

AGENDA
1100th MEETING OF THE BOARD OF TRUSTEES
OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT
APRIL 13TH, 2022

TIME: 5:00 P.M.
PLACE: Hybrid Meeting of the Board of Trustees
Physically held at the Office of the District
23187 Connecticut Street, Hayward, CA 94545 and
Teleconferencing at <https://us02web.zoom.us/j/86174250179>
see below for additional details.
TRUSTEES: Subru Bhat, President, City of Union City
Victor Aguilar, Vice-President, City of San Leandro
Cathy Roache, Secretary, County-at-Large
Tyler Savage, City of Alameda
Preston Jordan, City of Albany
P. Robert Beatty, City of Berkeley
Shawn Kumagai, City of Dublin
Courtney Welch, City of Emeryville
George Young, City of Fremont
Elisa Márquez, City of Hayward
Steven Cox, City of Livermore
Eric Hentschke, City of Newark
Jan O. Washburn, City of Oakland
Hope Salzer, City of Piedmont
Julie Testa, City of Pleasanton

1. Call to order.
2. Roll call.
3. President Bhat invites any member of the public to speak at this time on any issue relevant to the District that is not on the Agenda (each individual is limited to three minutes)
4. Approval of the minutes of the 1099th Regular Meeting held March 9th, 2022 (**Board action required**).
5. Resolution 1100-1 to oppose California Voters Initiative #21-0042A1 (**Board action required**).
 - a. CSDA Report on Initiative #21-0042A1
6. Resolution 1100-2 to join California CLASS JPA as a founding participant (**Board action required**).
 - a. Staff report
 - b. Presentation by Tom Tight and Brent Turner of Public Trust Advisors
 - c. California CLASS Frequently Asked Questions
7. Proposal to partially reimburse ACMAD retirees for Medicare Plan B costs (**Board action required**).
 - a. Staff report

- b. Actuarial Study
 - c. 2019-2022 ACMAD Employee Association MOU
8. Reclassifying the Accounting Associate/ Office Administrator position to a Financial & HR Specialist (**Board action required**).
- a. Staff report
 - b. RGS Report
 - c. ACMAD 2018-2021 Strategic Plan (excerpt)
 - d. Accounting Associate/ Office Administrator job description
 - e. Financial & HR Specialist job description
9. Presentation of the President's Award Plaque to Immediate Past President Robert Beatty, PhD by President Subru Bhat (Information only)
10. First draft of the 2022-23 budget for discussion (Information only)
11. ACMAD's 2020-2021 Biennial Report (Information only)
12. Financial Reports as of March 31st, 2022: (Information only)
- a. Check Register
 - b. Income Statement
 - c. Investments, reserves, and cash report
 - d. Balance Sheet
13. Presentation of the Monthly Staff Report (Information only)
14. Presentation of the Manager's Report (Information only).
- a. Trustee & Staff Anniversary Recognitions
 - b. Ad-Hoc General Manager Evaluation Committee Procedure Document
 - c. MVCAC Virtual Legislative Day Recap
 - d. Required trainings due: AB1825: Trustee Testa
 - e. CSDA Annual Conference: 8/22-8/25 Palm Desert, CA
15. Board President asks for reports on conferences and seminars attended by Trustees.
16. Board President asks for announcements from members of the Board.
17. Board President asks trustees for items to be added to the agenda for the next Board meeting.
18. Adjournment.

ANYONE ATTENDING THE MEETING MAY SPEAK ON ANY AGENDA ITEM AT THEIR REQUEST.

Please Note: Board Meetings are accessible to people with disabilities and others who need assistance. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to observe and/or participate in this meeting and access meeting-related materials should contact Ryan Clausnitzer at least 48 hours before the meeting at 510-783-7744 or acmad@mosquitoes.org.

IMPORANT NOTICE REGARDING MEETING PARTICIPATION:

All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting by attending in person at the address listed above, telephonically, or otherwise electronically in the manner described below.

HOW TO OBSERVE THE MEETING:

In Person: Attend in person at the Office of the District located at 23187 Connecticut Street, Hayward, CA 94545.

Telephone: Listen to the meeting live by calling Zoom at **(669) 900-6833** Enter the **Meeting ID# 861 7425 0179** followed by the pound (#) key.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://us02web.zoom.us/j/86174250179>

Mobile: Log in through the Zoom mobile app on a smartphone and enter **Meeting ID# 861 7425 0179**

HOW TO SUBMIT PUBLIC COMMENTS:

Before the Meeting: Please email your comments to acmad@mosquitoes.org, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed three minutes at staff's cadence), prominently write "Read Aloud at Meeting" at the top of the email. All comments received before 12:00 PM the day of the meeting will be included as an agenda supplement on the District's website under the relevant meeting date and provided to the Trustees at the meeting. Comments received after this time will not be read aloud but will be added to the record after the meeting.

During the Meeting: The Board President or designee will announce the opportunity to make public comments. Speakers will be asked to provide their name and city of residence, although providing this is not required for participation. Each speaker will be afforded up to 3 minutes to speak unless another time is specified. Speakers should remain silent and/or will be muted until their opportunity to provide public comment.

In Person: Members of the public may raise their hand and wait to be recognized by the Board President or designee.

Telephone: Press star (*)9, which will alert staff that you have a comment to provide.

Computer or Mobile: Use the "raise hand" feature to alert staff that you have a comment to provide.

PUBLIC RECORDS:

Public records that relate to any item on the open session agenda for a meeting are available for public inspection. Those records that are distributed after the agenda posting deadline for the meeting are available for public inspection at the same time they are distributed to all or a majority of the members of the Board. The Board has designated the District's website located at <https://www.mosquitoes.org/board-of-trustees-regular-meetings> as the place for making those public records available for inspection. The documents may also be obtained by emailing acmad@mosquitoes.org.

MINUTES

1099th MEETING OF THE BOARD OF TRUSTEES OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT

March 9th, 2022

TIME: 5:00 P.M.
PLACE: *Zoom Teleconference Only*
TRUSTEES: Subru Bhat, President, City of Union City
Victor Aguilar, Vice-President, City of San Leandro
Cathy Roache, Secretary, County-at-Large
Tyler Savage, City of Alameda
Preston Jordan, City of Albany
P. Robert Beatty, City of Berkeley
Shawn Kumagai, City of Dublin
Courtney Welch, City of Emeryville
George Young, City of Fremont
Elisa Márquez, City of Hayward
Steven Cox, City of Livermore
Eric Hentschke, City of Newark
Jan O. Washburn, City of Oakland
City of Piedmont, vacant
Julie Testa, City of Pleasanton

1. Board President Bhat called the regularly scheduled board meeting to order at 5:06 P.M.
2. Trustees Bhat, Aguilar, Roache, Savage, Jordan, Beatty, Kumagai, Welch, Young, Márquez, Cox, Hentschke, Washburn, and Testa were present on the Zoom conference.
3. Board President Bhat invited members of the public to speak on any issue relevant to the District. Regulatory & Public Affairs Director Erika Castillo was present to speak on behalf of the Employee Association on item 6. Information Technology Director Robert Ferdan was present for technical support. Vector Biologist Jeremy Sette was present to record the minutes. No public comments were submitted.
4. Approval of the minutes of the 1098th meeting held January 12th, 2022.
Motion: Trustee Jordan moved to approve the minutes.
Second: Trustee Washburn
Vote: motion carries: unanimous.
5. Resolution 1099-1 nominating General Manager, Ryan Clausnitzer, as a candidate to the CSDA Board of Directors.
Discussion:
The General Manager explained that Board approval was needed as a condition of candidacy to the CSDA Board of Directors. President Bhat asked if the election affected his current incumbency (no, this is for the 2023-2025 term). Trustee Beatty expressed his

support for the General Manager in this role. President Bhat brought up his experience at last year's CSDA conference and gave praise to the General Manager for doing a wonderful job representing mosquito control agencies. Trustee Márquez clarified for the Chair that the motion was to adopt resolution 1099-1.

Motion: President Bhat moved to approve Resolution 1099-1.

Second: Trustee Beatty

Vote: motion carries: unanimous.

6. Closed session – Conference with Labor Negotiators Pursuant to Government Code 54957.6. Under Negotiation – Terms and Conditions of Employment.

Discussion:

The General Manager gave a background of the employee negotiation process and introduced Regulatory & Public Affairs Director Erika Castillo who presented the ACMAD Employee's Covid Response and Accomplishments 2019-2022 on behalf of the Employee Association. The Board went in to closed session. The Board came out of closed session and voted to approve a 3-year MOU contract with 5% salary increase for each of the first two years and a 4% salary increase with a 1% contributed to CalPERS 457 Deferred Compensation for only the third year along with increasing health benefits for active and retired employees from 100/90 to 100/100 starting on July 1st, 2022.

Comments in the group chat:

Trustee Beatty- "we appreciate you Erika!!" at 5:56 P.M.

Erika Castillo- "Thank you everyone!" at 5:56 P.M.

Subru Bhat- "Thanks everyone" at 5:57 P.M.

Motion: Trustee Beatty moved to approve a 3-year MOU contract with 5% salary increase for each of the first two years and a 4% salary increase with a 1% contributed to CalPERS 457 Deferred Compensation for only the third year along with increasing health benefits for active and retired employees from 100/90 to 100/100 starting on July 1st, 2022

Second: Trustee Washburn

Vote: motion carries: unanimous.

7. Financial Reports as of February 28th, 2022.

Discussion:

The General Manager presented the Financial Reports as of February 28th, 2022 and fielded the following discussion. Trustee Jordan suggested to rename the column heading on the IRC report from Interest Activity to Changes in Account Value (the GM will make that change in future reports).

8. Presentation of the Monthly Staff Report.

Discussion:

The General Manager gave the Monthly Staff Report for both January and February 2022, thanked the Board for the flexibility to cancel February's meeting, and fielded the following discussion. Secretary Roache asked if the General Manager was aware that Livermore Ag Day was returning (the General Manager thanked her for the recommendation and noted that the District had participated in a similar event in the past as it is a good fit for our work).

9. Presentation of the Manager's Report.

Discussion:

The General Manager presented the Manager's Report and fielded the following discussion. Trustee Testa noted that she thought she was brought on to the Board at the same time as Trustee Kumagai (the General Manager noted that Trustee Testa was appointed by Pleasanton in December but her first Board meeting was the same as Trustee Kumagai's in

February). Trustee Beatty asked if the Board needed to pass a resolution to meet on zoom next month (the General Manager will reach out to Trustees asking their preference for an in-person or teleconference meeting for April). Trustees expressed interest in hearing a presentation on the pension stabilization fund and Trustee Washburn asked if this topic could be brought up in May instead of April (yes).

Comments in the group chat:

Trustee Beatty- "Sorry I need to head out" at 6:21 P.M.

President Bhat- "Thanks, Robert. Take care" at 6:21 P.M.

Trustee Beatty- "See you all in April" at 6:22 P.M.

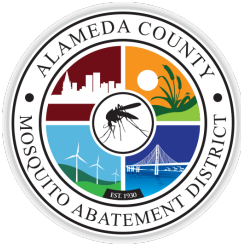
10. Board President Bhat asked for reports on conferences and seminars attended by Trustees. Trustee Washburn commented on enjoying the annual MVCAC conference, noting remarkable topics such as increased drone usage by mosquito control districts, genetically modified mosquitoes, and expressed concerns over an increase in typhus in Southern California. President Bhat also enjoyed similar conference presentations, as well as giving praise to District staff for their presentations at the conference. The General Manager commented on his experience at the annual AMCA conference, held in Florida this year, along with his tour of Florida mosquito districts.
11. Board President Bhat asked for announcements from the Board. None.
12. Board President Bhat asked trustees for items to be added to the agenda for the next Board meeting. Trustee Márquez asked if the District worked with city clerks to receive the 700 form (yes). Vice-President Aguilar asked if a separate 700 form is needed to be filled besides the one previously filled out for his city (the General Manager will reach out to the city clerk to obtain the form). President Bhat announced that he is a member of the Alameda County Civil Grand Jury and described the role of that agency in government accountability.
13. The meeting adjourned at 6:32 P.M.

Respectfully submitted,

Approved as written and/or corrected
at the 1100th meeting of the Board of
Trustees held April 13th, 2022

Subru Bhat, President
BOARD OF TRUSTEES

Cathy Roache, Secretary
BOARD OF TRUSTEES



23187 Connecticut Street
Hayward, CA 94545

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RESOLUTION NO. 1100-1

Board of Trustees

President

Subru Bhat

Union City

Vice-President

Victor Aguilar

San Leandro

Secretary

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County at Large

Tyler Savage

Alameda

Preston Jordan

Albany

P. Robert Beatty

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Oakland

Eric Hentschke

Newark

Hope Salzer

Piedmont

Julie Testa

Pleasanton

Ryan Clausnitzer

General Manager

A RESOLUTION OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT TO OPPOSE INITIATIVE 21-0042A1

WHEREAS, the proposed proposition, Initiative 21-0042A1, has received the official title: "LIMITS ABILITY OF VOTERS AND STATE AND LOCAL GOVERNMENTS TO RAISE REVENUES FOR GOVERNMENT SERVICES. INITIATIVE CONSTITUTIONAL AMENDMENT."

WHEREAS, the measure includes provisions that would make it more difficult for local voters to pass measures needed to fund local services and infrastructure, and would limit voter input by prohibiting local advisory measures where voters provide direction on how they want their local tax dollars spent; and

WHEREAS, the measure exposes taxpayers to a new wave of costly litigation, limits the discretion and flexibility of locally elected boards to respond to the needs of their communities, and injects uncertainty into the financing and sustainability of critical infrastructure; and

WHEREAS, the measure severely restricts state and local officials' ability to protect our environment, public health and safety, and our neighborhoods against corporations and others who violate the law; and

WHEREAS, the measure creates new constitutional loopholes that would allow corporations to pay less than their fair share for the impacts they impose on our communities, including local infrastructure, our environment, water quality, air quality, and natural resources; and

WHEREAS, the measure threatens billions of dollars currently dedicated to state and local services, and could force cuts to mosquito control efforts as well as public schools, fire and emergency response, law enforcement, public health, parks, libraries, affordable housing, services to address homelessness, mental health services, and more; and

WHEREAS, the measure would also reduce funding for critical infrastructure like streets and roads, public transportation, ports, drinking water, sanitation, utilities, and more.

THEREFORE, BE IT RESOLVED that the Alameda County Mosquito Abatement District opposes Initiative 21-0042A1;

BE IT FURTHER RESOLVED, that the Alameda County Mosquito Abatement District will join the No on Initiative 21-0042A1 coalition, a growing coalition of public safety, labor, local government, infrastructure advocates, and other organizations throughout the state. We direct staff to email a copy of this adopted resolution to the California Special Districts Association at advocacy@csda.net.

DULY AND REGULARLY ADOPTED by the Board of Directors of the Alameda County Mosquito Abatement District this April 13th, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

President, Board of Trustees,
Alameda County Mosquito Abatement District

ATTEST: _____
Secretary of the Board of Trustees, Alameda County
Mosquito Abatement District



BALLOT INITIATIVE #21-0042A1

LIMITS ABILITY OF VOTERS AND STATE AND LOCAL GOVERNMENTS TO RAISE REVENUES FOR GOVERNMENT SERVICES. INITIATIVE CONSTITUTIONAL AMENDMENT.

November 8, 2022 General Election

BACKGROUND

The purported “Taxpayer Protection and Government Accountability Act,” a statewide initiative measure to amend the California Constitution sponsored by the [California Business Roundtable](#) (“CBRT”), is the most consequential proposal to limit the ability of the state and local governments to enact, modify, or expand taxes, assessments, fees, and property-related charges since the passage of Proposition 218 (1996) and Proposition 26 (2010). If enacted, public agencies would face a drastic rise in litigation that could severely restrict their ability to meet essential services and infrastructure needs.

In order to qualify for the ballot, proponents must collect 997,139 valid signatures from California voters. The California Secretary of State’s recommended last day to submit signatures to counties to qualify for the November 8, 2022 statewide general election is April 29, 2022. The last day for measures to be certified for the ballot or withdrawn from the ballot is June 30, 2022.

SUMMARY

Ballot Initiative [21-0042A1](#) would result in the loss of billions of dollars annually in critical state and local funding, restricting the ability of local agencies and the State of California to fund services and infrastructure by:

- Adopting new and stricter rules for raising taxes, fees, assessments, and property-related fees.
- Amending the State Constitution, including portions of Propositions 13, 218, and 26 among other provisions, to the advantage of the initiative’s proponents and plaintiffs; creating new grounds to challenge these funding sources and disrupting fiscal certainty.
- Restricting the ability of local governments to issue fines and penalties to corporations and property owners that violate local environmental, water quality, public health, public safety, fair housing, nuisance and other laws and ordinances.

The initiative includes provisions that would retroactively void *all* state and local taxes or fees adopted after January 1, 2022 if they did not align with the provisions of this initiative. This may also affect indexed fees that adjust over time for inflation or other factors. Effectively, it would



allow voters throughout California to invalidate the prior actions of local voters, undermining local control and voter-approved decisions about investments needed in their communities.

Specifically, among other provisions effecting the state government, the initiative would impact local agencies through changes to the California Constitution as follows:

Restricting Local Tax and Fee Authority to Provide Local Services

Fees:

- With few exceptions, fees and charges shall not exceed the “actual cost” of providing the product or service for which the fee is charged.
 - “Actual cost” is defined as the “...*minimum amount necessary...less other sources of revenue including, but not limited to taxes, other exempt charges, grants, and state or federal funds...*”
- The burden on the local government to prove the fee or charge does not exceed “actual cost” is heightened from a “*preponderance of the evidence*” to “*clear and convincing evidence*”.
- In addition to limiting fees and charges to the actual cost to the local government for providing the service, fees and charges must also be “reasonable” to the payor themselves; no definition is provided for this new subjective reasonableness test that is separate and apart from the test as to how closely the fee or charge is related to the cost of service.
- Defines *all* sources of revenue as either taxes or “exempt charges.”
- Includes Article XIID charges in Proposition 218 under the definition of “exempt” charges subjecting them to potential litigation.
- Exposes previously established fees indexed to inflation or other metrics to new standards and legal challenges.
- Adds to the Constitution a requirement for a board action to adopt, enact, create, establish, collect, increase, or extend any and all fees.

Taxes:

- Increases the threshold for voters to pass a local special tax initiative placed on the ballot by voters from a simple majority to a two-thirds majority, likely to address concerns over the 2017 California Supreme Court decision in *California Cannabis Coalition v. City of Upland*.
- Requires voter approval when an expansion of boundaries extends existing taxes or fees to new territory.
- New taxes can be imposed only for a specific duration.

Fines and Levees:

- Interferes with local enforcement efforts, by making it more difficult to impose fines and penalties for state and local law violations related to activities such as water discharge, waste recycling, weed abatement, fireworks, and housing code violations and unlawful commercial marijuana sales, just to name a few. The measure converts administratively



imposed fines and penalties into taxes unless a new, undefined, and ambiguous “adjudicatory due process” is followed.

Increasing Litigation Exposure

- Significantly increases a public agency’s burden of proof from “preponderance of evidence” to “clear and convincing evidence” to prove compliance with the new fee requirements. By changing evidence standards to favor corporations suing public agencies, the initiative will promote costly litigation.
- The local government would bear the burden of proving by clear and convincing evidence that a levy, charge or exaction is an “exempt charge” and not a tax. Moreover, the local government would bear the burden of proving by clear and convincing evidence that the amount of the exempt charge is *both* “reasonable” to the payor and that the amount charged does not exceed the “actual cost” of providing the service or product to the payor.
- By enacting a new requirement that all fees must be “reasonable” to the payor but offering no definition as to what “reasonable” means, the initiative provides a new avenue to challenge fees by enabling a plaintiff to claim a fee is not reasonable even if the fee meets the actual costs of service.
- Prop. 218 currently requires fees cover the *reasonable* cost of service. This initiative amends Prop. 218 to require the near-impossible standard of predicting *actual* costs years into the future. To compound this challenge, the new standard also factors in the receipt of external revenues that are constantly shifting and typically outside the control of the local agency. It defines “actual costs” as:
 - “(i) the minimum amount necessary to reimburse the government for the cost of providing the service or product to the payor, and (ii) where the amount charged is not used by the government for any purpose other than reimbursing that cost. In computing “actual cost” the maximum amount that may be imposed is the actual cost less all other sources of revenue including, but not limited to taxes, other exempt charges, grants, and state or federal funds received to provide such service or product.”
- Fosters endless litigation challenging local fees claiming they are not the “minimum amount necessary”. For instance:
 - Do roads need to be paved every 10 years or 50 years?
 - Does infrastructure need to be upgraded or replaced or not improved at all?
 - What is the minimum emergency response time necessary?

IMPACTS

- Could prevent virtually any new fees or assessments to fund water, sewer, trash, fire protection, parks and recreation, and other essential services and infrastructure.
 - Places over \$20 billion of local government fee and charge revenues over 10 years at heightened legal peril.



- Jeopardizes the public health and safety of communities by cutting off new revenue intended to pay for essential local services and infrastructure.
 - Substantially increases the legal and administrative cost of public infrastructure financing.
- With billions of dollars in deferred maintenance and unmet needs for California's infrastructure, exacerbates the neglect and deterioration of our roads, dams, waterways, and other facilities.
- By limiting revenues to the “minimum amount necessary”, imposes a “race-to-the-bottom” in California that will halt investment in technological advancements that future generations will depend upon.
- Prevents critical investments in climate adaptation and community resilience to address drought, flooding, and wildfire as well as reduce emissions and harmful pollutants.
- Exposes taxpayers to a new wave of costly litigation, limits the discretion and flexibility of locally elected boards to respond to the needs of their communities, and injects uncertainty into the financing and sustainability of critical infrastructure.
- Restricting local services and infrastructure to the lowest and minimum amount possible will disproportionately impact the most underserved communities the hardest.

SUPPORT

- California Business Roundtable (CBRT) – Sponsor
 - The CBRT website lists the following individuals as Chair and Vice-Chair:
 - Chair, Brett Bittel (Enterprise Rental Car)
 - Vice-Chair, Maryam Brown (SoCal Gas)
 - To date, financial contributors to the initiative and CBRT Issues PAC include, but are not limited to:
 - Aera Energy
 - Albertsons Safeway
 - CJ Segerstrom & Sons
 - Cypress Management Company
 - Dart Container
 - Douglas Emmett Properties
 - Five Point Operating Company
 - Grimmway Enterprises
 - Howard Jarvis Taxpayers Association
 - Kilroy Realty
 - Majestic Realty
 - Michael K. Hayde
 - Pacific Ethanol
 - PEPSICO
 - Pharmaceutical Research and Manufacturers of America
 - Sempra Energy
 - State Farm Insurance



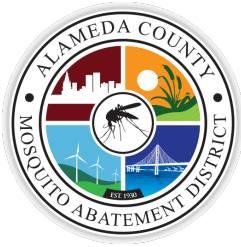
**California Special
Districts Association**

Districts Stronger Together

- Sutter Health
- 7-Eleven

OPPOSITION

- AFSCME California
- California Alliance for Jobs
- California Professional Firefighters
- California Special Districts Association
- CalCities (League of California Cities)
- SEIU California



23187 Connecticut Street
Hayward, CA 94545

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acmad@mosquitoes.org

RESOLUTION NO. 1100-2

Board of Trustees

President

Subru Bhat

Union City

Vice-President

Victor Aguilar

San Leandro

Secretary

Cathy Roache

County at Large

Tyler Savage

Alameda

Preston Jordan

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Piedmont

Julie Testa

Pleasanton

Ryan Clausnitzer

General Manager

RESOLUTION AUTHORIZING ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT TO ENTER INTO THE JOINT EXERCISE OF POWERS AGREEMENT RELATING TO THE CALIFORNIA CLASS AND TO INVEST IN SHARES OF THE CALIFORNIA CLASS AND RELATED MATTERS

WHEREAS, Section 6509.7 of Title 1, Division 7, Chapter 5 of the California Government Code (the "Act") provides that, two or more public agencies that have the authority to invest funds in their treasuries may, by agreement, jointly exercise that common power; and

WHEREAS, the Alameda County Mosquito Abatement District (the "District") is a public agency that has the authority to invest funds in its treasury and intends to become a "Founding Participant" under the Joint Exercise of Powers Agreement (the "JPA Agreement") creating the California Cooperative Liquid Assets Securities System ("California CLASS"), by executing the JPA Agreement; and

WHEREAS, the District desires to authorize the investment of its funds in the investment programs offered by the California CLASS once the California CLASS has been formed;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the District (the "Governing Body") as follows:

Section 1. The General Manager of the District or his designee (the "General Manager") is hereby authorized to execute and deliver the JPA Agreement, on behalf of the District, in substantially the form presented at this meeting.

Section 2. The District is hereby authorized to complete the registration form and become a Participant in order to purchase shares of beneficial interest issued by the California CLASS from time to time with available funds of the District, and to redeem some or all of those shares from time to time as such funds are needed.

Section 3. The General Manager or principal financial officer of the District is hereby delegated authority of the Governing Body to take all actions and to make and execute any and all instruments, which he or she might deem necessary or appropriate in order to carry out the purposes of the Governing Body in adopting this Resolution.

Section 4. This Resolution shall take effect at the earliest date permitted by law..

DULY AND REGULARLY ADOPTED by the Board of Directors of the Alameda County Mosquito Abatement District this April 13th, 2022, by the following vote:

AYES:

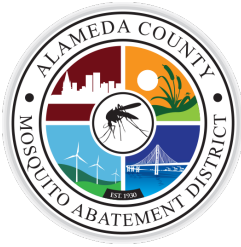
NOES:

ABSENT:

ABSTAIN:

President, Board of Trustees,
Alameda County Mosquito Abatement District

ATTEST: _____
Secretary of the Board of Trustees, Alameda County
Mosquito Abatement District



23187 Connecticut Street
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F: (510) 783-3903

acmad@mosquitoes.org

Joining California CLASS as a Founding Participant

Board of Trustees

President

Subru Bhat

Union City

Vice-President

Victor Aguilar

San Leandro

Secretary

Cathy Roache

County at Large

Tyler Savage

Alameda

Preston Jordan

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Julie Testa

Pleasanton

Ryan Clausnitzer

General Manager

Background:

California Cooperative Liquid Assets Securities System (California CLASS) is a joint exercise of powers entity authorized under Section 6509.7, California Government Code as a pooled investment option created via an agreement by and among California public agencies. California CLASS is overseen and governed by a Board of Trustees who are participants in California CLASS.

Analysis:

In the interest of investment diversification, the district has four separate investment options.

1. Committed reserve funds (Repair and Replace, Capital Reserve, Public Health Emergency, and Operating Reserve) are with the California Asset Management Program (CAMP)
2. Working capital funds are in the Local Agency Investment Fund (LAIF)
3. The pension stabilization restricted fund is with Public Agency Retirement Services (PARS); and
4. Our other post-employment benefit fund is with PFM Asset Management LLC.

California CLASS is a new option for California that focuses specifically on cities and special districts such as ACMAD.

Recommendation:

Staff recommends approval of resolution 1100-2 joining California Class JPA as a founding member with the intent to fund the JPA at a later date initially with our public health emergency reserve fund.

Attachments:

Resolution 1100-1, California CLASS presentation, California CLASS FAQ



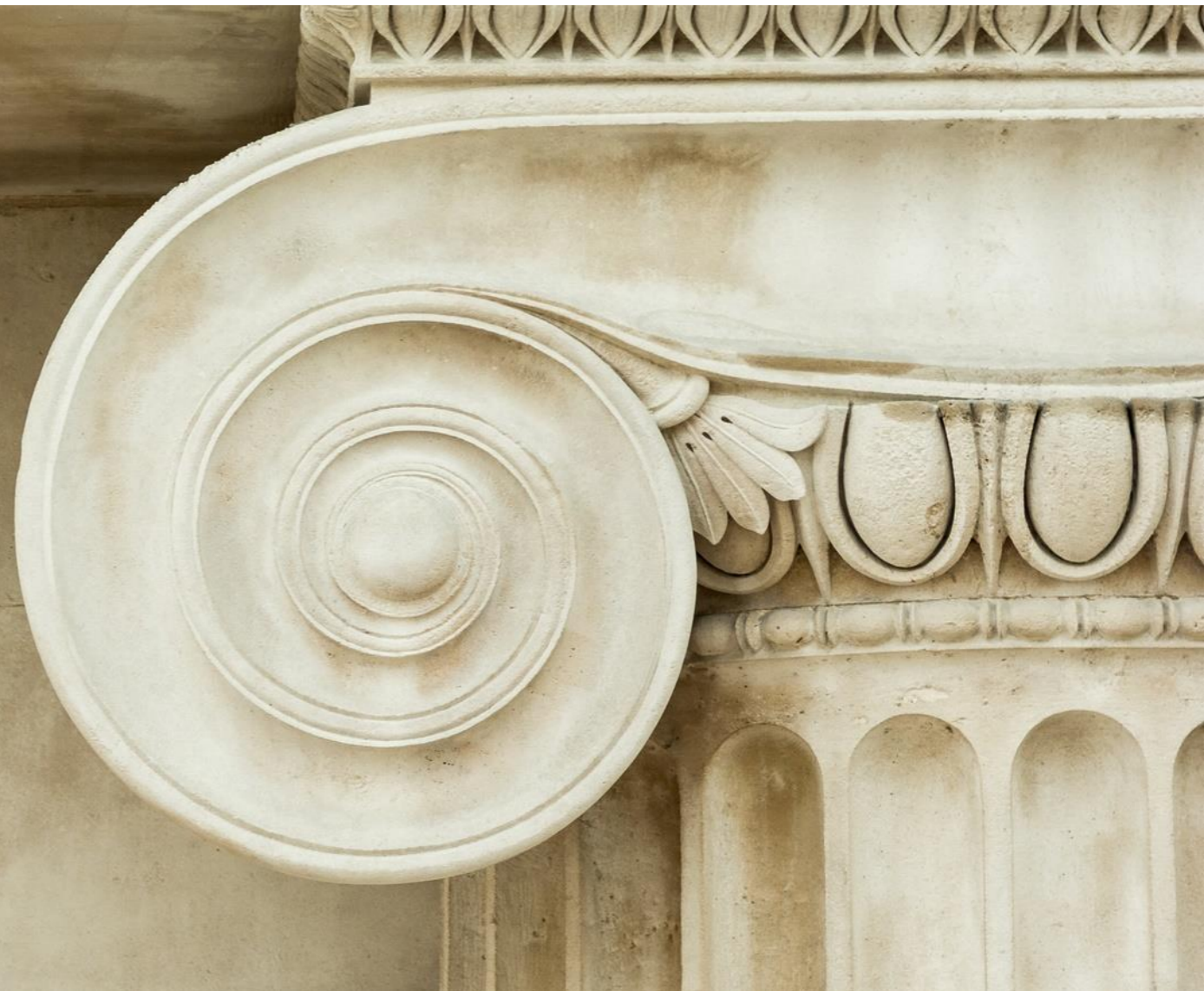
California
CLASS

An Introduction to Public Trust Advisors and California CLASS

April 13, 2022



Introduction to Public Trust Advisors®



Introduction to Public Trust Advisors

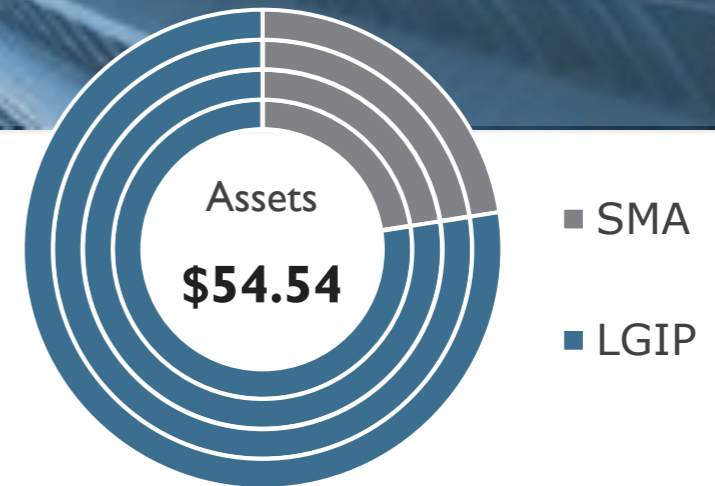
- Public Trust Advisors, LLC (Public Trust) is an SEC registered independent investment advisor headquartered in Denver, Colorado, with offices in Los Angeles, Florida, New York, Texas, Ohio, New Mexico, Georgia, Arizona, and Michigan.
- Public Trust was founded on the fundamental principle of maintaining a single business focus of providing investment management and advisory services to government and institutional investors.
- Public Trust is a national leader in providing customized investment advisory solutions based on the clients' unique cash flows, risk tolerances, and investment policies.
- **Safety-first investment philosophy** that seeks to deliver superior risk adjusted returns consistently
- The Public Trust Executive Team includes managing partners with 100+ years of combined experience and a team of professionals that are dedicated to the safety of public funds.
- Investment Advisor and Administrator for 16 local government investment pools (LGIP's) in 10 different states.

Public Trust professional investment experience includes clients that were served by Public Trust employees currently and during their tenure with prior firms. Those entities may currently remain clients of the employees' previous employer.

What We Do

We partner with you to build a program that will meet your goals.

Currently manage and/or advise over \$54 billion
in assets for more than 70 clients nationwide.



Source: Public Trust Advisors. Data as of December 31, 2021. All information is assumed to be correct, but the accuracy has not been confirmed and therefore is not guaranteed to be correct. The data in this presentation is unaudited. Public Trust has one client with administrative only services that account for \$3.04 billion in net assets.

Who We Are

Average Years

30*

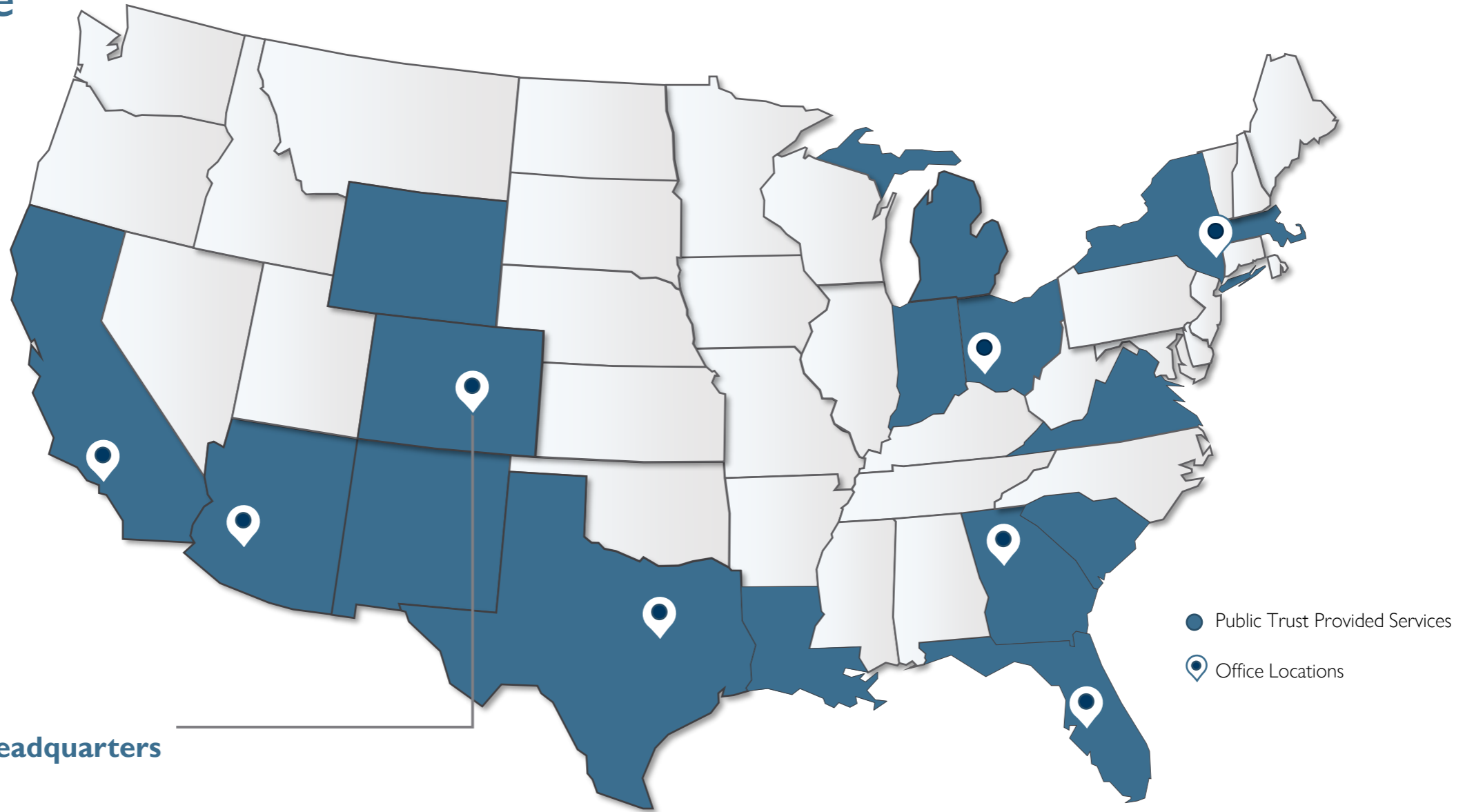
Industry Experience

More than

70

Employees

Colorado
Corporate Headquarters



Source: Public Trust Advisors. Information as of December 31, 2021. *Average years of industry experience across the Public Trust five-person partnership.

