

Marin/Sonoma  
Mosquito & Vector Control District  
595 Helman Lane  
Cotati, California 94931  
1-800-231-3236 (toll free) 707-285-2210 (fax)

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**BOARD OF TRUSTEES  
BOARD MEETING**

DATE: June 17, 2020  
TIME: 6:00 PM Closed Session. 7:00 PM Regular Meeting in Open Session  
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 Zoom window or provide typed comment via the Q & A button. Both of these features are available at the bottom of the Zoom screen.

The public may submit comments by:

- 1) Emailing comments to [comments@msosquito.org](mailto:comments@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 893 6425 5460

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](mailto: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.msosquito.org/board-meetings>

**BOARD OF TRUSTEES  
JUNE 17, 2020  
BOARD MEETING  
AGENDA**

*Items marked \* are enclosed attachments.*

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

**1. CLOSED SESSION**

**A. Closed Session pursuant to California Government Code Section 54957.6**

**CONFERENCE WITH LABOR NEGOTIATORS**

District Representatives: Kelly Tuffo, Liebert Cassidy Whitmore  
Philip Smith  
Erik Hawk

Employee Organization: Western Council of Engineers

**B. Adjourn Closed Session to Open Board meeting starting at 7 pm.**

**2. CALL TO ORDER**

**3. PLEDGE OF ALLEGIANCE**

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

Bruce Ackerman, Fairfax

Gail Bloom, Larkspur

Tamara Davis, Sonoma Co. at Large

Art Deicke, Santa Rosa

Julia Ettlin, Windsor

Laurie Gallian, Sonoma

Una Glass, Sebastopol

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

Susan Hootkins, Petaluma

Ranjiv Khush, San Anselmo

Matthew Naythons, Sausalito

Monique Predovich, Ross

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

Shaun McCaffery, Healdsburg

Carol Pigoni, Cloverdale (*President*)

**Open Seats:**

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

*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.*

5. **PUBLIC TIME**

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

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

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

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

6. **CONSENT CALENDAR**

**A. APPROVAL OF AGENDA**

**B.\* MINUTES** – Minutes for Board Meeting held on May 13, 2020.

**C.\* FINANCIAL**

Warrants – May 2020

May Payroll: \$188,385.50

May Expenditures: \$418,280.29

Total: \$606,665.79

**ACTION NEEDED**

INFORMATION ENCLOSED

**D. ENDING ACCOUNT BALANCES:**

Operating Fund: \$12,285,879.09

7. **PUBLIC HEARING/PUBLIC COMMENT**

**A.\*** The purpose of this Public Hearing is to receive public comment regarding Resolution No. 2019/20-04, A Resolution of the Board of Trustees of the Marin/Sonoma Mosquito and Vector Control District: A Resolution approving the engineer's report, confirming the assessment diagram and assessment and ordering the levy of assessments for fiscal year 2020-21 for the Vector Control Assessment (Assessment No. 1).

**ACTION NEEDED**

**Staff Recommendation: APPROVE RESOLUTION 2019/20-04.**

INFORMATION ENCLOSED

- B.\*** The purpose of this Public Hearing is to receive public comment regarding Resolution No. 2019/20-05, A Resolution of the Board of Trustees of the Marin/Sonoma Mosquito and Vector Control District: A Resolution approving the engineer's report, confirming the assessment diagram and assessment and ordering the levy of assessments for fiscal year 2020-21 for the Northwest Mosquito, Vector and Disease Control Assessment (Assessment No. 2).

**ACTION NEEDED**

**Staff Recommendation: APPROVE RESOLUTION 2019/20-05.**

**INFORMATION ENCLOSED**

**8. NEW BUSINESS**

- A.\* Two Proposed Memoranda of Understanding with the Western Council of Engineers (WCE): General Membership and Management/Confidential Unit**  
Staff Report: See attached report

**ACTION NEEDED**

**RECOMMENDED ACTION: Review the MOUs. Consider a motion to ratify and adopt both MOUs.**

**INFORMATION ENCLOSED**

- B.\* Ten-Year Financial Forecasts: 2020 Edition. Report from NBS and District staff.**

Staff Report: Ms. Nicole Kissam, a Director with NBS, has prepared and presented annual financial forecasts for the District since November 2013. Tonight, she will present this year's report and discuss the short and long-term projections with the Board, with special reference to the current economic conditions.

**ACTION NEEDED**

**Recommended action is to view the presentation and materials, then consider a motion to accept the report.**

**INFORMATION ENCLOSED**

- C.\* Final Proposed Budget for Fiscal Year (FY) 2020-21. Please refer to the enclosed proposed Annual Budget and the Budget Highlights document.**

**ACTION NEEDED**

**Review and discuss the final draft of the FY 20-21 budget. Consider a motion to approve the annual budget for fiscal year 2020-21**

**INFORMATION ENCLOSED**

**D.\* 2019-20 Marin County Civil Grand Jury: “Follow-Up Report on Web Transparency of Agency Compensation Practices.”**

The attached proposed responses to the Grand Jury were prepared by staff in conjunction with General Counsel. Under Penal Code Section 933.05, responses to the Grand Jury are due by July 27<sup>th</sup>, 2020. Because the Board plans not to meet in July, this item appears on tonight’s agenda.

Two prior reports issued by Marin County Civil Grand Juries, in 2016 and 2017 respectively, audited and rechecked the websites of 130 Special Districts to evaluate the accessibility of online information, including budgets, audits and information about board members. Only nine agencies, including this District, earned a web transparency grade of A+.

The 2020 report focuses primarily on the disclosure of compensation and benefits paid to district staff and members of the governing bodies and recommends certain disclosure practices. Although the report stipulates that this District need respond only to Recommendation R7, upon closer examination, implementing R7 necessitates complying with R1 through R6.

Staff has already implemented recommendations R1 through R5 and is seeking Board direction to implement R6, which states that: “No later than 120 days after the date of this report, agencies should adopt a practice to compile and publish each year an annual report detailing the compensation actually paid to their elected officials for the previous calendar year.”

Although mosquito district Trustees are appointed officials rather than elected, Counsel advises that the general principle applies regarding disclosure of compensation. Therefore, staff recommends that the Board decide whether to implement R6, which entails publishing an annual report detailing compensation paid to Trustees for the previous year.

The Board may direct staff to modify the draft responses in any way it deems appropriate.

**ACTION NEEDED**

**Staff Recommendation: Staff recommends implementing R6 as a good transparency practice. Review the proposed responses prepared by staff and make any modifications deemed appropriate. Consider motions to:**

- 1. Direct staff to implement Recommendation R6 by preparing and publishing on the District’s website an annual report detailing the compensation paid to Board Members for the previous calendar year.**
- 2. Authorize the Board President to send the attached responses to the Grand Jury.**

**INFORMATION ENCLOSED**

**E.\* Revised Job Description and Change of Job Title for “Shop/Facilities Coordinator” Position to “Mechanic/Facilities Manager.” Request for Authority to Enter into Agreement with Bryce Consulting to Conduct a Compensation Survey. Delegate authority to the District Manager to Establish a Four-step Salary Scale (up to Specified Maximum) and Direct Staff to Report Back.**

## **STAFF REPORT**

In keeping with best practices, the District periodically reviews and updates job descriptions. Following the retirement of the long-serving Shop/Facilities Manager in March 2020, staff revised the job description (attached in track-changes format), to bring it into conformance with current human resources practices and standards. Additionally, following discussions with the Executive Committee, staff recommends that the position title be changed from “Shop/Facilities Coordinator” to “Mechanic/Facilities Manager” (M/FM). Staff believes that the proposed title would better reflect the role, duties and responsibilities of the position, and facilitate the recruitment to fill the position in the near future.

In order to facilitate setting the four-step salary scale for the position, staff requests authority to engage Bryce Consulting in the amount of \$2,550 to conduct a total compensation survey of the market. Staff requests that the Board delegate authority to the Manager to establish a revised pay scale for the position, up to and including the current range of \$109,687 (Step One) to \$126,970 (Step Four). At the next Board meeting, the Manager would report the survey results and all actions taken to the Board. Staff will meet and confer with the Western Council of Engineers as the representative for the District’s union members.

The recommended actions would allow the District to proceed expeditiously with a recruitment to fill the vacant position.

### **ACTION NEEDED**

**STAFF RECOMMENDATION:** Consider a motion to:

1. Approve the change of job title from “Shop/Facilities Coordinator” to “Mechanic/Facilities Manager”
2. Direct staff to enter into an agreement with Bryce Consulting to conduct a total compensation survey in an amount not to exceed \$2,550
3. Delegate authority to the District Manager to establish the four-step salary scale for the Mechanic/Facilities Manager, not to exceed the current range for the Shop/Facilities Coordinator
4. Direct staff to report back at a subsequent meeting on all actions taken in this matter.

INFORMATION ENCLOSED

9. **COMMITTEE & STAFF REPORTS**  
No Committee Reports

10.\* **MANAGER’S REPORTS**

INFORMATION ENCLOSED

11. **WRITTEN COMMUNICATIONS**

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

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

13. **ADJOURNMENT**

# Marin/Sonoma Mosquito & Vector Control District

Board of Trustees  
595 Helman Lane  
Cotati, CA 94931

May 13, 2020

## MINUTES

1. **CALL TO ORDER**

President Pigoni called the meeting to order at 7:04 pm.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

**Members present:**

Ackerman, Bruce  
Bloom, Gail  
Davis, Tamara  
Deicke, Art  
Ettlin, Julia  
Gallian, Laurie  
Glass, Una  
Harlem, Pamela  
Hootkins, Susan

Khush, Ranjiv  
Naythons, Matthew  
Rowland Jr., Herb  
Schulze, Ed  
Snyder, Richard  
Thompson, Michael  
Witt, David  
Pigoni, Carol

**Members absent:**

McCaffery, Shaun  
Predovich, Monique

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

**Others present:**

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

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

4. **APPOINTMENT OF NEW TRUSTEE**

This item was moved to a subsequent meeting because Trustee Monique Predovich was unable to attend.



5. **PUBLIC TIME**

No public comment.

6. **CONSENT CALENDAR**

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

B. **MINUTES** – Minutes of the Board Meeting held March 11, 2020.

C. **FINANCIAL**

Warrants – March 2020

March Payroll: \$182,959.52

March Expenditures: \$612,966.12

Total: \$795,925.64

D. **FINANCIAL**

Warrants – April 2020

April Payroll: \$193,771.41

April Expenditures: \$426,068.45

Total: \$619,839.86

E. **ENDING ACCOUNT BALANCES:**

Operating Fund: \$11,481,153.87

F. **3<sup>rd</sup> QUARTER FINANCIAL STATEMENT FOR FY 2019/20**

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

*Motion passed with a roll call vote:*

***Ayes:** Trustee Ackerman, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlin, Trustee Gallian, Trustee Glass, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee Naythons, Trustee Rowland, Trustee Schulze, Trustee Snyder, Trustee Thompson, Trustee Witt and Trustee Pigoni*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee McCaffery and Trustee Predovich*

7. **NEW BUSINESS**

A. **“Special Contribution Due to Reserve Restructure.” Presentation by Marilyn Oliver, Vice President, Bartel & Associates.**

Ms. Oliver gave a detailed explanation of the written report that Bartel Associates prepared for the District. The report’s primary aim was to help the Board decide whether to make an additional contribution to the District’s Other Post-Employment Benefits (OPEB) trust account at the California Employer’s Retiree Benefit Trust (CERBT) and if so, the amount of such a contribution to be made as part of the District’s FY 2020-21 budget. Tables

and narrative sections in the report illustrated the results of stochastic calculations simulating the potential outcomes of various scenarios, each involving different investment allocations and funding amounts. Ms. Oliver noted the sensitivity of the outcomes to variations in investment returns and described the potential risks of over-funding the irrevocable trust account.

Currently, CERBT allows member agencies to invest in only one of three available investment allocation options: CERBT Strategy 1, 2 or 3. However, CERBT staff recently advised that, starting later this year, member agencies will be able to apportion their funds between any two of the Strategies (but not all three). Accordingly, it was noted that should the District decide to make an additional contribution in the next few months, the funds would be added to the District's existing balance in Strategy 1 at CERBT. Strategy 1 has the highest nominal earning potential but carries greater risk. Strategies 2 and 3 are more conservative but their earning potentials are lower. When CERBT gives member agencies the option to reallocate their funds, the District could elect to remain invested wholly in Strategy 1 or transfer some or all of its assets to the other two options in order to balance the portfolio as it sees fit.

On behalf of the Budget Committee, Trustee Gail Bloom noted that at the Committee's recent meeting, the members unanimously recommended that the Board adopt Scenario 3 from Bartel's report; namely making a special contribution to OPEB of \$2.159M, aimed at increasing the funded ratio in the CERBT account to about 55%. Part of the rationale for taking a less aggressive approach than originally envisaged (funding to 80% or above), was to conserve capital during the turbulent economic conditions associated with the SARS-CoV-2 pandemic.

*It was M/S Trustee Gallian/Trustee Davis to add special contribution Scenario 3 to the FY 20-21 budget, bringing the funding ratio to 55%, placing these funds into CERBT Strategy 1, and to pursue any further action at a later time.*

*Motion passed with a roll call vote:*

*Ayes: Trustee Ackerman, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlin, Trustee Gallian, Trustee Glass, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee Naythons, Trustee Rowland, Trustee Schulze, Trustee Snyder, Trustee Thompson, Trustee Witt and Trustee Pigoni*

*No: (none)*

*Abstain: (none)*

*Absent: Trustee McCaffery and Trustee Predovich*

**B. Proposed Budget for Fiscal Year (FY) 2020-21: Presentation by staff and recommendation by the Budget Committee. Please refer to the enclosed proposed Annual Budget and the Budget Highlights document.**

Financial Manager Jennifer Crayne gave a detailed PowerPoint presentation explaining the current revenue trends, fund balances, legacy benefits, capital replacement schedules and anticipated expenditures. *(See attached Fiscal Year 2020/21: Proposed Budget Highlights in the May board packet)*

Trustee Bloom reported for the Budget Committee that this proposed budget contained no significant changes from the prior year, and after detailed review, the Committee's recommendation was to accept the initial draft budget.

*It was M/S Trustee Gallian/Trustee Schulze to accept the initial draft of the FY 20-21 budget and provide direction to staff to bring the final FY 20-21 budget to the next Board meeting for approval:*

*Motion passed with a roll call vote:*

**Ayes:** Trustee Ackerman, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlin, Trustee Gallian, Trustee Glass, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee Naythons, Trustee Rowland, Trustee Schulze, Trustee Snyder, Trustee Thompson, Trustee Witt and Trustee Pioni

**No:** (none)

**Abstain:** (none)

**Absent:** Trustee McCaffery and Trustee Predovich

**C. Resolution No. 2019/20-02**

A Resolution of Intention to Levy Assessments for FY 2020-21, Preliminarily Approving Engineer's Report for the Marin/Sonoma Mosquito and Vector Control District, Vector Control Assessment District (Assessment No. 1).

John Bliss, President of the SCI Consulting Group, provided a brief explanation of the District's primary revenue sources; ad valorem taxes and two Benefit Assessment Districts.

Every year the Board reviews and approves the Engineer's Reports and then sets the date for the Public Hearing. The following month, a Public Hearing is held during which the Board votes on two Resolutions, for Assessment District No. 1 and Assessment District No. 2 respectively, thus ordering the levies.

Assessment District No. 1, which was formed in 1996, just before Proposition 218 passed, covers most of the parcels in the District and provides the great majority of the assessment revenue for the District. The proposed rate for FY 2020-21 on Assessment No. 1 is capped at \$12 per single-family equivalent benefit unit, which means that the rate cannot be raised above the \$12 limit.

Assessment District 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 District No. 2 has a Consumer Price Index (CPI) escalator, which allows the Board to increase the assessment annually according to the Bay Area CPI, up to a maximum of 5% per year. The proposed rate for FY 2020-21 Assessment No. 2, Zones A and West Marin is \$28.26 per single family equivalent benefit unit and Assessment No. 2, Zone B \$27.03 per single-family equivalent benefit unit.

*It was M/S Trustee Snyder/Trustee Gallian to approve Resolution No. 2019/20-02:*

*Motion passed with a roll call vote:*

*Ayes: Trustee Ackerman, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlin, Trustee Gallian, Trustee Glass, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee Naythons, Trustee Rowland, Trustee Schulze, Trustee Snyder, Trustee Thompson, Trustee Witt and Trustee Pigoni*

*No: (none)*

*Abstain: (none)*

*Absent: Trustee McCaffery and Trustee Predovich*

**D. Resolution No. 2019/20-03**

A Resolution of Intention to Levy Assessments for FY 2020-21, Preliminarily Approving Engineer's Report for the Marin/Sonoma Mosquito and Vector Control District, Northwest Mosquito, Vector Disease Control Assessment District (Assessment No. 2)

*It was M/S Trustee Snyder/Trustee Schulze to approve Resolution No. 2019/20-03:*

*Motion passed with a roll call vote:*

*Ayes: Trustee Ackerman, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlin, Trustee Gallian, Trustee Glass, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee Naythons, Trustee Rowland, Trustee Schulze, Trustee Snyder, Trustee Thompson, Trustee Witt and Trustee Pigoni*

*No: (none)*

*Abstain: (none)*

*Absent: Trustee McCaffery and Trustee Predovich*

**E. Proposed Successor Agreement with the West Marin Mosquito Council (WMMC)**

Manager Smith explained that the proposed agreement, which describes the methods and materials used by the District in West Marin, is very similar to the prior agreement from 2016. Some minor wording changes were made to improve clarity and to remove redundant language that pertained solely to the initial term of the prior agreement. Recently, the West Marin Mosquito Council approved the proposed successor agreement and WMMC Co-Chair Elizabeth Goldblatt provided a statement of support that was read aloud to the Board.

Trustee Gallian noted on pg. 2 the letter (a.) should be changed to letter (f.) Mr. Smith acknowledged the error and undertook to make the correction in the final version.

*It was M/S Trustee Schulze/Trustee Snyder to approve the attached four-year Agreement between the District and the West Marin Mosquito Council:*

*Motion passed with a roll call vote:*

*Ayes: Trustee Ackerman, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettl, Trustee Gallian, Trustee Glass, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee Naythons, Trustee Rowland, Trustee Schulze, Trustee Snyder, Trustee Thompson, Trustee Witt and Trustee Pigoni*

*No: (none)*

*Abstain: (none)*

*Absent: Trustee McCaffery and Trustee Predovich*

## **8. COMMITTEE & STAFF REPORTS**

### **A. Executive Committee**

President Carol Pigoni informed the Board that the committee met on April 5 via teleconference. Items that were discussed included the Bartel report regarding the CERBT and OPEB contribution options, and the draft budget was presented by Financial Manager Jennifer Crayne. Assistant Manager Erik Hawk provided updates on Operations and Laboratory activities and also spoke about how work is being performed as safely as possible during the COVID-19 pandemic. Manager Smith updated the committee on current projects such as the landscaping improvements, the proposal to change the format of the minutes and the engineered plans for the new storage shed. The committee discussed the status of recruitments (pending) and noted that the space planning study is on hold due to the shelter-in-place order. Proposed changes to the District Employee Policy Manual are currently under discussions with the employee's Union. Also in the policy arena, President Pigoni spoke about the possible creation of a District Operations Manual and the proposed overhaul of the Public Notification Policy for mosquito control operations. Manager Smith informed the Board that the Marin County Grand Jury had just issued another report on web transparency, noting that staff would prepare draft responses for the Board's consideration at the June meeting.

## **9. MANAGER'S REPORT**

Assistant Manager Hawk verbally added to the written reports, acknowledging Field Supervisor Marc Nadale and Field Technician Teresa Thomas-Nett for their excellent work in the West Marin area. He noted that they have collaborated well with the local communities and worked diligently within the parameters of the West Marin agreement.

He went on to note that staff members have provided great service despite the difficult working conditions caused by the COVID-19 pandemic. Lastly, he noted that the District, which worked in partnership with Audubon California and the U.S. Fish & Wildlife Service on the Sonoma Creek Enhancement Project, was acknowledged on the Monitoring Report as a partner agency. This recognition is noteworthy, showing the wetland community that not only does the District provide mosquito control and other public health services, but it exercises good stewardship of wildlife in the seasonal and tidal wetlands. *(Manager's and Assistant Manager's reports were included in the May Board packet)*

**10. WRITTEN COMMUNICATIONS**

No additional communications were provided other than the statement from Dr. Liza Goldblatt that Manager Smith read aloud to the Board as part of item 7E.

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

Trustee Schulze noted that he had attended a few meetings where Erik Hawk’s name was mentioned by the Audubon Society and the had District received accolades for its work with the airboat during the time that Highway 37 was flooded.

Manager Smith mentioned that Trustees and several members of the public have raised concerns about the Asian Hornet (aka Murder Hornet), which has not been found in this area, although staff will monitor for it.

**12. ADJOURNMENT**

Following Adjournment:

**A. Closed Session pursuant to California Government Code Section 54957.6  
CONFERENCE WITH LABOR NEGOTIATORS**

District Representatives: Kelly Tuffo, Liebert Cassidy Whitmore  
Philip Smith  
Erik Hawk

Employee Organization: Western Council of Engineers

There being no further business to come before the Board, it was M/S Trustee Schulze/Trustee Snyder to adjourn the meeting at 9:28 pm and go into closed session.

*Motion passed with a roll call vote:*

*Ayes: Trustee Ackerman, Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlin, Trustee Gallian, Trustee Glass, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee Naythons, Trustee Rowland, Trustee Schulze, Trustee Snyder, Trustee Thompson, Trustee Witt and Trustee Pigoni*

*No: (none)*

*Abstain: (none)*

*Absent: Trustee McCaffery and Trustee Predovich*

\_\_\_\_\_  
*District Representative*  
MSMVCD

\_\_\_\_\_  
*Date of Approval*

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

\_\_\_\_\_  
*Date of Approval*

**Marin/Sonoma Mosquito & Vector Control District**  
**Fulltime Payrol**  
**May 15,2020**

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount	Dir Dep
622	Regular	5/15/2020	114	Crayne, Jennifer M	2,967.87	2,967.87
623	Regular	5/15/2020	83	Delsid, Paula A	664.81	664.81
624	Regular	5/15/2020	87	Smith, Philip D	5,441.57	5,441.57
625	Regular	5/15/2020	81	Williams, Dawn A	1,986.88	1,986.88
626	Regular	5/15/2020	60	Brooks, Sarah M	3,040.54	3,040.54
627	Regular	5/15/2020	64	Holt, Kristen A	2,986.94	2,986.94
628	Regular	5/15/2020	118	Liebman, Kelly A	3,203.90	3,203.90
629	Regular	5/15/2020	62	Beardsley, Kevin G	1,948.04	1,948.04
630	Regular	5/15/2020	86	Beck, David G	2,777.76	2,777.76
631	Regular	5/15/2020	26	Cole, Michael S	2,998.91	2,998.91
632	Regular	5/15/2020	76	Engh, Eric S	3,141.43	3,141.43
633	Regular	5/15/2020	55	Hawk, Erik T	4,045.46	4,045.46
634	Regular	5/15/2020	93	Karinen, Kasey L	2,341.88	2,341.88
635	Regular	5/15/2020	48	Leslie, Daniel W	3,002.82	3,002.82
636	Regular	5/15/2020	74	Miller, Steven L	2,550.13	2,550.13
637	Regular	5/15/2020	63	Mohrman Jr, John C	2,702.51	2,702.51
638	Regular	5/15/2020	52	Morton, Robert D	2,606.97	2,606.97
639	Regular	5/15/2020	61	Nadale, Marc A	2,773.44	2,773.44
640	Regular	5/15/2020	96	Newman, Jared K	2,195.91	2,195.91
641	Regular	5/15/2020	34	Ohlinger, Bruce R	2,127.72	2,127.72
642	Regular	5/15/2020	58	Petersen, Jeffery R	2,723.79	2,723.79
643	Regular	5/15/2020	67	Picinich, Nick A	2,225.92	2,225.92
644	Regular	5/15/2020	40	Reed, Nathen C	3,112.76	3,112.76
645	Regular	5/15/2020	53	Russo Jr, Anthony J	2,779.77	2,779.77
646	Regular	5/15/2020	45	Sequeira, Jason A	3,057.70	3,057.70
647	Regular	5/15/2020	106	Smith, James L	2,409.96	2,409.96
648	Regular	5/15/2020	68	Tescalco, Joseph A	1,615.08	1,615.08
649	Regular	5/15/2020	56	Thomas-Nett, Teresa A	2,407.33	2,407.33
650	Regular	5/15/2020	120	Tyner, Keith W	2,635.00	2,635.00
651	Regular	5/15/2020	54	Wells, Michael L	2,616.07	2,616.07
652	Regular	5/15/2020	104	McGovern, Robert A	2,998.76	2,998.76
653	Regular	5/15/2020	37	Sequeira, Nizza N	3,018.49	3,018.49

<b>Totals for Payroll Checks</b>		<b>32 Items</b>			<b>87,106.12</b>	<b>87,106.12</b>
	Check Type	Count			Net Amount	Dir Dep
	Regular	32			87,106.12	87,106.12
	<b>Totals</b>	<b>32</b>			<b>87,106.12</b>	<b>87,106.12</b>

**Report Totals**

	Check Type	Count			Net Amount	Dir Dep
	Regular	32			87,106.12	87,106.12

**Marin/Sonoma Mosquito & Vector Control District**  
**Seasonal Payroll**  
**May 15,2020**

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount	Dir Dep
658	Regular	5/15/2020	123	Tomanek, Bonnie S	1,288.46	1,288.46
659	Regular	5/15/2020	124	Dreyer, Rebecca	1,369.30	1,369.30
660	Regular	5/15/2020	115	Ball, Bradley A	1,480.52	1,480.52
661	Regular	5/15/2020	125	O'Donnell, Ty	1,146.46	1,146.46
662	Regular	5/15/2020	119	Richtik, Raymond M	1,488.60	1,488.60
<b>Totals for Payroll Checks</b>		<b>5 Items</b>			<b>6,773.34</b>	<b>6,773.34</b>

**Summary**

Check Type	Count	Net Amount	Dir Dep
Regular	5	6,773.34	6,773.34
<b>Totals</b>	<b>5</b>	<b>6,773.34</b>	<b>6,773.34</b>

**Report Totals**

Check Type	Count	Net Amount	Dir Dep
Regular	5	6,773.34	6,773.34
<b>Totals</b>	<b>5</b>	<b>6,773.34</b>	<b>6,773.34</b>



Marin/Sonoma Mosquito & Vector Control District  
 Fulltime Payroll  
 5/29/2020

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount	Dir Dep
667	Regular	5/29/2020	114	Crayne, Jennifer M	2,967.83	2,967.83
668	Regular	5/29/2020	83	Delsid, Paula A	877.65	877.65
669	Regular	5/29/2020	87	Smith, Philip D	5,441.57	5,441.57
670	Regular	5/29/2020	81	Williams, Dawn A	1,986.88	1,986.88
671	Regular	5/29/2020	60	Brooks, Sarah M	3,040.54	3,040.54
672	Regular	5/29/2020	64	Holt, Kristen A	2,986.94	2,986.94
673	Regular	5/29/2020	118	Liebman, Kelly A	3,203.90	3,203.90
674	Regular	5/29/2020	62	Beardsley, Kevin G	2,119.20	2,119.20
675	Regular	5/29/2020	86	Beck, David G	2,777.80	2,777.80
676	Regular	5/29/2020	26	Cole, Michael S	2,998.91	2,998.91
677	Regular	5/29/2020	76	Engh, Eric S	3,141.43	3,141.43
678	Regular	5/29/2020	55	Hawk, Erik T	4,045.46	4,045.46
679	Regular	5/29/2020	93	Karinen, Kasey L	2,341.88	2,341.88
680	Regular	5/29/2020	48	Leslie, Daniel W	3,002.82	3,002.82
681	Regular	5/29/2020	74	Miller, Steven L	2,550.13	2,550.13
682	Regular	5/29/2020	63	Mohrman Jr, John C	2,702.51	2,702.51
683	Regular	5/29/2020	52	Morton, Robert D	2,777.38	2,777.38
684	Regular	5/29/2020	61	Nadale, Marc A	2,773.44	2,773.44
685	Regular	5/29/2020	96	Newman, Jared K	2,274.94	2,274.94
686	Regular	5/29/2020	34	Ohlinger, Bruce R	2,127.68	2,127.68
687	Regular	5/29/2020	58	Petersen, Jeffery R	2,723.79	2,723.79
688	Regular	5/29/2020	67	Picinich, Nick A	2,225.88	2,225.88
689	Regular	5/29/2020	40	Reed, Nathen C	3,112.72	3,112.72
690	Regular	5/29/2020	53	Russo Jr, Anthony J	2,779.77	2,779.77
691	Regular	5/29/2020	45	Sequeira, Jason A	3,057.70	3,057.70
692	Regular	5/29/2020	106	Smith, James L	2,409.96	2,409.96
693	Regular	5/29/2020	68	Tescalco, Joseph A	1,615.04	1,615.04
694	Regular	5/29/2020	56	Thomas-Nett, Teresa A	2,600.27	2,600.27
695	Regular	5/29/2020	120	Tyner, Keith W	2,635.00	2,635.00
696	Regular	5/29/2020	54	Wells, Michael L	2,616.07	2,616.07
697	Regular	5/29/2020	104	McGovern, Robert A	2,998.76	2,998.76
698	Regular	5/29/2020	37	Sequeira, Nizza N	3,396.59	3,396.59

<b>Totals for Payroll Checks</b>		<b>32 Items</b>		<b>88,310.44</b>	<b>88,310.44</b>
	Check Type	Count		Net Amount	Dir Dep
	Regular	32		88,310.44	88,310.44
	<b>Totals</b>	<b>32</b>		<b>88,310.44</b>	<b>88,310.44</b>

**Report Totals**

	Check Type	Count		Net Amount	Dir Dep
	Regular	32		88,310.44	88,310.44
	<b>Totals</b>	<b>32</b>		<b>88,310.44</b>	<b>88,310.44</b>

**Marin/Sonoma Mosquito & Vector Control District**  
**Seasonal Payroll**  
**5/29/2020**

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount	Dir Dep
703	Regular	5/29/2020	123	Tomanek, Bonnie S	1,181.01	1,181.01
704	Regular	5/29/2020	124	Dreyer, Rebecca	1,255.32	1,255.32
705	Regular	5/29/2020	115	Ball, Bradley A	1,358.30	1,358.30
706	Regular	5/29/2020	125	O'Donnell, Ty	1,039.01	1,039.01
707	Regular	5/29/2020	119	Richtik, Raymond M	1,361.96	1,361.96
<b>Totals for Payroll Checks</b>		<b>5 Items</b>			<b>6,195.60</b>	<b>6,195.60</b>

**Summary**

Check Type	Count	Net Amount	Dir Dep
Regular	5	6,195.60	6,195.60
<b>Totals</b>	<b>5</b>	<b>6,195.60</b>	<b>6,195.60</b>

**Report Totals**

Check Type	Count	Net Amount	Dir Dep
Regular	5	6,195.60	6,195.60
<b>Totals</b>	<b>5</b>	<b>6,195.60</b>	<b>6,195.60</b>

Account	Date	Amount	Check	Description
H 7487	05/06/2020	12,280.00	806454440	ALPINE HELICOPTER SERVICE INC
H 7487	05/06/2020	106.63	806454441	AT & T
H 7487	05/06/2020	192.41	806454442	KEVIN BEARDSLEY
H 7487	05/06/2020	604.34	806454443	BRODIE'S TIRE & BRAKE INC.
H 7487	05/06/2020	4,425.00	806454444	CALPERS 457 PLAN
H 7487	05/06/2020	2,957.95	806454445	CINTAS CORPORATION
H 7487	05/06/2020	350.49	806454446	COMMON SENSE BUSINESS SOLUTIONS, IN
H 7487	05/06/2020	631.41	806454447	COMPLETE WELDERS SUPPLY, INC.
H 7487	05/06/2020	18,979.25	806454448	COUNTY OF MARIN
H 7487	05/06/2020	3,368.49	806454449	DELTA DENTAL OF CALIFORNIA
H 7487	05/06/2020	58.29	806454450	FRIEDMAN'S HOME IMPROVEMENT
H 7487	05/06/2020	171.64	806454451	THE HARTFORD
H 7487	05/06/2020	451.85	806454452	HENRY CURTIS FORD/MERCURY
H 7487	05/06/2020	32.46	806454453	HOME DEPOT CREDIT SERVICES
H 7487	05/06/2020	31.75	806454454	JAY'S ENGRAVING & RUBBER STAMPS
H 7487	05/06/2020	2,075.01	806454455	LEADING EDGE ASSOCIATES, INC.
H 7487	05/06/2020	7,740.00	806454456	LIEBERT CASSIDY WHITMORE
H 7487	05/06/2020	34.22	806454457	LOWE'S BUSINESS ACCOUNT
H 7487	05/06/2020	3,024.74	806454458	NATIONWIDE TRUST COMPANY, FSB
H 7487	05/06/2020	2,430.00	806454459	NBS GOVERNMENT FINANCE GROUP
H 7487	05/06/2020	2,395.75	806454460	NORTH BAY COMMERCIAL SERVICES INC.
H 7487	05/06/2020	4,780.76	806454461	NORTH BAY PETROLEUM
H 7487	05/06/2020	196.19	806454462	TY O'DONNELL
H 7487	05/06/2020	13,188.00	806454463	OUTFRONT MEDIA
H 7487	05/06/2020	179.69	806454464	SANTA ROSA AUTO PARTS
H 7487	05/06/2020	103.00	806454465	SONOMA MEDIA INVESTMENTS, LLC
H 7487	05/06/2020	3,928.50	806454466	SONOMA MEDIA GROUP
H 7487	05/06/2020	718.74	806454467	TASC
H 7487	05/06/2020	782.20	806454468	TEAMSTERS LOCAL UNION NO. 856 HEALT
H 7487	05/06/2020	29,476.52	806454469	UNIVAR USA INC
H 7487	05/06/2020	440.38	806454470	VECTOR CONTROL JPA
H 7487	05/06/2020	1,979.74	806454471	VERIZON WIRELESS
H 7487	05/06/2020	826.29	806454472	VISION SERVICE PLAN (CA)
Total		118,941.69		
Count		33		

A/P 5.06.20

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

Signature: Tamara Davis  
Signature: [Signature]

Account	Date	Amount	Check	Description
H 7487	05/20/2020	37,686.88	806454473	ADAPCO, INC.
H 7487	05/20/2020	1,279.14	806454474	AFLAC
H 7487	05/20/2020	5,000.00	806454475	ALDRICH NETWORK CONSULTING
H 7487	05/20/2020	1,213.00	806454476	ALDRICH NETWORK CONSULTING
H 7487	05/20/2020	197.62	806454477	SARAH BROOKS
H 7487	05/20/2020	1,785.00	806454478	BRYCE CONSULTING, INC.
H 7487	05/20/2020	4,425.00	806454479	CALPERS 457 PLAN
H 7487	05/20/2020	3,058.47	806454480	CINTAS CORPORATION
H 7487	05/20/2020	1,501.69	806454481	CITY OF COTATI
H 7487	05/20/2020	2,426.16	806454482	CLARKE MOSQUITO CONTROL PRODUCTS, I
H 7487	05/20/2020	155.05	806454483	COMCAST BUSINESS
H 7487	05/20/2020	20,689.23	806454484	COUNTY OF MARIN
H 7487	05/20/2020	343.05	806454485	GREAT AMERICA FINANCIAL SERVICES
H 7487	05/20/2020	200.00	806454486	ERIK HAWK
H 7487	05/20/2020	500.00	806454487	ERIK HAWK
H 7487	05/20/2020	51,213.85	806454488	KAISER FOUNDATION HEALTH PLAN
H 7487	05/20/2020	200.00	806454489	KASEY KARINEN
H 7487	05/20/2020	60.01	806454490	LARSENGINES
H 7487	05/20/2020	200.00	806454491	DAN LESLIE
H 7487	05/20/2020	147.49	806454492	KELLY LIEBMAN
H 7487	05/20/2020	114,311.46	806454493	MARIN COUNTY EMPLOYEES RETIREMENT A
H 7487	05/20/2020	50.00	806454494	MARIN INDEPENDENT JOURNAL
H 7487	05/20/2020	200.00	806454495	STEVE MILLER
H 7487	05/20/2020	1,004.96	806454496	MITEL
H 7487	05/20/2020	196.20	806454497	JOHN MOHRMAN JR.
H 7487	05/20/2020	3,024.74	806454498	NATIONWIDE TRUST COMPANY, FSB
H 7487	05/20/2020	1,556.00	806454499	NORTH BAY COMMERCIAL SERVICES INC.
H 7487	05/20/2020	8,750.00	806454500	OUTFRONT MEDIA
H 7487	05/20/2020	17,113.36	806454501	P.G. & E.
H 7487	05/20/2020	1,807.52	806454502	P.G. & E.
H 7487	05/20/2020	1,500.00	806454503	PATRICK VON ELM
H 7487	05/20/2020	223.47	806454504	RECOLOGY SONOMA MARIN
H 7487	05/20/2020	1,095.00	806454505	RICHARD A. SANCHEZ
H 7487	05/20/2020	1,500.00	806454506	CYNTHIA RIHA
H 7487	05/20/2020	250.00	806454507	SACRAMENTO-YOLO MOSQUITO & VECTOR C
H 7487	05/20/2020	200.00	806454508	JASON SEQUEIRA
H 7487	05/20/2020	718.74	806454509	TASC
H 7487	05/20/2020	530.00	806454510	TECHNICAL SAFETY SERVICES, INC.
H 7487	05/20/2020	1,709.78	806454511	UNIVAR USA INC
H 7487	05/20/2020	31.60	806454512	UPS
H 7487	05/20/2020	12,394.88	806454513	US BANK
H 7487	05/20/2020	1,285.00	806454514	VANTAGEPOINT TRANSFER AGENTS-803673
Total		301,734.35		
Count		42		

A/P 5.20.20

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

Signature: *Vanya Davis*  
Signature: *Erik Hawk*

H Account 7487 Date 04/08/2020  
Total  
Count

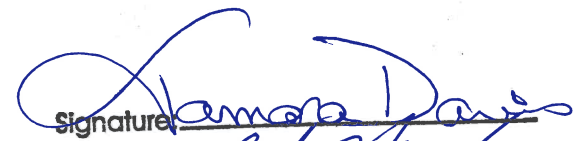
Amount  
2,395.75  
2,395.75  
1

Check  
806454394

Description  
VOID NORTH BAY COMMERCIAL SERVICES

Void 5.18.20  
Ch# 806454394

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

Signature:   
Signature: 

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## STAFF REPORT



DATE: June 17, 2020

TO: The Board of Trustees

FROM: Philip D. Smith, District Manager

SUBJECT: Public Hearing and Resolutions No. 2019/20-04 and No. 2019/20-05, Approving the Engineer's Reports, Confirming the Assessment Diagram and Assessment and Ordering the Levy of Assessments for Fiscal Year 2020-21 for the Vector Control Assessment (Assessment No. 1, Resolution No. 2019/20-04), and for the Northwest Mosquito, Vector and Disease Control Assessment (Assessment No. 2, Resolution No. 2019/20-05)

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### **RECOMMENDATION**

It is recommended that the Board hold a public hearing, consider all public comments, and subsequently approve the resolutions that would approve the Engineer's Reports, confirm the diagram and assessment, and order the levy of assessments for fiscal year 2020-21 for the Assessment No. 1 and Assessment No. 2 as the final step in levying the annual assessments.

### **RESULT OF RECOMMENDED ACTION**

The Board will order the levy of the assessments for fiscal year 2020-21, and will cause those levies to be submitted by SCI Consulting Group to the County Auditors of Marin and Sonoma to be included on the 2020-21 property tax bills.

### **BACKGROUND**

The Vector Control Assessment District (Assessment No. 1) was formed in October 9, 1996, by Resolution No. 96/97-3, after a public meeting held on September 11, 1996 and a public hearing held on October 9, 1996 to allow for public input. The first assessments were levied in fiscal year 1997-98. The purpose of the Assessment No. 1 is to provide surveillance and control of vectors and mosquitoes within the original boundaries of the District. Since this assessment pre-dates the 1996 approval of Proposition 218, it is considered a "grandfathered assessment" and is not held to the same standards of some of the requirements established by Proposition 218. The Board of Trustees established a maximum assessment rate of \$12.00 per single family equivalent benefit unit (SFE) for the 1996-97 fiscal year.

The Northwest Mosquito, Vector and Disease Control Assessment (Assessment No. 2) was established in 2004, after a LAFCo annexation proceeding and after gaining property owner ballot support for a new benefit assessment. This benefit assessment was established to provide mosquito, vector and disease control to the coastal areas of Marin County and the coastal and northern areas Sonoma County, not previously serviced by the District or any agency.

- Balloting Conducted: October 7 to November 22, 2004
- Ballot Results: 61.22 % of the weighted returned ballots were in support of the proposed assessment
- Board Approval of 1<sup>st</sup> Year Assessment Levies: November 29, 2004, Resolution No. 04/05-05
- First Year Assessments Levied: 2005-06
- Fiscal Year 2005-06 Approved Rate: \$19.00 per single family equivalent benefit unit (SFE)
- Annual CPI: In each subsequent year, the maximum assessment rate increases by the annual change in the San Francisco Bay Area Consumer Price Index, not to exceed 5% per year

- Fiscal Year 2020-21 Maximum Rate: \$28.26 per single family equivalent benefit unit (SFE) for Zone A and Zone West Marin, and \$27.03 for Zone B

In order to continue to levy the assessments each year, SCI Consulting Group, the District’s assessment engineer, prepared the Engineer’s Reports that include the special and general benefits from the assessments, the proposed budget for the assessments for fiscal year 2020-21, the updated proposed assessments for each parcel in the Assessment Districts, and the proposed assessments per single family equivalent benefit unit. At the May 13, 2020 Board meeting, the Board reviewed the Engineer’s Reports and adopted Resolution Nos. 2019/20-02 and 2019/20-03, to declare intention to continue the assessments, preliminarily approve the Engineer’s Reports, and provide for notice of the annual public hearing.

Each year, the Board conducts a noticed public hearing and receives public input on the proposed assessments and the services that they would fund, in order to continue to levy the assessments for the coming fiscal year. After hearing the public testimony, the Board may take final action on setting the assessment rate, establishing the services and improvements to be funded, and ordering the continuation of the assessments for fiscal year 2020-21.

**PROPOSED RATE AND CPI HISTORY**

Assessment No 1: Assessment No. 1 has a maximum assessment of \$12.00 per SFE. The estimate of cost and budget in the Engineer’s Report proposes assessments for fiscal year 2020-21 at the rate of \$12.00. The total amount of revenues that would be generated by the assessments in fiscal year 2020-21 at the proposed rate of \$12.00 is approximately \$3,169,956.

Assessment No 2: Assessment No. 2 maximum assessment is increased annually based on the Consumer Price Index-U for the San Francisco Bay Area as of December of each succeeding year (CPI), with a maximum annual adjustment not to exceed 5%. As shown in the table below, the maximum authorized assessment rate for fiscal year 2020-21 is \$28.26 per single family equivalent (SFE) benefit unit in Zone A and Zone West Marin, and \$27.03 in Zone B. The estimate of cost and budget in the Engineer’s Report proposes assessments for fiscal year 2019-20 at the maximum authorized rates of \$28.26 for Zone A and Zone West Marin, and \$27.03 for Zone B. The total amount of revenues that would be generated by the assessments in fiscal year 2020-21 at the proposed rates is approximately \$1,025,239.

CPI change as of each December			ASSESSMENT NO. 2			
			ZONEs A & West Marin		ZONE B	
			Asmt / SFE Used for the FY	Maximum Authorized Rate	Asmt / SFE Used for the FY	Maximum Authorized Rate
FY	Bay Area CPI History					
DEC 2004	2005-06	2.15%	\$19.00	\$19.00	\$19.00	\$19.00
DEC 2005	2006-07	1.95%	\$19.36	\$19.37	\$19.36	\$19.37
DEC 2006	2007-08	3.44%	\$19.36	\$20.03	\$19.36	\$20.03
DEC 2007	2008-09	3.84%	\$19.36	\$20.80	\$19.36	\$20.80
DEC 2008	2009-10	0.01%	\$19.36	\$20.80	\$19.36	\$20.80
DEC 2009	2010-11	2.61%	\$19.36	\$21.35	\$18.51	\$20.41
DEC 2010	2011-12	1.52%	\$19.36	\$21.67	\$18.51	\$20.72
DEC 2011	2012-13	2.92%	\$19.92	\$22.30	\$19.05	\$21.32
DEC 2012	2013-14	2.22%	\$20.88	\$22.80	\$19.97	\$21.81
DEC 2013	2014-15	2.57%	\$21.68	\$23.39	\$20.73	\$22.36
DEC 2014	2015-16	2.67%	\$22.24	\$24.01	\$21.27	\$22.96
DEC 2015	2016-17	3.17%	\$24.76	\$24.77	\$23.69	\$23.69
DEC 2016	2017-18	3.53%	\$25.64	\$25.64	\$24.52	\$24.52
DEC 2017	2018-19	2.94%	\$26.40	\$26.40	\$25.25	\$25.25
DEC 2018	2018-19	4.49%	\$27.58	\$27.59	\$26.38	\$26.38
DEC 2019	2018-19	2.45%	<b>\$28.26</b>	<b>\$28.27</b>	<b>\$27.03</b>	<b>\$27.03</b>

The following tables list the historical revenues and rates for each assessment district:

**MS-MVCD  
ASSESSMENT NO. 1 PROJECTED SFES AND REVENUE**

MS-MVCD Assessment No.1		Marin County			Sonoma County		
Fiscal Year	Asmt / SFE	SFE Units	Total Assessment	Increase from prior year	SFE Units	Total Assessment	Increase from prior year
2000-01	\$6.00	93,498	\$560,985		155,748	\$934,488	
2001-02	\$6.00	93,548	\$561,288	\$303	157,597	\$945,582	\$11,094
2002-03	\$9.75	93,296	\$908,863	\$347,575	155,805	\$1,517,947	\$572,365
2003-04	\$9.75	93,725	\$913,043	\$4,181	157,280	\$1,532,320	\$14,373
2004-05	\$5.00	94,126	\$470,630	(\$442,413)	157,879	\$789,395	(\$742,925)
2005-06	\$9.74	94,232	\$917,792	\$447,162	159,725	\$1,555,587	\$766,192
2006-07	\$10.72	94,356	\$1,011,491	\$93,699	161,810	\$1,734,598	\$179,011
2007-08	\$10.72	94,419	\$1,012,166	\$675	163,352	\$1,751,128	\$16,530
2008-09	\$10.72	94,340	\$1,011,319	(\$847)	164,359	\$1,761,924	\$10,796
2009-10	\$10.72	94,455	\$1,012,558	\$1,238	164,956	\$1,768,334	\$6,410
2010-11	\$10.72	94,955	\$1,017,918	\$5,360	165,245	\$1,771,421	\$3,087
2011-12	\$10.72	94,888	\$1,017,194	(\$724)	165,592	\$1,775,146	\$3,725
2012-13	\$11.02	94,746	\$1,044,101	\$26,907	165,758	\$1,826,653	\$51,507
2013-14	\$11.56	94,636	\$1,093,992	\$49,891	166,164	\$1,920,850	\$94,197
2014-15	\$12.00	94,723	\$1,136,670	\$42,678	166,454	\$1,997,448	\$76,598
2015-16	\$12.00	94,868	\$1,138,416	\$1,746	166,729	\$2,000,742	\$3,294
2016-17	\$12.00	95,076	\$1,140,912	\$2,496	167,053	\$2,004,636	\$3,894
2017-18	\$12.00	95,059	\$1,140,702	(\$210)	167,643	\$2,011,710	\$7,074
2018-19	\$12.00	95,104	\$1,141,248	\$546	168,415	\$2,020,977	\$9,267
2019-20	\$12.00	95,192	\$1,142,298	\$1,050	168,881	\$2,026,572	\$5,595
2020-21	\$12.00	95,218	\$1,142,616	\$318	168,945	\$2,027,340	\$768

**MS-MVCD  
ASSESSMENT NO. 2 PROJECTED SFES AND REVENUE**

MS-MVCD Assessment No.2		Marin County			Sonoma County		
Fiscal Year	Asmt / SFE	SFE Units	Total Assessment	Increase from prior year	SFE Units	Total Assessment	Increase from prior year
2005-06	\$19.00	5,559	\$105,627	\$105,627	29,412	\$558,736	\$558,736
2006-07	\$19.36	5,602	\$108,448	\$2,821	29,588	\$572,826	\$14,091
2007-08	\$19.36	5,596	\$108,341	(\$108)	29,631	\$573,660	\$834
2008-09	\$19.36	5,668	\$109,730	\$1,389	29,808	\$577,087	\$3,427
2009-10	\$19.36	5,701	\$110,370	\$640	29,992	\$580,644	\$3,557
2010-11	\$19.36	5,781	\$111,917	\$1,547	30,018	\$580,959	\$315
2011-12	\$19.36	5,758	\$111,473	(\$444)	29,954	\$579,709	(\$1,250)
2012-13	\$19.92	5,759	\$114,720	\$3,247	29,977	\$596,957	\$17,248
2013-14	\$20.88	5,767	\$120,424	\$5,704	29,998	\$626,146	\$29,189
2014-15	\$21.68	5,770	\$125,099	\$4,675	30,078	\$651,882	\$25,737
2015-16	\$22.24	5,792	\$128,823	\$3,724	30,131	\$669,885	\$18,003
2016-17	\$24.76	5,809	\$143,836	\$15,013	30,278	\$749,433	\$79,548
2017-18	\$25.64	5,817	\$149,148	\$5,312	30,314	\$777,001	\$27,568
2018-19	\$26.40	5,840	\$154,186	\$5,038	30,400	\$802,297	\$25,296
2019-20	\$27.58	5,890	\$162,459	\$8,274	30,326	\$836,111	\$33,814
2020-21	\$28.26	5,915	\$167,158	\$4,698	30,374	\$858,081	\$21,970



## **CONCLUSION**

It is recommended that the Board approve the Resolutions Approving the Engineer's Reports, Confirming the Assessment Diagram and Assessment and Ordering the Continuation of Assessments for Fiscal Year 2020-21 for the Vector Control Assessment (Assessment No. 1) and the Northwest Mosquito, Vector and Disease Control Assessment (Assessment No. 2)

Respectfully submitted,  
Philip D. Smith, District Manager

**MARIN/SONOMA MOSQUITO & VECTOR  
CONTROL DISTRICT**  
VECTOR CONTROL ASSESSMENT No. 1



**AMENDMENT TO OCTOBER 9, 1996  
ENGINEER'S REPORT**

FISCAL YEAR 2020-21 ENGINEER'S REPORT

MAY 2020

PURSUANT TO THE GOVERNMENT CODE, THE HEALTH AND SAFETY CODE, AND  
ARTICLE XIIIID OF THE CALIFORNIA CONSTITUTION

ENGINEER OF WORK:

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## MARIN/SONOMA MOSQUITO & VECTOR CONTROL DISTRICT

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Philip D. Smith

### ENGINEER OF WORK

SCI Consulting Group  
Lead Assessment Engineer, John Bliss, M. Eng., P.E.

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## INTRODUCTION

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### OVERVIEW

The Marin/Sonoma Mosquito and Vector Control District (“District”) is a public health agency dedicated to providing vector control and disease surveillance services in Marin and Sonoma Counties. The District, which is an independent special district (not part of any county or city), was the first mosquito abatement district in California, created on November 6, 1915, taking advantage of the newly approved 1915 Mosquito Abatement Act, to control the mosquitoes in Marin County. In 1976 the District annexed the central area of Sonoma County, becoming the Marin/Sonoma Mosquito Abatement District. In 1995 the district’s original name, Mosquito Abatement District, was changed to its current name, Marin/Sonoma Mosquito and Vector Control District, to reflect the additional services offered to the public, that also include eradication of in-ground yellowjacket nests, tick surveillance, and provision of rodent control advice. (In 2004 the District expanded its services to cover the entirety of Marin and Sonoma counties. During this process the District formed a second Benefit Assessment District in the annexed areas in order to fund the provision of program services to the newly expanded service area.)

The Marin/Sonoma Mosquito and Vector Control District, Vector Control Assessment (“Assessment No. 1” or “Assessment District”) was formed in 1996 to provide mosquito abatement and vector and disease control services to properties within the boundaries of the Vector Control Assessment No. 1. The boundaries of Assessment No. 1 cover approximately one-third of the total area of Marin and Sonoma Counties, encompassing approximately 960 square miles and servicing over 650,000 residents. This area extends over the eastern, more densely populated areas of Marin and Sonoma Counties, including the cities of Belvedere, Corte Madera, Fairfax, Larkspur, Mill Valley, Novato, Ross, Sausalito, San Anselmo, San Rafael, and Tiburon in Marin County, and Cotati, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, Sonoma, and Windsor in Sonoma County, as well as surrounding unincorporated areas (“Service Area”).

The Service Area projects and services are funded by a benefit assessment (Assessment No. 1), property tax revenues, service contracts, grants, and civil liabilities, pursuant to Health and Safety Code Section 2000 *et seq.* The District maintains service contracts with some large landowners and/or water dischargers, and solicits grants for research and interagency habitat management projects. In some cases, the District accepts civil liability settlements from the Marin or Sonoma County District Attorney or the California Department of Fish and Game when these settlements are directed at habitat management projects consistent with the District’s Mission.

The mosquito abatement, vector control services and environmental improvements proposed to be undertaken by the Assessment No. 1, to be financed by the levy of the annual assessment, provide special benefit to Assessor Parcels within the District as defined in the Method of Apportionment herein. The said services and improvements (collectively “Services”) consist of mosquito control services, such as mosquito surveillance, source

reduction, larvicide and adulticide applications, disease monitoring, public education, reporting, accountability, research and interagency cooperative activities.

Additional plans and specifications are filed with the District Manager of the Marin/Sonoma Mosquito and Vector Control District.

On October 9, 1996 with resolution 96/97-3, the District adopted a vector surveillance and control assessment ("Assessment No. 1" or "Assessment District") for fiscal year 1997-98 and every year thereafter for the purpose of funding vector surveillance and control activities and projects within the District. The Assessment No. 1 is an annual assessment imposed for vector control services in effect prior to the effective date for Proposition 218 and, therefore, is not fully subject to the procedures and approval process established for new vector assessments by Proposition 218.

This Engineer's Report ("Report") was prepared to:

- Describe the Services that will be funded by the assessments,
- Establish a budget for the Services that will be funded by the 2020-21 assessments,
- Reiterate the benefits received from the Services by property within the Mosquito and Vector Control District ("Assessment District"), and
- Reiterate the method of assessment apportionment to lots and parcels within the Assessment District.

As used within this Report, the following terms are defined:

*"Vector" means any animal capable of transmitting the causative agent of human disease or capable of producing human discomfort or injury, including, but not limited to, mosquitoes, flies, mites, ticks, other arthropods, and small mammals and other vertebrates (Health and Safety Code Section 2002(k)).*

*"Vector Control" shall mean any system of public improvements or services that is intended to provide for the surveillance, prevention, abatement, and control of vectors as defined in subdivision (k) of Section 2002 of the Health and Safety Code and a pest as defined in Section 5006 of the Food and Agricultural Code (Government Code Section 53750(l)).*

The District operates under the authority of the Mosquito Abatement and Vector Control District Law of the State of California. Following are excerpts from the Mosquito Abatement and Vector Control District Law of 2002, codified in the Health and Safety Code, Section 2000, *et seq.* which serve to summarize the State Legislature's findings and intent with regard to mosquito abatement and other vector control services:



2001. (a) *The Legislature finds and declares all of the following:*

(1) *California's climate and topography support a wide diversity of biological organisms.*

(2) *Most of these organisms are beneficial, but some are vectors of human disease pathogens or directly cause other human diseases such as hypersensitivity, envenomization, and secondary infections.*

(3) *Some of these diseases, such as mosquitoborne viral encephalitis, can be fatal, especially in children and older individuals.*

(4) *California's connections to the wider national and international economies increase the transport of vectors and pathogens.*

(5) *Invasions of the United States by vectors such as the Asian tiger mosquito and by pathogens such as the West Nile virus underscore the vulnerability of humans to uncontrolled vectors and pathogens.*

(b) *The Legislature further finds and declares:*

(1) *Individual protection against the vectorborne diseases is only partially effective.*

(2) *Adequate protection of human health against vectorborne diseases is best achieved by organized public programs.*

(3) *The protection of Californians and their communities against the discomforts and economic effects of vectorborne diseases is an essential public service that is vital to public health, safety, and welfare.*

(4) *Since 1915, mosquito abatement and vector control districts have protected Californians and their communities against the threats of vectorborne diseases.*

(c) *In enacting this chapter, it is the intent of the Legislature to create and continue a broad statutory authority for a class of special districts with the power to conduct effective programs for the surveillance, prevention, abatement, and control of mosquitoes and other vectors.*

(d) *It is also the intent of the Legislature that mosquito abatement and vector control districts cooperate with other public agencies to protect the public health, safety, and welfare. Further, the Legislature encourages local communities and local officials to adapt the powers and procedures provided by this chapter to meet the diversity of their own local circumstances and responsibilities.*

Further the Health and Safety Code, Section 2082 specifically authorizes the creation of benefit assessments for vector control, as follows:

(a) *A district may levy special benefit assessments consistent with the requirements of Article XIID of the California Constitution to finance vector control projects and programs.*

This Engineer's Report incorporates and is intended to be consistent with the benefit determinations, assessment apportionment methodology and other provisions established by Resolution 96/97-3 and the other documents and reports that established the

Assessment District. Reference is hereby made to Resolution 96/97-3 and other supporting reports and documents for further details.

### **ENGINEER'S REPORT AND CONTINUATION OF ASSESSMENTS**

The Assessment District was formed in 1996 to provide mosquito abatement and vector and disease control services, and to continue providing the Services in future years, funded by the levy of the annual assessments, as long as the Services are needed within the Service Area. In each subsequent year for which the assessments will be continued, the Board must preliminarily approve at a public meeting a budget for the upcoming fiscal year's costs and services, an updated annual Engineer's Report, and an updated assessment roll listing all parcels and their proposed assessments for the upcoming fiscal year. At this meeting, the Board will also call for the publication in a local newspaper of a legal notice of the intent to continue the assessments for the next fiscal year and set the date for the noticed public hearing. At the annual public hearing, members of the public can provide input to the Board prior to the Board's decision on continuing the services and assessments for the next fiscal year.

The fiscal year 2020-21 budget includes outlays for capital replacement, supplies, disease testing programs, vector control programs and contract abatement services, as well as funding for programs to test for, control, monitor and/or abate West Nile virus and other viruses, tick-borne diseases, and mosquitoes that are needed to provide additional vector control and public health protection services. If the Board approves this Engineer's Report for fiscal year 2020-21 and the continuation of the assessments by resolution, a notice of assessment levies will be published in a local paper at least 10 days prior to the date of the public hearing. Following the minimum 10-day time period after publishing the notice, a public hearing will be held for the purpose of allowing public testimony about the proposed continuation of the assessments for fiscal year 2020-21 . At this hearing, the Board will consider approval of a resolution confirming the continuation of the assessments for fiscal year 2020-21. If so confirmed and approved, the assessments will be submitted to the Marin and Sonoma County Auditors for inclusion on the property tax rolls for Fiscal Year 2020-21

### **PROPOSITION 218**

This assessment was formed prior to the implementation of Proposition 218, the Right to Vote on Taxes Act, which was approved by the voters of California on November 6, 1996, and is now Article XIII C and XIII D of the California Constitution; and therefore, this assessment is not fully subject to its requirements. Nevertheless, a brief discussion of Proposition 218 is provided to indicate that this proposition effectively strengthens the special benefit justification for this assessment.

Proposition 218 provides for benefit assessments to be levied to fund the cost of providing services, improvements, as well as maintenance and operation expenses to a public improvement which benefits the assessed property. When Proposition 218 was initially approved in 1996, it allowed for certain types of assessments to be "grandfathered" in, and these were exempted from the property-owner balloting requirement.

*Beginning July 1, 1997, all existing, new, or increased assessments shall comply with this article. Notwithstanding the foregoing, the following assessments existing on the effective date of this article shall be exempt from the procedures and approval process set forth in Section 4:*

*(a) Any assessment imposed exclusively to finance the capital costs or maintenance and operation expenses for sidewalks, streets, sewers, water, flood control, drainage systems or vector control.*

Vector control was specifically “grandfathered in,” underscoring the fact that the drafters of Proposition 218 and the voters who approved it were satisfied that funding for vector control is an appropriate use of benefit assessments, and therefore confers special benefit to property.

## GENERAL DESCRIPTION OF THE DISTRICT AND SERVICES

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### ABOUT THE DISTRICT

The Marin/Sonoma Mosquito and Vector Control District is an independent special district (not part of any county or city), that protects the usefulness, utility, desirability and livability of property and the inhabitants of property within its jurisdictional area by controlling and monitoring disease-carrying insects such as mosquitoes and ticks, and other harmful pests such as yellow jackets. The District protects the health and comfort of the public through the surveillance and/or control of vertebrate and invertebrate vectors. The District strives for excellence and leadership and embraces transparency and accountability in its service to residents and visitors. In addition, the District regularly tests for diseases carried by insects and small mammals and educates the public about how to protect themselves from vector borne diseases.

### SUMMARY OF SERVICES

The purpose of the Marin/Sonoma Mosquito and Vector Control District is to reduce the risk of vector-borne disease and mosquito nuisance to the residents and visitors within the District. Besides being nuisances by disrupting human activities and the use and enjoyment of public and private areas, certain insects and animals may transmit a number of diseases.

The Marin/Sonoma Mosquito and Vector Control District utilizes an Integrated Vector Management Program (IVMP) to manage vector populations (e.g., mosquitoes) and minimize the risk of vector-borne disease. For example, the District monitors and manages mosquito populations to minimize the risk of pathogen transmission (e.g., West Nile virus), disruption of human activities and the enjoyment of public and private areas, as well as the injury and discomfort that can occur to residents and livestock due to populations of biting mosquitoes. The pathogens currently of most concern are those that cause Western Equine Encephalitis (WEE), St. Louis Encephalitis (SLE), West Nile virus (WNV), dog Heartworm, Malaria, Chikungunya, Dengue Fever and Yellow Fever, which are transmitted by mosquitoes; Plague and Murine Typhus transmitted by fleas; Leptospirosis and Hantavirus Pulmonary Syndrome associated with rats and other rodents; and Lyme disease, spotted fever group Rickettsia, Babesiosis, Anaplasmosis, Borrelia miyamotoi, tularemia and Ehrlichiosis transmitted by ticks.

The spread of these pathogens and the diseases they cause is minimized through ongoing vector surveillance activities, source reduction, source treatment, abatement, and educational outreach. These efforts also minimize the secondary impacts vectors can have on residents, such as pain, allergic reactions, and discomfort from mosquito and yellowjacket bites. To fulfill this purpose, the District may take any and all necessary steps to control mosquitoes, monitor rodents and other vectors, and perform other related vector control services.

The assessment provides an adequate funding source for the continuation of the projects and programs for surveillance, prevention, abatement, and control of vectors within the

District's boundaries. Such mosquito abatement and vector control projects and programs include, but are not limited to, public education, surveillance, source reduction, biological control, larvicide and adulticide applications, disease monitoring, reporting, accountability, research and interagency cooperative activities, as well as capital costs, maintenance, and operation expenses (collectively "Services"). The cost of these services also includes capital costs comprised of equipment, capital improvements and facilities necessary and incidental to the vector control program.

The Services are further defined as follows:

- Response to mosquito problems as well as other pestiferous or disease transmitting organisms.
- Control of mosquito larvae in sources such as catch basins, industrial drains, agricultural sources, ditches, drain lines, vaults, wastewater treatment plants, under buildings, residences, horse troughs, freshwater marshes, salt marshes, creeks, septic systems and other sources.
- Control of rodents through public education, exclusionary methods and information dissemination.
- Monitoring of Hantavirus-bearing rodents, and other harmful vectors, such as Wood Rats, Deer Mice, Harvest Mice, and Meadow Voles, through property inspection, recommendations for exclusion, control, and public education.
- Surveying and analyzing mosquito larvae population data to assess public health risks and allocate control efforts.
- Monitoring of mosquito populations using various types of adult mosquito traps.
- Monitoring for pathogens carried and transmitted by mosquitoes and other arthropods, such as Encephalitis and West Nile viruses.
- Testing of mosquito pools, and assisting State and local public health agencies with blood analytical studies.
- Distributing printed material, brochures, social media messaging, media materials that describe what residents, employees and property owners can do to keep their homes and property free of mosquitoes and other vectors.
- Cooperating with the California Department of Public Health Services and State Universities to survey and identify arthropod-borne pathogens such as Lyme disease and Plague found in parks, on trails and other locations frequented by property owners and residents.
- Facilitating testing and monitoring for pathogens carried and transmitted by ticks, such as Lyme disease, Ehrlichiosis, spotted fever group Rickettsia, and Babesiosis.
- Monitoring and/or advising residents on controlling other potentially hazardous organisms and vectors such as ticks, mites, and fleas.
- Educating property owners and residents about the risks of diseases transmitted by insects and small mammals and how to better protect themselves and their pets.
- Assisting government agencies and universities in testing for Hantavirus, Arenavirus, Plague and other pathogens carried by small mammal populations.
- Monitoring of new and emerging vectors such as the Asian Tiger mosquito and Yellow fever mosquito.

- Testing for and control of new and emerging pathogens.

The District protects the public from vector-borne pathogens and injury and discomfort caused by mosquitoes in an environmentally compatible manner, through a coordinated set of activities and methods collectively known as the Integrated Vector Management Program (IVMP) as mentioned earlier. For all vector species, pathogens, and disease, public education is a primary control and prevention strategy. In addition, the District determines the abundance of vectors and the risk of vector-borne pathogen transmission or discomfort through evaluation of public service requests, communication with the public and agencies, and field and laboratory surveillance activities. If mosquito populations, for example, exceed or are anticipated to exceed predetermined guidelines, District staff employs the most efficient, effective, and environmentally sensitive means of control for the situation. Where feasible, water management or other source reduction activities (e.g., physical control) are instituted to reduce vector production. In some circumstances, the District also uses biological control such as the planting of mosquitofish. When these approaches are not effective or are otherwise inappropriate, pesticides are used to treat specific vector producing or vector-harboring areas.

## ESTIMATE OF COST – FISCAL YEAR 2020-21

### FIGURE 1 – COST ESTIMATE FOR FISCAL YEAR 2020-21

MARIN/SONOMA MOSQUITO and VECTOR CONTROL DISTRICT				
Vector Control Assessment District (Assessment No. 1)				
ESTIMATE OF COST				
Fiscal Year 2020-21				
<b>Vector Control Services and Related Expenditures</b>				
Salaries, Wages and Benefits				\$5,661,927
CalPERS OPEB Trust ADC & Add'l Contr.				\$1,567,280
Services and Supplies (Without Capital)				\$2,312,298
Capital Replacement				\$296,736
				<b>\$9,838,241</b>
<b>Less:</b>				
<b>District Contribution for General Benefit &amp; Other Revenue Sources<sup>1</sup></b>				
Ad Valorem Taxes				(\$4,797,018)
Interest Earned				(\$98,874)
Misc. Income / Contracts				\$0
Transfer from Reserves				(\$1,772,393)
				<b>(\$6,668,285)</b>
				<b>\$3,169,956</b>
<b>Total Vector Control Services</b>				<b>\$3,169,956</b>
(Net Amount to be Assessed)				
<b>Budget Allocation to Property</b>				
	Total Parcels	Total SFE Units <sup>2</sup>	Asmt / SFE <sup>3</sup>	Total Assessment <sup>4</sup>
Marin County	89,604	95,218	\$12.00	\$1,142,616
Sonoma County	150,448	168,945	\$12.00	\$2,027,340
	<b>240,052</b>	<b>264,163</b>		<b>\$3,169,956</b>

Notes to Estimate of Cost:

1. The District contribution from other revenue sources, other than Assessment #1, includes revenues from Ad Valorem taxes, interest earned, miscellaneous income and contracts, and transfers from reserves. This funding from other sources more than compensates for any general benefits received by the properties within the assessment district, as described in the next section, Method of Apportionment, General versus Special Benefit.
2. SFE Units means Single Family Equivalent benefit units. See the section "Assessment Apportionment" for further definition.
3. The assessment rate per SFE is the total amount of assessment per Single Family Equivalent benefit unit.
4. The proceeds from the assessments will be deposited into a special fund for the Assessment. Funds raised by the assessment shall be used only for the purposes stated within this Report. Any balance remaining at the end of the fiscal year, June 30, must be carried over to the next fiscal year. The Total Assessment Budget is the sum of the final property assessments rounded to the lower penny to comply with the County Auditors' levy submission requirements. Therefore, the total assessment amount for all parcels subject to the assessments may vary slightly from the net amount to be assessed.



## METHOD OF APPORTIONMENT

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### GENERAL VERSUS SPECIAL BENEFIT

Government Code section 53753.5 provides that Assessment No. 1 is exempt from the Proposition 218 requirement to separate general and special benefits. Nevertheless, Assessment No. 1 generally satisfies the special and general benefit requirements under Proposition 218.

The Marin/Sonoma Mosquito and Vector Control District, is a Special District created pursuant to the laws of the State of California. There are many types of Special Districts that provide a variety of urban services. Special Districts, like the Marin/Sonoma Mosquito and Vector Control District, are created to provide a higher level of service within their boundaries than what would be provided in their service area in absence of the Special District.

Assessment No. 1 allows the District to provide its mosquito control services within its Service Area at a much higher level than what otherwise would be provided in absence of the Assessments. Moreover, in absence of the Assessments, no other agency would provide the Services, or the District would be forced to provide a severely reduced level of Services.

All of the Assessment proceeds derived from the Assessment District will be utilized to fund the cost of providing an improved level of tangible “special benefits” in the form of mosquito control and surveillance, source reduction, larvicide and adulticide applications, disease monitoring, public education, reporting, accountability, research and interagency cooperative activities, other services and costs incidental to providing the Services and collecting the Assessments.

The improved services funded by the assessment is a special benefit over and benefit the baseline level of services that would be provided in the absence of the assessment revenue. The baseline level of services constitutes general benefit to property generally and the public at large. The general benefit or baseline services are funded by District property tax and other non-assessment revenue.

Although some services and improvements may be available to the general public at large, the enhanced mosquito control services in the Assessment District were specifically created to provide additional vector control services and environmental improvements for property inside the Assessment District, and not the public at large. Other properties that are either outside the Assessment District or within the Assessment District and not assessed, do not enjoy the reduced mosquito and vector populations and other special benefit factors described previously

These services and improvements are of special benefit to properties located within the Assessment District because they provide a direct advantage to properties in the

Assessment District that would not be provided in absence of the Assessments. Without the Assessments the District would not provide an acceptable level of mosquito control services, and mosquito and vector populations would increase. If this happened, it would create a significant and material negative impact on the desirability, utility, usability, and functionality of property in the Assessment District. In fact, it is reasonable to assume that if Assessments were not collected and the mosquito and vector control services and improvements were not provided at the current level, as a result, properties in the Assessment District would decline in desirability, utility and value by significantly more than the amount of the Assessment. We therefore conclude that all the services and improvements funded by this Assessment are of special benefit to certain benefiting properties located within the Assessment District and that the value of the special benefits from the services and improvements to property in the Assessment District reasonably exceeds amount of the Assessments for every assessed parcel in the Assessment District.

Special note regarding General Benefit and the 2008 Silicon Valley Taxpayers Association, Inc. v. Santa Clara County Open Space Authority (“SVTA”) decision:

*There is no widely-accepted or statutory formula for calculating general benefit. General benefits are benefits from improvements or services that are not special in nature, are not “particular and distinct” and are not “over and above” benefits received by other properties. The SVTA decision provides some clarification by indicating that general benefits provide “an indirect, derivative advantage.”*

Although the analysis used to support these assessments concludes that the benefits are solely special, as described above, consideration is made for the suggestion that a portion of the benefits are general. General benefits cannot be funded by these assessments; the funding must come from other sources.

The services and improvements provided by the District are also partially funded, directly and indirectly from other sources including Marin/Sonoma Mosquito and Vector Control District, the Counties of Marin and Sonoma, and the State of California. This funding comes in the form of property tax revenues, interests, service contracts, grants, civil liabilities, and general funds. This funding from other sources more than compensates for general benefits, if any, received by the properties within the Service Area.

In the 2009 Dahms case (Dahms v. Downtown Pomona Property) the court upheld an assessment that was 100% special benefit on the rationale that the services funded by the assessments were directly provided to property in the assessment district. Similar to the assessments in Pomona that were validated by Dahms, the Assessments described in this Engineer’s Report fund mosquito, vector and disease control services directly provided to property in the Assessment District. Moreover, as noted in this Report, the Services directly reduce mosquito and vector populations on all property in the Assessment District. Therefore, Dahms establishes a basis for minimal or zero general benefits from the

Assessments. However, in this Report, the general benefit is more conservatively estimated and described, and then budgeted so that it is funded by sources other than the Assessment.

### ASSESSMENT METHODOLOGY

The Assessment No. 1 consists of all the assessor parcels within Marin/Sonoma Mosquito & Vector Control District, Vector Control Assessment No. 1, as defined by the Counties of Marin and Sonoma, tax code areas. The method used for apportioning the assessment is based upon the special benefits to be derived by the properties in the Assessment No. 1 over and above general benefits conferred on real property or to the public at large.

