

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: February 8, 2023
TIME: Closed Session 6:00 p.m.
Regular Meeting 7:00 p.m. or as soon as possible after Closed Session
LOCATION: **Teleconference – See Below**

Please note that 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 Assembly Bill 361. A declared state of emergency exists as defined under the California Emergency Services Act. (Gov. Code §§ 52953(e)(1), (e)(4).). State and local officials have imposed or recommended measures to promote social distancing. 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 or provide typed comments via the Q & A button. Both 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 819 1953 3792

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, and 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.msмосquito.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. 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. Adjourn Closed Session to Open Board Meeting at 7 pm or as soon as possible after Closed Session.

2. CALL TO ORDER

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL (13 members must be present for a quorum)

Bruce Ackerman, Fairfax
Cathy Benediktsson, Tiburon
Gail Bloom, Larkspur
Tamara Davis, Sonoma Co. at Large
Art Deicke, Santa Rosa
Laurie Gallian, Sonoma
Pamela Harlem, San Rafael
Susan Hootkins, Petaluma
Ranjiv Khush, San Anselmo

Evan Kubota, Windsor
Shaun McCaffery, Healdsburg
Morgan Patton, Marin Co. at Large
Carol Pigoni, Cloverdale (*First V.P.*)
Diana Rich, Sebastopol (*Secretary.*)
Herb Rowland, Jr., Novato
Ed Schulze, Marin Co. at Large
David Witt, Mill Valley (*Second V.P.*)
Richard Snyder, Belvedere (*President*)

Open Seats:

Corte Madera, Cotati, Rohnert Park, Ross, Sausalito and one Sonoma County at Large

5. 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.

6. CONSENT CALENDAR

A. APPROVAL OF AGENDA

B.* Resolution 2022/23-07: Authorizing Remote Teleconference/Virtual Meetings of the District Pursuant to AB 361

Staff Report: The attached proposed resolution would authorize the Board of Trustees to continue to hold virtual/teleconference meetings in compliance with AB 361, considering the continued declared state of emergency and recommended social distancing measures.

C.* MINUTES – Minutes of Board Meeting held on January 11, 2023.

D.* FINANCIAL REPORTS – Review Financial Reports for January 2023.

ACTION NEEDED

INFORMATION ENCLOSED

7. NEW BUSINESS

A. Brief Reports by Trustees and Staff who attended the 2023 Mosquito Vector Control Association of California (MVCAC) Annual Conference.

Pursuant to the Board Policy Manual, Section 2050.70, this time is allotted for Trustees and staff who attended the annual conference to provide a brief verbal or written report on an aspect of this premier training and education event.

B.* Board Committee Assignments Report by President Snyder

C.* Recommended Changes to Finance Office Staff Assignments and Positions

(See attached staff report)

ACTION NEEDED

RECOMMENDED ACTION:

1. Review and discuss proposed changes to several staff positions in the Finance Office.
2. Consider a motion to adopt Resolution 2022/23-08 approving changes to staff positions in the Finance Office.

INFORMATION ENCLOSED

D.* Mid-Year Budget Status Report and Proposed Amendment

Presentation by Dana Shigley, Interim Financial Manager/Management Aide. Report and recommendations from the Budget Committee. *(See attached proposed Budget Amendment packet)*

ACTION NEEDED

RECOMMENDED ACTION:

1. Review and discuss mid-year budget status report and recommendations for budget amendments.
2. Consider a motion to adopt Resolution 2022/23-09 amending the Fiscal Year 2022/23 Adopted Budget.

INFORMATION ENCLOSED

E. General Counsel to provide an update on changes to the Brown Act

8. COMMITTEE & STAFF REPORTS

No committee or staff reports.

9.* MANAGER'S REPORTS

INFORMATION ENCLOSED

10. WRITTEN COMMUNICATIONS

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

11. OPEN TIME FOR BOARD OR STAFF COMMENTS

12. ADJOURNMENT

RESOLUTION NO. 2022/23-07

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
MARIN/SONOMA MOSQUITO & VECTOR CONTROL DISTRICT
AUTHORIZING REMOTE TELECONFERENCE/VIRTUAL MEETINGS
OF THE DISTRICT PURSUANT TO AB 361**

WHEREAS, the Board of Trustees of the Marin/Sonoma Mosquito & Vector Control District (“District”) is committed to preserving and nurturing public access and participation in meetings of the Board; and

WHEREAS, meetings of the Board are open and public, as required by the Ralph M. Brown Act (Government Code Sections 54950 – 54963); and

WHEREAS, the Brown Act makes provisions for remote teleconferencing participation subject to the existence of certain conditions. A required condition is that a state of emergency is declared by the Governor. It is further required that state and/or local officials have imposed or recommended measures to promote social distancing, or, meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board finds that the requisite conditions exist for the District to conduct remote teleconference/virtual meetings without compliance with Government Code Section 54953(b)(3); and

WHEREAS, as a condition of extending the use of the provisions found in Government Code Section 54953(e), the Board must reconsider the circumstances of the State of Emergency that exist, and the Board has done so; and

WHEREAS, the state of emergency and recommended measures to promote social distancing persist currently; specifically, on March 4, 2020, the Governor proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19. In addition, state officials have issued orders imposing or recommending social distancing measures, specifically, the California Department of Public Health has stated that one of the steps that can be taken to slow the spread of COVID-19 is to: “Stay at least 6 feet away from others, whenever possible. This is called social distancing and is very important in preventing the spread of COVID-19;” and

WHEREAS, as a consequence of the State of Emergency and the social distancing recommendations mentioned above, the District desires to have AB 361 procedures in place for the option to provide virtual access to Board meetings, with or without a public meeting location (“AB 361 Option”). Adoption of this Resolution will permit virtual meetings without the need to comply with Government Code Section 54953(b)(3), as authorized by Government Code Section 54953(e), and in such cases, the Board shall comply with the requirements to provide the public with access to the meetings as prescribed in Government Code Section 54953(e)(2); and

WHEREAS, as permitted under AB 361, and when the AB 361 Option is utilized, the District will provide the public with the ability to attend Board meetings virtually. When the AB 361 Option is utilized, members of the public who wish to provide comment may make comments virtually.

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. Authorization. The Board, and the District Manager or his designee, is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution, including conducting open and public meetings in accordance with Government Code Section 54953(e) and other applicable provisions of the Brown Act.

SECTION 3. Effective Date. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of: (a) 30 days; or (b) such time as the Board adopts a subsequent resolution in accordance with Government Code Section 54953(e)(3) to extend the time during which the Board may continue to hold teleconference meetings without compliance with Government Code Section 54953(b)(3).

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.

Passed and adopted at a special meeting of the Board of Trustees held February 8, 2023, by the following roll call vote:

	<i>Yes</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>
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"/>
Laurie Gallian	<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"/>
Evan Kubota	<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"/>
Morgan Patton	<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"/>
Diana Rich	<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"/>
David Witt	<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"/>
Vote Totals:				

ATTEST:

APPROVED:

 Diana Rich
 Secretary, Board of Trustees

 Richard Snyder
 President, Board of Trustees

Marin/Sonoma Mosquito & Vector Control District

Board of Trustees
595 Helman Lane
Cotati, CA 94931

Meeting Held via Videoconference
January 11, 2023

SPECIAL & REGULAR BOARD MEETING 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. **Adjourn Closed Session to Open Board Meeting at 7 pm or as soon as possible after Closed Session.**
Nothing to report.
2. **CALL TO ORDER**
President Gallian called the meeting to order at 6:44 pm.
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL**
Members present:

Ackerman, Bruce	McCaffery, Shaun
Benediktsson, Cathy	Pigoni, Carol
Bloom, Gail	Rich, Diana
Davis, Tamara	Rowland Jr., Herb
Deicke, Art	Schulze, Ed
Harlem, Pamela	Snyder, Richard
Hootkins, Susan	Witt, David
Kubota, Evan	Gallian, Laurie

Members absent:

Khush, Ranjiv
Patton, Morgan
Siwy, Veronica

Open seats: Corte Madera, Cotati, Ross, Sausalito and one Sonoma County at Large.

Others present:

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

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. Resolution 2022/23-06: Authorizing Remote Teleconference/Virtual Meetings of the District Pursuant to AB 361

C. MINUTES – Minutes for Special Board Meeting held on December 14, 2022.

D. DECEMBER 2022 FINANCIAL REPORTS

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

Motion passed with a roll call vote:

Ayes: Trustee Ackerman, Trustee Benediktsson, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Harlem, Trustee Hootkins, Trustee Kubota, Trustee McCaffery, Trustee Pigoni, Trustee Rich, Trustee Rowland, Trustee Schulze, Trustee Witt, Trustee Snyder and Trustee Gallian

No: (none)

Abstain: (none)

Absent: Trustee Khush, Trustee Patton and Trustee Siwy

7. NEW BUSINESS

A. 2023 Trustee Election Nominations and Election of Officers

Trustee Schulze read the names of the Board Officers for 2022, as proposed by the nominating Committee at the December 14, 2022 meeting.

It was M/S Trustee McCaffery/Trustee Davis to appoint the following Board Officers: President Richard Snyder, 1st Vice President Carol Pigoni, 2nd Vice President David Witt and Secretary Diana Rich for 2023.

Motion passed with a roll call vote:

***Ayes:** Trustee Ackerman, Trustee Benediktsson, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Harlem, Trustee Hootkins, Trustee Kubota, Trustee McCaffery, Trustee Pigoni, Trustee Rich, Trustee Rowland, Trustee Schulze, Trustee Witt, Trustee Snyder and Trustee Gallian*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee Khush, Trustee Patton and Trustee Siwy*

B. Passing of Gavel

Manager Smith presented outgoing President Gallian with a commemorative plaque. Many trustees thanked outgoing President Gallian for her hard work during her year in office.

C. Committee Assignments

President Snyder stated that committee assignments will remain the same except for the Executive Committee, the membership of which changes due to the election of new officers. If any changes are made to the committee assignments, they will be reported at the next Board meeting.

D. Approve Signature Card for District Bank Account

It was M/S Trustee Gallian/Trustee Pigoni to approve the Signature Card proposed signers: President, 1st Vice-President, Secretary, Trustee Davis, Trustee Shaun McCaffery, District Manager Smith and Assistant Manager Hawk for the District Bank Account.

Motion passed with a roll call vote:

***Ayes:** Trustee Ackerman, Trustee Benediktsson, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Harlem, Trustee Hootkins, Trustee Kubota, Trustee McCaffery, Trustee Pigoni, Trustee Rich, Trustee Rowland, Trustee Schulze, Trustee Witt, Trustee Snyder and Trustee Gallian*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee Khush, Trustee Patton and Trustee Siwy*

E. Report by Manager Smith regarding recent computer malware issues

Manager Smith advised the Board that the District was the target of a ransomware attack that began on the evening of December 24th, 2022. Fortunately, none of the District's cloud-based computer systems such as MapVision, Black Mountain Software, and Paylocity were breached. As a precautionary measure, District employees and Trustees will be provided with credit monitoring and identity theft service prevention services for one year.

Most of the District's information technology systems are now restored, and no payment was made to the cybercriminals. Moving forward, the District has taken extensive measures to secure its computers and networks, employing advanced threat protection software that continuously monitors the electronic systems to detect and halt any attempts at intrusion or compromise.

F. Update by Public Information Officer Nizza Sequeira

Nizza Sequeira provided a presentation showcasing the many effective avenues the District uses for public outreach: billboards and bus shelter signs, radio advertising, streaming TV ads through Hulu and Pluto, online newspaper digital ads, traditional print ads in newspapers and posts on social media and platforms such as Facebook, Instagram, and Twitter. Recently the District resumed attending public events. Staff are also providing in-person presentations to small groups upon request. The District continued its partnership with the Conservation Corps North Bay, once again providing a used tire recycling event, which proved very successful.

G. Proposed Fourth Amendment to District Manager Employment Agreement

It was M/S Trustee Gallian/Trustee Schulze to authorize the Board President to execute the Fourth Amendment to the District Manager Amended and Restated Employment Agreement.

