

## AGENDA

### 1049<sup>th</sup> MEETING OF THE BOARD OF TRUSTEES OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT

OCTOBER 11TH, 2017

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TIME: 5:00 P.M.  
PLACE: Office of the District, 23187 Connecticut Street, Hayward  
TRUSTEES: Kathy Narum, President, City of Pleasanton  
Elisa Marquez, Vice-President, City of Hayward  
Wendi Poulson, Secretary, City of Alameda  
Humberto Izquierdo, County-at-Large  
P. Robert Beatty, City of Berkeley  
Richard Guarienti, City of Dublin  
Betsy Cooley, City of Emeryville  
George Young, City of Fremont  
James N. Doggett, City of Livermore  
Eric Hentschke, City of Newark  
Jan O. Washburn, City of Oakland  
Robert Dickinson, City of Piedmont  
Ed Hernandez, City of San Leandro  
Ronald Quinn, City of Union City

1. Call to order.
2. Roll call.
3. President Narum 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 1048<sup>th</sup> meeting held September 13, 2017 (**Board action required**).
5. Report from the Personnel Committee and approval of the following items (current versions included as reference): (**Board action required**)
  - a. Updated District (General) Manager job description
  - b. Updated District (General) Manager performance evaluation form
6. Report on ACMAD's Compliance with the Little Hoover Commission's 2017 Special District Report: (Information only).
  - a. Excerpt from 2017 Little Hoover Report
  - b. CSDA summary of recommendations
  - c. ACMAD's compliance of these recommendations
7. Financial Reports:
  - a. Review of warrants dated September 15, 2017 numbering 013118 through 015418 amounting to \$262,029.37 and warrants dated September 30, 2017 numbering 015518 through 019018 amounting to \$172,892.07 (Information only).
  - b. Review of Budget as of September 30, 2017 (Information only).

- c. Investments, Reserves, and Cash Balance as of September 30, 2017.
8. Presentation of the Monthly Staff Report for September 2017 (Information only).
9. Presentation of the Manager's Report for September 2017 (Information only).
  - a. AB 527: Pest control aircraft pilot's certificate: unmanned aircraft--signed into law
  - b. MVCAC Quarterly Meeting: November 1 & 2, Sacramento, CA
  - c. MVCAC Annual: January 28-31, Monterey, CA
  - d. Brown Act Workshop: EBMUD, November 1<sup>st</sup>, 2017
  - e. Annual CSDA conference: summary
  - f. Ethics training due: Dickinson, Doggett, Guarienti, Narum
  - g. Reappointments for 2018-20: Beatty, Cooley, Dickinson, Guarienti, Hentschke, Hernandez, Poulson, Young
  - h. Possible collaboration with Google on swimming pool mosquito breeding surveillance
  - i. Presentation at annual CA Storm Water Quality Conference in Sacramento, September 25<sup>th</sup>, by Joseph Huston
  - j. Educational partnership with CSUEB Medical Entomology Class
  - k. Ditching permit update
10. Board President asks for reports on conferences and seminars attended by Trustees.
11. Board President asks for announcements from members of the Board.
12. Board President asks trustees for items to be added to the agenda for the next Board meeting.
13. Adjournment.

RESIDENTS 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.**

**Agenda item: 1049.4**

**MINUTES**

1048<sup>th</sup> MEETING OF THE BOARD OF TRUSTEES  
OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT

SEPTMEMER 13TH, 2017

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TIME: 5:00 P.M.  
PLACE: Office of the District, 23187 Connecticut Street, Hayward  
TRUSTEES: Kathy Narum, President, City of Pleasanton  
Elisa Marquez, Vice-President, City of Hayward  
Wendi Poulson, Secretary, City of Alameda  
Humberto Izquierdo, County-at-Large  
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James N. Doggett, City of Livermore  
Eric Hentschke, City of Newark  
Jan O. Washburn, City of Oakland  
Robert Dickinson, City of Piedmont  
Ed Hernandez, City of San Leandro  
Ronald Quinn, City of Union City

Board President Narum called the regularly scheduled Board meeting to order at 5:01 P.M.

Trustees Narum, Marquez, Poulson, Izquierdo, Beatty, Guarienti, Cooley, Young, Doggett, Hentschke, Washburn, Dickinson, and Hernandez were present; Trustee Quinn was absent.

Board President Narum invited members of the public to speak on any issue relevant to the District. Staff members Biological Specialist Dereje Alemayehu and Vector Biologist John Busam were here to present, Mosquito Control Technician Jeremy Sette was present to record the minutes.

The Board approved the minutes of the 1047<sup>th</sup> meeting held August 9<sup>th</sup>, 2017. (Washburn, Hentschke)– unanimous.

Dereje Alemayehu and John Busam presented their current ACMAD laboratory research partnerships with the Madera County Mosquito and Vector Control District and fielded the following questions. Board President Narum asked why the research experiment was conducted in Madera (this is the nearest location to study *Aedes Aegypti*). Trustee Beatty asked if the traps used in the research were generic CDC recommended traps or specific *Aedes aegypti* traps (they used whatever combination worked best for their purpose in research), also, were the trap lures used in addition to CO<sub>2</sub> and heat (yes). Trustee Dickinson commented that without the additional lure, the traps did not catch many mosquitoes and asked if you can test lures outside the traps (no, the lures are formulated to work in conjunction with the traps). Trustee Beatty asked if the trap was effective without

the lure (it is much less effective with capturing *Aedes aegypti* without using an additional lure). Board President Narum asked if it was more desirable to trap female adult mosquitoes than males (yes). Trustee Washburn commented that male mosquitoes may be drawn to the host to mate with female mosquitoes. Trustee Beatty asked if the trap caught mosquitoes without the lure and what were the results of capturing non-*Aedes* mosquitoes (the trap did not collect many non-*Aedes* mosquitoes as the purpose and function of the trap in their project was to collect primarily *Aedes* mosquitoes). Trustee Washburn commented that the district uses several other traps to capture non-*Aedes* mosquitoes, some which are captured by CO<sub>2</sub>-baited traps; the mosquito magnet traps also work well with capturing other *Aedes* species, especially *Aedes sierriensis*. Trustee Beatty asked which other traps does Madera use (CO<sub>2</sub>). Trustee Dickinson asked what other districts use this trap and if this study has been done before (answered by Trustee Washburn: most districts do not implement the use of the trap as they may prefer chemical control; no other studies exists of this nature). Trustee Dickinson asked if the purpose of the trap was to reduce the amount of spraying (Trustee Washburn spraying should be avoided if possible as there could be resistance developing towards the chemicals). John Busam further commented that the lured trap is the best method with which to collect adult mosquitoes and complements other tactics of the control program, such as intensive inspections, larviciding, etc. Trustee Dickinson asked will this trap capture enough to improve public health (yes, but more study is needed), and will it postpone establishment of this species (possibly). Board President Narum commented that this is essentially another tool (yes). Trustee Washburn commented that the purpose of this study is to find alternatives to the currently available (and expensive) control options. Trustee Izquierdo asked how did *Aedes aegypti* move across the United States (Trustee Washburn replied that the eggs of *Aedes aegypti* are very durable, tough and desiccated resistant which allow for transportation). Trustee Washburn commented that he was very impressed with the high numbers captured by Dereje and John with their traps. Trustee Dickinson asked if they should use other traps in conjunction in Madera (yes, to be considered in future studies).

The Board reviewed warrants dated August 15, 2017 numbering 006818 through 009218 amounting to \$179,951.38 and warrants dated August 31, 2017 numbering 009318 through 013018 amounting to \$1,513,688.03. Trustee Hernandez asked why several budget categories are nearly expended, such as Insurance and Retirement, and if the retirement budget expenditures include unfunded liability payments (these are bulk payments that include mandated payments); what is included in the capital purchases (two new district vehicles).

Board President Narum reported on behalf of the Finance Committee. Trustee Marquez asked how often this committee meets (lately the committee meets once a month until reserve and pension decisions are finalized).

The District Manager presented the Staff report for August 2017. Trustee Washburn commented that he is pleased with the operation data presented via Microsoft BI. Board President Narum clarified that in all of Alameda County, there was only one dead bird found with West Nile virus (yes, in Oakland). Trustee Washburn added that the district has had zero confirmed human WNV cases to date. Trustee Beatty commented that Zika numbers are down in many areas throughout the Americas. Trustee Washburn commented that the trend can be applicable to Chikungunya virus as well.

The District Manager presented the Manager's report for August 2017. Trustee Beatty would like to be added to the CSDA mailing list, along with other Trustees. Trustee Hernandez mentioned his accidental removal from the Finance Committee and requested to be copied on future legislative support or oppose letters. Trustee Dickinson requested a

formal review of the Little Hoover Commission report in a future board meeting that could be accompanied by a press release. This was agreed by Board President Narum. Trustee Washburn provided additional background on current lab collaborations.

Board President Narum asked for announcement from the Board. Trustee Hernandez commented that there is an East Bay organization that provides resources for funding solar power.

Board President Narum asked trustees for items to be added to the agenda for the next Board meeting and then added her own items: the finance committee recommendations on reserve funds and a report from the personnel committee regarding updates to the district manager's job description and evaluation process.

The meeting adjourned at 6:11 P.M.

**Respectfully submitted,**

Approved as written and/or corrected  
at the 1049<sup>th</sup> meeting of the Board of  
Trustees held October 11th, 2017

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Kathy Narum, President  
BOARD OF TRUSTEES

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Wendi Poulson, Secretary  
BOARD OF TRUSTEES

# General Manager

## **DEFINITION**

Under authority of the Board of Trustee, the General Manager plans, organizes, and provides administrative direction and oversight for all District functions and activities; provides policy guidance and program evaluation to the Board and management staff; encourages and facilitates provision of services; fosters cooperative working relationships with partner agencies, State and local intergovernmental and regulatory agencies and various public and private groups.

## **DISTINGUISHING CHARACTERISTICS**

This is an at-will contract position. The General Manager serves as the chief executive of the District, and responsible for enforcement of all District policies, state and federal codes, regulations and laws, the conduct of all financial activities and the efficient and economical performance of the District's operations.

## **SUPERVISION RECEIVED AND EXERCISED**

Exercises direct and general supervision of the entire District staff through subordinate levels of supervision.

## **Accountability**

The General Manager is accountable to and receives policy direction from the Board.

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Plans, organizes, and administers, either directly or through subordinate management and supervisory staff, coordinates and evaluates the work of the District in accordance with applications laws, code and regulations, and adopted policies and objectives of the District;
- Directs and coordinates the development and implementation of goals, objectives, and program for the Board and the District; develops administrative policies, procedures, and work standards to ensure that the goals and objectives are met and that programs provide mandated services in an effective, efficient, and economical manner;
- Oversees the preparation of the annual budget for the District; authorizes directly or through staff, budget transfers, expenditures and purchase; provides information regarding the financial condition and needs to the Board;
- Advises the Board on issues, programs, and financial status; prepares and recommends long- and short-term plans for District service provision, capital improvements, and funding; and directs the development of specific proposals for actions regarding current and future District needs;
- Oversees the administration, use and maintenance of all District facilities and equipment.
- Represents the District and the Board in meetings with governmental agencies, community groups, and various business, professional, regulatory and legislative organizations; acts as the primary District liaison with the media;
- Oversees the District's community outreach, including but not to social media, neighborhood meetings, and the District's website.
- Provides for the investigation and resolution of complaints regarding the administration of and services provided by the District;

- Oversee the District's general liability programs;
- Provides for contract services and ensures proper performance of obligations to the District; has responsibility for enforcement of all District policies, codes and regulations;
- Oversees the selection, training, professional development, and work evaluation of District staff; oversees the implementation of effective employee relations and related programs; provides policy guidance and interpretation to staff;
- Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures, and other written materials;
- Ensures the maintenance of working and official District files;
- Ensures that the Board is kept informed of District functions, activities, and financial status, and of legal, political, social, and economic issues affecting District activities;
- Monitors changes in laws, regulation, and technology that may affect District operations; implemental policy and procedural changes as required;
- Builds and maintains positive working relationships with District employees, elected officials, contractors, and the public using principles of good customer service.
- Maintains attendance and punctuality that is observant of scheduled hours on a regular basis; and
- Performs other duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge**

- Administrative principles and practices, including goal setting, program development, implementation, and evacuation and supervision of staff, either directly or through subordinate levels of supervision;
- Principles, practices, and procedures of public administration;
- Functions, services, and funding sources of a mosquito district;
- Applicable federal and state laws, codes, ordinances, and regulations;
- Principles and practices of budget development, administration, and accountability;
- Current political and economic trends affecting District services;
- Modern office practices, methods, computer equipment and computer applications; and
- Recordkeeping principles and procedures;

### **Skills**

- English usage, grammar, spelling, vocabulary, and punctuation;
- Communicate effectively, orally and in writing; prepare written and oral presentations;
- Techniques for effective representing the District in contacts with government agencies, community groups, and various business, professional, regulatory, and legislative organizations; and
- Techniques for providing a high level of customer service by effectively dealing with public, vendors, contractors and District staff.

### **Abilities**

- Plan, administer, coordinate, review, and evaluate the functions, activities, and staff of the District;
- Work cooperatively with, provide highly complex and responsible staff support to, and implement the policies of the Board;
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls;

- Oversee the District financial activities, including administering investments, the development and implementation of the District budget and the control of all expenditures and purchases;
- Interpret, apply, and explain complex laws, codes, and regulations;
- Conduct effective negotiations and effectively represent the District in meetings with governmental agencies, community groups, and various business, professional, regulatory and legislative organizations and the media;
- Direct the preparation of and prepare clear and concise reports, correspondence, policies, procedures, and other written materials;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implemental recommendations in support of goals;
- Use sound independent judgment within general legal, policy, and procedural guidelines;
- Organize own work, coordinate projects, set priorities, and meet critical time deadlines;
- Operate modern office equipment, including computer equipment and specialized software applications programs;
- Use English effectively to communicate in person, over the telephone, and in writing;
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines; and
- Establish and maintain effective working relationships with those contacted in the course of work.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Education/Training and Experience Guidelines**

Any combination equivalent to experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience**

Three (3) years of management or administrative experience in a public agency setting. At least one (1) of the three (3) years with experience in mosquito abatement is preferred.

#### **Education/Training**

A Bachelor's degree from an accredited college or university with major work in public or business administration, finance, biological science, or related field. An advance degree is preferred.

#### **License or Certificate**

A valid California class C driver's license issues by the California State Department of Motor Vehicles and must be insurable under the guidelines set forth by the District's insurance carrier. Or the ability to arrange alternate and timely means of transportation in the performance of assigned duties.

Possession of or ability to obtain and maintain the following certifications from the California Department of Public Health within one (1) year of employment:

- Mosquito Control Technician Certificate
- Vertebrate Vector Certificate

- Invertebrate Certificate

### **WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

Work is performed indoors in a carpeted and air-conditioned office with natural and fluorescent lighting and moderate noise levels, and no direct exposure to hazardous physical substances.