The benefit derived by a parcel or lot is based upon the protection received from mosquitoes and other vectors because of the various projects funded by the Assessment No. 1. Some of the projects that are funded by the Assessment No 1 are:

- Field Operations – controls mosquitoes and vectors
- Laboratory-Disease Surveillance – identifies the types of control needed
- Shop-Facilities – keeps all equipment operational for use
- Education – informs the property owners and residents of the need for and methods of vector control

The total assessment shall be levied against parcels based on special benefit, which is determined by property type. The method of assessment shall be based upon the number of single family equivalent benefit units per parcel, hereafter referred to as “SFE Units”. The “benchmark” property is the single family dwelling on one parcel with one SFE Unit. All parcels or lots are estimated to benefit equally from the improvements to be funded by this Assessment No. 1, with the exception of publicly owned, institutional or zero assessed valuation parcels. Accordingly, the SFE Units for all parcels not excepted from benefit are shown in the following Figure.

**FIGURE 2 – ASSESSMENT METHODOLOGY**

Land Use	SFE Units
Single Family Res. up to 1 acre	1.0
Single Family Res. over 1 acre	1.5
Multi-family Res. up to 4 units	1.0 / unit
Multi-family Res. over 4 units	5.0
Commercial / Industrial up to 1 acre	1.0
Commercial / Industrial over 1 acre	2.0
Agriculture up to 5 acres	1.0
Agriculture over 5 acres	2.0
Vacant Properties	1.0

**DURATION OF ASSESSMENT**

The duration of the Assessment, pursuant to Resolution 96/97-3, is for fiscal year 1997-98 and for every fiscal year thereafter, so long as mosquitoes and vectors remain in existence, and the Marin/Sonoma Mosquito and Vector Control District requires funding from the Assessment No. 1 for its Services in the Assessment District. As noted previously, pursuant to Resolution 96/97-3, the Assessment can continue to be levied annually after the Board of Trustees approves an annually updated Engineer's Report, budget for the Assessment No. 1, Services to be provided, and other specifics of the Assessment No. 1. In addition, the Board of Trustees must hold an annual public hearing to continue the Assessment.

**APPEALS AND INTERPRETATION**

Any property owner, who feels that the assessment levied on the subject property is in error as a result of incorrect information being used to apply the foregoing method of assessment, may file a written appeal with the District Manager of the Marin/Sonoma Mosquito & Vector Control District or his or her designee. Any such appeal is limited to correction of an assessment during the then current or, if before July 1, the upcoming fiscal year. Upon the filing of any such appeal, the District Manager or his or her designee will promptly review the appeal and any information provided by the property owner. If the District Manager or his or her designee finds that the assessment should be modified, the appropriate changes shall be made to the assessment roll. If any such changes are approved after the assessment roll has been filed with the Counties of Marin and Sonoma for collection, the District Manager or his or her designee is authorized to refund to the property owner the amount of any approved reduction. Any dispute over the decision of the District Manager or his or her designee shall be referred to the Board of Trustees of the Marin/Sonoma Mosquito & Vector Control District, and the decision of the Board of Trustees of the Marin/Sonoma Mosquito & Vector Control District shall be final.

## HISTORICAL SUMMARY OF ASSESSMENTS BY COUNTY – ASSESSMENT No. 1

The figure below depicts a historical summary of the Assessment No. 1 annual rates, the number of Single Family Equivalent (SFE) units, total assessment, and the increase on assessment compared to the year before for Marin and Sonoma Counties.

**FIGURE 3 – ASSESSMENT NO. 1 HISTORY**

MS-MVCD Assessment No.1		Marin County			Sonoma County		
Fiscal Year	Asmt / SFE	SFE Units	Total Assessment	Increase from prior year	SFE Units	Total Assessment	Increase from prior year
2000-01	\$6.00	93,498	\$560,985		155,748	\$934,488	
2001-02	\$6.00	93,548	\$561,288	\$303	157,597	\$945,582	\$11,094
2002-03	\$9.75	93,296	\$908,863	\$347,575	155,805	\$1,517,947	\$572,365
2003-04	\$9.75	93,725	\$913,043	\$4,181	157,280	\$1,532,320	\$14,373
2004-05	\$5.00	94,126	\$470,630	(\$442,413)	157,879	\$789,395	(\$742,925)
2005-06	\$9.74	94,232	\$917,792	\$447,162	159,725	\$1,555,587	\$766,192
2006-07	\$10.72	94,356	\$1,011,491	\$93,699	161,810	\$1,734,598	\$179,011
2007-08	\$10.72	94,419	\$1,012,166	\$675	163,352	\$1,751,128	\$16,530
2008-09	\$10.72	94,340	\$1,011,319	(\$847)	164,359	\$1,761,924	\$10,796
2009-10	\$10.72	94,455	\$1,012,558	\$1,238	164,956	\$1,768,334	\$6,410
2010-11	\$10.72	94,955	\$1,017,918	\$5,360	165,245	\$1,771,421	\$3,087
2011-12	\$10.72	94,888	\$1,017,194	(\$724)	165,592	\$1,775,146	\$3,725
2012-13	\$11.02	94,746	\$1,044,101	\$26,907	165,758	\$1,826,653	\$51,507
2013-14	\$11.56	94,636	\$1,093,992	\$49,891	166,164	\$1,920,850	\$94,197
2014-15	\$12.00	94,723	\$1,136,670	\$42,678	166,454	\$1,997,448	\$76,598
2015-16	\$12.00	94,868	\$1,138,416	\$1,746	166,729	\$2,000,742	\$3,294
2016-17	\$12.00	95,076	\$1,140,912	\$2,496	167,053	\$2,004,636	\$3,894
2017-18	\$12.00	95,059	\$1,140,702	(\$210)	167,643	\$2,011,710	\$7,074
2018-19	\$12.00	95,104	\$1,141,248	\$546	168,415	\$2,020,977	\$9,267
2019-20	\$12.00	95,192	\$1,142,298	\$1,050	168,881	\$2,026,572	\$5,595
2020-21	\$12.00	95,218	\$1,142,616	\$318	168,945	\$2,027,340	\$768

## SUMMARY OF ASSESSMENTS BY COUNTY FOR FISCAL YEAR 2020-21

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The figure below reflects summaries for Marin and Sonoma Counties for Assessment No. 1 for fiscal year 2020-21: total number of parcels in each county, number of parcels assessed, SFE unit count, and the total assessment to be placed on assessable parcels in each County for fiscal year 2020-21.

**FIGURE 4 – ASSESSMENT SUMMARY – FISCAL YEAR 2020-21**

<b>Fiscal Year 2020-21 Assessment No. 1</b>	<b>Parcels in Assessment No.1</b>	<b>Parcels Assessed</b>	<b>SFE Units</b>	<b>Assessment</b>
Marin County	89,604	83,361	95,218	\$1,142,616
Sonoma County	150,448	142,690	168,945	\$2,027,340
Total SFE	240,052	226,051	264,163	\$3,169,956

## ASSESSMENT STATEMENT

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**WHEREAS**, on August 14, 1996 the Board of Trustees of Marin/Sonoma Mosquito & Vector Control District, Counties of Marin and Sonoma, California, pursuant to the provisions of the California Health and Safety Code Section 2291.2, adopted its Resolution Initiating Proceedings No. 96/97-3 for the proposed improvements and changes in existing public improvements, more particularly therein described;

**WHEREAS**, the Board of Trustees of Marin/Sonoma Mosquito & Vector Control District, Counties of Marin and Sonoma, California held a Public Meeting on September 11, 1996 and a Public Hearing on October 9, 1996 approved an Engineer's Report presenting an estimate of costs, a diagram for the Assessment No. 1 and an assessment of the estimated costs of the services and improvements upon all assessable parcels within the Assessment No. 1, to which Resolution and the description of said proposed improvements therein contained, reference is hereby made for further particulars;

**WHEREAS**, the Board of Trustees of Marin/Sonoma Mosquito & Vector Control District, Counties of Marin and Sonoma, California desires to amend said Engineer's Report;

**NOW, THEREFORE**, the undersigned, by virtue of the power vested in me under said Act and the order of the Board of Trustees of said Marin/Sonoma Mosquito and Vector Control District, hereby amends the following assessment to cover the portion of the estimated cost of said services and improvements, including the maintenance and servicing thereof and the costs and expenses incidental thereto, to be paid by the Assessment No. 1 in fiscal year 2020-21.

The amount to be paid for said continued services and improvements, including the maintenance and servicing thereof and the expenses incidental thereto, to be paid by the Assessment No. 1 for the fiscal year 2020-21 is generally as follows:

**FIGURE 5 – SUMMARY COST ESTIMATE FOR FISCAL YEAR 2020-21**

Vector and Disease Control Services	\$ 9,541,505
Capital Replacement	\$ 296,736
Less: District Contribution from Other Sources	<u>\$ (6,668,285)</u>
<b>Net Amount To Assessments</b>	<b>\$ 3,169,956</b>

As required by said Act, an Assessment Diagram is hereto attached showing the exterior boundaries of said Vector Control Assessment No. 1 as the same existed at the time of the

passage of said resolution. The distinctive number of each parcel or lot of land in the said Vector Control Assessment No. 1 is its Assessor Parcel Number appearing on the Assessment Roll.

And I do hereby amend the assessments and apportion said net amount of the cost and expenses of said services and improvements, including maintenance and servicing thereof, upon the parcels or lots of land within said Vector Control Assessment No. 1, in accordance with the special benefits to be received by each parcel or lot, from the maintenance of said improvements, and more particularly set forth in the Cost Estimate hereto attached and by reference made a part hereof.

Said amended assessment is made upon the parcels or lots of land within Vector Control Assessment No. 1 in proportion to the special benefits to be received by said parcels or lots of land, from said services and improvements.

Resolution No. 96/97-3, approved in October 9, 1996, established a maximum assessment of \$12.00 per Single Family Equivalent (SFE) unit for the parcels or lots of land within Vector Control Assessment No. 1. The assessment rate for fiscal year 2020-21 is \$12.00, which is also the maximum rate allowed.

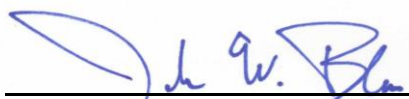
Each parcel or lot of land is described in the Assessment Roll by reference to its parcel number as shown on the Assessor's Maps of the Counties of Marin and Sonoma for the fiscal year 2020-21. For a more particular description of said property, reference is hereby made to the deeds and maps on file and of record in the office of the County Recorder of said County.

I hereby place opposite the Assessor Parcel Number for each parcel within the Assessment Roll, the amount of the amended assessment for the fiscal year 2020-21 for each parcel or lot of land within the said Vector Control Assessment No. 1.

Dated: May 13, 2020



Engineer of Work

By   
John W. Bliss, License No. C052091



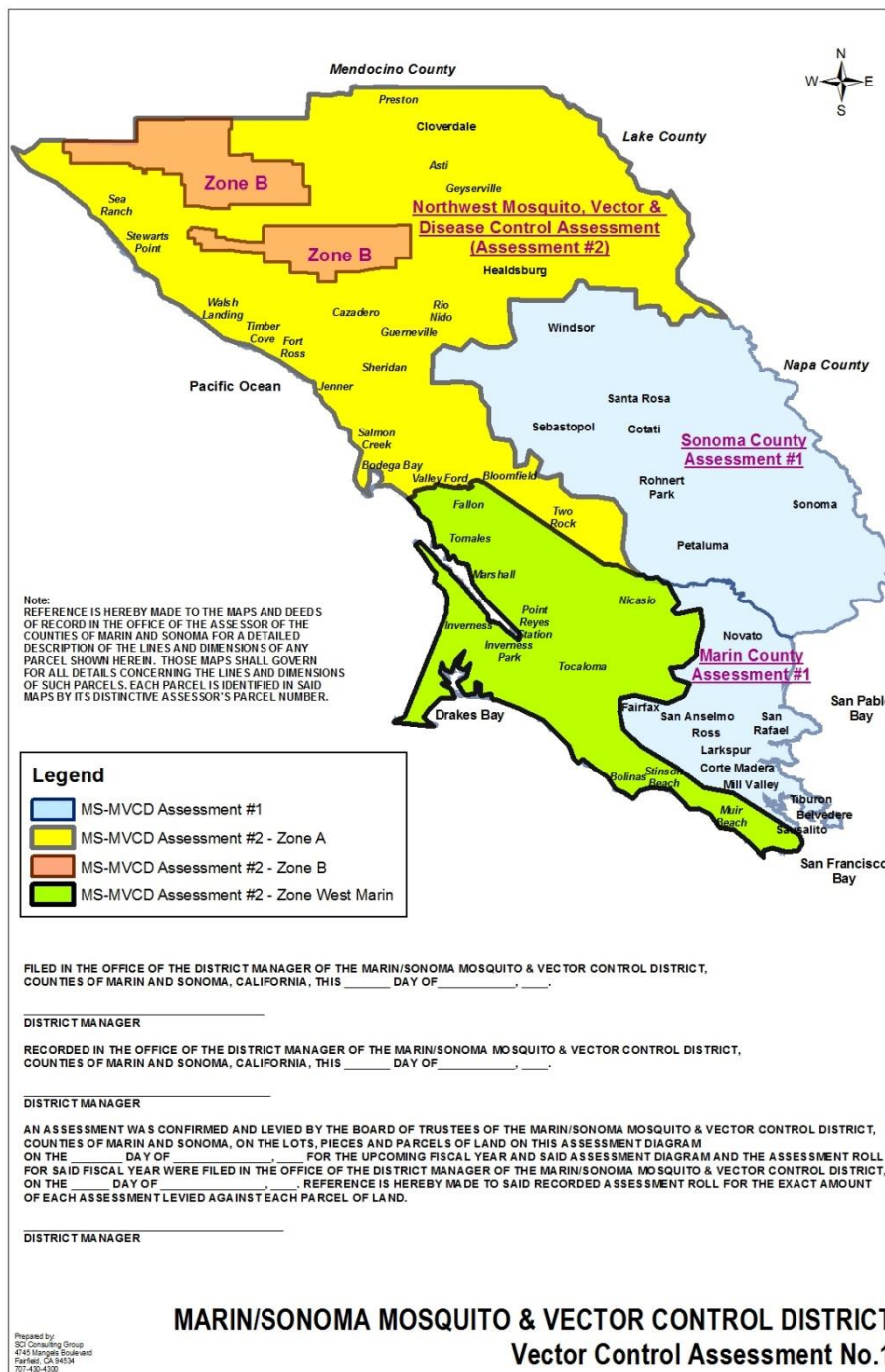
**ASSESSMENT ROLL – FISCAL YEAR 2020-21**

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Reference is hereby made to the Assessment Roll in and for said assessment proceedings on file in the office of the Director of Special Projects of the Marin/Sonoma Mosquito & Vector Control District, as said Assessment Roll is too voluminous to be bound with this Engineer's Report.

# ASSESSMENT DIAGRAM

The Marin/Sonoma Mosquito and Vector Control District, Vector Control Assessment No. 1 includes all properties within the boundaries of the Assessment No. 1. The boundaries of the Marin/Sonoma Mosquito and Vector Control District, Vector Control Assessment No. 1 are displayed on the following Assessment Diagram.



# MARIN/SONOMA MOSQUITO & VECTOR CONTROL DISTRICT

NORTHWEST MOSQUITO, VECTOR AND DISEASE CONTROL ASSESSMENT (ASSESSMENT No. 2)



## ENGINEER'S REPORT

FISCAL YEAR 2020-21

MAY 2020

PURSUANT TO THE GOVERNMENT CODE, HEALTH AND SAFETY CODE AND ARTICLE XIID OF THE CALIFORNIA CONSTITUTION

ENGINEER OF WORK:

**SCIConsultingGroup**

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## MARIN/SONOMA MOSQUITO & VECTOR CONTROL DISTRICT

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### BOARD OF TRUSTEES

Carol Pigoni	Cloverdale	President
Pamela Harlem	San Rafael	1st Vice President
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Bruce Ackerman	Fairfax	
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David Witt	Mill Valley	

### DISTRICT MANAGER

Philip D. Smith

### ENGINEER OF WORK

SCI Consulting Group  
Lead Assessment Engineer, John Bliss, M. Eng., P.E.

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## INTRODUCTION

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The Marin/Sonoma Mosquito and Vector Control District (“District”) is a special district that up to the year 2005 provided mosquito, vector and disease control services over an area encompassing approximately one-third of the total area of Marin and Sonoma Counties. The District included approximately 960 square miles and served over 650,000 residents.

Up to 2005, the District was responsible for mosquito and vector-borne disease surveillance services in the eastern, more densely populated areas of Marin and Sonoma Counties, including the cities of Belvedere, Corte Madera, Fairfax, Larkspur, Mill Valley, Novato, Ross, Sausalito, San Anselmo, San Rafael, and Tiburon in Marin County, and Cotati, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, Sonoma, and Windsor in Sonoma County, as well as surrounding unincorporated areas. Services in these areas are funded by an existing benefit assessment, property tax revenues, service contracts, grants, and civil liabilities. The District maintains service contracts with some large landowners and/or water dischargers, and solicits grants for research and interagency habitat management projects. In some cases, the District accepts civil liability settlements from the Marin or Sonoma County District Attorney or the California Department of Fish and Game when these settlements are directed at habitat management projects consistent with the District’s mission.

In 2004 the District proposed to expand its service area by annexing the areas in Marin and Sonoma Counties that did not receive its mosquito abatement or insect/rodent disease surveillance and abatement services (“unserved areas,” “Annexation Areas,” “Unprotected Areas” or “Service Area”), and proposed a new assessment on all specially benefiting properties within these Annexation Areas. Neither the District or any other public agency, provided mosquito control and vector-borne disease protection and prevention services in these areas that were outside of the District’s existing jurisdictional boundaries. In other words, the “baseline” level of services in the coastal, western and northern areas of Marin and Sonoma Counties (that was outside the District’s existing boundaries) was essentially zero.

The District is governed by a Board of Trustees, with one board member representing each of the twenty cities located within its service area and two board members selected by each County Board of Supervisors to represent each County at large.

This Engineer’s Report (“Report”) defines the benefit assessment that provides funding for the services in the Annexation areas of Marin and Sonoma Counties. As used within this Report and the benefit assessment ballot proceeding, the following terms are defined:



*“Vector” means any animal capable of transmitting the causative agent of human disease or capable of producing human discomfort or injury, including, but not limited to, mosquitoes, flies, mites, ticks, other arthropods, and small mammals and other vertebrates (Health and Safety Code Section 2002(k)).*

*“Vector Control” shall mean any system of public improvements or services that is intended to provide for the surveillance, prevention, abatement, and control of vectors as defined in subdivision (k) of Section 2002 of the Health and Safety Code (Government Code Section 53750(l)).*

In order to best provide comprehensive services to both entire counties for mosquito and vector control services, the District considered the annexation of the unserved remainder areas of both Marin and Sonoma Counties for some time. In 1983 the Marin County Local Agency Formation Commission (LAFCo) adopted a resolution establishing a sphere of influence for the Marin/Sonoma Mosquito and Vector Control District “to encompass the current District territory adding incorporated villages in West Marin which are not currently served and all of Sonoma County.” No further action was taken in 1983 and the District’s boundaries were not changed. The District once again formally commenced the annexation process in calendar year 2004. The Sonoma County LAFCo, as lead county in the annexation process, approved this annexation in late 2004, subject to a LAFCo protest hearing and a successful outcome on a benefit assessment ballot proceeding which would provide ongoing funding for the services in the annexation area.

The area proposed for annexation included all property within Marin and Sonoma Counties that were outside of the District’s jurisdictional boundaries (“Annexation Area”) in 2004. The Annexation Area was narrowly drawn to include the incorporated cities of Healdsburg and Cloverdale; the unincorporated communities of Fallon, Tomales, Marshall, Inverness, Inverness Park, Drakes Beach, Tocaloma, Point Reyes Station, Olema, Nicasio, Bolinas, Stinson Beach, Muir Beach, Preston, Asti, Skaggs Springs, Cozzens Corner, Geyserville, Geysers Resort, Jimtown, Kellog, Lytton, Annapolis, Sea Ranch, Stewarts Point, Shingle Mill, Soda Springs, Las Lomas, Plantation, Walsh Landing, Timber Cove, Fort Ross, Cazadero, Rio Nido, Guerneville, Monte Rio, Sheridan, Jenner, Duncans Mills, Bridge Haven, Ocean View, Sereno del Mar, Carmet, Salmon Creek, Bodega Bay, Bodega, Valley Ford, Occidental, Bloomfield, Two Rock, and Freestone; and other lands in both counties. This annexation was to bring over 72,000 additional residents into the District. The proposed annexation area included only properties that, if the assessment was approved, may request and receive direct service, that are located within the scope of the vector surveillance area, that are located within flying or traveling distance of mosquitoes from potential vector sources monitored by the District, and that would benefit from a reduction in the amount of mosquitoes and vectors reaching and impacting the property and its residents as a result of

the vector surveillance and control. The Assessment Diagram included in this Report shows the boundaries of the Annexation Areas.<sup>1</sup>

Accordingly, the District's Board of Trustees ("Board") determined that additional funding was needed to support services in the Annexation Area and intended to provide the same level of service in the Annexation Area as it did within its current boundaries. Hence, the Northwest Mosquito, Vector and Disease Control Assessment would provide funding for services within the Annexation Area. The cost of these services also included capital costs for equipment, capital improvements and services and facilities necessary and incidental to vector control programs.

The following is an outline of the primary services that are provided within the current boundaries and that were to be also provided in the Annexation Area:

- Mosquito control
- Surveillance for vector-borne diseases
- Mosquito inspections
- Response to service requests
- Mosquitofish for backyard fish ponds and other appropriate habitats
- Identification of mosquitoes, ticks and other arthropods

The District is controlled by the state Mosquito Abatement and Vector Control District Law. Following are excerpts from the Mosquito Abatement and Vector Control District Law of 2002, codified in the Health and Safety Code, Section 2000, *et seq.* which serve to summarize the State Legislature's findings and intent with regard to mosquito abatement and other vector control services:

2001. (a) The Legislature finds and declares all of the following:

*(1) California's climate and topography support a wide diversity of biological organisms.*

*(2) Most of these organisms are beneficial, but some are vectors of human disease pathogens or directly cause other human diseases such as hypersensitivity, envenomization, and secondary infections.*

*(3) Some of these diseases, such as mosquitoborne viral encephalitis, can be fatal, especially in children and older individuals.*

*(4) California's connections to the wider national and international economies increase the transport of vectors and pathogens.*

*(5) Invasions of the United States by vectors such as the Asian tiger mosquito and by pathogens such as the West Nile virus underscore the vulnerability of humans to uncontrolled vectors and pathogens.*

---

<sup>1</sup>. Note that the assessment area boundaries were drawn narrowly to include lands and property that in 2004 did not receive mosquito control and vector-borne disease prevention services.

*(b) The Legislature further finds and declares:*

*(1) Individual protection against the vectorborne diseases is only partially effective.*

*(2) Adequate protection of human health against vectorborne diseases is best achieved by organized public programs.*

*(3) The protection of Californians and their communities against the discomforts and economic effects of vectorborne diseases is an essential public service that is vital to public health, safety, and welfare.*

*(4) Since 1915, mosquito abatement and vector control districts have protected Californians and their communities against the threats of vectorborne diseases.*

*(c) In enacting this chapter, it is the intent of the Legislature to create and continue a broad statutory authority for a class of special districts with the power to conduct effective programs for the surveillance, prevention, abatement, and control of mosquitoes and other vectors.*

*(d) It is also the intent of the Legislature that mosquito abatement and vector control districts cooperate with other public agencies to protect the public health, safety, and welfare. Further, the Legislature encourages local communities and local officials to adapt the powers and procedures provided by this chapter to meet the diversity of their own local circumstances and responsibilities.*

Further the Health and Safety Code, Section 2082 specifically authorizes the creation of benefit assessments for vector control, as follows:

*(a) A district may levy special benefit assessments consistent with the requirements of Article XIID of the California Constitution to finance vector control projects and programs.*

## **LEGISLATIVE ANALYSIS**

### **PROPOSITION 218**

This assessment was to be formed consistent with Proposition 218, The Right to Vote on Taxes Act, which was approved by the voters of California on November 6, 1996, and is now Article XIIC and XIID of the California Constitution. Proposition 218 provides for benefit assessments to be levied to fund the cost of providing services, improvements, as well as maintenance and operation expenses to a public improvement which benefits the assessed property.

Proposition 218 describes a number of important requirements, including a property-owner balloting, for the formation and continuation of assessments, and these requirements are satisfied by the process used to establish this proposed assessment. When Proposition 218 was initially approved in 1996, it allowed for certain types of assessments to be

“grandfathered” in, and these were exempted from the property-owner balloting requirement.

Beginning July 1, 1997, all existing, new, or increased assessments shall comply with this article. Notwithstanding the foregoing, the following assessments existing on the effective date of this article shall be exempt from the procedures and approval process set forth in Section 4:

*(a) Any assessment imposed exclusively to finance the capital costs or maintenance and operation expenses for sidewalks, streets, sewers, water, flood control, drainage systems or vector control.*

Vector control was specifically “grandfathered in,” underscoring the fact that the drafters of Proposition 218 and the voters who approved it were satisfied that funding for vector control is an appropriate use of benefit assessments, and therefore confers special benefit to property.

**SILICON VALLEY TAXPAYERS ASSOCIATION, INC. V SANTA CLARA COUNTY OPEN SPACE AUTHORITY (2008) 44 CAL.4TH 431**

On July 14, 2008, the California Supreme Court issued its ruling on the Silicon Valley Taxpayers Association, Inc. v. Santa Clara County Open Space Authority (“*Silicon Valley*” or “SVTA”). This ruling is the most significant court case in further legally clarifying the substantive assessment requirements of Proposition 218. Several of the most important elements of the ruling included further emphasis that:

- Benefit assessments are for special benefits to property, not general benefits <sup>2</sup>
- The services and/or improvements funded by assessments must be clearly defined
- Special benefits are directly received by and provide a direct advantage to property in the Assessment District
- All public improvements or services provide some level of general benefit
- If a district is narrowly drawn, the fact that a benefit is conferred throughout the district does not make it general

This Engineer’s Report, and the process used to establish this proposed assessment are consistent with the SVTA decision.

**DAHMS V. DOWNTOWN POMONA PROPERTY (2009) 174 CAL.APP.4TH 708**

On June 8, 2009, the 4th Court of Appeal amended its original opinion upholding a benefit assessment for property in the downtown area of the City of Pomona (“*Dahms*”). On July 22, 2009, the California Supreme Court denied review. On this date, Dahms became good

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<sup>2</sup> Article XIII D, § 2, subdivision (d) of the California Constitution states defines “district” as “an area determined by an agency to contain all parcels which would receive a special benefit from the proposed public improvement or property-related service.”

law and binding precedent for assessments. In *Dahms* the Court upheld an assessment that was 100% special benefit (i.e. 0% general benefit) on the rationale that the services and improvements funded by the assessments were directly provided to property in the assessment district. The Court also upheld discounts and exemptions from the assessment for certain properties.

**BONANDER V. TOWN OF TIBURON (2009) 46 CAL.4TH 646**

On December 31, 2009, the 1st District Court of Appeal overturned a benefit assessment approved by property owners to pay for placing overhead utility lines underground in an area of the Town of Tiburon (“*Bonander*”). The Court invalidated the assessments on the grounds that the assessments had been apportioned to assessed property based in part on relative costs within sub-areas of the assessment district instead of proportional special benefits.

**BEUTZ V. COUNTY OF RIVERSIDE (2010) 184 CAL.APP.4TH 1516**

On May 26, 2010, the 4th District Court of Appeal issued a decision on the Steven Beutz v. County of Riverside appeal (“*Beutz*”). This decision overturned an assessment for park maintenance in Wildomar, California, primarily because the general benefits associated with improvements and services were not explicitly calculated, quantified and separated from the special benefits.

**GOLDEN HILL NEIGHBORHOOD ASSOCIATION V. CITY OF SAN DIEGO (2011) 199 CAL.APP.4TH 416**

On September 22, 2011, the San Diego Court of Appeal issued a decision on the Golden Hill Neighborhood Association v. City of San Diego appeal (“*Greater Golden Hill*”). This decision overturned an assessment for street and landscaping maintenance in the Greater Golden Hill neighborhood of San Diego, California. The court described two primary reasons for its decision. First, like in *Beutz*, the court found the general benefits associated with services were not explicitly calculated, quantified and separated from the special benefits. Second, the court found that the City had failed to record the basis for the assessment on its own parcels.

**COMPLIANCE WITH CURRENT LAW**

This Engineer’s Report is consistent with the requirements of Article XIIC and XIID of the California Constitution and with the *SVTA* decision because the Services to be funded are clearly defined; the Services are available to and will be directly provided to all benefiting property in the Assessment District; and the Services provide a direct advantage to property in the Assessment District that would not be received in absence of the Assessments.

This Engineer’s Report is consistent with *Dahms* because, similar to the Downtown Pomona assessment validated in *Dahms*, the Services will be directly provided to property in the Assessment District. Moreover, while *Dahms* could be used as the basis for a finding of 0% general benefits, this Engineer’s Report establishes a more conservative measure of general benefits.

The Engineer's Report is consistent with *Bonander* because the Assessments have been apportioned based on the overall cost of the Services and proportional special benefit to each property. Finally, the Assessments are consistent with *Beutz* and *Greater Golden Hill* because the general benefits have been explicitly calculated and quantified and excluded from the Assessments.

## ASSESSMENT PROCESS

In order to allow property owners to ultimately decide whether the District should be expanded to cover the previously unserved areas of Marin and Sonoma Counties and whether a local funding source should be created in the annexation area for the services summarized above, the Board authorized the initiation of proceedings for a benefit assessment in 2004. This Engineer's Report ("Report") was prepared by SCI Consulting Group ("SCI") to describe the vector control services to be funded by this assessment, to establish the estimated costs for those services, to determine the special benefits and general benefits received by property from the services and to apportion the assessments to lots and parcels within the District's Annexation Area based on the estimated special benefit each parcel receives from the services funded by the benefit assessment.

Following submittal of this Report to the Board for preliminary approval, the Board on September 15, 2004, by Resolution No. 04/05 04, called for an assessment ballot proceeding and public hearing on the proposed establishment of assessments for the Northwest Mosquito, Vector and Disease Control Assessment ("Assessment" or "Assessment No. 2"). After the Board's approval of this resolution calling for the mailing of notices and ballots, a notice of assessment and assessment ballot was mailed to property owners within the Annexation Area on October 7, 2004. Such notice included a description of the proposed assessments as well as an explanation of the method of voting on the assessments. Each notice included a ballot on which the property owner could mark his or her approval or disapproval of the proposed assessments and a postage-prepaid ballot return envelope.

After the ballots were mailed to property owners in the Annexation Area, the required 45-day time period was provided for the return of the assessment ballots. Following this 45-day time period, a public hearing was held on November 22, 2004 at 7:00 p.m. at the Marin/Sonoma Mosquito and Vector Control District office, for the purpose of allowing public testimony regarding the proposed assessments. At this hearing, the public had the opportunity to speak on this issue and a final opportunity to submit ballots. After the conclusion of the public input portion of the hearing, the hearing was continued to November 29, 2004 to allow time for the tabulation of ballots.

With the passage of Proposition 218 on November 6, 1996, The Taxpayers Right to Vote on Taxes Act, now Article XIIC and XIID of the California Constitution, the proposed assessments can be levied for fiscal year 2005-06, and future years only if the ballots submitted in favor of the assessments are greater than the ballots submitted in opposition to the assessments. (Each ballot is weighted by the amount of proposed assessment for the property that it represents).



After the conclusion of the public input portion of the public hearing held on November 22, 2004, all valid received ballots were tabulated by C.G. Uhlenberg, LLP, an independent accounting and auditing firm. At the continued public hearing on November 29, 2004, after the ballots were tabulated, it was determined that the assessment ballots submitted in opposition to the assessments did not exceed the assessment ballots submitted in favor of the assessments (with each ballot weighted by the proportional financial obligation of the property for which the ballot was submitted). The final balloting result was 61.22% weighted support from ballots returned.

As a result, the Board gained the authority to approve the levy of assessments for fiscal year 2005-06 and future years. The Board took action, by Resolution No. 04/05 05, passed on November 29, 2004, to approve and order the levy of the assessments commencing in fiscal year 2005-06.

The authority granted by the ballot proceeding was for a maximum assessment rate of \$19.00 per single family home, increased each subsequent year by the San Francisco Bay Area CPI (Consumer Price Index) not to exceed 5% per year. In the event that the annual change in the CPI exceeds 5%, any percentage change in excess of 5% can be cumulatively reserved and can be added to the annual change in the CPI for years in which the CPI change is less than 5%.

Since the assessments were confirmed and approved, the District commenced in fiscal year 2005-06 to expand its program and services, including operational facilities, equipment, supplies and staff. The expansion of services continued for several years and the range of services offered by the District is now stable.

## **ENGINEER'S REPORT AND CONTINUATION OF ASSESSMENTS**

In each subsequent year for which the assessments will be continued, the Board must preliminarily approve at a public meeting a budget for the upcoming fiscal year's costs and services, an updated annual Engineer's Report, and an updated assessment roll listing all parcels and their proposed assessments for the upcoming fiscal year. At this meeting, the Board will also call for the publication in a local newspaper of a legal notice of the intent to continue the assessments for the next fiscal year and set the date for the noticed public hearing. At the annual public hearing, members of the public can provide input to the Board prior to the Board's decision on continuing the services and assessments for the next fiscal year.

The 2020-21 budget includes outlays for capital equipment, supplies, disease testing programs, vector control programs and contract abatement services, as well as funding for programs to test for, control, monitor and/or abate West Nile virus and other viruses, tick-borne diseases, and mosquitoes that are needed to provide additional vector control and public health protection services. If the Board approves this Engineer's Report for fiscal year 2020-21 and the continuation of the assessments by resolution, a notice of assessment levies will be published in a local paper at least 10 days prior to the date of the public hearing.

Following the minimum 10-day time period after publishing the notice, a public hearing will be held for the purpose of allowing public testimony about the proposed continuation of the assessments for fiscal year 2020-21. At this hearing, the Board will consider approval of a resolution confirming the continuation of the assessments for fiscal year 2020-21. If so confirmed and approved, the assessments will be submitted to the Marin and Sonoma County Auditors for inclusion on the property tax rolls for Fiscal Year 2020-21.



## GENERAL DESCRIPTION OF THE DISTRICT AND SERVICES

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### ABOUT THE DISTRICT

The Marin/Sonoma Mosquito and Vector Control District is an independent special district (not part of any county or city), that protects the usefulness, utility, desirability and livability of property and the inhabitants of property within its jurisdictional area by controlling and monitoring disease-carrying insects such as mosquitoes and ticks, and other harmful pests such as yellow jackets. The District protects the health and comfort of the public through the surveillance and/or control of vertebrate and invertebrate vectors. The District strives for excellence and leadership and embraces transparency and accountability in its service to residents and visitors. In addition, the District regularly tests for diseases carried by insects and small mammals and educates the public about how to protect themselves from vector borne diseases.

The Marin Mosquito Control District was the first in California, officially created on November 6, 1915 after the passage of the Mosquito Abatement Act in 1915. The Marin Mosquito Control District increased its service area by merging with a portion of Sonoma County in 1976. In 1982 the District annexed the City of Sonoma Mosquito Abatement District, to become the Marin/Sonoma Mosquito and Vector Control District, which included about 960 square miles serving approximately 650,000 residents. In 1996, the District formed a Benefit Assessment District (“Assessment District #1” or “Assessment #1”), in order to retain the ability to continue funding the program within its original jurisdictional boundaries at the level necessary to protect the public’s health and to maintain the living standard of property owners and residents. The District’s headquarters facility moved from San Rafael to Petaluma in 1981 and to Cotati in December 2000.

Prior to 2004 the District covered approximately a third of the total area of the two counties and was able to provide a relatively high level of services within its existing boundaries with the resources and staffing available at the time. However, as previously stated, as of 2004 there were no baseline services in the Annexation Areas. The Northwest Mosquito, Vector and Disease Control Assessment was enacted to provide funding for the Services to and for the benefit of the lands in the Annexation Areas.

The agency is governed by a Board of Trustees with 24 members: one representing each of the twenty cities located within the two entire two county area serviced by the District (Belvedere, Corte Madera, Cotati, Fairfax, Larkspur, Mill Valley, Novato, Petaluma, Rohnert Park, Ross, San Anselmo, San Rafael, Santa Rosa, Sausalito, Sebastopol, Sonoma, Tiburon, Windsor, Cloverdale and Healdsburg. Two Trustees are appointed by each County Board of Supervisors to represent each county at large. The Board’s regular meetings are held at 7:00 PM on the 2nd Wednesday of every month (unless cancelled) and public attendance is welcomed.

## MOSQUITOES AND VECTOR-BORNE DISEASES IN THE ANNEXATION AREAS

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### INTRODUCTION

Following are the proposed Services, and resulting level of service, for the Annexation Areas. As previously noted, as of 2004 there was no regular mosquito control services provided in the Annexation Areas. These proposed Services were over and above the existing zero-level baseline level of service. The formula below describes the relationship between the final level of service, the existing baseline level of service, and the enhanced level of service to be funded by the proposed assessment.

<b>Final Level of Service</b>	=	<b>Baseline Level of Service</b>	+	<b>Enhanced Level of Service</b>
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In this case, the baseline level of service provided before 2004 annexation was nil, and the final level of service was precisely the enhanced level of service funded by the assessment. Since the annexation was completed, the Services have been provided continuously to the annexed areas.

### SUMMARY OF SERVICES

The purpose of the Marin/Sonoma Mosquito and Vector Control District is to reduce the risk of vector-borne disease and mosquito nuisance to the residents and visitors within the District. Besides being nuisances by disrupting human activities and the use and enjoyment of public and private areas, certain insects and animals may transmit a number of diseases.

The Marin/Sonoma Mosquito and Vector Control District utilizes an Integrated Vector Management Program (IVMP) to manage vector populations (e.g., mosquitoes) and minimize the risk of vector-borne disease. For example, the District monitors and manages mosquito populations to minimize the risk of pathogen transmission (e.g., West Nile virus), disruption of human activities and the enjoyment of public and private areas, as well as the injury and discomfort that can occur to residents and livestock due to populations of biting mosquitoes. The pathogens currently of most concern are those that cause Western Equine Encephalitis (WEE), St. Louis Encephalitis (SLE), West Nile virus (WNV), dog Heartworm, Malaria, Chikungunya, Dengue Fever and Yellow Fever, which are transmitted by mosquitoes; Plague and Murine Typhus transmitted by fleas; Leptospirosis and Hantavirus Pulmonary Syndrome associated with rats and other rodents; and Lyme disease, spotted fever group Rickettsia, Babesiosis, Anaplasmosis, Borrelia miyamotoi, tularemia and Ehrlichiosis transmitted by ticks.

The spread of these pathogens and the diseases they cause is minimized through ongoing vector surveillance activities, source reduction, source treatment, abatement, and educational outreach. These efforts also minimize the secondary impacts vectors can have on residents, such as pain, allergic reactions, and discomfort from mosquito and yellowjacket bites. To fulfill this purpose, the District may take any and all necessary steps to control

mosquitoes, monitor rodents and other vectors, and perform other related vector control services.

The services within the Annexation Area are provided at generally the same service level as is provided in the Assessment No. 1 area. Specifically, the assessment provides an adequate funding source for the continuation of the projects and programs for surveillance, prevention, abatement, and control of vectors within the Annexation Area. Such mosquito abatement and vector control projects and programs include, but are not limited to, public education, surveillance, source reduction, biological control, larvicide and adulticide applications, disease monitoring, reporting, accountability, research and interagency cooperative activities, as well as capital costs, maintenance, and operation expenses (collectively "Services"). The cost of these services also includes capital costs comprised of equipment, capital improvements and facilities necessary and incidental to the vector control program.

The Services are further defined as follows:

- Response to mosquito problems as well as other pestiferous or disease transmitting organisms.
- Control of mosquito larvae in sources such as catch basins, industrial drains, agricultural sources, ditches, drain lines, vaults, wastewater treatment plants, under buildings, residences, horse troughs, freshwater marshes, salt marshes, creeks, septic systems and other sources.
- Control of rodents through public education, exclusionary methods and information dissemination.
- Monitoring of Hantavirus-bearing rodents, and other harmful vectors, such as Wood Rats, Deer Mice, Harvest Mice, and Meadow Voles, through property inspection, recommendations for exclusion, control, and public education.
- Surveying and analyzing mosquito larvae population data to assess public health risks and allocate control efforts.
- Monitoring of mosquito populations using various types of adult mosquito traps.
- Monitoring for pathogens carried and transmitted by mosquitoes and other arthropods, such as Encephalitis and West Nile viruses.
- Testing of mosquito pools, and assisting State and local public health agencies with blood analytical studies.
- Distributing printed material, brochures, social media messaging, media materials that describe what residents, employees and property owners can do to keep their homes and property free of mosquitoes and other vectors.
- Cooperating with the California Department of Public Health Services and State Universities to survey and identify arthropod-borne pathogens such as Lyme disease and Plague found in parks, on trails and other locations frequented by property owners and residents.
- Facilitating testing and monitoring for pathogens carried and transmitted by ticks, such as Lyme disease, Ehrlichiosis, spotted fever group Rickettsia, and Babesiosis.

- Monitoring and/or advising residents on controlling other potentially hazardous organisms and vectors such as ticks, mites, and fleas.
- Educating property owners and residents about the risks of diseases transmitted by insects and small mammals and how to better protect themselves and their pets.
- Assisting government agencies and universities in testing for Hantavirus, Arenavirus, Plague and other pathogens carried by small mammal populations.
- Monitoring of new and emerging vectors such as the Asian Tiger mosquito and Yellow fever mosquito.
- Testing for and control of new and emerging pathogens.

The District protects the public from vector-borne pathogens and injury and discomfort caused by mosquitoes in an environmentally compatible manner, through a coordinated set of activities and methods collectively known as the Integrated Vector Management Program (IVMP) as mentioned earlier. For all vector species, pathogens, and disease, public education is a primary control and prevention strategy. In addition, the District determines the abundance of vectors and the risk of vector-borne pathogen transmission or discomfort through evaluation of public service requests, communication with the public and agencies, and field and laboratory surveillance activities. If mosquito populations, for example, exceed or are anticipated to exceed predetermined guidelines, District staff employs the most efficient, effective, and environmentally sensitive means of control for the situation. Where feasible, water management or other source reduction activities (e.g., physical control) are instituted to reduce vector production. In some circumstances, the District also uses biological control such as the planting of mosquitofish. When these approaches are not effective or are otherwise inappropriate, pesticides are used to treat specific vector producing or vector-harboring areas.

#### **NEW ZONE OF BENEFIT WITHIN THE ANNEXATION AREAS (WEST MARIN)**

At its meeting on May 11, 2016, the District's Board ratified a four-year agreement between the District and the West Marin Mosquito Council. The agreement specifies and emphasizes certain approaches to mosquito control that are consistent with the District's IVMP, although certain methods are emphasized over others and some materials are not applied within this area. Other materials, such as Merus 3.0 mosquito adulticide, are used exclusively within the area. The differences in the manner in which the services are provided are considered worthy of recognition with a new zone of benefit to be known as West Marin Zone of Benefit. The geographic areas covered by the agreement includes the areas of Marin County that are within the boundaries of the Annexation Areas. The "Zones of Benefit" section in this Report includes more information about the District's Zones of Benefit.

#### **VECTORS AND VECTOR-BORNE DISEASES IN THE DISTRICT SERVICE AREA**

The District undertakes activities through its Integrated Vector Management Program designed to control the following vectors of pathogens and disease (as well as discomfort and injury) within the District:

## MOSQUITOES

Certain species of mosquitoes found in Marin and Sonoma Counties can transmit Malaria, St. Louis Encephalitis, Western Equine Encephalomyelitis, West Nile virus, and other encephalitis viruses. Several species of mosquitoes found locally are also capable of transmitting dog heartworm. Although some species of mosquitoes have not been shown to transmit pathogens, all species can cause human discomfort when the female mosquito bites to obtain blood. Reactions range from irritation in the area of the bite, to severe allergic reactions or secondary infections resulting from scratching the irritated area. Additionally, an abundance of mosquitoes can cause economic losses, and a reduction in the use or enjoyment of recreational, agricultural, or industrial areas.

Of the world's 3,000 mosquito species, more than 50 live in California, and 23 have been identified in Marin and Sonoma Counties. Continuous surveillance and special control efforts are aimed at the most problematic species including: *Aedes dorsalis*, *Aedes squamiger*, *Aedes sierrensis*, *Culex pipiens*, and *Culex tarsalis*. The following table displays the most common mosquitoes in the District.

Mosquito	Common Name	Larval Habitats	Biting Behavior		Approximate Flight Ranges	Medical Importance/Vector Issues
			Host(s)	Time of Day		
<i>Aedes dorsalis</i>	Pale marsh mosquito	Coastal salt marshes, inland alkaline areas	• Large and likely small mammals • Humans	Day and night	20 miles	• Western equine encephalitis • Vector – Aggressive biter of humans, pain, discomfort, allergic reactions • Livestock health issues
<i>Aedes sierrensis</i>	Western treehole mosquito	Treeholes, tires, containers	• Small mammals • Humans	Dusk and day	Less than 1 mile	• Dog heartworm • Vector – Aggressive biter of humans, pain, discomfort, allergic reactions
<i>Aedes squamiger</i>	California salt marsh mosquito	Coastal salt marshes	• Humans • Large mammals	Dusk and day	10 – 20 miles	• Vector – Aggressive biter of humans, pain, discomfort, allergic reactions
<i>Aedes washinoi</i>	Flood water mosquito	Coastal ground pools, inland shaded pools, flooded habitats	• Humans • Large mammals	Dusk and day	Less than 1 mile	• Vector – Aggressive biter of humans, pain, discomfort, allergic reactions
<i>Culex tarsalis</i>	Western encephalitis mosquito	Agricultural, commercial, man-made or natural sources	• Birds • Mammals • Humans	Dusk and dawn	10 – 15 miles	• St. Louis encephalitis • Western equine encephalitis • West Nile virus
<i>Culex pipiens</i>	House mosquito	Polluted water, septic tanks, catch basins, residential and commercial sources	• Birds • Mammals • Humans	Night	Less than 1 mile	• St. Louis encephalitis • West Nile virus • Vector – Can be an aggressive biter of humans, pain, discomfort, allergic
<i>Culex erythrorhax</i>	Tule mosquito	Ponds, lakes, and marshes with tules and cattails	• Birds • Humans	Dusk and day (shaded areas)	Less than 2 miles	• West Nile virus • Vector – Aggressive biter of humans, pain, discomfort, allergic reactions
<i>Culex stigmatosoma</i>	Banded foul water mosquito	Polluted water, dairy ponds, sewer ponds, log ponds	• Birds • Humans	Night	Less than 10 miles	• St. Louis encephalitis • West Nile virus
<i>Anopheles freeborni</i>	Western malaria mosquito	Irrigation ditches, rain pools, margins of lakes and streams, rice fields	• Large mammals • Humans	Dusk and dawn	10 miles	• Malaria • Vector – Can be an aggressive biter of humans, pain, discomfort, allergic reactions
<i>Anopheles punctipennis</i>	Woodland malaria mosquito	Cool, shaded, grassy pools in streams and creeks	• Large mammals	Dusk and day	More than 1 mile	• Malaria
<i>Anopheles franciscanus</i>	- none -	Shallow, sunlit pools with algae	• Large mammals	Dusk and dawn	Less than 1 mile	• Vector – Large adult populations can result in the biting of humans
<i>Culiseta incidens</i>	Cool-weather mosquito	Shaded, clear, natural or man-made sources	• Large mammals • Humans	Dusk and dawn	Less than 5 miles	• Vector – human pain, discomfort, allergic reactions
<i>Culiseta inornata</i>	Large winter mosquito	Sunlit ground pools or man-made sources	• Large mammals • Humans	Dusk and dawn	Less than 5 miles	• Vector – Can be an aggressive biter of humans pain, discomfort, allergic reactions
<i>Culiseta particeps</i>	none	Freshwater marshes, ponds and creeks, woodland pools	• Large mammals • Humans	Dusk and dawn	Less than 3 miles	• Vector – human pain, discomfort, allergic reactions

### **GROUND-NESTING YELLOWJACKETS**

Ground-nesting yellowjackets have a painful sting and bite, can fly moderate distances, and are found throughout the District. More significantly, yellowjacket stings can result in anaphylactic shock and rapid death for the approximately 0.5% of the public with severe allergies.

### **RODENTS**

Rodents are present in the District including the Dusky-footed Wood Rat (*Neotoma fuscipes*), the Norway Rat (*Rattus norvegicus*), the Roof Rat or Black Rat (*Rattus rattus*) and the Deer Mouse (*Peromyscus maniculatus*), and are subjects of District action. In addition to being unsanitary, rodents harbor and transmit a variety of organisms that infect humans. Rats are hosts to the worm that causes trichinosis in humans. Humans may become infected when they eat poorly cooked meat from a pig that has eaten an infected rat. Rodent urine may contain the bacterium that causes Leptospirosis, and their feces may contain Salmonella bacteria. Infected rat fleas may transmit Bubonic Plague and Murine Typhus. Rat bites may cause Bacterial Rat-bite Fever or infection. *P. maniculatus* can transmit Hantavirus through bodily excretions. Gnawing by rats causes damage to woodwork and electrical wiring, resulting in short circuits and potential fires. Additionally, an abundance of rats can cause economic losses, loss of use of public recreational areas, and loss of the enjoyment of property. Dusky-footed Wood Rats carry bacterial infections that may be passed on to humans, horses, and domestic pets by the bite of tick vectors. Diseases of concern include Lyme Borreliosis (i.e. Lyme disease), Babesiosis, spotted fever group *Rickettsia*, and Ehrlichiosis.

### **OTHER ANIMALS OF IMPORTANCE**

Although certain animal species such as bats, ground squirrels, fleas, ticks, opossums, wood rats and house mice would not be regularly controlled, these animals play important roles in the transmission of Plague, Murine Typhus, Hantavirus, or Lyme disease and may be surveyed for pathogens. The District routinely provides education and consulting services to the public about disease risk associated with these vectors and appropriate measures to protect human health. In extreme cases where the transmission of a pathogen or the occurrence of disease is likely, as with the other District activities, control efforts may be employed. Control of these animals would be done in consultation with the California Department of Public Health, Marin and Sonoma County Public Health Departments, Marin and Sonoma County Animal Control Departments, Marin and Sonoma County Agricultural Commissioner's Offices, and other State and local agencies.

Most of the vectors mentioned above are extremely mobile and cause the greatest hazard or discomfort away from their breeding site. Each of these potential vectors has a unique life cycle and most of them occupy different habitats. In order to effectively control these vectors, an Integrated Vector Management Program must be employed. District policy is to identify those species that are currently vectors, to recommend techniques for their prevention and control, and to anticipate and minimize any new interactions between vectors and humans.



## INTEGRATED VECTOR MANAGEMENT

The District's Integrated Vector Management Program (IVMP) (also generally referred to as Integrated Pest Management or IPM) is a long-standing, ongoing program of surveillance and control of mosquitoes and other vectors of human disease and discomfort. The program consists of six types of activities:

1. Surveillance for vector populations, vector habitats, disease pathogens, and public distress associated with vectors; this includes trapping and laboratory analysis of vectors to evaluate populations and disease threats, direct visual inspection of known or suspected vector habitats, the use of all-terrain vehicles and boats to access remote areas, maintenance of access paths, and public surveys.
2. Public education to encourage and assist reduction or prevention of vector habitats and prevent human vector interaction on private and public property.
3. Management of vector habitat, especially through water control and maintenance or improvement of channels, tide gates, levees, and other water control facilities, etc. (i.e., Source Reduction/Physical Control).
4. Vegetation management to improve surveillance and/or reduce vector populations.
5. Rearing, stocking, and provision to the public of the mosquitofish *Gambusia affinis*; application of mosquito larvicides, such as materials containing the bacterium *Bacillus sphaericus* or *Bacillus thuringiensis israelensis* (i.e., Bti); and possibly the use of other predators or pathogens of vectors ("Biological Control").
6. Application of non-persistent selective insecticides to reduce populations of larval or adult mosquitoes and other invertebrate threats to public health ("Chemical Control").

The District's activities address two basic types of vectors – mosquitoes and other insects, and rodents – but both share general principles and policies including identification of vector problems; responsive actions to control existing populations of vectors, to prevent new sources of vectors from developing, and to manage habitat to minimize vector production; education of landowners and others (e.g., agencies) on measures to minimize vector production or interaction with vectors; and provision and administration of funding and institutional support necessary to accomplish these goals.

In order to accomplish effective and environmentally sound vector management, the manipulation and control of vectors must be based on careful surveillance of their abundance, distribution, habitat (potential abundance), pathogen load, and potential contact with people; the establishment of treatment guidelines; and appropriate selection from a wide range of control methods. This dynamic combination of surveillance, treatment guidelines, and use of multiple control activities in a coordinated program is generally known as Integrated Pest Management.



The District's Integrated Vector Management Program, like any other IPM program, by definition involves procedures for minimizing potential environmental impacts. The District's program employs IPM principles by first determining the species and abundance of vectors through evaluation of public service requests and field surveys of immature and adult vector populations, and then, if the populations exceed predetermined guidelines, using the most efficient, effective, and environmentally compatible means of control. For all vector species, public education is an important control strategy, and for some vectors (rodents, ticks) it is the District's primary control method. In some situations, water management or other physical control activities (historically known as source reduction) can be instituted to reduce vector habitat and production. The District also uses biological control such as the planting of mosquitofish in some settings. When these approaches are not effective or are otherwise inappropriate, pesticides are used to treat specific vector-producing or vector-harboring areas.

In June 2016, after four years of work, the District certified a comprehensive Programmatic Environmental Impact Report that assessed the District's IVMP. This document incorporates many best management practices and is available on the District's website. The PEIR serves as a valuable technical resource and guide for staff, local, state and federal agencies as well as for the general public.

In order to maximize familiarity by the operational staff with specific vector sources in the project area, the District is divided into operational zones. Most zones have assigned to them a full-time vector control technician, and sometimes a vector control aide on a seasonal basis. These staff member's responsibilities include public and agency communication and education, minor physical control, inspection and treatment of known vector sources, finding and controlling new sources, and responding to service requests from the public.

Vector control activities are conducted at a wide variety of sites throughout the District's project area. These sites can be roughly divided into natural type (e.g., natural, restored, enhanced, or manmade simulating natural) sites such as vernal pools and other seasonal wetlands, tidal marshes creeks, diked marshes etc., or anthropogenic type sources such as, storm water detention basins, flood control channels, spreading grounds, street drains and gutters, wash drains, irrigated pastures, septic systems, swimming pools, tire piles, ornamental ponds and agricultural ditches, etc.

## **SURVEILLANCE AND SITE ACCESS**

Prior to the annexation no surveillance was conducted in the Annexation Areas. The assessment provides for establishment and continuation of a surveillance program within and proximate to the properties in the Annexation Areas. Surveillance is conducted in a manner based upon equal spread of resources throughout the District boundaries, focusing on areas of likely sources. Treatment strategies are based upon the results of the surveillance programs, and are specifically designed for individual areas.

Based on a preliminary investigation of the Annexation Areas, the District found mosquito sources and potential sources scattered throughout the area. All properties within the

Annexation Areas are within mosquito-flying range of one or more mosquito sources. Furthermore, prior to the annexation, the area suffered from the presence of mosquitoes, with a large number of sources and the lack of any organized mosquito control efforts or program.

In addition to the disruption of human activities and causing our environment to be uninhabitable, certain insects and animals may transmit a number of pathogens. The pathogens of most concern in Marin and Sonoma Counties are West Nile virus, St. Louis Encephalitis (SLE) and Western Equine Encephalomyelitis (WEE) transmitted by mosquitoes; Rabies transmitted by skunks; Plague and Murine Typhus transmitted by fleas; Leptospirosis and Hantavirus Pulmonary Syndrome associated with rats and other rodents; and Lyme Disease, Babesiosis, and Ehrlichiosis transmitted by ticks.

Mosquito populations are surveyed using a variety of field methods and traps. Small volume mosquito “dippers” (e.g., small cup of approximately 12 ounces attached to a wooden or aluminum pole) and direct observation are used to evaluate larval populations. Staff also respond to service requests from the public, make field landing counts, deploy light traps, host seeking traps and oviposition traps to evaluate adult mosquito populations. In 2013, using BG-Sentinel traps, the District began surveillance for the invasive species of *Aedes* mosquitoes (*aegypti* and *albopictus*) that have become established in twelve counties of California. In 2014, the surveillance program was refined and modified to use ovicups and Autocidal Gravid Ovitrap. To date the invasive species have not been detected within the District’s service area. These mosquitoes are capable of transmitting the pathogens that cause Zika, dengue fever, Chikungunya, Japanese Encephalitis, Yellow Fever and other diseases. In coordination with the County Health Officers, the District prepared a Zika virus response plan during 2016. An Invasive *Aedes* Response Plan is also in place.

Mosquito-borne pathogens are also surveyed using adult mosquitoes, and wild birds. Adult mosquitoes are collected and tested for infection with West Nile virus, SLE and WEE. Collection is made with small light, host seeking, or oviposition traps. Host seeking traps are typically baited with carbon dioxide in the form of dry ice. Although traps are typically placed in vegetated areas, care is taken to ensure that placement of traps does not significantly damage any vegetation.

Surveillance also is conducted to determine vector habitat (e.g., standing water) and the effectiveness of control operations. Inspections are conducted using techniques to minimize the potential for environmental impacts. Staff routinely uses pre-existing access points such as roadways, open areas, walkways, and trails. Vegetation management (e.g., trimming trees and vines, clearing paths through brush) is conducted where overgrowth precludes safe and efficient access. All of these actions only result in a temporary/localized physical change to the environment with regeneration/regrowth occurring within a short period of time.

In order to access various sites throughout the District for surveillance and for control, District staff utilizes specialized equipment such as light trucks, all-terrain vehicles, boats, and

helicopters. District policies on use of this equipment are designed to avoid environmental impact.

The District currently participates in a dead bird surveillance program managed by the California Department of Public Health (CDPH). Dead birds that are discovered by the public are reported to CDPH and screened for potential testing. If the bird is found to be suitable for testing, the District is notified. It then collects and processes the bird before shipping a sample swab taken from the bird to an authorized laboratory (e.g., U.C. Davis Center for Vector-Borne Disease, now known by the acronym DART) for testing.

The District's jurisdictional powers allow for testing for the presence of Plague and Murine Typhus by collecting ground squirrels, wild rodents, opossums, and fleas. Historically the District has partnered with other public health agencies (e.g., CDPH) to perform this work. (Currently the District does not anticipate it would provide this service due to a lack of staffing and certified specialists to perform the work.) Testing for the presence of Hantavirus Pulmonary Syndrome can be conducted by collecting wild rodents. Small animals can be trapped using live traps baited with food. The traps would be set in the afternoon and would be collected within 24 hours. The animals would be anesthetized and blood, tissue, and/or flea samples would be obtained. Threatened and endangered species and other legally protected animals that might become trapped would be released immediately and would not be used in these tests.

## **EDUCATION**

The primary goals of the District's activities are to minimize vector populations, the potential for pathogen transmission, and the occurrence of disease by managing vector habitat while protecting habitat values for their predators and other beneficial organisms. Vector prevention for example, is accomplished through public education, including site-specific recommendations on water and land use, and by physical control (discussed in a later section).

The District's education program teaches K-12 school students, property owners, residents and agencies how to recognize, prevent, and suppress vector production and harborage on their properties. This part of the District's Services is accomplished through the distribution of brochures, fact sheets, newsletters, participation in local fairs and events, presentations to community organizations, contact with technicians in response to service requests, social media, public service announcements and news releases. Public education also includes a K-12 school program to teach children about vector biology, how to responsibly eliminate vector-breeding sources or reduce vector-human interaction, and to educate their parents or guardians about the District's services.

## **CONTROL OF MOSQUITOES**

The District's objective is to provide an area-wide level of consistent mosquito control such that all properties will benefit from reduced levels of mosquitoes. Surveillance and monitoring are provided on a District wide basis.

Mosquito control is based upon and driven by vector biology and surveillance. When a mosquito source produces mosquitoes in significant numbers, a technician will generally work with landowners or responsible agencies to reduce the habitat value of the site for mosquitoes (source reduction/physical control). If this is ineffective, not immediately obtainable, or inappropriate for the given site, the technician will determine the best method of treatment, including biological control and chemical control.

#### **PHYSICAL CONTROL**

The District physically manipulates and manages mosquito habitat areas (breeding sources) when appropriate to reduce mosquito production. This may include removal of containers and debris, removing standing water from unmaintained swimming pools and spas, removal of vegetation or sediment interrupting water flow, rotating stored water, pumping and/or filling sources, improving drainage and water circulation systems, breaching or repairing levees, and installing, improving, or removing culverts, tide gates, and other water control structures in wetlands. Mosquito source reduction and physical manipulation carried out in sensitive habitats is performed in consultation with the appropriate regulatory agencies.

#### **BIOLOGICAL CONTROL**

The mosquitofish, *Gambusia affinis*, is the District's primary biocontrol agent used against mosquitoes. Mosquitofish are not native to California, but have been widely established in the state since the early 1920's, and now inhabit most natural and constructed water bodies. The District maintains mosquitofish in large tanks. District technicians place mosquitofish in contained man-made settings where either previous surveillance has demonstrated a consistently high production of mosquitoes, or where current surveillance indicates that mosquito populations would likely exceed chemical control guidelines without prompt action. Mosquitofish are also made available to property owners and residents to control mosquito production in artificial containers, such as ornamental fishponds, water plant barrels, horse troughs, and abandoned swimming pools.

#### **CHEMICAL CONTROL (FOR MOSQUITOES AND OTHER VECTORS)**

Since many mosquito-breeding sources cannot be adequately controlled with physical control measures or mosquitofish, the District also uses biological materials and chemical insecticides approved by the US Environmental Protection Agency, the California Department of Pesticide Regulation, and other environmental agencies, to control mosquito production where observed mosquito production exceeds District guidelines. When field inspections indicate the presence of vector populations that meet District guidelines for chemical control (including abundance, density, species composition, proximity to human settlements, water temperature, presence of predators, and so forth), District staff applies these materials to the site in strict accordance with the label instructions. The primary types of materials used against mosquitoes are selective larvicides. In addition, if large numbers of adult mosquitoes are present and potential public health issue or actual public health issue exists, the District may apply low persistence aerosol adulticides utilizing ultra-low volume fogging methods to obtain control.

Mosquito Larvicides: Depending on time of year, water temperature, organic content, mosquito species present, larval abundance and density, and other variables, larvicide applications may be repeated at any site at recurrence intervals ranging from annually to weekly. Larvicides routinely used by the District include methoprene (e.g., Altosid and MetaLarv) and Bti (*Bacillus thuringiensis israelensis*) and Bs (*Bacillus sphaericus*). Spinosad is also used in certain circumstances.

1. Methoprene is a biochemical, synthetic juvenile hormone designed to disrupt the transformation of a juvenile mosquito into an adult. It is applied either in response to observed populations of mosquito larvae at a site, and/or as a sustained-release product that can persist for up to four months. Application can be by hand, ATV, watercraft or aircraft (e.g., helicopter).
2. In past years the District has used Agnique, which is the trade name for a surface film larvicide, comprised of ethoxylated alcohol. The District has almost completely exhausted its stocks of this product, and as it is no longer manufactured the District now uses larvicide oils such as CoCoBear and BVA2 oils as larvicides and pupicides.
3. Bti (*Bacillus thuringiensis israelensis*) is a bacterium that is ingested by larval mosquitoes and disrupts their gut lining, leading to death before pupation. Bti is applied by the District as a liquid or bonded to inert substrate (e.g., sand, corncob granules) to assist penetration of vegetation. Persistence is low in the environment, and efficacy depends on careful timing of application relative to the larval instar. Therefore, use of Bti requires frequent inspections of larval sources during periods of larval production, and may require frequent applications of material. Application can be made by hand, ATV, watercraft or aircraft (e.g., helicopter).
4. *Bacillus sphaericus*, which has been renamed *Lysinibacillus sphaericus*, is another biological larvicide. The mode of action is similar to that of Bti. *B. sphaericus* is better suited for use at sites with higher levels of organic content in the water.
5. Spinosad, a mixture of Spinosad A and D, is biologically derived from the fermentation of *Saccharopolyspora spinosa*, a naturally occurring organism found in soil. It is available in various formulations, including extended release products that are used where appropriate.

Mosquito Adulticides: In addition to chemical control of mosquito larvae, the District also performs ultra-low volume applications of mosquito control materials for control of adult mosquitoes - if thresholds are met, including species composition, population density (as measured by landing count or trapping of adult mosquitoes), proximity to human populations, and/or potential for the transmission of a pathogen and/or occurrence of disease (i.e. injury and discomfort). As with larvicides, adulticides are applied in strict conformance with label requirements.

Other Insecticides: In addition to direct chemical control of mosquito populations, the District also applies insecticides to control ground-nesting yellowjackets that pose an imminent

threat to humans, pets, or livestock. This activity is triggered by a public request for assistance, rather than in response to direct population monitoring. Drione®, DeltaDust® and Wasp-Freeze® are insecticides used by the District to control ground-nesting yellowjackets. The potential environmental impacts of these materials is minimal because (1) their active ingredients include pyrethrins, deltamethrin, allethrin, and phenothrin, (2) the application rates are minimal, and (3) the mode of application, into underground nests, further limits the potential for environmental exposure from these materials.

## **CONTROL OF OTHER VECTORS**

### **STINGING INSECT CONTROL**

Ground-nesting yellowjackets that pose an imminent threat to humans, livestock or pets are controlled by the District. However, the District does not control any yellowjackets that are located inside or on a structure. Aerial yellowjacket nests are treated to protect the health and safety of District residents under special circumstances. If a technician finds that a stinging insect hive is located inside a structure or above ground, the resident is given a copy of a referral list which contains the names of pest control companies and Bee Keeper's Associations in Marin and Sonoma County that are certified for structural control or removal of stinging insects. If a District technician elects to treat stinging insects, he or she applies an insecticide directly to the insect nest, in accordance with District policies and the product label. Care is taken to avoid any unwanted drift and harm to other organisms. Sometimes staff place tamper-resistant traps or bait stations, selective for the target insect, in the vicinity of the problem insects. Bee swarms located by District technicians are referred to Bee Keepers in Marin or Sonoma County for removal.

### **RODENT CONTROL**

The District's Rodent Prevention and Control Program is designed to provide detailed information and guidance to the public. The program, which includes site visits where indicated, is based on the principles of exclusion, and the implementation of best management practices to control rat and mice populations inside and outside of the home or business. In providing information to the public, District staff stresses the importance of preventing rodent access into the building, and property management and maintenance designed to preclude the presence of rodent habitat.

Rat control can often be necessary at the community and neighborhood levels and require cooperation and collaboration amongst neighbors. The District makes staff available to give informational presentations to communities in these situations. District staff also works with other local government agencies to provide information to the public and assist in remedying especially problematic situations.

### **RODENT PREVENTION AND CONTROL PROGRAM OPERATIONS OVERVIEW**

District staff answers phone calls and take inquiries from the public regarding rats. General information regarding rodent issues is also provided through the routinely updated District website and printed literature.



Specific issues and service provision are handled by a full-time Rodent Specialist, who answers phone calls/requests for information from members of the public or agencies with specific issues or problematic situations.

The Rodent Specialist provides information regarding rodent control, prevention, exclusion, and vector-borne disease. If deemed necessary and appropriate, a service request is made for an onsite visit. Subsequently, a rodent inspection is performed with an accompanying report. If applicable, information is provided regarding:

- Rodent habitat
- Property maintenance/BMPs
- Exclusion
- Trapping
- Disinfection
- Disposal
- Community/neighborhood presentation

District staff provides community outreach and educational materials and information regarding rodent issues at public events, special presentations held throughout the year, and when communicating with the public in the field.

#### **CONTROL OF OTHER ANIMALS**

The District may control other animals, such as ground squirrels and fleas, in response to the threat of disease transmission to humans. These animals would only be controlled after consultation with local and State health officials. In specific situations, control of other vectors will be considered either as policy of the Board of Trustees or as directed by management.

#### **SERVICE REQUESTS**

Prior to 2004 the District did not respond to service requests originating from outside of its existing boundaries. After the assessment was approved in 2004, the District has responded to thousands of service requests originating within the Annexation Areas, providing the same level of service as the pre-existing District jurisdiction. Any property owner, business or resident in the District's Service Area can contact the District to request vector control related services or inspections, and a District field technician will respond as promptly as possible to the property to evaluate the situation and to perform appropriate surveillance and control services. The District responds to all service requests in as timely a manner as possible, regardless of location.

## ESTIMATE OF COST

FIGURE 1 – ESTIMATE OF COST, FISCAL YEAR 2020-21

<b>MARIN / SONOMA MVCD</b>				
<b>Northwest Mosquito, Vector &amp; Disease Control Assessment (Assessment No. 2)</b>				
<b>Estimate of Cost</b>				
<b>Fiscal Year 2020-21</b>				
<b>Vector Control Services and Related Expenditures</b>				
Salaries, Wages and Benefits				\$772,081
CalPERS OPEB Trust ADC & Add'l Contr.				\$213,720
Services and Supplies				\$315,313
Capital Replacement				\$40,464
				<b>\$1,341,578</b>
<b>Less:</b>				
<b>District Contribution for General Benefit &amp; Other Revenue Sources<sup>1</sup></b>				
Ad Valorem Taxes				(\$654,139)
Interest Earned				\$0
Misc. Income / Contracts				\$0
Transfer to/from Reserves				\$337,800
				<b>(\$316,339)</b>
				<b>\$1,025,239</b>
<b>Total Vector Control Services</b>				<b>\$1,025,239</b>
(Net Amount to be Assessed)				
<b>Budget Allocation to Property</b>				
	Total Parcels	Total SFE Units <sup>2</sup>	Asmt / SFE <sup>3</sup>	Total Assessment <sup>4</sup>
Marin County - Zone West Marin	6,510	5,915	\$28.26	\$167,158
Sonoma County - Zone A	35,145	30,140	\$28.26	\$851,756
Sonoma County - Zone B	396	234	\$27.03	\$6,325
	<b>42,051</b>	<b>36,289</b>		<b>\$1,025,239</b>



Notes to Estimate of Cost:

1. As determined in the following section, at least 5% of the cost of the Services paid by the assessments must be funded from other funding sources to cover any general benefits from the improved Services. Therefore, out of the total cost to provide the improved Services of \$1,025,239, the District must contribute at least \$51,262 (5%) from sources other than the assessments. The District will contribute \$316,339, which is over 31% of the total cost of providing the improved Services. This contribution covers any general benefits from the Services.
2. SFE Units means Single Family Equivalent benefit units. See the section "Assessment Apportionment" for further definition.
3. The assessment rate per SFE is the total amount of assessment per Single Family Equivalent benefit unit.
4. The proceeds from the assessments will be deposited into a special fund for the Assessment. Funds raised by the assessment shall be used only for the purposes stated within this Report. Any balance remaining at the end of the fiscal year, June 30, must be carried over to the next fiscal year. The Total Assessment Budget is the sum of the final property assessments rounded to the lower penny to comply with the County Auditors' levy submission requirements. Therefore, the total assessment amount for all parcels subject to the assessments may vary slightly from the net amount to be assessed.

## HISTORICAL SUMMARY OF ASSESSMENTS BY COUNTY – ASSESSMENT No. 2

The figure below depicts a historical summary of the Assessment No. 2 annual rates, the number of SFE (Single Family Equivalent) units, total assessment and the increase on assessment compared to the year before for Marin and Sonoma Counties.

FIGURE 2 – ASSESSMENT NO. 2 HISTORY

MS-MVCD Assessment No.2		Marin County			Sonoma County		
Fiscal Year	Asmt / SFE	SFE Units	Total Assessment	Increase from prior year	SFE Units	Total Assessment	Increase from prior year
2005-06	\$19.00	5,559	\$105,627	\$105,627	29,412	\$558,736	\$558,736
2006-07	\$19.36	5,602	\$108,448	\$2,821	29,588	\$572,826	\$14,091
2007-08	\$19.36	5,596	\$108,341	(\$108)	29,631	\$573,660	\$834
2008-09	\$19.36	5,668	\$109,730	\$1,389	29,808	\$577,087	\$3,427
2009-10	\$19.36	5,701	\$110,370	\$640	29,992	\$580,644	\$3,557
2010-11	\$19.36	5,781	\$111,917	\$1,547	30,018	\$580,959	\$315
2011-12	\$19.36	5,758	\$111,473	(\$444)	29,954	\$579,709	(\$1,250)
2012-13	\$19.92	5,759	\$114,720	\$3,247	29,977	\$596,957	\$17,248
2013-14	\$20.88	5,767	\$120,424	\$5,704	29,998	\$626,146	\$29,189
2014-15	\$21.68	5,770	\$125,099	\$4,675	30,078	\$651,882	\$25,737
2015-16	\$22.24	5,792	\$128,823	\$3,724	30,131	\$669,885	\$18,003
2016-17	\$24.76	5,809	\$143,836	\$15,013	30,278	\$749,433	\$79,548
2017-18	\$25.64	5,817	\$149,148	\$5,312	30,314	\$777,001	\$27,568
2018-19	\$26.40	5,840	\$154,186	\$5,038	30,400	\$802,297	\$25,296
2019-20	\$27.58	5,890	\$162,459	\$8,274	30,326	\$836,111	\$33,814
2020-21	\$28.26	5,915	\$167,158	\$4,698	30,374	\$858,081	\$21,970

## **SUMMARY OF ASSESSMENTS BY COUNTY FOR FISCAL YEAR 2020-21**

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The figure below reflects the Assessment No. 2 summaries for Marin and Sonoma Counties for fiscal year 2020-21: total number of parcels in each county, number of parcels assessed, SFE unit count, and the total assessment to be placed on assessable parcels in each county for fiscal year 2020-21.

