



**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
November 8, 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 November 8, 2023. 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	City 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
Catherine Carlton	City of Menlo Park (joined at 7:10 p.m.)
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
Ed Degliantoni, City of San Mateo (Retired from the Board)

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
Ahmed Badawi, CPA of Badawi & Associate
Sharon Thomas, AIA- Senior Project Manager



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1. CALL TO ORDER

The meeting was called to order at 6:00 P.M.

2. PLEDGE OF ALLEGIANCE

Trustee Chuck Cotten led the Pledge of Allegiance.

3. ROLL CALL

The roll call indicated that 18 Trustees were present at roll call, including 16 Trustees in the boardroom and 2 Trustees on Zoom video conference, constituting a quorum. Trustees Parker and Carlton relied on the just cause basis under AB 2449. Trustee Ed Degliantoni retired from the Board after serving eight years as a Trustee.

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. Approval of Resolution M-027-2023 Addressing Disruptive Comments During Public Comment Period
- C. Approval of Resolution M-026-2023 Honoring Ed Degliantoni

Public Comment: None

Board Comment: Trustee Sylvester pulled Agenda Item B.2. Resolution M-027-2023 addressing Disruptive Comments during the Public Comment Period.

ACTION: Motion by Trustee DeJarnatt, second by Trustee Sylvester, to approve items A and C.

Motion passed by 18 yeas, 0 noes.



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ACTION: Motion by Trustee Sylvester, second by Trustee Riechel, to approve item B Resolution M-027-2023. Motion passed by 17 yeas, 1 no (Trustee Baluom).

REGULAR AGENDA

6. BOARD COMMITTEE REPORTS

A. Finance Committee Report

Committee Chair Mason Brutschy provided a written report in the Board Packet. The Committee met on October 30, 2023. Finance Director Richard Arrow presented the preliminary Financial Report for FY 22-23 as of September 30, 2023. The Comprehensive Financial Report as of June 30, 2023, was received. Sharon Thomas and Mike Wasserman provided a PowerPoint presentation from CPM requesting the District Manager to enter into an agreement with CPM not to exceed \$25,00.00 to finalize the conceptual design phase for 1415 N. Carolan Avenue.

- B.** Ahmed Badawi, CPA of Badawi and Associates, presented a presentation on the District's Annual Comprehensive Financial Report. The District received an unmodified opinion indication that the District's financial statements were fairly presented and in conformity with GAAP standards.

Public Comments: None

Board Comment: Trustee Sylvester inquired about the General Fund Balance.

ACTION: Motion made by Trustee Baluom, second by Trustee Riechel to approve The Annual Comprehensive Financial Report. Passed by 18 yeas, 0 noes.

- C.** Finance Director Richard Arrow provided a written report in the Board Packet. He reported revenues received from July 1 through September 30 YTD were \$446.2 thousand, expenditures were \$2.0 million, and the change in fund balance was \$1.56 million. The District has \$6.7 million in cash in the County Treasure and \$1.1 million in CalCLASS.

Public Comment: None

Board Comment: None



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ACTION: Motion made by Trustee Riechel, second by Trustee Collins, to approve Financial Report for FY 2023-24 as of September 30, 2023. Passed by 18 yeas, 0 noes.

- D. Sharon Thomas, AIA- Senior Project Manager, provided a written report. The Firm is requesting to enter into an agreement with the District not to exceed \$25,00.00 to finalize the conceptual design for the 1415 N. Carolan property.

Public Comments: None

Board Comments: Trustees asked questions on CPM location, whether they were certified and insured, and how they decided the cost for the design phase.

ACTION: Motion made by Trustee Riechel, second by Trustee Lions, to approve an agreement with CPM for a not-to-exceed amount of \$25,000 to finalize the conceptual design phase for 1415 N Carolan Ave. Passed 18 yeas, 0 noes.

- E. Committee Chair Rutherford provided the Board with a written report. The November meeting allowed Board Members to hear nominee statements and approve the slate nominations. Nominations from the Board were opened, no names, and submitted. The Board election in January will follow the CA Health & Safety Code 2027 and the Brown Act Government Code Section 54953. The vote will be public and oral roll at the January Meeting. The slate will be Trustee Brutschy for President, Trustees Lion and Martin for Vice President, Trustee Smith for Secretary and Trustee Rutherford for Vice Secretary.

Action: Motion by Trustee Carlton, second by Trustee Baluom to approve the slate of trustees running for Board Officer positions. Passed 19 yeas, 0 noes.

7. STAFF REPORTS

- A. Operation Director Casey Stevenson provided a written report in the Board Packet on Field Operations. He has two seasonal employees who are trimming trails. Casey indicates they are taking MapVision Database Training.
- B. Laboratory Director Angie Nakano provided a written report in the Board Packet. She reports that West Nile Virus has been detected in the Bay Area and possibly brought in from out of state.



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- C. Public Health Education and Outreach Officer Rachel Curtis-Robles provided a written report in the Board Packet. Dr. Curtis-Robles shared the tools used to teach her school students about mosquito education and prevention, and demonstrated how she altered those tools for grade-level appropriateness.

- D. Informational & Technology Director Matthew Nienhuis provided a written report in the Board Packet. He reported attending the Open Data Science Conference (ODSC) held in Burlingame on November 2-3, 2023. The primary objective of attending was to stay abreast of the latest AI and large language model developments.

8. MANAGER'S REPORT

District Manager Brian Weber provided a written report in the Board Packet. He highlighted the American Mosquito Control Association Conference in Dallas, TX, on March 4-8, 2024. One Board Member should attend this event to expand their knowledge and reinforce connections in the industry. In addition, the 92nd Annual Mosquito and Vector Control Association of California will be held in Monterey Bay, CA, January 20-24, 2024. District Manager Weber reminded the Trustees of Field Day on December 13, 2024.

9. CLOSED SESSION

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b)(1).) Title: District Title: District Manager (Gov. Code section 54957(b))

CONFERENCE WITH LABOR NEGOTIATOR Unrepresented Employee: District Manager (Gov. Code section 54957.6)

10. REPORT FROM CLOSED SESSION

The Board did not take any reportable action in closed session.

11. Resolution M-028-2023 Third Amendment to Manager's Employment Agreement.

ACTION: Motion made by Trustee Lion, second by Trustee Baluom, to approve the Third Amendment to Manager's Employment Agreement with a 10% salary adjustment and \$10,000 one-time bonus. Passed 19 yeas, 0 noes.

12. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

The next Meeting is on January 10, 2024, at 6:00 p.m., the 2nd Wednesday of the Month. (In Person)



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13. ADJOURNMENT: 8:39 P.M.

DocuSigned by:
Kati Martin
BBDED35837844EC...
Kati Martin, Board President

DocuSigned by:
Donna Rutherford
A0F8333F57C8402...
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
046572F497EE46B...
District Manager

DocuSigned by:
Kati Martin
BBDED35837844EC...
Board President