

A G E N D A

1016th MEETING OF THE BOARD OF TRUSTEES
OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT
December 10, 2014

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

Trustee Field Day will begin at 4:00, immediately before the Regularly Scheduled Board Meeting

The General Board Meeting will begin at 5:00 PM

1. Call to order
2. Roll call
3. Closed session pursuant to Government Code Section 54957.
Public Employee Performance Evaluation.
Title: General Manager
4. Public Comment President Halliday 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)
5. Approval of the Minutes of the 1015th meeting held November 12, 2014 (Board action required)
6. First Presentation of the Draft of a Financial Reserve Policy (Information only)
7. Nominating Committee presents nominations of candidates to Board Offices. Nominations can also be accepted from the floor (Board action required)

8. Appointment of members to the Personnel Committee (Board action required)

9. Financial Reports

- a. Review of the Warrants dated November 15, 2014 numbering 024815 through 026615 amounting to \$82,753.85 and warrants dated November 31, 2014 numbering 026715 through 029515 amounting to \$127,271.35 (Information only)
- b. Review of Account Balances as of November 30, 2014. The handout for item gives the Amount Budgeted for each category, Amount Expended to date, Balances, and Percent Expended. (Information only)
- c. Review of Account Balance Summary as of November 31, 2014. The handout for this item gives the total amount expended to date and the cash balance in the County Treasury (Information only)
- d. Review of Revenue Statement as of November 30, 2014. (information only)

10. Presentation of Monthly Operational Report for November 2014. (Information only)

11. Manager's Report for November 2014. (Information only unless otherwise noted)

- a. Mosquito and Vector Control Association of California (MVCAC)
 - i. Annual Planning Session (Information only)
 - ii. Annual Conference attendance. **(Board action required)**
- b. Update on invasive *Aedes* (Information only)
- c. Update on Locker Room (Information only)
- d. Update on surveying residents of the City of Albany (Information only)
- e. Vector Control Joint Powers Agency (VCJPA) Retrospective adjustment (Information only)
- f. Contracting for Human Resources services (Information only).

12. President Halliday asks trustees for items to be added to the agenda for the next Board meeting. (Information only)

13. Reports on Conferences and Seminars attended by Trustees. (Information only)

14. Announcements from members of the Board. (Information only)

15. Adjournment

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

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

MINUTES

1015th MEETING OF THE BOARD OF TRUSTEES
OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT
NOVEMBER 12, 2014

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

Board Vice President Ryan Clausnitzer called the Regularly Scheduled Board meeting to order at 5:05 PM

Trustees William Spinola, Barbara Halliday, and Kathy Narum were absent.

Vice President Clausnitzer invited members of the public to speak on issues relevant to the District. There were no members of the public present.

The Board approved the Minutes of the 1014th meeting held October 18, 2014. (Prola / Washburn, unanimous).

The Board reviewed bids to repair and resurface the District parking lot. Board member Ron Quinn asked whether all three bids covered the same scope of work and asked why there was such a wide difference in price between the contractors. He asked whether the District staff felt the quality of work by the lowest bidder was comparable to that of the highest bidder. District Manager Chindi Peavey replied that the District's Mechanic Specialist had reviewed the scope of work with each company and had checked their references. He had recommended American Asphalt as providing the highest quality work. The Board selected American Asphalt (which submitted the lowest bid) to do the work (Doggett/Washburn, unanimous)

The Board authorization the sale of vehicle V10, License #116914, a 2003 Ford F-250 Super Duty 4X4 truck. The truck will be sold through Brasher's Auto Auction (Prola / Washburn, unanimous)

The Board passed Resolution 1015-1, approving new caps for CalPERS Health Benefits as of January 1, 2015. (Prola Washburn, unanimous)

Vice President Clausnitzer gave the report from the Policy Committee, which met on November 12 at 3:30. He stated that the Policy committee had review the draft Financial Reserve Policy and made comments on it. District Manager Chindi Peavey will incorporate the committees comments in the policy and the new policy will be presented to the Board at the December 10 Board Meeting.

Board members Halliday, Prola and Clausnitzer were appointed to the Nomination Committee. The Board asked District Manager to provide the committee with an updated list of the dates on which current Board members had served as president (Prola / Guarienti, unanimous)

The Board reviewed warrants dated October 15, 2014 numbering 018315 through 020515 amounting to \$89,366.98 and warrants dated October 31, 2014 numbering 020615 through 024715 amounting to \$144,491.82

The Board reviewed Account Balances and Account Balance Summary as of October 31, 2014. .

The Board reviewed of the Revenue Statement for October 31, 2014.

District Manager Chindi Peavey presented the Monthly Operational Report for October 2014.

District Manager Chindi Peavey presented the Manager's Report for October 2014.

Vice President Clausnitzer asked if there were any announcements. Board member Ron Quinn announced that he had attended the ceremony renaming the Dublin Post Office after Jim Kohnen who passed away in 2012 and had been a member of the District's Board of Trustees for many years. The ceremony was also attended by Board members Richard Guarienti, and James Doggett and former Board member Jim Golden as well as District Manager Chindi Peavey.

District Manager Chindi Peavey asked how many Board members would attend if the District staff holds another Trustee field day on December 10. Most of the members present said that they would attend. The Field Day will start at 4:00 PM.immediately before the Board meeting.

Vice President Clausnitzer asked if there were any items to be added to the agenda for the December Board meeting. There were none.

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The meeting adjourned at 6:15 PM.

Respectfully submitted,

George Young, Secretary

Approved as written and/or corrected
at the 1016th meeting of the Board of
Trustees held December 10, 2014

Barbara Halliday, President
BOARD OF TRUSTEES

Alameda County Mosquito Abatement District

§224 District Fund Policy

§224.10 The District recognizes the importance of adopting policies for financial reserves and reserve funds. Written, adopted financial policies regarding designated reserves are a critical element of sound fiscal management. The designation of funds for long term financial goals are an important element of prudent fiscal management and a cornerstone of long-term financial planning. A written and adopted policy on these funds facilitates the attainment of program goals. This policy was developed to clearly identify specific, designated funds. It is the intent of this policy to clearly identify funds, articulate the purpose of each fund, designate the way the funds are replenished and set target levels that are consistent with the District's mission, and the philosophy of its Board of Trustees. This policy shall be known and may be cited as the Alameda County Mosquito Abatement District Fund Policy.

§224.11 Objectives: This Policy has been developed to provide for the following:

1. To assure continued operation and solvency of the District for carrying out its stated mission.
2. To maintain a financially-viable District that can preserve adequate levels of service
3. To maintain financial flexibility in order to continually adapt to change and permit orderly adjustment to unanticipated events
4. To maintain a diversified, financial flexibility and stable long-term financial plan.
5. To facilitate the accumulation and preservation of District funds in an amount equal to the stated target fund level for each specific fund created by the District.
6. To provide information to the citizens of Alameda County on how tax revenues are used and managed.

§224.12 This policy will be reviewed on an annual basis in order to incorporate appropriate changes, additions and/or deletions.

Fund Policy

§224.20 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

§224.21 In order to achieve the objectives of this Policy, the Board of Trustees shall adhere to the following guidelines:

§224.22 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.

§224.23 Classification of Funds. Funds may be designated by the Board of Trustees as a “restricted” or “non-restricted”. These classifications are defined under GASB 54 as follows:

§224.24 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. The District currently has no Restricted Funds.

§224.25 Non-restricted Funds may be classified as “**Committed**” or “**Assigned**”. These funds do not require the physical segregation of funds, but maybe segregated if desirable.

§224.26 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 Reserve Funds include the Capital Improvement Reserve Fund and the Public Health Emergency Reserve Fund.

§224.27 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’s Assigned Funds include the Working Capital Fund.

§224.28 Investment earnings from restricted and non-restricted funds shall be credited to the District General Fund, unless otherwise stated herein.