**FIGURE 3 – ASSESSMENT SUMMARY – FISCAL YEAR 2020-21**

<b>Fiscal Year 2020-21 Assessment No. 2</b>	<b>Parcels in Assessment No.2</b>	<b>Parcels Assessed</b>	<b>SFE Units</b>	<b>Assessment</b>
Marin County - West Marin	6,510	5,651	5,915	\$167,158
Sonoma County - Zone A	35,145	30,380	30,140	\$851,756
Sonoma County - Zone B	396	364	234	\$6,325
Total SFE	42,051	36,395	36,289	\$1,025,239

## METHOD OF ASSESSMENT

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This section of the Report explains the benefits to be derived from the Services provided by the District, and the methodology used to apportion the total assessment to properties within the Northwest Mosquito, Vector and Disease Control Assessment Annexation Area.

The Northwest Mosquito, Vector and Disease Control Assessment Annexation Area consists of all assessor parcels as defined by the approved boundary description, covering generally the North and West/coastal areas of Sonoma County and the West/coastal areas of Marin County as defined within the area of the boundary diagram included within this Engineer's Report (see the assessment roll for a list of all the parcels included in the proposed Mosquito and Disease Control Assessment).

The Marin/Sonoma Mosquito and Vector Control District's boundary is coterminous with the counties of Marin and Sonoma now that the annexation has been accomplished. Prior to the annexation in 2004, mosquito abatement programs, projects and services were not provided in the Annexation Area by the Marin/Sonoma Mosquito and Vector Control District or any other public agency. The proposed assessments now allow the District to provide its vector abatement and disease control services throughout the Annexation Area.

The method used for apportioning the assessment is based upon the proportional special benefits to be derived by the properties in the Annexation Areas over and above general benefits conferred on real property in the assessment area or to the public at large. Special benefit is calculated for each parcel in the Annexation Areas.

1. Identification of total benefit to the properties derived from the Services
2. Calculation of the proportion of these benefits that are special vs. general
3. Determination of the relative special benefit within different areas within the Annexation Areas
4. Determination of the relative special benefit per property type and property characteristic
5. Calculation of the specific assessment for each individual parcel based upon special vs. general benefit; location, property type and property characteristics,

### DISCUSSION OF BENEFIT

In summary, the assessments can only be levied based on the special benefit to property. This special benefit is received by property over and above any general benefits from the proposed Services. With reference to the engineering requirements for property related assessments, under Proposition 218 an engineer must determine and prepare a report evaluating the amount of special and general benefit received by property within the Unprotected Area as a result of the improvements or services provided by a local agency. The special benefit is to be determined in relation to the total cost to that local entity of providing the service and/or improvements.

Proposition 218 as described in Article XIID of the California Constitution has confirmed that assessments must be based on the special benefit to property:

*"No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel."*

The benefit factors discussed in the following sections, when applied to property in the Annexation Areas confer special benefits to property and ultimately improve the safety, utility, functionality and usability of property in the Annexation Areas. These are special benefits to property in the Annexation Areas in much the same way that storm drainage, sewer service, water service, sidewalks and paved streets enhance the utility and functionality of each parcel of property served by these services and improvements, providing them with more utility of use and making them safer and more usable for occupants.

It should also be noted that Proposition 218 includes a requirement that existing assessments in effect upon its effective date were required to be confirmed by either a majority vote of registered voters in the assessment area, or by weighted majority property owner approval using the new ballot proceeding requirements. However, certain assessments were excluded from these voter approval requirements. Of note is that in California Constitution Article XIID Section 5(a) this special exemption was granted to assessments for sidewalks, streets, sewers, water, flood control, drainage systems and vector control. The Howard Jarvis Taxpayers Association explained this exemption in their Statement of Drafter's Intent:

*"This is the "traditional purposes" exception. These existing assessments do not need property owner approval to continue. However, future assessments for these traditional purposes are covered."*<sup>3</sup>

Therefore, the drafters of Proposition 218 acknowledged that vector control assessments were "traditional" and therefore acknowledged and accepted use.

Since all assessments, existing before or after Proposition 218 must be based on special benefit to property, the drafters of Proposition 218 by implication found that vector control services confer special benefit on property. Moreover, the statement of drafter's intent also acknowledges that any new or increased vector control assessments after the effective date of Proposition 218 would need to comply with the voter approval requirements it established. This is as an acknowledgement that additional assessments for such "traditional" purposes would be established after Proposition 218 was in effect. Therefore, the drafters of Proposition 218 clearly recognized vector assessments as a "traditional" use of assessments, acknowledged that new vector assessments may be formed after Proposition

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<sup>3</sup> Howard Jarvis Taxpayers Association, "Statement of Drafter's Intent", January 1997.

218 and by implication were satisfied that vector control services confer special benefit to properties.

The Legislature also made a specific determination after Proposition 218 was enacted that vector control services constitute a proper subject for special assessment. Health and Safety Code section 2082, which was signed into law in 2002, provides that a district may levy special assessments consistent with the requirements of Article XIII D of the California Constitution to finance vector control projects and programs. The intent of the Legislature to allow and authorize benefit assessments for vector control services after Proposition 218 is shown in the Assembly and Senate analysis the Mosquito Abatement and Vector Control District Law where it states that the law:

*Allows special benefit assessments to finance vector control projects and programs, consistent with Proposition 218.<sup>4</sup>*

Therefore, the State Legislature unanimously determined that vector control services are a valuable and important public service that can be funded by benefit assessments. To be funded by assessments, vector control services must confer special benefit to property.

### **MOSQUITO AND VECTOR CONTROL IS A SPECIAL BENEFIT TO PROPERTIES**

As described below, this Engineer's Report concludes that mosquito and vector control is a special benefit that provides direct advantages to property in the Annexation Areas. For example, the assessment provides for 1) surveillance throughout the Annexation Areas to measure and track the levels and sources of mosquitoes and other vectors impacting property in the area and the people who live and work on the property, 2) mosquito and vectors control and source control, treatment and abatement throughout the Annexation Areas such that all property in the area benefits from a comparable reduction of the levels of mosquito and other vectors, 3) monitoring throughout the Annexation Areas to evaluate the effectiveness of District treatment and control and to ensure that all properties are receiving the equivalent level of mosquito and vector reduction benefits, and 4) the properties in the Annexation Areas are eligible for service requests which result in District staff directly visiting, inspecting and treating property. Moreover, the Services funded by the Assessments would reduce the level of mosquitoes and vectors arriving at and negatively impacting properties within the Assessment area.

The following section, Benefit Factors, describes how the Services specially benefit properties in the Assessment Area. These benefits are particular and distinct from its effect on property in general or the public at large.

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<sup>4</sup> Senate Bill 1588, Mosquito Abatement and Vector Control District Law, Legislative bill analysis

## BENEFIT FACTORS

In order to allocate the proposed assessments, the engineer identified the types of special benefit arising from the Services that would be provided to property within the Annexation Area. These types of special benefit are as follows:

### **REDUCED MOSQUITO AND VECTOR POPULATIONS ON PROPERTY AND AS A RESULT, ENHANCED DESIRABILITY, UTILITY, USABILITY AND FUNCTIONALITY OF PROPERTY IN THE ANNEXATION AREAS**

The proposed assessments would provide new and enhanced services for the control and abatement of nuisance and disease-carrying mosquitoes and other vectors. These Services would materially reduce the number of vectors on properties throughout the Annexation Areas. The lower mosquito and vector populations on property in the Annexation Areas is a direct advantage to property that serves to increase the desirability and usability of property. Clearly, properties are more desirable and usable in areas with lower mosquito populations and with a reduced risk of vector-borne disease. This is a special benefit to residential, commercial, agricultural, industrial and other types of property because all such properties would directly benefit from reduced mosquito and vector populations and properties with lower vector populations are more usable, functional and desirable.

Excessive mosquitoes and other vectors in the area can materially diminish the utility and usability of property. For example, prior to the commencement of mosquito control and abatement services, properties in many areas in the State were considered to be nearly uninhabitable during the times of year when the mosquito populations were high.<sup>5</sup> The prevention or reduction of such diminished utility and usability of property caused by mosquitoes is a clear and direct advantage and special benefit to property in the Annexation Areas.

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<sup>5</sup> Prior to the commencement of modern mosquito control services, areas in the State of California such as the San Mateo Peninsula, Napa County and areas in Marin and Sonoma Counties had such high mosquito populations that they were considered to be nearly unlivable during certain times of the year and were largely used for part-time vacation cottages that were occupied primarily during the months when the natural mosquito populations were lower.

The State Legislature made the following finding on this issue:

*“Excess numbers of mosquitoes and other vectors spread diseases of humans, livestock, and wildlife, reduce enjoyment of outdoor living spaces, both public and private, reduce property values, hinder outdoor work, reduce livestock productivity; and mosquitoes and other vectors can disperse or be transported long distances from their sources and are, therefore, a health risk and a public nuisance; and professional mosquito and vector control based on scientific research has made great advances in reducing mosquito and vector populations and the diseases they transmit.”<sup>6</sup>*

Mosquitoes and other vectors emerge from sources throughout the Annexation Areas, and with an average flight range of two miles, mosquitoes from known sources can reach all properties in the Annexation Areas. These sources include standing water in rural areas, such as marshes, pools, wetlands, ponds, drainage ditches, drainage systems, tree holes and other removable sources such as old tires and containers. The sources of mosquitoes also include numerous locations throughout the urban areas in the Annexation Areas. These sources include underground drainage systems, containers, unattended swimming pools, leaks in water pipes, tree holes, flower cups in cemeteries, over-watered landscaping and lawns and many other sources. By controlling mosquitoes at known and new sources, the Services materially reduce mosquito populations on property throughout the Annexation Areas.

A recently increasing source of mosquitoes is unattended swimming pools:

*“Anthropogenic landscape change historically has facilitated outbreaks of pathogens amplified by peridomestic vectors such as Cx. pipiens complex mosquitoes and associated commensals such as house sparrows. The recent widespread downturn in the housing market and increase in adjustable rate mortgages have combined to force a dramatic increase in home foreclosures and abandoned homes and produced urban landscapes dotted with an expanded number of new mosquito habitats. These new larval habitats may have contributed to the unexpected early season increase in WNV cases in Bakersfield during 2007 and subsequently have enabled invasion of urban areas by the highly competent rural vector Cx. tarsalis. These factors can increase the spectrum of competent avian hosts, the efficiency of enzootic amplification, and the risk for urban epidemics.”<sup>7</sup>*

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<sup>6</sup> Assembly Concurrent Resolution 52, chaptered April 1, 2003

<sup>7</sup> Riesen Wouldiam K. (2008). Delinquent Mortgages, Neglected Swimming Pools, and West Nile Virus, California. Emerging Infectious Diseases. Vol. 14(11).



The Services include the monitoring and treatment of neglected pools throughout the Assessment Areas.

#### **INCREASED SAFETY OF PROPERTY IN THE ANNEXATION AREAS**

The Assessments provide year-round proactive Services to control and abate mosquitoes and other vectors that otherwise would occupy properties throughout the Annexation Areas. Mosquitoes and other vectors are transmitters of diseases, so the reduction of mosquito populations makes property in the Annexation Areas safer for use and enjoyment. In absence of the assessments, these Services would not be provided, so the Services funded by the assessments make properties in the Annexation Areas safer, which is a distinct special benefit to property in the Annexation Areas.<sup>8</sup> This is not a general benefit to property in the Annexation Areas or the public at large, because the Services are tangible mosquito and disease control services that are provided directly to the properties in the Annexation Areas, and the Services are over and above what otherwise would be provided by the District or any other agency.

This finding was confirmed in 2003 by the State Legislature:

*“Mosquitoes and other vectors, including but not limited to ticks, Africanized Honey Bees, rats, fleas, and flies, continue to be a source of human suffering, illness, death and a public nuisance in California and around the world. Adequately funded mosquito and vector control, monitoring and public awareness programs are the best way to prevent outbreaks of West Nile Virus and other diseases borne by mosquitoes and other vectors.”<sup>9</sup>*

Also, the Legislature, in Health and Safety Code Section 2001, finds that:

*“The protection of Californians and their communities against the discomforts and economic effects of vectorborne diseases is an essential public service that is vital to public health, safety, and welfare.”*

#### **REDUCTIONS IN THE RISK OF NEW DISEASES AND INFECTIONS ON PROPERTY IN THE ANNEXATION AREAS**

Mosquitoes have proven to be a major contributor to the spread of new diseases such as West Nile Virus, among others. A highly mobile population combined with migratory bird patterns can introduce new mosquito-borne diseases into previously unexposed areas.

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<sup>8</sup> By reducing the risk of disease and increasing the safety of property, the proposed Services would materially increase the usefulness and desirability of properties in the Annexation Areas.

<sup>9</sup> Assembly Concurrent Resolution 52, chaptered April 1, 2003.

*“Vector-borne diseases (including a number that are mosquito-borne) are a major public health problem internationally. In the United States, dengue and malaria are frequently brought back from tropical and subtropical countries by travelers or migrant laborers, and autochthonous transmission of malaria and dengue occasionally occurs. In 1998, 90 confirmed cases of dengue and 1,611 cases of malaria were reported in the USA and dengue transmission has occurred in Texas.”<sup>10</sup>*

*“During 2004, 40 states and the District of Columbia (DC) have reported 2,313 cases of human WNV illness to CDC through ArboNET. Of these, 737 (32%) cases were reported in California, 390 (17%) in Arizona, and 276 (12%) in Colorado. A total of 1,339 (59%) of the 2,282 cases for which such data were available occurred in males; the median age of patients was 52 years (range: 1 month–99 years). Date of illness onset ranged from April 23 to November 4; a total of 79 cases were fatal.”<sup>11</sup> (According to the Centers for Disease Control and Prevention on January 19, 2004, a total of 2,470 human cases and 88 human fatalities from WNV have been confirmed).*

A study of the effect of aerial spraying conducted by the Sacramento-Yolo Mosquito and Vector Control District (SYMVCD) to control a West Nile Virus disease outbreak found that the SYMVCD's mosquito control efforts materially decreased the risk of new diseases in the treated areas:

*After spraying, infection rates decreased from 8.2 (95% CI 3.1–18.0) to 4.3 (95% CI 0.3–20.3) per 1,000 females in the spray area and increased from 2.0 (95% CI 0.1–9.7) to 8.7 (95% CI 3.3–18.9) per 1,000 females in the untreated area. Furthermore, no additional positive pools were detected in the northern treatment area during the remainder of the year, whereas positive pools were detected in the untreated area until the end of September (D.-E.A Elnaiem, unpub. data). These independent lines of evidence corroborate our conclusion that actions taken by SYMVCD were effective in disrupting the WNV transmission cycle and reducing human illness and potential deaths associated with WNV.<sup>12</sup>*

The Services funded by the assessments help prevent, on a year-round basis, the presence of vector-borne diseases on property in the Annexation Areas. This is another tangible and

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<sup>10</sup> Rose, Robert. (2001). Pesticides and Public Health: Integrated Methods of Mosquito Management. Emerging Infectious Diseases. Vol. 7(1); 17-23.

<sup>11</sup> Center for Disease Control. (2004). West Nile Virus Activity --- United States, November 9--16, 2004. Morbidity and Mortality Weekly Report. 53(45); 1071-1072.

<sup>12</sup> Carney, Ryan. (2008), Efficiency of Aerial Spraying of Mosquito Adulticide in Reducing the Incidence of West Nile Virus, California, 2005. Emerging Infectious Diseases, Vol 14(5)

direct special benefit to property in the Annexation Areas that would not be received in the absence of the assessments.

#### **PROTECTION OF ECONOMIC ACTIVITY ON PROPERTY IN THE ANNEXATION AREAS**

As demonstrated by the SARS outbreak in China and outbreaks of Avian Flu, outbreaks of pathogens can materially and negatively impact economic activity in the affected area. Such outbreaks and other public health threats can have a drastic negative effect on tourism, business and residential activities in the affected area. The assessments help to prevent the likelihood of such outbreaks in the Annexation Areas.

Prior to the commencement of the mosquito and vector control services provided by the District in its previous service areas, mosquitoes hindered, annoyed and harmed residents, guests, visitors, farm workers, and employees to a much greater degree. A vector-borne disease outbreak and other related public health threats would have a drastic negative effect on agricultural, business and residential activities in the Annexation Areas.

The economic impact of diseases is well documented. According to a study prepared for the Centers for Disease Control and Prevention, economic losses due to the transmission of West Nile virus in the US was estimated to cost over \$778 million from 1999 to 2012:

*There are no published data on the economic burden for specific West Nile virus (WNV) clinical syndromes (i.e., fever, meningitis, encephalitis, and acute flaccid paralysis [AFP]). We estimated initial hospital and lost-productivity costs from 80 patients hospitalized with WNV disease in Colorado during 2003; 38 of these patients were followed for 5 years to determine long-term medical and lost-productivity costs. Initial costs were highest for patients with AFP (median \$25,117; range \$5,385–\$283,381) and encephalitis (median \$20,105; range \$3,965–\$324,167). Long-term costs were highest for patients with AFP (median \$22,628; range \$624–\$439,945) and meningitis (median \$10,556; range \$0–\$260,748). Extrapolating from this small cohort to national surveillance data, we estimated the total cumulative costs of reported WNV hospitalized cases from 1999 to 2012 to be \$778 million (95% confidence interval \$673 million–\$1.01 billion). These estimates can be used in assessing the cost-effectiveness of interventions to prevent WNV disease.<sup>13</sup>*

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<sup>13</sup> Initial and Long-Term Costs of Patients Hospitalized with West Nile Virus Disease. Arboviral Diseases Branch, Centers for Disease Control and Prevention, Fort Collins, Colorado; Prion and Health Office, Centers for Disease Control and Prevention, Atlanta, Georgia; Division of Preparedness and Emerging Infections, Centers for Disease Control and Prevention, Atlanta, Georgia. J. Erin Staples, Manjunath Shankar, James J. Sejvar, Martin I. Meltzer, and Marc Fischer. J. Erin Staples, Arboviral Diseases Branch, Centers for Disease Control and Prevention, 3150 Rampart Road, Fort Collins, CO 80521. E-mail: AUV1@cdc.gov.

Moreover, a study conducted in 1996-97 of La Crosse encephalitis (LACE), a human illness caused by a mosquito-transmitted virus, found a lifetime cost per human case at \$48,000 to \$3,000,000 and found that the disease significantly impacted lifespans of those who were infected. Following is a quote from the study which references the importance and value of active vector control services of the type that would be funded by the proposed Assessments:

*The socioeconomic burden resulting from LACE is substantial, which highlights the importance of the illness in western North Carolina, as well as the need for active surveillance, reporting, and prevention programs for the infection.* <sup>14</sup>

The services funded by the assessments help to prevent the likelihood of such outbreaks on property in the Annexation Area and reduce the harm to economic activity on property caused by existing mosquito populations. This is another direct advantage in the Annexation Areas that would not be received in absence of the assessments.

#### **PROTECTION OF THE TOURISM, AGRICULTURE AND BUSINESS INDUSTRIES IN THE ANNEXATION AREAS**

The agriculture, tourism and business industries within the Annexation Areas benefit from reduced levels of harmful or nuisance mosquitoes and other vectors. Conversely, any outbreaks of emerging vector-borne pathogens could also materially negatively affect these industries. Diseases transmitted by mosquitoes and other vectors can adversely impact business and recreational functions.

More recently, the invasive species *Aedes aegypti* (yellow fever mosquito) has been found in the San Francisco Bay area and the District is conducting enhanced surveillance using specialized traps to determine whether this species is present in its service area. This mosquito is an efficient vector of several emerging diseases such as dengue fever, Chikungunya (currently affecting the Caribbean), yellow fever and Zika. Fortunately none of these diseases are currently endemic in the service area, but the presence of the vector species increases the risk of transmission if cases are imported by infected person who travel to endemic areas of the world.

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<sup>14</sup> Utz, J. Todd, Apperson, Charles S., Maccormack, J. Newton, Salyers, Martha, Dietz, E. Jacquelin, Mcpherson, J. Todd, Economic And Social Impacts Of La Crosse Encephalitis In Western North Carolina, Am J Trop Med Hyg 2003 69: 509-518.

*A study prepared for the United States Department of Agriculture in 2003 found that over 1,400 horses died from West Nile Virus in Colorado and Nebraska and that these fatal disease cases created over \$1.2 million in costs and lost revenues. In addition, horse owners in these two states spent over \$2.75 million to vaccinate their horses for this disease. The study states that “Clearly, WNV has had a marked impact on the Colorado and Nebraska equine industry.”<sup>15</sup>*

*Pesticides for mosquito control impart economic benefits to agriculture in general. Anecdotal reports from farmers and ranchers indicate that cattle, if left unprotected, can be exsanguinated by mosquitoes, especially in Florida and other southeast coastal areas. Dairy cattle produce less milk when bitten frequently by mosquitoes.<sup>16</sup>*

The assessments serve to protect the businesses and industries in the Annexation Areas. This is a direct advantage and special benefit to property in the Annexation Areas.

#### **REDUCED RISK OF NUISANCE AND LIABILITY ON PROPERTY IN THE ANNEXATION AREAS**

In addition to health-related factors, uncontrolled mosquito and vector populations create a nuisance for residents, employees, customers, tourists, farm workers and guests in the Annexation Areas. Properties in the Annexation Areas benefit from the reduced nuisance factor that is created by the Services. Agricultural and rangeland properties also benefit from the reduced nuisance factor and harm to livestock and employees from lower mosquito and vector populations.

Agricultural, range, golf course, cemetery, open space and other such lands in the Annexation Areas contain large areas of mosquito and vector habitat and are therefore a significant source of mosquito and vector populations. In addition, residential and business properties in the Annexation Areas can also contain significant sources.<sup>17</sup> It is conceivable that sources of mosquitoes could be held liable for the transmission of diseases or other harm. For example, in August 2004, the City of Los Angeles approved new fines of up to \$1,000 per day for property owners who don't remove standing water sources of mosquitoes on their property.

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<sup>15</sup> S. Geiser, A. Seitzinger, P. Salazar, J. Traub-Dargatz, P. Morley, M. Salman, D. Wilmot, D. Steffen, W. Cunningham, Economic Impact of West Nile Virus on the Colorado and Nebraska Equine Industries: 2002, April 2003, Available from [http://www.aphis.usda.gov/vs/ceah/cnchs/nahms/equine/wnv2002\\_CO\\_NB.pdf](http://www.aphis.usda.gov/vs/ceah/cnchs/nahms/equine/wnv2002_CO_NB.pdf)

<sup>16</sup> . Jennings, Allen. (2001). USDA Letter to EPA on Fenthion IRED. United States Department of Agriculture, Office of Pest Management Policy. March 8, 2001.

<sup>17</sup> Sources of mosquitoes on residential, business, agricultural, range and other types of properties include removable sources such as containers that hold standing water.

The Services provided by the District reduce the mosquito and vector related nuisance and health liability to properties in the Annexation Area. The reduction of that risk of liability constitutes a special benefit to property in the Annexation Areas. This special benefit would not be received in absence of the Services funded by the assessments.

#### **IMPROVED MARKETABILITY OF PROPERTY**

As described previously, the Services specially benefit properties in the Annexation Areas by making them more useable, livable and functional. The Services also make properties in the Annexation Areas more desirable, and more desirable properties also benefit from improved marketability. This is another tangible special benefit to certain property in the Annexation Areas which would not be enjoyed in absence of the Services.<sup>18</sup>

#### **BENEFIT FINDING**

In summary, the special benefits described in this Report and the expansion and provision of Services to the Annexation Areas directly benefit and protect the real properties in the Annexation Areas in excess of the proposed assessments for these properties. Therefore, the Assessment Engineer finds that the cumulative special benefits to property from the Services are reasonably equal to or greater than the proposed assessment rate per benefit unit.

#### **GENERAL VS. SPECIAL BENEFIT**

Article XIID of the California Constitution requires any local agency proposing to increase or impose a benefit assessment to “separate the general benefits from the special benefits conferred on a parcel.” The rationale for separating special and general benefits is to ensure that property owners subject to the benefit assessment are not paying for general benefits. The assessment can fund the special benefits to property in the assessment area but cannot fund any general benefits. Accordingly, a separate estimate of the special and general benefit is given in this section.

In other words:

<b>Total Benefit</b>	<b>=</b>	<b>General Benefit</b>	<b>+</b>	<b>Special Benefit</b>
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There is no widely-accepted or statutory formula for general benefit from vector control services. General benefits are benefits from improvements or services that are not special in nature, are not “particular and distinct” and are not “over and above” benefits received by

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<sup>18</sup> . If one were to compare two hypothetical properties with similar characteristics, the property with lower mosquito infestation and reduced risk of vector-borne disease would clearly be more desirable, marketable and usable.



other properties. General benefits are conferred to properties located “in the district,”<sup>19</sup> but outside the narrowly-drawn Assessment District and to “the public at large.” SVTA provides some clarification by indicating that general benefits provide “an indirect, derivative advantage” and are not necessarily proximate to the improvements and services funded by the assessments.

A formula to estimate the general benefit is listed below:

<b>General Benefit</b>	<b>=</b>	<b>Benefit to real property outside of improvement district</b>	<b>+</b>	<b>Benefit to real property inside of improvement district</b>	<b>+</b>	<b>Benefit to public at large</b>
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Special benefit, on the other hand, is defined in the state constitution as “a particular and distinct benefit over and above general benefits conferred on real property located in the district or to the public at large.” The SVTA decision indicates that a special benefit is conferred to a property if it “receives a direct advantage from the improvement (e.g., proximity to a park).” In this Annexation Areas assessment, the overwhelming proportion of the benefits conferred to property is special, since the Services funded by the Assessments are directly received by the properties in the Assessment District and are only minimally received by property outside the Assessment District or the public at large.

Proposition 218 twice uses the phrase “over and above” general benefits in describing special benefit. (Art. XIID, sections 2(i) & 4(f).) Significantly, with this Annexation Area assessment, prior to 2004 there were no mosquito and vector related services being provided to the Annexation Areas by any federal, state or local government agency. Consequently, there were no mosquito and vector control related general benefits being provided to the Annexation Areas, and any new and extended service provided by the District would be over and above this zero baseline. Arguably, all of the Services to be

<sup>19</sup> SVTA explains as follows:

OSA observes that Proposition 218’s definition of “special benefit” presents a paradox when considered with its definition of “district.” Section 2, subdivision (i) defines a “special benefit” as “a particular and distinct benefit over and above general benefits conferred on real property located in the district or to the public at large.” (Art. XIII D, § 2, subd. (i), italics added.) Section 2, subdivision (d) defines “district” as “an area determined by an agency to contain all parcels which would receive a special benefit from a proposed public improvement or property-related service.” (Art. XIII D, § 2, subd. (d), italics added.) In a well-drawn district — limited to only parcels receiving special benefits from the improvement — every parcel within that district receives a shared special benefit. Under section 2, subdivision (i), these benefits can be construed as being general benefits since they are not “particular and distinct” and are not “over and above” the benefits received by other properties “located in the district.”

We do not believe that the voters intended to invalidate an assessment district that is narrowly drawn to include only properties directly benefiting from an improvement. Indeed, the ballot materials reflect otherwise. Thus, if an assessment district is narrowly drawn, the fact that a benefit is conferred throughout the district does not make it general rather than special.

funded by the assessment therefore would be a special benefit because the Services would particularly and distinctly benefit and protect the Annexation Areas over and above the baseline benefits and service of zero. Nevertheless, arguably some of the Services benefit the public at large and properties outside the Annexation Areas.

In the 2009 Dahms case, the court upheld an assessment that was 100% special benefit on the rationale that the services funded by the assessments were directly provided to property in the assessment district. Similar to the assessments in Pomona that were validated by Dahms, the Assessments described in this Engineer's Report fund mosquito, vector and disease control services directly provided to property in the Annexation Areas. Moreover, as noted in this Report, the Services directly reduce mosquito and vector populations on all property in the Annexation Areas. Therefore, Dahms establishes a basis for minimal or zero general benefits from the Assessments. However, in this Report, the general benefit is more conservatively estimated and described, and then budgeted so that it is funded by sources other than the Assessment.

#### **BENEFIT TO PROPERTY OUTSIDE THE DISTRICT**

Properties within the Assessment District receive almost all of the special benefits from the Services because the Services funded by the Assessments are provided directly to protect property within the Assessment District from mosquitoes and vector-borne disease. However, properties adjacent to, but just outside of, the proposed boundaries may receive some benefit from the proposed Services in the form of reduced mosquito populations on property outside the Annexation Areas. Since this benefit, is conferred to properties outside the district boundaries, it contributes to the overall general benefit calculation and will not be funded by the assessment.

A measure of this general benefit is the proportion of Services that would affect properties outside of the Annexation Areas. Each year, the District provides some of its Services in areas near the boundaries of the Annexation Areas. By abating mosquito and vector populations near the borders of the Annexation Areas, the Services could provide benefits in the form of reduced mosquito populations and reduced risk of disease transmission to properties outside the Annexation Areas. If mosquitoes and other vectors are not controlled inside the Annexation Areas, more of them would fly from the Annexation Areas. Therefore control of mosquitoes and other vectors within the Annexation Areas provides some benefit to properties outside the Annexation Areas but within the normal flight range of mosquitoes and other vectors, in the form of reduced mosquito and vector populations and reduced vector-borne disease transmission. This is a measure of the general benefits to property outside the Annexation Areas because this is a benefit from the Services that is not specially conferred upon property in the assessment area.

The mosquito and vector potential outside the Annexation Areas is based on studies of mosquito dispersion concentrations. Mosquitoes can travel up to two miles, on average, so this destination range is used. Based on studies of mosquito destinations, relative to parcels in the Annexation Areas, average concentration of mosquitoes from the Annexation Areas



on properties within two miles of the Annexation Areas is calculated to be 6%.<sup>20</sup> This relative vector population reduction factor within the destination range is combined with the number of parcels outside the Annexation Areas and within the destination range to measure this general benefit and is calculated as follows:

**Criteria:**

Mosquitoes may fly up to 2 miles from their breeding source.

3,671 parcels within 2 miles of, but outside of the District, may receive some mosquito and disease protection benefit

6% portion of relative benefit that is received

56,637 parcels in the District

**Calculations:**

Total Benefit = 3,671 parcels \* 6% = 221 parcels equivalents

Percentage of overall parcel equivalents =  $221 / (56,637 + 221) = 0.39\%$

Therefore, for the overall benefits provided by the Services to the Annexation Areas, it is determined that 0.39% of the benefits would be received by the parcels within two miles of the Annexation Areas boundaries. Recognizing that this calculation is an approximation, this benefit is increased to 0.50%.

**BENEFIT TO PROPERTY *INSIDE* THE DISTRICT THAT IS *INDIRECT AND DERIVATIVE***

The “indirect and derivative” benefit to property within the Assessment District is particularly difficult to calculate. As explained above, all benefit within the Assessment District is special because the mosquito, vector and disease control services in the Annexation Areas provides direct service and protection that is clearly “over and above” and “particular and distinct” when compared with the lack of such protection under pre-assessment conditions. Further the properties are within the Assessment District boundaries, and this Engineer’s Report demonstrates the direct benefits received by individual properties from mosquito, vector and disease control services.

In determining the Assessment District area, the District has been careful to limit it to an area of parcels that directly receives the Services. All parcels directly benefit from the surveillance, monitoring and treatment that is provided on an equivalent basis throughout the Annexation Areas, in order to maintain the same improved level of protection against mosquitoes and reduced mosquito populations throughout the area. The surveillance and

<sup>20</sup> Tietze, Noor S., Stephenson, Mike F., Sidhom, Nader T. and Binding, Paul L., “Mark-Recapture of *Culex Erythrothorax* in Santa Cruz County, California”, Journal of the American Mosquito Control Association, 19(2):134-138, 2003.

monitoring sites are spread on a balanced basis throughout the area. Mosquito and vector control and treatment is provided as needed throughout the area based on the surveillance and monitoring results. The shared special benefit - reduced mosquito and vector levels and reduced presence of vector-borne diseases - is received on an equivalent basis by all parcels in the Annexation Areas. Furthermore, all parcels in the Assessment District directly benefit from the ability to request service from the District and to have a District field technician promptly respond directly to the parcel and address the owner's or resident's service need.

The *SVTA* decision indicates that the fact that a benefit is conferred throughout the assessment district area does not make the benefit general rather than special, so long as the assessment district is narrowly drawn and limited to the parcels directly receiving shared special benefits from the service. This concept is particularly applicable in situations involving a landowner-approved assessment-funded extension of a local government service to benefit lands previously not receiving that particular service. The Assessment Engineer therefore concludes that, other than the small general benefit to properties outside the Assessment District (discussed above) and to the public at large (discussed below), all of the benefits of the Services to the parcels within the Assessment District are special benefits and it is not possible or appropriate to separate any general benefits from the benefits conferred on parcels in the Annexation Areas.

#### **BENEFIT TO THE PUBLIC AT LARGE**

With the type and scope of Services to be provided to the Assessment Area, it is very difficult to calculate and quantify the scope of the general benefit conferred on the public at large. Because the Services directly serve and benefit all of the property in the Assessment Area, any general benefit conferred on the public at large would be small. Nevertheless, there would be some indirect general benefit to the public at large.

The public at large uses the public highways, streets and sidewalks, and when traveling in and through the Assessment Area they would benefit from the Services. The public at large also receives general benefits when visiting popular tourist area destinations in the Assessment Area (Golden Gate National Recreation Area, Muir Woods, Mount Tamalpais State Park, Point Reyes National Seashore, Stinson Beach etc.). A fair and appropriate measure of the general benefit to the public at large therefore is the amount of highway, street and sidewalk area, as well as tourist destination area within the Assessment Area relative to the overall land area. An analysis of maps of the Assessment Area shows that approximately 3.37% of the land area in the Assessment Area is covered by highways, streets and sidewalks and tourist area destinations. This 3.37% therefore is a fair and appropriate measure of the general benefit to the public at large within the Assessment Area.

#### **SUMMARY OF GENERAL BENEFITS**

Using a sum of the measures of general benefit for the public at large and land outside the Assessment Area, we find that approximately 3.87% of the benefits conferred by the proposed Mosquito and Disease Control Assessment may be general in nature and should be funded by sources other than the assessment.

General Benefit Calculation

0.50% (Outside the Assessment District)  
 + 0.00% (Property within the Assessment District – indirect and derivative)  
 + 3.37% (Public at Large)  
 = 3.87% (Total General Benefit)

Although this analysis supports the finding that 3.87% of the assessment may provide general benefit only, this number is increased by the Assessment Engineer to 5% to more conservatively ensure that no assessment revenue is used to support general benefit. This additional amount allocated to general benefit also covers general benefit to parcels in the Assessment Area if it is later determined that there is some general benefit conferred on those parcels.

The estimated cost of the improved Services is \$1,025,239. Of this total budget amount, the District must contribute at least \$51,262 or 5% of the total budget from sources other than the Northwest Mosquito, Vector and Disease Control Assessment (Assessment No. 2). The District will contribute \$316,339 from non-assessment revenue (ad valorem taxes), which equates to over 31% of the total assessment. This contribution offsets any general benefits from the Mosquito, Vector and Disease Control Assessment's Services.

## ZONES OF BENEFIT

The boundaries of the Annexation Areas have been carefully drawn to include the properties in Marin and Sonoma Counties that did not receive mosquito and disease control services before the Annexation and that materially benefit from the Services. Such parcels are in areas with a material population of people, pets and livestock on the property. The current and future population of property is a conduit of benefit to property because people, pets and livestock are ultimately affected by mosquitoes and vector-borne diseases and the special benefit factors of desirability, utility, usability, livability and marketability are ultimately determined by the population and usage potential of property.

The boundaries of the Annexation Areas have been narrowly drawn to include only properties that specially benefit from the proposed mosquito control services, and did not receive services prior to the Annexation from the District.

The SVTA decision indicates:

*In a well-drawn district — limited to only parcels receiving special benefits from the improvement — every parcel within that district receives a shared special benefit. Under section 2, subdivision (j), these benefits can be construed as being general benefits since they are not “particular and distinct” and are not “over and above” the benefits received by other properties “located in the district.”*

*We do not believe that the voters intended to invalidate an assessment district that is narrowly drawn to include only properties directly benefitting from an improvement. Indeed, the ballot materials reflect otherwise. Thus, if an assessment district is narrowly drawn, the fact that a benefit is conferred throughout the district does not make it general rather than special. In that circumstance, the characterization of a benefit may depend on whether the parcel receives a direct advantage from the improvement (e.g., proximity to park) or receives an indirect, derivative advantage resulting from the overall public benefits of the improvement (e.g., general enhancement of the district’s property values).*

In the Annexation Area, the advantage that each parcel receives from the proposed mosquito control services is direct, and the boundaries are narrowly drawn to include only parcels that benefit from the Assessment. Therefore, the even spread of Assessment throughout the narrowly drawn district is indeed consistent with the OSA decision.

#### **ZONES OF BENEFIT A AND B**

In 2009 and 2010, the District completed an analysis of service levels throughout the District boundaries. In particular, the District evaluated service levels in regard to its core services including surveillance, larviciding and service requests; and confirmed that service levels and benefits are essentially equivalent across all parcels (except as noted below). Regarding service requests, the District will respond to any parcel located within the District, regardless of how remote, and provide mosquito control services appropriate to the situation.

However, the District’s evaluation showed that some mountainous areas of the District located in rural northern Sonoma County do not receive the same service level of surveillance services. These areas are described as Zone of Benefit B or Zone B, and are indicated in the assessment diagram.

The District uses mosquito traps to collect and quantify species, quantities, concentrations, viral loads, etc. of mosquitoes. The selection of the locations of these traps requires a multi-attribute evaluation, with trap locations changing seasonally and when high concentrations of mosquitoes are identified. Zone B parcels do not typically receive the same level of routine surveillance as compared to the areas outside Zone B (Zone A).

The Zone B parcels therefore will be subject to a reduced assessment, commensurate with the different benefit level. (If in the future, the routine adult mosquito trapping service is extended into part or all of Zone B, the Zone B boundaries will be modified accordingly.)

The District staff analyzed its overall budget and determined that 4.38% of the budget is allocated to routine adult mosquito trapping. Therefore, Zone B parcels will be subjected to a 4.38% assessment reduction.”

### **ZONE OF BENEFIT WEST MARIN**

As mentioned earlier in this Report, a new Zone of Benefit was introduced in 2016. The District’s Board ratified a four-year agreement between the District and the West Marin Mosquito Council at the District’s monthly Board meeting held on May 11, 2016. The geographic areas covered by the agreement are shown in the Assessment Diagram at the end of this report, and comprise essentially those areas of Marin County that are within the boundaries of the Annexation Area.

The agreement specifies and emphasizes certain approaches to mosquito control that are consistent with the District’s IVMP, although certain methods are emphasized over others and some materials are not applied within this area. Other materials, such as Merus 2.0 mosquito adulticide, are used exclusively within the area. The differences in the manner in which the services are provided are considered worthy of recognition with a new zone of benefit to be known as Zone of Benefit West Marin.

Staff estimated the cost of providing the services in this area (Zone of Benefit West Marin or West Marin Zone) and concluded that the slightly reduced material costs are offset by slightly increased labor and travel costs and therefore the proposed assessment amount per Single Family Equivalent parcel does not differ from that for parcels in Zone A. Therefore, the West Marin Zone parcels will be subjected to the same assessment rate as parcels in Zone A.

### **METHOD OF ASSESSMENT**

As previously discussed, the assessments fund comprehensive, year-round mosquito and vector control and disease surveillance and control Services that clearly confer special benefits to properties in the Annexation Areas. These benefits can partially be measured by the property owners, residents, guests, employees, tenants, pets and animals who enjoy a more habitable, safer and more desirable place to live, work or visit. As noted, these benefits ultimately flow to the underlying property.

Therefore, the apportionment of benefit is partially based on people who potentially live on, work at, or otherwise use the property. This methodology of determining benefit to property through the extent of use by people is a commonly used method of apportionment of benefits from assessments.

Moreover, assessments have a long history of use in California and are in large part based on the principle that any benefits from a service or improvement funded by assessments that

is enjoyed by tenants and other non-property owners ultimately is conferred to the underlying property.<sup>21</sup>

With regard to benefits and source locations, the Assessment Engineer determined that since mosquitoes and other vectors readily fly from their breeding locations to all properties in their flight range and since mosquitoes are actually attracted to properties occupied by people or animals, the benefits from mosquito and vector control extend beyond the source locations to all properties that would be a “destination” for mosquitoes and other vectors. In other words, the control and abatement of mosquito and vector populations ultimately confers benefits to all properties that are a destination of mosquitoes and vectors, rather than just those that are sources of mosquitoes.

Although some primary mosquito sources may be located outside of residential areas, residential properties can and do generate their own, often significant, populations of mosquitoes and vector organisms. For example, storm water catch basins in residential areas in the Annexation Areas are a common source of mosquitoes. Since the typical flight range for a female mosquito, on average, is 2 miles, most homes in the Annexation Areas are within the flight zone of many mosquito sources. Moreover, there are many other common residential sources of mosquitoes, such as miscellaneous backyard containers, neglected swimming pools, leaking water pipes and tree holes. Clearly, there is a potential for mosquito sources on virtually all property. More importantly, all properties in the Annexation Areas are within the destination range of mosquitoes and most properties are actually within the destination range of multiple mosquito source locations.

Because the Services are provided throughout the Annexation Areas with the same level of control objective, mosquitoes can rapidly and readily fly from their breeding locations to other properties over a large area, and there are current or potential breeding sources throughout the Annexation Areas, the Assessment Engineer determined that all similar properties in the Annexation Areas have generally equivalent mosquito “destination” potential and, therefore, receive equivalent levels of benefit.

In the process of determining the appropriate method of assessment, the Assessment Engineer considered various alternatives. For example, a fixed assessment amount per parcel for all residential improved property was considered but was determined to be inappropriate because agricultural lands, commercial property and other property also receive benefits from the assessments. Likewise, an assessment exclusively for agricultural

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<sup>21</sup> For example, in *Federal Construction Co. v. Ensign* (1922) 59 Cal.App. 200 at 211, the appellate court determined that a sewer system specially benefited property even though the direct benefit was to the people who used the sewers: “Practically every inhabitant of a city either is the owner of the land on which he resides or on which he pursues his vocation, or he is the tenant of the owner, or is the agent or servant of such owner or of such tenant. And since it is the inhabitants who make by far the greater use of a city’s sewer system, it is to them, as lot owners or as tenants, or as the servants or agents of such lot owners or tenants, that the advantages of actual use would redound. But this advantage of use means that, in the final analysis, it is the lot owners themselves who would be especially benefited in a financial sense.”



land was considered but deemed inappropriate because other types of property, such as residential and commercial, also receive the special benefit factors described previously.

A fixed or flat assessment was deemed to be inappropriate because larger residential, commercial and industrial properties receive a higher degree of benefit than other similarly used properties that are significantly smaller. (For two properties used for commercial purposes, there is clearly a higher benefit provided to a property that covers several acres in comparison to a smaller commercial property that is on a 0.25 acre site. The larger property generally has a larger coverage area and higher usage by employees, customers, tourists and guests that would benefit from reduced mosquito and vector populations, as well as the reduced threat from diseases carried by mosquitoes and other vectors. This benefit ultimately flows to the property.) Larger commercial, industrial and apartment parcels, therefore, receive an increased benefit from the assessments.

In conclusion, the Assessment Engineer determined that the appropriate method of assessment apportionment should be based on the type and use of property, the relative size of the property, its relative population and usage potential and its destination potential for mosquitoes. This method is further described next.

#### **ASSESSMENT APPORTIONMENT**

The special benefits derived from the Northwest Mosquito, Vector and Disease Control Assessment are conferred on property and are not based on a specific property owner's occupancy of property or the property owner's demographic status, such as age or number of dependents. However, it is ultimately people who do or could use the property and who enjoy the special benefits described above. The opportunity to use and enjoy property within the Annexation Area without the excessive nuisance, diminished "livability" or the potential health hazards brought by mosquitoes, vectors, and the diseases they carry is a special benefit to properties in the Annexation Area. This benefit can be in part measured by the number of people who potentially live on, work at, visit or otherwise use the property, because people ultimately determine the value of the benefits by choosing to live, work and/or recreate in the area, and by choosing to purchase property in the area.<sup>22</sup>

In order to apportion the cost of the Services to property, each property in the Annexation Areas is assigned a relative special benefit factor. This process involves determining the relative benefit received by each property in relation to a single family home, or, in other words, on the basis of Single Family Equivalents (SFE). This SFE methodology is commonly used to distribute assessments in proportion to estimated special benefit. For the purposes of this Engineer's Report, all properties are assigned an SFE value, which is each property's relative benefit in relation to a "benchmark" parcel in the Annexation Areas. The "benchmark" property is the single family detached dwelling on a parcel of less than one

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<sup>22</sup> It should be noted that the benefits conferred upon property are related to the average number of people who could potentially live on, work at or otherwise could use a property, not how the property is currently used by the present owner.

acre. This benchmark parcel is assigned one Single Family Equivalent benefit unit or one SFE.

The special benefit conferred upon a specific parcel is derived as a sum function of the applicable special benefit type (such as improved safety (i.e. disease risk reduction) on a parcel for a mosquito assessment) and a parcel-specific attributes (such as the number of residents living on the parcel for a mosquito assessment) which supports that special benefit. Calculated special benefit increases accordingly with an increase in the product of special benefit type and supportive parcel-specific attribute.

The calculation of the special benefit per parcel is summarized in the following equation:

$$\text{Special Benefit (per parcel)} = \sum f(\text{Special Benefits, Property Specific Attributes}^1)_{(\text{per parcel})}$$

1. Such as use, property type, and size.

### RESIDENTIAL PROPERTIES

Certain residential properties in the Annexation Area that contain a single residential dwelling unit and are on a lot of less than or equal to one acre are assigned one Single Family Equivalent or 1.0 SFE. Traditional houses, zero-lot line houses, and townhomes are included in this category of single family residential property.

Single family residential properties in excess of one acre receive additional benefit relative to a single family home on up to one acre, because the larger parcels provide more area for mosquito sources and the mosquito, vector and disease control Services. Therefore, such larger parcels receive additional benefits relative to a single family home on less than one acre and are assigned 1.0 SFE for the residential unit and an additional rate equal to the agricultural rate described below of 0.002 SFE per one-fifth acre of land area in excess of one acre.

Other types of properties with residential units, such as agricultural properties, are assigned the residential SFE rates for the dwelling units on the property and are assigned additional SFE benefit units for the agricultural-use land area on the property.

Properties with more than one residential unit are designated as multi-family residential properties. These properties, along with condominiums, benefit from the services and improvements in proportion to the number of dwelling units that occupy each property, the average number of people who reside in each property, and the average size of each property in relation to a single family home in the Annexation Area. This Report analyzed Marin County and Sonoma County population density factors from the 2000 US Census (the most recent data available when Assessment No. 2 was established) as well as average dwelling unit size for each property type. After determining the population density factor and square footage factor for each property type, an SFE rate is generated for each residential property structure, as indicated in Figure 4 below.



The SFE factor of 0.37 per dwelling unit for multifamily residential properties applies to such properties with 20 or fewer units. Properties in excess of 20 units typically offer on-site management, monitoring and other control services that tend to offset some of the benefits provided by the mosquito and vector control district. Therefore, the benefit for properties in excess of 20 units is determined to be 0.37 SFE per unit for the first 20 units and 0.10 SFE per each additional unit in excess of 20 dwelling units.

**FIGURE 4 – MARIN AND SONOMA COUNTIES RESIDENTIAL ASSESSMENT FACTORS**

	MARIN COUNTY					SONOMA COUNTY					BLENDED Rate Factor
	Total	Occupied	Persons	Pop	SqFt	Total	Occupied	Persons	Pop	SqFt	
	Population	Households	per Household	Density Equivalent		Population	Households	per Household	Density Equivalent		
Single Family Residential	155,706	61,026	2.55	1.00	1.00	323,963	117,289	2.76	1.00	1.00	<b>1.00</b>
Condominium	17,793	8,201	2.17	0.85	0.85	34,137	13,466	2.54	0.92	0.79	<b>0.72</b>
Multi-Family Residential	58,782	29,445	2.00	0.78	0.49	68,894	31,061	2.22	0.80	0.45	<b>0.37</b>
Mobile Home on Separate Lot	2,777	1,513	1.84	0.72	0.62	19,764	10,153	1.95	0.70	0.66	<b>0.00</b>

Source: 2000 Census, Marin and Sonoma Counties and property dwelling size information from the Marin and Sonoma County Assessors.

### COMMERCIAL/INDUSTRIAL PROPERTIES

Commercial and industrial properties are generally open and operated for more limited times, relative to residential properties. Therefore, the relative hours of operation can be used as a measure of benefits, since residents and employees also provide a measure of the relative benefit to property. Since commercial and industrial properties are typically open and occupied by employees approximately one-half the time of residential properties, it is reasonable to assume that commercial land uses receive one-half of the special benefit on a land area basis relative to single family residential property.

The average size of a single family home with 1.0 SFE factor in Marin and Sonoma Counties is 0.20 acres. Therefore, a commercial property with 0.20 acres receives one-half the relative benefit, or a 0.50 SFE factor.

The SFE values for various commercial and industrial land uses are further defined by using average employee densities because the special benefit factors described previously are also related to the average number of people who work at commercial/industrial properties.

To determine employee density factors, this Report utilizes the findings from the San Diego Association of Governments Traffic Generators Study (the "SANDAG Study") because these findings were approved by the State Legislature which determined the SANDAG Study to be a good representation of the average number of employees per acre of land area for commercial and industrial properties. As determined by the SANDAG Study, the average number of employees per acre for commercial and industrial property is 24. As presented in Figure 4, the SFE factors for other types of businesses are determined relative to their

typical employee density in relation to the average of 24 employees per acre of commercial property.

Commercial and industrial properties in excess of 5 acres generally involve uses that are more land intensive relative to building areas and number of employees (lower coverage ratios). As a result, the benefit factors for commercial and industrial property land area in excess of 5 acres is determined to be the SFE rate per fifth acre for the first 5 acres and the relevant SFE rate per each additional acre over 5 acres. Institutional properties that are used for residential, commercial or industrial purposes are also assessed at the appropriate residential, commercial or industrial rate.

Self-storage and golf course property benefit factors are similarly based on average usage densities. The following Figure 5 lists the benefit assessment factors for such business properties.

#### **AGRICULTURAL/VINEYARDS/WINERIES PROPERTIES**

Winery properties have the distinction of being the primary attraction for tourism in the Annexation Area. Since wineries have a relatively low employee density relative to other commercial properties and since tourists are primarily drawn to winery properties, the benefits for such properties are based on the average employees and tourists per acre. Utilizing data from UC Davis and the California Employment Development Department, this Report finds that the average employees and tourists per acre of winery property is 12. This equates to an SFE factor of 0.25 per one fifth acre (0.20 acres) of winery property.

Utilizing research and agricultural employment reports from UC Davis and the California Employment Development Department, this Report calculated an average employee density of 0.05 employees per acre for vineyards/agriculture property. Since these properties typically are important sources of mosquitoes and/or are typically closest to the sources of mosquitoes and other vectors, it is reasonable to determine that the benefit to these properties is twice the employee density ratio of commercial properties. Therefore, the SFE factor for vineyard and agricultural property is 0.002 per one fifth acre (0.20 acres) of land area. The benefit factor for this land use type is presented in Figure 5.

#### **TIMBERLAND/DRY RANGELANDS PROPERTIES**

Timberland and dry rangeland properties were determined to receive a lesser benefit from the vector abatement services than other types of agricultural parcels because their average usage and population density, and therefore benefit, relative to other agricultural properties is substantially lower. The average number of employees and visitors per acre for these types of properties is 0.01. Consequently, the benefit received by these properties is 0.00042 SFE benefit units per one-fifth acre of land area. This benefit determination is also presented in Figure 5.

**FIGURE 5 – COMMERCIAL/INDUSTRIAL BENEFIT ASSESSMENT FACTORS**

<i>Type of Commercial/Industrial Land Use</i>	<i>Average Employees Per Acre <sup>1</sup></i>	<i>SFE Units per Fraction Acre <sup>2</sup></i>	<i>SFE Units per Acre After 5</i>
Commercial	24	0.500	0.500
Office	68	1.420	1.420
Shopping Center	24	0.500	0.500
Industrial	24	0.500	0.500
Self Storage or Parking Lot	1	0.021	
Golf Course	0.80	0.033	
Cemetery	0.10	0.004	
Agriculture/Vineyard	0.05	0.002	
Wineries <sup>3</sup>	12	0.25	
Timber/Dry Rangelands	0.010	0.00042	

1. Source: San Diego Association of Governments Traffic Generators Study.
2. The SFE factors for commercial and industrial parcels indicated above are applied to each fifth acre of land area or portion thereof. (Therefore, the minimum assessment for any assessable parcel in these categories is the SFE Units listed herein.)
3. Wineries and wine production facilities that rest on parcels of land that include agriculture or vineyard uses are assessed the winery rate for the production facility and the agriculture/vineyard rate for the excess land.

### **VACANT PROPERTIES**

The benefit to vacant properties is determined to be proportional to the corresponding benefits for similar type developed properties. However, vacant properties are assessed at a lower rate due to the lack of active benefits. A measure of the benefits accruing to the underlying land is the average value of land in relation to improvements for developed property. An analysis of the assessed valuation data from the counties of Marin and Sonoma found that 50% of the assessed value of improved properties is classified as land value. Since vacant properties have very low to zero population/use densities until they are developed, a 50% benefit discount is applied to the valuation factor of 0.50 to account for the current low use density. The combination of these measures results in a 0.25 factor. It is reasonable to assume, therefore, that approximately 25% of the benefits are related to the underlying land and 75% are related to the day-to-day use of the property. Using this ratio, the SFE factor for vacant parcels is 0.25 per parcel.

### **OTHER PROPERTIES**

Article XI IID stipulates that publicly owned properties must be assessed unless there is clear and convincing evidence that those properties receive no special benefit from the assessment.

Publicly owned property that is used for purposes similar to private residential, commercial or industrial uses is benefited and assessed at the same rate as such privately owned property.

Church parcels, publicly owned parcels not in residential or commercial/industrial use, institutional properties, and property used for educational purposes typically generate employees on a less consistent basis than other non-residential parcels. Therefore, these parcels receive minimal benefit and are assessed an SFE factor of 1.

All properties that are specially benefited are assessed. Miscellaneous, small and other parcels such as right-of-way parcels, well, reservoir or other water rights parcels that cannot be developed into other improved uses, limited access open space parcels, watershed parcels and common area parcels typically do not generate employees, residents, customers or guests. Moreover, many of these parcels have limited economic value. These miscellaneous parcels receive no special benefit from the Services and are assessed an SFE benefit factor of 0.

#### **DURATION OF ASSESSMENT**

The benefit assessment ballot proceedings conducted in 2004 gave the Marin/Sonoma Mosquito and Vector Control District Board of Trustees the authority to levy the Assessment in fiscal year 2005-06 and to continue the Assessment every year thereafter, so long as mosquitoes and vectors remain in existence and the Marin/Sonoma Mosquito and Vector Control District requires funding from the Assessment for its Services in the Annexation Areas. As noted previously, after the Assessment and the duration of the Assessment were approved by property owners in 2004, the Assessment can continue to be levied annually after the Board of Trustees approves an annually updated Engineer's Report, budget for the Assessment, Services to be provided, and other specifics of the Assessment. In addition, the Board of Trustees must hold an annual public hearing to continue the Assessment.

#### **APPEALS AND INTERPRETATION**

Any property owner who feels that the assessment levied on the subject property is in error as a result of incorrect information being used to apply the foregoing method of assessment or for any other reason, may file a written appeal with the District Manager of the Marin/Sonoma Mosquito and Vector Control District or his or her designee. Any such appeal is limited to correction of an assessment during the then current Fiscal Year or, if before July 1, the upcoming fiscal year. Upon the filing of any such appeal, the District Manager or his or her designee will promptly review the appeal and any information provided by the property owner. If the District Manager or his or her designee finds that the assessment should be modified, the appropriate changes shall be made to the assessment roll. If any such changes are approved after the assessment roll has been filed with the Marin and Sonoma Counties for collection, the District Manager or his or her designee is authorized to refund to the property owner the amount of any approved reduction. Any dispute over the decision of the District Manager, or his or her designee, shall be referred to the Board. The decision of the Board shall be final.

## ASSESSMENT STATEMENT

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**WHEREAS**, the Marin/Sonoma Mosquito and Vector Control District Board of Trustees contracted with the undersigned Engineer of Work to prepare and file a report presenting an estimate of costs of Services, a diagram for the benefit assessment for the Annexation Area, an assessment of the estimated costs of Services, and the special and general benefits conferred thereby upon all assessable parcels within the Northwest Mosquito, Vector and Disease Control Assessment Annexation Area;

**NOW, THEREFORE**, the undersigned, by virtue of the power vested in me under Article XIID of the California Constitution, the Government Code and the Health and Safety Code and the order of the Board of said Marin/Sonoma Mosquito and Vector Control District, hereby make the following determination of an assessment to cover the portion of the estimated cost of said Services, and the costs and expenses incidental thereto to be paid by the Northwest Mosquito, Vector and Disease Control Assessment.

The District has evaluated and estimated the costs of extending and providing the Services to the Annexation Area. The estimated costs to be paid for the Services and the expenses incidental thereto to be paid by the Marin/Sonoma Mosquito and Vector Control District for fiscal year 2020-21 are summarized as follows:

**FIGURE 6 – SUMMARY COST ESTIMATE, FISCAL YEAR 2020-21**

Vector and Disease Control Services	\$ 1,301,114
Capital Replacement	\$ 40,464
Less: District Contribution from Other Sources	<u>\$ (316,339)</u>
<b>Net Amount To Assessments</b>	<b>\$ 1,025,239</b>

An assessment diagram is hereto attached and made a part hereof showing the exterior boundaries of said Annexation Area. The distinctive number of each parcel or lot of land in the said Annexation Area is its assessor parcel number appearing on the Assessment Roll. I do hereby determine and apportion said net amount of the cost and expenses of said Services, including the costs and expenses incidental thereto, upon the parcels and lots of land within said Northwest Mosquito, Vector and Disease Control Assessment Annexation Area, in accordance with the special benefits to be received by each parcel or lot, from the Services, and more particularly set forth in the cost estimate hereto attached and by reference made a part hereof.

The assessment determination is made upon the parcels or lots of land within said Annexation Area in proportion to the special benefits to be received by said parcels or lots of land, from the Services.

The maximum assessment is annually adjusted based on the Consumer Price Index for the San Francisco Bay Area as of December of each succeeding year (the "CPI"), with a maximum annual adjustment not to exceed 5%.

Property owners in the Annexation Area, in the assessment ballot proceeding conducted in 2004, approved the initial fiscal year benefit assessment for special benefits to their property, including the CPI adjustment schedule, the assessment may continue to be levied annually and may be increased by up to the maximum annual CPI increase without any additional assessment ballot proceeding. In the event that in future years the assessments are levied at a rate less than the maximum authorized assessment rate, the assessment rate in a subsequent year may be increased up to the maximum authorized assessment rate without any additional assessment ballot proceeding.

The annual CPI change for the San Francisco Bay Area from December 2018 to December 2019 is 2.45%, as reported by the United States Department of Labor, Bureau of Labor and Statistics. Therefore, the maximum authorized assessment rate for Fiscal Year 2020-21 has been increased by 2.45%, from \$27.58 to \$28.26 per single family equivalent (SFE) benefit unit for parcels in Zone of Benefit A and in Zone of Benefit West Marin, and from \$26.38 to \$27.03 per SFE benefit unit for parcels in Zone of Benefit B. The estimate of cost and budget in this Engineer's Report proposes assessments for fiscal year 2020-21 at the rates of \$28.26 per SFE for Zone A and Zone West Marin and \$27.03 for Zone B, which are the maximum authorized assessment rates.

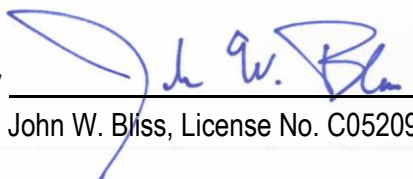
Each parcel or lot of land is described in the assessment roll by reference to its parcel number as shown on the Assessor's maps of the counties of Marin and Sonoma for the fiscal year 2020-21. For a more particular description of the property, reference is hereby made to the deeds and maps on file and of record in the office of the County Recorder of the counties of Marin and Sonoma.

I hereby place opposite the Assessor Parcel Number for each parcel or lot within the Assessment Roll, the proposed amount of the assessment for the fiscal year 2020-21 for each parcel or lot of land within the said Northwest Mosquito, Vector and Disease Control Assessment Annexation Area.

Dated: May 13, 2020



Engineer of Work

By  \_\_\_\_\_  
John W. Bliss, License No. C052091

## **ASSESSMENT ROLL**

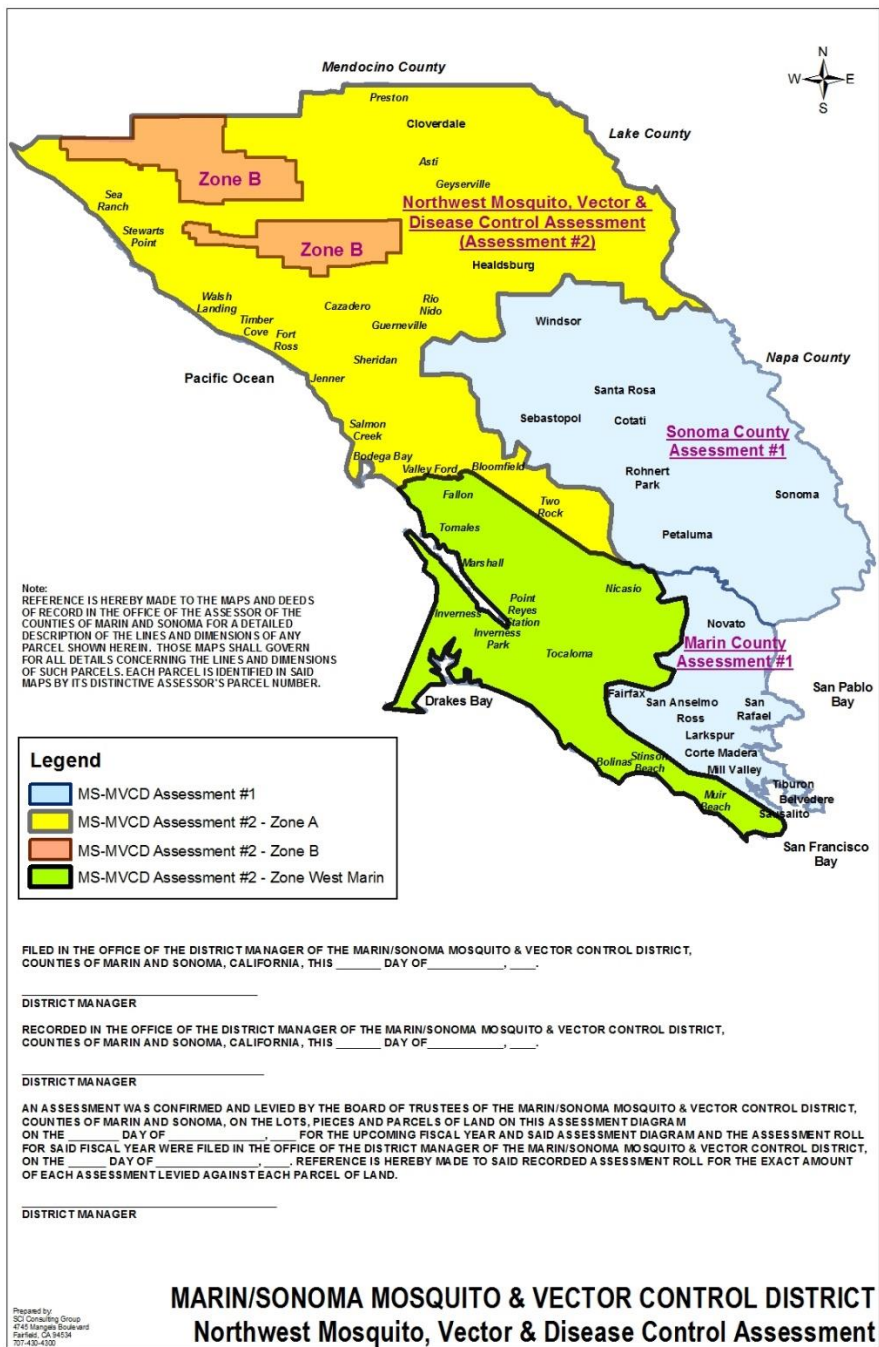
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Reference is hereby made to the Assessment Roll in and for said assessment proceedings on file in the office of the District Manager of the District, as said Assessment Roll is too voluminous to be bound with this Engineer's Report.



# ASSESSMENT DIAGRAM

The Northwest Mosquito, Vector and Disease Control Assessment Annexation Area includes all properties within the boundaries of the Annexation Area. The boundaries of the Northwest Mosquito, Vector and Disease Control Assessment Annexation Area are displayed on the following Assessment Diagram.





**RESOLUTION NO. 2019/20-04**

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

**A RESOLUTION APPROVING THE ENGINEER'S REPORT,  
CONFIRMING THE ASSESSMENT DIAGRAM AND ASSESSEMENT AND  
ORDERING THE CONTINUATION OF THE LEVY OF ASSESSMENTS  
FOR FISCAL YEAR 2020-21  
FOR THE VECTOR CONTROL ASSESSMENT (ASSESSMENT NO. 1)**

WHEREAS, the Marin/Sonoma Mosquito and Vector Control District (“District”) is authorized, pursuant to the authority provided in Health and Safety Code Section 2082 and Article XIII D of the California Constitution, to levy assessments for mosquito, vector and disease control projects and services; and

WHEREAS, such vector surveillance and control projects and services provide tangible public health benefits, reduced nuisance benefits and other special benefits to the public and properties within the areas of service; and

WHEREAS, the District formed the “Marin/Sonoma Mosquito and Vector Control District, Vector Control Assessment District,” (“Assessment No. 1”) pursuant to the Law, which is primarily described as encompassing the eastern, more densely populated areas of Marin and Sonoma Counties, including the cities of Belvedere, Corte Madera, Fairfax, Larkspur, Mill Valley, Novato, Ross, Sausalito, San Anselmo, San Rafael, and Tiburon, in Marin County, and Cotati, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, Sonoma, and Windsor in Sonoma County, as well as surrounding unincorporated areas; and

WHEREAS, Assessment No. 1 was authorized by Resolution No. 96/97-3 passed on October 9, 1996 by the Board of Trustees (the “Board”) of the Marin/Sonoma Mosquito and Vector Control District; and

WHEREAS, SCI Consulting Group, the Engineer of Work, prepared the report as ordered by the Board, and in accordance with Article XIID of the California Constitution and Section 2082 *et seq.*, of the Health and Safety Code for Assessment No. 1 (the "Report"). The Report has been made, filed with the secretary of the Board, and duly considered by the Board and are hereby deemed sufficient and preliminarily approved. The Report shall stand as the Engineer's Report for all subsequent proceedings under and pursuant to the foregoing resolution; and

WHEREAS, on May 13, 2020, this Board adopted Resolution No. 2019/20-02 to continue to levy and collect assessments for fiscal year 2020-21, preliminarily approving the Engineer’s Report, and providing for notice of hearing on June 17, 2020, at the hour of seven o’clock (7:00) p.m. at the Marin/Sonoma Mosquito and Vector Control District Office located at 595 Helman Lane, Cotati, California, 94931, for the MARIN/SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT, VECTOR CONTROL ASSESSMENT (ASSESSMENT NO. 1); and

WHEREAS, at the appointed time and place the hearing was duly and regularly held, and all persons interested and desiring to be heard were given an opportunity to be heard, and all matters and things pertaining to the continuation of the levy were fully heard and considered by this Board, and all oral statements and all written protests or communications were duly heard, considered and overruled, and this Board there by acquired jurisdiction to order the levy of assessment prepared by and made a part of the Engineer’s Report to pay the costs and expenses thereof.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Marin/Sonoma Mosquito and Vector Control District that:

SECTION 1. The above recitals are true and correct.

SECTION 2. The public interest, convenience and necessity require that the assessments continue to be approved and collected.

SECTION 3. The assessments are levied without regard to property valuation.

SECTION 4. The Engineer's Report for Assessment No. 1 together with the diagram of the Assessment contained therein and the proposed assessment roll for fiscal year 2020-21 is hereby confirmed and approved.

SECTION 5. The proposed projects and services are generally described as mosquito, vector and disease control, surveillance, source reduction, identification and elimination of removable breeding locations, identification and treatment of breeding and source locations, application of materials to eliminate larvae, disease surveillance and monitoring, public education, reporting, accountability, research and interagency cooperative activities (collectively the "Services") within Assessment No. 1.

SECTION 6. That based on the oral and documentary evidence, including the Engineer's Report for Assessment No. 1, offered and received at the public hearing, the Board expressly finds and determines that: (a) each of the several lots and parcels of land within the Assessment District will be specially benefited by the services to be financed by the assessment proceeds in at least the amount of the assessment apportioned against such lots and parcels of land, respectively; and (b) that there is substantial evidence to support, and the weight of the evidence preponderates in favor of, said finding and determination as to special benefit to property within the Assessment District from the vector control and surveillance services to be financed with the assessment proceeds.

SECTION 7. That assessments for fiscal year 2020-21 for Assessment No. 1 shall continue to be levied at the rate of TWELVE DOLLARS AND NO CENTS (\$12.00) per single family equivalent benefit unit as specified in the Engineer's Report for fiscal year 2020-21, with estimated total annual assessment revenues of approximately \$3,169,956.00, as set forth in the Engineer's Report.

SECTION 8. That the mosquito abatement and vector and disease control services to be financed with assessment proceeds described in the Engineer's Report for Assessment No. 1 are hereby ordered.

SECTION 9. No later than August 1<sup>st</sup> following such adoption, the Board shall file a certified copy of the assessment and a certified copy of this resolution with the Auditors of the Counties of Marin and Sonoma ("County Auditors"). Upon such filing, each County Auditor shall enter on the County assessment roll opposite each lot or parcel of land the amount of assessment thereupon as shown in the assessment. The assessments shall continue to be collected at the same time and in the same manner as County taxes are collected and all the laws providing for collection and enforcement shall apply to the collection and enforcement of the assessments. After collection by the two Counties, the net amount of the assessments, after deduction of any compensation due the Counties for collection, shall be paid to the VECTOR CONTROL ASSESSMENT (ASSESSMENT NO. 1).

SECTION 10. All revenues from assessments for Assessment No. 1 shall be deposited in a separate fund established under the distinctive designation of the Marin/Sonoma Mosquito and Vector Control District Vector Control Assessment (Assessment No. 1). Funds so designated shall be expended only for the special benefit of parcels within the Assessment No. 1.

SECTION 11. The Vector Control Assessment, as it applies to any parcel, may be corrected, cancelled or a refund granted as appropriate, by order of the Board of Trustees of the District. Any such corrections, cancellations or refunds shall be limited to the current fiscal year.

The foregoing Resolution was PASSED and ADOPTED by the Board of Trustees of the Marin/Sonoma Mosquito and Vector Control District at a regular meeting thereof held on June 17, 2020, at 595 Helman Lane, Cotati, California, 94931, at a regular meeting by the following vote on a roll call:

	Yes	No	Abstain	Absent
Bruce Ackerman	<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"/>
Una Glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pamela Harlem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan Hootkins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ranjiv Khush	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
Monique Predovich	<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"/>
Carol Pigoni	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vote Totals:				

APPROVED AND DATED this 17<sup>th</sup> day of June, 2020 after its passage.

