



**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
January 10, 2024
6:00 P.M.**

A meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on January 10, 2024. Location: **1351 Rollins Road Burlingame, CA 94010**

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
Muhammad Baluom	City of Millbrae
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
Michael Yoshida	City of South San Francisco
Paul Fregulia	Town of Woodside

TRUSTEES ABSENT:

Carolyn Parker, City of Brisbane
D. Scott Smith, Town of Hillsborough
Catherine Carlton, City of Menlo Park
Vacant, City of San Mateo

OTHERS PRESENT:

District Manager, Brian Weber
Finance Director, Richard Arrow
General Counsel, Alexandra Barnhill
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 6:00 P.M.

2. PLEDGE OF ALLEGIANCE

Trustee Kati Martin led the Pledge of Allegiance.

3. ROLL CALL

The roll call indicated that 16 Trustees were present, including 14 Trustees in the boardroom and two on Zoom, constituting a quorum. Trustees Cotten 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. 3 Trustees were absent. Trustee Baluom arrived in person just after roll call, totaling 17 Trustees.

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 November 8, 2023

B. Cost Sharing Agreement Addendum to the Programmatic Environmental Impact Report

Public Comment: None

Board Comment:

ACTION: Motion by Trustee Peter DeJarnatt, second by Trustee Ron Collins, to approve items A and B. Motion passed by 17 yeas, 0 noes.



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REGULAR AGENDA

6. BOARD OFFICER ELECTIONS

During the meeting, the Ad Hoc Board Officer Nominating Committee chair, Donna Rutherford, conducted the election process and presented the nominees to the Board. The Secretary declared the officers who were uncontested as being elected by acclamation. For the contested seat of Vice President, Kat Lion and Kati Martin were nominated, and the voting was done by roll call. The election results showed that Kati Martin received 11 votes (Trustees Brutschy, Cotten, Gilligan, Walsh, Sylvester, Rutherford, Norton, Martin, Lion, Yoshida, and Fregulia), and Kat Lion received 6 votes (Trustees Baluom, DeJarnatt, Williams, Riechel, Collins, and LaBeaud). The 2024 San Mateo County Mosquito and Vector Control District officers have been elected: Mason Brutschy as President, Kati Martin as Vice President, D. Scott Smith as Secretary, and Donna Rutherford as Assistant Secretary.

ACTION: The Board approved the newly elected Board Officers to serve two-year terms.

Public Comments: None

Board Comment: Trustee Brutschy thanked everyone for their support and promised to work hard to get the projects on hand completed. He shared with the Board a newspaper article on Belmont City Council members receiving an increase in compensation spreadsheet by Trustee Ron Collins.

7. BOARD COMMITTEE REPORTS

A. Finance Committee Report

The Finance Committee members met on January 2, 2024. The Committee Chair, Mason Brutschy, provided a written report. Chair Brutschy highlighted discussions on increasing Trustee compensation. Staff will further research this item; it will be revisited later. The other items will be Action Items on the Agenda. The District received a clean Audit.

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

Finance Director Richard Arrow provided a written report in the Board Packet. He indicated there were no surprises in the budget. The total revenues received from July 1 through October 31, 2023 (YTD) were \$652.0 thousand, and total expenditures YTD were \$2.4 million. The change in fund balance was \$1.8



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million, and the District had \$4.8 million in cash in the County Treasury and \$2.7 million in California CLASS.

Public Comment: None

Board Comment: None

C. Review the Financial Report for FY 2023-24 as of November 30, 2023

Finance Director Richard Arrow provided a written report. He indicated the total revenues received from July 1 through November 30, 2023, were \$842.8 thousand, the expenditures (YTD) were \$2.9 million, and the change in the fund balance was \$2 million. There is \$4.6 million in cash in the County treasury and \$2.7 million in California CLASS.

Public Comments: None

Board Comments: None

ACTION: MOTION by Trustee Riechel, second by Trustee Yoshida to approve 7. B and 7. C. Financial Reports for FY 2023-24 as of October 31, 2023, and Financial Report for FY 2023-24 as of November 30, 2023. Passed by 17 yeas, 0 noes.

D. Review of proposed changes to Policy 6030 Expense Authorization

District Manager Brian Weber and General Counsel Alexandra Barnhill described the changes made to Policy 6030 to modernize the expense authorization process and the feedback received from the District's standing committees. Policy 6030 also addresses bidding requirements and petty cash. Revisions were made to reflect current legal requirements and best practices identified by the California Special District's Association.

Public Comments: None

Board Comments: None

ACTION: MOTION by Trustee Riechel, second by Trustee Martin, to approve 7.D changes to Policy 6030 Expense Authorization. Passed by 17 yeas, 0 noes.

8. STAFF REPORTS

- A. Operation Director Casey Stevenson provided a written report in the Board Packet on Field Operations. He thanked the board members for attending the trustee field day. The staff worked hard in preparation for the event. The Operations Department had an Annual Inspection from San



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Mateo County. Also, all of his staff are up to date with their training. This is an area the County monitors closely. The Operations Department passed their inspection.

- B. Laboratory Director Angie Nakano was absent. A written report was provided.
- C. Public Health Education and Outreach Officer Rachel Curtis-Robles provided a written report in the Board Packet. She highlighted this time of the year is quiet. However, she is scheduling events for the year and working on the Annual Report and the Open House for this year.
- D. Informational & Technology Director Matthew Nienhuis provided a written report in the Board Packet. He highlighted Leading Edge's Geospatial Data Management System. There is a new version of MapVision that the staff has been involved in at every level in preparing the application. IT Director Nienhuis thanked all the staff for things going on smoothly in this process.

Public Comments: None

Board Comment: Several Board Members commented on Rachel Curtis-Robles's rodent advertisement in the Daily Journal Newspaper. The District Manager and Staff were thanked for the Trustee Field Day and the Holiday Dinner.

9. MANAGER'S REPORT


District Manager Brian Weber included a written report in the Board Packet, urging Board Members to consider attending CSDA's Special District Leadership Academy, tailored for new Trustees who haven't participated before. The Academy will take place in San Luis Obispo from February 4-7, San Diego from April 14-17, and San Rafael from November 3-6. A Conference booklet detailing the schedule is attached for reference. Those interested should coordinate with Devina Walker, Office Administrator. Additionally, District Manager Weber seeks feedback from Trustees regarding Trustee Field Day.

10. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS


Trustee Brutschy announced Trustee Ron Collins is Chair of the Finance Committee.

Next Meeting is February 14, 2024, at 6:00 p.m., the 2nd Wednesday of the Month.

11. ADJOURNMENT: 6:45 P.M.

DocuSigned by:

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 Mason Brutschy, Board President

DocuSigned by:

 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 on February 14, 2024.

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

Approved:



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DocuSigned by:

Brian Weber

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District Manager

DocuSigned by:

Mason Brutschky

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Board President