

## AGENDA

### 1000<sup>th</sup> MEETING OF THE BOARD OF TRUSTEES OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT

AUGUST 14, 2013

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

1. Call to order.
2. Roll call.
3. Vice 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. Closed Session – Personnel. The Board will meet in closed session to discuss personnel matters. [Authority: Government Code section 11126(a)]
5. Approval of the minutes of the 999<sup>th</sup> meeting July 10, 2013. (Board action required)
6. Authorization of Sale of Surplus Equipment. The District proposes to sell two large surplus trailers. One was formerly used as a car/truck hauler, the other to haul tractors. Both pieces of equipment will be advertised on Craig's List and sold to the highest bidder (Board Action Required.)
7. Review of the warrants dated July 15, 2013 numbering 000114 through 002814 amounting to \$109,986.37 and warrants dated July 31, 2013 numbering 002914 through 006214 amounting to \$239,974.05. (Information only)
8. Review of Account Balances (Information only)
9. Setting dates for committee meetings (Board Action Required)
10. Presentation of Monthly Operational Report for July 2013. (Information only)
11. Manager's Report for July 2013. (Information only unless otherwise noted)
  - a) CSDA –
    1. Annual Conference Sept 21-27 in San Diego
    2. Certificate of Accountability and Transparency
  - b) Grand Jury Report on Special Districts by the San Mateo County Grand Jury

- c) CalPERS
    - 1. Educational Forum
    - 2. Payroll submission procedure has been changed to reflect the fact that employees will now be paying 7% employee share of pension contributions
  - d) USFWS – Endangered Species consultation for San Pablo Bay National Wildlife Refuge
  - e) New Lab Assistant position- job description and announcement are complete
  - f) Update on energy audit
  - g) New newsletter
  - h) *Aedes aegypti* detected in the Central Valley
  - i) Meetings attended
12. Vice 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.
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](http://www.mosquitoes.org) or via email by request. Alternative formats of this agenda can be made available for persons with disabilities. Please contact the district office at (510) 783-7744, via FAX (510) 783-3903 or email at [acmad@mosquitoes.org](mailto:acmad@mosquitoes.org) to request an alternative format.**

MINUTES  
**999<sup>th</sup> MEETING OF THE BOARD OF TRUSTEES  
OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT**  
JULY 10, 2013  
TIME: 5:00 P.M.

PLACE: Office of the District, 23187 Connecticut Street, Hayward  
TRUSTEES: Jim Prola, President, City of San Leandro  
Barbara Halliday, Vice-President, City of Hayward  
Ryan Clausnitzer, Secretary, City of Alameda  
Dennis Bray, County-at-large  
Elizabeth Anders, City of Oakland  
City of Pleasanton, vacant  
James N. Doggett, City of Livermore  
Jim Golden, City of Emeryville  
Richard Guarienti, City of Dublin  
Denny McLeod, City of Piedmont  
Ronald Quinn, City of Union City  
William M. Spinola, City of Newark  
Jan O. Washburn, City of Berkeley  
George Young, City of Fremont

The Manager's Evaluation committee met at 4:00 PM and met with Manager Chindi Peavey at 4:45 PM

President Jim Prola called the Regularly Scheduled Board meeting to order at 5:00 p.m.

Eight board members were present. Absent from the meeting were Trustees Anders, Bray, Quinn, Young and Spinola.

President Prola invited members of the public to speak on issues relevant to the public, No members of the public were present.

The minutes of the 998<sup>th</sup> meeting held June 12, 2013 were reviewed and approved (Golden / Washburn unanimous.)

The Board reviewed warrants dated June 15, 2013 numbering 062713 through 064713 amounting to \$118,238.66 and warrants dated June 30, 2013 numbering 064813 through 067913 amounting to \$111,007.11 (Information only.)

The Board Reviewed the Account Balances for June 2013 (Information only.)

District Manager Chindi Peavey presented the final draft of the budget for the 2013/2014 fiscal year. Trustee Jim Golden suggested that next year the board receive information on the budget including amounts proposed by category and subcategory, rather than itemized lists of items to be purchased. Trustee Denny McLeod expressed concern about the increase in the amount budgeted for Services and Supplies and asked whether the district would need to raise its benefit assessment as a result. Manager Chindi Peavey stated that the proposed budget did not require an increase in the benefit assessment. She explained that the amount proposed was the same as last year and amounted to only half the amount approved by voters in 2008. She explained that the increase in Services and Supplies was due to increases in the amount budgeted for gasoline, pesticides, helicopter services for pesticide application the annual audit, and other things as outlined in the summary page of the budget. She explained that the proposed budget was in balance and expenses could be covered by the current level of revenues. Trustee Richard Guarienti requested that the executive summary contain a narrative discussion of the changes in the budget next year. District manager Chindi Peavey stated that the summary page included

a column in which the major drivers of change are listed. She stated that the executive summary would include this also next year.

President Jim Prola opened the public hearing on the proposed budget and tax rate for fiscal year 2013/14. No members of the public were present. President Prola closed the public hearing.

