

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

BOARD MEETING AGENDA

DATE: July 10, 2019
TIME: 7:00 PM
LOCATION: District Headquarters
595 Helman Lane
Cotati, Ca 94931

*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	Ranjiv Khush, San Anselmo
Ken Blair, Windsor	Alannah Kinser, Tiburon
Gail Bloom, Larkspur	Matthew Naythons, Sausalito
Tamara Davis, Sonoma Co. at Large	Herb Rowland, Jr., Novato
Art Deicke, Santa Rosa	Paul Sagues, Ross (<i>First V.P.</i>)
Laurie Gallian, Sonoma	Ed Schulze, Marin Co. at Large
Carol Giovanatto, Cloverdale (<i>Second V.P.</i>)	Richard Snyder, Belvedere
Una Glass, Sebastopol	Michael Thompson, Rohnert Park
Pamela Harlem, San Rafael (<i>Secretary</i>)	David Witt, Mill Valley
Susan Hootkins, Petaluma	Shaun McCaffery, Healdsburg (<i>President</i>)

Open Seats:

Corte Madera, Cotati, one Marin County at Large and one Sonoma County at Large

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

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

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

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 June 12, 2019.

C.* FINANCIAL

Warrants – June 2019

June Payroll: \$202,188.03

June Expenditures: \$694,333.28

Total: \$896,521.31

ACTION NEEDED

INFORMATION ENCLOSED

D. ENDING ACCOUNT BALANCES:

Operating Fund: \$9,926,621.68

E.* 4th QUARTER FINANCIAL STATEMENT FOR FY 2018/19

INFORMATION ENCLOSED

6. NEW BUSINESS

A.* Potential Revenue Measure: Request for Direction to Staff

Please see enclosed report from the Executive Committee, Fiscal Strategies Committee and staff.

ACTION NEEDED

The Executive Committee, Fiscal Strategies Committee and Staff recommend that the Board:

1. Review & discuss this report
2. Consider a motion to direct staff to make the following modifications to the project:
 - a. Continue enhanced outreach and education efforts to raise awareness of the District's mission and operations
 - b. Suspend preparations specific to a revenue measure in fall 2019
 - c. Terminate the current agreements with SCI Consulting and Lew Edwards Group effective July 30, 2019
 - d. Make the following changes to the budget for Fiscal Year 2019-20
 - i. Reduce line item 1-8180-15 (Lew Edwards Group) by \$15,000
 - ii. Reduce line item 1-8230-15 (Specialized Community Outreach) by \$15,000
 - iii. Reduce line item 1-8230-80 (Overlay Assessment) by \$268,840
 - iv. Reduce line item 5-8241-63 (Assessment Informational Mailers) by \$50,000

INFORMATION ENCLOSED

B. Formation of Memorandum of Understanding (MOU) Committee

Staff Report: The District will soon be entering negotiations with its represented employees for a successor agreement to the current MOU, which expires on June 30, 2020. In keeping with Board Policy Manual Sections 2080 and 5000, President McCaffery wishes to nominate the members of this ad hoc committee, who will select a professional negotiator, provide guidance to the negotiating team and make recommendations to the Board. Per the Board Policy Manual, the committee shall be comprised if the following members:

1. The immediate Past President, who also serves as Chair
2. A Trustee from the prior MOU Committee (President McCaffery and Trustee Gallian are the only remaining members of the prior MOU Committee)
3. A Trustee from the Budget Committee, assigned by that committee
4. Two at-large Trustees to be chosen by the Board.

ACTION NEEDED

Discuss this matter and consider a motion to appoint the members of the MOU Committee

C. Mosquito Source Reduction Activities

Briefing and Presentation by Karl Malamud-Roam Ph.D.

Staff Report: Dr. Malamud-Roam will present the second in a series of educational “mini-modules.” Tonight’s presentation will focus primarily on the various means by which the District reduces mosquito habitat in tidal marshes.

7. COMMITTEE & STAFF REPORTS

A. Legislative Committee

Report by Chair Tamara Davis

8.* MANAGER’S REPORT

INFORMATION ENCLOSED

9. WRITTEN COMMUNICATIONS

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

10. OPEN TIME FOR BOARD OR STAFF COMMENTS

11. ADJOURNMENT

FOR THE HEALTH AND COMFORT OF ALL, PLEASE REFRAIN FROM WEARING FRAGRANCES AND SCENTED PRODUCTS TO THIS AND ALL MOSQUITO AND VECTOR CONTROL BOARD MEETINGS.

Marin/Sonoma Mosquito & Vector Control District

Board of Trustees
595 Helman Lane
Cotati, CA 94931

June 12, 2019

MINUTES

1. **CALL TO ORDER**

President McCaffery called the meeting to order at 7:00 pm.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

Members present:

Ackerman, Bruce
Bloom, Gail
Davis, Tamara
Gallian, Laurie
Giovanatto, Carol
Harlem, Pamela
Hootkins, Susan
Khush, Ranjiv

Kinser, Alannah
Naythons, Matthew
Rowland Jr., Herb
Sagues, Paul
Schulze, Ed
Snyder, Richard
Thompson, Michael
McCaffery, Shaun

Members absent:

Blair, Ken
Deicke, Art
Glass, Una
Witt, David

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

Others present:

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

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

4. PUBLIC TIME

No public comment.

5. CONSENT CALENDAR

A. CHANGES TO AGENDA/APPROVAL OF AGENDA

B. MINUTES – Minutes of the Board Meeting held May 8, 2019.

C. FINANCIAL

Warrants – May 2019

May Payroll: \$194,197.39

May Expenditures: \$431,983.27

Total: \$626,180.66

D. ENDING ACCOUNT BALANCES:

Operating Fund: \$10,719,964.41

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

Motion passed with:

***Ayes:** Trustee Ackerman, Trustee Bloom, Trustee Davis, Trustee Gallian, Trustee Giovanatto, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee Kinser, Trustee Naythons, Trustee Rowland, Trustee Sagues, Trustee Schulze, Trustee Snyder, Trustee Thompson and Trustee McCaffery*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee Blair, Trustee Deicke, Trustee Glass and Trustee Witt*

6. PUBLIC HEARING/PUBLIC COMMENT

A. The purpose of this Public Hearing was to receive public comment regarding Resolution No. 2018/19-07, 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 2019-20 for the Vector Control Assessment (Assessment No. 1).

Maria Garcia-Adarve from SCI Consulting Group gave a quick overview of how the District's two Benefit Assessment Districts are administered. She explained that at the previous Board meeting, the preliminary reports for Assessment No. 1 and Assessment No. 2 were approved, preliminarily approving the new assessments for fiscal year 2019-20. Additionally, a notice for the Public Hearing was published at least 10 days in advance in the public notice section of the Marin IJ and Press Democrat, covering both Marin County and Sonoma County.

Assessment District No. 1 was formed in 1996, just before Proposition 218 passed and covers the majority of the parcels in the District. Due to its size, Assessment No. 1 provides most of the District's assessment revenue. Assessment No. 1 is capped at \$12 and the total revenue will be \$3,168,000. Assessment District No. 2 was formed in 2004 by means of a balloted assessment that annexed those areas of the two counties that were not serviced by the District. Assessment No. 2 has a Consumer Price Index (CPI) escalator mechanism, which allows the assessment to increase annually according to the Bay Area CPI, up to a maximum of 5% per year. Assessment No. 2's proposed rate was \$27.58 per single-family equivalent making the total revenue just short of \$1 million. The total revenue from both assessment districts was estimated to be \$4.1 million in FY 2019-20.

Ms. Garcia-Adarve asked for comments and answered questions from the Board regarding details of the assessment engineering process.

President McCaffery opened the Public Hearing to receive comments from the public. Seeing that there were no comments from the public, President McCaffery asked for a motion to close the Public Hearing.

It was M/S Trustee Davis/Trustee Snyder to close the Public Hearing.

Motion passed with:

Ayes: Trustee Ackerman, Trustee Bloom, Trustee Davis, Trustee Gallian, Trustee Giovanatto, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee Kinser, Trustee Naythons, Trustee Rowland, Trustee Sagues, Trustee Schulze, Trustee Snyder, Trustee Thompson and Trustee McCaffery

No: (none)

Abstain: (none)

Absent: Trustee Blair, Trustee Deicke, Trustee Glass and Trustee Witt

It was M/S Trustee Schulze/Trustee Davis to approve Resolution 2018/19-07:

Motion passed with a roll call vote:

Ayes: Trustee Ackerman, Trustee Bloom, Trustee Davis, Trustee Gallian, Trustee Giovanatto, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee Kinser, Trustee Naythons, Trustee Rowland, Trustee Sagues, Trustee Schulze, Trustee Snyder, Trustee Thompson and Trustee McCaffery

No: (none)

Abstain: (none)

Absent: Trustee Blair, Trustee Deicke, Trustee Glass and Trustee Witt

- B.** The purpose of this Public Hearing was to receive public comment regarding Resolution No. 2018/19-08, 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 2019-20 for the Northwest Mosquito, Vector and Disease Control Assessment (Assessment No. 2).

