



Minutes of the REGULAR MEETING OF THE BOARD OF TRUSTEES

June 12, 2024, 6:00 PM

A meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on June 12, 2024. Location: **1351 Rollins Road Burlingame, CA 94010**

1. **CALL TO ORDER** By President Mason Brutschy at 6:00 PM sharp.
2. **PLEDGE OF ALLEGIANCE** Lead by President Brutschy
3. **ROLL CALL:**

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
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
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

PRESENT: 16 Trustees

TRUSTEES ABSENT:	Muhammad Baluom (EXCUSED)	City of Millbrae
	Glenn R. Sylvester (EXCUSED)	City of Daly City
	Peter DeJarnatt (EXCUSED)	City of Pacifica
	VACANT	City of San Mateo
	VACANT	City of Brisbane

OTHERS PRESENT:

District Manager, Brian Weber
 Finance Director, Richard Arrow
 General Counsel, Alexandra Barnhill (By Zoom)
 Operations Director, Casey Stevenson
 Laboratory Director, Angie Nakano
 Public Health Education and Outreach Officer, Rachel Curtis-Robles
 IT Director, Matthew Nienhuis

4. PUBLIC COMMENTS AND ANNOUNCEMENTS:

None. No members of the public were present for the duration of the meeting, so public comment was not made on any of the agenda items at this meeting.

5. CONSENT CALENDAR

All items on the Consent Calendar were reviewed and approved.

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 was moved by Trustee Ron Collins and 2nd by Trustee Robert Riechel. It passed unanimously (16-0).

REGULAR AGENDA

6. SPECIAL PRESENTATIONS

A. Resolution M-004-24 – Special Tax

Presenter: Tristin Foley, Project Analyst, SCI Consulting Group

Motion: Chuck Cotten

Seconded by: Donna Rutherford

PASSED unanimously by voice vote: 16 Yeas; no abstentions.

ACTION: Motion was approved (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. The Board received a presentation from SCI Consulting Group regarding the Engineer’s Report calculating the Assessment(s) and Considering the Adoption of Resolution M-005-24.

Presenter: Tristin Foley, Project Analyst, SCI Consulting Group

MOTION: by Donna Rutherford

2nd by: Kati Martin

Passed unanimously by voice vote: 16 Yeas; no abstentions.

ACTION: Motion (Resolution M-005-24) approved 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 Brian Weber, District Manager

Trustee Ray Williams brought up the end date for the project, which Director Weber answered as early as 2027. Finance Director Richard Arrow added reassurance that CPM will add tremendous value with estimates and “no fluff,” given their experience and expertise. Trustee Paul Norton commented that compliance will be the primary driver of costs.

MOTION: by Robert Riechel

2nd by: Rena Gilligan

Passed unanimously by voice vote: 16 Yeas; no abstentions

ACTION: Motion was approved, 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 provided a report on the committee’s actions and presented recommendations to the Board.

A. Finance & Real Estate Committee Report

- Finance and Real Estate Committee Reported after meeting on June 3, 2024

Report by: Ron Collins, Finance Committee Chair

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

Report by: Finance Director, Richard Arrow, CPA

Motion to approve (no comments) by: Catherine Carlton

2nd by: Ron Collins

Passed unanimously by voice vote: 16 Yeas; no abstentions.

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

Motion: Robert Riechel

2nd by: Laura Walsh

Passed unanimously by voice vote: 16 Yeas, no abstentions.

ACTION: Motion approved for 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

Motion: D. Scott Smith

2nd: Paul Fregulia

Passed unanimously by voice votes: 16 Yeas, no abstentions.

ACTION: Resolution M-006-24 was approved.

E. Recommended Reserve levels as of June 30, 2024

Report by: Richard Arrow, Finance Director

Motion: Robert Riechel

2nd by: Chuck Cotten

Passed unanimously by voice votes: 16 Yeas; no abstentions

ACTION: The Board approved the reserve levels for the fiscal year ending June 30, 2024

8. STAFF REPORTS

A. Operations Director Casey Stevenson provided an update on Field Operations which are particularly busy this time of year. The District has the support of several seasonal employees to provide extra assistance.

B. Laboratory Director Angie Nakano (joined by Zoom) provided an update on Laboratory activities including monitoring for West Nile Virus and invasive species.

C. Public Health Education and Outreach Officer Rachel Curtis-Robles provided an update on the District Public Outreach Program including the shift of efforts from

School presentations to public information efforts. Saturday, 6/15/2024, is the District’s annual open house event for the public! All are welcome to attend.

D. Information & Technology Director Matthew Nienhuis updated the District technology matters and a conference he attended.

9. MANAGER’S REPORT

Manager Weber provided an update on relevant District information. He noted that the district received its 5th consecutive certification and for a total of 9 years now!

10. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS:

There were several thank-yous to Rachel Curtis-Robles and Casey Stevenson for attending city council meetings regarding Mosquito Awareness Month.

11. ADJOURNMENT: At 7:32pm President Mason declared the meeting adjourned.

Signed by:
Mason Brutschy
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Mason Brutschy, Board President

DocuSigned by:
D. Scott Smith
357166BA36354B5...
Dr. D. Scott Smith, Board Secretary

I certify that the above minutes were approved as read or corrected at a board meeting in 2024.

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

DocuSigned by:
Brian Weber
646572F497EE46B...
District Manager

Approved:

Signed by:
Mason Brutschy
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Board President