



**REGULAR MEETING
OF THE BOARD OF TRUSTEES
LOCATION: TELECONFERENCE – SEE BELOW**

January 13, 2021 6:00 PM

AGENDA

IMPORANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

Based on the mandates by the Governor in Executive Order 33-20 and the County Public Health Officer to shelter in place and the guidance from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District’s ordinary meeting procedures:

- The District offices are not open to the public at this time. (See District’s Promulgation of Rules and Orders)
- The meeting will be conducted via teleconference using Zoom. (See Executive Order 29-20)
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at **(408) 636-0968** or **(669) 900-6833**.

Enter the **Meeting ID# 650-344-8592** followed by the pound (#) key. More phone numbers can be found on Zoom’s website at <https://zoom.us/u/abb4GNs5xM> if the line is busy.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/6503448592> using a computer with internet access that meets Zoom’s system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Log in through the Zoom mobile app on a smartphone and enter **Meeting ID# 650-344-8592**.

NOTE: This is a public meeting that can be seen and heard live by any member of the public. It will be recorded to facilitate taking meeting minutes.

HOW TO SUBMIT PUBLIC COMMENTS:

Written / Read Aloud: Please email your comments to comments@smcmvcd.org, write “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed three minutes at staff’s cadence), prominently write “Read Aloud at Meeting” at the top of the email. All comments received before 12:00 PM the day of the meeting

will be included as an agenda supplement on the District’s website under the relevant meeting date and provided to the Trustees at the meeting. Comments received after this time will be treated as concurrent comments.

Concurrent Comments: During the meeting, the Board President or designee will announce the opportunity to make public comments and identify the cut off time for submission. A short recess (generally less than 5 minutes) will take place during the time public comment is open to allow the comments to be collected. Please email your comments to comments@smcmvcd.org, write “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. Once the public comment period is closed, all comments timely received will be read aloud. Comments received after the close of the public comment period will be added to the record after the meeting.

ACCESSIBILITY INFORMATION:

Board Meetings are accessible to people with disabilities and others who need assistance. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to observe and/or participate in this meeting and access meeting-related materials should contact Brian Weber, District Manager, at least 48 hours before the meeting at (650) 344-8592 or bweber@smcmvcd.org. Advanced notification will enable the District to swiftly resolve such requests to ensure accessibility.

PUBLIC RECORDS:

Public records that relate to any item on the open session agenda for a meeting are available for public inspection. Those records that are distributed after the agenda posting deadline for the meeting are available for public inspection at the same time they are distributed to all or a majority of the members of the Board. The Board has designated the District’s website located at <https://www.smcmvcd.org/board-meetings> as the place for making those public records available for inspection. The documents may also be obtained by calling the District Manager.

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
 - Secretary of the Board will take roll call
- 4. 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).

5. 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, November 12, 2020

ACTION: Motion to approve Consent Calendar

REGULAR AGENDA

- 6. 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. Finance Committee

B. Real Estate Committee

ACTION: Approve Resolution M – 02-21 authorizing the District Manager to execute a standard offer, agreement, and escrow instructions for purchase of real estate at 1415 North Carolan Avenue, Burlingame, California, APN 026-101-060 (“Agreement”) and to take all necessary actions on behalf of the District to implement the terms of the Agreement through the due diligence period and approving the transfer of \$750,000 from the General Fund to Capitol Improvement

Fund 6005 Real Estate Acquisition to allow sufficient funding for a refundable initial deposit and all necessary due diligence work related to the Agreement.

C. Policy Committee

D. Inactive Committees

7. FINANCIAL REPORT

- A. Review Financial Reports for Fiscal year 2020-21 as of October 31 and November 30, 2020.

Report by: Finance Director, Richard Arrow

ACTION: Motion to approve Financial Reports Fiscal Year 2020-21 as of October 31 and November 30, 2020

- B. Final Comprehensive Annual Financial Report for FY 19-20

Report by: Finance Director, Richard Arrow

ACTION: Motion to approve the Final Comprehensive Annual Financial Report for FY 19-20

8. STAFF REPORTS

- A. Field Operations Supervisor, Casey Stevenson, will provide an update on Field Operations Programs
- B. Laboratory Director, Angie Nakano, will provide an update on District Laboratory Programs
- C. Information Technology Director, David Kwan, will provide an update on IT projects

9. MANAGER'S REPORT

10. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

- 11. The February Board meeting will be held on February 10, 2021 the 2nd Wednesday of the Month.**

12. ADJOURNMENT