

**BOARD OF TRUSTEES  
REGULAR BOARD MEETING**

DATE: February 14, 2024

TIME: 7:00 p.m. Closed Session. The Open session will commence following the conclusion of the Closed Session.

LOCATIONS: District Headquarters, 595 Helman Lane, Cotati, CA. 94931

Videoconference & Teleconference Option:

[Zoom Link](#) Meeting ID: 824 1328 6560 Telephone Access: 1-669-900-9128

\* Sonoma Satellite Location: Alio Labs Inc., 5793 Skylane Blvd., Suite D, Windsor, CA. 95492

\* Marin Satellite Location: Central Marin Police Authority, Community Room, 250 Doherty Dr., Larkspur, CA. 94939

\* 71 Montevideo Way, San Rafael, CA. 94903

\* 10 Pomander Walk, Belvedere, CA. 94920

*Items marked \* are enclosed attachments.*

*Items marked # will be handed out at the meeting.*

**1. CLOSED SESSION**

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

**PUBLIC EMPLOYEE APPOINTMENT**

**Position: District Manager**

**B. Adjourn Closed Session**

**2. CALL TO ORDER**

**3. PLEDGE OF ALLEGIANCE**

**4. ROLL CALL (13 members must be present for a quorum)**

Bruce Ackerman, Fairfax

Cathy Benediktsson, Tiburon (**Secretary**)

Gail Bloom, Larkspur

Tamara Davis, Sonoma Co. at Large

Laurie Gallian, Sonoma

Rika Gopinath, San Rafael

Susan Harvey, Cotati

Susan Hootkins, Petaluma

Evan Kubota, Windsor

Alison Marquiss, Corte Madera

Shaun McCaffery, Healdsburg

Vicki Nichols, Sausalito

Diana Rich, Sebastopol (**Second V.P.**)

Herb Rowland, Jr., Novato

Ed Schulze, Marin Co. at Large

Richard Snyder, Belvedere

David Witt, Mill Valley (**First V.P.**)

Aarón Zavala, Rohnert Park

Carol Pigoni, Cloverdale (**President**)

**Open Seats:**

Ross, one Marin County at Large, San Anselmo, Santa Rosa and one Sonoma County at Large

*In accordance with the Americans with Disabilities Act, if you require special assistance to participate in this meeting, please contact the Marin/Sonoma Mosquito & Vector Control District (MSMVCD) at 1-800-231-3236.*

*Translators, American Sign Language interpreters, and/or assistive listening devices for individuals with hearing disabilities will be available upon request. A minimum of 48 hours is needed to ensure the availability of translation service.*

*MSMVCD hereby certifies that this agenda has been posted in accordance with the requirements of the Government Code.*

## **5. PUBLIC TIME**

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

*The public will be given an opportunity to speak on each agenda item at the time the item is presented. Once the public comment portion of any item on this agenda has been closed by the Board, no further comment from the public will be permitted unless authorized by the Board President and if so authorized, said additional public comment shall be limited to the provision of information not previously provided to the Board or as otherwise limited by order of the Board.*

*We respectfully request that you state your name and address and provide the Board President with a Speaker Card so that you can be properly included in the consideration of the item.*

*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.*

## **6. CONSENT CALENDAR**

### **A. APPROVAL OF AGENDA**

**B.\* MINUTES** – Minutes of Board Meetings held on January 10 and 19, 2024.

**C.\* FINANCIAL REPORTS** – Accept Financial Reports for January 2024.

### **ACTION NEEDED**

INFORMATION ENCLOSED

## **7. NEW BUSINESS**

**A. Report from Closed Session - Public Employee Appointment pursuant to California Government Code Section 54957.**

Position: District Manager

**B.# District Manager Employment Agreement**

Staff Report: The proposed employment agreement with the incoming District Manager will be provided at the meeting. April 1, 2024 is the proposed starting date for the new Manager.

