

AGENDA

1017th MEETING OF THE BOARD OF TRUSTEES OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT

JANUARY 14, 2015

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

1. Call to order.
2. Roll call.
3. 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)
4. Approval of the minutes of the 1016th meeting held December 10, 2014 (Board action required.)
5. Election of Board Officers. (Board action required)
6. Presentation by Jennifer Bowers of Regional Government Services (Information only)
7. Authorization for Sale of Surplus Equipment. The District proposes to sell a 2006 HydroTraxx ATV and a Carson Tandem Trailer. Both will be sold at auction. (Board action required)
8. Review of bids and selection of a dealership for purchase of a truck to carry a spray assembly to apply atomized larvicides to underground drains. (Board action required)
9. Review of bids and selection of contractor for replacement of shop roof and skylights. (Board action required)
10. Second presentation and approval of the District Fund Policy on financial reserves. (Board Action required)

11. Appointment of Board members to a Long Range Planning Committee. (Board action required)
12. Financial Reports
 - a. Review of warrants dated December 15, 2014 numbering 028915 through 032215 amounting to \$92,063.26 and warrants dated December 31, 2014 numbering 032315 through 035215 amounting to \$117,976.43. (Information only)
 - b. Review Expenditures as of December 31, 2014. (Information only)
 - c. Review of Revenues received as of December 31, 2014. (Information only)
13. Presentation of the Monthly Operational Report for December 2014. (Information only)
14. Presentation of the Manager's Report for December 2014. (Information only)
 - a. MVCAC Annual Conference
 - b. Update on staffing
 - c. Update on District Financial Audit.
 - d. Update on preparation of Programmatic Environmental Impact Report.
15. Board President asks for reports on conferences and seminars attended by Trustees.
16. Board President asks for announcements from members of the Board.
17. Board President asks trustees for items to be added to the agenda for the next Board meeting.
18. Adjournment.

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

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
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 President Barbara Halliday called the Regularly Scheduled Board meeting to order at 5:03 PM

Trustees William Spinola, was absent.

The Board entered Closed Session pursuant to Government Code Section 54957. Public Employee Performance Evaluation. Title: General Manager

The Board came out of closed session. No action was taken in closed session.

President Halliday 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 1015th meeting held November 12, 2014. (Washburn / Prola, unanimous with Halliday and Narum abstaining).

The Board reviewed the Draft Financial Reserve Policy (Information only). Richard Guarienti pointed out typographical errors in the policy. District Manager Chindi Peavey agreed that she would review the document and make corrections for the next board meeting.

Nominating Committee presented nominations of candidates to Board Offices. Board Member Ryan Clausnitzer was nominated for Board President and the Board approved the nomination (Narum Halliday, unanimous),

Board Member George Young was nominated for Vice President and the Board approved the nomination (Prola/Washburn, unanimous).

Board Member Richard Guarienti was nominated for Board Secretary and the Board approved the nomination (Clausnitzer/Prola, unanimous).

The President invited nominations from the floor. There were none.

Board President Barbara Halliday asked for volunteers to the Personnel Committee. There were none. President Halliday proposed that the Personnel Committee consist of the incoming Board officers. The Board approved the proposal (Prola/Doggett, unanimous)

The Board reviewed 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)

The Board reviewed Account Balances as of November 30, 2014. (Information only)

The Board reviewed the 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)

The Board reviewed of Revenue Statement as of November 30, 2014. (information only)

At 6:15, Board members Halliday, Narum, Washburn, Doggett, left the meeting and Vice President Clausnitzer took over the chair from President Halliday. No further action items were considered after that time. The remainder of the meeting was information only, for the remaining members present.

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

District Manager Chindi Peavey presented the Manager's Report for November 2014. She reported on the Annual Planning Session of the MVCAC.

She reviewed the District's policy on staff attendance at the MVCAC Annual conference, no action was taken by the board.

The District was still collecting bids for the locker room expansion project, only two have been received thus far.

