

## Marin/Sonoma Mosquito & Vector Control District

Board of Trustees  
595 Helman Lane  
Cotati, CA 94931

**October 9, 2024**  
**MINUTES**

**1. CALL TO ORDER**

President Pigoni called the meeting to order at 7:01 p.m.

**2. PLEDGE OF ALLEGIENCE**

**3. ROLL CALL**

**Members present:**

Ackerman, Bruce  
Bloom, Gail  
Davis, Tamara  
Gallian, Laurie  
Harvey, Susan  
Hootkins, Susan  
Kubota, Evan

Marquiss, Alison  
McCaffery, Shaun  
Nichols, Vicki  
Rowland Jr., Herb  
Schulze, Ed  
Witt, David  
Pigoni, Carol

**Members absent:**

Benediktsson, Cathy  
Gopinath, Rika  
Rich, Diana  
Snyder, Richard *attended as public*

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

**Others present:**

Peter Bonkrude, District Manager  
Erik Hawk, Assistant Manager  
Liz Garcia, Administrative Services Manager  
Dawn Williams, Administrative Technician (Confidential)  
Janet Coleson, General Counsel

A quorum was present and due notice had been published.

**4. PUBLIC TIME**

No public comment.

**5. CONSENT CALENDAR**

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

**B. MINUTES** – Minutes of Board Meeting held on September 11, 2024.

**C. FINANCIAL REPORTS** – Accept Financial Reports for September 2024.

*It was M/S Trustee Davis/Trustee Schulze to approve and accept the Consent Calendar.*

*Motion passed with a roll call vote:*

***Ayes:** Trustee Ackerman, Trustee Bloom, Trustee Davis, Trustee Gallian, Trustee Harvey, Trustee Hootkins, Trustee Kubota, Alison Marquiss, Trustee McCaffery, Trustee Nichols, Trustee Rowland, Trustee Schulze, Trustee Witt and Trustee Pigoni*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee Benediktsson, Trustee Gopinath, Trustee Rich and Trustee Snyder*

**6. ITEMS REMOVED FROM CONSENT**

No items removed from the consent calendar.

**7. INFORMATION ONLY**

**A. Presentation from Capital Program Management (CPM)**

CPM provided an update on the implementation planning of the conceptual construction project for the District.

**B. Quorum Discussion**

Manager Bonkrude expressed the importance of attendance at all meetings. To assist in planning ahead we will provide an annual calendar of board and committee meetings at the beginning of the year. Prior to any meeting, always contact the Board Secretary in advance to confirm your attendance and location where you will be attending for agenda and quorum purposes.

**8. COMMITTEE REPORTS**

**A. Executive Committee**

President Pigoni stated the committee met September 30, 2024; all items discussed at the meeting are listed on the agenda.

**B. Budget Committee**

No Report

**C. Audit Committee**

Trustee Gallian noted the committee met September 25, 2024; Maze & Associates provided a presentation of the audit which is on the agenda.

**D. Policy Committee**

No Report

**9. DEPARTMENT REPORTS**

**A. Administrative/Manager’s Report**

Manager Bonkrude explained in addition to his written report; we plan to consolidate the standing and ad hoc committees, the strategic planning process with AMG will commence this month, workshop training for trustees is planned for early spring, most likely February and in-person attendance is highly recommended. Board meeting notices will no longer be posted in newspapers as they are not a Brown Act requirement. We submitted a 216K grant request through CalOES. If we are awarded any money, our plan is to update our website infrastructure which includes hardware and server components. The data collection system transition will be challenging at first but will be a much-needed update incorporating all aspects of the District functions together. Lastly, we are working on a training piece for new and current board members which will be available to view on the District website, board member section. In addition, a ride-along can be scheduled with a technician in your area to further educate you on the issues that pertain to your city or town and bring back to your appointing authorities.

**B. Operations/Assistant Manager’s Report**

Assistant Manager Hawk added to his report that the District has reached its 1-year goal, 367 days now, without an industrial accident. The Safety Committee is doing great work, and staff will be recognized for this accomplishment.

**C. Laboratory/Scientific Programs Manager’s Report**

Scientific Programs Manager Dr. Furey referred the board to her written report and offered to answer any questions.

**10. NEW BUSINESS**

**A. Audited Financial Statement for the Fiscal Year Ending June 30, 2024**

*It was M/S Trustee Gallian/Trustee Bloom to accept the FY 2023/24 Audit ending June 30, 2024.*

*Motion passed with a roll call vote:*

*Ayes: Trustee Ackerman, Trustee Bloom, Trustee Davis, Trustee Gallian, Trustee Harvey, Trustee Hootkins, Trustee Kubota, Alison Marquiss, Trustee McCaffery, Trustee Nichols, Trustee Rowland, Trustee Schulze, Trustee Witt and Trustee Pigoni*

*No: (none)*

*Abstain: (none)*

*Absent: Trustee Benediktsson, Trustee Gopinath, Trustee Rich and Trustee Snyder*

**B. Discussion and/or Approval to Change the Regular Board Meeting Time**

*It was M/S Trustee Schulze/Trustee Gallian to approve moving the regular board meeting start time from 7:00 PM to 6:00 PM.*

*Motion passed with a roll call vote:*

*Ayes: Trustee Ackerman, Trustee Bloom, Trustee Davis, Trustee Gallian, Trustee Harvey, Trustee Hootkins, Trustee Kubota, Alison Marquiss, Trustee McCaffery, Trustee Nichols, Trustee Rowland, Trustee Schulze and Trustee Pigoni*

