

AGENDA

1028th MEETING OF THE BOARD OF TRUSTEES OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT

DECEMBER 9, 2015

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

1. Call to order.
2. Roll call.
3. President Young invites any member of the public to speak at this time on any issue relevant to the District. (Each individual is limited to five minutes).
4. Approval of the minutes of the 1027th meeting held November 18, 2015 (Board action required).
5. Nominating Committee (Washburn, Reed, and Paulsen) nominates a slate of 2016 District Officers for Board approval (Board action required).
6. Appointment of members to the Personnel Committee (Board action required).
7. Review of bids and awarding of contract for the expansion of the men's locker room by Mechanic Specialist Mark Wieland. (Board action required).
8. Closed session to discuss the District Manager's six-month evaluation pursuant to Government Code Section 54957.6. (Information only)
9. Financial Reports:
 - a. Review of warrants dated November 15, 2015 numbering 021816 through 024116 amounting to \$119,941.86 and warrants dated November 30, 2015 numbering 024216 through 027216 amounting to \$120,025.63 (Information only).

- b. Review of Budget as of November 30, 2015. (Information only).
 - c. Review of Budget Summary received as of November 30, 2015. (Information only).
10. Presentation of the Monthly Staff Report for November 2015 (Information only).
11. Presentation of the Manager's Report for November 2015. (Information only).
- a. District Awards:
 - i. Ten year award given to Trustee Ronald Quinn
 - ii. Awards also given to staff: Neil Campbell: ten years; Sharon Mead: 30 years
 - b. Independent audit on-site visit: December 21st
 - c. Policy manual update
12. Board President asks for reports on conferences and seminars attended by Trustees.
13. Board President asks for announcements from members of the Board.
14. Board President asks trustees for items to be added to the agenda for the next Board meeting.
15. Adjournment.

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.

Agenda item: 1028.4

MINUTES

1027th MEETING OF THE BOARD OF TRUSTEES
OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT

NOVEMBER 18, 2015

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

President Young called the regularly scheduled Board meeting to order at 5:00 P.M.; Trustee Narum arrived at 5:02.

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

President Young invited members of the public to speak on any issue relevant to the District. At the beginning of the meeting there were two members of the public present: staff member Erika Castillo and former District Manager John Rusmisl. John Rusmisl thanked Trustee Spinola for his dedication to the District and his pleasure to have worked together.

President Young welcomed new Trustee Wendi Poulson representing the City of Alameda.

The board approved the minutes of the 1026th meeting held October 14th, 2015. (Washburn/ Reed – unanimous; Trustees Narum, Spinola, and Quinn abstained)

The board approved resolution 1027-1 honoring William M. Spinola for his service as a Trustee. (Doggett/ Paulsen- unanimous)

The board adopted resolution 1027-2 approving a new cap for CalPERS health benefits. (Doggett/ Washburn- unanimous)

The board appointed Trustees Washburn, Paulsen and Reed to the Nominating Committee. Trustee Washburn suggested that the committee meet on December 9th at 4:55 P.M. (Narum/ Reed- unanimous)

The first reading of changes to ACMAD district policies related to a sick leave policy for seasonal workers elicited comments from several trustees for possible revisions. Trustee Paulsen requested clean-up language in two parts of section 323.4. Trustee Reed added that all references to "he" should be removed, and that the policy should comply with HIPAA rules. Trustee Washburn added to remove "his" in the document as well. Trustee Narum suggested all "he" and "his" should be searched and replaced. The District Manager suggested that Sundays should be removed from 321 (a), which Trustee Washburn agreed. The District Manager added that he will ensure that these changes will agree with the Employee Association's Memorandum of Understanding.

The Board reviewed warrants dated October 15, 2015 numbering 016516 through 018616 amounting to \$95,262.30 and warrants dated October 31, 2015 numbering 018716 through 021716 amounting to \$136,012.75.

