

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

**BOARD OF TRUSTEES
SPECIAL & REGULAR BOARD MEETING**

DATE: June 9, 2021
TIME: 6:00 p.m. (Special Board Meeting will continue into Regular Board Meeting at 7:00 p.m.)
LOCATION: **Teleconference – See Below**

Please note that due to the Shelter in Place Orders issued by Sonoma and Marin Counties Health Officers, and the State of California, options for observing the Board Meeting and for submitting communication regarding the meetings have changed. The Board of Trustees will meet remotely via teleconferencing, as authorized by the Governor's Executive Order N-29-20. All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below.

The Board Meeting Teleconference:

Click the link on the District's website, <https://www.msosquito.org/board-meetings>, to watch live-streamed meetings. The unique link for each meeting is found on the first page of the applicable agenda (see Zoom Meeting Link below for this meeting).

Public Communication:

The public is welcome to address the Board of Trustees on items listed on the Consent Calendar or on other items not listed on the agenda but within the Board's jurisdiction 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 or provide typed comments via the Q & A button. Both features are available at the bottom of the Zoom screen.

The public may submit comments by:

- 1) Emailing comments to dawnw@msosquito.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:

[Zoom Meeting Link](#)

The Webinar ID is 828 1528 9911

Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection by contacting the Board Clerk at dawnw@msosquito.org or calling the District's offices at (707) 285-2200. If, due to a disability, a reasonable accommodation is needed to participate in this meeting, please contact the ADA Coordinator 24 hours in advance of the meeting at (707) 285-2204.

Agendas and supporting documents are also available for review on the District's official noticing bulletin board (595 Helman Lane, Cotati, CA 94931) and at the District's website at: <https://www.msмосquito.org/board-meetings>

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.

*Items marked * are enclosed attachments.*

Items marked # will be handed out at the meeting.

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

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

Bruce Ackerman, Fairfax
Cathy Benediktsson, Tiburon
Gail Bloom, Larkspur
Tamara Davis, Sonoma Co. at Large
Art Deicke, Santa Rosa
Julia Ettlin, Windsor
Laurie Gallian, Sonoma (*First V.P.*)
Susan Hootkins, Petaluma
Ranjiv Khush, San Anselmo
Shaun McCaffery, Healdsburg

Morgan Patton, Marin Co. at Large
Carol Pigoni, Cloverdale (*Secretary*)
Monique Predovich, Ross
Diana Rich, Sebastopol
Herb Rowland, Jr., Novato
Ed Schulze, Marin Co. at Large
Veronica Siwy, Rohnert Park
Richard Snyder, Belvedere (*Second V.P.*)
David Witt, Mill Valley
Pamela Harlem, San Rafael (*President*)

Open Seats:

Corte Madera, Cotati, Sausalito and one Sonoma County at-large.

4. 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.

5. CONSENT CALENDAR

A. APPROVAL OF AGENDA

B.* MINUTES – Minutes for Board Meeting held on May 12, 2021.

C.* FINANCIAL

Warrants – May 2021

May Payroll: \$187,348.72

May Expenditures: \$462,576.64

Total: \$649,925.36

ACTION NEEDED

INFORMATION ENCLOSED

E. ENDING ACCOUNT BALANCES:

Operating Fund: \$12,150,776.04

6.* PUBLIC HEARING/PUBLIC COMMENT

A.* The purpose of this Public Hearing is to receive public comment regarding Resolution No. 2020/21-12, A Resolution of the Board of Trustees of the Marin/Sonoma Mosquito and Vector Control District: A Resolution approving the engineer's report, confirming the assessment diagram and assessment and ordering the levy of assessments for fiscal year 2021-22 for the Vector Control Assessment (Assessment No. 1).

Please see attached Staff report.

ACTION NEEDED

Staff Recommendation: Consider a motion to approve Resolution 2020/21-12.

INFORMATION ENCLOSED

- B.*** The purpose of this Public Hearing is to receive public comment regarding Resolution No. 2020/21-13, A Resolution of the Board of Trustees of the Marin/Sonoma Mosquito and Vector Control District: A Resolution approving the engineer's report, confirming the assessment diagram and assessment and ordering the levy of assessments for fiscal year 2021-22 for the Northwest Mosquito, Vector and Disease Control Assessment (Assessment No. 2).
Please see attached Staff report.

ACTION NEEDED

Staff Recommendation: Consider a motion to approve Resolution 2020/21-13.

INFORMATION ENCLOSED

7. NEW BUSINESS

- A.* Proposed Budget for Fiscal Year (FY) 2021-22: Presentation by staff and recommendation by the Budget Committee. Please refer to the enclosed proposed Annual Budget and the Budget Highlights document.**

ACTION NEEDED

BUDGET COMMITTEE AND STAFF RECOMMENDATION:

1. Review and discuss the proposed draft of the FY 2021-22 budget.
2. Consider a motion to approve the annual budget for FY 2021-22

INFORMATION ENCLOSED

B.* Laboratory Update

Presentation by Dr. Kelly Liebman, Scientific Programs Manager

INFORMATION ENCLOSED

- C.* Resolution 2020/21-14 Establishing the Compensation, Benefits, and Personnel Procedures of Unrepresented Employees, including but not limited to the Assistant Manager.**

Please see attached Staff report.

ACTION NEEDED

Recommended Action: Consider a motion to adopt Resolution 2020/21-14 establishing the Compensation, Benefits, and Personnel Procedures of Unrepresented Employees, including but not limited to the Assistant Manager.

INFORMATION ENCLOSED

8. COMMITTEE & STAFF REPORTS

A. Executive Committee
Report by Chair Pamela Harlem

B. Legislative Committee
Report by Chair Tamara Davis

9.* MANAGER'S REPORTS

INFORMATION ENCLOSED

10. WRITTEN COMMUNICATIONS

Letter of resignation from Trustee Matthew Naythons

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

Meeting Held via Videoconference

May 12, 2021

SPECIAL & REGULAR BOARD MEETING MINUTES

1. **CALL TO ORDER**

President Harlem called the meeting to order at 6:03 pm.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

Members present:

Ackerman, Bruce
Benediktsson, Cathy
Bloom, Gail
Davis, Tamara
Deicke, Art
Ettlin, Julia
Gallian, Laurie
Hootkins, Susan
Khush, Ranjiv

Patton, Morgan
Pigoni, Carol
Rowland Jr., Herb
Schulze, Ed
Siwy, Veronica
Snyder, Richard
Witt, David
Harlem, Pamela

Members absent:

McCaffery, Shaun
Naythons, Matthew
Predovich, Monique
Rich, Diana

Open seats: Corte Madera, Cotati and one Sonoma County at-large.

Others present:

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

A quorum was present, and due notice had been published.

4. **APPOINTMENT OF NEW TRUSTEE**

Marin County at-large Trustee Morgan Patton introduced herself and noted that she was interested in serving on the District Board due to her prior involvement with the West Marin Mosquito Council. Ms. Patton is the Executive Director of the Environmental Action Committee of West Marin.

5. **PUBLIC TIME**

No Public Comment.

6. **CONSENT CALENDAR**

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

B. **MINUTES** – Minutes for Board Meeting held on March 10, 2021.

C. **FINANCIAL**

Warrants – March 2021

March Payroll: \$194,089.19

March Expenditures: \$289,662.98

Total: \$483,752.17

D. **FINANCIAL**

Warrants – April 2021

April Payroll: \$ 194,423.47

April Expenditures: \$ 824,691.38

Total: \$1,019,114.85

E. **ENDING ACCOUNT BALANCES:**

Operating Fund: \$11,611,429.95

F. **3rd QUARTER FINANCIAL STATEMENT FOR FY 2020/21**

It was M/S Trustee Davis/Trustee Schulze to accept the Consent Calendar:

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 Khush, Trustee Patton, Trustee Pigoni, Trustee Rowland, Trustee Schulze, Trustee Siwy, Trustee Snyder, Trustee Witt and Trustee Harlem*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee McCaffery, Trustee Naythons, Trustee Predovich and Trustee Rich*

7. NEW BUSINESS

A. Resolution No. 2020/21-08

It was M/S Trustee Snyder/Trustee Schulze to approve Resolution No. 2020/21-08, Preliminarily Approving Engineer's Report for the Marin/Sonoma Mosquito and Vector Control District, Vector Control Assessment District (Assessment No. 1).

Motion passed with a roll call vote:

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

No: (none)

Abstain: (none)

Absent: Trustee McCaffery, Trustee Naythons, Trustee Predovich and Trustee Rich

B. Resolution No. 2020/21-09

It was M/S Trustee Snyder/Trustee Schulze to approve Resolution No. 2020/21-09, Preliminarily Approving Engineer's Report for the Marin/Sonoma Mosquito and Vector Control District, Northwest Mosquito, Vector Disease Control Assessment District (Assessment No. 2).

Motion passed with a roll call vote:

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

No: (none)

Abstain: (none)

Absent: Trustee McCaffery, Trustee Naythons, Trustee Predovich and Trustee Rich

C. Public Hearing June 9, 2021

It was M/S Trustee Snyder/Trustee Schulze to approve a notice of hearing June 9, 2021 for the Marin/Sonoma Mosquito & Vector Control District, Vector Control Assessment District (Assessment No. 1), and for the Northwest Mosquito, Vector and Disease Control Assessment (Assessment No. 2).

Motion passed with a roll call vote:

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

No: (none)

Abstain: (none)

Absent: Trustee McCaffery, Trustee Naythons, Trustee Predovich and Trustee Rich

D. Resolution 2020/21-10 Adopting an Administrative Policy Concerning COVID-19 Supplemental Paid Sick Leave Under Labor Code Section 248.2

It was M/S Trustee Davis/Trustee Gallian to adopt Resolution 2020/21-10, which approved the Administrative Policy Concerning the COVID-19 Supplemental Paid Sick Leave.

Motion passed with a roll call vote:

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

No: (none)

Abstain: (none)

Absent: Trustee McCaffery, Trustee Naythons, Trustee Predovich and Trustee Rich

E. Resolution 2020/21-11 Adopting a COVID-19 Prevention Program and incorporating it into the District's Illness and Prevention Program

It was M/S Trustee Snyder/Trustee Schulze to adopt Resolution 2020/21-11, which approved the COVID-19 Prevention Program and added it to the District's Illness & Injury Prevention Program as Appendix A.

Motion passed with a roll call vote:

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

No: (none)

Abstain: (none)

Absent: Trustee McCaffery, Trustee Naythons, Trustee Predovich and Trustee Rich

F. Proclamation Honoring Former District Employee Bruce Ohlinger

It was M/S Trustee Davis/Trustee Snyder to approve the Proclamation honoring recently retired District employee Bruce Ohlinger for his service and recognizing his pivotal role in building the recently completed new storage facility.

Motion passed with a roll call vote:

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

No: (none)

Abstain: (none)

Absent: Trustee McCaffery, Trustee Naythons, Trustee Predovich and Trustee Rich

G. Proclamation Honoring District Employee Michael Wells

It was M/S Trustee Gallian/Trustee Davis to approve the Proclamation honoring District employee Michael Wells, who played an important part in constructing the recently completed new storage facility.

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 Khush, Trustee Patton, Trustee Pigoni, Trustee Rowland, Trustee Schulze, Trustee Siwy, Trustee Snyder, Trustee Witt and Trustee Harlem

No: (none)

Abstain: (none)

Absent: Trustee McCaffery, Trustee Naythons, Trustee Predovich and Trustee Rich

H. Proclamation Honoring District Employee Jeffery Petersen

It was M/S Trustee Davis/Trustee to approve the Proclamation honoring District employee Jeffery Petersen, who was an important member of the small team that built the recently completed new storage facility.

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 Khush, Trustee Patton, Trustee Pigoni, Trustee Rowland, Trustee Schulze, Trustee Siwy, Trustee Snyder, Trustee Witt and Trustee Harlem

No: (none)

Abstain: (none)

Absent: Trustee McCaffery, Trustee Naythons, Trustee Predovich and Trustee Rich

I. Written Report by Dana Shigley (Management Aide) on progress made toward implementation of the new Financial Management Information System (FMIS).

Manager Smith explained that the District's existing accounting hardware and software systems are obsolete. Following a detailed evaluation of responses submitted by four companies to a Request for Proposals (RFP), the District elected to purchase Black Mountain Software's cloud-based accounting system. The target implementation date for the new FMIS has been slightly postponed to October 1, 2021 to avoid conflicts with the District's annual audit process that is scheduled in September.

8. COMMITTEE & STAFF REPORTS

A. Budget Committee

Vice Chair Gail Bloom reported that the committee met several times to review and discuss the current (FY 20-21) budget and the proposed FY 21-22 budget. The proposed budget anticipates a small excess (3%) of revenue over

expenditures. The FY 21-22 Budget will be considered at the Board's meeting on June 9, 2021.

B. Legislative Committee

Trustee Davis stated that she, Trustee Schulze and Manger Smith met with four of our California legislators to discuss funding for CalSurv, which is a mosquito data collection and analysis system managed through UC Davis. The request is for \$1.5M. She and Manager Smith participated in the American Mosquito Control Association's Washington Days, meeting with our federal legislators to discuss the \$100M funding request for the Centers for Disease Control to support mosquito and vector control programs throughout the US. The SMASH Act (Strengthening Mosquito Abatement for Safety and Health) bill was passed but we are still awaiting fiscal appropriation.

9. MANAGER'S REPORT

Adding to his written report, Manager Smith noted that he had recently issued an RFP for telephone services because the current agreement with Mitel will expire soon. Assistant Manager Hawk expanded on a few of the points provided in his written report and offered to answer any questions. *(Manager's and Assistant Manager's reports were included in the May Board packet)*

10. WRITTEN COMMUNICATIONS

No written communications

11. OPEN TIME FOR BOARD OR STAFF COMMENTS

Trustee Gallian acknowledged Public Information Officer, Nizza Sequeira, appreciating her Twitter and Facebook postings. Trustee Davis echoed these sentiments.

Trustee Benediktsson inquired about the number of Lyme disease cases reported in the District's service area. Manager Smith replied that the California Department of Public Health (CDPH) tracks cases and publishes the data. They also convene a Lyme Disease Advisory Committee, which holds meetings open to the public and publishes its minutes on the CDPH website.

Trustee Gallian stressed the importance in getting the message out about mosquitoes even though there is a drought, especially since we the District is not attending any fairs at present.

Trustee Ackerman also mentioned the need to be more proactive since we are in a drought. People may not be replenishing fountain water and letting it sit, which creates a potential mosquito breeding problem.

Trustee Bloom inquired whether the District informs towns or cities about the mosquito fish program and when fish are available. Assistant Manager Hawk responded that the District does not currently notify cities but would consider doing so.

Trustee Schulze reminded Board members to bring their Engineer's Reports to the next Board meeting.

Per President Harlem, a Board meeting will be held on June 9, 2021. There will be no meeting in July.

12. ADJOURNMENT

There being no further business to come before the Board, it was M/S Trustee Davis/Trustee Schulze to adjourn the meeting at 8:31 pm.

District Representative
MSMVCD

Date of Approval

Trustee
MSMVCD Board of Trustees

Date of Approval

Check Register

Check Date: 05/14/2021

Process: 2021051401

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Marin Sonoma Mosquito & Vector Control District
(101533)

Pay Period: 05/01/2021 to 05/15/2021

Bank Account	Transit Number	Bank Name
701320459	071000013	Paylocity Trust Account

Payroll Checks for Account 701320459

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount	Dir Dep	Net Check
1690	Regular	5/14/2021	114	Crayne, Jennifer M	3,128.88	3,128.88	
1691	Regular	5/14/2021	87	Smith, Philip D	5,993.85	5,993.85	
1692	Regular	5/14/2021	81	Williams, Dawn A	2,093.72	2,093.72	
1693	Regular	5/14/2021	60	Brooks, Sarah M	3,149.27	3,149.27	
1694	Regular	5/14/2021	64	Holt, Kristen A	3,075.31	3,075.31	
1695	Regular	5/14/2021	118	Liebman, Kelly A	3,353.39	3,353.39	
1696	Regular	5/14/2021	115	Ball, Bradley A	2,522.35	2,522.35	
1697	Regular	5/14/2021	62	Beardsley, Kevin G	2,930.61	2,930.61	
1698	Regular	5/14/2021	86	Beck, David G	2,755.45	2,755.45	
1699	Regular	5/14/2021	26	Cole, Michael S	3,111.75	3,111.75	
1700	Regular	5/14/2021	127	Hagelshaw, Jessi A	2,365.18	2,365.18	
1701	Regular	5/14/2021	55	Hawk, Erik T	4,268.44	4,268.44	
1702	Regular	5/14/2021	93	Karinen, Kasey L	684.82	684.82	
1703	Regular	5/14/2021	48	Leslie, Daniel W	3,105.37	3,105.37	
1704	Regular	5/14/2021	74	Miller, Steven L	2,753.42	2,753.42	
1705	Regular	5/14/2021	63	Mohrman Jr, John C	2,795.68	2,795.68	
1706	Regular	5/14/2021	52	Morton, Robert D	2,664.31	2,664.31	
1707	Regular	5/14/2021	61	Nadale, Marc A	2,929.93	2,929.93	
1708	Regular	5/14/2021	96	Newman, Jared K	2,583.75	2,583.75	
1709	Regular	5/14/2021	58	Petersen, Jeffery R	2,644.89	2,644.89	
1710	Regular	5/14/2021	40	Reed, Nathen C	3,189.58	3,189.58	
1711	Regular	5/14/2021	53	Russo Jr, Anthony J	2,875.08	2,875.08	
1712	Regular	5/14/2021	45	Sequeira, Jason A	3,159.13	3,159.13	
1713	Regular	5/14/2021	106	Smith, James L	2,565.49	2,565.49	
1714	Regular	5/14/2021	68	Tescalco, Joseph A	1,636.21	1,636.21	
1715	Regular	5/14/2021	56	Thomas-Nett, Teresa A	2,562.81	2,562.81	
1716	Regular	5/14/2021	120	Tyner, Keith W	2,329.66	2,329.66	
1717	Regular	5/14/2021	54	Wells, Michael L	2,695.92	2,695.92	
1718	Regular	5/14/2021	104	McGovern, Robert A	3,262.50	3,262.50	
1719	Regular	5/14/2021	37	Sequeira, Nizza N	3,053.00	3,053.00	
Totals for Payroll Checks		30 Items			86,239.75	86,239.75	0.00

Summary

Totals for Account 701320459	Check Type	Count	Net Amount	Dir Dep	Net Check
	Regular	30	86,239.75	86,239.75	0.00
	Totals	30	86,239.75	86,239.75	0.00

Report Totals

Check Type	Count	Net Amount	Dir Dep	Net Check
Regular	30	86,239.75	86,239.75	0.00
Totals	30	86,239.75	86,239.75	0.00



Check Register

Check Date: 05/14/2021

Process: 2021051402

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Marin Sonoma Mosquito & Vector Control District
(101533)

Pay Period: 04/17/2021 to 05/02/2021

Bank Account: 701320459
Transit Number: 071000013
Bank Name: Paylocity Trust Account

Payroll Checks for Account 701320459

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount	Dir Dep	Net Check
1723	Regular	5/14/2021	130	Marin, Maia	377.36	377.36	
1724	Regular	5/14/2021	123	Tomanek, Bonnie S	1,239.18	1,239.18	
1725	Regular	5/14/2021	124	Dreyer, Rebecca	1,303.12	1,303.12	
1726	Regular	5/14/2021	129	Leslie, Trevor	1,179.38	1,179.38	
1727	Regular	5/14/2021	131	O'Brien, Sean	393.78	393.78	
1728	Regular	5/14/2021	125	O'Donnell, Ty	1,011.95	1,011.95	
1729	Regular	5/14/2021	119	Richtik, Raymond M	1,393.35	1,393.35	
Totals for Payroll Checks		7 Items			6,898.12	6,898.12	0.00

Summary

Totals for Account 701320459		Check Type	Count	Net Amount	Dir Dep	Net Check
		Regular	7	6,898.12	6,898.12	0.00
		Totals	7	6,898.12	6,898.12	0.00

Report Totals

Check Type	Count	Net Amount	Dir Dep	Net Check
Regular	7	6,898.12	6,898.12	0.00
Totals	7	6,898.12	6,898.12	0.00



Check Register

Check Date: 05/28/2021

Process: 2021052801

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Marin Sonoma Mosquito & Vector Control District
(101533)

Pay Period: 05/16/2021 to 05/31/2021

Bank Account: **701320459** Transit Number: **071000013** Bank Name: **Paylocity Trust Account**

Payroll Checks for Account 701320459

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount	Dir Dep	Net Check
1734	Regular	5/28/2021	114	Crayne, Jennifer M	3,128.88	3,128.88	
1735	Regular	5/28/2021	83	Delsid, Paula A	173.64	173.64	
1736	Regular	5/28/2021	87	Smith, Philip D	5,993.85	5,993.85	
1737	Regular	5/28/2021	81	Williams, Dawn A	2,093.72	2,093.72	
1738	Regular	5/28/2021	60	Brooks, Sarah M	3,149.27	3,149.27	
1739	Regular	5/28/2021	64	Holt, Kristen A	3,075.31	3,075.31	
1740	Regular	5/28/2021	118	Liebman, Kelly A	3,353.39	3,353.39	
1741	Regular	5/28/2021	115	Ball, Bradley A	2,359.50	2,359.50	
1742	Regular	5/28/2021	62	Beardsley, Kevin G	2,930.57	2,930.57	
1743	Regular	5/28/2021	86	Beck, David G	2,755.45	2,755.45	
1744	Regular	5/28/2021	26	Cole, Michael S	3,111.75	3,111.75	
1745	Regular	5/28/2021	127	Hagelshaw, Jessi A	2,365.18	2,365.18	
1746	Regular	5/28/2021	55	Hawk, Erik T	4,268.40	4,268.40	
1747	Regular	5/28/2021	48	Leslie, Daniel W	3,105.37	3,105.37	
1748	Regular	5/28/2021	74	Miller, Steven L	2,753.42	2,753.42	
1749	Regular	5/28/2021	63	Mohrman Jr, John C	2,795.68	2,795.68	
1750	Regular	5/28/2021	52	Morton, Robert D	2,442.21	2,442.21	
1751	Regular	5/28/2021	61	Nadale, Marc A	2,929.93	2,929.93	
1752	Regular	5/28/2021	96	Newman, Jared K	2,583.79	2,583.79	
1753	Regular	5/28/2021	58	Petersen, Jeffery R	2,644.93	2,644.93	
1754	Regular	5/28/2021	40	Reed, Nathen C	3,189.58	3,189.58	
1755	Regular	5/28/2021	53	Russo Jr, Anthony J	2,875.08	2,875.08	
1756	Regular	5/28/2021	45	Sequeira, Jason A	3,159.17	3,159.17	
1757	Regular	5/28/2021	106	Smith, James L	2,565.49	2,565.49	
1758	Regular	5/28/2021	68	Tescallo, Joseph A	1,636.21	1,636.21	
1759	Regular	5/28/2021	56	Thomas-Nett, Teresa A	2,562.81	2,562.81	
1760	Regular	5/28/2021	120	Tyner, Keith W	2,329.70	2,329.70	
1761	Regular	5/28/2021	54	Wells, Michael L	2,695.92	2,695.92	
1762	Regular	5/28/2021	104	McGovern, Robert A	3,262.50	3,262.50	
1763	Regular	5/28/2021	37	Sequeira, Nizza N	3,202.12	3,202.12	
Totals for Payroll Checks		30 Items			85,492.82	85,492.82	0.00

