



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

Protecting public health since 1916

1351 Rollins Road
Burlingame, CA 94010

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Minutes of the REGULAR MEETING OF THE BOARD OF TRUSTEES

May 8, 2024, 6:00 PM

A meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on March 13, 2024. Location: **1351 Rollins Road Burlingame, CA 94010**

- 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
Chuck Cotten	City of Belmont
Rena Gilligan	City of Burlingame
Laura Walsh	Town 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 (Arrived at 6:07 p.m.)
Muhammad Baluom	City of Millbrae
Peter DeJarnatt	City of Pacifica
Ray Williams	Town of Portola Valley (By Zoom)
Robert Riechel	City of San Bruno
Michael Yoshida	City of South San Francisco
Paul Fregulia	Town of Woodside

PRESENT: 14 Trustees

TRUSTEES ABSENT:	D. Scott Smith	Town of Hillsborough
	Catherine Carlton (EXCUSED)	City of Menlo Park
	Kat Lion	City of Redwood City
	Desiree LaBeaud	County-at-Large
	Ron Collins	City of San Carlos
	VACANT	City of San Mateo
	VACANT	Brisbane

Trustee Williams specified that due to a physical medical condition that arose after the agenda was posted, he was unable to safely attend the meeting in person and required an emergency circumstances exception to allow him to participate remotely under AB 2449. He indicated that he had not used this exception previously, there were no other adults present in his location, and that he would keep his video on throughout the meeting. The Board found that Trustee Williams qualified for the emergency circumstances exception under AB 2449 and unanimously voted to approve his remote participation.

OTHERS PRESENT:

District Manager, Brian Weber
Finance Director, Richard Arrow
General Counsel, Alexandra Barnhill (By Zoom)
Operation Director, Casey Stevenson
Lab Director, Angie Nakano
Public Health Education and Outreach Officer, Rachel Curtis-Robles (By Zoom)
IT Director, Matthew Nienhuis
John Bliss, Project Analyst, SCI Group (By Zoom)
Christian Folly, SCI Group (By Zoom)

4. PUBLIC COMMENTS AND ANNOUNCEMENTS:

None.

5. CONSENT CALENDAR

All items on the Consent Calendar were reviewed and approved.

A. Meeting Minutes

1. Minutes from March 13, 2024, were reviewed and approved.

B. Approval of Financial Reports

1. Financial Reports from FY 2023-24 as of March 31, 2024, and February 29, 2024, were reviewed and approved.

C. Approval of Policies

1. District Policies 4060 and 4070 related to the \$200 increase in Board Secretary & Assistant Secretary compensation were reviewed and approved.

ACTION: Motion to approve the Consent Calendar was approved by roll call vote, motion by Trustee Robert Riechel, and 2nd by Trustee Peter DeJarnatt. It passed unanimously (14-0).

REGULAR AGENDA

6. SPECIAL PRESENTATIONS

John Bliss provided the Preliminary Engineer's Report calculating the Assessment and to continue Levy the North and West County Mosquito and Disease Control Assessment District.

ACTION: Motion to approve Resolution M-003-24 Mosquito and Disease Control Assessment District approving the Preliminary Assessment Diagram and Engineers Report and continue to Levy the North and West County Mosquito and Disease District. The motion was made by Robert Riechel and seconded by Muhammad Baluom. It was approved unanimously (14-0).

7. BOARD COMMITTEE REPORTS

A. Finance & Policy Committee Reports

1. Finance and Policy Committee Reports – April 29, 2024

Mason Brutschy, Acting Finance Committee Chair (Ron Collins was absent), made the report. Robert Riechel, Policy Committee Chair, and Policy members reviewed District Policy 2181 Workplace Violence Prevention Plan. He also reviewed Draft Policy 4030 reimbursement related to Trustees for up to \$100 monthly for medical expenses.

B. Report and recommendation of District fund transfers from the County Treasury to CalCLASS

ACTION: Motion to approve by Trustee Robert Riechel and seconded by Trustee Kati Martin to approve fund transfer of up to \$1,000,000 from the District Reserves held by the San Mateo County Treasury to CalCLASS not to exceed 50% of the total District's fund balances. It was approved unanimously (14-0).

C. Presentation of FY 2024-25 Budget and Estimates for FY 2023-24

Report by: Finance Director Richard Arrow, CPA. The District's budget is balanced for 2025. There were some increases in program revenue, and we want to be conservative in our predictions.

ACTION: Motion to approve Financial Report FY 2025 draft budget. The motion was made by Trustee Chuck Cotten and seconded by Trustee Laura Walsh. It was approved unanimously (14-0).

D. Review the new draft of Policy 2181 Workplace Violence Prevention Plan

Report by: Policy Committee Chair Robert Riechel allowed District Manager Weber to present the report. He summarized the policy by saying the District is committed to providing a work environment free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, or visitor. Our policy is to establish, implement, and maintain an effective plan as required by SB 533.

ACTION: Motion to approve District Policy 2181 Workplace Violence Prevention Plan. The motion was made by Trustee Robert Riechel and seconded by Trustee Glenn Sylvester. It was approved unanimously (14-0).

E. Review draft Policy 4030 Remuneration and Reimbursement related to eligibility of Trustees for up to \$100 per month for eligible medical expenses via a Health Reimbursement Arrangement (HRA)

Report by: Policy Committee Chair Robert Riechel. This policy, in summary, is intended to provide an allowance and payment to each Trustee not to exceed \$100 per month for eligible medical expenses. The Policy Committee, Finance Committee, and General Counsel Barnhill support and recommend this.

ACTION: Motion made by Trustee Robert Riechel and seconded by Trustee Muhammad Baluom to approve Policy 4030 Remuneration and Reimbursement for Trustees for up to \$100 for medical expenses via a Health Reimbursement Arrangement. Motion passed unanimously (14-0).

8. STAFF REPORTS

1. Operations Director Casey Stevenson provided an update on Field Operations highlighting underground mosquito control. Operations Director Stevenson shared pictures of the District Staff inspecting catch basins, inspecting underground for mosquito breeding sites, and moving tires from the San Francisco Bay.
2. Laboratory Director Angie Nakano reports that two new vector techs joined her Department. Vector Ecologist Tara Roth did a case study on insects, birds, and fleas. Winter is tick season. She and the staff collect ticks at residents' properties and parks. They are assessing traps for West Nile Virus. There has not been any positive test; however, on March 26, 2024, Santa Clara found two positive mosquitoes in EVS traps.
3. Public Health Education and Outreach Officer Rachel Curtis-Robles reminded Trustees that the District's open house will be on Saturday, June 15, 2024, from 12:00 p.m. to 4:00 p.m. The staff will provide tours and refreshments. It will be a fun day that will benefit the community through hands on education.
4. Information & Technology Director Matthew Nienhuis provided an update on the Phishing Awareness refresher. He provided several examples of what to look for.

9. MANAGER'S REPORT

Manager Weber provided an update on District information included in the packet. He mentioned the H.R. 7525 Special District Grant Accessibility Act. District Manager Weber wrote a letter to the Honorable Kevin Mullins on behalf of the district, urging him to support the Bill.

10. BOARD MEMBERS COMMENTS AND ANNOUNCEMENTS

The next meeting is June 12, 2024, at 6:00 pm, the 2nd Wednesday of the month.

11. ADJOURNMENT was at 7:54 pm.

DocuSigned by:
Mason Brutschy
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Mason Brutschy, Board President

DocuSigned by:
D. Scott Smith
357166BA36354B5...

Dr. D. Scott Smith, Board Secretary

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

** 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:
Mason Brutschy
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Board President