The Board reviewed the Budget and summary received as of October 31, 2015. Trustee Guarienti asked why the workers compensation item is over budget by 5%. The manager responded that this amount is estimated prior to being invoiced by our insurance carrier

The Manager asked staff member, Environmental Specialist Erika Castillo, to present the Monthly Staff Report for October 2015. Trustee Paulsen and Guarienti asked for more explanation on the graphs. Trustee Quinn provided the Leisure Services of Union City as a resource for community events. Trustee Narum asked for better promotion of the District's Facebook page. Trustee Reed asked for the District's Twitter and Instagram account name. Trustee Washburn mentioned that the mortality of West Nile virus has increased from 4%-6% in southern California and that this may indicate that the virus is evolving. Trustee Spinola offered that this change may be caused by improvements in medical screening process. Trustee Guarienti asked about how ACMAD responds to changes to the bay shoreline. In response to the District Manager's statement about the effectiveness of adulticiding, Trustee Washburn pointed out the error ranges of the presented data and that the District should consider KDR resistance testing. Trustee Paulsen asked what defined the fog zone in the lab report. Trustee Washburn asked how droplet size is measured. These questions were answered by Erika Castillo and Ryan Clausnitzer.

The District Manager presented the Manager's Report for October 2015. Trustee Washburn asked to begin the District Manager evaluation process after December 8th 2015.

Board President Young asked for reports on conferences and seminars attended by Trustees. Board President Young reported on the ACSDA meeting he and staff hosted and attended earlier that day, November 18th, 2015.

Board President Young asked for announcement from the Board. Trustee Spinola commented that he has been a board member for 33 years.

Board President Young asked trustees for items to be added to the agenda for the December Board meeting, which were none.

The meeting adjourned at 6:07 pm.

Respectfully submitted,

Approved as written and/or corrected
at the 1028th meeting of the Board of
Trustees held December 9th, 2015

Kathy Narum, Secretary
BOARD OF TRUSTEES

George Young, President BOARD OF TRUSTEES

Review of bids for the expansion of the men’s locker room, budgeted for FY2016.

1. Scope of Work:

- Removal and relocation of an interior wall between the men’s locker room and the I.T. computer room, matching existing deco and design
- Installation of lockers
- Provision of two benches to accompany lockers
- Demolition and removal of material
- Fees related to licenses, permits, and testing
- A detailed list of electrical, mechanical, and structural components required for removal or addition to complete project.
- All labor must fall in accordance to prevailing wage criteria. Upon completion of the project, a detailed list of labor and material will be provided to the district along with proof of workers’ compensation insurance and the contractor’s license.

This process follows ACMAD district policy § 202.3 which states:

ABOVE \$7,500. When the cost of the item or service to be purchased exceeds \$7,500, formal bidding shall be required. Such bidding process shall require that a notice be posted at the District office at least ten (10) days prior to the bid opening and that formal requests for bids be solicited either by newspaper publication, trade journal publication, use of a bid service, or other reasonable solicitation. Solicited sealed bids shall be reviewed by the Board and awarded to the lowest responsible bidder based on the Purchasing Agent’s analysis and recommendation, unless the Board makes a determination that it would be in the public’s best interest to do otherwise. All bids will be retained as part of the District’s official record.

Three companies submitted bids for this work:

1- On-Site Construction Inc. \$47,887 (+\$4,200 + \$510)* = \$52,597

2- James R. Griffin, Inc. \$46,326 (+\$2,000 + \$900 + \$2,250)* = \$51,476

3- Donato Builders = \$48,917.00

* Additional costs itemized but not included in final bid.

2. Recommendation:

Award the project to the lowest bidder, Donato Builders, for \$48,917.

