

AGENDA

1018th MEETING OF THE BOARD OF TRUSTEES OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT

FEBRUARY 11, 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
Barbara Halliday, City of Hayward
Scott Paulsen, County-at-Large
City of Oakland, vacant
Robert Dickinson, City of Piedmont
James N. Doggett, City of Livermore
Scott Donahue, City of Emeryville
Kathy Narum, City of Pleasanton
Jim Prola, City of San Leandro
Ronald Quinn, City of Union City
William M. Spinola, City of Newark
City of Berkeley, vacant

1. Call to order.
2. Roll call.
3. President Clausnitzer 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 1017th meeting held January 14, 2015 (Board action required.)
5. Closed session pursuant to Government Code 54954.5. - Public Employee Appointment. Title (Interim District Manager) (Board action required)
6. Approval of terms for a contract regarding compensation and terms for Interim District Manager (Board Action Required)
7. Presentation of the President's Award Plaque to Past Board President Barbara Halliday by President Ryan Clausnitzer (information only)
8. Financial Reports
 - a. Review of warrants dated January 15, 2015 numbering 035315 through 037215 amounting to \$84,515.01 and warrants dated January 31, 2015

- numbering 037315 through 040415 amounting to \$127,195.58. (Information only)
- b. Review Expenditures as of January 31, 2015. (Information only)
 - c. Review of Revenues received as of January 31, 2015. (Information only)
9. Presentation of the Monthly Operational Report for January 2015. (Information only)
10. Presentation of the Manager's Report for January 2015. (Information only)
- a. MVCAC Annual Conference
 - b. Contracting for Human Resource Services
 - c. Update on the District audit
 - d. Review of Brown Act requirements
11. Board President asks for reports on conferences and seminars attended by Trustees. (Information only)
12. Board President asks for announcements from members of the Board. (Information only)
13. Board President asks trustees for items to be added to the agenda for the next Board meeting. (Information only)
14. 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

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: 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 5:00 PM

All Trustees were present. Also in attendance were Jennifer Bower and Judy Dias of Regional Government Services.

President Halliday invited members of the public to speak on issues relevant to the District. No members of the public spoke at the meeting.

The Board approved the Minutes of the 1016th meeting held December 10, 2014. (Prola / Narum, unanimous with Spinola abstaining).

Board President Barbara Halliday asked if there were any additional nominations for Board officers from the floor. There were none. The Board voted on the slate of officers: Ryan Clausnitzer for President, George Young for Vice President, and Richard Guarienti for Secretary. The slate of officers was approved (Prola/Washburn, unanimous).

Jennifer Bowers gave a presentation on Regional Government Services, a firm offering contract Human Resources services. (Information only)

The Board authorized the sale of a 2006 HydroTraxx ATV and a Carson Tandem Trailer through Brasher's Auto Auction. (Spinola/Prola, unanimous)

The Board reviewed bids from four dealerships for purchase of a Ford F-150 pickup truck. District Manager Chindi Peavey explained that these were trucks already in stock at each dealership as opposed to vehicles that would have to be ordered from the factory. She explained that the trucks listed included some with a power package including power locks, power side mirrors and power windows. The District's Mechanic Specialist was recommending that the Board member Guarienti asked whether there was a typographical error on the price from one bidder, which showed that the delivered price from Fremont Ford was higher than the MSRP. District Manager Chindi Peavey said she would have to check with the Mechanic specialist. Trustee Prola moved that the District Manager check the "Delivered" price from Fremont Ford and Board vote to approve the purchase of the vehicle with power equipment from whichever dealership had the lowest "Delivered" price. (Spinola/Quinn, unanimous)

The Board reviewed bids for replacement of shop roof and skylights. Trustee Bill Spinola said he thought all three bids were much higher than necessary and that the roof could be replaced for a much lower price. Trustee Narum asked if the amount budgeted for the shop roof should have read \$40,000, rather than \$40,00. The Board voted to table the matter until next month and receive further information on the roofing bids at its next meeting (Spinola/Prola, unanimous)

The Board voted to adopt the new District Fund Policy on Financial Reserves (Guarienti/Washburn, unanimous).

Board President Ryan Clausnitzer asked for volunteers to the Long Range Planning Committee to find an interim District Manager and recruit a permanent District Manager. Trustees Narum, Washburn, Quinn and Clausnitzer were appointed to the committee by the President.

The Board reviewed 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)

The Board reviewed Account Balances as of December 31, 2014. (Information only)

The Board reviewed the Account Balance Summary as of December 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 December 31, 2014. (Information only)

District Manager Chindi Peavey presented the Monthly Operational Report for December 2014. (Information only)

District Manager Chindi Peavey presented the Manager's Report for December 2014. (Information only)

The annual Conference of the Mosquito and Vector Control Association of California will be held on January 25-28. Attendees include staff members Michelle Izumizaki, Joseph Huston, Erika Castillo and District Manager Chindi Peavey and Trustees Ron Quinn, James Doggett and Jan Washburn. Manager Chindi Peavey will be moderating a session on "Other Vectors" on Tuesday January 27 from 10:30 AM to 12:10 PM.

