

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 BOARD MEETING**

DATE: January 20, 2021
TIME: 6:00 p.m. (Special Board Meeting)

LOCATION: **Teleconference – See Below**

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

The Board Meeting Teleconference:

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

Public Communication:

The public is welcome to address the Board of Trustees on items listed on the Consent Calendar or on other items not listed on the agenda but within the Board's jurisdiction during the general Public Comment period. There will also be an opportunity for the public to comment on other agenda items at the time they are discussed. Please raise your hand using the electronic "raise hand" button 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 836 1155 2532

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

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

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

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

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

*Items marked * are enclosed attachments.*

Items marked # will be handed out at the meeting.

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

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

Bruce Ackerman, Fairfax

Cathy Benediktsson, Tiburon

Gail Bloom, Larkspur

Tamara Davis, Sonoma Co. at Large

Art Deicke, Santa Rosa

Julia Ettlin, Windsor

Laurie Gallian, Sonoma

Pamela Harlem, San Rafael (*First V.P.*)

Susan Hootkins, Petaluma

Ranjiv Khush, San Anselmo

Shaun McCaffery, Healdsburg

Matthew Naythons, Sausalito

Monique Predovich, Ross

Diana Rich, Sebastopol

Herb Rowland, Jr., Novato

Ed Schulze, Marin Co. at Large

Richard Snyder, Belvedere (*Secretary*)

Michael Thompson, Rohnert Park (*Second V.P.*)

David Witt, Mill Valley

Carol Pigoni, Cloverdale (*President*)

Open Seats:

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

4. PUBLIC TIME

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

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

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

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

5. CONSENT CALENDAR

A. APPROVAL OF AGENDA

B.* MINUTES – Minutes for Board Meeting held on December 9, 2020.

C.* FINANCIAL

Warrants – December 2020

December Payroll: \$180,686.59

December Expenditures: \$399,913.86

Total: \$580,600.45

ACTION NEEDED

INFORMATION ENCLOSED

D. ENDING ACCOUNT BALANCES:

Operating Fund: \$10,622,799.53

E.* 2nd QUARTER FINANCIAL STATEMENT FOR FY 2020/21

INFORMATION ENCLOSED

6. NEW BUSINESS

A. 2021 Trustee Election Nominations and Election of Officers

The following list of recommendations for Board Officer positions was submitted by the Nominating Committee at the December 9, 2020 Board meeting.

President – Pamela Harlem

1st Vice-President – Michael Thompson

2nd Vice-President – Richard Snyder

Secretary – Laurie Gallian

ACTION NEEDED

COMMITTEE RECOMMENDATION: Review and discuss the Nominating Committee's recommendations. Consider a motion to appoint the Board Officers for 2021.

B. Passing of the Gavel

C.* Committee Assignments

Incoming President Pamela Harlem will provide a list of recommended committee assignments for 2021.

ACTION NEEDED

STAFF RECOMMENDATION: Review and discuss the President's nominations. Consider a motion to approve the list of Trustee committee assignments.

INFORMATION ENCLOSED

D. Approve Signature Card for District Bank Account

Proposed Signers: President, 1st Vice-President, Secretary, Trustee Davis, Trustee Shaun McCaffery, District Manager Smith, and Assistant Manager Hawk.

Staff Report

The change in authorized signers is a routine matter and is due to the change in Board Officers.

ACTION NEEDED

STAFF RECOMMENDATION: Consider a motion to approve the list of persons authorized to sign checks drawn on the District's Bank Accounts.

E.* Selection of a New Financial Management Information System

Presentation by Dana Shigley of Municipal Resource Group (MRG). Verbal report & recommendation to be provided by the Fiscal Strategies Committee.

Staff Report: Four responses were received from vendors to the District's recent "Request for Proposals" for a new Financial Management Information System. Staff analyzed these responses and sought assistance from MRG to conduct a more detailed analysis of the alternatives, including a fifth option - using a version of QuickBooks that would require customization for use in a governmental fund accounting environment. Staff are indebted to the Fiscal Strategies Committee who met to contribute their specialized knowledge and real-world, experience-based perspectives. Tonight, Ms. Shigley, members of the Fiscal Strategies Committee, and staff will lead us through an analysis of the alternatives and provide a recommendation, with accompanying rationale.

ACTION NEEDED

RECOMMENDED ACTIONS: Review and discuss the presentation and staff report. Consider the analysis and options put forward by MRG, the Fiscal Strategies Committee and staff.

Select one of the options and consider a motion directing staff to:

1. Proceed with the project to install the financial management information system of the Board's choosing.
2. Provide budgetary allocation for the project as part of the amended budget for FY 2020-21 (this will be accomplished in agenda item F. below).
3. Direct staff to report back regularly on progress toward implementation of the financial management information system.

INFORMATION ENCLOSED

F.* Proposed new temporary position: "Management Aide – Temporary Hire." Request to add a new job description.

STAFF REPORT

From time to time, the need arises for specialist assistance with projects of a technical, engineering, architectural or other professional nature. The current example is the project to replace the District's legacy financial management system, for which specialized temporary expertise will be required on a part-time basis at critical junctures as the project progresses.

Although the District's Financial Manager will act as the lead staff member on the project, she is also tasked with numerous ongoing duties and responsibilities. While the vendor of the new FMIS will provide support for the implementation of the new Financial Management Information System (FMIS), considerable onsite effort will be needed at the District for myriad tasks associated with the changeover from the AS/400 CMI system to the new FMIS. Accordingly, acting on a suggestion by MRG, the District prepared the attached draft job description for a "Management Aide – Temporary Hire" position. This position is not intended to be filled on a permanent basis but rather to provide necessary expertise when needed.

As proposed, the hourly rate would be set on a case-by-case basis, within an established range of \$45 (minimum) to \$90 maximum per hour. No benefits would be provided. This type of temporary direct hiring arrangement typically allows a wide range of technical and professional assistance to be obtained at a substantially lower cost than contracting with a firm of consultants. Funding for up to 100 hours of this position to cover the transition to a new FMIS is included in the proposed amended annual budget for FY 2020-21 that will be considered by the Board tonight. Staff provided a review copy of this item to the Western Council of Engineers and its employee representatives.

ACTION NEEDED

STAFF RECOMMENDATION: Consider a motion to approve the addition of the "Management Aide – Temporary Hire" position, job description & salary range.

INFORMATION ENCLOSED

- G.* Proposed Mid-Year Amendment of FY 2020-21 Annual Budget**
Presentation by Jennifer Crayne, Financial Manager and report and recommendation to be given by the Budget Committee. (*see attached proposed Budget Amendment packet*)

ACTION NEEDED

RECOMMENDED ACTION: Review and discuss the proposed budget amendment. Consider a motion to approve the proposed amendment, including any changes the Board deems appropriate, thereby adopting an amended budget for FY 2020-21.

INFORMATION ENCLOSED

- H.* Proposal to Join the Marin Chapter of the California Special Districts Association (CSDA).**

Staff Report: The District is a longstanding member of the CSDA, which provides its members with benefits such as advocacy at the state and national levels, as well as professional training and pooled resources of various types. Comprised of more than 1,000 member agencies, CSDA exerts its considerable influence to support, oppose or modify hundreds of legislative and regulatory proposals affecting their member agencies. Raising the visibility of Mosquito & Vector Control districts, this year's CSDA President is Ryan Clausnitzer, General Manager of the Alameda County Mosquito Abatement District.

Although CSDA boasts a robust network of local chapters, whose members meet regularly to exchange information and cooperate on regional issues, until recently the Marin/Sonoma area has lacked such a group. Recently, Financial Manager Jennifer Crayne noticed that a Marin Chapter has formed and confirmed that the District is eligible to join. Under the membership proposal before the Board, Ms. Crayne would be the District's representative with Manager Smith serving as her alternate. Staff and the Executive Committee believes that participating in the Marin County Special Districts Association would benefit the District via sharing of information and resources, increased awareness of local issues and disseminating knowledge of our mission and activities. No fees or dues are charged for membership.

To date, we are not aware of any effort to launch a Sonoma County-based chapter, although we will remain alert in case such a possibility occurs.

If the Board approves this action, the District will apply for membership in the chapter, formally named the Marin County Special Districts Association

ACTION NEEDED

Recommendation by Executive Committee & staff:

1. Review & discuss the attached draft Resolution 2020/21-06, requesting membership in the Marin County Special Districts Association.
2. Consider a motion to adopt proposed Resolution 2020/21-06.

INFORMATION ENCLOSED

7. **COMMITTEE & STAFF REPORTS**

No committee or staff reports.

8.* **MANAGER'S REPORTS**

INFORMATION ENCLOSED

9. **WRITTEN COMMUNICATIONS**

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

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

11. **ADJOURNMENT**

Marin/Sonoma Mosquito & Vector Control District

Board of Trustees
595 Helman Lane
Cotati, CA 94931

Meeting Held via Videoconference

December 9, 2020

SPECIAL & REGULAR BOARD MEETING MINUTES

1. **CALL TO ORDER**

President Pigoni called the meeting to order at 6:00 pm.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

Members present:

Benediktsson, Cathy
Bloom, Gail
Davis, Tamara
Deicke, Art
Ettlin, Julia
Gallian, Laurie
Harlem, Pamela
Hootkins, Susan
Khush, Ranjiv

McCaffery, Shaun
Naythons, Matthew
Rich, Diana
Rowland Jr., Herb
Schulze, Ed
Snyder, Richard
Witt, David *Arrived at 7:01*
Pigoni, Carol

Members absent:

Ackerman, Bruce
Predovich, Monique
Thompson, Michael

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

Others present:

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

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

4. APPOINTMENT OF NEW TRUSTEE

City of Sebastopol Trustee Diana Rich briefly described her background and indicated that her interest in becoming a Trustee was due in part to her passion for the community and also because the District is so proactive in fulfilling its public health mission.

5. PUBLIC TIME

No Public Comment.

6. CONSENT CALENDAR

A. CHANGES TO AGENDA/APPROVAL OF AGENDA

B. MINUTES – Minutes for Board Meeting held on October 14, 2020.

C. FINANCIAL

Warrants – October 2020

October Payroll: \$ 196,169.85

October Expenditures: \$ 893,807.51

Total: \$1,089,977.36

D. FINANCIAL

Warrants – November 2020

November Payroll: \$191,251.31

November Expenditures: \$299,085.39

Total: \$490,336.70

E. 1ST QUARTER FINANCIAL STATEMENT

F. ENDING ACCOUNT BALANCES:

Operating Fund: \$7,852,765.90

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

Motion passed with a roll call vote:

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

***No:** (none)*

***Abstain:** Trustee Rich*

***Absent:** Trustee Ackerman, Trustee Predovich, Trustee Thompson and Trustee Witt*

7. NEW BUSINESS

A. Presentation of Fiscal Year (FY) 2019-20 Financial Audit by David Alvey, Partner at Maze & Associates.

Mr. Alvey reported that Maze conducted the District's financial audit for the fiscal year ended June 30, 2020. Three reports were provided to the Board, including the Memorandum of Internal Control (MOIC), Required Communications, and the Basic Financial Statements.

Mr. Alvey noted that Maze had issued an unmodified audit opinion for FY 2019-20, which is the cleanest possible opinion to receive and is a testament to the sound financial practices of the District. Members of the Audit Committee, which had met with the Auditor during the audit process recommended approval of the FY 2019-20 audit as presented.

It was M/S Trustee Gallian/Trustee Davis to accept the FY 2019-20 Financial Audit

Motion passed with a roll call vote:

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

No: (none)

Abstain: (none)

Absent: Trustee Ackerman, Trustee Predovich, Trustee Thompson and Trustee Witt

B. Potential Reduction in the Number of Trustees representing the Unincorporated Territories of Marin and Sonoma Counties.

It was M/S Trustee Davis/Trustee Snyder to direct staff to ask the Board of Supervisors for Marin and Sonoma Counties to adopt a resolution reducing the number of Trustees representing the unincorporated territories of each county, from two to one per county.

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

No: (none)

Abstain: (none)

Absent: Trustee Ackerman, Trustee Predovich, Trustee Thompson and Trustee Witt

C. Disposal of Surplus Property: Policy 4030

It was M/S Trustee Benediktsson/Trustee Schulze to adopt Resolution 2020/21-04, which approved the Surplus Property Policy, and directed staff to add it to the Board Policy Manual as Section 4030.

Motion passed with a roll call vote:

Ayes: Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlín, Trustee Gallian, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee McCaffery, Trustee Naythons, Trustee Rich, Trustee Rowland Trustee Schulze, Trustee Snyder and Trustee Pigoni

No: (none)

Abstain: (none)

Absent: Trustee Ackerman, Trustee Predovich, Trustee Thompson and Trustee Witt

D. Investment of District Funds: Policy 4050

It was M/S Trustee Gallian/Trustee Davis to adopt Resolution 2020/21-05, which approved the Investment of District Funds Policy, and directed staff to add it to the Board Policy Manual as Section 4050.

Motion passed with a roll call vote:

Ayes: Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlín, Trustee Gallian, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee McCaffery, Trustee Naythons, Trustee Rich, Trustee Rowland Trustee Schulze, Trustee Snyder and Trustee Pigoni

No: (none)

Abstain: (none)

Absent: Trustee Ackerman, Trustee Predovich, Trustee Thompson and Trustee Witt

E. Proposed Side Letter of Agreement between Marin/Sonoma Mosquito Vector Control District (MSMVCD) and the Western Council of Engineers (WCE) Regarding Enrollment in Medicare for Eligible Employees

It was M/S Trustee Davis/Trustee Snyder to accept the Side Letter between MSMVCD and WCE re Enrollment in Medicare for Eligible Employees and authorize the Board President to sign it.

Motion passed with a roll call vote:

Ayes: Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlín, Trustee Gallian, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee McCaffery, Trustee Naythons, Trustee Rich, Trustee Rowland Trustee Schulze, Trustee Snyder and Trustee Pigoni

No: (none)

Abstain: (none)

Absent: Trustee Ackerman, Trustee Predovich, Trustee Thompson and Trustee Witt

8. COMMITTEE & STAFF REPORTS

A. Executive Committee

President Pigoni stated the committee met on November 23rd to discuss the items to be presented at this Board meeting. In addition, an update was provided to the committee on the process of selecting a new financial management information system.

B. Nomination Committee

Trustee Schulze provided the recommended slate of Board officers for 2021
President – Pamela Harlem
1st Vice President – Michael Thompson
2nd Vice President – Richard Snyder
Secretary – Laurie Gallian

9. MANAGER’S REPORT

Manager Smith and Assistant Manager Hawk offered to answer any questions pertaining to their written reports. Mr. Smith added that due to the rapidly changing conditions associated with the pandemic, staff has been busy keeping abreast of state and local requirements. Additionally, he noted that as regulatory changes are issued, the District’s COVID-19 Prevention Plan may require amendments in order to ensure a safe workplace for staff. Mr. Hawk provided an update on the Sonoma Creek Enhancement Project, explaining that he and some staff have installed over 6,000 linear feet of tidal circulation channel, and the CA Department of Fish & Wildlife & Audubon Society seem pleased with the preliminary results. (*Manager’s and Assistant December Manager’s reports were included in the Board packet*)

10. WRITTEN COMMUNICATIONS

No written communications.

11. OPEN TIME FOR BOARD OR STAFF COMMENTS

Trustee Davis reminded trustees that the MVCAC Conference will be a virtual event (online) held from February 1- 3, 2021. She stressed the importance of attending as there will be excellent presentations and the cost is low due to it being online only.

12. ADJOURNMENT

There being no further business to come before the Board, it was M/S President Pigoni/Trustee Schulze to adjourn the meeting at 7:25 pm.

District Representative
MSMVCD

Date of Approval

Trustee
MSMVCD Board of Trustees

Date of Approval

Marin/Sonoma Mosquito & Vector Control District
Full Time Staff
12/15/2020

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount	Dir Dep
1267	Regular	12/15/2020	114	Crayne, Jennifer M	3,131.91	3,131.91
1268	Regular	12/15/2020	83	Delsid, Paula A	380.90	380.90
1269	Regular	12/15/2020	87	Smith, Philip D	5,777.47	5,777.47
1270	Regular	12/15/2020	81	Williams, Dawn A	2,086.16	2,086.16
1271	Regular	12/15/2020	60	Brooks, Sarah M	1,172.38	1,172.38
1272	Regular	12/15/2020	64	Holt, Kristen A	3,059.20	3,059.20
1273	Regular	12/15/2020	118	Liebman, Kelly A	3,367.21	3,367.21
1274	Regular	12/15/2020	62	Beardsley, Kevin G	2,026.26	2,026.26
1275	Regular	12/15/2020	86	Beck, David G	2,850.23	2,850.23
1276	Regular	12/15/2020	26	Cole, Michael S	3,124.08	3,124.08
1277	Regular	12/15/2020	76	Engh, Eric S	3,080.29	3,080.29
1278	Regular	12/15/2020	55	Hawk, Erik T	4,352.93	4,352.93
1279	Regular	12/15/2020	93	Karinen, Kasey L	2,423.36	2,423.36
1280	Regular	12/15/2020	48	Leslie, Daniel W	3,080.99	3,080.99
1281	Regular	12/15/2020	74	Miller, Steven L	2,744.48	2,744.48
1282	Regular	12/15/2020	63	Mohrman Jr, John C	2,778.93	2,778.93
1283	Regular	12/15/2020	52	Morton, Robert D	2,669.42	2,669.42
1284	Regular	12/15/2020	61	Nadale, Marc A	2,860.08	2,860.08
1285	Regular	12/15/2020	96	Newman, Jared K	2,291.95	2,291.95
1286	Regular	12/15/2020	34	Ohlinger, Bruce R	2,621.76	2,621.76
1287	Regular	12/15/2020	58	Petersen, Jeffery R	2,821.65	2,821.65
1288	Regular	12/15/2020	67	Picinich, Nick A	2,301.03	2,301.03
1289	Regular	12/15/2020	40	Reed, Nathen C	3,196.03	3,196.03
1290	Regular	12/15/2020	53	Russo Jr, Anthony J	2,880.24	2,880.24
1291	Regular	12/15/2020	45	Sequeira, Jason A	3,162.96	3,162.96
1292	Regular	12/15/2020	106	Smith, James L	2,576.97	2,576.97
1293	Regular	12/15/2020	68	Tescallo, Joseph A	1,681.15	1,681.15
1294	Regular	12/15/2020	56	Thomas-Nett, Teresa A	2,472.45	2,472.45
1295	Regular	12/15/2020	120	Tyner, Keith W	2,500.46	2,500.46
1296	Regular	12/15/2020	54	Wells, Michael L	2,699.13	2,699.13
1297	Regular	12/15/2020	104	McGovern, Robert A	3,265.09	3,265.09
1298	Regular	12/15/2020	37	Sequeira, Nizza N	3,122.66	3,122.66