It was M/S Trustee Gallian/Trustee Schulze to approve Resolution 2018/19-08:

Motion passed with a roll call vote:

***Ayes:** Trustee Ackerman, Trustee Bloom, Trustee Davis, Trustee Gallian, Trustee Giovanatto, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee Kinser, Trustee Naythons, Trustee Rowland, Trustee Sagues, Trustee Schulze, Trustee Snyder, Trustee Thompson and Trustee McCaffery*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee Blair, Trustee Deicke, Trustee Glass and Trustee Witt*

7. NEW BUSINESS

A. * Review of Board Policy Manual

District Manager Smith explained that a review of the Board Policy Manual was necessary for several reasons, including significant proposed changes to the direct deposit payroll policy and procedures. Also, to qualify for the “District of Distinction” award, the California Special Districts Association requires a review of the policy manual to be completed within a one-year period of submitting the award application.

Manager Smith noted that although most of the changes proposed were minor, such as updating the title “Financial/Benefits Manager” to “Financial Manager,” a few sections required a more significant change. These are listed below:

- Page 15, section 2070, Board of Trustees Training on Discrimination and Harassment Prevention was updated to include recently passed harassment prevention legislation.
- Page 16, section 2080, “Committees of the Board of Trustees”: Committee charges were updated to reflect the most recent versions.
- Page 28, section 5010, “Check Handling Procedures and Signature Authority”: the phrase “or Assistant Manager” was added in several paragraphs to correct their unintentional omission from the original version.
- Page 30, section 5020, “Banking Direct Deposit Policy & Procedures”: Due to the many changes to procedures and internal controls within this section, mostly driven by the new option to allow the use of an outside payroll service, this section was almost completely rewritten.
- Page 42, section 5040, “Comprehensive Purchasing Policy”: A new section, “Leveraged Procurement Agreements” was added to permit the use of piggyback agreements when doing so would be advantageous to the District.
- Appendix A: “Brown Act Compliance” section on Posting: Due to a change in the law, a provision was added to require the posting of meeting agendas on the District’s website in a timely manner.

Trustee Hootkins pointed out a section where a word was missing and suggested that the Board Policy Manual be reviewed once more by staff to correct any typographical errors.

It was M/S Trustee Snyder/Trustee Schulze to approve the proposed changes to the Board Policy Manual after a final review for typographical errors and then direct staff to prepare amended paper and electronic copies:

Motion passed with:

Ayes: Trustee Ackerman, Trustee Bloom, Trustee Davis, Trustee Gallian, Trustee Giovanatto, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee Kinser, Trustee Naythons, Trustee Rowland, Trustee Sagues, Trustee Schulze, Trustee Snyder, Trustee Thompson and Trustee McCaffery

No: (none)

Abstain: (none)

Absent: Trustee Blair, Trustee Deicke, Trustee Glass and Trustee Witt

B. Outstanding Achievement Award Presented to Public Information Officer

Manager Smith noted that a tremendous amount of preparation and planning went into the District's Open House event that was held on May 18, 2019. Despite the deluge of rain, approximately 600 people attended the event. Trustees and staff received numerous compliments from the public about how well the event was conceived, organized and executed. In particular, this year's displays were superb and very engaging. Manager Smith emphasized that many staff members played important roles in planning and staging this event. However, at the event, several trustees and staff drew attention to Public Information Officer Nizza Sequeira's pivotal leadership role and tireless efforts, which were central to making the Open House event so successful.

In recognition of Ms. Sequeira's hard work on behalf of the District, President McCaffrey presented Ms. Sequeira with the "Outstanding Achievement" award.

Ms. Sequeira acknowledged that she could not have put the event together without the help, encouragement and support from staff and management. She especially credited Eric Engh, the Education Program/I.D. Specialist, who played an instrumental role in inspiring children and parents to attend the event because of his Backyard Bugs Contest. Ms. Sequeira agreed that preparing for this event is a huge undertaking, but felt that the success of the event made it worth all the effort.

It was M/S Trustee Davis/Trustee Schulze to commend Nizza Sequeira for her performance organizing and overseeing the 2019 Open House and to honor her with the Outstanding Achievement Award:

Motion passed with:

Ayes: Trustee Ackerman, Trustee Bloom, Trustee Davis, Trustee Gallian, Trustee Giovanatto, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee Kinser, Trustee Naythons, Trustee Rowland, Trustee Sagues, Trustee Schulze, Trustee Snyder, Trustee Thompson and Trustee McCaffery

No: (none)

Abstain: (none)

Absent: Trustee Blair, Trustee Deicke, Trustee Glass and Trustee Witt

C. Award of Excellence Presented to Education/Insect I.D. Specialist

Manager Smith highlighted the essential role that Eric Engh played in the successful Open House event, especially his talented graphic design productions and his role in encouraging the submission of hundreds of entries for the contests.

Mr. Engh thanked the Board, reiterating that many staff members worked very hard in the process of preparing for the event. In particular, he recognized the staff who helped at the Bug Zoo, which was a big hit with all age groups. He also acknowledged Mr. Ron Keith and his wife who helped judge the Backyard Bug Contest.

It was M/S Trustee Gallian/Trustee Schulze to commend Eric Engh for his performance helping organize the event and preparing exhibits for the 2019 Open House and to present him with the Award of Excellence:

Motion passed with:

Ayes: Trustee Ackerman, Trustee Bloom, Trustee Davis, Trustee Gallian, Trustee Giovanatto, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee Kinser, Trustee Naythons, Trustee Rowland, Trustee Sagues, Trustee Schulze, Trustee Snyder, Trustee Thompson and Trustee McCaffery

No: (none)

Abstain: (none)

Absent: Trustee Blair, Trustee Deicke, Trustee Glass and Trustee Witt

8. COMMITTEE & STAFF REPORTS

A. Legislative Committee

Committee Chair Tamara Davis noted that Assembly Bill 320 (Quirk), which would create the California Mosquito Surveillance and Research Program, was approved by the Appropriations Committee and had been referred to the Committees on Health and Education for consideration.

9. MANAGER'S REPORT

Manager Smith verbally provided a few minor additions to his written report: The District's Trust account for Other Post-Employment Benefits (OPEB) balance continues to rise as interest is earned, and now stands at \$3.2 million. At the April meeting of the Vector Control Joint Powers Agency (VCJPA) Board of Directors, it was decided to dissolve a fund known as the "Property Contingency Fund" and to transfer all of the monies in that fund to the "Member Contingency Fund," which is then available to cover the cost of non-covered claims, self-insured retention, etc. When this change takes effect on July 1, 2019, the District will have about 12% more in its Member Contingency Fund, than the "prudent balance" calculated by VCJPA staff. VCJPA policy states that if the District elects to carry a balance in the Member Contingency Fund that is higher than the prudent balance, the District will be asked

to provide documentation listing its reasons for carrying a higher balance. Staff recommends that the District retain the additional money in the member contingency fund because doing so would provide a strong buffer against multiple or uncovered claims and the funds are securely invested with a reasonable rate of return.

On the topic of rate of return, Mr. Smith informed the Board that the County of Marin Treasury had just issued an updated investment portfolio report showing the District is realizing about 2.435% on its funds deposited with the County of Marin. If that rate continues to hold, staff estimates that the District would realize about \$30,000 more than budgeted in interest income over the course of a year.

Assistant Manager Hawk reported on a sizeable larvicide treatment in the Laguna de Santa Rosa, noting that staff were planning another helicopter treatment of over 80 acres the next day. Heavy larval production of *Culex tarsalis*, a primary vector of West Nile virus was noted. The root system of the invasive *Ludwigia* plant in the Laguna is very dense and this makes it extremely difficult to get around with the airboat. Additionally, the water quality and circulation in many areas of the Laguna is now very poor, which can increase mosquito production.

Mr. Hawk also spoke about recent problems with the main building air conditioning system. One of the two chiller units is malfunctioning and due to the unfavorable economics of repairing it, staff is considering purchasing a new chiller unit. Unfortunately, this will be a large replacement capital item that will take many weeks to arrive. (*Manager and Assistant Manger's reports were included in the June Board packet*)

Trustee Schulze remarked that the Shop/Facilities Coordinator had invented a modification to the backpack granule applicator that will be used for mosquito control. He recommended that some sort of recognition be given. Staff agreed to consider options and report back.

