

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: January 11, 2023
TIME: Closed Session 6:00 p.m.
Regular Meeting 7:00 p.m. or as soon as possible after Closed Session
LOCATION: **Teleconference – See Below**

Please note that due to COVID-19, 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 Assembly Bill 361. A declared state of emergency exists as defined under the California Emergency Services Act. (Gov. Code §§ 52953(e)(1), (e)(4).). State and local officials have imposed or recommended measures to promote social distancing. 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 820 1764 2552

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.msamosquito.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. CLOSED SESSION

A. Closed Session pursuant to California Government Code Section 54957.6

CONFERENCE WITH LABOR NEGOTIATORS

District Representatives: Kelly Tuffo, Liebert Cassidy Whitemore
Philip Smith
Erik Hawk

Employee Organization: Western Council of Engineers

B. Adjourn Closed Session to Open Board Meeting at 7 pm or as soon as possible after Closed Session.

2. CALL TO ORDER

3. PLEDGE OF ALLEGIANCE

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

Bruce Ackerman, Fairfax
Cathy Benediktsson, Tiburon
Gail Bloom, Larkspur
Tamara Davis, Sonoma Co. at Large
Art Deicke, Santa Rosa
Pamela Harlem, San Rafael
Susan Hootkins, Petaluma
Ranjiv Khush, San Anselmo (*Secretary*)
Evan Kubota, Windsor
Shaun McCaffery, Healdsburg

Morgan Patton, Marin Co. at Large
Carol Pigoni, Cloverdale (*Second V.P.*)
Diana Rich, Sebastopol
Herb Rowland, Jr., Novato
Ed Schulze, Marin Co. at Large
Veronica Siwy, Rohnert Park
Richard Snyder, Belvedere (*First V.P.*)
David Witt, Mill Valley
Laurie Gallian, Sonoma (*President*)

Open Seats:

Corte Madera, Cotati, Ross, Sausalito, and one Sonoma County at Large

5. PUBLIC TIME

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

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

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

Please limit your comments to three (3) minutes per person or twenty (20) minutes per subject in total so that all who wish to speak can be heard.

6. CONSENT CALENDAR

A. APPROVAL OF AGENDA

B.* **Resolution 2022/23-06: Authorizing Remote Teleconference/Virtual Meetings of the District Pursuant to AB 361**

Staff Report: The attached proposed resolution would authorize the Board of Trustees to continue to hold virtual/teleconference meetings in compliance with AB 361, considering the continued declared state of emergency and recommended social distancing measures.

C.* **MINUTES** – Minutes of Board Meeting held on December 14, 2022.

D.* **FINANCIAL REPORTS – Review Financial Reports for December 2022**

ACTION NEEDED

INFORMATION ENCLOSED

7. NEW BUSINESS

A. **2023 Trustee Election Nominations and Election of Officers**

The following list of recommendations for Board Officer positions was submitted by the Nominating Committee at the December 14, 2022 Board meeting.

President – Richard Snyder
1st Vice-President – Carol Pigoni
2nd Vice-President – David Witt
Secretary – Diana Rich

ACTION NEEDED

COMMITTEE RECOMMENDATION: Review and discuss the Nominating Committee's recommendations. Consider a motion to appoint the Board Officers for 2023.

B. Passing of the Gavel

C. Committee Assignments

Incoming President Richard Snyder will invite Trustees to contact him to express their wishes regarding committee assignments for 2023.

D. Approve Signature Card for District Bank Account

Proposed Signers: President, 1st Vice-President, Secretary, Trustee Davis, Trustee Shaun McCaffery, District Manager Smith, and Assistant Manager Hawk.

Staff Report

The change in authorized signers is a routine matter and is due to the change in Board Officers.

ACTION NEEDED

STAFF RECOMMENDATION: Consider a motion to approve the list of persons authorized to sign checks drawn on the District's Bank Accounts.

E. Report by Manager Smith regarding recent computer malware issues

F. Update by Public Information Officer Nizza Sequeira

G.* Proposed Fourth Amendment to District Manager Employment Agreement

Staff Report: The proposed amendment to the employment agreement with the District Manager would, effective January 1, 2023, increase salary by a Cost of Living Adjustment (COLA) of 3.0% and additionally provide a 2.5% increase to annual salary for merit. No changes to any other existing terms of employment are proposed.

RECOMMENDED ACTION:

1. Review and discuss the proposed Fourth Amendment to Section 5.0 of the Amended and Restated District Manager Employment Agreement.
2. Authorize the Board President to execute the Fourth Amendment to the District Manager Amended and Restated Employment Agreement.