Totals for Payroll Checks **32 Items** **88,559.81** **88,559.81**

Summary

Check Type	Count	Net Amount	Dir Dep
Regular	32	88,559.81	88,559.81
Totals	32	88,559.81	88,559.81

Report Totals

Check Type	Count	Net Amount	Dir Dep
Regular	32	88,559.81	88,559.81
Totals	32	88,559.81	88,559.81

Marin/Sonoma Mosquito & Vector Control District
Fulltime Payroll
December 16-31, 2020

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount	Dir Dep
1302	Regular	12/31/2020	114	Crayne, Jennifer M	3,135.60	3,135.60
1303	Regular	12/31/2020	83	Delsid, Paula A	635.72	635.72
1304	Regular	12/31/2020	87	Smith, Philip D	5,732.53	5,732.53
1305	Regular	12/31/2020	81	Williams, Dawn A	2,086.16	2,086.16
1306	Regular	12/31/2020	60	Brooks, Sarah M	1,521.12	1,521.12
1307	Regular	12/31/2020	64	Holt, Kristen A	3,059.16	3,059.16
1308	Regular	12/31/2020	118	Liebman, Kelly A	3,376.35	3,376.35
1309	Regular	12/31/2020	62	Beardsley, Kevin G	2,026.22	2,026.22
1310	Regular	12/31/2020	86	Beck, David G	2,850.23	2,850.23
1311	Regular	12/31/2020	26	Cole, Michael S	3,124.08	3,124.08
1312	Regular	12/31/2020	76	Engh, Eric S	3,080.29	3,080.29
1313	Regular	12/31/2020	55	Hawk, Erik T	4,352.93	4,352.93
1314	Regular	12/31/2020	93	Karinen, Kasey L	2,423.36	2,423.36
1315	Regular	12/31/2020	48	Leslie, Daniel W	3,080.99	3,080.99
1316	Regular	12/31/2020	74	Miller, Steven L	2,744.48	2,744.48
1317	Regular	12/31/2020	63	Mohrman Jr, John C	2,779.01	2,779.01
1318	Regular	12/31/2020	52	Morton, Robert D	2,669.42	2,669.42
1319	Regular	12/31/2020	61	Nadale, Marc A	2,860.08	2,860.08
1320	Regular	12/31/2020	96	Newman, Jared K	2,291.95	2,291.95
1321	Regular	12/31/2020	34	Ohlinger, Bruce R	2,621.76	2,621.76
1322	Regular	12/31/2020	58	Petersen, Jeffery R	2,821.65	2,821.65
1323	Regular	12/31/2020	67	Picinich, Nick A	2,301.03	2,301.03
1324	Regular	12/31/2020	40	Reed, Nathen C	3,196.03	3,196.03
1325	Regular	12/31/2020	53	Russo Jr, Anthony J	2,880.24	2,880.24
1326	Regular	12/31/2020	45	Sequeira, Jason A	3,162.96	3,162.96
1327	Regular	12/31/2020	106	Smith, James L	2,576.97	2,576.97
1328	Regular	12/31/2020	68	Tescalco, Joseph A	1,681.11	1,681.11
1329	Regular	12/31/2020	56	Thomas-Nett, Teresa A	2,472.45	2,472.45
1330	Regular	12/31/2020	120	Tyner, Keith W	2,500.46	2,500.46
1331	Regular	12/31/2020	54	Wells, Michael L	2,699.13	2,699.13
1332	Regular	12/31/2020	104	McGovern, Robert A	3,265.09	3,265.09
1333	Regular	12/31/2020	37	Sequeira, Nizza N	3,122.66	3,122.66

Totals for Payroll Checks **32 Items** **89,131.22** **89,131.22**

Summary

Check Type	Count	Net Amount	Dir Dep
Regular	32	89,131.22	89,131.22
Totals	32	89,131.22	89,131.22

Report Totals

Check Type	Count	Net Amount	Dir Dep
Regular	32	89,131.22	89,131.22
Totals	32	89,131.22	89,131.22

Marin/Sonoma Mosquito & Vector Control District
Trustee Stipends
October - December 2020

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount	Dir Dep
1338	Regular	12/31/2020	1089	Ackerman, Bruce O	92.35	92.35
1339	Regular	12/31/2020	1095	Benediktsson, Catharine V	182.70	182.70
1340	Regular	12/31/2020	1083	Bloom, Gail	184.70	184.70
1341	Regular	12/31/2020	1038	Davis, Tamara	207.79	207.79
1342	Regular	12/31/2020	1094	Ettlin, Julia	184.70	184.70
1343	Regular	12/31/2020	1077	Gallian, Laurine K	184.70	184.70
1344	Regular	12/31/2020	1079	Harlem, Pamela M	207.79	207.79
1345	Regular	12/31/2020	1088	Hootkins, Susan G	184.70	184.70
1346	Regular	12/31/2020	1084	Khush, Ranjiv S	184.70	184.70
1347	Regular	12/31/2020	1074	McCaffery, Shaun F	184.70	184.70
1348	Regular	12/31/2020	1086	Naythons, Matthew E	184.70	184.70
1349	Regular	12/31/2020	1082	Pigoni, Carol E	207.79	207.79
1350	Regular	12/31/2020	1096	Rich, Diana G	92.35	92.35
1351	Regular	12/31/2020	1072	Rowland Jr, Herbert M	92.35	92.35
1352	Regular	12/31/2020	1050	Schulze, Edward R	184.70	184.70
1353	Regular	12/31/2020	1091	Snyder, Richard N	207.79	207.79
1354	Regular	12/31/2020	1093	Thompson, Michael D	42.35	42.35
1355	Regular	12/31/2020	1092	Witt, David J	184.70	184.70
Totals for Payroll Checks		18 Items			2,995.56	2,995.56

Summary

Check Type	Count	Net Amount	Dir Dep
Regular	18	2,995.56	2,995.56
Totals	18	2,995.56	2,995.56

Report Totals



Check Type	Count	Net Amount	Dir Dep
Regular	18	2,995.56	2,995.56
Totals	18	2,995.56	2,995.56

Account	Date	Amount
H 7487	12/07/2020	56,873.60
H 7487	12/07/2020	5,000.00
H 7487	12/07/2020	2,579.19
H 7487	12/07/2020	114.54
H 7487	12/07/2020	1,687.50
H 7487	12/07/2020	4,867.73
H 7487	12/07/2020	8,251.10
H 7487	12/07/2020	44,645.76
H 7487	12/07/2020	185.01
H 7487	12/07/2020	18,708.53
H 7487	12/07/2020	3,491.34
H 7487	12/07/2020	75.84
H 7487	12/07/2020	265.86
H 7487	12/07/2020	43.75
H 7487	12/07/2020	5,921.40
H 7487	12/07/2020	3,024.74
H 7487	12/07/2020	2,520.54
H 7487	12/07/2020	265.40
H 7487	12/07/2020	193.94
H 7487	12/07/2020	339.63
H 7487	12/07/2020	283.50
H 7487	12/07/2020	2,360.00
H 7487	12/07/2020	2,811.00
H 7487	12/07/2020	552.07
H 7487	12/07/2020	782.20
H 7487	12/07/2020	3.76
H 7487	12/07/2020	2,333.76
H 7487	12/07/2020	861.89
Total		169,043.58
Count		28

Check	Description
806454975	ADAPCO, INC.
806454976	ALDRICH NETWORK CONSULTING
806454977	ALDRICH NETWORK CONSULTING
806454978	AT & T
806454979	BEST BEST & KRIEGER, LLC.
806454980	CALPERS 457 PLAN
806454981	CINTAS CORPORATION
806454982	CLARKE MOSQUITO CONTROL PRODUCTS, I
806454983	COMPLETE WELDERS SUPPLY, INC.
806454984	COUNTY OF MARIN
806454985	DELTA DENTAL OF CALIFORNIA
806454986	FRIEDMAN'S HOME IMPROVEMENT
806454987	THE HARTFORD
806454988	ICMA RETIREMENT CORPORATION
806454989	LIEBERT CASSIDY WHITMORE
806454990	NATIONWIDE TRUST COMPANY, FSB
806454991	NORTH BAY PETROLEUM
806454992	QUADIENT LEASING USA, INC.
806454993	RELIABLE HARDWARE AND STEEL CO.
806454994	SANTA ROSA AUTO PARTS
806454995	SONOMA MEDIA INVESTMENTS, LLC
806454996	SONOMA MEDIA GROUP
806454997	STATE WATER RESOURCES CONTROL BOARD
806454998	TASC
806454999	TEAMSTERS LOCAL UNION NO. 856 HEALT
806455000	UPS
806455001	VERIZON WIRELESS
806455002	VISION SERVICE PLAN (CA)

A/P 12.07.20

During the signing of these checks
all supporting documents were provided



Signature: 
Signature: 

Account	Date	Amount
H 7487	12/21/2020	1,279.14
H 7487	12/21/2020	225.00
H 7487	12/21/2020	544.00
H 7487	12/21/2020	4,867.73
H 7487	12/21/2020	2,046.09
H 7487	12/21/2020	155.05
H 7487	12/21/2020	46.87
H 7487	12/21/2020	18,708.53
H 7487	12/21/2020	52,438.24
H 7487	12/21/2020	119,939.64
H 7487	12/21/2020	50.00
H 7487	12/21/2020	1,993.53
H 7487	12/21/2020	66.00
H 7487	12/21/2020	3,024.74
H 7487	12/21/2020	2,675.89
H 7487	12/21/2020	367.41
H 7487	12/21/2020	893.19
H 7487	12/21/2020	25.47
H 7487	12/21/2020	2,692.50
H 7487	12/21/2020	1,500.00
H 7487	12/21/2020	231.03
H 7487	12/21/2020	112.49
H 7487	12/21/2020	910.00
H 7487	12/21/2020	1,642.50
H 7487	12/21/2020	549.43
H 7487	12/21/2020	2,390.62
H 7487	12/21/2020	500.00
H 7487	12/21/2020	589.90
H 7487	12/21/2020	3,957.55
H 7487	12/21/2020	552.07
H 7487	12/21/2020	3,588.58
H 7487	12/21/2020	1,844.01
H 7487	12/21/2020	463.08
Total		230,870.28
Count		33

Check	Description
806455003	* AFLAC
806455004	* BARTKIEWICZ, KRONICK & SHANAHAN
806455005	* CAGWIN & DORWARD
806455006	* CALPERS 457 PLAN
806455007	* CINTAS CORPORATION
806455008	* COMCAST BUSINESS
806455009	* COMPLETE WELDERS SUPPLY, INC.
806455010	* COUNTY OF MARIN
806455011	* KAISER FOUNDATION HEALTH PLAN
806455012	* MARIN COUNTY EMPLOYEES RETIREMENT A
806455013	* MARIN INDEPENDENT JOURNAL
806455014	* MITEL
806455015	* MVCAC
806455016	* NATIONWIDE TRUST COMPANY, FSB
806455017	* NORTH BAY PETROLEUM
806455018	* NORTH MARIN WATER DISTRICT
806455019	* OFFICE DEPOT BUSINESS CREDIT
806455020	* P.G. & E.
806455021	* P.G. & E.
806455022	* PATRICK VON ELM
806455023	* RECOLOGY SONOMA MARIN
806455024	* RELIABLE HARDWARE AND STEEL CO.
806455025	* REYFF ELECTRIC INC.
806455026	* RICHARD A. SANCHEZ
806455027	* SANTA ROSA AUTO PARTS
806455028	* SEBASTOPOL BEARING & HYDRAULIC
806455029	* NIZZA SEQUEIRA
806455030	* SPARK CREATIVE DESIGN
806455031	* STROUPE PETROLEUM MAINTENANCE, INC.
806455032	* TASC
806455033	* US BANK
806455034	* VANTAGEPOINT TRANSFER AGENTS-803673
806455035	* VECTOR CONTROL JPA

A/P 12.21.20

During the signing of these checks
all supporting documents were provided

Signature: 
Signature: 

Financial Summary- Quarter 2 End FY 2020/21

Fund Balances @ December 2020 Quarter 2 end

Operating Fund \$10,622,780

Capital Replacement Fund \$1,382,824

Public Health Emergency Fund \$1,999,789

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

Revenues: YTD revenue totaling \$3,471,990 has been posted to the District's Operating Fund, which equates to 34.91% of the budgeted revenue for FY 2020/21. The District has received and posted the December tax roll from Sonoma County totaling \$3,432,665 and is awaiting the tax deposit from Marin County.

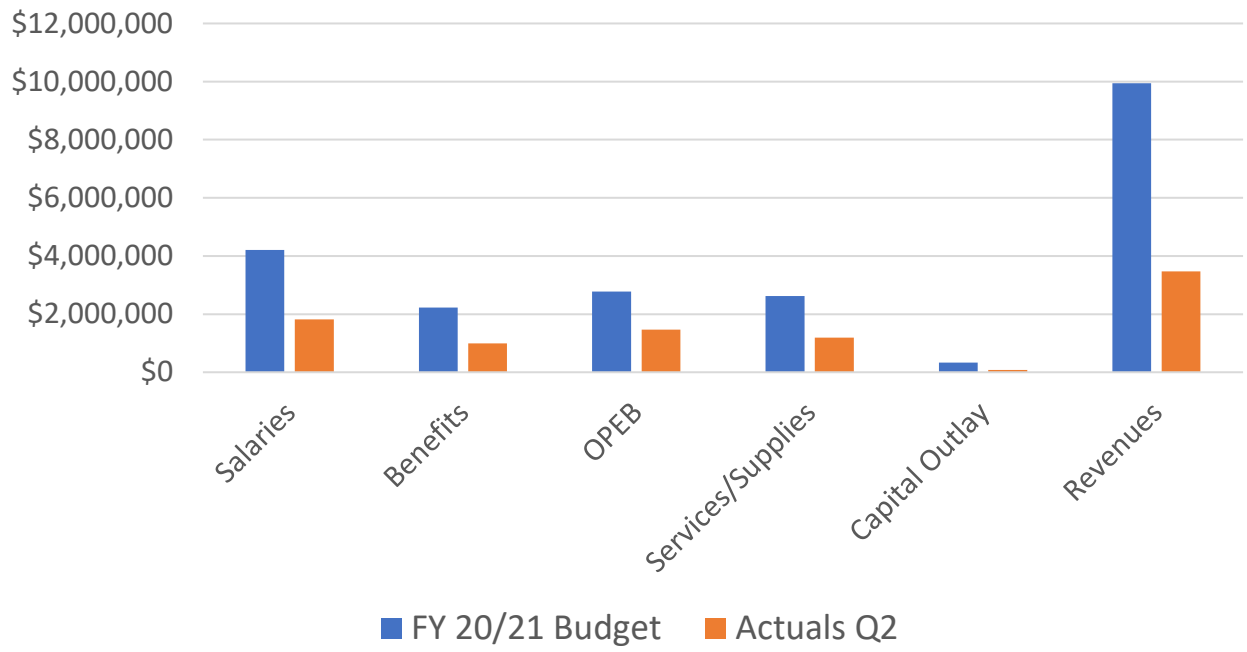
The Operating Fund balance at 12/31/20 is \$10,622,780 compared to \$9,524,352 at 12/31/19 last fiscal year. The health of the fund can be largely attributed to a carry over in revenues from FY 19/20 and management/staff remaining diligent to control expenses.

Expenses:

- **Salaries** totaled \$1,822,664 of \$4,212,885 budgeted or 43.26%. This is slightly lower than anticipated due to positions remaining vacant and hiring delays during the COVID pandemic. Salaries and benefits will be adjusted in the mid-year budgetary adjustment.
- **Benefits (not including OPEB)** totaled \$993,768 of \$2,221,123 budgeted or 44.74%. This is just slightly off target due to the same circumstances noted above.
- **OPEB Trust Contributions** totaled \$1,469,500 of \$2,781,000 budgeted for the fiscal year or 52.84%. This includes the standard ADC payment as well as the second of four quarterly payments towards an additional contribution to the OPEB Trust.
- **Services/Supplies** totaled \$1,195,157 of \$2,627,611 budgeted or 45.48%. For the most part, expenses are tracking along as expected. Staff will review the financials through December and any necessary changes and will be made through the January mid-year budgetary adjustment.
- **Capital Outlay** totaled \$83,867 of \$337,200 budgeted or 24.87%. Purchases include a mist blower, a new fogger, a Pro Mist fogger and two new ARGOS.

In summary, FY 2020/21 continues to track along accordingly despite challenges presented by the COVID-19 pandemic. There will be a mid-year budgetary adjustment to capture necessary changes to the original budget. Staff continues to work hard to maintain a high level of service while continuing to be mindful of the health and wellbeing of others during this difficult time.

