



**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-  
January 13, 2021  
6:00 P.M.**

A meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held January 13, 2021. Location: **Teleconference**

**TRUSTEES PRESENT:**

Mason Brutschy	Town of Atherton
Wade Leschyn	City of Belmont
Carolyn Parker	City of Brisbane
Joe Galligan	City of Burlingame
Laura Walsh	City of Colma
Claudia Mazzetti	County-at-Large
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
Muhammand 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
Paul Fregulia	Town of Woodside

**TRUSTEES ABSENT:**

Glenn Sylvester                      Daly City

**OTHERS PRESENT:**

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



**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)

**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 President Kati Martin

**3. ROLL CALL**

The roll call indicated that 19 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**

**Staff Comment:**

**5. CONSENT CALENDAR**

**Item 5.A. Approval of Minutes for November 12, 2020 Regular Board Meeting**

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

**Board Comment: None**

**ACTION: MOTION by Trustee Ed Degliantoni, second by Trustee Wade Leschyn to approve Item 5.A consent calendar. Motion passed 18 yeas', 0 noes'**

**REGULAR AGENDA**

**6. BOARD COMMITTEE REPORTS**

**A. Finance Committee**



**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)

Committee Chair Trustee Mason Brutschy and the Finance Committee met on January 4<sup>th</sup> to review Financial Documents for FY 2020-21 as of November 30, 2020. The committee unanimously recommends Board approval. This is discussed under **Agenda Item 7**. in the Board packet. The Committee recommends the Policy Committee to consider revising Policy section **6030 Expense Authorization** of the District Policy Manual to increase the District Manager's spending and contract approval limits to \$12,500. The Committee received a presentation from Ahmed Badawi, Badawi & Associates on the Draft Audit of the FY 2019-20 Financial Statement's and the FY 2020 Comprehensive Annual Financial Report and recommends Board approval; this is **Agenda Item 7B** in the Board packet. The Committee recommended the Board approve of the transfer of Seven-Hundred and Fifty Thousand Dollars (\$750,000) from the General Fund to Capitol Improvement Fund Acc# 6005 Real Estate Acquisition towards the purchase of property located at 1415 N. Carolan Ave. This is discussed under **Agenda Item 6B** in Board packet. **The Committee's next meeting will be on Monday February 1, 2021 at 5:30 PM.**

**Public Comment: None**

**Board Comment: None**

**B. Ad-Hoc Committee on Real Estate**

Committee Chair Trustee Joe Galligan reported that the Ad-Hoc Committee on Real Estate met on December 14, 2020. The Committee received a market survey prepared by Mr. J. Cranston Managing Director, JLL. Mr. Cranston gives a detailed report to the Board on the eleven properties identified as a possible fit for the District. **Agenda Item 6B.4** .in Board packet.

**Public Comment: None**

**Board Comment:**

Several Board members asked question on the cost of the property, moving expenses, the "as is" purchase and if the District considered buying one building to house everything these questions were address by the District Manager Brian Weber. The Financial questions were answered by the Finance Director Richard Arrow.

**ACTION: Motion by Trustee Muhammed Baluom, second by Trustee Catherine Carlton to approve Resolution M-02-21 authorizing the District Manager to execute a standard offer, agreement, and escrow instructions for purchase of real estate at 1415 N. Carolan Ave, Burlingame, CA, APN 026-101-060 (Agreement) and to take all necessary actions on behalf of the District to implement the terms of the Agreement and approve the transfer of \$750,000 from the General Fund to Capitol Improvement to allow sufficient funding for a refundable initial deposit and all necessary due diligence work related to the Agreement. Fund 6005 Real Estate Acquisition. Motion Passed 18 yeas, 0 noes).** (Trustee Claudia Mazzetti left the meeting at 6:50 PM.)



**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)

**C. Policy Committee**

The Committee has not met since the November 12, 2020 Board meeting Committee Chair Robert Reichel indicated he and staff have begun to outline a plan that would modernize the District's Employee Manual. Regional Government Services "RGS" will support staff and the Policy Committee through the Employee Manual process.

**D. INACTIVE COMMITTEES**

President Kati Martin reported that the Strategic Planning Committee and the Legislation Committee do not have Chairpersons and if any Trustees are interested in Chairing any one of these committees please contact her.

