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**REGULAR MEETING MINUTES**
**OF THE BOARD OF TRUSTEES**
**April 8, 2026, 6:00 PM**

**AGENDA**

1. **CALL TO ORDER AT 6:00 PM**

2. **PLEDGE OF ALLEGIANCE led by President Collins**

3. **ROLL CALL** Announcements by Trustees of the just cause basis to participate remotely pursuant to the Brown Act's teleconferencing rules were as follows:

   - Trustee Paul Norton attended from a remote location due to a personal medical condition that prevented in person attendance. He noted that he had both an audio and visual connection and no other adults in the room.

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**TRUSTEES:**

| | |
|---|---|
| **President -** Ron Collins | City of San Carlos |
| **Vice President** - Glenn R. Sylvester | City of Daly City |
| **Secretary** – Rena Gilligan | City of Burlingame |
| **Assistant Secretary** - Chuck Cotten | City of Belmont |
| Michael Goldman | City of Brisbane |
| Laura Walsh | Town of Colma |
| Desiree LaBeaud | County-At-Large |
| Donna Rutherford | City of East Palo Alto |
| Paul Norton | City of Foster City **attended by Zoom** |
| Kati Martin | City of Half Moon Bay |
| D. Scott Smith | Town of Hillsborough |
| Catherine Carlton | City of Menlo Park (arrived after 6:05) |
| Kat Lion | City of Redwood City |

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|---|---|
| Robert Riechel | City of San Bruno |
| Tolifili Fa | City of San Mateo |
| Michael Yoshida | City of South San Francisco |
| Paul Fregulia | Town of Woodside |
| **Total** | **17 Trustees** |

**TRUSTEES ABSENT:**

| | |
|---|---|
| Vacant | Town of Atherton |
| Vacant | Town of Portola Valley |
| Muhammad Baluom* | City of Millbrae |
| Peter DeJarnatt* | City of Pacifica |
| **Total** | **4 (* = Excused)** |

**OTHERS PRESENT:**

District Manager, Brian Weber

Finance Director, Richard Arrow

General Counsel, Alexandra Barnhill **attended by Zoom**

Assistant Manager and Operations Director, Casey Stevenson

Communications Director, Rachel Curtis-Robles

Lab Director, Angie Nakano

IT Director, Matthew Nienhuis

Sharon Thomas, AIA, Capital Project Management **attended by Zoom**

Dwight Ortmann, President, Beals Martin, Inc

4. **PUBLIC COMMENTS AND ANNOUNCEMENTS:** No members of the public addressed the Board relative to matters of the District. No members of the public were present for the duration of the meeting. No action was taken on non-agenda items.

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## 5. CONSENT CALENDAR

All items on the Consent Calendar were considered by the Board as one item, including:

### A. Meeting Minutes

- Minutes from March 11, 2026 Board Meeting

### B. Financial Reports

- Financial Report for FY 2025-26 as of February 28, 2026

**Motion for approval:** D. Scott Smith, 2nd Robert Riechel

Votes Tallied: YES: 16; No: 0; Abstain:0; Absent 2: PASSED

## 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:** Committee Chair, Kati Martin, and Finance Director, Richard Arrow. Committee Chair Martin noted that the Committee felt the District's finances are in good order upon reviewing standard reports. The Committee also was in support of the award of construction contract to Beals Martin with the specified contingency.

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Finance Director, Richard Arrow described steps the District is taking to ensure security of financial transactions and limit the use of physical checks. The Board briefly discussed the District's internal control protocols and manual.

**B. Real Estate Committee Report**

**Report by:** Committee Chair, Paul Norton. Committee Chair Norton noted that following issuance of an RFP for bids on February 5, and a mandatory walk through where 24 contractors participated, 7 firms submitted bids on March 24. CPM managed the bid opening process and determined that several of the bids were very close, with Beals Martin being the apparent lowest responsive and responsible bidder, and came in approximately $345,000 under the engineer's estimate. No bid protests were timely submitted. CPM performed due diligence to confirm compliance with licensing, insurance, and other obligations.

