

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: January 9, 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	Shaun McCaffery, Healdsburg (<i>First V.P.</i>)
Tamara Davis, Sonoma Co. at Large	Matthew Naythons, Sausalito
Art Deicke, Santa Rosa	Terry Pebbles, Marin Co. at Large
Dustin DeMatteo, Cotati	Paul Sagues, Ross (<i>Second V.P.</i>)
Laurie Gallian, Sonoma	Ed Schulze, Marin Co. at Large
Carol Giovanatto, Cloverdale (<i>Secretary</i>)	Richard Snyder, Belvedere
Una Glass, Sebastopol	David Witt, Mill Valley
Pamela Harlem, San Rafael	Herb Rowland, Jr., Novato (<i>President</i>)
Susan Hootkins, Petaluma	

Open Seats:

Corte Madera, Rohnert Park and one Sonoma Co. 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 December 12, 2018.

C.* FINANCIAL

Warrants – December 2018

December Payroll: \$185,321.94

December Expenditures: \$307,013.80

Total: \$492,335.74

ACTION NEEDED

INFORMATION ENCLOSED

D. ENDING ACCOUNT BALANCES:

Operating Fund: \$9,738,158.33

E.* 2nd QUARTER FINANCIAL STATEMENT FOR FY 2018/19

INFORMATION ENCLOSED

6. NEW BUSINESS

A. 2019 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 12, 2018 Board meeting.

President – Shaun McCaffery
1st Vice-President – Paul Sagues
2nd Vice-President – Carol Giovanatto
Secretary – Pamela Harlem

ACTION NEEDED

COMMITTEE RECOMMENDATION: Review and discuss the Nominating Committee's recommendations. Consider a motion to appoint the Board Officers for 2019.

B. Passing of the Gavel

C. Committee Assignments

Trustee Shaun McCaffery will announce his selection of trustees to serve on various committees for 2019.

ACTION NEEDED

STAFF RECOMMENDATION: Review and discuss the nominations. Consider a motion approving the list of trustee committee assignments.

D. Approve Signature Card for District Bank Account

Proposed Signers: President, 1st Vice-President, Secretary, Trustee Davis, 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. Public Relations Update

Presentation by Nizza Sequeira, Public Relations Director

F. Workshop with Brent Ives of BHI Consulting (90 minutes)

In this four-part interactive series, the third of which will be held tonight, Mr. Ives will present on various topics that are collectively required for the District to apply for the California Special District Association's (CSDA)

District of Distinction award. This accreditation program enables special districts to demonstrate to their communities, the media and legislators their commitment to operating in a sound and responsible manner. Applying for the prestigious designation as a District of Distinction entails, among other requirements, submitting financial audits, policies and procedures and proof of training received by Trustees and executive staff.

Mr. Ives will speak on various topics drawn from CSDA's approved curriculum, including material from "Governance Foundations," "Board Member Best Practices," "Communication Protocols for Board & Staff" and "Who Does What?"

7. COMMITTEE & STAFF REPORTS

- A. Executive Committee**
Report by President Shaun McCaffery

- B. Fiscal Strategies Committee**
Report by Chair Carol Giovanatto

- C. 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

December 12, 2018

MINUTES

1. **CALL TO ORDER**

President Rowland called the meeting to order at 6:59 pm.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

Members present:

Ackerman, Bruce
Blair, Ken
Bloom, Gail
Davis, Tamara
Deicke, Art
DeMatteo, Dustin
Gallian, Laurie
Giovanatto, Carol
Glass, Una

Harlem, Pamela *Arrived at 7:22*
Hootkins, Susan
McCaffery, Shaun
Naythons, Matthew
Schulze, Ed
Snyder, Richard
Witt, David
Rowland Jr., Herb

Members absent:

Khush, Ranjiv
Kinser, Alannah
Pebbles, Terry
Sagues, Paul

Open seats: Corte Madera, Rohnert Park and one Sonoma County at Large

Others present:

Philip Smith, District Manager
Dawn Williams, Confidential Administrative Assistant
Erik Hawk, Assistant Manager
Jennifer Crayne, Finance Manager

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

4. PUBLIC TIME

Ms. Deborah Tavares from Sebastopol quoted Secretary of Defense William Cohen as saying in April of 1997, “Others are engaging even in an eco-type of terrorism whereby they can alter the climate, set off earthquakes and volcanoes remotely through the use of electromagnetic waves”. She explained that after traveling around the world she recognizes this to be a deliberate operation on a global scale, and the board should be aware of the upcoming changes.

Ms. Tavares queried the board, “Does the state dictate to the board what they are required to do as far as vector control? What limitations does the board have?”

Mr. Lou Tavares from Sebastopol informed the board about issues connected with 5G (mobile wireless) network testing. He noted multiple reports from areas such as the Netherlands, Arkansas and Louisiana stating that birds were adversely affected by the testing of 5G network equipment. He asked the board to consider whether the rollout of the 5G network would affect mosquitoes, yellowjackets and ticks.

