



**POLICY COMMITTEE MEETING
OF THE BOARD OF TRUSTEES
LOCATION: TELECONFERENCE – SEE BELOW**

April 15, 2025

3:30 PM

AGENDA

The Policy Committee is not a decision-making body and can only make recommendations to the Board. The full Board makes all decisions at the monthly meeting of the Board of Trustees.

IMPORTANT NOTICE REGARDING MEETINGS:

- The meeting will be conducted via teleconference using Zoom.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting via Zoom at (408) 636-0968 or (669) 900-6833.

Enter the **Meeting ID# 650-344-8592** followed by the pound (#) key. If the line is busy, more phone numbers can be found on Zoom's website at <https://zoom.us/u/abb4GNs5xM>.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/6503448592> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Log in through the Zoom mobile app on a smartphone and enter **Meeting ID# 650-344-8592**.

PUBLIC RECORDS:

Public records that relate to any item on the open session agenda for a meeting are available for public inspection. Those records distributed after the agenda posting deadline for the meeting are available for public inspection, and at the same time, they are distributed to all or a majority of the members of the Board. The Board has designated the District's website at <https://www.smcmvcd.org/board-meetings> as the place to make those public records available for inspection. The documents may also be obtained by calling the District Manager.

1. CALL TO ORDER



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

Protecting public health since 1916

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2. ROLL CALL

- Robert Riechel, City of San Bruno (Chair) _____
- Kat Lion, City of Redwood City _____
- Kati Martin, Half Moon Bay _____
- Donna Rutherford, City of East Palo Alto _____
- Laura Walsh, Town of Colma _____

3. REGULAR AGENDA

- A.** Review edits to Policy 6075 Statement of Investment Policy For Liquid Assets

Report by: District Manager, Weber

ACTION: Recommend the Board approve edits to Policy 6075 Statement of Investment Policy For Liquid Assets

- B.** Review edits to Employee Manual Policy 2020 Nepotism

Report by: District Manager, Weber

ACTION: Recommend the Board approve edits to Employee Manual Policy 2020 Nepotism

- C.** Consider the removal of Policy 2160 MVCAC Salary and Benefit Survey

Report by: District Manager, Weber

ACTION: Recommend the Board approve removing Policy 2160 MVCAC Salary and Benefit Survey from the District Policy Manual



- D.** Review edits to Policy 7010 Cooperative Approach to Mosquito Control and elimination of Policy 1050 Service Abatement Contracts

Report by: District Manager, Weber

ACTION: Recommend the Board approve edits to Policy 7010 Cooperative Approach to Mosquito Control whereby eliminating Policy 1050 Service Abatement Contracts from the District Policy Manual

AGENDA ITEM 3A

SUBJECT: Draft Investment Policy for Liquid Assets

BACKGROUND:

Historically, the District solely deposited its cash with the San Mateo County Treasurer. The Board recently approved depositing some of its cash in a local government investment pool (LGIP) known as California Cooperative Liquid Asset Securities System (CalCLASS). The funds are deposited in CalCLASS's Prime Fund which is a stable NAV fund with same day liquidity. The funds in CalCLASS have earned a higher interest rate than the District's funds held at the County Treasurer and by LAIF.

Staff was directed to review and present whether using alternative depositories outside of California Cooperative Liquid Asset Securities System (CalCLASS) would be prudent. A preliminary review by staff identified multiple LGIPs that offer legally compliant financial instruments with returns comparable to CalCLASS. Given the strict requirements for this investment type, the Finance Committee did not feel that a separate alternative depository was necessary. However, the Committee agreed that Policy 6075 Statement of Investment Policy for Liquid Assets should be amended to reflect that no more than 50% of the district's fund balance should reside in an alternative district depository, currently CalCLASS.

DISCUSSION:

The current Board direction is that no more than 50% of the district's fund balance can reside in an alternative District depository. To provide additional flexibility for staff to manage our District fund balances, it is recommended that the Board direction be modified and memorialized within the edits in the attached draft of Investment Policy 6075.