Public Trust Investment Team

80%

Local Government
Investment Pools

20%

Separately Managed
Accounts

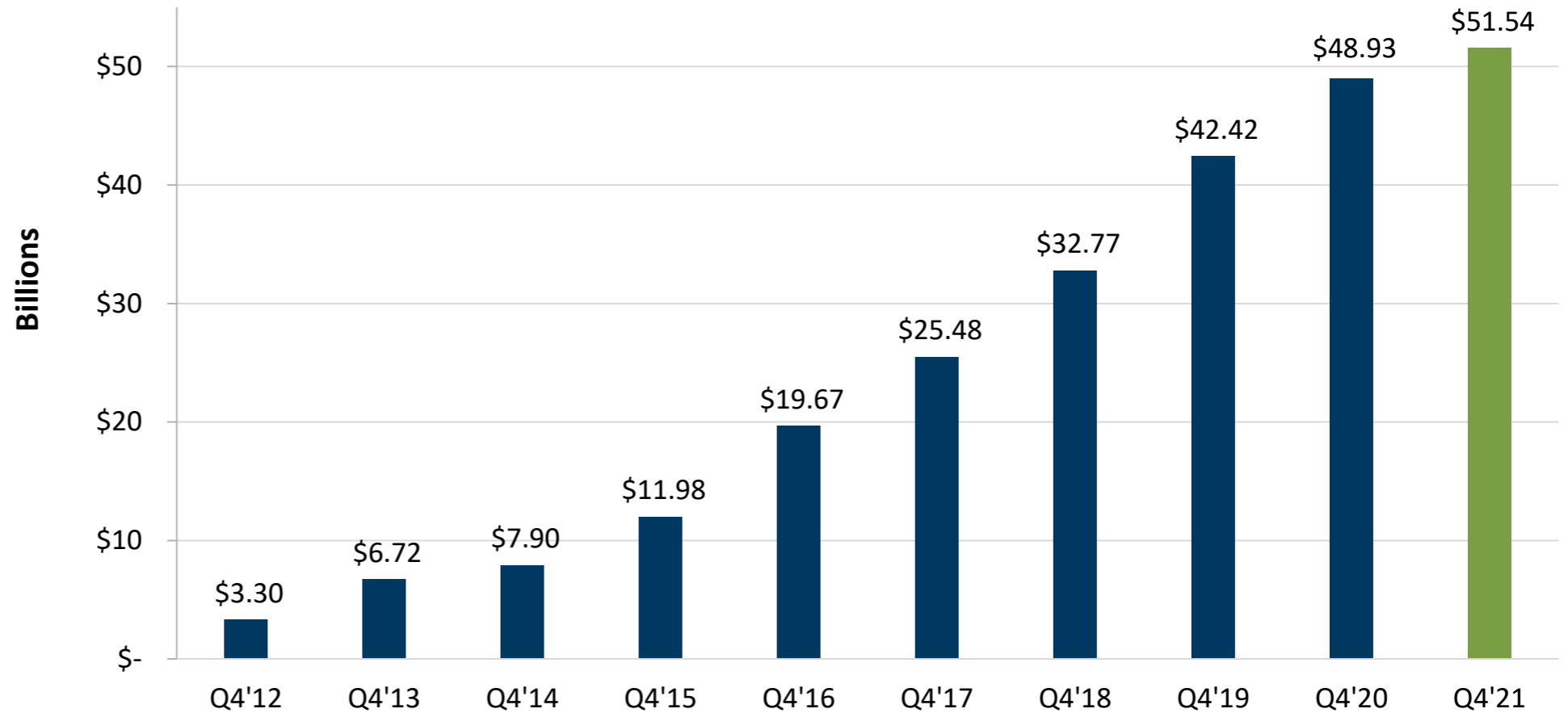
Government, Prime, and
Fluctuating NAV

Seasoned, Dedicated
Professionals










Customized Investment
Solutions

Consistent Risk-Adjusted
Returns

Growth in Assets Under Management



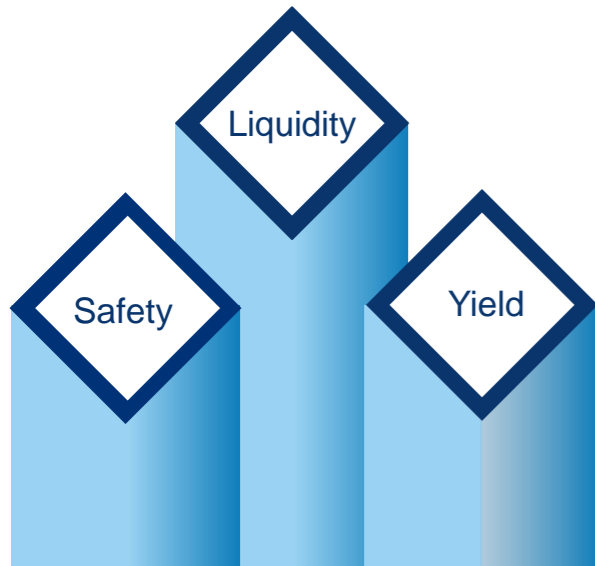
Source: Public Trust Advisors. Data unaudited. Public Trust Advisors, LLC took over the management and advisory services as noted in the disclosures page. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. All calculations and results presented are for discussion purposes only and should not be used for making calculations and/or decisions. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**

LGIP	Start Date	Assets	Growth % Since Public Trust Transition	Number of Participants	Services Provided	Investment Style
	2012	\$11.87b	263% ↑	1695	Administrator & IA	Government, Prime, & Enhanced Cash
	2015	\$5.53b	N/A	127	Administrator & IA	Prime & Enhanced Cash
	2015	\$3.04b	122% ↑	770	Administrator	Prime
	2014	\$2.13b	855% ↑	562	Administrator & IA	Prime & Enhanced Cash
	2013	\$3.50b	1733% ↑	784	Administrator & IA	Prime & Government
	2013	\$13.78b	543% ↑	886	Administrator & IA	Prime & Government
	2015	\$2.08b	396% ↑	435	Administrator & IA	Prime
	2016	\$1.96b	N/A	142	Co-Administrator & IA	Enhanced Cash
	2020	\$150m	N/A	34	Administrator & IA	Prime

Data unaudited. All information is assumed to be correct, but the accuracy has not been confirmed and therefore is not guaranteed to be correct. Source: Public Trust Advisors®. Data as of 12/31/2021. Please refer to the disclosures slide at the end of this presentation for more information.

LGIP Advantages

- Professional management of public funds
- Access to markets not typically available to smaller entities
- High levels of liquidity
- Institutional knowledge



Purpose

The purpose of California CLASS is to provide all California public agencies with a convenient, short-term investment opportunity carefully selected to optimize interest earnings while maximizing safety and liquidity.

California CLASS was created for all California public agencies.

Why California CLASS? Why Now?

- Lack of liquid and short-term investment options for California localities
 - LAIF caps investment at \$75 million per entity
 - Banks are turning away deposits due to regulatory requirements and market conditions
 - SEC money market reform of 2018 force many localities into Government MMF's and/or bank deposits
 - Prime style LGIP's typically outperform government money market funds through market cycles
- ARPA funds, Stimulus funding and rising ad valorem revenues are driving locality cash balances significantly higher
- Demand for greater diversification and transparency in the California LGIP and investment marketplace.
 - Cal CLASS will carry a AAA rating and be subject to weekly rating agency oversight.
- Fund participants demand and appreciate oversight from a Board of Trustees of their peers who participate in the fund and have “skin in the game”
- By leveraging technology and creating efficiencies Cal CLASS will operate at a lower fee structure than competing investment options available to California entities

California CLASS Oversight



Board of Trustees

Custodian

Administrator/
Investment
Advisor

Distribution
Agent

Legal
Counsel

Independent
Auditor



Directed by Your Peers

California CLASS is supervised by a Board of Trustees comprised of eligible Participants of the program. The Board has the power to administer California CLASS and its affairs. The California CLASS Board enters into contracts and agreements on behalf of the program.

Any California public agency as defined in California Government Code Section 53600 can participate in California CLASS.

Who Can Participate?



State Agencies



Counties



Public Districts



Cities



Public Corporations



Regional Transportation Commissions



County Boards of Education




County Superintendents of Schools

Current California CLASS Infrastructure

- Governing documents completed
 - JPA Agreement
 - Information Statement
 - Investment Policy – Governed by California Code and Rating Agency requirements
- Rating agency due diligence complete for CA CLASS Liquidity Fund
 - S&P Rated AAAm
 - S&P ongoing oversight
- Rating agency due diligence in process for CA CLASS Enhanced Cash Fund
 - Targeting AA Af/S1 by Fitch Ratings
- Legal Counsel, Custodian and Auditor engaged

- Website, branding and marketing collateral complete

Two Complementary Funds To Encourage Diversification

	CA CLASS	CA CLASS EC
	Portfolio Type	Prime-style
Purpose	Short-term liquidity	Investment horizon of 9 – 12 months
Rating	'AAAm'	'AAAf/SI'
Liquidity Offered	Daily	Next Day
Minimum Investment	None	None
Withdrawals	Unlimited	Unlimited
Accounts	Unlimited	Unlimited
Rate	Calculated Daily	Calculated Daily

California Local Government Investment Pool Options



	California CLASS Prime	CAMP	CalTrust	LAIF
Portfolio Type	Prime Style	Prime Style	Prime Style	Enhanced Cash
Purpose	Short term liquidity	Short term liquidity	Short term liquidity	Short term liquidity
Investment Advisor	Public Trust Advisors	PFM	Blackrock	CA State Treasurer
Rating	AAAm	AAAm	AAAm	Not Rated
Liquidity Offered	Daily	Daily	Daily	Daily
Investment Authorization	53601	53601	53601	16430 and 16480.4
Weighted Average Maturity	60 day max	60 day max	60 day max	Unlimited*
Interest Paid	Monthly	Monthly	Monthly	Quarterly
Rate	Calculated Daily	Calculated Daily	Calculated Daily	Posted Weekly
Governance	Board of Trustees	Board of Trustees	Board of Trustees	LIAB

*Currently 340 days

Benefits of Becoming a Participant

California CLASS leverages unique people, processes, and technology to maintain a low cost structure, resulting in more investment income returned back to our Participants.

Return

- Competitive daily yields
- Consistent historical performance
- Investment diversification

Liquidity

- Same-day liquidity
- Professionally managed portfolio

Convenience

- Effortless distributions to other public entities
- Easy access to all of your investments

Additional Features

Deposits by wire or ACH

Transaction and account statements provided

Dedicated Client Service representatives

Key Features

California CLASS is built to allow public agencies to conveniently manage their investments and access reporting in a user-friendly and easy to understand manner.



No Fees*, No Minimum Balance



Unlimited Transactions



Future Dated Transactions



Participant-to-Participant Transfers



Unlimited Subaccounts

Built to serve California public agencies!

*You may incur fees associated with wires and/or ACH transactions by your bank, but there will be no fees charged from California CLASS for such transactions.



California Cooperative Liquid Assets Securities System

What is California CLASS?

California Cooperative Liquid Assets Securities System (California CLASS) is a joint exercise of powers entity authorized under Section 6509.7, California Government Code. California CLASS is a pooled investment option that was created via a joint exercise of powers agreement by and among California public agencies. California CLASS offers California public agencies a convenient method for investing in highly liquid, investment-grade securities carefully selected to optimize interest earnings while maximizing safety and liquidity. The California CLASS Prime and Enhanced Cash funds offer public agencies the opportunity to strengthen and diversify their cash management programs in accordance with the safety, liquidity, and yield hierarchy that provides the framework for the investment of public funds.

Who oversees and manages California CLASS?

California CLASS is overseen and governed by a Board of Trustees. The Board is made up of public agency finance professionals who participate in California CLASS and are members of the Joint Powers Authority (JPA). The Board of Trustees has entered into an Investment Advisor and Administrator Agreement with Public Trust Advisors, LLC. Public Trust is responsible to the Board for all program investment and administrative activities as well as many of the services provided on behalf of the Participants.

How can you participate in California CLASS?

Enrolling in California CLASS is simple. Membership in the JPA is not a requirement to actively participate in California CLASS; public agencies may become Participants simply by passing a resolution authorizing them participate in the program and by filling out the Participant Registration Form that can be found in the document center on the California CLASS website. Public agencies may submit the completed registration packet to California CLASS Client Services for processing at clientservices@californiaclass.com. To obtain account forms and fund documents, visit www.californiaclass.com/document-center/.

*You may incur fees associated with wires and/or ACH transactions by your bank, but there will be no fees charged from California CLASS for such transactions. **External audits may not catch all instances of accounting errors and do not provide an absolute guarantee of accuracy.

California CLASS Participants benefit from the following:

- Same-day availability of funds (11:00 a.m. PT cut-off)
- Deposits by wire or ACH
- Intended Ratings of 'AAAm' & 'AAAf/S1'
- Secure online access for transactions and account statements
- No withdrawal notices for Prime Fund
- Participant-to-Participant transactions
- Interest accrues daily and pays monthly
- Competitive daily yields
- Unlimited subaccounts
- No minimum balance requirements
- No transaction fees*
- Annual audit conducted by independent auditing firm**
- Direct deposit of state and Federal payments
- Dedicated client service representatives available via phone or email on any business day



What are the objectives of California CLASS?

Safety

The primary investment objective of California CLASS Prime fund is preservation of principal. California CLASS portfolios are managed by a team of investment professionals who are solely focused on the management of public funds nationwide. The custodian for all California CLASS investment holdings is U.S. Bank, N.A.

Liquidity

When you invest with California CLASS, you have access to your funds on any business day. You must notify California CLASS of your funds transaction requests by 11:00 a.m. PT via the Internet or phone. There are no withdrawal notices for the California CLASS Prime fund, which offers daily liquidity.

Ease of Use

To make cash management streamlined and efficient, California CLASS includes many features that make it easy to access account information and simplify record keeping. Participants can transact on any business day using the California CLASS phone number (877) 930-5213, fax number (877) 930-5214, email clientservices@californiaclass.com or via the California CLASS Online Transaction Portal at www.californiaclass.com.

Flexibility

You may establish multiple California CLASS subaccounts. You will receive comprehensive monthly statements that show all of your transaction activity, interest accruals, and rate summaries. These statements have been specifically designed to facilitate public sector fund accounting and to establish a clear accounting and audit trail for your investment records.

Competitive Returns

California CLASS strives to provide competitive returns while steadfastly adhering to the objectives of safety and liquidity. Participants benefit from the investment expertise and institutional knowledge provided by the team of Public Trust professionals. Portfolio performance is strengthened by the extensive knowledge of California public agency cash flows that the Public Trust team possesses.

Legality

California CLASS only invests in securities permitted by California State Code Section 53601; permitted investments are further restricted to those approved by the Board of Trustees as set forth in the California CLASS Investment Policies. Both California CLASS Prime and California CLASS Enhanced Cash comply with maturity and credit limits set forth by S&P Global Ratings and FitchRatings, respectively.

Have Questions? Contact us or visit www.californiaclass.com for more information.



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Any financial and/or investment decision should be made only after considerable research, consideration, and involvement with an experienced professional engaged for the specific purpose. **Past performance is not an indication of future performance. Any financial and/or investment decision may incur losses.** Please see the Information Statement for further details on the fee calculation and other key aspects about California CLASS. California CLASS Prime will be rated 'AAAm' by S&P Global Ratings. A 'AAAm' rating by S&P Global Ratings is obtained after S&P evaluates a number of factors including credit quality, market price exposure, and management. For a full description on rating methodology, please visit www.spglobal.com. California CLASS Enhanced Cash will be rated by 'AAAf/S1' by FitchRatings. The 'AAAf' rating is Fitch's opinion on the overall credit profile within a fixed-income fund/portfolio and indicates the highest underlying credit quality of the pool's investments. The 'S1' volatility rating is Fitch's opinion on the relative sensitivity of a portfolio's total return and/or net asset value to assumed changes in credit spreads and interest rates. The 'S1' volatility rating indicates that the fund possesses a low sensitivity to market risks. For a full description on rating methodology, please visit www.fitchratings.com. Ratings are subject to change and do not remove credit risk.



California CLASS FAQs

Q: What is California CLASS?

A: The California Cooperative Liquid Assets Securities System (California CLASS) is a joint exercise of powers entity that will be formed pursuant to Section 6509.7 of the Joint Powers Act. As a local government investment pool (LGIP), California CLASS will allow participating public agencies to invest funds in a professionally managed pooled investment program that complies with the requirements of California law, specifically California Government Code Section 53601. California CLASS will be a public agency and entity separate and apart from the Founding Participants.

California CLASS will offer two funds: Prime and Enhanced Cash. Prime is a stable \$1.00 Net Asset Value fund that offers daily liquidity, whereas Enhanced Cash is a variable Net Asset Value fund that offers next-day liquidity and affords Participants the opportunity to gain exposure to longer maturity securities. California CLASS will manage Prime in a manner consistent with the AAAM rating guidelines by S&P Global Ratings, while Enhanced Cash will be managed in a manner consistent with the AAAs/S1 rating guidelines by FitchRatings.

Q: What are the benefits to the District of participating in California CLASS?

A: The Investment Advisor and Administrator to California CLASS will be Public Trust Advisors (Public Trust). Public Trust brings over a decade of LGIP administration and investment advisory experience and expertise to California public agencies. The primary business focus at Public Trust is LGIPs, and with this focus comes a deep commitment to the business domains upon which successful LGIP investment programs are built: fund administration; investment advisory services; fund accounting and transfer agency technologies; transaction portal development and improvement; marketing and distribution; client services; and, reporting and transparency. Public Trust's dedication to the LGIP market has resulted in increased operational efficiencies that facilitate a lower cost structure; these cost savings are ultimately passed on to the investor in the form of additional interest income.

Q: Why do California special districts need California CLASS?

While there are undoubtedly excellent cash management options in California, additional diversification is always a positive development for any given set of public funds investors. Choice implies flexibility for the end-user, and competition creates cost savings for public agencies with respect to investment alternatives. Below are some of the key features of California CLASS that special districts will benefit from learning more about:

- Interest income accrues daily and pays monthly



- No withdrawal notices for Prime Fund
- No ACH or wire fees and no minimum balances
- User-friendly Participant portal for transactions
- Participant-to-Participant transfers
- Unlimited subaccounts, transactions, and future-dated transactions up to one year
- Managed by special district peers

Q: What makes California CLASS different from CalTRUST and CAMP?

A: Blackrock and Public Financial Management are outstanding investment advisory firms with not only a global and national presence, respectively, but also a variety of business lines and sources of revenue. Public Trust is a privately-held firm that is dedicated to LGIP administration and investment advisory. LGIPs such as California CLASS always have been and will remain the core business focus of Public Trust. The accrued institutional knowledge and deep experience with public funds investors that Public Trust possesses results in LGIP services that clients around the country depend upon for safe, transparent, and convenient liquidity management.

Q: What are the differences between the Prime Fund and the Enhanced Cash Fund that California CLASS will offer public agencies?

A: The Prime Fund is a Stable \$1.00 Net Asset Value fund that offers daily liquidity and is suitable for operating dollars. The Enhanced Cash Fund is a variable \$10.00 Net Asset Value fund that offers next-day liquidity and is suitable for non-operating dollars and strategic reserves that a district would not anticipate withdrawing for 12-18 months. Both funds are marked-to-market daily in accordance with the fair value hierarchy. Utilized in tandem, the Prime and Enhanced Cash Funds constitute a holistic cash management product suite for the optimal core and reserve liquidity solution.

California CLASS	California CLASS Prime	California CLASS Enhanced Cash
Portfolio Type	Prime-Style	Enhanced Cash
Purpose	Short-Term Liquidity	Investment Horizon of 9-12 Months
Rating	‘AAAm’	‘AAAf/S1’
Liquidity Offered	Daily	Next Day
Minimum Investment	None	None
Withdrawals	Unlimited	Unlimited
Accounts	Unlimited	Unlimited
Rate	Calculated Daily	Calculated Daily



Q: What are the three key factors in Public Trust’s administration and investment advisory services for LGIPs?

1. **Commitment to the Client:** At every point along the LGIP “value chain,” Public Trust prioritizes the interests, considerations, and convenience of the public funds investor. How so? By investing heavily in the user experience. This entails everything from fund accounting and transfer agency technologies to the transaction Portal where Participants execute redemptions and withdrawals, download statements, and manage their subaccounts.
2. **Institutional Knowledge:** The professional portfolio management of a LGIP requires a deep understanding of money market asset classes and clients’ cash flow cycles in order to maximize return without sacrificing liquidity. Additionally, the combined 100+ years of combined public funds management experience by the Public Trust managing partners translates directly to an extensive broker-dealer network that facilitates best-price execution. This knowledge directly contributes to a unique ability to establish, maintain, and grow LGIP programs.
3. **Transparency:** Public Trust strives to manage LGIPs in a manner that facilitates 360-degree visibility of its administrative and investment advisory services. In its interaction with Boards of Trustees, its reporting and audit practices, and even its commitment to the mark-to-market valuation methodology for its portfolios’ securities, Public Trust is committed to the ability of public agencies to readily obtain a clear and comprehensive understanding of programs such as California CLASS.

Q: Why is Public Trust establishing a LGIP in California?

A: Public Trust is both proud and excited to bring its proven LGIP service model into the state of California. The state of California is widely considered to be the leader in best practices for public funds management, and we believe that this commitment to and understanding of the fundamental principles of safety, liquidity, and yield will result in an appreciation of and demand for the value proposition that California CLASS will offer to public agencies.

Q: What is it like to serve on the Board of Trustees of a LGIP such as California CLASS?

A: The Board of Trustees governs the management of the Joint Powers Authority created by the Joint Powers Agreement. This Joint Powers Authority is referred to as California CLASS. The responsibilities of the Board are critical to the operation of the program and include the supervision of California CLASS and its affairs and acts. Additionally, the Board acts as the primary liaison between the Participants, the Custodian, the Administrator, the Investment Advisor and all service providers.



The Board will meet quarterly to review the management of the investment program and to be updated by Public Trust on the administration and investment advisory services provided to California CLASS. Serving on the Board of a LGIP such as California CLASS affords Trustees the opportunity to receive regular updates on the economy and markets that can be shared with their peer network, the ability to play a direct and meaningful role in the management of an investment program that serves public agencies throughout California, and the chance to deeply engage with the broader government finance community. There are Trustees who have served and have been serving on Public Trust LGIPs for more than two decades because they find it to be a highly informative and rewarding form of service.

Built to Serve the California Marketplace

Public Trust Advisors, LLC (Public Trust) is proud and excited to introduce its local government investment pool (LGIP) services to California public agencies. California CLASS Participants will enjoy the exceptional service, outstanding user experience, and competitive market returns that define Public Trust-managed LGIPs across the country.

From the user-friendly Participant portal Public Trust has developed to the Client Services team that is dedicated to California CLASS, our high-quality and cost-effective liquidity management solution will save public agencies' time, expand their resources, and provide them with a LGIP partner they can count on and trust.

Your Partner in the Pooled Investment Services Industry

Public Trust brings a dedication to and institutional knowledge of managing LGIPs that Participants can depend upon. With a singular business focus of managing public funds, Public Trust is uniquely positioned to establish and maintain a LGIP dedicated solely to serving the safety, liquidity, and yield needs and requirements of California public agencies' funds.

Dedicated to LGIP Investment
Advisory and Administration



Fund Administration

- ✓ **Cybersecurity**
Network and endpoint security controls, multi-factor authentication, routinely-tested disaster recovery plan
- ✓ **Funds Rated by NRSROs**
Weekly rating agency oversight for 'AAAm' rated funds and 'AAAf/S1' funds facilitates full transparency
- ✓ **Client Services**
Provides transactional support and new account creation assistance
- ✓ **Reporting & Statements**
Participant and portfolio level reporting, account & subaccount reports generated monthly, & transaction confirmations

Investment Advisory

- ✓ **Portfolio Management**
Steadfast commitment to the public funds' investment hierarchy of safety, liquidity, and yield
- ✓ **Demonstrated Track Record**
Investment advisor and/or administrator for 16 LGIPs across the country
- ✓ **Credit Research**
Manage counterparty risk via fundamental and technical analysis that aims to stay ahead of downward ratings migration
- ✓ **Institutional Knowledge and Expertise**
Over 100+ combined years of stable and variable net asset value fund investment advisory experience

Who We Serve

Public Trust has over a decade of experience in creating and managing LGIPs around the country. We understand that the effective operation of the myriad components of a well-run LGIP - Board of Trustee relations; fund accounting and transfer agency functions; portfolio management and credit research; and marketing and distribution - require a steadfast commitment to not only LGIP programs but also to the public funds space itself. Public Trust maintains no business lines to anything other than the public sector.

LGIP CLIENT	STATE	SERVICES PROVIDED	INVESTMENT STYLE
COLOTRUST	Colorado	Administration & Investment Advisory	Government, Prime, & Enhanced Cash
FLCLASS	Florida	Administration & Investment Advisory	Prime & Enhanced Cash
LAMP	Louisiana	Administration	Prime
Michigan CLASS	Michigan	Administration & Investment Advisory	Prime & Enhanced Cash
NYCLASS	New York	Administration & Investment Advisory	Prime & Government
STAR Ohio	Ohio	Consulting Services	Prime
Texas CLASS	Texas	Administration & Investment Advisory	Prime & Government
TrustIndiana	Indiana	Administration & Investment Advisory	Prime
VIP	Virginia	Co-Administration and Investment Advisory	Prime & Enhanced Cash
Wyoming CLASS	Wyoming	Administration & Investment Advisory	Prime

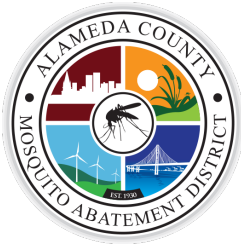
Why We Exist

Public Trust was founded with one explicit objective: to become the industry leader in providing LGIP investment advisory and administration services. The investments we have made in back-office technologies create efficiencies that Participants can experience in the transaction portal and see on their monthly statement. The commitment we make to hiring outstanding team members translates directly to effective and friendly client service.

Public Trust LGIP Participants know that they are more than just a name on a client list. The entirety of our firm's resources are dedicated to public agencies, their communities, and their taxpayers. From our LGIP system architecture to our institutional investment advisory knowledge, Public Trust is designed to serve the people to whom we owe our existence: the public funds investor.

Client Service and
Transparency Distinguish
Our LGIPs

Source: Public Trust Advisors® *Data is as of 12/31/2021. Total assets under management include 5435 local government investment pool participants at \$41 billion and 68 SMA clients at \$10.5 billion. Data unaudited. All comments and discussion presented are purely based on opinion and assumptions, not fact. These assumptions may or may not be correct based on foreseen and unforeseen events. The information above is not a recommendation to buy, sell, implement, or change any securities or investment strategy, function, or process. Any financial and/or investment decision should be made only after considerable research, consideration, and involvement with an experienced professional engaged for the specific purpose. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment returns fluctuate due to changes in market conditions. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. Past performance is not an indication of future performance. Any financial and/or investment decision may incur losses. A 'AAAm' rating by S&P Global Ratings is obtained after S&P evaluates a number of factors including credit quality, market price exposure, and management. For a full description on rating methodology, please visit www.spglobal.com. The 'AAAF' rating is Fitch's opinion on the overall credit profile within a fixed-income fund/portfolio and indicates the highest underlying credit quality of the pool's investments. The 'S1' volatility rating is Fitch's opinion on the relative sensitivity of a portfolio's total return and/or net asset value to assumed changes in credit spreads and interest rates. The 'S1' volatility rating indicates that the fund possesses a low sensitivity to market risks. For a full description on rating methodology, please visit www.fitchratings.com. Ratings are subject to change and do not remove credit risk.



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Proposal to partially reimburse ACMAD retirees for Medicare Part B costs

Background:

At the December 2021 regular board meeting, retired District Manager, John Rusmiser, requested the district to reimburse retirees for the Medicare Part B premium. Staff worked with an actuary, DFA, LLC, to study the additional liability and expenses that would be incurred by the District if it agreed to reimburse retirees for Medicare Part B premium costs.

Analysis:

Based on the June 30, 2021, valuation report, the District's total OPEB liability (expected cost of future benefits for retirees) was \$2,776,000. The net position in this fund as of June 30, 2021, was \$5,299,000 resulting in a \$2,555,763 net asset.

The attached OPEB actuarial study by DFA (attached), uses a service cost calculation which expects an increase of 3% each year. The current service cost per year is \$111,000.

The current Medicare Plan B premium is \$170.10 per person per month for retirees that make less than \$91,000 per individuals or \$182,000 for joint filings.

If the District were to take on the *full cost* of Medicare Part B for retired employees, the OPEB liability would increase by \$763,000, from \$2,776,000 to \$3,539,000 because of an increased annual service cost of \$13,000, from \$111,000 to \$124,000. The does not include actual expenses that could fluctuate annually.

Recommendation:

The District's OPEB assets are sufficient to cover additional liabilities even with the additional costs it will incur from the recently approved MOU with the ACMAD employee association. Staff recommends setting a *fixed* reimbursement, rather than the full cost, **of \$100.00 per month for each retiree and eligible spouse**, \$1,200 max per person, per year using the current service credit vesting schedule found in the ACMAD Employee Association's MOU (attached).

Process for reimbursing retirees:

Retired employees, thirteen in total, would continue to make their monthly payments directly to CalPERS. The District would annually reimburse retirees, after receiving documentation, no later than January 31st. Staff recommends re-evaluating this program at the conclusion of the recently approved 2022-2025 MOU in the spring of 2025.

Attachments:

Medicare Part B Study, current employee association MOU



Postretirement Healthcare Plan Design Study for Alameda County Mosquito Abatement District

February 15, 2022

Executive Summary

Alameda County Mosquito Abatement District (District) district provides health care for retirees and their dependents in accordance with the California Public Employees Medical and Hospital Care Act (PEMHCA).

- Employees may retire at age 50 with five years of service (age 52 and five for hires after January 1, 2013) and receive District-paid contribution. The District contributes up to 100% of the Kaiser Bay Area Non-Medicare single rate, and up to 90% of the two-party and family rates.
- Employees hired after October 1, 2013 are subject to vesting on the contribution equal to 50% for those with 10 years-CalPERS service, grading up to 100% after 20 years. Employees hired after October 1, 2013 with less than 10 years CalPERS service will not receive a contribution.
- Upon reaching age 65 and becoming eligible for Medicare, the retiree must join one of the Medicare Supplement coverages offered under PEMHCA.
- The District also offers dental and vision benefits to retirees, and dental benefits are subject to the above vesting for those who retire after April 30, 1986. Retirees who retired before April 30, 1986 and are subject to a \$1,500 annual cap on dental benefits.

The District is considering adopting the following plan designs:

- Covering the cost of Medicare Plan B for its retired employees.
- Moving from the 100/90 vesting schedule to 100/100 and enhancing the current two-party and family allowance.

DFA, LLC (DFA) has prepared the following actuarial study at District's request. The purpose of the study is to provide District management with the estimated cost of adopting benefits under consideration and summarizing administration and implementation issues related to reimbursing Medicare Plan B premiums.

Executive Summary (continued)

Medicare Part B

To help the District analyze the costs covering the cost of Medicare Plan B for its retired employees, we estimated the increase in the GASB 75 Total OPEB Liability as of June 30, 2021 and the projected annual District pay-as-you-go cost through 2065 years.

- The estimated impact on the June 30, 2021 GASB 75 Total OPEB liability is \$686,000.
- The initial impact on the July 1, 2021 GASB 75 service cost is \$11,000. This amount is expected to increase by 3.00% per year.

	Current Plan	100/100 Design
Total OPEB Liability	\$2,776,000	\$3,462,000
Service Cost	\$111,000	\$122,000

- Projected Pay-As-You-Go District Contributions:

	Current Plan	With Medicare Part B
2022	\$126,000	\$168,000
2023	133,000	174,000
2024	144,000	184,000
2025	160,000	200,000
2026	180,000	219,000
2027	199,000	237,000
2028	214,000	251,000
2029	226,000	262,000
2030	220,000	258,000
2031	209,000	251,000
2032	211,000	251,000
2033	206,000	247,000
2034	199,000	243,000
2035	176,000	227,000
2036	190,000	240,000
2037	205,000	254,000
2038	219,000	267,000
2039	235,000	281,000
2040	249,000	294,000
2041	261,000	304,000
2042	270,000	312,000
2043	260,000	303,000
2044	228,000	277,000
2045	235,000	284,000
2046	226,000	276,000
2047	234,000	283,000
2048	222,000	273,000
2049	208,000	261,000
2050	211,000	263,000
2055	189,000	239,000
2060	160,000	203,000
2065	132,000	166,000

Executive Summary (continued)

100/100 Design

To help the District analyze its costs of moving from the 100/90 to a 100/100 vesting schedule, we estimated the increase in the GASB 75 Total OPEB Liability as of June 30, 2021 and the projected annual District pay-as-you-go cost for the next 20 years.

- The estimated impact on the June 30, 2021 GASB 75 Total OPEB liability is \$56,000.
- The initial impact on the July 1, 2021 GASB 75 service cost is \$2,000. This amount is expected to increase by 3.00% per year.
- The projected impact on District pay-as-you-go contributions over the next 20 years is \$707,000. This amount includes both active employment and postretirement healthcare contributions.

	Current Plan	100/100 Design
Total OPEB Liability	\$2,776,000	\$2,832,000
Service Cost	\$111,000	\$113,000

- Projected Pay-As-You-Go District Contributions:

Fiscal Year Begin	Current Plan			100/100 Design		
	Employment ¹	Postretirement	Total	Employment ¹	Postretirement	Total
2022	\$337,000	\$126,000	\$463,000	\$347,000	\$129,000	\$476,000
2023	354,000	133,000	487,000	374,000	136,000	510,000
2024	372,000	144,000	516,000	393,000	147,000	540,000
2025	391,000	160,000	551,000	413,000	164,000	577,000
2026	410,000	180,000	590,000	433,000	184,000	617,000
2027	431,000	199,000	630,000	455,000	203,000	658,000
2028	452,000	214,000	666,000	478,000	219,000	697,000
2029	475,000	226,000	701,000	502,000	231,000	733,000
2030	498,000	220,000	718,000	527,000	224,000	751,000
2031	523,000	209,000	732,000	553,000	214,000	767,000
2032	550,000	211,000	761,000	581,000	215,000	796,000
2033	577,000	206,000	783,000	610,000	210,000	820,000
2034	606,000	199,000	805,000	640,000	203,000	843,000
2035	636,000	176,000	812,000	672,000	179,000	851,000
2036	668,000	190,000	858,000	706,000	194,000	900,000
2037	701,000	205,000	906,000	741,000	209,000	950,000
2038	736,000	219,000	955,000	778,000	224,000	1,002,000
2039	773,000	235,000	1,008,000	817,000	239,000	1,056,000
2040	812,000	249,000	1,061,000	858,000	254,000	1,112,000
2041	852,000	261,000	1,113,000	901,000	266,000	1,167,000
			\$15,116,000			\$15,823,000

¹ Employment projections based on information provided by the District. Employment costs assumed to increase by 5.00%

Executive Summary (continued)

100/100 Design – With Medicare Part B

We have also prepared the following analysis if the district considered covering Medicare Part B along with the 100/100 plan design.

- The immediate (June 30, 2021) impact on the financial statement (increase in Total OPEB Liability) would be \$763,000:
 - \$686,000 for Medicare Part B
 - \$77,000 for 100/100.
- The total impact (or increase in present value of future benefits) would be approximately \$849,000.
- The difference between the present value of future benefits and the Total OPEB Liability represents the present value of future service cost.
 - This difference \$86,000 (\$849,000 - \$763,000) would be gradually recognized in OPEB Expense through service costs.
 - The initial increase in service cost is \$13,000 (expected to increase by 3.00% per year).
 - The expected future service of the current active group is 5.1 years, which represents the average period over which the \$86,000 would be recognized.

	Current	100/100 Design with Medicare Part B	Difference
Total OPEB Liability	\$2,776,000	\$3,539,000	\$763,000
Present Value of Future Benefits	\$3,496,000	\$4,345,000	\$849,000
Service Cost	\$111,000	\$124,000	\$13,000

Executive Summary (continued)

Administration of Medicare Part B Reimbursements

CalPERS has specific instructions for coordinating benefits with Medicare Part A and B.

- When a member enrolls in Medicare Part A and Part B (two to three months prior to their 65th birth month), CalPERS will work with the Centers for Medicare & Medicaid Services (CMS) obtain Medicare information and automatically transfer the member from a CalPERS Basic (non-Medicare) health plan to a CalPERS Medicare health plan.
- Once a member is enrolled in a CalPERS Medicare health plan, they must continue to pay the Social Security Administration (SSA) for Part B and maintain enrollment in Part B to remain enrolled in the CalPERS health program.
- Detailed guidance may be found on the [CalPERS website](#).

The District would reimburse retirees directly after submitting proof of payment to the SSA.

DFA Clients Offering Medicare Part B Reimbursements

DFA is an independent actuarial consulting firm. Our actuarial assignments include (but are not limited) to GASB 75 OPEB valuations.

Our client base of 488 includes:

Cities	Irrigation Districts
Counties	K-12 School Districts
Offices of Education	Mosquito/Vector Control Districts
Community Colleges	Park & Recreation Districts
Fire Protection Districts	Public Transportation Authorities
Flood Control Districts	Water Districts
Housing Authorities	Public Utilities

We have identified 27 clients who offer Medicare Part B reimbursement.

Cities	3
School Districts	20
Water Districts	4
Total	27

This distribution is provided for informational purposes and may not represent a fair cross-section of public employers in California offering Medicare Part B reimbursement.

Executive Summary (continued)

Basis for Actuarial Valuation

We relied on census data for active employees and retirees provided to us by the District for the July 1, 2019 actuarial valuation. Standard actuarial update procedures were used to project/discount from July 1, 2019 to June 30, 2021. The assumptions used in performing the analysis, as summarized in this report, represent our best estimate of the actuarial costs of the program.

Disclosure of Risk and Volatility

Considering recent events, we call attention to the external risk factors associated with actuarial projections. An event like the COVID-19 pandemic has the potential to affect future measurements that would deviate from current long-term expectations.

