

AGENDA

1027th MEETING OF THE BOARD OF TRUSTEES OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT

NOVEMBER 18, 2015

TIME: 5:00 P.M.
PLACE: Office of the District, 23187 Connecticut Street, Hayward
TRUSTEES: George Young, President, City of Fremont
Richard Guarienti, Vice-President, City of Dublin
Kathy Narum, Secretary, City of Pleasanton
Scott Paulsen, County-at-Large
Wendi Poulson, City of Alameda
Scott Donahue, City of Emeryville
Elisa Marquez, City of Hayward
James N. Doggett, City of Livermore
William M. Spinola, City of Newark
Jan O. Washburn, City of Oakland
Robert Dickinson, City of Piedmont
Ursula Reed, City of San Leandro
Ronald Quinn, City of Union City
City of Berkeley, vacant

1. Call to order.
2. Roll call.
3. President Young invites any member of the public to speak at this time on any issue relevant to the District. (Each individual is limited to five minutes).
4. Introduction of New Board Member Wendi Poulson representing the City of Alameda (Information only)
5. Approval of the minutes of the 1026th meeting held October 14, 2015 (Board action required).
6. Resolution 1027-1 honoring trustee William M. Spinola, trustee for the City of Newark (Board action required.)
7. Resolution 1027-2: Approval of new cap for CalPERS Health Benefits (Board action required)
8. Appointment of a committee to nominate candidates to Board Offices. (Board Action required)
9. First reading of ACMAD policy change from the Policy Committee and review the draft of a new Sick Leave Policy for seasonal workers, complying with AB 1822 (Informational only)

10. Financial Reports:

- a. Review of warrants dated October 15, 2015 numbering 016516 through 018616 amounting to \$95,262.30 and warrants dated October 31, 2015 numbering 018716 through 021716 amounting to \$136,012.75 (Information only).
- b. Review of Budget as of October 31, 2015. (Information only).
- c. Review of Budget Summary received as of October 31, 2015. (Information only).

11. Presentation of the Monthly Staff Report for October 2015 by Environmental Specialist Erika Castillo. (Information only).

12. Presentation of the Manager's Report for October 2015. (Information only).

- a. Board authorized signatures for Alameda County Auditor
- b. CSDA, PERS, & MVCAC conferences
- c. ACMAD Holiday Party
- d. Manager Evaluation

13. Board President asks for reports on conferences and seminars attended by Trustees.

14. Board President asks for announcements from members of the Board.

15. Board President asks trustees for items to be added to the agenda for the next Board meeting.

16. Adjournment.

CITIZENS ATTENDING THE MEETING MAY SPEAK ON ANY AGENDA ITEM AT THEIR REQUEST!

Please Note: A copy of this agenda is also available at the District website, www.mosquitoes.org or via email by request. Alternative formats of this agenda can be made available for persons with disabilities. Please contact the district office at (510) 783-7744, via FAX (510) 783-3903 or email at acmad@mosquitoes.org to request an alternative format.

Agenda item: 1027.5

MINUTES

**1026th MEETING OF THE BOARD OF TRUSTEES
OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT**

OCTOBER 14, 2015

TIME: 5:00 P.M.
PLACE: Office of the District, 23187 Connecticut Street, Hayward
TRUSTEES: George Young, President, City of Fremont
Richard Guarienti, Vice-President, City of Dublin
Kathy Narum, Secretary, City of Pleasanton
Elisa Marquez, City of Hayward
Scott Paulsen, County-at-Large
Robert Dickinson, City of Piedmont
James N. Doggett, City of Livermore
Scott Donahue, City of Emeryville
Ursula Reed, City of San Leandro
Ronald Quinn, City of Union City
William M. Spinola, City of Newark
Jan O. Washburn, City of Oakland
City of Berkeley, vacant
City of Alameda, vacant

President Young called the regularly scheduled Board meeting to order at 5:03 P.M.; Trustee Marquez arrived at 5:13.

Trustees Young, Guarienti, Paulsen, Doggett, Washburn, Dickinson, Marquez, Donahue, and Reed were present; Trustees Spinola, Narum, and Quinn were absent.

President Young invited members of the public to speak on any issue relevant to the District. At the beginning of the meeting there was one member of the public present: staff member Dr. Eric Haas-Stapleton.

The board approved the minutes of the 1024th meeting held August 12th, 2015 and the 1025th held September 9th, 2015. Trustee Reed asked what solutions were discussed regarding Trustee attendance, the District Manager responded that some solutions were discussed but not agreed during 1025th meeting. (Guarienti/ Donahue – unanimous; Trustees Doggett, Reed, Paulson, Dickinson, Washburn, and Paulsen abstained)

The board approved resolution 1026-1 honoring Sharon Mead for her service as Systems Specialist. Trustee asked what the District has done for Ms. Mead. The District Manager responded that she was given a gift from staff and going-away party (Washburn/ Reed - unanimous)

The board approved moving the 1027th meeting from November 11th to the 18th due to a District Holiday (Guarienti/ Washburn – unanimous; Donahue abstained)

After a report from the Finance Committee from Trustee Dickinson, the board approved changing the OPEB trust allocation amounts. Trustee Donahue asked how much CFM charges for a fee. Trustees Dickinson and Washburn explained the fee. Trustee Marquez asked how often and why the Finance Committee meets. Trustee Washburn responded that they meet in May and June to discuss the budget and also annually to discuss the OPEB trust account. Trustee Dickinson concurred to this annual OPEB trust meeting. (Washburn/ Doggett – unanimous)

Trustee Guarienti reported from the Policy Committee on proposed ACMAD policy changes to the sick leave for seasonal worker policy. A final version will be presented to the full board for adoption at a future board meeting.

The board entered closed session per Government Code section 54954.9, Anticipated Litigation. The board came out of closed session with no action was taken as this was an informational only item.

The Board reviewed warrants dated September 15, 2015 numbering 011316 through 013416 amounting to \$127,561.97 and warrants dated September 30, 2015 numbering 013516 through 016416 amounting to \$136,150.69. Trustee Dickinson asked why a higher percentage is out from the contribution to retirement. The manager responded that ACMAD pre-pays this amount in order to obtain a better rate.

The Board reviewed Expenditures and Revenues received as of September 30, 2015.

The Manager asked staff member, Entomologist Dr. Eric Haas-Stapleton, to present the Monthly Staff Report for September 2015. Trustees Marquez asked what other equipment will the lab need to further the research. Dr. Haas-Stapleton responded that staff, rather than equipment, would be more useful. Trustee Dickinson gave encouragement on the possibility of more ACMAD research.

The District Manager presented the Manager's Report for September 2015. Trustees Reed and others gave suggestions on how to ensure Trustee attendance.

Board President Young asked for reports on conferences and seminars attended by Trustees, which were none.

Board President Young asked for announcement from the Board. Trustee Guarienti appreciated the response level and professionalism from staff members Joseph Huston and John Busam. Trustee Marquez asked if ACMAD has considered surveys from the public. The District Manger responded that is being discussed by staff.

Board President Young asked trustees for items to be added to the agenda for the November Board meeting, which were none.

The meeting adjourned at 6:35 pm.

Respectfully submitted,

Approved as written and/or corrected
at the 1027th meeting of the Board of

Kathy Narum, Secretary
BOARD OF TRUSTEES

Trustees held November 18th, 2015

George Young, President BOARD OF TRUSTEES

Agenda item: 1027.6

RESOLUTION NO. 1027-1

ALAMEDA COUNTY MOSQUITO
ABATEMENT DISTRICT

COMMENDATION TO: William M. Spinola

WHEREAS: You, William M. Spinola, served on the Board of Trustees of the District, representing the City of Newark since your appointment in 1982, and

WHEREAS: Your dedication to the people of Alameda County and this District through decisions related to its financial security, Measure K in 1982 and the Benefit Assessment in 2008; leadership, serving as Board President in 1986 and 2009; collaboration, member of the personnel and building committees, with your valuable experience in construction assisting in this building's construction in 1984 and addition in 2006.

RESOLVED: We, the undersigned Board of Trustees, do hereby extend our sincere appreciation for your dedication of service to this District and deem it a pleasure to have served with you.

Wendi Poulson

Ursula Reed

Scott Paulsen

James N. Doggett

Richard Guarienti

Robert Dickinson

George Young

Ron Quinn

Kathy Narum

Elisa Marquez

Scott Donahue

Jan O. Washburn

Dated: November 18, 2015

Agenda item: 1027.7

1027-2 RESOLUTION FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT

- WHEREAS, (1) Government Code Section 22892(a) provides that a local agency contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b)(1) of the Act, and
- WHEREAS, (2) Alameda County Mosquito Abatement District is a local agency contracting under the Act; now, therefore be it
- RESOLVED, (a) That the employer's contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan or plans up to a maximum of \$746.47 per month with respect to employees or annuitants enrolled for self alone, \$1,418.29 per month for an employee or annuitant enrolled for self and one family member, and \$1,821.39 per month for an employee or annuitant enrolled for self and two or more family members, plus administrative fees and Contingency Reserve Fund Assessments; and be it further
- RESOLVED, (b) That Alameda County Mosquito Abatement District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.

Adopted at a regular/special meeting of the Alameda County Mosquito Abatement District at Hayward, California this 11th day of November 2015.

Signed: _____
George Young, President

Attest: _____
Kathy Narum, Secretary

INSTRUCTIONS

This resolution form is the approved form designated by the Public Employees' Retirement System. It should be used by a Public Agency which is contracting for coverage under the Public Employees' Medical and Hospital Care Act when the agency desires to change the employers' contribution towards the cost of their employees' and annuitant's enrollment to an amount equal to or greater than that prescribed by Section 22892(b) as authorized by Section 22892(a) of the Government Code.

The employer's contribution specified (if RESOLVED) will be **effective on the first day of the second month** following the month in which the resolution is filed (date stamped as received) in the office of the Board of Administration, Public Employees' Retirement System, 400 Q Street, P. O. Box 942714, Sacramento, CA 94229-2714.

WHEREAS, (2) should be completed with full name of the contracting agency.

RESOLVED, (a) should be completed to specify the amount of the employer's (agency's) contribution toward the cost of its employees' or annuitants' enrollments.

