

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  
REGULAR BOARD MEETING**

DATE: January 10, 2024

TIME: 7:00 p.m.

LOCATIONS: District Headquarters, 595 Helman Lane, Cotati, CA. 94931

Videoconference & Teleconference Option:

[Zoom Link](#) Meeting ID: 873 8589 2915 Telephone Access: 1-669-900-9128

\* Sonoma Satellite Location: Alio Labs Inc., 5793 Skylane Blvd., Suite D, Windsor, CA. 95492

\* Marin Satellite Location: Central Marin Police Authority, Community Room, 250 Doherty Dr., Larkspur, CA. 94939

\* 71 Montevideo Way, San Rafael, CA. 94903

*Items marked \* are enclosed attachments.*

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

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

Bruce Ackerman, Fairfax  
Cathy Benediktsson, Tiburon  
Gail Bloom, Larkspur  
Tamara Davis, Sonoma Co. at Large  
Laurie Gallian, Sonoma  
Rika Gopinath, San Rafael  
Susan Harvey, Cotati  
Susan Hootkins, Petaluma  
Evan Kubota, Windsor  
Alison Marquiss, Corte Madera

Shaun McCaffery, Healdsburg  
Vicki Nichols, Sausalito  
Carol Pigoni, Cloverdale (*First V.P.*)  
Diana Rich, Sebastopol (*Secretary.*)  
Herb Rowland, Jr., Novato  
Ed Schulze, Marin Co. at Large  
David Witt, Mill Valley (*Second V.P.*)  
Aarón Zavala, Rohnert Park  
Richard Snyder, Belvedere (President)

**Open Seats:**

Ross, one Marin County at Large, San Anselmo, Santa Rosa and one Sonoma County at Large

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

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

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

#### 4. PUBLIC TIME

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

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

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

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

#### 5. CONSENT CALENDAR

##### A. APPROVAL OF AGENDA

B.\* MINUTES – Minutes of Board Meeting held on December 13, 2023.

C.\* FINANCIAL REPORTS – Accept Financial Reports for December 2023.

#### ACTION NEEDED

INFORMATION ENCLOSED

#### 6. NEW BUSINESS

##### A. 2024 Trustee Election Nominations and Election of Officers

The following list of recommendations for Board Officer positions was submitted by the Nominating Committee at the December 13, 2023 Board meeting.

President – Carol Pigoni

1<sup>st</sup> Vice-President – David Witt

2<sup>nd</sup> Vice-President – Diana Rich

Secretary – Cathy Benediktsson

#### ACTION NEEDED

**COMMITTEE RECOMMENDATION:** Review and discuss the Nominating Committee's recommendations. Consider a motion to appoint the Board Officers for 2024.

##### B. Passing of the Gavel

##### C. Committee Assignments

Incoming President Pigoni will invite Trustees to contact her to express their wishes regarding committee assignments for 2024.

**D. Approve Signature Card for District Bank Account**

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

**Staff Report**

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

**ACTION NEEDED**

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

**E.\* Laboratory Update**

Presentation by Dr. Kelly Liebman, Scientific Programs Manager

INFORMATION ENCLOSED

**F.\* Proposed Mid-Year Amendment of FY 2023-24 Annual Budget**

Presentation by Liz Garcia, Administrative Services Manager and report and recommendation from the Budget Committee. (*see attached proposed Budget Amendment packet*)

**ACTION NEEDED**

**RECOMMENDED ACTION:** Review and discuss mid-year budget status report and recommendations for budget amendments. Consider a motion to adopt Resolution 2023/24-XX amending the Fiscal Year 2023-24 Adopted Budget.

INFORMATION ENCLOSED

**G.\* Facilities Expansion Project: Informational Report**

Staff Report: Please see the enclosed staff report. Architect Kurt Worthington and Manager Smith will deliver a presentation summarizing the actions taken on this project, concluding with the current status.

INFORMATION ENCLOSED

**7. COMMITTEE & STAFF REPORTS**

**A. Manager Recruitment Committee**

Report by Carol Pigoni, Chair.

**8.\* MANAGER'S REPORTS**

INFORMATION ENCLOSED

**9. WRITTEN COMMUNICATIONS**

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

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

**11. ADJOURNMENT**

# Marin/Sonoma Mosquito & Vector Control District

Board of Trustees  
595 Helman Lane  
Cotati, CA 94931

Meeting Held via Videoconference  
December 13, 2023

## SPECIAL & REGULAR BOARD MEETING MINUTES

1. **CALL TO ORDER**

President Snyder called the meeting to order at 6:01 p.m.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

**Members present:**

Bloom, Gail

Davis, Tamara

Gallian, Laurie

Harlem, Pamela

Harvey, Susan

Hootkins, Susan

Marquiss, Alison

McCaffery, Shaun

Nichols, Vicki

Pigoni, Carol

Rowland Jr., Herb

Schulze, Ed

Witt, David

Snyder, Richard

**Members absent:**

Ackerman, Bruce

Benediktsson, Cathy

Deicke, Art

Kubota, Evan

Rich, Diana

Zavala, Aarón

**Open seats:** Ross, one Marin County at Large, San Anselmo and one Sonoma County at Large

**Others present:**

Philip Smith, District Manager

Erik Hawk, Assistant Manager

Liz Garcia, Administrative Services Manager

Carolyn Borr, Administrative Clerk

A quorum was present and due notice had been published.

4. **PUBLIC TIME**

No public comment.

5. **CONSENT CALENDAR**

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

B. **Resolution 2023/24-10: Authorizing Remote Teleconference/Virtual Meetings of the District Pursuant to Government Code Section 54953(e)(3)**

C. **MINUTES** – Minutes of the Board Meetings held on November 29, 2023.

D. **FINANCIAL REPORTS** – Accept Financial Reports for November 2023

*It was M/S Trustee Davis/Trustee Harvey to accept the Consent Calendar.*

*Motion passed with a roll call vote:*

*Ayes: Trustee Bloom, Trustee Davis, Trustee Gallian, Trustee Harlem, Trustee Harvey, Trustee Hootkins, Alison Marquiss, Trustee McCaffery, Trustee Nichols, Trustee Pioni, Trustee Schulze, Trustee Witt and Trustee Snyder*

*No: (none)*

*Abstain: Trustee Rowland*

*Absent: Trustee Ackerman, Trustee Benediktsson, Trustee Deicke, Trustee Kubota, Trustee Rich and Trustee Zavala*

6. **NEW BUSINESS**

A. **Presentation of Fiscal Year (FY) 2022-23 Financial Audit by David Alvey, Partner at Maze & Associates.**

*It was M/S Trustee Gallian/Trustee Schultze to accept the Fiscal Year (FY) 2022-23 Audit.*

*Motion passed with a roll call vote:*

*Ayes: Trustee Bloom, Trustee Davis, Trustee Gallian, Trustee Harlem, Trustee Harvey, Trustee Hootkins, Alison Marquiss, Trustee McCaffery, Trustee Nichols, Trustee Pioni, Trustee Rowland, Trustee Schulze, Trustee Witt and Trustee Snyder*

*No: (none)*

*Abstain: (none)*

*Absent: Trustee Ackerman, Trustee Benediktsson, Trustee Deicke, Trustee Kubota, Trustee Rich and Trustee Zavala*

**B. District Manager’s Job Description Update**

*It was M/S Trustee McCaffery/Trustee Harvey to approve the District Manager’s updated Job Description.*

*Motion passed with a roll call vote:*

***Ayes:** Trustee Bloom, Trustee Davis, Trustee Gallian, Trustee Harlem, Trustee Harvey, Trustee Hootkins, Alison Marquiss, Trustee McCaffery, Trustee Nichols, Trustee Pigoni, Trustee Rowland, Trustee Schulze, Trustee Witt and Trustee Snyder*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee Ackerman, Trustee Benediktsson, Trustee Deicke, Trustee Kubota, Trustee Rich and Trustee Zavala*

**C. Proposed Agreement for Special Services with Liberty Cassidy Whitmore (LCW)**

*It was M/S Trustee Pigoni /Trustee Davis to approve the Special Services Agreement with Liberty Cassidy Whitmore (LCW).*

*Motion passed with a roll call vote:*

***Ayes:** Trustee Bloom, Trustee Davis, Trustee Gallian, Trustee Harlem, Trustee Harvey, Trustee Hootkins, Alison Marquiss, Trustee McCaffery, Trustee Nichols, Trustee Pigoni, Trustee Rowland, Trustee Schulze, Trustee Witt and Trustee Snyder*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee Ackerman, Trustee Benediktsson, Trustee Deicke, Trustee Kubota, Trustee Rich and Trustee Zavala*