INFORMATION ENCLOSED

8. COMMITTEE & STAFF REPORTS

A. Executive Committee

Report by President Richard Snyder

9.* MANAGER'S REPORTS

INFORMATION ENCLOSED

10. WRITTEN COMMUNICATIONS

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

11. OPEN TIME FOR BOARD OR STAFF COMMENTS

12. ADJOURNMENT

RESOLUTION NO. 2022/23-06

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
MARIN/SONOMA MOSQUITO & VECTOR CONTROL DISTRICT
AUTHORIZING REMOTE TELECONFERENCE/VIRTUAL MEETINGS
OF THE DISTRICT PURSUANT TO AB 361**

WHEREAS, the Board of Trustees of the Marin/Sonoma Mosquito & Vector Control District (“District”) is committed to preserving and nurturing public access and participation in meetings of the Board; and

WHEREAS, meetings of the Board are open and public, as required by the Ralph M. Brown Act (Government Code Sections 54950 – 54963); and

WHEREAS, the Brown Act makes provisions for remote teleconferencing participation subject to the existence of certain conditions. A required condition is that a state of emergency is declared by the Governor. It is further required that state and/or local officials have imposed or recommended measures to promote social distancing, or, meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board finds that the requisite conditions exist for the District to conduct remote teleconference/virtual meetings without compliance with Government Code Section 54953(b)(3); and

WHEREAS, as a condition of extending the use of the provisions found in Government Code Section 54953(e), the Board must reconsider the circumstances of the State of Emergency that exist, and the Board has done so; and

WHEREAS, the state of emergency and recommended measures to promote social distancing persist currently; specifically, on March 4, 2020, the Governor proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19. In addition, state officials have issued orders imposing or recommending social distancing measures, specifically, the California Department of Public Health has stated that one of the steps that can be taken to slow the spread of COVID-19 is to: “Stay at least 6 feet away from others, whenever possible. This is called social distancing and is very important in preventing the spread of COVID-19;” and

WHEREAS, as a consequence of the State of Emergency and the social distancing recommendations mentioned above, the District desires to have AB 361 procedures in place for the option to provide virtual access to Board meetings, with or without a public meeting location (“AB 361 Option”). Adoption of this Resolution will permit virtual meetings without the need to comply with Government Code Section 54953(b)(3), as authorized by Government Code Section 54953(e), and in such cases, the Board shall comply with the requirements to provide the public with access to the meetings as prescribed in Government Code Section 54953(e)(2); and

WHEREAS, as permitted under AB 361, and when the AB 361 Option is utilized, the District will provide the public with the ability to attend Board meetings virtually. When the AB 361 Option is utilized, members of the public who wish to provide comment may make comments virtually.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Marin/Sonoma Mosquito & Vector Control District as follows:

SECTION 1. Recitals. The above recitals are incorporated as though set forth in this section.

SECTION 2. Authorization. The Board, and the District Manager or his designee, is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution, including conducting open and public meetings in accordance with Government Code Section 54953(e) and other applicable provisions of the Brown Act.

SECTION 3. Effective Date. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of: (a) 30 days; or (b) such time as the Board adopts a subsequent resolution in accordance with Government Code Section 54953(e)(3) to extend the time during which the Board may continue to hold teleconference meetings without compliance with Government Code Section 54953(b)(3).

SECTION 4. Severability. Should any provision of this Resolution, or its application to any person or circumstance, be determined by a court of competent jurisdiction to be unlawful, unenforceable or otherwise void, that determination shall have no effect on any other provision of this Resolution or the application of this Resolution to any other person or circumstance and, to that end, the provisions hereof are severable.

Passed and adopted at a special meeting of the Board of Trustees held January 11, 2023, by the following roll call vote:

	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"/>
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"/>
Evan Kubota	<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"/>
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"/>
Laurie Gallian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vote Totals:				

ATTEST:

APPROVED:

 Ranjiv Khush
 Secretary, Board of Trustees

 Laurie Gallian
 President, Board of Trustees

Marin/Sonoma Mosquito & Vector Control District

Board of Trustees
595 Helman Lane
Cotati, CA 94931

Meeting Held via Videoconference
December 14, 2022

SPECIAL & REGULAR BOARD MEETING MINUTES

1. CALL TO ORDER

Richard Snyder called the meeting to order at 6:15 pm.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Members present:

Ackerman, Bruce	<i>Arrived at 6:17</i>	Kubota, Evan	
Benediktsson, Cathy		McCaffery, Shaun	
Bloom, Gail	<i>Arrived at 6:25</i>	Patton, Morgan	
Davis, Tamara		Pigoni, Carol	
Deicke, Art		Rich, Diana	<i>Arrived at 6:40</i>
Harlem, Pamela		Schulze, Ed	
Hootkins, Susan		Witt, David	
Khush, Ranjiv		Snyder, Richard	

Members absent:

Gallian, Laurie
Rowland Jr., Herb
Siwy, Veronica

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

Others present:

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

A quorum was present and due notice had been published.

4. **PUBLIC TIME**
No public comment.