Financial Manager Jennifer Crayne provided the Board with some financial projections to the end of fiscal year 2018-19. Actual year-to-date revenues stood at \$9,236,130. After contacting County staff to request the estimated ad valorem totals, which are still pending (not yet received); Ms. Crayne reported that Marin County anticipates receiving an additional \$193,293. Sonoma County was unable to provide an estimate, so she averaged what the District typically receives, which is about \$275,000. This brings the District's estimated total annual revenue to \$9,720,708. Ms. Crayne noted that in previous years the budget was prepared using the budgeted revenue amounts for the prior year and then applying the escalation factors provided by the two counties. It is now clear that this methodology consistently understated the District's actual revenues. To provide more accurate forecasts, staff will henceforth use prior year actual figures for the ad valorem revenue estimates, modified by the percentage change estimates provided by county staff.

Actual year-to-date expenses were \$9,217,393 and the estimated amount of the next AP/Payroll check run was \$679,015, with the total estimated expenses to be \$9,896,408. On paper, this put the District in the red by approximately \$175,700. By contrast, back in April, we anticipated being in the red about \$500,000. Further contributing to the rosier financial picture was that two key staff positions were not

filled this fiscal year. In summary, though the District had higher than anticipated revenue, expenses will exceed revenue this fiscal year. However, during the year, the District made an additional contribution of \$1.608 million to the OPEB trust account with CalPERS CERBT. In closing, Ms. Crayne noted that had this payment not been made, the District would have returned a financial surplus for FY 2018-19.

Ms. Crayne answered questions from the Board.

President McCaffery remarked that the Fiscal Strategies and Executive Committees would be meeting soon, and the outcome of these meetings will determine whether there will be a July meeting of the Board.

10. WRITTEN COMMUNICATIONS

No written communications.

11. OPEN TIME FOR BOARD OR STAFF COMMENTS

Trustee Harlem asked about the status of the community outreach efforts mentioned in the Manager's report. Manager Smith replied that he and P.I.O. Nizza Sequeira are working with a staff member from Lew Edwards Group to prepare talking points and other documentation. A recent speaker's bureau training prepared staff to give educational talks and many were scheduled. Trustee Davis and Manager Smith will give a presentation to the Sonoma County Board of Supervisors on July 23. Also, Trustees will be asked to go to their city or town council meetings to present an update. In addition, an informational mailer is in the advanced stages of preparation and the new website will feature an FAQ section dealing with the potential revenue project.

Trustee Davis mentioned that the District's Facebook page reaches people from all over, including out of state. She reiterated the importance of sharing posts that the District puts on Facebook as it is a great tool for raising awareness about vector issues and reaches many people.

12. ADJOURNMENT

There being no further business to come before the Board, President McCaffery adjourned the meeting at 8:13 pm.

District Representative
MSMVCD

Date of Approval

Trustee
MSMVCD Board of Trustees

Date of Approval

Payroll 6/1-6/15/19
Marin Sonoma Mosquito & Vector Control District

Pay Frequency: Semimonthly

Check Date	Name	Hours	Total Paid	Net Pay	Check No
Department: 1 - Administration					
6/14/2019	Crayne, Jennifer M	86.67	5,018.54	2,886.99	DD
6/14/2019	Delsid, Paula A	52.35	1,240.38	879.3	DD
6/14/2019	Smith, Philip D	86.67	8,072.01	5,257.64	DD
6/14/2019	Smith, Philip D	0	332.57	324.43	DD
6/14/2019	Williams, Dawn A	86.67	2,785.57	1,912.62	DD
Department Totals: 1 - Administration		312.36	\$17,449.07	\$11,260.98	
Total Net Pays for 1 - Administration: 5					

Department: 2 - Lab					
6/14/2019	Brooks, Sarah M	86.67	4,756.02	2,886.70	DD
6/14/2019	Holt, Kristen A	86.67	4,529.03	2,866.16	DD
6/14/2019	Liebman, Kelly A	86.67	4,656.09	2,905.37	DD
6/14/2019	Liebman, Kelly A	0	186.44	179.05	DD
Department Totals: 2 - Lab		260.01	\$14,127.58	\$8,837.28	
Total Net Pays for 2 - Lab: 4					

Department: 3 - Operations					
6/14/2019	Beardsley, Kevin G	86.67	3,915.58	1,939.22	DD
6/14/2019	Beardsley, Kevin G	0	948.08	924.85	DD
6/14/2019	Beck, David G	86.67	3,819.55	2,607.08	DD
6/14/2019	Beck, David G	0	500	487.75	DD
6/14/2019	Cole, Michael S	86.67	4,420.52	2,555.77	DD
6/14/2019	Cole, Michael S	0	471.66	428.78	DD
6/14/2019	Hawk, Erik T	86.67	6,304.03	3,803.03	DD
6/14/2019	Leslie, Daniel W	86.67	4,034.06	2,893.41	DD
6/14/2019	Miller, Steven L	86.67	3,858.03	2,465.45	DD
6/14/2019	Mohrman Jr, John C	86.67	3,916.01	2,598.06	DD
6/14/2019	Morton, Robert D	86.67	4,006.06	2,496.29	DD
6/14/2019	Nadale, Marc A	86.67	4,299.01	2,598.85	DD
6/14/2019	Newman, Jared K	86.67	3,489.51	2,193.39	DD
6/14/2019	Ohlinger, Bruce R	86.67	4,216.58	2,024.67	DD
6/14/2019	Ohlinger, Bruce R	0	1,459.53	1,242.05	DD
6/14/2019	Petersen, Jeffery R	86.67	3,916.53	2,603.98	DD
6/14/2019	Petersen, Jeffery R	0	718.95	672.72	DD
6/14/2019	Peterson, Kasey L	86.67	3,642.57	2,175.35	DD

6/14/2019	Picinich, Nick A	86.67	3,916.01	2,122.54	DD
6/14/2019	Reed, Nathen C	86.67	4,138.58	3,044.74	DD
6/14/2019	Reed, Nathen C	0	308.47	300.91	DD
6/14/2019	Russo Jr, Anthony J	86.67	4,006.06	2,671.83	DD
6/14/2019	Sequeira, Jason A	86.67	4,754.54	2,943.90	DD
6/14/2019	Smith, James L	86.67	3,326.57	2,294.51	DD
6/14/2019	Smith, James L	0	736.93	713.51	DD
6/14/2019	Tescalco, Joseph A	86.67	3,916.01	1,522.00	DD
6/14/2019	Tescalco, Joseph A	0	225.01	212.83	DD
6/14/2019	Thomas-Nett, Teresa A	86.67	3,916.01	2,326.63	DD
6/14/2019	Thomas-Nett, Teresa A	0	1,118.27	1,033.53	DD
6/14/2019	Tyner, Keith W	86.67	3,326.57	2,449.08	DD
6/14/2019	Wells, Michael L	86.67	4,006.06	2,523.14	DD
6/14/2019	Wells, Michael L	0	496.73	440.72	DD

Department Totals: 3 - Operations		1,906.74	\$96,128.08	\$61,310.57	
Total Net Pays for 3 - Operations: 32					

Department: 4 - Shop

6/14/2019	Delucchi, Steven A	86.67	5,125.06	3,241.13	DD
6/14/2019	Delucchi, Steven A	0	621.15	588.16	DD
6/14/2019	McGovern, Robert A	86.67	4,010.57	2,923.40	DD

Department Totals: 4 - Shop		173.34	\$9,756.78	\$6,752.69	
Total Net Pays for 4 - Shop: 3					

Department: 5 - Public Education

6/14/2019	Engh, Eric S	86.67	4,241.54	2,767.11	DD
6/14/2019	Sequeira, Nizza N	86.67	4,539.08	2,888.03	DD
6/14/2019	Sequeira, Nizza N	0	2,241.52	1,919.06	DD

Department Totals: 5 - Public Education		173.34	\$11,022.14	\$7,574.20	
Total Net Pays for 5 - Public Education: 3					

Pay Frequency Totals: Semimonthly		2,825.79	\$148,483.65	\$95,735.72	
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Total Net Pays for Semimonthly frequency: 47					
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Company Totals:		2,825.79	\$148,483.65	\$95,735.72	
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Total Net Pays for Company: 47					
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Seasonal Payroll Date Range 5/21-6/3/19
Marin Sonoma Mosquito & Vector Control District

