

## MINUTES

### 1056<sup>th</sup> MEETING OF THE BOARD OF TRUSTEES OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT

MAY 9<sup>TH</sup>, 2018

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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  
Humberto Izquierdo, County-at-Large  
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

1. Board President Marquez called the regularly scheduled board meeting to order at 5:02 PM.
2. Trustees Marquez, Poulson, Hentschke, Izquierdo, Beatty, Brown, Cooley, Young, and Washburn were present; Trustee Hernandez arrived at 5:38PM. Trustees Doggett, Dickinson, Narum, and Bhat were absent.
3. Board President Marquez invited members of the public to speak on any issue relevant to the District. Melanie Guillory-Lee from SCI Consulting Group was present to discuss the preliminary Engineer's Report for fiscal year 2018-19. Regulatory & Public Affairs Director Erika Castillo was present for a presentation of the Proposed Unmanned Aircraft System (UAS) public outreach campaign. Mosquito Control Technician Jeremy Sette was present to record the minutes.
4. Approval of minutes of the 1055<sup>th</sup> meeting held April 11<sup>th</sup>, 2018.  
**Motion:** Trustee Washburn moved to approve the minutes  
**Second:** Trustee Brown  
**Vote:** motion carries: unanimous
5. Approval of the final budget for fiscal year 2018-19.  
**Discussion:**  
The General Manager presented the final budget for the fiscal year 2018-19. Trustee Beatty asked if the funds appropriated for the remodel project were carried over from the previous budget (yes). President Marquez asked if the Finance Committee had reviewed the final budget (revisions were communicated via email).

**Motion:** Trustee Beatty moved to approve the final budget for fiscal year 2018-19.

**Second:** Trustee Washburn

**Vote:** motion carries –unanimous

6. Presentation of the preliminary Engineer's Report for fiscal year 2018-19 by Melanie Guillory-Lee from SCI Consulting Group.

**Discussion:**

Melanie Guillory-Lee from SCI Consulting Group presented the preliminary Engineer's Report for fiscal year 2018-19. President Marquez asked which type of properties are excluded from the benefit assessment tax (properties owned by public entities) and asked if the rates could be raised (yes, if it's justified). The General Manager asked what the current CPI-inflated benefit assessment for ACMAD is (\$6.40). Trustee Brown asked for confirmation that the County collection charge did not include Albany (correct). President Marquez asked if the Engineer's Report will return for discussion in the next month's agenda (yes). Trustee Beatty asked if the Engineer's Report happened each year (yes) and asked if there was a difference from the previous year (each year is different depending on the budget, board composition, with periodic edits to the narrative). Secretary Hentschke asked how many residents usually challenge or question the assessment (Trustee Washburn answered only a few in the last several years). Trustee Izquierdo asked what the average cost was for the Engineer's Report (depends on the district, the number of assessment zones, and amount of assessment). Trustee Washburn asked to further clarify the definition of zones (in this context, it defines areas of direct benefit coverage through the work by districts). Trustee Izquierdo asked what the coverage was based on (depends on the property type and size and it starts with an evaluation of the Single-Family Equivalent). President Marquez asked the General Manager that if a Board member had further questions, could they email him (yes). President Marquez asked if a public notification will be sent out (yes, SCI will contact a newspaper for publication).

7. Approval of Resolution 1056-1 intending to continue assessments for fiscal year 2018-19, preliminarily approving the Engineer's Report, and provide for notice of hearing.

**Discussion:**

Trustee Beatty noted a typo: change May 19<sup>th</sup> to May 9<sup>th</sup>.

**Motion:** Trustee Cooley moved to approve Resolution 1056-1 intending to continue assessments for fiscal year 2018-19, preliminarily approving the Engineer's Report, and providing for notice of hearing.

**Second:** Trustee Hentschke

**Vote:** motion carries –unanimous

8. Second reading and approval of revisions to chapter 300 of ACMAD policy

**Discussion:**

Regulatory & Public Affairs Director Erika Castillo and the General Manager clarified revisions in chapter 300 of ACMAD policy.

**Motion:** Trustee Beatty moved to approve revisions to chapter 300 of ACMAD policy.

**Second:** Trustee Washburn

**Vote:** motion carries—unanimous

9. Second reading and approval of revisions to chapter 400 of ACMAD policy

**Discussion:**

President Marquez commented on the thoroughness of newly revised section 405, (use of Unmanned Aircraft Systems), and Trustee Beatty further expressed satisfaction with the policy and the new language added.

**Motion:** Trustee Brown moved to approve revisions to chapter 400 of ACMAD policy

**Second:** Trustee Beatty

**Vote:** motion carries—unanimous

10. Presentation of the Proposed Unmanned Aircraft System (UAS) public outreach campaign by Regulatory & Public Affairs Director Erika Castillo

**Discussion:**

Erika Castillo presented the ACMAD Proposed Unmanned Aircraft System (UAS) public outreach campaign. Trustee Beatty suggested adding to the FAQ section a question and answer that clarifies that drones won't fly over residential homes and elaborate on the type of technology that will be used, including the type and model of drone and cameras used, and suggested a map of the county where drones will prospectively fly. Trustee Izquierdo suggested adding simple questions such as "will this fly over my house?" President Marquez asked if Erika Castillo will be the contact for media inquiries relating to the campaign (yes, but specific drone questions may go to the licensed pilots).