The retrospective adjustment for the MVCAC for reviewed. This year's adjustment resulted in an invoice rather than a refund.

Preliminary information was presented about Regional Government Services, a firm offering contract Human Resources services. More detailed information will be presented at the January 14, 2015 Board meeting.

President Clausnitzer asked if there were any announcements. Jan Washburn announced that he would be moving to Oakland in January and would be resigning as Board member representing Berkeley when he moves out of that city.

Vice President Clausnitzer asked if there were any items to be added to the agenda for the January Board meeting. Board member Jim Prola asked that the Board hear a presentation from Regional Government Services at the January Board meeting and District Manager Chindi Peavey agreed to arrange it.

The meeting adjourned at 6:35 PM.

Respectfully submitted,

George Young, Secretary

Approved as written and/or corrected
at the 1017th meeting of the Board of
Trustees held January 14, 2015

Barbara Halliday, President
BOARD OF TRUSTEES

Agenda Item 7. Sale of Surplus Vehicles

Background:

The District proposes to sell two surplus vehicles

1. 2006 HydroTraxx AATV Model Tj645 Vin #SL020007XART, Engine Model: Nissan CG-13 / Serial #369347. (designated E-18 in the District's inventory). This vehicle has 74 hours of engine use. It is no longer being used for pesticide applications.
2. 2006 Carson Tandem Trailer License #1249655, VIN #4HXSU10226C112931 (designated V-34 in the District's inventory). This is a surplus trailer which is no longer needed. All of the Argos are on newer trailers.

Both pieces of equipment will be sold at auction through Brasher's Auto Auctions. This company will pick up the equipment and transport it to the auction yard. They will allow the District's mechanic to set a minimum bid on each piece.

Recommendation:

Declare equipment E-18 and V-10 as surplus and dispose of it to the highest bidder through Brasher's Auto Auctions.

AUTHORIZATION FOR SALE OF VEHICLES OR EQUIPMENT

Vehicle # E-18 Year, Make, Model 2006 HydroTraxx AATV Model Tj645

Engine Model Nissan CG-13/Serial #369347

Engine or ID number Tj645SL020007XART

Being replaced by vehicle # not being replaced

Comments: _____

Initiator's signature: _____

Date: _____

Manager's signature: _____

Date: _____

BOARD APPROVAL (MINUTES DATED): _____

AUTHORIZATION FOR SALE OF VEHICLES OR EQUIPMENT

Vehicle # V-34 Year, Make, Model 2006 Carson Trailer

License # 1249655 Engine or ID number 4HXSU10226C113931

Being replaced by vehicle # not being replaced, this is an extra trailer

Comments: _____

Initiator's signature: _____ Date: _____

Manager's signature: _____ Date: _____

BOARD APPROVAL (MINUTES DATED): _____

Agenda Item 8. Review of bids for the purchase of a Ford pickup to carry a spray unit for treatment of underground drains with an atomized fog of liquid larvicide material

Background:

The District budgeted for an extra Ford pickup this year for mosquito control operations. During the past year, District staff has evaluated an underground fogging system designed by the Greater Los Angeles Mosquito and Vector Control District and used by Contra Costa MVCD for larval control in their underground lines. During last year’s West Nile virus outbreak in Livermore, it became evident that this equipment would be extremely useful in controlling larval mosquitoes in underground drain lines. The District mechanic will be building one of these units this winter and plans to install it in a dedicated pickup. This vehicle would only be used on paved streets for treating underground drains. Therefore, it does not need to have four wheel drive. The Mechanic Specialist has contacted several dealerships in the Bay Area and four had trucks currently in stock. The truck available at each dealership varies in specifications. Two dealerships had trucks with power windows, power adjustable mirrors and power locks. The two other dealerships had only trucks with manual windows, locks and mirrors. The lowest bid is a truck without a power equipment package. Therefore the District's Mechanic Specialist is recommending the second lowest bid, because it comes with a power equipment package. All four are offering us a substantial government discount. **Therefore the price to the District will be in the far right column labeled “Delivered Price with Tax”.** The bids received are as follows:

Dealership	Power Windows/locks/mirrors?	MSRP	Delivered Price with tax
<u>Livermore Ford</u>	<u>yes</u>	<u>\$28,340.00</u>	<u>\$21,983.70</u>
Fremont Ford	yes	\$27,880.00	\$28,027.31
San Leandro Ford	manual	\$26,520.00	\$19,527.13
Serramonte Ford	manual	\$27,545.00	\$23,037.25

Recommendation:

Purchase the truck with the power equipment package at Livermore Ford.