The Board approved Resolution 999-1, adopting the Budget for Fiscal year 2013/14, (Golden / Washburn - unanimous)

The Board approved Resolution 999-2, a resolution ordering the levy of assessments for fiscal year 2013-2014 for the Alameda County Mosquito Abatement District Mosquito and Disease Control Assessment (Golden / Halliday – unanimous.)

The Board passed Resolution 999-3, giving the Public Employees' Retirement System notice of the District's intention to change the amount paid by the district for the employee share of member contribution to 0% (Golden / Washburn, unanimous.)

The Board passed Resolution 999-4 giving the Public Employees Retirement System notice to tax-defer member-paid contributions under Internal Revenue Code 414(h)(2). Trustee Denny McLeod asked for an explanation of this resolution. District Manager Chindi Peavey explained that since employees would now be paying the employee share of contributions to the CalPERS retirement system, this resolution would allow those contributions to be tax-deferred. Under IRS regulations, employee contributions to a retirement fund are tax-deferred. (Golden/Doggett, unanimous.)

District Manager Chindi Peavey presented the Monthly Operational Report for June.

District Manager Chindi Peavey presented the Manager's report:

District Manager Chindi Peavey attended the meeting of the Alameda County Special Districts Association on July 10<sup>th</sup> at Washington Township Health Care District.

The District's annual Aerial Pool Survey was recently completed. This year the District surveyed for pools in the eastern area (Dublin, Pleasanton, and Livermore) and the South Central County (Fremont, Union City, Hayward, Newark, and Castro Valley)

The District's Programmatic Environmental Impact Report (PEIR) is progressing. A second draft has been returned to the districts and is now being edited by District staff.

An update on West Nile virus was presented. The District now has 3 chicken flocks, including a new one at the Alameda County Fairgrounds. To date there have been no detections of virus in the county in chickens, dead birds or mosquitoes. Board member Ryan Clausnitzer asked if there was any chance of getting a flock of sentinel chickens on the west side of the county. District Manager Chindi Peavey explained that it was difficult to find a place to house the chickens on the west side, but that the district was open to suggestions of locations to try next year.

District Manager Chindi Peavey announced that *Aedes aegypti* (the yellow fever mosquito) had been detected in the cities of Madera and Clovis in the central valley.

The District's educational booth at the Alameda County Fair was awarded two First Place ribbons (for Adherence to Theme and Appearance) and two third place ribbons.

President Jim Prola asked if there were any announcements from board members. Trustee Jim Golden stated that he was glad the District had scheduled an energy audit with P G & E and hoped it would help to determine whether the installation of solar panels would save the District money on its energy bills.

President Jim Prola asked if there were any items to add to agenda for the next Board meeting on August 14<sup>th</sup>. There were no requests for additional items to be placed on the agenda for August.

The meeting was adjourned at 5:45 p.m.

Respectfully submitted,

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Ryan Clausnitzer, Secretary

Approved as written and/or corrected  
at the 1000th meeting of the Board of  
Trustees held August 14, 2013

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Jim Prola, President  
BOARD OF TRUSTEES

Chapter 200. FINANCIAL POLICIES

Reference

AUTHORIZATION FOR SALE OF VEHICLES OR EQUIPMENT

Vehicle # V-19

Year, Make and Model-1994 Big Tex Trailer

License # 322235

Engine or ID number #16VNX1026R1C47711

Being replaced by vehicle # \_\_\_\_\_

Comments: Trailer is no longer in service: Will be advertised thru Craigslist & local news paper, sold to the highest bidder.

\_\_\_\_\_  
\_\_\_\_\_

Initiator's signature: Greg Wood

Date: 8-07-13

Manager's signature: \_\_\_\_\_

Date: \_\_\_\_\_

BOARD APPROVAL (MINUTES DATED): \_\_\_\_\_

**Chapter 200. FINANCIAL POLICIES**

**Reference**

**AUTHORIZATION FOR SALE OF VEHICLES OR EQUIPMENT**

Vehicle # V-17

Year, Make and Model-1997 Big Tex Trailer

License # 912610

Engine or ID number #16VCX1628V1D94539

Being replaced by vehicle # \_\_\_\_\_

Comments: Trailer is no longer in service. This trailer was used as a car/truck Hauler (for breakdowns). For safety & liability concerns ACMAD has some free towing options available now.

Trailer will be advertised thru Craigslist & local news paper, sold to the highest bidder.

