



**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.smcmvcd.org

REGULAR MEETING OF THE BOARD OF TRUSTEES

June 14, 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 June 14, 2023. Location: **1351 Rollins Road Burlingame, CA 94010**

TRUSTEES PRESENT:

Mason Brutschy	Town of Atherton
Chuck Cotten	City of Belmont
Carolyn Parker	City of Brisbane
Rena Gilligan	City of Burlingame
Laura Walsh	City of Colma
Glenn R. Sylvester	City of Daly City
Donna Rutherford	City of East Palo Alto
Kati Martin	City of Half Moon Bay
Dr. D. Scott Smith	Town of Hillsborough
Catherine Carlton	City of Menlo Park
Peter DeJarnatt	City of Pacifica
Raymond 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	City of South San Francisco

TRUSTEES ABSENT:

Desiree LaBeaud, County-at-Large
Paul Norton, City of Foster City
Muhammad Baluom, City of Millbrae
Paul Fregulia, Town of Woodside

OTHERS PRESENT:

District Manager, Brian Weber
Interim Finance Director, Richard Arrow
General Counsel, Christie Crowl (Alexandra Barnhill Absent)
Laboratory Director, Angie Nakano
Operation Director, Casey Stevenson
IT Director, Matthew Nienhuis
John Bliss, SCI Consulting Group
Christina Foley, SCI Consulting Group



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1. CALL TO ORDER

The meeting was called to order at 6:01 P.M.

2. PLEDGE OF ALLEGIANCE

Trustee Ray Williams led the Pledge of Allegiance.

3. ROLL CALL

The roll call indicated that 17 Trustees were present, including 15 Trustees in the boardroom and Trustee Parker and Trustee Walsh on Zoom videoconference, constituting a quorum. Trustee Parker noted she was participating remotely pursuant to an ADA accommodation. Trustee Walsh relied on the just cause basis under AB 2449, noting the personal medical needs. 4 Trustees were excused (Trustees LaBeaud, Norton, Baluom, and Fregulia).

4. PUBLIC COMMENTS AND ANNOUNCEMENTS

Public Comments: None
Board Comments: None

5. CONSENT CALENDAR

A. Approval of April 12, 2023, and May 10, 2023 Board Meeting Minutes

B. Approval of Agreement for the District to provide the City of San Carlos with Rodent Control Services for \$9,988.80 annually for five years.

Approval of Agreement with the California Invasive Plant Council for Control of Invasive Spartina.

Public Comments: None
Board Comments:

ACTION: Motion by Trustee Ron Collins, second by Trustee Chuck Cotten, to approve the consent calendar. Passed 17 yeas, 0 noes, 4 abstentions (Trustee LaBeaud, Norton, Baluom, and Fregulia).

REGULAR AGENDA



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6. SPECIAL PRESENTATIONS

John Bliss, Project Analyst, SCI Consulting Group, provided a written Final Assessment Diagram and Engineers Report in the Board Packet. He explained that the assessment is subject to an annual adjustment tied to the Consumer Price Index for the San Francisco Bay Area as of December of each succeeding year (the CPI) with a maximum year adjustment of up to 3%. This is the final step in a two-step process that gives the public notice of input. Approval of the Engineer's Report calculating the Assessment is recommended and considering the Adoption of Resolution M-023-23.

7. PUBLIC HEARING – Regarding continuing the District's Special Parcel Tax within the original boundaries.

Public Comment: None

Board Comment: Are ADU included in the Assessment? Mr. Bliss responded, No.

ACTION: Motion to close Public Hearing by Trustee Catherine Carlton, second by Trustee Glenn Sylvester. Passed by 17 yeas, 0 noes.

8. RESOLUTION M-024-23 – SPECIAL TAX

ACTION: Motion by Trustee Scott Smith, second by Trustee Catherine Carlton, to approve M-024-23, 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 2023-24 and authorizing the continued collection of the tax. Passed by 17 yeas, 0 noes.

9. BOARD COMMITTEE REPORTS.

A. Finance Committee



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Finance Committee Chair Mason Brutschy's Committee met on June 5, 2023. The Committee reviewed the FY 2022-23 Financial Report as of April 30, 2023. Finance Director Arrow presented the final 2022-23 budget with the updated FY 2022-23 operations status. Chair Mason recommends a joint Finance and Policy Committees meeting on Monday, July 3, 2023, at 5:30 pm. A written report was provided in the Board Packet.

B. Financial Report

Finance Director Richard Arrow reviewed the April 30, 2023, Financial Report, indicating this is a standard report and the budget is in good shape. Finance Director Arrow highlighted the total revenues received from July 1 through April 30, 2023 (YTD) were \$6 Million, total expenditures YTD were 4.8 Million, and the changes in the fund balance were \$1.2 Million. The District had \$9.3 Million in cash available in the County Treasury. Accounts receivable outstanding for more than 90 days are \$0.

