

AGENDA
1107th MEETING OF THE BOARD OF TRUSTEES
OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT
NOVEMBER 9TH, 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/87066594568>
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 (each individual is limited to three minutes).
4. Approval of the minutes of the 1106th Regular Meeting held October 12th, 2022 (**Board action required**).
5. Second reading of revisions to ACMAD policy (**Board Action Required**).
 - a. Reference of policy changes
 - b. Proposed policy changes, redline version
6. Appointment of an ad-hoc committee to nominate candidates for 2023 Board offices (**Board action required**).
7. Presentation by Matt Smith, CFA Managing Consultant at PFM Asset Management LLC (Information only).
 - a. OPEB 3rd Quarter Investment Performance Review
 - b. ACMAD 2021-22 OPEB Reimbursement
 - c. US Bank Form of Direction
8. Presentation by Dereje Alemayehu, Vector Scientist on his trip to the Pan African Mosquito Control Association's Annual Conference on September 26th-28th in Kigali, Rwanda (Information only).

9. Review of current invasive *Aedes response plan* (Information only).
 - a. County of Santa Clara Vector Control District press release

10. Financial Reports as of October 31st, 2022: (Information only).
 - d. Check Register
 - e. Income Statement
 - a. Investments, reserves, and cash report
 - b. Balance Sheet

11. Presentation of the Monthly Staff Report (Information only).

12. Presentation of the Manager's Report (Information only).
 - a. CDPH Weekly Arbovirus report
 - b. Santa Clara and Alameda County Press releases related to *Aedes aegypti* detection
 - c. In-person meetings must resume in March 2023 and reverting to prior Brown Act Trustee location posting requirements
 - d. Coastal region mutual aid agreement update
 - e. December 14th meeting: annual Trustee in-person open house & group photo
 - f. ACMAD Organizational Chart
 - g. Reappointment requests (Roache, Jordan, Testa) and upcoming council presentations
 - h. Training due: AB 1825: Beatty, Kumagai, Savage

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

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

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

16. Adjournment.

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# 870 6659 4568** followed by the pound (#) key.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://us02web.zoom.us/j/87066594568>

Mobile: Log in through the Zoom mobile app on a smartphone and enter **Meeting ID# 870 6659 4568**

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

1106th MEETING OF THE BOARD OF TRUSTEES OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT

October 12th, 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/85813339830>
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
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P. Robert Beatty, City of Berkeley
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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. Board President Bhat called the regularly scheduled board meeting to order at 5:01 P.M.
2. Board President Bhat along with Trustees Hentschke and Washburn were present in-person at the district. Trustees Aguilar, Roache, Savage, Jordan, Beatty, Kumagai, Márquez, Cox, Salzer, and Testa were present on the Zoom conference. Trustees Welch and Young logged into the Zoom meeting at 5:13 and 5:24 P.M., respectively. Vice-President Aguilar arrived in-person at the district at 5:28 P.M.
3. Board President Bhat invited members of the public to speak on any issue relevant to the district. 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 1105th meeting held September 14th, 2022.
Motion: Secretary Roache moved to approve the minutes
Second: Trustee Hentschke
Vote: motion carries: unanimous.
5. Resolution 1106-1, a resolution approving the transfer of easements to the Alameda Flood Control and Water Conservation District.

Discussion:

The General Manager gave a background of Resolution 1106-1 and fielded the following discussion. Trustee Hentschke asked if the Estudillo Canal was above or below ground which led the General Manager to ask Vector Biologist Jeremy Sette to answer that the canal is above ground. Trustee Jordan shared his screen which confirmed the canal above ground on Google Maps' satellite imagery.

Motion: Trustee Hentschke to approve Resolution 1106-1

Second: Trustee Washburn

Vote: motion carries: unanimous.

6. Report from the ad-hoc policy review committee on the first reading of revisions to district policy.

Discussion:

The General Manager and Trustees Beatty and Roache gave a background of the policy changes and fielded the following discussions. Trustee Jordan asked about the necessity in referencing policy section 702.3 (the General Manager agreed that line is unnecessary and will remove it in the next draft). Trustee Cox asked for clarification on what is meant by "roll-over" (the accrued time is used annually by June 30th, or it is lost) and noticed a few remaining pronouns on pages 16 and 17 (the General Manager will make the changes).

7. Financial Reports as of September 30th, 2022.

Discussion:

The General Manager presented the Financial Reports and fielded the following discussion. The General Manager reminded the Board of the district's annual Trustee/Staff meet-and-greet holiday dinner in December. President Bhat asked about a check toward the Visalia Times Delta (for local digital advertisements).

8. Presentation of the Monthly Staff Report.

Discussion:

The General Manager gave the monthly Staff Report and fielded the following discussion. Trustee Hentschke asked what kind of feedback was received from the public during the swimming pool process (mostly positive with voluntary compliance). Trustee Salzer asked if there was an historical trend available displaying in-person pool visits from field staff versus office staff clearing the pools in-house (the letter process was explained in a historical context, and he will bring back numbers comparing pool responses over time). The General Manager gave credit to Information Technology Director Robert Ferdan for leading the district's pool program and improving it dramatically. President Bhat asked if other districts are using AI technology for their swimming pool program or if the district is leading the way (the latter). Trustee Washburn asked how many birds are being tested for West Nile Virus currently in the state (will have to follow up to get that exact number). Trustee Hentschke asked if there were more EVS traps being set up this year, due to higher numbers of adult mosquitoes being trapped, compared to previous two years (there was an uptick in mosquitoes early in the spring due to rain and changes in salt marsh water flow). President Bhat asked if encephalitis positive cases were found in the United States this year (yes). Trustee Hentschke asked about the status of current interactions with Santa Clara County Vector Control District (the district has open communications and collaboration with their operational staff, especially on the shared border). Vice-President Aguilar asked if some of the high numbers of mosquitoes in south county in the EVS traps were related to the tidal marshes (no, the specific high numbers represented were from trap numbers are caused by the "Living Spaces/Pivot" sources and Sette explained the nature of the source and the district's efforts in controlling the high numbers of *Culex erythrothorax*). Trustee Hentschke

asked if the landfill area impacted this source and area (no, but it does affect Santa Clara mosquito breeding sources).

9. Presentation of the Manager's Report.

Discussion:

The General Manager presented the Manager's Report and fielded the following discussion. The General Manager recognized and congratulated Vector Biologists Sarah Lawton and Ben Rusmiser's district service anniversaries of 7 years, each. Trustee Testa commented on the seven fatalities due to West Nile Virus so far this year in the state of California (commented on the rarity of death, as well as the seriousness of the disease). Trustee Beatty offered to share information on encephalitis for Trustee Testa and gave a background on the recorded positive encephalitis numbers and the health implications of the disease. Trustee Washburn asked which kind of flies were noticed in Pleasanton (not sure) and Trustee Washburn commented that they were likely nuisance flies, not biting flies. The General Manager thanked Trustee Testa for sharing the info on the flies. President Bhat commented on city clerks and the Trustee reappointment process. Trustee Beatty commented in the group chat at 5:53 P.M., "From 2003 through 2018, 6,909 human cases of WNV disease, inclusive of 326 deaths, were reported to CDPH, as well as 730 asymptomatic WNV infections identified during screening of blood and organ donors. Of these, 4,073 (59.0%) were reported as West Nile neuroinvasive disease. PLOS Neglected Tropical Diseases | <https://doi.org/10.1371/journal.pnted.0008841> November 18, 2020." Secretary Roache asked if they could use their training modules towards the requirement (likely yes).

10. Board President Bhat asked for reports on conferences and seminars attended by Trustees. Trustee Washburn shared that he will be going to Vancouver for the Entomological Society of America conference next month. The General Manager shared that he will be attending an upcoming California CLASS meeting. Trustee Hentschke noted that the upcoming HASPA meeting had been postponed until December.

11. Board President Bhat asked for announcements from the Board. Vice-President Aguilar noted that he was asked to chair the November Board meeting in President Bhat's absence.

12. Board President Bhat asked trustees for items to be added to the agenda for the next Board meeting. The General Manager noted that there will be a presentation by Vector Scientist Dereje Alemayehu's trip to Africa along with a presentation related to our OPEB fund.

13. The meeting adjourned at 6:07 P.M.

Respectfully submitted,

Approved as written and/or corrected
at the 1107th meeting of the Board of
Trustees held November 9th, 2022

Subru Bhat, President
BOARD OF TRUSTEES

Cathy Roache, Secretary
BOARD OF TRUSTEES

2022: Proposed Policy Changes:

Update Accounting Associate to Financial & HR Specialist found in the following four sections

- Appendix-1
- 216.2
- 301.1.2
- 309.8.2

Update the following section to follow practice

301.5.5 Employees are expected to arrive at work at their regularly scheduled reporting time.

(a) If an unforeseen delay results in arriving at work 15 minutes ~~or less~~ past the regularly scheduled reporting time, the employee is expected to contact their supervisor and either make that time up ~~at the end of the work shift.~~ or request time off.

~~(b) If an unforeseen delay results in arriving at work more than 15 minutes past the regular reporting time, the period of absence is to be charged to the employee's accrued vacation balance or compensatory time off.~~

Add clarification language on leave accruals:

303.1.3 On July 1st of each calendar year, the District will provide full-time employees one annual floating holiday with no rollover nor cash-out option upon separation.

303.16 Administrative Leave

303.16.1 Exempt employees will be given 40 hours of administrative leave annually on July 1 with no rollover nor cash-out option upon separation.

Replace four instances of "his/her" with "their" in Appendix 100-1

**ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT
POLICY MANUAL
EFFECTIVE 11/10/21**

Table of Contents

- Chapter 100. THE BOARD OF TRUSTEES POLICIES
- Chapter 200. FINANCIAL
- Chapter 300. SALARIES AND WORKING CONDITIONS OF EMPLOYEES
- Chapter 400. OPERATIONS
- Chapter 500. HIRING AND EQUAL EMPLOYMENT OPPORTUNITY
- Chapter 600. HARASSMENT, DISCRIMINATION, AND RETALIATION
DISCIPLINARY PROCEDURES
- Chapter 700. GRIEVANCE AND DISCIPLINARY PROCEDURES
- Chapter 800. MANAGEMENT, RELEASE AND DESTRUCTION OF OFFICIAL RECORDS

POLICIES SET FORTH IN THIS HANDBOOK REFLECT THE REQUIREMENTS OF CURRENT EMPLOYMENT LAWS. THESE LAWS AND THE ASSOCIATED REGULATORY REQUIREMENTS ARE SUBJECT TO CHANGE. CHANGES IN LAW MAY NOT BE REFLECTED IN THE STAFF POLICIES BUT WILL BE IN FULL EFFECT. IF THERE IS A CONFLICT BETWEEN THE STAFF POLICY AND THE LEGAL REQUIREMENTS, THE LEGAL REQUIREMENTS SHALL CONTROL.

**CHAPTER 100. THE BOARD OF TRUSTEES
ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT**

Section 100. Definitions

- 100.1 **District** means the Alameda County Mosquito Abatement District.
- 100.2 **Mosquito** means any insect of the family Culicidae (excluding the subfamilies Dixinae and Chaoborinae) capable of transmitting human disease or causing human annoyance.
- 100.3 **Jurisdiction** means within the boundaries of the District or in proximity close enough so that mosquitoes produced outside of the District may affect people within the District.
- 100.4 **Board member** and **Trustee** are references used interchangeably within these Policies. Both terms mean individual members of the Alameda County Mosquito Abatement District Board of Trustees.

Section 101. Enabling Legislation

- 101.1 This District was formed under the Mosquito Act, California Government Code Title 3, Division 2, Part 2, Chapter 8, Section 25842.5 and sections 2000-2093, inclusive, of the California Health and Safety Code, and therefore the rules and regulations of this Code shall be the rules by which this District operates. Minutes of 02-24-65.

Section 102. Code of Ethics

- 102.1 The Board of Trustees of the Alameda County Mosquito Abatement District is committed to providing excellence in legislative leadership that results in providing the highest quality services to its constituents and complies with state and federal laws. Consistent with this commitment, this Code of Ethics sets forth expectations regarding behavior between and among members of the Board of Trustees and District staff.
- 102.2 The dignity, style, values, and opinions of each Trustee shall be respected.
- 102.3 Responsiveness and attentive listening in communication are encouraged.
- 102.4 The needs of the District's constituents should be the priority of the Board of Trustees.
- 102.5 The primary responsibilities of the Board of Trustees are noted in Section 103.2. Routine matters concerning the operational aspects of the District are to be

delegated to the General Manager and the professional staff members of the District.

102.5.1 Board members should follow the guidelines set forth below relative to interactions with District staff:

- (a) Board members should develop a working relationship with the General Manager wherein current issues, concerns, and District projects can be discussed comfortably and openly.
- (b) Board members should contact the General Manager before approaching District staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
- (c) If approached by District personnel concerning a specific District policy, Board members should direct inquiries to the General Manager.
- (d) Issues related to safety and concerns for safety or hazards should be reported to the General Manager. Emergency situations should be dealt with immediately by seeking appropriate assistance.
- (e) Clarification on policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming should be referred directly to the General Manager or legal counsel.

102.6 Trustees should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged.

102.7 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but should do so in a respectful manner. Once the Board of Trustees takes action, Trustees should commit to supporting said action and not create barriers to the implementation of said action.

102.8 When responding to constituent requests and concerns, Board members should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

- (a) Complaints from residents and property owners of the District should be referred directly to the General Manager.

- 102.9 Board members should function as a part of the whole, in accordance with the Brown Act. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.
- 102.10 The Board of Trustees is responsible for monitoring the District's progress in attaining goals and objectives, while fulfilling its mission.

Section 103. Code of Conduct

- 103.1 This Code of Conduct shall govern the conduct of the Board of Trustees of the District.
- 103.1.1 The purpose of this Code of Conduct is to:
- (a) Protect the integrity of the District Board of Trustees and sustain the confidence of the people of the District by articulating specific standards and guidelines to assure that those entrusted with the public authority will avoid conduct that undermines respect for the District.
 - (b) Provide a comprehensive statement of pertinent laws and regulations, considerations, and obligations governing the conduct of the Board members to provide a transparent framework and enhance the public trust in the District.
 - (c) Enhance the understanding of laws and principles that create the obligations of Board members.
- 103.1.2 Pursuant to section 2022(d) of the State Health and Safety Code, "It is the intent of the Legislature that persons appointed to boards of trustees have experience, training, and education in fields that will assist in the governance of the districts"; and section (e) "...The trustees shall represent the interests of the public as a whole and not solely the interests of the board of supervisors or the city council that appointed them."
- 103.1.3 The public served by the District need and deserve an agency whose commitment to pursuing public interest outweighs any competing personal or political considerations.
- 103.1.4 Board members are expected to exercise discretion and judgment to adhere to the spirit of this Code of Conduct. It is essential to recognize that an act is not ethical simply because it is legal, and conduct is not proper simply because it is permissible. Board members should be willing to do more than the law requires. Strict compliance is not necessarily enough, and attempts to evade or circumvent ethics, laws, and rules are improper.

103.1.5 All actions, decisions, and votes should be made on their merits, objectively and without party, regional, or ideological partnership.

103.1.6 Confidential information, particularly investigative reports from the General Manager, District Counsel, and personnel matters, shall not be disseminated to any party except as specifically authorized.

103.2 Board Roles and Responsibilities

103.2.1 The Board has duties distinct from those of management. The Board oversees and provides counsel and direction to management and should not be involved in the day-to-day affairs, function, or activities of the District.

103.2.2 The role of the Board shall principally be to:

- (a) Set District policy;
- b) To review, approve, and oversee the budget and financial reports;
- (c) Hire the General Manager and evaluate their performance; and
- (d) Retain legal counsel as necessary.

103.2.3 The Board is responsible for policy-level direction and controls that:

- (a) Ensures that the District is able to fulfill its statutory obligations;
- (b) Ensures the financial stability of the District;
- (c) Supports collaboration and building communications “bridges” between communities, regions, and districts; and
- (d) Values constructive employer-employee relationships.

103.2.4 Board members do not have individual power or authority, and it is improper for any Board member to exercise such authority. The power and decision-making authority resides with the full Board.

103.2.5 Board members shall not be involved in employee matters (i.e., hiring, firing, discipline, etc.) or other personnel action unless required by provision within the “Policy Handbook” or advice by District counsel.

103.3 Board Member Norms

103.3.1 Board members shall understand the authoritative limits and responsibilities allowed to them and the Board under the provisions of the State Health and Safety Code and conduct themselves accordingly.

- 103.3.2 Proper parliamentary conduct is expected during Board meetings. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules (e.g., Robert's Rules of Order).
- (a) If a Board member believes order is not being maintained or procedures are not adequate, then they should raise a point of order – not requiring a second – to the President. If the ruling of the President is not satisfactory to the Board member, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.
 - (b) Any Board member desiring to speak should address the President and, upon recognition by the President, may address the subject under discussion.
 - (c) Any Trustee, including the President, may make or second a motion. A motion shall be brought and considered as follows:
 - (1) A Trustee makes a motion; another Trustee seconds the motion; and the President states the motion.
 - (2) Once the motion as been stated by the President, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the President will call for the vote. The motion must be made, seconded, and approved by a majority vote of the Board to pass.
 - (3) Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular Board meeting on any subject that lies within the jurisdiction of the Board of Trustees shall be as follows: Three (3) minutes may be allotted to each speaker. Speaking times may be adjusted at the discretion of the Board President.
 - (4) No oral presentation shall include charges or complaints against any District employee, regardless of whether or not the employee is identified in the presentation by name or by any other reference, which tends to identify.
- 103.3.3 Board members shall treat each other and District staff at all times and in all situations professionally, with respect and courtesy.
- 103.3.4 Board members shall not publicly engage in personal attacks on one another, District staff, or the District.

- 103.3.5 Any concerns regarding an employee's performance shall be communicated in writing to the General Manager. Any concerns regarding the General Manager's performance shall be communicated in writing to the President. Any concerns regarding a Board officer's performance shall be communicated, in writing, to the affected officer and/or the President. Nothing in this Section shall affect the right of the Board to evaluate Board officers.
- 103.3.6 The President of the Board may call for an action of Board censure against any Board member who fails to comply with any provision of this Section.

Section 104. Required Board Training

104.1 Ethics Training (AB 1234 Compliance)

- 104.1.1 All Trustees and the General Manager of the District shall receive two hours of training in general ethics principles and ethics laws relevant to public service within one year of appointment to the Board of Trustees and at least once every two years thereafter.
- 104.1.2 This policy shall also apply to all staff members that the Board of Trustees designates, and to members of all committees and other bodies that are subject to the Ralph M. Brown Open Meeting Act.
- 104.1.3 Ethics training shall be provided by entities whose curriculum has been approved by the California Attorney General and the Fair Political Practices Commission.
- 104.1.4 District staff shall provide the Board of Trustees with information on available training that meets the requirements of this policy at least once every year.
- 104.1.5 If a Trustee attends ethics training not directly provided by the District, the Trustee shall provide proof of participation to the District after completing the training. Applicable costs for attending the training will be reimbursed by the District.
- 104.1.6 District staff shall maintain records indicating both the dates that Trustees completed the ethics training and the name of the entity that provided the training. These records shall be maintained for at least five years after Trustees receive the training, and are public records subject to disclosure under the California Public Records Act.

- 104.2 Sexual Harassment and Abusive Conduct Prevention and Response Training (AB 1825 Compliance)
- 104.2.1 All members of the Board of Trustees and supervisors of the Alameda County Mosquito Abatement District shall receive two hours of training in sexual harassment and abusive conduct prevention and response (AB 1825) within six months of appointment to the Board of Trustees and at least once every two years thereafter.
 - 104.2.2 This policy shall apply to Trustees, the General Manager, and any other staff member that meets the definition of a “supervisor” as set forth under Government Code section 12926(r) (“Supervisor” means any individual having the authority, in the interest of the employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to direct them, or to adjust their grievances, or effectively to recommend that action, if, in connection with the foregoing, the exercise of that authority is not of a merely routine or clerical nature, but requires the use of independent judgment).
 - 104.2.3 All sexual harassment and abusive conduct prevention and response training shall be provided by entities whose curriculum has been approved by the California Attorney General.
 - 104.2.4 District staff shall provide the Board of Trustees with information on available training that meets the requirements of this policy at least once every year.
 - 104.2.5 If a Trustee attends sexual harassment and abusive conduct prevention and response training not directly provided by the District, the Trustee shall provide proof of participation to the District after completing the training. Applicable costs for attending the training will be reimbursed by the District.
 - 104.2.6 District staff shall maintain records indicating both the dates that staff and Board members completed the sexual harassment prevention and response training and the name of the entity that provided the training. These records shall be maintained for at least five years after Trustees receive the training, and are public records subject to disclosure under the California Public Records Act.

Section 105. Board Meetings

- 105.1 Regular meetings of the Board of Trustees shall be held on the second Wednesday of each month, at the District Headquarters, unless otherwise posted. The public sessions of meetings begin at 5:00 p.m., unless otherwise

posted. Board members should inform the General Manager as soon as possible if they are unable to attend a set meeting date.

- 105.1.1 The General Manager shall mail or email a notice of the meeting, including a copy of the agenda together with his/her notice of meeting on the Friday preceding the regular meeting, and shall give the Board members thirty days' notice of matters pending involving a policy change or adoption of any new policy deviating from that of the County or cities within the District.
- 105.2 Special meetings of the Board of Trustees may be called by the Board President or by a majority of the Board.
 - 105.2.1 All Trustees shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, received by them at least 24 hours prior to the meeting.
- 105.3 Emergency Meetings. In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Trustees may hold an emergency special meeting without complying with the 24-hour notice required in 105.2.1, above. An emergency situation means a crippling disaster, which severely impairs public health, safety, or both, as determined by a majority of the Board.
- 105.4 Each year the Board, at its January meeting, or if a vacancy occurs, shall elect a President, Vice President, and Secretary for the calendar year.
- 105.5 Attendance – Officers of the Board (President, Vice President and Secretary) with three consecutive unexcused absences from Board meetings will be subject to removal from the Board position by a majority vote of the Board members present.
- 105.7 In lieu of actual costs, the members of the Board shall receive an allowance not to exceed \$100 dollars per month per member for expenses incurred in attending meetings of the Board.
- 105.8 The General Manager's monthly report regarding the prior month shall be presented at the Board meeting.
- 105.9 The District's Biennial Report shall be made on a calendar year basis.

Section 106. Conflict of Interest

- 106.1 State laws are in place to control actions by a Board member, which may result in a conflict of interest. The purpose of such laws and regulations is to ensure that all actions by the Board are taken in the public interest. State conflict law is complex; consultation with legal counsel is encouraged.

- 106.2 At any point a Board member believes there is a potential for a conflict of interest between actions he or she may take as a Trustee of the District and his/her personal interest, they is encouraged to consult with the Attorney for the District, a City Attorney for City Council representatives on the Board, or private legal counsel for advice.
- 106.3 While not inclusive, a general summary of Conflict of Interest rules is provided below.
- (a) In general terms, the Political Reform Act prohibits a public official from having a financial interest in a decision before the official; Government Code section 1090 prohibits a public official from having a financial interest in government contracts.
 - (b) The Political Reform Act prohibits public officials from making, participating in, or in any way attempting to use their official positions to influence a governmental decision in which they know, or have reason to know, that they have a financial interest.
 - (c) The public official has a financial interest if “it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from the effect on the public generally...” on a financial interest of the official or a member of the official’s immediate family.
 - (d) Determining whether a Board member has a financial interest is very complicated and fact specific. Financial interests include interests in leases worth \$1,000 or more, and gifts of \$250 or more provided to or received within one year of the decision, or as determined by the Political Reform Act.
 - (e) A Board member must take the following steps after he or she has determined that a conflict of interest exists under the Political Reform Act:
 - (1) Publicly identify the financial interest. This must be done in enough detail for the public to understand the financial interest that creates the conflict of interest.
 - (2) Recuse his or herself from both the discussion and the vote on the matter. The Board member must recuse him or herself from all proceedings related to the matter.
 - (3) Leave the room until the matter has been completed. The matter is considered complete when there is no further discussion, vote or any other action.

Exception: If the matter is on the consent calendar, the Board member does not have to leave the room.

- (f) The Fair Political Practices Commission (FPPC) has published lengthy regulations and opinions on conflicts of interest that are useful in determining whether a particular financial interest or decision could give rise to disqualification based on a potential conflict of interest. The FPPC also puts out informational pamphlets to assist public officials in determining what types of situations may give rise to prohibited conflicts of interest.
- (g) Government Code section 1090 is similar to the Political Reform Act, but applies only to contracts in which a public official has a financial interest. The financial interests covered by section 1090 are different from those in the Political Reform Act. Having an interest in a contract may preclude the Board member from entering into the contract at all. In addition, the penalties for violating section 1090 are severe. If a Board member believes that he or she may have any financial interest in a contract that will be before the Board, the member should immediately seek advice from the District's attorney or the member's personal attorney.
- (h) There are a number of other restrictions placed on Board actions, such as prohibitions on secrecy and discrimination as well as assurance that all District funds are spent for public purposes.
- (i) Violations of these restrictions may result in personal liability for individual Board members.

Section 107. Awards

- 107.1 Awards to the employees and Trustees for five, ten, twenty and thirty years of service will be as follows: pewter belt buckle (5 year), bronze belt buckle (10 year), silver pin (20 year), and gold pin (30 year). All are to be engraved with the District logo.
- 107.2 Presentation of awards to employees or Trustees will occur at a regular staff or Trustee meeting.
- 107.3 Trustees will be awarded a gavel/plaque following their Presidency.

Section 108. State Requirements for Reporting

- 108.1 Designated positions within the District, including members of the Board of Trustees, that are authorized to make, or participate in the making of, decisions that may foreseeably have a material effect on any personal financial interest, are required to report those interests to the Fair Political Practices Commission in accordance with the terms of Title 2 California Code of Regulations, Section 18730. Appendix 100-1 sets forth the District positions so designated, and documents the required disclosure categories.

- 108.1.1 Designated employees shall file their statements with the Alameda County Board of Supervisors as stated in Government Code section 87500(j). Statements for all designated employees will be retained by the agency.
- 108.2 Pursuant to the Political Reform Act and its regulations, all designated employees shall file statements of economic interests with the Clerk of the Alameda County Board of Supervisors, which shall be the filing officer. The Alameda County Board of Supervisors shall be the code reviewing body.

Section 109. Board Committees

- 109.1 The Board may, by resolution, create such standing or ad hoc committees as it determines are necessary or useful for the conduct of District business. The Board President shall, at the start of their term, appoint the following standing committee:
- 109.2 Finance Committee. There shall be a Board Standing Committee on Finances. The Finance Committee members shall serve terms that are coterminous with that of the Board President. The duties of the Finance Committee are:
- (a) To review the annual budget and make recommendations to the Board;
 - (b) To review the annual audit and recommend any changes in policy as necessary;
 - (c) To review long-term capital needs and make recommendations for designating reserves and allocation of the OPEB Trust to the Board; and
 - (d) To annually select a Chair from among its members that will report out to the full Board at a posted meeting.
- 109.3 Personnel Committee. There shall be an ad hoc Board Committee on Personnel. The Personnel Committee members shall include the Board President as Chair who will appoint members to serve through the duration of the specific duties defined below. The duties of the Personnel Committee are:
- (a) To meet as needed if personnel issues rise to the level of an appeal to the Board; to make recommendations to the full Board regarding the adjustment of an appeal; and
 - (b) To serve as the Salary MOU Negotiating Committee as needed.
- 109.4 Policy Committee. There shall be an ad hoc Board Committee on Policy. The Policy Committee members shall be appointed as needed at a posted meeting to

serve through the duration of the policy review process. The duties of the Policy Committee are:

- (a) To review District policies for compliance with current regulatory requirements, existing agreements, and relevance in supporting the goals of the District;
- (b) To make and/or approve policy amendments for submission to the full Board for approval and ratification; and

To select a Chair from among its members that will report out to the full Board at a posted meeting.109.5 General Manager Evaluation Committee. There shall be an ad hoc Board Committee to review the performance of the General Manager as needed. The Committee members shall be the past President, current President (chair), and current Vice-President to be appointed at a posted meeting to serve through the duration of the specific duties defined below. The duties of the General Manager Evaluation Committee, with the assistance of a human resource professional if requested, are:

- (a) To set performance expectations, goals and measures for the General Manager;
- (b) To review the performance of the General Manager in June of each year;
- (c) To recommend compensation changes and contract adjustments for the General Manager to the full Board based on the General Manager's performance over the review period; and
- (d) To coordinate and oversee the recruitment of a General Manager should a vacancy occur in that position.

109.6 Public Health Emergency Committee. There shall be an ad hoc Board Committee to address current public health threats as needed. The Public Health Committee members shall be appointed at a posted meeting to serve through the duration of the specific duties defined below. The duties of the Public Health Emergency Committee are:

- (a) To meet with the General Manager and/or staff to review District surveillance and treatment information pertaining to current or emerging public health threats and make recommendations to the Board, if necessary; and

To select a Chair from among its members that will report out to the full Board at a posted meeting.109.7 Nominating Committee – There shall be an ad hoc Board committee to nominate Board officers as needed. The Nominating Committee, with a designated Chair, shall be appointed at a posted meeting annually, or when a vacancy occurs, to nominate new officers based on seniority.

Nominations will also be taken from the floor. A candidate may decline the officer position.

- 109.8 Strategic Planning Committee. There shall be an ad hoc Board Committee to update the District's strategic plan as needed. The Strategic Planning Committee members shall be appointed to serve through the duration of the specific duties defined below. The duties of the Strategic Planning Committee are:
- (a) To meet with the General Manager and/or staff to review the mission, vision, values, and goals of the District and make recommendations to the full Board at a special meeting prior to the December posted meeting.
 - (b) To select a Chair from among its members that will report out to the full Board at a posted meeting.

Section 110. Open Meeting Laws ("The Brown Act")

- 110.1 The District conducts its business in compliance with the Ralph M. Brown Act, State Government Code section 54950. The intent of the Act is to ensure that deliberation and actions of local public agencies are conducted in the open and at public meetings. The law provides for misdemeanor penalties for members of a body who violate the Act (Cal. Gov. Code § 54959). In addition, violations are subject to civil action (Cal. Gov. Code § 54960). A current copy of the Act will be provided to all Board members when assuming office.
- 110.2 The Act applies to the Board and all committees and task forces that advise Board. Staff cannot promote actions that would violate the Act.
- 110.3 Actions cannot be taken unless there is a quorum. A quorum is defined as a majority of Trustees being present at a posted meeting, regardless of the number of vacant seats.

Section 111. Non-Discrimination/Anti-Harassment/Anti-Retaliation

- 111.1 State and federal laws prohibit, and the District has policies and procedures which prohibit, any form of illegal discrimination, harassment, or retaliation based upon an individual's protected status. Board members should be familiar with, and are expected to comply with the District's non-discrimination, harassment, and retaliation policies. Violations of such policies could result in Board members being personally liable through legal action

Section 112. Policy Review

- 112.1 Board Policy Review. At least every four years, the Board, or a designated Board committee, shall review District policies.

APPENDIX 100-1
CONFLICT OF INTEREST CODE, DESIGNATED POSITIONS
AND DISCLOSURE STATEMENTS

Designated Position. The positions listed below include those persons who are deemed to make, or participate in the making of, decisions that may foreseeably have a material effect on any financial interest. The persons holding the designated positions listed shall disclose interests and investments in accordance with the corresponding disclosure categories, which are defined below.

| <u>Designated Positions</u> | <u>Disclosure Category</u> |
|--------------------------------------|-----------------------------------|
| Members of the Board of Trustees | 1, 2, 3 & 4 |
| General Manager | 1, 2, 3 & 4 |
| Financial & HR Specialist | 1, 2, 3 & 4 |
| Field Operations Supervisor | 1, 2, 3 & 4 |
| Lab Director | 1, 2, 3 & 4 |
| Mechanic Specialist | 1, 2, 3 & 4 |
| Regulatory & Public Affairs Director | 1, 2, 3 & 4 |
| IT Director | 1, 2, 3 & 4 |
| *Consultants | |

Disclosure Categories

1. A designated official or employee assigned to Category 1 is required to disclose direct or indirect investments in any business entity that may be affected materially by any decision made or participated in by the designated official or employee by virtue of their position.
2. A designated official or employee assigned to Category 2 is required to disclose interests in real property, which is located in whole or in part either within the boundaries of the District, or within two miles of the boundaries of the District, that may be affected materially by any decision made or participated in by the designated official or employee by virtue of their position.
3. A designated official or employee assigned to Category 3 is required to disclose any source of income that may be affected materially by any decision made or participated in by the designated official or employee by virtue of their position.
4. A designated official or employee assigned to Category 4 is required to disclose any business entity in which the designated official or employee is a director, officer, partner, Trustee, employee, or holds any position of management that may be affected

materially by any decision made or participated in by the designated official or employee by virtue of their position.

*Consultants shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the Code subject to the following limitation.

The General Manager may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this Section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

CHAPTER 200. FINANCIAL

Section 201. Expenditures

By resolution of the Board of Trustees, the Board established the following policy to more efficiently review and approve District expenditures.

- 201.1 The District budget will be reviewed, approved, and modified as necessary by the Board, consistent with existing District policies, procedures, and state law.
- 201.2 The Board authorizes the General Manager to issue warrants that are consistent with the objectives of the budget.
- 201.3 The General Manager shall act as Purchasing Agent unless the Board of Trustees designates another employee. The General Manager may delegate purchasing authority to other personnel in accordance with work functions and operational feasibility.
- 201.4 Any designated Purchasing Agent, within the intent and limits of the District budget, can purchase all materials, supplies, equipment, furnishings, and other property for the District. No purchase of property by any person other than the General Manager or their designated Purchasing Agent shall be binding upon the District or constitute a lawful charge against any District funds.

Section 202. Bidding Policies

- 202.1 Less than \$5,000. Bidding is not required when the item or service to be purchased is less than \$4,999 in value.
- 202.2 \$5,000 to \$15,000. Informal bidding shall be required when the item or service to be purchased costs between \$5,000 and \$15,000. Such bidding may be accomplished by written request for bids sent to selected bidders; by telephone survey of prices; by electronic requests for bids or surveys of prices; or by such other efforts directed towards obtaining a minimum of three bids. The Purchasing Agent shall award the bid to the lowest responsible bidder, unless the Purchasing Agent determines that the public interest requires a different action. The Board will receive a report of all purchases in this cost range. The Board of Trustees authorizes the Purchasing Agent to purchase items described by this policy, provided they do not exceed \$15,000 and do not exceed the District's approved budget amount for the item or service in consideration.
- 202.3 Above \$15,000. When the cost of the item or service to be purchased exceeds \$15,000, formal bidding shall be required. Such bidding process shall require that a notice be posted at the District office at least ten (10) days prior to the bid opening and that formal requests for bids be solicited either by newspaper

publication, trade journal publication, use of a bid service, or other reasonable solicitation. Solicited sealed bids shall be reviewed by the Board and awarded to the lowest responsible bidder based on the Purchasing Agent's analysis and recommendation, unless the Board makes a determination that it would be in the public's best interest to do otherwise. All bids will be retained as part of the District's official record per District record retention policy. See Appendix 800-1.

202.4 Bidding is Not Required for the following:

- (a) When an emergency situation exists – Designation of an emergency shall be determined General Manager with the consent of the Board President or available Board officer;
- (b) When requiring the services of specialized professionals, such as scientists, engineers, attorneys, or accountants;
- (c) When the item or service can only be obtained from one vendor; or
- (d) When the public interest may otherwise require that bidding be dispensed with, provided that the facts constituting the basis for the exception are documented by the Board or General Manager as appropriate. Documentation for exceptions shall be retained as part of the District's official records for at least two years.

Any warrant issued under this Section 202.4 shall indicate on the warrant list the specific exemption relied upon.

202.5 The General Manager shall first review all bids received to determine if they are responsive to the bid request. The General Manager is authorized to waive minor deviations and irregularities in the bids.

202.6 The General Manager shall also have the authority to inspect and test products for quality and fitness described or identified in any bid to determine its appropriateness, and further, may investigate the character and reputation of any bidder to determine responsibility and capability. The General Manager's analysis of these factors shall be used in the determination and recommendation of the lowest responsible bidder.

202.7 The District contract shall be awarded to the lowest responsible bidder, except as otherwise provided above. When feasible, preference may be given to Alameda County vendors. If two or more bids are substantially identical, the District may accept any such bid. In its sole discretion, the District may reject any and all bids received, and it may re-advertise for additional bids, have District staff perform such work, or negotiate with the lowest bidder.

Section 203. Contracts

- 203.1 The General Manager is hereby authorized to sign and enter into contracts on the District's behalf when the dollar value of the contract is \$25,000 or less.
- 203.2 The Board authorizes the General Manager to enter into contracts that are consistent with the objectives of the budget upon receiving approval from the Board.

Section 204. Warrants

- 204.1 The Board shall review warrants at least monthly to ensure expenditures are within the limitations of the budget, and to raise questions, when appropriate, about any of the listed expenditures.
- 204.2 The Board hereby authorizes the withdrawal of funds from the general fund upon a warrant signed by one member of the Board and the General Manager, or his/her designee.
- 204.3. In an emergency situation where there is not sufficient time to secure prior authorization from the Board, the Board hereby authorizes the General Manager emergency powers to withdraw funds up to \$5000, bypassing the dual signature requirement, as noted in Section 204.2 from the District's transfer bank only. If emergency funds are withdrawn, the Board shall be notified immediately, or as reasonably possible, and the issue shall be placed on the next Board agenda for discussion.

Section 205. Meeting Stipends

- 205.1 Consistent with Health and Safety Code section 2030, the members of the Board of Trustees may receive their actual and necessary traveling and incidental expenses incurred while on official business. In lieu of paying for actual expenses, the Board of Trustees may by resolution provide for the allowance and payment to each Trustee a sum not to exceed one hundred dollars (\$100) per month for expenses incurred while on official business. A Trustee may waive the payments permitted by this subdivision. Such compensation is in addition to any reimbursement for meals, lodging, travel and expenses consistent with this policy. (Health & Safety Code § 2051.)
- 205.2 Meetings and Service Subject Monthly In Lieu of Allowance. To be entitled to the monthly In Lieu Allowance under this policy, the official business in question must constitute one of the following:
 - (a) A meeting of the District Board of Trustees within the meaning of Government Code section 54952.2(a);

- (b) A meeting of a District committee within the meaning of Government Code section 54952(b);
- (c) An advisory body meeting within the meaning of Government Code section 54952(b);
- (d) A conference within the meaning of Government Code section 54952.2(c)(2);
- (e) A meeting of any multi-jurisdictional governmental body on which the General Manager serves as the District's designated representative; or
- (f) Any meeting attended or service provided on a given day at the formal request of the District Board of Trustees and for which the District Board of Trustees approves payment of In Lieu of Allowance stipend.

Section 206. Travel and Payment of Expenses While on Official Business

206.1 Travel and Payment of Expenses While on Official Business will be approved if:

- (a) There is a substantial benefit to the residents of Alameda County
- (b) It includes discussion of the community's concerns with local, regional, state, and federal officials;
- (c) There is participation in local, regional, state, and national organizations whose activities affect the District;
- (d) Educational seminars are attended designed to improve officials' skill and information levels; and
- (e) Public service, team building, or leadership is promoted with service to ACMAD.

Section 207. ACMAD Expense Policy

The following policy governs expenditures of District funds and reimbursement of expenses:

207.1 Authorized Expenses. District funds, equipment, supplies (including letterhead), titles, and staff time must only be used for authorized District business. The following types of expenses generally constitute authorized expenses, as long as the other requirements of this policy are met:

- (a) Expenses associated with communicating with representatives of regional, state, and national government on District adopted policy positions;

- (b) Expenses associated with attending educational seminars designed to improve officials' skill and information levels;
- (c) Expenses associated with participating in regional, state and national organizations whose activities affect the District's interests;
- (d) Expenses associated with attending District events;
- (e) Expenses associated with meetings, such as those listed above for which a meeting stipend is expressly authorized under this policy, or
- (f) Expenses associated with legislative and other District-related local, regional, state, and federal agency business, conducted over meals, where each meal expenditure must also comply with the limits and reporting requirements of local, regional, state, and federal law.

207.2 Any expenditures not included in the budget require approval by the District Board of Trustees.

207.3 Examples of personal expenses that the District will not reimburse include, but are not limited to:

- (a) The personal portion of any trip;
- (b) Political or charitable contributions or events;
- (c) Family expenses, including partner's expenses when accompanying official on District-related business, as well as children- or pet-related expenses;
- (d) Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage, and/or golf related expenses), or other cultural events;
- (e) Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline; and
- (f) Personal losses incurred while on District business.

Any questions regarding the propriety of a particular type of expense should be resolved by the purchasing agent before the expense is incurred.

207.4 Expense Report Content and Submission Deadline. Expense reports must document that each expense claimed has met the requirements of the policy. For example, if the meeting is with a legislator, the local agency official should explain whose meals were purchased, what issues were discussed and how those relate to the District's adopted legislative positions and priorities. Trustees and employees must submit their expense reports within 30 days of an expense being incurred, accompanied by receipts documenting each expense. Restaurant

receipts, in addition to any credit card receipts, are also part of the required documentation. Inability to provide such documentation in a timely fashion may result in the expense being borne by the individual.

- 207.5 Reports to Governing Board. At the following District Board meeting, each official shall provide a brief oral or written report on meetings or functions attended at District expense. If multiple District representatives attended, a joint report may be provided.
- 207.6 Compliance with Laws. District officials should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the Public Records Act.
- 207.7 Violation of this Policy. Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: (1) loss of reimbursement privileges, (2) demand for restitution to the District, (3) the District's reporting the expenses as Trustee or employee income to state and federal tax authorities, and (4) prosecution for misuse of public resources.

Section 208. Cost Control

To conserve District resources and keep expenses within community standards for public officials, expenditures should adhere to the following guidelines.

- 208.1 Transportation. District personnel are expected to use the most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements, using the most direct and time-efficient route. In the event that a more expensive transportation mode or route is used, the cost borne by the District will be limited to the cost of the most economical, direct, efficient, and reasonable mode of transportation. District personnel are encouraged to use public transit when available and feasible and to carpool/ride share when several people are traveling to the same event by automobile. Automobile mileage is reimbursable at Internal Revenue Service prevailing rates in effect. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. Parking, tolls, and other similar expenses relating to travel by auto are reimbursable if necessarily incurred in connection with a meeting or function authorized under this policy.
- 208.2 Lodging. Lodging costs will be reimbursed or paid for by the District when travel on official District business reasonably requires an overnight stay. If such lodging is in connection with a conference, lodging costs should not exceed any group rate published by the conference sponsor for the meeting in question. In any event, lodging expenses should be moderate, taking into account community standards and prevailing lodging costs for the area.

- 208.3 Meals. Meal expenses and associated gratuities should be moderate, taking into account community standards and the prevailing restaurant costs of the area. A helpful source of guidance is Internal Revenue Service per diem rates for meals and incidental expenses, which include adjustments for higher cost locations. Alcohol/personal bar bills are not an appropriate use of District resources and will not be reimbursed.
- 208.4 Telephone/Fax/Mobile. Individuals will be reimbursed for actual telephone and fax expenses incurred on District business. Telephone bills should identify which calls were made on District business.
- 208.5 Airport Parking. Long-term parking should be used for travel exceeding 24 hours.
- 208.6 Cash Advance Policy. From time to time, it may be necessary for a District representative to request a cash advance to cover anticipated expenses while traveling or doing business on the District's behalf. Such request for an advance should be submitted to the General Manager at least 14 days prior to the need for the advance with the following information:
- (a) The purpose of the expenditure(s);
 - (b) The benefits of such expenditure to the residents of District;
 - (c) The anticipated amount of the expenditure(s) (for example, actual or expected hotel rates, meal costs, and transportation expenses); and
 - (d) The dates of the expenditure(s).
- Any unused advance must be returned to the District treasury within two business days of the official's return, along with an expense report and receipts documenting how the advance was used in compliance with this expense policy.
- 208.7 Credit Card Use Policy. The District does not issue credit cards to individual Trustees, but does have credit cards for selected District expenses. Trustees may use the District's credit card for such purposes as airline tickets and hotel reservations by following the same procedures as for cash advances. Receipts documenting expenses incurred on the District credit card and compliance with this policy must be submitted within five business days of use. District credit cards may not be used for personal expenses, even if the Trustee or employee subsequently reimburses the District. Purchasing agents have a credit card. Employees can purchase items approved in the budget. Receipts are given to the Office Assistant or Administrator. The receipts are reconciled to the statements and then recorded to the general ledger. Disbursement goes through the warrant process noted above.
- 208.8 In the event circumstances should arise appearing to warrant deviation from these policies, the General Manager shall secure the approval of the Board before making any changes.

Section 209. Conference Policy

- 209.1 Out of State National Mosquito Control Conference. The General Manager or their delegate, trustees, and limited staff may be permitted to attend.
- 209.2 Mosquito and Vector Control Association of California (MVCAC) Conference - Outside of the Bay Area. The General Manager may require certain staff to attend.. Any additional staff may request approval, and this approval will be based on workload and conference involvement.
- 209.3 MVCAC - Within the Bay Area. The General Manager may select any number of District personnel to attend such sessions as he or she may designate from which, in their opinion, the employees and the District would derive the most benefit.
- 209.4 MVCAC Seminars and Workshops. Trustees are encouraged to represent the District at MVCAC seminars, workshops, committee meetings and regional meetings. Approved cost for registration, travel, lodging, and meal will be reimbursed.

Section 210. Loss or Damage to Personal Property

The District will not be responsible for loss or damage to personal items when the loss or damage incurred was not work-related. Each occurrence of loss or damage to the employee's personal property will be reviewed by the Board on a case-by-case basis.

Section 211. Policy for Disposition of Fixed Assets

- 211.1 Fixed assets of \$5,000 or greater current value are considered Capital Assets, have an expected useful life of three years or greater, and must have Board approval before disposal. Disposal of other fixed assets must be approved by the General Manager.
- 211.2 Disposition of fixed assets may be initiated by a Purchasing Agent. A disposal form must be completed by the initiator and approved by the General Manager and Board, consistent with District policy, before the item is disposed of, salvaged or sold. Money received through the disposition of fixed assets shall be deposited in the Repair and Replace Fund.

Section 212. Policy on Petty Cash

The District shall maintain a petty cash fund of \$500 to be used for incidental District expenditures. All reimbursements to employees must be approved by the General Manager, and the transaction documented by pre-numbered voucher with attached receipt of purchase and signed employee request for reimbursement form. The fund

disbursements shall be reviewed by the Board.

Section 213. Fraud Policy

- 213.1 Designated positions as defined in appendix 100-1 are responsible for the detection and prevention of fraud, misappropriations, and other irregularities. "Fraud" is defined as the intentional, false representation, or concealment of a material fact for the purpose of inducing another to act upon it to their injury. Those defined as a designated position will be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indication of irregularity. Any fraud that is detected or suspected must be reported to the General Manager or alternatively, to the Finance Committee, who coordinates all investigations.
- 213.2 **Actions Constituting Fraud.** The terms "fraud," "embezzlement," "misappropriation," and other fiscal irregularities refer to, but are not limited to:
- (a) Any dishonest or fraudulent act;
 - (b) Forgery or alteration of any document or account belonging to the District;
 - (c) Forgery or alteration of a check, bank draft, or any other financial document;
 - (d) Misappropriation of funds, securities, supplies, equipment, or other assets;
 - (e) Impropriety in the handling or reporting of money or financial transactions;
 - (f) Disclosing confidential and proprietary information to outside parties;
 - (g) Accepting or seeking anything of material value from contractors, vendors, or persons providing goods or services to the District;
 - (h) Destruction, removal or inappropriate use of records, furniture, fixtures, and equipment; or
 - (i) Any similar or related irregularity.
- 213.3 **Investigation Responsibilities.** The District Finance Committee has the primary responsibility for the investigation of all suspected fraudulent acts as defined in the policy. The Finance Committee may utilize whatever internal and/or external resources it considers necessary in conducting an investigation. If an investigation substantiates that fraudulent activities have occurred, the Finance Committee will issue reports to the appropriate personnel, and if appropriate, the District Board of Trustees. Decisions to prosecute or refer the investigation results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with legal counsel and senior management, as will final dispositions of the case.

- 213.4 Confidentiality. The Finance Committee will treat all information received confidentially. Any employee who suspects dishonest or fraudulent activity will notify the General Manager or the Finance Committee immediately, and should not attempt to personally conduct investigations or interviews related to the suspected fraudulent act. (See Reporting Procedures in Section 213.6, below.) Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected, but subsequently found innocent of wrongful conduct and to protect the District from potential civil liability.
- 213.5 Investigation Authority. Members of the District Finance Committee will have free and unrestricted access to all District records and premises and authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises, without the prior knowledge or consent of any individual who may use or have custody or any such items or facilities, when it is within the scope of the Committee's investigations.
- 213.6 Reporting Procedures. Care must be taken in the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or alerting suspected individuals that an investigation is underway.

An employee who discovers or suspects fraudulent activity will contact the General Manager or the Finance Committee immediately. Alternatively, the employee may use the Employee Risk Management Authority (ERMA), a part of the VCJPA self-insurance group coverage. Call Employee Reporting Line at 1-877-651-3924 to make an anonymous report. This line is monitored 24 hours a day.

The employee or other complainant may remain anonymous to the extent that the law will allow. All inquiries concerning the activity under investigation from the suspected individual(s), their legal counsel, or any other inquirer should be directed to the Finance Committee or District legal counsel. No information concerning the status of an investigation will be given out. The proper response to any inquiry is, "I am not at liberty to discuss this matter."

The individual making the report should be counseled to not contact the suspected individual in an effort to determine facts or demand restitution and to not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the District legal counsel or the Finance Committee.

Section 214. Security

- 214.1 Accounting Security. Petty cash is stored in a locked file cabinet. The General Manager or designee will be the only employee(s) with keys to the petty cash cabinet.

- 214.2 Access to Electronically Stored Accounting Data. It is the policy of the District to utilize passwords to restrict access to accounting software and data. Only duly authorized accounting personnel with data input responsibilities will be assigned passwords that allow access to the system.
- 214.3 Storage of Backup Files. It is the policy of the District to maintain back-up copies of electronic data files. Access to back-up files shall be limited to individuals authorized by management.
- 214.4 General Office Security. During normal business hours, all visitors are required to check in at the front counter. After hours, a key and security passcode are required for access to the District's office. Keys are issued only to employees (and janitorial services).

Section 215. Financial Transactions

- 215.1 Warrant Authorization Signers. Warrant Requests require two signatures from the following group: Board Members and the General Manager or their designee.
- 215.2 Electronic Funds Transfers. The General Manager is authorized to transfer funds between reserve accounts, the general fund, and any vendors where electronic payments are a more efficient process. The General Manager will get pre-approval via the warrant authorization process in the previous section.
- 215.3 Cash Receipts. When miscellaneous checks come in the mail, staff will prepare a deposit form and mail to the general fund with the check. The District keeps a copy of the check for records. All revenue shall be entered in the ledger.
- 215.4 Bank and Cash Account Reconciliations. Reserve accounts and VCJPA statements shall be reconciled once a year at the end of the year. The general fund cash general ledger detail is reconciled as soon as it is received. The Payroll imprest account is reconciled monthly.

Section 216. Liabilities and Assets

- 216.1 Pension Liability. The District's retirement fund shall be at least 80% funded.
- 216.2 Capital Assets. The Financial & HR Specialist maintains a capital depreciation schedule. Items valued over \$5000 are placed on the depreciation schedule. Disposal or sale of capital assets on this schedule must have Board approval.

Section 217. Payroll and Benefits

- 217.1 The District uses a third party administrator (TPA) for payroll. Payroll is paid bi-monthly. The TPA prepares 941 and DE6 forms. The TPA delivers payroll

checks to the District. Employees have the option to have direct deposit handled by the TPA.

- 217.2 Payroll will be recorded to the general ledger twice a month. Payroll is paid out of a separate imprest bank account. Employees enter time into the District database. The reports are reviewed monthly by the management staff.
- 217.3 Administrative/Finance Manager prepares a payroll spreadsheet that is approved and signed by the General Manager. This report is support for the transfer of funds from the County cash account to the payroll account.

Section 218. District Fund Policy

218.1 Policy Statement

218.1.1 The District recognizes the importance of adopting policies for financial reserves and reserve funds that adhere to Government Accounting Standards Board (GASB) guidelines and professional standards/best practices such as those identified by, but not limited to Government Finance Officers Association (GFOA). Written, adopted financial policies regarding designated reserves are a critical element of sound short- and long-term fiscal management. The designation of funds for long-term financial goals is an important element of prudent fiscal management.

218.2 Fund Policy

218.2.1 This policy follows the guidelines set in the Governmental Accounting Standards Board ("GASB") Statement No. 54, regarding Fund Balance Reporting and Governmental Fund Type Definitions.

218.2.2 In order to achieve the objectives of this policy, the Board of Trustees shall adhere to the guidelines as set forth herein.

218.2.3 Funds may be established from time to time by the Board of Trustees as an important component of sound financial management to meet both short- and long-term financial objectives, and to ensure prudent financial management practices.

218.2.4 Classification of Funds. Funds may be designated by the Board of Trustees as "restricted" or "non-restricted." These classifications are defined under GASB 54 as follows:

- (a) Restricted Funds shall be segregated and limited in use to specific and designated purposes as defined and established by the Board of Trustees. According to GASB 54, Restricted Funds are those that are constrained to specific purposes by the constitution,

external resource providers (such as grantors, bondholders, and higher levels of government), or through enabling legislation. Examples of Restricted Funds, but not limited to, are pension stabilization and Other Post-Employment Benefits (OPEB).

- (b) Non-restricted Funds may be classified as “Committed” or “Assigned.” These funds do not require the physical segregation of funds, but may be segregated if desirable.
- (c) Committed Funds are defined by GASB 54 as those that are constrained to specific purposes by a formal action of the agency’s highest-level decision-making authority (the District’s Board of Trustees). Committed Funds cannot be used for any other purpose, unless the District takes the same highest-level action to remove or change the constraint. The District’s Committed funds include the Public Health Emergency, Repair and Replace, Operating Reserve, and Capital Reserve funds.
- (d) Assigned Funds are defined as those that are intended for a specific purpose, but do not meet the criteria to be classified as Restricted or Committed. Intent can be expressed by the Board of Trustees or by an official or body to which the Board of Trustees delegates the authority. The District currently has no Assigned Funds.

218.2.5 Investment earnings from Restricted and Non-Restricted Funds shall be credited to the District General Fund, unless otherwise stated herein.

218.2.6 Approval by the District’s Board of Trustees shall be required prior to the expenditure of Restricted or Committed Funds. Approval shall be determined by action at a public meeting of the Board.

218.2.7 The Board of Trustees shall maintain a written Fund Policy.

218.2.8 The Board of Trustees shall annually review the District Policy at a public meeting in order to determine appropriate changes, additions, and/or deletions.

