

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: June 12, 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 Co. at Large 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 May 8, 2019.

C.* FINANCIAL

Warrants – May 2019

May Payroll: \$194,197.39

May Expenditures: \$431,983.27

Total: \$626,180.66

ACTION NEEDED

INFORMATION ENCLOSED

D. ENDING ACCOUNT BALANCES:

Operating Fund: \$10,719,964.41

6. PUBLIC HEARING/PUBLIC COMMENT

A.* The purpose of this Public Hearing is 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).

ACTION NEEDED

Staff Recommendation: APPROVE RESOLUTION 2018/19-07.

INFORMATION ENCLOSED

- B.*** The purpose of this Public Hearing is 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).

ACTION NEEDED

Staff Recommendation: APPROVE RESOLUTION 2018/19-08.

INFORMATION ENCLOSED

7. NEW BUSINESS

A.* Review of Board Policy Manual

Report from staff and Policy Committee:

During a workshop held on October 19, 2016, the Board adopted the present Board Policy Manual, which has proven itself very useful. This document contains not only policies applicable to the Board but also administrative policies and other materials pertinent to the District's governance and operations. Over the preceding months, the Board and executive staff has undertaken the six hours of education necessary for the District to apply to the California Special Districts Association (CSDA) for the District of Distinction award. According to CSDA, the District of Distinction award is an accreditation program that enables districts to demonstrate to their communities, the media and legislators their commitment to operate in a sound, responsible manner. Districts apply for designation as a District of Distinction by submitting financial audits, policies and procedures and proof of training received by trustees and executive staff.

Staff is currently working towards fulfilling the various preconditions for this award application, one of which is a requirement that the Board review the Policy Manual within the preceding twelve months. Since the Policy Manual's adoption, significant changes have been made to some of the District's operational systems governed by the Policy Manual (such as payroll processing procedures) and state law (additions to the Brown Act and harassment prevention training). Therefore staff prepared draft proposed updates, which were reviewed and edited by the Policy Committee with the generous assistance of Trustee Richard Snyder.

Presented tonight for your review is a compilation of those sections of the Policy Manual that are slated for revision. Staff will give a verbal report on the rationale for the proposed changes and the Policy Committee will provide its recommendation. Following the Board's adoption of the revisions to the Policy Manual, staff will prepare and distribute the amended sections.

ACTION NEEDED

Policy Committee and staff Recommendation: Review and discuss the changes proposed to the Board Policy Manual. Consider a motion to approve those changes deemed appropriate and direct staff to prepare amended paper and electronic copies.

INFORMATION ENCLOSED (Attachment A – track changes) (Attachment B – clean version with all edits accepted)

B. Outstanding Achievement Award to be Presented to Public Information Officer

Staff Report: Held on Saturday May 18, 2019, the District’s 2019 Open House was by all accounts, the most successful such educational event ever in showcasing the District’s programs, staff and equipment. Despite the rainy weather, attendance equaled or exceeded the previous record, and attendees remarked on the superb nature of the creative and engaging exhibits and informational displays.

District staff too numerous to mention played important roles in preparing for and putting on the event. Most notably, the planning and coordination of the entire event rested in the capable hands of Public Information Officer Nizza Sequeira, who worked tirelessly and with good humor for many months to prepare for and stage this event.

In accord with suggestions from several Trustees and staff who attended the event, it is recommended that the Board recognizes Ms. Sequeira’s sterling efforts and achievement with the Outstanding Achievement Award.

ACTION NEEDED

Consider a motion to:

1. Commend Nizza Sequeira for her performance organizing and overseeing the 2019 Open House
2. Present the Outstanding Achievement Award to Nizza Sequeira.

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

Staff Report: As noted above, the District’s 2019 Open House was a remarkably successful event. Education/Insect I.D. Specialist Eric Engh played a major role in planning and preparing this event, coordinating his endeavors closely with Ms. Sequeira. His enthusiastic efforts included talented graphic design and printing work for the many exhibits. Also, his remarkable outreach work in the schools yielded 484 entries to the Backyard Bugs contest, which forms a centerpiece exhibit and for which many coveted prizes are awarded.

Accordingly, it is recommended that the Board recognizes Mr. Engh’s work and achievements with the Award of Excellence.

ACTION NEEDED

Consider a motion to:

1. Commend Eric Engh for his performance helping organize the event and prepare exhibits for the 2019 Open House
2. Present the Award of Excellence to Eric Engh.

8. COMMITTEE & STAFF REPORTS

A. Legislative Committee

Report by Chair Tamara Davis

9.* MANAGER'S REPORT

INFORMATION ENCLOSED

10. WRITTEN COMMUNICATIONS

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

11. OPEN TIME FOR BOARD OR STAFF COMMENTS

12. ADJOURNMENT

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

May 8, 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:

Bloom, Gail

Davis, Tamara

Deicke, Art

Gallian, Laurie

Giovanatto, Carol

Hootkins, Susan

Khush, Ranjiv

Kinser, Alannah

Naythons, Matthew

Schulze, Ed

Snyder, Richard

Witt, David

McCaffery, Shaun

Members absent:

Ackerman, Bruce

Blair, Ken

Glass, Una

Harlem, Pamela

Rowland Jr., Herb

Sagues, Paul

Thompson, Michael

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

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

4. PUBLIC TIME

Paul Libeu, former Trustee for the City of Rohnert Park stated that when he resigned from his position as a trustee, he affirmed that if the board decided to move forward with another potential revenue measure he would be willing to help the District as a citizen of the community by educating others on the benefits of approving the measure.

5. CONSENT CALENDAR

A. CHANGES TO AGENDA/APPROVAL OF AGENDA

B. MINUTES – Minutes of the Board Meeting held April 10, 2019.

C. FINANCIAL

Warrants – April 2019

April Payroll: \$184,045.07

April Expenditures: \$537,832.50

Total: \$721,877.57

D. ENDING ACCOUNT BALANCES:

Operating Fund: \$9,970,306.66

Trustee Schulze requested to add under item 10, Open Time, “District Manager Smith gave a presentation to the Marin County Board of Supervisors, which was favorably regarded” and should be noted in the minutes.

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

Under item 10, Open Time for Board or Staff Comments, add:

Trustee Schulze stated District Manager Smith gave a presentation to the Marin County Board of Supervisors, which was favorably regarded.

Motion passed with:

Ayes: Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Gallian, Trustee Giovanatto, Trustee Hootkins, Trustee Khush, Trustee Kinser, Trustee Naythons, Trustee Schulze, Trustee Snyder, Trustee Witt and Trustee McCaffery

No: (none)

Abstain: (none)

Absent: Trustee Ackerman, Trustee Blair, Trustee Glass, Trustee Harlem, Trustee Rowland, Trustee Sagues and Trustee Thompson

6. **NEW BUSINESS**

A. **Revised Job Description & Change of Job Title for Public Relations Director**

Manager Smith explained that the proposed job title of “Public Information Officer” is assigned to the staff member within an agency who provides information to the public and conducts community outreach. The present title, “Public Relations Director” usually applies to the team leader in an organization such as a corporation, who creates and maintains a positive image of the organization in the media and public discourse. In reviewing job titles for similar positions in local government agencies, especially mosquito districts, “Public Information Officer” was found to be the most commonly applied designation. In addition to the proposed change of title, a thorough update and revision of the job description was completed. The employees’ Union and Ms. Nizza Sequeira were also informed about the proposed job description revision and title change.

Trustee Bloom asked why the certification timeline of two years differs from the one-year probation requirement. She felt that the completion of the certification should coincide with the probation timeline. Manager Smith explained that there are four quite difficult certification tests that are usually taken over a two year period. Additionally the certification tests are offered only twice a year.

It was M/S Trustee Snyder/Trustee Naythons to approve the change of job title from Public Relations Director to Public Information Officer:

Motion passed with:

Ayes: Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Gallian, Trustee Giovanatto, Trustee Hootkins, Trustee Khush, Trustee Kinser, Trustee Naythons, Trustee Schulze, Trustee Snyder, Trustee Witt and Trustee McCaffery

No: (none)

Abstain: (none)

Absent: Trustee Ackerman, Trustee Blair, Trustee Glass, Trustee Harlem, Trustee Rowland, Trustee Sagues and Trustee Thompson

B. **Request to delete one currently vacant Biologist position (Laboratory) and add a new Environmental Biologist position.**

Assistant Manager Hawk stated that one Biologist position has been vacant since 2015 and the workflow has since changed in the laboratory. The thought process behind the proposal to delete the vacant Biologist position and substitute the Environmental Biologist position came to fruition after he held meetings with the Operations Department Field Supervisors, Scientific Programs Manager Dr. Liebman and the Lead Biologist from the Laboratory Department. A consensus emerged that a crossover position working between departments seemed necessary due to the need for interagency communications, field work and source reduction activities. These duties are in addition to laboratory work, including research projects. In the past, a Field Biologist position shared many of the job duties reflected in this new job

description and since that position had worked out really well, it affirmed the decision to design the proposed new position.

Trustee Bloom remarked that the certification requirement in the job description for the Environmental Biologist position was written better than the job description for Public Information Officer. The wording, “ability to obtain within two-years of employment” versus “must be passed over a two-year period after employment begins” seems more appropriate. Manager Smith agreed and stated that he would adjust the wording to match on the Public Information Officer’s job description that the Board had just approved.

Trustee Khush indicated that even though the dual capacity of being able to switch between operations and laboratory job duties is valued, he inquired whether the workload would be too much for someone to cover. Assistant Manager Hawk acknowledged the point made and explained that when considering candidates they would be looking for an individual with the necessary capacities and multitasking skills.

Trustee Deicke recommended that there be continuity when describing the physical demands and essential functions of the job. Staff agreed to review those sections of the job descriptions.

It was M/S Trustee Khush/Trustee Snyder to approve the deletion of one Biologist position and the addition of one Environmental Biologist position:

Motion passed with:

***Ayes:** Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Gallian, Trustee Giovanatto, Trustee Hootkins, Trustee Khush, Trustee Kinser, Trustee Naythons, Trustee Schulze, Trustee Snyder, Trustee Witt and Trustee McCaffery*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee Ackerman, Trustee Blair, Trustee Glass, Trustee Harlem, Trustee Rowland, Trustee Sagues and Trustee Thompson*

C. Proposed Budget for Fiscal Year (FY) 2019-20: Presentation by staff and recommendation by the Budget Committee. The proposed annual budget and a Budget Highlights document were enclosed with the Board packet.

Financial Manager Jennifer Crayne presented the proposed draft of the FY 2019-20 annual budget. She noted that this budget was prepared shortly after two recent budgetary amendments, as well as the careful planning for a potential revenue measure intended to secure the District’s long-term financial stability.

In order to give a more accurate forecast than in prior budget years, the proposed revenues for FY 2019-20 were based on actual figures from the prior year adjusted by the counties’ revenue forecasts, rather than using the budgeted revenue amounts from the prior year.

Ms. Crayne noted that represented employees are entering the final year of a three-year memorandum of understanding with the District and will receive a 3% cost of

living allowance applied to salaries on July 1, 2019. Employees continue to make a 1.75% contribution towards the employer-paid contributions to MCERA. In FY 2019-20 employer rates for MCERA contributions will decrease slightly to 30.18% for the Classic Tier and 21.78% for the PEPRA Tier. In the coming fiscal year, 10.44% of the budget will be spent on the pension contributions. Lastly, following the Board's recent decision to adopt an OPEB funding method that allocates 100% of the Actuarially Determined Contribution from the most recent valuation, the percentage of the budget to be spent on OPEB for FY 2019-20 will be 9.35%.

Healthy forecast increases in ad valorem revenues show that Marin County predicts a 5% increase while Sonoma County predicts a 3.5% increase for FY 2019-20. Benefit Assessment No. 1 continues flat at \$12.00 while a slight COLA was applied to Benefit Assessment No. 2. Revenue from contracts, reimbursements and sale of District property remain flat at \$150,000 and based on actual figures for the prior budget year, interest earned will increase from \$25,250 to \$90,000 for FY2019-20.

Expenditures are forecast to decrease in this budget by \$460,127 as compared to the figures contained in the second budget amendment for FY 2018-19, which included an additional contribution to the District's OPEB trust account. Compared to the original approved FY 2018-19 budget, the total expenditures for the FY 2019-20 proposed budget are greater by \$998,075 over the current year, partly due to the inclusion of expenditures related to a potential new benefit assessment district.

Ms. Crayne noted that in the budget as proposed, due to the expenditures outpacing the revenues, the forecast predicts a \$570,663 draw from reserves to balance the budget.

Lastly, at the recommendation of the Budget Committee, the final page in the proposed FY 2019-20 budget presents the additional costs associated with the potential revenue measure. The costs were presented as a discussion item for the Board's review.

Committee members and staff discussed the budget in detail and answered a series of questions from Board members. Members of the Budget Committee noted that they had worked closely with staff to prepare the proposed budget. The committee recommended approval of the proposed budget.

President McCaffery clarified that if the Board decided to pass the FY 2019-20 budget as proposed, that would not indicate approval for moving forward with the potential benefit assessment measure. The project cost information provided on the final page was intended to display the full expenses of such a measure and how proceeding with it would affect the budget. Manager Smith concurred and noted that the final decision on whether to proceed with a revenue measure would come before the Board later in the year, along with feedback from the communities we serve and other agencies.

It was M/S Trustee Schulze/Trustee Davis to approve the proposed Budget for FY 2019-20:

Motion passed with:

Ayes: Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Gallian, Trustee Giovanatto, Trustee Hootkins, Trustee Khush, Trustee Kinser, Trustee Naythons, Trustee Schulze, Trustee Snyder, Trustee Witt and Trustee McCaffery

No: (none)

Abstain: (none)

Absent: Trustee Ackerman, Trustee Blair, Trustee Glass, Trustee Harlem, Trustee Rowland, Trustee Sagues and Trustee Thompson

D. Resolution No. 2018/19-05

Maria Garcia-Adarve from SCI Consulting Group noted that she has worked with the District for 19 years, which is as long as she has been with SCI. She gave a brief overview of how the District's Benefit Assessments are administered. Every year the Board first approves the Engineer's Reports and then sets the date for the Public Hearing. The following month, a Public Hearing is held at during which the Board votes on two Resolutions for Assessment No. 1 and Assessment No. 2 respectively, ordering the levies. Once the resolutions have passed Ms. Garcia-Adarve submits an electronic list to the two counties with the cost for each parcel for the upcoming fiscal year. Assessment No. 1, which was formed in 1996, just before Proposition 218 passed, covers most of the parcels and provides most of the assessment revenue for the District. The rate on Assessment No. 1 is capped at \$12, which means that the rate cannot be raised above the \$12 limit. The total revenue for Assessment No. 1 will be \$3,168,000. Assessment No. 2 was formed in 2004 with a balloted assessment that annexed the areas of the two counties that were not then serviced by the District. Assessment No. 2 has a Consumer Price Index (CPI) escalator, which allows the assessment to increase annually according to the Bay Area CPI, up to 5% per year. The proposed rate for Assessment No. 2 is \$27.58 per single family equivalent, making the total revenue for Assessment No. 2 just short of \$1 million. The total revenue from both assessments is estimated to be \$4.1 million in FY 2019-20.

It was M/S Trustee Davis /Trustee Giovanatto to approve Resolution 2018/19-05:

Motion passed with a roll call vote:

Ayes: Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Gallian, Trustee Giovanatto, Trustee Hootkins, Trustee Khush, Trustee Kinser, Trustee Naythons, Trustee Schulze, Trustee Snyder, Trustee Witt and Trustee McCaffery

No: (none)

Abstain: (none)

Absent: Trustee Ackerman, Trustee Blair, Trustee Glass, Trustee Harlem, Trustee Rowland, Trustee Sagues and Trustee Thompson

E. Resolution No. 2018/19-06

It was M/S Trustee Gallian/Trustee Davis to approve Resolution 2018/19-06:

Motion passed with a roll call vote:

Ayes: Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Gallian, Trustee Giovanatto, Trustee Hootkins, Trustee Khush, Trustee Kinser, Trustee Naythons, Trustee Schulze, Trustee Snyder, Trustee Witt and Trustee McCaffery

No: (none)

Abstain: (none)

Absent: Trustee Ackerman, Trustee Blair, Trustee Glass, Trustee Harlem, Trustee Rowland, Trustee Sagues and Trustee Thompson

F. Public Hearing June 12, 2019

A notice of hearing for the Marin/Sonoma Mosquito & Vector Control District, Vector Control Assessment District (Assessment No. 1), and for the Northwest Mosquito, Vector and Disease Control Assessment (Assessment No. 2) will be posted 10 days prior to the Public Hearing on June 12, 2019.

It was M/S Trustee Davis/Trustee Snyder to schedule a Public Hearing for June 12, 2019:

Motion passed with:

Ayes: Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Gallian, Trustee Giovanatto, Trustee Hootkins, Trustee Khush, Trustee Kinser, Trustee Naythons, Trustee Schulze, Trustee Snyder, Trustee Witt and Trustee McCaffery

No: (none)

Abstain: (none)

Absent: Trustee Ackerman, Trustee Blair, Trustee Glass, Trustee Harlem, Trustee Rowland, Trustee Sagues and Trustee Thompson

7. COMMITTEE & STAFF REPORTS

A. Legislative Committee

Chair Tamara Davis noted that Assembly Bill 320, which would create the California Mosquito Surveillance and Research Program, was still in Appropriations awaiting approval.

8. MANAGER'S REPORT

Manager Smith explained that he and Assistant Manager Hawk did not have anything to add to their written reports but would be happy to entertain any questions. (*Manager and Assistant Manger's reports were included in the May Board packet*)

Trustee Gallian remarked about the coverage on the 10 o'clock television news the District had received recently. She also mentioned an article written in the newspaper the following day and considered these to be great ways to bring awareness to the community about the services the District provides.

Trustee Davis credited the District for having seasonal receptionist Monica Nunez, who speaks Spanish fluently, help with the District's outreach efforts at the recent Cinco de Mayo event.

9. **WRITTEN COMMUNICATIONS**

No written communications.

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

Trustee Schulze reminded the Board of the Open House to be held on May 18.

11. **ADJOURNMENT**

There being no further business to come before the Board, President McCaffery adjourned the meeting at 8:31 pm.

District Representative
MSMVCD

Date of Approval

Trustee
MSMVCD Board of Trustees

Date of Approval

Payroll Summary 5/1-5/15/19
Marin Sonoma Mosquito & Vector Control District

Pay Frequency: Semimonthly

Check Date	Name	Hours	Total Paid	Net Pay	Check No
Department: 1 - Administration					
5/15/2019	Crayne, Jennifer M	86.67	4,826.05	2,780.23	DD
5/15/2019	Crayne, Jennifer M	0	28.5	27.8	DD
5/15/2019	Delsid, Paula A	46.58	1,103.67	781.81	DD
5/15/2019	Smith, Philip D	86.67	8,072.01	5,257.63	DD
5/15/2019	Smith, Philip D	0	332.57	324.43	DD
5/15/2019	Williams, Dawn A	86.67	2,785.57	1,912.62	DD
Department Totals: 1 - Administration		306.59	\$17,148.37	\$11,084.52	
Total Net Pays for 1 - Administration: 6					
Department: 2 - Lab					
5/15/2019	Brooks, Sarah M	86.67	4,756.02	2,886.69	DD
5/15/2019	Holt, Kristen A	86.67	4,529.03	2,866.15	DD
5/15/2019	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					
5/15/2019	Beardsley, Kevin G	86.67	3,915.58	1,939.22	DD
5/15/2019	Beck, David G	86.67	3,819.55	2,607.08	DD
5/15/2019	Cole, Michael S	86.67	4,420.52	2,555.77	DD
5/15/2019	Cole, Michael S	0	471.66	428.78	DD
5/15/2019	Hawk, Erik T	86.67	6,304.03	3,803.02	DD
5/15/2019	Leslie, Daniel W	86.67	4,034.06	2,893.40	DD
5/15/2019	Miller, Steven L	86.67	3,858.03	2,465.44	DD
5/15/2019	Mohrman Jr, John C	86.67	3,916.01	2,598.06	DD
5/15/2019	Morton, Robert D	86.67	4,006.06	2,496.29	DD
5/15/2019	Nadale, Marc A	86.67	4,299.01	2,598.85	DD
5/15/2019	Newman, Jared K	86.67	3,489.51	2,193.38	DD
5/15/2019	Ohlinger, Bruce R	86.67	4,216.58	2,024.67	DD
5/15/2019	Petersen, Jeffery R	86.67	3,916.53	2,603.98	DD
5/15/2019	Peterson, Kasey L	86.67	3,642.57	2,175.34	DD
5/15/2019	Picinich, Nick A	86.67	3,916.01	2,122.55	DD
5/15/2019	Reed, Nathen C	86.67	4,138.58	3,044.75	DD
5/15/2019	Russo Jr, Anthony J	86.67	4,006.06	2,671.83	DD
5/15/2019	Sequeira, Jason A	86.67	4,754.54	2,943.91	DD
5/15/2019	Smith, James L	86.67	3,326.57	2,294.50	DD
5/15/2019	Tescalco, Joseph A	86.67	3,916.01	1,522.00	DD
5/15/2019	Thomas-Nett, Teresa A	86.67	3,916.01	2,326.65	DD
5/15/2019	Tyner, Keith W	86.67	3,326.57	2,449.08	DD
5/15/2019	Wells, Michael L	86.67	4,006.06	2,523.14	DD
Department Totals: 3 - Operations		1,906.74	\$89,616.11	\$55,281.69	
Total Net Pays for 3 - Operations: 23					

Department: 4 - Shop					
5/15/2019	Delucchi, Steven A	86.67	5,125.06	3,241.13	DD
5/15/2019	Delucchi, Steven A	0	621.15	588.15	DD
5/15/2019	McGovern, Robert A	86.67	4,010.57	2,923.40	DD
Department Totals: 4 - Shop		173.34	\$9,756.78	\$6,752.68	
Total Net Pays for 4 - Shop: 3					

