

# Marin/Sonoma Mosquito & Vector Control District

Board of Trustees  
595 Helman Lane  
Cotati, CA 94931

## Meeting Held via Videoconference

January 20, 2021

## SPECIAL BOARD MEETING MINUTES

1. **CALL TO ORDER**

President Pigoni called the meeting to order at 6:00 pm.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

**Members present:**

Ackerman, Bruce *Left at 6:46*

Benediktsson, Cathy

Bloom, Gail

Davis, Tamara

Deicke, Art

Ettlin, Julia

Gallian, Laurie

Hootkins, Susan *Left at 6:43*

Khush, Ranjiv

McCaffery, Shaun

Naythons, Matthew *Arrived at 7:25*

Predovich, Monique

Rich, Diana

Rowland Jr., Herb

Schulze, Ed

Siwy, Veronica

Snyder, Richard

Witt, David

Pigoni, Carol

**Members absent:**

Harlem, Pamela

**Open seats:** Corte Madera, Cotati, one Marin County at Large and one Sonoma County at Large

**Others present:**

Philip Smith, District Manager

Erik Hawk, Assistant Manager

Jennifer Crayne, Finance Manager

Dawn Williams, Confidential Administrative Assistant

Amanda Charne, General Counsel

A quorum was present, and due notice had been published.

**4. APPOINTMENT OF NEW TRUSTEE**

City of Rohnert Park Trustee Veronica Siwy briefly described her background and indicated that her interest in becoming a Trustee was due to her passion for Public and Environmental Health.

**5. PUBLIC TIME**

No Public Comment.

**6. CONSENT CALENDAR**

**A. CHANGES TO AGENDA/APPROVAL OF AGENDA**

**B. MINUTES** – Minutes for Board Meeting held on December 9, 2020.

**C. FINANCIAL**

Warrants – December 2020

December Payroll: \$180,686.59

December Expenditures: \$399,913.86

Total: \$580,600.45

**D. 2<sup>ND</sup> QUARTER FINANCIAL STATEMENT**

**E. ENDING ACCOUNT BALANCES:**

Operating Fund: \$10,622,799.53

*It was M/S Trustee Davis/Trustee Schulze to accept the Consent Calendar with the correction to the Minutes of adding Trustee Benediktsson to the roll call votes:*

*Motion passed with a roll call vote:*

***Ayes:** Trustee Ackerman, Trustee Benediktsson, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlin, Trustee Gallian, Trustee Hootkins, Trustee Khush, Trustee McCaffery, Trustee Predovich, Trustee Rich, Trustee Rowland, Trustee Schulze, Trustee Siwy, Trustee Snyder, Trustee Witt and Trustee Pigoni*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee Harlem and Trustee Naythons*

**7. NEW BUSINESS**

**A. 2021 Trustee Election Nominations and Election of Officers**

The Nominating Committee recommended the following Board Officer positions for 2021.

President – Pamela Harlem

1<sup>st</sup> Vice President – Laurie Gallian

2<sup>nd</sup> Vice President – Richard Snyder

Secretary – Carol Pigoni

*It was M/S Trustee Davis/Trustee Schulze to appoint the Board Officers for 2021.*

*Motion passed with a roll call vote:*

*Ayes: Trustee Ackerman, Trustee Benediktsson, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlin, Trustee Gallian, Trustee Hootkins, Trustee Khush, Trustee McCaffery, Trustee Predovich, Trustee Rich, Trustee Rowland, Trustee Schulze, Trustee Siwy, Trustee Snyder, Trustee Witt and Trustee Pigoni*

*No: (none)*

*Abstain: (none)*

*Absent: Trustee Harlem and Trustee Naythons*

**B. Passing of the Gavel**

District Manager Smith presented outgoing President Pigoni with a plaque. He thanked her for her strong leadership and commitment that enabled the District to complete many projects over the preceding year, despite the difficult circumstances of the COVID-19 pandemic.

Due to President Pamela Harlem's absence, First Vice President Laurie Gallian stepped in as Chair for this meeting, and also acknowledged outgoing President Pigoni for her leadership and accomplishments over the last year.

**C. Committee Assignments**

*It was M/S Trustee Davis/Trustee Witt to approve the list of Trustee committee assignments.*

*Motion passed with a roll call vote:*

*Ayes: Trustee Ackerman, Trustee Benediktsson, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlin, Trustee Gallian, Trustee Hootkins, Trustee Khush, Trustee McCaffery, Trustee Pigoni, Trustee Predovich, Trustee Rich, Trustee Rowland, Trustee Schulze, Trustee Siwy, Trustee Snyder and Trustee Witt*

*No: (none)*

*Abstain: (none)*

*Absent: Trustee Harlem and Trustee Naythons*

**D. Approve Signature Card for District Bank Account**

*It was M/S Trustee Pigoni/Trustee Snyder to approve the list of persons authorized to sign checks drawn on the District's Bank Accounts.*

