



**REGULAR MEETING  
OF THE BOARD OF TRUSTEES**

**June 12, 2024, 6:00 PM**

**AGENDA**

All public members seeking to observe and/or to address the local legislative body in person or otherwise electronically can do so in the manner described below.

**HOW TO OBSERVE THE MEETING:**

**In-person:** *Regular meetings* of the Board of Trustees shall be held on the 2<sup>nd</sup> Wednesday of each calendar month at 6:00 p.m. in the Board Room of the San Mateo County Mosquito and Vector Control District, 1351 Rollins Road, Burlingame, California.

**All Trustees are required to attend the meeting in person unless a valid exception applies under AB 2449 or existing Brown Act requirements.**

**Telephone:** You can 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/j/6503448592>.

**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**.

**HOW TO SUBMIT PUBLIC COMMENTS:**

**Live Participation:** Public comments may be made by members of the public via Zoom. During the meeting, the Board President or designee will publicly announce the opportunity to comment. Use the "raise hand" feature (or press \*9 to "raise hand" on the phone) during the public comment period for the agenda item you wish to address. The Zoom host will call on people to speak by the name provided or the last four digits of the phone number for dial-in attendees.

**Written Comments:** Public comments may be submitted by email to [comments@smcmvcd.org](mailto:comments@smcmvcd.org), write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you want your comment read aloud at the meeting (not to exceed three minutes at staff's cadence), prominently write "Read Aloud at Meeting" at the top of the email. All comments received before 12:00 PM, the day of the meeting, will be included as an agenda supplement on the District's website under the relevant meeting

date and provided to the Trustees at the meeting. Comments received after this time will be read aloud at the meeting.

**ACCESSIBILITY INFORMATION:**

Board Meetings are accessible to people with disabilities and others who need assistance. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to observe and/or participate in this meeting and access meeting-related materials should contact Brian Weber, District Manager, at least 48 hours before the meeting at (650) 344-8592 or [bweber@smcmvcd.org](mailto:bweber@smcmvcd.org). Advanced notification will enable the District to resolve such requests to ensure swift accessibility.

**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 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.

**CEQA NOTICE:**

Unless expressly stated otherwise on the agenda (that an MND or EIR is being considered), discretionary actions taken on agenda items will include a finding by the Board that the action is exempt under CEQA. More information about the CEQA determination can be found in the corresponding staff report.

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

- Announcements/Consideration and Approval of Requests by Trustees to Participate Remotely Pursuant to AB 2449 (Government Code 54943(f)).
- The Secretary of the Board will take roll call.

**4. PUBLIC COMMENTS AND ANNOUNCEMENTS**

This time is reserved for public members to address the Board relative to matters of the District that are not on the agenda. No action may be taken on non-agenda items

unless authorized by law. Comments will be limited to three minutes per person (or six minutes where a translator is used). Speaker cards are available for those making a public comment.

## **5. CONSENT CALENDAR**

All items on the Consent Calendar will be considered by one (or more) action(s) of the Board unless any Trustee would like to discuss any item listed, in which case, it may be pulled from the Consent Calendar.

### **A. Approval of Minutes**

- Minutes from the May 8, 2024 Board meeting

### **B. Approval of Financial Reports**

- Financial Report for FY 2023-24 as of April 30, 2024

### **C. Capital Asset Retirement**

- Retirement of one 2014 Nissan pickup truck from fixed asset inventory

### **D. Approval of Resolutions**

- **RESOLUTION M-007-24 TO OPPOSE INITIATIVE 1935 (FORMERLY 21-0042A1)**

**ACTION:** Motion to approve the Consent Calendar

## **REGULAR AGENDA**

## **6. SPECIAL PRESENTATIONS**

### **A. Resolution M-004-24 – Special Tax**

**Presenter:** John Bliss, Project Analyst, SCI Consulting Group

**ACTION:** Motion to approve Resolution M-004-24 maintaining the amount of the Special Mosquito Control Tax without changes for Mosquito Control Services within the originally designated cities and unincorporated areas for the Fiscal year 2024-2025 and authorizing the continued collection of the tax.

**B. Receive a presentation from SCI Consulting Group regarding the Engineer’s Report calculating the Assessment(s) and Consider the Adoption of Resolution M-005-24.**

**Presenter:** John Bliss, Project Analyst, SCI Consulting Group

**ACTION:** Motion to approve Resolution M-005-24 approving the Final Assessment Diagram and Engineers Report and Ordering the Levy of assessments for FY 2024-2025 for the North and West County Mosquito and Disease Control Assessment District.

**C. Authorize the District Manager and Counsel to negotiate a contract not to exceed \$475,000 with Capital Project Management (CPM) for Construction and Project Management services at 1415 North Carolan Ave, Burlingame**

**Report by:** Mike Wasserman, CPM and District Manager, Brian Weber

**ACTION:** Motion to approve authorizing the District Manager and General Counsel to negotiate a contract with Capital Project Management (CPM) for Construction and Project Management services at 1415 North Carolan Ave, not exceeding \$475,000.

**7. BOARD COMMITTEE REPORTS**

The Chair of each committee listed below will provide a report on the committee’s actions and present any recommendations to the Board.

**A. Finance & Real Estate Committee Report**

- Finance and Real Estate Committee Report – June 3, 2024

**Report by:** Ron Collins, Finance Committee Chair

**B. Presentation of FY 24-25 Final Budget and Estimates for FY 23-24**

**Report by:** Finance Director, Richard Arrow, CPA

**ACTION:** Motion to approve the FY 23-24 final budget

**C. Review and approve audit proposal from Pun & Associates for \$137,500 for five years beginning July 1, 2024.**

**Report by:** Finance Director, Richard Arrow, CPA

**ACTION:** Motion to approve a Professional Services Agreement with Pun & Associates for audit services in an amount not to exceed \$137,500

**D. Resolution M-006-24 Authorizing a Health Reimbursement Arrangement Plan Amendment with Mid America to include Board Members as eligible participants**

**Report by:** District Manager Brian Weber

**ACTION:** Motion to approve Resolution M-006-24

**E. Recommended Reserve levels as of June 30, 2024**

**Report by:** Richard Arrow, Finance Director

**ACTION:** Recommend approving the reserve levels for the fiscal year ending June 30, 2024

**8. STAFF REPORTS**

- A.** Operations Director Casey Stevenson will provide an update on Field Operations.
- B.** Laboratory Director Angie Nakano will provide an update on Laboratory activities.
- C.** Public Health Education and Outreach Officer Rachel Curtis-Robles will provide an update on the District Public Outreach Program
- D.** Information & Technology Director Matthew Nienhuis will update the District technology matters.

**9. MANAGER'S REPORT**

Manager Weber will provide an update on relevant District information.

**10. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS**

**11. ADJOURNMENT**