MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
October 9, 2019
6:00 P.M.

A meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on October 9, 2019 in the District Office at 1351 Rollins Road, Burlingame, California.

TRUSTEES PRESENT:
Mason Brutschy
Wade Leschyn
Carolyn Parker
Joe Galligan
Claudia Mazzetti
Glenn R. Sylvester
Donna Rutherford
Richard Wykoff
Scott Smith
Peter DeJarnatt
Ray Williams
Kat Lion
Robert Riechel
Ed Degliantoni

Town of Atherton
City of Belmont
City of Brisbane
City of Burlingame
County-at-Large
City of Daly City
City of East Palo Alto
City of Foster City
Town of Hillsborough
City of Pacifica
Town of Portola Valley
City of Redwood City
City of San Bruno
City of San Mateo

TRUSTEES ABSENT:
Kati Martin
Muhammad Baluom
Ross Graves
Justin Evans
Joe Silva
Paul Fregulia
Vacant

City of Half Moon Bay – excused
City of Millbrae – excused
City of San Carlos – excused
City of Menlo Park
City of Colma
Town of Woodside
City of South San Francisco

OTHERS PRESENT:
District Manager, Dr. Chindi Peavey
Laboratory Director, Angie Nakano
Public Health Education and Outreach Officer, Megan Sebay
Field Operations Supervisor, Casey Stevenson
Finance Director, Richard Arrow
Information Technology Director, David Kwan
General Counsel, Alexandra Barnhill
1. **CALL TO ORDER**
The general meeting was called to order at 6:00 pm.

2. **PLEDGE OF ALLEGIANCE**
Aleksy Leschyn led the Pledge of Allegiance.

3. **OATH OF OFFICE**
None this month

4. **ROLL CALL**
The roll call indicated that 14 Trustees were present, constituting a quorum.

5. **PUBLIC COMMENTS AND ANNOUNCEMENTS**
Aleksy Leschyn shared that he was attending the meeting as part of his Boy Scouts of America communication merit badge, and that he is working towards getting his Eagle Scout rank. President Joe Galligan and Trustee Peter DeJarnatt shared that when they were on their city councils, among their favorite activities was awarding Eagle Scouts.

6. **CONSENT CALENDAR**
   
   **A. Approval of Minutes**
   
   The minutes were pulled from the consent calendar. Manager Peavey indicated that Trustee Martin had previously mentioned to her that two adjustments needed to be made to the September minutes, including adding a comment regarding the job titles of “specialist” versus “director” made by Trustee Slyvester and to clarify that no closed session was held.

   *Motion by Trustee Donna Rutherford, seconded by Trustee Peter DeJarnatt to approve the September 2019 minutes as amended with the noted changes. Motion was approved unanimously.*

   **B. Approval of Agreements and contracts**
   
   1. Enterprise Lease
   Approval of the Enterprise Lease was pulled from the consent calendar for discussion by Trustee Claudia Mazzetti. Trustee Mazzetti asked what the purpose of the vehicle was for. Manager Peavey explained that it is to be used primarily by the laboratory staff to support field sampling activities. Trustee DeJarnatt asked for clarification of the term “capitalized price reduction.” Director Richard Arrow provided an explanation of the term, which is the value of the trade-in provided. Thus the total capitalized cost is the cost of the vehicle less the trade-in value.

   *Motion by Trustee Robert Riechel, seconded by Trustee Wade Leschyn to approve the Enterprise Lease contract. Motion was approved unanimously.*

   **C. Approval of Equipment Purchase**
   
   1. Humidified Incubator
Approval of the Humidified Incubator purchase was pulled from the consent calendar by Trustee Robert Riechel for discussion. Laboratory Director Angie Nakano provided an explanation of the importance of the humidified incubator in maintaining the laboratory mosquito test populations and how the particular equipment model is the only model compatible with the existing laboratory equipment.

*Motion by Trustee Robert Riechel, seconded by Trustee Ed Degliantoni to approve the Humidified Incubator purchase. Motion was approved unanimously.*

7. BOARD COMMITTEE REPORTS

A. **Finance Committee** – Trustee Mason Brutschy gave a report on the materials provided in the Board packet. Trustee DeJamatt asked a question about pension funding, and it was further explained that the District's Other Post Employment Benefits (OPEB) are over funded or "super funded"; i.e., all current employees are fully covered and there is additional money in the trust for future employees.

B. **Ad hoc Committee on Real Estate** – President Joe Galligan gave a report on the materials provided in the Board packet.

C. **Policy Committee** – Director Peavey gave a report on the materials provided in the Board packet.

*Motion by Trustee Robert Riechel, seconded by Trustee Ed Degliantoni to approve the proposed changes to District Policy 4040 Board President. Motion was approved unanimously.*

D. **Ad Hoc Nominating Committee** – Trustee Rick Wykoff gave a report on the materials provided in the Board packet and encouraged Trustees to submit additional nominees for Board officer positions.

E. **Inactive Committees** – No reports given.

8. FINANCIAL REPORT

Finance Director Richard Arrow reviewed the Financial Report for August 2019, which was provided in the Board packet. Director Arrow noted that the accounting statements for the general fund and capital fund are now shown separately in the reports.