§224.29 Approval by the District’s The 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.

§224.30 The Board of Trustees shall maintain a written Fund Policy.

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

Funds

§224.40 The Board of Trustees hereby establishes and designates the following funds:

§224.41 Public Health Emergency Fund. Attachment 1

§224.42 Capital Improvement Fund. Attachment 2.

§224.43 Working Capital Fund. Attachment 3.

Target Fund Levels

§224.5 The Board of Trustees shall establish a stated target fund level for each designated fund. See Attachment 7 for a compendium of established target fund levels for designated funds.

Annual Evaluation

§224.6 The District Manager shall perform a review and analysis of each designated funds for presentation to the Board of Trustees at a public meeting upon the occurrence of the following:

§224.61 Upon consideration by the Board of Trustees of the annual budget.

§224.62 Upon any significant change to and/or expenditure(s) from a designated fund.

§224.63 Upon determination that a fund balance is less than the established target fund level for a designated fund.

ATTACHMENT 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. The primary role of the District is to prevent and manage threats to public health as it relates to vectors and vector-borne diseases. Due to a wide range of dynamic biological and environmental factors, the abundance and disease levels of vectors and vector borne disease can vary from year to year. In addition, three new species of mosquitoes have entered California in recent years, and have brought with them the potential for the transmission of human disease not previously endemic to California. In either case, an increased threat to public health is possible, and the District has the duty to respond according to its Integrated Pest Management program and to guidance from the California Department of Public Health as stated in the “Invasive Aedes Response Plan in California” and the “California Mosquito-Borne Virus Response Plan”.

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 of 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 which 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 which maintain the highest level of liquidity, such as checking, savings, and LAIF.
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 minimum target balance of this fund is \$250,000. The maximum target balance is \$500,000. This target 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.

ATTACHMENT 2

ALAMEDA COUNTY
MOSQUITO ABATEMENT DISTRICT
CAPITAL IMPROVEMENT FUND

Fund Purpose:

The purpose of the Capital Improvement Funds 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 (CPU's, PC's, laptops, etc.) and facilities. Safe, reliable and up-to-date vehicles and equipment, which are in good working order, are essential for the District to meet our mission of providing public health services in a timely and professional manner. The Capital Improvement Reserve Fund will allow for the replacement of vehicles, and equipment if lost due to a disaster. In addition, this reserve fund will allow for the renovation and/or Improvement of the District's Office and garage facilities as they age. The recommended maximum funding for this reserve item is also an amount equal to the accumulated amount of depreciation for all capital items.

Policy:

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

1. This reserve fund shall be known as the "Capital Improvement Fund."
2. The Capital Improvement Fund shall be designated as an assigned 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 Capital Improvement 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 Capital Improvement Fund shall be expended solely for the purpose of replacement and upgrade of existing District vehicles and equipment, or for renovations or replacement of District facilities.
6. The Capital Improvement Fund may be invested in financial institutions and instruments which maintain the highest level of liquidity, such as checking, savings, and LAIF.
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 will be 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. The minimum target balance will be dependent on the needs identified for the next three to five years in the District's Capital Improvement Program. This target will be reviewed annually and adjusted as needed.

ATTACHMENT 3

ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT WORKING CAPITAL FUND

Fund Purpose:

The Working Capital Fund is necessary because the District receives the majority of its funding from the property taxes and a benefit assessment collected by the Alameda County Treasurer/Controller. These revenues are not transmitted to the District until December, six months after the beginning of the fiscal year. Therefore, it is imperative that the District have funds available to cover general operating costs from the beginning of the fiscal year (July 1) to the time that revenues are received in December. Mosquitoes develop in Alameda County throughout the year, and in the absence of working capital would inhibit the District's ability to provide service to the residents of Alameda County. This fund will preserve 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 "Working Capital Fund."
2. The Working Capital Fund shall be designated as an assigned reserve fund.
3. The District Manager is authorized to approve the expenditure of Working Capital Funds, without prior approval of the Board of Trustees, in response to day-to-day cash flow requirements.
4. The Working Capital Fund will be held in the District's account in the County Treasury.
5. Investment earnings from the Working 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 Working Capital Fund is to maintain a minimum Capital Funds for Operations equal to 60% of discretionary General Fund revenues, as of July 1st of each fiscal year. This target fund level was established based upon the following general guidelines:

1. The District shall maintain a balance in the General Fund equal to approximately 60% 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
 - b. Services and Supplies

Current Reserves and Proposed Fund Policy

Fund Name	2012-13 Audit		2014-15 Budget	Financial Reserve Policy			
	Type	Amount	Amount	Type	Target Minimum	Target Maximum	Basis
Public Health Emergency Fund	Assigned	\$ 361,485	\$ 250,000	Committed	\$ 250,000	\$ 500,000	WNV Plan, Invasive Aedes Plan
Capital Improvement Fund	Assigned	\$ 500,000	\$ 591,364	Committed	\$ 500,000	\$ 2,000,000	Accumulated Depreciation, Capital Improvement Plan
Working Capital Fund	Assigned	\$ 2,181,632	\$ 2,177,200	Assigned	\$ 200,000	\$ 2,177,200	60% of budget
Reserved for Insurance	Assigned	\$ 220,342	not an annual expenditure, not in budget	Assigned	on the audit, but not currently in policy		VCJPA Contingency Funds
Contingency Reserve	part of cash in treasury in general fund, in Budget		\$ 50,000	not a formal fund	\$ 25,000	\$ 50,000	Unspecified Contingencies

**ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT
LIST OF WARRANTS DATED NOVEMBER 15, 2014**

WAR NO	PAYEE	FOR	ACCT NO	AMT OF CHARGE	AMT OF WARRANT
024815	Vector Biologist	Total salary less deduction for payroll	1011	2,421.13	
024815	Assist. Mosquito Control Tec	November 1 to November 15, 2014	1011	1,883.24	
024815	Vector Biologist	"	1011	2,641.50	
024815	Vector Biologist	"	1011	2,718.59	
024815	Mosquito Control Techniciar	"	1011	2,129.19	
024815	Environmental Specialist	"	1011	2,489.26	
024815	Field Supervisor	"	1011	2,986.62	
024815	Biological Specialist	"	1011	2,692.69	
024815	Entomologist	"	1011	3,039.63	
024815	Finance Manager	"	1011	2,381.08	
024815	Vector Biologist	"	1011	2,378.68	
024815	Assist. Mosquito Control Tec	"	1011	2,513.37	
024815	IT Specialist	"	1011	2,588.11	
024815	Lab Seasonal	"	1011	1,148.85	
024815	District Manager	"	1011	3,224.02	
024815	Mechanic Specialist	"	1011	2,683.72	
024815	IRS	Federal tax withheld (payroll)	1011	6,811.15	
		Medicare Tax Withheld (payroll)	1011	796.80	
		District Contribution to Medicare (payroll)	1311	796.79	
024815	State of California	State Tax withheld (payroll)	1011	2,225.98	50,550.40
024915	Public Employees' Retirement System	Employee Contributions	1011	15.00	
		Employee Paid Member Contributions, 7% & 6.5%	1011	4,030.38	
		Employer Contribution 12.330% & 6.7%	1211	6,968.92	11,014.30
025015	Aetna Life & Annuity	Employee Contributions	1011		150.00
025115	CALPERS 457 Plan	Employee Contributions - PERS 457	1011		4,305.00
025215	Delta Dental Plan	Monthly Premium	1411		4,947.11
025315	Vision Service Plan	Health premium	1411		892.08
025415	Airgas Carbonic	Dry ice	3131.1		581.91
025515	BioQuip	Dry ice bucket	3131.1		475.91
025615	Bayside	Janitorial services, November 2014	3051		300.00
025715	Cintas	Laundry service	3071	341.53	

**ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT
LIST OF WARRANTS DATED NOVEMBER 15, 2014**

WAR NO	PAYEE	FOR	ACCT NO	AMT OF CHARGE	AMT OF WARRANT
		Personal supplies	3031	0.00	341.53
025815	Corporate Park Landscaping	Landscape maintenance	3211		170.00
025915	KBA Docusys	Canon copier rental	3111		449.91
026015	Liewer	Switch Light	3231		44.38
026115	Mar Len	Suction hose	3391.6		9.16
026215	Orlandi Trailer	Trailer	3231		3,242.12
026315	PFM Asset Mgt	Investment advisory services	3411		1,647.64
026415	Techniclean	Tissue, towel	3051		86.26
026515	Waste Management	Garbage service for October	3271		153.40
026615	Rocky Mountain	DOM - boots	3031	108.99	
		Office Depot - stationery	3111	30.19	
		Office Depot - business card holder	3111	21.11	
		Canon - copier rental	3111	337.90	
		Evergreen - laser cartridge	3121	417.69	
		UCD - MNV testing	3131.2	40.00	
		UCD - MNV testing	3131.2	18.40	
		UCD - MNV testing	3131.2	62.80	
		UCD - MNV testing	3131.2	22.20	
		FedEX - shipping	3131.3	48.06	
		Close Feed - chicken shaving, waterer	3131.5	31.01	
		TFS - lab supplies	3131.5	440.04	
		Office Depot - lab supplies	3131.5	21.12	
		Electrical Dist - cutters	3171	27.25	
		Tech Supply - tools	3171	15.68	
		Home Depot - hose bibs	3211	20.79	
		Electrical Dist - lamp facility	3211	164.48	
		Diagnostic - brake consultation	3231	32.50	
		Pestgoaway - rear cover	3231	21.50	
		Tech Supply - cleaner	3231	23.91	
		Safety Kleen - washer parts	3231	325.38	
		Just Smog - smog test, V 10	3231	40.00	

**ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT
LIST OF WARRANTS DATED NOVEMBER 15, 2014**

WAR NO	PAYEE	FOR	ACCT NO	AMT OF CHARGE	AMT OF WARRANT
		Just Smog - smog test, V 31	3231	31.75	
		TelePacific - comm exp	3291.1	862.59	
		DHN - refund	3291.3	(83.88)	
		FoodMaxx - meeting supplies	3351.4	116.25	
		Pier 1 - coaster	3351.4	43.80	
		Lucky - meeting supplies	3351.4	15.23	
		Mike - chicken feed	3391.3	51.00	
		Istock - picture for article	3392	65.00	
		CTC - subscription	3392	20.00	
		Subtotal - Rocky Mountain			3,392.74
<hr/> Total					82,753.85

**ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT
LIST OF WARRANTS DATED NOVEMBER 30, 2014**

WAR NO	PAYEE	FOR	ACCT NO	AMT OF CHARGE	AMT OF WARRANT
026715	Vector Biologist	Total salary less deductions for payroll period	1011	2,539.95	
026715	Assist. Mosquito Control Te	November 15 to November 30, 2014	1011	1,883.24	
026715	Vector Biologist	"	1011	2,760.33	
026715	Vector Biologist	"	1011	2,718.59	
026715	Mosquito Control Techniciar	"	1011	2,129.19	
026715	Environmental Specialist	"	1011	2,608.09	
026715	Field Supervisor	"	1011	2,986.61	
026715	Biological Specialist	"	1011	2,811.52	
026715	Entomologist	"	1011	3,158.46	
026715	Finance Manager	"	1011	2,455.36	
026715	Vector Biologist	"	1011	2,378.68	
026715	Assist. Mosquito Control Te	"	1011	2,513.37	
026715	IT Specialist	"	1011	2,588.12	
026715	District Manager	"	1011	3,224.03	
026715	Mechanic Specialist	"	1011	2,757.98	
026715	IRS	Federal Tax Withheld	1011	6,756.87	
		Medicare Tax Withheld	1011	779.05	
		District Contribution to Medicare	1311	779.05	
026715	State of California	State Tax Withheld	1011	2,222.86	50,051.35
026815	Public Employees' Retirement System	Employees contributions	1011	15.00	
		Employee paid member contributions, 7%, 6.5%	1011	4,030.38	
		District contribution 12.330%, 6.7%	1211	6,968.92	11,014.30
026915	Aetna Life & Annuity	Employee contributions	1011		150.00
027015	Calpers 457 Plan	Employees contributions - PERS 457	1011		4,305.00
027115	Calpers	Health insurance	1411		26,141.83
027215	Jefferson Pilot Financial	Life insurance premium	1411		93.60
	Elizabeth Anders	Trustee in lieu expenses - 1015th meeting	3351.5		-
027315	Ryan Clausnitzer	Trustee in lieu expenses - 1015th meeting	3351.5		100.00
027415	James Doggett	Trustee in lieu expenses - 1015th meeting	3351.5		100.00
027515	Robert Dickinson	Trustee in lieu expenses - 1015th meeting	3351.5		100.00
	James Golden	Trustee in lieu expenses - 1015th meeting	3351.5		-

**ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT
LIST OF WARRANTS DATED NOVEMBER 30, 2014**

WAR NO	PAYEE	FOR	ACCT NO	AMT OF CHARGE	AMT OF WARRANT
027615	Richard Guarienti	Trustee in lieu expenses - 1015th meeting	3351.5		100.00
	Barbara Halliday	Trustee in lieu expenses - 1015th meeting	3351.5		-
	Katherine Narum	Trustee in lieu expenses - 1015th meeting	3351.5		-
027715	Jim Prola	Trustee in lieu expenses - 1015th meeting	3351.5		100.00
027815	Scott Paulsen	Trustee in lieu expenses - 1015th meeting	3351.5		100.00
027915	Ronald Quinn	Trustee in lieu expenses - 1015th meeting	3351.5		100.00
	William Spinola	Trustee in lieu expenses - 1015th meeting	3351.5		-
028015	Jan Washburn	Trustee in lieu expenses - 1015th meeting	3351.5		100.00
028115	George Young	Trustee in lieu expenses - 1015th meeting	3351.5		100.00
028215	AT&T	Yellow pages listing	3392		62.00
028315	Airgas	Dry ice	3131.1		150.35
028415	Adapco	BVA oil	3391.1		27,039.35
028515	Apparitions	Lettering V 51, V 54	3231		240.00
028615	Branan, Thomas	Dental reimbursement	1411		218.00
028715	Cintas	Personal supplies	3031	-	
		Laundry service	3071	150.68	150.68
028815	Hayward Water	Utilities	3271		696.55
028915	Kimball Midwest	Microfiber wipes, Glisten	3231		93.69
029015	PG & E	Utilities	3271		1,126.56
029115	Public Health FE	Pesticide resistance testing	3131.5		590.00
029215	Sonitrol	Monitoring charges	3551		691.49
029315	Bartkiewicz, Shanahan	Legal consultation	3411		125.00
029415	Verizon	Communication expenses	3291.4		335.23
029515	Wright Express	Fuel expenses, statement ended 11-15-14	3351.1		3,096.37
Total Warrants					127,271.35

Account Balances as of November 30, 2014
 Budget Year 2014-15
 Month 5 of 12 = 42%

