

AGENDA

1033rd MEETING OF THE BOARD OF TRUSTEES OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT

MAY 11TH, 2016

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

1. Call to order.
2. Roll call.
3. President Guarienti 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 1032nd meeting held April 13th, 2016 (**Board action required**).
5. Introduction of new Board Member Dr. Robert Beatty representing the City of Berkeley (Information only)
6. Resolution 1033-1 honoring trustee Scott Paulsen, trustee for the County-at-Large (**Board action required**)
7. Redesign of the ACMAD logo (**Board action required**)
8. First draft of the 2016-17 budget for discussion (Information only)
9. Report from Policy Committee and first reading of revisions to chapters 500, 600, 700 of ACMAD policies (Information only)
10. Financial Reports:

- a. Review of warrants dated April 15, 2016 numbering 048916 through 051716 amounting to \$114,754.70 and warrants dated April 30, 2016 numbering 051816 through 054716 amounting to \$116,190.98 (Information only).
 - b. Review of Budget as of April 30, 2016. (Information only).
 - c. Review of Budget Summary received as of April 30, 2016. (Information only).
11. Presentation of the Monthly Staff Report for April 2015 (Information only).
 12. Presentation of the Manager's Report for April 2015. (Information only).
 - a. 2016 MVCAC Legislative day
 - b. 2014-2015 Biennial report update
 - c. PEIR status
 - d. Manager Evaluation Committee (Young, Guarienti, & Narum) to meet prior to the June 8th board meeting
 13. Board President asks for reports on conferences and seminars attended by Trustees.
 14. Board President asks for announcements from members of the Board.
 15. Board President asks trustees for items to be added to the agenda for the next Board meeting.
 16. 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 or via email by request. Alternative formats of this agenda can be made available for persons with disabilities. Please contact the district office at (510) 783-7744, via FAX (510) 783-3903 or email at acmad@mosquitoes.org to request an alternative format.

Agenda item: 1033.4

MINUTES

**1032st MEETING OF THE BOARD OF TRUSTEES
OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT**

APRIL 13TH, 2016

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

President Guarienti called the regularly scheduled Board meeting to order at 5:08 P.M.

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

President Guarienti invited members of the public to speak on any issue relevant to the District, there were none present at the time this item was called (Berkeley resident Robert Beatty arrived later in the meeting).

The board approved the minutes of the 1031th meeting held March 9th, 2016. (Washburn, Marquez)– unanimous; Trustee Quinn-abstained

The Board heard information regarding the LAFCo's election. A description of this organization was described by the District Manager and further elaborated by Trustee Washburn, specifically its role in a past consolidation attempt with Contra Costa County as well as previous Albany annexation discussions. Board President Guarienti plans on attending the election as the Presiding Officer.

The Board reviewed warrants dated March 15, 2016 numbering 042916 through 045516 amounting to \$109,475.69 and warrants dated March 31, 2016 numbering 045616 through 048816 amounting to \$159,961.32. Trustee Marquez asked about a credit card charge for a canon copier rental, the District Manager promised to provide that information when available while explaining the goal of using the warrant payment process rather than using

a district credit card. Trustee Marquez and the District Manager also discussed the policy on requiring receipts for purchases and how this is not always possible, especially for small parking meter charges.

The Board reviewed the budget and summary received as of March 31st, 2016. Trustee Hentschke asked if the national Zika virus response funds, mentioned by President Obama, would ever make their way to the District. The District Manager and Trustee Washburn expressed doubt and that if there were any funds, they would most likely be allocated at a state or national level. The District Manager did relay mosquito control recognition by U.S. Congressman Swalwell at a recent ACSDA dinner.

The District Manager presented the Monthly Staff Report for March 2016. During explanation on the possible use of unmanned aerial vehicles (UAVs or drones), while optimistic, Board President Guarienti and Trustees Marquez and Narum also shared concerns for privacy and working within the current restricted uses. Board President Guarienti attended Dublin's St. Patrick's Day event and commented on the District's participation irregardless of the weather. Trustee Young asked about the District's involvement in the Fremont Earth Day event; the District Manager will see why there is no planned involvement.

The District Manager presented the Manager's Report for March 2016. Board President Guarienti asked for the staff comments of District Policies changes be clearly defined and separate. Trustee Quinn requested that the online harassment training be resent to the Board. Board President Guarienti, Trustees Poulson and Dickinson, and the District Manager attended the ACSDA annual dinner. Board President Guarienti and trustees Narum and Marquez discussed the keynote speaker, U.S. Congressman Swalwell's, election history.