Summary

Totals for Account 701320459	Check Type	Count	Net Amount	Dir Dep	Net Check
	Regular	30	85,492.82	85,492.82	0.00
	Totals	30	85,492.82	85,492.82	0.00

Report Totals

Check Type	Count	Net Amount	Dir Dep	Net Check
Regular	30	85,492.82	85,492.82	0.00
Totals	30	85,492.82	85,492.82	0.00



Check Register

Check Date: 05/28/2021

Process: 2021052802

Page 1 of 1

Marin Sonoma Mosquito & Vector Control District
(101533)

Pay Period: 05/03/2021 to 05/16/2021

Bank Account	Transit Number	Bank Name
701320459	071000013	Paylocity Trust Account

Payroll Checks for Account 701320459

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount	Dir Dep	Net Check
1768	Regular	5/28/2021	130	Marin, Maia	1,185.06	1,185.06	
1769	Regular	5/28/2021	123	Tomanek, Bonnie S	1,239.18	1,239.18	
1770	Regular	5/28/2021	124	Dreyer, Rebecca	1,303.12	1,303.12	
1771	Regular	5/28/2021	129	Leslie, Trevor	1,179.38	1,179.38	
1772	Regular	5/28/2021	131	O'Brien, Sean	1,179.38	1,179.38	
1773	Regular	5/28/2021	125	O'Donnell, Ty	1,239.18	1,239.18	
1774	Regular	5/28/2021	119	Richtik, Raymond M	1,393.35	1,393.35	
Totals for Payroll Checks		7 Items			8,718.65	8,718.65	0.00

Summary

Totals for Account 701320459	Check Type	Count	Net Amount	Dir Dep	Net Check
	Regular	7	8,718.65	8,718.65	0.00
	Totals	7	8,718.65	8,718.65	0.00

Report Totals

Check Type	Count	Net Amount	Dir Dep	Net Check
Regular	7	8,718.65	8,718.65	0.00
Totals	7	8,718.65	8,718.65	0.00



A/P 5.9.21

Account	Date	Amount	Check	Description
H 7487	05/19/2021	174.00	806455370	ACE ELECTRIC SERVICE
H 7487	05/19/2021	1,211.91	806455371	AFLAC
H 7487	05/19/2021	159.94	806455372	AIRGAS USA, LLC
H 7487	05/19/2021	18,390.00	806455373	ALPINE HELICOPTER SERVICE INC
H 7487	05/19/2021	292.50	806455374	BEST BEST & KRIEGER, LLC.
H 7487	05/19/2021	780.19	806455375	BRODIE'S TIRE & BRAKE INC.
H 7487	05/19/2021	544.00	806455376	CAGWIN & DORWARD
H 7487	05/19/2021	3,267.73	806455377	CALPERS 457 PLAN
H 7487	05/19/2021	1,245.19	806455378	CINTAS CORPORATION
H 7487	05/19/2021	1,676.69	806455379	CITY OF COTATI
H 7487	05/19/2021	20,187.87	806455380	CLARKE MOSQUITO CONTROL PRODUCTS, I
H 7487	05/19/2021	155.10	806455381	COMCAST BUSINESS
H 7487	05/19/2021	18,721.43	806455382	COUNTY OF MARIN
H 7487	05/19/2021	141.71	806455383	REBECCA DREYER
H 7487	05/19/2021	249.19	806455384	FISHER SCIENTIFIC
H 7487	05/19/2021	681.63	806455385	GREAT AMERICA FINANCIAL SERVICES
H 7487	05/19/2021	105.59	806455386	INTERSTATE BATTERY SYSTEM
H 7487	05/19/2021	118.38	806455387	JACKSON HIRSH, INC.
H 7487	05/19/2021	223.32	806455388	JH TECHNOLOGIES, INC.
H 7487	05/19/2021	53,526.64	806455389	KAISER FOUNDATION HEALTH PLAN
H 7487	05/19/2021	493.00	806455390	KAISER PERMANENTE - OHSS
H 7487	05/19/2021	112,650.73	806455391	MARIN COUNTY EMPLOYEES RETIREMENT A
H 7487	05/19/2021	50.00	806455392	MARIN INDEPENDENT JOURNAL
H 7487	05/19/2021	1,629.15	806455393	MARIN INDEPENDENT JOURNAL
H 7487	05/19/2021	374.00	806455394	MVCAC
H 7487	05/19/2021	2,625.00	806455395	NATIONWIDE TRUST COMPANY, FSB
H 7487	05/19/2021	632.50	806455396	NORTHBAY EQUIPMENT SERVICE & SALES
H 7487	05/19/2021	7,673.28	806455397	P.G.& E.
H 7487	05/19/2021	1,912.24	806455398	P.G.& E.
H 7487	05/19/2021	1,400.00	806455399	PATRICK VON ELM
H 7487	05/19/2021	265.00	806455400	PREFERRED ALLIANCE, INC.
H 7487	05/19/2021	355.66	806455401	RECOLOGY SONOMA MARIN
H 7487	05/19/2021	1,642.50	806455402	RICHARD A. SANCHEZ
H 7487	05/19/2021	271.25	806455403	SANTA ROSA AUTO PARTS
H 7487	05/19/2021	365.55	806455404	SILVERIA, BUICK, GMC TRUCK
H 7487	05/19/2021	3,667.00	806455405	SONOMA MEDIA GROUP
H 7487	05/19/2021	4,955.00	806455406	SONOMA MEDIA GROUP
H 7487	05/19/2021	629.16	806455407	TASC
H 7487	05/19/2021	63.27	806455408	UPS
H 7487	05/19/2021	4,679.56	806455409	US BANK
H 7487	05/19/2021	1,844.01	806455410	VANTAGEPOINT TRANSFER AGENTS-803673
Total		270,030.87		
Count		41		

During the signing of these checks
all supporting documents were provided

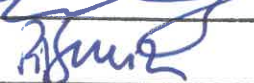
Signature: 

Signature: 

Account	Date	Amount	Check	Description
H 7487	05/06/2021	71,056.20	806455339	ADAPCO, INC.
H 7487	05/06/2021	5,000.00	806455340	ALDRICH NETWORK CONSULTING
H 7487	05/06/2021	1,015.87	806455341	ALDRICH NETWORK CONSULTING
H 7487	05/06/2021	123.27	806455342	AT & T
H 7487	05/06/2021	1,784.17	806455343	BIOQUIP PRODUCTS
H 7487	05/06/2021	1,410.26	806455344	BRODIE'S TIRE & BRAKE INC.
H 7487	05/06/2021	232,000.00	806455345	CALPERS
H 7487	05/06/2021	3,017.73	806455346	CALPERS 457 PLAN
H 7487	05/06/2021	1,174.27	806455347	CINTAS CORPORATION
H 7487	05/06/2021	1,996.98	806455348	COMPLETE WELDERS SUPPLY, INC.
H 7487	05/06/2021	3,318.95	806455349	DELTA DENTAL OF CALIFORNIA
H 7487	05/06/2021	254.94	806455350	THE HARTFORD
H 7487	05/06/2021	50.07	806455351	HOME DEPOT CREDIT SERVICES
H 7487	05/06/2021	2,144.00	806455352	JH TECHNOLOGIES, INC.
H 7487	05/06/2021	3,432.00	806455353	LIEBERT CASSIDY WHITMORE
H 7487	05/06/2021	186.82	806455354	KELLY LIEBMAN
H 7487	05/06/2021	2,625.00	806455355	NATIONWIDE TRUST COMPANY, FSB
H 7487	05/06/2021	2,180.00	806455356	NORTH BAY COMMERCIAL SERVICES INC.
H 7487	05/06/2021	10,042.40	806455357	NORTH BAY PETROLEUM
H 7487	05/06/2021	186.14	806455358	SEAN O'BRIEN
H 7487	05/06/2021	53,000.00	806455359	OUTFRONT MEDIA
H 7487	05/06/2021	355.66	806455360	RECOLOGY SONOMA MARIN
H 7487	05/06/2021	151.30	806455361	REDWOOD LOCK LLC
H 7487	05/06/2021	183.78	806455362	SANTA ROSA AUTO PARTS
H 7487	05/06/2021	39,675.97	806455363	SILVERIA, BUICK, GMC TRUCK
H 7487	05/06/2021	103.00	806455364	SONOMA MEDIA INVESTMENTS, LLC
H 7487	05/06/2021	1,639.25	806455365	SONOMA MEDIA INVESTMENTS, LLC
H 7487	05/06/2021	629.16	806455366	TASC
H 7487	05/06/2021	96.61	806455367	UPS
H 7487	05/06/2021	2,962.37	806455368	VERIZON WIRELESS
H 7487	05/06/2021	749.60	806455369	VISION SERVICE PLAN (CA)
Total		442,545.77		
Count		31		

A/P 5.06.21

During the signing of these checks
all supporting documents were provided.

Signature: 
Signature: 

STAFF REPORT



DATE: June 9, 2021

TO: The Board of Trustees

FROM: Philip D. Smith, District Manager

SUBJECT: Public Hearing and Resolutions No. 2020/21-12 and No. 2020/21-13, Approving the Engineer's Reports, Confirming the Assessment Diagram and Assessment and Ordering the Levy of Assessments for Fiscal Year 2021-22 for the Vector Control Assessment (Assessment No. 1, Resolution No. 2020/21-08), and for the Northwest Mosquito, Vector and Disease Control Assessment (Assessment No. 2, Resolution No. 2020/21-09)

RECOMMENDATION

It is recommended that the Board hold a public hearing, consider all public comments, and subsequently approve the resolutions that would approve the Engineer's Reports, confirm the diagram and assessment, and order the levy of assessments for fiscal year 2021-22 for the Assessment No. 1 and Assessment No. 2 as the final step in levying the annual assessments.

RESULT OF RECOMMENDED ACTION

The Board will order the levy of the assessments for fiscal year 2021-22, and will cause those levies to be submitted by SCI Consulting Group to the County Auditors of Marin and Sonoma to be included on the 2021-22 property tax bills.

BACKGROUND

The Vector Control Assessment District (Assessment No. 1) was formed in October 9, 1996, by Resolution No. 96/97-3, after a public meeting held on September 11, 1996 and a public hearing held on October 9, 1996 to allow for public input. The first assessments were levied in fiscal year 1997-98. The purpose of the Assessment No. 1 is to provide surveillance and control of vectors and mosquitoes within the original boundaries of the District. Since this assessment pre-dates the 1996 approval of Proposition 218, it is considered a "grandfathered assessment" and is not held to the same standards of some of the requirements established by Proposition 218. The Board of Trustees established a maximum assessment rate of \$12.00 per single family equivalent benefit unit (SFE) for the 1996-97 fiscal year.

The Northwest Mosquito, Vector and Disease Control Assessment (Assessment No. 2) was established in 2004, after a LAFCo annexation proceeding and after gaining property owner ballot support for a new benefit assessment. This benefit assessment was established to provide mosquito, vector and disease control to the coastal areas of Marin County and the coastal and northern areas Sonoma County, not previously serviced by the District or any agency.

- Balloting Conducted: October 7 to November 22, 2004
- Ballot Results: 61.22 % of the weighted returned ballots were in support of the proposed assessment
- Board Approval of 1st Year Assessment Levies: November 29, 2004, Resolution No. 04/05-05
- First Year Assessments Levied: 2005-06
- Fiscal Year 2005-06 Approved Rate: \$19.00 per single family equivalent benefit unit (SFE)
- Annual CPI: In each subsequent year, the maximum assessment rate increases by the annual change in the San Francisco Bay Area Consumer Price Index, not to exceed 5% per year

- Fiscal Year 2020-21 Maximum Rate: \$28.26 per single family equivalent benefit unit (SFE) for Zone A and Zone West Marin, and \$27.03 for Zone B

In order to continue to levy the assessments each year, SCI Consulting Group, the District’s assessment engineer, prepared the Engineer’s Reports that include the special and general benefits from the assessments, the proposed budget for the assessments for fiscal year 2021-22, the updated proposed assessments for each parcel in the Assessment Districts, and the proposed assessments per single family equivalent benefit unit. At the May 12, 2021 Board meeting, the Board reviewed the Engineer’s Reports and adopted Resolution Nos. 2020/21-08 and 2020/21-09, to declare intention to continue the assessments, preliminarily approve the Engineer’s Reports, and provide for notice of the annual public hearing.

Each year, the Board conducts a noticed public hearing and receives public input on the proposed assessments and the services that they would fund, in order to continue to levy the assessments for the coming fiscal year. After hearing the public testimony, the Board may take final action on setting the assessment rate, establishing the services and improvements to be funded, and ordering the continuation of the assessments for fiscal year 2021-22.

PROPOSED RATE AND CPI HISTORY

Assessment No 1: Assessment No. 1 has a maximum assessment of \$12.00 per SFE. The estimate of cost and budget in the Engineer’s Report proposes assessments for fiscal year 2021-22 at the rate of \$12.00. The total amount of revenues that would be generated by the assessments in fiscal year 2021-22 at the proposed rate of \$12.00 is approximately \$3,176,148.

Assessment No 2: Assessment No. 2 maximum assessment is increased annually based on the Consumer Price Index-U for the San Francisco Bay Area as of December of each succeeding year (CPI), with a maximum annual adjustment not to exceed 5%. As shown in the table below, the maximum authorized assessment rate for fiscal year 2021-22 is \$28.82 per single family equivalent (SFE) benefit unit in Zone A and Zone West Marin, and \$27.56 in Zone B. The estimate of cost and budget in the Engineer’s Report proposes assessments for fiscal year 2021-22 at the maximum authorized rates of \$28.82 for Zone A and Zone West Marin, and \$27.56 for Zone B. The total amount of revenues that would be generated by the assessments in fiscal year 2021-22 at the proposed rates is approximately \$1,046,073.

CPI change as of each December			ASSESSMENT NO. 2			
			ZONES A & West Marin		ZONE B	
			Asmt / SFE Used for the FY	Maximum Authorized Rate	Asmt / SFE Used for the FY	Maximum Authorized Rate
FY	Bay Area CPI History					
DEC 2004	2005-06	2.15%	\$19.00	\$19.00	\$19.00	\$19.00
DEC 2005	2006-07	1.95%	\$19.36	\$19.37	\$19.36	\$19.37
DEC 2006	2007-08	3.44%	\$19.36	\$20.03	\$19.36	\$20.03
DEC 2007	2008-09	3.84%	\$19.36	\$20.80	\$19.36	\$20.80
DEC 2008	2009-10	0.01%	\$19.36	\$20.80	\$19.36	\$20.80
DEC 2009	2010-11	2.61%	\$19.36	\$21.35	\$18.51	\$20.41
DEC 2010	2011-12	1.52%	\$19.36	\$21.67	\$18.51	\$20.72
DEC 2011	2012-13	2.92%	\$19.92	\$22.30	\$19.05	\$21.32
DEC 2012	2013-14	2.22%	\$20.88	\$22.80	\$19.97	\$21.81
DEC 2013	2014-15	2.57%	\$21.68	\$23.39	\$20.73	\$22.36
DEC 2014	2015-16	2.67%	\$22.24	\$24.01	\$21.27	\$22.96
DEC 2015	2016-17	3.17%	\$24.76	\$24.77	\$23.69	\$23.69
DEC 2016	2017-18	3.53%	\$25.64	\$25.64	\$24.52	\$24.52
DEC 2017	2018-19	2.94%	\$26.40	\$26.40	\$25.25	\$25.25
DEC 2018	2019-20	4.49%	\$27.58	\$27.59	\$26.38	\$26.38
DEC 2019	2020-21	2.45%	\$28.26	\$28.27	\$27.03	\$27.03
DEC 2020	2021-22	2.00%	\$28.82	\$28.83	\$27.56	\$27.57

The following tables list the historical revenues and rates for each assessment district:

**MS-MVCD
ASSESSMENT NO. 1 PROJECTED SFES AND REVENUE**

MS-MVCD Assessment No.1		Marin County			Sonoma County		
Fiscal Year	Asmt / SFE	SFE Units	Total Assessment	Increase from prior year	SFE Units	Total Assessment	Increase from prior year
2000-01	\$6.00	93,498	\$560,985		155,748	\$934,488	
2001-02	\$6.00	93,548	\$561,288	\$303	157,597	\$945,582	\$11,094
2002-03	\$9.75	93,296	\$908,863	\$347,575	155,805	\$1,517,947	\$572,365
2003-04	\$9.75	93,725	\$913,043	\$4,181	157,280	\$1,532,320	\$14,373
2004-05	\$5.00	94,126	\$470,630	(\$442,413)	157,879	\$789,395	(\$742,925)
2005-06	\$9.74	94,232	\$917,792	\$447,162	159,725	\$1,555,587	\$766,192
2006-07	\$10.72	94,356	\$1,011,491	\$93,699	161,810	\$1,734,598	\$179,011
2007-08	\$10.72	94,419	\$1,012,166	\$675	163,352	\$1,751,128	\$16,530
2008-09	\$10.72	94,340	\$1,011,319	(\$847)	164,359	\$1,761,924	\$10,796
2009-10	\$10.72	94,455	\$1,012,558	\$1,238	164,956	\$1,768,334	\$6,410
2010-11	\$10.72	94,955	\$1,017,918	\$5,360	165,245	\$1,771,421	\$3,087
2011-12	\$10.72	94,888	\$1,017,194	(\$724)	165,592	\$1,775,146	\$3,725
2012-13	\$11.02	94,746	\$1,044,101	\$26,907	165,758	\$1,826,653	\$51,507
2013-14	\$11.56	94,636	\$1,093,992	\$49,891	166,164	\$1,920,850	\$94,197
2014-15	\$12.00	94,723	\$1,136,670	\$42,678	166,454	\$1,997,448	\$76,598
2015-16	\$12.00	94,868	\$1,138,416	\$1,746	166,729	\$2,000,742	\$3,294
2016-17	\$12.00	95,076	\$1,140,912	\$2,496	167,053	\$2,004,636	\$3,894
2017-18	\$12.00	95,059	\$1,140,702	(\$210)	167,643	\$2,011,710	\$7,074
2018-19	\$12.00	95,104	\$1,141,248	\$546	168,415	\$2,020,977	\$9,267
2019-20	\$12.00	95,192	\$1,142,298	\$1,050	168,881	\$2,026,572	\$5,595
2020-21	\$12.00	95,218	\$1,142,616	\$318	168,945	\$2,027,340	\$768
2021-22	\$12.00	95,157	\$1,141,884	(\$732)	169,522	\$2,034,264	\$6,924

**MS-MVCD
ASSESSMENT NO. 2 PROJECTED SFES AND REVENUE**

MS-MVCD Assessment No.2		Marin County			Sonoma County		
Fiscal Year	Asmt / SFE	SFE Units	Total Assessment	Increase from prior year	SFE Units	Total Assessment	Increase from prior year
2005-06	\$19.00	5,559	\$105,627	\$105,627	29,412	\$558,736	\$558,736
2006-07	\$19.36	5,602	\$108,448	\$2,821	29,588	\$572,826	\$14,091
2007-08	\$19.36	5,596	\$108,341	(\$108)	29,631	\$573,660	\$834
2008-09	\$19.36	5,668	\$109,730	\$1,389	29,808	\$577,087	\$3,427
2009-10	\$19.36	5,701	\$110,370	\$640	29,992	\$580,644	\$3,557
2010-11	\$19.36	5,781	\$111,917	\$1,547	30,018	\$580,959	\$315
2011-12	\$19.36	5,758	\$111,473	(\$444)	29,954	\$579,709	(\$1,250)
2012-13	\$19.92	5,759	\$114,720	\$3,247	29,977	\$596,957	\$17,248
2013-14	\$20.88	5,767	\$120,424	\$5,704	29,998	\$626,146	\$29,189
2014-15	\$21.68	5,770	\$125,099	\$4,675	30,078	\$651,882	\$25,737
2015-16	\$22.24	5,792	\$128,823	\$3,724	30,131	\$669,885	\$18,003
2016-17	\$24.76	5,809	\$143,836	\$15,013	30,278	\$749,433	\$79,548
2017-18	\$25.64	5,817	\$149,148	\$5,312	30,314	\$777,001	\$27,568
2018-19	\$26.40	5,840	\$154,186	\$5,038	30,400	\$802,297	\$25,296
2019-20	\$27.58	5,890	\$162,459	\$8,274	30,326	\$836,111	\$33,814
2020-21	\$28.26	5,915	\$167,158	\$4,698	30,374	\$858,081	\$21,970
2021-22	\$28.82	5,918	\$170,557	\$3,399	30,389	\$875,516	\$17,435

The Total Assessment per parcel is rounded to the lower even penny to comply with the Marin & Sonoma County Auditors' levy submission requirements.

