

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

**BOARD OF TRUSTEES
SPECIAL & REGULAR BOARD MEETING**

DATE: July 12, 2023
TIME: 6:00 p.m. (Special Board Meeting will continue into Regular Board Meeting at 7:00 p.m.)
LOCATION: **Teleconference – See Below**

Please note that 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 Government Code Section 54953(e), because state or local officials have imposed or recommended measures to promote social distancing. (Gov. Code §§ 54953(e)(3), (e)(4).). 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 or provide typed comments via the Q & A button. Both features are available at the bottom of the Zoom screen.

The public may submit comments by:

- 1) Emailing comments to dawnw@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 895 7187 0432

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 or calling the District's offices at (707) 285-2200. If, due to a disability, and 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.msмосquito.org/board-meetings>

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.

*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
Art Deicke, Santa Rosa
Laurie Gallian, Sonoma
Pamela Harlem, San Rafael
Susan Harvey, Cotati
Susan Hootkins, Petaluma
Evan Kubota, Windsor

Shaun McCaffery, Healdsburg
Vicki Nichols, Sausalito
Morgan Patton, Marin Co. at Large
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:

Corte Madera, Ross, San Anselmo and one Sonoma County at Large

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

Staff Report: The attached proposed resolution would authorize the Board of Trustees to continue to hold virtual/teleconference meetings in compliance with Brown Act, considering the termination of the Governor's declared state of emergency and current state standards regarding recommended social distancing measures.

C.* **MINUTES** – Minutes of Board Meeting held on June 14, 2023.

D.* **FINANCIAL REPORTS** – Review Financial Reports for June 2023.

ACTION NEEDED

INFORMATION ENCLOSED

6. **NEW BUSINESS**

A.* **Proposed Revisions to District Employee Policy Manual.**
Please see the attached staff report.

ACTION NEEDED

RECOMMENDATION:

1. Review and discuss the proposed revisions to the District Employee Policy Manual.
2. Consider a motion to adopt Resolution 2023/24-XX approving changes to the Employee Policy Manual

ACTION NEEDED

INFORMATION ENCLOSED

7. **COMMITTEE & STAFF REPORTS**

A. **Legislative Committee**
Report by Tamara Davis, 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**

RESOLUTION NO. 2023/24-XX

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
MARIN/SONOMA MOSQUITO & VECTOR CONTROL DISTRICT
AUTHORIZING REMOTE TELECONFERENCE/VIRTUAL MEETINGS
OF THE DISTRICT PURSUANT TO GOVERNMENT CODE SECTION 54953(e)**

WHEREAS, the Board of Trustees of the Marin/Sonoma Mosquito & Vector Control District (“District”) is committed to preserving and nurturing public access and participation in meetings of the Board; and

WHEREAS, meetings of the Board are open and public, as required by the Ralph M. Brown Act (Government Code Sections 54950 – 54963); and

WHEREAS section 54953(e) of the Brown Act makes provisions for remote teleconferencing participation subject to the existence of certain conditions. To continue meeting by remote teleconferencing means without complying with section 54953(b)(3), a required condition is that state or local officials have imposed or recommended measures to promote social distancing, and that the legislative body continues to make certain findings by majority vote at least every 30 days; and

WHEREAS, among other measures to promote physical distancing, the California Division of Occupational Safety and Health (“Cal/OSHA”) regulations at Title 8 Section 3205 recommend physical distancing in the workplace as precautions against the spread of COVID-19 and imposes certain restrictions and requirements due to a “close contact” which occurs when individuals are within six feet of another person in certain circumstances; and

WHEREAS, the Centers for Disease Control and Prevention continue to recommend avoiding contact and keeping a safe distance from a person who has a suspected or confirmed case of COVID-19; and

WHEREAS, to allow for physical distancing and remote meeting attendance in accordance with these recommended measures, the District desires to have procedures in place for the option to provide virtual access to Board meetings, with or without a public meeting location (“AB 361 Option”). Adoption of this Resolution will permit virtual meetings without the need to comply with Government Code Section 54953(b)(3), as authorized by Government Code Section 54953(e), and in such cases, the Board shall comply with the requirements to provide the public with access to the meetings as prescribed in Government Code Section 54953(e)(2); and

WHEREAS, as permitted under when the AB 361 Option is utilized, the District will provide the public with the ability to attend Board meetings virtually. When the AB 361 Option is utilized, members of the public who wish to provide comment may make comments virtually.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Marin/Sonoma Mosquito & Vector Control District as follows:

SECTION 1. Recitals. The above recitals are incorporated as though set forth in this section.

SECTION 2. Authorization. The Board, and the District Manager or his designee, is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution, including conducting open and public meetings in accordance with Government Code Section 54953(e) and other applicable provisions of the Brown Act.

SECTION 3. Effective Date. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of: (a) 30 days; or (b) such time as the Board adopts a subsequent resolution in accordance with Government Code Section 54953(e)(3) to extend the time during which the Board may continue to hold teleconference meetings without compliance with Government Code Section 54953(b)(3).

SECTION 4. Severability. Should any provision of this Resolution, or its application to any person or circumstance, be determined by a court of competent jurisdiction to be unlawful, unenforceable or otherwise void, that determination shall have no effect on any other provision of this Resolution or the application of this Resolution to any other person or circumstance and, to that end, the provisions hereof are severable.