The following is a list of specific factors that impact actuarial projections:

- Census – retirement, turnover, and mortality experience different than expected.
- Mortality – premiums, participation, and level of coverage different than expected.
- Investment performance – investment performance different than the long-term expected return. Investment performance may also affect the discount rate.
- Discount rates changes in applicable rates (short-term rates are currently declining and may result in increased liabilities).

The current environment's impact on these factors will continue to unfold. We are available to discuss both short-term and long-term impact upon request.

Actuarial Methods and Assumptions

The liabilities set forth in this report are based on the actuarial assumptions described in this section.

Valuation Date: July 1, 2019

Actuarial Cost Method: Entry Age, Level Percent of Pay

Discount Rate:

Long-term Expected Return	6.00%
Municipal Bond Index	3.13%
GASB 75	6.00%

Salary Increases: 3.00%

Withdrawal: Crocker-Sarason Table T-5 less mortality. Sample Rates:

Age	Rate
25	7.7%
35	6.3
45	4.0
55	0.9

Pre-retirement Mortality: RP-2014 Employee Mortality, without projection. Sample deaths per 1,000:

Age	Male	Female
25	0.48	0.17
35	0.52	0.29
45	0.97	0.66
55	2.79	1.67

Postretirement Mortality: RP-2014 Employee Mortality, without projection. Sample deaths per 1,000:

Age	Male	Female
55	5.74	3.62
60	7.78	5.19
65	11.01	8.05
70	16.77	12.87
75	26.83	20.94
80	44.72	34.84
85	77.50	60.50
90	135.91	107.13

Actuarial Methods and Assumptions (continued)

Retirement:

Age	Rate
55	25%
56	30%
57	40%
58	50%
59	60%
60	75%
61	80%
62	100%

Medical Claim Cost:

Annual Per Retiree or Spouse

Age	Medical	Dental and Vision
50	\$9,883	\$1,525
55	11,457	1,525
60	13,281	1,525
64	14,948	1,525
65	4,350	1,525
70	4,686	1,525
75	5,048	1,525

Healthcare Cost for Active Employees:

Cost and coverage provided by District.

Percent Electing Coverage:

100%

Medicare Part B:

Standard Part B premium assumed for all future retirees (\$148.50 and \$170.10 per month in 2021 and 2022, respectively).

Spouse Coverage:

Future retirees: 40%
 Current retirees: Actual dependent data used.
 Female spouses are assumed to be three years younger than male spouses.

Medical Trend:

Sample Rates:

Year	Pre-Medicare	Medicare	Dental and Vision
2019	6.00%	4.00%	4.00%
2020	5.90%	4.00%	4.00%
2021	5.80%	4.00%	4.00%
2022	5.70%	4.00%	4.00%
2023	5.60%	4.00%	4.00%
2024	5.50%	4.00%	4.00%
2025	5.40%	4.00%	4.00%
2026	5.30%	4.00%	4.00%
2027	5.20%	4.00%	4.00%
2028	5.10%	4.00%	4.00%
2029+	5.00%	4.00%	4.00%

Actuarial Certification and Disclosure of Risk

The results set forth in this report are based on our actuarial valuation of the health and welfare benefit plans of the Alameda County Mosquito Abatement District, as of July 1, 2019.

The valuation was performed in accordance with generally accepted actuarial principles and practices. We relied on census data for active employees and retirees provided to us by the District. This includes healthcare cost and elected coverage for current active employees.

The assumptions used in performing the valuation, as summarized in this report, and the results based thereupon, represent our best estimate of the actuarial costs of the program under existing and proposed Actuarial Standards of Practice.

The undersigned actuaries meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained in this report.

Certified by:

A handwritten signature in blue ink, appearing to read 'Carlos Diaz', with a stylized flourish at the end.

Carlos Diaz, ASA, EA, MAAA
Actuary

**MEMORANDUM OF UNDERSTANDING BETWEEN THE ALAMEDA COUNTY
MOSQUITO ABATEMENT DISTRICT EMPLOYEES' ASSOCIATION AND THE
ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT**

The MEMORANDUM OF UNDERSTANDING is entered into by the Trustees of the Alameda County Mosquito Abatement District and the Alameda County Mosquito Abatement District Employees' Association and covers wages and benefits for fiscal years 2019/20, 2020/21 and 2021/22.

In fiscal Years 2019/20 wages will be have a Cost of Living increase of 3.5%*.

Position	Step 1	Step 2	Step 3	Step 4	Step 5
Accounting Associate	\$4,767.21	\$5,005.57	\$5,255.84	\$5,518.64	\$5,794.57
Office Administrator	\$6,084.30	\$6,388.52	\$6,707.94	\$7,043.34	\$7,395.51
Assistant Mosquito Control Technician	\$6,132.82				
Mosquito Control Technician	\$6,453.15	\$6,775.79	\$7,114.56	\$7,470.32	\$7,842.52
Vector Biologist	\$8,234.64	\$8,645.49			
Assistant Vector Scientist	\$6,132.82				
Associate Vector Scientist	\$6,665.40	\$6,779.25	\$7,120.80	\$7,483.05	\$7,855.65
Vector Scientist	\$8,318.51	\$8,532.77	\$8,750.35	\$8,974.66	\$9,206.28
Mechanical Specialist	\$8,160.54	\$8,370.35	\$8,584.95	\$8,804.39	\$9,030.88
IT Director	\$8,358.32	\$8,573.59	\$8,792.21	\$9,017.60	\$9,250.32
Regulatory & Public Affairs Director	\$8,398.11	\$8,614.43	\$8,834.07	\$9,060.53	\$9,294.38
Lab Director	\$8,504.66	\$8,951.99	\$9,424.57	\$9,920.68	\$10,441.39
Field Operations Supervisor	\$8,525.71	\$8,975.78	\$9,448.28	\$9,945.21	\$10,442.54

In fiscal Years 2020/21 wages will be have a Cost of Living increase of 4%*.

Position	Step 1	Step 2	Step 3	Step 4	Step 5
Accounting Associate	\$4,957.90	\$5,205.79	\$5,466.08	\$5,739.39	\$6,026.35
Office Administrator	\$6,327.67	\$6,644.06	\$6,976.26	\$7,325.07	\$7,691.33
Assistant Mosquito Control Technician	\$6,378.13				
Mosquito Control Technician	\$6,711.28	\$7,046.82	\$7,399.14	\$7,769.13	\$8,156.22
Vector Biologist	\$8,564.02	\$8,991.31			
Assistant Vector Scientist	\$6,381.26				
Associate Vector Scientist	\$6,717.12	\$7,052.98	\$7,405.63	\$7,782.37	\$8,169.88
Vector Scientist	\$8,651.25	\$9,100.36	\$9,574.53		
Public Outreach Coordinator	\$7,201.07	\$7,561.12	\$7,939.18	\$8,336.14	\$8,752.95
Mechanical Specialist	\$8,486.96	\$8,705.16	\$8,928.35	\$9,156.57	\$9,392.12
IT Director	\$8,692.65	\$8,916.53	\$9,143.90	\$9,378.31	\$9,620.34
Regulatory & Public Affairs Director	\$8,734.04	\$8,959.01	\$9,187.43	\$9,422.96	\$9,666.16
Lab Director	\$8,844.84	\$9,310.07	\$9,801.55	\$10,317.51	\$10,859.05
Field Operations Supervisor	\$8,866.74	\$9,334.81	\$9,826.21	\$10,343.02	\$10,860.24

In fiscal year 2021/22 there will be another cost of living adjustment of 4%*.

Position	Step 1	Step 2	Step 3	Step 4	Step 5
Accounting Associate	\$5,156.21	\$5,414.03	\$5,684.72	\$5,968.96	\$6,267.41
Office Administrator	\$6,580.78	\$6,909.82	\$7,255.31	\$7,618.08	\$7,998.98
Assistant Mosquito Control Technician	\$6,633.26				
Mosquito Control Technician	\$6,979.73	\$7,328.70	\$7,695.11	\$8,079.90	\$8,482.47
Vector Biologist	\$8,906.58	\$9,350.96			
Assistant Vector Scientist	\$6,636.51				
Associate Vector Scientist	\$6,985.80	\$7,335.10	\$7,701.86	\$8,093.67	\$8,496.67
Vector Scientist	\$8,997.30	\$9,464.37	\$9,957.52		
Public Outreach Coordinator	\$7,489.11	\$7,863.57	\$8,256.75	\$8,669.58	\$9,103.06
Mechanical Specialist	\$8,826.44	\$9,053.37	\$9,285.48	\$9,522.83	\$9,767.80
IT Director	\$9,040.36	\$9,273.19	\$9,509.66	\$9,753.44	\$10,005.15
Regulatory & Public Affairs Director	\$9,083.40	\$9,317.37	\$9,554.93	\$9,799.87	\$10,052.80
Lab Director	\$9,198.64	\$9,682.48	\$10,193.61	\$10,730.21	\$11,293.41
Field Operations Supervisor	\$9,221.41	\$9,708.20	\$10,219.26	\$10,756.74	\$11,294.65

* .5% of salary will be contributed to the District's deferred compensation plan, by the District on behalf of the employee.

Longevity Pay

Employees will have their wages, as indicated above, adjusted for longevity based upon the following schedule:

<u>Years of Service</u>	<u>Total Increase</u>
After 5 years	1%
After 10 years	2%
After 15 years	3%
After 20 years	4%
After 25 years	5%
After 30 years	6%
After 35 years	7%
After 40 years	8%

FRINGE BENEFITS (during the life of this Memorandum of Understanding)

The District shall pay the benefits as described below:

Public Employees' Retirement System (CalPERS)

Beginning on July 1, 2013, the employees will pay Employee share of member contributions to the CalPERS retirement system (7% for employees hired before 1/1/2013, 6.5% for those hired on or after 1/1/2013). The District will pay the balance of retirement contributions to the system.

Health Benefits

The ACMAD Board of Trustees capped the medical benefits at the of Bay Area/Sacramento medical rate for the plan used by the majority of employees using the State of California 100/90 formula. This means the District will pay the full premium for the employee up to the cost of Kaiser, then pays up to 90% of the Kaiser rate for dependents. A copy of the latest rates will be appended to this document.

Dental Coverage

The District will pay the full premium for dental insurance with Delta Dental for the employee and any dependents. The plan pays for covered dental benefits up to \$1,500.

Vision

The District pays the full premium for vision insurance with Vision Service Providers (VSP) for the employee and any dependents.

Life Insurance

The District shall pay the full premium per employee for the District's \$25,000 term-life insurance program paying any increased costs in the year covered by the agreement.

Disability Insurance

The District authorizes the employees to participate in short-term and/or long-term disability insurance plans to be reimbursed by the District at the current .9% of salary standard SDI rate.

Health Insurance for Retirees

The District shall continue to pay the health care premiums for retirees and their spouses using the same formula as the Health Benefits for employees. Per ACMAD Resolution 879.1 and the California Government Code (CGS) §22893, the vesting schedule has been established as follows for employees hired after 10/1/13 reaching 50 years of age, with 5 years of credited service deriving from ACMAD:

Credit Years of Service	Percentage of Employer Contribution
10	50
11	55
12	60
13	65
14	70
15	75
16	80
17	85
18	90
19	95
20	100

Dental Insurance for Retirees

The District shall also pay the dental premiums for all retirees and their spouses; following the above vesting schedule, with a retirement date of April 30, 1986 and after. A dental fund amounting to \$1,500 per retiree and \$1,500 per retiree spouse per year is to be set aside for any retirees not covered in the plan stated above. These retirees (or surviving spouse) are as follows: Bettye Brannan and Mel Mello. Vision care will be provided to all qualified retirees. (Refers to minutes of 6-29-83.)

Vacation, Sick Leave, Special Leave, Working Conditions

The vacation plan, special leave, and other working conditions are as stated in the District Policies approved by the Board of Trustees.

A total of fourteen holidays and one floating holiday will remain as previously scheduled (District Policy).

The Board of Trustees has provided the employees an option from the Public Employees' Retirement System (PERS) which allows employees to accumulate sick leave at a rate of 12 days per year. At retirement, the balance of unused sick leave can be converted to PERS service credit at a rate of .004 years of service credit/ 8 hours if requested within 4 months of separation (CGS §20965).


The Board of Trustees, in the interest of providing the public with extended service hours, has also provided the employees with the option of a flexible work schedule, not to exceed a nine hour work day. At the discretion of the manager, this schedule will be available to all employees throughout the year.

Exempt employees will be given 40 hours of administrative leave to supplement work over 40 hours per week. This leave is given every July 1st, and does not accumulate. Flexible schedules and adjustments are subject to District Manager approval.

The Board agrees to pay the above salaries and benefits during the life of this Memorandum of Understanding; at which time a new agreement may be reached through employee consultations.

The foregoing was submitted to the Board of Trustees of the District by the Salary Committee at its regular Monthly Board Meeting and agreed to on February 13th, 2019.

Executed this 7/30/2020 day of 2020

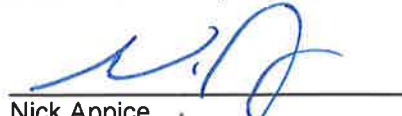
For the Alameda County Mosquito
Abatement District


Eric Hentschke, CHAIRMAN
SALARY COMMITTEE

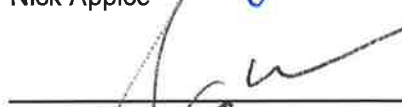
Revised 7-22-20.

EMPLOYEES OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT:


Dereje Alemayehu


Nick Appice


Miguel Barretto


John Busam

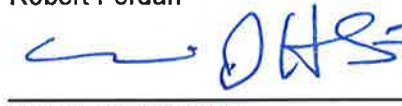

Erika Castillo


Neil Campbell

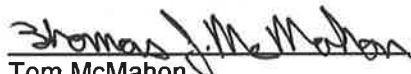

Sarah Erspamer

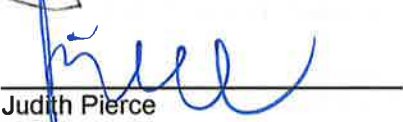

Robert Ferdan

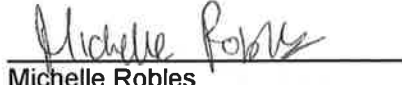

Erick Gaona


Eric Haas-Stapleton

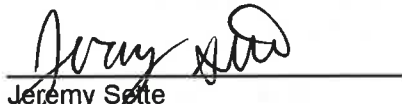

Joseph Huston



Tom McMahon

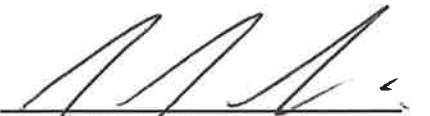

Judith Pierce

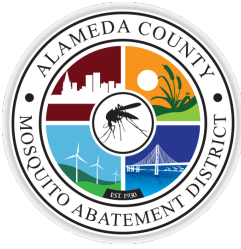

Michelle Robles


Ben Rusmisl


Jeremy Sette


Mark Wieland


Ryan Clausnitzer, General Manager



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Reclassifying the Accounting Associate/ Office Administrator Position to Financial and HR Specialist

Summary:

A goal of the ACMAD 2021-23 Strategic Plan included the evaluation of the Accounting Associate's job description and duties in calendar year 2022. The current draft of the 2022-23 budget and recently approved 2022-2024 MOU with ACMAD's employee association includes the proposed increases from this reclassification.

Background:

The district had an Administrative and Financial position from 2008 until that employee's retirement in 2016. We reclassified the position to the current position because of the difficulty recruiting a trained accountant who would manage service request calls and fish pick-ups from the public with accounting tasks.

With the creation of a full-time Outreach Coordinator in 2020 who is now the primary contact from the public, improved online submissions, and mosquitofish deliveries over pick-ups, the accounting position can once again be more focused and accountable to the advanced financial and human relation tasks of the district, which is also more attractive when recruiting for this position.

This reclassification, which includes a higher educational and experience standard along with an increased salary range and exemption from overtime laws, also coincides with the improved financial responsibilities and financial reporting recognitions.

Recommendation:

Approve the reclassification of this position from non-exempt to exempt along with adjustments to the salary and job description.

Attachments:

HR Consultant report by RGS, ACMAD 2022-2024 Strategic Plan, current Accounting Associate/ Office Administrator job description, proposed Financial & HR Specialist job description

Delivered via email to ryan@mosquitoes.org

April 5, 2022

Ryan Clausnitzer, General Manager
ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT
28 Liberty Ship Way, Suite 2800
Sausalito CA 94965

SUBJECT: PROPOSED JOB SPECIFICATION and SALARY CONSIDERATIONS FOR
FINANCE AND HUMAN RESOURCES SPECIALIST CLASSIFICATION

Dear Mr. Clausnitzer,

The Alameda County Mosquito Abatement District (ACMAD) requested that Regional Government Services (RGS) assist in developing a new job specification and recommend a salary for the classification of Finance and Human Resources Specialist. The establishment of this classification is the result of a reclassification of the current Accounting Associate/Office Administrator position.

The Finance and Human Resources position will report directly to the General Manager and provide complex, professional-level finance and human resources support to the District as well as act as an administrative assistant to the General Manager and handle matters that are confidential in nature. This position is responsible for completing all clerical, budgeting, accounting, bookkeeping, record keeping, human resources, and file management. Work includes utilization of accounting software for general ledger, accounts payable, accounts receivable, payroll, general human resources, and inventory of fixed assets. This position is responsible for preparing financial statements and performing related work as required.

CLASSIFICATION DEVELOPMENT

RGS acquired detailed information regarding the duties and responsibilities of the proposed classification from the General Manager. In addition, RGS utilized our library of job specifications, reviewed classification plans of various special districts throughout Alameda, Contra Costa, Marin, Napa, San Joaquin, and San Mateo Counties and developed the attached job specification following Human Resources' best practices. The job specification accurately reflects the purpose of the position, the reporting relationship, the essential duties, the knowledge and abilities needed, and the minimum education and experience requirements.

EXTERNAL MARKET SALARY DATA

RGS attempted to find similar classifications to the Finance and Human Resources Specialist from twenty-five (25) Special Districts from the counties listed above. These agencies included:

- Alameda County Transportation Commission
- Alameda County Waste Management Authority
- Castro Valley Sanitary District
- Central Marin Sanitation District
- Contra Costa Mosquito Abatement District
- Contra Costa Transportation Authority
- East Bay Community Energy
- East Contra Costa Fire Protection
- East Contra Costa Irrigation District
- East Contra Costa Transit Authority
- Ironhouse Sanitary District
- Las Gallinas Sanitary District
- Livermore/Amador Valley Transit
- Marin/Sonoma Mosquito Abatement District
- Mountain House Community Services District
- Napa Mosquito Abatement District
- Napa Sanitary District
- Napa Valley Transportation Commission
- Novato Sanitary District
- Peninsula Clean Energy Authority
- Ross Valley Sanitation District
- San Mateo Harbor District
- San Mateo Mosquito Abatement District
- Discovery Bay Community Services District
- West Bay Sanitation District

One of the most critical factors in conducting the compensation study is ensuring the classifications from the comparator agencies match as closely as possible to the ACMAD classification. When comparing appropriate matches, the analysis included more than job titles. Due to different titling conventions, job titles alone can be misleading. Therefore, a more extensive analysis was performed. The criteria used to determine the match classes included:

- Education and experience requirements.
- Scope and complexity of the work.
- Knowledge, skills, and abilities required to perform the work.
- Supervision received and exercised.
- Consequence of error.
- Organizational structure within the department/agency.

After reviewing the classification plans for the above agencies, it was found that only three (3) of the agencies had classifications matching ACMAD's classification. Our analysis includes the median (midpoint) and the mean (average) of the maximum monthly base pay data for the classification. RGS normally recommends that the median be used in reviewing the data as opposed to the average. The median is the exact midpoint of all market data collected, with 50% of market data below and 50% of market data above. Using the median methodology eliminates distortion caused by exceptionally high or low salary values (unlike the mean). However, as there were so few match classifications and the differences in salary are nominal, the District may choose to use the average.

The following chart includes the data collected. Agencies are listed in salary order from high to low.

	Agency	Class Title	Max Monthly Salary
1	San Mateo Mosquito Abatement District	Accountant	\$10,452
2	Castro Valley Sanitary District	Finance Specialist	\$9,823
3	Ross Valley Sanitation District	Accountant II	\$9,563
		Number of Matches	3
		Median of Comparators	\$9,823
		Mean of Comparators	\$9,946

INTERNAL SALARY ALIGNMENT

While utilizing external data to assist in the determination of appropriate salaries, it is equally important to examine the internal alignment of classifications within an organization. This is especially true when setting salaries of classes that do not share the same class series or class family but share classification factors such as those used when determining external match classifications.

The District currently has five (5) other classifications that each oversee distinct functions of the District, report directly to the General Manager, and provide a similar level of complex support to the District based on their area of expertise. These classifications and their corresponding salaries are as follows:

Classification	Max Monthly Salary
Mechanical Specialist	\$9,767.80
Information Technology Director	\$10,015.15
Regulatory & Public Affairs Director	\$10,052.80
Laboratory Director	\$11,293.41
9823/Field Operations Supervisor	\$11,293.41

The Laboratory Director requires the highest level of education (Master's degree) and requires three years of experience as an Epidemiologist. The incumbent supervises two permanent positions. The Field Operations Supervisor requires a Bachelor's degree and six months of experience as a Vector Biologist II. The incumbent supervises eight (8) permanent staff. While the minimum qualifications for the Field Operations Supervisor are less than the Laboratory Director, due to the broader span of control, it is appropriate that the salary for these two positions are set the same and at a higher level than the other three classifications.

The salary differential between the highest and lowest paid of these classifications is approximately 13.5%. Setting the salary of the Finance and Human Resources Specialist based on the median or mean of the external salary data would establish a similar salary differential.

As an alternative, the District may consider setting the salary equal to either the IT Director or Regulatory and Public Affairs Director, The minimum qualifications for these classifications include a Bachelor's degree and each exercises either no or limited supervision. This is similar to the Finance and Human Resources Specialist. As the difference in salary between the IT Director and Regulatory and Public Affairs Director is only pennies per hour, setting the salary equal to either would be appropriate.

Sincerely,



Patty Howard
Lead Advisor
Classification & Compensation
Regional Government Services
650-587-7300 ext. 94
phoward@rgs.ca.gov



EMPLOY THE BEST PRACTICES FOR MOSQUITO CONTROL DISTRICTS AND LOCAL GOVERNMENTS

2021

- Improve financial visuals and projections to accompany the annual Comprehensive Annual Financial Report
- Research and improve mosquito source reduction efforts and treatments in cemeteries
- Create new partnerships with organizations within Alameda County that have established community connections
- Connect with city code enforcement departments regarding our aerial pool surveillance program to ensure consistent messaging to property owners
- Establish relationships with new state, county, and local elected officials
- Build relationships with Homeowners Associations near marsh communities

2022

- Convert annual budgets to multi-year with formatting changes that improve readability
- Evaluate Accounting Associate job description and duties
- Evaluate public perception of District services

2023

- Analyze future liabilities to determine when the District should withdraw from section 115 fund
- Begin work on predictive mosquito control modeling methods
- Establish mosquito control as a stakeholder in Alameda County development
- Develop new relationships with schools (principals, teachers, PTAs, etc.)
- Hone outreach efforts to incorporate an equity lens into community outreach
- Improve approaches for trapping *Aedes dorsalis* mosquitoes

Accounting Associate / Office Administrator

DEFINITION

Under general direction and supervision of the District Manager performs a variety of professional, financial, administrative, and human resource related staff work. This position serves as the administrative assistant to the District Manager and handles matters that are confidential in nature. This position is responsible for completion of all clerical, budgeting, accounting, bookkeeping, record keeping, and file management. Work includes utilization of accounting software for general ledger, accounts payable, accounts receivable, payroll, general human resources, and inventory of fixed assets. This position is responsible for the preparation of financial statements and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Accounting Associate - This is the entry-level class within the District Accounting Associate series. The class is distinguished from the Office Administrator by the performance of the more routine tasks and duties assigned to positions within the series including duties performed according to established procedures and changes in procedures or exceptions to rules explained in detail as they arise. Since this class can be used as a training class, employees may have only limited or no directly related work experience.

Office Administrator - This is the journey-level class within the District Accounting Associate series. Employees within this class are distinguished from the Accounting Associate by the performance of the full range of duties as assigned including duties requiring the knowledge of general District procedures on purchasing, personnel, and payroll as well as a knowledge of District policies and procedures. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level, or when filled from the outside, require prior accounting/clerical experience. Appointment to the journey level requires that the employee be performing the full range of duties for the class and meets the qualification standards for the class.

SUPERVISION RECEIVED AND EXERCISED

Immediate supervision is provided by the District Manager. May exercise functional and technical supervision over accounting/clerical part time staff.

Accountability

The employee is accountable to the District Manager to ensure that mosquito control operational functions are carried out in accordance with District policies, California Health and Safety Code Standards, and Federal laws. Assignments may be specific or general with only desired results being specified. Recommendations on improvements to Division activities are expected.

The employee is responsible for complying with all District safety requirements and practices. Additionally, the employee is responsible for ensuring that any direct reports also comply with all District safety requirements and practices.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Financial

- Creates and maintains all financial records and reports, including but not limited to Accounts Payable, Accounts Receivable, Payroll, and General Ledger;
- Insures compliance with all new State and Federal laws that may affect payroll;
- Interacts with the District's support staff regarding purchasing and all other financial decisions;
- Prepares monthly financial statements of operation;
- Compiles and analyzes data for annual budget preparation, prepares written justification and explanation for expenses, and prepares draft of annual budget for management staff analysis;
- Prepares proposed and final budgets under the direction of the District Manager;
- Maintains inventory records on all fixed assets;
- Works with the District's annual auditor by providing District records;
- Plans and organizes record keeping, reporting, and business office procedures;
- Oversees all tax return preparation and administers tax payments related to Payroll;
- Manages all employee/trustee travel arrangements in compliance with IRS regulations regarding travel expense reimbursements;
- Administers benefit assessment and property tax ledgers;
- Performs, occasionally, other tasks or functions not stated in this description, but within the scope of experience and capability; and
- Performs related work as required.

Human Resources

- Serves as District's Workers' Compensation designee, handling all workers' compensation procedures and claims;
- Administers employee and retiree benefit and CalPERS pension plans;
- Stays current with new State and Federal laws and regulations affecting employee benefits;
- Advises management of new State and Federal laws and regulations that may warrant changes in District policies;
- Manages all employee records, such as but not limited to medical/dental plans, payroll deductions, W-2s, pension plans, performance reports, driving records, workers' compensation injuries, and miscellaneous benefit plans;
- Oversees the District's DMV Pull Notice program for all driving records of employees;
- Manages special projects assigned by the District Manager;
- Performs, occasionally, other tasks or functions not stated in this description, but within the scope of experience and capability; and
- Performs related work as required.

Office Management

- Types and proofreads a variety of documents including general correspondence, agendas, reports, memos, and statistical charts from rough draft, audio recording, forms, copy, notes, transcribing machine recordings, or verbal instruction;
- Serves as the primary contact for incoming calls;
- Acts as Front Office Representative for visitors, vendors, deliveries, and inquiries;
- Enters mosquito-related service requests;
- Receives, sorts, and distributes incoming and outgoing correspondence;
- Maintains inventory records;
- Processes purchase requisitions;
- Maintains purchase records;
- Resolves errors in orders received and invoices;
- Maintains petty cash fund;
- Accepts payment of fees;
- Maintains and processes cash records;
- Performs, occasionally, other tasks or functions not stated in this description, but within the scope of experience and capability; and
- Performs related work as required.

EMPLOYMENT STANDARDS

Accounting Associate

Knowledge

- Correct English usage, spelling, grammar, and punctuation; and
- Business letter writing and basic report preparation.

Abilities

- Type at speed necessary for adequate job performance;
- Perform routine accounting/clerical work;
- Operate modern office machines and learn office methods, rules, and policies including receptionist techniques;
- Understand and carry out oral and written directions;
- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Office Administrator

Knowledge

- Modern principles and practices of public administration;
- Basic principles, theories, techniques, and methods of financial analysis and budget preparation and monitoring; and
- Mapping software, mosquito-database management, and warrant payment procedures.

Abilities

- Type at speed necessary for adequate job performance;
- Perform routine accounting/clerical work;
- Operate modern office machines and learn office methods, rules, and policies including receptionist techniques;
- Work effectively with the current computer accounting program used by the District;
- Plan and conduct administrative activities;
- Establish and maintain working relationships with other employees and the public;
- Communicate, translate, and express ideas effectively;
- Gather, organize, and analyze information;
- Read, comprehend, interpret, and apply laws, policies, rules, contracts, guidelines, and professional practices;
- Plan, organize, and monitor accounting, personnel, data processing, reporting, and record keeping functions;
- Understand and carry out oral and written directions;
- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain cooperative working relationships with those contacted in the course of work.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Education/Training and Experience Guidelines

Any combination equivalent to experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Accounting Associate

Experience

Some general accounting/clerical experience is desirable.

Education/Training

Equivalent to completion of the twelfth grade. Additional specialized accounting/clerical training is desirable.

Office Administrator

Experience

Two (2) years of experience in public accounting, human resources, or related field.

Education/Training

Equivalent to graduation from high school accompanied with college level courses in accounting, finance, human resources, or biology. A bachelor's degree in related field is highly preferred.

License or Certificate

A valid California Driver's license issued by the State Department of Motor Vehicles and must be insurable under the guidelines set forth by the District's insurance carrier.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

Essentially the employee's working hours are spent in office areas. The position requires constant operation of a computer, telephone, and other office equipment for extensive periods of time. There may be some light to moderate physical work in the handling of supplies, files, office equipment, etc. Must be able to move quickly within the office or in the fishpond areas and may deal with irate or antagonistic individuals.

Incumbent must possess adequate vision (which may be corrected) to read, write, and safely operate in the conditions listed below. Requires adequate hearing (which may be corrected) to hear alarms, horns, use of telephones, and radios.

Working Conditions

- **Medium Work** – Incumbent performs work which involves frequent use of a keyboard while seated and viewing a computer monitor. Requires the ability to lift and carry equipment, boxes of paper, and supplies weighting 5 lbs. to 20 lbs. Occasionally assists in office programs by lifting supplies and equipment from 10 lbs. to 25 lbs. without assistance.
- **Mobility** – Incumbent must have complete and normal mobility of arms to reach over their head and below their knees and dexterity of hands to grasp and manipulate small objects; must be able to stand, stoop, reach and bend.
- **Other Conditions** – Incumbent may be exposed to and handle toxic and hazardous substances; be available on call for evening and weekend emergencies, as assigned; travel within and out of the county.

Adopted Date: March 9, 2016

Revised: February 22, 2017

Retitled: August 7, 2017

FLSA Designation: non-exempt

Unit: ACMAD Employee Association

Financial & HR Specialist

DEFINITION

Under general supervision of the General Manager, performs a variety of professional, financial, administrative, and human resource related staff work. This position also serves as an administrative assistant to the General Manager and handles matters that are confidential in nature. This position is responsible for completing all clerical, budgeting, accounting, bookkeeping, record keeping, human resources, and file management. Work includes utilization of accounting software for general ledger, accounts payable, accounts receivable, payroll, general human resources, and inventory of fixed assets. This position is responsible for preparing financial statements and performing related work as required.

DISTINGUISHING CHARACTERISTICS

The Financial & HR Specialist oversees and participates in all District fiscal, human resources, and administrative activities. The work involves the performance of financial processing, treasury, reporting, auditing, purchasing, payroll, and other day-to-day functions. Incumbents are expected to work independently and exercise judgment and initiative. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work.

SUPERVISION RECEIVED

General supervision is provided by the General Manager.

Accountability

The employee is accountable to the General Manager to ensure that financial and human resource functions are carried out in accordance with District policies, Government Accounting Standards Board, State, and Federal laws. Assignments may be specific or general, with only desired results being specified. Recommendations on improvements to District activities are expected.

The employee is responsible for complying with all District safety requirements and practices.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Financial

- Creates and maintains all financial records and reports, including but not limited to Accounts Payable, Accounts Receivable, Payroll, and General Ledger;
- Ensures compliance with all new State and Federal laws that may affect payroll;
- Interacts with the District's support staff regarding purchasing and all other financial decisions;
- Prepares monthly financial statements of operation;
- Compiles and analyzes data for annual budget preparation, prepares written justification and explanation for expenses, and prepares a draft of the annual budget for management staff analysis;
- Prepares proposed and final budgets under the direction of the District Manager;
- Monitor changes in laws, regulations, and technology that may affect financial operations; implement policy and procedural changes as required;
- Participate in the District's investment process; maximize income and safety through tax-exempt and other financing as directed and balances District accounts at the local banks, County Treasurer, reserve accounts, and Local Agency Investment Fund;

- Implement and stay up-to-date on Governmental Accounting Standards Board (GASB) standards and other financial requirements as required by law or regulation relating to accounting and finance;
- Maintains inventory records on all fixed assets;
- Works with the District's annual auditor by providing District records;
- Plans and organizes record keeping, reporting, and business office procedures;
- Oversees all tax return preparation and administers tax payments related to Payroll;
- Manages all employee/trustee travel arrangements in compliance with IRS regulations regarding travel expense reimbursements;
- Administers benefit assessment and property tax ledgers;
- Performs, occasionally, other tasks or functions not stated in this description but within the scope of experience and capability;
- Performs related work as required.

Human Resources

- Serves as District's Workers' Compensation designee, handling all workers' compensation procedures and claims;
- Administers employee and retiree benefits and CalPERS pension plans;
- Stays current with new State and Federal laws and regulations affecting employee benefits;
- Advises management of new State and Federal laws and regulations that may warrant changes in District policies;
- Manages all employee records, such as but not limited to medical/dental plans, payroll deductions, W-2s, pension plans, performance reports, driving records, workers' compensation injuries, and miscellaneous benefit plans;
- Oversees the District's DMV Pull Notice program for all driving records of employees;
- Manages special projects assigned by the General Manager;
- Performs, occasionally, other tasks or functions not stated in this description but within the scope of experience and capability; and
- Performs related work as required.

Office Management

- Monitors and evaluates work in progress; evaluates work methods; recommends and implements improvements;
- Analyzes and recommends organizational or procedural changes affecting support activities; assures the proper handling and storage/filing of records and documents;
- Researches and analyzes routine administrative projects for the General Manager; prepares background documents; prepares first-draft reports;
- Manages all invoices, purchase orders, and accounts receivables for the District; orders and maintains office supplies, stationery, business cards, and supplies for staff;
- Initiates and maintains a variety of files and records for information related to the District's administration services; maintains manuals and updates resource materials;
- Assists with general office support work: public interface, answer phone calls, sort and distribute incoming mail and deliveries, coordinate activities among on-site, off-site personnel by use of two-way radio;
- Types and proofreads a variety of documents, including general correspondence, agendas, reports, memos, and statistical charts from rough drafts, audio recordings, forms, copies, notes, transcribing machine recordings, or verbal instruction;
- Available to enter mosquito-related service requests as a backup;

- Maintains petty cash fund; accepts payment of fees; maintains and processes cash records;
- Represent the District to the public, the business community, and other agencies at the request of the General Manager;
- Performs, occasionally, other tasks or functions not stated in this description but within the scope of experience and capability; and
- Performs related work as required.

EMPLOYMENT STANDARDS

Knowledge

- Principles and procedures for employee benefits administration, personnel records management, and payroll;
- Human Resources laws, regulations, and practices, including basic human resources functions;
- Principles, theories, techniques, and methods of financial analysis and budget preparation and monitoring;
- Mapping software, mosquito-database management, and check payment procedures;
- Modern principles and practices of public administration;
- Correct English usage, spelling, grammar, and punctuation; and
- Business letter writing and basic report preparation.

Abilities

- Perform a variety of general and specialized human resources duties, including employee benefits;
- Review, post, balance, reconcile, and maintain accurate and complete payroll and accounting documents and records;
- Maintain a high level of integrity and confidentiality when privy to and dealing with management or employees on sensitive personnel, salary, or benefit issues;
- Read, research, interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, regulatory codes, District policies, MOUs, and procedures relevant to assigned area of responsibility;
- Operate modern office machines and learn office methods, rules, and policies;
- Work effectively with the current computer accounting program used by the District;
- Plan and conduct administrative activities;
- Gather, organize, and analyze information;
- Plan, organize, and monitor accounting, personnel, data processing, reporting, and recordkeeping functions;
- Understand and carry out oral and written directions;
- Type at speed necessary for adequate job performance;
- Effectively communicate orally and in writing; compose correspondence, reports, and procedures;
- Present information and respond to questions from other employees, management, customers, vendors, and members of the public;
- Establish and maintain cooperative working relationships with those contacted in the course of work.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Education/Training and Experience Guidelines

Any combination equivalent to experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Two (2) years of experience in public accounting, human resources, or a related field.

Education/Training

Equivalent to a 4-year degree from an accredited college or university in business or public administration, accounting, finance, human resources, or a closely related field.

License or Certificate

A valid California Driver's license issues by the State Department of Motor Vehicles and insurability under the guidelines set forth by the District's insurance carrier must always be maintained.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

Essentially the employee's working hours are spent in office areas. The position requires constant operation of a computer, telephone, and other office equipment for extensive periods of time. There may be some light to moderate physical work in the handling of supplies, files, office equipment, etc. Must be able to move quickly within the office or in the fishpond areas and may deal with irate or antagonistic individuals.

Incumbent must possess adequate vision (which may be corrected) to read, write, and safely operate in the conditions listed below. Requires adequate hearing (which may be corrected) to hear alarms, horns, use of telephones, and radios.