CONCLUSION

It is recommended that the Board approve the Resolutions Approving the Engineer's Reports, Confirming the Assessment Diagram and Assessment and Ordering the Continuation of Assessments for Fiscal Year 2021-22 for the Vector Control Assessment (Assessment No. 1) and the Northwest Mosquito, Vector and Disease Control Assessment (Assessment No. 2)

Respectfully submitted,
Philip D. Smith, District Manager

RESOLUTION NO. 2020/21-12

**A RESOLUTION OF THE BOARD OF TRUSTEES OF
THE MARIN/SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT**

**A RESOLUTION APPROVING THE ENGINEER'S REPORT,
CONFIRMING THE ASSESSMENT DIAGRAM AND ASSESSEMENT AND
ORDERING THE CONTINUATION OF THE LEVY OF ASSESSMENTS
FOR FISCAL YEAR 2021-22
FOR THE VECTOR CONTROL ASSESSMENT (ASSESSMENT NO. 1)**

WHEREAS, the Marin/Sonoma Mosquito and Vector Control District (“District”) is authorized, pursuant to the authority provided in Health and Safety Code Section 2082 and Article XIII D of the California Constitution, to levy assessments for mosquito, vector and disease control projects and services; and

WHEREAS, such vector surveillance and control projects and services provide tangible public health benefits, reduced nuisance benefits and other special benefits to the public and properties within the areas of service; and

WHEREAS, the District formed the “Marin/Sonoma Mosquito and Vector Control District, Vector Control Assessment District,” (“Assessment No. 1”) pursuant to the Law, which is primarily described as encompassing the eastern, more densely populated areas of Marin and Sonoma Counties, including the cities of Belvedere, Corte Madera, Fairfax, Larkspur, Mill Valley, Novato, Ross, Sausalito, San Anselmo, San Rafael, and Tiburon, in Marin County, and Cotati, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, Sonoma, and Windsor in Sonoma County, as well as surrounding unincorporated areas; and

WHEREAS, Assessment No. 1 was authorized by Resolution No. 96/97-3 passed on October 9, 1996 by the Board of Trustees (the “Board”) of the Marin/Sonoma Mosquito and Vector Control District; and

WHEREAS, SCI Consulting Group, the Engineer of Work, prepared the report as ordered by the Board, and in accordance with Article XIID of the California Constitution and Section 2082 *et seq.*, of the Health and Safety Code for Assessment No. 1 (the "Report"). The Report has been made, filed with the secretary of the Board, and duly considered by the Board and are hereby deemed sufficient and preliminarily approved. The Report shall stand as the Engineer's Report for all subsequent proceedings under and pursuant to the foregoing resolution; and

WHEREAS, on May 12, 2021, this Board adopted Resolution No. 2020/21-08 to continue to levy and collect assessments for fiscal year 2021-22, preliminarily approving the Engineer’s Report, and providing for notice of hearing on June 9, 2021, at the hour of six o’clock (6:00) p.m. at the Marin/Sonoma Mosquito and Vector Control District Office located at 595 Helman Lane, Cotati, California, 94931, for the MARIN/SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT, VECTOR CONTROL ASSESSMENT (ASSESSMENT NO. 1); and

WHEREAS, at the appointed time and place the hearing was duly and regularly held, and all persons interested and desiring to be heard were given an opportunity to be heard, and all matters and things pertaining to the continuation of the levy were fully heard and considered by this Board, an all oral statements and all written protests or communications were duly heard, considered and overruled, and this Board there by acquired jurisdiction to order the levy of assessment prepared by and made a part of the Engineer’s Report to pay the costs and expenses thereof.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Marin/Sonoma Mosquito and Vector Control District that:

SECTION 1. The above recitals are true and correct.

SECTION 2. The public interest, convenience and necessity require that the assessments continue to be approved and collected.

SECTION 3. The assessments are levied without regard to property valuation.

SECTION 4. The Engineer's Report for Assessment No. 1 together with the diagram of the Assessment contained therein and the proposed assessment roll for fiscal year 2021-22 is hereby confirmed and approved.

SECTION 5. The proposed projects and services are generally described as mosquito, vector and disease control, surveillance, source reduction, identification and elimination of removable breeding locations, identification and treatment of breeding and source locations, application of materials to eliminate larvae, disease surveillance and monitoring, public education, reporting, accountability, research and interagency cooperative activities (collectively the "Services") within Assessment No. 1.

SECTION 6. That based on the oral and documentary evidence, including the Engineer's Report for Assessment No. 1, offered and received at the public hearing, the Board expressly finds and determines that: (a) each of the several lots and parcels of land within the Assessment District will be specially benefited by the services to be financed by the assessment proceeds in at least the amount of the assessment apportioned against such lots and parcels of land, respectively; and (b) that there is substantial evidence to support, and the weight of the evidence preponderates in favor of, said finding and determination as to special benefit to property within the Assessment District from the vector control and surveillance services to be financed with the assessment proceeds.

SECTION 7. That assessments for fiscal year 2021-22 for Assessment No. 1 shall continue to be levied at the rate of TWELVE DOLLARS AND NO CENTS (\$12.00) per single family equivalent benefit unit as specified in the Engineer's Report for fiscal year 2021-22, with estimated total annual assessment revenues of approximately \$3,176,148, as set forth in the Engineer's Report.

SECTION 8. That the mosquito abatement and vector and disease control services to be financed with assessment proceeds described in the Engineer's Report for Assessment No. 1 are hereby ordered.

SECTION 9. No later than August 1st following such adoption, the Board shall file a certified copy of the assessment and a certified copy of this resolution with the Auditors of the Counties of Marin and Sonoma ("County Auditors"). Upon such filing, each County Auditor shall enter on the County assessment roll opposite each lot or parcel of land the amount of assessment thereupon as shown in the assessment. The assessments shall continue to be collected at the same time and in the same manner as County taxes are collected and all the laws providing for collection and enforcement shall apply to the collection and enforcement of the assessments. After collection by the two Counties, the net amount of the assessments, after deduction of any compensation due the Counties for collection, shall be paid to the VECTOR CONTROL ASSESSMENT (ASSESSMENT NO. 1).

SECTION 10. All revenues from assessments for Assessment No. 1 shall be deposited in a separate fund established under the distinctive designation of the Marin/Sonoma Mosquito and Vector Control District Vector Control Assessment (Assessment No. 1). Funds so designated shall be expended only for the special benefit of parcels within the Assessment No. 1.

SECTION 11. The Vector Control Assessment, as it applies to any parcel, may be corrected, cancelled or a refund granted as appropriate, by order of the Board of Trustees of the District. Any such corrections, cancellations or refunds shall be limited to the current fiscal year.

The foregoing Resolution was PASSED and ADOPTED by the Board of Trustees of the Marin/Sonoma Mosquito and Vector Control District at a regular meeting thereof held on June 9, 2021, at 595 Helman Lane, Cotati, California, 94931, by the following vote on a roll call:

	Yes	No	Abstain	Absent
Bruce Ackerman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cathy Benediktsson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gail Bloom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tamara Davis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Art Deicke	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Julia Ettlin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laurie Gallian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan Hootkins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ranjiv Khush	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shaun McCaffery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Morgan Patton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carol Pigoni	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monique Predovich	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diana Rich	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Herb Rowland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ed Schulze	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Veronica Siwy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Richard Snyder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Witt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pamela Harlem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vote Totals:				

APPROVED AND DATED this 9th day of June, 2021 after its passage.

ATTEST:

APPROVED:

 Carol Pigoni
 Secretary, Board of Trustees

 Pamela Harlem
 President, Board of Trustees

 Philip D. Smith
 District Manager

RESOLUTION NO. 2020/21-13

**A RESOLUTION OF THE BOARD OF TRUSTEES OF
THE MARIN/SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT**

**A RESOLUTION APPROVING THE ENGINEER'S REPORT,
CONFIRMING THE ASSESSMENT DIAGRAM AND ASSESSEMENT AND
ORDERING THE CONTINUATION OF THE LEVY OF ASSESSMENTS
FOR FISCAL YEAR 2021-22
FOR THE NORTHWEST MOSQUITO, VECTOR AND DISEASE CONTROL
ASSESSMENT (ASSESSMENT NO. 2)**

WHEREAS, the Marin/Sonoma Mosquito and Vector Control District (“District”) is authorized, pursuant to the authority provided in Health and Safety Code Section 2082 and Article XIII D of the California Constitution, to levy assessments for mosquito, vector and disease control projects and services; and

WHEREAS, such vector surveillance and control projects and services provide tangible public health benefits, reduced nuisance benefits and other special benefits to the public and properties within the areas of service; and

WHEREAS, the District formed the “Marin/Sonoma Mosquito and Vector Control District, Northwest Mosquito, Vector and Disease Control Assessment” (“Assessment No. 2”), which is generally described as encompassing the coastal areas of Marin County and the Coastal and Northern areas of Sonoma County, and more specifically, the incorporated cities of Healdsburg and Cloverdale; the unincorporated communities of Fallon, Tomales, Marshall, Inverness, Inverness Park, Drakes Beach, Tocaloma, Point Reyes Station, Olema, Nicasio, Bolinas, Stinson Beach, Muir Beach, Preston, Asti, Skaggs Springs, Cozzens Corner, Geyserville, Geyser Resort, Jintown, Kellog, Lytton, Annapolis, Sea Ranch, Stewarts Point, Shingle Mill, Soda Springs, Las Lomas, Plantation, Walsh Landing, Timber Cove, Fort Ross, Cazadero, Rio Nido, Guerneville, Monte Rio, Sheridan, Jenner, Duncans Mills, Bridge Haven, Ocean View, Sereno del Mar, Carmet, Salmon Creek, Bodega Bay, Bodega, Valley Ford, Occidental, Bloomfield, Two Rock, and Freestone; and other lands in both counties; and

WHEREAS, Assessment No. 2 was authorized by Resolution No. 04/05-05 passed on November 29, 2004 by the Board of Trustees of the District; and

WHEREAS, SCI Consulting Group, the Engineer of Work, prepared the report as ordered by the Board, and in accordance with Article XIID of the California Constitution and Section 2082 *et seq.*, of the Health and Safety Code for Assessment No. 2 (the "Report"). The Report has been made, filed with the secretary of the Board, and duly considered by the Board and are hereby deemed sufficient and preliminarily approved. The Report shall stand as the Engineer's Report for all subsequent proceedings under and pursuant to the foregoing resolution; and

WHEREAS, on May 12, 2021, this Board adopted Resolution No. 2020/21-09 to continue to levy and collect assessments for fiscal year 2021-22, preliminarily approving the Engineer’s Report, and providing for notice of hearing on June 9, 2021, at the hour of six o’clock (6:00) p.m. at the Marin/Sonoma Mosquito and Vector Control District Office located at 595 Helman Lane, Cotati, California, 94931, for the MARIN/SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT, NORTHWEST MOSQUITO, VECTOR AND DISEASE CONTROL ASSESSMENT (ASSESSMENT NO. 2); and

WHEREAS, at the appointed time and place the hearing was duly and regularly held, and all persons interested and desiring to be heard were given an opportunity to be heard, and all matters and things pertaining to the continuation of the levy were fully heard and considered by this Board, an all oral statements and all written protests or communications were duly heard, considered and overruled, and this Board there by acquired jurisdiction to order the levy of assessment prepared by and made a part of the Engineer’s Report to pay the costs and expenses thereof.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Marin/Sonoma Mosquito and Vector Control District that:

SECTION 1. The above recitals are true and correct.

SECTION 2. The public interest, convenience and necessity require that the assessments continue to be approved and collected.

SECTION 3. The assessments are levied without regard to property valuation.

SECTION 4. The Engineer's Report for Assessment No. 2 together with the diagram of the Assessment contained therein and the proposed assessment roll for fiscal year 2021-22 is hereby confirmed and approved.

SECTION 5. The proposed projects and services are generally described as mosquito, vector and disease control, surveillance, source reduction, identification and elimination of removable breeding locations, identification and treatment of breeding and source locations, application of materials to eliminate larvae, disease surveillance and monitoring, public education, reporting, accountability, research and interagency cooperative activities (collectively the "Services") within Assessment No. 2.

SECTION 6. That based on the oral and documentary evidence, including the Engineer's Report for Assessment No. 2, offered and received at the public hearing, the Board expressly finds and determines that: (a) each of the several lots and parcels of land within the Assessment District will be specially benefited by the services to be financed by the assessment proceeds in at least the amount of the assessment apportioned against such lots and parcels of land, respectively; and (b) that there is substantial evidence to support, and the weight of the evidence preponderates in favor of, said finding and determination as to special benefit to property with the Assessment District from the mosquito and disease control services to be financed with assessment proceeds.

SECTION 7. That assessments for fiscal year 2021-22 for Assessment No. 2 shall continue to be levied at the rates of TWENTY EIGHT DOLLARS AND EIGHTY TWO CENTS (\$28.82) per single-family equivalent benefit unit for Zone A and Zone West Marin, and TWENTY SEVEN DOLLARS AND FIFTY SIX CENTS (\$27.56) per single-family equivalent benefit unit for Zone B, as specified in the Engineer's Report for fiscal year 2021-22, with estimated total annual assessment revenues of approximately \$1,046,073, as set forth in the Engineer's Report.

SECTION 8. That the mosquito, vector and disease control services to be financed with assessment proceeds described in the Engineer's Report for Assessment No. 2 are hereby ordered.

SECTION 9. No later than August 1st following such adoption, the Board shall file a certified copy of the assessment and a certified copy of this resolution with the Auditors of the Counties of Marin and Sonoma ("County Auditors"). Upon such filing, each County Auditor shall enter on the County assessment roll opposite each lot or parcel of land the amount of assessment thereupon as shown in the assessment. The assessments shall continue to be collected at the same time and in the same manner as County taxes are collected and all the laws providing for collection and enforcement shall apply to the collection and enforcement of the assessments. After collection by the two Counties, the net amount of the assessments, after deduction of any compensation due the Counties for collection, shall be paid to the NORTHWEST MOSQUITO, VECTOR AND DISEASE CONTROL ASSESSMENT (ASSESSMENT NO. 2).

SECTION 10. All revenues from assessments for Assessment No. 2 shall be deposited in a separate fund established under the distinctive designation of the Marin/Sonoma Mosquito and Vector Control District Northwest Mosquito, Vector and Disease Control Assessment (Assessment No. 2). Funds so designated shall be expended only for the special benefit of parcels within the Assessment No. 2.

SECTION 11. The Northwest Mosquito, Vector and Disease Control Assessment, as it applies to any parcel, may be corrected, cancelled or a refund granted as appropriate, by order of the Board of Trustees of the District. Any such corrections, cancellations or refunds shall be limited to the current fiscal year.

The foregoing Resolution was PASSED and ADOPTED by the Board of Trustees of the Marin/Sonoma Mosquito and Vector Control District at a regular meeting thereof held on June 9, 2021, at 595 Helman Lane, Cotati, California, 94931, by the following vote on a roll call:

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Diana Rich	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Vote Totals:				

APPROVED AND DATED this 9th day of June, 2021 after its passage.

ATTEST:

APPROVED:

 Carol Pigoni
 Secretary, Board of Trustees

 Pamela Harlem
 President, Board of Trustees

 Philip D. Smith
 District Manager



Marin/Sonoma Mosquito & Vector Control District

Fiscal Year 2021-22: Proposed Budget Highlights

Overview

The proposed budget for Fiscal Year 2021-22 incorporates valuable input from staff and Budget Committee members. Revenue trends, fund balances, legacy benefits, capital replacement schedules and anticipated expenditures were carefully considered while preparing this budget. As in prior years, the District continues to operate in a constrained fiscal environment, diligently managing expenditures.

Revenues

Uncertainties amid the COVID-19 pandemic made it difficult for counties to predict an escalator for ad valorem tax revenues. Marin County anticipates a 3.0% increase while Sonoma County predicts a 1.03% increase for FY 2021-22. These escalators were applied to FY 2019-20 actual revenues to forecast ad valorem revenues as accurately as possible for FY 2021-22. The largest benefit assessment (#1) continues flat at \$12.00 while a modest COLA was applied to benefit assessment #2. Anticipated revenue from contracts, reimbursements and sale of District property is projected to be \$150,000. Based on a five-year average of actuals from prior fiscal years, interest earned was budgeted at \$98,874. Total revenues for FY 2021-22 are budgeted at \$10,169,371.

Expenditures

Total budgeted expenditures, including scheduled funding for capital assets and the full Actuarially Determined Contribution (ADC) to the OPEB Trust for legacy retirement benefits, are forecast to decrease by \$2,065,896 as compared to the FY 2020-21 amended budget. This significant decrease is attributable to the decision to pay the full ADC without a large additional contribution toward legacy benefits. In FY 2020-21, as part of a restructuring of the fund balances, the Board decided to pay the full ADC plus a significant additional special contribution to the OPEB Trust totaling \$2,781,000, of which \$1M was transferred from the Capital Replacement Fund. Currently, there are no plans to contribute more than the scheduled ADC payment of \$343,000. Compared to the FY 2020-21 amended budget, services and supplies are anticipated to increase by 1.01% while salaries and benefits (excluding the OPEB contribution) are expected to increase by 5.62%. The District anticipates having sufficient revenue to cover all anticipated expenses, possibly ending the fiscal year in the black by \$378,153.

Analysis

The face sheet (page 1) of the Annual Budget shows the overall budget totals for revenues from the benefit assessments and ad valorem taxes, as well as the three major categories of expenditure: Salaries, Wages & Benefits, Services and Supplies and Capital Replacement expenditures. The single-family equivalent (SFE) parcel ratio between Assessment Districts 1 & 2 reflects the fact that roughly 88% of the SFE parcels are in District #1 and 12% in District #2. Under the terms of the annexation agreement, District #2 does not pay ad valorem taxes, and thus parcels in District #2 contribute a higher rate per single-family equivalent parcel in the benefit assessment in an effort to equalize the per-parcel contributions between the two Assessment Districts. Due to the \$12 cap on Assessment District No. 1, over the last few years Assessment District No. 2 has contributed a steadily increasing share of the benefit assessment revenue.

Represented employees will enter year two of a four-year Memorandum of Understanding with the District. In accordance with the negotiated terms of this contract, the final proposed budget incorporates a 1.60% cost of living increase for the second year of the agreement, effective July 1, 2021.

Total wages and salaries for FY 2021-22 are estimated to be \$4,203,763, which is an increase of 4.73% from the FY 2020-21 approved amended budget. By the end of FY 2021-22, the District plans to be fully staffed again and this proposed budget will support a total of 36 full time employees, plus eight seasonal employees.

The proposed budget supports progressively filling vacant positions as follows:

Education Specialist - planned hire date 1/1/22

Environmental Biologist - planned hire date 9/1/21

Rodent Control Specialist - planned hire date 7/1/21

Source Reduction/Wastewater Specialist - planned hire date 7/1/21

For FY 2021-22, employer rates for MCERA contributions will increase to 32.60% for the Classic Tier and 26.03% for the PEPR Tier. The percentage of the budget to be spent on pension contributions is 12.03%. The percentage of the overall budget to be spent on OPEB liabilities for FY 2021-22 will be 3.50%.

The figures shown on the bottom of Page 3 of the budget represent the grand totals of salaries and benefits (the column headers provide context) and illustrate the differences between the FY 2020-21 approved amended budget and the proposed FY 2021-22 budget. You will notice a change to the format in this draft which separates regular salaries and benefits from legacy benefits or OPEB Trust contributions. The intent is to create a distinction between regularly projected employee benefit costs and legacy costs, which vary greatly from year to year based on whether additional contributions are made to the OPEB Trust in a particular fiscal year. The total proposed budget for FY 2021-22, applying a 1.60% COLA for salaries and benefits

separate from legacy benefits, is a 5.62% increase over the approved amended FY 2020-21 budget.

Pages 4 & 5 of the budget show a rollup of all expenditures analyzed by department for services, supplies and capital replacement from all the pages following. The final FY 2021-22 budget projects overall services and supplies to increase by just \$21,868 or 0.85% compared to FY 2020-21 amended budget.

Expenditures for Department 1 (Administration) begin on page 6. The District's shared risk "insurance" pool, the Vector Control Joint Powers Agency (VCJPA) projects a significant increase of 14.0% for insurance premiums (p7). This is partly due to a general hardening of the insurance market with companies recouping their losses from wildfires and other natural disasters. District Special Expenses (p10) are forecast to be higher this year due to paying out-of-state sales tax for the purchase of new amphibious vehicles (ARGOS) and the costs associated with upgrading the District's financial management and information system. Overall, expenses for Department 1 are projected to increase by 3.43% when compared with the FY 2020-21 amended budget.

The budget for the Laboratory (Dept. 2) begins on page 12. Overall, the decrease to the Lab budget is 12.94%, which is attributable to the removal of the expense previously required to maintain the PCR testing unit. There were no other significant changes predicted for the Laboratory.

Operations expenses (without capital outlay) beginning on page 14 are slated to be \$131,812 (14.34%) lower than for the FY 2020-21-20 amended budget. The decrease can largely be attributed to the prior year purchase of materials at significantly discounted rates through sales promotions, and having many of the products needed already in inventory. As new staff are hired, the District must plan for new application and field equipment, such as, shovels, backpack ULV foggers, handheld ULV foggers and shovels. The communications budget has been increased to cover the cost of upgrading to smartphones for staff. The use of smartphones offers some increased operational efficiencies.

Proposed expenditures for the Maintenance Shop, Building & Grounds (Department 4), excluding capital outlay, show an increase of \$4,584 or 2.64% as compared to FY 2020-21 amended budget. The purchase of three new ARGOS (amphibious vehicles) will require the purchase of two new trailers to haul them, which is projected to be \$5,000 that will be added to the Shop's projects budget. Staff plans to purchase new small tools for the mechanic's service carts as well as new impact tools. Department 4 also covers building maintenance and improvements. Planned maintenance projects include replacing some of the flooring and repainting the interior of the administration building. Also proposed is work to extend the recently installed low water use landscape design to the remaining areas of the front of the property. This will also reduce ongoing maintenance and improve the appearance. All the capital items proposed to be purchased this fiscal year are associated with Department 4 and will be discussed at the end of this document.

Department 5, Community Outreach (p21) will see a decrease of 25.55% this fiscal year over the prior year. This decrease can be attributed to there being no cost for a community outreach video production and no plans to host an open house event in FY 2021-22. Additionally, it is difficult to predict whether local county fairs and events will be virtual, hybrid or in person this year, but staff remains optimistic and will continue to work with local leaders to continue creative outreach efforts. The Education Department (p22) will see a 50% decrease compared to the FY 2020-21 amended budget. We could never have predicted that one year after the global pandemic began that schools would still be closed and continuing with virtual instruction. The District looks forward to hiring a new Education Specialist in early January 2022 and resuming the K-12 classroom program.

For Department 6, Information Technology expenses (p23) are expected to be 9.20% higher than those for the current fiscal year. The recommendation is to replace seven PC laptops and one MacBook, due to these units reaching or exceeding the normal five-year rotation schedule. There will also be scheduled maintenance on the security cameras. The District will continue using Streamline Web for website hosting and employee/Trustee portals. These costs will increase slightly this year because Streamline 's charges are based on the size of the District's final approved budgeted revenue.