Motion passed with a roll call vote:

Ayes: Trustee Ackerman, Trustee Benediktsson, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Harlem, Trustee Hootkins, Trustee Kubota, Trustee McCaffery, Trustee Pigoni, Trustee Rich, Trustee Rowland, Trustee Schulze, Trustee Witt, Trustee Snyder and Trustee Gallian

No: (none)

Abstain: (none)

Absent: Trustee Khush, Trustee Patton and Trustee Siwy

8. COMMITTEE & STAFF REPORTS

A. Executive Committee

President Richard Snyder reported that the Executive Committee had not met yet but was planning a meeting for the near future.

9. MANAGER'S REPORTS

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

10. WRITTEN COMMUNICATIONS

No written communications.

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

Trustee Davis inquired whether the District’s facilities were affected by the recent heavy rainfall. Assistant Manager Hawk reported that Helman Lane had recently flooded in two places but the District grounds were not inundated. As a precautionary measure, staff maintains sandbags on standby.

President Snyder stated that the Board will meet on Wednesday, February 8, 2023.

12. **ADJOURN INTO CLOSED SESSION**

There being no further business to come before the Board President Snyder adjourned the meeting at 7:44 pm.

District Representative
MSMVCD

Date of Approval

Trustee
MSMVCD Board of Trustees

Date of Approval

Vendor	Amount	Description	Fund
ADAPCO, INC.	470.42	Drione	GENERAL
AFLAC	1,582.90		GENERAL
AIRGAS USA, LLC	61.41	Other Clothing and Safety Supplies	GENERAL
ALDRICH NETWORK CONSULTING	2,660.48	Computer Network and Storage	GENERAL
ALDRICH NETWORK CONSULTING	5,000.00	Network and IT Consulting Services	GENERAL
ALDRICH NETWORK CONSULTING	225.00	Remote Backup Service	GENERAL
AT & T	243.20	AT&T	GENERAL
AT & T	10.00	Contingency	GENERAL
BEST BEST & KRIEGER, LLC.	1,916.50	Legal Counsel	GENERAL
BRODIE'S TIRE & BRAKE INC.	859.40	Vehicle Maintenance	GENERAL
CAGWIN & DORWARD	599.00	Landscape Services	GENERAL
CALPERS 457 PLAN	6,990.00		GENERAL
CASEY RICHTER	207.00	Staff Travel	GENERAL
CINTAS CORPORATION	2,735.37	Uniforms	GENERAL
CINTAS CORPORATION	222.13	First Aid Supplies and Kits	GENERAL
CINTAS CORPORATION	1,012.00	COVID-19 Expenses	GENERAL
CITY OF COTATI	1,010.02	Water and Sewer	GENERAL
CITY OF COTATI	256.38	Water - Irrigation/Industrial	GENERAL
COMCAST BUSINESS	1,039.45	Comcast	GENERAL
COMPLETE WELDERS SUPPLY, INC.	15.79	Dry Ice	GENERAL
COMPLETE WELDERS SUPPLY, INC.	18.15	ARGO Repair	GENERAL
COUNTY OF MARIN	46,189.68	Retiree Medical Benefit	GENERAL
Connect Your Care	12.58	Other Professional Services - Human	GENERAL
DAVID WITT	763.00	Trustee Travel	GENERAL
DELTA DENTAL OF CALIFORNIA	3,418.03	Dental - Active Employees	GENERAL
FRIEDMAN'S HOME IMPROVEMENT	35.74	ARGO Repair	GENERAL
GREAT AMERICA FINANCIAL SERVICES	349.54	Copier Supplies	GENERAL
GREAT AMERICA FINANCIAL SERVICES	332.09	Copy Machine Lease	GENERAL
HOME DEPOT CREDIT SERVICES	30.62	Other Food and Household Supplies	GENERAL
HOME DEPOT CREDIT SERVICES	255.57	ARGO Repair	GENERAL
HOME DEPOT CREDIT SERVICES	66.33	Vehicle Storage/Garage	GENERAL
HOME DEPOT CREDIT SERVICES	32.60	Contingency	GENERAL
INTERSTATE BATTERY SYSTEM	298.85	Vehicle Maintenance	GENERAL
JACKSON-HIRSH, INC.	71.72	Office Supplies	GENERAL
KAISER FOUNDATION HEALTH PLAN	7,187.50		GENERAL
KAISER FOUNDATION HEALTH PLAN	49,292.31	Kaiser - Active Employees	GENERAL
KELLY LIEBMAN	207.00	Staff Travel	GENERAL
LIEBERT CASSIDY WHITMORE	568.00	Human Resources Legal Services	GENERAL
LOWE'S BUSINESS ACCOUNT	29.00	Other Office Expense	GENERAL
LOWE'S BUSINESS ACCOUNT	31.20	Other Field Equipment	GENERAL
LOWE'S BUSINESS ACCOUNT	27.01	Vehicle Maintenance	GENERAL
MARIN INDEPENDENT JOURNAL	50.00	Newspaper and Legal Notices	GENERAL
MAZE & ASSOCIATES	1,011.00	Annual Audit	GENERAL
MISSION SQUARE RETIREMENT	2,490.93	Retiree Health Savings Account	GENERAL
NATIONWIDE TRUST COMPANY, FSB	2,650.00		GENERAL
NICK BARBIERI TRUCKING,LLC	4,038.27	Fuel and Oil	GENERAL
P.G.& E.	5,203.91	Gas and Electricity	GENERAL
PATRICK VON ELM	1,350.00		GENERAL
PHILIP SMITH	207.00	Staff Travel	GENERAL
RECOLOGY SONOMA MARIN	360.19	Solid Waste Collection and Disposal	GENERAL
REGIONAL GOVERNMENT SERVICES	2,575.55	Other Professional Services - Human	GENERAL
SAFETY KLEEN CORP	3,668.88	Hazardous Materials Cleaning	GENERAL
SANTA ROSA AUTO PARTS	610.58	Vehicle Maintenance	GENERAL

01/31/23
12:03:23

MARIN SONOMA MOSQUITO & VECTOR CONTROL DIST
Claim Recap by Vendor
For the Accounting Period: 1/23

Page: 2 of 2
Report ID: AP100C

Vendor	Amount	Description	Fund
SANTA ROSA AUTO PARTS	357.51	ARGO Repair	GENERAL
SCI CONSULTING GROUP	14,466.00	Assessment Management Services	GENERAL
SEBASTOPOL BEARING & HYDRAULIC	133.94	Vehicle Maintenance	GENERAL
SEBASTOPOL BEARING & HYDRAULIC	1,695.60	ARGO Repair	GENERAL
SPARK CREATIVE DESIGN	2,491.25	Printing Services	GENERAL
TASC	1,382.26		GENERAL
TEAMSTERS LOCAL UNION NO. 856 HEALTH AND	337.50		GENERAL
TEAMSTERS LOCAL UNION NO. 856 HEALTH AND	1,467.01	Teamsters Anthem	GENERAL
THE HARTFORD	546.00	Sentry Life and Hartford Life	GENERAL
TRACEPOINT, LLC.	25,000.00	Other Professional Services - IT	GENERAL
US BANK	284.42	Food for Staff or Business Meetings	GENERAL
US BANK	300.60	Other Food and Household Supplies	GENERAL
US BANK	172.06	Office Supplies	GENERAL
US BANK	116.60	Presentation Supplies	GENERAL
US BANK	34.87	Other Lab Supplies	GENERAL
US BANK	231.26	Other Agricultural and Operational Supplies	GENERAL
US BANK	335.91	Fuel and Oil	GENERAL
US BANK	8.28	Mosquito Traps	GENERAL
US BANK	91.85	Field Tools	GENERAL
US BANK	65.69	Other Field Equipment	GENERAL
US BANK	217.66	Furniture	GENERAL
US BANK	1,413.98	Computer Software	GENERAL
US BANK	599.62	Computer Network and Storage	GENERAL
US BANK	38.49	Vehicle Maintenance	GENERAL
US BANK	557.88	ARGO Repair	GENERAL
US BANK	455.69	Truck Mount Water Tanks	GENERAL
US BANK	15.84	Admin Building	GENERAL
US BANK	7,724.60	Other Professional Services - IT	GENERAL
US BANK	161.00	Other Memberships and Subscriptions	GENERAL
US BANK	20.00	Employee Training	GENERAL
US BANK	690.98	Staff Travel	GENERAL
US BANK	-60.00	Trustee Travel	GENERAL
US BANK	75.00	Contingency	GENERAL
VECTOR CONTROL JPA	490.32	Employee Assistance Program	GENERAL
VERIZON WIRELESS	10,053.11	Cell Phone Services	GENERAL
VISION SERVICE PLAN (CA)	1,652.56	Vision Service Plan - Active Employees	GENERAL
WORTHINGTON ARCHITECTURE DESIGN	1,618.75	Other Professional Services	CAPITAL PROJECTS
Total:	235,793.37		

Payroll Summary for January

Object	Object Description	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
6010	Salaries and Wages	309,714.72	2,244,512.53	4,070,819.00	4,070,819.00	1,826,306.47	55.00 %
6012	MCERA Credit	3,149.24	15,278.24	30,080.00	30,080.00	14,801.76	51.00 %
6014	Overtime	1,149.31	12,126.32	30,600.00	30,600.00	18,473.68	40.00 %
6015	Seasonal Wages	8,496.00	106,514.20	316,000.00	316,000.00	209,485.80	34.00 %
6016	Trustee Wages	0.00	4,900.00	16,000.00	16,000.00	11,100.00	31.00 %
6022	Medicare Employer portion	4,539.47	33,654.09	64,976.00	64,976.00	31,321.91	52.00 %
6023	FICA (Social Security)	526.75	6,910.11	20,584.00	20,584.00	13,673.89	34.00 %
6030	Retirement - Employer Classic	0.00	353,887.17	711,776.00	711,776.00	357,888.83	50.00 %
6032	Retirement - Employer PEPRA	0.00	150,320.42	349,858.00	349,858.00	199,537.58	43.00 %
6041	Kaiser - Active Employees	49,292.31	342,472.26	632,865.00	632,865.00	290,392.74	54.00 %
6043	Dental - Active Employees	3,418.03	25,155.22	46,395.00	46,395.00	21,239.78	54.00 %
6045	Vision Service Plan - Active Employees	1,652.56	6,859.44	11,676.00	11,676.00	4,816.56	59.00 %
6047	Teamsters Anthem	1,467.01	9,802.81	17,192.00	17,192.00	7,389.19	57.00 %
6051	Sentry Life and Hartford Life	546.00	3,333.94	4,855.00	4,855.00	1,521.06	69.00 %
6053	Employee Assistance Program	490.32	1,035.12	2,455.00	2,455.00	1,419.88	42.00 %
6055	Employee Boot Allowance	0.00	1,362.96	7,600.00	7,600.00	6,237.04	18.00 %
6057	Employee Wellness Benefit	0.00	4,489.00	18,250.00	18,250.00	13,761.00	25.00 %
6059	State Unemployment (5.0% x 44 emp)	7,978.98	8,496.98	19,375.00	19,375.00	10,878.02	44.00 %
6061	Retiree Spousal - Teamsters, WHA or UH	-10,062.50	0.00	36,200.00	0.00	0.00	0.00 %
6063	Retiree Spousal - Kaiser	-32,515.65	0.00	71,200.00	0.00	0.00	0.00 %
6065	Retiree Medical Benefit	88,767.83	161,663.88	171,126.00	278,526.00	116,862.12	58.00 %
		438,610.38	3,492,774.69	6,649,882.00	6,649,882.00	3,157,107.31	52.52%

Note that proposed amendments on the February 8 agenda are not reflected in this report.

