

Marin/Sonoma Mosquito & Vector Control District

Board of Trustees
595 Helman Lane
Cotati, CA 94931

Meeting Held via Videoconference

June 17, 2020

MINUTES

1. CLOSED SESSION

A. **Closed Session pursuant to California Government Code Section 54957.6 CONFERENCE WITH LABOR NEGOTIATORS**

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

Employee Organization: Western Council of Engineers

B. **Closed Session Adjourned to Open Board Meeting at 7:10 pm.**

2. CALL TO ORDER

President Pigoni called the meeting to order at 7:10 pm.

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

Members present:

Bloom, Gail	McCaffery, Shaun
Davis, Tamara	Predovich, Monique
Deicke, Art	Rowland Jr., Herb
Ettlin, Julia	Schulze, Ed <i>arrived at 7:18 pm</i>
Gallian, Laurie	Snyder, Richard
Harlem, Pamela	Thompson, Michael
Hootkins, Susan	Witt, David
Khush, Ranjiv	Pigoni, Carol

Members absent:

Ackerman, Bruce
Glass, Una
Naythons, Matthew

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

Others present:

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

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

5. PUBLIC TIME

No public comment.

6. CONSENT CALENDAR

A. CHANGES TO AGENDA/APPROVAL OF AGENDA

B.* MINUTES – Minutes for Board Meeting held on May 13, 2020.

C.* FINANCIAL

Warrants – May 2020

May Payroll: \$188,385.50

May Expenditures: \$418,280.29

Total: \$606,665.79

D. ENDING ACCOUNT BALANCES:

Operating Fund: \$12,285,879.09

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 Khush, Trustee McCaffery, Trustee Predovich, Trustee Rowland, Trustee Snyder, Trustee Thompson, Trustee Witt and Trustee Pigoni*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee Ackerman, Trustee Glass, Trustee Schulze and Trustee Naythons*

7. PUBLIC HEARING/PUBLIC COMMENT

A.* The purpose of this Public Hearing was to receive public comment regarding Resolution No. 2019/20-04, A Resolution of the Board of Trustees of the Marin/Sonoma Mosquito and Vector Control District: A Resolution approving the engineer’s report, confirming the assessment diagram and assessment and ordering the levy of assessments for fiscal year 2020-21 for the Vector Control Assessment (Assessment No. 1).

It was M/S Trustee Snyder/Trustee Davis to accept Resolution 2019/20-04:

Motion passed with a roll call vote:

***Ayes:** Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlin, Trustee Gallian, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee McCaffery, Trustee Predovich, Trustee*

Rowland, Trustee Schulze, Trustee Snyder, Trustee Thompson, Trustee Witt and Trustee Pigoni

No: (none)

Abstain: (none)

Absent: Trustee Ackerman, Trustee Glass and Trustee Naythons

- B.*** The purpose of this Public Hearing was to receive public comment regarding Resolution No. 2019/20-05, A Resolution of the Board of Trustees of the Marin/Sonoma Mosquito and Vector Control District: A Resolution approving the engineer's report, confirming the assessment diagram and assessment and ordering the levy of assessments for fiscal year 2020-21 for the Northwest Mosquito, Vector and Disease Control Assessment (Assessment No. 2).

It was M/S Trustee Gallian/Trustee Davis to accept Resolution 2019/20-05:

Motion passed with a roll call vote:

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

No: (none)

Abstain: (none)

Absent: Trustee Ackerman, Trustee Glass and Trustee Naythons

8. NEW BUSINESS

- A.* Two Proposed Memoranda of Understanding (MOU) with the Western Council of Engineers (WCE): General Membership and Management/Confidential Units.**

Chief Negotiator Kelly Tuffo provided an overview of the proposed MOU, noting that the collective effort between the District and WCE produced reasonable long-term agreements that will benefit the District by providing some stability in its labor costs, along with the ability to reopen the agreements if needed due to any fiscal difficulties the District may face.

Ms. Tuffo thanked the MOU Committee and Board for their support and guidance during the lengthy and intensive collective bargaining process, which culminated in the two proposed agreements for the Board's consideration. In addition to the important economic terms, much redundant and outdated language from the prior MOU was revised and clarified. By mutual agreement with WCE, certain sections were removed from the MOU to be included in either the forthcoming rewrite of the District Employee Policy Manual, or the new District Operations Manual.

Public Comment: Kelly Liebman, Scientific Programs Manager and WCE Representative, addressed the Board on behalf of the WCE membership, acknowledging the efforts by both parties and indicating the Union's ratification of the proposed agreements.

It was M/S Trustee Snyder/Trustee Gallian to ratify and accept both Memorandum of Understanding with WCE: General Membership and Management/Confidential Unit:

Motion passed with a roll call vote:

***Ayes:** Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlín, Trustee Gallian, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee McCaffery, Trustee Predovich, Trustee Rowland, Trustee Schulze, Trustee Snyder, Trustee Thompson, Trustee Witt and Trustee Pigoni*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee Ackerman, Trustee Glass and Trustee Naythons*

B.* Ten-Year Financial Forecasts: 2020 Edition. Report from NBS and District staff.

Nicole Kissam, a Director at NBS, presented their annual financial report, featuring short and long-term financial projections. She discussed the report with the Board, answering a series of questions. Ms. Kissam noted the very helpful contributions made by staff, especially Financial Manager Jennifer Crayne. Special reference was paid in the report and discussion to the difficult economic conditions caused by the coronavirus pandemic.

Ms. Kissam noted that the District's primary sources of income are *ad valorem* taxes and the two benefit assessment districts, with minor supplementation from interest earned and contract revenues. Her opinion was that unlike many other local government agencies, the District is presently in a reasonably good cash position. However, the financial modeling predicts that within a few years, the recurring expenditures needed to satisfy the community's demand for services are likely to increasingly outpace revenues.