Pay Frequency: Semimonthly

Check Date	Name	Hour	Total Paid	Net Pay	Check	Total
Department: 1 - Administration						
6/14/2019	Nunez, Monica A	75.5	1,434.50	1,219.35	DD	1,607.36
Department Totals: 1 -		75.5	\$1,434.50	\$1,219.35		\$1,607.36
Total Net Pays for 1 - Administration: 1						
Department: 2 - Lab						
6/14/2019	Salisbury, Brooke E	80	1,280.00	1,037.99	DD	1,434.24
6/14/2019	White, Martha E	80	1,280.00	1,043.40	DD	1,434.24
Department Totals: 2 - Lab		160	\$2,560.00	\$2,081.39		\$2,868.48
Total Net Pays for 2 - Lab: 2						
Department: 3 - Operations						
6/14/2019	Ball, Bradley A	72	1,296.00	1,060.80	DD	1,436.00
6/14/2019	Richtik, Raymond M	80	1,360.00	1,187.33	DD	1,520.53
Department Totals: 3 -		152	\$2,656.00	\$2,248.13		\$2,956.53
Total Net Pays for 3 - Operations: 2						
Pay Frequency Totals:		387.5	\$6,650.50	\$5,548.87		\$7,432.37
Total Net Pays for Semimonthly frequency: 5						
Company Totals:		387.5	\$6,650.50	\$5,548.87		\$7,432.37
Total Net Pays for Company: 5						

Payroll Summary 6/16-6/30/19
Marin/Sonoma Mosquito & Vector Control District

Pay Frequency: Semimonthly					
Check Date	Name	Hours	Total Paid	Net Pay	Check No
Pay Frequency: Semimonthly					
Department: 1 - Administration					
6/28/2019	Crayne, Jennifer M	86.67	5,018.54	2,886.99	DD
6/28/2019	Delsid, Paula A	28.24	669.12	465.9	DD
6/28/2019	Smith, Philip D	86.67	8,072.01	5,257.63	DD
6/28/2019	Smith, Philip D	0	332.57	324.43	DD
6/28/2019	Williams, Dawn A	86.67	2,785.57	1,912.63	DD
6/28/2019	Williams, Dawn A	0	820.86	800.75	DD
Department Totals: 1 - Administration		288.25	\$17,698.67	\$11,648.33	
Total Net Pays for 1 - Administration: 6					

Department: 2 - Lab					
6/28/2019	Brooks, Sarah M	86.67	4,756.02	2,886.69	DD
6/28/2019	Holt, Kristen A	86.67	4,529.03	2,866.15	DD
6/28/2019	Liebman, Kelly A	86.67	4,656.09	2,905.37	DD
Department Totals: 2 - Lab		260.01	\$13,941.14	\$8,658.21	
Total Net Pays for 2 - Lab: 3					

Department: 3 - Operations					
6/28/2019	Beardsley, Kevin G	86.67	3,915.58	1,939.22	DD
6/28/2019	Beck, David G	86.67	3,819.55	2,607.07	DD
6/28/2019	Beck, David G	0	539.85	526.63	DD
6/28/2019	Cole, Michael S	86.67	4,420.52	2,555.77	DD
6/28/2019	Cole, Michael S	0	720.55	635.62	DD
6/28/2019	Hawk, Erik T	86.67	6,304.03	3,803.03	DD
6/28/2019	Leslie, Daniel W	86.67	4,034.06	2,893.40	DD
6/28/2019	Miller, Steven L	86.67	3,858.03	2,465.44	DD
6/28/2019	Mohrman Jr, John C	86.67	3,916.01	2,598.06	DD
6/28/2019	Morton, Robert D	86.67	4,006.06	2,496.29	DD
6/28/2019	Morton, Robert D	0	298.13	290.83	DD
6/28/2019	Nadale, Marc A	86.67	4,299.01	2,598.86	DD
6/28/2019	Newman, Jared K	86.67	3,489.51	2,193.38	DD
6/28/2019	Ohlinger, Bruce R	86.67	4,216.58	2,024.67	DD
6/28/2019	Petersen, Jeffery R	86.67	3,916.53	2,603.99	DD
6/28/2019	Peterson, Kasey L	86.67	3,642.57	2,175.35	DD
6/28/2019	Picinic, Nick A	86.67	3,916.01	2,122.55	DD
6/28/2019	Picinic, Nick A	0	794.38	737.93	DD
6/28/2019	Reed, Nathen C	86.67	4,138.58	3,044.75	DD
6/28/2019	Russo Jr, Anthony J	86.67	4,006.06	2,671.83	DD

6/28/2019	Sequeira, Jason A	86.67	4,754.54	2,943.91	DD
6/28/2019	Sequeira, Jason A	0	1,045.04	958.51	DD
6/28/2019	Smith, James L	86.67	3,326.57	2,294.50	DD
6/28/2019	Smith, James L	0	246.02	240	DD
6/28/2019	Tescalco, Joseph A	86.67	3,916.01	1,522.00	DD
6/28/2019	Tescalco, Joseph A	0	361.46	332.29	DD
6/28/2019	Thomas-Nett, Teresa	86.67	3,916.01	2,326.64	DD
6/28/2019	Tyner, Keith W	86.67	3,326.57	2,449.10	DD
6/28/2019	Wells, Michael L	86.67	4,006.06	2,523.14	DD
Department Totals: 3 - Operations		1,906.74	\$93,149.88	\$58,574.76	
Total Net Pays for 3 - Operations: 29					

Department: 4 - Shop

6/28/2019	Delucchi, Steven A	86.67	5,125.06	3,241.13	DD
6/28/2019	Delucchi, Steven A	0	621.15	588.17	DD
6/28/2019	McGovern, Robert A	86.67	4,010.57	2,923.39	DD
Department Totals: 4 - Shop		173.34	\$9,756.78	\$6,752.69	
Total Net Pays for 4 - Shop: 3					

Department: 5 - Public Education

6/28/2019	Engh, Eric S	86.67	4,241.54	2,767.13	DD
6/28/2019	Sequeira, Nizza N	86.67	4,539.08	2,888.02	DD
Department Totals: 5 - Public		173.34	\$8,780.62	\$5,655.15	
Total Net Pays for 5 - Public Education: 2					

Pay Frequency Totals: Semimonthly	2,801.68	\$143,327.09	\$91,289.14	
Total Net Pays for Semimonthly frequency: 43				
Company Totals:	2,801.68	\$143,327.09	\$91,289.14	
Total Net Pays for Company: 43				

Seasonal Payroll Date Range 6/4-6/17/19
Marin/Sonoma Mosquito & Vector Control District

Pay Frequency: Semimonthly

Check Date	Name	Hours	Total Paid	Net Pay	Check No
Department: 1 - Administration					
6/28/2019	Nunez, Monica A	80	1,520.00	1,286.12	DD
Department Totals: 1 - Administration		80	\$1,520.00	\$1,286.12	
Total Net Pays for 1 - Administration: 1					

Department: 2 - Lab					
6/28/2019	Salisbury, Brooke E	80	1,280.00	1,037.99	DD
6/28/2019	White, Martha E	64	1,024.00	851.47	DD
Department Totals: 2 - Lab		144	\$2,304.00	\$1,889.46	
Total Net Pays for 2 - Lab: 2					

Department: 3 - Operations					
6/28/2019	Ball, Bradley A	80	1,440.00	1,168.73	DD
6/28/2019	Richtik, Raymond M	80	1,360.00	1,187.33	DD
Department Totals: 3 - Operations		160	\$2,800.00	\$2,356.06	
Total Net Pays for 3 - Operations: 2					

Pay Frequency Totals: Semimonthly		384	\$6,624.00	\$5,531.64	
Total Net Pays for Semimonthly frequency: 5					
Company Totals:		384	\$6,624.00	\$5,531.64	
Total Net Pays for Company: 5					

Trustee Pay April-June 2019
Marin/Sonoma Mosquito & Vector Control District

Pay Frequency: Quarterly				
Check Date	Name	Total Paid	Net Pay	Check No
Department: 100 - Trustee				
6/28/2019	Ackerman, Bruce O	200	184.7	DD
6/28/2019	Blair, Kenneth W	100	92.35	DD
6/28/2019	Bloom, Gail	300	277.05	DD
6/28/2019	Davis, Tamara	300	277.05	DD
6/28/2019	Gallian, Laurine K	325	300.14	DD
6/28/2019	Giovanatto, Carol E	300	277.05	DD
6/28/2019	Glass, Una	100	92.35	DD
6/28/2019	Harlem, Pamela M	125	115.44	DD
6/28/2019	Hootkins, Susan G	300	277.05	DD
6/28/2019	Khush, Ranjiv S	325	300.13	DD
6/28/2019	Kinser, Alannah M	300	277.05	DD
6/28/2019	McCaffery, Shaun F	300	277.05	DD
6/28/2019	Naythons, Matthew E	200	184.7	DD
6/28/2019	Rowland Jr, Herbert M	200	184.7	DD
6/28/2019	Sagues, Paul	200	184.7	DD
6/28/2019	Schulze, Edward R	300	277.05	DD
6/28/2019	Snyder, Richard N	300	277.05	DD
6/28/2019	Thompson, Michael D	200	134.7	DD
6/28/2019	Witt, David J	100	92.35	DD
Department Totals: 100 - Trustee		\$4,475.00	\$4,082.66	
Total Net Pays for 100 - Trustee: 19				
Pay Frequency Totals: Quarterly		\$4,475.00	\$4,082.66	
Total Net Pays for Quarterly frequency: 19				
Company Totals:		\$4,475.00	\$4,082.66	
Total Net Pays for Company: 19				