Board President Guarienti asked for reports on conferences and seminars attended by Trustees. Trustee Washburn attended a previously discussed panel regarding Zika virus at University of California, Berkeley and will himself be on a public health panel at Santa Clara University.

Board President Guarienti asked for announcement from the Board. Trustee Quinn asked for Zika virus talking points, Trustee Washburn asked where on the District website is Zika virus information found, this information will be provided at the next board meeting if not before.

Board President Guarienti asked trustees for items to be added to the agenda for the May Board meeting. He also asked to coordinate the next policy committee meeting with Trustees Marquez and Doggett. The District Manager promised to provide the documents and coordinate the meeting early the next week. The District Manager displayed new logo concepts, and there will be an agenda item at the next board meeting to decide on a new district logo. Trustee Doggett added that the logo should at least be recognizable from twenty feet away.

The meeting adjourned at 5:55 P.M.

Respectfully submitted,

Approved as written and/or corrected

Robert Dickinson, Secretary
BOARD OF TRUSTEES

at the 1033rd meeting of the Board of
Trustees held May 11th, 2016

Richard Guarienti, President
BOARD OF TRUSTEES

RESOLUTION NO. 1033-1
ALAMEDA COUNTY MOSQUITO
ABATEMENT DISTRICT

COMMENDATION TO: Scott M. Paulsen

WHEREAS: You, Scott M. Paulsen, served on the Board of Trustees of the District, representing the County-at-Large since your appointment in 2014, and

WHEREAS: Through your leadership as Alameda County's Agricultural Commissioner, you added wisdom and experience towards the Finance committee's recommendations on the annual budget, the OPEB trust management; and on the Salary Committee by providing guidance through the successful Memorandum of Understanding employee contract negotiations.

RESOLVED: We, the undersigned Board of Trustees, do hereby extend our sincere appreciation for your dedication of service to this District and deem it a pleasure to have served with you.

Wendi Poulson

Ursula Reed

Eric Hentschke

James N. Doggett

Richard Guarienti

Robert Dickinson

George Young

Ron Quinn

Kathy Narum

Elisa Marquez

Scott Donahue

Jan O. Washburn

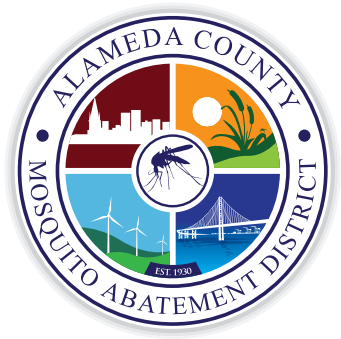
P. Robert Beatty

Dated: May 11, 2016

ACMAD district logo redesign

1. Rationale and recommendation

- The current logo was designed in the past 15 years, and traditionally, our logo is designed every decade or so.
- The current design is difficult to add to surfaces and looks outdated.
- We are about to reprint and update our brochures.
- We are also improving our website and social media.
- The design is web 2.0
- So far, this process cost ACMAD \$400
- Replacing all patches, truck decals, documents, and social media outlets may cost between \$2,000 and \$4,000 dollars, currently budgeted for FY 2017
- If approved, and since it is unique, we may look into copyrighting the design.



Alameda County Mosquito Abatement District

BOARD OF TRUSTEES

*Richard Guarienti, President
Kathy Narum, Vice-President
Robert Dickinson, Secretary
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P. Robert Beatty
Scott Donahue
George Young
Elisa Marquez
James N. Doggett
Eric Hentschke
Jan O. Washburn
Ursula Reed
Ronald E. Quinn*

Ryan Clausnitzer
District Manager
ryan@mosquitoes.org

May 6th, 2016

RE: ACMAD's 2016-17 Budget-First Draft

Dear ACMAD Board,

I am proud to present next year's budget for your review and approval. Most changes from previous years reflect a prudent investment in the mission and vision for the District. Regarding personnel, permanent staff is not increasing, but fringe benefits, mostly offset by staff negotiations with our vendors, are improving as well as increases in educational and training opportunities. For the first time in our history, our District has a modest research fund of \$8,000 to foster innovation and publishable research. This will be done through collaboration with other agencies and academia.