		EXPENDED IN NOV	EXPENDED TO DATE	BUDGETED	BALANCE	% EXPENDED
SALARIES & BENEFITS						
1011	Salary and Wages	116,026.67	628,868.61	1,599,120.00	970,251.39	39%
1411	Contribution to Medicare	1,575.84	8,560.20	23,187.00	14,626.80	37%
1311	Contribution to Retirement	13,937.84	71,895.43	182,376.00	110,480.57	39%
1211	Contribution to Health Care	32,292.62	167,830.96	434,621.00	266,790.04	39%
TOTAL SALARIES & BENEFITS		163,832.97	877,155.20	2,239,304.00	1,362,148.80	39%
SERVICE AND SUPPLIES						
3031	Clothing and Personal Supplies	584.90	1,729.16	8,500.00	6,770.84	20%
3051	Household Expenses	386.26	1,853.77	5,500.00	3,646.23	34%
3071	Laundry Service and Supplies	492.21	3,508.12	9,000.00	5,491.88	39%
3111	Office Expenses	839.11	5,535.28	16,000.00	10,464.72	35%
3121	Computer & Software	417.69	12,856.01	52,000.00	39,143.99	25%
3131	Laboratory					
3131.1	Mosquito Surveillance	732.26	2,456.30	9,400.00	6,943.70	26%
3131.2	Disease Surveillance	143.40	2,234.78	1,900.00	-334.78	118% ^a
3131.3	Mosq pool testing	48.06	3,853.11	2,000.00	-1,853.11	193% ^a
3131.4	Hood certification	0.00	195.00	200.00	5.00	98% ^b
3131.5	Misc lab eqpt & supplies	1,082.17	1,743.50	4,500.00	2,756.50	39%
3131.6	Reimbursement for light traps	0.00	0.00	150.00	150.00	0%
Laboratory Total		2,005.89	10,482.69	18,150.00	7,667.31	58% ^c

Account Balances as of November 30, 2014
 Budget Year 2014-15
 Month 5 of 12 = 42%

3171	Small Tools and Instruments	42.93	549.16	1,500.00	950.84	37%
3211	Maintenance - Structures & Improvement	355.27	2,336.24	15,000.00	12,663.76	16%
3231	Maintenance Equipment	4,095.23	12,198.31	40,000.00	27,801.69	30%
3271	Utilities	1,976.51	7,924.94	21,500.00	13,575.06	37%
3291	Communication					
3291.1	Telephone service & internet	862.59	3,452.32	12,000.00	8,547.68	29%
3291.2	Public Notices	0.00	0.00	500.00	500.00	0%
3291.3	Website & email hosting	-83.88	794.69	375.00	-419.69	212% ^d
3291.4	Cell phone services	335.23	1,352.48	4,200.00	2,847.52	32%
	Communications Total	1,113.94	5,599.49	17,075.00	11,475.51	33% ^d
3331	Memberships, Dues, Subscriptions	0.00	13,919.00	22,750.00	8,831.00	61% ^e
3351	Transportation & Travel					
3351.1	Fuel & GPS	3,096.37	21,725.48	40,000.00	18,274.52	54% ^f
3351.2	Misc Travel	0.00	29.01	4,000.00	3,970.99	1%
3351.3	Meetings & conferences	0.00	0.00	39,616.00	39,616.00	0%
3351.4	Board meeting expenses	175.28	275.97	800.00	524.03	34%
3351.5	Trustee in lieu	900.00	4,700.00	16,800.00	12,100.00	28%
	Transportation & Travel Total	4,171.65	26,730.46	101,216.00	74,485.54	26% ^f

Account Balances as of November 30, 2014
 Budget Year 2014-15
 Month 5 of 12 = 42%

3391 District Special Expenses

3391.1	Pesticides	27,039.35	55,273.18	150,000.00	94,726.82	37%
3391.2	Field supplies	0.00	65.26	500.00	434.74	13%
3391.3	Sentiental Chickens	51.00	399.87	4,000.00	3,600.13	10%
3391.4	Fish & Fish Maint	0.00	202.96	4,000.00	3,797.04	5%
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	1,200.00	4,000.00	2,800.00	30%
3391.54	Board Plaques & nameplates	0.00	0.00	1,000.00	1,000.00	0%
3391.55	Seasonals (post ads, pre-empl physic	0.00	0.00	1,000.00	1,000.00	0%
3391.6	Spray equipment & Safety	9.16	1,581.42	17,000.00	15,418.58	9%
District Special Expenses Total		27,099.51	59,826.69	201,500.00	141,673.31	30%
3392	Community Education	147.00	2,127.52	32,020.00	29,892.48	7%
3411	Professional and Specialized Services	1,772.64	46,125.46	217,700.00	171,574.54	21%
3471	Insurance - Collision, Liability etc	0.00	32,451.00	32,048.00	-403.00	101% ^g
3491	Workers Compensation Insurance	0.00	50,494.00	50,553.00	59.00	100% ^g
3531	Insurance Fund - SIRS	0.00	0.00	25,000.00	25,000.00	0%
3551	Rents, Leases - Equipment	691.49	3,737.14	9,350.00	5,612.86	40%
TOTAL SERVICES & SUPPLIES		46,192.23	299,984.44	896,362.00	596,377.56	33%
CAPITAL						
5111	Structures and Improvements	0.00	0.00	217,500.00	217,500.00	0%
5311	Equipment	0.00	54,644.60	106,500.00	51,855.40	51% ^h
TOTAL CAPITAL		0.00	54,644.60	324,000.00	269,355.40	17%

Account Balances as of November 30, 2014
 Budget Year 2014-15
 Month 5 of 12 = 42%

<i>Annual Operating Expenditures</i>	210,025.20	1,231,784.24	3,629,666.00	2,397,881.76	34%
OTHER					
Reserve for Contingency	0.00	0.00	50,000.00	50,000.00	0%
Pesticide Shed Replacement	0.00	0.00	120,000.00	120,000.00	0%
Dry Period Cash	0.00	0.00	2,177,200.00	2,177,200.00	0%
Reserves for Public Health Emergencies	0.00	0.00	250,000.00	250,000.00	0%
Reserve for Capital Replacement	0.00	0.00	591,364.00	591,364.00	0%
Total Other	0.00	0.00	3,188,564.00	3,188,564.00	0%

Does not include 13/14 expenses paid in 14/15

Footnotes

- ^a High West Nile virus activity in 2014 required a great deal of extra testing of dead birds and mosquitoes
 We will need to purchase another set of RAMP kits for the upcoming season (\$2,000)
- ^b The Biological Safety Cabinet and Fume Hood are tested once a year. There will not be any further charges to this subaccount
- ^c The overall balance for the Laboratory has been exceeded due to WNV testing, this account should be augmented
- ^d Web hosting and email - This charge paid for 2 years in advance. Part of this was refunded
 The overall balance for Communications is within budget
- ^e Major memberships (MVCAC, AMCA) were paid at the beginning of the fiscal year
- ^f The fogging equipment includes a GPS tracking device which had to be replaced this summer.
 The overall balance for Transportation is within budget
- ^g Insurance is paid as a lump sum at the beginning of the fiscal year, invoice was slightly more than projected by VCJPA
- ^h About half of the Capital purchases have been made

The total for "Services and Supplies" remains at 33%, well within bounds for our position in the fiscal year (to date, 42% of the fiscal year has passed)

STATEMENT OF EXPENDITURES - NOVEMBER 30, 2014

	Budget Year 14-15			
	EXPENDITURES	TO-DATE	BUDGETED	BALANCE
Salary & Wages	163,832.97	877,155.20	2,239,304.00	1,362,148.80
Service and Supplies	46,192.23	299,984.44	896,362.00	596,377.56
Capital Expenditures	0.00	54,644.60	324,000.00	269,355.40
Reserve for Contingency	0.00	0.00	50,000.00	50,000.00
Pesticide Shed Replacement	0.00	0.00	120,000.00	120,000.00
TOTAL	210,025.20	1,231,784.24	3,629,666.00	2,397,881.76

CASH BALANCE - November 30, 2014 : (not available as of Friday, Nov 5. Will be provided at the Board meeting)