A/P 6.06.19

Account	Date	Amount	Check	Description
H 7487	06/06/2019	5,461.41	806453558	ADAPCO, INC.
H 7487	06/06/2019	5,320.00	806453559	ALPINE HELICOPTER SERVICE INC
H 7487	06/06/2019	871.22	806453560	ARGO ADVENTURE/LIEWER
H 7487	06/06/2019	183.36	806453561	AT & T
H 7487	06/06/2019	423.18	806453562	KEVIN BEARDSLEY
H 7487	06/06/2019	2,759.64	806453563	BRODIE'S TIRE & BRAKE INC.
H 7487	06/06/2019	2,425.00	806453564	CALPERS 457 PLAN
H 7487	06/06/2019	2,630.65	806453565	CINTAS CORPORATION
H 7487	06/06/2019	20.00	806453566	CITY OF COTATI
H 7487	06/06/2019	17,562.17	806453567	CLARKE MOSQUITO CONTROL PRODUCTS, I
H 7487	06/06/2019	350.00	806453568	COMMON SENSE BUSINESS SOLUTIONS, IN
H 7487	06/06/2019	1,961.30	806453569	COMPLETE WELDERS SUPPLY, INC.
H 7487	06/06/2019	19,486.23	806453570	COUNTY OF MARIN
H 7487	06/06/2019	53.37	806453571	DISH
H 7487	06/06/2019	223.70	806453572	FISHER SCIENTIFIC
H 7487	06/06/2019	1,340.39	806453573	FOCUS 4
H 7487	06/06/2019	48.93	806453574	GRAINGER
H 7487	06/06/2019	184.80	806453575	THE HARTFORD
H 7487	06/06/2019	35.80	806453576	HENRY CURTIS FORD/MERCURY
H 7487	06/06/2019	41.23	806453577	HOME DEPOT CREDIT SERVICES
H 7487	06/06/2019	1,080.00	806453578	LIEBERT CASSIDY WHITMORE
H 7487	06/06/2019	83.40	806453579	KELLY LIEBMAN
H 7487	06/06/2019	172.25	806453580	LOWE'S BUSINESS ACCOUNT
H 7487	06/06/2019	265.40	806453581	MAILFINANCE
H 7487	06/06/2019	26.81	806453582	MATHESON TRI-GAS, INC.
H 7487	06/06/2019	198.93	806453583	JOHN MOHRMAN JR.
H 7487	06/06/2019	691.28	806453584	ROBERT MORTON
H 7487	06/06/2019	16,000.00	806453585	N&R PUBLICATIONS
H 7487	06/06/2019	5,304.74	806453586	NATIONWIDE TRUST COMPANY, FSB
H 7487	06/06/2019	179.43	806453587	JARED NEWMAN
H 7487	06/06/2019	132.80	806453588	NICK PICINICH
H 7487	06/06/2019	11,295.17	806453589	NORTH BAY PETROLEUM
H 7487	06/06/2019	1,892.39	806453590	P.G. & E.
H 7487	06/06/2019	200.00	806453591	KASEY PETERSON
H 7487	06/06/2019	576.60	806453592	SANTA ROSA AUTO PARTS
H 7487	06/06/2019	368.88	806453593	SEBASTOPOL BEARING & HYDRAULIC
H 7487	06/06/2019	200.00	806453594	JASON SEQUEIRA
H 7487	06/06/2019	3,600.00	806453595	STREAMLINE
H 7487	06/06/2019	1,012.52	806453596	TASC
H 7487	06/06/2019	746.22	806453597	TEAMSTERS LOCAL UNION NO. 856 HEALT
H 7487	06/06/2019	525.00	806453598	TECHNICAL SAFETY SERVICES, INC.
H 7487	06/06/2019	200.00	806453599	TERESA THOMAS-NETT
H 7487	06/06/2019	5,000.00	806453600	THE LEW EDWARDS GROUP
H 7487	06/06/2019	7,124.37	806453601	UNIVAR USA INC
H 7487	06/06/2019	107.19	806453602	UPS
H 7487	06/06/2019	1,960.00	806453603	VERIZON WIRELESS
H 7487	06/06/2019	376.31	806453604	VWR INTERNATIONAL INC.
H 7487	06/06/2019	522.20	806453605	MICHAEL WELLS
H 7487	06/06/2019	122.61	806453606	MARTHA WHITE
Total		121,346.88		
Count		49		

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

Signature: Tamara Davis
Signature: Eric Hawk

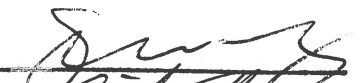
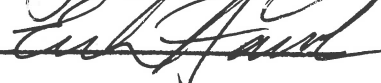
Account	Date
H 7487	11/08/2018
Total	
Count	

Amount
1,500.00
1,500.00
1

Check	Description
806452994	VOID CMI, A SOLUTIONS II COMPANY

Void lost/stale
dated Check #
806452994 to
Cmi
6/10/19

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

Signature: 
Signature: 

BATCH # 002967 BANK CODE 01
 BATCH TYPE CANCEL/VOID
 BATCH DATE 6/10/19
 OPERATOR JC DEFAULT CO

A/P CANCEL-VOID REGISTER - FINAL

RUN DATE 6/10/19
 RUN TIME 09:45:35
 G/L DATE 6/10/19
 CURRENCY DL

VEND NO.	NAME	INVOICE NO.	INV. DATE CO DEPT	DUE DATE ACCOUNT	INVOICE TOTAL DIST AMT	DISC AMT DESCRIPTION	P.O.#	CHK NO. CHK DATE
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00034 CMI, A SOLUTIONS II COMPANY

VOID CHECK		18102009	10/31/18	11/07/18	1,500.00-			6452994
	CHOUINARD & MYHRE (TRAINING)		01 1	818030	1,500.00-	PROJECT# 07067 CHOUINARD & MYHRE (TRAINI		11/08/18