This year assigns reserve funds for the first time: capital improvement, public health emergency, and working capital. Our capital improvements are slightly more than last year due to the purchase of a long-needed database and mapping software. Another capital investment (over \$5,000) include molecular lab equipment required for pesticide resistance testing. The public health emergency fund is set aside in case of an outbreak of some nature. Working capital funds (aka: dry period cash) are required to cover expenses between our two revenue months of April and December.

Lastly, our OPEB fund is fully funded to cover current and future retiree benefit costs. Our CalPERS pension is around 85% funded; there are some extra funds dedicated towards achieving a 90% goal and a new category, and proposed policy, designed to maintain these reserve funds.

I am happy to answer any questions.

Sincerely,

Ryan Clausnitzer
District Manager

Alameda County Mosquito Abatement District –2016-17 Budget

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13. ACMAD Finance Policy

Executive Summary of the Budget for Fiscal Year 2016-17

Summary of District's Current Assets

a) County Treasury

- a. The District's balance in the County Treasury is \$4,430,143.80 as of February 29, 2016
- b. The balance at the end of the fiscal year will be approximately **\$3,079,839**
- c. The District needs to enter the new fiscal year with a reserve of Working Capital in the County treasury equaling 60% of annual operating expenses
- d. The total Annual Operating Expenses for 2016-17 will be \$3,895,368.29, 60% of this is \$2,323,817.

b) City National Bank

- a. The District uses this account for payroll checks. Each month in the warrant requests for the 15th and for the last day of the month, there is a warrant made out for payroll. The check resulting from these warrants are deposited in this account and payroll checks are drawn on this account. The monthly fees to ADP for payroll preparation also come out of this account, as do checks for payroll taxes. Approximately \$90,000 to \$120,000 flows through this account every month. The accounting is simple: there are usually 2 deposits, 2-4 checks and about 6 electronic withdrawals related to payroll. Statements are reviewed by the Financial/Administrative Manager, the District Manager, and a trustee. The trustee review is done by the same trustee who reviews and signs warrants.

c) Funds held in the District's Contingency Fund Accounts at the Vector Control Joint Powers Authority (VCJPA)

- a. The District's Member Contingency Fund balance is \$189,010 as of 3/7/16
- b. The District's Property Contingency Fund balance is \$49,897.

d) Local Agency Investment Fund (LAIF)

- a. The District currently has a balance of \$149,738 in this account

e) OPEB trust for retiree health benefits

- a. In FY 2008-9, the District began setting up a trust fund to pay for Other Post Employment Benefits (OPEB).
- b. The trust fund currently has a Market Value of \$3,987,290

- c. 2009 Actuarial report stated that the fund needed a balance of \$3,579,028 if the fund's earning rate is 5%.
- d. At a 6% rate of return, the fund can be expected to earn \$169,409 per year. This should be enough to cover current retiree health benefit costs in the future.
Retiree Health Benefits will be around \$170,000 for FY 2016-17
- e. Retiree Health Benefits were \$127,886 In FY 2015-16

f) District Priorities

- a. Technology improvements
 - i. Database
 - ii. Phone system
 - iii. Unmanned aircraft
- b. Research
 - i. Have not published in almost 30 years
 - 1. Resistance testing
 - 2. Bird studies
 - 3. Trash capture devices
 - 4. Anthropology
- c. Fiscally solvent
 - i. Fully funded OPEB
 - ii. Mostly funded pension
 - iii. Efficiency:
 - 1. Low staff, highly paid, investments in education and training
- d. Transparency
 - i. Quarterly newsletter
 - ii. Biennial report
 - iii. Information requests

Annual Budget for 2016-17

Explanation of the Pages Included in the Budget Document

1) Summary of Budget

- a. This is a one-page summary spreadsheet, in a “Profit and Loss Statement” format, which shows our anticipated revenues, and where they come from, along with our anticipated expenses from this and the past five years. The box in the upper right hand corner shows the amounts that would be collected from the Benefit Assessment if we leave it at its current level (\$2.50). The District derives most of its revenues from property taxes. These revenues are divided into three different sources:
 - i. **Ad valorem** tax is property tax that is based on the assessed value of a property. The District receives an allocation factor of 0.0009023 from the total property taxes collected by the County Assessor’s Office. We receive a statement each year in March that gives an estimate of what our ad valorem tax allocation will be for that year. From that allocation, the county deducts about 9% of the total for the Redevelopment Property Tax Trust Fund (RPTTF), 37% for the Educational Revenue Augmentation Fund (ERAF), and \$14,025 in administration costs for collection of the tax. The amount listed on the budget is the net amount after these deductions have been taken out.
 - ii. The **Special Mosquito Control Tax** is a tax passed in 1982, after a severe reduction in ad valorem tax revenue, following passage of Proposition 13. Funds generated by this tax allowed the District to continue operations, build the building that now houses us in Hayward, and close down three other depots.