Agenda Item 9. Review of Bids for the Replacement of the Shop Roof and Selection of a Contractor to do the Work.

Background:

The 2014-15 Capital Budget includes \$40,00 for replacement of the shop roof and \$12,000 for replacement of the skylights in the roof. The specifications for this work includes the following elements:

- Install Poly ISO in rib of existing panels
- Cover with ½" Densdeck®
- Cover with 60 mil thick quality TPO membrane
- Overlap & hot weld all seams
- Install 8- new Prismatic Skylights with wood curbs & OSHA approved safety screens

Three companies submitted bids for this work:

1-Progressive Roofing	\$56,989.00
2- C.I. Services Roofing	\$67,535.00
3- Centimark Roofing	\$50,608.00

Recommendation:

Award the project to the lowest bidder, Centimark Roofing for \$50,608.00

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 is 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** Funds include the **Capital Improvement Fund** and the **Public Health Emergency 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 target balance of this fund 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 Fund will allow for the replacement of vehicles, and equipment if lost due to a disaster. In addition, this 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 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 fund shall be known as the "Capital Improvement Fund."
2. The Capital Improvement Fund shall be designated as **committed** fund.
3. These funds will be used to pay for capital assets according to the District budget and purchasing policies.
4. Each year, funds can be transferred from the 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. 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

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

WAR NO	PAYEE		ACCT NO	AMT OF CHARGE	AMT OF WARRANT
029615	Vector Biologist	Total salary less deduction for payroll	1011	2,421.13	
029615	Assist. Mosquito Control	December 1 to December 15, 2014.	1011	1,883.24	
029615	Vector Biologist	"	1011	2,641.50	
029615	Vector Biologist	"	1011	2,718.59	
029615	Mosquito Control Techni	"	1011	2,129.18	
029615	Environmental Specialis	"	1011	2,489.26	
029615	Field Supervisor	"	1011	2,986.62	
029615	Biological Specialist	"	1011	2,692.70	
029615	Entomologist	"	1011	3,039.63	
029615	Finance Manager	"	1011	2,381.08	
029615	Vector Biologist	"	1011	2,378.67	
029615	Assist. Mosquito Control	"	1011	2,513.37	
029615	IT Specialist	"	1011	2,588.11	
029615	District Manager	"	1011	3,224.03	
029615	Mechanic Specialist	"	1011	2,683.72	
029615	IRS	Federal tax withheld (payroll)	1011	6,756.87	
		Medicare Tax Withheld (payroll)	1011	779.05	
		District Contribution to Medicare (payroll)	1311	779.05	
029615	State of California	State Tax withheld (payroll)	1011	2,222.86	49,308.66
029715	Public Employees' Retire	Employee Contributions	1011	15.00	
	ment System	Employee Paid Member Contributions, 7%	1011	4,030.38	
		Employer Contribution 12.330% & 6.7%	1211	6,968.92	11,014.30
029815	Aetna Life & Annuity	Employee Contributions	1011		150.00
029915	CALPERS 457 Plan	Employee Contributions - PERS 457	1011		4,305.00

