

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

BOARD MEETING AGENDA

DATE: February 13, 2019
TIME: 7:00 PM
LOCATION: District Headquarters
595 Helman Lane
Cotati, Ca 94931

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

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL** (*13 members must be present for a quorum*)

Bruce Ackerman, Fairfax	Ranjiv Khush, San Anselmo
Ken Blair, Windsor	Alannah Kinser, Tiburon
Gail Bloom, Larkspur	Matthew Naythons, Sausalito
Tamara Davis, Sonoma Co. at Large	Herb Rowland, Jr., Novato
Art Deicke, Santa Rosa	Paul Sagues, Ross (<i>First V.P.</i>)
Laurie Gallian, Sonoma	Ed Schulze, Marin Co. at Large
Carol Giovanatto, Cloverdale (<i>Second V.P.</i>)	Richard Snyder, Belvedere
Una Glass, Sebastopol	David Witt, Mill Valley
Pamela Harlem, San Rafael (<i>Secretary</i>)	Shaun McCaffery, Healdsburg (<i>President</i>)
Susan Hootkins, Petaluma	

Open Seats:

Corte Madera, Cotati, Rohnert Park, one Marin Co. at Large and one Sonoma Co. at Large

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.

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 January 9, 2019.

C.* FINANCIAL

Warrants – January 2019

January Payroll: \$176,980.73

January Expenditures: \$336,676.63

Total: \$513,657.36

ACTION NEEDED

INFORMATION ENCLOSED

D. ENDING ACCOUNT BALANCES:

Operating Fund: \$11,099,809.75

6. **NEW BUSINESS**

A. Reports from Staff and Trustees who attended the 2019 Mosquito Vector Control Association of California (MVCAC) Annual Conference

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

- B.* Proposed Amendment to Deferred Compensation Plan Administered by Virginia Bria & Associates, Resolution 2018/19-02**
Staff report: See enclosed.

ACTION NEEDED

RECOMMENDED ACTION: Approve Resolution 2018/19-02 adopting Amendment No. 1 to the Marin/Sonoma Mosquito & Vector Control District Employees' Bria/Nationwide 457 Plan ("Amendment No. 1")

INFORMATION ENCLOSED

C. Workshop with Brent Ives of BHI Consulting

In this four-part interactive series, the fourth of which will be held tonight, Mr. Ives will present on various topics that are collectively required for the District to apply for the California Special District Association's (CSDA) District of Distinction award. This accreditation program enables special districts to demonstrate to their communities, the media and legislators their commitment to operating in a sound and responsible manner. Applying for the prestigious designation as a District of Distinction entails, among other requirements, submitting financial audits, policies and procedures and proof of training received by Trustees and executive staff.

Mr. Ives will speak on various topics drawn from CSDA's approved curriculum, including material from "Governance Foundations," "Board Member Best Practices," "Communication Protocols for Board & Staff" and "Who Does What?"

7. COMMITTEE & STAFF REPORTS

- A. Legislative Committee**
Report by Chair Tamara Davis

8.* MANAGER'S REPORT

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

FOR THE HEALTH AND COMFORT OF ALL, PLEASE REFRAIN FROM WEARING FRAGRANCES AND SCENTED PRODUCTS TO THIS AND ALL MOSQUITO AND VECTOR CONTROL BOARD MEETINGS.

Marin/Sonoma Mosquito & Vector Control District

Board of Trustees
595 Helman Lane
Cotati, CA 94931

January 9, 2019

MINUTES

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Members present:

Bloom, Gail

Davis, Tamara

DeMatteo, Dustin

Gallian, Laurie

Giovanatto, Carol

Harlem, Pamela

Khush, Ranjiv

Kinser, Alannah

McCaffery, Shaun

Sagues, Paul

Schulze, Ed

Witt, David

Rowland Jr., Herb

Members absent:

Ackerman, Bruce

Blair, Ken

Deicke, Art

Glass, Una

Hootkins, Susan

Naythons, Matthew

Snyder, Richard

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

Others present:

Phil Smith, District Manager

Dawn Williams, Confidential Administrative Assistant

Jennifer Crayne, Finance Manager

Janet Coleson, General Counsel

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

4. **PUBLIC TIME**
No public present.

5. **CONSENT CALENDAR**

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

B. **MINUTES** – Minutes for Board Meeting held December 12, 2018.

C. **FINANCIAL**

Warrants – December 2018

December Payroll: \$185,321.94

December Expenditures: \$307,013.80

Total: \$492,335.74

D. **ENDING ACCOUNT BALANCES:**

Operating Fund: \$9,738,158.33

E. **2nd QUARTER FINANCIAL STATEMENT FOR FY 2018/19**

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

Motion passed with:

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

***No:** (none)*

***Abstain:** (none)*

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

6. **NEW BUSINESS**

A. **2019 Trustee election nominations and Election of Officers**

The following list of recommendations for Board Officer positions was submitted by the Nominating Committee at the December 12, 2018 Board meeting.

President – Shaun McCaffery

1st Vice-President – Paul Sagues

2nd Vice-President – Carol Giovanatto

Secretary – Pamela Harlem

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

Motion passed with:

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

No: (none)

Abstain: (none)

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

Trustee McCaffery thanked outgoing President Herb Rowland for his leadership and hard work.

B. Passing of the Gavel

Manager Phil Smith presented outgoing President Rowland with this award and expressed gratitude to him for his leadership and guidance as President during 2018.

C. Committee Assignments

President Shaun McCaffery informed the Board of the proposed committee assignments for 2019. Listed below are the changes from the 2018 committee membership roster:

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

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

Motion passed with:

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

No: (none)

Abstain: (none)

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

D. Approve Signature Card for District Bank Account

Manager Smith explained that the signature card lists the authorized signers for the District's Bank of America account and it is a routine procedure to update the card when the Board officers change.

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

Motion passed with:

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

No: (none)

Abstain: (none)

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

E. Public Relations Update

Nizza Sequeira, Public Relations Director gave a presentation focusing on the ways the District provides public outreach in Marin and Sonoma Counties. The many different options that are used include bus ads, radio spots, community events and social media posts. Ms. Sequeira provided statistics showing views, impressions and other measures of effectiveness of the advertising and outreach efforts. She also reminded the Board of the upcoming Open House, which will be a major undertaking. These events have been an excellent way for the public to become familiar with the District and its employees on a more personal level. The last Open House, held for the District's Centenary in 2015 drew record attendance.

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

Brent Ives presented the third workshop in the series of the four training sessions required as part of the process of qualifying the District to apply for the California Special Districts Association's (CSDA) "District of Distinction" award. Mr. Ives indicated that the goal of this Leadership Academy is to provide special district board members with the knowledge and skills to enable them to better understand their role in the District and function well as effective members of the governance team. The titles of the topics covered in this third session were as follows:

The Importance and Necessity of Board Teamwork & Board Communications

❖ **Effective Trustees**

• **Maintain Trust**

- ◆ Be good to your word.
- ◆ Effective board members always keep confidential matters confidential.

