

## Marin/Sonoma Mosquito & Vector Control District

Board of Trustees  
595 Helman Lane  
Cotati, CA 94931

Meeting Held via Videoconference  
November 9, 2022

### SPECIAL & REGULAR BOARD MEETING MINUTES

1. **CALL TO ORDER**

Laurie Gallian called the meeting to order at 6:01 pm.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

**Members present:**

Ackerman, Bruce  
Benediktsson, Cathy  
Davis, Tamara  
Deicke, Art  
Harlem, Pamela  
Hootkins, Susan  
Khush, Ranjiv  
Kubota, Evan  
McCaffery, Shaun

Patton, Morgan *Arrived at 6:15*  
Pigoni, Carol  
Rowland Jr., Herb  
Schulze, Ed  
Siwy, Veronica  
Snyder, Richard  
Witt, David  
Gallian, Laurie

**Members absent:**

Bloom, Gail  
Rich, Diana

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

**Others present:**

Philip Smith, District Manager  
Erik Hawk, Assistant Manager  
Jennifer Crayne, Financial 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 2022/23-02: Authorizing Remote Teleconference/Virtual Meetings of the District Pursuant to AB 361**

**C. MINUTES – Minutes for Special Board Meeting held on September 14, 2022.**

**D. SEPTEMBER & OCTOBER 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 Davis, Trustee Deicke, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee Kubota, Trustee McCaffery, Trustee Pigoni, Trustee Rowland, Trustee Schulze, Trustee Siwy, Trustee Snyder, Trustee Witt and Trustee Gallian*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee Bloom, Trustee Patton and Trustee Rich*

**6. NEW BUSINESS**

**A. Proposed Side Letter of Agreement between Marin/Sonoma Mosquito Vector Control District (MSMVCD) and the Western Council of Engineers (WCE) General Unit regarding 9-80 Work Schedule for Field Supervisors and Mechanic/Facilities Manager.**

*It was M/S Trustee Pigoni/Trustee Schulze to accept the Side Letter between MSMVCD and WCE regarding 9-80 Work Schedule for Field Supervisors and Mechanic/Facilities Manager:*

*Motion passed with a roll call vote:*

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

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee Bloom, Trustee Patton and Trustee Rich*

**B. Presentation of Fiscal Year (FY) 2021-22 Financial Audit by Vikki Rodriguez, Partner at Maze & Associates.**

Ms. Rodriguez reported that Maze recently conducted the District's financial audit for the fiscal year ended June 30, 2022. Three reports were provided to the Board, including the Memorandum of Internal Control (MOIC), Required Communications, and the Basic Financial Statements.

Ms. Rodriguez noted that Maze had issued an unmodified audit opinion for FY 2021-22, which is the cleanest possible audit opinion. Members of the Audit Committee recommended approval of the FY 2021-22 audit as presented.

*It was M/S Trustee Snyder/Trustee Pigoni to accept the FY 2021-22 Audit:*

*Motion passed with a roll call vote:*

***Ayes:** Trustee Ackerman, Trustee Benediktsson, Trustee Davis, Trustee Deicke, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee Kubota, Trustee McCaffery, Trustee Patton Trustee Pigoni, Trustee Rowland, Trustee Schulze, Trustee Siwy, Trustee Snyder, Trustee Witt and Trustee Gallian*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee Bloom and Trustee Rich*

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

General Counsel Janet Coleson briefed the Board on the changes that are slated to occur because of the passage of AB2449 and the scheduled expiration of the state of emergency on February 28, 2023. The practical effect is likely to be that meetings after this date will have to be held in person or in a hybrid format. Counsel will present updated information at the Board's January 2023 meeting.

**7. COMMITTEE & STAFF REPORTS**

**A. Executive Committee**

President Gallian reported that the committee met on October 10<sup>th</sup> to discuss financial, operational and project updates, most of which were mentioned in the Manager's reports or covered in tonight's meeting agenda. Further discussion of changing the starting time of Board meetings has been postponed due to the forthcoming changes to the Brown Act noted in item 6C above. The next scheduled Board meetings will be held on December 14<sup>th</sup> 2022, and January 11<sup>th</sup>, 2023.

**B. Environmental, Climate Crisis and Sustainability Committee**

President Gallian stated the committee met for the first time on November 1<sup>st</sup>. At this meeting, the committee updated its charge and noted that any recommendations issued should be consistent with the District's Environmental Impact Report. Topics for future consideration to be discussed

include climate adaption and resiliency, sustainable building practices for the building remodel project, future electrification of the vehicle fleet, and the potential for using alternative fuels for equipment such as backpack foggers. Other areas of focus for future meetings include environmental considerations in purchasing goods and services and the headquarters space planning & remodeling project.

**8. MANAGER’S REPORTS**

Manager Smith referred the Board to his written report and offered to answer any questions.

Assistant Manager Hawk added to his written report that he has been working collaboratively with the City of Santa Rosa on stormwater drainage systems. “Bubble-up” stormwater drainage systems have been causing mosquito breeding problems, so future guidance will be to limit them to perforated systems that will drain within 72-96 hours. *(Manager’s and Assistant Manager’s reports were included in the November Board packet)*

**9. WRITTEN COMMUNICATIONS**

Manager Smith noted that in recent months the District had received many emails from the public expressing their gratitude towards staff for their assistance.

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

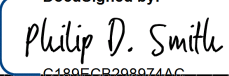
Trustee Davis mentioned that she recently participated in a CalSurv committee meeting where they discussed the additional funding the state has provided for continued testing of mosquito samples for diseases. This enabled the program to hire skilled employees to improve the capacity of the vector-borne disease surveillance, data management and display systems. She also noted that the CDC has now funded other states to initiate and operate similar programs. The expanded system is now known as VectorSurv.

Ed Schulze recognized District employee Tony Russo for his diligent and thorough inspection and advice work on a rodent issue on one of his rental properties that is part of a condominium project. Trustee Schulze noted that Trustee Davis had been nominated for the MVCAC’s “Service with Distinction” award, which will be presented at the Association’s Annual Conference in January 2023.

Financial Manager Jennifer Crayne announced that she had accepted a job with another local government agency. She thanked the Board for their support and guidance and also expressed gratitude to Trustee Davis and Trustee McCaffery for their work over the years reviewing accounts payable, signing checks, and approving payrolls. Ms. Crayne also thanked Administrative Assistant Dawn Williams for her support over the last five years.

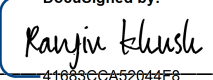
**13. ADJOURNMENT**

There being no further business to come before the Board, it was M/S Trustee Schulze/Trustee Davis to adjourn the meeting at 7:32 pm.

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*District Representative*  
*MSMVCD*

12/15/2022

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*Date of Approval*

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\_\_\_\_\_  
*Trustee*  
*MSMVCD Board of Trustees*

12/15/2022

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*Date of Approval*