

Agenda item: 1037.4

MINUTES

**1036th MEETING OF THE BOARD OF TRUSTEES
OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT**

AUGUST 10TH, 2016

TIME: 5:00 P.M.
PLACE: Office of the District, 23187 Connecticut Street, Hayward
TRUSTEES: Richard Guarienti, President, City of Dublin
Kathy Narum, Vice-President, City of Pleasanton
Robert Dickinson, Secretary, City of Piedmont
Humberto Izquierdo, County-at-Large
P. Robert Beatty, City of Berkeley
Wendi Poulson, City of Alameda
Scott Donahue, City of Emeryville
George Young, City of Fremont
Elisa Marquez, City of Hayward
James N. Doggett, City of Livermore
Eric Hentschke, City of Newark
Jan O. Washburn, City of Oakland
Ursula Reed, City of San Leandro
Ronald Quinn, City of Union City

Board President Guarienti called the regularly scheduled Board meeting to order at 5:01 P.M. Trustee Young arrived at 5:03 P.M.

Trustees, Guarienti, Dickinson, Narum, Izquierdo, Poulson, Young, Marquez, Hentschke, and Quinn were present; Trustees, Beatty, Donahue, Doggett, Washburn, and Reed were absent.

Board President Guarienti invited members of the public to speak on any issue relevant to the District, there were none.

The board approved the minutes of the 1035th meeting held July 13th, 2016. (Quinn, Marquez)– unanimous; Trustees Narum, Izquierdo -abstained.

After a request by Trustee Narum to amend one line of policy chapter 100, the board approved the amended version of 100 and chapters 200, 300, 400, 800 of the ACMAD policy manual (Narum, Marquez)– unanimous

After a presentation of the *Aedes* response plan by the District Manager, the board asked the following questions. Board President Guarienti, along with Trustee Dickinson, requested that the action language (e.g. shall, will) be further reviewed before the finalized draft is prepared. Trustee Narum asked if the cities will be notified of an introduction of an invasive

Aedes (yes). Trustee Quinn requested clarity on the source of the District's 2015 invasive *Aedes* detection (lab colony escapee).

The Board reviewed warrants dated July 15, 2016 numbering 000117 through 003217 amounting to \$393,613.26 and warrants dated July 31, 2016 numbering 003317 through 006617 amounting to \$286,491.47. Trustees Narum and Dickinson requested more information on payments to the VCJPA and if the District is represented on their board. The District Manager responded that a report will be forthcoming, but meetings are open to the public and we elect our board officers. Trustee Narum asked if the payments to CalPers will meet the District's just-approved policy of the pension being 80% funded. The District Manager responded that with the current actuarial report, that goal is met. Trustee Poulson asked why there are two forms of payments for copiers. The District Manager explained that each copier has an independent contract—one via an invoice and payable by warrant, one on an automatic credit card deduction. The District does not need two copiers, so rather than restructuring the payments on one machine and thus extending the contract, the option of letting the contract expire at the end of the year is preferred. Trustee Dickinson questioned why a District credit card was used for such a large purchase \$24,511.47 for lab equipment. The District Manager explained that because our funds are held by law with the County Treasury, payments from the County can only be made to approved County vendors. This vendor was either not eligible, or less expensive, than a vendor on the County approved vendor list. The District manager continued that improvements are planned regarding our financial arrangements between the District and the County Treasury regarding the approved vendor process along with more current cash balance information. Trustee Narum offered assistance in these improvements, if needed.

The Board reviewed the budget summary received as of July 30th, 2016. Trustee Dickinson asked why the total July warrant payments does not match the expenditures total on the budget summary. The District Manager assumed it was accruals from the last fiscal year, but will provide that information as soon as possible. Trustee Dickinson also offered improvements to the financial reports to increase accountability, fraud protection, and transparency which will allow the Board to fulfill their fiduciary responsibility. Trustee Dickinson suggested that a CPA consultant may be an option to improve our financial statements, before an in-house option is available. Board President Guarienti asked if after the accruals, is last year's budget still under. The District Manager responded that the District was still under budget in fiscal year 2015-16 after the accruals.

The District Manager presented the Monthly Staff Report for July 2016. Board President Guarienti and Trustee Narum asked if the West Nile virus activity in the Tri-Valley is similar to activity in 2014. The District Manager responded that the foci are nearer to the Livermore Airport, rather than Max Baer and Bruno Canziani parks. Trustees Narum and Marquez asked if Nextdoor is used in the District's social media strategy, and if the District considered using YouTube videos. The District Manager responded that the District is using Nextdoor, but would need more information to respond to our exact role. He also responded that a YouTube video was prepared, through the Washington Hospital District, regarding Zika. This video was distributed mostly through the hospitals community access television channel much later than when it was produced.

During the Manager's report for July 2016, Trustee Marquez asked if the information forwarded to animal control shelters can be forwarded to the Trustees (yes). Trustee Dickinson asked about what effect the incorrect past practices of discarded possible infected birds may have had. The District Manager responded that no confirmed human WNV cases have yet to be detected in Alameda County. Board President Guarienti offered the

importance of the Alameda Chapter of the CSDA meetings. Trustee Quinn emphasized the value of attending an MVCAC conference.

Board President Guarienti asked for reports on conferences and seminars attended by Trustees, there were none.


Board President Guarienti asked for announcement from the Board, which were none, but did ask if the District's biennial reports, if not dropped off by Trustees, were mailed. The District Manager replied that they were hand-delivered by either himself or staff.

Board President Guarienti asked trustees for items to be added to the agenda for the September Board meeting and then reminded the District Manager to add the rescheduling or cancellation of the October meeting as an agenda item.

The meeting adjourned at 6:16 P.M.

Respectfully submitted,

Approved as written and/or corrected
at the 1037th meeting of the Board of
Trustees held September 14th, 2016


Richard Guarienti, President
BOARD OF TRUSTEES


Robert Dickinson, Secretary
BOARD OF TRUSTEES