5. **CONSENT CALENDAR**

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

B. **Resolution 2022/23-03: Authorizing Remote Teleconference/Virtual Meetings of the District Pursuant to AB 361**

C. **MINUTES** – Minutes for Special Board Meeting held on November 9, 2022.

D. **NOVEMBER 2022 FINANCIAL REPORTS**

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 Harlem, Trustee Hootkins, Trustee Khush, Trustee Kubota, Trustee McCaffery, Trustee Patton, Trustee Pigoni, Trustee Schulze, Trustee Witt and Trustee Snyder*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee Gallian, Trustee Rich, Trustee Rowland and Trustee Siwy*

6. **NEW BUSINESS**

A. **Proposed Revisions to Board Policy 5020: Payroll Banking Policy**

It was M/S Trustee Schulze/Trustee Khush to adopt Resolution 2022/23-04, approving the amended Board Policy 5020, Payroll Banking Policy:

Motion passed with a roll call vote:

***Ayes:** Trustee Ackerman, Trustee Benediktsson, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee Kubota, Trustee McCaffery, Trustee Patton, Trustee Pigoni, Trustee Rich, Trustee Schulze, Trustee Witt and Trustee Snyder*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee Gallian, Trustee Rowland, and Trustee Siwy*

B. Board Policy Updates

It was M/S Trustee Schulze/Trustee Witt to adopt Resolution 2022/23-05, approving three new Policies (4010, 4060, 4065), adding them to the Board Policy Manual, and amending existing Policy 5010:

Motion passed with a roll call vote:

***Ayes:** Trustee Ackerman, Trustee Benediktsson, Trustee Bloom, Trustee Davis, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee Kubota, Trustee McCaffery, Trustee Patton, Trustee Pigoni, Trustee Rich, Trustee Schulze, Trustee Witt and Trustee Snyder*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee Deicke, Trustee Gallian, Trustee Rowland, and Trustee Siwy*

C. Transition Planning for Financial Manager Functions

Following the recent resignation of the District's Financial Manager, a team approach was adopted to ensure the continuity of all functions in the Financial Office. Part-time Management Aide Dana Shigley has temporarily increased her hours to approximately two days per week and is handling finance tasks such as payroll, tracking revenues, and monitoring expenditures. Under contract to the District, specialized staff at the Joint Powers Agency known as Regional Government Services (RGS) are handling many Human Resources tasks e.g., onboarding of new staff, employee benefits administration. RGS also has staff with the capacity to handle matters related to finance, should we choose to use those services in the future. Pending the recruitment of a new Financial Manager, during this transitional phase, the District is temporarily reorganizing duties among staff and also undertaking a job analysis of the Financial Manager position, results of which will be reported to the Board before a recruitment is conducted.

D. Laboratory Update

Dr. Kelly Liebman gave an update regarding the District's insect identification program, including the history of the program, improvements made in the past few years, and examples of the types of requests made by the public.

7. COMMITTEE & STAFF REPORTS

A. Executive Committee

Vice President Snyder reported that the committee met on December 5th to discuss various projects and to give direction to staff on the matters that became items 6A, B and C on tonight's agenda. Trustee Snyder noted that the Board's next scheduled meeting will be held on January 11th, 2023.

B. Budget Committee

Trustee McCaffery stated that the Budget Committee held a meeting on December 1st at which they reviewed the District’s current financial status and discussed the proposed policies that were considered by the Board this evening. The committee gave direction to staff and made a recommendation to the Executive Committee about items 6A, B and C on tonight’s Board agenda.

C. Nomination Committee

Trustee Schulze presented the nominations for Board Officer positions for 2023:
President – Richard Snyder
First-Vice President – Carol Pigoni
Second-Vice President – Ranjiv Khush
Secretary – Diana Rich

8. MANAGER’S REPORTS

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

9. WRITTEN COMMUNICATIONS

No written communications.

10. OPEN TIME FOR BOARD OR STAFF COMMENTS

No comments.

11. ADJOURNMENT

There being no further business to come before the Board Vice President Snyder adjourned the regular Board meeting at 7:29 pm to begin the closed session meeting.

District Representative
MSMVCD

Date of Approval

Trustee
MSMVCD Board of Trustees

Date of Approval

MARIN SONOMA MOSQUITO & VECTOR CONTROL DIST
Claim Recap by Vendor
For the Accounting Period: 12/22

