



**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  
May 12, 2021  
6:00 P.M.**

A meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held May 12, 2021. Location: **Teleconference**

**TRUSTEES PRESENT:**

Mason Brutschy	Town of Atherton
Wade Leschyn	City of Belmont
Joe Galligan	City of Burlingame
Laura Walsh	City of Colma
Carolyn Parker	City of Brisbane
Claudia Mazzetti	County-at-Large
Glenn Sylvester	Daly City
Donna Rutherford	City of East Palo Alto
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
Ed Degliantoni	City of San Mateo
VACANT	South San Francisco
Paul Fregulia	Town of Woodside

**TRUSTEES ABSENT:**

Catherine Mahanpour	Foster City
Muhammad Baluom	City of Millbrae

**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 6:01 P.M. by President Kati Martin.

**2. PLEDGE OF ALLEGIANCE**

Led by Field Operations Supervisor Casey Stevenson

**3. ROLL CALL**

The roll call indicated that 16 Trustees were present on Teleconference, constituting a quorum. Trustee Fregulia joined after the consent calendar was considered and Trustee Carlton joined after Agenda item 6. Trustee Mazzetti left prior to Agenda item 8.

**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. Approval of Pesticide Purchases**

**Public Comment: on Items 5.A1 None**

**Board Comment:**

There was a correction on the April 20, 2021, Minutes. The correction was on attendance, the number of trustees present were 18 instead of 17. Trustee Robert Riechel had technical problems with his computer.

**ACTION: MOTION by Trustee Wade Leschyn, second by Trustee Peter DeJarnatt to approve Item 5.A.1 and 5. B. Consent Calendar with the noted correction. Motion passed 16 yeas, 0 nos.**



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**REGULAR AGENDA**

**SPECIAL PRESENTATIONS**

6.

A. Sonia Ortega, Project Analyst, SCI Consulting Group presented the Assessment Diagram and Engineer's Report provided in the Board Packet. The Engineer's Report proposes no increase for fiscal year 2021-22, the same rate as fiscal year 2019-20. The total amount of revenue that would be generated by the assessment in fiscal year 2021-22 is approximately \$1,622,508.

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

**Board Comment: None**

President Kati Martin inquired about the 23% banked CPI and if the District could use those funds. Ms. Ortega responded, the banked CPI could be used; however, the District would be required to justify the increase based on the value of the benefit being provided and the public would have to have the opportunity to give input.

**ACTION: Motion by Trustee Glenn Sylvester, second by Trustee Scott Smith to approve Resolution M-005-21 the Preliminary Assessment Diagram and Engineers Report and Stating the Intention to Continue to Levy the North and West County Mosquito and Disease Control Assessment District. Motion passed 17 yeas, 0 nos.**

**7. BOARD COMMITTEE REPORTS**

**A. Finance Committee.**

Finance Committee Chair Mason Brutschy reported the Finance Committee met on May 3, 2021. The committee reviewed and discussed the following, the Financial Documents for FY 2020-21 as of March 31, 2021. Agenda Item 8.A, the status of real property at 1415 N. Carolan Ave, Burlingame, CA, the Budget for FY 20-21 Finances and the proposed Budget for 2021-22. The committee recommends the draft Budget for FY 21-22 to the Board without any changes to the Benefit Assessment for FY 21-22. Agenda Item 7.A.1. The committee recommends approval of pesticide expenditures. Agenda Item 5.B  
The Finance Committees next meeting will be on Monday, June 7, 2021, at 5:30 PM.

Finance Director Richard Arrow presented the first Draft of the FY21-22 Budget. Finance Director Arrow highlighted a staffing revision on the proposed Budget on District Program form FY 21-22 and request of an additional Vector Technician beginning in FY 21-22 and requesting an Operation Director to replace the Assist Manager position. The net impact with the loss of the Assist Manager, replaced by Vector Technician and Operation Director will be approximately \$80,000-100,000 in salary.



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**No Action required at this time. (Informational only)**

Trustee Paul Fregulia had a question regarding the proposed staffing request. President Martin explained she and District Manager Weber will discuss those positions at the Strategic Planning Committee meeting.

**Public Comment: None**

**B. Strategic Planning Committee**

The Strategic Planning Committee Chair Ed Degliantoni reported the committee will meet on May 25, 2021.

**C. Inactive Committee**

**Public Comment: None**

**Board Comment: None**

**8. FINANCIAL REPORT**

- A.** Finance Director Arrow presented the Monthly Financial Report ending March 31, 2021. The total revenues received from July 1, through March 2021 was \$4.2 Million total expenditures. The District had \$10.2 Million in cash available in County Treasury. Finance Director Arrow highlighted in his report revenues received through March 2021 were over budget by \$116,734. (Details in Board Packet)

**Public Comment: None**

**Board Comment:**

President Martin commented on the report that Robert Manchini, CFO of San Mateo County spoke about the Covid 19 impact on Special Districts. Mr. Manchini was upbeat about anticipated tax projections of approximately 5.6%. President Martin indicated that our District used tax projections like those Mr. Manchini used.