RESOLVED (b) should be completed with full name of the contracting agency.

Because resolutions serve as our legal contract, we require the original resolution, certified copy with original signatures, or a copy of the resolution with the agency's raised seal.

For resolution processing, deliver to the following:

Overnight Mail Service

California Public Employees' Retirement System
Office of Employer & Member Health Services
400 Q Street
Sacramento, CA 95811-6210

Regular Mail

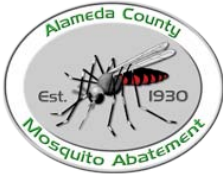
California Public Employees' Retirement System
Office of Employer & Member Health Services
PO BOX 942714
Sacramento, CA 94229-2714

The certification shown following the resolution is to be completed by those individuals authorized to sign for the Public Agency in legal actions and is to include the name of the executive body; i.e. Board of Directors, Board of Trustees, etc., the location and the date of signing.

Agenda item: 1027.7a

California Government Code

22892. (a) The employer contribution of a contracting agency shall begin on the effective date of enrollment and shall be the amount fixed from time to time by resolution of the governing body of the agency. The resolution shall be filed with the board and the contribution amount shall be effective on the first day of the second month following the month in which the resolution is received by the system.



Alameda County Mosquito Abatement District
23187 Connecticut Street
Hayward, CA 94545-1605

DATE: November 12, 2015

TO: Alameda County Mosquito Abatement District Board of Directors

FROM: Ryan Clausnitzer, Manager
Letty Juarez, Human Resources Consultant

SUBJECT: Administrative Summary - Chapter 300 Salaries and Working Conditions of Employees

Purpose

This Administrative Summary sets forth the Alameda County Mosquito Abatement District's (ACMAD) policy and procedures for complying with California's Paid Sick Leave Law under the Healthy Workplace Healthy Family Act of 2014 (AB 1522 and AB 304).

At the same time, current sections of Policy No.300 have been modified and defined for the purpose of clarity.

New Policy Changes:

It is through this policy that ACMAD complies with California's Paid Sick Leave Law (AB 1522 and AB 304). Under the law, an employee who, on or after July 1, 2015, works in California for 30 or more days for the same employer within a year from the beginning of employment qualifies for paid sick leave. Qualifying employees, including part-time and temporary employees, will be provided the full amount of leave (3 days or 24 hours) per year of employment (12 months). Accrual begins on the first day of employment or July 1, 2015, whichever is later. This policy applies to employees who are not provided sick leave under qualifying collective bargaining agreements.

Together with the above new policy section §323.4, you'll find the following modifications to existing policy:

§311 Policy now specified whose Memorandum of Understanding is being referred. The words "the Employees' Association Memorandum" have been added.

§321 Holidays have been further and clearly defined.

§323.3 Identifies the benefit for "fulltime permanent" employees.

§323.4 Introduces the new section for complying with California’s Paid Sick Leave Law and the Procedures to comply (notice, usage, separation, definition and responsibility)

Sections **§323.5 to §323.8** have been renumbered due to a new **§323.4** section.

In **§323.5**, “fulltime permanent” has been added to identify whom this benefit is for.

§323.7 Identifies limitations to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) law for requiring a Doctor’s note/examination.

Chapter 300. SALARIES AND WORKING CONDITIONS OF EMPLOYEES

§301

New Legislation Pertaining to the Retirement Program. The manager is to review and analyze the legislation as submitted by the Public Employees' Retirement System, to select the modifications that could beneficially affect employees and/or retirees and to submit the information annually to the Salary Committee and to the Employees' Group prior to salary negotiations.

§302 Uniforms

§302.1

The District shall grant to each specialist, vector biologist and technician in its present employ, a sufficient number of uniforms to maintain an adequate supply for the changes necessary to keep same clean and in good condition and also supply a laundry service for said uniforms, the color and type to be determined by the manager with the cooperation of the employees. The District uniforms will include shoulder patches bearing the District's insignia, to be placed just below the shoulder on the left sleeve of the shirts and jackets selected. The District shall also furnish each employee with name patches, to be placed on the front of the shirt or jacket so as to be visible at all times. This clothing shall be worn during working hours unless specifically exempted by the manager. Uniforms shall not be modified without permission from the manager.

§302.2

The times when it will not be necessary to wear this clothing will be when working on the repair of equipment or doing other work at the District depot, or when the full day is to be in such work as digging and cleaning ditches.

§303 Safety Boots

§303.1

The District, in order to reduce injuries to workers, will provide an allowance not to exceed \$150.00 per fiscal year per employee to purchase safety boots that meet Cal/OSHA standards for toe and penetration protection. Safety shoes are to be above ankle height. Employees are to be reimbursed up to the allowance set by the Board upon presenting a receipt of purchase to the District. Employees may have the option of purchasing safety boots at an approved supplier that will then bill the District.

§303.2

When Safety Boots are to be worn. All employees of the District working outside of the office are required to wear approved safety boots. Safety boots are not required for attending meetings or continuing education training.

Chapter 300. SALARIES AND WORKING CONDITIONS OF EMPLOYEES

§304 District Salary Plan

In developing the pay plan the following points were used as guides in developing recommendations:

- a) The plan should enable the District to secure and retain competent employees.
- b) The plan should motivate employees to improve their level of performance on the job.
- c) The plan should be flexible in administration.
- d) The plan should provide for salaries in proper relationship to each other in the organization.
- e) All new hires must serve a minimum probation period of 6 months of satisfactory service.
- f) Each employee will be evaluated prior to step increases and at least annually after the final step has been reached.

§305 Procedures for Employee Evaluation

- a) All employee evaluations shall be prepared in written form and shall be signed by the employee's supervisor. (The manager's supervisor is the Board of Trustees or its chosen representatives.
- b) For each evaluation, there shall be an interview between the employee and the employee's supervisor, at which the written evaluation shall be presented and discussed.
- c) Upon completion of the interview, the employee shall sign the evaluation to show that the interview was completed.
- d) The employee shall have the opportunity to provide written comments on the evaluation within seven days of the interview.
- e) The evaluator's supervisor shall review the evaluation and employee comments. He/she shall sign the evaluation to indicate that the process was completed. All completed evaluations, with employee comments, shall be kept in the employee's personnel file.
- f) An employee evaluation that is less than satisfactory shall require preparation of a remedial plan to be signed by the employee and a follow-up evaluation within six months.

Chapter 300. SALARIES AND WORKING CONDITIONS OF EMPLOYEES

§306

Employee Questions, Comments and Suggestions Employees are encouraged to provide questions, comments or suggestions relating to the District or its operation. Questions-comments-suggestions may be made either orally or in writing and shall be directed to the employee's supervisor. If the question-comment-suggestion is made in writing, the supervisor shall, within two weeks of its submission, provide a written response to the employee. The supervisor shall also forward the question-comment-suggestion and his/her response to his/her supervisor for review. An employee question-comment-suggestion may not serve as a basis for disciplinary action against the employee.

§307 Salary Steps

§307.1

Entry-level Field personnel shall be hired at the position of Assistant Mosquito Control Technician for a minimum of six months and until certification as a Mosquito Control Technician is received at which time they shall advance to the position of Mosquito Control Technician. The salary for the position of Assistant Mosquito Control Technician is five percent below that of Mosquito Control Technician step 1.

§307.2

The recommended plan for the positions of Mosquito Control Technicians and Administrative Secretary/Bookkeeper consists of a series of salary ranges, each containing five steps. Each step is five percent above the preceding step in that range.

§307.3

For each salary range the first step is considered the entrance rate and the top step the maximum. Ordinarily, new employees would be started at the minimum rate and progress to the second step after six months satisfactory service. The third step is achieved after an additional six months of satisfactory service. Each remaining step is reached after one year of satisfactory service at the preceding step.

§307.4

The position of Vector Biologist consists of two steps. Vector Biologist step 2 is five percent above the salary range of step 1 and can be achieved after one year of satisfactory service.

§307.5

The positions of Administrative Assistant, Entomologist Specialist, Environmental Specialist, Equipment/Maintenance Specialist and Systems Specialist consist of a series of salary ranges, each containing five steps. Each step is 2.5% above the preceding step in that range. Progression from step 1 through step 5 follows the plan described in §307.3 above.

Chapter 300. SALARIES AND WORKING CONDITIONS OF EMPLOYEES

§308

It is essential that a review of pay rates be made in connection with the negotiation of employee Memorandum of Understandings (MOUs). Classification pay rates may be adjusted in the new MOU based on the review.

§309

The District's policy in regard to salaries, vacation, sick leave and working conditions shall take into account those used by Alameda County, but shall not be bound by them.

§310

The Board shall consider as one of its guidelines the salary and fringe benefits of similar and adjacent mosquito abatement districts.

§311

The Board may provide for longevity pay as agreed upon in ~~the Memorandum~~[the Employees' Association Memorandum](#) of Understanding.

§312

The salary of manager shall be considered independently of other District positions. Pertinent legislation - Meyers-Milias-Brown Act.

§313

Effective Date of Salary Increment. The date when salary increment shall become effective shall be the first day of the month if appointment to the position became effective on the first day of the month, or the first business day following the first day of the month; otherwise, it shall be the first day of the succeeding calendar month.

§314

Effect of Change to Position of Higher Grade. If an employee changes position in the District service to another position of a higher salary schedule, the salary received shall be the amount provided in the schedule step for the latter position which is at least one step higher than the amount received in the former position, and shall receive a new anniversary date.

§315

Compensation for Portion of Month Worked. The compensation herein provided shall be deemed to mean the compensation per month, provided, however, that any position intended to be filled on a full-time monthly basis and for which compensation is provided on a monthly basis may be filled for a portion of a month, and during any month such position is filled on such basis, the salary for such position for such month shall be that pro rate of the monthly salary that the number of hours or days worked by

Chapter 300. SALARIES AND WORKING CONDITIONS OF EMPLOYEES

such employee during such month bears to the total number of working hours or day in such month.

§316

When Salaries are Payable. The salaries of all regular employees as fixed herein shall be paid in equal semi-monthly installments, and all salaries shall continue in the amount herein fixed until such time as the same may be modified by the Board Trustees. (Effective January 1, 1989, salaries will be payable on the 15th day and the last day of each month.)