Working Conditions

- Medium Work – Incumbent performs work which involves frequent use of a keyboard while seated and viewing a computer monitor. Requires the ability to lift and carry equipment, boxes of paper, and supplies weighting 5 lbs. to 20 lbs. Occasionally assists in office programs by lifting supplies and equipment from 10 lbs. to 25 lbs. without assistance.
- Mobility – Incumbent must have complete and normal mobility of arms to reach over their head and below their knees and dexterity of hands to grasp and manipulate small objects; must be able to stand, stoop, reach and bend.
- Other Conditions – Incumbent may be exposed to and handle toxic and hazardous substances; be available on call for evening and weekend emergencies, as assigned; travel within and out of the county.

Adopted Date: March 9, 2016

Revised: April 13, 2022

Retitled: April 13, 2022

FLSA Designation: exempt

Unit: ACMAD Employee Association

	Budget 22/23	Year to year % budget change	Budget 21/22	Actual 20/21	A vs B	Budget 20/21	Actual 19/20	Budget 19/20	Actual 18/19	Budget 18/19
REVENUES										
Ad Valorem Property Taxes	\$ 2,755,397	7%	\$ 2,580,814	\$ 2,624,188	14%	\$ 2,300,000	\$ 2,502,132	\$ 2,494,800	\$ 2,325,861	\$ 2,268,000
Special Tax & Benefit Assessment	\$ 1,981,814	0%	\$ 1,981,959	\$ 1,962,192	8%	\$ 1,821,600	\$ 1,951,959	\$ 1,986,806	\$ 1,939,212	\$ 1,994,499
Interest earned (restricted fund interest NOT included as revenue)	\$ 20,000	-33%	\$ 30,000	\$ 19,208	-36%	\$ 30,000	\$ 176,499	\$ 30,000	\$ 167,488	\$ 30,000
Sale of Property and Equipment & Misc.	\$ 2,500	-50%	\$ 5,000	\$ 1,038	-79%	\$ 5,000	\$ 14,775	\$ 5,000	\$ 2,289	\$ 5,000
Reimburses Retiree Health Benefits and fees from OPEB	\$ 140,946	-16%	\$ 168,091	\$ 163,355	-1%	\$ 164,913	\$ 163,355	\$ 163,630	\$ 170,667	\$ 179,229
Total Revenue	\$ 4,900,658	3%	\$ 4,765,864	\$ 4,769,981	10%	\$ 4,321,513	\$ 4,808,720	\$ 4,680,236	\$ 4,605,517	\$ 4,476,728
EXPENDITURES										
Salaries (including deferred comp.)	\$ 2,360,764	6%	\$ 2,236,282	\$ 2,037,043	-4%	\$ 2,116,177	\$ 1,980,518	\$ 2,035,791	\$ 1,894,209	\$ 1,933,182
CalPERS Retirement	\$ 534,147	13%	\$ 473,950	\$ 423,110	0%	\$ 423,350	\$ 378,833	\$ 360,538	\$ 310,838	\$ 301,812
Medicare & Social Security	\$ 38,605	17%	\$ 33,062	\$ 27,867	-11%	\$ 31,278	\$ 29,651	\$ 30,843	\$ 25,149	\$ 28,031
Fringe Benefits	\$ 564,969	-3%	\$ 579,596	\$ 502,898	-5%	\$ 527,031	\$ 465,466	\$ 502,043	\$ 452,960	\$ 508,680
Total Salaries, Retirement, & Benefits (pgs. 2,3)	\$ 3,498,486	5%	\$ 3,322,891	\$ 2,990,918	-3%	\$ 3,097,836	\$ 2,854,468	\$ 2,929,215	\$ 2,683,156	\$ 2,771,705
Service & Supplies (Clothing & Personal supplies)	\$ 9,000	-10%	\$ 10,000	\$ 4,859	-51%	\$ 10,000	\$ 6,214	\$ 8,000	\$ 8,899	\$ 6,000
Service & Supplies (Laundry services & supplies)	\$ 13,000	-13%	\$ 15,000	\$ 9,125	-39%	\$ 15,000	\$ 10,648	\$ 12,750	\$ 12,603	\$ 9,500
Utilities	\$ 17,200	1%	\$ 17,000	\$ 15,422	29%	\$ 12,000	\$ 25,962	\$ 12,600	\$ 30,161	\$ 36,500
Small tools and instruments	\$ 3,000	0%	\$ 3,000	\$ 2,189	-27%	\$ 3,000	\$ 2,056	\$ 3,000	\$ 2,211	\$ 2,500
Maintenance (Landscaping & Facility)	\$ 30,000	-14%	\$ 35,000	\$ 20,262	-19%	\$ 25,000	\$ 16,679	\$ 25,000	\$ 13,673	\$ 25,000
Maintenance (Equipment)	\$ 30,000	-14%	\$ 35,000	\$ 22,290	-36%	\$ 35,000	\$ 20,600	\$ 35,000	\$ 43,629	\$ 35,000
Transportation, travel, training, & board	\$ 119,840	-6%	\$ 127,630	\$ 74,653	-39%	\$ 122,400	\$ 95,814	\$ 134,260	\$ 98,433	\$ 134,210
Professional services	\$ 152,200	-25%	\$ 203,450	\$ 91,623	-48%	\$ 176,200	\$ 112,887	\$ 169,320	\$ 115,324	\$ 190,620
Memberships, dues, & insurance	\$ 37,000	54%	\$ 24,000	\$ 22,906	-2%	\$ 23,337	\$ 26,317	\$ 22,655	\$ 20,774	\$ 21,152
Insurance - VCJPA & EAP	\$ 166,300	10%	\$ 150,611	\$ 141,650	3%	\$ 137,524	\$ 134,834	\$ 133,546	\$ 124,688	\$ 123,351
Community education	\$ 55,000	39%	\$ 39,500	\$ 26,317	-32%	\$ 38,575	\$ 22,734	\$ 40,000	\$ 34,861	\$ 33,000
Operations	\$ 227,500	-5%	\$ 239,000	\$ 223,362	-7%	\$ 241,000	\$ 179,659	\$ 228,500	\$ 206,731	\$ 234,000
Household expenses	\$ 19,950	15%	\$ 17,350	\$ 15,881	-5%	\$ 16,750	\$ 14,817	\$ 15,850	\$ 18,594	\$ 19,000
Office expenses	\$ 12,000	0%	\$ 12,000	\$ 9,748	-19%	\$ 12,000	\$ 13,761	\$ 14,500	\$ 11,796	\$ 15,100
Information Technology/ Communication	\$ 107,400	-4%	\$ 112,400	\$ 71,771	-36%	\$ 111,400	\$ 83,135	\$ 117,100	\$ 108,886	\$ 122,200
Laboratory	\$ 132,500	-8%	\$ 144,000	\$ 64,136	-54%	\$ 139,000	\$ 100,878	\$ 137,000	\$ 118,148	\$ 118,148
Total Staff Budget (pg. 4)	\$ 1,131,890	-4%	\$ 1,184,941	\$ 816,194	-27%	\$ 1,118,186	\$ 866,995	\$ 1,109,081	\$ 969,411	\$ 1,125,281
Contingency	\$ 46,000	-8%	\$ 50,000	\$ -		\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000
Total Expenditures	\$ 4,676,376	3%	\$ 4,557,832	\$ 3,807,112	-11%	\$ 4,266,022	\$ 3,721,463	\$ 4,088,296	\$ 3,652,567	\$ 3,946,706
SURPLUS (DEFICIT)	\$ 224,281		\$ 208,032	\$ 962,869		\$ 55,491	\$ 591,940	\$ 591,940	\$ 591,940	\$ 530,021
CASH CARRIED OVER (pg. 5)	\$ 966,007		\$ 1,530,673			\$ 161,656	\$ 485,003	\$ 485,003	\$ 485,003	\$ 1,269,782
SURPLUS (DEFICIT) AFTER OPERATIONAL CASH NEEDS	\$ 1,190,288		\$ 1,738,705			\$ 217,147	\$ 1,076,943	\$ 1,076,943	\$ 1,076,943	\$ 1,799,803
RESERVE ACCOUNT ALLOCATIONS										
VCJPA Contingency Fund	\$ (43,103)		\$ -			\$ -	\$ (51,332)	\$ (51,332)	\$ -	\$ -
PARS: Pension Rate Stabilization	\$ 297,572		\$ 434,676			\$ -	\$ 500,000	\$ 500,000	\$ 1,064,536	\$ 500,000
CAMP: Public Health Emergency	\$ (26,516)		\$ -			\$ -	\$ -	\$ -	\$ 516,771	\$ -
CAMP: Repair and Replace (pg. 6)	\$ 617,349		\$ 1,311,625			\$ 314,315	\$ 1,086,170	\$ 1,196,000	\$ 336,821	\$ 193,853
CAMP: Operating reserve	\$ -		\$ -			\$ (25,000)	\$ (619,057)	\$ (619,057)	\$ 1,909,413	\$ 855,950
CAMP: Capital reserve	\$ 344,986		\$ (7,596)			\$ (72,168)	\$ 155,162	\$ 51,332	\$ 231,329	\$ 131,752
Total reserve allocations (pg. 7)	\$ 1,190,288		\$ 1,738,705			\$ 217,147	\$ 1,690,000	\$ 1,076,943	\$ 4,058,870	\$ 1,799,803
SURPLUS (DEFICIT) AFTER RESERVE ALLOCATIONS	\$ -		\$ -			\$ -	\$ -	\$ -	\$ -	\$ -

Salaries 7/1/22 - 6/30/23

Date of hire	Position	2022-23	Longevity	Longevity Amount	New Salary	# mo	Subtotal	Deferred Comp.	(per pay period)
Jul-99	VS3	\$10,415.50	4%	\$ 416.62	\$ 10,832.12	12	\$ 129,985	\$ 649.93	\$ 27.08
Mar-14	VB2	\$9,819.50	1%	\$ 98.20	\$ 9,917.70	12	\$ 119,012	\$ 595.06	\$ 24.79
Aug-18	AS VC5	\$8,915.85	0%	\$ -	\$ 8,915.85	1	\$ 8,916	\$ 44.58	\$ 22.29
	VS1	\$9,447.17	0%	\$ -	\$ 9,447.17	6	\$ 56,683	\$ 283.42	\$ 23.62
	VS2	\$9,919.52	0%	\$ -	\$ 9,919.52	5	\$ 49,598	\$ 247.99	\$ 24.80
Apr-02	VB2	\$9,819.50	4%	\$ 392.78	\$ 10,212.28	12	\$ 122,547	\$ 612.74	\$ 25.53
Nov-03	VB2	\$9,819.50	3%	\$ 294.59	\$ 10,114.09	12	\$ 121,369	\$ 606.85	\$ 25.29
Mar-02	RPA5	\$10,527.69	4%	\$ 421.11	\$ 10,948.80	12	\$ 131,386	\$ 656.93	\$ 27.37
Jul-15	Mgr	\$15,617.58	1%	\$ 156.18	\$ 15,773.75	12	\$ 189,285		
Sep-15	VB2	\$9,819.50	1%	\$ 98.20	\$ 9,917.70	12	\$ 119,012	\$ 595.06	\$ 24.79
Jul-15	IT5	\$10,477.81	1%	\$ 104.78	\$ 10,582.59	12	\$ 126,991	\$ 634.96	\$ 26.46
Nov-19	MCT4	\$8,483.91	0%	\$ -	\$ 8,483.91	10.5	\$ 89,081	\$ 445.41	\$ 21.21
	MCT5	\$8,908.10	0%	\$ -	\$ 8,908.10	1.5	\$ 13,362	\$ 66.81	\$ 22.27
Jul-15	LAB5	\$11,740.05	1%	\$ 117.40	\$ 11,857.45	12	\$ 142,289	\$ 711.45	\$ 29.64
Jul-91	Sup 5	\$11,769.12	6%	\$ 706.15	\$ 12,475.27	12	\$ 149,703	\$ 748.52	\$ 31.19
Apr-14	VB2	\$9,819.50	1%	\$ 98.20	\$ 9,917.70	5	\$ 49,588	\$ 247.94	\$ 10.33
Jul-20	POC3	\$8,669.58	0%	\$ -	\$ 8,669.58	0.5	\$ 4,335	\$ 21.67	\$ 21.67
	POC4	\$9,103.06	0%	\$ -	\$ 9,103.06	11.5	\$ 104,685	\$ 523.43	\$ 22.76
Apr-16	FHR1	\$8,473.84	1%	\$ 84.74	\$ 8,558.58	6	\$ 51,351	\$ 256.76	\$ 10.70
	FHR2	\$8,897.53	1%	\$ 88.98	\$ 8,986.51	6	\$ 53,919	\$ 269.60	\$ 11.23
Sep-15	VB2	\$9,819.50	1%	\$ 98.20	\$ 9,917.70	12	\$ 119,012	\$ 595.06	\$ 24.79
May-15	VB2	\$9,819.50	1%	\$ 98.20	\$ 9,917.70	12	\$ 119,012	\$ 595.06	\$ 24.79
Feb-15	Mech 5	\$10,229.88	1%	\$ 102.30	\$ 10,332.18	12	\$ 123,986	\$ 619.93	\$ 25.83
NEW	AMCT	\$6,964.92	0%	\$ -	\$ 6,964.92	6	\$ 41,790	\$ 208.95	\$ 8.71
NEW	MCT1	\$7,328.72	0%	\$ -	\$ 7,328.72	3	\$ 21,986	\$ 109.93	\$ 4.58
							\$ 2,258,886	\$ 11,294.43	

Seasonals:

Rate (ave)	#	Hours	Salary	\$ 2,258,886
\$ 19.00	4	1,000	CalPERS Ret.	\$ 534,147
		\$76,000	Seasonals	\$ 78,584
Unemployment	\$ 12,000.00	\$2,584.00	Subtotal	\$ 2,871,617
		\$78,584.00	Mgr 457	\$ 12,000.00
			Staff 457	\$ 11,294

CalPERS	Wages	Employer rate	Unfunded Liability Payment	Total PERS Payments	Medicare tax	\$ 33,893
11.61% Classic	\$ 1,282,156.90	\$ 148,858.42	\$ 310,190.00	\$ 459,048.42	Social Security	\$ 4,712
7.76% Pepra	\$ 922,809.97	\$ 71,610.05	\$ 3,489	\$ 75,099.05	Grand Total	\$ 2,928,805.12
				\$ 534,147.47		

<u>Employee</u>	CaPERS		Next Year		Dental Rates	Total Dental	Life Ins. Rates	Total Life Insurance	Vision Rates	Total Vision	SDI	Benefit Cost per person
	Plan Code	Current Year Health Rates	Health Rates (est)	Total Health Costs								
	5062	1,714.12	1,816.97	21,186.52	161.05	1,932.60	4.63	55.56	20.81	249.72		23,424.40
	5331	857.06	908.48	10,593.26	94.06	1,128.72	4.63	55.56	13.40	160.80		11,938.34
	5331	857.06	908.48	10,593.26	94.06	1,128.72	4.63	55.56	13.40	160.80		11,938.34
	5333	2,228.36	2,362.06	27,542.53	251.93	3,023.16	4.63	55.56	33.01	396.12		31,017.37
	5061	857.06	908.48	10,593.26	94.06	1,128.72	4.63	55.56	13.40	160.80		11,938.34
	5333	2,228.36	2,362.06	27,542.53	251.93	3,023.16	4.63	55.56	33.01	396.12		31,017.37
	5063	2,228.36	2,362.06	27,542.53	251.93	3,023.16	4.63	55.56	33.01	396.12		31,017.37
	5062	1,714.12	1,816.97	21,186.52	161.05	1,932.60	4.63	55.56	20.81	249.72		23,424.40
	5331	857.06	908.48	10,593.26	94.06	1,128.72	4.63	55.56	13.40	160.80		11,938.34
	5482	1,714.12	1,816.97	21,186.52	161.05	1,932.60	4.63	55.56	20.81	249.72		23,424.40
	5332	1,714.12	1,816.97	21,186.52	161.05	1,932.60	4.63	55.56	20.81	249.72		23,424.40
	5333	2,228.36	2,362.06	27,542.53	251.93	3,023.16	4.63	55.56	33.01	396.12		31,017.37
	5333	2,228.36	2,362.06	27,542.53	251.93	3,023.16	4.63	55.56	33.01	396.12		31,017.37
	5331	857.06	908.48	10,593.26	94.06	1,128.72	4.63	55.56	13.40	160.80		11,938.34
	5332	1,714.12	1,816.97	21,186.52	161.05	1,932.60	4.63	55.56	20.81	249.72		23,424.40
	5333	2,228.36	2,362.06	27,542.53	251.93	3,023.16	4.63	55.56	33.01	396.12		31,017.37
	5333	2,228.36	2,362.06	27,542.53	251.93	3,023.16	4.63	55.56	33.01	396.12		31,017.37
	5333	2,228.36	2,362.06	27,542.53	251.93	3,023.16	4.63	55.56	33.01	396.12		31,017.37
	5333	2,228.36	2,362.06	27,542.53	251.93	3,023.16	4.63	55.56	33.01	396.12		31,017.37
<i>Subtotal</i>		<i>30,682.78</i>		<i>379,239.16</i>	<i>3,290.99</i>	<i>39,491.88</i>	<i>83.34</i>	<i>1,000.08</i>	<i>435.13</i>	<i>5,221.56</i>	<i>22,174.11</i>	<i>447,126.79</i>
.5% Admin Cost				1,896.20								1,896.20
Staff Totals				381,135.36		39,491.88		1,000.08		5,221.56	22,174.11	449,022.98

<u>Annuitant</u>	CaPERS		Next Year		Dental Rates	Total Dental	Life Ins. Rates	Total Life Ins.	Vision Rates	Total Vision	SDI	Benefit Cost per person
	Plan Code	Current Year Health Rates	Health Rates (est)	Total Health Costs								
	5361	302.53	320.68	3,739.27	-	1,500.00			33.01	396.12		5,635.39
		-	-	-	94.06	1,128.72			33.01	396.12		1,524.84
	5151	360.19	381.80	4,451.95	94.06	1,128.72			33.01	396.12		5,976.79
	6051	381.94	404.86	4,720.78	94.06	1,128.72			33.01	396.12		6,245.62
		-	-	-	94.06	1,128.72			33.01	396.12		1,524.84
	6082	763.88	809.71	9,441.56	161.05	1,932.60			33.01	396.12		11,770.28
	6051	381.94	404.86	4,720.78	94.06	1,128.72			33.01	396.12		6,245.62
	5331	857.06	908.48	10,593.26	161.05	1,932.60			33.01	202.80		12,728.66
	6041	381.94	404.86	4,720.78	94.06	1,128.72			33.01	396.12		6,245.62
	6051	381.94	404.86	4,720.78	-	1,500.00			33.01	396.12		6,616.90
	6052	763.88	809.71	9,441.56	161.05	1,932.60			33.01	396.12		11,770.28
	5362	605.06	641.36	7,478.54	161.05	1,932.60			33.01	396.12		9,807.26
	5362	605.06	641.36	7,478.54	161.05	1,932.60			33.01	396.12		9,807.26
	5362	605.06	641.36	7,478.54	161.05	1,932.60			33.01	396.12		9,807.26
	5362	605.06	641.36	7,478.54	161.05	1,932.60			33.01	396.12		9,807.26
<i>Subtotal</i>		<i>6,995.54</i>		<i>86,464.87</i>		<i>23,300.52</i>			<i>495.15</i>	<i>5,748.48</i>		<i>115,513.87</i>
.5% Admin Costs=				432.32								432.32
Annuitant Totals				86,897.20		23,300.52			5,748.48			115,946.20

Grand Total				468,032.56		62,792.40		1,000.08		10,970.04	22,174.11	564,969.18
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564,969.18

A/C #	BUDGET CATEGORY	Budget 22/23	% change	Budget 21/22	% change	Actual 20/21	A vs B	Budget 20/21	Actual 19/20	Actual 18/19
SERVICE AND SUPPLIES										
5201	Clothing and personal supplies (purchased)	\$ 9,000	-10%	\$ 10,000	-10%	\$ 4,859	-51%	\$ 10,000	\$ 6,214	\$ 8,899
5202	Laundry service and supplies (rented)	\$ 13,000	-13%	\$ 15,000	0%	\$ 9,125	-39%	\$ 15,000	\$ 10,648	\$ 12,603
UTILITIES										
5301	Garbage (Waste Mgmt)	\$ 3,700	-8%	\$ 4,000	0%	\$ 3,113	-22%	\$ 4,000	\$ 3,367	\$ 3,080
5302	PG & E	\$ 9,000	6%	\$ 8,500	143%	\$ 8,915	155%	\$ 3,500	\$ 19,117	\$ 23,408
5303	Hayward Water & Sewage	\$ 4,500	0%	\$ 4,500	0%	\$ 3,394	-25%	\$ 4,500	\$ 3,478	\$ 3,673
5401	SMALL TOOLS AND INSTRUMENTS	\$ 3,000	0%	\$ 3,000	0%	\$ 2,189	-27%	\$ 3,000	\$ 2,056	\$ 2,211
MAINTENANCE										
5501	Landscaping service	\$ 5,000	0%	\$ 5,000	0%	\$ 5,012	0%	\$ 5,000	\$ 2,646	\$ 2,855
5502	Facility Maintenance	\$ 25,000	-17%	\$ 30,000	50%	\$ 15,250	-24%	\$ 20,000	\$ 14,033	\$ 10,818
5503	Maintenance of equipment	\$ 30,000	-14%	\$ 35,000	0%	\$ 22,290	-36%	\$ 35,000	\$ 20,600	\$ 43,629
TRANSPORTATION, TRAVEL, TRAINING, & BO										
5601	Fuel and GPS (WexMart)	\$ 55,000	2%	\$ 54,000	4%	\$ 38,922	-25%	\$ 52,000	\$ 41,906	\$ 45,040
5602	Meetings, conferences, & travel	\$ 30,000	-3%	\$ 31,000	0%	\$ 7,494	-76%	\$ 31,000	\$ 29,831	\$ 27,927
5603	Board meeting expenses	\$ 650	0%	\$ 650	0%	\$ -	-100%	\$ 650	\$ 295	\$ 620
5604	Board payments in lieu	\$ 16,000	-11%	\$ 18,000	20%	\$ 15,300	2%	\$ 15,000	\$ 13,000	\$ 13,200
5605	Board plaques and nameplates	\$ 190	6%	\$ 180	-28%	\$ 184	-26%	\$ 250	\$ 146	\$ 138
5606	Continuing Education fees	\$ 3,000	-21%	\$ 3,800	9%	\$ 2,863	-18%	\$ 3,500	\$ 3,660	\$ 2,327
5607	Staff Training (staff dev./ college courses)	\$ 15,000	-25%	\$ 20,000	0%	\$ 9,890	-51%	\$ 20,000	\$ 6,976	\$ 9,181
PROFESSIONAL SERVICES										
5701	Audit	\$ 15,000	0%	\$ 15,000	7%	\$ 14,156	1%	\$ 14,000	\$ 12,170	\$ 11,650
5702	Actuarial reports	\$ 4,200	-11%	\$ 4,700	0%	\$ 1,200	-74%	\$ 4,700	\$ 4,200	\$ 2,575
5703	Helicopter service	\$ 25,000	-29%	\$ 35,000	0%	\$ -	-100%	\$ 35,000	\$ -	\$ 5,154
5704	Legal Services	\$ 8,000	0%	\$ 8,000	60%	\$ 5,263	5%	\$ 5,000	\$ 35,146	\$ 3,363
5705	MVCAC Research Foundation	\$ -	-100%	\$ 5,000	0%	\$ -	-100%	\$ 5,000	\$ -	\$ 5,000
5706	Tax collection service (SCI)	\$ 37,000	6%	\$ 34,890	0%	\$ 35,545	2%	\$ 35,000	\$ 34,502	\$ 33,352
5707	Payroll service (OnePoint)	\$ 10,000	-9%	\$ 11,000	0%	\$ 8,835	-20%	\$ 11,000	\$ 8,537	\$ 8,544
5708	Environmental consultant/ EcoAtlas	\$ 22,000	-56%	\$ 50,000	100%	\$ 4,121	-84%	\$ 25,000	\$ -	\$ -
5709	HR Services (RGS & other)	\$ 2,500	-72%	\$ 9,000	-10%	\$ 221	-98%	\$ 10,000	\$ (1,688)	\$ 9,484
5710	OPEB management (PFM & US Bank)	\$ 25,000	3%	\$ 24,360	-3%	\$ 22,187	-11%	\$ 25,000	\$ 19,685	\$ 20,507
5711	Financial advising	\$ 2,500	-50%	\$ 5,000	0%	\$ -	-100%	\$ 5,000	\$ -	\$ 14,681
5712	Pre-employment physicals	\$ 1,000	-33%	\$ 1,500	0%	\$ 95	-94%	\$ 1,500	\$ 335	\$ 1,014
5801	MEMBERSHIPS, DUES & SUBSCRIPTIONS	\$ 37,000	54%	\$ 24,000	3%	\$ 22,906	-2%	\$ 23,337	\$ 26,317	\$ 20,774
5802	INSURANCE - VC/JPA	\$ 165,000	11%	\$ 149,311	9%	\$ 140,724	3%	\$ 136,644	\$ 133,744	\$ 124,034
5803	Employee Assistant Program	\$ 1,300	0%	\$ 1,300	48%	\$ 926	5%	\$ 880	\$ 1,090	\$ 654
5901	COMMUNITY EDUCATION	\$ 55,000	39%	\$ 39,500	2%	\$ 26,317	-32%	\$ 38,575	\$ 22,734	\$ 34,861
OPERATIONS										
6101	Pesticides	\$ 182,000	-4%	\$ 190,000	0%	\$ 174,993	-8%	\$ 190,000	\$ 145,342	\$ 168,430
6102	Field supplies (dippers etc)	\$ 3,500	-30%	\$ 5,000	0%	\$ 2,674	-47%	\$ 5,000	\$ 818	\$ 639
6103	Mosquitofish program	\$ 3,500	0%	\$ 3,500	0%	\$ 2,722	-22%	\$ 3,500	\$ 2,232	\$ 2,974
6104	Spray equipment	\$ 8,000	-20%	\$ 10,000	0%	\$ 7,620	-24%	\$ 10,000	\$ 3,104	\$ 5,212
6105	Safety	\$ 8,500	0%	\$ 8,500	0%	\$ 11,160	31%	\$ 8,500	\$ 6,819	\$ 8,148
6106	Aerial Pool Survey	\$ 20,000	0%	\$ 20,000	0%	\$ 20,000	0%	\$ 20,000	\$ 20,000	\$ 20,000
6107	Permits	\$ 2,000	0%	\$ 2,000	-50%	\$ 4,193	5%	\$ 4,000	\$ 1,344	\$ 1,328
HOUSEHOLD EXPENSES										
6201	Janitorial service	\$ 7,500	0%	\$ 7,500	0%	\$ 7,357	-2%	\$ 7,500	\$ 5,023	\$ 4,920
6202	Supplies (+ emergency)	\$ 2,850	0%	\$ 2,850	0%	\$ 2,235	-22%	\$ 2,850	\$ 2,012	\$ 1,688
6203	Alarm service	\$ 9,600	37%	\$ 7,000	9%	\$ 6,289	-2%	\$ 6,400	\$ 7,782	\$ 11,986
6301	OFFICE EXPENSES	\$ 12,000	0%	\$ 12,000	0%	\$ 9,748	-19%	\$ 12,000	\$ 13,761	\$ 11,796
IT/ COMMUNICATIONS										
6401	IT Expenses	\$ 70,000	0%	\$ 70,000	0%	\$ 42,997	-39%	\$ 70,000	\$ 52,813	\$ 74,516
6402	Telephone Service & Internet	\$ 11,000	0%	\$ 11,000	10%	\$ 9,778	-2%	\$ 10,000	\$ 8,951	\$ 10,297
6403	Website hosting	\$ 2,400	0%	\$ 2,400	0%	\$ 2,400	0%	\$ 2,400	\$ 2,400	\$ 2,400
6404	Cell phone service	\$ 18,000	-18%	\$ 22,000	0%	\$ 13,149	-40%	\$ 22,000	\$ 16,151	\$ 18,044
6405	Microsoft Office 365	\$ 5,000	0%	\$ 5,000	0%	\$ 3,240	-35%	\$ 5,000	\$ 2,820	\$ 3,510
6406	Azure Server Hosting	\$ 1,000	-50%	\$ 2,000	0%	\$ 207	-90%	\$ 2,000	\$ -	\$ 119
LABORATORY										
6501	Mosquito and pathogen monitoring	\$ 95,000	-10%	\$ 105,000	5%	\$ 50,024	-50%	\$ 100,000	\$ 69,571	\$ 86,000
6502	Insecticide resistance	\$ 15,500	-9%	\$ 17,000	0%	\$ 1,943	-89%	\$ 17,000	\$ 7,562	\$ 15,200
6503	Research	\$ 22,000	0%	\$ 22,000	0%	\$ 12,169	-45%	\$ 22,000	\$ 23,745	\$ 16,948
Total		\$ 1,131,890	-4%	\$ 1,184,941	6%	\$ 816,194	-27%	\$ 1,118,186	\$ 866,995	\$ 969,411

Estimate of Cash Carryover from Fiscal Year 21/22 to 22/23

	debits	credits	balance
LAIF, County, and BofW Balances as of January 31 2022			\$ 4,993,788
February check batch #1	\$ 134,000		\$ 4,859,788
February check batch #2	\$ 157,000		\$ 4,702,788
Balance as of February 28 2022			\$ 4,905,240
March check batch #1	\$ 137,000		\$ 4,768,240 <i>estimates below</i>
<i>March check batch #2</i>	\$ 167,000		\$ 4,601,240
Balance as of March 31 2022			\$ 4,518,523
April check batch #1	\$ 150,000		\$ 4,368,523
Deposit		2,100,000	
April check batch #2	\$ 150,000		\$ 6,318,523
Balance as of April 30 2022			\$ 6,318,523
May check batch #1	\$ 150,000		\$ 6,168,523
May check batch #2	\$ 150,000		\$ 6,018,523
Balance as of May 31 2022			\$ 6,018,523
June check batch #1	\$ 175,000		\$ 5,843,523
June check batch #2	\$ 175,000		\$ 5,668,523
Balance as of June 30 2022			
Totals	\$ 1,254,000	\$ 2,100,000	\$ 5,668,523
Unused capital funds (pg. 6)			\$ 30,000
Reserve transfers from prior year			\$ 1,746,301
Operational requirement (July-December)			\$ 2,986,215
<u>Estimated Cash Carried Over</u>			\$ 966,007

CAPITAL EXPENDITURES (Outlay)					
	2018-19	2019-20	2020-2021	2021-2022	2022-2023
	Unused capital funds				
Curation & Larval ID Room	\$61,199				
Remodel Project	\$21,550				
V35 Lab Truck	\$2,000				
Lab centrifuge					
Carports, Wash Rack, & Interior Paint	\$27,000				
Shop & Facility Inventory Program	\$5,000				
UAS	\$30,000				
18/19 Capital Expenditure Total	\$146,749				
19/20 Capital Reserve (new assets & non-capital projects)		Budgeted			
Treatment UAS		\$52,000			
Waterproof UAS		\$11,000			
Larvicide rig		\$17,000			
Lab centrifuge		\$10,500			
Exterior and interior painting		\$39,000			
Interior Flooring		\$75,000			
19/20 Capital Reserve Total		\$204,500			
19/20 Repair and Replace (replacement assets)					
V40		\$40,000			
V45		\$40,000			
19/20 Repair and Replace Total		\$80,000			
<i>Unused capital funds (cash carried over)</i>		\$103,500			
20/21 Capital Reserve (new assets & non-capital projects)					
Exterior & carport painting			\$39,000		
Lobby display			\$20,000		
20/21 Capital Reserve Total			\$59,000		
<i>Unused capital funds (cash carried over)</i>			\$20,500		
20/21 Capital Reserve (new assets & non-capital projects)					
Lobby display				\$ 30,000	
21/22 Repair and Replace (replacement assets)					
V42				\$ 40,000	
20/21 Repair and Replace Total				\$ 70,000	
<i>Unused capital funds (cash carried over)</i>				\$ 30,000	
22/23 Capital Reserve (new assets & non-capital projects)					
Fish Enclosure					\$ 250,000
Lobby Display					\$ 30,000
22/23 Capital Reserve Total					\$ 280,000
22/23 Repair and Replace (replacement assets)					
MapVision - Gen 3					\$ 70,000
Microscopes?					\$ 25,000
22/23 Repair and Replace Total					\$ 95,000
<i>Unused capital funds (cash carried over)</i>					\$ -

<u>Committed Reserve Funds</u>	<u>Target Level</u>	<u>As of March 31, 2022</u>	<u>Transfers⁴</u>	<u>Current Funded %</u>	<u>Proposed Funded %</u>
VCJPA Member Contingency fund ¹	\$327,918	\$371,021	-\$43,103	113%	100%
CAMP: Public Health Emergency	\$500,000	\$526,516	-\$26,516	105%	100%
CAMP: Repair and Replace	\$4,319,711	\$1,356,028	\$617,349	31%	46%
CAMP: Operating reserve	\$2,734,699	\$1,945,423	\$0	71%	71%
CAMP: Capital reserve ²	\$280,000	\$30,014	\$344,986	11%	100%
<u>Restricted Reserve Funds</u>					
PARS: Pension Rate Stabilization ³	\$3,952,022	\$1,791,754	\$297,572	45%	53%
Other Post Employment Benefit fund (OPEB) ⁴	\$2,776,000	\$5,009,804		180%	180%
<u>TOTAL</u>			\$1,190,288		

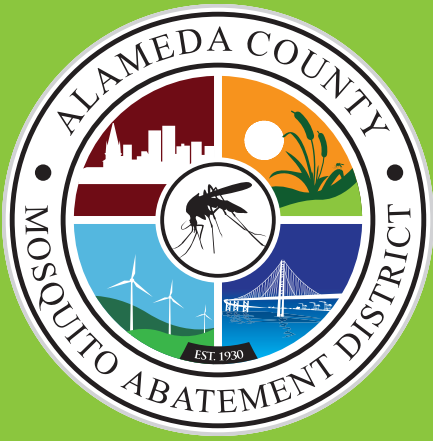
¹ Balance as of December 31, 2021.

² - Capital Reserve transferred at start of fiscal year to also include repair and replace purchases, all other transfers occur after the fiscal year.

³ - Balance as of February 28, 2022.

³ - Unfunded Accrued Liability as of June 30, 2020

⁴ - OPEB liability as of June 30, 2021.



ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT



**89th and 90th Annual Report
2020–2021**

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HOW TO CONTROL MOSQUITOES DURING A PANDEMIC



Many of us have a story from the winter of 2019/2020 of how that cold or flu we had was an early indicator of what was to come. I attended the 88th annual Mosquito and Vector Control Association Conference in San Diego on January 26th-28th of 2020 while feeling a bit under the weather. As I apologized to Alameda County Mosquito Abatement

District (ACMAD, or District) staff for coming to work ill, colleagues from other districts admired my dedication while adding that I may “have that virus from the other side of the world.” A month later, on February 27th, a colleague from Fresno County was the first person I heard use the term “COVID-19” at our annual Vector Control Joint Powers Authority Workshop in Santa Cruz. Two and a half weeks later, on March 16th, the District followed the Health Officers’ Shelter-in-Place orders for essential workers sending office staff to work from home, asking our governing board to meet remotely, and providing guidance on how field employees can safely adjust their mosquito control and surveillance activities to be at less risk for infection. Those 50 days are like a prologue to a science fiction disaster story in hindsight. Thankfully, the story at ACMAD that followed those 50 days was not a disaster, rather, it was a testament to the professionalism found in every facet of our organization. I am proud to introduce the accomplishments made by our board and staff during the very surreal years of 2020 and 2021.

Staff made an agreement that we would not use certain cliches, or even mention the pandemic for the reader’s sake. But, it would be a disservice to our organization if we did not acknowledge that we never used the situation as a crutch. Instead, these past two years showed how we can leverage the situation to improve our services to Alameda County residents. In 2020 and 2021, we never missed a day responding to mosquito requests for service within 24 hours, we continued to publish in peer-reviewed academic journals, we engaged directly with our residents via social media,

we operated our equipment and facilities without delay, and we accessed District databases safely and securely while working remotely through cloud-based computing.

A strategic plan approved by our fifteen-member Board of Trustees every three years guides the District. ACMAD staff and the board renewed the 2021-2024 plan during a remote strategic planning workshop in December of 2020 which included the following goals:

- Ensure ACMAD has the training, equipment, personnel, partnerships, and financial support to limit the introduction of invasive *Aedes* mosquitoes.
- Leverage ACMAD assets towards efficient approaches to mosquito control.
- Employ the best practices for mosquito control districts and local governments.

Our strategic planning goals are the template for all District actions which you will see reflected in this report.

Our 2021-24 strategic plan also added a core value: accountability. The prior strategic plan should have included accountability, as this value is at the root of our District and our relationship with the community. Efficient and effective mosquito control requires us all to be transparent while communicating any obstacles. This starts at the top by ensuring our trustees have the information they need to make an informed decision, our audit is clean and publicly available, and our website is easy to navigate for the public. Because of these efforts and for the 6th year in a row, our District obtained the District Transparency Certificate of Excellence from the Special District Leadership Academy. For the first time, the Government Finance Officers Association awarded our District the Certificate of Achievement for Excellence in Financial Reporting. These achievements require a strong foundation which our updated District policies help provide. The Board of Trustees completed this review over several months in the fall of 2021.

In early 2020, the District hired a consultant, Emily Estus, to review our operations, surveillance, and outreach programs for any health equity deficiencies. This proactive measure led the District to improvements such as creating a new position in community outreach. This is an important investment the District made in one of three “legs” of Integrated Vector Management. The community outreach section of this report will detail some of the projects in this category.

The other program evaluated in Emily’s report was mosquito surveillance, the results of which led to adjustments in our mosquito trapping locations. Besides mosquito trapping and disease testing, the District lab also leads our quality control and research and innovations such as work in drones and 3D printing.

