MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF TRUSTEES
May 9, 2018
6:00 P.M.

A meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on May 9, 2018 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
Joe Silva                             City of Colma
Claudia Mazzetti                      County-at-Large
Glenn R. Sylvester                   City of Daly City
Donna Rutherford                      City of East Palo Alto
Richard Wykoff                         City of Foster City
Kati Martin                             City of Half Moon Bay
Scott Smith                            Town of Hillsborough
Muhammad Baluom                      City of Millbrae
Peter DeJarnatt                       City of Pacifica
Ray Williams                           Town of Portola Valley
Robert Riechel                        City of San Bruno
Ross Graves                           City of San Carlos
Ed Degliantoni                        City of San Mateo
Chris Levin-Young                     City of South San Francisco

TRUSTEES ABSENT:
Justin Evans                          City of Menlo Park
Kat Lion                                City of Redwood City
David Tanner                            Town of Woodside

OTHERS PRESENT:
District Manager, Dr. Chindi Peavey
Brian Weber, Assistant Manager
District General Counsel, Alexandra Barnhill
Public Health Education and Outreach, Megan Sebay
Lab Director, Angie Nakano
Financial Services Advisor– Richard Arrow
REGULAR MEETING OF THE BOARD OF TRUSTEES

May 9, 2018
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

The Oath of Office was administered to the trustee from San Carlos, Ross Graves, by the Board Secretary.

4. ROLL CALL

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

5. PUBLIC COMMENTS AND ANNOUNCEMENTS

None.

6. CONSENT CALENDAR

Motion by Trustee Brutschy, 2nd by Trustee Wykoff, to approve the Consent Calendar, was approved 18-0.
REGULAR AGENDA

7. SPECIAL PRESENTATIONS

John Bliss of SCI Consulting Group presented the Engineer’s Report calculating the Assessment(s) for 2018-19 for the Board’s consideration. The recommendation is for a proposed assessment rate of $18.68 per single-family equivalent benefit unit for Zone A, and $18.33 for Zone B, for fiscal year 2018-19. The amount represents an increase of 2.94% which represents the San Francisco Consumer Price Index increase for 2017.

Motion made by Trustee Brutschy, 2nd by Trustee Rutherford, adopting Resolution M-006-18 to accept the preliminary assessment diagram and engineer’s report as prepared by SCI Consulting Group, stating the intention of the Board to continue to levy the “North and West County Mosquito and Disease Control Assessment District” at $18.68 per single-family equivalent benefit unit for Zone A, and $18.33 for Zone B, for fiscal year 2018-19, was approved 18-0.

RESOLUTION M-006-18

A RESOLUTION OF INTENTION TO LEVY ASSESSMENTS, PRELIMINARILY APPROVING THE ENGINEER’S REPORT, FOR THE NORTH AND WEST COUNTY MOSQUITO AND DISEASE CONTROL ASSESSMENT DISTRICT FY 2018-19

WHEREAS, the San Mateo County Mosquito and Vector Control District (formerly known as the San Mateo County Mosquito Abatement District) (“District”) was established in 1953 as a special district of the State of California covering certain portions of San Mateo County; and

WHEREAS, the mission of the District is to protect the public health by controlling mosquitoes and other disease carrying insects and monitoring and testing for diseases transmitted by insects and rodents; and

WHEREAS, the District’s previous jurisdictional boundaries include the cities and communities of Atherton, Belmont, Burlingame, Foster City, Hillsborough, Menlo Park, Millbrae, Portola Valley, Redwood City, San Carlos, San Mateo, Woodside, Burlingame Hills, East Palo Alto, Emerald Lake, Fair Oaks, Ladera, Los Trancos Woods, the Highlands of San Mateo, Redwood Shores, certain parcels in San Bruno, and other unincorporated areas in San Mateo County generally located east of Interstate 280; and
WHEREAS, in 2003, the District annexed the cities of Brisbane, Colma, Daly City, South San Francisco and most parcels in San Bruno; and communities located west of I-280 such as Ano Nuevo, Half Moon Bay, El Granada, and Pacifica, and other unincorporated areas in San Mateo County generally located west of Interstate 280 (the “North and West County Areas”); and

WHEREAS, an Engineer’s Report (“Report”) has been submitted to the District Board (“Board”) by SCI Consulting Group, Inc. (formerly Shilts Consultants, Inc.), in which an assessment is proposed to fund the cost of providing services in the North and West County Areas. This proposed assessment shall be described as the “North and West County Mosquito and Disease Control Assessment District” hereinafter the (“Assessment District”) of the San Mateo County Mosquito and Vector Control District.

