



**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-
April 20, 2021
6:00 P.M.**

A meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held April 20, 2021. Location: **Teleconference**

TRUSTEES PRESENT:

Mason Brutschy	Town of Atherton
Wade Leschyn	City of Belmont
Joe Galligan	City of Burlingame
Carolyn Parker	City of Brisbane
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
VACANT	South San Francisco
Paul Fregulia	Town of Woodside

TRUSTEES ABSENT:

Laura Walsh	Town of Atherton
Ed Degliantoni	City of San Mateo

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
Kim Brandt, Geosyntec



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Jason Cranston, JLL

1. CALL TO ORDER

The meeting was called to order at 6:01 P.M. by President Kati Martin.

2. PLEDGE OF ALLEGIANCE

Led by Trustee Scott Smith

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.1 Approval of Minutes for April 20, 2021 Regular Board Meeting

Public Comment: on Items 5. A1 None

Board Comment: None

ACTION: MOTION by Trustee Scott Smith, second by Trustee Claudia Mazzetti to approve Item 5.A.1 consent calendar. Motion passed 17 yeas, 0 noes. One Trustee could not vote due to technical difficulties.

REGULAR AGENDA

6. BOARD COMMITTEE REPORTS



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A. Finance Committee

Finance Committee Chair Mason Brutschy presented the report. The Finance Committee met on April 5, 2021, to review Financial Documents for FY 2020-21 as of February 28, 2021. The committee voted unanimously to approve the Finance Report for FY 20-21 as of February 28, 2021, from Finance Director Richard Arrow. This is discussed under **Agenda Item 7.A. in Board packet.**

The committee discussed the acquisition of real property located at 1415 N. Carolan Ave., Burlingame, CA.

The committee discussed the FY20-21 Finances and Proposed Budget for FY 21-22. It was the consensus of the committee to not recommend any changes to the Benefit Assessment for the FY 21-22. This **Agenda Item is 7.C. in Board packet.**

The Committee's next meeting will be on Monday May 3, 2021, at 5:30 PM.

Public Comment: 6. A. None

Board Comment: None

7. FINANCIAL REPORT

A. Finance Director Richard Arrow reviewed the Financial Report for Fiscal Year 2020-2021 as of February 28, 2021. Finance Director Richard Arrow reported revenues received through February were over budget by \$ 111,694 resulting from increased ERAF Rebate and decreased Program revenues, Property Tax Revenue and other Revenues. He also pointed out that the Accounts Receivable had outstanding in the amounts of \$8,139 from California Invasive Plant Council and \$6,819 from San Francisco Airport. The report was reviewed by the committee and recommended for Board approval.

Public Comment: None

Board Comment:

Trustee Paul Fregulia asked about Financial Item 1041 on page 28 of the Budget report. The cost of \$7,200.00 for Skylight Removal. District Manager Brian Weber responded that 8 skylights were removed from the garage area to be replaced by solar panels.

ACTION: Motion by Trustee Ray Williams, second by Trustee Muhammad Baluom to approve the Financial Report for fiscal year 2020-21 as of February 28, 2021. Passed by 18 yeas 0 noes.

B. Staff Report on Property Tax Projections



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Finance Director Richard Arrow reviewed the report in the Board Packet. He indicated the district hired HDL Coren & Cone to update property tax projections over the next five years beginning July 1, 2021, through June 30, 2026. The updated projection model foresees a 4.26% average increase over the next five years. Staff does not anticipate the new assumed projections will have a material effect in the overall financial resources of the District.

No recommendations at this time (informational only).

C. Staff Report on Benefit Assessment and Special Tax Discussion for FY 21-22

Financial Director Richard Arrow reported that the Finance Committee recommended no change to the amount of Benefit Assessment to be levied and no decrease to the Special Tax. After a discussion of the economic impact of the COVID 19 outbreak on local property owners in San Mateo County, the Finance Committee voted unanimously not to increase the Benefit Assessment for fiscal year 2021-22, leaving it at the level that set for FY 20-21.

Public Comment: None

Board Comment: None

ACTION: Motion by Trustee Catherine Carlton, second by Trustee Claudia Mazzetti to approve having the District Manager direct the District's Engineering Contractor to draft the Engineer's report to reflect no change in the amount of Benefit Assessment to be levied to the North and West County Mosquito and Disease District and recommend no change to the Special Tax for FY 2021-22. Motion Passed 18 yeas 0 noes

8. STAFF REPORTS

A. Field Operations Supervisor, Casey Stevenson provided a written report in the Board Packet. He is reporting the weather has been a big issue and there has been not much rain in 2020 and 2021. A big drop in rainfall resulted in a reduction in acres treated for seasonal impounds that breed mosquitoes. The technicians have begun to focus on catch basin treatments to control mosquitoes. He also reported more yellow jackets and wasps calls this year.

B. Laboratory Director, Angie Nakano, provided a written report in the Board Packet. She reported on tick surveillance during the last week of the month. Ticks will be tested for the presence of *Borrelia burgdorferi*, the bacterium that causes Lyme disease, as well as *Borrelia miyamotoi* and *anaplasma phagocytophilum*. Lab Director Nakano listed in her report the parks that were surveyed in March and the number of ticks collected.

C. Information technology Director David Kwan provided a written report in the Board Packet. Director Kwan reports monitoring for viruses and reminded trustees and staff to stay current with the latest version of the Zoom Client the Zoom Client Meeting Version 5.6.1.



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D. Public Health Education and Outreach Officer, (PHEOO) Rachel Curtis-Robles provided a written report in the Board Packet. She has indicated the district website is being updated and will have a new look. The new website will now be authored in multiple languages to support the nearly 45% of San Mateo County residents who speak another language than English at home. The website will be 508 ADA compliant, and trustees will no longer have a Trustee Portal.

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

Board Comment:

Trustee Paul Fregulia asked a question regarding the chart in Laboratory Director, Angie Nakano's report. Trustees Fregulia and Leschyn asked Lab Director about tick populations and timing normal.

Trustee Wade Leschyn also asked Laboratory Director Nakano if tick season is greater in the winter. She indicated that it varies from site to site.

Trustee Donna Rutherford asked PHEOO Rachel Curtis-Robles if this is a good time for trustees to update their profile page since the district website is being updated. She responded that trustees could reach out to her if they would like to do that.

9. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATOR Pursuant to Government Code Section 54956.8

Property: 1415 North Carolan Ave, Burlingame

End Close Session

Report out of Closed Session

The Board took reportable action. The motion by Trustee DeJarnett, second by Trustee Leschyn was to remove the remaining contingencies to closing for the property located at 1415 North Carolan Ave, Burlingame, CA. The vote was unanimous.

10. Manager's Report

District Manager Brian Weber reports that Rachel Curtis-Robles did an outstanding job lobbying Representatives in Sacramento. District Manager Weber reported it is Mosquito Awareness Week. Also, he was informed that not all trustees receive the district newsletter, so he has added those trustee cities to the list to receive the newsletter. Lastly, please let him know if any trustee wants the district to do presentation for their city council.



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**Public Comment: None
Board Comment: None**

11. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

The next Board meeting will be held on May 12, 2021, the 2nd Wednesday of the Month.

12. ADJOURNMENT

7:33 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.

DocuSigned by:

Approved:
Orion Weber

646572F497EE46B...

District Manager

DocuSigned by:

Kati Martin

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Board President