



Marin/Sonoma Mosquito & Vector Control District

Budget Narrative: Fiscal Year 2014/15

Budget Overview & Accomplishments during the 2013/14 Fiscal Year

Outreach & Education Efforts

During FY12/13 the District expanded its outreach efforts to children and adults through an agreement with Sonoma County Regional Parks to provide displays and educational services at the Environmental Discovery Center (EDC) located at Spring Lake. During the first year of this project, EDC environmental educators presented to 6,950 participants (5,705 children and 1,245 adults) on the habitats, life cycles and hazards posed by ticks, mosquitoes and other disease vectors. Leaders of 808 hiking trips educated the hikers on issues related to ticks. In total, the District's tick safety message points reached over 9,900 people on various hikes led by EDC and Parks staff. The Tolay Fall Festival at which the District maintains a presence drew over 18,000 visitors last year. The District's booth proved to be a popular attraction, with over 1,000 people visiting it each day.

The District continued to enhance its web site (www.ms mosquito.com) adding content and links. Additional material and security enhancements will be added during FY14/15.

The educational classes offered to schools (grades K-8) on mosquitoes and yellowjackets now incorporate presentations on ticks and classroom tick packets are now available for grades K-8. These packets allow teachers to access the tick-related educational materials even if they opt to not schedule an in-class presentation. This way it is possible for them to avoid the long waiting list for District staff to give a presentation. Each packet includes activities and projects that relate to tick biology and safety tips (tick activity journal, tick habitat puzzle, tick life cycle wheel project, etc.). Lesson plans (PDF format) and presentations (PowerPoint Show format) are provided on the District website for classroom use. So far this year, five grade-specific, topic-specific observation journals have been developed for use with mosquito life cycle kits, with a sixth in development. Additionally, an activity journal on local vectors (mosquitoes, yellowjackets, ticks and rodents) has been developed for use in 7th and 8th grade classrooms, and two versions of a Tick Activity Journal have been produced and are in use.

So far this fiscal year (up to late March), over 150 educational presentations have been provided to over 3,700 students. The presentation schedule for the rest of the school year is completely full and there is a lengthy waiting list for presentations in the fall.

Over the last year, the Education Department also organized the District's participation in a number of community events held in both counties.

Insect Identification

Each year, members of the public send samples for identification and inquiries about "problem" insects. Between July 1, 2013, and early March 2014, the education department has handled over 130 of these requests. For examples of interesting or unusual insects, see the "Bug Blog" section of the District's web site (www.msosquito.com)

Public Relations (PR)

The PR Department continued to be very active last year, giving presentations to a wide variety of agency and community groups. The District's TV, radio, print and billboard advertisements were redesigned and targeted to reach the maximum sized audience for the money invested. Outreach and public relations are major components of the District's Integrated Vector Management plan. Educating and informing the public goes beyond just disseminating information and is also about forging relationships.



In 2013 the District participated in over twenty local events throughout Marin and Sonoma counties. Although our society is becoming increasingly reliant on technology, we are finding that these face to

face interactions are very valuable. They afford the District an opportunity to develop and strengthen social relationships while also reinforcing our positive “brand image.”

The District also utilized paid advertising such as print/online advertisements, billboard and bus shelter signs, and radio spots to educate and inform the public about vector issues. Radio spots alone reached over 8,000,000 listeners in 2013 who heard our message read live during traffic reports. Research shows that live reads are the most successful form of radio advertising as recall-and-response rates are higher than pre-recorded ads.

The District distributed 14 press releases in 2013 resulting in numerous follow-up print and radio interviews. The press releases were sent to media contacts, but also distributed to residents on our e-mailing list and to both the Marin and Sonoma County Boards of Supervisors.

Social media has become our “go to” medium as a way to quickly disperse information. According to a 2013 report issued by the Pew Research Center in 2013, 47% of adult Facebook users get their news from the social networking site. Research also suggests that Facebook is a way to reach people who otherwise may not receive news from traditional sources.

Energy Efficiency

The photovoltaic system continued to perform well, generating more than 80% of the District’s overall electrical energy consumption. Rebate checks from PG&E are being received regularly and to date total approximately \$70,565. Consistent with Board direction, this revenue stream is being returned to the Capital Improvement Fund, which funded the project costs.

