MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
May 11, 2016
6:00 P.M.

Two closed sessions meeting and a regular meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District were held on May 11, 2016 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
Carrie Slaughter City of Colma
Christine Fuller City of Daly City
Donna Rutherford City of East Palo Alto
Richard Wykoff City of Foster City
Kali 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
Betsy Schneider City of San Carlos
Ed Degliantoni City of San Mateo
Alvin Zachariah City of South San Francisco

TRUSTEES ABSENT:
Joe Galligan City of Burlingame
Jason Seifer County-at-Large
Peter DeJarnatt City of Pacifica
Open Town of Woodside

OTHERS PRESENT:
District Manager, Dr. Chindi Peavy
Interim Finance Director, Jason Corrieia
District General Counsel, Alexandra Barnhill
Lab Director Nayer Zahiri
Operations, Brian Weber

Trustee Joe Galligan and Public Health Education and Outreach Officer Megan Caldwell were not in attendance at this meeting because they were in Washington DC on behalf of the District at the AMCA Washington Days.
REGULAR MEETING OF THE BOARD OF TRUSTEES
May 11, 2016 6:03 PM

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

President Rick Wykoff led the Pledge of Allegiance.

3. Oath of Office administered to Newly Appointed Trustees

General Counsel Alexandra Barnhill administered the Oath of Office to Trustee Alvin Zachariah, representing the City of South San Francisco.

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 Fuller, 2nd by Trustee Riechel, to accept the Regular Board Meeting minutes from March 9, 2016 was approved 16-0.

Motion by Trustee Fuller, 2nd by Trustee Riechel, to accept the Regular Board Meeting minutes from April 13, 2016 was approved 16-0.

REGULAR AGENDA

SPECIAL PRESENTATIONS

7. Presentation from SCI Consulting Group by Sonja Ortega, Project Analyst, and John W. Bliss, Engineer, regarding the calculation of the 2016-17 Fiscal Year Assessment(s). Resolution M-012-16, approving the Preliminary Assessment Diagram and Engineer's Report, stating the intention of the Board to continue to levy to the north and west County areas for Mosquito Control during Fiscal Year 2016-17, and to set a time and place for a public hearing regarding this levy, were presented and discussed.
Trustee Slaughter in @ 6:17.

Trustee Leschyn suggested several corrections to the report. 1) The reference to the hiring of a Public Outreach employee for the District has already been done and SCI will update the report to reflect. 2) Report indicates the District monitors ‘house’ mosquitos rather than referring to them by their scientific names. SCI will amend the report to reflect.

Trustee Evans inquired if SCI collects the funds for the District. Mr. Bliss explained that SCI provides services leading up to collection but the County collects and distributes the funds.

Trustee Baloum questioned who is assessed. SCI explained the process of determining the parcels to be assessed.

Trustee Fuller asked if the latest census is used for basis of analysis. SCI indicated the census is used to determine how many people who are affected by the assessment. They are currently using the 2000 to maintain the same methodology used by the enabling legislation.

Trustee Evans inquired if the District has analyzed the cost to the District to service these areas to justify the amount being charged. Manager Peavey indicated the purpose of the Engineer’s Report annually is to assure this.

Trustee Fuller asked if passage of AB 1342 regarding trustee appointments will change the assessment process. Agreed to discuss at a later date, if necessary.

Motion by Trustee Baloum, 2nd by Trustee Rutherford, to approve Resolution M-012-16 and accept the Engineer’s Report, was approved 17-0.

A RESOLUTION OF INTENTION TO LEVY ASSESSMENTS, PRELIMINARILY APPROVING THE ENGINEER’S REPORT, AND PROVIDING NOTICE OF A PUBLIC HEARING FOR THE NORTH AND WEST COUNTY MOSQUITO AND DISEASE CONTROL ASSESSMENT DISTRICT

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 services in the North and West County Areas. This proposed assessment shall be described as the "North County Mosquito and Disease Control Assessment District" hereinafter the ("Assessment District") of the County Mosquito and Vector Control District.