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

WAR NO	PAYEE		ACCT NO	AMT OF CHARGE	AMT OF WARRANT
021816	Biological Specialist	Total salary less deduction for payroll	1011	2,537.13	
021816	Mosq Control Tech	November 1 to November 15, 2015.	1011	2,091.48	
021816	Vector Biologist	"	1011	2,701.70	
021816	Vector Biologist	"	1011	2,776.03	
021816	Mosq Control Tech	"	1011	2,008.52	
021816	Environment Specialist	"	1011	2,546.83	
021816	District Manager	"	1011	3,055.53	
021816	Asst Mosq Control Tech	"	1011	1,950.82	
021816	Field Seasonal	"	1011	130.01	
021816	IT Specialist	"	1011	2,464.88	
021816	Entomologist	"	1011	3,044.70	
021816	Field Seasonal	"	1011	250.44	
021816	Field Supervisor	"	1011	2,975.40	
021816	Finance Manager	"	1011	2,446.87	
021816	IT Seasonal	"	1011	461.36	
021816	Vector Biologist	"	1011	3,271.67	
021816	Lab Seasonal	"	1011	809.27	
021816	Mosq Control Tech	"	1011	2,389.73	
021816	Asst Mosq Control Tech	"	1011	1,904.22	
021816	Mechanic Specialist	"	1011	2,884.06	
021816	IRS	Federal tax withheld (payroll)	1011	7,315.19	
		Medicare Tax Withheld (payroll)	1011	833.27	
		District Contribution to Medicare (payroll)	1311	833.31	
021816	State of California	State Tax withheld (payroll)	1011	2,280.79	53,963.21
021916	Public Employees' Retirement System	Employee Contributions	1011	16.00	
		Employee Paid Member Contributions, 7% & 6.5%	1011	4,084.02	
		Employer Contribution 9.353% & 6.73%	1211	5,084.13	9,184.15
022016	Aetna Life & Annuity	Employee Contributions	1011		150.00
022116	CALPERS 457 Plan	Employee Contributions - PERS 457	1011		2,530.00
022216	Delta Dental Plan	Monthly Premium	1411		5,701.97
022316	Vision Service Plan	Health premium	1411		1,149.20
022416	Airgas	Dry ice	3131.1		195.78
022516	Adapco	BVA 2 oil	3391.1		20,974.14
022616	Bayside	Janitorial services, November 2015	3051		300.00
022716	BioQuip Products	Dipper cup	3391.2		98.28
022816	Cintas	Laundry service	3071	830.66	
		Personal supply	3031	232.62	1,063.28
022916	Corporate Park Landscaping	Landscape maintenance	3211		170.00
023019	Campbell, Neil	Reimbursement, boots	3031		190.00
023116	Clausnitzer, Ryan	Reimbursement, parking, San Diego	3351.3		36.00
023216	Cardno	MVCAC Programmatic EIR	3411		218.66
023416	KBA Docusys	Canon copier rental	3111		451.19
023516	Lepera & Associates	Legal advise	3411		2,840.00
023616	Macke System	Rental	3551		71.50
023716	Mead, Sharon	Retirement, accrued vacation	1011		5,205.70
023816	PFM Asset	Investment advisory services	3411		1,593.33
023916	Techniclean	Towel	3051		134.08
024016	Waste Management	Garbage, October service	3271		191.69

WAR NO	PAYEE		ACCT NO	AMT OF CHARGE	AMT OF WARRANT
024116	Rocky Mountain	Kaiser - COBRA health insurance	1411	7,438.28	
		Cintas - polo shirts	3031	122.95	
		Becks - boots BR	3031	190.00	
		Amazon - boots	3031	246.61	
		Amazon - boots	3031	262.39	
		Amazon - boots SE	3031	148.50	
		Foodmaxx - household items	3051	7.54	
		Canon - copier rental	3111	341.00	
		Bayside - key cut	3111	3.25	
		Office Depot - mouse	3121	21.99	
		Office Depot - monitor mapping	3121	201.99	
		Office Depot - display	3121	197.99	
		Office Depot - speaker	3121	32.99	
		Smart - jars	3131.1	9.89	
		Home Depot - LED lights	3131.1	80.17	
		WalMart - flat sheets	3131.1	55.58	
		Stericycle - cleaning	3131.3	457.22	
		Qiagen - WNV testing	3131.3	664.68	
		Lifetech - WNV testing	3131.3	442.65	
		Amazon - cup holder	3171	15.90	
		Orchard - strip	3211	38.02	
		Amazon - mineral oil	3231	23.28	
		Bay Area Battery - battery	3231	109.95	
		Amazon - rubber queen	3231	25.92	
		Amazon - rubber mat	3231	37.90	
		TelePacific - comm exp	3291.1	876.55	
		Amazon - cell phone accessory	3291.4	19.47	
		SL Recreation - conference	3351.3	230.00	
		Safeway - supplies	3351.3	63.90	
		Safeway - supplies	3351.3	47.94	
		Parking - various parking	3351.3	14.85	
		Fast Track - toll	3351.3	25.00	
		Tahoe Resort - VCJPA, Lodging RC	3351.3	327.92	
		Walgreen - mineral oil	3391.1	18.15	
		Amazon - fish maintenance	3351.4	94.42	
		Petmountain - fish maintenance	3391.4	87.58	
		Pond Guy - fish maintenance	3391.4	142.91	
		3MSTPAU - respiratory evaluation	3391.53	196.00	
		Orchard - spraymaster	3391.6	39.95	
		Amazon - strap	3391.6	139.42	
		Clay Street - parking	3392	9.00	
		CTC - subscription	3392	20.00	
		Sub-total			13,529.70
		Total			119,941.86

ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT
LIST OF WARRANTS DATED NOVEMBER 30, 2015.

WAR NO	PAYEE	FOR	ACCT NO	AMT OF CHARGE	AMT OF WARRANT
024216	Biological Specialist	Total salary less deductions for payroll period	1011	2,651.43	
024216	Mosq Control Tech	"	1011	2,091.48	
024216	Vector Biologist	"	1011	2,816.01	
024216	Vector Biologist	"	1011	2,776.03	
024216	Mosq Control Tech	"	1011	2,008.52	
024216	Environmental Specialist	"	1011	2,661.14	
024216	District Manager	"	1011	3,694.95	
024216	Asst Mosq Control Tech	"	1011	1,950.81	
024216	IT Specialist	"	1011	2,808.76	
024216	Entomologist	"	1011	3,088.91	
024216	Field Supervisor	"	1011	3,046.84	
024216	Finance Manager	Total salary less deductions for payroll period	1011	2,518.31	
024216	IT Seasonal	"	1011	63.07	
024216	Vector Biologist	"	1011	3,271.66	
024216	Lab Seasonal	"	1011	226.53	
024216	Mosq Control Tech	"	1011	2,389.73	
024216	Asst Mosq Control Tech	"	1011	1,904.21	
024216	Mechanic Specialist	"	1011	2,998.37	42,966.76
024216	IRS	Federal Tax Withheld	1011	7,144.60	
		Medicare Tax Withheld	1011	810.75	
		District Contribution to Medicare	1311	810.75	
024216	State of California	State Tax Withheld	1011	2,261.80	11,027.90
024316	Public Employees' Retirement System	Employees contributions	1011	16.00	
		Employee paid member contributions, 7%, 6.5%	1011	4,084.02	
		District contribution 9.353%, 6.73%	1211	5,084.13	9,184.15
024416	Aetna Life & Annuity	Employee contributions	1011		150.00
024516	Calpers 457 Plan	Employees contributions - PERS 457	1011		2,580.00
024616	Calpers	Health insurance	1411		29,707.04
024716	Jefferson Pilot Financial	Life insurance premium	1411		99.45
	T Scott Donahue	Trustee in lieu expenses - 1027th meeting	3351.5		-
024816	James Doggett	Trustee in lieu expenses - 1027th meeting	3351.5		100.00
	Robert Dickinson	Trustee in lieu expenses - 1027th meeting	3351.5		-
024916	Richard Guarienti	Trustee in lieu expenses - 1027th meeting	3351.5		100.00
	Elisa Marquez	Trustee in lieu expenses - 1027th meeting	3351.5		-
025016	Katherine Narum	Trustee in lieu expenses - 1027th meeting	3351.5		100.00
025116	Scott Paulsen	Trustee in lieu expenses - 1027th meeting	3351.5		100.00
025216	Wendi Poulson	Trustee in lieu expenses - 1027th meeting	3351.5		100.00
025316	Ronald Quinn	Trustee in lieu expenses - 1027th meeting	3351.5		100.00
025416	Ursula Reed	Trustee in lieu expenses - 1027th meeting	3351.5		100.00
025516	William Spinola	Trustee in lieu expenses - 1027th meeting	3351.5		100.00
025616	Jan Washburn	Trustee in lieu expenses - 1027th meeting	3351.5		100.00
025716	George Young	Trustee in lieu expenses - 1027th meeting	3351.5		100.00
025816	AT&T	Yellow pages listing	3392		62.00
025916	Airgas	Dry ice	3131.1		125.10
026016	Appice, Nick	Reimbursement, extension cord	3391.53		13.13
026216	Branan, Thomas	Dental reimbursement	1411		120.00
026316	Cintas	Personal supplies	3031	525.05	
		Laundry service	3071	172.75	697.80
026416	EDD	Unemployment insurance	1011		11,700.00
026516	Kimball Midwest	Miscellaneous parts	3231		217.67
026616	Municipal Resource	Human resources services	3411		4,540.88
026716	Namakan	Mosquito fish	3391.4		414.00

