



**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-  
July 14, 2021  
6:00 P.M.**

A meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held June 9, 2021. Location: **Teleconference**

**TRUSTEES PRESENT:**

Mason Brutschy	Town of Atherton
Wade Leschyn	City of Belmont
Carolyn Parker	City of Brisbane
Laura Walsh	City of Colma
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
Paul Fregulia	Town of Woodside

**TRUSTEES ABSENT:**

Joe Galligan	City of Burlingame
Muhammad Baluom	City of Milbrae
Ed Degliantoni	City of San Mateo
VACANT	South San Francisco

**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  
Stefan Morton, Vice President, Municipal Finance  
Albert Reyes, Bond Counsel, Katuk Rock

**1. CALL TO ORDER**

The meeting was called to order at 6:02 P.M. by President Kati Martin.

**2. PLEDGE OF ALLEGIANCE**

Led by President Kati Martin

**3. ROLL CALL**

The roll call indicated that 15 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: None**

**5. CONSENT CALENDAR**

**Item 5.A.1 Approval of Minutes for June 9, 2021 Regular Board Meeting**

**Item 5 B. Approval of Contracts and Agreements**

- 1. Master Agreement for the control of Invasive Spartina**
- 2. Department of technology non-state entity service policy and agreement for Verizon phone services**

**Item 5. C. 1. Retirement of three pickup trucks from fixed asset inventory**

**Public Comment: on Items 5.A1, B.1,2 None**

**Board Comment:**



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**Trustees' Paul Fregulia and Catherine Carlton questioned the sale of the trucks. Staff explained the financial and operational reasons for the sale.**

**ACTION: MOTION by Trustee Glenn Sylvester, second by Trustee Peter DeJarnatt to approve Item 5.A.1 and 5. B. Consent Calendar. Motion passed 15 yeas', 0 noes'.**

**ACTION: Motion by Trustee Donna Rutherford, second by Trustee Peter DeJarnatt to approve Item 5. C. Motion passed 15 yeas', 0 noes'.**

**REGULAR AGENDA**

**SPECIAL PRESENTATIONS**

**6. PUBLIC HEARING- Regarding the continuation of the District's special parcel tax within the original boundaries**

**ACTION: Motion to open Public Hearing, Motion by Trustee Peter DeJarnatt, second by Trustee Glenn Sylvester to open Public Hearing. Motion passed 15 yeas' 0 noes'**

Sonia Ortega, Project Analyst, SCI Consulting Group provided the Engineer's Report in the Board Packet. This is the time for any public member to ask questions regarding the setting of the Special Tax. This is done annually. The proposal is to continue the tax as-is, without an increase.

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

**Board Comment: None**

**ACTION: Motion to close Public Hearing, Motion by Trustee Donna Rutherford, second by Trustee Catherine Carlton to close the Public Hearing. Motion passed 15 yeas' 0 noes'.**

**7. RESOLUTION M-007-21-SPECIAL TAX**

Staff and consultants explained that having conducted a public hearing, the Board could now act on the continuation of the special parcel tax.

**Public Comment: 7. None**

**Board Comment: None**



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**ACTION:** Motion by Trustee Mason Brutschy, second by Trustee Wade Leschyn to approve Resolution M-007-21 maintain the amount of the Special Mosquito Control tax without changes for Mosquito Services within the originally designated cities and unincorporated areas for Fiscal Year 2021-2022 and authorizing the continued collection of the Tax. Motion passed 15 yeas', 0 noes'.

**8. RESOLUTION NO. 009-21**

**Resolution of the San Mateo County Mosquito and Vector Control District approving a Site Lease and a Lease agreement, making certain determinations relating thereto, and authorizing certain other Actions in connection therewith.**

A report was given by Stefan Morton, of Municipal Finance Corporation. He indicated this Resolution secures the funding for the lease financing on the property for 1415 N. Carolan St., Burlingame, CA., at 2.9%. The Finance Committee reviewed the resolution and recommended approval to the Board.

**Public Comment: None**

**Board Comment:**

**Trustee Paul Freguila pointed out an inaccurate amount in the yearly payment plan. Staff acknowledged the error and will correct it.**

**ACTION:** Motion to approve Resolution M-009-21 by Trustee Robert Riechel, second by Trustee Mason Brutschy, passed by 15 yeas', 0 noes'.

**9. BOARD COMMITTEE REPORT**

**A. Finance Committee Report**

Finance Director Richard Arrow reviewed and presented the Long-Term Capital Improvement Plan and Long-Term Financial Projections as of July 6, 2021. The Board received the updated Capital Asset Replacement Plan and the Long-Term Financial Projection model in the Board Packet. The Plans have been reviewed by departmental management, Finance Director, District Manager, and the Financial Committee. The Financial Committee recommends the approval of the updated Capital Improvement and Long-Term Financial Projections of June 29, 2021.

**Public Comments: None**



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**Board Comments: None**

**ACTION:** Motion to approve the Long-Term Capital Improvement Plan and Long-Term Financial Projections as of July 6, 2021. Motion by Trustee Robert Riechel, second by Trustee Mason Brutschy, passed 15 yeas', o noes'.

**B. INACTIVE COMMITTEES**

Have not met.

