

# Marin/Sonoma Mosquito & Vector Control District

Board of Trustees  
595 Helman Lane  
Cotati, CA 94931

## Meeting Held via Videoconference

December 9, 2020

### SPECIAL & REGULAR BOARD MEETING MINUTES

1. **CALL TO ORDER**

President Pigoni called the meeting to order at 6:00 pm.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

**Members present:**

Benediktsson, Cathy	McCaffery, Shaun
Bloom, Gail	Naythons, Matthew
Davis, Tamara	Rich, Diana
Deicke, Art	Rowland Jr., Herb
Ettlin, Julia	Schulze, Ed
Gallian, Laurie	Snyder, Richard
Harlem, Pamela	Witt, David <i>Arrived at 7:01</i>
Hootkins, Susan	Pigoni, Carol
Khush, Ranjiv	

**Members absent:**

Ackerman, Bruce  
Predovich, Monique  
Thompson, Michael

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

**Others present:**

Philip Smith, District Manager  
Erik Hawk, Assistant Manager  
Jennifer Crayne, Finance Manager  
Dawn Williams, Confidential Administrative Assistant  
Janet Coleson, General Counsel

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

**4. APPOINTMENT OF NEW TRUSTEE**

City of Sebastopol Trustee Diana Rich briefly described her background and indicated that her interest in becoming a Trustee was due in part to her passion for the community and also because the District is so proactive in fulfilling its public health mission.

**5. PUBLIC TIME**

No Public Comment.

**6. CONSENT CALENDAR**

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

**B. MINUTES** – Minutes for Board Meeting held on October 14, 2020.

**C. FINANCIAL**

Warrants – October 2020

October Payroll: \$ 196,169.85

October Expenditures: \$ 893,807.51

Total: \$1,089,977.36

**D. FINANCIAL**

Warrants – November 2020

November Payroll: \$191,251.31

November Expenditures: \$299,085.39

Total: \$490,336.70

**E. 1<sup>ST</sup> QUARTER FINANCIAL STATEMENT**

**F. ENDING ACCOUNT BALANCES:**

Operating Fund: \$7,852,765.90

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

*Motion passed with a roll call vote:*

*Ayes: **Trustee Benediktsson**, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlin, Trustee Gallian, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee McCaffery, Trustee Naythons, Trustee Rowland, Trustee Schulze, Trustee Snyder and Trustee Pigoni*

*No: (none)*

*Abstain: Trustee Rich*

*Absent: Trustee Ackerman, Trustee Predovich, Trustee Thompson and Trustee Witt*

**7. NEW BUSINESS**

**A. Presentation of Fiscal Year (FY) 2019-20 Financial Audit by David Alvey, Partner at Maze & Associates.**

Mr. Alvey reported that Maze conducted the District's financial audit for the fiscal year ended June 30, 2020. Three reports were provided to the Board, including the Memorandum of Internal Control (MOIC), Required Communications, and the Basic Financial Statements.

Mr. Alvey noted that Maze had issued an unmodified audit opinion for FY 2019-20, which is the cleanest possible opinion to receive and is a testament to the sound financial practices of the District. Members of the Audit Committee, which had met with the Auditor during the audit process recommended approval of the FY 2019-20 audit as presented.

*It was M/S Trustee Gallian/Trustee Davis to accept the FY 2019-20 Financial Audit*

*Motion passed with a roll call vote:*

*Ayes: Trustee Benediktsson, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlin, Trustee Gallian, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee McCaffery, Trustee Naythons, Trustee Rich, Trustee Rowland, Trustee Schulze, Trustee Snyder and Trustee Pigoni*

*No: (none)*

*Abstain: (none)*

*Absent: Trustee Ackerman, Trustee Predovich, Trustee Thompson and Trustee Witt*

**B. Potential Reduction in the Number of Trustees representing the Unincorporated Territories of Marin and Sonoma Counties.**

*It was M/S Trustee Davis/Trustee Snyder to direct staff to ask the Board of Supervisors for Marin and Sonoma Counties to adopt a resolution reducing the number of Trustees representing the unincorporated territories of each county, from two to one per county.*

*Ayes: Trustee Benediktsson, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlin, Trustee Gallian, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee McCaffery, Trustee Naythons, Trustee Rich, Trustee Rowland, Trustee Schulze, Trustee Snyder and Trustee Pigoni*