Sincerely,

Chindi Peavey
District Manager

**Summary of Revenues Received to Date
November 30, 2014**

	11/30 1/00	November	Received to Date	Budgeted	% of Budgeted
Ad Valorem Tax					
Current Secured			\$ 80,403.87		
Current Unsecured			\$ 84,414.45		
Unitary	\$	17,241.15	\$ 17,241.15		
Current Secured NBO	\$	11,577.32	\$ 11,577.32		
Prior Secured NBO	\$	528.33	\$ 528.33		
Prior Unsecured	\$	2,880.61	\$ 2,880.61		
Prior Unsecured SA	\$	54.84	\$ 54.84		
Supplemental			\$ 2,214.04		
Redevelopment			\$ 279.08		
Total Ad Valorem Tax	\$	32,282.25	\$ 199,593.69	\$ 1,616,830.00	12%
Special Tax	\$	194.32	\$ 39,841.01	\$ 801,014.00	5%
Benefit Assessment	\$	226.98	\$ 54,710.29	\$ 1,082,918.00	5%
Other Revenues (Natl. Wildlife Refuge in lieu of taxes)			\$ 229.88	\$ -	
Interest on Pooled Money				\$ 4,000.00	0%
Misc District Deposits (County Fair award, rebates, refunds)			\$ 10,910.00	\$ -	
Sale of Equipment				\$ 5,000.00	0%
Total revenue	\$	32,703.55	\$ 305,284.87	\$ 3,509,762.00	9%

**Summary of Revenues Received to Date
November 30, 2014**

This is preliminary data from the County Auditor-Controller's Office, Tax Analysis Unit.

Alameda County Mosquito Abatement District

BOARD OF TRUSTEES

Barbara Halliday, President
Ryan Clausnitzer, Vice-President
George Young, Secretary
Robert Dickinson
James N. Doggett
Richard Guarienti
Kathy Narum
Scott Paulsen
Jim Prola
Ronald E. Quinn
William M. Spinola
Jan Washburn

Chindi Peavey Ph.D.

District Manager

cpeavey@mosquitoes.org

MONTHLY OPERATIONAL REPORT – November 2014

Dear Trustees:

I. NARRATIVE

The District received a total of 48 requests for service during November. There were 28 mosquito-biting reports. The ten-year average for adult mosquito service requests in November is 6.5. 15 requests for mosquitofish were received and 5 requests for inspections of potential mosquito sources. There were no detections of West Nile virus in birds or mosquitoes in November.

Larval control efforts in November were focused primarily on four species of mosquitoes: *Culex pipiens*, the house mosquito; *Culex tarsalis*, the encephalitis mosquito; and *Culiseta incidens*, the fish pond mosquito.

The fish pond mosquito, *Culiseta incidens*, is found throughout the year in Alameda County. This mosquito can utilize many different types of sources found around homes including fish ponds, fountains, bird baths, untreated swimming pools and pool covers, boats, spas, and many more. A total of 1,003 mosquitofish were planted in 30 artificial water sources during the October. *Cs. incidens* was found during 5 service requests during the month, for 2 of these, *Cx pipiens* was also found.

Culex pipiens, the house mosquito, is a vector of West Nile virus and is found throughout the year in Alameda County with its peak populations occurring in late summer and fall. The larvae are found in underground sources such as storm drains, catch basins, sumps and flooded basements as well as in water treatment plants. There were 15 service requests attributed to *Cx. pipiens* during the month. At 2 of these, *Cs. incidens* was also found and at 2 others *Cx. tarsalis* was also present.

Culex tarsalis, the encephalitis mosquito, is a vector of West Nile virus as well as St. Louis and Western Equine Encephalitis. This mosquito is found in most areas of the county from February through October. The larvae are found in freshwater sources of all types. *Cx. tarsalis* was found at 10 service requests during November. At 2 of these, *Cx. pipiens* was also present.

II. STATEMENT OF OPERATIONS – NOVEMBER 2014

PROGRAM EVALUATION MEASUREMENTS

Mosquito service requests = 28	Ten-year average =	6.5
	Five-year average =	6.6
	Last year=	4
	Range=	1 – 12
Number of all injuries during 2014 =		2

SERVICE REQUESTS

Fish requests	15
Mosquito biting	28
Mosquitoes & Fish	0
Retrieve Fish	0
Deliver Mosquitoes to a school	0
Request for inspection	5
Total	48

SPECIES IMPLICATED IN SERVICE REQUESTS

<u>Species</u>	<u>Fish</u>	<u>Mosquitoes</u>	<u>Other</u>	<u>Inspect</u>	<u>Total</u>
<i>Culiseta incidens</i>	2	0	0	1	3
<i>Culex pipiens</i>	1	9	0	1	11
<i>Cx pipiens & Cs incidens</i>	1	1	0	0	2
<i>Cx pipiens & Culex tarsalis</i>	0	2	0	0	2
<i>Culex tarsalis</i>	1	7	0	0	8
<i>No Mosquitoes found</i>	10	9	0	3	22
<i>Totals</i>	15	28	0	5	48

OPERATIONS

Administration	627.25	Regular Hours	1901.75
Larval Surveillance & Control	563.75	Overtime hours	2
Disease monitoring	162.25	Total Work	1903.75
Laboratory	145.5		
Equipment & Facility Maintenance	114.75		
Public Education	38.25	Vacation hrs used	137
Interagency Communication	7.75	Sick hours used	55.75
Fish Rearing and Maintenance	7.0	Workers Comp Lv	0
Safety	232.25	ETO used	22.50
Misc	5	Total Leave	215.25
Total Work	1903.75	Total Hours	2334.25

Manager's Report December 10, 2014

- a) Mosquito and Vector Control Association of California (MVCAC)
 - 1. Annual Planning Session was held on December 10, 2014 in Ontario California. District Manager Chindi Peavey attended as a member of the MVCAC Board of Directors (Information only)
 - 2. Annual Conference will be held on January 25 to 27 in Monterey, CA. The Board will discuss the number of staff and trustees authorized to attend this meeting (**Board action required**)
- b) Update on invasive *Aedes* (Information only)
- c) Update on Locker Room (Information only)
- d) Update on surveying residents of the City of Albany (Information only)
- e) Vector Control Joint Powers Agency (VCJPA) – This is the District's self-insurance program with other vector control agencies in the state (Information only)
 - 1. Retrospective adjustment – This year the adjustment is an invoice for \$9,315. This is because of higher than expected costs in 2007-8. The invoice will be paid out of the District's Member Contingency Fund which currently has a balance of \$183,364. See the Attachment for further information.
- f) Contracting for Human Resources Services (Information only)
 - 1. The District has been looking into alternatives for contracting with an independent agency for Human Resource Services. The firm Regional Government Services provides such services on an hourly basis. This is a nonprofit joint powers agency with staff members who have worked in governmental human resources departments in a variety of different agencies. Information can be found in the Attachment. A representative of the group can be scheduled to provide information and answer questions from the Board at its January Meeting.

§208 Conference Policy

§208.1 Out of State National Mosquito Control Conference.

Unless otherwise provided by Board resolution, the manager or his delegate and one trustee shall be permitted to attend one such meeting a year.

§208.2 Mosquito and Vector Control Association of California Conference - Outside of the Bay Area.

The manager may select not more than four District personnel to attend these conferences.

§208.3. Mosquito and Vector Control Association of California Conference - Within the Bay Area.

The manager may select any number of District personnel to attend such sessions as he may designate from which, in his opinion, the employees and the District would derive the most benefit.

§208.4 Mosquito and Vector Control Association of California (MVCAC) Seminars and Workshops.

Trustees are encouraged to represent the District at MVCAC seminars, workshops, committee meetings and regional meetings.



MVCAC 83rd Annual Conference and Exhibitor Showcase

Conference Program

Hyatt Regency Monterey
January 25-28, 2015
Monterey, California

The MVCAC Annual Conference and Exhibitor Showcase will feature presentations on current research and results, poster displays, legislative and regulatory information, as well as opportunities to exchange information with other professionals who engage in efforts that protect public health through mosquito and vector control.

The MVCAC conference will once again feature the Exhibitor Showcase, which will have a diverse group of exhibitors to discuss the needs of your district.