Department: 5 - Public Education					
5/15/2019	Engh, Eric S	86.67	4,241.54	2,767.12	DD
5/15/2019	Sequeira, Nizza N	86.67	4,539.08	2,888.02	DD
Department Totals: 5 - Public Education		173.34	\$8,780.62	\$5,655.14	
Total Net Pays for 5 - Public Education: 2					

Pay Frequency Totals: Semimonthly	2,820.02	\$139,243.02	\$87,432.24	
Total Net Pays for Semimonthly frequency: 37				
Company Totals:	2,820.02	\$139,243.02	\$87,432.24	
Total Net Pays for Company: 37				

Seasonal Payroll Date Range 4/20-5/3/19
Marin Sonoma Mosquito & Vector Control District

Pay Frequency: Semimonthly

Check Date	Name	Hours	Total Paid	Net Pay	Check No
Department: 1 - Administration					
5/15/2019	Nunez, Monica A	79.25	1,534.25	1,297.12	DD
Department Totals: 1 - Administration		79.25	\$1,534.25	\$1,297.12	
Total Net Pays for 1 - Administration: 1					

Department: 2 - Lab					
5/15/2019	Salisbury, Brooke E	80	1,280.00	1,037.99	DD
5/15/2019	White, Martha E	80	1,280.00	1,043.40	DD
Department Totals: 2 - Lab		160	\$2,560.00	\$2,081.39	
Total Net Pays for 2 - Lab: 2					

Department: 3 - Operations					
5/15/2019	Ball, Bradley A	80	1,440.00	1,168.73	DD
5/15/2019	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		399.25	\$6,894.25	\$5,734.57	
Total Net Pays for Semimonthly frequency: 5					
Company Totals:		399.25	\$6,894.25	\$5,734.57	
Total Net Pays for Company: 5					

Payroll Summary 5/16-5/31/19
Marin Sonoma Mosquito & Vector Control District

Pay Frequency: Semimonthly

Check Date	Name	Hours	Total Paid	Net Pay	Check No
Department: 1 - Administration					
5/31/2019	Crayne, Jennifer M	86.67	4,826.05	2,780.22	DD
5/31/2019	Crayne, Jennifer M	0	28.5	27.8	DD
5/31/2019	Delsid, Paula A	33.03	782.61	550.58	DD
5/31/2019	Smith, Philip D	86.67	8,072.01	5,257.64	DD
5/31/2019	Smith, Philip D	0	332.57	324.42	DD
5/31/2019	Williams, Dawn A	86.67	2,785.57	1,912.63	DD
Department Totals: 1 - Administration		293.04	\$16,827.31	\$10,853.29	
Total Net Pays for 1 - Administration: 6					

Department: 2 - Lab					
5/31/2019	Brooks, Sarah M	86.67	4,756.02	2,886.68	DD
5/31/2019	Holt, Kristen A	86.67	4,529.03	2,866.16	DD
5/31/2019	Liebman, Kelly A	86.67	4,656.09	2,905.36	DD
Department Totals: 2 - Lab		260.01	\$13,941.14	\$8,658.20	
Total Net Pays for 2 - Lab: 3					

Department: 3 - Operations					
5/31/2019	Beardsley, Kevin G	86.67	3,915.58	1,939.24	DD
5/31/2019	Beck, David G	86.67	3,819.55	2,607.07	DD
5/31/2019	Cole, Michael S	86.67	4,420.52	2,555.78	DD
5/31/2019	Cole, Michael S	0	1,144.91	986.73	DD
5/31/2019	Hawk, Erik T	86.67	6,304.03	3,803.04	DD
5/31/2019	Leslie, Daniel W	86.67	4,034.06	2,893.41	DD
5/31/2019	Miller, Steven L	86.67	3,858.03	2,465.45	DD
5/31/2019	Miller, Steven L	0	867.36	809.88	DD
5/31/2019	Mohrman Jr, John C	86.67	3,916.01	2,598.06	DD
5/31/2019	Mohrman Jr, John C	0	2,309.89	2,002.68	DD
5/31/2019	Morton, Robert D	86.67	4,006.06	2,496.29	DD
5/31/2019	Morton, Robert D	0	1,476.79	1,317.94	DD
5/31/2019	Nadale, Marc A	86.67	4,299.01	2,598.86	DD
5/31/2019	Newman, Jared K	86.67	3,489.51	2,193.39	DD
5/31/2019	Newman, Jared K	0	644.19	628.39	DD
5/31/2019	Ohlinger, Bruce R	86.67	4,216.58	2,024.69	DD
5/31/2019	Petersen, Jeffery R	86.67	3,916.53	2,603.99	DD
5/31/2019	Peterson, Kasey L	86.67	3,642.57	2,175.35	DD
5/31/2019	Picinich, Nick A	86.67	3,916.01	2,122.54	DD
5/31/2019	Reed, Nathen C	86.67	4,138.58	3,044.75	DD
5/31/2019	Reed, Nathen C	0	1,239.13	1,204.02	DD
5/31/2019	Russo Jr, Anthony J	86.67	4,006.06	2,671.83	DD
5/31/2019	Sequeira, Jason A	86.67	4,754.54	2,943.89	DD
5/31/2019	Sequeira, Jason A	0	331	322.89	DD

5/31/2019	Smith, James L	86.67	3,326.57	2,294.50	DD
5/31/2019	Tescallo, Joseph A	86.67	3,916.01	1,521.99	DD
5/31/2019	Thomas-Nett, Teresa A	86.67	3,916.01	2,326.64	DD
5/31/2019	Tyner, Keith W	86.67	3,326.57	2,449.10	DD
5/31/2019	Wells, Michael L	86.67	4,006.06	2,523.14	DD
Department Totals: 3 - Operations		1,906.74	\$97,157.72	\$62,125.53	
Total Net Pays for 3 - Operations: 29					

Department: 4 - Shop					
5/31/2019	Delucchi, Steven A	86.67	5,125.06	3,241.13	DD
5/31/2019	Delucchi, Steven A	0	621.15	588.17	DD
5/31/2019	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					
5/31/2019	Engh, Eric S	86.67	4,241.54	2,767.13	DD
5/31/2019	Sequeira, Nizza N	86.67	4,539.08	2,888.03	DD
5/31/2019	Sequeira, Nizza N	0	77	75.12	DD
Department Totals: 5 - Public Education		173.34	\$8,857.62	\$5,730.28	
Total Net Pays for 5 - Public Education: 3					

Pay Frequency Totals: Semimonthly		2,806.47	\$146,540.57	\$94,119.99	
Total Net Pays for Semimonthly frequency: 44					
Company Totals:		2,806.47	\$146,540.57	\$94,119.99	
Total Net Pays for Company: 44					

Seasonal Payroll Date Range 5/4-5/20/19
Marin Sonoma Mosquito & Vector Control District

Pay Frequency: Semimonthly

Check Date	Name	Hours	Total Paid	Net Pay	Check No
Department: 1 - Administration					
5/31/2019	Nunez, Monica A	105.37	2,002.03	1,655.12	DD
Department Totals: 1 - Administration		105.37	\$2,002.03	\$1,655.12	
Total Net Pays for 1 - Administration: 1					

Department: 2 - Lab					
5/31/2019	Salisbury, Brooke E	95.5	1,528.00	1,223.58	DD
5/31/2019	White, Martha E	95.5	1,528.00	1,228.99	DD
Department Totals: 2 - Lab		191	\$3,056.00	\$2,452.57	
Total Net Pays for 2 - Lab: 2					

Department: 3 - Operations					
5/31/2019	Ball, Bradley A	97.3	1,751.40	1,396.93	DD
5/31/2019	Richtik, Raymond M	96.25	1,636.25	1,405.97	DD
		193.55	\$3,387.65	\$2,802.90	
Total Net Pays for 3 - Operations: 2					

Pay Frequency Totals: Semimonthly		489.92	\$8,445.68	\$6,910.59	
Total Net Pays for Semimonthly frequency: 5					
Company Totals:		489.92	\$8,445.68	\$6,910.59	
Total Net Pays for Company: 5					

BATCH # 002960 BANK CODE 01
BATCH TYPE CANCEL/VOID
BATCH DATE 5/02/19
OPERATOR JC DEFAULT CO

A/P CANCEL-VOID REGISTER - FINAL

RUN DATE 5/02/19
RUN TIME 14:11:46
G/L DATE 5/02/19
CURRENCY DL

(AP0100C) PAGE 1

VEND NAME INVOICE INV. DATE DUE DATE INVOICE TOTAL DISC AMT P.O.# CHK NO.
NO. NO. CO DEPT ACCOUNT DIST AMT DESCRIPTION CHK DATE

00079 MARIN INDEPENDENT JOURNAL

VOID CHECK 0001159471 10/31/18 11/07/18 25.60- 6453009
ADMIN. NEWSPAPER/ LEGAL NOTICES 01 1 819002 25.60- ACCT# 3490524
25.60- ADMIN. NEWSPAPER/ LEGAL NO 11/08/18

COUNT
INVOICE GROSS
DISCOUNTS
NET

CALCULATED
1
25.60-
25.60-

5/2/19 Void lost A/P
Check # 806453009

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

Signature: *Vannora Davis*
Signature: *JD Smith*

Account	Date	Amount	Check	Description
H 7487	05/06/2019	16,980.35	806453461	ADAPCO, INC.
H 7487	05/06/2019	9,820.00	806453462	ALPINE HELICOPTER SERVICE INC
H 7487	05/06/2019	240.00	806453463	AMERICAN TOW SERVICE
H 7487	05/06/2019	357.97	806453464	ARGO ADVENTURE/LIEWER
H 7487	05/06/2019	183.93	806453465	AT & T
H 7487	05/06/2019	2,175.00	806453466	CALPERS 457 PLAN
H 7487	05/06/2019	4,078.96	806453467	CINTAS CORPORATION
H 7487	05/06/2019	1,074.98	806453468	CITY OF COTATI
H 7487	05/06/2019	30,320.00	806453469	CLARKE MOSQUITO CONTROL PRODUCTS, I
H 7487	05/06/2019	350.49	806453470	COMMON SENSE BUSINESS SOLUTIONS, IN
H 7487	05/06/2019	1,489.98	806453471	COMPLETE WELDERS SUPPLY, INC.
H 7487	05/06/2019	251.00	806453472	JENNIFER CRAYNE
H 7487	05/06/2019	53.37	806453473	DISH
H 7487	05/06/2019	73.96	806453474	FRIEDMAN'S HOME IMPROVEMENT
H 7487	05/06/2019	93.48	806453475	GRAINGER
H 7487	05/06/2019	184.80	806453476	THE HARTFORD
H 7487	05/06/2019	200.00	806453477	ERIK HAWK
H 7487	05/06/2019	500.00	806453478	KRISTEN HOLT
H 7487	05/06/2019	315.10	806453479	HOME DEPOT CREDIT SERVICES
H 7487	05/06/2019	520.03	806453480	INTERSTATE BATTERY SYSTEM
H 7487	05/06/2019	585.00	806453481	LEADING EDGE ASSOCIATES, INC.
H 7487	05/06/2019	1,181.00	806453482	LIEBERT CASSIDY WHITMORE
H 7487	05/06/2019	142.03	806453483	KELLY LIEBMAN
H 7487	05/06/2019	5,291.42	806453484	LIFE TECHNOLOGIES CORPORATION
H 7487	05/06/2019	46.00	806453485	MARIN INDEPENDENT JOURNAL
H 7487	05/06/2019	26.15	806453486	MATHESON TRI-GAS, INC.
H 7487	05/06/2019	774.40	806453487	METTLER-TOLEDO RAININ, LLC
H 7487	05/06/2019	981.59	806453488	MITEL
H 7487	05/06/2019	14,000.00	806453489	N&R PUBLICATIONS
H 7487	05/06/2019	5,554.74	806453490	NATIONWIDE TRUST COMPANY, FSB
H 7487	05/06/2019	615.00	806453491	NBS GOVERNMENT FINANCE GROUP
H 7487	05/06/2019	250.00	806453492	NEOFUNDS
H 7487	05/06/2019	14,354.74	806453493	NORTH BAY PETROLEUM
H 7487	05/06/2019	22.96	806453494	RELIABLE HARDWARE AND STEEL CO.
H 7487	05/06/2019	366.87	806453495	SANTA ROSA AUTO PARTS
H 7487	05/06/2019	295.24	806453496	SHIELD BUSINESS SYSTEMS
H 7487	05/06/2019	103.00	806453497	SONOMA MEDIA INVESTMENTS, LLC
H 7487	05/06/2019	3,904.00	806453498	SONOMA MEDIA GROUP
H 7487	05/06/2019	1,426.53	806453499	SPARK CREATIVE DESIGN
H 7487	05/06/2019	1,012.52	806453500	TASC
H 7487	05/06/2019	746.22	806453501	TEAMSTERS LOCAL UNION NO. 856 HEALT
H 7487	05/06/2019	570.00	806453502	THE COMMUNITY VOICE
H 7487	05/06/2019	10,000.00	806453503	THE LEW EDWARDS GROUP
H 7487	05/06/2019	47.67	806453504	ULINE
H 7487	05/06/2019	3,414.50	806453505	UNIVAR USA INC
H 7487	05/06/2019	88.49	806453506	UPS
H 7487	05/06/2019	1,807.85	806453507	VERIZON WIRELESS
H 7487	05/06/2019	186.82	806453508	VICTORY CHEVROLET
H 7487	05/06/2019	891.33	806453509	VISION SERVICE PLAN (CA)
Total		137,949.47		
Count		49		

A/P 5.06.19

During the signing of these checks
all supporting documents were provided


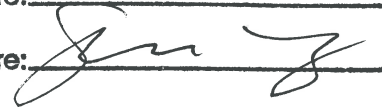
Signature: *Lamara Davis*

Signature: *DeWitt*

A/P 5.22.19

Account	Date	Amount	Check	Description
H 7487	05/22/2019	61.01	806453510	A-1 UNIQUE INSECT CONTROL
H 7487	05/22/2019	1,183.20	806453511	AFLAC
H 7487	05/22/2019	5,000.00	806453512	ALDRICH NETWORK CONSULTING
H 7487	05/22/2019	1,425.60	806453513	ALDRICH NETWORK CONSULTING
H 7487	05/22/2019	2,057.41	806453514	ARGO ADVENTURE/LIEWER
H 7487	05/22/2019	32.65	806453515	AT & T
H 7487	05/22/2019	5,975.00	806453516	BARTEL ASSOCIATES, LLC
H 7487	05/22/2019	1,364.61	806453517	BAY ALARM COMPANY
H 7487	05/22/2019	450.00	806453518	BEST BEST & KRIEGER, LLC.
H 7487	05/22/2019	146.94	806453519	BIOQUIP PRODUCTS
H 7487	05/22/2019	2,425.00	806453520	CALPERS 457 PLAN
H 7487	05/22/2019	58,953.07	806453521	CLARKE MOSQUITO CONTROL PRODUCTS, I
H 7487	05/22/2019	153.42	806453522	COMCAST BUSINESS
H 7487	05/22/2019	99.50	806453523	CONCENTRA OCCUPATIONAL HEALTH CNTRS
H 7487	05/22/2019	3,439.16	806453524	DELTA DENTAL OF CALIFORNIA
H 7487	05/22/2019	3,000.00	806453525	DIGITAL DEPLOYMENT
H 7487	05/22/2019	323.72	806453526	FISHER SCIENTIFIC
H 7487	05/22/2019	143.98	806453527	GRAINGER
H 7487	05/22/2019	343.05	806453528	GREAT AMERICA FINANCIAL SERVICES
H 7487	05/22/2019	500.00	806453529	ERIK HAWK
H 7487	05/22/2019	39.33	806453530	HINES SIGNS
H 7487	05/22/2019	30.75	806453531	JAY'S ENGRAVING & RUBBER STAMPS
H 7487	05/22/2019	50,161.98	806453532	KAISER FOUNDATION HEALTH PLAN
H 7487	05/22/2019	1,270.00	806453533	LA VOZ BILINGUAL NEWSPAPER
H 7487	05/22/2019	422.12	806453534	LARSENGINES
H 7487	05/22/2019	1,450.00	806453535	LEADING EDGE ASSOCIATES, INC.
H 7487	05/22/2019	230.16	806453536	KELLY LIEBMAN
H 7487	05/22/2019	117,130.44	806453537	MARIN COUNTY EMPLOYEES RETIREMENT A
H 7487	05/22/2019	525.48	806453538	METTLER-TOLEDO RAININ, LLC
H 7487	05/22/2019	2,026.00	806453539	MITEL
H 7487	05/22/2019	5,304.74	806453540	NATIONWIDE TRUST COMPANY, FSB
H 7487	05/22/2019	299.73	806453541	OFFICE DEPOT BUSINESS CREDIT
H 7487	05/22/2019	10,104.64	806453542	P.G. & E.
H 7487	05/22/2019	1,550.00	806453543	PATRICK VON ELM
H 7487	05/22/2019	53.00	806453544	PREFERRED ALLIANCE, INC.
H 7487	05/22/2019	237.47	806453545	RECOLOGY SONOMA MARIN
H 7487	05/22/2019	39.83	806453546	RELIABLE HARDWARE AND STEEL CO.
H 7487	05/22/2019	1,095.00	806453547	RICHARD A. SANCHEZ
H 7487	05/22/2019	500.00	806453548	ANTHONY RUSSO, JR.
H 7487	05/22/2019	423.00	806453549	NIZZA SEQUEIRA
H 7487	05/22/2019	1,012.52	806453550	TASC
H 7487	05/22/2019	500.00	806453551	TERESA THOMAS-NETT
H 7487	05/22/2019	65.00	806453552	THE PERMANENTE MEDICAL GROUP INC.
H 7487	05/22/2019	6,327.85	806453553	U.S. BANK EQUIPMENT FINANCE
H 7487	05/22/2019	4,591.79	806453554	UNIVAR USA INC
H 7487	05/22/2019	185.92	806453555	UPS
H 7487	05/22/2019	514.00	806453556	VANTAGEPOINT TRANSFER AGENTS-803673
H 7487	05/22/2019	891.33	806453557	VISION SERVICE PLAN (CA)
Total		294,059.40		
Count		48		

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

Signature: 
Signature: 

STAFF REPORT



DATE: June 12, 2019

TO: The Board of Trustees

FROM: Philip D. Smith, District Manager

SUBJECT: Public Hearing and Resolutions No. 2018/19-07 and No. 2017/18-08, Approving the Engineer's Reports, 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, Resolution No. 2018/19-07), and for the Northwest Mosquito, Vector and Disease Control Assessment (Assessment No. 2, Resolution No. 2018/19-08)

RECOMMENDATION

It is recommended that the Board hold a public hearing, consider all public comments, and subsequently approve the resolutions that would approve the Engineer's Reports, confirm the diagram and assessment, and order the levy of assessments for fiscal year 2019-20 for the Assessment No. 1 and Assessment No. 2 as the final step in levying the annual assessments.

RESULT OF RECOMMENDED ACTION

The Board will order the levy of the assessments for fiscal year 2019-20, and will cause those levies to be submitted by SCI Consulting Group to the County Auditors of Marin and Sonoma to be included on the 2019-20 property tax bills.

BACKGROUND

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

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

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

- Fiscal Year 2019-20 Maximum Rate: \$27.58 per single family equivalent benefit unit (SFE) for Zone A and Zone West Marin, and \$26.38 for Zone B

In order to continue to levy the assessments each year, SCI Consulting Group, the District's assessment engineer, prepared the Engineer's Reports that include the special and general benefits from the assessments, the proposed budget for the assessments for fiscal year 2019-20, the updated proposed assessments for each parcel in the Assessment Districts, and the proposed assessments per single family equivalent benefit unit. At the May 8, 2019 Board meeting, the Board reviewed the Engineer's Reports and adopted Resolution Nos. 2018/19-05 and 2018/19-06, to declare intention to continue the assessments, preliminarily approve the Engineer's Reports, and provide for notice of the annual public hearing.

Each year, the Board conducts a noticed public hearing and receives public input on the proposed assessments and the services that they would fund, in order to continue to levy the assessments for the coming fiscal year. After hearing the public testimony, the Board may take final action on setting the assessment rate, establishing the services and improvements to be funded, and ordering the continuation of the assessments for fiscal year 2019-20.

PROPOSED RATE AND CPI HISTORY

Assessment No 1: Assessment No. 1 has a maximum assessment of \$12.00 per SFE. The estimate of cost and budget in the Engineer's Report proposes assessments for fiscal year 2019-20 at the rate of \$12.00. The total amount of revenues that would be generated by the assessments in fiscal year 2019-20 at the proposed rate of \$12.00 is approximately \$3,168,870.

Assessment No 2: Assessment No. 2 maximum assessment is increased annually based on the Consumer Price Index-U for the San Francisco Bay Area as of December of each succeeding year (CPI), with a maximum annual adjustment not to exceed 5%. As shown in the table below, the maximum authorized assessment rate for fiscal year 2019-20 is \$27.58 per single family equivalent (SFE) benefit unit in Zone A and Zone West Marin, and \$26.38 in Zone B. The estimate of cost and budget in the Engineer's Report proposes assessments for fiscal year 2019-20 at the maximum authorized rates of \$27.58 for Zone A and Zone West Marin, and \$26.38 for Zone B. The total amount of revenues that would be generated by the assessments in fiscal year 2019-20 at the proposed rates is approximately \$998,571.

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

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

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

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

CONCLUSION

It is recommended that the Board approve the Resolutions Approving the Engineer’s Reports, Confirming the Assessment Diagram and Assessment and Ordering the Continuation of Assessments for Fiscal Year 2019-20 for the Vector Control Assessment (Assessment No. 1) and the Northwest Mosquito, Vector and Disease Control Assessment (Assessment No. 2)

Respectfully submitted,
Philip D. Smith, District Manager

RESOLUTION NO. 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 ASSESSEMENT AND
ORDERING THE CONTINUATION OF THE LEVY OF ASSESSMENTS
FOR FISCAL YEAR 2019-20
FOR THE VECTOR CONTROL ASSESSMENT (ASSESSMENT NO. 1)**

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

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

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

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

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

WHEREAS, on May 8, 2019, this Board adopted Resolution No. 2018/19-05 to continue to levy and collect assessments for fiscal year 2019-20, preliminarily approving the Engineer’s Report, and providing for notice of hearing on June 12, 2019, at the hour of seven o’clock (7:00) p.m. at the Marin/Sonoma Mosquito and Vector Control District Office located at 595 Helman Lane, Cotati, California, 94931, for the MARIN/SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT, VECTOR CONTROL ASSESSMENT (ASSESSMENT NO. 1); and

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

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

SECTION 1. The above recitals are true and correct.

