

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

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

DATE: October 14, 2020
TIME: 6:00 p.m. (Special Board Meeting will continue into Regular Board Meeting at 7:00 p.m.)

LOCATION: **Teleconference – See Below**

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

The Board Meeting Teleconference:

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

Public Communication:

The public is welcome to address the Board of Trustees on items listed on the Consent Calendar or on other items not listed on the agenda but within the Board's jurisdiction during the general Public Comment period. There will also be an opportunity for the public to comment on other agenda items at the time they are discussed. Please raise your hand using the electronic "raise hand" button Zoom window or provide typed comment via the Q & A button. Both of these features are available at the bottom of the Zoom screen.

The public may submit comments by:

- 1) Emailing comments to dawnw@msosquito.org or
- 2) Delivering written comments via mail to the District; or
- 3) Participating in the teleconference by calling (669) 900-9128 or joining the videoconference at the link provided below:

[Zoom Meeting Link](#)

The Webinar ID is 839 4387 0685

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

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

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

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

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

*Items marked * are enclosed attachments.
Items marked # will be handed out at the meeting.*

1. 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
Cathy Benediktsson, Tiburon	Shaun McCaffery, Healdsburg
Gail Bloom, Larkspur	Matthew Naythons, Sausalito
Tamara Davis, Sonoma Co. at Large	Monique Predovich, Ross
Art Deicke, Santa Rosa	Herb Rowland, Jr., Novato
Julia Ettlin, Windsor	Ed Schulze, Marin Co. at Large
Laurie Gallian, Sonoma	Richard Snyder, Belvedere (<i>Secretary</i>)
Una Glass, Sebastopol	Michael Thompson, Rohnert Park (<i>Second V.P.</i>)
Pamela Harlem, San Rafael (<i>First V.P.</i>)	David Witt, Mill Valley
Susan Hootkins, Petaluma	Carol Pigoni, Cloverdale (<i>President</i>)

Open Seats:

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

4. PUBLIC TIME

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

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

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

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

5. CONSENT CALENDAR

A. APPROVAL OF AGENDA

B.* MINUTES – Minutes for Board Meeting held on August 12, 2020.

C.* FINANCIAL

Warrants – August 2020

August Payroll: \$ 193,032.90

August Expenditures: \$1,417,891.01

Total: \$1,610,923.91

Void Check: \$2,781,000.00

D.* FINANCIAL

Warrants – September 2020

September Payroll: \$197,003.80

September Expenditures: \$444,678.83

Total: \$641,682.63

ACTION NEEDED

INFORMATION ENCLOSED

E.* 1ST QUARTER FINANCIAL STATEMENT

INFORMATION ENCLOSED

F. ENDING ACCOUNT BALANCES:

Operating Fund: \$9,496,595.57

6. **NEW BUSINESS**

A. **Report by Public Information Officer Nizza Sequeira**

B.* **Report on Implementation of Recommendations regarding District Financial Office Continuity of Operations, including Software System Replacement, and Request for Direction to staff.**

Please see attached staff report.

ACTION NEEDED

The Executive Committee and staff recommend that the Board:

1. Review & discuss the enclosed staff report, the summary report by Municipal Resource Group and attached spreadsheet showing which recommendations have been implemented to date.
2. Consider a motion to direct staff to investigate at least five alternative financial management information systems and report back to the Board with costs, analysis and recommendations for further action.

INFORMATION ENCLOSED

C. **Mechanic/Facilities Manager Position**

Staff Report

In keeping with the Board's direction provided at the August 12th, 2020 meeting, management met and conferred with the Western Council of Engineers and its employee representatives. After discussions regarding the salary scale for this position, including the compensation study by Bryce Consulting, the following four-step salary scale was agreed upon:

Step 1: \$97,041

Step 2: \$102,147

Step 3: \$107,525

Step 4: \$113,184

Additionally, the parties agreed that:

- i. This action does not set any precedent for future salary adjustments for this classification or other job classifications in the District.
- ii. The weight limit in the job description will be rephrased to require, "the ability to lift up to, and including, 50 pounds on a regular basis, and the ability to occasionally lift various items between 50 and 75 pounds."
- iii. The Mechanic/Facilities Manager job classification will be placed in the Management Confidential Bargaining Unit.
- iii. The District will conduct an analysis of overtime eligibility and present its findings to the Union at a follow-up meeting.
- iv. In the meantime, the District will proceed with a recruitment for this position.

D.* Proposed Revision to GASB 54 Fund Balance Policy 5060

Please see attached staff report.

ACTION NEEDED

Staff Recommendation:

1. Review & discuss this report, the attached draft revised Fund Balance Policy and Resolution 2020/21-01.
2. Consider a motion to adopt the proposed Resolution 2020/21-01, which adopts revisions to Policy 5060 of the Board Policy Manual.

INFORMATION ENCLOSED (*Exhibit A*)

E.* Electronic Signature Use Policy 5070

Please see attached staff report.

ACTION NEEDED

Staff Recommendation:

1. Review & discuss the attached draft Electronic Signature Use Policy and Resolution 2020/21-02.
2. Consider a motion to adopt the proposed Resolution 2020/21-02.

INFORMATION ENCLOSED (*Exhibit B*)

F.* Minutes of Board Meetings Policy 5080

Please see attached staff report.

ACTION NEEDED

Staff Recommendation:

1. Review & discuss the attached draft Minutes of Board Meeting Minutes Policy and Resolution 2020/21-03.
2. Consider a motion to adopt the proposed Resolution 2020/21-03.
3. Direct staff to add the “Minutes of Board Meetings” policy as Section 5080 of the Board Policy Manual.

INFORMATION ENCLOSED (*Exhibit C*)

7. COMMITTEE & STAFF REPORTS

A. Executive Committee

Report by President Carol Pigoni

8.* MANAGER’S REPORTS

INFORMATION ENCLOSED

9. WRITTEN COMMUNICATIONS

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

10. OPEN TIME FOR BOARD OR STAFF COMMENTS

11. ADJOURNMENT

Marin/Sonoma Mosquito & Vector Control District

Board of Trustees
595 Helman Lane
Cotati, CA 94931

Meeting Held via Videoconference

August 12, 2020

SPECIAL & REGULAR BOARD MEETING MINUTES

1. CLOSED SESSION

A. California Government Code Section 54957

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Position: District Manager

Report and recommendations by Executive Committee and General Counsel

California Government Code Section 54957.6

CONFERENCE WITH LABOR NEGOTIATORS

Agency Designated Representative: General Counsel, Executive Committee

Unrepresented Employee: District Manager

B. Closed Session adjourned at 6:40 pm.

2. CALL TO ORDER

President Pigoni called the meeting to order in open session at 6:50 pm.

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

Members present:

Bloom, Gail

Davis, Tamara

Deicke, Art

Ettlin, Julia

Gallian, Laurie

Harlem, Pamela

Hootkins, Susan

Naythons, Matthew

McCaffery, Shaun

Predovich, Monique

Rowland Jr., Herb

Schulze, Ed

Snyder, Richard

Witt, David

Pigoni, Carol

Members absent:

Ackerman, Bruce
Glass, Una
Khush, Ranjiv
Thompson, Michael

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

Others present:

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

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

General Counsel, Janet Coleson noted that the reporting out on the closed session would occur during Item 7I, First Amendment to District Manager Employment Agreement Report.

5. **APPOINTMENT OF NEW TRUSTEE**

Trustee Cathy Benediktsson, appointed by the Town of Tiburon, introduced herself and was welcomed by fellow Board members.

This item was moved to be discussed after Item 12, Open Time for Board or Staff Comments. Item 8D, Laboratory Update was moved to be presented after Item 4, Roll Call.

8. **NEW BUSINESS**

D. Laboratory Update

Scientific Programs Manager Dr. Kelly Liebman gave a detailed presentation on the adult mosquito control program, provided an update on the changes to the invasive *Aedes* mosquito surveillance program, also noting some recent developments in the tick surveillance program. Over the past few years, Dr. Liebman has been working on various reports, presentations and educational material in collaboration with laboratory staff and the Public Information Officer. The laboratory staff has also collaborated with a number of universities, government agencies and private businesses on projects ranging from pesticide trials and water quality studies. They have followed up on a number of vector-borne diseases in collaboration with the state health department and local health jurisdictions. Most recently, Dr. Liebman completed the FAA's Part 107 review course for the unmanned aerial systems remote pilot certificate and remotely attended the University of California's virtual drone camp.

6. **PUBLIC TIME**

No public comment.

7. **CONSENT CALENDAR**

A. CHANGES TO AGENDA/APPROVAL OF AGENDA

B.* MINUTES – Minutes for Board Meeting held on June 17, 2020.

C.* FINANCIAL

Warrants – June 2020

June Payroll: \$194,535.24

June Expenditures: \$561,265.41

Total: \$755,800.65

D.* FINANCIAL

Warrants – June 2020

June Payroll: \$ 191,323.52

June Expenditures: \$3,415,068.79

Total: \$3,606,392.31

E. ENDING ACCOUNT BALANCES:

Operating Fund: \$11,284,215.23

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

Motion passed with a roll call vote:

***Ayes:** Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlin, Trustee Gallian, Trustee Harlem, Trustee Hootkins, Trustee McCaffery, Trustee Naythons, Trustee Predovich, Trustee Rowland, Trustee Schulze, Trustee Snyder, Trustee Witt and Trustee Pigoni*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee Ackerman, Trustee Glass, Trustee Khush, and Trustee Thompson*

8. **NEW BUSINESS**

A. FY 19-20 Preliminary Financial Report

Manager Smith introduced the report prepared by Financial Manager Jennifer Crayne showing the preliminary financial results for FY 19-20, noting that final results will be provided as part of the annual financial Audit to be presented at the Board's November 2020 meeting.

B. Monthly Billing and Treatment Operations Cost Control Billing Sheet for FY 2020-21.

Manager Smith explained that the Cost Control Billing Sheet (CCBS) is used to calculate charges to other agencies or private businesses for services rendered by the District. Many public agencies pay little or nothing in taxes or benefit assessment revenues for District services, so the CCBS is the mechanism used to recoup these expenditures through the accounts receivable

process. This year Ms. Crayne made some significant refinements to the CCBS, and it now more accurately reflects the District's costs.

It was M/S Trustee Davis/Trustee Deicke to approve the Monthly Billing and Treatment Operations Cost Control Billing Sheet:

Motion passed with a roll call vote:

***Ayes:** Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlin, Trustee Gallian, Trustee Harlem, Trustee Hootkins, Trustee McCaffery, Trustee Naythons, Trustee Predovich, Trustee Rowland, Trustee Schulze, Trustee Snyder, Trustee Witt and Trustee Pigoni*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee Ackerman, Trustee Glass, Trustee Khush, and Trustee Thompson*

C. Presentation by Jeff Wickman, Marin County Employees Retirement Association (MCERA) Administrator.

Mr. Wickman explained that MCERA's retirement plan offers a defined benefit plan to its member agencies. The MCERA Board's basic charge is to collect the contributions, invest them and then pay the benefits that were promised to the employees.

A vested member or their beneficiary receives a lifetime retirement benefit based on a predetermined fixed formula. The District currently offers two benefit tiers. Both formulas include the highest average compensation received (single year for Classic members, or a three-year average for PEPRA members), the years of service, and a benefit formula of 2% at 55 ½ for Classic members and 2% at 62 for PEPRA members. The plan is funded by contributions from the employees, the employer, and earnings from MCERA's investments.

The Classic tier applies to staff who became MCERA members on or before December 31, 2012. The Public Employee Pension Reform Act (PEPRA) tier was established as a result of the Public Employees' Pension Reform Act of 2013, which created a lower cost tier of benefits for employers. Members of the PEPRA tier are those who entered MCERA on or after January 1, 2013, and who do not have reciprocity from former qualifying employment.

The most recent valuation shows that the District's plan is 56.5% funded for active employees, (retirees are always 100% funded), resulting in an overall funded ratio of 89%. MCERA is now embarking on a three-year lookback or "experience study" and will also prepare a new actuarial valuation using July 1st, 2020 as the measurement date.

Taken out of sequence and moved to follow Item 4, Roll Call

D. Laboratory Update

E. Proposed Updates to District Employee Policy Manual

The presentation by Kelly Tuffo of Liebert Cassidy Whitmore highlighted all the proposed changes, additions and updates to this major revision of the District's Employee Policy Manual, which was originally issued in 2010. All the proposed changes had been reviewed and approved by the Western Council of Engineers after several meetings with District management staff, with Ms. Tuffo serving as the negotiator.

It was M/S Trustee Schulze/Trustee Gallian to approve the updated District Employee Policy Manual:

Motion passed with a roll call vote:

Ayes: Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlin, Trustee Gallian, Trustee Harlem, Trustee Hootkins, Trustee McCaffery, Trustee Naythons, Trustee Predovich, Trustee Rowland, Trustee Schulze, Trustee Snyder, Trustee Witt and Trustee Pigoni

No: (none)

Abstain: (none)

Absent: Trustee Ackerman, Trustee Glass, Trustee Khush, and Trustee Thompson

F. Proposed Temporary Revision to Board Policy Manual Section 5020 (Banking Direct Deposit Policy and Procedures)

Manager Smith explained that recently the District's Financial Manager discovered that the Marin County Department of Finance (DoF) had not transferred the funds she requested to the District's payroll account with Exchange Bank.

Due in part to COVID-19 related issues, with many County DoF employees working remotely, the County now requires at least 5 (five) business days advance notice to process ACH transfers, instead of the former 48 hours. Additionally, the transfers are now processed only on Tuesdays and Thursdays and Paylocity (the District's payroll service provider) imposes its own added lead times for payroll processing. Since the District came uncomfortably close to not being able to compensate its employees on time, through the proposed modification to Section 2020 of the Board Policy Manual, staff requested to increase the balance in the Exchange Bank payroll account by \$125,000. The intent of the action was to provide a reserve in the amount of a typical payroll in the Exchange Bank account, to serve as backup in case of a similar delay in future. Staff committed to reporting back to the Board when the pandemic was no longer affecting County DoF's deadlines and lead times.

It was M/S Trustee Schulze/Trustee Gallian to:

- 1. Approve the proposed change to Board Policy Manual Section 5020*
- 2. Authorize staff to increase the balance in the Exchange Bank payroll account by \$125,000*
- 3. Direct staff to report back when the County of Marin returns to normal accounts payable and ACH transaction processing deadlines*

Motion passed with a roll call vote:

Ayes: Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlin, Trustee Gallian, Trustee Harlem, Trustee Hootkins, Trustee McCaffery, Trustee Naythons, Trustee Predovich, Trustee Rowland, Trustee Schulze, Trustee Snyder, Trustee Witt and Trustee Pigoni

No: (none)

Abstain: (none)

Absent: Trustee Ackerman, Trustee Glass, Trustee Khush, and Trustee Thompson

G. Proposed New District Operations Manual & Two Revised Policies

Assistant Manager Hawk explained that the two policies presented, entitled respectively “Public Notification of Truck-Mounted Adult Mosquito Control Operations” and “No Adult Mosquito Control List,” needed to be updated and revised due to their proving very problematic to implement. Additionally, the policies were currently located in the Employee Policy Manual and would be better suited to the proposed new District Operations Manual.

