MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
November 14, 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 November 14, 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
Glenn R. Sylvester City of Daly City
Richard Wykoff City of Foster City
Muhammad Baluom City of Millbrae
Ray Williams Town of Portola Valley
Kat Lion City of Redwood City
Robert Riechel City of San Bruno
Ross Graves City of San Carlos
Chris Levin-Young City of South San Francisco
Paul Fregulia Town of Woodside

TRUSTEES ABSENT:
Joe Silva City of Colma
Claudia Mazzetti* County-at-Large
Donna Rutherford City of East Palo Alto
Kati Martin City of Half Moon Bay
Scott Smith* Town of Hillsborough
Justin Evans City of Menlo Park
Peter DeJarnatt* City of Pacifica
Ed Degliantoni* City of San Mateo
Asterisk (*) indicates an excused absence.

OTHERS PRESENT:
District Manager, Dr. Chindi Peavey
Assistant Manager, Brian Weber
District General Counsel, Christine Crowl
Laboratory Director, Angie Nakano
Interim Finance Director, Richard Arrow
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

None.

4. ROLL CALL

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

5. PUBLIC COMMENTS AND ANNOUNCEMENTS

None.

6. CONSENT CALENDAR

Motion by Trustee Riechel, 2nd by Trustee Wykoff, to approve the Consent Calendar, as amended, was approved 12-0, 1 abstention. Trustee Sylvester abstained due to not being present at the September meeting.

REGULAR AGENDA

7. BOARD COMMITTEE REPORTS

A. Environmental and Public Outreach – did not meet.

B. Policy Committee – Discussion tabled to later in the meeting, in the event an additional Trustee arrived. (A 2/3 majority of 14 Trustees is required to pass any policy changes).
C. Legislative Committee – did not meet.

D. Manager's Evaluation Committee – Trustee Lion gave a report and requested that all Trustees return their completed evaluation forms by December 14th. Blank forms to be emailed to all trustees by Trustee Lion. Trustee Baloom suggested having an evaluation of the manager less frequently than annually. Trustees Parker and Wykoff commented on the benefits of performing the review annually; Manager Peavey noted that she appreciates receiving feedback through the review process. Trustee Williams asked how the review process works, and President Galligan explained the process.

E. Finance Committee – Trustee Brutschy summarized the November 5th committee meeting and noted the significant budget surplus anticipated this year. Other committee discussion included equipment replacement reserve fund transfer, PEIR status, pension rate stabilization reserve fund, and committee meeting schedule for 2019.

8. FINANCIAL REPORT

Interim Finance Director Arrow reviewed the information provided in the Board packet for fiscal year 2018-19: July 2018 through September 2018. Trustee Fregulia asked if it made sense for the District to pay more bills with a credit card rather than by checks – Interim Finance Director Arrow and President Galligan explained the benefits of using checks for the majority of District transactions, including better financial controls and overall costs.

Motion by Trustee Brutschy, 2nd by Trustee Graves, to approve the Financial Documents for fiscal year 2018-19; July 2018 through September 2018, was approved 13-13.

9. STAFF REPORTS

A. Assistant Manager Brian Weber reviewed the materials from the Board packet. Assistant Manager Weber highlighted differences in types and number of service calls from this year compared to previous years. Board members discussed and asked questions regarding online service request mechanisms, increased frequency of yellow jacket requests, PEIR status, and providing a breakdown of service requests by City.

B. Lab Director Angie Nakano reviewed the materials from the Board packet, including showing examples of Ovicup traps and the new GAT traps that the District is currently piloting. Director Nakano also updated the Board on new tick education and outreach materials developed for the City of Pacifica schools, and provided some history on the past presence of Aedes aegypti in Menlo Park. Trustee Williams requested that science be applied to the District's activities,
but did not note any specific examples of what that would mean in his view. Board members discussed their understanding of the application of scientific principles in District activities.

C. Assistant Manager Weber provided the Public Health, Education, and Outreach updated in Public Health, Education, and Outreach Officer Megan Sebay’s absence, and noted that the 2019 annual Open House will take place on April 18, 2019.

10. CONSIDERATION OF 5 DISTRICT POLICIES

A 2/3s majority was not present; therefore, policy discussion and voting were tabled to the next Board meeting.

11. CONSIDERATION OF RESOLUTION M-003-19

Interim Finance Director Arrow reviewed the materials from the Board packet concerning Resolution M-003-19. President Galligan offered clarifications on how the capital fund functions.

Motion by Trustee Sylvester, second by Trustee Riechel, to approve Resolution M-003-19, passed 13-0. (Attached)

12. CONSIDERATION OF RESOLUTION M-004-19

District Manager Peavey reviewed the materials from the Board packet concerning Resolution M-004-19. Trustee Brutschy provided information from the Finance Committee’s review of the proposed resolution. Trustee Baluom asked questions regarding the flexibility and liquidity of funds placed in the Pension Rate Stabilization fund, which were discussed by District Manager Peavey and others. Trustee Graves asked for additional information regarding the decision to select a ‘moderately conservative’ approach; Trustee Brutschy, Trustee Reichel, and District Manager Peavey gave background and rational on the committee’s recommendation.

Motion by Trustee Sylvester, second by Trustee Riechel, to approve Resolution M-004-19, passed 12-1; opposed by Trustee Baluom. (Attached)

13. MANAGER’S REPORT

District Manager Dr. Chindi Peavey reviewed the items from the Board packet. She reminded the Board of our commitment to the Governance training on December 8, 2018. She also discussed Board attendance at the 2019 MVCAC Conference in Burlingame.

14. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS
15. ANNOUNCE NEXT REGULARLY SCHEDULED BOARD MEETING

No regular meeting of the Board will be held in December. The next regular meeting is scheduled for January 9, 2019 @ 6 PM at the District office. A Board Study session for Governance Foundations training is scheduled for December 8, 2018.

16. ADJOURNMENT @ 7:18 PM

The agenda for the November 14, 2018 Board meeting was posted at the District office November 9, 2018.

Joe Galligan, Board President
Kat Wuelfing Lion, Assistant Board Secretary
Kati Martin, Secretary

I certify the above minutes were approved as read or corrected at a meeting of the Board held on January 9, 2019.

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

Approved:

Chadli Peavy
District Manager

Joe Galligan
Board President