#### **Working Conditions**

- **Medium Work** – This is primarily a sedentary office classification. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard or calculator, and to operate standard office equipment. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employee must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds.
- **Mobility** – Must possess mobility to work in a standard office setting; standing in work areas and walking between work areas may be required and use standard office equipment, including a computer, to operate a motor vehicle and to visit various District and meeting sites;
- **Other Conditions** – Work is frequently disrupted by the need to respond to in-person and telephone inquiries. Employee may interact with upset staff and/or public in interpreting and enforcing District policies and procedures.

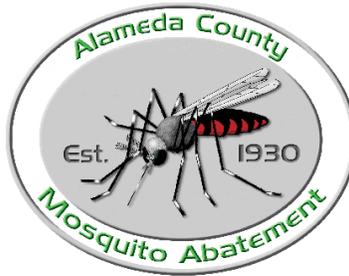
Adopted Date:

Revised:

Retitled:

FLSA Designation: Exempt

At-Will Contract Position



ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT  
23187 CONNECTICUT STREET  
HAYWARD, CA 94545-1605  
(510) 783-7744

## JOB ANNOUNCEMENT

### District Manager

To apply for this position send a CV and application to the District Manager at [acmad@mosquitoes.org](mailto:acmad@mosquitoes.org)

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<b>POSITION:</b>	District Manager
<b>FILING PERIOD:</b>	January 20, 2015 through February 28, 2015
<b>SALARY RANGE:</b>	\$8,482/month to \$11,521/month
<b>BENEFITS:</b>	Full benefit package (retirement, medical, dental, vacation, sick leave, holidays, etc.)
<b>PROBATION:</b>	District Manager position is subject to a one year probationary period.
<b>STATUS:</b>	Regular full time
<b>APPLICATION:</b>	Filing Location: Alameda County Mosquito Abatement District 23187 Connecticut St. Hayward, CA 94545

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#### Definition

Under authority of the Board of Trustees, the District Manager plans, organizes and directs a comprehensive mosquito control program for the Alameda County Mosquito Abatement District; administers the policies of the Board and adheres to legal requirements affecting the District and its operations; represents the District and Board of Trustees in its relations with the community, and other agencies; and performs related work as required.

#### Duties and Responsibilities

Includes but is not limited to:

##### Financial

- Prepares and administers the annual District budget as directed by the Board of Trustees.
- Maintains accounting system and budgetary controls over expenditures.
- Keeps the Board informed about the state of the District's finances through oral and written reports.
- Coordinates salary negotiations with employees, providing the Salary Committee with relevant financial information.
- Interacts with professional consultants and representatives such as attorneys, auditors, and architects.

- Reviews all outside contracts for accuracy, intent and compliance.
- Authorizes payments by District and signs warrants that conform to the budget approved by the Board of Trustees

### **Program Administration**

- Plans, evaluates and directs a mosquito control program and associated functions of the District in accordance with policies and limitation established by the Board of Trustees, subject to local, State and Federal regulatory statutes.
- Works with the board to develop a strategic plan.
- Prepares reports as necessary to keep the Board of Trustees apprised of administrative and operational activities.
- Represents the District, often serving on committees with local, regional, and State governmental agencies and the Mosquito and Vector Control Association of California.
- Oversees the District's public relations and communications.
- Prepares agenda and background materials for monthly Board meetings, posts agenda and ensures timely distribution of board packet to members of the board
- Attends meetings of the Board of Trustees, providing the Board with operational and budgetary information in a timely manner.

### **Human Resources**

- Oversees risk management, occupational safety, and insurance matters.
- Oversees the Human Resources programs related to employee benefits, hiring practices, employee training, evaluation and discipline.
- Ensures District compliance with Americans with Disabilities Act requirements and other laws related to Human Resources.

### **Knowledge, Skills and Abilities**

- Essential fundamentals of entomology and public health problems relating to mosquitoes.
- Federal, State, and local laws and codes.
- Legislation that may influence mosquito control activities.
- Principles of organization and administration.
- Some familiarity with standard accounting practices and government finance
- Personnel administration, safety programs, training principles and selection procedures.
- Ability to speak effectively before public groups and to prepare reports and correspondence.
- Ability to establish and maintain effective working relationships with City officials, State officials, District employees, officials of other government jurisdictions and the general public.
- Ability to read,comprehend, interpret, and apply laws, policies, rules, contracts, guidelines, and professional practices.
- Ability to prepare and administer a budget.

### **Education**

- BA or BS in a biological science from an accredited college or University.

### **Experience**

- Must have a proven knowledge of mosquito control operations with a minimum of three years experience in mosquito control.

### **Certification**

- California Department of Public Health Certificates in mosquito control, other invertebrates, and terrestrial vertebrate vectors.(You must receive DPH certification within 12 months of hire date if you do not currently possess this certification. These certifications must be maintained during employment with the District.)

### **Driver's License**

- Must have a valid California State Class C driver's license and maintain a good driving record, as required for insurability with VCJPA, using the accepted guidelines of the insurance provider.

**Physical Requirements**

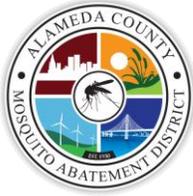
- Ability to pass pre-employment physical and drug test.
- Ability to lift up to 40 pounds.
- Requires adequate vision (which may be corrected) to read, write and work safely.
- Requires adequate hearing (which may be corrected) to hear alarms, horns, use phones and radios.
- 

**Applications:** Interested individuals must notify the current District Manager in writing, complete a District Application (available on the district's website at [http://www.mosquitoes.org/?page\\_id=124](http://www.mosquitoes.org/?page_id=124)), and include a current resume. The closing date for this position is February 28, 2015.

**Examination Information:** Applicants selected for interviews will be based on a qualifying evaluation of training, education, and experience shown in the application information. Those candidates selected for interviews will receive a paneled oral interview to assess training, experience and ability to perform the duties of the position. All candidates will be subject to background checks as part of the examination process.

*The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained in this announcement may be modified or revoked. Acceptance of an application does not mean qualification for an interview.*

**An Equal Opportunity Employer**



# General Manager Performance Evaluation

Employee:	Hire Date:
Classification: General Manager	
Rating Period:	
Type of Review: <input type="checkbox"/> Annual <input type="checkbox"/> Other	

OVERALL PERFORMANCE RATING		
<p><b>Exceeds Standards</b></p> <p>Individual gives valuable service to the District; such performance consistently exceeds what is reasonably expected of the General Manager.</p>	<p><b>Meets Standard</b></p> <p>Individual consistently demonstrates that essential job responsibilities are fully performed as expected from the General Manager.</p>	<p><b>Does Not Meet Standards</b></p> <p>Individual does not consistently meet job responsibilities.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\_\_\_\_\_  
President, Board of Trustees

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Member, Immediate Past-President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Member, Future President

\_\_\_\_\_  
Date

I hereby certify that I have received this performance evaluation. I understand that my signature does not necessarily mean that I agree with all the ratings or comments.

\_\_\_\_\_  
General Manager

\_\_\_\_\_  
Date

## **PERFORMANCE FACTORS**

### **SECTION A. JOB KNOWLEDGE**

Extent to which General Manager demonstrates job knowledge and is aware of current developments in his/her field.

**1. Understands and Communicates Key Issues Affecting the District** – Extent to which the General Manager understands and communicates current social, political and economic trends and operating problems of mosquito abatement agencies with the Board (i.e., with respect to Federal, State, and Regional, and District level issues).

Exceeds Standards	Meets Standards	Does Not Meet Standards
Effectively anticipates, understands, and identifies issues that the Board needs to be advised. Has the ability to effectively translate complex information into user-friendly terms. Expertly navigates difficult and sensitive situations.	Ability to understand and communicate issues related to the District as expected of a General Manager.	Does not demonstrate ability to understand and/or communicate issues to the Board at the level expected of a General Manager.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**2. Political Awareness** – Extent to which the General Manager is not political, but is politically aware and understands the political issues involved in identifying and setting goals to solve District problems.

Exceeds Standards	Meets Standards	Does Not Meet Standards
Demonstrates outstanding ability to comprehend the “whole picture” of an issue and identify solutions and goals to proactively navigate and address.	Ability to understand issues and identify solutions and goals to resolve as expected of a General Manager.	Does not demonstrate the required level or ability to identify potential and/or current political issues to proactively address.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### **SECTION A. JOB KNOWLEDGE RATING SUMMARY**

Extent to which General Manager demonstrates job knowledge and is aware of current developments in his/her field.

Exceeds Standards	Meets Standards	Does Not Meet Standards
Has well-rounded knowledge in all phases of the job, and possesses willingness to seek subject matter experts as needed. Has exceptional ability in some areas while demonstrating strong expertise within all key areas of responsibilities.	Has knowledge of duties and essential functions to do the job and is competent in performance responsibilities.	Demonstrates significant gaps in knowledge of duties and essential functions or does not demonstrate sustainable performance.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Job Knowledge Comments:

**SECTION B. CONSTRUCTIVE RELATIONSHIPS**

Extent to which the General Manager builds internal and external relationships that ensures collaboration.

**1. Working Relationships** - Extent to which the General Manager builds effective working relations with the Board.

Exceeds Standards	Meets Standards	Does Not Meet Standards
Creates a partnership with Board members and Board committees that promotes and maintains the growth of positive collaborative working relationships. Equally responsive and accessible to all Board members. Treats Board members with respect and fairness.	Deals positively with the Board. Establishes and maintains working relations with the Board and Board committees.	Has difficulties working with the Board or does not consistently develop or maintain effective working relationships.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**2. Communication** – Ability to effectively articulate in written and verbal communications with the Board.

Exceeds Standards	Meets Standards	Does Not Meet Standards
Communication is proactive, effective and appropriately communicates with all stakeholders. Demonstrates the ability to communicate assertively without causing negative reactions.	Communicates in a clear and concise manner, both orally and in writing. Demonstrates good judgment in selecting the proper mode of communications.	Struggles to effectively communicate either orally or in writing. Does not actively listen. May have oral or written skills below the expected standard for the General Manager. Communicates in a manner that does not convey a favorable image of the District.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**3. Support in Policy Making** – Extent to which the General Manager adequately supports the Board in its policy making role.

Exceeds Standards	Meets Standards	Does Not Meet Standards
Proactively identifies and brings to the Board’s attention needed policy projects. Works effectively with the Board to identify options and develop policies.	Provides support to Board to identify and resolve policy decisions.	Does not provide needed support to the Board to facilitate policy making.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>4. Public Communication – Extent to which the General Manager manages channels of communication with the public and partner agencies.</b>		
Exceeds Standards	Meets Standards	Does Not Meet Standards
Proactively identifies effective channels of communication regarding District programs and services such as social media, neighborhood meetings, and District web site.	Ensure District programs and services are communicated to the public and partner agencies.	District programs and services are not adequately communicated to the public and partner agencies.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>5. Intergovernmental Collaboration - Extent to which the General Manager promotes the District's collaboration and cooperative relations with other public agencies.</b>		
Exceeds Standards	Meets Standards	Does Not Meet Standards
Demonstrates ability to ensure the District's collaboration with other public agencies that is beyond the performance expected. Ensures staff involvement, as appropriate. Values partner agencies' participation. Promptly and effectively addresses conflicting interests.	Has established-collaborative and cooperative relationships with other public agencies.	Employee fails to create and/or promote a collaborative approach with other public agencies.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>SECTION B. CONSTRUCTIVE RELATIONSHIPS RATING SUMMARY</b>		
Extent to which the General Manager builds internal and external relationships that ensures collaboration.		
Exceeds Standards	Meets Standards	Does Not Meet Standards
Proactively demonstrates the abilities in initiating, building and consistently maintaining internal and external constructive relationships that promote collaboration that benefits the District.	Ensures ongoing collaborative internal and external relationships are established and maintained.	Is not effective in establishing and/or maintaining constructive internal and/or external relationships.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Constructive Relationships Comments:		

**SECTION C. LEADERSHIP AND MANAGEMENT**

Extent to which the General Manager exhibits effective leadership and management skills to accomplish the District’s mission.

**1. Leadership** - The ability of the General Manager to lead the way to an inspiring future with a shared vision based upon the Board’s directed organizational goals, policies, and priorities.

Exceeds Standards	Meets Standards	Does Not Meet Standards
Positively influences outcomes by setting appropriate short and long term goals and strategies for staff that supports the Board’s vision for District. Catalyzes the transition from “good to great” results.	Understands the Board’s vision for the growth of the District and works with District staff to take supportive actions to support that vision.	Does not demonstrate ability to carry out the Board’s vision or is inconsistent in supporting the Board’s vision.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**2. Financial Stewardship** – Extent to which the General Manager manages the preparation of a budget, manages the established budget and utilizes financial resources efficiently.

Exceeds Standards	Meets Standards	Does Not Meet Standards
Oversight and management of the budget process and throughout the fiscal year, consistently monitors and anticipates overages in the budget and reacts proactively. Manages financial and material resources; utilizes cost saving measure appropriately.	Leads the budget process and exercises effective cost control. Strives to ensure the District stays within budget. Minimizes the necessity of overtime whenever possible. Management of purchasing regulations and process.	Does not demonstrate appropriate knowledge and management of the budget. budget process, and/or budget management. Consistently is not able to exercise effective cost control.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**3. Human Resources Management** – Supports District goals and objectives through human resource management.

