



**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)

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES**

**November 9, 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 November 9, 2022. Location: Hybrid meeting held at 1351 Rollins Road, Burlingame and Teleconference via Zoom.

**TRUSTEES PRESENT:**

Mason Brutschy	Town of Atherton
Wade Leschyn	City of Belmont
Carolyn Parker	City of Brisbane
Rena Galligan	City of Burlingame
Laura Walsh	Town of Colma
Glenn R. Sylvester	City of Daly City
Donna Rutherford	City of East Palo Alto (arrived at 7:50 p.m.)
Paul Norton	City of Foster City
Kati Martin	City of Half Moon
Muhammad Baluom	City of Millbrae
Peter DeJarnatt	Town of Pacifica
Ray Williams	Town of Portola Valle
Robert Riechel	City of San Bruno
Ron Collins	City of San Carlos
Ed Degliantoni	City of San Mateo
Michael Yoshida	City of So. San Francisco
Paul Fregulia	Town of Woodside

**TRUSTEES ABSENT:**

Desiree LaBeaud	County-at-Large
D. Scott Smith	Hillsborough
Catherine Carlton	Menlo Park
Kat Lion	Redwood City

**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  
 IT Director, Matthew Nienhuis  
 Operation Director, Casey Stevenson



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Ahmed Badawi, District Auditor

**1. CALL TO ORDER**

The meeting was called to order at 6:03 p.m.

**2. PLEDGE OF ALLEGIANCE**

Trustee Ed Degliantoni led the Pledge of Allegiance.

**3. ROLL CALL**

The roll call indicated that 17 Trustees were present on Teleconference, constituting a quorum.

**4. PUBLIC COMMENTS AND ANNOUNCEMENTS**

Public Comment: None  
Board Comment: None

President Martin explained the process to be used in the future during the Teleconference of the meeting to the members of the Board of Trustees, Staff, and Public.

**5. CONSENT CALENDAR**

- A. Approval of Minutes for the Regular Board Meeting for November 9, 2022.
- B. Approval of Resolution 017-22 to consider conducting District meetings remotely to protect the health or safety of attendees in accordance with Assembly Bill 361.

**ACTION:** MOTION by Trustee Ron Collins, second by Trustee Ed Degliantoni to approve A.1. and B. Motion passed 16 yeas, 0 noes.

**REGULAR AGENDA**

**6. BOARD COMMITTEE REPORTS**

- A. 1. Finance Committee Reports





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Committee Chair Mason Brutschy reported that the Committee met on October 31, 2022, via Teleconference. Chair Brutschy provided a written report in the Board Packet. The Committee reviewed the Financial Reports presented by Finance Director Richard Arrow for FY 22-23 as of September 30, 2022. The District Auditor, Ahmed Badawi, presented the final draft of the District's Annual Comprehensive Financial Report as of June 30, 2022.

The Committee recommends that the Board of Trustees approve the Financial Report for FY 22-23 as of September 30, 2022, and Auditor's final draft report as of June 30, 2022.

**B. Presentation of June 30, 2022, Annual Comprehensive Financial Report**

The Districts Auditor, Ahmed Badawi presented the final draft of the District's Annual Comprehensive Financial Report as of June 30, 2022. The independent auditor concluded, based upon the audit that there was a reasonable basis for rendering an unmodified opinion that the District's financial statements, for the fiscal year June 30, 2022, were fairly presented, in conformity with GAAP.

**C. Review Financial Report for FY 2021-22 as of September 30, 2022**

Finance Director, Richard Arrow provided a written report in the Board Packet. He indicated the report received from July 1 through September 2022, total revenues YTD were \$ 392.4 thousand, total expenditures YTD, \$1.8 million and the change in fund balance was \$1.4 million, The District had County Treasury is \$7.2 million. Mr. Arrow indicated Trustee Carolyn Parker mention of the "Mark to Market" adjustments used to the County Treasury. The County reduced the value of the District's investments by \$ 275,000 because of higher interest rates. The District got a 2% hit. The report is verified by the District's Auditors.