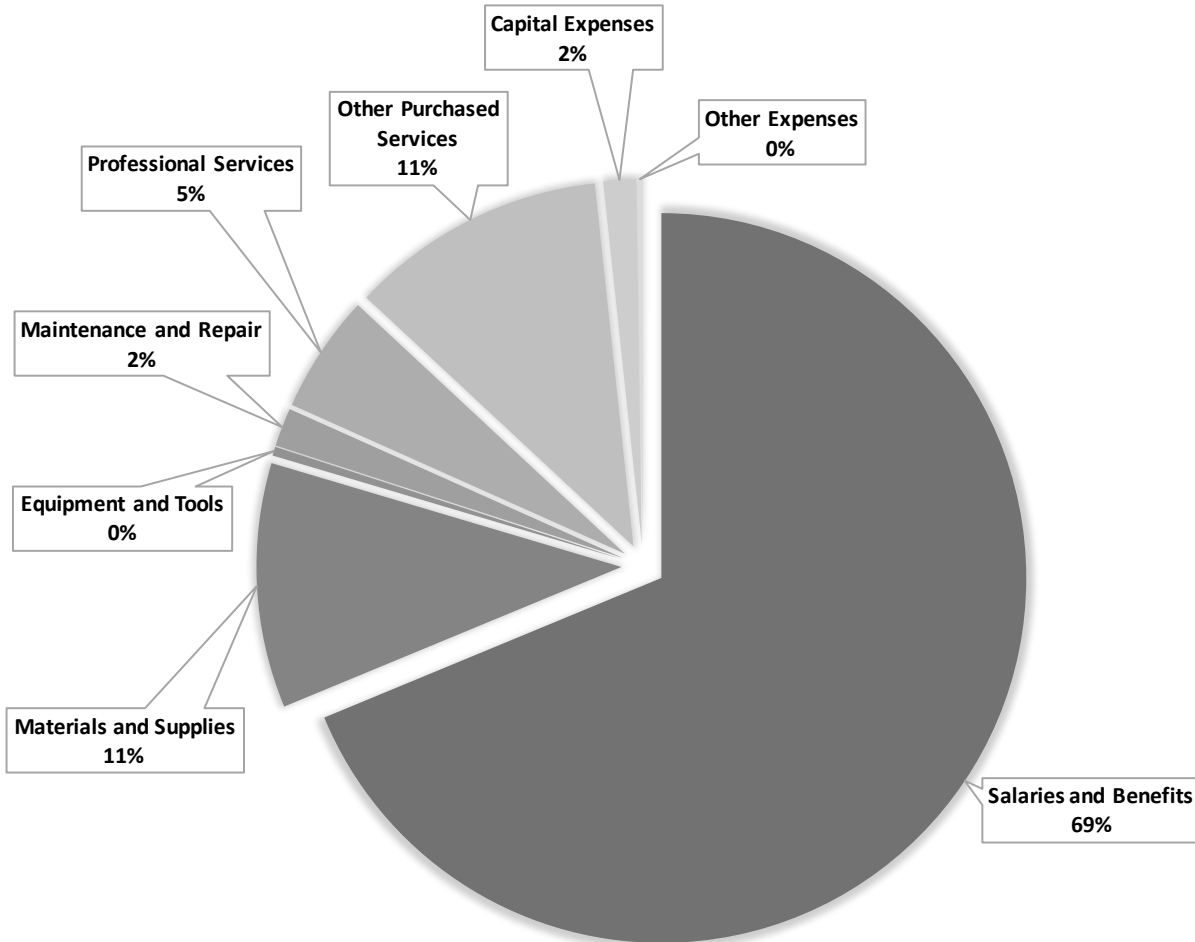
Monthly Budget Summary Report

January-23

(Note the proposed amendments in the Feb. 8 agenda are not reflected below, except the CEPPT accounting change, which is included for clarity.)

	Current Month Expenditures	YTD Expenditures	% of Total Expenditures	Current Budget	Available Budget	% of Budget Spent YTD
Salaries and Benefits	441,101	3,511,528	69%	6,691,567	3,180,039	52%
Materials and Supplies	9,500	553,714	11%	924,447	370,733	60%
Equipment and Tools	5,089	20,186	0%	117,030	96,844	17%
Maintenance and Repair	9,095	86,864	2%	245,350	158,486	35%
Professional Services	63,957	267,857	5%	746,997	479,140	36%
Other Purchased Services	20,744	580,981	11%	960,832	379,851	60%
Capital Expenses	-	72,837	1%	404,505	331,668	18%
Other Expenses	1,130	13,515	0%	583,517	570,002	2%
	550,617	5,107,482	100%	10,674,245	5,566,763	48%

YTD EXPENDITURES BY TYPE
SHOWN AS A PERCENT OF TOTAL EXPENDITURES



Marin/Sonoma Mosquito Vector Control District

2023 Committee Roster

Executive: (*Standing Committee*)

Serve as Board leadership and meet with Manager. Work with Manager to set his/her goals and conduct Manager's performance evaluation. Remain alert to Trustee concerns.

- President – Richard Snyder
- 1st Vice President – Carol Pigoni
- 2nd Vice President – David Witt
- Secretary – Diana Rich
- Immediate Past President – Laurie Gallian
- At Large – Tamara Davis

Budget: (*Standing Committee*)

Review proposed annual budget prepared by staff and make recommendations to Board.

- Shaun McCaffery, Chair
- Gail Bloom, Vice Chair
- Pamela Harlem
- Susan Hootkins
- Carol Pigoni
- Cathy Benediktsson

Audit: (*Standing Committee*)

Review work done by auditors and staff and make recommendations to Board.

- Laurie Gallian, Chair
- Susan Hootkins
- Art Deicke
- Carol Pigoni

Policy: (*Standing Committee*)

- Herb Rowland, Chair
- Tamara Davis
- David Witt

Marin/Sonoma Mosquito Vector Control District

2023 Committee Roster

Fiscal Strategies: *(Ad hoc Committee)*

Work with staff and consultants to review and assess the District's long-term financial status. Research potential funding mechanisms and provide recommendations to the Board.

- Carol Pigoni, Chair
- Laurie Gallian
- Shaun McCaffery
- Tamara Davis
- Richard Snyder
- Vacant*

Legislative: *(Ad hoc Committee)*

Stay abreast of proposed legislation and MVCAC regulations. Make recommendations to Board.

- Tamara Davis, Chair
- Ed Schulze

Nominating: *(Ad hoc Committee)*

Nominate Officers for next year's Board

- Ed Schulze
- Tamara Davis
- Herb Rowland

Memorandum of Understanding (MOU): *(Ad hoc Committee)*

- Herb Rowland, Chair
- Shaun McCaffery
- Laurie Gallian
- Susan Hootkins
- Cathy Benediktsson
- Vacant*
- Vacant*

Marin/Sonoma Mosquito Vector Control District

2023 Committee Roster

Environment, Climate Crisis and Sustainability Committee: *(Ad hoc Committee)*

Raises awareness and advises the Board and staff on issues concerning the environment and the climate crisis. Works with Trustees and staff to find opportunities to plan for and implement beneficial change consistent with the District's Programmatic EIR (MSMVCD 2016), State regulations, and local government policies. Recommends procedures, best management practices, or policies for potential adoption by the District, with the objective of promoting conservation, energy efficiency and the sustainable use of resources, as well as adaptation to climate changes.

- Laurie Gallian, Chair
- Art Deicke
- Susan Hootkins
- Bruce Ackerman
- Morgan Patton

*Vacant positions may be filled by President appointment based on interest and/or need at any point in the year.

DATE: February 8, 2023

TO: Board of Trustees

FROM: Philip Smith, District Manager
Kelly Tuffo, Attorney, Liebert Cassidy Whitmore
Dana Shigley, Management Aide/Interim Financial Manager

SUBJECT: Recommended Changes to Finance Office Staff Assignments and Positions



RECOMMENDATION

1. Review and discuss proposed changes to several staff positions in the Finance Office.
2. Consider a motion to adopt Resolution 2022/23-08 approving changes to staff positions in the Finance Office.

BACKGROUND

As the Board is aware, the District's former Financial Manager, Jennifer Crayne, left the district on November 30, 2022 to accept employment at another agency. Since that time, Dana Shigley has been filling in as Interim Financial Manager, with assistance from RGS consultants. Additionally, both the Administrative Assistant – Confidential (Dawn Williams) and our new Receptionist (Carolyn Borr) have stepped up to provide valuable support during this interim period.

As previously discussed with the Board, we have taken the opportunity to revisit the services provided in the Financial Office, reconsider staff assignments, and redefine the Financial Manager position before recruiting to fill the vacant position. During our review, we considered office structures at other agencies, solicited suggestions from our consultant team at RGS, and considered the District's needs for specific tasks and projects. As a result of this review, we are recommending the changes described in this memo.

Because we are proposing changes to positions that are represented by the Western Council of Engineers (WCE), our labor negotiator with Liebert Cassidy Whitmore, Kelly Tuffo, and District management met and conferred with WCE representatives to discuss the proposed changes. The recommendations in this report are supported by WCE.

CURRENT STRUCTURE

The Finance Office currently consists of the following positions and structure:

The **Financial Manager** performs nearly all finance and human resources transactional tasks in support of District operations. Because the position performs many transactional tasks, there has been little time left for analytical, complex accounting or policy related projects.

The **Receptionist** performs customer service and clerical duties. The Receptionist is currently assigned only minor finance or human resources related tasks. (Note that during the busy season of April to October, the receptionist is assisted by an additional seasonal-hire receptionist.)

The **Administrative Assistant - Confidential** serves primarily as a Board Clerk preparing agendas, minutes and related functions, but also processes routine accounts payable and customer billing (accounts receivable).

Additionally, the finance and human resources functions are assisted by:

The **Management Aide (temporary)** has assisted in areas where the Financial Manager needed support: complex general ledger accounting, implementing new financial information systems, fiscal projections and analysis, budget development, policy and procedure recommendations and implementation, and so forth.

The **District Manager and Assistant Manager** are responsible for decision making and directing most of the high-level human resources functions. For example, the District Manager and Assistant Manager direct job analyses and compensation studies, evaluate and implement personnel policies, perform labor negotiations and grievance management, monitor legislation, and make determinations regarding protected leaves. The District uses the services of Liebert Cassidy Whitmore for guidance in these areas.

The District also uses consultants to support the Financial Office, particularly for specialized, non-routine tasks, such as administration of protected leaves and worker's comp, classification review, salary surveys, etc.

RECOMMENDED CHANGES

Administrative Services Manager (replacing the vacant Financial Manager position)

This is a new, executive level position, and as such the District proposes that this position be removed from the WCE Management/Confidential bargaining unit, and be grouped with the Assistant Manager pursuant to an employment resolution. The new Administrative Services Manager will be more involved in labor negotiations and other confidential personnel matters than the previous position of Financial Manager, and also will be performing executive level work. The new Administrative Services Manager will perform fewer day-to-day finance and HR tasks, and have more time to focus on broader, analytical and policy-related tasks. For example, the new Manager will:

- Oversee budget development and management
- Perform revenue and expense forecasts
- Manage the general ledger and perform complex accounting tasks
- Evaluate policies and procedures and recommend improvements
- Advise the District Manager on matters related to finance policy
- Manage financial software
- Manage treasury functions
- Prepare reports and analyses for management and the Board of Trustees
- Analyze labor and related costs during negotiations
- Coordinate with human resources consultants
- Coordinate employee benefit programs
- Supervise staff

We expect the new Manager to have at least a bachelor degree in accounting, finance or similar field, and several years' experience with accounting and finance in a public agency, plus supervisory and management experience. We similarly expect the new Manager to have the skills to perform high level financial analyses and complex GASB-compliant accounting tasks.

The current salary range for the Financial Manager is \$123,044 to \$138,408 and, based on comparable salaries at other agencies and the District's salary structure, as well as the higher level executive duties of the new job class, we anticipate the new salary range will be approximately 14% higher, to \$140,000 to \$162,000. (Note that, as an executive level position, there is not a formally established range; however, we anticipate appointing the new Manager within this range.) Attached as Exhibit A is a new job description for the Administrative Services Manager.

Administrative Technician - Confidential (reclassified from Administrative Assistant - Confidential)

Because this position is already identified as "confidential" and represented by the WCE Management/Confidential unit, it is appropriate for this employee to perform the more complex administrative tasks that focus on payroll, wages, leaves, timekeeping and similar support (in

addition to current Board Clerk tasks). The Administrative Technician will also serve as a backup to the new position of Human Resources Technician (described below). The Administrative Technician will continue to assist with some finance tasks, but most of these tasks will be reassigned to the Administrative Clerk (described below). The Administrative Technician's new tasks are more complex than those currently performed by the Administrative Assistant and, as such, it is appropriate to amend the job description and provide a pay increase. The current salary range is \$64,429 to \$74,589. Based on our survey of comparative positions in the region, we anticipate a 10% increase in the salary range, to \$70,872 to \$82,043. Attached as Exhibit B is a new job description for the Administrative Technician – Confidential.