\_\_\_\_\_  
\_\_\_\_\_

Initiator's signature: *Aug Wood*

Date: 8-07-13

Manager's signature: \_\_\_\_\_

Date: \_\_\_\_\_

BOARD APPROVAL (MINUTES DATED): \_\_\_\_\_

**ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT  
LIST OF WARRANTS DATED JULY 15, 2013**

AGENDA ITEM 7

WAR NO	PAYEE	For	ACCT NO	AMT OF CHARGE	AMT OF WARRANT
000114	Dereje Alemayehu	Total salary less deduction for payroll	1011	2,446.86	
000114	Nick Appice	July 1 to July 15, 2013.	1011	1,175.41	
000114	John Busam	"	1011	2,597.52	
000114	Lyle C. Cain	"	1011	1,897.37	
000114	Neil Campbell	"	1011	2,636.11	
000114	Cardenas, Miguel	"	1011	1,915.75	
000114	Erika Castillo	"	1011	2,448.71	
000114	Robert Ferdan	"	1011	1,072.13	
000114	Kevin Huffstutler	"	1011	942.97	
000114	Joseph W. Huston	"	1011	2,804.29	
000114	Michelle Izumizaki	"	1011	2,179.83	
000114	Bruce A. Kirkpatrick	"	1011	3,149.84	
000114	Clarence C. Lam	"	1011	2,326.41	
000114	Gregory Leipzig	"	1011	2,337.25	
000114	Sharon S. Mead	"	1011	2,467.64	
000114	Chindi Peavey	"	1011	3,246.60	
000114	Gregory D. Wood	"	1011	2,717.91	
000114	IRS	Federal tax withheld (payroll)	1011	7,199.34	
		Medicare Tax Withheld (payroll)	1011	781.01	
		District Contribution to Medicare (payroll)	1311	781.01	
000114	State of California	State Tax withheld (payroll)	1011	2,325.20	49,449.16
000214	Public Employees' Retirement System	Employee Contributions	1011	14.00	
		Employee Paid Member Contributions	1211	3,772.34	
		Employer Contribution 11.604%	1211	6,253.43	10,039.77
000314	Aetna Life & Annuity	Employee Contributions	1011		150.00

**ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT  
LIST OF WARRANTS DATED JULY 15, 2013**

<b>WAR NO</b>	<b>PAYEE</b>	<b>For</b>	<b>ACCT NO</b>	<b>AMT OF CHARGE</b>	<b>AMT OF WARRANT</b>
000414	CALPERS 457 Plan	Employee Contributions - PERS 457	1011		4,193.00
000514	Delta Dental Plan	Monthly Premium	1411		4,624.38
000614	Vision Service Plan	Health premium	1411		788.84
000714	Adapco	Altosid	3391		4,805.59
000814	Airgas	Dry ice	3131		662.01
000914	Bayside	Janitorial services, July 2013	3051		300.00
001014	Cintas	Laundry service	3071	117.02	
		Personal supplies	3031	13.74	130.76
001114	Corporate Park Landscap	Landscape maintenance	3211		170.00
001214	Cardno Entrix	MVCAC programmatic EIR	3411		5,663.68
001314	KBA Docusys	Canon copier rental	3111		375.41
001414	Kimball Midwest	Misc hardware	3231		333.50
001514	LAFCO	LAFCO cost	3331		621.00
001614	Liewer	Oil filter, tire, rim, V belt	3231		1,189.17
001714	Lam, Clarence	Reimbursement, Notary recording, mileage	3351	19.32	
			3391	51.00	70.32
001814	Leipzig, Greg	Reimbursement, leather gloves	3031		22.33
001914	MVCAC	Membership dues	3331		8,000.00
002014	MVCAC	Mosq pools	3391		2,040.00
002114	Michael Stead's Hilltop	Step	3231		264.87
002214	PFM Asset Management	Investment advisory services	3411		1,213.32
002314	Partsline	Brake pad V 21	3231		173.23
002414	Peavey, Chindi	Petty cah replenishment, DMV printout	3111	37.54	
		Wheelcover	3231	4.99	
		Parking	3351	43.80	86.33

**ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT  
LIST OF WARRANTS DATED JULY 15, 2013**

<b>WAR NO</b>	<b>PAYEE</b>	<b>For</b>	<b>ACCT NO</b>	<b>AMT OF CHARGE</b>	<b>AMT OF WARRANT</b>
002514	Team Builders	Aerial survey	3391		6,390.00
002614	Waste Management	Garbage service for June	3271		116.61
002714	ZOA Consulting	VCMS replacement	3411		3,809.00
002819	Rocky Mountain	Beck's - boots, BK	3031	190.00	
		Beck's - boots, NA	3031	190.00	
		Canon - copier rental	3111	347.62	
		Dale - broom, trash can	3131	79.52	
		Office Depot - power strip	3131	38.22	
		Alpha - windshield repair, V 5	3231	168.81	
		East Bay - repair parts	3231	145.32	
		Campways - V 48 Al chest	3231	392.35	
		On Time - brown paint	3231	46.33	
		SQ - valve assy	3231	72.95	
		Sumit - V 10 front shocks	3231	153.94	
		Mouser - fuses	3231	10.22	
		HHS - advertising	3231	24.84	
		TelePacific - communication expenses	3291	612.04	
		Logmein - software	3331	59.95	
		Fastrack - toll reimbursement	3351	25.00	
		Safeway - board meeting supplies	3351	16.36	
		Shell - gas	3351	90.00	
		Valero - gas	3351	64.76	
		Close Feed - chicken food	3391	164.97	
		USPS - postage, source reduction	3391	5.80	
		Bay Area Hay -chicken feed	3391	35.50	

**ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT  
LIST OF WARRANTS DATED JULY 15, 2013**

WAR NO	PAYEE	For	ACCT NO	AMT OF CHARGE	AMT OF WARRANT
		Orchard - spray bottles	3391	39.26	
		Walgreen - sunscreen	3391	108.47	
		Petco - chloramines remover	3391	20.66	
		BioQuip - dippers	3391	165.48	
		Sage - euthanising chicken	3391	223.00	
		East Bay - fish net	3392	34.88	
		Int'l - chloramines remover	3392	43.55	
		Paypal - laminating pouches	3392	84.18	
		Lakeshore - stamp pads	3392	17.46	
		Dollar Tree - pens	3392	4.36	
		Office Depot - marker	3392	64.31	
		Superwarehouse - paper rolls	3392	346.64	
		Orchard - tapes	3392	33.72	
		Orchard - staples, flowers	3392	47.64	
		Lowe's - bricks, flowers	3392	135.98	
		<b>Rocky Mountain Subtotal</b>			4,304.09
<b>TOTAL WARRANTS</b>					<b>109,986.37</b>

ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT  
LIST OF WARRANTS DATED JULY 31, 2013.

