



**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

May 10, 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 May 10, 2023. Location: **1351 Rollins Road, Burlingame, CA 94010, and by Teleconference.**

TRUSTEES PRESENT:

| | |
|--------------------|------------------------|
| Mason Brutschy | Town of Atherton |
| Chuck Cotten | City of Belmont |
| Rena Galligan | City of Burlingame |
| Laura Walsh | City of Colma |
| 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 |
| Dr. D. Scott Smith | Town of Hillsborough |
| Catherine Carlton | City of Menlo Park |
| Muhammad Baluom | City of Millbrae |
| Peter DeJarnatt | City of Pacifica |
| Ray Williams | Town of Portola Valley |
| Robert Riechel | City of San Bruno |
| Ron Collins | City of San Carlos |
| Ed Degliantoni | City of San Mateo |
| Michael Yoshida | South San Francisco |
| Paul Fregulia | Town of Woodside |

TRUSTEES ABSENT:

- Carolyn Parker, City of Brisbane
- Desiree LaBeaud, County-at-Large
- Kat Lion, City of Redwood City

OTHERS PRESENT:

- District Manager, Brian Weber
- Finance Director, Richard Arrow
- General Counsel, Alexandra Barnhill
- Laboratory Director, Angie Nakano
- Operation Director, Casey Stevenson
- IT Director, Matthew Nienhuis
- John Bliss, 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

President Kati Martin led the Pledge of Allegiance.

3. ROLL CALL

The roll call indicated that 18 Trustees were present, including 16 Trustees in the boardroom and 2 Trustees on Zoom video conference, constituting a quorum. Trustee Norton relied on the just cause basis under AB 2449, noting that the justification related to a contagious illness. This was his first use of just cause this calendar year. Trustee Smith relied on the just cause basis under AB 2449, noting the need to care for immediate family. This was his first use of just cause this calendar year. 3 Trustees were absent.

4. PUBLIC COMMENTS AND ANNOUNCEMENTS

Public Comments: None

Board Comments: None

5. CONSENT CALENDAR

A. Approval of Resolution M-020-23, Authorizing participation in and approving the amended and restated Joint Power Agreement of the Fire Risk Management Service Joint Powers Authority

B. Approval of purchases of BVA2 Larvicide Oil in the amount of \$40,000.00, Purchase of 13 iPads in the amount of \$9,440.21, Approval of a Contract with the City of San Mateo for Rodent Control Services for 3 years, And approval of the contract with Argo-Air for Mosquito Control Application Services not to exceed \$45,000.00.

Public Comments: None

Board Comments:

ACTION: Motion by Trustee Glenn Sylvester, second by Trustee D. Scott Smith, to approve Item A and B. Motion passed by 18 yeas, 0 noes.



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REGULAR AGENDA

6. John Bliss, Project Analyst, SCI Consulting Group, provided a written Preliminary 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 yearly adjustment of up to 3% plus any other CPI adjustment for prior years that have not been imposed. This year, the Finance Committee considered a 5% increase in the Assessment from the Annual Allotment and 2% from the “banked” or unused amount from prior years. The adoption of the assessment is a two-step process. Considering the preliminary assessment diagram and engineer’s report gives the public notice of the Board’s intention and an opportunity to be heard if they have input.

Public Comments: None

Board Comments: A Board member asked about the 5% increase in annual adjustments.

ACTION: Motion by Trustee Robert Riechel, second by Trustee D. Scott Smith to approve M-21-23 the Preliminary Assessment Diagram and Engineers Report and State the Intention to continue to Levy the North and West County Mosquito and Disease Control Assessment District. Passed by 18 yeas, 0 noes.

7. BOARD COMMITTEE REPORTS.

A. Finance Committee

Finance Committee Chair Mason Brutschy’s Committee met on May 1, 2023. Chairman Brutschy provided a written report in the board packet. The Committee reviewed the FY 22-23 Financial Report as of March 31, 2023. Staff presented the first version of the FY 23-24 budget and an update on FY 21-22 financial activities, which Financial Director Richard Arrow reviewed in detail.

B. Financial Report



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Finance Director Richard Arrow reviewed the FY 2022-23 Financial Report as of March 31, 2023, indicating the budget is in good shape. Finance Director Arrow highlighted that actual revenues received through March 31, 2023, were over budget by \$455,759, resulting from the receipt of a portion of excess ERAF in August 2022 (\$574,500), as well as timing differences of other revenue sources.

Public Comments: None

Board Comments: None

ACTION: Motion by Trustee Robert Riechel, second by Trustee Ron Collins, to approve Financial Report 2022-23 as of March 31, 2023, Passed by 18 yeas, 0 noes.

- C. Finance Director Richard Arrow reported that we have a balanced budget. He indicated that the numbers were conservative. In June, there will need to be budget adjustments. He summarizes revenues and expense total anticipated by June 30, 2023. Finance Director Arrow reviewed detailed revenue and expenditure accounts in FY 21-22's activities approved budget. This is a snapshot to date and the best estimate of where we will end this fiscal year. If any developments materially change these projections, they will be returned to the Finance Committee and the Board when they occur. Finance Director Arrow provided a detailed written report in the Board Packet.

