

Marin/Sonoma Mosquito & Vector Control District

Board of Trustees
595 Helman Lane
Cotati, CA 94931

January 10, 2024
MINUTES

1. CALL TO ORDER

President Snyder called the meeting to order at 7:01 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Members present:

Bloom, Gail	Nichols, Vicki
Davis, Tamara	Pigoni, Carol
Gallian, Laurie	Rich, Diana <i>Arrived at 7:01</i>
Gopinath, Rika	Rowland Jr., Herb
Harvey, Susan	Schulze, Ed
Hootkins, Susan	Witt, David
Marquiss, Alison	Zavala, Aarón
McCaffery, Shaun	Snyder, Richard

Members absent:

Ackerman, Bruce
Benediktsson, Cathy
Kubota, Evan

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)

A quorum was present and due notice had been published.

President Snyder welcomed new Trustee Rika Gopinath, who was recently appointed by the City of San Rafael. Ms. Gopinath briefly introduced herself and spoke about her background. She also noted her strong interest in serving her community while learning more about mosquito and vector control.

4. PUBLIC TIME

No public comment.

5. CONSENT CALENDAR

A. CHANGES TO AGENDA/APPROVAL OF AGENDA

B. MINUTES – Minutes of the Board Meetings held on December 13, 2023.

C. FINANCIAL REPORTS – Accept Financial Reports for December 2023.

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

Motion passed with a roll call vote:

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

No: (none)

Abstain: Trustee Zavala

Absent: Trustee Ackerman, Trustee Benediktsson and Trustee Kubota

6. NEW BUSINESS

A. 2024 Trustee Election Nominations and Election of Officers

It was M/S Trustee McCaffery/Trustee Harvey to approve the recommendations for Board Officer positions; President, Carol Pigoni, 1st Vice-President, David Witt, 2nd Vice-President, Diana Rich, Secretary, Cathy Benediktsson.

Motion passed with a roll call vote:

Ayes: Trustee Bloom, Trustee Davis, Trustee Gallian, Trustee Gopinath, Trustee Harvey, Trustee Hootkins, Alison Marquiss, Trustee McCaffery, Trustee Nichols, Trustee Pigoni, Trustee Rich, Trustee Rowland, Trustee Schulze, Trustee Witt, Trustee Zavala and Trustee Snyder

No: (none)

Abstain: (none)

Absent: Trustee Ackerman, Trustee Benediktsson and Trustee Kubota

B. Passing the Gavel

Incoming President Pigoni gave outgoing President Snyder accolades for his leadership during the prior year. Trustee Schulze and Manager Smith echoed the same sentiments.

C. Committee Assignments

President Pigoni invited Board members to contact her if they wish to change their committee assignments or be added to a committee. The updated committee roster will be presented at the next Regular Board meeting.

D. Approve Signature Card for District Bank Account

It was M/S Trustee McCaffery/Trustee Gallian to approve the list of persons authorized to sign checks drawn on the District's Bank Accounts; President, 1st Vice-President, Secretary, Trustee Tamara Davis, Trustee Shaun McCaffery, District Manager Smith and Assistant Manager Hawk.

Motion passed with a roll call vote:

Ayes: Trustee Bloom, Trustee Davis, Trustee Gallian, Trustee Gopinath, Trustee Harvey, Trustee Hootkins, Alison Marquiss, Trustee McCaffery, Trustee Nichols, Trustee Pigoni, Trustee Rich, Trustee Rowland, Trustee Schulze, Trustee Witt, Trustee Zavala and Trustee Snyder

No: (none)

Abstain: (none)

Absent: Trustee Ackerman, Trustee Benediktsson and Trustee Kubota

E. Laboratory Update

Scientific Programs Manager Dr. Kelly Liebman provided an overview of the Laboratory's activities throughout the year, including identifying adult and larval mosquitoes, conducting adult mosquito surveillance and testing, and operating the dead bird and surveillance testing program. Dr. Liebman also spoke about tick surveillance and testing, rearing three mosquito colonies throughout the year, providing insect identification services to the public, and working with the Rodent Specialist to identify biting insects such as tropical rat mites. *(Laboratory quarterly report provided in the board packet)*

F. Proposed Mid-Year Amendment of FY 2023-24 Annual Budget

Administrative Services Manager Liz Garcia presented an overview of the proposed mid-year budget adjustment. The amendment was prepared in consultation with the Budget Committee, which recommended approval.

It was M/S Trustee Gallian/Trustee Davis to adopt Resolution 2023/24-11 amending the Fiscal Year 2023/24 Adopted Budget.

Motion passed with a roll call vote:

Ayes: Trustee Bloom, Trustee Davis, Trustee Gallian, Trustee Gopinath, Trustee Harvey, Trustee Hootkins, Alison Marquiss, Trustee McCaffery, Trustee Nichols, Trustee Pigoni, Trustee Rich, Trustee Rowland, Trustee Schulze, Trustee Witt, Trustee Zavala and Trustee Snyder

No: (none)

Abstain: (none)

Absent: Trustee Ackerman, Trustee Benediktsson and Trustee Kubota

G. Facilities Expansion Project: Informational Report

Manager Smith explained that the District’s workload has approximately doubled since the facilities were built almost 25 years ago. The office space is now at full capacity, locker rooms are undersized, and additions to the District’s fleet of vehicles and specialized equipment have made it necessary to consider expanding the offices and storage facilities. Architect Kurt Worthington and Manager Smith provided an overview of the current status of this early “feasibility phase,” including an overview of the environmental constraints that are undergoing further investigation. They presented conceptual illustrations and noted that the project should accelerate following planned consultations with the City of Cotati and other regulatory agencies in the coming weeks. Additionally, the District is evaluating proposals for future work submitted by environmental consultants with more staffing and technical capabilities than the small firm we used for the initial explorations and wetland delineations.

7. COMMITTEE & STAFF REPORTS

A. Manager Recruitment Committee

Trustee Pigoni explained that the Committee is set to meet with the recruiting firm on Friday, January 12th to discuss the interview process. The Committee planned to conduct interviews with finalist candidates on Thursday, January 18th. Final selection interviews with the full Board were planned for Friday, January 19th, 2024.

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 January board packet)*

9. WRITTEN COMMUNICATIONS

No written communications.

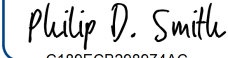
10. OPEN TIME FOR BOARD OR STAFF COMMENTS

Trustee Bloom asked about participating remotely in the board meeting while traveling out of the U.S. General Counsel explained that this is permissible providing that Brown Act requirements are followed.

Trustee Witt asked if an LCD projector and audio deck could be provided for the offsite remote participation locations. Trustee Nichols said that there are limitations on what can be used in the current facility. It was agreed to investigate further.

11. **ADJOURNMENT**

There being no further business to come before the Board, it was M/S President Pigoni/Trustee Davis to adjourn the meeting at 9:04 p.m.

DocuSigned by:

C189ECB298974AC...

District Representative
MSMVCD

2/22/2024

Date of Approval

DocuSigned by:

29677EBB9DF4461...

Trustee
MSMVCD Board of Trustees

2/22/2024

Date of Approval