§317

Overtime Work Define. "Overtime work" as used herein is hereby defined as all time which an employee of the District is required to work in excess of forty hours in any one week, except that, in any week in which a holiday or holidays occur, all time worked in excess of forty hours, less the number of hours, (but not to exceed 8 hours in any one day) normally worked by such employee on such day or days if they were not holidays shall be considered as overtime. Overtime service must be for definite work performance and ordered and approved by the manager. The manager or authorized designee may authorize overtime work during Saturdays, Sundays or holidays for any or all personnel.

§318

Compensation for Overtime. Overtime work shall be compensated for at the rate of time and one-half off, (effective 1978 by State law) to be added to employee's vacation leave.

§319

Week Defined. Week as used herein is hereby defined as any consecutive seven-day period commencing at 12:01 a.m. of any Sunday.

§320

Fraction of Less than One-Half Hour. No overtime payment shall be allowed for any period of less than one-half hour, and fraction of less than one-half hour of overtime worked may not be accumulated in order to total one-half hour or more, except where such fractions are part of a regularly scheduled shift.

§321

Holiday Defined. Holidays shall include:

- (a) Every Sunday.
- (b) January 1st, ~~known as New Year Day.~~
- (c) The third Monday in January, known as " Dr. Martin Luther King Jr. Day."
- (d) ~~The second Monday in~~ February 12th, known as "Lincoln's Day."
- (e) The third Monday in February ~~known as "President's Day"~~
- (f) The last Monday in May, ~~known as Memorial Day.~~

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Chapter 300. SALARIES AND WORKING CONDITIONS OF EMPLOYEES

- (g) July 4th, known as "Independence Day".
- (h) The first Monday in September, known as "Labor Day".
- (i) September 9th, known as "Admission Day."
- (j) The second Monday in October, known as "Columbus Day."
- (k) November 11th, known as "Veterans Day."
- (l) December 25th.
- (m) December 24th
- (n) every day appointed by the president or Governor for a public fast, thanksgiving, or holiday; and in addition include the day after **Thanksgiving** and in addition include the day after Thanksgiving any other holidays agreed upon in the Employees' Association MOU.

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In the event that any of the holidays provided for herein shall fall on Sunday, the Monday following will be observed and in the event any of the holidays provided for herein shall fall on a Saturday, the Friday preceding will be observed.

§322 Vacation Leave

§322.1

The District's vacation plan will be administered as stated below:

<u>Years of Employment</u>	<u>Days Vacation Accrued/Month</u>
Beginning of 1 st year through end of 3 rd year	1 day /month = 12 days/year
Beginning of 4 th year through end of 7 th year	1 ¼ days/month = 15 days/year
Beginning of 8 th year through end of 12 th year	1 2/3 days/month = 20 days/year
Beginning of 13 th year and after	2 1/12 days/month =25 days/year

§322.2

Cash Payment in Lieu of Vacation Leave. An employee who has completed one year of employment and leaves the District service for any reason shall be paid the rate shown in the vacation schedule.

§322.3

Maximum Vacation Leave. Vacation leave in any calendar year may not exceed the number of days the employee would be entitled to for the number of years of service they have accumulated with the District (see schedule of vacation leave §322.1).

However, if the manager finds that the best interest of the District will be served by delaying all or part of the vacation leave due such employee, unused vacation leave so accumulated shall be added to leave subsequently due, not to exceed a maximum of two years vacation allowance in the case of any employee in a calendar year.

§322.4

Date When Vacation Credit Starts. Vacation credit shall begin on the first day of the month if employment began on the date or the first business day following the first of the

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month; otherwise it shall begin on the first day of the succeeding calendar month.

§323 Sick Leave

§323.1

As used in this article "sick leave" means leave of absence of an employee because of any of the following:

- a) Illness or injury which renders the employee incapable of performing work or duties for the District;
- b) Exposure to contagious disease;
- c) Routine medical or dental appointments of the employee; and
- d) Illness of an emergency nature within the employee's household.

§323.2

Sickness or Injury in Course of Employment. If a person is incapacitated by sickness or by injuries received in the course of employment by the District, the manager may grant an amount of pay equal to the difference between the employee's District salary and the workers' compensation received during such incapacity, but not to exceed one year for any one period of such incapacity.

§323.3

Sickness or Injury Not in Course of Employment. If a person is incapacitated by injuries or sickness not received in the course of his employment by the District, or if a person is otherwise incapacitated as defined in §323.1 then the manager may grant the employee sick leave with pay. Sick leave is accumulated at one day per month for all [fulltime permanent](#) employees.

§323.4

Purpose

This Administrative Instruction sets forth the Alameda County Mosquito Abatement District's policy and procedures for complying with California's Paid Sick Leave Law under the Healthy Workplace Healthy Family Act of 2014 (AB 1522 and AB 304).

Policy

It is the policy of the ACMAD to comply with California's Paid Sick Leave Law (AB 1522 and AB 304). Under the law, an employee who, on or after July 1, 2015, works in California for 30 or more days for the same employer within a year from the beginning of employment qualifies for paid sick leave. Qualifying employees, including part-time, seasonal and temporary employees, will be provided the full amount of leave (3 days or 24 hours) per year of employment (12 months) following completion of thirty (30) days of

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employment. Accrual begins on the first day of employment or July 1, 2015, whichever is later.

This policy applies to employees who are not provided sick leave under qualifying collective bargaining agreements.

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Procedures

Notice

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1. The District will display posters summarizing paid sick leave.

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2. Employees will be provided notice of their accrued sick leave balance with each pay stub.

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Usage

3. An employee may request paid sick days in writing or verbally.

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4. An employee can take paid leave for employee's own or a family member for the diagnosis, care or treatment of an existing health condition or preventive care or for specified purposes for an employee who is a victim of domestic violence, sexual assault or stalking. Family members include the employee's parent, child, spouse, registered domestic partner, grandparent, grandchild, and sibling. Preventive care would include annual physicals or flu shots.

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5. Supervisors must allow eligible employees to use paid sick leave upon reasonable request. An employee cannot be required to find a replacement as a condition of using paid sick days.

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6. For partial days, employees must take at least one hour of paid sick leave, but otherwise the determination of how much time is needed is left to the employee.

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Separation

7. Paid sick leave has no cash value, and ACMAD does not pay employees for available sick leave at separation under this policy.

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8. If the part time, seasonal or temporary employee separates and returns within

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one (1) year of separation, unused sick leave hours shall be restored to the employee. If the employee returns after one (1) year of the previous separation, the sick leave hours shall not be restored to the employee.

Definitions

Family Member: for definition refer to section 326 of this Policy.

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Responsibility

1. Employee

- A. As soon as the employee knows s/he will be unable to report to work, s/he should directly report sick leave to his/her supervisor in accordance with District's policy.
- B. Refrain from unnecessary absenteeism by arranging medical and dental appointments to minimize travel time and impact on District's work schedules.
- C. While on sick leave, be reachable by phone and report in once a week or as required by District's policy.
- D. Obtain a doctor's note on sick leave lasting over a week (5 working days), or a lesser period of time if required by the Supervisor/Manager per section 323.6 and within the HIPA laws.
- E. Complete a Absence Request Form on return to work or as required by the department.

2. Supervisor

- A. Insure that all employees are fully aware of sick leave provisions.
- B. Review the Absence Request form with the employee immediately after use of sick leave and approve or deny all or part of the sick leave.
- C. Notify Human Resources Administration if an employee is off work for physical reasons and is not expected to return within two weeks.

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- D. Regularly talk to or visit employees on long-term sick leave and provide all possible assistance.
- E. If full recovery is anticipated, develop a modified duty assignment within the employee's physical limitations.
- F. Periodically review the sick leave and absenteeism records of all subordinates and counsel those who use over half of their sick leave accumulation for non-catastrophic personal absences.
- G. Ask HR Administration for guidance when there are concerns about any employee's usage of sick leave, or in the case of modified duty.

3. Manager

- A. Establish departmental policies and procedures, if needed, to implement the sick leave rules and policies, and ensure employees are advised of the reporting and utilization requirements.
- B. Monitor District's sick leave utilization with all supervisors on a continuing basis.
- C. Retain Absence Request forms in accordance with the District's Record's Retention Schedule.

4. Human Resources Administration

- A. Counsel supervisors on department sick leave utilization and evaluation.
- B. Inform the employee of the Family Medical Leave Act (FMLA) leave option once notified that an employee is not expected to return within two weeks.

7

§323.54

The Board of Trustees has provided the fulltime permanent employees an option from the Public Employees' Retirement System (PERS) which allows employees to accumulate sick leave at a rate of twelve days per year. At retirement, the balance of unused sick leave can be converted to PERS service credit.

§323.65

Effective January 1, 1996, employees with negative balances on the sick leave will have the time deducted from the vacation leave balance.

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§323.76

Doctor's Examination. When a person asks for or is on sick leave with pay, the manager may require such doctor's examination (within the Health Insurance Portability and Accountability Act of 1996 (HIPAA)) as he deems appropriate in order to determine whether such leave shall be granted or shall continue.

§323.87

Emergency Leave - Sickness in Employee's Immediate Family. Leave of absence with pay because of sickness or injury in the employee's immediate family may be granted by the manager, not to exceed the amount of time which is specified under the section entitled "Sickness or Injury Not in Course of Employment". Time taken for sick leave under the provisions of this paragraph shall be deducted from the sick leave allowable for such person.

§324 Catastrophic Leave

Leave of absence with pay for up to five days annually may be granted in the case of a catastrophic event (such as earthquake, flood or fire) that directly impacts the employee or immediate family as defined in §326. Employee must request and receive approval from the Manager and Board to receive paid catastrophic leave. Catastrophic leave shall be in addition to any other entitled sick, vacation or other leave.

§325 ACMAD Medical Leave Donation Program

Any ACMAD employee who accrues vacation credit may voluntarily donate those credits to any other ACMAD employee if the recipient employee has exhausted all accrued leave credits, i.e. sick leave, vacation, compensatory time off, due to illness or injury including pregnancy and maternity leave.

