



**POLICY COMMITTEE MEETING OF THE BOARD OF TRUSTEES**

**February 14, 2018**

**5:00 PM**

**AGENDA**

*The Policy Committee is not a decision-making body and only makes recommendations to the Board.*

*Policy Committee 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 District Manager Chindi Peavey 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 Policy Committee 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 Policy Committee members. The Policy Committee of 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.*

**1. CALL TO ORDER.**

**2. PLEDGE OF ALLEGIANCE.**

**3. ROLL CALL.**

- Chairperson Kati Martin will take roll call. \_\_\_\_\_
- Robert Riechel, City of San Bruno \_\_\_\_\_
- Ed Degliantoni, City of San Mateo \_\_\_\_\_
- Donna Rutherford, City of East Palo Alto \_\_\_\_\_
- Carolyn Parker, City of Brisbane \_\_\_\_\_
- Kat Lion, City of Redwood City \_\_\_\_\_



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#### **4. PUBLIC COMMENTS AND ANNOUNCEMENTS.**

- This time is reserved for members of the public to address the Policy Committee of the Board relative to matters of the Committee not on the agenda. No action may be taken on non-agenda items unless authorized by law. Comments will be limited to five minutes per person (ten minutes where a translator is being used).

#### **5. REGULAR AGENDA**

**A. District Policy 1030 - Conflict of Interest** - *Consider adding the Contracting Financial Advisor*

**B. District Policy 4040 Board President** - *Consider changing the month in which the Board President announces committee chairs and memberships to April instead of February because Presidents take office in February.*

**C. District Policy Manual Chapter 1040 - Records Retention**

- Consider adding language to define what is and is not a Public record*
- Consider deleting section 1040.40 through 1040.53 and instead adding language to refer to the Local Government Records Retention Guidelines prepared by the Secretary of State for the State of California and a District-specific Records retention schedule (attached).*
- Consider adding a section to define how records will be disposed of*
- Consider adding language preventing the destruction of records subject to a pending Public Records Request.*

#### **6. ADJOURNMENT**

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