



**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
TELECONFERENCE-
March 10, 2021
6:00 P.M.**

A meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held March 10, 2021. Location: **Teleconference**

TRUSTEES PRESENT:

Joe Galligan	City of Burlingame
Carolyn Parker	City of Brisbane
Laura Walsh	City of Colma
Claudia Mazzetti	County-at-Large
Glenn Sylvester	Daly City
Donna Rutherford	City of East Palo Alto
Catherine Mahanpour	Foster City
Kati Martin	City of Half Moon Bay
D. Scott Smith	Hillsborough
Catherine Carlton	Menlo Park
Muhammad Baluom	Millbrae
Peter DeJarnatt	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
VACANT	South San Francisco
Paul Fregulia	Town of Woodside

TRUSTEES ABSENT:

Mason Brutschy	Town of Atherton
Wade Leschyn	City of Belmont

OTHERS PRESENT:

District Manager, Brian Weber
Interim Finance Director, Richard Arrow
General Counsel, Alexandra Barnhill
IT Director, David Kwan
Public Information and Outreach Officer, Rachel Curtis-Robles
Laboratory Director, Angie Nakano
Field Operations Supervisor, Casey Stevenson



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1. CALL TO ORDER

The meeting was called to order at 6:02 P.M.by President Kati Martin.

2. PLEDGE OF ALLEGIANCE

Led by Trustee Kat Lion

3. ROLL CALL

The roll call indicated that 18 Trustees were present on Teleconference, constituting a quorum.

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. CONSENT CALENDAR

Item 5.A. Approval of Minutes for March 10, 2021 Regular Board Meeting, 5.B. Approval of Response to the San Mateo County Grand Jury Report, Ransomware: It Is Not Enough To Think You Are Protected.

Public Comment: on Items 5.A, B None

Board Comment: None

ACTION: MOTION by Trustee Paul Fregulia, second by Trustee Scott Smith to approve Item 5.A and 5.B.consent calendar. Motion passed 18 yeas, 0 nays.

REGULAR AGENDA

6. BOARD COMMITTEE REPORTS

A. Finance Committee



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Finance Director Richard Arrow presented the report. The Finance Committee met on March 1, 2021 to review Financial Documents for FY 2020-21 as of January 31, 2020. The committee unanimously recommends Board approval of the Finance Report for FY 20-21 as of December 31, 2020. This is discussed under **Agenda Item 7** in the Board packet.

The committee discussed the acquisition of real property located at 1415 N. Carolan Ave., Burlingame. The committee is recommending the District Manager remove specified contingencies to closing for the property. This is discussed under **Agenda Item 6.B. 1** in Board packet.

The committee reviewed and discussed long term projection of property taxes. This **Agenda Item 7B** in Board packet.

The Committee's next meeting will be on Monday April 5, 2021 at 5:30 PM.

Public Comment: 6. A. None

Board Comment: None

Real Estate Committee District Manager Brian Weber and Real Estate Committee Chair Joe Galligan updated the Board about the status of the ongoing real estate acquisition effort for the property located at 1415 North Carolan Avenue in Burlingame. They informed the Board that they had received sufficient information to satisfy the Committee and the Manager that seven contingencies to closing provided for in the Purchase and Sale Agreement could be removed. Two contingencies remain and are related to hazardous materials and soil investigations. The recommendation of the Committee was to pursue authorization from the seller to conduct a Phase II investigation, as recommended by the District's environmental consultant, in order to respond to the final two contingencies.

Public Comment: 6. B. None

Board Comment: [??]

ACTION: Motion by Trustee Joe Galligan, second by Trustee Paul Fregulia to approve the District Manager remove specified contingencies to closing for the property located at 1415 N Carolan Ave, Burlingame and delegate authority to District Manager to undertake and negotiate a Phase II investigation. Motion Passed by 18 yeas, 0 noes.

C. MANAGER'S REVIEW COMMITTEE

Committee Chair Kat Lion reported the Manager's Evaluation Committee met February 23, 2021. It was agreed by the Board after hiring the District Manager there would be a 6-month evaluation process to review Manager Weber's performance. There is an evaluation form Trustee's need to complete by March 19, 2021. Please return to Trustee Kat Lion or President Kati Martin.



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Public Comment: on 6. C None
Board Comment: None

D. Inactive Committee

The Legislative Committee Chair is Trustee Ed Degliantoni, he reported that the Committee will meet in April. Trustee Degliantoni will provide a report to the Board after that meeting.

Public Comment: on 6. D None
Board Comment: None

7. FINANCIAL REPORT

A. Finance Director Richard Arrow reviewed the Financial Report for Fiscal Year 2020-2021 as of January 31, 2020. The report was reviewed by the committee and recommends Board approval.