Passed and adopted at a special meeting of the Board of Trustees held July 12, 2023, by the following roll call vote:

	Yes	No	Abstain	Absent
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"/>
Art Deicke	<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"/>
Pamela Harlem	<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"/>
Carol Pigoni	<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"/>
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"/>
Richard Snyder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Totals:				

ATTEST:

APPROVED:

Diana Rich
Secretary, Board of Trustees

Carol Pigoni
Vice President, Board of Trustees

Marin/Sonoma Mosquito & Vector Control District

Board of Trustees
595 Helman Lane
Cotati, CA 94931

Meeting Held via Videoconference
June 14, 2023

SPECIAL & REGULAR BOARD MEETING MINUTES

1. **CALL TO ORDER**

President Snyder called the meeting to order at 6:00 pm.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

Members present:

Ackerman, Bruce
Benediktsson, Cathy
Davis, Tamara
Deicke, Art
Gallian, Laurie
Harlem, Pamela *Arrived at 6:03*
Harvey, Susan

Hootkins, Susan
Nichols, Vicki
Patton, Morgan
Pigoni, Carol
Rowland Jr., Herb
Schulze, Ed
Snyder, Richard

Members absent:

Bloom, Gail
Kubota, Evan
McCaffery, Shaun
Rich, Diana
Witt, David
Zavala, Aarón

Open seats: Corte Madera, Ross, San Anselmo, and one Sonoma County at Large

Others present:

Philip Smith, District Manager
Erik Hawk, Assistant Manager
Liz Garcia, Administrative Services Manager
Dana Shigley, Management Aide
Dawn Williams, Administrative Technician (Confidential)
Janet Coleson, General Counsel

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 2022/23-18: Authorizing Remote Teleconference/Virtual Meetings of the District Pursuant to Government Code Section 54953(e)(3)**

C. **MINUTES** – Minutes for Special Board Meeting held on June 6, 2023.

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

Motion passed with a roll call vote:

Ayes: Trustee Ackerman, Trustee Benediktsson, Trustee Davis, Trustee Deicke, Trustee Gallian, Trustee Harlem, Trustee Harvey, Trustee Hootkins, Trustee Nichols, Trustee Patton, Trustee Pigoni, Trustee Rowland, Trustee Schulze and Trustee Snyder

No: (none)

Abstain: (none)

Absent: Trustee Bloom, Trustee Kubota, Trustee McCaffery, Trustee Rich, Trustee Witt and Trustee Zavala

6. **PUBLIC HEARING**

A. **Resolution 2021/22-19**

It was M/S Trustee Nichols/Trustee Harvey to approve Resolution 2022/23-19, A Resolution approving the engineer's report, confirming the assessment diagram and assessment and ordering the levy of assessments for fiscal year 2023-24 for the Vector Control Assessment (Assessment No. 1).

Motion passed with a roll call vote:

Ayes: Trustee Ackerman, Trustee Benediktsson, Trustee Davis, Trustee Deicke, Trustee Gallian, Trustee Harlem, Trustee Harvey, Trustee Hootkins, Trustee Nichols, Trustee Patton, Trustee Pigoni, Trustee Rowland, Trustee Schulze and Trustee Snyder

No: (none)

Abstain: (none)

Absent: Trustee Bloom, Trustee Kubota, Trustee McCaffery, Trustee Rich, Trustee Witt and Trustee Zavala

B. **Resolution No. 2022/23-20**

It was M/S Trustee Gallian/Trustee Schulze to approve Resolution 2022/23-20, A Resolution approving the engineer's report, confirming the assessment diagram and assessment, and ordering the levy of assessments for fiscal year 2023-24 for the Northwest Mosquito, Vector and Disease Control Assessment (Assessment No. 2).

Motion passed with a roll call vote:

Ayes: Trustee Ackerman, Trustee Benediktsson, Trustee Davis, Trustee Deicke, Trustee Gallian, Trustee Harlem, Trustee Harvey, Trustee Hootkins, Trustee Nichols, Trustee Patton, Trustee Pigoni, Trustee Rowland, Trustee Schulze and Trustee Snyder

No: (none)

Abstain: (none)

Absent: Trustee Bloom, Trustee Kubota, Trustee McCaffery, Trustee Rich, Trustee Witt and Trustee Zavala

7. NEW BUSINESS

A. Proposed Budget for Fiscal Year (FY) 2023-24

It was M/S Trustee Benediktsson/Trustee Gallian to adopt Resolution 2022/23-21, approving the annual budget for FY 2023/24.

Motion passed with a roll call vote:

Ayes: Trustee Ackerman, Trustee Benediktsson, Trustee Davis, Trustee Deicke, Trustee Gallian, Trustee Harlem, Trustee Harvey, Trustee Hootkins, Trustee Nichols, Trustee Patton, Trustee Pigoni, Trustee Rowland, Trustee Schulze and Trustee Snyder

No: (none)

Abstain: (none)

Absent: Trustee Bloom, Trustee Kubota, Trustee McCaffery, Trustee Rich, Trustee Witt and Trustee Zavala

B. Presentation by Jeff Wickman, Administrator of the Marin County Employees Retirement Association (MCERA)

Mr. Wickman provided a brief overview of the agency's retirement plans, and its governance, laws, and responsibilities. He explained the finding of the June 30, 2022, Actuarial Valuation and their effects on both the District's funded ratio and the District's future employer contribution rates. Mr. Wickman informed the Board that a new actuarial valuation is planned for late summer 2023. Michelle Hardesty, who was until recently the Assistant Administrator, has retired. Ms. Anya Bakerink is now the Assistant Administrator.

C. Laboratory Update

Dr. Kelly Liebman, Scientific Programs Manager, gave a presentation on insecticide resistance issues, including bottle bioassays. Dr. Liebman's quarterly report covering the period from March to May 2023 was included in the packet.