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.

Update on District Financial 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.

Update on preparation of the District's Programmatic Environmental Impact Report (PEIR). 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. Trustees Jan Washburn, Ron Quinn, Richard Guarienti and Scott Paulsen stated that they would like to receive copies of the document.

President Clausnitzer asked if there were any announcements.

President Clausnitzer asked if there were any items to be added to the agenda for the February Board meeting. District Manager Chindi Peavey stated that she would put an item on the agenda to decide whether to contract for Human Resource Services.

The meeting adjourned at 6:05 PM.

Respectfully submitted,

Richard Guarienti, Secretary

Approved as written and/or corrected
at the 1018th meeting of the Board of
Trustees held February 14, 2015

Ryan Clausnitzer, President
BOARD OF TRUSTEES

CONSULTANT AGREEMENT

This Agreement is made and is effective as of the ___ day of February, 2015, between _____ (“Consultant”) and Alameda County Mosquito Abatement District (“District”).

WHEREAS, District needs the services of a temporary District Manager; and

WHEREAS, the parties have determined that it is desirable to enter into a consulting contract and Consultant has agreed to the terms and conditions; and

WHEREAS, District and Consultant wish to make clear their respective rights and duties and thereby to minimize the possibility of future disagreements about the terms and conditions of Consultant’s retention or any possible termination of that retention; and

WHEREAS, Consultant will not receive any benefit, incentive, or compensation other than the temporary salary provided for in this Agreement;

NOW, THEREFORE, in consideration of the material advantages accruing to the parties and the mutual covenants contained herein, Consultant and District agree as follows:

A. Contractor Relationship. Consultant understands and agrees that in performing the herein described services, Consultant shall act as a temporary contract employee of District. Both parties agree that Consultant is retained on a temporary, at-will basis. Both parties agree that this relationship is governed solely by this Agreement, and not by any statutory provisions. Consultant shall not be entitled to any benefits accorded to District employees including, but not limited to, worker’s compensation, disability insurance, retirement benefits, health benefits, vacation or sick leave accrual or pay.

B. Term. The term of this Agreement shall begin on February __, 2015 and will terminate on May 29, 2015, unless terminated by either party pursuant to Paragraph G of this

Agreement. This Agreement may be extended past its termination date by direction of the Board of Trustees (“Board”) and written consent of Consultant.

C. Consultant’s Duties. Consultant shall render his/her best professional services and skills for the benefit of District, performing the duties of an Interim District Manager. His/her primary responsibilities are to temporarily perform all supervisory and administrative tasks generally required of an executive officer for a similarly situated public agency and further to assist the board in coordinating the steps of initiating and completing the recruitment process for a permanent fulltime District Manager. These District Manager functions include, but are not limited to: supervising all District administrative and financial activities; preparing and administering the annual District budget as directed by the Board; reviewing all outside contracts on behalf of the District; entering into contracts on behalf of the District, with the Board’s approval of contracts in excess of seven thousand five hundred dollars (\$7,500); authorizing payments by the District and signing warrants, with the Board’s approval of payments in excess of seven thousand five hundred dollars (\$7,500); serving as the primary contact with the Board; supervising the preparation of Board and Board subcommittee agendas and staff reports; attending all Board and committee meetings; supervising the continuation of all mosquito control programs for the District; overseeing the District’s human resources, insurance, risk management, and occupational safety matters; hiring, firing, disciplining and promoting District employees; ensuring the District’s compliance with all applicable federal, California, and local laws, including but not limited to the Americans with Disabilities Act; communicating with other government agencies and with the public; and overall responsibility for District’s functioning during this interim period. Consultant shall be responsible for performing the work under this

Agreement in a manner which is consistent with the generally accepted standards for a professional public agency administrator.

D. Compensation. In consideration for Consultant's services, District agrees to pay Consultant _____ dollars (\$____) per hour as compensation. Although Consultant will be compensated on an hourly basis, they are exempt from the overtime provisions of the Fair Labor Standards Act, and will not be compensated for hours worked in excess of forty (40) hours in any calendar week. Consultant may work fewer than forty (40) hours per week while undergoing training under the supervision of the current District Manager for the period February __, 2015 to February 27, 2015. Beginning March 1, 2015, through the remaining term of this Agreement, Consultant shall work on a full time basis. Additional hours may be approved by the Board's Long Range Planning Committee in the case of a public health emergency. The compensation set forth in this paragraph shall be the full and sole compensation provided to Consultant, and District shall not provide Consultant with any other benefits unless specifically set forth in this Agreement.

E Additional Compensation or Reimbursements.

1. Fringe Benefits. The Consultant shall be issued a cell phone by the District to use for District business. The Consultant shall have the use of a District car to use for District business during work hours. The District shall provide Consultant with the administrative support, office space and computing technology necessary to perform Consultant's duties. The Consultant shall not receive any benefits in addition to that specifically set forth herein and specifically shall not include any employment benefits such as health, welfare, or retirement benefits, except that the District will comply with all federal and state tax withholding obligations.