Quarter 2 End FY 2020/21



MARIN SONOMA MOSQUITO & VECTOR CONTROL DISTRICT
 STATEMENT OF FINANCIAL CONDITION
 QUARTER 2
 PERIOD ENDING 12/31/20

			APPROVED					REMAINING YTD		
			BUDGET	YTD BUDGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	YTD	BUDGET
REVENUES										
1	9001	CURRENT SECURED	5,153,315.00	2,576,657.50		1,609,174.16			1,609,174.16	3,544,140.84
1	9002	CURRENT UNSECURED	124,908.00	62,454.00		130,042.18			130,042.18	5,134.18-
1	9006	PRIOR UNSECURED	3,222.00	1,611.00		1,169.83			1,169.83	2,052.17
1	9007	SPECIAL ASSESSMENT CURRENT	3,169,956.00	1,584,978.00		1,107,431.58			1,107,431.58	2,062,524.42
1	9008	SPECIAL ASSESSMENT DELQ.				13,617.31			13,617.31	13,617.31-
1	9010	MARIN ANNEXATION BEGIN FY05/06	167,158.00	83,579.00						167,158.00
1	9011	SONOMA ANNEXATION BGN FY 05/06	858,079.00	429,039.50		493,723.00			493,723.00	364,356.00
1	9019	SUPP.PROP.TAX CY SECURED	116,296.00	58,148.00		17,215.63			17,215.63	99,080.37
1	9041	SUPP.PROP.TAX CY UNSECURED				603.33			603.33	603.33-
1	9042	SUPP.PROP.TAX (RDA RESIDUAL)				122,955.87			122,955.87	122,955.87-
1	9043	SUPP.PROP.TAX RDMPTN SECURED	24,295.00	12,147.50	155.65	184,734.84-			184,579.19-	208,874.19
1	9201	INTEREST (INVEST)	98,874.00	49,437.00		41,263.64			41,263.64	57,610.36
1	9280	HOMEOWNERS PROP.TAX RELF-HOPTR	29,121.00	14,560.50		2,563.95			2,563.95	26,557.05
1	9367	OTHER AID STATE				161.95			161.95	161.95-
1	9482	IN LIEU OF TAX - STATE				64.52			64.52	64.52-
1	9502	MISC SERVICES (RANCHERS)	200,000.00	100,000.00	24,566.52	29,287.30			53,853.82	146,146.18
1	9773	REFUNDS & REIMBURSEMENTS			2,358.30	2,331.82			4,690.12	4,690.12-
1	9789	INS REFUNDS & ADJSTMNTS				58,038.51			58,038.51	58,038.51-
TOTAL REVENUES			9,945,224.00	4,972,612.00	27,080.47	3,444,909.74			3,471,990.21	6,473,233.79

			APPROVED					REMAINING YTD		
			BUDGET	YTD BUDGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	YTD	BUDGET
SALARIES/EMPL BENEFITS										
PALL	P311	SALARIES	4,212,885.00	2,106,442.50	917,597.21	905,066.92			1,822,664.13	2,390,220.87
PALL	P312	BENEFITS	5,002,123.00	2,501,061.50	1,426,213.01	1,037,055.73			2,463,268.74	2,538,854.26
TOTAL SALARIES/EMPL BENEFITS			9,215,008.00	4,607,504.00	2,343,810.22	1,942,122.65			4,285,932.87	4,929,075.13
OPERATIONS										
3	PD8040	AGRICULTURE	748,175.00	374,087.50	167,999.67	165,404.66			333,404.33	414,770.67
3	PD8041	PEST ABATEMENT SUPPLIES	12,200.00	6,100.00	3,671.54	3,874.92			7,546.46	4,653.54
3	PD8042	SPRAY/FIELD EQUIPMENT	23,437.00	11,718.50	1,421.10	4,289.58			5,710.68	17,726.32
3	PD8043	SOURCE REDUCTION	5,500.00	2,750.00						5,500.00
1	PD8044	FURNITURE/APPLICANCES/EQUIP	4,000.00	2,000.00						4,000.00
1	PD8050	CLOTHING/PERSONAL SUPPLIES	35,095.00	17,547.50	6,510.44	6,099.40			12,609.84	22,485.16
2	PD8055	SAFETY EQUIPMENT	12,020.00	6,010.00	2,182.80	1,101.67			3,284.47	8,735.53
1	PD8060	COMMUNICATIONS	62,150.00	31,075.00	7,737.36	7,877.45			15,614.81	46,535.19
1	PD8080	FOOD	3,850.00	1,925.00	47.25	47.25			94.50	3,755.50
4	PD8090	HOUSEHOLD SUPPLIES	6,010.00	3,005.00	1,749.61	684.37			2,433.98	3,576.02
1	PD8100	INSURANCE	261,745.00	130,872.50	263,907.87				263,907.87	2,162.87-
4	PD8110	PROJECTS	7,350.00	3,675.00						7,350.00
4	PD8115	MAINTENANCE BOATS/FORKLIFTS	600.00	300.00						600.00
4	PD8116	MAINTENANCE TRAILERS	1,200.00	600.00	159.75	437.46			597.21	602.79
4	PD8117	MAINTENANCE ATV'S	35,500.00	17,750.00	130.05	3,590.32			3,720.37	31,779.63
4	PD8119	MAINTENANCE LARGE FIELD EQUIP.	2,000.00	1,000.00						2,000.00
4	PD8120	MAINTENANCE VEHILCES	22,000.00	11,000.00	5,347.59	2,054.60			7,402.19	14,597.81
4	PD8121	MAINTENANCE SPRAY/FIELD EQUIP	4,700.00	2,350.00	335.80	256.19			591.99	4,108.01
4	PD8122	MAINTENANCE CELL PHONES	1,800.00	900.00	279.21				279.21	1,520.79
6	PD8123	MAINT./SUPPLIES OFFICE EQUIP	29,555.00	14,777.50	4,277.26	6,225.47			10,502.73	19,052.27
4	PD8124	MAINTENANCE SHOP EQUIPMENT	1,300.00	650.00						1,300.00
1	PD8130	MAINT. GROUNDS/STRUCTURES	32,400.00	16,200.00	7,738.85	11,146.90			18,885.75	13,514.25
2	PD8140	LAB	13,750.00	6,875.00	1,819.29	69.58			1,888.87	11,861.13
3	PD8140	FISH	1,875.00	937.50	25.62				25.62	1,849.38
2	PD8141	DISEASE SURVEILLANCE	20,500.00	10,250.00	7,487.82	4,780.64			12,268.46	8,231.54
5	PD8150	MEMBERSHIPS	45,311.00	22,655.50	34,495.16	7,805.00			42,300.16	3,010.84
6	PD8170	OFFICE EXPENSE	20,900.00	10,450.00	2,187.03	4,960.21			7,147.24	13,752.76
6	PD8180	PROFESSIONAL SERVICES	401,448.00	200,724.00	200,313.13	50,485.04			250,798.17	150,649.83
1	PD8190	PUBLICATIONS/LEGAL NOTICES	179,600.00	89,800.00	8,014.65	17,022.10			25,036.75	154,563.25
1	PD8200	RENTS & LEASES	6,250.00	3,125.00	2,688.10	369.58			3,057.68	3,192.32
4	PD8220	SHOP TOOLS/GARAGE EQUIPMENT	10,600.00	5,300.00	114.62				114.62	10,485.38

MARIN SONOMA MOSQUITO & VECTOR CONTROL DISTRICT
 STATEMENT OF FINANCIAL CONDITION
 QUARTER 2
 PERIOD ENDING 12/31/20

		APPROVED						REMAINING YTD	
		BUDGET	YTD BUDGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	BUDGET	
4	PD8221	BUILDING MAINT.AND IMPROVEMNTS	81,985.00	40,992.50	5,050.03	8,694.70		13,744.73	68,240.27
5	PD8230	DISTRICT SPECIAL EXPENSE	289,180.00	144,590.00	48,273.83	32,068.31		80,342.14	208,837.86
5	PD8231	VIDEO PRODUCTION	6,500.00	3,250.00					6,500.00
1	PD8240	EDUCATION, TRAINING & CLASSES	19,350.00	9,675.00	1,593.40	783.00		2,376.40	16,973.60
5	PD8241	EDUCATION/PUBLIC RELATIONS	38,750.00	19,375.00	153.89	1,170.90		1,324.79	37,425.21
1	PD8250	TRAVEL & TRANSPORTATION	27,575.00	13,787.50					27,575.00
1	PD8251	FUEL & OIL	105,100.00	52,550.00	23,403.08	27,995.92		51,399.00	53,701.00
1	PD8260	UTILITIES	46,350.00	23,175.00	7,897.71	8,848.44		16,746.15	29,603.85
1	PD8299	CAPITAL OUTLAY EXPENSE	337,200.00	168,600.00	83,853.25			83,853.25	253,346.75
		TOTAL OPERATING EXPENSES	2,964,811.00	1,482,405.50	900,866.76	378,143.66		1,279,010.42	1,685,800.58
		TOTAL SALARIES/BENEFITS/EXPENSES	12,179,819.00	6,089,909.50	3,244,676.98	2,320,266.31		5,564,943.29	6,614,875.71
		VARIANCE OF REVENUE & EXPENSES	2,234,595.00-	1,117,297.50-	3,217,596.51-	1,124,643.43		2,092,953.08-	141,641.92-

Marin/Sonoma Mosquito Vector Control District

2021 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 – Pamela Harlem
- 1st Vice President – Michael Thompson
- 2nd Vice President – Richard Snyder
- Secretary – Laurie Gallian
- Immediate Past President – Carol Pigoni
- 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
- Ranjiv Khush
- Pamela Harlem
- Susan Hootkins
- Carol Pigoni

Audit: *(Standing Committee)*

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

- Laurie Gallian, Chair
- Susan Hootkins
- Art Deicke
- Michael Thompson

Policy: *(Standing Committee)*

- Herb Rowland, Chair
- Tamara Davis
- Michael Thompson
- David Witt

Marin/Sonoma Mosquito Vector Control District

2021 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
- Ranjiv Kush
- Gail Bloom

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
- Gail Bloom
- Ranjiv Khush
- Susan Hootkins
- Vacant*

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

Updated: 01/12/2021

MARIN/SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT

Review of Options for Financial Management Information Systems



Prepared by:

Dana Shigley, Consultant
Municipal Resource Group, LLC

With:

Phil Smith, District Manager
Jennifer Crayne, Financial Manager

January 2021

Introduction and Background

The Marin/Sonoma Mosquito and Vector Control District currently relies on a software package called CMI for its Financial Management Information System (“FMIS”). CMI is older and not providing useful, modern fiscal management tools as with newer systems. Additionally, there is only one individual, Chris Moret, who is sufficiently knowledgeable regarding this older system to provide technical support, leaving the District at risk should that one individual become unavailable. Although the District has taken prudent steps to maintain its older financial system hardware, the server is past its recommended useful life. Concerns about the District’s FMIS system were addressed in more detail in a previous report from MRG dated July 2020. To resolve these concerns, the District recently solicited proposals for a new FMIS.

In searching for a new FMIS, the District spoke to peer agencies and actively sought out proposals from software providers that received favorable recommendations. In response to their solicitation, the District received four proposals. As part of their research, the District learned that some small public agencies use a widely marketed business accounting package, QuickBooks. In addition to the four proposals, the District is interested in evaluating QuickBooks as a possible accounting solution. The District hired MRG to assist them evaluate the options.

Review of Proposals for Fund Accounting Software

The District solicited proposals for software systems that specifically are designed for public agencies that are required to adhere to government accounting standards. One primary difference between government and for-profit accounting is the use of multiple funds to account for different functions or funding sources. Each fund has a self-balancing set of books, with individual balance sheets. These software packages tend to focus on functions that are more relevant to government agencies (more robust purchasing features and public information options, for example) and less on emphasis on customer invoices and income taxes.

The District solicited proposals from companies that provide government-specific accounting software packages. Our first task was to compare the four proposals received and determine which would best suit the District’s needs.

Proposals were received from Black Mountain Software (Montana), Caselle (Utah), Tyler Technologies (Texas), and Blackbaud (South Carolina). After our initial review, Blackbaud and Tyler Technologies were removed from further consideration. Blackbaud did not provide sufficient information to evaluate their product features, nor did they provide complete pricing information. Tyler Technologies offers a very robust package that far exceeds the District’s functional needs and is compatible with the County’s financial management system, MUNIS. However, the District already has access to the MUNIS functions it requires, and the \$85,000 start-up cost far exceeds the District’s desired budget. The proposals from Black Mountain Software and Caselle were evaluated in more detail. The table below summarizes the two proposals.

	Caselle	Black Mountain
	Caselle is based in Utah and has 1,200 customers in 32 states. Software is specifically designed for municipal agencies; 100% of customers are local government agencies. Business started in 1983.	Black Mountain Software is based in Montana and has customers in 23 other states, including 14 in California. The software was developed for cities and public agencies in 1991. BMS currently serves approximately 92% of cities in Montana with a population between 500 and 10,000 and has 600 total public agency clients.
Features	Both vendors met the requirements in the RFP for necessary features. Features and modules include the core accounting system with accounts payable and budget preparation. Both provide a wide range of user-friendly reports, access control security features, and ability to interface with District’s payroll vendor. Optional modules include purchasing, fixed asset tracking, accounts receivable. Functionally, either could meet the District’s needs.	
Historical Data Conversion	Both vendors could convert import historical data into the system for an additional expense. Price depends on amount of data and how the data is provided, but could be several thousand dollars. Additionally, there would be a cost to extract data from current system. While it is possible to import the historical data, the cost could outweigh the benefit and a separate cost/benefit analysis after discussion with the selected vendor would be appropriate.	
Number of Users	Price includes 3 concurrent users. Additional concurrent users are \$2,000.	Unlimited number of full licenses.
Service/Support	Both offer unlimited support hours by phone or email. Extensive manuals and support materials available on the websites and/or in the modules. Updates made regularly. Includes virtual training.	
Initial Training	Initial training must be at their offices in Utah (travel is an additional cost). Follow up with trainer available for 90 days.	Training is live but virtual, unless specifically requested otherwise (and pay travel costs).
Implementation timeline	Approximately 4-6 month conversion process; soonest “go live” date approximately February 2022.	Approximately 3-4 month conversion process; soonest “go live” date approximately September 2021.

	Caselle	Black Mountain
Hosting Options	Either cloud hosting or local network hosting available. Either case, requires standard Windows workstations. Local network hosting requires Microsoft Windows Server 2016 with Microsoft SQL server, plus UPS and backup system. (Hardware estimated to cost \$8,000)	Not available for local network hosting; only available via cloud hosting. Requires standard Windows workstations.
Initial Cost	<u>Local network hosted:</u> \$19,800 to \$35,120, depending on optional modules selected. Includes training and set up, plus \$8,000 for hardware. <u>Cloud hosted:</u> \$7,800 to \$11,620, depending on optional modules selected. Includes training and set up.	<u>Cloud hosted:</u> \$10,845 to \$34,730, depending on optional modules selected. Includes training and set up.
Annual Fees	\$7,080 annually for local network installation, \$13,272 annually for cloud hosted.	\$1,840 to \$7,725 annually, depending on the modules chosen.

Based on our evaluation, Black Mountain appears to best suit the District’s needs. MRG participated in a detailed product demonstration, as well as followed up with questions, with Black Mountain representatives and found them to be helpful and responsive. Additionally, MRG contacted two public agencies in California that currently use Black Mountain software modules and both spoke highly of the software and company support services. Given District concerns about the long-term stability of the current system, we appreciated that Black Mountain was available for installation considerably sooner than Caselle. Black Mountain includes unlimited users without additional cost, a feature that could serve the District well in the future as department staff are provided access into the system to view budget and other fiscal information.

Evaluation of QuickBooks Option

Intuit QuickBooks is designed for for-profit business users and includes features best suited to their needs. For example:

- QuickBooks is built around the model that revenues come directly from customers via point of sale or invoicing for services, and includes robust features that allow you to provide quotes to potential customers, and track sales taxes collected. While the District

does receive some revenues from other jurisdictions via invoicing, the vast majority of revenues are received via property tax collections.

- Government agencies account for operations in funds, as prescribed by government accounting standards. Currently, the District accounts for operations in two funds: the general fund and the capital fund. QuickBooks, as a small business accounting solution, does not provide for multiple funds, but rather accounts for revenues and expenses for the main operation (in this case, the general fund). QuickBooks provides built-in solutions for tracking expenses by category, such as sales and administration, but not by department, as is common in government agencies.
- QuickBooks provides other features that help businesses, but would be of little use to the District, including inventory tracking and managing tax deductible expenses (such as mileage).

Nonetheless, for small jurisdictions with simple fund structures, QuickBooks can be functional and affordable. The vast majority of the District's transactions are in the general fund and the District's current FMIS (originally created for business applications) also does not allow for accounting in multiple funds. The District has successfully accounted for operations and complied with government accounting standards for many years without a fund accounting software system. In preparing annual financial statements, the District's Auditor adjusts the statements to adhere to government accounting standards. The lack of fund accounting and robust functional options specific to government agencies, while not a critical problem at this time, do provide some limitations that could be problems in the future should the District's fiscal operations become more complex.

Intuit offers QuickBooks in two forms: desktop (loaded on a local computer or server) and on-line (cloud hosted). The desktop products could be loaded on a local computer server and accessed by multiple users (each requiring a separate purchased license), but are generally more limited in functionality and support than the on-line products. The on-line products offer more robust support and updates, data backup and additional features not available in the desktop versions.

After a review of the QuickBooks options, the on-line Advanced option seems best suited to the District's needs. This product includes up to 25 users, the ability to post batch invoices and expenses, unlimited accounts, and, most importantly, the ability to limit access to various functions and tasks by user. The following table compares several key features of both Black Mountain and QuickBooks Advanced.

Feature	Black Mountain	Intuit QuickBooks Advanced
Accounting System	Industry-standard GASB fund accounting	For-profit business accounting
Company history and longevity	Privately held company started 1991. 600 customers total, including 14 in California. Actively developing new modules to serve local governments and growing steadily.	Intuit is a publicly held company founded in 1983. Intuit, which also owns TurboTax, has more than \$6 billion in annual revenues from millions of users internationally.
Access and Internal Control	Provides Audit Trail reports identifying changes to records and includes robust options for limiting each user's (or user group) access. Unlimited number of users.	Provides Audit Log report identifying changes to records. Includes options for limiting each user's (or user group) access, but more limited than Black Mountain. Up to 25 users.
Cloud hosting or locally hosted?	Cloud hosted	Cloud hosted
Export data into Excel	Easily export data to Excel or other formats.	Easily export data to Excel.
Support service	Unlimited on-line/telephone support is included in annual fee. Company technicians provide support specific to your software and accounting needs; training available; other users nationwide. Support service highly regarded by other users contacted as references.	On-line support includes videos, articles and a large user group. Direct support includes on-line chat, call back, and ability to post questions in the user community. Service technicians do not directly answer phone calls, but will call back if you leave a message. Intuit support is broad but generic. Private consultants with expertise in QuickBooks are available for support.
Interface with District's Payroll Vendor (Paylocity)	Paylocity can create data in a specified format which can be directly loaded into Black Mountain. Optionally, could create a recurring journal and enter the dollar amounts each payroll.	Payroll journal would need to be formatted into a QuickBooks template and imported (similar to current process).

Feature	Black Mountain	QuickBooks Advanced
Positive Pay and Banking	Software will create the positive pay file for transmittal to the County. Bank Reconciliation features are included, can upload .csv file from bank (if available from bank).	QuickBooks does not create a Positive Pay file, although there are compatible apps that can do so (approx. \$50/month). Alternately, download data into Excel and create the file or develop a custom process. Includes bank reconciliation.
Implementation Timeline and Process	Approximately 3-4 month conversion process; soonest “go live” date approximately September 2021. Conversion, training and implementation led by Black Mountain team.	Possibly “go live” for July 1, beginning of new year. Conversion, training and implementation led by District staff/consultant team.
Year End Close and Audit process	Periods 13/14 kept open for closing entries. Export trial balance to excel for Auditors. OR provide Auditor with limited access and they can log in directly. OR provide full access to non-live data (for \$350/year extra).	Can set closing date at year end and restrict access to posting before that date for closing entries; no period 13. Can set up direct login for auditor with limited access.
Budget Development	Budget module pulls current year budget information from the general ledger, creates different budget scenarios and posts approved budget back to general ledger when approved. Saves time for staff and provides information quickly to the Board during budget discussions.	Budget is created in Excel and imported, including a budget for each line item (just like now). Limited budget capabilities.
Entering Data and Posting Transactions	Transactions posted in batches (AP and AR, for example). Journals entered as needed, with recurring journals formatted for repeated entries.	Transactions posted individually or in batches through Excel based templates.
Reports and Dashboard	Allows user to designate several key reports/charts for decision makers that are updated continuously and easily accessible. Can view or print graphs, chart or data. Customizable. Many report options, or create custom reports.	Performance Center dashboard provides quick view of accounts. Reports are customizable. Can create some custom charts (although export to Excel for special charts and analyses).