8. COMMITTEE & STAFF REPORTS

A. Budget Committee

No report.

B. Legislative Committee

Trustee Davis informed the Board that the proposed state budget would be voted on by the legislature on June 15th 2023. The state budget proposal includes an allocation for the CalSurv mosquito and vector control database system. CalSurv is operated by staff and researchers at UC Davis and is very beneficial to the District. Fortunately, none of the current pending legislative proposals appear to be of immediate concern to mosquito and vector control agencies.

The most recent statewide legislative committee meeting of the Mosquito & Vector Control Association of California focused on climate issues and how to navigate the drastic changes that we are collectively faced with.

President Snyder inquired about the progress of AB 557, which deals with open meetings law (Brown Act), local agencies, and teleconferencing rules. Trustee Davis explained that there are a few current bills regarding open meetings and teleconferencing, but no definitive answers on this subject are available yet.

9. MANAGER’S REPORTS

Manager Smith and Assistant Manager Hawk expressed their condolences on the untimely passing of veteran Vector Control Technician Mike Cole. With almost 32 years of service, Mr. Cole was the District’s longest-serving employee. He possessed a wealth of knowledge and experience and was well-known in the communities we serve. *(Manager’s and Assistant Manager’s report was included in the June board packet)*

10. WRITTEN COMMUNICATIONS

No written communications.

11. OPEN TIME FOR BOARD OR STAFF COMMENTS

Trustee Gallian wished everyone a Wonderful 4th of July.

12. ADJOURNMENT

There being no further business to come before the Board, it was M/S Trustee Schulze/Trustee Davis to adjourn the meeting at 7:25 pm.

District Representative
MSMVCD

Date of Approval

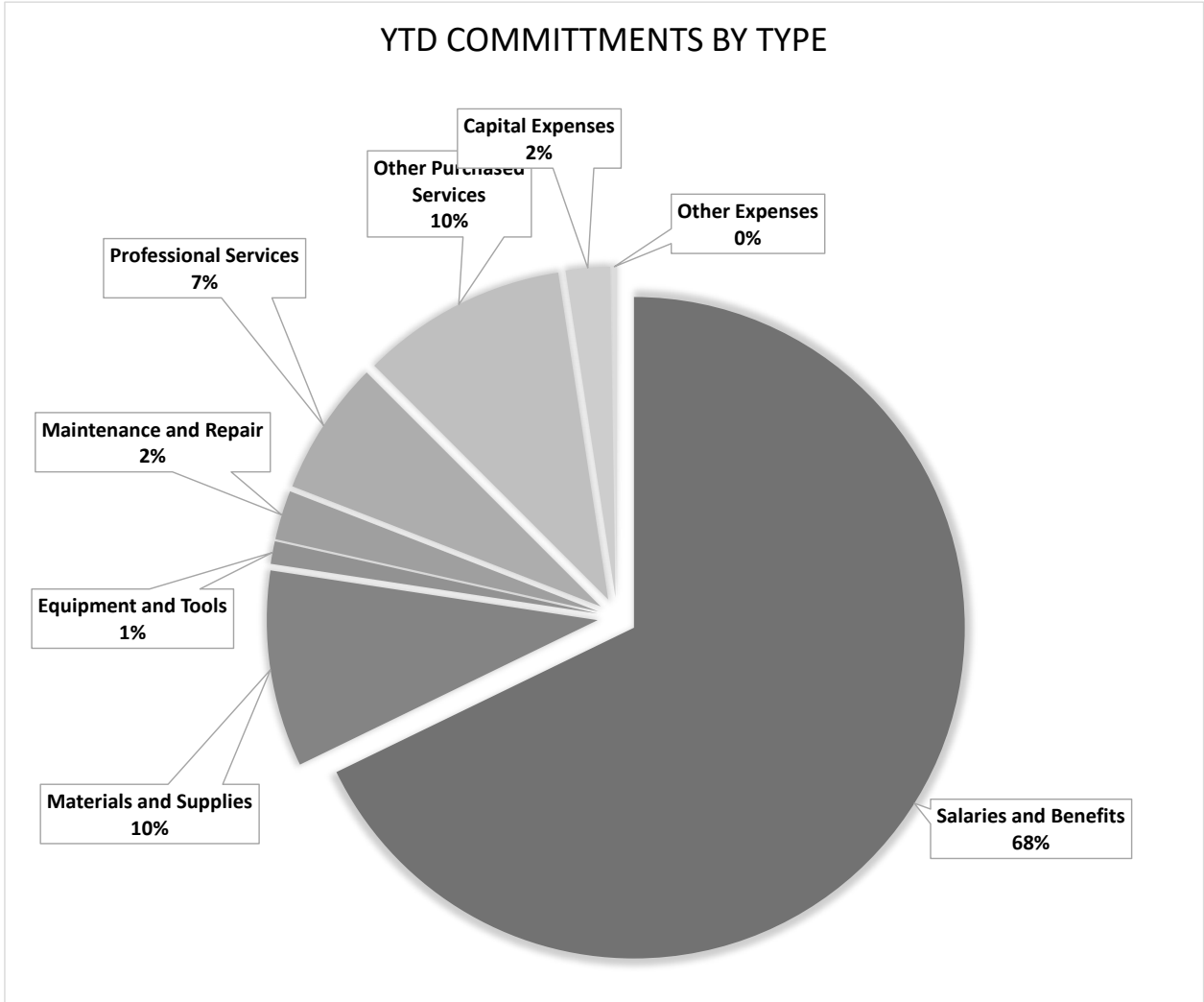
Trustee
MSMVCD Board of Trustees

Date of Approval

Monthly Budget Summary Report

June-23

	Current Month Commitments	YTD Commitments	Current Appropriation	Available Appropriation	% Committed
Salaries and Benefits	626,691	6,146,615	6,447,317	300,702	95%
Materials and Supplies	45,789	869,809	924,447	54,638	94%
Equipment and Tools	13,717	99,930	124,280	24,350	80%
Maintenance and Repair	35,373	218,244	245,350	27,106	89%
Professional Services	105,461	596,922	808,297	211,375	74%
Other Purchased Services	51,303	914,023	961,332	47,309	95%
Capital Expenses	10,609	195,950	404,505	208,555	48%
Other Expenses	2,473	23,084	583,017	559,933	4%
	891,416	9,064,578	10,498,545	1,433,967	86%