Database System

The MapVision electronic database system was further enhanced and customized to meet the District’s service and operational needs during FY13/14. The system is now fully live and the legacy Access database that has served the District for many years has been retired. Costs are expected to remain level this year.

Legislative and Regulatory Affairs

In the regulatory arena, the District complied with the required monitoring reporting requirements of the National Pollutant Discharge Elimination Permit (NPDES) obtained from the State Water Resources Control Board. Trustees and staff attended the Mosquito & Vector Control Association of California (MVCAC) Legislative Day event and briefed our local legislator’s staffs on the District’s concerns and its positions on current legislation. Under the leadership of the Legislative Committee, the District maintains an active and vigilant role in statewide legislative matters affecting the District’s operations and interests. The new partnership with KP/AMG as part of MVCAC’s “Moving Forward” initiative has provided additional energy and focus on legislative and regulatory issues. One example is that the NPDES Vacation Control permit has just been modified by the State Water Resources Control Board to remove certain onerous and duplicative reporting requirements.

Scientific Programs/Laboratory

Disease surveillance: In 2013, 1,442 pools of mosquitoes were tested for West Nile virus, Western equine encephalomyelitis and St. Louis encephalitis. Forty-seven carbon dioxide baited traps and eleven gravid infusion broth traps were placed weekly throughout Marin and Sonoma counties from April 2nd to November 8th. Five pools tested positive for West Nile virus. Additionally, 99 dead birds were tested through the California West Nile virus surveillance program of which 46 were positive for the virus. Finally, 24 chickens were used in the sentinel chicken program in 2013, with 3 chickens testing positive for antibodies to West Nile virus. Three human cases were reported in Marin County during 2013.



A mosquito is added to a pool that is about to be analyzed

Tick-borne diseases continued to be a vital component of vector-borne disease surveillance for the District in 2013. Unfortunately, staff was only able to perform minimal in-house testing of ticks collected early in the season for *Borrelia burgdorferi* (the causative agent of Lyme disease) due to laboratory malfunctions. However, staff still collected ticks in many select locations within the counties and archived those to be tested at a later date. Laboratory staff also worked with the California Department of Public Health (CDPH) to investigate the incidence of a newly emerging pathogen, *Borrelia miyamotoi*, which causes an illness with symptoms similar to Lyme disease. Approximately 50 nymphal ticks from

China Camp State Park were tested for this new pathogen at the CDPH lab in Richmond. 2013 was also an interesting year for another tick-borne disease, *Anaplasma phagocytophilum*. CDPH reported two human cases of anaplasmosis to District lab staff, one in early February and another in July. It was believed that transmission occurred at Point Reyes National Seashore (PRNS), and at a specific trail located at the Marin Municipal Water District (MMWD) property. All the ticks collected at PRNS tested negative; however ticks collected from the MMWD revealed a high prevalence of the bacterium in several adult (37.5% positive) and nymphal ticks (9.2% positive). Concentrated testing at this site will continue during 2014.



Piper Kimball examines a flag used to collect ticks

Research: This was the final year of the *Aedes sierrensis* (treehole mosquito) project, with truck-mounted larvicide applications performed at two locations in Sonoma County in late March. Overall, three main objectives were achieved during this year: 1) application of VectoBac WDG using a trailer mounted LV8 sprayer and evaluation of the droplet spectrum throughout the treehole habitat to determine product drift, 2) evaluation of the efficacy of the larval control material in artificial treeholes by monitoring larval mortality under field conditions and, 3) evaluation of the penetration of the product in natural treeholes by monitoring larval mortality after 24 hours. Publications of this project

and the work performed in 2012 are currently available in the 2013 MVCAC Proceedings and Papers, and another paper will become available later this year in the 2014 MVCAC Proceedings.