Exceeds Standards	Meets Standards	Does Not Meet Standards
Successfully supports the District’s goals and objectives by providing leadership and management to recruit, develop, and retain highly competent staff. Provides staff opportunities and recognition of their value to the team.	Demonstrates consistent employee management. Personnel issues are handled appropriately and professionally. Recognizes employees and gives them a sense of achievement for a job well done.	Inconsistent in ability to address personnel issues in either a timely or appropriate manner. Employees and/or the team are stagnant in their development.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>4. Strategic Ability – Demonstrates the ability to plan, implement, and manage strategic change through long term planning while allowing for flexibility in changing conditions.</b>		
Exceeds Standards	Meets Standards	Does Not Meet Standards
Successfully aligns District resources and actions to support and carry out the Board's direction/vision. Consistently exhibits flexibility to quickly and effectively meet changing conditions and capitalize on new opportunities as they arise while still adhering to the vision of the Board.	Directs District resources to support the Board's direction/vision. Demonstrates the ability to plan and implement strategic change and displays optimism and enthusiasm in meeting challenges.	Inability to effectively manage strategic change to support the Board's direction/vision or discounts the Board's direction.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SECTION C. LEADERSHIP AND MANAGEMENT RATING SUMMARY</b>		
Extent to which the General Manager exhibits effective leadership and management skills to accomplish the District's mission.		
Exceeds Standards	Meets Standards	Does Not Meet Standards
Exhibits the ability to be an inspired leader with the ability to inspire and motivate others, while effectively using management skills to administer and ensure District work successfully contributes to the District's mission and vision.	Demonstrates ability to make decisions, provide direction with confidence and to gain commitment from organization to carry out the District's mission and vision.	Does not demonstrate ability to project confidence and authority in area of expertise. Inability to manage a team. Inconsistent in making timely decisions or appropriate decisions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Constructive Relationships Comments:		

<b>GOALS</b>
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<b>Rating Period Goals</b>
----------------------------

*Please note if goals are met.*

<b>Next Rating Period Goals</b>
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*Please consider adding professional growth goals, which may include training or education.*

<b>OVERALL PERFORMANCE COMMENTS</b>
-------------------------------------

DRAFT #3

# Alameda County Mosquito Abatement District Performance Evaluation

<b>Name of Employee:</b>	<b>Classification:</b>	<b>Type of Evaluation:</b> <input type="checkbox"/> Three-Month <input type="checkbox"/> Six-Month <input type="checkbox"/> Annual <input type="checkbox"/> Other _____
<b>Date Hired:</b> <b>Years in Current Position:</b>	<b>Period Covered:</b> <b>From:</b> <b>To:</b>	
<b>Reports to:</b>	<b>Title:</b>	<b>Date:</b>

## GOALS & OBJECTIVES

<p>1.</p> <p>ACHIEVED:   <input type="checkbox"/> Yes      <input type="checkbox"/> Progress Made      <input type="checkbox"/> Needs Further Improvement      <input type="checkbox"/> No (If no, why?)</p>
<p>2.</p> <p>ACHIEVED:   <input type="checkbox"/> Yes      <input type="checkbox"/> Progress Made      <input type="checkbox"/> Needs Further Improvement      <input type="checkbox"/> No (If no, why?)</p>
<p>3.</p> <p>ACHIEVED:   <input type="checkbox"/> Yes      <input type="checkbox"/> Progress Made      <input type="checkbox"/> Needs Further Improvement      <input type="checkbox"/> No (If no, why?)</p>
<p>4.</p> <p>ACHIEVED:   <input type="checkbox"/> Yes      <input type="checkbox"/> Progress Made      <input type="checkbox"/> Needs Further Improvement      <input type="checkbox"/> No (If no, why?)</p>

## GOALS AND OBJECTIVES FOR NEXT PERIOD

1.

**Rating: 5=Outstanding:** Exceptional performance that is definitely well beyond requirements, **4=Very Good:** Consistently exceeds expected performance, **3=Acceptable:** Fully competent with performance consistently meeting requirements, **2=Needs Improvement:** Performance is frequently below that expected, **1=Unsatisfactory:** Definitely inferior to the standards required for the position.

	Rating	COMMENTS
<b>Quality of Work:</b> Consider how well employee applies job skills and whether there are effective performance results; such as accuracy, neatness, thoroughness of work completed, and attention to detail.		
<b>Productivity and Timeliness:</b> Consider volume of work or services performed and efficiency of work habits.		
<b>Job Knowledge:</b> Understanding of tasks assigned and how these tasks fit into the overall program.		
<b>Reliability:</b> Completion of tasks and follow-up of assignments within deadlines.		
<b>Attendance:</b> Amount of Sick Leave used above/below average. Punctuality.		

<b>Independence:</b> <i>Performs assigned tasks with the appropriate level of supervision required.</i>		
<b>Initiative:</b> <i>Seeking out additional responsibilities, new tasks and taking advantage of training opportunities.</i>		
<b>Adherence to Policy:</b> <i>Compliance with rules of safety, performance and conduct.</i>		
<b>Interpersonal Relationships:</b> <i>Consider cooperation, acceptance of others' ideas, and attitude toward work and relationships with co-workers, supervisors, subordinates, outside contacts and clients.</i>		
<b>Judgment:</b> <i>Ability to make sound decisions using proper judgment and appropriate responses</i>		
<b>OVERALL RATING:</b> Consider the above areas in making a composite rating, giving weight to those areas most important to the particular job. <b>DO NOT LET PERSONALITY OVERWEIGH PERFORMANCE.</b> <input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory		

<b>COMMENTS:</b>          
--

<i>This report has been discussed with me. I understand that my signature does not necessarily indicate agreement.</i>	
<b>Employee</b>	<b>Date</b>
<b>Supervisor (if not District Manager)</b>	<b>Date</b>
<b>District Manager</b>	<b>Date</b>

Rating: 5=Outstanding: Exceptional performance that is definitely well beyond requirements, 4=Very Good: consistently exceeds expected performance, 3=Acceptable: Fully competent with performance consistently meeting requirements, 2=Needs Improvement: Performance is frequently below that expected, 1=Unsatisfactory: Definitely inferior to the standards required for the position.

	Rating	Comments
Customer Service and Community Relations		
Interpersonal Effectiveness and Teamwork		
Communication Skills		
Organizing and Planning		
Financial Resource Management		
Flexibility, Adaptability and Initiative		
Decision Making and Problem Solving		
Professional Knowledge, Skills and Abilities		
Leadership Skills		
Human Resource Management		
Integrity and Ethics		

OVERALL Rating:

Comments:

This report has been discussed with me. I understand that my signature does not necessarily indicated agreement.

District Manager \_\_\_\_\_ Date \_\_\_\_\_

Board President \_\_\_\_\_ Date \_\_\_\_\_

Past Board President \_\_\_\_\_ Date \_\_\_\_\_



# Special Districts: Improving Oversight & Transparency

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Report #239, August 2017



## Little Hoover Commission

Pedro Nava  
*Chairman*

Sean Varner  
*Vice Chairman*

David Beier

Iveta Brigis

Anthony Cannella  
*Senator*

Joshua LaFarga

Chad Mayes  
*Assemblymember*

Don Perata

Bill Quirk  
*Assemblymember*

Richard Roth  
*Senator*

Janna Sidley

Helen Iris Torres

## Former Commissioners Who Served During The Study

Scott Barnett

Jack Flanigan

Sebastian Ridley-Thomas  
*Assemblymember*

Jonathan Shapiro

## Commission Staff

Carole D'Elia  
*Executive Director*

Terri Hardy  
*Deputy Executive Director*

## Former Commission Staff

Jim Wasserman  
*Deputy Executive Director*

## In Memoriam

Matthew Gagnon  
*Research Analyst*

# Dedicated to Promoting Economy and Efficiency in California State Government

The Little Hoover Commission, formally known as the Milton Marks "Little Hoover" Commission on California State Government Organization and Economy, is an independent state oversight agency.

By statute, the Commission is a bipartisan board composed of five public members appointed by the governor, four public members appointed by the Legislature, two senators and two assemblymembers.

In creating the Commission in 1962, the Legislature declared its purpose:

*...to secure assistance for the Governor and itself in promoting economy, efficiency and improved services in the transaction of the public business in the various departments, agencies and instrumentalities of the executive branch of the state government, and in making the operation of all state departments, agencies and instrumentalities, and all expenditures of public funds, more directly responsive to the wishes of the people as expressed by their elected representatives...*

The Commission fulfills this charge by listening to the public, consulting with the experts and conferring with the wise. In the course of its investigations, the Commission typically empanels advisory committees, conducts public hearings and visits government operations in action.

Its conclusions are submitted to the Governor and the Legislature for their consideration. Recommendations often take the form of legislation, which the Commission supports through the legislative process.

## Contacting the Commission

All correspondence should be addressed to the Commission Office:

Little Hoover Commission  
925 L Street, Suite 805,  
Sacramento, CA 95814  
(916) 445-2125  
[littlehoover@lhc.ca.gov](mailto:littlehoover@lhc.ca.gov)

This report is available from the Commission's website at [www.lhc.ca.gov](http://www.lhc.ca.gov).

# Letter From The Chair

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August 30, 2017



The Honorable Kevin de León  
President pro Tempore of the Senate  
and members of the Senate

The Honorable Patricia Bates  
Senate Minority Leader

The Honorable Anthony Rendon  
Speaker of the Assembly  
and members of the Assembly

The Honorable Chad Mayes  
Assembly Minority Leader

Dear Governor and Members of the Legislature:

California's most prevalent form of government – special districts – is often its least visible. In a year-long review, the Commission looked at how California's more than 2,000 independent special districts provide vital services ranging from fire protection to healthcare, cemeteries to sewers. It wanted to better understand if California taxpayers were well-served through this additional layer of specialized bureaucracy and to analyze whether consolidation or dissolution of some special districts could lead to improved efficiency in governance and operations.

The Commission found no one-size-fits-all answer. The districts are as diverse as the geographic locations they serve and the millions of Californians who support them through taxes and fees. What might provide an appropriate pathway for five small water districts in rural Northern California who want to consolidate but need help sorting out water rights, likely would not make sense for their powerhouse counterparts, the Metropolitan Water District or Santa Clara Valley Water District, who serve millions of customers in Southern California and the Bay Area. And water districts are just one of 29 types of independent special districts ranging from airport districts to veterans memorial districts.

As part of this study, the Commission considered the role of the Legislature, which gave life to this form of local government in 1877 and retains the power to create or dissolve districts and amend the practice acts that guide district activities. As California began its rapid growth and urbanization after World War II, the Legislature realized that decision-making over local government growth was best done by local officials. In 1963, the Legislature and Governor Edmund G. "Pat" Brown created a local mechanism for overseeing local boundary decisions – and formed 58 Local Agency Formation Commissions (LAFCOs). LAFCOs have the authority to initiate special district consolidations or dissolutions.

In 2000, the Legislature expanded the authority of LAFCOs to conduct Municipal Service Reviews. These reviews provide information to guide districts in performance improvement and can serve as a catalyst for LAFCOs to initiate consolidations or dissolutions. Like many great ideas in government, particularly in a state as large and diverse as California, these 58 different commissions are not uniformly effective.

The Commission also used this review to assess the progress of its recommendations from a 2000 report, *Special Districts: Relics of the Past or Resources for the Future?* In that study, the Commission found an expansive government sector, largely invisible, serving constituents who know little about them or how the money they provide is used.

The Commission found some progress but also saw a missed opportunity for special districts – many have a great story to tell. Very rarely are taxpayer dollars so closely tied to services provided in the community. And still people do not seem to know much about these local governments and their locally-elected boards.

As much as the Commission wanted to find a magic bullet to ensure these 2,000 districts were performing efficiently and effectively, it didn't. The LAFCO process may not be working as it could and should in every corner of the state, but special districts remain best served by local decision-making. To that end, the Commission recommends the Legislature curtail its practice of bypassing the local process. Additionally, the Commission offers a number of common-sense recommendations to help LAFCOs exercise their authority. Two ideas have already resulted in legislation, AB 979 (Lackey) and SB 448 (Wieckowski). The Commission recommends the Legislature enact SB 448 and requests the Governor's signature on AB 979 and SB 448. This report also includes a rare recommendation to infuse a small one-time grant fund to pay to initiate the most urgent consolidations or dissolutions, which should lead to taxpayer savings in improved government efficiency.

The Commission heard extensive testimony on reserve funding – a thorny issue first raised in its 2000 report. The State Controller's Office has convened a task force to standardize reporting on reserves, a necessary first step before anyone can assess the adequacy of each district's rainy day fund. The Commission also urges special districts to adopt prudent reserve policies and make these policies public.

The Commission found significant improvements since its last review in the way that districts communicate their activities and finances with their constituents although not every district has a website. All districts should have a website with basic information including how to participate in decision-making and an easy guide to revenue sources and expenditures.

The Commission did not evaluate every type of special district, but it did take a deeper look at one type – healthcare districts. Originally formed in the 1940s to build hospitals where none existed, less than half of the current healthcare districts run hospitals today. But even within healthcare districts, the Commission found significant differences. In rural communities, districts largely continue to fulfill their original mission – providing a hospital that otherwise would not exist. Among healthcare districts no longer operating hospitals, the Commission found some districts assessing local needs and filling a void in preventative healthcare service. But this was not consistent and the Commission suspects that in some locations, LAFCOs should do more to assess whether every healthcare district should continue to operate. To guide this work, an essential step for the Legislature is an update to the 1945 practice act to reflect the modern healthcare landscape.

As part of the vigorous discussion on reserves, special districts were asked how they were planning and using their reserves to adapt to climate change, particularly those districts with large infrastructure investments. Building on its 2014 report, *Governing California Through Climate Change*, the Commission in this report recommends special districts and their associations take more active roles in existing state government process and in sharing best practices.

During its study process, the Commission discussed some rather extreme solutions that generated intense interest. Through a very robust public process, however, the Commission ultimately concluded that local institutions are best served by local decision-making. The important recommendations in this report will lead to improved efficiency. The Commission stands ready to assist.



**Pedro Nava**  
Chair, Little Hoover Commission

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# Executive Summary

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Special districts, the workhorses of public service delivery created by the California Legislature during the earliest days of statehood, represent the most common form of local government. They have prevailed through endless upheaval as California morphed from a state of rural open spaces into one of the world's most powerful economic engines and home to nearly 40 million people. Today special districts generate some \$21 billion in annual revenues and employ more than 90,000 local government workers.<sup>1</sup>

In 2016 and 2017, the Little Hoover Commission reviewed and analyzed California's 2,071 independent special districts and the State of California's role and responsibility in overseeing them.<sup>2</sup> The Legislature not only created special districts and enacted the practice acts by which they are governed, but it retained the power to create new districts and also to dissolve them. In the early 1960s, the Legislature had the foresight to develop a local oversight mechanism, Local Agency Formation Commissions (LAFCOs) tasked with bringing more rational planning practices and reining in inappropriate growth by considering local government boundary decisions. LAFCOs have the authority to initiate dissolutions and consolidations of special districts, although ultimately local voters have the final say. The process is slow -- intentionally slow according to some --and occasionally frustrated parties attempt to bypass the local process by taking issues directly to the Legislature. This tension, in part, prompted the Commission to update its 2000 review of special districts to consider whether the local oversight process works as intended or whether a different process or a greater role for the Legislature would be more effective.

The Commission's review broke new ground, but also revisited issues first identified in its May 2000 report, *Special Districts: Relics of the Past or Resources for the Future?* The 2000 report declared that California's expansive special district sector often amounted to a poorly overseen and largely invisible governing sector serving residents who know little about who runs them or

what they pay in taxes to sustain them. The Commission nearly two decades ago questioned the soundness of special districts' financial management and asked if their numbers might be pared back through consolidations. Yet Commissioners also acknowledged in their 2000 analysis that special districts provide Californians valuable services and are "physically closest to their communities." The Commission concluded that despite its range of criticisms, special districts should remain, in the end, local institutions best served by local decision-making.

In its newest review the Commission heard from some who still contend that special districts are ripe for consolidation and represent convoluted, dispersed, under-the-radar government. Frustrated with the local oversight process, various local special district issues percolated up into bills in the 2015-16 legislative session as the Commission began its study, potentially signifying that the current system of oversight fails to work as well as intended.