Vendor	Amount	Description	Fund
ADAPCO, INC.	12,442.93	Pyrocide	GENERAL
ADAPCO, INC.	11,896.08	Bacillus Sphaericus FG	GENERAL
ADAPCO, INC.	31,606.08	BACILLUS SPHAERICUS/Bti GRANULES	GENERAL
ADAPCO, INC.	6,197.88	BACILLUS SPHAERICUS WDG	GENERAL
ADAPCO, INC.	1,881.65	Drione	GENERAL
AFLAC	1,525.82		GENERAL
ALDRICH NETWORK CONSULTING	9.58	Phone Equipment	GENERAL
ALDRICH NETWORK CONSULTING	5,000.00	Network and IT Consulting Services	GENERAL
ALDRICH NETWORK CONSULTING	200.00	Remote Backup Service	GENERAL
AMERICAN MOSQUITO CONTROL ASSOCIATION	7,273.50	American Mosquito Control	GENERAL
AT & T	121.52	AT&T	GENERAL
BARTEL ASSOCIATES, LLC	2,552.00	Actuarial Studies	GENERAL
BAY ALARM COMPANY	1,394.61	Alarm Services	GENERAL
BEST BEST & KRIEGER, LLC.	855.00	Legal Counsel	GENERAL
CAGWIN & DORWARD	599.00	Landscape Services	GENERAL
CALPERS 457 PLAN	6,990.00		GENERAL
CINTAS CORPORATION	2,561.45	Uniforms	GENERAL
CINTAS CORPORATION	289.57	First Aid Supplies and Kits	GENERAL
CINTAS CORPORATION	1,265.00	COVID-19 Expenses	GENERAL
CLARKE MOSQUITO CONTROL PRODUCTS, INC	21,693.26	Methoprene Liquid	GENERAL
CLARKE MOSQUITO CONTROL PRODUCTS, INC	42,277.98	Methoprene Briquettes	GENERAL
CLARKE MOSQUITO CONTROL PRODUCTS, INC	46,106.18	Methoprene Pellets	GENERAL
CLARKE MOSQUITO CONTROL PRODUCTS, INC	16,942.92	Spinosad	GENERAL
COMCAST BUSINESS	486.27	Phone System	GENERAL
COMCAST BUSINESS	251.15	Comcast	GENERAL
COMPLETE WELDERS SUPPLY, INC.	68.31	Dry Ice	GENERAL
CONCENTRA OCCUPATIONAL HEALTH CNTRS	52.00	Occupational Health Testing	GENERAL
Connect Your Care	12.58	Other Professional Services - Human	GENERAL
DELTA DENTAL OF CALIFORNIA	3,614.19	Dental - Active Employees	GENERAL
DRAMS INC.	4,000.00	Other Professional Services	CAPITAL PROJECTS
ES OPCO USA LLC	1,822.52	Zenivex	GENERAL
ES OPCO USA LLC	16,398.72	Methoprene Pellets	GENERAL
ES OPCO USA LLC	420.48	Wasp Freeze	GENERAL
GREAT AMERICA FINANCIAL SERVICES	349.54	Copier Supplies	GENERAL
GREAT AMERICA FINANCIAL SERVICES	332.09	Copy Machine Lease	GENERAL
HOME DEPOT CREDIT SERVICES	2.92	Vehicle Maintenance	GENERAL
INTERSTATE BATTERY SYSTEM	286.02	ARGO Repair	GENERAL
KAISER FOUNDATION HEALTH PLAN	6,837.50		GENERAL
KAISER FOUNDATION HEALTH PLAN	48,215.96	Kaiser - Active Employees	GENERAL
KEITH TYNER	500.00	Employee Wellness Benefit	GENERAL
LIEBERT CASSIDY WHITMORE	3,576.00	Human Resources Legal Services	GENERAL
LOWE'S BUSINESS ACCOUNT	7.58	Other Clothing and Safety Supplies	GENERAL
MARIN COUNTY EMPLOYEES RETIREMENT ASSOC	36,641.10		GENERAL
MARIN COUNTY EMPLOYEES RETIREMENT ASSOC	56,305.88	Retirement - Employer Classic	GENERAL
MARIN COUNTY EMPLOYEES RETIREMENT ASSOC	24,554.54	Retirement - Employer PEPRA	GENERAL
MARIN INDEPENDENT JOURNAL	50.00	Newspaper and Legal Notices	GENERAL
MISSION SQUARE RETIREMENT	2,490.93	Retiree Health Savings Account	GENERAL
NATIONWIDE TRUST COMPANY, FSB	2,650.00		GENERAL
NICK BARBIERI TRUCKING,LLC	3,675.09	Fuel and Oil	GENERAL
NORTH MARIN WATER DISTRICT	412.82	Hydrant Water	GENERAL
OFFICE DEPOT BUSINESS CREDIT	509.27	Office Supplies	GENERAL
P.G.& E.	5,913.30	Gas and Electricity	GENERAL
PATRICK VON ELM	1,350.00		GENERAL

01/04/23
13:19:43

MARIN SONOMA MOSQUITO & VECTOR CONTROL DIST
Claim Recap by Vendor
For the Accounting Period: 12/22

