



**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
February 9, 2022
6:00 P.M.**

A meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on February 9, 2022. Location: **Teleconference**

TRUSTEES PRESENT:

- | | |
|--------------------|---|
| Mason Brutschy | Town of Atherton |
| Wade Leschyn | City of Belmont |
| Carolyn Parker | City of Brisbane |
| Rena Galligan | City of Burlingame |
| Laura Walsh | City of Colma |
| Vacant | 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 | Hillsborough |
| Catherine Carlton | Menlo Park |
| Muhammad Baluom | City of Millbrae (Arrived at 7:15 p.m.) |
| Peter DeJarnatt | City of Pacifica |
| Ray Williams | Town of Portola Valley |
| Kat Lion | City of Redwood City |
| Robert Riechel | City of San Bruno |
| Ross Graves | City of San Carlos |
| Ed Degliantoni | City of San Mateo |
| Michael Yoshida | South San Francisco |
| Paul Fregulia | Town of Woodside |

TRUSTEES ABSENT:

OTHERS PRESENT:

- District Manager, Brian Weber
- Interim Finance Director, Richard Arrow
- General Counsel, Alexandra Barnhill
- Laboratory Director, Angie Nakano
- Public Health Education and Outreach Officer, Rachel Curtis-Robles
- Operation Director, Casey Stevenson
- Mitch Barker, Executive Vice President, PARS
- Jennifer Meza, Manager, Consulting
- Randall Yurchak, Vice President, Portfolio Manager



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1. CALL TO ORDER

The meeting was called to order at 6:00 P.M.

2. PLEDGE OF ALLEGIANCE

Trustee Laura Walsh led the Pledge of Allegiance.

3. ROLL CALL

The roll call indicated that 19 Trustees were present on Teleconference, constituting a quorum. Trustee Baluom joined at 7:15.

4. PUBLIC COMMENTS AND ANNOUNCEMENTS

President Martin reviewed the process to be used going forward during the Teleconference of the meeting to the Board of Trustees, Staff and Public.

Public Comment: None

Board Comment: None

5. SPECIAL PRESENTATION

Jennifer Meza of PARS, Mitch Baker, Executive Vice President of PARS and Randall Yurchak, Vice President Portfolio Manager of Highmark Capital Management gave a presentation on the 4th quarter results of the District's OPEB Trust and Pension Rate Trust. A written report was provided in the Board Packet. This item was informational and required no action.

Public Comments: None

Board Comment: Trustee Sylvester thanked the Board for their forethought and vision on moving forward on the 115 Trust. Trustee Brutschy inquired about the total cost of the Management, Administration and PARS cost to the District.

6. CONSENT CALENDAR

Public Comment: None

Board Comment: None



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ACTION: Motion by Trustee Glenn Sylvester, second by Scott Smith to approve Consent Item 1. Minutes of January 12, 2022, Special Board Meeting Minutes January 24, 2022 and Item 2. Resolution 02-2022, authorizing continued remote teleconference. Motion passed by 19 yeas, 0 noes.

REGULAR AGENDA

7. BOARD COMMITTEE REPORTS.

A. 1. Finance Committee

Finance Committee Chair Mason Brutschy's Committee met by Teleconference on January 31, 2022. The Committee submitted a written report in the board packet. The Committee voted unanimously to recommend the Board approve the Financial Report for 21-22 as of December 31, 2021. The next meeting is March 7, 2022, at 5:30 p.m.

B. 1. Finance Committee

Finance Director, Richard Arrow provided a written report in the Board packet. He indicated that there was not a lot of movement on budgeted projects. Mr. Arrow highlighted Budget revenues received through December 2021; the budget was over budget by \$ 159,138 resulting in ERAF Rebate and Redevelopment Pass Through of \$112,545. Decreased interest \$39,558 and decreased Program Revenue \$5,761 and increased grant Revenue of \$91,298 including Property Tax Revenue of \$614. The money budgeted (1.8 mill) will not be used this year for capital improvements to the 1415 North Carolan property.

Public Comments: None

Board Comments: Trustee Rutherford requested clarification on the Accounts Receivable Aging Summary amount difference.

ACTION: MOTION by Trustee Robert Riechel, second by Trustee Ray Williams to approve Financial Reports for FY2021-22 as of December 31, 2021. Passed by 19 yeas, 0 noes.