WAR NO	PAYEE	FOR	ACCT NO	AMT OF CHARGE	AMT OF WARRANT
002914	Dereje Alemayehu	Total salary less deductions for payroll period	1011	2,554.48	
002914	Nick Appice	"	1011	1,408.20	
002914	John Busam	"	1011	2,705.22	
002914	Lyle C. Cain	"	1011	1,948.00	
002914	Cornelius Campbell	"	1011	2,636.89	
002914	Miguel Cardenas	"	1011	1,916.40	
002914	Erika B. Castillo	"	1011	2,556.35	
002914	Robert Ferdan	"	1011	1,270.06	
002914	Kevin Huffstutler	"	1011	1,225.32	
002914	Joseph W. Huston	"	1011	2,804.92	
002914	Michelle Izumizaki	"	1011	2,556.90	
002914	Bruce A. Kirkpatrick	"	1011	3,257.46	
002914	Clarence Lam	Total salary less deductions for payroll period	1011	2,394.03	
002914	Greg Leipzig	"	1011	2,401.69	
002914	Sharon S. Mead	"	1011	2,535.13	
002914	Chindi Peavey	"	1011	3,314.05	
002914	Gregory D. Wood	"	1011	2,785.55	
002914	IRS	Federal Tax Withheld	1011	7,127.24	
		Medicare Tax Withheld	1011	794.76	
		District Contribution to Medicare	1311	794.78	
002913	State of California	State Tax Withheld	1011	2,276.79	51,264.22
003014	Public Employees' Retirement System	Employees contributions	1011	14.00	
		Employer paid member contributions	1211	3,772.34	
		District contribution 11.604%	1211	6,253.43	10,039.77
003114	Aetna Life & Annuity	Employee contributions	1011		150.00

ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT  
LIST OF WARRANTS DATED JULY 31, 2013.

WAR NO	PAYEE	FOR	ACCT NO	AMT OF CHARGE	AMT OF WARRANT
003214	Calpers 457 Plan	Employees contributions - PERS 457	1011		4,193.00
003314	Calpers	Health insurance	1411		25,708.51
003414	Jefferson Pilot Financ	Life insurance premium	1411		81.90
	Elizabeth Anders	Trustee in lieu expenses - 999th meeting	3351		-
003514	Dennis Bray	In lieu expenses - sign warrants 7-31-13	3351		100.00
003614	Ryan Clausnitzer	Trustee in lieu expenses - 999th meeting	3351		100.00
003714	James Doggett	Trustee in lieu expenses - 999th meeting	3351		100.00
003814	James Golden	Trustee in lieu expenses - 999th meeting	3351		100.00
003914	Richard Guarienti	Trustee in lieu expenses - 999th meeting	3351		100.00
004014	Barbara Halliday	Trustee in lieu expenses - 999th meeting	3351		100.00
004114	Denny McLeod	Trustee in lieu expenses - 999th meeting	3351		100.00
004214	Jim Prola	Trustee in lieu expenses - 999th meeting	3351		100.00
	Ronald Quinn	Trustee in lieu expenses - 999th meeting	3351		-
	William Spinola	Trustee in lieu expenses - 999th meeting	3351		-
004314	Jan Washburn	Trustee in lieu expenses - 999th meeting	3351		100.00
	George Young	Trustee in lieu expenses - 999th meeting	3351		-
004514	AT&T	Yellow pages listing	3392		56.50
004614	Airgas	Dry ice	3131		273.02
004714	Cintas Corp	Personal Supply	3031	43.82	
		Laundry Service	3071	418.87	462.69
004814	Grainger	Respirator	3391		45.12
004914	Liewer	Fan, blower	3231		469.72
005014	Liewer	Argo, net off trade in (\$ 7000)	5311		15428.19
005114	Light House	Rotator assembly	3231		68.68
005214	CMVCA Research	Grant to MRF	3411		5000.00

ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT  
LIST OF WARRANTS DATED JULY 31, 2013.