Administrative Clerk (reclassified from Receptionist)

We propose assigning all accounts payable, payroll proofing, and similar accounting tasks to this position, in addition to the general clerical and receptionist duties currently assigned. The Administrative Clerk will also serve as a backup to the Administrative Technician. Like the Administrative Technician, these new tasks are more complex than those currently performed by the Receptionist and, as such, it is appropriate to amend the job description and provide a pay increase. The current salary range is \$48,335 to \$54,438. Based on our survey of comparative positions in the region, we anticipate a 14% increase in salary, to \$55,125 to \$63,814. A new job description for the Administrative Clerk is attached as Exhibit C. Note that the District has agreed to review the workload for this position six months after approval to ensure the staffing level is sufficient to meet District needs.

Human Resources Technician (50% FTE) (new position)

This is a new type of position for the District: permanent part-time. We propose this position be represented by WCE in the Management/Confidential unit, and be provided with prorated health insurance benefits. The employee will not work sufficient hours to qualify for MCERA retirement (pension) benefits.

During our analysis of the financial office's functions, it became clear that the District would benefit from administrative support for human resources functions. We do not anticipate any change in the role of the District Manager and Assistant Manager in making high-level human resources decisions, but the addition of a part-time Human Resources Technician would provide valuable support in this area. This proposed new employee would:

- Report to state and federal agencies, as well as insurance and other providers as required, and respond to salary surveys and employment verifications.
- Manage benefits, including enrollment of new employees/disenrollment terminated employees; enrollment changes; checking benefit invoices for accuracy; open enrollment; responding to questions from employees; process requests for wellness benefit, bi-annual class A stipend, and boot allowance; prepare periodic reports to providers; make changes to benefit deductions in Paylocity.
- Employee on/off boarding (implement in Paylocity, pre-employment physicals, etc.).

- Review invoices from benefit providers and prepare for payment.
- Recruitment support (advertising, scheduling, and so forth).
- Provide administrative support for the performance evaluation process.

Notably, this employee will serve as the primary point of contact with employees to answer their questions about benefits and related topics.

Because the employee will have comparable education and experience, and perform tasks similar in complexity to the Administrative Technician, we anticipate the salary to be the same as the Administrative Technician (at 50%), \$35,436 to \$41,022. This is consistent with salaries at comparable agencies in the region. A new job description for the Human Resources Technician is attached as Exhibit D.

Management Aide

Although the Management Aide will continue to provide support and assistance during the transition, we anticipate the new Administrative Services Manager will be able to perform all the tasks performed by the Management Aide. After the new Manager position is filled and the employee is trained, salary costs for the Management Aide will be greatly reduced or eliminated. We can continue to use the Management Aide for special projects, if desired.

BARGAINING OBLIGATIONS

The District is obligated to meet and confer over several aspects of the changes described in this memo, including salary and benefit changes for represented job classifications, substantive changes to job duties and minimum qualifications of existing job classifications, the transfer of duties from an existing job classification to a new job classification, the transfer of work out of a bargaining unit, and the addition of new job classifications to the bargaining unit. Modification of a bargaining unit also must comply with the procedures described in the District’s Employer-Employee Relations Resolution. We have completed the meet and confer process and reached agreement with WCE on the proposed changes as recommended in this report. Attached as Exhibits E and F are side letters with WCE describing the proposed changes.

COSTS

Anticipated Annual Cost

Costs to the District will vary depending on the salary step for each employee. Costs include not only salary, but also Medicare, MCERA, medical benefits, and Social Security when applicable. We anticipate these changes will increase costs annually to the District as follows:

Salary increases for Administrative Clerk and Administrative Technician	\$12,800
Salary increase for Administrative Services Manager	\$20,400 to \$28,600

New 50% Human Resources Technician	\$47,400 to \$59,100
Savings from termination of Management Aide	\$(29,700) to \$(35,200)
Total Annual Cost	\$50,900 to \$65,300

CONCLUSION

The attached resolution approves the new job descriptions, establishes pay ranges, and other agreements necessary to implement the changes discussed in this report. If approved by the Board, staff will immediately begin to recruit for the new Administrative Services Manager position with a goal of bringing the new hire on board within 90 days.

EXHIBITS

- Resolution Amending District Positions in the Financial Office
- Exhibit A: Job Description, Administrative Services Manager
- Exhibit B: Job Description, Administrative Technician Confidential
- Exhibit C: Job Description, Administrative Clerk
- Exhibit D: Job Description, Human Resources Technician
- Exhibit E: Side Letter between the District and WCE General Unit
- Exhibit F: Side Letter between the District and WCE Management/Confidential Unit

Resolution Exhibit A



MARIN/SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT JOB DESCRIPTION

Job Title: **Administrative Services Manager (ASM)**
Reports to: District Manager

Date: February 8, 2023
FLSA Exempt

DEFINITION

Under direction of the District Manager, the Administrative Services Manager (ASM), plans, manages, oversees, and directs the operations and services of the Administration Services Division, which includes general accounting, auditing, payroll, human resources, purchasing, and risk management; coordinates activities with other District officials, divisions, outside agencies, organizations, and the public; provides responsible and complex staff support to the Board of Directors and District Manager; performs other related duties as required.

CLASS CHARACTERISTICS

This is a single position executive management level classification with full responsibility for managing the administrative activities of the District. In addition to providing policy assistance to the District Manager in assigned areas, this position has administrative responsibility for policy development and program planning and implementation with District-wide implications. The incumbent is accountable for accomplishing all division goals and furthering District goals and objectives within general policy guidelines.

SUPERVISION RECEIVED/EXERCISED

Receives administrative direction from the District Manager. Exercises direct supervision over assigned division staff.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment to this classification.

Administrative Services – General

- Develops, implements, and maintains division goals, objectives, policies, and procedures; reviews and evaluates work methods and procedures; ensures that goals are achieved
- Consults with the District Manager and division managers in the formulation of major administrative policies
- Selects, trains, and evaluates the performance of division staff
- Ensures compliance with applicable federal, state, and local laws, codes, and regulations

- Collaborates with colleagues on District projects, policy and procedure development, and implementation
- Directs and participates in the preparation of records and reports ensuring timeliness, accuracy, and compliance with laws, ordinances, and regulations
- Provides internal consultation on financial, human resource, contract, grant management, and risk management issues to the management team
- Oversees issuance and administration of outside service contracts for professional services and product purchases, requests for proposal, contract negotiations, and management of contracts
- Briefs the District Manager on significant issues
- Serves as a resource for District personnel, the Board of Trustees, other organizations, and the public; coordinates pertinent information, resources, and work teams to support a positive and productive environment
- Represents the District before governmental agencies and community groups
- Attends professional meetings; stays current on issues, laws, regulations, and technology relevant to division operations
- Establishes and maintains effective working relationships with other governmental agencies and organizations

Finance

- Manages and oversees staff and consultants in payroll supporting roles; approves and submits payroll for processing
- Manages the District's financial accounting system and general ledger, including preparing journal entries, reviewing and posting transactions, month and year end closing, and related tasks.
- Develops and manages finance/payroll processing annual calendar and employee 9/80 schedules
- Manages banking and treasury functions, including accounts at the County of Marin, State Treasurer's Office, and local financial institutions; prepares bank deposits and reconciliations
- Coordinates, evaluates, recommends, and implements improvements to administrative and financial internal control systems and procedures to ensure audit compliance
- Develops, analyzes, and administers District-wide operating and capital budgets
- Maintains records of capital assets
- Analyzes District budget and financial data and prepares forecasts
- Prepares for and manages annual independent audit and submission of reports to the State Controller's Office
- Prepares and presents reports of District financial status to the Board of Trustees

Human Resources

- Oversees District human resources activities and functions, including coordination of external human resource services
- Performs, participates in, and recommends employee hiring, counseling, disciplinary action and other activities concerning District employees in accordance with District policy and other applicable laws, regulations and statutes
- Maintains the District's Employee Policy manual; implements human resources policies and procedures; provides recommendations to the District Manager

- Coordinates with Third Party Administrators and District Manager and Assistant Manager regarding workers' compensation and protected leaves; tracks claims and manages documentation; prepares reports; coordinates pay; coordinates with medical providers for appointments for on-the-job injuries if needed
- Oversees and administers risk management program, insurance coordination, accident reports, and DMV pull program
- Interprets and enforces a variety of laws, codes, ordinances, regulations, and standards
- Prepares confidential cost estimates during labor negotiations; assists District Manager and Assistant Manager to analyze and respond to labor requests.

PROBATIONARY PERIOD

One-year probationary period

EMPLOYMENT STANDARDS

To be successful, the incumbent must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Knowledge of:

- Administrative principles and methods, including goal setting, program and budget development, implementation, and control
- Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB), and Governmental Auditing Standards
- Advanced principles and practices related to public finance administration, budgeting, auditing, and reconciliation; and government purchasing
- Principles and practices of generally accepted payroll accounting procedures and recordkeeping
- Principles and practices of public sector personnel administration, management, and supervision, including recruitment and selection, risk management, benefits administration, and labor relations
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to human resources, finance, and risk management
- Principles and practices of management, organizational planning, and public relations
- Practices of leadership, motivation, team building, and conflict resolution
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures
- Principles and techniques for working with groups and fostering effective team interactions
- Techniques for providing a high level of customer service
- Structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar
- Modern equipment and communication tools used for business functions and programs, projects, and task coordination

- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and generate documentation

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the Administrative Services Division
- Provide administrative and professional leadership and direction for the division
- Understand, interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations
- Analyze and evaluate statistical data and reports related to assigned areas
- Negotiate agreements between differing individuals and groups of individuals
- Manage and maintain the District's financial reporting, payroll, budget, and accounting activities, using proprietary software as necessary
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials
- Analyze, interpret, summarize, and present administrative and financial information effectively and accurately
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance objectively and positively
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports
- Represent the District under diverse circumstances and prepare and deliver oral presentations to small and large groups
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks
- Attend and present at occasional events outside of normal working hours, including evening meetings of the Board of Trustees

EDUCATION AND EXPERIENCE:

- Graduation from an accredited college or university with a bachelor's degree in public administration, finance, accounting, or a closely related field. Five (5) years of paid full-time government finance management and program planning, development and administration or auditing and accounting experience including three (3) years in a supervisory or managerial capacity. In addition, possession of a Human Resources or Benefits Administration certificate or demonstrated equivalent experience is highly desirable.

Other:

- Possession of a valid California driver's license and driving record acceptable to the District's insurance carrier
- Successful completion of pre-employment physical examination, drug screening, financial, and criminal background checks
- A certificate in administration issued by the California Special Districts Association is desirable.

PHYSICAL DEMANDS/ESSENTIAL FUNCTIONS

Ability to:

- See and hear corrected to normal range.
- Periodically* lift items of various weights up to 25 pounds.
- Demonstrate adequate strength, dexterity, and coordination to use a keyboard, computer monitor, and other office equipment.
- Frequently* sit for extended periods of time for desk and computer usage and stand for occasional periods of time.
- Frequently* work alone and/or without direct supervision.
- Tolerate pesticide residues that may be present in the District offices from workers who apply such materials in the field.
- Regularly* walk on even surfaces.
- Periodically* reach upward for document or other materials.
- Frequently* perform repetitive motion associated with computer usage.
- Periodically* bend, twist, crawl, balance, lift, push, perform simple grasping, squat/crouch, kneel, reach, climb, and pull.

*Periodically – Activity or condition exists up to 25 percent of the time

Occasionally – Activity or condition exists from 25 to 50 percent of the time

Regularly – Activity or condition exists from 50 to 75 percent of the time

Frequently – Activity or condition exists 75 percent or more of the time

WORK ENVIRONMENT

Work is generally performed in an office setting with frequent interruptions, multiple deadlines, and peak workload periods. Position requires working with the public and attendance at night or weekend meetings. May require outdoor work and travel within and outside of the district boundaries periodically.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DISCLAIMER: This job description does not imply any written or verbal contract and is for management communication only. Marin/Sonoma Mosquito & Vector Control District reserves the right to change this job and its related responsibilities as business requires.