The following provisions shall apply:

- a) An employee, his/her legal representative or an employee's immediate family member must request the employee's participation and provide appropriate verification of illness or injury. (Use Medical Leave Request Form)
- b) Employees may donate a maximum of forty (40) hours vacation per fiscal year in increments of eight hours. Unused donated time will be returned proportionally to the donors. (Use Medical Leave Donation Form)
- c) Donated vacation credit may not exceed continuance of the employee's regular rate of compensation.

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- d) Vacation may also be donated so that an employee can tend for an incapacitated member of the employee's immediate family (as defined in § 381)

§326 Family Definitions

326.1

Immediate Family

For the purpose of §323.7, 324 and 327.1 immediate family means: mother, father, husband, wife, son, daughter, brother, sister or domestic partner.

§326.2

Domestic Partnership Defined. A "Domestic Partnership" shall exist between two persons, one of whom is an employee of Alameda County Mosquito Abatement District regardless of their gender. Each of the two persons shall be the "domestic partner" of the other if they both complete, sign, date, and cause to be filed with the District office, an "Affidavit of Domestic Partnership" attesting to the following:

- a. the two parties reside together and share the common necessities of life;
- b. the two parties are not married to anyone; eighteen years or older; not related by blood closer than would bar marriage in the State of California; and mentally competent to consent to contract;
- c. the two parties declare that they are each other's sole domestic partner and they are responsible for their common welfare;
- d. the two partners agree to notify the District if there is a change of circumstances attested to in the affidavit;
- e. the two parties affirm, under penalty of perjury, that the assertions in the affidavit are true to the best of their knowledge.

327 Funeral Leave

327.1

Death in Employee's Immediate Family. Leave of absence with pay because of death in the immediate family of a person in the District employ may be granted by the manager for a period not to exceed three days. For out of state funerals the Board authorizes an additional day (for a total of four). Entitlement to leave of absence under this section shall be in addition to any other entitled for sick leave, emergency leave, or any other leave.

§327.2

Funeral Leave Outside the Immediate Family. The manager will interpret immediate

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family to include grandparents, mother and father-in-laws and brother and sister-in-laws when the employee is required to help in the funeral arrangements of the deceased. As has been established through District tradition, funeral leave for a more distant relative or friend shall be taken from sick leave.

§328

Leave May Not Exceed Six Months. Leave of absence without pay may be granted by the Board of Trustees upon the request of a District employee, but such leave shall not be for longer than six months. Nothing herein contained shall limit or prevent the granting of a leave of absence without pay for an indefinite period of time to any employee who is injured on the job or has a serious illness, or mental or physical impairment.

§329

Health Benefits While On Leave Of Absence. The manager is directed NOT to pay the health benefits of employees at anytime that they are on leave (except for approved Family Medical Leave) from the District.

§330 Family Medical Leave

§330.1

Purpose. The purpose of this policy is to clarify how the District will implement the Family and Medical Leave Act of 1993 (FMLA) and the California Family Rights Act of 1991 (CFRA).

§330.2

Definitions

- a) "12-Month Period" means a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken.
- b) "Child" means a child under the age of 18 years of age, or 18 years of age or older who is incapable of self care because of a mental or physical disability. An employee's child is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, foster or step-child. A child is "incapable of self care" if he/she requires active assistance or supervision to provide daily self care in three or more of the activities of daily living or instrumental activities of daily living--such as, caring for grooming and hygiene, bathing, dressing and eating, cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephones and directories, etc.
- c) "Parent" means the biological parent of an employee or an individual who stands or stood in loco parentis (in place of a parent) to an employee when the employee was a child. This term does not include parents-in-law.

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- d) "Spouse" means a husband or wife as defined or recognized under California State law for purposes of marriage.
- e) "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
1. Inpatient Care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity (i.e., inability to work, or perform other regular daily activities due to the serious health condition, treatment involved, or recovery therefrom); or
 2. Continuing treatment by a health care provider. A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:
 - a. A period of incapacity (i.e., inability to work or perform other regular daily activities) due to a serious health condition of more than three consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves:
 - i. Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision by a health care provider, or by a provider of health care services (e.g., a physical therapist) under orders of, or on referral by a health care provider; or
 - ii. Treatment by a health care provider on at least one occasion that results in a regimen of continuing treatment under the supervision of the health care provider. This includes, for example, a course of prescription medication or therapy requiring special equipment to resolve or alleviate the health condition. If the medication is over the counter, and can be initiated without a visit to a health care provider, it does not constitute a regimen of continuing treatment.
 - b. Any period of incapacity due to pregnancy or for prenatal care. (This entitles the employee to FMLA leave, but not CFRA leave. Under California law, an employee disabled by pregnancy is entitled to pregnancy disability leave.)
 - c. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one that:

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- i. Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;
 - ii. Continues over an extended period of time (including recurring episodes of a single underlying condition); and
 - iii. May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.) Absences for such incapacity qualify for leave even if the absence lasts only one day.
- d. A period of incapacity that is permanent or long term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider.
- e. Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.
- f) "Health Care Provider" means:
- 1. A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the State of California;
 - 2. Individuals duly licensed as a physician, surgeon, or osteopathic physician or surgeon in another state or jurisdiction, including another country, who directly treats or supervises treatment of a serious health condition;
 - 3. Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice in California and performing within the scope of their practice as defined under California State law;

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4. Nurse practitioners and nurse mid-wives and clinical social workers who are authorized to practice under California State law and who are performing within the scope of their practice as defined under California State law;
5. Christian Science practitioners listed with the First Church of Christ Scientist in Boston, Massachusetts; and
6. Any health care provider from whom an employer or group health plan's benefits manager will accept certification of the existence of a serious health condition to substantiate a claim for benefits.

§330.3

Under the California Family Rights Act of 1991 (CFRA) and the Federal Family and Medical Leave Act of 1993 (FMLA), if an employee has worked for the District at least 1250 hours during the last 12 months and has more than 12 months of service with the District, then the employee may have a right to take unpaid family care and medical leave up to 12 work weeks in a 12 month period (CFRA leave and FMLA leave).

§330.4

FMLA leave and CFRA leave may be taken for the following reasons:

- a) The birth of a child of employee, placement of a child with the employee in connection with an adoption or foster care, or care for a child of the employee who has a serious health condition;
- b) Care for the parent or spouse of the employee who has a serious health condition; or
- c) The employee's own serious health condition that makes the employee unable to perform the functions of the employee's position.

§330.5

When medically necessary, CFRA leave and FMLA leave may be taken in intermittent periods, provided that the total leave taken does not exceed 12 work weeks in any 12 month period. That twelve month period will begin on the first day that the employee leaves work. Leave taken for the birth, adoption, or foster care placement of a child of the employee must be concluded within one year of the birth or placement, and the basic minimum duration of the leave is two weeks. However, an employee is entitled to leave for the birth, adoption, or foster care placement of a child of the employee for at least one day but less than two weeks duration on any two occasions. In any case in which a husband and wife both employed by the District are entitled to leave, the aggregate number of workweeks of leave to which both be entitled may be limited to 12 workweeks during any 12-month period if leave is taken for the birth or placement for

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adoption or foster care of the employees' child (i.e., bonding leave). This limitation does not apply to any other type of leave under this policy.

§330.6

Even if ineligible for CFRA leave, if disabled by pregnancy, childbirth, or related medical conditions, a female employee may have a right to take pregnancy disability leave under the California Fair Employment and Housing Act of 1980 (CFEHA). Female employees may take up to four months of pregnancy disability leave, depending upon the period(s) of the employee's actual disability. When medically necessary, pregnancy disability leave may be taken in intermittent periods, provided that the total leave does not exceed four months. Pregnancy disability leave runs concurrently with FMLA leave taken for disability arising from pregnancy, childbirth, or related medical conditions. If the female employee also is eligible for CFRA leave, the employee may be entitled to take both a pregnancy disability leave, which runs concurrently with FMLA leave, and a CFRA leave for reason of the birth of a child.

§330.7

Eligibility. To be eligible for leave under the FMLA, an employee must: (1) have been employed by the District for at least 12 months, which need not be consecutive; and (2) have worked for the District at least 1250 hours during the 12 months immediately preceding the commencement of leave.

§330.8

If the District grants an employee's request for FMLA leave, CFRA leave, and/or pregnancy disability leave, the employee is guaranteed reinstatement upon the termination of the leave to his or her original position or to a position with the same or comparable duties and pay and at the same or comparable geographic location and with no loss of seniority or longevity.

§330.9

If possible, the employee is to provide 30-day advance notice of the need to take FMLA or CFRA leave when the need is foreseeable and such notice is practicable. Otherwise, the employee must provide reasonable advance notice of the need for the leave, and, for planned medical treatments or supervision, the employee must make reasonable efforts to schedule the leave so as to avoid disrupting the District's operations. Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until the employee complies with the notice policy.

§331.0

- a) The District may require an employee requesting leave to submit a medical certification from his or her health care provider or the health care provider of the employee's child, spouse, or parent, as applicable, to support the request for leave. If the leave is requested because of the employee's own serious health

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condition, the certification must include a statement that the employee is unable to work at all or is unable to perform the essential functions of his/her position.

- b) As a condition of reinstatement following an employee's leave taken because of the employee's own serious health condition, the District may require the employee to submit a medical certification from his or her health care provider stating that the employee is able to resume work. The District Manager may require the employee to obtain, at the District's expense, a second opinion regarding the employee's ability to resume work. If the second opinion differs from the first, the District Manager may require a third opinion from a mutually agreed on health care provider. The District may deny reinstatement to a "key" employee (i.e., an employee who is among the highest paid 10 percent of all employed by the District within 75 miles of the work site) if such denial is necessary to prevent substantial and grievous economic injury to the operations of the District, and the employee is notified of the District's intent to deny reinstatement on such basis at the time the employer determines that such injury would occur.

