



Minutes of the REGULAR MEETING OF THE BOARD OF TRUSTEES

March 13, 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** Lead 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 | |
| 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 | |
| Peter DeJarnatt | City of Pacifica | |
| Ray Williams | Town of Portola Valley | LATE: 6:09PM |
| Robert Riechel | City of San Bruno | |
| Ron Collins | City of San Carlos | |
| Michael Yoshida | City of South San Francisco | |

PRESENT: 15 Trustees

TRUSTEES ABSENT:

| | |
|-----------------------------|----------------------|
| Muhammad Baluom | City of Millbrae |
| Catherine Carlton (EXCUSED) | City of Menlo Park |
| Kat Lion | City of Redwood City |
| Paul Fregulia (EXCUSED) | Town of Woodside |
| VACANT | City of San Mateo |
| VACANT | Brisbane |

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

4. PUBLIC COMMENTS AND ANNOUNCEMENTS:

Robert Parker, the husband of the late trustee, Carolyn Parker joined the meeting by Zoom to thank the board for friendships and relationships. He stated that a memorial service will be held March 24, 2024, from 1-4pm at Sierra Point Yacht Club at Brisbane Marina and all are invited to join. President Brutschy and others thanked him for Carolyn's service to the Board.

5. CONSENT CALENDAR

All items on the Consent Calendar were reviewed and approved.

A. Meeting Minutes

1. Minutes from February 14, 2024, were reviewed and a misspelling of Chuck Cotten's name will be amended in 7C.

B. Purchases

1. Approve having the Operations Director purchase 3,000 gallons of BVA 2 larvicide oil from Azelis Solutions, not to exceed \$38,000

ACTION: Motion to approve the Consent Calendar Approved by voice vote with Motion by Peter DeJarnatt and 2nd by Ron Collins, approved without dissent.

REGULAR AGENDA

6. BOARD COMMITTEE REPORTS

The Chair of each committee listed below provided a report on the committee's actions and presented recommendations to the Board if any were made.

A. Finance Committee Report

1. Finance Committee Report – March 4, 2024

Report by: Ron Collins, Committee Chair. Ron stated that Jennifer Mesa of PARS presented to the committee the Pension Rate Stabilization Trust and the Retirement Healthcare Trust portfolio performance was close to market.

B. Review the Financial Report for FY 2023-24 as of January 31, 2024

Report by: Finance Director, Richard Arrow, CPA, stated that there was “no news” or surprises and the budget was within toleration of limits.

ACTION: Motion was made to approve Financial Report FY 2023-24 as of January 31, 2024, as recommended by the Finance Committee. The motion was made by Peter DeJarnett and seconded by Robert Riechel; It was unanimously approved without dissent.

C. Ad Hoc Committee on Real Estate

Reported by: Paul Norton, Committee Chair, noted that the committee has not met in months, but will meet 3/18/24 in person at the subject building (Carolan Ave) for a presentation by the architectural firm.

ACTION: No action, information only

7. COMMITTEE ASSIGNMENTS

Manager Weber discussed the current committees, and President Brutschy noted no new requests for assignments.

8. STAFF REPORTS

A. Operations Director Casey Stevenson provided an update on Field Operations.

B. Laboratory Director Angie Nakano provided a presentation on Laboratory activities and answered several trustee questions.

C. Public Health Education and Outreach Officer Rachel Curtis-Robles provided a Zoom presentation on the District Public Outreach Program, noting Saturday June 15th, 2024, will be the District’s Open House.

D. Information & Technology Director Matthew Nienhuis provided an update on District technology matters and mentioned needed cautions with QR code use in general.

9. MANAGER’S REPORT

Manager Weber provided an update on District information included in the packet.

10. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS. Trustee Robert Riechel thanked Casey Stevenson for attending the San Bruno’s City Council Meeting via Zoom in February. A card and flowers will be sent to Robert Parker on behalf of the board by Manager Weber in memory of the late Trustee Carolyn Parker.

11. ADJOURNMENT was at 6:49pm

NOTE: Next meeting will be May 8, 2024.

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 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
646572F497EE46B...

District Manager

DocuSigned by:
Mason Brutschy
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Board President