Resolution Exhibit B



MARIN/SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT JOB DESCRIPTION

Job Title: **Administrative Technician – Confidential**
Reports to: Administrative Services Manager

Date: February 8, 2023
FLSA Non-Exempt

DEFINITION

Under direction, performs a variety of responsible paraprofessional, technical, and administrative and finance support duties requiring the application of procedural, program, and compliance knowledge; performs fiscal support duties including payroll and accounts payable and receivable; acts as board secretary; prepares Board meeting and committee meeting agendas; transcribes Board meeting minutes; serves as custodian of official Board records; and ensures compliance with applicable laws regarding publication of meeting notices, materials and filings; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is a fully qualified, journey-level paraprofessional classification. Incumbents exercise a high level of tact, discretion, diplomacy, and independent judgment to perform the full scope of duties assigned. The work has both technical and procedural aspects, requiring an incumbent to interpret, apply, and ensure compliance with established regulations, requirements, policies, and procedures. Incumbents perform a wide range of financial, accounting, and statistical support work, as well as serving as the Board Secretary. Duties require frequent contact with staff and the public as well as attention to detail. An incumbent receives only occasional instruction or assistance as new or unusual situations arise and is fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Administrative Services Manager. May provide technical direction to other administrative staff.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment to this classification.

- Provides information to employees regarding wages, department procedures, and District policies; responds to inquiries from other agencies
- Manages master list of pay rates, processes Personnel Action Forms, monitors for longevity increases and step increases, enters pay changes in payroll system, and updates pay scales as needed
- Administers common leave balances: tracks accruals and gaps, holidays, management leave, and overtime cash out; sends out monthly reports.

- Inputs payroll, Accounts Payable, and Accounts Receivable data into system
- Coordinates, prepares, and posts the agenda, prepares minutes and resolutions, and assists in the assembly and distribution of agenda packets ensuring compliance with the Brown Act; edits and proofreads agenda items originating in various departments to maintain standardization of form and content
- Plans, organizes, and attends all meetings of the Board of Trustees including regular, special, committee, and public hearing meetings;
- Coordinates meeting logistics, including facilities, and set up; operates recording and transcribing equipment, and produces agenda and meeting minutes electronically
- Composes minutes of the Board meetings, subject to review and approval of the District Manager and Board of Trustees
- Updates and maintains mailing lists for the distribution of agendas and minutes, other agencies, and the public
- Prepares and processes documents generated by Board action, including resolutions with related exhibits
- Serves as official custodian of the Board of Trustees' records and proceedings, directing care and control of agendas, minutes, ordinances, resolutions, recordings of Board meetings, agenda items and other supporting documents referred to in the Board's minutes, and coordinates public accessibility to District records
- Maintains calendars for the District Manager and Board of Trustees' activities
- Administers oaths and affirmations
- Compiles and writes reports such as agenda items in accordance with written and oral instruction using interpretative judgment as to content and format
- Compiles and maintains records pertaining to Board appointment
- Processes and files disclosure statements for the Board of Trustees and designated staff members; administers procedures for filing Statements of Economic Interest; notifies affected parties of filing requirements and deadlines
- As Board Secretary, makes appointments, arranges meetings, correspondence, etc. and administers travel arrangements
- Oversee the District's records retention program
- Coordinates DMV's Employee Pull Notice program and random drug testing program
- Responds to employment verification requests
- Manages Department of Transportation Biennial Inspection of Terminals program and fleet vehicle registration and renewals with the Department of Motor Vehicles
- May represent the District at fairs, festivals and other public events by working alongside other staff in an informational booth
- Provides accurate information relative to the District's activities to interested parties
- Reviews and approves office supply invoices
- Attends meetings and serves on committees as appropriate
- Operates a computer terminal and printer, using advanced word processing software programs; operates a variety of office equipment and machines, such as a copier, facsimile, and recording equipment
- Performs general administrative work related to assigned duties, including establishing and maintaining files, preparing reports and correspondence, copying, and filing documents, and entering computer data
- Serves as back up for the Human Resources Technician and Administrative Clerk
- Performs related duties as assigned

PROBATIONARY PERIOD

One-year probationary period

EMPLOYMENT STANDARDS

To be successful, the incumbent must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- Principles, practices, and terminology of financial and account document processing and recordkeeping, including accounts receivable, accounts payable, journal/ledger preparation, and reconciliation
- Principles and practices of auditing and reconciling a variety of financial and accounting documents and records
- General government and District-specific accounting and procurement methods
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures consistent with the assigned functional area
- Procedures and rules associated with a public governing board, as a meeting secretary, including requirements of the Brown Act and parliamentary procedure
- Administrative techniques, principles, and methods including technical research, data collection, and report preparation
- Recordkeeping principles and procedures
- Basic mathematics and statistical techniques
- Business letter writing and standard document formats
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly
- Structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar
- Modern equipment and communication tools used for business functions and program, project, and task coordination
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation

Ability to:

- Perform detailed financial technical support work accurately and in a timely manner, using considerable discretion and independent judgment
- Take minutes and record actions of public governing board, in accordance with local, state, and federal law
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed
- Review a variety of technical documents for completeness, accuracy, and compliance with established requirements
- Effectively communicate with internal and external customers and provide a high-level of customer service

- Evaluate alternatives and make judgments within established policy and procedural guidelines
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations
- Gather and compile information from a variety of sources
- Prepare clear, concise, and competent reports, correspondence, and other written material
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work
- Maintain a variety of filing, recordkeeping, and tracking systems
- Compile and maintain confidential files and records
- Effectively represent the department and the District in meetings with governmental agencies, various business, professional, and regulatory organizations and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work

EDUCATION AND EXPERIENCE:

Possession of an Associate Degree with major coursework in business or public administration, finance, accounting, or closely related field, with two (2) years of progressively responsible administrative and technical program support experience. Additional qualifying experience can substitute for the education requirement on a year for year basis. Experience in a municipal or other governmental environment is highly desirable.

Other:

- Possession of a valid California driver's license and driving record acceptable to the District's insurance carrier.
- Successful completion of pre-employment physical examination, drug screening, financial, and criminal background checks.
- During the course of employment, it may be required by the District Manager to take professional growth training or related business training. Books and tuition supplied by the District.
- Certificate and Oath of Office; Deputy County Clerk (District will initiate if not already certified)

PHYSICAL DEMANDS/ESSENTIAL FUNCTIONS

Ability to:

- See and hear corrected to normal range.
- Periodically* lift items of various weights up to 25 pounds.
- Demonstrate adequate strength, dexterity, and coordination to use a keyboard, computer monitor, and other office equipment.
- Frequently* sit for extended periods of time for desk and computer usage and stand for occasional periods of time.
- Frequently* work alone and/or without direct supervision.
- Tolerate pesticide residues that may be present in the District offices from workers who apply such materials in the field.
- Regularly* walk on even surfaces.
- Periodically* reach upward for document or other materials.
- Frequently* perform repetitive motion associated with computer usage.
- Periodically* bend, twist, crawl, balance, lift, push, perform simple grasping, squat/crouch, kneel, reach, climb, and pull.

*Periodically – Activity or condition exists up to 25 percent of the time

Occasionally – Activity or condition exists from 25 to 50 percent of the time

Regularly – Activity or condition exists from 50 to 75 percent of the time

Frequently – Activity or condition exists 75 percent or more of the time

WORK ENVIRONMENT

Work is generally performed in an office setting with frequent interruptions, multiple deadlines, and peak workload periods. Position requires working with the public and attendance at night or weekend meetings. May require outdoor work and travel within and outside of the district boundaries periodically.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DISCLAIMER: This job description does not imply any written or verbal contract and is for management communication only. Marin/Sonoma Mosquito & Vector Control District reserves the right to change this job and its related responsibilities as business requires.

Resolution Exhibit C



MARIN/SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT JOB DESCRIPTION

Job Title: **Administrative Clerk**
Reports to: Administrative Services Manager

Date: TBD
FLSA Non-Exempt

DEFINITION

Under direction, performs clerical and administrative duties for the Administrative Service Manager (ASM), District Manager (DM), and other District departments.

CLASS CHARACTERISTICS

Serves as receptionist and performs a variety of clerical and administrative duties. General guidelines for action are normally established by the ASM; however, day-to-day activities may require the use of initiative and independent judgment particularly when prioritizing work from several staff members or when dealing with a variety of District staff and members of the public. Duties require frequent contact with staff and the public as well as attention to detail. This class is distinguished from the Administrative Technician in that the latter performs complex, paraprofessional administrative support to the ASM, DM, and Board.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Administrative Services Manager. The Administrative Clerk does not directly or functionally supervise other employees.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment to this classification.

- Receive and screen visitors and telephone calls; provide educational information which may require the interpretation of policies and procedures; take messages or refer the caller to proper person; enter service requests into the computer database system; provide mosquitofish to the public on request
- Assign account codes and enter invoices into the accounting system, proof to ensure accuracy, coordinate with Board member for reviewing and signing checks
- Log incoming checks
- Acts as support for Educational Department through the accurate scheduling of classroom presentation and performing other various support activities
- Open and sort mail; receive faxes; distribute mail and faxes to departments; receive deliveries
- Organize and maintain office files and various informational files and binders
- Manage certificates of insurance consistent with District contracts

- Maintain log of District-issued keys
- Maintain staff in/out board
- Order and maintain office, kitchen, and breakroom supplies in coordination with departments; track and stock orders
- Operate office equipment, i.e., computers, copiers, and fax machines
- In the absence of the Administrative Technician (Confidential), prepare Board meeting packets, attend meetings, and take minutes
- May represent the District at fairs, festivals and other public events by working alongside other staff in an informational booth
- Perform other duties as assigned

PROBATIONARY PERIOD

One-year probationary period

EMPLOYMENT STANDARDS

To be successful, the incumbent must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Knowledge of:

- Standard office administrative and clerical practices and procedures
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff
- Recordkeeping principles and procedures
- Basic mathematics and statistical techniques
- Business letter writing and standard document formats
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly
- Structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar
- Modern equipment and communication tools used for business functions and program, project, and task coordination
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation

Ability to:

- Deal tactfully and effectively with persons contacted in the course of work, including those of diverse socioeconomic and cultural backgrounds
- Gather and compile information from a variety of sources
- Prepare clear, concise, and competent reports, correspondence, and other written material
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work

- Maintain a variety of filing, recordkeeping, and tracking systems
- Compile and maintain confidential files and records
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work

EDUCATION AND EXPERIENCE:

Equivalent to graduation from high school and three (3) years of increasingly responsible secretarial and/or administrative support experience involving frequent public contact

Other:

- Possession of a valid California driver's license and driving record acceptable to the District's insurance carrier.
- Successful completion of pre-employment physical examination, drug screening, financial, and criminal background checks.
- During the course of employment, it may be required by the District Manager to take professional growth training or related business training. Books and tuition supplied by the District.
- Bi-lingual English/Spanish is desirable

PHYSICAL DEMANDS/ESSENTIAL FUNCTIONS

Ability to:

- See and hear corrected to normal range.
- Periodically* lift items of various weights up to 25 pounds.
- Demonstrate adequate strength, dexterity, and coordination to use a keyboard, computer monitor, and other office equipment.
- Frequently* sit for extended periods of time for desk and computer usage and stand for occasional periods of time.
- Frequently* work alone and/or without direct supervision.
- Tolerate pesticide residues that may be present in the District offices from workers who apply such materials in the field.
- Regularly* walk on even surfaces.
- Periodically* reach upward for document or other materials.
- Frequently* perform repetitive motion associated with computer usage.
- Periodically* bend, twist, crawl, balance, lift, push, perform simple grasping, squat/crouch, kneel, reach, climb, and pull.

*Periodically – Activity or condition exists up to 25 percent of the time

Occasionally – Activity or condition exists from 25 to 50 percent of the time

Regularly – Activity or condition exists from 50 to 75 percent of the time
Frequently – Activity or condition exists 75 percent or more of the time

WORK ENVIRONMENT

Work is generally performed in an office setting with frequent interruptions, multiple deadlines, and peak workload periods. Position requires working with the public and may require attendance at night or weekend meetings. May require outdoor work and travel within and outside of the district boundaries periodically.

The work environment characteristics described here are representative of those of an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DISCLAIMER: This job description does not imply any written or verbal contract and is for management communication only. Marin/Sonoma Mosquito & Vector Control District reserves the right to change this job and its related responsibilities as business requires.

