SPECIAL MEETING OF THE BOARD OF TRUSTEES – CLOSED SESSION
June 8, 2016 5:30 P.M.

Minutes

A closed session meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District were held on June 8, 2016 in the District Office at 1351 Rollins Road, Burlingame, California.

CONFERENCE WITH LABOR NEGOTIATOR – Section 54957.6
Agency designated representative: Board Vice President Galligan
Employee Organization: Peninsula Vector Workers Association

The Board entered closed session at 5:30 PM and reconvened in Open session at 6:00 PM (Government Code 54957.1.). Vice President Joe Galligan reported out following the closed session that no action had been taken.

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
June 8, 2016
6:00 P.M.

A closed session meeting and a regular meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District were held on June 8, 2016 in the District Office at 1351 Rollins Road, Burlingame, California.

TRUSTEES PRESENT:
Mason Brutschy
Wade Leschyn
Carrie Slaughter
Christine Fuller
Dr. D. Scott Smith
Justin Evans
Peter DeJarnatt
Ray Williams
Kat Lion
Robert Riechel
Dr. Alvin Zachariah
Joe Galligan

Town of Atherton
City of Belmont
City of Colma
City of Daly City
Town of Hillsborough
City of Menlo Park
City of Pacifica (left at 6:57pm)
Town of Portola Valley
City of Redwood City
City of San Bruno
City of South San Francisco
City of Burlingame

TRUSTEES ABSENT:
Jason Seifer
Robert Maynard
Donna Rutherford

County-at-Large
City of Brisbane
City of East Palo Alto
REGULAR MEETING OF THE BOARD OF TRUSTEES
June 8, 2016 6:03 PM

1. CALL TO ORDER

Vice President Joe Galligan presided over the Board meeting and called the meeting to order at 6:03 PM. Vice President Galligan announced that there would be a change to the order of the agenda: Items 7 – 9 would be taken out of order so that the Public Hearing on Special Benefit Assessment within the North and West County Mosquito and Disease Control Assessment District and the proposed resolutions on the Benefit Assessment and Special Parcel Tax would begin at 7:00 PM, as announced in the public notice.

2. PLEDGE OF ALLEGIANCE

Vice President Joe Galligan led the Pledge of Allegiance.

3. Oath of Office administered to Newly Appointed Trustees

None

4. ROLL CALL

The roll call indicated that 12 Trustees were present, constituting a quorum.

5. PUBLIC COMMENTS AND ANNOUNCEMENTS

None.
6. CONSENT CALENDAR

Motion by Trustee Fuller, 2nd by Trustee Leschyn, to accept the Consent Agenda was approved 12 to 0.

REGULAR AGENDA (Taken out of order from posted agenda)

10. BOARD COMMITTEE REPORTS

A. Environmental and Public Outreach – Committee did not meet. Wade Leschyn will chair the next meeting of the committee for Dr. Scott Smith. The committee plans to meet before the July Board meeting.

B. Finance – reported the committee met on May 31 to hear from the District’s Negotiating Committee on Employee salaries and Benefits and to review the Budget for FY 2016-17. The committee voted unanimously to recommend approval of the Budget by the full Board.

C. Strategic Planning – Committee did not meet.

D. Policy Committee – Committee did not meet. District Manager Peavey reported that she and Chairperson Martin met and the reviewed status of policies in the District Policy Manual.

E. Manager’s Evaluation Committee – Committee plans to resume regular meetings in September.

11. FINANCIAL REPORT

Newly hired Finance Manager David Randall was introduced to the Board. Mr. Randall reviewed the documents included in the Board packet.

Trustee Evans stated that the Board would welcome any new insights or graphical presentation formats from Mr. Randall on the presentation of the Board Financial Reports.

Trustee Ray Williams asked about the amount of District Reserves and asked whether the District’s reserves were too high.

Trustee Joe Galligan stated that the District held 60% of the amount of annual Budgeted Expenditures as a Working Capital Reserves. District Manager Chindi Peavey explained that in the current fiscal year the Board had lowered reserves by $3.3 mil by transferring $1.5 mil to a Supplementary Contribution Account at the San Mateo County Employee Retirement Association to pay down the District’s unfunded liability for employee pensions and $1.8 mil
into an OPEB trust. The District's remaining reserves were in accordance with the District's Reserve Policy, which had been developed by the Board’s Financial Committee and are outlined in the Budget document for the 2015-16 fiscal year.

Motion by Trustee Brutschy, 2nd by Trustee Smith to accept the Financial documents for Fiscal Year 2015-2016, July through April 2016, was approved 12 to 0.