Attendees will walk away from the conference with information, tools and resources allowing them to better serve their constituents through protecting public health and the environment. Attendees will network with others in the industry having an opportunity to share successes and challenges taking place in the mosquito and vector control field.

Who should attend?

District Managers	Administrative and Finance Staff
District Trustees	Public Information Officers
Biologists, Entomologists and Vector Entomologists	Technicians

Reasons to attend the MVCAC Annual Conference and Exhibitor Showcase

- It's THE conference for all mosquito and vector control professionals and governing officials
- Top-notch educational opportunities
- Choose from more than 15 hours of different training courses
- Expanded exhibitor hours
- Networking opportunities with peers
- Something for everyone – from technicians to district trustees!



Symposia will include the following topics:

Pesticide Resistance	Technology and Techniques
Invasive Mosquitoes	Innovations in vector surveillance and testing
Other Vectors and VBD	Reeves Student Awards
Community Engagement and Advocacy	



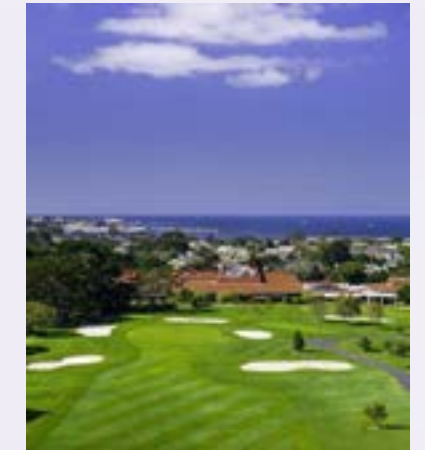
General Information and Frequently Asked Questions

Accommodations

All activities associated with the MVCAC Annual Conference take place at the Hyatt Regency Monterey.

Hyatt Regency Monterey
1 Old Golf Course Rd
Monterey, CA 93940
Phone: 831-657-6560

Room Rate
Standard Room:
 \$134 per night,
 plus taxes and fees



Room Rate Cut-off Date:
 December 31, 2014

Reservations can be made online at www.mvcac.org or by calling the hotel directly at 800-223-1234.

Members are strongly encouraged to support MVCAC and its future Annual Conferences by making reservations at the Hyatt Regency Monterey.

Hotel Shuttle information

The Monterey Airbus travels from SFO and San Jose airports directly to the Hyatt Regency Monterey.

Visit <http://www.montereyairbus.com/>

To reserve your seat. Book online and receive a \$5.00 discount! Shuttle pricing is no more than \$50 one way from each airport.

How do I register?

Register immediately for the MVCAC Annual Conference and Exhibitor Showcase by completing the attached registration form or online at www.mvcac.org. The deadline to pre-register for the conference is January 9, 2015.

What is the cancellation policy?

Cancellations and substitutions must be made IN WRITING and received by MVCAC (via fax, mail or email) no later than January 9, 2015. All cancellations received by January 9, 2015 will be refunded less a \$25 processing fee. There will be NO refunds for cancellations made after January 9, 2015. NO EXCEPTIONS WILL BE MADE.

What if I register after the December 31 deadline?

Anyone not registered by the January 9, 2015 deadline will have to register onsite. There is an additional \$25 fee for onsite registrations.

Can I register a guest?

Guests may join you for all meal functions provided a separate meal pass is purchased in advance. Your guest will be given a name badge for meal functions; however, educational sessions are for persons who have paid full conference registration fees.

When can I pick up my registration materials?

Registration materials including badges and an up-to-date conference onsite guide will be available at the registration desk during the following hours:

Sunday January 25, 2015 1:00 p.m. – 6:00 p.m.

Monday January 26, 2015 7:00 a.m. – 4:00 p.m.

Tuesday January 27, 2015 7:00 a.m. – 3:00 p.m.



Program at a Glance

Exhibitor Showcase

The Exhibitor Showcase occurs over two and a half days, allowing all attendees the opportunity to visit with exhibitors and discuss products and services. Exhibitors play a major part in our ability to offer you quality educational programs. Please support our exhibitors by visiting their booths. Check the MVCAC website for an updated list of exhibitors that will be joining us.



Exhibitor Showcase Hours

Sunday, January 25th 6:00 P.M.- 8:00 P.M	Monday January 26th 8:00 a.m.- 5:00 p.m.	Tuesday January 27th 8:00 a.m. - 3:00 p.m.
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Program at a Glance

Sunday January 25th

Registration
1:00 p.m. – 6:00 p.m.

Aquaculture 101 Workshop
(additional registration)
1:00 p.m.- 5:00 p.m.

Exhibitor Showcase Open
6:00 p.m. – 8:00 p.m.

President's Welcome Reception
6:00 p.m. – 8:00 p.m.

Monday January 26, 2015

Registration
7:00 a.m. – 4:00 p.m.

Exhibitor Showcase Open
8:00 a.m. – 5:00 p.m.

8:00 - 9:45 a.m. Welcome and Opening Remarks

9:45 a.m. Break in Exhibit Hall

10:00 a.m.- 12:00 p.m. Plenary/Symposia

12:00 p.m. Lunch in the Exhibit Hall/Visit the Posters
Poster presentations 12:00 p.m.- 1:00 p.m.

Afternoon Concurrent Sessions
1:15 p.m.- 5:00 p.m.

Trustee Session
2:45 p.m. – 5:00 p.m.

3:00 p.m. Break in Exhibit Hall

Tuesday January 27, 2015

Registration
7:00 a.m. – 3:00 p.m.

Exhibitor Showcase Open
8:00 a.m. – 3:00 p.m.

Concurrent Sessions A/B
8:00 a.m. – 11:30 a.m.

7:00 a.m. Trustee Business Session &
Breakfast

11:30 a.m. – 1:00 p.m. – Lunch in the
exhibit hall

Concurrent Sessions A/B
1:00 p.m. – 5 p.m.

3:30 p.m. Break in Exhibit Hall

MVCAC Awards Banquet
7:00 p.m. – 9:30 p.m.

Wednesday January 28, 2015

MVCAC Board of Directors Meeting
9:00 a.m. – 12:00 p.m.

Housing Information

Hyatt Regency Monterey is located just minutes from the Monterey Cannery Row, World Renowned Monterey Bay Aquarium and some of the liveliest beaches in Northern California.

Hyatt Regency Monterey Hotel on Del Monte Golf Course elevates luxury accommodation to a new level. Guests will experience hotel rooms and suites with transcendent amenities such as flat-screen televisions, rain showers, plush bedding, and so much more. Walk into the spacious lobby, where you'll find the hotel's Fireplace Lounge, perfect for relaxing with friends or listening to live music.

The newly renovated meeting facilities of Hyatt Regency Monterey Hotel are appropriate for any number of events, from industry conventions to corporate retreats to wedding receptions and family reunions. The hotel features meeting and conference facilities with over 40,000 square feet of flexible meeting space, including indoor and outdoor facilities, a 24 hour business center and Wi-Fi access throughout the hotel property.

Hyatt Regency Monterey

1 Old Golf Course Rd

Monterey, CA 93940

Room Rate: \$134 single/double occupancy

Room Rate Cut-Off: December 31, 2014

Reservations can be made online at www.mvcac.org or by calling the hotel directly at 800-223-1234.

Check in: 4:00 p.m.

Check out: 12:00 p.m.

Hotel Shuttle information

The Monterey Airbus travels from SFO and San Jose airports directly to the Hyatt Regency Monterey. Visit <http://www.montereyairbus.com/> To reserve your seat. Book online and receive a \$5.00 discount! Shuttle pricing is no more than \$50 one way from each airport.





