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Minutes of the REGULAR MEETING OF THE

San Mateo County Mosquito and Vector Control District

BOARD OF TRUSTEES

March 11, 2026, 6:00 PM

1. **CALL TO ORDER BY PRESIDENT, RON COLLINS AT 6:00 PM**
2. **PLEDGE OF ALLEGIANCE led by President Collins**
3. **ROLL CALL** Approval of Requests by Trustees to Participate Remotely Pursuant to the Brown Act's traditional teleconferencing rules were as follows:
   - Trustee Donna Rutherford will be attended from the Embassy Suites Sacramento Riverfront Promenade, 100 Capitol Mall, Sacramento, CA 95814 pursuant to traditional teleconference rules.
   - Trustee Lion arrived approximately 6:05 pm.

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 **attended 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
Muhammad Baluom	City of Millbrae
Peter DeJarnatt	City of Pacifica

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Kat Lion		City of Redwood City
Robert Riechel		City of San Bruno
Tolifili Fa		City of San Mateo
Total	**17 Trustees**	

TRUSTEES ABSENT:

Vacant		Town of Atherton
Vacant		Town of Portola Valley
Michael Yoshida*		City of South San Francisco
Paul Fregulia*		Town of Woodside
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

Lab Director, Angie Nakano

Communications Director, Rachel Curtis-Robles

IT Director, Matthew Nienhuis

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.

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

A. Meeting Minutes

- Minutes from February 11, 2026 Board meeting

B. Financial Reports

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- Approval of Financial Report for FY 2025-26 as of January 31, 2026

C. Resolutions M-002-2026 and M-003-2026 recognizing the service of Trustee Ray Williams and Former Board President Mason Brutschy, respectively

Motion for approval: Peter DeJarnatt; 2nd D. Scott Smith

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 confirmed that the committee met, reviewed relevant documentation, and confirmed that the district's finances are in order.

ACTION: No action, information only

B. Real Estate Committee Report

Report by: Committee Chair, Paul Norton, and District Manager, Brian Weber, discussed the continuing efforts to construct upgrades at the North Carolan property site, including a strong showing at the site walk, numerous questions submitted by prospective bidders, and the decision to extend the bid deadline to March 24, 2026, at 4:00 PM in response. The board asked staff and General Counsel questions about the bid evaluation process, including responsiveness, responsibility, committee recommendations, and the final award procedure.

ACTION: No action, information only.

C. Policy Committee Report

Report by: Committee Chair, Robert Riechel, and District Manager, Brian Weber. Edits to the District Policy Manual were reviewed by the committee and recommended for approval. District Manager Weber noted that the policy updates are part of the ongoing effort to modernize the district's policy framework. The committee recommended adoption of the policies with appropriate formatting, including standardized footers.

All 5 policies were considered by the Board as one item, including:

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District Policy 1010 Purpose of Board Policies
District Policy 1020 Adoption-Amendment of Policies
District Policy 1030 Conflict of Interest
District Policy 1060 Consumer Price Index
District Policy 1090 Public Complaints.

The Board voted to approve all 5 policies in one motion.

Motion for Approval: Robert Riechel; 2nd by Kati Martin.

Votes Tallied: YES: 17; No: 0; Abstain: 0; Absent: 2; PASSED.

7. STAFF REPORTS

A. Operations Director Casey Stevenson provided an update on Field Operations. Discussion included identifying a new mosquito breeding site at a construction site in South San Francisco and staffing constraints (currently nine vector control technicians). Director Stevenson emphasized reliance on public reporting and coordination with local Code Enforcement. Additional discussion included the maintenance of the mosquito fish population.

B. Laboratory Director Angie Nakano provided an update on Laboratory activities. Director Nakano noted that tick activity appears to be decreasing seasonally. Staff also noted regional impacts of highly pathogenic avian influenza affecting elephant seals; while outside the district's jurisdiction, the information was shared for situational awareness.

C. Communications Director Rachel Curtis-Robles provided an update on the districts public outreach program. Director Curtis-Robles noted that ongoing coordination is occurring with partner agencies under a collaboration model. Attendance at the VCJPA-related conference included exposure to financial topics relevant to district operations.

D. Information Technology Director Matthew Nienhuis provided an update on district technology matters, guidelines, and templates for creating a basic framework for the upcoming AI policy. Development of a formal AI policy is underway, informed by VCJPA guidance. Trustees emphasized balancing access to tools with appropriate safeguards.

8. MANAGER'S REPORT

District Manager Weber highlighted CSDA training opportunities and encouraged Board members to take advantage of all training. Form 700 Netfile has changed, and everyone is now required to file with the FPPC (state) by April 1, 2026. Manager Weber also summarized recent legislative developments and ongoing staff efforts to review and update the district policy manual.

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9. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS. Kati commented that it is proper to record others in the room besides the board at the beginning of the meeting.

10. ADJOURNMENT by President Collins at 7:04 pm.

Signed by:
Ron Collins
AFB90A6481BF498...
Ron Collins, Board President

Signed by:
Rena Gilligan
BE6BBD2DA3DE477...
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.

DocuSigned by:
Brian Weber
646572F497EE46B...
District Manager

Approved:

Signed by:
Ron Collins
AFB90A6481BF498...
Board President