



**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

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

July 8, 2020

6:00 P.M.

A meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on July 8, 2020. Location: Teleconference

TRUSTEES PRESENT:

Mason Brutschy	Town of Atherton
Wade Leschyn	City of Belmont
Carolyn Parker	City of Brisbane
Joe Galligan	City of Burlingame
Laura Walsh	City of Colma
Claudia Mazzetti	County-at-Large
Glenn R. Sylvester	City of Daly City (joined at 6:19 PM)
Donna Rutherford	City of East Palo Alto
Catherine Mahanpour	City of Foster City
Kati Martin	City of Half Moon Bay
Dr. D. Scott Smith	Hillsborough
Catherine Carlton	Menlo Park (joined at 6:50 PM)
Muhammad Baluom	City of Millbrae
Peter 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
Vacant	South San Francisco
Paul Fregulia	Town of Woodside

TRUSTEES ABSENT:

Carolyn Parker	City of Brisbane
Ed Degliantoni	City of San Mateo

OTHERS PRESENT:

District Manager, Dr. Chindi Peavey
 Assistant 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
 Facilities Maintenance Specialist, Paul Weber



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**REGULAR MEETING OF THE BOARD OF TRUSTEES
TELECONFERENCE
July 8, 2020
6:00 PM**

1. CALL TO ORDER

The meeting was called to order at 6:00 P.M.

2. PLEDGE OF ALLEGIANCE

President Kati Martin led the Pledge of Allegiance.

3. OATH OF OFFICE- Catherine Carlton, City of Menlo Park

4. ROLL CALL

The roll call indicated that 18 Trustees were present on Teleconference, constituting a quorum.

5. PUBLIC COMMENTS AND ANNOUNCEMENTS

Public Comment: None

President Martin reviewed the process to be used going forward during the Teleconference of the meeting to the Board of Trustees, Staff and Public.

6. CONSENT CALENDAR

A. Approval of Minutes

1. Minutes for June 10, 2020.

B. Approval of Pesticide Purchases

1. Purchase of BVA2 Larviciding Oil

C. Approval of Contracts and Agreements

1. Lamar Transit Advertising
Trustee Fregulia asked to have this item pulled from the consent agenda.



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Public Comment on Consent Calendar A. and B. - None

ACTION: Motion by Trustee Brutschy, second by Trustee DeJarnatt to approve the Consent Calendar items: A. Approval of Minutes of June 10, 2020, and B. Approval of Pesticide Purchases. Motion Passed by 18 yeas' 0 noes, 2 absent (Parker and Degliantoni)

Item 6C

Public Comment on Consent Calendar C. None

Board discussion:

Trustees Fregulia and Sylvester had questions about the ad placement, languages, and frequency and Public Health Education and Outreach Officer Sebay responded with additional detail

ACTION: Motion by Trustee Baluom, second by Trustee DeJarnatt to approve Consent Calendar Item C. Lamar Transit Advertising. Motion Passed by 14 yeas' 4 noes by Trustees Brutschy, Sylvester, Graves, and Mazzetti, 2 absent (Parker and Degliantoni).

REGULAR AGENDA

7. **PUBLIC HEARING** – Regarding the continuation of the District’s special parcel tax within the original district boundaries

ACTION: Motion by Trustee Galligan, second by Trustee Rutherford to open public hearing. Motion passed by 18 yeas', 0 noes, 2 absent (Parker and Degliantoni)

Public Comment: None

ACTION: Motion by Trustee Riechel, second by Trustee Gilligan to close public hearing.

8. **RESOLUTION M-001-21- SPECIAL TAX**

A resolution to maintain the amount of the Special Mosquito Control Tax without changes within the original District boundaries for Fiscal Year 2020-2021 and authorize the continued collection of \$3.74 a year.

ACTION: Motion made by Trustee Riechel, second by Trustee Carlton to maintain the amount of the special mosquito control tax without changes for the mosquito services within the original designated cities and unincorporated areas for Fiscal Year 2020-2021 and authorizing the continued collection of the tax. Passed by 18 yeas' 0 noes 2 absent (Parker and Degliantoni)

9. **BOARD COMMITTEE REPORTS**



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SUBJECT: 9. A. Finance Committee

Finance Committee Chair Trustee Mason Brutschy reported the committee met by teleconference on July 6, 2020 at 5:30p.m. He reviewed the items in the Board Packet that were considered by the committee.

