



**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

**REGULAR MEETING OF THE BOARD OF TRUSTEES
TELECONFERENCE-
February 10, 2021
6:00 P.M.**

A meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held February 10, 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 (Arrived at 6:30pm)
Donna Rutherford	City of East Palo Alto
Catherine Mahanpour	Foster City
Kati Martin	City of Half Moon Bay
D. Scott Smith	Hillsborough
Catherine Carlton	Menlo Park
Muhammad Baluom	Millbrae
Peter DeJarnatt	Pacifica
Ray Williams	Town of Portola Valley
Kat Lion	City of Redwood City
Robert Riechel	City of San Bruno
VACANT	South San Francisco
Paul Fregulia	Town of Woodside

TRUSTEES ABSENT:

Joe Galligan	Burlingame
Claudia Mazzetti	County-at-Large
Ross Graves	San Carlos
Ed Degliantoni	San Mateo

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
Facilities Maintenance Coordinator, Paul Weber



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1. CALL TO ORDER

The meeting was called to order at 6:00 P.M. by President Kati Martin.

2. PLEDGE OF ALLEGIANCE

Led by Trustee Peter DeJarnatt

3. ROLL CALL

The roll call indicated that 16 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. Approval of Minutes for January 13, 2021 Regular Board Meeting

Public Comment: on Items 5.A None

Board Comment: None

ACTION: Motion by Trustee Wade Leschyn, second by Trustee Carolyn Parker to approve Item 5.A consent calendar. Motion passed 15 yeas', 0 noes'

REGULAR AGENDA

6. BOARD COMMITTEE REPORTS

A. Finance Committee



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Committee Chair Trustee Mason Brutschy and the Finance Committee met on February 1, 2021 to review Financial Documents for FY 2020-21 as of December 31, 2020. The committee unanimously recommends Board approval on the report given by Finance Director Richard Arrow. This is discussed under **Agenda Item 7** in the Board packet. The Finance Committee received a presentation from Public Agency Retirement Services (PARS) and HighMark Capital Management on the status of the District's OPEB and Pension Rate Stabilization Trusts of December 31, 2020. The committee reviewed and discussed financing alternatives for the acquisition of real property located at 1415 N. Carolan Ave., Burlingame and recommended associated actions and resolutions. This is discussed under **Agenda Item 6B. 1** in Board packet.

There was also discussion of 2021 Health, Dental, and Life Insurance plans regarding coverage and rates. **The Committee's next meeting will be on Monday March 1, 2021 at 5:30 PM.**

A.1 Staff Report re. Financing of Property Acquisition

Finance Director Richard Arrow provided a detailed report in the Board packet on financing alternatives for the acquisition of the property located at 1415 N. Carolan Ave, Burlingame. The staff solicited 3 proposal from financing sources the Municipal Services Finance was selected because it of their competitive cost, as well as being able to adhere to the Districts financing timelines. Finance Director Arrow provided the documents involved in this leasing financing; they are the Lease Agreement, Site Lease and the Assignment Agreement.

Public Comment: 6A. 6A.1 6.B.and 6.C: None

Board Comment:

There were questions from the Board regarding **6. A.1** the Annual Debt Service. Who is the Lease Holder, what is the downside of a lease to the District and why not purchase property rather than do a lease agreement? These questions were answered by the Finance Director Richard Arrow and District Manager Brian Weber.

ACTION: Motion by Trustee Ray Williams, second by Trustee Muhammad Baluom to approve Resolution M-03-21 authorizing the District Manager to proceed with planning for the issuance of certain obligations to finance the acquisition of certain real property appointing a finance team in connection therewith and hiring Kutak Rock LLP as Bond Counsel. Motion Passed 15 ayes, 0 noes'. (Trustee Scott Smith was not present for the vote)



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b) Motion by Trustee Ray Williams, second by Paul Fregulia to approve Resolution M-04-21 authorizing the District Manager to proceed the planning for issuance of certain obligations to finance the acquisition of certain real property and declaring its intent to reimburse itself with the proceeds of a tax-exempt financing Motion passed by 15 ayes, 0.noes'

B. Legislative Committee

President Martin announced Trustee Ed Degliantoni is the new Strategic Planning Committee Chair

Public Comment: None

Board Comment:

Trustee Glenn Sylvester commended Legislative Committee for thinking outside the box and recommending support of Assembly Bill 361 and H.R. 535 and S. 91. District Manager Weber indicated these Bills will greatly benefit the District in the future.