§331.1

- a) Where an employee has earned or accrued paid vacation, administrative leave, compensatory time, or personal or family leave (if applicable to your agency, this is referring to paid family leave; some agencies permit employees to use a certain number of sick leave days for family leave purposes), that paid leave may be substituted for all or part of any otherwise unpaid leave under this policy. As for sick leave, an employee is entitled to use sick leave concurrently with leave under this policy if:
1. The leave is for the employee's own serious health condition; or
 2. The leave is needed to care for a parent, spouse or child with a serious health condition, and would be permitted as sick leave under the District's sick leave policy.
- b) Employees must exhaust their accrued leaves concurrently with FMLA/CFRA leave to the same extent that employees have the right to use their accrued leaves concurrently with FMLA/CFRA leave, with two exceptions:
1. Employees are not required to use accrued compensatory time earned in lieu of overtime earned pursuant to the Fair Labor Standards Act; and
 2. Employees will only be required to use sick leave concurrently with FMLA/CFRA leave if the leave is for the employee's own serious health condition.

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- c) If an employee takes a leave of absence that is FMLA/CFRA-qualifying, the District may designate that non-FMLA/CFRA leave as running concurrently with the employee's 12-week FMLA/CFRA leave entitlement.

§331.2

There are certain exceptions to eligibility for family care and medical leave under the FMLA and CFRA, and the District is legally permitted to deny a request for leave under certain circumstances. In particular, the District has the right to deny any request for family care and medical leave due to the small size of the District work force. However, this exception does not apply to pregnancy disability under the CFEHA, and the District may not deny requests for pregnancy disability leave due to the small size of the District work force.

§331.3

The taking of family care leave or pregnancy leave may affect certain parts of your employee benefits. If you want more information regarding your rights to, and eligibility for, family care and medical leave, or pregnancy disability leave under this section, please contact the District Manager.

§332

Leave for Jury Duty or in Answer to Subpoena as Witness. Leave of absence with pay shall be granted to a person while going to and from court and service on jury duty or answering a subpoena as a witness. Any jury or witness fee awarded to such person shall be deposited with the District.

§333

Professional Development. It is the policy of the District to encourage participation by all employees in continuing education. The manager is authorized to reimburse employees for training up to the amount budgeted for the year. Training should be scheduled so that it is not disruptive to the employee's normal job duties.

§334

Policy for District Vehicle Use. The District Manager may grant temporary use of a District vehicle to an employee for use after regular District work hours when it proves to be more efficient in the completion of District work. Events warranting such use would be weekend public education events and early morning interagency meetings/seminars. At no time shall manager grant use of a District vehicle to any other than a District employee or Trustee, and at no time shall the vehicle be used for any other purpose than District business.

§335 Safety Incentive

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Objective. To foster safe and healthy working practices by individual employees and an atmosphere of mutual concern for fellow workers.

Method. To rebate employees at the beginning of the fiscal year a portion of the savings that have accrued by self-insuring for workers' compensation in the previous fiscal year.

Pay Formula. The amount of payment would be based upon the following formula:

Amount to be reimbursed to employees for appropriate fiscal year = \$2,500 - (actual losses paid by Vector Control Joint Powers Agency for approved workers' compensation claims).

ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT
LIST OF WARRANTS DATED OCTOBER 15, 2015.

WAR NO	PAYEE		ACCT NO	AMT OF CHARGE	AMT OF WARRANT
016516	Biological Specialist	Total salary less deduction for payroll	1011	2,537.13	
016516	Mosq Control Tech	October 1 to October 15, 2015.	1011	2,178.45	
016516	Vector Biologist	"	1011	2,701.70	
016516	Vector Biologist	"	1011	2,776.03	
016516	Mosq Control Tech	"	1011	2,267.60	
016516	Environment Specialist	"	1011	2,546.83	
016516	District Manager	"	1011	3,055.54	
016516	Asst Mosq Control Tech	"	1011	1,950.81	
016516	Field Sesonal	"	1011	593.98	
016516	IT Specialist	"	1011	2,464.87	
016516	Entomologist	"	1011	3,044.69	
016516	Field Seasonal	"	1011	1,137.75	
016516	Field Supervisor	"	1011	2,975.40	
016516	Finance Manager	"	1011	2,446.86	
016516	IT Seasonal	"	1011	1,074.43	
016516	Vector Biologist	"	1011	3,271.66	
016516	IT Specialist	"	1011	2,581.68	
016516	Lab Seasonal	"	1011	1,141.71	
016516	Mosq Control Tech	"	1011	2,946.81	
016516	Asst Mosq Control Tech	"	1011	1,904.21	
016516	Mechanic Specialist	"	1011	2,884.06	
016516	IRS	Federal tax withheld (payroll)	1011	8,598.66	
		Medicare Tax Withheld (payroll)	1011	943.03	
		District Contribution to Medicare (payroll)	1311	943.04	
016516	State of California	State Tax withheld (payroll)	1011	2,712.66	61,679.59
016616	Public Employees' Retirement System	Employee Contributions	1011	17.00	
		Employee Paid Member Contributions, 7% & 6.5%	1011	4,435.56	
		Employer Contribution 9.353% & 6.73%	1211	5,532.55	9,985.11
016716	Aetna Life & Annuity	Employee Contributions	1011		150.00
016816	CALPERS 457 Plan	Employee Contributions - PERS 457	1011		2,430.00
016916	Delta Dental Plan	Monthly Premium	1411		4,643.17
017016	Vision Service Plan	Health premium	1411		1,081.60
017116	Airgas	Dry ice	3131.1		224.85
017216	Bayside	Janitorial services, October 2015	3051		300.00
017316	Bay Area Distributing	Engine tune up	3231		425.17
017416	Cintas	Laundry service	3071	341.27	
		Personal supply	3031	121.45	462.72
017516	Corporate Park Landscaping	Landscape maintenance	3211		170.00
017616	Clausnitzer, Ryan	Reimbursement, medical treatment	1411		563.10
017716	Grainger	Door surface mount	3211	105.98	
		Jack	3231	123.06	
		Alcohol pad, respirator cart	3391.6	154.58	383.62
017816	Hayward Water	Utilities	3271		737.14
017916	KBA Docusys	Canon copier rental	3111		448.96
018016	Kimball Midwest	Bottle	3391.6	46.13	
		Instazorb	3231	82.84	128.97
018116	Mar Len	Misc fittings	3231		125.71
018216	PFM Asset	Investment advisory services	3411		1,672.64
018316	CA Dept of Public Health	Certification exam	3391.53		250.00
018416	VCJPA	EE assistance program	3411		217.92
018516	Waste Management	Garbage, September service	3271		191.69

WAR NO	PAYEE		ACCT NO	AMT OF CHARGE	AMT OF WARRANT
018616	Rocky Mountain	Becks - boot for SE	3031	165.55	
		Home Depot - buckets	3051	82.69	
		Canon - copier rental	3111	341.00	
		Office Depot - tapes	3111	186.36	
		INQ - software subscription	3121	19.95	
		WalMart - battery	3131.1	65.87	
		Amazon - jug	3131.1	65.98	
		BioQuip - traps	3131.1	2,237.48	
		Home Depot - jack chain	3131.1	37.30	
		Golden State - shipping	3131.2	71.23	
		Qiagen - Rneasy kit	3131.5	684.33	
		Shade - shade structure	3211	389.87	
		Home Depot - misc items	3211	67.32	
		Petes - fence	3211	169.69	
		Fedex - shipping	3211	81.32	
		Ford Store - filter assy	3231	23.96	
		Ford Store - handle	3231	27.23	
		Amazon - car charger	3231	41.94	
		Dultmeier - pump parts	3231	267.56	
		Treds - V 37 parts	3231	563.14	
		TelePacific - comm exp	3291.1	974.32	
		Southwest - flight round trip Oakland, San Diego, EC	3351.3	152.00	
		Smart - supplies	3351.3	55.23	
		Southwest - flight round trip Oakland, San Diego, ES	3351.3	152.00	
		Safeway - supplies	3351.3	39.99	
		Mountain - supplies	3351.3	162.47	
		Parking - business travel RC	3351.3	28.30	
		Southwest - flight, San Diego to Oakland, RC	3351.3	71.00	
		Traders Joe - board meeting supplies	3351.4	69.37	
		Pentair - fish maintenance	3391.4	359.62	
		WalMart - fish maintenance	3391.4	30.78	
		Smart - salt	3391.4	2.19	
		Amazon - fish maintenance	3391.4	86.70	
		Shade - prior month adjustment (reversal)	3391.4	(639.96)	
		CTC - e-mail marketing	3392	20.00	
		Bart - bart ticket	3392	15.00	
		CA Newspaper - public hearing adv	3411	1,821.56	
		Sub-total			8,990.34
		Total			95,262.30

ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT
LIST OF WARRANTS DATED OCTOBER 31, 2015.

