



**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](http://www.smcmvcd.org)

**REGULAR MEETING OF THE BOARD OF TRUSTEES  
TELECONFERENCE-  
September 8, 2021  
6:00 P.M.**

A meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held September 8, 2021. Location: **Teleconference**

**TRUSTEES PRESENT:**

Mason Brutschy	Town of Atherton
Muhammad Baluom	City of Millbrae
Wade Leschyn	City of Belmont
Carolyn Parker	City of Brisbane
Glenn Sylvester	Daly City (arrived at 6:25 P.M.)
Donna Rutherford	City of East Palo Alto
Paul Norton	Foster City
Kati Martin	City of Half Moon Bay
D. Scott Smith	Hillsborough
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	San Mateo
Paul Fregulia	Town of Woodside
Laura Walsh	Town of Colma

**TRUSTEES ABSENT:**

Catherine Carlton	Menlo Park
Peter DeJarnatt	Pacifica
VACANT	City of Burlingame
VACANT	South San Francisco
VACANT	County-at-Large

**OTHERS PRESENT:**

District Manager, Brian Weber  
Interim Finance Director, Richard Arrow  
General Counsel, Alexandra Barnhill  
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 6:00 P.M. by President Kati Martin.

**2. PLEDGE OF ALLEGIANCE**

Led by Trustee Carolyn Parker

**3. ROLL CALL**

The roll call indicated that 15 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**

**5. A.1 Approval of Minutes for September 8, 2021 Regular Board Meeting**

**ACTION: Motion by Trustee Carolyn Parker, second by Trustee Scott Smith to approve September 8, 2021, Board Minutes. Passed by 13 yeas', 0 noes', 1 abstention (Norton) and 1 absent (Fregulia).**

**Public Comments: None**

**Board Comment: None**

**REGULAR AGENDA**

**6. BOARD MEMBER OATH OF OFFICE**



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The Oath of Office was administered to Paul Norton by General Counsel Alexandra Barnhill.

Trustee Paul Norton is representing Foster City. He recently retired as an Environmental Toxicologist after 43 years.

**7. BOARD COMMITTEE REPORTS.**

**A. Finance Committee Report**

Finance Committee Chair Mason Brutschy reported that the members met on August 30<sup>th</sup>, 2021. The Finance Committee voted unanimously to recommend the Board to approve the Preliminary Financial Report for FY 2020 as of June 30, 2021 and the Financial Report for FY 21-22 as of July 2021. Finance Director Richard Arrow reported that the District received formal notification that they were awarded the "Certification of Achievement for Excellence in Financial Reporting for three consecutive years from the Government Finance Officers Association. The District was also awarded the District of Distinction and Transparency Awards from the California Special District Association.

**1. Report on Insurance Premium Increases FY 21-22**

Finance Director Richard Arrow provided a written report in the Board Packet he indicated there were significant increases in the amount of premiums associated with District insurance programs.

**B. Review Preliminary financial Report for FY 2020-21 as of June 30, 2021.**

Finance Director, Richard Arrow, provided a written report in the Board Packet. He highlighted the Fund Balance and what comprises the Reserve Funds.

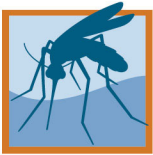
**Public Comments: None**

**Board Comments:**

There was much discussion on collection tactics and how and when to collect from delinquent agencies after they go out of business.

**ACTION: Motion to approve Preliminary Financial Report for FY 2020-21 as of June 30, 2021. Motion by Trustee Muhammad Baluom, second by Trustee Scott Smith. Passed by 16 yeas', 0 noes.**

**C. Review Financial Report for FY 21-22 as of July 31, 2021**



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Finance Director, Richard Arrow provided a written report in the Board Packet. He reported that the total revenues received from July 1 through July 31 were \$ 3.9 million; total expenditures YTD were \$8.1 million (including the purchase of 1415 N. Carolan property). The change in fund balance was \$4.3 million. The District had \$6.3 million in cash available in County Treasury.