Feature	Black Mountain	QuickBooks Advanced
Public Access to Information	PublicView module allows key data to be updated continuously and published to website automatically.	Create reports and upload on website manually.
Chart of Accounts	Structured to be consistent with District's current account structure and fund accounting. Unlimited accounts.	Need to develop a custom chart of accounts to provide accounting at the department level. Only one "business" (fund). Unlimited accounts.
What happens if we want to change software in the future?	District will own the software. Upon termination of the maintenance contract, Black Mountain will download the entire software system, including the District's data, to a local server. Although Black Mountain will no longer provide support, the District is free to use the software and access the data as long as needed.	QuickBooks is offered as a rented service only. District can access the software only as long as it pays the monthly fee. Upon termination, the District can export their data to retain, but cannot access the data through QuickBooks.
Cost for Software	\$18,620 purchase price for the basic accounting software and key modules. Additional modules can be added later as needed. \$5,465 annual maintenance fee.	No initial purchase price. \$150/month, plus potentially \$50/month for positive pay app.

Black Mountain is a much smaller company, with currently 600 customers nationwide yet only 14 customers in California. These other users include numerous water and utility districts, a recreation district, and a city and a conservation agency. While they do not yet have a robust presence in California, training, installation and service is all completed remotely and physical presence is not required (as is typical of most software companies). Should Black Mountain decide to leave the industry (which is not anticipated), the business would be sold to another similar company and the product would continue to be supported.

Black Mountain has offered several optional modules that the District may consider for enhancing the system at a later date. These include modules that allow for payments to vendors via ACH (Automated Clearing House), manage credit card purchases, create and issue requisitions and purchase orders for the purchase of goods, and manage fixed assets, such as equipment and vehicles. The following table summarizes the modules available from Black Mountain and the recommended timing for acquisition.

Module	Initial Cost	Annual Maintenance	Purchase now or potentially add later?
Accounting	\$10,845	\$1,840	Now
ACH Payments to Vendors	\$1,000	\$100	Later
Credit Card purchases manager	\$1,840	\$370	Later
Department Level Security	\$2,500	\$100	Later
Positive Pay/Banking	\$1,000	\$100	Now
Purchase Orders	\$1,840	\$370	Later
Remote Requisitions	\$1,840	\$370	Later
Budget Preparation	\$3,675	\$735	Now
Capital Asset Manager	\$5,515	\$920	Later
Accounts Receivable	\$3,100	\$525	Now
Printed Check Signatures	\$1,575	\$30	Later
PublicView/Website interface		\$1,315	Now
Cloud Hosting	-	\$950	Now

Although not needed at this time, note that QuickBooks does not offer fixed asset tracking, options for easily providing information to the public, or requisitions and purchase orders for the purchase of goods. QuickBooks does offer the ability to make ACH payments for an additional fee.

Other Considerations

Loading prior year data

For both Black Mountain and QuickBooks, the ability to load prior year transactional data will be limited and possibly not feasible. For Black Mountain, the cost will depend on the amount of data loaded and will require the District to export data into a format specified by Black Mountain. The District will need to engage further with Black Mountain and their current CMI consultant to determine the cost for data conversion. It is possible that the costs may outweigh the benefits.

For QuickBooks, the District could load prior year transactional data for accounts payable and receivable, but, because the chart of accounts is so different, it is unlikely that general ledger data will reconcile to actual CMI/audited data.

The District will need to retain access to the financial data in the CMI software (Chouinard & Myhre Inc, makers of the current accounting system, which resides on an AS400 hardware platform in the District office). If the older data can be successfully loaded into the new FMIS, CMI can be terminated before June 30, 2022, when the 2020-2021 fiscal year is closed and the new FMIS is fully installed and operational. If historical data is not converted into the new FMIS,

the District may want to retain access to CMI for an additional year or two, until sufficient transaction history is available in the new FMIS. The District currently spends approximately \$4,650 annually to maintain the current FMIS, and this expense would continue until CMI is terminated.

Cloud versus locally hosted

Neither the Black Mountain nor QuickBooks options evaluated are available for locally hosting on a server.

Locally hosted software would reside on a computer server in the District offices. The District would be responsible for purchasing and maintaining the server, as well as ensuring the security of the data by protecting against intrusion and maintaining data backups. With locally hosted software, access is limited to users either connected to the server in a network or through remote desktop access software.

Cloud hosted software eliminates the cost for the District to own and maintain server hardware. The District's financial data would be located on remote servers managed by the software provider. The data is highly secure and is backed up continuously. With cloud-hosted software, there is virtually no risk of data loss or downtime during a data recovery. Downtime with cloud based systems is very low. The District does not have a full time information technology staff member, and relies on a contractor one day a week for technical support. It is important to minimize the amount of IT support needed to maintain the hardware and ensure low-downtime.

The version of QuickBooks evaluated in this report is a web-based online software service. QuickBooks provides access to the software on a variety of platforms, including mobile devices. District software users can access the software anywhere there is an internet connection.

Black Mountain software is hosted on the cloud, but is not fully web-based. Access must be through computers that have the appropriate software and credentials or can access appropriate credentials through remote desktop applications. This provides flexibility for users to access data from multiple locations, but also provides a very high level of security. Cloud hosted financial software is now very common and highly secure.

Black Mountain uses Amazon Cloud Services for hosting their software, offering much more sophisticated security than could be provided on a local server. Amazon Cloud Services backs up files daily, and holds copies of each backup in three different locations. (In addition, if the District desires, it could also download a zip file with all system data as desired). Black Mountain guarantees 98% uptime.

Implementation Process

Black Mountain

If the District desires to proceed with Black Mountain, after payment of the financial deposit, Black Mountain would manage the installation and conversion process. The process takes approximately 3-4 months and will begin in the Spring. In the meantime, the District could use the time beneficially by preparing for the conversion, including extracting current data files and preparing them for transfer, cleaning up the District's vendor list and prepare a customer list, and reviewing the chart of accounts for possible changes. Additionally, it would be a good time to review some of the District's accounting policies and procedures, as often installation of new FMIS requires some adjustments to procedures and workflow to adapt to the new software.

Once the software is loaded, set up, training and testing begins. Black Mountain will work with the District to set up the chart of accounts, vendor files, and user access and security, as well as provide training. The District can run parallel transactions for a period of time if desired. Black Mountain will load beginning balances into the software at the "go live" date and ensure it reconciles to CMI for the same period. Training will be on live data to minimize duplicated work. If the District proceeds with conversion of prior year data, this would be completed after the "go live" date.

In addition to Black Mountain technicians and District staff, project team members would include the District's CMI consultant and IT consultant. The CMI consultant will be responsible for exporting data from CMI into a format required by Black Mountain and providing access to CMI after the conversion. The IT consultant will ensure computer equipment is functional and meets minimum standards and internet access is stable, secure and adequate. The District's Paylocity representative will also need to develop the format for exporting biweekly payroll files. The District may also consider retaining a consultant to serve as project manager or advisor, relieving some of the burden from the District's Financial Manager who will be also completing her normal tasks during this transition process.

QuickBooks Online Advanced

If the District opts to proceed with QuickBooks Online Advanced, the process would be somewhat different, as QuickBooks does not provide installation or conversion management and the District would rely on its project team for all phases of the process. Implementation would be more of a "learn as you go" process.

The District would purchase and install QuickBooks Online Advanced immediately and the Financial Manager could immediately begin exploring its functions and features. The District would need to seek out and retain a consultant with experience in QuickBooks to assist the District on setting it up, notably a new chart of accounts, creating a positive pay file, user security, and setting up excel templates for commonly used transactions (including payroll and budget).

This consultant could also serve in an advisory role after implementation. Similar to the Black Mountain Software implementation process, vendor files and customer account information would be loaded into the software. Once QuickBooks is set up, the Financial Manager (with the help of other permanent or temporary staff) will enter transactions in both QuickBooks and CMI until the process is smooth and accurate. Ideally, this would be completed by July 1.

As with Black Mountain, the project team would include the District's CMI and IT consultants and Paylocity representative. Although the District would likely not require a consultant to help oversee the project, it would require a QuickBooks expert, as noted.

Conclusion and Recommendations

Either Black Mountain or QuickBooks Online Advanced would provide a functional FMIS solution for the District.

QuickBooks is intended to be used by small and medium sized for-profit businesses and, as such, lacks some features that are appropriate for government agencies. However, the District's accounting structure is not complex and QuickBooks can currently meet the District's needs. Should the District's operations become more complex in the future, it may be possible that QuickBooks will not be sufficient, requiring a second conversion to a new FMIS.

With QuickBooks, users pay a subscription fee to use the generic software system available to many users equally. The District would be responsible for implementing the software. There is broad support on-line and through user groups and many private consultants who can provide service and support to the District. However, the District would be responsible for implementation of the software.

QuickBooks is far more robust than the District's current software, CMI. QuickBooks provides numerous reports and tools to improve security and transparency. However, it is not an industry-standard accounting package providing features geared toward local government agencies and will include features that are not of value to the District.

The biggest benefit of QuickBooks is the cost: the software subscription cost \$150/month, plus potentially \$50/month for additional required features. Once installed and implemented, the software can be managed with existing staff. The software can be downloaded immediately and, ideally, implemented by July 1. Although the software costs are very low, it does not provide all the features for efficient processing of financial transactions, and will require more day-to-day staff time than the more robust Black Mountain system. It is likely that the cost to use the software is greater than the purchase price when factoring in staff time.

Although QuickBooks is a viable option, we recommend the District select Black Mountain software, with the options noted previously, for the new FMIS system, for the following reasons:

- Black Mountain offers an accounting package that is created for use by government agencies, and includes tools that are common for public agencies. It includes full fund accounting as required by governmental accounting standards. It provides industry-standard software similar to many other software packages used by small and medium local government agencies in California. When local government accounting standards or practices change, Black Mountain will update their product to meet the needs of their customers.
- Black Mountain technicians would oversee the implementation process, ensuring that it is accurate and meets the District’s expectations. As long as the District uses the software, Black Mountain will provide personalized support and can customize functions if needed.
- Should the Financial Manager become unavailable for any reason, Black Mountain technicians are available for training and assistance of a new or interim Financial Manager.
- Black Mountain offers robust functions in the important areas of budget development and enhancing public transparency by providing up-to-date financial information on the District website.

The cost for this project is summarized as follows:

<u>Initial Costs (spread over two budget years)</u>	
Software Purchase	18,620
CMI Consultant	4,000
Project Advisor/Consultant	9,000
Converting prior year data	<u>TBD</u>
Total	\$31,620
 <u>On-going Costs</u>	
Software Maintenance	5,465
Maintain CMI (1-3 years only)	<u>4,650</u>
Total	\$10,115

This purchase should be considered an investment in a tool that will meet District needs for many years to come.



MARIN/SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT

JOB DESCRIPTION

Job Title: **Management Aide (Temporary Hire, At-Will)**
Reports to: District Manager or designee

Date: Jan. 13, 2021

DEFINITION

Under the general supervision of the District Manager or designee, performs various types of work/project assignments at the professional and/or technical level in District departments.

DISTINGUISHING CHARACTERISTICS

Employment in this temporary, at-will job class is restricted to assignments of a consulting, professional, and/or technical level on specific projects and assignments that are temporary in nature. Depending upon the specific assignment(s), appointment will be at a pay rate commensurate with the market for similar type and level of work.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

Include, but are not limited to:

- Performing a variety of professional/technical duties in various District departments.
- Conducting and handling various project assignments, writing reports, and dealing with special issues and studies.
- Providing departments and managers with specialized expertise and skills in the required subject area such as, but not limited to, project planning and management, management and organizational development and analysis, financial and administrative analysis, etc.
- Confers with department heads, consultants, employees, and interested parties regarding existing and proposed issues, policies, and strategies; assists in development and implementation of policies, procedures, goals, and objectives; analyzes, interprets, and prepares documents including policies, manuals, procedures, and plans.
- Gathers, compiles, tabulates, and reports statistical and other data.
- Perform related duties as assigned.

WORK HOURS

- 40 - (forty) hour work week, generally Monday through Friday, 7:00 a.m. – 3:30 p.m.
- Overtime may be required.

PROBATIONARY PERIOD

- A one-year probation is required.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, practices, and techniques of public administration and public policy and of the specific subject area of the assignment.
- Research and analytical methods, techniques, and procedures.

- Project management principles.
- Commonly used computer applications including spreadsheet, database, word processing, and presentation software.
- Federal, State, and local laws, rules, and regulations applicable to the assignment given.
- Good organizational skills.

Ability to:

- Analyze a variety of complex technical, administrative, and organizational problems, and to make sound policy and procedural recommendations.
- Communicate clearly, verbally and in writing.
- Establish and maintain effective working relationships with others including Trustees, District management and staff, members of the public and business community, and other jurisdictions and agencies.
- Interpret and apply laws, regulations, and policies.
- Prepare comprehensive and accurate reports.
- Work effectively with sensitive and confidential information.
- Adjust to rapidly shifting priorities and timelines.
- Work effectively with multidisciplinary teams.
- Facilitate group meetings.

MINIMUM QUALIFICATIONS

Each separate temporary assignment will have its own education and/or experience requirements, which will be determined for each assignment.

DRIVER'S LICENSE

- Some assignments may require the appointee to hold a valid Class C California Driver's License, in which case the candidate must be insurable under the guidelines set by the District's insurance carrier.

PHYSICAL DEMANDS AND ESSENTIAL FUNCTIONS OF THE JOB

- Possess vision and hearing corrected to normal range.
- Ability to periodically lift items of various weights up to 25 pounds.
- Ability to demonstrate adequate strength, dexterity, coordination, and vision to use a keyboard, computer monitor, and other office equipment.
- Ability to frequently* sit for extended periods of time for desk and computer usage and stand for occasional periods of time.
- Ability to frequently* work alone and/or without direct supervision.
- Ability to tolerate pesticide residues that may be present in the District offices from workers who apply such materials in the field.
- Ability to regularly* walk on even surfaces.
- Ability to periodically* reach upward for document or other materials.
- Ability to frequently* perform repetitive motion associated with computer usage.

- Ability to 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

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.

This job description does not imply any written or verbal contract; it is for management communication only. The District reserves the right to change this job and its related responsibilities as business needs require.

MEMORANDUM

DATE: January 20, 2021
TO: Board of Trustees
FROM: Budget Committee, Jennifer Crayne, Phil Smith
SUBJECT: FY 2020-21 Proposed Mid-year Budget Adjustment



Staff prepared the enclosed list of items to consider for inclusion in the proposed mid-year budget adjustment. To most accurately depict the financial standing of the District and plan for the remainder of the year, staff asked the Budget Committee to review and consider the proposed budgetary adjustment for Fiscal Year (FY) 2020-21. The resulting proposed amendment is presented tonight for your consideration.

Please note that the following documents are attached:

- Summary of FY 20-21 Mid-Year Budgetary Adjustment and % change from the original approved budget (one page)
- FY 2020-21 Budget Amendment Items for Consideration and Discussion (three pages)
- Draft of the proposed amended budget incorporating all items listed for consideration (26 pages)

Although Financial Manager Crayne will cover each item in the proposed amendment in her presentation, we believe it will prove helpful to provide advance explanations of certain items.

Revenues for the amendment were adjusted to reflect the audited actuals from FY 2019-20 resulting in a total increase of \$199,079 from the original approved budget. Benefit Assessment revenues remain unchanged, while ad valorem revenues were adjusted by an average of the original escalators provided by Marin and Sonoma counties in March of 2020. Since the actual interest earned from FY 19-20 was particularly high, staff calculated the five-year average of actual interest which equated to \$122,175. The District will continue with the funding strategy recommended by MRG and adopted by the Board, which requires a transfer of \$1M from the Capital Replacement Fund to assist with payment toward a special contribution to the OPEB Trust Fund. With the overall changes to anticipated revenues and expenditures, the amendment will result in a potential draw from net assets of \$712,811 to cover all expenditures and special contributions to legacy benefits. The original budget anticipated a draw from net assets of \$1,234,595, while the proposed amendment results in a 42% reduction in anticipated draw from net assets.

Salaries and benefits were adjusted downward to reflect vacancies for positions that remained unfilled for a significant portion of the fiscal year, or needed to be removed all together. One Vector Control Technician position was filled January 1, 2021 resulting in six months of salary and benefits to be removed from the budget. Additionally, the Shop/Facilities Manager position remained open for the first five months of the fiscal year resulting in a reduction in the salary and benefits that had been budgeted for that position. Due to the global pandemic, staff and committee members recommended the complete removal of the Education Program Specialist position. Further reductions were made to seasonal employment for the lab and operations to reflect the actual staffing level from June through October. The District hopes to meet the goal of hiring two seasonal lab employees and five seasonal operations employees and these have been budgeted accordingly. The total removed from salaries and benefits is \$287,216. In preparation for the extensive project to upgrade the District's financial management information system, a temporary Management Aide position has been added to assist the Financial Manager, resulting in a total of \$9,000 added to salaries/wages. The regularly scheduled Actuarially Determined Contribution (ADC) payment and a special contribution to the CalPERS Trust for legacy retiree health plan benefits remain unchanged at a total of \$2,781,000.

Department 1 (Admin) will realize a total increase in expenditures of \$72,604 or 5.02%. Staff adjusted the insurance premiums to match the actual invoice for FY 20-21, resulting in an increase of \$6,258 to this category. Professional Services will be increased by \$55,672 to capture an increase of \$40,000 to the Aerial Applications category, in addition to various increases for legal fees and professional negotiation services that exceeded the original estimates. Most noteworthy in the District Special Expenses is the addition of a new budget category for COVID-19 related expenses. Staff added \$45,000 for COVID-19 related expenses, however, the "As Needed" category was reduced by \$30,000 to reflect the separation of items purchased specifically related to the impact of COVID-19. Education, Training and Classes, as well as Travel and Transportation were dramatically reduced due to the impact of the global pandemic.

Department 2 (Lab) will remain unchanged from the original approved budget for FY 20-21. All expenditures for this department were determined to be on track.

Department 3 (Operations) plans to make adjustments resulting in an overall decrease to the budget of 6.93% or \$59,993. The most significant change will be to the Agriculture budget with a decrease of \$59,150 or 7.91% from the original approved budget. With the cost of the Unmanned Aerial System (drone) significantly reduced from \$24,000 to \$4,000, the UAS was removed altogether from the Capital Outlay items and added to the Operations budget under Field Equipment. Source reduction permit expenses were also reduced by \$3,500.