WAR NO	PAYEE	FOR	ACCT NO	AMT OF CHARGE	AMT OF WARRANT
018716	Biological Specialist	Total salary less deductions for payroll period	1011	2,651.43	
018716	Mosq Control Tech	"	1011	2,091.47	
018716	Vector Biologist	"	1011	2,816.01	
018716	Vector Biologist	"	1011	2,776.03	
018716	Mosq Control Tech	"	1011	2,267.59	
018716	Environmental Specialist	"	1011	2,661.13	
018716	District Manager	"	1011	3,727.33	
018716	Asst Mosq Control Tech	"	1011	1,950.81	
018716	Field Seasonal	"	1011	814.82	
018716	IT Specialist	"	1011	2,808.76	
018716	Entomologist	"	1011	3,088.92	
018716	Field Seasonal	"	1011	1,242.71	
018716	Field Supervisor	"	1011	3,046.84	
018716	Finance Manager	Total salary less deductions for payroll period	1011	2,518.31	
018716	IT Seasonal	"	1011	792.48	
018716	Vector Biologist	"	1011	3,271.66	
018716	IT Specialist	"	1011	2,642.30	
018716	Lab Seasonal	"	1011	1,209.25	
018716	Mosq Control Tech	"	1011	2,389.73	
018716	Asst Mosq Control Tech	"	1011	1,904.21	
018716	Mechanic Specialist	"	1011	2,998.36	49,670.15
018716	IRS	Federal Tax Withheld	1011	8,364.64	
		Medicare Tax Withheld	1011	930.33	
		District Contribution to Medicare	1311	930.30	
018716	State of California	State Tax Withheld	1011	2,613.70	12,838.97
018816	Public Employees' Retirement System	Employees contributions	1011	17.00	
		Employee paid member contributions, 7%, 6.5%	1011	4,364.80	
		District contribution 9.353%, 6.73%	1211	5,459.29	9,841.09
018916	Aetna Life & Annuity	Employee contributions	1011		150.00
019016	Calpers 457 Plan	Employees contributions - PERS 457	1011		2,430.00
019116	Calpers	Health insurance	1411		30,585.30
019216	Jefferson Pilot Financial	Life insurance premium	1411		70.20
019316	T Scott Donahue	Trustee in lieu expenses - 1026th meeting	3351.5		100.00
019416	James Doggett	Trustee in lieu expenses - 1026th meeting	3351.5		100.00
019516	Robert Dickinson	Trustee in lieu expenses - 1026th meeting	3351.5		100.00
019616	Richard Guarienti	Trustee in lieu expenses - 1026th meeting	3351.5		100.00
019716	Elisa Marquez	Trustee in lieu expenses - 1026th meeting	3351.5		100.00
	Katherine Narum	Trustee in lieu expenses - 1026th meeting	3351.5		-
019816	Scott Paulsen	Trustee in lieu expenses - 1026th meeting	3351.5		100.00
	Ronald Quinn	Trustee in lieu expenses - 1026th meeting	3351.5		-
019916	Ursula Reed	Trustee in lieu expenses - 1026th meeting	3351.5		100.00
	William Spinola	Trustee in lieu expenses - 1026th meeting	3351.5		-
020016	Jan Washburn	Trustee in lieu expenses - 1026th meeting	3351.5		100.00
020116	George Young	Trustee in lieu expenses - 1026th meeting	3351.5		100.00
020216	AT&T	Yellow pages listing	3392		62.00
020316	Adapco	Altosid	3391.1		2,904.00
020416	Airgas	Dry ice	3131.1		487.23
020516	BA Regional Training	MVCAC continued education	3391.53		1,170.00
020616	Cintas	Personal supplies	3031	138.92	
		Laundry service	3071	368.82	507.74
020716	CSDA	Regular membership dues 2016	3331		5,659.00
020816	Clausnitzer, Ryan	Reimbursement, meeting supplies	3351.4		25.24
020916	Entrix	MVCAC Programmatic EIR	3411		245.75
021016	Grainger	Miscellaneous parts	3231		18.44
021116	Municipal Resource	Human resources services	3411		5,681.12
021216	NBC	Mask, gloves	3391.6		548.24

WAR NO	PAYEE	FOR	ACCT NO	AMT OF CHARGE	AMT OF WARRANT
021316	PG & E	Utilities	3271		1,398.06
021416	Quill	Stationery	3111		227.95
021516	Sonitrol	Monitoring charges	3551		717.49
021616	Verizon	Communication expenses	3291.4		657.90
021716	Wright Express	Fuel expenses, statement ended 10-15-15	3351.1		3,216.88
Total Warrants					130,012.75

Alameda County Mosquito Abatement
As of OCTOBER 30, 2015. (4 of 12 mth, 33.33%)

	EXPENDED IN OCTOBER	EXPENDED TO DATE	BUDGETED	BALANCE	% EXPENDED
SALARY & BENEFITS					
1011 Salary and Wages	136,309.73	529,301.01	1,573,549.00	1,044,247.99	34%
1411 Contribution to Medicare	1,873.34	7,288.77	26,781.00	19,492.23	27%
1311 Contribution to Retirement	10,991.84	121,770.58	202,026.00	80,255.42	60%
1211 Contribution to Health Care	36,943.37	145,032.00	443,302.57	298,270.57	33%
TOTAL SALARY & BENEFITS	186,118.28	803,392.36	2,245,658.57	1,442,266.21	36%
SERVICE AND SUPPLIES					
3031 Clothing and Personal Supplies	425.92	1,546.85	8,500.00	6,953.15	18%
3051 Household Expenses	382.69	1,564.75	5,500.00	3,935.25	28%
3071 Laundry Service and Supplies	710.09	2,641.27	9,000.00	6,358.73	29%
3111 Office Expenses	1,204.27	4,005.36	20,000.00	15,994.64	20%
3121 Computer & Software	19.95	4,362.83	12,000.00	7,637.17	36%
3131 Laboratory					
3131.1 Mosquito Surveillance	3,118.71	7,235.08	15,000.00	7,764.92	48%
3131.2 Disease Surveillance	71.23	2,906.70	7,155.00	4,248.30	41%
3131.3 Mosq pool testing	0.00	3,753.16	36,000.00	32,246.84	10%
3131.4 Hood certification	0.00	0.00	200.00	200.00	0%
3131.5 Misc lab eqpt & supplies	684.33	1,206.20	6,285.00	5,078.80	19%
3131.6 Reimbursement for light traps	0.00	0.00	200.00	200.00	0%
Laboratory Total	3,874.27	15,101.14	64,840.00	49,738.86	23%
3171 Small Tools and Instruments	0.00	57.80	2,500.00	2,442.20	2%
3211 Maintenance - Structures & Improvement	984.18	2,664.04	20,000.00	17,335.96	13%
3231 Maintenance Equipment	1,699.05	3,950.23	45,000.00	41,049.77	9%
3271 Utilities	2,326.89	8,091.62	22,000.00	13,908.38	37%
3291 Communication					
3291.1 Telephone service & internet	974.32	4,310.07	13,500.00	9,189.93	32%
3291.2 Public Notices	0.00	0.00	500.00	500.00	0%
3291.3 Website & email hosting	0.00	172.58	270.00	97.42	64%
3291.4 Cell phone services	657.90	3,939.58	10,000.00	6,060.42	39%
Communications Total	1,632.22	8,422.23	24,270.00	15,847.77	35%
3331 Memberships, Dues, Subscriptions	5,659.00	14,396.00	20,700.00	6,304.00	70%
3351 Transportation & Travel					
3351.1 Fuel & GPS	3,216.88	15,293.78	44,000.00	28,706.22	35%
3351.2 Misc Travel	0.00	0.00	0.00	0.00	0%
3351.3 Meetings & conferences	660.99	2,313.35	45,000.00	42,686.65	5%
3351.4 Board meeting expenses	94.61	315.33	800.00	484.67	39%
3351.5 Trustee in lieu	900.00	3,400.00	16,800.00	13,400.00	20%
Transportation & Travel Total	4,872.48	21,322.46	106,600.00	85,277.54	20%
3391 District Special Expenses					
3391.1 Pesticides	2,904.00	37,584.65	175,000.00	137,415.35	21%
3391.2 Field supplies	0.00	36.22	500.00	463.78	7%
3391.3 Sentinal Chickens	0.00	0.00	0.00	0.00	0%
3391.4 Fish & Fish Maint	-160.67	1,547.79	4,000.00	2,452.21	39%
3391.51 Aerial Pool Survey	0.00	0.00	17,000.00	17,000.00	0%
3391.52 Permits	0.00	1,104.00	3,000.00	1,896.00	37%
3391.53 Continuing Education fees	1,420.00	1,620.00	4,000.00	2,380.00	41%
3391.54 Board Plaques & nameplates	0.00	0.00	500.00	500.00	0%
3391.55 Seasonals (post ads, pre-empl phy)	0.00	0.00	1,000.00	1,000.00	0%
3391.6 Spray equipment & Safety	748.95	1,680.84	17,000.00	15,319.16	10%
District Special Expenses Total	4,912.28	43,573.50	222,000.00	178,426.50	20%
3392 Community Education	97.00	1,449.26	33,000.00	31,550.74	4%
3411 Professional and Specialized Services	9,638.99	63,343.86	224,887.00	161,543.14	28%
3471 Insurance - Collision, Liability etc	0.00	42,532.00	42,350.00	-182.00	100%
3491 Workers Compensation Insurance	0.00	63,736.00	60,745.00	-2,991.00	105%
3531 Insurance Fund - SIRS	0.00	0.00	0.00	0.00	0%
3551 Rents, Leases - Equipment	717.49	2,966.96	9,350.00	6,383.04	32%
TOTAL SERVICES & SUPPLIES	39,156.77	305,728.16	953,242.00	647,513.84	32%

CAPITAL							
5111 Structures and Improvements		0.00	0.00	190,000.00	190,000.00		0%
5311 Equipment		0.00	10,468.50	58,000.00	47,531.50		18%
	TOTAL CAPITAL	0.00	10,468.50	248,000.00	237,531.50		4%
Reserve fo Contingencies			0.00	50,000.00	50,000.00		
OPEB Trust Reimbursement			0.00	145,000.00	145,000.00		
	<i>Annual Operating Expenditures</i>	<i>225,275.05</i>	<i>1,119,589.02</i>	<i>3,641,900.57</i>	<i>2,522,311.55</i>		
OTHER							
Dry Period Cash (60%)		0.00	0.00	2,714,106.00	2,714,106.00		0%
Reserve for Capital Replacement		0.00	0.00	1,116,840.00	1,116,840.00		0%
	Total Other	0.00	0.00	3,830,946.00	3,830,946.00		0%
Total Expenditure		225,275.05	1,119,589.02	7,472,846.57	6,353,257.55		

Does not include 14/15 expenses paid in 15/16

Agenda item 1027.10c

STATEMENT OF EXPENDITURES - OCTOBER 31, 2015.