CALCULATED

COUNT	1
INVOICE GROSS	1,500.00-
DISCOUNTS	
NET	1,500.00-

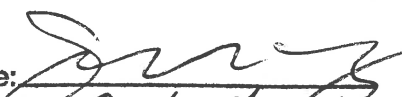

Account	Date	Amount	Check	Description
H	7487	06/21/2019	141,642.59	806453607 ADAPCO, INC.
H	7487	06/21/2019	1,183.20	806453608 AFLAC
H	7487	06/21/2019	10,000.00	806453609 ALDRICH NETWORK CONSULTING
H	7487	06/21/2019	11,265.85	806453610 ALDRICH NETWORK CONSULTING
H	7487	06/21/2019	34,002.90	806453611 ALPINE HELICOPTER SERVICE INC
H	7487	06/21/2019	48.70	806453612 ARGO ADVENTURE/LIEWER
H	7487	06/21/2019	32.65	806453613 AT & T
H	7487	06/21/2019	200.00	806453614 BRAD BALL
H	7487	06/21/2019	45.00	806453615 BEST BEST & KRIEGER, LLC.
H	7487	06/21/2019	1,338.17	806453616 BIOQUIP PRODUCTS
H	7487	06/21/2019	2,425.00	806453617 CALPERS 457 PLAN
H	7487	06/21/2019	1,800.00	806453618 CANDIDO ARANGO
H	7487	06/21/2019	1,287.35	806453619 CINTAS CORPORATION
H	7487	06/21/2019	22,431.23	806453620 CLARKE MOSQUITO CONTROL PRODUCTS, I
H	7487	06/21/2019	1,625.00	806453621 CMI, A SOLUTIONS II COMPANY
H	7487	06/21/2019	200.00	806453622 MICHAEL COLE
H	7487	06/21/2019	492.16	806453623 MICHAEL COLE
H	7487	06/21/2019	153.42	806453624 COMCAST BUSINESS
H	7487	06/21/2019	676.70	806453625 COMPLETE WELDERS SUPPLY, INC.
H	7487	06/21/2019	19,891.26	806453626 COUNTY OF MARIN
H	7487	06/21/2019	157.65	806453627 JENNIFER CRAYNE (PETTY CASH)
H	7487	06/21/2019	126.52	806453628 PAULA DELSID
H	7487	06/21/2019	1,292.00	806453629 DIVERSIFIED LABRATORY REPAIR
H	7487	06/21/2019	250.00	806453630 ECONOMY PLUMBING
H	7487	06/21/2019	325.00	806453631 FASTSIGNS
H	7487	06/21/2019	7,375.35	806453632 FIVE THOUSAND FORMS
H	7487	06/21/2019	70.56	806453633 GRAINGER
H	7487	06/21/2019	106.96	806453634 HAWLEY'S PAINT STORE INC.
H	7487	06/21/2019	100.00	806453635 INTEGRAL LANDSCAPES
H	7487	06/21/2019	1,400.00	806453636 INTEGRAL LANDSCAPES
H	7487	06/21/2019	1,400.00	806453637 INTEGRAL LANDSCAPES
H	7487	06/21/2019	701.96	806453638 INTERSTATE BATTERY SYSTEM
H	7487	06/21/2019	50,161.98	806453639 KAISER FOUNDATION HEALTH PLAN
H	7487	06/21/2019	515.00	806453640 KANOPI STUDIOS
H	7487	06/21/2019	117,312.25	806453641 MARIN COUNTY EMPLOYEES RETIREMENT A
H	7487	06/21/2019	161.60	806453642 MARIN INDEPENDENT JOURNAL
H	7487	06/21/2019	500.00	806453643 MARIN INDEPENDENT JOURNAL
H	7487	06/21/2019	437.15	806453644 ROBERT MCGOVERN
H	7487	06/21/2019	30.54	806453645 MITEL
H	7487	06/21/2019	940.00	806453646 MVCAC
H	7487	06/21/2019	1,980.00	806453647 MVCAC
H	7487	06/21/2019	5,304.74	806453648 NATIONWIDE TRUST COMPANY, FSB
H	7487	06/21/2019	7,149.59	806453649 NORTH BAY PETROLEUM
H	7487	06/21/2019	248.50	806453650 NORTH MARIN WATER DISTRICT
H	7487	06/21/2019	1,624.77	806453651 OFFICE DEPOT BUSINESS CREDIT
H	7487	06/21/2019	200.00	806453652 BRUCE OHLINGER
H	7487	06/21/2019	744.80	806453653 P.G. & E.
H	7487	06/21/2019	1,629.21	806453654 P.G. & E.
H	7487	06/21/2019	25,721.00	806453655 PAINTSTAR
H	7487	06/21/2019	1,550.00	806453656 PATRICK VON ELM
H	7487	06/21/2019	209.47	806453657 RECOLOGY SONOMA MARIN
H	7487	06/21/2019	11.99	806453658 RELIABLE HARDWARE AND STEEL CO.
H	7487	06/21/2019	1,095.00	806453659 RICHARD A. SANCHEZ
H	7487	06/21/2019	375.00	806453660 SACRAMENTO-YOLA MOSQUITO & VECTOR C
H	7487	06/21/2019	494.69	806453661 SACRAMENTO BEEKEEPING & HONEY
H	7487	06/21/2019	1,477.59	806453662 SANTA ROSA FIRE EQUIPMENT, INC.
H	7487	06/21/2019	286.03	806453663 SANTA ROSA AUTO PARTS

AP 6.21.19

AP 6.21.19

	Account	Date	Amount	Check	Description
H	7487	06/21/2019	336.00	806453664	SONOMA MEDIA INVESTMENTS, LLC
H	7487	06/21/2019	2,614.00	806453665	SONOMA MEDIA GROUP
H	7487	06/21/2019	3,714.00	806453666	SONOMA MEDIA GROUP
H	7487	06/21/2019	1,107.50	806453667	SONOMA MEDIA GROUP
H	7487	06/21/2019	9,000.00	806453668	SONOMA COUNTY PARKS FOUNDATION
H	7487	06/21/2019	1,783.63	806453669	SPARK CREATIVE DESIGN
H	7487	06/21/2019	1,012.52	806453670	TASC
H	7487	06/21/2019	5,000.00	806453671	THE LEW EDWARDS GROUP
H	7487	06/21/2019	7,197.56	806453672	TICK KEY PRODUCTS, LLC
H	7487	06/21/2019	44,214.79	806453673	UNIVAR USA INC
H	7487	06/21/2019	117.06	806453674	UPS
H	7487	06/21/2019	7,957.79	806453675	US BANK
H	7487	06/21/2019	771.00	806453676	VANTAGEPOINT TRANSFER AGENTS-803673
H	7487	06/21/2019	3,861.00	806453677	VECTOR-BORNE DISEASE ACCOUNT
H	7487	06/21/2019	91.47	806453678	DAWN WILLIAMS
	Total		572,986.40		
	Count		72		

During the signing of these checks
all supporting documents were provided

Signature: 
Signature: 

JOB BALANCE
STR BALANCE
ROUNDING- 0

MARIN SONOMA MOSQUITO & VECTOR CONTROL DISTRICT
STATEMENT OF FINANCIAL CONDITION
PERIOD ENDING 6/30/19

RUN DATE 7/02/19 PAGE 0001 (GLPRTN)
RUN TIME 10:29:59

ASSETS

CURRENT ASSETS

0406	OPERATING FUND	9,926,621.68
0408	PAYROLL TAX ACCT (FED & STATE)	97,380.29
040801	ACH PR DIRECT DEP EXCHANGE BNK	6,441.10
0417	CAPITAL REPLACEMENT FUND	3,138,383.52
0418	MOSQ/VECTOR CNTRL EMRGNCY FUND	1,175,194.94
5200	PETTY CASH	350.00
5250	DEPOSIT CASH (MBR CONTG.FUND)	664,024.00
5260	DEPOSIT (MBR PROP.CNTGCV FUND)	58,924.00
5300	INVENTORY (PESTICIDES)	310,667.24
5410	ACCOUNTS RECEIVABLE	964,683.89
5497	OTHER DEBT-AMTS TO BE PROVIDED	471,852.16

TOTAL CURRENT ASSETS 16,814,522.82

FIXED ASSETS

5530	LAND	675,000.00
5536	SOLAR ADDITION (FY 2011/12)	662,449.90
5540	STRUCTURES & IMPROVEMENTS	5,531,655.16
554001	FISH REARING FCLTY (HELMAN)	73,580.87
554002	LAB CONSTRUCTION 2004	39,779.76
554003	MEN'S LOCKER ROOM 2004	54,498.63
554004	ENCLOSED TRAILER STORAGE	181,643.18
554006	FUEL MONITORING SYS(FY07/08)	20,208.24
554007	PROJECTOR SYS/BRD RM (08/09)	5,755.77
554008	TECH RM WORK STA. (FY 08/09)	26,005.00
554009	AIR COND.- IT ROOM(FY 08/09)	9,266.81
554010	WORK STA.-F/B MGR OFC(08/09)	12,710.00
554014	LAB FLOORING (FY 10/11)	43,395.00
554015	WATER COOLER STA (FY 13/14)	8,494.79
554017	FLOORING- BR CARPET, HALL LOBB	36,218.00
555001	EQUIPMENT-COMPUTER & OFFICE	112,647.10
555011	EQUIPMENT-FURNITURE	37,618.55
555021	EQUIPMENT-LAB/CHICKEN COOPS	274,612.97
555041	EQUIPMENT-VEHICLES	1,293,927.20
555051	EQUIPMENT-EDUCATION/PUB.REL.	0.03
555061	EQUIPMENT-FISH REARING	0.08

Qtr 4 June 30, 2019
Preliminary Close
w/o Final Tax Revenue from
Marin & Sonoma Counties

555101	EQUIPMENT-OFF ROAD/TRAILERS	702,248.87
555111	EQUIPMENT-TOOLS-MANUAL	35,261.66
555121	EQUIPMENT-TOOLS AUTO/FIELDAP	102,201.01
555131	MISC. CONTAINERS	0.04
555141	TANKS	0.17

TOTAL FIXED ASSETS 9,939,178.79

TOTAL ASSETS 26,753,701.61

LIABILITIES

CURRENT LIABILITIES

6020	OTHER EMPLOYEES W/HOLDING	0.01
6113	DEFERRED REVENUE - A/R	835,864.13-
6160	COMPENSATED ABSENCES	471,852.16-

TOTAL LIABILITIES 1,307,716.28-

EQUITY

FUND BALANCES

6500	NET INVESTMENT- CAPITAL ASSETS	9,939,178.79-
6520	NONSPENDABLE: INVENTORY	127,133.76-
6530	NONSPENDABLE: DEPOSITS W/VCJPA	536,046.00-
6550	UNASSIGNED	9,231,359.77-
6551	NET INCOME - CURRENT YEAR	622,247.05
6700	ASSIGNED:FUTURE CAP.REPLACMNT	3,034,514.06-
6701	COMMITTED: DRY PERIOD FUNDING	3,200,000.00-

