REGULAR MEETING OF THE BOARD OF TRUSTEES
September 12, 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. 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. PUBLIC EMPLOYEE PERFORMANCE EVALUATION REVIEW with District Counsel of 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 waive of the privilege.

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

REGULAR MEETING OF THE BOARD OF TRUSTEES
CONTINUATION OF AGENDA FOR SEPTEMBER 12, 2012

7. REPORT FROM CLOSED SESSION

8. SPECIAL PRESENTATIONS

A. Programmatic Environmental Impact Report. Susan Hootkins, Cardno ENTRIX.

**ACTION:** Motion to consider the Board’s Environmental Committee in collaboration with Management Staff and Cardno ENTRIX the consideration of having Cardno ENTRIX provide additional support to the District with completing the Public Draft PEIR and Final PEIR and report their recommendations back to the Board at their October Board Meeting.

B. Human Resource Program Review (LAFCo). Jaime Orendac, OHR

**ACTION:** Motion to approve Management Staff and Trustees (Ad-hoc HR Committee) moving forward with pursuing the services of a commercial Human Resources Company.

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 two minutes per person and ten minutes in total. Speaker cards are available for those making a public comment.

10. CONSENT CALENDAR.
A. If the Board would like to discuss any item listed, it may be pulled from the Consent Calendar.

   A. Minutes for the Special Board Meeting, June 27, 2012.
   C. Minutes for Special Board Meeting, August 23, 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
E. Ad-hoc Building Committee

**ACTION:** Motion to approve contract with Kam Yan & Associates to provide engineering services.

F. Ad-hoc Hiring Committee
G. Joint Meeting of the Executive Committee (District Officers) and Finance Committee

12. REGULAR AGENDA


**ACTION:** Motion to approve format for new monthly report.


**ACTION:** Motion to approve the Finance Committee to move forward with evaluating an auditing process for completing annual review of the District’s financial internal controls.

C. Internal Control Manual Update. Director Rodriguez.

**ACTION:** Motion to approve updated Internal Control Manual.

D. Diesel Truck. Manager Gay and VCT Rusmisel.

**ACTION:** Motion to approve purchase of a diesel truck.

F. Trustee Board Appointment Expirations for 2012.

G. Resolution of the Local Agency Formation Commission of the County of San Mateo Making Determinations Pursuant to Government Code Sections 56425 and 56430 For the San Mateo County Mosquito and Vector Control District and Reaffirming the Sphere of Influence.

13. FINANCIAL REPORT

A. Resolution M-005-13. Finance Director, Rosendo Rodriguez

ACTION: Motion to approve Resolution M-005-13.

B. Review Financial Documents for fiscal year 2011-12; July through June. Finance Director, Rosendo Rodriguez

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

C. Review Financial Documents for fiscal year 2012-13; July 2013. Finance Director, Rosendo Rodriguez

ACTION: Motion to approve Financial Documents for Fiscal Year 2012-2013; July 2012.

14. MANAGER’S REPORT

15. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

16. NEXT REGULARLY SCHEDULED BOARD MEETING

ACTION: Motion to approve next meeting for October 10, 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 September 11, 2012 was posted and available for review on September 5, 2012, at the District Headquarters of SMCMVCD, 1351 Rollins Road, Burlingame, CA, 94010. The agenda was also available on the District web site.