

# Marin/Sonoma Mosquito & Vector Control District

Board of Trustees  
595 Helman Lane  
Cotati, CA 94931

July 10, 2019

## MINUTES

1. **CALL TO ORDER**

President McCaffery called the meeting to order at 7:03 pm.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

**Members present:**

Ackerman, Bruce  
Bloom, Gail  
Davis, Tamara  
Deicke, Art  
Gallian, Laurie  
Giovanatto, Carol  
Glass, Una

Hootkins, Susan  
Kinser, Alannah  
Sagues, Paul  
Schulze, Ed  
Thompson, Michael  
Witt, David  
McCaffery, Shaun

**Members absent:**

Blair, Ken  
Harlem, Pamela  
Khush, Ranjiv  
Naythons, Matthew  
Rowland Jr., Herb  
Snyder, Richard

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

**Others present:**

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

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

4. **PUBLIC TIME**  
No public comment.

5. **CONSENT CALENDAR**

A. **CHANGES TO AGENDA/APPROVAL OF AGENDA**

B. **MINUTES** – Minutes of the Board Meeting held June 12, 2019.

C. **FINANCIAL**

Warrants – June 2019

June Payroll: \$202,188.03

June Expenditures: \$694,333.28

Total: \$896,521.31

D. **ENDING ACCOUNT BALANCES:**

Operating Fund: \$9,926,621.68

E. **4<sup>th</sup> QUARTER FINANCIAL STATEMENT FOR FY 2018/19**

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

*Motion passed with:*

***Ayes:** Trustee Ackerman, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Gallian, Trustee Giovanatto, Trustee Glass, Trustee Hootkins, Trustee Kinser, Trustee Sagues, Trustee Schulze, Trustee Thompson, Trustee Witt and Trustee McCaffery*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee Blair, Trustee Harlem, Trustee Khush, Trustee Naythons, Trustee Rowland and Trustee Snyder*

6. **NEW BUSINESS**

A. \* **Potential Revenue Measure: Request for Direction to Staff**

Manager Smith explained that the District had been moving forward with preparations geared towards a Proposition 218 assessment balloting in September 2019. He noted that the current fiscal year budget contained allocations to cover the cost of conducting all aspects of the revenue measure. In recent months, the Budget Committee worked with staff to conduct a detailed review of the financial outcomes of the most recent fiscal years, including the recent draft results for fiscal year 2018-19. They found that the robust economy and other factors have improved the District's recent financial picture, which contrasts with the less optimistic outcomes projected in recent financial forecasts. In June, the Executive Committee and Fiscal Strategies Committees met to discuss the situation, and after considering the total financial picture, they recommended that the Board defer implementation of a

measure seeking additional financial support. However, as noted in the committee and staff report, it was also recommended that the District continue to conduct robust outreach efforts and dialogue with the community about important vector issues.

President McCaffery elaborated on the points made by Manager Smith. He added that the reasons the committee has decided not to go forward with the assessment are as follows:

- The economy has been better than expected; real estate values have increased substantially since 2013 and more parcels have been built, thus increasing the amount of property tax revenue.
- The District has done a great job of saving money. Staff has been diligent about completing tasks at work with unfilled positions, using less materials and conserving financial resources.
- The District's former method of estimating its annual revenues created a tendency to underestimate revenue.

Due to the reasons listed above the District has consistently ended recent fiscal years with surpluses rather than the expected deficits. A revenue measure would eventually be needed in the future, although the focus at this point should be on outreach, and seeking community input.

Trustee Giovanatto explained that President McCaffery exactly captured the outcome from the committee meeting. She felt it is important that the entire Board feels comfortable with moving forward with a revenue measure when one is proposed. The committees recognized the need for more refinement of the forecasts and budgeting practices before they consider seeking additional financial support. With the revised revenue forecasting method in place along with the other changes such as hiring additional staff due to increased workloads, and estimating spending more accurately, these modifications will provide more accurate budget forecasts and fiscal outcomes.

Trustee Schulze noted the District's increasing workload and suggested studying the feasibility of adding additional staff. He also recommended ensuring that wages for seasonal staff are competitive with other local employers.

President McCaffery and Manager Smith addressed several comments and questions from Board members.

Public Time: Vector Control Technician Chris Mohrman, expressed his support for pursuing an assessment, stating that the District needs to hire more staff due to the District's workload expanding and growing exponentially. He felt that the need is evident.