*No: (none)*

*Abstain: (none)*

*Absent: Trustee Ackerman, Trustee Predovich, Trustee Thompson and Trustee Witt*

**C. Disposal of Surplus Property: Policy 4030**

*It was M/S Trustee Benediktsson/Trustee Schulze to adopt Resolution 2020/21-04, which approved the Surplus Property Policy, and directed staff to add it to the Board Policy Manual as Section 4030.*

*Motion passed with a roll call vote:*

**Ayes:** *Trustee Benediktsson, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlín, Trustee Gallian, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee McCaffery, Trustee Naythons, Trustee Rich, Trustee Rowland, Trustee Schulze, Trustee Snyder and Trustee Pigoni*

**No:** *(none)*

**Abstain:** *(none)*

**Absent:** *Trustee Ackerman, Trustee Predovich, Trustee Thompson and Trustee Witt*

#### **D. Investment of District Funds: Policy 4050**

*It was M/S Trustee Gallian/Trustee Davis to adopt Resolution 2020/21-05, which approved the Investment of District Funds Policy, and directed staff to add it to the Board Policy Manual as Section 4050.*

*Motion passed with a roll call vote:*

**Ayes:** *Trustee Benediktsson, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlín, Trustee Gallian, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee McCaffery, Trustee Naythons, Trustee Rich, Trustee Rowland, Trustee Schulze, Trustee Snyder and Trustee Pigoni*

**No:** *(none)*

**Abstain:** *(none)*

**Absent:** *Trustee Ackerman, Trustee Predovich, Trustee Thompson and Trustee Witt*

#### **E. Proposed Side Letter of Agreement between Marin/Sonoma Mosquito Vector Control District (MSMVCD) and the Western Council of Engineers (WCE) Regarding Enrollment in Medicare for Eligible Employees**

*It was M/S Trustee Davis/Trustee Snyder to accept the Side Letter between MSMVCD and WCE re Enrollment in Medicare for Eligible Employees and authorize the Board President to sign it.*

*Motion passed with a roll call vote:*

**Ayes:** *Trustee Benediktsson, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlín, Trustee Gallian, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee McCaffery, Trustee Naythons, Trustee Rich, Trustee Rowland, Trustee Schulze, Trustee Snyder and Trustee Pigoni*

**No:** *(none)*

**Abstain:** *(none)*

**Absent:** *Trustee Ackerman, Trustee Predovich, Trustee Thompson and Trustee Witt*

### **8. COMMITTEE & STAFF REPORTS**

#### **A. Executive Committee**

President Pigoni stated the committee met on November 23<sup>rd</sup> to discuss the items to be presented at this Board meeting. In addition, an update was

provided to the committee on the process of selecting a new financial management information system.

**B. Nomination Committee**

Trustee Schulze provided the recommended slate of Board officers for 2021  
President – Pamela Harlem  
1<sup>st</sup> Vice President – Michael Thompson  
2<sup>nd</sup> Vice President – Richard Snyder  
Secretary – Laurie Gallian

**9. MANAGER’S REPORT**

*Manager Smith and Assistant Manager Hawk offered to answer any questions pertaining to their written reports. Mr. Smith added that due to the rapidly changing conditions associated with the pandemic, staff has been busy keeping abreast of state and local requirements. Additionally, he noted that as regulatory changes are issued, the District’s COVID-19 Prevention Plan may require amendments in order to ensure a safe workplace for staff. Mr. Hawk provided an update on the Sonoma Creek Enhancement Project, explaining that he and some staff have installed over 6,000 linear feet of tidal circulation channel, and the CA Department of Fish & Wildlife & Audubon Society seem pleased with the preliminary results. (Manager’s and Assistant December Manager’s reports were included in the Board packet)*

**10. WRITTEN COMMUNICATIONS**

No written communications.

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

Trustee Davis reminded trustees that the MVCAC Conference will be a virtual event (online) held from February 1- 3, 2021. She stressed the importance of attending as there will be excellent presentations and the cost is low due to it being online only.

**12. ADJOURNMENT**

There being no further business to come before the Board, it was M/S President Pigoni/Trustee Schulze to adjourn the meeting at 7:25 pm.

DocuSigned by:  
*Philip D. Smith*  
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2/1/2021

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*District Representative*  
MSMVCD

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*Date of Approval*

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*R. P. P. P.*  
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2/1/2021

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

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