It was M/S Trustee Davis/Trustee Schulze to:

- 1. Direct staff to create a District Operations Manual*
- 2. Approve the proposed new policy titled “Public Notification of Truck-Mounted Adult Mosquito Control Operations.”*
- 3. Approve the proposed new policy titled “No Adult Mosquito Control List”*
- 4. Repeal the former District Employee Manual Policy A-200 “Adult Mosquito No Spray List”*
- 5. Repeal the former District Employee Manual Policy A-300 “Adult Mosquito No Spray List”*

Motion passed with a roll call vote:

Ayes: Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlin, Trustee Gallian, Trustee Harlem, Trustee Hootkins, Trustee McCaffery, Trustee Naythons, Trustee Predovich, Trustee Rowland, Trustee Schulze, Trustee Snyder, Trustee Witt and Trustee Pigoni

No: (none)

Abstain: (none)

Absent: Trustee Ackerman, Trustee Glass, Trustee Khush, and Trustee Thompson

H. Sonoma Creek Enhancement Project: Phase 2

Assistant Manager Hawk reminded the Board that in 2007 the District entered a partnership with the United States Fish and Wildlife Service and Audubon California to carry out the first phase of the Sonoma Creek Enhancement Project. The project site has been a copious source of mosquito production, costing the District considerable substantial sums each year for surveillance and aerial larvicide applications. Presently the project sponsors believe they have sufficient grant funding to complete the work, but depending on potential difficulties encountered by the specialized contractor on the challenging site, additional funds may be necessary to complete the work. Completion of the project should greatly reduce the necessity for repeated larvicide applications, thus lowering the District’s costs, which run into the tens of thousands each year.

It was M/S Trustee Naythons/Trustee Hootkins to:

- 1. Expend an amount not to exceed \$42,000 from the District's current budget for "As-Needed" items (1-8230-99) to be used as a contingency funding to allow for completion of the project, only if costs exceed the available project budget.*
- 2. Report back to the Board at a subsequent meeting on the project's status and detailing any expenditures made by the District.*

Motion passed with a roll call vote:

Ayes: Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlin, Trustee Gallian, Trustee Harlem, Trustee Hootkins, Trustee McCaffery, Trustee Naythons, Trustee Predovich, Trustee Rowland, Trustee Schulze, Trustee Snyder, Trustee Witt and Trustee Pigoni

No: (none)

Abstain: (none)

Absent: Trustee Ackerman, Trustee Glass, Trustee Khush, and Trustee Thompson

I. First Amendment to District Manager Employment Agreement Report from closed session.

General Counsel Janet Coleson indicated that the Board's report out of "Closed Session" was that the Board recommended amending "Section 5.0 Salary," of the District Manager's contract with (2) two successive 5.5 percent increases, one for this year and the second next year. The first increase would take effect on September 1, 2020 (for \$11,308.16 annually) and the second increase of \$11,930.11 would occur on July 1, 2021. (*Ms. Coleson read aloud the First Amendment of Manager Smith's contract, including the amounts of the planned salary increases.*)

It was M/S Trustee Davis/Trustee Gallian to:

- 1. Review and discuss the proposed First Amendment to Section 5.0 of the Amended and Restated District Manager Employment Agreement*
- 2. Establish and state verbally the salary increases to be made to Section 5.0 of the existing Agreement*
- 3. Authorize the Board President to execute the First Amendment to the District Manager Amended and Restated Employment Agreement.*

Motion passed with a roll call vote:

Ayes: Trustee Bloom, Trustee Davis, Trustee Ettlin, Trustee Gallian, Trustee Harlem, Trustee Hootkins, Trustee McCaffery, Trustee Naythons, Trustee Predovich, Trustee Rowland, Trustee Schulze, Trustee Snyder, Trustee Witt and Trustee Pigoni

No: Trustee Deicke

Abstain: (none)

Absent: Trustee Ackerman, Trustee Glass, Trustee Khush, and Trustee Thompson

9. COMMITTEE & STAFF REPORTS

A. Executive Committee

President Pigoni noted that the committee met on July 23rd, 2020 to review all the items set forth on the agenda this evening and to engage in discussions with Manager Smith and staff regarding the COVID-19 pandemic's impacts on the District. Additionally the committee discussed the updates that were

mentioned in Manager's report and carried out a follow-up evaluation of the Manager's 2019 performance review, which was originally conducted in December 2019.

10. **MANAGER'S REPORT**

Manager Smith and Assistant Manager Hawk offered to answer any questions pertaining to their written reports. (Manager's and Assistant Manager's reports were included in the August Board packet)

11. **WRITTEN COMMUNICATIONS**

No written communications.

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

Trustee Davis suggested more frequent meetings of the Board with reduced content, due to the considerable length of the meeting. Staff apologized and agreed to keep this in mind when planning meeting agendas.

Trustee Schulze reported that Ms. Pat Eklund, Mayor of Novato, appreciated the District's diligent service while dealing with a yellowjacket nest.

Trustee Naythons reported that Mr. Tod Moody from Tiburon was pleased with the next-day service provided while treating a wasp nest.

Taken out of sequence

5. **APPOINTMENT OF NEW TRUSTEE**

Ms. Cathy Benediktsson, Trustee for the Town of Tiburon, remarked that the presentations were impressive and informative.

13. **ADJOURNMENT**

There being no further business to come before the Board, it was M/S Trustee Davis/Trustee Schulze to adjourn the meeting at 9:49 pm.

District Representative
MSMVCD

Date of Approval

Trustee
MSMVCD Board of Trustees

Date of Approval

Marin/Sonoma Mosquito & Vector Control District
Full Time Payroll 8/14/20

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount	Dir Dep
904	Regular	8/14/2020	114	Crayne, Jennifer M	3,164.80	3,164.80
905	Regular	8/14/2020	87	Smith, Philip D	5,522.01	5,522.01
906	Regular	8/14/2020	81	Williams, Dawn A	2,086.16	2,086.16
907	Regular	8/14/2020	60	Brooks, Sarah M	3,151.40	3,151.40
908	Regular	8/14/2020	64	Holt, Kristen A	3,059.20	3,059.20
909	Regular	8/14/2020	118	Liebman, Kelly A	3,367.21	3,367.21
910	Regular	8/14/2020	62	Beardsley, Kevin G	2,026.26	2,026.26
911	Regular	8/14/2020	86	Beck, David G	2,850.23	2,850.23
912	Regular	8/14/2020	26	Cole, Michael S	3,079.03	3,079.03
913	Regular	8/14/2020	76	Engh, Eric S	3,230.29	3,230.29
914	Regular	8/14/2020	55	Hawk, Erik T	4,286.11	4,286.11
915	Regular	8/14/2020	93	Karinen, Kasey L	2,423.36	2,423.36
916	Regular	8/14/2020	48	Leslie, Daniel W	3,080.99	3,080.99
917	Regular	8/14/2020	74	Miller, Steven L	2,744.48	2,744.48
918	Regular	8/14/2020	63	Mohrman Jr, John C	2,778.97	2,778.97
919	Regular	8/14/2020	52	Morton, Robert D	2,669.42	2,669.42
920	Regular	8/14/2020	61	Nadale, Marc A	2,860.08	2,860.08
921	Regular	8/14/2020	96	Newman, Jared K	2,291.95	2,291.95
922	Regular	8/14/2020	34	Ohlinger, Bruce R	2,832.00	2,832.00
923	Regular	8/14/2020	58	Petersen, Jeffery R	2,821.65	2,821.65
924	Regular	8/14/2020	67	Picinich, Nick A	2,301.03	2,301.03
925	Regular	8/14/2020	40	Reed, Nathen C	3,196.03	3,196.03
926	Regular	8/14/2020	53	Russo Jr, Anthony J	2,880.24	2,880.24
927	Regular	8/14/2020	45	Sequeira, Jason A	3,162.96	3,162.96
928	Regular	8/14/2020	106	Smith, James L	2,484.59	2,484.59
929	Regular	8/14/2020	68	Tescallo, Joseph A	1,681.15	1,681.15
930	Regular	8/14/2020	56	Thomas-Nett, Teresa A	2,472.45	2,472.45
931	Regular	8/14/2020	120	Tyner, Keith W	2,725.12	2,725.12
932	Regular	8/14/2020	54	Wells, Michael L	3,333.64	3,333.64
933	Regular	8/14/2020	104	McGovern, Robert A	3,102.18	3,102.18
934	Regular	8/14/2020	37	Sequeira, Nizza N	3,094.34	3,094.34
Totals for Payroll Checks		31 Items			90,759.33	90,759.33

Summary

Totals	Check Type	Count	Net Amount	Dir Dep
	Regular	31	90,759.33	90,759.33
	Totals	31	90,759.33	90,759.33

Report Totals

Check Type	Count	Net Amount	Dir Dep
Regular	31	90,759.33	90,759.33
Totals	31	90,759.33	90,759.33

Marin/Sonoma Mosquito & Vector Control District
Seasonal Payroll 8/14/20

Check/Voucher	Check Type	Check Date	Employee Id	Employee	Net Amount	Dir Dep
938	Regular	8/14/2020	123	Tomanek,	1,181.01	1,181.01
939	Regular	8/14/2020	124	Dreyer, Rebecca	1,255.32	1,255.32
940	Regular	8/14/2020	115	Ball, Bradley A	1,358.30	1,358.30
941	Regular	8/14/2020	125	O'Donnell, Ty	823.16	823.16
942	Regular	8/14/2020	119	Richtik,	1,361.96	1,361.96
Totals for Payroll Checks		5 Items			5,979.75	5,979.75

Summary

Totals	Check Type	Count	Net Amount	Dir Dep
	Regular	5	5,979.75	5,979.75
	Totals	5	5,979.75	5,979.75

Report Totals

Check Type	Count	Net Amount	Dir Dep
Regular	5	5,979.75	5,979.75
Totals	5	5,979.75	5,979.75

Marin/Sonoma Mosquito & Vector Control District
 Fulltime Payroll
 Paydate: 8/31/20

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount	Dir Dep
955	Regular	8/31/2020	114	Crayne, Jennifer M	3,164.80	3,164.80
956	Regular	8/31/2020	83	Delsid, Paula A	603.02	603.02
957	Regular	8/31/2020	87	Smith, Philip D	5,528.91	5,528.91
958	Regular	8/31/2020	81	Williams, Dawn A	2,086.16	2,086.16
959	Regular	8/31/2020	60	Brooks, Sarah M	3,151.40	3,151.40
960	Regular	8/31/2020	64	Holt, Kristen A	3,059.20	3,059.20
961	Regular	8/31/2020	118	Liebman, Kelly A	3,367.25	3,367.25
962	Regular	8/31/2020	62	Beardsley, Kevin G	2,026.22	2,026.22
963	Regular	8/31/2020	86	Beck, David G	2,850.23	2,850.23
964	Regular	8/31/2020	26	Cole, Michael S	3,079.03	3,079.03
965	Regular	8/31/2020	76	Engh, Eric S	3,230.29	3,230.29
966	Regular	8/31/2020	55	Hawk, Erik T	4,286.11	4,286.11
967	Regular	8/31/2020	93	Karinen, Kasey L	2,423.36	2,423.36
968	Regular	8/31/2020	48	Leslie, Daniel W	3,081.03	3,081.03
969	Regular	8/31/2020	74	Miller, Steven L	2,744.48	2,744.48
970	Regular	8/31/2020	63	Mohrman Jr, John C	2,778.97	2,778.97
971	Regular	8/31/2020	52	Morton, Robert D	2,669.42	2,669.42
972	Regular	8/31/2020	61	Nadale, Marc A	2,860.08	2,860.08
973	Regular	8/31/2020	96	Newman, Jared K	2,291.95	2,291.95
974	Regular	8/31/2020	34	Ohlinger, Bruce R	2,195.49	2,195.49
975	Regular	8/31/2020	58	Petersen, Jeffery R	2,821.65	2,821.65
976	Regular	8/31/2020	67	Picinich, Nick A	2,301.03	2,301.03
977	Regular	8/31/2020	40	Reed, Nathen C	3,196.03	3,196.03
978	Regular	8/31/2020	53	Russo Jr, Anthony J	2,880.24	2,880.24
979	Regular	8/31/2020	45	Sequeira, Jason A	3,162.96	3,162.96
980	Regular	8/31/2020	106	Smith, James L	2,484.59	2,484.59
981	Regular	8/31/2020	68	Tescalco, Joseph A	1,681.11	1,681.11
982	Regular	8/31/2020	56	Thomas-Nett, Teresa A	2,472.45	2,472.45
983	Regular	8/31/2020	120	Tyner, Keith W	2,725.12	2,725.12
984	Regular	8/31/2020	54	Wells, Michael L	2,699.13	2,699.13
985	Regular	8/31/2020	104	McGovern, Robert A	3,102.18	3,102.18
986	Regular	8/31/2020	37	Sequeira, Nizza N	3,094.34	3,094.34

Totals for Payroll Checks **32 Items** **90,098.23** **90,098.23**
Summary

Check Type	Count	Net Amount	Dir Dep
Regular	32	90,098.23	90,098.23
Totals	32	90,098.23	90,098.23

Report Totals

Check Type	Count	Net Amount	Dir Dep
Regular	32	90,098.23	90,098.23
Totals	32	90,098.23	90,098.23

Marin/Sonoma Mosquito & Vector Control District
 Seasonal Payroll
 Pay Date: 8/31/20

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount	Dir Dep
946	Regular	8/31/2020	123	Tomanek, Bonnie S	1,181.01	1,181.01
947	Regular	8/31/2020	124	Dreyer, Rebecca	1,255.32	1,255.32
948	Regular	8/31/2020	115	Ball, Bradley A	1,358.30	1,358.30
949	Regular	8/31/2020	125	O'Donnell, Ty	1,039.00	1,039.00
950	Regular	8/31/2020	119	Richtik, Raymond M	1,361.96	1,361.96
Totals for Payroll Checks		5 Items			6,195.59	6,195.59

Check Type	Count	Net Amount	Dir Dep
Regular	5	6,195.59	6,195.59
Totals	5	6,195.59	6,195.59

Report Totals

Check Type	Count	Net Amount	Dir Dep
Regular	5	6,195.59	6,195.59
Totals	5	6,195.59	6,195.59

	Account	Date	Amount
H	7487	07/08/2020	2,781,000.00
	Total		2,781,000.00
	Count		1

Check	Description
806454632	VOID CALPERS

Void Check # 806454632

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

Signature: Amara Davis
Signature: DSmith

A/P 8.00.20

Account	Date	Amount	Check	Description
H 7487	08/06/2020	86,576.26	806454696	ADAPCO, INC.
H 7487	08/06/2020	13,178.21	806454697	ARCHITECTURAL PLASTICS, INC.
H 7487	08/06/2020	112.30	806454698	AT & T
H 7487	08/06/2020	2,327.50	806454699	BARTEL ASSOCIATES, LLC
H 7487	08/06/2020	310.00	806454700	BARTEL ASSOCIATES, LLC
H 7487	08/06/2020	890.00	806454701	BOFILL CONSTRUCTION
H 7487	08/06/2020	1,062.00	806454702	BOLT
H 7487	08/06/2020	929,750.00	806454703	CALPERS
H 7487	08/06/2020	4,475.00	806454704	CALPERS 457 PLAN
H 7487	08/06/2020	2,230.25	806454705	CINTAS CORPORATION
H 7487	08/06/2020	3,679.54	806454706	CLARKE MOSQUITO CONTROL PRODUCTS, I
H 7487	08/06/2020	350.49	806454707	COMMON SENSE BUSINESS SOLUTIONS, IN
H 7487	08/06/2020	1,944.12	806454708	COMPLETE WELDERS SUPPLY, INC.
H 7487	08/06/2020	3,491.34	806454709	DELTA DENTAL OF CALIFORNIA
H 7487	08/06/2020	600.00	806454710	ECONOMY PLUMBING
H 7487	08/06/2020	75.00	806454711	FARM BUREAU
H 7487	08/06/2020	2,480.00	806454712	GREEN VINE LANDSCAPING, INC.
H 7487	08/06/2020	177.24	806454713	THE HARTFORD
H 7487	08/06/2020	44.39	806454714	HOME DEPOT CREDIT SERVICES
H 7487	08/06/2020	12,772.00	806454715	LIEBERT CASSIDY WHITMORE
H 7487	08/06/2020	200.00	806454716	MARC NADALE
H 7487	08/06/2020	3,024.74	806454717	NATIONWIDE TRUST COMPANY, FSB
H 7487	08/06/2020	9,079.07	806454718	NORTH BAY PETROLEUM
H 7487	08/06/2020	1,428.40	806454719	CYNTHIA RIHA
H 7487	08/06/2020	36.56	806454720	SANTA ROSA AUTO PARTS
H 7487	08/06/2020	103.00	806454721	SONOMA MEDIA INVESTMENTS, LLC
H 7487	08/06/2020	125.00	806454722	SPARK CREATIVE DESIGN
H 7487	08/06/2020	1,267.08	806454723	STROUPE PETROLEUM MAINTENANCE, INC.
H 7487	08/06/2020	552.07	806454724	TASC
H 7487	08/06/2020	782.20	806454725	TEAMSTERS LOCAL UNION NO. 856 HEALT
H 7487	08/06/2020	7,384.08	806454726	UNIVAR USA INC
H 7487	08/06/2020	66.49	806454727	UPS
H 7487	08/06/2020	2,169.22	806454728	VERIZON WIRELESS
H 7487	08/06/2020	861.89	806454729	VISION SERVICE PLAN (CA)
Total		1,093,605.44		
Count		34		

