District office.

D. Manager's Evaluation Committee – met to discuss format of evaluation.
E. Finance Committee – met on with Trustee Wykoff as chair. Trustee Galligan reviewed the items in the Board packet.

Trustee Evans questioned what OPEB is and why the District pays for it. Manager Peavey explained that OPEB (Other Post-Employment Benefits) is the after-employment health benefits promised to the employees. The District has established and funded a trust to pay for these benefits. Trustee Galligan explained the investment process and advised that the fund has produced higher returns than expected and that the account is currently fully funded. Trustee Evans inquired when we would discuss the status of the District's unfunded liability with the San Mateo County Employee Retirement Association (SamCera) and the District's Supplemental Contribution Account which partially funds this liability. District Manager Peavey explained that Scott Hood, CEO of SAMCERA n) spoke to the Finance Committee recently to review the pension fund. He explained the impacts of a potential adjustment to the assumed rate of return on funds in the pension fund SAMCERA account. Because the District has previously made efforts to decrease the unfunded portion of the retirement responsibility, the remaining unfunded portion will require a smaller contribution in the coming years.

10. FINANCE REPORT

Finance Advisor Richard Arrow reviewed the materials provided in the board packet. Trustee Evans inquired if the Finance Advisor has had an opportunity to make an assessment of the District's internal controls. Mr. Arrow indicated he will be looking at the operation carefully over the next few months to determine if additional controls are necessary. He explained that the current policies were developed after the finance fraud of 6 years ago and are codified in our policy manual.

Motion by Trustee Sylvester, 2nd by Trustee Baloum, to approve the Financial Documents for fiscal year 2016/17: July 2016 through April 2017, was approved 16-0.

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

A RESOLUTION OF THE BOARD OF TRUSTEES OF
THE SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

AUTHORIZING THE SAN MATEO COUNTY CONTROLLER TO AMEND THE FY 2016-17 OPERATING BUDGET

WHEREAS, the San Mateo County Mosquito and Vector Control District ("District") maintains its funds with the County Treasurer pursuant to Health and Safety Code Section 2076; and

WHEREAS, the District Board of Trustees has previously adopted the operating budget for fiscal year 2016-17; and

WHEREAS, the District finds that amendments to the operating budget for FY 2016-17 are necessary in order to facilitate ongoing operations; and

WHEREAS, the below listed appropriation adjustments are provided within available District revenues and fund balances.

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. Budget Amendment. The Board of Trustees hereby directs the San Mateo County Controllers office within the 2016-17 Budget to make the following changes:

Increase Budgeted Program Revenues Account #4000 by $121,573

Increase budgetary appropriations in Account #5300 Administration by $121,573

3. Implementation. The Manager of the District shall file with the County Controller of

San Mateo County a copy of this Resolution and shall take all actions as may be reasonably necessary to effectuate the purpose of this Resolution.

4. Effective Date. This Resolution shall become effective immediately upon its adoption.

The foregoing Resolution was PASSED and ADOPTED by the Board of Trustees of the San Mateo County Mosquito and Vector Control District on this 1 day of June 2017 in Burlingame, California by the following vote:
Motion by Trustee Brutschy, 2nd by Trustee Zachariah, to approve Resolution M-010-17, authorizing amending the District budget FY 2016-17 for the San Mateo County’s fee to collect taxes for the District, was approved 16-0.

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

RESOLUTION M-011-17

A RESOLUTION OF THE BOARD OF TRUSTEES OF
THE SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

AUTHORIZING THE SAN MATEO COUNTY CONTROLLERS OFFICE TO REALLOCATE FUNDS
WITHIN THE GENERAL FUND AMONG SPECIFIED ACCOUNTS:

GENERAL FUND:

WHEREAS, the San Mateo County Mosquito and Vector Control District ("District") maintains its funds with the County Treasurer pursuant to Health and Safety Code Section 2076; and

WHEREAS, the District Board of Trustees has determined and desires to reallocate funds from its General Fund among the below listed accounts in order to facilitate ongoing operations.

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. Fund Transfer. The Board of Trustees hereby advises the San Mateo County Controllers Officer that the 2016-17 Budget, General Fund is hereby amending the budget for fiscal year 2016-17 pursuant to Attachment 1 of this resolution.
3. Implementation. The Manager of the District shall file with the County Controller of San Mateo County a copy of this Resolution and shall take all actions as may be reasonably necessary to effectuate the purpose of this Resolution.

4. Effective Date. This Resolution shall become effective immediately upon its adoption.

The foregoing Resolution was PASSED and ADOPTED by the Board of Trustees of the San Mateo County Mosquito and Vector Control District on this 14 day of June, 2017 in Burlingame, California.