**D. Report on Third Quarter PARS OPED & Pension Rate Stabilization Fund**

Finance Director Arrow received the Third Quarter results for 2022 from the Districts Financial Advisor Andrew Brown of HighMark Capital. The Districts current asset allocation consist of 27.4% in Equity Investments, 66.6% in Fixed Investment and the remaining 6% in cash. Overall, the Districts Quarter to date managed Portfolio has decreased by 4.17% and the year to date has shown a 16.50% decrease. The materials presented are in written form in the Board Packet.

**E. Real Estate Committee**

Committee Chair Paul Norton reported the Real Estate Committee met on November 2, 2022. He provided a written report in the Board Packet. Chair Norton highlighted the Project objectives, work completed in October, Outlook for the remainder of 2022, and Budget status and outlook for 1415 N. Carolan Ave. This is an informational report only. No action is required.



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**Public Comment on 6.1 and B. C. D. E: None**

**Board Comment:**

Trustee Riechel asked if there were any changes relating to internal controls. District Manager Weber responded that there are no recommendations for any changes.

**ACTION:** Motion by Trustee Riechel, seconded by Trustee Leschyn, to approve the Annual Comprehensive Financial Report for June 30, 2022. Passed by 16 yeas, 0 noes.

**ACTION:** Motion by Trustee Brutschy, second by Trustee Ed Degliantoni to approve the Financial Report for FY 2021-22 as of September 30, 2022. Passed by 16 yeas, 0 noes.

**F. Inactive Committees**

President Martin is recommending an Election Committee to avoid the problems the Board of Trustees experienced with the last Election process. Several trustees volunteered to serve on the Election Committee. Chair of the Election Committee is Peter DeJarnett, members are Trustees Laura Walsh, Wade Leschyn, Robert Riechel Donna Rutherford and Ron Collins.

**7. STAFF REPORTS**

- A. Operations Director Casey Stevenson provided a written report in the Board Packet. He reported November as a transitional season in San Mateo County. Last week the Catch Basin program ended. The technicians treated 277 Catch Basins from April 18 thru November. Special thanks goes out to Ryan Thorndike for a job well done.
- B. Laboratory Director Angie Nakano provided a written report in the Board Packet. She reported that the laboratory is transitioning to Winter projects. They continue surveillance on early detection of invasive mosquito population. They're doing a pilot program to access the risk of ticks at Home posted on Next Door. The host cities for the pilot are Hillsborough and Pacifica.
- C. Public Health Education and Outreach Officer Rachel Curtis-Robles provided a written report in the Board Packet. She continues outreach to schools throughout San Mateo County. PHEOOP Curtis-Robles highlighted the Community Assessment for Public Health Emergency Response (CASPER) survey in East Palo Alto. It was a great cross agency effort, and they were able to receive surveys from 176 households. Epidemiologist at San Mateo County Health are currently analyzing the data.





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D. Information & Technology Director Matthew Nienhuis provided a written report in the Board Packet. He indicates that the Multi-factor Authentication (MMFA) rollout has been successful and about 50% of the Board has responded. He thanked the Board for their patience and understanding throughout this project.

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


**8. MANAGER'S REPORT**


District Manager Weber provided a written report in the Board Packet. He reported The MVCAC Conference will be in Southern, CA at the Disneyland Hotel. The AMCA will be in Reno, Nevada at the Grand Sierra Resort. Please reach out to Devina for hotel arrangements. Aedes aegypti was found in two counties. Mosquito Districts in California are meeting with establish populations to determine which trapping and control methodologies are working best to eradicate mosquitoes. He reminds Board members to attend Trustee Field Day. There will be no meeting in December.

**9. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS**

The next Board Meeting is on January 11, 2023, the Second Wednesday of the Month at 6:00 p.m.

**ADJOURNMENT: 7:30 p.m.**

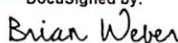
  
Kati Martin, Board President

  
Donna Rutherford, Board Secretary

I certify the above minutes were approved as read or corrected at a meeting of the Board held, 2022.

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

**Approved:**

DocuSigned by:  
  
616572F497EE46B...  
District Manager

  
Board President