In the Capital Replacement Section that follows on pp 24 - 26, projected spending to the end of the fiscal year is shown. You will see individual capital items listed for purchase or project planning. These include the following:

- Four 3/4 Ton Trucks \$166,000
- Three Argos (w/o tracks) \$61,500
- Office Space Remodel Project \$29,509
- Air Boat (purchase 1 new) \$71,500
- GPS for new Air Boat \$11,320
- One 1 Ton Service Truck \$50,600
- One ½ Ton Truck \$37,000
- Five 3/4 Ton Trucks \$205,000 CARRIED OVER FROM FY 20/21
- One 1/2 Ton Truck \$37,000 CARRIED OVER FROM FY 20/21
- One Multi-Use Van \$33,881 CARRIED OVER FROM FY 20/21

Total Capital Outlay \$703,310

In February 2020, the Board elected to implement Alternative #2 from a report prepared by Municipal Resources Group. This report was issued followed an extensive study of the District's capital replacement needs, and generated a 20-year capital item replacement schedule. This alternative was designed to flatten out (smooth) steep increases and decreases to capital replacement expenses by making a planned annual flat transfer of \$337,200 from the Operating Fund to the Capital Replacement Fund. You will see this transfer listed on the Budget Overview (page 1). The proposed capital items will be purchased directly from the Capital Fund instead of from the Operating Fund as they were in the past. See the final page of the draft budget for a summary

accounting of the Capital Replacement Fund. Additionally, due to the manufacturing delays created by the COVID-19 pandemic, some of the capital items that were originally slated for purchase during FY 2020-21 are now proposed to be carried over to FY 2021-22. District staff continue to review and consider the adopted Capital Replacement Plan when making recommendations and decisions regarding capital purchases.

The final proposed budget before you is a compilation of financial projections, detailed strategic planning models and careful estimation of the District's present and future operational needs. As we submit the proposed FY 2021-22 budget for the Board's consideration and public comment, we express our appreciation for the hard work carried out by the Budget Committee and the dedicated staff members serving in the District's various departments.

PROPOSED DRAFT BUDGET FY 21/22 BUDGET								
MSMVCD BUDGET OVERVIEW of REVENUE and EXPENSES								
FINAL PROPOSED DRAFT								
			FY 2021/22			Prior Fiscal Years		
REVENUE			DRAFT ANTICIPATED REVENUE					
BENEFIT ASSESSMENT			DISTRICT #1	DISTRICT #2	TOTAL	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	FY 2019/20 ACTUAL
rates								
	BA #1-MARIN COUNTY= 95,157 SFE	\$12.00	1,141,884		1,141,884			1,143,998
	BA #1-SONOMA COUNTY= 169,522 SFE	\$12.00	2,034,264		2,034,264			2,094,551
	BA #2A- MARIN COUNTY= 5,918 SFE	\$28.82		170,557	170,557			161,732
	BA #2A- SONOMA COUNTY ZONE A= 30,155 SFE	\$28.82		869,067	869,067			830,146
	BA #2B- SONOMA COUNTY ZONE B= 234 SFE	\$27.56		6,449	6,449			6,165
			3,176,148	1,046,073	4,222,221	4,095,386	4,104,286	4,236,592
AD VALOREM REVENUE (non-assessment)								
(3.0% added for Marin and 1.03% added for Sonoma)								
	AD VALOREM TAXES		4,797,018	901,258	5,698,276			5,408,997
	INTEREST EARNED				98,874			249,219
	OTHER STATE AID Wildfire Tax Loss Relief				0			7,127
	INCOME-Contracts,Reimburesments,Sale District Property				150,000			134,329
			4,797,018	901,258	5,947,150	5,275,006	5,726,069	5,799,672
	TOTAL REVENUE:				10,169,371	9,370,392	9,830,355	10,036,264
	DRAW FROM NET ASSETS TO COVER EXPENSES				0	0	0	0
	Revenue over expenses				378,153	2,067,692	2,068,609	1,137,669
			FY 2021/22					
EXPENSES			DRAFT ANTICIPATED EXPENSES					
			District #1 88%	District #2 12%	DRAFT FY 21/22 Total Expenses	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	FY 2019/20 ACTUAL
	Salaries, Wages and Benefits:		5,721,609	780,219	6,501,828	5,102,948	5,351,866	5,563,751
	CalPERS OPEB Trust ADC		301,840	41,160	343,000	378,028	354,000	667,000
	Services and Supplies W/O Capital:		2,296,087	313,103	2,609,190	1,706,296	2,019,662	2,464,435
	Transfer to Capital Replacement Fund:		296,736	40,464	337,200	115,428	36,218	203,412
	TOTAL EXPENSES:		8,616,272	1,174,946	9,791,218	7,302,700	7,761,746	8,898,598
PERCENTAGE OF BUDGET TO BE SPENT ON PENSION CONTRIBUTIONS FOR FY 2021/22: 12.03%								
PERCENTAGE OF BUDGET TO BE SPENT ON OPEB FOR FY 2021/22: = 3.50%								

<u>CATEGORY</u>	<u>DESCRIPTION</u>	FY 2018/19 Actuals	FY 2019/20 Actuals	Approved Amended Budget FY 20/21	DRAFT BUDGET FY 21/22	NOTES
<u>SALARIES</u>						
<u>Regular - Full time</u>						
1-8010	Administrative Salaries			463,406	491,406	
	Retirement Cr = 25+ yrs. Service and % portion paid by employer			8,471	10,115	
	Anticipated Overtime (100 hours)			3,500	3,578	
2-8010	Lab Salaries			366,852	371,142	
3-8010	Operations Salaries			2,575,385	2,624,719	
	Retirement Cr = 25+ yrs. Service			24,478	4,388	retirements
	Class A License Merit (Aug on even years)			2,000	0	
	Anticipated Overtime (650 hours)			38,311	39,410	
4-8010	Shop/Facilities			171,123	203,850	
	Anticipated Overtime (20 hours)			980	1,254	
5-8010	Public Relations and Education Salaries			117,318	162,864	
	Retirement Cr = 25+ yrs. Service			0	9,706	add one employee
	Anticipated Overtime (100 hours)			5,655	5,831	
	Sub Total:	3,336,627	3,516,423	3,777,479	3,928,263	3.99%
<u>Wages - Seasonal Assistance</u>						
1-8015	Administrative (1500 hrs -1 emp) (1 Mgmt Aide 100 hrs)			36,000	37,500	
2-8015	Lab (3000 hours - 2 emp)			42,480	57,000	
3-8015	Operations (7500 hours - 5 emp)			141,960	165,000	
	Sub Total:	134,026	105,006	220,440	259,500	17.72%
<u>Wages - Trustees</u>						
1-8016	Trustees			16,000	16,000	closer to PY actuals
	Sub Total:	15,200	10,525	16,000	16,000	
TOTAL SALARIES/WAGES for FISCAL YEAR:		3,485,853	3,631,954	4,013,919	4,203,763	4.73%

CATEGORY	DESCRIPTION	FY 2018/19 Actuals	FY 2019/20 Actuals	Proposed Amended Budget FY 20/21	DRAFT BUDGET FY 21/22	NOTES
BENEFITS						
1-8020	Retirement - Employer (Classic 32.60%)	871,499	857,605	929,560	862,420	Classic Tier Retirements
1-8020-02	Retirement - Employer (PEPRA 26.03%)	118,884	123,537	175,414	314,578	New Hires PEPRA Tier
1-8022	Medicare 1.45% - Employer portion	49,133	51,789	55,952	61,070	
1-8023	FICA (S.S.) - Employer portion 6.2%	9,333	7,074	15,252	17,577	
1-8024	Sentry Life (1 policy) and Hartford Life (ALL FT)	11,176	3,278	4,515	4,652	
1-8024-01	Employee Assistance Program (44 emp)	1,453	2,452	2,500	2,500	
1-8025	Employee Boot Allowance	5,274	5,170	7,200	7,600	
1-8027	\$500 Emp. Welness Benefit	11,754	11,604	17,500	17,750	
1-8029	Teamsters Anthem	16,629	7,971	8,350	9,960	Place holder for Anthem
1-8031	Retiree Spousal - Teamsters, WHA or UH	42,040	24,880	25,842	25,600	Assume 5% inc 2022
1-8032	Retiree Spousal - Kaiser	74,431	72,524	74,784	75,915	Assume 5% inc 2022
1-8033	Retiree Medical Benefit	137,187	131,889	143,443	145,000	Assume 5% inc 2022
1-8033-02	Retiree Health Savings Account	4,388	11,126	20,303	26,800	
1-8034	Kaiser - Active Employees	515,116	555,307	590,257	652,777	
1-8036	Dental - Active Employees	40,720	42,023	44,148	46,681	
1-8037	Vision Service Plan - Active Employees	10,440	10,632	11,253	11,585	
1-8038	State Unemployment (5.0% x 44 emp)	12,272	12,936	15,600	15,600	
	TOTAL BENEFITS	1,931,729	1,931,797	2,141,873	2,298,065	7.29%
	GRAND TOTAL SALARIES and BENEFITS	7,475,230	5,563,751	6,155,792	6,501,828	5.62%
OPEB TRUST CONTRIBUTIONS						
1-8033-01	CALPERS - OPEB Trust	449,646	667,000	622,000	343,000	pay full ADC
1-8033-01	CALPERS - OPEB Trust additional contribution	1,608,000	0	2,159,000	0	None planned
		2,057,646	667,000	2,781,000	343,000	-87.67%

COMBINED OVERVIEW of SERVICES and SUPPLIES for ALL DEPARTMENTS							
DEPT.	PAGE #	CATEGORY	DESCRIPTION	FY 2018/19 ACTUAL	FY 19/20 ACTUAL	Amended Budget FY 20/21	DRAFT Budget FY 21/22
3	14	8040	Agriculture	738,180	703,210	689,025	590,175
3	15	8041	Pest Abatement Supplies (dry ice)	11,020	11,706	12,000	12,400
2	12	8041	Insectory Supplies	152	110	200	200
2 & 3	12 & 15	8042	Spray/Field Equipment (Lab and Ops)	12,809	24,710	26,094	40,270
3	15	8043	Source Reduction Equipment	4,642	8,023	2,000	4,500
1	6	8044	Furn,Appliances & Equip	1,419	5,402	4,000	6,500
1, 2 & 3	6, 12 & 15	8050	Clothing/Personal Supplies	43,804	33,793	35,095	39,100
3 & 4	16 & 18	8055	Safety Equipment	8,916	4,896	12,020	13,345
1 & 3	6 & 16	8060	Communications	48,928	47,808	62,150	68,850
1	6	8080	Food	4,493	2,927	1,850	2,150
1, 2, 3 & 4	6, 12, 16 & 18	8090	Household	5,993	4,898	6,210	5,700
1	7	8100	Insurance	260,560	249,384	268,003	304,199
4	18	8105	Accidents	2,727	0	0	0
4	18	8110	Projects	2,996	227	5,750	5,000
4	18	8115	Maintenance Boats/Forklift	319	1,062	600	1,300
4	18	8116	Maintenance Trailers	573	747	1,200	1,600
4	18	8117	Maintenance ATV's	19,886	38,760	35,500	32,000
4	19	8119	Maintenance Excavators	1,746	232	3,500	3,100
4	19	8120	Maintenance Vehicles	16,882	24,247	22,000	28,000
4	19	8121	Maintenance Spray/Field Equip	2,903	1,993	4,700	6,000
4	19	8122	Maintenance Cell Phones	145	1,130	1,800	3,000
1,6	7	8123	Maint. & Supplies Office Equipment	14,660	14,507	29,655	35,650
4	19	8124	Maintenance Shop Equip	794	343	1,300	1,600
1	7	8130	Maintenance Ground/Structures	14,161	27,076	34,504	36,000
2	12	8140	Lab Supplies	10,370	9,802	13,750	13,150
3	16	8140	Fish Suppllies	1,180	1,299	1,875	1,200
2	13	8141	Disease Surveillance	15,404	12,829	20,500	20,500
1,2	7, 13	8150	Memberships	41,852	43,309	43,170	46,095
1, 2, 3 & 6	8, 13, 17 & 23	8170	Office Expense	15,507	20,470	20,900	19,800
1, 2 & 6	8-9, 13 & 23	8180	Professional Services	324,729	455,045	457,120	440,587

COMBINED OVERVIEW of SERVICES and SUPPLIES for ALL DEPARTMENTS (continued)								
DEPT.	PAGE #	CATEGORY	DESCRIPTION	FY 2018/19 ACTUAL	FY 19/20 ACTUAL	Amended Budget FY 20/21	DRAFT Budget FY 21/22	
1	9	8190	Publications & Legal Notices	125,525	117,805	193,100	186,500	
1	9	8200	Rents & leases	5,912	6,082	6,250	5,850	
4	19	8220	Shop Tools & Garage Equip	1,821	3,269	10,600	5,250	
4	20	8221	Building Maint. & Improvements	54,987	97,425	49,985	86,769	
1	10	8230	District Special Expenses	301,319	277,534	319,166	327,050	
5	21	8231	Video Productions	6,195	11,500	6,500	0	
1	10	8240	Education/Training/Classes	13,564	12,049	5,850	10,200	
5 ED	22	8241	Educational	11,090	3,996	0	5,500	
5 PR	21	8241	Commuity Outreach	31,790	21,465	13,750	25,500	
1	11	8250	Travel & Transportation	18,068	9,198	10,000	15,000	
1	11	8251	Fuel & Oil	103,081	101,709	105,100	108,100	
1	11	8260	Utilities	48,035	60,098	46,350	51,500	
			TOTALS without Capital Outlay:	2,408,197	2,675,496	2,583,122	2,609,190	
			<i>Capital Items will be purchased from the Capital Replacement Fund rather than Operating Fund</i>					
			Totals for Capital Outlay:	FY 18/19 ACTUAL	FY 19/20 ACTUAL	FY 20/21 BUDGET	DRAFT FY 21/22	
3,4	25	8299	Capital Outlay	59,060	203,420	488,852	703,310	

ADMIN - DEPT. 1			FY 2018/19 ACTUALS	FY 2019/20 ACTUALS	Approved Amended Budget FY 20/21	PROPOSED DRAFT BUDGET FY 21/22	NOTES
FURNITURE, APPLIANCES & EQUIPMENT							
1	8044-11	FURNITURE	616	1,211	1,500	3,000	new staff positions
1	8044-31	APPLIANCES and OFFICE EQUIPMENT	803	4,191	2,500	3,500	
TOTAL:			1,419	5,402	4,000	6,500	
CLOTHING AND PERSONAL SUPPLIES							
1	8050-21	COATS	871	1,200	1,200	1,200	
1	8050-94	ADMIN CLOTHING	723	900	900	900	
1	8050-95	HATS	198	522	850	850	
TOTAL:			1,792	2,622	2,950	2,950	
COMMUNICATIONS							
1	8060-11	AT&T	1,629	2,438	1,800	1,500	
1	8060-12	COMCAST	1,834	1,861	2,000	2,000	
1	8060-71	VIDEO CONFERENCING	150	163	750	750	
1	8060-81	COMMUNICATION/NOTIFICATION SYSTEM	20,000	20000	20,000	21,000	Everbridge
TOTAL:			26,307	24,956	24,550	25,250	
FOOD							
1	8080-01	TRUSTEE MEETINGS	3,299	2,025	400	1,250	
1	8080-21	STAFF or BUSINESS MEETINGS	1,194	902	1,450	900	
TOTAL:			4,493	2,927	1,850	2,150	
HOUSEHOLD SUPPLIES							
1	8090-11	OFFICE - HOUSEHOLD SUPPLIES	3,340	3,363	3,000	3,000	
1	8090-13	BATTERIES - OFFICE USE	114	186	360	250	
1	8090-31	DRINKING WATER and Yearly rental on dispenser	918	901	1,100	1,100	rental and filters
1	8090-41	SOLID WASTE DISPOSAL	245	93	300	300	
TOTAL:			4,617	4,543	4,760	4,650	

ADMIN - DEPT. 1			FY 2018/19 Actuals	FY 2019/20 ACTUALS	Approved Amended Budget FY 20/21	PROPOSED DRAFT BUDGET FY 21/22	NOTES
INSURANCE							
1	8100-01	POOLED WORKER'S COMP	171,631	152,815	159,586	183,302	14.86% increase
1	8100-11	POOLED LIABILITY	65,430	74,121	82,413	91,337	10.83% increase
1	8100-21	POOLED AUTO PHYSICAL DAMAGE	2,397	2,450	3,344	3,656	19.01% increase
1	8100-31	GROUP PROPERTY (flood incl.)	4,498	4,652	7,995	11,564	51% increase
1	8100-41	GENERAL FUND	11,894	10,473	9,085	8,806	3.07% decrease
1	8100-51	GROUP & EMP FIDELITY BOND (ACIP)(DEADLY WEAPON)	1,150	1,193	1,255	1,434	14.97% ACIP/12.57% DW
1	8100-61	BUSINESS TRAVEL ACCIDENT	0	0	375	0	pay every 3 yrs
1	8100-71	AVQUEST - AIRCRAFT EXCESS COV. NON-OWNED	3560	3,680	3,950	4,100	
		TOTAL:	260,560	249,384	268,003	304,199	
OFFICE EQUIPMENT MAINTENANCE							
1	8123-11	COPY PAPER	515	763	800	600	
1	8123-41	POSTAGE MACHINE SUPPLIES	0	67	250	250	new machine
1	8123-51	LAMINATING SUPPLIES	255	55	100	150	
		TOTAL:	770	885	1,150	1,000	
MAINTENANCE GROUNDS and STRUCTURES							
1	8130-11	JANITORIAL CONTRACT SERVICES	13,140	14,509	17,000	23,000	increase COVID
1	8130-21	LANDSCAPE SERVICES	0	0	14,400	10,000	contract multi yr
1	8130-31	ABOVEGROUND TANK MAINTENANCE	1,021	12,567	3,104	3,000	
		TOTAL:	14,161	27,076	34,504	36,000	
MEMBERSHIPS							
1	8150-01	MVCAC	11,500	11,500	11,500	12,000	
1	8150-11	CA SPECIAL DISTRICT ASSOC (CSDA)	7,252	7,615	7,850	8,100	3% increase
1	8150-21	LAFCO (AB 2838 law)	17,632	18,706	18,290	19,000	plan 3.0% increase
1	8150-41	AMERICAN MOSQUITO CONTROL	4,100	4,535	4,100	5,500	budget driven
1	8150-61	COSTCO	240	240	250	250	
1	8150-71	SUBSCRIPTIONS, e.g. newspapers, etc.	785	568	785	850	
1	8150-81	FARM BUREAU	75	75	75	75	
		TOTAL:	41,584	43,239	42,850	45,775	

ADMIN - DEPT. 1			FY 2018/19 Actuals	FY 2019/20 ACTUALS	Approved Amended Budget FY 20/21	PROPOSED DRAFT BUDGET FY 21/22	NOTES
OFFICE EXPENSE							
1	8170-01	OFFICE SUPPLIES	3,659	3,858	4,000	4,500	
1	8170-05	COPIER PRINTING EXPENSE	4,311	3,956	4,400	4,650	
1	8170-11	BUSINESS CARDS	195	432	500	500	new staff positions
1	8170-21	ENVELOPES	694	498	700	750	
1	8170-31	TECHNICAL BOOKS and REFERENCE LIT.	240	122	200	150	
1	8170-41	POSTAGE COSTS	1,840	1,158	2,000	1,500	
1	8170-64	A/P CHECKS	295	0	350	500	New Checks new FMIS
1	8170-66	FEES - EXCHANGE BANK (DIRECT DEPOSIT ACCT)	156	0	100	100	
TOTAL:			11,418	10,024	12,250	12,650	
PROFESSIONAL SERVICES							
1	8180-04	PAYROLL SERVICE FEES	4,030	8,848	7,000	7,000	
1	8180-10	TASC - ANNUAL FEE	1,295	1,295	1,350	1,350	
1	8180-21	IBM MAINTENANCE AGREEMENT	1,256	1,674	2,000	2,000	
1	8180-30	PROJECT WORK with NAJTECH, LLC	2,500	8,375	1,000	4,500	FMIS Conversion Project
1	8180-31	AS400 MAINTENANCE AGREEMENT	2,646	1,323	3,000	1,350	Keep AS400 running
1	8180-41	KAISER OCCUPATIONAL HEALTH-DOT/Pre-employ	1,720	1,045	1,750	2,500	PreEmployment and DOT
1	8180-51	AUDIT - includes GASB OPEB	13,225	13,840	14,400	15,000	3 year contract
1	8180-61	BACKFLOW TESTING (STATE CERT.)	520	600	700	650	
1	8180-62	MUNICIPAL RESOURCE GROUP	0	32,555	11,700	0	no projects planned
1	8180-63	PROFESSIONAL NEGOTIATION SERVICES	0	11,455	15,000	4,500	Meet and Confer, etc.