In this review, the Commission found special districts themselves could do a better job of telling their own story to overcome the stigma that they function as hidden government. During an advisory committee meeting, Chair Pedro Nava encouraged special districts to "tell your story." There are very few government entities in a position to let people know that they work directly for the public and that the taxes and fees they collect fund local services, he said.

In testimony, the Commission also learned that despite the perception that special districts continue to proliferate in California, the number of special districts has declined 5 percent since 1997, while the number nationally increased by 10 percent.<sup>3</sup> Thirty-three states have more special districts per capita than California. Despite frequent calls for dissolving or consolidating these local governments, special districts seem to have pluses that render them tolerable to those they govern and able to forestall movements to purge them or fold their work into city and county governments.

The Commission's 2016-2017 review delved into four primary arenas concerning special districts:

- Oversight of special districts, specifically, opportunities to bolster the effectiveness of Local Agency Formation Commissions (LAFCOs).
- The continued need for districts to improve transparency and public engagement.
- The frequently-controversial evolution of California's healthcare special districts, which in the 1940s and 1950s built a far-ranging system of hospitals that are mostly now gone due to a tremendous transformation in healthcare from hospitalization to preventive care.
- The urgency of climate change adaptation in California and the front-line roles that special districts, particularly water, wastewater treatment and flood control districts, play in preparing their communities and defending them from harm.

## Toward Higher-Quality Local Control

As in 2000, the Commission held fast to the concept that special districts are essentially local institutions. Whether their individual endeavors are praised or panned, special districts seemingly reflect the wishes of local voters. They also reflect the politics of LAFCOs, unique oversight bodies in each county with authority to judge their performances and recommend whether they should continue to exist. The Commission again determined that LAFCOs should be the leading voice on the status of special districts in California – and that they need more tools to do the job well.

Commissioners perplexed by the seemingly slow progress in dissolutions and consolidations at one point during the study asked if a lack of money prevented LAFCOs and special districts from initiating consolidations or conducting the mandated Municipal Service Reviews that can identify opportunities for improved efficiency in service delivery. A chorus of stakeholders suggested a small, one-time infusion of grant funding, tied to specified outcomes to ultimately improve efficiency and save taxpayer dollars, was indeed warranted. They also called for various statutory changes that could bolster the effectiveness of LAFCOs.

Clearly, special districts can be improved. Given the routine front-line services they provide, the historic climate challenges these districts face in keeping California stable, as well as the need to provide the best possible healthcare to millions of residents, LAFCOs and the state have obligations to see that they succeed. To that end, the Commission offers 20 recommendations to guide the Legislature and Governor going forward. The first eight of those recommendations address the basic structure and governing issues revolving around special districts:

***Recommendation 1: The Legislature and the Governor should curtail a growing practice of enacting bills to override LAFCO deliberative processes and decide local issues regarding special district boundaries and operations.***

The Legislature and Governor have reason to be frustrated with slow and deliberative LAFCO processes. But these are local institutions of city, county and special district members often better attuned to local politics than those in the State Capitol. Exemptions where the Legislature gets involved should be few, and in special cases where the local governing elites are so intransigent or negligent – or so beholden to entrenched power structures – that some higher form of political authority is necessary.

***Recommendation 2: The Legislature should provide one-time grant funding to pay for specified LAFCO activities, to incentivize LAFCOs or smaller special districts to develop and implement dissolution or consolidation plans with timelines for expected outcomes. Funding should be tied to process completion and results, including enforcement authority for corrective action and consolidation.***

The Commission rarely recommends additional funding as a solution. However, a small one-time infusion of \$1 million to \$3 million in grant funding potentially could save California taxpayers additional money if it leads to streamlined local government and improved efficiency in service delivery. This funding could provide an incentive for LAFCOs or smaller districts to start a dissolution or consolidation process. Participants in the Commission's public process suggested the Strategic Growth Council or Department of Conservation could administer this one-time funding.

***Recommendation 3: The Legislature should enact and the Governor should sign SB 448 (Wieckowski) which would provide LAFCOs the statutory authority to conduct reviews of inactive districts and to dissolve them without the action being subject to protest and a costly election process.***

There has been no formal review to determine the number of inactive special districts – those that hold no meetings and conduct no public business. Rough estimates gauge the number to be in the dozens. Simplifying the LAFCOs' legal dissolution process would represent a significant step toward trimming district rolls in California. The Commission supports SB 448 and encourages the Legislature to enact the measure and for the Governor to sign the bill.

***Recommendation 4: The Governor should sign AB 979 (Lackey), co-sponsored by the California Special Districts Association and the California Association of Local Agency Formation Commissions. The bill would strengthen LAFCOs by easing a process to add special district representatives to the 28 county LAFCOs where districts have no voice.***

The Cortese-Knox-Hertzberg Reorganization Act of 2000 (AB 2838, Hertzberg) provided the option to add two special district members to county LAFCOs to broaden local governing perspectives. Nearly two decades later, 30 counties have special district representatives on their LAFCOs alongside city council members and county supervisors. This change provides LAFCOs a more diverse decision-making foundation and stronger finances. But 28 counties, mostly in rural California have not added special district representatives to their LAFCO governing boards, citing scarce resources. Presently, a majority of a county's special districts must pass individual resolutions within one year supporting a change. This has repeatedly proved itself a formidable obstacle to broadening the outlook of local LAFCOs. AB 979 (Lackey) would allow a simple one-time election process where districts could easily – and simultaneously – decide the question.

***Recommendation 5: The Legislature should adopt legislation to give LAFCO members fixed terms, to ease political pressures in controversial votes and enhance the independence of LAFCOs.***

The California Association of Local Agency Formation Commissions (CALAFCO) testified on August 25, 2016, that

individual LAFCO members are expected to exercise their independent judgment on LAFCO issues rather than simply represent the interests of their appointing authority. But this is easier said than done when representatives serve on an at-will basis. The CALAFCO hearing witness said unpopular votes have resulted in LAFCO board members being removed from their positions. Fixed terms would allow voting members to more freely exercise the appropriate independence in decision-making.

***Recommendation 6: The Legislature should convene an advisory committee to review the protest process for consolidations and dissolutions of special districts and to develop legislation to simplify and create consistency in the process.***

Complicated and inconsistent processes potentially impact a LAFCO's ability to initiate a dissolution or consolidation of a district. If 10 percent of district constituents protest a LAFCO's proposed special district consolidation, a public vote is required. If a special district initiates the consolidation, then a public vote is required if 25 percent of the affected constituents protest. Additionally, the LAFCO must pay for all costs for studies and elections if it initiates a consolidation proposal, whereas the district pays these costs if it proposes or requests the consolidation. Various participants in the Commission's public process cautioned against setting yet another arbitrary threshold and advised the issue warranted further study before proposing legislative changes. They called for more consistency in the process.

***Recommendation 7: The Legislature should require every special district to have a published policy for reserve funds, including the size and purpose of reserves and how they are invested.***

The Commission heard a great deal about the need for adequate reserves, particularly from special districts with large infrastructure investments. The Commission also heard concerns that reserves were too large. To better articulate the need for and the size of reserves, special districts should adopt policies for reserve funds and make these policies easily available to the public.

***Recommendation 8: The State Controller's Office should standardize definitions of special district financial reserves for state reporting purposes.***

Presently, it is difficult to assess actual reserve levels held by districts that define their numbers one way and the State Controller's Office which defines them another way. The State Controller's Office is working to standardize numbers following a year-long consultation with a task force of cities, counties and special districts. To improve transparency on reserves, a subject that still eludes effective public scrutiny, they should push this project to the finish line as a high priority.

## Improving Transparency and Public Involvement

Because there are thousands of special districts in California, performing tasks as varied as managing water supply to managing rural cemeteries, the public has little practical ability to ascertain the functionality of special districts, including the scope of services these local districts provide, their funding sources, the use of such funds and their governance structure. Although publicly elected boards manage independent special districts, constituents lack adequate resources to identify their local districts much less the board members who collect and spend their money.

The Commission saw a number of opportunities for special districts to do a better job communicating with the public, primarily through improvements to district websites and more clearly articulating financing policies, including adopting and making publicly available fund reserve policies. Existing law requires special districts with a website to post meeting agendas and to post or provide links to compensation reports and financial transaction reports that are required to be submitted to the State Controller's Office. The State Controller's Office – despite having a software platform from the late 1990s – attempts to make all the information it receives as accessible as possible.

Many special districts already utilize their websites to effectively communicate with their constituents and voluntarily follow the nonprofit Special District Leadership Foundation's transparency guidelines and receive the foundation's District Transparency Certificate of Excellence. But often, these districts are the exception and not the rule. The Commission makes three recommendations to improve special district transparency and to better engage the public served by the districts:

***Recommendation 9: The Legislature should require that every special district have a website.***

***Key components should include:***

- ***Name, location, contact information***
- ***Services provided***
- ***Governance structure of the district, including election information and the process for constituents to run for board positions***
- ***Compensation details – total staff compensation, including salary, pensions and benefits, or a link to this information on the State Controller's website***
- ***Budget (including annual revenues and the sources of such revenues, including without limitation, fees, property taxes and other assessments, bond debt, expenditures and reserve amounts)***
- ***Reserve fund policy***
- ***Geographic area served***
- ***Most recent Municipal Service Review***
- ***Most recent annual financial report provided to the State Controller's Office, or a link to this information on the State Controller's website***
- ***Link to the Local Agency Formation Commission and any state agency providing oversight***

Exemptions should be considered for districts that fall under a determined size based on revenue and/or number of employees. For districts in geographic locations without reliable Internet access, this same information should be available at the local library or other public building open and accessible to the public, until reliable Internet access becomes available statewide.

Building on this recommendation, every LAFCO should have a website that includes a list and links to all of the public agencies within each county service area and a copy of all of the most current Municipal Service Reviews. Many LAFCOs currently provide this information and some go further by providing data on revenues from property taxes

and user fees, debt service and fund balance changes for all the local governments within the service area. At a minimum, a link to each agency would enable the public to better understand the local oversight authority of LAFCOs and who to contact when a problem arises.

***Recommendation 10: The State Controller’s Office should disaggregate information provided by independent special districts from dependent districts, nonprofits and joint powers authorities.***

Over the course of this study, the Commission utilized data available on the State Controller’s website to attempt to draw general conclusions about independent special districts, such as overall revenues, number of employees and employee compensation. Presently, it is difficult to do this without assistance as information for independent districts is mixed with various other entities.

***Recommendation 11: The California Special Districts Association, working with experts in public outreach and engagement, should develop best practices for independent special district outreach to the public on opportunities to serve on boards.***

The Commission heard anecdotally that the public does not understand special district governance, does not often participate or attend special district board meetings and often does not know enough about candidates running to fill board positions. Often, the public fails to cast a vote for down-ballot races. Two county registrars provided the Commission information that showed in many instances those who voted for federal or statewide offices did not vote for local government officials at the same rate, whether they were city council positions, special district positions or local school or community college district positions.

## **What is the Role for Healthcare Districts?**

The Commission found in its review that special districts were as diverse as the services provided and the millions of Californians served. To gain deeper insight on one type of local government service provider, the Commission took a closer look at an often-controversial group: healthcare districts that no longer operate hospitals. These entities struggle to explain their relevance within the rapidly evolving healthcare industry,

which emphasizes preventative care over hospitalization. Amid uncertainty about the future of the Affordable Care Act, many of these districts claim they are carving out new roles in preventative care. Yet the Legislature, local grand juries, LAFCOs and healthcare analysts continue to question their relevance and need to exist. Presently, just 37 of 79 California healthcare districts operate 39 hospitals, mostly in rural areas with few competitors or other alternatives – and few suggest the need to dissolve those districts.

Controversy tends to afflict districts in former rural areas that became suburbanized in recent decades and grew into competitive healthcare markets. The 2015-16 legislative session included a rash of legislation that considered whether to force district dissolutions or modify district boundaries – even though those decisions are the responsibility of LAFCOs. Nonetheless, most healthcare districts officials continue to maintain they are more flexible than counties in defining priorities and are pioneering a new era of preventative care under the umbrella of “wellness.” Officials say their districts are misunderstood by critics who lack understanding about how much the healthcare landscape is changing. They also say that local voters generally support their local missions and how they allocate their share of property taxes in the community.

As part of its special districts review, the Commission convened a two-hour advisory committee with experts to shed light on healthcare districts. During the course of the Commission’s study, the Association of Healthcare Districts convened a workgroup to develop recommendations, in part, in response to legislative scrutiny. These recommendations were considered and discussed during the November advisory committee meeting. Participants analyzed whether counties or healthcare districts are best positioned as local and regional healthcare providers and discussed the role of LAFCOs in consolidating, dissolving or steering healthcare districts toward more relevant roles. During the meeting Commissioners also pushed districts to share and adopt best practices and define better metrics to measure what they are accomplishing with their shares of local property taxes. Three Commission recommendations arose from the discussion as well as numerous interviews with experts during the study:

**Recommendation 12: The Legislature should update the 1945 legislative “practice acts” that enabled voters to create local hospital districts, renamed healthcare districts in the early 1990s.**

Experts widely agree that statutory language in the acts no longer reflects the evolution of healthcare during the past seventy years, particularly the shift from hospital-based healthcare to modern preventive care models.

**Recommendation 13: The Legislature, which has been increasingly inclined to override local LAFCO processes and authority to press changes on healthcare districts, should defer these decisions to LAFCOs.**

LAFCOs have shown successes in shaping the healthcare district landscape and should be the primary driver of change. Given the controversies over healthcare districts, the California Association of Local Agency Formation Commissions and LAFCOs should be at the forefront of studying the relevance of healthcare districts, potential consolidations and dissolutions of districts. To repeat a theme of Recommendation 1, the Legislature should retain its authority to dissolve healthcare districts or modify boundaries, but this authority should be limited to cases in which local political elites are so intransigent or negligent – or so beholden to local power structures – that some form of higher political authority is deemed necessary.

**Recommendation 14: The Association of California Healthcare Districts and its member districts should step up efforts to define and share best practices among themselves.**

A Commission advisory committee meeting discussion clearly showed that not enough thought or interest has been assigned to sharing what works best in rural, suburban and urban areas among members. The association should formally survey its members and collectively define their leading best practices and models for healthcare, as well as guidelines to improve the impacts of grantmaking in communities.

## Front-line Roles for Climate Change Adaptation

At the Commission’s August 25, 2016, hearing, Chair Pedro Nava asked a simple question of special district attendees vigorously defending their need for robust reserve funds:

How are they assessing future climate change impacts when amassing reserves for long-range infrastructure spending? That question, rooted in the Commission’s 2014 climate adaptation report *Governing California Through Climate Change*, became the genesis of a deeper exploration of awareness of and preparations for climate change among special districts. In an October 27, 2016, hearing focused on special districts efforts to adapt to climate change, the Commission learned that:

- Special districts, even while vastly outnumbering cities and counties in California, have generally not participated at the levels of cities and counties in the state’s emerging climate adaptation information gathering and strategizing. Often that is because they lack land-use authority. Nonetheless, it is critical that their experienced voices be at the table.
- Many larger infrastructure-intensive water, wastewater and flood control districts stand at the forefront nationally in preparing for the varying, changing precipitation patterns – too much or too little water – at the heart of anticipated climate change impacts.

