

## AGENDA

### 1029<sup>th</sup> MEETING OF THE BOARD OF TRUSTEES OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT

JANUARY 13, 2016

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

1. Call to order.
2. Roll call.
3. President Young invites any member of the public to speak at this time on any issue relevant to the District. (Each individual is limited to five minutes).
4. Approval of the minutes of the 1028<sup>th</sup> meeting held December 9th, 2015 (Board action required).
5. Election of Board Officers. Gavel transferred from President Young to newly elected President. (Board action required)
6. Review of 2016 Board Meeting dates and propose changes. (Possible board action required)
7. Closed session to discuss the District Manager's six-month evaluation and compensation pursuant to Government Code Section 54957.6. The Board will vote on promotion of District Manger Ryan Clausnitzer, based on a recommendation from the Ad-Hoc Long Range Planning Committee, according to the manager's salary schedule in the employee contract. (Board action required)

8. Proposal to change the ACMAD payroll bank from City National to Bank of America (Board action required)
9. Financial Reports:
  - a. Review of warrants dated December 15, 2015 numbering 027316 through 029616 amounting to \$95,075.79 and warrants dated December 31, 2015 numbering 029716 through 032616 amounting to \$110,355.87 (Information only).
  - b. Review of Budget as of December 31, 2015. (Information only).
  - c. Review of Budget Summary received as of December 31, 2015. (Information only).
10. Presentation of the Monthly Staff Report for December 2015 (Information only).
11. Presentation of the Manager's Report for December 2015. (Information only).
  - a. Trustee Open House
  - b. Begin recruitment for administrative assistant position as current employee to retire
  - c. MOU process to begin; organizational structure document
  - d. Master of Public Affairs (MPA) UC Berkeley Program
  - e. CSDA Trustee training: February 18 in Martinez
  - f. Trash capture device update
  - g. AB 1362 (Gordon)
  - h. MVCAC conference: February 29<sup>th</sup>- March 2<sup>nd</sup> in Sacramento

ACMAD representation on MVCAC subcommittees:

- i. Ryan Clausnitzer -Regulatory
  - ii. Erika Castillo -Public Relations (chair)
  - iii. Eric Haas-Stapleton -Vector Control Research
  - i. Independent Audit
  - j. Conflict of Interest Disclosures - FPPC 2015/2016 Statement of Economic Interests, Form 700
  - k. Board vacancies
  - l. ACMAD logo may be updated
12. Board President asks for reports on conferences and seminars attended by Trustees.
  13. Board President asks for announcements from members of the Board.
  14. Board President asks trustees for items to be added to the agenda for the next Board meeting.
  15. Adjournment.

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

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

**Agenda item: 1029.4**

**MINUTES**

1028<sup>th</sup> MEETING OF THE BOARD OF TRUSTEES  
OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT

DECEMBER 9TH, 2015

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

President Young called the regularly scheduled Board meeting to order at 5:04 P.M.

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

President Young invited members of the public to speak on any issue relevant to the District. At the beginning of the meeting there was one member of the public present: staff member and Mechanic Specialist Mark Wieland.

The board approved the minutes of the 1027<sup>th</sup> meeting held November 18th, 2015. (Washburn/ Paulsen – unanimous; Trustees Donahue and Marquez – abstained)

The Nominating Committee nominated Trustee Guarienti as Board President, Trustee Narum as Vice-President, and Trustee Dickinson as Board Secretary. (Marquez/ Paulsen - unanimous)

After questions from Trustees Marquez and Paulsen regarding the timeline (February and March meetings) and commitment (hour before the board meetings) answered by Trustee Washburn and the District Manager, the board appointed Trustees Guarienti, Marquez, Paulsen, and Poulson to the Personnel/ Salary Committee. (Reed/ Washburn – unanimous)

Staff member and Mechanic Specialist Mark Wieland presented the bids and recommendation for expanding the men's locker room. Trustee Washburn asked if the project will be ADA compliant (yes), Trustee Marquez asked if only the men's room was included and if prevailing wages will be used (yes), Trustee Reed asked how long the

project will take to complete (unknown at this time). These questions were answered by Mark Wieland and the District Manager

The closed session agenda item regarding the District Manager's evaluation was postponed to the next board meeting. The Ad-Hoc Long Range Planning Committee responsible for the evaluation will meet prior to that meeting and provide their report (Washburn/ Reed - unanimous).

The Board reviewed warrants dated November 15, 2015 numbering 021816 through 024116 amounting to \$119,941.86 and warrants dated November 30, 2015 numbering 024216 through 027216 amounting to \$120,025.63.

The Board reviewed the budget and summary received as of November 30, 2015. Trustee Washburn asked that since we do in-house mosquito pool testing now, can those designated funds be instead used for more kdr resistance testing. The District Manger agreed with that being appropriate as those budget items are under the same lab category. Marquez asked what ETO stands for. The District Manager and Mechanical Specialist Mark Wieland responded that it stood for Earned Time Off, or, comp. time.

The District Manager presented the Monthly Staff Report for November 2015. Trustee Reed asked if past and future community events can be added to the staff report, which will now be included. Trustee Guarienti asked why vacation time is divided into quarterly hours; this is allowed under district procedures. Trustee Washburn elaborated on kdr resistance, whereupon Trustee Donahue expressed concern about pesticide resistance in general.

The District Manager presented the Manager's Report for November 2015. Trustee Reed indicated that the ten-year award presented is pewter (for five years of service), not bronze. The District Manager admitted that oversight. Trustee Reed also volunteered to review the on-site independent audit.

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

Board President Young asked for announcement from the Board and then offered thanks for assistance during his term as Board President while acknowledging the fine work managing difficult situations by Interim Manager Jan Washburn and the work by The District Manager, Policy and Finance Committees. Trustee Marquez asked to update the agenda notice to change "citizen" to either "Resident" or "Community Member." Trustee Marquez also asked for ACMAD to create a public comment speaker card for future board meetings.