218.3. Funds

218.3.1 The Board of Trustees hereby establishes and **commits** the following funds:

- (a) Public Health Emergency Fund. Appendix 200-1.
- (b) Repair and Replace Fund. Appendix 200-2.

(c) Operating Reserve Fund. Appendix 200-3.

(d) Capital Reserve Fund. Appendix 200-4.

218.3.2 The Board of Trustees hereby establishes and **restricts** the following funds:

(a) Pension Stabilization Fund. Appendix 200-5.

(b) Other Post-Employment Benefits (OPEB) Fund Appendix 200-6

218.4. Target Fund Levels

218.4.1 The Board of Trustees shall establish a stated target fund level for each designated fund.

218.5 Annual Evaluation

218.5.1 The General Manager shall perform a review and analysis of each designated fund for presentation to the Board of Trustees at a public meeting upon the occurrence of the following:

(a) Upon consideration by the Board of Trustees of the annual budget;

(b) Upon any significant change to and/or expenditure(s) from a designated fund; or

(c) Upon determination that a fund balance is less than the established target fund level for a designated fund.

APPENDIX 200-1

ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT PUBLIC HEALTH EMERGENCY FUND

Purpose of Fund:

The purpose of the Public Health Emergency Fund is to mitigate the financial impact of unusually high levels of vector-borne disease activity or prevent a future threat to public health from a newly detected invasive mosquito species.

Policy:

In order to achieve the objectives of this policy the Board of Trustees shall adhere to the following guidelines:

1. This fund shall be known as the "Public Health Emergency Fund."
2. The Public Health Emergency Fund shall be designated as a Committed Fund.
3. These funds will be used to replenish operating cash flow in the General Fund should circumstances cause the District to incur greater than normal expenses to prevent or manage an imminent threat to public health from vectors and vector-borne disease.
4. Expenditure of Public Health Emergency Funds must be authorized by the Board of Trustees at a publicly noticed meeting.
5. Expenditures from this designated fund that are subsequently recovered, either partially or fully, from State sources, shall be utilized solely for the purpose of refunding the Public Health Emergency Fund.
6. Investment earnings from the Public Health Emergency Fund may be credited to the District's General Fund.
7. The Public Health Emergency Fund may be invested in financial institutions and instruments that maintain the highest level of liquidity, such as checking, savings, and interest earning savings accounts.
8. Annual replenishment will vary, depending upon other designation requirements and current year expense requirements.
9. This policy shall be reviewed on an annual basis for long-term adequacy and use restriction.

Target Fund Level:

The target balance of this fund is based on an estimate of likely operational needs should the most likely public health threat scenario become reality. This target balance will be reviewed annually and adjusted as needed to remain current. However, it is recognized that having a minimum fund balance of \$500,000 would be prudent.

APPENDIX 200-2

ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT REPAIR AND REPLACE FUND

Purpose of Fund:

The purpose of the Repair and Replace Fund is to set aside sufficient financial resources to ensure timely replacement and upgrade of the District's vehicles, mobile equipment, laboratory equipment, operational equipment, administrative equipment, and facilities.

Policy:

In order to achieve the objectives of this policy the Board of Trustees shall adhere to the following guidelines:

1. This fund shall be known as the "Repair and Replace Fund."
2. The Repair and Replace Fund shall be designated as a Committed Fund.
3. These funds will be used to pay for capital assets according to the District budget and purchasing policies.
4. Each year, funds can be transferred from the Repair and Replace Fund to the General Fund to cover the cost of capital purchases designated and approved during the annual budgeting process.
5. Funds transferred from the Repair and Replace Fund shall be expended solely for the purpose of replacement, repair, and upgrade of existing District vehicles and equipment, or for renovations or replacement of District facilities.
6. The Repair and Replace Fund may be invested in financial institutions and instruments that maintain the highest level of liquidity, such as checking, savings, and reserve accounts.
7. Investment earnings from the Capital Improvement Fund may be credited to the District's General Fund.
8. Annual replenishment will vary, depending upon other designation requirements and current year expense requirements.
9. This policy shall be reviewed on an annual basis for long-term adequacy and use restriction.

Target Fund Level:

The target balance for this fund is determined by the District's capital asset replacement program and the total cumulative depreciation for the District's capital assets as stated in the District's Basic Financial Statements prepared by the auditor each year. This target

will be reviewed annually and adjusted as needed with the additions, deletions, or replacements of capital assets. A more thorough review shall be completed every 5 years to update the escalation rates, the discount rate, net present value, and overall cash flow required to extend the replacement plan another 5 years. This fund shall be funded in order of preference in 3 or 4-year installments, a lump sum payment, or pay as you go.

APPENDIX 200-3

ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT OPERATING RESERVE FUND

Purpose of Fund:

This fund would act as a rate stabilizer, covering unforeseen losses in revenue caused by drastic reductions in property taxes. This fund will preserve the District's credit worthiness, ensure adequate financial resources are available for timely payment of District obligations, and provide liquidity throughout the fiscal year.

Policy:

In order to achieve the objectives of this policy the Board of Trustees shall adhere to the following guidelines:

1. The fund shall be known as the "Operating Reserve Fund."
2. The Operating Reserve shall be designated as a Committed reserve fund.
3. Each year, funds can be transferred from the General Fund to the Operating Reserve Fund to ensure the target fund balance is met.
4. Funds transferred from the Operating Reserve Fund shall be expended solely for the purpose covering unforeseen losses in revenue caused by drastic reductions in property taxes.
5. Investment earnings from the Operating Reserve Fund may be credited to the District's General Fund.
6. Annual replenishment will vary, depending upon other designation requirements and current year expense requirements.
7. This policy shall be reviewed on an annual basis for long-term adequacy and use restrictions.

Target Fund Level:

The target fund level for the Operating Reserve Fund is to maintain a minimum equal to 60% of discretionary General Fund revenues, as of July 1st of each fiscal year. If underfunded, 25% of excess revenues will be deposited into the Operation Reserve Fund. This target fund level was established based upon the following general guidelines:

1. The District shall maintain a balance in the Operating Reserve Fund equal to approximately 60% of budgeted expenditures for the fiscal year.
2. For the purpose of this policy, budgeted expenditures shall include all expenditures associated with the following:

- (a) Salaries and Employee Benefits; and
- (b) Services and Supplies.

APPENDIX 200-4

ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT CAPITAL RESERVE FUND

Purpose of Fund:

The purpose of the Capital Reserve Fund is to set aside money for large projects rather than withdrawing those funds from the general fund account. Projects may include future capital assets that are ineligible for repair and replace funding such as flooring and painting, or adding new capital assets that are not listed in the capital asset replacement program.

Policy:

In order to achieve the objectives of this policy the Board of Trustees shall adhere to the following guidelines:

1. This fund shall be known as the “Capital Reserve Fund.”
2. The Capital Reserve Fund shall be designated as a Committed Fund.
3. These funds will be used to finance large projects that may be identified in the strategic plan.
4. Each year, funds can be transferred from the General Fund to Capital Reserve Fund to ensure the target fund balance is met.
5. Funds transferred from the Operating Capital Reserve shall be expended solely on capital projects that have been identified in the strategic plan
6. This policy shall be reviewed on an annual basis for long-term adequacy and use restriction.

Target Fund Level:

The target balance of this fund is based on large future capital project needs. This target balance will be reviewed annually and adjusted as needed to remain current. If under-funded, 25% of excess revenues will be deposited into the Capital Reserve Fund.

APPENDIX 200-5

ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT PENSION STABILIZATION FUND

Purpose of Fund:

The purpose of the Pension Stabilization Fund is to ensure that increasing pension costs are offset by investments in interest-earning accounts.

Policy:

In order to achieve the objectives of this policy the Board of Trustees shall adhere to the following guidelines:

1. This fund shall be known as the "Pension Stabilization Fund."
2. The Pension Stabilization Fund shall be designated as a Restricted Fund.
3. These funds will be used to offset increases in pension costs from unfunded liabilities.
4. The Pension Stabilization Fund will be invested in financial institutions that restrict the funds for only pension-related expenses.
5. This policy shall be reviewed on an annual basis for long-term adequacy and use restriction.

Target Fund Level:

The target balance of this fund is based on the annual CalPERS actuarial report of unfunded liability. This target balance will consider funds in CalPERS combined with the amount in PARS to not exceed 100% of liabilities. If under-funded, 25% of excess revenues will be deposited into the PARS 115 Trust.

Withdrawal:

Withdrawals may be considered in the event of:

- Pension costs affecting operational costs;
- If the growth of pension contribution rates (in dollars) is greater than the growth in property tax revenue;
- Paying off specific pension liabilities that will result in interest savings greater than interest earnings on the Trust Fund;
- Economic conditions or fiscal demands arise, e.g. non-discretionary expenditures exceeding revenues.

APPENDIX 200-6

ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT OTHER POST-EMPLOYEE BENEFITS (OPEB) FUND

Purpose of Fund:

The purpose of the Other Post-Employee Benefits (OPEB) Fund is to ensure that agreed-upon health, dental, and vision benefits to retired employees will be fulfilled.

Policy:

In order to achieve the objectives of this policy the Board of Trustees shall adhere to the following guidelines:

1. This fund shall be known as the "Other Post-Employee Benefits (OPEB) Fund."
2. The Other Post-Employee Benefits (OPEB) Fund shall be designated as a Restricted Fund.
3. These funds will be used to annually replenish expenses occurred in the General Fund used to provide health, dental, and vision benefits to qualified retired employees along with fund management.
4. The Other Post-Employee Benefits (OPEB) Fund will be invested in financial institutions that restrict the funds for only OPEB-related expenses.
5. This policy shall be reviewed on an annual basis for long-term adequacy and use restriction.

Target Fund Level:

It is the intent of the District to fully fund the OPEB. The funded status of the OPEB will be assessed based upon the most recent actuarial valuation. Should the plan drop below 90% funded, the District shall consider making an annual contribution equal to at least 50% of the annual determined contribution (ADC) as defined by the most recent actuarial valuation (or whatever percentage the District deems appropriate) from excess revenues. Additionally, the District will review this policy at a minimum biennially, coincident with preparation of the actuarial valuation, to determine if changes to this policy are necessary to ensure adequate resources are being accumulated to fund OPEB benefits.

Withdrawal:

Annual withdrawals are calculated after the close of the fiscal year by adding the prior year's retiree health care, dental, and vision costs along with retiree reimbursements and US Bank and PFM administrative fees.

CHAPTER 300. SALARIES AND WORKING CONDITIONS OF EMPLOYEES

Section 301. Salaries

301.1 Compensation Plan

301.1.1 The District has developed a compensation plan that is intended to achieve and support the following goals and objectives:

- (a) The plan enables the District to recruit and retain highly qualified employees;
- (b) The plan provides equitable salaries within a structure where positions are paid in appropriate relationship to each other in the organization and comparable agencies;
- (c) The plan recognizes employee performance and motivates employees to improve their level of performance on the job; and
- (d) The plan is flexible in administration.

301.1.2 Salaries, benefits, and working conditions are subject to the meet and confer process with recognized employee bargaining units. In establishing a framework for review of compensation, the District takes into account compensation in place in Alameda County as well as adjacent mosquito abatement districts, unless otherwise modified through the bargaining process.

301.1.3 The compensation of the General Manager shall be considered independently of other District positions.

301.2 Salary Steps

301.2.1 Entry-level field personnel shall be hired at the position of Assistant Mosquito Control Technician or Assistant Vector Scientist for a minimum of six months and until certification as a Vector Control Technician is received, at which time they shall advance to the position of Mosquito Control Technician or Associate Vector Scientist. The salary for the position of Assistant Mosquito Control Technician and Assistant Vector Scientist is approximately 5% below step 1 of Mosquito Control Technician and Associate Vector Scientist respectively.

301.2.2 The positions of Mosquito Control Technician, Associate Vector Scientist, Financial & HR Specialist, Public Outreach Coordinator, Lab Director, and Field Operations Supervisor consist of a series of salary

ranges, each containing five steps. Each step is approximately 5% above the preceding step in that range.

- 301.2.3 The positions of IT Director, Regulatory & Public Affairs Director, and Mechanical Specialist consist of a series of salary ranges, each containing five steps. Each step is approximately 2.5% above the preceding step in that range.
- 301.2.4 For each salary range, the first step is considered the entrance rate and the top step the maximum. Possible exceptions, for example, are that the General Manager finds merit, the candidate possesses exceptional skills or qualifications that would be highly beneficial to the District, or due to the difficult nature of the recruitment, few qualified candidates were available, and it is necessary to hire at an advanced step in order to obtain a person to fill the vacancy. Ordinarily, new employees would start at the minimum rate and progress to the second step after six months of satisfactory service. The third step is achieved after an additional six months of satisfactory service. Each remaining step is reached after one year of satisfactory service at the preceding step, except the Mosquito Control Technician and Associate Vector Scientist Positions step 5 which may qualify to apply for the Vector Biologist and Vector Scientist positions after six months.
- 301.2.5 The position of Vector Biologist consists of two steps and Vector Scientist consists of three steps. Each step is approximately 5% above the salary range of the previous step and can be achieved after one year of satisfactory service or if, for example, that the General Manager finds merit, the candidate possesses exceptional skills or qualifications that would be highly beneficial to the District, or due to the difficult nature of the recruitment, few qualified candidates were available, and it is necessary to hire at an advanced step in order to obtain a person to fill the vacancy.
- 301.2.6 If an employee is promoted or changes position in the District service to another position in a higher salary schedule, the salary shall be the amount provided in the schedule step for the new position, which is at least one step higher than the amount received in the former position, but may not exceed the salary schedule. Such salary will be pro-rated from the effective date of promotion to the end of the subject pay period. The date of promotion or advancement will be the new anniversary date established for the employee for purposes of evaluation and advancement in the salary range.
- 301.2.7 The Board may provide for longevity pay as agreed upon in the Employees' Association Memorandum of Understanding.

301.3. Workweek and Pay Days

- 301.3.1 The standard workweek is defined as any consecutive seven-day period beginning at 12:00 a.m. of any Sunday and ending at 11:59 p.m. the following Saturday.
- 301.3.2 Established paydays for the District are the 15th and last working day of the month. Wages earned between the 1st and 15th days, inclusive of any calendar month, must be paid no later than the 26th day of the month during which the labor was performed, and wages earned between the 16th and the last day of the month must be paid by the 10th day of the following month.

301.4. Alternate Workweek

- 301.4.1 The General Manager may approve an alternate work schedule (including a 9/80 schedule, a 4/10 schedule, or some other alternate schedule based on a 40-hour workweek) for individual employees based on staffing needs, the employee's performance, and the nature of the position. An alternate work schedule for an employee may be implemented at the sole discretion of the General Manager and may be thereafter modified or eliminated as needed at any time by the General Manager.
- 301.4.2 Employees approved to work an alternate 9/80 work schedule will work nine (9) hours for four fixed days in each workweek and eight (8) hours the remaining day of one workweek. The employee will be off work on the remaining day in the other workweek. As such, during the two-week work period, the employee will work a total of 44 hours one calendar week and 36 hours the other calendar week, with the hours worked split between two workweeks as defined in Section 301.4.3, below.
- 301.4.3 The Fair Labor Standards Act (FLSA) workweek for employees on the 9/80 work schedule will begin and end four hours into the day of the week the employee is normally scheduled to have a day off. Using this method, an employee will work a total of 40 hours during each scheduled workweek. Overtime and compensation time apply to non-exempt employees for hours worked beyond 40 in any established workweek.
- 301.4.4 The employee will be eligible to request an alternate work schedule, subject to the recommendation of their supervisor and the approval of the General Manager.
- 301.4.5 The employee will continue accruing vacation and sick leave hours at the same rate as before being assigned to an alternate work schedule. An employee who is using vacation or sick leave will be charged the number of hours used.

301.4.6 Compensation for holidays will not change when an employee is assigned to an alternate work schedule. Employees normally receive eight hours of holiday pay when assigned to a standard 40 hour per week work schedule. Under the alternate work schedule option, an employee will continue to receive eight hours of holiday pay. If the holiday falls on a day when the employee is scheduled to work more than eight hours, the employee may use their accrued compensatory time off time or vacation time to make up the difference. If the holiday falls on a day when the employee is not scheduled to work, the eight hours will be added to the employee's accrued time off.

301.5 Working Hours

301.5.1 Established hours of District operation are between 7 a.m. and 5:30 p.m., Monday through Friday. Reporting times, defined as the time when employees are expected to be present and ready to start work, may vary based on the specific job requirements. The supervisor will establish the reporting times for each group of employees.

301.5.2 Employees must be present at their job during the "core hours" of 8 a.m. to 11 a.m. and 1:30 p.m. to 3:30 p.m., unless their supervisor and/or the General Manager modifies those hours. For employees approved to use an alternate work schedule, the employee and the employee's supervisor will establish the work hours for the employee based on established guidelines and as determined by the supervisor and General Manager.

301.5.3 Each employee is provided a 30-minute unpaid meal period on any workday the employee works longer than six hours.

301.5.4 Employees are entitled to take one 10-minute rest period for every four hours of work. Rest periods may not be combined with the 30-minute meal period or be used to arrive late to work or leave work early.

301.5.5 Employees are expected to arrive at work at their regularly scheduled reporting time.

(a) If an unforeseen delay results in arriving at work 15 minutes past the regularly scheduled reporting time, the employee is expected to contact their supervisor and either make that time up or request time off.

301.6 Overtime

301.6.1 "Overtime work" for a non-exempt employee is hours worked over 40 hours in any one workweek. For the purpose of calculating overtime, holidays are considered work hours. Vacation and sick hours taken during the workweek will not be credited towards overtime hours.

Overtime must be for definite work performance that was ordered and approved by the supervisor or General Manager. The General Manager or authorized designee may authorize overtime work during Saturdays, Sundays, or holidays for any or all personnel.

301.6.2 Overtime work shall be compensated at the rate of one and one-half times the base hourly rate for each hour worked in excess of 40 hours in a workweek and two hours for each hour worked on a holiday that is recognized by the District. Overtime may be paid in cash, or accrued as compensatory time off (CTO) as set forth in Section 301.7, below.

301.7 Compensatory Time Off (CTO)

301.7.1 Compensatory time off (CTO) may be granted to those non-exempt employees who work overtime as provided in Section 301.6 above, and with whom the District has a prior agreement or understanding that the employee will accept CTO in lieu of cash payment for overtime.

301.7.2 Compensatory time off is earned at the overtime rate (one and one-half hour for each hour worked in excess of 40 hours in a workweek and two hours for each hour worked on a holiday that is recognized by the District).

301.7.3 Employees are encouraged to use their accrued CTO, and the District will make every effort to grant reasonable requests for the use of CTO when sufficient advance notice is given and the workplace is not unduly disrupted.

301.7.4 The maximum number of CTO hours that an employee may accrue is 240. Any employee who has reached this maximum will not work any additional overtime until the employee's accrued compensatory time has fallen below the maximum allowed, unless the employee receives advance written authorization and receives payment in cash for any such additional overtime.

301.7.5 The District reserves the right at any time to pay an employee in cash for any or all accrued compensatory time and/or to require the employee to use accumulated CTO.

301.7.6 Employees who separate from District service for any reason shall be paid for accrued and unused CTO.

301.8 Uniform Allowance

301.8.1 The District shall grant designated employees a sufficient number of uniforms to maintain an adequate supply for the changes necessary to keep the uniforms clean and in good condition. The District will also provide for a laundry service. The color and type of uniform will be

determined by the General Manager with the cooperation of the employees.

- (a) The uniforms will include the District's insignia placed on the shirts and jackets selected.
- (b) The District shall also furnish each employee with name patches, to be placed on the front of the shirt or jacket so as to be visible at all times. This clothing will be worn during working hours unless specifically exempted by the General Manager. Uniforms will not be modified without permission from the General Manager.

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

All employees of the District working outside of the office are required to wear approved safety boots or other approved footwear. Safety boots are not required for attending meetings, public education events, or continuing education training.

301.9 Professional Development

- 301.9.1 It is the policy of the District to encourage participation by all employees in continuing education. The General Manager is authorized to reimburse employees for job-related education and training.
- 301.9.2 General Manager approval is required for any educational or training course work for which an employee will be seeking reimbursement. Approval must be granted before the course begins.
- 301.9.3 Reimbursement for approved job-related education and training will be processed following successful completion of the course or training, upon presentation of documentation of successful completion, and submission of all associated receipts.
- 301.9.4 Training should be scheduled so that it is not disruptive to the employee's normal job duties.

302. Health and Welfare Benefits

302.1 Health, Dental, and Vision Benefits

302.1.1 As defined in plan documents, health insurance is available to full-time employees of the District as well as eligible members of the employee's family. Dental benefits are available to full-time employees after six months of satisfactory service. The District reserves the right to select and contract with health, dental, and vision insurance providers and to change providers and plans. Impacts associated with changes in health, dental, and vision insurance coverage or carriers will be negotiated with affected employee bargaining groups.

302.1.2 District contributions to health, dental, and vision insurance premiums are negotiated as a part of the bargaining process and are documented in the relevant Memoranda of Understanding and/or Compensation Agreements. Health plan summaries and specific plan information are available from the General Manager or designee.

302.2 Group Term Life Insurance. Full-time regular employees are provided, at District cost, group term life insurance coverage. The General Manager or designee can provide additional information, plan documents, and literature regarding this benefit.

302.3 Unemployment Insurance. Unemployment insurance provides compensation payable to individuals unemployed through no fault of their own and who are actively seeking employment and are available and able to work. The District will adhere to California Employment Development Department (EDD) unemployment insurance requirements for claim responses. The decision to provide an individual with unemployment insurance is solely at the discretion of the EDD. The General Manager or designee can provide additional information regarding this benefit.

302.4 Consolidated Omnibus Budget Reconciliation Act (COBRA)

302.4.1 Employees and dependents who lose group health coverage due to termination of employment or other "qualifying events" (i.e., death of employee, divorce, or separation) may continue health and dental coverage on a self-pay basis under the COBRA option for eighteen (18) months or the limits specified by law.

302.4.2 Upon an employee's termination of employment, the District will issue a Notice of Right to Elect COBRA Continuation Coverage for health care coverage. To continue health care coverage under COBRA, the employee will fill out and sign forms provided by the District. The terminating employee must pay the full cost of coverage, plus the allowable administrative fee, by the deadlines set forth in the Notice.

302.5 Retirement Plan

302.5.1 Classic PERS Members. The District offers a retirement benefit package to all eligible full-time employees through the California Public Employment Retirement System (CalPERS). Full-time employees hired prior to January 1, 2013 and Classic PERS members will be covered under the 2% @ age 55 formula in CalPERS.

New PERS Members. The District offers a retirement benefit package to all full-time employees hired on or after January 1, 2013. New PERS members will be covered under the 2% @ age 62 formula in CalPERS.

302.5.2 In accordance with California Public Employees' Pension Reform Act of 2013 (CalPEPRA), as lawfully applicable, New PERS Members will contribute 50% of the cost of the CalPERS contribution rate. Service credit will be credited in accordance with CalPERS plan guidelines. More information on the retirement program can be obtained by contacting the General Manager or designee.

302.6 Social Security. Employees are not covered under the full federal Social Security program. The District participates in the federal Medicare portion of Social Security for all employees. The employee and the District contribute the mandatory amount into Medicare.

302.7 Workers' Compensation

302.7.1 Employees who are injured on the job, no matter how minor, must report the incident immediately to their supervisor. Failure to follow District procedures may affect eligibility to receive Workers' Compensation benefits.

302.7.2 If an employee has an illness or injury that is either caused by their job, or incurred within the course and scope of their employment, the employee may be entitled to medical care and leave (i.e., time away from the job based on health care provider's orders). These benefits are administered by the District's workers' compensation carrier.

302.7.3 Following the required three-day waiting period, the employee may be entitled to partial wage continuation during time he or she is off work due to a work-related illness or injury. This partial wage continuation will be in the form of temporary disability payments through the District's workers' compensation carrier.

302.7.4 The injured employee will be allowed to integrate any accrued and unused sick leave, vacation, and compensatory time off with the workers' compensation temporary disability payment to retain the full regular rate of pay. After the employee has exhausted available accrued leave the sole source of income will be the temporary

disability payments through the workers' compensation carrier. Workers Compensation will run concurrently with Family Care Leave.

302.7.5 The District will not allow any form of retaliation against individuals who file a workers' compensation claim.

302.8 Reasonable Accommodation. In compliance with federal and state laws, the District provides reasonable accommodation for employees who are unable to perform the essential duties of their jobs due to illness or injury.

- (a) An employee may request an accommodation when an illness or injury limits the employee's ability to perform the essential duties of his or her job. An employee seeking a reasonable accommodation to perform the essential job functions of their job should make such a request, preferably in writing, to the General Manager. The request must identify (a) the job-related functions at issue and (b) the desired accommodation(s).
- (b) The District will consider the request for an accommodation consistent with federal and state laws including, but not limited to, the Americans with Disabilities Act.
- (c) Following receipt of a request for accommodation, the General Manager may require additional information, such as reasonable documentation of the existence of a disability.
- (d) The District may require an employee to undergo a fitness for duty examination at the District's expense to determine whether the employee can perform the essential functions of the job with or without reasonable accommodation. The District may also require that a District-approved health care provider conduct the examination.
- (e) After receipt of reasonable documentation of a disability and/or a fitness for duty report, the General Manager will arrange for an interactive discussion, in person or via telephone conference call, with the employee and their representative(s), if any. The purpose of the discussion is to work in good faith to consider fully all feasible, potential, and reasonable accommodations.
- (f) Following the conclusion of the interactive discussion, the General Manager will determine whether reasonable accommodation(s) can be made and the type of accommodation(s) that will be offered. The District may not provide accommodation(s) that would pose an undue hardship upon District finances or operations or that would endanger the health or safety of the employee or others. The General Manager will inform the applicant or employee of their decision as to reasonable accommodation(s) in writing.

- (g) Periodic evaluation of the accommodation will be conducted and the continuance of the accommodation is not guaranteed. An accommodation may be modified or ended at any time with notice.

Section 303. Leaves

303.1 Holidays

- 303.1.1 The District shall provide full-time employees time off with pay for the following recognized holidays:
 - (a) January 1st, known as New Year Day;
 - (b) The third Monday in January, known as “Dr. Martin Luther King Jr. Day”;
 - (c) February 12th, known as “Lincoln’s Birthday”;
 - (d) The third Monday in February, known as “President’s Day”;
 - (e) The last Monday in May, known as “Memorial Day”;
 - (f) July 4th, known as “Independence Day”;
 - (g) The first Monday in September, known as “Labor Day”;
 - (h) September 9th, known as “Admission Day”;
 - (i) The second Monday in October, known as “Indigenous Peoples’ Day”;
 - (j) November 11th, known as “Veterans Day”;
 - (k) Thanksgiving and the day after Thanksgiving;
 - (l) December 24th, known as “Christmas Eve”;
 - (m) December 25th, known as “Christmas”; and
 - (n) Other or alternate holidays agreed upon between the District and employee bargaining groups as documented in the Employees’ Association Memorandum of Understanding.

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

- 303.1.3 On July 1st of each calendar year, the District will provide full-time employees one annual floating holiday with no rollover nor cash-out option upon separation.

- 303.1.4 A day off with pay for full-time employees under this Section shall be recognized as eight (8) hours.

303.2 Vacation Leave

303.2.1 Accrual of vacation leave under the District's vacation plan will be administered as stated below, unless modified by Employees' Association Memorandum of Understanding. The General Manager may increase the rate of accrual for the purposes of recruitment and as a reward for consistent outstanding performance for any employee who is at the top step of the employee's classification wage range.

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

303.2.2 The General Manager may determine that the best interest of the District will be served by delaying all or part of the vacation leave.

303.2.3 An employee who has reached the maximum vacation accrual level of two years' allowance will cease accruing vacation until sufficient vacation is taken that the accrual balance is less than the stated maximum, unless otherwise approved by the General Manager.

303.2.4 Vacation credit shall begin on the first day of employment.

303.2.5 Employees who separate from District service for any reason will be paid for accrued and unused vacation.

303.3 Sick Leave

303.3.1 Paid sick leave provides time off without loss of pay for reasons, and under the conditions, specified in this policy, as may be modified by MOU or applicable law. The District's Sick Leave Policy conforms to Healthy Families Act of 2014 (CA Paid Sick Leave). Every employee should use sick leave with respect for the intent of the policy and the impact on fellow employees. All employees are responsible for the proper administration of the sick leave provision.

303.3.2 Accrual of paid sick leave is set forth below and may be amended or modified by specific provisions in relevant Memoranda of Understanding and/or adopted Compensation Resolutions.

(a) Regular Full-time Employees: Sick leave with pay will accrue to regular full-time employees at the rate of one work day for each calendar month of service or according to current Memoranda of Understanding and/or Compensation Agreements. Sick leave credits will accrue only while an employee is in paid status with the District.

- (b) Part-time and Seasonal Employees: After working a minimum of 30 calendar days for the District, three days (24 hours) of paid sick leave will accrue to part-time, seasonal, and temporary employees. The accrual will be capped at three days or 24 hours.

303.3.3 Approved Sick Leave may be granted to all full-time employees for the following reasons:

- (a) For the diagnosis, care, or treatment of an existing health condition or preventive health care for the employee or a member of the employee's immediate family.
- (b) Enforced quarantine of the employee in accordance with community health regulations.
- (c) To allow a victim of domestic violence and/or a victim of sexual assault to obtain relief or attempt to obtain relief to help ensure their health, safety, or welfare or that of his or her children.
- (d) To allow a victim of domestic violence and/or a victim of sexual assault to seek medical attention, to obtain services from a domestic violence program or psychological counseling, or to participate in safety planning.
- (e) Complication or disability resulting from or contributed to any pregnancy, termination of pregnancy, or recovery therefrom.

303.3.4 Employees are permitted to take up to half of their accrued sick leave to care for a family member (also known as, "Kin Care"). Family member for purposes of Kin Care includes an employee's child, parent or guardian, spouse or registered domestic partner, grandchild, grandparent, and sibling. Employees have the right to designate what type of sick leave they are taking.

303.3.5 After meeting the eligibility and waiting period requirements set forth in this policy, accrued Sick Leave can be taken by eligible part-time, seasonal, and temporary employees for the following reasons:

- (a) The diagnosis, care, or treatment of a health condition or for preventive care of the employee or a member of the employee's immediate family.
- (b) For specified purposes when an employee is a victim of domestic violence, sexual assault, or stalking.
- (c) Sick Leave under this Section can only be taken for an absence from a previously scheduled work shift.

303.3.6 Supervisory personnel are charged with the responsibility for reviewing and evaluating sick leave usage.

(a) Sick leave misuse or abuse is generally defined as use of sick leave for reasons other than are set forth in this policy. Potential indicators of abuse are:

(1) A pattern of sick leave use involving days adjacent to scheduled days off and holidays.

(2) Refusal or inability to provide medical substantiation when requested.

(3) Frequent absences with vague or questionable substantiation.

(4) Frequent or recurring exhaustion of sick leave soon after it is earned (unless for substantiated medical reasons).

(5) Other evidence of employee activity that is inconsistent with the legitimate use of sick leave, such as usage higher than the District average for the previous calendar year (deduct serious illness or injury) and two or more indicators above.

(b) When it is determined by investigation that sufficient evidence exists to demonstrate that an employee has abused or is abusing or misusing the sick leave privilege, the General Manager may cause such disciplinary action to occur as deemed appropriate to deter future misuse. If it is found that the claim for sick leave was fraudulent, the claim for sick leave will not be paid. Sick leave taken under Sections 303.3.4 and 303.3.5, above, will not be considered in determining abuse or misuse of the sick leave privilege.

303.3.7 Except for sick leave taken under Sections 303.3.4 and 303.3.5, above, the District may require a health care provider's certificate for absences due to illness when the employee has been put on notice of being suspected of misuse of sick leave and that future absences will require a health care provider's certificate. The health care provider's certificate will be requested at the earliest possible time and prior to the employee's return to work, whenever possible. The request for a health care provider's certification will adhere to 303.3.7 (b).

(a) Fitness for Duty Exam - Any employee may be required by the General Manager to submit to an examination by a licensed health care provider or psychologist at any time, subject to sufficient cause existing, by the District at its expense in order to determine

the state of the employee's health and fitness to perform assigned tasks.

- (b) Privacy laws restrict employers from requesting certain medical or health information. Therefore, if asking for a health care provider's certification or other verification of absence due to illness, the District may ask when the employee is anticipated to return to work, with or without restrictions, but cannot ask for a diagnosis or prognosis.

303.3.8 Paid sick leave provides time off without loss of pay for qualifying reasons. It is a non-vested benefit that carries no cash value. Except as may be provided as Accrual Incentives or Retiree Service Credit in designed Memoranda of Understanding or Compensation Resolutions, there is no provision for a payout of accrued and unused sick leave upon separation from District employment.

If a part time, seasonal, or temporary employee separates and returns within one (1) year of separation, unused sick leave hours will be restored to the employee. If the employee returns after one (1) year of the previous separation, the sick leave hours will not be restored to the employee.

303.4 Voting Time Off

303.4.1 In the event an employee does not have sufficient time outside of working hours to vote in an election, the employee may take a limited amount of time off without loss of pay to vote.

303.4.2 Voting time off should be taken at the beginning or end of the regular work schedule, whichever allows the most free time for voting and the least time off from work. An employee will be allowed a maximum of two (2) hours of voting leave on Election Day.

303.4.3 Employees should notify their supervisor of the need for time off to vote at least three (3) working days prior to Election Day.

303.5 Military Leave

303.5.1 Military leave will be granted in accordance with state and federal law. An employee requesting leave for this purpose shall promptly provide the General Manager a copy of the military orders specifying the dates, site, and purpose of the activity or mission. Within the limits of such orders, the District may determine when the leave is to be taken and may modify the employee's work schedule to accommodate the request for leave.

In an emergency situation, if orders are not available at the time of the ordered leave, oral notice should be given as soon as possible, with a copy of the military orders to be provided to the District as soon as it is available.

- 303.5.2 Employees ordered into active federal military duty as a member of the National Guard or Naval Militia will be granted military leave for a period not to exceed five (5) years, unless there is an authorized exemption. Authorized exemptions to the five-year limit include: initial enlistments lasting longer than five years, periodic National Guard and Reserve training duty, and involuntary active duty extensions and recalls.
- 303.5.3 Employees ordered to temporary active duty, or for training, will be granted military leave for a period not to exceed 180 calendar days, including time spent traveling to and from such duty.
- 303.5.4 Employees will receive District pay while on military leave as outlined by law.
- 303.5.5 The District will continue to pay the District's portion of the cost of Health Insurance for an employee while he or she is on any military leave to the same extent it would if the employee were working, regardless of pay status in accordance with the law.
- 303.5.6 Employees on temporary military leave and who have at least one year of service with the District or at least one year of combined military/District employment service, continue to accrue the same vacation, sick leave, and holiday benefits for up to a maximum of 180 days. This provision also applies to employees who are members of the National Guard.
 - (a) Employees on active military leave are not entitled to accrue sick leave or vacation during the period of Military Leave.
 - (b) Employees who are members of the National Guard and are on active military leave accrue vacation and holiday benefits, but not sick leave, for the first 30 days of active service.
- 303.5.7 An employee returning from active duty after serving in time of war or national emergency must seek reemployment within six months after completing military service, but not later than six months after the end of the war or national emergency. Reemployment rights do not extend to an employee who fails to return to their position within 12 months after the first date on which he or she could terminate active military service.

(a) An employee on military leave for reasons other than war or national emergency must return to work or seek reemployment as set forth below:

(1) An employee whose military leave lasted from 1 to 30 days must report to the District by the beginning of the first full regularly scheduled work day on the first full calendar day following the completion of the period of service.

(2) An employee whose military service lasted from 31 to 180 days must submit a reemployment application (verbally or in writing) with the District no later than 14 days after the completion of the period of service.

(3) An employee whose military leave lasted more than 180 days must submit a reemployment application (verbally or in writing) with the District no later than 90 days after the completion of the period of service.

(b) An employee who fails to report to work or submit a reemployment application as set forth in this Section may be deemed to be on Unauthorized Leave from the District.

303.6 Family and Medical Care Leave. In accordance with the California Family Rights Act (CFRA), an eligible employee may be granted a leave of absence up to a period of twelve weeks of family and medical leave during a twelve month period for a qualifying event, or 25 workweeks for a covered military service member.

303.7 Pregnancy Disability Leave

303.7.1 The District will provide up to four months, or seventeen and one-third (17 1/3) weeks of Pregnancy Disability Leave to eligible employees as required by state law. Pregnancy Disability Leave is without pay.

303.7.2 An employee who has been advised by her health care provider that she is disabled due to pregnancy or a pregnancy-related condition, and who has provided timely notice of this determination to the District, is entitled to Pregnancy Disability Leave. There is no minimum service requirement for eligibility.

303.7.3 Pregnancy Disability Leave is available when a woman is disabled by her pregnancy, childbirth, or a related medical condition. The reasons for leave include:

(a) time off needed for prenatal care;

(b) severe morning sickness;

- (c) doctor-ordered bed rest; and/or
- (d) childbirth, recovery from childbirth, and any related medical condition.

A woman does not have to be completely incapacitated or confined to her bed to qualify as being disabled by pregnancy. However, as a general rule, a woman must be, in the opinion of her health care provider, unable to perform one or more essential functions of her job without undue risk to herself or to other persons, or without undue risk to successful completion of her pregnancy.

- 303.7.4 The duration of Pregnancy Disability Leave is limited to four months (17 1/3 weeks) during the period the employee is disabled by pregnancy or a pregnancy-related condition.
- 303.7.5 Pregnancy Disability Leave may be accounted for in increments of no greater than one hour or the increment utilized to account for use of other forms of leave (if the same is less than one hour).
- 303.7.6 An employee disabled by pregnancy is eligible for intermittent or reduced schedule leave if recommended by her treating health care provider.
 - (a) If intermittent leave is medically advisable, it may be necessary to temporarily transfer the employee to an available alternative position with an equivalent rate of pay and benefits.
 - (b) The employee must be qualified for the available alternative position.
 - (c) The equivalent position must better accommodate recurring periods of leave than the employee's regular job.
 - (d) If there is no available alternative position, the District may consider altering the employee's existing position on a temporary basis to accommodate intermittent leave or reduced schedule.
- 303.7.7 The District will consider temporary reasonable accommodations that are determined to be medically advisable by the employee's health care provider and reasonable by the District. Temporary accommodations may include:
 - (a) Additional leave after the employee has exhausted her right to four months of Pregnancy Disability Leave;

- (b) Transfer to a less strenuous or hazardous position if the employee's health care provider states that it is medically advisable, and the employee is qualified for the position;
- (c) Creation of a temporary light-duty assignment, or modification of current job on a temporary basis;
- (d) Modifying the work schedule on a temporary basis; and/or
- (e) Allowing more frequent restroom breaks.

303.7.8 An employee seeking a temporary accommodation in conjunction with pregnancy or a pregnancy-related condition shall provide notice of the need for such an accommodation in advance of the needed accommodation, unless such notice is not possible.

- (a) The request for accommodation must include Medical Certification that documents the specific limitations the health care provider has set forth for the employee, as well as the anticipated duration of those limitations.
- (b) The District will engage in an interactive process with an employee seeking a temporary accommodation in conjunction with pregnancy or a pregnancy-related condition to identify, discuss, evaluate, and implement accommodations that are consistent with the recommendations of the health care provider.

303.7.9 Employees on approved Pregnancy Disability Leave will be required to exhaust accumulated leave balances before being placed on unpaid leave.

303.7.10 The District will continue to pay the District's portion of the cost of "Health Insurance" for an employee while she is on an approved Pregnancy Disability Leave to the same extent it would if the employee were working, regardless of pay status, for a maximum of four (4) months.

- (a) "Health Insurance" is defined as medical, vision, and dental insurance. The employee must continue to pay their employee contribution to Health Insurance either through payroll deduction while using leave balances or by direct payment to the District while on unpaid leave.
- (b) Coverage on a particular plan may be dropped if the employee is more than 30 days late in making a premium payment. However, the employee shall receive a notice at least 15 days before

coverage is to cease, advising that she will be dropped if the premium payment is not paid by a certain date.

- (c) Contribution amounts for all employees are subject to change if rate changes by the provider occur while the employee is on leave.
- (d) The total combined duration of District contribution toward Health Insurance available during unpaid leaves due to any combination of pregnancy disability, the employee's serious health condition, and family care purposes will not exceed twenty-nine and one-third (29.33) weeks in a twelve (12) month period.

303.7.11 Leave available under the California Family Rights Act will not run concurrently with Pregnancy Disability Leave.

303.7.12 When possible, employees are to provide at least thirty (30) days' advance notice of the need for Pregnancy Disability Leave, the need for a temporary reasonable accommodation, or transfer in conjunction with pregnancy, if the need is foreseeable. If such notice is not possible due to a change in circumstances, medical emergency, or other good cause, the employee is required to provide notice as soon as practical.

303.7.13 Medical certification will be required to support the need for Pregnancy Disability Leave or other reasonable accommodation in conjunction with pregnancy or a pregnancy-related condition.

(a) Medical certification is to be provided by the employee's health care provider and must include:

- (1) the date on which the employee became disabled due to pregnancy;
- (2) the anticipated duration of the period of disability; and
- (3) an explanatory statement that, due to the disability, the employee is unable to work at all, or is unable to perform any one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.

303.7.14 An employee returning from Pregnancy Disability Leave or temporary accommodation shall be reinstated to the same position she held prior to taking leave or undertaking a temporary accommodation in conjunction with pregnancy or a pregnancy-related condition, except as provided below.

- (a) The employee may not be reinstated to the exact same position if the employee would not have been employed for reasons unrelated to the leave, such as a layoff.
- (b) If the exact same position is not available, the employee will be reinstated to a comparable position. A comparable position is one that is virtually identical to the employee's previously held position, including wages, benefits, working conditions, and shift.

303.7.15 Lactation.

In accordance with California Labor Code section 1030, the District shall provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child. The break time, if possible, shall run concurrently with the employee's regular break time.

In accordance with California Labor Code section 1031, the District will make all reasonable efforts to provide the employee with the use of a room or other location, other than the restroom, in close proximity to the employee's work area, for the employee to express milk in private.

303.8 Bereavement Leave

- 303.8.1 A leave of absence with pay because of death in the immediate family of a person in the District employ, as defined in Section 303.15, below, may be granted by the General Manager for a period not to exceed three days.
- 303.8.2 For out-of-state funerals, the Board authorizes an additional day (for a total of four days).
- 303.8.3 Entitlement to a leave of absence under this Section shall be in addition to any sick leave, emergency leave, or any other leave to which the employee may be entitled.

303.9 Jury Duty

- 303.9.1 The District will grant time off in conjunction with service on a jury in response to a subpoena pursuant to the requirements of the Federal Jury System Improvement Act of 1978 and California Labor Code section 230. Compensation during authorized jury will be provided pursuant to the terms of this policy, as may be modified by relevant Memoranda of Understanding, or approved Compensation Agreements. Proof of jury duty must be provided to District.
- 303.9.2 In the event an employee is called for jury duty, no deduction from salary will be made for the absence while serving as a juror or in

answering the call for jury duty; provided, however, that the employee shall endorse payments from the Courts for jury duty to the District.

303.9.3 Employees may retain any reimbursement for mileage issued by the Courts in conjunction with jury service.

303.9.4 Employees called to jury duty must report to work before or return to work following their service whenever practical.

(a) If an employee does not have to report to the jury room/court for full days in the midst of their service, he or she is expected to report to work whenever practical.

(b) An employee's failure to report to work may be considered to be an absence without leave and could be subject to disciplinary action.

(c) Employees who must report for jury duty on their regular days off will not be eligible for jury duty pay. Such service is considered to be a civic duty and not compensable by the District.

303.9.5 In the event an employee is subpoenaed to appear as a witness in a trial related to District business, no deduction from salary will be made for the absence while serving as a witness or in answering the subpoena; provided, however, that the employee shall endorse all payments, if any, for witness duty to the District.

303.10 School Activities Leave

303.10.1 Parents, guardians, grandparents, or individuals serving as parents with custody of minor children are entitled to take up to forty (40) hours of time off work each year to attend school-related activities for the following reasons:

(a) when a student has been suspended and the parent, guardian, or grandparent is required to appear at the school pursuant to the school's request; and/or

(b) to attend designated Child-Related activities. Child-Related activities include: attending school functions, activities and programs; finding, enrolling or reenrolling a child in a school or with a licensed child care provider; and addressing a child care or school emergency, including closure or unexpected unavailability of the school (excluding planned holidays) or a natural disaster.

303.10.2 Except for the need to address a childcare provider or school emergency, the use of School Activities Leave is limited to eight hours per month.

- 303.10.3 The District may require proof of an employee's participation in these activities.
- 303.10.4 The employee must provide reasonable advance notice to his or her supervisor before taking any time off under this policy.
- 303.10.5 Employees must use accrued paid time off for the absence. If the employee does not have any accrued paid time off, the absence will be unpaid. However, exempt employees will be paid their full salary for any week in which they perform any work for the District that is interrupted by the need for time off under this policy.

303.11 Time Off for Crime Victims

- 303.11.1 Employees who have been victims of serious or violent felonies, as specified under California law, or felonies relating to theft or embezzlement, may take time off work to attend judicial proceedings related to the crime.
- 303.11.2 Employees also may take time off if an immediate family member has been a victim of such a crime, and the employee needs to attend judicial proceedings related to the crime.
- 303.11.3 Employees must give their supervisor a copy of the court notice given to the victim of each scheduled proceeding before taking time off, unless advance notice to the District of the need for time off is not feasible. When advance notice is not feasible, the employee must provide the District with documentation evidencing the judicial proceeding, within a reasonable time after the absence. The documentation may be from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office, or the victim/witness office that is advocating on behalf of the victim.
- 303.11.4 Employees will be paid under this section only to the extent they have accrued vacation or compensatory time off available.

303.12 Catastrophic Leave

- 303.12.1 A leave of absence with pay for up to five days annually may be granted in the case of a catastrophic event (such as earthquake, flood, or fire) that directly impacts the employee or a member of the employee's immediate family as defined in Section 303.15, below. Employees must request and receive approval from the General Manager to receive paid Catastrophic Leave. Catastrophic Leave will be in addition to any other entitled sick, vacation, or other leave benefit.

303.13 Medical Leave Donation Program

- 303.13.1 Any District employee who accrues vacation credit may voluntarily donate those credits to any other District employee if the recipient employee experiences a catastrophic illness or injury and has exhausted all accrued leave credits (i.e., sick leave, vacation, compensatory time off, due to illness or injury, including pregnancy and maternity leave).
- 303.13.2 Employees may donate a maximum of forty (40) hours of vacation per fiscal year in increments of eight hours in support of fellow employees who experience a catastrophic illness or injury. Unused donated time will be returned proportionally to the donors.
- 303.13.3 Donated time will be “banked”, using the value of each hour of donated time as the basis for credit.
- 303.13.4 An employee may request a grant of donated time under the program when he/she has a catastrophic illness or injury and has exhausted all accrued paid leave benefits. Grants may be requested when the employee must care for a member of their immediate family under the same conditions. The request must include documentation of the catastrophic illness or injury, the limitations of that condition, and the anticipated duration of the condition.
- 303.13.5 A request for donated time under this program may be submitted by the legal representative or an employee’s immediate family member with the employee’s authorization. The request must include documentation of the catastrophic illness or injury, the limitations of that condition, and the anticipated duration of the condition.
- 303.13.6 Grants of donated time will be approved by the General Manager, with consideration being given to the amount of available donated time and the demonstrated need of the employee. In no event will a grant of donated time be approved for an employee who has a history or record of sick leave abuse or failure to use accrued leave benefits responsibly.
- 303.13.7 Grants will be awarded as hours from the leave bank. Donated vacation credit may not exceed continuance of the employee’s regular rate of compensation.
- 303.13.8 While an employee is on catastrophic leave using donated time, the employee shall not accrue any vacation or sick leave.
- 303.13.9 Donations are subject to applicable tax laws. Recipient employees will be responsible for any applicable state and federal income taxes on the donated time. There is no tax liability to donors.

303.14 Leave Without Pay

303.14.1 A leave of absence without pay may be granted by the Board of Trustees upon the request of a District employee and recommendation of the General Manager, but such leave will not be for longer than six months.

303.14.2 Unless otherwise specifically provided in the policies in this Chapter, or set forth in provisions of the Employee's Memorandum of Understanding, the General Manager is directed NOT to pay the health benefits of employees at any time that they are on leave without pay from the District.

303.15 Definition of Immediate Family

303.15.1 The definition of "Immediate Family" shall be consistently applied to all leave policies set forth in this Chapter. The District purposefully elects a broad and consistent definition, which may, in some circumstances, be beyond what is required by law and regulation, to ensure efficient and consistent administration of leave policies.

303.15.2 For purposes of leave administration in this Chapter, "Immediate Family" is defined as an employee's: Spouse (including a lawfully married same-sex spouse), state registered domestic partner, child, (including a biological, adopted, or foster child, legal ward, or a child to whom the employee stands in *loco parentis*) child of registered domestic partner, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, stepfather, parent-in-law, grandparent, and grandchild.

303.16 Administrative Leave

303.16.1 Exempt employees will be given 40 hours of administrative leave annually on July 1 with no rollover nor cash-out option upon separation.

Section 304. Probation and Performance Management

304.1 Probationary Period

304.1.1 The probationary period is regarded as a part of the selection process for regular employees and is utilized for the purpose of determining the employee's ability to perform satisfactorily the essential job duties, with or without reasonable accommodations, prescribed for the position, and determining the employee's ability to work with other employees. All probationary employees are considered to be "at-will." Temporary, part-time, and seasonal employees are at-will employees

and are not subject to a probationary period. The probationary period policy does not apply to at-will management employees.

- 304.1.2 All initial and promotional appointments shall be tentative and subject to a probationary period of actual District service in the new position. The probationary period does not include time served under any temporary or provisional appointment. The lengths of the initial and promotional probationary periods will be six (6) months for all full-time employees.
- 304.1.3 The probationary period of an individual employee may be extended by the General Manager prior to the expiration of probation, upon the request of the supervisor and approved by the General Manager, for a period not to exceed an additional six (6) months.
- (a) Probation may be extended if there has been insufficient opportunity to evaluate fully the employee's ability to perform the duties prescribed for the regular position. Such an extension must be approved by the General Manager, and the employee will be notified in writing of the extension of the probationary period.
 - (b) If the number of leaves of absences (paid or unpaid) totals thirty (30) or more days, it will automatically extend the probationary period the equivalent amount of time the employee was absent from work.
- 304.1.4 A supervisor may determine that a probationary employee should not pass probation at any time during the employee's probationary period or extension thereof. When the supervisor makes such a determination, he/she will notify the General Manager in writing. Upon approval of the General Manager, the supervisor shall terminate employment of the probationary employee by written notice prior to the expiration of probation.
- 304.1.5 Probationary employees serve in an at-will capacity. Any release from probation will not be for cause, but rather because the employee failed to meet the standards of the class/position. The employee has no right of appeal of failure to pass probation.
- 304.1.6 An employee who fails to pass probation following a promotional appointment and held regular status in their former classification shall be reinstated to their former position or to a vacant position in the same classification.
- 304.1.7 If an employee is promoted during a probationary period, the employee will serve the probationary period in the new position. If the employee does not pass the probationary period of the promotion,

there are no specific employee rights to return to their previous job because regular status was not obtained.

304.2 Performance Evaluations

- 304.2.1 The performance management system at the District is designed to motivate, recognize, and reward employees' efforts and achievements. The District strives to create a work environment in which employees are recognized and rewarded for their contributions and where employees understand, contribute, and help meet the District's overall goals.
- 304.2.2 Goal-oriented performance objectives should be established and clearly communicated for each employee. Both performance and behavioral objectives may be established. It is important that employees understand the District's expectations.
- 304.2.3 The District encourages individual feedback to employees on a regular basis. The District's performance management system is designed so that each regular full-time employee will be evaluated at least annually, and quarterly while the employee is on probation.
- 304.2.4 Employees will be eligible for consideration of a salary step increase in conjunction with the annual evaluation. The first increase will be considered with the evaluation at the employee's six-month anniversary.
- 304.2.5 All employee evaluations will be prepared in written form and signed by the employee's supervisor. The General Manager's supervisor is the Board of Trustees or its chosen representatives.
- 304.2.6 For each evaluation, there will be a performance evaluation review meeting between the employee and the employee's supervisor, during which the written evaluation will be presented and discussed.
 - (a) Upon completion of the performance evaluation review meeting, the employee will sign the evaluation to show that the interview was completed.
 - (b) The employee will have the opportunity to provide written comments regarding the evaluation within seven calendar days of the interview.
 - (c) The General Manager will review the performance evaluation and employee comments. The General Manager will sign the performance evaluation to indicate that the process was completed. Copies of the completed performance evaluation and

the employee's comments will be provided to the employee. The original copy will be kept in the employee's personnel file.

- 304.2.7 An employee evaluation that is less than satisfactory requires preparation of a performance improvement plan to be signed by the employee and a follow-up evaluation to be completed within six months.
- 304.2.8 The performance evaluation is not subject to the grievance process set forth in Chapter 700 of this Policy Manual.

Section 305. Job Abandonment

- 305.1 Attendance and punctuality that is observant of scheduled hours on a regular basis are essential functions of all classification. A constructive resignation occurs and is effective when an employee has been absent from duty for three (3) or more consecutive working days without authorized leave. The District may consider that a constructive resignation has occurred due to the absence, or that the absence provides a reasonable basis for believing that the employee has abandoned the job.

At minimum, one phone call in an attempt to speak with the employee will occur. A voice message may be left for the employee.

After being absent for three consecutive working days, a written notice will be sent via U.S.P.S. Priority Mail to the employee. If known, an e-mail may also be sent to the employee's personal e-mail address. The employee will be given written notice, at employee's address of record, of the circumstances of the job abandonment, and an opportunity to provide an explanation for employee's unauthorized absence. The employee will be provided five (5) calendar days to respond, in writing, why employee's employment with the District should not be terminated due to job abandonment, or can arrange for an appointment with the General Manager or designee before final action is taken to explain the unauthorized absence and failure of timely notification. The decision of the General Manager is final.

Section 306. Drug Free Workplace

- 306.1 The District is committed to providing a work environment that is safe, healthy, and free of any adverse effects caused by alcohol or controlled substances. The District is concerned about employees or other persons working, contracting, or volunteering with the District being under the influence of alcohol, drugs, and/or controlled substances at work or while on District premises. The purpose of this policy is to promote a drug and alcohol-free workplace and to eliminate substance abuse and its effects in the workplace.