NOW, THEREFORE, BE IT RESOLVED, that SCI Consulting Group., the Engineer of Work, prepared Report in accordance with Article XIIID of the California Constitution and the Health and Safety Code. Report has been made, filed with the Board and duly considered by the Board and is hereby deemed sufficient and preliminarily approved. Report shall stand as the Engineer’s Report for all subsequent proceedings under and pursuant to the foregoing resolution.

BE IT FURTHER RESOLVED that Board intends to continue to levy and collect annual assessments within the Assessment District to fund the cost of providing mosquito and disease control services and the proposed projects and services set forth in the engineer’s report. Within Assessment District, the proposed projects and services are generally described as mosquito and vector control services such as surveillance, source reduction, larvicide and adulticide applications, disease monitoring, public education, reporting, accountability, research and interagency cooperative activities.

BE IT FURTHER RESOLVED that Assessment District consists of the lots and parcels shown on the assessment diagram of the Assessment District, on file with the San Mateo County Mosquito and Vector Control District Manager, and reference is hereby made to such diagram for further particulars.

BE IT FURTHER RESOLVED that reference is hereby made to the Report for a full and detailed description of the proposed projects and services, the boundaries of the Assessment District and the proposed assessments upon assessable lots and parcels of land within the Assessment District.

BE IT FURTHER RESOLVED that the estimated fiscal year 2018-19 cost of providing the District’s services is $1,624,122. This cost results in a proposed assessment rate of EIGHTEEN DOLLARS AND SIXTY-EIGHT CENTS ($18.68) per single-family equivalent benefit unit for Zone A, and EIGHTEEN DOLLARS AND THIRTY-THREE CENTS ($18.33) for Zone B, for fiscal year 2018-19. The assessments are proposed to be levied annually. If the proposed assessments are approved and confirmed by the Board, the assessments may increase in future
years by an amount equal to the annual change in the Bay Area Consumer Price Index, not to exceed 3% (three percent) per year without a further vote or balloting process. The District has 18.37% of “banked” CPI, and the maximum allowable rate for this year is $21.16. The rate remained static at $17.26 for 2011-12, 2012-13, 2013-14, 2014-15, 2015-16 and 2016-17. For 2017-18, the assessment rate was adjusted by 5.15% to $18.15 in Zone A and $17.81 in Zone B. For 2018-19, the assessment rate was adjusted by the annual CPI of 2.94% making the rate $18.68 in Zone A and $18.33 in Zone B (The District still has an additional 13.22% in reserve that it may apply in future years.)

The foregoing resolution was duly passed by the Board of Trustees of the San Mateo County Mosquito and Vector Control District at a regular meeting by the following vote on a roll call: APPROVED AND DATED this 9th day of May, 2018 after its passage.

<table>
<thead>
<tr>
<th>Mason Brutschy</th>
<th>Town of Atherton</th>
<th>Aye</th>
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<tbody>
<tr>
<td>Wade Leschyn</td>
<td>City of Belmont</td>
<td>Aye</td>
</tr>
<tr>
<td>Carolyn Parker</td>
<td>City of Brisbane</td>
<td>Aye</td>
</tr>
<tr>
<td>Joe Galligan</td>
<td>City of Burlingame</td>
<td>Aye</td>
</tr>
<tr>
<td>Joe Silva</td>
<td>City of Colma</td>
<td>Aye</td>
</tr>
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<td>Claudia Mazzetti</td>
<td>County-at-Large</td>
<td>Aye</td>
</tr>
<tr>
<td>Glen Sylvester</td>
<td>City of Daly City</td>
<td>Aye</td>
</tr>
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<td>Donna Rutherford</td>
<td>City of East Palo Alto</td>
<td>Aye</td>
</tr>
<tr>
<td>Richard Wykoff</td>
<td>City of Foster City</td>
<td>Aye</td>
</tr>
<tr>
<td>Kati Martin</td>
<td>City of Half Moon Bay</td>
<td>Aye</td>
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<td>Scott Smith</td>
<td>Town of Hillsborough</td>
<td>Aye</td>
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<td>City of Millbrae</td>
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<td>Ray Williams</td>
<td>Town of Portola Valley</td>
<td>Aye</td>
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<tr>
<td>Robert Riechel</td>
<td>City of San Bruno</td>
<td>Aye</td>
</tr>
<tr>
<td>Mairin Joseph-Talreja</td>
<td>City of San Carlos</td>
<td>Aye</td>
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<tr>
<td>Ed Degliantoni</td>
<td>City of San Mateo</td>
<td>Aye</td>
</tr>
<tr>
<td>Chris Levin-Young</td>
<td>City of South San Francisco</td>
<td>Aye</td>
</tr>
</tbody>
</table>
ATTEST:

__________________________ Secretary

APPROVED:

__________________________ President

8. BOARD COMMITTEE REPORTS

A. Environmental and Public Outreach - did not meet. Will be scheduling a meeting for May 2018.
B. Strategic Planning Committee – met on April 23 and will meet again in late May, 2018.
C. Policy Committee – met prior to the Board meeting. Discussed approach to review of the
   District’s employee manual. The committee will complete this review in June and will present
   to the Board at the July Regularly Scheduled Board meeting.
D. Legislative Committee met on April 19 and recommended approval of the following bills:
   Federal legislation – District Manager Peavey reviewed the texts of pending federal
   legislation: HR 1310/ S 849 Strengthening Mosquito Abatement for Safety and Health Act
   (SMASH ACT) and S2663 Reducing Regulatory Burdens Act (AKA HR 953).
   
   Motion by Trustee DeJarnatt, 2nd by Trustee Leschyn, to support HR 1310/ S 849
   Strengthening Mosquito Abatement for Safety and Health Act (SMASH ACT was
   approved 18-0.

   Motion by Trustee Riechel, 2nd by Trustee Rutherford, to support S2663 (AKA HR
   953) Reducing Regulatory Burdens Act was approved 18-0.

E. Manager’s Evaluation Committee – did not meet.
F. Finance Committee – met 5/7/2018 and discussed the items included in the Board packet.
   The committee voted unanimously to approve Resolution M-006-018. They also voted
   unanimously to recommend the Board approve the monthly Financial report presented in Item
   9 on this agenda.

9. FINANCIAL REPORT

Finance Services Advisor Arrow reviewed the information provided in the Board packet for fiscal
year 2017-18; June 2017 through March 2018.

Motion by Trustee Wykoff, 2nd by Trustee Brutschy, to approve the Financial Documents for
fiscal year 2017-18; July 2017 through March 2018, was approved 18-0.
10. STAFF REPORTS

A. Assistant Manager Brian Weber reviewed the materials from the Board packet.
B. Lab Director Angie Nakano reviewed the materials from the Board packet.
C. Public Health Education, and Outreach Officer, Megan Sebay, reviewed the materials from the Board packet.


District Manager Peavey and Finance Services Advisor Arrow presented the proposed budgets for fiscal years 2018-19 and 2019-20 as well documented in the Board packet.

12. MANAGER’S REPORT

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

13. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

Trustee Rutherford announced that the 2019 annual MVCAC meeting is scheduled to be held in Burlingame allowing for local Board participation. Trustee Wykoff requested that the Budget include funds to register all trustees to attend this meeting. Trustee Rutherford also noted that this year’s Spring Quarterly meeting was held in South Lake Tahoe. The Trustee Advisory Council encourages participation of Trustees in the MVCAC quarterly meetings and encouraged the District to provide funds for attendance.

Trustee Parker thanked Public Health Education and Outreach Officer, Megan Sebay for making a presentation to the Brisbane City Council.

Trustee Mazzetti suggested that the District develop relationships with the large landowners/caretakers in the County such as the Mid-Peninsula Land Trust and Post. Manager Peavey will follow up on this and stated that the District has had established relationships with most of these in the past.

Trustee Leschyn complimented the District on the artwork on the front door of the Building and thanked Tara Roth for her effort.

14. ANNOUNCE NEXT REGULARLY SCHEDULED BOARD MEETING
The June regular meeting is scheduled for June 13, 2018 @ 6 PM at the District office.

15. ADJOURNMENT @ 8:15 PM

The agenda for the May 9, 2018 Board meeting was posted at the District office May 4, 2018.

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 June 13, 2018.

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

Approved:

Chandi Peavey
District Manager

Board President