5. CONSENT CALENDAR

A. CHANGES TO AGENDA/APPROVAL OF AGENDA

B. MINUTES – Minutes for Board Meeting held November 14, 2018.

C. FINANCIAL

Warrants – November 2018

November Payroll: \$188,899.35

November Expenditures: \$287,819.29

Total: \$476,718.64

D. ENDING ACCOUNT BALANCES:

Operating Fund: \$7,196,862.35

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

Motion passed with:

Ayes: Trustee Ackerman, Trustee Blair, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee DeMatteo, Trustee Gallian, Trustee Giovanatto, Trustee Glass, Trustee Hootkins, Trustee McCaffery, Trustee Naythons, Trustee Schulze, Trustee Snyder, Trustee Witt and Trustee Rowland

No: (none)

Abstain: (none)

Absent: Trustee Harlem, Trustee Khush, Trustee Kinser, Trustee Pebbles and Trustee Sagues

6. **NEW BUSINESS**

A. **Presentation of Fiscal Year (FY) 2017-18 Audit by Vikki Rodriguez, Partner at Maze & Associates. Report from Audit Committee.**

Ms. Rodriguez reported that Maze conducted the financial audit for the fiscal year ending on June 30, 2018. Three reports were provided to the board, including the Memorandum of Internal Control (MOIC), Required Communications, and the Basic Financial Statements.

Taking these in order, the MOIC, also known as the Management letter, is where audit findings would be discussed had there been any. As part of the audit, the District's internal controls were reviewed and Maze found them to be adequate. There were no material weaknesses detected and there were no significant deficiencies to report.

The Required Communications document discusses how the process of the audit went and whether there were any significant changes from the prior year. The audit process went very smoothly; staff were very prepared for the auditors, provided everything requested in a timely manner and were very responsive to the auditor's requests and needs. In summary, Ms. Rodriguez noted, there were no issues with the audit and no significant adjustments had to be posted.

She went on to inform the board that there were no significant changes this year in terms of audit standards or accounting pronouncements from the Government Accounting Standards Board (GASB). GASB 75 took effect this year but the District had implemented it one year early during FY 2016-17. This standard requires the District to record its net Other Post-Employment Benefits (OPEB) liability on the financial statements.

Ms. Rodriguez noted that the Basic Financial Statements were discussed in detail with the Audit Committee. She then proceeded to give an overview of the statements, followed by an invitation to ask questions. Ms. Rodriguez further noted that Maze issued an unmodified audit opinion for FY 2017-18, which is the cleanest opinion the District can receive. There were no significant changes in the reporting this year and overall there was a positive change in the District's net position.

Following Ms. Rodriguez's presentation of the FY 2017-18 audit, Trustees asked a series of clarifying questions.

Trustee McCaffery reported on behalf of Audit Committee Chair Paul Sagues who was absent. He echoed the cleanliness of the audit and noted how smooth the process was, which he saw as a testament to how this organization works really well to avoid any issues in these areas. Pension liability is definitely on the forefront of the board's priorities too. Looking forward, the District's long-term fiscal picture shows that if nothing changes, expenses will soon catch up with and overtake revenues, which could lead to potential cuts. Trustee McCaffery acknowledged Financial Manager Jennifer Crayne for her hard work during the audit process. In closing, he recommended that the board accept the FY 2017-18 Audit.

Public Comment: Ms. Deborah Tavares remarked that she found the vocabulary in the audit was hard to follow and was curious as to where it originated. She explained that a clean audit should be expected and went on to ask why that would not be considered a baseline expectation.

It was M/S Trustee McCaffery/Trustee Snyder to accept the FY 2017-18 Audit:

Motion passed with:

Ayes: Trustee Ackerman, Trustee Blair, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee DeMatteo, Trustee Gallian, Trustee Giovanatto, Trustee Glass, Trustee Harlem, Trustee Hootkins, Trustee McCaffery, Trustee Naythons, Trustee Schulze, Trustee Snyder, Trustee Witt and Trustee Rowland

No: (none)

Abstain: (none)

Absent: Trustee Khush, Trustee Kinser, Trustee Pebbles and Trustee Sagues

B. Ten-Year Financial Forecasts: 2018 Edition. Report from NBS staff.

Nicole Kissam, a Director at NBS, gave a brief presentation focused on the recently updated ten-year financial forecasts prepared by NBS and District staff. The report and charts that were included in the agenda packet described and illustrated the District's expenses and revenue trends, provided some basic observations and concluded with several recommendations for the board's consideration.

Ms. Kissam noted that in general, the trend analysis shows that annual expenditures will soon outpace revenues at an increasing rate. Given the District's adopted mission statement and considering the ever-increasing demand for services, the District will need to consider how to finance its operations. In addition to the basic level of incurred expenditures modeled in the financial plan's projections, the District has long-term pension liabilities and capital replacement needs. Without additional revenues, the District may need to initiate cutbacks in services and staffing.

The recommendations from NBS were to

1. Revise and formalize financial policies for fund balance targets.
2. Refine budgeting practices to closer match actual spending trends.
3. Develop a formal capital replacement plan and five-year program.
4. Implement a new revenue measure to maintain the District's financial position into the future.