Board President Young asked trustees for items to be added to the agenda for the January Board meeting. Trustee Washburn reminded the District Manager to reschedule the earlier continued item.

The meeting adjourned at 5:56 pm.

**Respectfully submitted,**

Approved as written and/or corrected  
at the 1029<sup>th</sup> meeting of the Board of  
Trustees held January 13th, 2016

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Kathy Narum, Secretary  
BOARD OF TRUSTEES

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George Young, President BOARD OF TRUSTEES

# Holidays 2016

January

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

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14	15	16	17	18	19	20
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28	29					

March

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27	28	29	30	31		

April

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24	25	26	27	28	29	30

May

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June

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26	27	28	29	30		

July

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August

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21	22	23	24	25	26	27
28	29	30	31			

September

S	M	T	W	T	F	S
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24	25	26	27	28	29	30

October

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November

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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December

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22	23	24	25	26	27	28
29	30	31				

 HOLIDAY

 BOARD MEETING

**Agenda item: 1029.8**

Proposal to switch ACMAD payroll bank

**Why change banks:**

Our current bank, City National Bank, is located in San Leandro. Every two weeks, the District Manager must drive over an hour round trip in order to deposit the payroll check. Or, because the bank closes at 3:30, he must leave about an hour earlier than normal and make up that time by staying later in the week. This is inefficient and unnecessary.

**Why the District used City National in the first place:**

ACMAD chose to work with City National Bank in December of 2005 because it offered reduced fees from our previous bank, Union Bank.

**Research into more convenient banking options:**

Finance Manager, Clarence Lam, researched nearby banks and was given the following quotes:

<u>Bank of America</u>	<u>Wells Fargo</u>	<u>US Bank</u>
<i>Minimum Account Balance needed for no fee:</i>		
35K	10K	None
<i>Account fee</i>		
None	\$14/month (negotiable)	\$100/month (negotiable)
<i>Hours</i>		
9-6	9-6	9-5

**Recommendation:**

This bank is solely used to deposit our bi-monthly payroll check (50K) and then issue employee paychecks on our behalf. Because of this basic function, convenience and fees are deciding factors. Based on the collected information, we are recommending to the Board of Trustees that we switch banks from City National Bank in San Leandro to **Bank of America in Hayward.**

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

WAR NO	PAYEE		ACCT NO	AMT OF CHARGE	AMT OF WARRANT
027316	Biological Specialist	Total salary less deduction for payroll	1011	2,537.12	
027316	Mosq Control Tech	December 1 to December 15, 2015.	1011	2,091.48	
027316	Vector Biologist	"	1011	2,701.70	
027316	Vector Biologist	"	1011	2,776.03	
027316	Mosq Control Tech	"	1011	2,008.51	
027316	Environment Specialist	"	1011	2,546.83	
027316	District Manager	"	1011	3,023.15	
027316	Asst Mosq Control Tech	"	1011	1,950.81	
027316	IT Specialist	"	1011	2,464.87	
027316	Entomologist	"	1011	3,044.70	
027316	Field Supervisor	"	1011	2,975.40	
027316	Finance Manager	"	1011	2,446.87	
027316	Vector Biologist	"	1011	3,271.66	
027316	Mosq Control Tech	"	1011	2,389.73	
027316	Asst Mosq Control Tech	"	1011	1,986.44	
027316	Mechanic Specialist	"	1011	2,884.05	
027316	IRS	Federal tax withheld (payroll)	1011	8,841.51	
		Medicare Tax Withheld (payroll)	1011	918.74	
		District Contribution to Medicare (payroll)	1311	918.71	
027316	State of California	State Tax withheld (payroll)	1011	2,904.10	54,682.41
027416	Public Employees' Retirement System	Employee Contributions	1011	16.00	
		Employee Paid Member Contributions, 7% & 6.5%	1011	4,093.05	
		Employer Contribution 9.353% & 6.73%	1211	5,093.48	9,202.53
027516	Aetna Life & Annuity	Employee Contributions	1011		150.00
027616	CALPERS 457 Plan	Employee Contributions - PERS 457	1011		2,580.00
027716	Delta Dental Plan	Monthly Premium	1411		5,022.61
027816	Vision Service Plan	Health premium	1411		1,149.20
027916	Airgas	Dry ice	3131.1		264.05
028016	Adapco	Vectobac	3391.1		1,471.87
028116	Automatic Fire	Fire extinguisher maintenance	3211		98.87
028216	Appice, Nick	Reimbursement, boots	3031		190.00
028316	Bayside	Janitorial services, December 2015	3051		300.00
028416	Cintas	Laundry service	3071	280.40	
		Personal supply	3031	451.68	732.08
028516	Corporate Park Landscaping	Landscape maintenance	3211		170.00
028616	Cardno	MVCAC Programmatic EIR	3411		506.92
028716	Grainger	Respiratory cartridge	3391.6	421.12	
		Hydraulic closer	3211	384.57	805.69
028816	Hayward Water	Utilities	3271		642.64
028916	City of Hayward	Alarm permit	3551		32.00
029016	KBA Docusys	Canon copier rental	3111		448.96
029116	Municipal Resource Group	Human resources services	3411		1,870.13
029216	Mosq Vector Control	Mosq pool test July to Sept 2015	3131.3		2,200.00
029316	PFM Asset	Investment advisory services	3411		1,713.40
029416	Schaeffer	Supreme oil	3231		448.14
029516	Waste Management	Garbage, November service	3271		191.69

