



REGULAR MEETING OF THE BOARD OF TRUSTEES

September 13, 2017 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

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

A. Approval of Minutes for the Regular Board Meeting held on July 12, 2017

B. Approval of Pesticide purchase – BVA 2 Oil

ACTION: Motion to approve Consent Calendar

REGULAR AGENDA

7. BOARD COMMITTEE REPORTS

A. Environmental and Public Outreach Committee

B. Strategic Planning Committee

C. Policy Committee (the Policy committee will meet immediately before the Regularly Scheduled Board meeting to discuss the following policies and make a recommendation to the Board)

- **Employee Manual Policy 4060 At-will Employees** – *Consider creating a new Policy defining at-will employees*
- **Employee Manual Policy 4010 Regular Full-Time Employees** – *Consider adding at-will employees to this policy to clarify that they are eligible for benefits*
- **Employee Manual Policy 4020 Regular Part-Time Employees** – *Consider adding at-will employees to this policy to clarify that they are eligible for benefits*
- **Employee Manual Policy 4050 Exempt Employees** – *Consider updating the policy to include the current titles of Laboratory Director, Finance Director Assistant Manager, and Public Health Education and Outreach Officer as exempt employees and removing Vector Ecologist from this classification to bring the policy into line with current job titles*

- **Employee Manual Policy 3020 Overtime Policy** – *Consider updating the policy to including the Finance Director and Laboratory Director along with the Assistant Manager, and Public Health Education and Outreach Officer as exempt employees and removing Vector Ecologist from this classification to bring the policy into line with current job titles*
- **Employee Manual Policy 7000 Progressive Discipline** – *Consider clarifying this policy to state that disciplinary rules and procedures do not apply to at-will employees*
- **Employee Manual Policy 2120 Performance Review** – *Consider removing wording regarding probationary period, as at-will employees do not have a probationary period*

ACTION: Motion to approve changes to policies in the Employee Manual relating to creation of at-will as a position category and updating policies to reflect current titles

- A. Manager’s Evaluation Committee
- B. Finance Committee

8. FINANCIAL REPORT

- A. Review Financial Documents for fiscal year 2016-17

ACTION: Motion to approve Financial Documents for Fiscal Year 2016-17

- B. Review Financial Documents for fiscal year 2017-18, July 1, 2017 - July 31, 2017.

ACTION: Motion to approve Financial Documents for fiscal year 2017-18, from July 1 - July 31, 2017

Interim Finance Director, Richard Arrow

9. STAFF REPORTS

- A. Assistant Manager, Brian Weber will provide an update on Field Operations Programs (including Seasonal marsh treatments, airboat, *Aedes aegypti*, etc.) and status of Programmatic Environmental Impact Report
- B. Interim Laboratory Director, Theresa Shelton 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. Information only: Introduction of Financial Projection Model

11. Information only: Board President's vote for a Special District representative to the Local Agency Formation Commission (LAFCO)

12. MANAGER'S REPORT

13. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

14. ANNOUNCE NEXT REGULARLY SCHEDULED BOARD MEETING

- The next Board meeting will be on October 11, 2017

15. ADJOURNMENT