REGULAR MEETING OF THE BOARD OF TRUSTEES
May 9, 2012

AGENDA

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. APPROVAL OF THE AGENDA AS POSTED (OR AMENDED)

5. OATHS ADMINISTERED TO TRUSTEES

6. 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)

4. **PERSONNEL EXCEPTION – DISTRICT MANAGER CONTRACT EXTENSION:** the Board of Trustees of the San Mateo County Mosquito and Vector Control District is considering an extension of the District Manager’s contract. Government Code Section 54957)

   **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 a majority vote of the entire body can authorize the waive of the privilege.

   **ACTION:** Motion to move out of closed session.

**REGULAR MEETING OF THE BOARD OF TRUSTEES CONTINUATION OF AGENDA FOR MAY 9, 2012**

7. **REPORT FROM CLOSED SESSION**

8. **SPECIAL PRESENTATIONS**

   **ACTION:** Motion to open Public Hearing.
   **ACTION:** Motion to close Public Hearing.
   **ACTION:** Motion to approve Resolution M-004-12.

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.
     - Minutes for Regular Board Meeting, April 11, 2012.

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

11. **BOARD COMMITTEE MEETING DATES AND REPORTS**
   - Environmental Committee
   - Finance Committee
   - Strategic Planning Committee
   - Policy Committee

12. **REGULAR AGENDA**
   - Local Agency Formation Commission Draft Municipal Service and Sphere Review for San Mateo County Mosquito and Vector Control District. Comments submitted by District directed by Aimee Armsby, County Counsel.
   - District Budget 2012-2013. Finance Committee Chairperson Raymond Honan, Finance Director, Rodriguez, and Manager Gay.

   **ACTION:** Motion to approve engagement letter with R. J. Ricciardi for auditing services for Fiscal Years, 2010-2011, 2011-2012, 2012-2013.


   **ACTION:** Motion to approve the updated District Strategic Planning Manual 2010 - 2018.


   **ACTION:** Motion to approve the Internal Control Manual 2012.

   - District received a request for additional documentation from Hartford Fire Insurance Company for Policy No. KB 0226947, Claim No. 11392634.

**ACTION:** Motion to approve the District Staff to request three (3) bids for vehicular purchases for Fiscal Year 2012-2013 for a right-hand drive Jeep (catch basin vehicle) and a Chevrolet F-250, diesel, club-cab, pickup.

13. **FINANCIAL REPORT**
• Finance Director, Rosendo Rodriguez
• Review Financial Documents for current fiscal year 2011-12; July through March.

**ACTION:** Motion to approve Financial Documents as presented.

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**
• Mosquito and Vector Control Association of California (MVCAC) Legislative Day in Sacramento, April 17, 2012.
  o President Samuel Lerner and Trustee Raymond Honan

• American Mosquito Control Association (AMCA) Legislative Day in Washington D.C., April 30 – May 2, 2012.
  o President Samuel Lerner and Trustee Raymond Honan

• Ad-Hoc Building Committee of three (3) Trustees.
  o President Samuel Lerner

16. **NEXT REGULARLY SCHEDULED BOARD MEETING**
**ACTION:** Motion to approve next meeting for June 13, 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 May 9, 2012 was posted and available for review on May 2, 2012, at the District Headquarters of SMCMVCD, 1351 Rollins Road, Burlingame, CA, 94010. The agenda was also available on the District web site.