



REGULAR MEETING OF THE BOARD OF TRUSTEES

March 14, 2018 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** The Board President will administer the Oath of Office to new Board member 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, it may be pulled from the Consent Calendar.

A. Approval of Minutes

1. Minutes for the Regular Board Meeting, January 10, 2018
2. Minutes for the Regular Board Meeting, February 14, 2018

B. Approval of Purchases

1. Purchase of Natular XRT and Natular G30 granules from Clarke for control of mosquito larvae. Clarke is a sole source for these products.

C. Approval of Agreements

1. Approve the selection of Badawi and Associates to conduct the audit of FY 2017-18, 2018-19 and 2019-20 Financial Statements and a Comprehensive Annual Financial Report and to authorize and direct the District Manager sign an Engagement Agreement with Badawi and Associates for these services and 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

- C. **Policy Committee** – Consider updating District Policy Manual consistent with Policy Committee recommendations:

ACTION: Motion to adopt **District Policy 1030 Conflict of Interest** as amended

ACTION: Motion to adopt **District Policy 4040 Board President** as amended

ACTION: Motion to adopt **District Policy 1040 Records Retention** as amended

D. **Finance Committee**

E. **Legislative Committee**

8. FINANCIAL REPORT

Review Financial Report for January 2018.

Finance Director, Richard Arrow

ACTION: Motion to approve Financial Report for January 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 (District Open House on April 26th, etc.)

10. Board President announces committee assignments for new Board members

- **Trustee Claudia Mazzetti assigned to the Strategic Planning and Environmental / Public Outreach Committee**

11. Information only – All Board members must submit Form 700 Statement of Economic Interests by April 2, 2018. This year forms must be submitted online. District staff will be distributing information on the process.

12. MANAGER'S REPORT

13. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

14. ANNOUNCE NEXT REGULARLY SCHEDULED BOARD MEETING

- **The April Board meeting will be held on April 11, the 2rd Wednesday of the Month.**

15. ADJOURNMENT