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

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

SECTION 4. The Engineer's Report for Assessment No. 1 together with the diagram of the Assessment contained therein and the proposed assessment roll for fiscal year 2019-20 is hereby confirmed and approved.

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

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

SECTION 7. That assessments for fiscal year 2019-20 for Assessment No. 1 shall continue to be levied at the rate of TWELVE DOLLARS AND NO CENTS (\$12.00) per single family equivalent benefit unit as specified in the Engineer's Report for fiscal year 2019-20, with estimated total annual assessment revenues of approximately \$3,168,870, as set forth in the Engineer's Report.

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

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

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

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

The foregoing Resolution was PASSED and ADOPTED by the Board of Trustees of the Marin/Sonoma Mosquito and Vector Control District at a regular meeting thereof held on June 12, 2019, at 595 Helman Lane, Cotati, California, 94931, at a regular meeting by the following vote on a roll call:

	Yes	No	Abstain	Absent
Bruce Ackerman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ken Blair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gail Bloom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tamara Davis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Art Deicke	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laurie Gallian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carol Giovanatto	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Una Glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pamela Harlem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan Hootkins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ranjiv Khush	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alannah Kinser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matthew Naythons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Herb Rowland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ed Schulze	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Richard Snyder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paul Sagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Thompson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Witt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shaun McCaffery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vote Totals:				

APPROVED AND DATED this 12th day of June, 2019 after its passage.

ATTEST:

APPROVED:

Pamela Harlem
Secretary, Board of Trustees

Shaun McCaffery
President, Board of Trustees

Philip D. Smith
District Manager

RESOLUTION NO. 2017/18-08

**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 ASSESSEMENT AND
ORDERING THE CONTINUATION OF THE LEVY OF ASSESSMENTS
FOR FISCAL YEAR 2019-20
FOR THE NORTHWEST MOSQUITO, VECTOR AND DISEASE CONTROL
ASSESSMENT (ASSESSMENT NO. 2)**

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

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

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

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

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

WHEREAS, on May 8, 2019, this Board adopted Resolution No. 2018/19-06 to continue to levy and collect assessments for fiscal year 2019-20, preliminarily approving the Engineer's Report, and providing for notice of hearing on June 12, 2019, at the hour of seven o'clock (7:00) p.m. at the Marin/Sonoma Mosquito and Vector Control District Office located at 595 Helman Lane, Cotati, California, 94931, for the MARIN/SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT, NORTHWEST MOSQUITO, VECTOR AND DISEASE CONTROL ASSESSMENT (ASSESSMENT NO. 2); and

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

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

SECTION 1. The above recitals are true and correct.

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

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

SECTION 4. The Engineer's Report for Assessment No. 2 together with the diagram of the Assessment contained therein and the proposed assessment roll for fiscal year 2019-20 is hereby confirmed and approved.

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

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

SECTION 7. That assessments for fiscal year 2019-20 for Assessment No. 2 shall continue to be levied at the rates of TWENTY SEVEN DOLLARS AND FIFTY EIGHT CENTS (\$27.58) per single-family equivalent benefit unit for Zone A and Zone West Marin, and TWENTY SIX DOLLARS AND THIRTY EIGHT CENTS (\$26.38) per single-family equivalent benefit unit for Zone B, as specified in the Engineer's Report for fiscal year 2019-20, with estimated total annual assessment revenues of approximately \$998,571, as set forth in the Engineer's Report.

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

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

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

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

The foregoing Resolution was PASSED and ADOPTED by the Board of Trustees of the Marin/Sonoma Mosquito and Vector Control District at a regular meeting thereof held on June 12, 2019, at 595 Helman Lane, Cotati, California, 94931, at a regular meeting by the following vote on a roll call:

	Yes	No	Abstain	Absent
Bruce Ackerman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ken Blair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gail Bloom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tamara Davis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Art Deicke	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laurie Gallian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Una Glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pamela Harlem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan Hootkins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ranjiv Khush	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alannah Kinser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Ed Schulze	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Richard Snyder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Michael Thompson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Witt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shaun McCaffery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vote Totals:				

APPROVED AND DATED this 12th day of June, 2019 after its passage.

ATTEST:

APPROVED:

Pamela Harlem
Secretary, Board of Trustees

Shaun McCaffery
President, Board of Trustees

Philip D. Smith
District Manager



Marin/Sonoma Mosquito & Vector Control District

Board Policy Manual

595 Helman Lane
Cotati, CA. 94931
707-285-2200

www.msosquito.com
POLICIES & PROCEDURES

TABLE OF CONTENTS

INTRODUCTION –

The Board of Trustees of the Marin/Sonoma Mosquito and Vector Control District will maintain a Board Policy Manual. The manual shall contain the Board’s current policies and rules and regulations enacted by the Board from time to time. The Manual of Policies is the base resource in determining how business is conducted.

If any policy or portion of a policy contained within the Policy Manual is in conflict with rules, regulations or laws, said rules, regulations or legislation shall prevail.

MISSION –

The Marin/Sonoma Mosquito and Vector Control District, founded in 1915, protects the health and welfare of the communities it serves from mosquitoes and vector-borne diseases by utilizing cost-effective, environmentally responsible integrated vector management practices.

ROLE OF THE DISTRICT – (Health and Safety Code §2040)

Within the district's boundaries or in territory that is located outside the district from which vectors and vector borne diseases may enter the district, a district may do all of the following: (a) Conduct surveillance programs and other appropriate studies of vectors and vector borne diseases. (b) Take any and all necessary or proper actions to prevent the occurrence of vectors and vector borne diseases. (c)

[Attachment A](#)

Take any and all necessary or proper actions to abate or control vectors and vector borne diseases. (d) Take any and all actions necessary for or incidental to the powers granted by this chapter.

ROLE OF THE TRUSTEES – (Health and Safety Code §2022(e)

All trustees shall exercise their independent judgment on behalf of the interests of the residents, property owners, and the public as a whole in furthering the purposes and intent of this chapter. The trustees shall represent the interests of the public as a whole and not solely the interests of the board of supervisors or the city council that appointed them.

HISTORY OF THE DISTRICT – (see attachment)

DISTRICT FINANCIAL OVERVIEW – (under development)

APPENDICES –

- A - Primer on the Ralph M. Brown Act
- B - Rosenberg’s Rules of Order

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1010 Adoption/Amendment of Policies

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2010 Members and Role of the Board of Trustees
2020 Board of Trustee Code of Ethics
2030 Basis of Authority for the Board of Trustees

| [Attachment A](#)

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- 2050 Board of Trustee Training, Education, and Conferences
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- 4010 Fixed Asset Accounting Control (not presented 10/19)
- 4020 Expense Authorization (District Mgr. up to \$25k)
- 4030 Disposal of Surplus Property (not presented 10/19)
- 4040 District Insurance Programs (not presented 10/19)
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- 4060 Fraud Prevention (not presented 10/19)
- 4070 Accounts Payable (not presented 10/19)
- 4080 California Environmental Quality Act Policy (not presented 10/19)
- 4090 National Pollutant Discharge Elimination System:
(NPDES) Permit Compliance (not presented 10/19)
- 5000 MOU: Board and Committee Policy (Labor
Negotiations)
- 5010 Check Handling Procedures and Signature Authority
- 5020 Banking Direct Deposit Policy & Procedures
- 5030 Sick Leave Policy for Seasonal Staff (AB 1522)
- 5040 Procurement Policy
- 5050 Requests made under Public Records Act

[Attachment A](#)

POLICY TITLE: Adoption/Amendment of Board of Trustee Policies

NUMBER: 1010

1010.10 Consideration by the Board of Trustees of a proposal to adopt a new policy or amend an existing policy may be initiated by any Trustee or by the Manager. The proposed adoption or amendment may be initiated by submitting a request for policy adoption or revision with a description to the Executive Committee or to the Policy Committee.

1010.20 Adoption of a new policy or amendment of an existing policy shall take place at a regular meeting of the Board of Trustees, after first being reviewed and approved Policy Committee and by District Counsel as to form.

Policy Committee review: September 30, 2016

Legal review: October 4, 2016

Board Approval: October 19, 2016

[Attachment A](#)

POLICY TITLE: Members and Role of the Board of Trustees

NUMBER: 2010

- 2010.10** Each person appointed by a board of supervisors to be a member of a board of trustees shall be a voter in that county and a resident of that portion of the county that is within the district. Each person appointed by a city council to be a member of a board of trustees shall be a voter in that city and a resident of that portion of the city that is within the district.
- 2010.20** Notwithstanding any other provision of law including the common law doctrine that precludes the simultaneous holding of incompatible offices, a member of a city council may be appointed and may serve as a member of a board of trustees if that person also meets the other applicable qualifications of this chapter.
- 2010.30** The term of office shall be either 2 or 4 years
- 2010.40** All Trustees shall exercise their independent judgment on behalf of the interests of the residents, property owners and public as a whole District in furthering the purposes and intent of the Health and Safety Code §2022(e). The Trustees shall represent the interests of the public as a whole and not solely the interests of the Board of Supervisors or the City Council from which they were appointed.
- 2010.50** If any Board office becomes vacant during the two-year term, both nominations and a special election to fill the remaining term will be held at the next appropriate Board of Trustees meeting. Time must be allowed to include the nominations and election announcement and documents in the pre-packet for the Board meeting agenda. Otherwise the same nominations and election process (Policy #2050) will be applied to the special election. Any qualified Trustee or qualified current Officer may be nominated to run for election. The election of a current Officer to the vacant position will create another vacancy and require an additional nomination and election to be held at the same meeting.

Policy Committee review: September 30, 2016

Legal review: October 4, 2016

Board Approval: October 19, 2016

[Attachment A](#)

POLICY TITLE: Board of Trustee Code of Ethics

NUMBER: 2020

2020.10 The Board of Trustees is committed to providing excellence in leadership that results in the highest quality of service to its constituents. In order to assist in the government of the behavior between and among members of the Board of Trustees, the following rules shall be observed.

2020.20 All trustees are required to receive two hours of ethics training, every other year, in accordance with Assembly Bill 1234 signed into State law on January 1, 2006. New trustees must comply within six months of their appointment.

Comprehensive ethics curriculum will cover ethics principles and state laws related to: personal financial gain by public servants, conflict of interest, bribery and nepotism, gifts, travel, honoraria, financial interest disclosure and competitive bidding, prohibitions on the use of public resources for personal or political purposes, the Brown Act, and Public Records Act.

Trustees will provide a certificate of completion as proof of compliance to the District Office as required.

Policy Committee review: September 30, 2016

Legal review: October 4, 2016

Board Approval: October 19, 2016

[Attachment A](#)

POLICY TITLE: **Basis of Authority for the Board of Trustees**

NUMBER: **2030**

2030.10 The Board of Trustees is the unit of authority within the District. Apart from their normal function as a part of this unit, Trustees have no individual authority. As individuals, Trustees may not commit the District to any policy, act or expenditure. No individual Trustee may speak or write on behalf of the Board in print media, either written or electronically, or otherwise interviewed, live or recorded, without express authorization from the full Board of Trustees.

Policy Committee review: **September 30, 2016**

Legal review: **October 4, 2016**

Board Approval: **October 19, 2016**

[Attachment A](#)

POLICY TITLE: Board of Trustee Officers Nominations and Elections Process
NUMBER: 2040

2040.10 According to Health and Safety Code §2027(a), at the first meeting of the initial board of trustees of a newly formed district, and in the case of an existing district at the first meeting in January every year, the board of trustees shall elect its officers.

2040.20 President - The President is the chairman of the Board of Trustees and shall preside at Board meetings. He/she shall have the rights of all other members, including the introduction of motions, resolutions and voting.

The President shall appoint and publicly announce the chairs and members of the standing committees, as well as ad hoc committee chairs and membership. The President shall be considered an ex-officio voting member of all committees.

When deemed necessary, the President may call a special meeting of the Board of Trustees.

The President has the authorization to sign checks approved by the Board, in accordance with the District's check signing policy.

Term of office shall be one year, unless reappointed and approved by the Board.

2040.30 First Vice President - In the absence of the President, the Vice President, [hereinafter referred to as the Vice President, 2080.40 2080.40](#) shall serve as the chairperson over Board meetings and shall exercise and discharge other duties, as assigned by the President or the Board. He/she shall have the rights of all other members, including the introduction of motions, resolutions and voting.

The Vice President may serve as a voting member of a committee, including chairmanship.

The Vice-President has the authorization to sign checks approved by the Board, in accordance with the District's check signing policy.

Term of office shall be one year, unless reappointed and approved by the Board.

2040.40 Second Vice President - In the absence of the President and Vice President, the Second Vice President shall serve as the chairperson over Board meetings and shall exercise and discharge other duties, as assigned by the President or the Board.

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He/she shall have the rights of all other members, including the introduction of motions, resolutions and voting.

The Second Vice President may serve as a voting member of a committee, including fulfilling the role of chair.

Term of office shall be one year, unless reappointed and approved by the Board.

2040.50 Secretary - In the absence of the President, Vice President and Second Vice President, the Secretary shall serve as the chairperson over Board meetings and shall exercise and discharge other duties, as assigned by the President or the Board. He/she shall have the rights of all other members, including the introduction of motions, resolutions and voting.

The Secretary may serve as a voting member of a committee, including fulfilling the role of chair.

The Secretary has the authorization to sign checks approved by the Board, in accordance with the District's check signing policy.

The Office of Secretary does not bear the responsibility of the Board of Trustees Recording Secretary.

The Term of office shall be one year, unless reappointed and approved by the Board.

Policy Committee review: September 30, 2016

Legal review: October 4, 2016

Board Approval: December 14, 2016

POLICY TITLE: **Trustee Training, Education and Conference Attendance**

NUMBER: **2050**

2050.10 With prior approval of the Board Trustees are encouraged to attend professional meetings, seminars and educational conferences, when the purpose of those activities are meant to improve their understanding and governance of the District.

2050.20 It is the intention of the District to encourage Board of Trustee membership development of excellence of performance by supporting such professional/educational activities. Reimbursement may be offered for expenses incurred, including tuition, travel, lodging and meals directly related to the associated activity.

The District pays per diem rates on authorized District related travel in accordance with the current rates published by the Internal Revenue Service.

2050.30 The District's Financial/~~Benefits~~ Manager is responsible for coordinating Trustee travel arrangements, as approved by the District Manager. Disputed cost reimbursements, by any party, shall be presented to the District's Board of Trustees Executive Committee for final adjudication.

2050.40 Expenses to the District for professional meetings, seminars, and educational conferences shall be kept to a minimum by utilizing District recommendations for transportation and housing accommodations.

2050.50 Trustees shall travel together whenever feasible and economically beneficial to the District.

2050.60 Trustees are not eligible for reimbursement for professional meetings, seminars, and educational conferences after they have announced their pending resignation from the Board, or it is apparent that they will not retain their appointment by the governmental agency that they represent.

2050.70 Upon returning from a professional meeting, seminar, or educational conference, where expenses were reimbursed by the District, the Trustee benefitting from the reimbursement/s shall provide a verbal or written report to the Board during the next regularly scheduled meeting. The report shall detail information that was garnered from attendance at the event, which is beneficial to fellow trustees and/or the District. Distribution of written materials provided by or at the event, to trustee colleagues, or District staff, is encouraged.

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Policy Committee review: September 30, 2016

Legal review: October 4, 2016

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Board Approval: **October 19, 2016**

POLICY TITLE: **Board of Trustee Handling of Constituent Requests and Concerns**

NUMBER: **2060**

2060.10 When responding to constituent requests and concerns, Trustees should be open and courteous.

2060.20 Trustees responding to constituent requests and concerns are strongly encouraged to route their questions through the District Manager.

Policy Committee review: **September 30, 2016**

Legal review: **October 4, 2016**

Board Approval: **October 19, 2016**

POLICY TITLE: **Board of Trustees Training on Discrimination and Harassment**

NUMBER: **2070**

2070.10 The purpose of this policy is to emphasize the Board of Trustee’s commitment to prohibit discrimination or harassment against any and all applicants or employees or persons properly contracted for services with the District.

It is the policy of the Board of Trustees to follow all requirements of the District with regard to discrimination and harassment. Members of the Board of Trustees shall comply with training in the subjects every two years.

All trustees are required to receive two hours of ~~Sexual~~ Harassment training, every other year, in accordance with Assembly Bill 1825, and any subsequent amending legislation including Assembly Bill 2052 and Senate Bills 396 and 1343 signed into State law on August 17, 2007. New trustees must comply within one year of their appointment.

Comprehensive discrimination and sexual harassment curriculum shall include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of sexual harassment and the remedies available to victims of sexual harassment in employment. The training and education shall also include practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation, and shall be presented by trainers or educators with knowledge and expertise in the prevention of same.

Trustees will provide a certificate of completion as proof of compliance to the District Office as required.

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Policy Committee review: September 30, 2016

Legal review: October 4, 2016

Board Approval: October 19, 2016

POLICY TITLE: Committees of the Board of Trustees

NUMBER: 2080

2080.10 The intention of this policy is to identify standing committees of the Board of Trustees. All committees shall be filled in accordance with Trustee policy 2040.20. All committees are advisory in their capacity to the full Board of Trustees.

2080.20 **Executive:** Serves as Board leadership and meets with the Manager. Works with Manager to set his/her goals and ~~conduct~~ conducts the Manager's performance evaluation. Remains alert to Trustee concerns.

2080.30 **Budget:** Reviews proposed annual budget prepared by staff and makes recommendations to the Board.

2080.40 **Audit:** Makes recommendations to the Board on the selection of an independent financial auditor, who will report to the Board. Reviews work done by the auditors and staff pertaining to the annual audit of the District's financial statements, records and financial affairs in accordance with state law and accepted audit principles. ~~and m~~ makes recommendations to the Board.

2080.50 **Policy Manuals:** Reviews any and all necessary, recommended or mandated changes ~~to~~ in the Board Policy Manual and other policy documents.

2080.60 **Legislative:** Stay abreast of proposed legislation and regulations. Maintain liaison with MVCAC Legislative and Regulatory Affairs Committees. Make recommendations to Board.

2080.70 **Nominating:** Meet annually to nominate Officers for next year's Board

2080.80 From time to time, the President of the Board may appoint an ad hoc committee for the purpose of conducting Board business on a specific topic considered not within the parameters of any of the standing committees. Once the business of an ad hoc committee is completed, the President of the Board shall dissolve the committee.

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Policy Committee review: September 30, 2016

Legal review: October 4, 2016

Board Approval: October 19, 2016

POLICY TITLE: Board of Trustee Meetings

NUMBER: 3010

- 3010.10** The Board of Trustees is the governing body of the District, which exists as a California Special District for the purpose of protecting public health through control of mosquitoes and other vectors. With this purpose in mind, the District's Board of Trustees shall conduct itself within an organizational environment of trust, honesty and decorum.
- 3010.20** The conduct of meetings shall enable Trustees to set the direction for the District, establish and support structure of the District, hold the District accountable on behalf of the community, and serve as community leaders.
- 3010.30** Meetings of the Board of Trustees shall be conducted by the President in a manner consistent with the Policies of the District.
- 3010.40** Trustees wishing to have the floor shall be first recognized by the President.
- 3010.50** Trustees shall not publicly engage in personal attacks on one another, the public attending meetings, District staff or the District itself.
- 3010.60** All meetings, including committee meetings, shall be conducted under the parliamentary rules contained in *Rosenberg's Rules of Order, 2011 Revised Edition*. District Policies shall prevail whenever they are in conflict with *Rosenberg's Rules of Order, 2011 Revised Edition*.
- 3010.70** Board meetings shall commence at the time and place indicated on the properly noticed meeting agenda.
- 3010.80** All meetings of the Board and its standing committees shall be conducted in full compliance with the open meeting law known as the Ralph M. Brown Act (Chapter 9 of the California Government Code, commencing with section 54950 of Division 2 of Title 5 of the Government Code). At each meeting of the Board and of all standing committees, up to three minutes of public comment time is allowed for each speaker, with a total of 20 minutes at each meeting. See Appendix A for more information on the provisions of the Brown Act and the District's compliance policy.

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Committee review: September 30, 2016

Legal review: October 4, 2016

Board Approval: October 19, 2016

POLICY TITLE: Board of Trustee Meeting Conduct

NUMBER: 3020

3020.10 All Board meetings shall commence at the time and location stated on the agenda. All meetings, including standing committee meetings, shall be conducted under *Rosenberg's Rules of Order, 2011 Revised Edition*. District policies shall prevail whenever they are in conflict with these rules of order. The conduct of meetings shall, to the fullest possible extent, enable Trustees to hear from the public and set the direction for the District, establish and support the structure of the District, hold the District accountable on behalf of the community, and serve as community leaders. All Trustee meetings are open public meetings, unless closed for such reason so authorized by the Ralph M. Brown Act (California Government Code §54950 through §54926). To be effective, the Trustees must be able to:

- Consider problems to be solved, weigh evidence related thereto, and make decisions intended to solve the problems.
- Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

3020.20 The Board of Trustees exists as an organizational entity, with its own unique organizational culture, norms, values and operating style. The District's Board of Trustees operates in an organizational environment of trust, honesty, and openness with the proper conduct as directed by the Board President.

Trustees commit to respectful and orderly discourse, for colleague Board members, District staff, contractors serving the District and the public. Additionally:

- Board members shall understand the authoritative limits and responsibilities allowed them and the Board under the provisions of the State Health and Safety Code and conduct themselves accordingly.
- Board members shall treat each other and District staff at all times and in all situations professionally, with respect and courtesy and shall not publicly engage in personal attacks on one another, the public, District staff, or the District.
- Board members shall not attempt to discredit, humiliate, embarrass, harass, rebuke, or discipline any employee. Any concerns regarding an employee's

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performance shall be communicated in writing to the District Manager. Any concerns regarding the District Manager's performance shall be communicated in writing to the Board President who shall take the matter to the Executive Committee.

