



**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
September 13, 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 September 13, 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
Carolyn Parker	City of Brisbane
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	Town of Hillsborough
Catherine Carlton	City of Menlo Park
Peter DeJarnatt	City of Pacifica
Ray Williams	Town of Portola Valley
Kat Lion	City of Redwood City
Robert Riechel	City of San Bruno
Ed Degliantoni	City of San Mateo
Michael Yoshida	South San Francisco
Paul Fregulia	Town of Woodside

TRUSTEES ABSENT: Muhammad Baluom, City of Millbrae
Ron Collins, City of San Carlos

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
Vector Control Technician, Evan Osterman



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1. CALL TO ORDER

The meeting was called to order at 6:03 P.M.

2. PLEDGE OF ALLEGIANCE

Trustee Rena Gilligan led the Pledge of Allegiance.

3. ROLL CALL

The roll call indicated that 18 Trustees were present, including 18 Trustees in the boardroom and 1 Trustee on Zoom video conference, constituting a quorum. Trustee Parker noted she was participating remotely pursuant to an ADA accommodation. Trustee Parker left the meeting at 7:00 PM during agenda item 6E. 2 Trustees (Baluum and Collins) were absent and 1 was excused (Collins).

4. PUBLIC COMMENTS AND ANNOUNCEMENTS

Public Comment: None

Board Comment: None

5. CONSENT CALENDAR

1. Approval of Minutes from September 13, 2023

2. Approval of Sole Source Capital purchase of a King Fisher Duo Prime Bench Top Automated Extraction Instrument for \$18,437.75 from Thermo Scientific

Public Comment: None

Board Comment:

ACTION: Motion by Trustee Scott Smith, second by Trustee Glen Sylvester, to approve consent items 1 and 2. Motion passed by 19 yeas, 0 noes.



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REGULAR

AGENDA

6. BOARD COMMITTEE REPORTS

A. Real Estate Committee Report

Committee Chair Paul Norton and members met on September 5, 2023 at a joint meeting with the Finance Committee. Steve Grist, Project Manager, from Aetypic attended. Chair Paul Norton provided a written report in the Board Packet. The status of the 1415 N. Carolan property was reviewed, including projected cost draft visioning reports on what is necessary to move the project forward. The Board and Finance Committee recommended that the Manager spend an amount not to exceed \$530,923.00 to create construction documents related to the Carolan property. This recommendation is addressed under agenda item 6E.

B. Consider transferring \$1,000,000.00 from the District's Real Estate Acquisition Fund to the District's Alternative Depository (CalCLASS).

Finance Director Richard Arrow provided a written report in the Board Packet. He is recommending the transfer of \$1,000,000.00 to the District's alternative Depository, CalCLASS; it would enhance interest income opportunities that would benefit the District Real Property Acquisition Reserve while maintaining liquidity. The possibility of additional transfers over the coming months was also noted.

Public Comments: None

Board Comments: There were comments on salary saving.

ACTION: MOTION made by Trustee Robert Riechel, seconded by Trustee Paul Norton. Passed by 19 yeas, 0 noes.

C. Review the Financial Report for FY 2022-23 as of June 30, 2023

Finance Director Richard Arrow provided a written report in the Board Packet. He highlighted total revenues received from July 1, 2022, through June 30, 2023, YTD were \$6.8 million, total expenditures YTD \$5.8 million, and the change in fund balance was \$1.0 million. The District had \$9.2 million in cash in County Treasury and \$201,738 in CalCLASS.



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Public Comment: None

Board Comment: None

ACTION: MOTION made by Trustee Robert Riechel, seconded by Trustee Laura Walsh, to approve the Financial Report for FY 2022-23 as of July 31, 2023. Passed by 19 yeas, 0 noes.

D. Review the Financial Report for FY 2023-24 as of July 31, 2023

Finance Director Richard Arrow provided a written report in the Board Packet. He indicated the Finance Report was not much different from the previous report. There is nothing unusual in the budget. Mr. Arrow pointed out that the revenues received through July 31, 2023, were under-budgeted by \$30,038.00, resulting from the timing of programs and other revenues. Accounts Receivable greater than 90 days were \$163.90. Currently, total Accounts Receivable over 90 days have a zero balance.

Public Comment: None

Board Comment: None

ACTION: MOTION made by Trustee Ed Degliantoni, second by Trustee Peter DeJarnatt, to approve the Financial Report for FY 2023-24 as of July 31, 2023. Passed by 19 yeas, 0 noes.

E. Ad-Hoc Real Estate Committee Report and Authorizing the District Manager to Approve a Scope of Work with Aetypic and Budget Authorization for a not-to-exceed amount of \$530,923.00 to Create Construction Documents for 1415 N. Carolan Avenue

Committee Chair Paul Norton provided a written report in the Board Packet. The Committee met on August 10, 2023; also in attendance was Steve Grist, Project Manager with Aetypic. District Manager Weber reported on the Real Estate Project's timeline and Associated Costs. He requests an amount not to exceed \$530,000.00 for expenses driven by Building Code, Semitic Upgrades, and ADA Compliance.

