

MINUTES

1063th MEETING OF THE BOARD OF TRUSTEES OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT

December 12th, 2018

TIME: 5:00 P.M.
PLACE: Office of the District, 23187 Connecticut Street, Hayward
TRUSTEES: Elisa Marquez, President, City of Hayward
Wendi Poulson, Vice-President, City of Alameda
Eric Hentschke, Secretary, City of Newark
P. Robert Beatty, City of Berkeley
Alan Brown, City of Dublin
Betsy Cooley, City of Emeryville
George Young, City of Fremont
James N. Doggett, City of Livermore
Jan O. Washburn, City of Oakland
Robert Dickinson, City of Piedmont
Kathy Narum, City of Pleasanton
Ed Hernandez, City of San Leandro
Subru Bhat, City of Union City
County-at-Large, Vacant

1. Board President Marquez called the regularly scheduled board meeting to order at 5:00 P.M.
2. All trustees were present. No trustees were absent.
3. Board President Marquez invited members of the public to speak on any issue relevant to the District. Mosquito Control Technician Jeremy Sette was present to record the minutes. Mike Oliver, President of the Municipal Resource Group, LLC was present to report on item #5. Field Operations Supervisor Joseph Huston and Vector Biologist Miguel Cardenas were also present.
4. Approval of minutes of the 1062th meeting held November 14th, 2018.
Motion: Trustee Beatty moved to approve the minutes
Second: Trustee Narum
Vote: motion carries: unanimous.
5. Proposal from the Municipal Resource Group, LLC to conduct a Capital Asset Replacement Program Analysis
Discussion:
Mike Oliver discussed his proposal for a Capital Asset Replacement Program Analysis for the District and fielded the following questions. Trustee Beatty asked if the analysis covering 20 years' time would be looked at again within that time (the report could be updated periodically, if needed). Trustee Dickinson asked about the effect of this report on the District's accounting (public sector's motivations for depreciation and capital planning differ from the private sector as there is no tax savings benefit, only prudent financial planning stabilities) and if the firm

would evaluate equipment investments that will increase the District's efficiency (not directly but will work with staff on identifying and evaluating all assets over \$5,000 and could compare this list to other mosquito district's asset lists). President Marquez asked if the analysis will cover District vehicles (yes).

Motion: Trustee Narum moved to approve the proposal from the Municipal Resource Group, LLC to conduct a Capital Asset Replacement

Second: Trustee Doggett

Vote: motion carries: unanimous.

6. The Nominating Committee nominated a slate of 2018 District Officers for Board Approval

Discussion:

Trustee Beatty, on behalf of the Nominating Committee, presented the slate of 2018 District Officers. Trustees Hentschke, Poulson and Beatty were nominated for President, Vice-President and Secretary, respectively.

Motion: Trustee Hernandez moved to approve the nominations of Trustees Hentschke, Poulson and Beatty for President, Vice-President and Secretary, respectively.

Second: Trustee Cooley

Vote: motion carries: unanimous.

7. Appointment of members to the Personnel/Salary Committee

Discussion:

The General Manager provided an explanation and purpose of the Personnel/Salary Committee, and then asked for volunteers after fielding the following questions. President Marquez asked if the Board would make this decision during this agenda item (preferably). Trustee Hentschke asked who was on the previous Committee (former Trustees Guarienti and Paulsen, as well as current Trustees Doggett and Poulson). Trustees Narum, Marquez, Brown and Hentschke expressed interest in joining the Personnel/Salary Committee.

Motion: Trustee Beatty moved to approve the appointment of Trustees Narum, Marquez, Brown and Hentschke to the Personnel/Salary Committee

Second: Trustee Washburn

Vote: motion carries: unanimous.

8. Report on the 2018 Annual Meeting of the Entomological Society of America and the Entomological Society of Canada by Trustee Dr. Jan O. Washburn.

Discussion:

Trustee Washburn gave a report on his attendance to the 2018 Annual Meeting of the Entomological Society of America and the Entomological Society of Canada and fielded the following questions. Trustee Beatty asked of how many people attending the conference were from mosquito abatement districts (out of around 3,500 attendees, there were around 600 from mosquito abatement districts).

