



**POLICY COMMITTEE MEETING OF THE BOARD OF TRUSTEES**

**February 8, 2016**

**5:00 PM**

**AGENDA**

*The Policy Committee is not a decision-making body and only makes recommendations to the Board.*

*Policy Committee Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting; or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact District Manager Chindi Peavey at least five working days before the meeting at (650) 344-8592. Notification in advance of the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it.*

*Public records that relate to any item on the open session agenda for a Policy Committee meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all Policy Committee members. The Policy Committee of the Board has designated the office of the San Mateo County Mosquito and Vector Control District, located at 1351 Rollins Road, Burlingame, for the purpose of making those public records available for inspection.*

**1. CALL TO ORDER.**

**2. PLEDGE OF ALLEGIANCE.**

**3. ROLL CALL.**

- Chairperson Kati Martin will take roll call. \_\_\_\_\_
- Robert Riechel, City of San Bruno \_\_\_\_\_
- Ed Degliantoni, City of San Mateo \_\_\_\_\_
- Donna Rutherford, City of East Palo Alto \_\_\_\_\_
- Kat Lion, City of Redwood City \_\_\_\_\_

**4. PUBLIC COMMENTS AND ANNOUNCEMENTS.**



- This time is reserved for members of the public to address the Policy Committee of the Board relative to matters of the Committee not on the agenda. No action may be taken on non-agenda items unless authorized by law. Comments will be limited to five minutes per person (ten minutes where a translator is being used).

**5. REGULAR AGENDA**

- A. Review District Policy 1010 Purpose of Board Policies, no changes proposed**
- B. Review District Policy 1100 Annexation Procedures and consider deleting it**
- C. Review District Policy 4080 Members of the Board of Trustees and review changes proposed**
- D. Review District Policy 2220 Organizational Chart to add the Part-time Laboratory Technician Position**

**6. ADJOURNMENT**

Agenda Item # 5.A

**SUBJECT:** District Policy 1010 – Purpose of Board Policies

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**Recommendation:**

No changes are recommended to this policy

**Attachments:**

Policy 1010 – Purpose of Board Policies



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## **POLICIES AND PROCEDURES**

**TITLE: Purpose of Board Policies**

**NUMBER: 1010**

**1010.10** The Board of Trustees of the San Mateo County Mosquito and Vector Control District will maintain a Manual of Policies. This manual shall be a comprehensive listing of the Board's current policies and rules and regulations enacted by the Board from time to time. The Manual of Policies will serve as a resource for Trustees, staff and members of the public in determining the manner in which matters of District business are conducted.

**1010.20** If any policy or portion of a policy contained within the Manual of Policies is in conflict with rules, regulations or legislation having authority over the San Mateo County Mosquito and Vector Control District, said rules, regulations or legislation shall prevail.

**Issued: July 10, 2002**

**Revised: May 20, 2008**

**Reviewed: February 8, 2016**

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## Agenda Item # 5.B

**SUBJECT:** District Policy 1100 – Annexation Procedures

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**BACKGROUND:**

This policy was developed prior to the time at which District expanded to cover the entire county. Its purpose was to serve as a guide on how the District would approach requests for service from areas of the county that lay outside the original District's boundaries. It also described the process by which the District and LAFCo would ultimately decide whether the District would expand its sphere of influence to incorporate the rest of the county. This part of the policy repeats the language that is already in state law. District Legal counsel has recommended against this duplication because it is not necessary and may be difficult to keep up to date as the law changes.

**Recommendation:**

Have the committee consider recommending to the Board that Policy 1100 be deleted from the District Policy Manual.

**Attachments:**

1. Policy 1100 – Annexation Procedures



## POLICIES AND PROCEDURES

**TITLE:** Annexation Procedures

**NUMBER:** 1100

**1100.10** Property must be annexed to the District prior to receiving mosquito abatement services. Furthermore, unconditional commitments to provide mosquito abatement service to property and/or proposed developments or cities will not be granted until said property is annexed to the District.

