



**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](http://www.smcvmcd.org)

**REGULAR MEETING OF THE BOARD OF TRUSTEES  
September 14, 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 September 14, 2022. Location: **Teleconference**

**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
Desiree LaBeaud	County-at-Large
Glenn R. Sylvester	City of Daly City
Donna Rutherford	City of East Palo Alto
Paul Norton	City of Foster City
Kati Martin	City of Half Moon Bay
D. Scott Smith	City of Hillsborough
Catherine Carlton	City of Menlo Park (Arrived at 7:08 p.m.)
Muhammad Baluom	City of Millbrae
Peter DeJarnatt	Town of Pacifica
Ray Williams	Town of Portola Valley
Kat Lion	City of Redwood City
Robert Riechel	City of San Bruno
Vacant	City of San Carlos
Ed Degliantoni	City of San Mateo
Michael Yoshida	So. San Francisco
Paul Fregulia	Town of Woodside

**TRUSTEES ABSENT:**

**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



**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](http://www.smcvmcd.org)

**1. CALL TO ORDER**

The meeting was called to order at 6:02 p.m.

**2. PLEDGE OF ALLEGIANCE**

Operation Director Casey Stevenson led the Pledge of Allegiance.

**3. ROLL CALL**

The roll call indicated that 19 Trustees were present on Teleconference, constituting a quorum.

**4. PUBLIC COMMENTS AND ANNOUNCEMENTS**

**Public Comment: None**

**Board Comment: None**

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

**5. CONSENT CALENDAR**

- A. 1. Approval of July 13, 2022, Minutes.
- B. 1. Approval of Bid to paving and stripping 1351 Rollins Road (RFP)
- C. Approval of Resolution 014-22 to continue remote teleconference meetings.

**Public Comment: on Consent Calendar items 5.A.1, B.1, and C.  
None.**

**Board Comment: Trustee Rutherford pulled 5.1. A. recommended corrections to Minutes on page 4, Staff Reports. Ms. Nakano's should read "it has been a quiet year for detection of WNV in San Mateo County. WNV was detected in Santa Clara County, they fogged twice". There's a correction on page 5 under the Manager's report. The last paragraph insert the word (to) before simply extend the current law.**

**ACTION: MOTION by Trustee Carolyn Parker, second by Trustee Peter DeJarnatt to approve Consent Calendar items A (as corrected), B, and C. Motion passed 19 yeas, 0 noes.**



**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](http://www.smcvmcd.org)

**REGULAR AGENDA**

**6. BOARD COMMITTEE REPORTS**

**A. 1. Finance Committee Reports**

Committee Chair Mason Brutschy reported that the Committee met on September 6, 2022, via Teleconference. The chair provided a written report in the Board Packet. The Committee reviewed the second quarter results of PARS investments. (Informational only). The Committee reviewed the Financial Reports for FY 21-22 as of June 30, 2022, and FY 22-23 as of July 31, 2022. The committee recommended Board approval of the Financial Reports also the approval of the award bid for the repaving and stripping of 1351 Rollins Road.

**B. 1. Financial Report**

Finance Director, Richard Arrow provided a written report in the Board Packet. He indicated the report received from July 1 through June 30, 2022, is a preliminary Financial Report. This report is under audit by Badawi and Company. Finance Director Arrow had an exit conference with Badawi and indicated there are no issues with the materials provided by the District to Badawi and Associates.

The revenues for July 1 through June 30, 2022, were \$10.4 million, total expenditures YTD were \$12.6 million. There is a change in fund balance of \$2.2 million. There is \$8.3 million in cash available in the County Treasure; the District is in excellent shape. The overall revenue is solid through the year.

**Public Comment on 6. And B. None**

**Board Comment:**

**There was a question regarding the Accounts receivable outstanding bill greater than 90 days.**

**ACTION: Motion by Trustee Sylvester, second by Trustee Degliantoni to approve the Financial Report for FY 2021-22 as of June 30, 2022. Passed by 19 yeas, 0 noes.**

**B.2. Financial Report for FY 2022-2023 as of July 31, 2022**

Finance Director Arrow provided a written report in the Board Packet. Total revenues received from July 1, through July 31, 2022, YTD were \$39,916 total expenditures. YTD were \$954,071, and the change in fund balance was \$914,154. The district has \$7.4 million in cash available in the County Treasure.