Field Supervisor Joanne Towl measures a treehole

Invasive species and technical support: The appearance of the yellow fever mosquito, *Aedes aegypti*, made headlines in 2013 when this non-native disease vector was discovered in Madera County in June and in parts of Fresno and San Mateo counties shortly thereafter. District lab staff was requested to assist in a unique larvicide application in Madera applying experience gained from our *Aedes sierrensis* project and utilizing the DropVision software program. Additionally, droplet analysis support was offered to Consolidated MAD for their area of infestation when they were trying to determine the potential of pesticide resistance in this invasive species. Finally, our District responded to another request from a scientist from the IR-4 program (in association with USDA) to use our droplet analysis system to determine whether a fairly new product, etofenprox, can be safely used around crops. The product successfully received its crop label early this year.

Pesticide resistance and insectary support: The District's insectary currently houses five separate colonies of mosquitoes for various research and educational needs. In September, an evaluation of VectoMax® FG using *Culex pipiens* was done for the operations department to address treatment failures at two Sonoma County locations. It was determined that the mosquitoes were still susceptible to the VectoMax product. Additionally, the laboratory was contacted by the Centers for Disease Control (CDC) in Fort Collins, Colorado to provide mosquitoes to be tested for pyrethroid resistance in *Culex*

pipiens populations from two distinct geographical and treatment history areas. Linda Kothera, who is a population geneticist at CDC, is interested in looking for the esterase gene which confers resistance to permethrin based materials used frequently throughout the U.S. to control adult mosquito populations. Because of the results at CDC, we will be sharing our *Culex pipiens* colony with other Districts in Northern California for their own bioassay work. Finally, we were asked to supply mosquitoes for two separate research projects for high school students in Marin County.

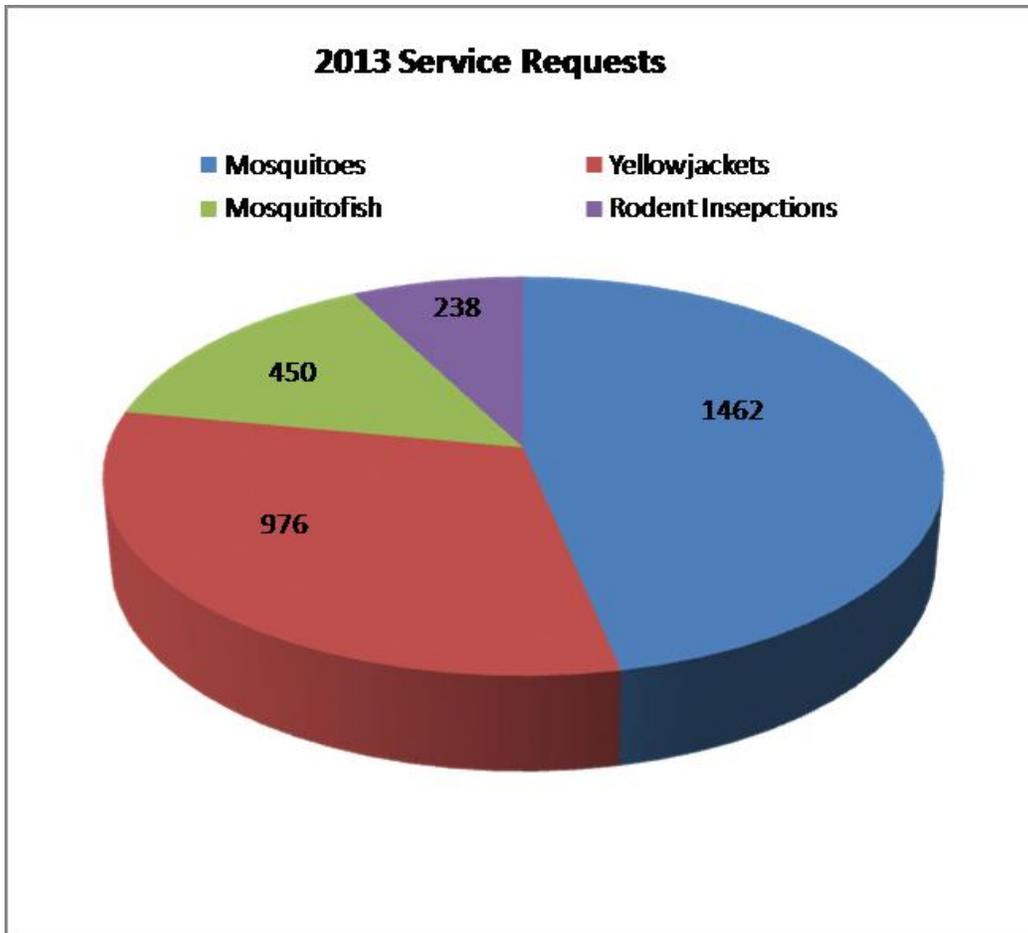
Staff also completed coursework in microbiology, infectious disease, molecular biology, the fundamentals of biosafety and the physics of biocontainment, which were offered at the American Biological Safety Association annual conference. This specialized training provided laboratory staff and District management with information on important biosafety principles.

