



Minutes of the Regular Meeting of the BOARD OF TRUSTEES

January 8th, 2025, 6:00 PM

1. **CALL TO ORDER** By President Mason Brutschy at 6:00 PM.
2. **PLEDGE OF ALLEGIANCE**, Led by President Brutschy
3. **ROLL CALL:**

TRUSTEES PRESENT:

Mason Brutschy	Town of Atherton
Chuck Cotten	City of Belmont
Rena Gilligan	City of Burlingame
Laura Walsh	Town of Colma
Desiree LaBeaud	County-at-Large
Donna Rutherford	City of East Palo Alto BY ZOOM
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 (LATE: 6:20pm missed 1st vote)
Muhammad Baluom	City of Millbrae
Peter DeJarnatt	City of Pacifica
Ray Williams	Town of Portola (LATE: 6:41pm (missed all votes))
Kat Lion	Redwood City
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: 19 Trustees (1 by Zoom)

TRUSTEES ABSENT: 2

Michael Goldman	Brisbane EXCUSED
Glenn R. Sylvester	City of Daly City

OTHERS PRESENT:

District Manager, Brian Weber
Finance Director, Richard Arrow
General Counsel, Alexandra Barnhill (BY ZOOM)
Assistant Manager and Operation Director, Casey Stevenson
Lab Director, Angie Nakano
Public Health Education and Outreach Officer, Rachel Curtis-Robles

Other Invited Presenters: (appeared only for their sections)

Sophia Kuo, CPA of the Pun Group (BY ZOOM)
Sharon Thomas, AIA, Senior Project Manager from Capital Program Management, Inc. (BY ZOOM)

4. PUBLIC COMMENTS AND ANNOUNCEMENTS

- Trustee Donna Rutherford requested to participate remotely pursuant to AB 2449 (Government Code 54943(f)) following the AB 2449 Brown Act rules. Trustee Rutherford affirmed that she was experiencing a health issue that arose after the agenda was posted, that there were no other adults in the room, and that she did not exceed the remote meeting limit. She kept her video on for the duration of the meeting.
- No public comment was made. No members of the public were present for the duration of the meeting.

5. CONSENT CALENDAR

All items on the Consent Calendar were considered and approved with a motion by Trustee Riechel and 2nd by Trustee Smith. (all approved without comment)

Votes: 17 YES; 0 No; 0 Abstain; 4 absent.

A. Meeting Minutes

- Minutes from November 13, 2024

B. Financial Reports

- Financial Report for FY 2024-25 as of October 31, 2024 and November 30, 2024

ACTION: Motion unanimously approved by all trustees present.

REGULAR AGENDA

6. BOARD COMMITTEE REPORTS

A. Finance Committee Report

Finance Committee Report – from the meeting on December 30, 2024

Report given by: Ron Collins, Committee Chair. Note: Trustee Collins reviewed the cash fund performance. A discussion of potentially investing with Cal Trust will be agendaized for the next regular finance committee meeting.

B. Presentation of June 30, 2024, Annual Comprehensive Financial Report

Report by: Sophia Kuo, CPA of the Pun Group presented by PowerPoint on ZOOM. No issues were identified, and an “unmodified opinion” on the financial report was rendered (meaning the report is clean). Several Trustees thanked the Finance Director, Richard Arrow and his team for establishing appropriate internal controls.

ACTION: The Annual Comprehensive Financial Report from June 30, 2024 was approved by the board unanimously: 18 Trustees voted YES; 0 No; 0 Abstained and 3 absent.

C. A PowerPoint presentation from Capital Program Management (CPM), Inc. provided an update on the District’s office and storage facility located at 1415 North Carolan, Burlingame

The report was given by Sharon Thomas, AIA – Senior Project Manager on Zoom and Brian Weber, District Manager. The 65% complete architectural drawings were shown. The Trustees were informed about the next steps, which involve securing permits, bidding on the construction project, and awarding the bid. Richard Arrow discussed the estimated cost of the project and the conceptual funding sources and alternatives. The Board will be responsible for awarding bids and allocating funds to the project.

D. COMMITTEE ASSIGNMENTS

Manager Weber discussed the current committees. President Brutschy considered new requests for committee assignments and created an Ad hoc Staff Negotiating Committee. This Committee will be responsible for negotiating with the unrepresented employees and employee association regarding their next employment contract (the current contract expires

June 30, 2025). Trustees Ray Williams, Tolifili Fa, Muhammad Baluom, Robert Reichel, Rena Gilligan, and President Brutschy will comprise the Committee.

7. STAFF REPORTS (were very brief due to time constraints)

- A. Operations Director Casey Stevenson provided a brief update on Field Operations, including providing feedback on the successful Trustee Field Day held in December.
- B. Laboratory Director Angie Nakano provided a brief update on Laboratory activities and the temporary discontinuation of the chicken program due to bird flu.
- C. Public Health Education and Outreach Officer Rachel Curtis-Robles updated the District Public Outreach Program. She noted that she received a CSDA Essential Leadership Skills Certificate.
- D. Information & Technology Director Matthew Nienhuis updated the board on the District technology matters, including that a federal grant for \$184K was awarded to the District for cybersecurity work.

8. MANAGER'S REPORT

Manager Weber updated the board on relevant district matters. He also mentioned upcoming conferences, including the MVCAC in Oakland on Jan 26-27, 2025, and AMCA in Puerto Rico on March 3-7, 2025.

9. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

President Brutschy encouraged new Trustees to attend industry conferences to understand mosquito and vector control better.

10. ADJOURNED at 7:27 pm

Signed by:

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Mason Brutschy, Board President

DocuSigned by:

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Dr. D. Scott Smith, Board Secretary

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

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

Approved:

DocuSigned by:
Brian Weber
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District Manager

Signed by:
Mason Brutsch
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Board President