- The President may call for an action of formal Board censure against any Board member who fails to comply with any provision of this section.

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Policy Committee review: September 30, 2016

Legal review: October 4, 2016

Board Approval: November 9, 2016

POLICY TITLE: Board of Trustee Meeting Attendance

NUMBER: 3030

3030.10 Trustee Attendance at Board Meetings: Members of the Board of Trustees shall attend all Regular and Special Meetings of the Board unless there is good cause for absence. If a member misses three (3) consecutive Board meetings, or more than four (4) Board meetings in a calendar year, the appointing body will be notified of the member's absence as determined by the Executive Committee.

Policy Committee review: September 30, 2016

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Legal review: **October 4, 2016**
Board Approval: **November 9, 2016**

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POLICY TITLE: Minutes of Board of Trustee Meetings

NUMBER: 3040

- 3040.10** The Recording Secretary of the Board of Trustees shall keep minutes of all Regular and Special meetings of the Board.
- 3040.20** Copies of a meeting's minutes shall be distributed to Trustees as a part of the information packet for the next regular meeting of the Board. Once approved by the Board, the official minutes shall be kept and available for public review.
- 3040.30** Unless directed otherwise, an electronic recording of regular and special meetings of the Board of Trustees will be made. The device upon which the recording is stored shall be kept in a fire-resistant, locked cabinet for a minimum of two (2) years, or in accordance with the Records Retention Policy established by the District.
- 3040.40** Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed, and individual votes will be recorded for all actions. All resolutions adopted by the Board shall be numbered consecutively. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:
- Date, place and type of each meeting;
 - Trustees present and absent by name;
 - Administrative staff present by name;
 - Call to order;
 - Time and name of late arriving Trustees;
 - Time and name of early departing Trustees;
 - Names of Trustee(s) absent during any agenda item upon which action was taken;
 - Summary record of staff reports and recommendations;
 - Summary record of public comment regarding matters not on the agenda, including names of commentators if provided;
 - Approval of the minutes or modified minutes of preceding meetings;
 - Approval of financial reports;
 - Record by number (a sequential range is acceptable) of all warrants approved for payment;
 - Record of the vote of each Trustee on every action item for which the vote was not unanimous and if any, names and reasons for abstentions from voting;
 - Resolutions described as to their substantive content and sequential numbering;

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- Record of all contracts and agreements approved by the Board, and their amendment,;
- Approval of the annual budget;
- Approval of all polices;
- Approval of dispositions of District assets;
- Approval of purchases of District assets; and,
- Time of meeting adjournment.

Policy Committee review: September 30, 2016

Legal review: October 4, 2016

Board Approval: November 9, 2016

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POLICY TITLE: Board of Trustees Interactions with the District Manager

NUMBER: 3050

3050.10 The Board of Trustees, acting as a Board, is the governing body of the District and sets policy for the District. The Board shall act only at its regular, adjourned, special or emergency meetings. All powers of the District shall be exercised and performed by the Board as a body. Individual Trustees, except as otherwise authorized by the Board, shall have no power to act for the District, or the Board, or to direct the District Manager or staff of the District.

3050.20 The District Manager (a) has full charge and control of District operations, maintenance and facilities of the District, (b) has full power and authority to employ and discharge employees, consistent with District policy and other provisions of law, (c) prescribes the duties of employees, consistent with District policy, and (d) fixes and alters the compensation of employees, subject to approval by the Trustees (Government Code Section 61051 and 61060, (Circa, 2012 Legislative session)

3050.30 The District Manager is available to individual Trustees for consultation of matters affecting the District and the Trustees.

Policy Committee review: September 30, 2016

Legal review: October 4, 2016

Board Approval: November 9, 2016

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POLICY TITLE: Board of Trustees Interactions with District Legal Counsel

NUMBER: 3060

3060.10 Individual Board Members, except as otherwise authorized by the Board, shall have no power to direct the District's legal counsel (General Counsel). The District's General Counsel has a contractual relationship with the District.

3060.20 General Counsel shall advise the Board and District Manager concerning their respective legal responsibilities for full compliance with all laws pertaining to the governing, administering, and operating of the District. The District's General Counsel shall review and comment on all appropriate matters that come before the Board and also those matters that may involve the District Manager.

3060.30 The District's General Counsel is available to individual Trustees for consultation on matters affecting their legal rights and obligations as Trustees.

Policy Committee review: September 30, 2016

Legal review: October 4, 2016

Board Approval: November 9, 2016

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POLICY TITLE: **Memoranda of Understanding (MOU): Board and Committee Negotiations Policy**

NUMBER: **5000**

Purpose:

To establish District policy and procedures governing Board and Committee preparations for negotiations with the District’s represented employees.

Policy:

The Board’s MOU committee shall be comprised of five members as follows:

- The Immediate Past President, who also serves as chair of MOU committee.
- A Trustee from the previous MOU Committee, to be chosen by the full Board.
- A Trustee from the Budget Committee, assigned by the Budget Committee.
- Two at-large Trustees, to be chosen by the full Board.

Timetable

The target date for completion of a new MOU shall be May 1st of the year in which the MOU is due. This gives time for the parameters of the MOU to be incorporated into the budget and the Engineers report. In preparing for a new MOU, the District shall adhere to the timeline shown below:

- The MOU committee will be formed 1 ½ years before target date of new MOU.
- One year before target date of new MOU, the following actions will be taken:
 - a. The MOU committee will identify and interview qualified professional negotiators.
 - b. A minimum of three negotiator candidates will be interviewed by the MOU committee.
 - c. The members of the MOU committee will discuss negotiation points amongst themselves and with negotiator candidates, and:
- By the December Board meeting of the year before the target date of a new MOU, the recommendation for the professional negotiator will be voted on by the full Board.
- In January of the year which includes the target date of a new MOU, the chosen negotiator meets with the full Board for discussion and idea exchange about negotiations.

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The team assigned to conduct the face to face negotiations with Union representatives shall be comprised of the following three members: the Negotiator (selected by the Committee and Board), the District Manager and the Assistant Manager.

Policy Committee review: November 15, 2016

Legal review: October 4, 2016

Board Approval: December 14, 2016

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POLICY TITLE: Check Handling Procedures and Signature Authority

NUMBER: 5010

The following policies and procedures shall govern the District’s issuance of checks.

Only pre-numbered checks shall be used and always issued in sequence. Blank check stock shall be securely stored in the District’s safe and access restricted to authorized employees.

Supporting documentation must accompany checks when presented for signature.

Checks must be made payable to specific payees based upon the supporting documentation. No checks shall be made out to “bearer,” “cash” or similar, with the following exception: checks for the reimbursement of the petty cash fund may be made out to the “[insert name of the Financial ~~Benefits~~ Manager], Petty Cash.” That Manager or Assistant Manager shall review and approve the petty cash reconciliation. Petty cash checks shall be limited to a value of no more than \$350, and may be issued no more frequently than once per month.

Signing of blank checks is strictly prohibited.

Signature stamps may never be used to sign checks.

An authorized check signer may not sign a paycheck or a reimbursement check payable to him or herself.

Dual signatures are required for all checks. Both signers shall review the supporting documentation and indicate approval by signing the accompanying summary support document on the signature blocks provided.

At least one signature shall be from a Trustee, with the following exception: if a time-critical check must be issued and no Trustee is available within a suitable timeframe, the Manager or Assistant Manager and one other employee authorized to sign checks by the Board of Trustees may sign a check that is payable for an amount not exceeding \$25,000. If this circumstance arises, the check in question shall be presented to a Trustee for review at the next check-signing session.

The Manager, or his or her designee, who must be an authorized check signer, may sign checks (along with one Trustee) up to a value of \$50,000. Checks for amounts exceeding \$50,000 shall be signed by two Trustees, with the following exception:

The Manager may sign a check (along with one Trustee) that exceeds a value of \$50,000 if the check is made out to one of the payees listed in the table (overleaf)

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Payee	Purpose
Kaiser Permanente	Health Benefit Premiums
Bank of America	Payroll Tax Fund (State & Fed)
Adapco	Pesticide products
Clarke Mosquito Control Products	Pesticide products
Univar	Pesticide products
Valent Biosciences Corporation	Pesticide products
VCJPA	Insurance Premiums
CERBT (CalPERS)	Retiree Medical Trust Fund
CDW	Computer products
Aldrich Network Consulting (ANC)	Computer products & services
SCI (or current Assessment Engineers)	Assessment engineering services
Mosquito Research Foundation	Disbursement of funds to grantee
Marin County Employees' Retirement Association	Retirement Association contributions

The Board of Trustees may authorize the Manager or Assistant Manager to sign checks (with a Trustee) exceeding \$50,000, issued during a large project e.g. capital construction project. Prior authorization will be issued by the Board specifying the duration of the authorization and the dollar and time limits.

Policy Committee review: September 30, 2016

Legal review: October 4, 2016

Board Approval: October 19, 2016

POLICY TITLE: Banking Direct Deposit Policy & Procedures

NUMBER: 5020

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Purpose:

To establish procedures to be followed by staff when executing electronic funds transfers for the purposes of Trustee and/or employee payroll and expense reimbursements.

Policy:

Whenever possible, all employees and Trustees of the District receive payroll and expense reimbursements payments (e.g. travel reimbursements) by means of direct deposit via the Automated Clearing House (ACH) system. As the primary means of accomplishing payroll, the District use a payroll services company to calculate and withhold taxes, administer other deductions and electronically deposit payments via the Automated Clearing House (ACH).

The District maintain one bank account for the sole purpose of Treasury Management. This account holds the funds used to make ACH payments to a (domestic US) bank account of the recipient's choice. This account be maintained at Exchange Bank unless the District elects to substitute an account at another financial establishment, in accordance with section 5 (13) below.

For backup purposes, the District will retain the ability to process payroll and expense reimbursements in-house. In this event, direct deposit payments shall be made using the bank account established specifically for payroll and expense reimbursement purposes.

Procedures

Each trustee and each employee shall submit to the Financial Manager a form authorizing the District to use ACH deposit and, if desired, a split deposit. (see Attachment A).

The bank account established by the District for payroll and expense reimbursements be operated strictly in accordance with the following procedures and restrictions. The layers of controls specified herein are intended to ensure segregation of duties and to avoid problems related to fraud and embezzlement.

1. The District Manager shall be the designated Administrator of the account. (The Bank requires that one person be designated as Administrator and this person must be an authorized signer on the account). To maintain internal controls and ensure separation of powers, the Administrator shall not have the authority to create ACH files or authorize transfers.
2. No checks be drawn on the Exchange Bank account. All withdrawals shall be performed by ACH (electronic funds transfer) only. Deposits to the account may be made by check or electronic fund transfer e.g. a payroll ACH file generated

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by the District's accounting system or payroll service provider. Transfers into the direct deposit account to cover payroll and other reimbursements shall normally be made by the County of Marin's financial staff, who administer the District's accounts with the County of Marin.

3. Payroll and expense reimbursements be processed in accordance with the following provisions:

1. Each employee or Trustee shall complete a form designating a bank account (or accounts) specifying the applicable routing and account numbers. The payment may be split between two accounts if desired by the recipient e.g. a specified amount can be sent to a savings account and the net remainder deposited to a checking account, or vice versa.
2. The proposed payroll and expense payments shall be prepared in a batch by District Financial staff using the District's computer systems.
3. The schedule of payments will then be reviewed and approved by the Manager or Assistant Manager.
4. Several days before the payroll or expense reimbursement date, staff will compute the total amount of the payments to be made and request that County of Marin staff prepare an ACH instruction file to transfer the total amount of the payments to be made from the District's account with the County of Marin/Bank of America financial system to the direct deposit account at Exchange Bank.
5. If a payroll service company is to process payroll and make the ACH deposits, that company will complete the remainder of the ACH deposit process. Alternatively, if District staff are to accomplish the payroll process, they will upload an ACH instruction file to the Exchange Bank Commercial Cash Management System, detailing on what date, and to which accounts, the various payments are to be sent.
6. Approval by a designated Trustee is required before any payroll and expense reimbursement payments may be released, regardless of whether payroll is processed by a payroll services provider or by District staff. This approval is analogous to a second signature on a check, except that, in the case of in-house payroll processing, the approval is performed electronically by the Trustee logging securely into Exchange Bank's web site and approving all recipients' bank account numbers, in addition to the deposit amount and payee

name." To further increase security, the Trustee will be provided by Exchange Bank with an electronic token that generates a secure code that is required for release of the electronic payments. In the event that a payroll services company processes the payroll, the Trustee will review the supporting documentation and calculations provided by District Financial staff. The authorized Trustee's signature indicating his or her approval must be affixed to the supporting documentation before ACH deposits can be made.

7. For in-house payroll, Exchange Bank will authorize a maximum of three Trustees to provide such approvals. No District staff member, including the Manager, will be issued with a secure token. Payroll cannot be released in the Exchange Bank system without completion of the Trustee's approval step. One of the duly authorized Trustees shall also approve the schedule of payments to be processed by a payroll services company. Regardless of the payroll method used, supporting payroll documentation will be provided to the Trustee approving payroll and subsequently to the full Board at its next regular meeting.
8. At least once every year, a Trustee authorized to review or approve payroll shall examine the list of payroll recipients to ensure that the account and routing numbers listed are correct and correspond with the District's employee and Trustee roster.
9. If payroll is processed in-house, prior to the first deposit to any given bank account, District staff will send a test deposit (known as a pre-note) of zero dollars to the account to check that deposits can be made successfully to that account using the ACH system. If a payroll services company processes payroll and the deposit to a recipient's account fails, the funds are automatically returned to Exchange Bank. The District's Financial Manager will then follow up and issue a check to replace the rejected direct deposit amount.
10. Although problems with direct deposit have proven to be rare, District staff will be alerted by the online system of any failures or problems with a deposit. Staff will take corrective action as necessary.
11. The District shall maintain a balance, not to exceed \$10,000 at any given time, in the Exchange Bank account to pay the bank's monthly account charges, ACH transfer fees and fees charged by a payroll service company. From time to time, the District staff may make a deposit to replenish the account balance. Bank charges will be

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recognized in the District's accounts by means of a quarterly journal entry. A summary of the Exchange Bank account transactions shall be included in the Board packet.

12. A supplemental document titled "Current ACH Procedures" lists the detailed step by step processes to be followed by staff when preparing payroll direct deposit in-house. This document may be amended from time to time by the District Manager, who shall ensure that no added security risk is created by the operational change. The District Manager shall provide notification to the Chair of the District's Audit Committee within ten working days of the change taking effect.

13. Should the District determine that Exchange Bank's terms and conditions or system no longer serves the District's best interests, the District may close this account and establish a similar account with another Bank. District staff must receive approval from the Board of Trustees prior to taking this action.

POLICY TITLE: Banking Direct Deposit Policy & Procedures

NUMBER: 5020

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Purpose:

To establish procedures to be followed by staff when executing electronic funds transfers for the purposes of Trustee and/or employee payroll and expenses reimbursements.

Policy:

Whenever possible, all Employees and Trustees of the Marin/Sonoma Mosquito and Vector Control District will receive payroll and expense reimbursements payments (e.g. travel reimbursements) by means of direct deposit via the Automated Clearing House (ACH) system.

The District will establish and maintain one bank account for the sole purpose of Treasury Management. This account will facilitate electronic payments to a (domestic US) bank account of the recipient's choice.

Procedures

Each trustee and each employee shall submit to the Financial/Benefits Manager a form authorizing the District to use direct deposit and split deposit via ACH (see Attachment A).

The bank account established for payroll and expense reimbursements will be operated strictly in accordance with the following procedures and restrictions. The layers of controls specified

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~~herein are intended to ensure segregation of duties and to avoid problems related to fraud and embezzlement.~~

- ~~1. The District Manager shall be the designated Administrator of the account. (The Bank requires that one person be designated as Administrator and this person must be an authorized signer on the account).~~
- ~~2. The Administrator shall complete and submit to Exchange Bank the following completed documents: Commercial Cash Management Account Access Agreement (see Attachment B), ACH Origination Agreement (Attachment C) and the Cash Management System Enrollment Form (Attachment D).~~
- ~~3. Following the Board's approval of the resolution the District's Board Secretary shall complete and submit the Exchange Bank Commercial Cash Management Resolution (Attachment E).~~
- ~~4. No checks will be drawn on the Exchange Bank account. All withdrawals shall be performed by ACH (electronic funds transfer) only. Deposits to the account may be made by check or electronic fund transfer e.g. a payroll ACH file generated by the District's accounting system. Transfers into the direct deposit account to cover payroll and other reimbursements shall normally be made by the County of Marin's financial staff, who administer the District's accounts with the County of Marin.~~
- ~~5. Payroll and expense reimbursements will be processed in accordance with the following provisions:~~
 - ~~○ Each employee or Trustee shall complete a form designating a bank account (or accounts) specifying the applicable routing and account numbers. The payment may be split between two accounts if desired by the recipient e.g. a certain specified amount sent to a savings account and the net remainder deposited to a checking account or vice versa.~~
 - ~~○ Payroll and expense payments shall be prepared by District Financial staff using the District's computer systems.~~
 - ~~○ The schedule of payments will be reviewed and approved by the Manager or Assistant Manager.~~
 - ~~○ Instead of preparing payments in the form of checks, as was the former practice, several days before the payroll or expense reimbursement date, staff will compute the total amount of the payments to be made and request that County of Marin staff prepare an ACH instruction file to transfer the total amount of the payments to be made from the District's account with the County of Marin/Bank of America financial system to the direct deposit account at Exchange Bank.~~

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- ~~○ District staff will also upload an ACH instruction file to the Exchange Bank Commercial Cash Management System, detailing on what date, and to which accounts, the various payments are to be sent.~~
- ~~○ Approval by a designated Trustee is required for the payments to be released. This approval is analogous to a second signature on a check, except that the approval is performed electronically by the Trustee logging securely into Exchange Bank's web site and approving the deposit bank account number in addition to the deposit amount and payee name." To further increase security, the Trustee will be provided by Exchange Bank with an electronic token that generates a secure code that is required for release of the electronic payments.~~
- ~~○ Exchange Bank will authorize a maximum of three Trustees to provide such approvals. No District staff member, including the Manager, will be issued with a secure token. Payroll cannot be released in the Exchange Bank system without completion of the Trustee's approval step. Supporting payroll documentation will be provided to the Trustee approving payroll and subsequently to the full Board at its next regular meeting.~~
- ~~○ At least once every year, a Trustee authorized to review or approve payroll shall examine the list of payroll recipients to ensure that the account and routing numbers listed are correct and correspond with the District's employee roster.~~
- ~~○ The Bank's system will distribute the payments to the recipients bank accounts in accordance with the instructions specified in the ACH file.~~
- ~~○ Prior to the first deposit to any given account, the District staff will send a test deposit (known as a pre-note) of zero dollars to the account to check that deposits can be made successfully to that account using the ACH system.~~
- ~~○ Although problems with direct deposit have proven to be rare, District staff will be alerted by Exchange Bank's Commercial Cash Management online system of any failures or problems with a deposit. Staff will take corrective action as necessary.~~
- ~~○ The District shall maintain a balance, not to exceed \$1,000 at any given time, in the direct deposit account to pay the monthly account charges and ACH transfer fees. From time to time, the District staff may make a deposit to replenish the account balance. Bank charges will be recognized in the District's accounts by means of a quarterly journal entry.~~
- ~~○ A supplemental document "Current ACH Procedures" lists the detailed step by step processes to be followed by staff when preparing payroll direct deposit.~~

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~~This document may be amended from time to time by the District Manager, who shall ensure that no added security risk is created by the operational change. The District Manager shall provide notification to the Chair of the District's Audit Committee within ten working days of the change taking effect.~~

- ~~Should the District determine that Exchange Bank's system no longer serves the District's needs and interests, the District may close this account and establish a similar account with another Bank. Prior to taking this action, the staff must receive approval from the Board of Trustees.~~

Policy Committee review: September 30, 2016

Legal review: October 4, 2016

Board Approval: October 19, 2016

POLICY TITLE: Sick Leave Provisions for Seasonal Employees

NUMBER: 5030

Purpose:

To establish policy and procedures governing the provision of sick leave to seasonal employees.

Applicability:

The following policy applies only to the following categories of employees: part-time, temporary (except those employed by a temporary staffing agency) and seasonal.

Policy:

The District will provide each employee with not less than 3 days or 24 hours of paid sick leave at the beginning of each 12-month period.

The District will provide an employee with an annual allotment of sick leave on his or her first day of employment in any given year according to the following table:

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Year of Service with District	Sick Leave Provided to Seasonal & Part-Time Employees
First Year	Three days/24 hours
Second Year	Four days/32 hours
Third Year and Beyond	Five days/40 hours (maximum)

The District's part-time Janitor has historically been provided with a sick leave allowance of five (5) hours per month, and this practice will be continued during the term of employment of the incumbent as of the date of the adoption of this policy.

An employee is not eligible to begin using any accrued paid sick leave until after 90 days of employment with the Agency.

In accordance with California's Paid Sick Leave law, an employee may use his or her annual allotment of sick leave as specified in the table above (at least 3 days or 24 hours) of accrued paid sick leave in a 12-month period for one of the following reasons:

- For the employee's own diagnosis, care, or treatment of an existing health condition or preventative care.
- For the diagnosis, care, or treatment of an existing health condition or preventative care for an employee's family member, including:
 - *Child (including a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis.)*
 - *Spouse or Registered Domestic Partner*
 - *Parent (including biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.)*
 - *Grandparent*
 - *Grandchild*
 - *Sibling*

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- To obtain any relief or services related to being a victim of domestic violence, sexual assault, or stalking including the following with appropriate certification of the need for such services:
 - *A temporary restraining order or restraining order.*
 - *Other injunctive relief to help ensure the health, safety or welfare of themselves or their children.*
 - *To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.*
 - *To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking.*
 - *To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking.*
 - *To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.*

An employee shall provide reasonable advance notification of his or her need to use accrued paid sick leave to his or her supervisor if the need for paid sick leave use is foreseeable (e.g., doctor's appointment scheduled in advance). If the need for paid sick leave use is unforeseeable, the employee shall provide notice of the need for the leave to his or her supervisor as soon as is practicable.