Vendor	Amount	Description	Fund
ADAPCO, INC.	18,664.38	Pyroicide	GENERAL
AFLAC	1,447.24		GENERAL
AG-AIR, INC.	82,026.75	Aerial Application- Helicopter	GENERAL
ALDRICH NETWORK CONSULTING	581.18	Computers and Laptops	GENERAL
ALDRICH NETWORK CONSULTING	5,000.00	Network and IT Consulting Services	GENERAL
ANTHONY RUSSO, JR.	200.00	Employee Boot Allowance	GENERAL
ANTHONY RUSSO, JR.	372.00	Employee Wellness Benefit	GENERAL
AT & T	135.90	AT&T	GENERAL
BEST BEST & KRIEGER, LLC.	652.50	Legal Counsel	GENERAL
BILL'S TOWING	180.00	Vehicle Maintenance	GENERAL
CAGWIN & DORWARD	599.00	Landscape Services	GENERAL
CALPERS	4,251.93		GENERAL
CALPERS 457 PLAN	4,251.93		GENERAL
CAROLYN BORR	170.97	Employee Wellness Benefit	GENERAL
CINTAS CORPORATION	2,242.87	Uniforms	GENERAL
CINTAS CORPORATION	1,363.20	COVID-19 Expenses	GENERAL
CLARKE MOSQUITO CONTROL PRODUCTS, INC	1,325.56	Spinosaad	GENERAL
CLARKE MOSQUITO CONTROL PRODUCTS, INC	132.51	Other Field Equipment	GENERAL
COMCAST BUSINESS	1,069.68	Phone System	GENERAL
COMCAST BUSINESS	250.38	Comcast	GENERAL
COUNTY OF MARIN	49,075.48	Retiree Medical Benefit	GENERAL
Chris Mohrman	200.00	Employee Boot Allowance	GENERAL
Connect Your Care	12.95	Other Professional Services - Human	GENERAL
DARREN BROOKSHIRE	200.00	Employee Boot Allowance	GENERAL
DELTA DENTAL OF CALIFORNIA	3,517.11	Dental - Active Employees	GENERAL
ERIK HAWK	500.00	Employee Wellness Benefit	GENERAL
ERNESTO VIRUEL	185.25	Employee Boot Allowance	GENERAL
ES OPCO USA LLC	3,695.79	Methoprene Pellets	GENERAL
ES OPCO USA LLC	33.44	Can Applicators	GENERAL
ES OPCO USA LLC	11,984.80	Backpack Foggers	GENERAL
FACTORY POWERSPORTS	10,608.89	Field Equipment	CAPITAL PROJECTS
FARM BUREAU	75.00	Other Memberships and Subscriptions	GENERAL
GREAT AMERICA FINANCIAL SERVICES	349.54	Copier Supplies	GENERAL
GREAT AMERICA FINANCIAL SERVICES	332.09	Copy Machine Lease	GENERAL
INTERSTATE BATTERY SYSTEM	195.79	Other Field Equipment	GENERAL
INTERSTATE BATTERY SYSTEM	508.73	Vehicle Maintenance	GENERAL
INTERSTATE BATTERY SYSTEM	476.61	ARGO Repair	GENERAL
INTERSTATE BATTERY SYSTEM	184.08	Boats and Forklifts	GENERAL
INTERSTATE BATTERY SYSTEM	15.87	Mosquito Traps	GENERAL
JACOB LEPORI	200.00	Employee Boot Allowance	GENERAL
JASON PIETSCH	200.00	Employee Boot Allowance	GENERAL
JASON SEQUEIRA	200.00	Employee Boot Allowance	GENERAL
JASON SEQUEIRA	495.67	Employee Wellness Benefit	GENERAL
JESSI HAGELSHAW	200.00	Employee Boot Allowance	GENERAL
KAISER FOUNDATION HEALTH PLAN	903.81	Kaiser - Active Employees	GENERAL
KAISER PERMANENTE - OHSS	241.00	Occupational Health Testing	GENERAL
KASEY KARINEN	200.00	Employee Boot Allowance	GENERAL
KASEY KARINEN	100.00	Employee Wellness Benefit	GENERAL
KEITH TYNER	200.00	Employee Boot Allowance	GENERAL
KRISTEN HOLT	453.94	Employee Wellness Benefit	GENERAL
LIEBERT CASSIDY WHITMORE	3,764.00	Human Resources Legal Services	GENERAL
LOWE'S BUSINESS ACCOUNT	20.50	Large Field Equipment	GENERAL
LOWE'S BUSINESS ACCOUNT	13.34	Grounds	GENERAL