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

WAR NO	PAYEE		ACCT NO	AMT OF CHARGE	AMT OF WARRANT
030015	Delta Dental Plan	Monthly Premium	1411		4,834.90
030115	Vision Service Plan	Health premium	1411		892.08
030215	Bayside	Janitorial services, December 2014	3051		300.00
030315	Big Sky Enterprises	Disposal of tires	3231		50.00
030415	Bay Area Regional	MVCAC continued education	3391.53		120.00
030515	Cintas	Laundry service	3071	470.59	
		Personal supplies	3031	0.00	470.59
030615	Corporate Park Landscap	Landscape maintenance	3211		170.00
030715	CSDA	Membership dues	3331		50.00
030815	Carquest	Brake Fluid	3231		16.91
030915	Emily Grene	Lighting upgrades to LED	3211		4,782.60
031015	Entrix	MVCAC Programmatic EIR	3411		1,530.28
031115	Grainger	Ear plug	3391.6		31.49
031215	KBA Docusys	Canon copier rental	3111		434.63
031315	Kimball Midwest	Insert	3231		89.02
031415	Mar Len	Boom assembly Argo E 24	3391.6		420.88
031515	Meyers, Nave	Legal expenses	3411		2,683.80
031615	PFM Asset Mgt	Investment advisory services	3411		1,725.91
031715	Quill	Stationery	3111		121.43
031815	Renne Sloan Holtzman	Legal expenses	3411		1,993.50
031915	Univar	Resp CFR	3391.6		184.03
032015	Waste Management	Garbage service for November	3271		153.40
032115	Washburn, Jan	Travel reimbursement	3351.3		636.10
032215	Rocky Mountain	Canon - copier rental	3111	339.45	

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

WAR NO	PAYEE	ACCT NO	AMT OF CHARGE	AMT OF WARRANT
	Commare - software	3121	305.76	
	Fry's - Dell computer	3121	711.28	
	Evergreen - HP Laser Jet	3121	369.31	
	Logmein - software	3121	70.00	
	UCD - WNV testing	3131	40.00	
	SmartNFinal - dish washer soap	3132	8.74	
	Uline - gloves	3132	204.55	
	In Alpine - HVDC maintenance	3211	300.00	
	Domy - ant treatment	3211	200.43	
	Gorilla - safety bar V 54	3231	72.29	
	Johnson - lift kit V 55	3231	147.16	
	Bear - spray equipment Nissan	3231	475.00	
	TelePacific - comm exp	3291	886.64	
	Tequila - lunch, MVCAC Fall 14, Sac, BK/E	3351	43.43	
	Osaka - dinner, MVCAC Fall 14, Sac, BK	3351	42.52	
	Sheraton - lodging, MVCAC Fall 14, Sac, E	3351	155.37	
	Sac CC - lunch, MVCAC Fall 14, Sac, CP	3351	13.02	
	TMS - lunch, MVCAC Fall 14, Sac, CP	3351	12.12	
	Chops - dinner, MVCAC Fall 14, Sac, CP	3351	18.19	
	Sheraton - breakfast, MVCAC Fall 14, Sac,	3351	26.87	
	Sheraton - breakfast, MVCAC Fall 14, Sac,	3351	33.21	
	Sheraton - lodging, MVCAC Fall 14, Sac C	3351	338.74	
	Southwest - flight, MVCAC Planning, Oak t	3351	136.70	
	Southwest - flight, MVCAC Planning, Oak t	3351	12.50	

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

WAR NO	PAYEE	ACCT NO	AMT OF CHARGE	AMT OF WARRANT
	Southwest - flight, MVCAC Planning, Oak t	3351	12.50	
	Subway - breakfast, MVCAC Fall 14, Sac,	3351	4.61	
	Plan B - dinner, MVCAC Fall 14, Sac, EC	3351	33.00	
	Sheraton - lodging, MVCAC Fall 14, Sac, E	3351	169.37	
	Mikes - chicken feed	3391	34.00	
	Champion - air pump replacement	3391	77.69	
	Compliance - signs	3392	44.00	
	McMaster - spray equipment	3392	98.30	
	CTC - subscription	3392	20.00	
	Amazon - on-line training	3411	25.00	
	3M - exam	3411	112.00	
		Rocky Mountain Subtotal		5,593.75
	Total			92,063.26

ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT
LIST OF WARRANTS DATED DECEMBER 31, 2014

WAR NO	PAYEE	FOR	ACCT NO	AMT OF CHARGE	AMT OF WARRANT
032315	Vector Biologist	Total salary less deductions for payroll peri	1011	2,539.95	
032315	Assist. Mosquito Contro	"	1011	1,883.24	
032315	Vector Biologist	"	1011	2,760.33	
032315	Vector Biologist	"	1011	2,718.59	
032315	Mosquito Control Techn	"	1011	2,129.19	
032315	Environmental Specialis	"	1011	2,608.09	
032315	Field Supervisor	"	1011	2,986.61	
032315	Biological Specialist	"	1011	2,811.52	
032315	Entomologist	"	1011	3,158.46	
032315	Finance Manager	"	1011	2,455.35	
032315	Vector Biologist	"	1011	2,378.68	
032315	Assist. Mosquito Contro	"	1011	2,513.37	
032315	IT Specialist	"	1011	2,588.11	
032315	District Manager	"	1011	3,224.03	
032315	Mechanic Specialist	"	1011	2,757.99	
032315	IRS	Federal Tax Withheld	1011	6,756.87	
		Medicare Tax Withheld	1011	779.06	
		District Contribution to Medicare	1311	779.05	
032315	State of California	State Tax Withheld	1011	2,222.86	50,051.35
032415	Public Employees' Retir	Employees contributions	1011	15.00	
	ment System	Employee paid member contributions, 7%,	1011	4,030.38	
		District contribution 12.330%, 6.7%	1211	6,968.92	11,014.30
032515	Aetna Life & Annuity	Employee contributions	1011		150.00
032615	Calpers 457 Plan	Employees contributions - PERS 457	1011		4,305.00

ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT
LIST OF WARRANTS DATED DECEMBER 31, 2014

WAR NO	PAYEE	FOR	ACCT NO	AMT OF CHARGE	AMT OF WARRANT
032715	Calpers	Health insurance	1411		28,775.00
032815	Jefferson Pilot Financial	Life insurance premium	1411		70.20
	Elizabeth Anders	Trustee in lieu expenses - 1016th meeting	3352		-
032915	Ryan Clausnitzer	Trustee in lieu expenses - 1016th meeting	3352		100.00
033015	James Doggett	Trustee in lieu expenses - 1016th meeting	3352		100.00
033115	Robert Dickinson	Trustee in lieu expenses - 1016th meeting	3352		100.00
	James Golden	Trustee in lieu expenses - 1016th meeting	3352		-
033215	Richard Guarienti	Trustee in lieu expenses - 1016th meeting	3352		100.00
033315	Barbara Halliday	Trustee in lieu expenses - 1016th meeting	3352		100.00
033415	Katherine Narum	Trustee in lieu expenses - 1016th meeting	3352		100.00
033515	Jim Prola	Trustee in lieu expenses - 1016th meeting	3352		100.00
033615	Scott Paulsen	Trustee in lieu expenses - 1016th meeting	3352		100.00
033715	Ronald Quinn	Trustee in lieu expenses - 1016th meeting	3352		100.00
	William Spinola	Trustee in lieu expenses - 1016th meeting	3352		-
033815	Jan Washburn	Trustee in lieu expenses - 1016th meeting	3352		100.00
033915	George Young	Trustee in lieu expenses - 1016th meeting	3352		100.00
034015	AT&T	Yellow pages listing	3392		62.00
034115	Airgas	Dry ice	3131		66.48
034215	Cintas	Personal supplies	3031	-	
		Laundry service	3071	280.18	280.18
034315	Entrix	MVCAC Programmatic EIR	3411		1,678.00
034415	Kirkpatrick, Bruce	Reimbursement, food for larvae	3132		12.03
034515	Macke Water	Rental	3551		65.00
034615	Meyers, Nave	Legal expenses	3411		60.00

ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT
LIST OF WARRANTS DATED DECEMBER 31, 2014