❖ **Five Success of a Team**

• **Celebrate Results**

- ◆ This encourages setting goals and targets for the good of the team
- ◆ Attracts team-oriented employees

• **Promote Accountability**

- ◆ Unifies team members with a common standard of performance
- ◆ Allows leaders to focus on leading the team
- ◆ Encourages excellence

- Encourage Commitment
 - ◆ Reinforces decisions
 - ◆ Creates an atmosphere of dependability
 - ◆ Sets clear goals and priorities
- Value Conflict
 - ◆ Realize that conflict is healthy and help facilitate a resolution
 - ◆ Create an environment where back-channel politics and personal attacks will not survive
 - ◆ Effectively manage behaviors of team members that hurt the team
- Create Trust
 - ◆ Can safely share weaknesses and mistakes with one another
 - ◆ Builds faith in others' intentions and aptitudes
 - ◆ Instills confidence, encourages risk taking
- ❖ **Effective Directors**
 - Effective Board members are prepared
 - ◆ Do their homework
 - ◆ Work hard; and
 - ◆ Commit the time and energy required to be effective
 - Treat others with openness and respect, especially those one disagrees with
 - Remember that communication is both verbal and (mostly) nonverbal
 - ◆ Be attentive when others are talking
 - ◆ Show interest
 - ◆ Be aware of your body language
 - Critical to Institutionalize Unity of Purpose
 The way to institutionalize unity of purpose is to agree on how your Board team will work together. These agreements can be in the form of:
 - ◆ Policies
 - ◆ Core belief statements;
 - ◆ Credos; or
 - ◆ Norms
 - Maintain Trust Through Communication
 - ◆ Effective board members always communicate with respect
 - ◆ The most important word in management is Clarity in and of:
 - Expectations
 - Direction
 - Understanding
 - Performance
 - Results
 - Critical Communication Areas
 - ◆ Board to Staff
 - ◆ Staff to Board
 - ◆ Board to Manager
 - ◆ Manager to Board

- ◆ Communicating with the Public
- ◆ Communicating District Direction
- ◆ Communications policy and protocols
- **Communications**
 - ◆ Clearly one of the huge areas of organizational vulnerability.
 - ◆ There are several area where poor communications can cause your District “expensive, unproductive, inefficient trouble.”
 - ◆ There is plenty for all involved to do to improve communications.
 - ◆ Poor communications will not self-heal if they are left to evolve on their own or not attended to
 - ◆ It has been said, “If you do what you’ve always done, you’ll get what you always got”!

7. COMMITTEE & STAFF REPORTS

A. Executive Committee

President Shaun McCaffery stated the Executive Committee had not met since the Board’s prior meeting so there is nothing to report.

B. Fiscal Strategies Committee

Chair Carol Giovanatto explained that the Fiscal Strategies Committee met via teleconference on December 18 to review the draft of the public opinion survey instrument. The committee, consultants and District staff in attendance carried out a thorough review of the intent of the questions, the reasoning behind the questions and the potential outcomes anticipated. Several sections of the survey are intended to capture knowledge of: different functions, preferences regarding different tax or assessment mechanisms, feelings related to government agencies, publicity about the District whether positive and/or negative, and demographic information. The survey envisions an 800-participant sample size with an estimated 20 minutes to complete each interview. The survey will be distributed by either text message or email and then followed up by telephone. The District has established an email account especially for the survey distribution but the replies will automatically be sent directly to the research firm. Overall, the meeting was very focused and interactive. The remaining steps before the survey can start were to establish the final “per parcel” rates to be tested and for staff to deal with some minor legal and technical issues.

C. Legislative Committee

Chair Tamara Davis indicated that she, Trustee Schulze, Manager Smith had met with Senator Bill Dodd and Assemblymember Jim Wood in December. The purpose was to inform them of the District’s varied activities and its worrisome financial forecasts against the background of increasing workloads. The District delegation also let legislators know how the Sonoma Complex fires had affected the District operationally and financially, exacerbated by the denial of FEMA assistance.

8. **MANAGER'S REPORT**

Manager Smith explained that in the interest of time he would answer any questions pertaining to the written report. (*Manager and Assistant Manger's reports were included in the January Board packet*)

9. **WRITTEN COMMUNICATIONS**

Former Trustee Terry Pebbles had sent in written correspondence giving notice of his resignation, effective December 31, 2018.

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

Nick Picinich, Rodent Control Specialist thanked the Board for its recent action of adding the option for to participate in the CalPERS 457(b) deferred compensation plan for retirement savings. Mr. Picinich explained that he was frustrated upon discovering that at present he is unable to transfer his own funds from the existing Nationwide 457(b) plan to the CalPERS plan. This was due to the lack of a provision in the Nationwide plan allowing transfer of assets out of that plan, absent a qualifying event such as retirement. He asked the board if they could help in some way.

Dawn Williams, Administrative Assistant echoed similar views to Mr. Picinich's, explaining that she felt the Boards' approval of adding the CALPERS was excellent as it allowed employees to have an additional retirement savings option. The disappointing piece was finding that employees are unable to transfer their money over to another plan. She asked the board if they could help. Manager Smith stated that this matter could be brought to the Board for discussion at a future meeting.

Trustee Schulze stated that he was advised by the Plant Manager of the North Marin Water District (NMWD) that they plan to increase the size of their flood plan, which Trustee Schulze was concerned could cause an increase in mosquito production. Manager Smith stated that staff would look into this matter and report their findings to the Board.

11. **ADJOURNMENT**

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

District Representative
MSMVCD

Date of Approval

Trustee
MSMVCD Board of Trustees

Date of Approval

Payroll Summary 1/1-1/15/19
Marin Sonoma Mosquito & Vector Control District

Pay Frequency: Semimonthly

Check Date	Name	Hours	Total Paid	Net Pay	Check No
Department: 1 - Administration					
1/15/2019	Crayne, Jennifer M	86.67	4,826.05	2,780.23	DD
1/15/2019	Crayne, Jennifer M	0	28.5	27.79	DD
1/15/2019	Delsid, Paula A	86.67	2,053.56	1,419.93	DD
1/15/2019	Smith, Philip D	86.67	8,072.01	5,325.40	DD
1/15/2019	Smith, Philip D	0	332.57	324.43	DD
1/15/2019	Williams, Dawn A	86.67	2,771.53	1,902.55	DD
Department Totals: 1 - Administration		346.68	\$18,084.22	\$11,780.33	
Total Net Pays for 1 - Administration: 6					

Department: 2 - Lab					
1/15/2019	Brooks, Sarah M	86.67	4,756.02	3,033.01	DD
1/15/2019	Holt, Kristen A	86.67	4,529.03	2,866.16	DD
1/15/2019	Liebman, Kelly A	86.67	4,476.51	2,941.46	DD
Department Totals: 2 - Lab		260.01	\$13,761.56	\$8,840.63	
Total Net Pays for 2 - Lab: 3					

Department: 3 - Operations					
1/15/2019	Beardsley, Kevin G	86.67	3,915.58	1,981.02	DD
1/15/2019	Beck, David G	86.67	3,819.55	2,607.08	DD
1/15/2019	Cole, Michael S	86.67	4,420.52	2,555.76	DD
1/15/2019	Cole, Michael S	0	471.66	428.78	DD
1/15/2019	Hawk, Erik T	86.67	6,304.03	3,803.03	DD
1/15/2019	Leslie, Daniel W	86.67	4,004.07	2,873.03	DD
1/15/2019	Miller, Steven L	86.67	3,839.05	2,454.91	DD
1/15/2019	Mohrman Jr, John C	86.67	3,916.01	2,598.06	DD
1/15/2019	Morton, Robert D	86.67	4,006.06	2,561.99	DD
1/15/2019	Nadale, Marc A	86.67	4,125.06	2,521.35	DD
1/15/2019	Newman, Jared K	86.67	3,326.57	2,108.41	DD
1/15/2019	Ohlinger, Bruce R	86.67	4,216.58	2,024.67	DD
1/15/2019	Petersen, Jeffery R	86.67	3,916.53	2,603.98	DD
1/15/2019	Peterson, Kasey L	86.67	3,489.51	2,088.51	DD
1/15/2019	Peterson, Kasey L	0	28.5	27.8	DD
1/15/2019	Picnich, Nick A	86.67	3,896.51	2,109.45	DD
1/15/2019	Reed, Nathen C	86.67	4,138.58	3,044.74	DD
1/15/2019	Russo Jr, Anthony J	86.67	4,006.06	2,671.83	DD
1/15/2019	Sequeira, Jason A	86.67	4,754.54	2,943.90	DD
1/15/2019	Smith, James L	86.67	3,326.57	2,294.50	DD
1/15/2019	Tescalco, Joseph A	86.67	3,896.51	1,652.39	DD
1/15/2019	Thomas-Nett, Teresa A	86.67	3,916.01	2,326.64	DD
1/15/2019	Tyner, Keith W	86.67	3,326.57	2,449.08	DD
1/15/2019	Wells, Michael L	86.67	4,006.06	2,824.89	DD
Department Totals: 3 - Operations		1,906.74	\$89,066.69	\$55,555.80	
Total Net Pays for 3 - Operations: 24					

