



Minutes of the REGULAR MEETING OF THE BOARD OF TRUSTEES

June 11, 2025, 6:00 PM

- 1. CALL TO ORDER BY MASON AT 6 PM SHARP**
- 2. PLEDGE OF ALLEGIANCE led by Kati Martin**
- 3. ROLL CALL**

TRUSTEES PRESENT:

Chuck Cotten	City of Belmont
Michael Goldman	City of Brisbane
Rena Gilligan	City of Burlingame
Laura Walsh	Town of Colma
Glenn R. Sylvester	City of Daly City
Donna Rutherford	City of East Palo Alto
Kati Martin	City of Half Moon Bay
Muhammad Baluom	City of Millbrae
Kat Lion	City of Redwood City
Robert Riechel	City of San Bruno
Ron Collins	City of San Carlos
Tolifili Fa	City of San Mateo
Michael Yoshida	City of South San Francisco
Paul Fregulia	Town of Woodside

PRESENT: 14 Trustees

Mason Brutschy*	Town of Atherton
Desiree LaBeaud*	County-At-Large
Catherine Carlton*	City of Menlo Park
Dr. D. Scott Smith*	Town of Hillsborough
Peter DeJarnatt*	City of Pacifica
Paul Norton*	City of Foster City
Ray Williams*	Town of Portola Valley

TRUSTEES ABSENT: 7 (*=Excused)

OTHERS PRESENT:

District Manager, Brian Weber

Finance Director, Richard Arrow
General Counsel, Alexandra Barnhill **(BY ZOOM)**
Assistant Manager and Operations Director, Casey Stevenson
Lab Director, Angie Nakano
Public Health Education and Outreach Officer, Rachel Curtis-Robles
IT Director, Matthew Nienhuis

4. **PUBLIC COMMENTS AND ANNOUNCEMENTS:** No public comment was made. No members of the public were present for the duration of the meeting and no public comments were submitted in writing on any agenda item.

5. **CONSENT CALENDAR**

The Board considered all items on the Consent Calendar.

A. Meeting Minutes

- Minutes from May 14, 2025

B. Financial Reports

- Financial Report for FY 2024-25 as of April 30, 2025

C. Capital Asset Retirement

- Retirement of one 14' Klamath boat from Capital Asset Inventory

D. Approval of Cordgrass Work plan

- SMCMVCD Cordgrass Work plan for FY 25-26 and associated revenue

ACTION: Motion to approve the Consent Calendar was made by Ron Collins, 2nd by Glenn Sylvester; Approved unanimously by voice vote.

Votes: 14 Yes; 0 No; 0 Abstain; 7 Absent.

REGULAR AGENDA

6. **BOARD COMMITTEE REPORTS**

The Chair of each committee listed below provided a report on the committee's actions and presented recommendations to the Board.

A. Finance Committee Report

Report by: Finance Committee Report given by Committee Chair, Ron Collins. The Committee met on June 2, 2025. Ron provided a written report in the board packet. The items discussed included the preliminary Financial Reports for FY 24-25, a summary of the construction project status, cost, and the long-term financial plan. The Committee also discussed the engineer's report and resolution regarding the assessment, the Ad-Hoc staff negotiation committee's progress on employee compensation increases, and lastly the FY 25-26 preliminary budget. Please refer to the written report for more details.

Public Comment: None.

B. Presentation of the Engineer's Report calculating the Benefit Assessment and Consideration of the Adoption of Resolution M-003-25

There was a presentation from SCI Consulting Group given by Tristan Foley on the Engineers Report. The rates for Zone A will increase to \$26.03 and for Zone B the increase is \$25.55. This increase is per single-family house. The increase will bring the district about 2,317,887.00 dollars.

Public Comment: None.

ACTION: Motion made by Robert Riechel, 2nd by Muhammad Baluom, to adopt Resolution M-003-25 approving the Final Assessment Diagram and Engineers Report and ordering the Levy of Assessments for FY 2024-2025 for the North and West County Disease Control Assessment District. Motion passed by voice vote.

Vote: 14 Yes; 0 No; 0 Abstain; 7 Absent.

C. Resolution M-004-25 - Special Mosquito Control Tax

A report was given by Finance Director Richard Arrow and supported by District Manager Brian Weber input.

Public Comment: None.

ACTION: Motion made by Ron Collins, 2nd by Glenn Sylvester, to approve Resolution M-004-25, maintaining the amount of the Special Mosquito Control Tax without changes for Mosquito Control Services within the originally designated cities and unincorporated areas for FY 2024-2025 and authorizing the continued collection of the tax. Approved unanimously by voice vote.

Vote: 14 Yes; 0 No; 0 Abstain; 7 Absent.

D. Presentation of the 24-25 Final Budget and Estimated for FY 25-26

An oral report was made by Finance Director Richard Arrow who provided a detailed written report in the Board packet. His highlights are that the numbers remained the same. There was a slight increase in Laboratory department, but the budget is balanced and the District has a healthy financial outlook.

Public Comment: None.

ACTION: Motion made by Rena Gilligan, 2nd by Ron Collins to approve the FY 25-26 Final Budget. Approved unanimously by voice vote.

Vote: 14 Yes; 0 No; 0 Abstain; 7 Absent.