Finance Director David Randall and District Manager Chindi Peavey presented the proposed amendment to the Budget for the current Fiscal Year (2015-16). Manager Chindi Peavey stated that the proposal before the Board was the reallocation of funds within the General Fund transferring $100,000 from Account # 4111 Regular Fulltime Salaries augmenting Account # 5111 Pesticides by $20,000 and Account # 5966 by $80,000. District Manager Peavey explained that the account for Full-time Salaries had excess funds due to the fact that the permanent position of Finance Director had been unfilled from February through most of May due to the departure of Rosendo Rodriguez and that the Interim Finance Director had been a temporary hire and therefore paid for from Account # 5856 Services & Consultations. Expenditures in Account # 5966 District Special Expense was higher than budgeted due to work on completing the District’s Programmatic Environmental Impact Report (PEIR) by Contract firm Cardno. $45,000 was budgeted for this account but expenditures are expected to be higher. Part of this was due to the fact that much of this work was budgeted in FY 2014-15 and was expected to be completed in May and June of 2015, but instead fell into the FY 2015-16 expenditures.

The Board voted to approve Resolution M-016-16 as follows:

RESOLUTION M-016-16

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT AUTHORIZING THE SAN MATEO COUNTY CONTROLLER TO REALLOCATE FUNDS WITHIN THE GENERAL FUND #02706 AMONG THE ACCOUNTS LISTED BELOW:

GENERAL FUND:

WHEREAS, the San Mateo County Mosquito and Vector Control District Board of Trustees has determined and desires to reallocate funds from Fund #02706 (General Fund) among the below listed accounts;

BE IT RESOLVED by the Board of Trustees of the San Mateo County Mosquito and Vector Control District does hereby direct the San Mateo County Controller, within the
2015-16 Budget, General Fund # 02706, to affect a fund transfer in the amount of one hundred thousand dollars ($100,000) as follows:

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<tr>
<th>Tran</th>
<th>$100,000</th>
<th>Accoun</th>
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<th>Regular Full-time</th>
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<tr>
<td>Aug</td>
<td>$ 20,000</td>
<td>Accoun</td>
<td>#</td>
<td>Pesticides</td>
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<td>Aug</td>
<td>$ 80,000</td>
<td>Accoun</td>
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<td>District Special</td>
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Trustee Justin Evans asked why the Board needed to amend the Budget. Trustee Kat Lion answered that the review and discussion of a budget amendment and the subsequent vote by the Board shows the public that the changes in expected spending were done under consideration and review by the Board. Such a vote is part of the Board’s oversight of the District’s spending.

Motion by Trustee Riechel, 2nd by Trustee Fuller to approve resolution M-016-16, was approved 12-0.

12. STAFF REPORTS

A. Assistant Manager Brian Weber presented the Operations Report, which was included in the Board Packet.

Trustee Evans requested graphs of the inspection and treatment work done by the field technicians showing trends over time be presented in the future. Assistant Manager Weber noted that additional reporting features will be available once the new MapVision system is fully implemented.

Trustee Fuller asked why the District was mapping every catch basin in the storm drain system and whether we could instead get maps of their locations from the cities they are in. Assistant Manager Weber explained that many of the maps are either not available digitally or are not accurate enough for our purposes. Trustee Kat Lion stated that our maps of their location could be a valuable source of information to the cities. Trustee Alvin Zachariah asked a question about the District as compared to Marin Sonoma MVCD. He noted that Marin Sonoma MVCD has half the budget that the San Mateo County MVCD by covers four times the area and asked if they were more efficient than San Mateo MVCD. Assistant Manager Weber explained that much of the Marin Sonoma MVCD is rural and does not require the same kind of treatment that our District does.

Trustee Wade Leschyn asked a question about woodrats and asked if they were the reservoir for Lyme disease. District Manager Chindi Peavey responded that woodrats are a known reservoir of Lyme disease.

B. Laboratory Director Nayer Zahiri presented the laboratory report. She stated that a laboratory at UC Davis is now offering testing Aedes eggs to identify them to species. This is important because surveillance for Aedes mosquitoes is done through the use of traps in which mosquitoes lay eggs
and mosquito eggs can be identified to genus, but not to species, with a microscope. Differentiating invasive Aedes from native species requires molecular techniques.

Trustee Mason Brutschy asked how many human deaths there had been to date this year from West Nile virus. Dr. Zahirì responded that there had been none reported this year to date.

Wade asked where the woodrat study, which is being conducted at Water Dog Lake in Belmont, is going.

Trustee Evans asked how many dead birds are reported annually for the District’s testing and whether the number of positive birds was evenly distributed throughout the county. Dr. Zahirì indicated 1-2 birds per day throughout the county during the summer and that in 2015, most of the positive birds were found in Menlo Park.

