



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

**November 12, 2020 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](mailto: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](mailto: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](mailto: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, October 14, 2020

**B. Approval of Agreements**

1. Authorize the District Manager to sign an Exclusive Services Agreement with Jason Cranston, Managing Director, JLL, to act on behalf of the District when researching and/or acquiring property.

**This was reviewed and recommended to the Board for approval by the Real Estate Committee**

**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. Ad-Hoc Committee on Real Estate**

**C. Inactive Committees**

## 7. FINANCIAL REPORT

Review Financial Reports for Fiscal year 2020-21 as of September 30, 2020.

Report by Finance Director, Richard Arrow

**This was reviewed and recommended to the Board for approval by the Finance Committee**

**ACTION:** Motion to approve Financial Report Fiscal Year 2020-21 as of September 30, 2020

## 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. **Special PowerPoint presentation:** Information Technology Director, David Kwan, will provide an update on recommended actions from the San Mateo County Grand Jury Report **Ransomware: It Is Not Enough To Think You Are Protected**
- D. Public Health Education and Outreach Officer, Megan Sebay, will provide an update on District Public Outreach Programs

## 9. MANAGER'S REPORT

## 10. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

## 11. TRUSTEE FIELD DAY (To be scheduled with technicians the second week of December.)

## 12. ADJOURNMENT