MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF TRUSTEES
March 9, 2016
5:30 P.M.

A special meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on March 9, 2016 in the District Office at 1351 Rollins Road, Burlingame, California.

TRUSTEES PRESENT: Mason Brutschy
Joe Galligan
Christine Fuller
Donna Rutherford
Richard Wykoff
Kati Martin
Peter DeJarnatt
Robert Maynard
Wade Leschyn
Kat Lion
Robert Riechel
Betsy Schneider
Jason Seifer
Town of Atherton
City of Burlingame
City of Daly City
City of East Palo Alto
City of Foster City
City of Half Moon Bay
City of Pacifica
City of Brisbane
City of Belmont
City of Redwood City
City of San Bruno
City of San Carlos
County-at-Large

TRUSTEES ABSENT: Carrie Slaughter
Dr. Scott Smith
Muhammad Baluom
Ed Degliantoni
Ray Williams
Open
Open
Open
City of Colma
Town of Hillsborough
City of Millbrae
City of San Mateo
Town of Portola Valley
City of Menlo Park
City of South San Francisco
Town of Woodside

OTHERS PRESENT: District General Counsel, Alexandra Barnhill

1. CALL TO ORDER

President Rick Wykoff called the meeting to order at 5:30 PM.

2. ROLL CALL
3. CLOSED SESSION
   a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
      Title: District Manager (Government Code Section 54957)

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

4. END CLOSED SESSION

5. REPORT FROM CLOSED SESSION
   No reportable action taken.

6. The Special Meeting of the Board of Trustees adjourned at 6:10 PM

REGULAR MEETING OF THE BOARD OF TRUSTEES
March 9, 2016 6:13 PM

TRUSTEES PRESENT: Mason Brutschy Town of Atherton
                                  Joe Galligan City of Burlingame
                                  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
                                  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
                                  Betsy Schneider City of San Carlos
                                  Jason Seifer County-at-Large

TRUSTEES ABSENT: Carrie Slaughter City of Colma
                       Dr. Scott Smith Town of Hillsborough
                       Muhammad Baluom City of Millbrae
                       Ed Degliantoni City of San Mateo
                       Ray Williams Town of Portola Valley
                       Vacant City of Menlo Park
                       Vacant City of South San Francisco
                       Vacant Town of Woodside
OTHERS PRESENT: District Manager, Chindi Peavey
District General Counsel, Alexandra Barnhill
Interim Finance Director, Jason Correia
Laboratory Director, Nayer Zahir
Public Health Education and Outreach Officer, Megan Caldwell
Operations Supervisor, Casey Stevenson

1. CALL TO ORDER
President Rick Wykoff called the meeting to order at 6:13 PM.

2. PLEDGE OF ALLEGIANCE

President Rick Wykoff led the Pledge of Allegiance.

3. Oath of Office administered to Newly Appointed Trustees

None.

4. ROLL CALL

The roll call indicated that 13 Trustees were present, constituting a quorum.

5. PUBLIC COMMENTS AND ANNOUNCEMENTS

None.

6. CONSENT CALENDAR

Motion by Trustee Fuller, 2nd by Trustee Rutherford, to accept the Consent calendar, was approved 12-1 (DeJarnatt - abstention).

7. Update to District Programmatic Environmental Impact Report (PEIR)

Presentation by Susan Hootkins, Senior Consultant/Planning and Water Resources, Natural Resources and Health Sciences Division for the Cardno Company, indicated the PEIR is completed. Ms. Hootkins presented a summary of the PEIR for the Trustees, and outlined the process and timeline for release of the document and the receiving and responding to public comments. The District plans to mail the PEIR on March 18, 2016. There will be a public hearing to receive comments on the PEIR April 20. Questions received from the public at the hearing will be recorded by a certified court reporter. The District will gather oral and written input from the public at this hearing and will respond to these comments after the close of the public comment period. In addition, the public can submit written comments on the PEIR by submitting
them to the District office by mail or email throughout the public comment period. Public comments and the District’s responses to them then become part of the public record and are accessible by anyone.

Trustee Martin inquired who is on the mailing list for the PEIR. Hootkins stated that: every city in San Mateo County, the County Clerk for this county as well as bordering counties, the County Planning Department and a number of other agencies. The PEIR will also be available on the District’s website.

Trustee Seifer asked if the PEIR is shared with bordering counties of San Francisco and Santa Clara. Hootkins advised these two counties receive the Notice of Availability and can request copies of the entire document.

Trustee Seifer also inquired about when will a new PEIR be required after this one is complete. Hootkins advised 10 years, unless there is a major change in the District’s program. If there are any unforeseen changes, the District may submit an addendum to the PEIR. Section 1.A addresses this contingency and outlines the process for adding new products that have the same ingredients as those reviewed in the PEIR.

8. BOARD COMMITTEE REPORTS

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

B. Finance – Chairperson Maynard reported the committee met on March 7, 2016 and completed the review of the mid-year finance projections and recommend approval.