Department 4 (Shop/Grounds/Facilities) anticipates necessary adjustments resulting in an overall reduction of \$32,100 or 18.51%. A project for flatbeds will be removed but replaced by a project for ARGO (amphibious vehicle) trailers. \$1,500 was added to cover the expenses associated with large field equipment maintenance. The most noteworthy change to Department 4 is the removal of \$32,000 from Admin Building Maintenance for the flooring project. Due to circumstances associated with the global pandemic, the flooring project will need to be postponed to a future budget cycle.

Department 5 (Community Outreach and Education) will see a significant decrease in the budget largely attributable to the global pandemic. The Public Information Officer suggested the removal of \$6,000 for Marin and Sonoma County fairs and reducing Presentation Supplies by \$8,000. The budget for the Education Department will be reduced by 100% due to the inability to fill the Education Specialist and all the restrictions associated with COVID-19 and distance learning. We hope to restart this program in FY 2021-22.

Department 6 (Information Technology) will remain unchanged from the original approved budget for FY 20-21. All expenditures for this department were determined to be on track.

Capital Outlay- the amendment calls for one adjustment to the capital items scheduled for purchase during FY 20/21. As previously noted, the District planned to spend \$24,000 on an Unmanned Aerial System (drone) but has decided to purchase a less expensive "starter" UAS for \$4,000. This will allow staff to gain experience while conducting mosquito surveillance activities with the unit. Since the UAS falls below the threshold for capitalization (\$5,000), staff added the \$4,000 cost of the unit to the Operations budget under the Field Equipment category. Additionally, staff added \$13,000 to the storage shed construction project which is currently underway because the concrete foundation slab had to be contracted out. The adjustments result in an overall reduction of \$11,000 or 2.20%. It should be noted that the District will continue with the MRG funding capital project funding strategy which calls for a flat contribution of \$337,200 to be made each year from the Operating Fund to the Capital Replacement Fund, regardless of the anticipated expenditures of capital items in any particular year. Capital Item purchases will be expensed to the Capital Replacement Fund.

Overall Financial Impact of the Proposed Amendment

If approved, this amendment to the FY 20-21 budget would result in a 2.65% overall decrease from the original approved budget, with the amount of \$322,705 removed from expenditures and \$199,079

added to revenues. Pursuant to the Budget Committee's recommendation, this budget adjustment uses the audited (actual) revenue figures from FY 19-20 to predict revenue for the current fiscal year with an average of the escalators originally provided by both Marin and Sonoma counties in March 2020. Overall, this mid-year budgetary adjustment would result in a projected deficit (of expenses over revenues), potentially requiring a draw of \$712,811 from net assets.

Summary of FY 20/21 Mid-year Budgetary Adjustment

Revenues

	Original Approved FY 2020/21 Budget	Proposed Change	Proposed Amended Budget FY 20/21	% change from Original
Benefit Assessment	4,195,193	0	4,195,193	0.00%
Ad Valorem	5,451,157	154,291	5,605,448	2.83%
Interest	98,874	23,301	122,175	23.57%
Misc District Revenue	200,000	14,360	214,360	7.18%
Other State Aid	0	7,127	7,127	100%
Net Assets used to cover expenses	1,234,595	-521,784	712,811	-42.26%
Transfer from Capital Fund to OPEB	1,000,000	0	1,000,000	0.00%
Total Revenue, Transfers and Net Assets	\$12,179,819	-\$322,705	\$11,857,114	-2.65%

Expenditures

	Original Approved FY 2020/21 Budget	Proposed Change	Proposed Amended Budget FY 20/21	% change from Original
Salaries, Wages and Benefits:	9,215,008	-278,216	8,936,792	-3.02%
Services and Supplies W/O Capital:	2,627,611	-44,489	2,583,122	-1.69%
Capital Outlay: Flat Contribution	337,200	0	337,200	0.00%
	\$12,179,819	-\$322,705	\$11,857,114	-2.65%

NOTE: The District will make a net reduction to Capital expenditures, but will continue the MRG funding strategy of a \$337,200 flat contribution to the Capital Fund. Total budgeted expenditures capital outlay \$488,852 or \$11,000 less than the original budget.

Items for Consideration - Mid-Year Budget Adjustment FY 20/21

Services and Supplies:					Increase	Decrease
Department	Category	Code	Vendor	Description	Amount	(Amount)
Operations	Agriculture	3-8040-11	Various	BTI Liquid	\$15,000	
Operations	Agriculture	3-8040-24	Various	Methoprene Pellets		-\$15,000
Operations	Agriculture	3-8040-35	Various	Bacillus sphaericus/BTI Granuels		-\$48,000
Operations	Agriculture	3-8040-44	Various	Bacillus sphaericus/BTI WSP		-\$1,900
Operations	Agriculture	3-8040-47	Various	Spinosid	\$14,250	
Operations	Agriculture	3-8040-48	Various	BTI/Methoprene Granuels		-\$23,500
Operations	Spray/Field Equipment	3-8042-07	Various	Backpack Granulator		-\$1,800
Operations	Spray/Field Equipment	3-8042-31	Various	Field Supplies eg. Shovels, machetes	\$225	
Operations	Spray/Field Equipment	3-8042-35	Various	Field Equipment eg. GPS	\$232	
Operations	Spray/Field Equipment	3-8042-36	Various	Unmanned Aerial System/accessories	\$4,000	
Operations	Source Reduction Equip	3-8043-10	Various	Permits/Source Maintenance		-\$3,500
Admin	Food	1-8080-01	Various	Trustee Meetings		-\$2,000
Admin	Household	1-8090-13	Various	Batteries	\$200	
Admin	Insurance	1-8100-01	VCJPA	Pooled Workers Compensation		-\$512
Admin	Insurance	1-8100-01	VCJPA	Pooled Liability	\$6,808	
Admin	Insurance	1-8100-21	VCJPA	Pooled Auto Physical	\$272	
Admin	Insurance	1-8180-41	VCJPA	General Fund		-\$633
Admin	Insurance	1-8100-51	VCJPA	Group/Employee Fidelity Bond	\$323	
Shop	Projects	4-8110-80	Various	Flatbed Project		-\$6,600
Shop	Projects	4-8110-84	Various	ARGO Trailers	\$5,000	
Shop	Maint Large Field Equip	4-8119-21	Komatsu/John Deere	Excavator repair/tractor repair	\$1,500	
Admin	Maint/Supplies Office Equip	1-8123-41	NeoPost	Postage Machine Supplies	\$100	
Admin	Maint Grounds/Structures	1-8130-31	Stroupe Petroleum	Above Ground Tank Maintenance	\$2,104	
Admin	Memberships	1-8150-01	MVCAC	FY 20/21 MVCAC Membership		-\$575
Admin	Memberships	1-8150-21	LAFCO	FY 20/21 LAFCO Membership		-\$416
Admin	Memberships	1-8150-41	AMCA	FY 20/21 AMCA Membership		-\$1,150
Admin	Professional Services	1-8180-30	NajTech	Training on AS400		-\$1,000
Admin	Professional Services	1-8180-62	MRG	Consulting for projects (FMIS Upgrade)	\$4,200	
Admin	Professional Services	1-8180-63	LCW	Professional Negotiation Services	\$10,000	
Admin	Professional Services	1-8180-66	Various	Ergonomics		-\$1,300
Admin	Professional Services	1-8180-68	Aerial Services	Aerial Surveillance Swimming Pools		-\$2,000
Admin	Professional Services	1-8180-71	Alpine Helicopter	Aerial Applications	\$40,000	
Admin	Professional Services	1-8180-84	LCW	Legal Matters	\$7,000	
Admin	Professional Services	1-8180-92	Legal Counsel	Best, Best and Kreiger	\$5,000	

Admin	Professional Services	1-8180-96	NBS	Financial Projection Project		-\$6,552
Admin	Professional Services	1-8180-97	SCI	Benefit Assessment Admin	\$324	
Edu/PR	Publications/Notices	1-8190-13	Northbay Wraps	Outdoor Ads/Vehicle Decals	\$13,500	
Shop/Bldg	Building Maint/Improvement	4-8221-21	Various	Remove Flooring Project		-\$32,000
Admin	District Special Expenses	1-8230-82	Various	Employee Recognition	\$100	
Admin	District Special Expenses	1-8230-83	Various	NEW item for COVID-19 related expenses	\$45,000	
Admin	District Special Expenses	1-8230-84	Unknown	FMIS Upgrade	\$14,655	
Admin	District Special Expenses	1-8230-90	SWRCB	Waste Discharge (Cat 3)	\$231	
Admin	District Special Expenses	1-8230-99	Various	As Needed Expenses		-\$30,000
Admin	District Special Expenses	1-8240-01	Various	Employee Training		-\$11,500
Admin	Education for Employees	1-8240-04	Various	PR Traning		-\$2,000
Edu/PR	Education Classrooms	5-8241-01	Various	School Presentation Supplies		-\$9,000
Edu/PR	Education Classrooms	5-8241-03	Various	Tick Education Packets		-\$2,000
Edu/PR	Education Classrooms	5-8241-41	Various	Fairs: Marin/Sonoma		-\$6,000
Edu/PR	Education Classrooms	5-8241-62	Various	PR Presentation Equipment		-\$8,000
Admin	Travel and Transportation	1-8250-01	Various	Staff Travel to Conferences/Workshops		-\$7,575
Admin	Travel and Transportation	1-8250-05	Various	Trustee Travel		-\$7,000
Admin	Travel and Transportation	1-8250-41	CSDA	Travel to CSDA Workshops		-\$2,400
Admin	Travel and Transportation	1-8250-71	Various	Staff Misc. Travel Expenses		-\$600

\$190,024 -\$234,513

Net Change to Supplies/Expenses -\$44,490

Capital Items:

Department	Category	Code	Vendor	Description	Increase Amount	Decrease (Amount)
Admin	Capital Outlay	1-8299-99	Various	Unmanned Aerial System		-\$24,000
Admin	Capital Outlay	1-8299-99	Various	Storage Shed Construction	\$13,000	
Total:					\$13,000	-\$24,000

*Following MRG Schedule of \$337,200 for Capital

Net Change to the Capital Outlay -\$11,000

Salaries & Benefits:

Department	Category	Code	District Expense	Description	Increase Amount	Decrease Amount
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Salaries	Employee Salaries	3 8010	Ops Salary	Remove 6 Mo. VCT Position open		-\$42,249
Salaries	Employee Salaries	5 8010	Ed/PR Salary	Remove Education Program Specialist		-\$82,722
Salaries	Employee Salaries	6 8010	Shop/Facilities Salary	Remove 5 mo Shop/Facility Mgr open		-\$40,435
Salaries	Employee Salaries	1 8015	Admin Temporary Help	Add Temporary help for FMIS Project	9,000	
Salaries	Seasonal Salaries	2 8015	Lab Seasonal	Remove 4 months (only 1 lab seasonal)		-\$11,520
Salaries	Seasonal Salaries	3 8015	Ops Seasonal	Remove 4 months (only 3 ops seasonals)		-\$23,040
Salaries	Trustee Stipends	1 8016	Trustee Stipends	Reduce to more closely match actuals		-\$8,000
Benefits	Retirement	1 8020 02	PEPRA MCERA	PEPRA Retirement Expenses		-\$40,540
Benefits	Medical Premiums	1 8034	Kaiser	Medical Premiums		-\$36,466
Benefits	Dental Premiums	1 8036	Delta Dental	Dental Premiums		-\$1,352
Benefits	Vision Premiums	1 8037	VSP	Vision Premiums		-\$392
Benefits	Employee Wellness	1 8027	Various	Reimbursements for employee wellness		-\$500

9,000 -287,216

Net Change to Salaries and Benefits - \$278,216

Summary	Increase	Decrease
	\$212,024	-\$545,729
Net Change to budget	-\$333,706	

PROPOSED AMEND TO FY 20/21 BUDGET										
MSMVCD BUDGET OVERVIEW of REVENUE and EXPENSES										
PRESENTED 1/20/20										
REVENUE			FY 2020/21 APPROVED ORIGINAL REVENUE			FY 20/21 AMEND	Prior Fiscal Years			
BENEFIT ASSESSMENT			DISTRICT #1	DISTRICT #2	TOTAL	TOTAL	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	
rates										
BA #1-MARIN COUNTY= 95,218 SFE			\$12.00	1,142,616	1,142,616	1,142,616			1,143,998	
BA #1-SONOMA COUNTY= 168,945 SFE			\$12.00	2,027,340	2,027,340	2,027,340			2,094,551	
BA #2A- MARIN COUNTY= 5,915 SFE			\$28.26		167,158	167,158			161,732	
BA #2A- SONOMA COUNTY ZONE A= 30,140 SFE			\$28.26		851,756	851,756			830,146	
BA #2B- SONOMA COUNTY ZONE B= 234 SFE			\$27.02		6,323	6,323			6,165	
				3,169,956	1,025,237	4,195,193	4,195,193	4,095,386	4,104,286	4,236,592
AD VALOREM REVENUE (non-assessment)										
(4.0% added for Marin and 2.50% added for Sonoma)										
AD VALOREM TAXES				4,797,018	654,139	5,451,157	5,605,448		5,408,997	
INTEREST EARNED						98,874	122,175		249,219	
OTHER STATE AID Wildfire Tax Loss Relief						0	7,127		7,127	
INCOME-Contracts,Reimburesments,Sale District Property						200,000	214,360		134,329	
				5,301,617	654,139	5,750,031	5,949,110	5,275,006	5,726,069	5,799,672
TOTAL REVENUE:				8,471,573	1,679,376	9,945,224	10,144,303	9,370,392	9,830,355	10,036,264
ANTICIPATED DRAW FROM NET ASSETS TO COVER EXPENSES						1,234,595	712,811			
TRANSFER FROM CAPITAL FUND FOR ADD'L OPEB CONTRIBUTION						1,000,000	1,000,000			
Total Budgeted Revenue and anticipated draw from net assets:						12,179,819	11,857,114			
EXPENSES			FY 2020/21 APPROVED ORIGINAL EXPENSES			FY 20/21 Amend	Prior Fiscal Years			
			District #1 88%	District #2 12%	FY 20/21 Total Expenses	FY 20/21 Total Amended Expenses	FY 2016/17 Actual Expenses	FY 2017/18 Actual Expenses	FY 2019/20 Actual Expenses	
Salaries, Wages and Benefits:			5,661,927	772,081	6,434,008	6,155,792	5,102,948	5,351,866	5,563,751	
CalPERS OPEB Trust ADC & Add'l Contr.			1,567,280	213,720	2,781,000	2,781,000	378,028	354,000	667,000	
Services and Supplies W/O Capital:			2,312,298	315,313	2,627,611	2,583,122	1,706,296	2,019,662	2,464,435	
Transfer to Capital Replacement Fund:			296,736	40,464	337,200	337,200	115,428	36,218	203,412	
TOTAL EXPENSES:			9,838,241	1,341,578	12,179,819	11,857,114	7,302,700	7,761,746	8,898,598	
PERCENTAGE OF BUDGET TO BE SPENT ON PENSION CONTRIBUTIONS FOR FY 2020/21: 9.40%						AMEND = 9.32%				
PERCENTAGE OF BUDGET TO BE SPENT ON OPEB FOR FY 2020/21: 22.84% (includes additional payment to OPEB Trust Account)						AMEND= 23.45%				

CATEGORY	DESCRIPTION	FY 2018/19 Actuals	FY 2019/20 Actuals	Approved Budget FY 20/21	January 2021 Amend (+/-)	Proposed Amended Budget FY 20/21	% increase or decrease
SALARIES							
<u>Regular - Full time</u>							
1-8010	Administrative Salaries			463,406		463,406	
	Retirement Cr = 25+ yrs. Service and % portion paid by employer			8,471		8,471	
	Anticipated Overtime (100 hours)			3,500		3,500	
2-8010	Lab Salaries			366,852		366,852	
3-8010	Operations Salaries			2,617,634	-42,249	2,575,385	
	Retirement Cr = 25+ yrs. Service			24,478		24,478	
	3 - Class A License Merit (Aug on even years)			2,000		2,000	
	Anticipated Overtime (650 hours)			38,311		38,311	
4-8010	Shop/Facilities			211,558	-40,435	171,123	
	Anticipated Overtime (20 hours)			980		980	
	Retirement Cr = 25+ yrs. Service			0		0	
5-8010	Public Relations and Education Salaries			200,040	-82,722	117,318	
	Anticipated Overtime (100 hours)			5,655		5,655	
	Sub Total:	3,336,627	3,516,423	3,942,885		3,777,479	
<u>Wages - Seasonal Assistance</u>							
1-8015	Administrative (1500 hrs -1 emp)			27,000	9,000	36,000	
2-8015	Lab (3000 hours - 2 emp)			54,000	-11,520	42,480	
3-8015	Operations (7500 hours - 5 emp)			165,000	-23,040	141,960	
	Sub Total:	134,026	105,006	246,000		220,440	
<u>Wages - Trustees</u>							
1-8016	Trustees			24,000	-8,000	16,000	
	Sub Total:	15,200	10,525	24,000		16,000	
	TOTAL SALARIES/WAGES for FISCAL YEAR:	3,485,853	3,631,954	4,212,885	-198,966	4,013,919	-4.72%

CATEGORY	DESCRIPTION	FY 2018/19 Actuals	FY 2019/20 Actuals	Approved Budget FY 20/21	January 2021 Amend (+/-)	Proposed Amended Budget FY 20/21	% increase or decrease
BENEFITS							
1-8020	Retirement - Employer (Classic 31.21%)	871,499	857,605	929,560		929,560	
1-8020-02	Retirement - Employer (PEPRA 24.51%)	118,884	123,537	215,954	-40,540	175,414	
1-8022	Medicare 1.45% - Employer portion	49,133	51,789	55,952		55,952	
1-8023	FICA (S.S.) - Employer portion 6.2%	9,333	7,074	15,252		15,252	
1-8024	Sentry Life (1 policy) and Hartford Life (ALL FT)	11,176	3,278	4,515		4,515	
1-8024-01	Employee Assistance Program (44 emp)	1,453	2,452	2,500		2,500	
1-8025	Employee Boot Allowance	5,274	5,170	7,200		7,200	
1-8027	\$500 Emp. Welness Benefit	11,754	11,604	18,000	-500	17,500	
1-8029	Teamsters Anthem (1 Employee single rate)	16,629	7,971	8,350		8,350	
1-8031	Retiree Spousal - Teamsters, WHA or UH	42,040	24,880	25,842		25,842	
1-8032	Retiree Spousal - Kaiser	74,431	72,524	74,784		74,784	
1-8033	Retiree Medical Benefit	137,187	131,889	143,443		143,443	
1-8033-02	RETIREE HEALTH SAVINGS ACCT. (NEW PLAN)	4,388	11,126	20,303		20,303	
1-8034	Kaiser - Active Employees	515,116	555,307	626,723	-36,466	590,257	
1-8036	Dental - Active Employees	40,720	42,023	45,500	-1,352	44,148	
1-8037	Vision Service Plan - Active Employees	10,440	10,632	11,645	-392	11,253	
1-8038	State Unemployment (5.0% x 44 emp)	12,272	12,936	15,600		15,600	
	TOTAL BENEFITS	1,931,729	1,931,797	2,221,123	-79,250	2,141,873	-3.57%
	GRAND TOTAL SALARIES and BENEFITS	7,475,230	5,563,751	6,434,008	-278,216	6,155,792	-4.32%
OPEB TRUST CONTRIBUTIONS							
1-8033-01	CALPERS - OPEB Trust	449,646	667,000	622,000	0	622,000	
1-8033-01	CALPERS - OPEB Trust additional contribution	1,608,000	0	2,159,000	0	2,159,000	
		2,057,646	667,000	2,781,000	0	2,781,000	0%