Resolution Exhibit D



MARIN/SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT JOB DESCRIPTION

Job Title: **Human Resources Technician**
Reports to: Administrative Services Manager

Date: February 8, 2023
FLSA Non-Exempt

DEFINITION

Under direction, performs a variety of responsible paraprofessional, technical, and administrative human resources support duties requiring the application of procedural, program, and compliance knowledge; assists with recruitment, testing, and selection of staff; processes personnel transactions and leave requests as well as insurance and benefit documents; coordinates or delivers employee trainings and orientations; maintains personnel files and various records; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is a fully qualified, journey-level paraprofessional classification. Incumbents exercise a high level of tact, discretion, diplomacy, and independent judgment to perform the full scope of duties assigned. The work has both technical and procedural aspects, requiring an incumbent to interpret, apply, and ensure compliance with established regulations, requirements, policies, and procedures. Duties require frequent contact with staff and the public as well as attention to detail. Incumbents perform various human resources work in the areas of recruitment, testing, selection, processing personnel transactions, leave management, insurance and benefit programs, and employee training and orientation. An incumbent receives only occasional instruction or assistance as new or unusual situations arise and is fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Administrative Services Manager. May provide technical direction to other administrative staff.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment to this classification.

- Provides information to employees regarding wages, benefits, department procedures, and District policies; responds to inquiries from other agencies
- Serves as primary contact for employees, dependents, retirees, and benefit plan administrators with respect to department activities; maintains the employee benefit database; reviews entries for accuracy and correctness; inputs new hire

- information and retiree information into the database for reporting requirements and payroll processing
- Monitors maintenance of various benefits plans, including health, dental, vision, life, accidental death and dismemberment, long-term disability, deferred compensation, and retirement
 - Assists in the recruitment process; develops and posts job announcements; reviews and screens applications; works with hiring managers to develop and administer selection tools including written and oral examinations and assessment centers; develops eligibility lists
 - Coordinates administrative background check procedures; communicates with the occupational health consultant regarding the processing of medical exams for prospective employees
 - Conducts new employee orientations and processes all documentation for new employees; provides instruction on enrollment forms, reviews forms for accuracy and completeness, and answers employee questions; processes benefit enrollment information; assists in the development of benefits-related communication material
 - Monitors timely and accurate completion of employee performance evaluations and sends reminders to managers and supervisors
 - Plans and coordinates periodic employee events, such as the benefits workshops and recognition activities
 - Coordinates leave management programs; advises employees on their rights under Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), State Disability Insurance (SDI), Paid Family Care Leave (PFL), long-term disability, and disability retirement; receives and processes requests for FMLA, CFRA, and other leaves; determines eligibility and sends initial notices; requests additional information and prepares other leave-related correspondence; recommends approval or denial of leaves
 - Processes all workers' compensation claims and monitors the status of each on a regular basis
 - Tracks and monitors employee benefits while employees are on disability leaves such as FMLA, CFRA, workers' compensation, SDI, PFL, long-term disability, and disability retirement
 - Assists with staff development activities; schedules training classes; prepares training materials; maintains training databases; orients trainers; facilitates training sessions
 - Maintains employee personnel files and the confidentiality of all records and information within the division
 - Attends meetings and serves on committees as appropriate
 - Performs general administrative work related to assigned duties, including establishing and maintaining files, preparing reports and correspondence, copying, and filing documents, and entering computer data
 - Performs related duties as assigned

PROBATIONARY PERIOD

One-year probationary period

EMPLOYMENT STANDARDS

To be successful, the incumbent must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Knowledge of:

- Basic principles and practices of public agency human resources administration, including recruitment, selection, employee relations, classification and compensation, insurance, and benefits administration, leave management, and risk management
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures consistent with the assigned functional area, including the Consolidated Omnibus Budget Reconciliation Act, FMLA, the Health Insurance Portability and Accountability Act, the Americans with Disabilities Act, and other human resources-related laws
- Administrative techniques, principles, and methods including technical research, data collection, and report preparation
- Recordkeeping principles and procedures
- Basic mathematics and statistical techniques
- Business letter writing and standard document formats
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly
- Structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar
- Modern equipment and communication tools used for business functions and program, project, and task coordination
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation

Ability to:

- Perform detailed human resources technical support work accurately and in a timely manner, using considerable discretion and independent judgment
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed
- Review a variety of technical documents for completeness, accuracy, and compliance with established requirements
- Effectively communicate with internal and external customers and provide a high-level of customer service
- Evaluate alternatives and make judgments within established policy and procedural guidelines
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations
- Gather and compile information from a variety of sources

- Prepare clear, concise, and competent reports, correspondence, and other written material
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work
- Maintain a variety of filing, recordkeeping, and tracking systems
- Compile and maintain confidential files and records
- Effectively represent the department and the District in meetings with governmental agencies, various business, professional, and regulatory organizations and in meetings with individuals
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work

EDUCATION AND EXPERIENCE

Possession of an Associate Degree with major coursework in business or public administration, human resources, communications, or closely related field, and two (2) years of experience performing increasingly responsible technical personnel or human resources. Additional qualifying experience may be substituted for the education requirement on a year for year basis. Experience in a governmental environment is highly desirable.

Other:

- Possession of a valid California driver's license and driving record acceptable to the District's insurance carrier.
- Successful completion of pre-employment physical examination, drug screening, financial, and criminal background checks.
- During the course of employment, it may be required by the District Manager to take professional growth training or related business training. Books and tuition supplied by the District.

PHYSICAL DEMANDS/ESSENTIAL FUNCTIONS

Ability to:

- See and hear corrected to normal range.
- Periodically* lift items of various weights up to 25 pounds.
- Demonstrate adequate strength, dexterity, and coordination to use a keyboard, computer monitor, and other office equipment.
- Frequently* sit for extended periods of time for desk and computer usage and stand for occasional periods of time.
- Frequently* work alone and/or without direct supervision.

- Tolerate pesticide residues that may be present in the District offices from workers who apply such materials in the field.
- Regularly* walk on even surfaces.
- Periodically* reach upward for document or other materials.
- Frequently* perform repetitive motion associated with computer usage.
- Periodically* bend, twist, crawl, balance, lift, push, perform simple grasping, squat/crouch, kneel, reach, climb, and pull.

- * Periodically – Activity or condition exists up to 25 percent of the time
- Occasionally – Activity or condition exists from 25 to 50 percent of the time
- Regularly – Activity or condition exists from 50 to 75 percent of the time
- Frequently – Activity or condition exists 75 percent or more of the time

WORK ENVIRONMENT

Work is generally performed in an office setting with frequent interruptions, multiple deadlines, and peak workload periods. Position requires working with the public and attendance at night or weekend meetings. May require outdoor work and travel within and outside of the district boundaries periodically.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DISCLAIMER: This job description does not imply any written or verbal contract and is for management communication only. Marin/Sonoma Mosquito & Vector Control District reserves the right to change this job and its related responsibilities as business requires.

Resolution Exhibit E

**SIDE LETTER BETWEEN
MARIN SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT (MSMVCD) AND
THE WESTERN COUNCIL OF ENGINEERS (WCE) GENERAL UNIT
RE: ADMINISTRATIVE SERVICES REORGANIZATION AND RECLASSIFICATION**

The Marin Sonoma Mosquito and Vector Control District (“MSMVCD” or “District”) and Western Council of Engineers (“Union”) (General Unit) (collectively referred to as the “parties”) hereby tentatively agree to the following side letter.

WHEREAS, the District and the Union have agreed to a Memorandum of Understanding (MOU) which covers wages, hours, and terms and conditions of employment, and which expires June 30, 2024;

WHEREAS, following the recent vacancy of the Financial Manager position, the District evaluated its administrative services functions and determined that changes were warranted to improve the District’s administrative services capacity; and

WHEREAS, the General unit represents the Receptionist job classification; and

WHEREAS, the District has determined that the Receptionist classification should be reclassified as an Administrative clerk in order to take on additional job duties related to administrative services;

NOW THEREFORE, effective upon Board of Trustees’ approval, the parties agree as follows:

1. The Receptionist job classification will be eliminated and replaced with the “Administrative Clerk” job classification, which will be represented by the Union in the General bargaining unit.
 - a. The parties have met and conferred in good faith, and reached agreement over the job description, included herein as Attachment A.
 - b. The parties have met and conferred in good faith, and reached agreement over the salary schedule for the Administrative Clerk, which will reflect a salary increase over the Receptionist classification, in recognition of the additional, more advanced duties required of the new classification. The annual salary schedule for a full-time position be as follows:

STEP I	STEP II	STEP III	STEP IV
\$55,125	\$57,881	\$60,775	\$63,814

- c. Effective the first pay period following the Board of Trustees’ approval of this side letter, the incumbent in the Receptionist classification will be reclassified as an Administrative Clerk, and will be placed at will be placed at the lowest step of the salary schedule of the new classification which provides a salary increase that is

**SIDE LETTER BETWEEN
MARIN SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT (MSMVCD) AND
THE WESTERN COUNCIL OF ENGINEERS (WCE) GENERAL UNIT
RE: ADMINISTRATIVE SERVICES REORGANIZATION AND RECLASSIFICATION**

closest to five percent (5%) over the salary received prior to promotion, in accordance with District Employee Policy C-500 entitled "Compensation." The incumbent will be required to restart the initial probationary period begun in December 2022, in accordance with District Employee Policy P-700 entitled "Probationary Employees."

- d. Six months following the reclassification as described above, the District agrees to review the workload of the Administrative Clerk to determine if it is appropriate.

2. The MOU between the parties will be modified as follows:

ARTICLE 2 RECOGNITION

Pursuant to the provisions of the District Employer-Employee Relations Resolution and the Meyers-Milias-Brown Act, the District has recognized the Western Council of Engineers as the sole and exclusive representatives for the representation unit that consists of full-time regular employees in the following job classes and other classes as may be added to the unit during the term of this MOU:

General Unit

Administrative Clerk

Biologist

Education Program Specialist

Education Program/Insect ID Specialist

Environmental Biologist

Field Supervisor

Lead Biologist

Mechanic/Facilities Manager

Shop/Facilities Assistant

Source Reduction/Wastewater Specialist

Rodent Control Specialist

Vector Control Technician

Upon negotiation of a new successor Memorandum of Understanding between the parties, this side letter shall be incorporated into the MOU and the side letter will be eliminated, unless otherwise negotiated by the parties.

All recitals are hereby incorporated in the agreement between the parties.

**SIDE LETTER BETWEEN
MARIN SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT (MSMVCD) AND
THE WESTERN COUNCIL OF ENGINEERS (WCE) GENERAL UNIT
RE: ADMINISTRATIVE SERVICES REORGANIZATION AND RECLASSIFICATION**

MSMVCD:

WCE (GENERAL UNIT):

Dated: _____

Dated: _____

Attachment A: Administrative Clerk Job Description

Resolution Exhibit F

**SIDE LETTER BETWEEN
MARIN SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT (MSMVCD) AND
THE WESTERN COUNCIL OF ENGINEERS (WCE) MANAGEMENT CONFIDENTIAL UNIT
RE: ADMINISTRATIVE SERVICES REORGANIZATION AND RECLASSIFICATIONS**

The Marin Sonoma Mosquito and Vector Control District (“MSMVCD” or “District”) and Western Council of Engineers (“Union”) (Management Confidential Unit) (collectively referred to as the “parties”) hereby tentatively agree to the following side letter.

