



**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
July 12, 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 July 12, 2023. Location: **1351 Rollins Road Burlingame, CA 94010**

TRUSTEES PRESENT:

Mason Brutschy	Town of Atherton
Chuck Cotten	City of Belmont
Rena Galligan	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	Hillsborough
Catherine Carlton	Menlo Park
Muhammad Baluom	City of Millbrae
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	South San Francisco
Paul Fregulia	Town of Woodside

TRUSTEES ABSENT: Carolyn Parker, City of Brisbane
Peter DeJarnatt, City of Pacifica

OTHERS PRESENT: District Manager, Brian Weber
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 6:01 P.M.

2. PLEDGE OF ALLEGIANCE

District Manager Brian Weber led the Pledge of Allegiance.

3. ROLL CALL

The roll call indicated that 19 Trustees were present, including 18 Trustees in the boardroom and 1 Trustees on Zoom video conference, constituting a quorum. Trustee Carlton relied on the just cause basis under AB 2449 for the first time this year, citing medical reasons. 2 Trustees were absent.

4. PUBLIC COMMENTS AND ANNOUNCEMENTS

Public Comment: None

Board Comment: None

5. CONSENT CALENDAR

1. Approval of Minutes from June 14, 2023
2. Approval of pesticide purchases totaling \$96,723.79 from three vendors

Public Comment: None

Board Comment:

- ACTION: Motion by Trustee Ron Collins, second by Trustee Glen Sylvester, to approve items 1 and 2. Motion passed by 19 yeas, 0 noes.**

REGULAR AGENDA



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6. BOARD COMMITTEE REPORTS

A. Finance Committee

Committee Chair Mason Brutschy and Committee members met on July 3, 2023. Also in attendance were Policy Committee Chair Robert Riechel and members of the Policy Committee. Chair Brutschy provided a written report in the Board Packet. He highlighted reviewing Policy 6075 Investment of District Funds and Policy 6140 Credit Card Use. The Financial Report for FY 22-23 as of May 31, 2023, was also reviewed after discussing these items. The Committee recommended forwarding them to the District Board of Trustees for approval.

B. Financial Report

Finance Director Richard Arrow reviewed the financial report for May 31, 2023. He highlighted that revenues received from July 1, 2022, through May 31, 2023, were \$6.6 million, total expenditures YTD were \$5.3 million, and the change in fund balance was \$1.4 million. The District had \$9.6 million in cash available in County Treasury. Director Arrow provided a written report in the Board Packet.

Public Comments: None

Board Comments: There was an inquiry on the transactions process exceeding the payment deadline.

ACTION: MOTION made by Trustee D. Scott Smith, seconded by Trustee Mason Brutschy, to approve the Financial Report for FY 2022-23 as of May 31, 2023. Passed by 19 yeas, 0 noes.

C. Policy Committee Report

Policy Committee Chair Robert Riechel and Committee members met with the Financial Committee in a joint meeting on July 3, 2023. The Committee reviewed the new draft of District Policies 6075 Investment Policy for Liquid Assets and 6140 Credit Card Use. The Committee recommended approval of the District Board members. Chair Riechel provided a written report in the Board Packet.

Public Comment: None

Board Comment: None

D. Review new District Policy 6075 Statement of Investment Policy for Liquid Assets



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District Manager Weber provided the background information on selecting the alternate depository for the District and authorized an initial transfer of \$200,000. As part of a review of best practices for local government, the staff updated the liquid assets policy. The primary focus of the update is on how CalCLASS will invest the District's assets. He provided a written report in the Board Packet.

Public Comment: None

Board Comment: None

ACTION: MOTION made by Trustee Robert Riechel, second by Trustee Ed Degliantoni, to approve Policy 6075 Statement of Investment Policy for Liquid Assets. Passed by 19 yeas, 0 noes.

E. Review new District Policy 6140 Credit Card Use

District Manager Weber gave the report. This policy serves as a guide for managing District credit cards, encompassing guidelines and procedures for credit card issuance, spending limits, accounting, and reporting. Its primary objective is establishing accountability and promoting responsible use of credit cards within the Agency.

Public Comment: None

Board Comment: None

ACTION: MOTION made by Trustee Robert Riechel, second by Trustee Laura Walsh, to approve Policy 6140 Credit Card Use. Passed by 19 yeas, 0 noes.

F. Real Estate Committee Report

Committee Chair Paul Norton provided an update on the 1415 N. Carolan Avenue property. He indicated that the progress has been affected due to a difference of opinion between the District's representatives and the City of Burlingame staff on what upgrades are required and are not required by the City Code Compliance. Meetings have begun to resolve these issues, and there will be more reporting on this item at an upcoming meeting. This is an informational item. No action is required. There is a written report in the Board Packet.

Public Comment: None

Board Comment: Trustee Sylvester requests a Needs Assessment



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7. STAFF REPORTS

- A.** Operation Director Casey Stevenson provided a written report in the Board Packet on Field Operations. He highlighted more calls on Yellowjackets. He thanked his staff for the excellent work they were doing.
- B.** Laboratory Director Angie Nakano provided a written report on Laboratory Activities. She reported mosquitoes, dead birds, and chickens testing with no positive results. The staff found some mosquito eggs, which were all local species.
- C.** Public Health Education and Outreach Officer Rachel Curtis-Robles provided a written report in the Board Packet. She indicated that ~500 people stopped by the District booth at the San Mateo County Fair with positive comments. Rachel also has an intern helping with various tasks. She reminded Board members of the upcoming Open House on August 12, 2023.
- D.** Informational & Technology Director Matthew Nienhuis provided a written report in the Board Packet. He highlighted the implication of IT infrastructure that he recommends improving the network as the District moves into the new building. Matthew suggests two options for allowing devices into the District Domain, so there will be no interruption to the network system.

Public Comment: None

Board Comments: There were several comments on IT Director Nienhuis's report.

8. MANAGER'S REPORT

District Manager Brian Weber provided a written report in the Board Packet. He discussed the purchasing card program with several banks to determine if additional benefits could be gained. The District Manager indicated that the two credit cards currently being used by the District, US Bank, and Umpqua Bank, are still the best for the District.

He also attended the CSDA General Manager Summit Leadership Conference on June 24-26, 2023. District Manager Weber reminded Board members of the upcoming CSDA Annual Conference on August 28-31, 2023, in Monterey, CA. He recommends that all new Trustees attend this Conference. If trustees are interested, please get in touch with Devina Walker.

9. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

No August Board Meeting

Next Meeting is September 13, 2023, at 6:00 p.m., the 2nd Wednesday of the Month.



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10. ADJOURNMENT: 7:21 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