The Special Tax does not contain a COLA

- iii. The **Benefit Assessment** was passed in 2008 and approved by over 70% of property owners in the county. The District had lost 36% of its revenues in 1992 due to the ERAF shift (local property tax revenue shifted to the state to backfill schools). In the 2008 ballot, voters approved an assessment of up to \$5.00 per parcel with a cost of living adjustment that could be stored and used in future years, if needed. The District has been collecting only half of the approved amount and has a cumulative COLA increase available of approximately 9% to date. Therefore, the maximum amount that could be assessed is \$5.49 per parcel. The tax is currently set at \$2.50.

The row labeled **Interest on Pooled Money** is the amount we receive from the County treasurer as interest on our funds held in the County Treasury. The amount of revenue from “Interest on Pooled Money” is lower than in previous years because interest rates on bonds is extremely low and returns are very poor.

We are not currently **charging for any services** (aside from our portion of taxes).

Sale of Property and Equipment - We typically sell a few pieces of older equipment each year as it is replaced and \$5,000 is a conservative estimate of what we will receive from these sales.

This year we will be receiving a **Reimbursement for Retiree Health Benefits from the OPEB trust** (the trust account for paying retiree health benefits). The OPEB trust is now fully funded and returns on this money are adequate to pay for retiree health benefits. The best way to have the trust pay for these benefits is to have the District send an invoice at the end of each year for the prior year's expenditures on retiree health insurance and have the trust send a check back to the District. The amount here is the amount budgeted for retiree health benefits in the 2016-17 budget. The **Management fees for OPEB** will also be reimbursed from the trust and thus are included in revenues.

The row immediately below **Total Tax and Other Revenue** is the amount of **Cash Carried Over** (see attached sheet) we expect to have, based on current amount in the County Treasury and anticipated amounts for the remaining sets of warrants that will go out in May and June. This is the amount the District has in reserves. The District will not receive its first allocation of property taxes until December, and so must enter the next fiscal year with at least 60% of our expenditures in Reserves in Working Capital (Dry Period Cash). The remaining reserves are allocated to Capital Replacement and to funds for Public Health Emergencies. This will be discussed further later in this narrative.

Under **Expenditures**, the amounts shown are derived from other sheets in the budget.

The **Salaries of Permanent Staff** are derived from a separate sheet that calculates each individual's salary with step increases and longevity.

The contribution to CalPERS **Retirement (PERS)** system will increase over last year due to paying down our unfunded liability, which is currently funded at 85%. New hires are in a new tier with a 6.7% employer contribution.

The amount budgeted for **Seasonal staff** was increased over last year's amount to allow the addition of a lab seasonal for responding to detection of *Aedes aegypti* in the District research assistance. We currently anticipate needing only 7-8 seasonals: 2-3 for treating catch basins, 3 to assist with the summer mosquito trapping program, 1 for the winter trapping program, and 1 to assist taking incoming calls and to assist in IT.

Total Salaries + Retirement is the largest portion of the District's budget. This is because we are a service industry and the vast majority of what we do involves staff members conducting inspections, making decisions about what treatment to apply, and responding to requests for assistance from the public. The actual material applied is only a fraction of our budget and our entire program is based on applying it only when and where it is needed. This requires a high level of expertise and judgment.

The calculations for **Fringe Benefits** are derived from calculations on a separate sheet in your packet titled "**Fringe Benefit Summary**". This includes amounts for Health, Dental, Vision, Life, and Disability Insurance for current employees and annuitants. The amounts for Health insurance will increase on January 1 2017, Vision and Dental benefits are increased but costs are decreases, Life insurance rates are increasing with increased coverage. For the first time, the District is adding Disability Insurance. We have not received the health insurance rates for next year as yet and will not get them until June. |

have projected an 8% increase in the cost of Health Insurance for January 1 to June 30, 2017. Further explanation of these two sheets will be given below.

