



**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)

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**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
January 12, 2022  
6:00 P.M.**

A meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on January 12, 2022. Location: **Teleconference**

**TRUSTEES PRESENT:**

Mason Brutschy	Town of Atherton
Wade Leschyn	City of Belmont
Carolyn Parker	City of Brisbane
Rena Galligan	City of Burlingame
Laura Walsh	City of Colma
Glenn R. Sylvester	City of Daly City
Donna Rutherford	City of East Palo Alto
Paul Norton	City of Foster City
Kati Martin	City of Half Moon Bay
D. Scott Smith	Hillsborough
Muhammad Baluom	City of Millbrae
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
Michael Yoshida	South San Francisco
Paul Fregulia	Town of Woodside

**TRUSTEES ABSENT:**

Catherine Carlton	Menlo Park
Peter DeJarnatt	Pacifica
Vacant	County at Large

**OTHERS PRESENT:**

District Manager, Brian Weber  
Interim Finance Director, Richard Arrow  
General Counsel, Alexandra Barnhill  
Laboratory Director, Angie Nakano  
Public Health Education and Outreach Officer, Rachel Curtis-Robles  
Operation Director, Casey Stevenson  
Field Supervisor, Ryan Thorndike



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**REGULAR MEETING OF THE BOARD OF TRUSTEES  
TELECONFERENCE  
January 12, 2022  
6:00 PM**

**1. CALL TO ORDER**

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

**2. PLEDGE OF ALLEGIANCE**

Trustee Ray Williams led the Pledge of Allegiance.

**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  
Board Comment: None**

President Martin reviewed the process to be used going forward during the Teleconference of the meeting to the Board of Trustees, Staff and Public.

**5. BOARD MEMBER OATH OF OFFICE (Rena Gilligan, Burlingame)**

The Oath of Office was administered by General Counsel Alexandra Barnhill to Rena Gilligan, a resident of Burlingame for 22 years.

**6. CONSENT CALENDAR**

**Public Comment: None  
Board Comment: None**

**ACTION: Motion by Trustee Wade Leschyn, Second by Trustee Glenn Sylvester to approve Consent Items A. Resolution 01-2022, authorizing continued remote teleconference meeting. B. approves Minutes for, November 2021. C. approve Pressure Washer purchase from Hotsy Pacific. Motion passed by 18 yeas, 0 noes.**

**REGULAR AGENDA**



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## 7. BOARD OFFICER ELECTIONS

**ACTION: Motion to elect officers (Board President, Vice President, Secretary and Assistant Secretary) to serve two year terms starting in February 2022.**

Secretary Donna Rutherford explained the election process to the trustees.. Trustees shared concerns around the voting process. General Counsel Alexandra Barnhill directed the trustees to the Board Officer Elections Policy 4150.42-4150.431 in the Board Packet. Trustee Ray Williams withdrew his name from the Vice President position. General Counsel Barnhill indicated the elections can move forward and a single vote can be taken in light of each position being uncontested.

**Public Comment: None**

**Board Comment:**

**President Kati Martin recommended the Election Policy should be update or revised to address concerns of the comments by the trustees. The matter was referred to staff to follow up.**

**ACTION: Motion by Trustee Glenn Sylvester, Second by Trustee Scott Smith to vote on the slate of the uncontested candidates: President Kati Martin, Vice President Kat Lion, Secretary Donna Rutherford, and Assistant Secretary Ross Graves. Passed 16 yeas, 1 no (Ray Williams) 1 Abstain (Rena Gilligan).**

## 8. BOARD COMMITTEE REPORTS

### A.1 Finance Committee

Finance Committee Chair, Mason Brutschy, reported that the committee met by teleconference on December 6, 2021. The Committee voted unanimously to recommend the Board approve the Financial Report for 21-22 as of October 31, 2021 and the purchase of a Pressure Washer from Hotsy Pacific based upon competitive bids.

### A.2 Finance Committee

Finance Committee Chair Mason Brutschy, reported that the committee by teleconference on January 4 2022. The Committee recommended that the Board approve the Financial Report for FY21-22 as of November 30, 2021.

