

Marin/Sonoma Mosquito & Vector Control District

Board of Trustees
595 Helman Lane
Cotati, CA 94931

Meeting Held via Videoconference
December 13, 2023

SPECIAL & REGULAR BOARD MEETING MINUTES

1. **CALL TO ORDER**

President Snyder called the meeting to order at 6:01 p.m.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

Members present:

Bloom, Gail	McCaffery, Shaun
Davis, Tamara	Nichols, Vicki
Gallian, Laurie	Pigoni, Carol
Harlem, Pamela	Rowland Jr., Herb
Harvey, Susan	Schulze, Ed
Hootkins, Susan	Witt, David
Marquiss, Alison	Snyder, Richard

Members absent:

Ackerman, Bruce
Benediktsson, Cathy
Deicke, Art
Kubota, Evan
Rich, Diana
Zavala, Aarón

Open seats: Ross, one Marin County at Large, San Anselmo and one Sonoma County at Large

Others present:

Philip Smith, District Manager
Erik Hawk, Assistant Manager
Liz Garcia, Administrative Services Manager
Carolyn Borr, Administrative Clerk

A quorum was present and due notice had been published.

4. **PUBLIC TIME**

No public comment.

5. **CONSENT CALENDAR**

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

B. **Resolution 2023/24-10: Authorizing Remote Teleconference/Virtual Meetings of the District Pursuant to Government Code Section 54953(e)(3)**

C. **MINUTES** – Minutes of the Board Meetings held on November 29, 2023.

D. **FINANCIAL REPORTS** – Accept Financial Reports for November 2023

It was M/S Trustee Davis/Trustee Harvey to accept the Consent Calendar.

Motion passed with a roll call vote:

Ayes: Trustee Bloom, Trustee Davis, Trustee Gallian, Trustee Harlem, Trustee Harvey, Trustee Hootkins, Alison Marquiss, Trustee McCaffery, Trustee Nichols, Trustee Pioni, Trustee Schulze, Trustee Witt and Trustee Snyder

No: (none)

Abstain: Trustee Rowland

Absent: Trustee Ackerman, Trustee Benediktsson, Trustee Deicke, Trustee Kubota, Trustee Rich and Trustee Zavala

6. **NEW BUSINESS**

A. **Presentation of Fiscal Year (FY) 2022-23 Financial Audit by David Alvey, Partner at Maze & Associates.**

It was M/S Trustee Gallian/Trustee Schultze to accept the Fiscal Year (FY) 2022-23 Audit.

Motion passed with a roll call vote:

Ayes: Trustee Bloom, Trustee Davis, Trustee Gallian, Trustee Harlem, Trustee Harvey, Trustee Hootkins, Alison Marquiss, Trustee McCaffery, Trustee Nichols, Trustee Pioni, Trustee Rowland, Trustee Schulze, Trustee Witt and Trustee Snyder

No: (none)

Abstain: (none)

Absent: Trustee Ackerman, Trustee Benediktsson, Trustee Deicke, Trustee Kubota, Trustee Rich and Trustee Zavala

B. District Manager’s Job Description Update

It was M/S Trustee McCaffery/Trustee Harvey to approve the District Manager’s updated Job Description.

Motion passed with a roll call vote:

***Ayes:** Trustee Bloom, Trustee Davis, Trustee Gallian, Trustee Harlem, Trustee Harvey, Trustee Hootkins, Alison Marquiss, Trustee McCaffery, Trustee Nichols, Trustee Pigoni, Trustee Rowland, Trustee Schulze, Trustee Witt and Trustee Snyder*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee Ackerman, Trustee Benediktsson, Trustee Deicke, Trustee Kubota, Trustee Rich and Trustee Zavala*

C. Proposed Agreement for Special Services with Liberty Cassidy Whitmore (LCW)

It was M/S Trustee Pigoni /Trustee Davis to approve the Special Services Agreement with Liberty Cassidy Whitmore (LCW).