### **ACTION NEEDED**

**Recommendation by District Manager Recruitment Committee**

- 1. Review the District Manager Employment Agreement and authorize the Board President to sign it.**

INFORMATION PROVIDED AT MEETING

**C. Education Program Update**  
Report by Casey Richter, Education Program Specialist

**D. Brief reports by Trustees and staff members who attended the 2024 Mosquito Vector Control Association of California (MVCAC) Annual Conference.**

Pursuant to the Board Policy Manual, Section 2050.70, this time is allocated for Trustees and staff who attended the annual conference to provide a brief verbal or written report on an aspect of this premier training and education event.

**E.\* Board Committee Assignments**  
Report by President Carol Pigoni

INFORMATION ENCLOSED

**8. COMMITTEE & STAFF REPORTS**

No committee or staff reports.

**9.\* MANAGER'S REPORTS**

INFORMATION ENCLOSED

**10. WRITTEN COMMUNICATIONS**

CORRESPONDENCE RECEIVED BY THE DISTRICT FROM RESIDENTS OR ANY OTHER PARTY SHALL BE READ ALOUD OR HANDED OUT TO THE BOARD

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

**12. ADJOURNMENT**

# 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

Davis, Tamara

Gallian, Laurie

Gopinath, Rika

Harvey, Susan

Hootkins, Susan

Marquiss, Alison

McCaffery, Shaun

Nichols, Vicki

Pigoni, Carol

Rich, Diana *Arrived at 7:01*

Rowland Jr., Herb

Schulze, Ed

Witt, David

Zavala, Aarón

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, 1<sup>st</sup> Vice-President, David Witt, 2<sup>nd</sup> 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, 1<sup>st</sup> 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 12<sup>th</sup> to discuss the interview process. The Committee planned to conduct interviews with finalist candidates on Thursday, January 18<sup>th</sup>. Final selection interviews with the full Board were planned for Friday, January 19<sup>th</sup>, 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.

\_\_\_\_\_  
*District Representative*  
*MSMVCD*

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

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

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

DRAFT



# Marin/Sonoma Mosquito & Vector Control District

Board of Trustees  
595 Helman Lane  
Cotati, CA 94931

## January 19, 2024 SPECIAL BOARD MEETING MINUTES

### 1. CALL TO ORDER

President Pigoni called the meeting to order at 10:35 a.m.

### 2. PLEDGE OF ALLEGIANCE

### 3. ROLL CALL

#### Members present:

Ackerman, Bruce  
Benediktsson, Cathy  
Bloom, Gail  
Davis, Tamara  
Gallian, Laurie  
Harvey, Susan  
Hootkins, Susan  
Marquiss, Alison

McCaffery, Shaun  
Nichols, Vicki  
Rich, Diana  
Schulze, Ed  
Snyder, Richard  
Witt, David  
Zavala, Aarón  
Pigoni, Carol

#### Members absent:

Gopinath, Rika  
Kubota, Evan  
Rowland Jr., Herb

**Open seats:** Ross, one Marin County at Large, San Anselmo, Santa Rosa and one Sonoma County at Large

A quorum was present and due notice had been published.

### 4. PUBLIC TIME

No public comment.

### 5. CLOSED SESSION

#### A. Closed Session pursuant to California Government Code Section 54957

#### **PUBLIC EMPLOYEE APPOINTMENT**

**Position: District Manager (Candidate Interviews)**

#### B. Adjourn Closed Session

6. **NEW BUSINESS**

A. **Report from Closed Session (if any)**

Staff and legal counsel were given direction to initiate contract negotiations and prepare an employment agreement with the successful manager candidate, within a salary range of \$176,688 - \$250,725.

7. **ADJOURNMENT**

There being no further business to come before the Board, it was M/S President Pigoni/Trustee McCaffery to adjourn the meeting at 3:31 p.m.

