



**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  
February 8, 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 February 8, 2023. Location: **Teleconference**

TRUSTEES PRESENT:

Mason Brutschy	Atherton
Chuck Cotten	Belmont
Carolyn Parker	Brisbane
Rena Galligan	Burlingame (Arrived at 6:31 p.m.)
Laura Walsh	Colma
Glenn R. Sylvester	Daly City
Donna Rutherford	East Palo Alto
Paul Norton	Foster City
Kati Martin	Half Moon Bay
D. Scott Smith	Hillsborough
Catherine Carlton	Menlo Park
Muhammad Baluom	Millbrae
Ray Williams	Portola Valley
Kat Lion	Redwood City
Robert Riechel	San Bruno
Ron Collins	San Carlos
Ed Degliantoni	San Mateo (Arrived at 6:25 p.m.)
Michael Yoshida	South San Francisco
Paul Fregulia	Woodside

TRUSTEES ABSENT:

Desiree LaBeaud	County-at-Large
Peter DeJarnatt	Pacifica

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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**REGULAR MEETING OF THE BOARD OF TRUSTEES TELECONFERENCE  
February 8, 2023, 6:00 PM**

**1. CALL TO ORDER**

The meeting was called to order at 6:00 PM

**2. PLEDGE OF ALLEGIANCE**

President Kati Martin 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 reviewed the process going forward during the Teleconference of the meeting with the Board of Trustees, Staff, and Public.

**5. CONSENT CALENDAR**

- A. Approval of the Minutes of the Regular Board Meeting of February 8, 2023**
- B. Approval of resolutions 019-23 authorizing remote teleconference meeting**
- C. Retirement of two technician pickup trucks**

**Public Comment: None  
Board Comment: None**

**ACTION: MOTION by Trustee Ron Collins, second Trustee Mason Brutschy to approve 5.A.1, B, and C. Motion passed by 17 yeas, 0 noes.**

**REGULAR AGENDA**

**6. BOARD COMMITTEE REPORTS**

**A.1 Finance Committee**



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Chair Mason Brutschy reported that the Finance Committee met on January 30, 2023. The Committee submitted a written report in the Board packet. The Committee reviewed the Financial Report for FY 22-23 as of December 31, 2022.

Finance Director Arrow discussed a potential District fund investment alternative. Representatives of the two investment alternatives CalTrust and CalCLASS, have provided information to the District. The Finance Committee will recommend their next Finance meeting on February 27, 2023. The Committee also discussed the retirement of two District vehicles beyond their useful life. The committee recommended approval of these reports to the Board of Trustees on February 8, 2023.

### **B. Finance Committee**

Finance Director Richard Arrow provided a written report in the Board packet. He reported that the District is solid financially. Mr. Arrow highlighted that on the December 2022 summary, accounts receivable were outstanding greater than 90 days total is \$28,949 consisting of amounts due from CIPC. Updated receivables as of December 21, 2022, are \$14,774 from California Invasive Plant Council.

**Public Comment: None**

**Board Comment:**

**Several Board members commented on the sale of the two trucks, as agendized on the Consent calendar. The Board asked questions about the possibility of purchasing electric trucks, and staff advised about previous efforts to electrify its fleet. From this discussion, an *ad hoc* sub-committee was formed to work with staff on electric vehicle options; they are Trustees Collins, Sylvester, and Carlton.**

**ACTION: MOTION by Trustee Paul Fregulia, second by Trustee Scott Smith, to approve Financial Reports for FY 22-23 as of December 31, 2022. Passed by 18 yeas, 1 Abstain(Trustee Rena Gilligan).**

### **C. Policy Committee Report**

Chair Robert Riechel met with the Policy Committee on January 19, 2023, to review Draft District Policy 4000 regarding using unmanned Aerial Systems (UAS) and reviewed San Mateo County Mosquito Vector Control Draft Internal Boardroom Policy. There was a written report provided in the Board Packet. The Committee recommends that the Board approve Policy 4000 regarding Unmanned Aerial Systems. The Committee recommends that the board provide feedback at the February meeting and take formal action on the internal policy.



