

MINUTES

1079th MEETING OF THE BOARD OF TRUSTEES OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT

May 13th, 2020

TIME: 5:00 P.M.
PLACE: *Zoom Teleconference Only*
TRUSTEES: Wendi Poulson, President, City of Alameda
P. Robert Beatty, Vice-President, City of Berkeley
Betsy Cooley, Secretary, City of Emeryville
Cathy Roache, County-at-Large
Shawn Kumagai, City of Dublin
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
City of Piedmont, vacant
Julie Testa, City of Pleasanton
Victor Aguilar, City of San Leandro
Subru Bhat, City of Union City

1. Board President Poulson called the regularly scheduled board meeting to order at 5:00 P.M.
2. Trustees Poulson, Beatty, Cooley, Roache, Kumagai, Young, Marquez, Doggett, Hentschke, Washburn, Testa, Aguilar and Bhat were present on the Zoom conference.
3. Board President Poulson invited members of the public to speak on any issue relevant to the District. Information Technology Director Robert Ferdan was on the teleconference call for technical support. Vector Biologist Jeremy Sette was present to record the minutes. No public comments were submitted prior or during the meeting.
4. Approval of minutes of the 1078th meeting held April 8th, 2020.
Motion: Trustee Aguilar moved to approve the minutes
Second: Trustee Washburn
Vote: motion carries: unanimous.
5. Presentation and approval of the final budget for fiscal year 2020-21
Discussion:
The General Manager presented the final budget for fiscal year 2020-21 and fielded the following discussion. Trustee Hentschke asked if the decreased 8% of total revenue could be adjusted (yes, an 8% reduction is an estimate during an unprecedented financial situation). Vice-President Beatty asked for clarification if this was the final budget and if there would be a vote to approve (yes). The General Manager mentioned that this final budget has the salary of the new Public Outreach Coordinator included.
Motion: Trustee Washburn moved to approve the budget for fiscal year 2020-21
Second: Trustee Aguilar
Vote: motion carries: unanimous.

6. Presentation of the preliminary Engineer's Report for fiscal year 2020-21 by Melanie Guillory-Lee from SCI Consulting Group.

Discussion:

Melanie Guillory-Lee from SCI Consulting Group presented the Engineer's Report for fiscal year 2020-21 and fielded the following discussion. Vice-President Beatty asked for clarification on what the Teeter Plan was (the County guarantees the District's assessment revenue but collects the fees and interest of delinquent accounts). Trustee Marquez asked how the public can access the Report and if there was a way to highlight it on the District website (the General Manager answered: it is in the Board Packet, currently, and he will look into the options of displaying it on website). Trustee Washburn commented that it is important to display the Report for the public as well as express the significance that the Benefit Assessment has not increased since it was established in 2008, and agreed that he liked the idea of highlighting the Report on the website to display transparency. The General Manager agreed with Trustee Washburn and added that Albany will not be included in the assessments until next year. Trustee Bhat asked when the District will start providing service to Albany (the General Manager answered: the District has been providing full services immediately after the result of the protest hearing in January). Vice-President Beatty asked if the Report was done every year and how much it changed, (it is required every year and changes according to the budget and program changes but it must keep the language of the original assessment).

7. Resolution 1079-1 intending to continue assessments for fiscal year 2020-21, preliminarily approving the Engineer's Report, and providing for notice of hearing.

Discussion:

Melanie Guillory-Lee noted that once approved, a public notice will be placed in local paper and fielded the following discussion. Trustee Poulson asked which paper post the notice (*East Bay Times*). Vice-President Beatty asked if the Report would be published online as well as in print form (yes). Trustee Bhat noted that local papers such as the *Tri-Valley Voice* post such notices.

Motion: Trustee Washburn moved to approve the Engineer's Report and continue assessments for fiscal year 2020-21

Second: Hentschke

Vote: motion carries: unanimous.

8. LAFCo (Local Agency Formation Commission) Special District Alternate Seat Election Wednesday, July 8th, 2020.

Discussion:

The General Manager noted that this item was corrected by LAFCo after posting in the packet and he recommends moving the item to the next board meeting.