WAR			ACCT	AMT OF	AMT OF
NO	PAYEE		NO	CHARGE	WARRANT
029616	Rocky Mountain	WalMart - wipes	3031	11.48	
		Amazon - boots, ES	3031	235.48	
		Becks - boots, DA	3031	197.09	
		WalMart - bags	3051	4.34	
		Canon - copier rental	3111	341.00	
		ACCO - diary JH	3111	96.78	
		ACCO - diary JH	3111	310.13	
		Elliot - light cell	3131.1	14.82	
		Home Depot - light bulbs	3131.1	13.45	
		Jameco - motors	3131.1	79.25	
		Joann - cheesecloth	3131.1	6.58	
		Home Depot - steel stake	3131.1	23.60	
		Life Tech - PCR eqpt	3131.3	342.60	
		Life Tech - PCR eqpt	3131.3	243.10	
		Qiagen - Rneasy kit	3131.3	605.92	
		Orchard - Lab supplies	3131.5	76.98	
		Amazon - probe	3131.5	13.32	
		Amazon - probe	3131.5	16.50	
		Ford - V 35 parts	3231	114.51	
		Walmart - holders	3231	8.88	
		Amazon - black powder coat	3231	9.17	
		Safety Kleen - cleaning	3231	326.51	
		Ford - motor assy	3231	53.70	
		SQ - towing	3231	800.00	
		TelePacific - comm exp	3291.1	1,265.70	
		TTM - telephone line installation	3291.1	656.25	
		Amtrak - ticket	3351.1	34.00	
		Amtrak - ticket	3351.1	17.00	
		Amtrak - ticket	3351.1	17.00	
		Impak - parking, RC	3351.1	18.00	
		Parking - RC	3351.1	18.00	
		Parking - RC	3351.1	1.35	
		Safeway - meeting supplies	3351.3	248.34	
		Spike - meal, MVCAC, San Diego, EC/RF/ES	3351.3	75.00	
		Kansas - meal, MVCAC, San Diego, EC/RF/ES	3351.3	85.00	
		Embassy - lodging, MVCAC, San Diego, EC	3351.3	315.70	
		Embassy - lodging, MVCAC, San Diego, RF	3351.3	315.70	
		Cajun - meal, MVCAC, San Diego, RF/EC/ES	3351.3	70.48	
		Blue Dish - meeting supplies, SL Center	3351.3	613.50	
		Embassy - lodging, MVCAC, San Diego, RC	3351.3	157.85	
		Embassy - lodging, MVCAC, San Diego, RC	3351.3	157.85	
		Embassy - meal, MVCAC, San Diego, RC	3351.3	90.87	
		Cheesecake - meal, MVCAC, San Diego, RC	3351.3	16.50	
		Bronco - meeting supplies	3351.3	182.63	
		Safeway - meeting supplies	3351.3	51.15	
		Embassy - lodging, MVCAC, San Diego, ES	3351.3	157.85	
		Embassy - lodging, MVCAC, San Diego, ES	3351.3	157.85	
		Roberts - wedge, name plate	3351.4	63.80	
		Walmart - first aid supply	3391.6	9.53	
		Philadelphia - security lock	3391.6	155.70	
		National - pens	3392	266.31	
		Logmein - annual subscription	3392	99.00	
		National - pens	3392	430.13	
		CTC - monthly subscription	3392	20.00	
		Amazon - cables	3392	25.79	
		Amazon - speaker stand	3392	46.64	
		Amazon - speaker	3392	256.28	
		Bay Area - advertising	3411	160.66	
		Sub-total			10,202.60
		<b>Total</b>			<b>95,075.79</b>

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

WAR NO	PAYEE	FOR	ACCT NO	AMT OF CHARGE	AMT OF WARRANT
029716	Biological Specialist	Total salary less deductions for payroll period	1011	2,651.44	
029716	Mosq Control Tech	"	1011	2,091.48	
029716	Vector Biologist	"	1011	2,816.01	
029716	Vector Biologist	"	1011	2,776.03	
029716	Mosq Control Tech	"	1011	2,008.52	
029716	Environmental Specialist	"	1011	2,661.14	
029716	District Manager	"	1011	3,694.96	
029716	Asst Mosq Control Tech	"	1011	1,950.81	
029716	IT Specialist	"	1011	2,808.76	
029716	Entomologist	"	1011	3,088.91	
029716	Field Supervisor	"	1011	3,046.84	
029716	Finance Manager	Total salary less deductions for payroll period	1011	2,518.31	
029716	Vector Biologist	"	1011	3,271.67	
029716	Mosq Control Tech	"	1011	2,389.73	
029716	Mosq Control Tech	"	1011	1,986.45	
029716	Mechanic Specialist	"	1011	2,998.37	42,759.43
029716	IRS	Federal Tax Withheld	1011	7,162.15	
		Medicare Tax Withheld	1011	808.12	
		District Contribution to Medicare	1311	808.15	
029716	State of California	State Tax Withheld	1011	2,275.09	11,053.51
029816	Public Employees' Retirement System	Employees contributions	1011	16.00	
		Employee paid member contributions, 7%, 6.5%	1011	4,093.05	
		District contribution 9.353%, 6.73%	1211	5,093.48	9,202.53
029916	Aetna Life & Annuity	Employee contributions	1011		150.00
030016	Calpers 457 Plan	Employees contributions - PERS 457	1011		2,580.00
030116	Calpers	Health insurance	1411		31,223.74
030216	Jefferson Pilot Financial	Life insurance premium	1411		111.15
030316	T Scott Donahue	Trustee in lieu expenses - 1028th meeting	3351.5		100.00
030416	James Doggett	Trustee in lieu expenses - 1028th meeting	3351.5		100.00
	Robert Dickinson	Trustee in lieu expenses - 1028th meeting	3351.5		-
030516	Richard Guarienti	Trustee in lieu expenses - 1028th meeting	3351.5		100.00
030616	Elisa Marquez	Trustee in lieu expenses - 1028th meeting	3351.5		100.00
030716	Katherine Narum	Trustee in lieu expenses - attend 12-21 meeting	3351.5		100.00
030816	Scott Paulsen	Trustee in lieu expenses - 1028th meeting	3351.5		100.00
030916	Wendi Poulson	Trustee in lieu expenses - 1028th meeting	3351.5		100.00
031016	Ronald Quinn	Trustee in lieu expenses - attend 12-21 meeting	3351.5		100.00
031116	Ursula Reed	Trustee in lieu expenses - 1028th meeting	3351.5		100.00
	William Spinola	Trustee in lieu expenses - 1028th meeting	3351.5		-
031216	Jan Washburn	Trustee in lieu expenses - 1028th meeting	3351.5		100.00
031316	George Young	Trustee in lieu expenses - 1028th meeting	3351.5		100.00
031416	AT&T	Yellow pages listing	3392		62.00
031516	Cintas	Personal supplies	3031	202.17	
		Laundry service	3071	138.56	340.73
031616	CALPERS	GASB 68 report fee	3411		850.00
031716	City of Hayward	Permit fee, expansion of locker room	5111		2,590.13
031816	Macke Water	Rental	3551		71.50
031916	PG & E	Utilities	3271		1,259.30
032016	PC Professional	Data base development	3411		375.00
032116	Quill	Stationery	3111		152.76
032216	R J Ricciardi	Audit fee, progress billing	3411		2,210.00
032316	Sonitrol	Monitoring charges	3551		717.49
032416	Verizon	Communication expenses	3291.4		312.19
032516	Wright Express	Fuel expenses, statement ended 12-15-15	3351.1		2,234.41
032616	Washburn, Jan	Advance, AMCA, Georgia, Feb 2016	3351.3		1,000.00
<b>Total Warrants</b>					<b>110,355.87</b>