ATTEST:

APPROVED:

\_\_\_\_\_  
 Richard Snyder  
 Secretary, Board of Trustees

\_\_\_\_\_  
 Carl Giovanatto  
 President, Board of Trustees

\_\_\_\_\_  
 Philip D. Smith  
 District Manager

**RESOLUTION NO. 2019/20-05**

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

**A RESOLUTION APPROVING THE ENGINEER'S REPORT,  
CONFIRMING THE ASSESSMENT DIAGRAM AND ASSESSEMENT AND  
ORDERING THE CONTINUATION OF THE LEVY OF ASSESSMENTS  
FOR FISCAL YEAR 2020-21  
FOR THE NORTHWEST MOSQUITO, VECTOR AND DISEASE CONTROL  
ASSESSMENT (ASSESSMENT NO. 2)**

WHEREAS, the Marin/Sonoma Mosquito and Vector Control District (“District”) is authorized, pursuant to the authority provided in Health and Safety Code Section 2082 and Article XIII D of the California Constitution, to levy assessments for mosquito, vector and disease control projects and services; and

WHEREAS, such vector surveillance and control projects and services provide tangible public health benefits, reduced nuisance benefits and other special benefits to the public and properties within the areas of service; and

WHEREAS, the District formed the “Marin/Sonoma Mosquito and Vector Control District, Northwest Mosquito, Vector and Disease Control Assessment” (“Assessment No. 2”), which is generally described as encompassing the coastal areas of Marin County and the Coastal and Northern areas of Sonoma County, and more specifically, the incorporated cities of Healdsburg and Cloverdale; the unincorporated communities of Fallon, Tomales, Marshall, Inverness, Inverness Park, Drakes Beach, Tocaloma, Point Reyes Station, Olema, Nicasio, Bolinas, Stinson Beach, Muir Beach, Preston, Asti, Skaggs Springs, Cozzens Corner, Geyserville, Geyser Resort, Jintown, Kellog, Lytton, Annapolis, Sea Ranch, Stewarts Point, Shingle Mill, Soda Springs, Las Lomas, Plantation, Walsh Landing, Timber Cove, Fort Ross, Cazadero, Rio Nido, Guerneville, Monte Rio, Sheridan, Jenner, Duncans Mills, Bridge Haven, Ocean View, Sereno del Mar, Carmet, Salmon Creek, Bodega Bay, Bodega, Valley Ford, Occidental, Bloomfield, Two Rock, and Freestone; and other lands in both counties; and

WHEREAS, Assessment No. 2 was authorized by Resolution No. 04/05-05 passed on November 29, 2004 by the Board of Trustees of the District; and

WHEREAS, SCI Consulting Group, the Engineer of Work, prepared the report as ordered by the Board, and in accordance with Article XIID of the California Constitution and Section 2082 *et seq.*, of the Health and Safety Code for Assessment No. 2 (the "Report"). The Report has been made, filed with the secretary of the Board, and duly considered by the Board and are hereby deemed sufficient and preliminarily approved. The Report shall stand as the Engineer's Report for all subsequent proceedings under and pursuant to the foregoing resolution; and

WHEREAS, on May 13, 2020, this Board adopted Resolution No. 2019/20-03 to continue to levy and collect assessments for fiscal year 2020-21, preliminarily approving the Engineer's Report, and providing for notice of hearing on June 17, 2020, at the hour of seven o'clock (7:00) p.m. at the Marin/Sonoma Mosquito and Vector Control District Office located at 595 Helman Lane, Cotati, California, 94931, for the MARIN/SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT, NORTHWEST MOSQUITO, VECTOR AND DISEASE CONTROL ASSESSMENT (ASSESSMENT NO. 2); and

WHEREAS, at the appointed time and place the hearing was duly and regularly held, and all persons interested and desiring to be heard were given an opportunity to be heard, and all matters and things pertaining to the continuation of the levy were fully heard and considered by this Board, all oral statements and all written protests or communications were duly heard, considered and overruled, and this Board there by acquired jurisdiction to order the levy of assessment prepared by and made a part of the Engineer's Report to pay the costs and expenses thereof.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Marin/Sonoma Mosquito and Vector Control District that:

SECTION 1. The above recitals are true and correct.

SECTION 2. The public interest, convenience and necessity require that the assessments continue to be approved and collected.

SECTION 3. The assessments are levied without regard to property valuation.

SECTION 4. The Engineer's Report for Assessment No. 2 together with the diagram of the Assessment contained therein and the proposed assessment roll for fiscal year 2020-21 is hereby confirmed and approved.

SECTION 5. The proposed projects and services are generally described as mosquito, vector and disease control, surveillance, source reduction, identification and elimination of removable breeding locations, identification and treatment of breeding and source locations, application of materials to eliminate larvae, disease surveillance and monitoring, public education, reporting, accountability, research and interagency cooperative activities (collectively the "Services") within Assessment No. 2.

SECTION 6. That based on the oral and documentary evidence, including the Engineer's Report for Assessment No. 2, offered and received at the public hearing, the Board expressly finds and determines that: (a) each of the several lots and parcels of land within the Assessment District will be specially benefited by the services to be financed by the assessment proceeds in at least the amount of the assessment apportioned against such lots and parcels of land, respectively; and (b) that there is substantial evidence to support, and the weight of the evidence preponderates in favor of, said finding and determination as to special benefit to property with the Assessment District from the mosquito and disease control services to be financed with assessment proceeds.

SECTION 7. That assessments for fiscal year 2020-21 for Assessment No. 2 shall continue to be levied at the rates of TWENTY EIGHT DOLLARS AND TWENTY SIX CENTS (\$28.26) per single-family equivalent benefit unit for Zone A and Zone West Marin, and TWENTY SEVEN DOLLARS AND THREE CENTS (\$27.03) per single-family equivalent benefit unit for Zone B, as specified in the Engineer's Report for fiscal year 2020-21, with estimated total annual assessment revenues of approximately \$1,025,239.00, as set forth in the Engineer's Report.

SECTION 8. That the mosquito, vector and disease control services to be financed with assessment proceeds described in the Engineer's Report for Assessment No. 2 are hereby ordered.

SECTION 9. No later than August 1<sup>st</sup> following such adoption, the Board shall file a certified copy of the assessment and a certified copy of this resolution with the Auditors of the Counties of Marin and Sonoma ("County Auditors"). Upon such filing, each County Auditor shall enter on the County assessment roll opposite each lot or parcel of land the amount of assessment thereupon as shown in the assessment. The assessments shall continue to be collected at the same time and in the same manner as County taxes are collected and all the laws providing for collection and enforcement shall apply to the collection and enforcement of the assessments. After collection by the two Counties, the net amount of the assessments, after deduction of any compensation due the Counties for collection, shall be paid to the NORTHWEST MOSQUITO, VECTOR AND DISEASE CONTROL ASSESSMENT (ASSESSMENT NO. 2).

SECTION 10. All revenues from assessments for Assessment No. 2 shall be deposited in a separate fund established under the distinctive designation of the Marin/Sonoma Mosquito and Vector Control District Northwest Mosquito, Vector and Disease Control Assessment (Assessment No. 2). Funds so designated shall be expended only for the special benefit of parcels within the Assessment No. 2.

SECTION 11. The Northwest Mosquito, Vector and Disease Control Assessment, as it applies to any parcel, may be corrected, cancelled or a refund granted as appropriate, by order of the Board of Trustees of the District. Any such corrections, cancellations or refunds shall be limited to the current fiscal year.

The foregoing Resolution was PASSED and ADOPTED by the Board of Trustees of the Marin/Sonoma Mosquito and Vector Control District at a regular meeting thereof held on June 17, 2020, at 595 Helman Lane, Cotati, California, 94931, at a regular meeting by the following vote on a roll call:

	Yes	No	Abstain	Absent
Bruce Ackerman	<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"/>
Una Glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pamela Harlem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan Hootkins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ranjiv Khush	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
Monique Predovich	<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"/>
Carol Pigoni	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vote Totals:				

APPROVED AND DATED this 17<sup>th</sup> day of June, 2020 after its passage.

ATTEST:

APPROVED:

\_\_\_\_\_  
Richard Snyder  
Secretary, Board of Trustees

\_\_\_\_\_  
Carl Giovanatto  
President, Board of Trustees

\_\_\_\_\_  
Philip D. Smith  
District Manager

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## STAFF REPORT



DATE: June 17, 2020

TO: The Board of Trustees

FROM: Philip D. Smith, District Manager

SUBJECT: Two Memoranda of Understanding (MOUs) with the Western Council of Engineers (WCE): General Membership and Management/Confidential Bargaining Units.

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### **RECOMMENDATION**

Review this report, the proposed Memoranda of Understanding (MOUs) and consider a motion to ratify and adopt both MOUs.

### **BACKGROUND**

The District and Western Council of Engineers (WCE) have reached tentative agreements for successor MOU's covering the General bargaining unit and the Management/Confidential bargaining unit. The tentative agreements are contained in the two draft MOUs that are presented today for the Board's review and possible action. These agreements have been reviewed and ratified by the WCE and its membership. If approved by the Board, the MOUs would take effect on July 1, 2020 and expire on June 30, 2024.

Changes to the tentative MOUs are shown in underline and strikeout in the attached documents and a summary of the main changes in these successor agreements when compared with the prior MOUs is provided below.

### **FINANCIAL ANALYSIS**

A summary of the estimated economic impacts is provided in the table and footnote below. If the Board adopts the MOUS, a comprehensive budget amendment will be prepared and submitted for review by the Budget Committee and Board in the next few months.

Taken in aggregate, these changes maintain a fiscally sustainable District compensation plan while providing conservative cost of living adjustments during the term of the four-year agreement, accounting for potential swings in the Bay Area consumer price index that may occur as a result of the current pandemic and economic crisis. The agreements also permit a reopener in the event of significant loss of ad valorem revenue or substantial use of the District's Economic Uncertainty Reserves as a result of the current pandemic and resulting global economic crisis.

<b>Estimated Base Impact of Tentative Agreement</b>					
<b>Cost Item</b>	<b>Yr. 1 Base Impact</b>	<b>Yr. 2 Base Impact</b>	<b>Yr. 3 Base Impact</b>	<b>Yr. 4 Base Impact</b>	<b>Total Base Impact</b>
Base Wages (COLA)	\$92,820				
<u>Market Adjustment:</u>	2.0%				
Scientific Programs Manager	\$2,556				

<u>Market Adjustment:</u>	2.0%				
Admin Assistant Confidential	\$1,416				
Bilingual Pay	\$300	\$300	\$300	\$300	\$1200
Life Insurance	\$965	\$965	\$965	\$965	\$3,860
Increased District Retiree Health Savings Account Contributions	\$385				
Reduced Tier 2 Employee medical premium contribution (multi-party)	\$72				
<b>Subtotal</b>	<b>\$98,514</b>				
<b>Cost Savings (Offsets)</b>					
Increased Employee medical premium contribution (single party)	\$2,052				
<b>Net new cost after offsets</b>	<b>\$96,462</b>				

**SUMMARY OF CHANGES TO THE MOUs**

- Article 2: List of positions has been updated and language clarified.
- Article 6.3 Flextime language corrected to address Fair Labor Standards Act requirements.
- Article 9.1 Specifies cost of living allowances and when they take effect.
- Article 9.2 (Management/Confidential Unit) Provides pay increase for Scientific Programs Manager and Administrative Assistant (Confidential).
- Article 9.3 Clarifies state vector control certification examinations.
- Article 9.5 Clarifies Salary Step Placement upon reinstatement.
- Article 9.7 Adds Bilingual Pay on recommendation of District Manager due to District’s business needs and subject to certification, in the amount \$100 per month.
- Article 10.3 Updates the list of FLSA-exempt positions and adds express waiver of Labor Code section 227.3 in regard to cash out of management leave.
- Article 10.3 (Management/Confidential Unit) Deletes outdated grandfathering language; adds additional 16 hours of management leave for Financial Manager (8 hours in year 1, and another 8 hours in year 2).
- Article 11.1 Clarifies hour equivalent of vacation allowance.
- Article 12.1 Employees scheduled to work on a holiday who fail to report are required to submit a doctor’s note to substantiate inability to work in order to receive holiday pay; failure to submit timely note requires employee to use sick leave in lieu of receiving holiday pay; clarifies that employees who fail to report for scheduled work shift on a holiday for any other reason will be subject to discipline.
- Article 13.1.2 This section deletes the outdated history of District contributions to a retiree health savings account for employees hired on or after August 1, 2014; allows new hires to receive District’s contribution upon successful completion of probation, and adds a 2.5% increase to the District’s contribution for each year of the agreement.



- Article 13.2 For Active Group Two, in 2021, employee contributions will be set at the following amounts: \$200 per month for single party coverage, \$337.50 per month for two party coverage, and \$450 per month for family coverage. For Active Group Two, in 2023, employee contributions will be set at the following amounts: \$225 per month for single party coverage, \$337.50 per month for two party coverage, and \$450 per month for family coverage. If the employee elects to be a member of Anthem Blue Cross or Western Health Advantage, the employee is also responsible for paying the difference in premium cost above the Kaiser Family Plan.
- Articles 13.3 and 13.4 Clarifies District payment of premiums for dental and vision benefit plans.
- Article 13.5 Increases District-provided life insurance plan from \$20,000 to \$30,000.
- Article 13.6 Deletes outdated language regarding transition to State Disability Insurance.
- Article 13.8 Adds language clean-up for Miscellaneous Benefits.
- Article 15.4.2 Adds language clean-up for Catastrophic Leave; updates language about use of catastrophic leave in conjunction with long or short term disability, consistent with District's SDI/PFL Integration Policy; eliminates ability for employees to pay back donated hours to avoid tax consequences.
- Article 15.5 Eliminates section addressing FMLA leave in favor of District Employee Policy Manual.
- (New) Article 15.5 In the event an employee is required to travel two hundred (200) or more miles (one way) for a funeral service, the employee may use an additional day of sick leave or vacation, for a total of six consecutive working days off for bereavement.
- Article 10 Eliminates section addressing sick leave in favor of District Employee Policy Manual; preserves existing language addressing sick leave cash out at separation, not addressed in Policy Manual.
- Article 16 Eliminates section addressing disciplinary procedures in favor of District Employee Policy Manual; preserves existing language regarding voluntary mediation for post-discipline appeal, not addressed in Policy Manual.
- Article 18 Eliminates section addressing personnel files in favor of District Employee Policy Manual.
- Article 23 Updates date of MOU in Separability clause.
- Article 26 Updates term of MOU; adds detailed reopener clause to address significant reduction in *ad valorem* revenue and/or significant reduction in District Economic Uncertainty Reserve during the term of the MOU. The reopener will be limited to COLA's, step increases, pension contributions and furloughs.
- Appendix A Updates Salary Schedules for fiscal year 2020-21 for all represented classifications.

**TENTATIVE AGREEMENT BETWEEN MARIN SONOMA MOSQUITO AND  
VECTOR CONTROL DISTRICT AND  
WESTERN COUNCIL OF ENGINEERS GENERAL UNIT RE: 2020 SUCCESSOR MOU**

The following document contains the Tentative Agreement between the Marin Sonoma Mosquito and Vector Control District (hereinafter called “District”) and the Western Council of Engineers (“Union”) (hereinafter collectively called “the parties”) on wages, hours and terms and conditions of employment for employees represented by the General Unit. The salaries, hours, fringe benefits and working conditions set forth have been mutually agreed upon by the designated bargaining representatives of the District and the Union and will apply to all employees covered by the General Unit Memorandum of Understanding (MOU) between the District and the Union.

Upon ratification and approval, this Agreement will amend the MOU between the parties dated August 15, 2017 – June 30, 2020.

The amended MOU shall supersede all other Memoranda of Understanding and agreements between the parties. Language in the MOU between the parties not amended by this Tentative Agreement will remain unchanged. The parties agree that any and all Tentative Agreements are hereby incorporated. Any outstanding proposals not agreed to are hereby withdrawn by the parties.

This Tentative Agreement is subject to ratification by Union membership and approval by the Board of Trustees of Marin Sonoma.

FOR THE DISTRICT

FOR THE UNION

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Marin/Sonoma Mosquito & Vector Control District  
595 Helman Lane, Cotati, Ca. 94931  
707-285-2200



General Unit

Memorandum of Understanding

Between

Marin/Sonoma Mosquito & Vector Control District

And

Western Council of Engineers (WCE)

through June 30, ~~2020~~2024

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**AGREEMENT BETWEEN  
MARIN SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT AND  
WESTERN COUNCIL OF ENGINEERS (WCE) GENERAL UNIT**

**PREAMBLE**

This Memorandum of Understanding contains the Agreement between the Marin Sonoma Mosquito and Vector Control District (hereinafter called "District") and the Western Council of Engineers (WCE) General Unit (hereinafter called "Union") (hereinafter collectively called "the parties") on wages, hours and terms and conditions of employment for the bargaining unit. The salaries, hours, fringe benefits and working conditions set forth have been mutually agreed upon by the designated bargaining representatives of the District and the Union, and will apply to all employees in the General Unit covered by the Memorandum of Understanding (MOU) between the District and the Union.

**ARTICLE 1**

**DEFINITIONS**

The following words and phrases shall have the following meanings unless defined differently in a particular article or section:

**Base Rate** - The employee's straight-time hourly pay rate, with no additional incentives.

**Day** - A period of time between any midnight and 11:59 pm of the same day. "Day" as referred to in this MOU means calendar day, unless otherwise specified.

**District** - Marin Sonoma Mosquito and Vector Control District.

**District Manager** - The individual ultimately responsible for all District Personnel and Operations.

**Employee** - An employee of the District represented by the Union.

**Extended Absence** - An absence of two (2) weeks or more.

**Supervisor** - The individual directly responsible for the day-to-day assignment, review of performance, and direction of the work of an employee.

**Grievance** - A claimed violation, misapplication, or misinterpretation of a specified provision of this M.O.U. which adversely affects the grievant.

**Grievant** - An Employee who is filing a grievance as defined above.

**Immediate Family** - Those individuals defined in accordance with the California Family Rights Act (CFRA) (Government Code Section 12945.2), the Federal Family and Medical Leave Act (FMLA) (Title 29, Part 825, Code of Federal Regulations), or the Healthy Workplaces, Healthy Families Act of 2014, whichever applies.

**Meyers-Milias-Brown Act (MMBA)** - Chapter 10 of Division 4 of Title 1 of the Government Code, commencing with section 3500, having to do with employer/employee relations, as the same now reads or as it may be amended to read.

**Overtime Hours** - Hours worked in excess of the employee's regular schedule.

**Regular Status** - The status of an employee who has successfully completed a probationary period.

**Personnel Rules** - The rules and regulations for personnel and employees of the District, as adopted and amended by the Board of Trustees.

**Probationary Period** - A working test period during which an employee is required to demonstrate his/her fitness for the actual performance of the assigned duties of the position. "Initial" probationary period is the first probationary period completed by an employee following the original date of hire.

**Probationary Status** - The status of an employee who is serving a probationary period for the position and/or class in which he/she is currently employed.

**Promotion** - The advancement of an employee from a position in one class to a position in another class having a higher maximum rate of pay.

**Regular Full-Time Employees** - Those employees working in a regular full-time position (32 hours per week or more), regardless of probationary status.

**Regular Full-Time Position** - An organized group of duties and responsibilities assigned to a specific job classification, designed to be performed by one regular full-time employee.

**Regular Rate** - The employee's base rate plus any special forms of compensation as required under the Fair Labor Standards Act (FLSA).

**Union** - The Western Council of Engineers

**Work Week** - The period beginning at 12:00 a.m. Monday and continuing until 11:59 p.m. the following Sunday.

## ARTICLE 2

### **RECOGNITION**

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

#### **General Unit**

Biologist

[Education Program Specialist](#)

Education Program/Insect ID Specialist

[Environmental Biologist](#)

Field Supervisor

Lead Biologist

Receptionist

Shop/Facilities Coordinator ([The parties agree to meet and confer over reclassifying this job class to Mechanic/Facilities Manager within 90 days following Board approval of the 2020 successor MOU.](#))



Shop/Facilities Assistant  
Source Reduction/Wastewater Specialist  
Rodent Control Specialist  
Vector Control Specialist  
Vector Control Technician

### **ARTICLE 3**

#### **NO DISCRIMINATION**

The District and the employees agree that there shall be no discrimination of any kind because of race, creed, color, religion, national origin, sex, age (40 or over), ancestry, religious creed, physical disability, mental disability, medical condition, marital status, sexual orientation, political or religious opinions or affiliation, or exercise of rights under the Meyers-Milias-Brown Act against any employee or applicant for employment.

### **ARTICLE 4**

#### **PROBATIONARY PERIOD**

All original and promotional appointments shall be tentative and subject to a probationary period of twelve (12) months. The probationary period shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to the employee's position and for eliminating any probationary employee whose performance does not meet the required standards of work.

At the end of the probationary period, if the service of the probationary employee has been satisfactory to the District, the District Manager shall retain the employee. During the probationary period, the District Manager, without the right of review of any kind, may reject a probationary employee in writing at any time.

### **ARTICLE 5**

#### **PAY PERIODS**

The pay period for employees shall be semi-monthly. All monies provided by this MOU shall be paid in accordance with federal law.

Employees are required to participate in mandatory direct deposit for payroll, per diem, travel reimbursement and similar purposes, and shall provide bank account information within five (5) calendar days of hire or change in bank account.

### **ARTICLE 6**

#### **STANDARD WORKWEEK**

##### **6.1 Workweek**

The workweek begins at 12:00 a.m. on Monday and ends at 11:59 p.m. on Sunday, except as otherwise designated for employees on an alternate work schedule.

Employees assigned to a 9/80 schedule will have either every other Monday or Friday off. For employees working a 9/80 work schedule, each employee's designated FLSA work week (168 hours in length) shall begin exactly four hours after the start of his/her

eight hour shift on the day of the week that corresponds with the employee's alternating regular day off.

## **6.2 Work Schedule**

The standard work schedule for employees occupying full-time positions in this unit consists of five (5) eight (8) hour days, for a total of any forty (40) hours. The standard full-time work schedule begins at 7:00 a.m. Monday and ends at 3:30 p.m. Friday.

An employee may be assigned to a 9/80 alternative work schedule, which shall consist of eight (8) nine (9) hour workdays and one (1) eight (8) hour workday over a two (2) week period.

## **6.3 Flextime Scheduling Arrangement**

Flextime is a scheduling arrangement that permits variations in an employee's starting and departure times, but does not change the total number of hours worked in a workweek. Flextime arrangements are subject to the approval of the District Manager or designee, and are contingent on the availability of supervision, sufficient staffing coverage and satisfaction of other District business needs as determined by the District Manager.

Flextime scheduling arrangements shall not result in overtime. If a flextime arrangement results in a non-exempt employee working in excess of eight (8) hours per day (or 9 hours for employees on a 9/80 schedule), the employee will not be eligible for overtime compensation; provided that the additional hours worked beyond eight hours must be offset by a corresponding reduction of work time within the FLSA workweek ~~(or two week work cycle for employees on a 9/80 schedule)~~. No flextime schedule arrangement for an FLSA non-exempt employee shall be approved requiring more than forty (40) hours of actual work in a workweek ~~(or, if applicable, eighty (80) hours in a two week workweek cycle for employees on a 9/80 schedule)~~ unless overtime is paid for the required additional hours.

Flextime scheduling arrangement can be discontinued by the District at any time with fourteen (14) days' notice to the affected employee. This does not preclude the assignment of overtime during the notice period.

## **ARTICLE 7**

### **DISTRICT EMERGENCY**

In an emergency situation, the District Manager may suspend the standard workweek schedule until such time as the District Manager deems that the emergency situation no longer exists.

## **ARTICLE 8**

### **MEAL PERIODS AND REST PERIODS**

Employees shall receive a thirty (30) minute, unpaid meal period each day and two (2) fifteen (15) minute paid rest periods, one in the morning and one in the afternoon.

**ARTICLE 9**  
**SALARIES**

**9.1 Salary**

All employees covered by this M.O.U. shall be paid a salary applicable to the schedule established for that classification as set forth in the Salary Schedule Appendix A, which is attached to this M.O.U. The salary schedules in Appendix A reflect base wage/salary rate increases in accordance with the following:

- A. Effective the first full pay period following Board adoption of agreement or following July 1, 2020, whichever is later, a base wage increase of two and three quarters' percent (2.75%);
  - B. Effective the first full pay period following July 1, 2021, a base wage increase based on the Bureau of Labor Statistics San Francisco Bay Area, February 2020 to February 2021, annual Consumer Price Index (CPI-U), which shall be a minimum of one and one-half percent (1.5%) and maximum of two and three quarters' percent (2.75%);
  - C. Effective the first full pay period following July 1, 2022, a base wage increase based on the Bureau of Labor Statistics San Francisco Bay Area, February 2021 to February 2022, annual Consumer Price Index (CPI-U), which shall be a minimum of one and one-half percent (1.5%) and maximum of two and three quarters' percent (2.75%);
  - D. Effective the first full pay period following July 1, 2023, a base wage increase based on the Bureau of Labor Statistics San Francisco Bay Area, February 2022 to February 2023, annual Consumer Price Index (CPI-U), which shall be a minimum of one and one-half percent (1.5%) and maximum of two and three quarters' percent (2.75%).
- ~~• Effective on adoption of this MOU by the Board of Trustees, a base wage increase equal to three and seven-tenths percent (3.7%) of the base wage/salary rates in effect on June 30, 2017;~~
  - ~~• Effective July 1, 2018, a base wage rate increase equal to three and one-half percent (3.5%) of the base wage/salary rates in effect on June 30, 2018;~~
  - ~~• Effective July 1, 2019, a base wage rate increase equal to three percent (3.0%) of the base wage/salary rates in effect on June 30, 2019.~~

The entrance salary for a new employee entering the classified service shall be the minimum salary for the class to which the employee is appointed. When circumstances warrant (e.g. years of service, special skills, past experience, education), the District Manager may approve an entrance salary that is more than the minimum salary for the class to which that employee is appointed. Such a salary may not be more than the maximum salary for the class to which that employee is appointed.

**9.2 Special Adjustments**    [This section intentionally left blank by the parties]

- ~~A. Effective July 1, 2017, and after application of the general wage adjustment effective that date set forth in section 9.1 above, the wage range for the classification of Receptionist and any incumbent therein shall receive an additional base wage rate increase of three percent (3%).~~
- ~~B. Effective July 1, 2018, and after application of the general wage adjustment effective that date set forth in section 9.1 above, the wage range for the classification of~~

Receptionist and any incumbent therein shall receive an additional base wage rate increase of three percent (3%).

### **9.3 Salary Step Advancements**

Employees serving in regular positions shall be considered by the District Manager on each anniversary of their hire date for advancement to the next higher step in the salary range for their respective classes. For those positions for which the District requires that an employee obtain and/or maintain state certification as a vector control technician, the following conditions shall apply:

- A. After the completion of one (1) year of full-time satisfactory service in the first step of the salary range, and the passing of State Certification Test's A and B: Pesticide Application and Safety Training for Applicators of Public Health Pesticides and Mosquito Control~~The Biology and Control of Mosquitoes in California~~, as well as the recommendation of the District Manager, the employee shall be advanced to the second step in the salary range for the employee's classification. An employee will not be advanced to the next step until the State Certification Tests have been passed.
- B. After the completion of the second (2nd) full year of satisfactory service and the completion of the State Certification Test C, along with the recommendation of the District Manager, the employee shall be advanced to the third step in the salary range for the employee's classification. An employee will not be advanced to the next step until the correct State Certification Tests have been passed.
- C. After the completion of the third (3rd) full year of satisfactory service in the third step of the salary range and upon the passing of the State Certification Test D, along with the recommendation of the District Manager, the employee shall be advanced to the last step in the salary range for the employee's classification.

The State Certification Tests are given twice a year (November and May). If an employee fails to pass the assigned test, that employee will not be eligible to move to the next step. If the employee takes that test a second time and passes it, the employee will then advance to the next step-upon approval by the District Manager. The employee will have two (2) chances to complete each test. If the employee continues to fail the same test it will be up to the discretion of the District Manager to take disciplinary action, including dismissal of the employee.

Each employee shall be considered for salary increases according to the date of that employee's appointment or the employee's revised salary anniversary date. If an employee begins employment later than the first day of the month but on or before the fifteenth of the month or has changes which would cause the employee's salary anniversary date to be on or before the fifteenth of the month, then the employee's salary anniversary date shall be reckoned from the first day of that month.

Changes in an employee's salary because of a promotion, demotion or postponement of salary step increases will set a new salary anniversary date for that employee. Salary range adjustments for a classification will not set a new salary anniversary date for employees serving in that classification.

### **9.4 Salary Step after Promotion or Demotion**

When an employee is promoted, he/she will be placed at the step in the salary range which provides a salary increase closest to five percent (5%). For example, when a Vector Control Technician is promoted to a Field Supervisor, the Vector Control Technician will be placed at

that step within the Field Supervisor's salary range which provides a salary increase closest to five (5%).

When an employee is demoted, whether such demotion is voluntary or otherwise, that employee's compensation shall be adjusted to the salary prescribed for the class to which the employee is demoted, but in no event shall any employee receive less than five percent (5%) below the rate the employee has been receiving.

#### **9.5 Salary Step on Reinstatement**

If a former employee is reinstated in the same position previously held or to one carrying a similar salary range, the employee's salary step placement shall not be higher than the employee's salary step placement at the time of separation, except by approval of the District Manager, unless there has been an increase within the salary range in the employee's classification, i.e. cost of living, etc.

#### **9.6 Salary on Temporary Appointment**

The District Manager may, in writing, temporarily appoint an employee to a higher classification when such an employee is regularly required to substantially perform the duties of the higher classification in excess of ten (10) consecutive working days. In such cases, the employee shall receive an additional five percent (5%) of the employee's current salary or the salary specified for the first step of the higher classification, whichever is greater. This additional five percent (5%) shall be for the duration of the temporary assignment.

#### **9.7 Bilingual Pay**

On recommendation of the District Manager or designee, beginning the first full pay period of the 2020 successor MOU, the District may approve bilingual pay an additional one hundred dollars (\$100) per month to a full-time employee with bilingual proficiency who uses such skills within the scope of their work for the District.

The District Manager may recommend bilingual pay when there is a business need for bilingual services, such as in the following circumstances:

- A. Public contact requires the frequent eliciting and explaining of information in a language other than English; or
- B. Translation of written material in another language is a continuous assignment; or
- C. The position is in a work location where there is a demonstrated need for frequent language translation in providing services to the public.

Designation of positions for which bilingual proficiency is required is the sole prerogative of the District Manager. The District also reserves the right to recruit and hire workers based on a specific need for bilingual skills.

To be eligible for Bilingual Pay, following the recommendation of the District Manager, an employee must pass a test for bilingual proficiency given by a District-designated examiner. Bilingual pay shall be effective the first pay period after the District-designated examiner certifies the result of the bilingual exam.

Bilingual pay shall be prorated for employees working less than full-time or who are in an unpaid leave of absence status for a portion of any given pay period.

An employee who receives bilingual pay may be required to fulfill District assignments requiring bilingual skills that fall outside of the employee's regular job description.

The District shall review positions covered by this section not less than annually to determine the number and location of positions to be designated as requiring bilingual abilities. Individuals who promote or transfer to another position within the District will be reevaluated to determine if bilingual pay should be continued.

The District Manager may discontinue bilingual pay when the business need for bilingual services no longer applies.

Bilingual pay is effective the first pay period after the District-designated examiner certifies the result of the bilingual exam.

## **ARTICLE 10**

### **OVERTIME AND COMPENSATORY TIME**

#### **10.1 Overtime**

All compensable overtime must be authorized in advance by the District Manager or designee.

The following provisions pertain to compensation for overtime worked by overtime-eligible employees:

- A. For employees assigned to a 5/8 work schedule, time worked in excess of forty (40) hours actually worked in any workweek or in excess of eight (8) hours actually worked in any given workday shall be paid at time-and-one-half (1.5) times of the employee's regular rate of pay.
- B. For employees assigned to a 9/80 work schedule, time worked in excess of the employee's regular workday or workweek shall be paid at time-and-one-half (1.5) times the employee's regular rate of pay.
- C. On a holiday observed by the District, employees shall be paid for the holiday and if the employee is required and/or authorized to work, the employee shall be paid one and one-half (1.5) times the employee's regular rate of pay.

#### **10.2 Compensatory Time**

With prior approval from the District Manager or the District Manager's designee, nonexempt employees may, upon the employee's written request, receive compensatory time at the rate of one and one-half (1.5) hours for each hour of overtime worked in lieu of overtime compensation, up to a total accrual of one hundred (100) hours.

All compensatory time accrued must be used by June 30th of each year or will be paid out by the District. Accrued compensatory time off may be used by an employee with reasonable notice of at least one week to the employee's supervisor, unless the requested leave would unduly disrupt District operations. Any unused compensatory time as of June 30th of each fiscal year shall be paid to the employee in the June 30th payroll in which earned.

An employee shall be paid for compensatory time accrued if such time is not used as outlined above or if employment of the employee with the District is terminated. Such payment shall be made in accordance with the Fair Labor Standards Act.

#### **10.3 Management Leave**

Full time, regular employees in the following FLSA Exempt classifications who do not receive overtime compensation shall receive forty (40) hours of management leave per fiscal year in recognition of the additional hours required in the performance of their job duties.

Biologist

[Environmental Biologist](#)

Lead Biologist

[Education Program Specialist](#)

Education Program/Insect ID Specialist

Management leave shall accrue at the end of the first full pay period following July 1st of each fiscal year in which it is accrued, and shall not be carried beyond the fiscal year in which it is accrued. Unused management leave at the end of the fiscal year or upon separation from District employment shall have no cash value and is not subject to cash out. [The parties expressly waive the provisions of California Labor Code section 227.3 for the purpose of Management Leave.](#) Employees hired in FLSA exempt positions in the District midway through the fiscal year shall receive a prorated amount of management leave.

Use of accrued management leave shall be subject to the approval of the District Manager.

Exempt employees are required to use accrued leave (vacation, sick leave, CTO, management leave) for the time an employee is absent from work, whether the absence is a partial day or a full day, in accordance with District leave rules.

**ARTICLE 11**

**VACATION**

**11.1 Vacation Allowance**

Every regular, full time employee who is employed by the District as a full-time employee is entitled to accrue vacation as follows:

<b><u>Years of Service</u></b>	<b><u>Vacation Allowance</u></b>
Years 1 and 2	6.66 hours per month/ <del>10 days</del> <a href="#">80 hours</a> per year
2 years + 1 month — 8 years	10.00 hours per month/ <del>15 days</del> <a href="#">120 hours</a> per year
8 years + 1 month — 18 years	13.33 hours per month/ <del>20 days</del> <a href="#">160 hours</a> per year
18 years + 1 month — thereafter	16.66 hours per month/ <del>25 days</del> <a href="#">200 hours</a> per year

For the purpose of this policy, "Years of Service" shall mean years of unbroken service with the District.

An employee's maximum accumulated vacation balance shall consist of an amount equal to his or her annual accrual amount, as set forth above, plus eighty (80) hours. When this cap is reached, the accrual of vacation will cease until the employee has used vacation, thereby allowing further accrual.

**11.2 Vacation Carry-Over**

If an employee's accumulated vacation balance achieves an amount equal to his or her annual accrual amount, as set forth above, plus eighty (80) hours, further accrual of vacation will cease until the employee has used vacation, thereby allowing further accrual. However, the District Manager may allow the employee to exceed the applicable accumulation ceiling to accommodate work requirements. The District Manager will work with the employee and develop a plan for the employee to use vacation leave to return the employee's vacation balance to at or below the applicable maximum within a reasonable period.

**11.3 Vacation Schedule**



All vacation leave requests must receive prior administrative approval. Requests for vacation leave must be received in writing at least five (5) working days prior to the first requested leave date. The District Manager may waive the five day notice requirement and grant an employee's request to use vacation leave in case of an emergency (i.e. accident or illness) within the employee's immediate family. For purposes of this section 11.3, "immediate family" means spouse or registered domestic partner, the employee's child (including adopted or foster children or a minor with whom the employee otherwise stands in loco parentis), mother or father. In such cases, and subject to legal requirements, the employer may require evidence from the employee sufficient to authenticate the emergency cited by the employee as the basis for the emergency vacation leave request.

#### **11.4 Vacation Allowance for Separated Employees**

On termination from District service, the District will compensate the employee for his or her accrued and unused vacation balance at the employee's regular base rate of pay.

#### **11.5 Holiday During Vacation**

If any such paid holiday as defined in Section 12.2, below, falls within an employee's vacation leave, such holiday shall not be charged against the employee's vacation time.

#### **11.6 Vacation Schedules in an Emergency**

All vacation schedules are subject to suspension by the District Manager in case of a serious threat of mosquito or other vector-borne disease.

## **ARTICLE 12**

### **HOLIDAYS**

#### **12.1 Qualifying for Holiday Pay**

All employees, except temporary employees, shall be entitled to take all authorized holidays with full pay not to exceed eight (8) hours for any one (1) holiday.

An employee who is scheduled to work on a holiday and who fails to report for a scheduled work shift on any such holiday due to the employee's illness or the need to care for an immediate family member who is ill shall will be required to produce a note from a health care practitioner within three (3) work days of returning to work, stating that the employee was unable to work due to the employee's or immediate family member's illness. Failure to produce a doctor's note within the requisite time will result in the requirement that the employee use sick leave for the absence in lieu of receiving holiday pay. receive no holiday pay for that holiday.

An employee who is scheduled to work on a holiday and who fails to report for a scheduled work shift on any such holiday for any other reason may be subject to discipline for an unapproved absence.

#### **12.2 Holidays Observed by the District**

The following days shall be holidays for all employees occupying regular positions:

New Year's Day, January 1st  
Martin Luther King Jr's Birthday  
President's Day  
Cesar Chavez Day, March 31st



Memorial Day  
July 4<sup>th</sup>  
Labor Day  
Veteran's Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Day, December 25<sup>th</sup>  
Two (2) floating holidays

If a holiday falls on Sunday, the following Monday shall be observed as a holiday. If the holiday falls on a Saturday, the preceding Friday shall be observed as a holiday. By mutual agreement of the Union and the District Manager, the day observed as a holiday may be changed from the actual day on which the holiday falls.

## **ARTICLE 13**

### **BENEFITS**

#### **13.1 Retirement**

##### **13.1.1 Pension**

- A. **Tier One (Employees Hired Before January 1, 2013):** Under Resolution No. 141 approved by the District Board of Trustees on July 14, 1976, the District shall continue to participate in the defined benefit plan provided by the Marin County Employees' Retirement Association (MCERA) as constituted on the date of the employee's hire. District employees are considered Miscellaneous members of the retirement system. Therefore, the District shall continue to provide the mandatory retirement defined benefit plan (2% at age 55<sup>1/2</sup>) and retirement medical coverage provided under said plan.
- B. **Tier Two (Employees Hired on or After January 1, 2013):** For employees hired on or after January 1, 2013 and who meet the definition of "new member" as set forth in Government Code Section 7522.02(f) the District will provide the MCERA two percent (2%) at age sixty-two (62) formula retirement plan in accordance with Government Code Section 7522.20, based on the average of three years of employment, in accordance with Government Code Section 7522.32. New members shall be subject to the provisions of the Public Employee Pension Reform Act (PEPRA), including provisions governing reportable compensation.
- C. **Rising Pension Cost Offset Contribution.** In addition to those pension contributions employees are making at the time ~~this the 2017~~ MOU is adopted, and as may be otherwise required by the Marin County Employees Retirement Association ("MCERA") system, all employees shall contribute an additional one percent (1%) of pensionable compensation, by payroll deduction, toward the District's required employer contribution to that System, beginning with the first full pay period following adoption of the ~~2017~~ MOU by the District Board of Trustees or as soon thereafter as is administratively practicable.
- D. **Additional Pension Contribution in Lieu of Retiree Health OPEB contribution.** The Parties acknowledge that, as currently structured, uncertainty exists with respect to the legality of employee wage deductions toward unfunded liability for retiree health insurance. Consequently, the Parties have elected to forego such contributions in the negotiations culminating in this

MOU and have agreed instead that employees will make an additional contribution toward the District's required MCERA retirement contribution equal to three quarters of one percent (0.75%) of pensionable compensation. This contribution will take effect July 1, 2018.

### 13.1.2 Retiree Health

- A. **Retiree Group One (Employees Hired Before July 1, 2009):** For employees hired before July 1, 2009, upon ten years of service with the District, the District will pay the total cost of the retiree and retiree's spouse's or registered domestic partner's medical insurance premium upon retirement from the District, in accordance with MCERA rules and regulations.
- B. **Retiree Group Two (Employees Hired On or After July 1, 2009 and Before August 1, 2014):** For employees hired on or after July 1, 2009, upon ten years of service with the District, the District will pay the total cost of 1-party (retiree only) medical insurance premium upon retirement from the District, in accordance with MCERA rules and regulations.
- C. **Retiree Group Three (Employees Hired on or After August 1, 2014):** For District employees hired after August 1, 2014, effective ~~two years after hire~~upon successful completion of probation, the District will contribute ~~one hundred fifty (\$150) per month into a Retiree Health Savings Plan (R.H.S.) during the time they are employed at the District. In addition, effective on the first of the month following adoption of this MOU by the Board of Trustees the District will commence contributing an additional fifty dollars (\$50) per month into the employee's R.H.S., bringing the total monthly contribution to two hundred dollars (\$200). Further, effective on the first pay date on or after July 1, 2018 the District will commence contributing an additional fifty seven dollars (\$57) per month, bringing the total contribution to~~<sup>[LCW1]</sup>two hundred fifty-seven dollars (\$257) per month into a Retiree Health Savings Plan during the time the employee is employed at the District.

~~The District will pay employees, hired before the date the Board of Trustees adopts this 2017-20 MOU, who have less than two years of District service (and are thus ineligible for R.H.S. contributions) fifty seven dollars (\$57) (taxable gross) for each month worked until they are eligible for R.H.S. contributions or terminate from District service, whichever is earlier. This amount will be paid within thirty (30) days of the date that the employee terminates District service or qualifies for R.H.S. contributions, whichever is earlier. The funds accrued by Group Three employees in the R.H.S. plan during employment with the District may be used to pay for health care after the employee retires, in accordance with plan rules and applicable regulations. Group Three employees will not be eligible for other retiree health coverage from the District.~~

Effective the first full pay period following Board adoption of agreement or following July 1, 2020, whichever is later, the District's contribution to the Retiree Health Savings Plan for Group 3 will be increased by two and one-half percent (2.5%) for a total District contribution of \$263.43 per month.

Effective the first full pay period following July 1, 2021, the District's contribution to the Retiree Health Savings Plan for Group 3 will be increased by two and one-half percent (2.5%) for a total District contribution of \$270.02 per month.

Effective the first full pay period following July 1, 2022, the District's contribution to the Retiree Health Savings Plan for Group 3 will be increased by two and one-half percent (2.5%) for a total District contribution of \$276.77 per month.

Effective the first full pay period following July 1, 2023, the District's contribution to the Retiree Health Savings Plan for Group 3 will be increased by two and one-half percent (2.5%) for a total District contribution of \$283.69 per month.

### **13.2 Active Employee Medical Insurance Coverage**

As a miscellaneous member of the Marin County Employees Retirement Association ("MCERA"), the District is offered two (2) plans that are purchased through Marin County: Kaiser Permanente and Anthem Blue Cross. Upon reaching the age of eligibility, employees shall enroll in Medicare and will be eligible for the Medicare Supplemental Plans available through MCERA.

- A. **Active Group One:** For employees hired before August 1, 2014 the District shall pay the monthly premium not to exceed the rate of the Kaiser Family coverage plan, minus the employee's monthly contribution of ~~fifty dollars (\$50) per month for single party coverage, seventy five dollars (\$75) per month for two party coverage, and one hundred dollars (\$100) per month for family coverage.~~

~~Effective on the first premium due date following adoption of this MOU, the foregoing monthly contributions by employees shall increase to seventy five dollars (\$75) for single party coverage, one hundred twenty five dollars (\$125) for two party coverage, and one hundred fifty dollars (\$150) for family coverage. These monthly amounts shall further increase effective on the first premium due date on or after July 1, 2018 to one hundred dollars (\$100) for single party coverage; one hundred fifty dollars (\$150) for two party coverage, and two hundred dollars (\$200) for family coverage. If an employee elects to be a member of the Anthem Blue Cross plan and the premium cost exceeds that of the Kaiser Family coverage plan, the employee is responsible for paying the difference. This difference is collected by payroll deduction.~~

- B. **Active Group Two:** For employees hired on or after the date of the Board's adoption of this MOU, for calendar year 2020, the District will contribute eighty percent (80%) of the cost of the medical insurance premium for employees enrolled in a District-provided health insurance plan, up to eighty percent (80%) of the cost of the Kaiser Family coverage plan. Employees will be responsible to pay the remaining twenty percent (20%) of the medical insurance premium.

For employees hired on or after August 1, 2014, effective January 1, 2021, the District shall pay the monthly premium not to exceed the rate of the Kaiser Family coverage plan, minus the employee's monthly contribution of:

- A. Two hundred dollars (\$200) per month for single party coverage
- B. Three hundred thirty seven dollars and fifty cents (\$337.50) per month for two-party coverage.
- C. Four hundred fifty dollars (\$450) per month for family coverage.

For employees hired on or after August 1, 2014, effective January 1, 2023, the District shall pay the monthly premium not to exceed the rate of the Kaiser Family coverage plan, minus the employee's monthly contribution of:

- A. Two hundred twenty-five dollars (\$225) per month for single party coverage
- B. Three hundred thirty seven dollars and fifty cents (\$337.50) per month for two-party coverage.
- C. Four hundred fifty dollars (\$450) per month for family coverage.

If an employee elects to be a member of the Teamsters Anthem Blue Cross plan or the Western Health Advantage Plan, and the premium cost exceeds that of the Kaiser Family coverage plan, the employee is responsible for paying the difference. This difference and the employee's monthly contribution will be collected by payroll deduction.

### **13.3 Dental Benefit Plan**

The Dental plan offered under the MCERA is an optional plan offered to miscellaneous members. The District shall pay 100% of the monthly Delta Dental premium, up to the premium for family coverage, for employees and qualified dependents enrolled in the Dental Plan. This program is not extended to any District employee upon retirement.

### **13.4 Vision Benefit Plan**

The vision plan offered to employees is an optional plan approved by the District Board. The District pays 100% of the vision premium, up to the premium for family coverage, for employees and qualified dependents enrolled in the vision plan. This program is not extended to any District Employee upon retirement.

### **13.5 Life Insurance**

The District shall pay the monthly premium cost for a \$10,000.00 life insurance policy for the employee through MCERA. The employee is responsible for any spouse or dependent coverage.

The District shall also pay the monthly premium cost for a \$10,000.00 life insurance policy for the employee through Sentry Insurance Company. The employee is responsible for any spouse or dependent coverage.

Effective within sixty (60) days of Board adoption of the successor MOU in 2020, the District will increase life insurance coverage from \$20,000 to \$30,000.

These programs are not extended to any District employee upon retirement.

### **13.6 Changes**

If MCERA changes any of the foregoing insurance or plan coverages that are available to the District, then the benefits provided under this M.O.U. shall adjust concurrent with the changes as implemented by MCERA.

~~State Disability Insurance (SDI): Effective on adoption of this MOU by the Board of Trustees or as soon thereafter as administratively practicable, all bargaining unit members will participate in the SDI Program. The cost of participating in the SDI Program will be paid by the employee through payroll deduction. Effective one year following the implementation date of the SDI program, the District will discontinue the Short term and Long term Disability Program it has heretofore provided.~~

### 13.7 Longevity

- A. Employees hired before August 1, 2014, upon completion of ten (10) years of unbroken service, will be eligible to receive longevity compensation pay. Beginning on the employee's 10<sup>th</sup> anniversary and on each anniversary thereafter, the employee will receive longevity pay increases as follows:

<u>Years of Service</u>	<u>Longevity Increase</u>
Tenth Year through the Fourteenth Year	1/2% per year
Fifteenth Year through the Nineteenth Year	3/4% per year
Twentieth Year through the Twenty-fourth Year	1% per year
Twenty-fifth Year through the Twenty-ninth Year	1 1/2% per year
Thirtieth Year and each year thereafter	2% per year

- B. For employees hired on or after August 1, 2014:

Upon completion of ten (10) years of unbroken service, employees will be eligible to receive longevity compensation pay in a flat amount of one-half percent (0.5%) of base salary.

Upon completion of fifteen (15) years of unbroken service, employees will be eligible to receive longevity compensation pay in a flat amount of an additional one and one-half percent (1.5%) of base salary for a total of two percent (2%) base salary.

Upon completion of twenty (20) years of unbroken service, employees will be eligible to receive longevity compensation pay in a flat amount of two and one-half percent (2.5%) base salary for a total of four and one-half percent (4.5%).

- C. Upon the twenty-fifth year of continuous employment with the District, the District will pay the employee's retirement contribution to the MCERA plan. In accordance with the MCERA plan, at the beginning of an employees 30<sup>th</sup> consecutive year of service with the District, there will be no further contributions by the employee into MCERA's retirement plan. This subsection C applies only to employees who have achieved at least twenty (20) years of District service on or before the one year anniversary of the adoption of [this-the](#) 2017-2020 MOU by the Board of Trustees. It does not apply to employees with less District service as of that date or to new hires.

### 13.8 Miscellaneous Benefits

- A. [The Flexible Spending Allotment \(FSA\) Wellness Benefit](#) is a yearly allowance of [\\$500.00 \(five hundred dollars \(\\$500\)\)](#) provided to all regular, full time employees to be used to offset health care and personal health care costs for the employee and the employee's family. This allotment is granted on July 1st and must be used by June 30th. All receipts must be dated within this time frame. The Flexible Spending Allotment is taxable income per IRS Publication 502.
- B. [The](#) Section 125 flexible spending plan, a Section 457 Deferred Compensation Plan and membership in the Marin County Federal Credit Union are [optional](#) benefits plans offered to all employees. These optional plans are set up in accordance with IRS rules and regulations. All contributions to these plans shall be paid for by the employee.
- C. Employees required to wear safety boots shall receive reimbursement up to two hundred dollars ([\\$200](#)) per year. Employees are required to submit a receipt for purchase in order to receive such reimbursement.

**ARTICLE 14**  
**LAYOFF AND REEMPLOYMENT**

**14.1 Reduction in Force — Reasons**

Whenever, in the judgment of the District's Board of Trustees, a reduction in personnel is necessary for economic or operational reasons, the District may decide to and implement a reduction in force, and any employee may be laid off or demoted for non-disciplinary reasons.

**14.2 Notice of Layoff**

- A. The District shall notify an employee who has passed his or her initial probationary period, in writing, at least (30) calendar days prior to the effective date of the layoff.
- B. Employees who have not passed initial probation are not entitled to layoff notice, displacement, or recall rights under this Article. Such probationary employees may be laid off at any time as determined by the District with or without notice.
- C. Continuous Service. Except as otherwise required by applicable law, continuous service excludes periods of non-paid disciplinary suspension, time on the District recall list following layoff onto inactive layoff status, and periods of non-paid leaves of absence. (Time spent on a workers' compensation leave, family and medical leave, military leave, paid family leave, and pregnancy disability leave do count toward continuous service.) Continuous service includes unbroken service before layoff onto inactive layoff status and following recall from inactive layoff status. Continuous service is otherwise broken and nullified by voluntary or involuntary termination of District employment or by expiration of the two year time limit for recall from inactive layoff status.

**14.3 Seniority Determination for Layoff Purposes**

Employees will be laid off in the inverse order of their seniority in their classification in the department. Seniority is determined based on the length of employment in the affected classification in the department, higher classifications in the department, and in a classification that is substantially similar to, and/or a classification which has been merged with, the affected class for which the employee is still qualified. In the latter situations, time spent both in the immediately affected class and the higher or merged class will be combined to determine classification seniority. Length of employment includes all days of employment in attendance at work and on authorized or legally-protected leaves of absence. Length of service does not include unauthorized periods of leave or suspension or layoff. Within each classification, employees will be laid off in the following order: temporary; part-time; probationary; and regular status. If two or more employees in a classification to be laid off have the same length of employment, the employee to be laid off will be decided by coin toss.

**A. Displacement**

Regular employees who are noticed for layoff and who have passed probation in a lower classification(s) within the same classification series in the same department, may displace employees in a lower classification in that series and department, provided that the employee seeking to displace the employee in the lower classification has greater length of employment than the employee in the lower classification.

If the employee could bump into more than one lower classification, they shall bump to the highest of such classifications.

Employees in lower classifications will be displaced in inverse order of their length of employment in the classification. Any employee who seeks to displace another employee must provide the Assistant District Manager or his/her designee with written notice no later than five working days after the date of the notice of layoff.

#### **B. Transfer**

If the Assistant District Manager determines that a regular employee who is subject to layoff is qualified to perform the duties in a vacant position that is budgeted and available, the employee will receive a written notice of option to transfer in lieu of layoff. An employee who does not accept a transfer within 10 days after the date of the written notice, forfeits the option to transfer. An employee who accepts a transfer will be paid the rate applicable to the position into which he or she transfers.

#### **14.4 Reemployment following Layoff**

Regular employees who are laid off or demoted in lieu of layoff will be entitled to reemployment in the classification from which they were laid off or demoted if a vacancy in the classification occurs within two years of the date of lay off or demotion.

Each regular employee who has been laid off or demoted in lieu of layoff will be placed on a District reemployment list by classification in order of seniority in the classification. When a vacancy in the classification occurs, the top (most senior) person on the reemployment list will be offered, in writing, reappointment to the vacant position. Subject to the requirements of applicable law (e.g. worker's compensation or other legally protected leave), if the person does not accept the reappointment within seven calendar days after the date of the offer, and/or is unable to begin work within two weeks after the date of acceptance, the person will be considered unavailable for employment and will be removed from the reemployment list. If, in the opinion of the District Manager, compelling reasons exist that would warrant an exception, the District Manager may extend the eligibility of the person who does not timely accept recall or report for duty to remain on the recall list for a period determined by the District Manager not to exceed six (6) months. Whenever a person is unavailable for reemployment, the next senior person on the list will be offered reemployment.

Employees reappointed under the provisions above will not be required to complete a new probationary period if they had previously held regular status in the classification. Employees who had not completed their probationary period shall serve the remainder of the probationary period upon reappointment.

Employees restored to previously held positions shall be deemed to have returned from a leave of absence for the purpose of all rights and benefits legally permissible.

#### **14.5 Pay Upon Displacement or Recall**

- A. An employee who bumps into a position in a lateral or lower classification will retain the numeric wage step held in the classification from which the employee was bumped without change in step advancement date.
- B. An employee recalled from active layoff status into a position in a higher classification will remain on the same numeric step held in the classification from which the employee was recalled without change in step advancement date.

- C. An employee recalled from inactive layoff status will be placed on the same numeric salary step the employee held at the time of placement on inactive layoff status with the same step advancement date the employee held at the time of placement on inactive layoff status.

#### **14.6 Alternative Procedures**

Within the thirty (30) calendar days beginning from, and including the date the District gives notice of its intent to layoff one or more employees, the District Manager, or his or her designee, may meet with representatives of the Union to discuss possible one-time exceptions to the normal application of the layoff and recall procedures set forth in this Article. The Union and District Manager may agree, in writing, to such exceptions, but may not purport to alter the pay rate on layoff or recall provided by the above language or modify the above language on an on-going basis unless affirmatively approved by vote of the District's Board of Trustees.

In addition, during the thirty (30) day period, the District and Union may discuss and develop a written plan for a one-time-only severance or one-time-only early retirement incentive to address the impact of the layoffs on employees. However, such severance or early retirement incentive will not be authorized unless approved by the District Board of Trustees.

### **ARTICLE 15**

#### **LEAVES OF ABSENCE**

#### **15.1 General**

Employees occupying regular full-time or regular part time (.5 FTE or more) positions are eligible for discretionary leaves of absence without pay. The granting of such leave shall be at the sole discretion of the District Manager.

Employees may be entitled to leaves of absence in accordance with the provisions of law, the Family and Medical Leave Act (FMLA), the California Family Rights Act, other current State and Federal laws and this Memorandum of Understanding.

All approved authority over leaves of absence exercised by the District Manager shall be final.

Employees on leaves of absence without pay shall not be entitled to payment by the District of the premiums for their health, dental and life insurance, except as required by law. The entitlement to District payment of premiums shall end on the last day of the month in which the employee began the leave without pay. An employee on a leave of absence shall not accrue any seniority with the District.

Authorized absence without pay, except military leave, shall not be included in determining salary adjustments rights based on length of employment. Periods of time during which an employee is required to be absent from his/her position by reason of an injury or disease for which the employee is entitled to and currently receiving Workers' Compensation benefits shall be included in computing length of service for the purpose of determining that employee's salary adjustments.

#### **15.2 Absence Due to Required Attendance in Court**

Upon notification to and coordination with the District Manager, an employee, other than a temporary employee, shall be permitted authorized absence from duty when called to serve,



or serving on a jury, in obedience to subpoena or by direction of proper authority, in accordance with the following provisions:

- A. Said absence from duty will be with full pay for each day the employee serves on the jury or testifies as a witness in any court case, including necessary travel time. As a condition of receiving such full pay, the employee must remit to the District within fifteen (15) calendar days after receipt, all fees received except those specifically allowed for mileage and expenses and all appropriate attendance receipts.
- B. Jury duty or appearances shall be considered in terms of "whole days" (8 hours) or "half days" (4 hours) of service. If an employee is not due to appear for jury duty or as a witness until an afternoon court session, the employee will be expected to work the usual morning schedule. If an employee is required to appear for morning court session and is sent home before noon and not required to return in the afternoon, the employee will be expected to work the usual afternoon schedule.
- C. Attendance in court in connection with an employee's usual official duties or in connection with a case in which the District is a party, together with travel time necessarily involved, shall not be considered an absence from duty within the meaning of this Section.
- D. An employee is not entitled to Court Appearance Leave for time an employee spends:
  - Testifying on his or her own behalf;
  - In preparation for the trial, including answering the government's interrogatories, and observing the conduct of the trial, if an employee is a party in a suit against the District (i.e., plaintiff);
  - If summoned for a criminal or traffic violation in connection with his or her appearance in court as a defendant;
  - If the employee brings or responds to a suit, or is summoned to provide testimony in a nonofficial capacity, in a proceeding to which the District is not party; or
  - In court if appearing voluntarily.

### **15.3 Absence Without Leave**

Absence from duty without leave for any length of time without an explanation is cause for dismissal. Employee absence for three (3) consecutive days without a valid reason will be regarded as a voluntary resignation.

### **15.4 Catastrophic Leave**

#### **15.4.1 Definition**

Catastrophic Leave is a paid leave due to a life-threatening verifiable long-term illness or injury such as, but not limited to, cancer and heart attacks which clearly disables the individual and puts a financial hardship on the employee. This policy allows employees to donate accrued sick, vacation, administrative or compensatory time to other eligible employees that are suffering from a catastrophic illness or injury either to themselves, a spouse, registered domestic partner, parent or child.

#### **15.4.2 Policy**

All regular employees of the Marin/Sonoma Mosquito and Vector Control District who have successfully completed one (1) year of paid full-time work status shall be eligible for Catastrophic Leave due to their own serious illness or injury to spouse, registered domestic partner, parent or child.

The employee must first exhaust all accrued sick leave, vacation leave and compensatory time before qualifying for Catastrophic Leave.

Catastrophic Leave shall be additional paid leave donated by other employees from their own vacation, compensatory and sick leave hours.

Employees donating sick leave, vacation and compensatory hours must donate in increments of whole hours. The donating employee must have a vacation leave balance of at least ~~40~~ (forty) (40) hours or a sick leave balance of ~~40~~ (forty) (40) hours remaining after the donation of vacation or sick leave. Employees may donate all of their accrued compensatory time or administrative leave.

An employee requesting Catastrophic Leave must receive the recommendation of his or her Supervisor and the approval of the District Manager. Such leave may initially be approved up to a maximum of ~~320~~ (three hundred and twenty) (320) donated hours (approximately ~~two~~ (2) months). If the catastrophic illness or injury continues, up to ~~320~~ (three hundred and twenty) (320) additional donated hours (for a total maximum of ~~six hundred forty~~ (640) donated hours) may be recommended and approved.

Leave pursuant to the Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA) may be used in this type of illness or injury situation and will be reviewed on an individual basis to see how the FMLA and CFRA would apply.

The District shall account for the donation and disbursement of Catastrophic Leave hours. All time donated will be credited on an hour-for-hour basis regardless of hourly pay differentials between donating employee and recipient.

Catastrophic Leave shall not be used in conjunction with ~~any long or short term disability benefits or~~ Workers' Compensation leave.

While an employee is on Catastrophic Leave using donated hours, the employee shall not accrue any vacation or sick leave.

~~If the employee who has received donated hours wishes to pay back the donated time, the employee must be back to work and have accrued at least 40 (forty) hours of sick time. At that point the employee may begin to repay the donated hours.~~

#### **15.5 Family and Medical Leave Act (FMLA) and the California Family Rights Act of 1991 (CFRA)**

~~The District recognizes the Federal Family and Medical Leave Act of 1993 (FMLA) and the California Family Rights Act of 1991 (CFRA). Employees requesting such leave must submit their written requests in advance to the District Manager. The District Manager shall determine whether the employee is eligible for leave based on the standards and eligibility criteria in FMLA and CFRA. Such approved unpaid leaves allow an employee time off for the following reasons: to care for the employee's child after birth or placement for adoption or foster care; to care for the employee's spouse, registered domestic partner, child or parent who has a "serious" health condition; to address a qualifying exigency~~

~~arising out of the fact that a covered military service member is on active duty or called to active duty status; to care for a covered service member with a serious injury or illness; or for a health condition that renders the employee unable to work. An employee is required to use accrued paid leaves (sick, vacation, compensatory time) concurrently with FMLA/CFRA leave.~~

### **15.56 Bereavement**

In the event of a death in the immediate family of an employee, the employee shall, upon request, be granted up to five (5) consecutive working days in order to make necessary arrangements, attend services, etc. In the event the employee is required to travel two hundred (200) or more miles (one way) for the service, the employee shall, upon request, be eligible to take one (1) additional working day of leave, for a total of six (6) consecutive working days. Accumulated sick leave or vacation time will be applied as bereavement leave. For the purposes of this paragraph, the family shall be defined as those relatives with an immediate familial relationship (spouse, registered domestic partner, natural or adopted children, employee's parents, spouse's/registered domestic partner's parents, employee's siblings, or spouse's/registered domestic partner's siblings).

### **15.67 Job-Incurred Illness or Injury Leave**

An employee of the District who has suffered a disability caused by illness or injury arising out of and in the course of the employee's employment, as defined by the Workers' Compensation laws of the State of California shall be entitled to disability leave while so disabled without loss of compensation for the period of such disability to a maximum of ninety (90) calendar days.

During the period the employee is paid by the District, the employee shall endorse to the District any benefit payments received as a result of Workers' Compensation insurance coverage. The District reserves the right to withhold payment of any disability benefits until such time as it is determined whether or not the illness or injury is covered by Workers' Compensation.

If the employee's disability is caused by illness or injury arising out of and in the course of the employee's employment and extends beyond the ninety (90) calendar days described above, the employee may elect to integrate his/her unused sick and vacation leave with the Workers' Compensation payments, provided that the sum of the Workers' Compensation payments and paid leave does not exceed the employee's regular rate of pay for said period.

### **15.78 Military Leave**

An employee who is a member of the National Guard or Naval Militia or a member of the Reserve Corps or the Federal Military, Naval, or Marine services and who is ordered to duty, shall be granted a leave while engaged therein. The District shall not compensate the employee during such leave, except as required by law.

The District shall provide health benefits to the family of an active military service member if the member was drafted or called up from inactive duty to active duty because of a national emergency of any kind as long as such benefits are not being provided by the military.

All employees who have been granted a military leave shall, upon their return to District service, be entitled to the automatic salary advancement within the range scale of the established wage schedule of their classifications for the period they were in the military.

### **15.89 Personal Leave**

Consistent with the needs of the District, employees may be granted up to two (2) hours leave for medical and dental appointments. Such personal leave shall be charged to either sick leave or vacation leave.

### **15.910 Refusal of a Leave or Failure to Return After Leave**

Failure to report for duty after a leave of absence request has been disapproved, revoked or cancelled by the District or at the expiration of a leave shall be considered an absence without leave. An employee whose leave of absence is revoked or canceled shall be notified of such action by registered mail at the employee's last known address.

### **15.1011 Sick Leave**

#### **15.101.1 Sick Leave ~~Accrual~~ Cash Out at Separation**

~~All full-time employees, except temporary employees, shall accrue sick leave at the rate of eight (8) hours for each full month of service. All regular part-time employees (.5 FTE or more) shall accrue sick leave on a pro-rated basis depending on their percentage of full-time employment. To qualify for sick leave benefits, the employee must be employed by the District for a minimum of 30 calendar days.~~

Upon separation or termination of service with the District, a non-probationary employee shall be reimbursed at a rate of fifty percent (50%) for the employee's accumulated sick leave. Unused sick leave accumulation for the purpose of payment at such time that the employee leaves the service of the District shall not exceed one hundred twenty-five (125) days.

~~No sick leave shall be accumulated or paid to an employee during any leave or leaves of absence without pay. An employee must be in paid status with the District to accrue sick leave.~~

#### **~~15.11.2 Sick Leave Usage~~**

~~Employees are entitled to sick leave pay for those days which the employee would normally have worked to a maximum of the hours accrued, under the following conditions:~~

- ~~A. The employee's illness or injury incapacitates the employee from performing the employee's duties, if not a work-related injury. This includes disabilities caused or contributed to by pregnancy and recovering from.~~
- ~~B. The employee's attendance is required to care for a member of the employee's immediate family who is ill. To define immediate family is anyone with the employee's family for whom the employee is responsible for the health and welfare, i.e.; mother, father, daughter, son, stepparents or stepchildren. In a special case, the District Manager may approve the care of another member of the family, e.g. brother or sister.~~
- ~~C. The amount of time that can be used to take care of an employee's immediate family is covered under the Federal and State guidelines of the federal Family and Medical Leave Act (FMLA), the California Family Rights Act (CFRA) and the Healthy Workplaces, Healthy Families Act of 2014 as amended (HWHFA), and Labor Code Section 233 (Kin Care). Except as otherwise provided by applicable law, the District Manager must approve this type of leave in writing before the leave takes place.~~

### **15.12 Sick Leave During Pregnancy**

~~Sick leave use during an employee's pregnancy will be in accord with applicable State and Federal laws and court decisions and District policy.~~

### **15.13 Doctor's Certificate or Other Proof**

~~After the first three days of sick leave use in a year, if an employee's illness results in an absence from work for more than three (3) consecutive days, the District may require a doctor's certificate or other reasonable proof of illness.~~

### **15.14 Procedures for Requesting and Approving Sick Leave**

~~When an employee knows in advance of an absence due to illness, the employee shall notify the employee's supervisor by telephone prior to the start of the workday.~~

## **ARTICLE 16** **DISMISSAL, SUSPENSION OR DEMOTION FOR CAUSE**

Disciplinary action will be handled in accordance with District Employee Manual Policy D-200 entitled "Disciplinary Action."

### **16.1 Coverage**

~~Probationary employees can be terminated at will and have no rights to any of the pre- or post-disciplinary processes or procedures in this Policy.~~

### **16.2 Grounds for Discipline**

~~The District Manager may counsel, reprimand, dismiss, suspend or demote any employee in the District's service for cause. Grounds for disciplinary action include, but are not limited to, the following:~~

- ~~1. Fraud in securing employment with the District, or giving false or misleading information on an application form.~~
- ~~2. Unauthorized absence.~~
- ~~3. Conviction of a felony or misdemeanor, which is of a nature to adversely affect the employee's ability to perform the duties and responsibilities of his or her employment, which tends to bring discredit to the District, or which results in imprisonment.~~
- ~~4. Conduct unbecoming an employee in public service, tending to bring discredit to the District.~~
- ~~5. Disorderly or immoral conduct.~~
- ~~6. Incapacity due to mental or physical disability.~~
- ~~7. Incompetence or inefficiency.~~
- ~~8. Insubordination.~~
- ~~9. Intoxication while on duty.~~
- ~~10. Use or possession of an illegal drug or other controlled substance on duty or at a time or in a manner that impairs the employee's ability to perform his or her job.~~
- ~~11. Neglect of duty.~~

~~12. Negligence of, willful damage to, waste of, or unauthorized use of District's supplies, equipment or premises.~~

~~13. Failure to follow workplace safety plans, instructions or directions.~~

~~14. Theft.~~

~~15. Fighting.~~

~~16. Violation of any District employment policy or provisions of this M.O.U. or District Employee Policy Manual.~~

~~17. Any conduct or omission that adversely affects the operation of the District, the health, safety, welfare of District employees or others, or the safety of District property.~~

### **16.3 Administrative Leave**

~~The District may place an employee on an administrative leave with pay pending a potential disciplinary action. Administrative leave with pay is authorized: (1) when the department director believes that the employee's continued presence at the work site could have detrimental consequences for District operations, or (2) pending investigation into charges of misconduct. If the charges against the employee are substantiated by the investigation, appropriate disciplinary action may be taken in accordance with these procedures.~~

### **16.4 Types of Discipline**

~~The types of personnel actions and/or discipline are:~~

#### **1. Oral Admonishment or Reprimand**

~~An oral admonishment or reprimand will be memorialized in writing and retained in the supervisor's file. An oral reprimand may not be appealed under this policy.~~

#### **2. Written Admonishment or Reprimand**

~~The District may reprimand an employee by furnishing him/her with a written statement of the specific reasons for reprimand. A copy of the reprimand will be retained in the employee's personnel file, and may not be appealed. The employee has the right to have a written rebuttal attached to the reprimand in the employee's personnel file if the rebuttal is submitted to the District Manager within ten (10) working days of the date the reprimand was received.~~

#### **3. Suspension**

~~The District may suspend an employee from his or her position for cause. Documents related to a suspension shall become part of the employee's personnel file when the discipline is final. An employee subject to suspension will receive prior written notice and appeal as provided herein.~~

#### **4. Demotion**

~~The District may demote an employee from his or her position for cause. Documents related to a demotion shall become part of the employee's personnel file when the discipline is final. An employee subject to demotion will be entitled to prior written notice and appeal as provided herein.~~

#### **5. Reduction in Pay**

~~The District may reduce an employee's pay for cause. A reduction in pay for disciplinary purposes may take one of two forms: (1) a decrease in salary to a lower~~

~~step within the salary range, or (2) a decrease in salary paid to an employee for a fixed period of time. Documents related to a reduction in pay shall become part of the employee's personnel file when the discipline becomes final. An employee subject to a reduction in pay is entitled to prior written notice and appeal as provided herein.~~

**6. Discharge**

~~The District may discharge an employee from his or her position for cause. Documents related to discharge shall become a part of an employee's personnel file when the discipline becomes final. A discharged employee is entitled to prior written notice and appeal as provided herein.~~

## **~~16.5 Skelly Process — Pre-Disciplinary Procedures for Suspension, Demotion, Reduction in Pay, or Discharge~~**

~~This Section applies only to suspensions of more than five (5) days, demotions, reductions in pay, and discharges from employment. Only regular, for cause employees have the right to the conference and appeal processes outlined in this Section.~~

### **~~1. Notice of Intent to Discipline~~**

~~The employee will be provided a written notice of intent to discipline that contains the following in the event of a proposed suspension, demotion, reduction in pay or discharge:~~

- ~~a. The level of discipline intended to be imposed;~~
- ~~b. The specific charges upon which the intended discipline is based;~~
- ~~c. A summary of the facts upon which the charges are based;~~
- ~~d. A copy of all written materials, reports, or documents upon which the intended discipline is based;~~
- ~~e. Notice of the employee's right to respond to the District Manager regarding the charges within 5 working days from the date of the Notice, either by requesting a conference, or by providing a written response, or both;~~
- ~~f. Notice of the employee's right to have a representative of his or her choice at the conference, should he or she choose to respond orally; and~~
- ~~g. Notice that the failure to respond at the time specified shall constitute a waiver of the right to respond prior to the imposition of discipline.~~

### **~~2. Employee's Response and the Skelly Conference~~**

- ~~a. If the employee requests a conference to respond orally to the charge(s), the conference must be scheduled at least 7 calendar days after the date of the Notice. The conference will be an informal meeting with the District Manager, at which the employee has an opportunity to rebut the charges against him or her and present any mitigating circumstances. The District Manager will consider the employee's presentation before any final disciplinary action.~~
- ~~b. The employee's failure to make an oral response at the arranged conference time, or the employee's failure to cause his or her written response to be delivered by the date and time specified in the notice, constitutes a waiver of the employee's right to respond prior to the imposition of the discipline. In that case, the proposed disciplinary action will be imposed on the date specified.~~

### **~~3. Final Notice of Discipline~~**

~~Within 5 calendar days of receipt of the employee's timely written response or within 5 calendar days of the informal conference, the District Manager will (1) dismiss the notice of intent and take no disciplinary action against the employee, (2) modify the intended disciplinary action, or (3) impose the intended disciplinary~~



~~action. In any event, the District Manager will prepare and provide the employee with a notice that contains the following:~~

- ~~a. The level of discipline, if any, to be imposed and the effective date of the discipline;~~
- ~~b. The specific charges upon which the discipline is based;~~
- ~~c. A summary of the facts upon which the charges are based;~~
- ~~d. A copy of all written materials, reports, or documents upon which the discipline is based; and~~
- ~~e. a. A statement of the nature of the employee's right to appeal.~~

### **16.16 Post-Discipline Appeal**

~~There shall be no right to post disciplinary appeal for oral or written reprimands or for suspensions without pay of five or fewer days. The following appeal process applies to~~ For post-disciplinary appeals of unpaid suspensions, demotion, disciplinary reduction in pay and disciplinary discharge, the District and employee may agree to voluntary mediation.

#### **A. Request for Mediation**

A regular, for-cause employee may appeal from a final notice of appealable discipline by delivering a written answer to the charges and a request for mediation to be conducted by the California State Mediation and Conciliation Service (CSMCS). Such requests shall be in writing to the District Manager within ten (10) working days of the date the notice of discipline. Mediation shall be by mutual agreement of the District and the employee.

The CSMCS representative shall meet with the parties to hear presentations on the details of the case and work with the parties in an attempt to settle the disciplinary appeal. If no settlement is reached, the CSMCS representative may make a recommendation to the District Manager.

#### **B. Appeal to Board of Trustees Panel:**

##### **1. Request for Appeal Hearing**

If the parties are unable to reach a mutually satisfactory accord on the appeal through mediation, or if the parties do not mutually agree to mediate the appeal, a regular, for-cause employee may appeal from a final notice of appealable discipline by delivering a written answer to the charges and a request for appeal to the District Manager or designee, who will forward the appeal to the Board of Trustees. Such referral must be made to the President of the Board of Trustees only through the District Manager, within ten (10) working days of the mediation with the CSMCS, or of the notice of a party's refusal to mediate. The Appeal hearing shall be handled in accordance with the District Employee Manual Policy D-200 entitled "Disciplinary Action."

