

Marin/Sonoma Mosquito & Vector Control District

Board of Trustees
595 Helman Lane
Cotati, CA 94931

Meeting Held via Videoconference

November 10, 2021

SPECIAL & REGULAR BOARD MEETING MINUTES

1. **CALL TO ORDER**

President Harlem called the meeting to order at 6:05 pm.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

Members present:

Ackerman, Bruce <i>Arrived at 6:10</i>	Pigoni, Carol
Benediktsson, Cathy	Rowland Jr., Herb
Bloom, Gail	Schulze, Ed
Davis, Tamara	Siwy, Veronica
Deicke, Art	Snyder, Richard
Ettlin, Julia	Witt, David <i>Arrived at 7:03</i>
Gallian, Laurie <i>Arrived at 6:08</i>	Harlem, Pamela
Hootkins, Susan	

Members absent:

Khush, Ranjiv
McCaffery, Shaun
Patton, Morgan
Predovich, Monique
Rich, Diana

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

Others present:

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

A quorum was not present at the time of roll call but was attained shortly thereafter and before any agenda items were voted on. A due notice had been published.

4. PUBLIC TIME

No Public Comment.

5. CONSENT CALENDAR

A. CHANGES TO AGENDA/APPROVAL OF AGENDA

No changes were made.

B. Resolution 2021/22-03: Authorizing Remote Teleconference/Virtual Meetings of the District Pursuant to AB 361

C. MINUTES – Minutes of Special Board Meeting held on October 27, 2021.

D. FINANCIAL

Warrants – October 2021

October Payroll: \$217,566.51

October Expenditures: \$390,393.80

Total: \$607,960.31

E. ENDING ACCOUNT BALANCES:

Operating Fund: \$8,779,313.93

It was M/S Trustee Davis/Trustee Snyder to accept the Consent Calendar which also passed and adopted Resolution 2021/22-03 authorizing Remote Teleconferencing/Virtual Meetings of the District Pursuant to AB 361:

Motion passed with a roll call vote:

***Ayes:** Trustee Ackerman, Trustee Benediktsson, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlin, Trustee Gallian, Trustee Hootkins, Trustee Pigoni, Trustee Rowland, Trustee Schulze, Trustee Siwy, Trustee Snyder and Trustee Harlem*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee Khush, Trustee McCaffery, Trustee Patton, Trustee Predovich, Trustee Rich and Trustee Witt*

6. NEW BUSINESS

A. Presentation of Fiscal Year (FY) 2020-21 Financial Audit by David Alvey, Partner at Maze & Associates.

Mr. Alvey reported that Maze recently conducted the District’s financial audit for the fiscal year ended June 30, 2021. 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 2020-21, which is the cleanest possible audit opinion. Members of the Audit Committee recommended approval of the FY 2020-21 audit as presented.

It was M/S Trustee Snyder/Trustee Davis to accept the FY 2020-21 Financial Audit.

Motion passed with a roll call vote:

Ayes: Trustee Ackerman, Trustee Benediktsson, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlin, Trustee Gallian, Trustee Hootkins, Trustee Pigoni, Trustee Rowland, Trustee Schulze, Trustee Siwy, Trustee Snyder and Trustee Harlem

No: (none)

Abstain: (none)

Absent: Trustee Khush, Trustee McCaffery, Trustee Patton, Trustee Predovich, Trustee Rich and Trustee Witt

B. Presentation of the Actuarial Valuation Study of Other Post–Employment Benefits (OPEB) by Marilyn Oliver, Vice President, Bartel & Associates.

Ms. Oliver explained that the purpose of the study was to determine the funded status of the legacy Post-Retirement Medical Plan, as of July 1, 2021, and to establish the actuarially determined contributions (ADCs) for fiscal years 2023 and 2024. The study also provided information to be used as a basis for GASB 75 reporting.

The valuation report showed that the current funded ratio rose to 108% compared with 36% as of July 1, 2019. This positive outcome was due to several factors: the District’s special contribution of \$2.5 million, favorable investment returns, lower than forecast medical premium rates and demographic experience factors.