During the signing of these checks
all supporting documents were provided

Signature: Jamara Davis
Signature: A. Smith

A/P 8.21.20

Account	Date	Amount	Check	Description
H 7487	08/21/2020	27,860.60	806454730	ADAPCO, INC.
H 7487	08/21/2020	1,279.14	806454731	AFLAC
H 7487	08/21/2020	5,000.00	806454732	ALDRICH NETWORK CONSULTING
H 7487	08/21/2020	1,334.57	806454733	ALDRICH NETWORK CONSULTING
H 7487	08/21/2020	33,387.00	806454734	ALPINE HELICOPTER SERVICE INC
H 7487	08/21/2020	1,436.49	806454735	ARCHITECTURAL PLASTICS, INC.
H 7487	08/21/2020	1,364.61	806454736	BAY ALARM COMPANY
H 7487	08/21/2020	2,124.00	806454737	BOLT
H 7487	08/21/2020	2,362.33	806454738	BRODIE'S TIRE & BRAKE INC.
H 7487	08/21/2020	4,475.00	806454739	CALPERS 457 PLAN
H 7487	08/21/2020	18,328.84	806454740	CLARKE MOSQUITO CONTROL PRODUCTS, I
H 7487	08/21/2020	155.05	806454741	COMCAST BUSINESS
H 7487	08/21/2020	18,833.67	806454742	COUNTY OF MARIN
H 7487	08/21/2020	46.61	806454743	FISHER SCIENTIFIC
H 7487	08/21/2020	777.86	806454744	GREAT AMERICA FINANCIAL SERVICES
H 7487	08/21/2020	1,610.75	806454745	GREEN VINE LANDSCAPING, INC.
H 7487	08/21/2020	31.25	806454746	ICMA RETIREMENT CORPORATION
H 7487	08/21/2020	832.02	806454747	INTERSTATE BATTERY SYSTEM
H 7487	08/21/2020	52,923.83	806454748	KAISER FOUNDATION HEALTH PLAN
H 7487	08/21/2020	2,075.01	806454749	LEADING EDGE ASSOCIATES, INC.
H 7487	08/21/2020	5,930.43	806454750	LIFE TECHNOLOGIES CORPORATION
H 7487	08/21/2020	120,952.60	806454751	MARIN COUNTY EMPLOYEES RETIREMENT A
H 7487	08/21/2020	50.00	806454752	MARIN INDEPENDENT JOURNAL
H 7487	08/21/2020	1,051.71	806454753	MITEL
H 7487	08/21/2020	3,024.74	806454754	NATIONWIDE TRUST COMPANY, FSB
H 7487	08/21/2020	257.20	806454755	NORTH MARIN WATER DISTRICT
H 7487	08/21/2020	80.03	806454756	OFFICE DEPOT BUSINESS CREDIT
H 7487	08/21/2020	23.82	806454757	P.G. & E.
H 7487	08/21/2020	1,336.31	806454758	P.G. & E.
H 7487	08/21/2020	1,475.00	806454759	PATRICK VON ELM
H 7487	08/21/2020	231.03	806454760	RECOLOGY SONOMA MARIN
H 7487	08/21/2020	49.48	806454761	REDWOOD LOCK LLC
H 7487	08/21/2020	776.88	806454762	SANTA ROSA AUTO PARTS
H 7487	08/21/2020	93.96	806454763	SEBASTOPOL BEARING & HYDRAULIC
H 7487	08/21/2020	4,955.00	806454764	SONOMA MEDIA GROUP
H 7487	08/21/2020	706.77	806454765	STROUPE PETROLEUM MAINTENANCE, INC.
H 7487	08/21/2020	552.07	806454766	TASC
H 7487	08/21/2020	104.49	806454767	UPS
H 7487	08/21/2020	4,551.41	806454768	US BANK
H 7487	08/21/2020	1,844.01	806454769	VANTAGEPOINT TRANSFER AGENTS-803673
Total		324,285.57		
Count		40		

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

Signature: *Tamara Davis*
Signature: *P. Smith*

Marin/Sonoma Mosquito & Vector Control District
 Fulltime Payroll
 Paydate 9/15/20

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount	Dir Dep
990	Regular	9/15/2020	114	Crayne, Jennifer M	3,131.91	3,131.91
991	Regular	9/15/2020	83	Delsid, Paula A	1,530.62	1,530.62
992	Regular	9/15/2020	87	Smith, Philip D	5,815.52	5,815.52
993	Regular	9/15/2020	81	Williams, Dawn A	2,086.16	2,086.16
994	Regular	9/15/2020	60	Brooks, Sarah M	3,151.40	3,151.40
995	Regular	9/15/2020	64	Holt, Kristen A	3,059.20	3,059.20
996	Regular	9/15/2020	118	Liebman, Kelly A	3,367.21	3,367.21
997	Regular	9/15/2020	62	Beardsley, Kevin G	2,026.22	2,026.22
998	Regular	9/15/2020	86	Beck, David G	2,850.23	2,850.23
999	Regular	9/15/2020	26	Cole, Michael S	3,079.03	3,079.03
1000	Regular	9/15/2020	76	Engh, Eric S	3,080.29	3,080.29
1001	Regular	9/15/2020	55	Hawk, Erik T	4,286.11	4,286.11
1002	Regular	9/15/2020	93	Karinen, Kasey L	2,423.36	2,423.36
1003	Regular	9/15/2020	48	Leslie, Daniel W	3,475.74	3,475.74
1004	Regular	9/15/2020	74	Miller, Steven L	2,744.48	2,744.48
1005	Regular	9/15/2020	63	Mohrman Jr, John C	2,778.97	2,778.97
1006	Regular	9/15/2020	52	Morton, Robert D	2,669.42	2,669.42
1007	Regular	9/15/2020	61	Nadale, Marc A	2,860.08	2,860.08
1008	Regular	9/15/2020	96	Newman, Jared K	2,291.95	2,291.95
1009	Regular	9/15/2020	34	Ohlinger, Bruce R	2,621.76	2,621.76
1010	Regular	9/15/2020	58	Petersen, Jeffery R	2,821.65	2,821.65
1011	Regular	9/15/2020	67	Picinich, Nick A	2,301.03	2,301.03
1012	Regular	9/15/2020	40	Reed, Nathen C	3,196.03	3,196.03
1013	Regular	9/15/2020	53	Russo Jr, Anthony J	2,880.24	2,880.24
1014	Regular	9/15/2020	45	Sequeira, Jason A	3,162.96	3,162.96
1015	Regular	9/15/2020	106	Smith, James L	2,484.59	2,484.59
1016	Regular	9/15/2020	68	Tescallo, Joseph A	1,681.11	1,681.11
1017	Regular	9/15/2020	56	Thomas-Nett, Teresa A	2,472.45	2,472.45
1018	Regular	9/15/2020	120	Tyner, Keith W	2,836.88	2,836.88
1019	Regular	9/15/2020	54	Wells, Michael L	2,699.13	2,699.13
1020	Regular	9/15/2020	104	McGovern, Robert A	3,102.18	3,102.18
1021	Regular	9/15/2020	37	Sequeira, Nizza N	3,094.34	3,094.34

Totals for Payroll Checks 32 Items 92,062.25 92,062.25

Check Type	Count	Net Amount	Dir Dep
Regular	32	92,062.25	92,062.25
Totals	32	92,062.25	92,062.25

Report Totals

Check Type	Count	Net Amount	Dir Dep
Regular	32	92,062.25	92,062.25
Totals	32	92,062.25	92,062.25

Marin/Sonoma Mosquito & Vector Control District
 Seasonal Payroll
 Pay Date: 9/15/20

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount	Dir Dep
1025	Regular	9/15/2020	123	Tomanek, Bonnie S	1,181.01	1,181.01
1026	Regular	9/15/2020	124	Dreyer, Rebecca	1,255.32	1,255.32
1027	Regular	9/15/2020	115	Ball, Bradley A	983.14	983.14
1028	Regular	9/15/2020	125	O'Donnell, Ty	931.08	931.08
1029	Regular	9/15/2020	119	Richtik, Raymond M	1,361.96	1,361.96
Totals for Payroll Checks		5 Items			5,712.51	5,712.51

Check Type	Count	Net Amount	Dir Dep
Regular	5	5,712.51	5,712.51
Totals	5	5,712.51	5,712.51

Report Totals

Check Type	Count	Net Amount	Dir Dep
Regular	5	5,712.51	5,712.51
Totals	5	5,712.51	5,712.51

Marin/Sonoma Mosquito & Vector Control District
Fulltime Payroll
9/30/2020

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount	Dir Dep
1061	Regular	9/30/2020	114	Crayne, Jennifer M	3,131.91	3,131.91
1062	Regular	9/30/2020	83	Delsid, Paula A	1,530.62	1,530.62
1063	Regular	9/30/2020	87	Smith, Philip D	5,815.52	5,815.52
1064	Regular	9/30/2020	81	Williams, Dawn A	2,086.16	2,086.16
1065	Regular	9/30/2020	60	Brooks, Sarah M	3,151.44	3,151.44
1066	Regular	9/30/2020	64	Holt, Kristen A	3,059.20	3,059.20
1067	Regular	9/30/2020	118	Liebman, Kelly A	3,367.21	3,367.21
1068	Regular	9/30/2020	62	Beardsley, Kevin G	2,026.22	2,026.22
1069	Regular	9/30/2020	86	Beck, David G	2,850.23	2,850.23
1070	Regular	9/30/2020	26	Cole, Michael S	3,079.03	3,079.03
1071	Regular	9/30/2020	76	Engh, Eric S	3,080.29	3,080.29
1072	Regular	9/30/2020	55	Hawk, Erik T	4,286.11	4,286.11
1073	Regular	9/30/2020	93	Karinen, Kasey L	2,423.36	2,423.36
1074	Regular	9/30/2020	48	Leslie, Daniel W	3,080.99	3,080.99
1075	Regular	9/30/2020	74	Miller, Steven L	2,744.48	2,744.48
1076	Regular	9/30/2020	63	Mohrman Jr, John C	2,778.97	2,778.97
1077	Regular	9/30/2020	52	Morton, Robert D	2,669.42	2,669.42
1078	Regular	9/30/2020	61	Nadale, Marc A	2,860.08	2,860.08
1079	Regular	9/30/2020	96	Newman, Jared K	2,291.95	2,291.95
1080	Regular	9/30/2020	34	Ohlinger, Bruce R	2,621.76	2,621.76
1081	Regular	9/30/2020	58	Petersen, Jeffery R	2,821.65	2,821.65
1082	Regular	9/30/2020	67	Picinich, Nick A	2,301.07	2,301.07
1083	Regular	9/30/2020	40	Reed, Nathen C	3,196.03	3,196.03
1084	Regular	9/30/2020	53	Russo Jr, Anthony J	2,880.24	2,880.24
1085	Regular	9/30/2020	45	Sequeira, Jason A	3,162.96	3,162.96
1086	Regular	9/30/2020	106	Smith, James L	2,484.59	2,484.59
1087	Regular	9/30/2020	68	Tescallo, Joseph A	1,681.11	1,681.11
1088	Regular	9/30/2020	56	Thomas-Nett, Teresa A	2,472.45	2,472.45
1089	Regular	9/30/2020	120	Tyner, Keith W	2,679.99	2,679.99
1090	Regular	9/30/2020	54	Wells, Michael L	2,699.13	2,699.13
1091	Regular	9/30/2020	104	McGovern, Robert A	3,102.18	3,102.18
1092	Regular	9/30/2020	37	Sequeira, Nizza N	3,094.34	3,094.34
Totals for Payroll Checks		32 Items			91,510.69	91,510.69

Summary

Check Type	Count	Net Amount	Dir Dep
Regular	32	91,510.69	91,510.69
Totals	32	91,510.69	91,510.69

Marin/Sonoma Mosquito & Vector Control District
Seasonal Payroll
9/30/2020

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount	Dir Dep
1053	Regular	9/30/2020	123	Tomanek, Bonnie S	1,181.01	1,181.01
1054	Regular	9/30/2020	124	Dreyer, Rebecca	1,255.32	1,255.32
1055	Regular	9/30/2020	115	Ball, Bradley A	1,358.30	1,358.30
1056	Regular	9/30/2020	125	O'Donnell, Ty	1,039.01	1,039.01
1057	Regular	9/30/2020	119	Richtik, Raymond M	1,361.96	1,361.96
Totals for Payroll Checks		5 Items			6,195.60	6,195.60

Summary

Check Type	Count	Net Amount	Dir Dep
Regular	5	6,195.60	6,195.60
Totals	5	6,195.60	6,195.60

Report Totals

Check Type	Count	Net Amount	Dir Dep
Regular	5	6,195.60	6,195.60
Totals	5	6,195.60	6,195.60

Marin/Sonoma Mosquito & Vector Control District
Trustee Stipend
July 2020-Sept. 2020

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount	Dir Dep
1033	Regular	9/30/2020	1095	Benediktsson, Catharine V	91.35	91.35
1034	Regular	9/30/2020	1083	Bloom, Gail	92.35	92.35
1035	Regular	9/30/2020	1038	Davis, Tamara	138.52	138.52
1036	Regular	9/30/2020	1094	Ettlin, Julia	92.35	92.35
1037	Regular	9/30/2020	1077	Gallian, Laurine K	92.35	92.35
1038	Regular	9/30/2020	1079	Harlem, Pamela M	138.52	138.52
1039	Regular	9/30/2020	1088	Hootkins, Susan G	92.35	92.35
1040	Regular	9/30/2020	1074	McCaffery, Shaun F	138.52	138.52
1041	Regular	9/30/2020	1086	Naythons, Matthew E	92.35	92.35
1042	Regular	9/30/2020	1082	Pigoni, Carol E	138.52	138.52
1043	Regular	9/30/2020	1072	Rowland Jr, Herbert M	92.35	92.35
1044	Regular	9/30/2020	1050	Schulze, Edward R	92.35	92.35
1045	Regular	9/30/2020	1091	Snyder, Richard N	138.52	138.52
1046	Regular	9/30/2020	1093	Thompson, Michael D		
1047	Regular	9/30/2020	1092	Witt, David J	92.35	92.35
Totals for Payroll Checks		15 Items			1,522.75	1,522.75


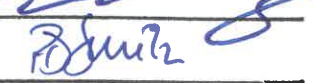
Summary

Check Type	Count	Net Amount	Dir Dep
Regular	15	1,522.75	1,522.75
Totals	15	1,522.75	1,522.75

