

Marin/Sonoma Mosquito & Vector Control District

Board of Trustees
595 Helman Lane
Cotati, CA 94931

May 8, 2019

MINUTES

1. **CALL TO ORDER**

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

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

Members present:

Bloom, Gail

Davis, Tamara

Deicke, Art

Gallian, Laurie

Giovanatto, Carol

Hootkins, Susan

Khush, Ranjiv

Kinser, Alannah

Naythons, Matthew

Schulze, Ed

Snyder, Richard

Witt, David

McCaffery, Shaun

Members absent:

Ackerman, Bruce

Blair, Ken

Glass, Una

Harlem, Pamela

Rowland Jr., Herb

Sagues, Paul

Thompson, Michael

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

Jennifer Crayne, Finance Manager

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

4. **PUBLIC TIME**

Paul Libeu, former Trustee for the City of Rohnert Park stated that when he resigned from his position as a trustee, he affirmed that if the board decided to move forward with another potential revenue measure he would be willing to help the District as a citizen of the community by educating others on the benefits of approving the measure.

5. **CONSENT CALENDAR**

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

B. **MINUTES** – Minutes of the Board Meeting held April 10, 2019.

C. **FINANCIAL**

Warrants – April 2019

April Payroll: \$184,045.07

April Expenditures: \$537,832.50

Total: \$721,877.57

D. **ENDING ACCOUNT BALANCES:**

Operating Fund: \$9,970,306.66

Trustee Schulze requested to add under item 10, Open Time, “District Manager Smith gave a presentation to the Marin County Board of Supervisors, which was favorably regarded” and should be noted in the minutes.

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

Under item 10, Open Time for Board or Staff Comments, add:

Trustee Schulze stated District Manager Smith gave a presentation to the Marin County Board of Supervisors, which was favorably regarded.

Motion passed with:

Ayes: Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Gallian, Trustee Giovanatto, Trustee Hootkins, Trustee Khush, Trustee Kinser, Trustee Naythons, Trustee Schulze, Trustee Snyder, Trustee Witt and Trustee McCaffery

No: (none)

Abstain: (none)

Absent: Trustee Ackerman, Trustee Blair, Trustee Glass, Trustee Harlem, Trustee Rowland, Trustee Sagues and Trustee Thompson

6. **NEW BUSINESS**

A. Revised Job Description & Change of Job Title for Public Relations Director

Manager Smith explained that the proposed job title of “Public Information Officer” is assigned to the staff member within an agency who provides information to the public and conducts community outreach. The present title, “Public Relations Director” usually applies to the team leader in an organization such as a corporation, who creates and maintains a positive image of the organization in the media and public discourse. In reviewing job titles for similar positions in local government agencies, especially mosquito districts, “Public Information Officer” was found to be the most commonly applied designation. In addition to the proposed change of title, a thorough update and revision of the job description was completed. The employees’ Union and Ms. Nizza Sequeira were also informed about the proposed job description revision and title change.

Trustee Bloom asked why the certification timeline of two years differs from the one-year probation requirement. She felt that the completion of the certification should coincide with the probation timeline. Manager Smith explained that there are four quite difficult certification tests that are usually taken over a two year period. Additionally the certification tests are offered only twice a year.

It was M/S Trustee Snyder/Trustee Naythons to approve the change of job title from Public Relations Director to Public Information Officer:

Motion passed with:

Ayes: Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Gallian, Trustee Giovanatto, Trustee Hootkins, Trustee Khush, Trustee Kinser, Trustee Naythons, Trustee Schulze, Trustee Snyder, Trustee Witt and Trustee McCaffery

No: (none)

Abstain: (none)

Absent: Trustee Ackerman, Trustee Blair, Trustee Glass, Trustee Harlem, Trustee Rowland, Trustee Sagues and Trustee Thompson

B. Request to delete one currently vacant Biologist position (Laboratory) and add a new Environmental Biologist position.

Assistant Manager Hawk stated that one Biologist position has been vacant since 2015 and the workflow has since changed in the laboratory. The thought process behind the proposal to delete the vacant Biologist position and substitute the Environmental Biologist position came to fruition after he held meetings with the Operations Department Field Supervisors, Scientific Programs Manager Dr. Liebman and the Lead Biologist from the Laboratory Department. A consensus emerged that a crossover position working between departments seemed necessary due to the need for interagency communications, field work and source reduction activities. These duties are in addition to laboratory work, including research projects. In the past, a Field Biologist position shared many of the job duties reflected in this new job

description and since that position had worked out really well, it affirmed the decision to design the proposed new position.

Trustee Bloom remarked that the certification requirement in the job description for the Environmental Biologist position was written better than the job description for Public Information Officer. The wording, “ability to obtain within two-years of employment” versus “must be passed over a two-year period after employment begins” seems more appropriate. Manager Smith agreed and stated that he would adjust the wording to match on the Public Information Officer’s job description that the Board had just approved.