Check Date	Name	Hours	Total Paid	Net Pay	Check No
Department: 4 - Shop					
1/15/2019	Delucchi, Steven A	86.67	5,049.05	3,196.76	DD
1/15/2019	McGovern, Robert A	86.67	4,010.57	2,923.39	DD
Department Totals: 4 - Shop		173.34	\$9,059.62	\$6,120.15	
Total Net Pays for 4 - Shop: 2					
Department: 5 - Public Education					
1/15/2019	Engh, Eric S	86.67	4,241.54	2,767.12	DD
1/15/2019	Sequeira, Nizza N	86.67	4,539.08	2,921.91	DD
Department Totals: 5 - Public Education		173.34	\$8,780.62	\$5,689.03	
Total Net Pays for 5 - Public Education: 2					
Pay Frequency Totals: Semimonthly		2,860.11	\$138,752.71	\$87,985.94	
Total Net Pays for Semimonthly frequency: 37					
Company Totals:		2,860.11	\$138,752.71	\$87,985.94	
Total Net Pays for Company: 37					

Payroll Summary 1/16-1/31/19
Marin Sonoma Mosquito & Vector Control District

Pay Frequency: Semimonthly

Check Date	Name	Hours	Total Paid	Tax Withheld	Deductions	Net Pay	Check No
Department: 1 - Administration							
1/31/2019	Crayne, Jennifer M	86.67	4,826.05	985.16	1,060.66	2,780.23	DD
1/31/2019	Crayne, Jennifer M	0	28.5	0.69	0	27.81	DD
1/31/2019	Delsid, Paula A	67.41	1,597.21	166.14	324.08	1,106.99	DD
1/31/2019	Smith, Philip D	86.67	8,072.01	1,448.55	1,365.82	5,257.64	DD
1/31/2019	Smith, Philip D	0	332.57	8.15	0	324.42	DD
1/31/2019	Williams, Dawn A	86.67	2,771.53	230.23	638.73	1,902.57	DD
Department Totals: 1 -		327.42	\$17,627.87	\$2,838.92	\$3,389.29	\$11,399.66	
Total Net Pays for 1 - Administration: 6							

Department: 2 - Lab							
1/31/2019	Brooks, Sarah M	86.67	4,756.02	518.42	1,204.58	3,033.02	DD
1/31/2019	Holt, Kristen A	86.67	4,529.03	756.61	906.26	2,866.16	DD
1/31/2019	Liebman, Kelly A	86.67	4,476.51	855.64	679.43	2,941.44	DD
Department Totals: 2 - Lab		260.01	\$13,761.56	\$2,130.67	\$2,790.27	\$8,840.62	
Total Net Pays for 2 - Lab: 3							

Department: 3 - Operations							
1/31/2019	Beardsley, Kevin G	86.67	3,915.58	447.75	1,528.60	1,939.23	DD
1/31/2019	Beck, David G	86.67	3,819.55	443.86	768.62	2,607.07	DD
1/31/2019	Cole, Michael S	86.67	4,420.52	901.26	958.21	2,561.05	DD
1/31/2019	Cole, Michael S	0	1,336.69	194.33	0	1,142.36	DD
1/31/2019	Hawk, Erik T	86.67	6,304.03	1,407.52	1,093.47	3,803.04	DD
1/31/2019	Leslie, Daniel W	86.67	4,004.07	465.5	665.54	2,873.03	DD
1/31/2019	Miller, Steven L	86.67	3,839.05	688.65	695.47	2,454.93	DD
1/31/2019	Mohrman Jr, John C	86.67	3,916.01	484.21	833.74	2,598.06	DD
1/31/2019	Morton, Robert D	86.67	4,006.06	464.94	1,019.83	2,521.29	DD
1/31/2019	Nadale, Marc A	86.67	4,125.06	505.28	1,139.15	2,480.63	DD
1/31/2019	Newman, Jared K	86.67	3,326.57	561.76	656.39	2,108.42	DD
1/31/2019	Ohlinger, Bruce R	86.67	4,216.58	815.08	1,376.81	2,024.69	DD
1/31/2019	Petersen, Jeffery R	86.67	3,916.53	481.14	831.4	2,603.99	DD
1/31/2019	Peterson, Kasey L	86.67	3,489.51	618.43	782.57	2,088.51	DD
1/31/2019	Peterson, Kasey L	0	28.5	0.69	0	27.81	DD
1/31/2019	Picinich, Nick A	86.67	3,896.51	1,044.73	742.33	2,109.45	DD
1/31/2019	Reed, Nathen C	86.67	4,138.58	437.25	656.58	3,044.75	DD
1/31/2019	Russo Jr, Anthony J	86.67	4,006.06	524.66	809.57	2,671.83	DD
1/31/2019	Sequeira, Jason A	86.67	4,754.54	940.56	870.08	2,943.90	DD
1/31/2019	Smith, James L	86.67	3,326.57	506.67	525.39	2,294.51	DD
1/31/2019	Tescalco, Joseph A	86.67	3,896.51	393.09	1,851.02	1,652.40	DD
1/31/2019	Thomas-Nett, Teresa A	86.67	3,916.01	579.42	1,009.95	2,326.64	DD
1/31/2019	Tyner, Keith W	86.67	3,326.57	431	446.47	2,449.10	DD
1/31/2019	Wells, Michael L	86.67	4,006.06	546.6	634.57	2,824.89	DD
Department Totals: 3 - Operations		1,906.74	\$89,931.72	\$13,884.38	\$19,895.76	\$56,151.58	
Total Net Pays for 3 - Operations: 24							

Check Date	Name	Hours	Total Paid	Tax Withheld	Deductions	Net Pay	Check No
Department: 4 - Shop							
1/31/2019	Delucchi, Steven A	86.67	5,049.05	665.34	1,186.94	3,196.77	DD
1/31/2019	McGovern, Robert A	86.67	4,010.57	344.12	743.05	2,923.40	DD
Department Totals: 4 - Shop		173.34	\$9,059.62	\$1,009.46	\$1,929.99	\$6,120.17	
Total Net Pays for 4 - Shop: 2							
Department: 5 - Public Education							
1/31/2019	Engh, Eric S	86.67	4,241.54	574.71	899.7	2,767.13	DD
1/31/2019	Sequeira, Nizza N	86.67	4,539.08	882.87	734.3	2,921.91	DD
1/31/2019	Sequeira, Nizza N	0	840.57	46.85	0	793.72	DD
Department Totals: 5 - Public		173.34	\$9,621.19	\$1,504.43	\$1,634.00	\$6,482.76	
Total Net Pays for 5 - Public Education: 3							
Pay Frequency Totals:		2,840.85	\$140,001.96	\$21,367.86	\$29,639.31	\$88,994.79	
Total Net Pays for Semimonthly frequency: 38							
Company Totals:		2,840.85	\$140,001.96	\$21,367.86	\$29,639.31	\$88,994.79	
Total Net Pays for Company: 38							



595 Helman Lane
Cotati, CA 94931
1.800.231.3236 or 707.285.2200
707.285.2210 fax
www.msмосquito.com

Philip D. Smith
District Manager

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Bruce Ackerman
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Ken Blair
Windsor

Richard Snyder
Belvedere

CHECK REQUISITION:

January 18, 2019

Marin Sonoma Mosquito & Vector Control District
595 Helman Lane
Cotati, CA 94931

Requested By: Jennifer Crayne, Financial Manager
Department: Finance Department

Make Check Payable to: Susan Hootkins

Address:

City, State, Zip: Petaluma, CA 94954

Amount: \$277.05

Account: Exchange Bank payroll account #- 0512

Expense Item: Trustee Salary #1-8016

Purpose for Request:

The Trustee payroll was processed 12/31/18 for meeting stipends (Oct-Dec 2018). On 1/02/19, ADP sent notification that Susan Hootkin's direct deposit rejected due to an error in the routing number for her bank account. A total of \$277.05 was returned by ADP to the District's payroll account at Exchange Bank. Since taxes for 2018 had already been filed and W-2s prepared, it was deemed to be problematic to void the Trustee's payroll and resubmit a direct deposit for the 2018 calendar year. Exchange Bank suggested the issuance of a cashier's check with approval and signatures from Manager Smith and Assistant Manager Hawk.