~~The letter requesting a grievance hearing before the Board must state the name of the employee, the date and nature of the decision appealed, the ground(s) of the appeal, and all specific facts or omissions upon which the appeal is made. This referral letter to the President as well as the written response from the~~

~~District Manager will be the only information communicated to any Board member prior to the actual presentation to the Board.~~

~~A Board panel, appointed by the Board of Trustees, consisting of three (3) Board of Trustee members, shall hear the appeal.~~

~~**b. Appeal Hearing**~~

~~The Board appointed, three person panel shall hold a hearing not later than sixty (60) days from the date of filing the appeal, unless otherwise agreed to by the parties.~~

~~**c. Written Findings and Decision**~~

~~The Panel shall issue an advisory decision within fourteen (14) days after the hearing has been completed and the briefs, if any, have been submitted.~~

~~Within thirty (30) working days of the Panel's advisory decision, the Board of Trustees will review the advisory decision and either adopt or reject that decision as a final decision on the discipline, to the extent permitted by the laws of the State.~~

~~A Panel decision affirmed by the Board is a final decision from the Board~~

~~**d. Proof of Service of the Written Findings and Decision**~~

~~The Board of Trustees shall send the final decision, along with a proof of service of mailing, to each of the parties and to each of the parties' representatives. Copies shall also be distributed to the District Manager.~~

~~**e. Statute of Limitations**~~

~~Judicial review of any decision of the full Board may be had pursuant to Section 1094.5 of the California Code of Civil Procedure only if the petition for writ of mandate pursuant to such section is filed within the time limits specified in this section. Pursuant to Code of Civil Procedure 1094.6, any such petition will be filed not later than the ninetieth (90<sup>th</sup>) day following the date on which the Board of Trustees gives written notice of the final decision.~~

**ARTICLE 17**

**GRIEVANCES**

**17.1 Definition of a Grievance**

- A. A grievance is any dispute which involves the interpretation, claimed violation or application of any provision of this Memorandum of Understanding, excluding however, those provisions of this Memorandum of Understanding which specifically provide that the decision of any District Manager shall be final, the interpretation or application of those provisions not being subject to the grievance procedure. Complaints of harassment, discrimination, and retaliation based on protected class or activity shall be handled in accordance with District's policy against Workplace

Harassment, Discrimination and Retaliation and shall not be subject to the grievance procedure.

- B. Proposals to add to or change this Memorandum of Understanding or written agreements or addenda supplementary hereto shall not be grievable and no proposal to modify, amend or terminate this Memorandum of Understanding, nor any matter or subject arising out of or in connection with such proposal, may be referred to the grievance procedure under this Section.
- C. All complaints involving or concerning the payment of compensation shall be initially filed in writing with the District Manager. Only complaints that allege that employees are not being compensated in accordance with the provisions of this M.O.U. shall be considered. Any other matters of compensation will be resolved in negotiation and if not detailed in the M.O.U. which results from such meeting and conferring process, shall be deemed withdrawn until the meeting and conferring process is next opened for such discussion.

## **17.2 Procedure**

Grievances shall be processed in the following manner:

### **A. Informal Step - Immediate Supervisor:**

Any employee who believes that a grievance exists may discuss the complaint with his/her immediate field supervisor. If the issue is not resolved at this step or if the employee elects to submit the grievance directly to the District Manager, the procedures hereinafter specified may be invoked.

### **B. Step One - Formal Grievance to District Manager:**

Any employee or Union may notify the District Manager in writing that a grievance exists, stating the particulars of the grievance and if possible, the nature of the determination desired. In order to be considered as valid, such grievance must be submitted within ten (10) working days of the event giving rise to the grievance or the date that the employee had reasonable knowledge of the event. The District Manager shall investigate the issues, meet with the complainant and attempt to reach a satisfactory resolution of the problem. The District Manager shall respond to the complainant in writing within fifteen (15) working days of receipt of the grievance at this level. No grievance may be processed under paragraph (3) and (4) below which has not first been filed and investigated in accordance with this paragraph

### **C. Step Two - Grievance Mediation:**

Any grievance which has not been resolved by the procedures hereinabove set forth may be referred by the employee to grievance mediation to be conducted by the California State Mediation and Conciliation Service (CSMCS). Such referral shall be in writing to the District Manager within ten (10) working days of the date the District Manager's response was issued in Step 1 above. The CSMCS representative shall meet with the parties to hear presentations on the details of the case and work with the parties in an attempt to settle the grievance.

### **D. Step Three - Board Hearing:**

If the parties are unable to reach a mutually satisfactory accord on any grievance which arises and is presented during the term of this M.O.U. such grievance may be referred by the employee to a Board panel, appointed by the Board of Trustees,

consisting of three (3) Board of Trustee members, for a hearing and advisory determination. If an employee fails to file a letter requesting a grievance hearing within the time specified, the District Manager's decision shall become final without further action.

Such referral must be made to the President of the Board of Trustees only through the District Manager, within ten (10) working days of the grievance mediation with the CSMC S. The letter requesting a grievance hearing before the Board must state the name of the employee, the date and nature of the decision appealed, the ground(s) of the appeal, and all specific facts or omissions upon which the appeal is made. This referral letter to the President as well as the written response from the District Manager in Step 2 will be the only information communicated to any Board member prior to the actual grievance presentation to the Board.

The Board-appointed, three-person panel shall hold a hearing not later than 60 days from the date of filing the appeal, unless otherwise agreed to by the parties. After hearing the grievance, the Panel will issue an advisory decision as to the grievance.

Within thirty (30) working days of the Panel's advisory decision, the Board of Trustees will review the advisory decision and either adopt or reject that decision as a final decision on the grievance, to the extent permitted by the laws of the State.

Judicial review of any decision of the Board of Trustees may be had pursuant to Section 1094.5 of the California Code of Civil Procedure only if the petition for writ of mandate pursuant to such section is filed within the time limits specified in this section. Pursuant to Code of Civil Procedure 1094.6, any such petition will be filed not later than the ninetieth (90<sup>th</sup>) day following the date on which the Board of Trustees gives written notice of the final decision.

## **ARTICLE 18**

### **PERSONNEL FILES**

~~An employee or the employee's representative, on presentation of written authorization from the employee, shall have access upon request for inspection and review at reasonable times during regular business hours of the employee's personnel file.~~

~~The District shall furnish the employee copies of all performance evaluation reports and letters of reprimand or warning prior to placement of such documents into the employee's personnel file; and copies of all performance evaluation reports and letters of reprimand or warning shall be sent to the employee's immediate supervisor and District Manager. The employee shall acknowledge the receipt of any document (which must be typed or written in ink) entered into the employee's personnel file without prejudice to subsequent arguments concerning the contents of such documents.~~

**ARTICLE 189**

**TRAINING FOR CERTIFICATE COMPLIANCE**

The District may provide on-the-job study and the required study materials and training aids for employees scheduled to take tests for State or District required certificates.

**ARTICLE 1920**

**TIME OFF FOR REQUIRED TESTING**

The District shall provide employees with the required time away from normal hours of work to take tests required by the District or State.

**ARTICLE 201**

**MANAGEMENT RIGHTS**

The District reserves and is vested with all rights of management to administer and manage the District, which have not been expressly abridged by specific provision of this M.O.U. or by law, including but not limited to the following rights:

- A. To manage the District and determine issues of policy;
- B. To determine the existence or non-existence of facts that are the basis of the management decisions;
- C. To determine the necessity and organization of any service or activity conducted by the District and to expand or diminish services;
- D. To determine the nature, manner, means, technology and extent of services to be provided to the public;
- E. To determine methods of financing;
- F. To determine types of equipment or technology to be used;
- G. To determine and/or change the facilities, methods, technology, means and size of the work force by which the District operation is to be conducted;
- H. To determine and change the number of locations, relocations and types of operations, processes, and materials to be used in carrying out all District functions including, but not limited to, the right to contract for or subcontract any work or operation of the District;
- I. To assign work to and schedule employees in accordance with requirements as determined by the District and to establish and change work hours, schedules and assignments;
- J. To relieve employees from duties for lack of work or similar non-disciplinary reasons;
- K. To establish and modify productivity and performance programs and standards;

- L. To discharge, suspend, demote or otherwise discipline employees;
- M. To hire, transfer and promote employees;
- N. To determine job classifications and to reclassify employees;
- O. To establish, modify, determine or eliminate job descriptions and job classifications and allocate District positions to such classifications.
- P. To promulgate, modify and enforce work, safety, health and property protection rules and regulations; and
- Q. To take such other and further action as may be necessary to organize and operate the District in the most efficient and economical manner and in the best interest of the public it serves.

## **ARTICLE 212**

### **EMPLOYEE AND UNION RIGHTS**

#### **212.1 Employee Rights**

All employees have the following rights:

- A. To form, join and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations.
- B. To refuse to join or participate in the activities of employee organizations and the right to represent themselves individually in their employment relations with the District.

#### **212.2 Union Rights**

The Union has the following rights:

- A. To use District facilities for meetings upon timely written or oral request stating the purpose, date and time of such use, provided the use shall not interfere with the regular course of District business.
- B. To install bulletin boards for exclusive use for materials directly related to possible union activities; however, the District reserves the right to determine the location of such bulletin boards.
- C. Employees who serve as designated members of the Union's meet and confer team will be granted release time for the employee's actual time spent meeting and conferring with the District over matters within the scope of bargaining. Release time for meet and confer shall be limited to time spent during the normal work shift hours of employee representatives. Time spent in the meet and confer process outside the employee representative's normal work shift hours shall not be compensated.

**ARTICLE 2~~3~~3**

**NO STRIKE / NO LOCKOUT**

The Union, its members and representatives, agree that it and they will not engage in, authorize, sanction, or support any strike, slowdown, stoppage of work, curtailment of production, refusal to operate designated equipment (provided such equipment is safe and sound) or to perform customary duties; and neither the Union nor any representatives thereof shall engage in job action for the purpose of effecting changes in the directives or decisions of management of the District, nor to effect a change of personnel or operations or management or of employees not covered by this Memorandum of Understanding.

The District agrees not to engage in any lockout during the term of this Memorandum of Understanding.

**ARTICLE 2~~3~~4**

**SEPARABILITY OF PROVISIONS**

If any provision of this Memorandum of Understanding is declared by a court of competent jurisdiction to be illegal or unenforceable, that provision of the Memorandum of Understanding shall be null and void, but such nullifications shall not affect any other provisions of this Memorandum of Understanding, all of which other provisions shall remain in full force and effect to and including June 30, ~~2020~~2024.

**ARTICLE 2~~4~~5**

**PAST PRACTICES AND EXISTING MEMORANDA OF UNDERSTANDING**

This Memorandum of Understanding does not guarantee continuance of working conditions and practices not specifically authorized by resolution of the Board of Trustees. The District shall continue during the duration of this Memorandum of Understanding its existing practice regarding certificates of compliance, time off for testing, payroll period and paycheck deductions.

This Memorandum of Understanding shall supersede all existing Memoranda of Understanding between the District and the employees.

**ARTICLE 2~~5~~6**

**SCOPE OF AGREEMENT**

Except as otherwise specifically provided herein, this Memorandum of Understanding fully and completely incorporates the understanding of the parties hereto and constitutes the sole, final, exclusive, integrated and entire agreement between the parties on any and all matters subject to negotiations. If there is an irreconcilable conflict between a provision of this M.O.U. and any applicable federal or state law, the law shall prevail.

## **ARTICLE 267**

### **DURATION**

This Memorandum of Understanding shall be effective July 1, ~~2017-2020~~ except for those provisions of the Memorandum of Understanding which have been assigned other effective dates as set forth herein and shall remain in full force and effect to and including June 30, ~~2020~~2024.

Reopener: If, during the term of the MOU, any of the following occurs:

- A. The first installments of *ad valorem* revenue to the District from Sonoma and/or Marin counties during fiscal year(FY) 2021/22, FY2022/23, or FY2023/24, are reduced by fifteen percent (15%) or more over the prior year's first installments;
- B. The first and second installments of *ad valorem* revenue to the District from Sonoma and Marin counties combined during FY2021/22, FY2022/23, or FY2023/24, are reduced by fifteen percent (15%) or more over the prior year's first and second installments combined, or reduced by fifteen percent (15%) or more as compared with the FY 19/20 audited actuals;
- C. The District's *ad valorem* revenue is forecasted by Marin County and/or Sonoma County to be reduced by fifteen percent (15%) or more for FY2021/22, FY2022/23, or FY2023/24, and/or
- D. If, during FY2021/22, FY2022/23, or FY2023/24, the District's Economic Uncertainty Reserve is reduced to 20% or less of budgeted expenses minus capital expenditures in the budget,

The parties will reopen the MOU to address budgetary issues. The reopener will be limited to COLA's, step increases, pension contributions and furloughs. Negotiated changes to the contract pursuant to the reopener would apply for a twelve (12) month period, unless otherwise agreed by the parties. After the twelve (12) month period, the original contract terms will be reinstated for the remainder of the MOU term, unless the reopener is triggered again as described in a-d above.

In the event the parties reopen the MOU based on Marin and/or Sonoma County *ad valorem* forecasts, negotiated changes will not go into effect until the actual first installments of *ad valorem* are received, unless otherwise mutually agreed by the parties.

- A. If the actual first installments are reduced by fifteen percent (15%) or more over the prior year's first installments, then changes that have been bargained pursuant to the reopener will go into effect immediately.
- B. If the actual first installments have not been reduced by fifteen percent (15%) or more over the prior year's first installments, then negotiated changes will not go into effect unless otherwise mutually agreed by the parties.

In the event circumstances leading to a reopener are anticipated, the Union will be given advance notice, will be provided the opportunity to suggest other cost saving measures for the District, and the parties will share information about cost saving measures that the District implements.

## **ARTICLE 278**



**PRIOR AGREEMENTS**

This amended MOU shall supersede all other Memoranda of Understanding and Agreements between the parties. Any MOU language not amended by this Agreement will remain unchanged. The parties agree that any and all Tentative Agreements are hereby incorporated. Any outstanding proposals not agreed to are hereby withdrawn by the parties.

Made and entered into this        day of ~~August~~June, ~~2017~~2020.

FOR THE DISTRICT:

FOR THE UNION:

**Marin/Sonoma Mosquito & Vector Control District**  
**GENERAL UNIT**  
**Effective 7/1/20-6/30/24**  
**APPENDIX A**

<b>BIOLOGIST</b>					
	<b>% COLA</b>	<b>STEP I</b>	<b>STEP II</b>	<b>STEP III</b>	<b>STEP IV</b>
July 1, 2020	2.75%	\$99,300	\$103,376	\$107,669	\$112,221
July 1, 2021	TBD				
July 1, 2022	TBD				
July 1, 2023	TBD				

<b>EDUCATION PROGRAMS SPECIALIST</b>					
	<b>% COLA</b>	<b>STEP I</b>	<b>STEP II</b>	<b>STEP III</b>	<b>STEP IV</b>
July 1, 2020	2.75%	\$82,725	\$86,024	\$89,459	\$93,056
July 1, 2021	TBD				
July 1, 2022	TBD				
July 1, 2023	TBD				

<b>ENVIRONMENTAL BIOLOGIST</b>					
	<b>% COLA</b>	<b>STEP I</b>	<b>STEP II</b>	<b>STEP III</b>	<b>STEP IV</b>
July 1, 2020	2.75%	\$104,262	\$108,542	\$113,053	\$117,824
July 1, 2021	TBD				
July 1, 2022	TBD				
July 1, 2023	TBD				

<b>FIELD SUPERVISOR</b>					
	<b>% COLA</b>	<b>STEP I</b>	<b>STEP II</b>	<b>STEP III</b>	<b>STEP IV</b>
July 1, 2020	2.75%	\$99,542	\$104,252	\$109,195	\$114,426
July 1, 2021	TBD				
July 1, 2022	TBD				
July 1, 2023	TBD				

<b>LEAD BIOLOGIST</b>					
	<b>% COLA</b>	<b>STEP I</b>	<b>STEP II</b>	<b>STEP III</b>	<b>STEP IV</b>
July 1, 2020	2.75%	\$104,262	\$108,542	\$113,053	\$117,824
July 1, 2021	TBD				
July 1, 2022	TBD				
July 1, 2023	TBD				

<b>RECEPTIONIST</b>					
	<b>% COLA</b>	<b>STEP I</b>	<b>STEP II</b>	<b>STEP III</b>	<b>STEP IV</b>
July 1, 2020	2.75%	\$46,320	\$48,212	\$50,165	\$52,147
July 1, 2021	TBD				
July 1, 2022	TBD				
July 1, 2023	TBD				

<b>SHOP/FACILITIES ASSISTANT</b>					
	<b>% COLA</b>	<b>STEP I</b>	<b>STEP II</b>	<b>STEP III</b>	<b>STEP IV</b>
July 1, 2020	2.75%	\$88,722	\$93,083	\$97,159	\$101,875
July 1, 2021	TBD				
July 1, 2022	TBD				
July 1, 2023	TBD				

<b>SHOP/FACILITIES COORDINATOR</b>					
	<b>% COLA</b>	<b>STEP I</b>	<b>STEP II</b>	<b>STEP III</b>	<b>STEP IV</b>
July 1, 2020	2.75%	\$109,687	\$115,179	\$120,918	\$126,970
July 1, 2021	TBD				
July 1, 2022	TBD				
July 1, 2023	TBD				

<b>RODENT CONTROL SPECIALIST</b>					
	<b>% COLA</b>	<b>STEP I</b>	<b>STEP II</b>	<b>STEP III</b>	<b>STEP IV</b>
July 1, 2020	2.75%	\$84,497	\$88,627	\$92,513	\$97,011
July 1, 2021	TBD				
July 1, 2022	TBD				
July 1, 2023	TBD				

<b>VECTOR CONTROL TECHNICIAN</b>					
	<b>% COLA</b>	<b>STEP I</b>	<b>STEP II</b>	<b>STEP III</b>	<b>STEP IV</b>
July 1, 2020	2.75%	\$84,497	\$88,627	\$92,513	\$97,011
July 1, 2021	TBD				
July 1, 2022	TBD				
July 1, 2023	TBD				

<b>SOURCE REDUCTION/WASTE WATER SPECIALIST</b>					
	<b>% COLA</b>	<b>STEP I</b>	<b>STEP II</b>	<b>STEP III</b>	<b>STEP IV</b>
July 1, 2020	2.75%	\$84,497	\$88,627	\$92,513	\$97,011
July 1, 2021	TBD				
July 1, 2022	TBD				
July 1, 2023	TBD				

**TENTATIVE AGREEMENT BETWEEN MARIN SONOMA MOSQUITO AND VECTOR  
CONTROL DISTRICT AND  
WESTERN COUNCIL OF ENGINEERS MANAGEMENT CONFIDENTIAL UNIT  
RE: 2020 SUCCESSOR MOU**

The following document contains the Tentative Agreement between the Marin Sonoma Mosquito and Vector Control District (hereinafter called “District”) and the Western Council of Engineers (“Union”) (hereinafter collectively called “the parties”) on wages, hours and terms and conditions of employment for employees represented by the Management Confidential Unit. The salaries, hours, fringe benefits and working conditions set forth have been mutually agreed upon by the designated bargaining representatives of the District and the Union and will apply to all employees covered by the Management Confidential Unit Memorandum of Understanding (MOU) between the District and the Union.

Upon ratification and approval, this Agreement will amend the MOU between the parties dated July 1, 2017 – June 30, 2020.

The amended MOU shall supersede all other Memoranda of Understanding and agreements between the parties. Language in the MOU between the parties not amended by this Tentative Agreement will remain unchanged. The parties agree that any and all Tentative Agreements are hereby incorporated. Any outstanding proposals not agreed to are hereby withdrawn by the parties.

This Tentative Agreement is subject to ratification by Union membership and approval by the Board of Trustees of Marin Sonoma.

FOR THE DISTRICT

FOR THE UNION

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Marin/Sonoma Mosquito & Vector Control District  
595 Helman Lane, Cotati, Ca. 94931  
707-285-2200

Management/Confidential Unit  
Memorandum of Understanding

Between

Marin/Sonoma Mosquito & Vector Control District

And

Western Council of Engineers (WCE)

through June 30, ~~2020~~2024

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**AGREEMENT BETWEEN  
MARIN SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT AND  
WESTERN COUNCIL OF ENGINEERS (WCE)  
MANAGEMENT/CONFIDENTIAL UNIT**

**PREAMBLE**

This Memorandum of Understanding contains the Agreement between the Marin Sonoma Mosquito and Vector Control District (hereinafter called "District") and the Western Council of Engineers (WCE) Management/Confidential Unit (hereinafter called "Union") (hereinafter collectively called "the parties") on wages, hours and terms and conditions of employment for the bargaining unit. The salaries, hours, fringe benefits and working conditions set forth have been mutually agreed upon by the designated bargaining representatives of the District and the Union, and will apply to all employees in the Management/Confidential Unit covered by the Memorandum of Understanding (MOU) between the District and the Union.

**ARTICLE 1**

**DEFINITIONS**

The following words and phrases shall have the following meanings unless defined differently in a particular article or section:

**Base Rate** - The employee's straight-time hourly pay rate, with no additional incentives.

**Day** - A period of time between any midnight and 11:59 pm of the same day. "Day" as referred to in this MOU means calendar day, unless otherwise specified.

**District** - Marin Sonoma Mosquito and Vector Control District.

**District Manager** - The individual ultimately responsible for all District Personnel and Operations.

**Employee** - An employee of the District represented by the Union.

**Extended Absence** - An absence of two (2) weeks or more.

**Supervisor** - The individual directly responsible for the day-to-day assignment, review of performance, and direction of the work of an employee.

**Grievance** - A claimed violation, misapplication, or misinterpretation of a specified provision of this M.O.U. which adversely affects the grievant.

**Grievant** - An Employee who is filing a grievance as defined above.

**Immediate Family** - Those individuals defined in accordance with the California Family Rights Act (CFRA) (Government Code Section 12945.2), the Federal Family and Medical Leave Act (FMLA) (Title 29, Part 825, Code of Federal Regulations), or the Healthy Workplaces, Healthy Families Act of 2014, whichever applies.

**Meyers-Milias-Brown Act (MMBA)** - Chapter 10 of Division 4 of Title 1 of the Government Code, commencing with section 3500, having to do with employer/employee relations, as the same now reads or as it may be amended to read.

**Overtime Hours** - Hours worked in excess of the employee's regular schedule.

**Regular Status** - The status of an employee who has successfully completed a probationary period.

**Personnel Rules** - The rules and regulations for personnel and employees of the District, as adopted and amended by the Board of Trustees.

**Probationary Period** - A working test period during which an employee is required to demonstrate his/her fitness for the actual performance of the assigned duties of the position. "Initial" probationary period is the first probationary period completed by an employee following the original date of hire.

**Probationary Status** - The status of an employee who is serving a probationary period for the position and/or class in which he/she is currently employed.

**Promotion** - The advancement of an employee from a position in one class to a position in another class having a higher maximum rate of pay.

**Regular Full-Time Employees** - Those employees working in a regular full-time position (32 hours per week or more), regardless of probationary status.

**Regular Full-Time Position** - An organized group of duties and responsibilities assigned to a specific job classification, designed to be performed by one regular full-time employee.

**Regular Rate** - The employee's base rate plus any special forms of compensation as required under the Fair Labor Standards Act (FLSA).

**Union** - The Western Council of Engineers

**Work Week** - The period beginning at 12:00 a.m. Monday and continuing until 11:59 p.m. the following Sunday.

## ARTICLE 2

### RECOGNITION

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

**Management and Confidential Unit**

Administrative Assistant (Confidential)

Environmental Programs Manager

~~Financial/Benefits Manager~~

Financial Manager

~~Public Relations Information Director/Officer~~

Scientific Programs Manager

**ARTICLE 3**  
**NO DISCRIMINATION**

The District and the employees agree that there shall be no discrimination of any kind because of race, creed, color, religion, national origin, sex, age (40 or over), ancestry, religious creed, physical disability, mental disability, medical condition, marital status, sexual orientation, political or religious opinions or affiliation, or exercise of rights under the Meyers-Milias-Brown Act against any employee or applicant for employment.

**ARTICLE 4**  
**PROBATIONARY PERIOD**

All original and promotional appointments shall be tentative and subject to a probationary period of twelve (12) months. The probationary period shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to the employee's position and for eliminating any probationary employee whose performance does not meet the required standards of work.

At the end of the probationary period, if the service of the probationary employee has been satisfactory to the District, the District Manager shall retain the employee. During the probationary period, the District Manager, without the right of review of any kind, may reject a probationary employee in writing at any time.

**ARTICLE 5**  
**PAY PERIODS**

The pay period for employees shall be semi-monthly. All monies provided by this MOU shall be paid in accordance with federal law.

Employees are required to participate in mandatory direct deposit for payroll, per diem, travel reimbursement and similar purposes, and shall provide bank account information within five (5) calendar days of hire or change in bank account.

**ARTICLE 6**  
**STANDARD WORKWEEK**

**6.1 Workweek**

The workweek begins at 12:00 a.m. on Monday and ends at 11:59 p.m. on Sunday, except as otherwise designated for employees on an alternate work schedule.

Employees assigned to a 9/80 schedule will have either every other Monday or Friday off. For employees working a 9/80 work schedule, each employee's designated FLSA work week (168 hours in length) shall begin exactly four hours after the start of his/her eight hour shift on the day of the week that corresponds with the employee's alternating regular day off.

**6.2 Work Schedule**

The standard work schedule for employees occupying full-time positions in this unit consists of five (5) eight (8) hour days, for a total of any forty (40) hours. The standard full-time work schedule begins at 7:00 a.m. Monday and ends at 3:30 p.m. Friday.

An employee may be assigned to a 9/80 alternative work schedule, which shall consist of eight (8) nine (9) hour workdays and one (1) eight (8) hour workday over a two (2) week period.

### **6.3 Flextime Scheduling Arrangement**

Flextime is a scheduling arrangement that permits variations in an employee's starting and departure times, but does not change the total number of hours worked in a workweek. Flextime arrangements are subject to the approval of the District Manager or designee, and are contingent on the availability of supervision, sufficient staffing coverage and satisfaction of other District business needs as determined by the District Manager.

Flextime scheduling arrangements shall not result in overtime. If a flextime arrangement results in a non-exempt employee working in excess of eight (8) hours per day (or 9 hours for employees on a 9/80 schedule), the employee will not be eligible for overtime compensation; provided that the additional hours worked beyond eight hours must be offset by a corresponding reduction of work time within the FLSA workweek ~~(or two week work cycle for employees on a 9/80 schedule)~~. No flextime schedule arrangement for an FLSA non-exempt employee shall be approved requiring more than forty (40) hours of actual work in a workweek ~~(or, if applicable, eighty (80) hours in a two week workweek cycle for employees on a 9/80 schedule)~~ unless overtime is paid for the required additional hours.

Flextime scheduling arrangement can be discontinued by the District at any time with fourteen (14) days' notice to the affected employee. This does not preclude the assignment of overtime during the notice period.

## **ARTICLE 7**

### **DISTRICT EMERGENCY**

In an emergency situation, the District Manager may suspend the standard workweek schedule until such time as the District Manager deems that the emergency situation no longer exists.

## **ARTICLE 8**

### **MEAL PERIODS AND REST PERIODS**

Employees shall receive a thirty (30) minute, unpaid meal period each day and two (2) fifteen (15) minute paid rest periods, one in the morning and one in the afternoon.

**ARTICLE 9**  
**SALARIES**

**9.1 Salary**

All employees covered by this M.O.U. shall be paid a salary applicable to the schedule established for that classification as set forth in the Salary Schedule Appendix A, which is attached to this M.O.U. The salary schedules in Appendix A reflect base wage/salary rate increases in accordance with the following:

- A. Effective the first full pay period following Board adoption of agreement or following July 1, 2020, whichever is later, a base wage increase of two and three quarters' percent (2.75%);
  - B. Effective the first full pay period following July 1, 2021, a base wage increase based on the Bureau of Labor Statistics San Francisco Bay Area, February 2020 to February 2021, annual Consumer Price Index (CPI-U), which shall be a minimum of one and one-half percent (1.5%) and maximum of two and three quarters' percent (2.75%);
  - C. Effective the first full pay period following July 1, 2022, a base wage increase based on the Bureau of Labor Statistics San Francisco Bay Area, February 2021 to February 2022, annual Consumer Price Index (CPI-U), which shall be a minimum of one and one-half percent (1.5%) and maximum of two and three quarters' percent (2.75%);
  - D. Effective the first full pay period following July 1, 2023, a base wage increase based on the Bureau of Labor Statistics San Francisco Bay Area, February 2022 to February 2023, annual Consumer Price Index (CPI-U), which shall be a minimum of one and one-half percent (1.5%) and maximum of two and three quarters' percent (2.75%).
- ~~• Effective on adoption of this MOU by the Board of Trustees, a base wage increase equal to three and seven-tenths percent (3.7%) of the base wage/salary rates in effect on June 30, 2017;~~
  - ~~• Effective July 1, 2018, a base wage rate increase equal to three and one-half percent (3.5%) of the base wage/salary rates in effect on June 30, 2018;~~
  - ~~• Effective July 1, 2019, a base wage rate increase equal to three percent (3.0%) of the base wage/salary rates in effect on June 30, 2019.~~

The entrance salary for a new employee entering the classified service shall be the minimum salary for the class to which the employee is appointed. When circumstances warrant (e.g. years of service, special skills, past experience, education), the District Manager may approve an entrance salary that is more than the minimum salary for the class to which that employee is appointed. Such a salary may not be more than the maximum salary for the class to which that employee is appointed.

**9.2 Equity Increases**      ~~[This section intentionally left blank for future expansion]~~

- A. Effective the first full pay period following Board adoption of agreement or following July 1, 2020, whichever is later, a **two percent (2%)** equity increase will apply to the salary schedule for the Scientific Programs Manager.

Effective the first full pay period following Board adoption of agreement or following July 1, 2020, whichever is later, the salary of the current Scientific

Programs Manager incumbent will be placed in a base salary step that is a minimum of 5% above Lead Biologist base salary step. Upon turnover of either incumbent, such arrangement will be eliminated.

B. Effective the first full pay period following Board adoption of agreement or following July 1, 2020, whichever is later, a two percent (2%) equity increase will apply to the salary schedule for the Administrative Assistant Confidential.

### **9.3 Salary Step Advancements**

Employees serving in regular positions shall be considered by the District Manager on each anniversary of their hire date for advancement to the next higher step in the salary range for their respective classes. For those positions for which the District requires that an employee obtain and/or maintain state certification as a vector control technician, the following conditions shall apply:

- A. After the completion of one (1) year of full-time satisfactory service in the first step of the salary range, and the passing of State Certification Test's A and B: Pesticide Application and Safety Training for Applicators of Public Health Pesticides and Mosquito Control~~The Biology and Control of Mosquitoes in California~~, as well as the recommendation of the District Manager, the employee shall be advanced to the second step in the salary range for the employee's classification. An employee will not be advanced to the next step until the State Certification Tests have been passed.
- B. After the completion of the second (2nd) full year of satisfactory service and the completion of the State Certification Test C, along with the recommendation of the District Manager, the employee shall be advanced to the third step in the salary range for the employee's classification. An employee will not be advanced to the next step until the correct State Certification Tests have been passed.
- C. After the completion of the third (3rd) full year of satisfactory service in the third step of the salary range and upon the passing of the State Certification Test D, along with the recommendation of the District Manager, the employee shall be advanced to the last step in the salary range for the employee's classification.

The State Certification Tests are given twice a year (November and May). If an employee fails to pass the assigned test, that employee will not be eligible to move to the next step. If the employee takes that test a second time and passes it, the employee will then advance to the next step-upon approval by the District Manager. The employee will have two (2) chances to complete each test. If the employee continues to fail the same test it will be up to the discretion of the District Manager to take disciplinary action, including dismissal of the employee.

Each employee shall be considered for salary increases according to the date of that employee's appointment or the employee's revised salary anniversary date. If an employee begins employment later than the first day of the month but on or before the fifteenth of the month or has changes which would cause the employee's salary anniversary date to be on or before the fifteenth of the month, then the employee's salary anniversary date shall be reckoned from the first day of that month.

Changes in an employee's salary because of a promotion, demotion or postponement of salary step increases will set a new salary anniversary date for that employee. Salary range adjustments for a classification will not set a new salary anniversary date for employees serving in that classification.

#### **9.4 Salary Step after Promotion or Demotion**

When an employee is promoted, he/she will be placed at the step in the salary range which provides a salary increase closest to five percent (5%). For example, when a Vector Control Technician is promoted to a Field Supervisor, the Vector Control Technician will be placed at that step within the Field Supervisor's salary range which provides a salary increase closest to five (5%).

When an employee is demoted, whether such demotion is voluntary or otherwise, that employee's compensation shall be adjusted to the salary prescribed for the class to which the employee is demoted, but in no event shall any employee receive less than five percent (5%) below the rate the employee has been receiving.

#### **9.5 Salary Step on Reinstatement**

If a former employee is reinstated in the same position previously held or to one carrying a similar salary range, the employee's salary step placement shall not be higher than the employee's salary step placement at the time of separation, except by approval of the District Manager, unless there has been an increase within the salary range in the employee's classification, i.e. cost of living, etc.

#### **9.6 Salary on Temporary Appointment**

The District Manager may, in writing, temporarily appoint an employee to a higher classification when such an employee is regularly required to substantially perform the duties of the higher classification in excess of ten (10) consecutive working days. In such cases, the employee shall receive an additional five percent (5%) of the employee's current salary or the salary specified for the first step of the higher classification, whichever is greater. This additional five percent (5%) shall be for the duration of the temporary assignment.

#### **9.7 Bilingual Pay**

On recommendation of the District Manager or designee, beginning the first full pay period of the 2020 successor MOU, the District may approve bilingual pay an additional one hundred dollars (\$100) per month to a full-time employee with bilingual proficiency who uses such skills within the scope of their work for the District.

The District Manager may recommend bilingual pay when there is a business need for bilingual services, such as in the following circumstances:

- A. Public contact requires the frequent eliciting and explaining of information in a language other than English; or
- B. Translation of written material in another language is a continuous assignment; or
- C. The position is in a work location where there is a demonstrated need for frequent language translation in providing services to the public.

Designation of positions for which bilingual proficiency is required is the sole prerogative of the District Manager. The District also reserves the right to recruit and hire workers based on a specific need for bilingual skills.

To be eligible for Bilingual Pay, following the recommendation of the District Manager, an employee must pass a test for bilingual proficiency given by a District-designated examiner. Bilingual pay shall be effective the first pay period after the District-designated examiner certifies the result of the bilingual exam.

Bilingual pay shall be prorated for employees working less than full-time or who are in an unpaid leave of absence status for a portion of any given pay period.

An employee who receives bilingual pay may be required to fulfill District assignments requiring bilingual skills that fall outside of the employee's regular job description.

The District shall review positions covered by this section not less than annually to determine the number and location of positions to be designated as requiring bilingual abilities. Individuals who promote or transfer to another position within the District will be reevaluated to determine if bilingual pay should be continued.

The District Manager may discontinue bilingual pay when the business need for bilingual services no longer applies.

Bilingual pay is effective the first pay period after the District-designated examiner certifies the result of the bilingual exam.

## **ARTICLE 10**

### **OVERTIME AND COMPENSATORY TIME**

#### **10.1 Overtime**

All compensable overtime must be authorized in advance by the District Manager or designee.

The following provisions pertain to compensation for overtime worked by overtime-eligible employees:

- A. For employees assigned to a 5/8 work schedule, time worked in excess of forty (40) hours actually worked in any workweek or in excess of eight (8) hours actually worked in any given workday shall be paid at time-and-one-half (1.5) times of the employee's regular rate of pay.
- B. For employees assigned to a 9/80 work schedule, time worked in excess of the employee's regular workday or workweek shall be paid at time-and-one-half (1.5) times the employee's regular rate of pay.
- C. On a holiday observed by the District, employees shall be paid for the holiday and if the employee is required and/or authorized to work, the employee shall be paid one and one-half (1.5) times the employee's regular rate of pay.

#### **10.2 Compensatory Time**

With prior approval from the District Manager or the District Manager's designee, nonexempt employees may, upon the employee's written request, receive compensatory time at the rate of one and one-half (1.5) hours for each hour of overtime worked in lieu of overtime compensation, up to a total accrual of one hundred (100) hours.

All compensatory time accrued must be used by June 30th of each year or will be paid out by the District. Accrued compensatory time off may be used by an employee with reasonable notice of at least one week to the employee's supervisor, unless the requested leave would unduly disrupt District operations. Any unused compensatory time as of June 30th of each fiscal year shall be paid to the employee in the June 30th payroll in which earned.

An employee shall be paid for compensatory time accrued if such time is not used as outlined above or if employment of the employee with the District is terminated. Such payment shall be made in accordance with the Fair Labor Standards Act.

#### **10.3 Management Leave**



A. Full time, regular employees in the following FLSA Exempt classifications who do not receive overtime compensation shall receive forty (40) hours of management leave per fiscal year in recognition of the additional hours required in the performance of their job duties.

Environmental Programs Manager

~~Financial Manager~~

Scientific Programs Manager

~~Public Information Officer~~

~~During the time that Vicki Hausknecht occupies the classification of Financial Benefits Manager, she will continue to be eligible to earn overtime and will not be eligible to earn management leave. Upon Vicki Hausknecht's separation from employment as Financial Benefits Manager with the District, the replacement position of Financial Manager shall be ineligible to earn overtime compensation and shall instead be eligible to receive management leave.~~

During the time that Nizza Sequeira occupies the classification of Public ~~Relations Manager~~~~Information Officer~~, she will continue to be eligible to earn overtime and will not be eligible to receive management leave. Upon Nizza Sequeira's separation from employment as Public ~~Relations Director~~~~Information Officer~~ with the District, the Public ~~Relations Director~~~~Information Officer~~ or equivalent position shall become ineligible to earn overtime compensation and shall instead be eligible to receive management leave.

B. Effective the first full pay period following Board adoption of agreement or following July 1, 2020, whichever is later, full time, regular employees in the Financial Manager classification who do not receive overtime compensation will receive forty-eight (48) hours of management leave per fiscal year in recognition of the additional hours required in the performance of their job duties.

Effective the first full pay period following July 1, 2021, full time, regular employees in the Financial Manager classification who do not receive overtime compensation will receive an additional eight (8) hours of management leave, for a total of fifty-six (56) hours of management leave per fiscal year, in recognition of the additional hours required in the performance of their job duties.

C. Management leave shall accrue at the end of the first full pay period following July 1st of each fiscal year in which it is accrued, and shall not be carried beyond the fiscal year in which it is accrued. Unused management leave at the end of the fiscal year or upon separation from District employment shall have no cash value and is not subject to cash out. The parties expressly waive the provisions of California Labor Code section 227.3 for the purpose of Management Leave. Employees hired in FLSA exempt positions in the District midway through the fiscal year shall receive a prorated amount of management leave.

D. Use of accrued management leave shall be subject to the approval of the District Manager.

E. Exempt employees are required to use accrued leave (vacation, sick leave, CTO, management leave) for the time an employee is absent from work, whether the absence is a partial day or a full day, in accordance with District leave rules.

## ARTICLE 11

### VACATION

#### 11.1 Vacation Allowance

Every regular, full time employee who is employed by the District as a full-time employee is entitled to accrue vacation as follows:

<u>Years of Service</u>	<u>Vacation Allowance</u>
Years 1 and 2	6.66 hours per month/ <del>40 days</del> 80 hours per year
2 years + 1 month — 8 years	10.00 hours per month/ <del>15 days</del> 120 hours per year
8 years + 1 month — 18 years	13.33 hours per month/ <del>20 days</del> 160 hours per year
18 years + 1 month — thereafter	16.66 hours per month/ <del>25 days</del> 200 hours per year

For the purpose of this policy, "Years of Service" shall mean years of unbroken service with the District.

An employee's maximum accumulated vacation balance shall consist of an amount equal to his or her annual accrual amount, as set forth above, plus eighty (80) hours. When this cap is reached, the accrual of vacation will cease until the employee has used vacation thereby allowing further accrual.

#### 11.2 Vacation Carry-Over

If an employee's accumulated vacation balance achieves an amount equal to his or her annual accrual amount, as set forth above, plus eighty (80) hours, further accrual of vacation will cease until the employee has used vacation, thereby allowing further accrual. However, the District Manager may allow the employee to exceed the applicable accumulation ceiling to accommodate the work requirements. The District Manager will work with the employee and develop a plan for the employee to use vacation leave to return the employee's vacation balance to at or below the applicable maximum within a reasonable period.

#### 11.3 Vacation Schedule

All vacation leave requests must receive prior administrative approval. Requests for vacation leave must be received in writing at least five (5) working days prior to the first requested leave date. The District Manager may waive the five day notice requirement and grant an employee's request to use vacation leave in case of an emergency (i.e. accident or illness) within the employee's immediate family. For purposes of this section 11.3, "immediate family" means spouse or registered domestic partner, the employee's child (including adopted or foster children or a minor with whom the employee otherwise stands in loco parentis), mother or father. In such cases, and subject to legal requirements, the employer may require evidence from the employee sufficient to authenticate the emergency cited by the employee as the basis for the emergency vacation leave request.

#### 11.4 Vacation Allowance for Separated Employees

On termination from District service, the District will compensate the employee for his or her accrued and unused vacation balance at the employee's regular base rate of pay.

#### 11.5 Holiday During Vacation

If any such paid holiday as defined in Section 12.2, below, falls within an employee's vacation leave, such holiday shall not be charged against the employee's vacation time.

## **11.6 Vacation Schedules in an Emergency**

All vacation schedules are subject to suspension by the District Manager in case of a serious threat of mosquito or other vector-borne disease.

## **ARTICLE 12**

### **HOLIDAYS**

#### **12.1 Qualifying for Holiday Pay**

All employees, except temporary employees, shall be entitled to take all authorized holidays with full pay not to exceed eight (8) hours for any one (1) holiday.

An employee who is scheduled to work on a holiday and who fails to report for a scheduled work shift on any such holiday due to the employee's illness or the need to care for an immediate family member who is ill shall will be required to produce a note from a health care practitioner within three (3) work days of returning to work, stating that the employee was unable to work due to the employee's or immediate family member's illness. Failure to produce a doctor's note within the requisite time will result in the requirement that the employee use sick leave for the absence in lieu of receiving holiday pay. ~~receive no holiday pay for that holiday.~~

An employee who is scheduled to work on a holiday and who fails to report for a scheduled work shift on any such holiday for any other reason may be subject to discipline for an unapproved absence.

#### **12.2 Holidays Observed by the District**

The following days shall be holidays for all employees occupying regular positions:

New Year's Day, January 1st  
Martin Luther King Jr's Birthday  
President's Day  
Cesar Chavez Day, March 31st  
Memorial Day  
July 4<sup>th</sup>  
Labor Day  
Veteran's Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Day, December 25<sup>th</sup>  
Two (2) floating holidays

If a holiday falls on Sunday, the following Monday shall be observed as a holiday. If the holiday falls on a Saturday, the preceding Friday shall be observed as a holiday. By mutual agreement of the Union and the District Manager, the day observed as a holiday may be changed from the actual day on which the holiday falls.

## **ARTICLE 13**

### **BENEFITS**

#### **13.1 Retirement**

##### **13.1.1 Pension**

- A. **Tier One (Employees Hired Before January 1, 2013):** Under Resolution No. 141 approved by the District Board of Trustees on July 14, 1976, the District shall continue to participate in the defined benefit plan provided by the Marin County Employees' Retirement Association (MCERA) as constituted on the date of the employee's hire. District employees are considered Miscellaneous members of the retirement system. Therefore, the District shall continue to provide the mandatory retirement defined benefit plan (2% at age 55 1/2) and retirement medical coverage provided under said plan.
  
- B. **Tier Two (Employees Hired On or After January 1, 2013):** For employees hired on or after January 1, 2013 and who meet the definition of "new member" as set forth in Government Code Section 7522.02(f) the District will provide the MCERA two percent (2%) at age sixty-two (62) formula retirement plan in accordance with Government Code Section 7522.20, based on the average of three years of employment, in accordance with Government Code Section 7522.32. New members shall be subject to the provisions of the Public Employee Pension Reform Act (PEPRA), including provisions governing reportable compensation.
  
- C. **Rising Pension Cost Offset Contribution.** In addition to those pension contributions employees are making at the time ~~this~~ the 2017 MOU is adopted, and as may be otherwise required by the Marin County Employees Retirement Association ("MCERA") system , all employees shall contribute an additional one percent (1%) of pensionable compensation, by payroll deduction, toward the District's required employer contribution to that System, beginning with the first full pay period following adoption of the 2017 MOU by the District Board of Trustees or as soon thereafter as is administratively practicable.
  
- D. **Additional Pension Contribution in Lieu of Retiree Health OPEB contribution.** The Parties acknowledge that, as currently structured, uncertainty exists with respect to the legality of employee wage deductions toward unfunded liability for retiree health insurance. Consequently, the Parties have elected to forego such contributions in the negotiations culminating in this MOU and have agreed instead that employees will make an additional contribution toward the District's required MCERA retirement contribution equal to three quarters of one percent (0.75%) of pensionable compensation. This contribution will take effect July 1, 2018.

### 13.1.2 Retiree Health

- A. **Retiree Group One (Employees Hired Before July 1, 2009):** For employees hired before July 1, 2009, upon ten years of service with the District, the District will pay the total cost of the retiree and retiree's spouse's or registered domestic partner's medical insurance premium upon retirement from the District, in accordance with MCERA rules and regulations.
  
- B. **Retiree Group Two (Employees Hired On or After July 1, 2009 and Before August 1, 2014):** For employees hired on or after July 1, 2009, upon ten years of service with the District, the District will pay the total cost of 1-party (retiree only) medical insurance premium upon retirement from the District, in accordance with MCERA rules and regulations.
  
- C. **Retiree Group Three (Employees Hired On or After August 1, 2014):** For District employees hired after August 1, 2014, effective ~~two years after~~

~~hire upon successful completion of probation, the District will contribute one hundred fifty (\$150) per month into a Retiree Health Savings Plan (R.H.S.) during the time they are employed at the District. In addition, effective on the first of the month following adoption of this MOU by the Board of Trustees the District will commence contributing an additional fifty dollars (\$50) per month into the employee's R.H.S., bringing the total monthly contribution to two hundred dollars (\$200). Further, effective on the first pay date on or after July 1, 2018 the District will commence contributing fifty-seven dollars (\$57) per month, bringing the total contribution to two hundred fifty-seven dollars (\$257) per month into a Retiree Health Savings Plan during the time the employee is employed at the District.~~

~~The District will pay employees hired before the date the Board of Trustees adopts this 2017-20 MOU, who have less than two years of District service (and are thus ineligible for R.H.S. contributions) fifty-seven dollars (\$57) (taxable gross) for each month worked until they are eligible for R.H.S. contributions or terminate from District service, whichever is earlier. This amount will be paid within thirty (30) days of the date that the employee terminates District service or qualifies for R.H.S. contributions, whichever is earlier. The funds accrued by Group Three employees in the R.H.S. plan during employment with the District may be used to pay for health care after the employee retires, in accordance with plan rules and applicable regulations. Group Three employees will not be eligible for other retiree health coverage from the District.~~

Effective the first full pay period following Board adoption of agreement or following July 1, 2020, whichever is later, the District's contribution to the Retiree Health Savings Plan for Group 3 will be increased by two and one-half percent (2.5%) for a total District contribution of \$263.43 per month.

Effective the first full pay period following July 1, 2021, the District's contribution to the Retiree Health Savings Plan for Group 3 will be increased by two and one-half percent (2.5%) for a total District contribution of \$270.02 per month.

Effective the first full pay period following July 1, 2022, the District's contribution to the Retiree Health Savings Plan for Group 3 will be increased by two and one-half percent (2.5%) for a total District contribution of \$276.77 per month.

Effective the first full pay period following July 1, 2023, the District's contribution to the Retiree Health Savings Plan for Group 3 will be increased by two and one-half percent (2.5%) for a total District contribution of \$283.69 per month.

### **13.2 Active Employee Medical Insurance Coverage**

As a miscellaneous member of the Marin County Employees Retirement Association ("MCERA"), the District is offered two (2) plans that are purchased through Marin County: Kaiser Permanente and Anthem Blue Cross. Upon reaching the age of eligibility, employees shall enroll in Medicare and will be eligible for the Medicare Supplemental Plans available through MCERA.

~~A. **Active Group One:** For employees hired before August 1, 2014 the District shall pay the monthly premium not to exceed the rate of the Kaiser Family coverage plan, minus the employee's monthly contribution of fifty dollars (\$50) per month for single party coverage, seventy-five dollars (\$75) per month for two party coverage, and one hundred dollars (\$100) per month for family coverage.~~

~~A. Effective on the first premium due date following adoption of this MOU, the foregoing monthly contributions by employees shall increase to seventy-five dollars (\$75) for single party coverage, one hundred twenty-five dollars (\$125) for two party coverage, and one hundred fifty dollars (\$150) for family coverage. These monthly amounts shall further increase effective on the first premium due date on or after July 1, 2018 to one hundred dollars (\$100) for single party coverage; one hundred fifty dollars (\$150) for two party coverage, and two hundred dollars (\$200) for family coverage. If an employee elects to be a member of the Anthem Blue Cross plan and the premium cost exceeds that of the Kaiser Family coverage plan, the employee is responsible for paying the difference. This difference is collected by payroll deduction.~~

B. **Active Group Two:** For employees hired on or after the date of the Board's adoption of this MOU, for calendar year 2020, the District will contribute eighty percent (80%) of the cost of the medical insurance premium for employees enrolled in a District-provided health insurance plan, up to eighty percent (80%) of the cost of the Kaiser Family coverage plan. Employees will be responsible to pay the remaining twenty percent (20%) of the medical insurance premium. For employees hired on or after August 1, 2014, effective January 1, 2021, the District shall pay the monthly premium not to exceed the rate of the Kaiser Family coverage plan, minus the employee's monthly contribution of:

A. Two hundred dollars (\$200) per month for single party coverage

B. Three hundred thirty seven dollars and fifty cents (\$337.50) per month for two-party coverage,

C. Four hundred fifty dollars (\$450) per month for family coverage.

For employees hired on or after August 1, 2014, effective January 1, 2023, the District shall pay the monthly premium not to exceed the rate of the Kaiser Family coverage plan, minus the employee's monthly contribution of:

A. Two hundred twenty-five dollars (\$225) per month for single party coverage

B. Three hundred thirty seven dollars and fifty cents (\$337.50) per month for two-party coverage,

C. Four hundred fifty dollars (\$450) per month for family coverage.

If an employee elects to be a member of the Teamsters Anthem Blue Cross plan or the Western Health Advantage Plan, and the premium cost exceeds that of the Kaiser Family coverage plan, the employee is responsible for paying the difference. This difference and the employee's monthly contribution will be collected by payroll deduction.

### 13.3 Dental Benefit Plan

The Dental plan offered under the MCERA is an optional plan offered to miscellaneous members. The District shall pay 100% of the monthly Delta Dental premium, up to the premium for family coverage, for employees and qualified dependents enrolled in the Dental Plan. This program is not extended to any District employee upon retirement.

### 13.4 Vision Benefit Plan

The vision plan offered to employees is an optional plan approved by the District Board. The District pays 100% of the vision premium, up to the premium for family coverage, for employees and qualified dependents enrolled in the vision plan. This program is not extended to any District Employee upon retirement.

### 13.5 Life Insurance

The District shall pay the monthly premium cost for a \$10,000.00 life insurance policy for the employee through MCERA. The employee is responsible for any spouse or dependent coverage.

The District shall also pay the monthly premium cost for a \$10,000.00 life insurance policy for the employee through Sentry Insurance Company. The employee is responsible for any spouse or dependent coverage.

Effective within sixty (60) days of Board adoption of the successor MOU in 2020, the District will increase life insurance coverage from \$20,000 to \$30,000.

These programs are not extended to any District employee upon retirement.

### 13.6 Changes

If MCERA changes any of the foregoing insurance or plan coverages that are available to the District, then the benefits provided under this M.O.U. shall adjust concurrent with the changes as implemented by MCERA.

~~State Disability Insurance (SDI): Effective on adoption of this MOU by the Board of Trustees or as soon thereafter as administratively practicable, all bargaining unit members will participate in the SDI Program. The cost of participating in the SDI Program will be paid by the employee through payroll deduction. Effective one year following the implementation date of the SDI program, the District will discontinue the Short term and Long term Disability Program it has heretofore provided.~~

### 13.7 Longevity

- A. Employees hired before August 1, 2014, upon completion of ten (10) years of unbroken service, will be eligible to receive longevity compensation pay. Beginning on the employee's 10<sup>th</sup> anniversary and on each anniversary thereafter, the employee will receive longevity pay increases as follows:

<u>Years of Service</u>	<u>Longevity Increase</u>
Tenth Year through the Fourteenth Year	1/2% per year
Fifteenth Year through the Nineteenth Year	3/4% per year
Twentieth Year through the Twenty-fourth Year	1% per year
Twenty-fifth Year through the Twenty-ninth Year	1 1/2% per year
Thirtieth Year and each year thereafter	2% per year

- B. For employees hired on or after August 1, 2014:

Upon completion of ten (10) years of unbroken service, employees will be eligible to receive longevity compensation pay in a flat amount of one-half percent (0.5%) of base salary.



Upon completion of fifteen (15) years of unbroken service, employees will be eligible to receive longevity compensation pay in a flat amount of an additional one and one-half percent (1.5%) of base salary for a total of two percent (2%) base salary.

Upon completion of twenty (20) years of unbroken service, employees will be eligible to receive longevity compensation pay in a flat amount of two and one-half percent (2.5%) base salary for a total of four and one-half percent (4.5%).

- C. Upon the twenty-fifth year of continuous employment with the District, the District will pay the employee's retirement contribution to the MCERA plan. In accordance with the MCERA plan, at the beginning of an employee's 30<sup>th</sup> consecutive year of service with the District, there will be no further contributions by the employee to MCERA's retirement plan. This subsection C applies only to employees who have achieved at least twenty (20) years of District service on or before the one year anniversary of the adoption of this 2017-2020 MOU by the Board of Trustees. It does not apply to employees with less District service as of that date or to new hires.

### **13.8 Miscellaneous Benefits**

- A. The Flexible Spending Allotment (FSA) Wellness Benefit is a yearly allowance of \$500.00 (five hundred dollars (\$500)) provided to all regular, full time employees to be used to offset health care and personal health care costs for the employee and the employee's family. This allotment is granted on July 1st and must be used by June 30th. All receipts must be dated within this time frame. The Flexible Spending Allotment is taxable income per IRS Publication 502.
- B. The Section 125 flexible spending plan, a Section 457 Deferred Compensation Plan and membership in the Marin County Federal Credit Union are optional benefits plans offered to all employees. These optional plans are set up in accordance with IRS rules and regulations. All contributions to these plans shall be paid for by the employee.
- C. Employees required to wear safety boots shall receive reimbursement up to two hundred dollars (\$200) per year. Employees are required to submit a receipt for purchase in order to receive such reimbursement.

## **ARTICLE 14**

### **LAYOFF AND REEMPLOYMENT**

#### **14.1 Reduction in Force — Reasons**

Whenever, in the judgment of the District's Board of Trustees, a reduction in personnel is necessary for economic or operational reasons, the District may decide to and implement a reduction in force, and any employee may be laid off or demoted for non-disciplinary reasons.

#### **14.2 Notice of Layoff**

- A. The District shall notify an employee who has passed his or her initial probationary period, in writing, at least (30) calendar days prior to the effective date of the layoff.
- B. Employees who have not passed initial probation are not entitled to layoff notice, displacement, or recall rights under this Article. Such probationary employees may be laid off at any time as determined by the District with or without notice.



- C. Continuous Service. Except as otherwise required by applicable law, continuous service excludes periods of non-paid disciplinary suspension, time on the District recall list following layoff onto inactive layoff status, and periods of non-paid leaves of absence. (Time spent on a workers' compensation leave, family and medical leave, military leave, paid family leave, and pregnancy disability leave do count toward continuous service.) Continuous service includes unbroken service before layoff onto inactive layoff status and following recall from inactive layoff status. Continuous service is otherwise broken and nullified by voluntary or involuntary termination of District employment or by expiration of the two year time limit for recall from inactive layoff status.

### **14.3 Seniority Determination for Layoff Purposes**

Employees will be laid off in the inverse order of their seniority in their classification in the department. Seniority is determined based on the length of employment in the affected classification in the department, higher classifications in the department, and in a classification that is substantially similar to, and/or a classification which has been merged with, the affected class for which the employee is still qualified. In the latter situations, time spent both in the immediately affected class and the higher or merged class will be combined to determine classification seniority. Length of employment includes all days of employment in attendance at work and on authorized or legally-protected leaves of absence. Length of service does not include unauthorized periods of leave or suspension or layoff. Within each classification, employees will be laid off in the following order: temporary; part-time; probationary; and regular status. If two or more employees in a classification to be laid off have the same length of employment, the employee to be laid off will be decided by coin toss.

#### **A. Displacement.**

Regular employees who are noticed for layoff and who have passed probation in a lower classification(s) within the same classification series in the same department, may displace employees in a lower classification in that series and department, provided that the employee seeking to displace the employee in the lower classification has greater length of employment than the employee in the lower classification. If the employee could bump into more than one lower classification, they shall bump to the highest of such classifications.

Employees in lower classifications will be displaced in inverse order of their length of employment in the classification. Any employee who seeks to displace another employee must provide the Assistant District Manager or his/her designee with written notice no later than five working days after the date of the notice of layoff.

#### **B. Transfer**

If the Assistant District Manager determines that a regular employee who is subject to layoff is qualified to perform the duties in a vacant position that is budgeted and available, the employee will receive a written notice of option to transfer in lieu of layoff. An employee who does not accept a transfer within 10 days after the date of the written notice, forfeits the option to transfer. An employee who accepts a transfer will be paid the rate applicable to the position into which he or she transfers.

### **14.4 Reemployment following Layoff**

Regular employees who are laid off or demoted in lieu of layoff will be entitled to reemployment in the classification from which they were laid off or demoted if a vacancy in the classification occurs within two years of the date of lay off or demotion.

Each regular employee who has been laid off or demoted in lieu of layoff will be placed on a District reemployment list by classification in order of seniority in the classification.

When a vacancy in the classification occurs, the top (most senior) person on the reemployment list will be offered, in writing, reappointment to the vacant position. Subject to the requirements of applicable law (e.g. worker's compensation or other legally protected leave), if the person does not accept the reappointment within seven calendar days after the date of the offer, and/or is unable to begin work within two weeks after the date of acceptance, the person will be considered unavailable for employment and will be removed from the reemployment list. If, in the opinion of the District Manager, compelling reasons exist that would warrant an exception, the District Manager may extend the eligibility of the person who does not timely accept recall or report for duty to remain on the recall list for a period determined by the District Manager not to exceed six (6) months. Whenever a person is unavailable for reemployment, the next senior person on the list will be offered reemployment.

Employees reappointed under the provisions above will not be required to complete a new probationary period if they had previously held regular status in the classification. Employees who had not completed their probationary period shall serve the remainder of the probationary period upon reappointment.

Employees restored to previously held positions shall be deemed to have returned from a leave of absence for the purpose of all rights and benefits legally permissible.

#### **14.5 Pay Upon Displacement or Recall**

- A. An employee who bumps into a position in a lateral or lower classification will retain the numeric wage step held in the classification from which the employee was bumped without change in step advancement date.
- B. An employee recalled from active layoff status into a position in a higher classification will remain on the same numeric step held in the classification from which the employee was recalled without change in step advancement date.
- C. An employee recalled from inactive layoff status will be placed on the same numeric salary step the employee held at the time of placement on inactive layoff status with the same step advancement date the employee held at the time of placement on inactive layoff status.

#### **14.6 Alternative Procedures**

Within the thirty (30) calendar days beginning from, and including the date the District gives notice of its intent to layoff one or more employees, the District Manager, or his or her designee, may meet with representatives of the Union to discuss possible one-time exceptions to the normal application of the layoff and recall procedures set forth in this Article. The Union and District Manager may agree, in writing, to such exceptions, but may not purport to alter the pay rate on layoff or recall provided by the above language or modify the above language on an on-going basis unless affirmatively approved by vote of the District's Board of Trustees.

In addition, during the thirty (30) day period, the District and Union may discuss and develop a written plan for a one-time-only severance or one-time-only early retirement incentive to address the impact of the layoffs on employees. However, such severance or early retirement incentive will not be authorized unless approved by the District Board of Trustees.

**ARTICLE 15**  
**LEAVES OF ABSENCE**

**15.1 General**

Employees occupying regular full-time or regular part time (.5 FTE or more) positions are eligible for discretionary leaves of absence without pay. The granting of such leave shall be at the sole discretion of the District Manager.

Employees may be entitled to leaves of absence in accordance with the provisions of law, the Family and Medical Leave Act (FMLA), the California Family Rights Act, other current State and Federal laws and this Memorandum of Understanding.

All approved authority over leaves of absence exercised by the District Manager shall be final.

Employees on leaves of absence without pay shall not be entitled to payment by the District of the premiums for their health, dental and life insurance, except as required by law. The entitlement to District payment of premiums shall end on the last day of the month in which the employee began the leave without pay. An employee on a leave of absence shall not accrue any seniority with the District.

Authorized absence without pay, except military leave, shall not be included in determining salary adjustments rights based on length of employment. Periods of time during which an employee is required to be absent from his/her position by reason of an injury or disease for which the employee is entitled to and currently receiving Workers' Compensation benefits shall be included in computing length of service for the purpose of determining that employee's salary adjustments.

**15.2 Absence Due to Required Attendance in Court**

Upon notification to and coordination with the District Manager, an employee, other than a temporary employee, shall be permitted authorized absence from duty when called to serve, or serving on a jury, in obedience to subpoena or by direction of proper authority, in accordance with the following provisions:

- A. Said absence from duty will be with full pay for each day the employee serves on the jury or testifies as a witness in any court case, including necessary travel time. As a condition of receiving such full pay, the employee must remit to the District within fifteen (15) calendar days after receipt, all fees received except those specifically allowed for mileage and expenses and all appropriate attendance receipts.
- B. Jury duty or appearances shall be considered in terms of "whole days" (8 hours) or "half days" (4 hours) of service. If an employee is not due to appear for jury duty or as a witness until an afternoon court session, the employee will be expected to work the usual morning schedule. If an employee is required to appear for morning court session and is sent home before noon and not required to return in the afternoon, the employee will be expected to work the usual afternoon schedule.
- C. Attendance in court in connection with an employee's usual official duties or in connection with a case in which the District is a party, together with travel time

necessarily involved, shall not be considered an absence from duty within the meaning of this Section.

D. An employee is not entitled to Court Appearance Leave for time an employee spends:

- Testifying on his or her own behalf;
- In preparation for the trial, including answering the government's interrogatories, and observing the conduct of the trial, if an employee is a party in a suit against the District (i.e., plaintiff);
- If summoned for a criminal or traffic violation in connection with his or her appearance in court as a defendant;
- If the employee brings or responds to a suit, or is summoned to provide testimony in a nonofficial capacity, in a proceeding to which the District is not party; or
- In court if appearing voluntarily.

### **15.3 Absence Without Leave**

Absence from duty without leave for any length of time without an explanation is cause for dismissal. Employee absence for three (3) consecutive days without a valid reason will be regarded as a voluntary resignation.

### **15.4 Catastrophic Leave**

#### **15.4.1 Definition**

Catastrophic Leave is a paid leave due to a life-threatening verifiable long-term illness or injury such as, but not limited to, cancer and heart attacks which clearly disables the individual and puts a financial hardship on the employee. This policy allows employees to donate accrued sick, vacation, administrative or compensatory time to other eligible employees that are suffering from a catastrophic illness or injury either to themselves, a spouse, registered domestic partner, parent or child.

#### **15.4.2 Policy**

All regular employees of the Marin/Sonoma Mosquito and Vector Control District who have successfully completed one (1) year of paid full-time work status shall be eligible for Catastrophic Leave due to their own serious illness or injury to spouse, registered domestic partner, parent or child.

The employee must first exhaust all accrued sick leave, vacation leave and compensatory time before qualifying for Catastrophic Leave.

Catastrophic Leave shall be additional paid leave donated by other employees from their own vacation, compensatory and sick leave hours.

Employees donating sick leave, vacation and compensatory hours must donate in increments of whole hours. The donating employee must have a vacation leave balance of at least ~~40~~ (forty) (40) hours or a sick leave balance of ~~40~~ (forty) (40) hours remaining after the donation of vacation or sick leave. Employees may donate all of their accrued compensatory time or administrative leave.

An employee requesting Catastrophic Leave must receive the recommendation of his or her Supervisor and the approval of the District Manager. Such leave may initially be approved up to a maximum of ~~320~~ (three hundred and twenty) (320) donated hours

(approximately two (2) months). If the catastrophic illness or injury continues, up to 320 ~~(three hundred and twenty (320))~~ additional donated hours (for a total maximum of six hundred forty (640) donated hours) may be recommended and approved.

Leave pursuant to the Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA) may be used in this type of illness or injury situation and will be reviewed on an individual basis to see how the FMLA and CFRA would apply.

The District shall account for the donation and disbursement of Catastrophic Leave hours. All time donated will be credited on an hour-for-hour basis regardless of hourly pay differentials between donating employee and recipient.

Catastrophic Leave shall not be used in conjunction with ~~any long or short term disability benefits or~~ Workers' Compensation leave.

While an employee is on Catastrophic Leave using donated hours, the employee shall not accrue any vacation or sick leave.

~~If the employee who has received donated hours wishes to pay back the donated time, the employee must be back to work and have accrued at least 40 (forty) hours of sick time. At that point the employee may begin to repay the donated hours.~~

#### **~~15.5 Family and Medical Leave Act (FMLA) and the California Family Rights Act of 1991 (CFRA)~~**

~~The District recognizes the Federal Family and Medical Leave Act of 1993 (FMLA) and the California Family Rights Act of 1991 (CFRA). Employees requesting such leave must submit their written requests in advance to the District Manager. The District Manager shall determine whether the employee is eligible for leave based on the standards and eligibility criteria in FMLA and CFRA. Such approved unpaid leaves allow an employee time off for the following reasons: to care for the employee's child after birth or placement for adoption or foster care; to care for the employee's spouse, registered domestic partner, child or parent who has a "serious" health condition; to address a qualifying exigency arising out of the fact that a covered military service member is on active duty or called to active duty status; to care for a covered service member with a serious injury or illness; or for a health condition that renders the employee unable to work. An employee is required to use accrued paid leaves (sick, vacation, compensatory time) concurrently with FMLA/CFRA leave.~~

#### **~~15.56 Bereavement Leave~~**

In the event of a death in the immediate family of an employee, the employee shall, upon request, be granted up to five (5) consecutive working days in order to make necessary arrangements, attend services, etc. In the event the employee is required to travel two hundred (200) or more miles (one way) for the service, the employee shall, upon request, be eligible to take one (1) additional working day of leave, for a total of six (6) consecutive working days. Accumulated sick leave or vacation time will be applied as bereavement leave. For the purposes of this paragraph, the family shall be defined as those relatives with an immediate familial relationship (spouse, registered domestic partner, natural or adopted children, employee's parents, spouse's/registered domestic partner's parents, employee's siblings, or spouse's/registered domestic partner's siblings).

#### **~~15.67 Job-Incurred Illness or Injury Leave~~**

An employee of the District who has suffered a disability caused by illness or injury arising out of and in the course of the employee's employment, as defined by the Workers'

Compensation laws of the State of California shall be entitled to disability leave while so disabled without loss of compensation for the period of such disability to a maximum of ninety (90) calendar days.

During the period the employee is paid by the District, the employee shall endorse to the District any benefit payments received as a result of Workers' Compensation insurance coverage. The District reserves the right to withhold payment of any disability benefits until such time as it is determined whether or not the illness or injury is covered by Workers' Compensation.

If the employee's disability is caused by illness or injury arising out of and in the course of the employee's employment and extends beyond the ninety (90) calendar days described above, the employee may elect to integrate his/her unused sick and vacation leave with the Workers' Compensation payments, provided that the sum of the Workers' Compensation payments and paid leave does not exceed the employee's regular rate of pay for said period.

### **15.78 Military Leave**

An employee who is a member of the National Guard or Naval Militia or a member of the Reserve Corps or the Federal Military, Naval, or Marine services and who is ordered to duty, shall be granted a leave while engaged therein. The District shall not compensate the employee during such leave, except as required by law.

The District shall provide health benefits to the family of an active military service member if the member was drafted or called up from inactive duty to active duty because of a national emergency of any kind as long as such benefits are not being provided by the military.

All employees who have been granted a military leave shall, upon their return to District service, be entitled to the automatic salary advancement within the range scale of the established wage schedule of their classifications for the period they were in the military.

### **15.89 Personal Leave**

Consistent with the needs of the District, employees may be granted up to two (2) hours leave for medical and dental appointments. Such personal leave shall be charged to either sick leave or vacation leave.

### **15.910 Refusal of a Leave or Failure to Return After Leave**

Failure to report for duty after a leave of absence request has been disapproved, revoked or cancelled by the District or at the expiration of a leave shall be considered an absence without leave. An employee whose leave of absence is revoked or canceled shall be notified of such action by registered mail at the employee's last known address.

### **15.1011 Sick Leave**

#### **15.1011.1 Sick Leave ~~Accrual~~ Cash Out at Separation**

~~All full-time employees, except temporary employees, shall accrue sick leave at the rate of eight (8) hours for each full month of service. All regular part-time employees (.5 FTE or more) shall accrue sick leave on a pro-rated basis depending on their percentage of full-time employment. To qualify for sick leave benefits, the employee must be employed by the District for a minimum of 30 calendar days.~~

Upon separation or termination of service with the District, a non-probationary employee shall be reimbursed at a rate of fifty percent (50%) for the employee's accumulated sick

leave. Unused sick leave accumulation for the purpose of payment at such time that the employee leaves the service of the District shall not exceed one hundred twenty-five (125) days.

~~No sick leave shall be accumulated or paid to an employee during any leave or leaves of absence without pay. An employee must be in paid status with the District to accrue sick leave.~~

#### **~~15.11.2 Sick Leave Usage~~**

~~Employees are entitled to sick leave pay for those days which the employee would normally have worked to a maximum of the hours accrued, under the following conditions:~~

- ~~A. The employee's illness or injury incapacitates the employee from performing the employee's duties, if not a work-related injury. This includes disabilities caused or contributed to by pregnancy and recovering from.~~
- ~~B. The employee's attendance is required to care for a member of the employee's immediate family who is ill. To define immediate family is anyone with the employee's family for whom the employee is responsible for the health and welfare, i.e.; mother, father, daughter, son, stepparents or stepchildren. In a special case, the District Manager may approve the care of another member of the family, e.g. brother or sister.~~
- ~~C. The amount of time that can be used to take care of an employee's immediate family is covered under the Federal and State guidelines of the federal Family and Medical Leave Act (FMLA), the California Family Rights Act (CFRA) and the Healthy Workplaces, Healthy Families Act of 2014 as amended (HWHFA), and Labor Code Section 233 (Kin Care). Except as otherwise provided by applicable law, the District Manager must approve this type of leave in writing before the leave takes place.~~

#### **~~15.12 Sick Leave During Pregnancy~~**

~~Sick leave use during an employee's pregnancy will be in accord with applicable State and Federal laws and court decisions and District policy.~~

#### **~~15.13 Doctor's Certificate or Other Proof~~**

~~After the first three days of sick leave use in a year, if an employee's illness results in an absence from work for more than three (3) consecutive days, the District may require a doctor's certificate or other reasonable proof of illness.~~

#### **~~15.14 Procedures for Requesting and Approving Sick Leave~~**

~~When an employee knows in advance of an absence due to illness, the employee shall notify the employee's supervisor by telephone prior to the start of the workday.~~



## ARTICLE 16

### DISMISSAL, SUSPENSION OR DEMOTION FOR CAUSE

Disciplinary action will be handled in accordance with District Employee Manual Policy D-200 entitled "Disciplinary Action."

#### **16.1 Coverage**

~~Probationary employees can be terminated at will and have no rights to any of the pre- or post-disciplinary processes or procedures in this Policy.~~

#### **16.2 Grounds for Discipline**

~~The District Manager may counsel, reprimand, dismiss, suspend or demote any employee in the District's service for cause. Grounds for disciplinary action include, but are not limited to, the following:~~

- ~~1. Fraud in securing employment with the District, or giving false or misleading information on an application form.~~
- ~~2. Unauthorized absence.~~
- ~~3. Conviction of a felony or misdemeanor, which is of a nature to adversely affect the employee's ability to perform the duties and responsibilities of his or her employment, which tends to bring discredit to the District, or which results in imprisonment.~~
- ~~4. Conduct unbecoming an employee in public service, tending to bring discredit to the District.~~
- ~~5. Disorderly or immoral conduct.~~
- ~~6. Incapacity due to mental or physical disability.~~
- ~~7. Incompetence or inefficiency.~~
- ~~8. Insubordination.~~
- ~~9. Intoxication while on duty.~~
- ~~10. Use or possession of an illegal drug or other controlled substance on duty or at a time or in a manner that impairs the employee's ability to perform his or her job.~~
- ~~11. Neglect of duty.~~
- ~~12. Negligence of, willful damage to, waste of, or unauthorized use of District's supplies, equipment or premises.~~
- ~~13. Failure to follow workplace safety plans, instructions or directions.~~
- ~~14. Theft.~~
- ~~15. Fighting.~~
- ~~16. Violation of any District employment policy or provisions of this M.O.U. or District Employee Policy Manual.~~
- ~~17. Any conduct or omission that adversely affects the operation of the District, the health, safety, welfare of District employees or others, or the safety of District property.~~

#### **16.3 Administrative Leave**

The District may place an employee on an administrative leave with pay pending a potential disciplinary action. Administrative leave with pay is authorized: (1) when the department director believes that the employee's continued presence at the work site could have detrimental consequences for District operations, or (2) pending investigation into charges of misconduct. If the charges against the employee are substantiated by the investigation, appropriate disciplinary action may be taken in accordance with these procedures.