Staff also attended the 2013 Florida Mosquito Control Association Aerial Short Course in January. This workshop offered courses on improving mosquito control product efficacy and application techniques of aerial applications. This type of training is beneficial in aiding District personnel to evaluate the efficacy of mosquito control applications with the District's helicopter contractor, Alpine Helicopter, Inc.

District Operations Division

Over the past year, Operations staff was significantly stretched as they coped with a heavy year for mosquito production, which included enhanced surveillance activities around sites where West Nile virus was detected, including the human cases reported in Marin County during 2013. Operations staff worked with laboratory staff in the surveillance effort for invasive *Aedes* species, particularly *Aedes aegypti*.

The Vector Control Technicians responded to a continued high demand for service related to yellowjackets at homes, schools and businesses. The rodent program dealt with an increasing number of service requests and technicians conducted mosquito surveillance and treatments on the inventory of over 34,000 sources.



During the past year Operations staff continued to work with other agencies and property owners on hoarding cases, which often give rise to vector problems. Inspection warrants were obtained to deal with sites producing high numbers of mosquitoes. Access was successfully negotiated to several other sites.



Vector Control Technician Anthony Russo samples for mosquito larvae

The Sonoma Creek project, which received substantial funding from the District in a prior year, broke ground on the project and staff was tasked with negotiating changes and amendments to the project plans that were requested by the sponsoring agencies.

Numerous permits were obtained from various agencies and District staff worked with MVCAC and the American Mosquito Control Association to negotiate continued access to refuges and lands operated by the Federal Fish and Wildlife Service. At the request of the Service, Assistant Manager Hawk traveled to Bandon National Wildlife Refuge in Oregon to provide technical assistance with a severe mosquito problem caused by an improperly designed marsh restoration.

Education and public relations activities delivered by operations staff in the field continue to be a highly effective and essential component of the District's IVM program.

In 2014, the District will purchase mosquitofish from an agency or supplier rather than raising fish on the premises. Strict quality control, including fish pathology sampling will be maintained and staff anticipate fulfilling all service requests and meeting the public's need for mosquitofish.

Vernal pools constructed for mitigation by developers and other parties were added to the inventory of sources requiring ongoing surveillance. Access to bodies of water such as the Laguna de Santa Rosa and flood control channels continued to be very challenging due to the heavy growth and bulk of the invasive Ludwigia plant. During the completion of the sizeable wetlands restoration project at Hamilton

Field in Novato, District staff negotiated improved access for District surveillance and control equipment.



Operations staff in the Bahia area of Novato (Paul Filippi on right)

Over the winter season, Operations staff completed equipment maintenance projects, rebuilt and calibrated the District's field equipment in preparation for the 2014 mosquito season.

Programmatic Environmental Impact Report (PEIR)

The Manager and Assistant Manager continued to write and edit numerous chapters and technical tables related to the District's environmental review documentation. As of March 2014, the screencheck version of the PEIR Administrative Draft PEIR had just been completed and staff was preparing to send the document to General Counsel for legal review prior to submitting the PEIR to the Board of Trustees.

Once the Board approves the document for release, it will enter a 45-day public comment period, during which regional meetings will be held to solicit public comment. Subsequently, the final version of the document will be brought to the Board for it to consider certifying the PEIR.

Strategic & Financial Planning

During FY13/14, the Administration staff supported numerous Committee and Board meetings, including the Strategic & Financial Planning workshop held during November 2013. Groundwork was also laid for a Strategic Plan and Board Policy Manual (both projects are included in the FY14/15 budget).