- 306.2 A District employee is prohibited from working or being subject to call-in if impaired by alcohol or any controlled substance.
- 306.3 An employee must notify their supervisor before beginning work when taking medications or drugs that could interfere with the safe and effective performance of duties or operation of District equipment. If there is a question regarding an employee's ability to perform assigned duties safely and effectively while using prescribed medications, the District may require medical clearance.
- 306.4 Compliance with this policy is a condition of District employment. Disciplinary action will be taken against those who violate this policy.
- 306.5 In order to promote a safe, productive, and efficient workplace, the District has the right to search and inspect all District property, including but not limited to lockers, storage areas, furniture, District vehicles, and other places under the common or joint control of the District and employees, without prior notice. No employee has any expectation of privacy in any District building, property, or communications system. No personal property items, such as personal cell phones or other personal electronic devices, purses, backpacks, briefcases, etc., will be searched under this policy.
- 306.6 Except as provided otherwise in a Memorandum of Understanding, the District has discretion to test a current employee for alcohol or drugs following any work-related accident or any violation of safety precautions or standards.

Section 307. Workplace Violence

The goal of the District is to provide every employee a safe work environment. To this end, it is the District's policy that violence, or the threat of violence, in the workplace will not be tolerated in any form. It is inappropriate to use violence or threats of violence for any reason or to in any way interfere with providing a safe workplace. Violence, or the threat of violence, against or by any employee of the District or any other person is unacceptable.

- 307.1 Should a non-employee or District Trustee on District property demonstrate or threaten violent behavior, the District will call law enforcement and he/she may be subject to criminal prosecution. Should an employee demonstrate or threaten violent behavior, he/she may be subject to disciplinary action up to and including termination.
- 307.2 The following actions are considered violent acts, but not limited:
- (a) striking, punching, slapping, or assaulting another person;
 - (b) fighting or challenging another person to a fight;
 - (c) grabbing, pinching, or touching another person in an unwanted way whether sexually or otherwise;
 - (d) engaging in dangerous, threatening, or unwanted horseplay;

- (e) Threat with the use of a gun, knife, or other weapon of any kind on District property, including parking lots, other interior and exterior premises, District vehicles, or while engaged in activities for the District in other locations;
 - (f) verbal assaults that are statements that would place a reasonable person in fear of harm for the safety of himself/herself or others and that serve no legitimate workplace purpose; and/or
 - (g) threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm.
- 307.3 Any employee or Trustee who is a victim of any violent threatening or harassing conduct, any employee or Trustee witness to such conduct, or any employee or Trustee receiving a report of such conduct, whether the perpetrator is a District employee or a non-employee, will immediately report the incident to their supervisor or other appropriate person in the chain of command. The General Manager must be notified.
- 307.4 No one acting in good faith who initiates a complaint or reports an incident under this policy will be subject to retaliation or harassment by the District.
- 307.5 Any employee reported to be a perpetrator will be provided due process before the District takes disciplinary action.
- 307.6 Anyone who fears for the safety of persons at the scene of the violent act should call law enforcement immediately.

Section 308. Exit Interviews

- 308.1 The General Manager, or immediate supervisor, will meet with each employee at the end of their employment at the District.

Section 309. Remote Working (Telework)

- 309.1 It is the policy of ACMAD to provide a telecommuting program as an alternative to the traditional work location. The program is designed to achieve increased productivity and to use of staff work time effectively, to promote efficient use of resources, and to allow for flexibility during family and local/state/national emergencies.
- 309.1.1 Telework refers to a work flexibility arrangement under which an employee performs the duties and responsibilities of such employee's position, and other authorized activities, from an approved worksite other than the location from which the employee would otherwise work.

309.1.2 There are three types of telework.

- a) Routine telework in which telework occurs one day a week as part of an ongoing, regular schedule.
- b) Situational telework that is approved by the General Manager, or their designee, on a case-by-case basis, where the hours worked were not part of a previously approved, ongoing, and regular telework schedule. Situational telework should only be used infrequently for cases such as doctors' appointments, road hazards, inclement weather, sick family members, or emergencies. Situational telework may also be occasionally used to promote staff and resource efficiency, particularly for offsite meetings or for appointments where telework would increase staff efficiency. Situational telework is allowed at a maximum of five (5) days a month unless an emergency arises.
- c) Management telework in which the General Manager, or their designee, notifies staff that they are working off site for the day(s) or portion thereof.

309.1.3 Telecommuting is not an employee right but may be offered by the District based upon business needs. If at any time the General Manager, or their designee, determines the work schedules and/or workweek periods offered must be changed, affected employees will be notified of the change at least one week in advance.

309.2 Telecommuting Eligibility

309.2.1 Eligibility to participate in the telecommuting program is subject at all times to the needs of the District and may be modified as those needs dictate.

309.2.2 This policy will be applicable to employees who meet specific work standards and who have current projects and job duties that are appropriate for telecommuting. Meeting one or more of the eligibility requirement does not guarantee approval of telecommuting. The General Manager, or their designee, holds the final determination of whether an employee's position is appropriate for telecommuting and if the employee meets the specific work standards. Minimum work standard eligibility requirements include, but are not limited to:

- a) prior annual job performance evaluation and/or job performance that demonstrates employee ability to work independently;
- b) employee is self-motivated and demonstrates high dependability;
- c) job duties and requirements allow the employee to be away from the District's worksite for a period of time during the work week;

- d) telecommuting does not impede other employees from performing their job duties or diminish the operations of the District.
- e) telecommuting does not reduce service to internal or external customers; and/or
- f) supervisor is able to manage the employee remotely.

309.3 Participation Guidelines

309.3.1 The duties, obligations, responsibilities, and conditions of a District employee are not changed by telecommuting. Employee's wage, retirement, benefits, and insurance coverage remain unchanged.

309.3.2 The telecommuting employee remains obligated to comply with all District policies, practices, and instructions. Violations may result in preclusion from telecommuting and/or disciplinary action, up to and including termination of employment. The District's worker's compensation liability for job-related accidents will continue to apply during the employee's telecommuting work hours.

309.3.3 Work hours, overtime compensation, and vacation schedules will conform to District policies and practices, Fair Labor Standards Act (FLSA), and to any other terms agreed upon by employee supervisor, except that, those terms may not violate the laws/provisions stated above. Hours of work can be arranged with the supervisor.

3.9.4 Job Performance

309.4.1 Employee will work at a designated location during hours agreed upon. Arrangements for flexible work schedules are subject to supervisor's approval.

309.4.2 Expectations must be pre-established between telecommuters and supervisors regarding work assignment(s), productivity level, and productivity measurements to be used when employee is telecommuting. Timeliness, quality, and quantity of work must be maintained.

309.4.3 Attendance and punctuality that is observant of scheduled hours on a regular basis is an essential function of each classification and must be maintained during telecommuting, unless otherwise approved in advance.

309.4.4 Employee agrees not to engage in employment activities other than District assignments during telecommuting hours.

3.9.5 Office Equipment

- 309.5.1 The District will provide equipment similar to that used by employee(s) on a regular basis to accomplish their daily duties, as determined by the General Manager. Office supplies needed by the telecommuter will be provided by the District. All supply requests must be pre-approved by the General Manager, or their designee. The District retains ownership of all equipment and/or licenses provided.
- 309.5.2 Use of District equipment and supplies is limited to authorized persons for purposes relating to District business. The employee is responsible for ensuring that equipment is used properly. The District will provide for maintenance and repairs to District equipment.
- 309.5.3 When an employee uses their own equipment for telecommuting, the employee is responsible for maintenance and repair of their equipment. The District is not liable for damage to the employee's real property.
- 309.5.4 The District is not responsible for the payment of utilities (heat, electricity, etc.) or home maintenance costs.
- 309.5.5 In the event of delay in repair or replacement of equipment or any other circumstance under which it would be ineffective for the employee to telecommute, the employee will return to the District workplace.

309.6 Taking District Vehicles Home

- 309.6.1 If an employee is approved by the General Manager, or their designee, to take a District vehicle home as an effective use of staff work time, to promote efficient use of resources, or to allow for flexibility during family and local/state/national emergencies, the vehicle must be driven directly home and parked off-street. (see section 404).
- 309.6.2 If crossing any toll roads while driving home, those costs must be incurred by the employee by registering the District vehicle with the appropriate agency.

309.7 Remote Work Location

- 309.7.1 Employee must designate a workspace at home or another location that is maintained in a safe condition and free from hazards. Telecommuter will be responsible for completing a workspace safety review with approval from the General Manager, or their designee, that will include a photo of the workspace. Any accident occurring while telecommuting must be brought to the immediate attention of the supervisor.

- 309.7.2 As part of telecommuting responsibilities, the telecommuter must ensure that safety and ergonomic standards are met in their workspace. Although the workspace does not have to be a separate room, it must have adequate lighting, ventilation, and furniture that is ergonomically comfortable and safe to use.
- 309.7.3 Telecommuters must have a method for expediently receiving and responding to communications (phone calls, messages, mail, etc.) from other staff, supervisors, and when applicable, clients and/or the public.
- 309.7.4 Telecommuter remains solely liable for injuries to third persons and/or members of employee's family on employee's premises.
- 309.7.5 Telecommuter will take all reasonable precautions necessary to secure District information and equipment in their workspace in order to prevent unauthorized access to any District system or information. Data and information used by telecommuters must be treated with the same caution that confidential material is given in the District office.

309.8 Request for a Telecommuting Schedule

- 309.8.1 Employees who would like routine and/or situational telework must submit an email request to their supervisor and General Manager, or their designee, for approval, if not already assigned telework due to a local/state/national emergency.
- 309.8.2 All telework (whether routine, situational, or management) must be added to the District calendar before the workday has begun. The employee's supervisor and/or the Financial & HR Specialist will provide access to the District calendar.



Alameda County Mosquito Abatement District

Investment Performance Review For the Quarter Ended September 30, 2022

Client Management Team

PFM Asset Management LLC

Ellen Clark, Director
Matt Smith, CFA, Senior Managing Consultant
Stephanie Rogers, Client Service Analyst

1 California Street
10th Floor
San Francisco, CA 94111
415-393-7270

1735 Market Street
43rd Floor
Philadelphia, PA 19103

Financial Markets & Investment Strategy Review

| | QTD | YTD | 1 Year | 3 Years | 5 Years | 7 Years | 10 Years |
|--|---------|---------|---------|---------|---------|---------|----------|
| DOMESTIC EQUITY | | | | | | | |
| S&P 500 | -4.88% | -23.87% | -15.47% | 8.16% | 9.24% | 11.40% | 11.70% |
| Russell 3000 Index | -4.46% | -24.62% | -17.63% | 7.70% | 8.62% | 10.90% | 11.39% |
| Russell 1000 Value Index | -5.62% | -17.75% | -11.36% | 4.36% | 5.29% | 8.15% | 9.17% |
| Russell 1000 Growth Index | -3.60% | -30.66% | -22.59% | 10.67% | 12.16% | 13.74% | 13.70% |
| Russell Midcap Index | -3.44% | -24.27% | -19.39% | 5.19% | 6.48% | 8.79% | 10.30% |
| Russell 2500 Index | -2.82% | -24.01% | -21.11% | 5.36% | 5.45% | 8.39% | 9.58% |
| Russell 2000 Value Index | -4.61% | -21.12% | -17.69% | 4.72% | 2.87% | 7.42% | 7.94% |
| Russell 2000 Index | -2.19% | -25.10% | -23.50% | 4.29% | 3.55% | 7.51% | 8.55% |
| Russell 2000 Growth Index | 0.24% | -29.28% | -29.27% | 2.94% | 3.60% | 7.12% | 8.81% |
| INTERNATIONAL EQUITY | | | | | | | |
| MSCI EAFE (Net) | -9.36% | -27.09% | -25.13% | -1.83% | -0.84% | 2.84% | 3.67% |
| MSCI AC World Index (Net) | -6.82% | -25.63% | -20.66% | 3.75% | 4.44% | 7.42% | 7.28% |
| MSCI AC World ex USA (Net) | -9.91% | -26.50% | -25.17% | -1.52% | -0.81% | 3.29% | 3.01% |
| MSCI AC World ex USA Small Cap (Net) | -8.37% | -29.37% | -28.93% | 0.38% | -0.56% | 3.98% | 4.44% |
| MSCI EM (Net) | -11.57% | -27.16% | -28.11% | -2.07% | -1.81% | 3.88% | 1.05% |
| ALTERNATIVES | | | | | | | |
| FTSE NAREIT Equity REIT Index | -9.94% | -28.13% | -16.41% | -2.05% | 2.93% | 4.86% | 6.26% |
| FTSE EPRA/NAREIT Developed Index | -11.39% | -29.41% | -22.09% | -5.62% | 0.07% | 2.40% | 3.77% |
| Bloomberg Commodity Index Total Return | -4.11% | 13.57% | 11.80% | 13.45% | 6.96% | 4.49% | -2.14% |
| FIXED INCOME | | | | | | | |
| Blmbg. U.S. Aggregate | -4.75% | -14.61% | -14.60% | -3.26% | -0.27% | 0.54% | 0.89% |
| Blmbg. U.S. Government/Credit | -4.56% | -15.10% | -14.95% | -3.15% | -0.05% | 0.78% | 1.02% |
| Blmbg. Intermed. U.S. Government/Credit | -3.06% | -9.63% | -10.14% | -1.64% | 0.38% | 0.80% | 1.00% |
| Blmbg. U.S. Treasury: 1-3 Year | -1.55% | -4.52% | -5.07% | -0.54% | 0.54% | 0.55% | 0.59% |
| Blmbg. U.S. Corp: High Yield | -0.65% | -14.74% | -14.14% | -0.45% | 1.57% | 4.13% | 3.94% |
| Credit Suisse Leveraged Loan index | 1.19% | -3.31% | -2.62% | 2.12% | 3.00% | 3.67% | 3.70% |
| ICE BofAML Global High Yield Constrained (USD) | -2.62% | -18.90% | -19.52% | -2.84% | -0.35% | 2.85% | 2.91% |
| Blmbg. Global Aggregate Ex USD | -8.85% | -23.88% | -24.77% | -7.78% | -4.03% | -1.69% | -2.39% |
| JPM EMBI Global Diversified | -4.57% | -23.95% | -24.28% | -7.15% | -2.62% | 0.90% | 1.08% |
| CASH EQUIVALENT | | | | | | | |
| 90 Day U.S. Treasury Bill | 0.46% | 0.61% | 0.62% | 0.59% | 1.15% | 0.94% | 0.67% |

Source: Investment Metrics. Returns are expressed as percentages. Please refer to the last page of this document for important disclosures relating to this material.

THE ECONOMY

▶ Over the third quarter, annual inflation slowed to 8.2% in September, after hitting a high of 9.1% in June. While the overall level of inflation has come down, the core inflation rate, which excludes more volatile food and energy, advanced to a 40-year high in September, underscoring persistent, elevated inflation that’s squeezing households. The core consumer price index was up 6.6% from a year ago, the highest level since 1982. Europe also saw its struggle with record-breaking inflation continue through the quarter, ending with a 10% preliminary annual inflation rate as energy prices rose 40.8% year-over-year.

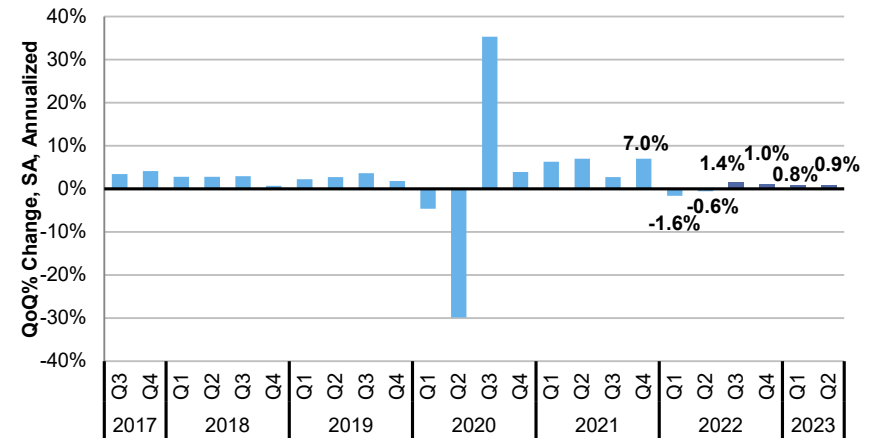
▶ The Federal Reserve (Fed) raised rates a total of 1.5% during the quarter, with expectations for further increases in the coming quarter. The Fed has buckled down on doing what it takes to combat inflation, painting a bleak picture for the path forward of interest rates. While market expectations for the Fed funds rate have risen to an increased likelihood of a 75 basis point (bps) rate hike at the November Federal Open Market Committee (FOMC) meeting and a 75 bps rate hike at the December meeting. The European Central Bank, the Bank of England and various other central banks also continued to raise rates during the quarter as they worked to control inflation in their domestic markets.

▶ U.S. labor markets remained strong during the quarter, ending with an unemployment rate of 3.5% in September after edging up slightly in August. Over the quarter, the U.S. economy added 1,115,000 jobs to non-farm payrolls, 86,000 more than the previous quarter, as employment remains approximately 500,000 higher than its pre-pandemic level. This, along with a low labor-force participation rate and aging demographic trends, continues to keep upward pressure on wages, contributing to the heightened inflation the U.S. faces.

▶ Due to the monetary tightening by the Fed, mortgage rates saw a dramatic rise during the quarter, cooling the hot housing market. U.S. mortgage rates advanced to a fresh 16-year high of 6.81%, extending a rapid ascent in borrowing costs that are seen as dealing a bigger blow to the housing market. As rates rose, sales declined, with August marking the seventh straight month of declines in home sales. At 4.8 million, it is the lowest reading since May 2020.

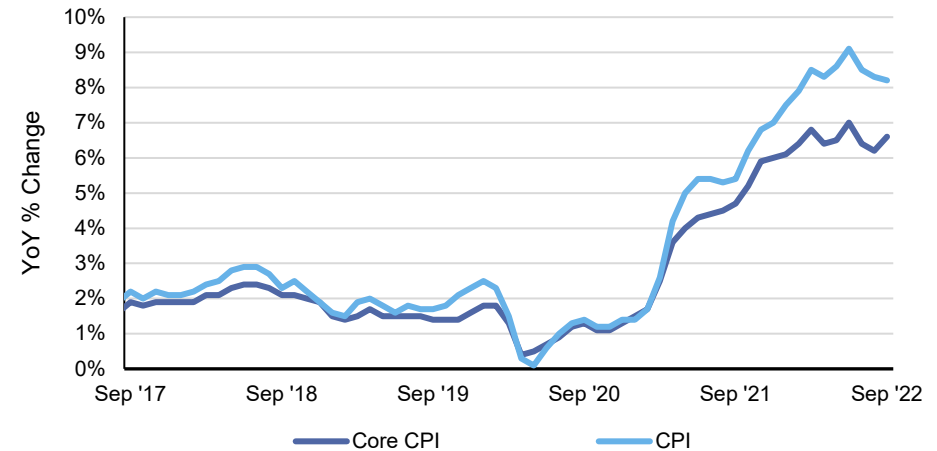
U.S. Real GDP Growth

Seasonally Adjusted (SA)



Source: Bloomberg. Light blue bars indicate actual numbers; dark blue bars indicate forecasted estimates.

U.S. Inflation Rate



Source: Bureau of Labor Statistics.

WHAT WE'RE WATCHING

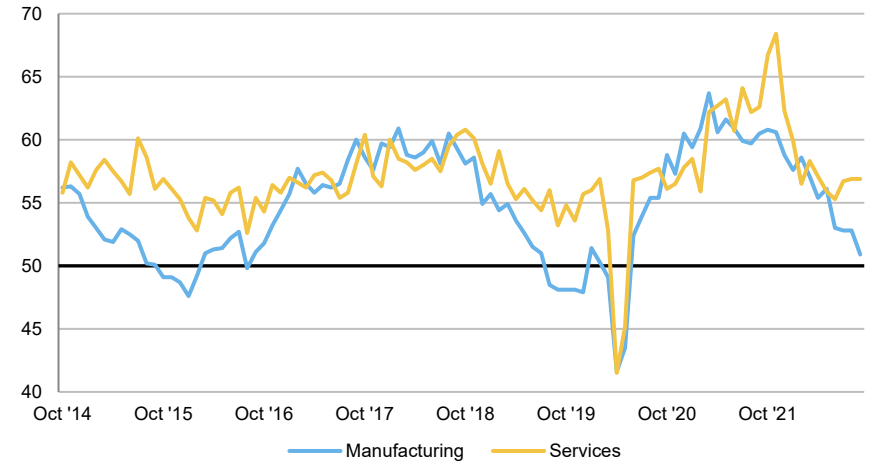
▶ While the U.S. and other major economies continue to raise rates to control inflation while balancing the risk of recession domestically, concerns grow about the possibility of a recession globally. The UN Conference on Trade and Development is calling for a reverse course on raising rates, stating that it is leading the world into a global recession and prolonged stagnation. Fed Chair Jerome Powell stated, "We are very aware of what's going on in other economies around the world, and what that means for us, and vice versa," but did not indicate any plans to reverse the policy.

▶ The IMF downwardly revised their outlook for 2023 global economic growth, predicting a greater slowdown than previously expected. The IMF revised the world GDP growth down 20 bps from its July estimate to 2.7%. The report found that more than a third of the global economy will see two consecutive quarters of negative growth. Major roadblocks to growth like the Russian invasion of Ukraine, China's economic slowdown, and the cost-of-living crisis in many countries, are not expected to resolve soon.

▶ As the Fed works to control inflation, the consumer sentiment index increased to a five-month high, rising to 58.6 and showing improvement from June's 50 reading, but still significantly below last September's 72.8. The low consumer sentiment across the income distribution has been consistent for the past six months, underscoring the shared concerns about inflation pressures. Retail sales figures also suggest there may be more gloomy outlooks despite sentiment readings, as September's consumer spending was flat as prices moved sharply higher.

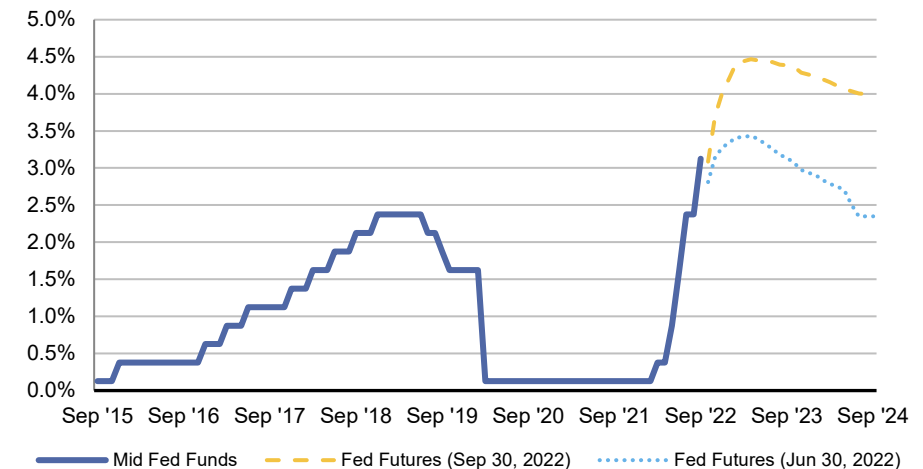
▶ The continued energy disruptions and high prices that have added fuel to the fire of inflation show no signs of slowing. The relief some consumers feel after gas fell from a record \$5.02 per gallon may be short-lived. Prices are expected to rise as the OPEC and its allies agreed to slash output by two million barrels a day, a move likely to push up already-high global energy prices and help oil-exporting Russia pay for its war in Ukraine. The U.S. Energy Information Administration also projected U.S. consumers would be paying up to 28% more to heat their homes this winter, on top of even higher increases last year where consumers felt a bigger pinch with fuels such as heating oil jumping more than 50%.

ISM Manufacturing & Services PMI



Source: Bloomberg.

Federal Funds Target Rate



Source: Bloomberg.

DOMESTIC EQUITY

- ▶ The S&P 500 Index (S&P) posted a negative return of -4.88% for the quarter as markets continued to digest hawkish sentiment from the Fed and their commitment to raise rates and bring inflation down.
- ▶ During a quarter where consumers saw the price of oil decrease and Congress passed the Inflation Reduction Act, the U.S. Consumer Confidence Index saw increases for two consecutive months in August and September, after being at its lowest level in over a year in July.
- ▶ Within S&P, nine of 11 sectors ended with negative returns for the quarter. Communication Services (-12.71%), Real Estate (-11.03%) and Materials (-7.13%) were the worst-performing sectors. The two sectors that ended positively for the quarter were Consumer Discretionary (4.36%) and Energy (2.16%). Year-to-date (YTD), Energy (34.49%) is the only positive performing sector, with Communication Services (-39.04%), Information Technology (-31.44%) and Consumer Discretionary (-29.89%) being the largest detractors.

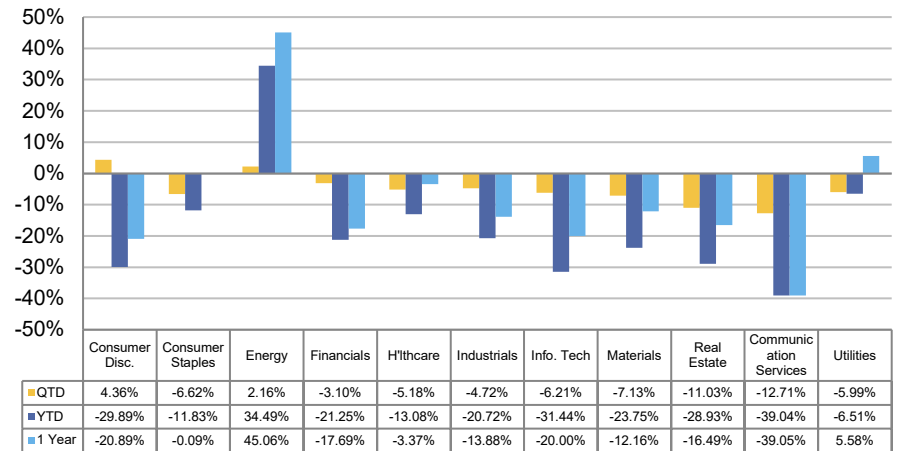
▶ Value stocks, as represented by the Russell 1000 Value Index, returned -5.62%, underperforming growth stocks, as represented by the Russell 1000 Growth Index, which returned -3.60%. Over the trailing 12 months, the value index has outperformed the growth index by 1123 bps (-11.36% vs. -22.59%).

▶ Small-caps, as represented by the S&P 600 Index, returned -5.21% during the quarter, underperforming mid- and large-caps while the Russell 2000, returned -2.19% during the quarter, outperforming mid- and large-caps. The Russell Midcap and Russell 1000 indices returned -3.44% and -4.61%, respectively.

▶ According to FactSet Earnings Insight, the expected earnings growth rate for the S&P for the quarter is 2.9%. If 2.9% is the actual growth rate for the quarter, it will mark the lowest earnings growth rate reported by the index since the third quarter of 2020 (-5.7%). Additionally, according to FactSet Earnings Insight, the Energy sector is expected to be the largest contributor to earnings growth for the S&P for the third quarter. If this sector were excluded, the index would be expected to report a decline in earnings of 3.4% rather than a growth in earnings of 2.9%.

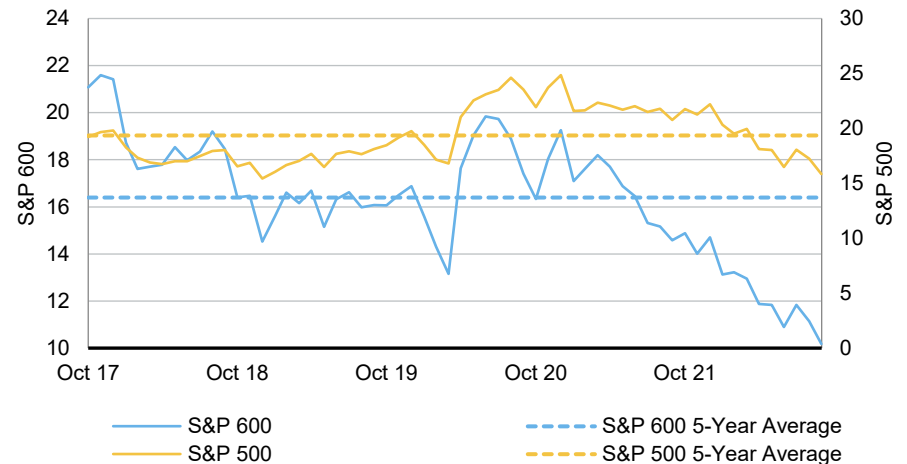
S&P 500 Index Performance by Sector

Periods Ended September 30, 2022



Source: Bloomberg.

P/E Ratios of Major Stock Indices*



Source: Bloomberg.

*P/E ratios are calculated based on one-year forward estimates and adjusted to include only positive earnings results for consistency.

NON-U.S. EQUITY

► Equity markets outside of the United States, as measured by the MSCI ACWI ex-U.S. Index, underperformed their U.S. counterparts, returning -9.91% for the quarter. All 11 sectors posted negative returns for the quarter. Energy was the best-performing sector returning -6.31%, followed by Consumer Staples (-6.40%) and Materials (-7.86%), while Communication Services was the worst-performing sector returning -16.47%. The strong dollar remains a headwind to international equity returns this quarter due to the negative impact of currency translation. Rising inflation and slowing growth weighed heavily on the market returns.

► Emerging markets (EM), as represented by MSCI Emerging Market Index, underperformed Developed ex-U.S. Markets, represented by the MSCI EAFE Index, returning -11.57% versus -9.36% for the quarter.

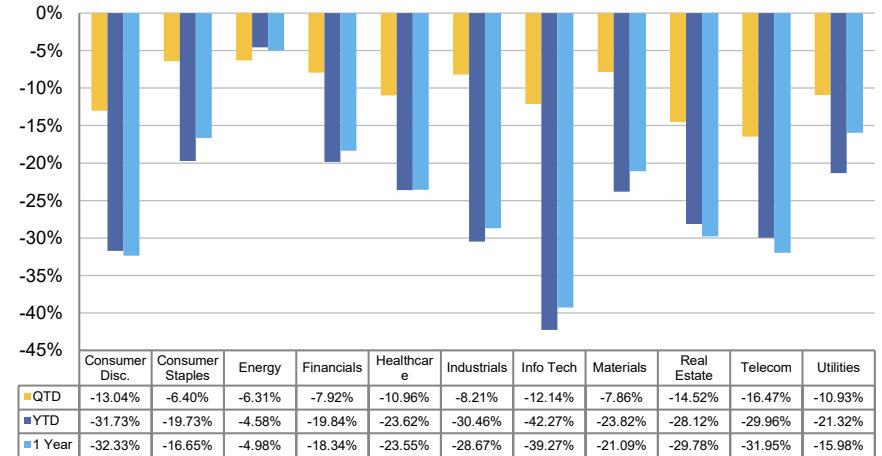
► MSCI Europe (-10.11%) underperformed the MSCI EAFE Index, as the Russian gas supply disruption exacerbated price pressures and hindered the European Central Bank’s efforts to combat inflation. MSCI Japan, on the other hand, fared better than the MSCI EAFE Index, returning -7.52%. Within EM, EM Latin America (+3.72%) was the top-performing region, benefitting from Brazil’s strong return of +8.68% as the country nears the end of its tightening cycle and demand for commodities stays elevated. EM Asia and EM Europe dragged the index down with quarterly returns of -13.87% and -12.09%, respectively.

► Value stocks underperformed growth stocks for the quarter, as represented by the broad benchmark, a reversal of the trend observed during the first half of the year. MSCI AC World ex-USA Value returned -10.44%, while MSCI AC World ex-USA Growth returned -9.37%. Within EM, value continued to outperform growth returning -10.77% versus -12.09%.

► Small-caps, as represented by MSCI ACWI ex-U.S. Small Cap Index, outperformed within the international equity markets, returning -8.37%.

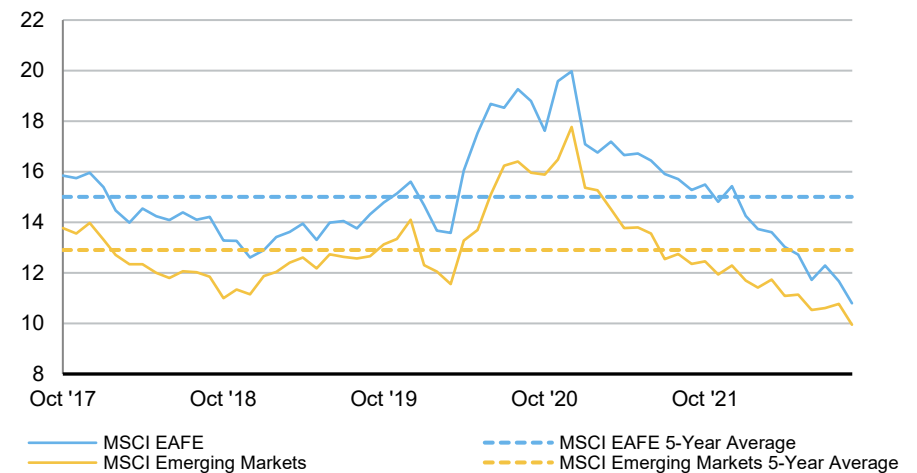
MSCI ACWI ex-U.S. Sectors

Periods Ended September 30, 2022



Source: Bloomberg.

P/E Ratios of MSCI Equity Indices*



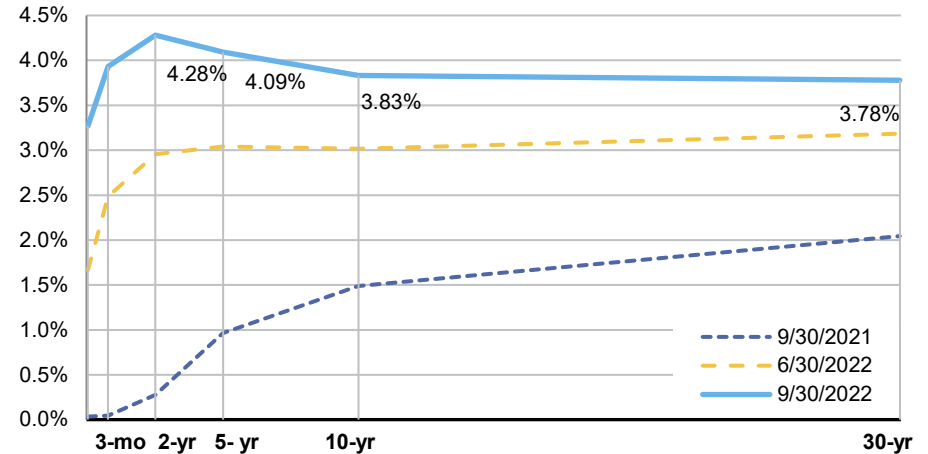
Source: Bloomberg.

*P/E ratios are calculated based on one-year forward estimates and adjusted to include only positive earnings results for consistency.

FIXED INCOME

- ▶ The U.S. bond market, represented by the Bloomberg U.S. Aggregate (Aggregate) Index, continued its sharply negative streak in the third quarter, this time with a 4.75% loss. YTD the Aggregate has lost 14.61% through September.
- ▶ The treasury market sold off again as the Fed took another hawkish tone at the Jackson Hole summit. The front end of the curve continued to rise on Fed hikes. The back end also rose, especially in late September. Yields on the 2- and 5-year treasuries rose over 100 bps each. Further out the curve, the 10-year briefly touched a 4.00% mark before falling back to 3.83%. Meanwhile, the 30-year increased, settling with a 3.79% yield, with an inverted slope versus the 2- and 10-year tenors. The Bloomberg U.S. Treasury Index lost 4.35% in total return for the quarter.
- ▶ Corporate credit was mixed as the investment-grade (IG) Bloomberg U.S. Corporate Index lost 5.06%, while high yield bonds, as represented by the Bloomberg U.S. Corporate High Yield (HY) Index, had a much more mild loss at just -0.65% as credit spreads tightened in the BB and B-rated quality. Floating rate leverage loans gained 1.19% as measured by the Credit Suisse Leveraged Loan Index.
- ▶ The fixed-rate mortgage market, as measured by the Bloomberg U.S. Mortgage-Backed Securities (MBS) Index, had another weak quarter, down 5.35%. On the commercial side, the Bloomberg U.S. Agency CMBS Index fell 4.64%.
- ▶ EM USD sovereign bonds, as represented by the JP Morgan EMBI Global Diversified Index, lost 4.57% as inflation and COVID-19 continue to disturb markets. During the quarter, Asian markets sold off the most, down 5.98%, while Africa and Middle East sub-indices performed best.

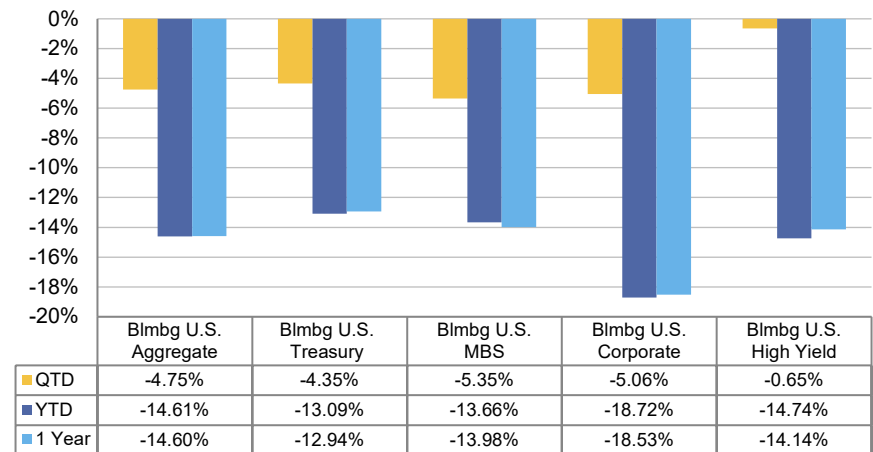
U.S. Treasury Yield Curve



Source: Bloomberg.

Returns for Fixed-Income Segments

Periods Ended September 30, 2022



Source: Bloomberg. "Blmbg BC" is Bloomberg Barclays.

ALTERNATIVES

▶ REITs, as measured by the FTSE NAREIT Equity REITs Index, returned -9.94% in the third quarter of 2022, compared to -17.00% in the prior quarter. All major sectors posted negative returns during the third quarter. The poor returns resulted from increasing odds of recession and rapidly rising interest rates. The best performers were the Self-Storage and Lodging/Resorts sectors, which posted returns of -1.71% and -4.09%, respectively. The Data Centers sector returned -16.77% and was the worst performer during the quarter.

▶ Private real estate, as measured by the NCREIF Property Index, gained 3.23% in the second quarter of 2022, resulting in a 21.50% return over the twelve-month period ended June 2022. Industrial properties continued to be the top-performing sector, with a total return of 5.86% in the second quarter, comprised of 0.78% in income return and 5.08% in appreciation return. Office properties were the worst performers, although the sector still posted a positive total return of 0.58%, comprised of 1.08% in income return and -0.50% in appreciation return.

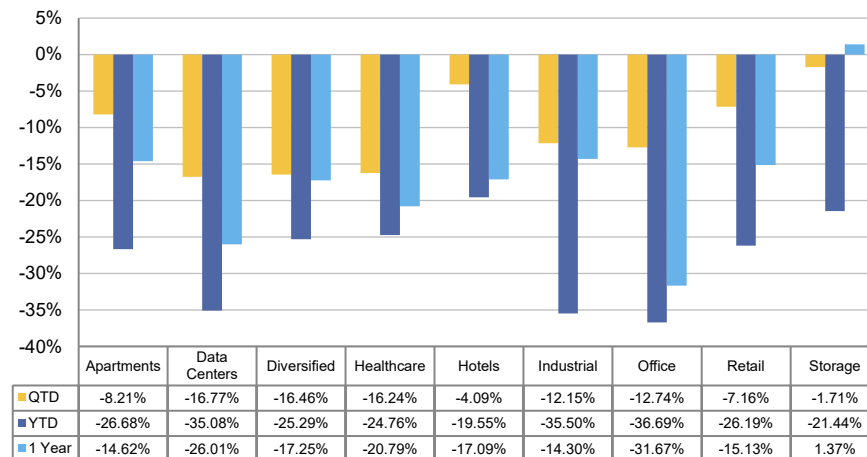
▶ Hedge fund returns were mixed in the third quarter of 2022, with the HFRI Fund Weighted Composite Index returning -0.58%. During the same period, the HFRI Macro (Total) Index, which benefited from recent market volatility, gained 2.21%. The HFRI Equity Hedge (Total) Index and the HFRI Fund of Funds Index returned -2.34% and 0.73%, respectively.

▶ In the second quarter of 2022, private capital fundraising was led by private equity funds, which closed on \$137.25 billion, followed by \$54.62 billion raised by private debt funds, \$47.96 billion raised by real assets funds, and \$29.35 billion raised by private real estate funds. Global private equity dry powder, which accounts for the bulk of private capital dry powder, remains high at \$1.24 trillion as of June 2022. According to Cambridge Associates, U.S. private equity generated a return of 22.65% for the 5 years ended Q1 2022. According to Cliffwater Direct Lending Index, U.S. middle market loans, a proxy for private debt, generated a return of 8.32% for the 5 years ended Q2 2022.

▶ Commodity futures, represented by the Bloomberg Commodity Total Return Index, fell 4.11% in the third quarter of 2022. The U.S. Dollar Index (DXY) gained 7.10% over the same period and reached multi-year highs. Gold spot price finished the quarter at \$1,660.61 per ounce, an 8.12% decline over that period. The West Texas Intermediate (WTI) Crude Oil spot price fell 24.84% from \$105.76 to \$79.49 per barrel during the third quarter as fears of a global economic downturn outweighed supply concerns.

FTSE NAREIT Sectors

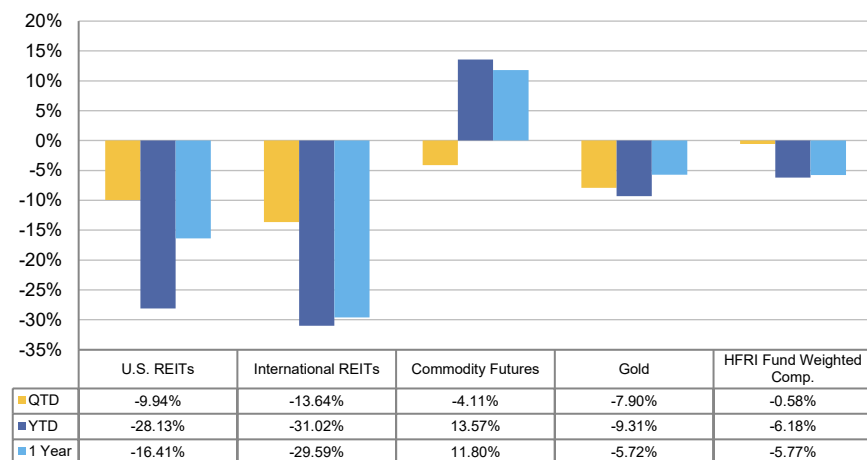
Periods Ended September 30, 2022



Source: Bloomberg.

Returns for Alternative Assets

Periods Ended September 30, 2022



Sources: Bloomberg and Hedge Fund Research, Inc.










Investment Strategy Overview

| Asset Class | Our Q4 2022 Investment Outlook | Comments |
|--|--------------------------------|--|
| U.S. Equities | | <ul style="list-style-type: none"> • Uncertainty around Fed’s rate hike cycle has led to higher uncertainty in the equity markets. Given the recent sell-off, domestic equities could be closer to the bottom of this cycle. • Slowing economic growth and tightening financial conditions is impacting earnings growth expectations. We are closely watching earnings expectations for sustained deterioration. • Valuations for small- and mid-caps look relatively attractive supported by earnings growth and domestically oriented revenue exposure. |
| Large-Caps | | |
| Mid-Caps | | |
| Small-Caps | | |
| Non-U.S. Equities | | <ul style="list-style-type: none"> • International equities continue to trade at a discount to U.S. equities, but concerns over the outlook for European economies amidst higher inflation and energy disruption points to a possible recession in the region. • China’s focus on zero COVID policy at a time of slowing growth continues to weigh on the equity market returns. Other EM economies are being negatively impacted by a stronger dollar and/or higher food/energy inflation. • International small caps provide exposure to local revenue streams and have been shown to add alpha over core benchmark over long-term. In the near-term, higher exposure to negative earnings is a headwind. |
| Developed Markets | | |
| Emerging Markets | | |
| International Small-Caps | | |
| Fixed Income | | <ul style="list-style-type: none"> • High inflation and slowing economic growth weigh on the Fed rate hike path, leading to higher uncertainty for interest rates in the U.S. • Corporate spreads have widened over the course of this year, but credit markets remain attractive relative to interest rate sensitive fixed income due to strong corporate fundamentals. • We continue to seek diversified credit exposure and are closely watching signs for any distress in the corporate credit space. |
| Long-Duration, Interest Rate-Sensitive Sectors | | |
| Credit-Sensitive Sectors | | |
| Alternatives | | <ul style="list-style-type: none"> • Reasonable valuations and income potential that acts as inflation-hedge are positives for real estate but economic slowdown is a negative. • Private equity and debt strategies can complement multi-asset class portfolios by providing access to attractive opportunities during periods of disruption but will be impacted by rising rates and any distress in credit markets. • While prices have recently pulled back in reaction to slowing demand, some commodity exposure helps to hedge unexpected inflation |
| Real Estate | | |
| Private Equity | | |
| Private Debt | | |
| Commodities | | |

● Current outlook ○ Outlook one quarter ago



Factors to Consider Over the Next 6-12 Months

| | | |
|---|---|---|
| <p>Monetary Policy:</p>  <ul style="list-style-type: none"> • The Fed has stated its intention to focus on bringing down inflation at the cost of economic growth. • Uncertainty around the rate hike path is weighing on risk assets. • Globally, inflation continues to drive most central banks towards hiking rates. | <p>Economic Growth:</p>  <ul style="list-style-type: none"> • Risk of recession in the next 12-18 months is rising as hawkish monetary policy impacts economic activity. • Relative stable consumer and strong corporate balance sheets along with tight labor markets could lead to a shallow recession. | <p>Inflation:</p>  <ul style="list-style-type: none"> • Recent inflation figures surprised to the upside while underlying components have shown easing, leading us to believe that inflation will moderate over the next few months. • Overly aggressive monetary policy is driven by inflation remains a risk to the economy and asset prices. |
| <p>COVID-19 Containment:</p>  <ul style="list-style-type: none"> • Pockets of vulnerability remain as new strains spread but we believe we are transitioning from pandemic to endemic. • China's COVID zero policy has been a drag on already slowing Chinese economy. | <p>Consumer Spending (U.S.):</p>  <ul style="list-style-type: none"> • Consumer sentiment recently recovered from an all-time low. • Consumer balance sheets are deteriorating with falling saving rates leading to a greater impact on spending if high inflation were to sustain. | <p>Labor Markets:</p>  <ul style="list-style-type: none"> • Labor markets remain relatively strong but softening as evidenced by slower wage growth. • Labor force participation rate is expected to go up as higher inflation weighs on consumers' real disposable income. |
| <p>Corporate Fundamentals:</p>  <ul style="list-style-type: none"> • Earnings growth expectations have slowed. Impact of rising input costs, stronger dollar and higher inflation has led to slightly lower profit margins but overall profit margin levels are still high. | <p>Valuations:</p>  <ul style="list-style-type: none"> • Equities look attractive across the board after the recent sell-off, but elevated downside risks lead to a cautious approach. • Credit markets look attractive after recent spread widening, but pockets of vulnerabilities will appear as financial conditions tighten. | <p>Political Risks:</p>  <ul style="list-style-type: none"> • Political risks remain elevated with the ongoing war in Ukraine. In the near-term, the threat of continued war with some spillover effects is negative to risk assets. • Tensions between the U.S. and China are rising again. |



Statements and opinions expressed about the next 6-12 months were developed based on our independent research with information obtained from Bloomberg. The views expressed within this material constitute the perspective and judgment of PFM Asset Management LLC at the time of distribution (9/30/2022) and are subject to change. Information is obtained from sources generally believed to be reliable and available to the public; however, PFM Asset Management LLC cannot guarantee its accuracy, completeness, or suitability.

Plan Performance Summary

Asset Allocation & Performance

| | Allocation | | Performance(%) | | | | | | | | |
|--|-------------------|---------------|----------------|---------------|---------------|--------------|--------------|--------------|--------------|-----------------|-------------------|
| | Market Value (\$) | % | 1 Quarter | Year To Date | 1 Year | 3 Years | 5 Years | 7 Years | 10 Years | Since Inception | Inception Date |
| TOTAL FUND | 4,223,298 | 100.00 | -5.82 | -20.95 | -17.63 | 1.88 | 3.46 | 5.26 | 5.61 | 5.65 | 02/01/2011 |
| <i>Blended Policy Benchmark</i> | | | <i>-5.47</i> | <i>-19.93</i> | <i>-17.22</i> | <i>0.97</i> | <i>2.93</i> | <i>4.87</i> | <i>4.99</i> | <i>5.10</i> | <i>02/01/2011</i> |
| Domestic Equity | 1,335,098 | 31.61 | -4.50 | -24.57 | -17.31 | 8.76 | 9.07 | 11.18 | 11.52 | 11.08 | 02/01/2011 |
| <i>Russell 3000 Index</i> | | | <i>-4.46</i> | <i>-24.62</i> | <i>-17.63</i> | <i>7.70</i> | <i>8.62</i> | <i>10.90</i> | <i>11.39</i> | <i>10.99</i> | <i>02/01/2011</i> |
| Vanguard Total Stock Market ETF | 915,297 | 21.67 | -4.44 | -24.87 | -18.00 | 7.58 | 8.55 | 10.85 | 11.33 | 15.83 | 04/01/2020 |
| <i>Russell 3000 Index</i> | | | <i>-4.46</i> | <i>-24.62</i> | <i>-17.63</i> | <i>7.70</i> | <i>8.62</i> | <i>10.90</i> | <i>11.39</i> | <i>15.95</i> | <i>04/01/2020</i> |
| Invesco S&P 500 Equal Weight ETF | 122,316 | 2.90 | -4.83 | -20.78 | -13.69 | 7.51 | 7.84 | 10.04 | 11.16 | -16.44 | 03/01/2022 |
| <i>S&P 500 Equal Weighted</i> | | | <i>-4.79</i> | <i>-20.68</i> | <i>-13.53</i> | <i>7.68</i> | <i>8.02</i> | <i>10.30</i> | <i>11.47</i> | <i>-16.36</i> | <i>03/01/2022</i> |
| Jensen Quality Growth Fund | 124,031 | 2.94 | -5.28 | -23.33 | -11.79 | 8.67 | 11.10 | 12.96 | 12.92 | 8.71 | 04/01/2019 |
| <i>S&P 500</i> | | | <i>-4.88</i> | <i>-23.87</i> | <i>-15.47</i> | <i>8.16</i> | <i>9.24</i> | <i>11.40</i> | <i>11.70</i> | <i>8.77</i> | <i>04/01/2019</i> |
| iShares Core S&P Mid-Cap ETF | 87,485 | 2.07 | -2.46 | -21.53 | -15.27 | 5.96 | 5.76 | 8.69 | 9.97 | -15.27 | 10/01/2021 |
| <i>S&P MidCap 400</i> | | | <i>-2.46</i> | <i>-21.52</i> | <i>-15.25</i> | <i>6.01</i> | <i>5.82</i> | <i>8.74</i> | <i>10.04</i> | <i>-15.25</i> | <i>10/01/2021</i> |
| iShares Core S&P Small-Cap ETF | 85,969 | 2.04 | -5.24 | -23.22 | -18.93 | 5.40 | 4.80 | 8.82 | 10.05 | -17.20 | 02/01/2022 |
| <i>S&P SmallCap 600</i> | | | <i>-5.20</i> | <i>-23.16</i> | <i>-18.83</i> | <i>5.48</i> | <i>4.84</i> | <i>8.86</i> | <i>10.09</i> | <i>-17.14</i> | <i>02/01/2022</i> |
| International Equity | 554,027 | 13.12 | -11.29 | -33.82 | -31.86 | -1.77 | -0.63 | 2.77 | 3.30 | 2.55 | 02/01/2011 |
| <i>MSCI AC World ex USA (Net)</i> | | | <i>-9.91</i> | <i>-26.50</i> | <i>-25.17</i> | <i>-1.52</i> | <i>-0.81</i> | <i>3.29</i> | <i>3.01</i> | <i>2.06</i> | <i>02/01/2011</i> |
| Vanguard Total International Stock ETF | 224,502 | 5.32 | -10.51 | -26.76 | -25.20 | -1.13 | -0.67 | 3.42 | 3.33 | 6.50 | 04/01/2020 |
| <i>MSCI AC World ex USA (Net)</i> | | | <i>-9.91</i> | <i>-26.50</i> | <i>-25.17</i> | <i>-1.52</i> | <i>-0.81</i> | <i>3.29</i> | <i>3.01</i> | <i>5.53</i> | <i>04/01/2020</i> |
| J. O. Hambro International Select | 40,944 | 0.97 | -13.38 | -41.00 | -37.27 | -3.49 | -1.03 | 2.71 | 5.41 | 2.48 | 01/01/2016 |
| <i>MSCI AC World ex USA (Net)</i> | | | <i>-9.91</i> | <i>-26.50</i> | <i>-25.17</i> | <i>-1.52</i> | <i>-0.81</i> | <i>3.29</i> | <i>3.01</i> | <i>2.93</i> | <i>01/01/2016</i> |
| Harding Loevner International Equity | 83,952 | 1.99 | -8.29 | -30.46 | -27.28 | -0.02 | 0.45 | 5.21 | 4.65 | -2.16 | 07/01/2020 |
| <i>MSCI AC World ex USA (Net)</i> | | | <i>-9.91</i> | <i>-26.50</i> | <i>-25.17</i> | <i>-1.52</i> | <i>-0.81</i> | <i>3.29</i> | <i>3.01</i> | <i>-0.66</i> | <i>07/01/2020</i> |
| Vanguard FTSE Developed Markets ETF | 156,421 | 3.70 | -10.47 | -27.72 | -25.55 | -1.25 | -0.62 | 3.24 | 4.04 | -22.81 | 03/01/2022 |
| <i>MSCI EAFE (net)</i> | | | <i>-9.36</i> | <i>-27.09</i> | <i>-25.13</i> | <i>-1.83</i> | <i>-0.84</i> | <i>2.84</i> | <i>3.67</i> | <i>-22.01</i> | <i>03/01/2022</i> |
| Hartford Schroders Emerging Markets Equity | 48,209 | 1.14 | -12.14 | -29.49 | -31.59 | -2.63 | -1.69 | 4.35 | N/A | -3.90 | 03/01/2018 |
| <i>MSCI EM (net)</i> | | | <i>-11.57</i> | <i>-27.16</i> | <i>-28.11</i> | <i>-2.07</i> | <i>-1.81</i> | <i>3.88</i> | <i>1.05</i> | <i>-4.18</i> | <i>03/01/2018</i> |

Returns are net of mutual fund fees and are expressed as percentages.

Asset class level returns may vary from individual underlying manager returns due to cash flows.

