

**BOARD OF TRUSTEES
SPECIAL BOARD MEETING**

DATE: January 15, 2025

TIME: 6:00 p.m.

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

Videoconference & Teleconference Option: [Zoom Link](#) Meeting ID: 815 0511 4393

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 Wy., San Rafael, CA. 94903 * 2352 Mar East St., Tiburon, CA. 94920 * 903 Hacienda Cir., Rohnert Park, CA. 94928 * 1 Tenaya Ln., Novato, CA. 94947 * 10 Pomander Walk, Belvedere, CA. 94920

*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 (**Secretary**)

Gail Bloom, Larkspur

Phill Carter, [Sebastopol](#)

Scott Conrad, Santa Rosa

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

Piper Primrose, Novato

Ed Schulze, Marin Co. at Large

Richard Snyder, Belvedere

David Witt, [Mill Valley](#) (**First V.P.**)

Carol Pigoni, Cloverdale (**President**)

Open Seats:

Rohnert Park, Ross, one Marin County at Large, San Anselmo 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. **INTRODUCTION OF NEW TRUSTEES**

Please welcome our recently appointed trustees Piper Primrose, City of Novato, Scott Conrad, City of Santa Rosa and Phill Carter, City of Sebastopol.

5. **PUBLIC TIME**

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

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

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

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

6. **CONSENT CALENDAR**

A. **APPROVAL OF AGENDA**

B.* **MINUTES** – Minutes of Board Meeting held on December 11, 2024.

C.* **FINANCIAL REPORTS** – Accept Financial Reports for December 2024.

ACTION NEEDED

RECOMMENDATION: Approve and accept the consent calendar.

INFORMATION ENCLOSED

7. **ITEMS REMOVED FROM CONSENT**

8. **INFORMATION ONLY**

9. **COMMITTEE REPORTS**

A. **Executive Committee**

No Report

B. **Facility Improvement Committee**

Verbal Report by Chair Vicki Nichols

C. **Policy Committee**

No Report

10. **DEPARTMENT REPORTS**

A.* Administrative/Manager's Report

Report by Peter Bonkrude

B.* Operations/Asst. Manager's Report

Report by Erik Hawk

C.* Laboratory/Scientific Programs Manager's Report

Report by Dr. Kelly Furey

D.* Outreach/Public Information Officer's Report

Report by Nizza Sequeira

INFORMATION ENCLOSED

11. **NEW BUSINESS**

A.* 2025 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 11, 2024, Board meeting.

President – David Witt

1st Vice-President – Laurie Gallian

2nd Vice-President – Cathy Benediktsson

Secretary – Susan Harvey

ACTION NEEDED

COMMITTEE RECOMMENDATION: Review and discuss the Nominating Committee's recommendations. Consider a motion to appoint the Board Officers for 2025.

INFORMATION ENCLOSED

B. Passing of the Gavel

C. Committee Assignments

Incoming President Witt will invite Trustees to contact him to express their wishes regarding committee assignments for 2025.

D.* Approve Signature Card for District Bank Account

Proposed Signers: President, 1st Vice-President, Secretary, Trustee Davis, Trustee Shaun McCaffery, District Manager Bonkrude, 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.

INFORMATION ENCLOSED

E.* Authorization for District Manager to Execute Forms, Contracts, and Purchases Associated with the CalOES Cybersecurity Grant

ACTION NEEDED

Staff recommends that the Board of Trustees authorize the District Manager to execute all necessary forms, contracts, and purchases associated with the CalOES Cybersecurity Grant of \$216,000.

INFORMATION ENCLOSED

12. WRITTEN COMMUNICATIONS

No written communications.

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

13. OPEN TIME FOR BOARD OR STAFF COMMENTS

14. ADJOURNMENT

Marin/Sonoma Mosquito & Vector Control District

Board of Trustees
595 Helman Lane
Cotati, CA 94931

December 11, 2024
MINUTES

1. **CALL TO ORDER**

President Pigoni called the meeting to order at 6:00 p.m.

2. **PLEDGE OF ALLEGIENCE**

3. **ROLL CALL**

Members present:

Ackerman, Bruce
Benediktsson, Cathy
Bloom, Gail
Davis, Tamara
Gopinath, Rika *Arrived at 6:01*
Harvey, Susan
Hootkins, Susan
Kubota, Evan

Marquiss, Alison
McCaffery, Shaun
Nichols, Vicki
Schulze, Ed
Snyder, Richard
Witt, David *Arrived at 6:13*
Pigoni, Carol

Members absent:

Gallian, Laurie
Rowland Jr., Herb

Open seats: Rohnert Park, Ross, one Marin County at Large, San Anselmo, Santa Rosa, Sebastopol and one Sonoma County at Large

Others present:

Peter Bonkrude, District Manager
Liz Garcia, Administrative Services Manager
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. MINUTES – Minutes of Board Meeting held on October 9, 2024.

C. FINANCIAL REPORTS – Accept Financial Reports for October and November 2024.

It was M/S Trustee Snyder/Trustee Davis to approve and accept the Consent Calendar.

Motion passed with a roll call vote:

Ayes: Trustee Ackerman, Trustee Benediktsson, Trustee Bloom, Trustee Davis, Trustee Gopinath, Trustee Harvey, Trustee Hootkins, Trustee Kubota, Alison Marquiss, Trustee McCaffery, Trustee Nichols, Trustee Schulze, Trustee Snyder and Trustee Pigoni

No: (none)

Abstain: (none)

Absent: Trustee Gallian, Trustee Rowland, and Trustee Witt

6. ITEMS REMOVED FROM CONSENT

No items removed from the consent calendar.

7. INFORMATION ONLY

No information only items.

8. COMMITTEE REPORTS

A. Executive Committee

No Report

B. Facility Improvement Committee

Committee Chair Vicki Nichols introduced the committee members and provided a summary of the two meetings held previously with one being a site visit. The committee thoroughly reviewed documents and discussed the fundamentals of improving the facility, including the financial aspects and schematic designs. The committee plans to meet again soon, the overall goal is to provide recommendations to the board.

C. Policy Committee

No Report

D. Nominating Committee

Committee Chair Ed Schulze presented the nominations for Board Officers positions for 2025: President – David Witt, 1st Vice President – Laurie Gallian, 2nd Vice President – Cathy Benediktsson and Secretary – Susan Harvey.

9. DEPARTMENT REPORTS

A. Administrative/Manager's Report

Manager Bonkrude added to his written report; we are currently scheduling presentations to all the appointing city/town councils and board of supervisors. This is to provide a quick introduction as the new District Manager, give an update on the 2024 season and explain what is planned for 2025 season. We will provide the calendared dates so that you can attend if you choose. Lastly, he thanked Trustee Rich and Trustee Rowland and extended the gratitude to all the board members for their service at the District.

B. Operations/Assistant Manager's Report

District Manager Bonkrude stated Assistant Manager Hawk didn't have any additional information to add to his report.

C. Laboratory/Scientific Programs Manager's Report

Scientific Programs Manager Dr. Furey added to her written report that the results for the Tick Surveillance Survey show that the adult *Ixodes pacificus* are out and in abundance so be mindful when you are out hiking.

10. NEW BUSINESS

A. Discussion and/or approval to authorize the District Manager to Surplus District Property (Attachment A) per Board Policy 4030

It was M/S Trustee Snyder/Trustee McCaffery to authorize the District Manager to surplus district property (Attachment A) per Board Policy 4030.

Motion passed with a roll call vote:

Ayes: Trustee Ackerman, Trustee Benediktsson, Trustee Bloom, Trustee Davis, Trustee Gopinath, Trustee Harvey, Trustee Hootkins, Trustee Kubota, Alison Marquiss, Trustee McCaffery, Trustee Nichols, Trustee Schulze, Trustee Snyder, Trustee Witt and Trustee Pigoni

No: (none)

Abstain: (none)

Absent: Trustee Gallian and Trustee Rowland

B. Discussion and/or Approval of Purchase and Implementation of GovInvest Software for Financial Forecasting and Long-Term Planning

It was M/S Trustee Snyder/Trustee Davis to approve the purchase and implementation of GovInvest software for financial forecasting and long-term planning.