ADMIN - DEPT. 1			FY 2018/19 Actuals	FY 2019/20 ACTUALS	Approved Amended Budget FY 20/21	PROPOSED DRAFT BUDGET FY 21/22	NOTES
PROFESSIONAL SERVICES (continued)							
1	8180-66	ERGONOMICS	2,204	0	1,200	3,500	New staff positions
1	8180-67	PROFESSIONAL SERVICES-IVMP CONSULTANT	0	0	4,000	4,000	Source Redn Permit
1	8180-68	AERIAL SURVEILLANCE- SWIMMING POOLS	0	0	8,500	8,500	
1	8180-71	AERIAL APPLICATIONS-HELICOPTER CHARGES	163,035	204,312	202,000	200,000	3-5 yr ave flights
1	8180-73	OPS. DATA BASE/MAPVISION (yearly costs and enhancements)	10,090	14,345	12,500	12,500	
1	8180-79	SONOMA COUNTY REGIONAL PARKS FOUNDATION	9,000	9,000	9,000	9,000	field ed program
1	8180-80	COASTAL REGION PEIR ADENDUM	0	0	24,000	28,000	unspent funds prior fy
1	8180-81	ANNUAL TESTING for ABOVEGROUND TANK	0	1,787	500	600	Strope
1	8180-84	LIEBERT CASSIDY WHITMORE	16,513	53,775	42,000	45,000	
1	8180-86	PREFERRED ALLIANCE (DOT consortium)	0	343	350	500	
1	8180-87	SCI (2nd ASSESSMENT)	15,883	16,482	17,000	17,000	
1	8180-88	BRYCE CONSULTING	0	2,805	2,800	2,800	JD/Comp Study/Personnel
1	8180-92	LEGAL COUNSEL	13,338	8,484	20,000	20,000	General/Special Counsel
1	8180-96	NBS	7,615	5,053	1,948	0	Forecast project next FY
1	8180-97	SCI (1st ASSESSMENT)	23,306	24,088	25,224	26,070	
1	8180-99	BAY ALARM	5,818	5,458	6,000	8,000	cellular/remote upgrade
		TOTAL:	306,274	432,242	434,922	424,320	
PUBLICATIONS and LEGAL							
1	8190-01	PUBLIC RELATIONS NEWSPAPER ARTICLES	30,324	2,713	30,000	30,000	
1	8190-02	ADMIN. NEWSPAPER and LEGAL NOTICES	2,246	2,650	2,600	2,500	print and web ads
1	8190-11	TELEVISION ADVERTISING (PR)		0	12,000	24,000	experimental program
1	8190-12	RADIO ADVERTISING (PR)	23,850	27,804	50,000	50,000	inc. Hispanic radio
1	8190-13	OUTDOOR ADVERTISING (PR)	69,105	84,638	98,500	80,000	trk graphic,billboards,etc
		TOTAL:	125,525	117,805	193,100	186,500	
RENTS and LEASES							
1	8200-01	COPY MACHINE LEASE	4,192	4,223	4,500	4,200	
1	8200-11	POSTAGE MACHINE	1,061	1,170	1,300	1,200	
1	8200-31	RENTAL of EQUIPMENT and VANS for CEU days	659	689	450	450	No travel to CEU
		TOTAL:	5,912	6,082	6,250	5,850	

ADMIN - DEPT. 1			FY 2018/19 Actuals	FY 2019/20 ACTUALS	Approved Amended Budget FY 20/21	PROPOSED DRAFT BUDGET FY 21/22	NOTES
DISTRICT SPECIAL EXPENSE							
1	8230-25	ALDRICH NETWORK CONSULTING	60,000	60,000	60,000	60,000	IT Contract
1	8230-26	REMOTE BACKUP SERVICE for NETWORK	9,504	11,113	11,000	4,000	lowered costs
1	8230-41	OUT of STATE SALES TAX	1,562	968	2,000	13,000	Purch 3 ARGOS & Airboat
1	8230-42	FUEL TANK PERMIT (BAAQ)	360	379	450	450	
1	8230-57	NPDES PERMIT (Field Ops 5 yrs)	0	0	0	0	
1	8230-59	ACTUARIAL STUDIES	8,475	28,688	4,500	18,000	Valuation due for 7/1/21
1	8230-82	EMPLOYEE RECOGNITION	312	594	500	900	9 service awards
1	8230-83	COVID-19 RELATED EXPENSES		0	45,000	20,000	decline in expenses
1	8230-84	FMIS UPGRADE PROJECT		0	14,655	19,500	balance of whole project
1	8230-90	WASTE DISCHARGE - SWRCB (CAT III)	2,268	0	2,811	2,950	
1	8230-91	COLLECTION FEES (MARIN)	107,151	104,011	115,000	115,000	
1	8230-92	COLLECTION FEES (SONOMA)	29,265	30,065	33,000	33,000	
1	8230-96	HAZMAT CLEANING (car wash sump)	7,762	8,375	8,800	8,800	
1	8230-97	HAZMAT PERMIT (Fire & Emergency Services)	1,177	1,220	1,450	1,450	
1	8230-99	AS NEEDED EXPENSES	13,483	31,080	20,000	30,000	general category
TOTAL:			301,319	277,534	319,166	327,050	
EDUCATION, TRAINING and CLASSES							
1	8240-01	EMPLOYEE TRAINING	12,959	11,774	5,000	9,500	drone training, etc.
1	8240-02	TRUSTEE TRAINING and EDUCATION	605	275	850	700	
TOTAL:			13,564	12,049	5,850	10,200	

ADMIN - DEPT. 1			FY 2018/19 Actuals	FY 2019/20 ACTUALS	Approved Amended Budget FY 20/21	PROPOSED DRAFT BUDGET FY 21/22	NOTES
<u>TRAVEL and TRANSPORTATION</u>							
1	8250-01	STAFF TRAVEL CONFERENCES/WORKSHOPS	6,087	5,978	5,000	8,500	ACMA,CSDA, etc.
1	8250-05	TRUSTEE TRAVEL CONFERENCES/WORKSHOPS	11,521	2,629	5,000	6,000	MVCAC Sac/New Trustee
1	8250-71	STAFF MISC. TRAVEL	460	466	0	500	
TOTAL:			18,068	9,198	10,000	15,000	
<u>FUEL and OIL</u>							
1	8251-01	FUEL - DISTRICT TANK or CARD LOCK	102,981	101,675	105,000	108,000	new staff
1	8251-21	FUEL - CREDIT CARDS or CASH	100	34	100	100	
TOTAL:			103,081	101,709	105,100	108,100	
<u>UTILITIES</u>							
1	8260-01	WASTE COLLECTION (dumpsters)	2,608	2,682	2,750	4,500	
1	8260-11	GAS and ELECTRIC	34,016	46,857	32,000	33,500	
1	8260-21	WATER and SEWER	7,309	6,921	7,500	8,500	drought, inc water rates
1	8260-31	WATER - IRRIGATION/INDUSTRIAL	4,102	3,638	4,100	5,000	drought, inc water rates
TOTAL:			48,035	60,098	46,350	51,500	
<u>CAPITAL OUTLAY EXPENSE</u>							
1	8299-99	ADMIN - CAPITAL OUTLAY	0	0	0	0	
TOTAL:			0	0	0	0	
							% change from FY 20/21
TOTAL EXPENSES for DEPT. 1 with Capital:			1,288,899	1,387,775	1,517,605	1,569,644	3.43%
TOTAL EXPENSES for DEPT. 1 W/O Capital:			1,288,899	1,581,949	1,517,605	1,569,644	3.43%

LAB - DEPT. 2		FY 2018/19 ACTUALS	FY 2019/20 ACTUALS	Approved Amended Budget FY 20/21	PROPOSED DRAFT BUDGET FY 21/22	NOTES
ANIMAL FOOD and SUPPLIES						
2 8041-13	INSECTARY SUPPLIES	152	110	200	200	
TOTAL:		152	110	200	200	
LAB FIELD EQUIPMENT						
2 8042-25	ADULT MOSQUITO TRAPS	1,132	1,578	2,500	1,000	
2 8042-33	FIELD EQUIPMENT	442	916	1,200	2,800	
TOTAL:		1,574	2,494	3,700	3,800	
LAB CLOTHING AND PERSONAL SUPPLIES						
2 8050-02	UNIFORMS	485	453	500	500	
2 8050-30	RAIN GEAR, GLOVES, RUBBER BOOTS, ETC.	268	400	250	250	
2 8050-71	TYVEK COVERALLS and LAB COATS	0	130	0	200	
TOTAL:		753	983	750	950	
HOUSEHOLD SUPPLIES						
2 8090-12	LAB HOUSEHOLD SUPPLIES	352	116	350	350	
TOTAL:		352	116	350	350	
LAB SUPPLIES						
2 8140-01	CHEMICALS and SOLVENTS	74	25	300	200	
2 8140-11	INSTRUMENTS and EQUIPMENT	302	467	500	0	
2 8140-21	PURIFIED WATER FILTERS	376	287	400	400	
2 8140-31	GLASSWARE	0	248	0	0	
2 8140-41	LAB EQUIPMENT AND MAINTENANCE	4,016	2,753	6,500	6,500	
2 8140-71	BIO-WASTE COLLECTION	180	180	250	250	
2 8140-82	LAB SURVEILLANCE SUPPLIES	506	772	800	800	
2 8140-83	RT PCR SUPPLIES	4,916	5,070	5,000	5,000	
TOTAL:		10,370	9,802	13,750	13,150	

LAB - DEPT. 2		FY 2018/19 Actuals	FY 2019/20 ACTUALS	Approved Amended Budget FY 20/21	PROPOSED DRAFT BUDGET FY 21/22	NOTES
DISEASE SURVEILLANCE						
2 8141-11	TICK BORNE DISEASES	33	419	500	500	
2 8141-21	DISEASE SURVEILLANCE and TESTING (DART)	15371	12,410	20,000	20,000	
TOTAL:		15,404	12,829	20,500	20,500	
MEMBERSHIPS						
2 8150-31	SOCIETY of VECTOR ECOLOGY (SOVE)	70	70	70	70	
2 8150-35	ENTOMOLOGICAL SOCIETY of AMERICA			250	250	
TOTAL:		70	70	320	320	
OFFICE EXPENSE						
2 8170-04	LAB OFFICE SUPPLIES	228	94	200	200	
2 8170-35	LAB REFERENCE BOOKS and MATERIALS	0	106	200	200	
TOTAL:		228	200	400	400	
PROFESSIONAL SERVICES						
2 8180-12	MAG MAX SERVICE AGREEMENT	1,766	1,766	1,767	1,767	
2 8180-13	PCR SERVICE AGREEMENT	5,391	5,605	5,931	0	maint no longer required
2 8180-14	LAB RESEARCH PROGRAMS	0	0	500	500	
TOTAL:		7,157	7,371	8,198	2,267	
CAPITAL OUTLAY EXPENSE						
1 8299-99	LAB CAPITAL OUTLAY	0	0	0	0	
TOTAL:		0	0	0	0	
TOTAL EXPENSES for DEPT. 2 with Capital:		36,060	33,975	48,168	41,937	-12.94%
TOTAL EXPENSES for DEPT. 2 W/O Capital:		36,060	33,975	48,168	41,937	-12.94%

OPERATIONS - DEPT. 3			FY 2018/19	FY 2019/20	Amended	DRAFT	
			Actuals	ACTUALS	Budget FY	BUDGET FY	NOTES
AGRICULTURE					20/21	21/22	
3	8040-01	PYROCID	18,813	12,542	0	12,400	need 2 drums Evergreen
3	8040-11	Bti LIQUID	73,547	81,711	80,000	85,000	3% increase
3	8040-12	Bti GRANULES	23,431	24,035	26,500	13,000	
3	8040-14	LARVICIDE OIL	5,198	5,539	7,000	2,850	
3	8040-16	ZENIVEX	11,735	11,951	19,000	6,000	
3	8040-21	METHOPRENE LIQUID	46,206	51,883	52,375	52,375	
3	8040-22	METHOPRENE BRIQUETTES	58,644	58,362	59,000	59,600	
3	8040-23	30 DAY BRIQUETTES	2,079	3,120	3,500	1,600	have 2 cases on hand
3	8040-24	METHOPRENE PELLETS	204,371	187,410	162,000	162,000	
3	8040-32	BACILLUS SPHAERICUS FG	96,991	99,134	100,000	70,000	107 bags for Laguna de SRosa
3	8040-35	BACILLUS SPHAERICUS/Bti GRANULES	149,528	124,737	150,000	75,000	
3	8040-37	BACILLUS SPHAERICUS WDG	6,019	9,028	9,000	3,200	
3	8040-38	BACILLUS SPHAERICUS WSP	0	0	1,700	0	
3	8040-40	NEW PRODUCTS and TRIALS	3,135	0	1,500	1,500	
3	8040-43	Bti WDG	3,219	2,081	1,100	0	
3	8040-44	BACILLUS SPHAERICUS/Bti WSP	9,754	6,503	8,500	0	
3	8040-45	BVA13	0	0	0	0	in stock
3	8040-46	PYRETHRIN, e.g. Merus	0	0	2,100	0	2 cases- Clark prod exchange
3	8040-47	SPINOSAD	13,734	10,976	20,000	35,300	
3	8040-48	Bti/METHOPRENE GRANULES	0	1,726	30,500	0	
HERBICIDES							
3	8040-41	WEED CONTROL (district grounds)	0	0	0	0	landscapers provide
YELLOWJACKET							
3	8040-51	WASP FREEZE	1,494	1,596	2,100	2,100	used 4 cases
3	8040-53	DRIONE	8,791	9,257	10,500	6,300	172 lbs
SPECIALTY PRODUCTS							
3	8040-73	FLUSH for FOGGERS	0	0	0	0	
3	8040-81	BAGS of SAND	0	0	150	100	
3	8040-99	MARIN WATER PERMIT (hydrant)	1491	1,619	1,650	1,850	pending rate increase
TOTAL:			738,180	703,210	748,175	590,175	

OPERATIONS - DEPT. 3			FY 2018/19 Actuals	FY 2019/20 ACTUALS	APPROVED BUDGET FY 20/21	DRAFT BUDGET FY 21/22	NOTES
<u>PEST ABATEMENT SUPPLIES</u>							
3	8041-01	DRY ICE (Ops and Lab)	11,020	11,706	12,000	12,400	
		TOTAL:	11,020	11,706	12,000	12,400	
<u>APPLICATION and FIELD EQUIPMENT</u>							
FIELD APPLICATORS							
3	8042-01	4 gal. BACKPACK APPLICATORS	279	295	0	1,575	new staff-spares
3	8042-02	1 gal. CAN APPLICATORS	601	645	600	700	new staff-spares
3	8042-04	HIGH VOLUME LARVICIDE APPLICATOR	0	3,739	0	0	
3	8042-05	BACKPACK ULV FOGGERS	7890	3,671	4,000	4,200	2 units- rotate
3	8042-06	HAND HELD ULV FOGGER	0	5,496	5,500	15,700	6 units
3	8042-07	BACKPACK GRANULATOR	0	1,688	1,800	1,800	
SEEDERS and LIGHT TRAPS							
3	8042-22	ADULT MOSQUITO TRAPS (replacements)	1338	619	1,627	1,800	10 EVS traps
FIELD EQUIPMENT							
3	8042-31	FIELD SUPPLIES, (shovels, buckets, machete)	572	640	600	1,100	shovels new staff
3	8042-32	DIPPERS	0	246	250	375	
3	8042-35	FIELD EQUIPMENT (GPS, anemometers)	228	4,200	4,200	8,100	subscriptions
3	8042-36	UNMANNED AERIAL SYSTEM/ACCESSORIES	0	0	0	0	came w/accessory pkge
YELLOWJACKET							
3	8042-42	YJ FIELD EQUIPMENT	327	977	610	820	bulb dusters
WATER EQUIPMENT							
3	8042-55	KAYAK and ROWBOATS	0	0	250	0	
3	8042-56	SAFETY EQUIPMENT for BOATS	0	0	300	300	new air boat
		TOTAL:	11,235	22,216	19,737	36,470	
<u>SOURCE REDUCTION</u>							
3	8043-01	SOURCE REDUCTION SUPPLIES	450	253	500	500	rental mower, bridges marshes
3	8043-10	PERMITS/MAINTENANCE (access to sources)	4192	7,770	5,000	4,000	
		TOTAL:	4,642	8,023	5,500	4,500	
<u>CLOTHING AND PERSONAL SUPPLIES</u>							
3	8050-01	UNIFORMS	24,759	26,012	26,000	28,000	new staff
3	8050-31	RAIN GEAR	1,856	1,027	1,175	1,250	new staff
3	8050-41	WORK GLOVES	410	0	420	450	new staff
3	8050-51	RUBBER BOOTS	12,115	1,445	1,500	1,700	new staff
3	8050-61	BEE SUIT and GLOVES	922	985	1,000	1,200	new staff

OPERATIONS - DEPT. 3			FY 2018/19 Actuals	FY 2019/20 ACTUALS	APPROVED BUDGET FY 20/21	PROPOSED DRAFT BUDGET FY 21/22	NOTES
<u>CLOTHING AND PERSONAL SUPPLIES (continued)</u>							
3	8050-92	PERSONNEL TRUCK EQUIPMENT	808	719	900	2,000	storage boxes,GPS bulb,scrubs
3	8050-93	I.D. CARDS and BADGES	389	0	400	600	3 badges,5 IDs
		TOTAL:	41,259	30,188	31,395	35,200	
<u>SAFETY EQUIPMENT - OPERATIONS</u>							
3	8055-01	EYE WEAR and EYE GLASS WIPES	451	268	500	650	
3	8055-11	SAFETY GLOVES	137	179	400	450	
3	8055-21	RESPIRATORS	1,396	1,634	3,270	3,270	reserve supply
3	8055-41	FIRST AID SUPPLIES and KITS	4,129	632	2,000	2,500	new kits
3	8055-42	SPILL KITS	0	0	350	450	new attack packs, drapers
3	8055-43	TICK REPELLENTS	0	197	200	250	
3	8055-44	POISON OAK WIPES, SUNSCREEN and SA	347	233	400	425	
3	8055-51	EYE WASH	45	275	250	300	
3	8055-81	EAR WEAR	145	0	350	1,350	headsets
3	8055-91	ATV HELMETS	0	0	600	0	
		TOTAL:	6,650	3,418	8,320	9,645	
<u>COMMUNICATIONS</u>							
3	8060-01	CELL PHONE CONTRACT	22,621	22,852	37,600	43,600	tech/seasonal smart phone
		TOTAL:	22,621	22,852	37,600	43,600	
<u>HOUSEHOLD SUPPLIES</u>							
3	8090-21	VEHICLES	621	0	400	0	Add to Truck Equip
		TOTAL:	621	0	400	0	
<u>FISH SUPPLIES</u>							
3	8140-50	FISH CONTAINERS	0	0	0	0	have 1,000 in storage
3	8140-51	FISH FOOD	0	44	100	100	
3	8140-52	CLEANING SUPPLIES	0	0	125	0	
3	8140-54	WATER QUALITY SUPPLIES	0	0	200	200	
3	8140-56	EQUIPMENT and MAINTENANCE	398	31	450	200	
3	8140-57	FISH FIELD SUPPLIES, e.g. buckets, nets	407	636	500	200	
3	8140-58	PURCHASE MOSQUITO FISH	375	588	500	500	
		TOTAL:	1,180	1,299	1,875	1,200	

OPERATIONS - DEPT. 3			FY 2018/19 Actuals	FY 2019/20 ACTUALS	APPROVED BUDGET FY 20/21	PROPOSED DRAFT BUDGET FY 21/22	NOTES
<u>OFFICE EXPENSE</u>							
3	8170-10	OPERATIONS OFFICE SUPPLIES	61	254	250	250	
TOTAL:			61	254	250	250	
<u>CAPITAL OUTLAY EXPENSE (see summary page for details)</u>							
1	8299-99	OPERATIONS- CAPITAL OUTLAY			68,500	0	
TOTAL:			0	0	68,500	0	
							% change from FY 20/21
TOTAL EXPENSES for DEPT 3 with Capital			837,469	803,166	933,752	733,440	-21.45%
TOTAL EXPENSES for DEPT 3 W/O Capital			837,469	803,166	865,252	733,440	-14.34%

SHOP/BLDG/GROUNDS - DEPT. 4			FY 2018/19 Actuals	FY 2019/20 ACTUALS	APPROVED BUDGET FY 20/21	PROPOSED DRAFT BUDGET FY 21/22	NOTES
SAFETY EQUIPMENT							
4	8055-61	FIRE EXTINGUISHERS	1,491	0	1,700	1,700	
4	8055-71	SAFETY MATERIALS, SUPPLIES	775	1,478	2,000	2,000	
		TOTAL:	2,266	1,478	3,700	3,700	
HOUSEHOLD SUPPLIES							
4	8090-01	HOUSEHOLD SUPPLIES for SHOP	20	0	200	200	
4	8090-02	JANITORIAL SUPPLIES	383	239	500	500	
		TOTAL:	403	239	700	700	
ACCIDENTS							
4	8105-01	VEHICLES	2,727	0	0	0	
4	8105-11	ATV	0	0	0	0	
4	8105-21	ARGO	0	0	0	0	
4	8105-31	TRAILERS	0	0	0	0	
		TOTAL:	2,727	0	0	0	
SHOP PROJECTS							
4	8110-80	FLATBEDS	0	0	6,600	0	
4	8110-81	TRUCK MOUNT WATER TANKS	2,996	227	750	0	
4	8110-84	ARGO TRAILERS	0	0	0	5,000	2 trailers to replace
		TOTAL:	2,996	227	7,350	5,000	
MAINTENANCE (BOATS and FORKLIFT)							
4	8115-01	REPAIRS on BOATS and FORKLIFT	319	1,062	600	1,300	airboat exhaust repair
		TOTAL:	319	1,062	600	1,300	
MAINTENANCE (TRAILERS)							
4	8116-01	REPAIRS on ALL TRAILERS	573	747	1,200	1,600	
		TOTAL:	573	747	1,200	1,600	
MAINTENANCE (ATV'S)							
4	8117-01	ATV, UTV	1,567	2,160	1,800	2,000	
4	8117-11	ARGO'S (tracks, rims, tires, transmissions)	18,274	28,755	33,600	30,000	Need 3 sets tracks ARGO
		TOTAL:	19,886	38,760	35,500	32,000	

SHOP/BLDG/GROUNDS - DEPT. 4			FY 2018/19 Actuals	FY 2019/20 ACTUALS	APPROVED BUDGET FY 20/21	PROPOSED DRAFT BUDGET FY 21/22	NOTES
MAINTENANCE (LARGE FIELD EQUIPMENT)							
4	8119-21	LARGE FIELD EQUIPMENT, e.g., LITE FOOT, KOMATSU, PB100	1,746	232	2,000	3,100	Komatsu/Deere AC repair
TOTAL:			1,746	232	2,000	3,100	
MAINTENANCE (VEHICLES)							
4	8120-01	VEHICLES	16,882	24,247	22,000	28,000	increased maint costs
TOTAL:			16,882	24,247	22,000	28,000	
MAINTENANCE (SPRAY and FIELD EQUIPMENT)							
4	8121-01	POWER SPRAYERS	1,015	333	1,300	3,000	ARGO set up,ARGO tanks
4	8121-11	4 gal. BACKPACK SPRAYERS	0	0	200	200	
4	8121-31	FOGGERS	784	374	1,000	1,000	
4	8121-41	MOSQUITO TRAPS, e.g., MOTORS, BATTERIE	695	558	1,000	800	
4	8121-51	POWER SEEDERS	0	94	200	200	
4	8121-61	FIELD EQUIPMENT, e.g., GRANULATORS, ETC	409	634	1,000	800	
TOTAL:			2,903	1,993	4,700	6,000	
MAINTENANCE (CELL PHONES)							
4	8122-01	REPAIRS and REPLACEMENTS	145	1,130	1800	3,000	tech upgrade
TOTAL:			145	1,130	1,800	3,000	
MAINTENANCE (SHOP)							
4	8124-01	WASTE CYCLE SERVICE	559	0	600	800	price increase
4	8124-11	WELDING SUPPLIES	235	189	500	600	
4	8124-21	SHOP EQUIPMENT	0	154	200	200	
TOTAL:			794	343	1,300	1,600	
SHOP (TOOLS and GARAGE EQUIPMENT)							
4	8220-01	SMALL TOOLS	21	935	5,400	1,300	service carts
4	8220-21	GARAGE EQUIPMENT	855	916	1,000	750	
4	8220-31	POWER TOOLS	187	519	2,700	2,000	impact tools needed
4	8220-41	STEEL	668	706	1,000	1,000	new Argo set up
4	8220-51	LOCKS and KEYS	90	193	500	200	new staff
TOTAL:			1,821	3,269	10,600	5,250	