Public Comment: Ms. Deborah Tavares expressed her concern about why public parks do not pay an assessment for services provided by the District. Additionally, she expressed the opinion that new types of vectors should be of concern due to climate change, so the need to budget more is important. She also spoke about coastlines and planned retreat, in which people are being told to relocate. Ms. Tavares asked how this would affect the District's budget.

It was M/S Trustee Snyder/Trustee Gallian to accept the NBS 10-Year Financial Forecasts: 2018 Edition report:

Motion passed with:

Ayes: Trustee Ackerman, Trustee Blair, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee DeMatteo, Trustee Gallian, Trustee Giovanatto, Trustee Glass, Trustee Harlem, Trustee Hootkins, Trustee McCaffery, Trustee Naythons, Trustee Schulze, Trustee Snyder, Trustee Witt and Trustee Rowland

No: (none)

Abstain: (none)

Absent: Trustee Khush, Trustee Kinser, Trustee Pebbles and Trustee Sagues

C. Closed Session pursuant to California Government Code Section 54957

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Position: District Manager

D. Reconvene to Open Session. Report from Closed Session (if any)

Nothing to report.

7. COMMITTEE & STAFF REPORTS

A. Executive Committee

Nothing to report after the discussion in closed session.

B. Nomination Committee

Trustee Schulze announced the following nominations for the 2019 Board officer positions:

- * Shaun McCaffery – President
- * Paul Sagues – 1st Vice President
- * Carol Giovanatto – 2nd Vice President
- * Pamela Harlem – Secretary

8. MANAGER'S REPORT

Manager Smith explained that in the interest of time he and Assistant Manager Hawk would not give a verbal report but would be glad to answer any questions pertaining to the written report. (*Manager and Assistant Manger's reports were included in the December Board packet*)

9. WRITTEN COMMUNICATIONS

No written communications.

10. OPEN TIME FOR BOARD OR STAFF COMMENTS

Trustee Gallian wished everyone Happy Holidays. She recognized President Rowland for his hard work this past year. Additionally, she acknowledged Assistant Manager Hawk, Dawn Williams & Manager Smith for their work.

Trustee Ackerman emphasized the importance of the District’s mission statement. He noted that his wife serves on the committee of a medical board. One of the committee members recently contracted the Zika virus and became very ill. This reminded him of the importance of this District’s work.

11. ADJOURNMENT

There being no further business to come before the Board, it was M/S Trustee Schulze/Trustee Davis to adjourn the meeting at 8:52 pm.

District Representative
MSMVCD

Date of Approval

Trustee
MSMVCD Board of Trustees

Date of Approval

Payroll Summary 12/16-12/31/18
Marin Sonoma Mosquito & Vector Control District

Pay Frequency: Semimonthly

Check Date	Name	Hours	Total Paid	Net Pay	Check No
Department: 1 - Admin & Trustees					
12/31/2018	Crayne, Jennifer M	86.67	4,826.05	2,809.87	DD
12/31/2018	Crayne, Jennifer M	0	28.5	27.8	DD
12/31/2018	Delsid, Paula A	86.67	2,053.56	1,416.46	DD
12/31/2018	Smith, Philip D	86.67	8,072.01	5,381.90	DD
12/31/2018	Smith, Philip D	0	332.57	327.74	DD
12/31/2018	Williams, Dawn A	86.67	2,771.53	1,897.85	DD
Department Totals: 1 - Admin & Trustees		346.68	\$18,084.22	\$11,861.62	
Total Net Pays for 1 - Admin & Trustees: 6					

Department: 2 - Lab					
12/31/2018	Brooks, Sarah M	86.67	4,756.02	3,025.81	DD
12/31/2018	Holt, Kristen A	86.67	4,506.58	2,827.74	DD
12/31/2018	Liebman, Kelly A	86.67	4,476.51	2,938.35	DD
Department Totals: 2 - Lab		260.01	\$13,739.11	\$8,791.90	
Total Net Pays for 2 - Lab: 3					

