

Marin/Sonoma Mosquito & Vector Control District

Board of Trustees
595 Helman Lane
Cotati, CA 94931

January 9, 2019

MINUTES

1. **CALL TO ORDER**

President Rowland called the meeting to order at 7:00 pm.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

Members present:

Bloom, Gail

Davis, Tamara

DeMatteo, Dustin

Gallian, Laurie

Giovanatto, Carol

Harlem, Pamela

Khush, Ranjiv

Kinser, Alannah

McCaffery, Shaun

Sagues, Paul

Schulze, Ed

Witt, David

Rowland Jr., Herb

Members absent:

Ackerman, Bruce

Blair, Ken

Deicke, Art

Glass, Una

Hootkins, Susan

Naythons, Matthew

Snyder, Richard

Open seats: Corte Madera, Rohnert Park and one Sonoma County at Large

Others present:

Phil Smith, District Manager

Dawn Williams, Confidential Administrative Assistant

Jennifer Crayne, Finance Manager

Janet Coleson, General Counsel

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

4. **PUBLIC TIME**
No public present.

5. **CONSENT CALENDAR**

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

B. **MINUTES** – Minutes for Board Meeting held December 12, 2018.

C. **FINANCIAL**

Warrants – December 2018

December Payroll: \$185,321.94

December Expenditures: \$307,013.80

Total: \$492,335.74

D. **ENDING ACCOUNT BALANCES:**

Operating Fund: \$9,738,158.33

E. **2nd QUARTER FINANCIAL STATEMENT FOR FY 2018/19**

It was M/S Trustee Davis/Trustee Giovanatto to accept the Consent Calendar:

Motion passed with:

***Ayes:** Trustee Bloom, Trustee Davis, Trustee DeMatteo, Trustee Gallian, Trustee Giovanatto, Trustee Harlem, Trustee Khush, Trustee Kinser, Trustee McCaffery, Trustee Sagues, Trustee Schulze, Trustee Witt and Trustee Rowland*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee Ackerman, Trustee Blair, Trustee Deicke, Trustee Glass, Trustee Hootkins, Trustee Naythons and Trustee Snyder*

6. **NEW BUSINESS**

A. **2019 Trustee election nominations and Election of Officers**

The following list of recommendations for Board Officer positions was submitted by the Nominating Committee at the December 12, 2018 Board meeting.

President – Shaun McCaffery

1st Vice-President – Paul Sagues

2nd Vice-President – Carol Giovanatto

Secretary – Pamela Harlem

It was M/S Trustee Schulze/Trustee Davis to accept the Nominating Committee's recommendations and to appoint the Board Officers for 2019:

Motion passed with:

Ayes: Trustee Bloom, Trustee Davis, Trustee DeMatteo, Trustee Gallian, Trustee Giovanatto, Trustee Harlem, Trustee Khush, Trustee Kinser, Trustee McCaffery, Trustee Sagues, Trustee Schulze, Trustee Witt and Trustee Rowland

No: (none)

Abstain: (none)

Absent: Trustee Ackerman, Trustee Blair, Trustee Deicke, Trustee Glass, Trustee Hootkins, Trustee Naythons and Trustee Snyder

Trustee McCaffery thanked outgoing President Herb Rowland for his leadership and hard work.

B. Passing of the Gavel

Manager Phil Smith presented outgoing President Rowland with this award and expressed gratitude to him for his leadership and guidance as President during 2018.

C. Committee Assignments

President Shaun McCaffery informed the Board of the proposed committee assignments for 2019. Listed below are the changes from the 2018 committee membership roster:

- Add Trustees Paul Sagues and David Witt to Policy Committee
- Add Trustee Ken Blair to the Audit Committee
- Remove the Civil Grand Jury Response Committee (ad hoc)
- President McCaffery to serve as chair of Budget Committee and Trustee Gail Bloom to assume the role of Vice Chair

It was M/S Trustee Davis/Trustee Schulze to accept the list of trustee committee assignments:

Motion passed with:

Ayes: Trustee Bloom, Trustee Davis, Trustee DeMatteo, Trustee Gallian, Trustee Giovanatto, Trustee Harlem, Trustee Khush, Trustee Kinser, Trustee McCaffery, Trustee Sagues, Trustee Schulze, Trustee Witt and Trustee Rowland

No: (none)

Abstain: (none)

Absent: Trustee Ackerman, Trustee Blair, Trustee Deicke, Trustee Glass, Trustee Hootkins, Trustee Naythons and Trustee Snyder

D. Approve Signature Card for District Bank Account

Manager Smith explained that the signature card lists the authorized signers for the District's Bank of America account and it is a routine procedure to update the card when the Board officers change.