Our mosquito surveillance program evaluates work done by our operations program. Mosquito operations is the “abatement” in ACMAD. Remarkably, you would not know that we were in the midst of an international crisis by the results of our mosquito control program. Operations staff performed their jobs uninterrupted while facing a hold on seasonal employment, disruptions to our partner agencies, record use of parks by residents, and an increase in unsafe driving.

Operations and lab staff were able to continually execute their work safely because of the dedication of our facility, safety, and equipment led by employee, Mark Wieland. As a member of Alameda County’s Emergency Manager’s Association, Mark’s updates from the daily, weekly, and later bi-monthly calls hosted through the Alameda County Sheriff and Public Health Department allowed our District to keep abreast of all developments and available resources while acquiring hard-to-find essential safety equipment.

Our seamless technological transition to remote collaborations allowed communication throughout the organization without delay. Thankfully, our IT Director, Robert Ferdan, made these improvements prior to 2020 so the District was easily able to adapt to working in these conditions.

Without stealing any more of our staff’s thunder, I am pleased to present the District’s 89th and 90th reports – covering January of 2020 to December of 2021.



Ryan Clausnitzer
General Manager

GOVERNING BOARD

The fourteen city councils within Alameda County plus the Alameda County Board of Supervisors each appoint one trustee to represent its constituency on the fifteen-member governing board of the Alameda County Mosquito Abatement District for a fixed term of two or four years. The principal acts granting District authority are found in section 2000 of the California Health and Safety Code. The Board of Trustees possess a variety of skills and expertise in academia, agriculture, business, education, electrical engineering, entomology, environmental health, geology, insurance, government, human resources, legal, mechanical engineering, parks and recreation, pharmaceuticals, politics, and scientific research.

Trustees serve without compensation, rather, they receive a maximum stipend of \$100 per month for attending business meetings of the board. The regular board meetings are held on the second Wednesday of each month at the District office, 23187 Connecticut Street, Hayward at 5:00 p.m. and the meetings are open to the public. Because of a public health emergency, all but four meetings in 2020 and 2021 were held remotely via Zoom.

TRUSTEES FOR THE YEARS 2020 & 2021

Trustee	Representing	Years of Service
Cathy Roache	County-at-large	3
Wendi Poulson	Alameda	6.5
Peggy McQuaid	Albany (2020)	.5
Preston Jordan	Albany (2021)	1
Robert Beatty	Berkeley	5.5
Shawn Kumagai	Dublin	2
Betsy Cooley	Emeryville	4.5
George Young	Fremont	9
Elisa Marquez	Hayward	7
James N. Doggett	Livermore (2020)	44
Steve Cox	Livermore (2021)	1
Jan O. Washburn	Oakland (Berkeley)	6.5 (21)
Eric Hentschke	Newark	6
Andrew Mingst	Piedmont	2
Julie Testa	Pleasanton	2
Victor Aguilar	San Leandro	3
Subru Bhat	Union City	4



DISTRICT PERSONNEL



Alameda County Mosquito Abatement District staff



Lab staff



Office staff

Name of Employee	Position	Years of Service
SUPPORT STAFF		
Ryan Clausnitzer	General Manager	6.5
Erika Castillo	Regulatory & Public Affairs Director	19.5
Robert Ferdan	Information Technology Director	6.5
Judith Pierce Davison	Public Outreach Coordinator	1.5
Michelle Robles	Accounting Associate	5.5
Mark Wieland	Mechanical Specialist	6.5
OPERATIONS STAFF		
Joseph Huston	Field Operations Supervisor	30.5
Nick Appice	Vector Biologist	7.5
John Busam	Vector Biologist	19.5
Cornelius Campbell	Vector Biologist	18
Erick Gaona	Mosquito Control Technician	2
Sarah Lawton	Vector Biologist	6
Tom McMahon	Vector Biologist	20
Ben Rusmisl	Vector Biologist	6
Jeremy Sette	Vector Biologist	6.5
LABORATORY STAFF		
Eric Haas-Stapleton	Laboratory Director	6.5
Dereje Alemayehu	Vector Scientist	22.5
Miguel Barretto	Associate Vector Scientist	3.5



Operations staff

Seasonal Employees

2020—none

2021—Allison Bates, Brenna Hentschke, Kelly Plant

REPRESENTATION ACTIVITIES

The District is one of over 60 agencies that conduct mosquito control and one of over 2,000 special districts, in California. The District participates in the activities of the California Special Districts Association (CSDA), the Mosquito and Vector Control Association of California (MVCAC), and the American Mosquito Control Association (AMCA). There, we promote the innovative work of our District, coordinate common activities, and increase the knowledge and abilities of staff and trustees. The following is a list of District employees who have participated in regional, statewide, or national activities either by committee, have spoken or presented, or are an officer chosen by their peers:

MEMBERSHIPS

Ryan Clausnitzer

Vice-President and President (2020 and 2021), CSDA

Ex officio Member, CSDA Audit, Bylaws, Fiscal, Member Services, Legislative, Professional Development Committees

Member at-large, Alameda County Special District Association Executive Committee

Member, MVCAC Legislative Committee

Executive Committee Member, East Bay Economic Development Agency

Member, California's Secretary of State Election 2020 Task Force

Erika Castillo

Member, MVCAC Regulatory Affairs Committee

Member (2020), MVCAC Public Education Committee

Member, San Francisco Bay Restoration Authority Advisory Committee

Board Member, San Francisco Bay Joint Venture

Member, AMCA Endangered Species Subcommittee

Member and Vice Chair (2021), Wetlands Regional Monitoring Program Steering Committee

Sarah Lawton

Member and Co-Chair (2021), AMCA Young Professionals

Robert Ferdan

Member, MVCAC Information Technologies Committee
Member (2021), MVCAC Training and Certification Committee
Member (2021), Municipal Information Systems Association of California Security Committee

Eric Haas-Stapleton, PhD

Chair, MVCAC Laboratory Technologies Committee

Chair, MVCAC ad hoc Drone Committee

Member, MVCAC Vector Control Research Committee

Member, MVCAC CalSurv Steering Committee

Member, MVCAC Information Technologies Committee

Joseph Huston

Member, MVCAC Trash Capture Subcommittee

Mark Wieland

Member, Alameda County Emergency Managers Association



California Special Districts Association
Districts Stronger Together

MOSQUITO ASSOCIATION PRESENTATIONS



PUBLICATIONS

Esterly AT, Alemayehu D, Rusmisl B, Busam J, Shelton T, Sebay T, Zahiri N, Haas-Stapleton EJ, 2020. *Culex erythrothorax* (Diptera: Culicidae): Activity periods, insecticide susceptibility, and control in California (USA). *PLOS ONE*, doi.org/10.1371/journal.pone.0228835.

Ary F, Haas-Stapleton EJ, Sorensen B, Scholl M, Goodman G, Buettner J, Schon S, Lefkow N, Lewis C, Fritz B, Hoffman C, Williams G, 2021. Toys or Tools? Utilization of Unmanned Aerial Systems in Mosquito and Vector Control Programs. *Journal of Economic Entomology*, 114(5) 1896-1909.

Batson J, Dudas G, Haas-Stapleton EJ, Kistler AL, Li LM, Logan P, Ratnasiri K, Retallack H, 2021. Single mosquito metatranscriptomics identifies vectors, emerging pathogens and reservoirs in one assay. *eLife*, 10:e68353 doi: 10.7554/eLife.68353

Castillo EB, Clausnitzer RJ, Haas-Stapleton EJ, 2021. Mosquito control opportunities amid regulations within the tidal marshes of the San Francisco Bay Area. *Wetlands Ecology and Management*, https://doi.org/10.1007/s11273-021-09832-6

2020 MVCAC

Alemayehu D, Barretto M, Busam J, Sette J, Wieland M, Haas-Stapleton EJ, 2020. Evaluating mosquito abundance using a New Jersey Light Trap fitted with an LED light bulb and BG Lure. Presented at the 2020 Annual Meeting of the American Mosquito Control Association. San Diego, CA.

Alemayehu D, Barretto M, Haas-Stapleton EJ, 2020. Use of a pop-up garden waste bag as a resting mosquito trap for mosquito

surveillance. Presented at the 2020 Annual Meeting of the American Mosquito Control Association. San Diego, CA.

Barretto M, Ferdan R, Haas-Stapleton EJ, 2020. Design, manufacture, and construction of an inexpensive 3D-printed CO₂-baited EVS trap. Presented at the 2020 Annual Meeting of the American Mosquito Control Association. San Diego, CA.

Buettner J and Haas-Stapleton EJ, 2020. First live-action drone workshop at MVCAC 2020 Annual Conference. Presented at the 2020 Annual Meeting of the American Mosquito Control Association. San Diego, CA.

Hager KM, Gaona E, Kistler AL, Ratnasiri K, Retallack H, Barretto M, Wheeler SS, Haas-Stapleton EJ, 2020. Development of a *Culex* kdr assay for the detection of pyrethroid resistance. Presented at the 2020 Annual Meeting of the American Mosquito Control Association. San Diego, CA

PRESENTATIONS TO PARTNERS

ACSDA Chapter Meeting (host)
January 8, 2020
Partner presentations by:
Chan Zuckerberg Biohub collaboration project–Amy Kisler, South Bay Salt Pond Restoration Project update–Dave Halsing

UC Berkeley: Introduction to Comparative Virology (2020 and 2021)
Guest Lecture: West Nile and Zika viruses
Eric Haas-Stapleton

UC Berkeley: Zoonotic Diseases (2020 and 2021)
Guest Lecture: Tabletop Project: Dengue virus outbreak in Alameda County
Eric Haas-Stapleton

Sierra Club Northern Alameda County Group: Chapter Meeting
August 23, 2021
Sterile insect technique for controlling mosquitoes
Eric Haas-Stapleton

Alameda Rotary
October 19, 2021
Ryan Clausnitzer

Hosted Assemblymember Quirk
November 8, 2021
CalSurv presentation and District tour
Ryan Clausnitzer and Eric Haas-Stapleton

MVCAC Coastal Region Continuing Education
November 9, 2021
The varied use of 3D printing for mosquito abatement
Miguel Barretto

Berkeley City Council Meeting
November 9, 2021
Sterile insect technique overview
Judith Pierce Davison and Eric Haas-Stapleton

ACSDA Chapter Meeting
November 10, 2021
Special district partner update
Ryan Clausnitzer

Alameda County Public Health Department
November 16, 2021
Partner update
Ryan Clausnitzer and Eric Haas-Stapleton

Annual Conference of the Utah Mosquito Abatement Association (2021)
Mr. Mister rockin' salt marsh *Aedes*.
Eric Haas-Stapleton

OPERATIONAL DATA

	2017	2018	2019	2020	2021
PHYSICAL CONTROL OPERATIONS					
Maintenance of ditches (lineal feet)	0	13,491	15,752	24,798	4,834
MOSQUITOFISH OPERATIONS					
Total number of sites stocked with <i>Gambusia</i>	762	558	610	598	554
Total number of fish planted	11,656	7,370	7,612	6,752	6,087
CHEMICAL CONTROL OPERATIONS					
Pyrenone 25-5 adulticide (oz)	0	0.77	0	0	0
SURFACE AGENTS					
BVA 2 larvicidal oil (gallons)	638	425	462	347	510
BIORATIONAL LARVICIDES					
<i>Bacillus thuringiensis israelensis</i> (Bti)					
FourStar Bti Briquets 45 Day (pounds)	0	0	0.4	0	0
FourStar Bti Briquets 150 Day (pounds)	0	1.4	0.4	2.7	3.15
FourStar Bti CRG (pounds)	0	0	17	55	0
Vectobac 12AS liquid concentrate (gallons)	243	161	211	276	411
Vectobac G granular (pounds)	5,493	6,867	5,953	5,283	7,919
Vectobac GS (pounds)	0	0	0	140	351
<i>Bacillus sphaericus</i> (Bs)					
Vectolex FG (formerly CG) (pounds)	868	2,061	352	251.5	118
Vectolex WDG (pounds)	1	0	30	0	0
<i>Bacillus thuringiensis israelensis</i> and <i>Bacillus sphaericus</i>					
FourStar 180 day Briquets (pounds)	0	1.4	0	0	0.07
Vectomax FG (pounds)	2,496	1,000	2,082	1,574	1,465
Vectomax WSP (pounds)	2	3	4.4	6.4	0.92
Spinosad					
Natular G30 (pounds)	80	29	53.25	774	565
Natular G30 WSP (pounds)	0	0	2.2	0.22	0
Natular XRT (pounds)	833	1,195	999	694	548
Methoprene					
Altosid Briquets (each)	1,566	1,631	1,131	825	897
Altosid Liquid Larvicide 20% (ounces)	9	6.1	10.2	6.4	7
Altosid Pellets (ounces)	357	348	761	916	1,011
Altosid WSP (pounds)	2	0	0	0	0
Altosid XR Briquets (each)	3,535	2,325	3,576	3,998	1,380
Pyriproxyfen					
SumiLarv .05G (pounds)	0	0	0	0	697

OPERATIONS REPORT

OPERATIONS OVERVIEW

ACMAD has been actively engaged in its mission to control both disease-transmitting and nuisance species of mosquitoes for over 90 years. Some of the control methods and mosquito sources have remained surprisingly similar throughout that time, however, others have evolved and continue to evolve dramatically. We have 22 mosquito species native to Alameda County that we are familiar with, and we have also spent a significant amount of time preparing for at least three potential invasive mosquito species. While we consistently strive to be prepared to adapt, innovate, and pivot in District operations, these last two years put that skill set to the test. As a new virus dominated the world in 2020 and 2021, operations staff ensured mosquitoes did not have a chance to reach the adult stage and potentially hinder our mission.

The core of the District's control program is a focus on Integrated Vector Management (IVM) and a steadfast philosophy of controlling mosquito larvae in the aquatic sources they inhabit. IVM utilizes physical, biological, biorational, and chemical control strategies. Mosquito species, disease vectoring potential, and habitat are all assessed to determine the most effective strategy or combination of strategies. Our most used control strategy is biorational materials. These materials are designed to treat mosquito larvae in aquatic sources. Most are very mosquito specific and have no adverse effects on other insects, aquatic arthropods, fish, amphibians, birds, or mammals. There are several benefits that arise out of this focus. Primarily, controlling larvae in the water allows for an extremely focused and precise effort. Once larvae emerge as adult mosquitoes, they can fly for many miles, are more difficult to control, and require the use of materials that are not as mosquito specific. Also, leaving other aquatic organisms unaffected results in competition and predator pressure on future generations of larvae and extends the control period. ACMAD operations staff work in many unique and special habitats. Many of these habitats are home to endangered and threatened plant, insect, and animal species. Operations staff deeply understand these unique habitats and species and strive to be good stewards in these environments, while fulfilling our mission to protect public health and safety.

MOSQUITO CONTROL TREATMENTS

Having a strategy is always a good plan, however, the day-to-day and year-to-year execution is what really counts. **Figure 1** clearly demonstrates the ACMAD operations philosophy of a biorational dominated, larval control-based program. During 2020 and 2021, operations staff treated a total of 10,226 acres of aquatic habitat for larval mosquitoes. Ninety-eight percent of the acres treated, 10,001 acres (about half the area of Manhattan) received bacterial products and insect growth regulators, both of which are biorational materials. The remaining 2% of treatments utilized the surfactant BVA 2. This oil coats the water surface and suffocates the mosquito larvae that must breathe air. Operations staff primarily use this surfactant in areas with extremely high organic material content or when mosquito larvae are in their

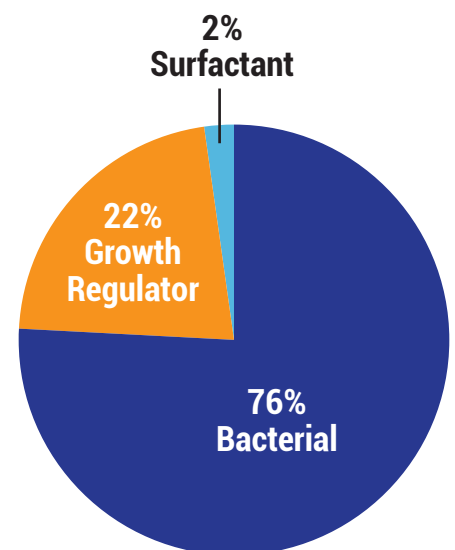


Figure 1. Acres Treated by Product.

latest stages of development and are no longer susceptible to biorational materials. These environments often include foul water sites such as sewer plants and underground infrastructure such as catch basins, sumps, and storm drains. It is also worth noting that ACMAD did not apply mosquito adulticides in 2020 or 2021. Adulticides are a valuable tool in an IVM program, especially in controlling disease vectoring adult mosquitoes, but we know that fewer larvae in the water equals fewer adults in the environment. With extra precautions in place at our District office and in the field, ACMAD operations helped keep our public safe from mosquito-borne disease during these two pandemic years.

NEW EQUIPMENT

Two new pieces of equipment joined the ACMAD operations toolbox. The first is an A1 Super Duty Mister and the second is a treatment UAS (unmanned aircraft systems or drone). The District purchased the A1 Mister prior to 2020. However, with help from our lab and the Mechanical Specialist, operations tested and utilized it for treatments in 2020 and 2021. Many mosquito control districts nationwide use the A1 Mister for Wide Area Larvicide Spray (WALS™) treatments of cryptic backyard sources in residential neighborhoods for invasive *Aedes* mosquitoes. ACMAD purchased this device in a proactive effort to respond to the arrival of invasive mosquitoes. As opposed to it sitting in our shed awaiting that fateful day, operations decided to assess its effectiveness for other applications. The District conducted tests in tidal salt marshes to treat larvae of one of our native species, *Aedes dorsalis*. This species is an extremely aggressive day-biter that can fly upwards of 15 miles from its emergence location. Many of our tidal marsh sources fall under the jurisdiction of the U.S. Fish and Wildlife Service which limits the equipment and materials we can use to treat mosquito larvae. Prior to the A1 Mister, operations staff treated these marshes in teams solely by hand. This species develops rapidly from egg to adult after high tide events, so the control window is very narrow. The A1 Mister trials were highly successful, and this piece of equipment came into regular use, allowing for larvicide treatments of hundreds of acres in a fraction of the time it took to do by hand. **Figure 2** illustrates the 400% increase in acreage treated in these areas from previous years. This project also led to a substantial reduction of larvae collected in these sources post-treatment (**Figure 3**). At the same time, the lab collected fewer adult mosquitoes in traps set in these areas (**Figure 4**). Overall, there was a 65% reduction in service requests received by the public relating to this species in areas surrounding these tidal marshes (**Figure 5**). The positive results led to greater usage of the A1 Mister and allowed operations staff to become familiar with its use, better preparing them for the arrival of invasive *Aedes* mosquitoes.

The operations treatment UAS is also showing a great deal of promise for future mosquito control applications. ACMAD has been an early adapter of this tool. To date, four operations staff have passed their FAA Part 107 Remote Pilot certification test allowing them to fly the UAS, and two have passed their California Department of Pesticide Regulation Vector Control Technician Unmanned Aircraft Pest Control Pilot certification exam, which allows them to treat. There are many areas in our county with dense vegetation, poison oak, and thick stands of tule that are exceedingly difficult, if not impossible, to fully access by our conventional means. The UAS allows for more thorough and contiguous treatments in these areas otherwise only achievable by helicopter. Operations conducted several trials and treatments in 2020 and 2021 and from all indications, the treatment UAS will become an increasingly valuable tool in the years ahead.

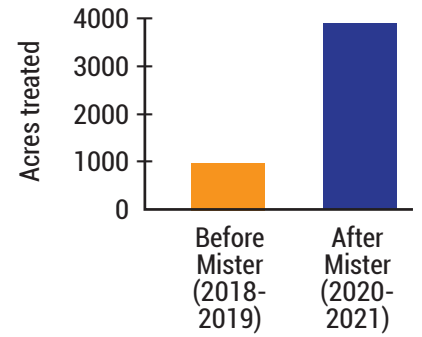


Figure 2. The A1 Mister led to a 4x increase in salt marsh acres treated.

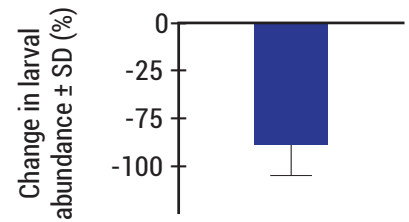


Figure 3. An 83% reduction in salt marsh larva abundance was recorded in sites dipped pre- & post-treatment with the A1 Mister.

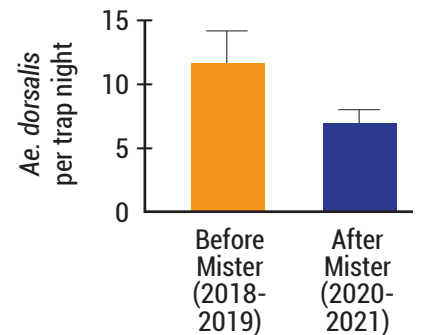


Figure 4. Reduced adult female salt marsh mosquito abundance was detected with CO2-baited EVS traps collecting half as many salt marsh mosquitoes after A1 Mister treatments.

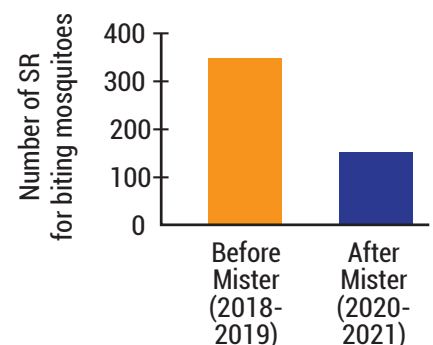


Figure 5. A 56% reduction in Service Requests for biting mosquitoes was achieved in areas near A1 Mister treatments.

PHYSICAL CONTROL

When ACMAD formed in 1930 and for many years thereafter, much of the work centered around physical modifications to control mosquito larvae, like adding circulation ditches in diked and tidal marshes. Physical control is still an important part of our IVM program to this day and will continue to be in the future. Nowadays, ditch work in marshes is more complicated and ACMAD must obtain several permits to maintain existing circulation ditches. This permit process requires the Regulatory and Public Affairs Director and operations to work with the U.S. Army Corps of Engineers, the San Francisco Bay Regional Water Quality Control Board, the U.S. Fish and Wildlife Service, and the San Francisco Bay Conservation and Development Commission. 2021 was the end of our current five-year permit and the renewal process is currently underway. When permits are in place, operations staff conduct ditch maintenance work solely with hand tools from September to January. The goal is to clear debris, silt, and vegetation from existing ditches to enhance water circulation and reduce areas conducive to mosquito reproduction. Though difficult, dirty, and labor-intensive, the work continues to have a positive impact on these areas in terms of reduced mosquito production. During the 2020 and 2021 ditching seasons, operations staff cleared close to 30,000 linear feet of ditches in several different marsh sites. Working closely together while still maintaining “social distance” made the work even more complicated.

Another physical control project began in 2021 involving flower vases in cemeteries because they are significant sources for mosquito reproduction. Several of our native species, including some with the potential to vector West Nile virus, utilize this habitat on a regular basis. In other counties, flower vases in cemeteries are also known habitat for invasive *Aedes* mosquitoes. Dumping, draining, or treating vases by hand is a very time-consuming task for operations in the best of times. Doing so in the much shorter reproduction window needed for invasive species is not sustainable. As a proactive measure and to further prepare for the arrival of these mosquitoes, operations staff began comprehensive research into state and national responses in locations that are currently dealing with invasive *Aedes* mosquitoes. Based on the findings, staff designed a pamphlet to illustrate some effective and viable options for cemeteries to undertake and a poster to educate the public on the importance and necessity of the program. ACMAD provided these educational tools to cemeteries countywide. As we work with our cemeteries to address the tens of thousands of vases throughout our county, we are asking that they too adapt, innovate, and pivot to aid our preparation for invasive mosquitoes and to protect the people of our county from mosquito-borne diseases.

SERVICE REQUESTS

As alluded to earlier, one of the services ACMAD provides is responding to calls from the public, typically on the next business day. Operations staff responded to 1,983 requests for service in 2020 and 2021 (**Figure 6**). These requests come in five main types: requests for mosquito fish, reports of a mosquito problem, reports of standing water, requests for insect identification, and reports of a dead bird. Fish requests usually amount to half of our total service requests. These fish offer great control of mosquito larvae in backyard ponds, livestock watering troughs, and unmaintained swimming pools. They are a form of biological control and fit well into our IVM program. However, they are non-native so ACMAD does not place them in natural sources. Reports of a mosquito problem, a distant second most common type of service request, can be time consuming and require a fair amount of detective work. With 22 native mosquito species, each with its own preferred habitat and widely variable flight range, any given area has



many potential mosquito reproduction sites. We ask for an insect sample to help determine the species and potential source. Occasionally, other “mosquito-like” non-biting insects are the reason for the call. The next most common service request is to report standing water. This is an alert from the public that they would like an area of standing water checked to ensure it is not a mosquito reproduction site. The final types of requests are for insect identifications and picking up dead birds. ACMAD provides insect identification services because many staff members have extensive education and training on insects and spiders. Dead birds are PCR tested by the ACMAD lab to look for West Nile virus infection. This is an important indicator of virus activity and allows for focused efforts in controlling potential vector mosquito species in specific regions of the county.

An additional program that ACMAD conducts to protect the public from mosquitoes and the threat of mosquito-borne disease is surveillance for unmaintained swimming pools. In just the last two years, the program identified 1,080 unmaintained swimming pools, which can be a significant source of mosquito reproduction. ACMAD identifies and responds to mosquito breeding sources from all corners of the county. **Figure 7** depicts the combined service requests and outreach for unmaintained swimming pools in 2020 and 2021 by city with relation to the population. These responses commonly involve a high level of public contact as staff often enters yards, properties, homes, and businesses. It is a fantastic opportunity to educate the public on mosquito prevention, habitat, and disease transmission. These one-on-one interactions have always been the most significant point of contact between the District and the public we serve. This dynamic became extraordinarily complex beginning in March of 2020 and continuing through 2021. However, ACMAD operations was determined to continue the level of service our public is accustomed to, including responding to requests for service in person, contingent on the caller’s comfort level. We masked up, maintained distances, and sanitized but did not limit or shut down any of our operations.

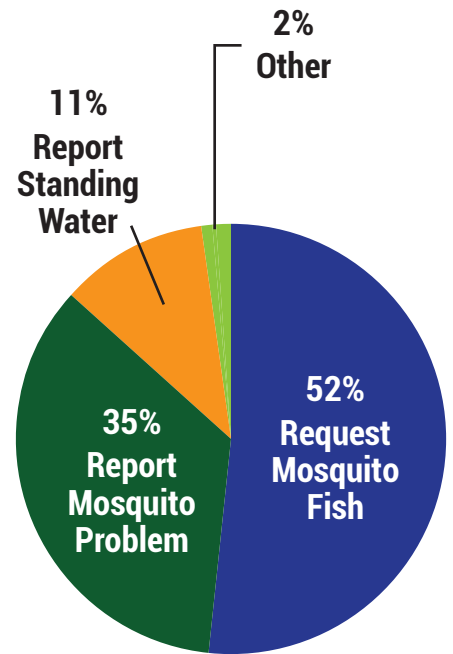


Figure 6. Distribution of service requests during 2020 and 2021. Other represents requests for insect identifications, reports of dead birds, and miscellaneous calls like requests for picking up mosquitofish from a pond that is being removed. Dead bird reports started counting as service requests in September of 2021, so the number is disproportionately low.

CONCLUSION

Operations at ACMAD has and will continue to focus on larval mosquito control, maintain a biorational dominant IVM program, investigate, test, and employ novel equipment and techniques, promote physical control, and respond to requests for service from the public. All while monitoring mosquito sources countywide, controlling native mosquito species, and preparing for the arrival of invasive mosquito species. Pandemic or not, we will continue to adapt, innovate, and pivot to meet whatever challenges we face to achieve our mission.

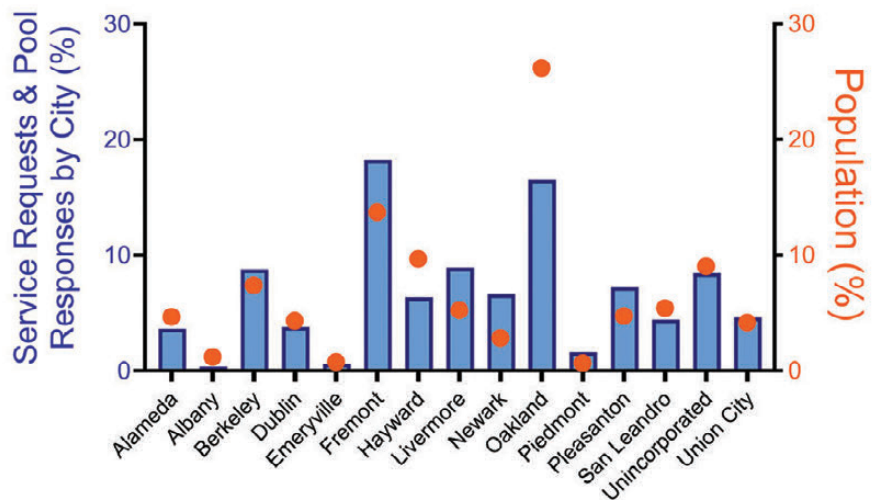


Figure 7. The percentage of ACMAD’s direct service (service requests and unmaintained swimming pool outreach) to Alameda County residents in 2020 and 2021 by city relative to each city’s population.

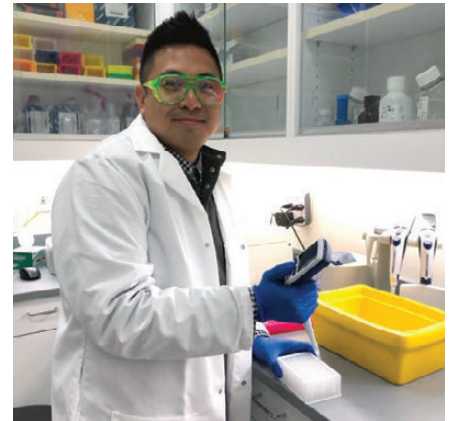
LABORATORY REPORT

OVERVIEW OF ACMAD LAB ACTIVITIES

The ACMAD lab focuses on providing and interpreting the data that enable District staff to make knowledge-based decisions that improve mosquito control in Alameda County and beyond. The principal responsibilities of the lab are to: (1) monitor the abundance of adult mosquitoes throughout the county, (2) test for the presence of arboviruses (arthropod-borne viruses) in mosquitoes that are trapped by District staff and dead birds reported by the public, (3) assess insecticides, application equipment and resistance in mosquitoes, (4) provide regulatory and administrative support to the District drone program, and (5) conduct applied and basic research that support mosquito control efforts and train the next generations of mosquito control workers.

Adult mosquito abundance and the presence of arboviruses in birds and mosquitoes was monitored throughout the entirety of Alameda County starting in 2020, the year that the annexation of Albany was formally completed. Several species of mosquito belonging to the *Culex* genus are native to Alameda County and can transmit arboviruses to people (West Nile virus (WNV) and Saint Louis Encephalitis virus (SLEV)). Another arbovirus, Western equine encephalitis virus (WEEV), is also transmitted by native mosquitoes but has not been detected in California for over a decade. The ACMAD lab uses reverse transcription quantitative PCR to test *Culex* species of mosquito that can transmit WNV, WEEV, or SLEV (e.g., *Culex pipiens*, *Culex tarsalis*, and *Culex erythrothorax*) for the presence of those viruses. Two sentinel chicken flocks are maintained in the county as an additional assessment of arbovirus risk. Dead birds that are reported by the public and collected by ACMAD staff are also tested for those arboviruses as their presence in birds indicate that infected mosquitoes may be nearby. *Aedes aegypti*, also known as the yellow fever mosquito, was detected in 2019 in San Joaquin County, which adjoins Alameda County to the east. This mosquito, along with several other species of so-called "invasive *Aedes* mosquitoes" can transmit dengue, chikungunya, Zika, and yellow fever viruses to people. Consequently, the lab expanded its mosquito monitoring programs for invasive *Aedes* to detect them before becoming widely established in the county.

Research during 2020 and 2021 included: (1) developing and evaluating 3D printed mosquito traps that are more cost-effective than commercially available alternatives, (2) utilizing aerial drones to assess water circulation channels in tidal salt marshes that limit mosquito reproduction, and (3) assessing the efficacy of our new mister equipment for applying larvicide and controlling mosquitoes in a salt marsh.



New Jersey Light Trap

MOSQUITO AND ENVIRONMENTAL ARBOVIRUS MONITORING PROGRAM

PROGRAM OVERVIEW

The lab uses a variety of traps to assess adult mosquito abundance, primarily so that operations can make informed decisions for when and where to apply insecticides. Abundance data is also used by ACMAD management to allocate resources and the state of California for developing mathematical models that aim to predict the risk of arbovirus statewide.

ASSESSING ADULT MOSQUITO ABUNDANCE

Mosquito Abundance Monitoring Using Encephalitis Virus Survey Traps

Of greatest public health concern are female mosquitoes that are seeking animals to bite as this is how arboviruses are transmitted to people. Thus, the primary adult mosquito monitoring approach used by the lab is to place encephalitis virus survey (EVS) traps that are baited with dry ice and a scent lure. Adult female mosquitoes are attracted to the CO₂ that emanates from the dry ice and the human odor mimics that are released from the scent lure. EVS traps are placed throughout the county in natural habitats where mosquitoes reproduce and urban areas where risk of arbovirus transmission to people is greatest. Seasonal difference in mosquito species composition and geographic distribution prompts us to place traps at different sites and intervals during the summer–fall (Figure 8A; N = 141 trap sites) and winter–spring seasons (Figure 8B; N = 79 EVS trap sites). The quantity, species, and location of adult mosquitoes that are collected in EVS traps are reported to ACMAD staff using MapVision, Power BI software, and printed tables, and to the California Department of Public Health via the VectorSurv website (<https://gateway.vectorsurv.org/>).

Our EVS trapping program was substantially improved in 2021 from an analysis of public services that we provide to county residents by a Master of Public Policy intern from UC Berkeley Goldman School of Public Policy. She found that people in low socioeconomic neighborhoods, newly immigrated communities, and those experiencing homelessness were underserved relative to other demographics. Her work pointed to several underserved communities where there was a dearth of mosquito monitoring. Consequently, we added 22 EVS trap sites to the summer–fall program for 2021, a 12% increase, to improve service to underserved communities (Figure 8A). We seek to continuously improve equity in our services to the public by routinely examining our efforts in underserved communities. To improve the safety and economy of the EVS-based trapping program, we retrofitted the standard D-size battery compartments

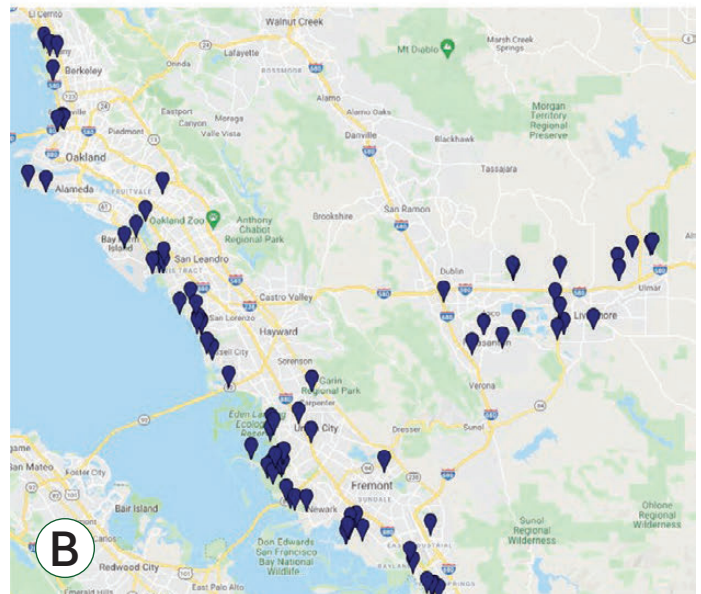
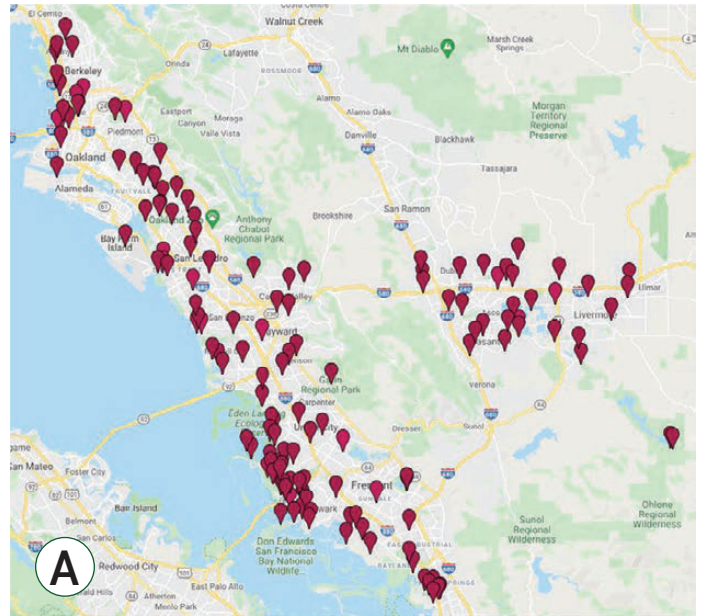


Figure 8. EVS trap sites during 2020–2021 for (A) summer–fall and (B) winter–spring.

(which were prone to sparking) to accept USB-rechargeable power banks.

