



San Mateo County
Mosquito and Vector Control District
 1351 Rollins Rd
 Burlingame CA 94010
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 www.smcmad.org

REGULAR MEETING OF THE BOARD OF TRUSTEES
February 8, 2012

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 Leon Nickolas, 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 regular board 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.smcmad.org.

REGULAR MEETING OF THE BOARD OF TRUSTEES
5:00 P.M.

- 1. CALL TO ORDER.**
- 2. PLEDGE OF ALLEGIANCE.**
- 3. ROLL CALL.**
 - Secretary of the Board will take roll call.
- 4. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS**
- 5. AGENDA AMENDMENTS**
- 6. SPECIAL PRESENTATIONS**
- 7. 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 five minutes per person and twenty minutes in total.

8. CONSENT CALENDAR.

- If the Board would like to discuss any item listed, it may be pulled from the Consent Calendar.
 - Minutes for Regular Board Meeting, January 11, 2012.

ACTION: Motion to approve Consent Calendar.

9. BOARD COMMITTEE MEETING DATES AND REPORTS

- Environmental Committee
- Strategic Planning Committee

10. REGULAR AGENDA

- Policy Committee's has reviewed and updated policies provided in the pre-packet and is recommending these policies for approval by the Board.
 - Directed by Board President, Sam Lerner

ACTION: Motion to approve the following policies.

- Employment Hiring Practices 2130
- Promotion 2060 (Employee Manual)
- Board Meeting Agenda 5020
- Disposal of Surplus Property 6050
- Fixed Asset Accounting Control 6020
- Open Door Policy 2200 (Employee Manual)
- Trustee Qualifications and Documents Provided to Newly Appointed Trustees
- Finance Committee's has developed the Request for Proposal for selecting an auditor.
 - Directed by Finance Committee Chairperson, Raymond Honan

ACTION: Motion to approve the Request for Proposal.

11. FINANCIAL REPORT

- Finance Director, Rosendo Rodriguez

- Review Financial Documents for current fiscal year 2011-12; July through January.

ACTION: Motion to approve Financial Documents for current fiscal year.

- Review California Form 700 Fair Political Practices Commission. It is **required** all Trustees and specific District Employees complete the Statement of Economic Interests before the March 14, 2012 regular Board of Trustee meeting. The FPPC deadline for completion of Form 700 is April 2, 2012.

12. **MANAGER'S REPORT**

- Legislative Update.
- Mosquito and Vector Control Association of California (MVCAC).
- Vector Control Joint Powers Agency (VCJPA).
- American Mosquito Control Association (AMCA).
- California Special District Association (CSDA).
- Staff and General Announcements.
- Administrative and Financial Internal Controls

13. **CLOSED SESSION**

ACTION: Motion to move into closed session.

CLOSED SESSION MEETING OF THE BOARD OF TRUSTEES

1. **CALL TO ORDER.**

2. **ROLL CALL.**

- Secretary of the Board will take roll call.

3. **CONFERENCE WITH LEGAL COUNSEL – DISTRICT MANAGER**

PERFORMANCE EVALUATION: Based on existing facts and circumstances, the Board of Trustees of the San Mateo County Mosquito and Vector Control District is reviewing with District Counsel the evaluation of the District Manager's actions associated with the Fraud Investigation. Government Code Section 54957.6)

Closed Session Note: The Brown Act prohibits the disclosure of confidential information acquired in a closed session by any person present and offers various remedies to address willful breaches of confidentiality. These include injunctive relief, disciplinary action against an employee, and referral of a member of the legislative body to the grand jury. It is incumbent upon all those attending lawful closed sessions to protect the confidentiality of those discussions. Only the legislative body acting as a body may agree to divulge confidential closed session information; as regards attorney/client privileged communications, the entire body is the holder of the privilege and only the entire body can decide to waive the privilege.

ACTION: Motion to move out of closed session.

**REGULAR MEETING OF THE BOARD OF TRUSTEES
CONTINUATION OF AGENDA FOR FEBRUARY 8, 2012**

14. REPORT FROM CLOSED SESSION

15. OATHS ADMINISTERED TO REAPPOINTED TRUSTEES

16. NEXT REGULARLY SCHEDULED BOARD MEETING

ACTION: Motion to approve next meeting for March 14, 2012.

17. ADJOURNMENT

ACTION: Motion to adjourn.

CERTIFICATION OF POSTING AGENDA

I, **Leon Nickolas, Board Secretary** for the San Mateo County Mosquito and Vector Control District (SMCMVCD), declare that the foregoing agenda for the Regular Meeting of the SMCMVCD Board of Trustees for February 8, 2012 was posted and available for review on February 1, 2012, at the District Headquarters of SMCMVCD, 1351 Rollins Road, Burlingame, CA, 94010. The agenda was also available on the District web site.