Asset Allocation & Performance

| | Allocation | | Performance(%) | | | | | | | | |
|--|-------------------|--------------|----------------|---------------|---------------|--------------|--------------|-------------|-------------|-----------------|-------------------|
| | Market Value (\$) | % | 1 Quarter | Year To Date | 1 Year | 3 Years | 5 Years | 7 Years | 10 Years | Since Inception | Inception Date |
| Other Growth | 157,184 | 3.72 | -9.74 | -27.00 | -20.51 | N/A | N/A | N/A | N/A | -6.52 | 04/01/2021 |
| Cohen & Steers Inst Realty Shares | 78,838 | 1.87 | -10.89 | -27.43 | -15.85 | 0.37 | 5.79 | 6.74 | 7.79 | -3.20 | 04/01/2021 |
| Principal RE Securities Inst Fund | 78,347 | 1.86 | -8.54 | -26.91 | -16.16 | -0.24 | 5.12 | 6.28 | 7.73 | -3.09 | 04/01/2021 |
| <i>MSCI US REIT Index</i> | | | -9.96 | -28.26 | -16.56 | -2.00 | 2.93 | 4.84 | 6.20 | -3.79 | 04/01/2021 |
| Fixed Income | 1,792,271 | 42.44 | -4.48 | -15.58 | -15.59 | -3.48 | -0.36 | 0.71 | 1.24 | 2.14 | 02/01/2011 |
| <i>Blmbg. U.S. Aggregate</i> | | | -4.75 | -14.61 | -14.60 | -3.26 | -0.27 | 0.54 | 0.89 | 1.75 | 02/01/2011 |
| Baird Core Plus | 501,523 | 11.88 | -4.45 | -15.00 | -15.11 | -2.73 | 0.17 | 1.24 | 1.56 | 1.53 | 05/01/2014 |
| <i>Blmbg. U.S. Aggregate</i> | | | -4.75 | -14.61 | -14.60 | -3.26 | -0.27 | 0.54 | 0.89 | 0.96 | 05/01/2014 |
| DoubleLine Core Fixed Income | 339,865 | 8.05 | -4.08 | -13.77 | -13.96 | -3.08 | -0.31 | 0.82 | 1.36 | -0.38 | 09/01/2017 |
| PGIM Total Return Bond Fund | 447,275 | 10.59 | -4.59 | -16.78 | -16.53 | -3.72 | -0.14 | 1.24 | 1.73 | -0.21 | 09/01/2017 |
| <i>Blmbg. U.S. Aggregate</i> | | | -4.75 | -14.61 | -14.60 | -3.26 | -0.27 | 0.54 | 0.89 | -0.36 | 09/01/2017 |
| Voya Intermediate Bond | 341,222 | 8.08 | -4.47 | -15.56 | -15.63 | -3.20 | -0.03 | 1.14 | N/A | -3.57 | 01/01/2020 |
| <i>Blmbg. U.S. Aggregate</i> | | | -4.75 | -14.61 | -14.60 | -3.26 | -0.27 | 0.54 | 0.89 | -3.61 | 01/01/2020 |
| iShares Core US Aggregate Bond ETF | 54,432 | 1.29 | -4.73 | -14.50 | -14.58 | -3.29 | -0.31 | 0.50 | 0.85 | -6.01 | 05/01/2020 |
| <i>Blmbg. U.S. Aggregate</i> | | | -4.75 | -14.61 | -14.60 | -3.26 | -0.27 | 0.54 | 0.89 | -6.01 | 05/01/2020 |
| iShares Intermediate-Term Corporate Bond ETF | 107,954 | 2.56 | -4.76 | -17.01 | -17.50 | -3.23 | 0.37 | 1.15 | 1.36 | -3.23 | 10/01/2019 |
| <i>ICE BofAML U.S. Corporate 5-10 Year Index</i> | | | -4.98 | -17.28 | -17.63 | -3.16 | 0.26 | 1.69 | 2.02 | -3.16 | 10/01/2019 |
| Other Income | 111,225 | 2.63 | -2.39 | -17.12 | -14.55 | N/A | N/A | N/A | N/A | -14.70 | 09/01/2021 |
| iShares Preferred and Income Securities ETF | 111,225 | 2.63 | -1.96 | -16.75 | -14.55 | -0.64 | 1.15 | 2.60 | 3.38 | -14.10 | 09/01/2021 |
| <i>ICE Exchange-Listed Preferred & Hybrid Securities</i> | | | -1.95 | -16.55 | -14.27 | -0.15 | N/A | N/A | N/A | -13.82 | 09/01/2021 |
| Real Return | 128,679 | 3.05 | -11.93 | 5.76 | 5.67 | N/A | N/A | N/A | N/A | 10.32 | 06/01/2021 |
| PIMCO Commodity Real Return Strategy | 128,679 | 3.05 | -8.58 | 5.09 | 4.81 | 14.52 | 7.60 | 5.33 | -2.37 | 10.46 | 06/01/2021 |
| <i>Bloomberg Commodity Index Total Return</i> | | | -4.11 | 13.57 | 11.80 | 13.45 | 6.96 | 4.49 | -2.14 | 15.63 | 06/01/2021 |
| Cash Equivalent | 144,813 | 3.43 | 0.47 | 0.62 | 0.63 | 0.48 | 1.01 | 0.82 | 0.57 | 0.49 | 02/01/2011 |
| First American Government Obligation | 144,813 | 3.43 | 0.28 | 0.40 | 0.41 | 0.37 | 0.71 | 0.61 | 0.42 | 0.36 | 02/01/2011 |

Returns are net of mutual fund fees and are expressed as percentages.

Asset class level returns may vary from individual underlying manager returns due to cash flows.

Comparative Performance

| | 2021 | 2020 | 2019 | 2018 | 2017 |
|--|--------------|--------------|--------------|---------------|--------------|
| TOTAL FUND | 10.64 | 15.36 | 19.14 | -4.78 | 14.66 |
| <i>Blended Policy Benchmark</i> | 8.57 | 13.23 | 18.74 | -4.41 | 14.00 |
| Domestic Equity | 25.55 | 25.09 | 29.75 | -5.54 | 21.31 |
| Vanguard Total Stock Market ETF | 25.72 | 20.95 | 30.80 | -5.13 | 21.16 |
| <i>Russell 3000 Index</i> | 25.66 | 20.89 | 31.02 | -5.24 | 21.13 |
| Invesco S&P 500 Equal Weight ETF | 29.35 | 12.74 | 28.94 | -7.77 | 18.53 |
| <i>S&P 500 Equal Weighted</i> | 29.63 | 12.83 | 29.24 | -7.64 | 18.90 |
| Jensen Quality Growth Fund | 30.33 | 18.62 | 29.34 | 2.44 | 23.56 |
| <i>S&P 500</i> | 28.71 | 18.40 | 31.49 | -4.38 | 21.83 |
| iShares Core S&P Mid-Cap ETF | 24.68 | 13.61 | 26.14 | -11.14 | 16.19 |
| <i>S&P MidCap 400</i> | 24.76 | 13.66 | 26.20 | -11.08 | 16.24 |
| iShares Core S&P Small-Cap ETF | 26.69 | 11.24 | 22.79 | -8.43 | 13.20 |
| <i>S&P SmallCap 600</i> | 26.82 | 11.29 | 22.78 | -8.48 | 13.23 |
| International Equity | 7.37 | 22.82 | 21.17 | -12.68 | 24.60 |
| Vanguard Total International Stock ETF | 8.69 | 11.32 | 21.58 | -14.42 | 27.52 |
| J. O. Hambro International Select | 9.21 | 29.71 | 19.04 | -8.27 | 22.89 |
| Harding Loevner International Equity | 8.51 | 20.33 | 25.23 | -13.96 | 29.90 |
| <i>MSCI AC World ex USA (Net)</i> | 7.82 | 10.65 | 21.51 | -14.20 | 27.19 |
| Vanguard FTSE Developed Markets ETF | 11.49 | 10.29 | 22.08 | -14.47 | 26.44 |
| <i>MSCI EAFE (net)</i> | 11.26 | 7.82 | 22.01 | -13.79 | 25.03 |
| Hartford Schroders Emerging Markets Equity | -4.97 | 23.80 | 22.36 | -15.45 | 41.09 |
| <i>MSCI EM (net)</i> | -2.54 | 18.31 | 18.42 | -14.57 | 37.28 |
| Other Growth | N/A | N/A | N/A | N/A | N/A |
| Cohen & Steers Inst Realty Shares | 42.47 | -2.57 | 33.01 | -3.99 | 7.45 |
| Principal RE Securities Inst Fund | 39.64 | -3.23 | 31.13 | -4.31 | 9.03 |
| <i>MSCI US REIT Index</i> | 43.06 | -7.57 | 25.84 | -4.57 | 5.07 |

Returns are net of mutual fund fees and are expressed as percentages.

Asset class level returns may vary from individual underlying manager returns due to cash flows.

Comparative Performance

| | 2021 | 2020 | 2019 | 2018 | 2017 |
|--|--------------|--------------|--------------|---------------|-------------|
| Fixed Income | -1.05 | 7.10 | 9.80 | -0.49 | 4.26 |
| Baird Core Plus | -1.02 | 8.80 | 10.11 | -0.51 | 4.65 |
| DoubleLine Core Fixed Income | -0.34 | 5.60 | 7.99 | -0.02 | 4.66 |
| PGIM Total Return Bond Fund | -1.15 | 8.10 | 11.14 | -0.63 | 6.71 |
| Voya Intermediate Bond | -0.99 | 8.22 | 10.06 | -0.25 | 4.84 |
| <i>Blmbg. U.S. Aggregate</i> | <i>-1.55</i> | <i>7.51</i> | <i>8.72</i> | <i>0.01</i> | <i>3.54</i> |
| iShares Core US Aggregate Bond ETF | -1.67 | 7.42 | 8.68 | -0.05 | 3.53 |
| <i>Blmbg. U.S. Aggregate</i> | <i>-1.55</i> | <i>7.51</i> | <i>8.72</i> | <i>0.01</i> | <i>3.54</i> |
| iShares Intermediate-Term Corporate Bond ETF | -1.65 | 9.62 | 14.37 | -0.52 | 3.50 |
| <i>ICE BofAML U.S. Corporate 5-10 Year Index</i> | <i>-1.41</i> | <i>9.95</i> | <i>14.31</i> | <i>-1.67</i> | <i>5.90</i> |
| Other Income | N/A | N/A | N/A | N/A | N/A |
| iShares Preferred and Income Securities ETF | 7.09 | 7.94 | 15.62 | -4.77 | 8.33 |
| <i>ICE Exchange-Listed Preferred & Hybrid Securities</i> | <i>7.75</i> | <i>8.58</i> | <i>18.45</i> | <i>N/A</i> | <i>N/A</i> |
| Real Return | N/A | N/A | N/A | N/A | N/A |
| PIMCO Commodity Real Return Strategy | 33.48 | 0.82 | 12.27 | -13.77 | 2.70 |
| <i>Bloomberg Commodity Index Total Return</i> | <i>27.11</i> | <i>-3.12</i> | <i>7.69</i> | <i>-11.25</i> | <i>1.70</i> |
| Cash Equivalent | 0.02 | 0.38 | 2.08 | 1.70 | 0.75 |
| First American Government Obligation | 0.01 | 0.44 | 1.28 | 1.22 | 0.65 |

Returns are net of mutual fund fees and are expressed as percentages.

Asset class level returns may vary from individual underlying manager returns due to cash flows.

Account Reconciliation

QTR

| | Market Value As of 07/01/2022 | Net Flows | Return On Investment | Market Value As of 09/30/2022 |
|------------|-------------------------------------|-----------|-------------------------|-------------------------------------|
| TOTAL FUND | 4,484,746 | (596) | (260,852) | 4,223,298 |

YTD

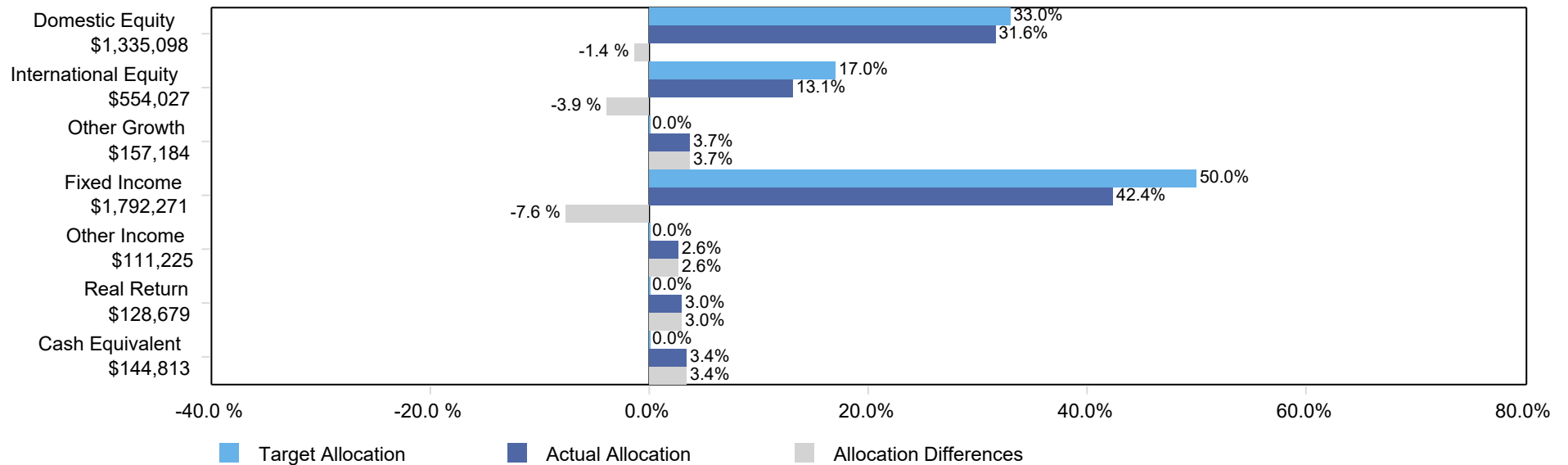
| | Market Value As of 01/01/2022 | Net Flows | Return On Investment | Market Value As of 09/30/2022 |
|------------|-------------------------------------|-----------|-------------------------|-------------------------------------|
| TOTAL FUND | 5,344,598 | (1,936) | (1,119,364) | 4,223,298 |

1 Year

| | Market Value As of 10/01/2021 | Net Flows | Return On Investment | Market Value As of 09/30/2022 |
|------------|-------------------------------------|-----------|-------------------------|-------------------------------------|
| TOTAL FUND | 5,281,891 | (157,081) | (901,512) | 4,223,298 |

Asset Allocation Compliance - TOTAL FUND

| | Asset Allocation (%) | Target Allocation (%) | Minimum Allocation (%) | Maximum Allocation (%) | Differences (%) |
|----------------------|----------------------|-----------------------|------------------------|------------------------|-----------------|
| TOTAL FUND | 100.0 | 100.0 | N/A | N/A | 0.0 |
| Domestic Equity | 31.6 | 33.0 | 13.0 | 53.0 | -1.4 |
| International Equity | 13.1 | 17.0 | 0.0 | 37.0 | -3.9 |
| Other Growth | 3.7 | 0.0 | 0.0 | 10.0 | 3.7 |
| Fixed Income | 42.4 | 50.0 | 30.0 | 75.0 | -7.6 |
| Other Income | 2.6 | 0.0 | 0.0 | 10.0 | 2.6 |
| Real Return | 3.0 | 0.0 | 0.0 | 10.0 | 3.0 |
| Cash Equivalent | 3.4 | 0.0 | 0.0 | 20.0 | 3.4 |



Historical Hybrid Composition - Blended Policy Benchmark

| Allocation Mandate | Weight (%) |
|-------------------------------|------------|
| Feb-2011 | |
| Russell 3000 Index | 31.0 |
| MSCI AC World ex USA (Net) | 19.0 |
| FTSE NAREIT Equity REIT Index | 2.5 |
| Lipper Nat Res Fd IX | 2.5 |
| Blmbg. U.S. Aggregate | 45.0 |
| Dec-2015 | |
| Russell 3000 Index | 36.0 |
| MSCI AC World ex USA (Net) | 19.0 |
| Blmbg. U.S. Aggregate | 45.0 |
| Mar-2019 | |
| Russell 3000 Index | 33.0 |
| MSCI AC World ex USA (Net) | 17.0 |
| Blmbg. U.S. Aggregate | 50.0 |

Investment Manager Review

● Vanguard Total Stock Market Index

- **Management:** Gerard C. O'Reilly has managed the Fund since its inception in 1994. Walter Nejman has been co-portfolio manager for the fund since 2016. They have been in the investment management industry since 1992 and 2008, respectively.
- **Objective:** The Fund seeks to track the performance of a benchmark index that measures the investment return of the overall stock market.
- **Strategy:** The Fund employs a “passive management” – or indexing – investment approach designed to track the performance and characteristics of the CRSP US Total Market Index. These key characteristics include industry weightings and market capitalization, as well as certain financial measures, such as price/earnings ratio and dividend yield.

● Invesco S&P 500 Equal Weight ETF (RSP)

- **Management:** Peter Hubbard (since 2018), Michael Jeanette (since 2018), Pratik Doshi (since 2020), and Tony Seisser (since 2018) are jointly and primarily responsible for the day-to-day management of the fund.
- **Objective:** The Fund seeks to replicate the performance of the S&P 500 Equal Weight Index.
- **Strategy:** The Fund uses an “indexing” investment approach designed to track the investment results of the S&P 500 Equal Weight Index. The Adviser seeks correlation over time of 0.95 or better between the fund's performance and the index performance. The fund employs a full replication methodology by investing at least 90% of its total assets in securities that comprise the S&P 500 Equal Weight Index.

● Jensen Quality Growth Fund

- **Management:** The fund is managed by an investment committee comprised of Eric Shoenstein, Rob McIver, Allen Bond, Kurt Havnaer, Kevin Walkush, and Adam Calamar. All members of the investment committee have been working together for over 10 years.
- **Objective:** The Fund seeks outperformance relative to the S&P 500 through a concentrated, fundamental, bottom-up portfolio.
- **Strategy:** The team invests in companies that have strong competitive advantages, high quality balance sheets, and are trading at a discount to the team's assessment of fair value. The key characteristic within the strategy is the initial screen. The team screens for companies that are able to generate ROE of greater than 15% for each of the last 10 years.

● iShares Core S&P Mid Cap ETF (IJH)

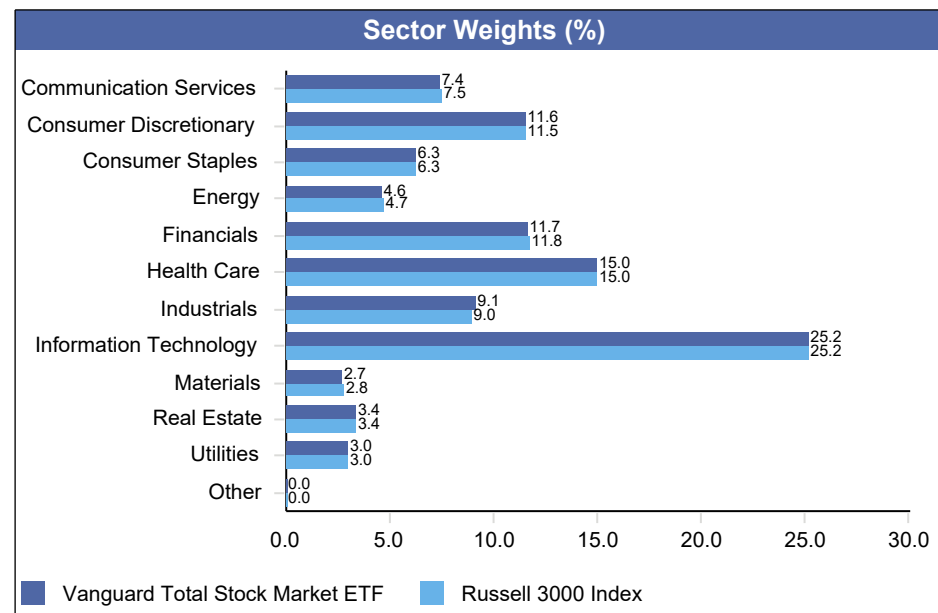
- **Management:** BlackRock Fund Advisors: Amy Whitelaw (since 2018), Jennifer Hsui (since 2012), Paul Whitehead (since 2022) and Greg Savage (since 2008).
- **Objective:** The Fund seeks to replicate the performance of S&P MidCap 400 Index.
- **Strategy:** The Fund employs a “passive management” – or indexing – investment approach designed to track the performance and characteristics of the S&P MidCap 400 Index. These key characteristics include industry weightings and market capitalization, as well as certain financial measures, such as price/earnings ratio and dividend yield.

● iShares Core Small Cap ETF (IJR)

- **Management:** BlackRock Fund Advisors: Amy Whitelaw (since 2018), Jennifer Hsui (since 2012), Paul Whitehead (since 2022) and Greg Savage (since 2008).
- **Objective:** The Fund seeks to replicate the performance of S&P SmallCap 600 Index.
- **Strategy:** The Fund employs a “passive management” – or indexing – investment approach designed to track the performance and characteristics of the S&P SmallCap 600 Index. These key characteristics include industry weightings and market capitalization, as well as certain financial measures, such as price/earnings ratio and dividend yield. S&P SmallCap 600 Index is a float adjusted market cap weighted index consisting of US smaller capitalization companies.

Vanguard Total Stock Market ETF vs. Russell 3000 Index

| Portfolio Characteristics | | |
|---------------------------|-----------|-----------|
| | Portfolio | Benchmark |
| Wtd. Avg. Mkt. Cap (\$M) | 395,280 | 395,275 |
| Median Mkt. Cap (\$M) | 842 | 1,825 |
| Price/Earnings ratio | 17.26 | 17.19 |
| Price/Book ratio | 3.55 | 3.54 |
| 5 Yr. EPS Growth Rate (%) | 18.19 | 18.27 |
| Current Yield (%) | 1.78 | 1.79 |
| Number of Stocks | 4,034 | 2,986 |

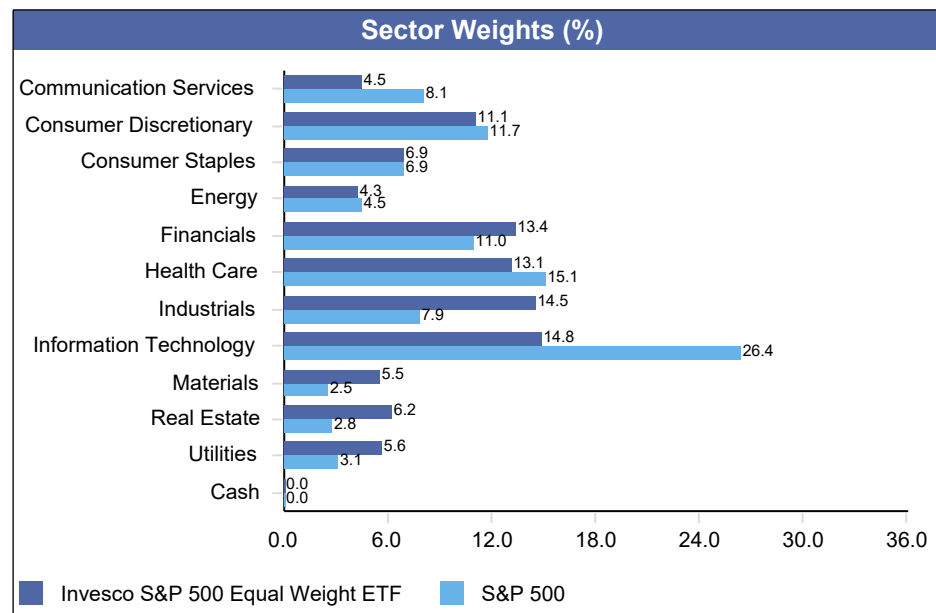


| Top Ten Holdings | | | | |
|------------------------|----------------------|----------------------|-------------------|----------------------|
| | Portfolio Weight (%) | Benchmark Weight (%) | Active Weight (%) | Quarterly Return (%) |
| Apple Inc | 5.95 | 5.93 | 0.02 | 1.22 |
| Microsoft Corp | 4.90 | 4.89 | 0.01 | -9.12 |
| Amazon.com Inc | 2.76 | 2.82 | -0.06 | 6.39 |
| Tesla Inc | 1.99 | 1.89 | 0.10 | 18.17 |
| Alphabet Inc | 1.62 | 1.61 | 0.01 | -12.22 |
| Alphabet Inc | 1.42 | 1.46 | -0.04 | -12.09 |
| Unitedhealth Group Inc | 1.33 | 1.33 | 0.00 | -1.36 |
| Berkshire Hathaway Inc | 1.27 | 1.35 | -0.08 | -2.20 |
| Johnson & Johnson | 1.21 | 1.21 | 0.00 | -7.35 |
| Exxon Mobil Corp | 1.03 | 1.02 | 0.01 | 2.91 |
| % of Portfolio | 23.48 | 23.51 | -0.03 | |

| Ten Best Performers | | | | |
|---------------------------------|----------------------|----------------------|-------------------|----------------------|
| | Portfolio Weight (%) | Benchmark Weight (%) | Active Weight (%) | Quarterly Return (%) |
| Rhythm Pharmaceuticals Inc | 0.00 | 0.00 | 0.00 | 490.36 |
| Akero Therapeutics Inc | 0.00 | 0.00 | 0.00 | 260.32 |
| Vigil Neuroscience Inc | 0.00 | 0.00 | 0.00 | 252.71 |
| Astria Therapeutics Inc | 0.00 | 0.00 | 0.00 | 201.33 |
| Forma Therapeutics Holdings Inc | 0.00 | 0.00 | 0.00 | 189.55 |
| Velo3D Inc | 0.00 | 0.00 | 0.00 | 185.51 |
| Ventyx Biosciences Inc | 0.00 | 0.00 | 0.00 | 185.45 |
| Minerva Neurosciences Inc | 0.00 | 0.00 | 0.00 | 178.85 |
| Bioatla Inc | 0.00 | 0.00 | 0.00 | 170.17 |
| SPERO THERAPEUTICS INC | 0.00 | 0.00 | 0.00 | 169.90 |
| % of Portfolio | 0.00 | 0.00 | 0.00 | |

Invesco S&P 500 Equal Weight ETF vs. S&P 500

| Portfolio Characteristics | | |
|---------------------------|-----------|-----------|
| | Portfolio | Benchmark |
| Wtd. Avg. Mkt. Cap (\$M) | 64,629 | 463,992 |
| Median Mkt. Cap (\$M) | 27,066 | 27,066 |
| Price/Earnings ratio | 14.99 | 18.15 |
| Price/Book ratio | 2.84 | 3.76 |
| 5 Yr. EPS Growth Rate (%) | 15.06 | 18.17 |
| Current Yield (%) | 2.15 | 1.85 |
| Number of Stocks | 504 | 503 |

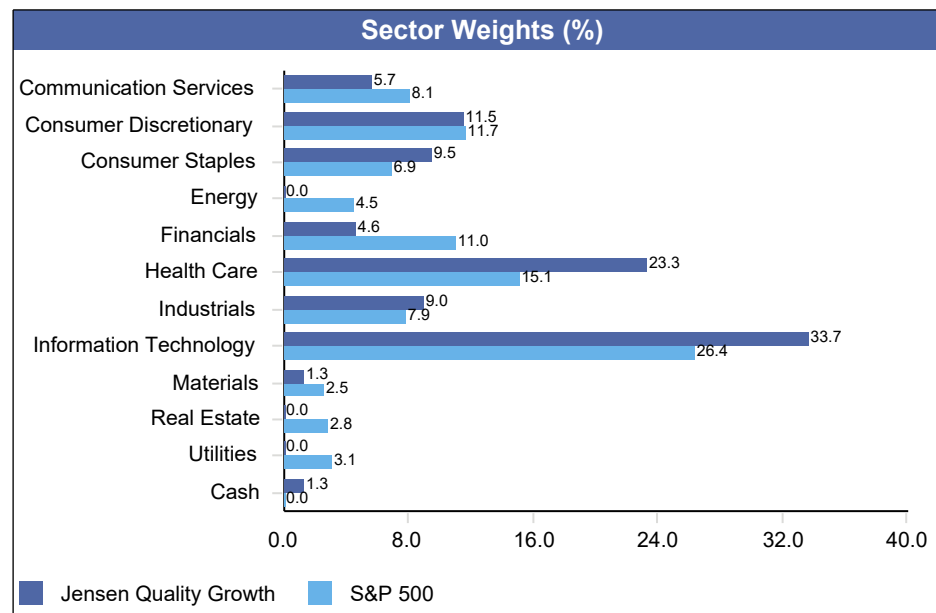


| Top Ten Holdings | | | | |
|-------------------------|----------------------|----------------------|-------------------|----------------------|
| | Portfolio Weight (%) | Benchmark Weight (%) | Active Weight (%) | Quarterly Return (%) |
| Biogen Inc | 0.29 | 0.13 | 0.16 | 30.92 |
| Twitter Inc | 0.24 | 0.10 | 0.14 | 17.25 |
| Eli Lilly and Co | 0.23 | 0.85 | -0.62 | 0.05 |
| Humana Inc. | 0.23 | 0.20 | 0.03 | 3.82 |
| Bristol-Myers Squibb Co | 0.23 | 0.50 | -0.27 | -7.68 |
| General Mills Inc. | 0.23 | 0.15 | 0.08 | 2.26 |
| Netflix Inc | 0.23 | 0.35 | -0.12 | 34.64 |
| Wynn Resorts Ltd | 0.23 | 0.02 | 0.21 | 10.62 |
| Nielsen Holdings plc | 0.23 | 0.03 | 0.20 | 19.64 |
| Marathon Petroleum Corp | 0.23 | 0.16 | 0.07 | 21.55 |
| % of Portfolio | 2.37 | 2.49 | -0.12 | |

| Ten Best Performers | | | | |
|---------------------------|----------------------|----------------------|-------------------|----------------------|
| | Portfolio Weight (%) | Benchmark Weight (%) | Active Weight (%) | Quarterly Return (%) |
| Constellation Energy Corp | 0.22 | 0.09 | 0.13 | 45.54 |
| Enphase Energy Inc | 0.21 | 0.12 | 0.09 | 42.12 |
| Etsy Inc | 0.21 | 0.04 | 0.17 | 36.77 |
| Netflix Inc | 0.23 | 0.35 | -0.12 | 34.64 |
| Biogen Inc | 0.29 | 0.13 | 0.16 | 30.92 |
| Cardinal Health Inc | 0.22 | 0.06 | 0.16 | 28.52 |
| Albemarle Corp | 0.20 | 0.10 | 0.10 | 26.71 |
| ON Semiconductor Corp | 0.20 | 0.09 | 0.11 | 23.89 |
| PayPal Holdings Inc | 0.21 | 0.33 | -0.12 | 23.24 |
| EPAM Systems Inc | 0.19 | 0.07 | 0.12 | 22.87 |
| % of Portfolio | 2.18 | 1.38 | 0.80 | |

Jensen Quality Growth vs. S&P 500

| Portfolio Characteristics | | |
|---------------------------|-----------|-----------|
| | Portfolio | Benchmark |
| Wtd. Avg. Mkt. Cap (\$M) | 422,084 | 463,992 |
| Median Mkt. Cap (\$M) | 100,857 | 27,066 |
| Price/Earnings ratio | 22.65 | 18.15 |
| Price/Book ratio | 6.91 | 3.76 |
| 5 Yr. EPS Growth Rate (%) | 15.06 | 18.17 |
| Current Yield (%) | 1.80 | 1.85 |
| Number of Stocks | 31 | 503 |

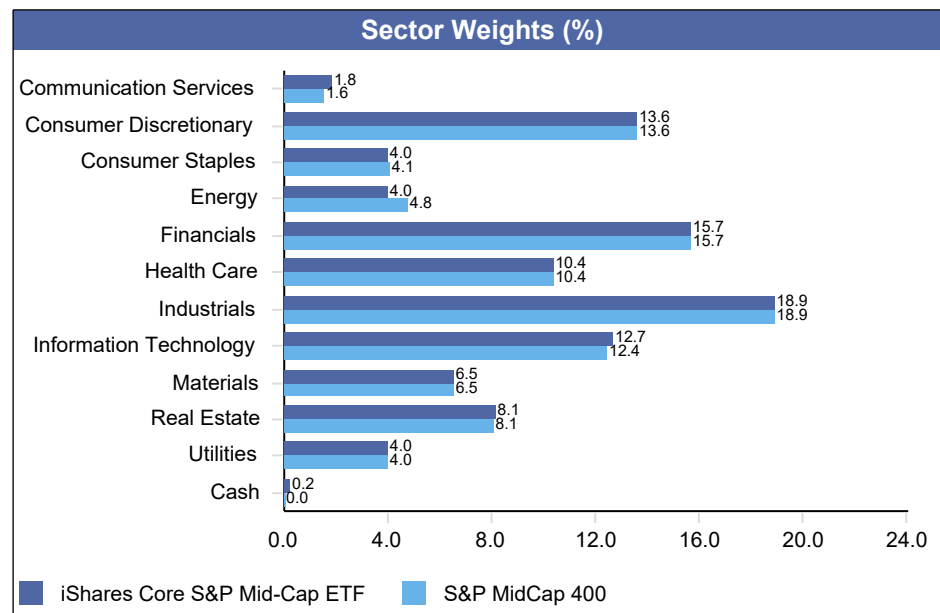


| Top Ten Holdings | | | | |
|-------------------------------|----------------------|----------------------|-------------------|----------------------|
| | Portfolio Weight (%) | Benchmark Weight (%) | Active Weight (%) | Quarterly Return (%) |
| PepsiCo Inc | 6.86 | 0.75 | 6.11 | -1.39 |
| Microsoft Corp | 6.00 | 5.77 | 0.23 | -9.12 |
| Alphabet Inc | 5.70 | 1.90 | 3.80 | -12.22 |
| Unitedhealth Group Inc | 5.47 | 1.57 | 3.90 | -1.36 |
| Johnson & Johnson | 5.31 | 1.43 | 3.88 | -7.35 |
| Apple Inc | 5.07 | 6.93 | -1.86 | 1.22 |
| Accenture PLC | 4.50 | 0.54 | 3.96 | -7.00 |
| Stryker Corp | 4.43 | 0.23 | 4.20 | 2.16 |
| Automatic Data Processing Inc | 4.39 | 0.31 | 4.08 | 8.15 |
| Becton Dickinson and Co | 4.17 | 0.21 | 3.96 | -9.31 |
| % of Portfolio | 51.90 | 19.64 | 32.26 | |

| Ten Best Performers | | | | |
|------------------------------------|----------------------|----------------------|-------------------|----------------------|
| | Portfolio Weight (%) | Benchmark Weight (%) | Active Weight (%) | Quarterly Return (%) |
| TJX Companies Inc (The) | 2.37 | 0.24 | 2.13 | 11.75 |
| Starbucks Corp | 3.27 | 0.32 | 2.95 | 10.92 |
| Automatic Data Processing Inc | 4.39 | 0.31 | 4.08 | 8.15 |
| Waste Management Inc. | 2.39 | 0.20 | 2.19 | 5.12 |
| Amphenol Corp | 1.64 | 0.13 | 1.51 | 4.29 |
| Stryker Corp | 4.43 | 0.23 | 4.20 | 2.16 |
| Broadridge Financial Solutions Inc | 2.19 | 0.06 | 2.13 | 1.68 |
| Texas Instruments Inc | 2.49 | 0.47 | 2.02 | 1.40 |
| Home Depot Inc. (The) | 2.49 | 0.94 | 1.55 | 1.26 |
| Apple Inc | 5.07 | 6.93 | -1.86 | 1.22 |
| % of Portfolio | 30.73 | 9.83 | 20.90 | |

iShares Core S&P Mid-Cap ETF vs. S&P MidCap 400

| Portfolio Characteristics | | |
|---------------------------|-----------|-----------|
| | Portfolio | Benchmark |
| Wtd. Avg. Mkt. Cap (\$M) | 6,221 | 6,308 |
| Median Mkt. Cap (\$M) | 4,624 | 4,616 |
| Price/Earnings ratio | 11.71 | 11.69 |
| Price/Book ratio | 2.39 | 2.38 |
| 5 Yr. EPS Growth Rate (%) | 20.40 | 20.40 |
| Current Yield (%) | 1.89 | 1.90 |
| Number of Stocks | 402 | 401 |

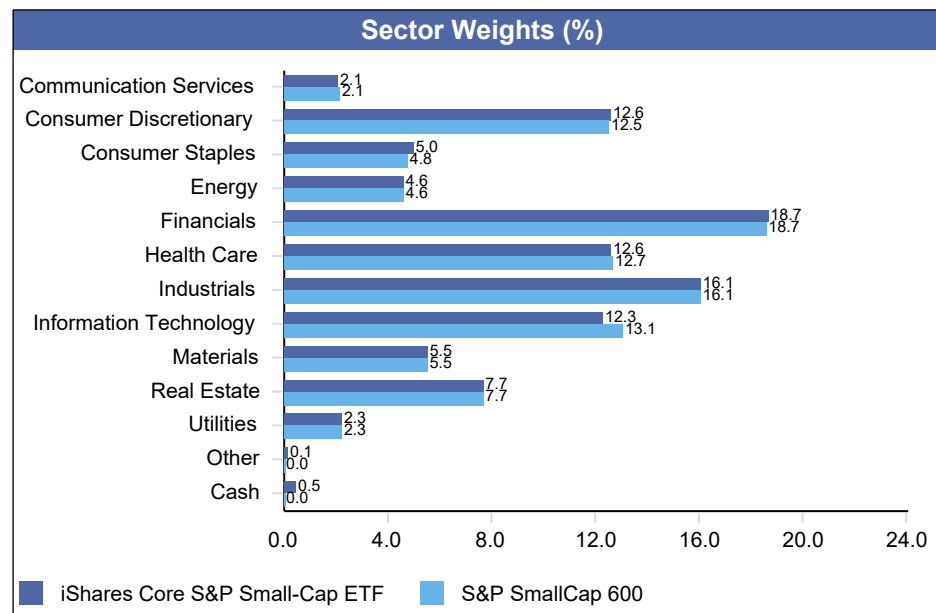


| Top Ten Holdings | | | | |
|-------------------------|----------------------|----------------------|-------------------|----------------------|
| | Portfolio Weight (%) | Benchmark Weight (%) | Active Weight (%) | Quarterly Return (%) |
| Carlisle Cos Inc | 0.77 | 0.77 | 0.00 | 17.80 |
| Targa Resources Corp | 0.72 | 0.72 | 0.00 | 1.65 |
| First Solar Inc | 0.69 | 0.69 | 0.00 | 94.15 |
| Wolfspeed Inc | 0.68 | 0.68 | 0.00 | 62.90 |
| Steel Dynamics Inc | 0.65 | 0.65 | 0.00 | 7.77 |
| First Horizon Corp | 0.65 | 0.65 | 0.00 | 5.43 |
| Hubbell Inc | 0.63 | 0.63 | 0.00 | 25.51 |
| Alleghany Corp | 0.60 | 0.60 | 0.00 | 0.75 |
| RPM International Inc | 0.57 | 0.57 | 0.00 | 6.35 |
| Darling Ingredients Inc | 0.56 | 0.56 | 0.00 | 10.62 |
| % of Portfolio | 6.52 | 6.52 | 0.00 | |

| Ten Best Performers | | | | |
|----------------------------|----------------------|----------------------|-------------------|----------------------|
| | Portfolio Weight (%) | Benchmark Weight (%) | Active Weight (%) | Quarterly Return (%) |
| First Solar Inc | 0.69 | 0.69 | 0.00 | 94.15 |
| Calix Inc | 0.18 | 0.18 | 0.00 | 79.09 |
| Wingstop Inc | 0.20 | 0.20 | 0.00 | 67.98 |
| Wolfspeed Inc | 0.68 | 0.68 | 0.00 | 62.90 |
| Penumbra Inc | 0.38 | 0.38 | 0.00 | 52.26 |
| SunPower Corp | 0.10 | 0.10 | 0.00 | 45.73 |
| ShockWave Medical Inc | 0.53 | 0.53 | 0.00 | 45.46 |
| Crocs Inc | 0.22 | 0.22 | 0.00 | 41.07 |
| Dick's Sporting Goods Inc. | 0.31 | 0.31 | 0.00 | 39.43 |
| Celsius Holdings Inc | 0.19 | 0.19 | 0.00 | 38.95 |
| % of Portfolio | 3.48 | 3.48 | 0.00 | |

iShares Core S&P Small-Cap ETF vs. S&P SmallCap 600

| Portfolio Characteristics | | |
|---------------------------|-----------|-----------|
| | Portfolio | Benchmark |
| Wtd. Avg. Mkt. Cap (\$M) | 2,101 | 2,130 |
| Median Mkt. Cap (\$M) | 1,216 | 1,212 |
| Price/Earnings ratio | 10.71 | 10.74 |
| Price/Book ratio | 1.95 | 1.96 |
| 5 Yr. EPS Growth Rate (%) | 16.59 | 16.62 |
| Current Yield (%) | 1.84 | 1.83 |
| Number of Stocks | 603 | 601 |



| Top Ten Holdings | | | | |
|------------------------------|----------------------|----------------------|-------------------|----------------------|
| | Portfolio Weight (%) | Benchmark Weight (%) | Active Weight (%) | Quarterly Return (%) |
| Livent Corp | 0.68 | 0.68 | 0.00 | 35.08 |
| Agree Realty Corp | 0.67 | 0.67 | 0.00 | -5.41 |
| Lantheus Holdings Inc | 0.60 | 0.60 | 0.00 | 6.51 |
| SM Energy Co | 0.57 | 0.57 | 0.00 | 10.00 |
| AMN Healthcare Services Inc. | 0.57 | 0.57 | 0.00 | -3.42 |
| Cytokinetics Inc | 0.57 | 0.57 | 0.00 | 23.31 |
| Rogers Corp. | 0.56 | 0.56 | 0.00 | -7.71 |
| Exponent Inc | 0.56 | 0.56 | 0.00 | -3.91 |
| SPS Commerce Inc | 0.56 | 0.56 | 0.00 | 9.89 |
| UFP Industries Inc | 0.55 | 0.55 | 0.00 | 6.23 |
| % of Portfolio | 5.89 | 5.89 | 0.00 | |

| Ten Best Performers | | | | |
|-----------------------------------|----------------------|----------------------|-------------------|----------------------|
| | Portfolio Weight (%) | Benchmark Weight (%) | Active Weight (%) | Quarterly Return (%) |
| Catalyst Pharmaceutical Inc | 0.15 | 0.15 | 0.00 | 83.02 |
| Clearfield Inc | 0.15 | 0.15 | 0.00 | 68.91 |
| Biolife Solutions Inc | 0.10 | 0.10 | 0.00 | 64.74 |
| Atlas Air Worldwide Holdings Inc. | 0.31 | 0.31 | 0.00 | 54.87 |
| iRobot Corp | 0.19 | 0.19 | 0.00 | 53.28 |
| Harmonic Inc | 0.17 | 0.17 | 0.00 | 50.75 |
| Extreme Networks Inc | 0.21 | 0.21 | 0.00 | 46.53 |
| Digi International Inc | 0.15 | 0.15 | 0.00 | 42.73 |
| XPEL Inc | 0.16 | 0.16 | 0.00 | 40.30 |
| OraSure Technologies Inc | 0.03 | 0.03 | 0.00 | 39.85 |
| % of Portfolio | 1.62 | 1.62 | 0.00 | |

◆ Vanguard Total International Stock Index

- **Management:** The Fund is co-managed by Michael Perre and Christine Franquin. Mr. Perre has advised the Fund since 2008 and Ms. Franquin has advised the fund since 2017. They have been in the investment industry since 1990 and 2000, respectively.
- **Objective:** The Fund seeks to track the performance of a benchmark index that measures the investment return of stocks across all market capitalizations issued by companies domiciled in both emerging markets and developed markets outside the United States.
- **Strategy:** The Fund employs a “passive management” – or indexing – investment approach that seeks to track the investment performance of the FTSE Global All Cap ex U.S. Index, an unmanaged benchmark representing stocks from global developed and emerging markets, excluding the United States, across the market capitalization spectrum.

◆ J O Hambro International Select

- **Management:** The fund is co-managed by Christopher Lees and Nudgem Richyal. Both the senior fund managers joined the firm in 2008, having previously worked together at Baring Asset Management.
- **Objective:** The fund managers aim to exploit market anomalies via an investment process that combines both top-down and bottom-up research.
- **Strategy:** The fund managers target multiple sources of performance, looking for stocks, sectors, and countries with rising earnings estimates, rising or high and sustainable return on equity, appropriate valuation, and attractive mean reversion and momentum characteristics. They evaluate the correlation between each stock and its sector or country in order to avoid buying “good stocks in bad neighborhoods”. A ruthless sell discipline is employed, whereby a stock is immediately sold to zero weight when its fundamentals or technicals deteriorate, or when there is contagion from deteriorating fundamentals or technicals in a stock’s sector or country.

◆ Harding Loevner International Equity

- **Management:** The fund is co-managed by Ferrill Roll and Andrew West, each managing 50% of the portfolio. The two have been with Harding Loevner since 1996 and 2006, respectively. The portfolio managers are supported by a group of 29 global sector and region analysts.
- **Objective:** The fund managers seek outperformance relative to MSCI ACWI ex US by investing in high quality growing businesses that are trading at reasonable valuations.
- **Strategy:** The investment team pairs quantitative and qualitative analysis to create a portfolio comprised of four parts: competitive advantage, quality management, financial strength, and sustainable growth. The two portfolio managers rely heavily on the global analysts’ buy/hold/sell recommendation that is determined through deep fundamental analysis on companies.

◆ Vanguard FTSE Developed Markets ETF

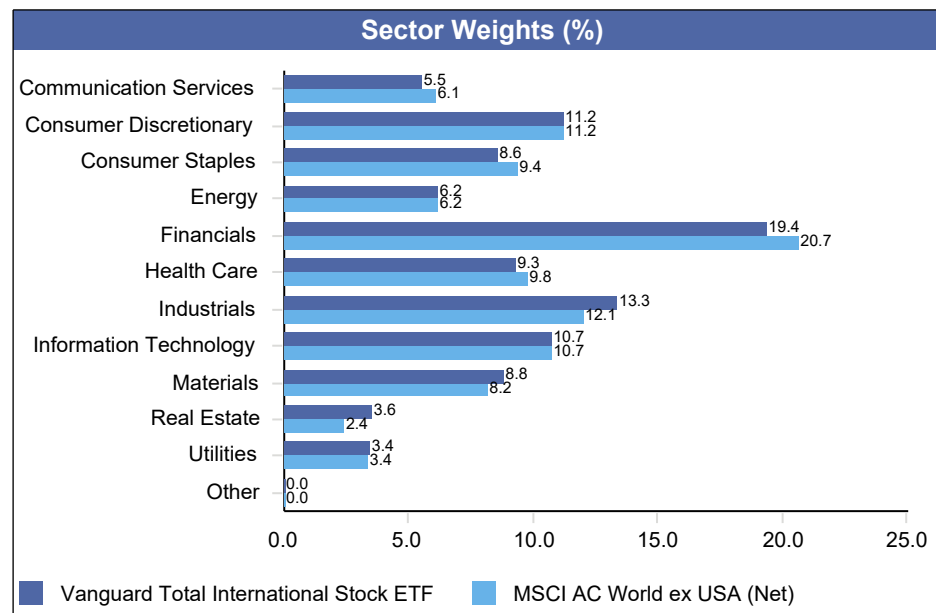
- **Management:** The Fund is co-managed by Michael Perre and Christine Franquin. Ms. Franquin has advised the Fund since 2013 and Mr. Perre has advised the fund since 2017. They have been in the investment industry since 2000 and 1990, respectively.
- **Objective:** The Fund seeks to track the performance of a benchmark index that measures the investment return of stocks issued by companies located in Canada and the major markets of Europe and the Pacific region.
- **Strategy:** The Fund employs a “passive management” – or indexing – investment approach that seeks to track the investment performance of the FTSE Developed All Cap ex US Index, a market-capitalization-weighted index made up of stocks of large-, mid-, and small-cap companies located in Canada and the major markets of Europe and the Pacific region.

◆ Schroders Emerging Markets Equity

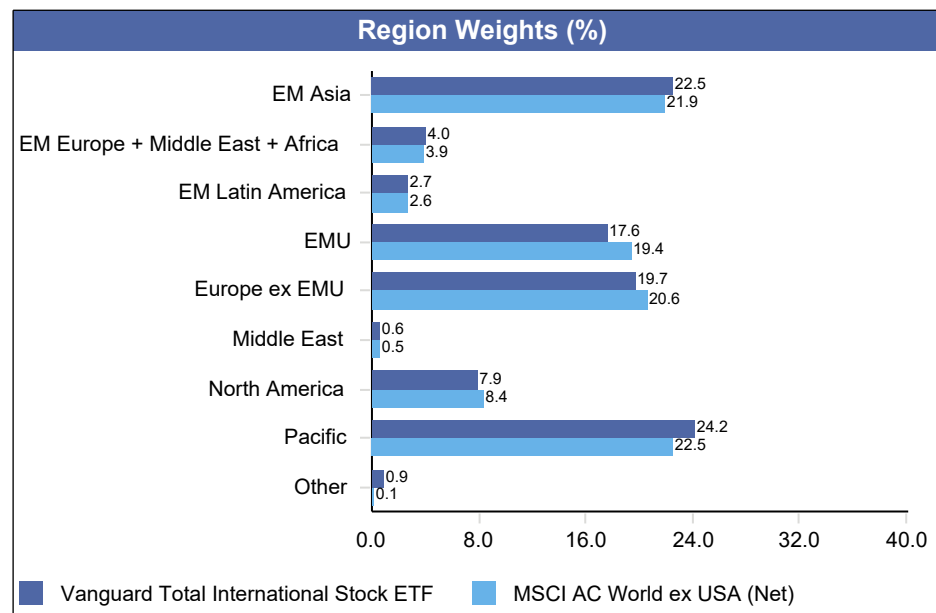
- **Management:** The fund is managed by a team of five portfolio managers led by Tom Wilson, Schroders’ Head of Emerging Markets Equity. He has worked at Schroders since 2001 and has been involved with emerging markets equities at Schroders since 2004.
- **Objective:** The Fund seeks capital appreciation.
- **Strategy:** The Fund employs an actively managed approach that combines fundamental, bottom-up stock research with a quantitative country allocation process. Country rankings are prepared through evaluation of valuation, growth, currency, momentum, and interest rates. Stock level research targets a core universe of the most liquid stocks in the emerging markets universe, utilizing a relative value approach for stocks across the growth/value spectrum without any systematic style bias. Comprehensive risk controls are employed to keep factor exposures in check and constrain strategy-level tracking error to moderate levels.