ATTACHMENTS:

1. Draft Investment Policy 6075



POLICIES AND PROCEDURES

TITLE: **Statement of Investment Policy for Liquid Assets**

NUMBER: **6075**

6075.10 The purpose of this policy is to comply with the legal requirements of California Government Code Section 53600 et. seq. and to provide clear guidance for the investment of all San Mateo County Mosquito monies and Vector Control District (District). In all instances, the District shall comply with state law requirements as it is amended from time to time. In addition to the requirements of state law, the District:

- a) shall not purchase or sell securities on margin.
- b) shall not borrow funds for the sole purpose of arbitrage

6075.20 This policy applies to all District liquid financial assets. This policy shall not apply to assets designated to cover the cost of retiree benefits, such as post-retirement health care plan funds and pension supplemental funds managed by the District.

6075.30 Investment Objectives

The investment of all funds of the District is structured to achieve, in priority order, the goals of safety, liquidity, and yield within the parameters established by law.

The primary objective of the investment policy of the District is to ensure the safety of principals. To attain this objective, the District diversifies its investments using a mixture of securities offered by a variety of financial institutions. The goal will be to mitigate credit risk and interest rate risk. Most investments will be highly liquid. Maturities will be selected to anticipate cash needs, thereby avoiding the need for forced liquidation. The District's investment portfolio shall be designed with the objective of attaining a benchmark rate of return throughout budgetary and economic cycles, considering the investment risk constraints of safety and liquidity needs.

6075.35 District Depositories

The current district depositories include the San Mateo County Treasurer and California Cooperative Liquid Asset Securities System (CalCLASS). The County Treasurer is available as

the District's default depository under state law. CalCLASS's Prime fund (a stable \$1.00 net asset value (NAV) local government investment pool with daily liquidity) was approved by Board resolution to be an approved alternate depository of District cash. The amount of cash in a stable \$1.00 NAV fund shall not exceed 50% of all funds in the District cash accounts. The amount of District cash funds shall be measured annually on June 30th of each year. Further, as cash requirements are recognized, the District Manager shall have the authority to move balances within the County Treasury and any alternative depositories' stable \$1.00 NAV fund that the Board may authorize.

6075.40. Ethics and Conflict of Interest

Employees and investment officials shall disclose to the District Manager/Treasurer any material financial interests in financial institutions that conduct business with the District, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the District, particularly with regard to the time of purchases and sales. The District Manager/Treasurer, or Finance Manager, at the direction of the District Manager/Treasurer, shall make similar disclosures to the Board of Trustees.

Officers and employees shall refrain from undertaking any personal investment transactions with the same individual with whom business is conducted on behalf of the District. Under no circumstances shall investment officers or employees accept gifts, trips, or any type of gratuity from individuals or institutions engaged in investment practices with the District.

6075.50. Investment Authority

The District's investment program is derived from California Government Code Section 53607. Whereas, the Board of Trustees retains ultimate fiduciary responsibility for the portfolio. Therefore, the Finance Committee and Board of Trustees are requested to receive monthly reports, review policy 6075 annually, and provide feedback on the liquid assets investment strategy.

The Board has delegated the primary responsibility for the District's investment program and the authority to make investments on behalf of the District to the Manager and Board President. Pursuant to Government Code Section 53607, this delegation shall be reconsidered during policy 6075's annual review.

Such investments shall be limited to the instruments authorized under California Government Code Sections 53601 and 53635 and further described in Appendix A. Unless removed by the District Manager, the District's Finance Manager has the authority to access online financial information from the asset manager.

6075.50. Authorized Financial Institutions and Broker/Dealers

The District Manager/Treasurer will maintain a list of financial institutions authorized to provide investment services. Selection of authorized broker/dealers shall be made by the District Manager/Treasurer with the guidance of the Budget and Finance Committee.

Selection of financial institutions to serve as depositories for the District shall be made by the Board of Trustees upon the recommendation of the District Manager/Treasurer.