**NOW, THEREFORE, BE IT RESOLVED**, that SCI Consulting Group, Inc., the Engineer of Work, prepared Report in accordance with Article XIII D 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, larviciding and adulticiding 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 2016-17 cost of providing the District's services is $1,502,086. This cost results in a proposed assessment rate of SEVENTEEN DOLLARS AND TWENTY-SIX CENTS ($17.26) per single-family equivalent benefit unit for fiscal year 2016-17. 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. For 2016-17 the assessments rate of $17.76 will not increase and will remain the same as the previous three fiscal years. The actual CPI increase was 2.67% for 2015-16. The District has 11.67% of “banked” CPI, and could raise the rate as high as $19.25.

BE IT FURTHER RESOLVED that a public hearing shall be held, before this Board at the District headquarters as follows: on Wednesday, June 8, 2016 at the hour of 7:00 – 7:30 p.m. for the purpose of hearing input from property owners regarding the proposed Assessment District and this Board’s determination whether the public interest, convenience and necessity require the projects and services and this Board’s final action upon the Engineer’s Report and the assessments therein.

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:

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<tr>
<th>Mason Brutschy</th>
<th>Town of Atherton</th>
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<td>Wade Leschyn</td>
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8. CONFERENCE WITH LABOR NEGOTIATER – Section 54957.6
   Agency designated representative: Board President Wykoff
   Employee Organization: Peninsula Vector Workers Association

   No reportable action taken

9. CONFERENCE WITH LABOR NEGOTIATER – Section 54957.6
Agency designated representative: Board President Wykoff
Employee Organization: All unrepresented employees

No reportable action taken

10. BOARD COMMITTEE REPORTS

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

B. Finance – reported the committee met and discussed the ongoing issues of health care provider selection for the District's employees and the hiring of a new finance manager

C. Strategic Planning – committee has not met

D. Policy Committee – Chairperson Martin advised she and the manager will meet during the next month to determine priorities of pending unreviewed policies.

E. Manager's Evaluation Committee – committee will resume in September

11. FINANCIAL REPORT

A. Interim Finance Manager Jason Corriea reviewed the documents included in the Board packet.

   Motion by Trustee Maynard, 2nd by Trustee Degliantoni, to accept the Financial documents for Fiscal Year 2015-2016, July through March, 2016, was approved 17-0.

Trustee Fuller inquired whether the new VOIP phone system has extensions. Manager Peavey indicated she would send new extension list to Board members.

12. STAFF REPORTS

B. Brian Weber, Operations, reviewed the documents included in the Board packet.

C. Lab Director Nayer Zahiri reviewed the documents included in the Board packet.
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. Zahiri 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.

D. Public Health Education and Outreach Officer Megan Caldwell reviewed the documents included in the Board packet.

13. FIRST PRESENTATION OF BUDGET FOR FISCAL YEAR 2016-17

District Manager Dr. Peavey previewed the new financial budget format as outlined and discussed in the Board packet. The primary purpose for the change is to provide more clarity and combine several accounts to give a more transparent financial report and place the accounts of different departments in separate sections of the budget.

Trustee Fuller requested that the new budget format be coordinated with the Strategic Planning Committee.

14. Manager's Report

General Manager Dr. Peavey reviewed the materials in the Board packet. She attended the Berkeley Executive Leadership Program and believes her experience has been very helpful. Peavey advised the the California Board of Equalization has begun monitoring out-of-state purchases made through the internet for appropriate taxation. General Counsel Barnhill will investigate the ramifications for the District and advise.

There was a general discussion regarding the District's proposal to award a grant to the University of California, Davis, for research on the ability of local California mosquitoes to transmit Zika virus.

15. Board Member Comments and Announcements

Trustee Rutherford emphasized the need for the District's attorney be involved in all District legal issues.

Trustee Evans inquired about the timing and protocol on the District’s PEIR. General Counsel Barnhill explained the process and indicated she will update the Board of Trustees as the process continues.

15. Announce Next Regularly Scheduled Board Meeting

The next meeting will be on June 8, 2016.
16. 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 June 8, 2016.

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

Approved:

Chindi Poomey
District Manager

Joe Gallina
Board President