Vanguard Total International Stock ETF vs. MSCI AC World ex USA (Net)

| Portfolio Characteristics | | |
|---------------------------|-----------|-----------|
| | Portfolio | Benchmark |
| Wtd. Avg. Mkt. Cap (\$M) | 55,804 | 66,812 |
| Median Mkt. Cap (\$M) | 1,355 | 7,549 |
| Price/Earnings ratio | 10.67 | 10.91 |
| Price/Book ratio | 2.31 | 2.35 |
| 5 Yr. EPS Growth Rate (%) | 13.31 | 13.39 |
| Current Yield (%) | 3.68 | 3.65 |
| Number of Stocks | 7,972 | 2,274 |

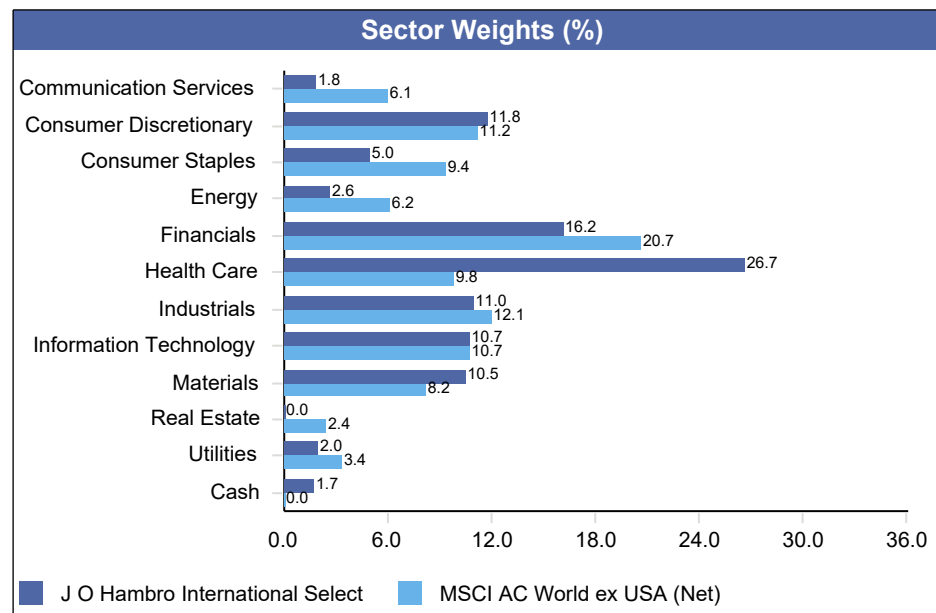


| Top Ten Holdings | | | | |
|----------------------------|----------------------|----------------------|-------------------|----------------------|
| | Portfolio Weight (%) | Benchmark Weight (%) | Active Weight (%) | Quarterly Return (%) |
| Taiwan Semicon Manu Co | 1.39 | 1.67 | -0.28 | -16.53 |
| Nestle SA, Cham Und Vevey | 1.29 | 1.57 | -0.28 | -6.51 |
| Roche Holding AG | 1.00 | 1.18 | -0.18 | -1.21 |
| Tencent Holdings LTD | 0.89 | 1.08 | -0.19 | -24.85 |
| Shell Plc | 0.80 | 0.95 | -0.15 | -2.54 |
| Samsung Electronics Co Ltd | 0.76 | 0.90 | -0.14 | -15.95 |
| ASML Holding NV | 0.75 | 0.88 | -0.13 | -10.56 |
| Astrazeneca PLC | 0.72 | 0.88 | -0.16 | -14.95 |
| Novartis AG | 0.69 | 0.85 | -0.16 | -9.10 |
| Toyota Motor Corp | 0.69 | 0.70 | -0.01 | -16.09 |
| % of Portfolio | 8.98 | 10.66 | -1.68 | |

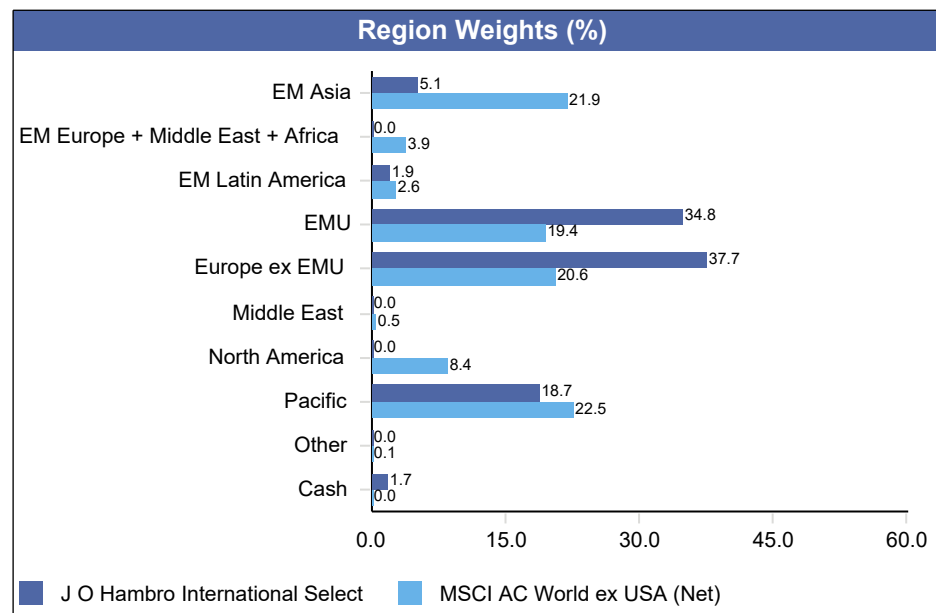


J O Hambro International Select vs. MSCI AC World ex USA (Net)

| Portfolio Characteristics | | |
|---------------------------|-----------|-----------|
| | Portfolio | Benchmark |
| Wtd. Avg. Mkt. Cap (\$M) | 63,165 | 66,812 |
| Median Mkt. Cap (\$M) | 33,494 | 7,549 |
| Price/Earnings ratio | 14.95 | 10.91 |
| Price/Book ratio | 2.48 | 2.35 |
| 5 Yr. EPS Growth Rate (%) | 16.01 | 13.39 |
| Current Yield (%) | 2.56 | 3.65 |
| Number of Stocks | 48 | 2,274 |

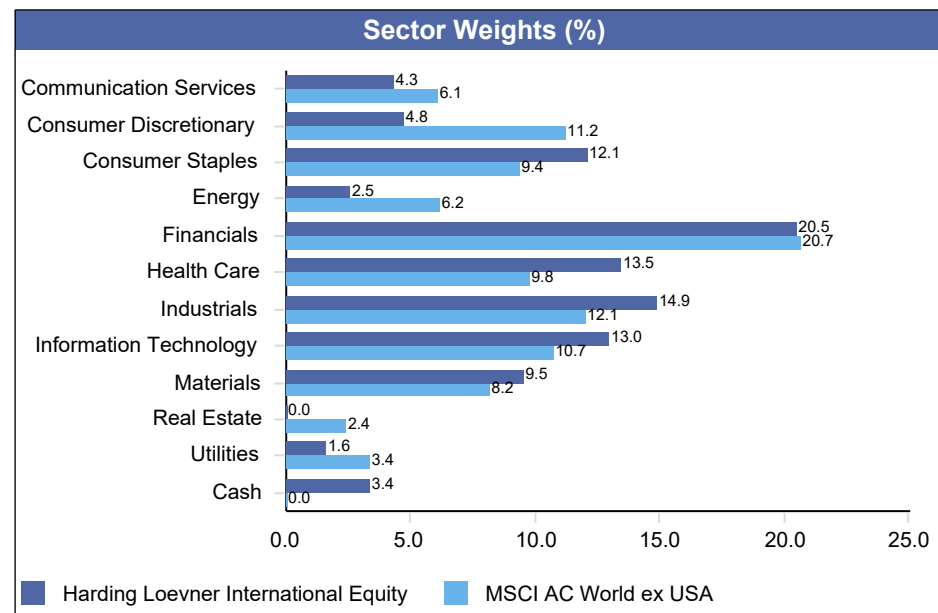


| Top Ten Holdings | | | | |
|---------------------------------|----------------------|----------------------|-------------------|----------------------|
| | Portfolio Weight (%) | Benchmark Weight (%) | Active Weight (%) | Quarterly Return (%) |
| Tenaris SA, Luxembourg | 2.61 | 0.03 | 2.58 | 1.41 |
| Novo Nordisk A/S | 2.55 | 0.85 | 1.70 | -8.90 |
| MERCK Kommanditgesellschaft | 2.53 | 0.11 | 2.42 | -2.82 |
| Astrazeneca PLC | 2.45 | 0.88 | 1.57 | -14.95 |
| LONZA GROUP AG | 2.44 | 0.19 | 2.25 | -7.04 |
| L'Oreal S.A., Paris | 2.42 | 0.40 | 2.02 | -5.93 |
| Alcon Inc | 2.40 | 0.15 | 2.25 | -15.16 |
| London Stock Exchange Group PLC | 2.37 | 0.14 | 2.23 | -8.00 |
| Compass Group PLC | 2.36 | 0.18 | 2.18 | -1.47 |
| Schneider Electric SA | 2.35 | 0.32 | 2.03 | -2.84 |
| % of Portfolio | 24.48 | 3.25 | 21.23 | |

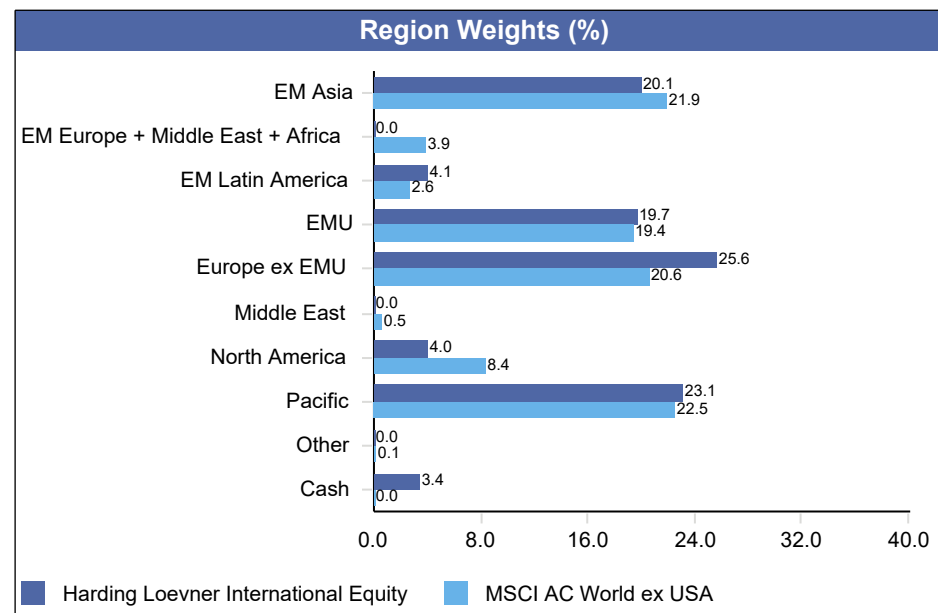


Harding Loevner International Equity vs. MSCI AC World ex USA

| Portfolio Characteristics | | |
|---------------------------|-----------|-----------|
| | Portfolio | Benchmark |
| Wtd. Avg. Mkt. Cap (\$M) | 77,730 | 66,812 |
| Median Mkt. Cap (\$M) | 34,184 | 7,549 |
| Price/Earnings ratio | 15.39 | 10.91 |
| Price/Book ratio | 2.76 | 2.35 |
| 5 Yr. EPS Growth Rate (%) | 14.90 | 13.39 |
| Current Yield (%) | 2.89 | 3.65 |
| Number of Stocks | 61 | 2,274 |

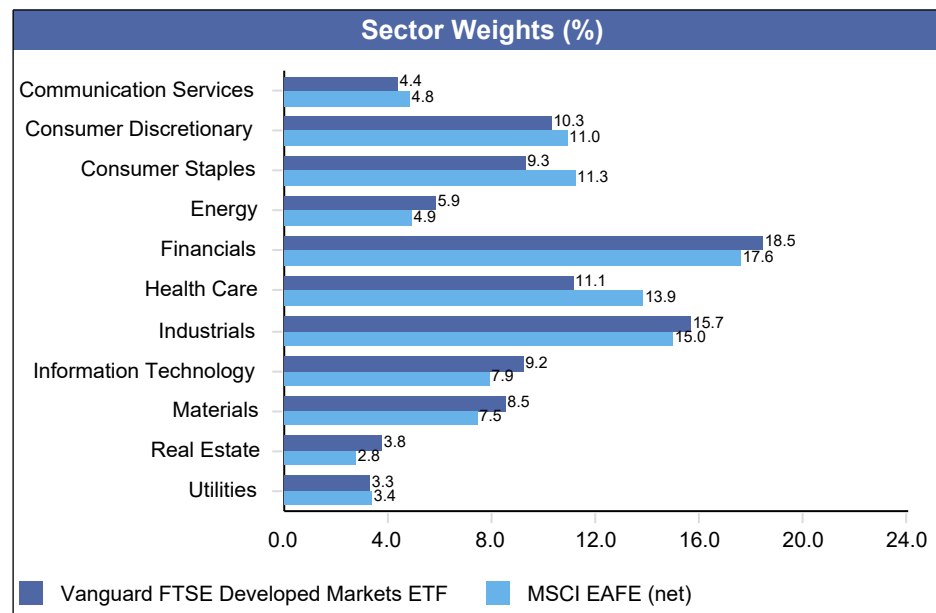


| Top Ten Holdings | | | | |
|----------------------------|----------------------|----------------------|-------------------|----------------------|
| | Portfolio Weight (%) | Benchmark Weight (%) | Active Weight (%) | Quarterly Return (%) |
| L'Oreal S.A., Paris | 3.48 | 0.40 | 3.08 | -5.93 |
| Roche Holding AG | 3.42 | 1.18 | 2.24 | -1.21 |
| DBS Group Holdings Ltd | 3.38 | 0.22 | 3.16 | 10.28 |
| CASH | 3.37 | 0.00 | 3.37 | N/A |
| Samsung Electronics Co Ltd | 3.12 | 0.14 | 2.98 | -15.49 |
| Atlas Copco AB | 3.00 | 0.13 | 2.87 | 1.19 |
| AIA Group Ltd | 2.84 | 0.51 | 2.33 | -22.65 |
| BHP Group Ltd | 2.76 | 0.64 | 2.12 | -4.68 |
| Icici Bank Ltd | 2.53 | 0.28 | 2.25 | 18.91 |
| Schneider Electric SA | 2.53 | 0.32 | 2.21 | -2.84 |
| % of Portfolio | 30.43 | 3.82 | 26.61 | |

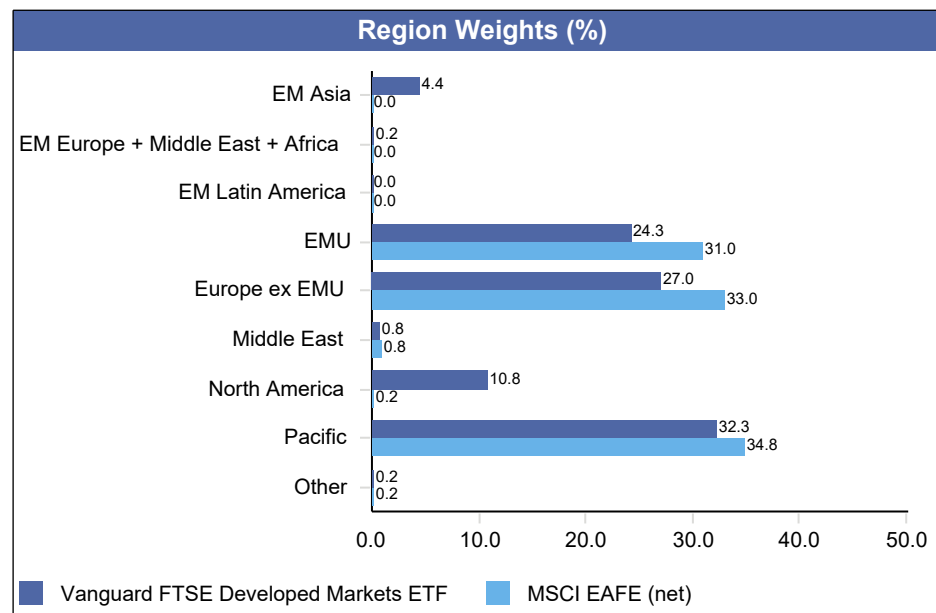


Vanguard FTSE Developed Markets ETF vs. MSCI EAFE (net)

| Portfolio Characteristics | | |
|---------------------------|-----------|-----------|
| | Portfolio | Benchmark |
| Wtd. Avg. Mkt. Cap (\$M) | 53,225 | 63,615 |
| Median Mkt. Cap (\$M) | 1,324 | 10,385 |
| Price/Earnings ratio | 10.84 | 11.34 |
| Price/Book ratio | 2.25 | 2.40 |
| 5 Yr. EPS Growth Rate (%) | 12.44 | 12.18 |
| Current Yield (%) | 3.62 | 3.72 |
| Beta (5 Years, Monthly) | 1.03 | 1.00 |
| Number of Stocks | 4,100 | 799 |

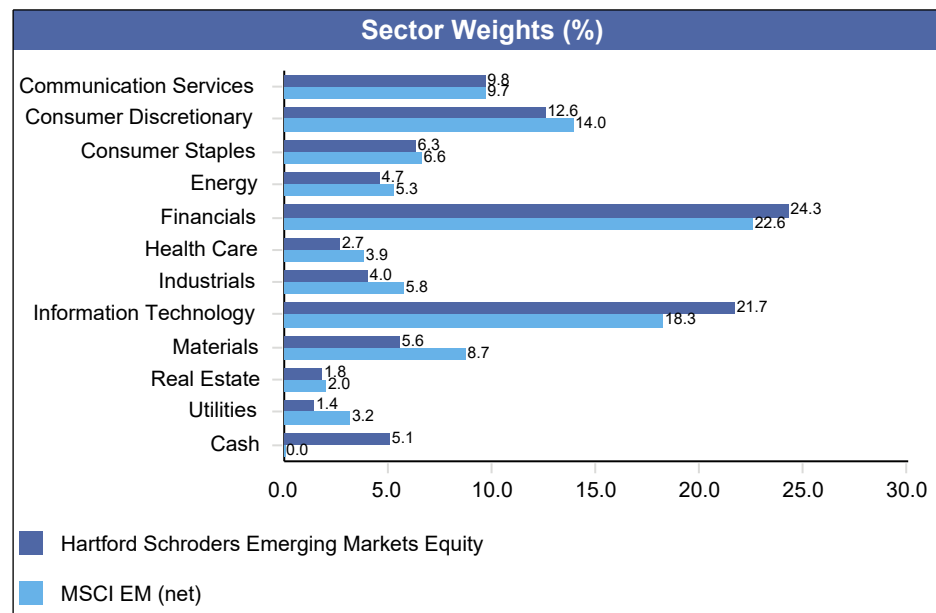


| Top Ten Holdings | | | | |
|------------------------------|----------------------|----------------------|-------------------|----------------------|
| | Portfolio Weight (%) | Benchmark Weight (%) | Active Weight (%) | Quarterly Return (%) |
| Nestle SA, Cham Und Vevey | 1.77 | 2.51 | -0.74 | -6.51 |
| Roche Holding AG | 1.37 | 1.89 | -0.52 | -1.21 |
| Shell Plc | 1.10 | 1.52 | -0.42 | -2.54 |
| Samsung Electronics Co Ltd | 1.06 | 0.00 | 1.06 | -15.95 |
| ASML Holding NV | 1.03 | 1.41 | -0.38 | -10.56 |
| Astrazeneca PLC | 0.98 | 1.40 | -0.42 | -14.95 |
| Novartis AG | 0.95 | 1.36 | -0.41 | -9.10 |
| Toyota Motor Corp | 0.94 | 1.12 | -0.18 | -16.09 |
| Novo Nordisk A/S | 0.94 | 1.36 | -0.42 | -8.90 |
| LVMH Moet Hennessy Louis Vui | 0.89 | 1.36 | -0.47 | -1.57 |
| % of Portfolio | 11.03 | 13.93 | -2.90 | |

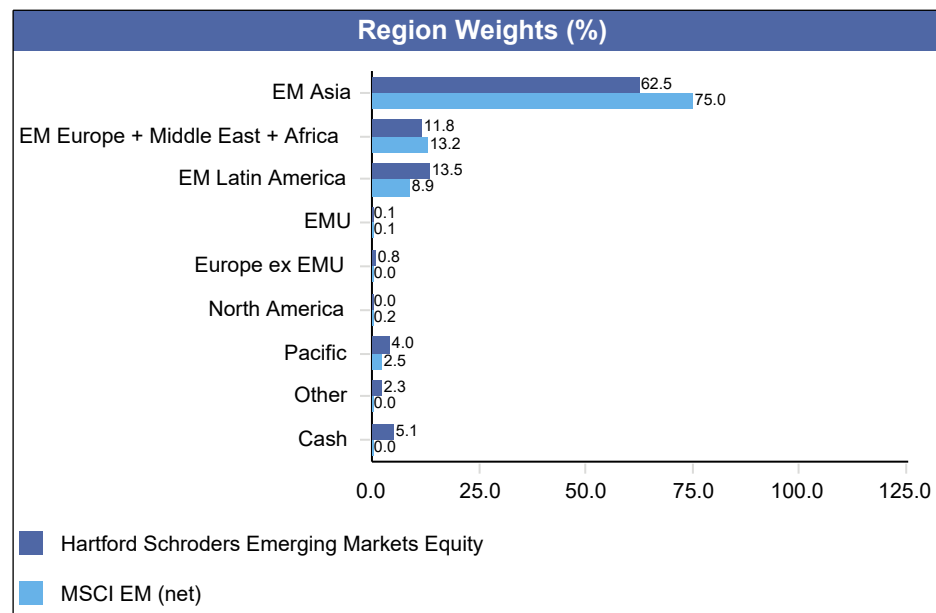


Hartford Schrodgers Emerging Markets Equity vs. MSCI EM (net)

| Portfolio Characteristics | | |
|---------------------------|-----------|-----------|
| | Portfolio | Benchmark |
| Wtd. Avg. Mkt. Cap (\$M) | 84,704 | 78,560 |
| Median Mkt. Cap (\$M) | 12,287 | 5,335 |
| Price/Earnings ratio | 10.65 | 9.84 |
| Price/Book ratio | 2.37 | 2.49 |
| 5 Yr. EPS Growth Rate (%) | 14.43 | 15.86 |
| Current Yield (%) | 3.64 | 3.60 |
| Number of Stocks | 117 | 1,387 |



| Top Ten Holdings | | | | |
|----------------------------|----------------------|----------------------|-------------------|----------------------|
| | Portfolio Weight (%) | Benchmark Weight (%) | Active Weight (%) | Quarterly Return (%) |
| Taiwan Semicon Manu Co | 7.83 | 5.71 | 2.12 | -16.53 |
| CASH | 5.07 | 0.00 | 5.07 | N/A |
| Samsung Electronics Co Ltd | 4.76 | 3.08 | 1.68 | -15.95 |
| Tencent Holdings LTD | 4.47 | 3.70 | 0.77 | -24.85 |
| Icici Bank Ltd | 2.99 | 0.95 | 2.04 | 19.07 |
| JD.com Inc | 2.43 | 0.95 | 1.48 | -21.46 |
| Alibaba Group Holding Ltd | 2.40 | 2.63 | -0.23 | -30.36 |
| H D F C Bank Ltd | 2.30 | 0.00 | 2.30 | 2.39 |
| Itau Unibanco Holding SA | 2.21 | 0.44 | 1.77 | 22.50 |
| AIA Group Ltd | 2.04 | 0.00 | 2.04 | -22.65 |
| % of Portfolio | 36.50 | 17.46 | 19.04 | |



◆ Cohen & Steers Institutional Realty Shares

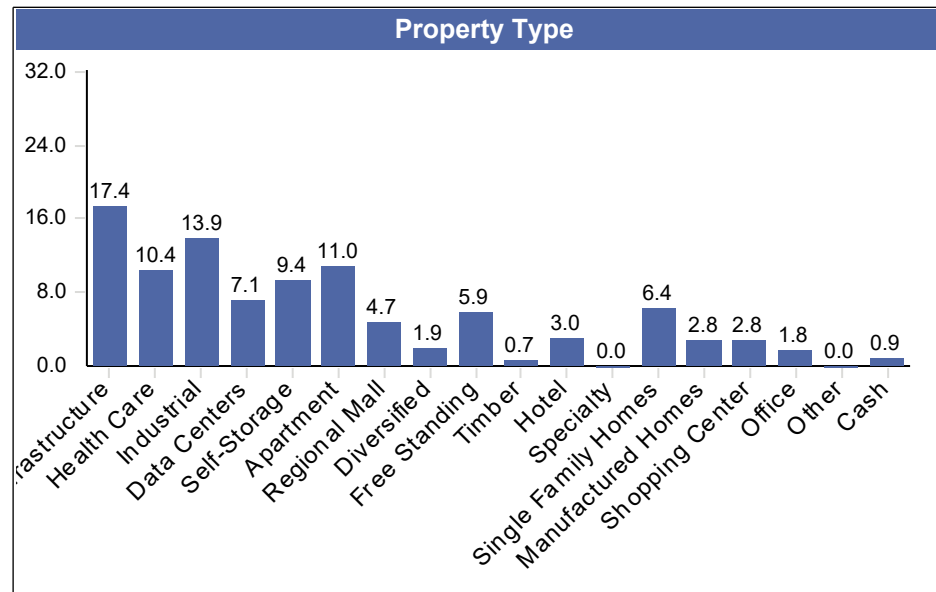
- **Management:** The Fund is managed by Jon Cheigh, Jason Yablon, and Mathew Kirschner (collectively, the “Senior Investment Professionals”). The Senior Investment Professionals have worked together for more than 16 years and have on average 20+ years of experience in the industry. Cohen & Steers has one of the largest and most experienced teams dedicated to the investment management of publicly traded real estate securities.
- **Objective:** The Fund seeks both capital appreciation and current income through investment in real estate securities.
- **Strategy:** The Fund concentrates its investments in the real estate industry. Real estate securities include common stocks, preferred stocks and other equity securities of any market capitalization issued by real estate companies, including real estate investment trusts (REITs) and similar REIT-like entities.

◆ Principal Real Estate Securities Institutional Fund

- **Management:** Kelly Rush founded and has managed the US Real Estate Securities strategy since its 1998 inception. Kelly Rush, Anthony Kenkel, and Keith Bokota (collectively, the “Portfolio Managers”) have worked together for more than 13 years and have 24+ years average industry experience.
- **Objective:** The Fund seeks to generate a total return by investing in high quality companies and targets strong, risk-adjusted performance using diversified sources of alpha.
- **Strategy:** The fund invests at least 80% of its net assets, plus any borrowings for investment purposes, in equity securities of companies principally engaged in the real estate industry at the time of purchase. It invests in equity securities regardless of market capitalization (small, medium or large). The fund concentrates its investments (invest more than 25% of its net assets) in securities in the real estate industry. It is non-diversified.

Cohen & Steers Inst Realty Shares vs. MSCI US REIT Index

| Portfolio Characteristics | | |
|---------------------------|-----------|-----------|
| | Portfolio | Benchmark |
| Wtd. Avg. Mkt. Cap (\$M) | 42,783 | 27,612 |
| Median Mkt. Cap (\$M) | 18,233 | 3,184 |
| Price/Earnings ratio | 29.33 | 29.07 |
| Price/Book ratio | 3.02 | 2.35 |
| 5 Yr. EPS Growth Rate (%) | 10.32 | 7.91 |
| Current Yield (%) | 3.10 | 3.65 |
| Number of Stocks | 33 | 138 |

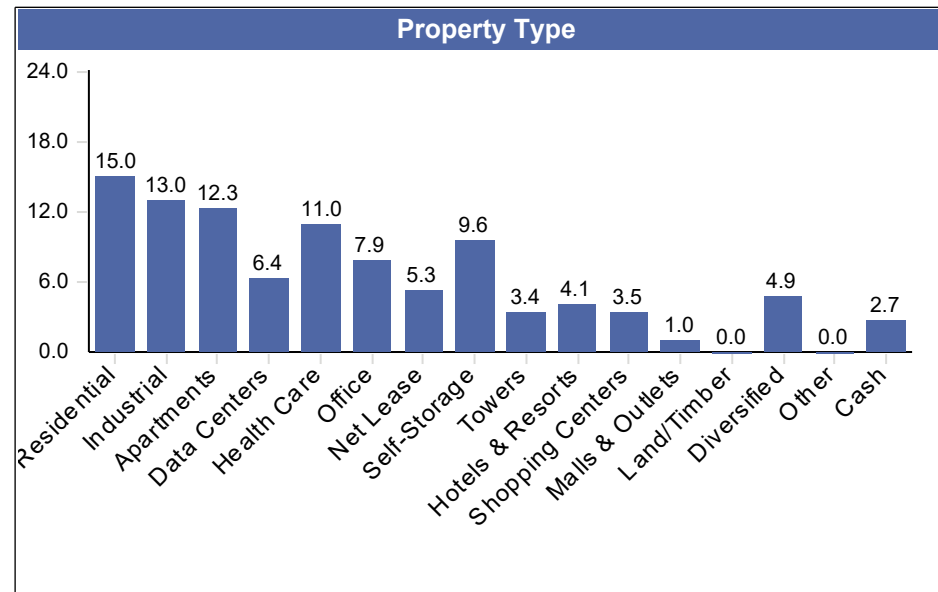


| Top Ten Holdings | | | | |
|---------------------------|----------------------|----------------------|-------------------|----------------------|
| | Portfolio Weight (%) | Benchmark Weight (%) | Active Weight (%) | Quarterly Return (%) |
| American Tower Corp | 13.67 | 0.00 | 13.67 | 2.92 |
| Public Storage | 7.64 | 4.75 | 2.89 | -19.35 |
| Invitation Homes Inc | 6.47 | 2.08 | 4.39 | -10.90 |
| Welltower Inc | 5.75 | 3.55 | 2.20 | -13.75 |
| Duke Realty Corp | 5.63 | 2.03 | 3.60 | -4.86 |
| Prologis Inc | 5.13 | 8.39 | -3.26 | -26.64 |
| Simon Property Group Inc. | 4.77 | 3.00 | 1.77 | -26.71 |
| Realty Income Corp. | 4.69 | 3.89 | 0.80 | -0.46 |
| Digital Realty Trust Inc | 4.41 | 3.56 | 0.85 | -7.54 |
| Healthpeak Properties Inc | 3.66 | 1.35 | 2.31 | -23.79 |
| % of Portfolio | 61.82 | 32.60 | 29.22 | |

| Ten Best Performers | | | | |
|-----------------------------|----------------------|----------------------|-------------------|----------------------|
| | Portfolio Weight (%) | Benchmark Weight (%) | Active Weight (%) | Quarterly Return (%) |
| Americold Realty Trust Inc | 2.74 | 0.78 | 1.96 | 8.54 |
| American Tower Corp | 13.67 | 0.00 | 13.67 | 2.92 |
| Healthcare Realty Trust Inc | 1.10 | 0.40 | 0.70 | 0.05 |
| Realty Income Corp. | 4.69 | 3.89 | 0.80 | -0.46 |
| Duke Realty Corp | 5.63 | 2.03 | 3.60 | -4.86 |
| SBA Communications Corp | 2.17 | 0.00 | 2.17 | -6.78 |
| Digital Realty Trust Inc | 4.41 | 3.56 | 0.85 | -7.54 |
| Crown Castle Inc | 1.84 | 0.00 | 1.84 | -7.94 |
| Sun Communities Inc. | 2.81 | 1.78 | 1.03 | -8.59 |
| Invitation Homes Inc | 6.47 | 2.08 | 4.39 | -10.90 |
| % of Portfolio | 45.53 | 14.52 | 31.01 | |

Principal Real Estate Securities Inst Fund vs. MSCI US REIT Index

| Portfolio Characteristics | | |
|---------------------------|-----------|-----------|
| | Portfolio | Benchmark |
| Wtd. Avg. Mkt. Cap (\$M) | 26,713 | 27,612 |
| Median Mkt. Cap (\$M) | 9,164 | 3,184 |
| Price/Earnings ratio | 30.27 | 29.07 |
| Price/Book ratio | 2.27 | 2.35 |
| 5 Yr. EPS Growth Rate (%) | 10.40 | 7.91 |
| Current Yield (%) | 3.35 | 3.65 |
| Number of Stocks | 46 | 138 |



| Top Ten Holdings | | | | |
|----------------------------|----------------------|----------------------|-------------------|----------------------|
| | Portfolio Weight (%) | Benchmark Weight (%) | Active Weight (%) | Quarterly Return (%) |
| Prologis Inc | 6.48 | 8.39 | -1.91 | -26.64 |
| Equinix Inc | 5.51 | 5.74 | -0.23 | -10.98 |
| AvalonBay Communities Inc. | 5.30 | 2.62 | 2.68 | -21.15 |
| Ventas Inc. | 4.90 | 1.98 | 2.92 | -16.00 |
| VICI Properties Inc | 4.60 | 2.76 | 1.84 | 5.96 |
| Extra Space Storage Inc | 4.52 | 2.19 | 2.33 | -16.48 |
| Sun Communities Inc. | 4.28 | 1.78 | 2.50 | -8.59 |
| Essex Property Trust Inc. | 4.26 | 1.64 | 2.62 | -23.67 |
| Invitation Homes Inc | 4.04 | 2.08 | 1.96 | -10.90 |
| American Homes 4 Rent | 3.63 | 1.07 | 2.56 | -10.98 |
| % of Portfolio | 47.52 | 30.25 | 17.27 | |

| Ten Best Performers | | | | |
|---------------------------------|----------------------|----------------------|-------------------|----------------------|
| | Portfolio Weight (%) | Benchmark Weight (%) | Active Weight (%) | Quarterly Return (%) |
| PS Business Parks Inc. | 0.64 | 0.37 | 0.27 | 11.97 |
| Agree Realty Corp | 1.53 | 0.50 | 1.03 | 9.77 |
| VICI Properties Inc | 4.60 | 2.76 | 1.84 | 5.96 |
| American Tower Corp | 3.41 | 0.00 | 3.41 | 2.92 |
| Healthcare Realty Trust Inc | 0.78 | 0.40 | 0.38 | 0.05 |
| Sabra Health Care REIT Inc | 1.42 | 0.31 | 1.11 | -3.98 |
| Broadstone Net Lease Inc | 1.53 | 0.32 | 1.21 | -4.60 |
| Equity LifeStyle Properties Inc | 2.51 | 1.20 | 1.31 | -7.34 |
| Digital Realty Trust Inc | 0.85 | 3.56 | -2.71 | -7.54 |
| Sun Communities Inc. | 4.28 | 1.78 | 2.50 | -8.59 |
| % of Portfolio | 21.55 | 11.20 | 10.35 | |

◆ Baird Core Plus

- **Management:** The Fund has been managed by a team of generalist portfolio managers including 4 since its inception in 2000. The most senior trio of the management team has been working together for over 30 years.
- **Objective:** The Fund seeks to maximize long-term total return and achieve an annual return that exceeds its benchmark.
- **Strategy:** The Fund normally invests at least 80% of assets in the following types of U.S. dollar-denominated debt securities: U.S. government, U.S. government agencies, asset-backed and mortgage-backed obligations of U.S. issuers and corporate debt of U.S. and foreign issuers. It invests primarily in investment-grade debt securities, but can invest up to 20% of net assets in non-investment grade securities.

◆ DoubleLine Core Fixed

- **Management:** Jeff Gundlach, CEO/CIO of DoubleLine Capital has been managing the Fund since 2010. Jeff Sherman, Deputy CIO, has co-managed the Fund since 2016.
- **Objective:** The Fund seeks to maximize current income and total return.
- **Strategy:** The Fund may invest in fixed income securities of any credit quality including up to a third of its net assets in junk bonds, bank loans and assignments rated below investment grade or unrated but determined by the Adviser to be of comparable quality, and credit default swaps of companies in the high yield universe. The Fund may also invest a portion of its net assets in fixed income instruments issued or guaranteed by companies, financial institutions and government entities in emerging market countries. The Fund may pursue its investment objective and obtain exposures to some or all of the asset classes described above by investing in other investment companies, including, ETFs and investment companies sponsored or managed by the Adviser and its affiliates. In managing the Fund's investments, under normal market conditions, the portfolio manager intends to seek to construct an investment portfolio with a weighted average effective duration of no less than two years and no more than eight years.

◆ PGIM Total Return

- **Management:** Senior portfolio managers Michael Collins (since 2009), Rich Piccirillo (2012) and co-CIO Greg Peters (2014) lead the management of the Fund joined by Chief Investment Strategist Robert Tipp (2002) and Lindsay Rosner (2021). PGIM Fixed Income is the primary public fixed-income asset management unit of PGIM, a wholly-owned subsidiary of Prudential Financial, Inc.
- **Objective:** The Fund seeks total return by investing in a diversified portfolio of bonds from multiple fixed income sectors.
- **Strategy:** The Fund allocates assets among different debt securities, including (but not limited to) US Government securities, mortgage-related and asset-backed securities, corporate debt securities and foreign securities. The Fund may invest up to 30% of its investable assets in high risk, below investment-grade securities having a rating of not lower than CCC. The Fund may invest up to 30% of its investable assets in foreign debt securities. The Fund has the flexibility to allocate its investments across different sectors of the fixed-income securities markets at varying duration. Up to 25% may be expressed through various derivative strategies.

● Voya Investment Management Co. LLC - Core Plus

- **Management:** Matt Toms, CFA is the Global Chief Investment Officer at Voya. Others involved in management of this portfolio include Sean Banai, CFA (Head of Portfolio Management), Bob Kase, CFA (Senior Portfolio Manager), Dave Goodson (Head of Securitized Fixed Income), and Randy Parrish, CFA (Head of Public Credit).
- **Objective:** The strategy seeks to maximize total return through income and capital appreciation
- **Strategy:** The strategy may invest in fixed income securities of any credit quality including up to 20% of its net assets in junk bonds and assignments rated below investment grade or unrated but determined by the manager to be of comparable quality. Duration is be managed within plus or minus 1.0 years to the Bloomberg U.S. Aggregate Index. Interest rate derivatives may be used for hedging purposes.

● iShares Core U.S Aggregate Bond ETF

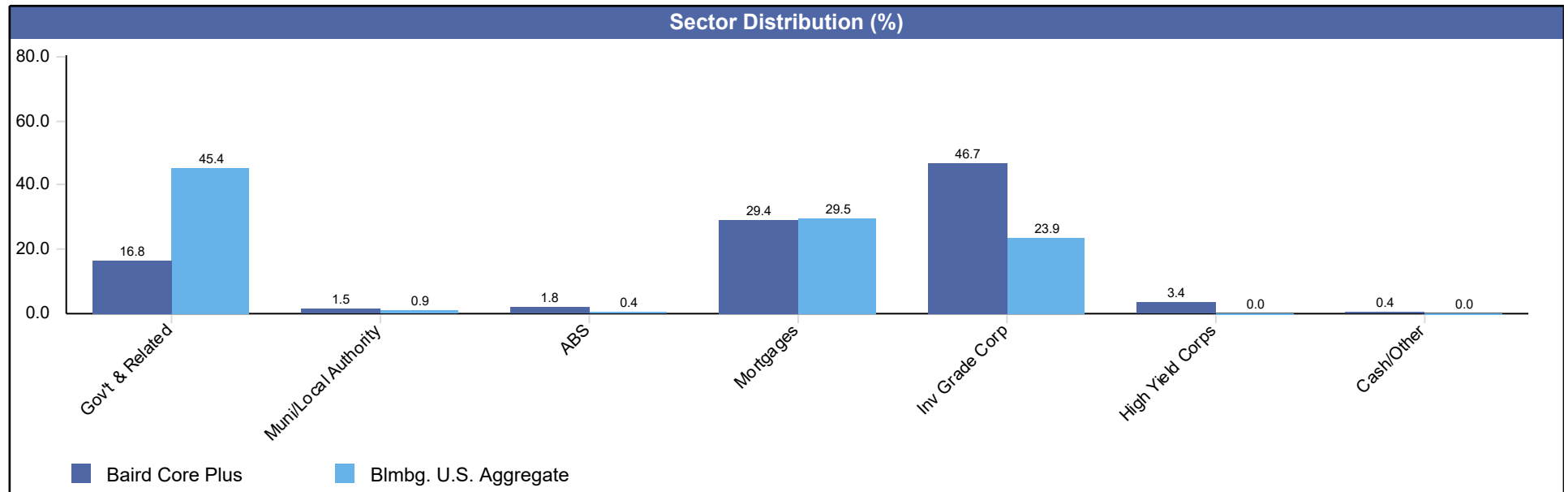
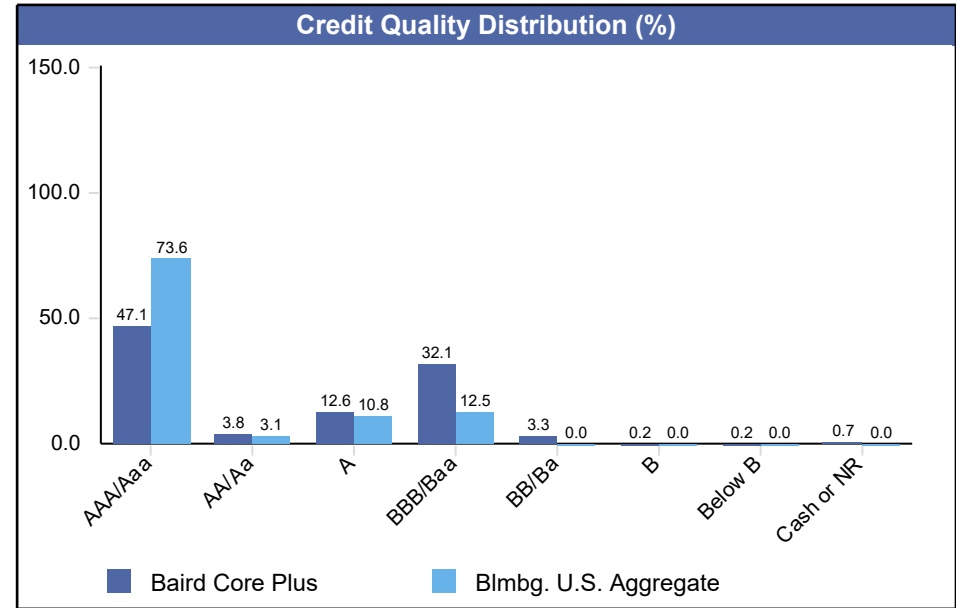
- **Management:** James Mauro and Karen Uyehara (the “Portfolio Managers”) are primarily responsible for the day-to-day management of the Fund. Mr. Mauro and Ms. Uyehara have been co-managing the Fund since 2011 and 2021, respectively.
- **Objective:** The Fund seeks to track the investment results of the Bloomberg U.S. Aggregate Bond Index.
- **Strategy:** BlackRock Fund Advisors (“BFA”) uses a “passive” or indexing approach to try to achieve the Fund’s investment objective. Unlike many investment companies, the Fund does not try to “beat” the index it tracks and does not seek temporary defensive positions when markets decline or appear overvalued.

● iShares Intermediate Corporate Bond ETF

- **Management:** The Fund is managed by James Mauro and Karen Uyehara of BlackRock Fund Advisors
- **Objective:** The Fund seeks to replicate performance and characteristics of ICE BofAML 5-10 Yr Corporate Index
- **Strategy:** The Fund seeks to track the investment results of the ICE BofAML 5-10 Year US Corporate Index which measures the performance of investment-grade corporate bonds of both U.S. and non-U.S. issuers that are U.S. dollar denominated and publicly issued in the U.S. domestic market and have a remaining maturity of greater than or equal to five years and less than ten years. BlackRock Fund Advisors (“BFA”) uses a “passive” or indexing approach to try to achieve the Fund’s investment objective.

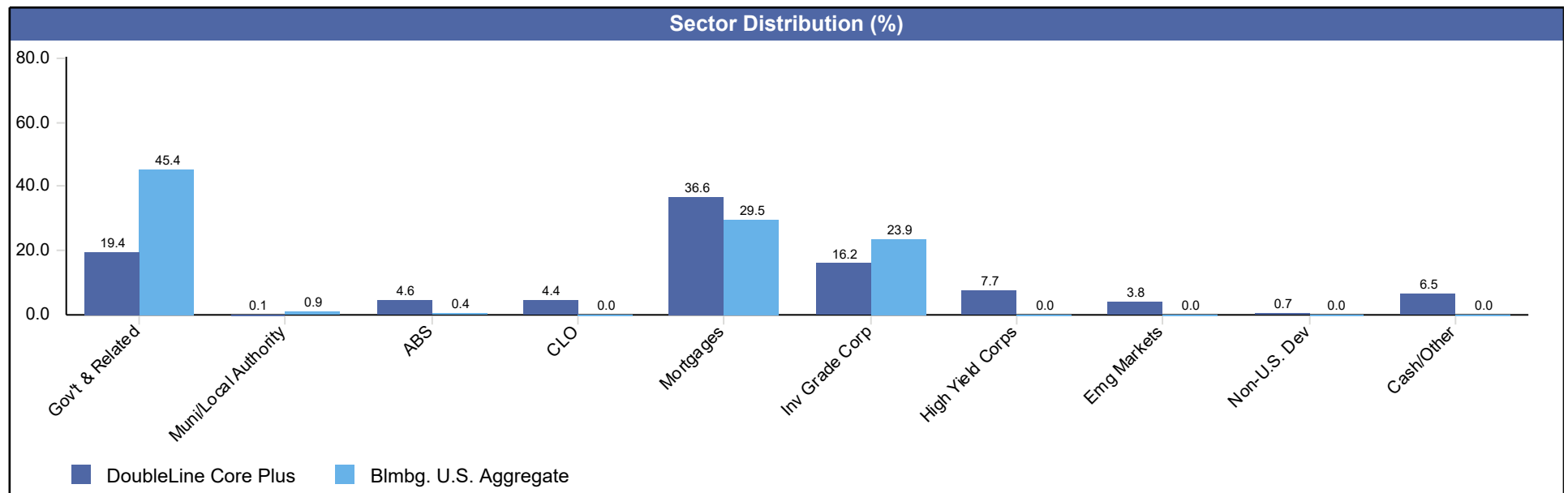
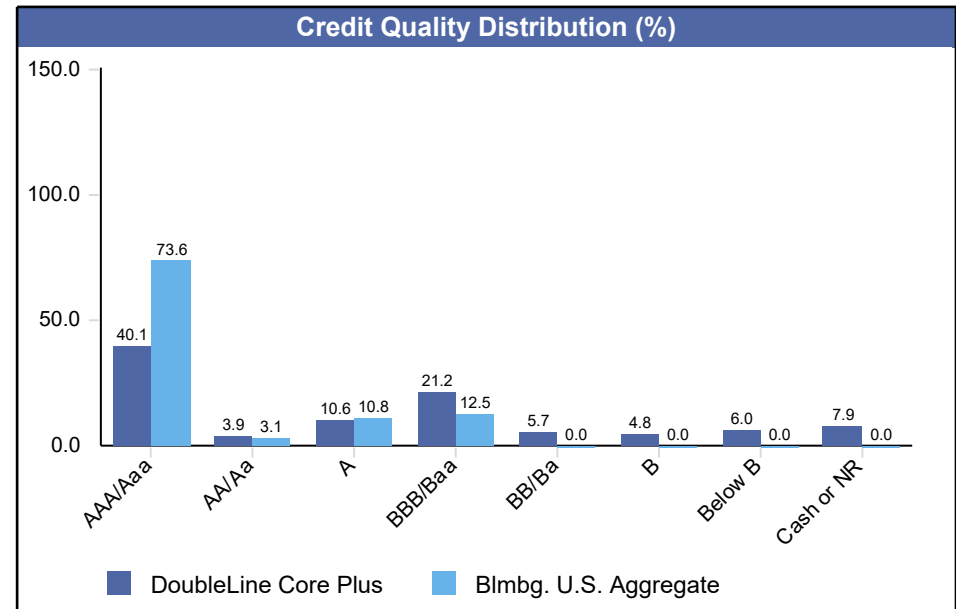
Baird Core Plus vs. Blmbg. U.S. Aggregate

| Portfolio Characteristics | | |
|---------------------------|-----------|-----------|
| | Portfolio | Benchmark |
| Effective Duration | 5.99 | 6.20 |
| Yield To Maturity (%) | 5.51 | 4.73 |
| Avg. Maturity | 8.13 | 8.52 |
| Avg. Quality | A | AA |
| Coupon Rate (%) | 3.33 | 2.58 |



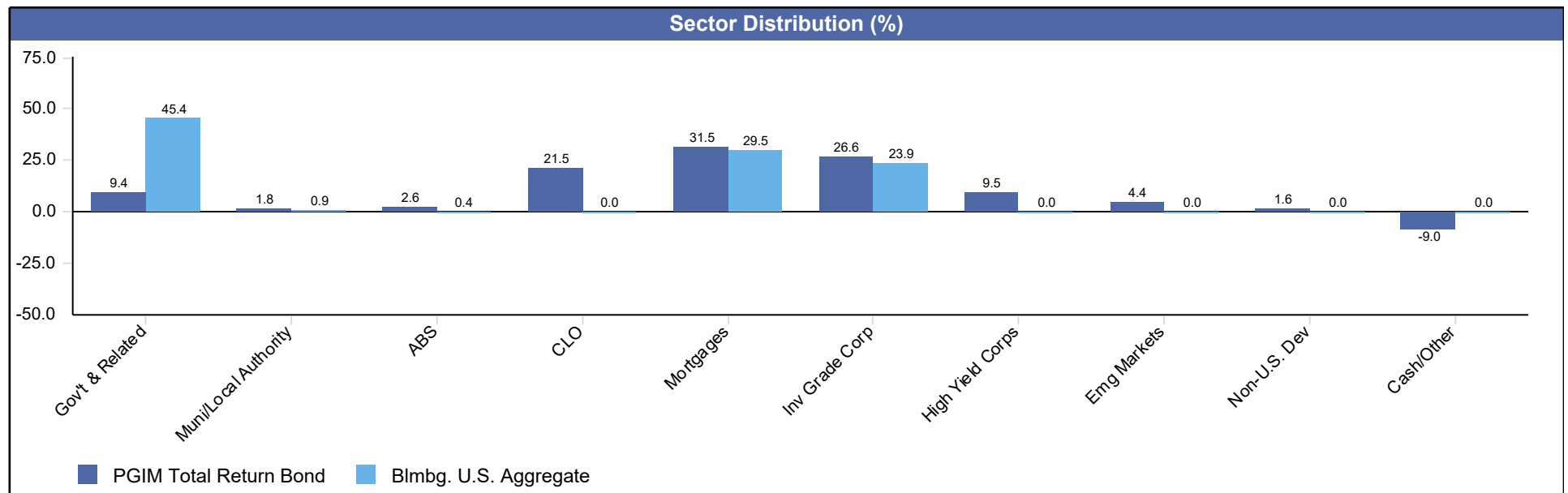
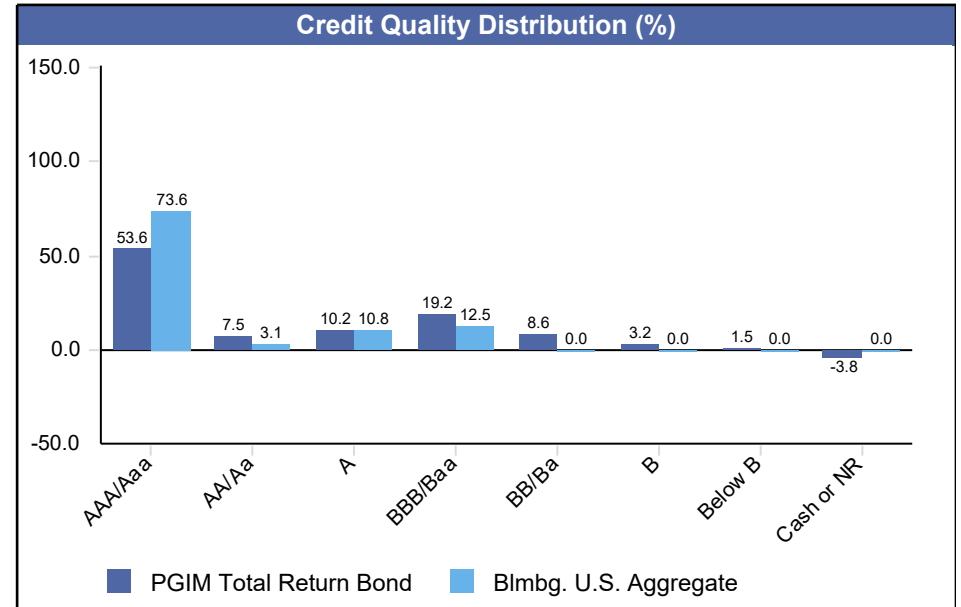
DoubleLine Core Plus vs. Blmbg. U.S. Aggregate

| Portfolio Characteristics | | |
|---------------------------|-----------|-----------|
| | Portfolio | Benchmark |
| Effective Duration | 5.31 | 6.20 |
| Yield To Maturity (%) | 5.23 | 4.73 |
| Avg. Maturity | 8.04 | 8.52 |
| Avg. Quality | A | AA |
| Coupon Rate (%) | 3.50 | 2.58 |



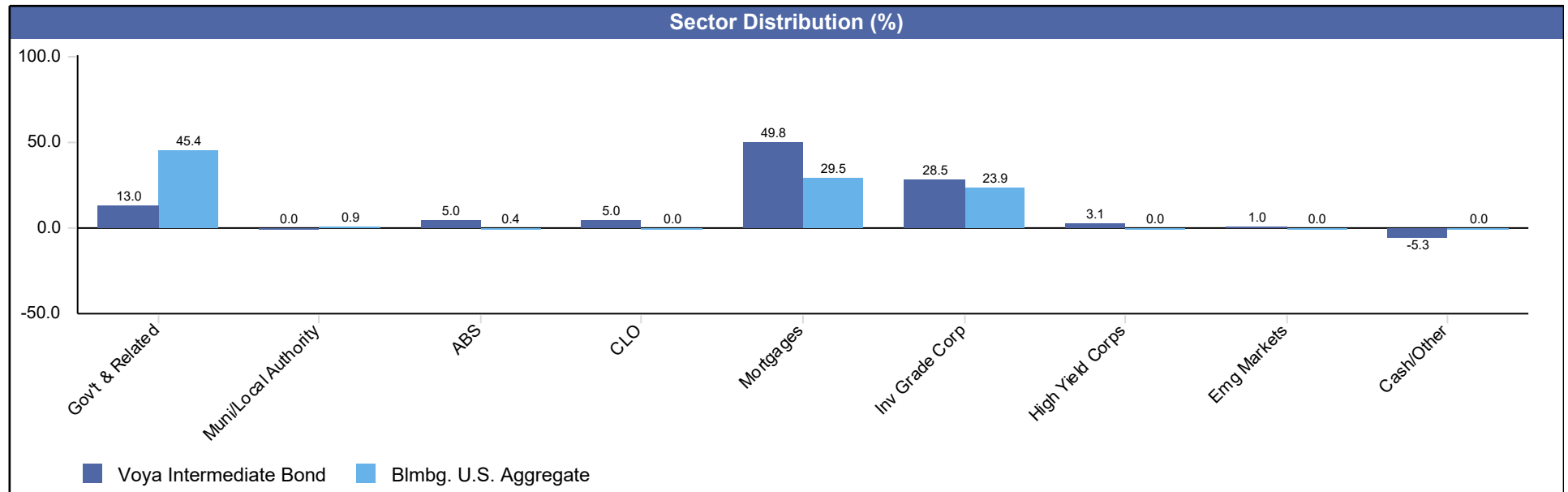
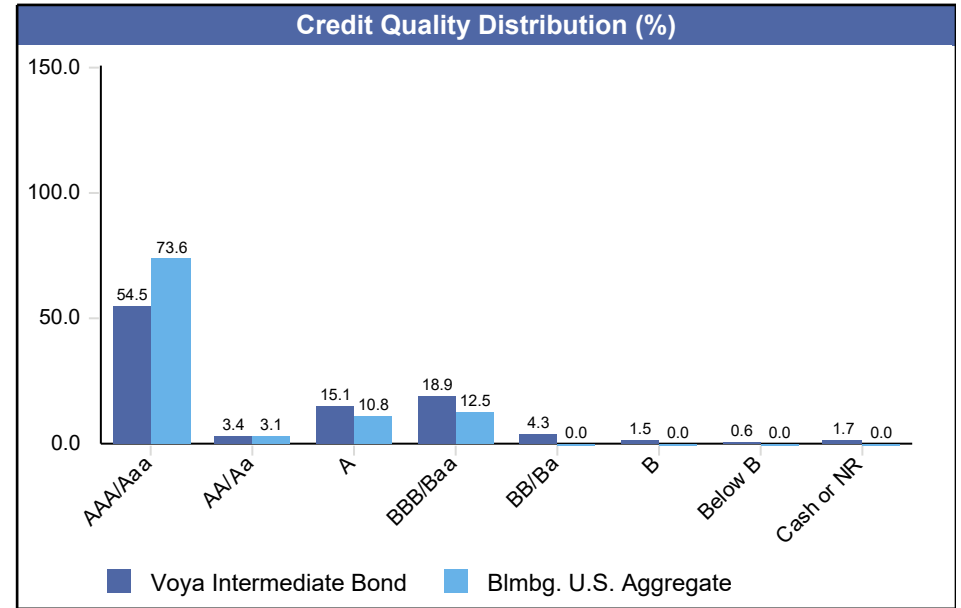
PGIM Total Return Bond vs. Blmbg. U.S. Aggregate

| Portfolio Characteristics | | |
|---------------------------|-----------|-----------|
| | Portfolio | Benchmark |
| Effective Duration | 6.18 | 6.20 |
| Yield To Maturity (%) | 7.05 | 4.73 |
| Avg. Maturity | 9.21 | 8.52 |
| Avg. Quality | AA | AA |
| Coupon Rate (%) | 3.66 | 2.58 |



