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## **REGULAR MEETING OF THE BOARD OF TRUSTEES**

**November 14, 2018 6:00 PM**

### **AGENDA**

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*Board Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting; or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact Chindi Peavey, District Manager at least five working days before the meeting at (650) 344-8592. Notification in advance of the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it.*

*Public records that relate to any item on the open session agenda for a special meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Board. The Board has designated the office of the San Mateo County Mosquito and Vector Control District, located at 1351 Rollins Road, Burlingame, for the purpose of making those public records available for inspection. The documents are also available on the District's Internet Web site. The website is located at [www.smcmvcd.org](http://www.smcmvcd.org).*

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. Oath of Office**
- 4. ROLL CALL**
  - Secretary of the Board will take roll call
- 5. PUBLIC COMMENTS AND ANNOUNCEMENTS**
  - This time is reserved for members of the public to address the Board relative to matters of the District not on the agenda. No action may be taken on non-agenda items unless authorized by law. Comments will be limited to three minutes per person (or six minutes where a translator is being used). Speaker cards are available for those making a public comment

**6. CONSENT CALENDAR**

- All items on the Consent Calendar will be considered by one (or more) action(s) of the Board, unless any Trustee would like to discuss any item listed, in which case, it may be pulled from the Consent Calendar.

A. Approval of Minutes

1. Minutes for the Regular Board Meeting, September 12, 2018
2. Minutes for the Regular Board Meeting, October 10, 2018

**ACTION:** Motion to approve Consent Calendar

**REGULAR AGENDA**

- 7. BOARD COMMITTEE REPORTS.** The Chair of each of the following committees will present a brief report on the committee's actions since the last report and present any recommendations to the Board.

A. **Environmental and Public Outreach Committee**

B. **Policy Committee**

C. **Legislative Committee**

D. **Manager Evaluation Committee**

E. **Finance Committee**

**8. FINANCIAL REPORT**

Review Financial Report for September 2018.

Finance Director, Richard Arrow

**ACTION:** Motion to approve Financial Report for September 2018

**9. STAFF REPORTS**

- A. Assistant Manager, Brian Weber will provide an update on Field Operations Programs (including Seasonal marsh treatments, airboat, *Aedes aegypti*, etc.)

B. Laboratory Director, Angie Nakano will provide an update on District Laboratory Programs (including surveillance efforts for West Nile Virus, *Aedes aegypti*, Ticks, Hantavirus, etc.)

C. Public Health Education and Outreach Officer, Megan Sebay will provide an update on the District Public Outreach Programs

**10.** Consideration of updates to five District Finance Policies.

- a. **District Policy 6040 Cash Disbursements** – *no change*
- b. **District Policy 6060 District Insurance Programs** – *update coverage amounts and clarify the language describing the program*
- c. **District Policy 6090 Accounts Payable Management** *Consider changing the word “expenses” to “expenditures” in Section 6090.20*
- d. **District Policy 6070 Investment of District Funds** – *Consider adding language relating the Capital Projects Reserve Fund Account in the County Treasury to the Equipment Replacement Reserve Fund and Change the name of Equipment Replacement Reserve to the Capital Projects and Equipment Replacement Reserve*
- e. **District Policy 6120 District Reserves** – *Add the words “buildings, structures...” to the the description of the purpose of the Equipment Replacement Reserve Fund and change name of this reserve to the Capital Project and Equipment Replacement Reserve Fund. Remove item 7 on disposition of restricted reserve funds from Attachment 3 - Description of the Natural Disaster Emergency Reserve Fund*

**ACTION:** Motion to approve changes to District Policies 6040, 6060, 6090, 6070 and 6120 with all proposed changes

**11.** Consideration of a Resolution transferring funds allocated to the Capital Projects and Equipment Reserve Fund from the General Fund Account to the Capital Fund Account for planned capital purchases. Report by Finance Director, Richard Arrow

**ACTION:** Motion to approve Resolution M-003-19, transferring of funds from the General Fund No. 02706 to Capital Fund No. 02705.

- 12.** Consideration of alternatives for the investment of the Pension Rate Stabilization Reserve Fund

**ACTION:** Motion to approve Resolution M-004-019 establishing the Pension Rate Stabilization Fund as a Section 115 trust to be administered by Public Agency Retirement Services (PARS), to appoint the District Manager as Plan Administrator of the Pension Rate Stabilization Fund, and to approve execution of a trust administration agreement with PARS by the District Manager.

- 13. MANAGER'S REPORT**

- 14. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS**

- 15. ANNOUNCE NEXT REGULARLY SCHEDULED BOARD MEETING**

- **The next Regularly Scheduled Board meeting will be held on January 9, 2019 the 2<sup>nd</sup> Wednesday of the Month.**

- 16. ADJOURNMENT**