Summary of Issues and Economic Impacts affecting the FY 2014/15 Budget

Income Forecast

Budget Overview – (p 1) Sonoma County projects an increase in the ad valorem taxes of 1.5%, while Marin County expects the District to receive an additional 4% over last fiscal year's receipts. The total of ad valorem revenue for both counties in FY14/15 is forecast to be \$3,982,606. Based on past billing trends, revenue from contract work will likely remain steady at about \$200,000 and the current low interest rates suggest that interest income will be \$27,190.

It is likely that there will be a refund of approximately \$61,000 (based on claims experience in past years) from the Vector Control Joint Powers Agency (VCJPA). Because the VCJPA considers the District's Member Contingency Fund to be underfunded by \$252,000, it is suggested that the refund be deposited in the District's Member Contingency Fund at VCJPA rather than being taken as income in FY14/15. One advantage of this approach is that these funds are well-managed and earn a reasonable rate of return. Should it become necessary, the District can request to draw upon these funds at any time.

The proposed budget includes the assumption (as discussed earlier with the budget committee) that Benefit Assessment 1 (80% of benefit assessment income) would be increased to its maximum level of \$12 (upper limit set in 1996) or 3.81%, while Benefit Assessment #2 would increase by the same percentage to \$21.68 in Zone A and \$20.73 in Zone B respectively. Total revenues from the Benefit Assessments would be \$3,904,771.

Expenditures

Pages 2, 3 and 4 provide a quick reference overview and summarize expenditure categories that will be expanded upon in the following sections.

Salaries and Benefits (pages 5 & 6)

The budget has been constructed using the provisions of the current memorandum of understanding (MOU) between the District and the Employee Association. Negotiations are in progress for a new MOU and a budget amendment will be proposed if there are any applicable changes as a result of the negotiations. The CPI-U to be applied to salaries effective July 1, 2014 is estimated at 2.2%. Longevity increases and other adjustments account for the balance of the remaining adjustments to salaries. Known changes in benefit costs have been applied and estimates made based on historical trends for those costs that are not yet available. Salaries are projected to increase by 2.33% compared with FY13/14. In this budget, overall staffing is reduced by 1.0 Full-time equivalent (FTE) due to the transfer to the technician who was rearing mosquitofish to a Vector Control technician position that became vacant.

The cost of employee and retiree benefits is slated to rise by 9.28% but this includes a contribution to establish an OPEB trust fund (described in more detail on page 17), in addition to reflecting increases in costs from the Kaiser and Anthem Blue Cross health care plans.

Pesticide Materials (p 7): Certain products such as Agnique MMF are no longer manufactured and label changes have forced some changes in the District's usage and inventory of mosquito and yellowjacket control materials. Based on current stock and usage patterns from last year, this category has been reduced by over \$62,000 from last year. Helicopter flight time usage is estimated to be similar to that in FY13/14.

This year, in line with statewide trends, the number of sentinel chicken flocks will be reduced from 4 to 2, with one flock deployed in each county. The chickens supplement disease surveillance information obtained from dead bird testing and mosquito testing. The mosquito pools sent to Center for Vector Ecology (CVEC) at UC Davis now include screening for multiple mosquito borne diseases (multiplex testing). When the District's lab is able to resume testing activities, it may also be able to conduct multiplex testing. Reducing the chicken flocks saves staff time and supplies, so this category has been (conservatively) reduced about \$2,000.

Fewer items of field equipment will be needed this year, mainly due to stock being on hand. (p 8)

The inexorable rise in permit fees caused an increase in this category of \$1500 (p 9). Fewer items of clothing and personal protective supplies will be purchased due to an adequate inventory on hand. Coupled with a negotiated substantial decrease in the commercial laundry contract price, this category will decrease by more than \$20,000.

Fewer items of safety equipment will need to be purchased (due to adequate stock) so this category will decrease about 15% over FY13/14 (p 10). Negotiated reductions in the price of the Dish network (emergency communications) and Verizon Wireless contracts will be slightly offset by an increase in the cost of internet service, although the internet bandwidth and speeds will more than double. Consequently overall communications costs are expected to decrease about 6% in FY14/15 (p 10).