Agenda item 1029.9b

Alameda County Mosquito Abatement  
As of DECEMBER 31, 2015. (6 of 12 mth, 50.00%)

	EXPENDED IN DECEMBER	EXPENDED TO DATE	BUDGETED	BALANCE	% EXPENDED
<b>SALARY &amp; BENEFITS</b>					
1011 Salary and Wages	120,446.59	786,577.15	1,573,549.00	786,971.85	50%
1411 Contribution to Medicare	1,726.86	10,659.69	26,781.00	16,121.31	40%
1311 Contribution to Retirement	10,186.96	142,125.80	202,026.00	59,900.20	70%
1211 Contribution to Health Care	37,506.70	226,754.64	443,302.57	216,547.93	51%
<b>TOTAL SALARY &amp; BENEFITS</b>	<b>169,867.11</b>	<b>1,166,117.28</b>	<b>2,245,658.57</b>	<b>1,079,541.29</b>	<b>52%</b>
<b>SERVICE AND SUPPLIES</b>					
3031 Clothing and Personal Supplies	1,287.90	4,752.87	8,500.00	3,747.13	56%
3051 Household Expenses	304.34	2,310.71	5,500.00	3,189.29	42%
3071 Laundry Service and Supplies	418.96	4,063.64	9,000.00	4,936.36	45%
3111 Office Expenses	1,349.63	6,150.43	20,000.00	13,849.57	31%
3121 Computer & Software	0.00	4,817.79	12,000.00	7,182.21	40%
3131 Laboratory					
3131.1 Mosquito Surveillance	401.75	8,166.99	15,000.00	6,833.01	54%
3131.2 Disease Surveillance	0.00	2,906.70	7,155.00	4,248.30	41%
3131.3 Mosq pool testing	3,391.62	8,709.33	36,000.00	27,290.67	24%
3131.4 Hood certification	0.00	0.00	200.00	200.00	0%
3131.5 Misc lab eqpt & supplies	106.80	1,326.13	6,285.00	4,958.87	21%
3131.6 Reimbursement for light traps	0.00	0.00	200.00	200.00	0%
Laboratory Total	3,900.17	21,109.15	64,840.00	43,730.85	33%
3171 Small Tools and Instruments	0.00	73.70	2,500.00	2,426.30	3%
3211 Maintenance - Structures & Improvement	653.44	3,525.50	20,000.00	16,474.50	18%
3231 Maintenance Equipment	1,760.91	6,125.86	45,000.00	38,874.14	14%
3271 Utilities	2,093.63	11,501.45	22,000.00	10,498.55	52%
3291 Communication					
3291.1 Telephone service & internet	1,921.95	7,108.57	13,500.00	6,391.43	53%
3291.2 Public Notices	0.00	0.00	500.00	500.00	0%
3291.3 Website & email hosting	0.00	172.58	270.00	97.42	64%
3291.4 Cell phone services	312.19	4,899.12	10,000.00	5,100.88	49%
Communications Total	2,234.14	12,180.27	24,270.00	12,089.73	50%
3331 Memberships, Dues, Subscriptions	0.00	14,396.00	20,700.00	6,304.00	70%
3351 Transportation & Travel					
3351.1 Fuel & GPS	2,339.76	20,467.21	44,000.00	23,532.79	47%
3351.2 Misc Travel	0.00	0.00	0.00	0.00	0%
3351.3 Meetings & conferences	3,696.27	6,755.23	45,000.00	38,244.77	15%
3351.4 Board meeting expenses	63.80	473.55	800.00	326.45	59%
3351.5 Trustee in lieu	1,100.00	5,500.00	16,800.00	11,300.00	33%
Transportation & Travel Total	7,199.83	33,195.99	106,600.00	73,404.01	31%
3391 District Special Expenses					
3391.1 Pesticides	1,471.87	60,048.81	175,000.00	114,951.19	34%
3391.2 Field supplies	0.00	134.50	500.00	365.50	27%
3391.3 Sentinal Chickens	0.00	0.00	0.00	0.00	0%
3391.4 Fish & Fish Maint	0.00	2,192.28	4,000.00	1,807.72	55%
3391.51 Aerial Pool Survey	0.00	0.00	17,000.00	17,000.00	0%
3391.52 Permits	0.00	1,104.00	3,000.00	1,896.00	37%
3391.53 Continuing Education fees	0.00	1,816.00	4,000.00	2,184.00	45%
3391.54 Board Plaques & nameplates	0.00	0.00	500.00	500.00	0%
3391.55 Seasonals (post ads, pre-empl phy)	0.00	0.00	1,000.00	1,000.00	0%
3391.6 Spray equipment & Safety	586.35	2,446.56	17,000.00	14,553.44	14%
District Special Expenses Total	2,058.22	67,742.15	222,000.00	154,257.85	31%
3392 Community Education	1,206.15	2,746.41	33,000.00	30,253.59	8%
3411 Professional and Specialized Services	7,686.11	80,222.84	224,887.00	144,664.16	36%
3471 Insurance - Collision, Liability etc	0.00	42,532.00	42,350.00	-182.00	100%
3491 Workers Compensation Insurance	0.00	63,736.00	60,745.00	-2,991.00	105%
3531 Insurance Fund - SIRS	0.00	0.00	0.00	0.00	0%
3551 Rents, Leases - Equipment	820.99	4,629.50	9,350.00	4,720.50	50%
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>32,974.42</b>	<b>385,812.26</b>	<b>953,242.00</b>	<b>567,429.74</b>	<b>40%</b>

