



**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-  
November 10, 2021  
6:00 P.M.**

A meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held November 10, 2021. Location: **Teleconference**

**TRUSTEES PRESENT:**

Mason Brutschy	Town of Atherton
Wade Leschyn	City of Belmont
Carolyn Parker	City of Brisbane
Vacant	City of Burlingame
Laura Walsh	City of Colma
Vacant	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	City of Menlo Park
Ray Williams	Town of Portola Valley
Kat Lion	City of Redwood City (arrived at 6:20p.m.)
Robert Riechel	City of San Bruno
Ross Graves	City of San Carlos
Vacant	City of San Francisco
Paul Fregulia	Town of Woodside

**TRUSTEES ABSENT:**

Paul Norton	Foster City
Peter DeJarnatt	Pacifica
Ed Degliantoni	San Mateo

**OTHERS PRESENT:**

District Manager, Brian Weber  
Finance Director, Richard Arrow  
General Counsel, Alexandra Barnhill  
Operation Director, Casey Stevenson,  
Public Information and Outreach Officer, Rachel Curtis-Robles  
Laboratory Director, Angie Nakano  
Technician Ryan Thorndike  
Technician Eric Eckstein  
Ahmed Badawi, Badawi & Associates



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**1. CALL TO ORDER**

The meeting was called to order at 6:03 P.M. by President Kati Martin.

**2. PLEDGE OF ALLEGIANCE**

Led by Trustee Laura Walsh.  
There was a moment of silence in honor of Veterans Day.

**3. ROLL CALL**

The roll call indicated that 16 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:**

**5. CONSENT CALENDAR**

**ACTION: Motion by Trustee Mason, Second by Trustee Scott Smith to approve Consent Calendar items 5.B.1,2 and C. Passed by 14 yeas, 0 noes.**

**Regular Board Meeting minutes pulled by Trustee Rutherford for correction on A&B Painting Contract to add the total amount of project \$51,067.00.**

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

**ACTION: Motion by Trustee Mason, Second by Trustee Scott Smith to approve the correction for the contract in the amount of \$51,067.00. Passed by 14 yeas, 0 noes.**

**REGULAR AGENDA**

**6. BOARD MEMBER OATH OF OFFICE (Michael Yoshida South San Francisco)**

The Oath of Office was administered by General Counsel Alexandra Barnhill. Michael Yoshida introduced himself to the Board. He worked in biotechnology at Genentech and pharmaceutical companies for 30 years. His degree is in Aquatic Biology, and he is a Board Member of the San Francisco Aquatic Society.



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**7. BOARD COMMITTEE REPORTS.**

**A. Finance Committee Report**

Finance Committee Chair Mason Brutschy reported that the members met on November 1, 2021. The Finance Committee provided a written report in the Board Packet. The Committee received a presentation from Ahmed Badawi of Badawi and Associates, CPA on the draft Comprehensive Annual Financial Report. The Committee voted unanimously to recommend that the Board accept the Financial Report year ending June 30, 2021

A.1. Ahmed Badawi, CPA provided a presentation of the Annual Comprehensive Financial report for the year ending June 30, 2021. The board received an unmodified (clean) opinion and there were no issued noted or any difficulties encountered in performing their audit.

**Public Comment: None**

**Board Comment: None**

Several Board Members congratulated the District and staff on the positive outcome of the audit.

**ACTION: Motion made by Trustee Muhammad Baluom, Second to by Trustee Scott Smith to approve the Annual Comprehensive Financial Report for year ending June 30, 2021. Passed 16 yeas, 0 noes.**

**B. Review Preliminary financial report for FY 2020-21 as of September 30, 2021.**

Finance Director Richard Arrow provided a written report in the Board Packet. Director Arrow highlighted total revenues received from July 1 through September 2021 (YTD) \$4.3 million total expenditures YTD were \$8.8 million; and the change in fund balance was (4.6 million). The District had \$5.8 million in cash available in County Treasury.