Public Comment: None
Board Comment: None

ACTION: Motion by Trustee Carolyn Parker, second by Trustee Muhammad Baluom to approve the Financial Report for fiscal year 2020-21 as of January 31, 2020. Passed by 18 yeas, 0 noes.

B. Staff Report on Property Tax Projections (Informational only)

Finance Director Richard Arrow reviewed the report in the Board Packet. He indicated a few years ago former District Manager Dr. Chindi Peavey had him prepare a long term financial projection model. Staff retained HDL Coren & Cone that prepared tax projections for the District several years ago. The Firm has been asked to update the projections and provide new estimates for fiscal year periods beginning July 1, 2021 through 30, and 2026. There will be a slight increase of 5% average during the above periods, but it is not expected to change the assumed projections and is not expected have a material increase in the overall financial resources of the District.

Public Comment: None
Board Comment: None

Trustee Paul Fregulia asked how or if Proposition 19 affects the property tax increase. Finance Director Arrow indicated that HDL took into account various percentages and will provide this information in their report. The Board should receive the complete report in May.



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8. STAFF REPORTS

A. Field Operations Supervisor, Casey Stevenson, provided a written report in the Board Packet. He has hired 8 seasonal and possibly 1 more seasonal worker and they will be ready to work. FOS Stevenson highlighted a new project called Operation Purple House. The goal of this project is to go to targeted areas doing education and outreach to residents helping to inform them about the services the District provides. They have already visited 400 properties. The seasonal workers can reach 30-40 houses in a day.

B. Laboratory Director, Angie Nakano, provided a written report in the Board Packet. Laboratory Director Nakano reported continuing to conduct winter work in the lab such as testing ticks and laboratory protocols. She is collaborating on grants with Stanford University and San Francisco State to test for viruses. She also received *Aedes Aegypti* specimens from a University to have samples on hand and share with other districts

C. Information Technology Director, David Kwan, provided a written report in the Board Packet. He reports initiating a lease on a new set of iPad devices for the seasonal (Vector Control Aide) staff, as the previously leased iPads were returned last November 2020. Mr. Kwan also negotiated creation and access to a replicate of the MapVision database, which will provide greater transparency to our operational data. The District will also explore ways to visualize this operational data, along with the VectorSurv (also known as CalSurv) surveillance lab from the UC Davis Arbovirus Research and Training (DART) laboratory.

D. Public Health Education and Outreach Officer, (PHEOO) Rachel Curtis-Robles, provided a written report in the Board Packet. She has been going out with the field staff doing outreach, collecting materials, doing tick flagging, and educating the public. Lastly PHEOO Curtis-Robles is completing the 2020 Annual Report for the District.

Public Comment: On Items 8.A. B. C. D None

Board Comment: None

9. MANAGER'S REPORT

District Manager Brian Weber provided a written report in the Board Packet. He highlighted in his report that Field Supervisor Casey Stevenson and Vector Control Technicians Sean Jones and David Allen passed their FAA Part 107 pilot's test. The Remote Pilot Certificate is issued by the FAA is required to fly for all mosquito control drone related functions. DM Weber is meeting with all Trustee's to discuss their priorities and is requesting Trustee's make an appointment. The Solar Project is complete. There will be a special board meeting regarding the property at 1415 N. Carolan Ave. at a date scheduled in the near future. All Board members must file a form 700 by



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April 1, 2021. If you need help, contact Devina Walker. Most of the staff has received their Covid 19 vaccine.

Public Comment: None

Board Comment:

President Martin inquired whether the drone can it fly over the bay lands? Manager Weber advised that the District does not fly the drone over the bay lands because it disturbs the birds.

Trustee Sylvester requested new password for his PC to access his Sexual Harassment Prevention Training. He also requested his trustee profile be updated.

Trustee Rutherford asked if the District has a drone. Manager Weber indicated yes, a small drone was purchased from Costco for about \$300.00 to practice for the pilot's test.

10. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

The next board meeting is April 14, 2021 the 2nd Wednesday of the Month.
A special meeting will be scheduled for the end of March as needed to address the Real Estate matters.

11. ADJOURNMENT

7:01 P.M.

DocuSigned by:

Kati Martin

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Kati Martin, Board President

DocuSigned by:

Donna Rutherford

A6F8333F57C8402

Donna Rutherford, Board Secretary

I certify the above minutes were approved as read or corrected at a meeting of the Board held, 2020.

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

Approved by:

Brian Weber

Brian Weber
District Manager

DocuSigned by:

Kati Martin

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Kati Martin
Board President