

Marin/Sonoma Mosquito & Vector Control District

Board of Trustees
595 Helman Lane
Cotati, CA 94931

Meeting Held via Videoconference

January 12, 2022

SPECIAL & REGULAR BOARD MEETING MINUTES

1. **CALL TO ORDER**

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

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

Members present:

Ackerman, Bruce	Patton, Morgan
Benediktsson, Cathy	Pigoni, Carol
Bloom, Gail	Rich, Diana
Davis, Tamara	Rowland Jr., Herb
Deicke, Art	Schulze, Ed
Ettlin, Julia	Siwy, Veronica
Gallian, Laurie	Snyder, Richard
Hootkins, Susan	Witt, David
Khush, Ranjiv	Harlem, Pamela
McCaffery, Shaun	

Members absent:

Predovich, Monique

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

Others present:

Philip Smith, District Manager
Erik Hawk, Assistant Manager
Dawn Williams, Confidential Administrative Assistant
Jennifer Crayne, Financial Manager
Janet Coleson, General Counsel

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

4. **PUBLIC TIME**

No Public Comment.

5. CONSENT CALENDAR

A. CHANGES TO AGENDA/APPROVAL OF AGENDA

B. Resolution 2021/22-04: Authorizing Remote Teleconference/Virtual Meetings of the District Pursuant to AB 361

C. MINUTES – Minutes for Special Board Meeting held on November 10, 2021.

It was M/S Trustee Davis/Trustee Pigoni to accept the Consent Calendar which also passes and adopts Resolution 2021/22-04 authorizing Remote Teleconferencing/Virtual Meetings of the District Pursuant to AB 361:

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 Patton, Trustee Pigoni, Trustee Rich, Trustee Rowland, Trustee Schulze, Trustee Siwy, Trustee Snyder, Trustee Witt and Trustee Harlem*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee Predovich*

6. NEW BUSINESS

A. FINANCIAL REPORTS – Review Financial Reports for November and December 2021.

Dana Shigley, Management Aide, provided an in-depth explanation of the new and enhanced financial reports. Future reports to the Board will routinely include: Budget Status, Vendor Claims Paid and a Payroll Summary report. Quarterly reports will include the Quarterly Revenue Report and Balance Sheets.

B. 2022 Trustee Election Nominations and Election of Officers

President Harlem read the names of Board Officers for 2022, as proposed by the Nominating Committee at the November 10, 2021 meeting.

It was M/S Trustee Davis/Trustee Schulze to appoint the following Board Officers: President Laurie Gallian, 1st Vice President Richard Snyder, 2nd Vice President Carol Pigoni and Secretary Ranjiv Khush for 2022.

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 Patton, Trustee Pigoni, Trustee Rowland, Trustee Schulze, Trustee Siwy, Trustee Snyder, Trustee Witt and Trustee Harlem*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee Predovich*

C. Passing of the Gavel

Manager Smith presented outgoing President Harlem with a commemorative plaque. Incoming President Gallian thanked outgoing President Harlem for her hard work and steady leadership over the past year.

D. Committee Assignments

President Gallian requested that Trustees contact her regarding committee assignments for 2022. She also mentioned the idea of forming a new committee dealing with matters relating to climate change, sustainability, and the environment. The updated committee assignments will be provided at the next Board meeting.

E. Approve Signature Card for District Bank Account

It was M/S Trustee Benediktsson/Trustee Snyder to approve the Signature Card proposed signers: President, 1st Vice-President, Secretary, Trustee Davis, Trustee Shaun McCaffery, District Manager Smith and Assistant Manager Hawk for the District Bank Account.

Motion passed with a roll call vote:

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

No: (none)

Abstain: (none)

Absent: Trustee Predovich

F. Laboratory Update

Dr. Kelly Liebman, Scientific Programs Manager, presented a quarterly update focusing on tick surveillance and other projects that lab staff had worked on during the months of September, October, November and December 2021.

G. Proposed Mid-Year Amendment of FY 2021-22 Annual Budget

It was M/S Trustee Davis/Trustee Snyder to approve the budget amendment, as proposed by the Budget Committee and staff, thereby adopting an amended budget for FY 2021-22.

Motion passed with a roll call vote:

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

No: (none)

Abstain: (none)

Absent: Trustee Predovich

H.* Proposed Side Letter of Agreement between Marin/Sonoma Mosquito Vector Control District (MSMVCD) and the Western Council of Engineers (WCE) Regarding: Holidays

It was M/S Trustee McCaffery/Trustee Pigoni to accept the Side Letter between MSMVCD and WCE Regarding: Holidays.

Motion passed with a roll call vote:

Ayes: Trustee Ackerman, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlin, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee McCaffery, Trustee Patton Trustee Pigoni, Trustee Rich, Trustee Siwy, and Trustee Gallian

No: Trustee Benediktsson, Trustee Rowland, Trustee Schulze, Trustee Snyder and Trustee Witt

Abstain: (none)

Absent: Trustee Predovich

I. Proposed Amendment to COVID-19 Prevention Program

It was M/S Trustee Davis/Trustee Schulze authorize the District Manager to amend the District's Coronavirus Prevention Program to the extent necessary to conform to the revised regulations issued by Cal/OSHA and guidance from the California Department of Public Health.

Motion passed with a roll call vote:

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

No: (none)

Abstain: (none)

Absent: Trustee Predovich

7. COMMITTEE & STAFF REPORTS

A. Executive Committee

President Harlem explained that when the Committee met, it discussed the items that were heard on tonight's agenda, and she did not have any additional items to report.

8. MANAGER'S REPORT

In the interest of time Manager Smith and Assistant Manager Hawk referred the board to their written reports and offered to answer any questions. *(Manager's and Assistant Manager's reports were included in the January Board packet)*

9. WRITTEN COMMUNICATIONS

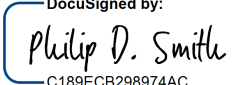
No written communications.

10. OPEN TIME FOR BOARD OR STAFF COMMENTS

Trustee Benediktsson inquired about the District’s plan for public education during the year. Some members of the public told her that they are unaware of the District and the services it provides. Manager Smith explained that the proposed budget for next FY explains what each department has planned for the year. President Gallian added that Public Information Officer Nizza Sequeira posts regularly on social media, including Twitter, Facebook, Instagram, and Nextdoor. At various times through the year, the District also advertises in newspapers and other periodicals, in addition to giving media interviews. She suggested providing inquirers with the District’s website address.

11. ADJOURNMENT

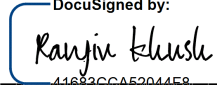
There being no further business to come before the Board, it was M/S Trustee Snyder/Trustee Schulze to adjourn the meeting at 8:30 pm.

DocuSigned by:

C189ECB298974AC

District Representative
MSMVCD

3/14/2022

Date of Approval

DocuSigned by:

41683CGA62044F8...

Trustee
MSMVCD Board of Trustees

3/14/2022

Date of Approval