MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
June 10, 2015
6:00PM

A regular meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on June 10, 2015 in the District Office at 1351 Rollins Road, Burlingame, California.

TRUSTEES PRESENT: Mason Brutschy Town of Atherton
Wade Leschyn City of Belmont
Robert Maynard City of Brisbane
Joe Galligan City of Burlingame
Louis Gotelli City of Colma
Jason Seifer County-at-Large
Christine Fuller City of Daly City
Donna Rutherford City of East Palo Alto
Richard Wykoff City of Foster City
Kati Martin City of Half Moon Bay
Dr. Scott Smith Town of Hillsborough
Muhammad Baluom City of Millbrae
Peter DeJarnatt City of Pacifica
Ray Williams Town of Portola Valley
Kat Lion City of Redwood City
Robert Riechel City of San Bruno
Tim Johnson Town of Woodside

TRUSTEES ABSENT: Valentina Cogoni City of Menlo Park
Betsy Schneider City of San Carlos
Christopher Cairo City of South San Francisco
James Ridgeway City of San Mateo

OTHERS PRESENT: District Manager, Dr. Chindi Peavy
Finance Director, Rosendo Rodriguez
District General Counsel, Kevin Siegel
Lab Director, Dr. Nayer Zahir
Field Operations Supervisor, Casey Stevenson
Public Health Education and Outreach Officer, Megan Caldwell
1. CALL TO ORDER

President Rutherford called the meeting to order at 6:01 PM.

2. PLEDGE OF ALLEGIANCE

President Rutherford led the Pledge of Allegiance.

3. Oath of Office administered to newly appointed Trustee

Tim Johnson from the City of Woodside was sworn in by General Counsel Kevin Siesig.

4. Roll Call

The roll call indicated that 17 Trustees were present, constituting a quorum. Trustees Cogoni, Schneider and Cairo absences are excused.

5. PUBLIC COMMENTS AND ANNOUNCEMENTS

None.

6. CONSENT CALENDAR

Motion by Trustee Wykoff, 2nd by Trustee Brutschy, to accept the minutes for the Regular Board Meeting of May 13, 2015, was approved 17-0.

REGULAR AGENDA

7. Public Hearing – Benefit Assessment

Motion by Trustee Fuller, 2nd by Trustee Wykoff to open the public hearing on the 2015-2016 Benefit Assessment was approved 17-0.

No members of the public came forward.

Motion by Trustee Galligan, 2nd by Trustee Maynard, to close the public meeting on the public hearing of the 2015-2016 Benefit Assessment, was approved 17-0.

8. Resolution M-012-15 – Benefit Assessment
A. SCI Consulting Group Civil Engineer, John Bliss, presented an overview of the San Mateo County Mosquito and Vector Control, North and West County Mosquito and Disease Control Assessment District for 2015-2016. His report consisted of a general description of the District and their services, the components of the assessment, the method of assessment and SCI's recommendation for the Benefit Assessment for 2015-2016. SCI's conclusion is that current assessment is adequate.

A general discussion ensued regarding the collection of the assessment as we currently have two entities collecting the revenues.

Motion by Trustee Maynard, 2nd by Trustee Wykoff to approve Resolution M-012-15, A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT ORDERING THE LEVY OF ASSESSMENTS FOR FISCAL YEAR 2015-2106 FOR THE NORTH AND WEST COUNTY MOSQUITO AND DISEASE CONTROL ASSESSMENT DISTRICT, was approved 17-0.

9. Resolutions M-013-15, M-014-15--SPECIAL TAX

A. Motion by Trustee Galligan, 2nd by Trustee Fuller to approve Resolution M-013-15 and M-014-15, A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT FIXING THE AMOUNT OF SPECIAL TAX FOR MOSQUITO CONTROL SERVICES, was approved 17-0.