Page: 2 of 2
Report ID: AP100C

Vendor	Amount	Description	Fund
QUADIENT FINANCE USA, INC.	250.00	Postage and Postage Supplies	GENERAL
QUADIENT LEASING USA, INC.	282.34	Postage Machine Lease	GENERAL
RECOLOGY SONOMA MARIN	360.19	Solid Waste Collection and Disposal	GENERAL
RELIABLE HARDWARE AND STEEL CO.	301.64	Steel	GENERAL
RELIABLE HARDWARE AND STEEL CO.	164.40	Vehicle Maintenance	GENERAL
RICHARD A. SANCHEZ	1,642.50	Janitorial Services	GENERAL
SANTA ROSA AUTO PARTS	63.81	Vehicle Maintenance	GENERAL
SANTA ROSA AUTO PARTS	76.45	ARGO Repair	GENERAL
SANTA ROSA AUTO PARTS	58.69	Other Maintenance and Repair	GENERAL
SEBASTOPOL BEARING & HYDRAULIC	2,685.95	ARGO Repair	GENERAL
SONOMA MEDIA GROUP	1,955.00	Radio Advertising	GENERAL
SONOMA MEDIA INVESTMENTS, LLC	103.00	Newspaper and Legal Notices	GENERAL
STATE WATER RESOURCES CONTROL BOARD	3,274.00	Waste Discharge Permit (SWRCB)	GENERAL
TASC	416.66		GENERAL
TEAMSTERS LOCAL UNION NO. 856 HEALTH AND	337.50		GENERAL
TEAMSTERS LOCAL UNION NO. 856 HEALTH AND	1,389.30	Teamsters Anthem	GENERAL
THE HARTFORD	277.20	Sentry Life and Hartford Life	GENERAL
US BANK	54.74	Uniforms	GENERAL
US BANK	139.13	Coats, Rain Gear and Boots	GENERAL
US BANK	307.07	Other Food and Household Supplies	GENERAL
US BANK	147.27	Office Supplies	GENERAL
US BANK	117.95	Postage and Postage Supplies	GENERAL
US BANK	729.16	Presentation Supplies	GENERAL
US BANK	29.00	Other Outreach and Education Supplies	GENERAL
US BANK	145.55	Fuel and Oil	GENERAL
US BANK	91.85	Field Tools	GENERAL
US BANK	74.21	Other Field Equipment	GENERAL
US BANK	14.00	Other Memberships and Subscriptions	GENERAL
US BANK	545.00	Employee Training	GENERAL
US BANK	1,033.50	COVID-19 Expenses	GENERAL
VISION SERVICE PLAN (CA)	865.99	Vision Service Plan - Active Employees	GENERAL
Total:	461,401.82		

