



**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)

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
JULY 13, 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 July 13, 2022. Location: **Teleconference**

**TRUSTEES PRESENT:**

Mason Brutschy	Town of Atherton
Carolyn Parker	City of Brisbane
Rena Galligan	City of Burlingame
Laura Walsh	Town of Colma
Desiree LaBeaud, MD, MS	San Mateo 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
Dr. D. Scott Smith	Town of Hillsborough
Catherine Carlton	City of Menlo Park
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
Michael Yoshida	City of South San Francisco
Paul Fregulia	Town of Woodside

**TRUSTEES ABSENT:**

Wade Leschyn	City of Belmont
Ed Degliantoni	City of San Mateo

**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



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**1. CALL TO ORDER**

The meeting was called to order at 6:03 p.m.

**2. PLEDGE OF ALLEGIANCE**

Trustee Kat Lion led the Pledge of Allegiance.

**3. ROLL CALL**

The roll call indicated that 17 Trustees were present on Teleconference, constituting a quorum. Trustee Parker arrived at 6:15. Trustee Carlton did not vote on Item 6 matters. Trustee Baluom did not vote on Item 6 C.

**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 to the Board of Trustees, Staff, and Public.

**5. CONSENT CALENDAR**

- A. 1. Approval of June 10, 2022, Minutes.
- B. 1. Approval of the purchase of a Quant Studio 5 Real-Time PCR System.
- C. Approval of Resolution 014-22 to continued remote teleconference meetings.

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

**Board Comment: Trustee Riechel pulled 5. C. He expressed concern about the new COVID Variant. He supports continued teleconferences for the health and safety of Board members, staff, and the public.**

**ACTION: MOTION by Trustee Peter DeJarnett, second by Trustee Scott Smith to Approve Consent Calendar items 5. A and B. Motion passed 17 yeas, 0 noes.**

**ACTION: MOTION by Trustee Robert Riechel, second by Trustee Glenn Sylvester to approve 5. C. Resolution 014-22. Passed by 18 yeas, 0 noes.**



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## REGULAR AGENDA

### 6. BOARD COMMITTEE REPORTS

#### A. Finance Committee Reports

Committee Chair Mason Brutschy reported that the Committee met on July 5, 2022, via teleconference. The Chair provided a written report in the Board Packet. The Committee received the Financial Report from FY 21-22 as of May 31, 2022 and discussed the purchase of the Quant-Studio 5 Real-Time PCR System. The Committee recommends forwarding approvals to the Board of Trustees for the July 13, 2022, meeting. District Manager Brian Weber provided the Committee with an oral report on architectural plans for the 1415 N. Carolan property in Burlingame.

#### B. Financial Report

Finance Director, Richard Arrow provided a written report in the Board Packet. He indicated that there were no surprises with the budget numbers; it is stable and strong and very similar to the April budget. The revenues for May 2022, were overbudgeted by \$314,878, this increase resulted from increased ERAF Rebate and Redevelopment Pass Through (\$259,628), decreased interest and other Revenue (\$43,771), decreased Program Revenues (\$46,848) and increased Property tax Revenue (\$63,615). Mr. Arrow reported good news regarding the Trailer Bill. All cities and special districts will continue receiving ERAF funding.

**Public Comment on 6. A and B. None**

**ACTION: Motion by Trustee Mason Brutschy, second by Trustee Paul Norton to approve the financial report FY 2021-22 as of May 31, 2022. Passed by 17 yeas, 0 noes.**

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

Trustee Paul Norton, Chair of the Ad hoc Real Estate Committee met with members and staff in July to review a Proposal from the Architectural Firm Aetypic. This Firm will establish a revised scope of services and cost estimates for "phrase 1 of the 1415 N. Carolan property. Trustee Norton detailed the scope of work to be done on the property. The proposed budget for Phase 1 of the project is \$150,028.