Motion passed with a roll call vote:

Ayes: Trustee Ackerman, Trustee Benediktsson, Trustee Bloom, Trustee Davis, Trustee Gopinath, Trustee Harvey, Trustee Hootkins, Trustee Kubota, Alison Marquiss, Trustee McCaffery, Trustee Nichols, Trustee Schulze, Trustee Snyder, Trustee Witt and Trustee Pigoni

No: (none)

Abstain: (none)

Absent: Trustee Gallian and Trustee Rowland

C. Proclamation Honoring Trustee Diana Rich for her Dedicated Service to the District and its Mission

It was M/S Trustee Davis/Trustee Nichols to approve Proclamation 2024/25-01 Honoring Trustee Diana Rich for her Dedicated Service to the District and its Mission.

Motion passed with a roll call vote:

Ayes: Trustee Ackerman, Trustee Benediktsson, Trustee Bloom, Trustee Davis, Trustee Gopinath, Trustee Harvey, Trustee Hootkins, Trustee Kubota, Alison Marquiss, Trustee McCaffery, Trustee Nichols, Trustee Schulze, Trustee Snyder, Trustee Witt and Trustee Pigoni

No: (none)

Abstain: (none)

Absent: Trustee Gallian and Trustee Rowland

D. Proclamation Honoring Trustee Herb Rowland for his Dedicated Service to the District and its Mission

It was M/S Trustee Snyder/Trustee Schulze to approve Proclamation 2024/25-02 Honoring Trustee Herb Rowland for his Dedicated Service to the District and its Mission.

Motion passed with a roll call vote:

Ayes: Trustee Ackerman, Trustee Benediktsson, Trustee Bloom, Trustee Davis, Trustee Gopinath, Trustee Harvey, Trustee Hootkins, Trustee Kubota, Alison Marquiss, Trustee McCaffery, Trustee Nichols, Trustee Schulze, Trustee Snyder, Trustee Witt and Trustee Pigoni

No: (none)

Abstain: (none)

Absent: Trustee Gallian and Trustee Rowland

E. Discussion and/or Approval to Cancel the Regular Board Meeting Date, January 8, 2025, and To Schedule a Special Board Meeting for January 15, 2025.

It was M/S Trustee Nichols/Trustee McCaffery to approve the cancelation of the Regular Board Meeting January 8, 2025, and to schedule a Special Board Meeting on January 15, 2025.

Motion passed with a roll call vote:

Ayes: Trustee Ackerman, Trustee Benediktsson, Trustee Bloom, Trustee Davis, Trustee Gopinath, Trustee Harvey, Trustee Hootkins, Trustee Kubota, Alison Marquiss, Trustee McCaffery, Trustee Nichols, Trustee Schulze, Trustee Snyder, Trustee Witt and Trustee Pigoni

No: (none)

Abstain: (none)

Absent: Trustee Gallian and Trustee Rowland

11. WRITTEN COMMUNICATIONS

No written communications.

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

Trustee Nichols mentioned that the current Marin satellite meeting location will not be available for some of the months in 2025: February, May, September and November, but are looking into alternative locations.

Trustee Davis explained that Trustee Gallian apologized for missing tonight's meeting but wanted to wish everyone a Happy Holiday. Trustee Davis expressed the same sentiments.

Trustee Gopinath expressed sincere gratitude from the City of San Rafael Manager to District Manager Bonkrude and Rodent Control Specialist Tony Russo for assisting in a rodent control issue in the Canal area of San Rafael.

District Manager Bonkrude wished everyone a Happy Holidays. He explained that year 2024 has gone by quickly, and is looking forward to the 2025 new year.

13. **ADJOURNMENT**

There being no further business to come before the Board, it was M/S Trustee Davis/Trustee Schulze to adjourn the meeting at 6:47 p.m.

*District Representative
MSMVCD*

Date of Approval

*Trustee
MSMVCD Board of Trustees*

Date of Approval

Vendor	Amount	Description	Fund
ADVOCACY & MANAGEMENT GROUP	14,950.00	Other Professional Services - Human	GENERAL
AFLAC	1,252.56		GENERAL
ALDRICH NETWORK CONSULTING	5,500.00	Network and IT Consulting Services	GENERAL
ASCENT ENVIRONMENTAL, INC.	10,678.30	Other Professional Services	CAPITAL PROJECTS
AT & T	543.16	AT&T	GENERAL
AUNTIE STACEY'S FACE PAINTING	354.00	Open House	GENERAL
BRODIE'S TIRE & BRAKE INC.	1,176.20	Vehicle Maintenance	GENERAL
CAGWIN & DORWARD	686.00	Landscape Services	GENERAL
CALPERS 457 PLAN	28,704.33		GENERAL
CASEY RICHTER	573.00	Employee Wellness Benefit	GENERAL
CASEY RICHTER	631.43	Staff Travel	GENERAL
CINTAS CORPORATION	3,031.74	Uniforms	GENERAL
CINTAS CORPORATION	108.63	First Aid Supplies and Kits	GENERAL
CINTAS CORPORATION	307.87	Janitorial Services	GENERAL
CITY OF COTATI - IRRIGATION 01-1210-00	879.24	Water - Irrigation/Industrial	GENERAL
CITY OF COTATI - SEWER - 01-1220-00	1,231.42	Water and Sewer	GENERAL
CLARKE MOSQUITO CONTROL PRODUCTS, INC	748.00	Mosquito Traps	GENERAL
COMCAST BUSINESS	534.97	Phone System	GENERAL
COMCAST BUSINESS	613.78	Comcast	GENERAL
COMPLETE WELDERS SUPPLY, INC.	235.42	Dry Ice	GENERAL
COMPLETE WELDERS SUPPLY, INC.	111.45	Other Maintenance and Repair	GENERAL
COUNTY OF MARIN	26,346.95	Retiree Medical Benefit	GENERAL
CPS HR CONSULTING	557.50	Other Professional Services - Human	GENERAL
Connect Your Care	12.95	Other Professional Services - Human	GENERAL
DELTA DENTAL OF CALIFORNIA	4,100.40	Dental - Active Employees	GENERAL
ERIC SEDER	290.80	Employee Boot Allowance	GENERAL
ERIK HAWK	378.40	Employee Boot Allowance	GENERAL
ERNESTO VIRUEL	750.00	Employee Wellness Benefit	GENERAL
EVERBRIDGE INC.	21,000.00	Communication/Notification System	GENERAL
FISHER SCIENTIFIC	1,649.75	Surveillance Supplies	GENERAL
GRAINGER	22.98	Vehicle Storage/Garage	GENERAL
GREAT AMERICA FINANCIAL SERVICES	352.66	Copier Supplies	GENERAL
GREAT AMERICA FINANCIAL SERVICES	332.09	Copy Machine Lease	GENERAL
HOME DEPOT CREDIT SERVICES	36.40	Trailer Repair	GENERAL
IDESIGN	5,610.00	Presentation Supplies	GENERAL
INNOVATIVE SCREEN PRINTING	743.51	Coats, Rain Gear and Boots	GENERAL
INNOVATIVE SCREEN PRINTING	219.00	Other Clothing and Safety Supplies	GENERAL
JACKSON-HIRSH, INC.	64.68	Office Supplies	GENERAL
JAY'S ENGRAVING & RUBBER STAMPS	133.28	Office Supplies	GENERAL
KAISER FOUNDATION HEALTH PLAN	5,624.00		GENERAL
KAISER FOUNDATION HEALTH PLAN	55,877.74	Kaiser - Active Employees	GENERAL
KELLY FUREY	258.00	Staff Travel	GENERAL
LOWE'S BUSINESS ACCOUNT	20.86	Trailer Repair	GENERAL
LOWE'S BUSINESS ACCOUNT	7.04	Grounds	GENERAL
MARIN COUNTY EMPLOYEES RETIREMENT ASSOC	44,558.22		GENERAL
MARIN COUNTY EMPLOYEES RETIREMENT ASSOC	48,390.76	Retirement - Employer Classic	GENERAL
MARIN COUNTY EMPLOYEES RETIREMENT ASSOC	38,914.48	Retirement - Employer PEPR	GENERAL
MISSION SQUARE RETIREMENT - Contribution	7,650.00	Retiree Health Savings Account	GENERAL
NATIVE SAGE ENVIRONMENTAL CONSULTING	2,190.00	Other Professional Services	CAPITAL PROJECTS
NICK BARBIERI TRUCKING,LLC	1,054.85	Fuel and Oil	GENERAL
NIZZA SEQUEIRA	230.00	Employee Wellness Benefit	GENERAL
NORTH MARIN WATER DISTRICT	531.79	Hydrant Water	GENERAL
P G & E - ELECTRIC	159.24	Gas and Electricity	GENERAL