**D. Proclamation 2023/24-02 Honoring Trustee Arthur Deicke for his Dedicated Service to the District and its Mission**

*It was M/S Trustee Gallian/Trustee Harvey to approve Proclamation 2023/24-02 Honoring Trustee Arthur Deicke for his Dedicated Service to the District and its Mission.*

*Motion passed with a roll call vote:*

***Ayes:** Trustee Bloom, Trustee Davis, Trustee Gallian, Trustee Harlem, Trustee Harvey, Trustee Hootkins, Alison Marquiss, Trustee McCaffery, Trustee Nichols, Trustee Pigoni, Trustee Rowland, Trustee Schulze, Trustee Witt and Trustee Snyder*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee Ackerman, Trustee Benediktsson, Trustee Deicke, Trustee Kubota, Trustee Rich and Trustee Zavala*

**E. Proclamation 2023/24-03 Honoring Trustee Pamela Harlem for her Dedicated Service to the District and its Mission**

*It was M/S Trustee Gallian/Trustee Schulze to approve Proclamation 2023/24-02 Honoring Trustee Pamila Harlem for her Dedicated Service to the District and its Mission.*

*Motion passed with a roll call vote:*

*Ayes: Trustee Bloom, Trustee Davis, Trustee Gallian, Trustee Harvey, Trustee Hootkins, Alison Marquiss, Trustee McCaffery, Trustee Nichols, Trustee Pigoni, Trustee Rowland, Trustee Schulze, Trustee Witt and Trustee Snyder*

*No: (none)*

*Abstain: Trustee Harlem,*

*Absent: Trustee Ackerman, Trustee Benediktsson, Trustee Deicke, Trustee Kubota, Trustee Rich and Trustee Zavala*

**7. COMMITTEE & STAFF REPORTS**

**A. Executive Committee**

President Richard Snyder reported on the matters discussed at the Executive Committee meeting that became items on the Board's agenda this evening. President Snyder requested that Trustee Herb Rowland and the Policy Committee review and explore certain issues related to interactions between Trustees and staff, with the aim of developing one or more policies to formalize best practices in this area.

**B. Nomination Committee**

Trustee Schulze presented the following nominations for Board Officer positions for 2024:

President – Carol Pigoni

First-Vice President – David Witt

Second Vice President – Diana Rich

Secretary – Cathy Benediktsson

**C. Manager Recruitment Committee**

Trustee Pigoni explained the recruitment window opened officially on Monday, December 8th, and will close on Friday, January 5<sup>th</sup>, 2024. The Recruitment Committee will interview selected candidates on Thursday, January 18th, and the final selection interviews with the full Board will take place on Friday, January 19, 2024, starting at 10 a.m.

**8. MANAGER'S REPORTS**

Manager Smith and Assistant Manager Hawk offered to answer questions about their written reports, which were included in the packet. *(Manager's and Assistant Manager's reports were included in the December board packet)*



9. **WRITTEN COMMUNICATIONS**

No written communications.

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

Trustee Schulze inquired whether a committee had been formed for the Open House next year. Manager Smith replied that staff have already begun preparations and early next year, staff will invite the Trustees to become involved in the planning process.

Trustee Gallian wished everyone Happy Holidays.

11. **ADJOURNMENT**

There being no further business to come before the Board, it was M/S Trustee Schulze/Trustee Davis to adjourn the meeting at 7:02 p.m.

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

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

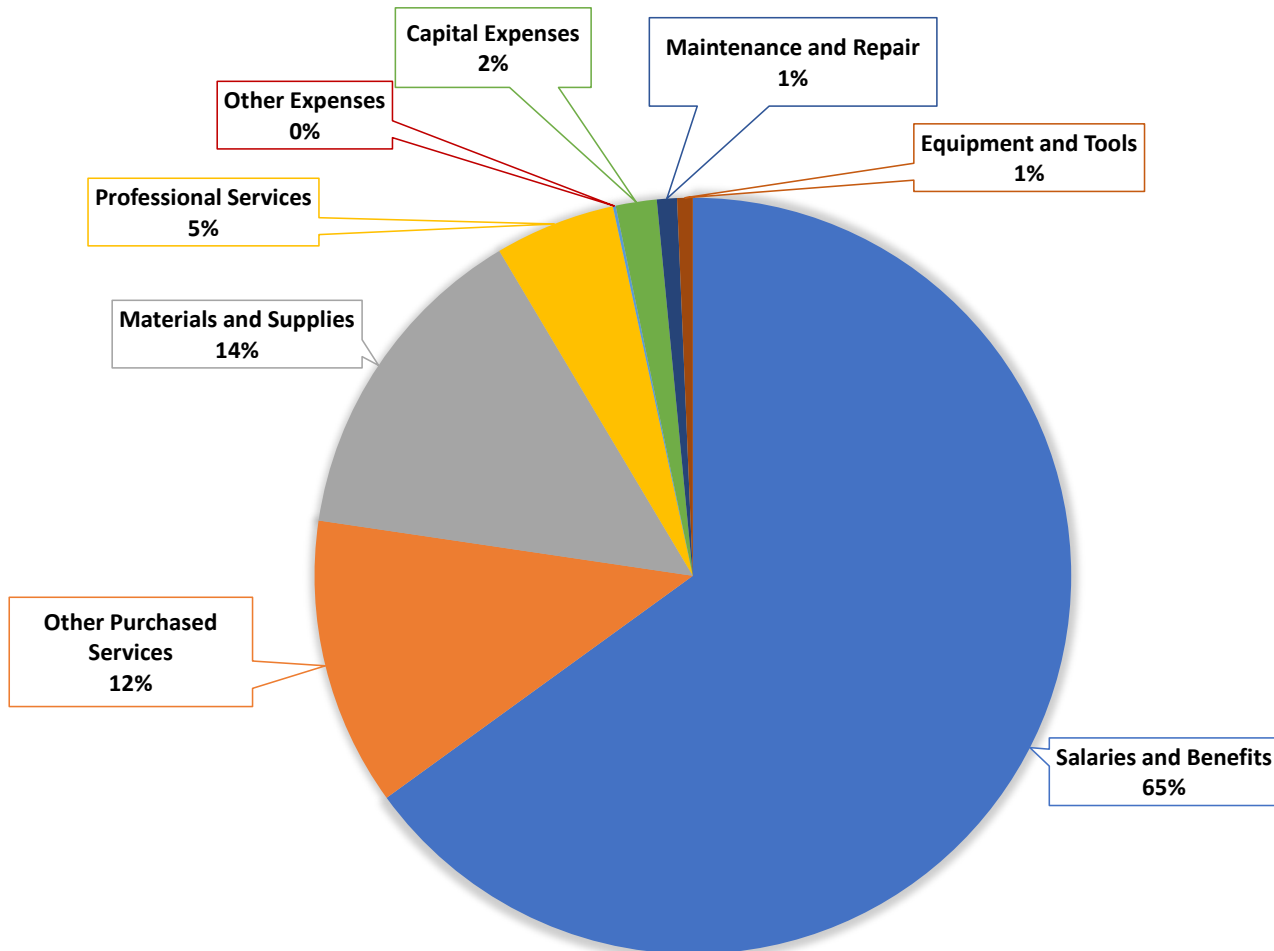
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*Trustee*  
*MSMVCD Board of Trustees*

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

**MARIN/SONOMA MOSQUITO & VECTOR CONTROL DISTRICT**  
**Monthly Budget Summary Report**  
 December 2023

	<b>Current Month Commitments</b>	<b>Year To Date Commitments</b>	<b>Current Appropriation</b>	<b>Available Appropriation</b>	<b>Percent Committed</b>	<b>% of Total Expenses</b>
Salaries and Benefits	\$507,226	\$3,113,670	\$7,086,682	\$3,973,012	44%	65%
Other Purchased Services	15,508	590,309	1,047,525	457,216	56%	12%
Materials and Supplies	84,918	675,959	996,100	320,141	68%	14%
Professional Services	24,815	246,879	813,117	566,238	30%	5%
Other Expenses	0	5,793	438,054	432,261	1%	0%
Capital Expenses	0	83,751	293,500	209,749	29%	2%
Maintenance and Repair	15,382	41,020	206,100	165,080	20%	1%
Equipment and Tools	3,013	31,928	110,460	78,532	29%	1%
	<b>\$650,861</b>	<b>\$4,789,310</b>	<b>\$10,991,538</b>	<b>\$6,202,228</b>	<b>44%</b>	<b>100%</b>