11. Financial Reports as of April 30<sup>th</sup>, 2018.

**Discussion:**

The General Manager presented the financial reports as of April 30<sup>th</sup>, 2018. The General Manager asked the Board is they were satisfied with the new format of the financial reports (President Marquez answered yes, it was easier to follow). Trustee Beatty asked where the Capital Reserve line item fund will be moved to (this reserve account is now separate from the general fund). President Marquez added that she appreciated the page numbers and the previous years' inclusion, which made it easier to evaluate financial trends.

Trustee Hernandez asked for clarification on the year to date budget being 13% above budget discrepancy (the General Manager answered that he is conservative with revenue projections)

NOTE: At this point of the meeting, 5:45 PM, President Marquez departed the meeting and turned the direction of the meeting over to Vice President Poulson

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

**Discussion:**

The General Manager presented the Monthly Staff Report for April 2018. Mosquito Control Technician Jeremy Sette added to the Operations Report by reporting on the lower number of service requests in April compared to previous years and how the new MapVision database implemented in the summer of 2017 has made it possible to receive new service requests out in the field, which can reduce response time and thus improve quality and efficiency of service to residents. Regulatory & Public Affairs Director Erika Castillo reported on the Public Education Staff Report for April 2018. Trustee Beatty asked for clarification on Figure 9 of the Public Education Staff Report (Erika Castillo answered that Figure 9 showed how many people were visiting the website, how many total pages were viewed, and which individual pages were visited). Erika Castillo asked for any feedback relating to any adjustments or suggestions on improving online analytics. Trustee Hernandez asked if ACMAD will be at the Alameda County Fair for each day that the fair is open (ACMAD has an unmanned booth) asked what the content of the booth will be (the theme will be "Hello Summer") and asked if an element of social media outreach will be incorporated to the booth (yes). Trustee Izquierdo noted his contentment with the Facebook analytics. Trustee Washburn suggested dropping the international breakdown in analytics. Trustee Beatty suggested removing Figure 4. Trustee Hernandez suggested creating social media polls. Erika Castillo mentioned that she is working to get the booth incorporated into the STEAM scavenger hunt. Trustee Hernandez suggested obtaining website traffic info from city websites relating to ACMAD. Trustee Brown asked if links to the ACMAD website are available on city websites (will be investigated). Trustee Hernandez suggested adding ACMAD logo image links. Trustee Washburn passed on the positive

feedback he has received from a member of the public regarding the fine work done by Mosquito Control Technician Nick Appice.

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

**Discussion:** The General Manager presented the Manager's Report for April 2018. Regulatory & Public Affairs Director Erika Castillo commented on the temporary image for the draft Biennial Report. The General Manager asked if Board Members thought their respective cities would prefer a printed version or email version of the Biennial Report. Trustee Hernandez suggested emailing the city clerks and providing printed copies. Trustee Washburn suggested hard copies. Trustee Brown asked if the Biennial Report will be posted on the ACMAD website (yes). Trustee Washburn asked for clarity on Figure 3 on page 9 (Erika Castillo answered that it displays population and she will adjust some of the discrepancies). Trustee Hernandez asked if he could make an announcement regarding the Biennial Report to his city council meeting (yes). Trustee Cooley noted advantages of hard copies. Mrs. Castillo noted that she will send 10 copies to each city for a total of approximately 250 copies in total. The General Manager commented that he will notify the Board when the copies will be dropped off. Trustees Izquierdo and Cooley commented on receiving regular emails from the CSDA. Erika Castillo commented on the presence of the "Center of Excellence" at UC Davis and UC Riverside at the MVCAC Quarterly Meeting.

14. Vice-President Poulson asked for reports on conferences and seminars attended by Trustees while mentioning that she attended the Special District Leadership Academy Conference, and visited the ACMAD booth at Alameda's Earth Day.

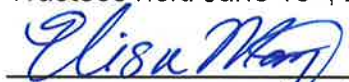
15. Vice-President Poulson asked for announcements from the Board. None.

16. Vice-President Poulson asked trustees for items to be added to the agenda for the next Board meeting. The General Manager commented that he will contact the Manager Evaluation Committee to complete that work by the June board meeting.

17. The meeting adjourned at 6:34 P.M.

**Respectfully submitted,**

Approved as written and/or corrected  
at the 1057<sup>th</sup> meeting of the Board of  
Trustees held June 13<sup>th</sup>, 2018



Elisa Marquez, President  
BOARD OF TRUSTEES



Eric Hentschke, Secretary  
BOARD OF TRUSTEES