Vendor	Amount	Description	Fund
P G & E - GAS	3,177.82	Gas and Electricity	GENERAL
PETER BONKRUDE	258.00	Staff Travel	GENERAL
PUBLIC AGENCY LAW, INC.	686.00	Legal Counsel	GENERAL
QUADIENT LEASING USA, INC.	288.27	Postage Machine Lease	GENERAL
RECOLOGY SONOMA MARIN	412.57	Solid Waste Collection and Disposal	GENERAL
REESE & ASSOCIATES INC.	1,625.00	Other Professional Services	CAPITAL PROJECTS
RELIABLE HARDWARE AND STEEL CO.	949.33	Steel	GENERAL
REYFF ELECTRIC INC.	240.00	Grounds	GENERAL
RICHARD A. SANCHEZ	1,642.50	Janitorial Services	GENERAL
ROBERT MORTON	400.00	Employee Boot Allowance	GENERAL
SANTA ROSA AUTO PARTS	223.42	Vehicle Maintenance	GENERAL
SANTA ROSA AUTO PARTS	79.67	ATV/UTV Repair	GENERAL
SANTA ROSA FIRE EQUIPMENT, INC.	393.75	Admin Building	GENERAL
SONOMA MEDIA GROUP	106.00	Newspaper and Legal Notices	GENERAL
STATE WATER RESOURCES CONTROL BOARD	3,630.00	Waste Discharge Permit (SWRCB)	GENERAL
TASC	1,608.30		GENERAL
TEAMSTERS LOCAL 665 - UNION	1,300.00		GENERAL
TEAMSTERS LOCAL UNION NO. 856 HEALTH AND	1,212.00		GENERAL
TEAMSTERS LOCAL UNION NO. 856 HEALTH AND	6,171.56	Teamsters Anthem	GENERAL
THE HARTFORD	504.00	Sentry Life and Hartford Life	GENERAL
UPS	10.26	Disease Surveillance and Testing (DART)	GENERAL
US BANK	95.94	Other Clothing and Safety Supplies	GENERAL
US BANK	200.90	Food for Trustee Meetings	GENERAL
US BANK	385.73	Food for Staff for Business Meetings	GENERAL
US BANK	414.21	Other Food and Household Supplies	GENERAL
US BANK	242.25	Office Supplies	GENERAL
US BANK	15.00	Presentation Supplies	GENERAL
US BANK	62.44	Other Outreach and Education Supplies	GENERAL
US BANK	39.59	Other Lab Supplies	GENERAL
US BANK	49.45	Ear Wear	GENERAL
US BANK	140.72	Mosquito Traps	GENERAL
US BANK	30.24	Field Tools	GENERAL
US BANK	184.67	Computers and Laptops	GENERAL
US BANK	406.50	Computer Software	GENERAL
US BANK	47.29	Vehicle Maintenance	GENERAL
US BANK	131.88	Mosquito Traps	GENERAL
US BANK	270.10	Grounds	GENERAL
US BANK	33.29	Research	GENERAL
US BANK	535.00	American Mosquito Control	GENERAL
US BANK	32.98	Other Memberships and Subscriptions	GENERAL
US BANK	2,776.72	Staff Travel	GENERAL
VEEMAC LLC	30,266.00	Other Professional Services	CAPITAL PROJECTS
VERIZON WIRELESS	8,119.40	Cell Phone Services	GENERAL
VISION SERVICE PLAN (CA)	780.18	Vision Service Plan - Active Employees	GENERAL
Total:	411,098.76		