**YEAR TO DATE COMMITMENTS BY TYPE**



Objects 6000-6099

Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Comm.
6010 Salaries and Wages	334,915.41	1,956,907.62	4,222,384.00	4,222,384.00	2,265,476.38	46%
6012 Marin County Emp Retirement Assoc.	3,204.84	19,229.04	37,920.00	37,920.00	18,690.96	51%
6014 Overtime	3,057.87	6,460.49	27,500.00	27,500.00	21,039.51	23%
6015 Seasonal Wages	4,767.20	123,190.13	366,400.00	366,400.00	243,209.87	34%
6016 Trustee Wages	5,325.00	10,650.00	18,000.00	18,000.00	7,350.00	59%
6022 Medicare Employer portion	4,957.31	29,837.59	66,538.00	66,538.00	36,700.41	45%
6023 FICA (Social Security)	1,548.33	10,994.02	22,717.00	22,717.00	11,722.98	48%
6030 Retirement - Employer Classic	49,105.86	293,047.45	624,565.00	624,565.00	331,517.55	47%
6032 Retirement - Employer PEPRA	32,090.12	189,696.06	410,408.00	410,408.00	220,711.94	46%
6041 Kaiser - Active Employees	57,124.04	296,473.48	688,091.00	688,091.00	391,617.52	43%
6043 Dental - Active Employees	0.00	18,074.95	48,844.00	48,844.00	30,769.05	37%
6045 Vision Service Plan - Active	735.00	5,121.76	11,099.00	11,099.00	5,977.24	46%
6047 Teamsters Anthem	5,501.98	20,172.08	20,654.00	20,654.00	481.92	98%
6051 Sentry Life and Hartford Life	0.00	2,799.28	4,900.00	4,900.00	2,100.72	57%
6053 Employee Assistance Program (EAP)	0.00	357.93	2,200.00	2,200.00	1,842.07	16%
6055 Employee Boot Allowance	179.80	1,411.02	7,600.00	7,600.00	6,188.98	19%
6057 Employee Wellness Benefit	1,000.00	6,267.17	17,500.00	17,500.00	11,232.83	36%
6059 State Unemployment (5.0% x 44 emp)	25.00	913.59	11,186.00	11,186.00	10,272.41	8%
6061 Retiree Spousal - Teamsters, WHA	0.00	0.00	0.00	0.00	0.00	0%
6063 Retiree Spousal - Kaiser	0.00	0.00	0.00	0.00	0.00	0%
6065 Retiree Medical Benefit	0.00	99,938.07	305,000.00	305,000.00	205,061.93	33%
6067 Retiree Health Savings Account	3,687.97	22,127.82	43,176.00	43,176.00	21,048.18	51%
6068 Payments to CEPPT	0.00	0.00	0.00	0.00	0.00	0%
6069 Payment to CERBT	0.00	0.00	130,000.00	130,000.00	130,000.00	0%
6XXX Object Group Total	507,225.73	3,113,669.55	7,086,682.00	7,086,682.00	3,973,012.45	44%
<b>Grand Total:</b>	<b>507,225.73</b>	<b>3,113,669.55</b>	<b>7,086,682.00</b>	<b>7,086,682.00</b>	<b>3,973,012.45</b>	<b>44%</b>

Vendor	Amount	Description	Fund
AFLAC	1,083.16		GENERAL
ANTHONY RUSSO, JR.	500.00	Employee Wellness Benefit	GENERAL
ARGO ADVENTURE/LIEWER	1,928.78	ARGO Repair	GENERAL
BEST BEST & KRIEGER, LLC.	1,980.00	Legal Counsel	GENERAL
BRODIE'S TIRE & BRAKE INC.	1,249.15	Vehicle Maintenance	GENERAL
CAGWIN & DORWARD	641.00	Landscape Services	GENERAL
CALPERS	9,440.00		GENERAL
CINTAS CORPORATION	2,222.40	Uniforms	GENERAL
CLARKE MOSQUITO CONTROL PRODUCTS, INC	23,671.93	Methoprene Liquid	GENERAL
CLARKE MOSQUITO CONTROL PRODUCTS, INC	41,222.80	Methoprene Briquettes	GENERAL
COMCAST BUSINESS	535.99	Phone System	GENERAL
COMCAST BUSINESS	276.48	Comcast	GENERAL
Chris Mohrman	500.00	Employee Wellness Benefit	GENERAL
Connect Your Care	12.95	Other Professional Services - Human	GENERAL
GREAT AMERICA FINANCIAL SERVICES	349.54	Copier Supplies	GENERAL
GREAT AMERICA FINANCIAL SERVICES	332.09	Copy Machine Lease	GENERAL
IDESIGN	6,000.00	Presentation Supplies	GENERAL
INTERSTATE BATTERY SYSTEM	170.99	Vehicle Maintenance	GENERAL
JEFF PETERSEN	179.80	Employee Boot Allowance	GENERAL
KAISER FOUNDATION HEALTH PLAN	6,850.00		GENERAL
KAISER FOUNDATION HEALTH PLAN	57,124.04	Kaiser - Active Employees	GENERAL
KELLY LIEBMAN	207.00	Staff Travel	GENERAL
LEADING EDGE ASSOCIATES, INC.	8,500.00	GIS Tracking System Maintenance Agreement	GENERAL
LIEBERT CASSIDY WHITMORE	219.00	Human Resources Legal Services	GENERAL
LOWE'S BUSINESS ACCOUNT	16.58	Other Field Equipment	GENERAL
LOWE'S BUSINESS ACCOUNT	15.57	ARGO Repair	GENERAL
LOWE'S BUSINESS ACCOUNT	416.53	Open House	GENERAL
MARC NADALE	130.00	Staff Travel	GENERAL
MARIN COUNTY EMPLOYEES RETIREMENT ASSOC	41,039.32		GENERAL
MARIN COUNTY EMPLOYEES RETIREMENT ASSOC	49,105.86	Retirement - Employer Classic	GENERAL
MARIN COUNTY EMPLOYEES RETIREMENT ASSOC	32,090.12	Retirement - Employer PEPPA	GENERAL
MAZE & ASSOCIATES	4,667.00	Annual Audit	GENERAL
MISSION SQUARE RETIREMENT	3,687.97	Retiree Health Savings Account	GENERAL
NATIONWIDE TRUST COMPANY, FSB	2,400.00		GENERAL
NICK BARBIERI TRUCKING,LLC	3,057.43	Fuel and Oil	GENERAL
NORTH BAY COMMERCIAL SERVICES INC.	8,293.35	HVAC	GENERAL
NORTH MARIN WATER DISTRICT	452.04	Hydrant Water	GENERAL
OFFICE DEPOT BUSINESS CREDIT	106.78	Office Supplies	GENERAL
P.G.& E.	2,044.57	Gas and Electricity	GENERAL
PATRICK VON ELM	1,325.00		GENERAL
QUADIENT FINANCE USA, INC.	250.00	Postage and Postage Supplies	GENERAL
R&S ERECTION OF SANTA ROSA, INC.	770.00	Grounds	GENERAL
RECOLOGY SONOMA MARIN	395.98	Solid Waste Collection and Disposal	GENERAL
REGIONAL GOVERNMENT SERVICES	3,158.50	Recruitment Services	GENERAL
REGIONAL GOVERNMENT SERVICES	2,193.65	Other Professional Services - Human	GENERAL
RELIABLE HARDWARE AND STEEL CO.	454.81	Steel	GENERAL
RICHARD A. SANCHEZ	1,642.50	Janitorial Services	GENERAL
SANTA ROSA AUTO PARTS	417.88	Vehicle Maintenance	GENERAL
SANTA ROSA FIRE EQUIPMENT, INC.	288.75	Admin Building	GENERAL
SANTA ROSA FIRE EQUIPMENT, INC.	918.75	Grounds	GENERAL
SEBASTOPOL BEARING & HYDRAULIC	1,153.47	ARGO Repair	GENERAL
SHAMROCK MATERIALS, INC.	110.81	Fuel and Oil	GENERAL
SONOMA MEDIA INVESTMENTS, LLC	206.00	Newspaper and Legal Notices	GENERAL

Vendor	Amount	Description	Fund
SWRCB - ACCOUNTING OFFICE	3,576.00	Waste Discharge Permit (SWRCB)	GENERAL
SWRCB - ACCOUNTING OFFICE	3,746.00	Source Reduction Equipment Rental	GENERAL
TASC	1,286.42		GENERAL
TEAMSTERS LOCAL UNION NO. 856 HEALTH AND	937.50		GENERAL
TEAMSTERS LOCAL UNION NO. 856 HEALTH AND	5,501.98	Teamsters Anthem	GENERAL
TICKKEY INTERNATIONAL, INC.	5,400.00	Presentation Supplies	GENERAL
US BANK	43.20	Eye Wear, Wash and Eye Glass Wipes	GENERAL
US BANK	279.44	Food for Staff for Business Meetings	GENERAL
US BANK	64.91	Other Food and Household Supplies	GENERAL
US BANK	420.15	Office Supplies	GENERAL
US BANK	63.52	Copier Supplies	GENERAL
US BANK	1,353.56	Printer Cartridges and Supplies	GENERAL
US BANK	205.18	Other Outreach and Education Supplies	GENERAL
US BANK	96.19	Other Office Expense	GENERAL
US BANK	2,541.26	Computer Software	GENERAL
US BANK	131.28	Mosquito Traps	GENERAL
US BANK	44.31	Lab Equipment	GENERAL
US BANK	14.00	Other Memberships and Subscriptions	GENERAL
US BANK	9.37	Open House	GENERAL
US BANK	805.00	Employee Training	GENERAL
US BANK	903.00	Staff Travel	GENERAL
US BANK	1,993.65	Trustee Travel	GENERAL
VISION SERVICE PLAN (CA)	735.00	Vision Service Plan - Active Employees	GENERAL
<b>Total:</b>	<b>356,157.24</b>		

