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

Minutes of the REGULAR MEETING

OF THE San Mateo County Mosquito and Vector Control District

BOARD OF TRUSTEES

September 10, 2025, 6:00 PM

1. **CALL TO ORDER by Kati Martin at 6:00 pm**
2. **PLEDGE OF ALLEGIANCE lead by Desiree LaBeaud**
3. **ROLL CALL**

Trustee Catherine Carlton attended remotely due to illness

TRUSTEES PRESENT:

Chuck Cotten	City of Belmont
Michael Goldman	Brisbane
Rena Gilligan	City of Burlingame
Laura Walsh	Town of Colma
Desiree LaBeaud	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
D. Scott Smith	Town of Hillsborough
Catherine Carlton	City of Menlo Park **attended by Zoom**
Peter DeJarnatt	City of Pacifica
Robert Riechel	City of San Bruno
Ron Collins	City of San Carlos
Tolifili Fa	San Mateo
Michael Yoshida	City of South San Francisco
Paul Fregulia	Town of Woodside

PRESENT: 17 Trustees

TRUSTEES ABSENT: 4 (*=Excused)

Mason Brutschy*	Town of Atherton
Muhammad Baluom*	City of Millbrae
Kat Lion*	Redwood City
Ray Williams*	Town of Portola

OTHERS PRESENT:

District Manager, Brian Weber **(BY ZOOM)**

Finance Director, Richard Arrow

General Counsel, Alexandra Barnhill **(BY ZOOM)**

Special Counsel, Edward Low **(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

Guests present:

Sharon Thomas, Capital Program Management.

4. PUBLIC COMMENTS AND ANNOUNCEMENTS

- Trustee Catherine Carleton requested to participate remotely pursuant to AB 2449 (Government Code 54943(f)) following the AB 2449 Brown Act rules. Trustee Carleton affirmed that she had was experiencing a health issue that arose after the agenda was posted, there were no other adults in the room, and that she had not exceeded the remote meeting limit. She was advised to keep her video on for the duration of the meeting.
- There are no comments. No members of the public were present for the duration of the meeting.

5. CONSENT CALENDAR

A. Approval of Minutes

- Minutes from the July 9, 2025 Board meeting

B. Approval of Financial Reports

- Financial Report for FY 2025-26 July 31, 2025

C. Approval of Purchases

- Purchase 3,000 gallons of BVA 2 larvicide oil from Azelis Solutions, not exceeding $39,000.

The Consent Calendar was considered as one ITEM:

Glenn Sylvester: moved to approve, with an amendment to the Minutes to specify the party who seconded a motion that was blank in the draft minutes. Donna Rutherford: seconded.

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. Ad Hoc Committee on Real Estate – Sharon Thomas of Capital Program Management reviewed a PowerPoint Presentation of the 1415 N. Carolan Project Update

Report by: Sharon Thomas, AIA, Capital Program Management, and Paul Norton, Chair, Ad Hoc Committee on Real Estate

Sharon updated the Board about design drawings and permitting from the 8/20/25 schedule. Documents were completed and turned in to the City of Burlingame. The team is reviewing and will respond by 9/22/25 to receive the building permit. CPM will work proactively to generate interest among bidders and will solicit public bids for the construction project. This process will comply with applicable public contracting and award obligations. It is expected to take 10-12 months to replace the roof, given rainy season delays, etc. A PowerPoint showing the design of the redesigned 1415 North Carolan project was presented with some discussion and questions that were answered by Ms. Thomas, Mr. Weber and Trustee Norton.

ACTION: No action, information only

B. **Ad Hoc Board Officer Nominating Committee Report by:** Brian Weber, District Manager Weber described that in prior years an ad hoc nominating committee has been formed to identify interested candidates for filling the President, Vice President, and Secretary seats on the Board. The officer roles have a two-year term and are elected by the Board in January after a nomination in November. Establishing an ad hoc committee ensures there will be a qualified slate of candidates to fill the officer positions. After some discussion, Acting Chair Martin nominated Trustee Rutherford to chair the committee and to work with volunteers Michael Goldman, Laura Walsh, and Rena Gilligan. Manager Weber will facilitate these meetings.