An employee who uses paid sick leave must do so with a minimum increment of one hour of sick leave.

Paid sick leave will not be considered hours worked for purposes of overtime calculation. An employee will not receive compensation for unused accrued paid sick leave upon termination, resignation, retirement or other separation from employment from the Agency.

If an employee separates from District employment and is re-hired by the District within one year of the date of separation, previously accrued and unused paid sick leave hours shall be reinstated to the extent required by law. However, if a rehired employee had not yet worked the requisite 90 days of employment to use paid sick leave at the time of separation, the employee must still satisfy the 90 days of employment requirement collectively over the periods of employment with the District before any paid sick leave can be used.

Policy Committee review: September 30, 2016

Legal review: October 4, 2016

Board Approval: October 19, 2016

POLICY TITLE: Comprehensive Purchasing Policy

NUMBER: 5040

Interpretation and Purpose

Formal purchasing procedures for local agencies (including Special Districts) are required under the terms of California Government Code, Section 54202. The purpose of this policy is to manage the procurement process in accordance with the law; spend taxpayer's money wisely and fairly; protect against fraud and favoritism; and to best meet the needs of the Marin/Sonoma Mosquito & Vector Control District (the "District") through continuous improvement of purchasing systems and procedures. The policies and procedures set forth in this document are designed to insure that procurements are accomplished in a timely, efficient manner at the most economical cost to the public.

Application

This Comprehensive Purchasing Policy (Policy) applies to contracts for procurement of goods, services, and capital outlay. It is essential that purchases of all goods, supplies, services and construction items be carried out by the District in a fair and open manner that promotes public confidence in the Agency and reinforces the public perception of fairness and equal opportunity for all competing vendors offering their products or services to the District. When the

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procurement involves the expenditure of State or Federal assistance or contract funds, the procurement shall be conducted in accordance with any applicable mandatory State and/or Federal laws. Nothing in this Policy shall prevent the District from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.

Repetitive purchases of office supplies or other small items may be accomplished through establishment of accounts with vendors. Such vendors shall be chosen by comparing pricing, quality, and convenience of delivery. Procurement of repetitive services, supplies, equipment, or services, shall follow the same principles as those outlined below for procurement.

Review by Legal Counsel

Agreements for goods, services, or supplies in excess of \$~~2~~5,000 per year shall be referred to the District’s General Counsel for review.

Requirement of Good Faith

This Policy requires all parties involved in the procurement, negotiation, performance, or administration of District contracts to act in good faith. District officials and employees shall take care to limit communication with bidders during the solicitation process so that the integrity of the competitive solicitation process is maintained. If it is determined that a bidder received an unfair advantage from information obtained through improper circumstances, the solicitation may be canceled, or the bidder disqualified from participation in that solicitation request.

State law forbids any Trustee or other officer or employee of the District from being interested, directly or indirectly, in any contract awarded or to be awarded by the Board, or in the profits to be derived from it.

Delegation of Authority

The Board has delegated authority for procurement to the District Manager, except in the cases of special projects or large undertakings. The District Manager delegates the authority to staff to make purchases in accordance with the following table. The purchaser must obtain approval for purchases from the Approving Authority. If the Approving Authority is unavailable and a timely purchase is necessary, the purchaser may obtain approval from the Assistant Manager or District Manager. In these circumstances, the Approving Authority shall be notified as soon as possible of the action taken. The following table shall apply to purchases of supplies, materials and services that were approved as part of the Board’s adopted annual budget. Other proposed purchases shall be approved by the District Manager or Assistant Manager.

Purchaser	Approving Authority
Administrative Assistant	Financial/ Benefits Manager
Biologist (or Lead Biologist)	Scientific Programs Manager
Education Specialist	District Manager

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Field Supervisor	Assistant Manager
Financial/ Benefits Manager	District Manager
Public Relations Director	District Manager
Receptionist	Financial/ Benefits Manager
Scientific Programs Manager	Assistant Manager
Shop/Facilities Assistant	Shop/Facilities Coordinator
Shop/Facilities Coordinator	Assistant Manager

Small Procurements of Goods and Services (Purchases under \$5,000)

- A. Condition of Use. These purchases are limited in frequency and are related to individual commodities and services. Contract requirements shall not be artificially divided so as to constitute a small procurement or evade the competitive procurement requirements for amounts in excess of \$5,000. The Board shall determine when market or operational factors require the combining or dividing of procurements.
- B. Minimum Requirements. Procurements of up to \$5,000 may be obtained in a manner that serves the best interests of the District. These purchases do not require a Purchase Order.
- C. Petty Cash. Small procurements (of \$100 or less) may utilize the District's petty cash system, which maintains a maximum balance of \$350. The Financial/~~Benefits~~ Manager shall periodically reconcile the petty cash balance and receipts and present the reconciliation and request for replenishment to the Assistant Manager or Manager for review and approval.

Large Procurements of Goods and Services (Purchases of \$5,000 and over)

- A. Condition of Use. Any large procurement of goods, equipment or services shall be made on a Purchase Order and in accordance with procedures specified in this policy.
- B. Minimum Quotation Requirements. Management shall ensure that quotations/proposals (these may be in written form, fax or e-mail) are obtained from at least three (3) vendors. Where it is not feasible to obtain three (3) quotes, a Decision Memo must be prepared by management to justify the use of a single-source in accordance with section E below. Purchase documentation not in compliance with this Policy and all applicable statutes shall not be processed.
- C. Evaluation Factors. Evaluation factors which may justify an award to a vendor who has not provided the lowest quotation include, but are not limited to, delivery requirements, quantity requirements, and quality and past performance by the vendor. Whenever it is determined that it is in the best interest to award a Purchase Contract to a vendor who did not submit the lowest acceptable price quotation, the reason for the determination shall be indicated in a Decision Memo and retained with the Contract. The Decision Memo

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documents and determines the appropriateness of the requested procurement process and approvals.

- D. Award. Except as provided herein, award shall be made to the vendor offering the lowest responsive and responsible quote who meets the Specifications. Adequate records to document the competition solicited and award determination made shall be retained with the Contract.
- E. Sole Source. Circumstances may exist where Management determines that it is not feasible to secure three (3) quotations. In other situations, Management may determine that it is in the best interests of the District to consider only one supplier who has previous expertise relative to the procurement. Whenever Management determines that it is not feasible, or is not in the District's best interest to satisfy the minimum quotation requirements, the reason for this determination shall be indicated in writing on a Decision Memo and retained with the Contract.
- F. Pesticide Purchases. The following special procedures shall apply solely to the procurement of pesticide materials. In keeping with standard industry practice, material price sheets are provided to the District by the vendors at the beginning of each calendar year in lieu of purchasing contracts. From time to time, rebates, bulk purchases and temporary price cuts are also offered by the manufacturers and distributors of these materials. All rebates or discounts shall accrue to the sole benefit of the District. Supervisory staff in the District's Operations Division and/or management staff dealing with the purchase shall use their best judgement in applying the evaluation factors listed in paragraph C (Evaluation Factors) above. Additional evaluation criteria may apply, including but not limited to inventory levels, shelf life of the material and product efficacy.

All proposed purchases of pesticide materials shall first be reviewed and approved by the District Manager or Assistant Manager.

A Purchase Order shall be prepared for each procurement of pesticide material, on which the circumstances of the procurement shall be noted. Unless particular concerns arise, review by General Counsel of pesticide purchases is not required.

Leveraged Procurement Agreements

Notwithstanding the other provisions of this policy, in accordance with the California Procurement Code Sections 10298 a and b, the District may take advantage of "piggyback contracts" such as those issued by the state, U.S. Communities or the Western States Contracting Alliance. District staff shall ensure that the terms and conditions of such agreements are competitive and compatible with the District's needs. By means of volume purchasing, such pre-negotiated template contracts may allow the District to contract directly with a vendor to procure

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vehicles and other goods or services on the competitive terms obtained by the issuing body, potentially saving staff time and District resources.

Emergency Procurements

In emergency situations, the District Manager shall have the authority to waive the procedures set forth in this Policy and to negotiate and execute Contracts without prior approval of the Board, pursuant to the following procedures: (a) the reason for the determination of the emergency shall be indicated in a Decision Memo, (b) the District Manager shall inform the Executive Committee as soon as practical of the emergency situation and actions taken, and (c) a Purchase Order, along with all written documentation, shall be submitted to the Board for ratification at the next Board meeting.

Professional Services Selection Process

Types of services covered by this section include, but are not limited to, legal services, accounting and auditing services, actuarial services and engineering services.

It is the intention of the District to employ consultants to provide professional services on the basis of their perceived competence and expertise relative to the services to be rendered, the cost of their services, their ability to complete work within a required time frame, their past record in performing a similar type of work, and their ability to work well with the Board and management.

The District Manager will prepare and send out a request for proposal (RFP) for these services, and will select the most responsive bidder, or make a recommendation to a Committee or Board dealing with the RFP. The Board President may from time to time convene an ad hoc committee for the purpose of dealing with matters that may require the procurement of services, equipment or supplies. The committee may at its option elect to review agreements for the purchase of services or delegate this function to the District Manager.

Purchases of Capital Items

In general, purchases of capital items (i.e. land, structures and improvements, furniture and equipment, or vehicles), are approved by the Board in an open public meeting during the annual budget process. The District Manager is authorized to make changes during the year to the budget so long as the total budgeted amount is not exceeded. If any proposed capital expenditure would cause an exceedance of the total annual budget, a budget amendment must first be reviewed and approved by the Board.

All purchases of capital items exceeding \$5,000 require three quotes as specified under the Large Procurements section above.

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Credit Card and Account Purchases

The District maintains credit card accounts with a financial institution. Employees that are authorized to use the credit card include: District Manager, Assistant Manager, and such employees as the District Manager may authorize. The District Manager shall specify the credit limit for each card.

The District also maintains accounts with vendors that are used regularly for goods or services. The District receives periodic billing from the vendor and processes the payment through the District's accounts payable system (e.g. Office Depot, Costco, Lowes etc.). Employees authorized to use these accounts include: District Manager, Assistant Manager, Operations Manager, Field Supervisors, Scientific Programs Manager, Financial/~~Benefits~~ Manager and Shop/Facilities Coordinator. These open accounts shall generally be utilized for the purchase of repetitive need, low-valued items or for the purchase of items (such as laboratory supplies or vehicle maintenance items) that must be available on short notice at any time. Open accounts shall not be utilized as a substitute for the normal purchase order process.

In order to use the credit card or vendor account, the authorized employee must obtain the credit card from the Financial/~~Benefits~~ Manager or his or her designated assistant. After the purchase has been made, the credit card, along with the supporting receipt(s), must be returned to the Financial/~~Benefits~~ Manager or his or her designated assistant, who will reconcile the receipts with the monthly billing statements.

Credit cards and vendor accounts should be used for emergency and minor purchases. They should not be used so as to bypass the normal procurement or accounts payable processes. All purchases exceeding \$5,000 must go through the proper procurement or bidding processes as detailed previously in this Policy.

Insurance Requirements

For all contracts, the contractor and all sub-contractors shall be required to maintain adequate insurance coverage for the duration of the contract. The Board, through the District Manager, shall determine the types and amounts of insurance coverage that shall be required. The contractor shall have the District named as an additional insured and furnish the District with satisfactory evidence of said insurance.

Contractor Record Retention

For all contracts, the contractor and all sub-contractors shall be required to maintain adequate records appropriate to the type of contract, to retain such records for a minimum of three (3) years from final payment unless otherwise specified in the solicitation, and to make such records available for inspection by the District upon reasonable terms consistent with State law.

Responsibility of Bidders

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If a bidder, designee, or offeror who otherwise would have been awarded a contract is found non-responsible, a written determination of non-responsibility, setting forth the basis of the findings shall be prepared by management. In determining responsibility of any bidder, the District may take into account, in addition to financial responsibility, past records of transactions with the bidder, experience, adequacy of equipment and ability to complete performance within a specific time. (For example, the ability to meet the specified completion date in accordance with the Specifications.) A detailed explanation shall be sent promptly to the non-responsible bidder or offeror who shall then have three (3) days to provide evidence to dispute the determination. The final determination shall be made by the District Manager and shall form part of the contract file. The unreasonable failure of a bidder or offeror to promptly supply information in connection with an inquiry with respect to responsibility may be grounds for such determination.

Procurement Records

All determinations and other written records, notes of telephone conversations and notes for oral conversations pertaining to the solicitation, award and performance of a Contract shall be maintained in accordance with the District's records retention schedule.

Change Orders and Contract Modifications

For contracts and service agreements that are approved directly by the Board, all Change Orders and contract modifications exceeding ten (10%) of the value of the original agreement shall be presented in advance to the Board for review and approval. No such Change Order or modification shall be effective absent such approval. Change Orders and contract modifications for less than ten (10%) of the value of the original agreement may be reviewed and approved by the District Manager who shall notify the Board at its next meeting of the actions taken and reason. Only one such change order may be approved by staff during the life of the contract or service agreement.

Contract Renewals

In general, the District discourages the use of automatic renewal clauses in contracts and service agreements. All contracts that are subject to Board approval and that contain an optional or automatic renewal clause shall be presented for approval to the Board with the total dollar value for the initial period of award. A request for renewal shall be submitted at least sixty (60) days prior to the expiration date of the current period. All renewals shall be for the time period specified in the original contract document or shorter period of time. No contracts containing renewal clauses that exceed a total term of five (5) years shall be presented to the Board.

Definitions

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The words defined in this Section shall have the meanings set forth below whenever they appear in this Policy.

"Board" means the Board of Trustees of the District.

"Change Order" means a written authorization by the District to the Contractor to modify or change an existing Purchase Order or Contract; these changes generally must be within the scope of the Contract.

"Construction" means the process of building, altering, repairing, improving, or demolishing any structure or building or other improvements of any kind to any real property.

"Contract" means all types of District agreements regardless of what they may be called, for the procurement of Goods, Services or Construction, for example, payment vouchers, Purchase Orders, maintenance contracts, service agreements, systems contract, oral agreements, etc.

"Contract Renewal" means a continuation for an additional period under the original terms and conditions, where the renewal clause is included in the quote solicitation document. If the quote solicitation document does not include the terms and conditions of a renewal, any continuation of the Contract is considered a new Contract, which must go through the quote solicitation process.

"Contractor" means any person or entity who is a party or beneficiary of a Contract with the District.

"Emergency Procurement" means a procurement made in response to an imminent disruption of essential operations or conditions adversely affecting the safety, health or security of persons or property, where it is unfeasible to remedy such disruption or conditions through the use of normal quote solicitation procedures.

"Employee" means individuals providing services for the District and drawing a salary from the District, but excluding independent contractors.

"Goods" means all tangible maintenance, repairs, and operation supplies, physical computer software, and equipment necessary to sustain day-to-day District operations.

"Large Procurement" means the purchase of Goods or Services or Construction by the District in an amount at or in excess of \$5,000.

"President" means the duly elected and acting president of the Board.

"Procurement" means the buying, purchasing, renting, leasing, or otherwise acquiring of any Goods, Services, or Construction, including all functions that pertain to the obtaining of any Goods or Services, or Construction, including descriptions of requirements, selection and

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solicitation of sources, preparation and award of contract, and all phases of contract administration.

"Professional Services" means the service of a person(s) possessing a high degree of professional skill where the judgment, ability, experiences, and qualifications of the provider(s) play an important part in the selection and primary reason for the service provided.

"Purchase Order" means a Contract for the purchase of Goods, Services or Construction.

"Responsible Bidder" means a Person who has the capability in all respects to perform fully the Contract requirements, and the experience, personnel, integrity, reliability, facilities, capacity, equipment, acceptable past performance and credit which will assure good faith performance.

"Services" means the furnishing of labor, time, or effort by a Contractor, not involving the delivery of a specific end product other than reports which are merely incidental to the required performance. This definition shall not apply to employment agreements, collective bargaining agreements or to the definition of "Professional Services" as provided above.

"Small Procurement" means the purchase of Goods or Services or Construction by the District in an amount less than \$5,000.

"Sole Source Procurement" means a situation created due to the inability to obtain competition. This may result because only one vendor or supplier possesses the unique ability to meet the particular requirements of the solicitation. Sole Source Procurement requires justification from the Board explaining why this is the only source for the requirement.

"Specifications" means any description of the physical or functional characteristics or of the nature of a Good, Service, or Construction item. It may include a description of any requirement for inspecting, testing, or preparing Goods, Services or Construction projects.

"Trustee" means a duly appointed and acting trustee of the District.

"Unauthorized Purchases" means an Unauthorized Purchase occurs when the materials, services, or any expense is charged to the District by a person who has not been given such authority. **This includes ordering materials without an approved Purchase Order when such an order is necessary.** The individual making an unauthorized purchase may incur a personal obligation to the vendor or the District for the expense incurred, even though the materials or services are used for District business.

Policy Committee review: September 30, 2016

Legal review: October 4, 2016

Board Approval: October 19, 2016

POLICY TITLE: Requests Made Under the Public Records Act

NUMBER: 5050

Purpose:

To establish District policy and procedures governing accessibility of District records for inspection and copying.

Background:

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Section 6253(a) of the Government Code provides that every person has a right to inspect any public record except those specifically exempted by law. This policy is established in accordance with Government Code Section 6253.4(a) and is designed to be in compliance with the California Public Records Act (Gov. Code § 6250 et seq.) and all existing laws pertaining to the disclosure of public records. If any provision of this policy conflicts with state or federal law, such law shall take precedence.

As used in this policy, the following terms shall have the following meanings:

“District” shall mean the Marin Sonoma Mosquito and Vector Control District.

“Person” shall mean any natural person, corporation, partnership, limited liability company, firm, or association.

“Public record” shall mean any writing containing information relating to the conduct of the public’s business prepared, owned, used, or retained by the District regardless of physical form or characteristics.

“Requestor” shall mean a person, or the representative of a person, who has submitted a request for records to the District.

A “writing” shall mean any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.

Policy:

Disclosable public records of the District are open to inspection by any person at all times during normal office hours at District’s headquarters located at 595 Helman Lane, Cotati, California, in accordance with the procedure below. Copies of disclosable public records may be obtained by any person, as set forth in this policy. Any disclosable portion of a record that can be reasonably separated from any portions of the record that are exempt by law shall be made available for inspection and/or copying after the exempt portions have been deleted. Any request for records and any responding documents may be subject to review by the District’s legal counsel prior to any inspection of the records or delivery of copies.

Procedure to Inspect and/or Make Copies:

1. Requests Should be Submitted in Writing.

The District encourages members of the public to submit all records requests, other than requests for billing and account information, in writing, preferably using the “Public Records Request” form attached as Exhibit “A” to this policy and also published on its web site at www.msosquito.com. Written requests reduce misunderstandings between the requestor and District staff, allowing the District to respond in a timely, more efficient manner. However, the District will not deny a request for records solely

because it is not submitted in writing. District staff shall assist the individual in completing the "Public Records Request" form if requested.

2. Requests Should be Submitted to the District's Administrative Assistant.

Requests for public records, other than billing and account information, should be directed to the District's Administrative Assistant. If District staff receive verbal or written requests for records, the staff member shall direct the requestor to District's Administrative Assistant, who will coordinate with other staff members as needed. Requests for billing and account information should be directed to the Financial/~~Benefits~~ Manager.

3. Requests Should Clearly Identify the Records.

The requestor should specify the records to be inspected and/or copied with sufficient detail to enable the District to identify the particular record(s) sought. If the request seems ambiguous or unfocused, District staff will make a reasonable effort to obtain additional clarifying information from the requestor that will help identify the record(s). Pursuant to Government Code Section 6253.1, District staff shall, to the extent reasonable, assist the requestor to identify records and information that are responsive to the request or to the purpose of the request, if stated; describe the information technology and physical location in which the records exist; and/or provide suggestions for overcoming any practical basis for denying access to the records or information sought.

4. Making Determinations on Records Requests; Time Extensions.

Requests submitted outside of normal business hours will be deemed received on the following business day. When a request seeks records that require research and/or inquiry, the District shall within ten (10) calendar days from receipt of the request determine whether the request, in whole or in part, seeks disclosable public records in the District's possession. The District's Administrative Assistant shall notify the requestor of the District's determination, the reasons for the determination and, if there are disclosable public records, when and where the records will be available for inspection and/or copying. In unusual circumstances, as defined in Government Code Section 6253(c), the time limit for providing the determination on a records request may be extended up to an additional fourteen (14) calendar days by written notice from the District's Administrative Assistant to the requestor. Such written notice shall explain the reason(s) for the extension and the date on which a determination is expected to be provided. All determinations from the District shall be in writing and shall be posted prepaid utilizing the USPS or an equivalent service. Any denial of a request for records shall set forth the name and title or position of the District personnel responsible for the denial. Requests for public records may be subject to review by the District's Legal Counsel prior to responding to the requestor. The response to the requestor may come from Legal Counsel.

5. Providing Records for Inspection.

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Upon receipt of a request to inspect or copy records, District staff members shall, whenever possible, make disclosable public records promptly available. To protect records against theft or damage and to promote the orderly functioning of the District, actual production of disclosable documents may be reasonably delayed under the following circumstances:

- (a) At the time of the request the records are required by District staff in performing their duties.
- (b) Other persons are inspecting or are waiting to inspect the records.
- (c) The records need to be retrieved from storage.
- (d) At the time of the request, appropriate District personnel are not available to supervise inspection of the records.
- (e) A question exists as to the possible exemption of the record from disclosure and the matter must be referred to legal counsel for review.

6. Providing Copies of Records.

The District shall provide copies of requested disclosable records after payment of fees in accordance with the established fee schedule below. If a large number of copies is requested, District staff may require additional time to prepare the copies. Upon receipt of the appropriate fees, copies of the requested documents will be made available for pick-up. Alternate delivery methods may be utilized at the expense of the requestor (e.g. mailing, FedEx, fax, or e-mail delivery) if reasonably feasible.