*Motion by Trustee Mason Brutschy, seconded by Trustee Scott Smith to approve Financial Report for August 2019. Motion was approved unanimously.*

9. STAFF REPORTS

A. Field Operations Supervisor, Casey Stevenson provided an update on Field Operations Programs per the report provided in the Board packet.

Trustee Leschyn asked about the wide-area larvicide sprayer (WALS) equipment and how it is different from the spray that the District currently uses. Casey Stevenson clarified that the WALS is used for larvicide and can cover 400 houses in 20 minutes.
Trustee DeJarnatt asked about how concentrated the material is and Casey Stevenson noted that the material actually has to be mixed in a cement mixer.

Trustee Degliantoni asked about how to deal with raccoons. Casey Stevenson replied that besides eliminating food sources, exclusion/sealing openings is the best way to deal with raccoons, and that it's best done by a pest professional.

Trustee Donna Rutherford asked about the mosquito issue in East Palo Alto. Casey explained that there was an extreme high tide that came through a broken flood gate in the Palo Alto baylands of Santa Clara County, which resulted in a large fly-off of mosquitoes. Because East Palo Alto was the nearest populated area, the mosquitoes infested the area looking for blood meals. District staff worked with the residents, schools, and with Santa Clara County to educate the public and resolve the issue.

B. Laboratory Director, Angie Nakano provided an update on District Laboratory Programs per the report included in the Board packet.

Trustee Carolyn Parker asked if an electrical power shutoff would affect the laboratory mosquito colony. Angie Nakano explained that the mosquitoes should be fine under ambient temperatures, and there are other ways they could increase the humidity in the colony (like wet towels), if needed without power.

Trustee Leschyn asked about where eggs come from when a lab colony collapses. Director Nakano said that the current colony came from Santa Clara County, and that they are planning to rebuild with more eggs from San Mateo County.

C. Public Health Education and Outreach Officer Megan Sebay provided an update on the Public Outreach Program per the report provided in the Board packet.

D. Information Technology Director, David Kwan gave a presentation introducing himself and his plans for IT projects for the District.

Trustee Mazzetti noted that it's important to keep software up to date for security reasons and Director Kwan noted that he is working with our IT contractor to make sure that everything is appropriately updated.

Trustee Sylvester asked about what plans for IT security testing are, and Director Kwan noted that those are issues he plans to look into the future. Trustee Sylvester asked about what the possibility of getting a fiber optic internet connection for the District, and Director Kwan said that he is looking into it, but it is currently not looking feasible in the near-term.


Manager Peavey provided a report on the fund balance, per the information in the Board packet.

Motion by Trustee Mason Brutschy, seconded by Trustee Robert Riechel to approve using the balance in the Fund to pay the District's insurance costs in FY 2020-2021. Motion was approved unanimously.

Finance Director Arrow provided a report on the OPEB trust, per the information in the Board packet. It is noted that our OPEB is 18% overfunded. Trustee Brutschy asked if this gets included in the District's balance sheet. Director Arrow responded that this gets presented on the Statement of Net Position and a footnote in the financial statement.


Director Arrow thanked all of the staff for providing their input and work towards the CAFR and President Galligan thanked staff for all of their hard work and acknowledge how far the District has come the last few years on transparency and fiscal responsibility. Director Richard Arrow gave some background on how uncommon it is for public agencies to receive such an award,

- Independent Special Districts in California – 49 have received the award out of 2,264
- Special Districts in U.S. – 108 have received the award out of 37,000
- Mosquito districts in CA – 2 have received the award
- Mosquito Districts in the U.S. – 2 have received the award

Motion by President Joe Galligan, seconded by Trustee Rick Wykoff, to approve Resolution M-003-20 Thanking District staff for their work in preparing the Comprehensive Annual Financial Report for FY 2018-19. Motion was approved unanimously.


Trustee DeJarnatt, Trustee Leschyn, and Trustee Brutschy expressed an interest in attending.

14. MANAGER'S REPORT

District Manager Chindi Peavey gave the report contained in the Board packet.

15. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

Trustee Ray Williams conveyed congratulations from the Portola Valley Town Manager for receiving the CAFR Award.
Trustee Claudia Mazzetti asked if the Board typically has a holiday party and suggested that we look into options for having a holiday party for Board members and their significant others. Trustee Glenn Sylvester noted that Daly City and President Galligan noted that Burlingame both do a holiday dinner in appreciation of committee/commissioner volunteers.

16. **ANNOUNCE NEXT REGULARLY SCHEDULED BOARD MEETING**

The next meeting of the Board will be an adjourned regular meeting and will be held on November 13, 2019 the 2nd Wednesday of the month.

17. **ADJOURNMENT at 7:24 pm.**

The agenda for the October 9, 2019 Board meeting was posted at the District office October 4, 2019.

Joe Galligan, Board President  
Kati Martin, Board Secretary

I certify the above minutes were approved as read or corrected at a meeting of the Board held November 13, 2019.

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

Approved:

Chandra Peavey  
District Manager  

Joe Galligan  
Board President