



**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
JANUARY 11, 2023
6:00 P.M.**

A meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on January 11, 2023. Location: **Teleconference**

TRUSTEES PRESENT:

Mason Brutschy	Town of Atherton
Chuck Cotten	City of Belmont
Rena Gilligan	City of Burlingame
Laura Walsh	City of Colma
Desiree LaBeaud	County-at-Large (arrived at 6:10 p.m.)
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
Muhammad Baluom	City of Millbrae
Peter DeJarnatt	City of Pacifica
Kat Lion	City of Redwood City
Robert Riechel	City of San Bruno
Ron Collins	City of San Carlos
Ed Degliantoni	City of San Mateo
Michael Yoshida	City of South San Francisco
Paul Fregulia	Town of Woodside

TRUSTEES ABSENT: Carolyn Parker, City of Brisbane
D. Scott Smith, Town of Hillsborough
Catherine Carlton, City of Menlo Park
Ray Williams, Town of Portola Valley

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
Operation Director, Casey Stevenson
IT Director, Matthew Nienhuis



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1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Trustee Chuck Cotten 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 going forward during the Teleconference of the Meeting to the Board of Trustees, Staff, and Public.

5. BOARD MEMBER OATH OF OFFICE (Chuck Cotten, City of Belmont)

Chuck Cotten is semi-retired; he is a member of the Belmont Boosters and Belmont Historical Society. He loves to cook, travel, read, and is looking forward to getting to know everyone.

6. CONSENT CALENDAR

A. Approval of Minutes for January 11, 2023

B. Approval of Resolution 018-22 to consider conducting District meetings remotely in accordance with Assembly Bill 361.

Public Comment: On Consent Calendar items 6. A and B, None.

Board Comment: None.

ACTION: MOTION by Trustee Peter DeJarnatt, second by Trustee Ron Collins to approve 6. A and B. Motion Passed by 17 yeas, 0 noes.

REGULAR AGENDA



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7. BOARD COMMITTEE REPORTS

A. 1. Finance Committee Reports

Committee Chair Mason Brutschy reported that the Committee met on January 3, 2023, 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 October 30, 2023 and November 30, 2022.

District Manager Brian Weber gave an oral report on architectural plans related to the 1415 N. Carolan property and total expenditures so far of \$11,352, with another \$96,421 to be processed.

Finance Director Richard Arrow provided information on two investment alternatives for District reserve funds. (CalTrust and CalClass). A recommendation will be developed by the Finance Committee and made to the Board of Trustees at a future meeting.

B. Review the Financial Report for FY 2021-22 as of November 30, 2022 and October 31, 2022.

Finance Director, Richard Arrow provided a written report in the Board Packet. He indicated the report received from July 1, 2022 through November 30, 2022, total revenues YTD were \$694,000, total expenditures YTD, \$2.6 million and the change in fund balance was \$1.9 million, The District had County Treasury is \$6.3 million in cash available in County Treasury.

C. Real Estate Committee

Committee Chair Paul Norton reported the Real Estate Committee did not meet in January, they will meet in February. He provided a written report in the board packet. Chair Norton highlighted 1415 N. Carolan property project objectives, work completed in November and December and work planned to be completed in January and February. The forecast for the outlook for the remainder of 2023 and budget status. This is an informational report only, no action required. Trustee Paul Norton joined the Real Estate Committee.

Public Comment on 7.A.1, B., C.: None.

Board Comment: Trustee Degliantoni thanked Finance Director Arrow for bringing the accounts receivable monies down. Trustee Riechel and Trustee Brutschy asked about the negative effects from the Governor's State budget that might affect the District's budget. Mr. Arrow responded no such effects are expected but that it would continue to be monitored.



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ACTION: Motion by Trustee Muhammad Baluom, seconded by Trustee Ed Degliantoni to approve the Financial Report for FY 21-22 as of November 30, 2022 and October 31, 2022. Passed by 17 yeas, 0 noes.

8. STAFF REPORTS

- A. Operations Director Casey Stevenson provided a written report in the board packet. He thanked trustees for attending the Field Day. Director Stevenson expressed that the rain was quite a challenge for staff. The department had an annual inspection by the County of San Mateo and are compliant. Ryan Thorndike is now the new Field Supervisor.
- B. Laboratory Director Angie Nakano provided a written report in the board packet. They are doing a pilot program to assess the risk of ticks on residential property. The host cities for the pilot are Hillsborough and Millbrae.
- C. Public Health Education and Outreach Officer Rachel Curtis-Robles provided a written report in the board packet. She is working with the tick survey also and has sent out mailings and placed door hanger for outreach to the public.
- D. Information and Technology Director Matthew Nienhuis provided a written report in the board packet. He indicates the multi-factor authentication (MMFA) rollout has been successful, about 68% compliance. He thanked the board for their patience and understanding throughout the project.

Public Comment: None.

Board Comment: Several Trustees inquired about the Tick Study.

9. MANAGER'S REPORT

District Manager Brian Weber provided a written report in the board packet. Brian Weber discussed future board meetings. Governor Newsom's COVID-19 Executive Orders are expected to expire by the end of February. If existing Executive Orders are not extended, the Board must consider how and where it wishes to resume in-person board meetings. Brian Weber recommends the Policy Committee meet during the week of January 16, 2023. Trustee Robert Riechel is Chair of the Policy Committee. He will contact Policy Committee members with the scheduling of the meeting. Brian Weber reminded all elected official and public employee must submit a Statement of Economic Interest, this Form 700 provides transparency and ensures accountability.

10. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

President Martin is the Mosquito and Vector Control Association Board member.



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11. Next Board Meeting is on March 8, 2023, the second Wednesday of the month at 6:00 p.m.

ADJOURNMENT: 7:30 P.M.

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, 2023.

** 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