WAR NO	PAYEE	FOR	ACCT NO	AMT OF CHARGE	AMT OF WARRANT
026816	PG & E	Utilities	3271		1,124.51
026916	Praxair	Dry ice	3131.1		63.64
027016	Sonitrol	Monitoring charges	3551		770.05
027116	Verizon	Communication expenses	3291.4		627.88
027216	Wright Express	Fuel expenses, statement ended 11-15-15	3351.1		2,833.67
Total Warrants					120,025.63

Agenda Item. 1028.9b

Alameda County Mosquito Abatement
As of NOVEMBER 30, 2015. (5 of 12 mth, 41.67%)

	EXPENDED IN NOVEMBER	EXPENDED TO DATE	BUDGETED	BALANCE	% EXPENDED
SALARY & BENEFITS					
1011 Salary and Wages	136,829.55	666,130.56	1,573,549.00	907,418.44	42%
1411 Contribution to Medicare	1,644.06	8,932.83	26,781.00	17,848.17	33%
1311 Contribution to Retirement	10,168.26	131,938.84	202,026.00	70,087.16	65%
1211 Contribution to Health Care	44,215.94	189,247.94	443,302.57	254,054.63	43%
TOTAL SALARY & BENEFITS	192,857.81	996,250.17	2,245,658.57	1,249,408.40	44%
SERVICE AND SUPPLIES					
3031 Clothing and Personal Supplies	1,918.12	3,464.97	8,500.00	5,035.03	41%
3051 Household Expenses	441.62	2,006.37	5,500.00	3,493.63	36%
3071 Laundry Service and Supplies	1,003.41	3,644.68	9,000.00	5,355.32	40%
3111 Office Expenses	795.44	4,800.80	20,000.00	15,199.20	24%
3121 Computer & Software	454.96	4,817.79	12,000.00	7,182.21	40%
3131 Laboratory					
3131.1 Mosquito Surveillance	530.16	7,765.24	15,000.00	7,234.76	52%
3131.2 Disease Surveillance	0.00	2,906.70	7,155.00	4,248.30	41%
3131.3 Mosq pool testing	1,564.55	5,317.71	36,000.00	30,682.29	15%
3131.4 Hood certification	0.00	0.00	200.00	200.00	0%
3131.5 Misc lab eqpt & supplies	13.13	1,219.33	6,285.00	5,065.67	19%
3131.6 Reimbursement for light traps	0.00	0.00	200.00	200.00	0%
Laboratory Total	2,107.84	17,208.98	64,840.00	47,631.02	27%
3171 Small Tools and Instruments	15.90	73.70	2,500.00	2,426.30	3%
3211 Maintenance - Structures & Improvement	208.02	2,872.06	20,000.00	17,127.94	14%
3231 Maintenance Equipment	414.72	4,364.95	45,000.00	40,635.05	10%
3271 Utilities	1,316.20	9,407.82	22,000.00	12,592.18	43%
3291 Communication					