Finance Director Richard Arrow reported the District filed a claim to the California State Department of Finance for reimbursement related to Covid19 expenses in the amount \$46,427.00. The District will receive \$91,298.00. The funds will be deposited into the General Fund. CPI is estimated in the 6% to 7% range for 2022 and 2023which will impact the District's budget. Committee member Robert Reichel discussed pending legislation AB 1543 Affordable Housing and Community Development Funding Act. This bill would



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divert 20% of future residual redevelopment increment to the Low/Moderate Housing Trust Fund beginning January 2, 2025. This bill has been postponed. This is an informational item.

The next meeting is February 7, 2022

**B. 1.-2. Financial Reports for FY 2020-21 as of October 31, 2021 and Finance Report for FY 2020-21 as of November 30, 2021.**

Finance Director, Richard Arrow indicated that the October Finance Report had nothing unusual to report. Total revenues received from July 1 through October 2021 were 4.4 million, YTD were \$9.3 million the change in fund balance was \$4.9 million.

**Public Comment: None**

**Board Comment:**

**Trustee Michael Yoshida asked why Capital spending was so high last year. Manager Weber explained that the District bought the property on N. Carolan St.**

**ACTION: MOTION by Trustee Mason Brutschy, Second by Trustee Scott Smith to Approve Financial Reports for FY2020-21 as of October 31, 2021, and of November 30,2021. Motion Passed by 18 yeas, 0 noes.**

**C. Ad Hoc Committee on Manager’s Review Committee**

Committee Chair Kat Lion reported 16 Trustees responded to the manager’s review questionnaire. The results will be provided at a later date.

**D. Inactive Committees**

**Public Comment: None**

**Board Comments: None**

**9 STAFF REPORTS**

**A.** Operation Director, Casey Stevenson provided a written report in the Board Packet. Technicians are treating storm drains for mosquito’s larvae.

**B.** Laboratory Director, Angie Nakano provided a written report in Board Packet. She reported a human case of West Nile Virus in the county. Upon notification from the local health department, the District collected adult mosquitoes for WNV testing in the resident’s community. The mosquitoes were negative for WNV. Angie, Tara and Rachel Curtis-Robles will be presenting at the MVCAC conference in February.

**C.** Public Health Education and Outreach Officer, Rachel Curtis-Robles provided a written report in the Board Packet. She reported working with the local Boys Scouts of America Pacific



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Skyline to provide Insect Study merit badge support during December 2021 STEM Midway event. Rachel Curtis--Robles continues her tick education and outreach to schools.

**Public Comment on Agenda Items A, B, C, None**

**Board Comment:**

**Several Trustees made comments on their involvement with the Boy Scouts of America. A Trustee informed the Board of the new name of the organization is Scouts of America and is now co-ed.**

**10. MANAGER’S REPORT**

District Manager Brian Weber provided a written report in the Board Packet. He encouraged Board members to fill out Form 700 electronically. Trustees should receive a message on their District email with the link. If you need help filling out the form contact Devina Walker.

The Field Supervisor position has been filled by Ryan Thorndike. There are two technicians’ vacancies. Interviews have begun and should be concluded by late January. The Information and Technology Director position is open and has received a number of applicants. There will be more information given at a later date. District Manager Weber reported the San Mateo County Mosquito and Vector Control District and Peninsula Vector Control Workers Association will began collectively bargaining in the coming months. The Association’s contract expires on June 30, 2022. President Martin will assemble a 2022 Ad Hoc Negotiating Committee to help ensure negotiations are resolved prior to the expiration of the contract.

**Public Comment: None:**

**Board Comment:**

**Trustee Leschyn inquired who should be contacted in the District with technology issues. Manager Weber responded Casey Stevenson will address any concerns. The District also works with an IT contractor to resolve IT related issues that internal staff cannot.**

**11. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS**

**None**

**12 Next Meeting February 9, 2022 at 6:00 P.M. the 2<sup>nd</sup> Wednesday of the Month.**

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

DocuSigned by:  
*Kati Martin*  
BBDE935837844EC...

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, 2022.



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Approved:

DocuSigned by:  
*Brian Weber*  
646572F497EE46B...  
District Manager

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