Janitorial and cleaning supply costs, drinking water and waste disposal costs are forecast to decrease slightly to \$8,900 (about 4%) (p 11).

The cost of insurance coverage payable to our main insurer, the Vector Control Joint Powers Agency, should become available in late April 2014. Until then, we have used the premiums assessed in FY13/14 as a placeholder figure. Last year, the costs rose about 20% in some categories but we are hopeful that we will not see such a large increase for FY14/15 (p 11).

Lower vehicle maintenance costs in general are expected to be offset by the need to purchase rubber tracks for the Argos (amphibious vehicles). These tracks will cause less impact to sensitive ecological habitats (p 12).

The category of office equipment maintenance and supplies remains essentially similar to FY13/14, with reduced web design costs counterbalanced by the necessity of purchasing warranty extensions for many of the field laptops and purchases of some new telephone equipment and computer hardware (p 13).

Laboratory supply and service costs (p 14) will decrease substantially because, as noted above, we intend to continue sending mosquito samples to the CVEC and thus fewer supplies will be needed. By

optimizing the protocols used for pooling mosquito samples for testing, the laboratory hopes to save a substantial amount of money in FY14/15; possibly \$10,000 or more. But as a result there will be a modest increase (\$2,000) in the disease surveillance support category (bottom of p 14) to pay for testing by CVEC. Additionally, during FY13/14 the District completely refurbished one of its environmental chambers used for raising mosquitoes for testing and educational purposes, and this expense will not recur in FY14/15. The laboratory is leading an effort to conduct surveillance for invasive *Aedes* mosquito species in the District's service area, and the Centers for Disease Control are sending some specialized autocidal gravid ovitraps.

Fish Supplies: This category should decrease about 18% as the District undertakes a change in its mosquitofish program. In Spring 2014 the program began transitioning to a system in which *Gambusia affinis* (mosquitofish) are purchased from another qualified agency/provider and held at the District until needed. The fish breeding facility will no longer produce its own fish, nor operate year-round. The savings in staff time, energy and supplies are anticipated to total about \$150,000 annually. The changes should be transparent to the public and Field Technicians, and the District will continue to provide mosquitofish as a key feature of its Integrated Vector Management Program. (p 14)

The Memberships category will increase slightly, mostly due to increases in dues by the California Special Districts Association and the Local Agency Formation Commission (LAFCO). (p 15)

Similarly the District expects the Office Expense category to increase, partly due to copying and printing expenses to support the District's 100-year celebration event in 2015. Computer workstations require software upgrade from Office 2003 to Office 2013. The older software is lacking in compatibility and features now common in office environments. The District's Information Technology provider has obtained volume license pricing for the Office 2013 software products.

Overall, the total of expenditures in the Maintenance and Service Agreements category (pp 16 & 17) is slated to decrease by \$61,516 when compared to FY13/14. Major contributing factors are the imminent completion of the EIR project and lower forecast legal expenses. However, the service agreements category 8180-96 will increase due to projects such as the creation of the Strategic Plan and Board Policy Manual with Brent Ives of BHI; a necessary overhaul and update of the District Policy Manual, institution of hiring background checks and an update of HR policies and job descriptions by staff in conjunction with Cooperative Personnel Services, Inc.

Expenditures in the Rents and Leases and Shop Tools & Garage Equipment categories (p 17) will be similar to FY13/14. Staff members are exploring potential efficiencies that may be gained by partnering with Enterprise Fleet Management Services. A full report will be submitted to the Board if it appears advantageous to consider using the services offered by Enterprise Fleet Management.

Because repairs were completed in FY13/14 to the maintenance shop's vehicle lift and the tarmac in the yard, the Building Maintenance and Improvements category will decrease substantially in FY14/15 (p 18).

District Special Expenses (p 18) shows some reductions in items such as hazardous materials disposal and permits, and use tax paid on items purchased out of state. However the inclusion of \$323,500, in line 8230-70, representing an estimate of the total cost of a new (overlay) Benefit Assessment project, considerably increases the total for District Special Expenses over FY13/14. The overlay assessment would first be studied by the committee assigned to this work and then considered by the Board following the issuance of a Request for Proposals by staff. The estimated cost figure of \$323,500 was provided by SCI, the District's current Assessment Engineers.