WAR NO	PAYEE	FOR	ACCT NO	AMT OF CHARGE	AMT OF WARRANT
005314	Mitchell 1	On line auto repair info	3231		1423.27
005414	PG & E	Utilities	3271		1,084.02
005514	Praxair	Dry ice	3131		372.80
005614	Result 2day Marketing	Advertisement, Bart	3392		2,750.00
005714	Sonitrol	Monitoring fee	3551		514.00
005814	Schaeffer	Supreme 5W-30 oil	3231		1,092.80
005914	California Superstore	2013 Jeep	5311		27,908.70
006014	Verizon	Communication expenses	3291		485.71
006114	VCJPA	Workmen compensation	3491	48,381.00	
		Professional & Liability insurance	3471	37,538.00	85,919.00
006214	Wright Express	Fuel expenses, statement ended 07-15-13	3351		4,282.43
<b>Total Warrants</b>					<b>239,974.05</b>

**Account Balances as of July 31, 2013**  
**Budget Year 2013-14**

AGENDA ITEM 8a

Month 1 of 12 = 8% of Fiscal Year

	ACCOUNT	DESCRIPTION	EXPENDED JULY	EXPENDED TO DATE	BUDGETED	BALANCE REMAINING	% EXPENDED
<b>SALARIES &amp; BENEFITS</b>	1011	Salary and Wages	107,851.59	107,851.59	1,557,129.00	1,449,277.41	7%
	1411	District Contribution to Retirement	20,051.54	20,051.54	169,085.00	149,033.46	12%
	1311	District Contribution to Medicare	1,575.79	1,575.79	22,578.00	21,002.21	7%
	1211	District Contribution to Health Care	31,203.63	31,203.63	431,448.00	400,244.37	7%
		<b>TOTAL</b>	<b>160,682.55</b>	<b>160,682.55</b>	<b>2,180,240.00</b>	<b>2,019,557.45</b>	<b>7%</b>
<b>SERVICES &amp; SUPPLIES</b>	<b>3031</b>	Clothing and Personal Supplies	66.15	66.15	8,492.00	8,425.85	1%
	3051	Household Expenses	300.00	300.00	5,375.00	5,075.00	6%
	3071	Laundry Service and Supplies	418.87	418.87	8,100.00	7,681.13	5%
	3111	Office Expenses	37.54	37.54	28,598.20	28,560.66	0%
	3131	Laboratory Supplies	645.82	645.82	22,960.00	22,314.18	3%
	3171	Small Tools and Instruments	0.00	0.00	2,400.00	2,400.00	0%
	3211	Maintenance - Structures & Improveme	0.00	0.00	17,503.00	17,503.00	0%
	3231	Maintenance Equipment	1,166.47	1,166.47	41,284.00	40,117.53	3%
	3271	Utilities	1,084.02	1,084.02	18,160.00	17,075.98	6%
	3291	Communications	485.71	485.71	15,125.00	14,639.29	3%
	3331	Memberships, Dues, Subscriptions	8,621.00	8,621.00	25,843.84	17,222.84	33%
	3351	Transportation and Travel	5,245.55	5,245.55	96,550.00	91,304.45	5%
	3391	District Special Expenses	96.12	96.12	281,173.00	281,076.88	0%
	3392	Community Education	2,806.50	2,806.50	33,470.00	30,663.50	8%
	3411	Professional & Specialized Services	5,000.00	5,000.00	246,470.00	241,470.00	2%
	3471	Insurance - Collision, Liability etc	37,538.00	37,538.00	37,538.00	0.00	100%
	3491	Workers Compensation Insurance	48,381.00	48,381.00	48,381.00	0.00	100%
	3531	Insurance Fund - SIRS	0.00	0.00	25,000.00	25,000.00	0%
	3551	Rents, Leases - Equipment	514.00	514.00	8,350.00	7,836.00	6%
	<b>TOTAL</b>	<b>112,406.75</b>	<b>112,406.75</b>	<b>970,773.04</b>	<b>858,366.29</b>	<b>12%</b>	
<b>CAPITAL</b>	5111	Structures and Improvements	0.00	0.00	70,000.00	70,000.00	0%
	5311	Equipment	50,336.89	50,336.89	134,000.00	83,663.11	38%
		<b>TOTAL</b>	<b>50,336.89</b>	<b>50,336.89</b>	<b>204,000.00</b>	<b>153,663.11</b>	<b>25%</b>
<b>OTHER</b>		Reserve for Contingencies	0.00	0.00	25,000.00	<b>25,000.00</b>	0%
		Post Employment Benefit Account	0.00	0.00	800,000.00	<b>800,000.00</b>	0%
		<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>825,000.00</b>	<b>825,000.00</b>	<b>0%</b>
<b>GRAND TOTAL</b>			<b>323,426.19</b>	<b>323,426.19</b>	<b>4,180,013.04</b>	<b>3,856,586.85</b>	<b>8%</b>

Does not include 12/13 expenses paid in 13/14

**STATEMENT OF EXPENDITURES - JULY 31, 2013**

Budget Year 13-14

	<b>EXPENDITURES IN JULY</b>	<b>TO-DATE</b>	<b>BUDGETED</b>	<b>BALANCE</b>
Salary & Benefits	160,628.55	160,628.55	2,180,240.00	2,019,557.45
Services and Supplies	112,406.75	112,406.75	970,773.04	858,366.29
Capital Expenditures	50,336.89	50,336.89	204,000.00	153,663.11
<b>TOTAL</b>	<b>323,372.19</b>	<b>323,372.19</b>	<b>3,355,013.04</b>	<b>3,031,586.85</b>

CASH BALANCE - July 31, 2013 : \$2,638,354.34 (Does not include interest revenue for July)

Sincerely,

Chindi Peavey  
District Manager

# Alameda County Mosquito Abatement District

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Chindi Peavey Ph.D  
District Manager  
[cpeavey@mosquitoes.org](mailto:cpeavey@mosquitoes.org)

## MONTHLY OPERATIONAL REPORT – July 2013

Dear Trustees:

### I. NARRATIVE

The District received a total of 154 requests for service during July. There were 40 mosquito-biting reports. The ten-year average for adult mosquito service requests in June is 39.2. 70 requests for mosquitofish were received and 37 requests for inspection of potential mosquito sources.