*It was M/S Trustee Gallian/Trustee Giovanatto to direct staff to make the following modifications to the project:*

- a. Continue enhanced outreach and education efforts to raise awareness of the District's mission and operations*
- b. Suspend preparations specific to a revenue measure in fall 2019*

- c. *Terminate the current agreements with SCI Consulting and Lew Edwards Group effective July 30, 2019*
- d. *Make the following changes to the budget for Fiscal Year 2019-20*
  - i. *Reduce line item 1-8180-15 (Lew Edwards Group) by \$15,000*
  - ii. *Reduce line item 1-8230-15 (Specialized Community Outreach) by \$15,000*
  - iii. *Reduce line item 1-8230-80 (Overlay Assessment) by \$268,840*
  - iv. *Reduce line item 5-8241-63 (Assessment Information Mailers) by \$50,000*

*Motion passed with a roll call vote:*

***Ayes:*** *Trustee Ackerman, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Gallian, Trustee Giovanatto, Trustee Glass, Trustee Hootkins, Trustee Kinser, Trustee Sagues, Trustee Schulze, Trustee Thompson, Trustee Witt and Trustee McCaffery*

***No:*** *(none)*

***Abstain:*** *(none)*

***Absent:*** *Trustee Blair, Trustee Harlem, Trustee Khush, Trustee Naythons, Trustee Rowland and Trustee Snyder*

**B. Formation of Memorandum of Understanding (MOU) Committee**

President McCaffery explained that the current MOU with the District's represented employees is due to expire on June 30, 2020. In keeping with the procedures specified in the Board Policy Manual section 5000, President McCaffery made the following recommendations for membership of this ad hoc committee:

1. Past President – Trustee Rowland
2. Trustee(s) from prior MOU Committee – President McCaffery and Trustee Gallian
3. Trustees from the Budget Committee – Trustee Bloom & Trustee Khush
4. Two Trustees to be chosen by the Board - Trustee Sagues and Trustee Hootkins

*It was M/S Trustee McCaffery/Trustee Davis to appoint the members of the MOU Committee listed above:*

*Motion passed with:*

***Ayes:*** *Trustee Ackerman, Trustee Bloom, Trustee Davis, Trustee Gallian, Trustee Giovanatto, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee Kinser, Trustee Naythons, Trustee Rowland, Trustee Sagues, Trustee Schulze, Trustee Snyder, Trustee Thompson and Trustee McCaffery*

***No:*** *(none)*

***Abstain:*** *(none)*

***Absent:*** *Trustee Blair, Trustee Deicke, Trustee Glass and Trustee Witt*

- C. Mosquito Source Reduction Activities**  
Briefing and Presentation by Karl Malamud-Roam Ph.D.

*This item was moved to be discussed after Open Time for Board or Staff Comments, Item 11.*

**7. COMMITTEE & STAFF REPORTS**

**A. Legislative Committee**

Committee Chair Tamara Davis noted that Assembly Bill 320 (Quirk), which is the California Vector-Borne Disease Surveillance System, was approved by the Health Committee and has been referred to the Education Committee and subsequently the Appropriations Committee for consideration.

**8. MANAGER'S REPORT**

Manager Smith verbally provided a few minor additions to his written report: The heating and ventilation system that serves the main office building is running on only one of the two installed air-cooled chiller units. This is due to the failure of one of the units, which requires complete replacement due to repair being uneconomic. A bid packet including specifications for the work was issued to several qualified local contractors and proposals were due August 2. There is some urgency to complete the work as failure of the second unit would render the cooling and ventilation system completely inoperative.

Manager Smith informed the Board that copies were available of the recently printed four-page newspaper insert. *(Manager and Assistant Manger's reports were included in the July Board packet)*

**9. WRITTEN COMMUNICATIONS**

Manager Smith summarized the content of a subordination request issued by the City of Novato's Redevelopment Agency successor. Staff reviewed the document with General Counsel and determined that it was acceptable to sign the request, as doing so would have no effect on the District's finances.

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

Trustee Gallian noted that she appreciated the content of the four-page newspaper insert. She felt that if we continue outreach with community events, the Open House and newspaper inserts, just to name a few, it will surely bring more awareness of the District, its activities and mission.

*Taken out of sequence*

**6. NEW BUSINESS**


**C. Mosquito Source Reduction Activities: Karl Malamud-Roam Ph.D.**


This presentation focused on mosquito source reduction activities, particularly in tidal marsh areas. Key points included the increased human population near existing and planned wetland areas, fewer effective control tools, as well as

new types of mosquitoes and pathogens. Dr. Malamud-Roam also provided an overview of wetlands restoration efforts and the increasingly complex regulatory environment in the nine-county Bay Area.

12. **ADJOURNMENT**

There being no further business to come before the Board, President McCaffery adjourned the meeting at 9:06 pm.

  
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District Representative  
MSMVCD

  
\_\_\_\_\_  
Trustee  
MSMVCD Board of Trustees

11-13-2019  
Date of Approval

11-13-2019  
Date of Approval