

MINUTES

1060th MEETING OF THE BOARD OF TRUSTEES OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT

SEPTEMBER 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
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 5:01 PM.
2. Trustees Marquez, Poulson, Hentschke, Izquierdo, Brown, Cooley, Doggett, Dickinson and Narum were present. Trustees Beatty, Bhat and Young arrived at 5:05 PM. Trustee Hernandez arrived at 5:21 PM. Trustee Washburn was absent.
3. Board President Marquez invited members of the public to speak on any issue relevant to the District. Vector Biologist Miguel Cardenas was present to contribute to the strategic plan discussion. Mosquito Control Technician Jeremy Sette was present to record the minutes.
4. Approval of minutes of the 1059th meeting held August 8th, 2018. Trustee Brown asked why the General Manager (GM) Description was included as an agenda item (the GM answered that changes to the GM job description must be approved by the Board).
Motion: Trustee Hentschke moved to approve the minutes
Second: Trustee Brown
Vote: motion carries: unanimous.
5. Approval of proposed updates to the General Manager's Job Description.
Discussion:
The GM explained the proposed updates to the GM Job Description and fielded the following questions. Trustee Narum requested adding "or designee" to the added language on emergency management. Trustee Brown asked who would be designated in such a scenario (ACMAD Mechanical Specialist, Mark Wieland). Trustee Brown noted a typo in the sentence "...but not limited to social media". President Marquez requested the General Manager email

Board Members contact info of any potential designated emergency managers. Vice President Poulson asked about the "vision" requirement (will have the HR consultant provide an additional review). Trustee Bhat does not think the "vision" requirement is discriminatory. Trustee Doggett reminded the Board that the GM can designate all tasks, why is the emergency management task highlighted for designation? The GM answered that it may make sense to add language as the title of "Emergency Manager" is used. Trustee Dickinson asked who would perform the General Manager duties if the GM is unavailable (a chain of command is in place and was reviewed at a prior Board meeting). Trustee Hentschke agreed that the GM should not be beholden to another agency, so "or designee" is an important addition. Another typo was discovered and will be changed: "preformed" to "performed."

Motion: Trustee Beatty moved to approve the proposed updates with additional clean-up language to the General Manager's Job Description

Second: Trustee Doggett

Vote: motion carries: unanimous.

6. The Board reviewed the first draft of the 2018-2021 Strategic Plan.

Discussion:

The General Manager explained the history and reasoning behind developing the first official ACMAD Strategic Plan and fielded the following questions. Vector Biologist Miguel Cardenas thanked the Strategic Planning Committee for their helpful role and reminded the Board that the Committee and himself are still open to any suggestions for edits to the Strategic Plan. Trustee Beatty commented on the integral role of staff input and emphasized that the Strategic Planning Committee is open to suggestions to make the Strategic Plan even more succinct. The GM asked the Board to send any questions or comments regarding the Strategic Plan via email before next meeting. President Marquez commended the quality of the draft and how the 1st page is already helping brand the District. Trustee Narum clarified that "officials" should be "state officials (will be changed), and why city council presentations are not included? Trustee Beatty answered for the Committee that only new goals, rather than existing tasks, are to be included. Trustee Dickinson asked what the plan will be used for, specifically what will it drive internally (individual goals will be restructured to help attain District goals) and asked if the plan was for external or internal purposes (both). Trustee Brown asked what is "determine feasibility of executing a legal abatement proceeding via the Alameda County legal system" (the District's options to abate a nuisance or inspect through a blanket warrant issued by the Superior Court). Trustee Doggett noted legal action has only been threatened twice during the time he has been on the Board. President Marquez asked the Board to please review the Strategic Plan draft in the next few weeks. The General Manager congratulated Miguel on graduating graduate school and a job well done regarding the Strategic Plan draft.

7. Financial Reports as of August 31st, 2018.

Discussion:

The General Manager presented the Financial Reports as of August 31st, 2018 and fielded the following questions. President Marquez asked for clarification on "Check 1082" (this is a payroll check, paid to the District and deposited through the Bank of America). Trustee Dickinson asked if the GM could change the wording on said check to include the word "payroll" (yes). Vice President Poulson asked what we purchased from "Kimball Midwest" (shop supplies/ hardware vendor), and Tom McMahon (staff member reimbursement for boots). Trustee Dickinson pointed out that the expenditures in the check registry to not match the income statement (ACMAD uses accrual accounting, but the GM will report back on the discrepancy by asking the accountant associate).

8. Presentation of the Monthly Staff Report for August 2018.

Discussion:

The General Manager presented the Monthly Staff Report for August 2018 and fielded the following questions. The General Manager commented on the high number of unmaintained swimming pools that the District inspects per year and asked Mosquito Control Technician Jeremy how many pools he inspects (several hundred). Trustee Brown asked where the unmaintained swimming pool hot spots were located (Fremont and the Tri-Valley). President Marquez asked Mosquito Control Technician Jeremy Sette if we stocked residential fountains with fish (Sette answered yes, however there were other variables involved when determining eligibility of fish feasibility in fountains including size of fountain, flow rate of water, etc.) President Marquez also commented on she liked the Public Relations "Help!" outreach billboard inclusion of a "Do Your Part" section reminding residents to actively help in reducing mosquito habitats.

9. Presentation of the Manager's Report for August 2018.

Discussion:

The General Manager presented the Manager's Report for August 2018 and fielded the following questions. Trustee Beatty asked if District staff were clearing ditches for improved water flow (yes, especially for tidal marsh habitats). Trustee Dickinson asked about how we determined overfunded status of our OPEB when the last actuary study is over three years old (it was overfunded then, and the interest earned is larger than the withdraw amounts since then). President Marquez suggested filming a video clip at the upcoming CSDA Conference of the District receiving multiple awards (the GM will work to complete this).

10. President Marquez asked for reports on conferences and seminars attended by Trustees.
None.


11. Board President Marquez asked for announcements from the Board. Trustee Izquierdo announced this meeting as his last as an ACMAD Trustee as he had taken a new position in Napa County. Trustee Izquierdo addressed his pleasure serving as Trustee and acknowledged the General Manager's positive contribution to the District in a short time. The General Manager in turn commended and thanked Trustee Izquierdo for his service.

12. Board President Marquez asked trustees for items to be added to the agenda for the next Board meeting. Trustee Hernandez brought up the Round-Up lawsuit and asked the GM if he was aware of this and how the District determines risk of pesticide exposure to its staff. The GM began to explain, but Trustees reminded him that this discussion was not on the agenda and should be placed on a future meeting's agenda.

13. The meeting adjourned at 6:07 P.M.

Respectfully submitted,

Approved as written and/or corrected
at the 1061st meeting of the Board of
Trustees held October 10th, 2018



Elisa Marquez, President
BOARD OF TRUSTEES



Eric Hentschke, Secretary
BOARD OF TRUSTEES