101 GENERAL

Assets

Current Assets

Cash with Marin County	11,495,831.79
Cash at Exchange Bank	69,416.09
Petty Cash	350.00
Deposits with VCJPA	811,343.00
Deposits in CEPPT	1,744,126.00
Accounts Receivable	1,913,506.63
Compensated Absences - Amount to be Provided	611,109.36
Inventory	224,965.18

**Total Current Assets**

**16,870,648.05**

**Total Assets**

**16,870,648.05**

Liabilities and Equity

Current Liabilities

Accounts Payable	16,386.05
Deferred Revenue	1,880,425.72
Compensated Absences	611,109.36
MCERA Payable	( 0.13)
Section 125 Plan #2 - Insurance Premiums	56.25

**Total Current Liabilities**

**2,507,977.25**

**Total Liabilities**

**2,507,977.25**

Equity

Non-Spendable: Inventory	224,965.18
Assignment for Deposits with VCJPA	811,343.00
Assignment for No Income Period	4,246,468.00
Commitment for Public Health Emergency	1,698,587.00
Assignment for Pension Prefunding Trust	1,700,000.00
Unassigned	10,030,593.62
CURRENT YEAR INCOME/(LOSS)	( 4,349,286.00)

**Total Equity**

**14,362,670.80**

**Total Liabilities & Equity**

**16,870,648.05**

301 CAPITAL PROJECTS

Assets

Current Assets

Cash with Marin County 721,292.19

**Total Current Assets** 721,292.19

Fixed Assets

Land 675,000.00  
Structures and Improvements 6,933,689.47  
Office Furniture 37,618.55  
Office Equipment 416,361.89  
Field Equipment 199,093.94  
Vehicles 3,211,724.74  
Construction in Progress 41,228.22

**Total Fixed Assets** 11,514,716.81

**Total Assets** 12,236,009.00

Liabilities and Equity

Total Liabilities

Equity

Investment in Capital Assets 11,514,716.81  
Commitment for Future Capital Replacement and  
Unassigned ( 130,730.94)  
CURRENT YEAR INCOME/(LOSS) ( 96,936.43)

**Total Equity** 12,236,009.00

**Total Liabilities & Equity** 12,236,009.00

101 GENERAL

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Current YTD	Budget	Variance
REVENUES							
TAXES MARIN COUNTY							
4110 Current Secured	32,190	2,031			34,221	2,827,900	-2,793,679
4115 Current Unsecured						49,000	-49,000
4125 Prior Unsecured						2,500	-2,500
4130 Benefit Assessment Marin						1,143,600	-1,143,600
4135 Benefit Assessment Marin						185,600	-185,600
4150 Supplemental Taxes	952				952	71,800	-70,848
4160 RDA Residual						20,300	-20,300
Total TAXES MARIN COUNTY	33,142	2,031			35,173	4,300,700	-4,265,527
TAXES SONOMA COUNTY							
4210 Current Secured						3,431,000	-3,431,000
4215 Current Unsecured						105,000	-105,000
4220 Secured Delinquent						17,000	-17,000
4230 Benefit Assessment Sonoma						2,056,800	-2,056,800
4235 Benefit Assessment Sonoma						985,100	-985,100
4239 Delinquent Special						26,800	-26,800
4250 Sonoma Supplemental Taxes						50,000	-50,000
4260 Sonoma RDA						-92,300	92,300
Total TAXES SONOMA COUNTY						6,579,400	-6,579,400
USE OF MONEY & PROPERTY							
4310 Investment Earnings	133,358	30			133,389	122,700	10,689
Total USE OF MONEY & PROP	133,358	30			133,389	122,700	10,689
STATE & FEDERAL							
4410 Homeowners Property Tax						26,400	-26,400
4420 In-Lieu Tax						300	-300
4490 Other State Aid						200	-200
Total STATE & FEDERAL						26,900	-26,900
CHARGES FOR SERVICES							
4510 Miscellaneous Services	121,406	284			121,690	283,700	-162,010
Total CHARGES FOR SERVICE	121,406	284			121,690	283,700	-162,010
OTHER REVENUE							
4910 Refunds and		110			110	25,000	-24,890
4920 Insurance Refunds and	17,180	34,446			51,626	30,000	21,626
4930 Sales of District	425	675			1,100	500	600
Total OTHER REVENUE	17,605	35,231			52,836	55,500	-2,664
Total REVENUES	305,511	37,576			343,088	11,368,900	-11,025,812
Net Income from Operations	305,511	37,576			343,088		
Net Income	305,511	37,576	0	0	343,088		



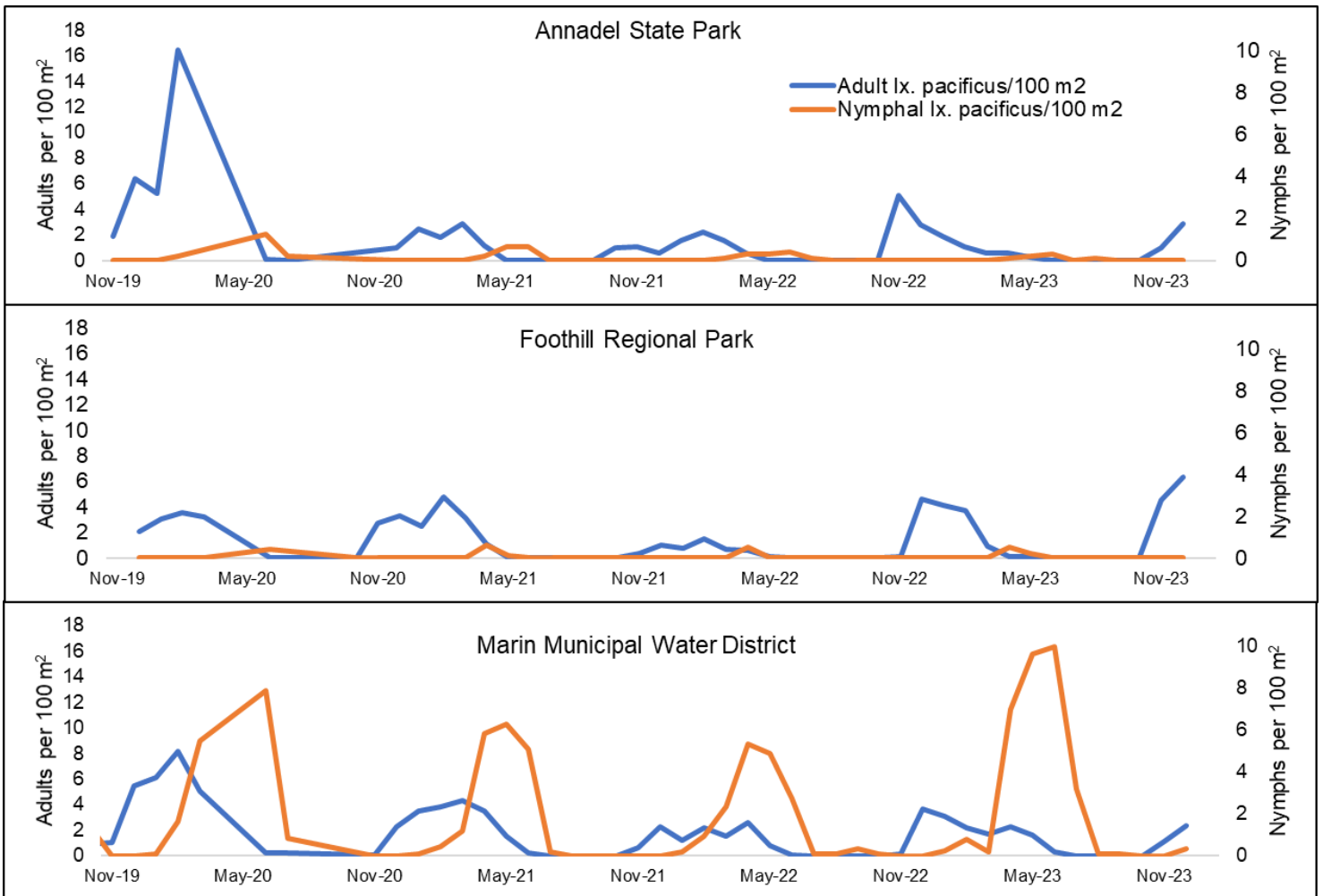


# Laboratory Update

## October through December 2023

### Tick Surveillance

Every month, laboratory staff visit the Marin Municipal Water District (MMWD), Annadel State Park, and Foothill Regional Park. During each visit, staff drag a 1 meter by 1 meter white flannel cloth on the same pre-defined trails. They stop every 15 steps to identify, count, and record the number of ticks on the flag. These ticks are then released back into the environment. This type of sampling, recommended by the Centers for Disease Control and Prevention, allows us to see trends in tick abundance over time. Below is the abundance of adult and nymphal *Ixodes pacificus* per 100 meters squared at each visit from November 2019 through December 2023.