It was M/S Trustee Gallian/Trustee Giovanatto to approve the list of persons authorized to sign checks drawn on the District's Bank Accounts:

Motion passed with:

Ayes: Trustee Bloom, Trustee Davis, Trustee DeMatteo, Trustee Gallian, Trustee Giovanatto, Trustee Harlem, Trustee Khush, Trustee Kinser, Trustee McCaffery, Trustee Sagues, Trustee Schulze, Trustee Witt and Trustee Rowland

No: (none)

Abstain: (none)

Absent: Trustee Ackerman, Trustee Blair, Trustee Deicke, Trustee Glass, Trustee Hootkins, Trustee Naythons and Trustee Snyder

E. Public Relations Update

Nizza Sequeira, Public Relations Director gave a presentation focusing on the ways the District provides public outreach in Marin and Sonoma Counties. The many different options that are used include bus ads, radio spots, community events and social media posts. Ms. Sequeira provided statistics showing views, impressions and other measures of effectiveness of the advertising and outreach efforts. She also reminded the Board of the upcoming Open House, which will be a major undertaking. These events have been an excellent way for the public to become familiar with the District and its employees on a more personal level. The last Open House, held for the District's Centenary in 2015 drew record attendance.

F. Workshop with Brent Ives of BHI Consulting (90 minutes)

Brent Ives presented the third workshop in the series of the four training sessions required as part of the process of qualifying the District to apply for the California Special Districts Association's (CSDA) "District of Distinction" award. Mr. Ives indicated that the goal of this Leadership Academy is to provide special district board members with the knowledge and skills to enable them to better understand their role in the District and function well as effective members of the governance team. The titles of the topics covered in this third session were as follows:

The Importance and Necessity of Board Teamwork & Board Communications

❖ **Effective Trustees**

- Maintain Trust
 - ◆ Be good to your word.
 - ◆ Effective board members always keep confidential matters confidential.

❖ **Five Success of a Team**

- Celebrate Results
 - ◆ This encourages setting goals and targets for the good of the team
 - ◆ Attracts team-oriented employees
- Promote Accountability
 - ◆ Unifies team members with a common standard of performance
 - ◆ Allows leaders to focus on leading the team
 - ◆ Encourages excellence

- Encourage Commitment
 - ◆ Reinforces decisions
 - ◆ Creates an atmosphere of dependability
 - ◆ Sets clear goals and priorities
- Value Conflict
 - ◆ Realize that conflict is healthy and help facilitate a resolution
 - ◆ Create an environment where back-channel politics and personal attacks will not survive
 - ◆ Effectively manage behaviors of team members that hurt the team
- Create Trust
 - ◆ Can safely share weaknesses and mistakes with one another
 - ◆ Builds faith in others' intentions and aptitudes
 - ◆ Instills confidence, encourages risk taking
- ❖ **Effective Directors**
 - Effective Board members are prepared
 - ◆ Do their homework
 - ◆ Work hard; and
 - ◆ Commit the time and energy required to be effective
 - Treat others with openness and respect, especially those one disagrees with
 - Remember that communication is both verbal and (mostly) nonverbal
 - ◆ Be attentive when others are talking
 - ◆ Show interest
 - ◆ Be aware of your body language
 - Critical to Institutionalize Unity of Purpose
 The way to institutionalize unity of purpose is to agree on how your Board team will work together. These agreements can be in the form of:
 - ◆ Policies
 - ◆ Core belief statements;
 - ◆ Credos; or
 - ◆ Norms
 - Maintain Trust Through Communication
 - ◆ Effective board members always communicate with respect
 - ◆ The most important word in management is Clarity in and of:
 - Expectations
 - Direction
 - Understanding
 - Performance
 - Results
 - Critical Communication Areas
 - ◆ Board to Staff
 - ◆ Staff to Board
 - ◆ Board to Manager
 - ◆ Manager to Board