Department: 3 - Operations					
12/31/2018	Beardsley, Kevin G	86.67	3,896.51	1,962.15	DD
12/31/2018	Beck, David G	86.67	3,819.55	2,602.41	DD
12/31/2018	Cole, Michael S	86.67	4,420.52	2,540.03	DD
12/31/2018	Cole, Michael S	0	471.66	428.35	DD
12/31/2018	Hawk, Erik T	86.67	6,304.03	3,948.44	DD
12/31/2018	Leslie, Daniel W	86.67	4,004.07	2,865.82	DD
12/31/2018	Miller, Steven L	86.67	3,839.05	2,443.92	DD
12/31/2018	Mohrman Jr, John C	86.67	3,896.51	2,587.77	DD
12/31/2018	Morton, Robert D	86.67	4,006.06	2,556.11	DD
12/31/2018	Nadale, Marc A	86.67	4,104.52	2,501.82	DD
12/31/2018	Nadale, Marc A	0	500	487.75	DD
12/31/2018	Newman, Jared K	86.67	3,326.57	2,114.68	DD
12/31/2018	Newman, Jared K	0	324.5	316.56	DD
12/31/2018	Ohlinger, Bruce R	86.67	4,216.58	2,014.96	DD
12/31/2018	Petersen, Jeffery R	86.67	3,916.53	2,598.11	DD
12/31/2018	Peterson, Kasey L	86.67	3,489.51	2,081.88	DD
12/31/2018	Peterson, Kasey L	0	28.5	27.8	DD
12/31/2018	Picinich, Nick A	86.67	3,896.51	2,103.58	DD
12/31/2018	Picinich, Nick A	0	977.84	894.13	DD
12/31/2018	Reed, Nathen C	86.67	4,097.58	3,007.68	DD
12/31/2018	Reed, Nathen C	0	254.83	248.59	DD
12/31/2018	Russo Jr, Anthony J	86.67	4,006.06	2,665.95	DD
12/31/2018	Sequeira, Jason A	86.67	4,754.54	2,932.90	DD
12/31/2018	Smith, James L	86.67	3,326.57	2,285.95	DD
12/31/2018	Smith, James L	0	115.15	112.33	DD
12/31/2018	Tescalco, Joseph A	86.67	3,896.51	1,587.02	DD
12/31/2018	Thomas-Nett, Teresa A	86.67	3,896.51	2,286.35	DD

12/31/2018	Thomas-Nett, Teresa A	0	229.29	223.66	DD
12/31/2018	Tyner, Keith W	86.67	3,326.57	2,443.22	DD
12/31/2018	Wells, Michael L	86.67	4,006.06	2,819.01	DD
Department Totals: 3 - Operations		1,906.74	\$91,348.69	\$57,688.93	
Total Net Pays for 3 - Operations: 30					

Department: 4 - Shop					
12/31/2018	Delucchi, Steven A	86.67	5,049.05	3,210.36	DD
12/31/2018	McGovern, Robert A	86.67	4,010.57	2,924.41	DD
Department Totals: 4 - Shop		173.34	\$9,059.62	\$6,134.77	
Total Net Pays for 4 - Shop: 2					

Department: 5 - Public Education					
12/31/2018	Engh, Eric S	86.67	4,241.54	2,761.25	DD
12/31/2018	Sequeira, Nizza N	86.67	4,539.08	2,897.22	DD
Department Totals: 5 - Public Education		173.34	\$8,780.62	\$5,658.47	
Total Net Pays for 5 - Public Education: 2					

Pay Frequency Totals: Semimonthly		2,860.11	\$141,012.26	\$90,135.69	
Total Net Pays for Semimonthly frequency: 43					
Company Totals:		2,860.11	\$141,012.26	\$90,135.69	
Total Net Pays for Company: 43					

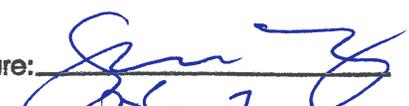
Trustee Earnings
Quarter Oct-Dec 2018

Check Date	Name	Total Paid	Tax Withheld	Net Pay	Check No
Pay Frequency: Quarterly					
Department: 100 - Trustees					
12/31/2018	Ackerman, Bruce O	200	15.3	184.7	DD
12/31/2018	Blair, Kenneth W	300	22.95	277.05	DD
12/31/2018	Bloom, Gail	200	15.3	184.7	DD
12/31/2018	Davis, Tamara	325	24.86	300.14	DD
12/31/2018	Dematteo, Dustin T	300	22.95	277.05	DD
12/31/2018	Gallian, Laurine K	325	24.86	300.14	DD
12/31/2018	Giovanatto, Carol E	325	24.86	300.14	DD
12/31/2018	Glass, Una	300	22.95	277.05	DD
12/31/2018	Harlem, Pamela M	200	15.3	184.7	DD
12/31/2018	Hootkins, Susan G	300	22.95	277.05	DD
12/31/2018	Khush, Ranjiv S	200	15.3	184.7	DD
12/31/2018	Kinser, Alannah M	100	7.65	92.35	DD
12/31/2018	McCaffery, Shaun F	325	24.86	300.14	DD
12/31/2018	Naythons, Matthew E	100	7.65	92.35	DD
12/31/2018	Pebbles, Terry	100	7.72	92.28	DD
12/31/2018	Rowland Jr, Herbert M	325	24.87	300.13	DD
12/31/2018	Sagues, Paul	200	15.3	184.7	DD
12/31/2018	Schulze, Edward R	200	15.3	184.7	DD
12/31/2018	Snyder, Richard N	225	17.21	207.79	DD
12/31/2018	Witt, David J	200	15.3	184.7	DD
Department Totals: 100 - Trustee		\$4,750.00	\$363.44	\$4,386.56	
Total Net Pays for 100 - Trustee: 20					
Pay Frequency Totals: Quarterly		\$4,750.00	\$363.44	\$4,386.56	
Total Net Pays for Quarterly frequency: 20					
Company Totals:		\$4,750.00	\$363.44	\$4,386.56	
Total Net Pays for Company: 20					