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**Public Comment:**

**Board Comment:**

There were several questions from Board members on using unmanned Aerial Systems. General Counsel Barnhill explained that the policy intends to promote responsible UAS use by District staff and publicly address privacy concerns. General Counsel Barnhill clarified the concerns regarding the Internal Boardroom Policy. She explained that the internal policy balances the conduct of the Boardroom and the safety of Board members, staff, and the public, given the small size of the District's Boardroom and the requirements of the Brown Act.

**C.1 ACTION:** MOTION by Trustee Robert Riechel, second by Trustee Mason Brutschy to approve District Policy 4000 Use of Unmanned Aerial Systems (UAS) Passed by 18 yeas, 1 no (Trustee Ed Degliantoni).

**C.2 ACTION:** MOTION by Trustee Scott Smith, second by Trustee Donna Rutherford, to approve the San Mateo County Mosquito and Vector Control District Internal Boardroom Policy. Passed by 16 yeas, 3 noes (Trustees Baluom, Williams, and Degliantoni).

**D. Inactive Committees**

President Martin would like the met with the Chairs of these Committees at the end of the month to discuss their direction. District Manager Weber will arrange to schedule.

**7. STAFF REPORTS**

- A.** Laboratory Director Angie Nakano provided a written report in Board Packet. She reported the continuance of the Tick surveillance program. She reported an ant invasion in the Mosquito Laboratory from the heavy rains. Laboratory Director Nakano said seeing trustees at the MVCAC Conference was good.
- B.** Public Health Education and Outreach Officer Rachel Curtis -Robles provided a written report in the Board Packet. She expressed being busy scheduling 80 classroom presentations in San Mateo County Schools. Educating youth about the disease risks from mosquitos and other vectors and the steps they can take to keep themselves and their families safe is a great way to raise public awareness of these issues.
- C.** Information & Technology Director Matthew Nienhuis provided a written report in the Board Packet. He highlighted in his report Security awareness regarding QR codes. QR codes store information in various ways. Everyone must be mindful that the device can be used to get personal information and be aware of the risks.
- D. Special Presentation:** Operations Director Casey Stevenson provided a written report in the Board Packet. He provided a PowerPoint presentation on the District Operations and the Mapvision database. OD Stevenson offered detailed information on the Mapvision database and the need to upgrade the services with Leading Edge. This technology is a



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valuable tool for the District, allowing for efficient and effective public service.

**Public Comment on Agenda Item 7. A, B, C, D, and D 1. None**

**Board Comment:**

Many Board members complimented Casey Stevenson on the great presentation. Others wanted to know if there were enough technicians to use the technology. Also, there was a concern about the upgrade cost for Mapvision. Staff addressed these comments by providing additional information.

**ACTION:** Motion by Trustee Ray Williams, second by Trustee Carolyn Parker, to approve the contract with Leading Edge for Mapvision District database services in the amount of \$110,000 and \$25,000 for annual licensing Passed by 19 yeas, 0 noes.

**8. MANAGER'S REPORT**

District Manager Brian Weber provided a written report in the Board Packet. DM Weber is pleased to report that the District is no longer paying for the leased property and is using the purchased property while architectural plans unfold. He also discussed future Board meetings, the Brown Act update, and how to comply with AB 2449.

**Public Comment: None:**

**Board Comment: None**

**9. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS**

Trustees Yoshida, Collins, Mason, Gilligan, Walsh, and Martin shared their experience at the MVCAC Conference. They all learned much about the industry/operations/science, enjoyed the conference, and look forward to the next conference. President Martin commended Angie Nakano on her presentation at the conference.

**10. Next Meeting is on March 8, 2023, at 6:00 P.M. on the 2<sup>nd</sup> Wednesday of the Month at the District's boardroom in Burlingame.**

**11. ADJOURNMENT: 7:57 PM**

DocuSigned by:  
*Kati Martin*  
BBDEB35897044EC...  
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.



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

DocuSigned by:  
*Brian Weber*  
040572F497EE40B...  
District Manager

**Approved:**

DocuSigned by:  
*Kati Martin*  
BBDED35837844EC...  
Board President