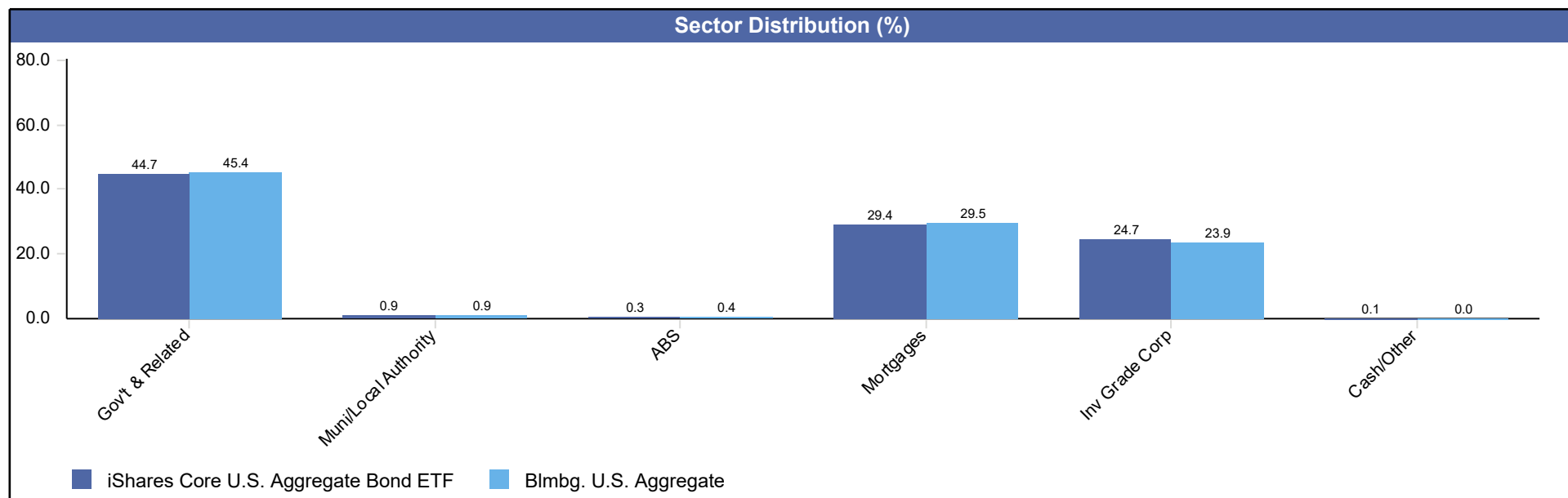
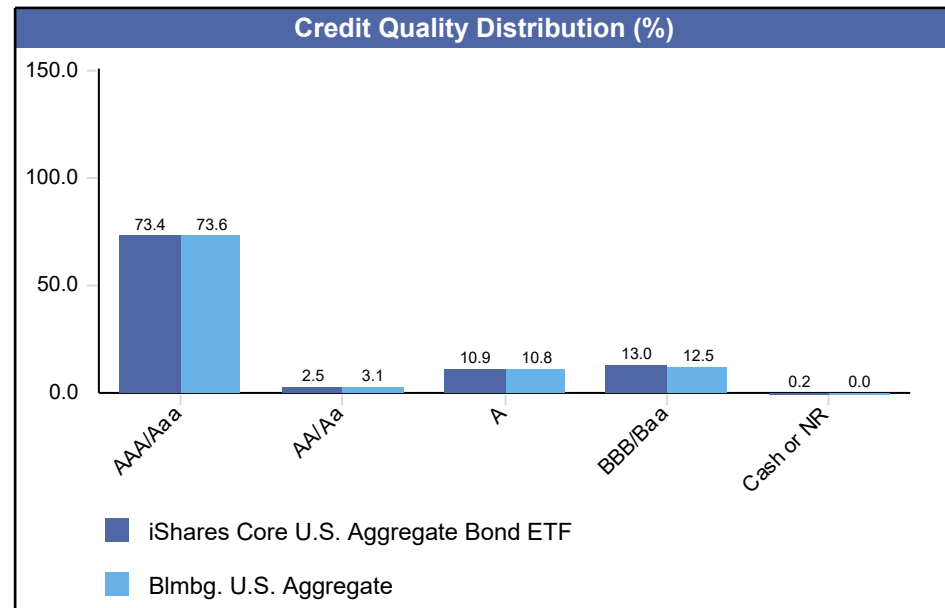
Voya Intermediate Bond vs. Blmbg. U.S. Aggregate

| Portfolio Characteristics | | |
|---------------------------|-----------|-----------|
| | Portfolio | Benchmark |
| Effective Duration | 6.26 | 6.20 |
| Yield To Maturity (%) | 6.13 | 4.73 |
| Avg. Maturity | 9.58 | 8.52 |
| Avg. Quality | A | AA |
| Coupon Rate (%) | 3.61 | 2.58 |



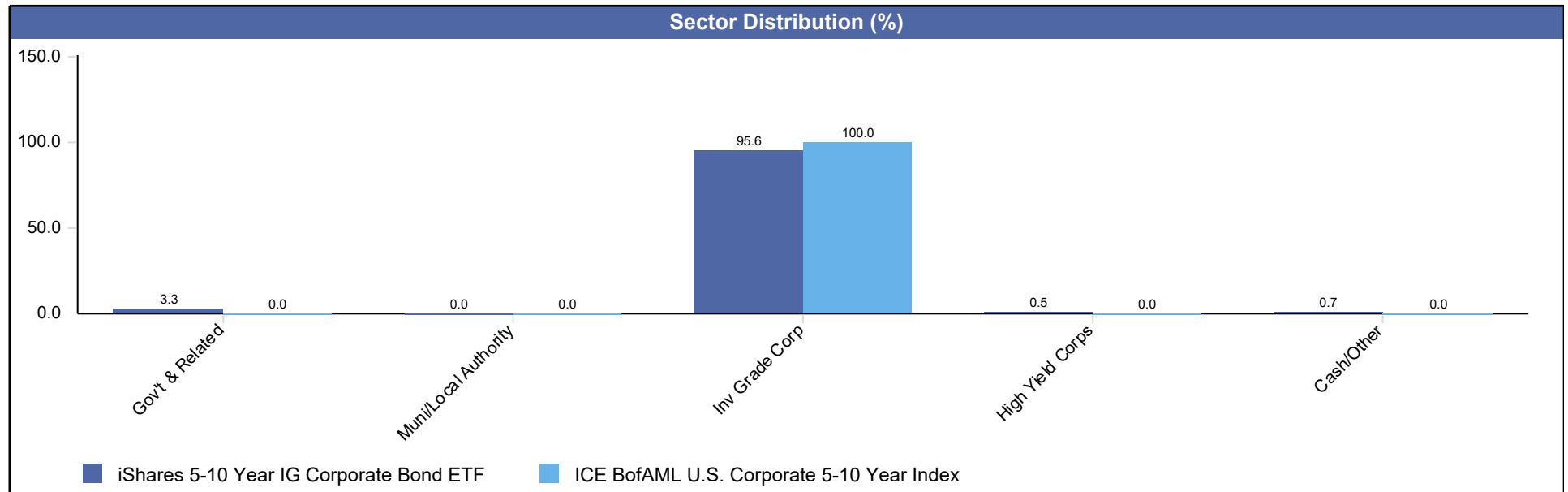
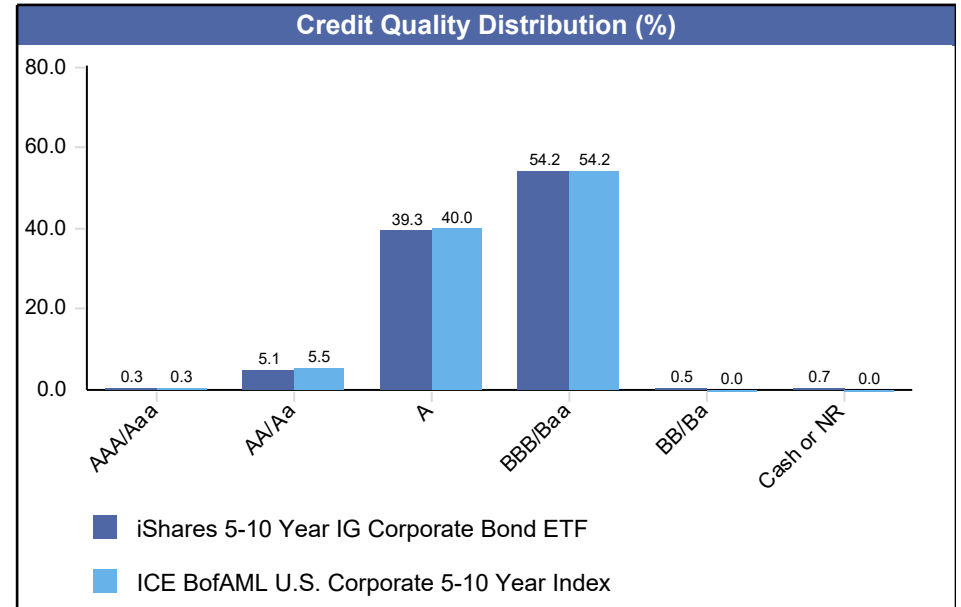
iShares Core U.S. Aggregate Bond ETF vs. Blmbg. U.S. Aggregate

| Portfolio Characteristics | | |
|---------------------------|-----------|-----------|
| | Portfolio | Benchmark |
| Effective Duration | 6.42 | 6.20 |
| Yield To Maturity (%) | 4.68 | 4.73 |
| Avg. Maturity | 8.71 | 8.52 |
| Avg. Quality | AA | AA |
| Coupon Rate (%) | 2.61 | 2.58 |



iShares 5-10 Year IG Corporate Bond ETF vs. ICE BofAML U.S. Corporate 5-10 Year Index

| Portfolio Characteristics | | |
|---------------------------|-----------|-----------|
| | Portfolio | Benchmark |
| Effective Duration | 6.13 | 6.09 |
| Yield To Maturity (%) | 6.12 | 5.87 |
| Avg. Maturity | 7.87 | 7.31 |
| Avg. Quality | BBB | A |
| Coupon Rate (%) | 3.43 | 3.53 |



● **iShares Preferred and Income Securities ETF**

- **Management:** BlackRock Fund Advisors: Amy Whitelaw (since 2018), Jennifer Hsui (since 2012), Paul Whitehead (since 2022) and Greg Savage (since 2008).
- **Objective:** The Fund seeks to track the performance of an index composed of U.S. dollar-denominated preferred and hybrid securities.
- **Strategy:** The Fund employs a “passive management” – or indexing – investment approach that seeks to track the investment performance of the ICE Exchange-Listed Preferred & Hybrid Securities Index. By investing in securities that have both stocks and bonds like features, the Fund seeks to offer income while keeping its risk and return characteristics in-line with the Index.

Portfolio Characteristics

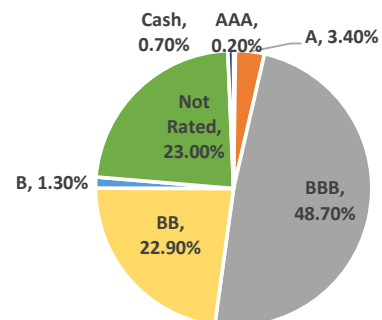
As of June 30, 2022

iShares Preferred and Income Securities ETF (PFF)

Portfolio Characteristics

| | |
|---------------------------|---------|
| Net Assets (\$ millions) | 15,169 |
| Gross Expense Ratio | 0.46% |
| Net Expense Ratio | 0.46% |
| 30-Day SEC Yield | 5.61% |
| Number of Holdings | 496 |
| Top Sector | Banking |
| Weight of Top 10 Holdings | 16.82% |
| P/E Ratio | 8.55 |
| P/B Ratio | 1.13 |

Credit Quality

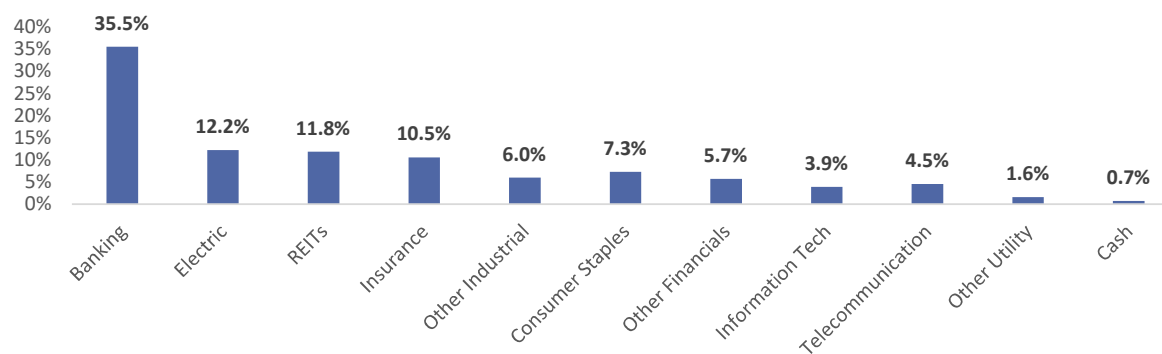


■ AAA ■ A ■ BBB ■ BB ■ B ■ Not Rated ■ Cash

Top 10 Holdings

| Name | Sector | Portfolio (%) |
|--------------------------------|------------------------|---------------|
| Nextera Energy Inc | Utility | 3.44% |
| Broadcom Inc | Industrial | 3.31% |
| Wells Fargo & Company Series L | Financial Institutions | 1.91% |
| JP Morgan Chase & Co | Financial Institutions | 1.83% |
| Bank of America Corp | Financial Institutions | 1.28% |
| Danaher Corporation | Industrial | 1.27% |
| Citigroup Capital XIII | Financial Institutions | 1.26% |
| PG&E Corporation | Utility | 0.95% |
| Citigroup Depository Inc | Financial Institutions | 0.78% |
| Becton Dickinson and Company | Industrial | 0.78% |

Diversification by Sector



■ iShares Preferred and Income Securities ETF

● PIMCO Commodity Real Return Strategy Fund

- **Management:** The Fund is managed by Greg Sharenow, Steve Rodosky, and Andrew DeWitt (collectively, the “Lead Portfolio Managers”). The Lead Portfolio Managers have on average 20+ years of experience in the industry. The Lead Portfolio Managers are further supported by 3 additional members of the portfolio management team as well as 5 product strategists.
- **Objective:** The Fund seeks maximum real return, consistent with prudent investment management.
- **Strategy:** The Fund invests in commodity-linked futures and swap contracts that provide exposure to commodities across various sectors including energy, precious metals, industrial metals, livestock, and agriculture. The Fund collateralizes those positions with a portfolio primarily composed of US Treasury Inflation Protected Securities with durations shorter than 5 years.

Portfolio Characteristics

As of September 30, 2022

PIMCO Commodity Real Return Strategy (PCRIX)

Portfolio Characteristics

| | |
|---------------------------------|--------|
| Net Assets (\$ millions) | 7,967 |
| Gross Expense Ratio | 0.88% |
| Net Expense Ratio | 0.76% |
| 30-Day SEC Yield (Subsidized) | 2.34% |
| 30-Day SEC Yield (Unsubsidized) | 2.29% |
| Unique Commodities | 25 |
| Top Sector | Energy |
| Weight of Top 10 Holdings | 66.50% |
| Effective Duration (years) | 2.64 |
| Effective Maturity (years) | 2.00 |

Top 10 Commodities Holdings

| | |
|--------------|-------------------|
| Natural gas | Energy |
| Gold | Precious Metals |
| WTI crude | Energy |
| Brent crude | Energy |
| Soybeans | Agriculture |
| Corn | Agriculture |
| Wheat | Agriculture |
| Copper | Industrial Metals |
| Soybean meal | Agriculture |
| Gasoil | Energy |

Portfolio

| |
|--------|
| 12.80% |
| 11.30% |
| 8.70% |
| 7.00% |
| 5.60% |
| 5.10% |
| 4.70% |
| 3.90% |
| 3.80% |
| 3.60% |

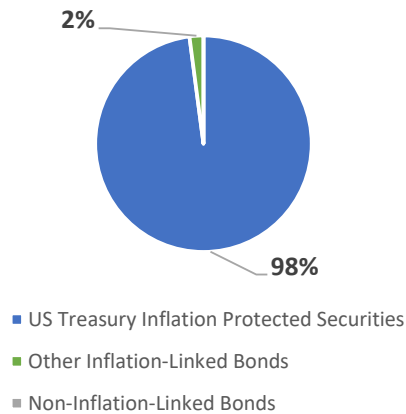
Benchmark

| |
|--------|
| 13.90% |
| 13.30% |
| 7.70% |
| 6.70% |
| 5.40% |
| 5.90% |
| 5.30% |
| 4.00% |
| 3.30% |
| 3.40% |

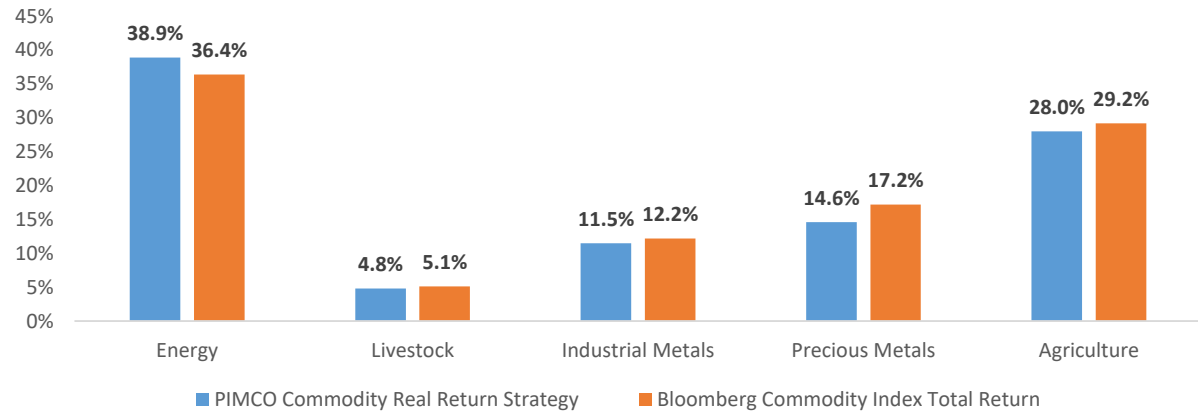
Active Weight

| |
|--------|
| -1.10% |
| -2.00% |
| 1.00% |
| 0.30% |
| 0.20% |
| -0.80% |
| -0.60% |
| -0.10% |
| 0.50% |
| 0.20% |

Collateral Exposure



Diversification by Sector vs. Benchmark



IMPORTANT DISCLOSURES

This material is for general information purposes only and is not intended to provide specific advice or a specific recommendation, as it was prepared without regard to any specific objectives or financial circumstances.

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It is not possible to invest directly in an index. The index returns shown throughout this material do not represent the results of actual trading of investor assets. Third-party providers maintain the indices shown and calculate the index levels and performance shown or discussed. Index returns do not reflect payment of any sales charges or fees an investor would pay to purchase the securities they represent. The imposition of these fees and charges would cause investment performance to be lower than the performance shown.

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SUMMARY

- **JO Hambro's parent company, Pental Group, has agreed to be acquired by Perpetual Limited.**
- **The change of control at the firm level is not anticipated to impact the team or the investment process for the JO Hambro International Select Fund.**
- **No action is recommended at this time.**

ASSESSMENT

JO Hambro Capital Management's ("JO Hambro") parent company, Pental Group, has accepted a takeover offer from Perpetual Limited ("Perpetual"). Perpetual is an Australia based investment management company. In addition to investment management, Perpetual also has private wealth and corporate trust businesses in Australia.

The combined group will have over A\$201 billion (based on June 30, 2022 assets under management) in assets across Global, US, UK, European, Asian and Australian equities, Cash and Fixed Income and Multi-Asset strategies. The acquisition is currently expected to close in late 2022 / early 2023 following Pental shareholder, regulatory and other approvals.

JO Hambro International Select Fund ("Fund") will continue to be managed by Christopher Lee and Nudget Richyal. No change is anticipated to the JO Hambro franchise from an investment team, process or client service standpoint.

PORTFOLIO IMPLICATIONS

The Fund serves as one of the core international equity allocations within multi-asset class portfolios. The change in control at the parent firm is not expected to impact the investment team or process for the Fund. As a result, no action is recommended at this time.

We will continue to monitor this transition closely and appreciate your continued confidence in PFMAM. Should you have any specific questions or wish to discuss this topic in more detail, please contact your client manager directly.

The information contained in this report is not an offer to purchase or sell any securities. This is for general information purposes only and is not intended to provide specific investment advice or a specific recommendation. PFM Asset Management LLC ("PFMAM") is an investment adviser registered with the U.S. Securities and Exchange Commission and a subsidiary of U.S. Bancorp Asset Management, Inc. ("USBAM"). USBAM is a subsidiary of U.S. Bank National Association ("U.S. Bank"). U.S. Bank is a separate entity and subsidiary of U.S. Bancorp. U.S. Bank is not responsible for and does not guarantee the products, services or performance of PFMAM.

SUMMARY

- **PFMAM's Multi-Asset Class Investment Committee (the "Committee") has voted to increase exposure to domestic equity by reducing the tactical commodities position in client portfolios.**
- **Within fixed income, the Committee voted to remove the dedicated exposure to mortgage-backed securities and increase exposure to core and core-plus active fixed income managers.**

ASSESSMENT

The Committee believes that the U.S. economy is entering a period of economic slowdown while labor market conditions and corporate fundamentals remain fairly strong. Inflation has remained elevated, and the U.S. Federal Reserve ("Fed") has reiterated its focus on bringing down inflation at a time when the components of inflation are peaking. The Committee expects inflation to decline from the recent highs while remaining elevated compared to prior years. Elevated inflation and increased uncertainty will lead to increased volatility in the markets, but the fairly strong corporate fundamentals lend to slightly increasing risk in client portfolios at this time.

At its recent meeting, the Committee voted to reduce the tactical exposure to commodities and increase the allocation to domestic equity. This comes on the back of a recent increase to international equity and fixed income and is in-line with the incremental approach of adding to risk assets. Commodity prices have been increasing in reaction to supply side constraints, but the demand is expected to slow as the global economic slowdown takes effect. The recent increased volatility in the commodity markets has led the Committee to reduce the allocation by removing the Invesco Optimum Yield Diversified Commodity Strategy Fund. Post this trade, client portfolios will continue to have diversified exposure to commodities through the PIMCO Commodity Real Return Strategy Fund.

Within fixed income, the Committee voted to remove the dedicated exposure to mortgage-backed securities ("MBS"). The allocation was added to take advantage of the attractive spreads that MBS were trading at relative to treasuries. This spread has narrowed recently, leading to the removal of this tactical exposure. The proceeds from the sale will be invested with the existing core and core plus fixed income managers.

PORTFOLIO IMPLICATIONS

Following these changes, multi-asset class client portfolios will continue to be underweight equity and fixed income. The portfolios continue to have a tactical allocation to cash and will look to deploy the remaining cash in client portfolios as attractive opportunities present themselves moving forward.

We appreciate your continued confidence in PFMAM. Should you have any specific questions or wish to discuss this topic in more detail, please contact your client manager directly.

The information contained in this report is not an offer to purchase or sell any securities. This is for general information purposes only and is not intended to provide specific investment advice or a specific recommendation. PFM Asset Management LLC ("PFMAM") is an investment adviser registered with the U.S. Securities and Exchange Commission and a subsidiary of U.S. Bancorp Asset Management, Inc. ("USBAM"). USBAM is a subsidiary of U.S. Bank National Association ("U.S. Bank"). U.S. Bank is a separate entity and subsidiary of U.S. Bancorp. U.S. Bank is not responsible for and does not guarantee the products, services or performance of PFMAM.

SUMMARY

- **PFMAM's Multi-Asset Class Investment Committee (the "Committee") has voted to increase exposure to fixed income and international equities by reducing the tactical cash position in client portfolios.**
- **Within international equities, the Committee voted to increase exposure to developed international markets.**
- **Within fixed income, the Committee voted to increase exposure to core and core-plus active fixed income managers.**

ASSESSMENT

The risk of a recession has been rising throughout this year as high inflation readings and a hawkish U.S. Federal Reserve ("Fed") stance have impacted economic activity. Amidst this backdrop, the Committee believes that the U.S. economy is entering a period of economic slowdown. A strong labor market and corporate fundamentals are currently alleviating the fears of a drastic pullback in economic activity. Inflation, as measured by the Consumer Price Index, is expected to peak soon as some of the supply chain constraints are lessening; evidenced by rising inventory levels, improving supplier delivery times and softening new orders.

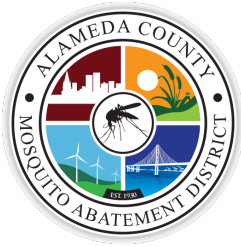
The Committee has voted to reduce tactical exposure to cash and add incremental risk to client portfolios by increasing the allocation to fixed income and international equity as it expects the Fed's hiking cycle to peak on the back of peaking inflation. Increasing the allocation to fixed income results in an increased exposure to core managers. International equities, especially developed international equities, look attractive from a valuation standpoint and have been negatively impacted by the strong dollar. As the rate hikes peak, dollar strength should wane, resulting in a positive tailwind for international equities. This increased allocation to international equities results in an increased exposure to developed international markets relative to emerging markets.

PORTFOLIO IMPLICATIONS

Following these changes, multi-asset class client portfolios will continue to be underweight equity and fixed income while maintaining an allocation to cash, albeit at a lower level. The Committee will look to tactically deploy the remaining cash in client portfolios as attractive opportunities present themselves moving forward.

We appreciate your continued confidence in PFMAM. Should you have any specific questions or wish to discuss this topic in more detail, please contact your client manager directly.

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Hayward, CA 94545

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acmad@mosquitoes.org

Staff Report on OPEB Reimbursement for the 2021/22 fiscal year

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Ryan Clausnitzer

General Manager

Summary: After the end of the fiscal year, the district annually withdraws funds from our Other Post-Employment Benefits (OPEB) fund to reimburse ourselves for retirement expenses incurred that year. The total retirement expenses paid by the district in the 2021/22 fiscal year was **\$135,592.30**, a decrease of \$18,831.66 from the prior fiscal year. The reason for the decrease is that multiple retirees aged-into Medicare which reduced the employer contribution significantly.

Breakdown of 2021/22 expenses:

| | |
|------------------------|-------------|
| CalPERS Health - | \$89,066.56 |
| Delta Dental - | \$17,532.86 |
| VSP - | \$3,488.99 |
| Dental Reimbursement - | \$264.00* |
| PFM Charges - | \$22,541.99 |
| U.S Bank Fees - | \$2,697.90 |

*Two annuitants retired prior to the district establishing a dental retirement plan in 1986 and chose not to be enrolled. Rather, if they receive dental care throughout the year, they pay their dental bill out of pocket and the district will reimburse up to \$1,500.00 per year.

Attachments:

- Reimbursement form submitted to U.S Bank – Form of Direction

**FORM OF DIRECTION
REIMBURSE THE PLAN SPONSOR FOR PAYING PLAN EXPENSES**

This direction relates to the U.S. Bank National Association (“USBNA”) Institutional Trust & Custody division account identified below (the “Account”), which USBNA maintains under a fully-executed trust agreement or custody agreement, as the case may be, with Alameda County Mosquito Abatement District (the “Customer”), as may be amended from time to time (the “Account Agreement”).

Account name: U.S. BANK NATIONAL ASSOCIATION AS TRUSTEE FOR THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT OPEB TRUST

Account number: XXX

The undersigned (the “Directing Party”) hereby:

1. Represents, warrants, and covenants as follows:

1.1. The Account holds assets of the Alameda County Mosquito Abatement District (name of plan) (the “Plan”), which is not an employee stock ownership plan. The Plan is sponsored by the following (the “Sponsor”):
Alameda County Mosquito Abatement District (Sponsor’s full legal name)
23187 Connecticut St, Hayward, CA 94545 (Sponsor’s street address)

1.2. During the term of the Account Agreement, the Sponsor paid \$135,592.30 of cash out of the Sponsor’s own assets (not Plan assets) to pay the following Plan expenses (not settlor expenses) (*check all that apply*):

- Benefits to or for the benefit of participants and beneficiaries, as set forth in the attached payment register.
- Insurance premiums to insurers, in response to the attached invoices from the insurers.
- Insurance premiums to the PBGC, as set forth in the attached receipts from the PBGC.
- Service-provider compensation to vendors, in response to the attached invoices from the vendors.
- Service-provider compensation to employees of the Sponsor, as set forth in the attached payment register.
- Withholding taxes to taxing authorities, as set forth in the attached receipts from the taxing authorities.

1.3. According to the terms of the Account Agreement, those payments (each, an “Original Payment”) to those payees (each, respectively, an “Original Payee”) could have been charged directly to the Account. When making the Original Payment, the Sponsor intended to seek reimbursement therefor from Plan assets. Following up on that intention for the first time, the Sponsor now seeks a distribution of Account assets in an amount equal to the amount of the Original Payment (the “Reimbursement”). The Plan did not incur, and will not pay, any interest or fee in connection with such extension of credit, and such extension of credit is unsecured.

1.4. The Original Payee is not USBNA, the Sponsor, or an affiliate of either of them. The Directing Party is independent of, and unaffiliated with, USBNA and the Original Payee; was, on the date funds cleared or were available for use by the Original Payee (the “Original Payment Date”), aware of the Original Payment and the Sponsor’s intention to seek reimbursement therefor from Plan assets; and has discretionary authority to direct the Reimbursement. This direction is made according to the terms of the Plan and the Account Agreement; complies with any applicable trust, exclusive-benefit, anti-diversion, anti-inurement, or irrevocability requirement; and is not contrary to applicable provisions of the Internal Revenue Code of 1986, as amended, (the “Code”), the Employee Retirement Income Security Act of 1974, as amended, (“ERISA”), laws authorizing the Sponsor to establish and maintain the Plan and the Account, or other law.

1.5. The Sponsor is responsible for, and has satisfied, any requirement to withhold, report, remit, or furnish to any taxing authority or taxpayer any taxes, tax returns, or information returns with respect to the Original Payment. The Reimbursement is not subject to any requirement to withhold, report, remit, or furnish to any taxing authority or taxpayer any taxes, tax returns, or information returns.

1.6. IF THE PLAN IS A QUALIFIED PLAN UNDER CODE SECTION 401(a) (AND IS NEITHER A GOVERNMENTAL PLAN NOR A NON-ELECTING CHURCH PLAN): This direction, any directions received by USBNA pursuant to the Account Agreement regarding the Reimbursement, and any actions or omissions that are consistent

with such directions (collectively, the “Directed Transaction”) satisfy the requirements of, and are entitled to full exemptive relief under, Prohibited Transaction Exemption (“PTE”) 80-26. If the Original Payment was service-provider compensation paid to employees of the Sponsor, then the Original Payment satisfies the requirements of, and is entitled to full exemptive relief under, Internal Revenue Service Regulations §§54.4975-6(a)(5)(iii) and 54.4975-6(e)(4) (the “*but for*” rule).

1.7. IF THE PLAN IS SUBJECT TO ERISA: The Directing Party is the “*administrator*” of the Plan within the meaning of ERISA §3(16)(A), the trustee under ERISA §403(a) with respect to Account assets, or a “*named fiduciary*” with respect to the Plan within the meaning of ERISA §402(a). The Directed Transaction satisfies the requirements of, and is entitled to full exemptive relief under, PTE 80-26. If the Original Payment was service-provider compensation paid to employees of the Sponsor, then the Original Payment satisfies the requirements of, and is entitled to full exemptive relief under, U.S. Department of Labor Regulations §§2550.408b-2(e)(3) and 2550.408c-2(b)(3) (the “*but for*” rule).

1.8. The Directing Party delivered this completed, fully-executed form to USBNA within (*check A or B*):

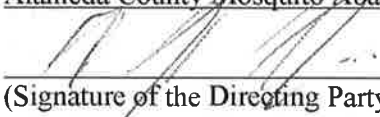
- A. 60 calendar days after the Original Payment Date (the “60-day Deadline”).
- B. 455 calendar days after the Original Payment Date. This form is not subject to the 60-day Deadline because (*check i or ii or iii*):
 - i. The Sponsor entered into a written loan agreement at the time the Sponsor made the Original Payment setting forth all the material terms of the loan.
 - ii. The Plan is a qualified plan under Code Section 401(a) that is either a governmental plan or a non-electing church plan.
 - iii. The Plan is neither a qualified plan under Code Section 401(a) nor subject to ERISA.

2. Directs USBNA to make the Reimbursement, and to do so by (*check only one*) ACH / check / wire transfer to: _____ (instructions).

3. Indemnifies and releases USBNA and USBNA’s affiliates and their directors, officers, employees, successors, and assigns (each, an “Indemnified Person”), and holds each Indemnified Person harmless from and against, and an Indemnified Person will incur no liability to any person for, any claims, costs, damages, expenses (including attorneys’ and other professional fees), fines, interest, liabilities, losses, penalties, and taxes (collectively, “Harm”) that may be imposed on, incurred by, or asserted against an Indemnified Person by reason of the Indemnified Person’s action or omission in connection with this form.

The Directing Party hereby executes this form.

Directing Party: Alameda County Mosquito Abatement District

By: 
(Signature of the Directing Party’s authorized officer)

Ryan Clausnitzer
(Printed name of the Directing Party’s authorized officer)

Its: General Manager
(Title of the Directing Party’s authorized officer)

Dated: 10/20/2022

Introduction to PAMCA in the US



Conference goals

- Describe community engagement that supports mosquito control in California
- Propose a novel approach for community-funded and supported mosquito control for Africa



Kigali Convention Center



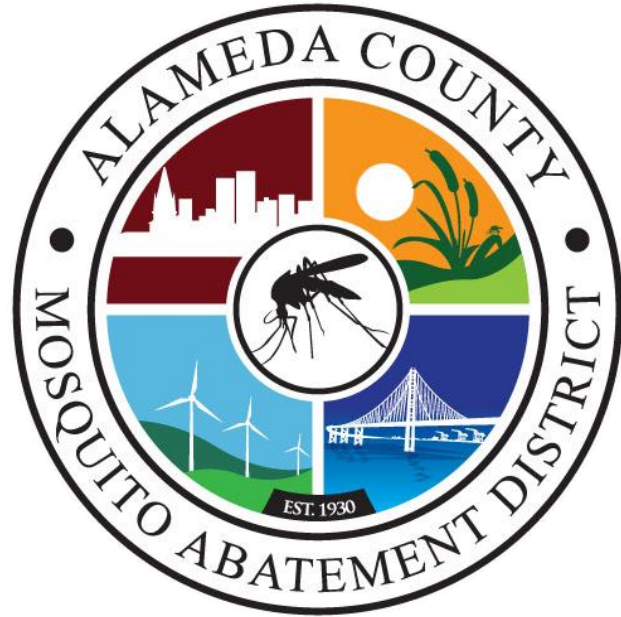
Plenary session



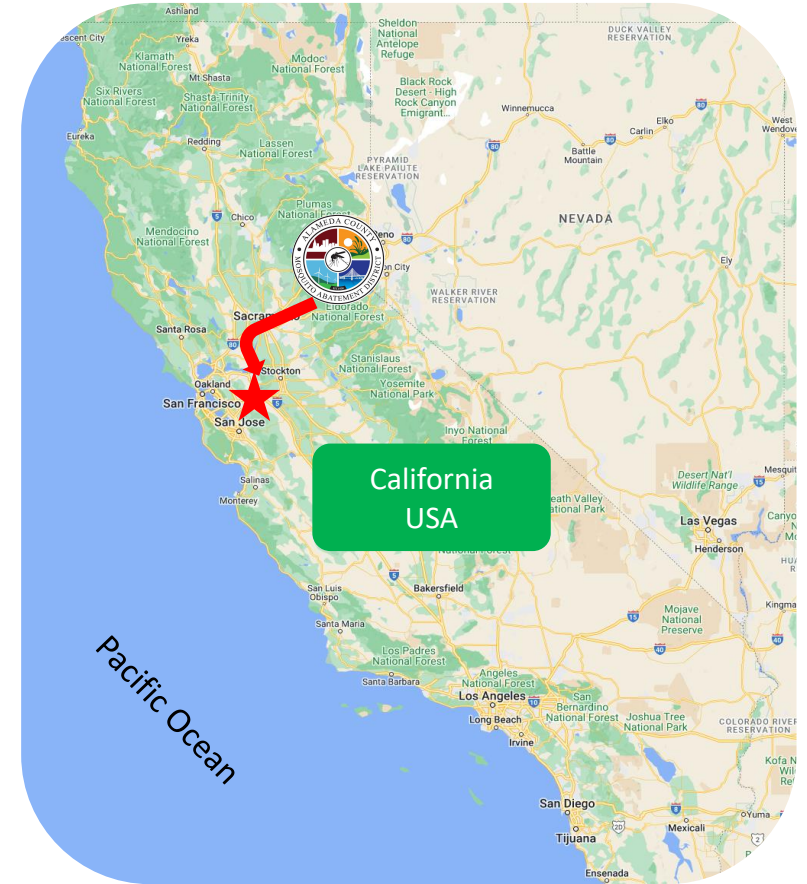
Mark Breindenbaugh
Past AMCA President
District Manager,
North West MVCD



Community engagement: interagency partnerships & sustainable funding



Dereje Alemayehu
Vector Scientist



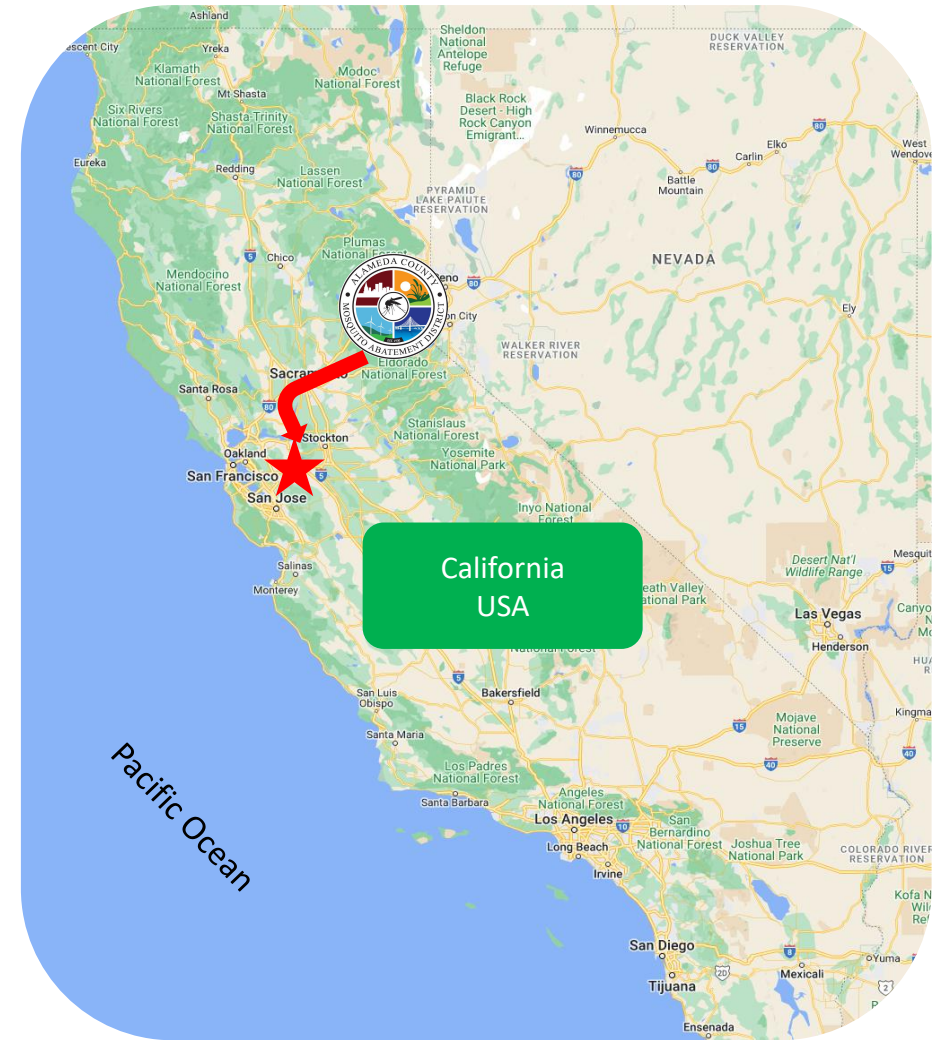
Pan African Mosquito Control Association

8th Annual Conference : Kigali, Rwanda (Murahu-Hujambo)



Overview

- Brief history of mosquito control in the San Francisco Bay Area, California, USA
- How mosquito abundance and disease transmission are reduced with:
 - Community engagement
 - Interagency partnerships
- How sustainable and dedicated funding was obtained
 - A chance to replicate it elsewhere



Motivating local mosquito control programs for Africa



Funding mosquito control a unique approach

Obtain a tractor



Farm to increase community wealth



Control mosquitoes by draining standing water with ditches



Use a tractor to both produce wealth and fight malaria mosquitoes



Presentation posted to Twitter



PAMCA, Africa @pamcafrica · Sep 26

Dereje Alemayehu from Alameda County, Ethiopia in a symposium session, gives a presentation on Community Engagement; Interagency Partnership and Sustainable Funding.

[#PAMCA2022](#) [#Kigali](#)



A panel discussion of community-based mosquito control



Mosquito control in the field

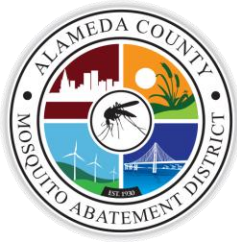
Drones
becoming
increasingly
important
for mosquito
control
world-wide



Community empowerment team building



end



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Fremont

Elisa Marquez

Hayward

Steve Cox

Livermore

Eric Hentschke

Newark

Jan O. Washburn

Oakland

Hope Salzer

Piedmont

Julie Testa

Pleasanton

Ryan Clausnitzer

General Manager

Invasive *Aedes* Mosquito Response Plan

August 2022

1. Overview

The purpose of this document is to guide the Alameda County Mosquito Abatement District (ACMAD) in responding to invasive container breeding mosquitoes, *Aedes aegypti* (yellow fever mosquito) and *Aedes albopictus* (tiger mosquito), that have the potential to reproduce and become established in Alameda County (County). These two species of mosquito are known to transmit arboviruses that cause dengue, chikungunya, yellow fever, and Zika in people. Plans are needed to survey the County for invasive *Aedes*, confirm the identification of a mosquito specimen as an invasive *Aedes*, and act to limit the dispersal of invasive *Aedes* in the County. Because the reproduction, dispersion, and control of invasive *Aedes* mosquitoes differ substantially from that of mosquito species which transmit West Nile virus, a distinct response plan is needed for invasive *Aedes*. The ACMAD Invasive *Aedes* Mosquito Response Plan that is outlined herein was developed using the California Department of Public Health (CDPH) "Guidance for Surveillance of and Response to Invasive *Aedes* Mosquitoes and Locally Acquired Exotic Mosquito-borne Infections Transmitted by These Mosquitoes in California" published in June 2014 and revised June 2021, response plans published by other vector control entities, and knowledge of the environmental factors that drive mosquito abundance in Alameda County. This plan supplements the mosquito control and surveillance activities that are described in the ACMAD Mosquito-Borne Arbovirus Response Plan.

2. Annual Training

Training will focus upon invasive mosquito species currently present in California. Field Staff will be trained to:

- Identify all life stages of invasive mosquito species.
- Have knowledge of the biology and ecology of invasive mosquito species and of the arboviruses they transmit.
- Be current on latest surveillance and control methods used for invasive mosquitoes in California.

Office Staff will be trained to:

- Ask appropriate questions to walk-in and call-in reports of biting mosquitoes and recognize when the information provided warrants generating a Service Request for the site to be inspected by ACMAD Operations Staff.

3. Pre-Detection of Invasive *Aedes* Mosquito Response Plan

- Aedes Surveillance.** Oviposition traps are placed in Alameda County, with a focus on sites where invasive *Aedes* mosquitoes are more likely to be introduced or have habitats that are more supportive of *Aedes* mosquito growth (e.g., cemeteries, nurseries, US Customs inspection, and recycling or waste transfer sites). The contents of adult mosquito traps, such as the encephalitis virus survey (EVS) trap, will be examined for invasive *Aedes* mosquitoes.
- Service Requests.** If a Service Request indicates daytime biting mosquitoes, and a native *Aedes* mosquito sample is not provided, Operations Staff will inspect the site for all life stages of invasive *Aedes* mosquitoes. If multiple Service Requests for daytime biting mosquitoes are made in the same area (radius of 1000 feet or 15 households), two ACMAD Field Staff should be present to inspect each site. Lab Staff may place oviposition and EVS traps at the site, and report what is collected to Operations Staff.
- Human Case Surveillance.** When local public health agencies notify ACMAD of a suspected case of invasive mosquito-vectored disease, Lab Staff may place mosquito traps near to where the individual resided while they were potentially viremic.
- Public Outreach.** The goal is to educate the community on the differences between invasive *Aedes* and mosquitoes that are native to Alameda County. The focus is on prevention and detection by encouraging residents to reduce potential invasive *Aedes* reproduction sites, and to report daytime biting mosquitoes to ACMAD.

4. Plan for Confirmation of an Invasive *Aedes* Mosquito in the County

- Mosquito Specimen Documentation.** ACMAD Staff that collect mosquito specimens that are suspected to be invasive *Aedes* will document where the specimen was collected (address or GPS coordinates are required), the date and time of collection, and the name of the Staff that collected the specimen.
- Mosquito Sample Transport.** All suspected invasive *Aedes* specimens will be transported to ACMAD for identification. Suspected adult invasive mosquitoes that are collected by Staff should be immediately killed without damaging the specimen and subsequently placed into a container for transport to ACMAD for identification. Larval specimens should be collected in a specimen container using the water in which the larvae were found, and efforts made to keep the specimens alive. Suspected invasive *Aedes* eggs should be collected in a manner that does not damage or desiccate the eggs, preferably by placing the container that contains the eggs into a moistened plastic bag for transport.
- Identification of Suspected Invasive *Aedes*.** ACMAD Staff will identify the specimen using taxonomic keys and verified photographs of invasive *Aedes* and local mosquito species. If the specimen key to an invasive *Aedes*, two additional ACMAD Staff members having extensive

expertise in identifying mosquitoes will independently confirm the identification (e.g., Laboratory Director, Vector Scientist, Regulatory & Public Affairs Director, or Operations Supervisor).

- D. **External Confirmation of Invasive *Aedes*.** If ACMAD Staff members concur that the specimen is likely invasive *Aedes*, external experts will be consulted for confirmation. All specimens will be photographed before being transported for external confirmation. Eggs should be sent to the UC Davis Arbovirus Research and Training (DART) facility for identification. Larvae should be reared to adult in a contained insectary and identified to species. For adults, the Supervising Public Health Biologist and Senior Public Health Biologist for Alameda County at CDPH will be advised of the identification. The specimens may be preserved for genotype analysis.

5. Post-Detection of Confirmed Invasive *Aedes* Mosquito Response Plan

- A. **Confirmed Invasive *Aedes*.** If CDPH or DART confirms the identification of a specimen as an invasive *Aedes*, the Public Health Emergency Committee of the ACMAD Board of Trustees, nearby Mosquito Abatement and Vector Control agencies, local public health departments, and the Emergency Operations Center (EOC) for each affected and nearby city will be notified. A press release will be distributed to the ACMAD Board of Trustees, the media, and local agencies to inform the public of the detection. Requests may be made of Mosquito Districts with established mutual aid agreements for material, equipment, or labor. Confirmed detections of invasive *Aedes* mosquitoes will be reported via VectorSurv, which will transmit the report to CDC's MosquitoNET.
- B. **Mosquito Control Response.** The broad goal of the Mosquito Control Response is to limit the intensity and geographic distribution of invasive *Aedes*. All equipment that leave an area with invasive *Aedes* should first be inspected and sanitized (interior and exterior of the vehicle). Collected mosquito specimens will be placed within sealed containers before leaving the infested area to prevent the spread of mosquitoes. Residents where inspections are made should be provided with outreach materials, and have their questions answered by ACMAD Staff.
- i. **Catch Basin Treatment.** Catch basins in and around the area having invasive *Aedes* will be treated to reduce the abundance of all mosquitoes in the area.
 - ii. **Outside of the Invasive *Aedes* Response Area.** Field Staff will treat native mosquito breeding sites and respond to service requests, although potentially at reduced intervals to permit increased staffing in the invasive *Aedes* Response Area.
 - iii. **Inspection and Treatment Inside the Invasive *Aedes* Response Area.** Field Staff should work as groups that include a Vector Biologist, Vector Scientist, or Mosquito Control Technician. Each group forms a field invasive *Aedes* response team, which will inspect properties within the invasive *Aedes* Response Area, and educate residents on how to eliminate potential breeding sites. Some water-filled containers may be retained in the invasive *Aedes* Response Area, but treated with larvicide, to discourage adult mosquitoes from disseminating in search of oviposition sites. To facilitate rapid assessment of larger areas, Field Staff will focus on determining presence or absence of invasive *Aedes* (e.g., there is no need to identify more than one specimen of an invasive mosquito per property). As invasive *Aedes* mosquito habitats are difficult to access, broadcast insecticide applications may be used to suppress immature and adult stages (e.g., WALs, aerosolizer or truck-mounted foggers). Non-*Aedes* breeding sites will be treated within the invasive *Aedes* Response Area to reduce overall mosquito abundance.

Home Invasive *Aedes* Surveillance Kits may be provided to residents within the invasive *Aedes* Response Areas. Instructions included with the Home Invasive *Aedes* Surveillance Kits will provide guidance for effective trap placement and the return of specimens to ACMAD for identification. Teams will encourage the voluntary removal of containers that may contain invasive *Aedes* and return these to ACMAD for identification and external confirmation, if needed. Once containers are no longer needed for identification, they will be sanitized, damaged to prevent water accumulation, and disposed of at a site that prevents mosquitoes from escaping. If the field invasive *Aedes* response teams are unable to gain permission to enter a property for inspection or treatment, a twenty-four hour notice to enter the property will be affixed to the entry door(s) on the property.

- iv. **Treatment in Response to Travel-Related Patient-Case.** Field Staff will work in groups to inspect properties around where the case-patient resided in the two weeks before the onset of illness and while viremic (at least a 500 ft radius around the residence(s)), and other locations where exposure to invasive *Aedes* mosquitoes may have occurred (e.g., neighborhood and workplace). Patients should be advised to take all steps to avoid mosquito bites to minimize the risk of local transmission. If invasive *Aedes* are observed within the inspection areas, efforts should be made by Field Staff to eliminate all life stages of the mosquitoes from all properties in that area. If adult invasive mosquitoes are collected, they may be tested for the presence of arboviruses. Particular attention should be made to identifying and treating cryptic breeding and adult resting sites. Residents within the inspection areas will be strongly encouraged to eliminate potential breeding sites and may be provided autocidal mosquito traps to reduce mosquito abundance. ACMAD Staff are prohibited from disclosing any personal information related to the case. This includes but is not limited to the address where the case-patient resides, the size of the area being inspected, the name of case, their travel history, or suspected disease.
 - v. **Treatment in Response to Locally Acquired Human Transmission.** ACMAD will coordinate response and public notification activities with CDPH, local public health departments, and the governance of affected cities. The EOC of the affected and nearby cities will be notified of Field Staff activities. In addition to processes described for Treatment in Response to Travel-Related Patient-Case (section 5.B.iv), ACMAD will continue monitoring the identified areas of concern for 45 days (three virus replication cycles in mosquitoes) and enact additional control measures if indicated.
- C. **Surveillance Response.** The broad goal of the Surveillance Response is to quantify the intensity and geographic distribution of invasive *Aedes* so that Field Staff can focus control efforts where they are most needed. Lab Staff will also continue surveillance of non-*Aedes* mosquito abundance and West Nile virus in the County. All equipment that leave invasive *Aedes* Response Areas should first be inspected and sanitized, and collected mosquito specimens contained before leaving that area to prevent the spread of mosquitoes.
- i. **Surveillance Overview.** Lab Staff will conduct surveillance for invasive *Aedes* mosquitoes by forming invasive *Aedes* surveillance teams, each of which should be led by the Laboratory Director or Vector Scientist. Invasive *Aedes* surveillance teams may also inspect and sanitize properties, and treat sites where the mosquitoes grow. They will employ a range of specialized invasive *Aedes* traps and standard mosquito traps to quantify mosquito abundance, the relative proportion of invasive to native mosquitoes, and geographic distribution of mosquitoes within and around the invasive *Aedes* Response Area. To determine the extent of the infestation in the immediate area, adult mosquito traps will be placed within a 300-foot radius of where invasive *Aedes* were

detected. To determine the boundaries of the infestation, a combination of adult mosquito and oviposition traps will be placed up to 0.5 miles from the detection site. Lab Staff will generate mosquito abundance maps for each invasive *Aedes* Response Area that document the location and abundance of invasive *Aedes* and native mosquitoes.

- ii. **Surveillance in a Newly-identified Invasive *Aedes* Response Area.** Mosquito specimens that are collected from sites outside of a current invasive *Aedes* Response Area and are likely to be invasive *Aedes*, will be identified to species by ACMAD Staff and may be confirmed using external experts.
 - iii. **Surveillance in an Ongoing Invasive *Aedes* Response Area.** Mosquito specimens that are collected within a current invasive *Aedes* Response Area, and are likely to be invasive *Aedes*, should be identified to species by ACMAD Staff. Surveillance in an invasive *Aedes* detection area should be conducted for at least two years after the last detection. If multiple and sustained detections are made in an area, long-term invasive *Aedes* monitoring sites should be established for that area.
 - iv. **Surveillance for a Human Case of an Arbovirus Transmitted by Invasive *Aedes*.** ACMAD will activate the Laboratory Surveillance Response (Section C). If invasive *Aedes* are detected near a person that is infected with an arbovirus, ACMAD will activate the Treatment in Response to Travel-Related Patient-Case or Treatment in Response to Locally Acquired Human Transmission (Sections 5. B. vi. and 5. B. v.).
- D. **Office Response.** The goal of the Office Response is to inform County residents and relevant entities of the invasive *Aedes* Response Area, coordinate the Operations and Lab Responses, and engage in public outreach to encourage County-wide efforts to suppress the breeding and dispersion of invasive *Aedes* mosquitoes.
- i. **Service Request Script for Invasive *Aedes*.** For service request calls, the Office Staff will employ a script and reporting form that is designed to identify calls with a higher likelihood of being initiated by invasive *Aedes*.
 - ii. **Coordination of Operations and Lab Responses.** Inspection maps will be generated by Office Staff for guiding Field Staff to sites in and around the invasive *Aedes* Response Area that have been sanitized, need inspection, or have twenty-four hour entry notices placed at the property. Office Staff will integrate inspection and mosquito abundance maps for coordinating Field Staff efforts. The Office Staff will coordinate the meetings of the ACMAD Staff.
 - iii. **Public Outreach Response.** The goal of the Public Outreach Response is to increase public awareness of invasive *Aedes* in the community to encourage residents to report daytime biting mosquitoes to ACMAD, and to inspect and sanitize their properties so that the spread of invasive *Aedes* can be minimized. Outreach to the elected representatives, government agencies, and community officials in the affected areas are also included in this response.
 - iv. **Community Engagement.** Community groups (e.g. Community Emergency Response Teams (CERT), Home Owners Associations (HOAs), and volunteer groups) within and adjacent to the Response Area may be activated to aid ACMAD Staff in distributing information related to the invasive *Aedes* response. The public should be reassured that the risks of arbovirus transmission is low if no locally acquired human infections have been confirmed.



County of Santa Clara Vector Control District




Menu



[Home](#) ▶ [News](#) ▶ [Advisory](#) ▶ [Non-Native Aedes Aegypti Mosquitoes Detected in Santa Clara County](#)

Non-Native Aedes Aegypti Mosquitoes Detected in Santa Clara County

 October 24, 2022 at 12:00 PM

The County of Santa Clara Vector Control District has confirmed the presence of the invasive *Aedes aegypti* mosquitoes in the county. Two adult *Aedes* were detected near the intersection of Dixon Landing Road and McCarthy Boulevard in San Jose.