Account	Date	Amount	Check	Description
H 7487	12/06/2018	2,325.34	806453054	ANTHEM BLUE CROSS
H 7487	12/06/2018	86.35	806453055	AT & T
H 7487	12/06/2018	1,364.61	806453056	BAY ALARM COMPANY
H 7487	12/06/2018	877.50	806453057	BEST BEST & KRIEGER, LLC.
H 7487	12/06/2018	2,741.31	806453058	BHI MANAGEMENT CONSULTING
H 7487	12/06/2018	479.60	806453059	BRODIE'S TIRE & BRAKE INC.
H 7487	12/06/2018	2,196.51	806453060	CINTAS CORPORATION
H 7487	12/06/2018	350.28	806453061	COMMON SENSE BUSINESS SOLUTIONS, IN
H 7487	12/06/2018	23.29	806453062	COMPLETE WELDERS SUPPLY, INC.
H 7487	12/06/2018	22,514.81	806453063	COUNTY OF MARIN
H 7487	12/06/2018	3,439.16	806453064	DELTA DENTAL OF CALIFORNIA
H 7487	12/06/2018	50.85	806453065	DISH
H 7487	12/06/2018	322.24	806453066	FRIEDMAN'S HOME IMPROVEMENT
H 7487	12/06/2018	96.51	806453067	GRAINGER
H 7487	12/06/2018	184.80	806453068	THE HARTFORD
H 7487	12/06/2018	148.76	806453069	HOME DEPOT CREDIT SERVICES
H 7487	12/06/2018	137.70	806453070	INTERSTATE BATTERY SYSTEM
H 7487	12/06/2018	162.00	806453071	LIEBERT CASSIDY WHITMORE
H 7487	12/06/2018	265.12	806453072	MAILFINANCE
H 7487	12/06/2018	2,465.00	806453073	MAZE & ASSOCIATES
H 7487	12/06/2018	980.38	806453074	MITEL
H 7487	12/06/2018	6,879.74	806453075	NATIONWIDE TRUST COMPANY, FSB
H 7487	12/06/2018	1,180.00	806453076	NBS GOVERNMENT FINANCE GROUP
H 7487	12/06/2018	846.00	806453077	PROSOLARCLEAN
H 7487	12/06/2018	11.69	806453078	REDWOOD LOCK LLC
H 7487	12/06/2018	232.25	806453079	RELIABLE HARDWARE AND STEEL CO.
H 7487	12/06/2018	1,095.00	806453080	RICHARD A. SANCHEZ
H 7487	12/06/2018	133.66	806453081	SANTA ROSA AUTO PARTS
H 7487	12/06/2018	237.55	806453082	SEBASTOPOL BEARING & HYDRAULIC
H 7487	12/06/2018	141.16	806453083	SIX ROBBLEES' INC.
H 7487	12/06/2018	2,268.00	806453084	STATE WATER RESOURCES CONTROL BOARD
H 7487	12/06/2018	949.97	806453085	TASC
H 7487	12/06/2018	250.00	806453086	U.S. POSTAL SERVICE (NEOPOST POSTAG
H 7487	12/06/2018	1,696.14	806453087	VERIZON WIRELESS
H 7487	12/06/2018	1,751.16	806453088	VISION SERVICE PLAN (CA)
H 7487	12/06/2018	800.00	806453089	VICTORIA WEBB PHOTOGRAPHY
H 7487	12/06/2018	73.22	806453090	WEST UNIFIED COMMUNICATIONS
Total		59,757.66		
Count		37		

A/P 12.04.18

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

Signature: 
Signature: 

Account	Date	Amount	Check	Description
H 7487	12/19/2018	2,629.92	806453091	ADAPCO, INC.
H 7487	12/19/2018	1,249.12	806453092	AFLAC
H 7487	12/19/2018	32.65	806453093	AT & T
H 7487	12/19/2018	46,213.91	806453094	CLARKE MOSQUITO CONTROL PRODUCTS, I
H 7487	12/19/2018	153.40	806453095	COMCAST BUSINESS
H 7487	12/19/2018	925.00	806453096	G & G PRODUCTION
H 7487	12/19/2018	80.97	806453097	GRAINGER
H 7487	12/19/2018	342.66	806453098	GREAT AMERICA FINANCIAL SERVICES
H 7487	12/19/2018	50,161.98	806453099	KAISER FOUNDATION HEALTH PLAN
H 7487	12/19/2018	127.47	806453100	LARSENGINES
H 7487	12/19/2018	117,338.74	806453101	MARIN COUNTY EMPLOYEES RETIREMENT A
H 7487	12/19/2018	46.00	806453102	MARIN INDEPENDENT JOURNAL
H 7487	12/19/2018	3,580.00	806453103	MVCAC
H 7487	12/19/2018	200.00	806453104	MVCAC
H 7487	12/19/2018	7,079.74	806453105	NATIONWIDE TRUST COMPANY, FSB
H 7487	12/19/2018	148.00	806453106	NORTH BAY COMMERCIAL SERVICES INC.
H 7487	12/19/2018	4,044.26	806453107	NORTH BAY PETROLEUM
H 7487	12/19/2018	248.50	806453108	NORTH MARIN WATER DISTRICT
H 7487	12/19/2018	520.06	806453109	OFFICE DEPOT BUSINESS CREDIT
H 7487	12/19/2018	19.71	806453110	P.G. & E.
H 7487	12/19/2018	2,600.69	806453111	P.G. & E.
H 7487	12/19/2018	1,550.00	806453112	PATRICK VON ELM
H 7487	12/19/2018	205.42	806453113	RECOLOGY SONOMA MARIN
H 7487	12/19/2018	7.86	806453114	RELIABLE HARDWARE AND STEEL CO.
H 7487	12/19/2018	612.38	806453115	SANTA ROSA AUTO PARTS
H 7487	12/19/2018	196.71	806453116	SEBASTOPOL BEARING & HYDRAULIC
H 7487	12/19/2018	14.80	806453117	SIX ROBBLEES' INC.
H 7487	12/19/2018	500.00	806453118	PHILIP SMITH
H 7487	12/19/2018	103.00	806453119	SONOMA MEDIA INVESTMENTS, LLC
H 7487	12/19/2018	949.97	806453120	TASC
H 7487	12/19/2018	1,294.80	806453121	TASC - CLIENT INVOICES
H 7487	12/19/2018	461.67	806453122	TOTAL EQUIPMENT & RENTAL OF CONCORD
H 7487	12/19/2018	3,359.75	806453123	US BANK
H 7487	12/19/2018	257.00	806453124	VANTAGEPOINT TRANSFER AGENTS-803673
Total		247,256.14		
Count		34		