Vendor	Amount	Description	Fund
MARIN COUNTY EMPLOYEES RETIREMENT ASSOC	74,000.81		GENERAL
MARIN COUNTY EMPLOYEES RETIREMENT ASSOC	102,492.29	Retirement - Employer Classic	GENERAL
MARIN COUNTY EMPLOYEES RETIREMENT ASSOC	57,253.55	Retirement - Employer PEPPA	GENERAL
MARIN INDEPENDENT JOURNAL	1,670.00	Public Relations Newspaper Articles	GENERAL
MARIN INDEPENDENT JOURNAL	100.00	Newspaper and Legal Notices	GENERAL
MISSION SQUARE RETIREMENT	3,321.24	Retiree Health Savings Account	GENERAL
MVCAC	1,298.00	Disease Surveillance and Testing (DART)	GENERAL
McNear Brick & Block	640.00	Contingency	GENERAL
NATIONWIDE TRUST COMPANY, FSB	2,575.00		GENERAL
NICK BARBIERI TRUCKING,LLC	15,381.98	Fuel and Oil	GENERAL
NIZZA SEQUEIRA	500.00	Employee Wellness Benefit	GENERAL
NORTH MARIN WATER DISTRICT	412.82	Hydrant Water	GENERAL
National Ice Delivery, Inc.	2,850.00	Dry Ice	GENERAL
P.G.& E.	1,013.88	Gas and Electricity	GENERAL
PATRICK VON ELM	1,225.00		GENERAL
PHILIP SMITH	500.00	Employee Wellness Benefit	GENERAL
POINT REYES LIGHT	90.00	Other Memberships and Subscriptions	GENERAL
PREFERRED ALLIANCE, INC.	106.00	Other Professional Services - Human	GENERAL
RECOLOGY SONOMA MARIN	395.98	Solid Waste Collection and Disposal	GENERAL
REGIONAL GOVERNMENT SERVICES	379.79	Recruitment Services	GENERAL
REGIONAL GOVERNMENT SERVICES	838.65	Other Professional Services - Human	GENERAL
RICHARD A. SANCHEZ	1,642.50	Janitorial Services	GENERAL
ROBERT MCGOVERN	139.48	Employee Boot Allowance	GENERAL
ROBERT MCGOVERN	500.00	Employee Wellness Benefit	GENERAL
ROBERT MORTON	200.00	Employee Boot Allowance	GENERAL
ROBERT MORTON	178.77	Employee Wellness Benefit	GENERAL
SANTA ROSA AUTO PARTS	2,300.56	Vehicle Maintenance	GENERAL
SANTA ROSA FIRE EQUIPMENT, INC.	288.75	Admin Building	GENERAL
SEAN O'BRIEN	30.20	Employee Wellness Benefit	GENERAL
SEBASTOPOL BEARING & HYDRAULIC	767.60	Vehicle Maintenance	GENERAL
SEBASTOPOL BEARING & HYDRAULIC	40.52	Large Field Equipment	GENERAL
SONOMA FILM WORKS INC.	6,250.00	Video Services	GENERAL
SONOMA LAFCO	11,053.00	Revenue Collection Fees (Sonoma)	GENERAL
SONOMA MEDIA GROUP	7,000.00	Digital Advertising	GENERAL
SONOMA MEDIA GROUP	11,410.00	Radio Advertising	GENERAL
SONOMA MEDIA GROUP	450.00	Booth Rental	GENERAL
SONOMA MEDIA INVESTMENTS, LLC	1,840.89	Public Relations Newspaper Articles	GENERAL
STRIPE N SEAL, INC.	27,981.00	Other Building and Grounds Maintenance	GENERAL
Sean Baker	200.00	Employee Boot Allowance	GENERAL
TASC	1,303.09		GENERAL
TEAMSTERS LOCAL UNION NO. 856 HEALTH AND	337.50		GENERAL
TEAMSTERS LOCAL UNION NO. 856 HEALTH AND	1,467.01	Teamsters Anthem	GENERAL
TERESA THOMAS-NETT	500.00	Employee Wellness Benefit	GENERAL
Tyler Baker	195.00	Employee Boot Allowance	GENERAL
UPS	235.36	Disease Surveillance and Testing (DART)	GENERAL
US BANK	49.26	Uniforms	GENERAL
US BANK	-155.03	Coats, Rain Gear and Boots	GENERAL
US BANK	128.66	Other Clothing and Safety Supplies	GENERAL
US BANK	105.59	Food for Staff or Business Meetings	GENERAL
US BANK	51.13	Other Food and Household Supplies	GENERAL
US BANK	391.61	Office Supplies	GENERAL
US BANK	92.40	Copier Supplies	GENERAL
US BANK	346.91	Presentation Supplies	GENERAL

Vendor	Amount	Description	Fund
US BANK	247.60	Other Office Expense	GENERAL
US BANK	20.47	Other Lab Supplies	GENERAL
US BANK	43.76	Ear Wear	GENERAL
US BANK	17.51	Field Tools	GENERAL
US BANK	175.58	Appliances and Office Tools	GENERAL
US BANK	552.08	Computer Software	GENERAL
US BANK	1,589.30	Vehicle Maintenance	GENERAL
US BANK	48.17	Trailer Repair	GENERAL
US BANK	940.68	ATV/UTV Repair	GENERAL
US BANK	17.17	Admin Building	GENERAL
US BANK	113.24	Other Professional Services	GENERAL
US BANK	875.31	Other Memberships and Subscriptions	GENERAL
US BANK	25.00	Staff Travel	GENERAL
US BANK	7,494.15	Use Tax	GENERAL
US BANK	61.76	Contingency	GENERAL
US BANK	408.00	COVID-19 Expenses	GENERAL
VERIZON WIRELESS	3,654.99	Cell Phone Services	GENERAL
VISION SERVICE PLAN (CA)	837.92	Vision Service Plan - Active Employees	GENERAL
WINE COUNTRY RADIO	3,024.00	Radio Advertising	GENERAL
Total:	578,775.10		

