

# Marin/Sonoma Mosquito & Vector Control District

Board of Trustees  
595 Helman Lane  
Cotati, CA 94931

Meeting Held via Videoconference  
June 8, 2022

## SPECIAL & REGULAR BOARD MEETING MINUTES

1. **CLOSED SESSION**

A. **Closed Session pursuant to California Government Code Section 54957.6  
CONFERENCE WITH LABOR NEGOTIATORS**

District Representatives: Kelly Tuffo, Liebert Cassidy Whitmore  
Philip Smith

Unrepresented Employee: Erik Hawk

B. **Adjourn Closed Session to Open Board Meeting.**  
Direction was given to staff.

2. **CALL TO ORDER**

Laurie Gallian called the meeting to order at 6:16 pm.

3. **PLEDGE OF ALLEGIANCE**

4. **ROLL CALL**

**Members present:**

Ackerman, Bruce  
Benediktsson, Cathy  
Bloom, Gail  
Davis, Tamara  
Deicke, Art  
Harlem, Pamela  
Hootkins, Susan

Khush, Ranjiv  
Kubota, Evan  
McCaffery, Shaun  
Pigoni, Carol  
Rich, Diana *Arrived at 6:26*  
Rowland Jr., Herb  
Schulze, Ed  
Gallian, Laurie

**Members absent:**

Patton, Morgan  
Siwy, Veronica  
Snyder, Richard  
Witt, David

**Open seats:** Corte Madera, Cotati, Ross, 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  
Dana Shigley, Management Aide  
Janet Coleson, General Counsel

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

**5. PUBLIC TIME**

No public comment.

**6. CONSENT CALENDAR**

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

**B. Resolution 2021/22-11: Authorizing Remote Teleconference/Virtual Meetings of the District Pursuant to AB 361**

**C. MINUTES – Minutes for Special Board Meeting held on May 11, 2022.**

**D. MAY 2022 FINANCIAL REPORTS**

*It was M/S Trustee Davis/Trustee Schulze to approve the Consent Calendar, which also passed and adopted Resolution 2021/22-11 authorizing Remote Teleconferencing/Virtual Meetings of the District Pursuant to AB 36:*

*Motion passed with a roll call vote:*

*Ayes: Trustee Ackerman, Trustee Benediktsson, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee Kubota, Trustee McCaffery, Trustee Pigoni, Trustee Rowland, Trustee Schulze, and Trustee Gallian*

*No: (none)*

*Abstain: (none)*

*Absent: Trustee Patton, Trustee Rich, Trustee Siwy, Trustee Snyder and Trustee Witt*

**7. PUBLIC HEARING**

**A. RESOLUTION 2021/22-12**

*It was M/S Trustee Benediktsson/Trustee Schulze to approve Resolution 2021/22-12, A Resolution approving the engineer's report, confirming the assessment diagram and assessment and ordering the levy of assessments for fiscal year 2022-23 for the Vector Control Assessment (Assessment No. 1).*

*Motion passed with a roll call vote:*

*Ayes: Trustee Ackerman, Trustee Benediktsson, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee Kubota, Trustee McCaffery, Trustee Pigoni, Trustee Rich, Trustee Rowland, Trustee Schulze, and Trustee Gallian*

*No: (none)*

*Abstain: (none)*

*Absent: Trustee Patton, Trustee Siwy, Trustee Snyder and Trustee Witt*

**B. Resolution No. 2021/22-13**

*It was M/S Trustee Davis/Trustee Pigoni to approve Resolution 2021/22-13, A Resolution approving the engineer's report, confirming the assessment diagram and assessment, and ordering the levy of assessments for fiscal year 2022-23 for the Northwest Mosquito, Vector and Disease Control Assessment (Assessment No. 2).*

*Motion passed with a roll call vote:*

*Ayes: Trustee Ackerman, Trustee Benediktsson, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee Kubota, Trustee McCaffery, Trustee Pigoni, Trustee Rich, Trustee Rowland, Trustee Schulze, and Trustee Gallian*

*No: (none)*

*Abstain: (none)*

*Absent: Trustee Patton, Trustee Siwy, Trustee Snyder and Trustee Witt*

**8. NEW BUSINESS**

**A. Laboratory Update**

Dr. Kelly Liebman, Scientific Programs Manager, presented a quarterly update focusing on tick surveillance and other projects that lab staff worked on from January to May 2022.