<b>CAPITAL</b>						
5111 Structures and Improvements		2,590.13	2,590.13	190,000.00	187,409.87	1%
5311 Equipment		0.00	10,468.50	58,000.00	47,531.50	18%
	<b>TOTAL CAPITAL</b>	<b>2,590.13</b>	<b>13,058.63</b>	<b>248,000.00</b>	<b>234,941.37</b>	5%
Reserve fo Contingencies			<b>0.00</b>	<b>50,000.00</b>	<b>50,000.00</b>	
OPEB Trust Reimbursement			<b>0.00</b>	<b>145,000.00</b>	<b>145,000.00</b>	
	<i>Annual Operating Expenditures</i>	<i>205,431.66</i>	<i>1,564,988.17</i>	<b>3,641,900.57</b>	<b>2,076,912.40</b>	
<b>OTHER</b>						
Dry Period Cash (60%)		<b>0.00</b>	0.00	<b>2,714,106.00</b>	<b>2,714,106.00</b>	0%
Reserve for Capital Replacement		<b>0.00</b>	0.00	<b>1,116,840.00</b>	<b>1,116,840.00</b>	0%
	<b>Total Other</b>	<b>0.00</b>	<b>0.00</b>	<b>3,830,946.00</b>	<b>3,830,946.00</b>	0%
<b>Total Expenditure</b>		<b>205,431.66</b>	<b>1,564,988.17</b>	<b>7,472,846.57</b>	<b>5,907,858.40</b>	

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

**Agenda item 1029.9c**

**STATEMENT OF EXPENDITURES - DECEMBER 31, 2015.**

**Budget Year 15-16**

	EXPENDITURES	TO-DATE	BUDGETED	BALANCE
Salary & Wages	169,867.11	1,166,117.28	2,245,658.57	1,079,541.29
Service and Supplies	32,974.42	385,812.26	953,242.00	567,429.74
Capital Expenditures	2,590.13	13,058.63	248,000.00	234,941.37
Reserve for Contingency	0.00	0.00	50,000.00	50,000.00
OPEB Trust Reimbursement	0.00	0.00	145,000.00	145,000.00
<b>TOTAL</b>	<b>205,431.66</b>	<b>1,564,988.17</b>	<b>3,641,900.57</b>	<b>2,076,912.40</b>

IV. CASH BALANCE - December 31, 2015 : \$ XXXXXXXX (Does not include interest revenue for December)

Sincerely,

Ryan Clausnitzer  
District Manager

## *Alameda County Mosquito Abatement District*

**BOARD OF TRUSTEES**

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

Ryan Clausnitzer  
District Manager  
[ryan@mosquitoes.org](mailto:ryan@mosquitoes.org)

### MONTHLY STAFF REPORT – December 2015

#### **1. OPERATIONS**

Dear Trustees:

##### **A. Narrative**

For the month of December, service requests were around the 10-year average for the month. Two biting complaints were attributed to *Culex tarsalis* and one to *Culex pipiens*. *Culiseta incidens*, which is active all year, was collected on several fish requests as well as from “prevention” calls. Both *Cx. tarsalis* and *Cx. pipiens* numbers have dropped significantly due to rains and temperature drops.

The first larvae of both *Aedes squamiger* and *Aedes washinoi* for the season were collected in December and field staff continued to collect and treat *Culiseta inornata*. These three species will be the prime focus of monitoring and treatment efforts by the field staff for the next few months. In anticipation of higher rainfall levels, field operations are treating sources that are found to be breeding soon after larvae are collected.

A WNV positive bird was collected in December, which is unusual for this time of year. This positive bird led to inspections and treatments focused around the collection area of the Oro Loma Sewer Treatment Plant. Adult mosquito trap numbers were very low, as were larval inspections, but the situation prompted a follow-up inspection of the source-reduction efforts previously recommended by the Field Operation Supervisor. A number of fixes to long-standing mosquito breeding sources at the plant were found.