\_\_\_\_\_  
*District Representative*  
*MSMVCD*

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

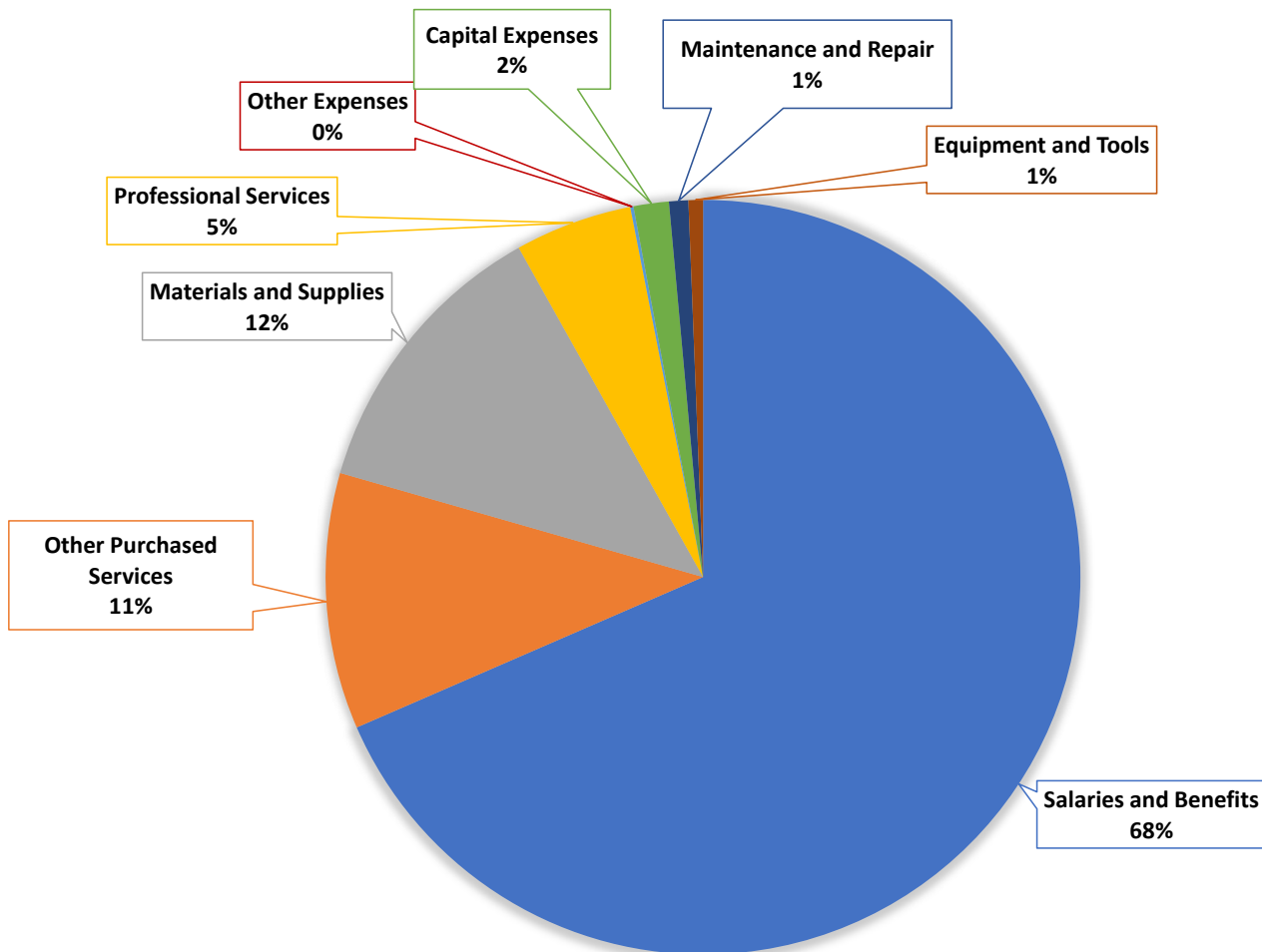
\_\_\_\_\_  
*Trustee*  
*MSMVCD Board of Trustees*