**1100.20** District will not approve residential, commercial, industrial or other types of community development unless within District boundary or until the site is annexed to the District.

**1100.30** Annexation Procedures.

**1100.31** *Determine suitability.* Property owners, project developers, or City Councils desiring annexation to the District should first determine several factors regarding their property's suitability for mosquito abatement service.

**1100.311** Is the property presently not within the District's boundaries?

**1100.312** Is the property within the sphere of influence established for the District by the Local Agency Formation Commission (LAFCo)?

**1100.313** Where are the District's existing facilities and support services relative to the property requesting annexation?

**1100.314** Is the additional workload requirements for supporting the property requesting annexation within the District's existing capabilities?

**Commented [C1]:** Recommend deleting policy. The policy was written at a time when we did not cover the entire district and was intended to lay out the procedure for deciding whether to expand to the entire county. District Counsel noted that much of the policy repeats what is already in state law and that the duplication is not necessary and may be difficult to keep up to date as the law changes

**Commented [C2]:** We have done work outside the District in the past few years. We regularly contract to do work at San Francisco Zoo, for instance. This was written before the annexation of the rest of the county. On the other hand, we don't make unconditional commitments to provide service outside the county, we require payment through a service abatement contract.

**1100.315** Information regarding District annexation, sphere of influence, and the location of existing mosquito abatement facilities and available services will be provided by District staff upon request. Determination of the property's suitability for annexation and receiving mosquito abatement services in the responsibility of the property owner and/or city staff.

**1100.32** *Application to LAFCo.* LAFCo was established by the State Legislature to, among other duties, review and approve or disapprove proposals for annexation of territory to special districts. Approval by LAFCo of any annexation proposal is required before the District can approve the annexation and provide the service.

**1100.321** To initiate the LAFCo application procedure, owners of the property proposed for annexation, registered voters residing within the area proposed for annexation, or the Mosquito Abatement District shall submit a petition (§56704, CA. Gov. Code) to LAFCo. The contents of the petition, itemized below, shall conform to §56700 of the California Government Code.

**1100.322** With the petition, annexation proponents shall submit to LAFCo a map and legal description of the proposal. The contents of the map and legal description, itemized below, shall conform to LAFCo and the State Board of Equalization requirements.

**1100.323** Also with the petition, annexation proponents shall submit to LAFCo a completed application form and appropriate filing and environmental review fees.

**1100.33** *Application to District.* If annexation proponents desire to receive confirmation of District acceptance of their proposal prior to initiating the LAFCo application, the petition map, legal description and LAFCo application form, discussed in 1100.323 above, should be submitted to the District office. A deposit of \$5,000.00 must also accompany said submittal to cover LAFCo's filing and environmental review fees, State Board of Equalization fees, and District processing costs. When the annexation process is complete or terminated, cost over runs will be billed to the applicant, and under runs will be refunded.

**1100.331** The Board of Trustees will consider the annexation proposal at a regularly scheduled board meeting. Acceptance by the Board of the proposed annexation shall be formalized by the adoption of a resolution. Said resolution shall contain the following:

**a.** All of the information required in the petition, as itemized below, excepting provisions regarding signatories and signatures;

- b. The annexation map and legal description as attachments;
- c. Verification that the District desires to annex the subject territory;
- d. Authorization for the resolution to be submitted as an application for annexation approval by LAFCo; and,
- e. A request that LAFCo approve and authorize the District to conduct proceedings for the annexation without notice and hearing and without an election (only if the petition has been signed by all of the owners of land within the boundaries of the proposed annexation).

**1100.34** *District Approval of Annexation.* If LAFCo accepts the annexation proposal it will adopt a resolution and forward it to the District. After confirmation of LAFCo acceptance, and after the annexation proponent(s) tenders to the District applicable annexation fees (discussed below) and appropriate recording and State Board of Equalization fees, as determined by LAFCo, the District Board of Trustees, at a regularly scheduled board meeting, will consider approval of the proposed annexation. Approval by the Board of the proposed annexation shall be formalized by the adoption of a resolution.