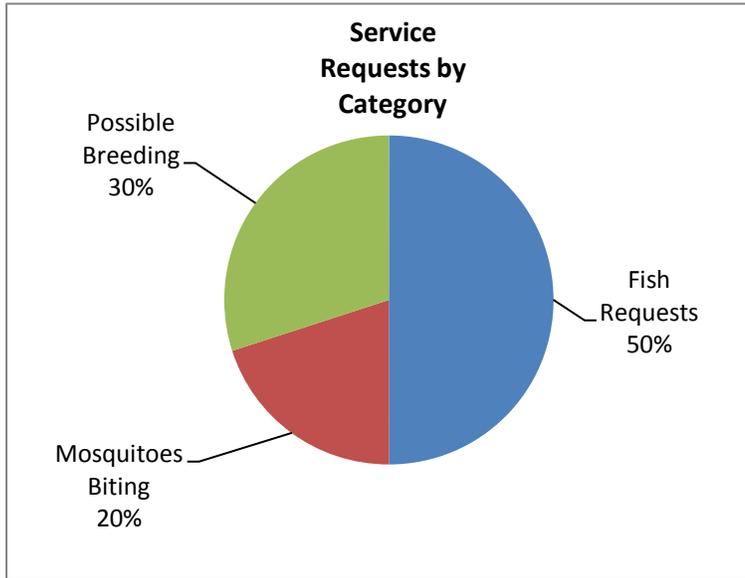
The district's annual Alameda County Agriculture Commissioner's inspection was successfully completed with no issues or out of compliance items noted.

The district manager and the Field Operations Supervisor met with the City of Fremont regarding trash capture devices that are being installed into catch basins throughout the County and State. ACMAD has taken an early and lead role on this as it will impact not only our District but potentially every district in the State. A dialog is ongoing with cities and the Alameda Countywide Clean Water Program on how best to implement this program.

Joseph Huston  
Field Operations Supervisor

## B. Operational Data

### 1. Service Requests



Total Service requests = 20  
 December 2014 = 31  
 December Five-year average = 24  
 December Ten-year average = 24  
 Range (10 years) = 7 - 45

Mosquito species attributed to service requests:

*Culiseta incidens* = 5  
*Culex tarsalis* = 2  
*Culex pipiens* = 1

### 2. Other

Number of all injuries during 2015 = 1

### 3. Activity Report

Administration	807.75	Vacation hrs used	232.25
Larval Surveillance & Control	640.25	Sick hours used	112
Disease monitoring	101.25	Workers Comp	0
Laboratory	221.5	ETO used	10.75
Equipment & Facility Maintenance	228.5	<b>Total Leave</b>	<b>355</b>
Public Education	30.75	<b>Total Work</b>	<b>2176</b>
Interagency Communication	23.25		
Fish Rearing and Maintenance	22.75	<b>Total Hours</b>	<b>2531</b>
Safety	72.5		
Misc	16		
Regular Hours	<b>2164.5</b>		
Earned time off (ETO) hours accrued	11.5		
<b>Total Work</b>	<b>2176</b>		

### 3. LAB

Dear Trustees,

Described herein are the activities from the Mosquito Lab for December, 2015.

#### Summary

- Budget
  - The lab is within budget for the fiscal year.
- Mosquito Abundance Monitoring
  - All New Jersey Light traps and a reduced number of CO<sub>2</sub> traps are being monitored during the wet seasons.
- Disease Monitoring
  - The ACMAD mosquito lab passed the proficiency panel for our multiplex PCR assay that tests for WNV, SLEV, and WEEV in mosquitoes and birds.
  - WNV-positive crow at Oro Loma Sewer Plant (San Lorenzo) on December 11. Trapping produced few mosquitoes and none contained WNV, SLEV or WEEV.
  - Reported human case of dengue fever that was acquired in Hawaii by a resident of Oakland. CDC autocidal gravid ovitraps (AGO traps) paired with ovi-cups were placed around the residence. After two weeks of monitoring, none contained mosquitoes known to transmit dengue virus.
  - Summary of WNV in birds from 2006-2015
- Research
  - Reestablishing *Culex pipiens* mosquito colony in the lab using an environmental chamber.
  - Analyzing the prior four years of data for all CO<sub>2</sub> trapping sites to assess which trap sites should be retained for 2016.

#### Budget

- As of December 30 (6 of 12 months, 50 % of the year), 33 % of the ACMAD Laboratory budget has been expended.
- The lab is intent upon limiting expenditures with the goal of applying funds for equipment and supplies that expand or enhance lab functions. For example, instead of purchasing additional CO<sub>2</sub> traps for use in 2016 (\$124 each), we have refurbished older traps that appear to have been in long-term storage. Rather than purchase replacement dry ice containers that are sold by the CO<sub>2</sub> trap manufacturer (\$32 each), we have adapted thermos containers for use with CO<sub>2</sub> traps (\$6 each).

#### Mosquito Abundance Monitoring

- All New Jersey Light Traps in the District are being refurbished in the field and used to assess mosquito abundance throughout the rainy season. Figure 1 (below) is a map showing the location of the New Jersey Light traps (indicated with a red lightning bolt). When weather permits, winter CO<sub>2</sub> traps are placed at the sites indicated by a blue snowflake on the map (**Figure 1**). Sixteen AGO traps paired with ovi-cups continue to be monitored for *Aedes aegypti* in the area surrounding ACMAD headquarters.