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

The summer saltmarsh mosquito, *Aedes dorsalis*, breeds in tidal salt marsh areas that flood only during the highest tides of the month. This mosquito is a day biter that can be found in larger grassy areas like parks and school yards after the adults emerge and fly away from the salt marshes. There were no service request that resulted from adult *Ae. dorsalis* in July. However, a great deal of larval control was focused on 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. A total of 2,428 mosquitofish were planted during the month. *Cs. incidens* was found at 35 service requests during the month. 21% of ornamental fish ponds inspected had mosquito larvae developing in them.

*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.

*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 generally prefer to feed on birds so they don't cause too many biting complaints. *Cx. tarsalis* was found at 14 service requests during the month.

## II. STATEMENT OF OPERATIONS – JULY 2013

### PROGRAM EVALUATION MEASUREMENTS

Mosquito service requests = 40	Ten-year average =	39.2
	Five-year average =	26.6
	Last year=	26
	Range=	20 - 84
Number of all injuries during 2013 =		1

### TOTAL SERVICE REQUESTS IN JULY

Fish requests	70
Mosquito biting	40
Request for inspection	37

### SPECIES IMPLICATED IN SERVICE REQUESTS

<u>Species</u>	<u>Fish</u>	<u>Mosquitoes</u>	<u>Inspect</u>	<u>Misc</u>	<u>Total</u>
<i>Culiseta incidens</i>	14	12	8	0	34
<i>Culex pipiens</i>	1	13	1	0	15
<i>Culex tarsalis</i>	1	7	6	0	14
<i>Anopheles freeborni</i>	0	1	0	0	1
<i>An. franciscanis</i>	0	1	0	0	1
<i>Midges</i>	0	1	0	0	1
<i>Beetles</i>	0	1	0	1	1
<i>No mosquitoes found</i>	55	9	21	0	85

### BIOLOGICAL CONTROL ACTIVITIES

21% of ornamental fish ponds inspected had mosquito larvae.

#### Swimming pools

289 neglected swimming pools were acted on

75 pools were treated for mosquito larvae with Bacterial mosquito control products,

39 pools had mosquito fish planted in them

### OPERATIONS

Administration	1,181.8	Regular Hours	
Biorational Control	412.2	Overtime hours	
Disease monitoring	336.6	Total Work	2,606.5
Equipment Maintenance	111.2		
Facility Maintenance	47.5	Vacation	256
Larval Surveillance	442.4	Sick hours	141.3
Physical Control	8.9	Other Leave	0
Public Education	51.3	ETO	26.5
Safety	14.7	<b>Total Leave</b>	566.0
<b>Total</b>	<b>2,606.5</b>	<b>Total Hours</b>	<b>3,172.5</b>

## MATERIAL USAGE

	Number of Applications	Amount Applied (Concentrate)		Area Treated
Altosid Briquets	4	3.43	ounces	0.006 acres
Altosid XR Briquets	5	43.82	ounces	0.07 acres
Altosid Pellets	5	91	ounces	1 acres
BVA Larvicide Oil	163	60.24	gallons	811.4 acres
Natular XRT	182	194.58	pounds	100 acres
Vectobac 12 AS	39	1.5	gallons	11.2 acres
Vectobac Granules	32	874.25	pounds	97.6 acres
Vectolex CG	15	28.56	pounds	3.61 acres
Vectolex WDG	39	12	pounds	11.2 acres
Vectolex WSP	4	1.01	pounds	0.05 acres
<b>Total</b>	<b>488 applications</b>	<b>to</b>		<b>1,036.14 acres</b>

## PHYSICAL/BIOLOGICAL CONTROL ACTIVITIES

Fish Planted = 2,428

# *Alameda County Mosquito Abatement District*

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**Chindi Peavey Ph.D**  
*District Manager*  
[cpeavey@mosquitoes.org](mailto:cpeavey@mosquitoes.org)

## **Manager's Report** August 14, 2013

- a) California Special District Association –**
- a. The Annual Conference of the CSDA will occur on Sept 21-27 in Monterey. District Manager Chindi Peavey and one trustee will attend.
  - b. Special District Leadership Foundation. The SDLF, has initiated a certification program by which Special Districts can show their commitment to transparency and accountability. A copy of the requirements is available on the SDLF website and included in your packet.
- b) Grand Jury Report -** The Grand Jury has released a report on the San Mateo County Mosquito and Vector Control District which raises concerns about internal controls and oversight at special districts. A copy was distributed to board members for information purposes. The District has been reviewing its internal controls and financial oversight and the Manager can discuss the controls that are in place to prevent a similar situation happening here.
- c) CalPERS**
- a. Educational Forum. This will occur in San Jose on October 21-23. District manager Chindi Peavey will attend to obtain updated information on the District's pension plan.
  - b. Payroll submission procedure has been changed to reflect the fact that employees will now be paying 7% employee share. The District's contractor in charge of payroll preparation has also adopted this changed format.
- d) USFWS – Endangered Species consultation for San Pablo Bay National Wildlife Refuge.** A similar document is in process for the Don Edwards Wildlife Refuge which includes land in our District.
- e) New Lab Assistant position-** the job description, salary scale and announcement are included in the packet. The announcement will be released on August 16<sup>th</sup>.