2. Expense Reimbursement. District agrees to pay the travel, and subsistence expenses of Consultant for that official travel, meetings and occasions which are reasonably necessary to enable Consultant to pursue official or other functions for District, provided such travel is consistent with activities directed or authorized by the Board. Consultant shall use the District vehicle provided by the District, rather than their personal vehicle, for official travel. Consultant will not be reimbursed for mileage if their own personal car is used for District business.

3. Medical or Other Unavailability. Consultant shall not accrue any personal leave during the term of this Agreement and shall not accrue illness leave during the term of this Agreement.

F. Office Hours. District and Consultant agree that Consultant shall on a regular basis be present at the offices of District during a sufficient portion of office hours from 7:00 a.m. to 5:00 p.m. Monday through Friday in order to supervise and perform administrative services; however, Consultant shall otherwise perform these services at times and in such manner as Consultant determines, and Consultant shall not be compensated for hours worked in excess of forty (40) hours per calendar week.

G. Termination. Either Consultant or District may terminate Consultant's retention at any time upon giving the other party thirty (30) days' prior written notice. Neither party's right to terminate this Agreement shall be limited by an implied covenant or oral agreement. In the event of termination of this Agreement for any reason, Consultant shall be entitled to payment prorated to the date of termination but shall not be entitled to severance pay of any kind. Following any notice of termination, Consultant shall fully cooperate with District in all matters

relating to the winding up of their pending duties on behalf of District and the orderly transfer of any such pending work to such other employee(s) of District or the permanent District Manager.

H. Entire Agreement. This Agreement constitutes the entire agreement between the parties and contains all the agreements between them with respect to the subject matter hereof. It also supersedes any and all other agreements (including, but not limited to, employment or letter agreements) or contracts, either oral or written, between the parties with respect to the subject matter hereof. No party has made or relied upon any representations, warranties or commitments with respect to the subject matter of this Agreement except those specifically set forth herein. This Agreement shall be modified only with a written instrument duly executed by each of the parties.

I. Possession and Ownership of Property. Consultant may use such District property and materials without charge as is necessary and appropriate to carry out Consultant's responsibilities hereunder. Upon termination of this Agreement, regardless of how termination may be effected, or whenever requested by District, Consultant shall immediately turn over to District all of District's property, including all items used by Consultant in rendering services for District hereunder or otherwise, that may be in Consultant's possession, or under their control. All rights, title, royalties and interest to all work product of Consultant resulting from their performance under this Agreement, including software, systems, specifications, data, reports, opinions and any other such information and materials as may be accumulated by Consultant in performance of work under this Agreement, whether complete or in progress, shall be vested in District.

J. Confidentiality. The Consultant agrees that in addition to any other limitation, regardless of the circumstances of the termination of retention, they will not communicate to any

person, firm or corporation any confidential information relating to District which they might from time to time acquire in the course of carrying out their responsibilities under this Agreement.

K. Waiver. Failure of either party to require the performance of any term or condition of this Agreement, or the waiver by either party of any breach of this Agreement, shall not prevent subsequent enforcement of any such term or any other term, nor be deemed to be a waiver of any subsequent breach.

L. Notices. Any and all notices or communications required or permitted to be given under this Agreement shall be delivered in writing by registered or certified mail, postage prepaid, and addressed in the case of Consultant, to 1386 Gilman Street, Berkeley, California, 94706, and, in the case of the District to 23187 Connecticut Street, Hayward, California 94542, or to such other address as either party hereto shall hereafter designate by written notice to the other party. Mailed notices or communications shall be delivered upon deposit thereof in the mail in accordance with this paragraph.

M. Review. Each party to this Agreement has had the opportunity to adequately review this Agreement, and failure to do so and any consequences thereof shall not be charged to the other party.

N. Headings and Severability. The paragraph headings contained in this Agreement are for reference purposes only and do not constitute substantive matter to be considered in construing the terms and provisions of this Agreement. The invalidity or unenforceability of any particular provision of this Agreement shall not affect its other provisions, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision had been omitted.

O. Miscellaneous.

1. Amendments. Except as otherwise specifically provided, the terms and conditions of this Agreement may be amended by mutual agreement, provided that before any amendment shall be valid or effective, it must be reduced to writing and signed by both parties. This Agreement may be extended past its termination date by direction of the Board and written consent of Consultant.

2. Binding on Heirs, Successors and Assigns. The consultant retention provisions of this Agreement are personal to Consultant, but the administrative provisions of this Agreement shall be binding upon and inure to the benefit of and shall be enforceable by the heirs, administrators, executors, successors and assigns of the parties hereto.