A/P 9.4.20

Account	Date	Amount	Check	Description
H 7487	09/04/2020	10,868.19	806454770	ADAPCO, INC.
H 7487	09/04/2020	112.14	806454771	AT & T
H 7487	09/04/2020	4,241.37	806454772	BOLT
H 7487	09/04/2020	4,675.00	806454773	CALPERS 457 PLAN
H 7487	09/04/2020	4,869.33	806454774	CINTAS CORPORATION
H 7487	09/04/2020	1,336.16	806454775	COMPLETE WELDERS SUPPLY, INC.
H 7487	09/04/2020	945.00	806454776	CONTRA COSTA MVCD
H 7487	09/04/2020	3,491.34	806454777	DELTA DENTAL OF CALIFORNIA
H 7487	09/04/2020	326.24	806454778	FISHER SCIENTIFIC
H 7487	09/04/2020	354.48	806454779	THE HARTFORD
H 7487	09/04/2020	51.26	806454780	HOME DEPOT CREDIT SERVICES
H 7487	09/04/2020	24.20	806454781	INTERSTATE BATTERY SYSTEM
H 7487	09/04/2020	15.00	806454782	LARSENGINES
H 7487	09/04/2020	4,824.00	806454783	LIEBERT CASSIDY WHITMORE
H 7487	09/04/2020	1,323.00	806454784	NAJTECH, LLC
H 7487	09/04/2020	3,024.74	806454785	NATIONWIDE TRUST COMPANY, FSB
H 7487	09/04/2020	12,159.70	806454786	NORTH BAY PETROLEUM
H 7487	09/04/2020	80.48	806454787	NORTHBAY REPROGRAPHICS
H 7487	09/04/2020	460.16	806454788	THE PRESS DEMOCRAT
H 7487	09/04/2020	250.00	806454789	QUADIENT FINANCE USA, INC.
H 7487	09/04/2020	544.07	806454790	QUADIENT LEASING USA, INC.
H 7487	09/04/2020	252.00	806454791	REYFF ELECTRIC INC.
H 7487	09/04/2020	1,622.91	806454792	SANTA ROSA FIRE EQUIPMENT, INC.
H 7487	09/04/2020	183.72	806454793	SANTA ROSA AUTO PARTS
H 7487	09/04/2020	41,055.70	806454794	SCI CONSULTING GROUP
H 7487	09/04/2020	1,673.71	806454795	SOLUTIONS II, INC.
H 7487	09/04/2020	103.00	806454796	SONOMA MEDIA INVESTMENTS, LLC
H 7487	09/04/2020	552.07	806454797	TASC
H 7487	09/04/2020	782.20	806454798	TEAMSTERS LOCAL UNION NO. 856 HEALT
H 7487	09/04/2020	161.01	806454799	UPS
H 7487	09/04/2020	2,412.18	806454800	VERIZON WIRELESS
H 7487	09/04/2020	861.89	806454801	VISION SERVICE PLAN (CA)
Total		103,636.25		
Count		32		



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

Signature: 
Signature: 

Account	Date	Amount	Check	Description
H 7487	09/23/2020	1,609.91	806454802	ADAPCO, INC.
H 7487	09/23/2020	1,279.14	806454803	AFLAC
H 7487	09/23/2020	46,213.00	806454804	ALPINE HELICOPTER SERVICE INC
H 7487	09/23/2020	39,662.46	806454805	ARGO ADVENTURE/LIEWER
H 7487	09/23/2020	5,130.00	806454806	BEST BEST & KRIEGER, LLC.
H 7487	09/23/2020	544.00	806454807	CAGWIN & DORWARD
H 7487	09/23/2020	4,867.73	806454808	CALPERS 457 PLAN
H 7487	09/23/2020	2,132.90	806454809	CINTAS CORPORATION
H 7487	09/23/2020	1,510.22	806454810	CITY OF COTATI
H 7487	09/23/2020	155.05	806454811	COMCAST BUSINESS
H 7487	09/23/2020	18,563.93	806454812	COUNTY OF MARIN
H 7487	09/23/2020	3,600.00	806454813	DIGITAL DEPLOYMENT
H 7487	09/23/2020	680.07	806454814	GREAT AMERICA FINANCIAL SERVICES
H 7487	09/23/2020	54.69	806454815	JACKSON HIRSH, INC.
H 7487	09/23/2020	52,923.83	806454816	KAISER FOUNDATION HEALTH PLAN
H 7487	09/23/2020	115.00	806454817	KAISER PERMANENTE - OHSS
H 7487	09/23/2020	4,312.00	806454818	LIEBERT CASSIDY WHITMORE
H 7487	09/23/2020	20.75	806454819	LOWE'S BUSINESS ACCOUNT
H 7487	09/23/2020	123,015.36	806454820	MARIN COUNTY EMPLOYEES RETIREMENT A
H 7487	09/23/2020	50.00	806454821	MARIN INDEPENDENT JOURNAL
H 7487	09/23/2020	1,629.15	806454822	MARIN INDEPENDENT JOURNAL
H 7487	09/23/2020	10,680.00	806454823	MAZE & ASSOCIATES
H 7487	09/23/2020	1,041.42	806454824	MITEL
H 7487	09/23/2020	423.34	806454825	MTM RECOGNITION
H 7487	09/23/2020	2,320.00	806454826	MVCAC
H 7487	09/23/2020	2,442.00	806454827	MVCAC
H 7487	09/23/2020	1,650.00	806454828	MVCAC
H 7487	09/23/2020	3,024.74	806454829	NATIONWIDE TRUST COMPANY, FSB
H 7487	09/23/2020	200.00	806454830	NICK PICINICH
H 7487	09/23/2020	188.70	806454831	OFFICE DEPOT BUSINESS CREDIT
H 7487	09/23/2020	24.64	806454832	P.G.& E.
H 7487	09/23/2020	1,302.92	806454833	P.G.& E.
H 7487	09/23/2020	1,500.00	806454834	PATRICK VON ELM
H 7487	09/23/2020	174.39	806454835	JEFF PETERSEN
H 7487	09/23/2020	231.03	806454836	RECOLOGY SONOMA MARIN
H 7487	09/23/2020	1,642.50	806454837	RICHARD A. SANCHEZ
H 7487	09/23/2020	136.64	806454838	SANTA ROSA AUTO PARTS
H 7487	09/23/2020	159.75	806454839	SIX ROBBLEES' INC.
H 7487	09/23/2020	929.50	806454840	SONOMA MEDIA INVESTMENTS, LLC
H 7487	09/23/2020	552.07	806454841	TASC
H 7487	09/23/2020	158.36	806454842	UPS
H 7487	09/23/2020	1,387.38	806454843	US BANK
H 7487	09/23/2020	1,844.01	806454844	VANTAGEPOINT TRANSFER AGENTS-803673
H 7487	09/23/2020	960.00	806454845	WILLIAM D. WHITE CO., INC.
Total		341,042.58		
Count		44		

A/P 9.23.20

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

Signature: 
Signature: 

555121	EQUIPMENT-TOOLS AUTO/FIELDAP	119,762.96
555131	MISC. CONTAINERS	0.04
555141	TANKS	0.17

TOTAL FIXED ASSETS 10,205,329.27

TOTAL ASSETS 26,252,869.11

LIABILITIES

CURRENT LIABILITIES

6010	WITHHOLDINGS PAYABLE	0.01-
6020	OTHER EMPLOYEES W/HOLDING	0.12-
6025	125 PLAN #1 - PERSONAL	0.01
6113	DEFERRED REVENUE - A/R	1,393,065.13-
6160	COMPENSATED ABSENCES	539,507.16-

TOTAL LIABILITIES 1,932,572.41-

EQUITY

FUND BALANCES

6500	NET INVESTMENT- CAPITAL ASSETS	10,205,329.27-
6520	NONSPENDABLE: INVENTORY	127,133.76-
6530	NONSPENDABLE: DEPOSITS W/VCJPA	536,046.00-
6550	UNASSIGNED	10,434,870.12-
6551	NET INCOME - CURRENT YEAR	3,217,596.51
6700	ASSIGNED:FUTURE CAP.REPLACMNT	3,034,514.06-
6701	COMMITTED: DRY PERIOD FUNDING	3,200,000.00-

TOTAL EQUITY 24,320,296.70-

TOTAL LIABILITIES & EQUITY 26,252,869.11-

MARIN SONOMA MOSQUITO & VECTOR CONTROL DISTRICT
 STATEMENT OF FINANCIAL CONDITION
 QUARTER 1
 PERIOD ENDING 9/30/20

			APPROVED					REMAINING YTD		
			BUDGET	YTD BUDGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	YTD	BUDGET
REVENUES										
1	9001	CURRENT SECURED	5,153,315.00	1,288,328.75						5,153,315.00
1	9002	CURRENT UNSECURED	124,908.00	31,227.00						124,908.00
1	9006	PRIOR UNSECURED	3,222.00	805.50						3,222.00
1	9007	SPECIAL ASSESSMENT CURRENT	3,169,956.00	792,489.00						3,169,956.00
1	9010	MARIN ANNEXATION BEGIN FY05/06	167,158.00	41,789.50						167,158.00
1	9011	SONOMA ANNEXATION BGN FY 05/06	858,079.00	214,519.75						858,079.00
1	9019	SUPP.PROP.TAX CY SECURED	116,296.00	29,074.00						116,296.00
1	9043	SUPP.PROP.TAX RDMPTN SECURED	24,295.00	6,073.75	155.65				155.65	24,139.35
1	9201	INTEREST (INVEST)	98,874.00	24,718.50						98,874.00
1	9280	HOMEOWNERS PROP.TAX RELF-HOPTR	29,121.00	7,280.25						29,121.00
1	9502	MISC SERVICES (RANCHERS)	200,000.00	50,000.00	24,566.52				24,566.52	175,433.48
1	9773	REFUNDS & REIMBURSEMENTS			2,358.30				2,358.30	2,358.30-
TOTAL REVENUES			9,945,224.00	2,486,306.00	27,080.47				27,080.47	9,918,143.53

			APPROVED					REMAINING YTD		
			BUDGET	YTD BUDGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	YTD	BUDGET

SALARIES/EMPL BENEFITS										
PALL	P311	SALARIES	4,212,885.00	1,053,221.25	917,597.21				917,597.21	3,295,287.79
PALL	P312	BENEFITS	5,002,123.00	1,250,530.75	1,426,213.01				1,426,213.01	3,575,909.99

TOTAL SALARIES/EMPL BENEFITS			9,215,008.00	2,303,752.00	2,343,810.22				2,343,810.22	6,871,197.78
OPERATIONS										
3	PD8040	AGRICULTURE	748,175.00	187,043.75	167,999.67				167,999.67	580,175.33
3	PD8041	PEST ABATEMENT SUPPLIES	12,200.00	3,050.00	3,671.54				3,671.54	8,528.46
3	PD8042	SPRAY/FIELD EQUIPMENT	23,437.00	5,859.25	1,421.10				1,421.10	22,015.90
3	PD8043	SOURCE REDUCTION	5,500.00	1,375.00						5,500.00
1	PD8044	FURNITURE/APPLICANCES/EQUIP	4,000.00	1,000.00						4,000.00
1	PD8050	CLOTHING/PERSONAL SUPPLIES	35,095.00	8,773.75	6,510.44				6,510.44	28,584.56
2	PD8055	SAFETY EQUIPMENT	12,020.00	3,005.00	2,182.80				2,182.80	9,837.20
1	PD8060	COMMUNICATIONS	62,150.00	15,537.50	7,737.36				7,737.36	54,412.64
1	PD8080	FOOD	3,850.00	962.50	47.25				47.25	3,802.75
4	PD8090	HOUSEHOLD SUPPLIES	6,010.00	1,502.50	1,749.61				1,749.61	4,260.39
1	PD8100	INSURANCE	261,745.00	65,436.25	263,907.87				263,907.87	2,162.87-
4	PD8110	PROJECTS	7,350.00	1,837.50						7,350.00
4	PD8115	MAINTENANCE BOATS/FORKLIFTS	600.00	150.00						600.00
4	PD8116	MAINTENANCE TRAILERS	1,200.00	300.00	159.75				159.75	1,040.25
4	PD8117	MAINTENANCE ATV'S	35,500.00	8,875.00	130.05				130.05	35,369.95
4	PD8119	MAINTENANCE LARGE FIELD EQUIP.	2,000.00	500.00						2,000.00
4	PD8120	MAINTENANCE VEHLICES	22,000.00	5,500.00	5,347.59				5,347.59	16,652.41
4	PD8121	MAINTENANCE SPRAY/FIELD EQUIP	4,700.00	1,175.00	335.80				335.80	4,364.20
4	PD8122	MAINTENANCE CELL PHONES	1,800.00	450.00	279.21				279.21	1,520.79
6	PD8123	MAINT./SUPPLIES OFFICE EQUIP	29,555.00	7,388.75	4,277.26				4,277.26	25,277.74
4	PD8124	MAINTENANCE SHOP EQUIPMENT	1,300.00	325.00						1,300.00
1	PD8130	MAINT. GROUNDS/STRUCTURES	32,400.00	8,100.00	7,738.85				7,738.85	24,661.15
2	PD8140	LAB	13,750.00	3,437.50	1,819.29				1,819.29	11,930.71
3	PD8140	FISH	1,875.00	468.75	25.62				25.62	1,849.38
2	PD8141	DISEASE SURVEILLANCE	20,500.00	5,125.00	7,487.82				7,487.82	13,012.18
5	PD8150	MEMBERSHIPS	45,311.00	11,327.75	34,495.16				34,495.16	10,815.84
6	PD8170	OFFICE EXPENSE	20,900.00	5,225.00	2,187.03				2,187.03	18,712.97
6	PD8180	PROFESSIONAL SERVICES	401,448.00	100,362.00	200,313.13				200,313.13	201,134.87
1	PD8190	PUBLICATIONS/LEGAL NOTICES	179,600.00	44,900.00	8,014.65				8,014.65	171,585.35
1	PD8200	RENTS & LEASES	6,250.00	1,562.50	2,688.10				2,688.10	3,561.90
4	PD8220	SHOP TOOLS/GARAGE EQUIPMENT	10,600.00	2,650.00	114.62				114.62	10,485.38

MARIN SONOMA MOSQUITO & VECTOR CONTROL DISTRICT
 STATEMENT OF FINANCIAL CONDITION
 QUARTER 1
 PERIOD ENDING 9/30/20

			APPROVED					REMAINING YTD		
			BUDGET	YTD BUDGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	YTD	BUDGET
4	PD8221	BUILDING MAINT.AND IMPROVEMNTS	81,985.00	20,496.25	5,050.03				5,050.03	76,934.97
5	PD8230	DISTRICT SPECIAL EXPENSE	289,180.00	72,295.00	48,273.83				48,273.83	240,906.17
5	PD8231	VIDEO PRODUCTION	6,500.00	1,625.00						6,500.00
1	PD8240	EDUCATION, TRAINING & CLASSES	19,350.00	4,837.50	1,593.40				1,593.40	17,756.60
5	PD8241	EDUCATION/PUBLIC RELATIONS	38,750.00	9,687.50	153.89				153.89	38,596.11
1	PD8250	TRAVEL & TRANSPORTATION	27,575.00	6,893.75						27,575.00
1	PD8251	FUEL & OIL	105,100.00	26,275.00	23,403.08				23,403.08	81,696.92
1	PD8260	UTILITIES	46,350.00	11,587.50	7,897.71				7,897.71	38,452.29
1	PD8299	CAPITAL OUTLAY EXPENSE	337,200.00	84,300.00	83,853.25				83,853.25	253,346.75
TOTAL OPERATING EXPENSES			2,964,811.00	741,202.75	900,866.76				900,866.76	2,063,944.24
TOTAL SALARIES/BENEFITS/EXPENSES			12,179,819.00	3,044,954.75	3,244,676.98				3,244,676.98	8,935,142.02
VARIANCE OF REVENUE & EXPENSES			2,234,595.00-	558,648.75-	3,217,596.51-				3,217,596.51-	983,001.51

Financial Summary- Quarter 1 End FY 2020/21

Fund Balances @ September 2020 Quarter 1 end

Operating Fund \$9,496,596

Capital Replacement Fund \$1,382,824

Public Health Emergency Fund \$1,999,789

The month of September represents the end of the first quarter of FY 2020/21. A review of District revenues and expenses trend as follows:

Revenues: YTD revenue totaling \$27,080 has been posted to the District's Operating Fund, which is only .27% of the budgeted revenue for FY 2020/21. The District has entered the dry period of the fiscal year and will not realize the first apportionment of property taxes until the end of quarter 2. Revenues collected during the dry period are typically charges for service and miscellaneous reimbursements.