9. Discussion on Board Packet paper-reduction possible strategies

Discussion:

The General Manager opened up a discussion relating to possible strategies for paper-reduction, specifically relating to Board Agenda packets. Trustee Washburn expressed his preference for paperless, stating he could use his laptop. Trustees Young and Cooley each expressed their preference for paper packets. President Marquez suggested if any Board member would like to opt-out of paper packets, email the General Manager.

10. Schedule a Finance Committee meeting to discuss the OPEB investment policy and the pension rate stabilization fund investment policy.

Discussion:

The General Manager opened up a discussion to schedule a Finance Committee meeting to discuss the OPEB investment policy, the pension rate stabilization fund investment policy, review of the District credit card, and review of internal controls while fielding the following questions. Trustee Cooley requested more information regarding the reported check fraud (Bank of the West bank reported an attempt of check fraud that was handled by the Accounting Associate) The General Manager asked when the Board would like to meet. Trustees Cooley and Narum both suggested before the next Board Meeting. Trustee Young asked if the District credit card had a points program (yes). Trustee Dickinson asked if PFM and PARS must be at the meeting (it is recommended that they attend and provide recommendations). President Marquez asked when a good time for the Finance Committee to meet and the Finance Committee agreed to meet at 3:30 PM on January 9th,2019.

11. Financial Reports as of November 30th, 2018.

Discussion:

The General Manager presented the financial reports as of November 30th, 2018 and fielded the following questions. Trustee Poulson asked who Sacramento Koi was (Mosquitofish vendor).

12. Presentation of the Monthly Staff Report for December 2018.

Discussion:

The General Manager presented the Monthly Staff Report for December 2018 and fielded the following questions. President Marquez suggested sending out a follow up email after service requests were completed promoting our social media outreach which was agreed by Trustee Narum. The General Manager added that the District already has a follow-up survey process in place after service requests but will add this suggestion to the form.

13. Presentation of the Manager's Report for December 2018.

Discussion:

The General Manager presented the Manager's Report for December 2018 and fielded the following questions. The General Manager presented the pewter belt buckle to Trustee Narum for 5 years of service to the Board, congratulated Trustee Cooley for her two years of Board service and acknowledged Vector Biologist Neil Campbell's recent mark of fifteen years of service to the District. The General Manager asked Field Operations Supervisor Joseph Huston if he had more input on the Monthly Staff Report (Huston noted that operations staff were shifting focus on different species and sources as the season changed into winter). The General Manager encouraged the Board to suggest any contractors for the prospective District remodel. Trustee Narum noted that competition and costs are high after the recent fires. Trustee Poulson asked if the District needs electricians and plumbers (yes, but under a General Contractor's purview). Trustee Washburn asked if there was a city council presentation date scheduled for Oakland yet (not yet).

14. Board President Marquez asked for reports on conferences and seminars attended by Trustees. Besides Trustee Washburn's earlier report, the General Manager reported on attending an invasive *Aedes* forum in southern California with the District's Lab Director on December 11th. Trustee Narum asked the General Manager if the budget increase for Los Angeles Vector Control would be specifically focused on hiring new technicians (yes). Trustee Washburn brought up possible challenges if *Aedes* come to Alameda County.

15. Board President Marquez asked for announcements from the Board. None.

16. Board President Marquez asked trustees for items to be added to the agenda for the next Board meeting. Trustee Narum asked Trustee Washburn if the pilot program he reported on could be replicated here (Alameda County does not have the mosquitoes yet, but another study

could be undertaken such as handing out fliers with a survey asking if homeowners would be willing to participate in Aedes trapping). Trustee Narum suggested adding an agenda item addressing the District's plan for invasive Aedes response. Mr. Huston added that as part of our service requests, the District already asks residents if they would like to participate in our Aedes surveillance by allowing the District to place traps on their property. Trustee Washburn added that he will work on organizing comprehensive data for the report. President Marquez asked if this topic could be added to a future agenda (the General Manager answered that a report on the District's plan for invasive Aedes will be forthcoming). Trustee Hernandez suggested also adding a report on the types of trap technology that exists such those that automatically count mosquitoes.


17. The meeting adjourned at 6:14 P.M.

Respectfully submitted,

Approved as written and/or corrected
at the 1064nd meeting of the Board of
Trustees held January 9th, 2019



Elisa Marquez, President
BOARD OF TRUSTEES



Eric Hentschke, Secretary
BOARD OF TRUSTEES