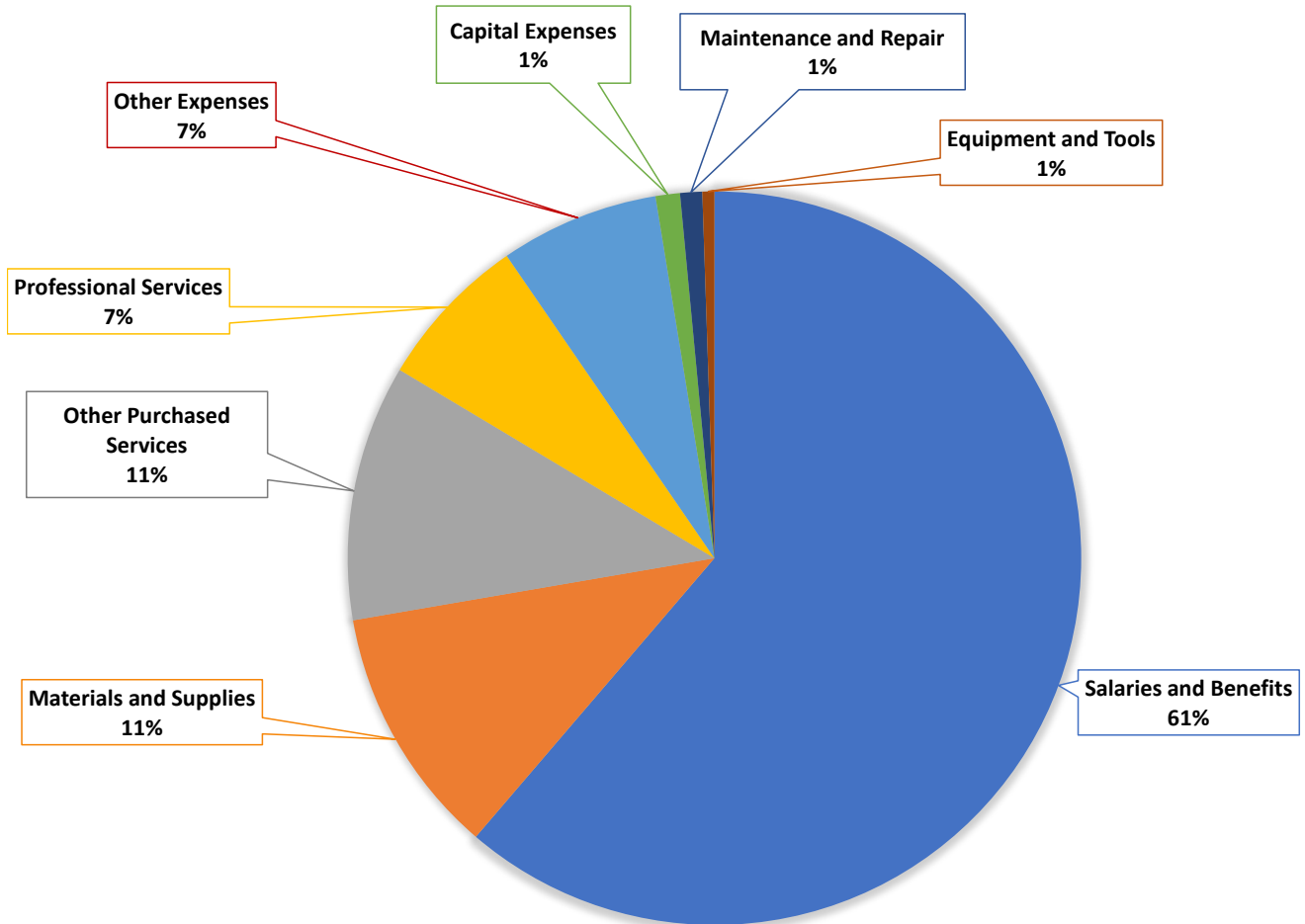
Funds 101- 301, Objects 6000-6099

Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Comm.
6010 Salaries and Wages	387,511.40	2,215,467.12	4,469,471.00	4,469,471.00	2,254,003.88	50%
6012 Marin County Emp Retirement Assoc.	2,537.96	14,893.79	28,704.00	28,704.00	13,810.21	52%
6014 Overtime	2,846.60	8,006.11	27,500.00	27,500.00	19,493.89	29%
6015 Seasonal Wages	-18,312.28	141,916.55	291,900.00	291,900.00	149,983.45	49%
6016 Trustee Wages	3,050.00	6,525.00	28,800.00	28,800.00	22,275.00	23%
6022 Medicare Employer portion	5,358.79	33,753.28	69,039.00	69,039.00	35,285.72	49%
6023 FICA (Social Security)	425.57	10,595.71	18,097.00	18,097.00	7,501.29	59%
6030 Retirement - Employer Classic	48,390.76	283,980.79	613,459.00	613,459.00	329,478.21	46%
6032 Retirement - Employer PEPRRA	38,914.48	227,622.79	434,642.00	434,642.00	207,019.21	52%
6041 Kaiser - Active Employees	55,877.74	317,105.57	737,164.00	737,164.00	420,058.43	43%
6043 Dental - Active Employees	4,100.40	24,767.06	52,312.00	52,312.00	27,544.94	47%
6045 Vision Service Plan - Active	780.18	4,589.88	9,844.00	9,844.00	5,254.12	47%
6047 Teamsters Anthem	6,171.56	37,276.86	79,504.00	79,504.00	42,227.14	47%
6051 Sentry Life and Hartford Life	504.00	2,211.72	4,900.00	4,900.00	2,688.28	45%
6053 Employee Assistance Program (EAP)	0.00	384.12	1,248.00	1,248.00	863.88	31%
6054 District 457 Retirement Match	5,788.48	20,745.42	0.00	0.00	-20,745.42	0%
6055 Employee Boot Allowance	1,069.20	2,794.32	7,600.00	7,600.00	4,805.68	37%
6057 Employee Wellness Benefit	1,553.00	8,226.30	21,100.00	21,100.00	12,873.70	39%
6059 State Unemployment	4.60	870.14	14,812.00	14,812.00	13,941.86	6%
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	26,346.95	132,546.19	351,600.00	351,600.00	219,053.81	38%
6067 Retiree Health Savings Account	7,650.00	40,436.30	64,681.00	64,681.00	24,244.70	63%
6068 Cal Employers' Pension Prefunding	0.00	0.00	0.00	0.00	0.00	0%
6069 Cal Employer's Retiree Benefit	0.00	2,750.00	123,000.00	123,000.00	120,250.00	2%
6XXX Object Group Total	580,569.39	3,537,465.02	7,449,377.00	7,449,377.00	3,911,911.98	47%
Grand Total:	580,569.39	3,537,465.02	7,449,377.00	7,449,377.00	3,911,911.98	47%

MARIN/SONOMA MOSQUITO & VECTOR CONTROL DISTRICT
Monthly Budget Summary Report
 December 2024

	Current Month Commitments	Year To Date Commitments	Current Appropriation	Available Appropriation	Percent Committed	% of Total Expenses
Salaries and Benefits	\$580,569	\$3,537,465	\$7,449,377	\$3,911,912	47%	61%
Materials and Supplies	14,660	636,165	1,213,374	577,209	52%	11%
Other Purchased Services	44,747	651,760	1,120,032	468,272	58%	11%
Professional Services	71,879	394,918	1,008,684	613,766	39%	7%
Other Expenses	-909	404,581	818,320	413,739	49%	7%
Capital Expenses	0	61,944	324,220	262,276	19%	1%
Maintenance and Repair	5,814	56,146	104,600	48,454	54%	1%
Equipment and Tools	-168	30,469	88,940	58,471	34%	1%
	\$716,592	\$5,773,449	\$12,127,547	\$6,354,098	48%	100%

YEAR TO DATE COMMITMENTS BY TYPE



101 GENERAL

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Current YTD	Budget	Variance
REVENUES							
TAXES MARIN COUNTY							
4110 Current Secured	141				141	3,008,884	-3,008,743
4115 Current Unsecured		47,499			47,499	57,463	-9,964
4125 Prior Unsecured		2,773			2,773	2,500	273
4130 Benefit Assessment Marin						1,144,500	-1,144,500
4135 Benefit Assessment Marin						192,159	-192,159
4150 Supplemental Taxes	625	496			1,122	71,800	-70,678
4160 RDA Residual						20,300	-20,300
Total TAXES MARIN COUNTY	766	50,768			51,535	4,497,606	-4,446,071
TAXES SONOMA COUNTY							
4210 Current Secured		2,002,479			2,002,479	3,499,620	-1,497,141
4215 Current Unsecured		109,687			109,687	107,100	2,587
4220 Secured Delinquent						17,340	-17,340
4230 Benefit Assessment Sonoma		1,135,261			1,135,261	2,062,800	-927,539
4235 Benefit Assessment Sonoma		541,475			541,475	1,011,581	-470,106
4239 Delinquent Special		26,253			26,253	26,800	-547
4250 Sonoma Supplemental Taxes		33,231			33,231	50,000	-16,769
4260 Sonoma RDA		-51,844			-51,844	-92,300	40,456
Total TAXES SONOMA COUNTY		3,796,542			3,796,542	6,682,941	-2,886,399
USE OF MONEY & PROPERTY							
4310 Investment Earnings	264,218	929			265,147	250,000	15,147
Total USE OF MONEY & PROP	264,218	929			265,147	250,000	15,147
STATE & FEDERAL							
4410 Homeowners Property Tax		2,341			2,341	10,140	-7,799
4420 In-Lieu Tax		40			40	300	-260
4490 Other State Aid		27			27	200	-173
Total STATE & FEDERAL		2,408			2,408	10,640	-8,232
CHARGES FOR SERVICES							
4510 Miscellaneous Services	69,212	91,925			161,138	325,000	-163,862
Total CHARGES FOR SERVICE	69,212	91,925			161,138	325,000	-163,862
OTHER REVENUE							
4910 Refunds and	1,995	3,242			5,237	25,000	-19,763
4920 Insurance Refunds and	7,101	65,680			72,781		72,781
4930 Sales of District	985	1,902			2,887	500	2,387
Total OTHER REVENUE	10,081	70,824			80,905	25,500	55,405
Total REVENUES	344,277	4,013,396			4,357,675	11,791,687	-7,434,012
Net Income (Loss) from Operations	344,277	4,013,396			4,357,675		
Net Income (Loss)	344,277	4,013,396	0	0	4,357,675		

MARIN/SONOMA MOSQUITO & VECTOR CONTROL DISTRICT
Quarterly Balance Sheet Comparison Report
December 2024

	June 30, 2024	Change from June 30, 2024	December 31, 2024	
Current Assets				
Cash with Marin County	\$ 17,376,004	\$ (929,955)	\$ 16,446,049	
Cash at Exchange Bank	43,509	161,299	204,808	
Petty Cash	350	-	350	
Deposits with VCJPA	904,732	-	904,732	**
Deposits in CEPPT	1,925,747	-	1,925,747	**
Accounts Receivable	2,083,876	(158,392)	1,925,484	
Property Taxes Receivable	395,110	(395,110)	-	
Compensated Absences - Amount to be Provided	520,895	-	520,895	**
Inventory	168,058	-	168,058	**
Total Current Assets	\$ 23,418,281	\$ (1,322,158)	\$ 22,096,123	
Liabilities and Equity				
Current Liabilities				
Accounts Payable	\$ 96,454	\$ (96,454)	\$ -	
Other Payables	1,433	(1,819)	(386)	
Deferred Revenue	1,880,426	-	1,880,426	
Compensated Absences	520,895	-	520,895	**
Total Current Liabilities	\$ 2,499,208	\$ (98,273)	\$ 2,400,935	
Equity				
Non-Spendable: Inventory	168,058	-	168,058	**
Assignment for Deposits with VCJPA	904,732	-	904,732	**
Assignment for No Income Period	5,059,577	-	5,059,577	**
Commitment for Public Health Emergency	2,023,831	-	2,023,831	**
Assignment for Pension Prefunding Trust	1,925,747	-	1,925,747	**
Unassigned	8,630,011	2,207,116	10,837,128	
CURRENT YEAR INCOME/(LOSS)	2,207,116	(3,431,002)	(1,223,885)	
Total Equity	\$ 20,919,073	\$ (1,223,885)	\$ 19,695,188	
Total Liabilities & Equity	\$ 23,418,281	\$ (1,322,158)	\$ 22,096,123	

NOTES:

Shaded items have offsets in the Current Assets section and Liabilities and Equity section.