Motion: Trustee Hentschke asked to move Item 8 to the next board meeting

Second: Vice-President Beatty

Vote: motion carries: unanimous.

9. Staff report update on the District's response to COVID-19

Discussion:

The General Manager gave an update on the District's response to COVID-19 and fielded the following discussion. Trustee Roache mentioned that her department received some disposable masks that she will provide to the District (the General Manager thanked her).

Trustee Marquez noted that she is pleased to see District staff continuing work in the field and was pleased to have Vector Biologist Jeremy Sette provide mosquito fish to her neighbor, as well as providing service in locating and identifying mosquitoes or other seasonal insects at her property, including placing an EVS trap in her yard. Trustee Poulson noted that she saw Vector Biologist Ben Rusmisl working in the field, as well.

10. Transition of seasonal Office/ IT Assistant position to full-time Public Outreach Coordinator

Discussion:

The General Manager reported on the transition of seasonal Office/ IT Assistant position to full-time Public Outreach Coordinator and fielded the following discussion. Trustee Bhat expressed his strong support for the new position and felt it was a good idea to formalize the position. Trustee Washburn agreed. The General Manager noted that the position will include extra duties not previously assigned in the seasonal position. Vice-President Beatty asked if the starting salary was prudent for someone out of college (the ideal candidate would have experience running education or outreach campaigns which is not necessarily accomplished right out of college).

11. Staff report on the 1st full month of solar energy production

Discussion:

The General Manager reported on the results of the 1st full month of solar energy production and gave credit for Mechanical Specialist Mark Weiland in his assistance in putting the report together.

12. Presentation of the Financial Reports as of April 30th, 2020.

Discussion:

The General Manager presented the Financial Reports as of April 30th, 2020 and fielded the following discussion. Vice-President Beatty would like more clarification on comparing the two balance sheets. The General Manager commented that he will ask Accounting Associate Michelle Robles to make a key/guide for future Balance Sheets.

13. Presentation of the Monthly Staff Report.

Discussion:

The General Manager presented the Monthly Staff Report and fielded the following discussion. Trustees Hentschke and Poulson expressed their interest in attending the District treatment UAS calibration field session (the General Manager will coordinate for them to attend the trials). President Poulson suggested the possibility of using the Alameda model airplane airfield as a possible drone practice field (the District has approval to fly the airspace over the entire County but that location might be problematic so near the Oakland airport) and also asked for clarification on which field staff switched zones (Vector Biologists Neil Campbell and Sarah Erspamer switched from southern Alameda County to northern Alameda County, respectively. Vector Biologist Ben Rusmiser provides service for Bay Farm Island, not Alameda island)

14. Presentation of the Manager's Report.

Discussion:

The General Manager presented the Manager's Report and fielded the following discussion. The General Manager acknowledged and thanked Vector Biologist Jeremy Sette for his five-year anniversary of District service. Vice-President Beatty asked if the General Manager could send the link to complete training (yes). Trustee Marquez gave an update on how the City of Hayward would be releasing the Hayward Shoreline Master Plan and asked for any District feedback on this issue (District staff, including Field Supervisor Joseph Huston and Regulatory and Public Affairs Director Erika Castillo have been commenting on this plan and will reach out).

15. Board President Poulson asked for reports on conferences and seminars attended by Trustees. None.

16. Board President Poulson asked for announcements from the Board. None.

17. Board President Poulson asked trustees for items to be added to the agenda for the next Board meeting. Item 8 on LAFCo (Local Agency Formation Commission) Special District Alternate Seat Election Wednesday, July 8th, 2020 will be moved to the next board meeting.

18. The meeting adjourned at 6:15 P.M.

Respectfully submitted,

Approved as written and/or corrected
at the 1080th meeting of the Board of
Trustees held June 10th, 2020

Wendi Poulson

Wendi Poulson, President
BOARD OF TRUSTEES

DocuSigned by:

Betsy Cooley

Betsy Cooley, Secretary
BOARD OF TRUSTEES