**f) Progress on the energy audit**

1. Chevron Energy Solutions conducted a site visit and examined past PG & E bills. They report that the District already has major energy saving measures in place and they could not suggest enough additional ones to cover the cost of their fee, should they enter a contract with us.
2. PG&E representatives conducted a site visit on July 19. They will be sending a report soon. They also stated that most measures to save energy have already been installed. They suggested LED lights for the outdoor flood lights.
3. "Your Energy Solutions" visited the office on August 8<sup>th</sup> and will submit a written report of suggestions for energy savings and prices for solar panels. They were also impressed with the measures already in place, but felt further savings could result from installation of solar panels.

**g) New District Newsletter -** The District has begun producing a monthly newsletter for trustees to distribute to their city council members. It contains information about the District's activities and accomplishments and is designed to assist Board members in providing information to their cities. Five copies will be provided to each board member at the Board Meeting.

**h) *Aedes aegypti* mosquitoes detected in Central California -** *Ae. aegypti* has been found in Madera County and in the City of Fresno. This mosquito can transmit viruses like yellow fever, dengue and chikungunya. These mosquitoes can be very difficult to control. Larvae develop in water in containers and in underground storm drains. The District has purchased specialized traps to use in surveillance for this species. Four members of the staff will be visiting Madera County MAD in August to learn what the district is doing to combat this mosquito.

**i) Meetings attended in July**

1. July 10 - Attended Alameda County Chapter of California Special Districts Association
2. July 10 - Presentation to Mayor's Conference of Alameda County
3. July 16 - Attended Science Symposium on South Bay Salt Ponds Restoration
4. July 17 - Met with from Supervisor Richard Valle's Office
5. July 18 - Appointment with Marcos Montes of PG & E to begin an energy audit of the building
6. July 25 - Met with members of the County's office of Communicable Disease Control on July 17 regarding West Nile virus and public information releases

7. July 29 - Attended Local Agency Formation Commission meeting on Agricultural and Open Space policies
8. July 30 – Participated in San Francisco Bay Joint Venture Board of Director's Meeting

## **New Laboratory Position Summary**

Title

Biological Specialist

Duties

Maintain the mosquito colony

Identify mosquitoes from traps or from samples brought in by operational staff

Work with field staff on conducting field trials of new materials

Present talks at MVCAC and/or AMCA meetings

Conduct RAMP tests on dead birds and mosquito pools

Enter data from CO2 and light traps

Contribute short articles to district monthly reports

Maintain the live insect collection in the laboratory (misting, cleaning cages, feeding)

Assist in sentinel chicken maintenance and bleeding

Assist in maintaining insect collection

Assist in insecticide resistance testing

Salary Range (in the 2013-14 fiscal year)

5 steps, same level as the Environmental Specialist and Systems Specialist as follows (2013-14)

6,635.51	6,806.43	6,979.98	7,158.91	7,343.68
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If position is filled by a staff member currently working at the district, salary would start at the lowest step which is above their current salary (ie, if currently a Vector Biologist II earning 7,206.67, start at Biological Specialist 5 earning 7,343.68.

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## **POSITION DESCRIPTION**

### **BIOLOGICAL SPECIALIST**

#### **Definition**

Under the direction of the District's Entomologist, performs laboratory and field work related to the surveillance and control mosquitoes and other insects.

#### **Qualifications**

Bachelor of Science or Bachelor of Arts degree in Entomology, Biology or Ecology from an accredited College or University is required.

Knowledge of basic laboratory practices such as use of dissecting and compound microscopes, incubators, RAMP testing equipment, biological safety cabinets, fume hoods, centrifuges.

Ability to use binomial keys for the identification of mosquitoes and other insects.

Basic knowledge of Entomology and ability to identify insects.

Experience in rearing insects, particularly mosquitoes, is desirable but not required.

Ability to keep accurate records, evaluate data, and write reports.

Ability to use computers and learn to use new software. Experience with Microsoft Office products including Word, Excel, Access, Power Point, and Publisher is desirable.

Experience in the use of ArcView computer mapping software desirable, but not required.

Valid California Driver's License, and satisfactory driving record insurable under the guidelines of the Vector Control Joint Powers Agency. License must be maintained throughout employment.

Individuals appointed to the position must obtain certificates of competency issued by the State of California Department of Health Services entitled "Certificate Technician – Mosquito Control", "Terrestrial Invertebrate Vector Control", "Vertebrate Vector Control" (**Licenses A, B, C, D**) as a condition of continued employment within one year of their original date of hire. Certification must be maintained throughout employment.