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 12/31/18

RUN DATE 1/02/19 PAGE 0001 (GLPRTN)
RUN TIME 09:42:06

ASSETS

CURRENT ASSETS

0406	OPERATING FUND	9,738,158.33
0408	PAYROLL TAX ACCT (FED & STATE)	97,387.29
040801	ACH PR DIRECT DEP EXCHANGE BNK	5,379.30
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 16,625,004.67

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 FCULTY (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

Budget Qtr. 2 end
Dec. 31, 2018

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 26,564,183.46

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	811,765.20
6700	ASSIGNED:FUTURE CAP.REPLACMNT	3,034,514.06-
6701	COMMITTED: DRY PERIOD FUNDING	3,200,000.00-

TOTAL EQUITY 25,256,467.18-

TOTAL LIABILITIES & EQUITY 26,564,183.46-

QUARTER 2
 PERIOD ENDING 12/31/18

			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-	2,200,853.00-		1,409,465.33			1,409,465.33	5,811,171.33-
1	9002	CURRENT UNSECURED	103,364.00-	51,682.00-		77,859.46			77,859.46	181,223.46-
1	9006	PRIOR UNSECURED	3,077.00-	1,538.50-						3,077.00-
1	9007	SPECIAL ASSESSMENT CURRENT	3,162,225.00-	1,581,112.50-		1,074,154.86			1,074,154.86	4,236,379.86-
1	9008	SPECIAL ASSESSMENT DELQ.				12,285.39			12,285.39	12,285.39-
1	9010	MARIN ANNEXATION BEGIN FY05/06	154,186.00-	77,093.00-						154,186.00-
1	9011	SONOMA ANNEXATION BGN FY 05/06	802,295.00-	401,147.50-	76.93	454,993.70			455,070.63	1,257,365.63-
1	9019	SUPP.PROP.TAX CY SECURED	47,785.00-	23,892.50-		13,523.71			13,523.71	61,308.71-
1	9041	SUPP.PROP.TAX CY UNSECURED				1,250.84-			1,250.84-	1,250.84
1	9042	SUPP.PROP.TAX (RDA RESIDUAL)			84.23	112,844.91			112,929.14	112,929.14-
1	9043	SUPP.PROP.TAX RDMPTN SECURED	23,531.00-	11,765.50-		163,826.09-			163,826.09-	140,295.09
1	9201	INTEREST (INVEST)	25,256.00-	12,628.00-		35,255.76			35,255.76	60,511.76-
1	9280	HOMEOWNERS PROP.TAX RELF-HOPTR	34,523.00-	17,261.50-						34,523.00-
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			64.55	64.55-
1	9502	MISC SERVICES (RANCHERS)	150,000.00-	75,000.00-	23,161.17	66,485.11			89,646.28	239,646.28-
1	9773	REFUNDS & REIMBURSEMENTS			16,818.22	2,231.21			19,049.43	19,049.43-
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-	4,453,974.00-	72,314.54	3,149,355.11			3,221,669.65	12,129,617.65-

