



**SAN MATEO COUNTY  
MOSQUITO & VECTOR  
CONTROL DISTRICT**

*Protecting public health since 1916*

1351 Rollins Road  
Burlingame, CA 94010

phone (650) 344-8592  
fax (650) 344-3843

[www.smcvmcd.org](http://www.smcvmcd.org)

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**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**March 8, 2023**

**6:00 P.M.**

A meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on March 8, 2023. Location: **Teleconference**

**TRUSTEES PRESENT:**

Mason Brutschy	Town of Atherton
Chuck Cotten	City of Belmont
Carolyn Parker	City of Brisbane
Rena Gilligan	City of Burlingame
Laura Walsh	City of Colma
Glenn R. Sylvester	City of Daly City
Donna Rutherford	City of East Palo Alto
Paul Norton	City of Foster City
Kati Martin	City of Half Moon Bay
D. Scott Smith	Hillsborough
Catherine Carlton	Menlo Park
Muhammad Baluom	City of Millbrae (Arrived at 6:28 p.m.)
Ray Williams	Town of Portola Valley
Kat Lion	City of Redwood City
Ron Collins	City of San Carlos
Michael Yoshida	South San Francisco

**TRUSTEES ABSENT:**

Desiree LaBeaud, County-at-Large  
Peter DeJarnatt, City of Pacifica  
Robert Riechel, City of San Bruno  
Ed Degliantoni, City of San Mateo  
Paul Fregulia, Town of Woodside

**OTHERS PRESENT:**

District Manager, Brian Weber  
Interim Finance Director, Richard Arrow  
General Counsel, Alexandra Barnhill  
Laboratory Director, Angie Nakano  
Operation Director, Casey Stevenson  
IT Director, Matthew Nienhuis  
Bob Shull, CalCLASS



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**1. CALL TO ORDER**

The meeting was called to order at 6:00 P.M.

**2. PLEDGE OF ALLEGIANCE**

District Manager Brian Weber led the Pledge of Allegiance.

**3. ROLL CALL**

The roll call indicated that 15 Trustees were present on Teleconference, constituting a quorum. Trustee Parker participated remotely pursuant to an ADA accommodation from a location within the District's jurisdiction.

**4. PUBLIC COMMENTS AND ANNOUNCEMENTS**

President Martin reviewed the process to be used going forward during the Teleconference of the meeting to the Board of Trustees, Staff and Public.

**Public Comment: None**

**Board Comment: None**

**5. CONSENT CALENDAR**

**A.** Approval of the Minutes of the Regular Board Meeting of March 8, 2023

**B.** Approval of Purchases of Pesticides from Adapco in the amount of \$33,849.57 and Clarke for \$23,058.42.

**Public Comment: None**

**Board Comment: None**

**ACTION:** Motion by Trustee Ron Collins, second Trustee Scott Smith to approve 5.A.1, B, 1. Motion passed by 15 yeas, 0 noes.

**REGULAR AGENDA**



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## 6. BOARD COMMITTEE REPORTS

### A. 1. Finance Committee

Chair Mason Brutschy reported that the Finance Committee met of February 27, 2023. The Committee submitted a written report in the board packet. The Committee reviewed the Financial Report for FY 22-23 as of January 31, 2023. The Committee is recommending that the Board approve the financial report for 22-23 and the District proceed in implementing an alternate depository for District funds with CalCLASS. There is a pending agreement with the SCI Consulting Group that the Committee recommends approval.

### B. 1. Finance Committee

#### **Agenda Item D. moved up for a Presentation by Bob Shull, CalCLASS**

Finance Director, Richard Arrow introduced Bob Shull. Mr. Shull explained how the District's fund investment alternative would benefit the District. Currently the District maintains its cash and reserves with the County Treasury, where the funds earn a very low interest rate. California CLASS's interest rates are higher than the County's (currently almost 5%) and they are a local government investment short-term money market for public agencies. California CLASS is endorsed by the CSDA and League of California Cities. One of the Trustees of the Cal CLASS board is a general manager of a mosquito district. There funds invested are liquid and can be withdrawn at any time.

