

## Marin/Sonoma Mosquito & Vector Control District

Board of Trustees  
595 Helman Lane  
Cotati, CA 94931

Meeting Held via Videoconference  
December 14, 2022

### SPECIAL & REGULAR BOARD MEETING MINUTES

1. **CALL TO ORDER**

Vice President Richard Snyder called the meeting to order at 6:15 pm.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

**Members present:**

Ackerman, Bruce	<i>Arrived at 6:17</i>	Kubota, Evan	
Benediktsson, Cathy		McCaffery, Shaun	
Bloom, Gail	<i>Arrived at 6:19</i>	Patton, Morgan	
Davis, Tamara		Pigoni, Carol	
Deicke, Art		Rich, Diana	<i>Arrived at 6:40</i>
Harlem, Pamela		Schulze, Ed	
Hootkins, Susan		Snyder, Richard	
Khush, Ranjiv		Witt, David	

**Members absent:**

Gallian, Laurie  
Rowland Jr., Herb  
Siwy, Veronica

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

**Others present:**

Philip Smith, District Manager  
Erik Hawk, Assistant Manager  
Dana Shigley, Management Aide  
Dawn Williams, Confidential Administrative Assistant  
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 2022/23-03: Authorizing Remote Teleconference/Virtual Meetings of the District Pursuant to AB 361**

**C. MINUTES** – Minutes for Special Board Meeting held on November 9, 2022.

**D. NOVEMBER 2022 FINANCIAL REPORTS**

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

*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 Patton, Trustee Pigoni, Trustee Schulze, Trustee Witt and Trustee Snyder*

*No: (none)*

*Abstain: (none)*

*Absent: Trustee Rich, Trustee Rowland, Trustee Siwy and Trustee Gallian*

**6. NEW BUSINESS**

**A. Proposed Revisions to Board Policy 5020: Payroll Banking Policy**

*It was M/S Trustee Schulze/Trustee Kush to adopt Resolution 2022/23-04, approving the amended Board Policy 5020, Payroll Banking Policy:*

*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 Patton, Trustee Pigoni, Trustee Rich, Trustee Schulze, Trustee Witt and Trustee Snyder*

*No: (none)*

*Abstain: (none)*

*Absent: Trustee Gallian, Trustee Rowland and Trustee Siwy*

**B. Board Policy Updates**

*It was M/S Trustee Schulze/Trustee Witt to adopt Resolution 2022/23-05, approving three new Policies (4010, 4060, 4065), adding them to the Board Policy Manual, and amending existing Policy 5010:*

*Motion passed with a roll call vote:*

*Ayes: Trustee Ackerman, Trustee Benediktsson, Trustee Bloom, Trustee Davis, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee Kubota, Trustee McCaffery, Trustee Patton, Trustee Pigoni, Trustee Rich, Trustee Schulze, Trustee Witt and Trustee Snyder*

*No: (none)*

*Abstain: (none)*

*Absent: Trustee Deicke, Trustee Gallian, Trustee Rowland, and Trustee Siwy*

**C. Transition Planning for Financial Manager Functions**

Following the recent resignation of the District's Financial Manager, a team approach was adopted to ensure the continuity of all functions in the Financial Office. Part-time Management Aide Dana Shigley has temporarily increased her hours to approximately two days per week and is handling finance tasks such as payroll, tracking revenues, and monitoring expenditures. Under contract to the District, specialized staff at the Joint Powers Agency known as Regional Government Services (RGS) are handling many Human Resources tasks e.g., onboarding of new staff, and employee benefits administration. RGS also has staff with the capacity to handle matters related to finance, should we choose to use those services in the future. Pending the recruitment of a new Financial Manager, during this transitional phase, the District is temporarily reorganizing duties among staff and also undertaking a job analysis of the Financial Manager position, the results of which will be reported to the Board before a recruitment is conducted.

**D. Laboratory Update**

Dr. Kelly Liebman gave an update regarding the District's insect identification program, including the history of the program, improvements made in the past few years, and examples of the types of requests made by the public.

**7. COMMITTEE & STAFF REPORTS**

**A. Executive Committee**

Vice President Richard Snyder reported that the committee met on December 5<sup>th</sup> to discuss various projects and to give direction to staff on the matters that became items 6A, B and C on tonight's agenda. Trustee Snyder noted that the Board's next scheduled meeting will be held on January 11<sup>th</sup>, 2023.

**B. Budget Committee**

Trustee McCaffery stated that the Budget Committee held a meeting on December 1<sup>st</sup> at which they reviewed the District's current financial status and discussed the proposed policies that were considered by the Board this evening. The committee gave direction to staff and made a recommendation to the Executive Committee about items 6A, B and C on tonight's Board agenda.

**C. Nomination Committee**

Trustee Schulze presented the nominations for Board Officer positions for 2023:

- President – Richard Snyder
- First-Vice President – Carol Pigoni
- Second Vice President – Ranjiv Khush
- Secretary – Diana Rich

**8. MANAGER’S REPORTS**

Manager Smith and Assistant Manager Hawk referred the board to their written reports and offered to answer any questions. (*Manager’s and Assistant Manager’s reports were included in the December Board packet*)

**9. WRITTEN COMMUNICATIONS**

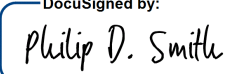
No written communications.

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

No comments.

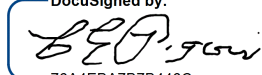
**11. ADJOURN INTO CLOSED SESSION**

There being no further business to come before the Board Vice President Snyder adjourned the regular Board meeting at 7:29 pm to begin the closed session meeting.

DocuSigned by:  
  
 C189ECB298974AC...  
 \_\_\_\_\_  
 District Representative  
 MSMVCD

1/12/2023

\_\_\_\_\_  
*Date of Approval*

DocuSigned by:  
  
 76A4EBA7B7B446G...  
 \_\_\_\_\_  
 Trustee  
 MSMVCD Board of Trustees

1/12/2023

\_\_\_\_\_  
*Date of Approval*