**1100.341** The resolution shall contain the following provision:

- a. That a description of the annexed lands shall be attached to the resolution;
- b. The annexed land shall be subject to the District's policies, rules and regulations, charges made, and assessments including the Special Mosquito Control Tax;
- c. The owners of the annexed property, and their heirs, successors and assigns shall agree to abide by all Board policies, rules and regulations of the District presently established and as shall be established by the Board in the future.

**1100.342** After adoption of approved resolution by the Board of Trustees, it shall be sent to LAFCo along with necessary fees, for processing of State filings, local recordings, and filing with the State Board of Equalization.

**1100.35**      *Annexation Petition.* In accordance with §56700 of the California Government Code, the petition proposing annexation of property to the District shall do all of the following:

**1100.351**      State that the proposal is made pursuant to said §56700;

**1100.352**      State the nature of the proposal (i.e., annexation of property to San Mateo County Mosquito Abatement District);

**1100.353**      Include a description of the boundaries of the affected territory accompanied by a map showing the boundaries;

**1100.354**      State any proposed terms and conditions;

**1100.355**      Explain the reason for the proposal (e.g., to receive mosquito abatement services);

**1100.356**      State whether the petition is signed by registered voters or owners of land or otherwise;

**1100.357**      Designate no more than three (3) persons as chief petitioners, including their names and mailing addresses;

**1100.358**      Request that proceedings be taken for the proposal pursuant to said §56700; and,

**1100.359**      State whether the proposal is consistent with the sphere of influence designated by LAFCo for the District.

**1100.36**      *Descriptions and Maps.* In accordance with State Board of Equalization and District requirements, annexation descriptions and maps shall conform to the following conditions:

**1100.361**      All documents must be capable of producing a readable photographic image;

**1100.362** Every description must be self-sufficient within itself and without the necessity of reference to any extraneous document, with references to deeds of record used only as a secondary reference;

**1100.363** When writing a metes and bounds description of a contiguous annexation, all details of the contiguous portions of the boundary may be omitted, with the points of departure from the existing boundary clearly established;

**1100.364** A specific parcel description in sectionalized land is permissible without metes and bounds description of the perimeter boundary;

**1100.365** A parcel description making reference only to a subdivision or a lot within a subdivision is not acceptable, unless all dimensions needed to plot the boundaries are given on an accompanying plat, and the relationship of lot lines with street rights of way must be clearly indicated;

**1100.366** Every map must clearly indicate all existing streets, roads and highways within and adjacent to the lands to be annexed, together with the current names of these thoroughfares;

**1100.367** Every map shall have a scale and north point;

**1100.368** The point of beginning of the legal description must be shown on the map;

**1100.369** The boundaries of the lands to be annexed must be distinctively shown on the map without obliterating any essential geographic or political features;

**1100.370** All maps must be professionally drawn or copies (rough sketches of maps or plats will not be accepted); and,

**1100.371** All descriptions must be prepared by a surveyor or civil engineer licensed in the State of California, and his/her stamp and signature shall be affixed to the description.

**1100.38** In addition to LAFCo filing, environmental review, State filing, recording, State Board of Equalization and any other applicable non-District fees, an annexation

fee shall be paid to the District prior to adoption by the Board of Trustees of the resolution approving any annexation. Annexation fee is presently established at \$1,000.00, and may be adjusted from time to time by the Board of Trustees.

**Issued:**                    **June 11, 2003**  
**Reviewed**                **February 2017**

## Agenda Item # 5.C

**SUBJECT:** District Policy 4080 – Members of the Board of Trustees

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### **BACKGROUND:**

This policy describes the process of appointing members to the Board of Trustees, as required by the Health and Safety Code sections 2020 through 2022. The changes recommended are intended to clarify the process of Board appointments and the correct ending date for terms of office. The suggested changes include inserting references to each of the applicable statutory requirements on Board appointments. In addition, District Legal Counsel recommends deleting the words "...or exchanged between Trustees..." in the last sentence of section 4080.80 to avoid possible Brown Act violations.