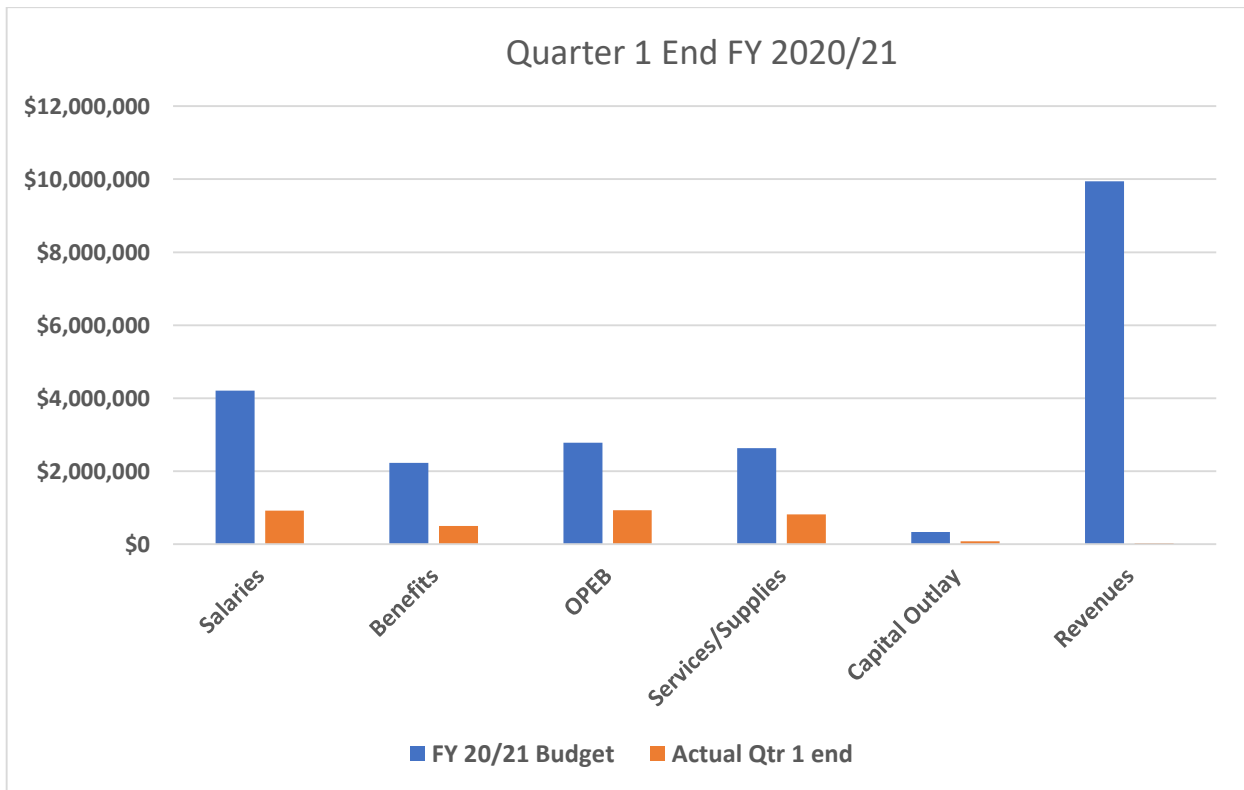
The Operating Fund balance at 9/30/20 is \$9,496,596 compared to \$7,668,930 at 9/30/19 last fiscal year. The health of the fund can be largely attributed to a carry over in revenues from FY 19/20 and management/staff remaining diligent to control expenses.

Expenses:

- **Salaries** totaled \$917,597 of \$4,212,885 budgeted or 21.78%. This is slightly lower than anticipated due to positions remaining vacant and hiring delays during the COVID pandemic.
- **Benefits (not including OPEB)** totaled \$496,463 of \$2,221,123 budgeted or 22.35%. This is just slightly off target due to the same circumstances noted above.
- **OPEB Trust Contributions** totaled \$929,750 of \$2,781,000 budgeted for the fiscal year or 33.43%. This includes the standard ADC payment as well as the first of four quarterly payments towards an additional contribution to the OPEB Trust.
- **Services/Supplies** totaled \$817,014 of \$2,627,611 budgeted or 31.09%. Expenses are slightly higher than expected due to unanticipated expenses associated with COVID preparedness and employee safety.

- **Capital Outlay** totaled \$83,867 of \$337,200 budgeted or 24.87%. Purchases include a mist blower, a new fogger, a Pro Mist fogger and two new ARGOS.

In summary, FY 2020/21 is off to a good start despite challenges presented by the COVID-19 pandemic. Staff continues to work hard to maintain a high level of service while continuing to be mindful of the health and wellbeing of others during this difficult time.



STAFF REPORT



DATE: October 14, 2020

TO: The Board of Trustees

FROM: Philip D. Smith, District Manager and Jennifer Crayne, Financial Manager

SUBJECT: Report on Implementation of Recommendations regarding District Financial Systems & Request for Direction to staff.

RECOMMENDATION

The Executive Committee and staff recommend that the Board:

1. Review & discuss this report, the summary report by Municipal Resource Group and the attached spreadsheet showing the implementations made to date.
2. Consider a motion to direct staff to investigate at least five alternative financial management information systems and report back to the Board with costs, analysis and recommendations for further action.

REASONS FOR/RESULTS OF RECOMMENDED ACTION

Earlier this year, the Executive Committee considered a report by Municipal Resource Group (MRG) that outlined continuity and operational enhancements that could be made to the District's financial office procedures and systems. With the committee's concurrence, staff has already implemented some of the recommendations. The Executive Committee and staff now consider the highest priority project remaining is the selection, planning and implementation of a new financial management information system (FMIS). This project is described in recommendation 1 in the attached summary report and task list.

If the recommended action is approved, staff would thoroughly investigate up to five current financial management information systems, viewing vendor demonstrations, considering recommendations from other special districts, and evaluating the responses to a detailed "Request for Proposals" (RFP) document.

If the Board concurs, staff will work with the Budget Committee on this assignment, subsequently also reporting the findings back to the Executive Committee and Board by the end of this calendar year.

BACKGROUND

For many years, the District has considered replacing its legacy FMIS, comprised of custom software written by CMI Inc running on an IBM iSeries AS 400 hardware unit. IBM introduced the AS 400 in 1988 and ceased manufacturing the iSeries hardware around 2008, although the District obtained and installed a replacement hardware unit about five years ago.

Although acquiring and installing a new FMIS is undoubtedly a major project, the District is now well poised to undertake this project, provided that adequate consulting support is available for the transition and testing phases. One significant factor is the recent conversion to an outside payroll system (Paylocity) that is now running reliably. A compatible new FMIS would offer superior financial

data reporting, forecasting and analysis tools to the Board, Committees, and staff. As all the systems to be evaluated are in widespread use, staff backup and operational continuity should be much easier to provide than for the current IBM AS 400/CMI system. Support for this system is offered by only one company for hardware and a sole proprietor company for software support and staff training. Fortunately, both companies are local and can perform work onsite, but the increasing age of the system coupled with the scarcity of support services and parts is likely to create future problems.

In recent weeks, staff solicited FMIS recommendations statewide from fellow special districts and received several recommendations for modern software & hardware packages from a variety of vendors. Manager Smith and Financial Manager Crayne subsequently prepared a detailed draft RFP specifying detailed system attributes and capabilities. Dana Shigley, lead author of the MRG report, contributed an RFP response evaluation and ranking matrix worksheet.



MARIN/SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT

Review of Finance Division Operational Vulnerabilities and Business Continuation Plan

Dana Shigley, Consultant
Municipal Resource Group, LLC
July 2020

Report Summary and Recommendations

The Marin/Sonoma Mosquito and Vector Control District (“District”) is an independent special district serving Sonoma and Marin Counties. The District’s annual budget for the 2019/2020 fiscal year includes \$10.1 million in revenues and the District employs 33 full-time employees, plus seasonal and part-time staff. District operations include field technicians and supervisors, biologists working in the laboratory, education and outreach specialists, facilities and fleet maintenance staff, and finance/administrative support staff.

The District operates with a very lean finance and administrative support staff, including only a Financial Manager, an Administrative Assistant and a Receptionist. These three employees are responsible for all accounting functions, personnel transactions, Board clerk functions, general administrative support, and customer service at the front counter.

It is common for small special districts with limited budget resources to operate with lean administrative and fiscal staff. Just as with other smaller jurisdictions, the District may find it difficult to perform essential financial functions if key employees, notably the Financial Manager, are absent for any length of time. The District is also concerned that it might face other vulnerabilities in its financial systems and procedures that would be difficult to overcome with limited staff and asked Municipal Resource Group, LLC (“MRG”) to evaluate fiscal and operational vulnerabilities.

In our analysis, MRG identified three areas where the District could reduce vulnerabilities in fiscal management. First, the District’s Financial Management Information System (“FMIS”) is older and not providing the District with useful, modern fiscal management tools. Additionally, there is only one individual sufficiently knowledgeable regarding this older system to provide technical support, leaving the District at risk should that one individual become unavailable. Although the District has taken prudent steps to maintain its older financial system hardware, the server is past its recommended useful life. The District could benefit by researching and obtaining a new financial management information system and hardware.

Second, the District has only one employee with responsibility for all financial transactions, limiting opportunities for robust internal control through segregation of duties. The District has done a good job of segregating some duties with the Administrative Assistant, but additional internal control procedures would reduce the opportunity for fraudulent transactions. Most notably, the Financial Manager is responsible for processing all personnel-related transactions as well as payroll functions, creating the opportunity for inappropriate payroll transactions. The District could benefit from additional professional support in human resources to both reduce this risk and keep the District current on critical human resources regulations and best practices.

Finally, should the Financial Manager experience a lengthy unplanned absence, the District will need to quickly find a way to perform financial transactions in her absence. MRG reviewed each of the District's key financial functions, identified priorities, and developed options for business continuation.

MRG identified the following twelve recommendations to improve internal controls and reduce vulnerabilities in fiscal operations.

Recommendation 1: The District should soon consider exploring options for replacing its Financial Management Information System (FMIS). After many years with the current system, this transition may seem daunting. However, as part of the software evaluation, the District could explore other software packages, consider its specific needs, and "test" the software through demonstrations and talking to other users. The cost for a suitable software system could range from less than \$1,000 to \$15,000 or more, depending on the functions and modules needed. Additionally, there will be annual software maintenance costs ranging from less than \$1,000 to \$10,000 or more. The District may consider hiring a project manager or consultant to help with the evaluation and/or transition processes, reducing (but not eliminating) the burden on the Financial Manager's time.

Recommendation 2: While considering other software and hardware options, the District Manager or Financial Manager could take one back-up tape home (or other off-site location) and replace that tape with a new backup weekly. This off-site storage of data will help protect the District's data from catastrophic failure.

Recommendation 3: As part of the decision to change FMIS software, the District will need to upgrade its server hardware, either by replacing the local server or using cloud-based server solutions. In the meantime, the District could evaluate the possibility of hosting the current FMIS system on a cloud-based server, either fully operational or for backup only.

Recommendation 4: The District Manager and Assistant District Manager currently have access to the FMIS software on their desktop computers. However, they have not been trained on the software and do not use it to access District financial information. The Financial Manager is the only employee with full access to the CMI accounting system, creating a "no one is watching"

situation. If the District Manager and Assistant District Manager are familiar with the system and the financial information it contains, they could ask questions and potentially identify errors. The District Manager and Assistant District Manager should have the training necessary to obtain key financial information; however, the lack of intuitive and easy-to-use menus or a dash board will likely make it challenging for them to effectively obtain the information they need.

Recommendation 5: Best practices require incoming checks to be deposited within three days of receipt and not held in the office any longer than necessary.

Recommendation 6: Currently, invoices are prepared manually (hand written) on three-part forms, and the use of “white out” creates the possibility that an employee may change an invoice after approval. A better practice would be to prepare invoices electronically, ideally through the FMIS system directly or, if that is not possible, with a standard template created in Excel. The Financial Manager indicated recently that the District is already in the process of implementing this recommendation.

Recommendation 7: Pursue with the Marin County Treasurer options for better and more frequent access to banking information to reduce the likelihood of fraud or error. After fully exploring the services offered by the County, evaluate the District’s options for improving banking services by switching to a local bank.

Recommendation 8: Create and use a simple form, often called a Personnel Action Form, authorizing pay rate and other important compensation changes for employees. The form would be signed by the appropriate manager before the Financial Manager enters the change, and the authorized form should be kept in the employee’s payroll file. The Financial Manager indicated that the District is already in the process of implementing this recommendation.

Recommendation 9: The District may consider adding part-time staff or other support for human resources functions. This assistance could provide important support in three areas:

Maintain employee files and process personnel transactions. The incumbent would monitor evaluation due dates; maintain employee records; enter pay and other changes into Paylocity; process employee-requested changes to benefits, banking, and deductions; enroll employees for insurance benefits and complete open enrollment; and similar human resources transactions. This would eliminate the need for the Financial Manager to perform these tasks, improving internal controls and lessening her considerable workload. In the event of an unplanned absence, these tasks would continue to be processed seamlessly, and the incumbent could assist with payroll as needed.

Support the District Manager and Assistant District Manager with policy implementation. The incumbent would update the employee handbook and related policies and keep them up to date, evaluate and implement changes to benefit programs, review and update position descriptions,

manage protected leaves for compliance with state and federal law, and monitor human resources best practices to inform the District Manager and Assistant District Manager of potential changes needed.

Serve as a main point of contact for employee questions and concerns. The incumbent would be a knowledgeable resource for employees with questions about benefits, deductions, pay rate changes, leaves, and much more, answering routine questions and contacting the District Manager or Assistant District Manager, when appropriate, for answers. Importantly, the incumbent would serve as a neutral party for employees to contact with questions and issues.

Recommendation 10: Fully revise and update the instruction manual for finance functions to include each key task. For each task, include written instructions and any other information that would help someone complete the task. Once the instruction manual is created, the District Manager or other employee could give it a “test run” by following the instructions and completing a task. Finally, the manual should be updated as procedures and processes change.

The following matrix summarizes the District’s needs for support to complete Financial Manager key tasks in the event of an unplanned absence.

Task	Other District Staff Support (AA, DM, ADM, HR Assistant (if any) others)	Temporary Professional Accounting Staff	Other
Accounts Receivable	Up to 60 days	Longer than 60 days	
Treasury and Banking	Coordinate tax revenues up to 60 days (depending on the time of year)	General ledger support for any time period, and coordinate tax revenues for periods longer than 60 days	
Accounts Payable	Possibly one AP cycle	More than one cycle	
Payroll		More than one payroll cycle, and all general ledger support	Paylocity (one payroll cycle)
Budget Development and Annual Audit			Fiscal Consultants (manage as needed)

Recommendation 11: The District Manager should be prepared to implement the business continuation plan summarized in the matrix, above, quickly upon learning that the Financial Manager will be experiencing an unplanned absence. This includes contacting consultants and accounting firms, as needed, to find appropriate temporary professional accounting staff.

Recommendation 12: The Financial Manager and District Manager could provide a general overview of each employee’s potential functions and encourage them to review the updated instruction manual to familiarize themselves with their potential tasks.