*Approved Signers: President, 1<sup>st</sup> Vice President, Secretary, Trustee Davis, Trustee McCaffery, District Manager Smith and Assistant Manager Hawk.*

*Motion passed with a roll call vote:*

*Ayes: Trustee Ackerman, Trustee Benediktsson, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlin, Trustee Gallian, Trustee Hootkins, Trustee Khush, Trustee McCaffery, Trustee Pigoni, Trustee Predovich, Trustee Rich, Trustee Rowland, Trustee Schulze, Trustee Siwy, Trustee Snyder and Trustee Witt*

*No: (none)*

*Abstain: (none)*

*Absent: Trustee Harlem and Trustee Naythons*

**E. Selection of a New Financial Management Information System**

*Following a presentation by Dana Shigley of Municipal Resource Group and discussions between the Board and District staff, it was M/S Trustee Schulze/Trustee Snyder to direct staff to:*

- 1. Proceed with the project to install the financial management information system offered by Black Mountain Software.*
- 2. Provide budgetary allocation for the project as part of the amended budget for FY 2020-21 (this will be accomplished in agenda item F. below).*
- 3. Direct staff to report back regularly on progress toward implementation of the new financial management information system.*

*Motion passed with a roll call vote:*

***Ayes:**, Trustee Benediktsson, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlín, Trustee Gallian, Trustee Khush, Trustee McCaffery, Trustee Pìgoni, Trustee Predovich, Trustee Rich, Trustee Rowland, Trustee Schulze, Trustee Siwy, Trustee Snyder and Trustee Witt*

***No:** (none)*

***Abstain:** Trustee Naythons*

***Absent:** Trustee Ackerman, Trustee Harlem and Trustee Hootkins*

**F. Proposed new temporary position: “Management Aide – Temporary Hire.” Request to add a new job description.**

*It was M/S Trustee Davis/Trustee Pìgoni to approve the addition of the “Management Aide – Temporary Hire” position, job description & salary range.*

*Motion passed with a roll call vote:*

***Ayes:**, Trustee Benediktsson, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlín, Trustee Gallian, Trustee Khush, Trustee McCaffery, Trustee Naythons, Trustee Pìgoni, Trustee Predovich, Trustee Rich, Trustee Rowland, Trustee Schulze, Trustee Siwy, Trustee Snyder and Trustee Witt*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee Ackerman, Trustee Harlem and Trustee Hootkins*

**G. Proposed Mid-Year Amendment of FY 2020-21 Annual Budget**

*It was M/S Trustee Davis/Trustee Schulze to approve the proposed amendment of the FY 2020-21 budget.*

*Motion passed with a roll call vote:*

***Ayes:**, Trustee Benediktsson, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlín, Trustee Gallian, Trustee Khush, Trustee McCaffery, Trustee Naythons, Trustee Pìgoni, Trustee Predovich, Trustee Rich, Trustee Rowland, Trustee Schulze, Trustee Siwy, Trustee Snyder and Trustee Witt*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee Ackerman, Trustee Harlem and Trustee Hootkins*

**H. Proposal to Join the Marin Chapter of the California Special Districts Association (CSDA).**

*It was M/S Trustee Schulze/Trustee Davis to adopt Resolution 2020/21-06 requesting membership in the Marin County Special Districts Association.*

*Motion passed with a roll call vote:*

*Ayes:, Trustee Benediktsson, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlin, Trustee Gallian, Trustee Khush, Trustee McCaffery, Trustee Naythons, Trustee Pigoni, Trustee Predovich, Trustee Rich, Trustee Rowland, Trustee Schulze, Trustee Siwy, Trustee Snyder and Trustee Witt*

*No: (none)*

*Abstain: (none)*

*Absent: Trustee Ackerman, Trustee Harlem and Trustee Hootkins*

**8. COMMITTEE & STAFF REPORTS**

No committee or staff reports.

**9. MANAGER'S REPORT**

*Manager Smith and Assistant Manager Hawk offered to answer any questions pertaining to their written reports. (Manager's and Assistant Manager's reports were included in the January Board packet)*

**10. WRITTEN COMMUNICATIONS**

No written communications.

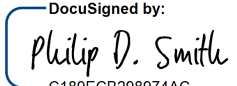
**11. OPEN TIME FOR BOARD OR STAFF COMMENTS**

Trustee Schulze recognized Trustee Pigoni for her contributions to the District while serving as the Board President.

Trustee Gallian echoed Trustee Schulze sentiments. She also added that President Harlem wanted the Board to know that the next Board meeting will be held in March and an Executive Committee meeting will be held in February.

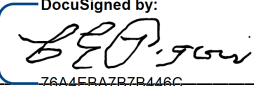
**12. ADJOURNMENT**

There being no further business to come before the Board, it was M/S Trustee Davis/Trustee Schulze to adjourn the meeting at 8:32 pm.

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District Representative  
MSMVCD

3/12/2021

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Date of Approval

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\_\_\_\_\_  
Trustee  
MSMVCD Board of Trustees

3/12/2021

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Date of Approval