9. FINANCIAL REPORT: FINANCE DIRECTOR: ROSENDO RODRIGUEZ


Financial Director Rosendo Rodriguez reports that there are still a few accounts above the projected budget and a few that are still under the projected budget as reported in the summary. When reporting on the budget accounts, only accounts outside of a 10% deviation are being highlighted. Several accounts are subject to timing demands, which cause accounts to fluctuate.

Revenues continue to be 8% higher than expected. The District has received its pro-rate share of the Property Ta Revenue of $514k and the Benefit Assessment and Mosquito Control Tax Revenue of $448k.

The balance sheet shows $7.7M in cash. The operating cash accounts in the General and Capital Funds are fully reconciled to the county statements.
A question arose over a line entry on the credit card for $446 from a liquor store in Brisbane. District Manager Peavey indicated the charge was for deli sandwiches provided to the CERT (Community Emergency Response Teams) during an outreach program. This year the District purchased sandwiches and coffee for the program volunteers who are distributing information about West Nile virus and mosquitoes to local homes throughout the north County.

Motion by Trustee Galligan, 2nd by Trustee Wykoff to approve the Year-to-date 2014-2015 Financial Report by Finance Director, Rosendo Rodriguez, approved 17-0.

11. Resolution M-015-15, accepting amendment to the Grant from the Coastal Conservancy adding $40,100 in additional funds for work for Control of Invasive Spartina in 2015.

Manager Peavey reported the Coastal Conservancy requires a vote by the Board to accept additional grant funds for their work to control invasive cordgrass at locations along San Francisco Bay in San Mateo County.

Roll call vote

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<tr>
<th>Name</th>
<th>Vote</th>
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<tr>
<td>Brutschy</td>
<td>Yes</td>
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<td>Baluom</td>
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<tr>
<td>Cairo</td>
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<tr>
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<tr>
<td>DeJarnatt</td>
<td>Yes</td>
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<tr>
<td>Fuller</td>
<td>Yes</td>
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<td>Galligan</td>
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<td>Gotelli</td>
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<td>Johnson</td>
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<td>Leschyn</td>
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<td>Lion</td>
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<td>Martin</td>
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<td>Ridgeway</td>
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<td>Riechel</td>
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<td>Rutherford</td>
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<td>Seifer</td>
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<td>Smith</td>
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<td>Williams</td>
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<td>Wykoff</td>
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17 yes
4 absent
12. Budget for fiscal year 2015-2016 – FINAL PRESENTATION

Manager Peavey reviewed the proposed 2015-2016 District budget, including the Finance Committee and staff’s recommendation to make payments toward unfunded liability in the District’s portion of the SamCERA pension fund. Revenues represent a 3.4% increase over the FY 2014-2015 budget while expenditures represent only a 2% increase.

Motion by Trustee Galligan, 2nd by Trustee Wykoff to approve Resolution M-016-15, District Budget for fiscal year 2015-2016, approved 17-0.

13. HVAC installation to supplement cooling in two rooms in the District laboratory.

Manager Peavey and Maintenance person, Paul Weber, reviewed the need for cooling the room containing the Environmental Chamber and freezer. This room was originally designed as a storage area and the environmental Chamber and Freezer generate a great deal of heat that is not being properly vented. The PCR testing room also holds equipment that generates a great deal of heat and needs supplemental cooling. The HVAC work has been put out for bid, with staff recommending acceptance of the bid from Newark Mechanical of $12,995, which is the lowest of the three bids received.

A general discussion regarding the bids ensued.

Motion by Trustee Wykoff, 2nd by Trustee Brutschy to approve the bid from Newark Mechanical to install HVAC in the laboratory areas requested, approved 16-0, 1 no (Riechel).

14. Scheduling a Governance workshop for the Board of Trustee

Manager Peavey is desirous of coordinating a Governance workshop for the Board Trustees. Peavey discussed the various options to include the maximum number of Trustees.

Manager Peavey will send the dates available for trustees to attend a workshop on a Saturday in September at the District office.