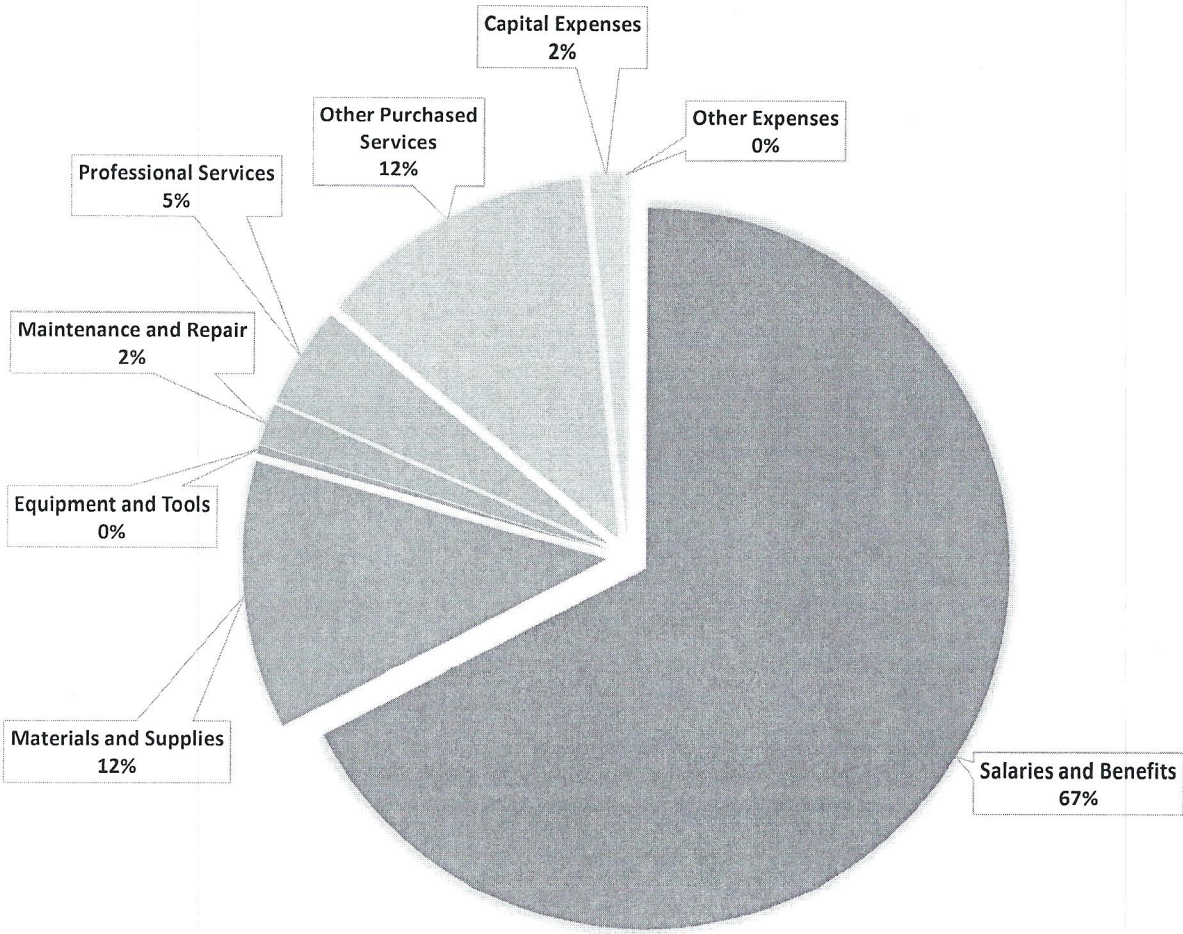
Objects 6000-6065

Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
6010 Salaries and Wages	328,923.49	1,934,797.81	4,070,819.00	4,070,819.00	2,136,021.19	48 %
6012 MCERA Credit	2,030.06	12,129.00	30,080.00	30,080.00	17,951.00	40 %
6014 Overtime	2,279.41	10,977.01	30,600.00	30,600.00	19,622.99	36 %
6015 Seasonal Wages	10,224.00	98,018.20	316,000.00	316,000.00	217,981.80	31 %
6016 Trustee Wages	3,400.00	4,900.00	16,000.00	16,000.00	11,100.00	31 %
6022 Medicare Employer portion	4,904.43	29,114.62	64,976.00	64,976.00	35,861.38	45 %
6023 FICA (Social Security)	844.69	6,383.36	20,584.00	20,584.00	14,200.64	31 %
6030 Retirement - Employer Classic	56,305.88	353,887.17	711,776.00	711,776.00	357,888.83	50 %
6032 Retirement - Employer PEPRA	24,554.54	150,320.42	349,858.00	349,858.00	199,537.58	43 %
6041 Kaiser - Active Employees	48,215.96	293,179.95	632,865.00	632,865.00	339,685.05	46 %
6043 Dental - Active Employees	3,614.19	21,737.19	46,395.00	46,395.00	24,657.81	47 %
6045 Vision Service Plan - Active Employees	865.99	5,206.88	11,676.00	11,676.00	6,469.12	45 %
6047 Teamsters Anthem	1,389.30	8,335.80	17,192.00	17,192.00	8,856.20	48 %
6051 Sentry Life and Hartford Life	277.20	2,787.94	4,855.00	4,855.00	2,067.06	57 %
6053 Employee Assistance Program	0.00	544.80	2,455.00	2,455.00	1,910.20	22 %
6055 Employee Boot Allowance	0.00	1,362.96	7,600.00	7,600.00	6,237.04	18 %
6057 Employee Wellness Benefit	500.00	4,489.00	18,250.00	18,250.00	13,761.00	25 %
6059 State Unemployment (5.0% x 44 emp)	0.00	518.00	19,375.00	19,375.00	18,857.00	3 %
6061 Retiree Spousal - Teamsters, WHA or UH	0.00	10,062.50	36,200.00	36,200.00	26,137.50	28 %
6063 Retiree Spousal - Kaiser	0.00	32,515.65	71,200.00	71,200.00	38,684.35	46 %
6065 Retiree Medical Benefit	0.00	72,896.05	171,126.00	171,126.00	98,229.95	43 %
6XXX Object Group Total	488,329.14	3,054,164.31	6,649,882.00	6,649,882.00	3,595,717.69	46 %
Grand Total:	488,329.14	3,054,164.31	6,649,882.00	6,649,882.00	3,595,717.69	46 %

**Monthly Budget Summary Report
December-22**

	Current Month Expenditures	YTD Expenditures	% of Total Expenditures	Current Budget	Available Budget	% of Budget Spent YTD
Salaries and Benefits	490,820	3,070,426	67%	6,691,567	3,621,141	46%
Materials and Supplies	219,067	544,214	12%	915,047	370,833	59%
Equipment and Tools	477	15,097	0%	113,530	98,433	13%
Maintenance and Repair	3,338	85,589	2%	245,950	160,361	35%
Professional Services	21,119	203,899	4%	755,797	551,898	27%
Other Purchased Services	20,888	560,236	12%	962,832	402,596	58%
Capital Expenses	-	65,017	1%	404,505	339,488	16%
Other Expenses	2,299	12,385	0%	585,017	572,632	2%
	758,008	4,556,865	100%	10,674,245	6,117,380	43%

**YTD EXPENDITURES BY TYPE
SHOWN AS A PERCENT OF TOTAL EXPENDITURES**



MARIN SONOMA MOSQUITO & VECTOR CONTROL DIST
Quarterly Income Statement
For the Accounting Period: 13 / 23