Motion passed with a roll call vote:

***Ayes:** Trustee Bloom, Trustee Davis, Trustee Gallian, Trustee Harlem, Trustee Harvey, Trustee Hootkins, Alison Marquiss, Trustee McCaffery, Trustee Nichols, Trustee Pigoni, Trustee Rowland, Trustee Schulze, Trustee Witt and Trustee Snyder*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee Ackerman, Trustee Benediktsson, Trustee Deicke, Trustee Kubota, Trustee Rich and Trustee Zavala*

D. Proclamation 2023/24-02 Honoring Trustee Arthur Deicke for his Dedicated Service to the District and its Mission

It was M/S Trustee Gallian/Trustee Harvey to approve Proclamation 2023/24-02 Honoring Trustee Arthur Deicke for his Dedicated Service to the District and its Mission.

Motion passed with a roll call vote:

***Ayes:** Trustee Bloom, Trustee Davis, Trustee Gallian, Trustee Harlem, Trustee Harvey, Trustee Hootkins, Alison Marquiss, Trustee McCaffery, Trustee Nichols, Trustee Pigoni, Trustee Rowland, Trustee Schulze, Trustee Witt and Trustee Snyder*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee Ackerman, Trustee Benediktsson, Trustee Deicke, Trustee Kubota, Trustee Rich and Trustee Zavala*

E. Proclamation 2023/24-03 Honoring Trustee Pamela Harlem for her Dedicated Service to the District and its Mission

It was M/S Trustee Gallian/Trustee Schulze to approve Proclamation 2023/24-02 Honoring Trustee Pamila Harlem for her Dedicated Service to the District and its Mission.

Motion passed with a roll call vote:

Ayes: Trustee Bloom, Trustee Davis, Trustee Gallian, Trustee Harvey, Trustee Hootkins, Alison Marquiss, Trustee McCaffery, Trustee Nichols, Trustee Pigoni, Trustee Rowland, Trustee Schulze, Trustee Witt and Trustee Snyder

No: (none)

Abstain: Trustee Harlem,

Absent: Trustee Ackerman, Trustee Benediktsson, Trustee Deicke, Trustee Kubota, Trustee Rich and Trustee Zavala

7. COMMITTEE & STAFF REPORTS

A. Executive Committee

President Richard Snyder reported on the matters discussed at the Executive Committee meeting that became items on the Board's agenda this evening. President Snyder requested that Trustee Herb Rowland and the Policy Committee review and explore certain issues related to interactions between Trustees and staff, with the aim of developing one or more policies to formalize best practices in this area.

B. Nomination Committee

Trustee Schulze presented the following nominations for Board Officer positions for 2024:

President – Carol Pigoni

First-Vice President – David Witt

Second Vice President – Diana Rich

Secretary – Cathy Benediktsson

C. Manager Recruitment Committee

Trustee Pigoni explained the recruitment window opened officially on Monday, December 8th, and will close on Friday, January 5th, 2024. The Recruitment Committee will interview selected candidates on Thursday, January 18th, and the final selection interviews with the full Board will take place on Friday, January 19, 2024, starting at 10 a.m.

8. MANAGER'S REPORTS

Manager Smith and Assistant Manager Hawk offered to answer questions about their written reports, which were included in the packet. *(Manager's and Assistant Manager's reports were included in the December board packet)*

9. WRITTEN COMMUNICATIONS

No written communications.

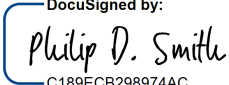
10. OPEN TIME FOR BOARD OR STAFF COMMENTS

Trustee Schulze inquired whether a committee had been formed for the Open House next year. Manager Smith replied that staff have already begun preparations and early next year, staff will invite the Trustees to become involved in the planning process.

Trustee Gallian wished everyone Happy Holidays.

11. ADJOURNMENT

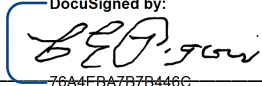
There being no further business to come before the Board, it was M/S Trustee Schulze/Trustee Davis to adjourn the meeting at 7:02 p.m.

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District Representative
MSMVCD

1/16/2024

Date of Approval

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Trustee
MSMVCD Board of Trustees

1/16/2024

Date of Approval