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

**MARIN/SONOMA MOSQUITO & VECTOR CONTROL DISTRICT**  
**Monthly Budget Summary Report**  
 January 2024

	<b>Current Month Commitments</b>	<b>Year To Date Commitments</b>	<b>Current Appropriation</b>	<b>Available Appropriation</b>	<b>Percent Committed</b>	<b>% of Total Expenses</b>
Salaries and Benefits	\$765,310	\$3,797,784	\$7,086,682	\$3,288,898	54%	68%
Other Purchased Services	18,108	608,417	1,074,241	465,824	57%	11%
Materials and Supplies	13,561	689,520	1,045,799	356,279	66%	12%
Professional Services	31,803	278,682	838,317	559,635	33%	5%
Other Expenses	1,978	7,772	501,654	493,882	2%	0%
Capital Expenses	0	83,751	348,800	265,049	24%	2%
Maintenance and Repair	4,726	45,746	224,400	178,654	20%	1%
Equipment and Tools	2,110	34,038	111,061	77,023	31%	1%
	<b>\$837,596</b>	<b>\$5,545,710</b>	<b>\$11,230,954</b>	<b>\$5,685,244</b>	<b>49%</b>	<b>100%</b>

**YEAR TO DATE COMMITMENTS BY TYPE**



Objects 6000-6099

Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Comm.
6010 Salaries and Wages	380,484.56	2,337,392.18	4,222,384.00	4,222,384.00	1,884,991.82	55%
6012 Marin County Emp Retirement Assoc.	6,485.09	25,714.13	37,920.00	37,920.00	12,205.87	68%
6014 Overtime	18,292.93	24,753.42	27,500.00	27,500.00	2,746.58	90%
6015 Seasonal Wages	2,646.72	125,836.85	366,400.00	366,400.00	240,563.15	34%
6016 Trustee Wages	0.00	10,650.00	18,000.00	18,000.00	7,350.00	59%
6022 Medicare Employer portion	5,769.24	35,606.83	66,538.00	66,538.00	30,931.17	54%
6023 FICA (Social Security)	1,086.72	12,080.74	22,717.00	22,717.00	10,636.26	53%
6030 Retirement - Employer Classic	138,206.46	382,148.05	624,565.00	624,565.00	242,416.95	61%
6032 Retirement - Employer PEPRA	81,717.48	239,323.42	410,408.00	410,408.00	171,084.58	58%
6041 Kaiser - Active Employees	49,600.10	346,073.58	688,091.00	688,091.00	342,017.42	50%
6043 Dental - Active Employees	7,314.72	25,389.67	48,844.00	48,844.00	23,454.33	52%
6045 Vision Service Plan - Active	0.00	5,121.76	11,099.00	11,099.00	5,977.24	46%
6047 Teamsters Anthem	5,501.98	25,674.06	20,654.00	20,654.00	-5,020.06	124%
6051 Sentry Life and Hartford Life	291.06	3,090.34	4,900.00	4,900.00	1,809.66	63%
6053 Employee Assistance Program (EAP)	357.93	715.86	2,200.00	2,200.00	1,484.14	33%
6055 Employee Boot Allowance	400.00	1,811.02	7,600.00	7,600.00	5,788.98	24%
6057 Employee Wellness Benefit	1,557.50	7,824.67	17,500.00	17,500.00	9,675.33	45%
6059 State Unemployment (5.0% x 44 emp)	10,937.37	11,850.96	11,186.00	11,186.00	-664.96	106%
6061 Retiree Spousal - Teamsters, WHA	0.00	0.00	0.00	0.00	0.00	0%
6063 Retiree Spousal - Kaiser	0.00	0.00	0.00	0.00	0.00	0%
6065 Retiree Medical Benefit	50,972.15	150,910.22	305,000.00	305,000.00	154,089.78	49%
6067 Retiree Health Savings Account	3,687.97	25,815.79	43,176.00	43,176.00	17,360.21	60%
6068 Payments to CEPPT	0.00	0.00	0.00	0.00	0.00	0%
6069 Payment to CERBT	0.00	0.00	130,000.00	130,000.00	130,000.00	0%
6XXX Object Group Total	765,309.98	3,797,783.55	7,086,682.00	7,086,682.00	3,288,898.45	54%
<b>Grand Total:</b>	<b>765,309.98</b>	<b>3,797,783.55</b>	<b>7,086,682.00</b>	<b>7,086,682.00</b>	<b>3,288,898.45</b>	<b>54%</b>