E. Ad Hoc Staff Negotiating Committee

Report by Committee Chair Rena Gilligan: The Committee met several times; they discussed salary and benefits proposals from the unrepresented and represented negotiation groups and directed staff to prepare counter proposals that balance the employee's interests with the District's fiscal realities. Ultimately, both groups agreed to the same changes to their benefits, they will receive a cost-of-living increase of 5% annually for 3 years. The committee also discussed several the need to create additional district positions, including a part-time vector ecologist and a full-time senior accountant, and the need to reclassify the public health education and outreach officer as a communications director. For more details, please refer to the written report provided in the board packet.

F. Proposal to establish a regular, part-time vector ecologist position and adopt an associated classification description and salary scale.

Public Comment: None.

ACTION: Motion made by Robert Riechel, 2nd by Muhammad Baluom to approve establishing a regular part-time vector ecologist position and adopt an associated classification and salary scale. Motion approved unanimously by voice vote.

Vote: 14 Yes; 0 No; 0 Abstain; 7 Absent.

G. Proposal to establish a regular, full-time senior accountant position and adopt an associated classification description and salary scale.

Public Comment: None.

ACTION: Motion made by Donna Rutherford, 2nd by Michael Yoshida to approve a full-time senior accountant position, includes a classification description in the district policy manual appendix, and adopt an associated salary scale. Motion approved unanimously by voice vote.

Vote: 14 Yes; 0 No; 0 Abstain; 7 Absent.

H. Proposal to reclassify the Public Health Education and Outreach Officer as the Communications Director and revise the classification description and salary scale.

Public Comment: None.

ACTION: Motion made by Donna Rutherford, 2nd by Rena Gilligan to approve reclassify the public health education and outreach officer position as the communications director, revise the classification description in the district policy manual appendix, and adopt an associated salary scale. Motion approved unanimously by voice vote.

Vote: 14 Yes; 0 No; 0 Abstain; 7 Absent.

7. STAFF REPORTS

A. Operations Director Casey Stevenson provided an update on Field Operations.

B. Laboratory Director Angie Nakano provided an update on laboratory activities.

C. Public Health Education and Outreach Officer Rachel Curtis-Robles provided an update on the District's Public Outreach Program.

D. Information Technology Director Matthew Nienhuis provided an update on technology matters.

Public Comments on 7. A, B, C, and D: None.

8. CLOSED SESSION:

Conference with Labor Negotiator (Gov. Code 54957.6)

Agency Designated Representative: Brian Weber

Employee Organizations: Peninsula Vector Workers Association

Unrepresented Employees: Accountant, Laboratory Director, Field Operations Supervisor, Operations Director, Information and Technology Director, and Public Education and Outreach Officer

Public Comment: None.

ACTION: NO REPORTABLE ACTION TAKEN.

9. CLOSED SESSION:

Public Employee Performance Evaluation (Gov. Code 54957)

Title: Interim Finance Director

Public Comment: None.

ACTION: NO REPORTABLE ACTION TAKEN.

10. EMPLOYMENT MATTERS

A. MEMORANDUM OF UNDERSTANDING WITH PENINSULA VECTOR CONTROL WORKERS ASSOCIATION FOR JULY 1, 2025 TO JUNE 30, 2028.

B. RESOLUTION M-005-25 AUTHORIZING COMPENSATION AND BENEFIT ADJUSTMENTS FOR UNREPRESENTED EMPLOYEES FROM JULY 1, 2025, TO JUNE 30, 2028

Public Comment: None.

ACTION: Motion made by Rena Gilligan, 2nd by Chuck Cotten, to approve the Memorandum of Understanding with Peninsula Vector Control Workers Association and Resolution M-005-25 authorizing compensation and benefit adjustments for unrepresented employees from July 1, 2025, to June 30, 2028. Approved unanimously by voice vote.

Vote: 14 Yes; 0 No; 0 Abstain; 7 Absent.

11. CONSIDERATION AMENDMENT OF EMPLOYEE MANUAL POLICY 5120.10 REGARDING SPECIFIED PAID HOLIDAYS

Public Comment: None.

ACTION: Motion made by Laura Walsh, 2nd by Ron Collins to approve Policy 5120 to make Good Friday a full day holiday. Approved unanimously by voice vote.

Vote: 14 Yes; 0 No; 0 Abstain; 7 Absent.

12. CONSIDER THE FIFTH AMENDMENT TO THE AGREEMENT FOR THE POSITION IN INTERIM DIRECTOR

Public Comment: None.

ACTION: Motion made by Robert Riechel, 2nd by Muhammad Baluom to approve the 5th amendment for the position of interim finance director, effective July 1, 2025. Approved unanimously by voice vote.

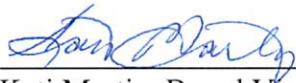
Vote: 14 Yes; 0 No; 0 Abstain; 7 Absent.

13. MANAGER'S REPORT

District Manager Brian Weber provided a written report in the board packet. Some highlights of his report were CSDA training, virtual workshops, on-demand webinars, and California Environmental Quality Act legislation. Please refer the written report for more details.

14. BOARD MEMBERS COMMENTS AND ANNOUNCEMENTS – None.

15. ADJOURNMENT: 7:47 P.M.



Kati Martin, Board Vice President

DocuSigned by:

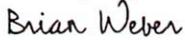


Dr. D. Scott Smith, Board Secretary

I certify the above minutes were approved as read or corrected at a meeting of the Board held, 2025.

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

Approved:



District Manager



Board Vice President