REGULAR MEETING OF THE BOARD OF TRUSTEES
April 11, 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
6:00 P.M.

1. CALL TO ORDER.

2. PLEDGE OF ALLEGIANCE.

3. ROLL CALL.
   • Secretary of the Board will take roll call.

4. OATHS ADMINISTERED TO TRUSTEES

5. 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 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 APRIL 11, 2012

6. **REPORT FROM CLOSED SESSION**

7. **AGENDA AMENDMENTS**

8. **SPECIAL PRESENTATIONS**
   • Communication with Local Agency Formation Commission, Martha Poyatos, Executive Director.

9. **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.

10. **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, March 14, 2012.
      o Pesticide Purchase from Target Specialty Products

**ACTION:** Motion to approve Consent Calendar.
11. BOARD COMMITTEE MEETING DATES AND REPORTS
   - Environmental Committee
     - Finance Committee received eleven (11) auditor proposals and has selected four for interviews. Those four (4) selected auditor proposals were included in the pre-packet.
       - Directed by Finance Committee Chairperson, Ray Honan
       - Four auditor proposals were selected for interviews on April 10, 2012 and April 12, 2012.
       - Finance Committee after the interviews will recommend an auditor for the Board’s approval for Fiscal Year’s 2010-11, 2011-12, and 2012-13.
   - 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.
     - Directed by Policy Committee Chairperson, Robert Riechel

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

- By-Laws of the Board # 4140
- Board Meetings # 5010
- Remuneration and Reimbursement # 4030
- Promotion, Employee Manual # 2060
- Open Door Policy, Employee Manual # 2200
- Committees of the Board # 4090

12. REGULAR AGENDA
   - Cardno Entrix contract to perform the Programmatic Environmental Impact Report.

**ACTION:** Motion to approve the Coastal Region Cost Sharing Agreement, Client Master Agreement, and Task Order.

- Board Secretary Compensation for completing Board Meeting Administration.

**ACTION:** Motion to approve $100.00 a month for the Board Secretary to complete the required Board Meeting Administration.

- Contract Proposals for Servicing HVAC Equipment.

**ACTION:** Motion to approve a proposal for HVAC equipment servicing.

13. FINANCIAL REPORT
   - Finance Director, Rosendo Rodriguez
   - Review Financial Documents for current fiscal year 2011-12; July through February.
**ACTION:**  Motion to approve Financial Documents for current fiscal year.

14. **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

15. **BOARD MEMBER COMMENTS AND ANNOUNCEMENTS**

16. **NEXT REGULARLY SCHEDULED BOARD MEETING**

   **ACTION:**  Motion to approve next meeting for May 9, 2012.

17. **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 April 11, 2012 was posted and available for review on April 4, 2012, at the District Headquarters of SMCMVCD, 1351 Rollins Road, Burlingame, CA, 94010. The agenda was also available on the District web site.