Trustee Khush indicated that even though the dual capacity of being able to switch between operations and laboratory job duties is valued, he inquired whether the workload would be too much for someone to cover. Assistant Manager Hawk acknowledged the point made and explained that when considering candidates they would be looking for an individual with the necessary capacities and multitasking skills.

Trustee Deicke recommended that there be continuity when describing the physical demands and essential functions of the job. Staff agreed to review those sections of the job descriptions.

It was M/S Trustee Khush/Trustee Snyder to approve the deletion of one Biologist position and the addition of one Environmental Biologist position:

Motion passed with:

***Ayes:** Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Gallian, Trustee Giovanatto, Trustee Hootkins, Trustee Khush, Trustee Kinser, Trustee Naythons, Trustee Schulze, Trustee Snyder, Trustee Witt and Trustee McCaffery*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee Ackerman, Trustee Blair, Trustee Glass, Trustee Harlem, Trustee Rowland, Trustee Sagues and Trustee Thompson*

C. Proposed Budget for Fiscal Year (FY) 2019-20: Presentation by staff and recommendation by the Budget Committee. The proposed annual budget and a Budget Highlights document were enclosed with the Board packet.

Financial Manager Jennifer Crayne presented the proposed draft of the FY 2019-20 annual budget. She noted that this budget was prepared shortly after two recent budgetary amendments, as well as the careful planning for a potential revenue measure intended to secure the District’s long-term financial stability.

In order to give a more accurate forecast than in prior budget years, the proposed revenues for FY 2019-20 were based on actual figures from the prior year adjusted by the counties’ revenue forecasts, rather than using the budgeted revenue amounts from the prior year.

Ms. Crayne noted that represented employees are entering the final year of a three-year memorandum of understanding with the District and will receive a 3% cost of

living allowance applied to salaries on July 1, 2019. Employees continue to make a 1.75% contribution towards the employer-paid contributions to MCERA. In FY 2019-20 employer rates for MCERA contributions will decrease slightly to 30.18% for the Classic Tier and 21.78% for the PEPRA Tier. In the coming fiscal year, 10.44% of the budget will be spent on the pension contributions. Lastly, following the Board's recent decision to adopt an OPEB funding method that allocates 100% of the Actuarially Determined Contribution from the most recent valuation, the percentage of the budget to be spent on OPEB for FY 2019-20 will be 9.35%.

Healthy forecast increases in ad valorem revenues show that Marin County predicts a 5% increase while Sonoma County predicts a 3.5% increase for FY 2019-20. Benefit Assessment No. 1 continues flat at \$12.00 while a slight COLA was applied to Benefit Assessment No. 2. Revenue from contracts, reimbursements and sale of District property remain flat at \$150,000 and based on actual figures for the prior budget year, interest earned will increase from \$25,250 to \$90,000 for FY2019-20.

Expenditures are forecast to decrease in this budget by \$460,127 as compared to the figures contained in the second budget amendment for FY 2018-19, which included an additional contribution to the District's OPEB trust account. Compared to the original approved FY 2018-19 budget, the total expenditures for the FY 2019-20 proposed budget are greater by \$998,075 over the current year, partly due to the inclusion of expenditures related to a potential new benefit assessment district.

Ms. Crayne noted that in the budget as proposed, due to the expenditures outpacing the revenues, the forecast predicts a \$570,663 draw from reserves to balance the budget.

Lastly, at the recommendation of the Budget Committee, the final page in the proposed FY 2019-20 budget presents the additional costs associated with the potential revenue measure. The costs were presented as a discussion item for the Board's review.

Committee members and staff discussed the budget in detail and answered a series of questions from Board members. Members of the Budget Committee noted that they had worked closely with staff to prepare the proposed budget. The committee recommended approval of the proposed budget.

President McCaffery clarified that if the Board decided to pass the FY 2019-20 budget as proposed, that would not indicate approval for moving forward with the potential benefit assessment measure. The project cost information provided on the final page was intended to display the full expenses of such a measure and how proceeding with it would affect the budget. Manager Smith concurred and noted that the final decision on whether to proceed with a revenue measure would come before the Board later in the year, along with feedback from the communities we serve and other agencies.