Although the COVID pandemic constrained research collaborations and external training plans, adult mosquito monitoring efforts were not substantially impacted. The quantity of EVS traps placed during 2020 and 2021 were within or less than one standard deviation of the 7-year average (Figure 9). The lower number of traps placed during 2020 was due to uncertainties regarding health safety that came with that first year of the COVID pandemic and the decision to not hire seasonal staff support. Adapting lab workflow efficiencies to the new circumstances enabled us to increase our EVS trapping effort in 2021 by 52% over the 7-year average (Figure 9).

During 2020, EVS traps were placed from February through December, and for 2021, EVS traps were placed year-round (Figure 10A). EVS traps were placed at sites for one day to attract biting female mosquitoes. There were 12% more mosquitoes captured in each EVS trap during 2020 relative to 2021 (average = 26.1 and 23.2 mosquitoes per EVS trap for 2020 and 2021, respectively). However, because more traps were placed in 2021, nearly 2-fold more mosquitoes were trapped and identified to species compared to 2020 (50,822 vs 27,588 mosquitoes). Monthly trend lines of mosquitoes captured per EVS trap show that there were overall fewer mosquitoes for each month of 2021 relative to 2020, except for June (Figure 10A). During June 2021, the water level in the reservoir at Del Valle Regional Park (Livermore, CA) was raised to its highest since 2017 (704 feet), which allowed water to flood into vegetation. That combined with maximum daily temperatures above 90°F provided a habitat for rapid growth of *Aedes vexans*, a mosquito that bites voraciously during the daytime and crepuscular hours. Nearly 19,000 adult female *Ae. vexans* were caught in EVS traps during June 2021, making it the most abundant species collected in EVS traps that year (Figure 10B). Effective control efforts coupled with reductions in water elevation at the reservoir reduced *Ae. vexans* abundance to less than a total of 100 for the remainder of the year. We detected a few *Ae. vexans* in the city of Livermore that were aged and may have originated from Del Valle Regional Park. *Culex erythrothorax* was the most abundant species collected during 2020 and third-most abundant during 2021 (Figure 10B). Notably, it is difficult to collect larval *Cx. erythrothorax* in the field, so adult abundance is the best metric for assessing the impact of control efforts on this species.

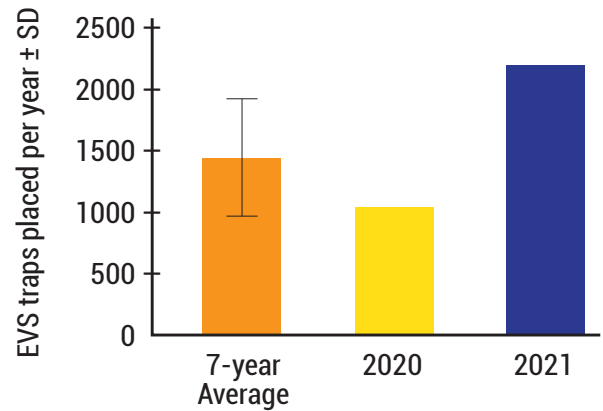


Figure 9. Number of EVS traps placed during 2020 and 2021 relative to the 7-year average of 2015–2021. The number of EVS traps placed were: 7-year average = 1434 ± 470; 2020 = 1057; 2021 = 2185.

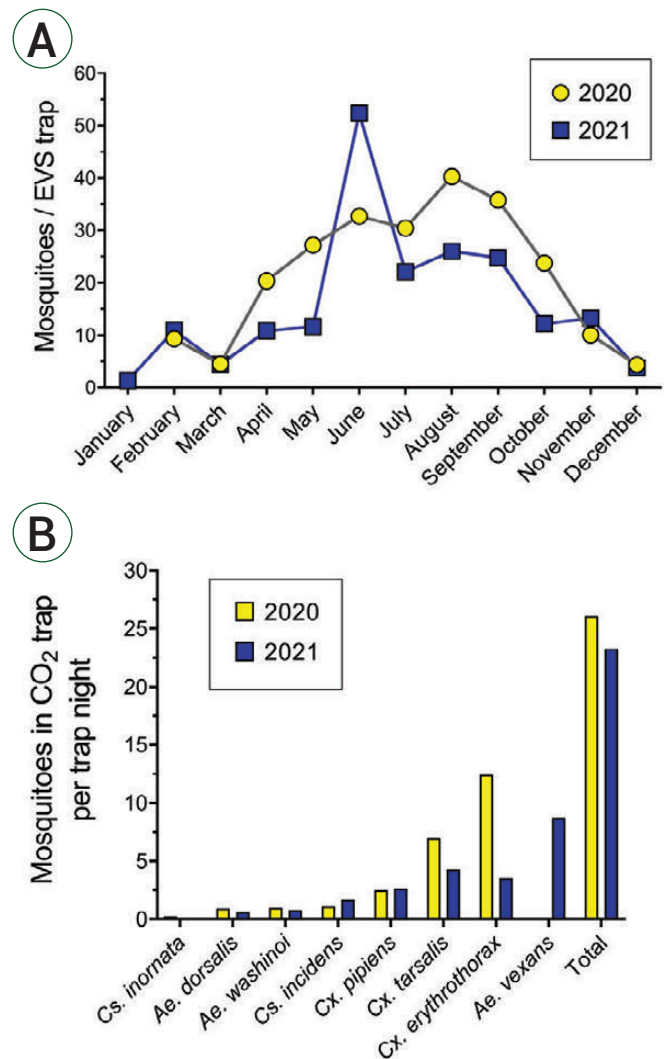


Figure 10. Summary of adult mosquito abundance for 2020 (yellow) and 2021 (dark blue) measured using EVS traps. (A) Number of adult mosquitoes collected each trap night by month. (B) Six most abundant species collected in EVS traps each year.

Mosquito Abundance Monitoring with Light Traps

Light Traps (LT) attract mosquitoes and other flying insects using a light that we set to turn on prior to sunset and off after sunrise. LT were developed in 1927 when only incandescent lights were available. Substantial heat is released from an incandescent lamp, which damages the insect specimens. We sought to determine if a LED light in the LT would be as effective for collecting mosquitoes while improving the quality of the specimens. Paired tests of LT fitted with incandescent or LED lights showed no significant difference in the quantity of male or female mosquitoes that were collected (**Figure 11**; unpaired t-tests, $P > 0.7329$).

Consequently, we replaced the incandescent lights with LEDs in the LT. We had hoped that LT fitted with LED lights might reduce the quantity of non-mosquito insects that were collected in the trap, but no difference was observed (not shown). Because we aim for precision in our mosquito monitoring efforts, we began in 2020 to use EVS traps instead of LT at those monitoring sites and in 2021 had only three LT sites in Alameda County (there were 16 LT sites during 2019). Similar to the monthly trends of mosquito abundance seen with EVS traps (**Figure 12A**), fewer mosquitoes were captured in LT during 2021 relative to 2020 (**Figure 12B**; 168 and 1,934 mosquitoes, respectively). The most prevalent mosquito captured in LT during 2020 and 2021 was *Culiseta incidens* (**Figure 12B**), a species that is not known to transmit pathogens of relevance to public health.

SENTINEL CHICKEN PROGRAM

Sentinel chicken flocks are recommended by the California Department of Public Health (CDPH) for environmental arbovirus monitoring. We maintain two such flocks, one in Livermore and another in Newark. Every two weeks from May to early November we collect blood samples from each chicken and send them to CDPH where they get tested for the presence of antibodies that indicate arbovirus infection. None of the samples showed that any of the chickens had been infected with WNV, WEEV, or SLEV during 2020 or 2021.

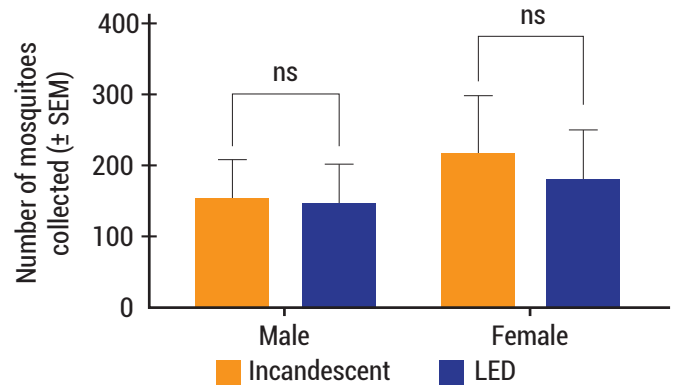


Figure 11. Number of female or male mosquitoes collected in LT fitted with incandescent or LED lights (ns indicates there was no significant difference between the two groups).

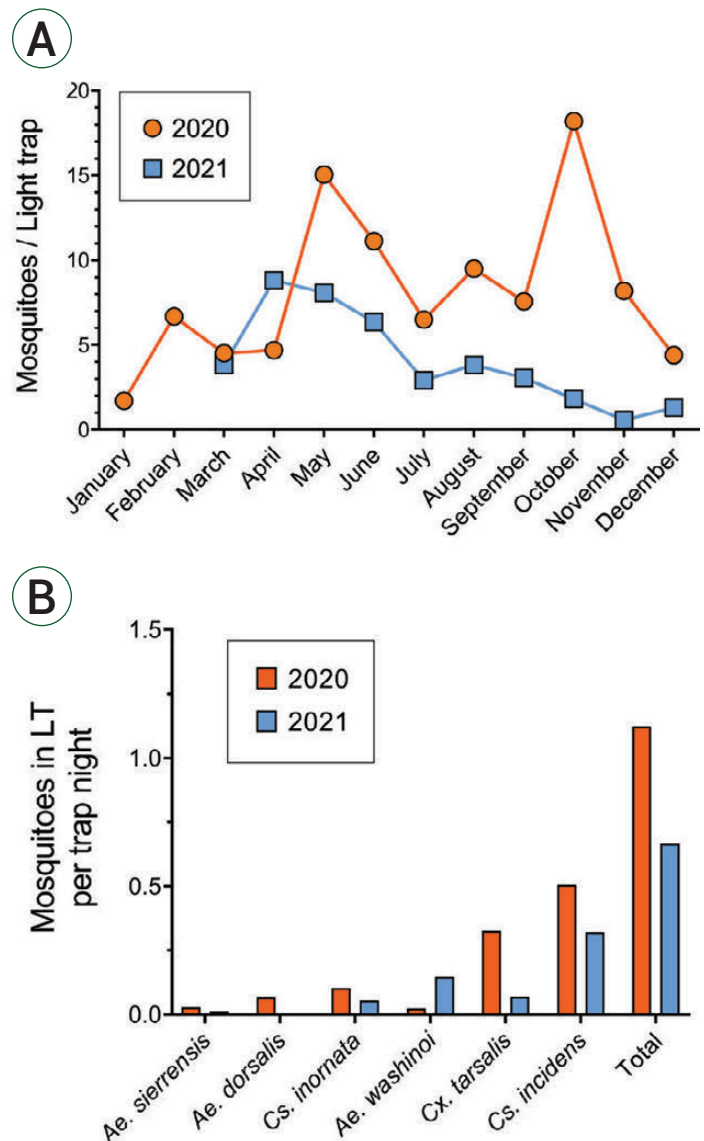


Figure 12. Summary of adult mosquito abundance for 2020 (orange) and 2021 (light blue) measured using EVS traps. (A) Number of adult mosquitoes collected each trap night by month. (B) Six most abundant species collected in LT each year.

FIRST ADULT *CULEX RESTUANS* DETECTION IN ALAMEDA COUNTY

Adult female *Culex restuans* were collected in an EVS trap from Pleasanton during September and August of 2021 (Figure 13). This is the first of this species recorded in our database, which begins in 2001. This species is often mistaken for *Cx. pipiens* due to similarities in size and color. Distinctive morphological characteristics include a very narrow band of pale scales that overlap the joints of the hind tarsi and a patch of pale scales under the proboscis. *Culex tarsalis* also have pale scales on the proboscis, but they form a complete ring and are brighter (closer to white). *Culex restuans* are typically rare and sporadically distributed from central California and south, occurring near foul or heavily organic water. Adult females are considered a vector of WNV and SLEV but are not thought to be vectors of high importance.

ARBOVIRUS PREVALENCE

Prior to the arrival of the COVID pandemic, we tested each of the mosquitoes that were collected in EVS traps that could transmit WNV, SLEV, and WEEV using reverse transcription quantitative PCR (e.g., *Cx. pipiens*, *Cx. tarsalis*, and *Cx. erythrothorax*). Supplies used to test mosquitoes for the presence of arboviruses are the same as what is used to test human specimens for COVID. The surge in COVID testing needs in the absence of adequate supply limited our capacity to test mosquito specimens for arboviruses. As a result, we tested when vector species abundance was greater than 6 mosquitoes per EVS trap during 2020 and 2021. In contrast to 2019, during which we did not detect arboviruses in birds or mosquitoes, during 2020 we found 7 birds positive for WNV (5 in Livermore and 1 each in Dublin and Oakland) and 2 positive birds in 2021 (Livermore and Pleasanton; Figure 14). Although the lab conducted enhanced adult mosquito surveillance in response to each WNV-positive dead bird and tested 17,824 mosquitoes during 2020 and 2021 as part of our regular monitoring programs, we did not detect WNV, SLEV, or WEEV in any mosquitoes during that period (Figure 14).

Alameda County Public Health Department routinely reports human cases of diseases that are transmitted by mosquitoes to ACMAD. A few human cases of dengue, chikungunya, and malaria were reported during 2020 and 2021. The Health Department notified us that each case had traveled internationally, so likely acquired the infection abroad. Our enhanced trapping efforts in response to the cases and historical mosquito abundance records did not find relevant vectors that could have acquired and then spread the pathogens to others in the county.

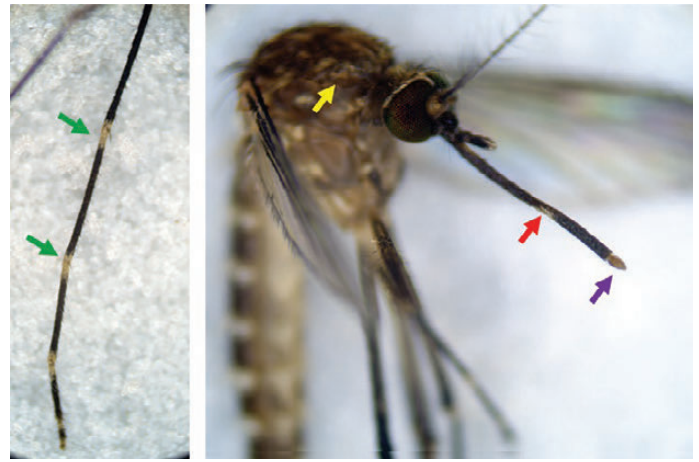


Figure 13. Adult female *Cx. restuans* collected from Pleasanton in an EVS trap. This is the first adult *Cx. restuans* that has been recorded for Alameda County since at least 2001. (Left) Hind tarsus with narrow bands of pale scales (green arrows). (Right) Proboscis without a median ring of bright pale scales, but the underside with a broad patch of dull pale scales (red arrow). Bright tip of proboscis (purple arrow). Scutum with mediolateral spots of pale scales (yellow arrow).

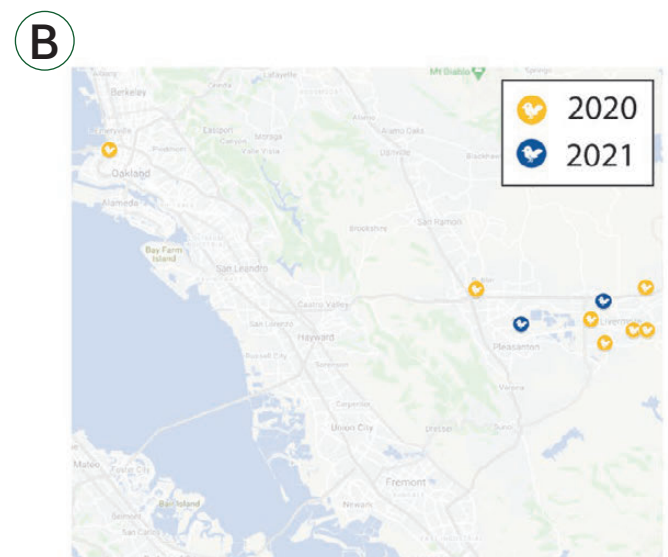
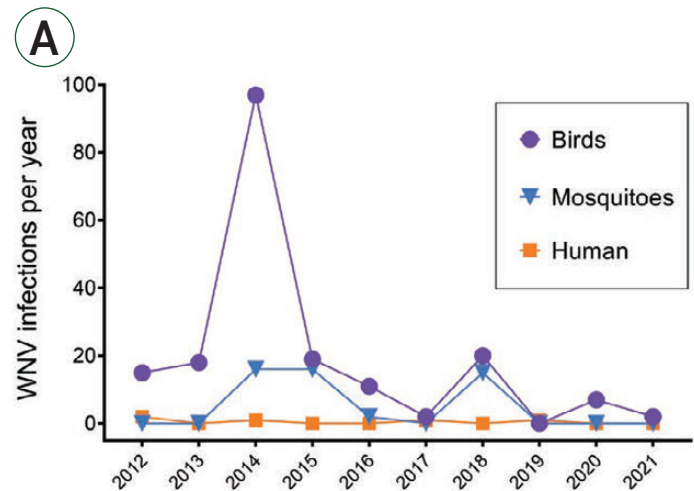


Figure 14. Arbovirus monitoring. (A) Number of birds, mosquitoes, or people infected with WNV in Alameda County from 2012–2021. (B) Geographic distribution of WNV in birds during 2020 and 2021. WNV was not detected in mosquitoes during 2020 or 2021.

INVASIVE *Aedes* MONITORING PROGRAM

While EVS and LT contents are inspected for the presence of invasive *Aedes* species (e.g., *Ae. aegypti*), we also have a network of oviposition traps (OT) in the county. These traps are designed to collect the eggs of *Aedes* mosquitoes, and if found, indicate that invasive *Aedes* may be near to the OT site. When eggs are collected, we test them using PCR and sequencing to determine if they were from invasive or native *Aedes* mosquitoes. During 2019, we had over 500 OT sites in the county. However, we found that quantity of OTs to be unmanageable in the absence of sufficient seasonal staff support, which was absent during 2020 due to the COVID pandemic. To reduce the quantity of OT, we assessed each trap site for overlap with others, habitat suitability for invasive *Aedes* mosquitoes, and excluded sites that routinely captured native *Aedes* mosquito eggs. That analysis allowed us to focus our OT efforts on approximately 200 sites in the county, none of which detected invasive *Aedes* mosquito eggs. Moreover, we did not detect invasive *Aedes* mosquitoes in any other trap type during 2020 or 2021.

APPLIED RESEARCH

3D PRINTED EVS TRAPS

The efficacy of the 3D printed EVS traps that were designed and printed at ACMAD (Figure 15A) was compared to a commercially available Heavy Duty EVS (HD EVS) Trap (BioQuip Products, Rancho Dominguez, CA USA). One of each trap type (baited with dry ice) was placed overnight within 5 meters of each other at various sites throughout Alameda County. The number and species of mosquitoes collected in each trap was subsequently determined using a dissection microscope. Although the 3D printed EVS trap typically caught slightly more mosquitoes in each paired trial, there was no significant difference in the number of mosquitoes captured in 3D printed or the HD EVS trap (Figure 15B; paired t-test, $P = 0.8866$; $N = 26$ paired comparisons). There was also no significant difference in the number of mosquito species collected in each type of trap for the paired trials (paired t-test, $P = 0.1343$). The results demonstrate that the 3D printed EVS trap is as effective as the more costly HD EVS trap that is commercially available. Consequently, the lab will have the opportunity to integrate the 3D printed EVS traps into routine surveillance efforts. Additionally, the Associate Vector Scientist in the lab delivered a continuing education presentation on 3D printing that was viewed by 100s of vector control technicians across the state and assisted several vector control districts with their 3D printing programs.

A



B

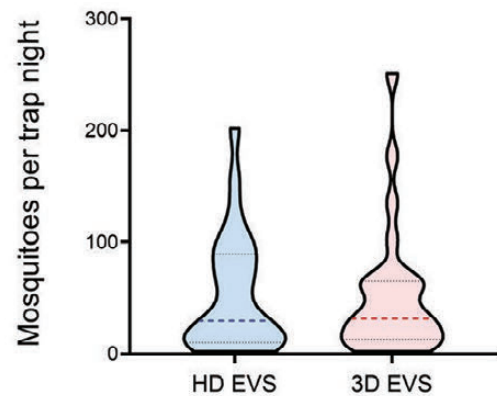


Figure 15. Mosquitoes captured in commercially available Heavy Duty EVS and 3D printed EVS trap designed by ACMAD. (A) 3D Printed EVS Trap, designed and printed by ACMAD lab staff. (B) Commercially available Heavy Duty EVS and 3D printed EVS traps were placed overnight within 5 meters of each other at various sites throughout Alameda County. The number and species of mosquitoes collected in each was determined. There was no significant difference in the number of mosquitoes captured by each trap type (paired t-test, $P = 0.8866$; $N = 26$ paired comparisons).



DRONES TO ASSESS WATER CIRCULATION DITCHES

Functional water circulation channels in tidal salt marshes are essential for limiting the reproduction of mosquitoes in that habitat, yet they often become filled with silt, thereby limiting their capacity for allowing water to ebb and flow in the marsh. It is crucial for ACMAD to easily locate poorly functioning water circulation channels so they can be repaired and to identify other areas where water could accumulate in the marsh to support mosquito growth. Measuring elevation differences in a salt marsh is one key way to assess both, and can be accomplished using aerial drones (i.e. unmanned aircraft systems (UAS)).

The ACMAD Mavic 2 Zoom drone was used to assess elevation changes in the ditch system at Patterson Hill Marsh (Union City, CA). The mission was flown during a period of low tide so that the lowest possible regions of the ditches were exposed. The drone was programmed for autonomous flights above the site where it captured imagery from perpendicular and oblique angles. Over 1,100 images were combined using DroneDeploy software to produce a single orthomosaic map (Figure 16). The resulting map was analyzed using DroneDeploy software to quantify differences in elevation. The most prominent ditches were apparent from Google Maps imagery (Figure 16A). However, the smaller overgrown ditches were better visualized using the drone imagery (Figure 16B, orange arrowheads). In the computed elevation map, low areas are shown as dark blue and the highest elevations in red (Figure 16C). Potholes that could accumulate water and support mosquito reproduction are obvious in the elevation map (Figure 16C, white arrowheads), but are not visible in the Google Maps image (Figures 16A). The ditches in the red box of Figure 16C show low areas that would not drain properly and are not obvious in the Google Maps image or the photographs captured by the drone (Figures 16D, 16E), but can be easily seen as regions of dark blue in the elevation map (Figure 16F, pink arrowheads).

ACMAD can now utilize its aerial drones to produce orthomosaic elevation maps that show if water circulation channels are functioning properly. However, the drone that was utilized has limited flight capabilities and is not practical for large-scale wetlands imaging projects, such as those being constructed along the San Francisco Bay using the Measure AA parcel tax. A drone such as the ACMAD DJI 210 RTK fitted with a high-resolution camera would be better suited as it could image from the higher altitudes. To accomplish that goal, ACMAD acquired a DJI Zenmuse X5S camera with a 15mm DJI lens and an additional 45mm Olympus lens that was fitted to the ACMAD DJI 210 RTK drone. Images captured using the 15mm lens at 75, 100,

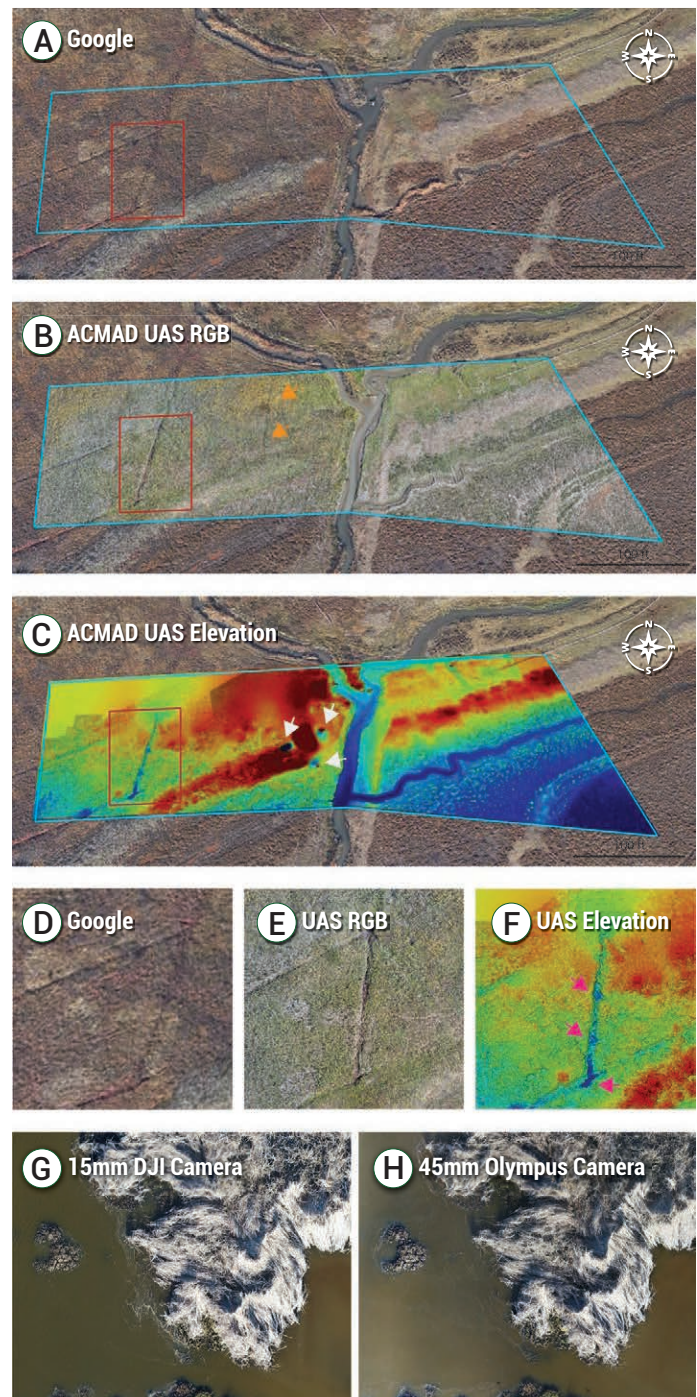


Figure 16. Orthomosaic mapping drones. (A–F) The ACMAD Mavic 2 Zoom drone was piloted autonomously above Patterson Hill Marsh in the area shown in the blue polygon to collect imagery that was orthogonal and perpendicular to the drone. (A) Google Map image of the site that was assessed with the drone. (B) Orthomosaic image captured using the drone shows much higher resolution relative to the Google Map image (orange arrowheads show a ditch that is not obvious in the Google Map image). (C) Computed orthomosaic elevation map captured using the drone shows areas with low elevation in dark blue and high elevation in red. White arrowheads denote potholes that could support mosquito breeding and are not apparent in 16A or 16B. (D) Google Maps image, (E) orthomosaic drone image, and (F) computed orthomosaic elevation image of the area shown in the red box of Figure 16C (pink arrowheads show low elevation areas that may not drain properly). (G–H) Wetlands imaged using ACMAD 210 RTK drone with X5S camera. (G) Image using 15 mm DJI Camera and (H) 45 mm Olympus Camera.

120 and 150 feet above the surface did not differ substantially in their resolution (not shown). Tests of the 15 mm and 45 mm cameras at 150 feet above the marsh surface showed the 45 mm camera produced higher resolution images (Figures 16G, 16E). As U.S. Fish and Wildlife Service currently requires a minimum flight elevation of 150 feet above the surface, ACMAD can now comply with that limit to image marsh landscapes on the properties they manage.

DROPLET ANALYSIS OF A LARVICIDE MISTER

Turbine mist sprayers such as the A1 Super Duty Mister (hereafter, A1 Mister) that was acquired by ACMAD are being rapidly utilized nationwide to apply larvicide for controlling peridomestic *Ae. aegypti*. Because the A1 Mister can loft large quantities of larvicide over relatively long distances, we examined its efficacy in a tidal salt marsh for controlling *Aedes dorsalis*. Liquid Vectobac 12AS larvicide mixed with a red dye (FD&C Red #40) was applied at 1 pint/acre by the A1 Mister with the output nozzle directed 5–15 degrees below horizontal at a ground speed of 15 mph from a levee that was elevated 3–6 feet above the tidal marsh (Figure 17A). The A1 Mister wind that propels the larvicide mist was 98.3 mph at the mister output atomizer (not shown). Cards that change color when exposed to liquid or that showed the red-dyed droplets were placed perpendicular to the path of the A1 Mister to capture the larvicide mist, imaged using a DSLR camera fitted with a macro lens, and the droplets analyzed using ImageJ software (Figure 17B). The mist traveled up to 60 meters from the A1 Mister but did not extend substantially beyond 30 meters (Figure 17C; 1 meter is approximately 1 yard). Droplet density was highest 7 meters from the A1 Mister with a higher density observed using the water sensitive cards relative to those that captured the red dye droplets (27.9 and 16.0 droplets/cm², respectively; Figure 17C). Average droplet diameter measurements were highest on the red dye cards at 15 meters from the mister (123.8 microns (μm)), and at 30 meters for the water sensitive cards (118.1 μm; Figure 17D). The higher droplet diameter on the red dye cards may have resulted from the red-dyed Vectobac 12AS becoming flattened when the cards were collected. Many vector control labs report mean droplet diameter as mean droplet volume (DV 0.5). However, it may be of greater value to report the distribution of droplet diameters using a violin plot (Figure 17E). The application rate of the Vectobac 12AS was calculated using the formula of a sphere (volume = $(4/3) * (\text{radius})^3 * \pi$) and was optimal at 7–15 meters from the A1 Mister (1.1 ± 0.4 pints/acre; Figure 17F). Turbine misters such as the A1 offer an attractive alternative to hand treatments in tidal marshes.

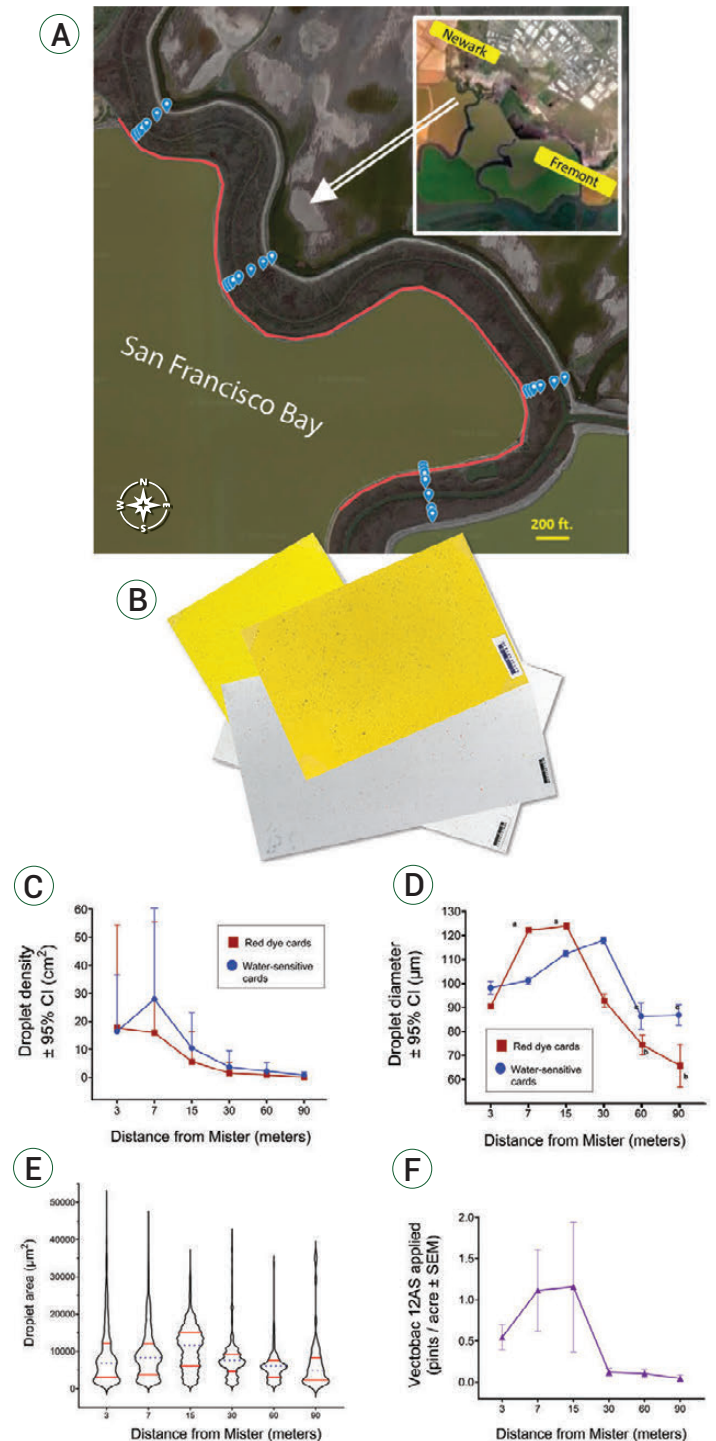


Figure 17. Droplet analysis of A1 Super Duty Mister trial in a tidal salt marsh that abuts San Francisco Bay. (A) Vectobac 12AS mixed with red dye (FD&C Red #40) was applied at 1 pint/acre (the label rate). Red line indicates the driving path of the A1 Mister truck and blue pins show location of droplet assessment cards that were placed at 3, 7, 15, 30, 60, and 90 meters perpendicular to the path of the A1 Mister. Surface wind speed was 10.7 mph to the northwest (toward the upper right corner of Figure 17A). The map insert shows the location of the treatment site in relation to the cities of Newark and Fremont. (B) Yellow water sensitive assessment cards that turn blue when the contact water and assessment cards which show the red dye that was mixed with the Vectobac 12AS larvicide. Droplet density (C) and diameter (D) on the water sensitive and red dye cards at multiple distances from the A1 Mister. (E) Violin plot showing the distribution of droplet areas on the water sensitive cards. (F) Vectobac 12AS application rate as measured using the water sensitive cards.

PUBLIC OUTREACH

Public education and outreach efforts aid the District's Integrated Vector Management program by encouraging the reduction and prevention of mosquito habitats on private and public property. The District had many plans for 2020 including an open house to celebrate our 90th year anniversary, greater public events presence, and a new classroom-based education program for 3rd graders. Unfortunately, COVID-19 disrupted all these plans.

When the governor issued a Shelter-in-Place order, schools began the complicated process of shifting entirely to remote learning, cities canceled public events, and no one was sure how long Alameda County would suffer the acute effects of the pandemic. Unfortunately, much of 2020 and 2021 was spent between surges and plateaus of cases. Nonetheless, the District hired its first Public Outreach Coordinator in July 2020, enhanced social media presence, attended virtual events, and planned for a post COVID world.

EVENTS

Typically the District participates in large events, such as Día de los Muertos, Newark Days, and the Solano Stroll to name a few. In 2020, all events were canceled, and in 2021 most events did not occur or purposefully limited the number of vendors. Completed events included a mosquito education presentation to 4-H of Bayside (10-16 year-old students), virtual Día de los Muertos (2020), virtual Newark Days (2020), Downtown Hayward Street Party (2021), and a San Leandro Creek clean-up (2021).

SOCIAL MEDIA

FACEBOOK AND TWITTER

Both social media giants receive the same messages and memes resulting in a similar number of posts (Figures 18, 19). However, Twitter has a far larger audience (Figure 19), owing to the larger numbers of "entomology Twitter" followers and ease of sharing. The District has had an even number of shares and likes over the years.

NEXTDOOR

This outlet allows the District to distribute messages to the entire county, or key neighborhoods (Figure 20). This tool is especially helpful when certain neighborhoods are experiencing mosquitoes. We do not have access to communications that happen among neighbors so it is important that residents reach out to us directly if they would like us to respond. Nextdoor will continue to be an invaluable tool, especially in case of an invasive *Aedes* threat.

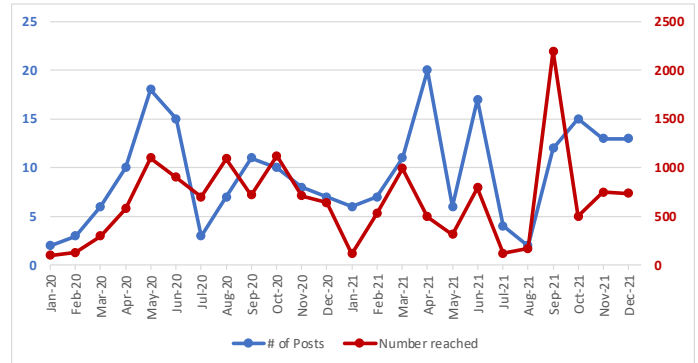


Figure 18. ACMA Facebook account activity.

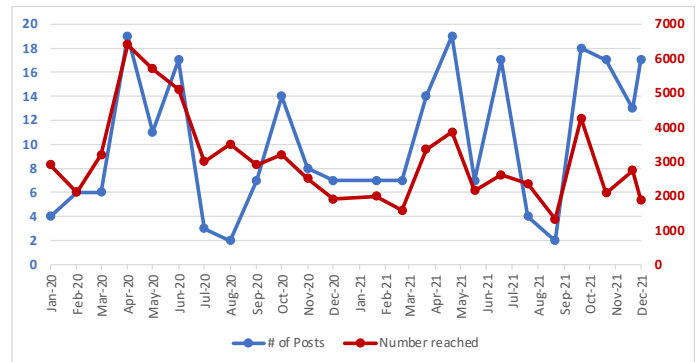


Figure 19. ACMA Twitter account activity.