#### **16.4 Types of Discipline**

The types of personnel actions and/or discipline are:

##### **1. Oral Admonishment or Reprimand**

An oral admonishment or reprimand will be memorialized in writing and retained in the supervisor's file. An oral reprimand may not be appealed under this policy.

##### **2. Written Admonishment or Reprimand**

The District may reprimand an employee by furnishing him/her with a written statement of the specific reasons for reprimand. A copy of the reprimand will be retained in the employee's personnel file, and may not be appealed. The employee has the right to have a written rebuttal attached to the reprimand in the employee's personnel file if the rebuttal is submitted to the District Manager within ten (10) working days of the date the reprimand was received.

##### **3. Suspension**

The District may suspend an employee from his or her position for cause. Documents related to a suspension shall become part of the employee's personnel file when the discipline is final. An employee subject to suspension will receive prior written notice and appeal as provided herein.

##### **4. Demotion**

The District may demote an employee from his or her position for cause. Documents related to a demotion shall become part of the employee's personnel file when the discipline is final. An employee subject to demotion will be entitled to prior written notice and appeal as provided herein.

##### **5. Reduction in Pay**

The District may reduce an employee's pay for cause. A reduction in pay for disciplinary purposes may take one of two forms: (1) a decrease in salary to a lower step within the salary range, or (2) a decrease in salary paid to an employee for a fixed period of time. Documents related to a reduction in pay shall become part of the employee's personnel file when the discipline becomes final. An employee subject to a reduction in pay is entitled to prior written notice and appeal as provided herein.

##### **6. Discharge**

The District may discharge an employee from his or her position for cause. Documents related to discharge shall become a part of an employee's personnel file when the discipline becomes final. A discharged employee is entitled to prior written notice and appeal as provided herein.

## **16.5 Skelly Process — Pre-Disciplinary Procedures for Suspension, Demotion, Reduction in Pay, or Discharge**

This Section applies only to suspensions of more than five (5) days, demotions, reductions in pay, and discharges from employment. Only regular, for-cause employees have the right to the conference and appeal processes outlined in this Section.

### **1. Notice of Intent to Discipline**

The employee will be provided a written notice of intent to discipline that contains the following in the event of a proposed suspension, demotion, reduction in pay or discharge:

- a. The level of discipline intended to be imposed;
- b. The specific charges upon which the intended discipline is based;
- c. A summary of the facts upon which the charges are based;
- d. A copy of all written materials, reports, or documents upon which the intended discipline is based;
- e. Notice of the employee's right to respond to the District Manager regarding the charges within 5 working days from the date of the Notice, either by requesting a conference, or by providing a written response, or both;
- f. Notice of the employee's right to have a representative of his or her choice at the conference, should he or she choose to respond orally; and
- g. Notice that the failure to respond at the time specified shall constitute a waiver of the right to respond prior to the imposition of discipline.

### **2. Employee's Response and the Skelly Conference**

- a. If the employee requests a conference to respond orally to the charge(s), the conference must be scheduled at least 7 calendar days after the date of the Notice. The conference will be an informal meeting with the District Manager, at which the employee has an opportunity to rebut the charges against him or her and present any mitigating circumstances. The District Manager will consider the employee's presentation before any final disciplinary action.
- b. The employee's failure to make an oral response at the arranged conference time, or the employee's failure to cause his or her written response to be delivered by the date and time specified in the notice, constitutes a waiver of the employee's right to respond prior to the imposition of the discipline. In that case, the proposed disciplinary action will be imposed on the date specified.

### **3. Final Notice of Discipline**

Within 5 calendar days of receipt of the employee's timely written response or within 5 calendar days of the informal conference, the District Manager will (1) dismiss the notice of intent and take no disciplinary action against the employee, (2) modify the intended disciplinary action, or (3) impose the intended disciplinary

~~action. In any event, the District Manager will prepare and provide the employee with a notice that contains the following:~~

- ~~a. The level of discipline, if any, to be imposed and the effective date of the discipline;~~
- ~~b. The specific charges upon which the discipline is based;~~
- ~~c. A summary of the facts upon which the charges are based;~~
- ~~d. A copy of all written materials, reports, or documents upon which the discipline is based; and~~
- ~~e. a. A statement of the nature of the employee's right to appeal.~~

## **16.16 Post-Discipline Appeal**

~~There shall be no right to post-disciplinary appeal for oral or written reprimands or for suspensions without pay of five or fewer days. The following appeal process applies to For post-disciplinary appeals of unpaid suspensions, demotion, disciplinary reduction in pay and disciplinary discharge, the District and employee may agree to voluntary mediation.~~

### **A. Request for Mediation**

A regular, for-cause employee may appeal from a final notice of appealable discipline by delivering a written answer to the charges and a request for mediation to be conducted by the California State Mediation and Conciliation Service (CSMCS). Such requests shall be in writing to the District Manager within ten (10) working days of the date the notice of discipline. Mediation shall be by mutual agreement of the District and the employee.

The CSMCS representative shall meet with the parties to hear presentations on the details of the case and work with the parties in an attempt to settle the disciplinary appeal. If no settlement is reached, the CSMCS representative may make a recommendation to the District Manager.

### **B. Appeal to Board of Trustees Panel:**

#### **1. Request for Appeal Hearing**

If the parties are unable to reach a mutually satisfactory accord on the appeal through mediation, or if the parties do not mutually agree to mediate the appeal, a regular, for-cause employee may appeal from a final notice of appealable discipline by delivering a written answer to the charges and a request for appeal to the District Manager or designee, who will forward the appeal to the Board of Trustees. Such referral must be made to the President of the Board of Trustees only through the District Manager, within ten (10) working days of the mediation with the CSMCS, or of the notice of a party's refusal to mediate. The Appeal hearing shall be handled in accordance with the District Employee Manual Policy D-200 entitled "Disciplinary Action."

~~The letter requesting a grievance hearing before the Board must state the name of the employee, the date and nature of the decision appealed, the ground(s) of the appeal, and all specific facts or omissions upon which the appeal is made. This referral letter to the President as well as the written response from the District Manager will be the only information communicated to any Board member prior to the actual presentation to the Board.~~

~~A Board panel, appointed by the Board of Trustees, consisting of three (3) Board of Trustee members, shall hear the appeal.~~

**~~b.—Appeal Hearing~~**

~~The Board appointed, three person panel shall hold a hearing not later than sixty (60) days from the date of filing the appeal, unless otherwise agreed to by the parties.~~

**~~c.—Written Findings and Decision~~**

~~The Panel shall issue an advisory decision within fourteen (14) days after the hearing has been completed and the briefs, if any, have been submitted.~~

~~Within thirty (30) working days of the Panel's advisory decision, the Board of Trustees will review the advisory decision and either adopt or reject that decision as a final decision on the discipline, to the extent permitted by the laws of the State.~~

~~A Panel decision affirmed by the Board is a final decision from the Board~~

**~~d.—Proof of Service of the Written Findings and Decision~~**

~~The Board of Trustees shall send the final decision, along with a proof of service of mailing, to each of the parties and to each of the parties' representatives. Copies shall also be distributed to the District Manager.~~

**~~e.—Statute of Limitations~~**

~~Judicial review of any decision of the full Board may be had pursuant to Section 1094.5 of the California Code of Civil Procedure only if the petition for writ of mandate pursuant to such section is filed within the time limits specified in this section. Pursuant to Code of Civil Procedure 1094.6, any such petition will be filed not later than the ninetieth (90<sup>th</sup>) day following the date on which the Board of Trustees gives written notice of the final decision.~~

**ARTICLE 17**

**GRIEVANCES**

**17.1 Definition of a Grievance**

- A. A grievance is any dispute which involves the interpretation, claimed violation or application of any provision of this Memorandum of Understanding, excluding however, those provisions of this Memorandum of Understanding which specifically provide that the decision of any District Manager shall be final, the interpretation or application of those provisions not being subject to the grievance procedure. Complaints of harassment, discrimination, and retaliation based on protected class or activity shall be handled in accordance with District's policy against Workplace Harassment, Discrimination and Retaliation and shall not be subject to the grievance procedure.

- B. Proposals to add to or change this Memorandum of Understanding or written agreements or addenda supplementary hereto shall not be grievable and no proposal to modify, amend or terminate this Memorandum of Understanding, nor any matter or subject arising out of or in connection with such proposal, may be referred to the grievance procedure under this Section.
- C. All complaints involving or concerning the payment of compensation shall be initially filed in writing with the District Manager. Only complaints that allege that employees are not being compensated in accordance with the provisions of this M.O.U. shall be considered. Any other matters of compensation will be resolved in negotiation and if not detailed in the M.O.U. which results from such meeting and conferring process, shall be deemed withdrawn until the meeting and conferring process is next opened for such discussion.

## **17.2 Procedure**

Grievances shall be processed in the following manner

### **A. Informal Step - Immediate Supervisor:**

Any employee who believes that a grievance exists may discuss the complaint with his/her immediate field supervisor. If the issue is not resolved at this step or if the employee elects to submit the grievance directly to the District Manager, the procedures hereinafter specified may be invoked.

### **B. Step One - Formal Grievance to District Manager:**

Any employee or Union may notify the District Manager in writing that a grievance exists, stating the particulars of the grievance and if possible, the nature of the determination desired. In order to be considered as valid, such grievance must be submitted within ten (10) working days of the event giving rise to the grievance or the date that the employee had reasonable knowledge of the event. The District Manager shall investigate the issues, meet with the complainant and attempt to reach a satisfactory resolution of the problem. The District Manager shall respond to the complainant in writing within fifteen (15) working days of receipt of the grievance at this level. No grievance may be processed under paragraph (3) and (4) below which has not first been filed and investigated in accordance with this paragraph

### **C. Step Two - Grievance Mediation:**

Any grievance which has not been resolved by the procedures hereinabove set forth may be referred by the employee to grievance mediation to be conducted by the California State Mediation and Conciliation Service (CSMCS). Such referral shall be in writing to the District Manager within ten (10) working days of the date the District Manager's response was issued in Step 1 above. The CSMCS representative shall meet with the parties to hear presentations on the details of the case and work with the parties in an attempt to settle the grievance.

### **D. Step Three - Board Hearing:**

If the parties are unable to reach a mutually satisfactory accord on any grievance which arises and is presented during the term of this M.O.U. such grievance may be referred by the employee to a Board panel, appointed by the Board of Trustees, consisting of three (3) Board of Trustee members, for a hearing and advisory determination.

If an employee fails to file a letter requesting a grievance hearing within the time specified, the District Manager's decision shall become final without further action.

Such referral must be made to the President of the Board of Trustees only through the District Manager, within ten (10) working days of the grievance mediation with the CSMC S. The letter requesting a grievance hearing before the Board must state the name of the employee, the date and nature of the decision appealed, the ground(s) of the appeal, and all specific facts or omissions upon which the appeal is made. This referral letter to the President as well as the written response from the District Manager in Step 2 will be the only information communicated to any Board member prior to the actual grievance presentation to the Board.

The Board-appointed, three-person panel shall hold a hearing not later than 60 days from the date of filing the appeal, unless otherwise agreed to by the parties. After hearing the grievance, the Panel will issue an advisory decision as to the grievance.

Within thirty (30) working days of the Panel's advisory decision, the Board of Trustees will review the advisory decision and either adopt or reject that decision as a final decision on the grievance, to the extent permitted by the laws of the State.

Judicial review of any decision of the Board of Trustees may be had pursuant to Section 1094.5 of the California Code of Civil Procedure only if the petition for writ of mandate pursuant to such section is filed within the time limits specified in this section. Pursuant to Code of Civil Procedure 1094.6, any such petition will be filed not later than the ninetieth (90<sup>th</sup>) day following the date on which the Board of Trustees gives written notice of the final decision.

## **ARTICLE 18**

### **PERSONNEL FILES**

~~An employee or the employee's representative, on presentation of written authorization from the employee, shall have access upon request for inspection and review at reasonable times during regular business hours of the employee's personnel file.~~

~~The District shall furnish the employee copies of all performance evaluation reports and letters of reprimand or warning prior to placement of such documents into the employee's personnel file; and copies of all performance evaluation reports and letters of reprimand or warning shall be sent to the employee's immediate supervisor and District Manager. The employee shall acknowledge the receipt of any document (which must be typed or written in ink) entered into the employee's personnel file without prejudice to subsequent arguments concerning the contents of such documents.~~

**ARTICLE ~~189~~**

**TRAINING FOR CERTIFICATE COMPLIANCE**

The District may provide on-the-job study and the required study materials and training aids for employees scheduled to take tests for State or District required certificates.

**ARTICLE ~~1920~~**

**TIME OFF FOR REQUIRED TESTING**

The District shall provide employees with the required time away from normal hours of work to take tests required by the District or State.

**ARTICLE ~~201~~**

**MANAGEMENT RIGHTS**

The District reserves and is vested with all rights of management to administer and manage the District, which have not been expressly abridged by specific provision of this M.O.U. or by law, including but not limited to the following rights:

- A. To manage the District and determine issues of policy;
- B. To determine the existence or non-existence of facts that are the basis of the management decisions;
- C. To determine the necessity and organization of any service or activity conducted by the District and to expand or diminish services;
- D. To determine the nature, manner, means, technology and extent of services to be provided to the public;
- E. To determine methods of financing;
- F. To determine types of equipment or technology to be used;
- G. To determine and/or change the facilities, methods, technology, means and size of the work force by which the District operation is to be conducted;
- H. To determine and change the number of locations, relocations and types of operations, processes, and materials to be used in carrying out all District functions including, but not limited to, the right to contract for or subcontract any work or operation of the District;
- I. To assign work to and schedule employees in accordance with requirements as determined by the District and to establish and change work hours, schedules and assignments;
- J. To relieve employees from duties for lack of work or similar non-disciplinary reasons;
- K. To establish and modify productivity and performance programs and standards;



- L. To discharge, suspend, demote or otherwise discipline employees;
- M. To hire, transfer and promote employees;
- N. To determine job classifications and to reclassify employees;
- O. To establish, modify, determine or eliminate job descriptions and job classifications and allocate District positions to such classifications.
- P. To promulgate, modify and enforce work, safety, health and property protection rules and regulations; and
- Q. To take such other and further action as may be necessary to organize and operate the District in the most efficient and economical manner and in the best interest of the public it serves.

## **ARTICLE 212**

### **EMPLOYEE AND UNION RIGHTS**

#### **212.1 Employee Rights**

All employees have the following rights:

- A. To form, join and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations.
- B. To refuse to join or participate in the activities of employee organizations and the right to represent themselves individually in their employment relations with the District.

#### **212.2 Union Rights**

The Union has the following rights:

- A. To use District facilities for meetings upon timely written or oral request stating the purpose, date and time of such use, provided the use shall not interfere with the regular course of District business.
- B. To install bulletin boards for exclusive use for materials directly related to possible union activities; however, the District reserves the right to determine the location of such bulletin boards.
- C. Employees who serve as designated members of the Union's meet and confer team will be granted release time for the employee's actual time spent meeting and conferring with the District over matters within the scope of bargaining. Release time for meet and confer shall be limited to time spent during the normal work shift hours of employee representatives. Time spent in the meet and confer process outside the employee representative's normal work shift hours shall not be compensated.

**ARTICLE 2~~23~~**

**NO STRIKE / NO LOCKOUT**

The Union, its members and representatives, agree that it and they will not engage in, authorize, sanction, or support any strike, slowdown, stoppage of work, curtailment of production, refusal to operate designated equipment (provided such equipment is safe and sound) or to perform customary duties; and neither the Union nor any representatives thereof shall engage in job action for the purpose of effecting changes in the directives or decisions of management of the District, nor to effect a change of personnel or operations or management or of employees not covered by this Memorandum of Understanding.

The District agrees not to engage in any lockout during the term of this Memorandum of Understanding.

**ARTICLE 2~~34~~**

**SEPARABILITY OF PROVISIONS**

If any provision of this Memorandum of Understanding is declared by a court of competent jurisdiction to be illegal or unenforceable, that provision of the Memorandum of Understanding shall be null and void, but such nullifications shall not affect any other provisions of this Memorandum of Understanding, all of which other provisions shall remain in full force and effect to and including June 30, ~~2020~~2024.

**ARTICLE 2~~45~~**

**PAST PRACTICES AND EXISTING MEMORANDA OF UNDERSTANDING**

This Memorandum of Understanding does not guarantee continuance of working conditions and practices not specifically authorized by resolution of the Board of Trustees. The District shall continue during the duration of this Memorandum of Understanding its existing practice regarding certificates of compliance, time off for testing, payroll period and paycheck deductions.

This Memorandum of Understanding shall supersede all existing Memoranda of Understanding between the District and the employees.

**ARTICLE 2~~56~~**

**SCOPE OF AGREEMENT**

Except as otherwise specifically provided herein, this Memorandum of Understanding fully and completely incorporates the understanding of the parties hereto and constitutes the sole, final, exclusive, integrated and entire agreement between the parties on any and all matters subject to negotiations. If there is an irreconcilable conflict between a provision of this M.O.U. and any applicable federal or state law, the law shall prevail.

**ARTICLE 267**

**DURATION**

This Memorandum of Understanding shall be effective July 1, ~~2017~~2020 except for those provisions of the Memorandum of Understanding which have been assigned other effective dates as set forth herein and shall remain in full force and effect to and including June 30, ~~2020~~2024.

Reopener: If, during the term of the MOU, any of the following occurs:

- A. The first installments of *ad valorem* revenue to the District from Sonoma and/or Marin counties during fiscal year(FY) 2021/22, FY2022/23, or FY2023/24, are reduced by fifteen percent (15%) or more over the prior year's first installments;
- B. The first and second installments of *ad valorem* revenue to the District from Sonoma and Marin counties combined during FY2021/22, FY2022/23, or FY2023/24, are reduced by fifteen percent (15%) or more over the prior year's first and second installments combined, or reduced by 15% or more as compared with the FY 19/20 audited actuals;
- C. The District's *ad valorem* revenue is forecasted by Marin County and/or Sonoma County to be reduced by fifteen percent (15%) or more for FY2021/22, FY2022/23, or FY2023/24, and/or
- D. If, during FY2021/22, FY2022/23, or FY2023/24, the District's Economic Uncertainty Reserve is reduced to 20% or less of budgeted expenses minus capital expenditures in the budget,

The parties will reopen the MOU to address budgetary issues. The reopener will be limited to COLA's, step increases, pension contributions and furloughs. Negotiated changes to the contract pursuant to the reopener would apply for a twelve (12) month period, unless otherwise agreed by the parties. After the twelve (12) month period, the original contract terms will be reinstated for the remainder of the MOU term, unless the reopener is triggered again as described in a-d above.

In the event the parties reopen the MOU based on Marin and/or Sonoma County *ad valorem* forecasts, negotiated changes will not go into effect until the actual first installments of *ad valorem* are received, unless otherwise mutually agreed by the parties.

- A. If the actual first installments are reduced by fifteen percent (15%) or more over the prior year's first installments, then changes that have been bargained pursuant to the reopener will go into effect immediately.
- B. If the actual first installments have not been reduced by fifteen percent (15%) or more over the prior year's first installments, then negotiated changes will not go into effect unless otherwise mutually agreed by the parties.

In the event circumstances leading to a reopener are anticipated, the Union will be given advance notice, will be provided the opportunity to suggest other cost saving measures for the District, and the parties will share information about cost saving measures that the District implements.

**ARTICLE 278**

**PRIOR AGREEMENTS**

This amended MOU shall supersede all other Memoranda of Understanding and Agreements between the parties. Any MOU language not amended by this Agreement will remain unchanged. The parties agree that any and all Tentative Agreements are hereby incorporated. Any outstanding proposals not agreed to are hereby withdrawn by the parties.

Made and entered into this            day of ~~August~~June, ~~2017~~2020.

FOR THE DISTRICT:

FOR THE UNION:

**MARIN/SONOMA MOSQUITO & VECTOR CONTROL DISTRICT  
MANAGEMENT/CONFIDENTIAL UNIT ANNUAL SALARY SCALES  
EFFECTIVE 7/1/20-6/30/24  
APPENDIX A**

<b>CONFIDENTIAL ADMINISTRATIVE ASSISTANT</b>					
	<b>% COLA</b>	<b>STEP I</b>	<b>STEP II</b>	<b>STEP III</b>	<b>STEP IV</b>
July 1, 2020	4.75%	\$61,714	\$64,786	\$68,054	\$71,445
July 1, 2021	TBD				
July 1, 2022	TBD				
July 1, 2023	TBD				

<b>ENVIRONMENTAL PROGRAMS MANAGER</b>					
	<b>% COLA</b>	<b>STEP I</b>	<b>STEP II</b>	<b>STEP III</b>	<b>STEP IV</b>
July 1, 2020	2.75%	\$119,378	\$125,348	\$131,606	\$138,190
July 1, 2021	TBD				
July 1, 2022	TBD				
July 1, 2023	TBD				

<b>FINANCIAL MANAGER</b>					
	<b>% COLA</b>	<b>STEP I</b>	<b>STEP II</b>	<b>STEP III</b>	<b>STEP IV</b>
July 1, 2020	2.75%	117,865	122,581	127,462	132,573
July 1, 2021	TBD				
July 1, 2022	TBD				
July 1, 2023	TBD				

<b>PUBLIC INFORMATION OFFICER</b>					
	<b>% COLA</b>	<b>STEP I</b>	<b>STEP II</b>	<b>STEP III</b>	<b>STEP IV</b>
July 1, 2020	2.75%	\$97,623	\$102,503	\$107,628	\$113,012
July 1, 2021	TBD				
July 1, 2022	TBD				
July 1, 2023	TBD				

<b>SCIENTIFIC PROGRAMS MANAGER</b>					
	<b>% COLA</b>	<b>STEP I</b>	<b>STEP II</b>	<b>STEP III</b>	<b>STEP IV</b>
July 1, 2020	4.75%	\$115,981	\$120,625	\$125,423	\$130,441
July 1, 2021	TBD				
July 1, 2022	TBD				
July 1, 2023	TBD				



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**Date:** June 17, 2020

**To:** Board of Trustees, Marin/Sonoma Mosquito and Vector Control District  
Philip Smith, Manager, Marin/Sonoma Mosquito and Vector Control District

**From:** Nicole Kissam, Director, NBS  
Jordan Taylor, Consultant, NBS

**Subject:** **DRAFT - Updated Summary of the District's 10 Year Financial Plan Projection**

Each year, NBS provides the Marin/Sonoma Mosquito and Vector Control District (District) with a 10-Year Financial Plan Projection (FPP). This 2020 update includes a presentation of the District's comprehensive financial picture and discusses possibilities for the filling of any foreseen fiscal gaps through revenue options.

## 1. Background

The District is interested in reviewing certain fiscal trends, and how those trends will impact its financial future. As with many local governmental agencies in California, there is a developing structural imbalance between constrained revenues and rising expenditures. This issue invites a robust discussion of managing costs as well as looking at financial policies and revenue options. This analysis is intended to be an aid in those discussions as the District broadly reviews its mission, strategies, and underlying financial considerations.

The first presentation of this information to the Board of Trustees was in November 2013, followed by updated versions every year to date. Over the years, the District has taken many steps to discuss, reconsider, and refine various financial policies, as well as to analyze impacts to the long-term costs of operations by issues such as post-employment benefits, pension obligations, and needs for current and future replacement of capital assets and infrastructure.

For this year's update of the FPP, NBS reviewed the District's actual expenditure statements for the fiscal years 2009-10 through 2018-19, and the current adopted and draft budget documents for fiscal years 2019-20 and 2020-21. From this information, NBS developed a 10-year projection through Fiscal Year 2029-30.

## 2. Recurring Revenues and Expenditures Projection

The FPP indicates whether the District's recurring revenues are sufficient to meet its recurring expenditures. Recurring revenues and expenditures are defined as the District's general annual operating

revenues and expenditures and exclude significant periodic / one-time expenditures such as special contributions to pension liabilities, retiree health care liabilities or planned capital expenditures.

Recurring Revenues

The District’s primary recurring revenues are comprised of ad valorem property taxes and two special benefit assessment districts. The District also receives a handful of miscellaneous other types of revenues received from interest, miscellaneous charges for services, state aid, etc. While the FPP analysis and outcomes consider all types of revenue, the focus of discussion in this memorandum is on the primary recurring revenues because these revenues have the largest impact on the District’s financial future.

Ad valorem property tax revenues are slightly more than 50% of the District’s total revenues, and as shown in Chart 1 of Attachment A, these revenues have increased steadily since Fiscal Year 2013-14. In the Fiscal Year 2019-20 budgeting process, the District changed the way revenues are budgeted, now considering prior year actual receipts as the appropriate benchmark; therefore, revenues between the two fiscal years are flat. Beyond fiscal year 2019-20, revenues are assumed to increase by 2% per year over the next ten years. A 2% increase year over year is a reasonable assumption considering the historical five-year average annual increase is approximately 2.75%. While it is impossible to know the exact impact of the COVID 19 pandemic on the future of property tax revenues and local government revenues in general, an escalation of 2% per year for the FPP’s 10-year period is considered both conservative and reasonable.

Revenue from Benefit Assessment District (BAD) No. 1 covers most of the the District’s territory and supplied approximately 77% of total assessment revenue in Fiscal Year 2018-19. It has a cap of \$12 per SFE per Resolution 96/97-3 and reached that cap in Fiscal Year 2014-15. BAD No. 2, covers the smaller, annexed areas of the District. This Assessment does not have a cap and increases by CPI each year over the original assessment amount of \$19 per SFE. Conclusively, an average of 75% of the District’s benefit assessment revenue will not increase in future years, while 25% will continue to increase with the CPI.

Over time, BAD No. 2 will become an increasing portion of the District’s total revenue received from benefit assessments. The following table illustrates this trend between fiscal years 2015-16 and 2018-19:

Fiscal Year	Percent of Assessment Revenue	
	BAD No.1	BAD No.2
<b>2014 - 15</b>	80%	20%
<b>2015 – 16</b>	80%	20%
<b>2016 – 17</b>	78%	22%
<b>2017 – 18</b>	75%	25%
<b>2018 – 19</b>	77%	23%

In summary, each recurring revenue item in the FPP is carried forward to future fiscal years by applying a series of selected annual inflation factors, summarized below:

- District No. 1 Benefit Assessment revenue assumes no annual increase
- District No. 2 Benefit Assessment revenue increases annually by 3.2% for three years, then 4.5% starting in FY 2024/25 forward.
- AV property tax revenue increases by 2% per year
- Miscellaneous income from contracts, other fees and charges, etc. assume no annual increase

A charted summary of the District's 10-year projected primary recurring revenues are shown in Chart 1 of Attachment A to this Memorandum.

### Recurring Expenditures

Chart 2 of Attachment A summarizes trends in recurring expenditures for the District. The District's primary types of expenditures include Labor Costs such as salaries and benefits, and Operating Costs such as non-labor services and supplies. Capital Costs for the repair and replacement of the District's assets are discussed separately from recurring expenditures.

**Labor Costs:** Like most local government agencies, the largest portion of the District's expenditure requirements are personnel costs in the form of salaries and benefits; averaging approximately 73% of total expenditures within the projection period. During fiscal year 2019-20, the District's Board authorized several new positions to cope with a steadily increasing demand for services. Although the total annual cost of adding a third Field Supervisor position, the Environmental Biologist and an additional Vector Control Technician would be approximately \$300,000, only the Environmental Biologist position was recruited for and appointed. Once the pandemic conditions have abated, management intends to hire for the remaining positions. Other factors driving increased future expenditures will be the cost of living allowances in the MOUs, benefit cost increases, and the slightly higher employer contribution rate to the pension system.

**Operating Costs:** Operating expenditures are inclusive of non-labor services and supplies required for the District to carry out its mission. These types of expenditures comprise approximately 27% of the District's total expenditures within the projection period.

The prior year's FPP recommended that the District revise its budgeting practices to closer match spending habits. An analysis of the past five years of actual expense trends showed that the District underspent budgeted appropriations, on average, by up to 18% in the area of operating costs. Cooperation between the Budget Committee, Board and staff over the past two years implemented several changed practices, aimed at refining the District's budgeting practices, especially in the area of revenue forecasting. As such, the budgeted figures for FY's 2019-20 and 2020-21 should prove to be closer to actual expenditures.

Each recurring expenditure item in the FPP is carried forward to future fiscal years by applying a series of selected annual inflation factors, summarized below:

- Salary and Wage increase of 2.75% per year; estimate provided by District management
- General Benefits increase of 6% per year; estimate provided by District management
- General Cost Inflation factor for other miscellaneous expenses of 3.2% per year<sup>1</sup>

A charted summary of the District's 10-year projected expenditures is shown in Chart 2 of Attachment A to this Memorandum.

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<sup>1</sup> sourced from CPI - All Urban Consumers for San Francisco-Oakland-San Jose, CA 5-year annual average 2015-2019



## Recurring Revenue and Expenditure Projection Outcome

Attachment A, Chart 3 and Table 1 of Attachment B – Financial Plan and Reserve Summary present the FPP’s analysis of 10-year recurring revenues and expenditures. As shown, recurring revenues are sufficient to cover recurring expenditures through Fiscal Year 2021-22, and then the District begins to run a deficit in Fiscal Year 2022-23.

### **3. Capital Expenditures Projection**

In 2016, the District worked with MRG Consultants to prepare a Capital Replacement Plan. This plan included an inventory of existing facilities, and calculation of the costs of replacement of the total inventory over a 20-year period. Out of this analysis, the District received information on the recommended timing of replacement expenditures. In 2020, MRG completed a Capital Asset Replacement Program Update and Target Fund Balance Analysis for the District. Various capital expenditure plans and funding strategies presented in MRG’s report were reviewed and certain options were adopted by the District’s Board. This 2020 FPP Update models annual planned expenditures for repair and replacement of the District’s assets according to the MRG report. Scheduled annual deposits to the Capital Replacement Fund are also modeled at \$337,200 per year.

Attachment A, Chart 4 shows historical and projected capital expenditures for the District. Attachment B – Capital Replacement Plan Detail show the specific spending plan for each year of the FPP. Actual capital expenditures between fiscal years 2009-10 and 2018-19 averaged approximately \$199,000 per year. Over the FPP period, planned capital expenditures average approximately \$360,000 per year. An important component of the changes, as discussed in the section below, involved reducing the target balance in the Capital Fund to \$1M from \$2M.

### **4. OPEB Payments**

The District also retains Bartel Associates, LLC to periodically prepare actuarial funding reports for retiree healthcare obligations (known as Other Post-Employment Benefits [OPEBs]). The District uses the Bartel report to budget appropriate pre-funding contribution amounts. The FPP assumes these amounts as a recurring benefit expenditure, which are then transferred to a restricted trust account for future use.

The Board recently approved Bartel’s special contribution using CERBT 2, Scenario 3 with a special one-time cash contribution of \$2,159,000 (\$1,000,000 coming from Capital Fund, \$1,159,000 from Operating Fund) plus a revised annual on-going unfunded liability contribution of \$662,000 for fiscal years 2020-21 and beyond. This strategy puts the District at a 55% funded ratio for OPEB. These choices have been approved by the Board within the Fiscal Year 2020-21 budget, will reduce existing cash reserves and reduce the long-term costs of funding OPEBs that have already been awarded.

### **5. Fund Balance Policies and Projections**

The District must perform as a self-sustaining operation and, either by policy or mandate, should actively maintain a structure of fund balances (reserves). The purpose of fund balances is to collect and segregate resources following the purpose for which they are appropriated and use them for forecasted obligations as well as short-term fluctuations in revenues and/or expenditures.

The FPP contains a forecast of operating requirements, as well as an analysis of cash performance and fund balance objectives. The District has reviewed the MRG report and the Board has directed staff to update the Fund Balance Classifications and Target Balances. A formal Target Reserve Policy will be presented to the Board. The following describes these fund balance targets.

- **General (Operating) Fund Minimum Target Fund Balance #1 - No-Income Period Fund:** The District aims to maintain a minimum target fund balance of six months of expenditures (now defined as audited amounts from prior budget year). The reason for this is that the great majority of the District’s revenues are collected by the two counties from the tax rolls and remitted to the District twice annually, at intervals of approximately six months. In order to continue operations between these widely spaced increments of revenue, the District must keep sufficient funds on hand to provide for the purchase of materials, services and to meet payroll.
- **General (Operating) Fund Minimum Balance #2 – Interruption in Revenue Flow/Economic Uncertainty Reserve):** The District now maintains a target fund balance of between 25% to 50% of audited annual expenditures from the prior year (not including planned capital expenditures). This target fund balance is intended to be sufficient to temporarily augment the District’s finances in the event of an interruption in revenue flows. Examples may include a recession or other economic uncertainty such as a decline in assessed property values.
- **Capital Replacement Fund:** The District commits a target balance of \$1 million in the Capital Replacement Fund, intended to provide funds and smoothing of annual expenditures for capital investments or rehabilitations to infrastructure. This reserve fund can be used only for specific purposes pursuant to capital infrastructure and requires Board action for deployment.
- **Public Health Emergency Reserve Fund:** The District commits 20% of current budgeted annual expenditures to this Fund, currently approximately \$2M. This reserve fund can be used only for specific purposes pursuant to public health emergencies and requires Board action for deployment.
- **Insurance Pool Contingency Fund:** Funds held on deposit with the Vector Control Joint Powers Agency (VCJPA). These funds are described by VCJPA as “Member Contingency Funds” and are intended to pay the self-insured retention (similar to a deductible) in the event of a series of large claims. VCJPA sets a target “prudent balance” for each member agency and invests the funds in accordance with applicable requirements for investment of public funds. The District is in full compliance with this requirement.
- **Payroll Tax Account (Fed & State):** This legally mandated fund is no longer maintained by the District because its payroll service company (IBS) complies with this requirement on the District’s behalf.

Attachment B – Financial Plan and Reserve Summary provides a Fund Balance Summary over the FPP’s projection period. As shown, the District’s cash reserves are projected to meet the District’s overall cumulative fund balance targets through Fiscal Year 2023-24.

## **6. 10-Year Financial Plan Projection Summary**

Attachments A and B present the outcomes of the District’s Financial Plan reflecting baseline revenue, expenditure, and cash balance information per the District’s approved Fiscal Year 2019-20 and 2020-21 budgets and the Fiscal Year 2018-19 financial statements. In addition, the FPP models the Board’s approved policies for fund balances, capital expenditures, and both one-time and recurring OPEB liability payments.

In a self-sufficient operation, annual operating requirements (expenditures) should be fully satisfied by annual, recurring revenue sources to avoid a “structural deficit.” Running a structural deficit means that any given program’s cash reserves must be drawn upon to meet annual expenses. A short-term draw upon reserves to meet operating requirements is acceptable, if not planned – typically through periods of unstable or unforeseen conditions – but a continuous deficit it is not a sustainable condition.

As illustrated by Chart 3 of Attachment A and Table 1 of Attachment B the District is projected to run a structural deficit in Fiscal Year 2022-23, which will continue to accelerate and draw upon the existing fund balances in future years.

Chart 5 of Attachment A and Table 2 of Attachment B indicate the impact of running a structural deficit on the District’s fund balances. As shown, the District has enough cash reserves to buffer the structural deficit and maintain reserve targets through Fiscal Year 2023-24. In fiscal year 2024-25, cash balances drop below targets set by Board policy and begin to decline quickly. However, the District is not projected to run cash negative within the 10-year projection period and will continue to maintain part of its “committed” cash reserves.

## **7. Recommendations**

We commend the District’s policy makers and staff for their concerted effort and success over the years in clarifying and improving financial policies pertaining to fund balance targets, and in focusing continuously on improvements to budgeting practices and capital expenditure planning.

At some point within the next three to five years, the District will likely need a new benefit assessment to maintain the District’s financial position. This is an issue the District evaluates on a continuous basis as to the appropriate timing of a new revenue measure. We recommend the District start the process for a new revenue measure during the end of the 2020-21 Fiscal Year.

Finally, we recommend that the District formally re-adopt financial policies that were discussed by the board in March and incorporated into this FPP update. District staff are already working on bringing a revised set of policies to the Board for approval.

## **8. Conclusion**

As presented, today the District is in a good cash position. However, the recurring expenditures needed to continue to provide services to the community at current levels into the future will increasingly outpace revenues. This is the backdrop for considering how to finance the long-term achievement of the District’s mission and goals, especially considering the increasing demand for the District’s services. In addition to the basic level of incurred and approved expenditures modeled in this Financial Plan Projection, the

District has long term pension liabilities and capital replacement needs. Without additional revenues, the District could eventually face the need to cut back services and/or staffing.

In preparing this report and the opinions and recommendations included herein, NBS has relied on a number of principal assumptions and considerations with regard to financial matters, conditions and events that may occur in the future. Information and assumptions were provided by sources we believe to be reliable; however, NBS has not independently verified such information and assumptions. While we believe NBS' use of such information and assumptions is reasonable for the purpose of this report, some assumptions will invariably not materialize as stated herein and may vary significantly due to unanticipated events and circumstances. Therefore, the actual results can be expected to vary from those projected to the extent that actual future conditions differ from those assumed by us or provided to us by others.

# MSMVCD

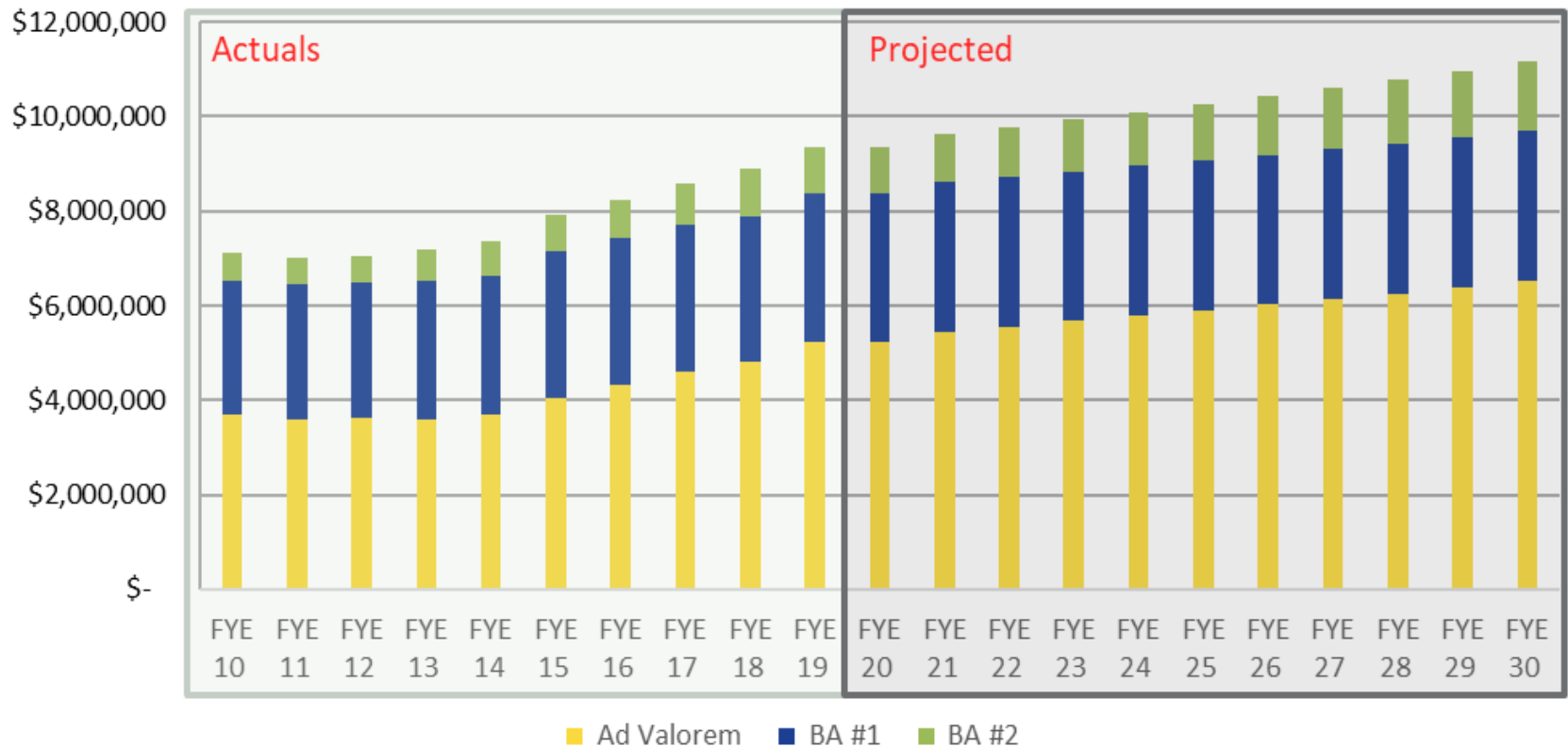
## Summary Financial Plan Update

**Board of Trustees Meeting: June 17, 2020**

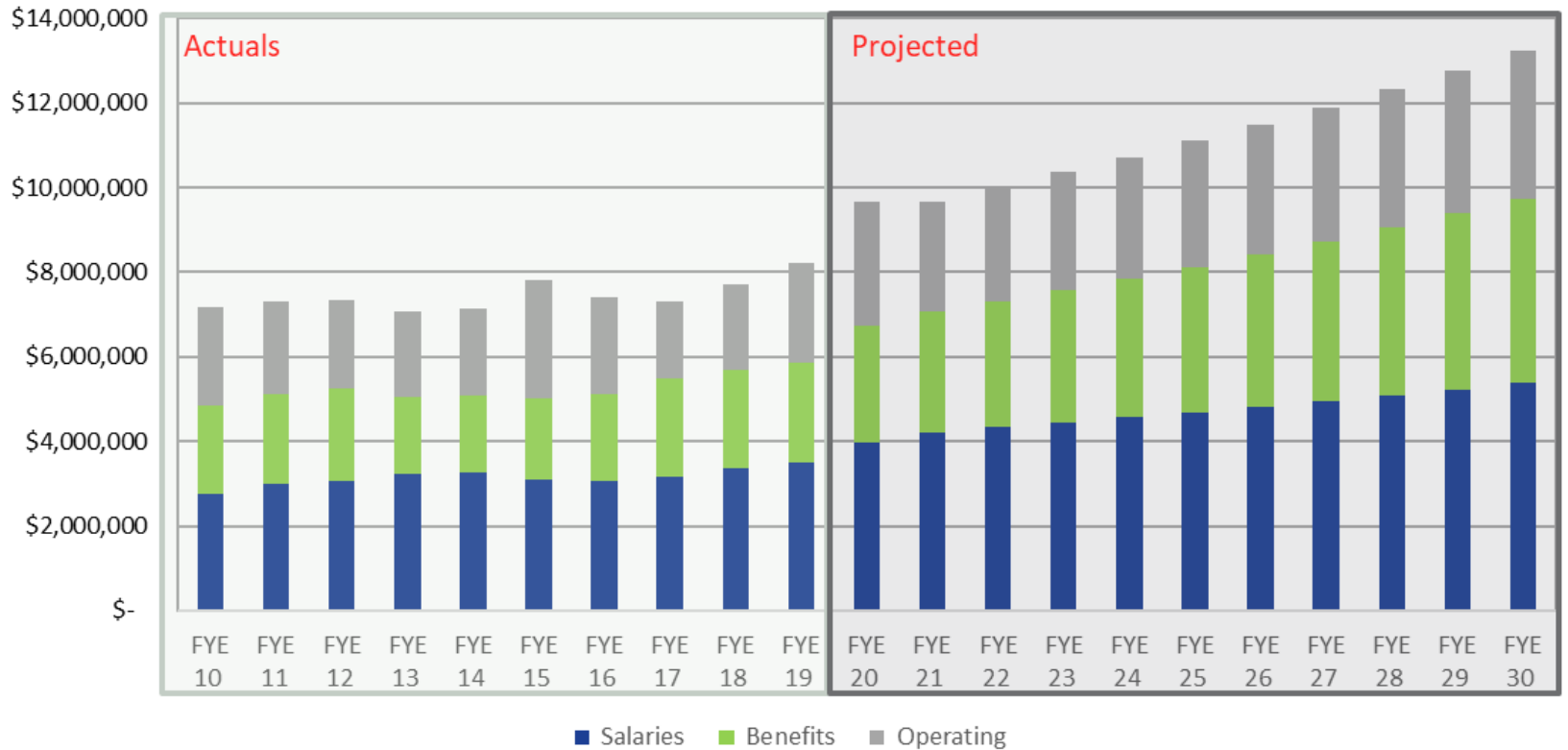
Nicole Kissam, Director  
Jordan Taylor, Consultant  
Financial Consulting Group

Tel: 800.676.7516 Web: [www.nbsgov.com](http://www.nbsgov.com)

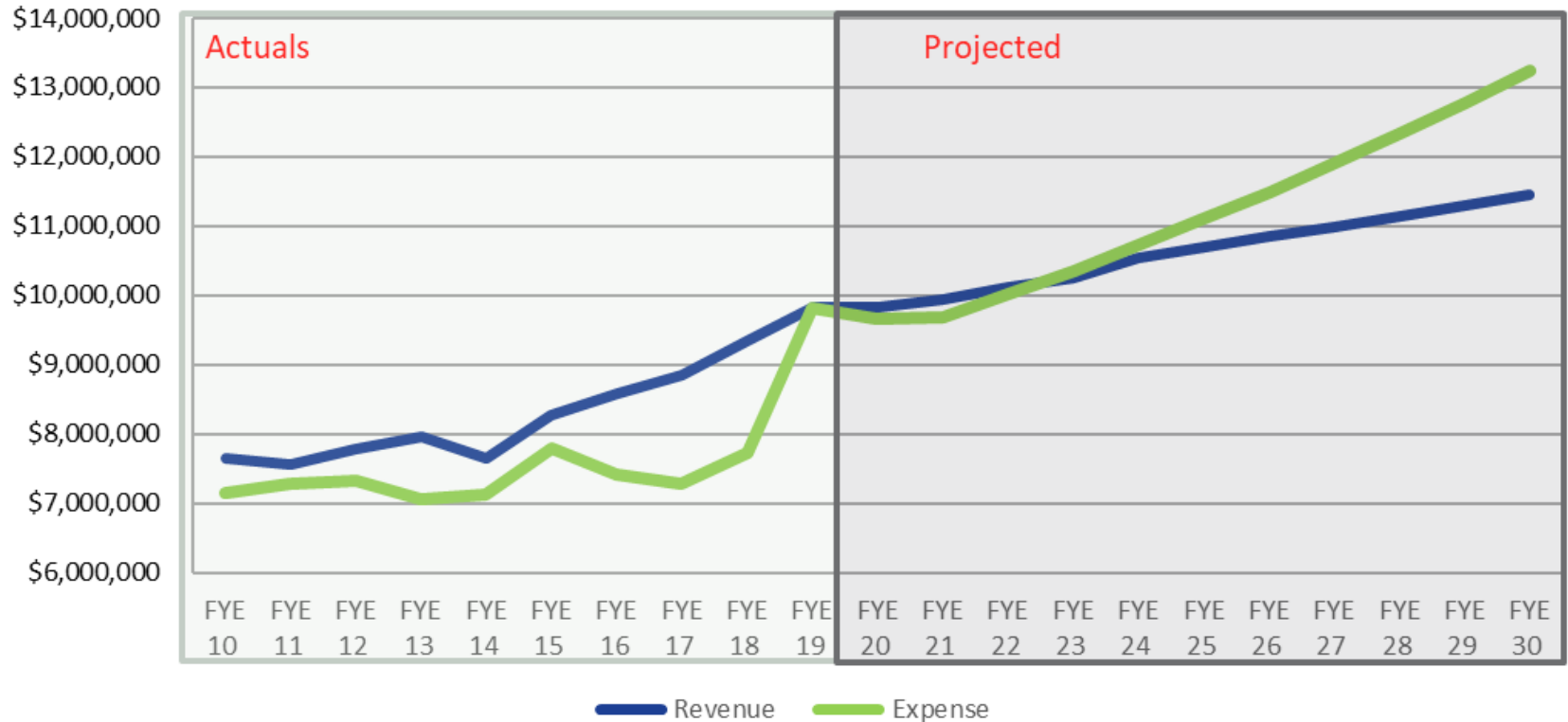
## Primary Recurring Revenues by Type



## Recurring Expenditures by Type

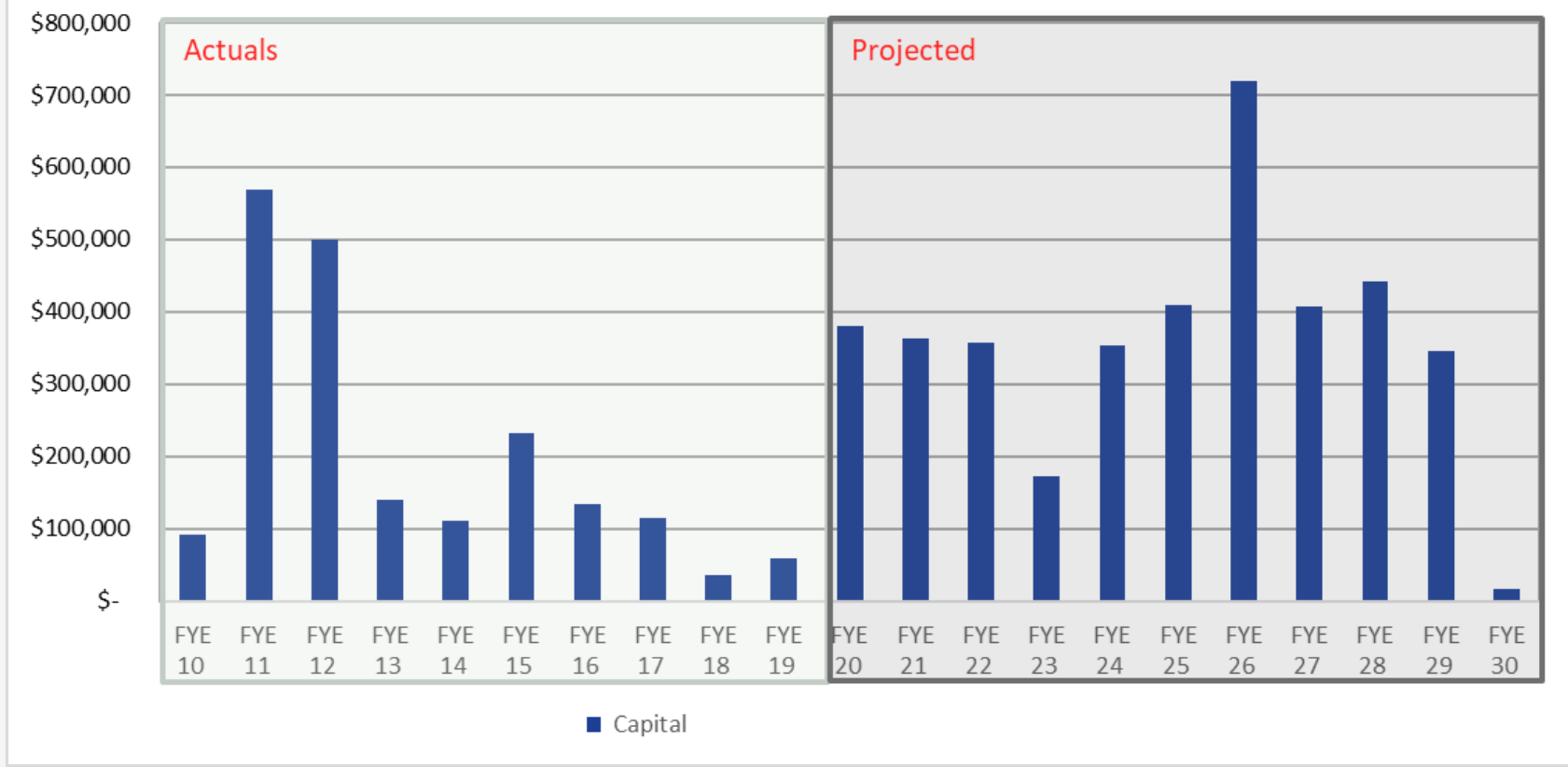


## Recurring Revenue vs Expenditure Trend





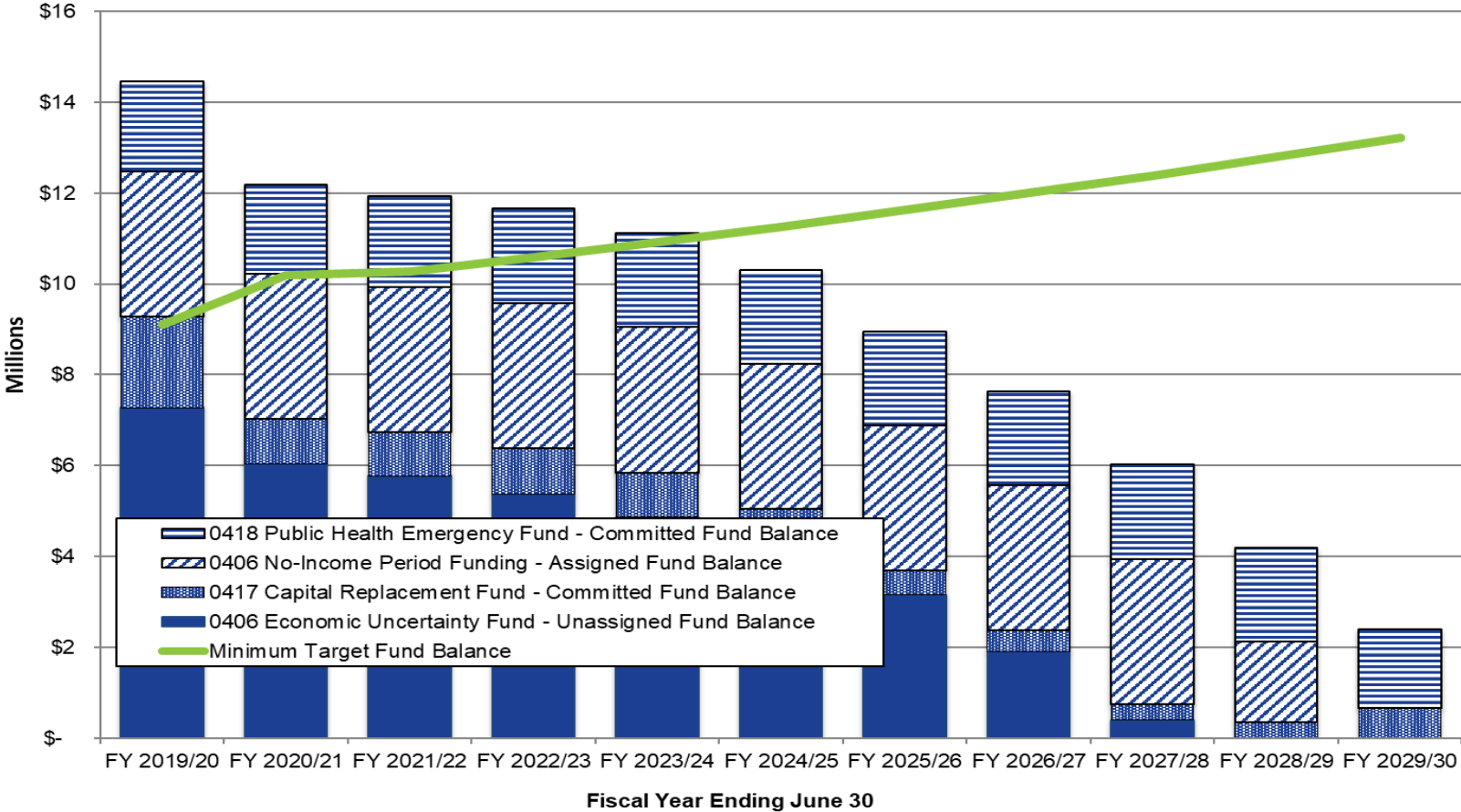
## Annual Capital Expenditures



## Fund Balance Policies

- **No-Income Period Fund (in Operating Fund):** Per Board policy, the District will maintain a fund balance equal to six months of expenditures.
- **Interruption in Revenue Flow / Economic Uncertainty Fund (in Operating Fund):** Per Board policy, the District will maintain a fund balance equal to between 25% and 50% of expenditures.
- **Capital Replacement Fund:** Per MRG advice, the District will maintain a capital replacement reserve of approximately \$1 million.
- **Emergency Fund:** Fund is designated for use in the case of a vector-borne disease emergency. Fund balance target is 20% of expenditures.
- **Insurance Pool Contingency Fund:** Funds held with the VCJPA, intended to pay the self-insured retention in the event of a series of large claims.
- **OPEB Trust Fund:** Not modeled. Held as a separate irrevocable trust.

## Ending Cash Balances vs. Recommended Fund Balance Targets



# Summary of Financial Plan and Recommendations

## Summary

- ❖ Budgeted expenses are trending higher than revenues. Projected structural deficit begins in FY 2022-23
- ❖ Cash fund balances will “buffer” operating deficit through FY 2029-30
- ❖ Meeting overall fund balance targets are compromised starting in FY 2024-25
- ❖ Many notable strengths in fiscal management
  - ✓ Financial policies
  - ✓ Capital planning
  - ✓ Budget practices refinement

## Recommendations

- ❖ Revisit timing and need for new assessment at end of FY 2021
- ❖ Formalize changes to financial policies and fund balance targets

# NBS Contact Information

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Telephone: 800-676-7516

## Attachment B - Financial Plan & Reserve Summary

**TABLE 1**  
**FINANCIAL PLAN SUMMARY**

SOURCES AND USES OF DISTRICT FUNDS	Budget		Projected								
	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29	FY 2029/30
<b>Sources of District Funds</b>											
<i>Benefit Assessment Revenue</i>											
DISTRICT #1	\$ 3,124,677	\$ 3,169,956	\$ 3,169,956	\$ 3,169,956	\$ 3,169,956	\$ 3,169,956	\$ 3,169,956	\$ 3,169,956	\$ 3,169,956	\$ 3,169,956	\$ 3,169,956
DISTRICT #2	979,609	1,025,237	1,058,045	1,091,902	1,126,843	1,177,551	1,230,541	1,285,915	1,343,781	1,404,251	1,467,443
<i>Non Benefit Assessment Revenue</i>											
Interest Income (2)	146,914	98,874	121,906	119,309	262,160	250,222	232,001	201,408	171,891	135,405	94,420
AD VALOREM TAXES	5,233,882	5,451,157	5,560,180	5,671,384	5,784,811	5,900,508	6,018,518	6,138,888	6,261,666	6,386,899	6,514,637
MISC. INCOME/CONTRACTS	345,273	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
<b>Total Sources of Funds</b>	<b>\$ 9,830,355</b>	<b>\$ 9,945,224</b>	<b>\$ 10,110,087</b>	<b>\$ 10,252,550</b>	<b>\$ 10,543,771</b>	<b>\$ 10,698,237</b>	<b>\$ 10,851,016</b>	<b>\$ 10,996,167</b>	<b>\$ 11,147,294</b>	<b>\$ 11,296,511</b>	<b>\$ 11,446,456</b>
<b>Uses of District Funds</b>											
<i>Operating Expenses (3):</i>											
Salaries & Benefits	\$ 6,743,947	\$ 7,055,044	\$ 7,302,046	\$ 7,562,190	\$ 7,834,074	\$ 8,118,296	\$ 8,415,488	\$ 8,726,316	\$ 9,051,481	\$ 9,391,727	\$ 9,747,835
Service & Supplies	2,925,094	2,626,674	2,710,817	2,797,656	2,887,276	2,979,767	3,075,222	3,173,734	3,275,401	3,380,326	3,488,612
<b>Total Uses of District Funds</b>	<b>\$ 9,669,041</b>	<b>\$ 9,681,718</b>	<b>\$ 10,012,863</b>	<b>\$ 10,359,845</b>	<b>\$ 10,721,350</b>	<b>\$ 11,098,064</b>	<b>\$ 11,490,710</b>	<b>\$ 11,900,049</b>	<b>\$ 12,326,883</b>	<b>\$ 12,772,053</b>	<b>\$ 13,236,447</b>
<b>Annual Contribution To or Use of Fund Balances</b>	<b>\$ 161,314</b>	<b>\$ 263,506</b>	<b>\$ 97,224</b>	<b>\$ (107,295)</b>	<b>\$ (177,579)</b>	<b>\$ (399,827)</b>	<b>\$ (639,694)</b>	<b>\$ (903,882)</b>	<b>\$ (1,179,589)</b>	<b>\$ (1,475,541)</b>	<b>\$ (1,789,991)</b>

1. Revenue are approved budgeted revenues for FY 2019/20 and 2020/21.
2. Interest earnings rate for first three projection years at 10-year annual LAIF rate, subsequent referenced in MRG recommendation, page 15.
3. Operating Expenses for FY 2019/20 are proposed year-end expenses and 20/21 from District Budget. Source file: *FINAL BUDGET JUNE MTG 5.26.20.xlsx*

TABLE 2  
FUND BALANCE SUMMARY

SUMMARY OF CASH ACTIVITY UN-RESTRICTED FUND BALANCES	Budget		Projected								
	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29	FY 2029/30
<b>Total Beginning Cash (1)</b>	\$ 15,460,795	\$ 15,240,744	\$ 12,990,316	\$ 12,738,536	\$ 12,467,318	\$ 11,944,896	\$ 11,143,308	\$ 9,791,935	\$ 8,488,458	\$ 6,875,358	\$ 5,062,390
<b>0406 Economic Uncertainty Fund - Unassigned Fund Balance</b>											
Beginning Fund Balance (1)	\$ 6,304,923	\$ 7,278,884	\$ 6,046,190	\$ 5,773,741	\$ 5,379,598	\$ 4,864,819	\$ 4,127,792	\$ 3,150,897	\$ 1,909,815	\$ 393,026	\$ -
Net: Operating Cash Flow	161,314	263,506	97,224	(107,295)	(177,579)	(399,827)	(639,694)	(903,882)	(1,179,589)	(1,475,541)	(1,789,991)
Plus: Transfer of Debt Reserve Surplus	-	-	-	-	-	-	-	-	-	-	-
Net: Transfer In / (Out) from Capital Replacement Fund	812,647	(337,200)	(337,200)	(217,452)	(337,200)	(337,200)	(337,200)	(337,200)	(337,200)	(337,200)	(337,200)
Net: Transfer In / (Out) from No-Income Period Fund	-	-	-	-	-	-	-	-	-	1,419,716	1,780,284
Net: Transfer In / (Out) from Public Health Emergency Fund	-	-	(32,473)	(69,396)	-	-	-	-	-	-	346,907
Less: One-Time Contribution to Pension Fund	-	(1,159,000)	-	-	-	-	-	-	-	-	-
Less: Transfer Out to Assigned/Restricted Reserves	-	-	-	-	-	-	-	-	-	-	-
<b>Ending Operating Fund Balance</b>	\$ 7,278,884	\$ 6,046,190	\$ 5,773,741	\$ 5,379,598	\$ 4,864,819	\$ 4,127,792	\$ 3,150,897	\$ 1,909,815	\$ 393,026	\$ -	\$ -
Fund Balance Target Per Board Policy - 25% operating exp. (2)	\$ 2,054,092	\$ 2,417,260	\$ 2,420,430	\$ 2,503,216	\$ 2,589,961	\$ 2,680,337	\$ 2,774,516	\$ 2,872,677	\$ 2,975,012	\$ 3,081,721	\$ 3,193,013
Fund Balance Target Per Board Policy - 50% operating exp. (2)	\$ 4,108,184	\$ 4,834,521	\$ 4,840,859	\$ 5,006,432	\$ 5,179,923	\$ 5,360,675	\$ 5,549,032	\$ 5,745,355	\$ 5,950,025	\$ 6,163,441	\$ 6,386,026
<b>0417 Capital Replacement Fund - Committed Fund Balance</b>											
Beginning Fund Balance (1)	\$ 3,194,012	\$ 2,000,000	\$ 974,348	\$ 954,548	\$ 1,000,000	\$ 984,200	\$ 911,400	\$ 528,600	\$ 457,800	\$ 353,000	\$ 344,200
Less: Use of Reserves for Capital Projects	(381,365)	(362,852)	(357,000)	(172,000)	(353,000)	(410,000)	(720,000)	(408,000)	(442,000)	(346,000)	(17,000)
Less: One-Time Contribution to Pension Fund	-	(1,000,000)	-	-	-	-	-	-	-	-	-
Net: Transfer from Operating Fund	-	337,200	337,200	337,200	337,200	337,200	337,200	337,200	337,200	337,200	337,200
Less: Transfer of Surplus to Operating Reserve	(812,647)	-	-	(119,748)	-	-	-	-	-	-	-
<b>Ending Capital Replacement Fund Balance</b>	\$ 2,000,000	\$ 974,348	\$ 954,548	\$ 1,000,000	\$ 984,200	\$ 911,400	\$ 528,600	\$ 457,800	\$ 353,000	\$ 344,200	\$ 664,400
Fund Balance Target Per Board Policy - \$1 million (2)	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
<b>0406 No-Income Period Funding - Assigned Fund Balance</b>											
Beginning Reserve Balance (1)	\$ 3,200,000	\$ 3,200,000	\$ 3,200,000	\$ 3,200,000	\$ 3,200,000	\$ 3,200,000	\$ 3,200,000	\$ 3,200,000	\$ 3,200,000	\$ 3,200,000	\$ 1,780,284
Net: Transfers from Operating Fund	-	-	-	-	-	-	-	-	-	-	(1,780,284)
Less: Use of Fund Balance	-	-	-	-	-	-	-	-	-	-	-
<b>Ending No-Income Period Fund Balance</b>	\$ 3,200,000	\$ 3,200,000	\$ 3,200,000	\$ 3,200,000	\$ 3,200,000	\$ 3,200,000	\$ 3,200,000	\$ 3,200,000	\$ 3,200,000	\$ 1,780,284	\$ -
Fund Balance Target Per Board Policy - 50% operating exp. (2)	\$ 4,108,184	\$ 4,834,521	\$ 4,840,859	\$ 5,006,432	\$ 5,179,923	\$ 5,360,675	\$ 5,549,032	\$ 5,745,355	\$ 5,950,025	\$ 6,163,441	\$ 6,386,026
<b>0418 Public Health Emergency Fund - Committed Fund Balance</b>											
Beginning Reserve Balance (1)	\$ 1,970,100	\$ 1,970,100	\$ 1,970,100	\$ 2,002,573	\$ 2,071,969	\$ 2,071,969	\$ 2,071,969	\$ 2,071,969	\$ 2,071,969	\$ 2,071,969	\$ 2,071,969
Net: Transfers from Operating Fund	-	-	32,473	69,396	-	-	-	-	-	-	(346,907)
Less: Use of Fund Balance	-	-	-	-	-	-	-	-	-	-	-
<b>Ending Emergency Fund Balance</b>	\$ 1,970,100	\$ 1,970,100	\$ 2,002,573	\$ 2,071,969	\$ 2,071,969	\$ 2,071,969	\$ 2,071,969	\$ 2,071,969	\$ 2,071,969	\$ 2,071,969	\$ 1,725,062
Fund Balance Target Per Board Policy - 20% operating exp. (2)	\$ 1,933,808	\$ 1,936,344	\$ 2,002,573	\$ 2,071,969	\$ 2,144,270	\$ 2,219,613	\$ 2,298,142	\$ 2,380,010	\$ 2,465,377	\$ 2,554,411	\$ 2,647,289
<b>Ending Fund Balance - Excl. Assigned/Restricted Fund Reserves</b>	\$ 14,448,984	\$ 12,190,638	\$ 11,930,862	\$ 11,651,567	\$ 11,120,988	\$ 10,311,161	\$ 8,951,466	\$ 7,639,584	\$ 6,017,995	\$ 4,196,453	\$ 2,389,462
<b>Min. Target Ending Balance -Excl. Restricted Fund Reserves</b>	\$ 9,096,083	\$ 10,188,124	\$ 10,263,861	\$ 10,581,617	\$ 10,914,154	\$ 11,260,625	\$ 11,621,690	\$ 11,998,042	\$ 12,390,414	\$ 12,799,573	\$ 13,226,329
<b>Ending Surplus/(Deficit) Compared to Fund Balance Targets</b>	\$ 5,352,901	\$ 2,002,514	\$ 1,667,001	\$ 1,069,950	\$ 206,834	\$ (949,464)	\$ (2,670,223)	\$ (4,358,458)	\$ (6,372,419)	\$ (8,603,119)	\$ (10,836,867)
<b>Assigned/Restricted Fund Reserves:</b>											
<b>VCIPA Member Contingency Funds</b>											
Beginning Fund Balance (1)	\$ 791,760	\$ 791,760	\$ 799,678	\$ 807,674	\$ 815,751	\$ 823,909	\$ 832,148	\$ 840,469	\$ 848,874	\$ 857,363	\$ 865,936
Plus: Transfer of Operating Fund Surplus	-	-	-	-	-	-	-	-	-	-	-
Plus: Interest at LAIF Earnings Rate of 1%	-	7,918	7,997	8,077	8,158	8,239	8,321	8,405	8,489	8,574	8,659
Less: Use of Fund Balance	-	-	-	-	-	-	-	-	-	-	-
<b>Ending Fund Balance</b>	\$ 791,760	\$ 799,678	\$ 807,674	\$ 815,751	\$ 823,909	\$ 832,148	\$ 840,469	\$ 848,874	\$ 857,363	\$ 865,936	\$ 874,596
<b>Annual Interest Earnings Rate (3)</b>	0.00%	1.00%	1.00%	1.00%	2.25%	2.25%	2.25%	2.25%	2.25%	2.25%	2.25%

Footnotes for Table 2: Reserve Fund Summary

- The beginning Cash balance is reported in the District's CAFR June 2019, Page 10, Cash and Investments, Deposits with VCIPA and Capital Replacement Fund.  
Beginning Fund Balance for FY 20/21 found in source file: Copy of DRAFT BUDGET (1) FY 20.21.pdf, page 26.
- Target fund balances updated by MRG and completed in Feb. 2020. Source files: final 2 27 20 for Board.pdf, exhibits 2 27 20.pdf  
Operating fund balance target is set to a range of 25%-50% of prior year's actual expenses. Showing both 25% and 50% for reference of range.  
Capital Reserve Fund reduced to \$1 million in order to pay down OPEB. Email from District staff March 3, 2020.  
No-Income fund balance target is set to 50% of prior year's actual expenses.  
\*Some target reserves may not match source files due to recent Board discussion and edit. Formal Target Reserve Policy is in progress.
- Interest earnings rate for first three projection years at 10-year annual LAIF rate, subsequent referenced in MRG recommendation, page 15.

