

## Marin/Sonoma Mosquito & Vector Control District

Board of Trustees  
595 Helman Lane  
Cotati, CA 94931

Meeting Held via Videoconference  
November 8, 2023

### SPECIAL & REGULAR BOARD MEETING MINUTES

1. **CALL TO ORDER**

President Snyder called the meeting to order at 6:00 p.m.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

**Members present:**

Benediktsson, Cathy  
Bloom, Gail  
Davis, Tamara  
Deicke, Art  
Gallian, Laurie  
Harlem, Pamela  
Harvey, Susan  
Hootkins, Susan  
Kubota, Evan

Marquiss, Alison  
McCaffery, Shaun  
Nichols, Vicki  
Pigoni, Carol  
Rich, Diana  
Rowland Jr., Herb  
Schulze, Ed  
Witt, David  
Snyder, Richard

**Members absent:**

Ackerman, Bruce  
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  
Dawn Williams, Administrative Technician (Confidential)  
Janet Coleson, General Counsel

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 2023/24-08: 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 October 5 and 11, 2023.

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

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

*Motion passed with a roll call vote:*

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

*No: (none)*

*Abstain: (none)*

*Absent: Trustee Ackerman and Trustee Zavala*

**6. NEW BUSINESS**

**A.\* Proclamation 2023/24-01, Honoring Dana Shigley**

*It was M/S Trustee Gallian/Trustee Schulze to approve Proclamation 2023/24-01, recognizing Ms. Shigley and expressing gratitude for her dedicated service and valuable contributions to the District in recent years.*

*Motion passed with a roll call vote:*

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

*No: (none)*

*Abstain: (none)*

*Absent: Trustee Ackerman and Trustee Zavala*

**B. Update by Public Information Officer, Nizza Sequeira**

PIO Nizza Sequeira delivered a presentation summarizing and illustrating the District's community outreach efforts during the preceding 12 months. She explained that many resources are used to inform and educate the public about the District's services, for example, outdoor advertising on billboards, news inserts in local newspapers, digital advertising with video ads on websites or

apps, and more recently via streaming video content. Additionally, the District has received significant “earned media” coverage, which is free publicity from word of mouth, social media shares, or news stories. This year, the District team also participated in many indoor and outdoor events as well as providing in-person presentations to many community groups. Newsletters were another tool used to provide educational content in a timely manner throughout the year. For the third consecutive year, the District collaborated with Conservation Corps North Bay by providing a tire recycling event, which succeeded by being fully booked and removing hundreds of waste tires that provide mosquito breeding places. Lastly, the District plans to hold an Open House event in May 2024. These events have always attracted a great turnout, approximately 600 for the most recent Open House.

**C. Recent changes to the Brown Act and the Future of Remote Meetings.**

General Counsel Janet Coleson provided a memo and presentation explaining the changes to the Brown Act that will take effect starting January 1, 2024. After considering the various options, the Board decided to meet in a hybrid format, with in-person and remote components.

*Direction was given to staff regarding how to comply with the new Brown Act provisions starting January 1, 2024. After this date, the Board and its standing committees will meet in a hybrid format, with both in-person and remote meeting components. Board meetings will revert to the regular meeting time of 7 p.m.*

**D. Proposed Fifth Amendment to District Manager Employment Agreement**

*It was M/S Trustee Schulze/Trustee Pigoni to approve the Fifth Amendment to the District Manager’s Amended and Restated Employment Agreement, extending the present agreement that expires on December 31, 2023, to the new expiration date of March 31, 2024.*

*Motion passed with a roll call vote:*

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

*No: (none)*

*Abstain: (none)*

*Absent: Trustee Ackerman, Trustee Harlem and Trustee Zavala*

**7. COMMITTEE & STAFF REPORTS**

**A. Executive Committee**

President Richard Snyder recapitulated the items discussed at the committee’s October 19<sup>th</sup>, 2023 meeting, noting that most of them were also addressed at tonight’s Board meeting. He also advised that the Board will meet on its regular meeting date of December 13<sup>th</sup>, 2023.

**B. Manager Recruitment Committee**

Chair Carol Pigoni reported that the committee had interviewed two firms specializing in executive recruitment (out of four respondents to the RFP) and decided to move forward with Koff & Associates. Unfortunately, District staff subsequently encountered significant delays in executing the agreement for services due to a protracted legal review period by Koff's parent company.

**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 November board packet*)

**9. WRITTEN COMMUNICATIONS**

No written communications.

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

Trustee Ed Schulze voiced concern about the wording of the District's legal notices in the newspaper providing official notice of the Board's meetings. General Counsel Janet Coleson and Manager Smith responded.

Trustee Laurie Gallian wished everyone a Happy Thanksgiving holiday. She also asked Assistant Manager Hawk to pass on her best wishes to the Vector Control Technicians who were about to take the state certification examinations.

Trustee Gail Bloom requested a future agenda item to go over the space planning and facilities expansion project that is currently in its early stages. After Board discussion, President Snyder directed staff to bring this item to the January 10, 2024 meeting.

**11. ADJOURNMENT**

There being no further business to come before the Board, it was M/S Trustee Schulze/Trustee Benediktsson to adjourn the meeting at 8:12 p.m.

DocuSigned by:  
*Philip D. Smith*  
C189ECB298974AC...  
\_\_\_\_\_  
*District Representative*  
*MSMVCD*

12/15/2023  
\_\_\_\_\_  
*Date of Approval*

DocuSigned by:  
*Diana Rich*  
C2AAA33FCB7347E...  
\_\_\_\_\_  
*Trustee*  
*MSMVCD Board of Trustees*

12/17/2023  
\_\_\_\_\_  
*Date of Approval*