VECTOR CONTROL JOINT POWERS AGENCY

1750 Creekside Oaks Dr., Suite 200 ~ Sacramento, CA 95833

(916) 244-1100 ~ FAX (916) 244-1199

Website: <http://www.vcjpa.org>

November 21, 2014

TO: Alameda County MAD
FROM: Evalina Cheng, Accounting Manager
SUBJECT: Retrospective Adjustment Assessment Invoice

At the November 19, 2014 Board of Directors meeting, the VCJPA Board approved the 2014 Annual Reports for both Pooled Workers' Compensation and Pooled Liability programs.

As a result of the 2014 retrospective adjustments, your District receives the enclosed Assessment Invoice #VCJPA-2014-090 for the following:

Liability Program:	\$ 10,610
ERMA Dividend	3,741
Workers' Compensation Program:	(23,666)
<u>Combined Retrospective Adj. Assessment Invoice</u>	<u>\$ (9,315)</u>

For your reference, we also enclosed your District's Workers' Compensation and Liability programs' summary of revenues and expenses by program year. The complete retrospective adjustment calculations can be found in the 2014 Annual Reports, which are available in the "Members Only" section of the VCJPA website → <http://www.vcjpa.org/>.

If you would like to pay your invoice from your district's Member Contingency Fund (MCF), we have attached a copy of the MCF Withdrawal Form. Please complete the form, sign and return it to us along with your invoice#VCJPA-2014-090 and we will process it according to your instruction.

Should you have any questions, please call Rob Kramer or Evalina Cheng at (800) 541-4591, ext. 1117 and 1147, respectively.

VC2015-020
Enclosures



**VECTOR CONTROL JOINT POWERS AGENCY
GENERAL LIABILITY POOLING & RISK SHARING PROGRAM
SUMMARY OF REVENUE AND EXPENSES
FOR ALAMEDA COUNTY MAD**

	DEPOSIT PREMIUM	TOTAL RETRO ADJUST	TOTAL INTEREST EARNED	TOTAL REVENUE	AGGREGATE POOL	EXCESS INS PREMIUM	TOTAL ADMIN EXPENSE	INCURRED BUT NOT REPORTED RESERVE	TOTAL INCURRED LOSSES DISTRIBUTED	RESERVE FOR POTENTIAL ERMA ASSESSMENT	PROGRAM YEAR EXPENSES	UNOBLIGATED BALANCE REMAINING
2004/05	\$ 20,074	\$ (1,721)	\$ 1,124	\$ 19,477	\$ -	\$ 12,651	\$ 2,992	\$ -	\$ 3,835	\$ -	\$ 19,477	\$ -
2005/06	\$ 23,484	\$ (11,425)	\$ 2,681	\$ 14,740	\$ -	\$ 11,217	\$ 2,792	\$ -	\$ 731	\$ -	\$ 14,740	\$ -
2006/07	\$ 27,005	\$ (4,426)	\$ 3,414	\$ 25,993	\$ -	\$ 12,016	\$ 2,773	\$ -	\$ 11,204	\$ -	\$ 25,993	\$ -
2007/08	\$ 24,975	\$ (9,354)	\$ 2,295	\$ 17,916	\$ -	\$ 12,181	\$ 2,556	\$ -	\$ 3,079	\$ -	\$ 17,916	\$ -
2008/09	\$ 24,473	\$ (11,256)	\$ 1,694	\$ 14,911	\$ -	\$ 9,079	\$ 2,597	\$ -	\$ 3,235	\$ -	\$ 14,911	\$ -
2009/10	\$ 26,768	\$ -	\$ 1,298	\$ 28,066	\$ -	\$ 4,983	\$ 2,535	\$ 665	\$ 5,432	\$ -	\$ 13,715	\$ 14,351
2010/11	\$ 31,880	\$ -	\$ 901	\$ 32,781	\$ -	\$ 9,706	\$ 2,995	\$ -	\$ 10,081	\$ -	\$ 22,782	\$ 9,999
2011/12	\$ 34,705	\$ -	\$ 671	\$ 35,376	\$ -	\$ 10,329	\$ 2,318	\$ 1,622	\$ 1,403	\$ -	\$ 16,173	\$ 19,203
2012/13	\$ 33,436	\$ -	\$ 177	\$ 33,613	\$ -	\$ 13,138	\$ 2,250	\$ 3,019	\$ 14,018	\$ -	\$ 32,424	\$ 1,188
2013/14	\$ 26,979	\$ -	\$ 137	\$ 27,116	\$ -	\$ 11,888	\$ 1,946	\$ 5,968	\$ 750	\$ -	\$ 19,651	\$ 7,464
TOTAL	\$ 273,779	\$ (38,182)	\$ 14,391	\$ 249,988	\$ -	\$ 107,187	\$ 25,554	\$ 11,274	\$ 53,769	\$ -	\$ 197,783	\$ 52,205
AVERAGE	\$ 27,378	\$ (3,818)	\$ 1,439	\$ 24,999	\$ -	\$ 10,719	\$ 2,555	\$ 1,127	\$ 5,377	\$ -	\$ 19,778	\$ 5,221

The dividends and charges for this year are based on the retrospective adjustment for the 2009/2010 program year, and the dividend for your district is:

\$ 14,351

**VECTOR CONTROL JOINT POWERS AGENCY
WORKERS' COMPENSATION POOLING & RISK SHARING PROGRAM
SUMMARY OF REVENUE AND EXPENSES
FOR ALAMEDA COUNTY MAD**