7. Document Format.

The District will make disclosable records available in the same format in which it holds the information. To the extent disclosable public records exist in electronic format, the District shall make such records available to the public in the electronic format, so long as the production in electronic format will not jeopardize or compromise the security or integrity of the original record or of any proprietary software in which it is maintained.

Fees:

A request for a copy of an identifiable public record, for information produced from such a record, or for a certified copy of such a record, must be accompanied by payment of the appropriate fee as determined by District staff based on cost to the District. A fee of \$0.25 per standard page (8.5 x 11) will be charged for copies, and \$.40 per larger size page (8.5 x 14, and 11x17). Fees for other types of reproduction (e.g., photographs, video tapes, etc.) will be based on the cost to the District. If the State Legislature has established a statutory fee for any given record, the statutory fee shall be charged.

Duplication costs of electronic records shall be the direct cost of producing the electronic copy. However, requestors may be required to pay additional costs of producing the electronic copy,

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such as programming and computer services costs, if the records are only produced at regularly scheduled intervals, or production of the record would require data compilation, extraction or programming in accordance with Government Code Section 6253.9.

Records Not Open for Inspection/Copying:

Records which are exempt from disclosure by law include **but are not limited to** the following:

1. Preliminary drafts, notes or interagency or intra-agency memoranda that are not retained by the District in the ordinary course of business, if the public interest in withholding those records clearly outweighs the public interest in disclosure. (Gov. Code § 6254, subd. (a).)
2. Records pertaining to pending litigation to which the District is a party, or to claims made pursuant to Division 3.6 (commencing with Section 810) of Title 1 of the Government Code, until the pending litigation or claim has been finally adjudicated or otherwise settled. (Gov. Code § 6254, subd. (b).)
3. Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy. (Gov. Code § 6254, subd. (c).)
4. The contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the District relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained. (Gov. Code § 6254, subd. (h).)
5. Records, the disclosure of which is exempted or prohibited pursuant to provisions of federal or state law, including, but not limited to, provisions of the Evidence Code relating to privilege. (Gov. Code § 6254, subd. (k).)
6. Memoranda, correspondence, and writings submitted to the District or its Board of Directors by District's legal counsel pursuant to the attorney-client privilege. (Evid. Code § 954; Gov. Code § 6254(k).)
7. "Trade secrets" as defined in Evidence Code Section 1061 only if the interests of justice are thus best served. (Evid. Code § 1060; Gov. Code § 6254(k).)
8. The District Manager, with the advice of Legal Counsel, has determined that the records are exempt from disclosure based upon the finding that the public interest served by not making the record public clearly outweighs the public interest served by the disclosure of the record (Gov. Code § 6255).

This partial list of exemptions is subject to existing State and federal law, and any changes in the laws are automatically incorporated into this policy. An expanded list of exempt documents and documents which are not deemed to be public records is provided in the California Public Records Act.

Policy Committee review: September 30, 2016

Legal review: October 4, 2016

Board Approval: October 19, 2016



Marin/Sonoma Mosquito & Vector Control District

Board Policy Manual

**595 Helman Lane
Cotati, CA. 94931
707-285-2200**

www.ms mosquito.com
POLICIES & PROCEDURES

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INTRODUCTION –

The Board of Trustees of the Marin/Sonoma Mosquito and Vector Control District will maintain a Board Policy Manual. The manual shall contain the Board’s current policies and rules and regulations enacted by the Board from time to time. The Manual of Policies is the base resource in determining how business is conducted.

If any policy or portion of a policy contained within the Policy Manual is in conflict with rules, regulations or laws, said rules, regulations or legislation shall prevail.

MISSION –

The Marin/Sonoma Mosquito and Vector Control District, founded in 1915, protects the health and welfare of the communities it serves from mosquitoes and vector-borne diseases by utilizing cost-effective, environmentally responsible integrated vector management practices.

ROLE OF THE DISTRICT – (Health and Safety Code §2040)

Within the district’s boundaries or in territory that is located outside the district from which vectors and vector borne diseases may enter the district, a district may do all of the following: (a) Conduct surveillance programs and other appropriate studies of vectors and vector borne diseases. (b) Take any and all necessary or proper actions to prevent the occurrence of vectors and vector borne diseases. (c)

Take any and all necessary or proper actions to abate or control vectors and vector borne diseases. (d) Take any and all actions necessary for or incidental to the powers granted by this chapter.

ROLE OF THE TRUSTEES – (Health and Safety Code §2022(e)

All trustees shall exercise their independent judgment on behalf of the interests of the residents, property owners, and the public as a whole in furthering the purposes and intent of this chapter. The trustees shall represent the interests of the public as a whole and not solely the interests of the board of supervisors or the city council that appointed them.

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POLICY TITLE: Adoption/Amendment of Board of Trustee Policies

NUMBER: 1010

1010.10 Consideration by the Board of Trustees of a proposal to adopt a new policy or amend an existing policy may be initiated by any Trustee or by the Manager. The proposed adoption or amendment may be initiated by submitting a request for policy adoption or revision with a description to the Executive Committee or to the Policy Committee.

1010.20 Adoption of a new policy or amendment of an existing policy shall take place at a regular meeting of the Board of Trustees, after first being reviewed and approved Policy Committee and by District Counsel as to form.

Policy Committee review: September 30, 2016

Legal review: October 4, 2016

Board Approval: October 19, 2016

POLICY TITLE: Members and Role of the Board of Trustees

NUMBER: 2010

2010.10 Each person appointed by a board of supervisors to be a member of a board of trustees shall be a voter in that county and a resident of that portion of the county that is within the district. Each person appointed by a city council to be a member of a board of trustees shall be a voter in that city and a resident of that portion of the city that is within the district.

2010. 20 Notwithstanding any other provision of law including the common law doctrine that precludes the simultaneous holding of incompatible offices, a member of a city council may be appointed and may serve as a member of a board of trustees if that person also meets the other applicable qualifications of this chapter.

2010.30 The term of office shall be either 2 or 4 years

2010.40 All Trustees shall exercise their independent judgment on behalf of the interests of the residents, property owners and public as a whole District in furthering the purposes and intent of the Health and Safety Code §2022(e). The Trustees shall represent the interests of the public as a whole and not solely the interests of the Board of Supervisors or the City Council from which they were appointed.

2010.50 If any Board office becomes vacant during the two-year term, both nominations and a special election to fill the remaining term will be held at the next appropriate Board of Trustees meeting. Time must be allowed to include the nominations and election announcement and documents in the pre-packet for the Board meeting agenda. Otherwise the same nominations and election process (Policy #2050) will be applied to the special election. Any qualified Trustee or qualified current Officer may be nominated to run for election. The election of a current Officer to the vacant position will create another vacancy and require an additional nomination and election to be held at the same meeting.

Policy Committee review: September 30, 2016

Legal review: October 4, 2016

Board Approval: October 19, 2016

POLICY TITLE: Board of Trustee Code of Ethics

NUMBER: 2020

2020.10 The Board of Trustees is committed to providing excellence in leadership that results in the highest quality of service to its constituents. In order to assist in the government of the behavior between and among members of the Board of Trustees, the following rules shall be observed.

2020.20 All trustees are required to receive two hours of ethics training, every other year, in accordance with Assembly Bill 1234 signed into State law on January 1, 2006. New trustees must comply within six months of their appointment.

Comprehensive ethics curriculum will cover ethics principles and state laws related to: personal financial gain by public servants, conflict of interest, bribery and nepotism, gifts, travel, honoraria, financial interest disclosure and competitive bidding, prohibitions on the use of public resources for personal or political purposes, the Brown Act, and Public Records Act.

Trustees will provide a certificate of completion as proof of compliance to the District Office as required.

Policy Committee review: September 30, 2016

Legal review: October 4, 2016

Board Approval: October 19, 2016

POLICY TITLE: **Basis of Authority for the Board of Trustees**

NUMBER: **2030**

2030.10 The Board of Trustees is the unit of authority within the District. Apart from their normal function as a part of this unit, Trustees have no individual authority. As individuals, Trustees may not commit the District to any policy, act or expenditure. No individual Trustee may speak or write on behalf of the Board in print media, either written or electronically, or otherwise interviewed, live or recorded, without express authorization from the full Board of Trustees.

Policy Committee review: **September 30, 2016**

Legal review: **October 4, 2016**

Board Approval: **October 19, 2016**

POLICY TITLE: Board of Trustee Officers Nominations and Elections Process

NUMBER: 2040

2040.10 According to Health and Safety Code §2027(a), at the first meeting of the initial board of trustees of a newly formed district, and in the case of an existing district at the first meeting in January every year, the board of trustees shall elect its officers.

2040.20 **President** - The President is the chairman of the Board of Trustees and shall preside at Board meetings. He/she shall have the rights of all other members, including the introduction of motions, resolutions and voting.

The President shall appoint and publicly announce the chairs and members of the standing committees, as well as ad hoc committee chairs and membership. The President shall be considered an ex-officio voting member of all committees.

When deemed necessary, the President may call a special meeting of the Board of Trustees.

The President has the authorization to sign checks approved by the Board, in accordance with the District's check signing policy.

Term of office shall be one year, unless reappointed and approved by the Board.

2040.30 **First Vice President** - In the absence of the President, the Vice President, hereinafter referred to as the Vice President, 2080.40 shall serve as the chairperson over Board meetings and shall exercise and discharge other duties, as assigned by the President or the Board. He/she shall have the rights of all other members, including the introduction of motions, resolutions and voting.

The Vice President may serve as a voting member of a committee, including chairmanship.

The Vice-President has the authorization to sign checks approved by the Board, in accordance with the District's check signing policy.

Term of office shall be one year, unless reappointed and approved by the Board.

2040.40 **Second Vice President** - In the absence of the President and Vice President, the Second Vice President shall serve as the chairperson over Board meetings and shall exercise and discharge other duties, as assigned by the President or the Board.

He/she shall have the rights of all other members, including the introduction of motions, resolutions and voting.

The Second Vice President may serve as a voting member of a committee, including fulfilling the role of chair.

Term of office shall be one year, unless reappointed and approved by the Board.

2040.50 **Secretary** - In the absence of the President, Vice President and Second Vice President, the Secretary shall serve as the chairperson over Board meetings and shall exercise and discharge other duties, as assigned by the President or the Board. He/she shall have the rights of all other members, including the introduction of motions, resolutions and voting.

The Secretary may serve as a voting member of a committee, including fulfilling the role of chair.

The Secretary has the authorization to sign checks approved by the Board, in accordance with the District's check signing policy.

The Office of Secretary does not bear the responsibility of the Board of Trustees Recording Secretary.

The Term of office shall be one year, unless reappointed and approved by the Board.

Policy Committee review: September 30, 2016

Legal review: October 4, 2016

Board Approval: December 14, 2016

POLICY TITLE: **Trustee Training, Education and Conference Attendance**

NUMBER: **2050**

2050.10 With prior approval of the Board Trustees are encouraged to attend professional meetings, seminars and educational conferences, when the purpose of those activities are meant to improve their understanding and governance of the District.

2050.20 It is the intention of the District to encourage Board of Trustee membership development of excellence of performance by supporting such professional/educational activities. Reimbursement may be offered for expenses incurred, including tuition, travel, lodging and meals directly related to the associated activity.

The District pays per diem rates on authorized District related travel in accordance with the current rates published by the Internal Revenue Service.

2050.30 The District's Financial Manager is responsible for coordinating Trustee travel arrangements, as approved by the District Manager. Disputed cost reimbursements, by any party, shall be presented to the District's Board of Trustees Executive Committee for final adjudication.

2050.40 Expenses to the District for professional meetings, seminars, and educational conferences shall be kept to a minimum by utilizing District recommendations for transportation and housing accommodations.

2050.50 Trustees shall travel together whenever feasible and economically beneficial to the District.

2050.60 Trustees are not eligible for reimbursement for professional meetings, seminars, and educational conferences after they have announced their pending resignation from the Board, or it is apparent that they will not retain their appointment by the governmental agency that they represent.

2050.70 Upon returning from a professional meeting, seminar, or educational conference, where expenses were reimbursed by the District, the Trustee benefitting from the reimbursement/s shall provide a verbal or written report to the Board during the next regularly scheduled meeting. The report shall detail information that was garnered from attendance at the event, which is beneficial to fellow trustees and/or the District. Distribution of written materials provided by or at the event, to trustee colleagues, or District staff, is encouraged.

Policy Committee review: September 30, 2016
Legal review: October 4, 2016
Board Approval: October 19, 2016

POLICY TITLE: **Board of Trustee Handling of Constituent Requests and Concerns**

NUMBER: **2060**

2060.10 When responding to constituent requests and concerns, Trustees should be open and courteous.

2060.20 Trustees responding to constituent requests and concerns are strongly encouraged to route their questions through the District Manager.

Policy Committee review: **September 30, 2016**

Legal review: **October 4, 2016**

Board Approval: **October 19, 2016**

POLICY TITLE: Board of Trustees Training on Discrimination and Harassment

NUMBER: 2070

2070.10 The purpose of this policy is to emphasize the Board of Trustee’s commitment to prohibit discrimination or harassment against any and all applicants or employees or persons properly contracted for services with the District.

It is the policy of the Board of Trustees to follow all requirements of the District with regard to discrimination and harassment. Members of the Board of Trustees shall comply with training in the subjects every two years.

All trustees are required to receive two hours of Harassment training, every other year, in accordance with Assembly Bill 1825, and any subsequent amending legislation including Assembly Bill 2052 and Senate Bills 396 and 1343. New trustees must comply within one year of their appointment.

Comprehensive discrimination and sexual harassment curriculum shall include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of sexual harassment and the remedies available to victims of sexual harassment in employment. The training and education shall also include practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation, and shall be presented by trainers or educators with knowledge and expertise in the prevention of same.

Trustees will provide a certificate of completion as proof of compliance to the District Office as required.

Policy Committee review: September 30, 2016

Legal review: October 4, 2016

Board Approval: October 19, 2016

POLICY TITLE: Committees of the Board of Trustees

NUMBER: 2080

2080.10 The intention of this policy is to identify standing committees of the Board of Trustees. All committees shall be filled in accordance with Trustee policy 2040.20. All committees are advisory in their capacity to the full Board of Trustees.

2080.20 **Executive:** Serves as Board leadership and meets with the Manager. Works with Manager to set his/her goals and conducts the Manager’s performance evaluation. Remains alert to Trustee concerns.

2080.30 **Budget:** Reviews proposed annual budget prepared by staff and makes recommendations to the Board.

2080.40 **Audit:** Makes recommendations to the Board on the selection of an independent financial auditor, who will report to the Board. Reviews work done by the auditors and staff pertaining to the annual audit of the District’s financial statements, records and financial affairs in accordance with state law and accepted audit principles. Makes recommendations to the Board.

2080.50 **Policy:** Reviews any and all necessary, recommended or mandated changes to the Board Policy Manual and other policy documents.

2080.60 **Legislative:** Stay abreast of proposed legislation and regulations. Maintain liaison with MVCAC Legislative and Regulatory Affairs Committees. Make recommendations to Board.

2080.70 **Nominating:** Meet annually to nominate Officers for next year’s Board

2080.80 From time to time, the President of the Board may appoint an ad hoc committee for the purpose of conducting Board business on a specific topic considered not within the parameters of any of the standing committees. Once the business of an ad hoc committee is completed, the President of the Board shall dissolve the committee.

Policy Committee review: September 30, 2016

Legal review: October 4, 2016

Board Approval: October 19, 2016

POLICY TITLE: **Board of Trustee Meetings**

NUMBER: **3010**

- 3010.10** The Board of Trustees is the governing body of the District, which exists as a California Special District for the purpose of protecting public health through control of mosquitoes and other vectors. With this purpose in mind, the District's Board of Trustees shall conduct itself within an organizational environment of trust, honesty and decorum.
- 3010.20** The conduct of meetings shall enable Trustees to set the direction for the District, establish and support structure of the District, hold the District accountable on behalf of the community, and serve as community leaders.
- 3010.30** Meetings of the Board of Trustees shall be conducted by the President in a manner consistent with the Policies of the District.
- 3010.40** Trustees wishing to have the floor shall be first recognized by the President.
- 3010.50** Trustees shall not publicly engage in personal attacks on one another, the public attending meetings, District staff or the District itself.
- 3010.60** All meetings, including committee meetings, shall be conducted under the parliamentary rules contained in *Rosenberg's Rules of Order, 2011 Revised Edition*. District Policies shall prevail whenever they are in conflict with *Rosenberg's Rules of Order, 2011 Revised Edition*.
- 3010.70** Board meetings shall commence at the time and place indicated on the properly noticed meeting agenda.
- 3010.80** All meetings of the Board and its standing committees shall be conducted in full compliance with the open meeting law known as the Ralph M. Brown Act (Chapter 9 of the California Government Code, commencing with section 54950 of Division 2 of Title 5 of the Government Code). At each meeting of the Board and of all standing committees, up to three minutes of public comment time is allowed for each speaker, with a total of 20 minutes at each meeting. See Appendix A for more information on the provisions of the Brown Act and the District's compliance policy.

Committee review: **September 30, 2016**

Legal review: **October 4, 2016**

Board Approval: **October 19, 2016**

POLICY TITLE: Board of Trustee Meeting Conduct

NUMBER: 3020

3020.10 All Board meetings shall commence at the time and location stated on the agenda. All meetings, including standing committee meetings, shall be conducted under *Rosenberg's Rules of Order, 2011 Revised Edition*. District policies shall prevail whenever they are in conflict with these rules of order. The conduct of meetings shall, to the fullest possible extent, enable Trustees to hear from the public and set the direction for the District, establish and support the structure of the District, hold the District accountable on behalf of the community, and serve as community leaders. All Trustee meetings are open public meetings, unless closed for such reason so authorized by the Ralph M. Brown Act (California Government Code §54950 through §54926). To be effective, the Trustees must be able to:

- Consider problems to be solved, weigh evidence related thereto, and make decisions intended to solve the problems.
- Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

3020.20 The Board of Trustees exists as an organizational entity, with its own unique organizational culture, norms, values and operating style. The District's Board of Trustees operates in an organizational environment of trust, honesty, and openness with the proper conduct as directed by the Board President.

Trustees commit to respectful and orderly discourse, for colleague Board members, District staff, contractors serving the District and the public. Additionally:

- Board members shall understand the authoritative limits and responsibilities allowed them and the Board under the provisions of the State Health and Safety Code and conduct themselves accordingly.
- Board members shall treat each other and District staff at all times and in all situations professionally, with respect and courtesy and shall not publicly engage in personal attacks on one another, the public, District staff, or the District.
- Board members shall not attempt to discredit, humiliate, embarrass, harass, rebuke, or discipline any employee. Any concerns regarding an employee's performance shall be communicated in writing to the District Manager. Any concerns regarding the District Manager's performance shall be communicated in writing to the Board President who shall take the matter to the Executive Committee.

Attachment B

- The President may call for an action of formal Board censure against any Board member who fails to comply with any provision of this section.

Policy Committee review: September 30, 2016

Legal review: October 4, 2016

Board Approval: November 9, 2016

POLICY TITLE: **Board of Trustee Meeting Attendance**

NUMBER: **3030**

3030.10 Trustee Attendance at Board Meetings: Members of the Board of Trustees shall attend all Regular and Special Meetings of the Board unless there is good cause for absence. If a member misses three (3) consecutive Board meetings, or more than four (4) Board meetings in a calendar year, the appointing body will be notified of the member's absence as determined by the Executive Committee.

Policy Committee review: **September 30, 2016**

Legal review: **October 4, 2016**

Board Approval: **November 9, 2016**

POLICY TITLE: Minutes of Board of Trustee Meetings

NUMBER: 3040

- 3040.10** The Recording Secretary of the Board of Trustees shall keep minutes of all Regular and Special meetings of the Board.
- 3040.20** Copies of a meeting's minutes shall be distributed to Trustees as a part of the information packet for the next regular meeting of the Board. Once approved by the Board, the official minutes shall be kept and available for public review.
- 3040.30** Unless directed otherwise, an electronic recording of regular and special meetings of the Board of Trustees will be made. The device upon which the recording is stored shall be kept in a fire-resistant, locked cabinet for a minimum of two (2) years, or in accordance with the Records Retention Policy established by the District.
- 3040.40** Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed, and individual votes will be recorded for all actions. All resolutions adopted by the Board shall be numbered consecutively. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:
- Date, place and type of each meeting;
 - Trustees present and absent by name;
 - Administrative staff present by name;
 - Call to order;
 - Time and name of late arriving Trustees;
 - Time and name of early departing Trustees;
 - Names of Trustee(s) absent during any agenda item upon which action was taken;
 - Summary record of staff reports and recommendations;
 - Summary record of public comment regarding matters not on the agenda, including names of commentators if provided;
 - Approval of the minutes or modified minutes of preceding meetings;
 - Approval of financial reports;
 - Record by number (a sequential range is acceptable) of all warrants approved for payment;
 - Record of the vote of each Trustee on every action item for which the vote was not unanimous and if any, names and reasons for abstentions from voting;
 - Resolutions described as to their substantive content and sequential numbering;

Attachment B

- Record of all contracts and agreements approved by the Board, and their amendment,;
- Approval of the annual budget;
- Approval of all policies;
- Approval of dispositions of District assets;
- Approval of purchases of District assets; and,
- Time of meeting adjournment.

Policy Committee review: September 30, 2016

Legal review: October 4, 2016

Board Approval: November 9, 2016

POLICY TITLE: Board of Trustees Interactions with the District Manager

NUMBER: 3050

3050.10 The Board of Trustees, acting as a Board, is the governing body of the District and sets policy for the District. The Board shall act only at its regular, adjourned, special or emergency meetings. All powers of the District shall be exercised and performed by the Board as a body. Individual Trustees, except as otherwise authorized by the Board, shall have no power to act for the District, or the Board, or to direct the District Manager or staff of the District.

3050.20 The District Manager (a) has full charge and control of District operations, maintenance and facilities of the District, (b) has full power and authority to employ and discharge employees, consistent with District policy and other provisions of law, (c) prescribes the duties of employees, consistent with District policy, and (d) fixes and alters the compensation of employees, subject to approval by the Trustees (Government Code Section 61051 and 61060, (Circa, 2012 Legislative session)

3050.30 The District Manager is available to individual Trustees for consultation of matters affecting the District and the Trustees.