WHEREAS, the District and the Union have agreed to a Memorandum of Understanding (MOU) which covers wages, hours, and terms and conditions of employment, and which expires June 30, 2024;

WHEREAS, following the recent vacancy of the Financial Manager position, the District evaluated its administrative services functions and determined that changes were warranted to improve the District’s administrative services capacity; and

WHEREAS, the Management Confidential unit represents the Finance Manager and Administrative Assistant (Confidential);

WHEREAS, the District has determined that the Financial Manager classification should be reclassified as an Administrative Services Manager in order to take on additional, executive level duties;

WHEREAS, the District has determined that the Administrative Assistant (Confidential) should be reclassified as an Administrative Technician (Confidential) and additional job duties added to the classification;

WHEREAS, the District has determined that it requires additional, part-time technical support in the area of Human Resources; and

WHEREAS, the District’s Employee Relations Officer has submitted a motion for modification of the Management Confidential bargaining unit;

NOW THEREFORE, effective upon Board of Trustees’ approval, the parties agree as follows:

1. The Administrative Assistant (Confidential) job classification will be eliminated and replaced with the “Administrative Technician (Confidential)” job classification, which will be represented by the Union in the Management Confidential bargaining unit in accordance with the District’s Employee Relations Officer’s motion for unit modification.
 - a. The parties have met and conferred in good faith, and reached agreement over the job description, included herein as Attachment A.
 - b. The parties have met and conferred in good faith, and reached agreement over the salary schedule for the Administrative Technician (Confidential), which will

**SIDE LETTER BETWEEN
MARIN SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT (MSMVCD) AND
THE WESTERN COUNCIL OF ENGINEERS (WCE) MANAGEMENT CONFIDENTIAL UNIT
RE: ADMINISTRATIVE SERVICES REORGANIZATION AND RECLASSIFICATIONS**

reflect a salary increase over the Administrative Assistant (Confidential) classification, in recognition of the additional, more advanced duties required of the new classification. The annual salary schedule for a full-time position be as follows:

STEP I	STEP II	STEP III	STEP IV
\$70,872	\$74,415	\$78,136	\$82,043

- c. Effective the first pay period following the Board of Trustees’ approval of this side letter, the incumbent in the Administrative Assistant (Confidential) classification will be reclassified as an Administrative Technician (Confidential), and will be placed at will be placed at the lowest step of the salary schedule of the new classification which provides a salary increase that is closest to five percent (5%) over the salary received prior to promotion, in accordance with District Employee Policy C-500 entitled “Compensation.” The incumbent will be required to serve a promotional probationary period in accordance with District Employee Policy P-700 entitled “Probationary Employees.”
2. The District will add a new job classification entitled the “Human Resources Technician (Confidential),” which will be represented by the Union in the Management Confidential bargaining unit in accordance with the District’s Employee Relations Officer’s motion for unit modification.
- a. The parties have met and conferred in good faith, and reached agreement over the job description, included herein as Attachment B.
 - b. The parties have met and conferred in good faith, and reached agreement over the annual salary schedule for the Human Resources Technician (Confidential), which will be as follows, based on a 0.5 FTE position:

STEP I	STEP II	STEP III	STEP IV
\$35,436	\$37,208	\$39,068	\$41,022

3. The vacant Financial Manager job classification will be eliminated and removed from the Management/Confidential unit. The classification will be replaced with a new classification entitled Administrative Services Manager. The Administrative Services Manager will be an executive level classification and will have an employee grouping with the Assistant Manager based on the community of interest and in accordance with the District’s Employee Relations Officer’s motion for unit modification. The Administrative

**SIDE LETTER BETWEEN
MARIN SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT (MSMVCD) AND
THE WESTERN COUNCIL OF ENGINEERS (WCE) MANAGEMENT CONFIDENTIAL UNIT
RE: ADMINISTRATIVE SERVICES REORGANIZATION AND RECLASSIFICATIONS**

Services Manager classification will not be represented by the Management/Confidential bargaining unit.

4. The MOU between the parties will be modified as follows:

ARTICLE 2 RECOGNITION

Pursuant to the provisions of the District Employer-Employee Relations Resolution and the Meyers-Milias-Brown Act, the District has recognized the Western Council of Engineers as the sole and exclusive representatives for the representation unit that consists of full-time regular employees in the following job classes and other classes as may be added to the unit during the term of this MOU:

Management and Confidential Unit

Administrative Technician (Confidential)
Environmental Programs Manager
Human Resources Technician (Confidential)
Public Information Officer
Scientific Programs Manager

ARTICLE 13 BENEFITS

13.2 Active Employee Medical Insurance Coverage

- C. Effective the first pay period following Board adoption of this side letter, permanent part time (not seasonal) employees who are regularly assigned to work .5 FTE and above will be eligible to receive prorated Active Group Two health insurance benefits.

Upon negotiation of a new successor Memorandum of Understanding between the parties, this side letter shall be incorporated into the MOU and the side letter will be eliminated, unless otherwise negotiated by the parties.

All recitals are hereby incorporated in the agreement between the parties.

**SIDE LETTER BETWEEN
MARIN SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT (MSMVCD) AND
THE WESTERN COUNCIL OF ENGINEERS (WCE) MANAGEMENT CONFIDENTIAL UNIT
RE: ADMINISTRATIVE SERVICES REORGANIZATION AND RECLASSIFICATIONS**

MSMVCD:

WCE (MGMT CONFIDENTIAL UNIT):

Dated: _____

Dated: _____

Attachment A: Administrative Technician (Confidential) Job Description

Attachment B: Human Resources Technician (Confidential) Job Description

RESOLUTION 2022/23-08

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE MARIN/SONOMA MOSQUITO & VECTOR CONTROL DISTRICT APPROVING CHANGES TO STAFFING POSITIONS IN THE FINANCIAL OFFICE

WHEREAS, the Financial Office provides critical services to employees and the District by managing finance functions as well as providing human resources services; and

WHEREAS, when the position of Financial Manager became vacant in November 2022, the District took the opportunity to reevaluate staffing in the Financial Office to determine if changes were appropriate; and

WHEREAS, the analysis resulted in several needed changes to positions, including the addition of a half-time Human Resources Technician and reclassification of the Receptionist and Administrative Assistant – Confidential positions; and

WHEREAS, the District also desires to replace the Financial Manager position with Administrative Services Manager to reflect a new, executive level of responsibility; and

WHEREAS, the District has met with representatives of the Western Council of Engineers (WCE) to discuss the proposed changes and WCE supports the proposed changes.

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

The District desires to change staffing in the Financial Office to improve efficiency and effectiveness of the District's financial and human resources operations.

SECTION 3. Adoption of Agreements

The Board hereby takes the following actions:

- Approves a new job description for Administrative Services Manager dated February 8, 2023, attached as Exhibit A.
- Approves a new job description for Administrative Technician – Confidential dated February 8, 2023, attached as Exhibit B.

- Approves a new job description for Administrative Clerk dated February 8, 2023, attached as Exhibit C.
- Approves a new job description for Human Resources Technician dated February 8, 2023, attached as Exhibit D.
- Approves Side Letter with the Western Council of Engineers for changes in the General Unit, attached as Exhibit E.
- Approves Side Letter dated with the Western Council of Engineers for changes in the Mid Management/Confidential Unit, attached as Exhibit F.

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 February 8, 2023, by the following roll call vote:

	<i>Yes</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>
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"/>
Laurie Gallian	<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"/>
Evan Kubota	<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"/>
Morgan Patton	<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"/>
Diana Rich	<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"/>
David Witt	<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"/>
Vote Totals:				

ATTEST:

Diana Rich
Secretary, Board of Trustees

APPROVED:

Richard Snyder
President, Board of Trustees

DATE: February 8, 2023

TO: Board of Trustees

FROM: Dana Shigley, Management Aide/Interim Financial Manager
Philip Smith, District Manager

SUBJECT: Mid-Year Budget Status Report and Proposed Amendment



RECOMMENDATION

1. Review and discuss mid-year budget status report and recommendations for budget amendments.
2. Consider a motion to adopt Resolution 2022/23-09 amending the Fiscal Year 2022/23 Adopted Budget

REVENUES

When the current year budget was adopted, the Board anticipated receiving \$10,775,554 in general fund revenues to support District operations. With the year half over, our current projections indicate that actual revenues will be only slightly higher, around \$10.8 million, as shown below.

	Budget Amount	Projected Actual Revenues	Difference
Current Secured Property Taxes - Marin	2,680,193	2,680,193	-
Benefit Assessments - Marin	1,311,118	1,311,998	880
Other Taxes - Marin	130,079	130,079	-
Current Secured Property Taxes - Sonoma	3,285,769	3,291,091	5,322
Benefit Assessments - Sonoma	2,947,282	2,922,144	(25,138)
Other Taxes - Sonoma	85,248	98,101	12,853
Total Taxes and Assessment	10,439,689	10,433,606	(6,083)
Interest Earnings	29,377	29,377	-
Charges for Services	190,050	229,847	39,797
Other Revenues	116,438	112,097	(4,341)
Total General Fund Revenues	\$10,775,554	\$10,804,927	\$29,373

The District receives much of its revenues late in the fiscal year and these estimates are preliminary. The accuracy of our projections will improve in the next couple months as we obtain more data. For example, although we do have updated projections for the benefit assessments and Sonoma County tax revenues, the County of Marin has not been able to provide any estimates of actual tax revenues. We are not anticipating any unusual revenue adjustments for the fiscal year and do not recommend any budget amendments to revenue at this time.

EXPENSES – GENERAL FUND

The Board’s adopted operating budget and year to date expenses are as follows:

	Budget	Expenses through December 31
Salaries and Benefits	6,691,567*	3,070,426
Materials and Supplies	915,047	544,214
Equipment and Tools	113,530	15,097
Maintenance and Repair	210,950	71,038
Professional Services	540,797	175,750
Other Purchased Services	962,832	559,985
Other (Includes Transfers)	585,017	12,385
Total General Fund Expenses	\$10,019,740	\$4,448,896

*Excludes \$600,000 payment to CEPPT. See discussion later in this report.

Half way through the year, the District has spent 46% of the budgeted salaries and benefits and 41% on average in the other budget categories.

Savings in the *Salary and Benefits* category have resulted from several position vacancies. The Environmental Biologist and Environmental Programs Manager positions were funded for ten and six months respectively and neither has been filled at this time. The Environmental Biologist recruitment is currently pending and we do not anticipate recruiting for the Environmental Programs Manager this year. Additionally, we have had a vacancy in the Source Reduction Wastewater Specialist position, which is also currently in recruitment. We anticipate one employee retirement in the near future, and, as the Board is aware, the Financial Manager position is currently vacant. We anticipate actual expenditures for the year to be nearly \$500,000 less than budgeted.

The most significant expenses in the *Materials and Supplies* category are the larvicides and adulticides used to prevent and treat mosquitos and other pests as well as gasoline and oil. We took advantage of discounted promotional pricing early in the year for the larvicides and adulticides and stocked up before the prices increased. Although we do not anticipate needing an additional allocation for funds for these treatments, the very wet weather may result in robust

use of inventory. While gasoline prices spiked earlier in the year, they have moderated somewhat and we believe the budget for gasoline is sufficient. Overall, we anticipate total expenditures will be less than budgeted for materials and supplies, but not by a substantial amount.

In *Professional Services*, we anticipate some savings in the use of helicopters to apply larvicides. However, we will be incurring unanticipated expenses for human resources, legal, and information technology services, as described later in this report.

The *Other* category includes transfers which will be made at year end.

At mid-year, expenses in the other budget categories are about as expected, and actual expenses should come in around 90% of budget.

Based on our review of actual expenditures to date and historical ratios, we believe the District will actually spend approximately \$9.3 million in the General Fund. At the end of the year, the District is projected to increase the fund balance and reserves as follows:

Anticipated Revenues \$10.8 million	\$10.8 million
Anticipated Expenses	\$9.3 million
Operating Results	\$1.5 million
Transfer to CEPPT	\$(600,000)
Increase to Fund Balance	\$900,000

EXPENSES – CAPITAL FUND

The 2022/23 budget includes \$654,505 in approved capital expenditures, including a facility needs assessment, several new trucks and Argos, remodeling of the finance office, and other equipment. As of December 31, \$117,157 of the budget has been spent on approved projects. This includes \$14,550 spent on lab equipment when two environmental chambers unexpectedly failed and \$7,820 to replace one of the rolling gates. Unfortunately, due to market and supply factors, the District received no responses to its requests for bids for truck purchases. Therefore we will have to order the trucks instead, which will delay acquisition by several months. The remodeling project in the Financial Office will be postponed until new staff is hired and the space planning project progresses beyond the planning phase. The new amphibious Argos vehicles have been purchased. Other projects, including a GPS system for the airboat, pressure washer, and fuel management system are underway and we expect them to be completed by year end. We are not requesting any budget amendments to the capital budget at this time.

RECOMMENDED BUDGET AMENDMENTS

As the Board is aware, the budget represents the best estimate of the District’s operating and capital expenditures at the time it is adopted. However, needs change during the year and expense budgets should be adjusted accordingly. Pursuant to the Board’s budget policy, the District Manager has authorized several amendments to individual line items in the budget. These changes do not increase the total budget nor impact salaries and benefits, but rather simply move budget authorization between account codes when unanticipated needs arise.

However, there are several areas in which we are asking the Board to consider making expense adjustments at this time. These are described below.