3. Arbitration and Attorney's Fees. If any dispute arises concerning the rights of either party regarding the terms of this Agreement, the parties shall submit that dispute to arbitration and shall accept as final and binding the decision of the duly selected arbitrator. The dispute shall be arbitrated pursuant to the California Employment Dispute Resolution Rules developed by the American Arbitration Association.

4. Drafting of Agreement. This Agreement was negotiated between the parties and shall be read as if it was prepared jointly by the parties.

5. Choice of Law. This Agreement shall be construed and enforced under the laws of the state of California.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement.

DISTRICT

Dated: _____

By: _____
Ryan Clausnitzer
Board President

CONSULTANT

Dated: _____

Consultant Name

APPROVED AS TO FORM:

Edward L. Kreisberg
Special Counsel for District

**ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT
LIST OF WARRANTS DATED JANUARY 15, 2015**

AGENDA ITEM 8a

WAR NO	PAYEE		ACCT NO	AMT OF CHARGE	AMT OF WARRANT
035315	Vector Biologist	Total salary less deduction for payroll	1011	2,433.45	
035315	Assist. Mosquito Control Technician	January 1 to January 15, 2015.	1011	1,889.19	
035315	Vector Biologist	"	1011	2,650.66	
035315	Vector Biologist	"	1011	2,722.37	
035315	Mosquito Control Technician	"	1011	2,135.14	
035315	Environmental Specialist	"	1011	2,499.32	
035315	Field Supervisor	"	1011	2,995.04	
035315	Biological Specialist	"	1011	2,701.40	
035315	Entomologist	"	1011	3,054.83	
035315	Finance Manager	"	1011	2,387.70	
035315	Vector Biologist	"	1011	1,587.52	
035315	Assist. Mosquito Control Technician	"	1011	2,513.37	
035315	IT Specialist	"	1011	2,535.34	
035315	District Manager	"	1011	3,233.80	
035315	Mechanic Specialist	"	1011	2,690.74	
035315	IRS	Federal tax withheld (payroll)	1011	6,565.59	
		Medicare Tax Withheld (payroll)	1011	765.20	
		District Contribution to Medicare (payroll)	1311	765.18	
035315	State of California	State Tax withheld (payroll)	1011	2,136.39	48,262.23
035415	Public Employees' Retirement System	Employee Contributions	1011	15.00	
		Employee Paid Member Contributions, 7% & 6.5%	1011	3,958.43	
		Employer Contribution 12.330% & 6.7%	1211	6,842.18	10,815.61
035515	Aetna Life & Annuity	Employee Contributions	1011		150.00
035615	CALPERS 457 Plan	Employee Contributions - PERS 457	1011		4,305.00
035715	Delta Dental Plan	Monthly Premium	1411		4,834.90
035815	Vision Service Plan	Health premium	1411		892.08
035915	Bayside	Janitorial services, January 2015	3051		300.00
036015	Cintas	Laundry service	3071	190.85	
		Personal supplies	3031	0.00	190.85
036115	Corporate Park Landscaping	Landscape maintenance	3211		170.00

**ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT
LIST OF WARRANTS DATED JANUARY 15, 2015**

WAR NO	PAYEE		ACCT NO	AMT OF CHARGE	AMT OF WARRANT
036215	Crane Works	Annual inspection Monorail system	3211		150.00
036315	DC Electrical	Replace light fixtures	3211		262.50
036415	Hayward Zucchini	Booth rental	3392		150.00
036515	KBA Docusys	Canon copier rental	3111		434.63
036615	Livermore Auto	Filter, motor oil	3231		103.33
036715	PFM Asset Mgt	Investment advisory services	3411		1,691.49
036815	Partsline	Fluid and gear oil for Argo	3231		73.57
036915	Schaeffers	Supreme oil	3231		1,148.48
037015	United Textile	Mask, respirators	3391.6		282.32
037115	Waste Management	Garbage service for December	3271		153.40
037215	Rocky Mountain	Cobblers - safety boots	3031	188.00	
		Muckboots - knee boots	3031	483.75	
		Ritz - goggles	3031	57.84	
		Target - bags, towels	3051	40.77	
		Walgreen - garbage bags	3051	9.84	
		CV Sport - tide book	3111	9.97	
		Canon - copier rental	3111	339.45	
		ACCO - diary for technicians	3111	252.28	
		Cal Chamber - WC and UE booklets	3111	81.41	
		Wes - flower & delivery	3111	105.54	
		Evergreen - printing supply	3121	417.69	
		Amazon - software	3121	203.81	
		Kamps - mosq magnet	3131.1	16.41	
		Home Depot - lab supply	3131.1	9.82	
		Orchard - lab supply	3131.5	6.73	
		Treds - V 37 alignment	3231	275.80	
		Allied - swing away, V 55	3231	54.45	
		Wal Mart - washer fluid	3231	5.60	
		Rocky Mtn - tires E 18	3231	533.94	
		TelePacific - comm exp	3291.1	886.79	

**ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT
LIST OF WARRANTS DATED JANUARY 15, 2015**

WAR NO	PAYEE	ACCT NO	AMT OF CHARGE	AMT OF WARRANT
	ESA - membership	3331	194.00	
	Oakland Airport - parking, MVCAC, Ontario, CP	3351.3	32.00	
	DNC - lunch, MVCAC, Ontario, CP	3351.3	17.39	
	MVCAC - conference, CP	3351.3	270.00	
	Southwest - flight change, CP	3351.3	150.00	
	Sheraton - lodging, MVCAC, Ontario, CP	3351.3	202.48	
	Travel reservation - MVCAC, CP	3351.3	451.02	
	Travel reservation - MVCAC, MI, JH, RQ, SP, EC	3351.3	1,503.40	
	Southwest - flight, AMCA, New Orleans, EC	3351.3	491.70	
	Hilton - lodging deposit, AMCA, New Orleans, EC	3351.3	219.88	
	MVCAC - conference, EC	3351.3	215.00	
	AMCA - conference, New Orleans, EC	3351.3	380.00	
	MVCAC - conference, MI	3351.3	215.00	
	Safeway - board meeting supplies	3351.4	77.87	
	SmartNFinal - board meeting supplies	3351.4	13.13	
	Amadillo - board meeting supplies	3351.4	198.29	
	Target - wipes	3391.6	31.54	
	Ritz - in soles	3391.6	185.59	
	CTC - subscription	3392	20.00	
	National Pen - pens give away	3392	266.31	
	National Pen - carabiners	3392	430.13	
	CSDA - training for trustee, RC	3411	600.00	
	Rocky Mountain Subtotal			10,144.62
	Total			84,515.01

**ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT
LIST OF WARRANTS DATED JANUARY 31, 2015**

WAR NO	PAYEE	FOR	ACCT NO	AMT OF CHARGE	AMT OF WARRANT
037315	Livermore Auto	Ford F 150 2014	5311		21,983.70
037415	Vector Biologist	Total salary less deductions for payroll period	1011	2,547.76	
037415	Assist. Mosquito Control Tech	"	1011	1,889.19	
037415	Vector Biologist	"	1011	2,764.97	
037415	Vector Biologist	"	1011	2,722.37	
037415	Mosquito Control Technician	"	1011	2,135.14	
037415	Environmental Specialist	"	1011	2,613.63	
037415	Field Supervisor	"	1011	2,995.05	
037415	Biological Specialist	"	1011	2,815.72	
037415	Entomologist	"	1011	3,169.14	
037415	Finance Manager	"	1011	2,459.15	
037415	Vector Biologist	"	1011	2,382.47	
037415	Assist. Mosquito Control Tech	"	1011	2,513.37	
037415	IT Specialist	"	1011	2,595.98	
037415	District Manager	"	1011	3,233.80	
037415	Mechanic Specialist	"	1011	2,762.18	
037415	IRS	Federal Tax Withheld	1011	6,708.98	
		Medicare Tax Withheld	1011	779.03	
		District Contribution to Medicare	1311	779.05	
037415	State of California	State Tax Withheld	1011	2,184.37	50,051.35
037515	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
037615	Aetna Life & Annuity	Employee contributions	1011		150.00
037715	Calpers 457 Plan	Employees contributions - PERS 457	1011		4,305.00
037815	Calpers	Health insurance	1411		26,603.26
037915	Jefferson Pilot Financial	Life insurance premium	1411		87.75
	Elizabeth Anders	Trustee in lieu expenses - 1017th meeting	3351.5		-
038015	Ryan Clausnitzer	Trustee in lieu expenses - 1017th meeting	3351.5		100.00
038115	James Doggett	Trustee in lieu expenses - 1017th meeting	3351.5		100.00
038215	Robert Dickinson	Trustee in lieu expenses - 1017th meeting	3351.5		100.00
	James Golden	Trustee in lieu expenses - 1017th meeting	3351.5		-

**ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT
LIST OF WARRANTS DATED JANUARY 31, 2015**

WAR NO	PAYEE	FOR	ACCT NO	AMT OF CHARGE	AMT OF WARRANT
038315	Richard Guarienti	Trustee in lieu expenses - 1017th meeting	3351.5		100.00
038415	Barbara Halliday	Trustee in lieu expenses - 1017th meeting	3351.5		100.00
038515	Katherine Narum	Trustee in lieu expenses - 1017th meeting	3351.5		100.00
038615	Jim Prola	Trustee in lieu expenses - 1017th meeting	3351.5		100.00
038715	Scott Paulsen	Trustee in lieu expenses - 1017th meeting	3351.5		100.00
038815	Ronald Quinn	Trustee in lieu expenses - 1017th meeting	3351.5		100.00
038915	William Spinola	Trustee in lieu expenses - 1017th meeting	3351.5		100.00
039015	Jan Washburn	Trustee in lieu expenses - 1017th meeting	3351.5		100.00
039115	George Young	Trustee in lieu expenses - 1017th meeting	3351.5		100.00
039215	AT&T	Yellow pages listing	3392		62.00
039315	Airgas	Dry ice	3131.1		34.70
039415	Bay Area Distributing	Engine tune up, fuel injection cleaner	3231		379.20
039515	Cintas	Personal supplies	3031	-	
		Laundry service	3071	341.63	341.63
039615	Carquest Auto	Power plug, solderless term	3231		13.85
039715	Castillo, Erika	Reimbursement, St Patrick Day Festival applicatio	3392		25.00
039815	Entrix	MVCAC Programmatic EIR	3411		651.23
039915	NBC Supply	Masks	3031	234.20	
		Gloves	3391.6	231.50	465.70
040015	PG & E	Utilities	3271		1,197.20
040115	R J Ricciardi	Audit fee, progress billing	3411		6,023.78
040215	Sonitrol	Monitoring charges	3551		691.49
040315	Verizon	Communication expenses	3291.4		178.51
040415	Wright Express	Fuel expenses, statement ended 01-15-15	3351.1		1,735.93
Total Warrants					127,195.58

