

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

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**BOARD OF TRUSTEES**

**EXECUTIVE COMMITTEE MEETING**

**DATE:** Tuesday April 5<sup>th</sup>, 2020

**TIME:** 2:00 P.M. to 3:30 P.M.

**LOCATION:** District Offices.

Via Zoom video or audio conference.

**Public Communication:**

The public is welcome to address the Committee on items during the general Public Comment period. There will also be an opportunity for the public to comment on other agenda items at the time they are discussed. Please raise your hand using the electronic “raise hand” button Zoom window or provide typed comments via the Q & A button. Both of these features are available at the bottom of the Zoom screen.

The public may submit comments by:

- 1) Emailing comments to [comments@msmosquito.org](mailto:comments@msmosquito.org) or
- 2) Delivering written comments via mail to the District; or
- 3) Participating in the teleconference by calling (669) 900-9128 or joining the videoconference at the link provided below:

Link for Public Attendees:

<https://us02web.zoom.us/j/82542402426>

Or iPhone one-tap :

US: +16699009128,,82542402426# or +12532158782,,82542402426#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656

Webinar ID: 825 4240 2426

Items marked \* are enclosed attachments.

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1. **ROLL CALL**  
Carol Pigoni, *Chair*  
Tamara Davis

Pamela Harlem  
Shaun McCaffrey  
Richard Snyder  
Michael Thompson

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. Brief overview by Phil Smith of the report by Bartel Associates analyzing the potential effects of making a special contribution to the District's trust account at CERBT- CalPERS. Questions and discussion by committee members.
- B. Presentation by staff: "Synopsis of the Draft Budget for fiscal year 2020-21." Staff will also comment on the near-term (and longer) financial implications of the COVID-19 pandemic. Questions and discussion by committee members.
- C. Operational & Laboratory Update (Hawk/Smith)
- D. Updates from Manager on progress made on various projects following the Committee's previous meeting in December 2019.
  - a. Landscaping
  - b. Proposal to shorten the format of the Board minutes to Action Minutes (referred to Policy Committee)
  - c. Storage shed construction (on hold)
  - d. Hiring update
  - e. Space Planning (on hold)
  - f. District Employee Policy Manual (with Union (WCE) for discussion)
  - g. Possible creation of a District Operations Manual to contain policies that do not fit well in the District Employee or Board Policy Manuals (to Policy Committee)
  - h. Public Notification Policy: Proposed changes (Hawk/Smith)
  - i. Project to Archive & index Board minutes: update
  - j. Review of Board agenda for next meeting & discuss future meeting dates. Staff, committee and Board meetings are being held on the Zoom videoconferencing platform for the foreseeable future.

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

5. **SET DATE AND TIME OF NEXT MEETING**

6. **ADJOURNMENT**