			FY 2018/19 Actuals	FY 2019/20 ACTUALS	APPROVED BUDGET FY 20/21	PROPOSED DRAFT BUDGET FY 21/22	NOTES
SHOP/BLDG/GROUNDS - DEPT. 4							
<u>BUILDING MAINTENANCE and IMPROVEMENTS</u>							
4	8221-01	SHOP	4,654	2,532	9,000	5,000	hoist repair
4	8221-11	VEHICLE STORAGE/GARAGE (name change)	561	697	2,000	1,000	
4	8221-21	ADMIN BUILDING	28,387	12,669	54,685	50,000	flooring/paint
4	8221-31	GROUNDS	18,708	78,462	13,000	24,709	landscape imp phase 2
4	8221-51	LAB	162	6	500	500	
4	8221-61	PREVENTIVE MAINTENANCE (HVAC)	2,515	3,059	2,800	5,560	filters increase (COVID)
		TOTAL:	54,987	97,425	81,985	86,769	
<u>CAPITAL OUTLAY EXPENSE (see summary for details)</u>							
1	8299-99	SHOP CAPITAL OUTLAY	59,060		431,352	703,310	Argos, trucks, office plan
		TOTAL:	59,060	0	431,352	703,310	
		TOTAL EXPENSES for DEPT 4 with Capital:	167,508	171,152	604,787	881,329	45.73%
		GRAND TOTAL w/o CAPITAL DEPT 4:	108,448	171,152	173,435	178,019	2.64%

COMMUNITY OUTREACH - DEPT. 5			FY 2018/19 Actuals	FY 2019/20 ACTUALS	APPROVED BUDGET FY 20/21	PROPOSED DRAFT BUDGET FY 21/22	NOTES
<u>VIDEO PRODUCTION</u>							
5	8231-03	COMMUNITY OUTREACH VIDEO	6,195	11,500	6,500	0	no video planned
TOTAL:			6,195	11,500	6,500	0	
<u>OUTREACH AND EDUCATION</u>							
5	8241-11	PRINTING EXPENSE (pamphlets, fish stickers)	3,022	9,591	9,500	9,500	
5	8241-12	PUBLIC OPEN HOUSE	12,854	0	0	0	no open house planned
5	8241-41	FAIRS in MARIN and SONOMA COUNTY	5,307	1,680	6,000	4,000	
5	8241-61	BILINGUAL PRINTING EXPENSE	0	200	250	0	included in reg printing
5	8241-62	PRESENTATION SUPPLIES	10,607	9,994	12,000	12,000	
TOTAL:			31,790	21,465	27,750	25,500	
<u>CAPITAL OUTLAY EXPENSE</u>							
1	8299-99	PUBLIC RELATIONS - CAPITAL OUTLAY	0	0	0	0	
TOTAL:			0	0	0	0	
GRAND TOTAL EXPENSES for PUBLIC RELATIONS DEPT. 5:			37,985	32,965	34,250	25,500	-25.55%

			FY 2018/19 ACTUALS	FY 2019/20 ACTUALS	APPROVED BUDGET FY 20/21	PROPOSED DRAFT BUDGET FY 21/22	NOTES
EDUCATION - DEPT. 5							
<u>MEMBERSHIPS</u>							
TOTAL:			198	0	0	0	
<u>EDUCATIONAL</u>							
5	8241-01	SCHOOL PRESENTATION SUPPLIES	9,091	3,996	9,000	4,500	6 mo. Ed Program
5	8241-03	TICK EDUCATION PACKETS	1,999	0	2,000	1,000	
TOTAL:			11,090	3,996	11,000	5,500	
<u>CAPITAL OUTLAY EXPENSE</u>							
1	8299-99	EDUCATION - CAPITAL OUTLAY	0	0	0	0	
TOTAL:			0	0	0	0	
							% change FY 20/21
GRAND TOTAL EXPENSES for EDUCATION DEPT. 5:			11,288	3,996	11,000	5,500	-50.00%

INFORMATION TECHNOLOGY - DEPT. 6			FY 2018/19 Actuals	FY 2019/20 ACTUALS	APPROVED BUDGET FY 20/21	DRAFT BUDGET FY 21/22	NOTES
<u>OFFICE EQUIPMENT MAINTENANCE</u>							
6	8123-01	COMPUTERS and LAPTOPS	9,041	4,678	17,205	16,150	7 laptops, 1 Mac
6	8123-03	NETWORK APPLIANCES/EQUIPMENT	531	105	500	500	
6	8123-10	PHONE EQUIPMENT	36	1,827	500	500	
6	8123-21	PRINTERS (ink cartridges, repairs, etc.)	4,968	2,085	1,500	5,000	need 3 printers
6	8123-22	SECURITY CAMERA SYSTEM	0	4,000	2,000	500	maint cameras
6	8123-81	WEB DESIGN,HOSTING, PHOTOGRAPHY	854	927	6,800	12,000	Streamline web hosting
TOTAL:			15,430	13,622	28,505	34,650	
<u>OFFICE EXPENSE</u>							
6	8170-51	COMPUTER SOFTWARE	2,219	7,702	7,000	6,000	MS Office upgrade
6	8170-55	COMPUTER STORAGE and HARDWARE	671	2,290	1,000	500	replace hard drives
TOTAL:			2,890	9,992	8,000	6,500	
<u>PROFESSIONAL SERVICES</u>							
6	8180-70	EMAIL SECURITY (GOSECURE)	0	3,274	0	0	3 year contract
6	8180-98	PHONE SYSTEM	11,298	12,158	14,000	14,000	
TOTAL:			11,298	15,432	14,000	14,000	
<u>CAPITAL OUTLAY EXPENSE</u>							
1	8299-99	INFORMATION TECHNOLOGY - CAPITAL OUTLAY	0	0	0	0	
TOTAL:			0	0	0	0	
							% change from FY 20/21
GRAND TOTAL EXPENSES for DEPT. 6:			29,618	39,046	50,505	55,150	9.20%

CAPITAL REPLACEMENT (pg. 1 of 2)			Actuals FY 2018/19	FY 2019/20 ACTUALS	APPROVED BUDGET FY 20/21	DRAFT BUDGET FY 21/22	NOTES:
CONSTRUCTION: 0-5540					20,000	29,509	Office Space Remodel to add seating
		TOTAL:		0	20,000	29,509	
EQUIPMENT: COMPUTERS and OFFICE: 0-5550-01							
		TOTAL:					
EQUIPMENT: FURNITURE: 0-5550-11							
		TOTAL:					
EQUIPMENT: LAB/CHICKEN COOPS							
		TOTAL:					

DISTRICT CAPITAL REPLACEMENT FUND #80668831

Balance of Capital Fund FYE 6/30/21	1,382,824	without interest earned for FY 20/21
Capital Outlay FY 20/21	-211,194	Preliminary
*MRG ALTERNATIVE #2	337,200	add scheduled contribution to Capital Fund
	\$1,508,830	

Planned Capital Items FY 21/22

3/4 Ton Trucks (purchase 4)	166,000	
ARGOS (purchase 3)	61,500	
Office Space Remodel	29,509	
Air Boat/GPS	71,500	
GPS for new Air Boat	11,320	
1 Ton Shop Service Truck (purchase 1)	50,600	
1/2 Ton Truck (purchase 1)	37,000	
3/4 Ton Trucks (purchase 5)	205,000	CARRIED OVER from FY 20/21 (purchasing constraints due to COVID)
New Van for Community Outreach/Ed	33,881	CARRIED OVER from FY 20/21 (purchasing constraints due to COVID)
1/2 Ton Truck (purchase 1)	37,000	CARRIED OVER from FY 20/21 (purchasing constraints due to COVID)
	<u>703,310</u>	

Available Balance in Capital Fund	1,508,830	Without interest posted for FY 20/21
Planned Purchases from Capital Fund	-703,310	
interest fy 20/21		UNKNOWN
Balance in Capital Fund	\$805,520	

*Following MRG Scheduled payment of \$337,200 to Capital Replacement Fund

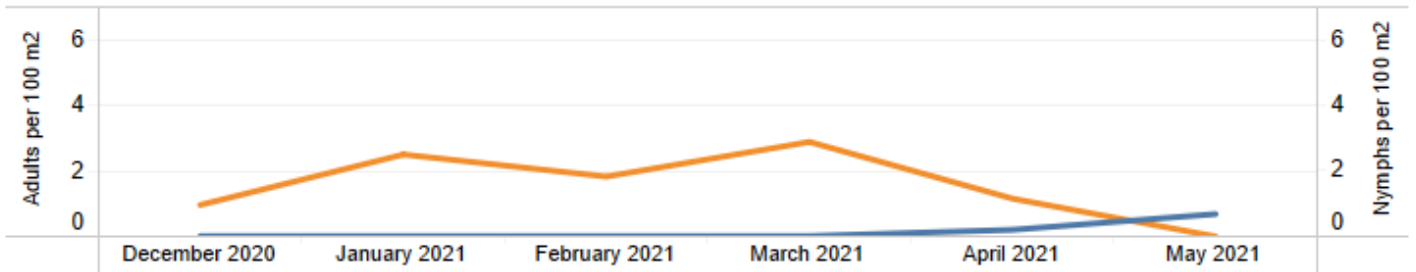


Laboratory Update March/April/May 2021

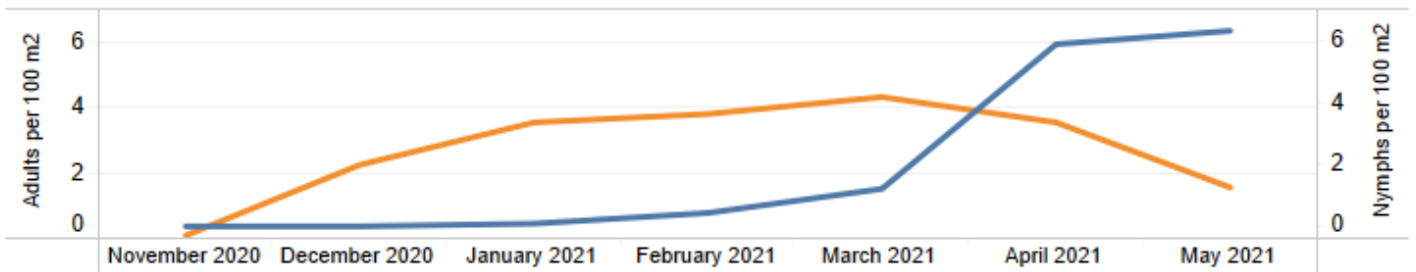
Tick Surveillance

Every month, laboratory staff visit the Marin Municipal Water District (MMWD), Annadel State Park and Foothill Regional Park. During each visit, staff drag a 1 meter by 1 meter white flannel cloth on the same pre-defined trails. They stop every 15 steps to identify, count and record the number of ticks on the flag. These ticks are then released back into the environment. This type of sampling, recommended by the Centers for Disease Control and Prevention, allows us to see trends in tick abundance over time. Below is the distribution of adults and nymphs per 100 meters squared at each visit since November 2020.

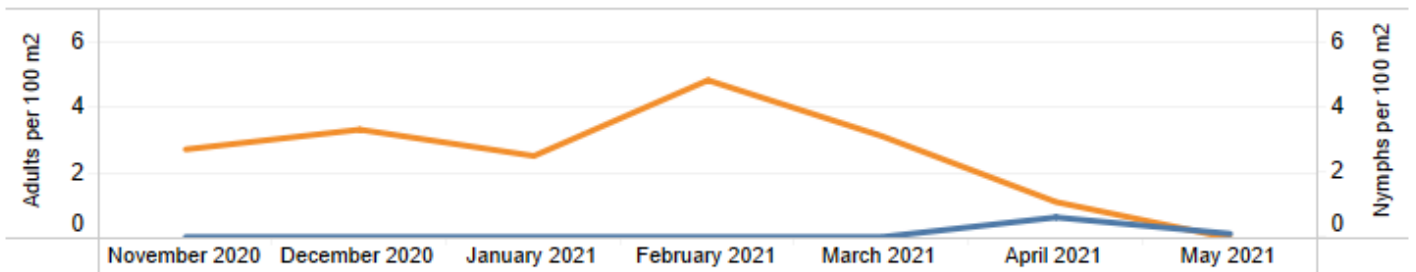
Annadel State Park



Marin Municipal Water District



Foothill Regional Park



Additional tick surveillance occurred at Helen Putnam RP, Taylor Mountain RP, Foothill RP, Annadel SP, Shiloh Ranch RP, and Jack London SP in Sonoma County and Indian Tree OSP, Indian Valley OSP, MMWD, and Camino Alto OSP in Marin County. The 636 adult and 91 nymphal ticks collected will be tested for *Borrelia burgdorferi* and *Borrelia miyamotoi*.



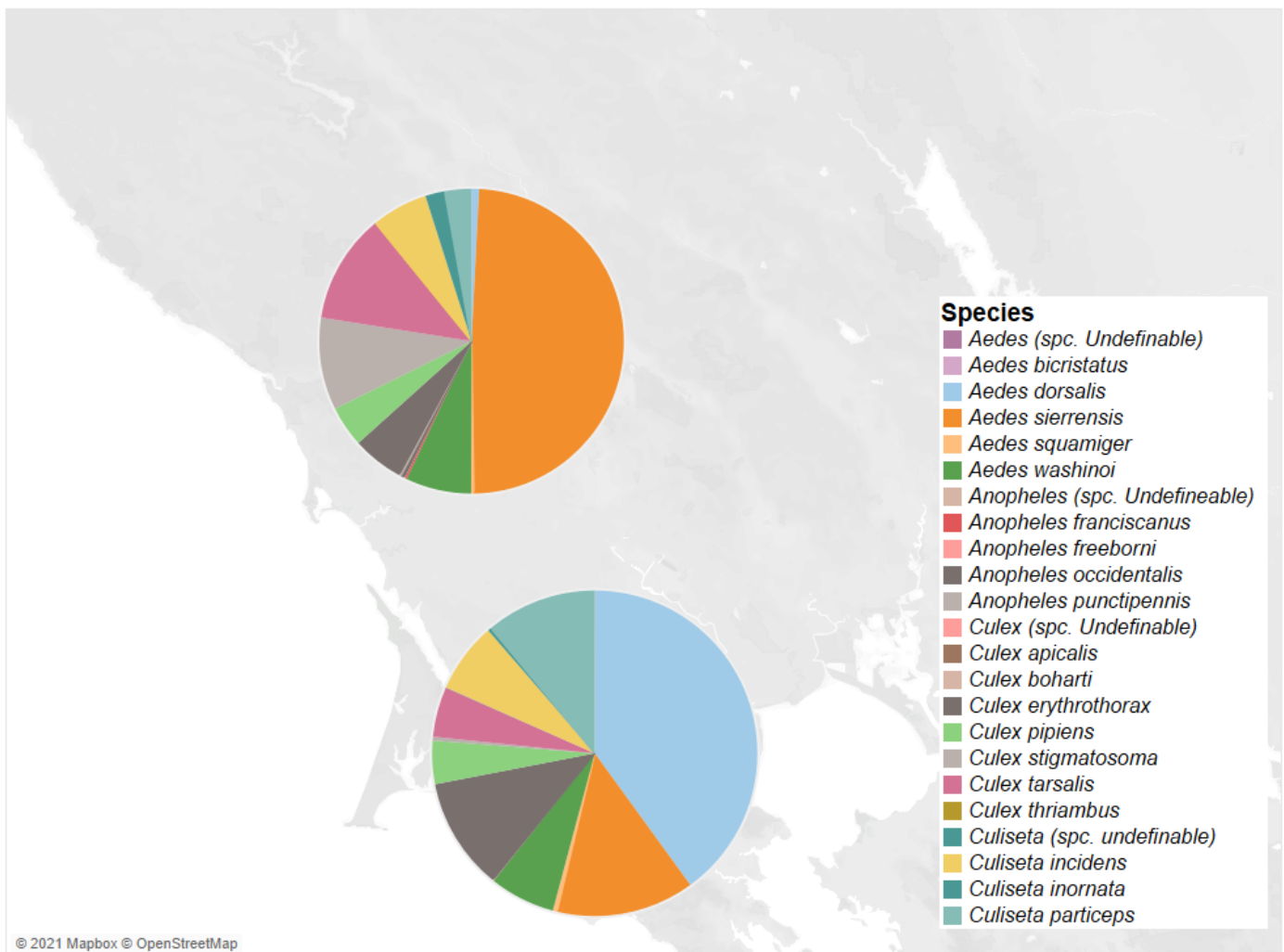
Laboratory Update

March/April/May 2021

Adult mosquitoes identified by lab staff

County	Trap Type	Total Traps	Total Adults
Marin	EVS	222	1,931
	Gravid	8	25
	Sentinel	24	22
	Sweep Net	44	1,389
Sonoma	EVS	361	2,009
	Gravid	24	175
	Sentinel	72	268
	Sweep Net	103	702

Total adults by county - March/April/May 2021



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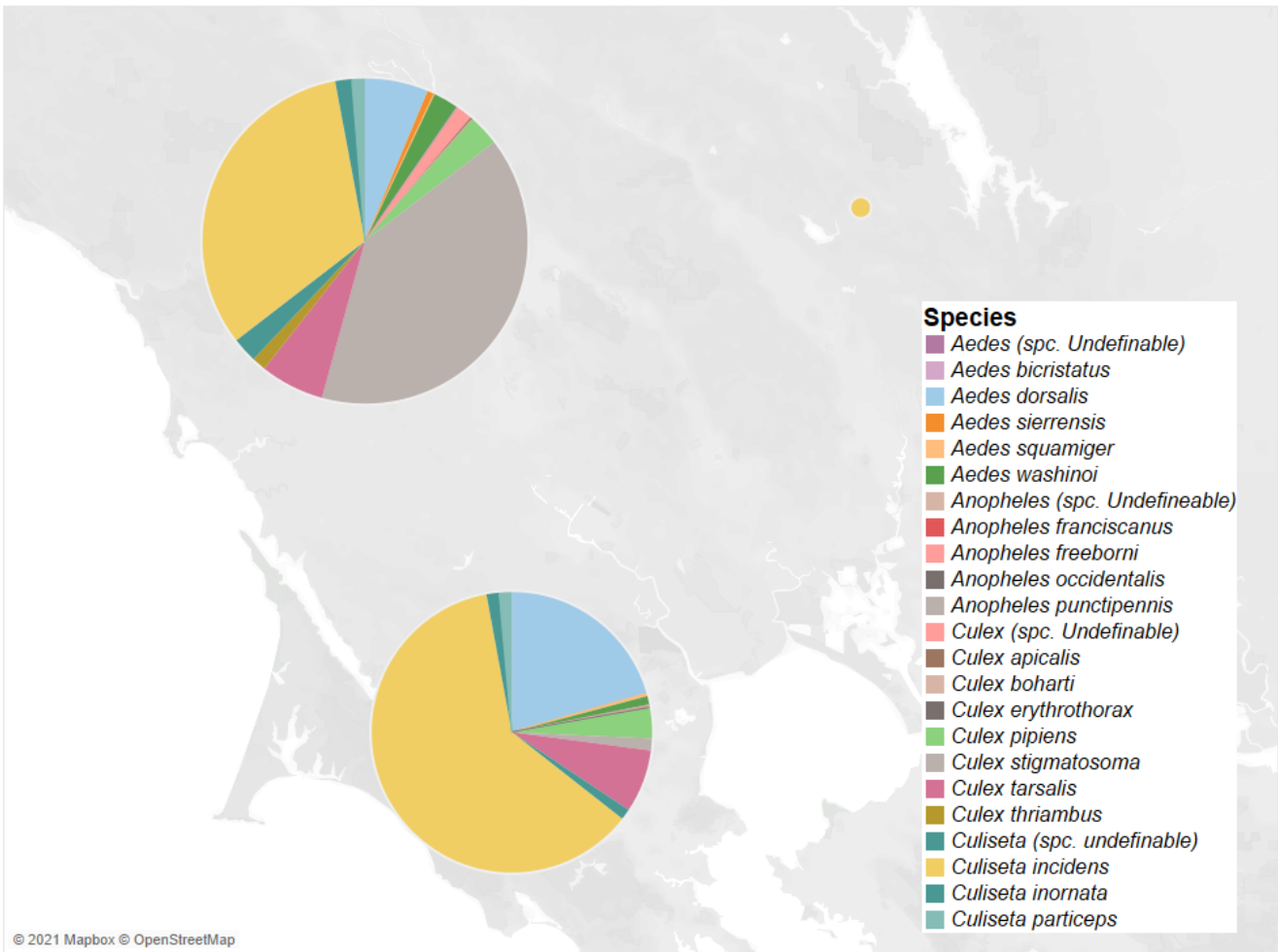


Laboratory Update March/April/May 2021

Larval mosquitoes identified by lab staff

County	Total Samples	Total Larvae
Marin	659	20,436
Sonoma	748	27,477
Napa	1	91

Total larvae by county - March/April/May 2021



Additional Lab Activities

Lab staff have been maintaining *Culex pipiens* and *Aedes sierrensis* colonies for use in equipment testing (2 Clarke foggers and the A1 Super Duty tested in April). Biologist Kristen Holt and Lead Biologist Sarah Brooks have been hard at work identifying adult and larval mosquitoes, completing their continuing education courses, working on independent projects, and identifying new locations for sentinel mosquito traps. Two seasonal laboratory staff began in April and are efficiently setting over 50 adult mosquito traps per week, helping maintain the mosquitofish at the District, and conducting tick surveillance.

STAFF REPORT



DATE: June 9, 2021

TO: The Board of Trustees

FROM: Philip D. Smith, District Manager

SUBJECT: Resolution 2020/21-14 Establishing the Compensation, Benefits, and Personnel Procedures of Unrepresented Employees, including but not limited to the Assistant Manager

RECOMMENDATION

Consider a motion to adopt Resolution 2020/21-14 establishing the Compensation, Benefits, and Personnel Procedures of Unrepresented Employees, including but not limited to the Assistant Manager.