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B. 2. Finance Director, Richard Arrow provided a written report on the District's Long Term Capital Improvement Plan in the Board packet. He met with the Finance Committee presented an update of the Long Term Capital Projections model. The Committee recommended the Board consider discussing this item. Mr. Arrow indicated the model is a work in progress and will be finalized and brought to the Board of Trustees in May 2022 accompanying any changes recommended for the FY 21-22 budget.

Public Comment on Agenda Items 7.A.1, 7.B.1, and B.2: None

Board Comment: Trustee Brutschy asked when the last time the District increased the Benefit Assessment Rate?

ACTION: Motion by Trustee Laura Walsh, second by Trustee Ed Degliantoni to approve the Long Term Capital Improvement Plan. Motion Passed by 19 yeas, 0 noes.

C. Policy Committee Report

Chair Robert Riechel met with Staff, Counsel Alexandra Barnhill and District Manager Brian Weber to compile comments made at the January 24, 2022 Special Board Meeting. The comments will be incorporated into Board Policy 4150 (Nomination and Election of Board Officers). The comments are being reviewed by Policy Committee and will be presented to the Board at a later date.

D. Inactive Committee

8. COMMITTEE APPOINTMENTS

President Martin provided in the Board Packet a Trustee Board Officers and Committee Information Form. President Martin also informed the Board about the creation of two ad hoc committees. The Staff Negotiating Committee will engage in negotiations with represented and unrepresented staff and make a recommendation to the Board regarding new labor agreement terms. The Board Officer Nominating Committee will meet prior to elections to identify potential Board officer candidates to ensure a smooth transition of leadership. All Trustees are encouraged to select the Committees they're interested in joining. Please contact President Martin by March 1, 2022 with your selection(s).

9. STAFF REPORTS

A. Operation Director, Casey Stevenson provided a written report in the Board Packet. He commented on the warmer weather causing the speed up of mosquito growth and has found mosquitoes carrying the West Nile Virus. The technicians are treating storm basins earlier this year when they usually start treatments in April or May. He gave special thanks to Devina Walker,



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Mary Leong and Rachel Curtis-Robles for working with the public by educating them on the services the District provides. He enjoyed the CSDA Conference in Sacramento.

- B. Laboratory Director, Angie Nakano provided a written report in Board Packet. She reported continuance of the Tick surveillance program in schools and on residential properties. She and Rachel Curtis-Robles presented at the CSDA Conference.
- C. Public Health Education and Outreach Officer, Rachel Curtis-Robles provided a written report in the Board Packet. She is doing outreach in the schools but had to scale back because of the Delta Variant. The schools are limiting people on their campuses. She participated in an Environmental Science Class adding that the students asked very good questions. Rachel met a Girl Scout Leader that invited her to meet with her Girl Scout Troop and educate them on how to avoid ticks.

Public Comment on Agenda Item 8. A, B, C, None

Board Comments: Trustees Wade Leschyn and Catherine Carlton have information on Girl Scout Troops that would like her to do a presentation.

10. CLOSED SESSION

- A. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (Gov. Code Section 54957 (b) (1). Title: District Manager (Gov. Code Section 54957(6))
- B. **CONFERENCE WITH LABOR NEGOTIATOR** (Gov. Code 54957.6) Unrepresented Employee: District Manager

ACTION: The Board met in Closed Session to discuss the District Manager's Performance Evaluation. There is no reportable action.

11. MANAGER'S REPORT

District Manager Brian Weber provided a written report in the Board Packet. He reminded Trustees to fill out Form 700 it provides transparency and ensures accountability. District Manager Weber provided an update on Staffing Positions. He indicated the District has loss Staff to other Districts because of they are Bi-lingual.

Public Comment: None
Board Comment: None

12. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

Next Meeting March 9, 2022, 6:00 p.m. the 2nd Wednesday of the Month.

13. ADJOURNMENT: 7:55 P.M.



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DocuSigned by:

Kati Martin

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Kati Martin, Board President

DocuSigned by:

Donna Rutherford

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Donna Rutherford, Board Secretary

I certify the above minutes were approved as read or corrected at a meeting of the Board held, 2022.

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

Approved:

Brian Weber

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District Manager

DocuSigned by:

Kati Martin

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Board President