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## REGULAR MEETING OF THE BOARD OF TRUSTEES

September 12, 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**
  - Oath of Office will be administered to Paul Fregulia, new Trustee representing the Town of Woodside
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, any such item may be pulled from the Consent Calendar.

### **A. Approval of Minutes**

1. Minutes for the Regular Board Meeting, July 11, 2018

### **B. Approval of disposal of 3 trucks listed on the Fixed Asset Retirement Request Form.**

### **C. Acceptance of bid from JJ Commercial Water Heaters for purchase and installation of a 100 gallon replacement hot water heater and authorization for District Manager to take all actions reasonably necessary to effectuate the same.**

**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**

- a. District Strategic Plan

**ACTION:** Motion to approve the District's new Strategic Plan

### **C. Policy Committee**

### **D. Legislative Committee**

**E. Finance Committee**

• **Finance Policies from District Policy Manual**

a. **District Policy 6010 Budget Preparation**

**ACTION:** Motion to approve changes to District Policy 6010

b. **District Policy 6020 Fixed Asset Accounting Control**

**ACTION:** Motion to approve **District Policy 6020** with no changes

c. **District Policy 6030 Expense Authorization**

**ACTION:** Motion to approve changes to District Policy 6030

d. **District Policy 6050 Disposal of Surplus Equipment**

**ACTION:** Motion to approve changes to District Policy 6050

**8. FINANCIAL REPORT**

Review Financial Report for June and July 2018.

Finance Director, Richard Arrow

**ACTION:** Motion to approve Financial Report for June and July 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. Consider establishing a 3121-qualified Alternative Retirement Plan for Limited Term Employees to be administered by Public Agency Retirement Services (PARS)

**ACTION:** Motion to approve Resolution M-002-19

**ACTION:** Motion to approve execution of an Administrative Services Agreement with PARS by the District Manager in a form substantially similar to the one attached to the Staff Report.

11. Receive Staff Report on Addendum to the District's Memorandum of Understanding with San Mateo County Employees Retirement Association (SamCERA) regarding amortization of the District's Supplemental Contribution Account (DSCA)

12. Receive Staff Report on potential Board evaluation(s).

**ACTION:** Provide direction to Staff regarding whether the Board would like to conduct self-evaluation(s).

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 October 10, 2018 the 2<sup>nd</sup> Wednesday of the Month.**

16. **ADJOURNMENT**