**These balances do not change throughout the year. They are updated at June 30th.

MARIN/SONOMA MOSQUITO & VECTOR CONTROL DISTRICT

Quarterly Key Figures Comparison Report

December 2024

Balance at June 30, 2024	Change from Year End	Balance as of December 31, 2024
-----------------------------	-------------------------	------------------------------------

Cash and Investments

Marin County \$17,376,004 <small>June 30, 2024</small>	\$1,865,827.88	Marin County \$16,446,048.88 <small>Dec. 31, 2024</small>
Exchange Bank \$43,509 <small>June 30, 2024</small>	\$(119,078.27)	Exchange Bank \$323,886 <small>Dec. 31, 2024</small>
Petty Cash \$350 <small>June 30, 2024</small>	\$0 Change	Petty Cash \$350 <small>Dec. 31, 2024</small>

Deposits

VCJPA \$904,732 <small>June 30, 2024</small>	\$0 Change Balance <small>Adjusted every June</small>	VCJPA \$904,732 <small>Dec. 31, 2024</small>
--	---	--

Retirement

Marin County Employees' Retirement Association (MCERA)	
Total Market Value of Assets	\$34,652,424
Total Accrued Liability	37,408,373
Unfunded Liability	<u>\$2,755,949</u>
Funded Ratio	92.60%
<small>(Information from MCERA's April 2024 presentation. Updated every February)</small>	
<small>Employee distribution: 16 Classic, 19 Pepra and 1 Not participating (part-time employee)</small>	

CERBT \$9,109,334 <small>June 30, 2024</small>	\$389,976	CERBT \$9,499,310 <small>Dec. 31, 2024</small>
--	------------------	--

CERBT, California Employer's Retiree Benefit Trust, to pay for Tier One retiree health benefits. General Ledger updated in June

CEPPT \$1,925,747 <small>June 30, 2024</small>	\$70,848	CEPPT \$1,996,595 <small>Dec. 31, 2024</small>
--	-----------------	--

CEPPT, California Employers' Pension Prefunding Trust, to meet MCERA requirements. General Ledger updated in June



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Cotati, CA 94931
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707.285.2210 fax

www.msosquito.org

Peter Bonkrude
District Manager

BOARD OF TRUSTEES

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Marin County At Large

Richard Snyder
Belvedere

Manager's Report

January 6, 2025

December has been a productive month for the Marin/Sonoma Mosquito and Vector Control District, with several initiatives and projects moving forward. Key activities included collaboration with GovInvest for the launch of our 10-year financial forecasting software, progress on the new data collection software from VeeMac, strategic planning advancements, and continued work on the District's Regional PEIR addendum. We also initiated the 2025-2026 budget discussions, began the update of our policy manual, and refined our evaluation processes. Additionally, the District Manager participated in the MVCAC Annual Planning Session and began presenting to the appointing authorities in 2024.

GovInvest Financial Forecasting Software

In December, we initiated work with GovInvest, a leading provider of financial software, to implement a 10-year financial forecast for the District. This tool will provide us with a comprehensive, long-term view of the District's financial health and help in planning future funding requirements. This will enhance our ability to make data-driven decisions and ensure fiscal sustainability over the coming decade. The forecasting model is expected to be fully operational in early 2025, and we will continue to collaborate with GovInvest on customizing the software to meet the specific needs of the District.

New Data Collection Software from VeeMac

In January, the District will begin the installation of our new data collection software, provided by VeeMac. This system will run concurrently with our current MapVision software until April 2025, providing a period for full integration and testing. The new system will streamline our data collection processes, improve accuracy, and enable better decision-making for our mosquito control efforts. We are excited about the potential of this software and the improvements it will bring to our operational efficiency.

Budget Discussions for 2025-2026

We have begun preliminary discussions regarding the 2025-2026 budget. The focus is on aligning our financial resources with the District's strategic priorities, ensuring that we can continue to provide high-quality vector control services while addressing emerging challenges. In the coming months, we will gather input from various stakeholders and refine our budget proposal for presentation to the Board in early 2025. These discussions are integral to ensuring the District's long-term financial health.

Policy Manual Reviews and Updates

As part of our ongoing efforts to maintain operational excellence, we have continued our review of the District's Policy Manual. We are updating several key policies to ensure they align with current best practices and legal requirements. This process is ongoing, and we expect to finalize the updates by the end of the second quarter of 2025.

Evaluation Forms and Process Updates

In the fall, we updated our evaluation forms and the associated processes. These changes are designed to improve the feedback mechanism for both staff and management. The updated evaluation forms will provide clearer criteria for performance assessments, ensuring that staff receives constructive feedback and recognition for their contributions. This process is part of our broader effort to enhance employee engagement and performance.

Strategic Planning Advancements

Strategic planning for the District is making significant progress. We are finally moving forward with the planning process, setting the groundwork for a comprehensive strategy to guide the District's operations in the coming years. This plan will focus on key areas such as resource allocation, operational improvements, and long-term goals related to mosquito and vector control. We anticipate completing the initial stages of the strategic plan in early 2025, with the work plan being developed later in the year.

Regional PEIR Addendum

Work continued on the District's Regional Programmatic Environmental Impact Report (PEIR) Addendum. This addendum is crucial for updating the environmental impact assessments to reflect current operations and regulatory requirements. This will be an essential tool for maintaining compliance with environmental standards while continuing to provide effective mosquito and vector control.

MVCAC Annual Planning Session

The District Manager attended the MVCAC Annual Planning Session in December. This session provided valuable insights into the latest trends in mosquito and vector control, including new technologies, regulatory changes, and best practices. The event also facilitated networking with other professionals in the field, helping us stay informed and connected to industry developments.

Presentations to Appointing Authorities

We began presenting to the appointing authorities about the District's activities, challenges, and priorities. These presentations are part of our ongoing effort to engage with local leaders and ensure that they are well-informed about the District's work. We will continue to make these presentations as we move into the new year.

Notable Events:

- Met with staff to discuss and rollout new evaluation forms
- Presented to Town of Ross
- Presented to City of Sausalito
- Met with Media Cause and AMCA to review National Campaign Strategy
- Continued work with VeeMac team for Data Collection Software migration
- Met with New Trustee from City of Santa Rosa- Scott Conrad
- Met with Mike Yates-Teamsters 665
- Met with Ascent Environmental to discuss ongoing PEIR addendum
- Met with CPM to discuss Facility Improvement planning

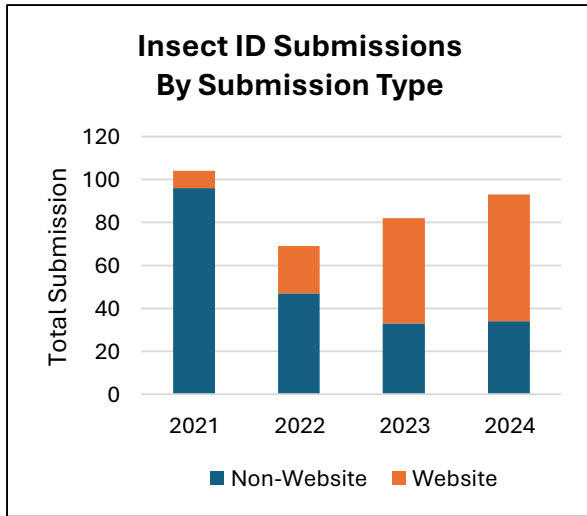
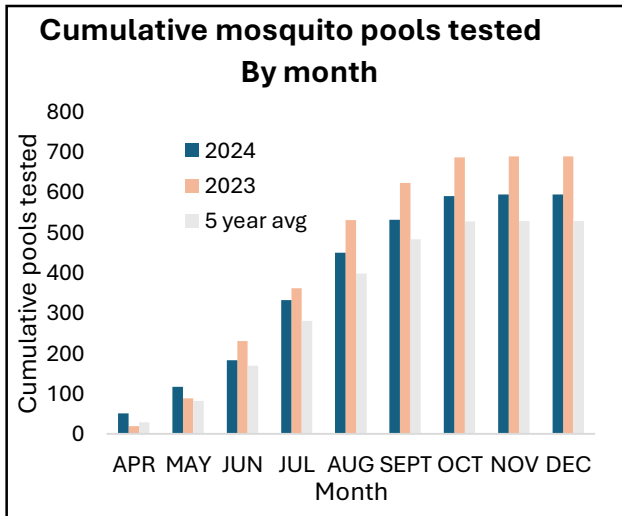
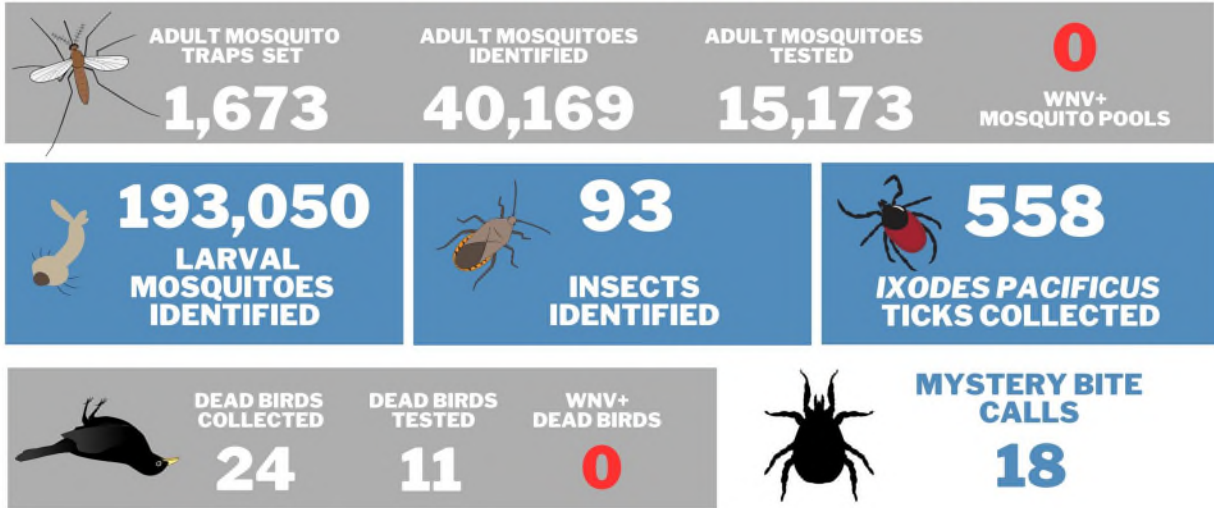
Assistant Manager's Report

