



**POLICY COMMITTEE MEETING OF THE BOARD OF TRUSTEES**

**November 14, 2018**

**5:00 PM**

**AGENDA**

*The Policy Committee is not a decision-making body and only makes recommendations to the Board.*

*Policy Committee 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 District Manager Chindi Peavey 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 Policy Committee 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 Policy Committee members. The Policy Committee of 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.*

**1. CALL TO ORDER.**

**2. PLEDGE OF ALLEGIANCE.**

**3. ROLL CALL.**

- Chairperson Kati Martin will take roll call. \_\_\_\_\_
- Robert Riechel, City of San Bruno \_\_\_\_\_
- Ed Degliantoni, City of San Mateo \_\_\_\_\_
- Donna Rutherford, City of East Palo Alto \_\_\_\_\_
- Carolyn Parker, City of Brisbane \_\_\_\_\_
- Kat Lion, City of Redwood City \_\_\_\_\_



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#### 4. PUBLIC COMMENTS AND ANNOUNCEMENTS.

- This time is reserved for members of the public to address the Policy Committee of the Board relative to matters of the Committee 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 (ten minutes where a translator is being used).

#### 5. REGULAR AGENDA

##### District Policy Manual

- A. **District Policy 6060 District Insurance** – *consider updates to the coverage amounts in this policy and language changes for clarity. Remove the sentence saying “We signed up all trustees and staff for Business Travel Accident Insurance from Section 6060.70*

**Action** Motion to recommend Board approval of changes in District Policy 6060

- B. **District Policy 6070 Investment of District Funds** – *consider adding Section 6070.31 relating the Capital Project Reserve Fund (account 02705 in the County Treasury) to the Equipment Replacement Reserve Fund and changing the name of the Equipment Replacement Reserve Fund to the Capital Project and Equipment Replacement Fund in sections 6070.32, 33, and 35*

**Action** Motion to recommend Board approval of changes to District Policy 6070

- C. **District Policy 6120 District Reserves** – *consider adding “buildings and structures” to the Equipment Replacement Reserve Fund and changing the name of the Equipment Replacement Reserve Fund to the Capital Projects and Equipment Replacement Reserve Fund.*

**Action** Motion to recommend Board approval of changes to District Policy 6120

- D. **District Policy 6100 Journal Entry Approval** – *consider adding the words “and include the following:” to Section 6100.31*

**Action** Motion to recommend Board approval of changes in District Policy 6100

- E. **District Policy 6110 Cash and Cash Management** – *consider changing the word “impress” to “imprest” in Section 6110.50*

**Action** Motion to recommend Board approval of changes in District Policy 6110

#### 6. ADJOURNMENT

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