

Minutes of the Regular Meeting of the BOARD OF TRUSTEES

September 11, 2024, 6:00 PM

- 1. CALL TO ORDER** By President Mason Brutschy at 6:00 PM sharp.
- 2. PLEDGE OF ALLEGIANCE** Led by President Brutschy
- 3. ROLL CALL:**

TRUSTEES PRESENT:

Mason Brutschy	Town of Atherton	By Zoom
Chuck Cotten	City of Belmont	
Michael Goldman	Brisbane	
Rena Gilligan	City of Burlingame	
Laura Walsh	Town of Colma	
Desiree LaBeaud	County-at-Large	
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	Town of Hillsborough	
Catherine Carlton	City of Menlo Park	
Muhammad Baluom	City of Millbrae	
Peter DeJarnatt	City of Pacifica	
Robert Riechel	City of San Bruno	By Zoom
Ron Collins	City of San Carlos	
Michael Yoshida	City of South San Francisco	
Paul Fregulia	Town of Woodside	

PRESENT: 18 Trustees (2 by Zoom)

TRUSTEES ABSENT:

Ray Williams	Town of Portola Valley
Kat Lion	Redwood City
VACANT	City of San Mateo

OTHERS PRESENT:

District Manager, Brian Weber (by Zoom)
Finance Director, Richard Arrow (by Zoom)
General Counsel, Christine Crowl (for Alexandra Barnhill) (By Zoom)

Assistant Manager and Operation Director, Casey Stevenson
Lab Director, Angie Nakano
Public Health Education and Outreach Officer, Rachel Curtis-Robles
IT Director, Matthew Nienhuis (by Zoom)

4. PUBLIC COMMENTS AND ANNOUNCEMENTS

- Trustees made no requests to participate remotely under AB 2449 (Government Code 54943(f)).
- Richard Arrow, Brian Weber, Matthew Nienhuis, and Trustees Brutschy and Riechel attended via Zoom from the CSDA Conference at 44400 Indian Wells Lane, Indian Wells, CA, 92210, under the traditional Brown Act teleconferencing rules.
- No public comment was made. No members of the public were present for the duration of the meeting, so public comment was not made on any of the agenda items at this meeting.

5. BOARD MEMBER OATH OF OFFICE

- Michael A. “Mike” Goldman, City of Brisbane, was sworn in by Special Counsel Christine Crawl, and he signed the Oath of office.

6. CONSENT CALENDAR: Motion by Donna Rutherford with Second by D. Scott Smith: (all approved without comment) Votes: 18 YES; 0 No; 0 Abstain; 2 Absent

A. Approval of Minutes

1. Board Meeting Minutes from July 10, 2024

B. Approval of Financial Reports

1. Financial Report for FY 2024-25 as of July 31, 2024

C. Approval of Purchases

1. Purchase sole-source mosquito control larvicides from Azelis and Clarke for \$82,604.63 to manage the mosquito populations in San Mateo County.
2. Purchase 3,000 gallons of BVA 2 larvicide oil from Azelis Solutions, which was selected through a competitive bidding process for a not to exceed amount of \$38,000.

REGULAR AGENDA

7. BOARD COMMITTEE REPORTS

The Chair of each committee listed below will provide a report on the committee's actions and present any recommendations to the Board.

A. Finance Committee Report

1. Finance Committee Report – September 3, 2024

Ron Collins, Finance Committee Chair, gave the report. There was a brief discussion highlighting the financial condition and results of district operations. The long-term financial plan and OPEB accounts were also discussed.

ACTION: No action, information only

2. The Board Reviewed the FY 2023-24 Financial Report as of June 30, 2024, and approved the following transfers with the report:

- Transfer the remaining FY 2023-24 fund balance of \$1.3 million to the Real Estate Acquisition Fund to be applied towards the 1415 N. Carolan Ave construction project.
- Transfer \$4,000 from the Administration budget to the Utilities budget to cover a budget overage in utility costs.

ACTION: Motion to approve the report was made by Robert Riechel and seconded by Peter DeJarnatt. Votes: 18 Yes; 0 No; 0 Abstain; 2 absent.

3. Construction Project status for the district's storage and office facility located at 1415 N. Carolan, Burlingame

Report by: District Manager Brian Weber stated that, in ongoing collaboration with Capital Project Management and the architectural firm Aetypic, the architectural plans for 1415 North Carolan, Burlingame, are nearing fifty percent completion.

ACTION: No action, information only

4. Review of Long-Term Financial Plan

Report by: Finance Director, Richard Arrow, CPA Notes: High level projections were reviewed by Richard with Trustee Brutschy. Revenues from the assessed valuation on real property are about 6% per year. This matched the County prediction used. Other projections using the general CPI for line items of service/supplies, etc., are 3.5% or 3% thereafter.

ACTION: No action, information only

8. STAFF REPORTS


- A. Operations Director Casey Stevenson provided an update on Field Operations. Note that seasonal workers are winding down their activities. The District currently employs only four seasonal workers.
- B. Laboratory Director Angie Nakano provided an update on Laboratory activities. Note: There have been many WNV detections in birds, currently 26 for our county, and no mosquito detections.
- C. Public Health Education and Outreach Officer Rachel Curtis-Robles provided an update on the District Public Outreach Program. Note: A concerned citizen called the bomb squad in Atherton because a mosquito trap was hanging in a tree, and Casey Stevenson, Operations Manager, helped manage this.
- D. Information & Technology Director Matthew Nienhuis provided an update on the Information and Technology Program. Note: Mr. Nienhuis discussed the Social Security Number data breach and steps that can be taken to protect your identity.

9. MANAGER’S REPORT

Manager Weber provided an update on relevant District information. Note: At the CSDA Conference, the district was recognized with a transparency certificate and District of Distinction.

- 10. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS: The next board meeting will be Wednesday, October 9th, 2024.** Kat Lion will conduct the annual review of Manager Brian Weber with the team. HRA cards have been sent out to the trustees, and David Griever of Mid America is setting this up; trustees must go online to get login IDs.

11. ADJOURNMENT: 6:54 pm

Signed by:

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Mason Brutschy, Board President

DocuSigned by:

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Dr. D. Scott Smith, Board Secretary

I certify that the above minutes were approved as read or corrected at a meeting of the Board held in 2024.

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

Approved:

DocuSigned by:
Brian Weber
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District Manager

Signed by:
Mason Brutschky
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Board President