3291.1 Telephone service & internet	876.55	5,186.62	13,500.00	8,313.38	38%
3291.2 Public Notices	0.00	0.00	500.00	500.00	0%
3291.3 Website & email hosting	0.00	172.58	270.00	97.42	64%
3291.4 Cell phone services	647.35	4,586.93	10,000.00	5,413.07	46%
Communications Total	1,523.90	9,946.13	24,270.00	14,323.87	41%
3331 Memberships, Dues, Subscriptions	0.00	14,396.00	20,700.00	6,304.00	70%
3351 Transportation & Travel					
3351.1 Fuel & GPS	2,833.67	18,127.45	44,000.00	25,872.55	41%
3351.2 Misc Travel	0.00	0.00	0.00	0.00	0%
3351.3 Meetings & conferences	745.61	3,058.96	45,000.00	41,941.04	7%
3351.4 Board meeting expenses	94.42	409.75	800.00	390.25	51%
3351.5 Trustee in lieu	1,000.00	4,400.00	16,800.00	12,400.00	26%
Transportation & Travel Total	4,673.70	25,996.16	106,600.00	80,603.84	24%
3391 District Special Expenses					
3391.1 Pesticides	20,992.29	58,576.94	175,000.00	116,423.06	33%
3391.2 Field supplies	98.28	134.50	500.00	365.50	27%
3391.3 Sentinal Chickens	0.00	0.00	0.00	0.00	0%
3391.4 Fish & Fish Maint	644.49	2,192.28	4,000.00	1,807.72	55%
3391.51 Aerial Pool Survey	0.00	0.00	17,000.00	17,000.00	0%
3391.52 Permits	0.00	1,104.00	3,000.00	1,896.00	37%
3391.53 Continuing Education fees	196.00	1,816.00	4,000.00	2,184.00	45%
3391.54 Board Plaques & nameplates	0.00	0.00	500.00	500.00	0%
3391.55 Seasonals (post ads, pre-empl phy)	0.00	0.00	1,000.00	1,000.00	0%
3391.6 Spray equipment & Safety	179.37	1,860.21	17,000.00	15,139.79	11%
District Special Expenses Total	22,110.43	65,683.93	222,000.00	156,316.07	30%
3392 Community Education	91.00	1,540.26	33,000.00	31,459.74	5%
3411 Professional and Specialized Services	9,192.87	72,536.73	224,887.00	152,350.27	32%
3471 Insurance - Collision, Liability etc	0.00	42,532.00	42,350.00	-182.00	100%
3491 Workers Compensation Insurance	0.00	63,736.00	60,745.00	-2,991.00	105%
3531 Insurance Fund - SIRS	0.00	0.00	0.00	0.00	0%
3551 Rents, Leases - Equipment	841.55	3,808.51	9,350.00	5,541.49	41%
TOTAL SERVICES & SUPPLIES	47,109.68	352,837.84	953,242.00	600,404.16	37%

