

Marin/Sonoma
Mosquito & Vector Control District
595 Helman Lane
Cotati, California 94931
1-800-231-3236 (fax) 707-285-2210

BOARD OF TRUSTEES

EXECUTIVE COMMITTEE MEETING

DATE: Monday December 2nd, 2019

TIME: 1:00 P.M. to 2:30 P.M.

LOCATION: 595 HELMAN LANE, COTATI. For remote attendance, please dial 1-605-472-5633 and enter access code: 781 567

1. **ROLL CALL**

Shaun McCaffery, *Chair*
Carol Giovanatto
Tamara Davis
Pamela Harlem
Herb Rowland

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. Staff Updates:

1. Financial status report by Jennifer Crayne, including plans for budget adjustment at January Board meeting, annual audit etc.
2. Operational update from Erik Hawk.
3. Report by Phil Smith on internal staffing study & potential adjustments to Operations department workforce to meet demand for services. Analysis to include cost and space/equipment impacts.
4. Projects in progress & potential projects; update since prior meeting of Committee on June 19, 2019. By Phil Smith
5. Report by Phil Smith on legal opinion by Richard Shanahan (special counsel) regarding the number of at-large trustee positions appointed by the two counties.
6. Trustee reappointments at year-end: update.

B. Tentative schedule of future Board meetings & potential items for inclusion. MRG reports, NBS financial forecasts, MCERA presentation etc. Present outlook includes meetings in Dec, Jan and either Feb or March.

C. Closed Session pursuant to California Government Code Section 54957.

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Position: District Manager.

D. Reconvene to Open Session

E. Consider providing a committee report to the full Board on Dec. 12

4. OPEN TIME FOR COMMITTEE OR STAFF COMMENTS

5. SET TENTATIVE SCHEDULE FOR FUTURE MEETING

6. ADJOURNMENT