**Public Comment: None**

**Board Comment: None**

**ACTION: Motion made by Trustee Rutherford, Second by Trustee Williams to approve the Preliminary Financial Report for FY 2020-21 as of September 30, 2021. Passed 16 yeas 0 noes.**

**C. Ad Hoc Committee on Real Estate**

Committee Chair Trustee Graves and members met last board meeting he indicated the RFP has been developed and is under review of General Counsel's law firm. The RFP being drafted is for an architectural firm to develop phases of construction at the 1415 N. Carolan property.



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**Policy Committee Report**

**D** Committee Chair Riechel reported the committee did not meet. He provided a written report in the Board Packet. Committee Chair Riechel indicated the discussion on the hybrid model meeting is being researched by staff. In short, the Federal, State, and Local Health Officials still discourage congregating in close quarters with outside people. He detailed some actions to prepare for if an in-person meeting were to occur. There will be follow-up on this discussion at a later date.

**E. Ad Hoc Manager's Evaluation Committee**

Committee Chair, Lion met with the members on October 26, 2021, to discuss the Evaluation format for Manager's 1-year review. She provided the Manager's Evaluation Form to be filled out by each Trustee in the Board Packet. Chair Lion would like to have the forms completed by December 1, 2021. She included the information where the forms should be sent.

**F. Inactive Committee**

**Public Comment on 7. A, B, C. D E None**  
**Board Comment: None**

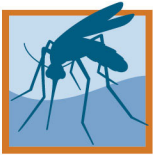
**8. STAFF REPORTS**

- A.** Operation Director, Casey Stevenson provided a written report in the board Packet. He highlighted his staff transiting into winter. They've treated 30 acres of mosquito breeding habitat. Operation Supervisor Stevenson indicated staff received continuing education units.
- B.** Laboratory Director provided a written report in the Board packet. She received many calls on termites. The West Nile Virus Program hotline closed for the season to live calls on October 15. Residents can still make online report at [westnile.ca.gov](http://westnile.ca.gov). District staff will continue to collect and test suitable birds through the winter months.
- C.** Public Health Education and Outreach Officer, Rachel Curtis-Robles provided a written report in the Board Packet. She highlighted that Manager Weber presented about the District's history, services, and financial information at San Mateo County's Civics Course. She also made presentations at various city events in her outreach efforts to residents of San Mateo County.

**Public Comment: on Staff Reports Item 8. A, B, C: None**  
**Board Comments:**

There were positive comments made from Board member on the staff reports.

**9. NOMINATIONS FOR BOARD OFFICERS**



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President Martin presided over the nomination process she opened from the floor for names of trustees for Board Officer Positions. **The final names for Board Officers were: President: Kati Martin, Vice-President: Ray Williams and Kat Lion, Secretary: Donna Rutherford, Assist Secretary: Ross Graves**

**ACTION: No Action taken at this time. The Board of Trustees' will vote on the names submitted at the January 12, 2022, meeting.**

10. The Mosquito and Vector Control Association Annual Conference in Sacramento, CA February 7-9, 2022, and the American Mosquito Control Association Annual Conference in Jacksonville, FL February 28-March 4, 2022. Any interested Trustees' please contact General Manager Weber.

**11. MANAGER'S REPORT**

District Manager Weber provided a written report in the Board Packet. He gave an update on the painting contractor work, the consultant design team and he sits as a mosquito control advisor on the project's Stakeholder Forum. He announced that Trustee Field Day will be held on December 8, 2021, the 2<sup>nd</sup> Wednesday of the Month, a Doodle Poll requesting Trustees availability will be sent to members.

**Public Comment: None**

**Board Comment:**

**Manager Weber was thanked by a Board member for encouraging Trustees to be involved with the District.**

**12. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS**

**13 Next Board meeting is on December 8, 2021, the 2<sup>nd</sup> Wednesday of the Month.**

**14. ADJOURNMENT: 8:04 P.M.**

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

DocuSigned by:  
  
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.

Approved by:  
  
646572F497EE46B...  
District Manager

DocuSigned by:  
  
BBDED35837844EC...  
Board President