TABLE 3  
 REVENUE FORECAST (1)

DESCRIPTION	Basis	Actual		Budget									
		2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>Revenues</b>													
Interest Income	See FP	\$ 146,914	\$ 146,914	\$ 98,874	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BA #1-MARIN COUNTY= 95,218 SFE	9	1,141,824	1,141,824	1,142,616	1,142,616	1,142,616	1,142,616	1,142,616	1,142,616	1,142,616	1,142,616	1,142,616	1,142,616
BA #1-SONOMA COUNTY= 168,945 SFE	9	1,982,853	1,982,853	2,027,340	2,027,340	2,027,340	2,027,340	2,027,340	2,027,340	2,027,340	2,027,340	2,027,340	2,027,340
BA #2A- MARIN COUNTY= 5,915 SFE	10	155,476	155,476	167,158	172,507	178,027	183,724	191,992	200,631	209,660	219,094	228,954	239,257
BA #2A- SONOMA COUNTY ZONE A= 34,140 SFE	10	824,133	824,133	851,756	879,012	907,141	936,169	978,297	1,022,320	1,068,324	1,116,399	1,166,637	1,219,136
BA #2B- SONOMA COUNTY ZONE B= 234 SFE	10	-	-	6,323	6,525	6,734	6,950	7,262	7,589	7,931	8,288	8,661	9,050
AD VALOREM TAXES	8	5,233,882	5,233,882	5,451,157	5,560,180	5,671,384	5,784,811	5,900,508	6,018,518	6,138,888	6,261,666	6,386,899	6,514,637
MISC. INCOME/CONTRACTS	11	232,675	232,675	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
OTHER STATE AID	11	112,598	112,598	-	-	-	-	-	-	-	-	-	-
<b>TOTAL: REVENUE</b>		<b>\$ 9,830,355</b>	<b>\$ 9,830,355</b>	<b>\$ 9,945,224</b>	<b>\$ 9,988,181</b>	<b>\$ 10,133,242</b>	<b>\$ 10,281,610</b>	<b>\$ 10,448,014</b>	<b>\$ 10,619,014</b>	<b>\$ 10,794,759</b>	<b>\$ 10,975,403</b>	<b>\$ 11,161,106</b>	<b>\$ 11,352,036</b>
Excluded from Analysis. Left for reference only													
NET ASSETS USED TO BALANCE BUDGET	11	-	220,052	1,232,694	-	-	-	-	-	-	-	-	-
		<i>To check against source file: 9,830,355 10,050,407 11,177,918</i>											

TABLE 4  
 REVENUE SUMMARY:

<b>Benefit Assessment Revenue</b>													
DISTRICT #1		\$ 3,124,677	\$ 3,124,677	\$ 3,169,956	\$ 3,169,956	\$ 3,169,956	\$ 3,169,956	\$ 3,169,956	\$ 3,169,956	\$ 3,169,956	\$ 3,169,956	\$ 3,169,956	\$ 3,169,956
DISTRICT #2		979,609	979,609	1,025,237	1,058,045	1,091,902	1,126,843	1,177,551	1,230,541	1,285,915	1,343,781	1,404,251	1,467,443
<b>Non Benefit Assessment Revenue</b>													
Interest Income		146,914	146,914	98,874	-	-	-	-	-	-	-	-	-
AD VALOREM TAXES		5,233,882	5,233,882	5,451,157	5,560,180	5,671,384	5,784,811	5,900,508	6,018,518	6,138,888	6,261,666	6,386,899	6,514,637
MISC. INCOME/CONTRACTS		345,273	345,273	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
<b>TOTAL REVENUE</b>		<b>\$ 9,830,355</b>	<b>\$ 9,830,355</b>	<b>\$ 9,945,224</b>	<b>\$ 9,988,181</b>	<b>\$ 10,133,242</b>	<b>\$ 10,281,610</b>	<b>\$ 10,448,014</b>	<b>\$ 10,619,014</b>	<b>\$ 10,794,759</b>	<b>\$ 10,975,403</b>	<b>\$ 11,161,106</b>	<b>\$ 11,352,036</b>



10-Year Financial Plan and Reserve Projections

Preliminary Draft Subject to Material Revision, Do Not Cite or Distribute

TABLE 5  
OPERATING EXPENSE FORECAST (1):

DESCRIPTION	Basis	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>Salaries &amp; Benefits</b>													
Salaries Regular - Full time:													
18010 Administrative	6	\$ 423,535	\$ 461,764	\$ 474,635	\$ 487,687	\$ 501,099	\$ 514,879	\$ 529,038	\$ 543,587	\$ 558,535	\$ 573,895	\$ 589,677	\$ 605,893
28010 Lab	6	331,086	349,031	366,852	376,940	387,306	397,957	408,901	420,146	431,700	443,572	455,770	468,303
38010 Operations	6	2,144,053	2,417,166	2,682,423	2,756,190	2,831,985	2,909,864	2,989,886	3,072,108	3,156,591	3,243,397	3,332,590	3,424,236
48010 Shop/Facilities	6	223,289	240,837	212,538	218,383	224,388	230,559	236,899	243,414	250,108	256,986	264,053	271,315
58010 Public Relations and Education	6	214,666	223,818	205,695	211,352	217,164	223,136	229,272	235,572	242,055	248,712	255,551	262,579
<b>Subtotal</b>		<b>3,336,629</b>	<b>3,692,616</b>	<b>3,942,143</b>	<b>4,050,552</b>	<b>4,161,942</b>	<b>4,276,396</b>	<b>4,393,996</b>	<b>4,514,831</b>	<b>4,638,989</b>	<b>4,766,561</b>	<b>4,897,642</b>	<b>5,032,327</b>
Wages - Seasonal Assistance	6	134,026	241,360	246,000	252,765	259,716	266,858	274,197	281,737	289,485	297,446	305,626	314,030
Wages - Trustees	6	15,200	24,000	24,000	24,660	25,338	26,035	26,751	27,487	28,242	29,019	29,817	30,637
<b>Subtotal</b>		<b>149,226</b>	<b>265,360</b>	<b>270,000</b>	<b>277,425</b>	<b>285,054</b>	<b>292,893</b>	<b>300,948</b>	<b>309,224</b>	<b>317,727</b>	<b>326,465</b>	<b>335,443</b>	<b>344,667</b>
<b>Benefits</b>													
18020 Retirement - Employer	7	871,499	937,657	929,338	985,098	1,044,204	1,106,856	1,173,268	1,243,664	1,318,284	1,397,381	1,481,224	1,570,097
1-8020-02 Retirement - Employer	7	118,884	110,172	215,954	228,911	242,646	257,205	272,637	288,995	306,335	324,715	344,198	364,850
18022 Medicare 1.45% - Employer portion	7	49,133	57,339	55,952	59,309	62,868	66,640	70,638	74,876	79,369	84,131	89,179	94,530
18023 FICA (S.S.) - Employer portion	7	9,333	16,452	15,252	16,167	17,137	18,165	19,255	20,411	21,635	22,933	24,309	25,768
18024 LTD and Sentry Life Insurance	7	11,176	3,430	4,515	2,700	2,862	3,034	3,216	3,409	3,613	3,830	4,060	4,303
1802401 Employee Assistance Program	7	1,453	2,380	2,500	2,650	2,809	2,978	3,156	3,346	3,546	3,759	3,985	4,224
18025 Employee Boot Allowance	7	5,274	7,600	7,200	7,632	8,090	8,575	9,090	9,635	10,213	10,826	11,476	12,164
18027 \$500 Emp. Medical Reimb.	7	11,754	15,500	18,000	19,080	20,225	21,438	22,725	24,088	25,533	27,065	28,689	30,411
18029 Anthem Blue Cross	7	16,629	9,187	8,350	8,851	9,382	9,945	10,542	11,174	11,845	12,555	13,309	14,107
18031 Retiree Spousal - Anthem Blue Cross	7	42,040	35,000	25,842	27,393	29,036	30,778	32,625	34,582	36,657	38,857	41,188	43,660
18032 Retiree Spousal - Kaiser	7	74,431	85,714	74,784	79,271	84,027	89,069	94,413	100,078	106,083	112,447	119,194	126,346
18033 Retiree Medical Benefit	7	137,187	162,300	143,443	152,050	161,173	170,843	181,093	191,959	203,477	215,685	228,626	242,344
1803301 CERBT - OPEB Trust	11	449,646	667,000	622,000	622,000	622,000	622,000	622,000	622,000	622,000	622,000	622,000	622,000
1-8033-02 Retiree Health Savings Acct. (New Plan)	7	4,388	11,100	20,303	21,521	22,812	24,181	25,632	27,170	28,800	30,528	32,360	34,301
18034 Kaiser - Active Employees	7	515,116	595,022	626,723	664,326	704,186	746,437	791,223	838,697	889,019	942,360	998,901	1,058,835
18036 Dental - Active Employees	7	40,720	45,858	45,500	48,230	51,124	54,191	57,443	60,889	64,543	68,415	72,520	76,871
18037 Vision Service Plan - Active Emp.	7	10,440	12,157	11,645	12,344	13,084	13,869	14,702	15,584	16,519	17,510	18,560	19,674
18038 State Unemployment	7	12,272	12,103	15,600	16,536	17,528	18,580	19,695	20,876	22,129	23,457	24,864	26,356
<b>Subtotal</b>		<b>2,381,375</b>	<b>2,785,971</b>	<b>2,842,901</b>	<b>2,974,069</b>	<b>3,115,193</b>	<b>3,264,785</b>	<b>3,423,352</b>	<b>3,591,433</b>	<b>3,769,599</b>	<b>3,958,455</b>	<b>4,158,642</b>	<b>4,370,841</b>
<b>TOTAL: Salaries &amp; Benefits</b>		<b>\$ 5,867,230</b>	<b>\$ 6,743,947</b>	<b>\$ 7,055,044</b>	<b>\$ 7,302,046</b>	<b>\$ 7,562,190</b>	<b>\$ 7,834,074</b>	<b>\$ 8,118,296</b>	<b>\$ 8,415,488</b>	<b>\$ 8,726,316</b>	<b>\$ 9,051,481</b>	<b>\$ 9,391,727</b>	<b>\$ 9,747,835</b>

10-Year Financial Plan and Reserve Projections

Preliminary Draft Subject to Material Revision, Do Not Cite or Distribute

TABLE 6  
OPERATING EXPENSE FORECAST (1):

DESCRIPTION	Basis	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>Service &amp; Supplies</b>													
8040 Agriculture	1	\$ 738,180	\$ 809,475	\$ 748,175	\$ 772,142	\$ 796,877	\$ 822,404	\$ 848,749	\$ 875,938	\$ 903,998	\$ 932,957	\$ 962,843	\$ 993,687
8041 Pest Abatement Supplies	1	11,020	12,000	12,000	12,384	12,781	13,191	13,613	14,049	14,499	14,964	15,443	15,938
8041 Insectory Supplies	1	152	300	200	206	213	220	227	234	242	249	257	266
8042 Spray/Field Equipment (Lab and Ops)	1	12,809	28,375	23,437	24,188	24,963	25,762	26,588	27,439	28,318	29,225	30,162	31,128
8043 Source Reduction Equipment	1	4,642	11,500	5,500	5,676	5,858	6,046	6,239	6,439	6,645	6,858	7,078	7,305
8044 Furn,Appliances & Equip	1	1,419	5,100	4,000	4,128	4,260	4,397	4,538	4,683	4,833	4,988	5,148	5,313
8050 Clothing/Personal Supplies	1	43,804	34,145	35,095	36,219	37,379	38,577	39,813	41,088	42,404	43,763	45,165	46,611
8055 Safety Equipment	1	8,916	11,750	12,020	12,405	12,802	13,213	13,636	14,073	14,523	14,989	15,469	15,964
8060 Communications	1	48,928	53,905	62,150	64,141	66,196	68,316	70,505	72,763	75,094	77,500	79,982	82,544
8080 Food	1	4,493	4,370	3,850	3,973	4,101	4,232	4,368	4,507	4,652	4,801	4,955	5,113
8090 Household	1	5,993	7,810	6,010	6,203	6,401	6,606	6,818	7,036	7,262	7,494	7,734	7,982
8100 Insurance	1	260,560	251,460	261,745	270,130	278,783	287,714	296,930	306,442	316,259	326,390	336,846	347,636
8105 Accidents	1	2,727	-	-	-	-	-	-	-	-	-	-	-
8110 Projects	1	2,996	1,500	7,350	7,585	7,828	8,079	8,338	8,605	8,881	9,165	9,459	9,762
8115 Maintenance Boats/Forklift	1	319	2,000	600	619	639	660	681	702	725	748	772	797
8116 Maintenance Trailers	1	573	1,500	1,200	1,238	1,278	1,319	1,361	1,405	1,450	1,496	1,544	1,594
8117 Maintenance ATV's	1	19,886	33,100	35,500	36,637	37,811	39,022	40,272	41,562	42,894	44,268	45,686	47,149
8119 Maintenance Excavators	1	1,746	3,500	2,000	2,064	2,130	2,198	2,269	2,342	2,417	2,494	2,574	2,656
8120 Maintenance Vehicles	1	16,882	28,000	22,000	22,705	23,432	24,183	24,957	25,757	26,582	27,433	28,312	29,219
8121 Maintenance Spray/Field Equip	1	2,903	4,700	4,700	4,851	5,006	5,166	5,332	5,503	5,679	5,861	6,049	6,242
8122 Maintenance Cell Phones	1	145	1,550	1,800	1,858	1,917	1,979	2,042	2,107	2,175	2,245	2,316	2,391
8123 Maint. & Supplies Office Equipment	1	14,660	21,300	29,555	30,502	31,479	32,487	33,528	34,602	35,710	36,854	38,035	39,253
8124 Maintenance Shop Equip	1	794	1,300	1,300	1,342	1,385	1,429	1,475	1,522	1,571	1,621	1,673	1,727
8130 Maintenance Ground/Structures	1	14,161	32,050	32,400	33,438	34,509	35,615	36,755	37,933	39,148	40,402	41,696	43,032
8140 Lab	1	10,370	14,950	13,750	14,190	14,645	15,114	15,598	16,098	16,614	17,146	17,695	18,262
8140 Fish	1	1,180	2,975	1,875	1,935	1,997	2,061	2,127	2,195	2,266	2,338	2,413	2,490
8141 Disease Surveillance	1	15,404	20,700	20,500	21,157	21,834	22,534	23,256	24,001	24,770	25,563	26,382	27,227
8150 Memberships	1	41,852	44,769	45,905	47,376	48,893	50,459	52,076	53,744	55,466	57,242	59,076	60,969
8170 Office Expense	1	15,507	21,346	20,900	21,570	22,260	22,974	23,710	24,469	25,253	26,062	26,897	27,758
8180 Professional Services	1	324,729	451,455	401,417	414,276	427,547	441,243	455,378	469,966	485,020	500,558	516,593	533,141
8190 Publications & Legal Notices	1	125,525	204,000	179,600	185,353	191,291	197,419	203,743	210,270	217,005	223,957	231,131	238,535
8200 Rents & leases	1	5,912	6,450	6,250	6,450	6,657	6,870	7,090	7,317	7,552	7,794	8,043	8,301
8220 Shop Tools & Garage Equip	1	1,821	4,500	10,600	10,940	11,290	11,652	12,025	12,410	12,808	13,218	13,641	14,078
8221 Building Maint. & Improvements	1	54,987	43,200	81,985	84,611	87,322	90,119	93,006	95,985	99,060	102,233	105,508	108,888
8230 District Special Expenses	1	301,319	356,088	289,180	298,444	308,004	317,871	328,053	338,562	349,408	360,601	372,152	384,074
8231 Video Productions	1	6,195	11,600	6,500	6,708	6,923	7,145	7,374	7,610	7,854	8,105	8,365	8,633
8240 Education/Training/Classes	1	13,564	22,050	17,850	18,422	19,012	19,621	20,250	20,898	21,568	22,259	22,972	23,707
8241 Educational	1	11,090	11,550	11,000	11,352	11,716	12,091	12,479	12,878	13,291	13,717	14,156	14,610
8241 Public Relations	1	31,790	168,000	27,750	28,639	29,556	30,503	31,480	32,489	33,530	34,604	35,712	36,856
8250 Travel & Transportation	1	18,068	46,700	27,575	28,458	29,370	30,311	31,282	32,284	33,318	34,385	35,487	36,624
8251 Fuel & Oil	1	103,081	95,100	105,100	108,467	111,941	115,527	119,228	123,048	126,989	131,057	135,256	139,588
8260 Utilities	1	48,035	38,971	46,350	47,835	49,367	50,949	52,581	54,265	56,003	57,797	59,649	61,560
<b>TOTAL: Service &amp; Supplies</b>		<b>\$ 2,349,137</b>	<b>\$ 2,925,094</b>	<b>\$ 2,626,674</b>	<b>\$ 2,710,817</b>	<b>\$ 2,797,656</b>	<b>\$ 2,887,276</b>	<b>\$ 2,979,767</b>	<b>\$ 3,075,222</b>	<b>\$ 3,173,734</b>	<b>\$ 3,275,401</b>	<b>\$ 3,380,326</b>	<b>\$ 3,488,612</b>
<b>GRAND TOTAL</b>		<b>\$ 8,216,367</b>	<b>\$ 9,669,041</b>	<b>\$ 9,681,718</b>	<b>\$ 10,012,863</b>	<b>\$ 10,359,845</b>	<b>\$ 10,721,350</b>	<b>\$ 11,098,064</b>	<b>\$ 11,490,710</b>	<b>\$ 11,900,049</b>	<b>\$ 12,326,883</b>	<b>\$ 12,772,053</b>	<b>\$ 13,236,447</b>
Excluded from Grand Total, see Financial Plan for Transfer													
Transfer from Operating Reserve to Capital Reserve		\$ -	\$ -	\$ 337,200	\$ 337,200	\$ 337,200	\$ 337,200	\$ 337,200	\$ 337,200	\$ 337,200	\$ 337,200	\$ 337,200	\$ -

**TABLE 7**  
**FORECASTING ASSUMPTIONS (3)**

INFLATION FACTORS	Infl. Basis	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
General Cost Inflation (4)	1	--	--	--	3.20%	3.20%	3.20%	3.20%	3.20%	3.20%	3.20%	3.20%	3.20%
Salary/Wage Inflation	6	--	--	--	2.75%	2.75%	2.75%	2.75%	2.75%	2.75%	2.75%	2.75%	2.75%
General Benefits Inflation	7	--	--	--	6.00%	6.00%	6.00%	6.00%	6.00%	6.00%	6.00%	6.00%	6.00%
AV Growth	8	--	--	--	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Benefit Assessment (Capped)	9	--	--	--	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Benefit Assessment (Non-Capped)	10	--	--	--	3.20%	3.20%	3.20%	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%
No Escalation	11	--	--	--	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

1. FY 2019/20 are Board approved budgeted revenues and expenses; all future years are inflated values. Source file: *FINAL DRAFT AMENDED (2) BUDGET FY 19.20 DRAFT 1.8.20.pdf*
2. FY 2020/21 are budget numbers found in source file: *FINAL BUDGET JUNE MTG 5.26.20.xlsx*
3. Additional staffing expenses added per email from District on 12.19.2019. About \$300K for ongoing staffing plus \$30K to support with supplies.
4. Expenses are inflated each year by the annual inflation factor categories shown in Table 7
5. General Cost Inflation factor sourced from CPI - All Urban Consumers for San Francisco-Oakland-San Jose, CA 5 year annual average 2015-2019.

TABLE 8  
 CAPITAL FUNDING SUMMARY

CAPITAL FUNDING FORECAST	Budget		Projected								
	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29	FY 2029/30
<b>Funding Sources:</b>											
Use of Capital Rehabilitation and Replacement Reserve	381,365	362,852	357,000	172,000	353,000	410,000	720,000	408,000	442,000	346,000	17,000
<b>Total Sources of Capital Funds</b>	<b>\$ 381,365</b>	<b>\$ 362,852</b>	<b>\$ 357,000</b>	<b>\$ 172,000</b>	<b>\$ 353,000</b>	<b>\$ 410,000</b>	<b>\$ 720,000</b>	<b>\$ 408,000</b>	<b>\$ 442,000</b>	<b>\$ 346,000</b>	<b>\$ 17,000</b>
<b>Uses of Capital Funds:</b>											
Total Project Costs	\$ 381,365	\$ 362,852	\$ 357,000	\$ 172,000	\$ 353,000	\$ 410,000	\$ 720,000	\$ 408,000	\$ 442,000	\$ 346,000	\$ 17,000
<b>Capital Funding Surplus (Deficiency)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>New Revenue Bond Proceeds</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>New Revenue Bond Proceeds</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

CAPITAL REPLACEMENT PROGRAM

TABLE 9  
Capital Replacement Program Costs (1):

Project Description & ID	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>Capital Projects</b>											
Various Improvments adopted FY 20 budget	\$ 381,365	\$ 362,852	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>FACILITIES AND BUILDING SYSTEMS</b>											
Asphalt Pavement (2-inch Overlay)											
Fan - Laboratory (Negative Pressure)			29,000								
Flooring - Carpet (Offices)			15,000								
HVAC - Admin Building Air Handling Unit							89,000				
HVAC - Boiler							59,000				
Landscaping			52,000								
Roof - Admin Building (Comp Shingle)											
Roof - Shop Building (Metal)							87,000				
Roof - Vehicle Storage Building (Metal)							57,000				
Roof - Fish and Trailer Storage Building (Metal)							26,000				
Storage Shed (Tuff Shed)											
Aboveground Fuel Tank (Convault)											
Fish Rearing Equipment (3 tanks and filter system)								13,000			
Fuel Monitoring System									35,000		
Projector System - Board Room										10,000	
Work Stations - Tech Room											
HVAC - IT Room										17,000	
Work Stations - F/B Managers' Offices											
Paint - Interior (Admin Building)					56,000						
Flooring- Lab (Sheet Vinyl)											
Flooring - Kitchen/Lab Hallwy/Tech Rm (Faux Wood)							65,000				
Solar Project (Including Inverter)											
Solar Project (Inverter only)								137,000			
Water Cooler Fill Station											
Asphalt Pavement (Seal Coat)			22,000					25,000			
Flooring - Hallway/Lobby (Faux Wood)											
Flooring - Boardroom (Carpet Tile)											
Paint - Exterior (Admin Building)											
HVAC - Chiller											
<b>VEHICLES</b>											
Chevy 1 Ton Service Truck						71,000					
Ford Ranger 4x4					39,000						
Ford Van			34,000								
Ford F550 4x4										64,000	
2007 Ford F250 4x4											
2007 Ford F250 4x4											
2007 Ford F550 4x4											
2007 Ford Explorer			40,000								
2009 Ford F250 4x4											
2009 Ford F250 4x4											
Ford Explorer			40,000								
2011 Ford F350 4x4							47,000				
2011 Ford F250 4x2				43,000							
2011 Ford F250 4x2				43,000							
Chevrolet Traverse					40,000						
Chevrolet 1500 4x4					39,000						
Chevrolet 1500 4x4					39,000						
2013 GMC Sierra 2500 4x4						46,000					

Project Description & ID	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
2013 GMC Sierra 2500 4x4						46,000					
2013 GMC Sierra 2500 4x4						46,000					
2013 GMC Sierra 2500 4x4						46,000					
2013 Chevrolet 2500 HD 4x4							47,000				
2014 Chevrolet 2500 HD 4X4							47,000				
GMC Sierra 2500 HD 4x4								48,000			
GMC Sierra 2500 HD 4x4								48,000			
GMC Sierra 2500 HD 4x4								48,000			
2016 GMC Sierra 2500 HD 4x4									50,000		
2016 GMC Sierra 2500 HD 4x4									50,000		
2016 GMC Sierra 2500 HD 4x4									50,000		
2019 Chevrolet Bolt										55,000	
<u>VEHICLES - OFF ROAD/SPECIALTY</u>											
Komatsu Excavator									108,000		
Lite-foot										85,000	
Gator ATV						16,000					
TCM Forklift						24,000					
ARGO Conquest			33,000								
Diamondback Airboat w/trailer				56,000							
Argo Conquest					35,000						
Argo Conquest					35,000						
Argo Avenger					35,000						
Argo Avenger					35,000						
Argo Conquest						36,000					
Argo Avenger							37,000				
John Deere 3720 Tractor											
Argo Avenger								39,000			
Argo Avenger									40,000		
Tilt Trailer											
Grizzly Boat w/trailer											
2009 Kawasaki 650 ATV						13,000					
2010 Kawasaki 650 ATV						13,000					
2012 Kawasaki KVF360ACF ATV								10,000			
2012 Kawasaki KVF360ACF ATV								10,000			
Rotary Mower											
Honda 1000 EPS UTV											
GPS for Air Boat						10,000					
Kawasaki 750 ATV											
<u>SHOP AND SPRAY EQUIPMENT</u>											
Beecomist - Replace with Promist Dura Fogger			19,000								
Beecomist - Replace with Promist Dura Fogger			19,000								
Beecomist - Replace with Promist Dura Fogger			19,000								
Hotsy Pressure Washing System							21,000				
Twin Reel Intelli Sprayer										18,000	
Twin Reel Intelli Sprayer w/50 gal. Tank										22,000	
Aboveground Hoist											17,000
Shop Workstation											
Promist Dura Fogger											
Promist Dura Fogger											
<u>EQUIPMENT - LAB</u>											
Environmental Chamber				21,000							
Nuair Safety Cabinet			9,000								
Environmental Chamber						22,000					
Environmental Chamber Model 1-36VL							22,000				
Environmental Chamber Model 136VLC9								23,000			
Centrifuge (refrigerated)						21,000					

Project Description & ID	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Centrifuge							14,000				
RT-PCR System							67,000				
Dual Mixer Mill			14,000								
MagMax - Replace with KingFisher Flex System									85,000		
Leica M125 Microscope										20,000	
Leica M125 Microscope										20,000	
Leica M125 Microscope										20,000	
Leica M80 Microscope										15,000	
Leica M125 Microscope											
Environmental Chamber											
Ultra-low Temperature Freezer									24,000		
<b>EQUIPMENT - COMPUTER AND ELECTRONIC</b>											
Enhanced Video Security Camera System				9,000							
HP Smart Buy Server			6,000				7,000				
Boardroom Audio System (24 microphones)							28,000				
Exchange Server			6,000					7,000			
<b>Total: Capital Replacement Program Costs</b> <i>(Future-Year Dollars)</i>	<b>\$ 381,365</b>	<b>\$ 362,852</b>	<b>\$ 357,000</b>	<b>\$ 172,000</b>	<b>\$ 353,000</b>	<b>\$ 410,000</b>	<b>\$ 720,000</b>	<b>\$ 408,000</b>	<b>\$ 442,000</b>	<b>\$ 346,000</b>	<b>\$ 17,000</b>

1. Capital project costs were provided by District Staff per the MRG capital funding analysis. Source files: *final 2 27 20 for Board.pdf* and *exhibits 2 27 20.pdf*



## Marin/Sonoma Mosquito & Vector Control District

# Fiscal Year 2020-21: Budget Highlights

### **Overview**

The proposed budget for Fiscal Year 2020-21 incorporates valuable input from staff and Budget Committee members, as well as professional consultants. Revenue trends, fund balances, legacy benefits, capital replacement schedules and anticipated expenditures were carefully considered while preparing this budget. As in prior years, the District continues to operate in a constrained fiscal environment, diligently managing the appropriateness of its expenditures.

### **Revenues**

Uncertainties amid the COVID-19 pandemic made it difficult for counties to predict an escalator for ad valorem tax revenues. Marin County anticipates a 4.0% increase while Sonoma County predicts a 2.5% increase for FY 2020-21. These escalators were applied to FY 2018-19 actual revenues in an effort to more accurately determine ad valorem revenues for FY 20-21. The largest benefit assessment (#1) continues flat at \$12.00 while a modest COLA was applied to benefit assessment #2. Anticipated revenue from contracts, reimbursements and sale of District property is projected to be \$200,000. Based on a three-year average of actuals from prior fiscal years, interest earned is budgeted at \$98,874. Total revenues for FY 2020-21 are budgeted at \$9,945,224.

### **Expenditures**

Total budgeted expenditures, including capital assets and an additional contribution to the OPEB Trust, are forecast to increase by \$2,129,412 over the FY 2019-20 budget. This significant increase is largely attributable to adopting new strategies to pay down the District's unfunded post-retirement medical benefits. Services and supplies are anticipated to decrease by 10.17% while salaries and benefits (excluding OPEB contribution) are expected to increase by 5.88%. The anticipated shortfall or net assets required to balance the budget is projected to be \$1,234,595 plus \$1M from the realignment of the capital expenditure program.

### **Income vs. Expenditure**

If adopted as proposed by the Budget Committee and staff at the Board's May meeting, there would be a \$1,234,595 draw from the operating reserves and a \$1M transfer from the Capital Replacement Fund to balance the budget, largely attributable to a special contribution of \$2.159M to reduce OPEB liabilities. It should be noted that this proposal is based on Board approval of strategies presented in a report by MRG after an analysis of the District's capital asset replacement program and target balances.



The Board will also review and approve funding options, prepared by Marilyn Oliver of Bartel & Associates, to accelerate the OPEB legacy benefit liability paydown, as discussed in detail at the Board's meeting on May 13, 2020. The draft FY 2020-21 budget was prepared assuming the adoption of balanced strategies that would best accommodate the uncertainties of COVID-19 while still maximizing the District's current fund balances while paying down some long-term liabilities. At the Regular Board Meeting held on May 13, 2020, the Board discussed these strategies and gave direction to staff to prepare the final budget for FY 20-21 accordingly.

## **Analysis**

The face sheet (page 1) shows the overall budget totals for revenues from the benefit assessments and ad valorem taxes, as well as the three major categories of expenditure: Salaries, Wages & Benefits, Services and Supplies and Capital Replacement expenditures. The single-family equivalent (SFE) parcel ratio between Assessment Districts 1 & 2 reflects the fact that roughly 88% of the SFE parcels are in District #1 and 12% in District #2. Under the terms of the annexation agreement, parcels in District #2 do not contribute ad valorem taxes, and thus parcels in District #2 contribute a higher rate per single-family equivalent in an effort to equalize the per-parcel contributions between the two Assessment Districts. As noted in the NBS Financial Report accompanying this agenda package, due to the \$12 cap on Assessment District No. 1, over the last few years Assessment District No. 2 has contributed a steadily increasing share of the benefit assessment revenue.

Represented employees have completed negotiations with the District and a new four-year labor contract will be presented to the Board for its consideration tonight. In accordance with the negotiated terms of this contract, the final proposed budget incorporates a 2.75% cost of living increase for the first year of the agreement.

For FY 2020-21, employer rates for MCERA contributions will increase to 31.21% for the Classic Tier and 24.51% for the PEPRA Tier. The percentage of the budget to be spent on pension contributions is 9.40%. The most significant change to benefits is largely attributable to the Board's prior decision to pay the full Actuarially Determined Contribution (ADC) each year to fund its legacy OPEB liabilities. Consistent with the Board's direction at the May 13, 2020 meeting, this proposed budget also includes a Special (additional one-time) contribution to the Districts trust fund, which would bring the OPEB funded ratio up to approximately 55%. This strategy includes a \$1M draw from the Capital Replacement Fund. Taking into account both contributions described above, the percentage of the overall budget to be spent on OPEB liabilities for FY 2020-21 will be 22.84%.

The figures shown on the bottom of Page 3 of the budget represent the grand totals of salaries and benefits (the column headers provide context) and the difference between the FY 2019-20 approved budget (second amendment) and the proposed FY 2020-21 budget. You will notice a change to the format in this draft which separates regular salaries and benefits from legacy benefits or OPEB Trust contributions. The intent is to create a distinction between regularly projected employee benefit costs and legacy costs, which vary greatly from year to year based on whether additional contributions are made to the OPEB Trust in a particular fiscal year. The total proposed budget for FY 2020-21, applying a

2.75% COLA for salaries and benefits separate from legacy benefits, is a 5.88% increase over the approved FY 2019-20 budget. Depending on the Board's decision to approve an additional contribution to the OPEB Trust and which strategy and funding ratio best suits the District's long term goal and current financial circumstances, the amount budgeted for legacy benefits will be differ considerably from the prior fiscal year. For example, during FY 2019-20, the District made the full Actuarially Determined Contribution (ADC) of \$667,000 to the OPEB Trust but did not opt to make an additional contribution. As noted above, based on the Board's direction given at the May 13<sup>th</sup> Regular Board Meeting, staff was directed to budget for Scenario 3, which aims for a funding ratio of 55%. Achieving this ratio would lower the ADC for this and future budget years to \$622,000. Achieving a 55% funded ratio and requires an additional contribution of \$2,159,000, of which, \$1M would come from the Capital Replacement Fund and \$1,159,000 from the Operating Fund. A total contribution of \$2,781,000 for FY 2020-21 equates to a 317% increase over the FY 2019-20 approved budget.

Pages 4 & 5 of the budget show a rollup of all expenditures analyzed by department for services, supplies and capital replacement from all the pages following. The final FY 2020-21 budget projects overall services and supplies to decrease by \$297,483 or 10.17% compared to FY 2019-20 budget (second amendment).

Expenditures for Department 1 begin on page 6. The VCJPA projected a slight increase of just over 4.0% for insurance premiums (p7). Professional service agreements (p9) are forecast to be lower this year even with the costs associated with the Coastal Region PEIR Addendum included. Publications and Legal (p9) adds a new line item for television advertising which will launch advertisements for District services on large networks. As needed expenses (p10) decreased significantly from FY 2019-20. Utilities (p11) are anticipated to increase by 18.93% largely due to the volatility of gas and electric rates. Overall, expenses for Department 1 are projected to decrease by 8.66%.

The budget for the Laboratory begins on page 12. Overall, the decrease to the Lab budget is slight (4.38%) with no major factors to consider for the upcoming fiscal year. New to the lab budget this year is an item for membership dues to the Entomological Society of America, which was formerly budgeted in the Education Department.

Taken as a whole, Operations expenses beginning on page 14 are slated to be \$65,988 lower than for FY 2019-20 (second amendment). The decrease can largely be attributed to the prior year purchase of materials at a significantly discounted rate through sales promotions (Pyrocide), and steady prices for first aid supplies, uniforms, and personal protective equipment. Staff has also worked to improve the terms of the cell phone contract with the current carrier (Verizon). Capital outlay for Department 3 totals \$68,500 which includes the purchase of two large ultra-low volume foggers, a mist blower, and an unmanned aerial system setup (drone).

Proposed expenditures for Department 4, excluding Capital Outlay, resulted in an increase of \$44,186 or 34.19% as compared to FY 2019-20 budget (second amendment). In March of this year, the long-standing Shop/Facilities Coordinator announced his retirement after 26 years of service. Fortunately, staff was able collaborate with him and use his knowledge for this budget cycle. Increases in the

projected expenses are due largely to the plan to purchase a scan tool for diagnostics, replacement of impact tools, scheduled maintenance of the large shop roll-up doors, replacement of flooring in the technician room and Field Supervisors' office, and the cost to purchase updated control software for the HVAC system. Unfortunately, the original software from 21 years ago is no longer functioning optimally. Capital outlay for Department 4 is \$431,352 which includes the purchase of 2 ARGO amphibious vehicles, seven trucks and one van. It should be noted that due to vehicle unavailability related to COVID-19, two trucks and a van had to be removed from the Capital Outlay amounts budgeted for FY 2019-20 and added to the planned purchases for FY 20-21. In addition, due to COVID-19, construction of the storage shed never got underway and therefore needed to be added to the schedule for this fiscal year. This added a total of \$137,000 to the Capital Outlay budget for Department 4.

Department 5, Community Outreach (p21) will see a significant decrease of 80.93% this fiscal year over the prior year. This decrease can be attributed to there being no cost for a community outreach video, (it was completed during the prior fiscal year) and staff will not need to produce and distribute informational mailers this year. These accounted for \$140K in expenses in the prior year's budget. The Education Department (p22) remains largely the same but with a slight decrease of \$800 or 6.78% this year.

For Department 6, Information Technology expenses (p23) are expected to be \$8,055 higher than those for the current fiscal year. The recommendation is to replace three laptops and four desktop computers. For webhosting, the District now uses services provided by Streamline, whose fees are predicated on the District's annual operating revenue. In addition, we plan to update the staff photo because the last one was taken many years ago.

In the Capital Replacement Section that follows on pp 24 &25, projected spending to the end of the fiscal year is shown. As noted above, a total of \$499,852 will be spent on the purchase of eight new trucks, two ARGOS, two foggers, an A-1 mist blower and an unmanned aerial system to assist operations with mosquito surveillance and control tasks, and construction of a storage shed. In February of this year, Municipal Resources Group completed and presented a capital asset replacement program update and analysis of the District's target fund balances, with alternatives for reconfiguration. The Board was presented with two primary capital asset funding strategies: Pay-As-You-Go Strategy (current strategy) and the Reserve Fund Strategy. The Reserve Fund Strategy offered two alternatives to consider:

Alternative 1: An up-front contribution of \$2M with flat annual deposits to the Capital Fund of \$274,500 from FY 2020/21 through FY 2039-40.

Alternative 2: An up-front contribution of \$1M with flat annual deposits to the Capital Fund of \$337,200 from FY 2020-21 through FY 2039-40. Since the current balance of the District's Capital Fund is \$2M, Alternative 2 frees up \$1M which can be used to substantially reduce the unfunded OPEB liability.

Following the Board's direction given at the May 13, 2020 meeting, staff modeled the Reserve Fund Strategy using MRG's Alternative 2, which means that the deposit to the Capital Fund will be \$337,200, despite total capital purchases encumbering a draw of \$499,852 to the capital fund. In future, capital purchases would be made from the Capital Replacement Fund rather than from the Operating Fund as in prior years. At the Regular Board Meeting on May 13, 2020, the Board adopted the Reserve Fund

Strategy with Alternative 2 and gave direction to staff to prepare the final draft budget, modeling that strategy as represented here.

The final proposed budget before you is a compilation of various financial projections, detailed strategic planning models and careful consideration of the District's needs, not only for the present, but for the future. We appreciate the thoughtful input and recommendations from the Budget Committee, staff and Board members that went into preparing this comprehensive final budget proposal for fiscal year 2020-21.

**Comparison of Changes  
FY 20/21 Draft Budget vs FY 20/21 Final Budget**

	Draft Budget May 13, 2020	Final Budget June 17,2020	% Change (+/-)
Benefit Assessment Revenue	\$4,195,193	\$4,195,193	0%
Ad Valorem Revenue	\$5,451,157	\$5,451,157	0%
Interest Earned	\$98,874	\$98,874	0%
District Charges, Reimb, Sale of Property	\$200,000	\$200,000	0%
<b>Total Revenue</b>	<b>\$9,945,224</b>	<b>\$9,945,224</b>	<b>0%</b>
Salaries, Wages, Benefits	\$6,414,727	\$6,434,008	0.30%
CalPERS OPEB Trust ADC and Add'l Contrib.	\$2,781,000	\$2,781,000	0%
Services and Supplies (excluding Capital Outlay)	\$2,626,674	\$2,627,611	0.04%
Transfer to Capital Replacement Fund	\$337,200	\$337,200	0%
<b>Total Expenses</b>	<b>\$12,159,601</b>	<b>\$12,179,819</b>	<b>0.34%</b>
Net Assets Used to Balance Budget	\$1,214,377	\$1,234,595	1.66%
Transfer from Capital Fund for Add'l OPEB Contribution	\$1,000,000	\$1,000,000	0%
			<b>1.66%</b>
<b>Capital Outlay to be purchased from Capital Fund</b>	\$362,852	\$499,852	<b>37.76%</b>

**NOTE:** Due to COVID-19, vehicle availability and other restrictions directly impacted the planned purchase of capital items and completion of construction projects during FY 19/20. 2 trucks were carried over from FY19/20 totaling 117K and 20K for the construction of the storage shed resulting in an increase of 37.76% over the draft budget

FINAL FY 2020/21								
MSMVCD BUDGET OVERVIEW of REVENUE and EXPENSES								
APPROVED JUNE 17, 2020								
REVENUE			FY 2020/21 REVENUE			Prior Fiscal Years		
BENEFIT ASSESSMENT			DISTRICT #1	DISTRICT #2	TOTAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL
rates								
	BA #1-MARIN COUNTY= 95,218 SFE	\$12.00	1,142,616		1,142,616			1,141,824
	BA #1-SONOMA COUNTY= 168,945 SFE	\$12.00	2,027,340		2,027,340			1,982,853
	BA #2A- MARIN COUNTY= 5,915 SFE	\$28.26		167,158	167,158			155,476
	BA #2A- SONOMA COUNTY ZONE A= 30,140 SFE	\$28.26		851,756	851,756			824,133
	BA #2B- SONOMA COUNTY ZONE B= 234 SFE	\$27.02		6,323	6,323			
			<b>3,169,956</b>	<b>1,025,237</b>	<b>4,195,193</b>	<b>3,999,853</b>	<b>4,095,386</b>	<b>4,104,286</b>
<b>AD VALOREM REVENUE (non-assessment)</b>								
<b>(4.0% added for Marin and 2.50% added for Sonoma)</b>								
	AD VALOREM TAXES		4,797,018	654,139	5,451,157			5,233,882
	INTEREST EARNED				98,874			146,914
	OTHER STATE AID Wildfire Tax Loss Relief				0			112,598
	INCOME-Contracts,Reimburesments,Sale District Property				200,000			232,675
			<b>5,301,617</b>	<b>654,139</b>	<b>5,750,031</b>	<b>4,917,483</b>	<b>5,275,006</b>	<b>5,726,069</b>
	<b>TOTAL REVENUE:</b>		<b>8,471,573</b>	<b>1,679,376</b>	<b>9,945,224</b>	<b>8,917,336</b>	<b>9,370,392</b>	<b>9,830,355</b>
	NET ASSETS USED TO BALANCE BUDGET (shortfall)				1,234,595			
	TRANSFER FROM CAPITAL FUND FOR ADD'L OPEB CONTRIBUTION				1,000,000			
	Total Budgeted Revenue and anticipated draw from net assets:				<b>12,179,819</b>			
EXPENSES			FY 2020/21 EXPENSES					
			District #1 88%	District #2 12%	Draft FY 20/21 Total Expenses	FY 2016/17 Actual Expenses	FY 2017/18 Actual Expenses	FY 2018/19 Actual Expenses
	Salaries, Wages and Benefits:		5,661,927	772,081	6,434,008	5,102,948	5,351,866	5,417,584
	CalPERS OPEB Trust ADC & Add'l Contr.		1,567,280	213,720	2,781,000	378,028	354,000	2,057,646
	Services and Supplies W/O Capital:		2,312,298	315,313	2,627,611	1,706,296	2,019,662	2,390,366
	Transfer to Capital Replacement Fund:		296,736	40,464	337,200	115,428	36,218	59,060
	<b>TOTAL EXPENSES:</b>		<b>9,838,241</b>	<b>1,341,578</b>	<b>12,179,819</b>	<b>7,302,700</b>	<b>7,761,746</b>	<b>9,924,656</b>
PERCENTAGE OF BUDGET TO BE SPENT ON PENSION CONTRIBUTIONS FOR FY 2020/21: 9.40%								
PERCENTAGE OF BUDGET TO BE SPENT ON OPEB FOR FY 2020/21: 22.84% (includes additional payment to OPEB Trust Account)								

<u>CATEGORY</u>	<u>DESCRIPTION</u>	<b>FY 2017/18 Actuals</b>	<b>FY 2018/19 Actuals</b>	<b>Approved Amend #2 Budget FY 2019/20</b>	<b>BUDGET FY 20/21</b>	<b>NOTES:</b>	
<b><u>SALARIES</u></b>							
<u>Regular - Full time</u>							
<b>1-8010</b>	Administrative Salaries			449,966	463,406		
	Retirement Cr = 25+ yrs. Service and % portion paid by employer			8,471	8,471		
	Anticipated Overtime (100 hours)			3,327	3,500		
<b>2-8010</b>	Lab Salaries			349,031	366,852		
<b>3-8010</b>	Operations Salaries			2,368,683	2,617,634		
	Retirement Cr = 25+ yrs. Service			11,433	24,478		
	3 - Class A License Merit (Aug on even years)			0	2,000		
	Anticipated Overtime (650 hours)			37,050	38,311		
<b>4-8010</b>	Shop/Facilities			226,630	211,558		
	Anticipated Overtime (20 hours)			1,220	980		
	Retirement Cr = 25+ yrs. Service			12,987	0		
<b>5-8010</b>	Public Relations and Education			218,418	200,040		
	Anticipated Overtime (100 hours)			5,400	5,655		
	<b>Sub Total:</b>	<b>3,175,656</b>	<b>3,336,627</b>	<b>3,692,616</b>	<b>3,942,885</b>		<b>6.78%</b>
<u>Wages - Seasonal Assistance</u>							
<b>1-8015</b>	Administrative (1500 hrs -1 emp)			47,860	27,000		
<b>2-8015</b>	Lab (3000 hours - 2 emp)			51,000	54,000		
<b>3-8015</b>	Operations (7500 hours - 5 emp)			142,500	165,000		
	<b>Sub Total:</b>	<b>163,107</b>	<b>134,026</b>	<b>241,360</b>	<b>246,000</b>		<b>1.92%</b>
<u>Wages - Trustees</u>							
<b>1-8016</b>	Trustees	12,675		24,000	24,000		
	<b>Sub Total:</b>	<b>12,675</b>	<b>15,200</b>	<b>24,000</b>	<b>24,000</b>		<b>0.00%</b>
	<b>TOTAL SALARIES/WAGES for FISCAL YEAR:</b>	<b>3,351,438</b>	<b>3,485,853</b>	<b>3,957,976</b>	<b>4,212,885</b>		<b>6.44%</b>

CATEGORY	DESCRIPTION	FY 2017/18 Actuals	FY 2018/19 Actuals	Approved Amend #2 Budget FY 2019/20	BUDGET FY 20/21	NOTES:
<b>BENEFITS</b>						
1-8020	Retirement - Employer (Classic 31.21%)	975,090	871,499	937,657	929,560	
1-8020-02	Retirement - Employer (PEPRA 24.51%)	66,693	118,884	110,172	215,954	
1-8022	Medicare 1.45% - Employer portion	47,462	49,133	57,339	55,952	
1-8023	FICA (S.S.) - Employer portion 6.2%	10,898	9,333	16,452	15,252	
1-8024	Sentry Life (1 policy) and Hartford Life (ALL FT)	34,381	11,176	3,430	4,515	
1-8024-01	Employee Assistance Program (44 emp)	2,520	1,453	2,380	2,500	
1-8025	Employee Boot Allowance	5,442	5,274	7,600	7,200	
1-8027	\$500 Emp. Medical Reimb. (36 emp)	9,243	11,754	15,500	18,000	
1-8029	Teamsters Anthem (1 Employee single rate)	26,204	16,629	9,187	8,350	
1-8031	Retiree Spousal - Teamsters, WHA or UH	42,221	42,040	35,000	25,842	
1-8032	Retiree Spousal - Kaiser	64,181	74,431	85,714	74,784	
1-8033	Retiree Medical Benefit	136,249	137,187	162,300	143,443	
1-8033-02	RETIREE HEALTH SAVINGS ACCT. (NEW PLAN)	1,813	4,388	11,100	20,303	
1-8034	Kaiser - Active Employees	517,475	515,116	595,022	626,723	
1-8036	Dental - Active Employees	38,362	40,720	45,858	45,500	
1-8037	Vision Service Plan - Active Employees	9,888	10,440	12,157	11,645	
1-8038	State Unemployment (5.0% x 44 emp)	11,650	12,272	12,103	15,600	
	<b>TOTAL BENEFITS</b>	<b>2,000,429</b>	<b>1,931,729</b>	<b>2,118,972</b>	<b>2,221,123</b>	<b>4.82%</b>
	<b>GRAND TOTAL SALARIES and BENEFITS</b>	<b>5,351,867</b>	<b>7,475,230</b>	<b>6,076,948</b>	<b>6,434,008</b>	<b>5.88%</b>
<b>OPEB TRUST CONTRIBUTIONS</b>						
1-8033-01	CALPERS - OPEB Trust	354,000	449,646	667,000	622,000	
1-8033-01	CALPERS - OPEB Trust additional contribution	0	1,608,000	0	2,159,000	\$1M from Capital Fund
		<b>354,000</b>	<b>2,057,646</b>	<b>667,000</b>	<b>2,781,000</b>	<b>316.94%</b>



<b>COMBINED OVERVIEW of SERVICES and SUPPLIES for ALL DEPARTMENTS</b>								
<b>DEPT.</b>	<b>PAGE #</b>	<b>CATEGORY</b>	<b>DESCRIPTION</b>	<b>FY 2017/18 ACTUAL</b>	<b>FY 2018/19 ACTUAL</b>	<b>Approved Budget Amend #2 FY 2019/20</b>	<b>Budget FY 2020/21</b>	<b>% change from prior year budget</b>
3	14	8040	Agriculture	568,237	738,180	809,475	748,175	-7.57%
3	15	8041	Pest Abatement Supplies (dry ice)	10,208	11,020	12,000	12,000	0.00%
2	12	8041	Insectory Supplies	111	152	300	200	-33.33%
2 & 3	12 & 15	8042	Spray/Field Equipment (Lab and Ops)	2,114	12,809	28,375	23,437	-17.40%
3	15	8043	Source Reduction Equipment	8,892	4,642	11,500	5,500	-52.17%
1	6	8044	Furn,Appliances & Equip	1,869	1,419	5,100	4,000	-21.57%
1, 2 & 3	6, 12 & 15	8050	Clothing/Personal Supplies	31,230	43,804	34,145	35,095	2.78%
3 & 4	16 & 18	8055	Safety Equipment	6,048	8,916	11,750	12,020	2.30%
1 & 3	6 & 16	8060	Communications	46,473	48,928	53,905	62,150	15.30%
1	6	8080	Food	2,642	4,493	4,370	3,850	-11.90%
1, 2, 3 & 4	6, 12, 16 & 18	8090	Household	4,562	5,993	7,810	6,010	-23.05%
1	7	8100	Insurance	258,490	260,560	251,460	261,745	4.09%
4	18	8105	Accidents	9,900	2,727	0	0	0.00%
4	18	8110	Projects	0	2,996	1,500	7,350	390.00%
4	18	8115	Maintenance Boats/Forklift	129	319	2,000	600	-70.00%
4	18	8116	Maintenance Trailers	852	573	1,500	1,200	-20.00%
4	18	8117	Maintenance ATV's	30,855	19,886	33,100	35,500	7.25%
4	19	8119	Maintenance Excavators	204	1,746	3,500	2,000	-42.86%
4	19	8120	Maintenance Vehicles	18,365	16,882	28,000	22,000	-21.43%
4	19	8121	Maintenance Spray/Field Equip	3,364	2,903	4,700	4,700	0.00%
4	19	8122	Maintenance Cell Phones	767	145	1,550	1,800	16.13%
1,6	7	8123	Maint. & Supplies Office Equipment	29,330	14,660	21,300	29,555	38.76%
4	19	8124	Maintenance Shop Equip	48	794	1,300	1,300	0.00%
1	7	8130	Maintenance Ground/Structures	2,911	14,161	32,050	32,400	1.09%
2	12	8140	Lab Supplies	8,645	10,370	14,950	13,750	-8.03%
3	16	8140	Fish Suppllies	1,599	1,180	2,975	1,875	-36.97%
2	13	8141	Disease Surveillance	14,567	15,404	20,700	20,500	-0.97%
1,2	7, 13, 16 & 22	8150	Memberships	35,957	41,852	44,769	45,311	1.21%
1, 2, 3 & 6	8, 13, 17 & 23	8170	Office Expense	17,491	15,507	21,346	20,900	-2.09%
1, 2 & 6	8-9, 13 & 23	8180	Professional Services	295,553	324,729	451,455	401,448	-11.08%

<b>COMBINED OVERVIEW of SERVICES and SUPPLIES for ALL DEPARTMENTS (continued)</b>								
<b>DEPT.</b>	<b>PAGE #</b>	<b>CATEGORY</b>	<b>DESCRIPTION</b>	<b>FY 2017/18 ACTUAL</b>	<b>FY 2018/19 ACTUAL</b>	<b>Approved Budget Amend #2 FY 2019/20</b>	<b>Budget FY 2020/21</b>	<b>% change from prior year budget</b>
1	9	8190	Publications & Legal Notices	97,348	125,525	204,000	179,600	-11.96%
1	9	8200	Rents & leases	6,247	5,912	6,450	6,250	-3.10%
4	19	8220	Shop Tools & Garage Equip	2,542	1,821	4,500	10,600	135.56%
4	20	8221	Building Maint. & Improvements	53,693	54,987	43,200	81,985	89.78%
1	10	8230	District Special Expenses	242,000	301,319	356,088	289,180	-18.79%
5	21	8231	Video Productions	5,686	6,195	11,600	6,500	-43.97%
1	10	8240	Education/Training/Classes	9,719	13,564	22,050	19,350	-12.24%
5 ED	22	8241	Educational	10,560	11,090	11,550	11,000	-4.76%
5 PR	21	8241	Commuity Outreach	25,456	31,790	168,000	27,750	-83.48%
1	11	8250	Travel & Transportation	14,656	18,068	46,700	27,575	-40.95%
1	11	8251	Fuel & Oil	82,222	103,081	95,100	105,100	10.52%
1	11	8260	Utilities	60,125	48,035	38,971	46,350	18.93%
3,4	25	8299	Capital Outlay	36,218	59,060	381,365	499,852	31.07%
<b>TOTALS with Capital Outlay:</b>				<b>2,057,885</b>	<b>2,408,197</b>	<b>3,306,459</b>	<b>3,127,463</b>	
<i>Capital Items will be purchased from the Capital Replacement Fund rather than Operating Fund</i>								
<b>Totals without Capital Outlay:</b>				<b>2,021,667</b>	<b>2,349,137</b>	<b>2,925,094</b>	<b>2,627,611</b>	<b>-10.17%</b>

<b>ADMIN - DEPT. 1</b>			<b>FY 2017/18 Actuals</b>	<b>FY 2018/19 Actuals</b>	<b>Approved Amend #2 Budget FY 2019/20</b>	<b>BUDGET FY 20/21</b>	<b>NOTES:</b>
<u>FURNITURE, APPLIANCES &amp; EQUIPMENT</u>							
1	8044-11	FURNITURE	637	616	1,100	1,500	
1	8044-31	APPLIANCES and OFFICE EQUIPMENT	1,232	803	4,000	2,500	
		<b>TOTAL:</b>	<b>1,869</b>	<b>1,419</b>	<b>5,100</b>	<b>4,000</b>	
<u>CLOTHING AND PERSONAL SUPPLIES</u>							
1	8050-21	COATS	1,132	871	1,200	1,200	
1	8050-94	ADMIN CLOTHING	800	723	900	900	
1	8050-95	HATS	537	198	750	850	
		<b>TOTAL:</b>	<b>2,469</b>	<b>1,792</b>	<b>2,850</b>	<b>2,950</b>	
<u>COMMUNICATIONS</u>							
1	8060-11	AT&T	1,303	1,629	1,500	1,800	
1	8060-12	COMCAST	1,815	1,834	2,100	2,000	
1	8060-41	DISH NETWORK	593	623	650	0	
1	8060-71	VIDEO CONFERENCING	0	150	155	750	
1	8060-81	COMMUNICATION/NOTIFICATION SYSTEM	20000	20,000	20000	20,000	
		<b>TOTAL:</b>	<b>24,168</b>	<b>26,307</b>	<b>24,405</b>	<b>24,550</b>	
<u>FOOD</u>							
1	8080-01	TRUSTEE MEETINGS	2,333	3,299	2,920	2,400	
1	8080-21	STAFF or BUSINESS MEETINGS	308	1,194	1,450	1,450	
		<b>TOTAL:</b>	<b>2,641</b>	<b>4,493</b>	<b>4,370</b>	<b>3,850</b>	
<u>HOUSEHOLD SUPPLIES</u>							
1	8090-11	OFFICE - HOUSEHOLD SUPPLIES	2,764	3,340	4,000	3,000	
1	8090-13	BATTERIES - OFFICE USE	46	114	160	160	
1	8090-31	DRINKING WATER and Yearly rental on dispenser	912	918	1,300	1,100	
1	8090-41	SOLID WASTE DISPOSAL	20	245	350	300	
		<b>TOTAL:</b>	<b>3,742</b>	<b>4,617</b>	<b>5,810</b>	<b>4,560</b>	

<b>ADMIN - DEPT. 1</b>			<b>FY 2017/18 Actuals</b>	<b>FY 2018/19 Actuals</b>	<b>Approved Amend #2 Budget FY 2019/20</b>	<b>DRAFT BUDGET FY 20/21</b>	<b>NOTES:</b>
<b>INSURANCE</b>							
1	8100-01	POOLED WORKER'S COMP	176,893	171,631	152,897	160,098	
1	8100-11	POOLED LIABILITY	58,988	65,430	74,129	75,605	
1	8100-21	POOLED AUTO PHYSICAL DAMAGE	1,324	2,397	3,600	3,072	
1	8100-31	GROUP PROPERTY (flood incl.)	4,286	4,498	4,659	7,995	
1	8100-41	GENERAL FUND	12,382	11,894	10,661	9,718	
1	8100-51	GROUP & EMP FIDELITY BOND (ACIP)(DEADLY WEAPON)	806	1,150	1,223	932	
1	8100-61	BUSINESS TRAVEL ACCIDENT	250	0	375	375	
1	8100-71	AVQUEST - AIRCRAFT EXCESS COV. NON-OWNED	3,560	3560	3,916	3,950	
<b>TOTAL:</b>			<b>258,489</b>	<b>260,560</b>	<b>251,460</b>	<b>261,745</b>	
<b>OFFICE EQUIPMENT MAINTENANCE</b>							
1	8123-11	COPY PAPER	664	515	1,000	800	
1	8123-41	POSTAGE MACHINE SUPPLIES	48	0	200	150	
1	8123-51	LAMINATING SUPPLIES	181	255	100	100	
<b>TOTAL:</b>			<b>893</b>	<b>770</b>	<b>1,300</b>	<b>1,050</b>	
<b>MAINTENANCE GROUNDS and STRUCTURES</b>							
1	8130-11	JANITORIAL CONTRACT SERVICES	1,779	13,140	17,000	17,000	
1	8130-21	LANDSCAPE SERVICES	0	0	2,200	14,400	
1	8130-31	ABOVEGROUND TANK MAINTENANCE	1,131	1,021	12,850	1,000	
<b>TOTAL:</b>			<b>2,910</b>	<b>14,161</b>	<b>32,050</b>	<b>32,400</b>	
<b>MEMBERSHIPS</b>							
1	8150-01	MVCAC	9,000	11,500	11,845	12,075	
1	8150-11	CA SPECIAL DISTRICT ASSOC (CSDA)	6,842	7,252	7,614	7,850	
1	8150-21	LAFCO (AB 2838 law)	14,720	17,632	18,710	18,706	
1	8150-41	AMERICAN MOSQUITO CONTROL	4,100	4,100	4,400	5,250	
1	8150-61	COSTCO	240	240	250	250	
1	8150-71	SUBSCRIPTIONS, e.g. newspapers, etc.	715	785	1,500	785	
1	8150-81	FARM BUREAU	72	75	100	75	
<b>TOTAL:</b>			<b>35,689</b>	<b>41,584</b>	<b>44,419</b>	<b>44,991</b>	

<b>ADMIN - DEPT. 1</b>			<b>FY 2017/18 Actuals</b>	<b>FY 2018/19 Actuals</b>	<b>Approved Amend #2 Budget FY 2019/20</b>	<b>BUDGET FY 20/21</b>	<b>NOTES:</b>
<b>OFFICE EXPENSE</b>							
1	8170-01	OFFICE SUPPLIES	4,923	3,659	3,621	4,000	
1	8170-05	COPIER PRINTING EXPENSE	5,412	4,311	4,400	4,400	
1	8170-11	BUSINESS CARDS	1,306	195	500	500	
1	8170-21	ENVELOPES	401	694	1,000	700	
1	8170-31	TECHNICAL BOOKS and REFERENCE LIT.	0	240	250	200	
1	8170-41	POSTAGE COSTS	1,558	1,840	2,200	2,000	
1	8170-64	A/P and PAYROLL CHECKS	0	295	350	350	
1	8170-66	FEES - EXCHANGE BANK (DIRECT DEPOSIT ACCT)	605	156	100	100	
		<b>TOTAL:</b>	<b>14,312</b>	<b>11,418</b>	<b>12,821</b>	<b>12,250</b>	
<b>PROFESSIONAL SERVICES</b>							
1	8180-04	PAYROLL SERVICE FEES	0	4,030	12,500	7,000	
1	8180-10	TASC - ANNUAL FEE	1,265	1,295	1,350	1,350	
1	8180-21	IBM MAINTENANCE AGREEMENT (CMI)	1,590	1,256	2,000	2,000	
1	8180-30	TRAINING with CHOUINARD & MYHRE	1,000	2,500	9,000	2,000	
1	8180-31	AS400 MAINTENANCE AGREEMENT	2,646	2,646	3,000	3,000	
1	8180-41	KAISER OCCUPATIONAL HEALTH	1,680	1,720	1,500	1,750	
1	8180-51	AUDIT - includes GASB OPEB	13,520	13,225	15,500	14,400	
1	8180-61	BACKFLOW TESTING (STATE CERT.)	520	520	650	700	
1	8180-62	MUNICIPAL RESOURCE GROUP	0	0	33,055	7,500	
1	8180-63	PROFESSIONAL NEGOTIATION SERVICES	3,925	0	28,000	5,000	
1	8180-64	BHI CONSULTING INC. (BRENT IVES)	0	10,280	3,500	0	
1	8180-65	HUMAN RESOURCE SERVICES	0	0	0	0	

<b>ADMIN - DEPT. 1</b>			<b>FY 2017/18 Actuals</b>	<b>FY 2018/19 Actuals</b>	<b>Approved Amend #2 Budget FY 2019/20</b>	<b>BUDGET FY 20/21</b>	<b>NOTES:</b>
<u>PROFESSIONAL SERVICES (continued)</u>							
1	8180-66	ERGONOMICS	1,281	2,204	1,200	2,500	
1	8180-67	PROFESSIONAL SERVICES-IVMP CONSULTANT	23,571	0	0	4,000	
1	8180-68	AERIAL SURVEILLANCE- SWIMMING POOLS	0	0	10,500	10,500	
1	8180-71	AERIAL APPLICATIONS-HELICOPTER CHARGES	97,626	163,035	162,000	162,000	
1	8180-73	OPS. DATA BASE/MAPVISION (yearly costs and enhancements)	9,115	10,090	19,000	12,500	
1	8180-79	SONOMA COUNTY REGIONAL PARKS FOUNDATION	5,000	9,000	5,500	9,000	
1	8180-80	COASTAL REGION PEIR ADENDUM	0	0	0	24,000	
1	8180-81	ANNUAL TESTING for ABOVEGROUND TANK	310	0	500	500	
1	8180-84	LIEBERT CASSIDY WHITMORE	48,090	16,513	27,500	35,000	
1	8180-86	PREFERRED ALLIANCE (DOT consortium)	319	0	350	350	
1	8180-87	SCI (2nd ASSESSMENT)	15,610	15,883	16,500	17,000	
1	8180-88	BRYCE CONSULTING	1,000	0	9,000	2,800	
1	8180-92	LEGAL COUNSEL	13,200	13,338	24,000	15,000	
1	8180-96	NBS	7,114	7,615	7,900	8,500	
1	8180-97	SCI (1st ASSESSMENT)	22,894	23,306	24,000	24,900	
1	8180-99	BAY ALARM	5,199	5,818	5,000	6,000	
		<b>TOTAL:</b>	<b>276,475</b>	<b>306,274</b>	<b>428,005</b>	<b>379,250</b>	
<u>PUBLICATIONS and LEGAL</u>							
1	8190-01	PUBLIC RELATIONS NEWSPAPER ARTICLES	15,645	30,324	60,000	30,000	
1	8190-02	ADMIN. NEWSPAPER and LEGAL NOTICES	2,522	2,246	9,000	2,600	
1	8190-11	TELEVISION ADVERTISING (PR)			0	12,000	
1	8190-12	RADIO ADVERTISING (PR)	33,636	23,850	50,000	50,000	
1	8190-13	OUTDOOR ADVERTISING (PR)	45,545	69,105	85,000	85,000	
		<b>TOTAL:</b>	<b>97,348</b>	<b>125,525</b>	<b>204,000</b>	<b>179,600</b>	
<u>RENTS and LEASES</u>							
1	8200-01	COPY MACHINE LEASE	3,883	4,192	4,200	4,500	
1	8200-11	POSTAGE MACHINE	1,469	1,061	1,300	1,300	
1	8200-31	RENTAL of EQUIPMENT and VANS for CEU days	894	659	850	450	
		<b>TOTAL:</b>	<b>6,246</b>	<b>5,912</b>	<b>6,450</b>	<b>6,250</b>	

<b>ADMIN - DEPT. 1</b>			<b>FY 2017/18 Actuals</b>	<b>FY 2018/19 Actuals</b>	<b>Approved Amend #2 Budget FY 2019/20</b>	<b>DRAFT BUDGET FY 20/21</b>	<b>NOTES:</b>
<u>DISTRICT SPECIAL EXPENSE</u>							
1	8230-25	ALDRICH NETWORK CONSULTING	60,000	60,000	60,000	60,000	
1	8230-26	REMOTE BACKUP SERVICE for NETWORK	8,603	9,504	11,000	11,000	
1	8230-41	OUT of STATE SALES TAX	2,407	1,562	2,200	2,000	
1	8230-42	FUEL TANK PERMIT (BAAQ)	338	360	450	450	
1	8230-57	NPDES PERMIT (Field Ops 5 yrs)	0	0	2,288	0	
1	8230-59	ACTUARIAL STUDIES	20,776	8,475	15,500	4,500	
1	8230-82	EMPLOYEE RECOGNITION	287	312	900	400	
1	8230-90	WASTE DISCHARGE - SWRCB (CAT III)	2,062	2,268	2,350	2,580	
1	8230-91	COLLECTION FEES (MARIN)	106,161	107,151	110,000	115,000	
1	8230-92	COLLECTION FEES (SONOMA)	29,350	29,265	33,000	33,000	
1	8230-96	HAZMAT CLEANING (car wash sump)	7,136	7,762	8,800	8,800	
1	8230-97	HAZMAT PERMIT (Fire & Emergency Services)	1,177	1,177	1,400	1,450	
1	8230-99	AS NEEDED EXPENSES	3,702	13,483	103,200	50,000	
		<b>TOTAL:</b>	<b>242,000</b>	<b>301,319</b>	<b>356,088</b>	<b>289,180</b>	
<u>EDUCATION, TRAINING and CLASSES</u>							
1	8240-01	EMPLOYEE TRAINING	9,499	12,959	16,000	16,500	
1	8240-02	TRUSTEE TRAINING and EDUCATION	220	605	850	850	
1	8240-04	PUBLIC RELATIONS TECHNICAL TRAINING	0	0	3,200	2,000	
		<b>TOTAL:</b>	<b>9,719</b>	<b>13,564</b>	<b>22,050</b>	<b>19,350</b>	

<b>ADMIN - DEPT. 1</b>			<b>FY 2017/18 Actuals</b>	<b>FY 2018/19 Actuals</b>	<b>Approved Amend #2 Budget FY 2019/20</b>	<b>DRAFT BUDGET FY 20/21</b>	<b>NOTES:</b>
<u>TRAVEL and TRANSPORTATION</u>							
1	8250-01	STAFF TRAVEL CONFERENCES/WORKSHOPS	4,199	6,087	20,000	12,575	
1	8250-05	TRUSTEE TRAVEL CONFERENCES/WORKSHOPS	10,028	11,521	23,700	12,000	
1	8250-41	CSDA (CA SPEC. DIST. ASSOC)		0	2,400	2400	
1	8250-71	STAFF MISC. TRAVEL	429	460	600	600	
		<b>TOTAL:</b>	<b>14,656</b>	<b>18,068</b>	<b>46,700</b>	<b>27,575</b>	
<u>FUEL and OIL</u>							
1	8251-01	FUEL - DISTRICT TANK or CARD LOCK	80,222	102,981	95,000	105,000	
1	8251-21	FUEL - CREDIT CARDS or CASH	300	100	100	100	
		<b>TOTAL:</b>	<b>80,522</b>	<b>103,081</b>	<b>95,100</b>	<b>105,100</b>	
<u>UTILITIES</u>							
1	8260-01	WASTE COLLECTION (dumpsters)	2,465	2,608	2,750	2,750	
1	8260-11	GAS and ELECTRIC	48,382	34,016	23,268	32,000	
1	8260-21	WATER and SEWER	6,780	7,309	8,821	7,500	
1	8260-31	WATER - IRRIGATION	2,498	4,102	4,132	4,100	
		<b>TOTAL:</b>	<b>60,125</b>	<b>48,035</b>	<b>38,971</b>	<b>46,350</b>	
<u>CAPITAL OUTLAY EXPENSE</u>							
1	8299-99	ADMIN - CAPITAL OUTLAY	36,218	0	50,865	0	
		<b>TOTAL:</b>	<b>36,218</b>	<b>0</b>	<b>50,865</b>	<b>0</b>	
		<b>TOTAL EXPENSES for DEPT. 1 with Capital:</b>	<b>1,170,491</b>	<b>1,288,899</b>	<b>1,683,679</b>	<b>1,445,001</b>	
		<b>TOTAL EXPENSES for DEPT. 1 W/O Capital:</b>	<b>1,134,273</b>	<b>1,288,899</b>	<b>1,581,949</b>	<b>1,445,001</b>	<b>-8.66%</b>



<b>LAB - DEPT. 2</b>			<b>FY 2017/18 Actuals</b>	<b>FY 2018/19 Actuals</b>	<b>Approved Amend #2 Budget FY 2019/20</b>	<b>DRAFT BUDGET FY 20/21</b>	<b>NOTES:</b>
<u>ANIMAL FOOD and SUPPLIES</u>							
2	8041-13	INSECTARY SUPPLIES	111	152	300	200	
<b>TOTAL:</b>			<b>111</b>	<b>152</b>	<b>300</b>	<b>200</b>	
<u>LAB FIELD EQUIPMENT</u>							
2	8042-25	ADULT MOSQUITO TRAPS	834	1,132	1,600	2,500	invasive aedes specialty traps
2	8042-33	FIELD EQUIPMENT	66	442	1,000	1,200	batteries for traps
<b>TOTAL:</b>			<b>900</b>	<b>1,574</b>	<b>3,200</b>	<b>3,700</b>	
<u>LAB CLOTHING AND PERSONAL SUPPLIES</u>							
2	8050-02	UNIFORMS	500	485	500	500	
2	8050-30	RAIN GEAR, GLOVES, RUBBER BOOTS, ETC.	142	268	700	250	
2	8050-71	TYVEK COVERALLS and LAB COATS	201	0	200	0	restocked FY 19/20
<b>TOTAL:</b>			<b>843</b>	<b>753</b>	<b>1,400</b>	<b>750</b>	
<u>HOUSEHOLD SUPPLIES</u>							
2	8090-12	LAB HOUSEHOLD SUPPLIES	37	352	450	350	
<b>TOTAL:</b>			<b>37</b>	<b>352</b>	<b>450</b>	<b>350</b>	
<u>LAB SUPPLIES</u>							
2	8140-01	CHEMICALS and SOLVENTS	255	74	300	300	
2	8140-11	INSTRUMENTS and EQUIPMENT	281	302	500	500	
2	8140-21	PURIFIED WATER FILTERS	0	376	500	400	
2	8140-31	GLASSWARE	0	0	250	0	replaced FY 19/20
2	8140-41	LAB EQUIPMENT MAINTENANCE	2,489	4,016	6,500	6,500	fridge/freezer
2	8140-71	BIO-WASTE COLLECTION	180	180	500	250	tubes
2	8140-82	LAB SURVEILLANCE SUPPLIES	743	506	800	800	
2	8140-83	RT PCR SUPPLIES	4,697	4,916	5,000	5,000	
<b>TOTAL:</b>			<b>8,645</b>	<b>10,370</b>	<b>14,950</b>	<b>13,750</b>	

LAB - DEPT. 2			FY 2017/18 Actuals	FY 2018/19 Actuals	Approved Amend #2 Budget FY 2019/20	DRAFT BUDGET FY 20/21	NOTES:
<b>DISEASE SURVEILLANCE</b>							
2	8141-11	TICK BORNE DISEASES (CDC/CDPH/U.C. DAVIS)	0	33	700	500	
2	8141-21	DISEASE SURVEILLANCE and TESTING (DART)	14,567	15371	20,000	20,000	
<b>TOTAL:</b>			<b>14,567</b>	<b>15,404</b>	<b>20,700</b>	<b>20,500</b>	
<b>MEMBERSHIPS</b>							
2	8150-31	SOCIETY of VECTOR ECOLOGY (SOVE)	70	70	100	70	
2	8150-35	ENTOMOLOGICAL SOCIETY of AMERICA				250	moved here from dept 5
<b>TOTAL:</b>			<b>70</b>	<b>70</b>	<b>100</b>	<b>320</b>	
<b>OFFICE EXPENSE</b>							
2	8170-04	LAB OFFICE SUPPLIES	92	228	375	200	
2	8170-35	LAB REFERENCE BOOKS and MATERIALS	0	0	200	200	
<b>TOTAL:</b>			<b>92</b>	<b>228</b>	<b>775</b>	<b>400</b>	
<b>PROFESSIONAL SERVICES</b>							
2	8180-12	MAG MAX SERVICE AGREEMENT	1,358	1,766	1,800	1,767	
2	8180-13	PCR SERVICE AGREEMENT	5,186	5,391	5,700	5,931	
2	8180-14	LAB RESEARCH PROGRAMS	0	0	1,000	500	
<b>TOTAL:</b>			<b>6,544</b>	<b>7,157</b>	<b>8,500</b>	<b>8,198</b>	
<b>CAPITAL OUTLAY EXPENSE</b>							
1	8299-99	LAB CAPITAL OUTLAY	0	0	0	0	
<b>TOTAL:</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL EXPENSES for DEPT. 2 with Capital:</b>			<b>31,808</b>	<b>36,060</b>	<b>50,375</b>	<b>48,168</b>	
<b>TOTAL EXPENSES for DEPT. 2 W/O Capital:</b>			<b>31,808</b>	<b>36,060</b>	<b>50,375</b>	<b>48,168</b>	<b>-4.38%</b>

<b>OPERATIONS - DEPT. 3</b>			<b>FY 2017/18 Actuals</b>	<b>FY 2018/19 Actuals</b>	<b>Approved Amend #2 Budget FY 2019/20</b>	<b>DRAFT BUDGET FY 20/21</b>	<b>NOTES:</b>
<b>AGRICULTURE</b>							
3	8040-01	PYROCIDE	16,294	18,813	13,000	0	have 5 (30 gal) avail
3	8040-11	Bti LIQUID	42,218	73,547	82,500	80,000	
3	8040-12	Bti GRANULES	8,053	23,431	26,500	26,500	
3	8040-14	LARVICIDE OIL	3,571	5,198	9,000	7,000	
3	8040-16	ZENIVEX	26,392	11,735	12,000	19,000	
3	8040-21	METHOPRENE LIQUID	24,106	46,206	52,375	52,375	
3	8040-22	METHOPRENE BRIQUETTES	51,467	58,644	59,000	59,000	
3	8040-23	30 DAY BRIQUETTES	3,911	2,079	3,500	3,500	
3	8040-24	METHOPRENE PELLETS	136,829	204,371	162,000	162,000	
3	8040-32	BACILLUS SPHAERICUS FG	75,829	96,991	100,000	100,000	
3	8040-35	BACILLUS SPHAERICUS/Bti GRANULES	147,423	149,528	150,000	150,000	
3	8040-37	BACILLUS SPHAERICUS WDG	9,306	6,019	15,000	9,000	
3	8040-38	BACILLUS SPHAERICUS WSP	469	0	2,600	1,700	
3	8040-40	NEW PRODUCTS and TRIALS	546	3,135	1,500	1,500	
3	8040-43	Bti WDG	1,289	3,219	3,500	1,100	
3	8040-44	BACILLUS SPHAERICUS/Bti WSP	7,920	9,754	12,500	8,500	
3	8040-45	BVA13	13	0	0	0	
3	8040-46	PYRETHRIN, e.g. Merus	318	0	2,100	2,100	
3	8040-47	SPINOSAD	56	13,734	11,500	20,000	
3	8040-48	Bti/METHOPRENE GRANULES	0	0	77,000	30,500	
<b>HERBICIDES</b>							
3	8040-41	WEED CONTROL (district grounds)	0	0	0	0	
<b>YELLOWJACKET</b>							
3	8040-51	WASP FREEZE	1,356	1,494	2,050	2,100	
3	8040-53	DRIONE	6,786	8,791	9,500	10,500	
<b>SPECIALTY PRODUCTS</b>							
3	8040-73	FLUSH for FOGGERS	18	0	0	0	
3	8040-81	BAGS of SAND	0	0	150	150	
3	8040-99	MARIN WATER PERMIT (hydrant)	1,427	1491	2,200	1,650	
<b>TOTAL:</b>			<b>565,597</b>	<b>738,180</b>	<b>809,475</b>	<b>748,175</b>	