AGENDA ITEM 3B

SUBJECT: Employee Manual Policy 2020 Nepotism

BACKGROUND:

Employee Manual Policy 2020 Nepotism helps ensure fairness, merit-based hiring decisions, and other employment practices. It reduces conflicts of interest, supports an ethical and professional workplace, and protects the district's reputation. Staff seeks to clarify that the policy applies to permanent employees only and add that exempt employees' relatives should also be prevented from being hired as permanent staff.

DISCUSSION:

If interpreted literally, the current Employee Policy 2020 prevents staff from hiring any employee to work at the district whether the position is seasonal or permanent. It has been past practice that with the exception of labor laws and holidays, the Employee Manual only applies to staff who have been permanently hired. District management and the Employee Association have agreed that it would be prudent to clarify that the Employee Policy only applies to hiring permanent staff. This is primarily because it is very challenging to employ seasonal employees, and the district would like to consider every qualified applicant available.

Additionally, the Employee Association thought this policy should extend to relatives of the management level staff and management

ATTACHMENTS:

1. Employee Manual Policy 2020 with edits



TITLE: NEPOTISM

NUMBER: 2020

2020.10 The District may not hire a permanent employee if he/she is a relative of a member of the Board of Trustees (hereinafter referred to as “Board”) or an exempt employee.

2020.20 Employees will not be placed under the supervision of relatives.

2020.30 For purposes of this section the term “relative” includes a parent, child, spouse, brother, sister, cousin, aunt or uncle, or a stepparent, stepchild, stepbrother or stepsister. The term “relative” also includes a parent, child, brother or sister of a Board member or employee’s spouse.

Issued: November 13, 1990

Revised: ~~June-May 1314, 2007~~2025

Reviewed: April ~~3015, 2010~~2025

AGENDA ITEM 3C

SUBJECT: Policy 2160 MVCAC Salary and Benefit Survey

BACKGROUND AND DISCUSSION:

Employee Manual Policy 2160 MVCAC Salary and Benefit Survey was designed to help districts retain talent by offering a competitive salary and benefits package within the vector industry. It was also written when salaries and benefits were not required to be public knowledge.

Since the MVCAC no longer provides such a survey and much of the information described in the policy is now public knowledge, staff is recommending that the policy be deleted altogether. If the Policy Committee would like to keep a salary survey in policy, consideration could be given to adding language about a salary survey in the policy related to staff negotiations.

ATTACHMENTS:

1. Employee Manual Policy 2160 MVCAC Salary and Benefit Survey



POLICIES AND PROCEDURES

TITLE: **MVCAC Salary and Benefit Survey**

NUMBER: **2160**

2160.10 ~~The Mosquito and Vector Control Association of California (MVCAC) support the publication of a Salary and Benefit Survey to help management with governance and administering executive programs on a statewide basis.~~

2160.20 ~~The Salary and Benefit Survey is considered “private and confidential” due to the nature of the data providing current salaries and benefits for position classifications that may include only one member.~~

2160.21 ~~Salary surveys, retirement benefits, health benefits, and general benefit information will not be provided to any individuals or agencies outside of District Management and the District’s Board of Trustees.~~

2160.30 ~~Information not considered “private and confidential” within the Salary and Benefit Survey include; agency mailing list, member agency statistics reported by region/agency, and member agency statistics reported by type community and operating budget. This information is available to all requesting individuals or agencies.~~

Issued: **October 8, 2003**

Revised:

AGENDA ITEM 3D

SUBJECT: Review edits to Policy 7010 Cooperative Approach to Mosquito Control and elimination of Policy 1050 Service Abatement Contracts

BACKGROUND AND DISCUSSION:

As outlined in Policy 1050, Service Abatement Contracts, these agreements are implemented when *“all reasonable control and corrective measures have been exhausted, or when, in the opinion of the Board of Trustees, the District incurs excessive costs due to repetitive efforts to prevent or eliminate mosquito production.”* Currently, Policy 1050 stands without additional context in the policy manual.

To enhance clarity, efficiency, and consolidation, staff recommends merging Policy 1050 with Policy 7010, Cooperative Approach to Mosquito Control. Policy 7010 includes service abatement agreements, inspection warrants, and civil penalties. By combining Policy 1050 with Policy 7010, the District can consolidate all legal actions pertaining to operations into a single, streamlined policy, resulting in a more user-friendly and straightforward policy manual.