#### Disease monitoring

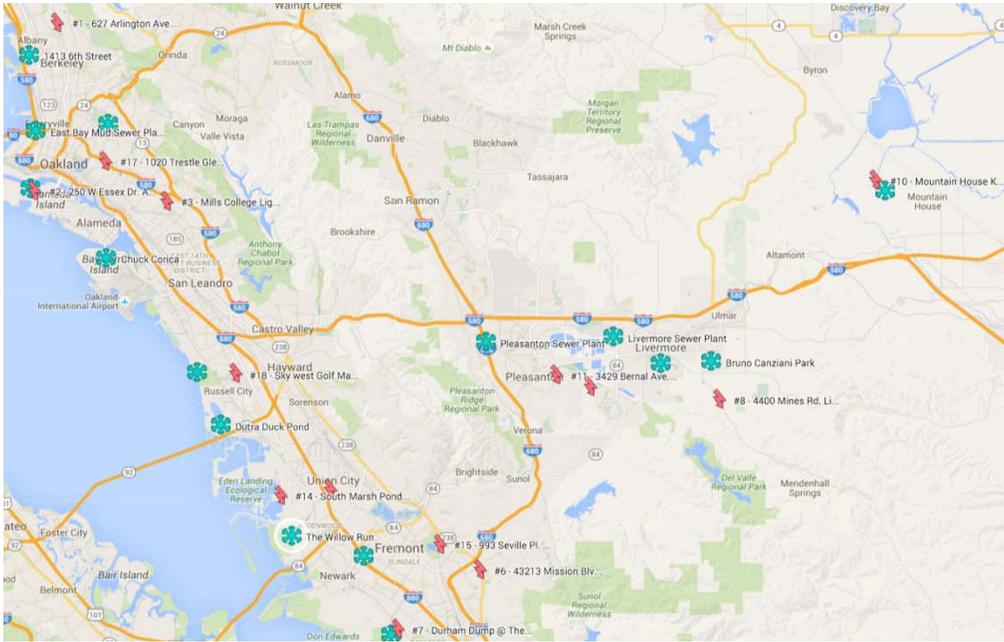
- *Second Proficiency Panel Passed.* Passed proficiency panel for reporting the testing of mosquitoes and birds for West Nile virus (WNV), St. Louis Encephalitis virus (SLEV), and Western equine encephalitis virus (WEEV) to the California Vectorborne Disease Surveillance Gateway (CalSurv). This testing is conducted using multiplex reverse transcription quantitative PCR (RT-QPCR), which amplifies WNV, SLEV and WEEV in a single reaction tube. The addition of SLEV and WEEV to the prior WNV-only test incurs an increased cost of \$1 per sample, with no increase in time needed to process the mosquito samples (4 hours to test 20 mosquito samples (up to 25 mosquitoes per sample).
- *WNV-positive crow in December.* A dead crow that was collected on December 11 at the Oro Loma Water Sanitation District (San Lorenzo) tested highly positive for WNV. In response, a total of 24 CO<sub>2</sub> traps were deployed at Oro Loma, the surrounding community, and the Hayward Regional Shoreline. A total of 10

mosquitoes were collected in the traps, likely because lower temperatures have reduced the number of blood-seeking adult mosquitoes. RT-QPCR tests of each mosquito showed none to contain WNV, SLEV, or WEEV.

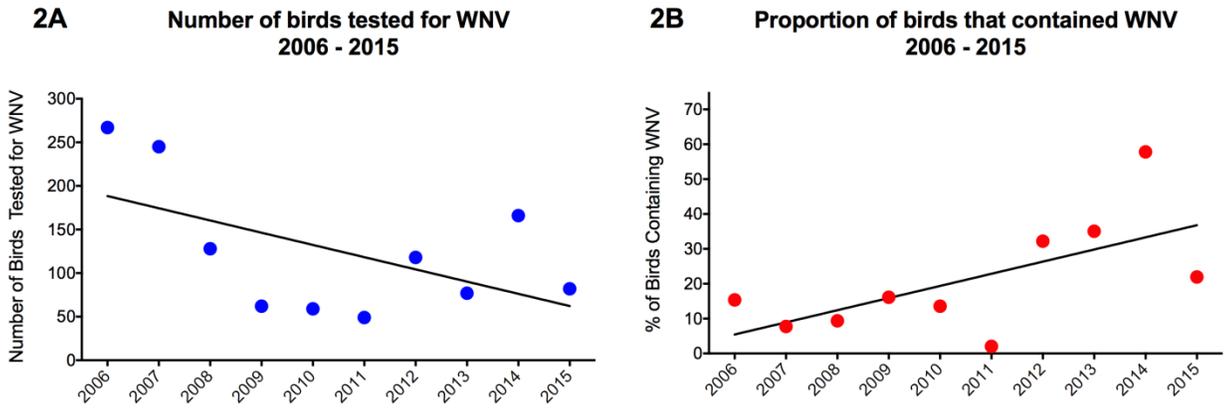
- While placing the CO<sub>2</sub> traps at Oro Loma, the ACMAD Entomologist examined the facility for potential mosquito breeding sites. We are extremely pleased to report that many of the improvements and process changes that were recommended by ACMAD to reduce mosquito breeding have been completed. Because this success was strongly tied to the data that was generated over several months by the ACMAD mosquito lab, we see this as a potential model for reducing mosquito abundance at water treatment plants across the District.
- *Imported case of dengue fever from Hawaii.* A case of dengue fever that was acquired in Hawaii by a resident of Oakland was reported to ACMAD by the Alameda County Public Health Department. Because ACMAD was given permission, the Entomologist interviewed the resident and obtained permission to place AGO traps paired to an ovi-cup on the property. After two weeks of monitoring, none contained mosquitoes known to transmit dengue virus.
  - Given the opportunity and resources, the Entomologist intends to conduct increased mosquito surveillance around all residences with reported cases of mosquito-vector-borne diseases.
- *WNV infection in birds (2006-2015).* An analysis of WNV infection in birds was conducted for data collected by ACMAD from 2006 to 2015.
  - *Summary of the data.* There was no major difference in the number of birds tested by ACMAD from 2006 – 2015 (**Figure 2A**). There was a moderate, but significant increase in the proportion of tested birds that were infected with WNV from 2006 to 2015 (**Figure 2B**).
  - *Number of birds tested each year by ACMAD (Figure 2A).* Although there appears to be a reduction in the number of birds tested by ACMAD from 2006 – 2015, the slope of the trend line does not significantly deviate from zero (equation of linear regression trend line is  $Y = -14.03X + 28333$ ;  $P = 0.1028$ ).
  - *Percent of birds with WNV (Figure 2B).* The proportion of birds that were infected with WNV increased from 2006 – 2014, and the slope of the trend line differs significantly from zero (equation of linear regression trend line is  $Y = 3.484X - 6984$ ;  $P = 0.0472$ ). A sharp increase in the proportion of WNV-positive birds was observed for 2014. If the data from 2014 is removed, the slope of the trend line does not significantly differ from zero ( $P = 0.1157$ ). While the data point for 2014 was furthest from the rest, it was not a significant outlier and thus should not be excluded from the analysis (Grubbs' test,  $P > 0.05$ ). Consequently, the data suggest that there was a moderate, but significant increase in the proportion of birds infected by WNV from 2006 to 2014.