**Public Comment on Item 6 A B C D: None**

**Board Comment:**

**Please refer to Board Comments under Item 6.B**

**7. FINANCIAL REPORT**

**A.** Interim Finance Director Richard Arrow reviewed Financial Reports for Fiscal Year 2020-2021 as of October 31, 2020 and November 30, 2020. The report was reviewed by the committee and recommends Board approval.

**Public Comment:** None

**Board Comments:** Trustee Paul Fregulia inquired about the Pesticide Inventory

**ACTION: Motion by Trustee Robert Riechel, second by Trustee Peter DeJarnatt to approve Financial Report FY 2020-21 as of October 31, 2020 and November 30, 2020. Motion passed by 18 yeas, 0 noes**

**B. Final Comprehensive Annual Financial Report for FY 19-20**

**ACTION: Motion by Trustee Joe Galligan, second by Trustee Robert Riechel to approve Final Comprehensive Annual Financial Report for FY 19-20. Passed by 18 yeas, 0 noes (Trustee Claudia Mazzetti left meeting at 6:50 PM.**

**8. STAFF REPORTS**

**A.** Field Operations Supervisor, Casey Stevenson provided a written report in the Board Packet. He highlighted that the all District staff attended the Virtual West Coast Rodent Academy the event was held by



**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)

the University of California Agriculture and Natural Resources Department. Supervisor Stevenson thanked the Trustees for attending Trustee Field Day. The staff worked hard on their presentations.

**B.** Laboratory Director, Angie Nakano, provided a written report in the Board Packet. Laboratory Director Nakano welcomed Vector Ecologist, Arielle Crews to the District. Arielle worked as a Vector Biologist for the California Department of Public Health in the Vector-Borne Disease Section. She has a Master's of Science Degree from San Francisco State in Microbiology Angie highlighted the surge in dead birds specifically the Siskins and other small Songbirds. The cause of the mortality is currently unknown, but could likely be Salmonella caused by Salmonella bacteria.

**C.** Information technology Director David Kwan, provided a written report in the Board Packet. He reported following up on cyber security implementation recommended by the Grand Jury. He is implementing a multi-factor authentication and password less sign in. David is also evaluating Microsoft Safe Links as a mechanism to reduce suspicious links.

**D.** Public Health Education and Outreach Officer, (PHEOO) Rachel Curtis-Robles commented she is learning a lot and is looking forward to doing outreach to the public and Trustees.

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

**Board Comment:**

- President Kati Martin thanked District staff for their hard work and preparation for Trustee Field Day.
- Trustee Catherine Carlton commented she learned a lot on Trustee Field Day and thanked staff for responding to a business in Menlo Park's vector problems.
- Trustee Peter DeJarnett commented on Angies' report on the birds.
- Trustee Robert Riechel asked IT Director about Commercial and private email outside of the United States.

**9. MANAGER'S REPORT**

District Manager Brian Weber provided a written report in the Board Packet. He also welcomed Public Health and Outreach Officer, Rachel Curtis-Robles to the District. The District is applying for the District Transparency Certificate of Excellence and District of Distinction through CSDA. District Manager Weber reminded Trustees to complete Harassment Presentation and Ethics Training must be done every two years to keep certificates valid. Contact Devina Walker for information. If Trustees are interested in the MVCAC Annual Conference, it begins on February 1 through February 3, 2021. The Trustee session is on Monday February 1, from 1 PM. To 5 PM. There will be four staff members from our District giving presentations. The Conference is Virtual.



**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)

**Public Comment:** None

**Board Comment:**

Trustee Ed Degliantoni requests a schedule of staff presentations at the MVCAC Conference.

**10. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS**

**Public Comment:** None

**Board Comment:**

Trustee Paul Fregulia inquired about Trustee Glenn Sylvester's whereabouts. Efforts will be made to determine if Sylvester intends to continue in this role.

**11. The February Board meeting will be held on February 10, 2021, at 6:00 PM.**

**12. ADJOURNMENT**

**7:31 PM.**

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

DocuSigned by:  
*Donna Rutherford*  
AGF8333F57C8402...  
Donna Rutherford, Board Secretary

I certify the above minutes were approved as read or corrected at a meeting of the Board held, February 10, 2021.

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

Approved:  
DocuSigned by:  
*Brian Weber*  
846572F497E746B...  
District Manager

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