Trustee Brutschy asked about the 5.6% number. Was it the actual number in the Budget? Finance Director indicated that the 5.65% Increase in property tax is not reflective of all property taxes.

**ACTION: Motion by Trustee Catherine Carlton, second by Trustee Scott Smith to approve Financial Report for Fiscal Year 2020-21 as of March 31, 2020. Motion Passed 17 yeas, 0 nos.**

**9. STAFF REPORTS**



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**A.** Field Operations Supervisor, Casey Stevenson, provided a written report in the Board Packet. He reported that weather has been a big issue for April and May. He indicates that the technician started treating areas early and now are monitoring sub terrain breeding sites such as storm sewers, catch basins. The staff is doing a great job keeping mosquito populations down.

**B.** Laboratory Director, Angie Nakano, provided a written report in the Board Packet. She reported the lab continues collecting ticks as well as larvae for disease surveillance in collaboration with San Francisco State. The Lab staff is also testing commercial and in-house mosquito traps. If the traps are successful in catching mosquitoes, they may use the traps this summer. The staff hosted a tour for the Santa Clara and Santa Cruz Vector Control Districts. The tour encouraged relationship building for both districts.

**C.** Information Technology Director David Kwan provided a written report in the Board Packet. Director Kwan highlighted Microsoft 365 training organized by the City of Livermore, special thanks to Donald Hester. A recording of the training is available to trustees. Contact Director Kwan if interested in receiving a copy.

**D.** Public Health Education and Outreach Officer (PHEOO), Rachel Curtis-Robles, provided a written report in the Board Packet. She and vector ecologist, Tara Roth, were subject matter experts at a training for fifty Mid-Peninsula Open Space Regional District staff. The remote presentation included information about ticks and tick-borne disease, EPA registered repellents and a varied of zoonotic disease risk potentially present on the Open Space Properties

Rachel Curtis Robles provided 1,000 Maker Kits to 13 Libraries in San Mateo County. Some kits were translated into Spanish and Chinese. She reminded trustees that June is National Mosquitoes Awareness Week, and she will provide a Proclamation for cities to use.

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

Trustee Paul Fregulia commented on Laboratory Director Nakano's article on Cicado Broodx. (Item 9.B.) Trustee Wade Leschyn asked Director Nakano why the mention of traps was not in her report? (Item 9.B)

Trustee Paul Fregulia commented on Director Nakano article on Ticks at the Beach. (Item 9.B) He also invited Director Nakano to do a presentation at a City Council meeting

Trustee Donna Rutherford asked Director Nakano for more information on the Clarke Pest Control Field trial (Item 9.B). She also asked about homeless encampments in the area that technicians were treating. (Item 9.A.).

Trustee Wade Leschyn asked if the District is protected against Ransome Ware? (Item C.) He also asked why was the proclamations for National Mosquitoes Awareness Week being done in May? (Item 9.D.)



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Trustee Leschyn asked what is the expectation for mosquitoes this season due to the drier weather? (Item 9.B.)

Trustee Ed Degliantoni referenced the report by Field Operations Supervisor Casey Stevenson. Particularly, that from 2010-2020 the district had an increase in requests for service in every category. His question is “does the District have the capacity to handle this”? (President Martin responded the Strategic Planning Committee will be addressing this concern in their upcoming meeting. (Item 9.A.)

Trustee Carolyn Parker asked if other trustees could attend the Strategic Planning Committee meeting. Yes

## **10. MANAGER’S REPORT**

District Manager Brian Weber provided a written report in the Board Packet. He indicated that some trustees are asking when can in-person meetings resume? He mentioned that according to Cal OSHA, not much has changed with allowing people in doors at public meetings. Perhaps in the next 6-8 weeks guidance will change from the State. District Manager Weber reported on real property that the owner is using the 1031 exchange process and he continues working on a low-cost lease. He also updated trustees on the status of electric vehicles and that they are not feasible for the district right now. District Manager reminded Trustees of the AMCA, Washington Days on May 19, 2021

**Public Comment: None**

**Board Comment:**

Trustee Degliantoni mentioned Governor Newsom has a surplus in his Budget and asked can the District request for some of this money? Manager Weber stated that the industry associations (MVCAC) were taking the lead on this issue.

Trustee Riechel inquired about any pending Bills the District should be following? Manager Weber stated that he wasn’t aware of any at this time.

Trustee Rutherford asked about the 1415 Carolan Ave property, why it is difficult to access the property?

Manager Weber explained that that the owner is using the 1031 exchange process and he continues working on a low-cost lease. We cannot access the property without the owner until the lease is signed.

Trustee Catherine Carlton asked if the District opted for Peninsula Clean Energy. District Manager Weber stated “yes.”

## **11. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS**

**The June Board meeting will be held on June 9, 2021, on the 2<sup>nd</sup> Wednesday of the Month.**



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**ADJOURNMENT: 7:20 P.M**

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, 2021.

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

Approved:

DocuSigned by:

*Brian Weber*

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District Manager

DocuSigned by:

*Kati Martin*

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Board President