REGULAR MEETING OF THE BOARD OF TRUSTEES
March 14, 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. 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.

4. **CONFERENCE WITH LEGAL COUNSEL – DISTRICT MANAGER PERFORMANCE IMPROVEMENT PLAN:** the Board of Trustees of the San Mateo County Mosquito and Vector Control District is reviewing with District Counsel the performance improvement plan for the District Manager. 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 MARCH 14, 2012**

5. **REPORT FROM CLOSED SESSION**

6. **AGENDA AMENDMENTS**

7. **SPECIAL PRESENTATIONS**

8. **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.

9. **CONSENT CALENDAR.**

   • If the Board would like to discuss any item listed, it may be pulled from the Consent Calendar.
     
     o Minutes for Regular Board Meeting, February 8, 2012.

   **ACTION:** Motion to approve Consent Calendar.

10. **BOARD COMMITTEE MEETING DATES AND REPORTS**

    • Environmental Committee
    • Finance Committee
    • Strategic Planning Committee
    • Policy Committee’s has reviewed and updated policies provided in the pre-packet and is recommending these policies for approval by the Board.
o Directed by Policy Committee Chairperson, Robert Riechel

**ACTION:** Motion to approve the following policies.

- Code of Ethics 4010
- Fixed Asset Accounting Control # 6020
- Disposal of Surplus Property # 6050
- Trustee Qualifications and Information for New Trustees
- Employment Hiring Practices # 2130
- Board Meeting Agenda # 5020

11. **REGULAR AGENDA**

- Communication with Trustee Appointing Authorities, Aimee Armsby County Counsel.

**ACTION:** Motion to approve communications, documents, and enclosures.

12. **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.

13. **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

14. **BOARD MEMBER COMMENTS AND ANNOUNCEMENTS**

- Trustee comments on Annual Conference of Mosquito and Vector Control Association of California.
- Trustee comments on Annual Conference of American Mosquito Control Association.
- Alternate Public Member of the San Mateo Local Agency Formation Commission (LAFCo) is now being accepted for the term ending May 2014. Applications deadline is April 9, 2012. Contact Martha Poyatos, Executive Officer, 455 County Center, Redwood City, at (650) 363-4224 or visit [www.sanmateolafco.org](http://www.sanmateolafco.org).
The President of the Board of Trustees has appointed an ad hoc committee that will establish the terms of the District Manager’s new contract and benefits package and present it to the Board of Trustees for approval. The contract will be reviewed by District Legal Counsel before presentation to the Board of Trustees. Trustee Rick Wykoff will chair the committee that includes Trustees Ray Honan and Leon Nickolas as members.

15. OATHS ADMINISTERED TO APPOINTED TRUSTEES

16. NEXT REGULARLY SCHEDULED BOARD MEETING

**ACTION:** Motion to approve next meeting for April 11, 2012.

- Regularly Scheduled Board Meeting Call to Order Time Change (i.e. 5:00 p.m.).

**ACTION:** Motion to approve the Call to Order for the April 11, 2012 Regularly Scheduled Board Meeting.

17. NEXT REGULARLY SCHEDULED BOARD MEETING AGENDA ITEMS FOR CONSIDERATION BY THE BOARD

**ACTION:** Motion to approve recommended agenda items.

18. ADJOURNMENT

**ACTION:** Motion to adjourn.

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**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 March 14, 2012 was posted and available for review on March 7, 2012, at the District Headquarters of SMCMVCD, 1351 Rollins Road, Burlingame, CA, 94010. The agenda was also available on the District web site.