	EXPENDITURES	Budget Year 15-16 TO-DATE	BUDGETED	BALANCE
Salary & Wages	186,118.28	803,392.36	2,245,658.57	1,442,266.21
Service and Supplies	39,156.77	305,728.16	953,242.00	647,513.84
Capital Expenditures	0.00	10,468.50	248,000.00	237,531.50
Reserve for Contingency	0.00	0.00	50,000.00	50,000.00
OPEB Trust Reimbursement	0.00	0.00	145,000.00	145,000.00
TOTAL	225,275.05	1,119,589.02	3,641,900.57	2,522,311.55

IV. CASH BALANCE - October 31, 2015 : \$3,202,276.56 (Does not include interest revenue for October)

Sincerely,

Ryan Clausnitzer
District Manager

Alameda County Mosquito Abatement District

BOARD OF TRUSTEES

George Young, President
Richard Guarienti, Vice-President
Kathy Narum, Secretary
Robert Dickinson
James N. Doggett
Elisa Marquez
Scott Paulsen
Ursula Reed
Ronald E. Quinn
William M. Spinola
Scott Donahue
Jan O. Washburn
Wendi Poulson

Ryan Clausnitzer
District Manager
ryan@mosquitoes.org

MONTHLY STAFF REPORT – October 2015

1. OPERATIONS

Dear Trustees:

A. Narrative

Though late in the season, the presence of West Nile virus (WNV) in Alameda County was the prime focus of operations in the month of October. WNV positive birds, WNV positive *Culex tarsalis* and *Culex pipiens* mosquitoes, along with the high numbers of adults of both species collected in several locations led to the decision to perform adulticiding (fogging) operations. This is a rare event for ACMAD but based on the above information it was determined that it was necessary. On October 1st, Skywest golf course in Hayward was adulticided with the district's truck-mounted fogger utilizing Pyrethrin 25-5. Oro Loma sewer plant in San Lorenzo was also adulticided the same evening with a backpack fogger with the same material. Surveillance from pre-treatment trapping, sentinel adult mosquitoes, and post-treatment trapping indicated that the treatments were effective in reducing the numbers of adult mosquitoes of both species at both treatment locations. Larval sources in and around both areas were further monitored and treated as needed throughout the month of October. There are ongoing discussions with Oro Loma Sanitary District and Skywest / Hayward Area Recreation District (HARD) regarding information exchange and source reduction / elimination.

A WNV positive mosquito pool of *Culex erythrothorax* was later collected in Hayward just south of the previously discussed areas. This species is associated with tules and bulrushes and is very difficult to collect in its larval stages by standard dipping techniques. The adults tend to not travel far but can be aggressive biters and are known to be very competent vectors of WNV. Trapping at Hayward Marsh, the closest source of significant amounts of the proper type of vegetation, yielded high numbers of *Cx. erythrothorax*. A large-scale larval treatment was conducted by several members of district staff with assistance and boats provided by the Hayward Shoreline staff of the East Bay Regional Park District (EBRPD). Post-treatment adult trapping indicated a drop in the number of adult mosquitoes in the treatment areas around the marsh system. Ongoing dialogs regarding this source and its long-term future will continue with EBRPD and other parties involved with Hayward Marsh.

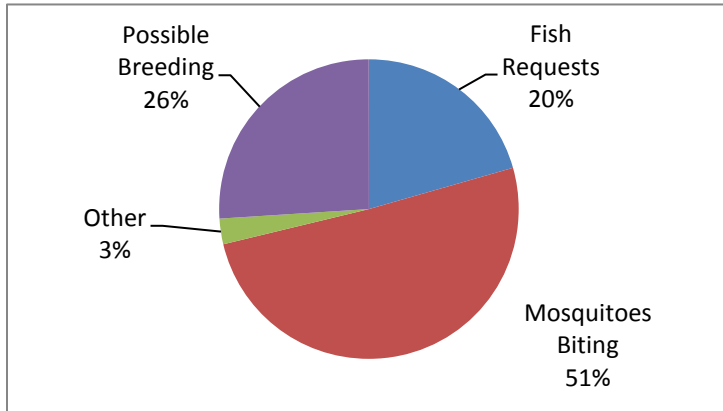
October was the last full month for the field operations seasonal hires. During the month, they continued treating catch basins in various zones for *Cx. pipiens*. The majority of the mosquito related service requests for October were attributed to *Cx. pipiens*, *Cx. tarsalis* and *Culiseta incidens*. Field staff continued to monitor and treat for these species along with *Aedes dorsalis*. As usual for this time of year, the number of fish requests dropped.

Though the field staff are still finding and treating larval *Cx. pipiens*, *Cx. tarsalis*, and *Ae. dorsalis* their numbers are in decline due to rains flushing out catch basins. October saw the first appearance of one of ACMAD's prime winter mosquito species, *Culiseta inornata*. Cold weather and rain trigger females of this species to come out of estivation to seek egg-laying sources. As winter sets in, more rains come and catch basins get flushed out reducing the numbers of *Cx. pipiens*. Female *Cx. tarsalis* go underground to hibernate until spring weather returns. As the rain collects, *Cs. inornata* numbers, inspections, and treatments will increase. This will also be a trigger for the district's other winter/ rain driven species to appear as well.

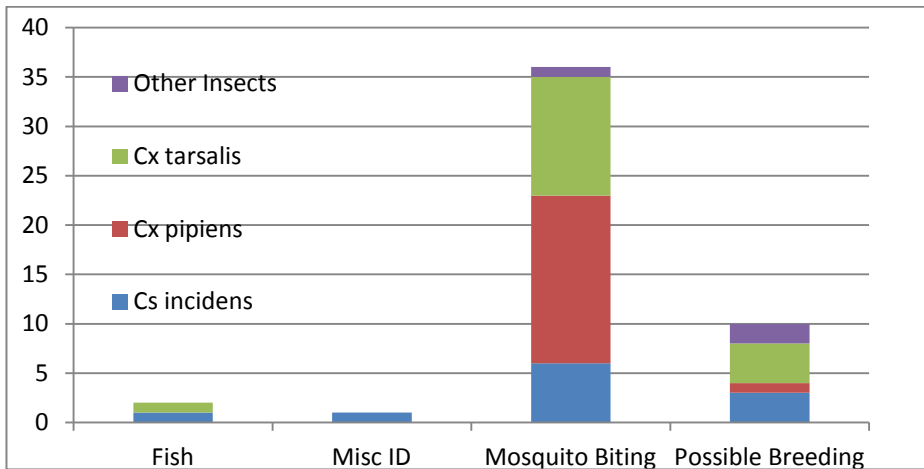
Joseph Huston
Field Operations Supervisor

B. Operational Data

1. Service Requests



Mosquito service requests = 73
 Five-year average = 90
 Last year = 96
 Range (10 yr) = 9 - 548
 Ten-year average = 110



2. Other

Number of all injuries during 2015 = 1

3. Activity Report

Administration	895.75	Vacation hrs used	333
Larval Surveillance & Control	996.5	Sick hours used	35.75
Disease monitoring	189.25	Workers Comp	0
Laboratory	324	ETO used	25
Equipment & Facility Maintenance	153.75	Total Leave	393.75
Public Education	67.5	Total Work	2850.25
Interagency Communication	29.75		
Fish Rearing and Maintenance	30.75	Total Hours	3244
Safety	58.25		
Misc	30.5		
Regular Hours	2776		
Overtime hours	74.25		
Total Work	2850.25		

2. LAB

Dear Trustees:

Herein is a brief report of the activities from the Mosquito Lab at ACMAD for October, 2015.

A. Narrative

Because temperatures remained atypically high and precipitation low, mosquito abundance monitoring and WNV testing continued to be the focus of lab activities during October 2015. For 2015, there have been a total 16 birds that contained West Nile virus (WNV; the last detection was on October 5) and 18 traps that contained mosquitoes that were infected with WNV (last detection on October 6).

The fogging (i.e. adulticide treatment) at the Oro Loma Sewer Plant (San Lorenzo) and the Skywest Golf Course (Hayward) on October 2 was assessed and shown to be effective. Briefly, the night of fogging, sentinel cages containing mosquitoes were placed by the lab at sites in Skywest Golf Course that were unknown to Operations. Ninety-eight percent of the mosquitoes in these sentinel cages were dead on the morning after fogging, demonstrating that adult mosquitoes at these sites were killed. Additionally, when mosquito abundance in and out of the fogging zones was compared, the results suggest that the adulticide treatment reduced adult mosquito abundance for at least 4 days at the Oro Loma Sewer Plant and 14 days at the Sky West Golf Course (**Figure 1**).

Mosquito trapping in response to a WNV-positive bird found less than one mile south of Skywest Golf Course on October 5 resulted in two mosquito pools positive for WNV. Because one positive mosquito pool contained *Culex erythrothorax* (a known transmitter of WNV) and was collected near the Hayward Regional Shoreline, on October 7, we placed CO₂ traps at nearby water features where mosquitoes may potentially breed. Unexpectedly high numbers of *Cx. erythrothorax* were found in the traps (**Figure 2**; 544 ± 284 *Cx. erythrothorax* per CO₂ trap; minimum of 56, maximum of 1600 mosquitoes per trap). Because the mosquito numbers were very high on the day that the traps were retrieved, ACMAD Operations in conjunction with East Bay Regional Parks immediately utilized five persons and two boats to deploy larvicide in Ponds 1, 2A, 2B of Hayward Regional Shoreline. Subsequent CO₂ trapping on October 28 at the same trap sites showed a reduction in mosquito abundance (Figure 2; 272 ± 49 *Cx. erythrothorax* per CO₂ trap; minimum of 150, maximum of 430 mosquitoes per trap). Of note, of the mosquitoes trapped on October 8 and 28 that were tested for WNV (~ 450 from each trapping day), none contained the virus. This result suggests that the WNV-infected mosquitoes captured near the Hayward Regional Shoreline may have contracted the virus from a bird near Skywest Golf Course, and not in the Hayward Regional Shoreline. Moreover, none of the mosquitoes trapped at Skywest Golf Course since September 29 have contained WNV.

Plans for the coming month include: (1) use of the final 1.5 weeks of time allotted for our seasonal lab employee to assess mosquito abundance and WNV incidence at all CO₂ trap sites in the District with the goal of comparing these parameters at the end and beginning of the breeding season for mosquitoes that transmit WNV, (2) use of CO₂ trap and mosquito source data from the current and recent years to determine which traps should be retained and additional sites that should be trapped during 2016, (3) continue and initiate additional research projects at ACMAD, and (4) work with colleagues at nearby universities to plan collaborative research for the coming year. With regards to the latter, I recently met with Dr. Nazy Pakpour at CSU East Bay who is investigating mosquito physiology and malaria transmission. We discussed establishing a productive research collaboration that will bring university students to ACMAD so they may engage in the research environment offered here.

Submitted respectfully by Eric Haas-Stapleton, PhD, ACMAD Entomologist on November 4, 2015.