Vendor	Amount	Description	Fund
AFFORDABLE EXHIBIT DISPLAYS	640.91	Presentation Supplies	GENERAL
AFLAC	1,252.56		GENERAL
ALDRICH NETWORK CONSULTING	195.13	Computer Network and Storage	GENERAL
ALDRICH NETWORK CONSULTING	5,000.00	Network and IT Consulting Services	GENERAL
AT & T	138.25	AT&T	GENERAL
BEST BEST & KRIEGER, LLC.	472.50	Legal Counsel	GENERAL
CAGWIN & DORWARD	641.00	Landscape Services	GENERAL
CALPERS 457 PLAN	20,804.43		GENERAL
CINTAS CORPORATION	2,764.48	Uniforms	GENERAL
CINTAS CORPORATION	172.89	First Aid Supplies and Kits	GENERAL
CINTAS CORPORATION	854.78	COVID-19 Expenses	GENERAL
CITY OF COTATI	1,153.04	Water and Sewer	GENERAL
CITY OF COTATI	505.47	Water - Irrigation/Industrial	GENERAL
COMCAST BUSINESS	289.77	Comcast	GENERAL
COMPLETE WELDERS SUPPLY, INC.	617.55	Dry Ice	GENERAL
COMPLETE WELDERS SUPPLY, INC.	82.21	Garage Equipment	GENERAL
COUNTY OF MARIN	50,972.15	Retiree Medical Benefit	GENERAL
Connect Your Care	12.95	Other Professional Services - Human	GENERAL
DELTA DENTAL OF CALIFORNIA	7,314.72	Dental - Active Employees	GENERAL
FRIEDMAN'S HOME IMPROVEMENT	126.35	ARGO Repair	GENERAL
GAIL BLOOM	377.18	Trustee Travel	GENERAL
GALLAGHER	6,250.00	Section 125 Plan Admin Fees	GENERAL
GREAT AMERICA FINANCIAL SERVICES	349.54	Copier Supplies	GENERAL
GREAT AMERICA FINANCIAL SERVICES	332.09	Copy Machine Lease	GENERAL
HIGH STREET WRAPS	1,502.31	Outdoor Advertising	GENERAL
HOME DEPOT CREDIT SERVICES	85.94	Admin Building	GENERAL
HOME DEPOT CREDIT SERVICES	71.86	Open House	GENERAL
JASON SEQUEIRA	200.00	Employee Boot Allowance	GENERAL
JASON SEQUEIRA	57.50	Employee Wellness Benefit	GENERAL
JAY'S ENGRAVING & RUBBER STAMPS	50.79	Office Supplies	GENERAL
KAISER FOUNDATION HEALTH PLAN	6,850.00		GENERAL
KAISER FOUNDATION HEALTH PLAN	49,600.10	Kaiser - Active Employees	GENERAL
KRISTEN HOLT	500.00	Employee Wellness Benefit	GENERAL
Keira Lucas	798.27	Recruitment Services	GENERAL
LA VOZ BILINGUAL NEWSPAPER	950.00	Public Relations Newspaper Articles	GENERAL
LAURIE GALLIAN	248.14	Trustee Travel	GENERAL
LIEBERT CASSIDY WHITMORE	2,215.00	Human Resources Legal Services	GENERAL
LIZ GARCIA	971.32	Staff Travel	GENERAL
LOWE'S BUSINESS ACCOUNT	66.36	Fuel and Oil	GENERAL
MARC NADALE	200.00	Employee Boot Allowance	GENERAL
MARIN COUNTY EMPLOYEES RETIREMENT ASSOC	107,773.03		GENERAL
MARIN COUNTY EMPLOYEES RETIREMENT ASSOC	138,279.10	Retirement - Employer Classic	GENERAL
MARIN COUNTY EMPLOYEES RETIREMENT ASSOC	81,717.48	Retirement - Employer PEPPA	GENERAL
MARIN INDEPENDENT JOURNAL	112.32	Newspaper and Legal Notices	GENERAL
MISSION SQUARE RETIREMENT	3,687.97	Retiree Health Savings Account	GENERAL
NATIONWIDE TRUST COMPANY, FSB	2,400.00		GENERAL
NICK BARBIERI TRUCKING,LLC	5,207.49	Fuel and Oil	GENERAL
NIZZA SEQUEIRA	500.00	Employee Wellness Benefit	GENERAL
NIZZA SEQUEIRA	42.00	Food for Staff for Business Meetings	GENERAL
NORTH BAY COMMERCIAL SERVICES INC.	743.81	HVAC	GENERAL
P.G. & E.	2,809.17	Gas and Electricity	GENERAL
PATRICK VON ELM	1,300.00		GENERAL
PETALUMA MINUTEMAN PRESS	354.62	Office Supplies	GENERAL