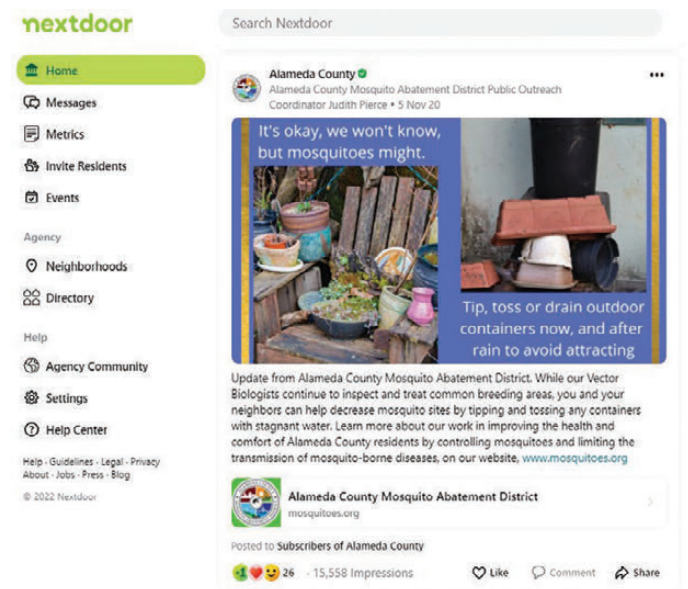


Figure 20. A sample post from the ACMA Nextdoor account.

PRESS

WEST NILE VIRUS

The District detected West Nile virus in birds but not mosquitoes in 2020 and 2021. The first indication of West Nile virus in Alameda County triggers the District to send a press release to major news outlets in the area, including print and television media. In 2021 three different newspapers printed articles about the West Nile virus positive birds.

STERILE INSECT TECHNIQUE

In November 2021, the Berkeley City Council considered sending a letter to government officials opposing the release of genetically modified mosquitoes in California. As the local experts on mosquito control in the county, the District used the opportunity to educate the council and the public on current sterile insect techniques. Our Berkeley trustee, the Laboratory Director, and the Public Outreach Coordinator all spoke at the Berkeley City Council meeting (**Figure 21**). After an hour-long discussion, the city council voted against sending the letter. Berkeleyside.org featured a story about the meeting and there were a few comments on the website along with comments on the District's social media pages.

PUBLIC ENGAGEMENT

INVASIVE AEADES TRAINING AND HELP

As a part of the District's emergency response coordination, the Public Outreach Coordinator worked with the Mechanical Specialist to organize a meeting and initial training with the heads of local Community Emergency Response Team (CERT) groups (**Figure 22**). The training yielded many questions along with verbal confirmations from CERT leaders that volunteers would be prepared to mobilize if ACMAD needs help for an invasive *Aedes aegypti* response. Following the initial training, the Public Outreach Coordinator sent additional training materials to selected cities at their request.

HOMEOWNER ASSOCIATIONS IN SOUTH COUNTY

After a fly-off of adult mosquitoes in 2020 yielded many complaints from the same neighborhood, the Public Outreach Coordinator worked to gain contact information for 12 homeowner association (HOA) managers along the marsh. The goal of this effort was for the HOA managers to consolidate mosquito concerns rather than every member of a community calling and overloading our service request system. HOA's are also a useful way to disseminate information quickly among a community.



Figure 21. A screenshot from the Berkeley City Council meeting where the ACMAD Board President (2021), Robert Beatty PhD, and ACMAD staff, Eric Haas-Stapleton PhD, and Judith Pierce Davison MPH, presented.



Figure 22. An example of the training CERT Coordinators received.

LOCAL GOVERNMENT

After a number of city governments sent residents to other organizations for mosquito control concerns, ACMAD launched an email and presentation campaign to inform cities of our services. The Public Outreach Coordinator reached out to multiple offices within every city's public works and code enforcement departments with an introduction email and option to present at future department meetings. Cities were grateful to learn about the resources we offer and the District plans to send out periodic reminders about our services.

In November of 2021 the District was invited to host Assemblymember Bill Quirk as he presented a check to CalSurv, the California statewide vector surveillance website (**Figure 23**). The presentation included a demonstration of the CalSurv website by our Laboratory Director and a tour of the District facility. Assemblymember Quirk sponsored bill AB 320 which codified CalSurv in state statute in 2019 and was instrumental in getting CalSurv into the state budget.



Figure 23. The CalSurv check presentation by Assemblymember Bill Quirk.

EDUCATION

Since winter of 2020, the Public Outreach Coordinator compiled lesson plans from multiple mosquito control districts, including Marin-Sonoma, Lee County in Florida, and Greater Los Angeles. These plans were then adapted specifically for Alameda County. Unfortunately, most Alameda County students were not back in class full time during the spring semester of 2021 and the fall 2021 school year remained complicated given new COVID-19 protocols. The Public Outreach Coordinator is working to roll out initial testing of the District-created curriculum (**Figure 24**) to gain insight into which lessons can work, and how to improve or modify them for teachers. The official rollout to all schools is planned for the fall of 2022.

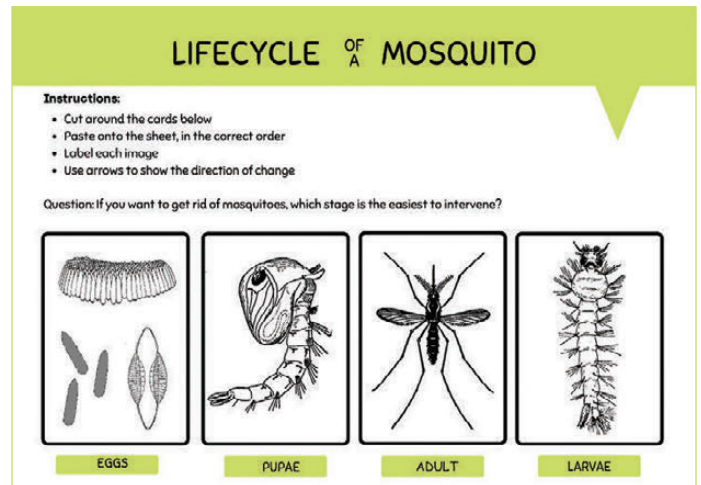


Figure 24. A sample of the school program worksheets.

INFORMATION TECHNOLOGY UPDATE

Over the last two years, ACMAD had to quickly shift to operating in a decentralized environment by adopting remote work technologies. While this was not something new to the District, it had only been done previously for short periods of time. With the extended need for remote work to comply with public health orders, each department evaluated its readiness to work remotely without compromising cybersecurity.

A REMOTE WORKFORCE

To produce a mobile and remote workforce, each facet of our District business model was migrated to the cloud (e.g., computing, communication, access functions). Our cloud-based telephone system allowed office staff to route calls to a home office or cellular phone. District staff already periodically used virtual meetings, but we needed to scale up the technology for holding meetings from any location. Teleconferencing was deployed to give staff, management, and the Board of Trustees the ability to attend meetings and communicate from the field or their home office. Our geospatial database enabled operations and lab staff to work remotely in the field using tablets that were connected by cellular technology. Operations staff returned to the District office only when they needed to replenish supplies. All data entry was performed in the field.

District documents were converted to digital files in Office 365 and SharePoint, a cloud-based file repository. Employees now had access to District documents from any computer or tablet from any location that had cellular data. Remote timekeeping was mandatory. OnePoint, our HR solution, allowed employees to clock in and out, along with all other HR functions, using their cell phones or tablets remotely. ACMAD participation in committees and meeting of the Municipal Information Systems Association of California helped the District stay updated on potential security threats.

ARCHIVING RECORDS

The digital transformation at ACMAD continued with the archiving of all historical media to the cloud. Earlier work resulted in the digitizing of every board packet dating back to 1930 and moving all working documents to SharePoint, however, we knew it was only a matter of time before all archival data would need to be clouded for safety and security. Over the last two years, efforts focused on archiving and restoring photos, videotapes, wire recordings, and movie reels to prevent further degradation. The District office housed media dating back to the early 1900s. Old movie reels had short videos like Disney's "The Winged Scourge" and educational public service features that were shown in silent movie houses around Alameda County. Using today's technology, we were able to restore 16 mm and 35 mm film from as far back as the 1930s and videotape interviews from the 1970s through the 2000s into Ultra High Definition 4K video. All old plate photography and slides have also been persevered and converted into high-resolution digital files. ACMAD used these mediums to document the history of the District's dedication to serving the citizens of Alameda County.

By peeking into history through photos and films and listening to wire recordings of District founders William Herms and Harold Grey, we learn that ACMAD has always changed with the times by using the best that technology has to offer. The District has a steadfast history of education and documentation through the technology of the time. In continuance of that tradition, the upgrade of our media library to cloud-based storage was the next logical step to preserve these records for future generations.

FACILITY AND EQUIPMENT

COMPLETION OF REMODEL

The District completed the interior remodel (**Figure 25**) in the first few months of 2020 before COVID restrictions limited outsourced projects. Final touches to the project included standing desks with appropriate computer and monitor mounting. A slight change in the office floorplan required new evacuation maps and room signage for safety and aesthetics. The District also included some privacy features to accommodate the needs of some new members of the ACMAD family...congratulations to Ben, Judith, Jeremy, and Sarah.

SAFETY

In 2020, as COVID played a heavier hand in our daily lives, requirements and restrictions regarding safety were constantly changing. Routine safety equipment such as masks and gloves became increasingly difficult to source. In addition to COVID, 2020 was the worst fire season in California history, producing poor air quality. With a little strategic planning and cooperation with the Alameda County Emergency Managers Association, the District was never without proper personal protective equipment (**Figure 26**). ACMAD established and followed safety plans and protocols accordingly.

EXTERIOR PAINT

As COVID surges came and went, the District managed to squeeze in an exterior paint project (**Figure 27**). Everything but the main office/lab stucco building was due for a wash and a fresh coat of paint, so the bids went out and paint began in April of 2021. Prior to painting the buildings, some additional parking lines were added throughout the facility to provide extra identified parking spaces.

NURSE TANK & TRAILER MODIFICATIONS

Some areas within Alameda County do not have a convenient water source for operations staff to refill the treatment tanks on the Argos. Hauling a separate trailer with a nurse tank is just as inconvenient. As a solution, low-profile aluminum tanks were constructed to fit between the tracks of the Argo (**Figure 28**). By utilizing the unused space on the trailer under the Argo, an additional 100 gallons of water can now be



Figure 25. Remodel project completion.



Figure 26. COVID protocols in place at the District.



Figure 27. Before, after, and during the exterior paint project.



Figure 28. Nurse tank and utility box additions to the Argo trailers.

carried. This gives operations staff enough water for two more treatment loads. Modifications to the suction and discharge of the sprayer make for an easy transfer of water. Additional modifications included a utility box mounted to the front of the trailer.

EV STATIONS

February of 2020 marked the completion of the final steps of the 2019 Solar Project. Two dual plug EV towers were installed near the front of the District parking lot, allowing charging for four electric vehicles (Figure 29). Parking safety features were also added for additional protection.



Figure 29. EV station intallations.

GENERAL FUND STATEMENT

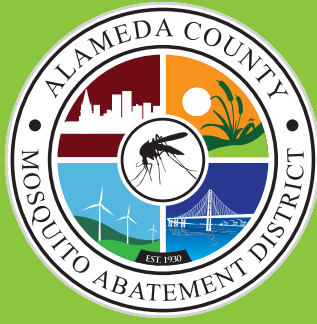
FOR FISCAL YEARS ENDING JUNE 30, 2020 AND JUNE 30, 2021

	2020	2021
REVENUES :		
Property taxes	\$ 2,502,132	\$ 2,624,188
Redevelopment distribution	\$ 297,598	\$ 364,485
Special Assessments	\$ 1,951,959	\$ 1,962,192
Homeowners Property Tax Relief, State Subvention	\$ 16,055	\$ 15,854
Interest	\$ 176,499	\$ 236,567
Other Revenue	\$ 202,459	\$ 203,268
TOTAL REVENUES	\$ 5,146,702	\$ 5,406,554
EXPENDITURES :		
Salaries and fringe benefits	\$ 2,854,468	\$ 2,990,918
Materials, supplies, and services	\$ 867,982	\$ 817,384
Capital outlay	\$ 464,392	\$ 36,964
TOTAL EXPENDITURES	\$ 4,186,842	\$ 3,845,266
NET CHANGE IN FUND BALANCES	\$ 959,860	\$ 1,561,288
FUND BALANCES, BEGINNING OF PERIOD	\$ 7,991,796	\$ 8,951,656
FUND BALANCES, END OF PERIOD	\$ 8,951,656	\$ 10,512,944

COMBINED BALANCE SHEET

FOR FISCAL YEARS ENDING JUNE 30, 2020 AND JUNE 30, 2021

	JUNE 30, 2020		JUNE 30, 2021	
ASSETS				
Current and Investments	\$	9,107,233	\$	10,699,709
Capital Assets (Net)				
Non-depreciable assets	\$	61,406	\$	61,406
Depreciable assets, net	\$	2,548,142	\$	2,331,620
Net OPEB asset	\$	1,823,556	\$	2,522,763
TOTAL ASSETS	\$	13,540,337	\$	15,615,498
		=====		=====
Deferred Outflow	\$	1,056,534	\$	936,411
LIABILITIES				
Account Payable	\$	155,577	\$	186,765
Compensated Absences	\$	200,290	\$	208,229
Net Pension Liability	\$	3,277,554	\$	3,603,091
TOTAL LIABILITIES	\$	3,633,421	\$	3,998,085
		=====		=====
NET ASSETS				
Invested in Capital Assets	\$	2,609,548	\$	2,393,026
Unrestricted	\$	7,132,452	\$	8,697,501
TOTAL NET ASSETS	\$	9,742,000	\$	11,090,527
		=====		=====



ALAMEDA COUNTY

MOSQUITO ABATEMENT DISTRICT

Our Mission

Alameda County Mosquito Abatement District is committed to improving the health and comfort of Alameda County residents by controlling mosquitoes and limiting the transmission of mosquito-borne diseases.

Our Vision

To serve all residents of Alameda County in a transparent and equitable manner by providing knowledge-driven and environmentally-conscious mosquito control. We strive to provide an exemplary model of good government through fiscal transparency and accountability.

510-783-7744

 www.mosquitoes.org

 Alameda County Mosquito Abatement District

 @AlamedaMosquito

www.mosquitoes.org

Alameda County Mosquito Abatement Dist.
Check Register
For the Period From Mar 1, 2022 to Mar 15, 2022

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount
3040	3/14/22	Airgas	609.93
3041	3/14/22	AT&T	70.39
3042	3/14/22	Cintas	402.58
3043	3/14/22	Clarke	2,455.67
3044	3/14/22	Coverall North America, Inc.	495.00
3045	3/14/22	Delta Dental	4,679.81
3046	3/14/22	Grainger	84.40
3047	3/14/22	Guaranteed Auto Service	1,369.97
3048	3/14/22	Hentschke, Eric Armin	100.00
3049	3/14/22	Industrial Park Landscape Maintenance	226.00
3050	3/14/22	NBC Supply Corp	598.05
3051	3/14/22	Nearmap US, Inc	10,000.00
3052	3/14/22	PC Professional	378.00
3053	3/14/22	PFM Asset Management LLC	1,944.21
3054	3/14/22	PG&E	742.14
3055	3/14/22	Testa, Julie	100.00
3056	3/14/22	The Regents of U.C	491.00
3057	3/14/22	U.S Bank Corporate Payment System	13,712.11
3058	3/14/22	Voya Institutional Trust Company	179.93
3059	3/14/22	Waste Management of Alameda County	288.82
3060	3/14/22	Young, George	100.00
ACH	3/14/22	Alameda County Mosquito Abatement Dist (Payroll)	78,699.52
ACH	3/14/22	Aguilar, Victor	100.00
ACH	3/14/22	Beatty, Robert .P	100.00
ACH	3/14/22	Bhat, Subrahmanya Y	100.00
ACH	3/14/22	CalPERS Retirement	15,192.50
ACH	3/14/22	CalPERS 457	3,273.63
ACH	3/14/22	Cox, Steven	100.00
ACH	3/14/22	Jordan, Preston	100.00
ACH	3/14/22	Kumagai, Shawn	100.00
ACH	3/14/22	Marquez, Elisa	100.00
ACH	3/14/22	Roache, Cathy J Pinkerton.	100.00
ACH	3/14/22	Savage, Tyler	100.00
ACH	3/14/22	Washburn, Jan	100.00
ACH	3/14/22	Welch, Courtney	100.00
Total Expenditures - March 15, 2022			137,293.66

Alameda County Mosquito Abatement Dist.
Check Register
For the Period From Mar 16, 2022 to Mar 31, 2022

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount
3061	3/29/22	Airgas	616.77
3062	3/29/22	Alco Sheet Metal and Heating, Inc.	150.00
3063	3/29/22	Argo Adventure	76.67
3064	3/29/22	CarQuest	81.29
3065	3/29/22	Cintas	403.13
3066	3/29/22	Clarke	344.39
3067	3/29/22	Delta Dental	4,679.81
3068	3/29/22	Grainger	79.88
3069	3/29/22	Guaranteed Auto Service	5,056.10
3070	3/29/22	Lemonlight Media, Inc.	6,300.00
3071	3/29/22	Namakan West Fisheries	625.00
3072	3/29/22	NBC Supply Corp	797.40
3073	3/29/22	PG&E	4,778.88
3074	3/29/22	Pitney Bowes	95.69
3075	3/29/22	The Hartford	107.19
3076	3/29/22	Verizon	521.55
3077	3/29/22	Voya Institutional Trust Company	179.93
3078	3/29/22	VSP	693.24
3079	3/29/22	Waste Management of Alameda County	8.22
3080	3/29/22	WEX Bank	4,449.80
3081	3/29/22	WEX Bank	306.37
ACH	3/29/22	Alameda County Mosquito Abatement Dist (Payroll)	82,190.57
ACH	3/29/22	CalPERS Health	37,076.66
ACH	3/29/22	CalPERS Retirement	15,206.02
ACH	3/29/22	CalPERS 457	2,723.99
Total Expenditures - March 31, 2022			167,548.55

Alameda County Mosquito Abatement District
Income Statement
March 31, 2022. (9 of 12 mth, 75%)

REVENUES	Actual 2019/20	Actual 2020/21	Current Month	Year to Date 2021/22	Budget 2021/22	Actual vs Budget
Total Revenue	\$ 4,986,220.87	\$ 5,150,753.15	\$ (96,488.05)	\$ 3,135,175.36	\$ 4,765,864.00	66%

EXPENDITURES	Actual 2019/20	Actual 2020/21 ¹	Current Month ²	Year to Date 2021/22	Budget 2021/22	Actual vs Budget
Salaries	\$ 1,970,928.74	\$ 2,029,103.97	\$ 177,462.15	\$ 1,579,839.50	\$2,236,282	71%
CalPERS Retirement	\$ 378,832.61	\$ 423,110.21	\$ 17,823.63	\$ 417,424.22	\$473,950	88%
Medicare & Social Security	\$ 29,651.04	\$ 27,866.82	\$ 2,360.31	\$ 22,182.92	\$33,062	67%
Fringe Benefits	\$ 465,466.14	\$ 502,898.39	\$ 47,236.71	\$ 394,973.37	\$579,596	68%
Total Salaries, Retirement, & Benefits	\$ 2,844,878.53	\$ 2,982,979.39	\$244,883	\$2,414,420	\$3,322,890	73%
Clothing and personal supplies (purchased)	\$ 6,213.94	\$ 4,859.20	\$ 76.20	\$ 4,778.05	\$10,000	48%
Laundry service and supplies (rented)	\$ 10,648.44	\$ 9,124.98	\$ 805.71	\$ 7,216.76	\$15,000	48%
Utilities	\$ 25,962.21	\$ 15,421.56	\$ 5,818.06	\$ 14,729.23	\$17,000	87%
Communications-IT	\$ 80,735.47	\$ 71,771.02	\$ 12,148.92	\$ 47,521.97	\$112,400	42%
Maintenance: structures & improvements	\$ 16,678.86	\$ 20,261.51	\$ 376.00	\$ 19,705.64	\$35,000	56%
Maintenance of equipment	\$ 20,599.88	\$ 22,290.34	\$ 6,691.75	\$ 17,612.80	\$35,000	50%
Transportation, travel, training, & board	\$ 95,813.55	\$ 74,653.03	\$ 11,962.25	\$ 79,799.50	\$127,630	63%
Professional services	\$ 111,224.89	\$ 91,622.03	\$ 2,404.21	\$ 80,980.39	\$203,450	40%
Memberships, dues, & subscriptions	\$ 26,316.50	\$ 22,906.45	\$ 1,400.00	\$ 20,402.00	\$24,000	85%
Insurance - (VCJPA, UAS)	\$ 134,833.60	\$ 141,650.37	\$ -	\$ 160,442.32	\$150,611	107%
Community education	\$ 23,283.51	\$ 26,317.23	\$ 6,806.89	\$ 9,188.92	\$39,500	23%
Operations	\$ 179,304.00	\$ 223,362.22	\$ 2,080.68	\$ 65,245.48	\$239,000	27%
Household expenses	\$ 14,817.21	\$ 15,882.05	\$ 574.88	\$ 9,589.59	\$17,350	55%
Office expenses	\$ 13,760.57	\$ 9,747.67	\$ 184.68	\$ 3,828.19	\$12,000	32%
Laboratory supplies	\$ 100,794.23	\$ 64,135.55	\$ 8,351.60	\$ 53,405.06	\$144,000	37%
Small tools and instruments	\$ 2,055.54	\$ 2,189.34	\$ -	\$ 1,088.90	\$3,000	36%
Total Staff Budget	\$ 863,042.40	\$ 816,194.55	\$ 59,681.83	\$ 595,534.80	\$1,184,941	50%
Total Operating Expenditures	\$ 3,707,920.93	\$ 3,799,173.94	\$ 304,564.63	\$ 3,009,954.81	\$4,507,831	67%

1 - As of June 30, 2021.

2 - Total Operating Expenditures in current month may not match the check register due to accounts receivable and petty cash transactions.

**Alameda County Mosquito Abatement District
Investment, Reserves, and Cash Balance Report
March 31, 2022. (9 of 12 mth, 75%)**

Account #	Investment Accounts	Beginning Balance	Deposits	Withdrawals	Earnings	Ending Balance
1004	LAIF ¹	\$ 1,293,778.59	\$ 2,964,000.00	\$ (304,000.00)	\$ -	\$ 3,953,778.59
1005	OPEB Fund	\$ 4,998,565.26	\$ -	\$ -	\$ 11,238.57	\$ 5,009,803.83
1006	VCJPA Member Contingency ²	\$ 371,021.00	\$ -	\$ -	\$ -	\$ 371,021.00
1008	CAMP: Repair and Replace	\$ 1,355,737.29	\$ -	\$ -	\$ 291.12	\$ 1,356,028.41
1009	CAMP: Public Health Emergency	\$ 526,403.42	\$ -	\$ -	\$ 113.04	\$ 526,516.46
1010	CAMP: Operating Reserve	\$ 1,945,005.40	\$ -	\$ -	\$ 417.66	\$ 1,945,423.06
1011	CAMP: Capital Reserve Fund	\$ 30,007.60	\$ -	\$ -	\$ 6.44	\$ 30,014.04
1012	PARS: Pension Stabilization ³	\$ 1,818,487.99	\$ -	\$ -	\$ (26,733.58)	\$ 1,791,754.41
Total		\$ 12,339,006.55	\$ 2,964,000.00	\$ (304,000.00)	\$ (14,666.75)	\$ 14,984,339.80

Account #	Cash Accounts	Beginning Balance	Withdrawals	Activity	Ending Balance
1001	Bank of America (Payroll Account) *	\$ 8,992.52	-	-	\$ 90,033.89
1002	Bank of The West (Transfer Account) *	\$ 356,414.24	-	-	\$ 370,750.50
1003	County Account	\$ 291,046.61	\$ -	\$ (97,053.28)	\$ 193,993.33
1013	Petty Cash	\$ 453.03	\$ -	\$ (20.00)	\$ 433.03
Total		\$ 656,906.40	\$ -	\$ (97,073.28)	\$ 655,210.75

1 - \$2,964,000.00 transferred to LAIF from Bank of the West.

2 - VCJPA Member Contingency balance is as of December 31, 2021.

3 - PARS - Pension Stabilization balance is as of February 28, 2022.

* - Ending balance differs from beginning balance due to checks clearing the account.

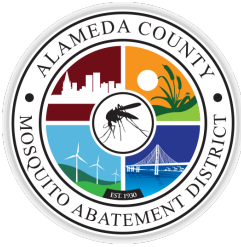
Alameda County Mosquito Abatement
Balance Sheet Comparison
March

ASSETS

	3/31/2022	3/31/2021	3/31/2020
Current Assets			
Bank of America payroll	90,033.45	105,286.87	108,964.30
Bank of the West	439,835.09	314,878.31	393,385.90
County	193,993.33	190,817.60	172,989.16
Cash with LAIF	3,953,778.59	3,029,655.96	1,574,048.77
VCJPA- Member Contingency	371,021.00	371,828.00	369,337.00
CAMP - Repair and Replace	1,356,028.41	1,040,847.39	974,764.77
CAMP - Public Health Emergency	526,516.46	526,151.03	524,468.35
CAMP - Operating Reserve	1,945,423.06	1,944,072.83	1,937,855.50
CAMP - Capital Reserve Fund	30,014.04	59,099.38	151,544.65
PARS	1,791,754.41	1,786,820.78	1,490,604.94
Petty cash	433.03	405.78	253.35
	10,698,830.87	9,369,863.93	7,698,216.69
Total Current Assets			
Property and Equipment			
Acc Dep - equipment	(1,479,068.00)	(1,479,068.00)	(1,285,631.98)
Acc Dep - stru & improv	(2,485,267.00)	(2,485,267.00)	(2,349,631.01)
Construction in progress	-	-	602,327.16
Equipment	1,751,859.00	1,751,859.00	1,699,506.64
Structure/improvement	4,799,729.70	4,760,618.00	4,638,621.62
Land	61,406.00	61,406.00	61,406.00
	2,648,659.70	2,609,548.00	3,366,598.43
Total Property and Equipment			
Other Assets			
Net OPEB Asset	2,522,763.00	1,823,556.00	690,338.00
	2,522,763.00	1,823,556.00	690,338.00
Total Other Assets			
	\$ 15,870,253.57	\$ 13,802,967.93	\$ 11,755,153.12

LIABILITIES AND CAPITAL

Current Liabilities			
Accounts payable	\$ 99,730.86	\$ 80,916.88	\$ 158,409.59
Acc payroll/vacation	208,228.89	200,290.26	187,668.43
Def inflow - 75	1,254,695.00	931,786.00	49,810.00
Def inflow pen defer GASB 68	289,664.00	289,664.00	192,480.00
Defer outflow pen cont GASB 68	(1,056,534.00)	(1,056,534.00)	(1,208,279.00)
Net pension liability GASB 68	3,277,554.00	3,277,554.00	2,952,714.00
	\$ 4,073,338.75	\$ 3,723,677.14	\$ 2,332,803.02
Total Current Liabilities			
	4,073,338.75	3,723,677.14	2,332,803.02
Capital			
Designated fund balances	4,816,355.25	4,440,057.25	4,763,137.19
Investment in general fixed as	6,894,403.96	5,296,151.61	4,637,374.11
Net Income	86,155.61	343,081.93	21,838.80
	11,796,914.82	10,079,290.79	9,422,350.10
Total Capital			
	\$ 15,870,253.57	\$ 13,802,967.93	\$ 11,755,153.12
Total Liabilities & Capital			



MONTHLY STAFF REPORT –1099

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General Manager

1. OPERATIONS REPORT

This year’s trend of low rainfall amounts continued in March. This, coupled with mostly warm, spring-like weather, hastened the shift of operations from fall/winter mosquito species to a focus on spring/summer sources. Final treatments were conducted for our winter *Aedes spp.* *Culiseta inornata* larva continued to be collected and treated as more collections of larvae of our spring and summer *Culex spp.* were made. Typically, our winter *Aedes spp.*, *Aedes squamiger*, *Aedes washinoi*, and *Aedes sierrensis*, will emerge as adults in mid to late March if their larvae have not been successfully treated. Early indications from ACMAD lab adult trapping, field observations, and service request analysis indicate that the 2021-2022 fall/winter treatment program was successful.

Some localized collections of adult *Ae. washinoi* are present near areas of dense willows and poison oak but in significantly lower numbers than in recent years. Some adult *Cs. inornata* are still being collected, however the numbers of larvae are dropped steadily as March progressed. This suggests that this species will start sequestering for the spring and summer months and will only reemerge to begin depositing eggs after the onset of cooler weather and rainfall later this year.

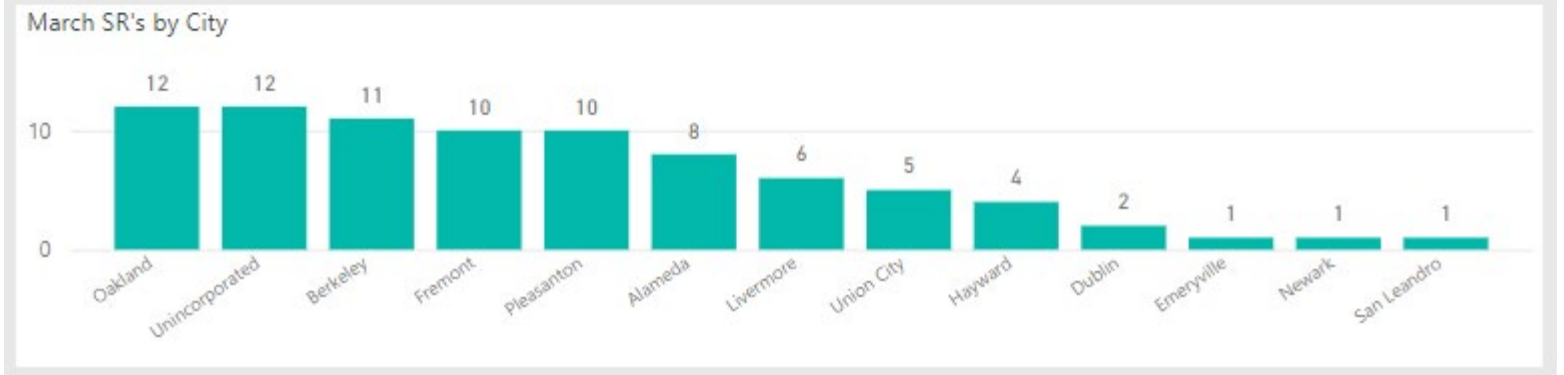
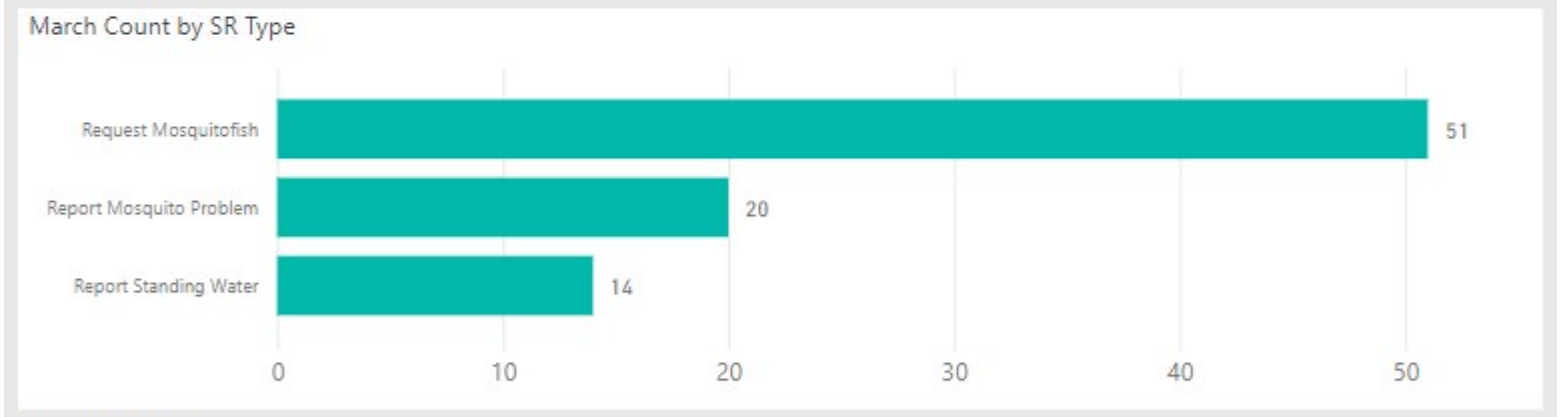
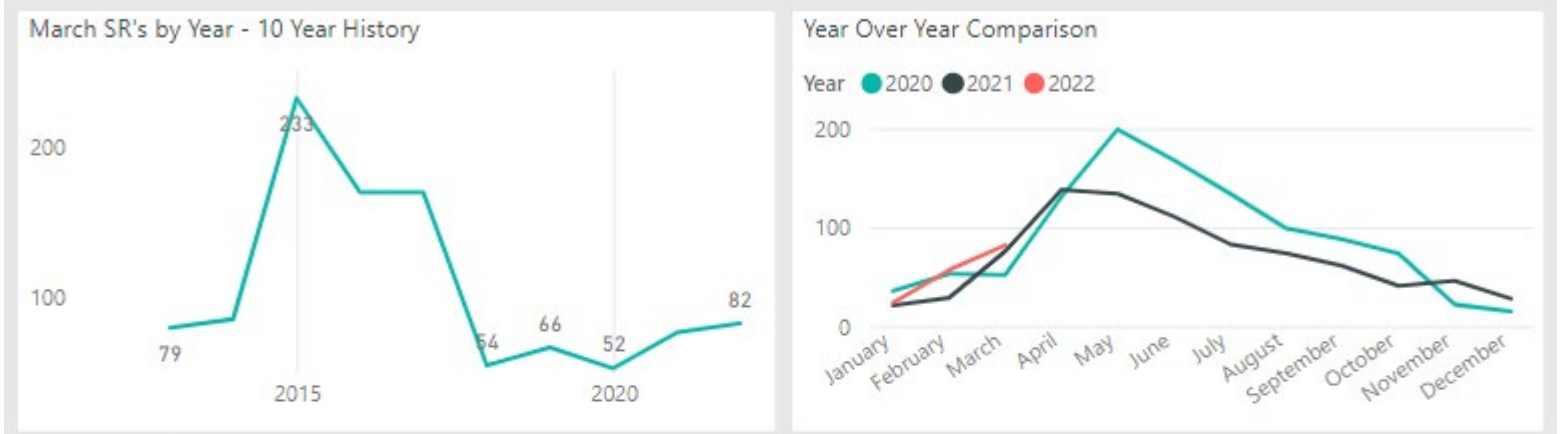
Operations' focus on *Culex tarsalis*, *Culex erythrothorax*, and *Culex pipiens* shifted into full gear during March. These first few months of intensive control efforts on their larvae have an measurable impact on the number of adults of all three species that emerge into the environment. With all three species being competent vectors of West Nile virus, early control efforts have an impact on disease potential throughout the county during the spring, summer, and fall months. The focus on these three species will continue until they sequester in fall and winter as the weather cools and rainfall begins.

Requests for service received by the district in March were below the ten-year average for the month. Of the 82 requests for service, 52 were requests for mosquito fish to be placed in ornamental ponds, water gardens, unmaintained swimming pools, and livestock watering troughs. The next highest category of requests in March were requests to “report a mosquito problem”. Of the 20 calls received of this service request type, 13 were attributed to non-biting, “mosquito-like” insects including midges, crane flies, and fungus gnats. Operations staff use these calls as an opportunity to educate our public on these insects, their biology, and role in our ecosystem as well as educating callers on measures they can take on their own properties to prevent mosquito breeding sources. The other seven calls were attributed to mosquitoes emerging from containers, fountains, unmaintained swimming pools, and other sources of standing water that were present on the properties or adjacent properties of the callers. This provided another indication that treatments in marshes, ponding areas, tree holes, and other sources for our fall/winter species were successful. Significant numbers of these species, especially our winter *Aedes spp.*, tend to fly into residential areas rapidly. Their aggressive day-biting nature will have an impact on residents and generate many calls as soon as they appear.