Public Comment: None

Board Comment: There was a robust discussion by several Trustees on construction documents, permits from the City of Burlingame, purchase costs of the former Redwood City site, and timelines and finance rates from then to now.



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ACTION: MOTION made by Trustee Scott Smith, second by Trustee Chuck Cotten, to approve Item 6.E. Approve Scope of Work with Aetypic and Authorize an amount not to exceed \$530,923.00 to create construction documents for 1415 N. Carolan Avenue. Passed by 18 yeas, 0 nays.

F. Ad-Hoc Board Officer Nominating Committee Report

Committee Chair Donna Rutherford and members met on September 5, 2023. A written report was provided in the Board Packet. Attending from the Policy Committee was Chair Robert Riechel. District Manager Brian Weber and District Counsel Alexandra Barnhill were also present. The Committee reviewed potential changes to Policy 4150 Nomination of Board Officers (unedited and edited version provided). Policy Chair Riechel led Board Policy 4060 Board Secretary discussions. Out of an abundance of caution, Committee Chair Rutherford opted to recuse herself from providing input on Board Policy 4060 due to a potential conflict of interest as she serves as Board Secretary based in part on the advice from General Counsel Barnhill. The report is informational.

G. Review Changes to Policy 4150 Nomination and Election of Board Officer as recommended by the Ad-Hoc Board Officer and Policy Committee

Committee Chair Donna Rutherford reviewed proposed changes to the Board of Trustees on Policy 4050. District Manager Weber, General Counsel Barnhill, and Policy Chair Riechel made comments.

Public Comments: None

Board Comments: Trustee Rutherford thanked the Ad-Hoc BONC for their work moving this task forward with the help of District Manager Weber, Policy Chair Riechel, and General Counsel Barnhill for their critical input.

ACTION: The motion to adopt Policy 4150 was combined with the motion for Policy 4060.

H. Review Changes to Policy 4060 Board Secretary as recommended by the Ad-Hoc Board Officer and Policy Committee

Chair Rutherford passed reporting on Policy 4060 to Policy Chair Riechel for discussion. General Counsel Barnhill asked Secretary Rutherford to leave the room. Vice President Kat Lion recorded the vote.

Public Comments: None

Board Comments: None

ACTION: MOTION made by Trustee Robert Riechel, seconded by Trustee Ed Degliantoni to adopt Board Policies 4150 and 4060 as proposed by staff. Passed by 17 yeas, 0 nays, 1 abstention (Rutherford).



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Secretary Rutherford rejoined the Board following this item.

I. Ad-Hoc Manager's Review Committee Report

Ad-Hoc Committee Chair Kat Lion reported the District Manager's Review Evaluation has been emailed to all Trustees. The form must be completed and returned to her by October 1, 2023. If you have any questions, please get in touch with her.

7. STAFF REPORTS

- A. Operation Director Casey Stevenson provided a written report in the Board Packet on Field Operations. He has ten seasonal employees who will help treat Invasive Spartina using grant funding. This plant can clog waterways and create a mosquito-breeding habitat.
- B. Laboratory Director Angie Nakano provided a written report on Laboratory Activities. She reports being busy with West Nile Virus except in San Mateo County. Her staff is monitoring Yellow Jackets at a few sites in the County to depict when Yellow Jackets are most abundant and will provide a sense of seasonal variation. The monitoring program is part of a project to determine the effectiveness of Yellow Jackets baits available to homeowners and other property managers.
- C. Public Health Education and Outreach Officer Rachel Curtis-Robles provided a written report in the Board Packet. She reported that the Open House on August 12, 2023, was well attended. Many attendees commented on their impressed with the District's staff knowledge and enthusiasm. Dt. Curtis Robles makes presentations all over the County where she shares information about the district services and the history of the District, as well as information about mosquito and Yellow Jacket biology.
- D. Informational & Technology Director Matthew Nienhuis provided a written report in the Board Packet. He reported on 3D printing and other technology. The District acquired a useful technology free from the County Library System and an Ultimaker 2 plus 3D printer. This model may not be the latest, but it is an economical entry point into 3D printing. It allows staff to explore various use cases and designs for mosquito control. Mr. Nienhuis shared a mosquito dipper he made with the 3D printer with the Board of Trustees. He will inform the Board of their progress and developments.

8. MANAGER'S REPORT

District Manager Brian Weber provided a written report in the Board Packet. He commented that the Open House attendance was a great turnout. He reminded the Board Members of the American Mosquito Control Association (AMCA) Conference on March 4-8, 2024, in Dallas, TX. The 92nd Annual Mosquito and Vector Control Association of California (MVCAC) Conference is January 20-24, 2024, in Monterey, CA. District Manager Weber participated in a presentation on the ABC's Alternative Delivery Models for Capital



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Improvement Projects. Given the upcoming 1415 N. Carolan Avenue construction project, he found this helpful information.

9. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

Next Meeting is October 11, 2023, at 6:00 p.m., the 2nd Wednesday of the Month.

10. ADJOURNMENT: 7:57 P.M

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

DocuSigned by:
Donna Rutherford
A6E8333F57C8402...
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