Vendor	Amount	Description	Fund
PETALUMA MINUTEMAN PRESS	896.67	Printing Services	GENERAL
PREFERRED ALLIANCE, INC.	430.28	Other Professional Services - Human	GENERAL
RECOLOGY SONOMA MARIN	395.98	Solid Waste Collection and Disposal	GENERAL
REDWOOD LOCK LLC	868.90	Admin Building	GENERAL
REGIONAL GOVERNMENT SERVICES	262.00	Recruitment Services	GENERAL
REGIONAL GOVERNMENT SERVICES	765.40	Other Professional Services - Human	GENERAL
RICHARD A. SANCHEZ	1,642.50	Janitorial Services	GENERAL
ROBERT MORTON	500.00	Employee Wellness Benefit	GENERAL
SACRAMENTO HONEY COMPANY	940.34	YJ Field Equipment	GENERAL
SANTA ROSA AUTO PARTS	71.01	ARGO Repair	GENERAL
SANTA ROSA FIRE EQUIPMENT, INC.	1,147.94	Shop	GENERAL
SEBASTOPOL BEARING & HYDRAULIC	91.95	Vehicle Maintenance	GENERAL
SEBASTOPOL BEARING & HYDRAULIC	296.18	Trailer Repair	GENERAL
SEBASTOPOL BEARING & HYDRAULIC	1,254.01	ARGO Repair	GENERAL
SONOMA MEDIA INVESTMENTS, LLC	103.00	Newspaper and Legal Notices	GENERAL
SPARK CREATIVE DESIGN	4,833.77	Printing Services	GENERAL
STERLING	374.79	Other Professional Services - Human	GENERAL
SUSAN HARVEY	418.72	Trustee Travel	GENERAL
TASC	1,491.64		GENERAL
TASC - CLIENT INVOICES	1,384.81	Section 125 Plan Admin Fees	GENERAL
TEAMSTERS LOCAL UNION NO. 856 HEALTH AND	937.50		GENERAL
TEAMSTERS LOCAL UNION NO. 856 HEALTH AND	5,501.98	Teamsters Anthem	GENERAL
THE HARTFORD	291.06	Sentry Life and Hartford Life	GENERAL
US BANK	-144.00		GENERAL
US BANK	294.57	Coats, Rain Gear and Boots	GENERAL
US BANK	43.64	Eye Wear, Wash and Eye Glass Wipes	GENERAL
US BANK	301.38	Food for Trustee Meetings	GENERAL
US BANK	164.42	Food for Staff for Business Meetings	GENERAL
US BANK	534.20	Other Food and Household Supplies	GENERAL
US BANK	631.19	Office Supplies	GENERAL
US BANK	277.30	Copier Supplies	GENERAL
US BANK	640.91	Presentation Supplies	GENERAL
US BANK	115.19	Other Outreach and Education Supplies	GENERAL
US BANK	90.70	Other Lab Supplies	GENERAL
US BANK	89.66	Fuel and Oil	GENERAL
US BANK	91.85	Field Tools	GENERAL
US BANK	724.49	Computer Software	GENERAL
US BANK	76.06	Other Computer Equipment/Tools	GENERAL
US BANK	40.00	Vehicle Maintenance	GENERAL
US BANK	316.75	Recruitment Services	GENERAL
US BANK	75.00	Other Professional Services - Human	GENERAL
US BANK	799.50	Remote Backup Service	GENERAL
US BANK	182.00	Other Memberships and Subscriptions	GENERAL
US BANK	10.84	Open House	GENERAL
US BANK	514.55	Staff Travel	GENERAL
US BANK	1,123.56	COVID-19 Expenses	GENERAL
VECTOR CONTROL JPA	357.93	Employee Assistance Program (EAP)	GENERAL
VERIZON WIRELESS	7,021.89	Cell Phone Services	GENERAL
VULCAN MATERIALS COMPANY	110.81	Fuel and Oil	GENERAL
WORTHINGTON DESIGN INC.	3,500.00	Other Professional Services	CAPITAL PROJECTS
<b>Total:</b>	<b>553,499.35</b>		