See attached supporting documents

Approved By:

Philip Smith, District Manager

1-19-19

Date

Erik Hawk, Assistant Manager

1-18-19

Date



Exchange Bank

SANTA ROSA, CALIFORNIA

DT# 1030011894

CASHIER'S CHECK RECEIPT

NO. 386726

90-198
1211

DATE 1/22/2019

CUSTOMER RECEIPT

PAY TO THE ORDER OF SUSAN HOOTKINS***

277.05

Two Hundred Seventy Seven Dollars and Five Cents

PURCHASED BY: EXCHANGE BANK
FBO MARIN SONOMA MOSQUITO & VECTOR

NON-NEGOTIABLE

THIS DOCUMENT HAS A COLORED BACKGROUND WITH A VOID SIGNATURE AREA



Exchange Bank

SANTA ROSA, CALIFORNIA

DT# 1030011894

CASHIER'S CHECK

NO. 386726

90-198
1211

DATE 1/22/2019

PAY TO THE ORDER OF SUSAN HOOTKINS***

277.05

Two Hundred Seventy Seven Dollars and Five Cents

PURCHASED BY: EXCHANGE BANK
FBO MARIN SONOMA MOSQUITO & VECTOR

AUTHORIZED SIGNATURE

SECURITY FEATURES INCLUDE INVISIBLE FIBERS • MICROPRINTING • ENDORSEMENT BACKER • BROWN STAIN CHEMICAL REACTANT

⑈ 386726 ⑆ ⑆ 121101985 ⑆

050 3205 ⑆

CHECKING ADVICE OF CHARGE

EXCHANGE BANK DATE 1/22/2019

BRANCH

ACCOUNT

WE HAVE **CHARGED** TO YOUR ACCOUNT THE AMOUNT INDICATED

FOR THE FOLLOWING REASONS for letter request

PER CUSTOMER REQUEST CUSTOMER SIGNATURE

PREPARED BY

APPROVED BY

MAIL TO

TRAN CODE

\$



Payment Advice

Date: 01-02-2019

Br/Co: KAF5S-A

5424
MARIN SONOMA MOSQUITO & VECTOR CONTROL D
ATTN: JENNIFER M CRAYNE
595 HELMAN LN
COTATI, CA 94931-9736

Susan Hootkins

This is to advise you in detail of an ACH transaction applied to your account.

info not correct.
wrong routing#

Check Date	Br/Co	Description	Reason	Amount
12-31-2018	KAF5S	ER FSDD Document #: 915500178260 EE #: 000007 Returned For: AER - No Account	REE	277.05 CR
Total				277.05 CR

If you have any questions regarding your Payment Advice, please contact your ADP Representative/Payroll Center or Account Manager.

Reason Descriptions:

REE This credit is for a direct deposit which was returned by the employee's bank. This was previously charged to your account for the referenced payroll check date.

MONEY TRANSMISSION SERVICES

With respect to the money transmission services you receive, please note that ADP has implemented a trust structure with a federally regulated bank as trustee. While ADP Payroll Services, Inc. no longer provides the money transmission services, money transmission services will continue through the trust. If you have any questions or would like additional information about this change, please contact your client services representative.

Confirmed \$ returned to Exchange Bank.



595 Helman Lane
Cotati, CA 94931
1.800.231.3236 or 707.285.2200
707.285.2210 fax
www.msamosquito.com

Philip D. Smith
District Manager

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Una Glass
Sebastopol

Ranjiv Khush
San Anselmo

Herb Rowland Jr.
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Larkspur

Matthew Naythons
Sausalito

Alannah Kinser
Tiburon

Art Deicke
Santa Rosa

Ed Schulze
Marin County At Large

David Witt
Mill Valley

Susan Hootkins
Petaluma

Bruce Ackerman
Fairfax

Ken Blair
Windsor

Richard Snyder
Belvedere

CHECK REQUISITION:

January 18, 2019

Marin Sonoma Mosquito & Vector Control District
595 Helman Lane
Cotati, CA 94931

Requested By: Jennifer Crayne, Financial Manager
Department: Finance Department

Make Check Payable to: Ranjiv Khush
Address:
City, State, Zip: San Anselmo, CA 94960
Amount: \$184.70
Account: Exchange Bank payroll account #- 0512
Expense Item: Trustee Salary #1-8016

Purpose for Request:

The Trustee payroll was processed 12/31/18 for meeting stipends (Oct-Dec 2018). On 1/02/19, ADP sent notification that Ranjiv Khush's direct deposit rejected due to an error in the routing number for his bank account. A total of \$184.70 was returned by ADP to the District's payroll account at Exchange Bank. Since taxes for 2018 had already been filed and W-2s prepared, it was deemed to be problematic to void the Trustee's payroll and resubmit a direct deposit for the 2018 calendar year. Exchange Bank suggested the issuance of a cashier's check with approval and signatures from Manager Smith and Assistant Manager Hawk.

See attached supporting documents

Approved By:

PSmith

1-19-19

Philip Smith, District Manager

Date

Erik Hawk

1-18-19

Erik Hawk, Assistant Manager

Date



Exchange Bank

SANTA ROSA, CALIFORNIA

DT# 1030011893

CASHIER'S CHECK RECEIPT

NO. 386725

90-198
1211

DATE 1/22/2019

CUSTOMER RECEIPT

PAY TO THE ORDER OF RANJIV KHUSH***

184.70

One Hundred Eighty Four Dollars and Seventy Cents

PURCHASED BY: EXCHANGE BANK
FBO MARIN SONOMA MOSQUITO & VECTOR

NON-NEGOTIABLE

THIS DOCUMENT HAS A COLORED BACKGROUND WITH A VOID SIGNATURE AREA



Exchange Bank

SANTA ROSA, CALIFORNIA

DT# 1030011893

CASHIER'S CHECK

NO. 386725

90-198
1211

DATE 1/22/2019

PAY TO THE ORDER OF RANJIV KHUSH***

184.70

One Hundred Eighty Four Dollars and Seventy Cents

PURCHASED BY: EXCHANGE BANK
FBO MARIN SONOMA MOSQUITO & VECTOR

AUTHORIZED SIGNATURE

SECURITY FEATURES: POLYMER DIVISIBLE FIBERS • MICROPRINTING • EMBOSSEMENT • INCHES • BRUWINGSMITH CHEMICAL REACTION

⑈ 386725⑈ ⑆ 121101985⑆

050 3205⑈

CHECKING ADVICE OF CHARGE

EXCHANGE BANK DATE 1/22/2019

108,003,000
BRANCH ACCOUNT

WE HAVE **CHARGED** TO YOUR ACCOUNT THE AMOUNT INDICATED

FOR THE FOLLOWING REASONS New letter request

PREPARED BY

APPROVED BY

PER CUSTOMER REQUEST CUSTOMER SIGNATURE

MAIL TO

Marin Sonoma Mosquito & Vector Control Dept

TRAN CODE

\$

1-430



Payment Advice

Date: 01-03-2019

Br/Co: KAF5S-A

7429
MARIN SONOMA MOSQUITO & VECTOR CONTROL D
ATTN: JENNIFER M CRAYNE
595 HELMAN LN
COTATI, CA 94931-9736

Ranjiv
Khush
info not correct
wrong Routing#
corrected

This is to advise you in detail of an ACH transaction applied to your account.

