



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

**REGULAR MEETING OF THE BOARD OF TRUSTEES  
TELECONFERENCE-  
June 9, 2021  
6:00 P.M.**

A meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held June 9, 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
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
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
Ed Degliantoni	San Mateo
Paul Fregulia	Town of Woodside
Muhammad Baluom	City of Millbrae

**TRUSTEES ABSENT:**

Laura Walsh                      City of Colma

**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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Sonia Ortega, Project Analyst, SCI Consulting Group

**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 Joe Galligan.

**3. ROLL CALL**

The roll call indicated that 17 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 May 12, 2021 Regular Board Meeting**

**Item.5. B. 1. Approval of two Single Axle HD Tilt Trailers**

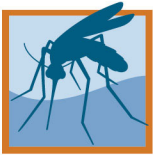
**2. Approval of the purchase of a DJI Agras T20 Sprayer UAS from Talos Drone**

**3. Approval of District Manager enter into an Agreement for Informal Biological Evaluation in the amount of \$8,242.00**

**Public Comment: on Items 5.A.1, 5.B. 1, 2, 3 None**

**Board Comment: None**

**ACTION: MOTION by Trustee Wade Leschyn, second by Trustee Ed Degliantoni to approve Item 5.A.1 and 5.B.1, 2, 3 on Consent Calendar. Motion passed 17 yeas, 0 noes.**



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**REGULAR AGENDA**

**6. SPECIAL PRESENTATIONS**

Sonia Ortega, Project Analyst, SCI Consulting Group presented the Engineer's Report confirming the Assessment Diagram and ordering the levy of assessment for fiscal year 2021-22 at the same rate fiscal year 2019-20. Resolution M-006-21

**Public Comment: 6. A. None**

**Board Comment: None**

**ACTION: Motion by Trustee Scott Smith, second by Trustee Joe Galligan to approve Resolution M-006-21. Motion passed 17 yeas, 0 noes.**

**7. BOARD COMMITTEE REPORTS**

**A. Finance Committee.**

Finance and Policy Committee members attended a combined meeting met on June 3, 2021. Committee Chairs Mason Brutschy, Robert Riechel and committee members reviewed and recommend approval of the following:

**FY 21-22 Final Budget with minor adjustments to FY 20-21 Budget,  
Creation of a Debt Service Repayment Reserve,  
Funding levels of District Reserve Funds for FY ended June 30, 2021,  
Board approval of the Operations Director Job description and amend Districts'  
Organizational Chart adding an Operations Director,  
Amend the Agreement for the Interim Finance Directors to increase hourly rate by 3%,  
lastly approve purchases of vehicle trailers and Unmanned Aircraft System.**

**Public Comment: None**

**Board Comment: None**

**ACTION: Motion by Trustee Robert Riechel, second by Trustee Scott Smith to approve FY 20-21 Budget with adjustments. Motion passed 17 yeas, 0 noes.**



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**ACTION:** Motion by Trustee Peter DeJarnatt, second by Trustee Glenn Sylvester to approve the Creation of the District Debt Service Repayment Reserve Fund. Motion passed 17 yeas, 0 noes.

Trustee Catherine Carlton joined the meeting at 6:30.

**ACTION:** Motion by Trustee Carolyn Parker, second by Ed Degliantoni to approve allocation of District Reserve Funds. Motion passed 18 yeas, 0 noes.

**B. Strategic Planning Committee**

Strategic Planning Committee Chair Ed Degliantoni and the committee met on May 24, 2021. They discussed the following items amending policy 2100 Job Descriptions, policy 2220 Organizational Chart to reflect the creation of Operations Director. The committee recommends the Board approve these items.

**Public Comment: None**

**Board Comments:**

Several Board members made comments supporting the changes.

**ACTION:** Motion by Trustee Donna Rutherford, second by Trustee Ed Degliantoni to amend policy 2100 Job Descriptions and policy 2220 Organizational Chart. Motion passed 18 yeas, 0 noes.

**C. Inactive Committee**

**Public Comment: None**

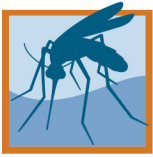
**Board Comment: None**

**8. FINANCIAL REPORT**

**A.** Financial Director Richard Arrow presented the Monthly Financial Report ending April 2021. Total revenues received from July 1, through April were 5.5 million; total expenditures YTD were \$4.4 million and the change in fund balance was \$1.1 million. The District had 10.9 million in cash available in County Treasure.

**Public Comment: None**

**Board Comment:**



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**ACTION: Motion by Trustee Mason Brutschy, second by Trustee Wade Leschyn to approve Financial**

**Report for April 2021. Motion passed 18 yeas, 0 noes..**

**9. STAFF REPORTS**

**A.** Field Operations Supervisor, Casey Stevenson provided a written report in the Board Packet.

He highlighted in his report that the Mosquito calls from residents were below average, staff training were taking place.

**B.** Laboratory Director, Angie Nakano, provided a written report in the Board Packet. She highlighted collaboration efforts with the universities is ongoing.

**C.** Public Health Education and Outreach Officer, Rachel Curtis-Robles provided a written report in the Board Packet. She indicated that the new district website will be up and running very soon. She also reminded Trustees to have their cities provide a Proclamation in support of National Mosquito Awareness Week. The District had a Booth at the San Mateo County Fair.

**D.** Information Technology Director, David Kwan provided a written report in the Board Packet. He reported seeking Microsoft support to provide help with some difficulties with the standard Microsoft support. He is working on a Security and Strategic Plan.

**Public Comment: On Items 9.A. B. C. D. None**

**Board Comment:**

**There was a brief question and answer regarding the science of mosquito sterilization.**

**10. CLOSED SESSION**

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

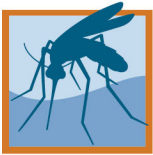
**Title: Interim Finance Director (Government Code Section 54957)**

**There was reportable Action to increase to the Interim Finance Director's hourly rate by 3% via an amendment to agreement with the Interim Finance Director.**

**ACTION: Motion by Trustee Joe Galligan, second by Muhammad Baluom to approve the increase. Passed 18 yeas, 0 noes.**

**Public Comment: None**

**Board Comment:**



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**11. MANAGERS REPORT**

District Manager Brian Weber provided a written report in the Board Packet. He informed the Board of the reason for the hiring of an additional Vector Control Technician. The District has seen an increase in service call. He provided material for justification for the position.

**12. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS**

President Kati Martin made remarks regarding the passing of Trustee Claudia Mazzetti. She and VP Kat Lion attended the service it was well attended by many people who loved her. We will miss her service to the District. The Board of Trustees had a moment of silence in her honor.

**The July Board meeting will be held on July 14, 2021.**

**13. ADJOURNED 7:40 P.M.**

DocuSigned by:  
*Kati Martin*  
BBDED35837844EC...  
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:  
*Brian Weber*  
646572F497EE46B...  
District Manager

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