# Marin/Sonoma Mosquito Vector Control District

## 2024 Committee Roster

### **Executive:**    *(Standing Committee)*

Serve as Board leadership and meet with Manager. Work with Manager to set his/her goals and conduct Manager's performance evaluation. Remain alert to Trustee concerns.

- President – Carol Pigoni
- 1<sup>st</sup> Vice President – David Witt
- 2<sup>nd</sup> Vice President – Diana Rich
- Secretary – Cathy Benediktsson
- Immediate Past President – Richard Snyder
- At Large – Tamara Davis

### **Budget:**    *(Standing Committee)*

Review proposed annual budget prepared by staff and make recommendations to Board.

- Shaun McCaffery, Chair
- Gail Bloom, Vice Chair
- Susan Harvey
- Susan Hootkins
- Carol Pigoni
- Cathy Benediktsson

### **Audit:**    *(Standing Committee)*

Review work done by auditors and staff and make recommendations to Board.

- Laurie Gallian, Chair
- Susan Hootkins
- Carol Pigoni
- Susan Harvey

### **Policy:**    *(Standing Committee)*

- Herb Rowland, Chair
- Tamara Davis
- David Witt

# Marin/Sonoma Mosquito Vector Control District

## 2024 Committee Roster

### **Fiscal Strategies:** *(Ad hoc Committee)*

Work with staff and consultants to review and assess the District's long-term financial status. Research potential funding mechanisms and provide recommendations to the Board.

- Carol Pigoni, Chair
- Laurie Gallian
- Shaun McCaffery
- Tamara Davis
- Richard Snyder
- Vacant\*

### **Legislative:** *(Ad hoc Committee)*

Stay abreast of proposed legislation and MVCAC regulations. Make recommendations to Board.

- Tamara Davis, Chair
- Ed Schulze

### **Nominating:** *(Ad hoc Committee)*

Nominate Officers for next year's Board Officer positions.

- Ed Schulze
- Tamara Davis
- Herb Rowland

### **Memorandum of Understanding (MOU):** *(Ad hoc Committee)*

- Herb Rowland, Chair
- Shaun McCaffery
- Laurie Gallian
- Susan Hootkins
- Cathy Benediktsson
- Gail Bloom
- Evan Kubota



# Marin/Sonoma Mosquito Vector Control District

## 2024 Committee Roster

### **Environment, Climate Crisis and Sustainability Committee:** *(Ad hoc Committee)*

Raises awareness and advises the Board and staff on issues concerning the environment and the climate crisis. Works with Trustees and staff to find opportunities to plan for and implement beneficial change consistent with the District's Programmatic EIR (MSMVCD 2016), State regulations, and local government policies. Recommends procedures, best management practices, or policies for potential adoption by the District, with the objective of promoting conservation, energy efficiency and the sustainable use of resources, as well as adaptation to climate changes.

- Laurie Gallian, Chair
- Susan Hootkins
- Bruce Ackerman
- Vicki Nichols
- Rika Gopinath
- Alison Marquiss

### **District Manager Recruitment Committee:** *(Ad hoc Committee)*

Works with staff to select a professional recruitment company to find qualified candidates for the District Manager position. May conduct shortlist interviews and recommend finalist candidates for consideration by the Board of Trustees.

- Carol Pigoni, Chair
- Diana Rich
- Bruce Ackerman
- Tamara Davis
- Richard Snyder
- David Witt
- Susan Hootkins
- Alternates – Laurie Gallian & Shaun McCaffrey

\*Vacant positions may be filled by President appointment based on interest and/or need at any point in the year.