QUARTER 2
 PERIOD ENDING 12/31/18

			APPROVED					REMAINING YTD		
			BUDGET	YTD BUDGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	YTD	BUDGET
SALARIES/EMPL BENEFITS										
PALL	P311	SALARIES	3,875,290.00	1,937,645.00	867,086.04	879,534.57			1,746,620.61	2,128,669.39
PALL	P312	BENEFITS	2,612,656.00	1,306,328.00	926,608.25	457,878.03			1,384,486.28	1,228,169.72
TOTAL SALARIES/EMPL BENEFITS			6,487,946.00	3,243,973.00	1,793,694.29	1,337,412.60			3,131,106.89	3,356,839.11
OPERATIONS										
3	PD8040	AGRICULTURE	873,035.00	436,517.50	128,191.99	56,935.08			185,127.07	687,907.93
3	PD8041	PEST ABATEMENT SUPPLIES	12,300.00	6,150.00	4,249.98	2,586.86			6,836.84	5,463.16
3	PD8042	SPRAY/FIELD EQUIPMENT	18,200.00	9,100.00	402.30	3,096.26			3,498.56	14,701.44
3	PD8043	SOURCE REDUCTION	15,900.00	7,950.00		2,765.18			2,765.18	13,134.82
1	PD8044	FURNITURE/APPLICANCES/EQUIP	4,460.00	2,230.00	420.61				420.61	4,039.39
1	PD8050	CLOTHING/PERSONAL SUPPLIES	34,640.00	17,320.00	6,123.31	7,902.08			14,025.39	20,614.61
2	PD8055	SAFETY EQUIPMENT	9,775.00	4,887.50	1,162.68				1,162.68	8,612.32
1	PD8060	COMMUNICATIONS	52,360.00	26,180.00	6,941.86	7,947.05			14,888.91	37,471.09
1	PD8080	FOOD	3,500.00	1,750.00	286.85	1,834.28			2,121.13	1,378.87
4	PD8090	HOUSEHOLD SUPPLIES	7,550.00	3,775.00	1,903.64	2,462.02			4,365.66	3,184.34
1	PD8100	INSURANCE	259,832.00	129,916.00	256,998.92				256,998.92	2,833.08
4	PD8105	ACCIDENTS				967.62			967.62	967.62
4	PD8110	PROJECTS	3,000.00	1,500.00		1,617.77			1,617.77	1,382.23
4	PD8115	MAINTENANCE BOATS/FORKLIFTS	2,000.00	1,000.00	148.65	142.89			291.54	1,708.46
4	PD8116	MAINTENANCE TRAILERS	2,000.00	1,000.00	86.97	213.52			300.49	1,699.51
4	PD8117	MAINTENANCE ATV'S	33,600.00	16,800.00	990.00	7,468.47			8,458.47	25,141.53
4	PD8119	MAINTENANCE LARGE FIELD EQUIP.	3,500.00	1,750.00	1,147.12	367.58			1,514.70	1,985.30
4	PD8120	MAINTENANCE VEHILCES	29,500.00	14,750.00	2,356.82	8,107.98			10,464.80	19,035.20
4	PD8121	MAINTENANCE SPRAY/FIELD EQUIP	4,700.00	2,350.00	177.75	371.14			548.89	4,151.11
4	PD8122	MAINTENANCE CELL PHONES	700.00	350.00	72.58	72.58			145.16	554.84
6	PD8123	MAINT./SUPPLIES OFFICE EQUIP	23,700.00	11,850.00	685.70	1,865.13			2,550.83	21,149.17
4	PD8124	MAINTENANCE SHOP EQUIPMENT	1,100.00	550.00	311.90				311.90	788.10
1	PD8130	MAINT. GROUNDS/STRUCTURES	6,350.00	3,175.00	3,285.00	4,306.00			7,591.00	1,241.00
2	PD8140	LAB	15,200.00	7,600.00	506.39	707.34			1,213.73	13,986.27
3	PD8140	FISH	3,375.00	1,687.50	385.57				385.57	2,989.43
2	PD8141	DISEASE SURVEILLANCE	20,700.00	10,350.00	8,548.66	3,039.19			11,587.85	9,112.15
5	PD8150	MEMBERSHIPS	44,450.00	22,225.00	34,091.98	7,252.00			41,343.98	3,106.02
6	PD8170	OFFICE EXPENSE	23,575.00	11,787.50	2,195.80	4,872.86			7,068.66	16,506.34
6	PD8180	PROFESSIONAL SERVICES	424,650.00	212,325.00	96,513.46	48,109.44			144,622.90	280,027.10
1	PD8190	PUBLICATIONS/LEGAL NOTICES	132,300.00	66,150.00	20,339.40	6,893.60			27,233.00	105,067.00
1	PD8200	RENTS & LEASES	7,200.00	3,600.00	1,635.76	2,031.07			3,666.83	3,533.17