**10... FINANCIAL REPORT**

Financial Director, Richard Arrow presented the Financial Report for the Month ending May 31, 2021. He highlighted revenues received from July 1, 2021 through May 31, 2021 were \$5.9 million, total expenditures YTD were \$4.8 million; and the change in fund balance was \$1.2 million. The District had \$10.9 million in cash available in County Treasury. The Financial Committee recommends the Boards approval of the Financial Report.

**Public Comment: None**

**Board Comment: None**

**ACTION:** Motion to approve **Financial Report for May 2021 made by Trustee Ray Williams, second by Trustee Scott Smith, passed by 15 yeas' 0 noes'.**

**11. STAFF REPORTS**

**A.** Field Operations Supervisor, Casey Stevenson provided a written report in the Board Packet. He highlighted staff working with cities in San Mateo County Code Enforcement Officers, Public Works Departments and Businesses to provide services for Rodent Control. His technicians are working hard to keep the West Nile Virus low in the County.

**B.** Laboratory Director, Angie Nakano, provided a written report in the Board Packet. She provided a Power Point report on Sterilized Insect Techniques (SIT) she discussed in detail the four ways of mosquito sterilizations.

**C.** Public Health Education and Outreach Officer, (PHEOO) Rachel Curtis-Robles provided a written report in the Board Packet. She highlighted in her report the District had a Booth at the San Mateo County Fair. It was well received by the public stopping by to pick up materials and asking questions. She also spoke on the new website transition to the new platform using Streamline, which makes it easier for



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Brown Act, transparency and mobile responsiveness. There is a new platform for Trustees to get their email. If you have any questions please contact her.

D. Information Technology Director David Kwan provided a written report in the Board Packet. Director Kwan highlighted in his report thanking Trustees' Kat Lion and Robert Riechel for dealing with targeted phishing event. Since that event, the District has multiple alert systems in place. Director Kwan will be contacting Trustees to set up Anti-Phishing Training and Ransom testing.

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

**Board Comment: Staff Reports 9.A.B.C.D**

**Trustee Catherine Carlton inquired about 9 A., why are there more Yellow Jackets and Wasp and do Chickens get West Nile Virus?**

**Trustee Carolyn Parker inquired about 9 B, Sterilization Insect Techniques and 9 D, she thanked IT Director Kwan for setting up the Training on Anti-Phishing.**

**12. RESOLUTION M-008-21- HONORING CLAUDIA MAZZETTI**

President Kati Martin made remarks regarding the resolution in honor of Trustee Claudia Mazzetti. District Manager Brian Weber will present the resolution to the Mazzetti family honoring her service to the San Mateo County Mosquito and Vector Control Board.

**ACTION: Motion to approve Resolution M-008-21 Honoring Trustee Claudia Mazzetti made by Trustee Catherine Carlton, second by Trustee Donna Rutherford, Motion passed by 13 yeas', 0 noes'**

**Public Comments: None**

**Board Comments:**

**Trustee Catherine Carlton remarked Claudia will be missed.**

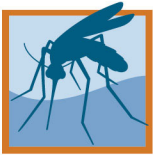
**13. Consider referring to the Policy Committee the use of a hybrid model meeting**

After much discussion regarding a hybrid meeting model, in which in person and remote access could be available, it was agreed upon that the Policy Committee would provide policy input with the advisement of General Counsel Alexandra Barnhill and District Manager Brian Weber.

**Policy Committee Chair Robert Riechel will schedule a meeting**

**Public Comment: None**

**Board Comment:**



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**14. Trustee attendance at the Leadership Academy of the California Special District Association Meeting in Lake Tahoe, CA**

District Manager Weber explained to the Board that to keep the Special District Distinction Certificate every Board member must attend the Leadership Academy. Staff will contact Board member that need to attend. The Meeting is in September more information will be given. Please contact Devina Walker at the District.

**15. MANAGER'S REPORT**

Manager Weber reported the Board will have a Board Meeting in September. The meeting will be hybrid. He reported to the Board that we may want to wait on doing construction to the 1415 N. Carolan Street property because construction materials are extremely high. He is happy to announce the closing on the property July 30, 2021.

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

**16. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS**

President Kati Martin suggested Board members do a Field Trip of the property.

Trustee Carolyn Parker thanked the District staff Devon McDonald for coming to Brisbane's' HOA regarding a Gopher issue.

Trustee Scoot Smith thanked District Manager Brian Weber for preparing a report for Hillsborough City Council.

Trustee Glenn Sylvester thanked District Manager Brian Weber, Staff and Trustees for work well done. He also reported a Pest Control Officer was arrested for stealing from a resident's home in San Bruno.

**17. The Board will not meet in August. The September Board meeting will be on September 8, 2021, the 2<sup>nd</sup> Wednesday of the Month.**

**ADJOURNMENT: 8:00 P.M.**

*Kati Martin*  
\_\_\_\_\_  
Kati Martin, Board President

DocuSigned by:  
*Donna Rutherford*  
\_\_\_\_\_  
Donna Rutherford, Board Secretary

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



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

DocuSigned by:  
**Approved:**  
  
646572F497EE46B...  
District Manager

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