**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](http://www.smcvmcd.org)

**Public Comment: None**

**Board Comment:**

There were questions regarding PARS, OPEB, and funds for the acquisition of the N. Carolan property.

Trustee Sylvester thanked the Finance Director Arrow for the report.

**ACTION:** Motion by Trustee Sylvester, seconded by Trustee Ed Degliantoni to approve the financial report for FY 2022-23 as of July 31, 2022. passed 19 yeas, 0 noes

**C. Ad hoc Committee on Real Estate**

Trustee Paul Norton, Chair of the Ad hoc Real Estate Committee did not meet with the committee members in September. Trustee Norton provided a written report in the Board Packet. He indicated the Hazardous Project cost will be less than anticipated. District Manager Weber highlighted the Geotechnical Survey/Report and the Visioning Workshop and Report. The feedback from these Reports will let the District know about any statutory obligations that impact the upgrade of the 1415 N. Carolan Ave. property.

**Public Comments on 6.C. None**

**Board Comments:**

Trustee Brutschy inquired about making the Ad hoc committee a long term Committee. District Manager Weber and General Counsel Alexandra Barnhill provided a brief overview. This item will be discussed with Counsel and discussed at a future meeting.

**D. Inactive Committees**

No reports.

**7. STAFF REPORTS**

A. Operations Director Casey Stevenson provided a written report in the Board Packet. He reported his department is monitoring what other cities are doing to combat *Aedes aegypti* mosquitoes. He reported on helicopter treatment and the use of drones in treatment. Director Stevenson added both treatments work well.



**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](http://www.smcvmcd.org)

- B. Laboratory Director Angie Nakano provided a written report in the Board Packet. She indicated that the District continued its efforts to monitor for *Aedes aegypti*. Technicians set out 1,196 traps and they found no invasive *Aedes*. The Lab uses chickens and dead birds to test for the virus. Ms. Nakano received calls about yellow flies, these flies are harmless and feed on decaying organic products. The flies are non-biting and love the heat.
- C. Public Health Education and Outreach Office Rachel Curtis-Robles provided a written report in the Board Packet. Highlights of her report are, she has started School Programming for Beresford Middle School. Ms. Curtis-Robles and District Manager Weber gave a presentation about rodents for restaurants owners.
- D. Information & Technology Director Matthew Nienhuis provided a written report in the Board Packet as well as a presentation on Multi Factor Authentication (MFA) and its Importance in the IT landscape. IT Director Nienhuis stressed the importance of keeping Trustees' accounts secure because they are our personal accounts that can be breached. He encourages all Trustees enroll in the Microsoft App for more security. Please contact him if you need help with the App. District Manager Weber added the District will be implementing the program to qualify for Cyber Insurance. All Trustees should respond starting October 1, 2022.

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

**Board Comment:**

**Several Trustees commented on private use of personal cell phone and asked whether using MFA will cause problems with their browser? Mr. Nienhuis explained how to use MFA in specific circumstances and offered direct assistance for those with unique circumstances. General Counsel Barnhill provided legal advice on Trustees communication of District business verses personal phone usage.**

**8. Manager's Report**

District Manager Weber provided a written report in the Board Packet. He reported on AB 2449 (Blanca Rubio) authorizes until January 1, 2026, individual members of a legislative body of a local agency to meet via teleconferencing without noticing their teleconference location and making them accessible to the public. He provided a local COVID-19 update and will gauge Trustees interest in-person or hybrid format meetings. A Survey will be sent out to Board members. Please fill it out and return it to the District Manager Weber.

**9. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS**

Several Board members attended the CSDA Conference. They expressed appreciation for learning a lot from the workshops and getting to know each other outside of a Board meeting.



**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](http://www.smcvmcd.org)

Trustee Lion reported on the next steps to complete the District Managers' evaluation

**Next Board meeting on October 12, 2022, the Third Wednesday of the Month at 6:00 p.m.**

**10. ADJOURNMENT: 7:25 p.m.**

DocuSigned by:

*Kati Martin*

BBDED36837844EC...

Kati Martin, Board President

DocuSigned by:

*Donna Rutherford*

A6F8333F67C8402...

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:

*Brian Weber*

046572F497EE46B...

District Manager

DocuSigned by:

*Kati Martin*

BBDED36837844EC...

Board President