Several employees have completed specialized training and education programs in recent years and therefore the Education/Employees category (p 19) can be safely reduced by \$4,000 compared with the budget for FY13/14.

Continued gains in efficiency and a healthy inventory of materials contribute to a \$3000 reduction in the Education program category projected expenditures (p 19).

PR expenses are estimated to decrease by \$16,000 in FY14/15 due to efficient targeting of radio advertising and a reduction in the need for legal notices advertising (p 19).

Based on the experience of FY13/14, the Trustee Travel category was increased by \$5000, leading to an overall increase in this category for FY14/15 (p 20).

Fuel and Oil costs are expected to remain steady (p 20) while overall utility costs are expected to decrease slightly (p 20).

The total of operational expenses including capital expenditures is anticipated to be 4.77% greater than FY13/14. If capital expenses are excluded, operational expenditures will increase about 4.71% over FY13/14. Both figures include the proposed new overlay benefit assessment and OPEB trust fund.

Capital Expenditures

Five new desktop computers are now past their service life and in need of replacement. Similarly the Shoretel computer server that operates the District's telephone and voice message system is several years past its expected life span, and can no longer support recent updates to the server operating system – therefore replacement of these obsolete items is planned.

The present security cameras that were installed when the building was constructed require replacement due to malfunctions and poor visual detail on the video recordings and non-existent nighttime capability. Replacement units will address these shortcomings and provide much better security.

The laboratory plans to purchase a microscope camera system that provides an excellent quality image displayed on a suitable computer monitor. This equipment will be an excellent tool for staff training as well as an attractive feature at public relations and educational events. The system also allows high resolution photographs to be captured, for example of mosquito larvae or ticks.

As an alternative to replacing the maintenance shop's service truck, the truck bed and winch/tow systems can be replaced at a much lower cost. The truck itself should have many more years of useful service life. Three trucks are due for replacement this year based on the standard 10-year/100,000 mile criteria. Two gasoline-powered hand fogger units are needed as well as a specialized tool to reset the tire pressure warning systems on current vehicles.

Finally, staff proposes a project to construct an interactive electronic media exhibit. This would be similar in concept to the "Vector Inspector" learning game, pioneered by San Diego County Vector Control and displayed to great acclaim at the MVCAC Conference this year. The unit uses a touch screen to teach visitors about vector issues. The casing is an attractively painted miniature wooden "house" that has proved popular with visitors. The touch sensitive interactive display is built into the "roof" of the model house. Staff considers that the concept can be expanded to provide interactive educational exhibits showcasing vector life cycles and habitats.

Overall Balance of Income vs. Expenditure

Under this adopted budget, despite trimming expenditures, the District will draw \$72,989 from its reserves. However, this deficit represents only 0.89% of the total budget and is largely a result of three factors. The first is the proposed overlay assessment project, which should eventually recoup its cost, and the second is the first contribution to an irrevocable trust to begin funding the District's liabilities for OPEB. Establishing a prefunding mechanism for OPEB has been strongly recommended by both the Grand Jury and the District's independent auditor. In their recent valuation and report to the Board, Bartel and Associates, the District's OPEB actuary, provided a ten-year phase-in schedule to paying the full annual required contribution (ARC). Because the District did not make a contribution to a trust fund in FY13/14, in order not to fall behind schedule, staff computed an average of the first two years contributions and proposes these amounts for years one and two, starting with FY14/15. Monies deposited in an OPEB trust fund are likely to earn interest at greater rates than those funds on deposit with the County of Marin. The third factor is the anticipated refund of a portion of the insurance premiums paid by the District to the VCJPA. As mentioned in the second paragraph of this document in the income forecast portion, the Budget Committee and staff recommend that these funds not be taken as income this year, but reinvested at the VCJPA to augment the District's Member Contingency Fund.

Once the outcome of the negotiations with the District Employee Association is known, staff will prepare a budget amendment, if one is necessary, for the Board's consideration.