Additional tick surveillance occurred from October through December at Lomo Alto Open Space Preserve and Samuel P. Taylor State Park in Marin County and Annadel State Park, Armstrong Redwood State Nature Reserve, North Sonoma Regional Park, and Sonoma Valley Regional Park in Sonoma County. In 2023, 540 adult and 183 nymphal ticks were collected. These ticks will be tested in the laboratory in the first quarter of 2024.



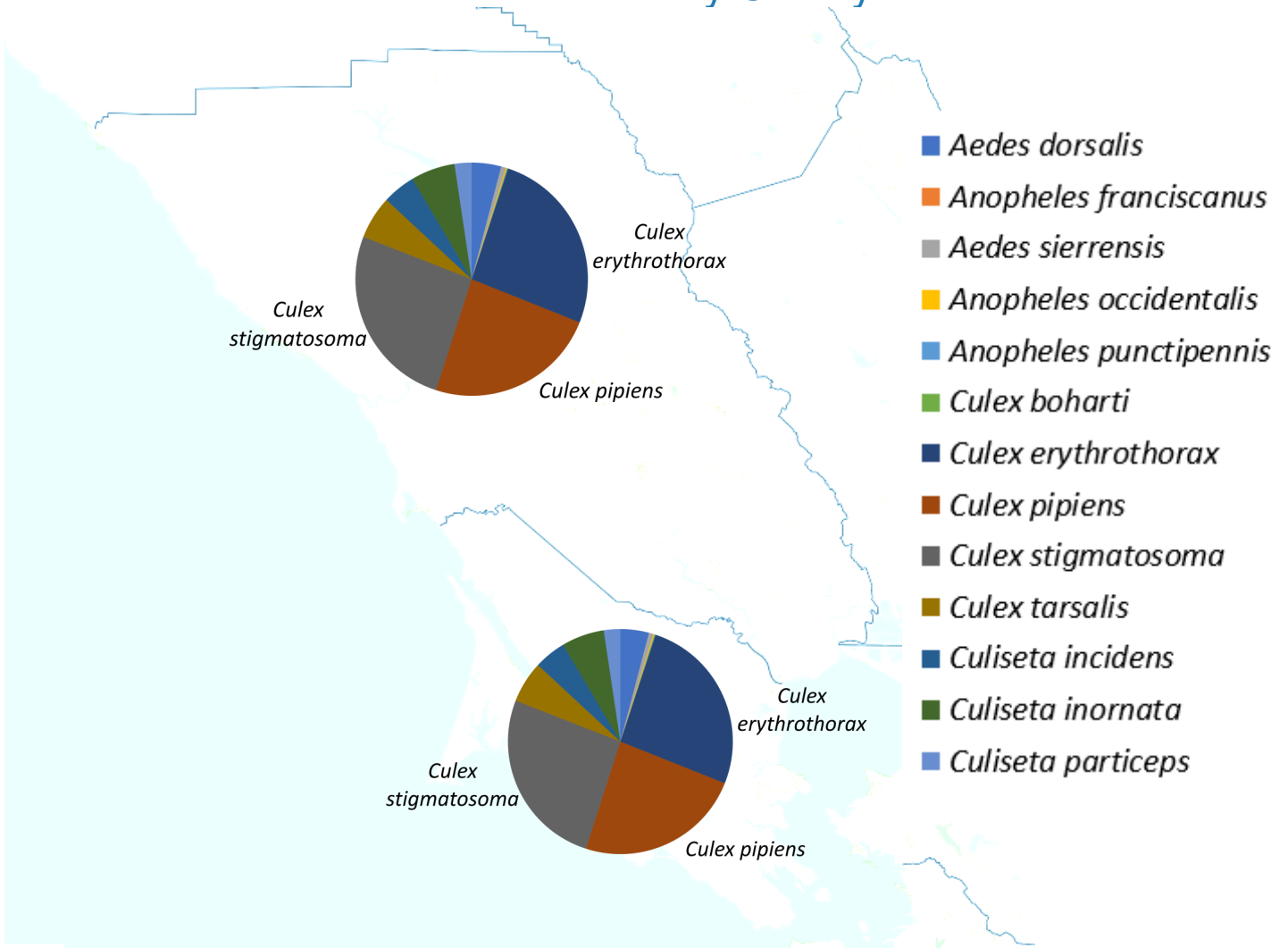
# Laboratory Update

## October through December 2023

### Adult mosquitoes identified by lab staff

County	Trap Type	Total Traps	Total Adults
Marin	EVS	99	1,508
	Gravid	8	13
	Sentinel Trap	16	21
	Sweep Net	5	22
Sonoma	EVS	143	510
	Gravid	51	392
	Sentinel Trap	44	153
	Sweep Net	8	166