Public Comment: None

Board Comment:

ACTION: Motion by Trustee Robert Riechel, second by Trustee Chuck Cotton to approve Financial Report 2022-23 as of April 30, 2023. Passed by 17 yeas, 0 noes.

C. Presentation of FY 2023-24 Finance Director Richard Arrow gave Final Budget and Estimates for FY 2022-23. He provided a written report in the Board Packet.

He highlighted anticipated program revenue to increase by 6% from the prior year, the Ad Valorem Property Taxes are expected to increase by 6% from FY 2022-23, and the Real Estate Property Acquisition Revenue was not used. He suggests that the excess revenues be placed in the Real Estates Acquisition Reserve.

Public Comment: None

Board Comment: There were inquiries on the Capitol Projects budget regarding the Carolan Property and the expenditure on Board Travel Expenses. Mr. Arrow addressed these concerns.

D. Approval of Resolution M-025-23 authorizing the District Manager to take all actions necessary to complete the agreement with the Umpqua Bank Commercial Card Program

District Manager Brian Weber provided a written report in the Board Packet. He emphasized more efficiency and will reduce the administrative burden of managing a credit card program. The staff decided to evaluate its existing purchasing card features against Umpqua Bank, which California Special District Association (CSDA). Some benefits to the District are a 1% rebate, enhanced internal controls, and administrative efficiency using the Umpqua online portal. The District's staff will follow the same internal controls and managerial processing procedures as the existing credit cards.



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Public Comment: None

Board Comment: Trustee Sylvester shared his research on several financial institution's credit card services. He suggested delaying the decision and doing a study of other financial institutions. There was much discussion on this issue.

ACTION: Motion by Trustee Mason Brutschy, second by Trustee Peter DeJarnatt to approve Resolution M-025-23. Passed by 11 yeas, 6 noes.

10. Consideration to appoint Kat Lion as the Board appointed alternate to vote on the Independent Special District Selections Committee for the Local Agency Formation Commission. President Kati Martin provided rationale for this appointment. She did not want there to be a perception of a Conflict of Interest in the voting process.

Public Comment: None

Board Comment:

ACTION: Motion made by Trustee Donna Rutherford, second by Trustee Laura Walsh, to approve the appointment of Vice President Kat Lion to the Independent Special District Selection Committee for the Local Agency Formation Commission. Passed by 17 yeas, 0 noes.

11. STAFF REPORTS

- A.** Operation Director Casey Stevenson provided a written report in the Board Packet. He thanked Devina Walker and Mary Leong for responding to the Midge calls from the public. Operations Director Casey Stevenson described Midges as a mosquito-looking insects, but they do not bite.

- B.** Laboratory Director Angie Nakano provided a written report in the Board Packet. She highlighted that the staff is collecting tree-hole mosquitoes. The staff collected 42 mice. These mice are tested for bacteria that cause Lyme Disease. The data from this survey will be included in a collaborative project with Dr. Andrea Swel and her students at San Francisco State University.

- C.** Public Health Education and Outreach Officer Rachel Curtis-Robles provided a written report in the Board Packet. She highlighted the Proclamations received from Trustee's Cities. She has a seasonal intern to assist with special projects and is looking forward to the Open House on August 12, 2023.



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- D. Information and Technology Director Matthew Nienhuis provided a written report in the Board Packet. He highlighted his visit to the RSA Conference. RSA is a Cybersecurity exposition where all the industry-leading companies and solutions come to network and present their products and services. IT Director Matthew Nienhuis said it was a great experience.

12. MANAGER'S REPORT

District Manager Brian Weber provided a written report in the Board Packet. He highlighted the Programmatic Environmental Impact Report (PEIR). The PEIR addendum is a collaborative effort with other districts to evaluate new mosquito control applications and active ingredients in control products. The CSDA Conference is August 28-31, 2023. District Manager Weber encourages new board members to attend. He also met with the Peninsula Clean Energy contractor to begin discussing and evaluating District headquarters to determine its ability to charge an entire electric vehicle fleet.

13. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

Next Meeting is July 12, 2023, at 6:00 p.m., the 2nd Wednesday of the Month.

14. ADJOURNMENT: 7:54 P.M.

DocuSigned by:

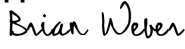
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 Kati Martin, Board President

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 Donna Rutherford, Board Secretary

I certify that the above minutes were approved as read or corrected at a meeting of the Board held, 2023.

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

Approved by:

 646572F497EE46B...
 Brian Weber
 District Manager

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 Kati Martin
 Board President