*No: Trustee Witt*

*Abstain: (none)*

*Absent: Trustee Benediktsson, Trustee Gopinath, Trustee Rich and Trustee Snyder*

**C. Authorization for District Manager to Sign Cooperative Agreement with the California Department of Public Health**

*It was M/S Trustee Davis/Trustee Schulze to approve the authorization of the District Manager to sign Cooperative Agreement with the California Department of Public Health.*

*Motion passed with a roll call vote:*

*Ayes: Trustee Ackerman, Trustee Bloom, Trustee Davis, Trustee Gallian, Trustee Harvey, Trustee Hootkins, Trustee Kubota, Alison Marquiss, Trustee McCaffery, Trustee Nichols, Trustee Rowland, Trustee Schulze, Trustee Witt and Trustee Pigoni*

*No: (none)*

*Abstain: (none)*

*Absent: Trustee Benediktsson, Trustee Gopinath, Trustee Rich and Trustee Snyder*

**D. Authorization for the District Manager to Create and Execute Contracts, subject to counsel review, with VeeMac LLC for mobile data collection system and related transitional expenses at a cost not to exceed \$135,000**

*It was M/S Trustee Davis/Trustee Gallian to approve the authorization of the District Manager to create and execute contracts, subject to review by counsel, with VeeMac LLC for mobile data collection software and related transitional expenses at a cost not to exceed \$135,000.*

*Motion passed with a roll call vote:*

*Ayes: Trustee Ackerman, Trustee Bloom, Trustee Davis, Trustee Gallian, Trustee Harvey, Trustee Hootkins, Trustee Kubota, Alison Marquiss, Trustee McCaffery, Trustee Nichols, Trustee Rowland, Trustee Schulze, Trustee Witt and Trustee Pigoni*

*No: (none)*

*Abstain: (none)*

*Absent: Trustee Benediktsson, Trustee Gopinath, Trustee Rich and Trustee Snyder*

**E. First Amendment to the District Manager Employment Agreement**

*It was M/S Trustee Nichols/Trustee Schulze to approve the First Amendment to the District Manager Employment Agreement, which clarifies and enhances the terms governing the District Manager's benefits package.*

*Motion passed with a roll call vote:*

*Ayes: Trustee Ackerman, Trustee Bloom, Trustee Davis, Trustee Gallian, Trustee Harvey, Trustee Hootkins, Trustee Kubota, Alison Marquiss, Trustee McCaffery, Trustee Nichols, Trustee Rowland, Trustee Schulze, Trustee Witt and Trustee Pigoni*

*No: (none)*

*Abstain: (none)*

*Absent: Trustee Benediktsson, Trustee Gopinath, Trustee Rich and Trustee Snyder*

**F. Side Letter Agreement with Unrepresented Employees: Additional Benefits Pursuant to Resolution 2022/23-16**

*It was M/S Trustee Nichols/Trustee Gallian to approve the Side Letter Agreement between the Marin/Sonoma Mosquito and Vector Control District (MSMVCD) and the District's Unrepresented Employees.*

*Motion passed with a roll call vote:*

*Ayes: Trustee Ackerman, Trustee Bloom, Trustee Davis, Trustee Gallian, Trustee Harvey, Trustee Hootkins, Trustee Kubota, Alison Marquiss, Trustee McCaffery, Trustee Nichols, Trustee Rowland, Trustee Schulze, Trustee Witt and Trustee Pigoni*

*No: (none)*

*Abstain: (none)*

*Absent: Trustee Benediktsson, Trustee Gopinath, Trustee Rich and Trustee Snyder*

**11. WRITTEN COMMUNICATIONS**

No written communications.

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

District Manager Bonkrude advised the board that we are not holding a November board meeting, the next regularly scheduled board meeting will be held in December.

Trustee Rowland complimented Assistant Manager Hawk for receiving all FY 23/24 payments from California Department of Fish and Wildlife.

Trustee Nichols inquired about when she would be able to go on a ride along with one of the techs. Manager Bonkrude said to reach out and we would be happy to set that up.

Trustee Schulze mentioned that when looking for representation from a city/town, we should mention our satellite sites as a meeting option to make it more appealing and feasible for applicants. Manager Bonkrude explained he will need confirmation as to whether the two satellite sites are permanent before moving forward with the suggestion.

Trustee Gallian wished everyone a Happy Halloween and Thanksgiving.


Trustee Snyder (*Member of Public*) inquired about the green chart in the handouts, mentioning net obligation to MCERA. Does it mean that we are deficient, the net obligation we are paying, or how much we paid in? Administrative Services Manager Liz Garcia explained that MCERA's actuary looks at the numbers once a year and the number is our current unfunded liability.

Trustee Schulze reminded board members that the MVCAC Conference will be held this January, if you are interested in going let the District Manager know. Manager

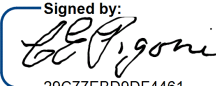
Bonkrude explained that we will need to register everyone in November for early bird registration.

13. **ADJOURNMENT**

There being no further business to come before the Board, it was M/S Trustee Davis/Trustee Schulze to adjourn the meeting at 9:00 p.m.

Signed by:  
  
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\_\_\_\_\_  
*District Representative*  
*MSMVCD*

12/12/2024  
\_\_\_\_\_  
*Date of Approval*

Signed by:  
  
29C77EBD9DF4461...  
\_\_\_\_\_  
*Trustee*  
*MSMVCD Board of Trustees*

12/12/2024  
\_\_\_\_\_  
*Date of Approval*