Objects 6000-6065

Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
6010 Salaries and Wages	345,509.65	3,826,696.83	4,070,819.00	3,893,419.00	66,722.17	98 %
6012 MCERA Credit	3,149.24	31,024.44	30,080.00	30,080.00	-944.44	103 %
6014 Overtime	8,914.69	23,627.37	30,600.00	30,600.00	6,972.63	77 %
6015 Seasonal Wages	33,864.00	183,250.20	316,000.00	358,000.00	174,749.80	51 %
6016 Trustee Wages	5,050.00	15,150.00	16,000.00	16,000.00	850.00	95 %
6022 Medicare Employer portion	5,637.25	57,618.41	64,976.00	64,976.00	7,357.59	89 %
6023 FICA (Social Security)	2,417.16	12,307.73	20,584.00	20,584.00	8,276.27	60 %
6030 Retirement - Employer Classic	102,492.29	678,371.46	711,776.00	711,776.00	33,404.54	95 %
6032 Retirement - Employer PEPRA	57,253.55	307,349.82	349,858.00	299,758.00	-7,591.82	103 %
6041 Kaiser - Active Employees	-6,083.69	586,643.19	632,865.00	574,115.00	-12,528.19	102 %
6043 Dental - Active Employees	3,517.11	42,467.30	46,395.00	46,395.00	3,927.70	92 %
6045 Vision Service Plan - Active Employees	837.92	10,958.66	11,676.00	11,676.00	717.34	94 %
6047 Teamsters Anthem	1,467.01	17,137.86	17,192.00	17,192.00	54.14	100 %
6051 Sentry Life and Hartford Life	0.00	4,425.94	4,855.00	4,855.00	429.06	91 %
6053 Employee Assistance Program	0.00	1,480.04	2,455.00	2,455.00	974.96	60 %
6055 Employee Boot Allowance	2,919.73	6,275.93	7,600.00	7,600.00	1,324.07	83 %
6057 Employee Wellness Benefit	6,348.67	14,220.60	18,250.00	18,250.00	4,029.40	78 %
6059 State Unemployment (5.0% x 44 emp)	1,000.16	10,577.39	19,375.00	19,375.00	8,797.61	55 %
6061 Retiree Spousal - Teamsters, WHA or UH	0.00	0.00	36,200.00	0.00	0.00	0 %
6063 Retiree Spousal - Kaiser	0.00	0.00	71,200.00	0.00	0.00	0 %
6065 Retiree Medical Benefit	49,075.48	282,780.08	171,126.00	278,526.00	-4,254.08	102 %
6XXX Object Group Total	623,370.22	6,112,363.25	6,649,882.00	6,405,632.00	293,268.75	95 %
Grand Total:	623,370.22	6,112,363.25	6,649,882.00	6,405,632.00	293,268.75	95 %

101 GENERAL

Assets

Current Assets

Cash with Marin County	15,318,506.10
Cash at Exchange Bank	41,346.63
Petty Cash	350.00
Deposits with VCJPA	796,574.00
Deposits in CEPPT	1,700,000.00
Accounts Receivable	1,914,599.25
Compensated Absences - Amount to be Provided	561,454.16
Inventory	307,301.43

Total Current Assets

20,640,131.57

Total Assets

20,640,131.57

Liabilities and Equity

Current Liabilities

Other Payables	200.00
Deferred Revenue	1,880,425.72
Compensated Absences	561,454.16
Payroll Payable	24,320.44
457 Payable	(643.21)
Section 125 Plan #2 - Insurance Premiums	337.50
TASC Payable	643.21

Total Current Liabilities

2,466,737.82

Total Liabilities

2,466,737.82

Equity

Non-Spendable: Inventory	307,301.43
Assignment for Deposits with VCJPA	796,574.00
Assignment for No Income Period	4,596,424.00
Commitment for Public Health Emergency	1,838,570.00
Assignment for Pension Prefunding Trust	1,100,000.00
Unassigned	7,955,001.75
CURRENT YEAR INCOME/(LOSS)	1,579,522.57

Total Equity

18,173,393.75

Total Liabilities & Equity

20,640,131.57

301 CAPITAL PROJECTS

Assets

Current Assets

Cash with Marin County 689,878.90

Total Current Assets 689,878.90

Fixed Assets

Land 675,000.00
Structures and Improvements 6,910,023.67
Office Furniture 37,618.55
Office Equipment 387,260.07
Field Equipment 199,093.94
Vehicles 2,907,891.56
Construction in Progress 124,054.00

Total Fixed Assets 11,240,941.79

Total Assets 11,930,820.69

Liabilities and Equity

Total Liabilities

Equity

Investment in Capital Assets 11,240,941.79
Commitment for Future Capital Replacement and
CURRENT YEAR INCOME/(LOSS) (259,080.66)

Total Equity 11,930,820.69

Total Liabilities & Equity 11,930,820.69

MARIN SONOMA MOSQUITO & VECTOR CONTROL DIST
Quarterly Income Statement
For the Accounting Period: 06 / 23