	TOTAL DEPOSIT PREMIUM	TOTAL RETRO ADJUST	TOTAL INTEREST EARNED	TOTAL AGGREGATE REVENUE	EXCESS INS POOL	TOTAL ADMIN EXPENSE	CLAIMS HANDLING EXPENSE	INCURRED BUT NOT REPORTED RESERVE	TOTAL INCURRED LOSSES DISTRIBUTED	RESERVE FOR POTENTIAL LAWX	TOTAL EXPENDITURES	UNOBLIGATED BALANCE REMAINING	PROJECTED ULTIMATE COST TO DISTRICT	
1988/89	\$ 15,340	\$ (9,003)	\$ 2,422	\$ 8,759	\$ 3,852	\$ 1,458	\$ 1,310	\$ -	\$ 77	\$ 2,106	\$ -	\$ 8,803	\$ (44)	\$ 6,581
1989/90	\$ 17,493	\$ (11,284)	\$ 2,159	\$ 8,348	\$ 4,301	\$ 2,050	\$ 1,764	\$ 233	\$ -	\$ -	\$ -	\$ 8,348	\$ 0	\$ 6,209
1990/91	\$ 18,585	\$ (6,556)	\$ 4,621	\$ 16,650	\$ 4,641	\$ 1,617	\$ 1,843	\$ -	\$ 8,549	\$ -	\$ -	\$ 16,650	\$ 0	\$ 12,029
1991/92	\$ 20,291	\$ (5,940)	\$ 3,043	\$ 17,394	\$ 5,900	\$ 1,475	\$ 2,186	\$ 312	\$ 8,385	\$ -	\$ -	\$ 17,388	\$ 6	\$ 14,345
1992/93	\$ 21,201	\$ (16,488)	\$ 3,299	\$ 8,012	\$ 5,000	\$ 1,076	\$ 1,936	\$ -	\$ -	\$ -	\$ -	\$ 8,012	\$ 0	\$ 4,713
1993/94	\$ 18,425	\$ (19,768)	\$ 4,141	\$ 2,798	\$ -	\$ 1,163	\$ 1,074	\$ -	\$ 561	\$ -	\$ -	\$ 2,798	\$ 0	\$ (1,343)
1994/95	\$ 14,690	\$ (8,313)	\$ 3,456	\$ 9,813	\$ -	\$ 1,304	\$ 1,141	\$ 539	\$ 6,830	\$ -	\$ -	\$ 9,814	\$ (0)	\$ 6,578
1995/96	\$ 14,546	\$ (2,143)	\$ 2,350	\$ 14,753	\$ -	\$ 1,264	\$ 1,357	\$ 1,464	\$ 10,669	\$ -	\$ -	\$ 14,754	\$ (0)	\$ 12,404
1996/97	\$ 17,972	\$ (290)	\$ 2,322	\$ 20,004	\$ -	\$ 2,021	\$ 1,595	\$ 1,265	\$ 15,122	\$ -	\$ -	\$ 20,004	\$ 0	\$ 17,682
1997/98	\$ 21,608	\$ 4,918	\$ 4,426	\$ 30,952	\$ -	\$ 1,368	\$ 1,739	\$ 653	\$ 27,058	\$ 135	\$ -	\$ 31,047	\$ (95)	\$ 26,621
1998/99	\$ 25,842	\$ (19,883)	\$ 5,012	\$ 10,971	\$ -	\$ 2,538	\$ 2,535	\$ 640	\$ 5,143	\$ 318	\$ -	\$ 11,531	\$ (500)	\$ 6,519
1999/00	\$ 25,102	\$ (17,454)	\$ 4,949	\$ 12,597	\$ -	\$ 998	\$ 2,322	\$ 1,068	\$ 6,909	\$ 729	\$ -	\$ 12,741	\$ (144)	\$ 7,792
2000/01	\$ 26,671	\$ (8,284)	\$ 4,642	\$ 23,029	\$ -	\$ 909	\$ 2,988	\$ 864	\$ 421	\$ 19,424	\$ 708	\$ 25,312	\$ (2,283)	\$ 20,670
2001/02	\$ 23,640	\$ (9,791)	\$ 3,454	\$ 17,303	\$ -	\$ 963	\$ 2,784	\$ 2,018	\$ 879	\$ 1,749	\$ -	\$ 16,793	\$ 510	\$ 13,539
2002/03	\$ 32,261	\$ (12,062)	\$ 3,166	\$ 23,365	\$ -	\$ 2,445	\$ 3,185	\$ 1,689	\$ -	\$ 13,887	\$ 2,159	\$ 23,365	\$ 0	\$ 20,199
2003/04	\$ 46,432	\$ 9,101	\$ 7,996	\$ 63,529	\$ (1,214)	\$ 3,274	\$ 3,870	\$ 2,374	\$ 747	\$ 55,214	\$ -	\$ 64,264	\$ (735)	\$ 56,268
2004/05	\$ 49,032	\$ (34,798)	\$ 9,708	\$ 23,942	\$ -	\$ 5,176	\$ 4,255	\$ 2,195	\$ 1,333	\$ 10,417	\$ -	\$ 23,376	\$ 566	\$ 13,668
2005/06	\$ 42,076	\$ (3,360)	\$ 8,081	\$ 46,797	\$ -	\$ 5,871	\$ 4,144	\$ 2,814	\$ 1,889	\$ 32,146	\$ -	\$ 46,864	\$ (67)	\$ 38,783
2006/07	\$ 34,802	\$ (16,608)	\$ 6,277	\$ 24,471	\$ -	\$ 3,846	\$ 4,271	\$ 938	\$ 2,922	\$ 12,192	\$ -	\$ 24,169	\$ 301	\$ 17,893
2007/08	\$ 31,749	\$ 2,203	\$ 5,637	\$ 37,589	\$ -	\$ 3,620	\$ 4,310	\$ 2,041	\$ 4,634	\$ 23,413	\$ -	\$ 38,018	\$ (429)	\$ 34,381
2008/09	\$ 27,301	\$ -	\$ 2,778	\$ 30,079	\$ -	\$ 3,157	\$ 4,005	\$ 2,458	\$ 3,686	\$ 37,464	\$ -	\$ 50,771	\$ (20,692)	\$ 47,993
2009/10	\$ 30,142	\$ -	\$ 2,074	\$ 32,216	\$ -	\$ 3,189	\$ 3,653	\$ 1,822	\$ 3,933	\$ 2,592	\$ -	\$ 15,189	\$ 17,026	\$ 15,116
2010/11	\$ 36,694	\$ -	\$ 1,318	\$ 38,012	\$ -	\$ 3,449	\$ 3,784	\$ 2,556	\$ 5,947	\$ 12,095	\$ -	\$ 27,831	\$ 10,181	\$ 26,513
2011/12	\$ 42,298	\$ -	\$ 1,161	\$ 43,459	\$ -	\$ 3,702	\$ 3,565	\$ 1,630	\$ 7,280	\$ 2,741	\$ -	\$ 18,219	\$ 24,540	\$ 17,758
2012/13	\$ 46,257	\$ -	\$ 414	\$ 46,671	\$ -	\$ 4,337	\$ 2,801	\$ 3,736	\$ 15,416	\$ 6,049	\$ -	\$ 32,340	\$ 14,331	\$ 31,926
2013/14	\$ 43,917	\$ -	\$ 453	\$ 44,550	\$ -	\$ 4,454	\$ 1,545	\$ 2,126	\$ 20,611	\$ 2,500	\$ -	\$ 31,255	\$ 13,115	\$ 30,802
TOTAL	\$ 744,367	\$ (185,801)	\$ 97,299	\$ 655,865	\$ 21,580	\$ 66,722	\$ 69,960	\$ 35,455	\$ 70,387	\$ 330,257	\$ 5,797	\$ 600,338	\$ 55,527	\$ 503,039
AVERAGE	\$ 28,630	\$ (7,146)	\$ 3,742	\$ 25,226	\$ 830	\$ 2,566	\$ 2,091	\$ 1,363	\$ 2,715	\$ 12,702	\$ 223	\$ 23,090	\$ 2,136	\$ 19,348

The calculations for this year are based on the retrospective adjustments for the 1988/89 - 2008/09 program years, and the deficit for your district is: **\$ (23,666)**



Vector Control Joint Powers Agency
1750 Creekside Oaks Drive, Suite 200
Sacramento, CA 95833
800.541.4591
916.244.1199 Fax

INVOICE

Bill To
Alameda County MAD Attn: Chindi Peavey 23187 Connecticut Street Hayward, CA 94545

Customer # ALA001	Invoice # VCJPA-2014-090
Invoice Date 11/21/14	Due Date 1/5/15
Total Due	\$ 9,315.00

Description	Amount
RETROSPECTIVE ADJUSTMENT <i>2014 Retrospective Adjustment</i>	9,315.00
TOTAL AMOUNT DUE	\$9,315.00

RECEIVED
NOV 26 2014
ALAMEDA COUNTY
MOSQ. ABAT. DIST

Delinquent amounts shall be assessed a 2% penalty, plus interest at the rate of 10% per annum.

VECTOR CONTROL JOINT POWERS AGENCY

1750 Creekside Oaks Drive, Suite 200

Sacramento, CA 95833

(800) 541-4591 ~ Fax (916) 244-1199

Email: echeng@bickmore.net

MEMBER CONTINGENCY FUND WITHDRAWAL FORM

MEMBER: Alameda County Mosquito Abatement District
Please type or write your District's name

I. INSTRUCTION:

Please complete the following if you wish to pay the enclosed billings from the District's Member Contingency Fund account:

1. Review your latest Member Contingency Fund Statement to ensure adequate funds are available to pay the selected invoice;
2. Check the boxes below to select the checks to be paid;
3. Certify the transaction by checking the payment instruction, signing and dating the form; and
4. Return the signed form via mail, fax, or email to the mailing address/fax#/email address on the top of this form.

If you have any questions, please call Evalina Cheng at (800) 541-4591, ext. 1147

II. CHECK SELECTION:

	Invoice #	Amount	Description
1.	VCJPA-2014-090	9,315	Retrospective Assessment Invoice
2.			
Total		9,315	

III. CERTIFICATION:

- Please pay the total amount due for the above selected invoices from the District's Member Contingency Fund account.
- Enclosed is the District's remittance for \$ _____ and please transfer \$ _____ from the District's Member Contingency Fund account to pay for the above selected invoice.

Chindi Peavey
Print Name

Chindi Peavey 12/1/14
Signature Date