## Research

- *Lab mosquito colony replaced.* Because of questionable provenance for the *Culex pipiens* mosquito colony maintained in the ACMAD lab and unexpected mortality during the month of December, we have elected to replace the ACMAD colony with *Cx. pipiens* that were obtained from the San Mateo County Mosquito and Vector Control District. Mosquitoes of the ACMAD colony were retained for genotyping, if needed. To improve fecundity and limit the escape of mosquitoes from the lab, adults are now reared in a temperature and humidity controlled chamber. These mosquitoes will be used over the coming months to test protocols and reagents for allelic variation in genes known to mediate resistance to pyrethroid insecticides (e.g. *kdr*).
- *CO<sub>2</sub> trap data analysis.* We are analyzing the data from all CO<sub>2</sub> traps from the prior four years. The goal is to determine which trap sites should be discontinued so that we may add alternate trap sites for 2016.



**Figure 1. Location of New Jersey Light traps indicated by red lightning bolts and rainy-season CO<sub>2</sub> traps indicated with a blue snowflake.**



**Figure 2. The number of birds that were collected by ACMAD and tested for WNV (2A) and proportion of tested birds that contained WNV (2B). There was no major difference in the number of birds tested by ACMAD from 2006 – 2015 (2A). There was a moderate, but significant increase in the proportion of tested birds that were infected with WNV from 2006 to 2015 (2B).**

Submitted respectfully by Eric Haas-Stapleton, PhD, ACMAD Entomologist on January 5, 2016.

#### **4. PUBLIC EDUCATION EVENTS**

- January 21<sup>st</sup>: Thomas Hart Middle School: STEAM science night, Pleasanton, 6pm-8pm
- February 12<sup>th</sup>-14<sup>th</sup>: Spring Home & Garden Show, Alameda County Fairgrounds, Pleasanton

#### **5. INFORMATION TECHNOLOGY UPDATE**

##### **1. Introduction**

##### **2. 2015 Achievements**

- a. Setup Access Points for full wireless capability of the district
- b. Move all capable work stations to Gig-E network ( 10x speed of old network)
- c. Create full recoverable backups of the District's Data
- d. Automate fish tank sampling including web based graphical data
- e. Stabilize current outdated database and add enhancements to groom current dataset

##### **3. 2016 Goals**

- a. Implement new database to maximize efficiency and to bring professional data logging into the district.
- b. Re-cable old building to current standards and data speeds.
- c. Upgrade e-mail system and tools used for intra-inter office communication (Office 365, Link, ect)
- d. Unify data entry from both tech room and lab for better collaboration.
- e. Automate timecard and timesheet process
- f. Create redundant domain controllers and storage for the safety of the districts data working environment

## Manager's Report

January 13, 2015

- a. Trustee Open House
- b. Begin recruitment for administrative assistant position as current employee to retire
- c. MOU process to begin; organizational structure document
- d. Master of Public Affairs (MPA) UC Berkeley Program
- e. CSDA Trustee training: February 18 in Martinez
- f. Trash capture device update
- g. AB 1362 (Gordon)
- h. MVCAC conference: February 29<sup>th</sup>- March 2<sup>nd</sup> in Sacramento

ACMAD representation on MVCAC subcommittees:

- i. Ryan Clausnitzer -Regulatory
  - ii. Erika Castillo -Public Relations (chair)
  - iii. Eric Haas-Stapleton -Vector Control Research
- i. Independent Audit
- j. Conflict of Interest Disclosures - FPPC 2015/2016 Statement of Economic Interests, Form 700
- k. Board vacancies
- l. ACMAD logo may be updated

# Alameda County Mosquito Abatement District

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Fremont
- Richard Guarienti—VP  
Dublin
- Kathy Narum—Secretary  
Pleasanton
- Wendi Poulson  
Alameda
- Vacant  
Berkeley
- Scott Paulsen  
County-at-large
- Scott Donahue  
Emeryville
- Elisa Marquez  
Hayward
- James Doggett  
Livermore
- Vacant  
Newark
- Jan O. Washburn  
Oakland
- Robert Dickinson  
Piedmont
- Ursula Reed  
San Leandro
- Ronald Quinn  
Union City

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Eric Haas-Stapleton  
Entomologist

Dereje Alemayehu  
Biological Specialist

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MCT  
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MCT  
Zone 2

Ben Rusmisl  
MCT  
Zones 3 & 4

Jeremy Sette  
MCT  
Zones 5 & 7

Miguel Cardenas  
MCT  
Zone 6

Neil Campbell  
Vector Biologist  
Zone 8

John Busam  
Vector Biologist  
Zone 9

Tom McMahon  
Vector Biologist  
Zone 10