It was M/S Trustee Schulze/Trustee Davis to approve the proposed Budget for FY 2019-20:

Motion passed with:

Ayes: Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Gallian, Trustee Giovanatto, Trustee Hootkins, Trustee Khush, Trustee Kinser, Trustee Naythons, Trustee Schulze, Trustee Snyder, Trustee Witt and Trustee McCaffery

No: (none)

Abstain: (none)

Absent: Trustee Ackerman, Trustee Blair, Trustee Glass, Trustee Harlem, Trustee Rowland, Trustee Sagues and Trustee Thompson

D. Resolution No. 2018/19-05

Maria Garcia-Adarve from SCI Consulting Group noted that she has worked with the District for 19 years, which is as long as she has been with SCI. She gave a brief overview of how the District's Benefit Assessments are administered. Every year the Board first approves the Engineer's Reports and then sets the date for the Public Hearing. The following month, a Public Hearing is held at during which the Board votes on two Resolutions for Assessment No. 1 and Assessment No. 2 respectively, ordering the levies. Once the resolutions have passed Ms. Garcia-Adarve submits an electronic list to the two counties with the cost for each parcel for the upcoming fiscal year. Assessment No. 1, which was formed in 1996, just before Proposition 218 passed, covers most of the parcels and provides most of the assessment revenue for the District. The rate on Assessment No. 1 is capped at \$12, which means that the rate cannot be raised above the \$12 limit. The total revenue for Assessment No. 1 will be \$3,168,000. Assessment No. 2 was formed in 2004 with a balloted assessment that annexed the areas of the two counties that were not then serviced by the District. Assessment No. 2 has a Consumer Price Index (CPI) escalator, which allows the assessment to increase annually according to the Bay Area CPI, up to 5% per year. The proposed rate for Assessment No. 2 is \$27.58 per single family equivalent, making the total revenue for Assessment No. 2 just short of \$1 million. The total revenue from both assessments is estimated to be \$4.1 million in FY 2019-20.

It was M/S Trustee Davis /Trustee Giovanatto to approve Resolution 2018/19-05:

Motion passed with a roll call vote:

Ayes: Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Gallian, Trustee Giovanatto, Trustee Hootkins, Trustee Khush, Trustee Kinser, Trustee Naythons, Trustee Schulze, Trustee Snyder, Trustee Witt and Trustee McCaffery

No: (none)

Abstain: (none)

Absent: Trustee Ackerman, Trustee Blair, Trustee Glass, Trustee Harlem, Trustee Rowland, Trustee Sagues and Trustee Thompson

E. Resolution No. 2018/19-06

It was M/S Trustee Gallian/Trustee Davis to approve Resolution 2018/19-06:

Motion passed with a roll call vote:

Ayes: *Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Gallian, Trustee Giovanatto, Trustee Hootkins, Trustee Khush, Trustee Kinser, Trustee Naythons, Trustee Schulze, Trustee Snyder, Trustee Witt and Trustee McCaffery*

No: *(none)*

Abstain: *(none)*

Absent: *Trustee Ackerman, Trustee Blair, Trustee Glass, Trustee Harlem, Trustee Rowland, Trustee Sagues and Trustee Thompson*

F. Public Hearing June 12, 2019

A notice of hearing for the Marin/Sonoma Mosquito & Vector Control District, Vector Control Assessment District (Assessment No. 1), and for the Northwest Mosquito, Vector and Disease Control Assessment (Assessment No. 2) will be posted 10 days prior to the Public Hearing on June 12, 2019.

It was M/S Trustee Davis/Trustee Snyder to schedule a Public Hearing for June 12, 2019:

Motion passed with:

Ayes: *Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Gallian, Trustee Giovanatto, Trustee Hootkins, Trustee Khush, Trustee Kinser, Trustee Naythons, Trustee Schulze, Trustee Snyder, Trustee Witt and Trustee McCaffery*

No: *(none)*

Abstain: *(none)*

Absent: *Trustee Ackerman, Trustee Blair, Trustee Glass, Trustee Harlem, Trustee Rowland, Trustee Sagues and Trustee Thompson*

7. COMMITTEE & STAFF REPORTS

A. Legislative Committee

Chair Tamara Davis noted that Assembly Bill 320, which would create the California Mosquito Surveillance and Research Program, was still in Appropriations awaiting approval.

8. MANAGER'S REPORT

Manager Smith explained that he and Assistant Manager Hawk did not have anything to add to their written reports but would be happy to entertain any questions. *(Manager and Assistant Manger's reports were included in the May Board packet)*

Trustee Gallian remarked about the coverage on the 10 o'clock television news the District had received recently. She also mentioned an article written in the newspaper the following day and considered these to be great ways to bring awareness to the community about the services the District provides.

Trustee Davis credited the District for having seasonal receptionist Monica Nunez, who speaks Spanish fluently, help with the District's outreach efforts at the recent Cinco de Mayo event.

9. **WRITTEN COMMUNICATIONS**

No written communications.

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

Trustee Schulze reminded the Board of the Open House to be held on May 18.

11. **ADJOURNMENT**

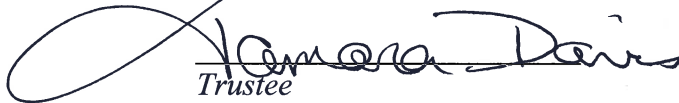
There being no further business to come before the Board, President McCaffery adjourned the meeting at 8:31 pm.



*District Representative
MSMVCD*

6.12.19

Date of Approval



*Trustee
MSMVCD Board of Trustees*

6.12.19

Date of Approval