Check Date	Br/Co	Description	Reason	Amount
12-31-2018	KAF5S	ER FSDD Document #: 902800189271 EE #: 000008 Returned For: AER - No Account	REE	184.70 CR
Total				184.70 CR

If you have any questions regarding your Payment Advice, please contact your ADP Representative/Payroll Center or Account Manager.

Reason Descriptions:

REE This credit is for a direct deposit which was returned by the employee's bank. This was previously charged to your account for the referenced payroll check date.

MONEY TRANSMISSION SERVICES

With respect to the money transmission services you receive, please note that ADP has implemented a trust structure with a federally regulated bank as trustee. While ADP Payroll Services, Inc. no longer provides the money transmission services, money transmission services will continue through the trust. If you have any questions or would like additional information about this change, please contact your client services representative.


Confirmed \$ returned to Exchange Bank

0010010007429

Account	Date	Amount	Check	Description
H 7487	01/08/2019	5,259.83	806453125	ADAPCO, INC.
H 7487	01/08/2019	5,000.00	806453126	ALDRICH NETWORK CONSULTING
H 7487	01/08/2019	811.80	806453127	ALDRICH NETWORK CONSULTING
H 7487	01/08/2019	1,800.03	806453128	ARGO ADVENTURE/LIEWER
H 7487	01/08/2019	86.43	806453129	AT & T
H 7487	01/08/2019	200.00	806453130	CALPERS 457 PLAN
H 7487	01/08/2019	250.00	806453131	CHOUINARD & MYHRE, INC.
H 7487	01/08/2019	3,332.93	806453132	CINTAS CORPORATION
H 7487	01/08/2019	350.28	806453133	COMMON SENSE BUSINESS SOLUTIONS, IN
H 7487	01/08/2019	22,183.17	806453134	COUNTY OF MARIN
H 7487	01/08/2019	176.00	806453135	TAMARA DAVIS
H 7487	01/08/2019	3,439.16	806453136	DELTA DENTAL OF CALIFORNIA
H 7487	01/08/2019	50.85	806453137	DISH
H 7487	01/08/2019	750.00	806453138	DIVERSIFIED LABRATORY REPAIR
H 7487	01/08/2019	294.32	806453139	CAROL GIOVANATTO
H 7487	01/08/2019	31.59	806453140	GRAINGER
H 7487	01/08/2019	184.80	806453141	THE HARTFORD
H 7487	01/08/2019	176.00	806453142	ERIK HAWK
H 7487	01/08/2019	622.20	806453143	HOME DEPOT CREDIT SERVICES
H 7487	01/08/2019	176.00	806453144	SUSAN HOOTKINS
H 7487	01/08/2019	94.71	806453145	INTERSTATE BATTERY SYSTEM
H 7487	01/08/2019	176.00	806453146	ALANNAH KINSER
H 7487	01/08/2019	567.00	806453147	LIEBERT CASSIDY WHITMORE
H 7487	01/08/2019	202.80	806453148	KELLY LIEBMAN
H 7487	01/08/2019	19.86	806453149	LOWE'S BUSINESS ACCOUNT
H 7487	01/08/2019	200.00	806453150	MARC NADALE
H 7487	01/08/2019	6,929.74	806453151	NATIONWIDE TRUST COMPANY, FSB
H 7487	01/08/2019	3,897.50	806453152	NBS GOVERNMENT FINANCE GROUP
H 7487	01/08/2019	500.00	806453153	NEOFUNDS
H 7487	01/08/2019	470.43	806453154	NORTH BAY PETROLEUM
H 7487	01/08/2019	179.23	806453155	JEFF PETERSEN
H 7487	01/08/2019	328.80	806453156	PREFERRED ALLIANCE, INC.
H 7487	01/08/2019	205.42	806453157	RECOLOGY SONOMA MARIN
H 7487	01/08/2019	500.00	806453158	NATHEN REED
H 7487	01/08/2019	395.00	806453159	RELIABLE AUTO GLASS
H 7487	01/08/2019	175.67	806453160	SANTA ROSA AUTO PARTS
H 7487	01/08/2019	176.00	806453161	ED SCHULZE
H 7487	01/08/2019	40,700.00	806453162	SCI CONSULTING GROUP
H 7487	01/08/2019	55.51	806453163	SEBASTOPOL BEARING & HYDRAULIC
H 7487	01/08/2019	176.00	806453164	PHILIP SMITH
H 7487	01/08/2019	1,012.52	806453165	TASC
H 7487	01/08/2019	83.86	806453166	US BANK
H 7487	01/08/2019	485.78	806453167	VECTOR CONTROL JPA
H 7487	01/08/2019	1,718.13	806453168	VERIZON WIRELESS
H 7487	01/08/2019	891.33	806453169	VISION SERVICE PLAN (CA)
H 7487	01/08/2019	79.06	806453170	WEST UNIFIED COMMUNICATIONS
Total		105,395.74		
Count		46		

A/P 1.08.19

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

Signature: 
Signature: 

Account	Date	Amount	Check	Description
H 7487	01/23/2019	1,175.14	806453171	AFLAC
H 7487	01/23/2019	5,000.00	806453172	ALDRICH NETWORK CONSULTING
H 7487	01/23/2019	774.00	806453173	ALDRICH NETWORK CONSULTING
H 7487	01/23/2019	32.65	806453174	AT & T
H 7487	01/23/2019	288.88	806453175	BIOQUIP PRODUCTS
H 7487	01/23/2019	155.08	806453176	GAIL BLOOM
H 7487	01/23/2019	1,600.00	806453177	CALPERS 457 PLAN
H 7487	01/23/2019	1,264.94	806453178	CINTAS CORPORATION
H 7487	01/23/2019	2,010.26	806453179	CITY OF COTATI
H 7487	01/23/2019	153.40	806453180	COMCAST BUSINESS
H 7487	01/23/2019	3,439.16	806453181	DELTA DENTAL OF CALIFORNIA
H 7487	01/23/2019	154.26	806453182	LAURINE GALLIAN
H 7487	01/23/2019	322.97	806453183	GOOD TO GO PUBLIC SAFETY UNIFORMS
H 7487	01/23/2019	342.66	806453184	GREAT AMERICA FINANCIAL SERVICES
H 7487	01/23/2019	6.25	806453185	ICMA RETIREMENT CORPORATION
H 7487	01/23/2019	93.18	806453186	INTERSTATE BATTERY SYSTEM
H 7487	01/23/2019	117.86	806453187	J & J DAIRY SUPPLIES
H 7487	01/23/2019	65.40	806453188	JAY'S ENGRAVING & RUBBER STAMPS
H 7487	01/23/2019	50,161.98	806453189	KAISER FOUNDATION HEALTH PLAN
H 7487	01/23/2019	20.25	806453190	LARSENGINES
H 7487	01/23/2019	2,385.00	806453191	LIEBERT CASSIDY WHITMORE
H 7487	01/23/2019	117,255.50	806453192	MARIN COUNTY EMPLOYEES RETIREMENT A
H 7487	01/23/2019	117.60	806453193	MARIN INDEPENDENT JOURNAL
H 7487	01/23/2019	900.00	806453194	MAZE & ASSOCIATES
H 7487	01/23/2019	975.48	806453195	MITEL
H 7487	01/23/2019	500.00	806453196	JOHN MOHRMAN JR.
H 7487	01/23/2019	5,779.74	806453197	NATIONWIDE TRUST COMPANY, FSB
H 7487	01/23/2019	204.00	806453198	NICK PICINICH
H 7487	01/23/2019	2,515.34	806453199	NORTH BAY COMMERCIAL SERVICES INC.
H 7487	01/23/2019	2,866.18	806453200	NORTH BAY PETROLEUM
H 7487	01/23/2019	170.40	806453201	OFFICE DEPOT BUSINESS CREDIT
H 7487	01/23/2019	20.37	806453202	P.G.& E.
H 7487	01/23/2019	2,625.32	806453203	P.G.& E.
H 7487	01/23/2019	1,550.00	806453204	PATRICK VON ELM
H 7487	01/23/2019	44.81	806453205	RELIABLE HARDWARE AND STEEL CO.
H 7487	01/23/2019	1,095.00	806453206	RICHARD A. SANCHEZ
H 7487	01/23/2019	3,822.60	806453207	SAFETY KLEEN CORP
H 7487	01/23/2019	184.31	806453208	SANTA ROSA AUTO PARTS
H 7487	01/23/2019	1,090.27	806453209	SEBASTOPOL BEARING & HYDRAULIC
H 7487	01/23/2019	212.00	806453210	SONOMA MEDIA INVESTMENTS, LLC
H 7487	01/23/2019	1,012.52	806453211	TASC
H 7487	01/23/2019	14,986.79	806453212	UNIVAR USA INC
H 7487	01/23/2019	4.66	806453213	UPS
H 7487	01/23/2019	3,527.68	806453214	US BANK
H 7487	01/23/2019	257.00	806453215	VANTAGEPOINT TRANSFER AGENTS-803673
Total		231,280.89		
Count		45		