## **Duties and Responsibilities**

Conducts surveys of mosquitoes and other vector insects to determine population densities and species distribution.

Supports the Entomologist in monitoring mosquito populations by setting and retrieving traps, counting and identifying insects collected, and recording results in computer databases.

Assists the Field Supervisor and the Entomologist in disease surveillance operations, including the collection of blood samples from sentinel chicken flocks,

Assists in the development of new surveillance tools for monitoring populations of mosquitoes and other vectors.

Performs laboratory tests of mosquitoes and birds for West Nile virus.

Drafts reports, maps, and graphs as directed for surveillance and control operations.

Works with operational staff in evaluating control materials in the field. Assists the Entomologist in writing experimental protocols, sets up datasheets for recording results and enters results into a computer program for analysis.

Gives presentations at annual conferences of the MVCAC or AMCA

Identifies of mosquitoes and other insects submitted by District Operational staff or the public.

Assists in maintaining District's insect collection.

Assists maintaining a mosquito colony and caring for live insects used in the District's educational programs.

Assists in conducting insecticide resistance-testing.

### **Office Activities**

## **Environmental Demands**

Outside: Works outside half the time in a variety of weather conditions ranging from Coastal winter conditions to +100F.

Inside: Works indoors half the time in temperature-controlled environment.

Fumes/gases: Exposure to various colognes/perfumes, fumes from laboratory equipment, chemicals used in museum curation procedures, and printing cartridges.

Noise/vibration: Laboratory and Office Machines and cleaning equipment.

## Mental Demands

Reading:	Reads letters, reports, memos, messages, and complex mosquito service requests, operating manuals for office equipment.
Writing:	Publishes in referred journals and writes reports, letters, memos, messages; fills out forms and documents.
Math:	Ability to perform basic mathematical calculations and statistical analysis of data. Ability to apply concepts such as fractions and percentages to practical situations.
Attention to Detail:	High level of concentration and attention to detail for extended periods of time are required to produce reports, correspondence, documents, and integrating data in various databases.
Repetition:	Routine daily work practices, including laboratory procedures, identifying insects, and field sampling.
Judgment:	Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of it. Ability to define problems and input data, establish facts, and draw valid conclusions. Ability to work face-to-face with others and formulate appropriate instructions to achieve desired goals.
Social Skills:	Ability to relate cooperatively with members of the public and other District personnel.
Communication Skills:	Ability to quickly organize and communicate thoughts orally and in writing. In addition, the ability to understand communications from others.

## Physical Requirements

**Body Movement** – Must have full mobility and use of both arms concurrently. Must have full range of motion to climb and hike into trapping and treatment areas that may include use of hands, arms, legs and feet and requiring crawling, lying, kneeling, sitting and standing. Must have full mobility to assist in mosquito control programs, which involves climbing up and down steep canyon walls to survey and/or install equipment along creek beds, and crawling on hand and knees, and stomach. Must have the ability and range of flexibility to reach over their heads, reach below their knees, and to bend over or squat down to lift or remove equipment during normal daily activity. Must be able to move quickly in fieldwork areas known to be infested with venomous snakes or other potentially dangerous vectors or animals, poisonous plants and animals, and may deal with irate or antagonistic individuals.

- A. **Constant:** activity or condition exists 2/3 or more of the time. Must be able to participate mosquito control operations in the field, to carry spray equipment from 2 lbs. to 30 lbs without assistance. Inspect sources of mosquito development and apply control measures by climbing or hiking into areas to locate mosquito larvae in water. Mobility of arms to

reach and dexterity of hands to grasp and manipulate small objects and while balancing on uneven surfaces. Must be able to receive and provide clear verbal communications.

- B. **Frequently:** activity or condition exists from 1/3 to 2/3 of the time. Must be able to lift and carry equipment and supplies weighing 30 lbs. to 40 lbs without assistance. The position requires the frequent operation of a computer keyboard for significant periods of time.
- C. **Occasionally:** activity or condition exists up to 1/3 of the time. Lift and carry spray equipment 40 lbs. to 50 lbs without assistance. Requires ability to climb and hike in hilly areas to conduct surveys or assist in control procedures along flowing creeks, wetlands, flood control channels and similar areas of rough terrain.

Position may be exposed to pesticides, communicable diseases, and other health hazards; and inclement weather conditions. Position is subject to emergency call out on a 24-hour basis.

Responsible for maintaining their physical condition in a state that will not prevent them from performing the duties of their position or increase the danger or likelihood of being injured on the job.

### **Vision**

Requires adequate vision (which may be corrected) to read, write, perform fine laboratory and microscopic work, and safely operate in the conditions listed above.

### **Hearing**

Requires adequate hearing (which may be corrected) to hear alarms, horns, use of telephones, and radios.

## **Basic Work Hours**

8:00 AM to 4:30 PM, Monday through Friday

Non-Exempt Employee Status

## **Salary Range**

Class:	<b>Laboratory</b>
Category:	<b>Biological Specialist</b>
Position Steps:	<b>Five</b>
Range:	<b>See current Salary Scale</b>

**Last Revised: July 31, 2013**