It was M/S Trustee Davis/Trustee Gallian to accept the Actuarial Valuation Report of Other Post- Employment Benefits (OPEB) provided by Marilyn Oliver of Bartel & Associates.

Motion passed with a roll call vote:

Ayes: Trustee Ackerman, Trustee Benediktsson, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlin, Trustee Gallian, Trustee Hootkins, Trustee Pigoni, Trustee Rowland, Trustee Schulze, Trustee Siwy, Trustee Snyder, Trustee Witt and Trustee Harlem

No: (none)

Abstain: (none)

Absent: Trustee Khush, Trustee McCaffery, Trustee Patton, Trustee Predovich and Trustee Rich

C. Report from Closed Session held as part of the October 27, 2021, Special Board Meeting.

President Harlem reported on the Board’s discussion of Manager Smith’s performance evaluation. She recommended that the Board extend Manager Smith’s contract as proposed in the agenda item that followed.

D. Second Amendment to District Manager Employment Agreement

It was M/S Trustee Davis/Trustee Snyder to authorize the Board President to execute the Second Amendment to the District Manager Amended and Restated Employment Agreement.

Motion passed with a roll call vote:

Ayes: Trustee Ackerman, Trustee Benediktsson, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlin, Trustee Gallian, Trustee Hootkins, Trustee Pigoni, Trustee Rowland, Trustee Schulze, Trustee Siwy, Trustee Snyder, Trustee Witt and Trustee Harlem

No: (none)

Abstain: (none)

Absent: Trustee Khush, Trustee McCaffery, Trustee Patton, Trustee Predovich and Trustee Rich

E. Report by Dana Shigley (Management Aide) and Jennifer Crayne (Financial Manager) on progress made toward implementation of the new Financial Management Information System.

Manager Smith referred the Board to the written report.

7. COMMITTEE & STAFF REPORTS

A. Executive Committee

President Harlem explained that most of the committee's deliberations pertained to items on the current agenda and she didn't have any additional items to report on.

B. Nomination Committee

On behalf of the committee, Chair Trustee Schulze provided the following nominations for 2022 Board Officer positions:

President – Laurie Gallian

1st Vice President – Richard Snyder

2nd Vice President – Carol Pigoni

Secretary – Ranjiv Khush

C. Legislative Committee

Trustee Davis explained that the \$1 million in state funding designated to support CalSurv will now be provided annually, unless the monies are otherwise appropriated. She noted that the Centers for Disease Control also contributed \$300,000 to U.C. Davis to fund CalSurv because other states are joining this excellent vector control data reporting and management program.

8. MANAGER'S REPORT

Manager Smith and Assistant Manager Hawk referred the board to their written reports and offered to answer any questions. *(Manager's and Assistant Manager's reports were included in the November Board packet)*

9. WRITTEN COMMUNICATIONS

No written communications.

10. OPEN TIME FOR BOARD OR STAFF COMMENTS

Trustee Gallian suggested that the topic of climate wise objectives and goals should be discussed next year.

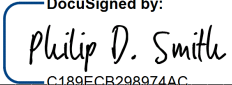
Trustee Ettlin inquired about the necessity of providing a COVID booster vaccination. Manager Smith explained that submitting proof of receiving a booster is part of the policy, so it would be prudent and appreciated to do so.

Trustee Snyder expressed his appreciation to Board members and staff, recognizing the District’s productive and successful year despite the various challenges we faced. President Harlem endorsed Trustee Snyder’s remarks.

Trustee Bloom acknowledged President Harlem for her excellent work as the Board President during 2021.

11. ADJOURNMENT

There being no further business to come before the Board, it was M/S Trustee Davis/Trustee Schulze to adjourn the meeting at 8:39 pm.

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District Representative
MSMVCD

1/18/2022

Date of Approval

DocuSigned by:

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Trustee
MSMVCD Board of Trustees

1/14/2022

Date of Approval