Account Balances as of January 31, 2015

AGENDA ITEM 8b

Budget Year 2014-15

Month 7 of 12 = 58%

	EXPENDED IN JAN	EXPENDED TO DATE	BUDGETED	BALANCE	% EXP
SALARIES & BENEFITS					
1011 Salary and Wages	113,698.16	857,369.44	1,599,120.00	741,750.56	54%
1411 Contribution to Medicare	1,544.23	11,662.53	23,187.00	11,524.47	50%
1311 Contribution to Retirement	13,811.10	99,644.37	182,376.00	82,731.63	55%
1211 Contribution to Health Care	32,417.99	234,821.13	434,621.00	199,799.87	54%
TOTAL SALARIES & BENEFITS	161,471.48	1,203,497.47	2,239,304.00	1,035,806.53	54%
SERVICE AND SUPPLIES					
3031 Clothing and Personal Supplies	963.79	2,692.95	8,500.00	5,807.05	32%
3051 Household Expenses	350.61	2,504.38	5,500.00	2,995.62	46%
3071 Laundry Service and Supplies	532.48	4,791.37	9,000.00	4,208.63	53%
3111 Office Expenses	1,223.28	7,681.96	16,000.00	8,318.04	48%
3121 Computer & Software	621.50	14,933.86	52,000.00	37,066.14	29%
3131 Laboratory					
3131.1 Mosquito Surveillance	60.93	2,583.71	9,400.00	6,816.29	27%
3131.2 Disease Surveillance	0.00	2,274.78	1,900.00	-374.78	120% ^a
3131.3 Mosq pool testing	0.00	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	6.73	1,975.55	4,500.00	2,524.45	44%
3131.6 Reimbursement for light traps	0.00	0.00	150.00	150.00	0%
Laboratory Total	67.66	10,882.15	18,150.00	7,267.85	60% ^c
3171 Small Tools and Instruments	0.00	549.16	1,500.00	950.84	37%
3211 Maintenance - Structures & Improvemen	582.50	8,371.77	15,000.00	6,628.23	56%
3231 Maintenance Equipment	2,588.22	15,636.91	40,000.00	24,363.09	39%
3271 Utilities	1,350.60	10,297.41	21,500.00	11,202.59	48%
3291 Communication					
3291.1 Telephone service & internet	886.79	5,225.75	12,000.00	6,774.25	44%
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% ^d
3291.4 Cell phone services	178.51	1,712.76	4,200.00	2,487.24	41%
Communications Total	1,065.30	7,733.20	17,075.00	9,341.80	45% ^d
3331 Memberships, Dues, Subscriptions	194.00	14,163.00	22,750.00	8,587.00	62% ^e
3351 Transportation & Travel					
3351.1 Fuel & GPS	1,735.93	26,016.01	40,000.00	13,983.99	65% ^f
3351.2 Misc Travel	0.00	29.01	4,000.00	3,970.99	1%
3351.3 Meetings & conferences	4,147.87	6,836.12	39,616.00	32,779.88	17%
3351.4 Board meeting expenses	289.29	565.26	800.00	234.74	71% ^g
3351.5 Trustee in lieu	1,200.00	7,000.00	16,800.00	9,800.00	42%
Transportation & Travel Total	7,373.09	40,446.40	101,216.00	60,769.60	40% ^h