Members of the Budget Committee spoke about their involvement with refining the budgeting process and also suggested some modifications to the report, including correcting an error in Chart 3. Ms. Kissam and Manager Smith undertook to make the changes and to recirculate a revised version of the 2020 Financial Report to the Board.

It was M/S Trustee Davis/Trustee Schulze to accept the Ten-Year Financial Forecasts: 2020 Edition report:

Motion passed with a roll call vote:

***Ayes:** Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlín, Trustee Gallian, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee McCaffery, Trustee Predovich, Trustee Rowland, Trustee Schulze, Trustee Snyder, Trustee Thompson, Trustee Witt and Trustee Pigoni*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee Ackerman, Trustee Glass and Trustee Naythons*

C.* Final Proposed Budget for Fiscal Year (FY) 2020-21.

Jennifer Crayne, Financial Manager gave a brief presentation of the final proposed budget, preparations for which consisted of a compilation of various financial projections, detailed strategic planning models and careful consideration of the District's present and future needs for equipment, staffing and supplies.

Ms. Crayne summarized some minor proposed changes that became necessary subsequent to the Board's approval of the draft proposed budget at the May 13th, 2020 meeting. The total revenue forecast of \$9,945,224 remained the same, but total expenses salaries, wages and benefits, services and supplies increased 0.34%, partly due to the final outcome of the MOUs with represented employees. Excluding capital outlay, there was a 1.66% increase in the net assets used to balance the budget. Lastly, proposed capital expenditures rose 37.8%, largely due to deferring some truck purchases from FY 19-20.

It was M/S Trustee Snyder/Trustee Gallian to approve the annual Budget for FY 2020-21:

Motion passed with a roll call vote:

Ayes: Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlín, Trustee Gallian, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee McCaffery, Trustee Predovich, Trustee Rowland, Trustee Schulze, Trustee Snyder, Trustee Thompson, Trustee Witt and Trustee Pigoni

No: (none)

Abstain: (none)

Absent: Trustee Ackerman, Trustee Glass and Trustee Naythons

D.* 2019-20 Marin County Civil Grand Jury: "Follow-Up Report on Web Transparency of Agency Compensation Practices."

Manager Smith reported that in recent years, the Marin County Civil Grand Jury had published a series of reports examining the transparency of special districts and other local agency websites. Out of 150 or so agency web sites assessed, this District was one of only 6 to score an A+. We later maintained that rating during the Grand Jury's follow-up report. This year the Grand Jury published a third report on web transparency, focusing primarily on the compensation paid to elected or appointed officials who serve on the governing bodies. The District was required to respond to Recommendation R7, which in practice also necessitated responding to Recommendations R1 through R6. Staff had already implemented recommendations R1 through R5 and were seeking Board direction to implement R6, which entails publishing an annual report detailing compensation paid to Trustees for the previous year.

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

- 1. Direct staff to implement Recommendation R6 by preparing and publishing on the District's website an annual report detailing the compensation paid to Board Members for the previous calendar year.*
- 2. Authorize the Board President to send the attached responses to the Grand Jury.*

Motion passed with a roll call vote:

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

No: (none)

Abstain: (none)

Absent: Trustee Ackerman, Trustee Glass and Trustee Naythons

E.* Revised Job Description and Change of Job Title for “Shop/Facilities Coordinator” Position to “Mechanic/Facilities Manager.” Request for Authority to Enter into Agreement with Bryce Consulting to Conduct a Compensation Survey. Delegate authority to the District Manager to Establish a Four-step Salary Scale (up to Specified Maximum) and Direct Staff to Report Back.

Following the unexpected retirement of the long-serving Shop/Facilities Manager in March 2020, staff revised the job description to bring it into conformance with current human resources practices and standards. Following discussions with the Executive Committee, staff recommended changing the position title from “Shop/Facilities Coordinator” to “Mechanic/Facilities Manager” (M/FM). Staff believes that the proposed title would better reflect the role, duties and responsibilities of the position, and facilitate the recruitment to fill the position in the near future.

Staff requested authority to engage Bryce Consulting in the amount of \$2,550 to conduct a total compensation survey of the market, and to delegate authority to the Manager to establish a revised pay scale for the position, up to and including the current range of \$109,687 (Step One) to \$126,970 (Step Four), with a report back to the Board on actions taken. Manager Smith noted that representatives of the Western Council of Engineers were consulted and concurred with the proposal.

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

- 1. Approve the change of job title from “Shop/Facilities Coordinator” to “Mechanic/Facilities Manager”*
- 2. Direct staff to enter into an agreement with Bryce Consulting to conduct a total compensation survey in an amount not to exceed \$2,550*
- 3. Delegate authority to the District Manager to establish the four-step salary scale for the Mechanic/Facilities Manager, not to exceed the current range for the Shop/Facilities Coordinator*
- 4. Direct staff to report back at a subsequent meeting on all actions taken in this matter.*

Motion passed with a roll call vote:

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

No: (none)

Abstain: (none)

Absent: Trustee Ackerman, Trustee Glass and Trustee Naythons

9. COMMITTEE & STAFF REPORTS

No Committee Reports.

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 June Board packet)

11. WRITTEN COMMUNICATIONS

No written communications.

12. OPEN TIME FOR BOARD OR STAFF COMMENTS

Trustee Gallian wished everyone a Happy Fourth of July.

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 9:05 pm.

DocuSigned by:
Philip D Smith
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8/13/2020

*District Representative
MSMVCD*

Date of Approval

DocuSigned by:
Richard Snyder
ABE3075DA05241D...

8/17/2020

*Trustee
MSMVCD Board of Trustees*

Date of Approval