<b>OPERATIONS - DEPT. 3</b>			<b>FY 2017/18 Actuals</b>	<b>FY 2018/19 Actuals</b>	<b>Approved Amend #2 Budget FY 2019/20</b>	<b>DRAFT BUDGET FY 20/21</b>	<b>NOTES:</b>
<u>PEST ABATEMENT SUPPLIES</u>							
3	8041-01	DRY ICE (Ops and Lab)	10,207	11,020	12,000	12,000	
		<b>TOTAL:</b>	<b>10,207</b>	<b>11,020</b>	<b>12,000</b>	<b>12,000</b>	
<u>SPRAY and FIELD EQUIPMENT</u>							
	<b>SPRAYERS</b>						
3	8042-01	4 gal. BACKPACK SPRAYERS	0	279	325	0	
3	8042-02	1 gal. CAN SPRAYERS	0	601	600	600	
3	8042-04	HIGH VOLUME LARVICIDE SPRAYER	0	0	6,000	0	
3	8042-05	BACKPACK ULV FOGGERS	0	7890	4,600	4,000	
3	8042-06	HAND HELD ULV FOGGER	0	0	5,000	5,500	to purchase 2
3	8042-07	BACKPACK GRANULATOR	0	0	1,800	1,800	
	<b>SEEDERS and LIGHT TRAPS</b>						
3	8042-22	ADULT MOSQUITO TRAPS (replacements)	0	1338	750	1,627	
	<b>FIELD EQUIPMENT</b>						
3	8042-31	FIELD SUPPLIES, (shovels, buckets, machete)	801	572	600	600	
3	8042-32	DIPPERS	0	0	250	250	
3	8042-35	FIELD EQUIPMENT (GPS, anemometers)	49	228	4,200	4,200	
	<b>YELLOWJACKET</b>						
3	8042-42	YJ FIELD EQUIPMENT	364	327	500	610	
	<b>WATER EQUIPMENT</b>						
3	8042-55	KAYAK and ROWBOATS	0	0	250	250	
3	8042-56	SAFETY EQUIPMENT for BOATS	0	0	300	300	
		<b>TOTAL:</b>	<b>1,214</b>	<b>11,235</b>	<b>25,175</b>	<b>19,737</b>	
<u>SOURCE REDUCTION</u>							
3	8043-01	SOURCE REDUCTION SUPPLIES	396	450	500	500	
3	8043-10	PERMITS/MAINTENANCE (access to sources)	8,496	4192	11,000	5,000	
		<b>TOTAL:</b>	<b>8,892</b>	<b>4,642</b>	<b>11,500</b>	<b>5,500</b>	
<u>CLOTHING AND PERSONAL SUPPLIES</u>							
3	8050-01	UNIFORMS	23,784	24,759	24,000	26,000	
3	8050-31	RAIN GEAR	644	1,856	1,350	1,175	
3	8050-41	WORK GLOVES	173	410	420	420	
3	8050-51	RUBBER BOOTS	1,215	12,115	1,500	1,500	
3	8050-61	BEE SUIT and GLOVES	1,193	922	1,200	1,000	

			FY 2017/18 Actuals	FY 2018/19 Actuals	Approved Amend #2 Budget FY 2019/20	DRAFT BUDGET FY 20/21	NOTES:
<b>OPERATIONS - DEPT. 3</b>							
<u>CLOTHING AND PERSONAL SUPPLIES (continued)</u>							
3	8050-92	PERSONNEL TRUCK EQUIPMENT	480	808	900	900	
3	8050-93	I.D. CARDS and BADGES	525	389	525	400	
		<b>TOTAL:</b>	<b>28,014</b>	<b>41,259</b>	<b>29,895</b>	<b>31,395</b>	
<u>SAFETY EQUIPMENT - OPERATIONS</u>							
3	8055-01	EYE WEAR and EYE GLASS WIPES	296	451	500	500	
3	8055-11	SAFETY GLOVES	154	137	400	400	
3	8055-21	RESPIRATORS	796	1,396	1,700	3,270	* Change after Budget Comm
3	8055-41	FIRST AID SUPPLIES and KITS	1,576	4,129	3,000	2,000	
3	8055-42	SPILL KITS	0	0	350	350	
3	8055-43	TICK REPELLENTS	0	0	300	200	
3	8055-44	POISON OAK WIPES, SUNSCREEN and SANIT	139	347	400	400	
3	8055-51	EYE WASH	0	45	250	250	
3	8055-81	EAR WEAR	0	145	350	350	
3	8055-91	ATV HELMETS	0	0	1,000	600	
		<b>TOTAL:</b>	<b>2,961</b>	<b>6,650</b>	<b>8,250</b>	<b>8,320</b>	
<u>COMMUNICATIONS</u>							
3	8060-01	CELL PHONE CONTRACT	22,276	22,621	29,500	37,600	
		<b>TOTAL:</b>	<b>22,276</b>	<b>22,621</b>	<b>29,500</b>	<b>37,600</b>	
<u>HOUSEHOLD SUPPLIES</u>							
3	8090-21	VEHICLES	259	621	650	400	
		<b>TOTAL:</b>	<b>259</b>	<b>621</b>	<b>650</b>	<b>400</b>	
<u>FISH SUPPLIES</u>							
3	8140-50	FISH CONTAINERS	0	0	50	0	
3	8140-51	FISH FOOD	153	0	200	100	
3	8140-52	CLEANING SUPPLIES	0	0	125	125	
3	8140-54	WATER QUALITY SUPPLIES	0	0	300	200	
3	8140-56	EQUIPMENT and MAINTENANCE	130	398	450	450	
3	8140-57	FISH FIELD SUPPLIES, e.g. buckets, nets	593	407	650	500	
3	8140-58	PURCHASE MOSQUITO FISH	722	375	1,200	500	
		<b>TOTAL:</b>	<b>1,599</b>	<b>1,180</b>	<b>2,975</b>	<b>1,875</b>	

<b>OPERATIONS - DEPT. 3</b>			<b>FY 2017/18 Actuals</b>	<b>FY 2018/19 Actuals</b>	<b>Approved Amend #2 Budget FY 2019/20</b>	<b>DRAFT BUDGET FY 20/21</b>	<b>NOTES:</b>
<u>OFFICE EXPENSE</u>							
3	8170-10	OPERATIONS OFFICE SUPPLIES	152	61	250	250	
<b>TOTAL:</b>			<b>152</b>	<b>61</b>	<b>250</b>	<b>250</b>	
<u>CAPITAL OUTLAY EXPENSE (see summary page for details)</u>							
1	8299-99	OPERATIONS- CAPITAL OUTLAY				68,500	Pro mist, Fogger, mist blower, drone
<b>TOTAL:</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>68,500</b>	
<b>TOTAL EXPENSES for DEPT 3 with Capital:</b>			<b>641,171</b>	<b>837,469</b>	<b>929,670</b>	<b>933,752</b>	
<b>TOTAL EXPENSES for DEPT 3 W/O Capital:</b>			<b>641,171</b>	<b>837,469</b>	<b>929,670</b>	<b>865,252</b>	<b>-6.93%</b>

			FY 2017/18 Actuals	FY 2018/19 Actuals	Approved Amend #2 Budget FY 2019/20	DRAFT BUDGET FY 20/21	NOTES:
<b>SHOP/BLDG/GROUNDS - DEPT. 4</b>							
<u>SAFETY EQUIPMENT</u>							
4	8055-61	FIRE EXTINGUISHERS	1,375	1,491	1,500	1,700	
4	8055-71	SAFETY MATERIALS, SUPPLIES and HIPP LAWS	1,712	775	2,000	2,000	
		<b>TOTAL:</b>	<b>3,087</b>	<b>2,266</b>	<b>3,500</b>	<b>3,700</b>	
<u>HOUSEHOLD SUPPLIES</u>							
4	8090-01	HOUSEHOLD SUPPLIES for SHOP	200	20	200	200	
4	8090-02	JANITORIAL SUPPLIES	700	383	700	500	
		<b>TOTAL:</b>	<b>900</b>	<b>403</b>	<b>900</b>	<b>700</b>	
<u>ACCIDENTS</u>							
4	8105-01	VEHICLES	0	2,727	0	0	
4	8105-11	ATV	9900	0	0	0	
4	8105-21	ARGO	0	0	0	0	
4	8105-31	TRAILERS	0	0	0	0	
		<b>TOTAL:</b>	<b>9,900</b>	<b>2,727</b>	<b>0</b>	<b>0</b>	
<u>SHOP PROJECTS</u>							
4	8110-80	FLATBEDS	0	0	0	6,600	
4	8110-81	TRUCK MOUNT WATER TANKS	0	2,996	1,500	750	
		<b>TOTAL:</b>	<b>0</b>	<b>2,996</b>	<b>1,500</b>	<b>7,350</b>	
<u>MAINTENANCE (BOATS and FORKLIFT)</u>							
4	8115-01	REPAIRS on BOATS and FORKLIFT	129	319	2,000	600	
		<b>TOTAL:</b>	<b>129</b>	<b>319</b>	<b>2,000</b>	<b>600</b>	
<u>MAINTENANCE (TRAILERS)</u>							
4	8116-01	REPAIRS on ALL TRAILERS	852	573	1,500	1,200	
		<b>TOTAL:</b>	<b>852</b>	<b>573</b>	<b>1,500</b>	<b>1,200</b>	
<u>MAINTENANCE (ATV'S)</u>							
4	8117-01	ATV, UTV	1,527	1,567	3,000	1,800	
4	8117-11	ARGO'S (tracks, rims, tires, transmissions)	29,327	18,274	30,000	33,600	ARGO Tracks included
4	8117-13	GATOR	0	45	100	100	
		<b>TOTAL:</b>	<b>30,854</b>	<b>19,886</b>	<b>33,100</b>	<b>35,500</b>	

			FY 2017/18 Actuals	FY 2018/19 Actuals	Approved Amend #2 Budget FY 2019/20	DRAFT BUDGET FY 20/21	NOTES:
<b>SHOP/BLDG/GROUNDS - DEPT. 4</b>							
<b>MAINTENANCE (LARGE FIELD EQUIPMENT)</b>							
4	8119-21	LARGE FIELD EQUIPMENT, e.g., LITE FOOT, KOMATSU, PB100	204	1,746	3,500	2,000	
<b>TOTAL:</b>			<b>204</b>	<b>1,746</b>	<b>3,500</b>	<b>2,000</b>	
<b>MAINTENANCE (VEHICLES)</b>							
4	8120-01	VEHICLES	18,365	16,882	28,000	22,000	
<b>TOTAL:</b>			<b>18,365</b>	<b>16,882</b>	<b>28,000</b>	<b>22,000</b>	
<b>MAINTENANCE (SPRAY and FIELD EQUIPMENT)</b>							
4	8121-01	POWER SPRAYERS	839	1,015	1,300	1,300	
4	8121-11	4 gal. BACKPACK SPRAYERS	0	0	200	200	
4	8121-31	FOGGERS	1,045	784	1,000	1,000	
4	8121-41	MOSQUITO TRAPS, e.g., MOTORS, BATTERIES	523	695	1,000	1,000	
4	8121-51	POWER SEEDERS	0	0	200	200	
4	8121-61	FIELD EQUIPMENT, e.g., GRANULATORS, ETC.	958	409	1,000	1,000	
<b>TOTAL:</b>			<b>3,365</b>	<b>2,903</b>	<b>4,700</b>	<b>4,700</b>	
<b>MAINTENANCE (CELL PHONES)</b>							
4	8122-01	REPAIRS and REPLACEMENTS	767	145	1,550	1800	
<b>TOTAL:</b>			<b>767</b>	<b>145</b>	<b>1,550</b>	<b>1,800</b>	
<b>MAINTENANCE (SHOP)</b>							
4	8124-01	WASTE CYCLE SERVICE	0	559	600	600	
4	8124-11	WELDING SUPPLIES	0	235	500	500	
4	8124-21	SHOP EQUIPMENT	48	0	200	200	
<b>TOTAL:</b>			<b>48</b>	<b>794</b>	<b>1,300</b>	<b>1,300</b>	
<b>SHOP (TOOLS and GARAGE EQUIPMENT)</b>							
4	8220-01	SMALL TOOLS	466	21	1,000	5,400	scan tool for diagnostics \$4,400
4	8220-21	GARAGE EQUIPMENT	862	855	1,000	1,000	
4	8220-31	POWER TOOLS	0	187	500	2,700	replace impact tools
4	8220-41	STEEL	788	668	1,500	1,000	
4	8220-51	LOCKS and KEYS	426	90	500	500	
<b>TOTAL:</b>			<b>2,542</b>	<b>1,821</b>	<b>4,500</b>	<b>10,600</b>	



			FY 2017/18 Actuals	FY 2018/19 Actuals	Approved Amend #2 Budget FY 2019/20	DRAFT BUDGET FY 20/21	NOTES:
<b>SHOP/BLDG/GROUNDS - DEPT. 4</b>							
<b>BUILDING MAINTENANCE and IMPROVEMENTS</b>							
4	8221-01	SHOP	2,080	4,654	4,200	9,000	maint. doors, repair hoist leak
4	8221-11	GARAGE	860	561	1,000	2,000	doors
4	8221-21	ADMIN BUILDING	9,288	28,387	20,000	54,685	flooring, HVAC control software
4	8221-31	GROUNDS	40,055	18,708	13,000	13,000	lay rock behind shop
4	8221-51	LAB	0	162	500	500	
4	8221-61	PREVENTIVE MAINTENANCE (HVAC)	1,408	2,515	4,500	2,800	
		<b>TOTAL:</b>	<b>53,691</b>	<b>54,987</b>	<b>43,200</b>	<b>81,985</b>	
<b>CAPITAL OUTLAY EXPENSE (see summary for details)</b>							
1	8299-99	SHOP CAPITAL OUTLAY	124,704	59,060	330,500	431,352	2 ARGOS, 7 trucks, 1 Van
		<b>TOTAL:</b>	<b>124,704</b>	<b>59,060</b>	<b>330,500</b>	<b>431,352</b>	*Inc. 2 trucks and 1 van carried over FY 19/20, storage shed
		<b>TOTAL EXPENSES for DEPT 4 with Capital:</b>	<b>249,408</b>	<b>167,508</b>	<b>459,750</b>	<b>604,787</b>	
		<b>GRAND TOTAL w/o CAPITAL DEPT 4:</b>	<b>124,704</b>	<b>108,448</b>	<b>129,250</b>	<b>173,435</b>	<b>34.19%</b>

<b>COMMUNITY OUTREACH - DEPT. 5</b>			<b>FY 2017/18 Actuals</b>	<b>FY 2018/19 Actuals</b>	<b>Approved Amend #2 Budget FY 2019/20</b>	<b>DRAFT BUDGET FY 20/21</b>	<b>NOTES:</b>
<u>VIDEO PRODUCTION</u>							
5	8231-03	COMMUNITY OUTREACH VIDEO	5,686	6,195	11,600	6,500	
<b>TOTAL:</b>			<b>5,686</b>	<b>6,195</b>	<b>11,600</b>	<b>6,500</b>	
<u>OUTREACH AND EDUCATION</u>							
5	8241-11	PRINTING EXPENSE (pamphlets, fish stickers)	9,500	3,022	9,500	9,500	new fact cards for 2020
5	8241-12	PUBLIC OPEN HOUSE	0	12,854	0	0	
5	8241-41	FAIRS in MARIN and SONOMA COUNTY	3,017	5,307	6,000	6,000	
5	8241-61	BILINGUAL PRINTING EXPENSE	175	0	500	250	
5	8241-62	PRESENTATION SUPPLIES	12,728	10,607	12,000	12,000	tick keys, repellent, pens
5	8241-63	ASSESSMENT INFORMATIONAL MAILERS	0	0	140,000	0	
<b>TOTAL:</b>			<b>25,420</b>	<b>31,790</b>	<b>168,000</b>	<b>27,750</b>	
<u>CAPITAL OUTLAY EXPENSE</u>							
1	8299-99	PUBLIC RELATIONS - CAPITAL OUTLAY	0	0	0	0	
<b>TOTAL:</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>GRAND TOTAL EXPENSES for PUBLIC RELATIONS DEPT. 5:</b>			<b>31,106</b>	<b>37,985</b>	<b>179,600</b>	<b>34,250</b>	<b>-80.93%</b>

<b>EDUCATION - DEPT. 5</b>			<b>FY 2017/18 Actuals</b>	<b>FY 2018/19 Actuals</b>	<b>Approved Amend #2 Budget FY 2019/20</b>	<b>DRAFT BUDGET FY 20/21</b>	<b>NOTES:</b>
<u>MEMBERSHIPS</u>							
5	8150-35	ENTOMOLOGICAL SOCIETY of AMERICA	198	198	250	0	moved to dept 2 lab
<b>TOTAL:</b>			<b>198</b>	<b>198</b>	<b>250</b>	<b>0</b>	
<u>EDUCATIONAL</u>							
5	8241-01	SCHOOL PRESENTATION SUPPLIES	8,717	9,091	9,000	9,000	
5	8241-02	CONTINUING ED MATERIALS (in-house)	0	0	550	0	
5	8241-03	TICK EDUCATION PACKETS	1,843	1,999	2,000	2,000	
<b>TOTAL:</b>			<b>10,560</b>	<b>11,090</b>	<b>11,550</b>	<b>11,000</b>	
<u>CAPITAL OUTLAY EXPENSE</u>							
1	8299-99	EDUCATION - CAPITAL OUTLAY	0	0	0	0	
<b>TOTAL:</b>				<b>0</b>	<b>0</b>	<b>0</b>	
<b>GRAND TOTAL EXPENSES for EDUCATION DEPT. 5:</b>			<b>10,758</b>	<b>11,288</b>	<b>11,800</b>	<b>11,000</b>	<b>-6.78%</b>

<b>INFORMATION TECHNOLOGY - DEPT. 6</b>			<b>FY 2017/18 Actuals</b>	<b>FY 2018/19 Actuals</b>	<b>Approved Amend #2 Budget FY 2019/20</b>	<b>DRAFT BUDGET FY 20/21</b>	<b>NOTES:</b>
<b>OFFICE EQUIPMENT MAINTENANCE</b>							
6	8123-01	COMPUTERS and LAPTOPS	18,547	9,041	6,000	17,205	3 laptops, 4 PCs
6	8123-03	NETWORK APPLIANCES/EQUIPMENT	0	531	1,500	500	
6	8123-10	PHONE EQUIPMENT	0	36	1,000	500	
6	8123-21	PRINTERS (ink cartridges, repairs, etc.)	3,902	4,968	3,500	1,500	
6	8123-22	CAMERA SYSTEM	585	0	4,000	2,000	replace some security camaras
6	8123-81	WEB DESIGN,HOSTING, PHOTOGRAPHY	5,404	854	4,000	6,800	Streamline web, update Staff Photo
<b>TOTAL:</b>			<b>28,438</b>	<b>15,430</b>	<b>20,000</b>	<b>28,505</b>	
<b>OFFICE EXPENSE</b>							
6	8170-51	COMPUTER SOFTWARE	2,667	2,219	6,500	7,000	Antivirus, Office Suite Licenses
6	8170-55	COMPUTER STORAGE and HARDWARE	263	671	1,000	1,000	
<b>TOTAL:</b>			<b>2,930</b>	<b>2,890</b>	<b>7,500</b>	<b>8,000</b>	
<b>PROFESSIONAL SERVICES</b>							
6	8180-70	EMAIL SECURITY (GOSECURE)	0	0	1,300	0	3 year contract signed last year
6	8180-98	PHONE SYSTEM	12,533	11,298	13,650	14,000	Mitel
<b>TOTAL:</b>			<b>12,533</b>	<b>11,298</b>	<b>14,950</b>	<b>14,000</b>	
<b>CAPITAL OUTLAY EXPENSE</b>							
1	8299-99	INFORMATION TECHNOLOGY - CAPITAL OUTLAY	0	0	0	0	
<b>TOTAL:</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>GRAND TOTAL EXPENSES for DEPT. 6:</b>			<b>43,901</b>	<b>29,618</b>	<b>42,450</b>	<b>50,505</b>	<b>18.98%</b>

<b>CAPITAL REPLACEMENT (pg. 1 of 2)</b>			<b>FY 2017/18 Actuals</b>	<b>Actuals FY 2018/19</b>	<b>Approved Amend #2 Budget FY 2019/20</b>	<b>DRAFT BUDGET FY 20/21</b>	<b>NOTES:</b>
<b>CONSTRUCTION: 0-5540</b>					76,500	20,000	*Carry over from FY 19/20 due to restrictions of COVID-19
					20,000		
					50,865		
<b>TOTAL:</b>					<b>147,365</b>	<b>20,000</b>	
<b>EQUIPMENT: COMPUTERS and OFFICE: 0-5550-01</b>							
<b>TOTAL:</b>							
<b>EQUIPMENT: FURNITURE: 0-5550-11</b>							
<b>TOTAL:</b>							
<b>EQUIPMENT: LAB/CHICKEN COOPS</b>							
<b>TOTAL:</b>							

<b>CAPITAL REPLACEMENT (continued, pg. 2 of 2)</b>		<b>FY 2017/18 Actuals</b>	<b>Actuals FY 2018/19</b>	<b>Approved Amend #2 Budget FY 2019/20</b>	<b>DRAFT BUDGET FY 20/21</b>	<b>NOTES:</b>
<b><u>EQUIPMENT: COMMUNICATIONS</u></b>						
<b>TOTAL:</b>					0	
<b><u>EQUIPMENT: VEHICLES: 0-5550-41</u></b>						
<b>0-5550-41</b>	3/4 Ton Trucks (purchase 7) & 1 Van			234,000	327,000	** (7) 3/4 Ton Trucks & 1 Van
<b>0-5550-41</b>	1/2 ton truck (multipurpose/use vehicle)			0	42,000	(1) 1/2 Ton Truck (multipurpose vehicle)
<b>TOTAL:</b>				<b>234,000</b>	<b>369,000</b>	
<b><u>EQUIPMENT: EDUCATION / PUBLIC RELATIONS</u></b>						
<b>TOTAL:</b>						**NOTE: 2 trucks and 1 van carry over from FY 19/20
<b>TOTAL FOR EQUIPMENT 0-5550:</b>						
<b><u>EQUIPMENT: OFF ROAD and TRAILERS: 0-5551-01</u></b>						
<b>0-5551-01</b>	ARGOS (purchase 2)				42,352	W/O Tracks on ARGOS
<b>TOTAL:</b>					<b>42,352</b>	
<b><u>EQUIPMENT: TOOLS - MANUAL</u></b>						
<b>TOTAL:</b>						
<b><u>EQUIPMENT: TOOLS - FIELD APPLICATION EQUIPMENT</u></b>						
<b>0-5551-21</b>	Guardian 95G4 Fogger				8,300	
<b>0-5551-21</b>	Pro Mist Dura Fogger				18,500	
<b>0-5551-21</b>	A1 Super Duty Mist Blower				17,700	
<b>0-5551-21</b>	Unmanned Aerial System				24,000	
<b>TOTAL:</b>					<b>68,500</b>	
<b>TOTAL FOR OTHER EQUIPMENT 0-5551:</b>						
<b>GRAND TOTAL for CAPITAL REPLACEMENT:</b>		<b>36,218</b>	<b>59,060</b>	<b>381,365</b>	<b>499,852</b>	<b>31.07%</b>

## 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

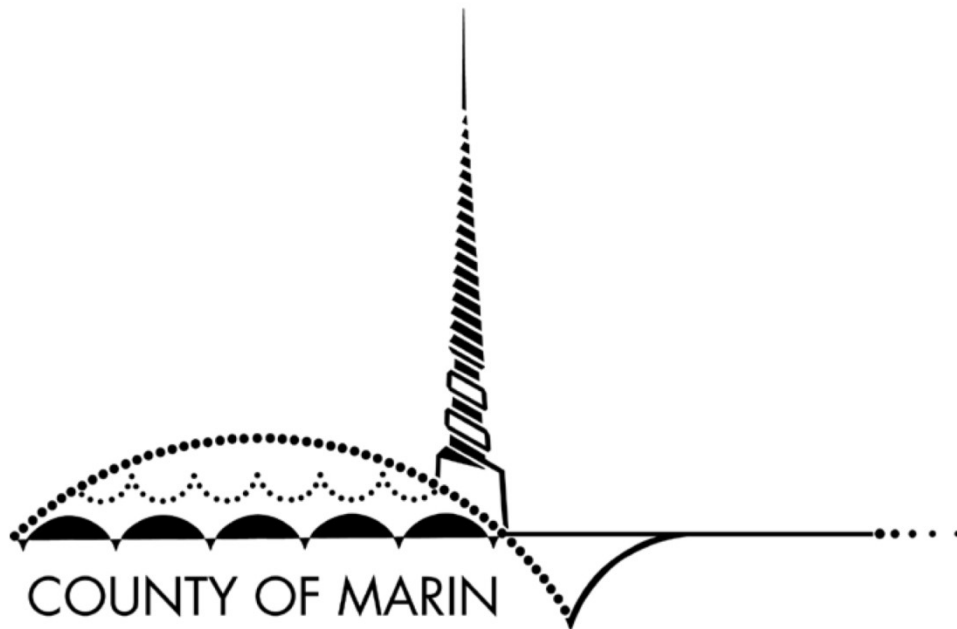
3/4 Ton Trucks (purchase 5)	210,000	
2 3/4 Ton Trucks and 1 Van	117,000	**Carried Over from FY 19/20 due to purchasing constraints related to
1/2 ton truck (multipurpose/use vehicle)	42,000	COVID-19
Storage Shed Construction	20,000	
ARGOS (purchase 2)	42,352	
Guardian 95G4 Fogger	8,300	
Pro Mist Dura 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

2019–2020 MARIN COUNTY CIVIL GRAND JURY

# Follow-Up Report on Web Transparency of Agency Compensation Practices

April 28, 2020

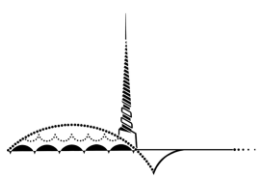




### **A Note about the Coronavirus Pandemic**

The 2019–2020 Marin County Civil Grand Jury is issuing its reports during the unprecedented conditions of the COVID-19 pandemic. We are well aware that Marin County is in crisis and that critical public health concerns, operational difficulties, and financial challenges throughout the county have a greater claim to government attention right now than the important issues raised by this Grand Jury.

We are confident that, in due course, Marin will come through this crisis as strong as ever.



# Follow-Up Report on Web Transparency of Agency Compensation Practices

## Summary

Many Marin public agencies fail to make the compensation for their elected officials and employees fully transparent on their public websites, despite state legal requirements and past Grand Jury recommendations that they do so. The 2019–2020 Grand Jury examined the current status of 34 Marin public agency websites to determine if they are meeting transparency standards with respect to compensation disclosures.

California law requires most public agencies to report the annual compensation of their “elected officials, officers, and employees” to the state controller’s office, which posts this information on its Government Compensation in California website at *publicpay.ca.gov* (Public Pay).<sup>1</sup> Each local agency with a website also is legally required to post “in a conspicuous location . . . information on the annual compensation of its elected officials, officers and employees.”<sup>2</sup>

All of Marin’s cities, towns, and major agencies have websites, so each of them is required to post annual compensation data, and the public should be able to easily find this information.

Over and above these basic legal requirements, the public has an interest in understanding compensation policies with regard to elected officials, including information about wages, health and retirement benefits, and reimbursement policies. There is a wide variance in compensation policies and the total amounts and benefits paid to elected officials. The public should be able to access this information easily and quickly rather than having to dig through meeting minutes or policy manuals that may or may not be easy to find on a website.

The 34 agency websites audited included those of the County of Marin, Marin’s 11 cities and towns, 10 sanitary districts, 9 fire districts, and 3 water districts. The Grand Jury wanted to know if the legal disclosure requirements were met and if detailed information about compensation and benefits for elected officials was readily available.

This investigation revealed that a great majority of audited agency websites failed to comply fully with legal compensation disclosure requirements. Compensation information was often difficult to find and outdated. Information on actual compensation paid to elected officials was also missing, difficult to find, or insufficient. In many cases, it was difficult to find information about compensation policies for elected officials. In contrast, the Marin Municipal Water

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<sup>1</sup> California Government Code § 53892, accessed March 30, 2020, [https://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?lawCode=GOV&sectionNum=53892](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV&sectionNum=53892).

<sup>2</sup> California Government Code § 53908, accessed March 30, 2020, [http://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?lawCode=GOV&sectionNum=53908](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV&sectionNum=53908).

District<sup>3</sup> (MMWD) and the North Marin Water District<sup>4</sup> each annually post a detailed report on the compensation of their elected officials.

This Grand Jury report makes specific recommendations for every agency to follow to ensure compliance with legal requirements and to go beyond compliance to achieve higher standards of public transparency.

## Background

The transparency of public agencies and their compensation policies has been an ongoing topic of state and local concern. In recent years, the state legislature amended the California Government Code to require the posting of annual compensation data on agency websites.<sup>5</sup> Local agencies are now required to report their compensation data to the state controller's office, which posts the data on the Public Pay site.<sup>6</sup>

Since 2014, the Marin County Civil Grand Jury has published four reports on web transparency:

- A 2013–2014 Grand Jury report, *What Are Special Districts and Why Do They Matter?*, recommended that the county post a complete list of all of Marin's special districts on its website to enable residents to understand the extent of local government.<sup>7</sup> The county did not fulfill this recommended action.
- In March 2016, the 2015–2016 Grand Jury followed up with its *Web Transparency Report Card*, reiterating, among other things, that the master list of special districts should be completed.<sup>8</sup> It also recommended that all agencies should update their websites “to include the annual compensation of . . . elected officials, officers and employees.”<sup>9</sup> These recommended actions were not completed.
- The 2016–2017 Grand Jury issued its *Web Transparency Report Card Update*, which noted a marked improvement in the quality of agency websites. This report card also noted additional room for improvement for many agencies.<sup>10</sup>

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<sup>3</sup> Marin Municipal Water District, *Annual Report on Board Compensation*, August 7, 2018, <http://marinwater.org/DocumentCenter/View/3602/Board-Compensation-Annual-Report?bidId=>.

<sup>4</sup> North Marin Water District, 2018 Compensation Report, accessed March 30, 2020, <https://www.nmwd.com/pdfs/NMWDCompensationReportCY2018.pdf>.

<sup>5</sup> California Government Code § 53908

<sup>6</sup> Government Compensation in California, accessed March 30, 2020, <https://publicpay.ca.gov>.

<sup>7</sup> Marin County Civil Grand Jury, *What Are Special Districts and Why Do They Matter?*, May 20, 2014, [https://www.marincounty.org/-/media/files/departments/gj/reports-responses/2013/spd\\_master\\_list\\_report.pdf](https://www.marincounty.org/-/media/files/departments/gj/reports-responses/2013/spd_master_list_report.pdf).

<sup>8</sup> Marin County Civil Grand Jury, *2015–2016 Web Transparency Report Card: Bringing Marin County's Local Governments to Light*, March 10, 2016, [https://www.marincounty.org/-/media/files/departments/gj/reports-responses/2015/responses/webtransparencypcard/2015\\_16-web-transparency-report-card.pdf](https://www.marincounty.org/-/media/files/departments/gj/reports-responses/2015/responses/webtransparencypcard/2015_16-web-transparency-report-card.pdf).

<sup>9</sup> Marin County Civil Grand Jury, *2015–2016 Web Transparency Report Card: Bringing Marin County's Local Governments to Light*, p. 10.

<sup>10</sup> Marin County Civil Grand Jury, *2016–2017 Web Transparency Report Card Update*, June 8, 2017, <https://www.marincounty.org/-/media/files/departments/gj/reports-responses/2017/web-transparency-update.pdf>.

- In a report entitled *Special Districts Transparency Update*, the 2018–2019 Grand Jury noted that the special districts list recommended by the 2013–2014 Grand Jury still had not been created.<sup>11</sup> The report reiterated this recommendation and suggested that the special district list include “complete compensation components and amounts (including salary, insurance, stipends, in kind goods, conference fees and other benefits, and reimbursements).”<sup>12</sup>

The Grand Jury has focused on these issues for more than six years, without satisfactory resolution. Perhaps with this follow-up report, agencies will come to understand the vital importance of public transparency and will be more forthcoming with this information and finally improve their websites. Public transparency regarding compensation of elected officials is essential because the public needs accurate information about its government agencies. Transparency helps to maintain trust in the government and gives information to the public that helps guide decisions on matters of self-governance. It makes responsive democracy work.

## Approach

The Grand Jury reviewed the work of prior juries as published in the four previous reports and audited the websites of 34 of Marin’s public agencies, including the County of Marin, Marin’s 11 cities and towns, 10 sanitary districts, 9 fire districts, and 3 water districts (this report uses the term “agency” to refer to these diverse jurisdictions). Jurors reviewed these websites to determine if they met the legal requirements by providing easy access to accurate, current compensation data for public employees. Jurors also checked the board or council pages of these websites to determine if they included detail about annual compensation for elected officials.

The audit was conducted by having at least one juror review each agency’s website and compile a list of any deficiencies. This work was then reviewed by at least two other jurors. Those three jurors then reached a consensus for each agency. These agency website reviews were valid as of February 20, 2020.

## Discussion

### The Public Should Know the Compensation of Its Elected Officials

The taxpaying public has a right to know the compensation of its elected officials. Compensation may include the following:

- Monthly wages or a fixed stipend per meeting attended
- Additional compensation for sitting on affiliated boards, subcommittees, or commissions, or for attending extra meetings on behalf of their agency

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<sup>11</sup> Marin County Civil Grand Jury, *Special Districts Transparency Update*, June 13, 2019, <https://www.marincounty.org/-/media/files/departments/gj/reports-responses/2018-19/special-districts-transparency-update.pdf>.

<sup>12</sup> Marin County Civil Grand Jury, *Special Districts Transparency Update*, p. 5.

- Healthcare benefits
- Retirement benefits
- Reimbursement for travel, attending conferences, or industry events
- Reimbursement for cell phones, computers, or tablets (or free use of such equipment)

The public should be informed that there is a wide variance in compensation policies. Some agencies have adopted a policy not to compensate their elected officials. In addition, total compensation and benefits paid to elected officials for similar agencies varies. The high and low ranges for compensation at various types of agencies are summarized in Table 1. In some cases, elected officials waive their right to some or all compensation.

### County Supervisors

Unlike elected officials in most cities, towns, and other agencies, Marin County supervisors are full-time employees and receive full-time salaries and benefits. Total 2018 annual compensation for members of the Marin County Board of Supervisors ranged from \$173,000 to \$186,000, plus benefits.

**Table 1. Ranges of Elected Officials Annual Compensation in 2018**

Agency Type	Low*	High
Cities/Towns	\$0	\$17,000
Fire Districts	0	2,800
Sanitation Districts	0	19,000
Water Districts	1,600	39,000

\* Low does not reflect those who waive compensation in agencies that pay their elected officials.

### City and Town Council Members

For town and city councilmembers, total annual compensation for 2018 ranged from zero in Belvedere, Ross, and Tiburon to about \$17,000 in San Rafael. Annual compensation was typically in the \$3,000 to \$5,000 range, and councilmembers in some municipalities, including San Rafael, elected to waive compensation.

### Fire District Board Members

Total 2018 compensation for individual board members in Marin’s nine audited fire districts ranged from zero to \$2,800. Board members in the Bolinas, Sleepy Hollow, Southern Marin, and Stinson Beach Fire Protection Districts do not receive compensation. In the Novato Fire Protection District, 2018 compensation for one board member was about \$2,800. The Central Marin Fire Authority was formed in 2018 and, as of February 1, 2020, had not yet filed its first compensation data with the state controller, but the agency is included in this report so that it will fulfill the requirement that it post its compensation data.

### Sanitation District Board Members

In Marin’s 10 sanitation districts, 2018 total annual board member compensation ranged from zero in the Tiburon and Central Marin Sanitation Districts to as high as \$19,000 in the Las Gallinas Valley Sanitary District. Typically, annual board member compensation in Marin’s sanitation districts ranges from \$1,000 to \$4,000.

## Water District Board Members

The 2018 annual board member compensation in Marin’s three water districts ranged from \$1,600 in the Stinson Beach Water District to \$9,000 in the North Marin Water District to \$39,000 in the Marin Municipal Water District.

## Legal Requirements Regarding Compensation Disclosures

There are two sections in the California Government Code requiring compensation disclosures. Section 53892 requires that most public agencies (school districts are excluded) report annually to the state controller the total compensation of all “elected officials, officers and employees.”<sup>13</sup> The state controller publishes this information for all agencies on the Public Pay website.

Section 53908 requires that if an agency has a website “it shall post, in a conspicuous location on its Internet Web site, information on the annual compensation of its elected officials, officers, and employees that is submitted to the controller.” An agency could comply with this provision by posting a complete table on its website that includes all of the data actually filed with the state controller, and by updating that table each year. Section 53908 also allows an agency to comply with the transparency requirement by posting, “in a conspicuous location on its Internet Web site, a link to” the Public Pay site.<sup>14</sup>

The Grand Jury also notes that Section 53908 mentions *twice* that the Public Pay link must be “conspicuous,” a term that is not defined in the code. For purposes of its investigation, the Grand Jury decided that a link could be deemed conspicuous if it satisfies *both* of the following criteria:

- The link is located on a page that is within three clicks of the website’s home page (where a hover causing a menu to be revealed is equivalent to a click).
- The link can be found within five minutes of starting a search, whether by browsing menus or using a search box on the website.

This is a commonsense approach that, if anything, is generous to agencies, since internet users are unlikely to invest as much as five minutes in such a search.

The Grand Jury also determined that a Public Pay link that does not go directly to the agency’s page on the Public Pay site for the most recently available year should not be considered compliant with the intent of the transparency requirements set forth in the law.

During its investigation, the Grand Jury discovered that some agencies were not reporting board member compensation to the state controller’s office because they had been advised by the state controller’s office that this was not required unless a W-2 form for the compensation was issued. Some elected officials are paid fees for which W-2 forms are not issued. State officials have now confirmed that the elected officials’ compensation must be reported regardless of how they are paid.

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<sup>13</sup> California Government Code § 53892.

<sup>14</sup> California Government Code § 53908.

## Public Transparency of Compensation for Elected Officials

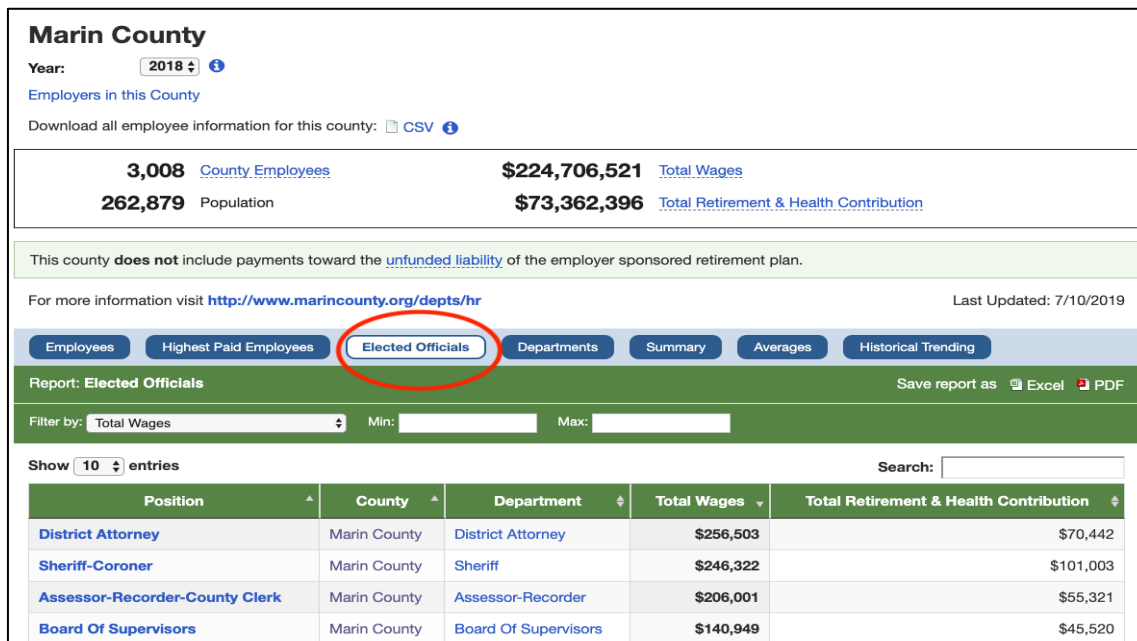
Beyond the basic legal requirements in California state law, public transparency goals would be better served by stronger disclosure of compensation policies and detailed compensation paid to elected officials. While total compensation paid to elected officials can be found by clicking an “Elected Officials” button on the agency’s page on the Public Pay site, as shown in Figure 1, most users would not necessarily see this link and might need to scroll through multiple pages of employees before finding the elected officials.

To make locating the information easier, a link can be included directly from the agency’s website to the elected officials data on the Public Pay site. This can be done by simply adding *&rpt=5* to the end of a regular Public Pay URL link.

The data on the Public Pay site for elected officials is limited to total wages and total retirement and health contributions. The site does not break out elements such as per-meeting stipends, reimbursements or payments for serving as an agency liaison to other advisory committees, councils, and forums. For better transparency on their websites, local agencies should disclose all elements of compensation for their elected officials and establish this higher standard as best practice for all of Marin County.

Both MMWD and the North Marin Water District have excellent practices with regard to transparency on compensation of their elected officials. The MMWD website’s board page provides a quick link to an annual compensation report detailing board compensation policies

**Figure 1. Public Pay Elected Officials Page Example**



**Source:** Government Compensation in California, accessed March 30, 2020, <https://publicpay.ca.gov/Reports/Counties/County.aspx?entityid=21&year=2018&rpt=5>

and annual amounts paid to each member for regular board meetings, board committees, other special board meetings, and liaison assignments to advisory committees, councils, and forums. It also details total annual payments for conferences, training, and memberships, as well as medical and dental benefits and other benefits, including iPad data plans. North Marin Water District discloses several annual board compensation elements by a direct link to the financial report it files with the state controller's office, but it is not as detailed as the MMWD report.

## **Results of the Website Audit**

The Grand Jury audit found that many website compensation links were missing or broken. In other cases, links were not easy to find. Policies and compensation for elected officials were not always posted. Thirty of the 34 audited agency websites failed to comply fully with legal disclosure requirements.

### **Missing or Inconspicuous Links**

Fifteen of 34 of the audited agency websites failed to post a compensation report or a "conspicuous" link to their data on the Public Pay site. These agencies are shown in Table 2. The worst example of this was the County of Marin's website, where four jurors were each unable to locate a compensation link after searching for at least 15 minutes.

In the investigation, the Grand Jury observed that several agencies post a link to the Transparent California website rather than to the Public Pay website.<sup>15</sup> Transparent California is not included in Government Code Section 53908, so this does not comply with the legal requirements.

The Grand Jury recommends that all the noncompliant agencies identified in Table 2 remedy these deficiencies by placing a Public Pay link on the web page listed in the table. Generally, the audit revealed that the best location for a Public Pay link is either the finance or human resources section of the agency's website.

### **Link Does Not Go Directly to the Agency's Most Recent Data**

Many agencies include a Public Pay link on their website that is deficient because it connects the user to an outdated page or to the state's Public Pay home page rather than directly to the local agency data on the Public Pay site. The Grand Jury believes this is largely due to a technical oversight.

Appendix A contains the recommended Public Pay link for each audited agency, as well as links for 22 additional agencies that were not audited. A key feature of these links is that they include the ID number of the agency, but exclude any parameter specifying a year (an example of this parameter is *&year=2016*). By *excluding* the specific year parameter, the link will automatically lead a user to the most recent available data for that agency, and it will not become outdated over time. This will save the agency the work of updating the link on an annual basis while reducing the chance of errors in future postings.

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<sup>15</sup> Transparent California, accessed March 30, 2020, <https://transparentcalifornia.com>.



**Table 2. Agency Websites with Missing or Inconspicuous Links to Compensation Data**

Agency	Recommended Conspicuous Location for Link
City of Mill Valley	<a href="http://www.cityofmillvalley.org/gov/departments/finance/default.htm">http://www.cityofmillvalley.org/gov/departments/finance/default.htm</a>
City of Sausalito	<a href="https://www.sausalito.gov/departments/administration/finance/financial-documents">https://www.sausalito.gov/departments/administration/finance/financial-documents</a>
Town of Tiburon	<a href="http://townoftiburon.org/154/Administration-Finance">http://townoftiburon.org/154/Administration-Finance</a>
County of Marin	<a href="https://www.marincounty.org/depts/df">https://www.marincounty.org/depts/df</a>
Bolinas Fire Protection District*	<a href="https://www.bolinasfire.org/board-members">https://www.bolinasfire.org/board-members</a>
Central Marin Fire Authority**	<a href="https://centralmarinfire.org/admin/finance">https://centralmarinfire.org/admin/finance</a>
Kentfield Fire Protection District	<a href="https://www.kentfieldfire.org/administration/finance-a-budget">https://www.kentfieldfire.org/administration/finance-a-budget</a>
Sleepy Hollow Fire Protection District	<a href="https://shfpd.org/about-us/finances">https://shfpd.org/about-us/finances</a>
Southern Marin Fire Protection District	<a href="https://www.southernmarinfire.org/admin">https://www.southernmarinfire.org/admin</a>
Stinson Beach Fire Protection District*	<a href="https://www.stinsonbeachfireprotectiondistrict.org/financials-budgets">https://www.stinsonbeachfireprotectiondistrict.org/financials-budgets</a>
Almonte Sanitary District	<a href="https://www.almontesd.org/governance.php">https://www.almontesd.org/governance.php</a>
Central Marin Sanitation Agency	<a href="https://www.cmsa.us/finance/">https://www.cmsa.us/finance/</a>
Las Gallinas Valley Sanitation District	<a href="http://www.lgvsd.org/about-us/board-of-directors/">http://www.lgvsd.org/about-us/board-of-directors/</a>
Ross Valley Sanitary District (Sanitary District No. 1)	<a href="https://www.rvsd.org/31/Open-Government">https://www.rvsd.org/31/Open-Government</a>
Stinson Beach Water District	<a href="http://stinson-beach-cwd.dst.ca.us/index.html">http://stinson-beach-cwd.dst.ca.us/index.html</a>

\* Existing link goes to Transparent California rather than Public Pay

\*\* Formed in 2018 and not required to report for that year

**Agency Websites Should Have a Link Directly to Elected Officials Data**

Although it is simple to link directly to a page on the Public Pay website showing actual compensation paid to elected officials, none of the audited agencies currently do so. All Marin public agency websites should have a direct link from their board or council page to their “Elected Officials” page on the Public Pay site. All Marin agencies should adopt this higher standard of transparency.

A link to the “Elected Officials” page on the Public Pay site can be added simply by adding a new parameter to the end of the normal Public Pay link as is shown for all agencies in Appendix A. For instance, the City of San Rafael could include such a link by adding *&rpt=5* to

the end of its Public Pay link, resulting in the following:

<https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=256&rpt=5>.

### **Agencies Should Post Compensation Policies and Annual Compensation Details**

The Grand Jury audit revealed that compensation policies for many agencies either were not posted or were scattered in a wide variety of hard-to-find locations. Eighteen of the 34 agencies did not post such information on the board or council pages of their websites. As described previously, public transparency is promoted by posting detailed information about the compensation policies for elected officials. All agencies should post this information on their board or council web pages. As an example, MMWD posts detailed information about the annual compensation of its elected officials. All Marin agencies should adopt this higher standard of transparency.

### **Conclusion**

To make informed decisions on matters of self-governance, the public needs to understand the workings of their public agencies, including the compensation of elected officials. Public transparency helps to maintain trust in the government. It makes responsive democracy work.

By following the recommendations in this report, Marin's public agency websites can come into compliance with state legal requirements. Following these recommendations will reduce the chance of errors and minimize the time needed to keep websites current. These changes also will improve public access to important information while increasing the transparency that is essential to good government in a democratic society.

### **Findings**

- F1. Many Marin public agencies fail to include on their websites either a link to the *publicpay.ca.gov* site showing compensation for their elected officials, officers, and employees, or a table showing such data. The Grand Jury determined that these agencies fail to comply with the requirements of Government Code Section 53908.
- F2. Any link to compensation data on an agency's website that takes more than five minutes or three clicks from the home page to locate, does not reasonably satisfy the intent of the Government Code that the information be easily located and "conspicuous" on the agency's website.
- F3. Any link to *publicpay.ca.gov* on an agency's website that fails to go directly to the agency's current compensation data on that website does not satisfy the intent of the Government Code that information be easily located.
- F4. Regarding compensation policies for elected officials, many public agencies do not provide the public with easy access to information regarding salary, meeting fees or stipends (including compensation for serving as liaison to other advisory committees, councils and forums), reimbursements, health and retirement benefits, and other benefits such as equipment.

- F5. Regarding detailed disclosure of total compensation paid, most public agencies do not break out all components of compensation paid to their elected officials, including salary, meeting fees or stipends (including compensation for serving as liaison to other advisory committees, councils and forums), reimbursements, health and retirement benefits, and other benefits such as equipment.
- F6. By comparison to other public agencies, Marin Municipal Water District annually publishes an exemplary report on its website of total compensation paid to its elected officials for salary, meeting fees or stipends (including compensation for serving as liaison to other advisory committees), councils and forums, reimbursements, health and retirement benefits, and other benefits such as equipment.

## Recommendations

- R1. To comply with the intent of Government Code Section 53908, no later than 90 days after the date of this report, agencies should include on their websites a link to the *publicpay.ca.gov* site showing compensation of their elected officials, officers, and employees using the formatted URL examples that are shown in Appendix A.
- R2. No later than 90 days after the date of this report, agencies should modify the location of their existing *publicpay.ca.gov* links to satisfy the requirement of Government Code Section 53908 that their link be “conspicuous.” Conspicuous locations for agencies are suggested in Table 2.
- R3. No later than 90 days after the date of this report, agencies should modify their existing *publicpay.ca.gov* links so that they provide a direct link to their current compensation data on the state site. To eliminate the need for annual updates, the URL used for the link should exclude any parameter specifying a year. Formatted URL examples are shown on Appendix A.
- R4. No later than 90 days after the date of this report, in addition to any other compensation links, agencies should include a link on their board or council web pages that leads directly to their “Elected Officials” page on the *publicpay.ca.gov* site, conforming to the format suggested on Appendix A.
- R5. No later than 120 days after the date of this report, agencies should include on their board or council web pages a comprehensive description of their policies regarding all compensation paid to elected officials specifying, at a minimum, salary, meeting fees or stipends (including compensation for serving as liaison to other advisory committees, councils and forums), reimbursements, health and retirement benefits, and other benefits such as equipment.
- R6. No later than 120 days after the date of this report, agencies should adopt a practice to compile and publish each year an annual report detailing the compensation actually paid to their elected officials for the previous calendar year. Compensation disclosures should include, at a minimum, salary, meeting fees or stipends (including compensation for serving as liaison to other advisory committees, councils and forums), reimbursements, health and retirement benefits, and other benefits such as equipment. A link to this report should be posted on the agency’s board or council web page.

R7. No later than 90 days after the date of this report, agencies not audited in this report should review their websites for compliance with the legal requirements and higher public transparency standards recommended in Recommendations R1–R6 of this report and ensure that their websites include links to the *publicpay.ca.gov* site as shown in Appendix A.

## Request for Responses

According to the California Penal Code, agencies required to respond to Grand Jury reports generally have no more than 90 days to issue a response. It is not within the Grand Jury’s power to waive or extend these deadlines, and to the Grand Jury’s knowledge, the Judicial Council of California has not done so. But we recognize that the deadlines may be burdensome given current conditions caused by the COVID-19 pandemic.

Whether the deadlines are extended or not, it is our expectation that Marin's public agencies will eventually be able to return to normal operations and will respond to this report. In the meantime, however, public health and safety issues are of paramount importance and other matters might need to wait.

Pursuant to Penal Code Section 933.05, the Grand Jury requests responses from the following governing bodies:

Respondent	F1	F2	F3	F4	F5	R1	R2	R3	R4	R5	R6	R7
<b>Audited Agencies</b>												
County of Marin		X	X	X	X		X	X	X	X	X	
City of Belvedere			X		X			X	X		X	
City of Larkspur			X	X	X			X	X	X	X	
City of Mill Valley	X	X	X		X	X	X	X	X		X	
City of Novato			X		X			X	X		X	
City of San Rafael			X		X			X	X		X	
City of Sausalito		X			X		X		X		X	
Town of Corte Madera			X	X	X			X	X	X	X	
Town of Fairfax			X		X			X	X		X	
Town of Ross			X		X			X	X		X	
Town of San Anselmo			X		X			X	X		X	

<b>Respondent</b>	<b>F1</b>	<b>F2</b>	<b>F3</b>	<b>F4</b>	<b>F5</b>	<b>R1</b>	<b>R2</b>	<b>R3</b>	<b>R4</b>	<b>R5</b>	<b>R6</b>	<b>R7</b>
Town of Tiburon		X	X		X		X	X	X		X	
Bolinas Fire Protection District	X	X	X	X		X		X	X	X		
Central Marin Fire Authority	X	X				X						
Kentfield Fire Protection District		X	X		X		X	X	X		X	
Novato Fire Protection District			X	X	X			X	X	X	X	
Ross Valley Fire Department				X	X				X	X	X	
Sleepy Hollow Fire Protection District	X	X	X	X	X	X	X	X	X	X	X	
Southern Marin Fire Protection District		X			X		X		X		X	
Stinson Beach Fire Protection District	X	X	X			X		X	X			
Tiburon Fire Protection District			X	X	X			X	X	X	X	
Almonte Sanitary District	X	X	X	X	X	X	X	X	X	X	X	
Alto Sanitary District			X		X			X	X		X	
Central Marin Sanitation Agency		X	X		X		X	X	X		X	
Homestead Valley Sanitary District			X	X	X			X	X	X	X	
Las Gallinas Valley Sanitary District		X	X		X		X	X	X		X	
Novato Sanitary District			X	X	X			X	X	X	X	
Richardson Bay Sanitary District			X	X	X			X	X	X	X	
Ross Valley Sanitary District (Sanitary District No. 1)	X	X	X	X	X	X	X	X	X	X	X	
Sanitary District No. 5 – Tiburon-Belvedere				X	X				X	X	X	

<b>Respondent</b>	<b>F1</b>	<b>F2</b>	<b>F3</b>	<b>F4</b>	<b>F5</b>	<b>R1</b>	<b>R2</b>	<b>R3</b>	<b>R4</b>	<b>R5</b>	<b>R6</b>	<b>R7</b>
Sausalito-Marín City Sanitary District			X		X			X	X		X	
Marín Municipal Water District					X				X		X	
North Marín Water District					X				X		X	
Stinson Beach County Water District	X	X			X	X			X		X	
<b>Agencies Not Audited</b>												
Bel Marín Keys Community Services District												X
Belvedere-Tiburon Joint Recreation Committee District												X
Belvedere-Tiburon Library Agency												X
Bolinas Community Public Utility District												X
Central Marín Police Authority												X
Firehouse Community Park Agency												X
Inverness Public Utility District												X
Marín City Community Services District												X
Marín Clean Energy (MCE)												X
Marín County Resource Conservation District												X
Marín County Transit District												X
Marín General Services Authority (MGSA)												X
Marín Healthcare District												X

<b>Respondent</b>	<b>F1</b>	<b>F2</b>	<b>F3</b>	<b>F4</b>	<b>F5</b>	<b>R1</b>	<b>R2</b>	<b>R3</b>	<b>R4</b>	<b>R5</b>	<b>R6</b>	<b>R7</b>
Marin/Sonoma Mosquito and Vector Control District												X
Marinwood Community Services District												X
Muir Beach Community Services District												X
Sonoma-Marín Area Rail Transit District												X
Tamalpais Community Services District												X
Tomales Village Community Services District												X
Transportation Authority of Marin												X

The governing bodies indicated above should be aware that the comment or response of the governing body must be conducted in accordance with Penal Code Section 933 (c) and subject to the notice, agenda, and open meeting requirements of the Brown Act.

Note: At the time this report was prepared, information was available at the websites listed.

Reports issued by the Civil Grand Jury do not identify individuals interviewed. Penal Code Section 929 requires that reports of the Grand Jury *not* contain the name of any person or facts leading to the identity of any person who provides information to the Civil Grand Jury. The California State Legislature has stated that it intends the provisions of Penal Code Section 929 prohibiting disclosure of witness identities to encourage full candor in testimony in Grand Jury investigations by protecting the privacy and confidentiality of those who participate in any Civil Grand Jury investigation.

## Appendix A – Direct Public Pay Internet Links

### Properly Formatted PublicPay.ca.gov Link

**Note:** Agencies listed here can create a link to their “Elected Officials” page by adding *&rpt=5* at the end of their Public Pay URL below.

Agency	Agency Public Pay URL
<b>Audited Agencies</b>	
City of Belvedere	<a href="https://publicpay.ca.gov/Reports/cities/city.aspx?entityid=248">https://publicpay.ca.gov/Reports/cities/city.aspx?entityid=248</a>
City of Larkspur	<a href="https://publicpay.ca.gov/Reports/cities/City.aspx?entityid=251">https://publicpay.ca.gov/Reports/cities/City.aspx?entityid=251</a>
City of Mill Valley	<a href="https://publicpay.ca.gov/Reports/cities/city.aspx?entityid=252">https://publicpay.ca.gov/Reports/cities/city.aspx?entityid=252</a>
City of Novato	<a href="https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=253">https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=253</a>
City of San Rafael	<a href="https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=256">https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=256</a>
City of Sausalito	<a href="https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=257">https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=257</a>
Town of Corte Madera	<a href="https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=249">https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=249</a>
Town of Fairfax	<a href="https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=250">https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=250</a>
Town of Ross	<a href="https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=254">https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=254</a>
Town of San Anselmo	<a href="https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=255">https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=255</a>
Town of Tiburon	<a href="https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=258">https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=258</a>
County of Marin	<a href="https://publicpay.ca.gov/Reports/Counties/County.aspx?entityid=21">https://publicpay.ca.gov/Reports/Counties/County.aspx?entityid=21</a>
Marinwood Community Services District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=947">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=947</a>



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**Note:** Agencies listed here can create a link to their “Elected Officials” page by adding *&rpt=5* at the end of their Public Pay URL below.

Agency	Agency Public Pay URL
Bollinas Fire Protection District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1237">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1237</a>
Central Marin Fire Authority	Link not available at Public Pay as of February 20, 2020
Novato Fire Protection District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1239">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1239</a>
Ross Valley Fire Department	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2827">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2827</a>
Sleepy Hollow Fire Protection District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1240">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1240</a>
Southern Marin Fire Protection District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1241">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1241</a>
Stinson Beach Fire Protection District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1242">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1242</a>
Tiburon Fire Protection District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1243">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1243</a>
Almonte Sanitary District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1986">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1986</a>
Alto Sanitary District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1987">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1987</a>
Central Marin Sanitation Agency	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2814">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2814</a>
Las Gallinas Valley Sanitary District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1989">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1989</a>
Novato Sanitary District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1990">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1990</a>
Ross Valley Sanitary District (Sanitary District No. 1)	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1992">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1992</a>
Marin Municipal Water District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2529">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2529</a>
North Marin Water District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2404">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2404</a>

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Agency	Agency Public Pay URL
Stinson Beach County Water District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2405">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2405</a>

**Agencies Not Audited**

Bel Marin Keys Community Services District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=945">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=945</a>
Belvedere-Tiburon Joint Recreation Committee District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2813">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2813</a>
Belvedere-Tiburon Library Agency	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1623">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1623</a>
Bollinas Community Public Utility District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2198">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2198</a>
Central Marin Police Authority	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2831">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2831</a>
Firehouse Community Park Agency	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2818">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2818</a>
Inverness Public Utility District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2199">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2199</a>
Marin City Community Services District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=946">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=946</a>
Marin Clean Energy (MCE)	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2821">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2821</a>
Marin County Resource Conservation District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2108">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2108</a>
Marin County Transit District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=3399">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=3399</a>
Marin General Services Authority (MGSA)	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2822">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2822</a>
Marin Healthcare District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1552">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1552</a>
Marin/Sonoma Mosquito and Vector Control District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1685">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1685</a>

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Marinwood Community Services District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=947">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=947</a>
Muir Beach Community Services District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=948">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=948</a>
Sonoma-Marín Area Rail Transit District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=3400">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=3400</a>
Strawberry Recreation District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1905">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1905</a>
Tamalpais Community Services District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=949">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=949</a>
Tomales Village Community Services District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=950">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=950</a>
Transportation Authority of Marin	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=3480">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=3480</a>

## Response to Grand Jury Report

Report Title: Follow up Report on Web Transparency of Agency Compensation Practices

Respondent/Agency Name: Marin/Sonoma Mosquito & Vector Control District

Your Name: Carol Pigoni Title: Board President

### FINDINGS

- I (we) agree with the finding numbered: F2
- I (we) disagree *partially* with the findings numbered: F1, F3, F4, F5, F6
- I (we) disagree *wholly* with the findings numbered: N/A

(Attach a statement specifying any portions of the findings that are disputed; include an explanation of the reasons therefor.)

### RECOMMENDATIONS

- Recommendations numbered R1 - R7 have been implemented.  
(Attach a summary describing the implemented actions.)
- Recommendations numbered (N/A) have not yet been implemented, but will be implemented in the future.  
(Attach a timeframe for the implementation.)
- Recommendations numbered (N/A) require further analysis.  
(Attach an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.)
- Recommendations numbered (N/A) will not be implemented because they are not warranted or are not reasonable.  
(Attach an explanation.)

Date: June 17th, 2020 Signed: \_\_\_\_\_

Number of pages attached: One

## Follow up Report on Web Transparency of Agency Compensation Practices

Explanation of Reasons for the District's Partial Disagreement with Findings F1, F3, F4, F5, F6.

The District does not evaluate the web transparency practices of other Special Districts and does not take a position on their compliance with reporting and disclosure requirements.



## MARIN/SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT

### JOB DESCRIPTION

Job Title: ~~ShopMechanic/Facilities Coordinator~~Manager  
Reports to: Assistant Manager  
13, 2020

Date: Jan. 1, 2006  
Revised: ~~June 8~~March

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#### DEFINITION

Under the direction of the Assistant Manager (AM) the ~~Shop-Mechanic/Facilities Coordinator~~Manager (~~M/FMSFC~~) supervises, plans, prioritizes and participates in the workflow of the shop. The ~~SFCM/FM~~ also oversees and directly participates in the maintenance of District buildings, grounds and associated infrastructure. This position is responsible for the maintenance and repair of the District's fleet of passenger vehicles, trailers, ATVs, watercraft, larvicide and adulticide application equipment. The ~~SFCM/FM~~ also assists with safety inspections, trainings, and is a core member of the District's Safety Committee. The ~~SFCM/FM~~ responds to and assists District staff with equipment issues that occur in the field. The ~~SFCM/FM~~ also supervises and may participate in equipment fabrication and related projects. The ~~SFCM/FM~~ assists in budget preparation and management pertaining to the shop, buildings, grounds and operational related equipment and vehicles. The ~~SFCM/FM~~ also assembles bids from contractors and vendors related to equipment and District projects and may manage projects related to the Districts buildings, grounds and related equipment. This is a non-exempt position and is accountable directly to the AM.

The ~~SFCM/FM~~ will be required to perform Vector Control Technician (VCT) duties as circumstances dictate. When working in the field as a VCT, the SFA will be responsible for tasks associated with the District's Integrated Vector Management Program which include, but are not limited to, public relations/education, source reduction, biological mosquito control, larval mosquito control, adult mosquito control, yellowjacket control, public relations, inspections regarding rodent control, and other related VCT duties as assigned.

#### ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

Include, but are not limited to:

- Supervise and assist in performing routine maintenance on all District vehicles and equipment (e.g. lube and oil changes, tune-ups and safety inspections).
- Perform minor and major repairs on District vehicles and equipment, including but not limited to engine repair, transmission repair, brake jobs, electrical, drive train, body and fender repair.
- Supervise and perform fabrication with the design of new equipment along with modification of existing equipment, with the ability to weld, cut, and shape metal.
- Maintain accurate records of repair on all vehicles and facilities.
- Keep all District equipment clean as required.
- Perform safety inspections on District equipment, vehicles and facilities.
- Perform routine cleanup of the interior and exterior of the District facilities.
- Supervise and assist in the inventory of District tools and equipment.
- Perform carpentry, plumbing, electrical, and painting of District facilities as required.
- Assist and conduct classes on tools, equipment and safety procedures for the District's staff.
- Supervise and assist in all phases of calibration of District equipment.
- Assist with the mixing of pesticide formulations and dispensary equipment when needed.
- Supervise and perform repair of district equipment in the field when needed.
- Assist field staff with minor equipment repairs such as back cans, foggers and other hand-held equipment as needed.

- Transport equipment and materials into the field to assist operations staff as needed.
- Operation of the District's forklift(s)
- Manage regulatory compliance and permitting pertaining to District facilities.
- Assist in the preparation of the annual budget.
- Assist in the management of budgetary expenditures related to the District's equipment and facilities.
- Assist and at times lead and supervise maintenance and improvement projects related to district facilities, grounds and equipment.
- Respond to equipment and vehicle issues that occur in the field.
- Serve as the supervisor for the Shop/Facilities Assistant position.
- Work in the field and perform duties of a Vector Control Technician (e.g. mosquito surveillance and control; yellowjacket operations; rodent operations; etc.) 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.
- OR
- 9/80 workweek: 8 (eight) days @ 9 hours per day and 1 (one) day @ 8 hours with every second Friday or Monday off.
  - Overtime may be required.

### **PROBATIONARY PERIOD**

- A one-year probation is required.

### **PREREQUISITES**

#### **Knowledge, Abilities and Skills**

- Skilled in the mechanics of all types of gas and diesel engines.
- Skilled in the mechanics of brakes and electrical systems.
- Skilled in the maintenance of off-road vehicles, trailers and specialty equipment.
- Skilled in public relations activities involving speaking with and presenting to individuals and groups to explain technical vector control concepts and procedures in layman's terms, as well as promoting and disseminating information.
- Basic computer skills such as the ability to operate Microsoft Windows, Outlook, draft documents/reports using Word, and create/update spreadsheets using Excel.
- Possess math skills sufficient to calculate the appropriate application rates for pesticide use.
- Good organizational skills.

### **EDUCATION AND EXPERIENCE**

- Five (5) years' work experience in the automotive or mechanical field is desirable.
- High school graduate or equivalent.
- Minimum of 2 (two) years supervisory experience.

### **CERTIFICATION**

- ASE certified in engine, transmission and automobile electrical systems, or at least five years of work experience in the field of automobile repair in a dealership or other practice, or must be able to obtain ASE or

comparable certification within 1.5 years of hire. To meet this requirement, equivalent work experience may be taken into consideration.

- ASE certified in brake and suspension repair, or at least five years of work experience in the field of automobile repair in a dealership or other type of practice, or must be able to obtain ASE or comparable certification within 1.5 years of hire. To meet this requirement, equivalent work experience may be taken into consideration.
- Must be able to obtain certification to operate the District's forklift(s) and all-terrain vehicles.
- Must obtain Vector Control Technician certification as required and issued by the California Department of Public Health within two years of the start of employment.
- Ongoing attendance at continuing education classes to maintain VCT certification is required (e.g. 40 hours on two year cycle).

#### **DRIVER'S LICENSE**

- Valid California Driver's License.
- Must be insurable under the guidelines set by the District's insurance carrier.

#### **PHYSICAL DEMANDS AND ESSENTIAL FUNCTIONS OF THE JOB**

- Ability to occasionally lift various items at a minimum weight of 75 pounds
- Ability to demonstrate adequate visual depth perception and color vision and possess a minimum of single ear aided hearing
- Ability to demonstrate physical stamina sufficient to regularly\* operate a motor vehicle, all-terrain vehicle and comply with insurance requirements
- Ability to demonstrate adequate coordination of eye/hand/foot; use fine manipulation by hand of tools, instruments and other objects
- Ability to regularly\* walk and stand for extended periods of time and sit for extended periods of time
- Ability to wear protective equipment such as hip waders, bee suits and rubber boots, as needed
- Ability to work alone at times and/or without direct supervision
- Ability to tolerate insect bites and bee stings
- Ability to be vaccinated for various diseases to which employee may be exposed in the course of duties
- Ability to periodically\* climb ladders or other objects
- Ability to periodically\* traverse rough, sloping or uneven ground such as fields, dirt banks, stream beds, and shallow ponds
- Ability to occasionally\* perform repetitive motion associated with computer usage
- Ability to bend, twist, crawl, balance, lift, push, perform simple grasping, power grip, squat/crouch, kneel, reach, climb, pull, and smell
- Must be able to swim
- Ability to walk in 2-3 feet of water
- Ability to periodically\* carry a backpack sprayer, ultra-low volume applicator, or granule applicator with a weight of at least 45 lbs. for extended periods during all types of weather
- Ability to walk in and along creeks and marshes for at least 7 hours per day
- Ability to effectively communicate with coworkers and members of the public
- Ability to establish and maintain good working relationships with fellow employees and members of the public

\* 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

**ENVIRONMENTAL CONDITIONS**

This position includes working in the District's maintenance facilities, in the field in all types of weather conditions and within and around various types of aquatic habitats, including polluted water bodies. Incumbents will be exposed to hazards which include insect bites, chemicals, fumes, dust, hazardous control materials, venomous insects, vectors and vector-borne diseases, rough terrain, inclement weather conditions, vicious animals, and poisonous plants and animals.

*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.*

## Manager's Report

- Modified workflows and daily routines are still evolving as the District's workload increases due to seasonal demands. Some employees telecommute on certain days and are in the office on others. Staff and consultant meetings are held over Zoom whenever possible. As the shelter in place orders are progressively modified, we will modify practices and schedules accordingly. In preparation for opening the offices to the public when the time is right, we are looking into having plexiglass shielding and partitioning installed.
- Due to the continued scarcity of N95 masks, mosquito districts collectively sought some relief from the current rules requiring that disposable masks be discarded after each application. Recently Federal EPA issued guidance allowing for a cumulative 8-hour use of a mask, in addition to certain other accommodations. Districts are checking with the California Department of Pesticide regulation and local Agricultural Commissioners to coordinate the requirements applicable to local vector control agencies. Recently, we took delivery of a thousand NIOSH approved N95 disposable masks that were manufactured for us in Taiwan, outside the medical supply chain.
- Tracking the recent recovery in the financial markets, the District's OPEB trust fund balance at CERBT now stands at \$4,245,028, not far below the January high of \$4,318,335.18.
- Due to the pandemic, recruitments for several positions continue to be on hold. These include: Education Program Specialist, Field Supervisor and one additional Vector Control Technician. We hope to resume recruitments as soon as safely feasible.
- Jeff Wickman, the MCERA Administrator, will present an update on the status of the pension system at an upcoming Board meeting.
- President Pigoni and the Executive Committee advise that the Board will not meet in July, making August 12, 2020 the next regular Board meeting date.
- Several matters have been referred to the Policy Committee for consideration and we look forward to their review and recommendations before presenting these updates to the Board soon.
- The project to replace the weed choked and thirsty lawns with lower water use gardens is now complete. Two bids for ongoing landscape maintenance services were obtained and we are seeking one or two more.
- We continue discussions with the Union over the proposed updates to the District Employee Policy Manual and hope to provide a draft to the Policy Committee next month.

## Assistant Manager's Report

- In certain heavily shaded areas with dense stands of oak trees, there are still significant populations of treehole mosquitoes. We continue to receive service requests in these areas. Overall, however service requests pertaining to treehole mosquitoes have decreased. This may in part, be due to the below average rainfall in 2019/2020 and the heavy winds we have experienced. The Vector Control Technicians and Field Supervisors have done an excellent job of managing the District's response to service requests during these difficult times.
- Members of the public have expressed their appreciation relative to the District's operations during the pandemic. For example, I have received complimentary feedback regarding the delivery of mosquitofish, treehole mosquito control, treatment of yellowjacket nests and how well district staff have practiced social distancing and have been considerate regarding health protocols while performing service requests.
- We have set up a station at the entrance to the District office for the public to pick up mosquitofish. The station involves minimal need for touching surfaces etc., no face to face interaction and hand sanitizer is available. Members of the public have appreciated the ability to pick up fish.
- Operations staff continue to work diligently to prevent large scale mosquito fly offs in tidal marshes. We continue to work collaboratively with Federal, State, and local agencies on this topic.
- The laboratory staff have increased the number of days per week they are reporting to the office and thus, have increased the amount of weekly adult mosquito traps being set and retrieved. Gravid traps have also been integrated into the program this month.
- The laboratory staff have been collecting ticks in the field. The Scientific Programs Manager reports that nymphal tick populations are still going strong!
- The Scientific Programs Manager continues to follow up on imported cases of mosquito-borne pathogens (e.g. Zika) by conducting adult mosquito surveillance.
- I have been working diligently on portions the FY20-21 budget and wrapping up purchasing for the FY19-20 budget. Some aspects of purchasing have been difficult (e.g. vehicles).
- Staff will be attending the U.C. Drone Camp the week of June 22, 2020. Due to the pandemic, Drone Camp will be an online workshop this year, which means the hands-on flight component has been cancelled. We can obtain that training locally at a later date.