1. Costs of responding to the Cyber Attack on District network systems. As the Board is aware, the District’s computer systems were subject to a cyberattack on December 24, 2022. The cyberattack destroyed components of the District’s information systems, including stored data and some information technology hardware. Fortunately, the District’s payroll, general ledger and website data are hosted on independent cloud-based servers and were not impacted by the attack. The District has a backup of locally hosted data from 2021 that was unaffected and this was used to restore the network. The District has incurred costs for forensic data analysis and recovery, legal services related to the attack, and the implementation of advanced threat detection and prevention software to restore and protect the District’s systems.

Account		Current Budget	Change	New Budget
101-5100-6472-100	Administration Department - Special Legal Services	\$0	\$15,000	\$15,000
101-5600-6255-100	Information Technology - Computer Software	\$17,100	\$7,250	\$24,350
101-5600-6449-100	Information Technology – Other Professional Services	\$1,000	\$22,800	\$23,800
	Total Increase 2022/23 Budget		\$45,050	

2. Financial Office Staffing Changes

In a separate agenda item tonight, the Board will consider making several changes to staffing in the Financial Office. Although the new costs associated with those changes will be included in the 2023/24 annual budget, the current year budget also should be amended to reflect costs for interim staffing, recruitment and salary increases. Proposed changes to the current year budget include:

- Anticipated salary increases for the reclassified positions as well as the new Administrative Services Manager and part-time Human Resources Technician.

However, these costs in the current year are more than offset by salary savings from the vacant Financial Manager position. Anticipated savings in 2022/23: \$6,400.

- Increased temporary salary costs for the Management Aide to serve as Interim Financial Manager until the new Administrative Services Manager position is filled. Anticipated additional cost: \$42,000.
- Costs for the services of RGS to provide support with human resources functions during the interim (estimated at \$10,000). Also, we anticipated hiring RGS to help the District recruit the best candidates for the new Administrative Services Manager position, estimated at \$11,000.
- Costs for the services of the District’s Chief Negotiator, Kelly Tuffo, attorney with Liebert Cassidy Whitmore, for negotiating the recommended changes with WCE, estimated at \$2,500.

Account		Current Budget	Change	New Budget
101-5100-6010	Administration Department - Regular Salaries	\$495,549	\$(6,400)	\$489,149
101-5100-6015	Administration Department – Temporary/Seasonal Salaries	\$88,000	\$42,000	\$130,000
101-5100-6032	Administration Department – Retirement Employer Share	\$349,858	\$(9,500)	\$340,358
101-5100-6041	Administration Department - Kaiser Active Employees	\$632,865	\$(6,250)	\$626,615
101-5100-6429	Administration Department - Other Professional Services Human Resources	\$500	\$10,000	\$10,500
101-5100-6425	Administration Department – Recruitment Services	\$0	\$11,000	\$11,000
101-5100-6421	Administration Department - Labor Negotiating Services	\$4,500	\$2,500	\$7,000
	Total Increase 2022/23 Budget		\$43,350	

3. Salary Savings in Operations

As noted earlier in this report, the Operations Department has vacancies in several positions that will result in cost savings. This includes the Environmental Biologist (currently in recruitment), Environmental Programs Manager, and Source Reduction Wastewater Specialist (currently in recruitment). In addition, we anticipate one employee retiring before the end of the fiscal year.

Account		Current Budget	Change	New Budget
101-5100-6032	Administration Department – Retirement Employer Shares	\$340,358	\$(40,600)	\$299,758
101-5100-6041	Administration Department – Kaiser Active Employees	\$626,615	\$(52,500)	\$574,115
101-5300-6010	Operations – Salaries and Wages	\$2,763,999	\$(171,000)	\$2,592,999
	Total Decrease 2022/23 Budget		\$(264,100)	

4. CEPPT accounting change

The adopted budget includes an expense of \$600,000 to transfer funds to the District’s Pension Pre-funding Trust (CEPPT), which is held at CalPERS. During the last financial audit, our independent auditors indicated this should be shown as a balance sheet asset rather than an expense. As such, this expense item should be removed. This does not change the amount of the payment in any way (the transfer has already been completed), but is merely a change in accounting treatment. The funds held in the CEPPT will be included in the balance sheet.

Account		Current Budget	Change	New Budget
101-5100-6068	Administration Department – Payment to CEPPT	\$600,000	\$(600,000)	\$0

These budget amendment items result in a cost savings of \$175,700 to the General Fund.

RESOLUTION 2022/23-09

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE MARIN/SONOMA
MOSQUITO & VECTOR CONTROL DISTRICT AMENDING THE 2022/23 ADOPTED
FISCAL YEAR BUDGET**

WHEREAS, the Board of Trustees has adopted a budget for the 2022/23 fiscal year that lays out a plan for operating and capital expenditures during the year; and

WHEREAS, several changes in staffing and other expenses have occurred since the budget was adopted, and the Board of Trustees now wishes to amend the adopted budget.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the Marin/Sonoma Mosquito & Vector Control District amends the adopted 2022/23 fiscal year budget as follows:

1. Additional expenses associated with cyber security and forensic data analysis.

Account		Current Budget	Change	New Budget
101-5100-6472-100	Administration Department - Special Legal Services	\$0	\$15,000	\$15,000
101-5600-6255-100	Information Technology - Computer Software	\$17,100	\$7,250	\$24,350
101-5600-6449-100	Information Technology – Other Professional Services	\$1,000	\$22,800	\$23,800

2. Adjustments related to staffing changes in the Financial Office.

Account		Current Budget	Change	New Budget
101-5100-6010	Administration Department - Regular Salaries	\$495,549	\$(6,400)	\$489,149
101-5100-6015	Administration Department – Temporary/Seasonal Salaries	\$88,000	\$42,000	\$130,000
101-5100-6032	Administration Department – Retirement Employer Share	\$349,858	\$(9,500)	\$340,358
101-5100-6041	Administration Department - Kaiser Active Employees	\$632,865	\$(6,250)	\$626,615
101-5100-6429	Administration Department - Other Professional Services Human Resources	\$500	\$10,000	\$10,500
101-5100-6425	Administration Department – Recruitment Services	\$0	\$11,000	\$11,000

101-5100-6421	Administration Department - Labor Negotiating Services	\$4,500	\$2,500	\$7,000
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3. Cost savings due to vacant positions.

Account		Current Budget	Change	New Budget
101-5100-6032	Administration Department – Retirement Employer Shares	\$340,358	\$(40,600)	\$299,758
101-5100-6041	Administration Department – Kaiser Active Employees	\$626,615	\$(52,500)	\$574,115
101-5300-6010	Operations – Salaries and Wages	\$2,763,999	\$(171,000)	\$2,592,999

4. Accounting change for payment to CEPPT.

Account		Current Budget	Change	New Budget
101-5100-6068	Administration Department – Payment to CEPPT	\$600,000	\$(600,000)	\$0

Effective Date This Resolution shall become effective upon its adoption.

PASSED AND ADOPTED at a regular meeting of the Board of Trustees held February 8, 2023 by the following roll call vote:

	<i>Yes</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>
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"/>
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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"/>
Evan Kubota	<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"/>
Morgan Patton	<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"/>
Diana Rich	<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"/>
David Witt	<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"/>
Vote Totals:				

ATTEST:

APPROVED:

 Diana Rich
 Secretary, Board of Trustees

 Richard Snyder
 President, Board of Trustees

Manager's Report

- We have made progress on the project to investigate the feasibility of expanding the District's offices and maintenance shop facilities. A preliminary review of entitlements and encumbrances conducted by Sol Ecology of Petaluma showed that there are no conservation easements or other encumbrances that would restrict development in the areas under consideration for potential horizontal expansion. Next month, Sol will conduct an updated wetlands delineation (the previous study was performed in 2008). Sol Ecology will then prepare a Preliminary Jurisdictional Determination (PJD) report documenting the methodology and results of the wetland delineation. If the results of the study are favorable, we will be working with the California Department of Fish and Wildlife, as well as the Federal Fish and Wildlife Service, eventually preparing a Biological Resources Report that would be submitted to the City of Cotati Community Development Department to support a permit application. Another potentially viable option for adding space that has not been discarded completely would be to expand upwards by adding a second story over parts of the existing main building. However, significant obstacles to this option exist, including the need to excavate and strengthen the foundations and the challenges that would be posed by working around the heating and air conditioning systems in the existing suspended ceiling space. We are advised that during construction, a horizontal expansion would be much less disruptive to normal operations than a vertical expansion. We will keep the Board fully informed as this feasibility stage progresses.
- We continue to test cloud-based security cameras that may be able to provide better protection of the District's buildings, vehicles and grounds. After encountering problems such as the infrared cameras not seeing well at night due to reflections from nearby structures, another round of testing and evaluation is now underway. One type of camera captures fine detail such as license plate numbers, and another provides a wider field of view. The artificial intelligence capabilities allow specific searches of the recordings e.g., for a person wearing red and carrying a backpack. The live monitoring option offers the capability of alerting District staff and law enforcement if suspicious activity is detected in the video feeds.
- Last week we had the carpets in most of the offices professionally cleaned. We also replaced the kitchen refrigerator, which failed irreparably after serving for over 22 years. Kudos to Carolyn, Rob and Erik, who rapidly sourced a top-rated and reasonably priced replacement refrigerator that would fit the oddly shaped cutout in the kitchen cabinetry.
- Our IT specialist continues to help us recover from the recent cyberattack. All damaged hardware has now been replaced or repaired, and we back up our files daily, both onsite and through an offsite backup service that offers increased security. Security precautions and protocols have been strengthened further. Although a significant number of computer files were unrecoverable (I lost eleven years' worth of emails and contacts), we have reconstructed almost all our vital spreadsheets, agendas, reports, and other documents. As previously reported, no payment was made to the cybercriminals. Dana Shigley and the financial office staff are preparing an accounting of the overall costs as the invoices arrive from the specialist companies who assisted us (TracePoint, Polsinelli, and others). It does not appear that the costs will equal or exceed the \$50,000 self-insured retention (deductible) of the District's cybercrime insurance coverage with Beazley Inc.

February 8, 2023

- As we went to press, the balance in District's OPEB trust account for retiree future medical benefits has risen to \$8.1M. Last year, the low point was about \$7.3M. The pension prefunding trust balance is also back in positive territory at \$1.8M.
- The annual recruitment process for a Seasonal Receptionist closes in a few days. We hope to welcome the successful candidate to the team to train before the busiest part of the mosquito and yellowjacket season begins.

Assistant Manager's Report

- Vector Control Technicians and Field Supervisors are finding larval mosquito production in low areas, water conveyance channels, agricultural channels, seasonal wetlands and tidal marshes in Marin and Sonoma counties. The mosquito species sampled from the water sources are primarily *Aedes squamiger* (California salt marsh mosquito), *Aedes washinoi* (flood water mosquito), and *Aedes dorsalis* (pale salt marsh mosquito). Staff are monitoring the sources carefully and planning larvicide treatments.
- I am working on contracts with the two vendors licensed in California to apply mosquito larvicides via UAS/drone systems. We hope to be using drones to apply larvicides very soon.
- With the significant increase in larval mosquito surveillance after the recent storms, the laboratory staff are identifying and processing large quantities of mosquito samples daily.
- The Rodent Control Specialist and I continue to work on challenging service requests and issues regarding rat infestations.
- We have recruitments underway for seasonal positions in the operations and laboratory departments.
- Dan Leslie will be retiring at the end of February. Dan has served as a Vector Control Technician with the District for 22 years. He has received praise on many occasions from agencies and the public for his excellent service. Dan has worked closely with Sonoma County Regional Parks staff and saved the Gravenstein Apple Fair from yellowjacket invasions on several occasions. He is a valued team member and will be missed! We wish Dan the best in his retirement.
- The shop staff have been busy maintaining mosquito surveillance and control equipment and fabricating new equipment. They are currently fabricating a mobile skid that will support a water tank and pump system to facilitate mosquito control operations. The new amphibious Argo vehicles that were outfitted with an updated liquid application design have shown increases in efficiency, durability, and accessibility.
- The District's Lead Biologist, Sarah Brooks, has been working diligently to assist operations staff with laptop computers and software updates after the recent cyberattack.
- The District's Public Information Officer (PIO) organized operational meetings with the staff from the City of Santa Rosa Code Enforcement Department. The PIO, Field Supervisors, and Rodent Control Specialist participated.