

**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

**REGULAR MEETING OF THE BOARD OF TRUSTEES
TELECONFERENCE-
October 13, 2021
6:00 P.M.**

A meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held October 13, 2021. Location: **Teleconference**

TRUSTEES PRESENT:

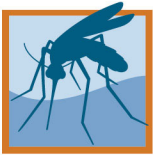
Mason Brutschy	Town of Atherton
Wade Leschyn	City of Belmont
Carolyn Parker	City of Brisbane
Laura Walsh	City of Colma
Glenn Sylvester	Daly City
Donna Rutherford	City of East Palo Alto
Paul Norton	Foster City
Kati Martin	City of Half Moon Bay
D. Scott Smith	Hillsborough
Catherine Carlton	City of Menlo Park
Muhammed Baluom	City of Millbrae
Peter DeJarnett	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:

Vacant	City of Burlingame
Vacant	County-at-Large
Vacant	City of South San Francisco

OTHERS PRESENT:

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



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Technician, Kim Keiser
Technician, Evan Osterman

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 Paul Norton

3. ROLL CALL

The roll call indicated that 18 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.

Special Meeting to CONSIDER ADOPTING A RESOLUTION M-011-2021 AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT PURSUANT TO BROWN ACT PROVISIONS

Staff reported Resolution M-011-2021 allows local agencies to continue to meet remotely. To meet remotely, agencies must make certain findings demonstrating the requirements to continue remote meetings apply. This resolution must be voted on for every meeting and is good for only 30 days. This legal authority comes from AB 361.

Public Comment: None

Board Comment:

Several Trustees' would like to have the Policy Committee research what a hybrid meeting would look like. Chair Committee Riechel will call a meeting of the policy members at a later date.

ACTION: Motion by Trustee Glenn Syvlester, second by Trustee Paul Fregulia to approve Resolution M-011-2021 authoring Remote Teleconference Meetings of the Legislative Bodies of San Mateo Mosquito and Vector Control District. Passed by 18 yeas, 0 noes.

Special Meeting Adjourned at 6:19 P.M. and the regular meeting was convened.



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5. CONSENT CALENDAR

5. A.1 Approval of Minutes for September 8, 2021 Regular Board Meeting

Correction on September minutes made by Trustee Rutherford to reflect that Trustee Laura Walsh was present on the Attendance Record and that IT Director David Kwan was absent.

Public Comment: None

Board Comment: None

ACTION: Motion by Trustee Donna Rutherford, second by Trustee Ed Deglantoni to approve the Minutes of September 8, 2021 with the corrections. Passed by 18 yeas; 0 noes.

Trustee Glenn Syvlester pulled Consent Calendar 5.A.2 Award bid painting contract to A & B Painting Inc. The board and District manager discussed some aspects of implementation of the contract to ensure the work would be completed professionally and in a timely manner.

Public Comment: None

ACTION: Motion by Trustee Robert Riechel, second by Trustee Scott Smith to approve District painting contract to A&B Painting Inc. in the amount of \$51,067.00. Passed by 18 yeas, 0 noes.

REGULAR AGENDA

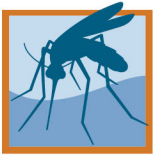
6. RESOLUTION M-011-2021-DECLARATION OF LOCAL EMERGENCY previously acted upon during the Special Meeting.

7. BOARD COMMITTEE REPORTS.

A. Finance Committee Report

Finance Committee Chair, Mason Brutschy, reported that the members met on October 4, 2021. The Finance Committee provided a written report in the Board Packet. Chairman Brutschy indicated that a report was given by Ms. Chrissy Mack from VCJPA provided an overview of the Districts' Insurance Programs. The Finance committee was not satisfied with the explanation for the District's increased rate and will research this issue.

B. Finance Director, Richard Arrow, provided a written report in the Board Packet. He highlighted the revenues received from July 1, through August 2021 (YTD) were \$ 4.2 million; total were \$8.5



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million and the change in fund balance was \$4.2 million. The District had \$6.3 million in cash available in County Treasury.

ACTION: Motion to approve Preliminary Financial Report for FY 2020-21 as of August 31 2021. Motion by Trustee D. Scott Smith, second by Trustee Catherine Carlton. Passed by 18 yeas, 0 noes.

C. Real Estate Committee

Real Estate Committee Chair, Ross Graves, provided a written report in the Board Packet. The Committee met on October 7, 2021 and was given an update on the Carolan property by District Manager Brian Weber. The Committee recommends Staff move forward with issuing an RFP for Architectural Services including Programming, Design and Permitting associated with the property located at 1415 N. Carolan Ave.

D. Inactive Committees

Public Comment: on 7.A, B and C. None

Board Comment: None

8. STAFF REPORTS

- A. Field Director Casey Stevenson been promoted to the Operations Director position. He provided a written report in the Board Packet. The staff has had training in writing reports properly. These training are provided by the County of San Mateo.
- B. Laboratory Director, Angie Nakano provided a written report in the Board Packet. She reported attending online conferences and training.
- C. Public Health Education & Outreach Officer Rachel Curtis-Robles provided a written report in the Board Packet. She indicated her continued outreach to residents and encourages trustees to let her know of any special events in their Cities.

Public Comment on 8.A, B, C. None

9. MANAGER'S REPORT

District Manager Brian Weber provided a written report in the Board Packet. District Manager Weber announced IT Director David Kwan resigned his position. He will be evaluating the IT job description and Field Supervisor positions. The positions will be posted as soon as their internal process is completed.



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10. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

Trustee Martin, Leschyn and Norton attended the CSDA's Special District Leadership Academy, also Operations Director Stevenson and District Manager Weber attended all agreed the conference was great.

11. The November Board meeting will be on November 10, 2021, the 2nd Wednesday of the Month.

ADJOURNMENT: 7:15 P.M.

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

DocuSigned by:
Donna Rutherford
A0F8333F57C8402...
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.

DocuSigned by:
Approved:
[Signature]
646572F497EE40B...
District Manager

DocuSigned by:
Kati Martin
BBDED35837844EC...
Board President