MARIN SONOMA MOSQUITO & VECTOR CONTROL DISTRICT
 STATEMENT OF FINANCIAL CONDITION
 QUARTER 2
 PERIOD ENDING 12/31/18

			APPROVED					REMAINING YTD		
			BUDGET	YTD BUDGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	YTD	BUDGET
4	PD8220	SHOP TOOLS/GARAGE EQUIPMENT	4,900.00	2,450.00	316.05	446.92			762.97	4,137.03
4	PD8221	BUILDING MAINT.AND IMPROVEMNTS	74,600.00	37,300.00	4,037.22	1,727.47			5,764.69	68,835.31
5	PD8230	DISTRICT SPECIAL EXPENSE	251,500.00	125,750.00	17,846.31	16,625.29			34,471.60	217,028.40
5	PD8231	VIDEO PRODUCTION	5,500.00	2,750.00		6,195.00			6,195.00	695.00-
1	PD8240	EDUCATION, TRAINING & CLASSES	17,200.00	8,600.00	4,369.94	4,603.26			8,973.20	8,226.80
5	PD8241	EDUCATION/PUBLIC RELATIONS	54,450.00	27,225.00	3,305.36	2,765.25			6,070.61	48,379.39
1	PD8250	TRAVEL & TRANSPORTATION	25,500.00	12,750.00	1,849.04	3,848.06			5,697.10	19,802.90
1	PD8251	FUEL & OIL	95,300.00	47,650.00	23,498.48	29,200.83			52,699.31	42,600.69
1	PD8260	UTILITIES	33,000.00	16,500.00	8,504.14	9,092.70			17,596.84	15,403.16
1	PD8299	CAPITAL OUTLAY EXPENSE	36,350.00	18,175.00						36,350.00
TOTAL OPERATING EXPENSES			2,671,452.00	1,335,726.00	643,888.19	258,439.77			902,327.96	1,769,124.04
TOTAL SALARIES/BENEFITS/EXPENSES			9,159,398.00	4,579,699.00	2,437,582.48	1,595,852.37			4,033,434.85	5,125,963.15
VARIANCE OF REVENUE & EXPENSES			18,067,346.00-	9,033,673.00-	2,365,267.94-	1,553,502.74			811,765.20-	17,255,580.80-
			=====	=====	=====	=====			=====	=====

Manager's Report

- Following a meeting of the Fiscal Strategies Committee with SCI, Lew Edwards Group and District staff, a follow-up meeting to deal with some legal and technical issues occurred on January 2, 2019. Godbe Research is now poised to conduct the public opinion survey to test the level of support for a potential funding measure. Results are expected to be available within 90 days
- The Executive Committee advises that the Board meeting schedule for the coming months includes meetings in February and March 2019. At the February meeting, Brent Ives will facilitate the final training workshop for the District of Distinction award. In March a budget amendment and some potential additions to the Policy Manual will be considered.
- I continue to participate on the Wetlands Regional Monitoring Program Steering Committee (Measure AA, Joint Venture), which is organizing a Mosquito Management Workshop that will be held in the third week of March. The workshop participants will include Karl Malamud-Roam, personnel from the Bay Area mosquito districts, the San Francisco Estuary Institute and agencies such as the Army Corps of Engineers, CA Department of Fish & Wildlife as well as various environmental groups that sometimes act as proponents of wetland restoration projects.
- As a result of the recent market corrections, the balance in the District's OPEB Trust Fund currently stands at \$1,494,651, which due to market conditions is about \$70,000 below last month's balance. On a more positive note, the rate of return earned by the District's funds held in the County of Marin treasury has steadily risen over the preceding year and is now almost 2%. The County recently released an updated Statement of Investment Policy for FY 2018-19, which has been reviewed by District staff. The County funds maintained their AAA grade investment rating.
- Seven Trustees and three staff will attend the 87th Annual Conference of the Mosquito & Vector Control Association in Burlingame from February 3 - 6. In addition, Eric Engh and Nizza Sequeira will attend one day of the conference. Mr. Engh will deliver a talk.
- In preparation for a complete revamp of the District's web site this year, Nizza Sequeira and I are preparing a Request for Proposals that will be sent to several web design companies.
- We identified two locations in the fish building that are no longer in use for fish rearing and can be repurposed easily to electric vehicle charging bays. After meeting with City of Cotati staff, I prepared a set of plans and obtained a building permit. We are in the process of obtaining a third bid for the electrical work and also preparing to sell off the fiberglass aquaculture tanks that have not been needed for several years.
- Safety remains a strong focus, with 147 days free of any injuries or accidents. Facility inspections and minor improvements to equipment and procedures are ongoing.

Assistant Manager's Report

- Winter mosquito species are being observed in the field in larval form. The District has received some service requests for mosquito related issues in December. The issues have been associated with adult *Culex pipiens* (house mosquito) mosquitoes emerging from septic tanks and from plumbing leaks under homes.
- Laboratory staff are observing populations of *Ixodes pacificus* (western black-legged tick) ticks in the field and collecting samples to later test for Lyme disease (*Borrelia burgdorferi*) and *Borrelia miyamotoi*, which is closely related to the bacteria that cause tick-borne relapsing fever.
- Field staff and I constructed channels with shovels in the Sonoma Creek Marsh as part of the Sonoma Creek Marsh Enhancement Project (SCEP). This work was performed to enhance tidal exchange in areas of the marsh that are holding water for extended periods. The SCEP team will monitor the results.
- Preparation for the District's open house event scheduled for May 2019 is underway. Field and shop staff are currently constructing educational displays and owl boxes that will be available as prizes.
- New first aid stations have been installed in the main building and outbuildings.
- Supervisory staff and I are working on 2018 year end permit reports and renewing permits related to mosquito surveillance and control for the 2019 season.
- Staff training is underway regarding best management practices included in the District's Programmatic Environmental Impact Report and field safety.
- Supervisory staff are working with several property owners to maintain access and address new access issues associated with known sources of mosquito production.