### Total Adults by County





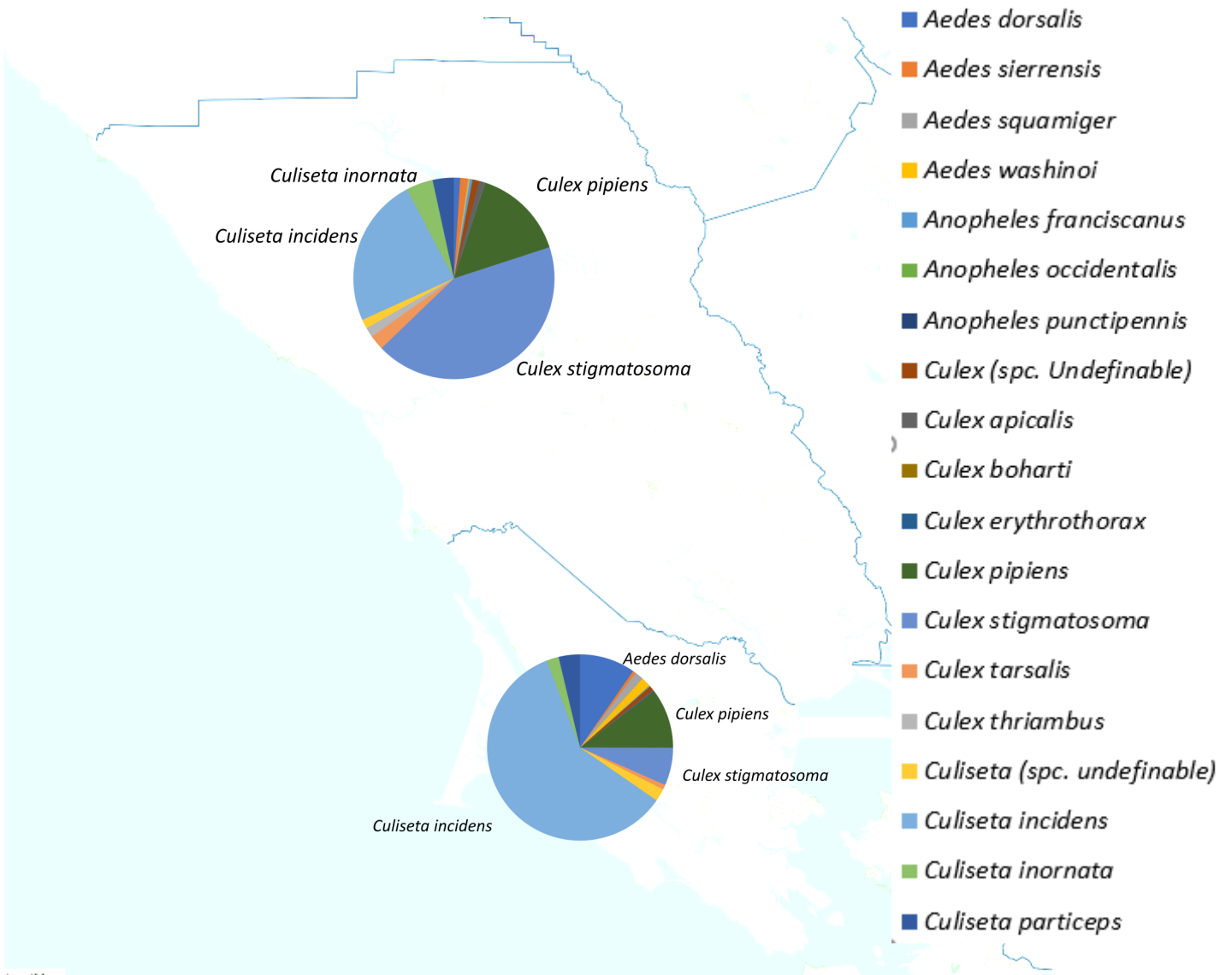
# Laboratory Update

## October through December 2023

### Larval mosquitoes identified by lab staff

County	Total Samples	Total Larvae
Marin	503	10,969
Sonoma	737	19,631

### Total Larvae by County





# Laboratory Update

## October through December 2023

### Additional Lab Activities

- Biologist Kristen Holt and Lead Biologist (LB) Sarah Brooks continued their daily work of identifying mosquito samples, inputting data into databases, and interacting with technicians about sample results, as well as setting adult mosquito traps.
- The lab said farewell to our two seasonals, Chris Carter and Cassidy Porter. We commend them for their hard work and dedication to the District this season.
- Scientific Programs Manager (SPM) Kelly Liebman conducted follow-up on two cases of imported *Aedes*-borne diseases in Sonoma County. No adult mosquitoes were collected from the area around either case patient.
- LB Brooks coordinated additional trapping with field technicians following the discovery of three WNV+ birds and four WNV+ mosquito pools.
- LB Brooks put together a comprehensive breakdown of the 2023 dead bird program and mosquito pool testing program.
- SPM Liebman conducted larval assays to determine if a lot of VectoMax larvicide was functioning properly.
- LB Brooks worked on several computer-related programs, including looking into databases for the District to utilize in the future and a new program for identifying green pools using AI.
- Biologist Holt conducted initial tests of the reagents and controls for tick testing, confirming that our assays are functioning properly and we are prepared to test the 2023 ticks for *Borrelia burgdorferi s.l.* and *Borrelia miyamotoi*.
- SPM Liebman participated in meetings with the staff of the Davis Arbovirus Research and Training (DART) and Mosquito and Vector Control Association of California (MVCAC) committees and contributed substantial feedback in the development of the VectorSurv database tick portal. The portal is now very close to completed. SPM Liebman will be adding the District's tick data to the server in the first quarter of 2024.
- SPM Liebman attended the planning meeting for the MVCAC in December. This meeting was highly informative and provided a good foundation for SPM Liebman to move forward as the chair of the Vector and Vector-Borne Disease Committee in 2024.

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DATE: January 10, 2024  
TO: Board of Trustees  
FROM: Liz Garcia, Administrative Services Manager  
SUBJECT: Fiscal Year 2023/24 Proposed Mid-Year Budget Adjustment

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## RECOMMENDATION

1. Review and discuss mid-year budget status report and recommendations for budget amendments.
2. Consider a motion to adopt Resolution 2023/24-XX amending the Fiscal Year 2023/24 Adopted Budget

## MID-YEAR BUDGET DISCUSSION

Staff prepared the enclosed list of items to consider for inclusion in the proposed mid-year budget adjustment. To accurately depict the District's financial standing and plan for the remainder of the year, staff met with the Budget Committee on January 3, 2024 to review and consider the proposed budgetary adjustments for Fiscal Year (FY) 2023/24. The results of this meeting are presented to the full Board tonight for your review and consideration.

Please note the following is a summary of the proposed changes:

	General Fund	Capital Fund
Revenue, unadjusted	\$11,368,900	\$413,800
Revenue, total including proposed	\$11,368,900	\$477,400
Revenue, proposed increase	\$0	\$63,600
Expenses, originally approved	\$10,518,038	\$473,500
Expenses, total including proposed	\$10,693,854	\$537,100
Expenses, proposed increase	\$175,816	\$63,600
Net Operating Results	\$675,046	\$(59,700)

**Revenues** for the proposed budget amendment were left unadjusted for the General Fund, with \$11,368,900 anticipated to be received through June 30, 2024. The District has received property tax revenue information from the County through October 31<sup>st</sup>, 2023 as there is always a delay in receiving revenue information from the County of Marin. The revenue for the Capital Fund has been increased by the same amount as the transfer out from the General Fund.

**Salaries and benefits** totals were not adjusted. The only proposed change in this category is to increase the hourly wage for seasonal employees in the field, laboratory and receptionist. Currently, the scale is \$21/hr for the first year, rising by \$1/hr for each year an employee returns. After reviewing metrics such as the County's living wage ordinance and advertised compensation levels for similar work, staff recommends increasing the hourly wage by \$2/hr across the board. The new scale would

begin at \$23/hr for first-time seasonal employees and top out at \$27/hr after five years. This action should help the District remain competitive in terms of attracting and retaining these limited-term employees.

Due to vacancies offsetting the additional expenditures in this category, staff feels that additional budget will not be needed for salaries and benefits.

### **Highlights by Department**

#### Dept 5100 Admin:

- Human Resources Legal Services, increase \$8,000. During the first six months of the year several complex employee issues arose, which resulted in the need for multiple consultations with the District's employment law counsel.
- Other Professional Services-Human Resources, increase \$10,000. The District has contracted with RGS for specialized Human Resources support during the transition to the new Human Resources Technician, who is now on board. During the first six months, before the Human Resources Technician started, several employee leaves required management to consult with RGS due to the complex nature of the leave requests.
- Purchase and Maintain Cell Phones, increase by \$1,600. Staff is working with Verizon Wireless to adjust the cell phone equipment contract, removing certain devices that are no longer needed. Several older cell phones require replacement.
- Employee Training, increase by \$5,000. After the training budgets were decreased for several years, and now that COVID-19 restrictions are decreasing, the staff is returning to selected in-person training events.
- Staff Travel, increase \$5,116. The estimated costs in this category have increased as staff members return to in-person training events. For the next six months, it is estimated that one employee will attend the California Society of Municipal Finance Officers (CSMFO) conference, two will attend the Mosquito and Vector Control Association of California (MVCAC) conference, and three will attend the Vector Control Joint Powers Agency (VCJPA) conference and workshop.
- Transfers Out, increase \$63,600. This expense in Fund 101 represents the total of the capital budget requests in the Capital Outlay section below, and is offset by the Fund 301 revenue needed to fund the capital items.

#### Dept 5200 Laboratory:

- Disease Surveillance and Testing at U.C. Davis (DART), an increase of \$2,200. A budget increase is needed due to the increased mosquito testing resulting from the very heavy rainy season last year. After several dry years, the budget for testing has continued to decrease. Allocations were adequate until a very wet year required additional mosquito sampling and testing.

#### Dept 5300 Operations:

- Methoprene Pellets, increase \$22,000. Due to a very busy mosquito season in the first six months of the year, additional materials will be needed for the remainder of the year.
- Bacillus Sphaericus/Bti Granules, increase \$12,000. Due to a very busy mosquito season in the first six months of the year, additional materials will be needed for the remainder of the year.
- Spinosad, increase \$14,300. Due to a very busy mosquito season in the first six months of the year, additional mosquito control materials will be needed for the remainder of the year.

#### Dept 5400 Shop/Facilities:

- HVAC, increase \$15,000. The main building's aging HVAC system has required several unforeseen repairs during the first six months of the year, resulting in this account being \$9,989 over budget. A major HVAC system component had to be replaced. The additional budget above the existing overage is requested in case more repairs need to be made.

Dept 5500 Community Outreach/Education:

- Open House, requested budget of \$15,000. Due to the pandemic, the District's Open House has been canceled for several years. The Open House event will return this May, and as a result, budget is requested to fund the event.

Dept 5600 Information Technology:

- Printer Cartridges and Supplies, increase \$2,000. The cost of printer ink cartridges has increased substantially and several printers needed new cartridges at the beginning of this year.

**Capital Outlay-** the amendment calls for a few adjustments to the cost of capital items scheduled for purchase during FY 2023/24. The following budget adjustments are requested.

Lab Equipment \$3,300 increase. There was a late invoice from last year's purchase of environmental chambers. This item was budgeted last year, but an additional invoice was sent to the District this current fiscal year. No additional costs were incurred.

Other Professional Services \$5,000 increase. The HP Design Jet unit that is used to print large format projects is malfunctioning and is about 20 years old. After investigating the options, staff discovered that purchasing a new machine would be more cost-effective than attempting to repair the old one. Parts are scarce and expensive for the old unit.