Task List and Plan for Implementation of Recommendations				Priority	Status	Start Date	End Date
1	Explore options for replacing CMI Backoffice.	Decide if consultant support is desired; if yes, obtain support. Determine initial list of critical features Evaluate likely software candidates (ask peer agencies who they use and like) Make selection	First				
1B	Implement new FMIS system.						
2	Take one backup tape home (or other off-site location) and replace that tape with a new backup weekly.	Also, continue to run server diagnostic tool quarterly.	High	Complete	9/14/2020		
3	Evaluate the possibility of hosting CMI Backoffice on a cloud-based server, either fully operational or for backup only, while considering longer-term options.	Talk to Chris. Can this be done? What is the cost?	High				
4	Ensure the District Manager and Assistant District Manager have both the access and training necessary to obtain key financial information from the FMIS system.	Determine if this is feasible now or should wait for new FMIS system.	After FMIS?				
5	Deposit incoming checks within three days of receipt.	Depending on when check received, may be slightly more than 3 days before deposited	High	Complete	9/1/2020		
6	Prepare invoices electronically, ideally through the FMIS system directly or, if that is not possible, with a standard template created in Excel.			Complete	6/30/2020		
7	Pursue with the Marin County Treasurer options for better and more frequent access to banking information, including training as needed.	Contact key manager at the Treasurer's Office to determine when/how training and access will be available. If not available, consider contacting other special districts for training and assistance. After evaluating banking services offered by the County, determine feasibility of, and need for, switch to local bank for services.	High	Complete	9/10/2020		
8	Create and use a Personnel Action Form to authorize pay rate and other important compensation changes for employees.			Complete	5/1/2020		
9	Consider adding part-time staff or other support for human resources functions.	Contact CPS or other consulting firms for proposals. Contact local cities or counties to discuss options for sharing staff. Ask peers for recommendations.	When FMIS transition is underway				
10	Fully revise and update the instruction manual for finance functions to include each key task.	Likely after FMIS update.	After FMIS				
11	Be prepared to implement business continuation plan quickly upon learning that the Financial Manager will be experiencing an unplanned absence.	Have names and contact numbers of consulting and/or accounting firms that might be available available to provide support.	High				
12	Provide a general overview of each employee's potential functions and encourage them to review the updated instruction manual to familiarize themselves with their potential tasks in the event of an unplanned absence.		After FMIS				

STAFF REPORT



DATE: October 14, 2020

TO: The Board of Trustees

FROM: Philip D. Smith, District Manager and Jennifer Crayne, Financial Manager

SUBJECT: Revised Fund Balance Classifications & Target Balances Policy 5060

RECOMMENDATION

Staff recommends that the Board:

1. Review & discuss this report, the attached draft revised Fund Balance Policy and Resolution 2020/21-01.
2. Consider a motion to adopt the proposed Resolution 2020/21-01, which adopts revisions to Policy 5060 of the Board Policy Manual.

REASONS FOR/RESULTS OF RECOMMENDED ACTION

At the March 11, 2020 Board meeting, staff were directed to implement several recommendations contained in a report entitled "Capital Asset Replacement Program and Target Fund Balance Analysis" prepared by Municipal Resource Group.

In summary, the following changes were approved by the Board for implementation and reflected in the approved budget for FY (Fiscal Year) 20-21:

- A. The beginning balance in the Capital Fund was reduced to \$1 million from the previous target of \$2 million. An updated Capital Projects Schedule was adopted, with a projected balance remaining at the end (fiscal year 2039-40) of approximately \$1 million.
- B. The \$1 million that became surplus from the Capital Fund was redirected to the District's Other Post-Employment Benefit (OPEB) Trust Fund at CalPERS California Employers' Retiree Benefit Trust (CERBT) to reduce the District's unfunded actuarial accrued liability.
- C. To increase accuracy, calculation of the General Fund minimum fund balance to provide working capital during the "No-Income" period was modified to reflect the prior year's actual expenditures rather than current year budgeted expenditures.
- D. To increase the District's financial flexibility, the target fund balance for interruptions in revenue flow or economic uncertainties was established to fall within a range of between 25% and 50% of the prior year's actual expenditures, less capital expenditures. Formerly, the minimum fund balance for this purpose was set at 50% of the current year's budgeted expenses, less capital expenditures.
- E. Using additional funds that became available because of the actions listed above, the District plans to make additional contributions totaling \$2,159,000 at intervals during fiscal year 2020-21 to its OPEB Trust Fund at CalPERS CERBT. This amount supplements the annual Actuarially Determined Contribution (ADC).

BACKGROUND

On March 13, 2019, the Board adopted Resolution 2018/19-03, which added Section 5060 to the Board Policy Manual's Administrative Section. This section consists of a comprehensive fund balance policy that also established a target fund balance for capital expenditures, while setting target balances for the Public Health and Operating Funds as specified percentages of the annual budget. By doing so, the Board substantially reduced the need to set new numerical targets every year or two. By its action, the Board complied with GASB 54. This action also resolved inconsistencies due to differing fund balance targets set by the Board over the years by more clearly and specifically describing and defining the District's fund structures and target balances.

CONCLUSION

Adoption of Resolution 2020/21-01 amending Section 5060 of the Board Policy Manual will align the District's GASB 54-compliant Fund Balance Policy with the changes to the fund balances and targets recently adopted by the Board.

POLICY TITLE: Fund Balance Classifications & Target Balances

NUMBER: 5060

5060 Purpose

It shall be the policy of the District to maintain fund balances adequate to address public health emergencies, contingencies, operating cash flow, future liabilities, replacement of equipment and facilities, and the like. Additionally, this policy establishes goals and provides guidance concerning the target level of fund balance in various categories to be maintained by the District to mitigate various financial risks that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances. This Fund Balance Classifications & Target Balances Policy follows the guidelines set in the Governmental Accounting Standards Board (“GASB”) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. No other policy or procedure shall supersede the authority and provisions of this policy.

Definitions

Fund balance is essentially the difference between total assets, total liabilities and deferred inflows/outflows or resources, reported in each governmental fund.

GASB Statement 54 distinguishes various categories of fund balance based on the relative strength of the constraints that control the purposes for which specified amounts can be spent.

Fund Balance Classifications

Listed below are the fund balance classifications beginning with the most restricted and constrained category, and progressing stepwise to the least restricted classification. Fund balance amounts will be reported in the following categories: Non-Spendable Fund Balance, Restricted Fund Balance, Committed Fund Balance, Assigned Fund Balance, and Unassigned Fund Balance. Further explanations of each category are provided below:

A. Non-Spendable Fund Balance

The non-spendable fund balance classification includes amounts that cannot be spent because they are either (a) not in a spendable form or (b) legally or contractually required to be maintained intact. The “non-spendable” classification includes items that are not expected to be converted to cash, for example, inventory items, notes receivables and prepaid amounts. It also includes the long-term amount of loans and notes receivable.

These amounts are shown in the District's annual basic financial statements issued by the independent auditor.

B. Restricted Fund Balance

This classification includes amounts that can be spent only for the specific purposes stipulated by external parties or mechanisms such as creditors, grantors, contributors, laws, regulations or enabling legislation. Examples include grants or donations.

C. Committed Fund Balance

The Committed Fund Balance classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision making authority, which is the Board of Trustees. Committed amounts cannot be used for any other purpose unless the Board removes or changes the specified use by taking the same type of action (for example, a resolution) that it employed to previously commit those amounts. Committed Fund Balance amounts also incorporate contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

D. Assigned Fund Balance

The Assigned Fund Balance classification includes amounts that are constrained by the government's intent that they be used for specific purposes, but that are neither restricted nor committed. Such intent must be established by (a) the Board of Trustees as the governing body or (b) a body or official to which the governing body has delegated the authority to assign amounts to be used for specific purposes.

E. Unassigned Fund Balance

The Unassigned Fund Balance classification represents residual amounts not contained in any of the above four categories. This includes the residual balance in the General Fund. Unassigned amounts may be used for any legal purpose.

5060.10 Authority to Designate Funds

The responsibility for designating funds to specific classifications shall be as follows:

Committed Fund Balance – The Board of Trustees is the District's highest level of decision-making authority, and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the Board.

Assigned Fund Balance – The Board of Trustees has designated the District Manager and the Financial Manager as the officials authorized to assign fund balances to a specific

purpose, only as approved and governed by this Fund Balance Classifications & Target Balances Policy.

5060.20 Order of Expenditure of Funds

When multiple categories of fund balance are available for expenditure (e.g., a project is being funded partly by a grant, funds set aside by the Board, and unassigned fund balance), the District shall expend funds in the order beginning with using the most restricted category before drawing progressively from categories with successively less restricted fund balances that are available for the intended purpose.

5060.30 District's Fund Structure and Classifications

The fund structure includes the General Fund & Capital Replacement Fund.

- A. The General Fund is the District's main operating fund and all financial resources, except those required to be accounted for in another fund, are accounted for in the General Fund.
- B. The Capital Replacement Fund is used to account for purchases of all capital items on a cost reimbursement basis. Examples include purchase of vehicles, or large or costly equipment such as computer servers. The monetary threshold for an item to be considered a capital purchase shall be established from time to time by the Board.

5060.40 Target Fund Balances

Under GASB 54, governments have the option to formally set aside unrestricted fund balance amounts for use in emergencies, revenue shortages, or to deal with a budget imbalance. The District has the authority to set aside such amounts by resolution of the Board. These set-aside amounts may be spent only if certain specific circumstances exist. Amounts maintained in the General Fund that are intended to provide financial stability shall be reported as committed or assigned. The notes to the District's annual financial statements shall disclose the authority for establishing the arrangement, the requirement for additions to the amount, the conditions under which amounts may be spent, and the balance.

The Board's Fund Balance Classifications & Target Balances Policy establishes fiscal management and budget policies. This Fund Balance Classifications & Target Balances Policy establishes that the District will prudently maintain sufficient reserve funds to stabilize the District's fiscal base and enable it to deal with anticipated fluctuations in revenues and expenditures, provide for unanticipated expenditures of a non-recurring nature and to pay for any unexpected increases in materials or service delivery costs within the fiscal year.

A. Public Health Emergency Reserve Fund Balance: General Fund (Committed).

California Health & Safety Code section 2070 provides that the Board may divide the annual budget into categories, including a reserve for public health emergencies. The District maintains several emergency response plans, one example being an arbovirus response plan. Funds held in this reserve may be used only to deal with an emergency such as an outbreak or epidemic of vectorborne disease, or to take appropriate actions in the event of the discovery of an invasive mosquito species within the District's service area. Examples of expenditures that may be necessary include, hiring additional personnel to conduct specialized or enhanced mosquito surveillance and/or control, materials, laboratory testing, aviation services, mapping and specialized consultant help, and reimbursing other mosquito districts for mutual aid provided. Recognizing that increasing the District's revenue stream is a cumbersome and time-consuming process, this fund balance is committed for the express purpose of financing whatever response is deemed necessary to deal with a public health emergency or serious threat.

The District commits twenty percent (20%) of its current budgeted annual expenditures, less capital expenditures, to the Public Health Emergency Reserve Fund Balance. For the purposes of calculating the current annual expenditures, the cost of any additional one-time contributions to the District's Pension Fund or Other Post-Employment Benefits Trust Account shall be excluded from the total.

B. Capital Replacement & Projects: Target Fund Balance (Committed).

The District shall maintain a target fund balance to reimburse the cost of the replacement of capital items such as vehicles, expensive laboratory equipment and other capital projects. The District has prepared a Capital Asset Valuation and Replacement Cost Study that analyzes and forecasts expenditures until fiscal year 2039-40. Capital expenditures are budgeted each year and paid from the operating fund, then reimbursed to the Capital Replacement & Projects Fund by means of a journal entry. Capital expenditures are expected to be much higher in some years than others, and therefore the ending fund balance will vary each year. However, the intended net result of the capital expenditure program is that a fund balance of approximately \$1,000,000 will remain at the end of the final year of the program, FY 2039-40. The variable balance maintained in the Capital Replacement & Projects Fund will serve the following purposes:

- a) Act as a buffer to smooth expenditures from year to year
- b) Provide a prudent reserve in the event of unforeseen or catastrophic eventualities, not all of which may be fully covered by insurance.

The District commits an initial target balance of one million dollars (\$1 million) to the Capital Replacement Fund.

- C. General Fund Minimum Fund Balance: (1) to Provide Working Capital during the “No-Income Period” (Assigned).

The great majority of the District’s revenues are collected by the two counties from the tax rolls and remitted to the District twice annually, at intervals of approximately six months. In order to continue operations between these widely spaced increments of revenue, the District must keep sufficient funds on hand to provide for the purchase of materials, services and to meet payroll. Additionally, even when the monies are deposited in the District’s bank accounts, the reporting of these amounts to the District is often delayed by several months due to workflow priorities at the County Department of Finance. The District cannot spend unrecognized revenues.

Therefore, the District shall maintain in the General Fund, a minimum target fund balance equal to six months of the prior budget year’s actual expenditures in the General Fund.

- D. General Fund Minimum Fund Balance: (2) In case of Interruption in Revenue Flow (Assigned).

In addition to the working capital described above that is necessary to maintain operations between revenue increments, the District shall maintain a target fund balance sufficient to sustain the District’s operations in the event of an interruption or significant reduction in revenue flows. To achieve this objective, it shall be policy of the District to maintain an unassigned fund balance in the general fund in a range. This fund balance shall fall in a range of no less than 25%, but no greater than 50%, of the authorized level of prior year’s actual expenditures, less the capital expenditures for that fiscal year. If the unassigned fund balance should fall below this range, the District shall develop a restoration plan to achieve and maintain the target fund balance within the range stated above.

- E. Insurance Pool Contingency Target Fund Balance (Assigned)

As part of its participation in the Vector Control Joint Powers Agency (VCJPA) the District maintains a fund balance to defray the estimated cost of paying several self-insured retention (SIR) amounts. SIRs are similar in function to an insurance deductible and must be paid by the District in the event of a claim. VCJPA has published recommended fund balance targets in the Member Contingency Fund (MCF) to deal with a worst-case scenario involving multiple large claims. These funds are kept on deposit with VCJPA and professionally invested at the direction of the VCJPA Board. MCF amounts are invested and managed in strict accordance with governmental fund investing requirements and restrictions. Historically the rate of return has equaled or bettered other relatively secure investment vehicles such as the Local Authority Investment Funds.

It shall be the District's policy to maintain funds on deposit with VCJPA in the Member Contingency Fund in an amount approximately equal to that recommended by the VCJPA, plus or minus twenty percent of the recommended value.

As an assigned fund balance designated for a specific purpose, under section **5060.10**, the Board authorizes the Manager and/or Financial Manager to disburse funds from the VCJPA Member Contingency Fund to the extent necessary to pay the District's SIR to VCJPA in connection with an emergency situation.

Committee review: 10-6-2020

Legal review: 10-1-2020

Board Approval: Pending

DRAFT

RESOLUTION 2020/21-01

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
MARIN/SONOMA MOSQUITO & VECTOR CONTROL DISTRICT
RENAMING ITS GASB 54 FUND BALANCE POLICY TO THE
FUND BALANCE CLASSIFICATIONS & TARGET FUND BALANCES POLICY
AND AMENDING SAID POLICY'S FUND BALANCE CLASSIFICATIONS AND
TARGET FUND BALANCES**

WHEREAS, in February 2009, the Governmental Accounting Standards Board (GASB) issued Statement No. 54, which provides clearer fund balance classifications by clarifying existing governmental fund type definitions. Statement No. 54 establishes fund balance classifications that comprise a hierarchy based on the extent to which a government body must observe constraints imposed on the use of the financial resources reported in governmental funds; and

WHEREAS, on March 11, 2019 the Marin/Sonoma Mosquito & Vector Control District's ("District's") Board of Trustees (Board) adopted a Fund Balance Policy compliant with Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions; and

WHEREAS, the Fund Balance Policy was incorporated into the District's Board Policy Manual as Policy 5060 ("Policy"); and

WHEREAS, on March 11, 2020 the Board directed staff to make certain changes to the District's target fund balances and the capital projects spending program; and

WHEREAS, the District desires to update its Policy.