A/P 1/23/19

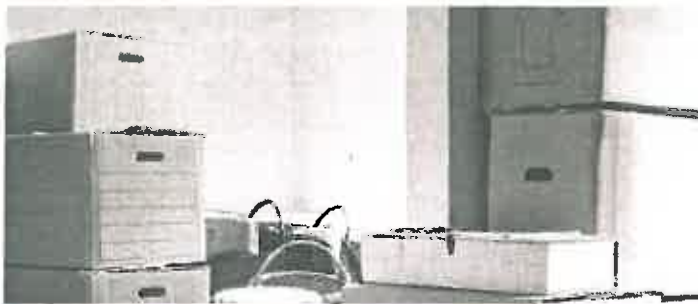
During the signing of these checks
all supporting documents were provided.

Signature: *Damara Davis*
Signature: *ITSM*

We take the stress out of planning for your retirement.

So you can relax, until it's time to relax some more.

02 01 RETURN SERVICE REQUESTED
 MARIN SONOMA MOSQUITO & VECTOR CONTROL D
 595 HELMAN LN
 COTATI CA 94931



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STATEMENT SUMMARY

ACCOUNT INFORMATION

Type	Description	Account #	Balance
Checking	Business Checking	'0512	\$4,539.35

ACCOUNT SUMMARY-Checking

		12-31-18	1030030512
Beginning Balance as of			\$5,366.45
0 Deposit(s)			\$0.00
4 Other Credit(s)			\$232,324.92
0 Check(s)			\$0.00
10 Other Debit(s)			\$233,152.02
Ending Balance		01-31-19	\$4,539.35

OTHER CREDITS

Date	Description	Amount
01-03	ADP WAGE PAY WAGE PAY MARIN SONOMA MOSQUITO	\$277.05
01-04	ADP WAGE PAY WAGE PAY MARIN SONOMA MOSQUITO	\$184.70
01-10	COUNTY OF MARIN COM PAY MARIN SONOMA MOSQUITO	\$116,172.63
01-28	COUNTY OF MARIN COM PAY MARIN SONOMA MOSQUITO	\$115,690.54



OTHER DEBITS

<u>Date</u>	<u>Description</u>	<u>Amount</u>
01-04	ADP PAYROLL FEES ADP - FEES Marin Sonoma Mosquito	\$127.95
01-14	ADP Tax ADP Tax MARIN SONOMA MOSQUITO	\$28,186.69
01-14	ADP WAGE PAY WAGE PAY MARIN SONOMA MOSQUITO	\$87,985.94
01-18	ADP PAYROLL FEES ADP - FEES Marin Sonoma Mosquito	\$196.00
01-22	ADVICE OF CHARGE	\$184.70
01-22	ADVICE OF CHARGE	\$277.05
01-30	ADP PAYROLL FEES ADP - FEES Marin Sonoma Mosquito	\$323.70
01-30	ADP PAYROLL FEES ADP - FEES Marin Sonoma Mosquito	\$179.45
01-30	ADP WAGE PAY WAGE PAY MARIN SONOMA MOSQUITO	\$88,994.79
01-30	ADP Tax ADP Tax MARIN SONOMA MOSQUITO	\$26,695.75

DAILY BALANCE SUMMARY

<u>Date</u>	<u>Balance</u>	<u>Date</u>	<u>Balance</u>	<u>Date</u>	<u>Balance</u>
12-31	\$5,366.45	01-10	\$121,872.88	01-22	\$5,042.50
01-03	\$5,643.50	01-14	\$5,700.25	01-28	\$120,733.04
01-04	\$5,700.25	01-18	\$5,504.25	01-30	\$4,539.35



STAFF REPORT



DATE: February 13, 2019

TO: The Board of Trustees

FROM: Philip D. Smith, District Manager

SUBJECT: Resolution 2018/19-02 adopting Amendment No. 1 of the Marin/Sonoma Mosquito & Vector Control District Employees' Bria/Nationwide 457(b) Plan to allow in-service transfers to the CalPERS 457(b) Deferred Compensation Plan.

RECOMMENDATION

Consider a motion to approve Resolution 2018/19-02, which will adopt Amendment No. 1 of the Marin/Sonoma Mosquito & Vector Control District Employees' 457 Plan ("Amendment No. 1").

RESULT OF RECOMMENDED ACTION

The adoption of Amendment No. 1 will allow Marin/Sonoma Mosquito & Vector Control District ("District") employees who participate in the Marin/Sonoma Mosquito & Vector Control District Employees' 457 Plan ("VBA/Nationwide Plan") to transfer some, or all, of their Plan account balances to the CalPERS 457 Deferred Compensation Plan that was adopted by the District on August 8, 2018 ("CalPERS Plan"), without having to terminate service with the District and without the District having to terminate the Plan.

BACKGROUND

1. Why something needs to be done

The District adopted the VBA/Nationwide Plan effective as of July 1, 1996, and it was amended and restated effective as of July 1, 2007. Virginia Bria & Associates currently provides administrative services to the Plan, which presently invests assets with Nationwide Retirement Solutions. Primark Benefits, CLS Investments and Iron Financial also play roles in the Plan's operations. Some of the District's employees who participate in the Plan have expressed concern regarding the amount of the administrative services fees charged by the VBA/Nationwide Plan. The administrative services fees charged by the CalPERS Plan are lower than those charged by the Bria/Nationwide Plan. In order to allow current employees to transfer funds from the VBA/Nationwide Plan to the CalPERS Plan, the District will need to amend the Plan.

Treasury Regulation Section 1.457-10(b)(1) provides that an eligible governmental plan may allow amounts deferred by a participant to be transferred to another eligible governmental plan if certain requirements are met. Treasury Regulation Section 1.457-10(b)(4) outlines the requirements that must be met for plan-to-plan transfers among eligible governmental plans of the same employer. The requirements are as follows:

- The transfer is from an eligible governmental plan to another eligible governmental plan of the same employer. For these purposes, the employer is not treated as the same employer if the participant's compensation is paid by a different entity.

