

# Marin/Sonoma Mosquito & Vector Control District

Board of Trustees  
595 Helman Lane  
Cotati, CA 94931

January 15, 2020

## MINUTES

1. **CALL TO ORDER**

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

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

**Members present:**

Blair, Ken	Hootkins, Susan
Bloom, Gail	Rowland Jr., Herb
Davis, Tamara	Schulze, Ed
Deicke, Art	Snyder, Richard
Gallian, Laurie	Thompson, Michael
Giovanatto (Pigoni), Carol	Witt, David
Harlem, Pamela	McCaffery, Shaun

**Members absent:**

Ackerman, Bruce  
Glass, Una  
Khush, Ranjiv  
Kinser, Alannah  
Naythons, Matthew

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

**Others present:**

Phil Smith, District Manager  
Erik Hawk, Assistant Manager  
Dawn Williams, Confidential Administrative Assistant  
Jennifer Crayne, Financial Manager

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. **MINUTES** – Minutes of the Board Meeting held December 11, 2019.

C. **FINANCIAL**

Warrants – December 2019

December Payroll: \$187,375.50

December Expenditures: \$342,940.96

Total: \$530,316.46

D. **ENDING ACCOUNT BALANCES:**

Operating Fund: \$9,527,352.21

E. **2<sup>nd</sup> QUARTER FINANCIAL STATEMENT FOR FY 2019/20**

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

*Motion passed with:*

***Ayes:** Trustee Blair, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Gallian, Trustee Giovanatto, Trustee Harlem, Trustee Hootkins, Trustee Rowland, Trustee Schulze, Trustee Snyder, Trustee Thompson, Trustee Witt and Trustee McCaffery*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee Ackerman, Trustee Glass, Trustee Khush, Trustee Kinser and Trustee Naythons*

6. **NEW BUSINESS**

A. **2020 Trustee Election Nominations and Election of Officers**

Manager Smith explained that the following list of recommendations for Board Officer positions was reviewed and submitted by the Nominating Committee at the December 11, 2019 Board meeting.

President – Carol Pigoni

1<sup>st</sup> Vice-President – Pamela Harlem

2<sup>nd</sup> Vice-President – Michael Thompson

Secretary – Richard Snyder

*It was M/S Trustee Gallian/Trustee Schulze to accept the 2020 Board Officer nominations:*

*Motion passed with:*

**Ayes:** *Trustee Blair, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Gallian, Trustee Harlem, Trustee Hootkins, Trustee Pigoni, Trustee Rowland, Trustee Schulze, Trustee Snyder, Trustee Thompson, Trustee Witt and Trustee McCaffery*

**No:** *(none)*

**Abstain:** *(none)*

**Absent:** *Trustee Ackerman, Trustee Glass, Trustee Khush, Trustee Kinser and Trustee Naythons*

**B. Passing of the Gavel**

Manager Smith presented outgoing President McCaffery with the traditional award plaque and thanked him for his great leadership this past year, which facilitated the District accomplishing many worthwhile projects. Incoming President Carol Pigoni moved to the President's chair.

**C. Committee Assignments**

President Carol Pigoni noted that she had reviewed the 2019 committee lists and had contacted many Trustees to assist her in the selection of the proposed committee assignments for 2020. President Pigoni also suggested the possibility of holding certain committee meetings immediately before the Board meetings. Doing so could potentially increase attendance at committee meetings while lowering travel expenses for Trustees.

*It was M/S Trustee Davis/Trustee Snyder to approve the list of Trustee committee assignments:*

*Motion passed with:*

**Ayes:** *Trustee Blair, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Gallian, Trustee Harlem, Trustee Hootkins, Trustee Pigoni, Trustee Rowland, Trustee Schulze, Trustee Snyder, Trustee Thompson, Trustee Witt and Trustee McCaffery*

**No:** *(none)*

**Abstain:** *(none)*

**Absent:** *Trustee Ackerman, Trustee Glass, Trustee Khush, Trustee Kinser and Trustee Naythons*

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

Manager Smith noted that each year the Board is asked to approve the signature card for the District bank account. This is primarily due to the new slate of Board officers.

Proposed Signers: President, 1<sup>st</sup> Vice-President, Secretary, Trustee Tamara Davis, Trustee Shaun McCaffery, District Manager Smith, and Assistant Manager Hawk.