### **Recommendation:**

Have the committee consider recommending to the Board that the suggested changes be made to Policy 4080.

Insert the words "(H & S Code 2022 (b)) into 4080.10

Insert the words "(H & S Code 2022 (a) into 4080.20

Insert the words "(H & S Code 2020 (a)) and end on the last day of December two or four years hence" into section 4080.60

Insert the words" (H & S Code 2020(b)) into section 4080.70

Delete the words "...or exchanged between Trustees..." from section 4080.80

### **Attachments:**

1. Policy 4080 – Members of the Board of Trustees – track changes
2. Policy 4080 – Members of the Board of Trustees – clean copy



**SAN MATEO COUNTY  
MOSQUITO & VECTOR  
CONTROL DISTRICT**

Protecting public health since 1916

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## POLICIES AND PROCEDURES

**TITLE:** Members of the Board of Trustees

**NUMBER:** 4080

**4080.10** Each person appointed by a City or Town Council to be a member of the District's Board of Trustees must be a registered voter in that city or Town and a resident of that portion of the city or Town that is within the District ([H&S Code 2022 \(b\)](#)).

**4080.20** Each person appointed by the Board of Supervisors to be a member of the District's Board of Trustees must be a registered voter in that county and a resident of that portion of the county ([H&S Code 2022\(a\)](#)).

**4080.30** Notwithstanding, any other provision of law including the common law doctrine that precludes the simultaneous holding of incompatible offices, a member of a city council may be appointed and may serve as a member of the District's Board of Trustees if that person also meets the other applicable qualifications of the Health and Safety Code §2022.

**4080.40** It is the intent of the State Legislature that persons appointed to the District's Board of Trustees have experience, training, and education in fields that will assist in the governance of the District.

**4080.50** All trustees shall exercise their independent judgment on behalf of the interests of the residents, property owners, and the public as a whole in furthering the purposes and intent of the Health and Safety Code §2022. The Trustees shall represent the interests of the public as a whole and not solely the interests of the Board of Supervisors or the City Council that appointed them.

**4080.60** The term of office for a member of the Board of Trustees shall be for a term of two or four years, at the discretion of the appointing authority. Terms of office commence at noon on the first Monday in January ([H&S Code 2020\(a\)](#)) and end on the last day of December two or four years hence.

**4080.70** Any vacancy in the office of a member appointed to the District's Board of Trustees shall be filled pursuant to Section 1779 of the Government Code. Any person appointed to fill a vacant office shall be appointed to fill the balance of the unexpired term ([H&S Code 2020\(b\)](#)).

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**4080.80** Trustees shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Trustees. Information may be requested from the District Manager ~~or exchanged between Trustees~~ before meetings.

**Commented [C1]:** This opens the potential for Brown Act violations and recommend deleting it on recommendation of attorney

**Issued:** January 8, 2003  
**Revised:** March 18, 2009  
**Board Review & Approval, no change** April 2016  
**Revised** February 2017



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## **POLICIES AND PROCEDURES**

**TITLE:** **Members of the Board of Trustees**

**NUMBER:** **4080**

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<b>Issued:</b>	<b>January 8, 2003</b>
<b>Revised:</b>	<b>March 18, 2009</b>
<b>Board Review &amp; Approval, no change</b>	<b>April 2016</b>
<b>Revised</b>	<b>February 2017</b>

Agenda Item # 5.D

**SUBJECT:** District Policy 2220 – Organizational Chart

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**BACKGROUND:**

This policy has been updated to include the Part-time Laboratory Technician position recently added by the Board.

**Recommendation:**

Have the committee consider recommending to the Board that District Policy 2220 be updated to include current staff positions.

