



REGULAR MEETING OF THE BOARD OF TRUSTEES

November 9, 2016 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 Kati Martin, Board Secretary 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) and twelve minutes in total. Speaker cards are available for those making a public comment

6. CONSENT CALENDAR

- If the Board would like to discuss any item listed, it may be pulled from the Consent Calendar

A. Minutes for Regular Board Meeting, October 19, 2016

ACTION: Motion to Approve Minutes of the October 19, 2016 Board Meeting

B. Adoption of a General Counsel Legal Services Agreement with Jarvis Fay Doporto and Gibson and Appointment of Alexandra Barnhill

ACTION: Motion to Approve and authorize the Board President to execute and take all other actions as may be necessary to effectuate the General Counsel Legal Services Agreement with Jarvis, Fay, Doporto & Gibson, LLP, which is attached and incorporated by this reference, subject to minor amendment by the District Manager, and appoint Alexandra Barnhill to continue acting as District General Counsel.

C. Adoption of a Legal Services Agreement with Burke Williams Sorenson and appointment of Janet Sommer for labor related issues

ACTION: **Action:** Approve and authorize the Board President to execute and take all other actions as may be necessary to effectuate the Labor Counsel Legal Services Agreement with Janet Sommer and Burke Williams & Sorenson, LLP, which is attached and incorporated by this reference, subject to minor amendment by the District Manager.

ACTION: Motion to approve Consent Calendar

REGULAR AGENDA

7. BOARD COMMITTEE REPORTS

- A. Environmental and Public Outreach Committee
- B. Finance Committee
- C. Strategic Planning Committee
- D. Policy Committee

1. District Policy 1050 Service Abatement Contracts - No change
2. District Policy 1070 Special Mosquito Control Tax - Change “San Mateo County Times” to “a newspaper of general circulation in the District”
3. District Policy 1080 Facility and Equipment Standards - No Change
4. District Policy 1090 Public Complaints – Consider changing “Supervisor to “Field Operations Supervisor or Assistant Manager”
5. District Policy 1110 Claims Procedures – No Change
6. District Policy 1120 Travel – Consider change that requires Trustees to secure their own transportation and be reimbursed by the District

ACTION: Motion to approve changes to District Policy 1070, 1090 and 1120

E. Manager’s Evaluation Committee

8. FINANCIAL REPORT

Review Financial Documents for fiscal year 2016-17; July 2016 through September 2016.

Finance Director, David Randall

ACTION: Motion to approve Financial Documents for Fiscal Year 2016-2017; July 2016 through September 2016

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, Nayer Zahiri 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 Caldwell will provide an update on the District Public Outreach Programs

10. Consider selection of a firm for Tax Administration services and authorize the District Manager to enter into an agreement for such services – Report from the ad hoc committee to review proposals

ACTION: Motion to Authorize and Direct the District Manager to enter into a Service Agreement with SCI Consulting Group for Engineering and Administrative services on both the Benefit Assessment and the Special Tax and take all actions necessary to effectuate the same.

11. **Conference Attendance**

ACTION: Board President will appoint 2 members of the Board to attend the AMCA and 2 members of the Board to Attend the MVCAC

12. Resolution M-00-17 honoring Trustee Christine Fuller, representing the City of Daly City for her service to the District

ACTION: Motion to Approve the Resolution M-004-17

13. Trustee Field Day Plans – Special Meeting on December 14, 2016 preceding the Board meeting

Trustees will arrive at 4:00 PM to hear individual presentations from technicians covering each of their cities

The Regularly Scheduled Board meeting for December will begin at 5:00 PM

14. **MANAGER’S REPORT**

15. **BOARD MEMBER COMMENTS AND ANNOUNCEMENTS**

16. **ANNOUNCE NEXT REGULARLY SCHEDULED BOARD MEETING**

- **The December Board meeting will be held on December 14, the 2nd Wednesday of the Month at 5:00 PM.**

17. **ADJOURNMENT**