- The transferor plan provides for transfers.
- The receiving plan provides for the receipt of transfers.
- The participant whose amounts deferred are being transferred will have an amount immediately after the transfer at least equal to the amount immediately before the transfer; and
- The participant whose deferred amounts are being transferred is not eligible for additional annual deferrals in the receiving plan unless the participant is performing services for the entity maintaining the receiving plan.

As discussed below, the adoption of Amendment No. 1 is necessary in order to satisfy all of these requirements, and to allow for transfers to take place between the VBA/Nationwide Plan and the CalPERS Plan while an employee remains employed by the District.

2. What needs to be accomplished

- (a) The transfer must be between eligible governmental plans of the same employer.

Treasury Regulation Section 1.457-f(2) defines an “eligible governmental plan” as a plan that meets the requirements of Treasury Regulation Sections 1.457-3 through 1.457-10 that is established and maintained by a State (including the District of Columbia per IRC § 7701(a)(10)), a political subdivision of a State, and any agency or instrumentality of a State. The Plan and the CalPERS Plan are both considered an “eligible governmental plan.” This first requirement is met.

- (b) The transferor plan provides for transfers.

Section 6.3 of the VBA/Nationwide Plan currently provides for transfers to another eligible governmental plan. However, Section 6.3 only allows a transfer if a participant “has had a Severance from Employment” (as defined in Section 2.15 of the Plan) with the District, “and is an employee of the entity that maintains the other eligible governmental plan.” Section 6.3 of the VBA/Nationwide Plan needs to be amended in order to allow a current District employee to transfer amounts deferred under the Plan to another eligible governmental plan maintained by the District.

- (c) The receiving plan must provide for the receipt of transfers.

Section 7.1 of the CalPERS Plan provides, “[a] Transfer will be accepted and credited to a Participant Account under the Plan if such Transfer is made from another Eligible Deferred Compensation Plan maintained by the Employer . . . and is made in cash or other property that the Board accepts for investment in the Fund.”

For purposes of the CalPERS Plan, the District is the “Employer.” A “Transfer” is defined as “[a]n amount credited to a Participant’s Account by reason of a transfer from another Eligible Deferred Compensation Plan.” An “Eligible Deferred Compensation Plan” is defined as “[a]n eligible governmental plan as defined in Section 1.457-2(f) of the Income Tax Regulations.” As discussed above, the Plan meets this definition. Accordingly, the third requirement is met.

- (d) The participant will not experience a decrease the amount of deferral as a result of the transfer.

Article 6 of the VBA/Nationwide Plan does not state that an administrative fee will be charged against amounts transferred from the Plan. Article 7 of the CalPERS Plan does not state that an administrative fee will be charged against amounts transferred to the CalPERS Plan. However,

Section 7.4 does give the Board of Administration of CalPERS (“CalPERS Board”) broad authority to limit the terms and conditions under which Transfers will be accepted by the CalPERS Plan. Further, it is not uncommon for service providers to charge a fee as compensation for the work involved in processing a transfer. However, in order to comply with this requirement, any such fee must not come from the transferred assets.

- (e) The participant transferring funds will only be eligible for additional annual deferrals in the receiving plan if the participant is performing services for the entity maintaining the receiving plan.

Here, the District is considered the entity maintaining both the VBA/Nationwide Plan and the CalPERS Plan. Amendment No. 1 is intended to allow current District employees to transfer amounts from the Plan to the CalPERS Plan, so the CalPERS Plan is the receiving plan. The CalPERS Plan only allows deferrals to be made during a plan year for the District’s common law employees. (See CalPERS Plan Sections 3.2, 3.3, and 3.7) This fifth requirement is met.

As shown above, in order to satisfy the requirements of Treasury Regulation Sections 1.457-10(b)(1) and 1.457-10(b)(4), Section 6.3 of the VBA/Nationwide Plan must be amended in order to allow employees to transfer amounts from this Plan to the CalPERS Plan during their employment with the District.

ANALYSIS

1. Why these actions are permissible

Current employees may transfer amounts from one eligible deferred compensation plan sponsored by his or her employer to another eligible deferred compensation plan sponsored by the same employer if the requirements of Treasury Regulation Section 1.457-10(b)(4) are met. The terms of the VBA/Nationwide Plan do not presently satisfy these requirements. But, the Section 10.1 of that Plan provides that the Employer can amend the VBA/Nationwide Plan at any time, so long as the amendment is in writing. Accordingly, it is within the Board’s authority to adopt Amendment No. 1 so that the VBA/Nationwide Plan will satisfy the requirements of Treasury Regulation Section 1.457-10(b)(4), allowing current employees to transfer amounts from that Plan to the CalPERS Plan.

2. What these changes will mean for employees who participate in the VBA/Nationwide Plan

Once Amendment No. 1 is adopted, current District employees will be allowed to transfer any (or all) of their amounts deferred under the VBA/Nationwide Plan to the CalPERS Plan. In order to initiate a transfer from the VBA/Nationwide Plan to the CalPERS Plan, a current employee will need to contact the Employer, and the Employer will work with Nationwide and CalPERS to execute the transfer. Counsel has prepared a draft employee notice that District staff will use to notify employees of this new option.

CONCLUSION

It is recommended that the Board adopt and approve Resolution 2018/19-02.

Respectfully submitted,

Philip Smith, District Manager

**MARIN/SONOMA MOSQUITO & VECTOR CONTROL DISTRICT
EMPLOYEES' 457 PLAN**

AMENDMENT NO. 1

RECITALS

1. The MARIN/SONOMA MOSQUITO & VECTOR CONTROL DISTRICT (“Employer”) adopted the MARIN/SONOMA MOSQUITO & VECTOR CONTROL DISTRICT EMPLOYEES’ 457 PLAN (“VBA/Nationwide Plan”), effective July 1, 1996. The Plan was amended and restated effective July 1, 2007.
2. The Plan administered by Virginia Bria & Associates and which presently invests participants’ assets with Nationwide Retirement Solutions (“VBA/Nationwide”), currently provides administrative services to the Plan, and some of the Plan participants have expressed concern regarding the amount of VBA/Nationwide’s administrative services fees.
3. On August 8, 2018, the Employer adopted the CalPERS 457 Deferred Compensation Plan Document (“CalPERS Plan”). The administrative services fees charged for the CalPERS Plan are lower than the administrative services fees charged by VBA/Nationwide.
4. The Employer desires to give participants who are dissatisfied with the Plan the option to transfer their funds to the CalPERS Plan pursuant to the rules set forth in Internal Revenue Code Section 457(e)(10) and Treasury Regulation Section 1.457-10(b)(1), (4). Accordingly, it is necessary to amend Section 6.3 of the Plan which addresses plan-to-plan transfers from the Plan.
5. Section 1.1 of the VBA/Nationwide Plan names former District Manager James Wanderscheid as the Trustee of the Plan. The Plan Trustee is now a contracted outside Fiduciary operating under Section 3(38) of the Employee Retirement Income Security Act of 1974. Accordingly, it is necessary to amend Section 1.1 and the final signature page to remove the references to Mr. Wanderscheid.
6. Section 10.1 of the Plan provides that the Employer can amend the Plan at any time, so long as the amendment is in writing.

AMENDMENT

NOW, THEREFORE, effective February 13, 2019, the Employer hereby amends the MARIN/SONOMA MOSQUITO & VECTOR CONTROL DISTRICT EMPLOYEES’ 457 PLAN as follows:

- A. The current Section 1.1 of the Plan is amended to remove the following sentence:
“The Trustee of the trust established as part of this Plan is Jim Wanderscheid.”

