



**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

**REGULAR MEETING OF THE BOARD OF TRUSTEES
October 11, 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 October 11, 2023. Location: **1351 Rollins Road Burlingame, CA 94010**

TRUSTEES PRESENT:

Mason Brutschy	Town of Atherton
Chuck Cotten	City of Belmont
Rena Gilligan	City of Burlingame
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
Peter DeJarnatt	City of Pacifica
Ray Williams	Town of Portola Valley
Kat Lion	City of Redwood City
Robert Riechel	City of San Bruno
Ron Collins	City of San Carlos
Ed Degliantoni	City of San Mateo
Michael Yoshida	City of South San Francisco

TRUSTEES ABSENT:

Muhammad Baluom, City of Millbrae
Carolyn Parker, City of Brisbane
Laura Walsh, Town of Colma
Paul Fregulia, Town of Woodside

OTHERS PRESENT:

Finance Director, Richard Arrow
General Counsel, Alexandra Barnhill
Laboratory Director, Angie Nakano
Operation Director, Casey Stevenson
Public Health Education and Outreach Officer, Rachel Curtis-Robles
IT Director, Matthew Nienhuis



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1. CALL TO ORDER

The meeting was called to order at 6:02 P.M.

2. PLEDGE OF ALLEGIANCE

Trustee Ron Collins led the Pledge of Allegiance.

3. ROLL CALL

The roll call indicated that 17 Trustees were present, including 15 Trustees in the boardroom and 2 Trustees on Zoom video conference, constituting a quorum. Trustees Riechel and LaBeaud relied on the just cause basis under AB 2449. It was the first time appearing remotely for each of these Trustees in this calendar year, and both affirmed there were no other adults present at their location. The remote Trustees kept their cameras on throughout the meeting. 4 Trustees were absent.

4. PUBLIC COMMENTS AND ANNOUNCEMENTS

Public Comment: None. No members of the public were present at any time during the meeting.

Board Comment: None

5. CONSENT CALENDAR

A. Approval of Minutes from October 11, 2023

Public Comment: None

Board Comment:

**ACTION: Motion by Trustee Catherine Carlton, second by Trustee Ron Collins, to approve item A.
Motion passed by 17 yeas, 0 noes.**

REGULAR AGENDA



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6. BOARD COMMITTEE REPORTS

A. Finance Committee Report

Committee Chair Mason Brutschy provided a written report in the Board Packet. The Committee met on October 2, 2023. Finance Director Richard Arrow presented the preliminary Financial Report for FY 22-23 as of August 31, 2023. Finance Director Arrow requested the Committee consider transferring an additional \$1,500,000 to the District's Alternative Depository (CalCLASS) to enhance interest income opportunities for the District. In addition, ballot initiative 21-0042A1 (California Two-Thirds Legislative Vote and Voter Approval for New or Increased Taxes Initiative) and its potential impact on District revenue were discussed.

Public Comments: None

Board Comments: Several Trustees commented on the request to transfer funds and the ballot initiative.

B. Consider transferring \$1,500,000 from the District's Real Estate Acquisition Fund to the District's Alternative Depository (CalCLASS).

ACTION: MOTION made by Trustee Brutschy, seconded by Trustee Smith, to approve the transfer not to exceed \$1,500,000 from the District's Real Estate Acquisition Reserve Fund held in the San Mateo County Treasury to CalCLASS. Passed by 17 yeas, 0 noes.

C. Review the Financial Report for FY 2023-24 as of August 31, 2023

Finance Director Richard Arrow provided a written report in the Board Packet. He highlighted total revenues received from July 1, 2023, through August 31, 2023, YTD was \$1.4 million, and the change in fund balance was \$1.04 million. The District had \$8 million in cash in County Treasury and \$203.6 thousand in CalCLASS.

Public Comment: None

Board Comment: Several Trustees commented on Finance Director Arrow's proactive keeping the District's finances in good standing.

ACTION: MOTION made by Trustee Brutschy, second by Trustee DeJarnatt, to approve the Financial Report for FY 2023-24 as of August 31, 2023. Passed by 17 yeas, 0 noes.



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D. Ad-Hoc Board Officer Nominating Committee Report

Committee Chair Donna Rutherford reported on the next step over the next three Board Meetings. October Board Meeting will provide a list of Board Officer Nominees and Bios (Done), the November Board Meeting will consist of candidate speeches or statements and identifying the election slate, and the January Board Meeting will include a summary of the election process, the vote, and results.

Public Comments: None

Board Comments: There was a question on how many officers' positions a trustee can be nominated. General Counsel Barnhill will research this question. She will report her findings to the Board before the election.

7. STAFF REPORTS

- A.** Operation Director Casey Stevenson provided a written report in the Board Packet on Field Operations. He has four seasonal employees who continue the treatment of storm drains. He reported the District's audits of the database of potential mosquito breeding sites in residential properties. With the help of MapVision, the staff can view all mosquito sites, allowing them to identify problems in the cities they manage efficiently.
- B.** Laboratory Director Angie Nakano provided a written report in the Board Packet. She reports mosquitoes and West Nile Virus (WNV) are very active. There were several detections in dead birds but none in mosquitoes. Her staff has monitored 450 pools of mosquitoes. There will be three staff presenting at the MVCAC Conference. Please show support by attending their presentations.
- C.** Public Health Education and Outreach Officer Rachel Curtis-Robles provided a written report in the Board Packet. She did a PowerPoint presentation on the Rodent Inspection Service the District offers free of charge. This service began in 2008 when the District merged with the County. They received 200 to 600--service call requests annually. A certified Vector Control Technician does the inspection. After the review, the resident received a report and was told what to do. PHEOO Curtis-Robles indicated that the technicians do not conduct rodent proofing or control. The District conducted an extensive follow-up survey to evaluate the usefulness of these services and customer satisfaction. She has received positive feedback from residents, giving the District 5-star reviews on the service. Data also showed that many residents acted upon the advice that helped address their rodent problems to their satisfaction.
- D.** Informational & Technology Director Matthew Nienhuis provided a written report in the Board Packet. He reported on a new collaborative effort between the District and California State University, Sacramento. This is a one-year development period for this project, Inventory Application, keeping track of the inventory in the warehouse. This is the beginning of the project, and he will have more information at a future Board Meeting.



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8. MANAGER'S REPORT

District Manager Brian Weber provided a written report in the Board Packet. He was absent due to illness. Operations Director Casey Stevenson gave a brief description in Manager Weber's absence. Please refer to the written report.

9. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

Trustee Gilligan attended a Conference and has information on AB 184 Legislation on Seasonal Workers.

Trustee Lion has been Appointed Manager of the Water District.

Next Meeting is November 8, 2023, at 6:00 p.m., the 2nd Wednesday of the Month. (In Person)

10. ADJOURNMENT: 7:24 P.M.

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

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

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

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

Approved:
DocuSigned by:
Brian Weber
646572F497EE46B...
District Manager

DocuSigned by:
Kati Martin
BBDED35837844EC...
Board President