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

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

SECTION 2. Purposes. In addition to the general purposes identified in the above recitals, the District desires to adopt the attached Fund Balance Classifications & Target Balances Policy to amend fund balance classifications and adopt revised target fund balances and ranges.

SECTION 3. Adoption of Policy. The Board hereby amends Policy 5060 of the District's Board Policy manual in its entirety by adopting the Fund Balance Classifications & Target Balances Policy attached hereto as Attachment A and incorporated herein.

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

Effective Date. This Resolution shall become effective upon its adoption.

PASSED AND ADOPTED at a regular meeting of the Board of Trustees held October 14th, 2020, by the following roll call vote:

	Yes	No	Abstain	Absent
Bruce Ackerman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cathy Benediktsson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gail Bloom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tamara Davis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Art Deicke	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Julia Ettl	<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"/>
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"/>
Shaun McCaffery	<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"/>
Monique Predovich	<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"/>
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"/>
Carol Pigoni	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vote Totals:				

ATTEST:

APPROVED:

 Richard Snyder
 Secretary, Board of Trustees

 Carol Pigoni
 President, Board of Trustees

EXHIBIT A
Fund Balance Classifications & Target Balances Policy

STAFF REPORT



DATE: October 14, 2020
TO: The Board of Trustees
FROM: Philip D. Smith, District Manager
SUBJECT: Resolution Adopting an Electronic Signature Use Policy (5070)

RECOMMENDATION

Staff recommends that the Board:

1. Review & discuss this report, the attached draft Electronic Signature Use Policy and Resolution 2020/21-02.
2. Consider a motion to adopt the proposed Resolution 2020/21-02, which adopts Policy 5070, the Electronic Signature Use Policy.
3. Direct staff to incorporate the Electronic Signature Policy as Section 5070 of the Board Policy Manual.

REASONS FOR/RESULTS OF RECOMMENDED ACTION

Many individuals, businesses, vendors, contractors, and agencies regularly use electronic signatures to conduct transactions. As a result of state and local directives limiting travel outside of a residence to essential services and implementing social distancing protocols to respond to the COVID-19 pandemic, many individuals and entities are working remotely and the use of electronic signatures has increased.

The Electronic Signature Use Policy (Policy) establishes guidelines for the use and acceptance of electronic signatures used to conduct official business in the District. This Policy allows the use of electronic signatures in lieu of manual signatures, when permitted by law, and establishes when an electronic signature may replace a manual signature.

BACKGROUND

The federal Electronic Signatures in Global and National Commerce Act permits but does not require parties to use electronic signatures. Two state laws govern the use of electronic signatures for public agencies. The Uniform Electronic Transactions Act (Civil Code section 1633.1 et seq.) governs "electronic signatures" and Government Code Section 16.5 governs "digital signatures."

An "electronic signature" is "an electronic sound, symbol, or process, attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record." (Civ. Code, § 1633.2(h).) A "digital signature" is an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature. (Gov. Code, § 16.5(d).) A digital signature is a subset of an electronic signature, and is more secure and reliable than other forms of electronic signatures. The Secretary of State has adopted regulations concerning the two acceptable forms technology - public key cryptography" and "signature dynamics" - for use by public entities for digital signature transactions. "Those regulations are temporarily superseded by emergency regulations effective through October 20, 2020, or until that date is extended or the emergency regulations are made permanent by regulatory action.

POLICY TITLE: Electronic Signature Use Policy**NUMBER: 5070**

5070.10 It is the policy of the Marin/Sonoma Mosquito & Vector Control District (the “District”) to accept electronic signatures affixed to documents in which a signature is required or used, provided that: (1) the electronic signatures are “digital” signatures that comply with the requirements of California Government Code Section 16.5 and applicable state regulations¹ (2) the signatories are willing and desiring to utilize digital signatures, and (3) the digital signatures are created by technologies authorized by the California Secretary of State and made available by the District. Signatories may digitally sign the following types of documents:

- Memoranda
- Forms, Certificates, Permits (if allowed)
- Board Letters
- Correspondence
- Meeting Minutes
- Service Agreements (Contracts)
- Leases
- Purchase Orders
- Administrative Policies
- Documents requiring the Board President’s signature

The use, or the District’s acceptance, of a digital signature is at the option of the District and the signer(s). Nothing in this Policy requires the District to use or accept the submission of a document containing a digital signature. Transactions involving real property (e.g. deeds, transfers of title) shall not be signed electronically.

All parties that wish to use electronic signatures shall agree to follow this Policy, shall provide written or electronic consent as to the use of electronic signatures, and shall agree to indemnify the District against any liability associated with transmitting an electronic signature or an electronically signed record by electronic transmission.

The District will use electronic signatures, but not digital signatures for RFPs, Board letters and minutes, in which there is no transaction with another party.

5070. 20 Definitions

- a) “Digital Signature” means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature. A digital signature is a type of “electronic signature”.²
- b) “Digital Signature Certification Authority” means an entity authorized by the Secretary of State to issue digital certificates that are required for a digital signature under California law and that is listed on the Secretary of State’s “Approved List of Digital Signature Certification Authorities.”

- c) “Digital Signature Provider” means an entity that provides document signing services using digital technology.
- d) “Electronic Signature” means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record, including a digital signature.³

5070.30 Electronic Signatures. The use of electronic signatures is authorized by two California statutes, the Uniform Electronic Transactions Act (“UETA”), codified at Civil Code Section 1633.1 et seq., and Government Code Section 16.5.

The UETA provides that a signature may not be denied legal effect or enforceability solely because it is in electronic form. In order for the UETA to apply, the parties must agree to conduct the transaction by electronic means, and whether they have agreed to do so “is determined from the context and surrounding circumstances, including the parties’ conduct.”

Government Code Section 16.5 applies to public entities⁴ such as the District, and authorizes any party to a written communication with a public entity, in which a signature is required or used, to affix a signature by use of a digital signature that complies with the requirements of Section 16.5.⁵ Digital signature transactions involving public entities that are subject to the UETA are also subject to the more particular requirements of Government Code Section 16.5.⁶ The use of a digital signature will have the same force and effect as the use of a manual signature if, and only if, the digital signature embodies the five attributes⁷ discussed in Section 5070.40 below.

5070.40 Digital Signatures

Government Code Section 16.5 and state regulations require that a digital signature (i) be created by a technology that is acceptable for use by the State of California and (ii) embodies the following five attributes:

- 1) It is unique to the person using it;
- 2) It is capable of verification;
- 3) It is under the sole control of the person using it;
- 4) It is linked to data in such a manner that if the data are changed, the digital signature is invalidated; and
- 5) It conforms to regulations adopted by the Secretary of State, codified at Chapter 10 of Division 7 of Title 2 (commencing at Section 22000) of the California Code of Regulations.⁸

5070.50 Digital Signature Technologies. The Secretary of State allows public entities to utilize digital signatures that are created by one of two different technologies – “public key cryptography” and “signature dynamics” – provided that the digital signatures are also created consistent with the provisions of Section 22003 of the California Code of Regulations.

Public key cryptography (“PKC”) is a form of cryptography that generally allows users to communicate securely. PKC signatures are affixed to documents using software enhancements to existing applications and web browsers and are capable of immediate third-party verification.

Signature dynamics uses the individual’s handwritten signature. Unlike PKC signatures, signature dynamics signatures require additional hardware to create the signatures. An electronic drawing tablet and stylus are used to record the direction, speed, and coordinates of a handwritten signature – essentially, taking a snapshot of a person’s signature. This type of digital signature does not offer encryption, confidentiality, or the level of security that is inherent in PKC signatures. PKC allows for third party verification of the signature by certification authorities approved by the State, while signature dynamics signatures require additional steps (including handwriting analysis) to verify the signer of a document (similar to a non-notarized, paper-based signature). A formal handwriting analysis of a signature dynamics signature may be lengthy. However, some degree of certainty can be obtained by a lay comparison of manual handwritten signatures that may already be on file with the District.

The District shall only contract with digital signature providers that offer their digital signature services with a certificate issued by a digital signature certification authority. District staff shall only accept digital signatures created by PKC or signature dynamics technologies. As advised by the Secretary of State, District staff shall consider the following issues and other issues when identifying the appropriate technology to use for each document that includes a digital signature component:

- Are the documents containing signatures going to be transmitted over an "open" (insecure) or a "closed" (secure) network?
- Does the signature on the document require verification?
- How much time and resources can be allocated to verification?
- Is it necessary for the signature to be compared to a manual signature on paper or can a digital certificate adequately provide one-stop verification?
- Will immediate verifiability reduce the potential of fraud?
- Will the documents containing digital signatures have to be reproduced for public access to the records?
- Will the documents containing digital signatures be utilized by another local, state or federal agency? If so, is the technology compatible with the other agency's needs?

Whenever a document requires immediate absolute verification of a signature, District staff shall use and accept only digital signatures created by the PKC technology.

¹ Cal. Code Regs., tit. 2, § 22000 *et seq.*

² Cal. Gov. Code, § 16.5(d).

³ Cal. Civ. Code, § 1633.2(h).

⁴ “‘Public entity’ includes the state, the Regents of the University of California, the Trustees of the California State University and the California State University, a county, city, district, public authority, public agency, and any other political subdivision or public corporation in the State.” Cal. Gov. Code, §§ 16.5(a) & 811.2 (emphasis added).

⁵ Cal. Gov. Code, § 16.5(a).

⁶ See Civ. Code, § 1633.3(e).

⁷ Gov. Code, § 16.5(a).

⁸ Cal. Gov. Code, § 16.5; 2 C.C.R. § 22002.

⁹ California Secretary of State, *Approved List of Digital Signature Certification Authorities*, <http://www.sos.ca.gov/administration/regulations/current-regulations/technology/digital-signatures/approved-certification-authorities?referrer=&lastReferrer=trustfile.avalara.com> (as of July 2018).

Committee review: 10-6-2020

Legal review: 10-1-2020

Board Approval: Pending

Oct 14, 2020

RESOLUTION 2020/21-02

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE MARIN/SONOMA MOSQUITO & VECTOR CONTROL DISTRICT ADOPTING AN ELECTRONIC SIGNATURE USE POLICY.

WHEREAS, the use of electronic signatures has become increasingly common in public and private transactions; and

WHEREAS, as a result of the COVID-19 restrictions it has become difficult to safely obtain manual signatures on official paperwork related to the Marin/Sonoma Mosquito & Vector Control District's ("District's") business; and

WHEREAS, electronic signatures have been incorporated into federal law by the Electronic Signatures in Global and National Commerce Act (15 U.S.C. section 7001 et seq.) and into California law by the Uniform Electronic Transactions Act ("UETA") (Civil Code section 1633.1 et seq.) and Government Code section 16.5; and

WHEREAS, under California law, the use of electronic signatures is at the option of the parties, including the public agencies, involved in a transaction; and

WHEREAS, the District has already made efforts to reduce paper copies of files while remaining in compliance with the District's established record retention schedule; and

WHEREAS, the use of electronic signatures will add to the efficiency of District staff both during and after the COVID-19 pandemic restrictions; and

WHEREAS, potential uses of electronic signatures include, among other things, signing contracts, submitting applications, filing internal and external (public facing) forms, and transmitting government records; and

WHEREAS, the District desires to adopt a policy that will mitigate potential risks associated with conducting transactions, transmitting information, and maintaining public records that use electronic signatures.

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

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

SECTION 2. Purposes. In addition to the general purposes identified in the above recitals, the District desires to adopt the attached Electronic Signature Use Policy to achieve the following objectives: (1) to create and maintain documentation of the systems used to create electronically signed records and the electronic signatures they contain; (2) to ensure that records that include electronic signatures are created and maintained in a secure environment that protects the records from unauthorized alteration or destruction; (3) to ensure that electronic signature authentication follows the District's identity management protocols (i.e., secure network login/password procedures) so that unless an employee is active and in good standing they may not sign an electronic document; (4) to implement standard operating procedures for the creation, use, and management of electronic signatures and electronically signed records, and to maintain adequate written

documentation of those procedures; (5) to create and maintain electronic signatures and electronically signed records according to the documented standard operating procedures; and (6) to inform District staff as to the standard operating procedures for electronic signatures and electronically signed records.

SECTION 3. Adoption of Policy. The District Board of Trustees hereby adopts the Electronic Signature Use Policy attached hereto as Attachment A and incorporated herein.

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

SECTION 5. Effective Date. This Resolution shall become effective upon its adoption.

PASSED AND ADOPTED at a regular meeting of the Board of Trustees held October 14th, 2020, by the following roll call vote:

	Yes	No	Abstain	Absent
Bruce Ackerman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cathy Benediktsson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gail Bloom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tamara Davis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Art Deicke	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Julia Ettlin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laurie Gallian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
Shaun McCaffery	<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"/>
Monique Predovich	<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"/>
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"/>
Carol Pigoni	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vote Totals:				

ATTEST:

APPROVED:

 Richard Snyder
 Secretary, Board of Trustees

 Carol Pigoni
 President, Board of Trustees

EXHIBIT A
Electronic Signature Use Policy

STAFF REPORT



DATE: October 14, 2020
TO: The Board of Trustees
FROM: Philip D. Smith, District Manager
SUBJECT: Proposed Board Meeting Minutes Policy (5080)

RECOMMENDED ACTION

The Executive Committee, Policy Committee and staff recommends that the Board:

1. Review & discuss this report, the attached draft Meeting Minutes Policy and Resolution 2020/21-03.
2. Consider a motion to adopt the proposed Resolution 2020/21-03, which approves the Board Meeting Minutes Policy and adds it to the Board Policy Manual as Section 5080.

REASONS FOR/RESULTS OF RECOMMENDED ACTION

Implementation of a formal policy governing the format and level of detail contained in the Board's official meeting minutes is deemed desirable by the Executive Committee, Policy Committee and staff. The minutes form an important legal record of the Board's deliberations and actions, and the proposed policy would bring consistency to the format, content, and specificity of the minutes. A review of the archives shows that over the decades, the District's minutes have varied considerably in length and detail. In their discussions, the committees and staff noted that in recent years, staff has expended considerable time and effort to prepare the minutes, and Board members are tasked with reading and reviewing the more extensive minutes. For these reasons, many local government agencies have adopted "action minutes" policies similar to the sample attached to this report.

Robert's Rules of Order (and other parliamentary guides) offer the simple guideline that minutes should record what is done, not what is said. In this view, the minutes should include core items such as decisions made, postponements, referrals to committee and so forth. They may also include a note that a discussion was held on a topic, but by keeping the minutes to this core of essential facts, energy and effort could be better devoted to the larger issues that face the District. Given that the Board's agenda packets will continue to provide considerable detail on proposed actions, reports and the like, the change of format to action minutes should result in no significant reduction in the clarity and completeness of the official records of the Board's meetings.

If the Board takes the recommended actions, District staff would henceforth prepare minutes in accordance with the provisions of the attached proposed Board Meeting Minutes Policy, which would be added to the Board Policy Manual as Section 5080.

CONCLUSION

Adoption of Resolution 2020/21-03 creating Section 5080 of the Board Policy Manual: "Board Meeting Minutes Policy," will standardize the format of the Board's meeting minutes, recording the essential elements of meetings, while conserving staff and Board member time for more productive endeavors.

POLICY TITLE: Board Meeting Minutes

NUMBER: 5080

5080 Purpose

To establish the rules for the preparation of minutes of meetings of the Board of Trustees, specify the type of items to be included, and set procedures to approve or amend the minutes.

5080.10 Recordings of Board Meetings

Unless directed otherwise, an audio recording shall be made of all regular and special meetings of the Board of Trustees. The recording shall be stored securely, with multiple digital backups, until the minutes are approved or thirty (30) days after the recording, whichever date is later. Members of the public may inspect recordings of Board meetings without charge on a playback device that will be made available by the District.