WAR NO	PAYEE	FOR	ACCT NO	AMT OF CHARGE	AMT OF WARRANT
034715	PG & E	Utilities	3271		868.47
034815	Quill	Desktop calendar	3111		27.89
034915	Renne, Sloan, Holtzmar	Legal expenses	3411		15,962.67
035015	Sonitrol	Monitoring charges	3551		691.49
035115	Verizon	Communication expenses	3291		181.77
035215	Wright Express	Fuel expenses, statement ended 12-15-14	3351		2,554.60
Total Warrants					117,976.43

Account Balances as of December 31, 2014
Budget Year 2014-15
Month 6 of 12 = 50%

	EXPENDED IN DEC	EXPENDED TO DATE	BUDGETED	BALANCE	% EXPENDED
SALARIES & BENEFITS					
1011 Salary and Wages	114,802.67	743,671.28	1,599,120.00	855,448.72	47%
1411 Contribution to Medicare	1,558.10	10,118.30	23,187.00	13,068.70	44%
1311 Contribution to Retirement	13,937.84	85,833.27	182,376.00	96,542.73	47%
1211 Contribution to Health Care	34,572.18	202,403.14	434,621.00	232,217.86	47%
TOTAL SALARIES & BENEFITS	164,870.79	1,042,025.99	2,239,304.00	1,197,278.01	47%
SERVICE AND SUPPLIES					
3031 Clothing and Personal Supplies	0.00	1,729.16	8,500.00	6,770.84	20%
3051 Household Expenses	300.00	2,153.77	5,500.00	3,346.23	39%
3071 Laundry Service and Supplies	750.77	4,258.89	9,000.00	4,741.11	47%
3111 Office Expenses	923.40	6,458.68	16,000.00	9,541.32	40%
3121 Computer & Software	1,456.35	14,312.36	52,000.00	37,687.64	28%
3131 Laboratory					
3131.1 Mosquito Surveillance	66.48	2,522.78	9,400.00	6,877.22	27%
3131.2 Disease Surveillance	40.00	2,274.78	1,900.00	-374.78	120%
3131.3 Mosq pool testing	0.00	3,853.11	2,000.00	-1,853.11	193%
3131.4 Hood certification	0.00	195.00	200.00	5.00	98%
3131.5 Misc lab eqpt & supplies	225.32	1,968.82	4,500.00	2,531.18	44%
3131.6 Reimbursement for light traps	0.00	0.00	150.00	150.00	0%
Laboratory Total	331.80	10,814.49	18,150.00	7,335.51	60%
3171 Small Tools and Instruments	0.00	549.16	1,500.00	950.84	37%
3211 Maintenance - Structures & Improvement	5,453.03	7,789.27	15,000.00	7,210.73	52%
3231 Maintenance Equipment	850.38	13,048.69	40,000.00	26,951.31	33%
3271 Utilities	1,021.87	8,946.81	21,500.00	12,553.19	42%

Account Balances as of December 31, 2014
Budget Year 2014-15
Month 6 of 12 = 50%

3291 Communication

3291.1	Telephone service & internet	886.64	4,338.96	12,000.00	7,661.04	36%
3291.2	Public Notices	0.00	0.00	500.00	500.00	0%
3291.3	Website & email hosting	0.00	794.69	375.00	-419.69	212%
3291.4	Cell phone services	181.77	1,534.25	4,200.00	2,665.75	37%
	Communications Total	1,068.41	6,667.90	17,075.00	10,407.10	39%

3331	Memberships, Dues, Subscriptions	50.00	13,969.00	22,750.00	8,781.00	61%
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3351 Transportation & Travel

3351.1	Fuel & GPS	2,554.60	24,280.08	40,000.00	15,719.92	61%
3351.2	Misc Travel	0.00	29.01	4,000.00	3,970.99	1%
3351.3	Meetings & conferences	2,688.25	2,688.25	39,616.00	36,927.75	7%
3351.4	Board meeting expenses	0.00	275.97	800.00	524.03	34%
3351.5	Trustee in lieu	1,100.00	5,800.00	16,800.00	11,000.00	35%
	Transportation & Travel Total	6,342.85	33,073.31	101,216.00	68,142.69	33%