CAPITAL							
5111 Structures and Improvements		0.00	0.00	190,000.00	190,000.00		0%
5311 Equipment		0.00	10,468.50	58,000.00	47,531.50		18%
	TOTAL CAPITAL	0.00	10,468.50	248,000.00	237,531.50		4%
Reserve fo Contingencies			0.00	50,000.00	50,000.00		
OPEB Trust Reimbursement			0.00	145,000.00	145,000.00		
	<i>Annual Operating Expenditures</i>	<i>239,967.49</i>	<i>1,359,556.51</i>	3,641,900.57	2,282,344.06		
OTHER							
Dry Period Cash (60%)		0.00	0.00	2,714,106.00	2,714,106.00		0%
Reserve for Capital Replacement		0.00	0.00	1,116,840.00	1,116,840.00		0%
	Total Other	0.00	0.00	3,830,946.00	3,830,946.00		0%
Total Expenditure		239,967.49	1,359,556.51	7,472,846.57	6,113,290.06		

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

Agenda item 1028.9c

STATEMENT OF EXPENDITURES - NOVEMBER 30, 2015.

Budget Year 15-16

	EXPENDITURES	TO-DATE	BUDGETED	BALANCE
Salary & Wages	192,857.81	996,250.17	2,245,658.57	1,249,408.40
Service and Supplies	47,109.68	352,837.84	953,242.00	600,404.16
Capital Expenditures	0.00	10,468.50	248,000.00	237,531.50
Reserve for Contingency	0.00	0.00	50,000.00	50,000.00
OPEB Trust Reimbursement	0.00	0.00	145,000.00	145,000.00
TOTAL	239,967.49	1,359,556.51	3,641,900.57	2,282,344.06

IV. CASH BALANCE - Not available as of 12/4/15

Sincerely,

Ryan Clausnitzer
District Manager

Alameda County Mosquito Abatement District

BOARD OF TRUSTEES

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Wendi Poulson

Ryan Clausnitzer
District Manager
ryan@mosquitoes.org

MONTHLY STAFF REPORT – November 2015

1. OPERATIONS

Dear Trustees:

A. Narrative

Though low in total, enough rain fell in Alameda County in late October and November to flush out catch basins, the main breeding source for *Culex pipiens*. This resulted in less catch basin treatments and a significant drop in population numbers for one of our prime vectors of West Nile virus in the month of November. Only one service request was attributed for this species.

However, we have continued to see numbers of *Culex tarsalis* showing up as specimens on service requests (seven in November). The district has seen a rise in numbers of this species in many parts of the County over the course of the last few years. Current thinking is that the drought has caused this species to breed in sources it has not been found in traditionally. This is a hypothesis we plan to look more into in the future. Currently, with cooling temperatures and more rain predicted, this species will go into hibernation until early spring.

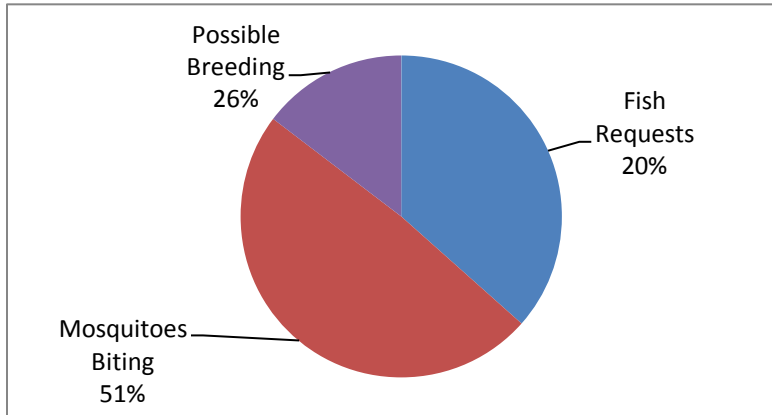
Overall service request numbers for November were low as is the norm for this month. Only one service request was attributed to *Culiseta incidens*, which is typically the second highest service request generating species in the county.

Though some rain fell, it is not pooling in most locations (sources) in the county so the numbers for several "Winter species", such as *Culiseta inornata* and *Aedes washinoi*, remain very low. *Aedes squamiger* and *Aedes sierrensis* have not yet begun to hatch.

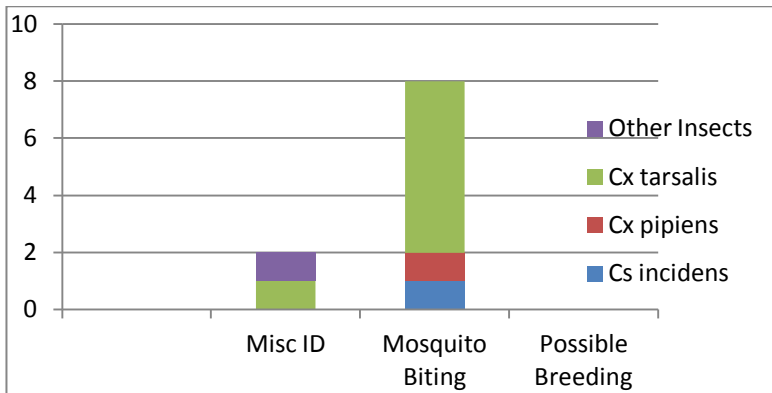
Joseph Huston
Field Operations Supervisor

B. Operational Data

1. Service Requests



Mosquito service requests = 73
 Five-year average = 90
 Last year = 96
 Range (10 yr) = 9 - 548
 Ten-year average = 110