5080.20 Preparation of Minutes

With the assistance of the District Manager and staff, the Secretary of the Board of Trustees shall provide written minutes of all meetings of the Board from the meeting notes and the audio recording of the meeting. The audio recording will be kept until the Board by motion has approved the minutes or thirty (30) days after the recording, whichever date is later. The written minutes shall be considered the formal minutes of the District and the audio recording shall thereafter be erased promptly.

5080.30 Format and Content of Minutes

The Board minutes shall be prepared in the "action" format, providing a record of actions taken and/or conclusions reached. The following provisions shall apply:

Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed and individual votes will be recorded unless the action was unanimous. All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting anew at the beginning of each fiscal year. 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:

- The date, place and type of each meeting.
- Trustees present and absent, by name.

- Administrative staff present, by name.
- A record of those present and serving the District as contractors and consultants.
- Call to Order, and actual starting time of the meeting.
- Time and name of late arriving Trustees.
- Time and name of early departing Trustees.
- Names of Trustees absent during any agenda item upon which action was taken.
- Summary record of staff reports. These may be provided in the accompanying meeting agenda packet.
- Summary record of public comments regarding matters not on the agenda, including names of the persons commenting.
- Approval of minutes or modified minutes of preceding meetings.
- Record by number of all warrants approved for payment.
- Complete information as to each subject of the Board's deliberation.
- Resolutions and ordinances described as to their substantive content and sequential numbering.
- Record of all contracts and agreements approved directly by the Board, and if applicable, their amendment(s), as approved by the Board.
- Approval of the annual budget and mid-year or other budget amendments.
- Approval of all policies, rules and/or regulations.
- Approval of all dispositions of District assets brought before the Board.
- Approval of all those purchases of District assets not included in the annual budget process.
- Time of meeting adjournment.

5080.40 Approval of Minutes

Copies of a meeting's minutes shall be distributed to Trustees as a part of the agenda packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Approval will be by motion. A majority vote of the Board is required to approve any corrections. If corrections are approved by a majority of the Board, the written minutes as corrected will then be approved by motion.

Once approved by the Board, the official minutes shall be archived on paper and electronically with multiple backups, including at least one remote (offsite) backup copy. Pursuant to Government Code section 60201 and the District's Records Retention Policy & Schedule, minutes of the Board of Trustees shall be maintained in perpetuity.

Committee review: 10-6-2020

Legal review: 10-1-2020

Board Approval: Pending

Marin/Sonoma Mosquito & Vector Control District

Board of Trustees
595 Helman Lane
Cotati, CA 94931

January 9, 2019

MINUTES (ACTION ONLY)

1. **CALL TO ORDER**

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

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

Members present:

Bloom, Gail	Kinser, Alannah
Davis, Tamara	McCaffery, Shaun
DeMatteo, Dustin	Sagues, Paul
Gallian, Laurie	Schulze, Ed
Giovanatto, Carol	Witt, David
Harlem, Pamela	Rowland Jr., Herb
Khush, Ranjiv	

Members absent:

Ackerman, Bruce
Blair, Ken
Deicke, Art
Glass, Una
Hootkins, Susan
Naythons, Matthew
Snyder, Richard

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

Others present:

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

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

4. **PUBLIC TIME**
No public present.
5. **CONSENT CALENDAR**
- A. **CHANGES TO AGENDA/APPROVAL OF AGENDA**
- B. **MINUTES** – Minutes for Board Meeting held December 12, 2018.
- C. **FINANCIAL**
Warrants – December 2018
December Payroll: \$185,321.94
December Expenditures: \$307,013.80
Total: \$492,335.74
- D. **ENDING ACCOUNT BALANCES:**
Operating Fund: \$9,738,158.33
- E. **2nd QUARTER FINANCIAL STATEMENT FOR FY 2018/19**

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

Motion passed with:

***Ayes:** Trustee Bloom, Trustee Davis, Trustee DeMatteo, Trustee Gallian, Trustee Giovanatto, Trustee Harlem, Trustee Khush, Trustee Kinser, Trustee McCaffery, Trustee Sagues, Trustee Schulze, Trustee Witt and Trustee Rowland*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee Ackerman, Trustee Blair, Trustee Deicke, Trustee Glass, Trustee Hootkins, Trustee Naythons and Trustee Snyder*

6. **NEW BUSINESS**
- A. **2019 Trustee election nominations and Election of Officers**

It was M/S Trustee Schulze/Trustee Davis to accept the Nominating Committee's recommendations and to appoint the Board Officers for 2019 as follows:

President – Shaun McCaffery

1st Vice-President – Paul Sagues

2nd Vice-President – Carol Giovanatto

Secretary – Pamela Harlem

Motion passed with:

***Ayes:** Trustee Bloom, Trustee Davis, Trustee DeMatteo, Trustee Gallian, Trustee Giovanatto, Trustee Harlem, Trustee Khush, Trustee Kinser, Trustee McCaffery, Trustee Sagues, Trustee Schulze, Trustee Witt and Trustee Rowland*

***No:** (none)*

Abstain: (none)

Absent: *Trustee Ackerman, Trustee Blair, Trustee Deicke, Trustee Glass, Trustee Hootkins, Trustee Naythons and Trustee Snyder*

B. Passing of the Gavel

Manager Smith presented outgoing President Rowland with the traditional plaque for outgoing Presidents. Incoming President Shaun McCaffery congratulated Trustee Rowland on his service and moved to the President's seat.

C. Committee Assignments

It was M/S Trustee Davis/Trustee Schulze to accept the list of trustee committee assignments as follows:

- *Add Trustees Paul Sagues and David Witt to Policy Committee*
- *Add Trustee Ken Blair to the Audit Committee*
- *Removed the Civil Grand Jury Response Committee (ad hoc)*
- *President McCaffery to serve as chair of Budget Committee and Trustee Gail Bloom to assume the role of Vice Chair*

Motion passed with:

Ayes: *Trustee Bloom, Trustee Davis, Trustee DeMatteo, Trustee Gallian, Trustee Giovanatto, Trustee Harlem, Trustee Khush, Trustee Kinser, Trustee McCaffery, Trustee Sagues, Trustee Schulze, Trustee Witt and Trustee Rowland*

No: (none)

Abstain: (none)

Absent: *Trustee Ackerman, Trustee Blair, Trustee Deicke, Trustee Glass, Trustee Hootkins, Trustee Naythons and Trustee Snyder*

D. Approve Signature Card for District Bank Account

It was M/S Trustee Gallian/Trustee Giovanatto to approve the list of persons authorized to sign checks drawn on the District's Bank Accounts:

Motion passed with:

Ayes: *Trustee Bloom, Trustee Davis, Trustee DeMatteo, Trustee Gallian, Trustee Giovanatto, Trustee Harlem, Trustee Khush, Trustee Kinser, Trustee McCaffery, Trustee Sagues, Trustee Schulze, Trustee Witt and Trustee Rowland*

No: (none)

Abstain: (none)

Absent: *Trustee Ackerman, Trustee Blair, Trustee Deicke, Trustee Glass, Trustee Hootkins, Trustee Naythons and Trustee Snyder*

E. Public Relations Update

Nizza Sequeira, Public Relations Director gave a presentation focusing on the various ways the District provides public outreach in Marin and Sonoma Counties.

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

Mr. Brent Ives presented the third workshop in the series of the four training sessions required as part of the process of qualifying the District to apply for the California Special Districts Association's (CSDA) "District of Distinction" award.

7. COMMITTEE & STAFF REPORTS**A. Executive Committee**

No report.

B. Fiscal Strategies Committee

Chair Carol Giovanatto explained that the Fiscal Strategies Committee met via teleconference on December 18 to review the draft of the public opinion survey instrument.

C. Legislative Committee

Chair Tamara Davis indicated that she, Trustee Schulze, Manager Smith met with Senator Bill Dodd and Assemblymember Jim Wood in December to inform them of the District's varied public health activities, its increasing workloads and financial condition.

8. MANAGER'S REPORT

Manager and Assistant Manager's reports were included in the January Board packet.

9. WRITTEN COMMUNICATIONS

Former Trustee Terry Pebbles gave written notice of his resignation, effective December 31, 2018.

10. OPEN TIME FOR BOARD OR STAFF COMMENTS

Nick Picinich, Rodent Control Specialist and Dawn Williams, Administrative Assistant addressed the Board regarding the Nationwide 457(b) plan administrators not allowing staff to transfer their funds to the new CalPERS 457(b) deferred compensation plan for retirement savings.

Trustee Schulze was advised by the Plant Manager of the North Marin Water District (NMWD) that they propose to increase the size of the area of their flooding plan, which Trustee Schulze was concerned could cause an increase in mosquito production.

11. **ADJOURNMENT**

There being no further business to come before the Board, it was M/S Trustee Schulze/Trustee Davis to adjourn the meeting at 9:50 pm.

District Representative
MSMVCD

Date of Approval

Trustee
MSMVCD Board of Trustees

Date of Approval

RESOLUTION 2020/21-03

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE MARIN/SONOMA MOSQUITO & VECTOR CONTROL DISTRICT ADOPTING A BOARD MEETING MINUTES POLICY

WHEREAS, the Marin/Sonoma Mosquito & Vector Control District (“District”) wishes to adopt a formal policy governing the format and content of the minutes of the Board of Trustees’ (“Trustees”) meetings, including an accurate and enduring record of actions taken, members present and other relevant information pertaining to Board meetings; and

WHEREAS, in recent years the District’s practice has been to prepare a set of relatively extensive minutes for each Board meeting, often recounting or summarizing the Board’s discussions, sometimes quoting remarks made by individual trustees; and

WHEREAS, the staff effort necessary on the part of the Administrative Assistant and District Manager to produce and review these narrative or discussion minutes is substantial, sometimes occupying several days in total, especially for the Board’s lengthier meetings; and

WHEREAS, the use of “Action Minutes” would greatly expedite the task of producing of Board meeting minutes, thus making available additional staff time to devote to other tasks important and beneficial to the District; and

WHEREAS, an adequate description of each item considered by the Board will always be provided in the Board Meeting agenda packet and this description would also be reproduced in the “Action Minutes” format; and

WHEREAS, a majority other local government agencies surveyed in the area prepare “Action Minutes” or similarly brief written records of their meetings; and

WHEREAS, for the foregoing reasons, the District wishes to adopt a formal policy governing meeting minutes, and to incorporate it in the District’s Board Policy Manual.

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

SECTION 1. Recitals

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

SECTION 2. Purposes

In addition to the general purposes identified in the above recitals, the District desires to adopt the attached Board Meeting Minutes Policy to expedite the process of producing Board meeting minutes.

SECTION 3. Adoption of Policy

The Board hereby adopts the Board Meeting Minutes Policy attached hereto as Attachment A and incorporated herein.

SECTION 4. Severability

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

Effective Date This Resolution shall become effective upon its adoption.

PASSED AND ADOPTED at a regular meeting of the Board of Trustees held October 14th, 2020, by the following roll call vote:

	Yes	No	Abstain	Absent
Bruce Ackerman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cathy Benediktsson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gail Bloom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tamara Davis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Art Deicke	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Julia Ettlin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laurie Gallian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
Shaun McCaffery	<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"/>
Monique Predovich	<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"/>
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"/>
Carol Pigoni	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vote Totals:				

ATTEST:

APPROVED:

Richard Snyder
Secretary, Board of Trustees

Carol Pigoni
President, Board of Trustees

EXHIBIT A
Board Meeting Minutes Policy

Manager's Report

- Efforts continue to recover some of the District's costs associated with its efforts in the fire recovery zones. We recently obtained some assistance from General Counsel's company and have now finalized the District's claim for \$226,000 in the Fire Victims' Claims Trust portal site.
- As of August 6th, 2020, the balance in the District's OPEB trust fund at CalPERS CERBT has increased to \$5,380,951.
- Consistent with the Board's direction, District financial staff made the first quarterly deposit to the above mentioned OPEB trust account and will soon make the second contribution for FY 20-21. The amount of each deposit was comprised of the annual, actuarially determined contribution plus one quarter of the special contribution of \$2.159M authorized by the approved annual budget. The remaining three deposits will each be 25% of the additional, special contribution.
- Due to the continuing pandemic, recruitment for the Education Program Specialist remains on hold. Following the completion of the total compensation survey for the Mechanic/Facilities Manager position, the District met and conferred with the Western Council of Engineers, reaching agreement on several issues as outlined in the Board's agenda for tonight's meeting. Recruitment for that position is now under way.
- Next year's annual conference of the Mosquito & Vector Control Association of California (January 31st to February 2nd) will be held entirely online. Fortunately, the hotel in Monterey released the Association from the meeting and lodging contracts at no charge. This event should be an excellent opportunity to attend interesting educational and other sessions without the expense and time associated with traveling.
- President Pigoni and the Executive Committee advise that the Board will likely meet monthly for the foreseeable future (November through January 2021). The financial audit will be presented by Maze & Associates at the November meeting.
- Cagwin & Doward of Petaluma are providing ongoing landscape maintenance services, and several improvements have been made to the irrigation and control systems. Preventive maintenance and repairs to the District's 21 industrial roll-up doors was completed by the Jones Garage Door Company of Petaluma.
- Newer, more versatile and faster printer/copiers are now installed at a lower cost than under the prior contract.
- So far this year, we've had one bird (from San Rafael) test positive for West Nile virus. There have been no positive mosquito pools and we're not aware of any human cases.
- Smoke from the recent wildfires has affected District operations. For the office building, we obtained some portable air purifier units to supplement the filtration provided by the heating and ventilating system.

Assistant Manager's Report

- By utilizing protection measures, we have been able to work in the field and respond to public service requests during periods with poor air quality.
- Mosquito surveillance and control operations in tidal marshes continue to be especially challenging. We found significant populations of larval *Aedes dorsalis* (pale salt marsh mosquito) mosquitoes after the past several high tide events. We carefully planned and executed mosquito larvicide applications via handheld equipment and helicopter. Post treatment surveillance showed good larval mortality results, however we also found large populations of adult mosquitoes. The adults flew into neighboring communities including Blackpoint, Greenpoint in Marin and rural areas of Sonoma and Petaluma. We are not sure where the adult mosquitoes came from! Due in part to the efforts and hard work of our Field Supervisors and Vector Control Technicians the adult populations did not disperse further into Marin and Sonoma counties.
- We have implemented new, high quality, GPS units and a desktop program into our operations to increase efficiencies relative to mosquito surveillance and control and tick surveillance. We have been impressed with the units and the program so far.
- We continue to respond to requests for service for several problematic yellowjacket and rat related issues daily.
- The Sonoma Creek Enhancement Project partners were very pleased to learn of the Board's approval of \$42,000 as secondary contingency funding for the project. Project construction was delayed due to the wildfires and began on October 5, 2020.
- Laboratory staff are learning and testing a computer program (Tableau) that can be used to query and visualize data within our operational database. The current database we are using limits access and the ability to query the data we collect (e.g. mosquito abundance data). We will likely have to negotiate with the current vendor to be able to obtain our raw data and import it to an auxiliary program.
- *Aedes aegypti* mosquitoes have been found in Yuba county, the Chico area, and Butte County recently. *Aedes aegypti* and *Aedes albopictus* have been found in Shasta County. The District continues to perform surveillance and to prepare for invasive *Aedes* species detection within the District.
- We continue to be diligent in taking precautionary measures to prevent the spread of COVID-19 both in-house and in our interactions with the public. This includes professional sanitization and deep cleaning of our restroom facilities on a weekly basis.
- I was able to procure two new Argo amphibious ATVs at a considerable savings to the District. Given the complex California emissions regulations and the District's operational needs it was a challenging process.
- We have started the process of performing mosquito surveillance in areas of Sonoma County impacted by the Walbridge wildfire.