TOTAL EQUITY 25,445,985.33-

TOTAL LIABILITIES & EQUITY 26,753,701.61-

QUARTER 4
 PERIOD ENDING 6/30/19

			APPROVED						REMAINING YTD	
			BUDGET	YTD BUDGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	YTD	BUDGET
REVENUES										
1	9001	CURRENT SECURED	4,401,706.00	4,401,706.00		1,409,465.33	1,234,370.18	1,241,200.08	3,885,035.59	516,670.41
1	9002	CURRENT UNSECURED	103,364.00	103,364.00		77,859.46	41,380.67		119,240.13	15,876.13-
1	9003	CUR./PRIOR SECURED DELINQ.						898,292.43	898,292.43	898,292.43-
1	9006	PRIOR UNSECURED	3,077.00	3,077.00			1,615.08		1,615.08	1,461.92
1	9007	SPECIAL ASSESSMENT CURRENT	3,162,225.00	3,162,225.00		1,074,154.86	712,823.50	1,704,723.97	3,491,702.33	329,477.33-
1	9008	SPECIAL ASSESSMENT DELQ.				12,285.39		4,006.48	16,291.87	16,291.87-
1	9010	MARIN ANNEXATION BEGIN FY05/06	154,186.00	154,186.00			11.53	1,346.40	1,357.93	152,828.07
1	9011	SONOMA ANNEXATION BGN FY 05/06	802,295.00	802,295.00	76.93	454,993.70		302.47	455,373.10	346,921.90
1	9019	SUPP.PROP.TAX CY SECURED	47,785.00	47,785.00		13,523.71	27,215.41	48,650.61	89,389.73	41,604.73-
1	9041	SUPP.PROP.TAX CY UNSECURED				1,250.84-	204.57	236.04	810.23-	810.23
1	9042	SUPP.PROP.TAX (RDA RESIDUAL)			84.23	112,844.91	6,895.16	128,050.42	247,874.72	247,874.72-
1	9043	SUPP.PROP.TAX RDMPN SECURED	23,531.00	23,531.00		163,826.09-	1,345.01	163,807.66-	326,288.74-	349,819.74
1	9045	SUPP.PROP.TAX - MARIN HAMILTON					2,124.58	1,808.47	3,933.05	3,933.05-
1	9047	SUPP.PROP.TAX - MARIN					1,248.93	1,097.59	2,346.52	2,346.52-
1	9201	INTEREST (INVEST)	25,256.00	25,256.00		35,255.76	49,450.10	37,089.57	121,795.43	96,539.43-
1	9280	HOMEOWNERS PROP.TAX RELF-HOPTR	34,523.00	34,523.00			5,245.02	12,462.44	17,707.46	16,815.54
1	9367	OTHER AID STATE				52,999.40			52,999.40	52,999.40-
1	9441	OTHER AID FED.(CONTRACTS)				88.10			88.10	88.10-
1	9482	IN LIEU OF TAX - STATE				64.55	57.08		121.63	121.63-
1	9502	MISC SERVICES (RANCHERS)	150,000.00	150,000.00	23,161.17	66,485.11	3,369.70	37,244.63	130,260.61	19,739.39
1	9773	REFUNDS & REIMBURSEMENTS			16,818.22	2,231.21	10,932.66	3,769.07	33,751.16	33,751.16-
1	9774	MISC INCOME(SALE EQUIP)			30,850.25	1,921.50			32,771.75	32,771.75-
1	9789	INS REFUNDS & ADJSTMNTS			1,323.74	259.05			1,582.79	1,582.79-
TOTAL REVENUES			8,907,948.00	8,907,948.00	72,314.54	3,149,355.11	2,098,289.18	3,956,473.01	9,276,431.84	368,483.84-

MARIN SONOMA MOSQUITO & VECTOR CONTROL DISTRICT
 STATEMENT OF FINANCIAL CONDITION
 QUARTER 4
 PERIOD ENDING 6/30/19

			APPROVED					REMAINING YTD		
			BUDGET	YTD BUDGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	YTD	BUDGET
SALARIES/EMPL BENEFITS										
PALL	P311	SALARIES	3,689,100.00	3,689,100.00	867,086.04	879,534.57	842,055.26	897,177.66	3,485,853.53	203,246.47
PALL	P312	BENEFITS	4,128,365.00	4,128,365.00	926,608.25	457,878.03	2,097,573.16	507,317.45	3,989,376.89	138,988.11
TOTAL SALARIES/EMPL BENEFITS			7,817,465.00	7,817,465.00	1,793,694.29	1,337,412.60	2,939,628.42	1,404,495.11	7,475,230.42	342,234.58
OPERATIONS										
3	PD8040	AGRICULTURE	873,035.00	873,035.00	128,191.99	56,935.08	83,015.98	470,035.64	738,178.69	134,856.31
3	PD8041	PEST ABATEMENT SUPPLIES	12,300.00	12,300.00	4,249.98	2,586.86	30.90	4,304.27	11,172.01	1,127.99
3	PD8042	SPRAY/FIELD EQUIPMENT	18,300.00	18,300.00	402.30	3,096.26	6,142.51	3,167.16	12,808.23	5,491.77
3	PD8043	SOURCE REDUCTION	15,900.00	15,900.00		2,765.18	995.48	881.20	4,641.86	11,258.14
1	PD8044	FURNITURE/APPLICANCES/EQUIP	4,460.00	4,460.00	420.61			998.36	1,418.97	3,041.03
1	PD8050	CLOTHING/PERSONAL SUPPLIES	35,140.00	35,140.00	6,123.31	7,902.08	7,352.88	11,525.17	32,903.44	2,236.56
2	PD8055	SAFETY EQUIPMENT	13,132.00	13,132.00	1,162.68		3,034.29	4,718.13	8,915.10	4,216.90
1	PD8060	COMMUNICATIONS	53,360.00	53,360.00	6,941.86	7,947.05	27,217.29	6,821.58	48,927.78	4,432.22
1	PD8080	FOOD	3,850.00	3,850.00	286.85	1,834.28	1,154.43	1,216.52	4,492.08	642.08-
4	PD8090	HOUSEHOLD SUPPLIES	7,550.00	7,550.00	1,903.64	2,462.02	1,303.31	324.76	5,993.73	1,556.27
1	PD8100	INSURANCE	261,585.00	261,585.00	256,998.92		3,560.00		260,558.92	1,026.08
4	PD8105	ACCIDENTS				967.62	1,749.50		2,717.12	2,717.12-
4	PD8110	PROJECTS	3,000.00	3,000.00		1,617.77	575.58	802.96	2,996.31	3.69
4	PD8115	MAINTENANCE BOATS/FORKLIFTS	2,000.00	2,000.00	148.65	142.89		27.20	318.74	1,681.26
4	PD8116	MAINTENANCE TRAILERS	2,000.00	2,000.00	86.97	213.52	263.22	9.60	573.31	1,426.69
4	PD8117	MAINTENANCE ATV'S	33,600.00	33,600.00	990.00	7,468.47	6,519.69	4,908.04	19,886.20	13,713.80
4	PD8119	MAINTENANCE LARGE FIELD EQUIP.	3,500.00	3,500.00	1,147.12	367.58			1,514.70	1,985.30
4	PD8120	MAINTENANCE VEHILCES	29,500.00	29,500.00	2,356.82	8,107.98	745.85	5,671.26	16,881.91	12,618.09
4	PD8121	MAINTENANCE SPRAY/FIELD EQUIP	4,700.00	4,700.00	177.75	371.14	1,972.80	381.13	2,902.82	1,797.18
4	PD8122	MAINTENANCE CELL PHONES	700.00	700.00	72.58	72.58			145.16	554.84
6	PD8123	MAINT./SUPPLIES OFFICE EQUIP	26,700.00	26,700.00	685.70	1,865.13	1,021.57	20,487.80	24,060.20	2,639.80
4	PD8124	MAINTENANCE SHOP EQUIPMENT	1,100.00	1,100.00	311.90		311.12	170.26	793.28	306.72
1	PD8130	MAINT. GROUNDS/STRUCTURES	21,250.00	21,250.00	3,285.00	4,306.00	3,285.00	3,285.00	14,161.00	7,089.00
2	PD8140	LAB	15,200.00	15,200.00	506.39	707.34	1,463.07	7,694.00	10,370.80	4,829.20
3	PD8140	FISH	3,375.00	3,375.00	385.57			794.27	1,179.84	2,195.16
2	PD8141	DISEASE SURVEILLANCE	20,700.00	20,700.00	8,548.66	3,039.19	52.22	3,764.36	15,404.43	5,295.57
5	PD8150	MEMBERSHIPS	44,450.00	44,450.00	34,091.98	7,252.00	438.00	70.00	41,851.98	2,598.02
6	PD8170	OFFICE EXPENSE	23,575.00	23,575.00	2,195.80	4,872.86	3,856.10	3,670.46	14,595.22	8,979.78
6	PD8180	PROFESSIONAL SERVICES	356,930.00	356,930.00	96,513.46	48,109.44	63,860.65	134,243.99	342,727.54	14,202.46
1	PD8190	PUBLICATIONS/LEGAL NOTICES	137,300.00	137,300.00	20,339.40	6,893.60	581.60	97,710.50	125,525.10	11,774.90
1	PD8200	RENTS & LEASES	7,200.00	7,200.00	1,635.76	2,031.07	1,293.10	951.50	5,911.43	1,288.57