Structures and Improvements, total increase of \$42,600.

The Fuel Management System budget has been approved; however, due to cost increases, an additional \$18,600 will be needed to complete the project. This system controls access to and monitors the gasoline dispensing pumps.

Sliding Security Gate (entrance to the yard). Repairs are needed, totaling \$24,000 in order to secure the District property. The unit is the original; unfortunately, repairs to the actuator mechanism have proved infeasible. Presently, we are manually opening and closing the very heavy access gate each day.

Field Equipment total increase of \$12,700.

The cost of a Global Positioning System for the new Airboat has increased since originally budgeted and will now cost \$3,100 more. There are no viable, less expensive units available.

A new Trailer with a 525-gallon water tank and pump rig is requested in the amount of \$9,600. This supports helicopter and other mosquito control operations in the field and will improve efficiency by reducing the need for a second staff member at certain field operations.

### **Overall Financial Impact of the Proposed Amendment**

If approved, this amendment to the FY 2023/24 budget would result in \$175,816 being added to general expenditures.

If budgeted revenues and expenditure projections come in as anticipated for FY 2023/24, revenues will exceed expenses by \$675,046 in the Operating Fund, increasing the District's net position.

For capital outlay, an increase of \$63,600 is proposed to cover unanticipated cost increases resulting in a total of \$537,100. This amount includes several carry-over items from the prior fiscal year that the District could not acquire due to remaining supply chain ramifications from the global pandemic.

**RESOLUTION 2023/24-XX**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
MARIN/SONOMA MOSQUITO & VECTOR CONTROL DISTRICT  
AMENDING THE 2023/24 ADOPTED FISCAL YEAR BUDGET**

**WHEREAS**, the Board of Trustees has adopted a budget for the 2023/24 fiscal year that lays out a plan for operating and capital expenditures during the year; and

**WHEREAS**, several changes in staffing and other expenses have occurred since the budget was adopted and the Board of Trustees now wishes to amend the adopted budget.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Trustees of the Marin/Sonoma Mosquito & Vector Control District amends the adopted 2023/24 fiscal year budget as follows:

1. Additional expenses associated with department 5100 Administration.

Account		Current Budget	Change	New Budget
101-5100-6423	Human Resources Legal Services	\$25,000	\$8,000	\$33,000
101-5100-6429	Other Professional Services-Human Resources	\$20,000	\$10,000	\$30,000
101-5100-6553	Purchase and Maintain Cell Phones	\$2,000	\$1,600	\$3,600
101-5100-6560	Employee Training	\$6,000	\$5,000	\$11,000
101-5100-6570	Staff Travel	\$9,000	\$5,116	\$14,116
101-5100-6990	Transfers Out	\$411,800	\$63,600	\$475,400

2. Additional expenses associated with department 5200 Laboratory.

Account		Current Budget	Change	New Budget
101-5200-6452	Disease Surveillance and Testing (DART)	\$13,000	\$2,200	\$15,200

3. Additional expenses associated with department 5300 Operations.

Account		Current Budget	Change	New Budget
101-5300-6168	Methoprene Pellets	\$175,300	\$22,000	\$195,300
101-5300-6170	Bacillus Sphaericus/Bti Granules	\$104,200	\$12,000	\$116,200
101-5300-6174	Spinosad	\$51,000	\$14,300	\$65,300



4. Additional expenses associated with department 5400 Shop.

Account		Current Budget	Change	New Budget
101-5400-6345	HVAC	\$6,000	\$15,000	\$21,000

5. Additional expenses associated with department 5500 Community Outreach and Education.

Account		Current Budget	Change	New Budget
101-5500-6538	Open House	\$0	\$15,000	\$15,000

6. Additional expenses associated with department 5600 Information Technology.

Account		Current Budget	Change	New Budget
101-5600-6143	Printer Cartridges and Supplies	\$1,500	\$2,000	\$3,500

7. Additional revenue and expenses associated with Capital Projects.

Account		Current Budget	Change	New Budget
301-4990	Transfers in	\$411,800	\$63,600	\$475,400
301-5900-6351	Lab Equipment	\$0	\$3,300	\$3,300
301-5900-6489	Other Professional Services	\$180,000	\$5,000	\$185,000
301-5900-6840	Structures and Improvements	\$21,400	\$42,600	\$64,000
301-5900-6870	Field Equipment	\$54,100	\$12,700	\$66,800

8. Increase the hourly wage for seasonal employees in the field, laboratory and receptionist \$2/hour in each category.

	Season 1	Season 2	Season 3	Season 4	Season 5
Seasonal Hourly Salary	\$23/hour	\$24/hour	\$25/hour	\$26/hour	\$27/hour

**Effective Date** This Resolution shall become effective upon its adoption.

**PASSED AND ADOPTED** at a regular meeting of the Board of Trustees held January 10, 2024 by the following roll call vote:

	<i>Yes</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>
Bruce Ackerman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cathy Benediktsson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gail Bloom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tamara Davis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laurie Gallian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rika Gopinath	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan Harvey	<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"/>
Evan Kubota	<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"/>
Vicki Nichols	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Morgan Patton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diana Rich	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Herb Rowland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ed Schulze	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Richard Snyder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Witt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aarón Zavala	<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:				

ATTEST:

APPROVED:

\_\_\_\_\_  
 Cathy Benediktsson  
 Secretary, Board of Trustees

\_\_\_\_\_  
 Carol Pigoni  
 President, Board of Trustees

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DATE: January 10, 2024  
TO: Board of Trustees  
FROM: Philip Smith, District Manager  
SUBJECT: Facilities Expansion Planning Project: Progress Report

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## **PURPOSE AND SCOPE**

Since the current facilities were constructed 25 years ago, the District's workload has increased considerably, at least doubling in size. Thanks to the staff's strong outreach and education efforts, an increasing portion of the general population is now aware of the District's services, which have also increased in scope and type over the last quarter century. As reported to the Board last year, although the volume of service requests can vary considerably each year, the overall trend is inexorably upward.

The District's robust mosquito surveillance efforts have expanded its database of known mosquito breeding sources to approximately 19,400 sites. During the pandemic years, as an interim project to increase seating capacity, we installed five workstations in what was formerly a two-person office. With the recent addition of a Human Resource Technician, the offices are now at full capacity, precluding the hiring of an Environmental Biologist or any more staff.

In addition to constrained office space, the men's and women's locker rooms are significantly undersized. The three field supervisors have adapted by changing in the storage room adjacent to their shared office. In the tightly packed maintenance shop and equipment storage areas, the addition of a second airboat and the expansion of the fleet of all-terrain vehicles, amphibious Argos and other equipment has left no more available space.

Since the building's construction, the fields of information technology (IT) and geographic information systems (GIS) have evolved radically, with many districts making use of GIS for advanced and efficient mission planning, helicopter/drone operations, detection of unmaintained pools, and computer database support. Currently, the IT space is a small, narrow office tucked behind the boardroom. Separately, the computer servers share space with dozens of records and file boxes in a storage closet. Numerous similar examples abound.

## PROJECT INITIATION

After considering these limitations, the Board allocated a total budget amount of \$250,000 for a project to investigate the feasibility of expanding the facilities on the existing site. Staff issued a request for qualifications document to secure suitable services for the initial phase, which comprised architectural, and ecological consulting services.

After investigating various alternatives, an agreement for services was signed in June 2022 with Worthington Architecture + Design. Principal Kurt Worthington is a professional associate of Hayashida Architects, the designers of many modern vector control district facilities. After the pandemic, Hayashida decided they could not accept us as a client.