ACTION: Motion: by Trustee Glenn Sylvester, second by Trustee Catherine Carlton to approve the District Manager write letters in support of Assembly Bill 361 (Rivas) and the Special Districts Provide Essential Services Act (H.R. 535 and S.91). Motion Passed by 15 years, 0 noes

C. Inactive Committee

Nothing to Report

7. FINANCIAL REPORT

A. Interim Finance Director Richard Arrow reviewed Financial Reports for Fiscal Year 2020-2021 as of December 31, 2020. The report was reviewed by the committee and recommends Board approval.

Public Comment: None

Board Comment:

Trustee Robert Riechel asked Finance Director Arrow to discuss possibly applying a penalty fee to contractors that are late with payments. There will be more discussion on this question at a later date.

8. STAFF REPORTS



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A. Field Operations Supervisor, Casey Stevenson provided a written report in the Board Packet. He indicated he is hiring seasonal workers earlier and has hired 2 catch basin drivers and, 4 seasonal workers have return to the District. The first two employees will start in mid-April. Starting in May, the District will add two to four seasonal employees per month until all ten seasonal positions are filled. Casey commented on the great presentation the District staff made at the Mosquito and Vector Control Association of California (MVCAC) Conference.

B. Laboratory Director, Angie Nakano, provided a written report in the Board Packet. Laboratory Director Nakano reported following-up with a school in Pacifica that reported having ticks. The school district did some landscape maintenance which helped reduce the tick population. Lab Director Nakano is working on a grant with Stanford University and also San Francisco State University. She enjoyed the MVCAC Conference and was a presenter along with other District staff.

C. Information technology Director David Kwan, provided a written report in the Board Packet. He reports following up on cyber security and is disposing of Electronic Devices.

D. Public Health Education and Outreach Officer, (PHEOO) Rachel Curtis-Robles provided a written report in the Board packet. She also attended the virtual MVCAC Conference, indicating it was the best scientific conference she has attended. PHEOO Curtis-Robles congratulated District staff on the good job they with their presentations. She will also be reaching out to different to do strategic planning

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

Board Comment:

Trustee Robert Riechel thanked District Manage Weber and Field Operation Supervisor Stevenson for making a presentation to San Bruno City Council.

9. MANAGER'S REPORT

District Manager Brian Weber provided a written report in the Board Packet. He highlighted in his report that he would be scheduling meetings with each trustee in the coming weeks. No new information was available on the property purchase but would likely be available by the next Board meeting. Manager Weber announced President Martin was newly elected President of the California Special District Association (CSDA) Bay Area Chapter. The Annual MVCAC Meeting is March 2-5, 2021, if anyone is interested contact Devina Walker. All Board members must file their Form 700 by April. If you need assistance, contact Devina Walker.

Public Comment: None

Board Comment:



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10. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

Public Comment: None

Board Comment:

Trustee Wade Leschyn attended the MVCAC Conference and attended the District staff presentations and indicated they did a great job with their presentations.

Trustee Donna Rutherford attended the MVCAC Conference. She noted that it was very different from past conferences. I did have some technical challenges but they were resolved by Tech support but not in time to see our staff presentations. I have heard nothing but good comments. Good Job!

11. The March Board meeting will be held on March 10, 2021, at 6:00 PM.

12. ADJOURNMENT

7:20 PM.

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...

District Manager

DocuSigned by:

Kati Martin

BBDED35837844EC...

Board President