The Commission found it encouraging that many special districts are reducing the need for imported water by diversifying supplies and producing vastly more recycled water. Districts also are steering more stormwater runoff in wet years into groundwater recharge basins for use in dry years. The actions that all agencies must eventually take are already being done by some. The Commission agreed that these leading-edge actions and infrastructure spending strategies represent models for other districts to follow. Accordingly, the Commission makes six recommendations focused on climate change adaptation:

**Recommendation 15: The Legislature should place a requirement that special districts with infrastructure subject to the effects of climate change should formally consider long-term needs for adaptation in capital infrastructure plans, master plans and other relevant documents.**

Most special districts, especially the legions of small districts throughout California, have their hands full meeting their daily responsibilities. Many have few resources and little staff time to consider long-range issues, particularly those with the heavy uncertainty of

climate change adaptation. Making climate change a consideration in developing capital infrastructure plans and other relevant planning documents would formally and legally elevate issues of adaptation and mitigation, especially for districts where immediate concerns make it too easy to disregard the future.

***Recommendation 16: The California Special Districts Association (CSDA), in conjunction with its member districts, should document and share climate adaptation experiences with the Integrated Climate Adaptation and Resilience Program’s adaptation information clearinghouse being established within the Governor’s Office of Planning and Research (OPR). Similarly, CSDA and member districts should step up engagement in the state’s current Fourth Assessment of climate threats, a state research project designed to support the implementation of local adaptation activities. The CSDA also should promote climate adaptation information sharing among its members to help districts with fewer resources plan for climate impacts and take actions.***

The OPR clearinghouse promises to be the definitive source of climate adaptation planning information for local governments throughout California. At the Commission’s October 27, 2016, hearing, an OPR representative invited more district participation in state climate adaptation processes. It is critical that special districts and their associations assume a larger participatory role – both within state government and among their memberships – to expand the knowledge base for local governments statewide.

***Recommendation 17: The state should conduct a study – by either a university or an appropriate state department – to assess the effect of requiring real estate transactions to trigger an inspection of sewer lines on the property and require repairs if broken.***

The responsibility to safeguard California and adequately adapt to climate change impacts falls on every resident of California. This begins at home with maintenance and upgrading of aging sewer laterals. Requiring inspections and repairs during individual property transactions is an optimum way to slowly rebuild a region’s collective wastewater infrastructure in the face of climate change. At the community level, repairs will help prevent excess stormwater during major climate events from overwhelming wastewater systems and triggering sewage

spills into public waterways. The Oakland-based East Bay Municipal Utility District has instituted an ordinance that requires property owners to have their private sewer laterals inspected if they buy or sell a property, build or remodel or increase the size of their water meter. If the lateral is found to be leaking or damaged, it must be repaired or replaced. The state should consider implementing this policy statewide.

***Recommendation 18: State regulatory agencies should explore the beginnings of a new regulatory framework that incorporates adaptable baselines when defining a status quo as climate impacts mount.***

With climate change what has happened historically will often be of little help in guiding regulatory actions. State regulations designed to preserve geographical or natural conditions that are no longer possible or no longer exist already are creating problems for special districts. Wastewater agencies, for example, face conflicting regulations as they divert more wastewater flows to water recycling for human needs and less to streams historically home to wildlife that may or may not continue to live there as the climate changes. While it is not easy for regulators to work with moving targets or baselines, climate change is an entirely new kind of status quo that requires an entirely new approach to regulation.

***Recommendation 19: The California Special Districts Association, and special districts, as some of the closest-to-the-ground local governments in California, should step up public engagement on climate adaptation, and inform and support people and businesses to take actions that increase their individual and community-wide defenses.***

Special districts are uniquely suited to communicate with and help prepare millions of Californians for the impacts of climate change. Nearly all have public affairs representatives increasingly skilled at reaching residents through newsletters, social media and public forums. District staff grapple constantly with new ways to increase their visibility. Many will find they can build powerful new levels of public trust by helping to prepare their communities for the uncertainty ahead.

***Recommendation 20: The California Special Districts Association and special districts should lead efforts to seek and form regional partnerships to maximize climate adaptation resources and benefits.***

Water, wastewater and flood control districts are already bringing numerous agencies to the table to pool money, brainpower and resources for big regional projects. The East Bay Municipal Utility District has arrangements with many Bay Area and Central Valley water agencies to identify and steer water to where it is most needed for routine demands and emergencies alike. The Metropolitan Water District and Sanitation Districts of Los Angeles County also increasingly pool their joint resources to steer more recycled water to groundwater recharge basins for dry years. Likewise, the Santa Clara Valley Water district and other state and federal agencies are collectively planning and funding 18 miles of levees to protect the region from sea level rise. These partnerships among special districts and other government agencies clearly hint at what will be increasingly necessary as climate impacts begin to mount.



## **LITTLE HOOVER COMMISSION REVIEW OF SPECIAL DISTRICTS**

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At its August 24 business meeting, the Little Hoover Commission (Commission) unanimously voted to approve its final report on special districts, adopting 20 formal recommendations. The Commission report followed two hearings, two advisory committee meetings, and 12 months of examination.

In its final form, the report largely addressed the concerns CSDA shared in its July 13 letter, submitted following the Commission's June 22 advisory committee meeting where CSDA and other stakeholders discussed the Commission staff's draft potential recommendations. The Commission's recommendations are divided into four sections outlined below:

### **Appropriate State Oversight**

"After significant additional public input and several deliberations, the Commission still largely agrees, as it did in 2000, that keeping or dissolving a special district remains more of a local choice than a choice to be exercised within the Capitol. Governing issues remain, however, and special districts operations can be improved."

Recommendations:

1. Stop overriding LAFCOs
2. One-time State grant funding for LAFCOs
3. Enact SB 448 (Wieckowski) RE: inactive districts
4. Enact AB 979 (Lackey) RE: special district representation on LAFCO
5. Fixed terms for LAFCO commissioners
6. Simplify and make consistent LAFCO protest proceedings
7. **Require all districts to have a published policy for reserve funds**
8. Standardize State Controller's definitions of reserves for reporting purposes

### **Improving Transparency**

"...Commissioners agreed that the goal of increased transparency was not to micromanage or create unnecessary burdens or significant new mandates for special districts but to improve trust in government. Ultimately, it is in the best interest of special districts to 'tell their story.'"

Recommendations:

9. **Require that every special district have a website**
10. Disaggregate State Controller reports for independent special districts
11. CSDA develop best practices for public outreach to serve on district boards



**California Special  
Districts Association**

*Districts Stronger Together*

## **What Role for Healthcare Districts?**

“Among possible legislative proposals discussed was giving districts without hospitals three years to disband and to redistribute their property tax allocations elsewhere within their respective counties. Also extensively discussed was maintaining the principle of local control. If local residents continue to support their healthcare districts and their practices of allocating property taxes as community grant funds, that is a matter of local choice.”

Recommendations:

12. Update the healthcare district principal act to better define the mission
13. Stop overriding LAFCOs (again)
14. ACHD and healthcare districts should define and share best practices

## **Readying California for Climate Change**

“These forward motions by California districts might, in some or even most cases, be among the most advanced nationally for climate change adaption. Yet, there is clearly more that trade associations for these districts – and also state government – can do to help and also to stay out of their way with regulatory overreach.”

Recommendations:

15. Require special districts consider long-term needs for adaptation in CIPs and other documents
16. CSDA should document and share adaptation experiences with the Governor’s Office of Planning and Research and engage in the State’s Fourth Assessment research project
17. Study the effect of requiring real estate transactions to trigger sewer line inspection
18. Explore new regulatory framework that incorporates adaptable baselines
19. CSDA and special districts should step up public engagement on climate adaptation
20. CSDA and special districts should lead efforts to seek and form regional partnerships

## **What Should Special District Leaders Be Doing Right Now?**

*Promote of Public Awareness and Understanding*—People fear what they do not know, and if we do not tell our story, others will do so for us. Visit

[www.DistrictsMakeTheDifference.org](http://www.DistrictsMakeTheDifference.org) today to learn how you can join our public outreach campaign.

*Demonstrate Transparency and Accountability*—You know you are doing your best, but how can you prove it to others? Visit [www.sdlf.org](http://www.sdlf.org) to learn how to you can earn certifications, as well as scholarships, from the Special District Leadership Foundation.

## Alameda County Mosquito Abatement's Compliance with the Little Hoover Report's Recommendations

**Recommendation 7: The Legislature *should* require every special district to have a published policy for reserve funds, including the size and purpose of reserves and how they are invested.**

To better articulate the need for and the size of reserves, special districts should adopt policies for reserve funds and make these policies easily available to the public.

*Comment: While ACMAD has reserve fund policies easily available to the public, they do require an update that will include more information. This process is underway with the assistance of the Finance Committee.*

**Recommendation 9: The Legislature *should* require that every special district have a website.**

Key components should include:

- Name, location, contact information
- Services provided
- Governance structure of the district, including election information and the process for constituents to run for board positions
- Compensation details – total staff compensation, including salary, pensions and benefits, or a link to this information on the State Controller's website
- Budget (including annual revenues and the sources of such revenues, including without limitation, fees, property taxes and other assessments, bond debt, expenditures and reserve amounts)
- Reserve fund policy \* (see above)
- Geographic area served
- Most recent Municipal Service Review
- Most recent annual financial report provided to the State Controller's Office, or a link to this information on the State Controller's website Link to the Local Agency Formation Commission and any state agency providing oversight

*Comment: The only missing information is the Municipal Service Review, which will be added soon. While these are only recommendations from the Little Hoover Commission, they are likely to become state law in the next legislative session.*

ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT  
LIST OF WARRANTS DATED **SEPTEMBER 15, 2017**

WAR NO	PAYEE		ACCT NO	AMT OF CHARGE	AMT OF WARRANT
013118	Biological Specialist	Total salary less deductions for payroll period	600001	2,785.06	
013118	Mosq Control Tech	"	600001	2,324.06	
013118	Lab Seasonal	"	600001	1,233.45	
013118	Lab Seasonal	"	600001	1,296.23	
013118	Vector Biologist	"	600001	2,938.44	
013118	Vector Biologist	"	600001	2,965.53	
013118	Mosq Control Tech	"	600001	2,301.50	
013118	Regulatory & Public Affairs Director	"	600001	2,922.66	
013118	District Manager	"	600001	3,760.03	
013118	Asst Mosq Control Tech	"	600001	2,325.43	
013118	Field Seasonal	"	600001	1,478.80	
013118	IT Director	"	600001	3,120.98	
013118	Outreach seasonal	"	600001	1,577.95	
013118	Lab Director	"	600001	3,180.94	
013118	Field Operations Supervisor	"	600001	3,664.09	
013118	Lab Seasonal	"	600001	1,060.39	
013118	Accounting Associate	"	600001	1,779.83	
013118	Vector Biologist	"	600001	3,694.61	
013118	Lab Seasonal	"	600001	1,161.54	
013118	Mosq Control Tech	"	600001	2,758.95	
013118	Mosq Control Tech	"	600001	2,291.10	
013118	Mechanical Specialist	"	600001	3,401.73	
013118	IRS	Federal tax withheld (payroll)	600001	8,812.80	
013118		Medicare Tax Withheld (payroll)	600001	1,009.23	
013118		District Contribution to Medicare (payroll)	600401	1,009.23	
013118	State of California	State Tax withheld (payroll)	600001	2,680.45	
013118	EDD	Ca Disability	600001	545.30	66,502.36
013118	Under transfer to Bank of America	Under transfer to Bank of America	600001	1,577.95	
013118A	Public Employees' Retirement System	Employee Contributions	600001	16.00	
		Employee Paid Member Contributions, 7% & 6.5%	600001	4,569.86	
		Employer Contribution 9.599% & 6.908%	600201	5,758.00	10,343.86
013218	Aetna Life & Annuity	Employee Contributions	600001		150.00
013318	CALPERS 457 Plan	Employee Contributions - PERS 457	600001		2,530.00
013518	Delta Dental Plan	Monthly Premium	600601		4,411.85
013618	Vision Service Plan	Health premium	600601		651.36
013718	The Hartford	Life Insurance	600601		78.71
013818	Airgas	Dry ice cut block slab	620141.1		425.29
013918	All-Ways Green Services	Janitorial Service	620021.1		410.00
014018	Adapco	Pesticides	610461.1		16,515.00
014118	Cintas	Laundry service	610011	194.39	
		Personal supplies	610001	0.00	194.39
014218	Corporate Park Landscaping	Landscape maintenance	610122.1		195.00
014218A	California Special Districts Association	Financial Advising	610261.12		463.03
014318	Donato Builders	Shed Project	800002		42,846.96
014418	Grainger	Shop supplies	610141		79.13
014518	Kimball Midwest	Shop supplies	610141		88.77
014618	Korbmacher Engineering Inc.	Shed Project	800002		1,608.00
014718	Leading Edge Associates, Inc.	MapVision	800002		80,300.00
014818	NBC Supply Corp	Shop supplies	610461.7		245.84
014918	PFM Asset Management	Investment advisory services	610261.11		1,798.11
015018	PG & E	Utilities	610021.2		54.80
015118	Quill	Office Supplies	620041		75.73
015218	SCI Consulting Group	Assessment and Parcel Tax, Fiscal year 2017-18	610261.7		16,048.77
015318	Waste Management	Garbage, August Service	610021.1		218.22