15. Committee Assignments for New Trustees

Finance
- Robert Maynard – Chair
- Jason Seifer
- Mason Brutschy
- Rick Wykoff
- Robert Riechel
- Joe Galligan
- Muhammad Baluom
Policy
Robert Riechel - Chair
Rick Wykoff
Kati Martin
Christine Fuller
Louis Gotelli

Strategic Planning
Joe Galligan – Chair
Christine Fuller
Betsey Schneider
Tim Johnson
Christopher Cairo
Kat Lion
Ray Williams

Environmental/Public Outreach
Dr. Scott Smith – Chair
Jim Ridgeway
Kati Martin
Valentina Cogoni
Peter DeJarnatt
Kat Lion
Wade Leschyn
Tim Johnson

Manager’s Evaluation
Mason Brutschy – Chair
Rick Wykoff
Valentina Cogoni
Kati Martin
Kat Lion
Robert Maynard

16. BOARD COMMITTEE REPORTS

A. Environmental and Public Outreach – did not meet.
B. Finance – Met on June 2, 2015 to review the new budget. Also discussed the allocation of reserves. The committee received 10 responses to an RFP for the hiring of an auditing firm. Four firms were selected to be interviewed on June 29, 2015.
C. Strategic Planning - met on June 3, 2015 to discuss the District's centennial celebration and a strategic plan for the Public Outreach effort of the District. They are proposing that the Board members participate in the strategic planning process by completing a SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis of the District from the Board member's point of view. It is available on the website and may be anonymous, if desired.

D. Policy – the District's policy manual is now available on our website. Committee will be meeting to discuss the 4000 section of the manual.


17. MANAGER’S REPORT: GENERAL MANAGER DR. CHINDI PEAVEY

Manager Peavey has been meeting with various agencies in the County to coordinate efforts with the Jasper Ridge Biological Preserve, the Invasive Spartina Project, Sharp Park Gold Course, and US Fish and Wildlife Service. Manager Peavey, Public Health Education and Outreach Officer Megan Caldwell and Assistant Manager Brian Weber have met with 10 additional cites in the County to review the District’s West Nile Virus response plan. A special effort is being made to eradicate the *Aedes aegypti* in Menlo Park and Manager Peavey and Assistant Manager Brian Weber, are working with the owners of the Holy Cross Cemetery to achieve this.

18. Staff Reports

Casey Stevenson – reported technicians have found one *Aedes aegypti* mosquito egg in Menlo Park. Technicians responded to 120 service requests and treated 24,000 catch basins in May.

Dr. Nayer Zahiri – the lab has tested 55 birds with only one positive for WNV. An additional 77 Ovi-cups were deployed throughout the County to monitor mosquito activity. No WNV was found. 166 pools of ticks were tested from one pool in Huddart Park with one tick testing positive for *Anaplasmosis*.

Megan Caldwell – the District now has a social media presence on Facebook and Twitter. Website traffic has risen. The District will have an historical display at the San Mateo County Historical Museum in Redwood City next spring. The District has a few new promotional items, including magnets and shirts. Caldwell has been representing the District at various fairs and parades. The District has produced 3 television public service messages on Comcast for the first two weeks of June.

19. BOARD MEMBERS COMMENTS AND ANNOUNCEMENTS:

Manager Peavey announced that historical photos were donated to the District by the widow of a previous staff member. Jim Bass recently passed away. He worked for the District for 26 years, retiring in 1999. Trustee Martin inquired if the official public notices must be on our website as well as physically posted in the lobby of the District. The question will be agendized for the next meeting.

20. NEXT REGULARLY SCHEDULED BOARD MEETING:
President announced the next scheduled Board meeting on July 8, 2015.

21. ADJOURNMENT:

Meeting was adjourned at 8:36 PM.

I certify the above minutes were approved as read or corrected at a meeting of the Board held on June 10, 2015.

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

Approved:

Chindi Peavey
District Manager

[Signature]

Board President