**Public Comments: None**

**Board Comments: There was a robust discussion on CalCLASS District fund investment. The Finance Committee was thanked for the work done.**

**ACTION: MOTION by Trustee Ray Williams, Second by Trustee Chuck Cotton to allow District Manager, Weber to take all administrative actions to establish and alternate depository of District funds with CalCLASS for \$200,000. Passed by 15 yeas, 1 no (Trustee Yoshida).**

**B. 2.** Finance Director, Richard Arrow provided a written report in the board packet. Mr. Arrow indicated there is nothing unusual in the budget. The budget is in good shape. Total expenditures were \$3.5 million, and the change in fund balance was \$765,000. The District had \$9.1 million in cash available in County Treasury. Total revenues received from July through January 31, 2023, were \$4.2 million. He highlighted that the Accounts receivable outstanding greater than 90 days is \$0.

**Public Comment on Agenda Items 6B.1 and 6B.2: None**



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**Board Comment: A Trustee asked if the District gets funds from property taxes. Staff provided a response about the sources of revenue to the District.**

**ACTION: Motion by Trustee Muhammad Baluom, Second by Trustee Scott Smith to approve January 31, 2023 Financial Report. Motion passed by 16 yeas, 0 noes.**

- C. Consider having the District Manager enter into a three-year Levy Administration Services Agreement between the District and SCI Consulting Group for \$24,210 annually.**

District Manager, Weber provided a written report in the board packet. He seeks to retain the services of SCI Consulting Group. The services SCI are critical in the timely preparation of the District's annual budget while complying with Prop 218 special tax statutes.

**Public Comments: None**

**Board Comments: None**

**ACTION: MOTION by Trustee Donna Rutherford, second by Trustee Laura Walsh to approve the three-year Levy Administration Service Agreement between the District and SCI Consulting Group for \$24,210.00 annually. Motion passed by 16 yeas, 0 noes.**

- D. Ad-Hoc Officer Nominating Committee and Standing Committee Assignments.**

President Martin provided a written report in the board packet. All Trustees are encouraged to select the committees they are interested in being added to. President Martin has re-established the officer nominating committee for the upcoming 2024 board election. This committee will identify, recruit, mentor, and recommend District board officers for the 2024 board election slate. The ad-hoc officer nominating committee members are Trustees Rena Gilligan, Donna Rutherford, and Ron Collins. The committee will meet as needed to identify potential candidates for the upcoming board election. The committee will make a recommendation to the full board and will automatically disband prior to the election.

## **7. STAFF REPORTS**

- A.** Operation Director, Casey Stevenson provided a written report in the Board packet. He commented on the unusual rainy weather in San Mateo County, 15 inches of rain fell. The extended rainy season could push back the start of the seasonal catch basin treatment program by several weeks. The staff has seen an increase in service calls staff has followed up on return calls from residents.
- B.** Laboratory Director, Angie Nakano provided a written report in Board packet. She reported tick surveillance in parks, schools, and on residents' property.



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- C. Public Health Education and Outreach Officer, Rachel Curtis-Robles provided a written report in the Board Packet. (Rachel was absent from the meeting).
- D. Information & Technology Director Matthew Nienhuis provided a written report in the board packet. He reminded trustees that ransomware continues to be a huge problem for even the most equipped agencies. IT Director emphasized the Oakland breach that crippled it's tech infrastructure. He also stated that a one person IT operation can sometimes prove challenging to ensure the district is safe. We must invest in IT infrastructure to shore up our security and continually update and modernize the IT infrastructure to protect against new threats.

### 8. MANAGER'S REPORT

District Manager Brian Weber provided a written report in the board packet. He met with most of the district standing committee chairs. There was a legislative update on AB 557 to extend authorization of emergency remote meetings. District Manager, Weber reminds trustees to fill out the Form 700 Annual Statement of Economics Interest, filing is due April 1, 2023. Contact Devina Walker at [dwalker@smcvmcd.org](mailto:dwalker@smcvmcd.org) if you need assistance with filing.

**Public Comment: None**

**Board Comment: Trustee Glenn Sylvester reported on trustee appointments to the board and the removal process (informational only).**

### 9. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

**Next Meeting April 12, 2023, 6:00 p.m. the 2<sup>nd</sup> Wednesday of the Month.**

### 10. ADJOURNMENT: 7:50 P.M.

DocuSigned by:  
*Kati Martin*  
BBDED35837844EC...  
Kati Martin, Board President

DocuSigned by:  
*Donna Rutherford*  
A6F8333F57C8402...  
Donna Rutherford, Board Secretary

I certify the above minutes were approved as read or corrected at a meeting of the Board held, 2023.

\*\* All reports that were provided to the trustees at the board meeting will be available upon request.

**Approved:**



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DocuSigned by:

*Brian Weber*

646572F497EE46B...

District Manager

DocuSigned by:

*Kati Martin*

BBDED35837844EC...

Board President