WAR NO	PAYEE	ACCT NO	AMT OF CHARGE	AMT OF WARRANT
015418	U.S Bank			
	Wal-Mart - Madera Study	620141.1	51.38	
	Wal-Mart - Madera Study	620141.1	46.21	
	The Home Depot - Pliers	620141.1	9.06	
	Amazon - Wooden paint sticks	620141.1	65.74	
	Walgreens - Rubbing alcohol	620141.1	7.68	
	The Home Depot - Foam	620141.1	11.56	
	The Home Depot - Batteries	620141.5	20.84	
	UCB parking - Parking	610191.3	2.00	
	Amazon - Canopy weights	610451	17.56	
	Amazon - Wireless mouse	620141.1	87.79	
	Amazon - Electric stapler/ staples	620141.1	278.77	
	UPS - Ups postage	620141.1	23.75	
	Clearbags - Ziploc bags	620141.1	148.99	
	Amazon - Rechargeable batteries	620141.2	41.30	
	Stericycle - Waste pick up	620141.3	197.47	
	Fisher Scientific - Lab supplies	620141.3	164.24	
	Lampire - Chicken blood	620141.3	230.50	
	Fisher Scientific - Lab supplies	620141.3	240.55	
	Fisher Scientific - Lab supplies	620141.3	1,681.90	
	Apple - iMac coverage	620141.5	169.00	
	Amazon - USB hub	620141.5	17.55	
	Amazon - (2) Takeya Thermo Flask	620141.5	77.20	
	Amazon - Biocooler bench-top cooler	620141.7	179.74	
	Amazon - Monitor	650031.1	264.96	
	Dalziel Garage - Parking	610191.3	12.00	
	Yp - Posting	610451	285.00	
	Vista Print - Business cards	610451	46.24	
	Constant Contact - Contract	610451	20.00	
	JAMF Software - Mobile Device Management	620042	750.00	
	The Cobblers - Boots for J.H	610001	190.00	
	The Cobblers - Supplies for boots	610001	20.00	
	California Stormwater - Conference	610191.3	225.00	
	Office Depot - Hanging files	620041	42.78	
	Target - Wipes	610001	20.89	
	Wal-Mart - Supplies	610001	12.92	
	Perfect Water - Water filter change set	610122.2	64.26	
	Proper Vinyl - (4) Tailgate decals	610141	231.00	
	Amazon - Shop supplies	610141	65.80	
	Amazon - Water filter replacement	610141	53.99	
	The Ford Store - Element Asy	610141	171.35	
	The Ford Store - Element Asy	610141	35.92	
	The Ford Store - Element Asy	610141	13.73	
	Smart N Final - BBQ supplies	610191.7	16.77	
	FoodMaxx - BBQ Supplies	610191.7	238.62	
	Amazon - (2) Crushed coral	610461.4	44.66	
	Amazon - Crushed coral	610461.4	86.56	
	Amazon - Fish food	610461.4	104.56	
	Amazon - First Aid supplies set	610461.6	22.98	
	Amazon - Truck box	610461.6	121.87	
	Amazon - (5) Phone holders	610461.6	29.95	
	Wal-Mart - Supplies	610461.7	5.48	
	Wal-Mart - Supplies	620021.2	32.58	
	Amazon - (4) Contact socket	620141.1	7.04	
	Amazon - Light Bulbs	620141.1	19.99	
	Northern Tool - Shop/Lab supplies	620261	77.98	
	Canon Financial - Canon copier	620041	340.23	
	Canon Financial - Purchasing canon copier	620041	3,461.52	
	Amazon - Dividers	620041	6.99	
	Telepacific - Communications	610022.1	1,156.11	
	GoDaddy - Deluxe hosting renewal	610022.3	131.88	
	The Jelly Donut - Breakfast for mapvision training	610191.7	33.50	
	JAMF Software - Software	620042	30.00	
	Amazon - USB Cable	620042	10.41	
	Idrive - Idrive personal yearly	620042	499.50	
	Amazon - (9) HDMI cables	620042	96.39	
	Central Computers - Tablet holder	620042	28.30	
	Amazon - (8) Monitors	650031.1	2,037.56	
	Amazon - Monitor	650031.1	316.52	
	Walgreens - Board supplies	610191.4	44.90	
	UCB Parking - Parking pass	610191.7	377.00	
	Amazon - Book	610191.7	19.95	
	Amazon - Book	610191.7	36.14	
	Amazon - Book	610191.7	41.65	
	Amazon - Book	610191.7	19.98	

15,794.19

**262,029.37**

ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT  
LIST OF WARRANTS DATED **SEPTEMBER 30, 2017**

WAR NO	PAYEE	FOR	ACCT NO	AMT OF CHARGE	AMT OF WARRANT
015518	Biological Specialist	Total salary less deductions for payroll period	600001	2,871.72	
015518	Mosq Control Tech	"	600001	2,454.72	
015518	Lab Seasonal	"	600001	948.94	
015518	Lab Seasonal	"	600001	1,032.53	
015518	Vector Biologist	"	600001	3,013.37	
015518	Vector Biologist	"	600001	2,965.54	
015518	Mosq Control Tech	"	600001	2,301.50	
015518	Regulatory & Public Affairs Director	"	600001	2,994.06	
015518	District Manager	"	600001	4,249.82	
015518	Asst Mosq Control Tech	"	600001	2,325.43	
015518	Field Seasonal	"	600001	952.74	
015518	IT Director	"	600001	3,231.75	
015518	Lab Director	"	600001	3,351.53	
015518	Outreach/ Office Seasonal	"	600001	872.95	
015518	Field Operations Supervisor	"	600001	3,710.94	
015518	Lab Seasonal	"	600001	933.74	
015518	Accounting Associate	"	600001	1,779.83	
015518	Vector Biologist	"	600001	3,694.61	
015518	Lab Seasonal	"	600001	948.78	
015518	Mosq Control Tech	"	600001	2,758.95	
015518	Mosq Control Tech	"	600001	2,291.10	
015518	Mechanical Specialist	"	600001	3,488.78	
015518	IRS	Federal Tax Withheld	600001	9,075.95	
015518		Medicare Tax Withheld	600001	1,002.51	
015518		District Contribution to Medicare	600401	1,002.51	
015518	State of California	State Tax Withheld	600001	2,793.28	
015518	EDD	Ca Disability	600001	563.07	67,610.65
015618	CalPERS	Employee/ Employer contributions - (Four pay periods)	600001		41,474.12
015718	Aetna Life & Annuity	Employee contributions	600001		150.00
015818	CalPERS 457 Plan	Employees contributions - PERS 457	600001		2,530.00
015918	CalPERS	Health insurance	600601		31,691.78
016018	P. Robert Beatty	Trustee in lieu expenses - 1048th meeting	610191.5		100.00
016118	Elizabeth Cooley	Trustee in lieu expenses - 1048th meeting	610191.5		100.00
016218	James Doggett	Trustee in lieu expenses - 1048th meeting	610191.5		100.00
016318	Robert Dickinson	Trustee in lieu expenses - 1048th meeting	610191.5		100.00
016418	Richard Guarienti	Trustee in lieu expenses - 1048th meeting	610191.5		100.00
016518	Eric Hentschke	Trustee in lieu expenses - 1048th meeting	610191.5		100.00
016618	Ed Hernandez	Trustee in lieu expenses - 1048th meeting	610191.5		100.00
016718	Humberto Izquierdo	Trustee in lieu expenses - 1048th meeting	610191.5		100.00
016818	Elisa Marquez	Trustee in lieu expenses - 1048th meeting	610191.5		100.00
016918	Katherine Narum	Trustee in lieu expenses - 1048th meeting	610191.5		100.00
017018	Wendi Poulson	Trustee in lieu expenses - 1048th meeting	610191.5		100.00
	Ronald Quinn	Trustee in lieu expenses - 1048th meeting	610191.5		
017118	Jan Washburn	Trustee in lieu expenses - 1048th meeting	610191.5		100.00
017218	George Young	Trustee in lieu expenses - 1048th meeting	610191.5		100.00
017318	Airgas	Dry ice pellets	620141.1		597.45
017418	Bartkiewicz, Kronick& Shanahan	Professional Services	610261.4		213.65
017718	Campbell, Cornelius	Reimbursement for gas	610191.1		20.07
017818	Grainger	Shop supplies	610022.2		48.14
017918	Leading Edge Associates	MapVision	620042		5,850.00
018018	Mobile Modular Public Storage	Shed Project	800002		113.59
018118	Mello, Melvin	Dental Expenses for Melvin Mello	600601		104.40
018218	McMahon, Thomas	Reimbursement for boots	610001		87.78
018318	NBC Supply Corp	Shop supplies	610461.7		355.59
018418	PG & E	Utilities	610021.2		2,080.21
018518	Praxair	Lab supplies	620141.1		29.73
018618	Regional Government Services	Contract services for March	610261.10		1,343.75
018718	Sonitrol	Monitoring charges and CCTV Fees	620021.3		750.00
018818	Treds	Tire Disposal	610141		16.50
018918	Verizon	Communication expenses	610022.4		1,394.60
019018	Wright Express	Fuel expenses, statement ended 09-15-17	610191.1		3,850.56
<b>Total Warrants</b>					<b>172,892.07</b>
<b>Total Warrants September 30th</b>					<b>172,892.07</b>
<b>Total Warrants September 15th</b>					<b>262,029.37</b>
<b>Total September Warrants</b>					<b>434,921.44</b>

**Alameda County Mosquito Abatement District Budget Summary**  
**As of September 30, 2017. (3 of 12 mth, 25%)**

Account #		EXPENDED IN (September)	EXPENDED TO DATE	BUDGETED	BALANCE	% EXPEND ED
<b>SALARY &amp; BENEFITS</b>						
600001	Salary and Wages	\$ 160,433.60	\$ 473,480.52	\$ 1,761,305.00	\$ 1,287,824.48	27%
600401	Contribution to Medicare	\$ 2,011.74	\$ 5,046.06	\$ 25,881.00	\$ 20,834.94	19%
600201	Contribution to Retirement	\$ 28,845.65	\$ 227,698.08	\$ 253,662.20	\$ 25,964.12	90%
600601	Contribution to Health Care	\$ 36,938.10	\$ 111,681.00	\$ 506,368.08	\$ 394,687.08	22%
<b>SERVICE AND SUPPLIES</b>						
610001	<b>Clothing and personal supplies</b>	\$ 331.59	\$ 1,762.12	\$ 8,500.00	\$ 6,737.88	21%
610011	<b>Laundry services and supplies</b>	\$ 1,169.70	\$ 2,314.77	\$ 9,000.00	\$ 6,685.23	26%
610021	<b>Utilities</b>					
610021.1	Garbage	\$ 218.22	\$ 436.44	\$ 3,000.00	\$ 2,563.56	15%
610021.2	PG & E	\$ 2,135.01	\$ 5,878.00	\$ 24,000.00	\$ 18,122.00	24%
610021.3	Hayward Water & Sewage	\$ -	\$ 1,095.19	\$ 7,000.00	\$ 5,904.81	16%
610021.4	Biohazard and Chemical Waste Disposal	\$ -	\$ -	\$ 4,000.00	\$ 4,000.00	0%
<b>Communications</b>						
610022.1	Telephone Service & Internet	\$ 1,156.11	\$ 2,312.29	\$ 14,000.00	\$ 11,687.71	17%
610022.3	Website and email hosting	\$ 131.88	\$ 142.87	\$ 1,200.00	\$ 1,057.13	12%
610022.4	Cell phone service (Verizon)	\$ 1,394.60	\$ 3,805.38	\$ 17,000.00	\$ 13,194.62	22%
610022.5	Microsoft Office 365	\$ -	\$ -	\$ 4,000.00	\$ 4,000.00	22%
610141	<b>Maintenance of equipment</b>	\$ 756.19	\$ 4,090.77	\$ 45,000.00	\$ 40,909.23	9%
610122	<b>Maintenance of structure and improvements</b>					
610122.1	Landscaping service	\$ 195.00	\$ 390.00	\$ 3,600.00	\$ 3,210.00	11%
610122.2	Facility Maintenance	\$ 64.26	\$ 1,338.05	\$ 25,000.00	\$ 23,661.95	5%
<b>Transportation, travel, &amp; training</b>						
610191.1	Fuel and GPS (WexMart)	\$ 3,870.63	\$ 11,451.62	\$ 45,000.00	\$ 33,548.38	25%
610191.3	Meetings, conferences, & travel	\$ 239.00	\$ 1,437.05	\$ 35,000.00	\$ 33,562.95	4%
610191.4	Board meeting expenses	\$ 44.90	\$ 121.51	\$ 800.00	\$ 678.49	15%
610191.5	Board payments in lieu	\$ 1,300.00	\$ 3,500.00	\$ 16,800.00	\$ 13,300.00	21%
610461.53	Continuing Education fees	\$ -	\$ -	\$ 4,210.00	\$ 4,210.00	0%
610191.7	Staff Training (automotive, IT, staff development)	\$ 783.61	\$ 13,908.56	\$ 55,000.00	\$ 41,091.44	25%
<b>Professional services</b>						
610261.1	Audit	\$ -	\$ -	\$ 13,000.00	\$ 13,000.00	0%
610261.2	Actuarial reports	\$ -	\$ 700.00	\$ 5,500.00	\$ 4,800.00	13%
610261.3	Helicopter service	\$ -	\$ -	\$ 35,000.00	\$ 35,000.00	0%
610261.4	Legal services	\$ 213.65	\$ 278.65	\$ 13,000.00	\$ 12,721.35	2%
610261.5	MVCAC Research Foundation	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	0%
610261.7	Tax collection service - SCI	\$ 16,048.77	\$ 16,048.77	\$ 35,000.00	\$ 18,951.23	
610261.8	Payroll service	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	0%
610261.9	Environmental consultant services for regulatory issues	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	0%
610261.1	HR Services (Municipal Resource Group)	\$ 1,343.75	\$ 1,343.75	\$ 15,000.00	\$ 13,656.25	9%
610261.11	OPEB service (PFM)	\$ 1,798.11	\$ 3,510.92	\$ 22,000.00	\$ 18,489.08	16%
610261.12	Financial advising	\$ 463.03	\$ 1,969.76	\$ 16,270.00	\$ 14,300.24	12%
610351	<b>Annual memberships and dues total</b>	\$ -	\$ 100.00	\$ 22,130.00	\$ 22,030.00	0%
610378	<b>Insurance total</b>	\$ -	\$ 128,758.93	\$ 133,810.00	\$ 5,051.07	96%
610451	<b>Community education total</b>	\$ 368.80	\$ 13,997.63	\$ 53,000.00	\$ 39,002.37	26%
<b>Special expenses</b>						
610461.1	Pesticides	\$ 26,819.19	\$ 34,509.32	\$ 200,000.00	\$ 165,490.68	17%
610461.2	Field supplies (dippers etc)	\$ -	\$ -	\$ 2,200.00	\$ 2,200.00	0%
610461.4	Fish and Fish Maint.	\$ 235.78	\$ 867.84	\$ 6,000.00	\$ 5,132.16	14%
610461.51	Aerial Pool Survey	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00	0%
610461.52	Permits <sup>1</sup>	\$ -	\$ 2,507.38	\$ 100.00	\$ (2,407.38)	2507%
610461.54	Board plaques and nameplates	\$ -	\$ -	\$ 500.00	\$ 500.00	0%
610461.6	Spray equipment	\$ 174.80	\$ 1,417.44	\$ 30,000.00	\$ 28,582.56	5%
610461.7	Safety	\$ 606.91	\$ 1,106.46	\$ 2,000.00	\$ 893.54	55%
620021.1	Janitorial service	\$ 410.00	\$ 1,230.00	\$ 6,500.00	\$ 5,270.00	
620021.2	Supplies	\$ 80.72	\$ 169.90	\$ 2,000.00	\$ 1,830.10	8%
620021.3	Alarm Service- Sonitrol	\$ 750.00	\$ 2,266.00	\$ 11,000.00	\$ 8,734.00	21%
620021.4	Drinking Water system & filter	\$ -	\$ -	\$ 510.00	\$ 510.00	0%
620041	<b>Office supplies</b>	\$ 3,927.25	\$ 5,139.72	\$ 13,050.00	\$ 7,910.28	39%
620042	<b>Information technology</b>	\$ 7,264.60	\$ 7,264.60	\$ 73,400.00	\$ 66,135.40	10%
620141	<b>Laboratory total</b>	\$ 4,830.72	\$ 14,758.66	\$ 105,000.00	\$ 90,241.34	14%
620261	<b>Small tools and instruments</b>	\$ 77.98	\$ 209.09	\$ 8,500.00	\$ 8,290.91	2%
650031.1	<b>Capital expenditures</b>	\$ 2,619.04	\$ 83,712.60	\$ 240,000.00	\$ 156,287.40	35%
<b>TOTAL EXPENDITURES</b>		\$ 310,052.89	\$ 1,193,757.70	\$ 4,013,802.28	\$ 2,820,044.58	30%
<b>TOTAL WARRANTS</b>		\$ 434,921.44				
<b>TOTAL RESERVES</b>		\$ 124,868.55				
<b>Discrepancy from Expenditures and Warrant list</b>		\$ 0.00				