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District Manager Brian Weber provided details for the financial aspect of the project. The Committee is recommending the board approve the firm Aetypic and authorize District Manager Weber the spending authority in the amount of \$150,028 to complete Phase 1 of the 1415 N. Carolan Ave improvement project

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

**Board Comments:**

**President Martin requested District Manager Weber to keep the Board as the project moves forward.**

**Trustee Riechel inquired about General Counsel Barnhill's legal opinion on the Districts' RFP process.**

**Trustee Paul Fregulia commented on the project's Shopping List.  
Trustee Kat Lion made comments on the project's environmental impacts.**

**ACTION: Motion by Trustee Scott Smith, second by Trustee Laura Walsh to Approve the proposal from Aetypic and authorize the District Manager to spend the amount of \$150,028 to complete Phase 1 of the 1415 N. Carolan Ave. Passed by 16 yeas, 0 noes.**

**D. Inactive Committees**

**7. STAFF REPORTS**

- A.** Operations Director Casey Stevenson provided a written report in the Board Packet. He gave an update on the Districts COVID-19 protocol and data. The District has a COVID-19 Plan and uses the Center for Disease Control and Prevention and the California Department of Public Health protocols. He detailed workplace changes that enabled staff to continue working to keep themselves safe as well as keep the public safe.
- B.** Laboratory Director Angie Nakano provided a written report in the Board Packet. She indicated the Lab has been very busy. They have not detected any Aedes Aegypti. Ms. Nakano reported that the Ovitrap set found eggs that resembled the Aedes Aegypti egg. The eggs were brought to the lab and tested with the new Quant Studio 5 Real-Time PCR system. The eggs were identified as the Marsh Crane Fly. Ms. Nakano reported it has been a quiet year for detected WNV. West Nile Virus in San Mateo County. But in Santa Clara County they

**C. SPECIAL PRESENTATION**



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Public Health Education and Outreach Office Rachel Curtis-Robles provided a written report in the Board Packet. Highlights of her report are Ms. Curtis-Robles has a high school student named Janelle interning in the District's Public Health and Education Outreach program for 4 weeks. Janelle will be assisting with programs for elementary students this summer, has hosted at each branch of the San Mateo Library, given presentations about mosquitoes and ticks to families, and staff is teaching the mosquito life cycle to early elementary students at Big Lift sites throughout the County. Ms. Curtis-Robles expressed that for the last 2 ½ years she has been working in the District to build trust and collaboration with other agencies and organizations in San Mateo County. What she wants to do is ramp up doing more COVID-19 presentations in the elementary schools.

- D. Information & Technology and Outreach Director Matthew Nienhuis provided a written report in the Board Packet. He reported the San Mateo County Grand Jury requested for Government Agencies to be mindful of their Cybersecurity posture and implement changes to address cybersecurity risk. Mr. Nienhuis's response to the Grand Jury the District has taken the necessary steps to decrease our cybersecurity risk and will continue to make improvements.

**Public Comment on A, B, C, and D. None**

**Board Comment:**

**Several Board members congratulated Ms. Curtis-Robles on her presentation. Trustee Glenn Sylvester said Ms. Curtis-Robles's presentation was succinct, understandable and impressive**

**8. Manager's Report**

District Manager Brian Weber provided a Written report in the Board Packet. He reported the District management attended a Statewide Pesticide application Notification System Workshop hosted by the California Department of Pesticide Regulation. The purpose of this workshop is to provide transparent and equitable access to information in advance of pesticide applications to enable the public to make decisions about actions they may take to protect their health. Mr. Weber also informed the Board of pending legislation. AB 2449 (Blanca Rubio) authorizes until January 1, 2026, for members of the legislative body of a local agency to meet via teleconferencing without noticing their teleconference locations and making them publicly accessible under certain conditions. This bill seems simply extend the current law beyond January 1, 2024, during the state of emergency, however, requirements have been added that make the bill less appealing.

General Counsel Alexandra Barnhill has worked with California Special District



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Associations (CSDA) and expressed this is not the bill the industry groups had hoped for. She will monitor it as the bill is changed.

**Public Comment: None**

**Board Member Comment: None**

**9. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS**

The next San Mateo County Mosquito Control Vector District Board Meeting is September 14, 2022, at 6:00 p.m.

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

DocuSigned by:

*Kati Martin*

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Kati Martin, Board President

DocuSigned by:

*Donna Rutherford*

A6F8933F57C8402...

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*

646572F497EE40B...

District Manager

DocuSigned by:

*Kati Martin*

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Board President