The committee also reviewed the responses to applications for the vacant Finance Director position. District Manager Dr. Peavey will contact the candidates by phone and determine if they qualify for an in-person interview. The interview panel will consist of District Manager Chindi Peavey, Assistant Manager Brian Weber, and two members of the Finance Committee (Board President Wykoff, and Finance Committee Chair Robert Maynard). The committee also recommended that if no viable candidates are gleaned from the process, a professional recruiter should be engaged.

The committee also discussed the timing of invoices received for the contract work by Cardno of preparing the District’s PEIR. Many of the bills for work done in the prior fiscal year (FY 2014-15) were submitted by Cardno in July the current fiscal year. Therefore, funds allocated for PEIR work completed in fiscal year 2014-15 will be moved into fiscal year 2015-2016.

C. Strategic Planning – Chairperson Galligan discussed the amendments to California Assembly Bill 1362 concerning a potential change to the manner by which trustees of mosquito and vector control Districts in California are appointed. Minutes from the committee meeting were
included in the board packet. The current existing position of the District is leaning towards opposition to the bill. The California Senate is currently considering the bill.

Trustee Riechel requested an agenda item be scheduled to discuss California Assembly Bill 1362.

D. Policy Committee – Chairperson Martin stated that the same amendments to policies considered at the February meeting of the Board of Trustees are still pending on this agenda. However, there were not enough trustees present this month to conduct a vote on them. The District’s policy requires that 2/3 of the Board (vacancies included) or 14 members, must be present to vote on policy changes. The pending amendments will be placed on the agenda for the next scheduled meeting of the Board.

Counsel Barnhill commented on the language in Policy 4020.20 regarding failure to attend Board meetings. She advised that because trustees are appointed for a specific term, individual cities have limited authority to remove their trustee prior to the end of that term and that the District also has no authority to remove a trustee from the Board. As such, the policy manual section regarding trustee removal should be revised. Barnhill will review further and advise.

The discussion on the executive and legislative committees was tabled for the next scheduled Board meeting.

E. Manager’s Evaluation Committee – no reportable action

9. FINANCIAL REPORT

A. Interim Finance Manager Jason Corriea reviewed the documents included in the board packet. He advised that the Dewey Pest Control Company has satisfied their bill with the District for $31,000 for our contract with them. He also responded to a question received from Trustee Galligan regarding why the amount paid for payroll in December was much greater than the amount budgeted for payroll that month. Mr. Corriea explained that, because the District issues paychecks every two weeks, rather than twice a month, there are two times each year in which there are 3 pay periods, rather than two. The months on which this happens changes over time. In the monthly budget for the current fiscal year, it was projected 3 payrolls would occur in January, but in practice, this happened in December this year. The end result was that the monthly budget showed the actual amount paid for payroll was significantly higher in January than budgeted and significantly lower in January. This will not affect the annual budget to actual comparison overall.
Motion by Trustee Galligan, 2nd by Trustee Maynard, to accept the December 31, 2015, Financial Statement, was approved unanimously 13-0.

Motion by Trustee Galligan, 2nd by Trustee Maynard, to accept the January 31, 2016 Financial Statement, was approved unanimously 13-0.

10. STAFF REPORTS

   B. Casey Stevenson, Operations, reviewed the documents included in the Board packet. He attended the MVCAC conference and provided a short report regarding increased networking, legislative issues and the very strict approach taken by Southern California districts in their efforts to eradicate of Aedes aegypti and Ae. albopictus mosquitoes. These mosquitoes have very similar biology.

   C. Lab Director Nayer Zahiri reviewed the documents included in the Board packet. There has been a 17% increase in mosquito population due to the rainy weather. Continued surveillance has produced no findings of Aedes aegypti.

11. President Wykoff announced the 2016 committee assignments, as outlined in the Board packet.

12. California Senate Bill 1246 – 7 day notification of aerial spraying.

   Motion by Trustee Riechel, 2nd by Trustee Fuller, that the District oppose Senate Bill 1246, was approved unanimously 13-0.

   Motion by Trustee Wykoff, 2nd by Trustee Rutherford, that the previous motion be amended to say that the District notify all appropriate parties of the District’s opposition to Senate Bill 1246, was approved unanimously 13-0.

13. Manager’s Report

   General Manager Dr. Peavey reviewed the materials in the Board packet and again reminded trustees of the need to complete Form 700, and submit it to the District office.

14. Board Member Comments and Announcements

   Trustee DeJarnatt reported on his experience attending the annual conference of the American Mosquito Control Association in Savannah, Georgia. He praised the quality of the individual scientific and
technical seminars presented at the conference. He felt his attendance provided him with necessary information on the state of the industry.

15. Announce Next Regularly Scheduled Board Meeting

The next meeting will be on April 13, 2016.

16. Adjournment

The meeting was adjourned at 8:01 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