REGULAR MEETING OF THE BOARD OF TRUSTEES
June 13, 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 Nickols, 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. 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)

   **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 waiver of the privilege.

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

REGULAR MEETING OF THE BOARD OF TRUSTEES
CONTINUATION OF AGENDA FOR JUNE 13, 2012

7. REPORT FROM CLOSED SESSION

8. SPECIAL PRESENTATIONS


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.

      A. Minutes for Regular Board Meeting, May 9, 2012.

      **ACTION:** Motion to approve Consent Calendar.
11. BOARD COMMITTEE MEETING DATES AND REPORTS
   A. Environmental Committee
   B. Finance Committee
   C. Strategic Planning Committee
   D. Policy Committee

   **ACTION:** Motion to approve Policies 4040, 1030, and 1120.

   E. Ad-hoc Building Committee

   F. Ad-hoc Hiring Committee

   **ACTION:** Motion to approve Assistant Manager Position Description and Salary Scale and to move forward with the announcing and hiring process in accordance with District policies.

12. REGULAR AGENDA

   A. Waiver for Legal Action by County Counsel on the LAFCO process. County Counsel Representative.

   **ACTION:** Motion to approve waiver of conflict of interest with regard to the County Counsel’s representation of the County in connection with the LAFCO matter, and with regard to County Counsel’s ongoing representation of the Mosquito and Vector Control District in unrelated matters.

   B. Programmatic Environmental Impact Report.

   **ACTION:** Motion to approve a request for Cardno Entrix to attend a future Board meeting to discuss the potential of Cardno Entrix to provide additional support for the PEIR.

13. FINANCIAL REPORT

   A. Review Financial Documents for current fiscal year 2011-12; July through April. Finance Director, Rosendo Rodriguez

   **ACTION:** Motion to approve Financial Documents for current Fiscal Year 2011-2012; July 2011 through April 2012.

   B. Resolution M-005-12. Transferring funds from the General Fund No. 02706 Appropriate Contingencies # 8611 to the listed accounts.

   **ACTION:** Motion to approve Resolution M-005-12.
C. Resolution M-006-12. Transferring funds from the General Fund No. 02706 to the Capital Fund No. 02705.

**ACTION:** Motion to approve Resolution M-006-12.


**ACTION:** Motion to approve Resolution M-007-12. District Budget for Fiscal Year 2012-2013.


**ACTION:** Motion to approve the Chevrolet 2013, Silverado 2500 LT, diesel, club-cab, pickup bid from Putnam Chevrolet Burlingame for $44,851.80.

F. Right Hand Drive Jeep Purchase for Fiscal Year 2012-13. Bids were requested from any Motor Company able to provide a Right-hand Drive 2012 Wrangler Unlimited Sport 4x4 Jeep. Mechanic/VCT Benjamin Rusmisel.

**ACTION:** Motion to approve the Right Hand Drive Jeep purchase from Little Jess Motor Company, Quincy, IL for $31,424.

14. **PUBLIC HEARING**

**ACTION:** Motion to open Public Hearing.

- This is the opportunity for any public members to address the Board with questions relevant to the setting of the Special Mosquito Control Tax and/or Benefit Assessment.

**ACTION:** Motion to close Public Hearing.

15. **RESOLUTION M-001-13**

A. Fixing the amount of the Special Mosquito Control Tax for Mosquito Control Services within the originally designated cities and unincorporated areas for Fiscal Year 2012 - 2013.

**ACTION:** Motion to approve Resolution M-001-13
16. RESOLUTION M-002-13

A. Authorizing the collection of the Special Mosquito Control Tax for Mosquito Control Services within the originally designated cities and unincorporated areas for Fiscal Year 2012 - 2013.

**ACTION:** Motion to approve Resolution M-002-13.

17. RESOLUTION M-003-13

A. Authorizing the approval of the Engineer’s Report, Confirming Diagram and Assessment and Ordering Levy of Assessment for Fiscal Year 2012-2013.

**ACTION:** Motion to approve Resolution M-003-13.

18. PESTICIDE BIDS FOR FY 2012 – 13

A. Requests for quotations (4) were submitted to interested suppliers.

**ACTION:** Motion to approve the pesticide purchases from the recommended suppliers as listed on the Pesticide Bids for FY 2012-13 summary documents.

19. MANAGER’S REPORT

A. Legislative Update.
B. Mosquito and Vector Control Association of California (MVCAC).
C. Vector Control Joint Powers Agency (VCJPA).
D. American Mosquito Control Association (AMCA).
E. California Special District Association (CSDA).
F. Staff Announcements.
G. General Announcements
H. Administrative and Financial Internal Controls

20. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

21. NEXT REGULARLY SCHEDULED BOARD MEETING

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

22. 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 June 13, 2012 was posted and available for review on June 6, 2012, at the District Headquarters of SMCMVCD, 1351 Rollins Road, Burlingame, CA, 94010. The agenda was also available on the District web site.