Additionally, in the interest of transparency, staff proposes including the language found in Policy 7010.26, which explains the method for calculating the cost of service abatement agreements. This adjustment ensures the Board has a clearer understanding of how these agreements are administered.

ATTACHMENTS:

1. Policy 7010 Cooperative Approach to Mosquito Control with edits
2. Policy 1050 Service Abatement Contracts



POLICIES AND PROCEDURES

TITLE: Cooperative Approach to Mosquito Control

NUMBER: 7010

7010.10 The District has the responsibility within the county or in territory that is located outside the County of San Mateo from which vectors and vector borne diseases may enter the District, to do the following, in accordance with the Mosquito Abatement and Vector Control District Law §2000, Health and Safety Code.

7010.11 Conduct surveillance programs and other appropriate studies of vectors and vector borne diseases.

7010.12 Take any and all necessary or proper actions to prevent the occurrence of vectors and vector borne diseases.

7010.20 Property owners or agencies claiming ownership, title, or right to property or who controls the diversion, delivery, conveyance, or flow of water shall be responsible for the abatement of a public nuisance that is caused by, or as a result of, that property or the diversion, delivery, conveyance, or control of that water.

7010.21 If the property owner does not abate the public nuisance, and take the necessary actions to prevent the recurrence of the public nuisance the District will abate the public nuisance and take the necessary actions to prevent the recurrence of the public nuisance.

7010.22 The District may also impose civil penalties pursuant to Section 2063.

7010.221 The civil penalty may not exceed one thousand dollars (\$1,000) per day for each day that the owner of the property fails to comply with the District's requirements.

7010.23 In lieu of enforcing civil penalties the District Manager may pursue a "Service Abatement Contract" with property owners, when, as determined by the District, all reasonable control and corrective measures have been exhausted, or that, in the opinion of the Board of Trustees, there are excessive costs to the District due to repetitive efforts to prevent or eliminate mosquito production.

7010.24 If found advisable to carry out this policy, the Board of Trustees authorizes the Manager to negotiate contracts on behalf of the District.

7010.25 Copies of Service Abatement Contracts are retained in the Administration office.

7010.26 District management will determine the costs of service abatement agreements using current staff wage benefits, the cost of control products used, and any administrative costs incurred during the contract's management.

7010.30 The District may request an inspection and abatement warrant pursuant to Government Code, Title 13. A warrant issued pursuant to this section shall apply only to the exterior of places, dwellings, structures, and premises. The warrant shall state the geographic area which it covers and shall state its purposes. A warrant may authorize District employees to enter property inspect, abate public nuisance, determine abatement compliance, and control vectors.

7010.40 The District will hold the property owner responsible for mosquito breeding sites, which exist by reason of any use made of the land or of any artificial change in its natural condition. The District will establish service abatement agreements with the property owners to abate these unusual difficult to control breeding sites as inexpensively as possible. If the property owner is unwilling to pursue a service abatement agreement and will not abate the public nuisance, the District will be forced to pursue an inspection and abatement warrant.

Issued: February 11, 2004



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POLICIES AND PROCEDURES

TITLE: ~~Service Abatement Contracts~~

NUMBER: ~~1050~~

Formatted: Heading 3

~~1050.10 The District Manager will pursue a "Service Abatement Contract" policy with property owners, when, as determined by the District, all reasonable control and corrective measures have been exhausted, or that, in the opinion of the Board of Trustees, there are excessive costs to the District due to repetitive efforts to prevent or eliminate mosquito production.~~

~~1050.20 If found advisable to carry out this policy, the Board of Trustees authorizes the Manager to negotiate contracts on behalf of the District.~~

~~1050.30 Copies of Service Abatement Contracts are retained in the Administration office.~~

Issued: July 10, 2002
Reviewed: January 29, 2014
Legal Review: January 29, 2014
Board Approved: November 9, 2016 (no change)