The committee voted unanimously to recommend approval of resolution M-001-221. Staff reported to the committee that the annual audit of FY 19-20 should be completed by December 1, 2020. The committee also approved recommendation for purchasing BVA2 Larviciding oil. The committee's next meeting is August 31.

Public Comment: None

SUBJECT: 9 B. Ad Hoc Manager Search Committee

Committee Chair Vice President Kat Lion reported the committee met on June 23, 2020 to review the 17 applications. The top 8 candidates were identified by CPS HR and the Ad Hoc Committee of those 8, the 5 top candidates were chosen, one of the candidates dropped out, so the top 4 candidates will be interviewed. The interview process is a two step process. There will be a technical panel to evaluate the candidates' qualifications for the position, then the Ad Hoc Committee will interview applicants. On Monday July 20, Chair Lion encouraged any Board member interested in the interviews to listen to them. Noncommittee members can only observe the interviews, and cannot ask questions.

Board President Kati Martin requested General Counsel Alexandra Barnhill to clarify why there would be no questions from Trustees during the interview process. General Counsel Barnhill explained that the Ad Hoc committee is not a Brown Act Committee. It is considered an ad hoc committee because it has a specific goal and purpose and a timeframe for making a recommendation and is comprised of less than a quorum of the Board. Those meetings are not subject to the agenda requirements. Having non-committee members participating in the meeting requires an agenda and other formalities to comply with the Brown Act. However, the Brown Act allows for silent observations of the ad hoc committee meetings by Trustees who are not members of the committee.

Trustee Catherine Carlton asked a question about the selection and recommendation process. Committee Chair Kat Lion responded that the Ad Hoc Committee will recommend one candidate, or recommend none of the candidates. At a Closed Session meeting with the Board, all candidates will be discussed and observations of the committee will be shared. That's when a decision will be made on whether or not to hire the recommended candidate or conduct further interviews.

Public Comment: None



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SUBJECT: 9 C. Legislative Committee

Committee Chair Trustee Robert Riechel and Legislative Committee members met on July 7, 2020 via Zoom to receive update from Interim Finance Director Richard Arrow on the status of the Education Trailer Bill (AB77) Also in attendance were District Manager Dr. Chindi Peavey, and District Assistant Manager Brian Weber. The committee decided to make no recommendations to the board. However, trustees can contact their cities to determine if they received communications from the San Mateo Controller's office. The committee also discussed HR 7073 to recommend the District take a position in support of HR7073, Special Districts Provide Essential Services Act. The Committees recommends to the board of trustees to have District Manager Dr. Chindi Peavey write a letter support for HR7073.

Public Comment: on 9.A, B and C None

ACTION: Motion by Trustee Riechel, second by Trustee Scott Smith to authorize the District Manager to sign a letter in support of HR7073 Special Districts Provide Essential Services Act. Motion Passed by 18 yeas' 0 noes 2 absent (Parker and Degliantoni).

SUBJECT: 9.D. Ad Hoc Real Estate Committee

Committee Chair Trustee Joe Galligan reported that the committee did not meet, but staff is working with Hayashida Architects on plans to address the Districts short and long-term facility needs at the Burlingame property

Public Comment: None

SUBJECT: 9.E. INACTIVE COMMITTEES

The following Committees have not met the Environmental / Public Outreach, Strategic Planning, Policy, and the Ad Hoc Solar Committee.

Public Comment: None

10. FINANCE REPORT

Interim Finance Director Arrow reviewed the report in the Board Packet on the Financial Report for May 2020 Total revenues received from July 1 through May 31, 2020 were \$7.4 million including proceeds from the sale of the District's Redwood City property of \$2.1 mil.; total expenditures YTD were \$4.3 million; and the change in fund balance was \$3.1 million. The District had \$9.6 million in cash available in County Treasury. The Finance committee recommended approval of the May 2020 Financial Report..