<sup>1</sup> Permit overage to be taken from contingency budget

**Investments, Reserves, and Cash Balance**

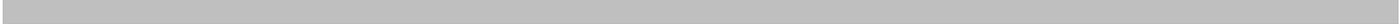
Account #		Activity in September	Activity to Date	Beginning Balance 7/1/17	Current Balance	% change
<b>Budget Reserves</b>						
800001	Working Capital (Dry Period Cash)	\$ -	\$ -	\$ 2,391,220.00	\$ 2,391,220.00	0.0%
800002	Capital Replacement	\$ 124,868.55	\$ 145,024.13	\$ 500,000.00	\$ 354,975.87	-29.0%
800003	Public Health	\$ -	\$ -	\$ 500,000.00	\$ 500,000.00	0.0%
800004	Contingency	\$ -	\$ 15,600.00	\$ 25,000.00	\$ 9,400.00	-62.4%



	August Balance	September Balance	% change
<b>Investment Accounts</b>			
800005	LAIF (Public Health & Working Capital) \$ 1,501,234.96	\$ 1,501,234.96	0%
	OPEB Fund \$ 4,242,992.77	\$ 4,323,395.00	2%
800006	VCJPA Contingency \$ 334,557.00	\$ 334,557.00	0%



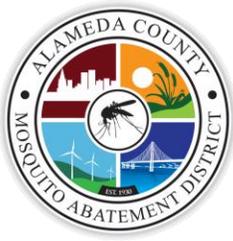
	August Balance	September Expenditures	Deposits <sup>1</sup>	September Balance	% change
<b>Bank of America (Payroll Account)</b>				\$ 130,474.27	
<b>Bank of The West (Transfer account)</b>				\$ 60,040.00	
<b>County Account</b>	\$ 3,497,400.11	\$ 434,921.44	\$ (123,148.77)	\$ 3,185,627.44	-10%



**Transfer funds from County to LAIF**

**ACH Transfers**

1- Deposits from the County



## Board of Trustees

### **President**

Kathy Narum

### **Pleasanton**

### **Vice-President**

Elisa Marquez

### **Hayward**

### **Secretary**

Wendi Poulson

### **Alameda**

Humberto Izquierdo

### **County at Large**

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### **Berkeley**

Richard Guarienti

### **Dublin**

Betsy Cooley

### **Emeryville**

George Young

### **Fremont**

James N. Doggett

### **Livermore**

Eric Hentschke

### **Newark**

vacant

### **Oakland**

Robert Dickinson

### **Piedmont**

Ed Hernandez

### **San Leandro**

Ronald E. Quinn

### **Union City**

### **Ryan Clausnitzer**

District Manager

## 1. OPERATIONS

During the month of September, field operations staff continued to focus on *Culex pipiens* and *Culex tarsalis*. These two species are of paramount concern for transmission of West Nile virus (WNV). The focus of inspections and treatments for *Cx. pipiens* are sources that tend to have foul water with high organic content. The main sources of this type of water inspected and treated in September were catch basins and sewer plants. *Cx. tarsalis* tend to breed in cleaner water sources. Most effort for this species conducted during the month focused on fresh water marshes, concrete flood control canals, and vegetated ditches. Based on trap data provided by the lab and field staff, the numbers of adults of both species were low throughout most of the county. Several treatments for *Culex erythrothorax*, also a WNV vector, were conducted in sources with associated tule and/or bulrush. Again, trap numbers showed lower numbers of adults of this species.

Another aspect of the field operations larval control program directed toward *Culex sp.* mosquitoes focused on inspecting and treating unmaintained swimming pools. These tend to breed *Cx. tarsalis* but can also be breeding sources for *Cx. pipiens* and *Culiseta incidens*. During the month of September, field operations staff completed another 187 pools, mostly in the southern part of the county. These were the last of the pools acquired from the district's aerial pool survey program for the year. Data on pool survey inspection and treatment results will be presented at a future board meeting. One trend that has become clear is that many of the pools that were revisited from past inspections that had mosquito fish planted in them during the initial visit, still had healthy populations of fish present. These fish provided 100% control of mosquito larvae and the pools required no further treatment.

Operations staff also conducted treatments for *Aedes dorsalis* after high-tide events in September in several tidal marsh sources. There were also many treatments made for *Anopheline* mosquitoes primarily in the Tri-Valley.

Service requests were around average numbers during September. Fish requests and mosquito-biting calls were about even in number followed by requests to inspect sources that could potentially be breeding mosquitoes. This data is represented in the following graphs and charts.

As the temperature cools and the season shifts operations staff will be winding down focus on our spring & summer species and begin to prepare for our winter species. This transition will be driven by change in temperature, photoperiod, and rainfall. Focus on *Culex sp.* will likely continue through October and possibly into November contingent upon the first significant rain fall events.

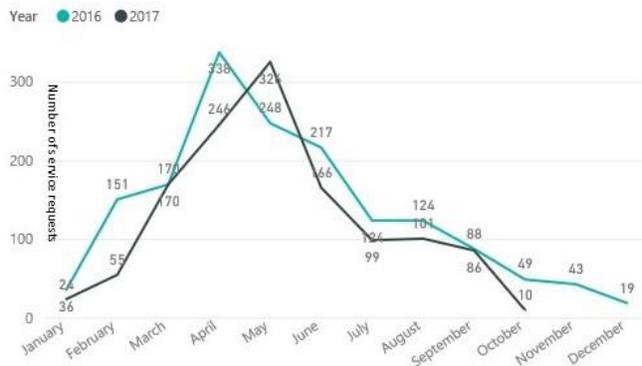
Joseph Huston  
Field Operations Supervisor

## A. Operational Data

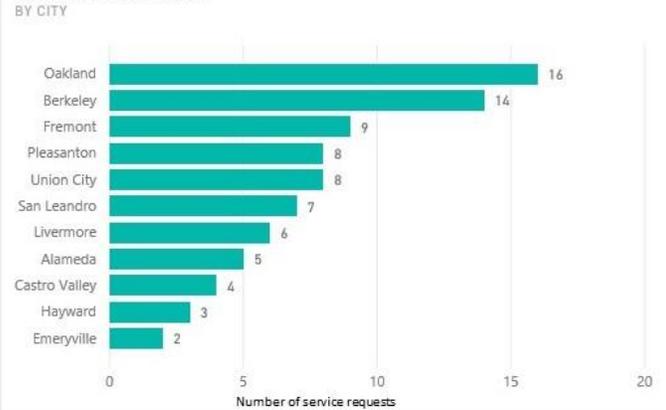
### 1. Service Requests



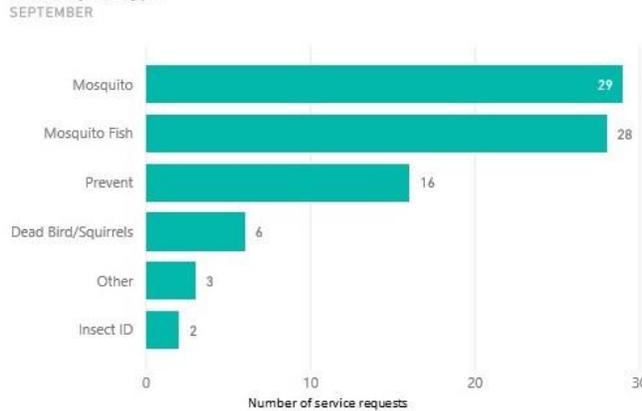
Year Over Year Comparison



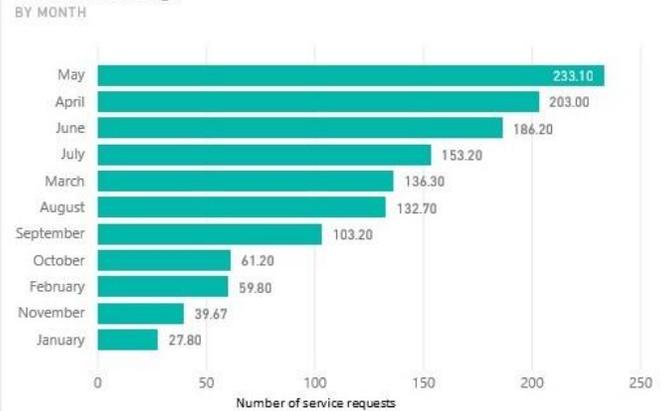
Monthly Count of SR's



Count by SR Type



SR 10 Year Average



### 2. Other

Number of all injuries during 2017 = 2

### 3. Activity Report

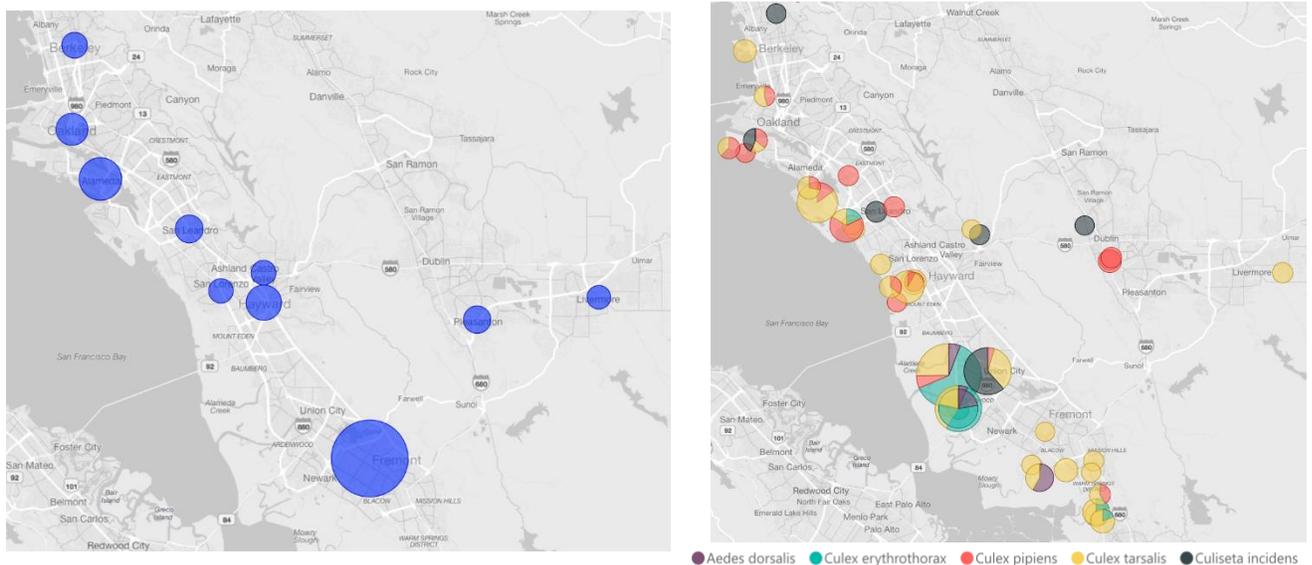
Vacation Hours Used	123
Sick Hours Used	84
Workers Comp.	0
ETO Used	52
<b>Total Leave</b>	<b>259</b>
ETO Hours Accrued	30

## 2. LAB

### Summary

- No additional detection of arboviruses in birds during September 2017. No mosquitoes have been found to contain WNV during 2017.
- No invasive *Aedes* mosquitoes detected in Alameda County during 2017.
- The geospatial distribution of mosquitoes collected in traps during September 2017 did not differ substantially from what was observed for the prior month.
  - Highest mosquito abundance occurred in areas of Newark, Union City and Hayward that boarder the San Francisco Bay (Figure 1). The West Nile virus vectors *Culex erythrothorax* predominated in traps placed in the marshes of Union City and Newark, *Culex tarsalis* in Fremont and Hayward, and *Culex pipiens* in San Leandro and Oakland (Figure 1). Unusually low numbers of mosquitoes were collected in traps that were placed Dublin, Pleasanton and Livermore.
- Mosquito abundance for September 2017, as measured by the total number of mosquitoes captured, was 3-fold lower than the prior month (Figure 2), which can be attributed to reduced numbers of *Cx. erythrothorax* in the marshes.
- Invasive *Aedes* trap network consisting of 660 oviposition bucket traps was monitored during the month of September. *Aedes* eggs were not observed in any traps.
- We are collaborating with The Chan Zuckerberg Biohub to collect mosquitoes throughout Alameda County so that the genome and metagenome of each species can be sequenced. To date, the complete genome and metagenome has been sequenced for *Culex tarsalis* that were collected at Coyote Hills Regional Park (Fremont, CA).

### Figures



**Figure 1.** Geospatial distribution of the most prevalent mosquito species collected in each city during the month of September 2017. (A) Total mosquito abundance by the city where traps were placed. Larger diameter circles indicate higher number of mosquitoes. (B) Mosquito abundance by trap site and species. Larger circles indicate higher number of mosquitoes, and circle sections reflect the proportion of each species of mosquito collected in the trap.