3391 District Special Expenses

3391.1	Pesticides	0.00	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	Sentinal Chickens	34.00	433.87	4,000.00	3,566.13	11%
3391.4	Fish & Fish Maint	77.69	280.65	4,000.00	3,719.35	7%
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	120.00	1,320.00	4,000.00	2,680.00	33%
3391.54	Board Plaques & nameplates	0.00	0.00	1,000.00	1,000.00	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	778.70	2,360.12	17,000.00	14,639.88	14%
	District Special Expenses Total	1,010.39	60,837.08	201,500.00	140,662.92	30%

Account Balances as of December 31, 2014
Budget Year 2014-15
Month 6 of 12 = 50%

3392 Community Education	82.00	2,209.52	32,020.00	29,810.48	7%
3411 Professional and Specialized Services	25,771.16	71,896.62	217,700.00	145,803.38	33%
3471 Insurance - Collision, Liability etc	0.00	32,451.00	32,048.00	-403.00	101%
3491 Workers Compensation Insurance	0.00	50,494.00	50,553.00	59.00	100%
3531 Insurance Fund - SIRS	0.00	0.00	25,000.00	25,000.00	0%
3551 Rents, Leases - Equipment	756.49	4,493.63	9,350.00	4,856.37	48%
TOTAL SERVICES & SUPPLIES	46,168.90	346,153.34	896,362.00	550,208.66	39%
 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%
TOTAL CAPITAL	0.00	54,644.60	324,000.00	269,355.40	17%
<i>Annual Operating Expenditures</i>	<i>211,039.69</i>	<i>1,442,823.93</i>	<i>3,629,666.00</i>	<i>2,186,842.07</i>	
 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

STATEMENT OF EXPENDITURES - DECEMBER 31, 2014

Budget Year 14-15

	EXPENDITURES	TO-DATE	BUDGETED	BALANCE
Salary & Wages	164,870.79	1,042,025.99	2,239,304.00	1,197,278.01
Service and Supplies	46,168.90	346,153.34	896,362.00	550,208.66
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	211,039.69	1,442,823.93	3,629,666.00	2,186,842.07

CASH BALANCE - December 31, 2014 : \$ **3,875,619.32**

Sincerely,

Chindi Peavey
District Manager

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 – December 2014

Dear Trustees:

I. NARRATIVE

The District received a total of 41 requests for service during December. There were 13 mosquito-biting reports. The ten-year average for adult mosquito service requests in December is 5.8. 19 requests for mosquitofish were received and 8 requests for inspection of potential mosquito sources. It rained a great deal in December this year and this was probably the reason the number of reports of standing water increased over that in November.

Larval control efforts in December were focused primarily on four species of mosquitoes: *Aedes squamiger*, *Ae. washinoi*, *Culiseta inornata*, and *Culiseta incidens*, the fish pond mosquito. Larvae and adults of *Culex pipiens*, the house mosquito; and *Culex tarsalis*, the encephalitis mosquito were also found at a few service requests.

Aedes squamiger, the winter salt marsh mosquito, is found in salt marshes as soon as water begins to collect. The eggs were laid on the soil and plant stems in a previous season. The larvae from this species will continue to develop, and additional eggs will hatch as the water levels rise after each rain until around the middle of March when adults emerge synchronously (unless control measures are taken). The adults are vicious day biters that are capable of flights of over 10 miles. for *Ae. squamiger* larvae were detected at 14 locations and 8 acres were treated. No service requests were attributed to *Ae. squamiger* during the month.

Aedes washinoi, the woodland pool mosquito, is found in flooded areas under willow trees throughout the county in the spring. This mosquito closely resembles the winter salt marsh mosquito in looks and in its day time biting. *Ae. washinoi* larvae were found at 25 locations and 3.5 acres of standing water were treated for this species. No service calls were caused by *Aedes washinoi* during the month.