## Manager's Report

- Trustee Schulze and I plan to attend the MVCAC Legislative Day event in Sacramento next week. We have appointments to meet with Assemblymembers Damon Connolly and Jim Wood. As some of you will recall, Assemblymember Wood served as a Trustee of this District for several years and is very knowledgeable about mosquito & vector control issues. We also plan to meet with legislative staff from State Senate President Mike McGuire's office.
- Following a denial by the Fire Victims Trust of the District's claim for reimbursement of our expenses incurred in dealing with the aftermath of the Sonoma County wildfires, we are working with a specialized law firm to request reconsideration of the Trust's decision. Should we be successful, we would expect to receive 60% of the claim amount of \$226,259, potentially followed by an additional sum later this year to satisfy 70% of the claim.
- The project to prepare an Addendum to the District's Programmatic Environmental Impact Report is now underway. The consultants plan to meet with the other six participating mosquito districts later this month.
- As of February 7<sup>th</sup>, 2023, the balance in the District's OPEB trust account for retiree future medical benefits in the legacy plan remained steady at \$8.6m. The balance in the pension prefunding trust (CEPPT) rose slightly to \$1.86m.
- Staff are beginning the annual budget preparation process and anticipate an initial meeting with the Budget Committee in March.
- President Carol Pigoni advises that the Board's next meeting is scheduled to occur on Wednesday, March 13<sup>th</sup>, 2024.
- Additional progress was made on the space planning feasibility project following a meeting with the City of Cotati's Director of Community Development. The meeting outcome was positive in that the City clearly laid out its requirements for the project and informed us of its request to install a water main across part of our property at the time of construction. We also found ourselves in agreement about the processes and necessary approvals to be obtained from the City, the Regional Water Quality Control Board, and the CEQA requirements. Currently, staff are evaluating the qualifications and billing rates of environmental companies to assist the District with the necessary studies and documentation. A certified arborist's report will be needed soon to facilitate initial conceptual designs in light of the City's tree preservation ordinance. We will make a more comprehensive report in the near future.

## Assistant Manager's Report

- Thankfully, during recent significant storm events, we only experienced relatively minor issues at the district office. Surprisingly, Helman Lane did not flood.
- Between rainstorms, Vector Control Technicians and Field Supervisors have been performing surveillance for winter mosquito species. Substantial populations of larval mosquitoes have been detected in numerous fresh and brackish water sources. Mosquito larvicide applications will be performed soon to prevent adult mosquito fly-offs.
- With the uptick in larval mosquito surveillance, the laboratory staff have been busy identifying samples to the species level. This is important for several reasons, including the development of control strategies.
- The District has been receiving a steady stream of service requests for rat-related issues. I have been assisting the Rodent Control Specialist with several problematic issues.
- Staff have been doing excellent work in the shop! For example, Auxiliary equipment for several trucks has been installed or repaired, the Argo fleet is fully repaired and maintained, and safety equipment has been fabricated and installed on trucks, trailers, and all-terrain vehicles.
- The Mechanic/Facilities Manager and I have been working on several fleet and facilities projects. For example, on February 6<sup>th</sup> major components of the security gate to the yard were replaced.
- Field Supervisor Marc Nadale and Scientific Programs Manager Kelly Liebman attended the Mosquito and Vector Control Association's annual conference in January. Marc and Field Supervisor Jason Sequeira constructed a poster titled, "Mosquito surveillance and control associated with floating solar arrays." Marc presented the poster at the conference and spoke with several interested staff from other districts.
- At the end of December, we said goodbye to Kasey Karinen. Kasey was a Vector Control Technician and provided excellent service for almost seven years as a full-time employee and six years as a seasonal Field Assistant. Kasey also did excellent work and enjoyed participating in our community education events. Kasey decided to end her employment with the District to raise her two young sons. We miss Kasey and wish her and her family the best!
- At the end of February, Vector Control Technician Mike Wells will be retiring after over 22 years of excellent service. Mike is also a member of our Class A driver program and our source reduction team. He has provided valuable assistance in planning and executing large-scale source reduction operations. Mike will be missed, and we wish him and his family the best in retirement.