COMBINED OVERVIEW of SERVICES and SUPPLIES for ALL DEPARTMENTS								
DEPT.	PAGE #	CATEGORY	DESCRIPTION	FY 2018/19 Actual	FY 2019/20 Actual	Approved Budget FY 2020/21	January 2021 Amend (+/-)	Proposed Amended Budget FY 20/21
3	14	8040	Agriculture	738,180	703,210	748,175	-59,150	689,025
3	15	8041	Pest Abatement Supplies (dry ice)	11,020	11,706	12,000	0	12,000
2	12	8041	Insectory Supplies	152	110	200	0	200
2 & 3	12 & 15	8042	Spray/Field Equipment (Lab and Ops)	12,809	24,710	23,437	2,657	26,094
3	15	8043	Source Reduction Equipment	4,642	8,023	5,500	-3,500	2,000
1	6	8044	Furn,Appliances & Equip	1,419	5,402	4,000	0	4,000
1, 2 & 3	6, 12 & 15	8050	Clothing/Personal Supplies	43,804	33,793	35,095	0	35,095
3 & 4	16 & 18	8055	Safety Equipment	8,916	4,896	12,020	0	12,020
1 & 3	6 & 16	8060	Communications	48,928	47,808	62,150	0	62,150
1	6	8080	Food	4,493	2,927	3,850	-2,000	1,850
1, 2, 3 & 4	6, 12, 16 & 18	8090	Household	5,993	4,898	6,010	200	6,210
1	7	8100	Insurance	260,560	249,384	261,745	6,258	268,003
4	18	8105	Accidents	2,727	0	0	0	0
4	18	8110	Projects	2,996	227	7,350	-1,600	5,750
4	18	8115	Maintenance Boats/Forklift	319	1,062	600	0	600
4	18	8116	Maintenance Trailers	573	747	1,200	0	1,200
4	18	8117	Maintenance ATV's	19,886	38,760	35,500	0	35,500
4	19	8119	Maintenance Excavators	1,746	232	2,000	1,500	3,500
4	19	8120	Maintenance Vehicles	16,882	24,247	22,000	0	22,000
4	19	8121	Maintenance Spray/Field Equip	2,903	1,993	4,700	0	4,700
4	19	8122	Maintenance Cell Phones	145	1,130	1,800	0	1,800
1,6	7	8123	Maint. & Supplies Office Equipment	14,660	14,507	29,555	100	29,655
4	19	8124	Maintenance Shop Equip	794	343	1,300	0	1,300
1	7	8130	Maintenance Ground/Structures	14,161	27,076	32,400	2,104	34,504
2	12	8140	Lab Supplies	10,370	9,802	13,750	0	13,750
3	16	8140	Fish Supplies	1,180	1,299	1,875	0	1,875
2	13	8141	Disease Surveillance	15,404	12,829	20,500	0	20,500
1,2	7, 13, 16 & 22	8150	Memberships	41,852	43,309	45,311	-2,141	43,170
1, 2, 3 & 6	8, 13, 17 & 23	8170	Office Expense	15,507	20,470	20,900	0	20,900
1, 2 & 6	8-9, 13 & 23	8180	Professional Services	324,729	455,045	401,448	55,672	457,120

COMBINED OVERVIEW of SERVICES and SUPPLIES for ALL DEPARTMENTS (continued)								
DEPT.	PAGE #	CATEGORY	DESCRIPTION	FY 2018/19 Actual	FY 2019/20 Actual	Approved Budget FY 2020/21	January 2021 Amend (+/-)	Proposed Amended Budget FY 20/21
1	9	8190	Publications & Legal Notices	125,525	117,805	179,600	13,500	193,100
1	9	8200	Rents & leases	5,912	6,082	6,250	0	6,250
4	19	8220	Shop Tools & Garage Equip	1,821	3,269	10,600	0	10,600
4	20	8221	Building Maint. & Improvements	54,987	97,425	81,985	-32,000	49,985
1	10	8230	District Special Expenses	301,319	277,534	289,180	29,986	319,166
5	21	8231	Video Productions	6,195	11,500	6,500	0	6,500
1	10	8240	Education/Training/Classes	13,564	12,049	19,350	-13,500	5,850
5 ED	22	8241	Educational	11,090	3,996	11,000	-11,000	0
5 PR	21	8241	Commuity Outreach	31,790	21,465	27,750	-14,000	13,750
1	11	8250	Travel & Transportation	18,068	9,198	27,575	-17,575	10,000
1	11	8251	Fuel & Oil	103,081	101,709	105,100	0	105,100
1	11	8260	Utilities	48,035	60,098	46,350	0	46,350
TOTALS without Capital Outlay:				2,408,197	2,675,496	2,627,611	-44,489	2,583,122
						Overall Change to Services & Supplies = -1.69%		
<i>Capital Items will be purchased from the Capital Replacement Fund rather than Operating Fund</i>								
Totals for Capital Outlay:				FY 18/19 ACTUAL	FY 19/20 ACTUAL	FY 20/21 BUDGET	Jan Amend	Proposed Amended
3,4	25	8299	Capital Outlay	59,060	203,420	499,852	-24,000	475,852

ADMIN - DEPT. 1			FY 2018/19 Actuals	FY 2019/20 Actuals	Approved Budget FY 20/21	January 2021 Amend (+/-)	Proposed Amended Budget FY 20/21	% Increase or decrease
FURNITURE, APPLIANCES & EQUIPMENT								
1	8044-11	FURNITURE	616	1,211	1,500	0	1,500	
1	8044-31	APPLIANCES and OFFICE EQUIPMENT	803	4,191	2,500	0	2,500	
TOTAL:			1,419	5,402	4,000	0	4,000	0%
CLOTHING AND PERSONAL SUPPLIES								
1	8050-21	COATS	871	1,200	1,200	0	1,200	
1	8050-94	ADMIN CLOTHING	723	900	900	0	900	
1	8050-95	HATS	198	522	850	0	850	
TOTAL:			1,792	2,622	2,950	0	2,950	0%
COMMUNICATIONS								
1	8060-11	AT&T	1,629	2,438	1,800	0	1,800	
1	8060-12	COMCAST	1,834	1,861	2,000	0	2,000	
1	8060-41	DISH NETWORK	623	494	0	0	0	
1	8060-71	VIDEO CONFERENCING	150	163	750	0	750	
1	8060-81	COMMUNICATION/NOTIFICATION SYSTEM	20,000	20000	20,000	0	20,000	
TOTAL:			26,307	24,956	24,550	0	24,550	0%
FOOD								
1	8080-01	TRUSTEE MEETINGS	3,299	2,025	2,400	-2,000	400	
1	8080-21	STAFF or BUSINESS MEETINGS	1,194	902	1,450	0	1,450	
TOTAL:			4,493	2,927	3,850	-2,000	1,850	51.95%
HOUSEHOLD SUPPLIES								
1	8090-11	OFFICE - HOUSEHOLD SUPPLIES	3,340	3,363	3,000	0	3,000	
1	8090-13	BATTERIES - OFFICE USE	114	186	160	200	360	
1	8090-31	DRINKING WATER and Yearly rental on dispenser	918	901	1,100	0	1,100	
1	8090-41	SOLID WASTE DISPOSAL	245	93	300	0	300	
TOTAL:			4,617	4,543	4,560	200	4,760	4.39%

ADMIN - DEPT. 1			FY 2018/19 Actuals	FY 2019/20 Actuals	Approved Budget FY 20/21	January 2021 Amend (+/-)	Proposed Amended Budget FY 20/21	% Increase or decrease
INSURANCE								
1	8100-01	POOLED WORKER'S COMP	171,631	152,815	160,098	-512	159,586	
1	8100-11	POOLED LIABILITY	65,430	74,121	75,605	6,808	82,413	
1	8100-21	POOLED AUTO PHYSICAL DAMAGE	2,397	2,450	3,072	272	3,344	
1	8100-31	GROUP PROPERTY (flood incl.)	4,498	4,652	7,995	0	7,995	
1	8100-41	GENERAL FUND	11,894	10,473	9,718	-633	9,085	
1	8100-51	GROUP & EMP FIDELITY BOND (ACIP)(DEADLY WEAPON)	1,150	1,193	932	323	1,255	
1	8100-61	BUSINESS TRAVEL ACCIDENT	0	0	375	0	375	
1	8100-71	AVQUEST - AIRCRAFT EXCESS COV. NON-OWNED	3560	3,680	3,950	0	3,950	
TOTAL:			260,560	249,384	261,745	6,258	268,003	2.39%
OFFICE EQUIPMENT MAINTENANCE								
1	8123-11	COPY PAPER	515	763	800	0	800	
1	8123-41	POSTAGE MACHINE SUPPLIES	0	67	150	100	250	
1	8123-51	LAMINATING SUPPLIES	255	55	100	0	100	
TOTAL:			770	885	1,050	100	1,150	9.52%
MAINTENANCE GROUNDS and STRUCTURES								
1	8130-11	JANITORIAL CONTRACT SERVICES	13,140	14,509	17,000	0	17,000	
1	8130-21	LANDSCAPE SERVICES	0	0	14,400	0	14,400	
1	8130-31	ABOVEGROUND TANK MAINTENANCE	1,021	12,567	1,000	2,104	3,104	
TOTAL:			14,161	27,076	32,400	2,104	34,504	6.49%
MEMBERSHIPS								
1	8150-01	MVCAC	11,500	11,500	12,075	-575	11,500	
1	8150-11	CA SPECIAL DISTRICT ASSOC (CSDA)	7,252	7,615	7,850	0	7,850	
1	8150-21	LAFCO (AB 2838 law)	17,632	18,706	18,706	-416	18,290	
1	8150-41	AMERICAN MOSQUITO CONTROL	4,100	4,535	5,250	-1,150	4,100	
1	8150-61	COSTCO	240	240	250	0	250	
1	8150-71	SUBSCRIPTIONS, e.g. newspapers, etc.	785	568	785	0	785	
1	8150-81	FARM BUREAU	75	75	75	0	75	
TOTAL:			41,584	43,239	44,991	-2,141	42,850	-4.76%

ADMIN - DEPT. 1			FY 2018/19 Actuals	FY 2019/20 Actuals	Approved Budget FY 20/21	January 2021 Amend (+/-)	Proposed Amended Budget FY 20/21	% Increase or decrease
OFFICE EXPENSE								
1	8170-01	OFFICE SUPPLIES	3,659	3,858	4,000	0	4,000	
1	8170-05	COPIER PRINTING EXPENSE	4,311	3,956	4,400	0	4,400	
1	8170-11	BUSINESS CARDS	195	432	500	0	500	
1	8170-21	ENVELOPES	694	498	700	0	700	
1	8170-31	TECHNICAL BOOKS and REFERENCE LIT.	240	122	200	0	200	
1	8170-41	POSTAGE COSTS	1,840	1,158	2,000	0	2,000	
1	8170-64	A/P and PAYROLL CHECKS	295	0	350	0	350	
1	8170-66	FEES - EXCHANGE BANK (DIRECT DEPOSIT ACCT)	156	0	100	0	100	
TOTAL:			11,418	10,024	12,250	0	12,250	0%
PROFESSIONAL SERVICES								
1	8180-04	PAYROLL SERVICE FEES	4,030	8,848	7,000	0	7,000	
1	8180-10	TASC - ANNUAL FEE	1,295	1,295	1,350	0	1,350	
1	8180-15	LEW EDWARDS GROUP	2,000	5,000	0	0	0	
1	8180-21	IBM MAINTENANCE AGREEMENT (CMI)	1,256	1,674	2,000	0	2,000	
1	8180-30	TRAINING with NAJTECH, LLC	2,500	8,375	2,000	-1,000	1,000	
1	8180-31	AS400 MAINTENANCE AGREEMENT	2,646	1,323	3,000	0	3,000	
1	8180-41	KAISER OCCUPATIONAL HEALTH	1,720	1,045	1,750	0	1,750	
1	8180-51	AUDIT - includes GASB OPEB	13,225	13,840	14,400	0	14,400	
1	8180-61	BACKFLOW TESTING (STATE CERT.)	520	600	700	0	700	
1	8180-62	MUNICIPAL RESOURCE GROUP	0	32,555	7,500	4,200	11,700	
1	8180-63	PROFESSIONAL NEGOTIATION SERVICES	0	11,455	5,000	10,000	15,000	
1	8180-64	BHI CONSULTING INC. (BRENT IVES)	10,280	300	0	0	0	
1	8180-65	HUMAN RESOURCE SERVICES	0	0	0	0	0	

ADMIN - DEPT. 1			FY 2018/19 Actuals	FY 2019/20 Actuals	Approved Budget FY 20/21	January 2021 Amend (+/-)	Proposed Amended Budget FY 20/21	% Increase or decrease
PROFESSIONAL SERVICES (continued)								
1	8180-66	ERGONOMICS	2,204	0	2,500	-1,300	1,200	
1	8180-67	PROFESSIONAL SERVICES-IVMP CONSULTANT	0	0	4,000	0	4,000	
1	8180-68	AERIAL SURVEILLANCE- SWIMMING POOLS	0	0	10,500	-2,000	8,500	
1	8180-71	AERIAL APPLICATIONS-HELICOPTER CHARGES	163,035	204,312	162,000	40,000	202,000	
1	8180-73	OPS. DATA BASE/MAPVISION (yearly costs and enhancements)	10,090	14,345	12,500	0	12,500	
1	8180-79	SONOMA COUNTY REGIONAL PARKS FOUNDATION	9,000	9,000	9,000	0	9,000	
1	8180-80	COASTAL REGION PEIR ADENDUM	0	0	24,000	0	24,000	
1	8180-81	ANNUAL TESTING for ABOVEGROUND TANK	0	1,787	500	0	500	
1	8180-84	LIEBERT CASSIDY WHITMORE	16,513	53,775	35,000	7,000	42,000	
1	8180-86	PREFERRED ALLIANCE (DOT consortium)	0	343	350	0	350	
1	8180-87	SCI (2nd ASSESSMENT)	15,883	16,482	17,000	0	17,000	
1	8180-88	BRYCE CONSULTING	0	2,805	2,800	0	2,800	
1	8180-92	LEGAL COUNSEL	13,338	8,484	15,000	5,000	20,000	
1	8180-96	NBS	7,615	5,053	8,500	-6,552	1,948	
1	8180-97	SCI (1st ASSESSMENT)	23,306	24,088	24,900	324	25,224	
1	8180-99	BAY ALARM	5,818	5,458	6,000	0	6,000	
		TOTAL:	306,274	432,242	379,250	55,672	434,922	14.68%
PUBLICATIONS and LEGAL								
1	8190-01	PUBLIC RELATIONS NEWSPAPER ARTICLES	30,324	2,713	30,000	0	30,000	
1	8190-02	ADMIN. NEWSPAPER and LEGAL NOTICES	2,246	2,650	2,600	0	2,600	
1	8190-11	TELEVISION ADVERTISING (PR)		0	12,000	0	12,000	
1	8190-12	RADIO ADVERTISING (PR)	23,850	27,804	50,000	0	50,000	
1	8190-13	OUTDOOR ADVERTISING (PR)	69,105	84,638	85,000	13,500	98,500	
		TOTAL:	125,525	117,805	179,600	13,500	193,100	7.52%
RENTS and LEASES								
1	8200-01	COPY MACHINE LEASE	4,192	4,223	4,500	0	4,500	
1	8200-11	POSTAGE MACHINE	1,061	1,170	1,300	0	1,300	
1	8200-31	RENTAL of EQUIPMENT and VANS for CEU days	659	689	450	0	450	
		TOTAL:	5,912	6,082	6,250	0	6,250	0%

ADMIN - DEPT. 1			FY 2018/19 Actuals	FY 2019/20 Actuals	Approved Budget FY 20/21	January 2021 Amend (+/-)	Proposed Amended Budget FY 20/21	% Increase or decrease
DISTRICT SPECIAL EXPENSE								
1	8230-15	SPECIALIZED COMMUNITY OUTREACH	0	1,041	0	0	0	
1	8230-25	ALDRICH NETWORK CONSULTING	60,000	60,000	60,000	0	60,000	
1	8230-26	REMOTE BACKUP SERVICE for NETWORK	9,504	11,113	11,000	0	11,000	
1	8230-41	OUT of STATE SALES TAX	1,562	968	2,000	0	2,000	
1	8230-42	FUEL TANK PERMIT (BAAQ)	360	379	450	0	450	
1	8230-57	NPDES PERMIT (Field Ops 5 yrs)	0	0	0	0	0	
1	8230-59	ACTUARIAL STUDIES	8,475	28,688	4,500	0	4,500	
1	8230-82	EMPLOYEE RECOGNITION	312	594	400	100	500	
1	8230-83	COVID-19 RELATED EXPENSES		0	0	45,000	45,000	
1	8230-84	FMIS UPGRADE PROJECT		0		14,655	14,655	
1	8230-90	WASTE DISCHARGE - SWRCB (CAT III)	2,268	0	2,580	231	2,811	
1	8230-91	COLLECTION FEES (MARIN)	107,151	104,011	115,000	0	115,000	
1	8230-92	COLLECTION FEES (SONOMA)	29,265	30,065	33,000	0	33,000	
1	8230-96	HAZMAT CLEANING (car wash sump)	7,762	8,375	8,800	0	8,800	
1	8230-97	HAZMAT PERMIT (Fire & Emergency Services)	1,177	1,220	1,450	0	1,450	
1	8230-99	AS NEEDED EXPENSES	13,483	31,080	50,000	-30,000	20,000	
		TOTAL:	301,319	277,534	289,180	29,986	319,166	10.37%
EDUCATION, TRAINING and CLASSES								
1	8240-01	EMPLOYEE TRAINING	12,959	11,774	16,500	-11,500	5,000	
1	8240-02	TRUSTEE TRAINING and EDUCATION	605	275	850	0	850	
1	8240-04	PUBLIC RELATIONS TECHNICAL TRAINING	0	0	2,000	-2,000	0	
		TOTAL:	13,564	12,049	19,350	-13,500	5,850	-69.77%

