



REGULAR MEETING OF THE BOARD OF TRUSTEES

July 11, 2018 6:00 PM

AGENDA

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.

- 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, June 13, 2018

B. Approval of Agreements and Contracts:

1. Service Agreement with Life Technologies Corporation for three years of service on specified laboratory equipment
2. Image Management Contract with Pacific Office Automation for purchase and maintenance of office photocopiers
3. Second Amendment to the Agreement for Consultant Services with Cardno to conduct Additional Work on the Programmatic EIR

C. Approval of Disposal of Listed Items on the Fixed Asset Retirement Request Form

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. **Strategic Planning Committee**

- C. **Policy Committee** – Consider updating Employee Manual Policies, consistent with Policy Committee recommendations:

ACTION: Motion to adopt **Employee Manual Policy 6000E Retired Employee Benefits** as amended

ACTION: Motion to adopt **Employee Manual Policy 6010E Retired Employee Health Benefits** as amended

ACTION: Motion to adopt **Employee Manual Policy 6020E Retired Employee Prescription Drug Benefits** as amended

D. **Legislative Committee**

E. **Finance Committee**

8. FINANCIAL REPORT

Review Financial Report for May 2018.

Finance Director, Richard Arrow

ACTION: Motion to approve Financial Report for May 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. Approve a temporary employment agreement for interim finance director services

ACTION: Motion to approve having the District Manager sign a temporary employment agreement for interim finance director services

11. Update to the MOU with SamCERA for the District Supplemental Contribution Account to allow recognition over 5 years instead of 15. – Information only

12. Select Trustees to attend California Special Districts Association in Indian Wells September 24-27. • Board President Joe Galligan will appoint Board members to attend the Annual Conference of the California Special Districts Association

13. MANAGER'S REPORT

14. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

15. ANNOUNCE NEXT REGULARLY SCHEDULED BOARD MEETING

- **There will be no Board meeting in August**
- **The next Regularly Scheduled Board meeting will be held on September 12, 2018 the 2nd Wednesday of the Month.**

16. ADJOURNMENT