101 GENERAL

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Current YTD	Budget	Variance
REVENUES							
TAXES MARIN COUNTY							
4110 Current Secured						2,680,193	-2,680,193
4115 Current Unsecured		41,380			41,380	47,835	-6,455
4125 Prior Unsecured		2,387			2,387	1,719	668
4130 Benefit Assessment Marin						1,141,800	-1,141,800
4135 Benefit Assessment Marin						169,318	-169,318
4150 Supplemental Taxes	1,407	5,466			6,873	69,009	-62,136
4160 RDA Residual						11,516	-11,516
Total TAXES MARIN COUNTY	1,407	49,233			50,640	4,121,390	-4,070,750
TAXES SONOMA COUNTY							
4210 Current Secured		1,759,819			1,759,819	3,285,769	-1,525,950
4215 Current Unsecured		97,469			97,469	97,500	-31
4220 Secured Delinquent						15,000	-15,000
4230 Benefit Assessment Sonoma		1,112,971			1,112,971	2,046,000	-933,029
4235 Benefit Assessment Sonoma		470,012			470,012	901,282	-431,270
4239 Delinquent Special		19,839			19,839	15,073	4,766
4250 Sonoma RDA Residual		25,135			25,135	-322,722	347,857
4260 Sonoma Supplemental		-44,085			-44,085	280,397	-324,482
Total TAXES SONOMA COUNTY		3,441,160			3,441,160	6,318,299	-2,877,139
USE OF MONEY & PROPERTY							
4310 Investment Earnings	7,168	294			7,461	29,377	-21,916
Total USE OF MONEY & PROP	7,168	294			7,461	29,377	-21,916
STATE & FEDERAL							
4410 Homeowners Property Tax		2,425			2,425	26,188	-23,763
4420 In-Lieu Tax		113			113	300	-187
4490 Other State Aid		42			42	200	-158
Total STATE & FEDERAL		2,580			2,580	26,688	-24,108
CHARGES FOR SERVICES							
4510 Miscellaneous Services	81,322	91,063			172,385	190,050	-17,665
Total CHARGES FOR SERVICE	81,322	91,063			172,385	190,050	-17,665
OTHER REVENUE							
4910 Refunds and	394	4,734			5,128	20,000	-14,872
4920 Insurance Refunds and	4,423	19,598	5,317		29,339	69,750	-40,411
4930 Sales of District	90	210	158		458		458
Total OTHER REVENUE	4,907	24,542	5,475		34,925	89,750	-54,825
Total REVENUES	94,804	3,608,872	5,475		3,709,151	10,775,554	-7,066,403
Net Income (Loss) from Operations	94,804	3,608,872	5,475		3,709,151		
Net Income (Loss)	94,804	3,608,872	5,475	0	3,709,151		

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MARIN SONOMA MOSQUITO & VECTOR CONTROL DIST
Balance Sheet
For the Accounting Period: 12 / 22

Page: 1 of 2
Report ID: L150

101 GENERAL

Assets

Current Assets

Cash with Marin County	12,759,228.40
Cash at Exchange Bank	266,180.57
Petty Cash	350.00
Deposits with VCJPA	796,574.00
Deposits in CEPPT	1,100,000.00
Accounts Receivable	1,946,680.04
Compensated Absences - Amount to be Provided	561,454.16
Inventory	307,301.43

Total Current Assets 17,737,768.60

Total Assets 17,737,768.60

Liabilities and Equity

Current Liabilities

Deferred Revenue	1,927,598.06
Compensated Absences	561,454.16
TASC Payable	316.66

Total Current Liabilities 2,489,368.88

Total Liabilities 2,489,368.88

Equity

Non-Spendable: Inventory	307,301.43
Assignment for Deposits with VCJPA	796,574.00
Assignment for No Income Period	4,596,424.00
Commitment for Public Health Emergency	1,838,570.00
Assignment for Pension Prefunding Trust	1,100,000.00
Unassigned	7,955,001.75
CURRENT YEAR INCOME/(LOSS)	(1,345,471.46)

Total Equity 15,248,399.72

Total Liabilities & Equity 17,737,768.60

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MARIN SONOMA MOSQUITO & VECTOR CONTROL DIST
Balance Sheet
For the Accounting Period: 12 / 22

Page: 2 of 2
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301 CAPITAL PROJECTS

Assets

Current Assets

Cash with Marin County 841,241.69

Total Current Assets 841,241.69

Fixed Assets

Land 675,000.00
Structures and Improvements 6,910,023.67
Office Furniture 37,618.55
Office Equipment 387,260.07
Field Equipment 199,093.94
Vehicles 2,907,891.56
Construction in Progress 124,054.00

Total Fixed Assets 11,240,941.79

Total Assets 12,082,183.48

Liabilities and Equity

Total Liabilities

Equity

Investment in Capital Assets 11,240,941.79
Commitment for Future Capital Replacement and
CURRENT YEAR INCOME/(LOSS) (107,717.87)

Total Equity 12,082,183.48

Total Liabilities & Equity 12,082,183.48

FOURTH AMENDMENT TO MARIN/SONOMA MOSQUITO & VECTOR CONTROL DISTRICT
AMENDED AND RESTATED DISTRICT MANAGER EMPLOYMENT AGREEMENT

This Fourth Amendment (“Amendment”) to the Marin/Sonoma Mosquito & Vector Control District (“DISTRICT”) District Manager Employment Agreement (“Agreement”), dated January 11, 2023, is by and between the DISTRICT, a California Special District and Philip D. Smith, District Manager, (“SMITH”), and collectively referred to as “the parties.”

RECITALS

WHEREAS, the parties entered into the Amended and Restated District Manager Employment Agreement (“Agreement”) on July 1st 2018 in order to provide the terms of employment of the District Manager; and

WHEREAS, the parties entered into the First Amendment to the Amended and Restated District Manager Employment Agreement (“First Amendment”) on August 13, 2020; and

WHEREAS, on November 10, 2021, the parties amended the Agreement a second time (“Second Amendment”) to extend the Term of the Agreement to December 31, 2023; and

WHEREAS, the Amended and Restated District Manager Employment Agreement was amended a third time (Third Amendment) on June 8, 2022 to adjust the salary; and

WHEREAS, the parties now desire to amend the Agreement a fourth time (“Fourth Amendment”) to increase annual salary by a Cost of Living Adjustment (“COLA”) of 3.0% and additionally provide a 2.5% increase to annual salary for merit.

