

Marin/Sonoma  
Mosquito & Vector Control District  
595 Helman Lane  
Cotati, California 94931  
(707) 285-2200 (fax) 707-285-2210

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**BOARD OF TRUSTEES**

**EXECUTIVE COMMITTEE MEETING**

**DATE:** Tuesday, October 5, 2021  
**TIME:** 12:00 noon to 1:30 p.m.  
**LOCATION:** Via Videoconference Call

Meeting Link: <https://us02web.zoom.us/j/83318064699>

Meeting ID# 833 1806 4699  
Telephone Access: (669) 900 9128

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1. **ROLL CALL**  
Pamela Harlem, *Chair*  
Tamara Davis  
Laurie Gallian  
Carol Pigoni  
Richard Snyder

2. **PUBLIC TIME**

*Public Time is time provided so the public may make comment on any item **not on the agenda.***

*Please limit your comments to **three (3) minutes per person or twenty (20) minutes per subject in total so that all who wish to speak can be heard.***

3. **NEW BUSINESS**

- A. Consider a motion to make the following findings:
  - (i) A declared state of emergency exists as defined under the California Emergency Services Act. (Gov. Code §§ 52953(e)(1), (e)(4).) In addition, all of the following circumstances and conditions apply:
    - (ii) State or local officials have imposed or recommended measures to promote social distancing.

- (iii) The Committee as a legislative body is meeting to determine whether, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
- (iv) The legislative body has determined that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

**B. Staff Updates:**

1. Brief current financial status report (written from Jennifer Crayne).
2. Brief Operational update (written from Erik Hawk).
3. Update on conversion to Black Mountain Software Financial Management Information System (Dana Shigley).
4. AB 361: Need to hold a brief meeting of the Board in late October to adopt an initial resolution allowing the Board and standing committees to meet via teleconference (recognizing the state of emergency & the imminent danger that would be caused by meeting in person).
5. Draft agenda for November 10, 2021, Board Meeting, including presentation of FY 2020-21 financial audit by David Alvey. The Audit Committee met with Mr. Alvey during the field work portion of the audit.
6. Updates by Phil Smith on progress made on other projects since committee's prior meeting, including implementation of AB 361 & other COVID-19 related issues.
7. Committee to give direction to staff on next steps on above items.

**C. Tentative schedule of future Board meetings & potential items for inclusion, including request from Trustees.**

**D. Closed Session pursuant to California Government Code Section 54957.**

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

**Position: District Manager.**

**E. Reconvene to Open Session & report (if any)**

**F. Consider providing a Committee report to the full Board at its November 10<sup>th</sup>, 2021, meeting.**

**4. OPEN TIME FOR COMMITTEE OR STAFF COMMENTS**

5. **SET TENTATIVE SCHEDULE FOR FUTURE MEETING**

6. **ADJOURNMENT**