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Public Comment: None

ACTION: MOTION made by Trustee DeJarnatt, second by Trustee Williams to approve the Financial Report for May 2020. Passed by 18 yeas', 0 noes, 2 absent (Parker and Degliantoni)

11. STAFF REPORTS

A. District Assistant Manager, Brian Weber provided a written report in Board Packet. He provided a shared power point presentation with Laboratory Director Angie Nakano on MapVision Data Management System. He explained how service data is used by technicians in the field and analyzed by operations supervisors. Laboratory Director Nakano explained how the District uses the program to visualize surveillance data and assess disease risk and share information with other counties. District uses different types of mosquito traps targeting encephalitis vectors and invasive species of mosquitoes. The District has in-house testing for pathogens. The District shares disease surveillance data with Santa Clara County and Alameda County. San Mateo had zero cases of West Nile virus positive birds and Santa Clara had 12 positive birds 85% tested positive. Director Nakano complimented Assistant Brian Weber for the great job the field techs are doing to keeping the mosquito development in catch basins under control.

Trustee Rutherford asked a question regarding the Santa Clara and East Palo Alto MapVision boundaries. Why didn't the map show the City East Palo Alto in addition to the City of Palo Alto? Director Nakano responded that the labels on the maps that are used to display data are created by Bing (Google Maps), but that she would look into whether the City of East Palo Alto could be labelled on future maps.

Public Comment: None

B. Laboratory Director, Angie Nakano provided a written report in Board Packet and participated in a joint presentation with Assistant Manager Brian Weber on MapVision Data Management System.

Public Comment: None

C. Public Health Education and Outreach Officer, Megan Sebay reviewed the information provided in the Board Packet. There were newspaper ads using some of the budget from last year. Last month the District had a 15% increase in website traffic to the District's webpage used as the landing page for those campaigns. There was a 1500% increase in visits to Mosquito: "What You Can Do" this is resident-focused information on preventing Mosquito development and Mosquito bites. There's a 25% increase in traffic to the online service request form, likely



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due to the seasonal requests for Yellow Jackets and Wasp nest removal. Megan is proactively preparing media releases and other public facing materials to be used in the event of a staff member's illness or death from COVID-19.

Trustee Scott Smith commented on Maps and Data from Assistant Manager Brian Weber's and Laboratory Director Angie Nakano's presentation. Trustee Smith asked if the District could add another element to link the good work the District is doing with our Mission, to protect the lives, safety and comfort of our citizens by putting actual cases, hospitalization and death - something relating to detecting the vectors that would include the West Nile Virus and would be of interest over the years for the public to see. He indicated that the Centers for Disease Control and Prevention Center (CDC) has this information

District Manager Dr. Chindi Peavey commented that the Bus Ads were just one aspect of a complete campaign to get the message out and she is asking Megan to give a written or verbal report next month to send out reminding the Board what the complete Outreach Program is. Also, it is important to make the public aware of the services they are paying for.

Public Comment: None

D. Information Technology Director, David Kwan provided a written report in the Board Packet. He acknowledged the invaluable contributions by Casey Steven from seasonal field staff Bill Glasspole, and Justin Loman and Technician Evan Osterman. Without them he would not have been able to troubleshoot any other issues that the staff was encountering. IT Director Kwan indicated they are slowly getting to a stable mobile app to improve user experience.

Public Comment: On Staff Reports A. B.C.D. None

Trustee Ray Williams left meeting at 7:00 p.m.

12. Action on holding a Board meeting in August

District Manager Dr. Chindi Peavey explained the Board needs to meet in August for continuity with the interviewing candidates for the District Manager Search process. General Counsel Alexandra Barnhill explained the legal aspect of adjourning this meeting. This is a Brown Act issue, The Board set its' regular meeting schedule by adopting a Board policy, and in that policy it says that the August meeting is cancelled and there is not a meeting held. So the purpose of adjourning this July meeting to August would be to make whatever meeting date is selected into a regular meeting the Board so that it can take Action. The question is: does the Board want to have the meeting on the second Wednesday of August, or does the Board want it some other time? After much discussion by the board, it was decided that because of the urgency to meet, August would be the best time to continue the meeting, for the purpose of evaluating the top



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candidates for the District Manager position. It was suggested to send out a Doodle poll to find out trustees availability in August.

