



Minutes of the REGULAR MEETING OF THE BOARD OF TRUSTEES

May 14, 2025, 6:00 PM

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

Trustee’s Chuck Cotton and Kat Lion attended remotely at a specified location pursuant to the traditional teleconferencing rules under the Brown Act.

TRUSTEES PRESENT:

Chuck Cotten	City of Belmont (BY ZOOM)
Michael Goldman	City of Brisbane
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
Muhammad Baluom	City of Millbrae
Peter DeJarnatt	City of Pacifica
Kat Lion	Redwood City (BY ZOOM)
Robert Riechel	City of San Bruno
Tolifili Fa	San Mateo
Michael Yoshida	City of South San Francisco
Paul Fregulia	Town of Woodside

PRESENT: 15 Trustees

Mason Brutschy*	Town of Atherton
Rena Gilligan*	City of Burlingame
Catherine Carlton*	City of Menlo Park
Ray Williams*	Town of Portola
Dr. D. Scott Smith*	Town of Hillsborough
Ron Collins*	City of San Carlos

TRUSTEES ABSENT: 6 (*=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:** There were NONE. Note that no members of the public were present or submitted comments for the duration of the meeting.

5. **CONSENT CALENDAR**

The Board considered all items on the Consent Calendar.

A. Meeting Minutes

- Minutes from April 9, 2025

B. Financial Reports

- Financial Report for FY 2024-25 as of March 31, 2025

C. Approval of Policy Edits

- Edits to District Policy 6075 Statement of Investment Poolicy
- Edits to Employee Manual Policy 2020 Nepotism
- Removal of Policy 2160 MVCAC Salary Benefit Survey
- Policy 1050 Service Abatement Contracts will be removed, some content will be integrated into District Policy 7010 Cooperative Approach to Mosquito Control, along with additional edits in track changes

ACTION: Motion to approve the Consent Calendar was made by Chuck Cotten, 2nd by Michael Yoshida; Approved unanimously by roll call vote 15 YES; 6 Absent.

REGULAR AGENDA

6. **SPECIAL PRESENTATIONS** – Receive a presentation from SCI Consulting Group regarding the Engineer’s Report calculating the Assessment(s) and consider the adoption of Resolution M-002-25

- **ACTION:** Motion to approve **Resolution M-002-025** approving the Preliminary Assessment Diagram and Engineer’s Report and state the Intention to continue to levy the North and West County Mosquito and Disease Control Assessment District was made by Trustee Riechel; 2nd by Trustee Walsh. Approved unanimously by roll call vote. 15 YES; 6 absent.

7. **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

1. Finance Committee report given by Finance Director, Arrow. The committee met on May 5, 2025. Finance Director Arrow presented the preliminary Financial Reports for FY 2024-25 as of March 31, 2025.
2. Finance Director Arrow presented the status of the 2025-26 preliminary budget along with the estimated results of financial activities for FY 2024-25. The budget will be reviewed again and recommended for adoption at the June 11, 2025, meeting.

ACTION: Motion to approve the FY 2025-26 draft budget was made by Robert Riechel; 2nd by Donna Rutherford. Approved unanimously by roll call Vote 15 YES; 6 Absent.

B. Policy Committee Report

Report by: Committee Chair, Robert Riechel reported the three policies reviewed and approved on the Consent Calendar.

ACTION: No action, information only.

C. Ad Hoc Committee on Real Estate

Report by: The Ad Hoc Chair, Paul Norton, reported on the bidding process for the Carolan Ave project and the next steps in the process.

ACTION: No action, information only

D. Ad Hoc Negotiating Committee

Report by: Ad Hoc Chair Rena Gilligan was absent, so the report was given by District Manager Weber. The committee reviewed the salary and benefits proposals from both the represented and unrepresented staff. District Manager Weber disclosed that he was in the meeting only to discuss the fiscal impacts of the proposal. More will be discussed at the June board meeting.

ACTION: No action, information only.

Note that Trustees Cotton and Lion left the meeting at 6:55 PM.

8. 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 COMMENT ON ITEMS 7. A, B, C, AND D: NONE

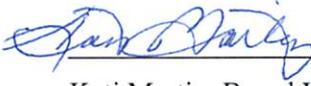
9. MANAGER'S REPORT

District Manager Weber provided an update on upcoming CSDA training, live webinars, and workshops for board members. District Manager Weber congratulated Finance Director Arrow on receiving the Certificate of Achievement for Excellence in Finance Reporting Program.

10. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

Board member Tolifili Fa reported on her attendance at the CSDA Conference.

11. ADJOURNMENT: Adjourned at 7:23 pm



Kati Martin, Board Vice President

DocuSigned by:
Donna Rutherford
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Donna Rutherford, Board Assistant 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:

DocuSigned by:
Brian Weber
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District Manager



Board Vice President