This mosquito is of special concern because it has the potential to transmit a variety of diseases, including Zika, dengue, chikungunya, and yellow fever. Unlike some of our native mosquitoes that breed in marshes and swamps, *Aedes aegypti* prefer containers and live in close proximity to humans and thrive in areas like our backyards. The invasive species is about a quarter inch in size with black and white stripes on its back and legs. It is an aggressive mosquito that will bite at any time of day, even indoors.

The District is carrying out an eradication plan to combat the aggressive mosquito species and urges residents to help protect the community by removing sources of standing water on their properties. It's important for residents to look around their yard

and outside their home and dump out even the smallest amount of standing water. Cleaning and scrubbing bird baths, pet dishes and other containers is a good way to remove any lingering *Aedes aegypti* eggs, which look like tiny black seeds.

Residents experiencing mosquito bites during the day should report them immediately to the Vector Control District at (408) 918-4770 or vectorinfo@cep.sccgov.org. For more information, a list of prevention tips, and safety recommendations, please read our [press release](#).

Additional Resources:

- [Aedes aegypti Frequently Asked Questions \(FAQ\)](#)
- [Aedes aegypti – California Department of Public Health](#)
- [Aedes aegypti – Centers for Disease Control and Prevention](#)
- [Subscribe – Adult Mosquito Control Treatments Notifications](#)
- [Subscribe – Vector Control Monthly Newsletter](#)

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

Filter Criteria includes: Report order is by Date.

| Check # | Date | Payee | Amount |
|--|-------------|--|-------------------|
| 3340 | 10/12/22 | Airgas | 599.96 |
| 3341 | 10/12/22 | Alco Sheet Metal and Heating, Inc. | 710.00 |
| 3342 | 10/12/22 | Argo Adventure | 135.80 |
| 3343 | 10/12/22 | AT&T | 86.31 |
| 3344 | 10/12/22 | BARTKIEWICZ, KRONICK & SHANAHAN | 320.00 |
| 3345 | 10/12/22 | California Department of Public Health | 78.00 |
| 3346 | 10/12/22 | Cintas | 215.74 |
| 3347 | 10/12/22 | Coverall North America, Inc. | 495.00 |
| 3348 | 10/12/22 | Grainger | 75.31 |
| 3349 | 10/12/22 | KBA Docusys | 532.80 |
| 3350 | 10/12/22 | Victoria Leang Khe | 200.00 |
| 3351 | 10/12/22 | PC Professional | 339.92 |
| 3352 | 10/12/22 | PG&E | 75.12 |
| 3353 | 10/12/22 | PFM Asset Management LLC | 1,649.13 |
| 3354 | 10/12/22 | U.S Bank Corporate Payment System | 18,215.46 |
| 3355 | 10/12/22 | Voya Institutional Trust Company | 181.43 |
| 3356 | 10/12/22 | Waste Management of Alameda County | 297.04 |
| ACH | 10/12/22 | Alameda County Mosquito Abatement Dist (Payroll) | 85,320.72 |
| ACH | 10/12/22 | CalPERS Retirement | 16,173.79 |
| ACH | 10/12/22 | CalPERS 457 | 7,179.42 |
| Total Expenditures - October 15, 2022 | | | 132,880.95 |

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

Filter Criteria includes: Report order is by Date.

| Check # | Date | Payee | Amount |
|--|-------------|--|-------------------|
| 3357 | 10/27/22 | Airgas | 1,016.73 |
| 3358 | 10/27/22 | CSDA | 8,810.00 |
| 3359 | 10/27/22 | CarQuest | 30.88 |
| 3360 | 10/27/22 | Cintas | 1,537.53 |
| 3361 | 10/27/22 | Clarke | 232.24 |
| 3362 | 10/27/22 | Delta Dental | 4,679.81 |
| 3363 | 10/27/22 | Grainger | 33.67 |
| 3364 | 10/27/22 | Hentschke, Eric Armin | 100.00 |
| 3365 | 10/27/22 | Leading Edge Associate, Inc. | 7,410.00 |
| 3366 | 10/27/22 | Mar-Len Supply, Inc. | 590.55 |
| 3367 | 10/27/22 | NBC Supply Corp | 227.04 |
| 3368 | 10/27/22 | PG&E | 23.82 |
| 3369 | 10/27/22 | Techniclean | 209.35 |
| 3370 | 10/27/22 | Testa, Julie | 100.00 |
| 3371 | 10/27/22 | The Hartford | 107.19 |
| 3372 | 10/27/22 | US Mobile | 1,150.00 |
| 3373 | 10/27/22 | VCJPA | 245.16 |
| 3374 | 10/27/22 | Verizon | 510.24 |
| 3375 | 10/27/22 | Visalia Times Delta | 2,500.01 |
| 3376 | 10/27/22 | Voya Institutional Trust Company | 181.43 |
| 3377 | 10/27/22 | VSP | 612.62 |
| 3378 | 10/27/22 | WEX Bank | 5,608.97 |
| 3379 | 10/27/22 | Young, George | 100.00 |
| 3380 | 10/27/22 | MAZE & ASSOCIATES | 10,000.00 |
| ACH | 10/27/22 | Alameda County Mosquito Abatement Dist (Payroll) | 86,974.21 |
| ACH | 10/27/22 | Aguilar, Victor | 100.00 |
| ACH | 10/27/22 | Beatty, Robert .P | 100.00 |
| ACH | 10/27/22 | Bhat, Subrahmanya Y | 100.00 |
| ACH | 10/27/22 | CalPERS Health | 38,775.33 |
| ACH | 10/27/22 | CalPERS Retirement | 16,173.79 |
| ACH | 10/27/22 | CalPERS 457 | 7,179.42 |
| ACH | 10/27/22 | Cox, Steven | 100.00 |
| ACH | 10/27/22 | Jordan, Preston | 100.00 |
| ACH | 10/27/22 | Kumagai, Shawn | 100.00 |
| ACH | 10/27/22 | Marquez, Elisa | 100.00 |
| ACH | 10/27/22 | Roache, Cathy J Pinkerton. | 100.00 |
| ACH | 10/27/22 | Salzer, Hope | 100.00 |
| ACH | 10/27/22 | Savage, Tyler | 100.00 |
| ACH | 10/27/22 | Washburn, Jan | 100.00 |
| ACH | 10/27/22 | Welch, Courtney | 100.00 |
| Total Expenditures - October 31, 2022 | | | 196,319.99 |

Alameda County Mosquito Abatement District
Income Statement
October 31, 2022. (4 of 12 mth, 33%)

| REVENUES | Actual 2020/21 | Actual 2021/22 | Current Month | Year to Date 2022/23 | Budget 2022/23 | Actual vs Budget |
|----------------------|-----------------|-----------------|---------------|-------------------------|-----------------|---------------------|
| Total Revenue | \$ 5,150,753.15 | \$ 5,386,808.18 | \$ 136,949.50 | \$ 528,921.83 | \$ 4,900,658.00 | 11% |

| EXPENDITURES | Actual 2020/21 | Actual 2021/22 ¹ | Current Month ² | Year to Date 2022/23 | Budget 2022/23 | Actual vs Budget |
|---|------------------------|-----------------------------|----------------------------|-------------------------|--------------------|---------------------|
| Salaries | \$ 2,029,103.97 | \$ 2,129,077.24 | \$ 197,361.91 | \$ 801,311.17 | \$2,371,703 | 34% |
| CalPERS Retirement | \$ 423,110.21 | \$ 471,085.19 | \$ 18,951.94 | \$ 379,031.61 | \$534,559 | 71% |
| Medicare & Social Security | \$ 27,866.82 | \$ 30,025.60 | \$ 3,050.36 | \$ 13,103.38 | \$38,763 | 34% |
| Fringe Benefits | \$ 502,898.39 | \$ 484,487.10 | \$ 44,174.95 | \$ 220,244.62 | \$564,969 | 39% |
| Total Salaries, Retirement, & Benefits | \$ 2,982,979.39 | \$ 3,114,675.13 | \$ 263,539 | \$ 1,413,691 | \$3,509,994 | 40% |
| Clothing and personal supplies (purchased) | \$ 4,859.20 | \$ 7,881.80 | \$ - | \$ 1,586.05 | \$9,000 | 18% |
| Laundry service and supplies (rented) | \$ 9,124.98 | \$ 10,417.41 | \$ 1,753.27 | \$ 4,208.55 | \$13,000 | 32% |
| Utilities | \$ 15,421.56 | \$ 18,134.35 | \$ 395.98 | \$ 2,375.27 | \$21,700 | 11% |
| Communications-IT | \$ 71,771.02 | \$ 74,950.03 | \$ 10,662.21 | \$ 25,376.90 | \$107,400 | 24% |
| Maintenance: structures & improvements | \$ 20,261.51 | \$ 26,671.36 | \$ 1,772.10 | \$ 2,389.67 | \$30,000 | 8% |
| Maintenance of equipment | \$ 22,290.34 | \$ 25,354.56 | \$ 367.87 | \$ 15,202.94 | \$30,000 | 51% |
| Transportation, travel, training, & board | \$ 74,653.03 | \$ 120,418.29 | \$ 9,637.23 | \$ 40,713.66 | \$119,840 | 34% |
| Professional services | \$ 91,622.03 | \$ 97,726.00 | \$ 12,700.63 | \$ 44,004.06 | \$152,200 | 29% |
| Memberships, dues, & subscriptions | \$ 22,906.45 | \$ 25,103.23 | \$ 8,940.00 | \$ 20,253.94 | \$37,000 | 55% |
| Insurance - (VCJPA, UAS) | \$ 141,650.37 | \$ 160,932.64 | \$ 245.16 | \$ 177,227.16 | \$179,436 | 99% |
| Community education | \$ 26,317.23 | \$ 26,225.45 | \$ 5,562.81 | \$ 12,224.72 | \$55,000 | 22% |
| Operations | \$ 223,362.22 | \$ 182,575.57 | \$ 1,367.11 | \$ 31,674.50 | \$227,500 | 14% |
| Household expenses | \$ 15,882.05 | \$ 25,388.02 | \$ 704.35 | \$ 4,997.42 | \$19,950 | 25% |
| Office expenses | \$ 9,747.67 | \$ 7,002.84 | \$ 719.29 | \$ 1,797.22 | \$12,000 | 15% |
| Laboratory supplies | \$ 64,135.55 | \$ 82,354.03 | \$ 11,372.93 | \$ 46,319.02 | \$132,500 | 35% |
| Small tools and instruments | \$ 2,189.34 | \$ 1,963.31 | \$ 101.86 | \$ 142.42 | \$3,000 | 5% |
| Total Staff Budget | \$ 816,194.55 | \$ 893,098.89 | \$ 66,302.80 | \$ 430,493.50 | \$1,149,526 | 37% |
| Total Operating Expenditures | \$ 3,799,173.94 | \$ 4,007,774.02 | \$ 329,841.96 | \$ 1,844,184.28 | \$4,659,520 | 40% |

1 - As of June 30, 2021. Unaudited.

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
October 31, 2022. (4 of 12 mth, 33%)**

| Account # | Investment Accounts | Beginning Balance | Deposits | Withdrawls | Earnings ¹ | Ending Balance | |
|---------------|--|-------------------------|---------------------|------------------------|------------------------|-------------------------|------------------------|
| 1004 | LAIF | \$ 1,374,406.42 | \$ - | \$ (191,000.00) | \$ 7,978.68 | \$ 1,191,385.10 | |
| 1005 | OPEB Fund | \$ 4,218,752.05 | \$ - | \$ - | \$ (17,747.66) | \$ 4,201,004.39 | |
| 1006 | VCJPA Member Contingency | \$ 351,141.00 | \$ - | \$ - | \$ - | \$ 351,141.00 | |
| 1008 | CAMP: Repair and Replace ² | \$ 2,629,663.90 | \$ 12,200.00 | \$ - | \$ 7,014.99 | \$ 2,648,878.89 | |
| 1010 | CAMP: Operating Reserve | \$ 1,960,125.37 | \$ - | \$ - | \$ 5,223.31 | \$ 1,965,348.68 | |
| 1011 | CAMP: Capital Reserve Fund | \$ 371,733.09 | \$ - | \$ - | \$ 990.59 | \$ 372,723.68 | |
| 1012 | PARS: Pension Stabilization ³ | \$ 2,071,498.58 | \$ - | \$ - | \$ (110,584.39) | \$ 1,960,914.19 | |
| 1013 | California CLASS: Public Health Emergency Fund | \$ 529,964.16 | \$ - | \$ - | \$ 1,391.03 | \$ 531,355.19 | |
| Total | | \$ 13,507,284.57 | \$ 12,200.00 | \$ (191,000.00) | \$ (105,733.45) | \$ 13,222,751.12 | |
| | | Beginning Balance | | | Withdrawls | Activity | Ending Balance |
| Cash Accounts | | | | | | | |
| 1001 | Bank of America (Payroll Account) * | \$ 157,286.12 | | | - | - | \$ 156,555.82 |
| 1002 | Bank of The West (Transfer Account) * | \$ 371,595.93 | | | - | - | \$ 370,519.20 |
| 1003 | County Account | \$ 785,311.28 | | | - | - | \$ 785,311.28 |
| 1013 | Petty Cash | \$ 364.11 | | | - | (42.77) | \$ 321.34 |
| Total | | \$ 1,314,557.44 | | | \$ - | \$ (42.77) | \$ 1,312,707.64 |

1 - Earnings are booked as unrealized gains/losses. These earnings would not be recognized as "realized" gains/losses until the accounts are liquidated.

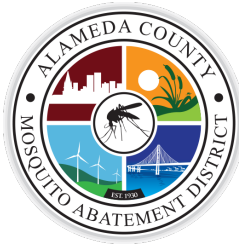
2 - \$12,200.00 was received for the sale of a vehicle. Funds were deposited into Bank of the West and then transferred to CAMP: Repair and Replace.

3- PARS - Pension Stabilization balance is as of September 30, 2022.

Alameda County Mosquito Abatement
Balance Sheet Comparison
October

| ASSETS | 10/31/2022 | 10/31/2021 | 10/31/2020 |
|--|-------------------------|-------------------------|-------------------------|
| Current Assets | | | |
| Bank of America payroll | \$ 155,122.44 | \$ 95,079.97 | \$ 107,953.60 |
| Bank of the West | 439,364.45 | 510,855.74 | 302,383.55 |
| County | 785,311.28 | 738,385.55 | 707,864.07 |
| Cash with LAIF | 1,191,385.10 | 2,149,552.12 | 1,431,610.85 |
| VCJPA- Member Contingency | 351,141.00 | 373,765.00 | 375,883.00 |
| CAMP - Repair and Replace | 2,648,878.89 | 1,355,499.96 | 1,040,369.03 |
| CAMP - Public Health Emergency ¹ | - | 526,311.27 | 525,909.22 |
| CAMP - Operating Reserve | 1,965,348.68 | 1,944,664.92 | 1,943,179.38 |
| CAMP - Capital Reserve Fund | 372,723.68 | 30,002.35 | 59,072.23 |
| PARS | 1,960,914.19 | 1,862,397.81 | 1,671,620.42 |
| California CLASS: Public Health Emergency Fund | 531,355.19 | - | - |
| Accounts Receivable | 534.35 | 5,369.46 | - |
| Petty cash | 321.34 | 306.04 | 440.88 |
| | 10,402,400.59 | 9,592,190.19 | 8,166,286.23 |
| Property and Equipment | | | |
| Acc Dep - equipment | (1,594,225.00) | (1,594,225.00) | (1,479,068.00) |
| Acc Dep - stru & improv | (2,604,632.00) | (2,604,632.00) | (2,485,267.00) |
| Equipment | 1,824,515.66 | 1,769,859.00 | 1,751,859.00 |
| Structure/improvement | 4,799,729.70 | 4,799,729.70 | 4,760,618.00 |
| Land | 61,406.00 | 61,406.00 | 61,406.00 |
| | 2,486,794.36 | 2,432,137.70 | 2,609,548.00 |
| Other Assets | | | |
| Net OPEB Asset | 1,225,311.00 | 2,522,763.00 | 1,823,556.00 |
| | 1,225,311.00 | 2,522,763.00 | 1,823,556.00 |
| | \$ 14,114,505.95 | \$ 14,547,090.89 | \$ 12,599,390.23 |
| LIABILITIES AND CAPITAL | | | |
| Current Liabilities | | | |
| Accounts payable | \$ 99,846.27 | \$ 118,769.60 | \$ 114,150.32 |
| Acc payroll/vacation | 201,023.94 | 208,228.89 | 200,290.26 |
| Def inflow - 75 | 1,046,869.00 | 1,254,695.00 | 931,786.00 |
| Def inflow pen defer GASB 68 | 208,602.00 | 208,602.00 | 289,664.00 |
| Defer outflow pen cont GASB 68 | (936,411.00) | (936,411.00) | (1,056,534.00) |
| Net pension liability GASB 68 | 3,603,091.00 | 3,603,091.00 | 3,277,554.00 |
| | \$ 4,223,021.21 | \$ 4,456,975.49 | \$ 3,756,910.58 |
| | 4,223,021.21 | 4,456,975.49 | 3,756,910.58 |
| Capital | | | |
| Designated fund balances | 3,362,131.25 | 4,451,757.25 | 4,440,057.25 |
| Investment in general fixed as | 7,871,707.15 | 6,677,881.96 | 5,296,151.61 |
| Net Income | (1,342,353.66) | (1,039,523.81) | (893,729.21) |
| | 9,891,484.74 | 10,090,115.40 | 8,842,479.65 |
| | \$ 14,114,505.95 | \$ 14,547,090.89 | \$ 12,599,390.23 |

1 - CAMP: Public Health Emergency Fund was closed September of 2022.



MONTHLY STAFF REPORT –1107

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A. OPERATIONS REPORT

In October, operations received an alert that invasive *Aedes spp.* mosquitoes were detected in a county adjacent to ours. Two adult *Aedes aegypti* mosquitoes were collected by our neighboring district in Santa Clara County, close to our county border. Operations staff responded to this detection by inspecting potential sources for this mosquito in areas in Alameda County near the collection site. Though *Ae. aegypti* mosquitoes typically do not travel far from their emergence sites, operations erred on the side of caution and inspected potential breeding sites for this species well beyond the expected flight range. Fortunately, no larvae or adult *Ae. aegypti* were collected either by operations during inspections or by the ACMAD lab during extensive adult mosquito trapping in the area. This event further established the fact that this mosquito is expanding into more California counties each year along with the significant diseases it has the potential to vector. Currently, all three counties that have land borders with Alameda County: San Joaquin, Contra Costa and now Santa Clara, have made recent detections of *Ae. aegypti*. ACMAD has response plans in place when an invasive mosquito species is detected in our county to respond immediately.

Operations staff spent most of October inspecting and treating larvae of *Culex pipiens*, *Culex tarsalis*, and *Culex erythrothorax*. These three mosquito species are our main potential vectors for West Nile virus. Though the active season for these mosquitoes is winding down with the onset of cooler temperatures and shorter periods of daylight, larvae were still being collected and treated throughout the county. Alameda County has often had late season detections of WNV in birds and/or mosquitoes, so efforts towards control of these species will continue until adults sequester for the winter months and are no longer depositing eggs on aquatic sources. To date, no detections of WNV have been made this year. In October, five dead birds were reported to ACMAD, collected, and tested by the ACMAD lab. All five were negative for the virus.

As predicted, cooler temperatures, along with a shift in daylight hours brought the season for our tidal saltmarsh mosquito, *Aedes dorsalis*, to a close. After a significant high tide event in October, only one larvae of this species were collected after extensive inspections of numerous tidal marsh sources. With only one request for service attributable to this species in 2022, it is safe to say that operations efforts to control this aggressive, day-biting mosquito were highly effective.

Requests for service received from the public in October totaled 37 and were at the lowest count for the month in at least a decade. Of the 14 requests to “report a mosquito problem”, half were attributed to various non-mosquito fly species such as midges and fungus gnats. Six of the remaining seven were attributed to *Culex pipiens*, and three of those were caused by water standing in a large, reclaimed water tank. All 14 “requests for mosquito fish” were to place fish in ornamental ponds. Seven requests were received to “report standing water” and there were three “requests for an insect I.D. “. Figure 1 on the following page summarizes the unmaintained swimming pool program through 2022.

Field Operations Supervisor
Joseph Huston

Figure 1

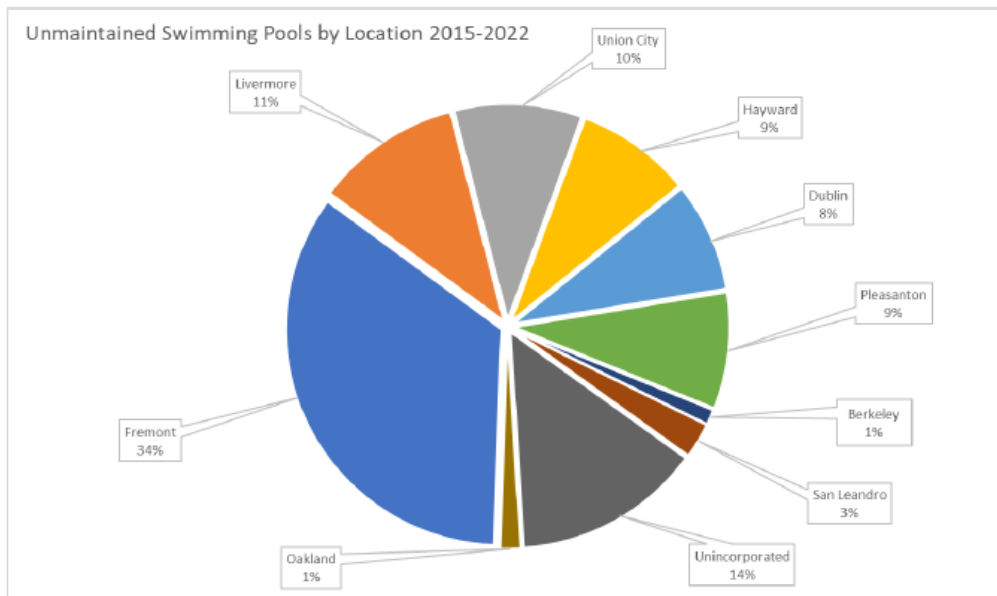
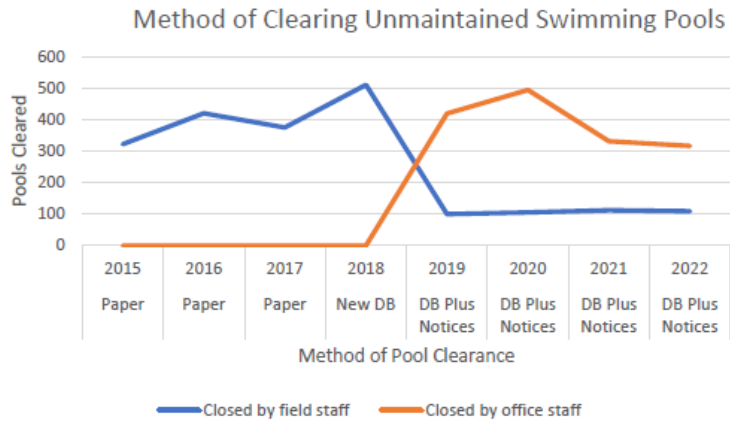
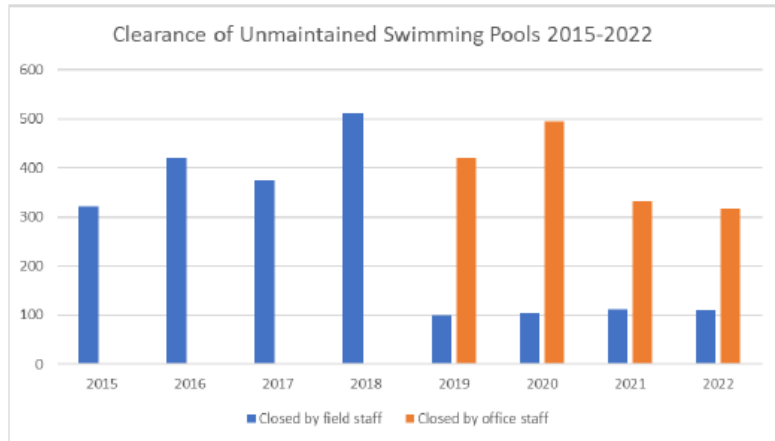
Unmaintained swimming pool program 2022 summary

2009: ACMAD began monitoring unmaintained swimming pools using aerial photography

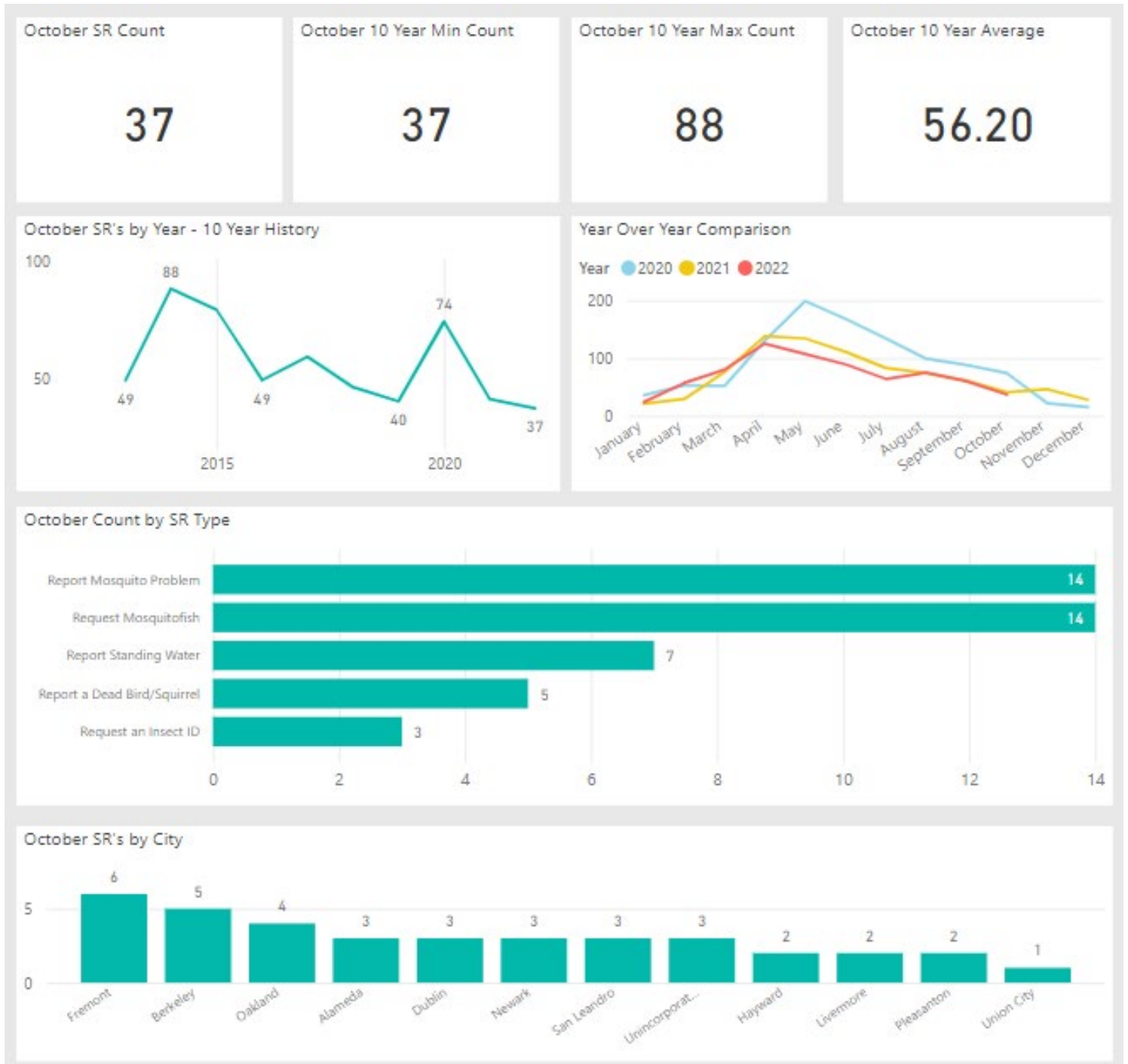
2009-2017 All records were recorded on paper.
100% closed by field staff.

2018 All pool images loaded into the new district database (DB)
100% closed by field staff

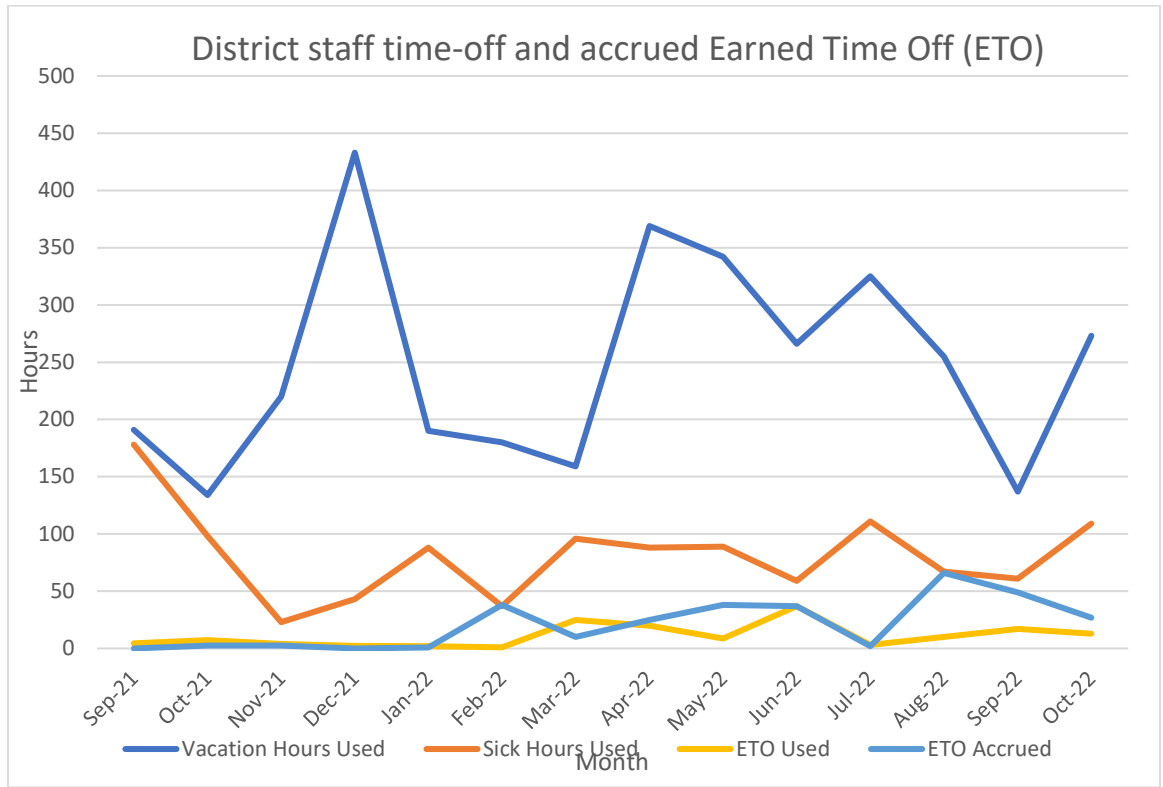
2019-2022
Integration of pool notice program and DB.
(DB Plus Notices)



Service Requests September 2022

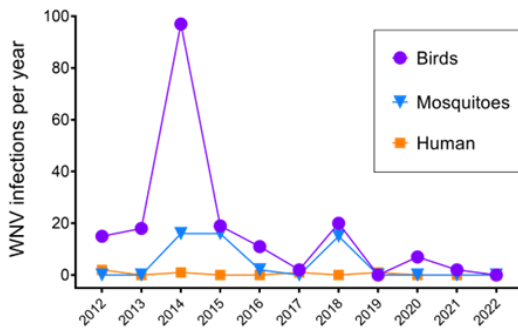


Activity Report

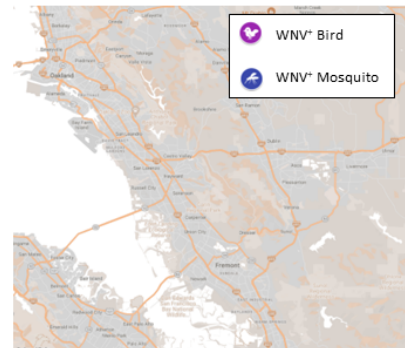


WNV Activity

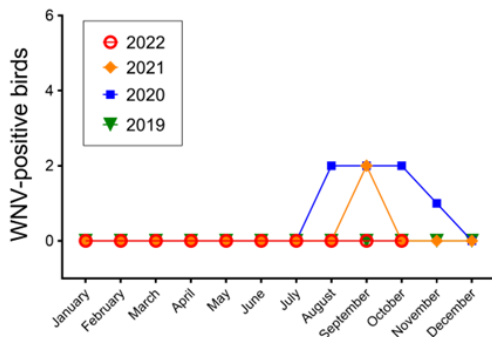
WNV infections detected in Alameda County 2012 – 2022



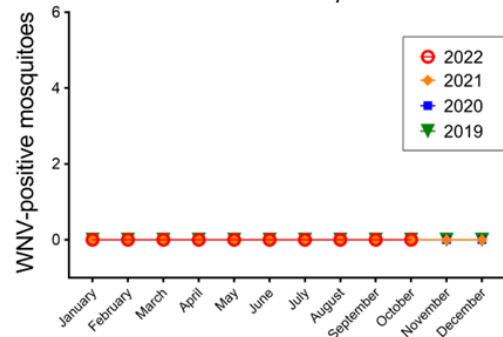
Locations of WNV-infected mosquitoes and birds in Alameda County during 2022



WNV-infected birds collected in Alameda County



WNV-infected mosquitoes collected in Alameda County



B. LAB

Summary

- *Arboviruses*. The vector species of mosquito that were collected during the month were tested for the presence of West Nile virus (WNV), Saint Louis encephalitis virus (SLEV) and Western equine encephalitis virus (WEEV) and none were found to be infected with those viruses. WNV was not detected in birds during October 2022. Saint Louis encephalitis virus (SLEV) and Western equine encephalitis virus (WEEV) were not detected in Alameda County during the prior 5 years.
- *Native mosquitoes*. A total of 272 CO₂-baited encephalitis virus survey (EVS) traps were placed during October, catching 3,139 adult female mosquitoes (11.5 mosquitoes per trap night). Three New Jersey Light Traps (NJ Light Traps) captured 6 adult mosquitoes during the same period.
- Sentinel chicken flocks are in Livermore and Newark. None of the chickens show signs of WNV, SLEV, or WEEV infection.
- Invasive *Aedes* mosquitoes were not detected in Alameda County during 2022.
- *Aedes aegypti* was detected in Santa Clara County during October, at a waste transfer facility that is adjacent to Fremont in Alameda County. A substantially enhanced trap effort was made in the region (over 150 EVS and BG-Sentinel trap nights), and *Ae. aegypti* was not detected in Alameda County. Of note, the waste transfer center in Santa Clara County where *Ae. aegypti* was detected receives waste from the cities of Newark, Union City, and Fremont. Therefore, it is possible that the *Ae. aegypti* could have come from a yet-to-be-found site(s) in Alameda County.

Arbovirus Monitoring

- WNV was not detected in birds or mosquitoes during October. WNV was last detected in birds collected in Alameda County during September 2021 (WNV Activity figure, above).
- WNV was last detected in mosquitoes during 2018 (WNV Activity figure, above). SLEV and WEEV have not been detected in the County for over a decade.
- Sentinel chicken flocks in Livermore and Newark have not shown signs of infection with WNV, SLEV or WEEV (i.e., they had not seroconverted).

Native Mosquito Abundance

- The following three species are the principal transmitters of WNV, SLEV and WEEV in California: *Culex pipiens* (occurs predominantly in urban settings), *Culex tarsalis* (associated with marsh and peri-urban areas), and *Culex erythrothorax* (occurs exclusively in marsh but adults can disperse into nearby communities).
- 259 CO₂-baited EVS traps were placed during October. A total of 3,139 adult female mosquitoes were collected, which was 1.8-fold fewer than the prior month (Figure 1). The number of adult mosquitoes that were collected in October of 2022 was somewhat higher than October of the prior two years (Figure 1), and was due to increased monitoring in the region of the county that is adjacent to where *Ae. aegypti* was detected in Santa Clara County. The abundance of *Culex pipiens* was slightly higher for the month relative to the prior years, and was also due to increased trapping efforts near to where *Ae. aegypti* was detected in Santa Clara County. (Figure 2 and Figure 3).
- Two WNV vector species (*Culex pipiens* and *Culex erythrothorax*) were more abundant in the south western bayside region of the county (Figure 4A). Mosquito abundance in the northern part of the county (Figure 4B) was low and comprised predominantly of *Culiseta spp.* and *Culex pipiens*, as is typical for the region. Higher abundance of *Culex erythrothorax* was observed in the midwestern region of the county where there is extensive marsh habitat that support the growth of that species (Figure 4C). Low mosquito abundance was observed in the eastern region of the county (Figure 4D). Thirteen of the EVS traps did not collect any mosquitoes (Figure 4A, upper right insert). The three NJ Light Trap sites captured a total of 6 adult female mosquitoes during the month.
- Cooler temperatures and rainfall will result in lower mosquito abundance. Consequently, the lab will reduce the trapping effort, with the exception of near to where *Ae. aegypti* was detected in Santa Clara County.

LAB FIGURES

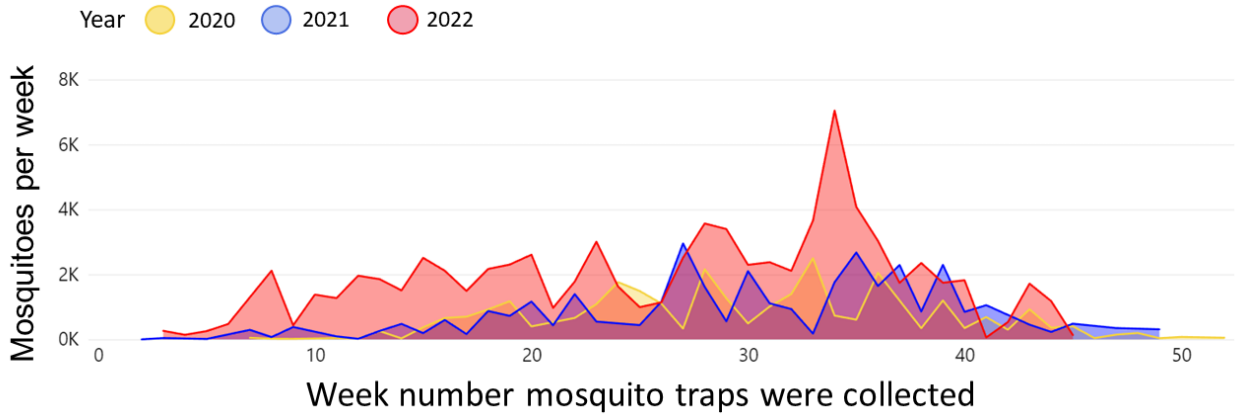


Figure 1. Mosquitoes captured in EVS CO₂ traps from 2020 – 2022. A total of 3,139 adult female mosquitoes were captured in EVS CO₂ traps during the month and identified to species. Week 24 was excluded from the graph because the high anomalous abundance during 2021 skewed the y-axis.

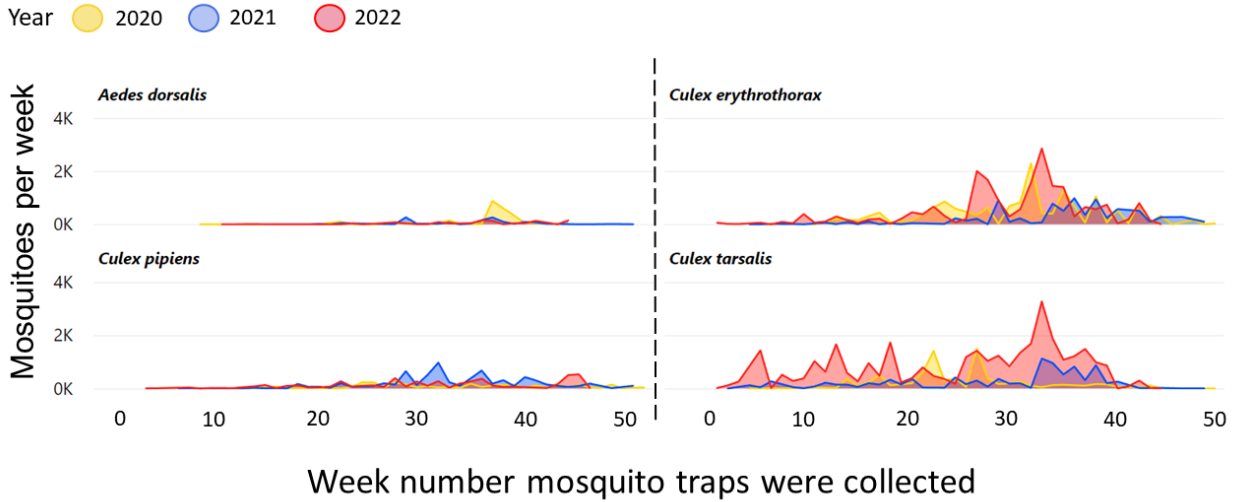


Figure 2. Weekly abundance of important mosquito species during 2020, 2021 and 2022.

October 2022 – EVS CO₂ Trap

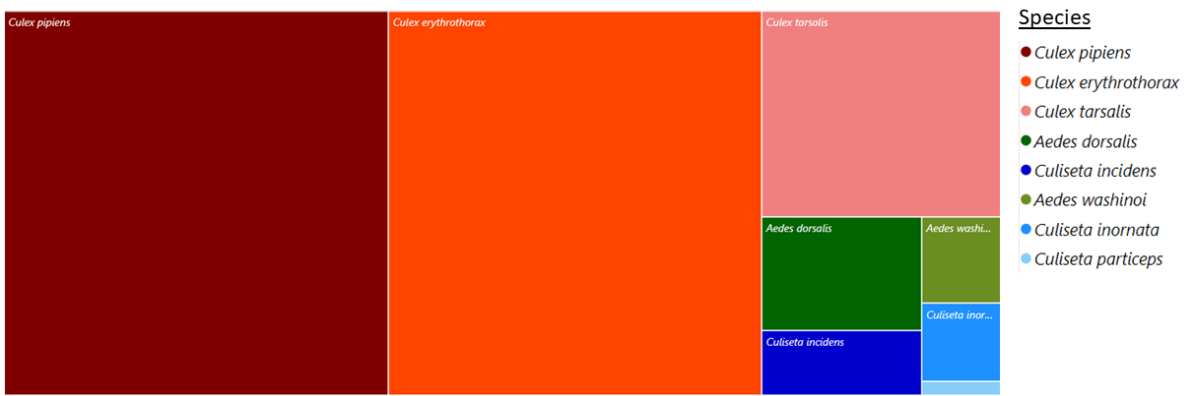
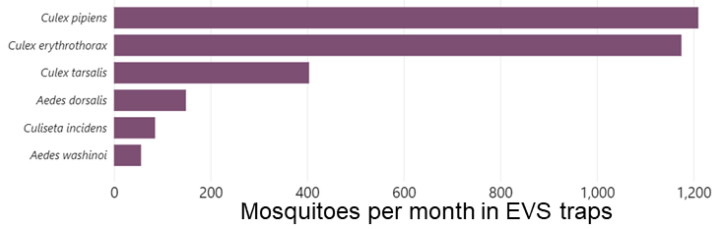
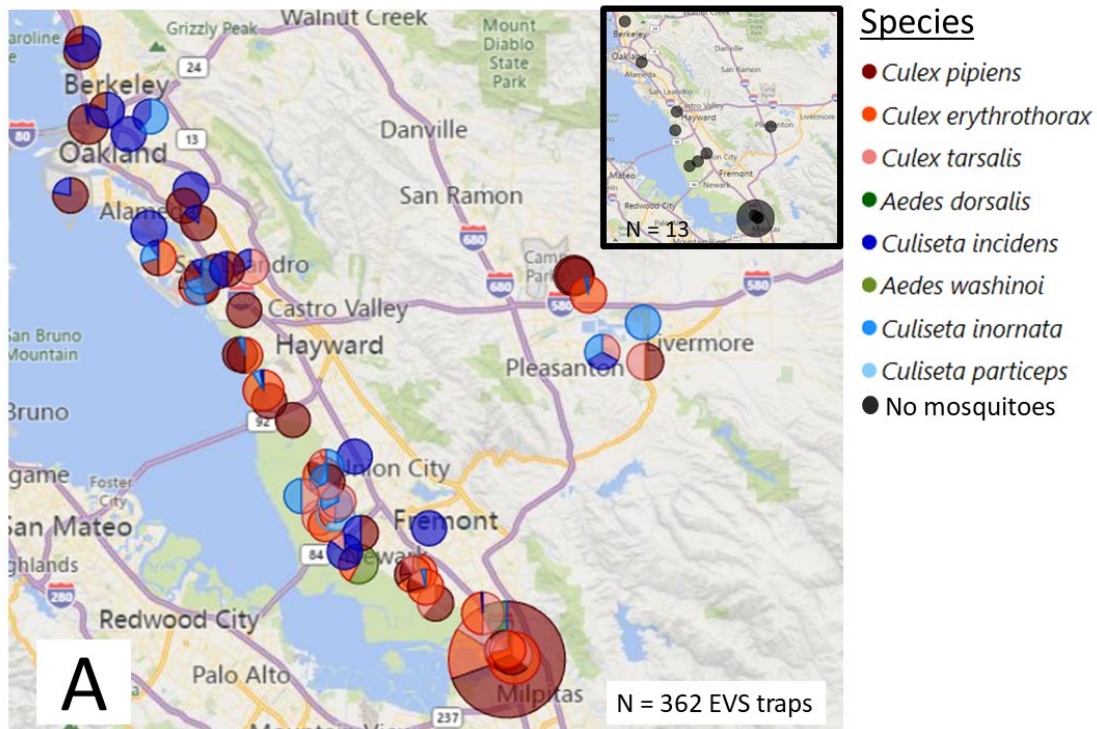


Figure 3. The most abundant species of mosquito captured using EVS CO₂ traps. Larger squares and rectangles indicate higher abundance of that species.



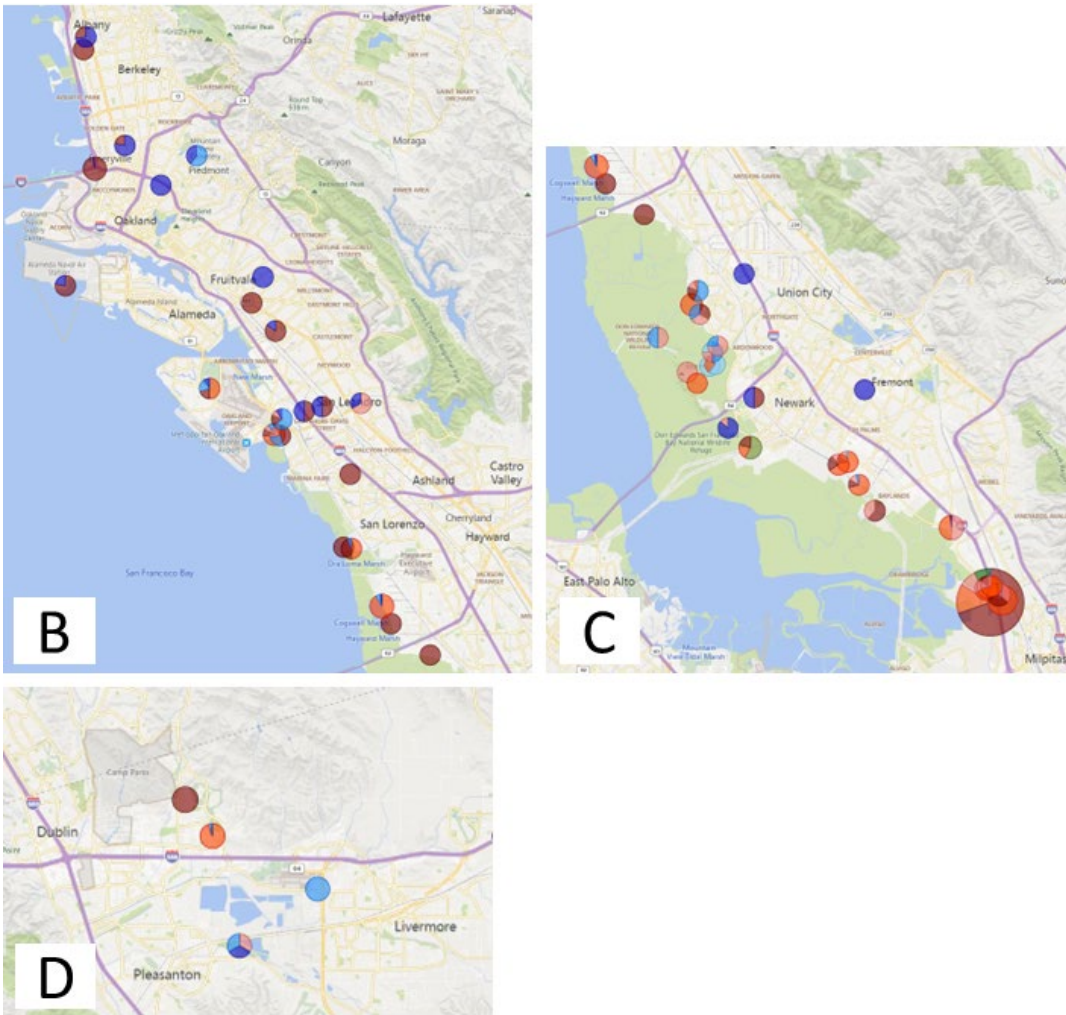


Figure 4. Mosquito abundance by trap site evaluated using EVS CO₂ traps. Pie charts over trap sites indicate the distribution of mosquito species collected at the trap site. The size of each pie chart indicates the relative number of mosquitoes at each site during the month. (A) Alameda County (the insert shows traps that were placed but did not collect mosquitoes), (B) the northern region of the county, (C) the southern region, and (D) the eastern region.

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

C. PUBLIC EDUCATION



October Events

Event

Don Edwards 50th Anniversary Celebration Oct 8, Fremont
 Diwali Festival of Lights Oct 15, Fremont
 Quest Center Science of Halloween Oct 29, Livermore
 UC Berkeley Botanical Garden Animal Day Oct 30, Berkeley



Upcoming Events and Presentations

- A1 Community Housing Services: Let's Talk Housing in Hayward

Google Analytics

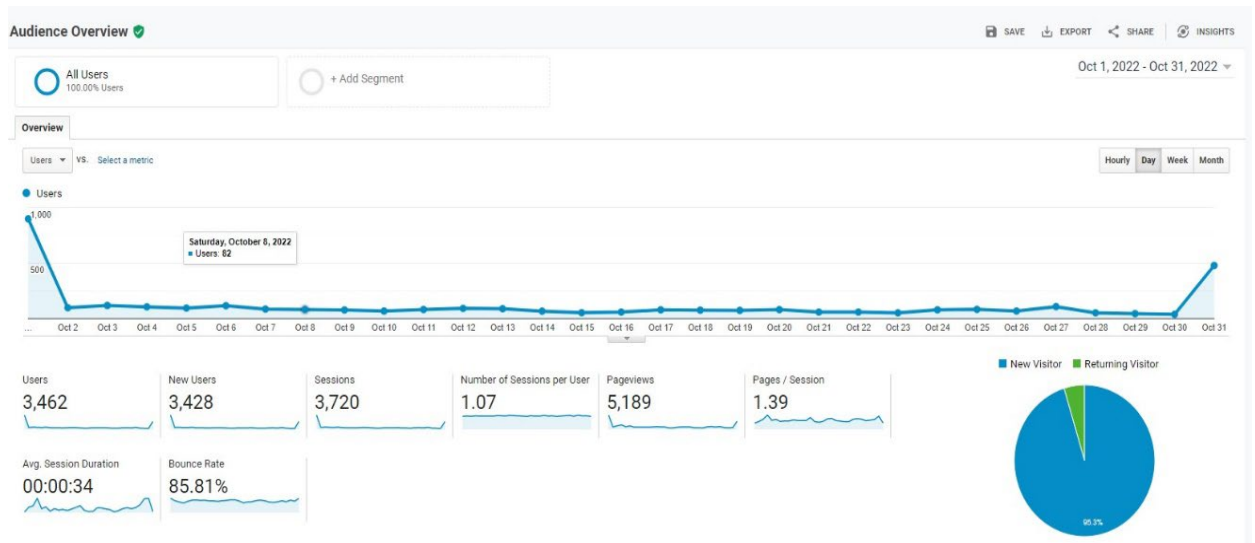
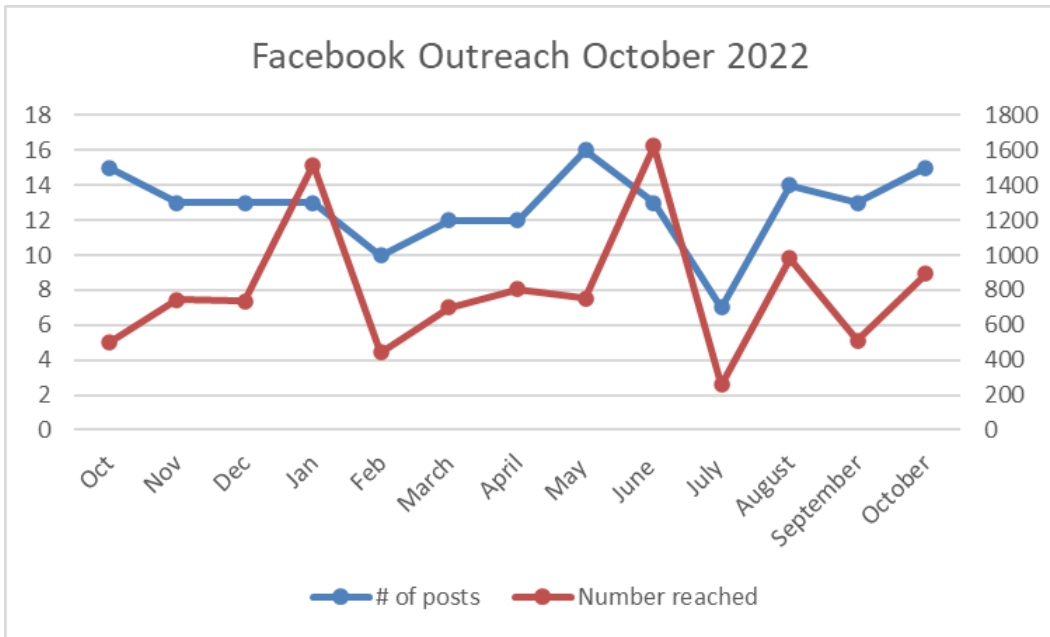


Figure 1: October website users 2022

Facebook



October Data: Posts-15 Reach - 893 Followers – 379 (2 added)



Top October Facebook Post: We're saying goodbye to one of our longest serving employees, Tom. After over 30 years in the service of preventing mosquitoes, he is off to a well-earned retirement. Thanks for everything, Tom! Here he is ditching in the marsh (left) back in the 1990's.