Policy Committee review: September 30, 2016

Legal review: October 4, 2016

Board Approval: November 9, 2016

POLICY TITLE: **Board of Trustees Interactions with District Legal Counsel**

NUMBER: **3060**

3060.10 Individual Board Members, except as otherwise authorized by the Board, shall have no power to direct the District’s legal counsel (General Counsel). The District’s General Counsel has a contractual relationship with the District.

3060.20 General Counsel shall advise the Board and District Manager concerning their respective legal responsibilities for full compliance with all laws pertaining to the governing, administering, and operating of the District. The District’s General Counsel shall review and comment on all appropriate matters that come before the Board and also those matters that may involve the District Manager.

3060.30 The District’s General Counsel is available to individual Trustees for consultation on matters affecting their legal rights and obligations as Trustees.

Policy Committee review: **September 30, 2016**

Legal review: **October 4, 2016**

Board Approval: **November 9, 2016**

POLICY TITLE: **Memoranda of Understanding (MOU): Board and Committee Negotiations Policy**

NUMBER: **5000**

Purpose:

To establish District policy and procedures governing Board and Committee preparations for negotiations with the District's represented employees.

Policy:

The Board's MOU committee shall be comprised of five members as follows:

- The Immediate Past President, who also serves as chair of MOU committee.
- A Trustee from the previous MOU Committee, to be chosen by the full Board.
- A Trustee from the Budget Committee, assigned by the Budget Committee.
- Two at-large Trustees, to be chosen by the full Board.

Timetable

The target date for completion of a new MOU shall be May 1st of the year in which the MOU is due. This gives time for the parameters of the MOU to be incorporated into the budget and the Engineers report. In preparing for a new MOU, the District shall adhere to the timeline shown below:

- The MOU committee will be formed 1 ½ years before target date of new MOU.
- One year before target date of new MOU, the following actions will be taken:
 - a. The MOU committee will identify and interview qualified professional negotiators.
 - b. A minimum of three negotiator candidates will be interviewed by the MOU committee.
 - c. The members of the MOU committee will discuss negotiation points amongst themselves and with negotiator candidates, and:
- By the December Board meeting of the year before the target date of a new MOU, the recommendation for the professional negotiator will be voted on by the full Board.
- In January of the year which includes the target date of a new MOU, the chosen negotiator meets with the full Board for discussion and idea exchange about negotiations.

Attachment B

The team assigned to conduct the face to face negotiations with Union representatives shall be comprised of the following three members: the Negotiator (selected by the Committee and Board), the District Manager and the Assistant Manager.

Policy Committee review: November 15, 2016

Legal review: October 4, 2016

Board Approval: December 14, 2016

POLICY TITLE: **Check Handling Procedures and Signature Authority**

NUMBER: **5010**

The following policies and procedures shall govern the District’s issuance of checks.

Only pre-numbered checks shall be used and always issued in sequence. Blank check stock shall be securely stored in the District’s safe and access restricted to authorized employees.

Supporting documentation must accompany checks when presented for signature.

Checks must be made payable to specific payees based upon the supporting documentation. No checks shall be made out to “bearer,” “cash” or similar, with the following exception: checks for the reimbursement of the petty cash fund may be made out to the “[insert name of the Financial Manager], Petty Cash.” That Manager or Assistant Manager shall review and approve the petty cash reconciliation. Petty cash checks shall be limited to a value of no more than \$350, and may be issued no more frequently than once per month.

Signing of blank checks is strictly prohibited.

Signature stamps may never be used to sign checks.

An authorized check signer may not sign a paycheck or a reimbursement check payable to him or herself.

Dual signatures are required for all checks. Both signers shall review the supporting documentation and indicate approval by signing the accompanying summary support document on the signature blocks provided.

At least one signature shall be from a Trustee, with the following exception: if a time-critical check must be issued and no Trustee is available within a suitable timeframe, the Manager or Assistant Manager and one other employee authorized to sign checks by the Board of Trustees may sign a check that is payable for an amount not exceeding \$25,000. If this circumstance arises, the check in question shall be presented to a Trustee for review at the next check-signing session.

The Manager, or his or her designee, who must be an authorized check signer, may sign checks (along with one Trustee) up to a value of \$50,000. Checks for amounts exceeding \$50,000 shall be signed by two Trustees, with the following exception:

The Manager may sign a check (along with one Trustee) that exceeds a value of \$50,000 if the check is made out to one of the payees listed in the table (overleaf)

Payee	Purpose
Kaiser Permanente	Health Benefit Premiums
Bank of America	Payroll Tax Fund (State & Fed)
Adapco	Pesticide products
Clarke Mosquito Control Products	Pesticide products
Univar	Pesticide products
Valent Biosciences Corporation	Pesticide products
VCJPA	Insurance Premiums
CERBT (CalPERS)	Retiree Medical Trust Fund
CDW	Computer products
Aldrich Network Consulting (ANC)	Computer products & services
SCI (or current Assessment Engineers)	Assessment engineering services
Marin County Employees' Retirement Association	Retirement Association contributions

The Board of Trustees may authorize the Manager or Assistant Manager to sign checks (with a Trustee) exceeding \$50,000, issued during a large project e.g. capital construction project. Prior authorization will be issued by the Board specifying the duration of the authorization and the dollar and time limits.

Policy Committee review: September 30, 2016

Legal review: October 4, 2016

Board Approval: October 19, 2016

POLICY TITLE: Banking Direct Deposit Policy & Procedures
NUMBER: 5020

Purpose:

To establish procedures to be followed by staff when executing electronic funds transfers for the purposes of Trustee and/or employee payroll and expense reimbursements.

Policy:

Whenever possible, all employees and Trustees of the District receive payroll and expense reimbursements payments (e.g. travel reimbursements) by means of direct deposit via the Automated Clearing House (ACH) system. As the primary means of accomplishing payroll, the District use a payroll services company to calculate and withhold taxes, administer other deductions and electronically deposit payments via the Automated Clearing House (ACH).

The District maintain one bank account for the sole purpose of Treasury Management. This account holds the funds used to make ACH payments to a (domestic US) bank account of the recipient's choice. This account be maintained at Exchange Bank unless the District elects to substitute an account at another financial establishment, in accordance with section 5 (13) below.

For backup purposes, the District will retain the ability to process payroll and expense reimbursements in-house. In this event, direct deposit payments shall be made using the bank account established specifically for payroll and expense reimbursement purposes.

Procedures

Each trustee and each employee shall submit to the Financial Manager a form authorizing the District to use ACH deposit and, if desired, a split deposit. (see Attachment A).

The bank account established by the District for payroll and expense reimbursements be operated strictly in accordance with the following procedures and restrictions. The layers of controls specified herein are intended to ensure segregation of duties and to avoid problems related to fraud and embezzlement.

1. The District Manager shall be the designated Administrator of the account. (The Bank requires that one person be designated as Administrator and this person must be an authorized signer on the account). To maintain internal controls and ensure separation of powers, the Administrator shall not have the authority to create ACH files or authorize transfers.
2. No checks be drawn on the Exchange Bank account. All withdrawals shall be performed by ACH (electronic funds transfer) only. Deposits to the account may be made by check or electronic fund transfer e.g. a payroll ACH file generated

by the District's accounting system or payroll service provider. Transfers into the direct deposit account to cover payroll and other reimbursements shall normally be made by the County of Marin's financial staff, who administer the District's accounts with the County of Marin.

3. Payroll and expense reimbursements be processed in accordance with the following provisions:
 1. Each employee or Trustee shall complete a form designating a bank account (or accounts) specifying the applicable routing and account numbers. The payment may be split between two accounts if desired by the recipient e.g. a specified amount can be sent to a savings account and the net remainder deposited to a checking account, or vice versa.
 2. The proposed payroll and expense payments shall be prepared in a batch by District Financial staff using the District's computer systems.
 3. The schedule of payments will then be reviewed and approved by the Manager or Assistant Manager.
 4. Several days before the payroll or expense reimbursement date, staff will compute the total amount of the payments to be made and request that County of Marin staff prepare an ACH instruction file to transfer the total amount of the payments to be made from the District's account with the County of Marin/Bank of America financial system to the direct deposit account at Exchange Bank.
 5. If a payroll service company is to process payroll and make the ACH deposits, that company will complete the remainder of the ACH deposit process. Alternatively, if District staff are to accomplish the payroll process, they will upload an ACH instruction file to the Exchange Bank Commercial Cash Management System, detailing on what date, and to which accounts, the various payments are to be sent.
 6. Approval by a designated Trustee is required before any payroll and expense reimbursement payments may be released, regardless of whether payroll is processed by a payroll services provider or by District staff. This approval is analogous to a second signature on a check, except that, in the case of in-house payroll processing, the approval is performed electronically by the Trustee logging securely into Exchange Bank's web site and approving all recipients' bank account numbers, in addition to the deposit amount and payee

name." To further increase security, the Trustee will be provided by Exchange Bank with an electronic token that generates a secure code that is required for release of the electronic payments. In the event that a payroll services company processes the payroll, the Trustee will review the supporting documentation and calculations provided by District Financial staff. The authorized Trustee's signature indicating his or her approval must be affixed to the supporting documentation before ACH deposits can be made.

7. For in-house payroll, Exchange Bank will authorize a maximum of three Trustees to provide such approvals. No District staff member, including the Manager, will be issued with a secure token. Payroll cannot be released in the Exchange Bank system without completion of the Trustee's approval step. One of the duly authorized Trustees shall also approve the schedule of payments to be processed by a payroll services company. Regardless of the payroll method used, supporting payroll documentation will be provided to the Trustee approving payroll and subsequently to the full Board at its next regular meeting.
8. At least once every year, a Trustee authorized to review or approve payroll shall examine the list of payroll recipients to ensure that the account and routing numbers listed are correct and correspond with the District's employee and Trustee roster.
9. If payroll is processed in-house, prior to the first deposit to any given bank account, District staff will send a test deposit (known as a pre-note) of zero dollars to the account to check that deposits can be made successfully to that account using the ACH system. If a payroll services company processes payroll and the deposit to a recipient's account fails, the funds are automatically returned to Exchange Bank. The District's Financial Manager will then follow up and issue a check to replace the rejected direct deposit amount.
10. Although problems with direct deposit have proven to be rare, District staff will be alerted by the online system of any failures or problems with a deposit. Staff will take corrective action as necessary.
11. The District shall maintain a balance, not to exceed \$10,000 at any given time, in the Exchange Bank account to pay the bank's monthly account charges, ACH transfer fees and fees charged by a payroll service company. From time to time, the District staff may make a deposit to replenish the account balance. Bank charges will be

recognized in the District's accounts by means of a quarterly journal entry. A summary of the Exchange Bank account transactions shall be included in the Board packet.

12. A supplemental document titled "Current ACH Procedures" lists the detailed step by step processes to be followed by staff when preparing payroll direct deposit in-house. This document may be amended from time to time by the District Manager, who shall ensure that no added security risk is created by the operational change. The District Manager shall provide notification to the Chair of the District's Audit Committee within ten working days of the change taking effect.
13. Should the District determine that Exchange Bank's terms and conditions or system no longer serves the District's best interests, the District may close this account and establish a similar account with another Bank. District staff must receive approval from the Board of Trustees prior to taking this action.

Policy Committee review: September 30, 2016

Legal review: October 4, 2016

Board Approval: October 19, 2016

POLICY TITLE: Sick Leave Provisions for Seasonal Employees
NUMBER: 5030

Purpose:

To establish policy and procedures governing the provision of sick leave to seasonal employees.

Applicability:

The following policy applies only to the following categories of employees: part-time, temporary (except those employed by a temporary staffing agency) and seasonal.

Policy:

The District will provide each employee with not less than 3 days or 24 hours of paid sick leave at the beginning of each 12-month period.

The District will provide an employee with an annual allotment of sick leave on his or her first day of employment in any given year according to the following table:

Year of Service with District	Sick Leave Provided to Seasonal & Part-Time Employees
First Year	Three days/24 hours
Second Year	Four days/32 hours
Third Year and Beyond	Five days/40 hours (maximum)

The District's part-time Janitor has historically been provided with a sick leave allowance of five (5) hours per month, and this practice will be continued during the term of employment of the incumbent as of the date of the adoption of this policy.

An employee is not eligible to begin using any accrued paid sick leave until after 90 days of employment with the Agency.

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In accordance with California's Paid Sick Leave law, an employee may use his or her annual allotment of sick leave as specified in the table above (at least 3 days or 24 hours) of accrued paid sick leave in a 12-month period for one of the following reasons:

- For the employee's own diagnosis, care, or treatment of an existing health condition or preventative care.
- For the diagnosis, care, or treatment of an existing health condition or preventative care for an employee's family member, including:
 - *Child (including a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis.)*
 - *Spouse or Registered Domestic Partner*
 - *Parent (including biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.)*
 - *Grandparent*
 - *Grandchild*
 - *Sibling*
- To obtain any relief or services related to being a victim of domestic violence, sexual assault, or stalking including the following with appropriate certification of the need for such services:
 - *A temporary restraining order or restraining order.*
 - *Other injunctive relief to help ensure the health, safety or welfare of themselves or their children.*
 - *To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.*
 - *To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking.*
 - *To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking.*
 - *To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.*

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An employee shall provide reasonable advance notification of his or her need to use accrued paid sick leave to his or her supervisor if the need for paid sick leave use is foreseeable (*e.g.*, doctor's appointment scheduled in advance). If the need for paid sick leave use is unforeseeable, the employee shall provide notice of the need for the leave to his or her supervisor as soon as is practicable.

An employee who uses paid sick leave must do so with a minimum increment of one hour of sick leave.

Paid sick leave will not be considered hours worked for purposes of overtime calculation. An employee will not receive compensation for unused accrued paid sick leave upon termination, resignation, retirement or other separation from employment from the Agency.

If an employee separates from District employment and is re-hired by the District within one year of the date of separation, previously accrued and unused paid sick leave hours shall be reinstated to the extent required by law. However, if a rehired employee had not yet worked the requisite 90 days of employment to use paid sick leave at the time of separation, the employee must still satisfy the 90 days of employment requirement collectively over the periods of employment with the District before any paid sick leave can be used.

Policy Committee review: September 30, 2016

Legal review: October 4, 2016

Board Approval: October 19, 2016

POLICY TITLE: **Comprehensive Purchasing Policy**

NUMBER: **5040**

Interpretation and Purpose

Formal purchasing procedures for local agencies (including Special Districts) are required under the terms of California Government Code, Section 54202. The purpose of this policy is to manage the procurement process in accordance with the law; spend taxpayer's money wisely and fairly; protect against fraud and favoritism; and to best meet the needs of the Marin/Sonoma Mosquito & Vector Control District (the "District") through continuous improvement of purchasing systems and procedures. The policies and procedures set forth in this document are designed to insure that procurements are accomplished in a timely, efficient manner at the most economical cost to the public.

Application

This Comprehensive Purchasing Policy (Policy) applies to contracts for procurement of goods, services, and capital outlay. It is essential that purchases of all goods, supplies, services and construction items be carried out by the District in a fair and open manner that promotes public confidence in the Agency and reinforces the public perception of fairness and equal opportunity for all competing vendors offering their products or services to the District. When the procurement involves the expenditure of State or Federal assistance or contract funds, the procurement shall be conducted in accordance with any applicable mandatory State and/or Federal laws. Nothing in this Policy shall prevent the District from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.

Repetitive purchases of office supplies or other small items may be accomplished through establishment of accounts with vendors. Such vendors shall be chosen by comparing pricing, quality, and convenience of delivery. Procurement of repetitive services, supplies, equipment, or services, shall follow the same principles as those outlined below for procurement.

Review by Legal Counsel

Agreements for goods, services, or supplies in excess of \$25,000 per year shall be referred to the District's General Counsel for review.

Requirement of Good Faith

This Policy requires all parties involved in the procurement, negotiation, performance, or administration of District contracts to act in good faith. District officials and employees shall take care to limit communication with bidders during the solicitation process so that the integrity of

the competitive solicitation process is maintained. If it is determined that a bidder received an unfair advantage from information obtained through improper circumstances, the solicitation may be canceled, or the bidder disqualified from participation in that solicitation request.

State law forbids any Trustee or other officer or employee of the District from being interested, directly or indirectly, in any contract awarded or to be awarded by the Board, or in the profits to be derived from it.

Delegation of Authority

The Board has delegated authority for procurement to the District Manager, except in the cases of special projects or large undertakings. The District Manager delegates the authority to staff to make purchases in accordance with the following table. The purchaser must obtain approval for purchases from the Approving Authority. If the Approving Authority is unavailable and a timely purchase is necessary, the purchaser may obtain approval from the Assistant Manager or District Manager. In these circumstances, the Approving Authority shall be notified as soon as possible of the action taken. The following table shall apply to purchases of supplies, materials and services that were approved as part of the Board’s adopted annual budget. Other proposed purchases shall be approved by the District Manager or Assistant Manager.

Purchaser	Approving Authority
Administrative Assistant	Financial Manager
Biologist (or Lead Biologist)	Scientific Programs Manager
Education Specialist	District Manager
Field Supervisor	Assistant Manager
Financial Manager	District Manager
Public Relations Director	District Manager
Receptionist	Financial Manager
Scientific Programs Manager	Assistant Manager
Shop/Facilities Assistant	Shop/Facilities Coordinator
Shop/Facilities Coordinator	Assistant Manager

Small Procurements of Goods and Services (Purchases under \$5,000)

- A. Condition of Use. These purchases are limited in frequency and are related to individual commodities and services. Contract requirements shall not be artificially divided so as to constitute a small procurement or evade the competitive procurement requirements for amounts in excess of \$5,000. The Board shall determine when market or operational factors require the combining or dividing of procurements.
- B. Minimum Requirements. Procurements of up to \$5,000 may be obtained in a manner that serves the best interests of the District. These purchases do not require a Purchase Order.

- C. Petty Cash. Small procurements (of \$100 or less) may utilize the District's petty cash system, which maintains a maximum balance of \$350. The Financial Manager shall periodically reconcile the petty cash balance and receipts and present the reconciliation and request for replenishment to the Assistant Manager or Manager for review and approval.

Large Procurements of Goods and Services (Purchases of \$5,000 and over)

- A. Condition of Use. Any large procurement of goods, equipment or services shall be made on a Purchase Order and in accordance with procedures specified in this policy.
- B. Minimum Quotation Requirements. Management shall ensure that quotations/proposals (these may be in written form, fax or e-mail) are obtained from at least three (3) vendors. Where it is not feasible to obtain three (3) quotes, a Decision Memo must be prepared by management to justify the use of a single-source in accordance with section E below. Purchase documentation not in compliance with this Policy and all applicable statutes shall not be processed.
- C. Evaluation Factors. Evaluation factors which may justify an award to a vendor who has not provided the lowest quotation include, but are not limited to, delivery requirements, quantity requirements, and quality and past performance by the vendor. Whenever it is determined that it is in the best interest to award a Purchase Contract to a vendor who did not submit the lowest acceptable price quotation, the reason for the determination shall be indicated in a Decision Memo and retained with the Contract. The Decision Memo documents and determines the appropriateness of the requested procurement process and approvals.
- D. Award. Except as provided herein, award shall be made to the vendor offering the lowest responsive and responsible quote who meets the Specifications. Adequate records to document the competition solicited and award determination made shall be retained with the Contract.
- E. Sole Source. Circumstances may exist where Management determines that it is not feasible to secure three (3) quotations. In other situations, Management may determine that it is in the best interests of the District to consider only one supplier who has previous expertise relative to the procurement. Whenever Management determines that it is not feasible, or is not in the District's best interest to satisfy the minimum quotation requirements, the reason for this determination shall be indicated in writing on a Decision Memo and retained with the Contract.
- F. Pesticide Purchases. The following special procedures shall apply solely to the procurement of pesticide materials. In keeping with standard industry practice, material price sheets are provided to the District by the vendors at the beginning of each calendar year in lieu of purchasing contracts. From time to time, rebates, bulk purchases and

temporary price cuts are also offered by the manufacturers and distributors of these materials. All rebates or discounts shall accrue to the sole benefit of the District. Supervisory staff in the District's Operations Division and/or management staff dealing with the purchase shall use their best judgement in applying the evaluation factors listed in paragraph C (Evaluation Factors) above. Additional evaluation criteria may apply, including but not limited to inventory levels, shelf life of the material and product efficacy.

All proposed purchases of pesticide materials shall first be reviewed and approved by the District Manager or Assistant Manager.

A Purchase Order shall be prepared for each procurement of pesticide material, on which the circumstances of the procurement shall be noted. Unless particular concerns arise, review by General Counsel of pesticide purchases is not required.

Leveraged Procurement Agreements

Notwithstanding the other provisions of this policy, in accordance with the California Procurement Code Sections 10298 a and b, the District may take advantage of "piggyback contracts" such as those issued by the state, U.S. Communities or the Western States Contracting Alliance. District staff shall ensure that the terms and conditions of such agreements are competitive and compatible with the District's needs. By means of volume purchasing, such pre-negotiated template contracts may allow the District to contract directly with a vendor to procure vehicles and other goods or services on the competitive terms obtained by the issuing body, potentially saving staff time and District resources.

Emergency Procurements

In emergency situations, the District Manager shall have the authority to waive the procedures set forth in this Policy and to negotiate and execute Contracts without prior approval of the Board, pursuant to the following procedures: (a) the reason for the determination of the emergency shall be indicated in a Decision Memo, (b) the District Manager shall inform the Executive Committee as soon as practical of the emergency situation and actions taken, and (c) a Purchase Order, along with all written documentation, shall be submitted to the Board for ratification at the next Board meeting.

Professional Services Selection Process

Types of services covered by this section include, but are not limited to, legal services, accounting and auditing services, actuarial services and engineering services.

It is the intention of the District to employ consultants to provide professional services on the basis of their perceived competence and expertise relative to the services to be rendered, the cost of their services, their ability to complete work within a required time frame, their past

record in performing a similar type of work, and their ability to work well with the Board and management.