Public Comments: None

Board Comments: There was a robust discussion on the FY 23-24 Budget and FY 22-23 estimates from several Trustees. Finance Director Arrow answered their questions. Several Trustees congratulated Finance Director Arrow and Staff for their great work with the Budget.

ACTION: Motion by Trustee Mason Brutschy, second by Trustee Muhammad Baluom, to approve FY 23-24 draft budget. Passed by 18 yeas, 0 noes.

D. Staff Report on Recommended Reserve Levels as of June 30, 2023

Finance Director Arrow reported that at the close of each FY, the Board of Trustees discusses the reserve balance within the General and Capitol Project Funds and determines the amount of Fund Balance to be allocated to each reserve. He reviewed all of the Reserve Fund categories in detail. He would like to know if the Board adopted recommended changes to the allocations of the District Fund Balance among reserve funds. There is an excess of \$886,416 be allocated to the Real Property Acquisition Reserve for a Reserve Balance of \$2,003,086 to finance future construction cost at 1415 N. Carolan.



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Public Comments: None

Board Comments: President Martin commended the Finance Director and Staff for addressing her concerns on the District Insurance. Trustees Baluom and Sylvester requested more information about the finance number.

ACTION: Motion by Trustee Robert Riechel, second by Trustee Glenn Sylvester, to approve the transfer of FY 22-23 General Fund excess of \$886,416 to the Real Property Acquisition Reserve for a balance of \$2,003,086 to finance future construction cost at 1415 N. Carolan. Passed 18 yeas, 0 noes.

E. Ad-Hoc Electric Vehicle Committee Report – April 18, 2023

The Committee Chair is Catherine Carlton. Staff provided a written report in the Board Packet. The Committee met on April 18, 2023, at 5:00 pm., Staff gave an overview of past EV-associated and “green” projects. Staff will work with Peninsula Clean Energy to acquire a free quote on upgrading the District’s electrical infrastructure to meet future charging demand needs. The Committee will meet quarterly.

F. Ad-Hoc SMCMVCD Board Officer Nominating Committee Report – April 25, 2023

Committee Chair Donna Rutherford and members met on April 25, 2023. A written report was provided in the Board Packet. The Committee agreed to recommend candidates that were interested in officer positions. The Committee will have staff send out ballots of all Trustees to cast their vote, which will happen toward the end of the year.

G. Ad-Hoc Committee on Real Estate Meeting Report – April 20, 2023

The Real Estate Committee Chair Paul Norton and members met on April 20, 2023. There is a written report in the Board Packet. The Committee reviewed the notes between the City of Burlingame, Aetypic, and Staff. The Committee is considering three preliminary draft plans, reviewing construction and financial issues facing the Carolan property. There will be more updates soon.

Public Comments on Items E, F, and G: None



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Board Comments: None

8. STAFF REPORTS

- A.** Operation Director Casey Stevenson provided a written report in the Board Packet. He has hired six Seasonal Techs. Casey highlighted the National Pollutant Discharge Elimination System. The Mosquito and Vector Control Association of CA is monitoring the trash capture devices placed to ensure Vector Control accessibility to inspect and control mosquitoes in storm drains throughout California.
- B.** Laboratory Director Angie Nakano provided a written report in the Board Packet. She highlighted that staff is preparing for West Nile Virus (WNV) season, and surveillance for the disease is ramping up as the weather warms. They have set up Chicken Coops, one in EPA and the other in San Mateo. The staff continues collecting ticks, collecting blood samples, and testing for antibodies against WNV.
- C.** Public Health Education and Outreach Officer Rachel Curtis-Robles provided a written report in the Board Packet. She was absent.
- D.** Information and Technology Director Matthew Nienhuis provided a written report in the Board Packet. He highlighted the Security Risk of Artificial Intelligence. Matt expressed that AI is generally seen as a positive tool. We also must realize something, that bad people can have access to this same technology. He encourages Trustees to beef up their security and be aware that it can be used against us.

Public Comments on Agenda Items A, B, C, and D: None

Board Comments: Several Board Members commended the Staff for their good work in providing great services to the Residents of San Mateo County.

9. MANAGER'S REPORT

District Manager Brian Weber provided a written report in the Board Packet. He highlighted that the upcoming CSDA would hold its Annual Conference on August 28-31, 2023, in Monterey, CA. This Conference is the only place to learn about Special and their Governance. He also spoke about the District Transparency Certificate of Excellence. This program promotes transparency in operation and governance and allows Special Districts to highlight their efforts in transparency.



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10. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

Next Meeting is June 14, 2023, at 6:00 p.m., the 2nd Wednesday of the Month.

11. ADJOURNMENT: 7:27 P.M.

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

DocuSigned by:
Donna Rutherford
A6F8333F57C8402...
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:
DocuSigned by:
Brian Weber
646572E497EE46B...
District Manager

DocuSigned by:
Kati Martin
BBDED35837844EC...
Board President