

Marin/Sonoma Mosquito & Vector Control District

Board of Trustees
595 Helman Lane
Cotati, CA 94931

Meeting Held via Videoconference

October 14, 2020

SPECIAL & REGULAR BOARD MEETING MINUTES

1. **CALL TO ORDER**

President Pigoni called the meeting to order at 6:04 pm.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

Members present:

Ackerman, Bruce
Benediktsson, Cathy
Bloom, Gail
Davis, Tamara
Deicke, Art
Ettlin, Julia
Gallian, Laurie
Harlem, Pamela
Hootkins, Susan

Khush, Ranjiv *Arrived at 6:19*
McCaffery, Shaun *Arrived at 6:14*
Naythons, Matthew *Arrived at 7:04*
Schulze, Ed
Snyder, Richard
Thompson, Michael
Witt, David
Pigoni, Carol

Members absent:

Glass, Una
Predovich, Monique
Rowland Jr., Herb

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
Janet Coleson, General Counsel

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

4. PUBLIC TIME

Dr. Paul Porter, resident of Sebastopol voiced his appreciation about staff, noting their professionalism, kind demeanor and diligent work.

5. CONSENT CALENDAR

A. CHANGES TO AGENDA/APPROVAL OF AGENDA

B. MINUTES – Minutes for Board Meeting held on August 12, 2020.

C. FINANCIAL

Warrants – August 2020

August Payroll: \$ 193,032.90

August Expenditures: \$1,417,891.01

Total: \$1,610,923.91

D. FINANCIAL

Warrants – September 2020

September Payroll: \$197,003.80

September Expenditures: \$444,678.83

Total: \$641,682.63

E. 1ST QUARTER FINANCIAL STATEMENT

F. ENDING ACCOUNT BALANCES:

Operating Fund: \$9,496,595.57

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

Motion passed with a roll call vote:

Ayes: Trustee Ackerman, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlín, Trustee Gallian, Trustee Harlem, Trustee Hootkins, Trustee McCaffery, Trustee Schulze, Trustee Snyder, Trustee Thompson, Trustee Witt and Trustee Pigoni

No: (none)

Abstain: (none)

Absent: Trustee Glass, Trustee Khush, Trustee Naythons, Trustee Predovich and Trustee Rowland

6. NEW BUSINESS

A. Report by Public Information Officer (PIO) Nizza Sequeira

Ms. Sequeira, PIO gave a presentation focusing on the updates made to the public outreach program during the COVID-19 pandemic. Additionally, she presented the new Trustee Portal on the District’s website, advised of the upcoming new graphics to be applied to District vehicles, and showcased the revised printed & web materials pertaining to invasive *Aedes* mosquitoes.

B. Report on Implementation of Recommendations regarding the District's Financial Office Continuity of Operations Plan, including plans for a replacement Financial Management System, and Request for Direction to staff.

It was M/S Trustee Benediktsson/Trustee Snyder to direct staff to investigate at least five alternative financial management information systems and report back to the Board with costs, analysis and recommendations for further action.

Motion passed with a roll call vote:

Ayes: Trustee Ackerman, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlin, Trustee Gallian, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee McCaffery, Trustee Schulze, Trustee Snyder, Trustee Thompson, Trustee Witt and Trustee Pigoni

No: (none)

Abstain: Trustee Naythons

Absent: Trustee Glass, Trustee Predovich and Trustee Rowland

C. Mechanic/Facilities Manager Position

Following the Board's direction at the August 12, 2020 meeting, Manager Smith provided the final salary scale for the Mechanic/Facilities Manager position, along with a report on the job description and recruitment efforts.

D. Proposed Revision to GASB 54 Fund Classification & Target Fund Balance Policy

It was M/S Trustee Gallian/Trustee Schulze to adopt Resolution 2020/21-01, which approved revising the existing Policy 5060 of the Board Policy Manual.

Motion passed with a roll call vote:

Ayes: Trustee Ackerman, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlin, Trustee Gallian, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee McCaffery, Trustee Naythons, Trustee Schulze, Trustee Snyder, Trustee Thompson, Trustee Witt and Trustee Pigoni

No: (none)

Abstain: (none)

Absent: Trustee Glass, Trustee Predovich and Trustee Rowland

E. Electronic Signature Use: Policy 5070

It was M/S Trustee Davis/Trustee Snyder to adopt Resolution 2020/21-02, which approved the Electronic Signature Use Policy, and directed staff to add it to the Board Policy Manual as Section 5070.

Motion passed with a roll call vote:

Ayes: Trustee Ackerman, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlin, Trustee Gallian, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee McCaffery, Trustee Naythons, Trustee Schulze, Trustee Snyder, Trustee Thompson, Trustee Witt and Trustee Pigoni

No: (none)

Abstain: (none)

Absent: Trustee Glass, Trustee Predovich and Trustee Rowland

F. Minutes of Board Meetings: Policy 5080

It was M/S Trustee Schulze/Trustee Deicke to adopt Resolution 2020/21-03, which adopted the Board Meeting Minutes Policy, and directed staff to incorporate it in the Board Policy Manual as Section 5080.

Motion passed with a roll call vote:

Ayes: Trustee Ackerman, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlin, Trustee Gallian, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee McCaffery, Trustee Naythons, Trustee Schulze, Trustee Snyder, Trustee Thompson, Trustee Witt and Trustee Pigoni

No: (none)

Abstain: (none)

Absent: Trustee Glass, Trustee Predovich and Trustee Rowland

7. COMMITTEE & STAFF REPORTS

A. Executive Committee

President Pigoni noted that the committee met on September 18, 2020 to review all the items set forth on the agenda this evening.

8. MANAGER'S REPORT

Manager Smith and Assistant Manager Hawk offered to answer any questions pertaining to their written reports. Mr. Hawk remarked that the second phase of the Sonoma Creek Enhancement Project finished on time and within budget, meaning that the contingency funds offered by the District were not needed. (Manager's and Assistant Manager's reports were included in the October Board packet)

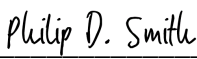

9. WRITTEN COMMUNICATIONS

No written communications.

10. OPEN TIME FOR BOARD OR STAFF COMMENTS

11. ADJOURNMENT

There being no further business to come before the Board, it was M/S President Pigoni/Trustee Schulze to adjourn the meeting at 7:37 pm.

<small>DocuSigned by:</small>  <small>C189ECB298974AC...</small>	12/10/2020
<i>District Representative</i> MSMVCD	<i>Date of Approval</i>
<small>DocuSigned by:</small>  <small>ABF3075DA05241D...</small>	12/10/2020
<i>Trustee</i> MSMVCD Board of Trustees	<i>Date of Approval</i>