ACTION: The Committee was formed by the Acting Chair.

C. **Finance Committee Report – September 2, 2025 Report by:** Richard Arrow: discussed the signed actuarial report. Finance Director Arrow also talked about the plan for financing of

the 1415 N Carolan project. Other aspects of the Committee's work are being discussed separately under other agenda items.

Report by: Ron Collins. Finance Committee Chair

ACTION: No action, information only

D. Review Financial Report for FY 2024-25 as of June 30, 2025, and request to increase the Administration Division budget by $7,500 for legal and contract services, increase Utilities by $6,000 for gas and electricity, and reduce Public Outreach by $13,500 to offset these increases. An estimated $500,000 in excess funds is also requested to be allocated to the Real Property Acquisition Reserve.

Report by: Finance Director, Richard Arrow, CPA
ACTION: Approve Financial Report and budget adjustments as of June 30, 2025

Motion: Donna Rutherford; 2nd Motion: Glen Sylvester

Roll Call Vote: YES: 17; No: 0; 4 = Absent, **PASSED.**

E. Discuss a Special Assessment imposed by Fire Risk Management Services (FRMS) and consider the Finance Committee's recommendation of authorizing early payment for the Special Assessment in the discounted amount of $176,692.43 "under protest", covering the District's pro-rata share of the FRMS excess health care liability through April 30, 2025 and approval of the associated budget adjustment for FY 2025/26.

Report by: District Manager, Brian Weber, District Counsel Alexandra Barnhill and Special Counsel, Edward Low

Brian Weber reported to the board that the District's health insurance provider, FRMS, unexpectedly imposed a special assessment on the District and announced that the employee's health insurance would cease by the end of the year. The Finance Committee met with an official from FRMS to inquire as to the cause of the special assessment and any alternatives that FRMS's board had considered. The Staff and the Finance Committee recommended that the District pay early to take advantage of an 8% discount, but to do so under protest to preserve any claims the District may have against FRMS or its providers. Other alternatives, such as litigation, and the applicable statute of limitations were discussed with the District's Special Counsel, Edward Low. District Manager Weber also clarified that staff has already

identified other insurance carriers to replace FRMS and will present the health care options at the next Regular Board meeting.

ACTION: Authorize payment for the FRMS Health Care Special Assessment in the amount of $176,692.43 "under protest", covering the District's pro-rata share of the FRMS excess health care liability through April 30, 2025 and the associated budget adjustment for FY 2025/26.
Motion to approve: Catherine Carlton

Second: Darvin Scott Smith
Approved: YES: 17; NO: 0; Absent: 4; PASSED

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. Low activity in the state for WNV. Continue no new *Aedes aegypti*

C. Public Health Education and Outreach Officer Rachel Curtis-Robles provided an update on the District Public Outreach Program. They mailed out information to schools (1 page); communications training done last month; ABC 7 news came and filmed in the lab and featured Trustee LaBeaud; had video presentation to schools.

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

8. MANAGER'S REPORT

Manager Brian Weber provided an update on relevant District information. CSDA got Manager Weber an appt with Assemblymember Diane Pappan with whom he highlighted the importance of mosquito and vector control districts. They also discussed AB 339 (proposed bill) regarding representing staff with the notice needed to respond to an emergency (staff would need 60 days' notice for any work changes – this would not work for our district).

9. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

10. ADJOURNMENT: Called at 7:54p by Kati Martin

Kati Martin, Vice President

Donna Rutherford, Board Secretary

I certify that the above minutes were approved as read or corrected at a board meeting in 2025.
** All reports provided to the trustees at the board meeting will be available upon request.

Approved:

District Manager

Board President