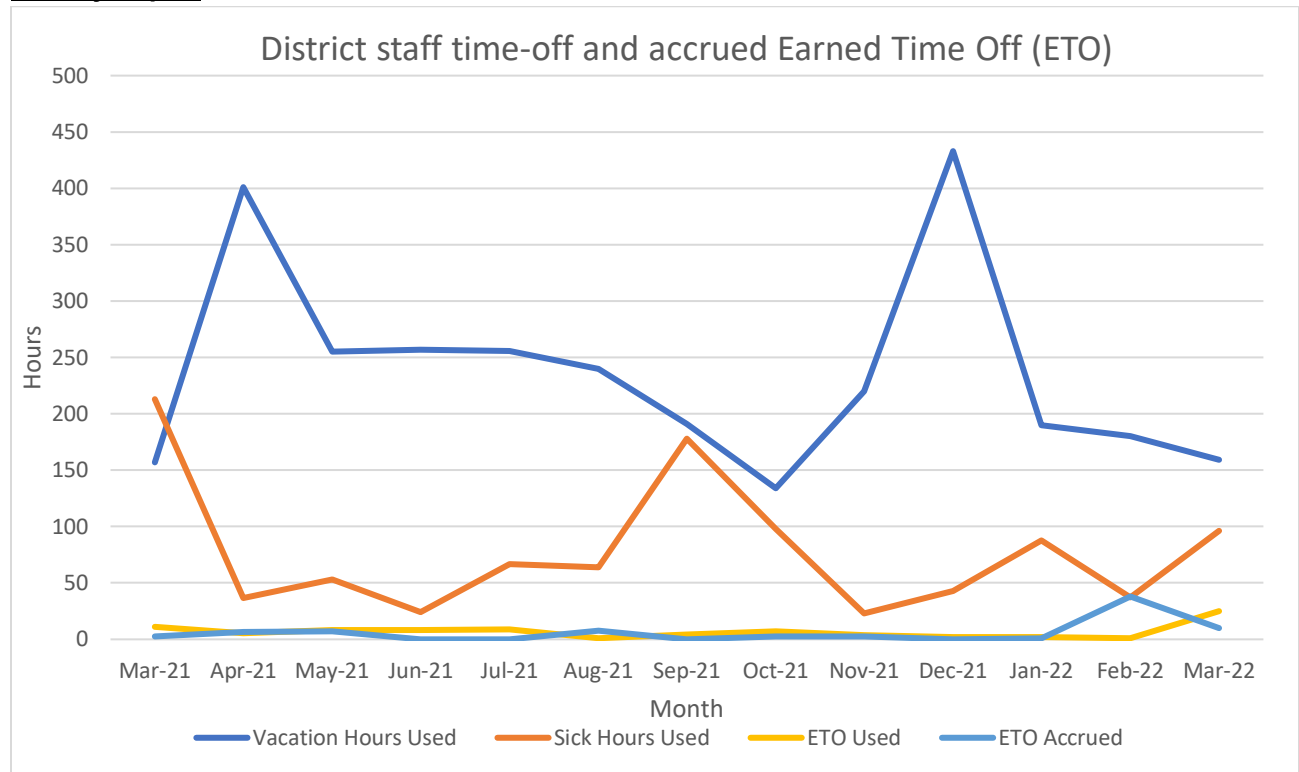
Field Operations Supervisor
Joseph Huston

Service Requests (March)

March SR Count	March 10 Year Min Count	March 10 Year Max Count	March 10 Year Average
82	52	233	106.70

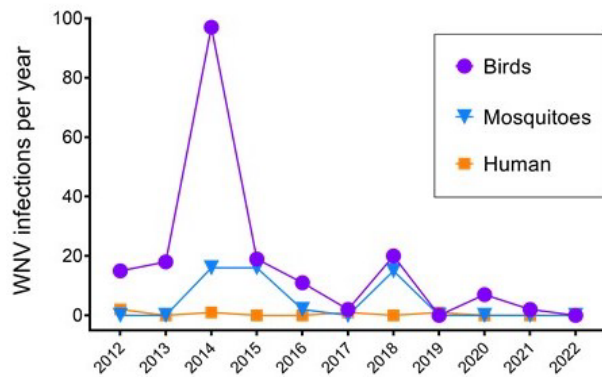


Activity Report

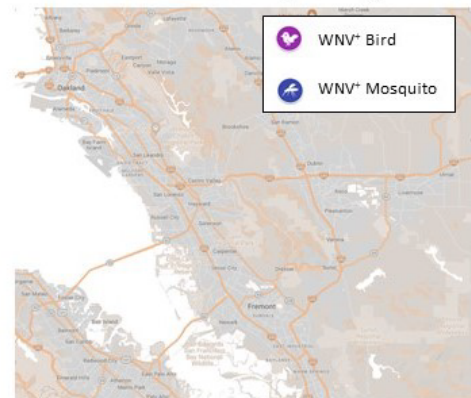


WNV Activity

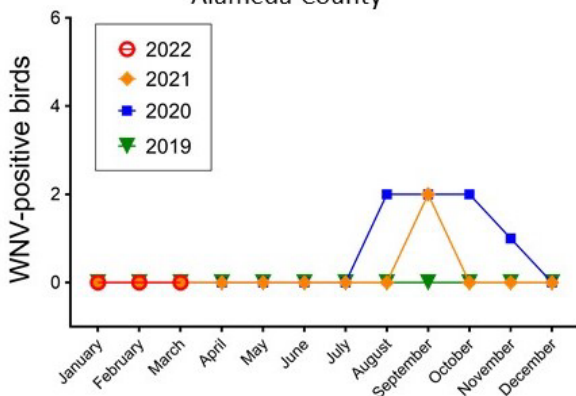
WNV infections detected in Alameda County 2011 – 2022



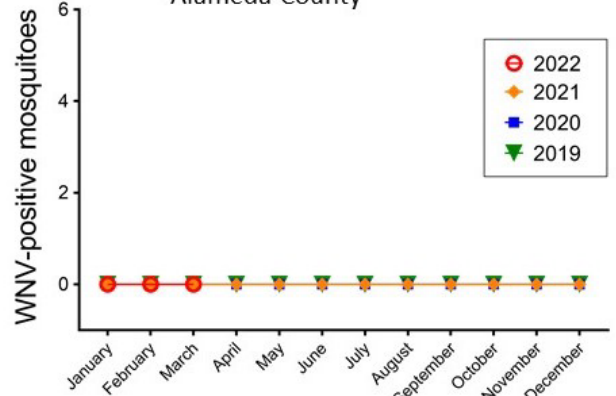
Locations of WNV-infected mosquitoes and birds collected in Alameda County during 2022



WNV-infected birds collected in Alameda County



WNV-infected mosquitoes collected in Alameda County



2. LAB

Summary

- *Arboviruses*. West Nile virus (WNV) was not detected in birds during March 2022. Saint Louis encephalitis virus (SLEV) and Western equine encephalitis virus (WEEV) was no detected in Alameda County during the prior 5 years.
- *Native mosquitoes*. A total of 450 CO₂-baited encephalitis virus survey (EVS) traps were placed during March, catching nearly 8,000 adult female mosquitoes (17.7 mosquitos per trap night). Three New Jersey Light Traps (NJLT) captured 217 adult mosquitoes during the same period. The sentinel chicken flocks will be returned to service during mid-spring.
- *Invasive mosquitoes*. Invasive *Aedes* mosquitoes were not detected in Alameda County during 2022.

Arbovirus Monitoring

- WNV was not detected in birds or mosquitoes during March. WNV was last detected in birds collected in Alameda County during October 2021.
- WNV was last detected in mosquitoes during 2018. Although the lab tests all groups of mosquitoes for the presence of SLEV and WEEV, neither have not been detected in the County for over a decade.
- Sentinel chicken flocks will be returned to service during late spring of the year.

Native Mosquito Abundance

- Lab staff placed 450 CO₂-baited EVS traps during March that captured a total of 7,968 adult female mosquitoes; a 2.6-fold increase over the prior month (Figure 1; 17.7 mosquitos per trap night).
- Highest abundance was in the area of Coyote Hills Regional Park where *Culiseta inornata* was most common (Figure 2A, 2B). The abundance of two WNV vectors, *Culex tarsalis* and *Culex erythrothorax*, is increasing in that area. Adult mosquito abundance in the eastern region of the county remains relatively low (Figure 2C). Thirty-two EVS traps did not collect mosquitoes (Figure 2A insert).
- Similar to last month, the two most abundant species in the county during March were *Culiseta inornata* and *Culex tarsalis*, followed by *Culex erythrothorax* (Figure 3). Of note, during the semi-quarterly meeting of the Vector Borne Disease Group of the San Francisco Bay Area, several neighboring districts described unusually high abundance of *Culiseta inornata* during the month of March. Fortunately, it is not a vector of any diseases relevant to human or other animal health.
- The three NJLT in service that are located in the southern region of the county collected a total of 217 mosquitoes, with *Culiseta inornata* and *Aedes washinoi* being most common (Figure 4).

LAB FIGURES

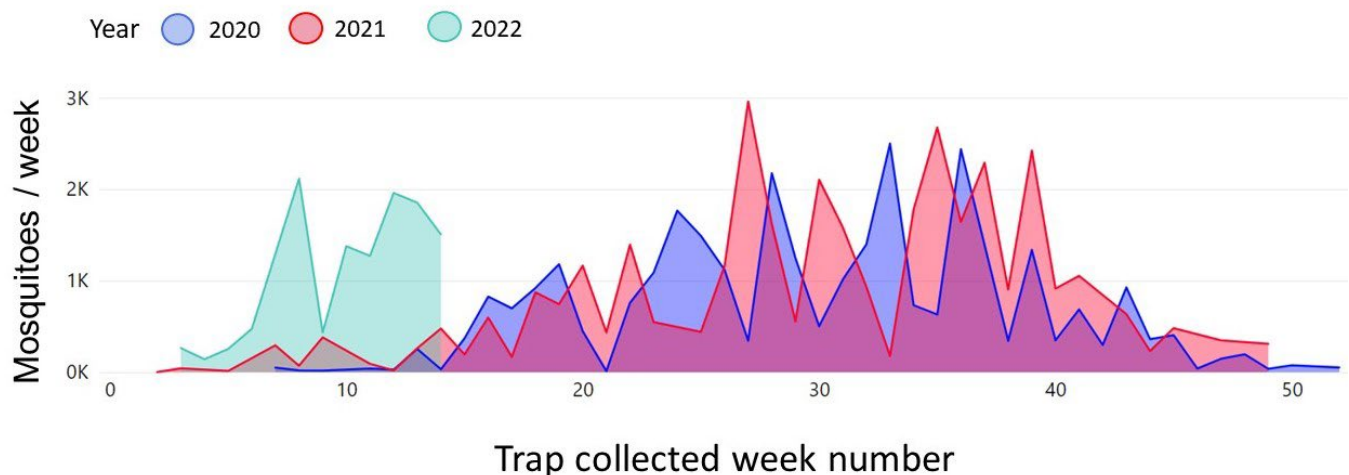


Figure 1. Mosquitoes captured in EVS CO₂ traps from 2020 – 2022. A total of 7,968 adult mosquitoes were captured in EVS CO₂ traps during March of 2022 and identified to species. Week 24 was excluded from the graph because the high anomalous abundance during 2021 skewed the y-axis.

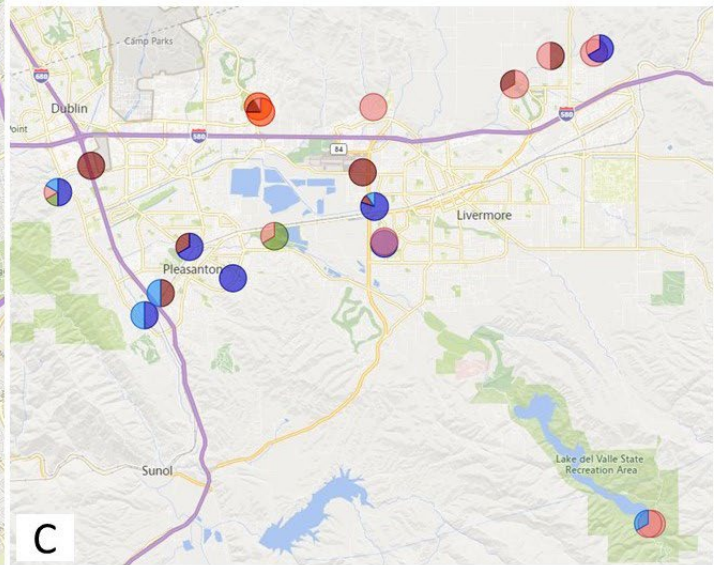
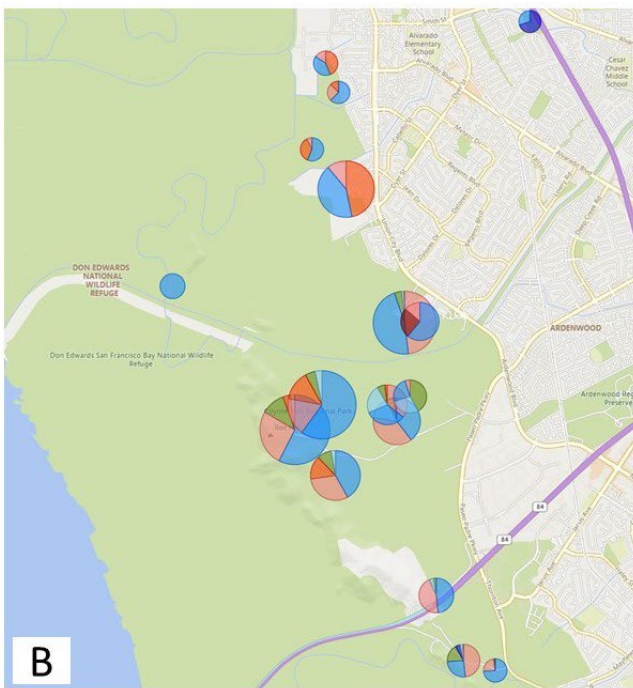
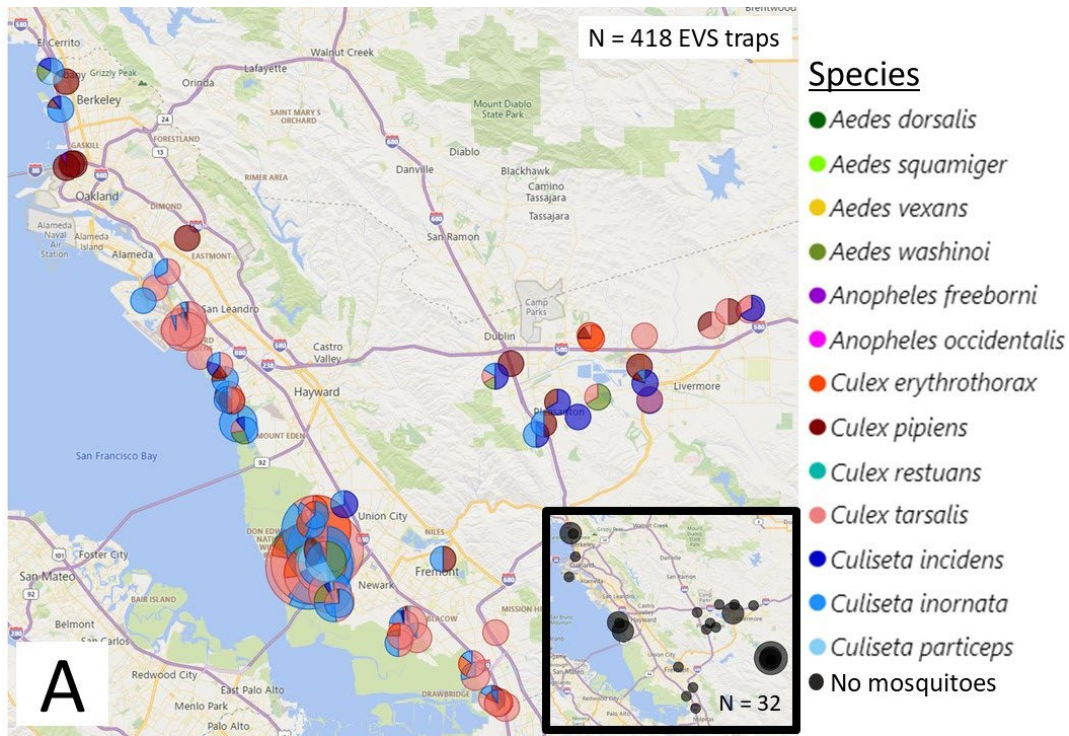


Figure 2. Mosquito abundance by trap site evaluated using EVS CO₂ traps. Pie charts over trap sites indicate the distribution of mosquito species collected at the trap site. The size of each pie chart indicates the relative number of mosquitoes at each site during March of 2022. (A) Alameda County (the insert shows traps that were placed but did not collect mosquitoes), (B) the midwestern region of the county, and (C) the eastern region.

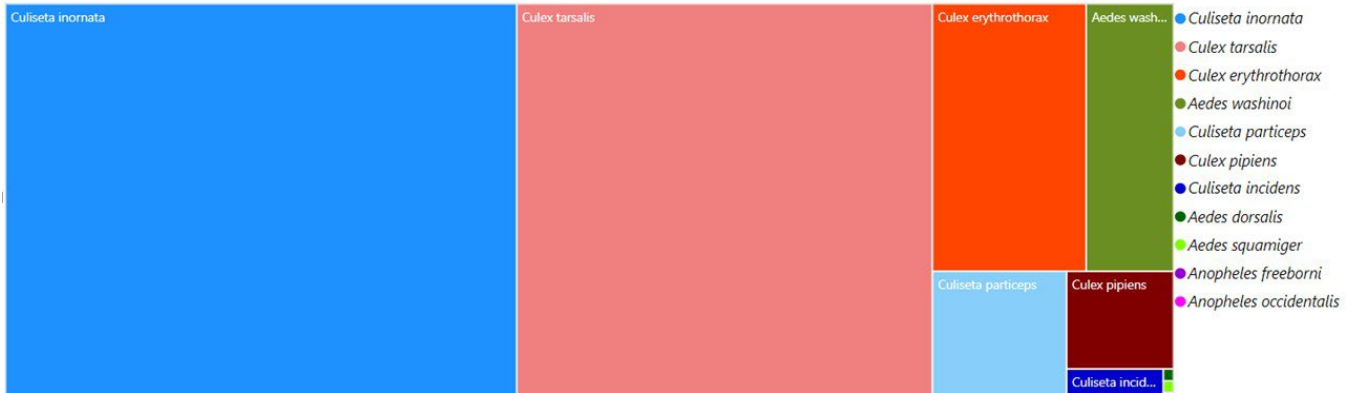
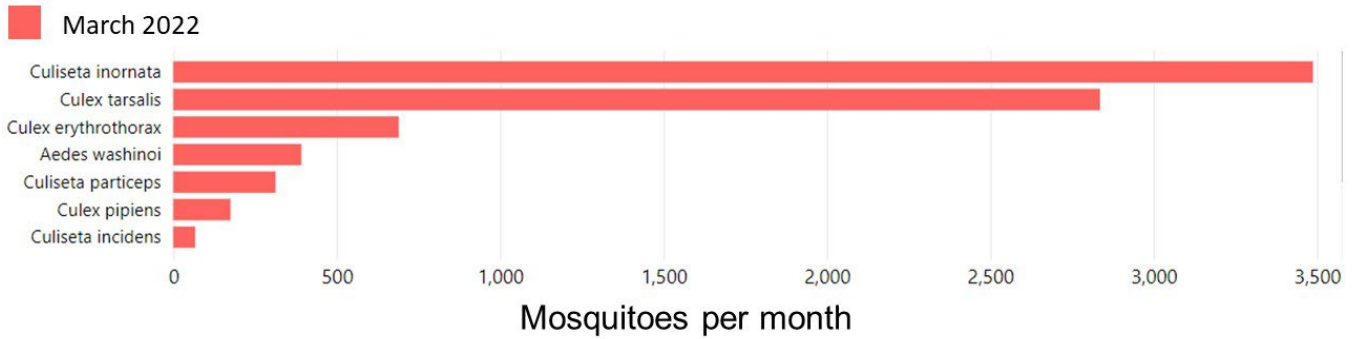


Figure 3. The most abundant species of mosquito captured using EVS CO₂ traps. Larger squares and rectangles indicate higher abundance of that species during March.

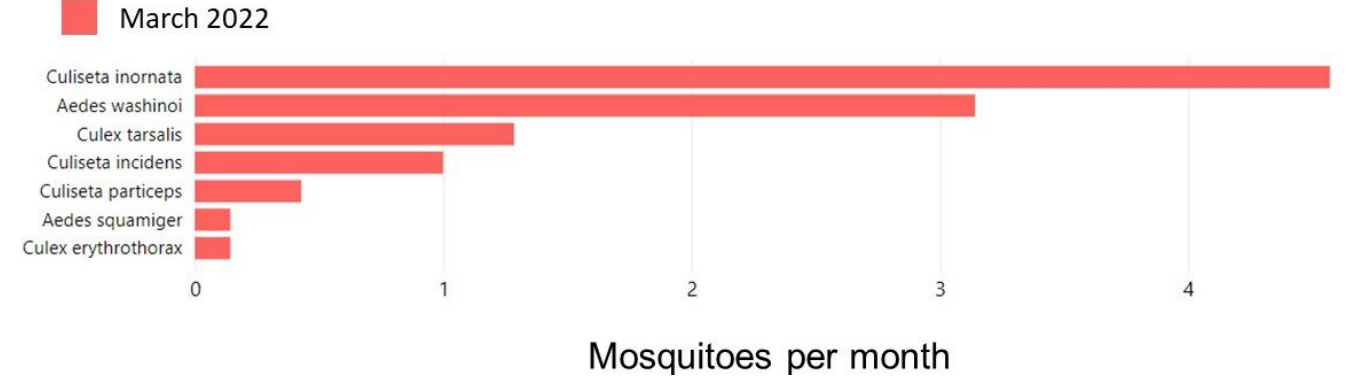


Figure 4. The most abundant species of mosquito captured in NJLT. A total of 217 mosquitoes were captured in NJLT.

Analysis and report by Eric Haas-Stapleton, PhD: Laboratory Director

3. PUBLIC EDUCATION

Completed Events in March

- Oakland Garden School (40 preschool aged children, 6 adults)
- Coyote Hills Elementary (24 3rd graders, 1 adult)

Upcoming events

- Khmer New Year Festival in Oakland, April 2
- Oakland Zoo Earth Day Celebration, April 15
- Agriculture Day for Livermore Schools, April 21
- Family Science Day for Lincoln Elementary in Newark, April 29

School program

- Seven teachers have confirmed they will pilot test the curriculum, 4 in Newark and 3 in San Leandro.
- One teacher in Newark completed the first two lessons and began the container project in mid-March.
- Collaborating with San Mateo's Public Health Education and Outreach Officer to build a network for MVCDs with education programs.

Google Analytics

Audience Overview

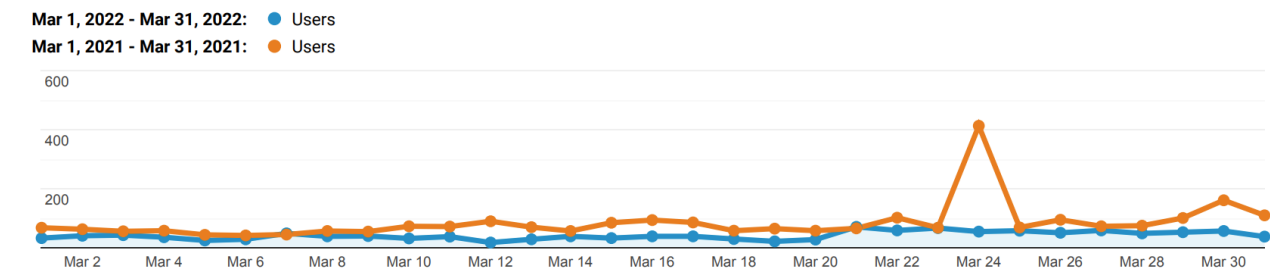


Figure 1: March website users 2022 compared to March 2021

Audience Overview

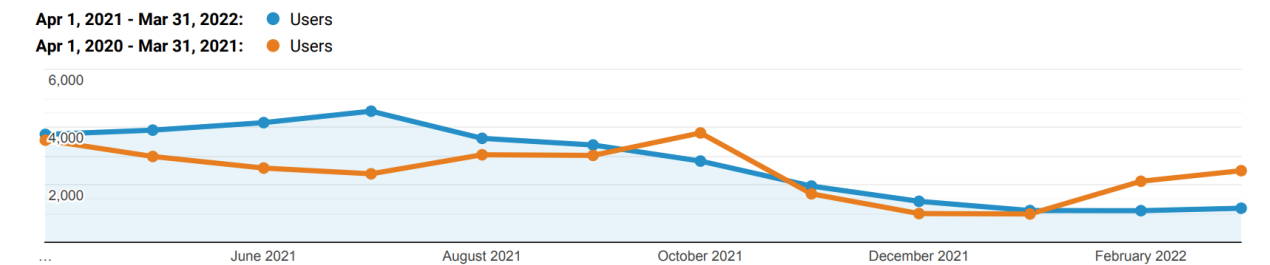
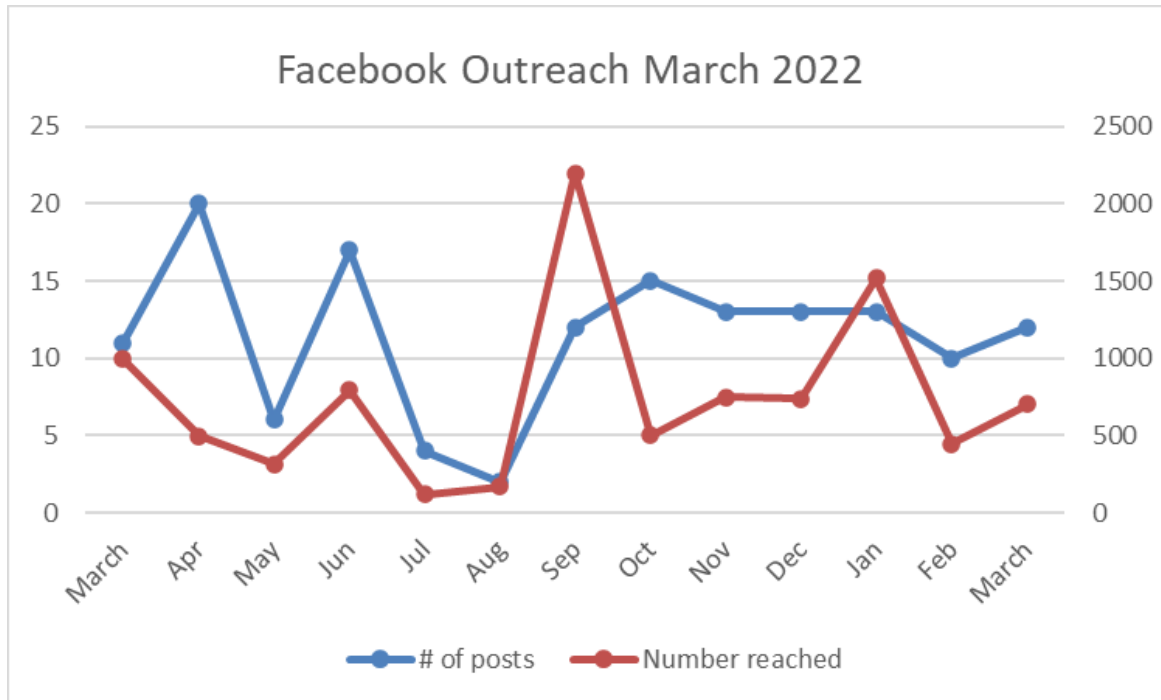


Figure 2. Comparison of website users over the past two years

Facebook

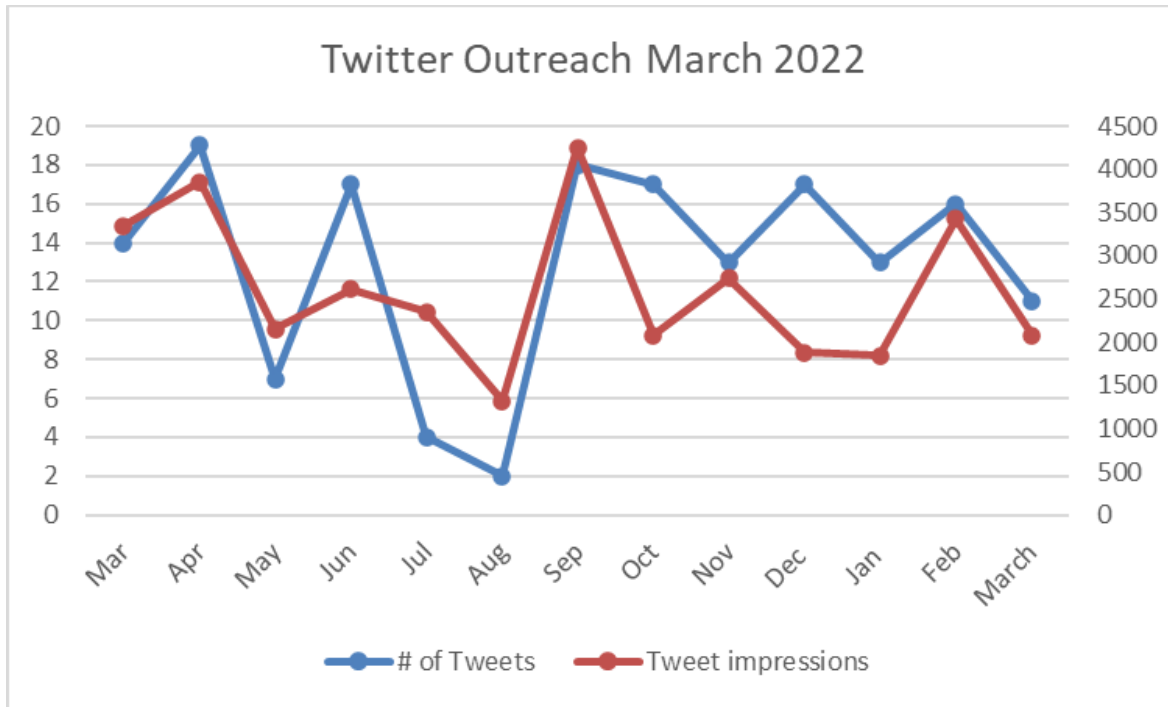


Number of Posts: 12 Reach: 702 Followers:333



Top March Facebook Post: Our folks are loving American Mosquito Control Association (AMCA)'s annual conference. Connecting with colleagues, learning about new technology and of course... WINNING! Congratulations to Mark and Eric on their awards during the Mosquito Lightning Talks Symposium. They're the two guys smiling brightly on the top center right.


Twitter




Number of Profile Visits in March: 277

Total Number of Followers: 768 (5 added)

Notice something wiggling in your pond?

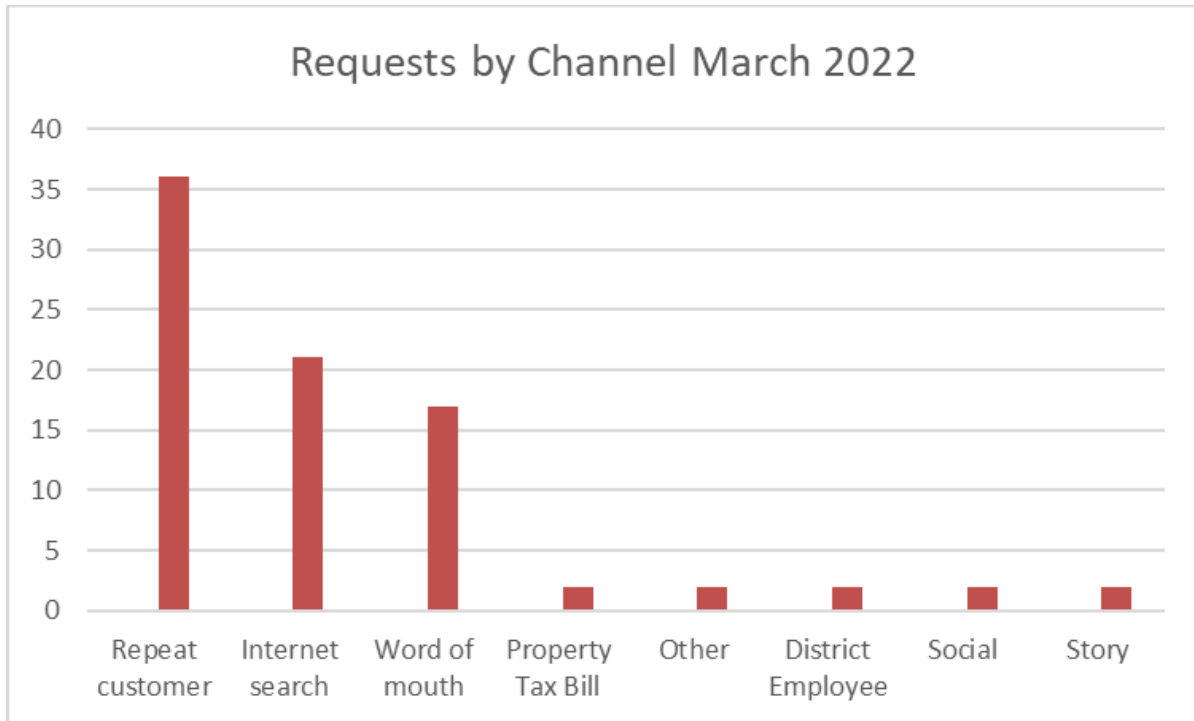


After the rain and a few days of sun, we are receiving news of mosquito larvae. Remember to tip, toss, drain or call us to treat the water.

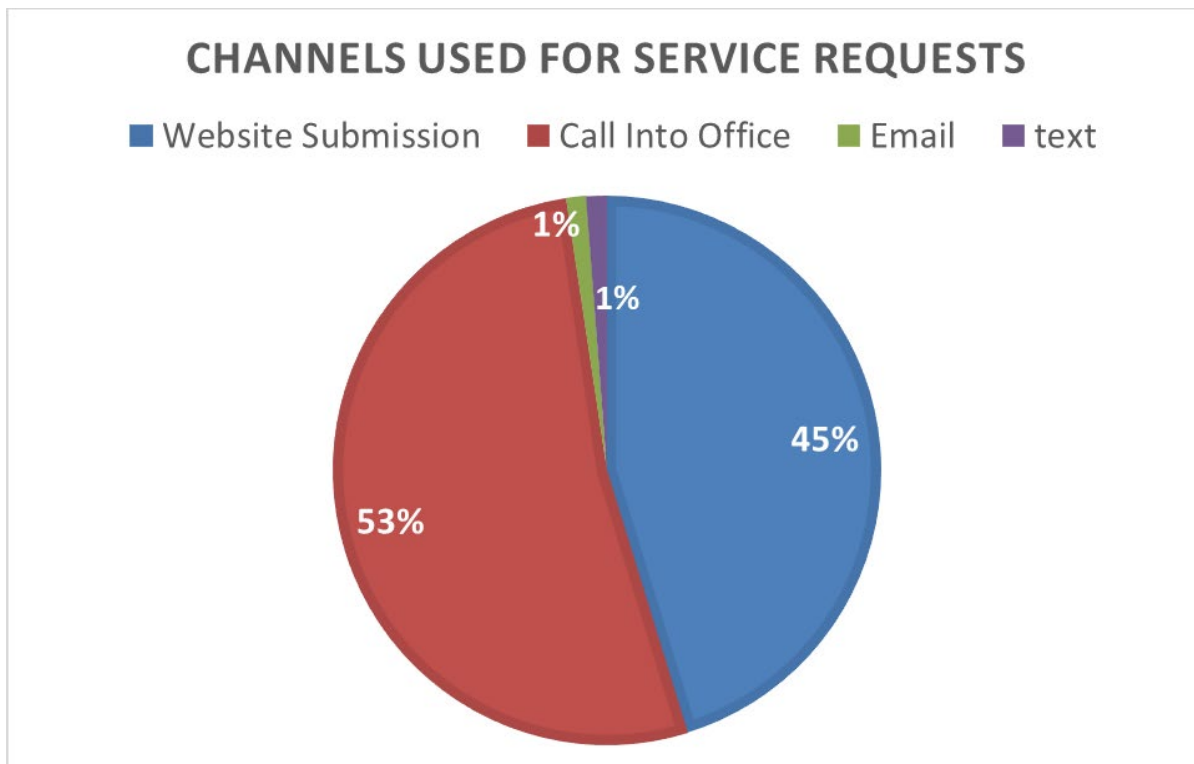


Top March Twitter Post: We have seen a lot of wigglers in Alameda County this week. Remember, the best way to get rid of mosquitoes is to tip, toss or drain any standing water. Get rid of those mosquitoes before they start flying!

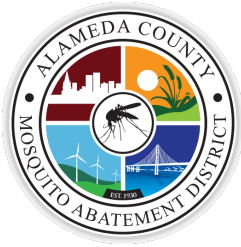
Service Request Referral Summary for March



Channels Used by Residents to Request Service in March



83 requests in total: 38 web submissions, 44 calls, 1 email, 1 text
Note: 3 website submissions requested multiple services



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acmad@mosquitoes.org

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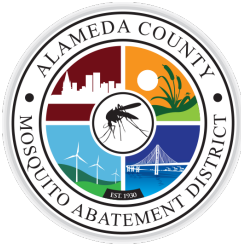
General Manager

Background:

ACMAD is pleased to recognize and thank the following Trustees & Staff on their anniversaries in April.

Trustee	City	Years of Service	Anniversary Date
Robert Beatty	Berkeley	6	April 26th
Employee	Title	Years of Service	Anniversary Date
Michelle Robles	Accounting Associate	6	April 1st
Tom McMahon	Vector Biologist	8*	April 17th

*Tom has 22 years of total service: 1988-2002; 2014-present



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Hayward, CA 94545

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ACMAD Manager Evaluation Committee Annual Evaluation Process

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General Manager

Annually in June, the General Manager (GM) is evaluated by the Manager Evaluation Committee (the "committee") which consists of the current Board President, the past Board President, and the future Board President. Additional Trustees may be asked to assist in the process so long as a quorum of the Board is not met. The following timeline will attempt to assist those Trustees assigned to this task:

1. April regular Board meeting (2nd Wednesday of April)

An information item in the Manager's report will remind the committee that the evaluation will be due by the June's meeting.

2. Post-April regular board meeting

The GM will contact the committee members with copies of a blank evaluation form, a self-evaluation, the signed evaluation and employment contract from the *prior year*, and contact information for the District's HR consulting services if needed.

The committee, led by the current Board President, will coordinate a meeting time with the other committee members to discuss and complete the evaluation.

3. *At least one week before* June regular board meeting

The Board President will contact the GM to set up a meeting to discuss the completed evaluation, giving her/him time to review before the June Board meeting. The GM and the committee have the option to meet prior to the June meeting to sign off on the evaluation, and discuss any updates related to compensation which could include a salary survey based on the San Mateo, Contra Costa, Napa, and Marin/Sonoma mosquito districts.

4. Prior to the June regular Board meeting

The Board President, and/or the committee, will meet with the GM prior to the regular board meeting to agree on the evaluation and compensation agreement.

5. June regular Board meeting

After the GM leaves the board room, the committee will provide printed copies of the evaluation to the Board in a closed session for discussion, collecting them after. The committee will also recommend the compensation for the following fiscal year.

The Board will come out of closed session, rejoined by the GM, where the Board President will report out the compensation request and ask for a motion to approve this action.