



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

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF  
TRUSTEES  
OCTOBER 12, 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 October 12, 2022. Location: Teleconference

**TRUSTEES PRESENT:**

Mason Brutschy	Town of Atherton
Carolyn Parker	City of Brisbane
Laura Walsh	City of Colma
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	Town of Hillsborough
Catherine Carlton	City of Menlo Park (Arrived at 6:59 p.m.)
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
Michael Yoshida	City of South San Francisco (Arrived at 6:15 p.m.)
Paul Fregulia	Town of Woodside

**TRUSTEES ABSENT:** Wade Leschyn, City of Belmont  
Rena Gilligan, City of Burlingame  
Ed Degliantoni, City of San Mateo  
Desiree LaBeaud, County-at-Large  
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 6:01 p.m.

**2. PLEDGE OF ALLEGIANCE**

Trustee Laura Walsh led the Pledge of Allegiance.

**3. ROLL CALL**

The roll call indicated that 14 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 to the Board of Trustees, Staff and Public.

**5. BOARD MEMBER OATH OF OFFICE (Ron Collins, City of San Carlos)**

General Counsel Alexandra Barnhill administered the Oath of Office to Ron Collins. He is representing the City of San Carlos, he was born in San Mateo, twice Mayor of San Carlos, is married, has a daughter, and grandchildren. Ron Collins is recently retired.

**6. CONSENT CALENDAR**

A. 1. Approval of October 12, 2022, Minutes, Operation Director Casey Stevenson name corrected.

B. Approval of Resolution 017-22 to continued remote teleconference meetings.

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

**Board Comment:**

**ACTION:** MOTION by Trustee Peter DeJarnatt, second by Trustee Glenn Sylvester to approve Consent Calendar items A.1. and B. Motion passed 14 yeas, 0 noes.



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**REGULAR AGENDA**

**7. BOARD COMMITTEE REPORTS**

**A. 1. Finance Committee Reports**

Committee Chair Mason Brutschy reported that the Committee met on October 4, 2022, via Teleconference. The chair provided a written report in the Board Packet. The Committee reviewed the Financial Reports for FY 22-23 as of August 31, 2022.

The Committee recommends that the Board of Trustees approve the report.

**B. Review the Financial Report for FY 2021-22 as of August 31, 2022**

Finance Director, Richard Arrow provided a written report in the Board Packet. He indicated the report received from July 1 through August 31, 2022, total revenues were \$345.5 thousand, total expenditures YTD, \$1.3 million and the change in fund balance was \$973.3 thousand, cash available in the County Treasure is \$7.2 million. The District's finances are very healthy.

**Public Comment on 7. and B. None**

**Board Comment:**

**ACTION:** Motion by Trustee Robert Riechel, second by Trustee Paul Fregulia to approve the Financial Report for FY 2021-22 as of August 31, 2022. Passed by 15 yeas, 0 noes.

**Public Comment: None**

**Board Comment:**

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

Trustee Paul Norton, Chair of the Ad hoc Real Estate Committee provided a written report in the Board Packet. He indicated the soil was test for asbestos and lead. District Manager Weber highlighted the Geotechnical Survey/Report and the Visioning Workshop. The feedback from these reports are not in.

**Public Comments on 7.C.**

**None**

**Board Comments**

Trustee Paul Fregulia asked for an explanation of the Visioning Workshop Process.

District Manager Weber provided a detailed explanation of the Visioning Process.





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**D. Inactive Committees**

President Martin encouraged members of the Strategic; Policy and Public Outreach committees to look at/call or meet to address any concerns. Be prepared to give a report soon.

**8. STAFF REPORTS**

- A. Operations Director Casey Stevenson provided a written report in the Board Packet. He reported his department purchased a Ram 3500 truck. The truck will be used in the field to respond to any emergencies that happen. He also indicated the Sparta treatment season is winding down. The Catch Basin Treatments had not detected any West Nile Virus.
- B. Laboratory Director Angie Nakano provided a written report in the Board Packet. She indicates monitoring for *Aedes aegypti* in San Mateo County. There is no detection in San Mateo County. However, there was detection in Santa Clara the District will be monitoring this situation. She also reported the Highly Pathogenic Avian Influenza has been detected in San Mateo County. This Influenza is devastating to wild and domestic birds. Please read her detailed report in the Laboratory Staff Program Report. Ms. Nakano was appointed to serve as Chair of the Mosquito Vector Control Association of California.
- C. Public Health Education and Outreach Officer Rachel Curtis-Robles continues providing school presentation to preschools and elementary schools in San Mateo. PHEOO Curtis-Robles highlighted outreach efforts in the City of East Palo Alto. The staff and team of CASP and CASA will survey neighborhoods asking specific questions about climate change, wildfires, Zika, and other health related issues. The data collected will help educate the community about the District Services and the County Service. The households that participate in the survey will receive a goody bag with items that help them prevent illness causing germs etc.
- D. Information & Technology Director Matthew Nienhuis provided a written report in the Board Packet. He indicates October is Cybersecurity Awareness Month. IT Director Hienhuis shared with the Board of Trustees ways to protect our data from Phishing, and encourage the Board to change password, update browser and use MFA, Multifactor Authentication to improve online security.

**Public Comment: on 8. A B C and D,  
None**

**Board Comment:**



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There was a robust discussion on Cybersecurity, the best platforms to use, and how often passwords should be changed.

9. CLOSED SESSION

- A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b)(1).)  
Title District Title: District Manager (Gov. Code section 54957(b))
- B. CONFERENCE WITH LABOR NEGOTIATOR  
Unrepresented Employee: District Manager (Gov. Code section 54957.6)

10. REPORT FROM CLOSED SESSION

No final action was taken.

11. Resolution 017-22 Second Amendment to Manger's Employment Agreement

Chair Kat Lion provided a report to the Board regarding the results of the General Manager's Performance Evaluation. The Committee recommends approving the Second Amendment to the District Manager Employment Agreement. The Second Amendment to the Manager's employment agreement would adjust the salary 7.5% to \$210,162.50 and keep the other terms and conditions the same.

**ACTION:** Motion by Trustee Peter DeJarnatt, seconded by Trustee Catherine Carlton to approve the Second Amendment to District Manager Employment Agreement. Passed 15 yeas, 1 Abstain Trustee Ron Collins, 5 Absent.

12. MANAGER'S REPORT

District Manager Weber provided a written report in the Board Packet. He reported that 50% of trustees are interested in returning to in-person board meetings. **The hybrid model will be implemented for the November 9, 2022, Board meeting.**

DM Weber provided all Board members with a copy of the National Association of County and City Health Official published Vector Surveillance and Control at the Local Level. He provided a link in his report. (Please read).

DM Weber will research possible Holiday Party sites; Field Day will be December 14, 2022, at the District Office from Noon to 4:00 p.m. The American Mosquito Control Association (AMCA) Conference will be at the Grand Sierra Resort & Casino in Reno, Nevada from February 27-March 3, 2023





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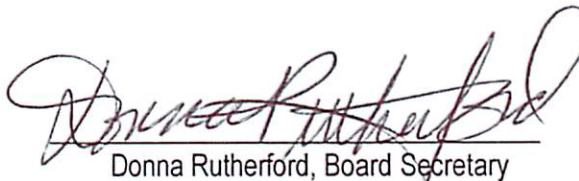
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**13. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS**

The next Board meeting is on November 9, 2022, the Third Wednesday of the Month at 6:00 p.m.

ADJOURNMENT: 7:40 p.m.

  
Kati Martin, Board President


  
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:  
  
646572F497EE46D...  
District Manager

  
Board President