



**San Mateo County**  
**Mosquito and Vector Control District**  
 1351 Rollins Rd  
 Burlingame CA 94010  
 (650) 344-8592 Fax (650) 344-3843  
 www.smcmad.org

**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**January 8, 2014**

**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](http://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. 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 three minutes per

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

**7. CONSENT CALENDAR.**

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

- 1) Minutes for Regular Board Meeting, November 13, 2013.
- 2) Minutes for Trustee Field Day, December 11, 2013.
- 3) Auditor Service Contract with R.J. Ricciardi, Inc. for fiscal year 2013-2014.
- 4) Professional Consulting, Engineer of Work and Levy Administration with SCI Consulting Group, for fiscal year 2014-2015.
- 5) Stericycle agreement for 3 years for removing medical waste.

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

**8. REGULAR AGENDA**

A. Election of District Trustees nominated for Board Officer Positions for Calendar Years 2014 and 2015.

**ACTION:** Motion to approve Board Officers for Calendar Years 2014 and 2015.

B. Policies and Procedures Employee Manual.

**ACTION:** Motion to approve District Policy 2170 and 5201.

C. District Policy Manual.

**ACTION:** Motion to approve District Policy 6020.

D. Laboratory PCR Room Cabinets.

**ACTION:** Motion to approve B-K Mills and Fixtures to install cabinets in the PCR Room..

**9. BOARD COMMITTEE MEETING REPORTS**

- A. Environmental and Public Outreach
- B. Finance
- C. Strategic Planning
- D. Policy

**10. FINANCIAL REPORT**

- A. Review Financial Documents for fiscal year 2013-14; July through November. Finance Director, Rosendo Rodriguez

**ACTION:** Motion to approve Financial Documents for Fiscal Year 2013-2014; July through September 2013.

- B. Mid-Year Review of the District Budget for fiscal year 2013-14. Finance Director, Rosendo Rodriguez

**ACTION:** Motion to approve Mid-Year Review of the District Budget for Fiscal Year 2013- 2014.

**11. MANAGER’S REPORT**

**12. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS**

- A. Trustee Field Day held December 11, 2013.

**13. ANNOUNCE NEXT REGULARLY SCHEDULED BOARD MEETING**

**14. 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 January 8, 2014 was posted and available for review on January 2, 2014, at the District Headquarters of SMCMVCD, 1351 Rollins Road, Burlingame, CA, 94010. The agenda was also available on the District web site.