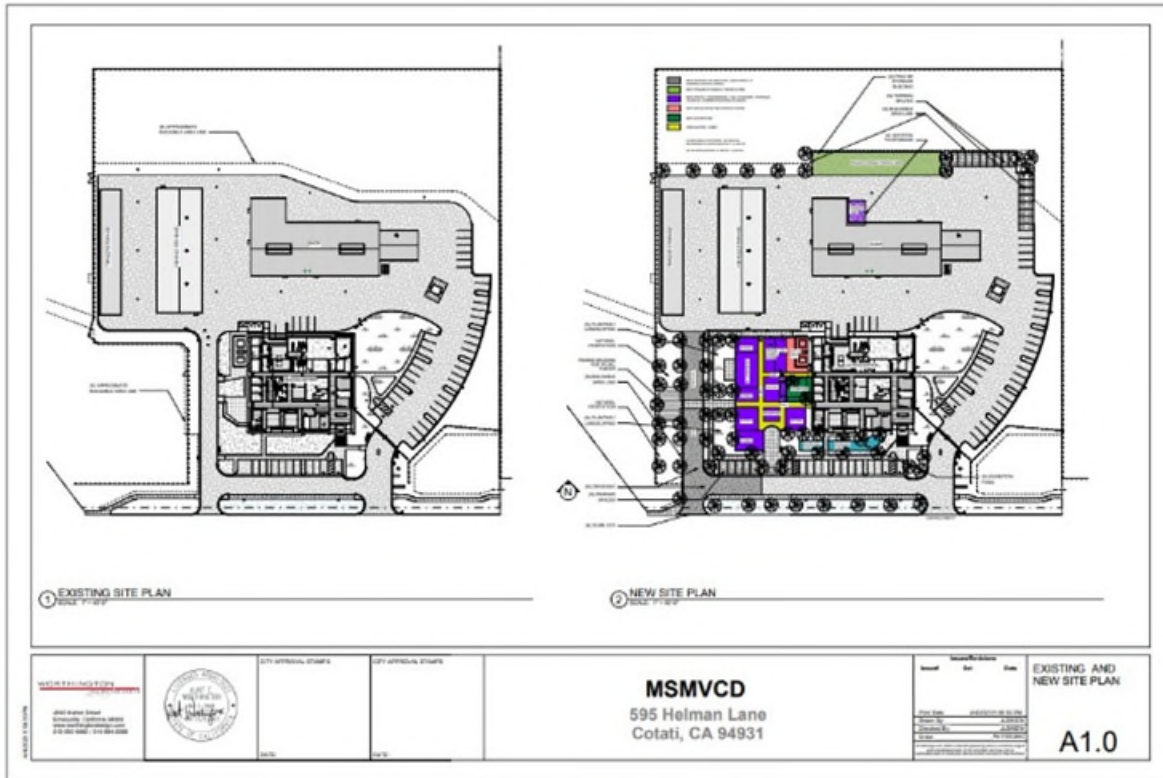
Work then began to seek a subconsultant to prepare a full set of as-built drawings of the District's facilities, and Drams Architects subsequently accomplished this task.

We knew that there would likely be significant environmental constraints to expanding the existing buildings. After reviewing the original wetlands delineation study, we contacted the Biologist who prepared the original documentation to determine the buildable area. This person is a sole practitioner, and we quickly realized that additional expertise would be necessary to satisfy the requirements of the state and federal oversight agencies. After soliciting proposals for ecological review services, we retained SOL Ecology of Petaluma, who had just conducted a similar study for two large commercial buildings to the north of the District's site. Fortuitously, they had already surveyed some of the District's property as part of their work on the neighboring property. Wetlands delineation studies are conducted only during certain designated parts of the year, so we had to wait for the spring of 2023.

Unfortunately, all other work on the project was also stymied for several months due to the discovery of standing water on the main building's concrete foundation slab. The architect helped us retain a specialized consulting engineer to conduct tests and offer an interim flooring solution to last until the construction can begin on the overall remodel project. Work on the feasibility phase resumed once a contractor removed the problematic impermeable floor covering and applied a breathable membrane finish.

Additional delays on this project occurred due to reorganizing the Administrative Services office, recruiting, onboarding and training the new Administrative Services Manager, and recovering from the cyber-attack in January 2023.

When ecological work resumed, we were pleased to discover that there were no conservation easements on the District's site. These could have imposed severe restrictions on the use of the site. However, the idea of extending the main building horizontally to the west proved infeasible due to the extent and nature of the wetlands and vegetation and their proximity to the existing building. See the diagram below, in which the proposed expansion, including realignment of the roadway, is shown on the right:



We considered the concept of retaining the existing building's footprint and adding a second story, but discarded this idea because of the extensive nature of the work that would be needed to install new foundations strong enough to support another story. Additionally, the noisy and extensive nature of the construction work necessary to add a story would require the temporary relocation of the offices and staff, potentially for over a year. The HVAC system and other utilities in the ceiling plenum would also pose challenges.

Working without an exact knowledge of the District's space needs, in late September 2023, Worthington Architecture + Design produced a conceptual illustration showing an eastward expansion, which would beneficially use a defunct lawn area. This concept shows a bulk potential expansion mass of up to 11,000 square feet, which should be considerably more than the amount needed. As more information about space needs became available, we added two buildings for vehicle and equipment storage configured in an L shape at the northeast corner and increased the number of parking spaces. See the drawing below, which also shows the outline of the wetland setback areas:



Note the wetlands shown in blue and the associated 25-foot buffer zone surrounding them.

Many months ago, SOL Ecology suggested that we schedule an informal pre-application meeting with the Regional Water Quality Control Board staff to obtain their impression of the proposed project and what requirements would apply. We suspect that hydrological and other studies will be required. Unfortunately, SOL was not able to arrange the consultation meeting.

## **CURRENT STATUS & FUTURE OUTLOOK**

SOL Ecology is a small, local firm. They have encountered some challenges in the timely completion of work and in responding to staff and the architect. SOL recently suggested that the District may be better served by working with a larger environmental consulting firm with enough staffing and resources to expedite progress on the project. Staff and the Architect agree with this suggestion and are currently assessing several candidate firms' capabilities and fee structures.

SOL advises that the biggest issue they are dealing with at the moment is the aftermath of a recent Supreme Court decision (*Sackett v. EPA*) regarding wetlands and authority under the Clean Water Act. Reportedly, this has put the Water Board (RWQCB) and its staff into a state of chaos. With the federal Army Corps of Engineers essentially out of the permitting picture, RWQCB staff now have to look at every project proposal that would have previously gone through the Army Corps of Engineers first. The state water board (RWQCB) process and criteria are a much finer lens than the federal, and consequently require much more information and time to review. The permitting time has nearly doubled since the court decision - to a year or more to obtain permits compared with three to six months prior to the decision. Furthermore, there is no currently established standard, so the rules are changing very fast, and every time consultants get a handle on the process of completing a review, they find it may change suddenly before approval is granted. Recently, Worthington Architecture + Design contacted a member of the Water Board staff to set up a consultation that we hope will occur as soon as possible.

District staff will continue to report progress to the Executive Committee, with periodic updates to the full Board of Trustees.

## **FINANCIAL STATUS**

A total of approximately \$53,000 has been spent to date. Although the overall budget is adequate for the foreseeable future, the agreement for services with Worthington Architecture + Design has reached its initial limit of \$30,000 and will be amended to permit more work. The remainder of the funds were spent on the as-built plans, reprographic expenses, and ecological consulting work. Presently it is difficult to estimate the costs of the next phase without input from the Water Board staff.

## Manager's Report

- Currently, I am preparing several "requests for proposal" documents and some bid packets for various professional and trade services.
- Following a denial by the Fire Victims Trust of the District's claim for reimbursement of our expenses incurred in dealing with the aftermath of the Sonoma County wildfires, we are seeking legal advice about whether to appeal the decision.
- After signing an agreement for services with Ascent Environmental, we have officially begun the project to prepare an Addendum to the District's Programmatic Environmental Impact Report. The cost will be shared equally between seven cooperating Bay Area mosquito districts.
- As of December 6<sup>th</sup>, 2023, the balance in the District's OPEB trust account for retiree future medical benefits in the legacy plan has increased to \$8.6m. The pension prefunding trust (CEPPT) balance also rose slightly to \$1.83m.
- Last week, we replaced a conventional gas water heater with a more efficient heat pump model.
- President Snyder advises that the Board's next meeting will be to conduct final selection interviews for the District Manager position. That Special meeting will occur on Friday, January 19<sup>th</sup>, 2024, starting at 10 a.m. at the Rohnert Park Community Center, Meeting Room #2 at 5401 Snyder Lane, Rohnert Park. We will provide sandwich and beverage order forms in advance for lunchtime food delivery.

## Assistant Manager's Report

- Recent high tide events have exceeded seven feet in magnitude, flooding several marshes. Field staff are monitoring water levels and mosquito production closely. We anticipate finding populations of the California salt marsh mosquito (*Aedes squamiger*) soon. This winter species progresses through the life cycle very slowly until conditions are favorable to emerge as adults in late winter and early spring. Careful strategizing for efficient and effective control is paramount to save costs and prevent the emergence of this aggressive species.
- Laboratory staff continue to collect tick samples during favorable weather conditions. Biologist Kristen Holt is testing ticks collected during the 2022/23 season for tick-borne pathogens (i.e., *Borrelia burgdorferi* and *Borrelia miyamotoi*).
- The District has been receiving some service requests for mosquito and rat-related issues.



- Shop and field staff have been disassembling and inspecting the new generation of Argo ATVs added to the fleet three years ago. We were pleased that only minor repairs and maintenance were necessary. This is a significant improvement over the previous generation of Argos!
- Shop and field staff have been working on various facility maintenance and repair projects.
- The stormwater gutters and downspouts that were recently repaired on the shop and vehicle storage buildings are working well.