B. Figures

Effect of fogging at Skywest Golf Course on October 2, 2015 (day 0)

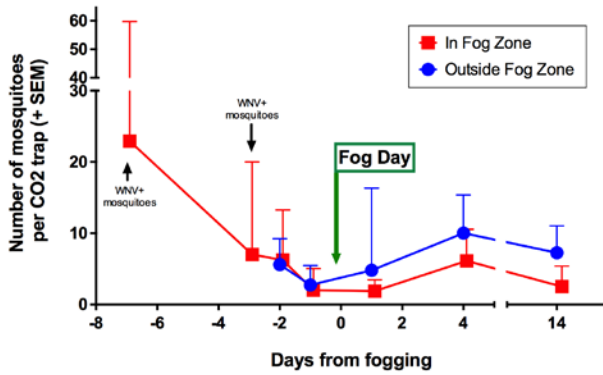
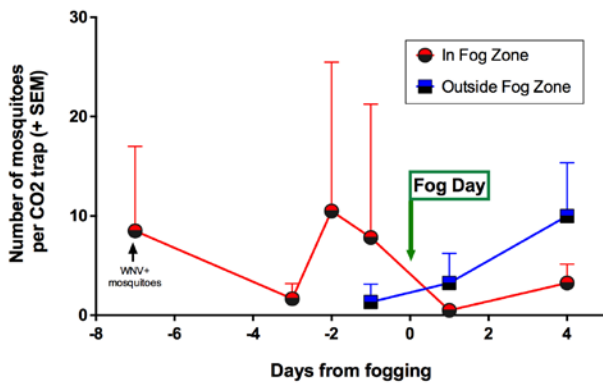


Figure 1. Fogging at Skywest Golf Course (**top**) and Oro Loma Sewer Plant (**bottom**) on October 2, 2015 reduced local adult mosquito abundance.

Effect of fogging at Oro Loma Sewer Plant on October 2, 2015 (day 0)



3. PUBLIC RELATIONS & EDUCATION SUMMARY-20156

A. BART Poster Ads

- Posters displayed at **6 stations** during the month of July:



1. North Berkeley
2. Oakland City Center/12th St.
3. Macarthur
4. West Oakland
5. Lake Merritt
6. Bay Fair

- Posters displayed at **13 stations** during September

- All Alameda County stations except Oakland City Center/12th St., Fremont, N. Berkeley, & Oakland Coliseum

- Cost for each BART poster is <\$500/month

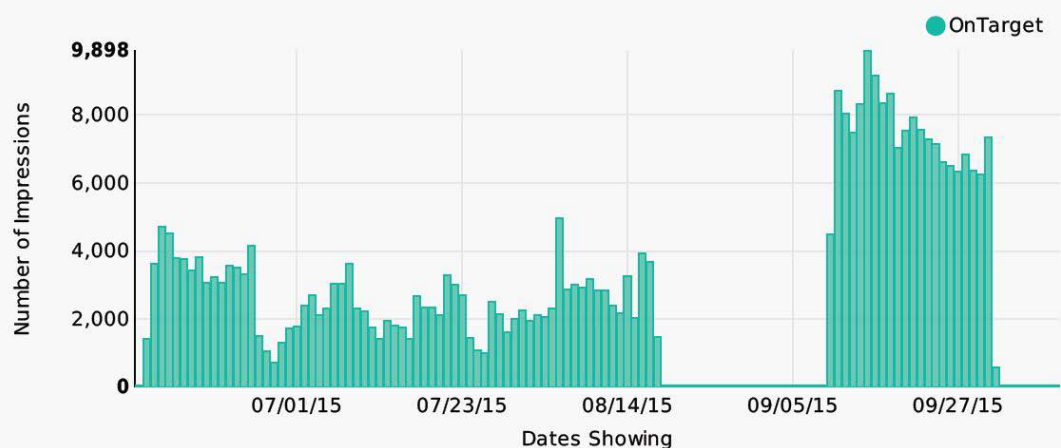
- Pay for 1st month get 2nd month free until the ad space is purchased

B. Online Ads

SUMMARY

Impressions	Clicks	Click-Through Rate
342,104	302	0.09%

IMPRESSIONS



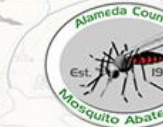


Mosquito Control Matters

- Drain or cover standing water
- Wear repellent outdoors
- Report biting mosquitoes and dead birds




300x250 : Medium Box



Mosquito Control Matters

- Drain or cover standing water
- Wear repellent outdoors
- Report biting mosquitoes and dead birds



- Online Ads ran from 6/11/15-8/18/15 and then again from 9/10/15-10/2/15
- Ads limited to Alameda County zips codes and based on search behavior (e.g. searching mosquitoes, swimming pools, WNV)
 - Skyscraper ad had the highest percentage of clicks (.18%, 89 clicks) but the Medium Box ad has the highest overall number of clicks (121 clicks, .10%)
 - Total cost for the online campaign was \$5,000

160x600 : Skyscraper



Mosquito Control Matters

- Drain or cover standing water
- Wear repellent outdoors
- Report biting mosquitoes and dead birds

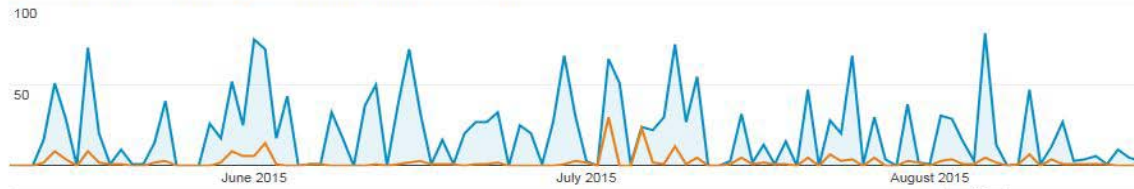


C. Website Traffic

Overview

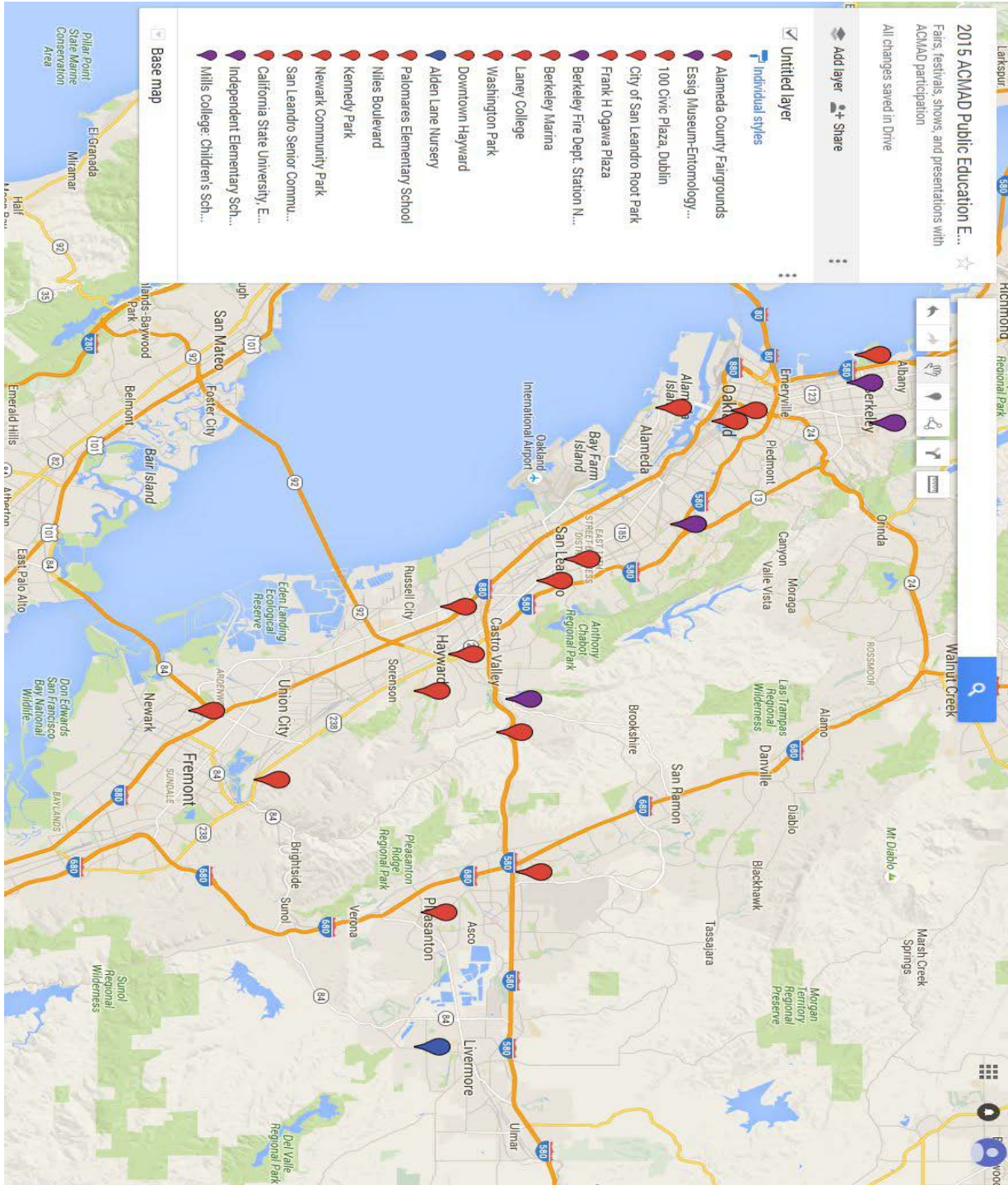
Sessions vs. Select a metric

● Sessions (All Sessions) ● Sessions (Non-bounce Sessions)



Sessions		Users		Pageviews		Pages / Session		Avg. Session Duration	
All Sessions	2,283	All Sessions	2,265	All Sessions	2,402	All Sessions	1.05	All Sessions	00:00:27
Non-bounce Sessions	256	Non-bounce Sessions	249	Non-bounce Sessions	375	Non-bounce Sessions	1.46	Non-bounce Session	00:03:57
Bounce Rate		% New Sessions							
All Sessions	88.79%	All Sessions	99.21%						
Non-bounce Sessions	0.00%	Non-bounce Sessions	96.88%						

D. 2015 ACMAD Public Education Events



Agenda item: 1027.12

Manager's Report

November 18, 2015

- a. Board authorized signatures for Alameda County Auditor

- b. CSDA, PERS, & MVCAC conferences

- c. ACMAD Holiday Party

- d. Manager Evaluation