



**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  
November 12, 2020  
6:00 P.M.**

A meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held November 12, 2020. Location: **Teleconference**

**TRUSTEES PRESENT:**

Wade Leschyn	City of Belmont
Carolyn Parker	City of Brisbane
Laura Walsh	City of Colma
Donna Rutherford	City of East Palo Alto
Kati Martin	City of Half Moon Bay
Dr. D. Scott Smith	Hillsborough
Pete 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
Paul Fregulia	Town of Woodside

**TRUSTEES ABSENT:**

Joe Galligan	Burlingame
Mason Brutschy	Atherton
Claudia Mazzetti	County-at-Large
Catherine Mahanpour	Foster City
Catherine Carlton	Menlo Park
Muhammand Baluom	Millbrae
Glenn Sylvester	Daly City
Vacant	South San Francisco

**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, Megan Sebay  
Field Operations Supervisor, Casey Stevenson



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**1. CALL TO ORDER**

The meeting was called to order at 6:07 P.M. by President Kati Martin.

**2. PLEDGE OF ALLEGIANCE**

Led by Trustee Carolyn Parker.

**3. ROLL CALL**

The roll call indicated that 13 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 of October 14, 2020 Board of Trustees Meeting.**

**Item 5.B. Approval of Agreements with Jason Cranston, Managing Director, JLL, to**

**act on behalf of the district when researching or acquiring property.**

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

**Board Comment: None**

**ACTION: MOTION by Trustee Scott Smith, second by Trustee Ed Degliantoni to approve Items 5.**

**A and B on the consent calendar. Motion passed 13 yeas, 0 noes'**

**REGULAR AGENDA**



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## 6 BOARD COMMITTEE REPORTS

### A. Finance Committee

Because Committee Chair Trustee Mason Brutschy was absent, District Manager Brian Weber reported there was a presentation made to the committee members by a PARS (Public Agency Retirement Services) representative regarding the District's OPEB (Other Public Employment Benefits) investments as well as the Pension Rate Stabilization Account. It was reported that both accounts are well funded.

Finance Director Richard Arrow indicated the District submitted an application to the Office of Emergency Services for a Community Power Resiliency Allocation Special District grant. The purpose of the Community Power Resiliency Allocation to Special Districts Program is to support California special districts with additional preparedness measures in response to power outage events.

**Public Comment: None**

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

Committee Chair Trustee Joe Galligan was absent so District Manager Weber made the report. The committee is recommending the Board approve Jason Cranston from JLL (Jones, Lang, LaSalle IP, Inc.) to act on behalf of the District when researching and/or acquiring property. **Agenda item 5B** in Board Packet.

### C. INACTIVE COMMITTEES

President Kati Martin suggests committees meet before the January 2021 board meeting to determine if there are any pending items that need to be addressed.

**Public Comment on Item 7A B C None**

**Board Comment:**

Trustee Robert Riechel agreed with District Manager Brian Weber's report on the Finance committee.

Trustee Ross Graves commented on the two real estate firm's excitement to work for the District.

Trustee Ed Degliantoni inquired about the drop in Real Estate market. Trustee Graves responded that there are concerns with the residential Real Estate market, but not in commercial real estate. There is a high demand for commercial property.

## 7. FINANCIAL REPORT



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Interim Finance Director Richard Arrow reviewed the Fiscal Year 2020-2021 in the Board packet as of September 30, 2020. The report was reviewed by the committee and recommends Board approval.

**Public Comment:** None

**Board Comment:**

Trustee Robert Riechel commented that the finance staff is doing a good job getting invoices paid and receiving payments.

**ACTION: Motion by Trustee Scott Smith, second by Trustee Wade Leschyn to approve Financial Report FY 2020-21 as of September 30, 2020. Motion passed by 13 yeas, 0 nays.**

## 8. STAFF REPORTS

A. Field Operations Supervisor, Casey Stevenson provided a written report in the Board Packet. He highlighted that the staff had training and webinars through Zoom. Supervisor Casey Stevenson feels this is a good tool for training because it saves the District time and money plus more staff can participate.

B. Laboratory Director, Angie Nakano, provided a written report in the Board Packet. Laboratory Director Nakano will be losing Vector Ecologist Cheryl "Tina" Sebay. She wished her a happy retirement. She is retiring after 16 years of service with the District.

C. **Special Power Point presentation:** Information technology Director David Kwan, provided a written report in the Board Packet with an update on recommended actions from the San Mateo County Grand Jury Report **Ransomware: It Is Not Enough To think You Are Protected**. Director Kwan provided a detailed report to the Board. He will be monitoring and upgrading some services and must consider the risk and cost benefits. Finance Director Richard Arrow indicated that the District pays for ransomware insurance coverage if there is a data loss. The insurance covers employee data if it is hacked into.

D. Public Health Education and Outreach Officer, (PHEOO) Megan Sebay provided a written report in the Board packet. She highlighted positive comments made by residents who filled out the District survey. PHEOO Megan Sebay will be leaving the district at the end of the year to pursue other opportunities.

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

**Board Comment:**

Trustee Carolyn Parker asked if anyone checked Zooms' vulnerability?

President Martin suggested Manager Weber put the Zoom review on the calendar and include the Strategic Planning Committee

Trustee Donna Rutherford suggested to the Board President that Trustees have ransomware training.



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**9. MANAGER’S REPORT**

District Manager Brian Weber provided a written report in the Board Packet. He thanked Megan Sebay and Tina Sebay for their service to the District and wished them well. In the coming months he will meet with all department and program heads. District Manager Weber will also receive feedback from staff about improvements in their departments and meet with Vector and Special District Managers individually to receive best practices and future goals in all departments. He will also meet with each board member to receive feedback regarding all District business. DM Weber reported on Electric Vehicles, he is working with Peninsula Clean Energy to research incentives that could lower the cost of purchasing electric vehicles and the installation of EV charging stations. Lastly DM Weber reminded Board member that the December Board meeting will be designated as a Trustee Field Day in accordance with District Policy 5010.10

**Public Comment:** None

**Board Comment:**

Trustee Ross Graves does the District pay registration fee on vehicles? DM Weber responded no

**10. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS**

**Public Comment:** None

**11 TRUSTEE FIELD DAY (To be scheduled with technicians the second week of December).  
Next Board of Trustees meeting will be January 13, 2021.**

**12 ADJOURNMENT  
7:14 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, 2020.

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

Approved:

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

DocuSigned by:  
*Kati Martin*  
BBDED35837844EC...



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District Manager

Board President