- Field staff have reported substantial water levels in seasonal wetlands, tidal marshes, low areas, water conveyance channels, etc., after recent storms. Results of initial mosquito surveillance efforts between storms showed populations of *Culiseta inornata* (i.e., cool weather mosquito), *Aedes washinoi* (i.e., floodwater mosquito), and *Aedes squamiger* (i.e., California salt marsh mosquito) mosquitoes. Larval mosquito surveillance will increase in mid-January and February to track the *Aedes squamiger* and *Aedes washinoi* maturation process and catch the onset of *Culex tarsalis* (i.e., western encephalitis mosquito) production.
- Field and shop staff have completed projects and continue to work on several others within the District's shop facilities. For example, staff fabricated a steel skid mount for the A1 Cobra mist blower purchased from the current budget. The skid will allow for easy loading of the mist blower onto various types of equipment with a forklift. Staff also fabricated aluminum baskets, liquid tank mounts, and a powered backpack granulator rack on an ATV that will be used for mosquito surveillance and control on lands irrigated with treated wastewater.
- In December, we discovered several outdoor lights in the employee parking lot were out. Squirrels found access into the light fixtures and damaged the electrical wiring. The wiring has been repaired and the lights are working. The access points the squirrels utilized were also repaired. A timer for the lights inside the District's insectary was also installed to aid in rearing mosquito colonies.
- In December, we replaced the operator mechanism for the exit gate for the yard and the employee parking lot. The previous system was the original one installed in 2000 when the District was first built. Notably, the entrance gate operator was updated in FY 2023-24. With these improvements, both gates are now equipped with modern, reliable systems and should remain fully operational for many years to come.
- During the most severe storms in December, we discovered a roof leak in the administration building. We are working to obtain estimates for making repairs. It appeared that the source of the leak was near the solar panels, which complicates the issue.
- The District continues to receive service requests for rat-related issues. The Rodent Control Specialist (RCS) is responding and working with residents and property owners to reduce food and harborage sources and to exclude rats from homes, buildings, and properties. The RCS and I are working on some problematic rat issues that involve other agencies.
- Even in winter, we receive service requests for mosquito-related issues. For example, Vector Control Technicians have assisted residents with remedying mosquito production issues associated with septic tanks and flooded areas under homes.
- In December, operations staff inventoried mosquito control materials in storage. We placed orders to replenish the stock of materials needed soon to control *Aedes* and *Culex* mosquito species and obtain the materials before 2025 price increases.

Scientific Programs Manager Update



MSMVCD LABORATORY 2024 BY THE NUMBERS



December Highlights

- Public Information Officer (PIO) Nizza Sequeira put together the great infographic above identifying some of the 2024 highlights from the MSMVCD Laboratory.
- Scientific Programs Manager (SPM) Kelly Furey attended the MVCAC planning meeting in San Diego.

- SPM Furey, Biologist Kristen Holt, Lead Biologist (LB) Sarah Brooks, and Manager Peter Bonkrude met to discuss 2025 adult surveillance sites.
- SPM Furey visited the Lake County Vector Control District with Education Specialist Casey Richter and PIO Nizza Sequeira to learn about the innovative projects their staff are doing.
- SPM Furey obtained standards and positive samples of West Nile virus, St. Louis encephalitis virus and western equine encephalitis virus from the San Mateo Mosquito and Vector Control District, and Biologist Holt performed the appropriate molecular assays to determine our reagents and protocols are functioning properly with the new RT-PCR equipment.
- Biologist Holt and SPM Furey met with ThermoFisher representatives to discuss the results of the molecular assays. Biologist Holt was commended for her excellent work with the assay, and her very clear and concise results after just one run.
- LB Brooks and Biologist Holt set multiple adult mosquito traps throughout the counties.
- LB Brooks worked with Manager Bonkrude on the accuracy of movement of data from the current MapVision data system to the new VeeMac system.
- LB Brooks worked with Manager Bonkrude on the Nearmap program, added field supervisors to the program, and provided a shared spreadsheet of unmaintained pools to vector control technicians.
- LB Brooks completed the Investigator's Annual Report for the National Park Service and submitted a renewed application for the NPS permit.
- LB Brooks renewed our subscription for the California Natural Diversity Database.
- LB Brooks worked with PIO Sequeira and Manager Bonkrude on a No Adult Mosquito Control/Notify list project.
- SPM Furey completed the design of the Furey 3000 and submitted a patent for the product.
- SPM Furey produced a poster to be presented at the 2025 Mosquito and Vector Control Association of California annual meeting on January 27, 2025 in Oakland, CA.
- Biologist Holt and SPM Furey conducted tick surveillance at three locations, with the assistance of Vector Control Technician Jessi Hagelshaw.
- Biologist Kristen Holt celebrated her 20th anniversary with the District on January 1!



Community Outreach

January 2025

Events

In 2024, the District made significant strides in connecting with the public through participation in 21 events across Marin and Sonoma counties. This is the largest number of outreach events we've participated in since the pandemic ended. These events served as an opportunity to educate the community on the essential work we do to protect public health, the various services we offer, and the steps residents can take to safeguard themselves from mosquito and vector-borne diseases.

A highlight of this year's outreach efforts was the introduction of a new, engaging activity—a prize wheel. Event attendees were invited to spin the wheel and answer trivia questions based on the vector the arrow landed on. Topics ranged from tick bite prevention to the biology of mosquitoes, providing a comprehensive educational experience. Regardless of whether participants answered the questions correctly or not, they were rewarded with a prize, ensuring that everyone left with new knowledge and a fun experience. This interactive element proved highly effective in fostering engagement with the public and deepening their understanding of vector-borne disease prevention.

Through these events, we successfully raised awareness of our services and strengthened our connection with the community, all while promoting the importance of personal protection against vectors. These outreach efforts were not only informative but also highly interactive, enhancing public participation and interest in the District.



Our bilingual seasonal receptionist engaging with children at the Dia de Los Ninos event in Santa Rosa.

Dr. Kelly Furey, Scientific Programs Manager, at Sonoma County Ag Days helping students play the “Find the Vectors on the Farm and in the Garden” game.



Radio

Radio continues to be a highly effective and cost-efficient way to raise awareness. Our seven-month radio campaign ran from March through October, airing on stations including KFGY-FM, KHTH-FM, KSRO-AM, KZST-FM, and Éxitos (Spanish). Over this span, we reached 253,134 listeners and generated an impressive 1,668,800 gross impressions, effectively amplifying our message across the region. Additionally, we benefited from KSRO's BONUS program, which provided extra radio spots at no additional cost when they had unsold airtime. In 2024, KSRO delivered 1,767 bonus spots—a value of over \$53,000!



Print Media

Print advertisements are another effective tool for raising awareness. These ads cover a variety of topics, including District services and practical tips for reducing the risk of vector-borne diseases like West Nile virus and Lyme disease. The content of these ads is carefully timed to align with current field activities and seasonal vector concerns, ensuring the information is both relevant and timely. By focusing on these important topics, the ads not only educate but also serve as a valuable resource for the community. This approach helps ensure that vital information reaches a wide audience, promoting safety and awareness.

Print ads were run in the Marin Independent Journal, Press Democrat, and La Voz (bilingual) newspapers.