RESULT OF RECOMMENDED ACTION

The attached proposed resolution would determine the compensation and conditions of employment for the Assistant Manager, who is currently the sole unrepresented employee.

BACKGROUND & ANALYSIS

This proposed resolution, which covers the four-year period from July 1, 2021 to June 30, 2025 has been updated to generally correspond with the terms and conditions of the recently revised Memorandum of Understanding applicable to the Management/Confidential bargaining unit for represented employees. The four-year term provides a one-year offset from the term of the represented employee's MOUs.

As noted in the resolution, the salary terms recommended by the Executive Committee and Manager are as follows:

- Effective July 1, 2021 a 5.5% increase to salary, comprised of a one-time merit increase of 3.9%, plus 1.6% representing the CPI-U rise as applied to represented employees' salaries. Funding was allocated in the approved budget for FY 2021-22.
- Effective July 1, 2022, July 1, 2023 and July 1, 2024, base wages for the Assistant Manager will be increased based on the Bureau of Labor Statistics San Francisco Bay Area February annual Consumer Price Index (CPI-U), which shall be a minimum of one and one-half percent (1.5%) and maximum of two and three quarters' percent (2.75%).

Additionally, consistent with changes to the Memorandum of Understanding covering the Management Confidential bargaining unit, this Resolution is amended to provide:

- \$100 per month in bilingual pay for qualifying employees;
- Changes to District contributions to medical insurance for employees hired on or after August 1, 2014;
- An increase to District-paid life insurance maximum coverage from \$20,000 to \$30,000;
- Annual increases to the District's contribution to the Retiree Health Savings Account for employees hired after August 1, 2014;
- Changes to the Resolution to align with the updated District Employee Policy Manual.

RESOLUTION NO. 2020/21-14

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
MARIN/SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT**

**A RESOLUTION TO ESTABLISH THE COMPENSATION, BENEFITS, AND
PERSONNEL PROCEDURES OF UNREPRESENTED EMPLOYEES, INCLUDING
BUT NOT LIMITED TO THE ASSISTANT MANAGER**

WHEREAS, the Board of Trustees of the Marin/Sonoma Mosquito and Vector Control District desires to establish certain salaries and benefits for regular and probationary unrepresented employees not covered by a Memorandum of Understanding, and

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the Marin/Sonoma Mosquito and Vector Control District that:

SECTION 1. EFFECTIVE DATES

The provisions of this Resolution describe and authorize compensation and terms of employment for unrepresented employees in the job classifications described below for the period from July 1, 2021 to June 30, 2025.

SECTION 2. APPLICATION

This Resolution applies to Marin/Sonoma Mosquito and Vector Control District regular and probationary, unrepresented employees, including, but not limited to, the Assistant Manager. This Resolution does not apply to the District Manager.

SECTION 3. SALARIES AND BENEFITS

1. Probationary Period

All original and promotional appointments shall be tentative and subject to a probationary period of twelve (12) months. The probationary period shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to the employee's position and for eliminating any probationary employee whose performance does not meet the required standards of work.

At the end of the probationary period, if the service of the probationary employee has been satisfactory to the District, the District Manager shall retain the employee.

During the probationary period, the District Manager, without the right of review of any kind, may reject a probationary employee in writing at any time.

2. Pay Periods

The pay period for employees shall be semi-monthly. All monies provided shall be paid in accordance with federal law.

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Employees are required to participate in mandatory direct deposit for payroll, per diem, travel reimbursement and similar purposes, and shall provide bank account information within five (5) calendar days of hire or change in bank account.

3. Standard Workweek and Work Schedule

A. Workweek:

The workweek begins at 12:00 a.m. on Monday and ends at 11:59 p.m. on Sunday, except as otherwise designated for employees on an alternate work schedule.

For employees working a 9/80 work schedule, each employee's designated Fair Labor Standards Act (FLSA) work week (168 hours in length) shall begin exactly four (4) hours after the start of his/her eight (8) hour shift on the day of the week that corresponds with the employee's alternating regular day off.

B. Work Schedule

The standard work schedule for employees occupying full-time positions consists of five (5) eight (8) hour days, for a total of any forty (40) hours. The standard full-time work schedule begins at 7:00 a.m. Monday and ends at 3:30 p.m. Friday.

A 9/80 compressed work schedule allows an employee to work eighty (80) hours in nine (9) days, and have an additional day off in the two-week period. In order to accomplish this, the employee works four (4) nine-hour days per workweek. On one (1) weekday, the employee alternately works an eight-hour day and has the same day off the following week. Employees assigned to a 9/80 schedule will have either every other Monday or Friday off.

C. Flextime Scheduling Arrangement

Flextime is a scheduling arrangement that permits variations in an employee's starting and departure times, but does not change the total number of hours worked in a workweek. Flextime arrangements are subject to the approval of the District Manager or designee, and are contingent on the availability of supervision, sufficient staffing coverage and satisfaction of other District business needs as determined by the District Manager.

Flextime scheduling arrangements shall only be approved if they do not result in overtime. If a flextime arrangement will result in a non-exempt employee working in excess of eight (8) hours per day, the employee must work fewer hours on another day of the same FLSA work week such that the total hours worked in the FLSA work week do not exceed forty (40) hours. No flextime schedule arrangement for an FLSA non-exempt employee shall be approved if it requires the employee to work more than forty (40) hours of actual work in a FLSA workweek. While non-exempt employees will be

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compensated for all actual hours worked in the workweek and will receive FLSA overtime for all actual hours worked in excess of forty (40) in the work week, an employee may be disciplined for working hours in excess of forty (40) hours in the workweek in violation of this provision unless the work is approved in advance by a supervisor.

Flextime scheduling arrangement can be discontinued by the District at any time with fourteen (14) days' notice to the affected employee. This does not preclude the assignment of overtime during the notice period.

4. Salary

A. Salary

All employees covered by this Resolution shall be paid a salary applicable to the schedule established for that classification as set forth in Exhibit A.

Salary Schedules in Exhibit A represent the following cost of living and merit adjustments:

1. Effective the first full pay period following July 1, 2021, effective July 1, 2021 a five and one half percent (5.5%) increase to salary, comprised of a one-time merit increase of three and nine tenths percent (3.9%), plus a cost of living adjustment of one and six tenths' percent (1.6%) representing the CPI-U rise as applied to represented employees' salaries;
2. Effective the first full pay period following July 1, 2022, a base wage increase based on the Bureau of Labor Statistics San Francisco Bay Area, February 2021 to February 2022, annual Consumer Price Index (CPI-U), which shall be a minimum of one and one-half percent (1.5%) and maximum of two and three quarters' percent (2.75%);
3. Effective the first full pay period following July 1, 2023, a base wage increase based on the Bureau of Labor Statistics San Francisco Bay Area, February 2022 to February 2023, annual Consumer Price Index (CPI-U), which shall be a minimum of one and one-half percent (1.5%) and maximum of two and three quarters' percent (2.75%).
4. Effective the first full pay period following July 1, 2024, a base wage increase based on the Bureau of Labor Statistics San Francisco Bay Area, February 2023 to February 2024, annual Consumer Price Index (CPI-U), which shall be a minimum of one and one-half percent (1.5%) and maximum of two and three quarters' percent (2.75%).

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The entrance salary for a new employee entering the classified service shall be the minimum salary for the class to which the employee is appointed. When circumstances warrant (e.g. years of service, special skills, past experience, education), the District Manager may approve an entrance salary that is more than the minimum salary for the class to which that employee is appointed. Such a salary may not be more than the maximum salary for the class to which that employee is appointed.

B. Salary Step Advancements

Employees serving in regular positions shall be considered by the District Manager on each anniversary of their hire date for advancement to the next higher step in the salary range for their respective classes. For those positions for which the District requires that an employee obtain and/or maintain state certification as a vector control technician, the following conditions shall apply:

1. After the completion of one (1) year of full-time satisfactory service in the first step of the salary range, and the passing of State Certification Tests A and B: Pesticide Application and Safety Training for Applicators of Public Health Pesticides and The Biology and Control of Mosquitoes in California, as well as the recommendation of the District Manager, the employee shall be advanced to the second step in the salary range for the employee's classification. An employee will not be advanced to the next step until the State Certification Tests have been passed.
2. After the completion of the second (2nd) full year of satisfactory service and the completion of the State Certification Test C, along with the recommendation of the District Manager, the employee shall be advanced to the third step in the salary range for the employee's classification. An employee will not be advanced to the next step until the correct State Certification Tests have been passed.
3. After the completion of the third (3rd) full year of satisfactory service in the third step of the salary range and upon the passing of the State Certification Test D, along with the recommendation of the District Manager, the employee shall be advanced to the last step in the salary range for the employee's classification.

The State Certification Tests are given twice a year (November and May). If an employee fails to pass the assigned test, that employee will not be eligible to move to the next step. If the employee takes that test a second time and passes it, the employee will then advance to the next step-upon approval by the District Manager.

The employee will have two (2) chances to complete each test. If the employee continues to fail the same test it will be up to the discretion of the District Manager to take disciplinary action, including dismissal of the employee.

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Each employee shall be considered for salary increases according to the date of that employee's appointment or the employee's revised salary anniversary date. If an employee begins employment later than the first day of the month but on or before the fifteenth of the month or has changes which would cause the employee's salary anniversary date to be on or before the fifteenth of the month, then the employee's salary anniversary date shall be reckoned from the first day of that month.

Changes in an employee's salary because of a promotion, demotion or postponement of salary step increases will set a new salary anniversary date for that employee. Salary range adjustments for a classification will not set a new salary anniversary date for employees serving in that classification.

C. Salary Step after Promotion or Demotion

When an employee is promoted, he/she will be placed at the step in the salary range which provides a salary increase closest to five percent (5%).

When an employee is demoted, whether such demotion is voluntary or otherwise, that employee's compensation shall be adjusted to the salary prescribed for the class to which the employee is demoted. However, the salary reduction shall not be more than five percent (5%) of the rate the employee had been receiving.

D. Salary Step on Reinstatement

If a former employee is reinstated in the same position previously held or to one carrying a similar salary range, the employee's salary step placement shall not be higher than the employee's salary step placement at the time of separation, except by approval of the District Manager.

E. Salary on Temporary Appointment

The District Manager may, in writing, temporarily appoint an employee to a higher classification when such an employee is regularly required to substantially perform the duties of the higher classification in excess of ten (10) consecutive working days. In such cases, the employee shall receive an additional five percent (5%) of the employee's current salary or the salary specified for the first step of the higher classification, whichever is greater. This additional five percent (5%) shall be for the duration of the temporary assignment.

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F. Bilingual Pay

On recommendation of the District Manager or designee, beginning July 1, 2021, the District may approve bilingual pay an additional one hundred dollars (\$100) per month to a full-time employee with bilingual proficiency who uses such skills within the scope of their work for the District.

The District Manager may recommend bilingual pay when there is a business need for bilingual services, such as in the following circumstances:

1. Public contact requires the frequent eliciting and explaining of information in a language other than English; or
2. Translation of written material in another language is a continuous assignment; or
3. The position is in a work location where there is a demonstrated need for frequent language translation in providing services to the public.

Designation of positions for which bilingual proficiency is required is the sole prerogative of the District Manager. The District also reserves the right to recruit and hire workers based on a specific need for bilingual skills.

To be eligible for Bilingual Pay, following the recommendation of the District Manager, an employee must pass a test for bilingual proficiency given by a District-designated examiner. Bilingual pay shall be effective the first pay period after the District-designated examiner certifies the result of the bilingual exam.

Bilingual pay shall be prorated for employees working less than full-time or who are in an unpaid leave of absence status for a portion of any given pay period.

An employee who receives bilingual pay may be required to fulfill District assignments requiring bilingual skills that fall outside of the employee's regular job description.

The District shall review positions covered by this section not less than annually to determine the number and location of positions to be designated as requiring bilingual abilities. Individuals who promote or transfer to another position within the District will be reevaluated to determine if bilingual pay should be continued.

The District Manager may discontinue bilingual pay when the business need for bilingual services no longer applies.

Bilingual pay is effective the first pay period after the District-designated examiner certifies the result of the bilingual exam.

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5. Longevity

A. Employees hired before August 1, 2014, upon completion of ten (10) years of unbroken service, will be eligible to receive longevity compensation pay. Beginning on the employee's 10th anniversary and on each anniversary thereafter, the employee will receive longevity pay increases as follows:

<u>Years of Service</u>	<u>Longevity increase</u>
Tenth Year through the Fourteenth Year	½% per year
Fifteenth Year through the Nineteenth Year	¾% per year
Twentieth Year through the Twenty-fourth Year	1% per year
Twenty-fifth Year through the Twenty-ninth Year	1½% per year
Thirtieth Year and each year thereafter	2% per year

B. For employees hired on or after August 1, 2014:

Upon completion of ten (10) years of unbroken service, employees will be eligible to receive longevity compensation pay in a flat amount of one-half percent (0.5%) of base salary.

Upon completion of fifteen (15) years of unbroken service, employees will be eligible to receive longevity compensation pay in a flat amount of an additional one and one-half percent (1.5%) of base salary for a total of two percent (2%) base salary.

Upon completion of twenty (20) years of unbroken service, employees will be eligible to receive longevity compensation pay in a flat amount of two and one-half percent (2.5%) base salary for a total of four and one-half percent (4.5%).

C. Upon the twenty-fifth year of continuous employment with the District, the District will pay the employee's share of the retirement contribution to the MCERA plan. In accordance with the MCERA plan, at the beginning of an employee's 30th consecutive year of service with the District, no further contributions are required from the District or the employee to MCERA's retirement plan. This subsection C applies only to employees who have achieved at least twenty (20) years of District service on or before the one year anniversary of the adoption of this 2017-2020 Resolution by the Board of Trustees. It does not apply to employees with less District service as of that date or to new hires.

6. FLSA Exempt Status

Employees who are Exempt from overtime compensation requirements under the Fair Labor Standards Act (FLSA), including the Assistant Manager, are not eligible to earn overtime compensation for hours worked in excess of the employee's regular work schedule.

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7. Employee Insurance Coverage

A. Medical Insurance

As a miscellaneous member of the Marin County Employees Retirement Association (“MCERA”), the District is offered two (2) plans that are purchased through Marin County: Kaiser Permanente and Anthem Blue Cross. Upon reaching the age of eligibility, employees shall enroll in Medicare and will be eligible for the Medicare Supplemental Plans available through MCERA.

Employee Medical Insurance Tier One:

For employees hired before August 1, 2014, the District shall pay the monthly premium not to exceed the rate of the Kaiser Family coverage plan, minus the employee’s monthly contribution of one hundred dollars (\$100) for single party coverage; one hundred fifty dollars (\$150) for two party coverage, and two hundred dollars (\$200) for family coverage.

If an employee elects to be a member of the Anthem Blue Cross plan and the premium cost exceeds that of the Kaiser Family coverage plan, the employee is responsible for paying the difference. This difference is collected by payroll deduction.

Employee Medical Insurance Tier Two:

For employees hired on or after August 1, 2014, who are enrolled in a District-provided health insurance plan, the District will contribute eighty percent (80%) of the cost of the medical insurance premium, up to eighty percent (80%) of the cost of the Kaiser Family coverage plan. Employees will be responsible to pay the remaining twenty percent (20%) of the medical insurance premium of the plan chosen by them. This difference is collected by payroll deduction. For employees hired on or after August 1, 2014, effective January 1, 2021, the District shall pay the monthly premium not to exceed the rate of the Kaiser Family coverage plan, minus the employee's monthly contribution of:

1. Two hundred dollars (\$200) per month for single party coverage
2. Three hundred thirty seven dollars and fifty cents (\$337.50) per month for two-party coverage,
3. Four hundred fifty dollars (\$450) per month for family coverage.

For employees hired on or after August 1, 2014, effective January 1, 2023, the District shall pay the monthly premium not to exceed the rate of the Kaiser Family coverage plan, minus the employee's monthly contribution of:

1. Two hundred twenty-five dollars (\$225) per month for single party coverage
2. Three hundred thirty seven dollars and fifty cents (\$337.50) per month for two-party coverage,
3. Four hundred fifty dollars (\$450) per month for family coverage.

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If an employee elects to be a member of the Teamsters Anthem Blue Cross plan or the Western Health Advantage Plan, and the premium cost exceeds that of the Kaiser Family coverage plan, the employee is responsible for paying the difference. This difference and the employee's monthly contribution will be collected by payroll deduction.

B. Dental Benefit Plan

The Dental plan offered under the MCERA is an optional plan offered to miscellaneous members. The District shall pay 100% of the monthly Delta Dental premium, up to the premium for family coverage, for employees and qualified dependents enrolled in the Dental Plan. This program is not extended to any District employee upon retirement.

C. Vision Benefit Plan

The vision plan offered to employees is an optional plan approved by the District Board. The District pays 100% of the vision premium, up to the premium for family coverage, for employees and qualified dependents enrolled in the vision plan. This program is not extended to any District Employee upon retirement.

D. Life Insurance

The District shall pay the monthly premium cost for a \$30,000.00 life insurance policy for the employee through an insurance company selected by the District. The employee is responsible for any spouse or dependent coverage.

These programs are not extended to any District employee upon retirement.

E. MCERA Plan Changes

If MCERA changes any of the foregoing insurance or plan coverages that are available to the District, the benefits provided under this Resolution shall adjust concurrently with the changes as implemented by MCERA.

F. Miscellaneous Benefits

1. The Wellness Benefit is a yearly allowance of five hundred dollars (\$500) provided to all regular, full time employees to be used to offset health care and personal health care costs for the employee and the employee's family. This allotment is granted on July 1st and must be used by June 30th. All receipts must be dated within this time frame. The Flexible Spending Allotment is taxable income per IRS publication 502.

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2. The Section 125 flexible spending plan, a Section 457 Deferred Compensation Plan and membership in the Marin County Federal Credit Union are optional benefits plans offered to all employees. These optional plans are set up in accordance with IRS rules and regulations. All contributions to these plans shall be paid for by the employee.
3. Employees required to wear safety boots shall receive reimbursement up to two hundred dollars (\$200) per year. Employees are required to submit a receipt for purchase in order to receive such reimbursement.

8. Retirement Benefits

A. Pension

Tier One: Under Resolution No. 141 approved by the District Board of Trustees on July 14, 1976, the District shall continue to participate in the two percent (2%) at age fifty five and one half (55 ½) provided by the Marin County Employees' Retirement Association (MCERA) as constituted on the date of the employee's hire. District employees are considered miscellaneous members of the retirement system. Therefore, the District shall continue to provide the mandatory retirement defined benefit plan and retirement medical coverage provided under said plan.

Tier Two: For employees hired on or after January 1, 2013 and who meet the definition of "new member" as set forth in Government Code Section 7522.02(f) the District will provide the MCERA two percent (2%) at age sixty-two (62) formula retirement plan in accordance with Government Code Section 7522.20, based on the average of three highest years of employment, in accordance with Government Code Section 7522.32. New members shall be subject to the provisions of the Public Employee Pension Reform Act (PEPRA), including provisions governing reportable compensation.

Rising Pension Cost Offset Contribution.

In addition to those pension contributions employees are making at the time the 2017 Resolution was adopted, and as may be otherwise required by the MCERA system, all employees shall contribute an additional one percent (1%) of pensionable compensation, by payroll deduction, toward the District's required employer contribution to that system.

Additional Pension Contribution in Lieu of Retiree Health OPEB contribution.

The Parties acknowledge that, as currently structured, uncertainty exists with respect to the legality of employee wage deductions toward unfunded liability for retiree health insurance. Consequently, the Parties have elected to forego such contributions in the negotiations culminating in this Resolution and have agreed instead that employees will make an additional contribution toward the District's required MCERA retirement contribution equal to three quarters of one percent (0.75%) of pensionable compensation. This contribution will take effect July 1, 2018.

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B. Retiree Health

Group One: For employees hired before July 1, 2009, upon ten (10) years of service with the District, the District will pay the total cost of the medical insurance premium for the retiree and the retiree's spouse or registered domestic partner upon retirement of the employee from the District, in accordance with MCERA rules and regulations.

Group Two: For employees hired on or after July 1, 2009, upon ten (10) years of service with the District, the District will pay the total cost of single-party (retiree only) medical insurance premium upon retirement from the District, in accordance with MCERA rules and regulations. As of July 1, 2009 retiree spousal medical insurance premium is not offered to new hires.

Group Three: For District employees hired after August 1, 2014, effective upon successful completion of probation, the District will contribute two hundred fifty-seven (\$257) per month into a Retiree Health Savings Plan during the time the employees are employed at the District.

Effective the first full pay period following July 1, 2021, the District's contribution to the Retiree Health Savings Plan for Group 3 will be increased by five percent (5%) for a total District contribution of \$270.02 per month.

Effective the first full pay period following July 1, 2022, the District's contribution to the Retiree Health Savings Plan for Group 3 will be increased by two and one-half percent (2.5%) for a total District contribution of \$276.77 per month.

Effective the first full pay period following July 1, 2023, the District's contribution to the Retiree Health Savings Plan for Group 3 will be increased by two and one-half percent (2.5%) for a total District contribution of \$283.69 per month.

9. Layoff and Reemployment

A. Reduction in Force – Reasons

Whenever, in the judgment of the District's Board of Trustees, a reduction in personnel is necessary for economic or operational reasons the District may decide to and implement a reduction in force and any employee may be laid off or demoted for non-disciplinary reasons.

B. Notice of Layoff

1. The District shall notify an employee who has passed his or her initial probationary period, in writing, at least (30) calendar days prior to the effective date of the layoff.

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2. Employees who have not passed initial probation are not entitled to layoff notice, bumping, or recall rights under this Article. Such probationary employees may be laid off at any time as determined by the District with or without cause or notice.

C. Continuous Service

Except as otherwise required by applicable law, continuous service excludes periods of non-paid disciplinary suspension, time on the District recall list following layoff onto inactive layoff status, and periods of non-paid leaves of absence. (Time spent on a workers' compensation leave, family and medical leave, military leave, paid family leave, and pregnancy disability leave do count toward continuous service.) Continuous service includes unbroken service before layoff onto inactive layoff status and following recall from inactive layoff status. Continuous service is otherwise broken and nullified by voluntary or involuntary termination of District employment or by expiration of the two year time limit for recall from inactive layoff status.