Trustee Evans asked how close to Menlo Park the West Nile positive birds in Santa Clara County are.

(Trustee Peter DeJarnatt left at 6:57 pm, during this discussion).

C. Public Health Education and Outreach Officer (PHEOO) Megan Caldwell reviewed the documents included in the Board packet.

PHEOO Caldwell stated that the District’s BART poster was getting positive results. She stated that the District is preparing a post card mailer that will go to 141,000 household address in the suburban southeastern part of the county from San Mateo to the border with Santa Clara County. The purpose of the mailer is to inform residents to watch for and report day-biting mosquitoes (which may be the invasive species Aedes aegypti or Ae. albopictus).

Trustee Fuller asked who picks the content for the District’s Facebook page. PHEOO Caldwell answered that she does and a discussion ensued about the how and why of the District’s of social media content selection.

Trustee Riechel asked about how the District’s exhibit at the County Historical Museum worked out.

Trustee Brutschy asked about whether the District intended to participate in the fair in Menlo Park this year and PHEOO replied that it will not have a booth at this event due to the low number of people stopping at the booth last year.

PHEOO Caldwell and Vice President Galligan reported on their trip to the American Mosquito Control Association’s Washington DC Days in May. They visited 11 congressmen. PHEOO Caldwell stated that House bill HR 897 on Zika virus Control has passed the House.
Trustee Justin Evans asked where he could find the “asks” from AMCA Washington Days. PHEOO Caldwell responded that the position papers can be found on the website of the AMCA.

7. PUBLIC HEARING – Regarding the continuation of the District’s revenue measures including a special parcel tax within the original boundaries and a special benefit assessment within the North and West County Mosquito and Disease Control Assessment District

7:05 PM Motion by Trustee Smith to open the public hearing, seconded by Trustee Fuller. This was an opportunity for members of the public to address the Board with questions and/or comments relevant to the setting of the Special Mosquito Control Special Parcel Tax and/or Special Benefit Assessment. No members of the public asked to speak. Motion by Trustee Riechel, seconded by Trustee Fuller to close the public hearing.

Trustee Riechel moved to approve Resolution M-013-16 continuing the levy of the benefit assessment within the North and West County Mosquito and Disease Control Assessment District with no increase for Fiscal Years 2016-17. The motion was seconded by Trustee Fuller. The Board voted unanimously to approve Resolution M-013-16 11 to 0.

8. RESOLUTION M-013-16 – BENEFIT ASSESSMENT

Trustee Riechel moved to approve Resolution M-014-16 maintaining the amount of the Special Mosquito Control Tax without changes for Mosquito Control Services within the originally designated cities and unincorporated areas of the south and east portions of the District for Fiscal Year 2016-17. The motion was seconded by Trustee Fuller. The Board voted unanimously to approve Resolution M-014-16 11 to 0.

9. RESOLUTION M-014-16 AND M-015-16 – SPECIAL TAX

Trustee Riechel moved to approve Resolution M-015-16 authorizing the continued collection of the Special Mosquito Control Tax for Mosquito Control Services within the originally designated cities and unincorporated areas for Fiscal Year 2016 – 2017. Motion seconded by Trustee Fuller. The Board voted unanimously to approve Resolution M-015-16 11 to 0.

13. BUDGET FOR FISCAL YEAR 2016-17 – FINAL PRESENTATION

District Manager Chindi Peavey and Finance Director David Randall made the final presentation of the Budget for Fiscal Year 2016-17.
Trustee Fuller requested that the digital copies of the handouts from the presentation be sent to the Board members after the meeting. Trustee Fuller asked to see the past year in the new structure. Trustee Justin Evans asked whether the budget was in accrual or cash basis.

Trustee Riechel made a motion to approve the budget for fiscal year 2016-17, seconded by Trustee Brutschy. Vice President Galligan noted that the salaries and Benefit Section of the Budget may need to be adjusted after the MOU with District staff is finalized and approved by the Board at the July Board meeting and asked that this be on the July Board agenda. Motion passed 11 to 0.

14. MANAGER’S REPORT

District Manager Dr. Peavey reviewed the materials in the Board packet.

15. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

Trustee Justin Evans asked for an update on the District’s Programmatic Environmental Impact Report (PEIR). District Manager Chindi Peavey responded that the public comment period had ended, the District has collected the comments and the consultant is working on the responses to comments. This may take several months.

16. ANNOUNCEMENT OF NEXT REGULARLY SCHEDULED BOARD MEETING

The next meeting will be on July 13, 2016 at 6:00 PM.

17. ADJOURNMENT

The meeting was adjourned at 8:05 PM.

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 13, 2016.

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

Approved: Chindi Peavey

District Manager