Motion by Trustee Brutschy, 2nd by Trustee Degliantoni, to approve Resolution M-011-17, authorizing amending the District budget FY 2016-17 to transfer funds within the General fund among Expenditure accounts as outlined in the Board packet, was approved 16-0.
RESOLUTION M-012-17

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

AUTHORIZING THE SAN MATEO COUNTY CONTROLLERS OFFICE TO TRANSFER FUNDS FROM THE DISTRICT GENERAL FUND IN THE COUNTY TREASURY TO THE DISTRICT'S SUPPLEMENTAL CONTRIBUTION ACCOUNT (DSCA) AT SamCERA:

WHEREAS, the San Mateo County Mosquito and Vector Control District ("District") maintains its funds with the County Treasurer pursuant to Health and Safety Code Section 2076; and

WHEREAS, the District Board of Trustees has determined and desires to reduce its Unfunded Actuarially Accrued Liability (UAAL) for employee pensions; and

WHEREAS, the District Board of Trustees has determined and desires to transfer funds from its General Fund Account at the County Treasury to the District Supplementary Contributions Account at SamCERA.

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. **Fund Transfer.** The Board of Trustees hereby directs the San Mateo County Controllers Officer within the 2016-17 Budget, to affect a fund transfer in the amount of two hundred fifty thousand Dollars ($250,000) as follows:
   
   Transfer $250,000 from District General Fund
   Augment $250,000 District Supplementary Contribution at SamCERA

3. **Implementation.** The Manager of the District shall file with the County Controller of San Mateo County a copy of this Resolution and shall take all actions as may be reasonably necessary to effectuate the purpose of this Resolution.
4. **Effective Date.** This Resolution shall become effective immediately upon its adoption.

The foregoing Resolution was PASSED and ADOPTED by the Board of Trustees of the San Mateo County Mosquito and Vector Control District on this of June 2017 in Burlingame, California.

**Motion by Trustee Riechel, 2nd by Trustee Degliantoni,** to approve Resolution M-012-17, authorizing amending the District budget FY 2016-17 to transfer funds from the General Fund to the District's
Contribution Account (DSCA) at the San Mateo County Retirement Association (SAMCERA) to lower the unfunded liability (UAAL) and lower future costs, was approved 16-0.

12. BUDGET FOR FY 2017-18 – FINAL PRESENTATION

District Manager Chindi Peavey reviewed the proposed budget for FY 2017-18. Recommends the Finance Committee review the overall budget in early 2018 to assure the focus of the District.

Trustee Brutschy advised the increase in salaries is due to the recent renegotiations with the employee group.

There was a general discussion regarding the Board meeting expenses for the year. $18,000 was budgeted with only $3,600 having been spent.

RESOLUTION M-013-17

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT ADOPTING THE FISCAL YEAR 2017-2018 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 2017-2018 Budget 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 AS FOLLOWS:

Section 1. Recitals.
The recitals set forth above are true and correct.

Section 2. Adoption of Budget
The Board hereby adopts the Fiscal Year 2017-2018 Budget of $5,175,390, 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 2016-2017 Budget to be transmitted to the San Mateo County 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.

PASSED, ADOPTED AND APPROVED, THIS 14TH day of June 2017.

Motion by Trustee Baloum, 2nd by Trustee Sylvester, to approve Resolution M-013-17, the District Budget for FY2017-18, was approved 16-0

13. STAFF REPORTS

A. Assistant Manager Brian Weber reviewed the materials from the Board packet. Seasonal hiring continues.
B. Vector Ecologist Theresa Shelton reviewed the materials from the Board packet.
C. Public Health, Education, and Outreach Officer, Megan Sebay, reviewed the materials from the Board packet.

14. MANAGER'S REPORT

District Manager Dr. Chindi Peavey reviewed the items provided in the Board packet

15. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

Trustee Galligan mentioned an article in the CSDA monthly report regarding the use of personal email accounts for District business.

General counsel Barnhill commented on two emails she forwarded and recommended everyone review them.
16. ANNOUNCE NEXT REGULARLY SCHEDULED BOARD MEETING

The July Board meeting is scheduled for July 12, 2017.

17. ADJOURNMENT

The meeting was adjourned at 7:20 PM in honor of Robert Schoepner, District Biologist/Vector Ecologist from 1964 to 1998.

The agenda for the June 14, 2017 Board meeting was posted at the District office on June 9, 2017.

Rick Wykoff, 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 12, 2017.

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

Approved:

Chindi Pearvey
District Manager

Rick Wykoff
Board President
San Mateo County Mosquito & Vector Control District

Combined Revenue and Expenditure

Summary for FY 2014-15 Through FY 2017-18

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<th>FY 2016-17 Budget</th>
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<td>Service Agreements</td>
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