**B. Section 115 Pension Prefunding Trust**

*It was M/S Trustee Davis/Trustee Schulze to adopt Resolution 2021/22-14, authorizing the establishment of an account with the California Employers Pension Prefunding Trust (CEPPT) and taking other related actions that included adopting Board Policy 5080 regarding funding of post-employee benefits, and amending the adopted fiscal year 2021-22 budget to reflect these actions.*

*Motion passed with a roll call vote:*

*Ayes: Trustee Ackerman, Trustee Benediktsson, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee Kubota, Trustee McCaffery, Trustee Pigoni, Trustee Rich, Trustee Rowland, Trustee Schulze, and Trustee Gallian*

*No: (none)*

*Abstain: (none)*

*Absent: Trustee Patton, Trustee Siwy, Trustee Snyder and Trustee Witt*

Certification of Funding Policy: CEPPT Strategy 1 or CEPPT Strategy 2

*It was M/S Trustee Pigoni/Trustee Davis to accept the recommendation that the District invest in CEPPT Strategy 1.*

*Motion passed with a roll call vote:*

***Ayes:** Trustee Ackerman, Trustee Benediktsson, Trustee Davis, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee Kubota, Trustee McCaffery, Trustee Pigoni, Trustee Rich, Trustee Rowland, Trustee Schulze, and Trustee Gallian*

***No:** Trustee Bloom, Trustee Deicke*

***Abstain:** (none)*

***Absent:** Trustee Patton, Trustee Siwy, Trustee Snyder and Trustee Witt*

**C. Proposed One-Time Stipend Payment**

*It was M/S Trustee Pigoni/Trustee Davis to adopt Resolution 2021/22-15, providing a one-time payment to certain employees and amending the adopted fiscal year 2021-22 budget to reflect the additional expense.*

*Motion passed with a roll call vote:*

***Ayes:** Trustee Ackerman, Trustee Benediktsson, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee Kubota, Trustee McCaffery, Trustee Pigoni, Trustee Rich, Trustee Schulze, and Trustee Gallian*

***No:** Trustee Rowland*

***Abstain:** (none)*

***Absent:** Trustee Patton, Trustee Siwy, Trustee Snyder and Trustee Witt*

**D. Long-Term Facility Needs Assessment and Plan**

*It was M/S Trustee Pigoni/Trustee Davis to adopt Resolution 2021/22-16, transferring \$250,000 from the General Fund to the Capital Fund and directing staff to proceed with the development of a long-term facility needs assessment and plan.*

*Motion passed with a roll call vote:*

***Ayes:** Trustee Ackerman, Trustee Benediktsson, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee Kubota, Trustee McCaffery, Trustee Pigoni, Trustee Rich, Trustee Rowland, Trustee Schulze, and Trustee Gallian*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee Patton, Trustee Siwy, Trustee Snyder and Trustee Witt*

*Five Minute Break*

**E. Proposed Budget for Fiscal Year (FY) 2022-23: Presentation by staff and recommendation by the Budget Committee.**

Financial Manager Jennifer Crayne presented the proposed annual budget in detail and answered questions from Trustees. The Budget Committee noted that they had met several times with staff in the preceding months to guide preparation of the document. The committee recommended approval of the budget as presented.

*It was M/S Trustee Davis/Trustee Schulze to approve the annual budget for FY 2022-23.*

*Motion passed with a roll call vote:*

***Ayes:** Trustee Ackerman, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee Kubota, Trustee McCaffery, Trustee Pigoni, Trustee Rich, Trustee Rowland, Trustee Schulze, and Trustee Gallian*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee Benediktsson, Trustee Patton, Trustee Siwy, Trustee Snyder and Trustee Witt*

**F. Third Amendment to District Manager Employment Agreement**

*It was M/S Trustee Davis/Trustee Schulze to authorize the Board President to execute the Third Amendment to the District Manager Amended and Restated Employment Agreement.*

*Motion passed with a roll call vote:*

***Ayes:** Trustee Ackerman, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee Kubota, Trustee McCaffery, Trustee Pigoni, Trustee Rich, Trustee Rowland, Trustee Schulze, and Trustee Gallian*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee Benediktsson, Trustee Patton, Trustee Siwy, Trustee Snyder and Trustee Witt*

**9. COMMITTEE & STAFF REPORTS**

No committee or staff reports.

**10. MANAGER'S REPORTS**

Manager Smith added verbally to his written report that an offer would be made to the successful candidate for the Education/Program Specialist position by the end of the week.

Assistant Manager Hawk offered to answer any questions on his written report.

*(Manager's and Assistant Manager's reports were included in the June Board packet)*

**11. WRITTEN COMMUNICATIONS**

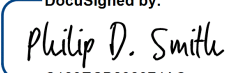
No written communications.

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

President Gallian reminded the Board that Environment, Climate Crisis, and Sustainability Committee will meet in July. She added that the Board will not meet in July and the next scheduled meeting will be held on August 10th.

**13. ADJOURNMENT**

There being no further business to come before the Board, it was M/S Trustee Davis/Trustee Schulze to adjourn the meeting at 9:06 pm.

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*District Representative*  
*MSMVCD*

9/16/2022

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*Date of Approval*

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*Trustee*  
*MSMVCD Board of Trustees*

9/16/2022

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*Date of Approval*