- ◆ Communicating with the Public
- ◆ Communicating District Direction
- ◆ Communications policy and protocols
- Communications
 - ◆ Clearly one of the huge areas of organizational vulnerability.
 - ◆ There are several area where poor communications can cause your District “expensive, unproductive, inefficient trouble.”
 - ◆ There is plenty for all involved to do to improve communications.
 - ◆ Poor communications will not self-heal if they are left to evolve on their own or not attended to
 - ◆ It has been said, “If you do what you’ve always done, you’ll get what you always got”!

7. **COMMITTEE & STAFF REPORTS**

A. **Executive Committee**

President Shaun McCaffery stated the Executive Committee had not met since the Board’s prior meeting so there is nothing to report.

B. **Fiscal Strategies Committee**

Chair Carol Giovanatto explained that the Fiscal Strategies Committee met via teleconference on December 18 to review the draft of the public opinion survey instrument. The committee, consultants and District staff in attendance carried out a thorough review of the intent of the questions, the reasoning behind the questions and the potential outcomes anticipated. Several sections of the survey are intended to capture knowledge of: different functions, preferences regarding different tax or assessment mechanisms, feelings related to government agencies, publicity about the District whether positive and/or negative, and demographic information. The survey envisions an 800-participant sample size with an estimated 20 minutes to complete each interview. The survey will be distributed by either text message or email and then followed up by telephone. The District has established an email account especially for the survey distribution but the replies will automatically be sent directly to the research firm. Overall, the meeting was very focused and interactive. The remaining steps before the survey can start were to establish the final “per parcel” rates to be tested and for staff to deal with some minor legal and technical issues.

C. **Legislative Committee**

Chair Tamara Davis indicated that she, Trustee Schulze, Manager Smith had met with Senator Bill Dodd and Assemblymember Jim Wood in December. The purpose was to inform them of the District’s varied activities and its worrisome financial forecasts against the background of increasing workloads. The District delegation also let legislators know how the Sonoma Complex fires had affected the District operationally and financially, exacerbated by the denial of FEMA assistance.

8. **MANAGER'S REPORT**

Manager Smith explained that in the interest of time he would answer any questions pertaining to the written report. (*Manager and Assistant Manger's reports were included in the January Board packet*)

9. **WRITTEN COMMUNICATIONS**

Former Trustee Terry Pebbles had sent in written correspondence giving notice of his resignation, effective December 31, 2018.

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

Nick Picinich, Rodent Control Specialist thanked the Board for its recent action of adding the option for to participate in the CalPERS 457(b) deferred compensation plan for retirement savings. Mr. Picinich explained that he was frustrated upon discovering that at present he is unable to transfer his own funds from the existing Nationwide 457(b) plan to the CalPERS plan. This was due to the lack of a provision in the Nationwide plan allowing transfer of assets out of that plan, absent a qualifying event such as retirement. He asked the board if they could help in some way.

Dawn Williams, Administrative Assistant echoed similar views to Mr. Picinich's, explaining that she felt the Boards' approval of adding the CALPERS was excellent as it allowed employees to have an additional retirement savings option. The disappointing piece was finding that employees are unable to transfer their money over to another plan. She asked the board if they could help. Manager Smith stated that this matter could be brought to the Board for discussion at a future meeting.

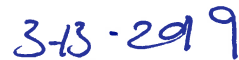
Trustee Schulze stated that he was advised by the Plant Manager of the North Marin Water District (NMWD) that they plan to increase the size of their flood plan, which Trustee Schulze was concerned could cause an increase in mosquito production. Manager Smith stated that staff would look into this matter and report their findings to the Board.

11. **ADJOURNMENT**

There being no further business to come before the Board, it was M/S Trustee Schulze/Trustee Davis to adjourn the meeting at 9:50 pm.



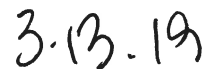
District Representative
MSMVCD



Date of Approval



Trustee
MSMVCD Board of Trustees



Date of Approval