Public Comment: None

ACTION: Motion made by Trustee Catherine Carlton, second by Trustee Brutschy to adjourn the meeting until August and to send out a Doodle poll to trustees to determine a suitable date and to post the selected date in the order of adjournment. Motion passed by 17 yeas, 0 noes 3 absent (Williams, Parker and Degliantoni)

13. Update on Education Trailer Bill AB77 and its potential impact on District revenues in FY 20-21

Interim Finance Director Arrow provided update on The Education Omnibus Trailer Bill (AB77) He explained that the District will monitor the bill. If there are changes, he will keep the Board informed. No action required.

Public Comment: None

14. Update from Trustee Donna Rutherford on the position of Trustee-at-Large for the Board Directors of the Mosquito and Vector Control Association of California (MVCAC)

Trustee Donna Rutherford reported that the MVCAC Board of Directors changed the Bylaws of the Association. In changing the bylaws, it would dissolve the Trustee Council. The Board of Directors voted on July 7, to adopt the changes to the Bylaws. A new position of Trustee-at-Large would have a seat on the Board of Directors of the MVCAC to represent all Trustees' in California. As the Chair of the Trustee Council for 2 years, Trustee Rutherford has worked hard to encourage more trustee participation in the organization. The members of Trustee Council wanted to maintain the structure of the Council, however it was not to be. Trustee Rutherford recommended that the Board support the nomination of Trustee Wade Leschyn for the position of Trustee at Large. She stated that Trustee Wade Leschyn had attended several MVCAC conferences and has indicated that he wanted to be more involved with the trustee council. Trustee Leschyn is aware of the issues and challenges facing the Trustee Council. Trustee Leschyns' nomination to MVCAC Board of Director by the full Board would strengthen his nomination.

District Manager Dr. Chindi Peavey emphasized the importance of other changes to the By-laws, such as having a Trustee on each of the Association's committees and having trustee representation in the planning committee for the Annual Conference to make sure the trustee training sessions are what trustees want, not what MVCAC Board thinks trustees want.



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President Kati Martin asked General Counsel Alexandra Barnhill how to proceed on this item? She advised the trustees to make a motion to nominate Trustee Leschyn for the MVCAC Trustee at Large and direct the District Manager to reflex the Action taken by the Board of Trustees.

Public Comment: None

ACTION: Motion made by Trustee Robert Rachel, second by Trustee Donna Rutherford to nominate Trustee Wade Leschyn for the Trustee at Large position for MVCAC Board of Directors
Motion Passed by 14 yeas', 0 noes 6 absent (Trustee Brutschy, DeJarnatt, Williams, Mazzetti, Parker and Degliantoni)

15. MANAGER'S REPORT

District Manger Dr. Chindi Peavey provided a written report in the Board Packet. There was a question on the timing of the purchase of the trucks. Assistant Manager Brian Weber explained that field staff are using the company trucks just as much during the COVID-19 pandemic as before it. These trucks are at their mileage and need to be replaced. Now is the time to buy the trunks because in these times of COVID, trucks are not being delivered and there will be fewer trucks on the lot.

Public Comment: None

16. BOARD MEMBER COMMENTS AND ANNOUNCEMENT

Trustee Catherine Carlton introduced herself and gave some of her background experience. She worked in England, has Master's and MBA Degree in Marketing. She lived in greater China and can speak Mandarin. She worked in various Tech companies. Trustee Carlton is married and has two children has co-authored two Bills one on Human Trafficking. She has served on numerous boards and commissions. Trustee Carlton is currently on the Menlo Park, City Council.

Public Comment: None

17. ANNOUNCE NEXT REGULARLY SCHEDULED BOARD MEETING

18. The September Board meeting will be held on September 9, 2020 the 2nd Wednesday of the Month

19. ADJOURNMENT: 8: 02 p.m.



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DocuSigned by:

Kati Martin

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Kati Martin, Board President

DocuSigned by:

Donna Rutherford

4AED51FD79714DD...

Donna Rutherford, Board Secretary

I certify the above minutes were approved as read or corrected at a meeting of the Board held, September 9, 2020.

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

Approved:

DocuSigned by:

Chindi Peavey

94EC63320E604EE...

District Manager

DocuSigned by:

Kati Martin

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Board President