**ACTION:** No action, Information only

**7. Award of Construction Contract to Beals Martin in the Amount of $7,156,643 and Approval of Final Plans and Specifications for the 1415 N. Carolan Improvements Project and associated authorizations and expenses**

**Report by:** Sharon Thomas, AIA, Capital Project Management, Paul Norton, Ad Hoc Committee on Real Estate Committee Chair, and Brian Weber, District Manager. Sharon Thomas discussed the selection process used to identify the lowest responsive and responsible bidder for this construction contract as required under the public contracting laws. Ms. Thomas noted that the project was designed by professionally licensed engineers and architects. General Counsel Alexandra Barnhill noted that the

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Board could rely on this professional design input to potentially immunize or provide a special defense to the District in the unlikely event of an injury on site. For these reasons, the Board was asked to make a finding under Government Code section 830.6. Dwight Ortmann, President of Beals Martin, expressed his firm's appreciation for being selected, noted prior successful engagements on public agency projects, and answered questions by Trustees regarding the project timeline and budget.

**ACTION:** Award a construction contract for the 1415 N. Carolan Improvements Project to Beals Martin in the amount of $7,156,643, as the lowest responsive and responsible bidder, in accordance with applicable public contracting requirements; authorize the District Manager to execute the construction contract and all related documents and take all actions reasonably necessary; approve the final plans and specifications for the project prepared by Capital Program Management and find that the plans and specifications are reasonable and appropriate for purposes of Government Code section 830.6; approve a construction contingency of 10% ($715,665); and authorize the approved contingency amount.

**Motion for Approval:** Robert Riechel, 2nd D. Scott Smith

Votes tallied: Yes: 17; No: 0; Abstain: 0; Absent: 2: PASSED.

## 8. STAFF REPORTS

A. Operations Director Casey Stevenson provided an update on Field Operations. Seasonal staff are starting one week earlier due to warm weather increasing mosquito activity. The "drone academy" was promoted at the recent AMCA Conference to streamline the drone certification program. Trustee Rutherford commended operations staff for their innovative solutions to the District's varied environments.

B. Laboratory Director Angie Nakano provided an update on Laboratory activities. She noted proactive steps and continuing education efforts she and her staff are taking in light of the existence of invasive aedes aegypti mosquitos in Santa Clara County.

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C. Communications Director Rachel Curtis-Robles was invited to present continuing education units to the pesticide applicant professional's association. The team continues to visit schools, 4-H groups, and engage in other outreach and educational efforts countywide.

D. Information Technology Director Matthew Nienhuis discussed the recent cyber incident that led to the shut down of critical systems in Foster City. This incident reinforces the need for efforts all public officials and staff need to take to be aware of and avoid phishing and other email scams that could open access into the network. The Board has been performing well on phishing simulations to avoid exposure.

**9. MANAGER'S REPORT**

District Manager Weber provided an update on relevant District information. He noted that there are two vacant positions in Portola Valley and Atherton. The Portola Valley position is expected to be filled soon. Santa Clara's mosquito district, which is a dependent district, is preparing to levy an additional assessment to cover services. If this effort is unsuccessful, the services may be scaled back, and increase the risk of invasive aedes spreading from Santa Clara to San Mateo County.

**10. Notice to the Board of Trustees regarding the nomination of incumbent Kati Martin for the Special District seat on the San Mateo County LaFCo Board.**

**Report by:** District Manager, Brian Weber. Mr. Weber acknowledged Trustee Martin's longstanding role on LAFCO and her reappointment to that position by President Collins.

**ACTION:** No action, information only

**11. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS.**

There were no board member comments or announcements

**12. ADJOURNMENT 7:04 PM**

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Signed by:
Ron Collins
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Ron Collins, Board President

Signed by:
Rena Gilligan
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Rena Gilligan, Board Secretary

I certify that the above minutes were approved as read or corrected at a board meeting in 2026.
** All reports provided to the trustees at the board meeting will be available upon request.

**Approved:**

DocuSigned by:
Brian Weber
646572F497EE46B...

District Manager

Signed by:
Ron Collins
AFB90A6481BF498...

Board President