2. Other

Number of all injuries during 2015 = 1

3. Activity Report

Administration	660	Vacation hrs used	142.75
Larval Surveillance & Control	726.5	Sick hours used	64
Disease monitoring	123.5	Workers Comp	0
Laboratory	192	ETO used	29.75
Equipment & Facility Maintenance	132	Total Leave	236.5
Public Education	35.5	Total Work	2163.5
Interagency Communication	6.25		
Fish Rearing and Maintenance	44	Total Hours	2400
Safety	200.5		
Misc	33.5		
Regular Hours	2153.75		
Overtime hours	9.75		
Total Work	2163.5		

2. LAB

Dear Trustees,

Herein is a brief summary of the activities from the Mosquito Lab for November, 2015.

As of November 30 (5 of 12 months, 42 % of the year), 27 % of the ACMAD Laboratory budget has been expended. Reduced temperatures and increased precipitation during November has diminished mosquito abundance and the potential for an outbreak of mosquito-vector disease. The ACMAD lab priorities during November, summarized below, were to: (1) complete a final District-wide assessment of mosquito abundance and West Nile virus (WNV) incidence in mosquitoes for the year, (2) plan a mosquito surveillance program for the winter months, and (3) determine research priorities for the coming year.

1. Final District-wide assessment of mosquito abundance and WNV incidence for 2015.
 - a. The final mosquito trapping for 2015 at each site that was monitored approximately twice a month during June - October has been completed (98 CO₂ traps). The analysis of mosquito abundance and WNV incidence is ongoing.
2. Mosquito and disease surveillance for the winter months.
 - a. In consultation with California Department of Public Health (Vector-Borne Disease Section), the number of AGO traps placed around ACMAD headquarters to monitor for *Aedes aegypti* was reduced from 64 to 30 traps (15 CDC autocidal gravid ovitrap (AGO) paired with 15 ovi-cups).
 - b. Because the seasonal lab employees have departed for the season, the number of CO₂ traps that can be placed in Alameda County and monitored to assess mosquito abundance and WNV incidence must be reduced. In consultation with the ACMAD Field Operations Supervisor, the number of CO₂ traps was reduced from 118 to 16 for the winter season.
 - c. The New Jersey Light Traps (NJLT) for monitoring mosquito abundance will remain in their current locations and will be monitored weekly throughout the winter season.
3. Research Priorities for 2015-2016
 - a. High Priority
 - i. The geospatial allelic variation in genes known to mediate resistance to pyrethroid insecticides (e.g. knockdown resistance (*kdr*), acetylcholine esterase -1 (*ace-1*), and members of the cytochrome P450 (*CYP*) gene superfamily) will be assessed for mosquitoes collected in Alameda County.
 - ii. Conclude the 180-day efficacy study of larvicide products.
 - iii. Assess alternate methods of isolating RNA for WNV incidence testing.
 - iv. Develop a 3-plex reverse transcription quantitative polymerase chain reaction (RT-QPCR) assay to simultaneously assess levels of WNV, St. Louis encephalitis virus (SLEV), and Western equine encephalitis virus (WEEV) in RNA isolated from mosquitoes or bird.
 1. This assay will be based upon what is currently used by the UC Davis Arbovirus Research & Training group and vector control agencies in California.
 - b. Medium Priority
 - i. Comparison of a new ovi-cup design with the traditional design.
 - ii. Determine whether WNV can be detected in mosquitoes that were collected with a NJLT.
 - iii. Assess the impact of the long-term installment of NJLT on mosquito abundance.

Submitted respectfully by Eric Haas-Stapleton, PhD, ACMAD Entomologist on December 2, 2015.

Manager's Report

December 9, 2015

- a. District Awards:
 - i. Ten year award given to Trustee Ronald Quinn
 - ii. Awards also given to staff: Neil Campbell: ten years; Sharon Mead: 30 years

§103. Awards

§103.1

Awards to the employees and trustees for five, ten, twenty and thirty years of service will be as follows: pewter belt buckle (5 year), bronze belt buckle (10 year), silver pin (20 year), and gold pin (30 year). All are to be engraved with the District logo. Res. #689-1.

- b. Independent audit on-site visit: December 21st

- c. Policy manual update