**Public Comment: None**

**Board Comment:**

Trustee Paul Fregulia pointed out in the Budget no ending date and he is glad that the fund balance decreased.

**ACTION: Motion to approve Financial Report for FY 21-22 as of July 2021 made by Trustee Glenn Sylvester, second by Trustee Ross Graves, passed by 16 yeas' 0 noes'.**

**D. Enterprise Vehicle Acquisition Program**

District Manager Brian Weber provided a written report in Board Packet. Staff reviewed information regarding the Enterprise vehicle lease program. Staff determined that the program still provides several benefits and remains financially worthwhile. (Informational item, no Action required).

**E. Policy Committee Report**

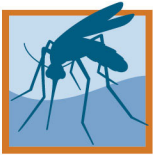
**1. Revisions to District Policy 5010 (Board Meetings)**

General Counsel Alexandra Barnhill reported that the Governor previously issued Executive Order N-29-20 which allowed the public agencies to hold their meetings entirely remotely via electronic means such as Zoom or Microsoft Teams, in order to promote social distancing while still allowing for public access to and participate in public meeting. The Executive Order will expire on September 30, 2021. District Resolution M-008-20 will also expire. Staff is recommending allowing meetings to continue remotely and allow for a hybrid approach.

**Public Comment: On Item 7. A, B, D, E. None**

**Board Comments:**

There was discussion on the policy language. No changes were proposed.



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**ACTION: Motion to approve Policy 5010 made by Trustee Robert Riechel, second by Trustee Ross Graves, passed by 16 yeas', 0 noes.**

**Inactive Committee**

**8. STAFF REPORTS**

- A. Field Director, Casey Stevenson, provided a written report in Board Packet. He highlighted that mosquito calls were down from May the reason for that is techs are flushing breeding sites. He indicated the California Department of Public Health is doing monitoring of the techs in the field. The team is treating invasive spartina.
- B. Laboratory Director, Angie Nakano, provided a written report in the Board Packet. She reported that we are in the middle of West Nile Virus season. No dead birds in San Mateo have tested positive. In San Clara birds have tested positive and they did some fogging in Sunnyvale.
- C. Public Health education & Outreach Officer, Rachel Curtis-Robles, provided a written report in the Board Packet. She highlighted her focus would be on educating people about West Nile Virus and mosquitos in general. She is doing more evening events because that's when mosquitos bite at dusk.
- D. Information Technology Director, David Kwan, was absent. A written report of IT activities from July to August was in the Board Packet.

**Public Comment on 8.A, B, C. None  
Board Comments**

Several Trustees thanked the staff for their hard work and dedication.

**9. RESOLUTION M-010-21- HONORING JOE GALLIGAN**

**Public Comment: None  
Board Comment:**

Several Trustees' expressed their appreciation for Trustees Joe Galligan's dedication and tremendous leadership as Board President.

**ACTION: Motion to approve RESOLUTION M-010-21 made by Trustee Donna Rutherford, seconded by Trustee Wade Leschyn. Passed by 16 yeas', 0 noes'**



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**10. MANAGER'S REPORT**

District Manager Brian Weber provided a written report in the Board Packet. He indicated the Operational Director position closed. Three applicants applied; there will be a panel to do the interviewing of the applicants. Mr. Weber congratulated the District on the Awards received.

**Public Comment: None**

**Board Comment:**

Trustee Mason Brutschy commented on the new building specifically that building costs have skyrocketed and the Finance Committee wants to make sure that the money in the budget and cost equals the \$1.8 million covers the building cost last. The Board will approve the highest priorities.

**11. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS**

Trustees' Martin and Brutschy reported on the CSDA Conference in Monterey. Trustee Sylvester thanked District Manager Weber for job well done. Trustee Norton asked if a Phase 1 environmental review was done on the 1415 N. Carolan property. A brief explanation of the environmental due diligence that occurred prior to the property acquisition was provided by staff.

**ADJOURNMENT: 7:45 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, 2021.

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

DocuSigned by:  
Approved  
*[Signature]*  
646572F497EE46B...  
District Manager

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