NOW, THEREFORE, the parties agree as follows.

FOURTH AMENDMENT

1. Section 5.0 Salary, is hereby amended in its entirety to read as follows:
“5.0 Salary Effective July 1st, 2020, the DISTRICT agrees to pay SMITH an annual salary of two hundred sixteen thousand, nine hundred eleven dollars and sixteen cents (\$216,911.16). Effective July 1, 2021 the DISTRICT agrees to pay SMITH an annual salary of two hundred twenty eight thousand, eight hundred forty one dollars and 27 cents, (\$228,841.27). Effective July 1, 2022, the DISTRICT agrees to pay SMITH an annual salary of two hundred thirty-seven thousand, four hundred eighty-four dollars, (\$237,484.). Effective January 1, 2023, the DISTRICT agrees to pay SMITH an annual salary of (two hundred fifty thousand, seven hundred twenty-five dollars), (\$250,725.).

Salary will be payable to SMITH at the same time and manner as provided for other exempt employees of the DISTRICT and regardless of the number of hours worked by SMITH during the period of time covered by each installment. SMITH acknowledges and agrees that such compensation for services as District Manager will be in effect unless modified by the mutual agreement of the parties set forth in writing.

2. Other than as stated above, the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the below written effective date.

Phillip D. Smith, District Manager
Marin/Sonoma Mosquito & Vector Control District

Richard Snyder, Board President
Marin/Sonoma Mosquito & Vector
Control District

Date

Date

Attest: _____
Confidential Administrative Assistant

Date

Manager's Report

- Staff members are preparing a mid-year proposed budget adjustment for the Board's consideration in the near future.
- We continue to test cloud-based security cameras that may be able to provide better protection of the District's buildings, vehicles and grounds. After encountering problems such as the infrared cameras not seeing well at night due to reflections from nearby structures, another round of testing and evaluation is now underway. One type of camera captures fine detail such as license plate numbers, and another provides a wider field of view. The artificial intelligence capabilities allow specific searches of the recordings e.g., for a person wearing red and carrying a backpack. The live monitoring option offers the capability of alerting District staff and law enforcement if suspicious activity is detected in the video feeds.
- We are currently recruiting for a Source Reduction/Wastewater Specialist in the Operations Department.
- We apologize for the difficulties that many Trustees experienced accessing the December 14, 2022 Board Meeting. When setting up the webinar in the Zoom platform, staff encountered questions about security settings for the meeting that they had not previously had to deal with. The resulting stricter authentication requirements led to the problems you experienced. To prevent a recurrence of the login issues, we have reviewed the security settings and conducted a test webinar.
- As of January 3rd, 2022, the balance in the District's OPEB trust account for retiree future medical benefits has risen slightly to \$7.55. Staff will work with the District's actuaries, Bartel and Associates, to provide the detailed information needed for a new valuation report. This report, to be presented to the Board later this year, will measure the District's OPEB liabilities as of July 1, 2023.
- Following the Board's recent adoption of new and amended Board Polices, we are compiling a comprehensive update to the Board Policy Manual, with the intention of submitting the draft to the Board in the spring.

Assistant Manager's Report

- After recent storms, seasonal wetlands and water conveyance channels are flooded. Vector Control Technicians and supervisors are assessing water levels and mosquito production between storms. The large storms coupled with significant high tide events can also cause substantial flooding in tidal marshes and result in mosquito hatches. Staff are monitoring water levels in tidal marshes.

January 11, 2023

- Roadside storm water channels in semi-rural and rural areas of the District are also flooded. Blockages can cause water to hold for extended periods resulting in mosquito production. Staff are monitoring those areas.
- Laboratory staff continue to collect ticks as weather permits. The District's Biologist continues to test ticks collected in 2022 for *Borrelia burgdorferi*, the bacteria that causes Lyme disease, and *Borrelia miyamotoi*, the bacteria that causes a relapsing fever illness.
- Operations staff have been busy preparing equipment for the upcoming season. Several calibration, all-terrain vehicle set up, and fabrication projects are in progress. Staff area also working to prepare the District's fleet of trucks for the upcoming season.
- Field Supervisors Jason Sequeira and Marc Nadale passed their Federal Aviation Administration Part 107 exams and are certified drone pilots. The Lead Biologist is training newly certified staff on the operation of the District's drone.
- Several staff members completed a boating safety program recognized by the U.S. Coast Guard. Staff also received certifications and a California Boater Card from the California State Parks Division of Boating and Waterways for completing the program.
- The Rodent Control Specialist has been busy responding to rat related service requests. Several of the requests involve rat infestations associated with overgrown vegetation, particularly ivy.
- Operations staff have observed newly hatched treehole mosquito larvae in the field. If the rain continues, we may experience an interesting treehole mosquito season!
- Operations staff are closely monitoring storm water detention systems to observe water residency time, aquatic vegetation, and the potential for mosquito production.