

Minutes of the Regular Meeting of the BOARD OF TRUSTEES

November 13th, 2024, 6:00 PM

1. **CALL TO ORDER** By President Mason Brutschy at 6:01 PM.
2. **PLEDGE OF ALLEGIANCE**, Led by President Brutschy
3. **ROLL CALL:**

TRUSTEES PRESENT:

Mason Brutschy	Town of Atherton	
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	
Muhammad Baluom	City of Millbrae	
Peter DeJarnatt	City of Pacifica	
Kat Lion	Redwood City	BY ZOOM
Robert Riechel	City of San Bruno	
Ron Collins	City of San Carlos	
Michael Yoshida	City of South San Francisco	
Paul Fregulia	Town of Woodside	

PRESENT: 19 Trustees (1 by Zoom)

TRUSTEES ABSENT: 2

Ray Williams	Town of Portola
Catherine Carlton	City of Menlo Park

OTHERS PRESENT:

District Manager, Brian Weber
Finance Director, Richard Arrow
General Counsel, Alexandra Barnhill

Assistant Manager and Operation Director, Casey Stevenson
Lab Director, Angie Nakano
Public Health Education and Outreach Officer, Rachel Curtis-Robles

4. PUBLIC COMMENTS AND ANNOUNCEMENTS

- Trustee Kat Lion requested to participate remotely pursuant to following the traditional Brown Act teleconferencing rules and posted her remote location on the agenda.
- No public comment was made. No members of the public were present for the duration of the meeting.

5. BOARD MEMBER OATH OF OFFICE

- Tolifili “Toli” Fa, of the City of San Mateo took her oath of office from the District’s General Counsel Alexandra Barnhill

6. CONSENT CALENDAR

All items on the Consent Calendar were considered and approved with a motion by Mohammad Baluom and second by Peter DeJarnett. (all approved without comment)
Votes: 19 YES; 0 No; 0 Abstain; 2 absent.

A. Approval of Minutes

1. Board Meeting Minutes of October 9, 2024

B. Approval of Financial Reports

1. Financial Report for FY 2024-25 as of September 30, 2024

C. Retirement of District Vehicle

1. Retirement of a 2014 Nissan technician pickup truck from fixed asset inventory

REGULAR AGENDA

7. BOARD COMMITTEE REPORTS

The Chair of each committee listed below provided a report on the committee's actions and presented their report to the Board.

A. Finance Committee Report

1. Finance Committee Report – from the meeting on November 4, 2024

Report by: Ron Collins, Finance Committee Chair with some further commentary by Richard Arrow regarding the PG&E solar panels being down for 2+ months with a consequent higher utility bill. Director Brian Weber offered rationale for that occurrence given the transition of the maintenance personnel's retirement.

ACTION: No action, information only

2. Construction Project status for the District's office and storage facility located at 1415 North Carolan, Burlingame

Report by: District Manager, Brian Weber noting that the drawings are approaching 65% completeness and generally remain on schedule. The Board discussed the scope of use for the conference room and were informed it will be a flexible design with advanced audio/visual capabilities.

ACTION: No action, information only

8. STAFF REPORTS

- A.** Operations Director Casey Stevenson provided an update on Operations activities. He noted that the mosquito season is slowing down, the seasonal team has finished their duties, and the staff is preparing for Trustee Field Day.
- B.** Laboratory Director Angie Nakano provided an update on Laboratory activities. 502 dead birds were collected, resulting in 36 + WNV tests in San Mateo, and we are now moving into tick surveillance season. She also noted collaboration with the CDC about rare tickborne diseases including *Borrelia miyamotoi*.
- C.** Public Health Education and Outreach Officer Rachel Curtis-Robles provided an update on the District Public Outreach Program

D. Information & Technology Director Matthew Nienhuis was not available for the update on the Information and Technology Program this month.

9. MANAGER’S REPORT

Manager Weber provided an update on relevant District information. He reminded the Trustees about the upcoming Trustee Field Day and ceremonial Holiday Dinner.

10. CLOSED SESSION was called by President Mason Brutschy then Attorney Alexandra Barnhill introduced the closed session:

- **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (Gov. Code section 54957(b)(1).) Title: District Title: District Manager (Gov. Code section 54957(b))
- **CONFERENCE WITH LABOR NEGOTIATOR** Unrepresented Employee: District Manager (Gov. Code section 54957.6)

11. REPORT FROM CLOSED SESSION: The Board took no reportable action in closed session.

12. Resolution M-009-24 Fourth Amendment to District Manager’s Employment Agreement

Report By: Laura Walsh, Chair of General Manager Evaluation Committee

ACTION: General Counsel Barnhill noted that the General Manager’s compensation and term of agreement were proposed for amendment with a 5% increase and 3-year extension. A motion was made by Catherine Carlton and seconded by Peter DeJarnatt to accept the Manager’s Employment Agreement with Votes as follows: 19 YES; 0 Abstain; 2 absent.

13. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS. Brian’s work was commended by several trustees and examples given of the confidence in his leadership that translate down the chain in this organization. There was discussion about trustee Field Day and the holiday dinner planned for Wednesday December 11, 2024 at Il Fornaio Restaurant in Burlingame.

14. ADJOURNMENT was called at 7:15pm

Signed by:
Mason Brutschy
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Mason Brutschy, Board President

DocuSigned by:
D. Scott Smith
357180BA38354F8...
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 2024.

** 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:
Mason Brutschy
16577696121C489...
Board President