101 GENERAL

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Current YTD	Budget	Variance
REVENUES							
TAXES MARIN COUNTY							
4110 Current Secured		1,491,916	12,036	1,098,319	2,602,270	2,680,193	-77,923
4115 Current Unsecured		41,380	7,465		48,845	47,835	1,010
4125 Prior Unsecured		2,387	323		2,709	1,719	990
4130 Benefit Assessment Marin		629,072	4	457,507	1,086,584	1,141,800	-55,216
4135 Benefit Assessment Marin		92,527		67,292	159,819	169,318	-9,500
4150 Supplemental Taxes	1,407	21,203	45,800	12,989	81,399	69,009	12,390
4160 RDA Residual		10,590			10,590	11,516	-926
Total TAXES MARIN COUNTY	1,407	2,289,075	65,628	1,636,107	3,992,216	4,121,390	-129,175
TAXES SONOMA COUNTY							
4210 Current Secured		1,759,819		1,444,557	3,204,376	3,285,769	-81,393
4215 Current Unsecured		97,469			97,469	97,500	-31
4220 Secured Delinquent						15,000	-15,000
4230 Benefit Assessment Sonoma		1,112,971		838,030	1,951,001	2,046,000	-94,999
4235 Benefit Assessment Sonoma		470,012	2,612	339,016	811,640	901,282	-89,642
4239 Delinquent Special		19,839		10,910	30,748	15,073	15,675
4250 Sonoma Supplemental Taxes		25,135		21,449	46,584	50,000	-3,416
4260 Sonoma RDA		-44,085		-161,591	-205,676	-92,325	-113,351
Total TAXES SONOMA COUNTY		3,441,160	2,612	2,492,371	5,936,142	6,318,299	-382,157
USE OF MONEY & PROPERTY							
4310 Investment Earnings	7,168	24,297	39,065	963	71,492	29,377	42,115
Total USE OF MONEY & PROP	7,168	24,297	39,065	963	71,492	29,377	42,115
STATE & FEDERAL							
4410 Homeowners Property Tax		3,957	3,574	5,659	13,189	26,188	-12,999
4420 In-Lieu Tax		170			170	300	-130
4490 Other State Aid		42			42	200	-158
Total STATE & FEDERAL		4,169	3,574	5,659	13,401	26,688	-13,287
CHARGES FOR SERVICES							
4510 Miscellaneous Services	81,322	91,063	5,324	112,154	289,863	190,050	99,813
Total CHARGES FOR SERVICE	81,322	91,063	5,324	112,154	289,863	190,050	99,813
OTHER REVENUE							
4910 Refunds and	394	4,734	29,928	457	35,513	20,000	15,513
4920 Insurance Refunds and	4,423	19,598	21,578		45,599	69,750	-24,151
4930 Sales of District	90	210	374	120	794		794
Total OTHER REVENUE	4,907	24,542	51,880	577	81,906	89,750	-7,844
Total REVENUES	94,804	5,874,306	168,083	4,247,831	10,385,020	10,775,554	-390,535
Net Income from Operations	94,804	5,874,306	168,083	4,247,831	10,385,020		
Net Income	94,804	5,874,306	168,083	4,247,831	10,385,020		

DATE: July 12, 2023

TO: Board of Trustees

FROM: Philip Smith, District Manager
Kelly Tuffo, Attorney, Liebert Cassidy Whitmore
Dana Shigley, Management Aide

SUBJECT: Recommended Changes to the District Employee Policy Manual



RECOMMENDATION

1. Review and discuss the proposed revisions to the District Employee Policy Manual
2. Consider a motion to adopt Resolution 2023/24-XX approving changes to the Employee Policy Manual

BACKGROUND

In February 2023, as part of a comprehensive restructuring of the Administrative Services Office, the Board approved the addition of a regular, part-time Human Resources Technician (HRT) position. This position differs from our traditional seasonal and part-time positions. The Human Resources Technician will receive benefits normally provided solely to regular full-time employees; however, in most cases, the benefits (e.g., medical insurance premiums) will be prorated to reflect the HRT's part-time status.

The District has not, in the past, hired regular, benefitted employees on a part-time basis, and consequently the Employee Policy Manual addresses benefits only for regular full-time employees. There are several sections of the Employee Policy Manual that must be updated to reflect this new type of employment before we can recruit to fill the HRT position.

Attached are two versions of the Employee Policy Manual. One is a clean copy, and the other shows all the proposed changes. The changes are primarily related to probation, benefits, holidays, leave, and similar language to clarify how the policy will relate to regular part-time employees. In addition, there are a few minor changes needed to reflect current practices and correct omissions. None of these changes are intended to change any policy or practice related to regular, full-time employees. In the next few months, we propose to conduct a review of certain other policies to ensure that they are up to date and will report to the Policy Committee and Board.

On June 30, 2023, employment law counsel and District staff met with representatives from the Western Council of Engineers (WCE) to discuss these proposed changes. WCE representatives provided helpful suggestions, and the Union supports these adjustments. If the Board supports these changes and approves the recommended resolution, staff will begin recruitment immediately to fill the position.

SUMMARY OF CHANGES

New changes are highlighted in grey. The changes are listed below:

- In C-500, E-400, and P-700, we added language reflecting a pro-rated probationary period for permanent part-time staff members
- Typographical errors have been corrected in E-100, N-100, P-900
- Juneteenth was added to the list of holidays in H-200 to match the side letter to the Memoranda of Understanding with WCE

FINANCIAL ANALYSIS

On June 14, 2023, the Board approved the FY 23-24 Annual Budget, which fully funded the part-time HRT position.

CONCLUSION

If the Board adopts the proposed resolution, staff will begin recruitment immediately to fill the vacant HRT position.

