



**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-
September 9, 2020
6:00 P.M.**

A meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on September 9, 2020. 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
Donna Rutherford	City of East Palo Alto
Catherine Mahanpour	City of Foster City
Kati Martin	City of Half Moon Bay
Dr. D. Scott Smith	Hillsborough
Catherine Carlton	Menlo Park (joined at 6:50 PM)
Muhammad Baluom	City of Millbrae
Peter DeJarnatt	City of 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:

Glenn Sylvester	City of Daly City
Claudia Mezzetti	County-at-Large

OTHERS PRESENT:

District Manager, Dr. Chindi Peavey
Assistant 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, Megan Sebay
Field Operations Supervisor, Casey Stevenson
Facility Maintenance Coordinator, Paul Weber



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1. CALL TO ORDER

The meeting was called to order at 6:00 P.M.

2. PLEDGE OF ALLEGIANCE

Led by Trustee Joe Gilligan

3. ROLL CALL

The roll call indicated that 18 Trustees were present on Teleconference, constituting a quorum.

4. PUBLIC COMMENTS AND ANNOUNCEMENTS

Public Comment: None

President Martin reviewed the process to be used by the Board of Trustees, Staff and Public during the Board of Trustees teleconference.

5. CONSENT CALENDAR

Item 5.A. Approval of Minutes of July 8, 2020 Board of Trustees meeting

Item 5.B. Approval of Purchases, Caron Environmental Test and Stability Chamber

Item 5.C. Approval of Disposal of surplus fixed assets greater than \$5,000

Item 5.D. Approval of Contracts and Agreements with Consulting Services with Badawi & Associates for audit of 2020-21, 2021, 2022, and 2023 Financial Statements

Public Comment: on Items 5A-D, None

ACTION: MOTION by Trustee Scott Smith, second by Trustee Ed Degliantoni to approve Items 5. A, B, C, and D. Motion passed by 18 yeas, 0 noes

6. BOARD COMMITTEE REPORTS



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A. Finance Committee

Committee Chair Trustee Mason Brutschy reported the committee met on August 31, 2020 to review Finance Reports for FY 2019-20 as of June 30, 2020 and Finance Report for FY 20-21 for the month of July 30, 2020 (Both items on Agenda item 7 in Board packet.) The Finance Committee voted unanimously to recommend to the Board approval of an Agreement for Consultation Services with Badawi and Associates for auditing District Finances for FY Years 20-21, 21-22 and 22-23 Agenda item 5 in Board packet. Also recommended approve retirement of the Caron Environmental Test and Stability Chamber. The committee will meet Monday, October 5th, 2020 at 5:30p.m.

B. Ad Hoc Manager Search Committee

Committee Chair Trustee Vice President Kat Lion and committee members met on June 23, 2020 to interview 4 candidates for the position of District Manager. The top candidate selected was Brian Weber, Assistant Manager of the San Mateo County MVCD. Dr. Peavey retires October 2020. Chair Kat Lion thanked everyone for their participation in the process and congratulated Brian Weber.

C. Ad Hoc Committee on Real Estate

Committee Chair Trustee Joe Gilligan reviewed the report in the Board packet. There are no recommendations at this time.

D. INACTIVE COMMITTEES

No Reports

Public Comment on item 6. A, B, C, D: None

Board Comment:

Trustee Robert Riechel asked if there will be a press release regarding the selection of new District Manager? Megan Sebay will do a press release October 1st. (item 6. B.)

Trustee Ed Degliantoni asked what was the total cost of the resources used for the search for District Manager? It was between \$24-25 thousand dollars. (Item 6.B.)

7. FINANCIAL REPORT

Interim Finance Director Richard Arrow reviewed the Financial Report in the Board packet for FY 2019-20 as of June 30, 2020 and FY 2020 as of July 30, 2020.

ACTION: Motion by Trustee Scott Smith, second by Trustee Ray Williams to approve Financial Report FY 2019-20 as of June 30, 2019-20. Passed by 18 yeas, 0 noes.



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8. STAFF REPORTS

- A. Field Operations Supervisor, Casey Stevenson provided a written report in the Board Packet. He emphasized that staff is working well and staying healthy during the COVID-19 outbreak. Staff are also following strict protocols to keep themselves and others safe.
- B. Laboratory Director, Angie Nakano, provided a written report in the Board packet. She indicated the lab is getting more calls about concerns related to large insects such as the murder hornet, which is an invasive species and has not been found in San Mateo County but has been the subject of national media news.
- C. Information Technology Director, David Kwan, provided a written report in the Board packet. David stated activities focused primarily on maintenance with the exception of tasks, such as moving the district faxing to an online service to avoid disruption to the busy season. More work is planned for the upcoming off-season.
- D. Public Health Education and Outreach Officer, Megan Sebay provided a PowerPoint overview of the District Public Outreach Programs. The program is 6 years old; the website is updated regularly and is interactive. The website has received a high rating and the resident survey comments have been very positive.

Public Comment: None

Board Comment:

President Kati Martin thanked Field Technician Ryan Thorndike for a quick response to a concern she had. (Item 8. A)

Trustee Catherine Carlton Reported that Peninsula Clean Energy is offering government organizations that are interested in changing their cars to clean energy (information only) Trustee Catherine Carlton congratulated Megan Sebay on the Outreach Program success. Trustee Carlton wanted to know if the District had a partnership with the Fire Department because of local fires and standing water. Megan Sebay indicated that media information regarding standing water has been distributed to firefighters and CERT teams Countywide.

9. Receive a report on the removal of equipment with a value of less than \$5,000 from Capital asset inventory records for year ended June 30, 2020

Dr. Peavey reported that staff is following Board Policy to remove equipment valued at less \$5,000.

10. MANAGER'S REPORT

Dr. Peavey provided a written report in the Board packet. She highlighted the Redevelopment Residual Revenues and provided a link for more information.



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Dr. Peavey congratulated Brian Weber on his new position as District Manager and thanked the Board of Trustees and enjoyed working with them.

Public Comment: None

11. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

Trustee Scott Smith thanked Dr. Peavey for her years of service and the great work she has done. Trustee Joe Galligan expressed to Dr. Peavey she that and former Trustee Rick Wycoff, Trustee Donna Rutherford brought the District through a difficult time setting the standard of transparency and accountability for the District.

12. ANNOUNCE NEXT REGULARLY SCHEDULED BOARD MEETING

13. The October Board meeting will be held on October 14, 2020 the 2nd Wednesday of the Month.

**14. ADJOURNMENT
7:10 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 September 9, 2020.

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

Approved:

DocuSigned by:
Brian Weber
646572F497EE46B...

District Manager

DocuSigned by:
Kati Martin
BBDED35837844EC...

Board President