WE HAVE FREE MOSQUITOFISH

Gambusia affinis, "mosquitofish" are one of the most effective ways residents can prevent mosquitoes from producing in backyard ponds and water gardens, capable of eating 100-500 mosquito larvae per day.

They should be used in permanent water features such as:

- ❑ Neglected swimming pools
- ❑ Abandoned hot tubs
- ❑ Ornamental ponds
- ❑ Water gardens
- ❑ Watering troughs



The District offers free delivery of mosquitofish. There is no need to be home, the technician will stock your pond or water feature and leave a note on your door. To request delivery please call our office at 707-285-2200 or submit a service request online at www.msmosquito.org



Marin/Sonoma Mosquito & Vector Control District
800-231-3236 • msmosquito.org
facebook.com/MSMVCD • twitter.com/MSMVCD

YES, WE OFFER FREE SERVICES

Residents of Marin and Sonoma counties can call us for:

- ❑ **Mosquito Control:** Residents that are experiencing a mosquito problem may request service.
- ❑ **Mosquitofish:** Free delivery for permanent ponds or water features.
- ❑ **Yellowjackets:** Treatment of in-ground nests.
- ❑ **Rodent Advice and Inspections:** Residents may call for rodent advice or to schedule an inspection



District programs and services are supported by property taxes and benefit assessments and are provided at no additional charge to all residents of Marin and Sonoma counties.



Marin/Sonoma Mosquito & Vector Control District
800-231-3236 • msmosquito.org
facebook.com/MSMVCD • twitter.com/MSMVCD

Starting in 2025, our print ads will feature a QR code, providing readers with a quick and convenient way to access our website. Incorporating QR codes allows us to connect readers to additional resources and detailed information with just a simple scan. This approach enhances engagement and ensures the community can easily garner additional information or request service.

Digital

The District's digital advertising campaign aimed to inform residents—particularly homeowners, families, and outdoor enthusiasts—about ways to protect themselves from mosquitoes and vector-borne disease as well as the services the District provides.

The results of the July 15 to October 15, 2024, digital advertising campaign are as follows:

- **Engagement Rate:** The total engagement rate of 0.39% exceeded the national average of 0.07%, showcasing the campaign's effectiveness in engaging viewers and prompting clicks.
- **Reach and Interaction:** With 377,699 impressions and a strong volume of clicks and QR code scans (828 and 260, respectively), the campaign maintained a solid reach and engaged residents effectively.
- **Platform-Specific Success:**
 - **Social Mirror Ads** and **Video Ads** stood out, capturing high conversion and engagement rates by aligning with user behavior and interests specific to outdoor activities and interest in pest control.
 - **OTT Ads**, although not clickable, delivered brand awareness through high view-through rates and audience retention, supporting consistent exposure.

SOCIAL MIRROR CREATIVE PERFORMANCE

<p>Marin/Sonoma Mosquito & Vector Control District</p> <p>You need mosquitofish!</p> <p>Learn More</p>	<p>Marin/Sonoma Mosquito & Vector Control District</p> <p>FOUND AN UNDERGROUND YELLOWJACKET NEST?</p> <p>Request a Service</p>	<p>Marin/Sonoma Mosquito & Vector Control District</p> <p>The key to staying safe against West Nile Virus is simple. Prevent mosquito bites! Protect yourself and loved ones.</p> <p>Learn More</p>	<p>Marin/Sonoma Mosquito & Vector Control District</p> <p>Beware of the buzz! Learn how the Marin/Sonoma Mosquito & Vector Control can help protect you and your family!</p> <p>Learn More</p>	<p>Marin/Sonoma Mosquito & Vector Control District</p> <p>Mosquitofish in ponds or other containers are a great natural way to keep mosquitoes in check. Mosquitofish can eat up to 500 mosquito larvae a day, and the best part? They're free! Contact us today.</p> <p>Learn More</p>
7/15 - 8/8 14,266 IMPS 74 CLICKS 0.52% CTR Click HERE to view ad	7/15 - 8/8 20,787 IMPS 113 CLICKS 0.54% CTR Click HERE to view ad	8/8 - 9/16 37,253 IMPS 45 CLICKS 0.12% CTR Click HERE to view ad	8/8 - 9/16 41,962 IMPS 62 CLICKS 0.15% CTR Click HERE to view ad	8/8 - 9/16 23,513 IMPS 32 CLICKS 0.14% CTR Click HERE to view ad

Examples of Social Mirror Creative Performance

Starting in 2025, we will be launching a digital campaign specifically designed to reach Spanish-speaking communities. This initiative is an important step toward ensuring that all residents have access to critical information about the District's free services and ways to protect themselves from vector-borne diseases.



DATE: January 15th, 2024

SUBJECT: 2025 Trustee Election Nominations and Election of Officers

BACKGROUND:

The annual election of officers for the Board of Trustees of the Marin/Sonoma Mosquito and Vector Control District is scheduled for the January 2025 Board meeting. At the December 11th, 2024, Board meeting, the Nominating Committee submitted its recommendations for the Board Officer positions for the 2025 term. These nominations are put forward for consideration and approval by the Board. The proposed slate of officers is as follows:

- **President:** David Witt
- **1st Vice-President:** Laurie Gallian
- **2nd Vice-President:** Cathy Benediktsson
- **Secretary:** Susan Harvey

STAFF RECOMMENDATION:

Staff recommends that the Board of Trustees approve the nominations for the 2025 Board Officer positions as submitted by the Nominating Committee.

FISCAL IMPACT:

There is no direct fiscal impact associated with the election of officers. The election process is part of the routine organizational procedures for the District and does not require additional funding beyond the existing operational budget.



DATE: January 15th, 2025

SUBJECT: Approval of Signature Card for District Bank Account

BACKGROUND:

The District maintains a bank account for its operational and financial transactions. In order to ensure the proper management and authorization of payments, deposits, and other financial activities, the Board must approve the signers for the District's bank account. The proposed signers for the 2025 calendar year are as follows:

- **President**
- **1st Vice-President**
- **Secretary**
- **Trustee Tamara Davis**
- **Trustee Shaun McCaffery**
- **District Manager Bonkrude**
- **Assistant Manager Hawk**

These individuals will be authorized to sign checks, make deposits, and take other necessary actions related to the District's banking activities. The updated signature card is required to reflect any changes in the Board and staff positions.

STAFF RECOMMENDATION:

Staff recommends that the Board of Trustees approve the proposed signers for the District's bank account, as listed above.

FISCAL IMPACT:

There is no fiscal impact associated with the approval of the signature card. This is a routine procedural matter that facilitates the management of the District's financial transactions.



DATE: January 15th, 2025

SUBJECT: Authorization for District Manager to Execute Forms, Contracts, and Purchases Associated with the CalOES Cybersecurity Grant

BACKGROUND:

The Marin/Sonoma Mosquito and Vector Control District has been awarded a \$216,000 cybersecurity grant through the California Office of Emergency Services (CalOES). The purpose of this grant is to improve the District's cybersecurity infrastructure and enhance the security of its data and systems. Several key projects have been outlined in the grant application to address critical cybersecurity needs. These projects include migrating to Azure Active Directory and Microsoft 365, implementing advanced backup solutions, developing a data breach response plan, conducting cybersecurity training, and more.

To ensure the successful execution of these projects, the District Manager needs authorization to execute the required forms, contracts, and purchase orders related to the implementation of these initiatives. District Counsel will review all contracts and agreements to ensure compliance with legal and regulatory requirements.

STAFF RECOMMENDATION:

Staff recommends that the Board of Trustees authorize the District Manager to execute all necessary forms, contracts, and purchases associated with the CalOES Cybersecurity Grant of \$216,000.

FISCAL IMPACT:

The total grant amount is \$216,000, which will fully cover the costs of the cybersecurity projects listed in the application. No additional financial resources will be required from the District's general fund. All expenditures will be tracked to ensure compliance with the terms of the CalOES Cybersecurity Grant and proper utilization of funds.