ADMIN - DEPT. 1			FY 2018/19 Actuals	FY 2019/20 Actuals	APPROVED BUDGET FY 20/21	January 2021 Amend (+/-)	Proposed Amended Budget FY 20/21	% Increase or decrease
<u>TRAVEL and TRANSPORTATION</u>								
1	8250-01	STAFF TRAVEL CONFERENCES/WORKSHOPS	6,087	5,978	12,575	-7,575	5,000	
1	8250-05	TRUSTEE TRAVEL CONFERENCES/WORKSHOPS	11,521	2,629	12,000	-7,000	5,000	
1	8250-41	CSDA (CA SPEC. DIST. ASSOC)	0	0	2400	-2400	0	
1	8250-61	AMCA	0	125	0	0	0	
1	8250-71	STAFF MISC. TRAVEL	460	466	600	-600	0	
		TOTAL:	18,068	9,198	27,575	-17,575	10,000	-63.74%
<u>FUEL and OIL</u>								
1	8251-01	FUEL - DISTRICT TANK or CARD LOCK	102,981	101,675	105,000	0	105,000	
1	8251-21	FUEL - CREDIT CARDS or CASH	100	34	100	0	100	
		TOTAL:	103,081	101,709	105,100	0	105,100	0%
<u>UTILITIES</u>								
1	8260-01	WASTE COLLECTION (dumpsters)	2,608	2,682	2,750	0	2,750	
1	8260-11	GAS and ELECTRIC	34,016	46,857	32,000	0	32,000	
1	8260-21	WATER and SEWER	7,309	6,921	7,500	0	7,500	
1	8260-31	WATER - IRRIGATION	4,102	3,638	4,100	0	4,100	
		TOTAL:	48,035	60,098	46,350	0	46,350	0%
<u>CAPITAL OUTLAY EXPENSE</u>								
1	8299-99	ADMIN - CAPITAL OUTLAY	0		0	0	0	
		TOTAL:	0	0	0	0	0	
		TOTAL EXPENSES for DEPT. 1 with Capital:	1,288,899	1,387,775	1,445,001	72,604	1,517,605	
		TOTAL EXPENSES for DEPT. 1 W/O Capital:	1,288,899	1,581,949	1,445,001	72,604	1,517,605	5.02%

LAB - DEPT. 2		FY 2018/19 Actuals	FY 2019/20 Actuals	Approved Budget FY 20/21	January 2021 Amend (+/-)	Proposed Amended Budget FY 20/21	% Increase or decrease
<u>ANIMAL FOOD and SUPPLIES</u>							
2	8041-13	INSECTARY SUPPLIES	152	110	200	0	200
		TOTAL:	152	110	200	0	200
							0%
<u>LAB FIELD EQUIPMENT</u>							
2	8042-25	ADULT MOSQUITO TRAPS	1,132	1,578	2,500	0	2,500
2	8042-33	FIELD EQUIPMENT	442	916	1,200	0	1,200
		TOTAL:	1,574	2,494	3,700	0	3,700
							0%
<u>LAB CLOTHING AND PERSONAL SUPPLIES</u>							
2	8050-02	UNIFORMS	485	453	500	0	500
2	8050-30	RAIN GEAR, GLOVES, RUBBER BOOTS, ETC.	268	400	250	0	250
2	8050-71	TYVEK COVERALLS and LAB COATS	0	130	0	0	0
		TOTAL:	753	983	750	0	750
							0%
<u>HOUSEHOLD SUPPLIES</u>							
2	8090-12	LAB HOUSEHOLD SUPPLIES	352	116	350	0	350
		TOTAL:	352	116	350	0	350
							0%
<u>LAB SUPPLIES</u>							
2	8140-01	CHEMICALS and SOLVENTS	74	25	300	0	300
2	8140-11	INSTRUMENTS and EQUIPMENT	302	467	500	0	500
2	8140-21	PURIFIED WATER FILTERS	376	287	400	0	400
2	8140-31	GLASSWARE	0	248	0	0	0
2	8140-41	LAB EQUIPMENT MAINTENANCE	4,016	2,753	6,500	0	6,500
2	8140-71	BIO-WASTE COLLECTION	180	180	250	0	250
2	8140-82	LAB SURVEILLANCE SUPPLIES	506	772	800	0	800
2	8140-83	RT PCR SUPPLIES	4,916	5,070	5,000	0	5,000
		TOTAL:	10,370	9,802	13,750	0	13,750
							0%

LAB - DEPT. 2			FY 2018/19 Actuals	FY 2019/20 Actuals	Approved Budget FY 20/21	January 2021 Amend (+/-)	Proposed Amended Budget FY 20/21	% Increase or decrease
<u>DISEASE SURVEILLANCE</u>								
2	8141-11	TICK BORNE DISEASES (CDC/CDPH/U.C. DAVIS)	33	419	500	0	500	
2	8141-21	DISEASE SURVEILLANCE and TESTING (DART)	15371	12,410	20,000	0	20,000	
		TOTAL:	15,404	12,829	20,500	0	20,500	0%
<u>MEMBERSHIPS</u>								
2	8150-31	SOCIETY of VECTOR ECOLOGY (SOVE)	70	70	70	0	70	
2	8150-35	ENTOMOLOGICAL SOCIETY of AMERICA			250	0	250	
		TOTAL:	70	70	320	0	320	0%
<u>OFFICE EXPENSE</u>								
2	8170-04	LAB OFFICE SUPPLIES	228	94	200	0	200	
2	8170-35	LAB REFERENCE BOOKS and MATERIALS	0	106	200	0	200	
		TOTAL:	228	200	400	0	400	0%
<u>PROFESSIONAL SERVICES</u>								
2	8180-12	MAG MAX SERVICE AGREEMENT	1,766	1,766	1,767	0	1,767	
2	8180-13	PCR SERVICE AGREEMENT	5,391	5,605	5,931	0	5,931	
2	8180-14	LAB RESEARCH PROGRAMS	0	0	500	0	500	
		TOTAL:	7,157	7,371	8,198	0	8,198	0%
<u>CAPITAL OUTLAY EXPENSE</u>								
1	8299-99	LAB CAPITAL OUTLAY	0	0	0	0	0	
		TOTAL:	0	0	0	0	0	0%
		TOTAL EXPENSES for DEPT. 2 with Capital:	36,060	33,975	48,168	0	48,168	0%
		TOTAL EXPENSES for DEPT. 2 W/O Capital:	36,060	33,975	48,168	0	48,168	

OPERATIONS - DEPT. 3			FY 2018/19 Actuals	FY 2019/20 Actuals	Approved Budget FY 20/21	January 2021 Amend (+/-)	Proposed Amended Budget FY 20/21	% Increase or decrease
AGRICULTURE								
3	8040-01	PYROCIDE	18,813	12,542	0	0	0	
3	8040-11	Bti LIQUID	73,547	81,711	80,000	15,000	95,000	
3	8040-12	Bti GRANULES	23,431	24,035	26,500	0	26,500	
3	8040-14	LARVICIDE OIL	5,198	5,539	7,000	0	7,000	
3	8040-16	ZENIVEX	11,735	11,951	19,000	0	19,000	
3	8040-21	METHOPRENE LIQUID	46,206	51,883	52,375	0	52,375	
3	8040-22	METHOPRENE BRIQUETTES	58,644	58,362	59,000	0	59,000	
3	8040-23	30 DAY BRIQUETTES	2,079	3,120	3,500	0	3,500	
3	8040-24	METHOPRENE PELLETS	204,371	187,410	162,000	-15,000	147,000	
3	8040-32	BACILLUS SPHAERICUS FG	96,991	99,134	100,000	0	100,000	
3	8040-35	BACILLUS SPHAERICUS/Bti GRANULES	149,528	124,737	150,000	-48,000	102,000	
3	8040-37	BACILLUS SPHAERICUS WDG	6,019	9,028	9,000	0	9,000	
3	8040-38	BACILLUS SPHAERICUS WSP	0	0	1,700	0	1,700	
3	8040-40	NEW PRODUCTS and TRIALS	3,135	0	1,500	0	1,500	
3	8040-43	Bti WDG	3,219	2,081	1,100	0	1,100	
3	8040-44	BACILLUS SPHAERICUS/Bti WSP	9,754	6,503	8,500	-1,900	6,600	
3	8040-45	BVA13	0	0	0	0	0	
3	8040-46	PYRETHRIN, e.g. Merus	0	0	2,100	0	2,100	
3	8040-47	SPINOSAD	13,734	10,976	20,000	14,250	34,250	
3	8040-48	Bti/METHOPRENE GRANULES	0	1,726	30,500	-23,500	7,000	
HERBICIDES								0
3	8040-41	WEED CONTROL (district grounds)	0	0	0	0	0	
YELLOWJACKET								0
3	8040-51	WASP FREEZE	1,494	1,596	2,100	0	2,100	
3	8040-53	DRIONE	8,791	9,257	10,500	0	10,500	
SPECIALTY PRODUCTS								0
3	8040-73	FLUSH for FOGGERS	0	0	0	0	0	
3	8040-81	BAGS of SAND	0	0	150	0	150	
3	8040-99	MARIN WATER PERMIT (hydrant)	1491	1,619	1,650	0	1,650	
TOTAL:			738,180	703,210	748,175	-59,150	689,025	-7.91%

			FY 2018/19 Actuals	FY 2019/20 Actuals	Approved Budget FY 20/21	January 2021 Amend (+/-)	Proposed Amended Budget FY 20/21	% Increase or decrease
OPERATIONS - DEPT. 3								
<u>PEST ABATEMENT SUPPLIES</u>								
3	8041-01	DRY ICE (Ops and Lab)	11,020	11,706	12,000	0	12,000	
TOTAL:			11,020	11,706	12,000	0	12,000	0%
<u>SPRAY and FIELD EQUIPMENT</u>								
SPRAYERS								
3	8042-01	4 gal. BACKPACK SPRAYERS	279	295	0	0	0	
3	8042-02	1 gal. CAN SPRAYERS	601	645	600	0	600	
3	8042-04	HIGH VOLUME LARVICIDE SPRAYER	0	3,739	0	0	0	
3	8042-05	BACKPACK ULV FOGGERS	7890	3,671	4,000	0	4,000	
3	8042-06	HAND HELD ULV FOGGER	0	5,496	5,500	0	5,500	
3	8042-07	BACKPACK GRANULATOR	0	1,688	1,800	-1,800	0	
SEEDERS and LIGHT TRAPS								
3	8042-22	ADULT MOSQUITO TRAPS (replacements)	1338	619	1,627	0	1,627	
FIELD EQUIPMENT								
3	8042-31	FIELD SUPPLIES, (shovels, buckets, machete)	572	640	600	225	825	
3	8042-32	DIPPERS	0	246	250	0	250	
3	8042-35	FIELD EQUIPMENT (GPS, anemometers)	228	4,200	4,200	232	4,432	
3	8042-36	UNMANNED AERIAL SYSTEM/ACCESSORIES	0	0	0	4,000	4,000	
YELLOWJACKET								
3	8042-42	YJ FIELD EQUIPMENT	327	977	610	0	610	
WATER EQUIPMENT								
3	8042-55	KAYAK and ROWBOATS	0	0	250	0	250	
3	8042-56	SAFETY EQUIPMENT for BOATS	0	0	300	0	300	
TOTAL:			11,235	22,216	19,737	2,657	22,394	13.46%
<u>SOURCE REDUCTION</u>								
3	8043-01	SOURCE REDUCTION SUPPLIES	450	253	500	0	500	
3	8043-10	PERMITS/MAINTENANCE (access to sources)	4192	7,770	5,000	-3,500	1,500	
TOTAL:			4,642	8,023	5,500	-3,500	2,000	-63.64%
<u>CLOTHING AND PERSONAL SUPPLIES</u>								
3	8050-01	UNIFORMS	24,759	26,012	26,000	0	26,000	
3	8050-31	RAIN GEAR	1,856	1,027	1,175	0	1,175	
3	8050-41	WORK GLOVES	410	0	420	0	420	
3	8050-51	RUBBER BOOTS	12,115	1,445	1,500	0	1,500	
3	8050-61	BEE SUIT and GLOVES	922	985	1,000	0	1,000	

			FY 2018/19 Actuals	FY 2019/20 Actuals	Approved Budget FY 20/21	January 2021 Amend (+/-)	Proposed Amended Budget FY 20/21	% Increase or decrease
OPERATIONS - DEPT. 3								
<u>CLOTHING AND PERSONAL SUPPLIES (continued)</u>								
3	8050-92	PERSONNEL TRUCK EQUIPMENT	808	719	900	0	900	
3	8050-93	I.D. CARDS and BADGES	389	0	400	0	400	
		TOTAL:	41,259	30,188	31,395	0	31,395	0%
<u>SAFETY EQUIPMENT - OPERATIONS</u>								
3	8055-01	EYE WEAR and EYE GLASS WIPES	451	268	500	0	500	
3	8055-11	SAFETY GLOVES	137	179	400	0	400	
3	8055-21	RESPIRATORS	1,396	1,634	3,270	0	3,270	
3	8055-41	FIRST AID SUPPLIES and KITS	4,129	632	2,000	0	2,000	
3	8055-42	SPILL KITS	0	0	350	0	350	
3	8055-43	TICK REPELLENTS	0	197	200	0	200	
3	8055-44	POISON OAK WIPES, SUNSCREEN and SANIT	347	233	400	0	400	
3	8055-51	EYE WASH	45	275	250	0	250	
3	8055-81	EAR WEAR	145	0	350	0	350	
3	8055-91	ATV HELMETS	0	0	600	0	600	
		TOTAL:	6,650	3,418	8,320	0	8,320	0%
<u>COMMUNICATIONS</u>								
3	8060-01	CELL PHONE CONTRACT	22,621	22,852	37,600	0	37,600	
		TOTAL:	22,621	22,852	37,600	0	37,600	0%
<u>HOUSEHOLD SUPPLIES</u>								
3	8090-21	VEHICLES	621	0	400	0	400	
		TOTAL:	621	0	400	0	400	0%
<u>FISH SUPPLIES</u>								
3	8140-50	FISH CONTAINERS	0	0	0	0	0	
3	8140-51	FISH FOOD	0	44	100	0	100	
3	8140-52	CLEANING SUPPLIES	0	0	125	0	125	
3	8140-54	WATER QUALITY SUPPLIES	0	0	200	0	200	
3	8140-56	EQUIPMENT and MAINTENANCE	398	31	450	0	450	
3	8140-57	FISH FIELD SUPPLIES, e.g. buckets, nets	407	636	500	0	500	
3	8140-58	PURCHASE MOSQUITO FISH	375	588	500	0	500	
		TOTAL:	1,180	1,299	1,875	0	1,875	0%

			FY 2018/19 Actuals	FY 2019/20 Actuals	Approved Budget FY 20/21	January 2021 Amend (+/-)	Proposed Amended Budget FY 20/21	% Increase or decrease
OPERATIONS - DEPT. 3								
<u>OFFICE EXPENSE</u>								
3	8170-10	OPERATIONS OFFICE SUPPLIES	61	254	250	0	250	
		TOTAL:	61	254	250	0	250	0%
<u>CAPITAL OUTLAY EXPENSE (see summary page for details)</u>								
1	8299-99	OPERATIONS- CAPITAL OUTLAY			68,500	-24,000	44,500	
		TOTAL:	0	0	68,500	-24,000	44,500	
		TOTAL EXPENSES for DEPT 3 with Capital:	837,469	803,166	933,752	-83,993	849,759	-9.00%
		TOTAL EXPENSES for DEPT 3 W/O Capital:	837,469	803,166	865,252	-59,993	805,259	-6.93%

SHOP/BLDG/GROUNDS - DEPT. 4			FY 2018/19 Actuals	FY 2019/20 Actuals	Approved Budget FY 20/21	January 2021 Amend (+/-)	Proposed Amended Budget FY 20/21	% Increase or decrease
SAFETY EQUIPMENT								
4	8055-61	FIRE EXTINGUISHERS	1,491	0	1,700	0	1,700	
4	8055-71	SAFETY MATERIALS, SUPPLIES and HIPPA LAWS	775	1,478	2,000	0	2,000	
		TOTAL:	2,266	1,478	3,700	0	3,700	0%
HOUSEHOLD SUPPLIES								
4	8090-01	HOUSEHOLD SUPPLIES for SHOP	20	0	200	0	200	
4	8090-02	JANITORIAL SUPPLIES	383	239	500	0	500	
		TOTAL:	403	239	700	0	700	0%
ACCIDENTS								
4	8105-01	VEHICLES	2,727	0	0	0	0	
4	8105-11	ATV	0	0	0	0	0	
4	8105-21	ARGO	0	0	0	0	0	
4	8105-31	TRAILERS	0	0	0	0	0	
		TOTAL:	2,727	0	0	0	0	0%
SHOP PROJECTS								
4	8110-80	FLATBEDS	0	0	6,600	-6,600	0	
4	8110-81	TRUCK MOUNT WATER TANKS	2,996	227	750	0	750	
4	8110-84	ARGO TRAILERS	0	0	0	5,000	5,000	
		TOTAL:	2,996	227	7,350	-1,600	5,750	-21.77%
MAINTENANCE (BOATS and FORKLIFT)								
4	8115-01	REPAIRS on BOATS and FORKLIFT	319	1,062	600	0	600	
		TOTAL:	319	1,062	600	0	600	0%
MAINTENANCE (TRAILERS)								
4	8116-01	REPAIRS on ALL TRAILERS	573	747	1,200	0	1,200	
		TOTAL:	573	747	1,200	0	1,200	0%
MAINTENANCE (ATV'S)								
4	8117-01	ATV, UTV	1,567	2,160	1,800	0	1,800	
4	8117-11	ARGO'S (tracks, rims, tires, transmissions)	18,274	28,755	33,600	0	33,600	
4	8117-13	GATOR	45	7,845	100	0	100	
		TOTAL:	19,886	38,760	35,500	0	35,500	0%