STAFF REPORT



DATE: July 10, 2019
TO: The Board of Trustees
FROM: Executive Committee, Fiscal Strategies Committee & Staff
SUBJECT: Potential Revenue Measure: Discontinuation of Preparations for Balloting

RECOMMENDED ACTION

The Executive Committee, Fiscal Strategies Committee and Staff recommend that the Board:

1. Review & discuss this report
2. Consider a motion to direct staff to make the following modifications to the project:
 - a. Continue enhanced outreach and education efforts to raise awareness of the District's mission and operations
 - b. Suspend all preparations specific to a revenue measure in fall 2019
 - c. Terminate the agreements with SCI Consulting and Lew Edwards Group effective July 30, 2019
 - d. Make the following changes to the budget for Fiscal Year 2019-20
 - i. Reduce line item 1-8180-15 (Lew Edwards Group) by \$15,000
 - ii. Reduce line item 1-8230-15 (Specialized Community Outreach) by \$15,000
 - iii. Reduce line item 1-8230-80 (Overlay Assessment) by \$268,840
 - iv. Reduce line item 5-8241-63 (Assessment Informational Mailers) by \$50,000

BACKGROUND & REASONS FOR RECOMMENDATION

At its meeting on April 10th this year, the Board considered the results of a public opinion survey carried out by Godbe Research. Taking into account recent financial forecasts and noting the high level of likely support for a potential revenue measure, the Board directed staff to proceed with additional outreach work and the gathering of community opinions and perspectives pertaining to a potential revenue measure. The aim of the measure, which would have been a new benefit assessment District overlaying the existing two districts, was to provide sustainable long-term financing to support the District's mission and operations at a time of rising workloads and increasing challenges. Climate change is shifting vector habitats and populations and invasive mosquito species are now established as close as Merced County. In the years 2008 to 2012, staff dealt with fewer than 2,000 service requests each year. Last year, 5,700 service requests were received and the inventory of mosquito sources continues to increase.

Also at the April 10th meeting, the Board approved budgetary allocations related to this effort for fiscal year (FY) 2018-19. Similarly, the approved budget for FY 2019-20 passed on May 8th, 2019 contained provisions for additional outreach including informational mailers, advertising and consulting services. Under these recommendations, two informational mailers instead of three would be sent, using bulk mail instead of first class mail. The cost of balloting, tabulation and other processes was also included in the current year budget to provide fiscal clarity and transparency about the cost of a revenue measure. If the Board decides to proceed with the recommendations in this report, budgetary reductions are suggested. These adjustments are summarized in the recommended action section above and described in more detail in the section below.

At variance with the District's recent financial forecasts, unexpectedly favorable financial results for FY 2018-19 and the two prior fiscal years prompted the Fiscal Strategies and Executive Committees to reconsider whether to recommend proceeding with the potential revenue measure.

Vice Chair of the Budget Committee Gail Bloom put considerable initiative and effort into examining the District's financial performance and was instrumental in bringing these matters to the committees' and staff's attention.

Both the Executive and Fiscal Strategies committees discussed the many issues surrounding the revenue measure project. In particular it was noted that the ad valorem revenues from both counties had consistently exceeded the county staffs' predictions. Continued economic growth and escalating property tax receipts played a significant role in this trend. Furthermore, the District's former method of estimating such revenues exacerbated the tendency to underestimate revenue. Coupled with vacant staff positions and robust efforts to minimize expenditures, the result is that the District has consistently ended recent fiscal years with modest surpluses rather than the expected deficits. Recent modifications to the District's revenue forecasting methodology coupled with efforts to recruit additional staff and estimate spending more accurately should result in greater coherence between future budgetary forecasts and actual financial outcomes. Although monitoring continues throughout the fiscal year, it will take some time to assess the results of the recently implemented changes and to assess whether additional adjustments should be made.

Later this year, staff will work with NBS to revise the annual financial modeling methodology to reflect the new budgeting procedures and to incorporate the actual results from FY 2018-19. The resulting revised financial forecasts will be presented to the Board in November or December of 2019. Also, the Budget Committee plans to study the effects of these changes, coupled with the recently adopted GASB 54 Target Fund Balance Policy to assess their effect on the District's ten-year financial projections.

FISCAL ANALYSIS

Incorporated in the FY 2019-20 budget are cost allocations costs associated with increased public outreach and education as well as line items funding consultant agreements that were specific to a Proposition 218 Assessment District balloting process. These costs are summarized in a table that forms the final page of the budget document. If the Board concurs with the recommendations contained in this report, the reductions described above would total \$348,840 in the FY 2019-20 budget.

CONCLUSION

The robust economy and other factors described above have buoyed the District's recent financial picture. Therefore it is the recommendation of the Executive Committee, Fiscal Strategies Committee & staff that the Board defer implementation of a measure seeking additional financial support. The committees and staff further recommend that the District continue to conduct robust outreach & community consolation and awareness efforts.

It is anticipated that the Budget Committee and Fiscal Strategies Committee will monitor economic conditions and evaluate the District's financial status over the next two to three years to determine if and when it may be prudent to consider seeking additional financial support.

Manager's Report

- Due to the failure of one of the two chiller units serving the air conditioning system, we are seeking bids for the installation of a replacement unit. We have ascertained that repair of the existing unit is uneconomic.
- Staff have been presenting community updates at numerous clubs, associations, workplaces and agencies.
- The four-page newspaper insert that Public Information Officer Nizza Sequeira and I are working with a publisher to produce is now complete and will be distributed later this month. We prepared but deferred printing the first informational mailer that was scheduled to be sent to all single family households during June.
- Due to delays in the painting contractor's schedule, the repainting of the main office building is now scheduled to begin on Monday July 24th.
- Recruitment is now under way for the recently-created position of Environmental Biologist.
- Financial Manager Jennifer Crayne and I are working with the District's actuaries, Bartel and Associates to provide the detailed information needed for the new OPEB valuation report. We have also filed fiscal year-end reports and calculations with the California Employers Benefit Trust. Ms. Crayne is very busy completing numerous other fiscal year-end reports and filings with the State Controller and other agencies.
- Staff from Maze and Associates will be on site during the week of September 23rd to conduct the field portion of the annual financial audit.
- President McCaffrey advises that there will not be a meeting of the Board in August. However, various committees will meet this summer.
- Preliminary work is under way to study the feasibility of replacing some of the lawn areas with native and other landscaping that will use less water & require less maintenance.
- Per the Board's request, we invited Marin County Employees Retirement Agency (MCERA) staff to present an update. They accepted the request and we will schedule the presentation to the Board for later this year.

Assistant Manager's Report

- Unfortunately, there has been a second hatch of treehole mosquitoes in Marin and Sonoma counties. As a result, the District has received a second pulse of service requests from the public. The technicians are working diligently to respond and provide relief to residents.
- There has been significant mosquito production in the tidal marshes. We are finding large hatches of *Aedes dorsalis* (pale salt marsh mosquito) and *Culex tarsalis* (western encephalitis mosquito). It is odd to be seeing large hatches of *Culex tarsalis* (primary vector of WNV in CA.) on the tidal marsh plain this time of year. These large hatches

July 10, 2019

have required mosquito larvicide applications via helicopter. The two neighboring districts are making similar observations and we are working collaboratively.

- The Laguna de Santa Rosa and Pacheco Pond (Bel Marin Keys area) have been especially problematic. We have seen successive large scale mosquito hatches at each location and controlling the populations has been difficult. Both sites have required applications of granular, biological larvicides with a helicopter.
- Due to significant increases in already heavy workloads, the Scientific Programs Manager, Kelly Liebman, and I were unable to attend the U.C. Drone Camp in Monterey. We plan on attending next year.
- We are seeing an increase in submissions of project plans for permitting through Sonoma County. If the projects involve water features, project proponents must submit vector control plans that have been approved by the District to obtain a permit. The Field Supervisors and I review and comment on the projects.
- I have been communicating with Marin County Stormwater Pollution Prevention Program (MCSTOPP) and will be attending future meetings to discuss vector prevention and control related to stormwater capture and treatment devices and features.
- The City of Santa Rosa and Town of Windsor have large amounts of treated wastewater in storage that must be reduced. The City of Santa Rosa also must empty some of their ponds to make repairs. So, both the Town of Windsor and City of Santa Rosa are irrigating regularly on city and town owned ranch properties. Our Source Reduction Specialist is working closely with them to manage the irrigation, minimize mosquito production, and perform mosquito control applications when necessary.
- I am currently working with the City of Santa Rosa to renew an agreement regarding reimbursement for vector control services provided in conjunction with wastewater/recycled water irrigation.
- Our shop staff is currently under a heavy workload maintaining and repairing field and grounds equipment.