Account Balances as of January 31, 2015

Budget Year 2014-15

Month 7 of 12 = 58%

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	0.00	433.87	4,000.00	3,566.13	11%	
3391.4 Fish & Fish Maint	0.00	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	0.00	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 (ads, physicals)	0.00	0.00	1,000.00	1,000.00	0%	
3391.6 Spray equipment & Safety	730.95	3,091.07	17,000.00	13,908.93	18%	
District Special Expenses Total	730.95	61,568.03	201,500.00	139,931.97	31%	
3392 Community Education	953.44	3,162.96	32,020.00	28,857.04	10%	
3411 Professional and Specialized Services	8,966.50	80,863.12	217,700.00	136,836.88	37%	
3471 Insurance - Collision, Liability etc	0.00	32,451.00	32,048.00	-403.00	101%	ⁱ
3491 Workers Compensation Insurance	0.00	50,494.00	50,553.00	59.00	100%	ⁱ
3531 Insurance Fund - SIRS	0.00	0.00	25,000.00	25,000.00	0%	
3551 Rents, Leases - Equipment	691.49	5,185.12	9,350.00	4,164.88	55%	
TOTAL SERVICES & SUPPLIES	28,255.41	374,408.75	896,362.00	521,953.25	42%	^j
CAPITAL						
5111 Structures and Improvements	0.00	0.00	217,500.00	217,500.00	0%	
5311 Equipment	21,983.70	76,628.30	106,500.00	29,871.70	72%	^k
TOTAL CAPITAL	21,983.70	76,628.30	324,000.00	247,371.70	24%	
<i>Annual Operating Expenditures</i>	<i>211,710.59</i>	<i>1,654,534.52</i>	<i>3,629,666.00</i>	<i>1,975,131.48</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%	
Reserve 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 and certified once a year.
There will be no more charges here
- ^c Lab Total is slightly high for proportion of year passed.
- ^d Web hosting / email - This charge paid for 2 years in advance.
The overall total for the category is well within bounds for the proportion of year passed
- ^e Major memberships MVCAC, AMCA) were paid at the beginning of the fiscal year

Account Balances as of January 31, 2015

Budget Year 2014-15

Month 7 of 12 = 58%

- ^f Fuel remains above amount expected for the time of year
- ^g Board Meeting Expense included a large one-time expense in December for Trustee Field Day. Expenses for the rest of year are low
- ^h Total for Transportation and Travel is within bounds of budget
- ⁱ Insurance is paid as a lump sum at the beginning of the fiscal year
- ^j Overall Total for all Services and Supplies is well within budget
- ^k See attached review of status of Capital purchases

2014/15 BUDGET

2014-2015 STATUS OF CAPITAL PURCHASES

Final Draft

#5111 - STRUCTURES & IMPROVEMENTS

	Budgeted	Expended	Amount Remaining	Status
Repair & Reseal parking lot	\$90,000	\$74,050.00	\$15,950.00	<i>bids in, contractor selected</i>
Shop Roof + Skylights	\$52,000		\$52,000.00	<i>bids in, \$50,608 is lowest, following up on question from board</i>
Outdoor cameras	-	\$6,538.59	(\$6,538.59)	<i>work completed, was budgeted in Acct 3211</i>
Replace Outdoor Lights, upgrade ballasts	\$5,500		\$5,500.00	<i>work completed, but taken from Acct 3211 \$4782.6</i>
Locker Room Expansion	\$70,000		\$70,000.00	<i>bids in, within budget, delays in selecting contractor</i>
	\$217,500.00	\$80,588.59	\$136,911.41	<i>Locker room project and roof need to be completed</i>

#5311 - EQUIPMENT

	Budgeted	Expended	Amount Remaining	Status
2014 Ford F150 4 x4	\$26,000	\$21,983.70	\$4,016.30	<i>purchased</i>
Laboratory truck (Toyota or Nissan)	\$32,000	\$25,690.00	\$6,310.00	<i>purchased</i>
2014 ARGO	\$23,000	\$22,687.00	\$313.00	<i>purchase note: received \$ 11,200 for trade-in of old Argo net cost was \$22,687 - 11,200 = \$11,487</i>
New microscope for lab	\$7,000	\$6,267.17	\$732.83	<i>purchased</i>
Digital Camera for Lab	\$2,500		\$2,500.00	<i>not purchased yet</i>
New fish tank with filter and pump system	\$16,000		\$16,000.00	<i>area cleared, need paving done</i>
	\$106,500.00	\$76,627.87	\$29,872.13	<i>purchase of lab camera and fish ponds need to be completed</i>
Grand Total	\$324,000	\$157,216	\$166,784	

STATEMENT OF EXPENDITURES - January 31, 2015

Budget Year 14-15

	EXPENDITURES	TO-DATE	BUDGETED	BALANCE
Salary & Wages	161,471.48	1,203,497.47	2,239,304.00	1,035,806.53
Service and Supplies	28,255.41	374,408.75	896,362.00	521,953.25
Capital Expenditures	21,983.70	76,628.30	324,000.00	247,371.70
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	211,710.59	1,654,534.52	3,629,666.00	1,975,131.48