The District Manager will prepare and send out a request for proposal (RFP) for these services, and will select the most responsive bidder, or make a recommendation to a Committee or Board dealing with the RFP. The Board President may from time to time convene an ad hoc committee for the purpose of dealing with matters that may require the procurement of services, equipment or supplies. The committee may at its option elect to review agreements for the purchase of services or delegate this function to the District Manager.

Purchases of Capital Items

In general, purchases of capital items (i.e. land, structures and improvements, furniture and equipment, or vehicles), are approved by the Board in an open public meeting during the annual budget process. The District Manager is authorized to make changes during the year to the budget so long as the total budgeted amount is not exceeded. If any proposed capital expenditure would cause an exceedance of the total annual budget, a budget amendment must first be reviewed and approved by the Board.

All purchases of capital items exceeding \$5,000 require three quotes as specified under the Large Procurements section above.

Credit Card and Account Purchases

The District maintains credit card accounts with a financial institution. Employees that are authorized to use the credit card include: District Manager, Assistant Manager, and such employees as the District Manager may authorize. The District Manager shall specify the credit limit for each card.

The District also maintains accounts with vendors that are used regularly for goods or services. The District receives periodic billing from the vendor and processes the payment through the District's accounts payable system (e.g. Office Depot, Costco, Lowes etc.). Employees authorized to use these accounts include: District Manager, Assistant Manager, Operations Manager, Field Supervisors, Scientific Programs Manager, Financial Manager and Shop/Facilities Coordinator. These open accounts shall generally be utilized for the purchase of repetitive need, low-valued items or for the purchase of items (such as laboratory supplies or vehicle maintenance items) that must be available on short notice at any time. Open accounts shall not be utilized as a substitute for the normal purchase order process.

In order to use the credit card or vendor account, the authorized employee must obtain the credit card from the Financial Manager or his or her designated assistant. After the purchase has been made, the credit card, along with the supporting receipt(s), must be returned to the Financial

Manager or his or her designated assistant, who will reconcile the receipts with the monthly billing statements.

Credit cards and vendor accounts should be used for emergency and minor purchases. They should not be used so as to bypass the normal procurement or accounts payable processes. All purchases exceeding \$5,000 must go through the proper procurement or bidding processes as detailed previously in this Policy.

Insurance Requirements

For all contracts, the contractor and all sub-contractors shall be required to maintain adequate insurance coverage for the duration of the contract. The Board, through the District Manager, shall determine the types and amounts of insurance coverage that shall be required. The contractor shall have the District named as an additional insured and furnish the District with satisfactory evidence of said insurance.

Contractor Record Retention

For all contracts, the contractor and all sub-contractors shall be required to maintain adequate records appropriate to the type of contract, to retain such records for a minimum of three (3) years from final payment unless otherwise specified in the solicitation, and to make such records available for inspection by the District upon reasonable terms consistent with State law.

Responsibility of Bidders

If a bidder, designee, or offeror who otherwise would have been awarded a contract is found non-responsible, a written determination of non-responsibility, setting forth the basis of the findings shall be prepared by management. In determining responsibility of any bidder, the District may take into account, in addition to financial responsibility, past records of transactions with the bidder, experience, adequacy of equipment and ability to complete performance within a specific time. (For example, the ability to meet the specified completion date in accordance with the Specifications.) A detailed explanation shall be sent promptly to the non-responsible bidder or offeror who shall then have three (3) days to provide evidence to dispute the determination. The final determination shall be made by the District Manager and shall form part of the contract file. The unreasonable failure of a bidder or offeror to promptly supply information in connection with an inquiry with respect to responsibility may be grounds for such determination.

Procurement Records

All determinations and other written records, notes of telephone conversations and notes for oral conversations pertaining to the solicitation, award and performance of a Contract shall be maintained in accordance with the District's records retention schedule.

Change Orders and Contract Modifications

For contracts and service agreements that are approved directly by the Board, all Change Orders and contract modifications exceeding ten (10%) of the value of the original agreement shall be presented in advance to the Board for review and approval. No such Change Order or modification shall be effective absent such approval. Change Orders and contract modifications for less than ten (10%) of the value of the original agreement may be reviewed and approved by the District Manager who shall notify the Board at its next meeting of the actions taken and reason. Only one such change order may be approved by staff during the life of the contract or service agreement.

Contract Renewals

In general, the District discourages the use of automatic renewal clauses in contracts and service agreements. All contracts that are subject to Board approval and that contain an optional or automatic renewal clause shall be presented for approval to the Board with the total dollar value for the initial period of award. A request for renewal shall be submitted at least sixty (60) days prior to the expiration date of the current period. All renewals shall be for the time period specified in the original contract document or shorter period of time. No contracts containing renewal clauses that exceed a total term of five (5) years shall be presented to the Board.

Definitions

The words defined in this Section shall have the meanings set forth below whenever they appear in this Policy.

"Board" means the Board of Trustees of the District.

"Change Order" means a written authorization by the District to the Contractor to modify or change an existing Purchase Order or Contract; these changes generally must be within the scope of the Contract.

"Construction" means the process of building, altering, repairing, improving, or demolishing any structure or building or other improvements of any kind to any real property.

"Contract" means all types of District agreements regardless of what they may be called, for the procurement of Goods, Services or Construction, for example, payment vouchers, Purchase Orders, maintenance contracts, service agreements, systems contract, oral agreements, etc.

"Contract Renewal" means a continuation for an additional period under the original terms and conditions, where the renewal clause is included in the quote solicitation document. If the quote solicitation document does not include the terms and conditions of a renewal, any continuation

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of the Contract is considered a new Contract, which must go through the quote solicitation process.

"Contractor" means any person or entity who is a party or beneficiary of a Contract with the District.

"Emergency Procurement" means a procurement made in response to an imminent disruption of essential operations or conditions adversely affecting the safety, health or security of persons or property, where it is unfeasible to remedy such disruption or conditions through the use of normal quote solicitation procedures.

"Employee" means individuals providing services for the District and drawing a salary from the District, but excluding independent contractors.

"Goods" means all tangible maintenance, repairs, and operation supplies, physical computer software, and equipment necessary to sustain day-to-day District operations.

"Large Procurement" means the purchase of Goods or Services or Construction by the District in an amount at or in excess of \$5,000.

"President" means the duly elected and acting president of the Board.

"Procurement" means the buying, purchasing, renting, leasing, or otherwise acquiring of any Goods, Services, or Construction, including all functions that pertain to the obtaining of any Goods or Services, or Construction, including descriptions of requirements, selection and solicitation of sources, preparation and award of contract, and all phases of contract administration.

"Professional Services" means the service of a person(s) possessing a high degree of professional skill where the judgment, ability, experiences, and qualifications of the provider(s) play an important part in the selection and primary reason for the service provided.

"Purchase Order" means a Contract for the purchase of Goods, Services or Construction.

"Responsible Bidder" means a Person who has the capability in all respects to perform fully the Contract requirements, and the experience, personnel, integrity, reliability, facilities, capacity, equipment, acceptable past performance and credit which will assure good faith performance.

"Services" means the furnishing of labor, time, or effort by a Contractor, not involving the delivery of a specific end product other than reports which are merely incidental to the required performance. This definition shall not apply to employment agreements, collective bargaining agreements or to the definition of "Professional Services" as provided above.

"Small Procurement" means the purchase of Goods or Services or Construction by the District in an amount less than \$5,000.

"Sole Source Procurement" means a situation created due to the inability to obtain competition. This may result because only one vendor or supplier possesses the unique ability to meet the particular requirements of the solicitation. Sole Source Procurement requires justification from the Board explaining why this is the only source for the requirement.

"Specifications" means any description of the physical or functional characteristics or of the nature of a Good, Service, or Construction item. It may include a description of any requirement for inspecting, testing, or preparing Goods, Services or Construction projects.

"Trustee" means a duly appointed and acting trustee of the District.

"Unauthorized Purchases" means an Unauthorized Purchase occurs when the materials, services, or any expense is charged to the District by a person who has not been given such authority. **This includes ordering materials without an approved Purchase Order when such an order is necessary.** The individual making an unauthorized purchase may incur a personal obligation to the vendor or the District for the expense incurred, even though the materials or services are used for District business.

Policy Committee review: September 30, 2016

Legal review: October 4, 2016

Board Approval: October 19, 2016

POLICY TITLE: **Requests Made Under the Public Records Act**

NUMBER: **5050**

Purpose:

To establish District policy and procedures governing accessibility of District records for inspection and copying.

Background:

Section 6253(a) of the Government Code provides that every person has a right to inspect any public record except those specifically exempted by law. This policy is established in accordance with Government Code Section 6253.4(a) and is designed to be in compliance with the California Public Records Act (Gov. Code § 6250 et seq.) and all existing laws pertaining to the disclosure of public records. If any provision of this policy conflicts with state or federal law, such law shall take precedence.

As used in this policy, the following terms shall have the following meanings:

“District” shall mean the Marin Sonoma Mosquito and Vector Control District.

“Person” shall mean any natural person, corporation, partnership, limited liability company, firm, or association.

“Public record” shall mean any writing containing information relating to the conduct of the public’s business prepared, owned, used, or retained by the District regardless of physical form or characteristics.

“Requestor” shall mean a person, or the representative of a person, who has submitted a request for records to the District.

A “writing” shall mean any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.

Policy:

Disclosable public records of the District are open to inspection by any person at all times during normal office hours at District's headquarters located at 595 Helman Lane, Cotati, California, in accordance with the procedure below. Copies of disclosable public records may be obtained by any person, as set forth in this policy. Any disclosable portion of a record that can be reasonably separated from any portions of the record that are exempt by law shall be made available for inspection and/or copying after the exempt portions have been deleted.

Any request for records and any responding documents may be subject to review by the District's legal counsel prior to any inspection of the records or delivery of copies.

Procedure to Inspect and/or Make Copies:

1. Requests Should be Submitted in Writing.

The District encourages members of the public to submit all records requests, other than requests for billing and account information, in writing, preferably using the "Public Records Request" form attached as Exhibit "A" to this policy and also published on its web site at www.msmosquito.com. Written requests reduce misunderstandings between the requestor and District staff, allowing the District to respond in a timely, more efficient manner. However, the District will not deny a request for records solely because it is not submitted in writing. District staff shall assist the individual in completing the "Public Records Request" form if requested.

2. Requests Should be Submitted to the District's Administrative Assistant.

Requests for public records, other than billing and account information, should be directed to the District's Administrative Assistant. If District staff receive verbal or written requests for records, the staff member shall direct the requestor to District's Administrative Assistant, who will coordinate with other staff members as needed. Requests for billing and account information should be directed to the Financial Manager.

3. Requests Should Clearly Identify the Records.

The requestor should specify the records to be inspected and/or copied with sufficient detail to enable the District to identify the particular record(s) sought. If the request seems ambiguous or unfocused, District staff will make a reasonable effort to obtain additional clarifying information from the requestor that will help identify the record(s). Pursuant to Government Code Section 6253.1, District staff shall, to the extent reasonable, assist the requestor to identify records and information that are responsive to the request or to the purpose of the request, if stated; describe the information technology and physical location in which the records exist; and/or provide suggestions for overcoming any practical basis for denying access to the records or information sought.

4. Making Determinations on Records Requests; Time Extensions.

Requests submitted outside of normal business hours will be deemed received on the following business day. When a request seeks records that require research and/or inquiry, the District shall within ten (10) calendar days from receipt of the request determine whether the request, in whole or in part, seeks disclosable public records in the District's possession. The District's Administrative Assistant shall notify the requestor of the District's determination, the reasons for the determination and, if there are disclosable public records, when and where the records will be available for

inspection and/or copying. In unusual circumstances, as defined in Government Code Section 6253(c), the time limit for providing the determination on a records request may be extended up to an additional fourteen (14) calendar days by written notice from the District's Administrative Assistant to the requestor. Such written notice shall explain the reason(s) for the extension and the date on which a determination is expected to be provided. All determinations from the District shall be in writing and shall be posted prepaid utilizing the USPS or an equivalent service. Any denial of a request for records shall set forth the name and title or position of the District personnel responsible for the denial. Requests for public records may be subject to review by the District's Legal Counsel prior to responding to the requestor. The response to the requestor may come from Legal Counsel.

5. Providing Records for Inspection.

Upon receipt of a request to inspect or copy records, District staff members shall, whenever possible, make disclosable public records promptly available. To protect records against theft or damage and to promote the orderly functioning of the District, actual production of disclosable documents may be reasonably delayed under the following circumstances:

- (a) At the time of the request the records are required by District staff in performing their duties.
- (b) Other persons are inspecting or are waiting to inspect the records.
- (c) The records need to be retrieved from storage.
- (d) At the time of the request, appropriate District personnel are not available to supervise inspection of the records.
- (e) A question exists as to the possible exemption of the record from disclosure and the matter must be referred to legal counsel for review.

6. Providing Copies of Records.

The District shall provide copies of requested disclosable records after payment of fees in accordance with the established fee schedule below. If a large number of copies is requested, District staff may require additional time to prepare the copies. Upon receipt of the appropriate fees, copies of the requested documents will be made available for pick-up. Alternate delivery methods may be utilized at the expense of the requestor (e.g. mailing, FedEx, fax, or e-mail delivery) if reasonably feasible.

7. Document Format.

The District will make disclosable records available in the same format in which it holds the information. To the extent disclosable public records exist in electronic format, the District shall make such records available to the public in the electronic format, so long

as the production in electronic format will not jeopardize or compromise the security or integrity of the original record or of any proprietary software in which it is maintained.

Fees:

A request for a copy of an identifiable public record, for information produced from such a record, or for a certified copy of such a record, must be accompanied by payment of the appropriate fee as determined by District staff based on cost to the District. A fee of \$0.25 per standard page (8.5 x 11) will be charged for copies, and \$.40 per larger size page (8.5 x 14, and 11x17). Fees for other types of reproduction (e.g., photographs, video tapes, etc.) will be based on the cost to the District. If the State Legislature has established a statutory fee for any given record, the statutory fee shall be charged.

Duplication costs of electronic records shall be the direct cost of producing the electronic copy. However, requestors may be required to pay additional costs of producing the electronic copy, such as programming and computer services costs, if the records are only produced at regularly scheduled intervals, or production of the record would require data compilation, extraction or programming in accordance with Government Code Section 6253.9.

Records Not Open for Inspection/Copying:

Records which are exempt from disclosure by law include **but are not limited to** the following:

1. Preliminary drafts, notes or interagency or intra-agency memoranda that are not retained by the District in the ordinary course of business, if the public interest in withholding those records clearly outweighs the public interest in disclosure. (Gov. Code § 6254, subd. (a).)
2. Records pertaining to pending litigation to which the District is a party, or to claims made pursuant to Division 3.6 (commencing with Section 810) of Title 1 of the Government Code, until the pending litigation or claim has been finally adjudicated or otherwise settled. (Gov. Code § 6254, subd. (b).)
3. Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy. (Gov. Code § 6254, subd. (c).)
4. The contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the District relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained. (Gov. Code § 6254, subd. (h).)
5. Records, the disclosure of which is exempted or prohibited pursuant to provisions of federal or state law, including, but not limited to, provisions of the Evidence Code relating to privilege. (Gov. Code § 6254, subd. (k).)

Attachment B

6. Memoranda, correspondence, and writings submitted to the District or its Board of Directors by District’s legal counsel pursuant to the attorney-client privilege. (Evid. Code § 954; Gov. Code §6254(k).)

7. “Trade secrets” as defined in Evidence Code Section 1061 only if the interests of justice are thus best served. (Evid. Code § 1060; Gov. Code §6254(k).)

8. The District Manager, with the advice of Legal Counsel, has determined that the records are exempt from disclosure based upon the finding that the public interest served by not making the record public clearly outweighs the public interest served by the disclosure of the record (Gov. Code § 6255).

This partial list of exemptions is subject to existing State and federal law, and any changes in the laws are automatically incorporated into this policy. An expanded list of exempt documents and documents which are not deemed to be public records is provided in the California Public Records Act.

Policy Committee review: September 30, 2016

Legal review: October 4, 2016

Board Approval: October 19, 2016

Manager's Report

- As you will see from the photo slideshow, the booths and displays at the well-attended Open House were innovative and popular with visitors. This educational event appealed especially to children as in addition to the ladybug giveaway and various contests with prizes, there was face painting, a bouncy castle and other activities. A perennial favorite is the Bug Zoo. Joe Laugher from Congressman Mike Thompson's Santa Rosa office attended the event.
- Following the Board's decision to take the next steps to explore the potential for a revenue measure, staff made the appropriate budgetary adjustments to the current budget. We have been very busy carrying out the many tasks needed to begin community outreach and consultation efforts.
- In connection with the potential revenue measure, a staff member from Lew Edwards group held a speaker's bureau training session for staff members who are performing outreach and community consultation activities. Staff members are now booking and speaking at events to raise awareness of the District, its mission and operational aspects. An informational mailer that will be sent to all single-family households in the District's service area is taking shape.
- The four-page newspaper insert that Public Information Officer Nizza Sequeira and I are working with a publisher to produce is scheduled for completion in late June. Articles and graphics will provide information on the District's activities and several aspects of the integrated vector management program. A short interview with Dr. Sharon Lawler of U.C. Davis will focus on the safety of the pesticide materials used by the District.
- Following the formal bidding process for repainting of the main office building, we made the final selection and awarded the contract. Work is scheduled to begin in mid-June and last five or six days. The colors will be similar to the present scheme.
- We are hoping to schedule an aerial photography flight before the end of the fiscal year to locate unmaintained pools and spas, which are capable of producing large numbers of mosquitoes.
- The balance in the District's trust account for Other Post Employment Benefits is now \$3,246,608.23. 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 valuation report. This report, to be presented to the Board later this year, will measure the District's OPEB liabilities as of July 1, 2019.
- Last month, Education Program/Insect ID Specialist Eric Engh and I met with the leadership staff of the Sonoma County Regional Parks Foundation. We reached agreement on terms for an expanded scope of work for the new three-year agreement between the District and the Parks. As part of the expanded partnership, the vector life cycle and habitat displays and exhibits at the Environmental Discovery Center and other locations will be refreshed. In addition to serving the environmental education field trips (approximately 18,000 children, teachers and parents per year), Parks staff will expand their outreach on vector issues to their growing roster of environmental education and recreation outings. Last year these outings served a diverse public audience of nearly

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14,000 people. Event leaders and park interpretive staff will provide additional information on tick safety and other concerns to hikers and camp participants.

- Following the request for proposals for a redesign of the website, we selected Streamline, who specialize in sites for local government and special districts in particular. The site conversion is already under way and the new site should be ready to launch in early summer.
- An estimate of the District's year-end financial performance will be handed out at the meeting.

Assistant Manager's Report

- Yellowjackets are out foraging and nests are active! The District is receiving service requests on a daily basis regarding yellowjacket issues. Technicians are responding, treating problematic nests, and providing educational information to the public.
- The Receptionists and Vector Control Technicians have been working diligently to record and respond to service requests from the public related to treehole mosquito biting issues. The technicians have been educating the public regarding this mosquito, its behavior, and measures that can be implemented to minimize exposure. Technicians have also been applying mosquito adulticides, via ultra-low volume foggers, to control adult mosquito populations when necessary and possible.
- The District applied liquid and granular mosquito larvicides via helicopter to relatively large areas within tidal marsh habitats and some seasonal wetlands in Sonoma County in May. The tidal marsh mosquitoes and *Culex tarsalis* are going through their life cycle rapidly. This application occurred on a Friday. Through careful logistical planning and the use of two helicopters we were able to treat approximately 1,000 acres by the early afternoon. By the end of the weekend, the mosquitoes would have likely reached the pupal stage, hatched by the thousands, and impacted several towns, cities, agricultural, and wildlife areas.
- Laboratory staff have been collecting ticks in the field and have observed a minimal number of adult *Ixodes pacificus* (western black-legged tick) ticks. Most of the ticks collected have been nymphs. The lab, field staff, and the public have observed robust populations of *Dermacentor* ticks (e.g. American dog tick) in the field.
- The meeting and field trip for the Sonoma Creek Enhancement Project on the San Pablo Bay National Wildlife Refuge I mentioned previously, went well. The water circulation channels the District constructed are working, providing increased tidal exchange, and allowing tidal marsh vegetation to become established. Some of the channels will need to be made larger this coming fall. The project team (Audubon California, USFWS, MSMVCD and consultants) has discussed a draft plan for phase two of the project and is working on project logistics and moving toward construction.
- The District's Marin County Field Supervisor (Marc Nadale) and I are working with Las Gallinas Valley Sanitary District staff to address the reoccurring pond management and resulting mosquito production issues on site. We are also working collaboratively with the

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Marin County Flood Control District and Bel Marin Keys Community Services District to manage water levels and circulation in Pacheco Pond to minimize invasive vegetation, mosquito production, the need for repeated large scale applications of mosquito larvicides, the potential for mosquito-borne disease transmission, and costs to the MSMVCD.

- We took our first trip of the season into the Laguna de Santa Rosa with the airboat. We found several acres of mosquito production that required larvicide treatment. The *Ludwigia* (i.e. creeping water primrose) is plentiful as usual. Staff did observe some odd coloration and stunted growth in patches of *Ludwigia* in certain areas.
- Mosquitofish are available and are being distributed to the public for use in contained sources of mosquito production.
- The Scientific Programs Manager, Kelly Liebman, and I will be attending the University of California Informatics and Geographical Information Systems Program's Drone Camp workshop at U.C. Monterey during the third week of June.
- Our Shop Facilities Coordinator, Steve Delucchi, has invented a modification to our backpack granule applicators so they can be used as ultra-low volume (ULV) foggers for adult mosquito control. The modified unit has passed the droplet test and is generating droplets in the appropriate size spectrum. A second field test will be conducted to determine the swath length of the unit and effectiveness on mosquitoes. If successful, modifying these units will allow for ULV and granule applications from the same unit. These units are approximately one-third the cost of the backpack ULV machines we are currently using and are more durable. Our operations staff has appropriately named the prototype unit the "SD 1000".