Alameda County Mosquito Abatement District
 Published by RL Ads · May 31 ·

Alameda County Mosquito Abatement District works for you! We provide free services to prevent and address mosquito issues in Alameda County. Learn more at our website, www.mosquitoes.org

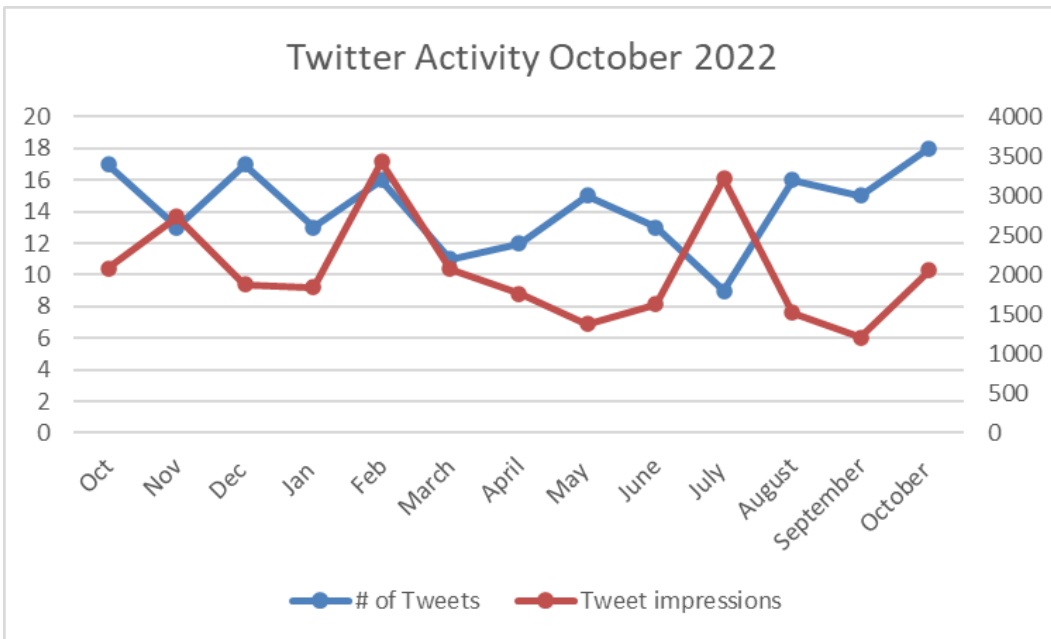


MOSQUITOES.ORG
Alameda County Mosquito Abatement District

[Learn more](#)

Facebook Ad: In June we started a Facebook ad campaign through LocalIQ. To date the ad above has received 201,756 impressions.

Twitter



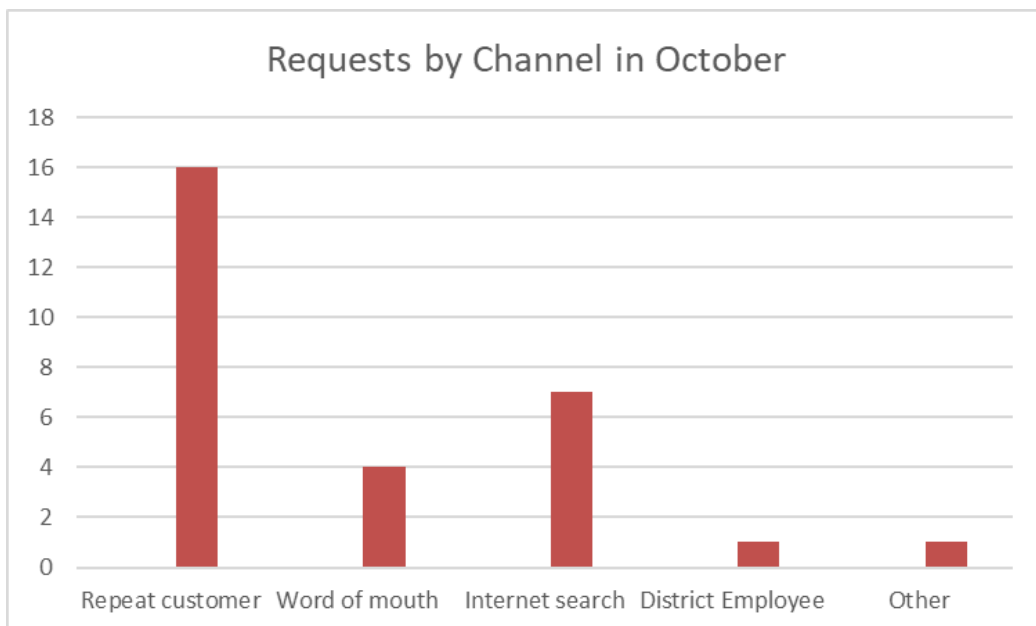
October Data: Posts – 15 Impressions – 1,211 Followers – 792 (7 added)

Invasive Aedes has been found at the border of Alameda County and Santa Clara County. We need your help to prevent this mosquito from becoming established here. Remove any amount of standing water on your property and contact us if you are bitten by mosquitoes during the daytime

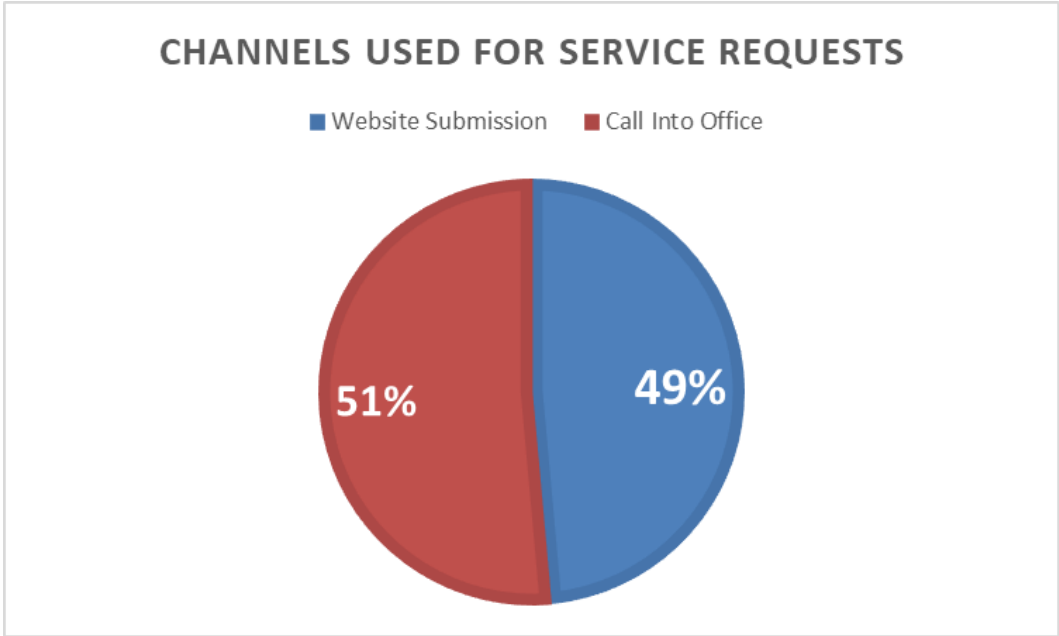


Top October 2022 Twitter Post: Invasive Aedes has been found at the border of Alameda County and Santa Clara County. We need your help to prevent this mosquito from becoming established here. Remove any amount of standing water on your property and contact us if you are bitten by mosquitoes during the daytime

Service Request Referral Summary for October



Channels Used by Residents to Request Service



35 requests in total: 18 calls, 17 website requests

California Arbovirus Surveillance Bulletin #30

Week 43 Friday, October 28, 2022



WEEKLY UPDATE

Humans

West Nile virus

A total of 7 human cases of West Nile virus (WNV) illness were reported this week from 3 counties: Kern (1), Los Angeles (3), and Tulare (3). In 2022, a total of 106 cases have been reported from 21 counties. Of the 106 cases, 83 (78%) had neuroinvasive illness and 7 (7%) were fatal. The median age of the cases was 60 years and 68 (64%) were male. The dates of symptom onset ranged from April 11 to October 2. In addition to the 106 WNV cases, 10 asymptomatic WNV-positive blood donors have been reported from 5 counties: Fresno (3), Kern (1), Los Angeles (4), Orange (1), and San Joaquin (1). At this time last year, 92 WNV cases had been reported from 23 counties.

St. Louis encephalitis virus

A single (1) human case of St. Louis encephalitis virus (SLEV) was reported this week from Tulare County. In 2022, 9 SLEV human cases have been reported from 4 counties: Fresno (1), Kern (3), Stanislaus (1), and Tulare (4). At this time last year, 1 SLEV case had been reported from one county.

Dead Birds

No WNV positive dead birds were reported this week. In 2022, 185 WNV positive dead birds have been reported from 24 counties. At this time last year, 208 WNV positive dead birds had been reported from 19 counties.

Mosquito Pools

West Nile virus

A total of 28 WNV positive mosquito pools were reported this week from 5 counties: Fresno (1), Los Angeles (23), San Bernardino (1), Stanislaus (1), and Tulare (2). In 2022, 3,128 WNV positive mosquito pools have been reported from 25 counties. At this time last year, 2,256 WNV positive pools had been reported from 25 counties.

St. Louis encephalitis virus

A total of 3 SLEV positive mosquito pools were reported this week from 3 counties: Fresno (1), Kern (1), and Tulare (1). In 2022, 152 SLEV positive mosquito pools from 10 counties have been reported: Fresno (14), Imperial (6), Kern (12), Kings (27), Los Angeles (1), Madera (18), Riverside (56), San Joaquin (1), Stanislaus (1), and Tulare (16). At this time last year, 44 SLEV positive pools had been reported from 8 counties.

Sentinel Chickens

No new positive chickens were reported this week. In 2022, 144 WNV positive chickens have been reported from 13 counties. At this time last year, 88 WNV positive chickens had been reported from 12 counties.

California Arbovirus Surveillance Bulletin #30

Week 43 Friday, October 28, 2022

| 2021 & 2022 YTD West Nile Virus Comparisons | | |
|--|----------------|----------------|
| | 2021 | 2022 |
| Total No. Dead Bird Reports | 4,847 | 4,537 |
| No. Positive Counties | 36 | 32 |
| No. Human Cases | 92 | 106 |
| No. Positive Dead Birds / No. Tested | 209 / 1,610 | 185 / 1,222 |
| No. Positive Mosquito Pools / No. Tested | 2,256 / 37,113 | 3,128 / 39,272 |
| No. Seroconversions / No. Tested | 88 / 5,482 | 144 / 4,946 |

| YTD WNV Activity by Element and County, 2022 | | | | | |
|---|---------------|---------------|-------------------|-----------------------|--------------------------|
| County | Humans | Horses | Dead Birds | Mosquito Pools | Sentinel Chickens |
| Butte | 3 | | 2 | 39 | 27 |
| Colusa | | | | | 3 |
| Contra Costa | | | 1 | 2 | 5 |
| Fresno | 14 | | 2 | 296 | |
| Glenn | 1 | | | | |
| Imperial | | | | 1 | |
| Kern | 16 | 3 | | 99 | |
| Kings | 6 | 1 | | 105 | |
| Lake | | | 2 | 7 | 3 |
| Los Angeles | 16 | 1 | 46 | 553 | 32 |
| Madera | 3 | | 2 | 132 | |
| Merced | 7 | | 1 | 20 | 16 |
| Napa | | | | 1 | |
| Nevada | | 1 | 1 | | |
| Orange | 4 | | 1 | 32 | |
| Placer | 1 | | 5 | 89 | |
| Riverside | | | 5 | 123 | |
| Sacramento | | 2 | 40 | 42 | 6 |
| San Bernardino | | | 7 | 98 | |
| San Joaquin | 3 | 1 | 1 | 208 | |
| San Luis Obispo | | 1 | | | |
| Santa Clara | 1 | | 26 | 22 | |
| Shasta | 1 | | 1 | 39 | 3 |
| Solano | 2 | | 9 | 12 | |
| Sonoma | 1 | | 1 | | |
| Stanislaus | 10 | 1 | | 70 | |
| Sutter | 1 | | 4 | 31 | 16 |
| Tehama | 3 | 2 | | | 6 |
| Tulare | 9 | 3 | 2 | 1,030 | 10 |
| Ventura | | | 1 | | |
| Yolo | 3 | | 24 | 65 | 4 |
| Yuba | 1 | | 1 | 12 | 13 |
| Totals | 106 | 16 | 185 | 3,128 | 144 |

California Arbovirus Surveillance Bulletin #30

Week 43 Friday, October 28, 2022

TESTING SUMMARIES

| | | WNV | SLEV | WEEV |
|--------------------|------|-----|------|------|
| Human Cases | Week | 7 | 1 | 0 |
| | YTD | 106 | 9 | 0 |

| Positive / Total Tested | | | | | |
|-------------------------|------|------|------|------|------|
| WNV | SLEV | WEEV | CHIK | DENV | ZIKA |

| | | |
|-------------------|------|-------------|
| Dead Birds | Week | 0 / 3 |
| | YTD | 185 / 1,222 |

| | | | | |
|---------------------|------|-------------|-----------|-----------|
| Chicken Sera | Week | 0 / 67 | 0 / 67 | 0 / 67 |
| | YTD | 144 / 4,946 | 0 / 4,946 | 0 / 4,946 |

| | | | | | | | |
|-----------------------|------|----------------|--------------|------------|---------|---------|---------|
| Mosquito Pools | Week | 28 / 704 | 3 / 704 | 0 / 703 | 0 / 59 | 0 / 59 | 0 / 59 |
| | YTD | 3,128 / 39,272 | 152 / 35,604 | 0 / 34,189 | 0 / 586 | 0 / 586 | 0 / 586 |

POSITIVES

Mosquito Pools

| County | Site code | Pool # | Species | City | # in Pool | Trap type | Collected | Virus |
|----------------|------------|--------|----------------------|------------------|-----------|-----------|------------|-------|
| Fresno | CNSL 4198 | 174 | Cx. quinquefasciatus | Fowler | 27 | GRVD | 10/19/2022 | WNV |
| Fresno | CNSL 6366 | 176 | Cx. quinquefasciatus | Riverdale | 50 | GRVD | 10/20/2022 | SLEV |
| Kern | DLNO 1 | 242 | Cx. quinquefasciatus | McFarland | 22 | GRVD | 10/21/2022 | SLEV |
| Los Angeles | GRLA 2166 | 967 | Cx. quinquefasciatus | Montebello | 50 | GRVD | 10/20/2022 | WNV |
| Los Angeles | GRLA 2194 | 970 | Cx. quinquefasciatus | South El Monte | 50 | GRVD | 10/21/2022 | WNV |
| Los Angeles | GRLA 2268 | 964 | Cx. quinquefasciatus | Cerritos | 50 | GRVD | 10/20/2022 | WNV |
| Los Angeles | GRLA 2383 | 981 | Cx. quinquefasciatus | Whittier | 50 | GRVD | 10/21/2022 | WNV |
| Los Angeles | GRLA 2580 | 6039 | Cx. quinquefasciatus | Sherman Oaks | 50 | GRVD | 10/18/2022 | WNV |
| Los Angeles | GRLA 2724 | 6068 | Cx. quinquefasciatus | Winnetka | 50 | GRVD | 10/21/2022 | WNV |
| Los Angeles | GRLA 2952 | 958 | Cx. quinquefasciatus | South Whittier | 50 | GRVD | 10/20/2022 | WNV |
| Los Angeles | GRLA 3040 | 960 | Cx. quinquefasciatus | La Mirada | 50 | GRVD | 10/20/2022 | WNV |
| Los Angeles | GRLA 3042 | 974 | Cx. quinquefasciatus | Hacienda Heights | 50 | GRVD | 10/21/2022 | WNV |
| Los Angeles | GRLA 3044 | 971 | Cx. quinquefasciatus | South El Monte | 50 | GRVD | 10/21/2022 | WNV |
| Los Angeles | GRLA 3046 | 950 | Cx. quinquefasciatus | Bellflower | 50 | GRVD | 10/18/2022 | WNV |
| Los Angeles | GRLA 3048 | 966 | Cx. quinquefasciatus | Pico Rivera | 50 | GRVD | 10/20/2022 | WNV |
| Los Angeles | GRLA 3052 | 979 | Cx. quinquefasciatus | La Habra Heights | 50 | GRVD | 10/21/2022 | WNV |
| Los Angeles | GRLA 3055 | 947 | Cx. quinquefasciatus | Maywood | 49 | GRVD | 10/18/2022 | WNV |
| Los Angeles | GRLA 3059 | 940 | Cx. quinquefasciatus | Paramount | 46 | GRVD | 10/18/2022 | WNV |
| Los Angeles | GRLA 3060 | 961 | Cx. quinquefasciatus | Norwalk | 50 | GRVD | 10/20/2022 | WNV |
| Los Angeles | GRLA 3063 | 954 | Cx. quinquefasciatus | Watts | 50 | GRVD | 10/19/2022 | WNV |
| Los Angeles | SGVA 1077 | 1193 | Cx. quinquefasciatus | La Puente | 50 | GRVD | 10/26/2022 | WNV |
| Los Angeles | SGVA 285 | 1190 | Cx. quinquefasciatus | Baldwin Park | 30 | GRVD | 10/26/2022 | WNV |
| Los Angeles | SGVA 29 | 1173 | Cx. quinquefasciatus | Pomona | 50 | GRVD | 10/25/2022 | WNV |
| Los Angeles | SGVA 450 | 1192 | Cx. quinquefasciatus | La Puente | 50 | GRVD | 10/26/2022 | WNV |
| Los Angeles | SGVA 477 | 1183 | Cx. quinquefasciatus | West Covina | 50 | GRVD | 10/26/2022 | WNV |
| Los Angeles | SGVA 953 | 1189 | Cx. quinquefasciatus | Covina | 33 | GRVD | 10/26/2022 | WNV |
| San Bernardino | WVAL 5009 | 1871 | Cx. quinquefasciatus | Rancho Cucamonga | 14 | GRVD | 10/25/2022 | WNV |
| Stanislaus | EAST 1088 | 22200 | Cx. pipiens | Modesto | 13 | CO2 | 10/19/2022 | WNV |
| Tulare | DLTA 65311 | 4685 | Cx. quinquefasciatus | Cutler | 50 | CO2 | 10/18/2022 | WNV |
| Tulare | DLTA 65311 | 4686 | Cx. quinquefasciatus | Cutler | 50 | CO2 | 10/18/2022 | WNV |
| Tulare | DLTA 65314 | 4697 | Cx. quinquefasciatus | Yetttem | 50 | CO2 | 10/18/2022 | SLEV |

California Arbovirus Surveillance Bulletin #30

Week 43 Friday, October 28, 2022

TEST PROTOCOLS

Humans:

Specimens are tested by local laboratories with an IgM or IgG immunofluorescent assay (IFA) and/or an IgM enzyme immunoassay (EIA). Specimens with inconclusive results are forwarded to the California Department of Public Health Viral and Rickettsial Disease Laboratory (VRDL) for further testing with a plaque reduction neutralization test (PRNT).

Dead Birds

Oral swab samples collected from bird carcasses are tested at the UC Davis Arbovirus Research and Training laboratory (DART) or at a local agency for West Nile virus by RT-qPCR.

Sentinel Chickens:

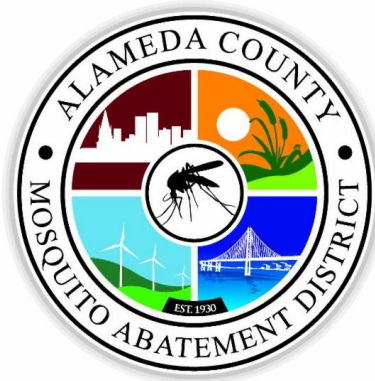
Dried blood spot samples from sentinel chickens are tested at the California Department of Public Health Vector-Borne Disease Laboratory for IgG antibodies to West Nile, St. Louis encephalitis, and western equine encephalomyelitis viruses by an EIA. Positive samples are confirmed by IFA, western-blot, or PRNT.

Mosquito Pools:

Mosquito pools are tested at DART or at a local agency for West Nile, western equine encephalomyelitis, and St. Louis encephalitis viral RNA using a multiplex RT-qPCR. Invasive *Aedes* mosquitoes (*Ae. aegypti* and *Ae. albopictus*) are also tested at DART for chikungunya, dengue, and Zika viral RNA by a separate RT-qPCR.

Website Information: For updated information on WNV in California, please visit the California WNV website, <https://westnile.ca.gov>, or the California Vector-Borne Disease Surveillance System website, <https://maps.vectorsurv.org>.

Prepared by the Vector-Borne Disease Section (Infectious Diseases Branch), California Department of Public Health, 850 Marina Bay Parkway, Richmond, CA 94804. Questions concerning this bulletin should be addressed to Hannah Romo: Hannah.romo@cdph.ca.gov



***Aedes aegypti* detected near the southern border of Alameda County**

HAYWARD, CA - The County of Santa Clara Vector Control District recently found the *Aedes aegypti* mosquito near the intersection of Dixon Landing Road and McCarthy Boulevard along the Alameda and Santa Clara County border. This is the first detection of the invasive mosquito at our southern border, and Alameda County Mosquito Abatement District is working with the County of Santa Clara Vector Control District to evaluate the extent of the infestation.

Aedes aegypti has the potential to transmit viruses not currently found in California, such as Zika, dengue, chikungunya, and yellow fever.

While this is the first detection in this area, *Aedes aegypti* have been found recently in neighboring counties including Contra Costa and San Joaquin. *Aedes aegypti* is an aggressive mosquito which bites at any time of the day. They are small (about 1/4 inch) black and white colored mosquitoes. Alameda County Mosquito Abatement District has expanded monitoring efforts for the *Aedes aegypti* mosquito by deploying a variety of mosquito traps around the location.

The public can help control the spread of this mosquito population. *Aedes aegypti* lays its eggs just above the water line in small containers and vessels that hold water, which can be everyday household items such as dishes under potted plants, bird baths and feeders, buckets left outside, ornamental fountains, children's toys, or discarded tires. Residents should look around their homes and dump out even

the smallest amount of standing water. *Aedes* eggs stick to surfaces they are laid on, so it is important to dump any extra water being held in a container.

"Unlike our native mosquitoes, *Aedes aegypti* mosquitoes prefer to live and reproduce near people" says General Manager Ryan Clausnitzer. "They aggressively bite during the day (rather than dusk & dawn), especially around the ankles, and spread diseases such as zika and dengue. We need your help to prevent this mosquito from becoming established in Alameda County by removing any amount of standing water on your property and contacting us if you are bitten by mosquitoes during daytime hours."

If you are experiencing daytime bites from mosquitoes, call the Alameda County Mosquito Abatement District immediately at 510-783-7744, or request service online at www.mosquitoes.org.

Alameda County Mosquito Abatement District reminds everyone to do the following to reduce the chances of being bitten by mosquitoes:

- Apply repellents containing EPA registered ingredients such as DEET, picaridin, Oil of Lemon Eucalyptus, or IR3535 to exposed skin and/or clothing (as directed on the product label).
- Wear long sleeve shirts, long pants, socks and shoes when mosquitoes are most active.
- Ensure window and door screens are in good condition to prevent mosquitoes from entering your home.

If you are sick with fever, headache, and joint or muscle pain after returning from an area where dengue, chikungunya, or Zika occurs, contact your doctor and stay indoors as much as possible to avoid mosquito bites.

Additional information on *Aedes aegypti* can be found at:

Alameda County Mosquito Abatement District

www.mosquitoes.org

California Department of Public Health:

[CDPH Information about Invasive Aedes](#)

[Santa Clara County Mosquito and Vector Control District Press Release](#)

[Santa Clara Press Release](#)

Contact:

Judith Pierce Davison, MPH
Public Outreach Coordinator
www.mosquitoes.org
510-783-7744

Alameda County Mosquito Abatement District |
www.mosquitoes.org



Governor Newsom to End the COVID-19 State of Emergency

Published: Oct 17, 2022

California's pandemic response saved tens of thousands of lives, protected the economy, distributed nation-leading financial assistance and built up an unprecedented public health infrastructure

The SMARTER Plan will maintain California's operational preparedness to support communities and quickly respond to outbreaks

SACRAMENTO – Today, Governor Gavin Newsom announced that the COVID-19 State of Emergency will end on February 28, 2023, charting the path to phasing out one of the most effective and necessary tools that California has used to combat COVID-19. This timeline gives the health care system needed flexibility to handle any potential surge that may occur after the holidays in January and February, in addition to providing state and local partners the time needed to prepare for this phaseout and set themselves up for success afterwards.

With hospitalizations and deaths dramatically reduced due to the state's vaccination and public health efforts, California has the tools needed to continue fighting COVID-19 when the State of Emergency terminates at the end of February, including vaccines and boosters, testing, treatments and other mitigation measures like masking and indoor ventilation. As the State of Emergency is phased out, the SMARTER Plan continues to guide California's strategy to best protect people from COVID-19.

[SMARTER Plan progress update](#)

“Throughout the pandemic, we've been guided by the science and data – moving quickly and strategically to save lives. The State of Emergency was an effective and necessary tool that we utilized to protect our state, and we wouldn't have gotten to this point without it,” said Governor Newsom. “With the operational preparedness that we've built up and the measures that we'll continue to employ moving forward, California is ready to phase out this tool.”

To maintain California's COVID-19 laboratory testing and therapeutics treatment capacity, the Newsom Administration will be seeking two statutory changes immediately upon the Legislature's return: 1) The continued ability of nurses to dispense COVID-19 therapeutics; and 2) The continued ability of laboratory workers to solely process COVID-19 tests.

“California's response to the COVID-19 pandemic has prepared us for whatever comes next. As we move into this next phase, the infrastructure and processes we've invested in and built up

will provide us the tools to manage any ups and downs in the future,” said Secretary of the California Health & Human Services Agency, Dr. Mark Ghaly. “While the threat of this virus is still real, our preparedness and collective work have helped turn this once crisis emergency into a manageable situation.”

Throughout the pandemic, Governor Newsom, the Legislature and state agencies have been guided by the science and data to best protect Californians and save lives – with a focus on those facing the greatest social and health inequities – remaining nimble to adapt mitigation efforts along the way as we learned more about COVID-19. The state’s efforts to support Californians resulted in:

- Administration of 81 million vaccinations, distribution of a billion units of PPE throughout the state and processing of 186 million tests.
- Allocation of billions of dollars to support hospitals, community organizations, frontline workers, schools and more throughout the pandemic.
- The nation’s largest stimulus programs to support people hardest hit by the pandemic – \$18.5 billion for direct payments to Californians, \$8 billion for rent relief, \$10 billion for small business grants and tax relief, \$2.8 billion to help with overdue utility bills, and more.

California’s pandemic response efforts have saved tens of thousands of lives, kept people out of the hospital and protected the economy:

- California’s [death rate](#) is the lowest amongst large states. If California had Texas’ death rate, 27,000 more people would have died here. If California had Florida’s rate, that figure jumps to approximately 56,000 more deaths.
- In only the first ten months of vaccines being available, a study showed that California’s efforts [saved 20,000 lives](#), kept 73,000 people out of the hospital and prevented 1.5 million infections.
- California’s actions during the pandemic protected the economy and the state continues to lead the nation in creating jobs and new business starts:
 - [“‘Lockdown’ states like California did better economically than ‘looser’ states like Florida, new COVID data shows,”](#) with **California’s economy having contracted less** than such states – economic output shrank 3.5% on average for the U.S., compared with 2.8% for California.
 - Since February 2021, **California has created 1,628,300 new jobs** – over 16% of the nation’s jobs, by far more than any other state. By comparison, Texas created 1,133,200 jobs (11.3% of the nation’s) and Florida created 787,600 jobs (7.9% of the nation’s) in that same timeframe.

COASTAL REGION VECTOR CONTROL MUTUAL AID AGREEMENT

THIS AGREEMENT is entered into by and between Alameda County Mosquito Abatement District, a local government agency (“ACMAD”), San Mateo County Mosquito & Vector Control District, a local government agency (“SMCMVCD”), and Marin/Sonoma Mosquito and Vector Control District, a local government agency (“MSMVCD”). This Agreement will become effective on the date that it is signed by the last Party to sign as indicated by the date associated with that Party’s signature below. The Parties agree as follows:

1. Definitions. The following definitions apply to words and phrases used in this Agreement:

a. “Agreement” means this Coastal Region Vector Control Mutual Aid Agreement, as it may be amended from time to time.

b. “Coastal Region” means the Coastal Region of the Mosquito and Vector Control Association of California.

c. “Emergency” means the existence or threat of a mosquito-borne virus outbreak or other public health situation or a natural or manmade event, incident or condition that causes an increased demand for vector control services, which is or is likely to be beyond the capability of a Party to respond to and manage with its existing personnel, equipment, and supplies.

d. “Loaned Employee” has the meaning as set forth at section 6.

e. “Parties” mean the initial parties to this Agreement as set forth in the first paragraph plus any additional parties added to the Agreement through an addendum approved pursuant to section 3. “Party” means any one of the Parties.

f. “Request” means a request for mutual aid assistance made pursuant to section 5.

g. “Requesting Party” means a Party that requests mutual aid assistance under this Agreement.

h. “Responding Party” means a Party that agrees to provide mutual aid assistance in response to a Request.

2. Recitals. This Agreement is made with reference to the following background recitals:

a. Each Party provides mosquito or vector control services to its service area within the Coastal Region. Each Party employs certain personnel and owns certain equipment and supplies for use with its mosquito and vector control services.

b. Each Party has limited personnel, equipment, and supplies to serve its service areas and needs. It therefore would be advantageous to, and in the mutual best interests of, the Parties and their residents and taxpayers to develop and implement a mutual aid program to allow for the sharing of personnel, equipment, and supplies when needed. The Parties therefore desire and intend to develop and implement a mutual aid program pursuant to the terms of this Agreement.

c. This Agreement is entered into pursuant to Health and Safety Code section 2045 and other applicable law.

3. Parties. The initial parties to this Agreement are ACMAD, SMCMVCD and MSMVCD. Additional mosquito or vector control districts or agencies within the Coastal Region may become Parties to this Agreement pursuant to an addendum approved and signed by the joining new Party and by all then-existing Parties. The addendum also shall set forth the new Party's contact information for purposes of section 9(g).

4. Term. This Agreement shall commence on its effective date and continue in effect until terminated as provided in this section. While there are two Parties, this Agreement may be terminated for any reason at any time by either Party upon 30-days advance written notice to the other Party. After a third or more Parties have been added to the Agreement pursuant to section 3, then: (a) any Party may withdraw from the Agreement for any reason at any time upon 30-days advance written notice to the other Parties, (b) the Agreement may be terminated by the mutual written approval of all Parties, and (c) if all Parties except one Party withdraw from the Agreement, the Agreement will be deemed terminated. In the event of such a termination or withdrawal, a Responding Party shall be compensated for all use of its personnel, equipment, or supplies provided to a Requesting Party up to the date of termination or withdrawal.

5. Request for Assistance

a. In the event of an Emergency (as reasonably determined by a Party), any Party (the Requesting Party) may request assistance from any other Party or Parties. The Request for assistance shall be in writing (e.g., email) and directed to the manager or chief executive officer of the other Party or Parties. The Request shall specify the nature of the Emergency, desired and requested personnel, equipment (e.g., vehicles, tools, sprayers), or supplies (e.g., pesticides), and the expected duration of the requested mutual aid assistance.

b. Upon receipt of a Request under subsection (a), the other Party(ies) will evaluate the Request, ability to accommodate the Request, and workload, schedule, service, planning, and other effects and concerns associated with providing the assistance in response to a Request. A Party will decide in its sole discretion whether to provide assistance in response to a Request. Assistance ordinarily will be provided only when a Party determines that its own needs can continue to be met while rendering assistance. If a Party decides to provide assistance in response to a Request (in which case it becomes a Responding Party), then Responding Party will so notify the Requesting Party about its available resources and the approximate time of such assistance. This Agreement does not create any duty to respond on the part of any Party receiving a Request and a Party shall not be held liable for declining to provide or failing to provide assistance in response to a Request.

c. If any Responding Party agrees to provide assistance in response to a Request, then it shall provide the requested personnel, equipment, or supplies to and in coordination with Requesting Party. Responding Party's response and assistance will be subject to the extent, type, and timing of its available resources. Requesting Party and Responding Party shall coordinate regarding the time and manner of delivery of assistance in response to a Request.

d. Any Party also may submit a Request to borrow equipment or supplies from any other Party or Parties in a non-Emergency situation. In any such non-Emergency Request, the Requesting Party and any interested Responding Party shall first confirm in writing the scope and type of equipment or supplies to be provided, time and manner of delivery of assistance in response to a Request, duration of the assistance, cost reimbursement arrangement, and other terms of the transaction. The cost reimbursement shall be consistent with section 8, unless the Requesting Party and Responding Party agree in writing otherwise. Upon approval of any non-Emergency request, the Responding Party shall provide the equipment or supplies in accordance with the approved Request.

e. Requesting Party or Responding Party may terminate the mutual aid response at any time by giving 48-hour advance written notice to the other Party. In the event of any such termination, Requesting Party promptly shall return any equipment or unused supplies to Responding Party, Responding Party personnel shall cease working for Requesting Party, and Responding Party shall be compensated for all use of its personnel, equipment, or supplies provided to a Requesting Party up to the date of termination.

6. Sharing of Personnel. This section applies when a Responding Party provides its personnel (a "Loaned Employee") to aid a Requesting Party in response to a Request.

a. **General and Special Employer.** The Parties acknowledge that Responding Party will be the general employer of any Loaned Employee and Requesting Party will be the special employer of the Loaned Employee. The Loaned Employee will work for Requesting Party during the period of the mutual aid assistance, but will remain an employee of Responding Party during that period. The Parties recognize that workload requirements involving either Responding Party or Requesting Party may require temporary adjustments to the Loaned Employee's work schedule and the involved Parties agree to mutually cooperate to accommodate such requirements in coordination with the affected Loaned Employee(s).

b. Special Employer Role

(1) When working for Requesting Party, a Loaned Employee will be under the supervision and direction of Requesting Party, and Requesting Party and its management and supervisory employees will determine the particular tasks, services, and assignments to be performed by the Loaned Employee. Requesting Party shall be responsible for providing the Loaned Employee with office space, support services, materials, supplies, tools, and equipment appropriate to perform the work (unless otherwise provided pursuant to section 7). A Loaned Employee is not expected to know Requesting Party's rules, regulations, and personnel policies. As a result, a Loaned Employee shall abide by all Responding Party rules, regulations, and personnel policies while working at Requesting Party.

(2) If a Loaned Employee undertakes any business-related travel or incurs other business-related expenses at the request and direction of the Requesting Party, then Requesting Party will be responsible for payment or reimbursement of the Loaned Employee's reasonable business-related expenses in accordance with Requesting Party's expense reimbursement policy and procedures. A Requesting Party shall not direct a Loaned Employee to undertake any business-related travel unless authorized by the Responding Party.

(3) If a Loaned Employee commits a crime or act of moral turpitude, or if Loaned Employee, after being instructed by Requesting Party as to its rules, regulations, and personnel policies, violates any of these rules, regulations and/or policies, Requesting Party may immediately remove the Loaned Employee from duty, instruct the Loaned Employee to return to Responding Party, notify Responding Party of any actions that are subject to discipline, and cooperate fully in any investigation undertaken by Responding Party.

(4) Requesting Party may not take any disciplinary action whatsoever against an employee of Responding Party who is temporarily assigned to Requesting Party. The Loaned Employee shall be subject to discipline, in Responding Party's sole discretion, according to Responding Party's disciplinary procedures, regardless of the number of hours the Loaned Employee was assigned to Requesting Party. If employees of more than one Party are involved in an action that may require discipline, there shall be only one investigation, which shall be conducted jointly by the Parties, the results of which may be used by the Parties as each Party sees fit.

(5) Requesting Party will remain responsible for reporting any reportable injuries and illnesses on its OSHA 300 log and for other employer workplace incident reporting obligations involving Requesting Party's workplace, even if a Loaned Employee is the subject of the injury, illness or incident.

(6) If any Loaned Employee proves unsatisfactory to the Requesting Party, for any legal reason, the Loaned Employee shall, upon written notice by Requesting Party to Responding Party, promptly be replaced by another Loaned Employee.

c. General Employer Role.

(1) Any Loaned Employee will remain a regular employee of Responding Party, will remain on Responding Party's payroll, will remain subject to Responding Party's general personnel administration, will continue to receive compensation and benefits solely from Responding Party, and will remain subject to Responding Party's personnel policies, rules and regulations and, if applicable, collective bargaining or union contract. Responding Party will be responsible for payment of all Loaned Employee salary or wages and related benefits, pension, insurance, taxes and withholdings required under Responding Party's personnel rules, policies and contracts and applicable federal and state law. Responding Party will be responsible for keeping and maintaining the personnel file and payroll and other records of the Loaned Employee. No Loaned Employee shall receive any compensation (including salary, retirement, leave and other benefits) from the Requesting Party, regardless of how much time that Loaned Employee is assigned to the Requesting Party under this Agreement.

(2) Loaned Employee shall keep a record of all hours worked and duties performed for Requesting Party in a format and at a frequency specified by Responding Party.

d. Workers' Compensation Insurance

(1) Neither Requesting Party nor Responding Party will be responsible to provide workers' compensation insurance to or for the other Party's employees. Each Party waives any right of subrogation to the other Party.

(2) Responding Party will procure and maintain for the duration of any mutual aid assistance workers' compensation insurance or self-insurance covering any Loaned Employee in accordance with the requirements of California law. In accordance with Labor Code section 3602(d), the Parties intend that this obligation constitute a valid and enforceable agreement by which Responding Party agrees to obtain, and shall obtain, workers' compensation coverage for the Loaned Employee provided to Requesting Party. Requesting Party therefore will not be subject to civil, criminal or other penalties for failure to provide workers' compensation coverage or tort liability in the event of an injury to or illness of a Loaned Employee suffered in the course of providing mutual aid assistance pursuant to a Request.

(3) In accordance with Insurance Code section 11663, and because any Loaned Employee will remain on Responding Party's payroll, Responding Party acknowledges that its workers' compensation insurer or self-insurer will be liable for the entire cost of workers' compensation benefits payable on account of an illness or injury occurring in the course of and arising out of the general and special employment of a Loaned Employee pursuant to a Request. The Parties acknowledge that a fair share of the workers' compensation premium costs attributable to the Loaned Employee will be included in the costs to be paid by Requesting Party to Responding Party under section 8.

(4) If a Loaned Employee suffers a work-related injury or illness when working for Requesting Party, then Requesting Party must immediately inform Responding Party in order for Responding Party to be able to timely provide the workers' compensation claim form (DWC 1) to the Loaned Employee. Responding Party will be responsible for providing the claim form, receiving and processing any claim from the Loaned Employee, arranging for medical treatment and the provision of other workers' compensation benefits, and instructing the Loaned Employee that under this Agreement the Responding Party and its insurer remain liable for any workers' compensation benefits even though the injury or illness occurred when working for the Requesting Party.

e. **Indemnification.** In accordance with Government Code section 895.4, the following indemnity provisions apply when a Responding Party provides any Loaned Employee to a Requesting Party.

(1) Requesting Party shall, to the fullest extent permitted by law, indemnify, defend, protect, and hold harmless Responding Party, and its officers, employees and agents, from and against any and all liability, losses, claims, damages, expenses, demands, and costs (including, but not limited to, attorney, expert witness and consultant fees, and litigation costs) of every nature arising out of: (i) a breach of Requesting Party's obligations under this Agreement, or (ii) an act or omission of the Loaned Employee in performing work for Requesting Party pursuant to a Request, except for the following: (a) an injury to or illness of the Loaned Employee suffered in the course of providing work pursuant to a Request that is covered by Responding Party's workers' compensation insurance; or (b) as otherwise provided or limited by law. The scope of the Requesting Party's duty to indemnify includes, but is not limited to, any and all liability, losses, claims, damages, expenses, demands, and costs (including, but not limited to, attorney, expert witness and consultant fees, and litigation costs) of every nature arising out of negligent or wrongful use of equipment or supplies on loan to the Requesting Member, or faulty workmanship or other negligent acts, errors or omissions by Requesting Party or the Responding Party's personnel.

(2) Responding Party shall, to the fullest extent permitted by law, indemnify, defend, protect, and hold harmless Requesting Party, and its officers, employees and agents, from and against any and all liability, losses, claims, damages, expenses, demands, and costs (including, but not limited to, attorney, expert witness and consultant fees, and litigation costs) of every nature arising out of a breach of Responding Party's obligations under section 6 subsections (c) and (d), except as otherwise provided or limited by law.

7. Sharing of Equipment and Supplies. This section applies when a Responding Party provides its equipment or supplies to aid a Requesting Party in response to a Request.

a. **General.** Responding Party will provide the equipment or supplies to the Requesting Party at such time and under such circumstances as agreed to by the Responding Party and Requesting Party. Requesting Party will use the equipment or supplies as appropriate for the reasons described in the Request. Requesting Party will be responsible for the proper use, operation, storage, and care of the equipment or supplies while in its custody or control. Requesting Party will supply all fuel, lubrication, power, other consumables, or services as needed for its use of any equipment. Requesting Party will pay all costs related to the transportation, handling, loading and unloading of the equipment or supplies. At the option of Responding Party, the equipment may be provided together with a Responding Party employee to operate the equipment, in which case the Responding Party employee will be considered a Loaned Employee under section 6.

b. **Indemnification.** In accordance with Government Code section 895.4, the following indemnity provision applies when a Responding Party provides equipment or supplies to a Requesting Party pursuant to a Request: Requesting Party shall, to the fullest extent permitted by law, indemnify, defend, protect and hold harmless Responding Party, and its officers, employees and agents, from and against any and all liability, losses, claims, damages, expenses, demands, and costs (including, but not limited to, attorney, expert witness and consultant fees, and litigation costs) of every nature arising out of (i) a breach of Requesting Party's obligations under this Agreement, or (ii) the use, operation, storage, or care of the equipment or supplies, except as otherwise provided or limited by law. If the equipment or supplies are damaged, destroyed, or lost while in the custody or control of Requesting Party, Requesting Party will pay or reimburse Responding Party for the cost of repairing or replacing the damaged, destroyed, or lost equipment or supplies.

8. Cost Reimbursement

a. **General; Billing and Payment.** When a Responding Party provides aid in response to a Request, Requesting Party shall pay to Responding Party the costs and other amounts as described in this section and section 6(d)(3), or as otherwise agreed to in writing between Responding Party and Requesting Party. At the end of the period of mutual aid assistance, Responding Party shall prepare and submit to Requesting Party an itemized statement showing the payment due based on the cost principles set forth below. Requesting Party shall pay requested sum to Responding Party within 45 days after receipt of the statement.

b. **Loaned Employee.** For a Loaned Employee, the cost will be based on Responding Party's fully-burdened labor cost for the employee, including salary or wages, fringe benefits, overhead, and direct and indirect costs associated with the employee's share of the workers' compensation insurance. The fully burdened labor costs shall be determined as an hourly

rate and that rate will be applied to the number of hours actually worked by the Loaned Employee in providing aid to the Requesting Party. Requesting Party shall keep and maintain a daily time report showing the hours worked per Loaned Employee.

c. **Equipment.** For equipment, the cost will be based on the then-current Federal Emergency Management Agency schedule of equipment rates (if the particular equipment is listed in that rate schedule), or, if the equipment is not listed on the FEMA rate schedule, a commercially reasonable equipment rental rate applied to the number of hours or days during which the equipment was in Requesting Party's custody and control. Responding Party also shall pay or reimburse any costs relating to the transportation, handling, and loading/unloading of the equipment.

d. **Supplies.** For supplies used or consumed by Requesting Party, the cost will be based on the actual replacement price for the supplies plus any handling or delivery charges. Requesting Party shall return any unused supplies to Responding Party in a clean, damage-free condition.

e. **Non-Emergency.** If the Request involves a non-Emergency situation and if Requesting Party and Responding Party established cost reimbursement terms pursuant to section 5(d), then those cost reimbursement terms shall govern the costs and payment arrangement.

9. General Provisions

a. **Non-liability of Nonparticipant Party.** In the event of any liability, loss, claim, demand or lawsuit arising out of the rendering of assistance under this Agreement, the Responding Party and Requesting Party(ies) agree to indemnify and hold harmless any non-participating Party whose only involvement in the transaction or occurrence that is the subject of the liability, loss, claim, demand or lawsuit is the fact that it is a Party to this Agreement.

b. **State Audit.** In accordance with Government Code section 8546.7, the Parties acknowledge that this Agreement, and performance and payments under it, may be subject to examination and audit by the State Auditor General for three years following final payment under the Agreement.

c. **Entire Agreement.** This writing represents the sole, final, complete, exclusive and integrated expression and statement of the terms of this contract among the Parties concerning requests for assistance, and supersedes all prior oral or written negotiations, representations or contracts. This Agreement may be amended only by a subsequent writing approved and executed by all Parties.

d. **No Waiver of Rights.** Any waiver at any time by a Party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default. No payment by Requesting Party to Responding Party shall be considered or construed to be a waiver of any breach or default.

e. **Severability.** If any part of this Agreement is held to be void, invalid, illegal or unenforceable, then the remaining parts will continue in full force and effect and be fully binding, provided that each Party still receives the benefits of this Agreement.

f. **No Third Party Beneficiaries.** This Agreement shall not be construed to create any third party beneficiaries. This Agreement is for the sole benefit of the Parties and no other person or entity shall be entitled to rely upon or receive any benefit from this Agreement or any of its terms.

g. **Notice.** Any notice, demand, invoice, or other communication required or permitted to be given under this Agreement must be in writing and delivered either (a) in person, (b) by prepaid, first class U.S. mail, (c) by a nationally-recognized commercial overnight courier service that guarantees next day delivery and provides a receipt, or (d) by email with confirmed receipt. Such notices, etc. shall be addressed as follows:

| | |
|--|---|
| <p>ACMAD:</p> <p>General Manager Alameda County Mosquito Abatement District 23187 Connecticut Street Hayward, CA 94545 ryan@mosquitoes.org</p> | <p>SMCMVCD:</p> <p>District Manager San Mateo County Mosquito & Vector Control District 1351 Rollins Rd. Burlingame, CA 94010 cpeavey@smcmvcd.org</p> |
| <p>MSMVCD:</p> <p>Manager Marin/Sonoma Mosquito and Vector Control District 595 Helman Lane Cotati, CA 94931 PhilS@msmosquito.com</p> | |

or, for other Parties, at such contact information provided by the addendum approved pursuant to section 3.

Notice given as above will be deemed given (a) when delivered in person, (b) three days after deposited in prepaid, first class U.S. mail, (c) on the date of delivery as shown on the overnight courier service receipt, or (d) upon the sender’s receipt of an email from the other Party confirming the delivery of the notice, etc. Any Party may change its contact information by notifying the other Party of the change in the manner provided above. Requests for assistance and responses under section 5 may be provided and sent via e-mail to the above e-mail addresses.

h. **Dispute Resolution.** The Parties shall attempt in good faith to resolve any dispute arising out of or relating to this Agreement by promptly holding negotiations between the authorized representatives of each Party involved in the dispute. The disputing Party shall give the other involved Party(ies) written notice of any dispute. Within twenty (20) days after delivery of such notice, the authorized representatives of the involved Parties shall meet at a mutually acceptable time and place, and thereafter as often as they reasonably deem

necessary to exchange information and to attempt to resolve the dispute. If the matter is not resolved within thirty (30) days of the first meeting, any involved Party may initiate a mediation of the dispute. The mediation shall be facilitated by a mediator that is acceptable to all involved Parties and shall conclude within sixty (60) days of its commencement, unless the Parties agree to extend the mediation process beyond such deadline. Upon agreeing on a mediator, the Parties shall enter into a written agreement for the mediation services with each involved Party paying a pro rata share of the mediator's fee, if any. Each involved Party shall bear its own legal fees and expenses. If, after good faith efforts to mediate a dispute the involved Parties cannot agree to a resolution of the dispute, any involved Party may pursue whatever legal remedies may be available to it at law or in equity, before a court of competent jurisdiction.


i. Governing Law. This Agreement shall be interpreted in accordance with the laws of the State of California. If, after exhausting the dispute resolution procedure in section 9(h), an action is brought to interpret or enforce any term of this Agreement, the prevailing party shall be entitled to recover all reasonable costs incurred, including reasonable attorneys' fees, as determined by the court.

j. Compliance with Law. The Parties shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local governments.

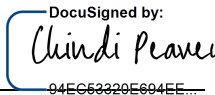
k. Assignment. No Party to this Agreement shall assign, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the written consent of the other Parties.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date last written below.

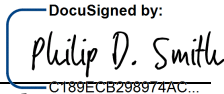
ALAMEDA COUNTY MOSQUITO
ABATEMENT DISTRICT

Date: 6/29/2020
By: 
Ryan Clausnitzer
General Manager

SAN MATEO COUNTY MOSQUITO & VECTOR
CONTROL DISTRICT

Date: 7/1/2020
By: 
Chindi Peavey
District Manager

MARIN/SONOMA MOSQUITO AND
VECTOR CONTROL DISTRICT

Date: 6/29/2020
By: 
Philip D. Smith
Manager

**ADDENDUM ADDING PARTY TO
COASTAL REGION VECTOR CONTROL MUTUAL AID AGREEMENT**

| | |
|----------------------|---|
| New Party: | Contra Costa Mosquito & Vector Control District |
| Contact Information: | Paula Macedo: 925-771-6102; pmacedo@contracostamosquito.com |

1. Recitals. This addendum is made with reference to the following background recitals:

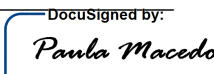
1.1. On July 1, 2020, the Alameda County Mosquito Abatement District, San Mateo County Mosquito and Vector Control District, and Marin/Sonoma Mosquito and Vector Control District approved the Coastal Region Vector Control Mutual Aid Agreement (“Agreement”) to implement a mutual aid program to allow for the sharing of personnel, equipment, and supplies when needed.

1.2. Agreement section 3 provides that additional mosquito or vector control districts or agencies within the Coastal Region of the Mosquito and Vector Control Association of California may become parties to the Agreement pursuant to an addendum approved and signed by the joining new party and by all then-existing parties.

1.3. The New Party named above desires to become a party to the Agreement.


2. New Party Added. The New Party named above is added as a party to the Agreement. The New Party accepts and agrees to comply with the Agreement terms.

New Party:
10/6/2022

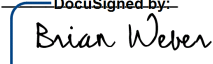
Date: _____
By: 
Paula Macedo
General Manager

Approval by existing parties:

ALAMEDA COUNTY MOSQUITO
ABATEMENT DISTRICT
10/6/2022

Date: _____
By: 
Ryan Clausnitzer
General Manager

SAN MATEO COUNTY MOSQUITO & VECTOR
CONTROL DISTRICT
10/6/2022

Date: _____
By: 
Brian Weber
District Manager

MARIN/SONOMA MOSQUITO AND
VECTOR CONTROL DISTRICT
10/6/2022

Date:

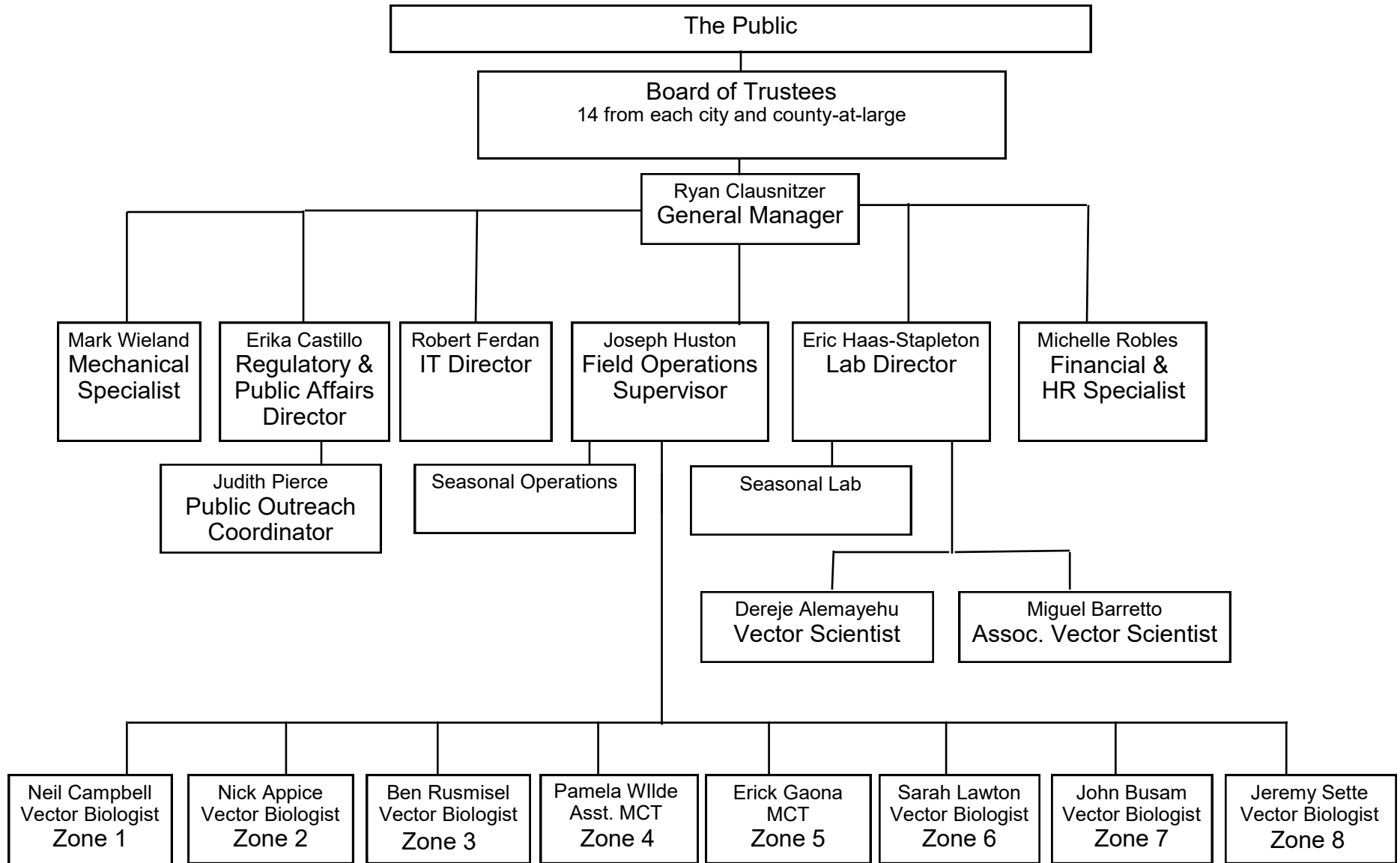
DocuSigned by:

By:

Philip D Smith

Philip D. Smith
Manager

Alameda County Mosquito Abatement District-2022



Revised 10.28.2022