- B. The current Section 6.3 of the Plan is designated in its entirety as Section 6.3(a).
- C. A new Section 6.3(b) is added to the Plan as follows:
 - (b) Notwithstanding Section 6.3(a), at the election of a Participant, all or any portion of his or her Account Balance may transferred to another eligible governmental plan (as defined by Regulation §1.457-2(f) of Title 26 of the Code of Federal Regulations) of the Employer, provided that such plan accepts transfers. Such transfer shall only be allowed if the amount transferred from Participant's Account Balance will not be less immediately after the transfer than it was immediately before the transfer, and the transfer otherwise satisfies all of the requirements of Section 457(e)(10) of the Internal Revenue Code and Regulation § 1.457-10(b)(1), (4) of Title 26 of the Code of Federal Regulations.

IN WITNESS WHEREOF, the Employer has caused this Amendment to be executed on February 13, 2019.

EMPLOYER

MARIN/SONOMA MOSQUITO &
VECTOR CONTROL DISTRICT

Signature: _____

Printed Name: Shaun McCaffrey

Title: President, Board of Trustees

APPROVED AS TO FORM AND CONTENT:
BEST BEST & KRIEGER LLP

By: _____
Attorneys for Marin/Sonoma Mosquito
& Vector Control District

RESOLUTION NO. 2018/19-02

**A RESOLUTION OF THE BOARD OF TRUSTEES OF
THE MARIN/SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT**

**A RESOLUTION APPROVING AMENDMENT NO. 1 OF THE MARIN / SONOMA
MOSQUITO & VECTOR CONTROL DISTRICT
EMPLOYEES' 457 PLAN**

WHEREAS, the MARIN/SONOMA MOSQUITO & VECTOR CONTROL DISTRICT (“Employer”) adopted the MARIN/SONOMA MOSQUITO & VECTOR CONTROL DISTRICT EMPLOYEES’ 457 PLAN (“VBA/Nationwide Plan”), effective July 1, 1996. The Plan was amended and restated effective July 1, 2007.

WHEREAS, Virginia Bria & Associates currently provide administrative services to the Plan in which Plan participants’ assets are presently invested with Nationwide Retirement Solutions, and some Plan participants have expressed concern regarding the amount of the administrative services fees charged by the VBA/Nationwide Plan; and

WHEREAS, on August 8, 2018 the Employer adopted the CalPERS 457 Deferred Compensation Plan Document (“CalPERS Plan”). The administrative services fees charged by the CalPERS Plan are lower than the administrative services fees charged by Nationwide; and

WHEREAS, the Board of Trustees of the Employer (“Board”) desires to give participants who are dissatisfied with the VBA/Nationwide Plan the option to transfer their funds to the CalPERS Plan pursuant to the rules set forth in Internal Revenue Code Section 457(e)(10) and Treasury Regulation Sections 1.457-10(b)(1), (4). As a result, it is necessary to amend Section 6.3 of the VBA/Nationwide Plan which addresses plan-to-plan transfers from the Plan; and

WHEREAS, Section 1.1 of the VBA/Nationwide Plan names former District Manager James Wanderscheid as the Trustee of the Plan. The Plan Trustee is now a contracted outside Fiduciary operating under Section 3(38) of the Employee Retirement Income Security Act of 1974.

Therefore it is necessary to delete the entire final sentence of Section 1.1 that names Mr. Wanderscheid as Trustee and remove the signature line for Mr. Wanderscheid on the final page of the VBA/Nationwide Plan; and

WHEREAS, Section 10.1 of the VBA/Nationwide Plan provides that the Employer can amend the Plan at any time, so long as the amendment is in writing.

NOW, THEREFORE, BE IT RESOLVED by the Board that:

SECTION 1. The above recitals are true and correct.

SECTION 2. The Board adopts and approves Amendment No. 1 to the VBA/Nationwide Plan attached hereto as Exhibit A.

APPROVED AND DATED this 13th day of February, 2019 after its passage.

ATTEST:

APPROVED:

Pamela Harlem
Secretary, Board of Trustees

Shaun McCaffery
President, Board of Trustees

Philip Smith
District Manager

Manager's Report

- Recently I participated in two webinars dealing with UAV (drone) operations for mosquito control districts. One webinar was given by Frontier Precision and the other by Leading Edge Associates, the District's current database provider. We plan to follow up with both vendors at the MVCAC Conference to gain further information on costs, benefits and training requirements.
- As Trustee Davis reported in the committee section, we recently met with staff from State Senator Mike McGuire and Assemblymember Marc Levine's offices. We also met with State Senator Bill Dodd and have been following up on helpful feedback from the legislators and staff.
- The public opinion survey conducted by Godbe Research launched on January 31 and will continue until the required number of responses have been received. At present we do not have a time estimate for when the results will be reported.
- Nizza Sequeira and I are working with a designer and sign engraving shop to design and mount the Mission Statement.
- The District's recent safety record is excellent. Now that we have accumulated over 180 accident or injury free days, we are planning a safety recognition meeting at which further training will be conducted.
- Preparations are under way for painting the exterior of the main building. Once materials and specifications are selected, bids will go out to painting companies that comply with the Department of Labor prevailing wage requirements
- With Mr. Ives' presentations complete, staff are planning the next steps for applying for the CSDA District of Distinction Award.
- President McCaffery advises that there will be a meeting of the Board on March 13 to deal with a proposed amendment to the current year's budget, an amendment to the OPEB plan and other matters.
- The Marin County Board of Supervisors has invited us to present an update at their meeting on Tuesday March 26th.

Assistant Manager's Report

- Tidal marshes, seasonal wetlands, roadside water conveyance channels, and hayfield ditches are holding large amounts of water and producing high populations of winter mosquito species (i.e. *Aedes squamiger* – California salt marsh mosquito, *Aedes washinoi* – flood water mosquito, *Culiseta inornata* – large winter mosquito). In an attempt to minimize the potential for adult mosquito fly off, operations staff are applying larvicides to control larval mosquito populations. Larvicide applications via helicopter were conducted

February 13, 2019

for large and/or difficult access areas on January 29 and 30, 2019. Operations staff are working collaboratively with property owners and other agencies regarding the applications and where applicable, to reduce water levels.

- Operations staff is planning and preparing, modifying and fabricating equipment for mosquito surveillance and control, if necessary, relative to the large number of sites with vernal pools in the Santa Rosa Plain.
- Our shop facilities staff are working diligently to maintain and repair field equipment that is currently in high demand for winter mosquito surveillance and control.
- With the recent wet weather, collecting ticks has been difficult but Laboratory staff are getting into the field and collecting when possible.
- The Scientific Programs Manager (SPM) has recently communicated with the Marin and Sonoma County Health Departments regarding efficiencies in communications for reported Zika cases. We have recently been notified of several imported cases and the SPM has been following up with adult mosquito surveillance to make sure that adult invasive *Aedes* mosquitoes are not in the area. Interestingly, the adult mosquito traps collected contained several newly hatched, female *Culex tarsalis* (primary vector of West Nile virus, St. Louis encephalitis and western equine encephalitis). Several of our veteran staff, including me, have never seen newly hatched adults of this species in January!
- The District has been receiving a steady number of service requests for rat issues. The Rodent Control Specialist (RCS) is responding and has conducted several home and property inspections. The RCS also provided a presentation regarding rodents and rodent control to a home owners association in Bodega.
- I spoke with management staff at the Sonoma County Water Agency and learned that work is planned in the Laguna de Santa Rosa flood control channel system this summer that will include creeping water primrose (*Ludwigia*) removal and a new channel design that will hopefully minimize creeping water primrose populations in the future. This is great news!
- I am working with the Napa County Mosquito Abatement District Manager regarding tidal marsh mosquito source reduction permitting for our Districts. We are communicating and supplying project proposals to the California Department of Fish and Wildlife for review.
- Supervisory staff are working with several property owners to maintain access and address new access issues associated with known sources of mosquito production.
- Recruitments are currently underway for seasonal operations and laboratory staff.