Fiscal Year 2024 State & Local Cybersecurity Grant Program for Local & Tribal Governments (SL) – Notice of Interest (NOI)

Section I. Applicant Information (Not Scored)

Local or Tribal Government Entity (must meet the federal definition of Local Government in [6 U.S.C. §101\(13\)](#) or Tribal Government in [6 U.S.C. §665\(g\)\(a\)\(7\)](#) and be located in California)

Physical Address of Local or Tribal Government Entity:

Street

City

State

Zip Code

County

Mailing Address, if different:

Street

City

State

Zip Code

Unique Entity Identifier (UEI):

Federal Employer ID Number (FEIN):

Website/URL of the Organization:

Authorized Agent/Tribal Chairperson Contact Information:

Name

Title/Role

Telephone Number

Email

Primary Point of Contact Information:

Name

Title/Role

Telephone Number

Email

Funding Requested (Maximum of \$250,000)

Please check this box if the Applicant is willing to accept less than the full amount requested based on scoring, proposal selection, and availability of grant funding:

If partial grant funding can be accepted, please identify in whole dollars the minimum amount of grant funding that will be accepted:

Section II. Alignment with California Cybersecurity Plan & SLCGP Objectives (40 Points Total)

Describe the proposed project(s) and how each project will fill identified, critical cybersecurity capability gaps.

- a. Thoroughly describe the project(s) being proposed, outlining the various elements or stages involved to implement and complete the project(s), including how the project aligns with one or more of the SLCGP Objectives and implements any applicable cybersecurity best practices as outlined in the [California SLCGP Cybersecurity Plan](#). Please refer to the FY 2024 SLCGP Program Supplemental and the FY 2022 and FY 2023 NOFOs for more information and additional considerations. (2,200 characters max with spaces; 20 points)

- b. Describe how the proposed project(s) align with one or more of the 16 cybersecurity plan elements and any of the associated statewide priorities addressed in the California SLCGP Cybersecurity Plan. Please refer to the cybersecurity plan and the FY 2022 and FY 2023 NOFOs (see Appendix C, Cybersecurity Plan, Required Elements, in the NOFOs) for additional information on the cybersecurity plan elements. (2,200 characters max with spaces; 20 points)

Section III. Impact(s) of Loss of Network Availability (40 Points Total)

- a. Describe your organization's mission/objectives and how your network supports these. (2,200 characters max with spaces; 20 points)

- b. Describe how your network's loss of availability would impact security, economic security, public health or safety, or any combination of those matters. (2,200 characters max with spaces; 20 points)

Section IV. Cybersecurity Posture Maturity Level (40 Points Total)

Describe the Applicant's current cybersecurity governance, infrastructure, and capabilities and how SLCGP funding will help improve them.

- a. Describe to what degree the Applicant's current cybersecurity posture aligns with the 16 Elements of Cybersecurity as identified in the California SLCGP Cybersecurity Plan (beginning on p. 6) and how FY 2024 SLCGP funding will enhance and/or improve the existing posture. (2,200 characters max with spaces; 20 points)

- b. Describe the Applicant's current cybersecurity maturity as it relates to the functions of the National Institute of Standards and Technology Cybersecurity Framework 2.0 and how SLCGP funding will enhance and/or improve the existing cybersecurity maturity level. The Applicant should ensure the proposed project(s) is/are an appropriate match to their cybersecurity maturity level as indicated by their survey responses and address critical gaps. (2,200 characters max with spaces; 20 points)

- c. In addition to the narrative questions in this section, Applicants must complete an online survey on their organization's [cybersecurity posture maturity](#). **Upon completion of the survey, Applicants must download a copy of their responses and attach as a PDF to submit with this NOI form; proposals submitted without completing the survey may not be considered for funding.**

Section V. Cybersecurity Gap(s) (20 Points)

a. Describe how each proposed project will fill critical cybersecurity capability gap(s) identified by the Applicant. (2,200 characters max with spaces; 20 points)

Section VI. Proposed Budget (20 Points)

In this section, select Yes or No regarding applicable project related activities the organization plans to expend with grant funds. Describe the activity and provide the cost estimate related to cybersecurity enhancements of the organization. **The maximum amount available for FY22 funds is \$82,500, the maximum available for FY23 is \$167,500, for a total maximum request of \$250,000.**

NOTE: Due to the competitive process, changes to the scope of work are not permitted. Please ensure the projects being proposed are well planned, as any funds that remain at the end of the period of performance will be disencumbered.

Activity	Description	Cost	
		FY22	FY23
Planning <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Organization <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Equipment <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Training <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Exercise <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Management and Administration (not to exceed 5% of the total amount requested).			
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Indirect Costs <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

TOTAL COSTS (FY22 + FY23)

(This amount must match Funding Requested on Page 1)

Section VII. Milestones (20 Points)

Describe how the project(s) being proposed will be completed within the period of performance, including a timeline with key milestones. Start dates should reflect the start of the associated key activities and end dates should reflect when the milestone event will be completed. Applicants should provide no more than 10 milestones.

	Milestone	Start Date	Completion Date
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>	<input type="text"/>
9.	<input type="text"/>	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section VIII. Population (Not Scored)

Check the box if the total population of the Applicant organization (e.g., county or city population for county or city governments, enrollment for school districts, service population for special districts, tribal membership for tribal governments, etc.) is **less than** 50,000 individuals.

Utilization of Additional Funds if Available (Not Scored)

If additional funds become available, how would you utilize the funds to expand or enhance your proposed project(s)? (2,200 characters max with spaces)

Applicant Certification Information

Before submitting, please review your responses and ensure that they are complete, including the required survey. Submit the completed NOI, along with other required documents, via email to StateLocalProjects@caloes.ca.gov

IMPORTANT NOTE: Submissions received after the deadline of Friday, September 27, 2024, 11:59 PM PST will not be accepted and will be disqualified from continuing in the competitive application process. No exceptions can be made. Please plan accordingly.

Applicant has completed the online cybersecurity posture maturity survey and downloaded a PDF copy of their responses.

I certify that the information provided, including population size, is complete and correct to the best of my knowledge.

Name, Title/Role
E-mail Address
Phone Number



December 24, 2024

DELIVERED VIA EMAIL: pbonkrude@msmosquito.org

Peter Bonkrude
District Manager
Marin/Sonoma Mosquito and Vector Control District
595 Helman Lane
Cotati, CA 94931

SUBJECT: NOTIFICATION OF SUBRECIPIENT ALLOCATION

Fiscal Year (FY) 2024 State & Local Cybersecurity Grants for Local & Tribal Governments (SL) Program

Grant Subaward Performance Period: December 1, 2024, to December 31, 2026

Dear Peter Bonkrude:

We are pleased to announce that your proposal has been selected to receive funding through the FY 2024 SL Program of the California Governor's Office of Emergency Services (Cal OES). As outlined in the SL Program Competitive Funding Opportunity (CFO) section E, 3. Notification Process, Applicants not selected for funding may appeal Cal OES's decision pursuant to the Cal OES Appeal Guidelines for Competitive Funding. If any appeal is successful, this may affect your requested funding amount. Provided there are no successful appeals, your organization will be awarded the amount of \$216,000.

This subaward is subject to requirements in Title 2 Code of Federal Regulations, Part 200, including the Notice of Funding Opportunity (NOFO), the Preparedness Grants Manual, the California Supplement to the NOFO, reporting requirements, all policies and provisions set forth in the FY 2024 SL CFO, and all applicable federal, state, and local requirements. All activities funded with this subaward must be completed within the subaward period of performance. Any funds received in excess of current needs, approved amounts, or those found owed as a result of a final review or audit, must be refunded to Cal OES.

Subrecipients must obtain written approval **prior** to incurring costs for activities such as aviation, watercraft, allowability request logs, noncompetitive procurement,



3650 SCHRIEVER AVENUE, MATHER, CA 95655
(916) 845-8506 TELEPHONE (916) 845-8511 FAX

www.CalOES.ca.gov

and projects requiring Environmental Planning and Historic Preservation review.

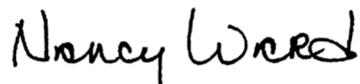
Your organization will be required to prepare and submit performance reports annually for the duration of the subaward period of performance or until all activities are completed and the subaward is formally closed. Failure to submit required reports could result in subaward reduction, suspension, or termination. Throughout the subaward cycle, project status and milestones from the performance reports will be used as indicators of project feasibility, performance, and grant management capacity. This information may also be used in assessing proposals for future grant opportunities.

Next Steps:

- Your signature is required on this letter. Please sign and return this letter via email to your Cal OES Grants Analyst (GA) within 20 calendar days of receipt and keep a copy for your records.
- If you have not already, please visit the [Grants Central System \(GCS\) webpage](#) to register your organization.
- You will be notified to complete your application as soon as it is available in GCS – we anticipate mid-January 2025.
- Once the completed application is submitted and approved in GCS, you will be able to request reimbursement of eligible subaward expenditures in the system.

Please contact your GA if you have questions or need further assistance.

Sincerely,



NANCY WARD
Director