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

*Motion passed with:*

***Ayes:** Trustee Blair, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Gallian, Trustee Harlem, Trustee Hootkins, Trustee Pigoni, Trustee Rowland, Trustee Schulze, Trustee Snyder, Trustee Thompson, Trustee Witt and Trustee McCaffery*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee Ackerman, Trustee Glass, Trustee Khush, Trustee Kinser and Trustee Naythons*

**E. Annual presentation by Eric Engh highlighting the activities of the District's Education Program.**

Mr. Engh delivered a PowerPoint presentation on various aspects of the Education Program. He covered the origins of the program and illustrated its growth, both in scope and the number of classroom presentations delivered.

The first classroom mosquito program was launched in 1994 when two programs were offered: "Mosquito School" and "Visiting the Vectors." In 2007, Mr. Engh began his tenure as the new Education Specialist and updated the program significantly to include lesson plans for various grade levels, while adapting the program to meet the current science content standards. The "hands-on" nature of the program and its associated learning materials has proved very effective. As a bonus, the program also served to bring important vector information home to student's families, who also learned about the District's services. Presently, the program includes grade-specific presentations on mosquitoes, ticks and yellowjackets to any school and grade level in Marin and Sonoma counties. Mr. Engh noted that he attends a variety of community events particularly those that are educational or geared toward children. In total, Mr. Engh has provided over 3,309 presentations, encompassing a total of 74,727 students.

**F. Proposed Amendment of FY 2019/20 Annual Budget**

Financial Manager Jennifer Crayne presented the second proposed amendment of the fiscal year (19-20), explaining that the main reasons for the adjustment are unforeseen equipment repairs, an increased need for aerial applications and a proposal to add permanent and seasonal staffing due to increased workloads. She noted that the amendment would result in increased expenditures of \$241,773 (a 2.46% overall increase) over the first amendment that was approved in July 2019. Ms. Crayne noted that, for the first time, this proposed budget adjustment uses audited (actual) revenue figures (from FY 18/19) to predict the revenue for the current fiscal year. Overall, the proposed budgetary amendment projected drawing \$220,052 from net assets to balance the budget.

*It was M/S Trustee Davis/Trustee Snyder to approve the proposed amendment and thereby adopt the amended budget for FY 2019/20:*

*Motion passed with:*

*Ayes: Trustee Blair, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Gallian, Trustee Harlem, Trustee Hootkins, Trustee Pigoni, Trustee Rowland, Trustee Schulze, Trustee Snyder, Trustee Thompson, Trustee Witt and Trustee McCaffery*

*No: (none)*

*Abstain: (none)*

*Absent: Trustee Ackerman, Trustee Glass, Trustee Khush, Trustee Kinser and Trustee Naythons*

**G. Report to Board Following Closure of Bank of America Account Ending in 5919**

Manager Smith reported that as directed by the Board, he, Trustee McCaffery and Trustee Davis met with the Rohnert Park Bank of America branch manager on December 11, 2019 to close the District's account ending in 5919. The funds from this account were immediately redeposited in full to the County of Marin Treasury and credited by County staff to the District's Operating Fund. Copies of these transactions were included in the Board's agenda packet.

**7. COMMITTEE & STAFF REPORTS**

No Committee or Staff reports.

**8. MANAGER'S REPORT**

Manager Smith and Assistant Manager Hawk reported that the homeless encampment comprising over 220 occupants on the Joe Rodota Trail between Santa Rosa and Sebastopol had significant rodent problems. District staff visited the site several times and offered advice to the County and other agencies to help remedy the rat problems. *(Manager and Assistant Manager's reports were included in the January Board packet)*

**9. WRITTEN COMMUNICATIONS**

Manager Smith reported that he had just received notice from the Sonoma Local Agency Formation Commission (LAFCO) advising of an opportunity for a member of the District's Board to serve on Countywide Redevelopment Agency Oversight Board. Trustee Davis indicated her interest in applying for the position.

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

Trustee Schulze recommended that the District purchase and include drones in its programs soon.

Trustee Gallian thanked Trustee McCaffery for his leadership as President during 2019. She stated it was a year of great challenges and growth, and his work was much appreciated.

11.

**ADJOURNMENT**

There being no further business to come before the Board, it was M/S Trustee Davis/  
Trustee Thompson to adjourn the meeting at 8:23 pm with the next meeting to be held  
on March 11, 2020.



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*District Representative  
MSMVCD*



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*Trustee  
MSMVCD Board of Trustees*

17th March, 2020

*Date of Approval*

11 March 2020

*Date of Approval*