CASH BALANCE - January 31, 2015 : \$

3,663,246.52

Sincerely,

Chindi Peavey
District Manager

**Summary of Revenues Received to Date
January 31, 2015**

AGENDA ITEM 8c

	January	Previous Months	To Date	Budgeted	% of Budgeted
Ad Valorem Tax (includes redevelopment & county administration costs)	\$ (1,031.51)	\$ 1,037,480.65	\$ 1,036,449.14	\$ 1,616,830.00	64% ^a
		\$ -	\$ -		
		\$ -	\$ -		
Special Tax	\$ 163.00	\$ 441,117.93	\$ 441,280.93	\$ 801,014.00	55% ^a
Benefit Assessment	\$ 206.31	\$ 603,375.93	\$ 603,582.24	\$ 1,082,918.00	56% ^a
Other Revenues (Natl. Wildlife Refuge in lieu of taxes)		\$ 229.88	\$ 229.88	\$ -	
Interest on Pooled Money		\$ -	\$ -	\$ 4,000.00	0% ^b
		\$ -	\$ -		
Misc rebates	\$ 5,916.30	\$ 11,082.27	\$ 16,998.57	\$ -	
Sale of Equipment		\$ -	\$ -	\$ 5,000.00	0%
Total revenue received	\$ 5,254.10	\$ 2,093,286.66	\$ 2,098,540.76	\$ 3,509,762.00	60%

^a Taxes are received from the County Controller's office in 3 installments:

^b Have not received information on interest as yet

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

Alameda County Mosquito Abatement District

BOARD OF TRUSTEES

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

Chindi Peavey Ph.D.

District Manager
cpeavey@mosquitoes.org

MONTHLY OPERATIONAL REPORT – January 2015

Dear Trustees:

I. NARRATIVE

The District received a total of 53 requests for service during January. There were 8 mosquito-biting reports. The ten-year average for adult mosquito service requests in January is 3.9. 22 requests for mosquitofish were received and 22 request for inspection of potential mosquito sources.

Larval control efforts in January were focused primarily on four species of mosquitoes: *Culiseta inornata* the winter marsh mosquito, *Aedes squamiger* the winter salt marsh mosquito, *Aedes washinoi* the woodland pool mosquito and *Culiseta incidens*, the fish pond mosquito.

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. A total of 47 acres were treated for larvae of *Cs. inornata* in January.

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. No service requests were attributed to *Ae. squamiger* during the month. 205 acres were treated for *Aedes squamiger* larvae in January.

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. No service calls were caused by *Aedes washinoi* during the month. Larvae of this mosquito were found and controlled on 20 occasions this month, 4.3 acres were treated for this species

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. *Cs. incidens* was found at 25 locations during the month.

II. STATEMENT OF OPERATIONS – JANUARY 2015

PROGRAM EVALUATION MEASUREMENTS

Mosquito service requests = 8	Ten-year average =	3.9
	Five-year average =	3.2
	Last year=	5
	Range=	2 – 6
Number of all injuries during 2015 =		0

SERVICE REQUESTS

Fish requests	22
Mosquito biting	8
Mosquitoes & Fish	0
Insect ID	1
Request for inspection	22
Total	53

SPECIES IMPLICATED IN SERVICE REQUESTS

Species	Fish	Mosquitoes	Inspect	Misc ID	Total
<i>Culiseta incidens</i>	2	1	5		8
<i>Cs incidens & Cx tarsalis</i>		1			1
<i>Cs incidens & Ae washinoi</i>		1			1
<i>Culiseta inornata</i>			1		1
<i>Culex pipiens</i>			1		1
<i>Culex tarsalis</i>	1		1		2
No Mosquitoes found	19	5	14	1	39
<i>Totals</i>	22	8	22	2	53

OPERATIONS

Administration	826.25	Regular Hours	2172.75
Larval Surveillance & Control	756	Overtime hours	16.25
Disease monitoring	4.2	Total Work	2189.00
Laboratory	277.25		
Equipment & Facility Maintenance	181.75		
Public Education	28.5	Vacation hrs used	66.25
Interagency Communication	57	Sick hours used	166.25
Fish Rearing and Maintenance	6.25	Workers Comp Lv	0
Safety	45.5	ETO used	21.25
Misc	6.25	Total Leave Used	253.75
Total Work	2189.00	Total Hours	2442.75

Manager's Report

February 11, 2015

- a. MVCAC Annual Conference. The conference will be held on January 25-27. The District's Biological Specialist Michelle Izumizaki gave a talk entitled "Survey Collected at Alameda County Public Education Events to assess *Aedes aegypti* and mosquito-borne diseases knowledge". Other highlights of the meeting included presentations on the use of drones to conduct aerial surveillance of green swimming pools or apply material to marshes, several presentations on pesticide resistance testing in California and on the status of control efforts for the invasive mosquito species *Aedes aegypti*, *Ae. albopictus*, and *Ae. notoscriptus*. (Information only)
- b. Contracting for Human Resource Services. District Manager Chindi Peavey reached out to three firms that provide Human Resource services on a contract basis to government agencies. Two of the firms sent representatives who were interviewed by the Long Range Planning Committee. The committee unanimously recommended the District contract with Municipal Resource Group. District Manager will negotiate a contract for up to \$7,000 in services from this company. (Information only)
- c. Update on District Financial Audit. Michael O'Connor will attend the March 11, 2015 Board Meeting to present the audit for board approval. (Information only)
- d. Review of Brown Act requirements for Board members (Information only)