D. Seniority Determination for Layoff Purposes

Employees will be laid off in the inverse order of their seniority in their classification in the department. Seniority is determined based on the length of employment in the affected classification in the department, higher classifications in the department, and in a classification that is substantially similar to, and/or a classification which has been merged with, the affected class for which the employee is still qualified. In the latter situations, time spent both in the immediately affected class and the higher or merged class will be combined to determine classification seniority.

Length of employment includes all days of employment in attendance at work and on authorized or legally-protected leaves of absence. Length of service does not include unauthorized periods of leave or suspension or layoff. Within each classification, employees will be laid off in the following order: temporary; part-time; probationary; and regular status. If two or more employees in a classification to be laid off have the same length of employment, the employee to be laid off will be decided by coin toss.

1. Displacement

Regular employees who are noticed for layoff and who have passed probation in a lower classification(s) within the same classification series in the same department, may displace employees in a lower classification in that series and department, provided that the employee seeking to displace the employee in the lower classification has greater length of employment than the employee in the lower classification. If the employee could bump into more than one lower classification, they shall bump to the highest of such classifications.

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Employees in lower classifications will be displaced in inverse order of their length of employment in the classification. Any employee who seeks to displace another employee must provide the District Manager with written notice no later than five working days after the date of the notice of layoff.

2. Transfer

If the District Manager determines that a regular employee who is subject to layoff is qualified to perform the duties in a vacant position that is budgeted and available, the employee will receive a written notice of option to transfer in lieu of layoff. An employee who does not accept a transfer within 10 days after the date of the written notice, forfeits the option to transfer. An employee who accepts a transfer will be paid the rate applicable to the position into which he or she transfers.

E. Reemployment following Layoff

Regular employees who are laid off or demoted in lieu of layoff will be entitled to reemployment in the classification from which they were laid off or demoted if a vacancy in the classification occurs within two years of the date of lay off or demotion.

Each regular employee who has been laid off or demoted in lieu of layoff will be placed on a District reemployment list by classification in order of seniority in the classification. When a vacancy in the classification occurs, the top (most senior) person on the reemployment list will be offered, in writing, reappointment to the vacant position. Should the person not accept the reappointment within seven calendar days after the date of the offer, and/or be unable to begin work within two weeks after the date of acceptance, the person will be considered unavailable for employment and will be removed from the reemployment list. Whenever a person is unavailable for reemployment, the next senior person on the list will be offered reemployment.

F. Pay Upon Displacement or Recall

1. An employee who bumps into a position in a lateral or lower classification will retain the numeric wage step held in the classification from which the employee was bumped without change in step advancement date.
2. An employee recalled from active layoff status into a position in a higher classification will remain on the same numeric step held in the classification from which the employee was recalled without change in step advancement date.

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3. An employee recalled from inactive layoff status will be placed on the same numeric salary step the employee held at the time of placement on inactive layoff status with the same step advancement date the employee held at the time of placement on inactive layoff status.

G. Alternative Procedures

Within the thirty (30) calendar days beginning from, and including the date the District gives notice of its intent to layoff one or more employees, the District Manager, or his or her designee, may meet with employees covered by the Resolution to discuss possible one-time exceptions to the normal application of the layoff and recall procedures set forth in this Article. The employees and District Manager may agree, in writing, to such exceptions, but may not purport to alter the pay rate on layoff or recall provided by the above language or modify the above language on an on-going basis unless affirmatively approved by vote of the District's Board of Trustees.

In addition, during the thirty (30) day period, the District and the employees covered by this Resolution may discuss and develop a written plan for a one-time-only severance or one-time-only early retirement incentive to address the impact of the layoffs on employees. However, such severance or early retirement incentive will not be authorized unless approved by the District Board of Trustees.

10. Leaves of Absence

All approval authority over leaves of absence exercised by the District Manager shall be final.

A. Management Leave

The Assistant Manager shall receive eight (8) days (sixty-four (64) hours of management leave per fiscal year in recognition of the additional hours required in the performance of their job duties.

Management leave shall accrue at the end of the first full pay period following July 1st of each fiscal year in which it is accrued. Accrual of management leave for the Assistant Manager shall not exceed a cap of sixty-four (64) hours at any one time. Unused management leave as of the first full pay period following July 1st of each fiscal year will offset the new management leave accrual. Employees hired in FLSA exempt positions in the District mid-way through the fiscal year shall receive a pro-rated amount of management leave.

Use of accrued management leave shall be subject to the approval of the District Manager.

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Exempt employees are required to use accrued leave (vacation, sick leave, CTO, management leave) for the time an employee is absent from work, whether the absence is a partial day or a full day, in accordance with District leave rules.

B. Vacation

Vacation Allowance

Every regular, full time employee who is employed by the District as a full-time employee is entitled to accrue vacation as follows:

<u>Years of Service</u>	<u>Vacation Allowance</u>
Years 1 and 2	6.66 hours per month/80 hours per year
2 years + 1 month – 8 years	10.00 hours per month/120 hours per year
8 years + 1 month – 18 years	13.33 hours per month/160 hours per year
18 years + 1 month – thereafter	16.66 hours per month/200 hours per year

For the purpose of this policy, "Years of Service" shall mean years of unbroken service with the District.

Accrual Cap

An employee’s maximum accumulated vacation balance shall consist of an amount equal to his or her annual accrual amount, as set forth above, plus eighty (80) hours. UNLESS AN EXCEPTION APPLIES AS SET FORTH BELOW, AT NO TIME SHALL THE EMPLOYEE’S VACATION ACCRUAL EXCEED THIS CAP. When this cap is reached the accrual of vacation will cease until the employee has used vacation thereby allowing further accrual.

Exception to Vacation Accrual Cap

As discussed above, if an employee’s accumulated vacation balance achieves an amount equal to his or her annual accrual amount, as set forth above, plus eighty (80) hours, further accrual of vacation will cease until the employee has used vacation thereby allowing further accrual. However, the District Manager, may allow the employee to exceed the applicable accumulation ceiling to accommodate the work requirements. The District Manager will work with the employee and develop a plan for the employee to use vacation leave to return the employee’s vacation balance to or below the applicable maximum within a reasonable period.

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Vacation Schedule

All vacation leave requests must receive prior administrative approval. Requests to use vacation leave must be received in writing at least five (5) working days prior to the first requested leave date. The District Manager may waive the five day notice requirement and grant an employee's request to use vacation leave in case of an emergency (i.e.; accident or illness within the employee's immediate family. For purposes of this section, "immediate family" means spouse or registered domestic partner, the employee's child (including adopted or foster or a minor with whom the employee otherwise stands in loco parentis), parent. A doctor's note authenticating that the need for the leave was based on conditions of an emergency nature may be requested to verify the basis for the request.

Vacation Cash Out Upon Separation

On termination from District service, the District will compensate the employee for his or her accrued and unused vacation balance at the employee's regular base rate of pay.

Holiday During Vacation

If any such paid holiday as defined in Section 10.C, below falls within an employee's vacation leave, such holiday shall not be charged against the employee's vacation time.

Vacation Schedules in an Emergency

All vacation schedules are subject to suspension by the District Manager in case of a serious threat of mosquito or other vector-borne disease.

C. Holidays

Qualifying for Holiday Pay

All employees, except temporary employees, shall be entitled to take all authorized holidays with full pay not to exceed eight (8) hours for any one (1) holiday.

An employee who is scheduled to work on a holiday and who fails to report for a scheduled work shift on any such holiday due to the employee's illness or the need to care for an immediate family member who is ill will be required to produce a note from a health care practitioner within three (3) work days of returning to work, stating that the employee was unable to work due to the employee's or immediate family member's illness. Failure to produce a doctor's note within the requisite time will result in the requirement that the employee use sick leave for the absence in lieu of receiving holiday pay.

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An employee who is scheduled to work on a holiday and who fails to report for a scheduled work shift on any such holiday for any other reason may be subject to discipline for an unapproved absence.

Holidays Observed by the District

The following days shall be holidays for all employees occupying regular positions:

New Year's Day, January 1st
Martin Luther King Jr.'s Birthday
President's Day
Cesar Chavez Day, March 31st
Memorial Day
July 4th
Labor Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day, December 25th
Two (2) floating holidays

If a holiday falls on Sunday, the following Monday shall be observed as a holiday. If the holiday falls on a Saturday, the preceding Friday shall be observed as a holiday. By mutual agreement of employees and the District Manager, the day observed as a holiday may be changed from the actual day on which the holiday falls.

D. Sick Leave

Sick leave will be handled in accordance with District Employee Manual Policy S-100 entitled "Sick Leave."

Sick Leave Cash Out at Separation

Upon separation or termination of service with the District, a non-probationary employee shall be reimbursed at a rate of fifty percent (50%) for the employee's accumulated sick leave. Unused sick leave accumulation for the purpose of payment at such time that the employee leaves the service of the District shall not exceed one hundred twenty-five (125) days.

E. Bereavement Leave

In the event of a death in the immediate family of an employee, the employee shall, upon request, be granted up to five (5) consecutive working days in order to make arrangements, attend services, etc. In the event the employee is required to travel two hundred (200) or more miles (one way) for the service, the employee shall, upon request, be eligible to take one (1) additional working day of leave, for a total of six (6)

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consecutive working days. Accumulated sick leave or vacation time will be applied as bereavement leave. For the purposes of this paragraph, the family shall be defined as those relatives with an immediate familial relationship (spouse, registered domestic partner, natural or adopted children, employee's parents, spouse's/registered domestic partner's parents, employee's siblings, or spouse's/registered domestic partner's siblings).

F. Job-Incurred Illness or Injury Leave

An employee of the District who has suffered a disability caused by illness or injury arising out of and in the course of the employee's employment, as defined by the Workers' Compensation laws of the State of California, shall be entitled to disability leave while so disabled without loss of compensation for the period of such disability to a maximum of ninety (90) calendar days.

During the period the employee is paid by the District, the employee shall endorse to the District any benefit payments received as a result of Workers' Compensation insurance coverage. The District reserves the right to withhold payment of any disability benefits until such time as it is determined whether or not the illness or injury is covered by Workers' Compensation.

If the employee's disability is caused by illness or injury arising out of and in the course of the employee's employment and extends beyond the ninety (90) calendar days described above, the employee may elect to integrate his/her unused sick and vacation leave with the Workers' Compensation payments, provided that the sum of the Workers' Compensation payments and paid leave does not exceed the employee's regular rate of pay for said period.

G. Military Leave

An employee who is a member of the National Guard or Naval Militia or a member of the Reserve Corps or the Federal Military, Naval, or Marine services and who is ordered to duty, shall be granted a leave while engaged therein. The District shall not compensate the employee during such leave, except as required by law.

The District shall provide health benefits to the family of an active military service member if the member was drafted or called up from inactive duty to active duty because of a national emergency of any kind as long as such benefits are not being provided by the military.

All employees who have been granted a military leave shall, upon their return to District service, be entitled to the automatic salary advancement within the range scale of the established wage schedule of their classifications for the period they were in the military.

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H. Personal Leave

Consistent with the needs of the District, employees may be granted up to two (2) hours leave for medical and dental appointments. Such personal leave shall be charged to either sick leave or vacation leave.

I. Failure to Return After Leave

Failure to report for duty after a leave of absence request has been disapproved, revoked or cancelled by the District or at the expiration of a leave shall be considered an absence without leave. An employee whose leave of absence is revoked or canceled shall be notified of such action by registered mail at the employee's last known address.

SECTION 4. DISMISSAL, SUSPENSION, OR DEMOTION FOR CAUSE

Disciplinary action will be handled in accordance with District Employee Manual Policy D-200 entitled "Disciplinary Action."

A. Post-Discipline Appeal

For post-disciplinary appeals of unpaid suspensions, demotion, disciplinary reduction in pay and disciplinary discharge, the District and employee may agree to voluntary mediation.

1. Request for Mediation

A regular, for-cause employee may appeal from a final notice of appealable discipline by delivering a written answer to the charges and a request for mediation to be conducted by the California State Mediation and Conciliation Service (CSMCS). Such requests shall be in writing to the District Manager within ten (10) working days of the date the notice of discipline. Mediation shall be by mutual agreement of the District and the employee.

The CSMCS representative shall meet with the parties to hear presentations on the details of the case and work with the parties in an attempt to settle the disciplinary appeal. If no settlement is reached, the CSMCS representative may make a recommendation to the District Manager.

2. Appeal to Board of Trustees Panel:

a. Request for Appeal Hearing

If the parties are unable to reach a mutually satisfactory accord on the appeal through mediation, or if the parties do not mutually agree to mediate the appeal, a regular, for-cause employee may appeal from a final notice of appealable discipline by delivering a written answer to the charges and a request for appeal to the District Manager or designee, who will forward the

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appeal to the Board of Trustees. Such referral must be made to the President of the Board of Trustees only through the District Manager, within ten (10) working days of the mediation with the CSMCS, or of the notice of a party's refusal to mediate. The Appeal hearing shall be handled in accordance with the District Employee Manual Policy D-200 entitled "Disciplinary Action."

SECTION 5. GRIEVANCES

1. Definition of a Grievance

A grievance is any dispute which involves the interpretation, claimed violation or application of any provision of this Resolution, excluding however, those provisions of this Resolution which specifically provide that the decision of any District Manager shall be final, the interpretation or application of those provisions not being subject to the grievance procedure. Complaints of harassment, discrimination, and retaliation based on protected class or activity shall be handled in accordance with District's policy against Workplace Harassment, Discrimination and Retaliation and shall not be subject to the grievance procedure. In addition, a grievance does not include disciplinary actions.

All complaints involving or concerning the payment of compensation shall be initially filed in writing with the District Manager. Only complaints that allege that employees are not being compensated in accordance with the provisions of this Resolution shall be considered.

Grievances shall be processed in the following manner:

Informal Step - Immediate Supervisor:

Any employee who believes that a grievance exists may discuss the complaint with his/her immediate supervisor. If the issue is not resolved at this step or if the employee elects to submit the grievance directly to the District Manager, the procedures hereinafter specified may be invoked.

Step One - Formal Grievance to District Manager:

Any employee may notify the District Manager in writing that a grievance exists, stating the particulars of the grievance and if possible, the nature of the determination desired. In order to be considered as valid, such grievance must be submitted within ten (10) working days of the event giving rise to the grievance or the date that the employee had reasonable knowledge of the event. The District Manager shall investigate the issues, meet with the complainant and attempt to reach a satisfactory resolution of the problem. The District Manager shall respond to the complainant in writing within fifteen (15) working days of receipt of the grievance at this level. No grievance may be processed under paragraph (3) and (4) below which has not first been filed and investigated in accordance with this paragraph

Step Two - Grievance Mediation:

Any grievance which has not been resolved by the procedures hereinabove set forth may be referred by the employee to grievance mediation to be conducted by the California State Mediation and Conciliation Service (CSMCS). Such referral shall be in writing to the District

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Manager within ten (10) working days of the date the District Manager's response was issued in Step 1 above. The CSMCS representative shall meet with the parties to hear presentations on the details of the case and work with the parties in an attempt to settle the grievance.

Step Three - Board Hearing:

If the parties are unable to reach a mutually satisfactory accord on any grievance which arises such grievance may be referred by the employee to a Board panel, appointed by the Board of Trustees, consisting of three (3) Board of Trustee members, for a hearing and advisory determination.

If an employee fails to file a letter requesting a grievance hearing within the time specified, the District Manager's decision shall become final without further action.

Such referral must be made to the President of the Board of Trustees only through the District Manager, within ten (10) working days of the' grievance mediation with the CSMCS. The letter requesting a grievance hearing before the Board must state the name of the employee, the date and nature of the decision appealed, the ground(s) of the appeal, and all specific facts or omissions upon which the appeal is made. This referral letter to the President as well as the written response from the District Manager in Step 2 will be the only information communicated to any Board member prior to the actual grievance presentation to the Board.

The Board-appointed, three-person panel shall hold a hearing not later than 60 days from the date of filing the appeal, unless otherwise agreed to by the parties. After hearing the grievance, the Panel will issue an advisory decision as to the grievance in writing.

Within thirty (30) working days of the Panel's advisory decision, the Board of Trustees will review the advisory decision and either adopt, modify, or reject that decision as a final decision on the grievance, to the extent permitted by the laws of the State.

Judicial review of any decision of the Board of Trustees may be had pursuant to Section 1094.5 of the California Code of Civil Procedure only if the petition for writ of mandate pursuant to such section is filed within the time limits specified in this section. Pursuant to Code of Civil Procedure 1094.6, any such petition will be filed not later than the ninetieth (90th) day following the date on which the Board of Trustees gives written notice of the final decision.

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EXHIBIT A:

INSERT SALARY SCHEDULE

RESOLUTION NO. 2020/21-14

This Resolution supersedes and replaces Resolution 2017-18-08.

APPROVED AND ADOPTED this 9th day of June, 2021 by vote of the Board of Trustees.

	<i>Yes</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>
Bruce Ackerman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cathy Benediktsson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gail Bloom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tamara Davis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Art Deicke	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Julie Ettlín	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laurie Gallian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pamela Harlem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan Hootkins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ranjiv Khush	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shaun McCaffery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Morgan Patton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carol Pigoni	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monique Predovich	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diana Rich	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Herb Rowland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ed Schulze	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Veronica Siwy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Richard Snyder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Witt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vote Totals:				

ATTEST:

APPROVED:

 Carol Pigoni
 Secretary, Board of Trustees

 Pamela Harlem
 President, Board of Trustees

 Philip D. Smith
 District Manager

Exhibit "A"

Assistant Manager

July 1, 2021 through June 30, 2025

	Base Monthly	Add % COLA Longevity or Merit	New Monthly	New Annual	New Hourly
July 1, 2021	\$13,563	5.50%	\$14,309	\$171,708	\$82.55
Add Longevity effective 7/1/21 (19 yrs service)	\$14,309	0.75%	\$14,417	\$173,004	\$83.18
July 1, 2022	\$14,417	1.5%-2.75%	TBD	TBD	TBD
Add Longevity effective 7/1/22 (20 yrs service)	TBD	1.00%	TBD	TBD	TBD
July 1, 2023	TBD	1.5%-2.75%	TBD	TBD	TBD
Add Longevity effective 7/1/22 (21 yrs service)	TBD	1.00%	TBD	TBD	TBD
July 1, 2024	TBD	1.5%-2.75%	TBD	TBD	TBD
Add Longevity effective 7/1/22 (22 yrs service)	TBD	1.00%	TBD	TBD	TBD

Manager's Report

- Painting of the new and existing storage facilities is now under way.
- As of June 1, 2021, the balance in the District's OPEB trust fund at CalPERS CERBT for future retiree medical expenses had increased to \$8,326,702. This is the first reporting period in which the balance has exceeded \$8M. Later this year, Bartel & Associates will prepare the biennial actuarial valuation report.
- To build a library of photographic images for the District's use, we have scheduled two days of professional photography later this month. Additionally, we plan to set up two half days of photography to take photographs of Board members. We will send a poll to decide on suitable dates for each photo opportunity. One will be offered in Marin (location TBD) and the other at the District offices.
- The Federal Aviation Administration approved the District's Public Agency Declaration letter, and we are now in the second phase of applying for a Certificate of Authorization to operate remotely piloted vehicles. As reopening after COVID-19 permits, we will participate in some demonstration events to be offered by other mosquito districts currently using unmanned aerial vehicle technology.
- Board President Pamela Harlem advises that the Board will not meet in July 2021.
- Public Information Officer Nizza Sequeira and I continue to work on the project to redesign the graphics on the District's vehicle fleet. Currently, we have settled on a design to be installed and tested on some of our fleet vehicles.
- Responses to a Request for Proposals to provide the District with telephone services using Voice over Internet Protocol are under evaluation. Responses were received from three companies. The District's current provider, Mitel, did not submit a proposal.
- Recruitment interviews for the currently vacant Source Reduction/Wastewater Specialist position are scheduled for early next month.
- Following the recruitment process for the Shop/Facilities Assistant position, Ernesto Viruel began his employment with the District on June 1.
- Similarly, we completed the recruitment process for Rodent Control Specialist and an announcement is imminent.
- We continue preparing for the conversion to Black Mountain Software's financial management information and accounting system. October 1, 2021, remains the target date "go live" date.

Assistant Manager's Report

- The self-serve mosquitofish station located at the entry way to the district office has been busy! Members of the public have been obtaining mosquitofish from the station and via technicians responding to service requests. The mosquitofish are for use in contained water sources.
- Treehole mosquito (*Aedes sierrensis*) populations are beginning to decrease as are related service requests. It looks like we will have an abbreviated treehole mosquito season this year. It is abnormal to see populations decrease in May! Typically, we see declines in late June or early July.
- Last month, I informed the board of an *Aedes dorsalis* hatch/flyoff in the Peacock Gap area of San Rafael. I am happy to report that the adult mosquito activity has significantly decreased. The decrease is due to the good work and diligence of Vector Control Technician Nathen Reed and Field Supervisor Steve Miller in performing adult mosquito control. Our Public Information Officer, Nizza Sequeira, did excellent work providing messaging on Nextdoor and the District's website. Our receptionist team received numerous phone calls and did a great job providing information to the public and taking service requests.
- We continue to receive several requests for rodent inspections and assistance with rodent related issues. I assisted a Vector Control technician with a significant rat infestation at a home in Sonoma and continue to work with Sonoma County Environmental Health on a problematic issue in El Verano (Sonoma).
- We are beginning to receive yellowjacket related service requests.
- We welcomed Darren Brookshire to our team on June 1st. Darren is working with us as a Field Assistant (Seasonal).
- There were some significant high tide events in late May, some exceeding seven feet in height in certain marshes. Our operations staff found a large hatch (662 acres) of *Aedes dorsalis* (pale salt marsh mosquito) mosquito larvae in the Petaluma Marsh and several marshes in the Highway 37 corridor. Twenty-three acres also required larvicide treatment in the creeping water primrose infested area of the Laguna de Santa Rosa.

Luckily, we were able to quickly plan and schedule a helicopter application. Field Supervisors Marc Nadale and Jason Sequeira put forth an impressive effort on Saturday May 29th to conduct the application. With water from the high tides over the Memorial Day weekend, we found a second *Aedes dorsalis* hatch in areas outside of the May 29 application area. We had to quickly plan and execute a second helicopter larvicide application to approximately 250 acres on June 2nd. The applications were performed to decrease the larval mosquito populations, prevent adult mosquito emergence, and dispersal to populated areas within this mosquito's flight range (i.e., up to approximately 20 miles).