**Attachments:**

1. Policy 2220 – Organizational Chart

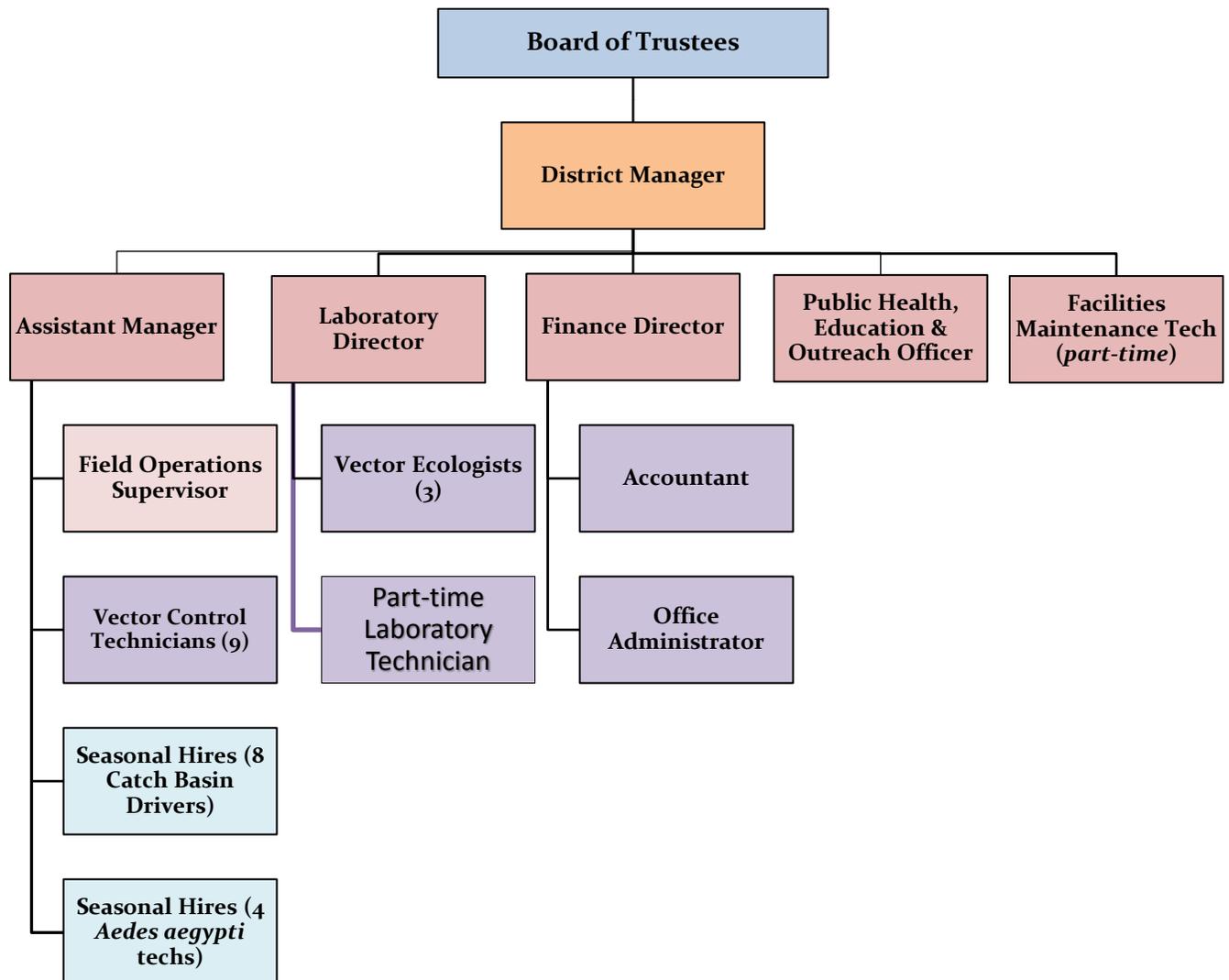


## POLICIES AND PROCEDURES

**TITLE:** Organizational Chart

**NUMBER:** 2220

**2220.10** The organizational chart delineating chain of command.



**Issued:** March 12, 2003  
**Revised:** August 24 2016  
**Revised:** February 2017