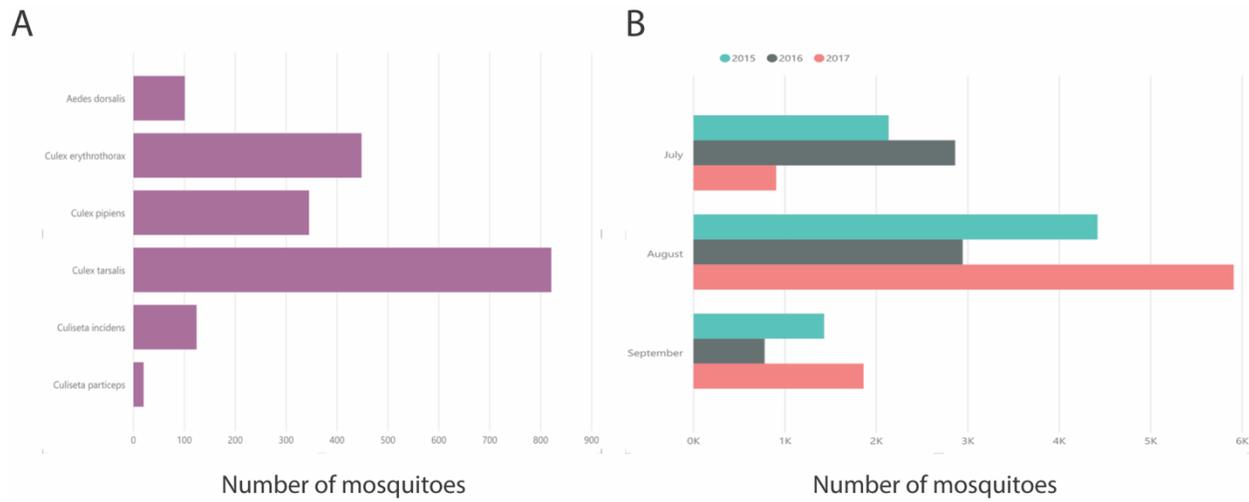


Figure 2. Mosquito abundance by month and year (A) and species for the month of September 2017 (B). (A) Mosquito abundance for the month of September 2017 was higher than the same month of 2016 and 2015, potentially because of wetter weather during 2017. Relative to the prior month (August), mosquito abundance for September was lower, likely because of cooling weather. (B) *Culex tarsalis* predominated in traps placed in Alameda County, likely because rainwater from earlier in the year saturated the soil, permitting excess water to pool on the surface. *Culex erythrothorax* abundance was significantly lower relative to prior months, while abundance of *Culex pipiens* was slightly higher (not shown).

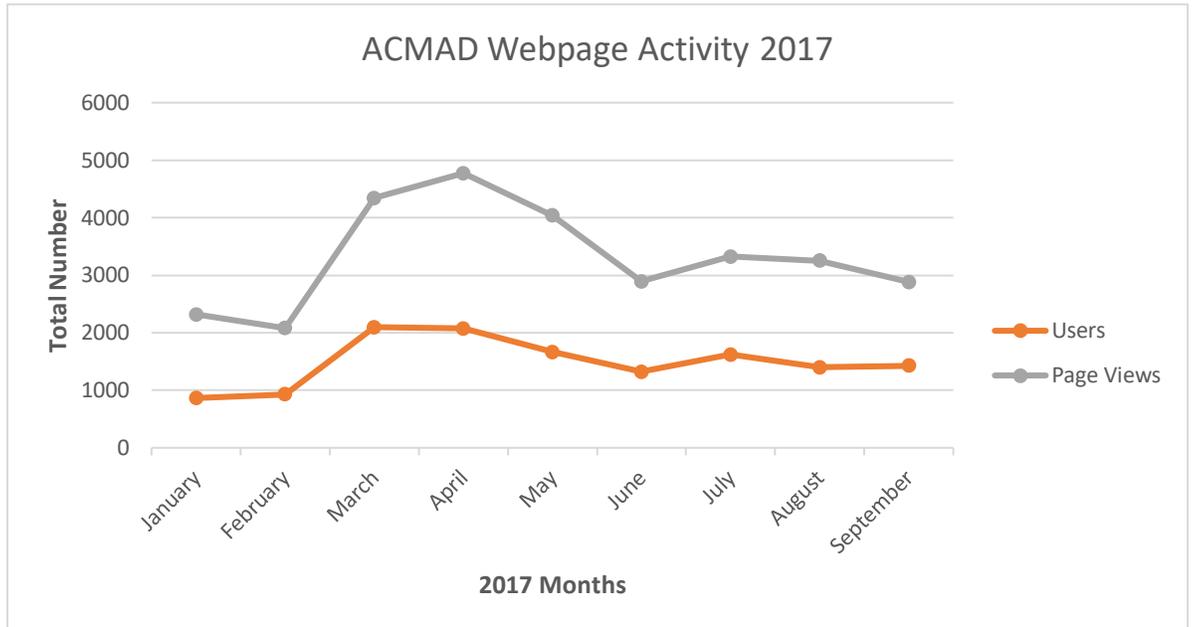
Submitted respectfully by Eric Haas-Stapleton, PhD on October 4, 2017.

### 3. PUBLIC EDUCATION

#### A. Upcoming Events

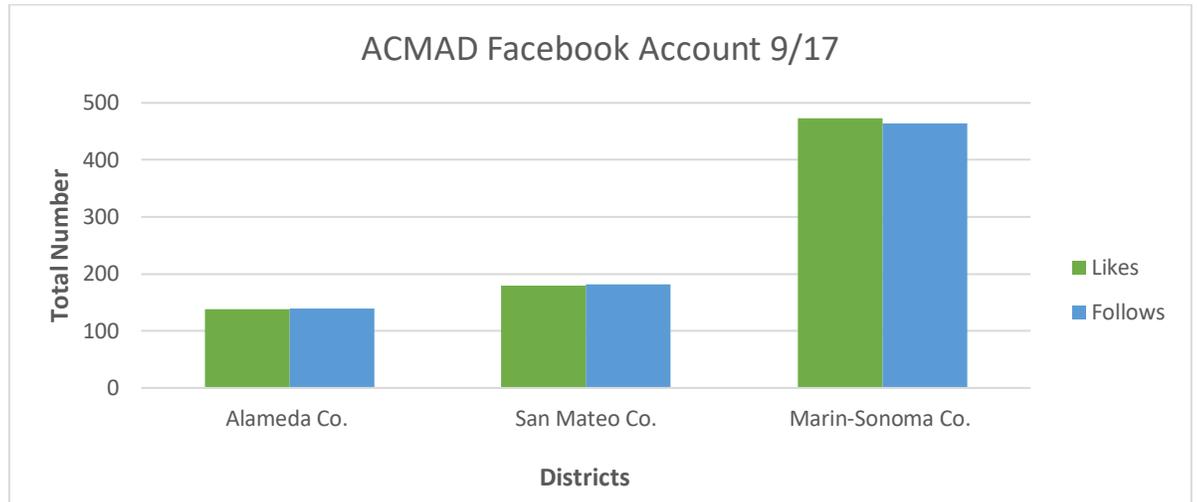
- CSUEB Science Festival (CSUEB campus, Hayward) – Saturday, October 28<sup>th</sup> 11am-4pm

#### B. Google Analytics



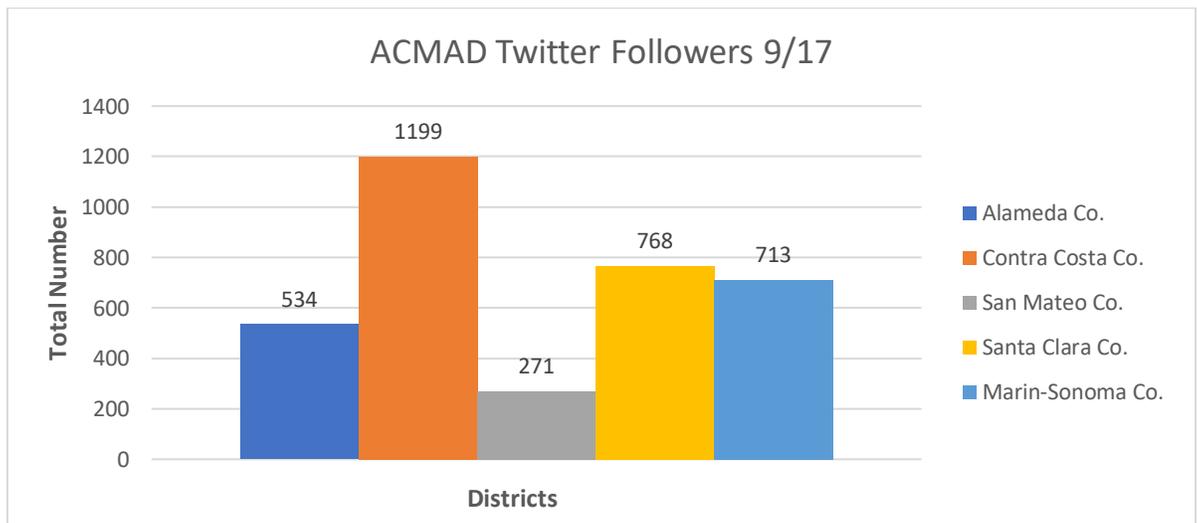
	September 2017	August 2017	September 2016
<b>Users</b>	1,424	1,401	1,182
<b>Number of Sessions</b>	1,637	1,605	1,362
<b>Sessions by New Visitors</b>	1,372 (83.8%)	1,354 (84.4%)	1,127 (82.7%)
<b>Pageviews</b>	2,880	3,252	2,649
<b>Average Session Duration</b>	1 minutes 21 seconds	1 minutes 44 seconds	2 minutes 18 seconds
<b>Top Cities</b>	San Francisco (6.7%), Los Angeles (5.7%), Oakland (5%), Hayward (3.5%), San Jose (3.2%)	Hayward (6.8%), Los Angeles (5.2%), San Francisco (5.2%), Oakland (4.5%), Not Set (2.9%)	San Francisco (5.4%), Oakland (4.6%), Hayward (4%), Not Set (3.5%), Los Angeles (2.6%)
<b>Top Pages</b>	Homepage (21.7%), CA Species (20.6%), Education (7.3%), Mosquito Life Cycle (5.5%), Mosquitofish Request (4.2%)	Homepage (21.9%), CA Species (18.5%), Mosquito Life Cycle (5.9%), Education (5.1%), Board of Trustees (4%)	Homepage (17.8%), CA Species (17.6%), Education (9.3%), Mosquito Life Cycle (7.3%), Mosquito-borne Diseases (3.3%)

### C. Facebook



	September 2017	August 2017
<b>Total Posts</b>	26	18
<b>Number Reached</b>	1,057	960
<b>Most Popular</b>	How to report dead birds post	Did you know post on mosquito wing beat patterns
<b>Total Number of "Likes"</b>	138	135

### D. Twitter



	September 2017	August 2017
<b>Total Tweets</b>	13	13
<b>Tweet Impressions</b>	2,051	2,635
<b>Top Tweet (# Impressions)</b>	District Manager gets CSDA honor (140)	Consumer reports insect repellent ratings article (210)
<b>Profile Visits</b>	209	179
<b>New Followers (Total Followers)</b>	9 (533)	14 (524)



**MVCAC**  
Mosquito and Vector Control Association of California

**FALL QUARTERLY MEETING  
November 1 and 2, 2017  
Embassy Suites Sacramento**

**AGENDA**

**Tuesday October 31, 2017**  
3:00-5:00 PM

**Trustee Training**  
Who Does What? Best Practices in Board / Staff Relations  
Presented by CSDA

**Wednesday November 1, 2017**

10:00-11:00 a.m.	<b>Trustee Council Meeting</b>
10:00-11:15 p.m.	<b>Legislative Committee</b>
12:00 noon-3:00 p.m	<b>MVCAC Board of Directors Meeting</b>
3:00-3:15 p.m	Afternoon Break
3:15 – 4:30 p.m.	<b>Regulatory Affairs &amp; NPDES Committee Meeting</b>
	<b>Laboratory Technology Committee</b>

**Thursday November 2, 2017**

8:00-9:00 a.m.	<b>Information Technology Committee Meeting</b>
	<b>Vector &amp; Vector-Borne Disease Committee Meeting</b>
9:00-10:00 a.m.	<b>Public Relations Committee</b>
	<b>Vector Control Research Committee Meeting</b>
10:00-10:15 a.m.	Refreshment Break
10:15-11:15 a.m.	<b>Integrated Vector Management Committee Meeting</b>
	<b>Training &amp; Certification Committee Meeting</b>

## MVCAC 86th Annual MVCAC Conference



**86<sup>th</sup> Annual MVCAC**

### **Conference**

**January 28-30, 2018**

**Join us at the wonderful Monterey Marriott hotel!**

**350 Calle Principal**

**Monterey, CA 93940**

**Room rate: \$189 plus taxes**

**Hotel cut off date:** December 29, 2017 or until the block is full

**Room Deposit:** You will be charged a first night's deposit for your hotel room, per the MVCAC policy

\*please note, if you require the government rate, please contact Rachel in the MVCAC office

[Click here to register](#)

Need to use the pdf registration form? [Click here](#)

## Highlights for this year's conference

### Annual Munzy Golf Tournament

**Sunday, January 28 11 AM**

**Pacific Grove Golf Links**

**77 Asilomar Boulevard**

**Pacific Grove CA 93950**

The annual Munzy Golf Tournament will be featured at this year's conference! To register, please click [here](#) and return to the MVCAC Office no later than January 4, 2018.

### MVCAC IT committee and Lab Technologies Workshop

#### Visual Gateway Training

**Sunday January 28<sup>th</sup>**

**1:00-5:00 PM**

**Monterey Marriott**

### 2<sup>nd</sup> Annual Outrunning Mosquitoes 5K

**Sunday, January 28 2:00 PM**



What better way to start off your conference experience than a fun run/walk through the streets of Monterey? This year's course takes you right along the bay, through cannery row and back to the Marriott hotel. Not a runner? No problem! Walkers will enjoy this flat and easy course as well. Coveted mosquito trophies will once again be highly sought after!

Your registration fee includes some race swag, a free drink ticket for the opening reception and of course bragging rights!



**California Special  
Districts Association**  
*Districts Stronger Together*

## UNDERSTANDING THE BROWN ACT

### DATES AND LOCATIONS:

**August 16** – North of the River Recreation and Park District, Bakersfield – *Central Network*

**August 23** – South Feather Water and Power Agency, Oroville – *Northern Network*

**August 30** – Port San Luis Harbor District, Avila Beach – *Coastal Network*

**September 6** – Coachella Valley Water District, Coachella – *Southern Network*

**November 1** – East Bay Municipal Utility District, Oakland – *Bay Area Network*

**November 8** – Stockton East Water District, Stockton – *Sierra Network*

The Ralph M. Brown Act, California's open meetings law, provides legal requirements to help ensure the right of access to information and transparency in local government decision making. This workshop will guide attendees through the ins and outs of the Brown Act, including:

- What constitutes a meeting - including committees, advisory boards, and serial meetings;
- Information on different types and manner of conducting meetings - including special meetings, emergency meetings, and closed sessions;
- Agenda requirements, notice requirements, and public participation at meetings; and
- Potential penalties for violating the Brown Act.

### SCHEDULE:

9:00 – 9:30 a.m.	Registration
9:30 – 10:00 a.m.	Grassroots Outreach & Legislative Updates for Special Districts
10:00 a.m. – 12:00 p.m.	Understanding the Brown Act
12:00 – 1:00 p.m.	District Network Discussion Lunch <i>sponsored by the California Special Districts Alliance</i>

**REGISTRATION:** *(includes lunch and one complimentary copy of CSDA's new Brown Act Guide)*

CSDA Member – \$25     Non-Member – \$40

Name: \_\_\_\_\_

Title: \_\_\_\_\_

District: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Mail or fax completed form to:**

CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814 • fax: 916.520.2465

**Questions?**

Please contact us toll-free at 877.924.2732.