RESOLUTION 2023/24-XX

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE MARIN/SONOMA MOSQUITO & VECTOR CONTROL DISTRICT APPROVING CHANGES TO THE EMPLOYEE POLICY MANUAL

WHEREAS, in February 2023, the Board authorized the addition of a new regular, part-time, staff position, receiving prorated benefits; and

WHEREAS, the District did not previously have any similar category of employee and the District Employee Policy Manual did not include language addressing medical benefits, leaves and other benefits for regular, part-time employees; and

WHEREAS, the District now wishes to amend the District Employee Policy Manual to include language appropriate for this new category of employee; and

WHEREAS, the District has met with representatives of the Western Council of Engineers (WCE) to discuss the proposed changes, and WCE supports the proposed changes.

NOW THEREFORE BE IT RESOLVED, by the Board of Trustees of the Marin/Sonoma Mosquito & Vector Control District as follows:

SECTION 1. Recitals

The above recitals are incorporated as though set forth in this section.

SECTION 2. Purposes

The District desires to amend the District Employee Policy Manual to reflect the addition of a new regular hire, part-time category of employee.

SECTION 3. Adoption of Agreements

The Board hereby adopts the revised District Employee Policy Manual attached to this resolution as Exhibit A.

SECTION 4. Severability

Should any provision of this Resolution, or its application to any person or circumstance, be determined by a court of competent jurisdiction to be unlawful, unenforceable, or otherwise void, that determination shall have no effect on any other provision of this Resolution or the application of this Resolution to any other person or circumstance and, to that end, the provisions hereof are severable.

Effective Date This Resolution shall become effective upon its adoption.

PASSED AND ADOPTED at a regular meeting of the Board of Trustees held July 12, 2023, 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"/>
Art Deicke	<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"/>
Pamela Harlem	<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"/>
Carol Pigoni	<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"/>
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"/>
Richard Snyder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Totals:				

ATTEST:

Diana Rich
Secretary, Board of Trustees

APPROVED:

Carol Pigoni
Vice President, Board of Trustees

Manager's Report

- Staff in the Administrative Services Office are busy closing out the 22-23 fiscal year and loading the new budget as approved by the Board into the financial management system. Liz Garcia is taking the opportunity to improve some processes, such as providing a single email address for accounts payable, which multiple staff can access and check. HR-related documentation, such as staff emergency contact information forms, is also being updated.
- Working with our ecological consultants and the District's Architect, we've made further progress on preliminary studies for the facilities expansion project. Following a lengthy meeting to discuss the results of the wetlands delineation and botanical survey site work, we decided that additional biological study was needed of certain areas of interest on the grounds. Despite the ten years of relative drought preceding last year's heavier precipitation, the site's existing natural and created wetlands that were originally mapped in the late 1990s have grown, potentially constraining development potential. In general, a 25-foot setback must be maintained to these irregularly shaped wetland boundaries. To clear up some significant questions about the feasibility of using certain areas of the site, SOL Ecology plans to invite a member of the state regulatory staff to visit for a consultation. After this, we will be in a better position to report back to the Board on potential expansion options.
- To date, the District has not detected any birds or mosquito pools with West Nile virus. Statewide, about 150 mosquito samples and 51 dead birds have tested positive, mostly in the Central Valley and Southern California. No human cases have been reported, but those tend to lag six or more weeks behind the other findings. It is worth noting that locally, Santa Clara, Solano, and Alameda counties have all reported at least WNV one positive bird, but no pooled mosquito samples have tested positive, with the odd exception of one in Alameda County in January.
- Following a meeting with the Western Council of Engineers and its employee representatives, the District prepared a comprehensive update to its COVID-19 Prevention Plan (CPP). Reflected in the CPP are some significant changes to the new Cal/OSHA non-emergency regulations and revised guidance issued by the California Department of Public Health.
- As of July 5th, the balance in District's OPEB trust account for retiree future medical benefits had fallen to \$6.98M. The online statement shows a precipitous decline of \$1.18M, posted on July 3rd. Last year, the fund's low point was \$7.3M, so although the loss is unrealized, this is a significant decline from the previous quarter-ending balance of \$7.9M. We are seeking clarification from the CERBT

staff about what occurred. In happier news, the pension prefunding trust (CEPPT) balance remains in positive territory at \$1.79M.

- The Town of Corte Madera recently appointed Alison Marquiss to the District Board. We will welcome her at the Board's August 9th meeting.
- Staff completed the annual inventory of our pesticide materials with no issues found. Stocks of mosquito control materials are currently very low due to the necessity for frequent substantial aerial (helicopter) applications and a high volume of service requests in recent weeks. For example, after being dormant for mosquito production for over 18 months, 450 acres of the Petaluma marsh required an aerial application last month. Similarly, almost 1,000 acres at Skaggs Island recently required treatment. Staff are replenishing materials stocks using the new fiscal year budget allocations.
- Working with the consulting firm of Ascent Environmental, we have made further progress on launching the project to prepare an Addendum to the District's Programmatic Environmental Impact Report. We now have a scope of work approved by the member districts and cost estimates. The District's projected share is included in the proposed budget for FY23-24.
- President Snyder advises that the Board will hold its next regularly scheduled meeting on August 9th, 2023. Because the next regular meeting date of September 13th falls outside the 30-day window established under AB361, Trustees will receive a poll via email to determine the optimal date for a meeting in early September.
- Working with a local contractor, Maintenance staff oversaw the resealing and striping of the parking lots and yard area.
- Continued vigilance by staff, aided by the proactive stance of the safety committee, has resulted in 153 continuous days without an accident or injury. Safety training by the VCJPA Risk Management staff will be held for all staff next month, including some "behind-the-wheel" driving observations.

Assistant Manager's Report

- The Assistant Manager's report will be provided at the Board Meeting.