SHOP/BLDG/GROUNDS - DEPT. 4			FY 2018/19 Actuals	FY 2019/20 Actuals	Approved Budget FY 20/21	January 2021 Amend (+/-)	Proposed Amended Budget FY 20/21	% Increase or decrease
MAINTENANCE (LARGE FIELD EQUIPMENT)								
4	8119-21	LARGE FIELD EQUIPMENT, e.g., LITE FOOT, KOMATSU, PB100	1,746	232	2,000	1,500	3,500	
		TOTAL:	1,746	232	2,000	1500	3,500	75%
MAINTENANCE (VEHICLES)								
4	8120-01	VEHICLES	16,882	24,247	22,000	0	22,000	
		TOTAL:	16,882	24,247	22,000	0	22,000	0%
MAINTENANCE (SPRAY and FIELD EQUIPMENT)								
4	8121-01	POWER SPRAYERS	1,015	333	1,300	0	1,300	
4	8121-11	4 gal. BACKPACK SPRAYERS	0	0	200	0	200	
4	8121-31	FOGGERS	784	374	1,000	0	1,000	
4	8121-41	MOSQUITO TRAPS, e.g., MOTORS, BATTERIES	695	558	1,000	0	1,000	
4	8121-51	POWER SEEDERS	0	94	200	0	200	
4	8121-61	FIELD EQUIPMENT, e.g., GRANULATORS, ETC.	409	634	1,000	0	1,000	
		TOTAL:	2,903	1,993	4,700	0	4,700	0%
MAINTENANCE (CELL PHONES)								
4	8122-01	REPAIRS and REPLACEMENTS	145	1,130	1,800	0	1,800	
		TOTAL:	145	1,130	1,800	0	1,800	0%
MAINTENANCE (SHOP)								
4	8124-01	WASTE CYCLE SERVICE	559	0	600	0	600	
4	8124-11	WELDING SUPPLIES	235	189	500	0	500	
4	8124-21	SHOP EQUIPMENT	0	154	200	0	200	
		TOTAL:	794	343	1,300		1,300	0%
SHOP (TOOLS and GARAGE EQUIPMENT)								
4	8220-01	SMALL TOOLS	21	935	5,400	0	5,400	
4	8220-21	GARAGE EQUIPMENT	855	916	1,000	0	1,000	
4	8220-31	POWER TOOLS	187	519	2,700	0	2,700	
4	8220-41	STEEL	668	706	1,000	0	1,000	
4	8220-51	LOCKS and KEYS	90	193	500	0	500	
		TOTAL:	1,821	3,269	10,600	0	10,600	0%

			FY 2018/19 Actuals	FY 2019/20 Actuals	Approved Budget FY 20/21	January 2021 Amend (+/-)	Proposed Amended Budget FY 20/21	% Increase or decrease
SHOP/BLDG/GROUNDS - DEPT. 4								
BUILDING MAINTENANCE and IMPROVEMENTS								
4	8221-01	SHOP	4,654	2,532	9,000	0	9,000	
4	8221-11	GARAGE	561	697	2,000	0	2,000	
4	8221-21	ADMIN BUILDING	28,387	12,669	54,685	-32,000	22,685	
4	8221-31	GROUNDS	18,708	78,462	13,000	0	13,000	
4	8221-51	LAB	162	6	500	0	500	
4	8221-61	PREVENTIVE MAINTENANCE (HVAC)	2,515	3,059	2,800	0	2,800	
		TOTAL:	54,987	97,425	81,985	(32,000)	49,985	-39%
CAPITAL OUTLAY EXPENSE (see summary for details)								
1	8299-99	SHOP CAPITAL OUTLAY	59,060		431,352	13,000	444,352	
		TOTAL:	59,060	0	431,352	13,000	444,352	
		TOTAL EXPENSES for DEPT 4 with Capital:	167,508	171,152	604,787	(19,100)	585,687	-3.16%
		GRAND TOTAL w/o CAPITAL DEPT 4:	108,448	171,152	173,435	(32,100)	141,335	-18.51%

COMMUNITY OUTREACH - DEPT. 5			FY 2018/19 Actuals	FY 2019/20 Actuals	Approved Budget FY 20/21	January 2021 Amend (+/-)	Proposed Amended Budget FY 20/21	% Increase or decrease
VIDEO PRODUCTION								
5	8231-03	COMMUNITY OUTREACH VIDEO	6,195	11,500	6,500	0	6,500	
TOTAL:			6,195	11,500	6,500	0	6,500	0%
OUTREACH AND EDUCATION								
5	8241-11	PRINTING EXPENSE (pamphlets, fish stickers)	3,022	9,591	9,500	0	9,500	
5	8241-12	PUBLIC OPEN HOUSE	12,854	0	0	0	0	
5	8241-41	FAIRS in MARIN and SONOMA COUNTY	5,307	1,680	6,000	-6,000	0	
5	8241-61	BILINGUAL PRINTING EXPENSE	0	200	250	0	250	
5	8241-62	PRESENTATION SUPPLIES	10,607	9,994	12,000	-8,000	4,000	
5	8241-63	ASSESSMENT INFORMATIONAL MAILERS	0	0	0	0	0	
TOTAL:			31,790	21,465	27,750	-14,000	13,750	-50.50%
CAPITAL OUTLAY EXPENSE								
1	8299-99	PUBLIC RELATIONS - CAPITAL OUTLAY	0	0	0	0	0	
TOTAL:			0	0	0	0		
GRAND TOTAL EXPENSES for PUBLIC RELATIONS DEPT. 5:			37,985	32,965	34,250	-14,000	20,250	-40.88%

EDUCATION - DEPT. 5			FY 2018/19 Actuals	FY 2019/20 Actuals	Approved Budget FY 20/21	January 2021 Amend (+/-)	Proposed Amended Budget FY 20/21	% Increase or decrease
MEMBERSHIPS								
5	8150-35	ENTOMOLOGICAL SOCIETY of AMERICA	198	0	0	0	0	
		TOTAL:	198	0	0	0	0	0%
EDUCATIONAL								
5	8241-01	SCHOOL PRESENTATION SUPPLIES	9,091	3,996	9,000	-9,000	0	
5	8241-02	CONTINUING ED MATERIALS (in-house)	0	0	0	0	0	
5	8241-03	TICK EDUCATION PACKETS	1,999	0	2,000	-2,000	0	
		TOTAL:	11,090	3,996	11,000	-11,000	0	-100%
CAPITAL OUTLAY EXPENSE								
1	8299-99	EDUCATION - CAPITAL OUTLAY	0	0	0			
		TOTAL:	0	0	0			
GRAND TOTAL EXPENSES for EDUCATION DEPT. 5:			11,288	3,996	11,000	-11,000	0	-100%

INFORMATION TECHNOLOGY - DEPT. 6			FY 2018/19 Actuals	FY 2019/20 Actuals	Approved Budget FY 20/21	January 2021 Amend (+/-)	Proposed Amended Budget FY 20/21	% Increase or decrease
<u>OFFICE EQUIPMENT MAINTENANCE</u>								
6	8123-01	COMPUTERS and LAPTOPS	9,041	4,678	17,205	0	17,205	
6	8123-03	NETWORK APPLIANCES/EQUIPMENT	531	105	500	0	500	
6	8123-10	PHONE EQUIPMENT	36	1,827	500	0	500	
6	8123-21	PRINTERS (ink cartridges, repairs, etc.)	4,968	2,085	1,500	0	1,500	
6	8123-22	CAMERA SYSTEM	0	4,000	2,000	0	2,000	
6	8123-81	WEB DESIGN,HOSTING, PHOTOGRAPHY	854	927	6,800	0	6,800	
		TOTAL:	15,430	13,622	28,505	0	28,505	0%
<u>OFFICE EXPENSE</u>								
6	8170-51	COMPUTER SOFTWARE	2,219	7,702	7,000	0	7,000	
6	8170-55	COMPUTER STORAGE and HARDWARE	671	2,290	1,000	0	1,000	
		TOTAL:	2,890	9,992	8,000	0	8,000	0%
<u>PROFESSIONAL SERVICES</u>								
6	8180-70	EMAIL SECURITY (GOSECURE)	0	3,274	0	0	0	
6	8180-98	PHONE SYSTEM	11,298	12,158	14,000	0	14,000	
		TOTAL:	11,298	15,432	14,000	0	14,000	0%
<u>CAPITAL OUTLAY EXPENSE</u>								
1	8299-99	INFORMATION TECHNOLOGY - CAPITAL OUTLAY	0	0	0	0	0	
		TOTAL:	0	0	0	0	0	
GRAND TOTAL EXPENSES for DEPT. 6:			29,618	39,046	50,505	0	50,505	0%

CAPITAL REPLACEMENT (pg. 1 of 2)			Actuals FY 2018/19	Actuals FY 2019/20	Approved Budget FY 20/21	January 2021 Amend (+/-)	Proposed Amended Budget FY 20/21	NOTES:
CONSTRUCTION:	0-5540				20,000	13,000	33,000	*Carry over from FY 19/20 due to restrictions of COVID-19
		TOTAL:		0	20,000	13,000	33,000	
EQUIPMENT: COMPUTERS and OFFICE:	0-5550-01							
		TOTAL:						
EQUIPMENT: FURNITURE:	0-5550-11							
		TOTAL:						
EQUIPMENT: LAB/CHICKEN COOPS								
		TOTAL:						

CAPITAL REPLACEMENT (continued, pg. 2 of 2)		Actuals FY 2018/19	Actuals FY 2019/20	Approved Budget FY 20/21	January 2021 Amend (+/-)	Proposed Amended Budget FY 20/21	NOTES:
EQUIPMENT: COMMUNICATIONS							
TOTAL:				0			
EQUIPMENT: VEHICLES: 0-5550-41							
0-5550-41	3/4 Ton Trucks (purchase 7) & 1 Van			327,000	0	327,000	** (7) 3/4 Ton Trucks & 1 Van
0-5550-41	1/2 ton truck (multipurpose/use vehicle)		0	42,000	0	42,000	(1) 1/2 Ton Truck (multipurpose vehicle)
TOTAL:			0	369,000	0	369,000	
EQUIPMENT: EDUCATION / PUBLIC RELATIONS							
TOTAL:							**NOTE: 2 trucks and 1 van over from FY 19/20
TOTAL FOR EQUIPMENT 0-5550:							
EQUIPMENT: OFF ROAD and TRAILERS: 0-5551-01							
0-5551-01	ARGOS (purchase 2)			42,352	0	42,352	W/O Tracks on ARGOS
TOTAL:				42,352	0	42,352	
EQUIPMENT: TOOLS - MANUAL							
TOTAL:							
EQUIPMENT: TOOLS - FIELD APPLICATION EQUIPMENT							
0-5551-21	Guardian 95G4 Fogger			8,300	0	8,300	
0-5551-21	Pro Mist Dura Fogger			18,500	0	18,500	
0-5551-21	A1 Super Duty Mist Blower			17,700	0	17,700	
0-5551-21	Unmanned Aerial System			24,000	-24,000	0	Purchase a base/starter UAS
TOTAL:				68,500	-24,000	44,500	Add \$4K to Ops Budget
TOTAL FOR OTHER EQUIPMENT 0-5551:							
GRAND TOTAL for CAPITAL REPLACEMENT:		59,060	203,420	499,852	-11,000	488,852	-2.20%

DISTRICT CAPITAL REPLACEMENT FUND #80668831

Balance of Capital Fund FYE 6/30/20	2,000,000	without interest earned for FY 19/20
*MRG ALTERNATIVE #2	337,200	scheduled contribution to Capital Fund
MRG STRATEGY	-1,000,000	Payment to OPEB Trust
	<u>\$1,337,200</u>	

Planned Capital Items FY 20/21

3/4 Ton Trucks (purchase 5)	210,000	
2 3/4 Ton Trucks and 1 Van	117,000	**Carried Over from FY 19/20 due to purchasing constraints related to
1/2 ton truck (multipurpose/use vehicle)	42,000	COVID-19
Storage Shed Construction	20,000	
ARGOS (purchase 2)	42,352	
Guardian 95G4 Fogger	8,300	
Pro Mist Dura Fogger	18,500	
A1 Super Duty Mist Blower	17,700	
Unmanned Aerial System	24,000	
	<u>\$499,852</u>	

Available Balance in Capital Fund	1,337,200	
Planned Purchases from Capital Fund	-499,852	
Balance in Capital Fund	<u>\$837,348</u>	Does not include interest posted from FY 19/20

Amended Budget FY 20/21		
Decrease Unmanned Aerial System	-24,000	Added \$4,000 to Ops budget to purchase UAS
Increase Storage Shed Project	13,000	
Net Change to Capital Outlay	<u>-11,000</u>	
Total Capital Outlay Amended	488,852	

*Following MRG Scheduled payment of \$337,200 to Capital regardless of amended Capital Budget

RESOLUTION 2020/21-06

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
MARIN/SONOMA MOSQUITO & VECTOR CONTROL DISTRICT
REQUESTING MEMBERSHIP IN THE
MARIN COUNTY SPECIAL DISTRICTS ASSOCIATION**

WHEREAS, the Marin/Sonoma Mosquito & Vector Control District is one of 30 independent special districts and 23 dependent special districts in the County of Marin that represent the public interest in many common areas of local government service and concern; and

WHEREAS, coordination, cooperation, and the sharing of information amongst the districts benefit all of the agencies; and

WHEREAS, the Marin County Special Districts Association has been newly re-established after a long hiatus and accepted as a chapter of the California Special Districts Association; and

WHEREAS, the Marin County Special Districts Association bylaws state that its objectives shall be:

- A. To provide a local forum for member districts to discuss and consider issues of importance to special districts.
- B. To establish a communication network among member districts, other chapters, and other local governmental agencies.
- C. To carry out workshops, educational seminars and programs of mutual interest and benefits to member districts.
- D. To make recommendations regarding policy, programs, services and legislation to the Officers of the California Special Districts Association.
- E. To inform the public about the purpose and benefits of local special district government.
- F. To carry out joint studies which benefit the special districts in the Chapter.
- G. To serve as a forum for LAFCo Special District Selection Committee; and

WHEREAS, the Marin/Sonoma Mosquito & Vector Control District believes membership in the Marin County Special Districts Association would benefit its constituents.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Marin/Sonoma Mosquito & Vector Control District, requests membership in the Marin County Special Districts Association.

PASSED AND ADOPTED at a regular meeting of the Board of Trustees of the Marin/Sonoma Mosquito & Vector Control District held on January 20, 2021, by the following vote:

	Yes	No	Abstain	Absent
Bruce Ackerman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cathy Benediktsson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gail Bloom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tamara Davis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Art Deicke	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Julia Ettlin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laurie Gallian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan Hootkins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ranjiv Khush	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shaun McCaffery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matthew Naythons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carol Pigoni	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monique Predovich	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
Richard Snyder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Thompson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Witt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pamela Harlem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vote Totals:				

ATTEST:

APPROVED:

 Laurie Gallian
 Secretary, Board of Trustees

 Pamela Harlem
 President, Board of Trustees

Manager's Report

- Construction is under way on the new storage shed located behind the vehicle storage building. Bruce Ohlinger, our Source Reduction Specialist is taking the lead on this winter project. The new facility features a concrete ramp to allow forklift access and a mezzanine floor to increase storage space.
- As of January 12th, 2021, the balance in the District's OPEB trust fund at CalPERS CERBT has increased to \$6,531,413. Not reflected in this balance is a large quarterly check that we issued recently. Presently all our funds are invested in the Strategy 1 asset allocation (the most aggressive) because CERBT has not yet made available the option to invest simultaneously in more than one portfolio. However, Strategy 1 yielded 11.89% over the last year, and 13% fiscal year to date, with \$11.1 billion in total assets.
- Nizza Sequeira has taken over the project to digitize the Board minutes & agendas dating back to the 1920's & is making good progress turning the fragile paper into searchable pdf format.
- The annual conference of the Mosquito & Vector Control Association of California (February 1st – 3rd) begins soon. Assistant Manager Hawk and Trustee Thompson are both presenters at this online event.
- The Board President advises that the Executive Committee plans to meet in February. The Board's next meeting is slated for Wednesday March 10, 2021.
- The District's first Unmanned Aerial System/Vehicle (drone) has arrived. Before we can fly this DJI Mavic 2 Zoom unit, we must obtain a Certificate of Authorization from the FAA and receive our individual Remote Pilot Certificates under the Code of Federal Regulations, Part 107. I am drafting a UAS Program & Policy for the Board's consideration at a future meeting.
- Cal/OSHA continues to release periodic regulatory changes that necessitate my making changes to, and re-issuing the District's COVID-19 Prevention Plan. District staff have adapted well and stepped up admirably to meet the challenging circumstances posed by the pandemic, especially during this winter period when many field staff return to our headquarters facilities to conduct numerous and varied maintenance projects. Staff are also catching up on fulfilling their continuing education requirements.
- Work continues on the seven-district partnership project to prepare an addendum to the District's Programmatic Environmental Impact Report. Progress slowed around the holidays as the consultant took extended leave, but work has now resumed. The ball is in the group of seven districts' court to prepare descriptions of how we plan to use some newer mosquito control materials and processes.
- Recruitment is open until January 29 for the Shop/Facilities Assistant job, following Rob McGovern's promotion to the Mechanic/Facilities Manager position.

- Marin County Employees Retirement Association recently completed a three-year retrospective experience study, assessing many factors that affect pension contribution rates. The phased-in projected rates will rise initially by 1.29% , then by 1.78% in year 3.

Assistant Manager's Report

- Laboratory staff are currently testing tick specimens collected in 2020 for *Borrelia burgdorferi* (the causative agent of Lyme disease) and *Borrelia miyamotoi* (a bacterium that can cause a relapsing fever-type illness). When testing is completed a 2020 surveillance report will be generated. Field collection of ticks for the 2021 season is underway.
- The Scientific Programs Manager has done excellent work on learning an analytics computer program (Tableau) and utilizing it to better organize and summarize the field and laboratory data recorded by the District.
- With recent king tides, tidal marshes have flooded and *Aedes squamiger* mosquitoes (California salt marsh mosquito) have started to hatch. This species is capable of flying impressive distances and is very aggressive in the adult stage. Field staff are monitoring the hatches in each marsh and agricultural setting carefully and planning for future larvicide treatment.
- We are doing excellent work in the shop. Two recently acquired Argo amphibious ATVs are being set up for service in the field, including larvicide applications. Some changes have been made from previous designs relative to setting up the units, which should result in increased efficiencies.
- The District's Rodent Control Specialist, Nick Picinich, has retired effective 12/31/20. Nick was part of the District's team for 15 years and 8 months. Nick is well known by many Marin and Sonoma County residents and agencies for his expertise and excellent service. He will be missed!
- The District is monitoring several wetland restoration and storm water management projects. An example, is a large seasonal wetland and tidal marsh restoration project on California State Coastal Conservancy lands adjacent to Bel Marin Keys in Marin. This site has a long history of mosquito production. District staff continues to work collaboratively with the Coastal Conservancy.
- District staff will be attending (virtually) and participating in the annual Mosquito and Vector Control Association of California (MVCAC) Conference that will be held from February 1 through February 3, 2021.
- I am currently working collaboratively with staff from the Sonoma County Environmental Health Department on an egregious rat infestation and hoarding issue in El Verano, Sonoma County.