Culiseta inornata, the winter marsh mosquito, is found after the first rains in fall. The female mosquitoes over summer in protected sites that range from culvert pipes to gopher holes. After the first rains, these mosquitoes lay eggs in a wide range of sources from rain water pools to brackish marshes and will go through multiple cycles until the temperature warms in the spring. These large brown mosquitoes are usually found biting at dusk or on overcast days. Larvae of this species were found at 28 locations during the month.

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 169 mosquitofish were planted during the month. *Cs. incidens* was found at 10 service requests during the month.

Culex pipiens, the house mosquito, is a vector of West Nile virus and is found throughout the year in Alameda County with its peak adult 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. In the mild climate of Alameda County, this mosquito can complete its life cycle in sheltered underground sites even during winter. There were 2 service requests attributed to *Cx. pipiens* during the month.

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. The adults usually become inactive during the winter. *Cx. tarsalis* larvae were found at 1 service request during December and *Cx. tarsalis* adults were found at another.

II. STATEMENT OF OPERATIONS – DECEMBER 2014

PROGRAM EVALUATION MEASUREMENTS

Mosquito service requests = 13	Ten-year average =	5.8
	Five-year average =	5.0
	Last year=	8
	Range=	2 – 11
Number of all injuries during 2014 =		2

SERVICE REQUESTS

Fish requests	17
Mosquito biting	13
Mosquitoes & Fish	2
Deliver Mosquitoes to a school	1
Request for inspection	8
Total	41

SPECIES IMPLICATED IN SERVICE REQUESTS

<u>Species</u>	<u>Fish</u>	<u>Mosquitoes</u>	<u>Mosquitoes & Fish</u>	<u>Inspect</u>	<u>Other</u>	<u>Total</u>
<i>Culiseta incidens</i>	4	5	1	0	0	10
<i>Culiseta inornata</i>	1	1	0	0	0	2
<i>Culex pipiens</i>	0	2	0	0	0	2
<i>Culex tarsalis</i>	1	0	0	1	0	2
<i>No Mosquitoes found</i>	11	6	0	6	2	25
<i>Totals</i>	17	13	1	7	1	39

OPERATIONS

Administration	768.25	Regular Hours	2040.25
Larval Surveillance & Control	660.75	Overtime hours	0
Disease monitoring	43.25	Total Work	2040.25
Laboratory	255.00		
Equipment & Facility Maintenance	178.25		
Public Education	40.25	Vacation hrs used	263
Interagency Communication	7.75	Sick hours used	210.25
Fish Rearing and Maintenance	7.0	Workers Comp Lv	0
Safety	66.75	ETO used	29
Misc	15	Total Leave Used	502.25
Total Work	2,040.25	Total Hours	2542.50

Manager's Report

January 14, 2015

1. MVCAC Annual Conference. The conference will be held on January 25-27. Attendees include staff members Michelle Izumizaki, Joseph Huston, Erika Castillo and District Manager Chindi Peavey. Trustees Ron Quinn, James Doggett and Jan Washburn. Manager Chindi Peavey will be moderating a session on "Other Vectors" on Tuesday from 10:30 to 12:10.
2. Update on staffing – The District's Mechanic Specialist will be retiring in February. The position was advertised on the website of the MVCAC and the District's own website as well as on Craigslist. Applications received will be reviewed on January 16th and interviews will be scheduled for the following week. The District's IT Specialist is retiring in April. This position will be posted at the same locations with applications reviewed at the end of January.
3. Update on District Financial Audit. Update on the Audit. District Manager Chindi Peavey, Finance Manager Clarence Lam, and Trustee Ryan Clausnitzer met with the Auditor on December 19, 2014. A draft of the audit will be presented at the February 11, 2015 Board Meeting.
4. Update on preparation of Programmatic Environmental Impact Report. Additional material is being added to the PEIR to answer questions brought up in meetings with the California Department of Fish and Wildlife. The document is currently expected to be completed and ready for public release in February.