Coming back to the rest of the Revenue Sheet: The **Services and Supplies** section of the budget is further detailed on another sheet. You will note that the amount was increased by about 7% from last year. This is due to an investment in our information technology and laboratory capabilities and research. I do not foresee these costs being ongoing as they are mostly purchasing of equipment and training for staff.

Capital Expenditures on the row below Services and Supplies. The items it includes are listed in the last page of your budget packet; anything purchase over \$5,000 is designated a capital purchase, per our auditor. We have two major projects included here: a new database purchase and a laboratory equipment.

Reserves for Contingencies is \$25,000, in the future. This number may be absorbed into our other reserve funds (capital replacement and public health emergency)

Total Annual Operating Expenditures are within the amount expected for Annual revenues. So the budget is balanced.

Also note that there will not be a contribution required for funding the **OPEB Account**. This trust is now fully funded and payments for future retiree medical benefits will be reimbursed to the district from this account. The OPEB trust reimbursement is not a true expenditure from our revenues as it is deducted from our trust fund rather than our county account.

Reserves for Working Capital or (Dry Period Cash) which was mentioned above, should be 60% of the Annual Operating Expenses. The District will allocate additional reserves to future Capital Replacement projects, emergency reserve funds, and to reduce our pension liability.

The **Total Expenditures** row at the bottom of the spreadsheet includes Dry Period Cash and Reserves allocated to Long Term Capital Replacement.

2) Salaries and Retirement

This reflects the approved MOU as well as increases due to longevity and step increases, and a staff retirement. Also included is the projected seasonal staff and our retirement payments. An extra \$200,000 payment is added here towards our unfunded liability. I will explain the reasons for this payment during our meeting, and will include the CalPERS actuarial study in justification.

3) Fringe Benefit Sheet

On the lower portion of this sheet are several lines of notes and a comparison of the amounts budgeted in previous years for comparison. This sheet also gives details of the benefit costs for each employee and retiree. Benefits for current employees are in the rows on the upper section of the sheet, those for retirees are in the lower half of the sheet. Health Insurance costs will increase on January 1, and I have estimated an 8% increase. Numbers will not be available until June. Dental, vision and life insurance costs have decreases with increased benefits, due to staff negotiations. SDI disability

insurance is a new benefit, seen in this budget for the first time. Note that the total retiree benefit costs, seen at the bottom of the Fringe Benefits Detail sheet is the amount to be reimbursed by trust in the following fiscal year.

4) Services and Supplies Sheet

Services and Supplies are broken down on this detailed spreadsheet. The columns to the left are figures budgeted for the previous 3 years. The columns the right contain the increase from last year plus a brief explanation of what each category is for. This sheet's format has been changed from year's past to increase transparency and efficiency.

A major increase is seen in staff training. I may move most of this amount to the district manager's contract as it includes reimbursement for graduate school. That can be discussed at the committee meeting. I am promoting staff reimbursement for relevant coursework in finance and the biological sciences. Changes are also seen in the OPEB administration fees. These are noted, but not included as expenditures as they are deducted from our OPEB trust rather than our account with the county treasury. We are also moving to smart phones for field staff, and increased costs and investments in IT technologies.

Many items will be deleted because of redundancy and being no longer necessary. New items include research, a logo redesign and implementation, and a biohazard disposal fee for disease testing materials that were not previously used.

5) Capital Expenditures Sheets

Two sheets are related to this category—current and historical. Items that cost over \$5,000 are defined as a capital purchase for funding and also put on a depreciation schedule. This year's purchases include a new database and mapping software along with lab equipment. Our current database uses Microsoft access and although the data is collected, it is not functional for data analysis or presentations. This software would also replace our timeclock software, will calculate vacation and sick time, and error-check data—reducing three systems into one. Our timeclock software is over a decade old and unsupported, it takes two employees six hours per month to calculate vacation and sick leave balances, and two employees spend ten hours per month error checking data. The automated RNA isolation will reduce labor for our Entomologist 30 hours a month (4 to 1 hour per cycle, several times a week).

6) Travel and Training

This sheet explains what conferences and meetings the District plans on sending Staff and Trustees to during the next fiscal year. This amount is then added to the Service and Supply sheet, along with educational opportunities Traditional sponsors include the MVCAC (state mosquito association), CSDA (special district association), CalPERS (retirement and health conference), AMCA (national mosquito association), ESA (entomological society of America).

Mission & Vision statement

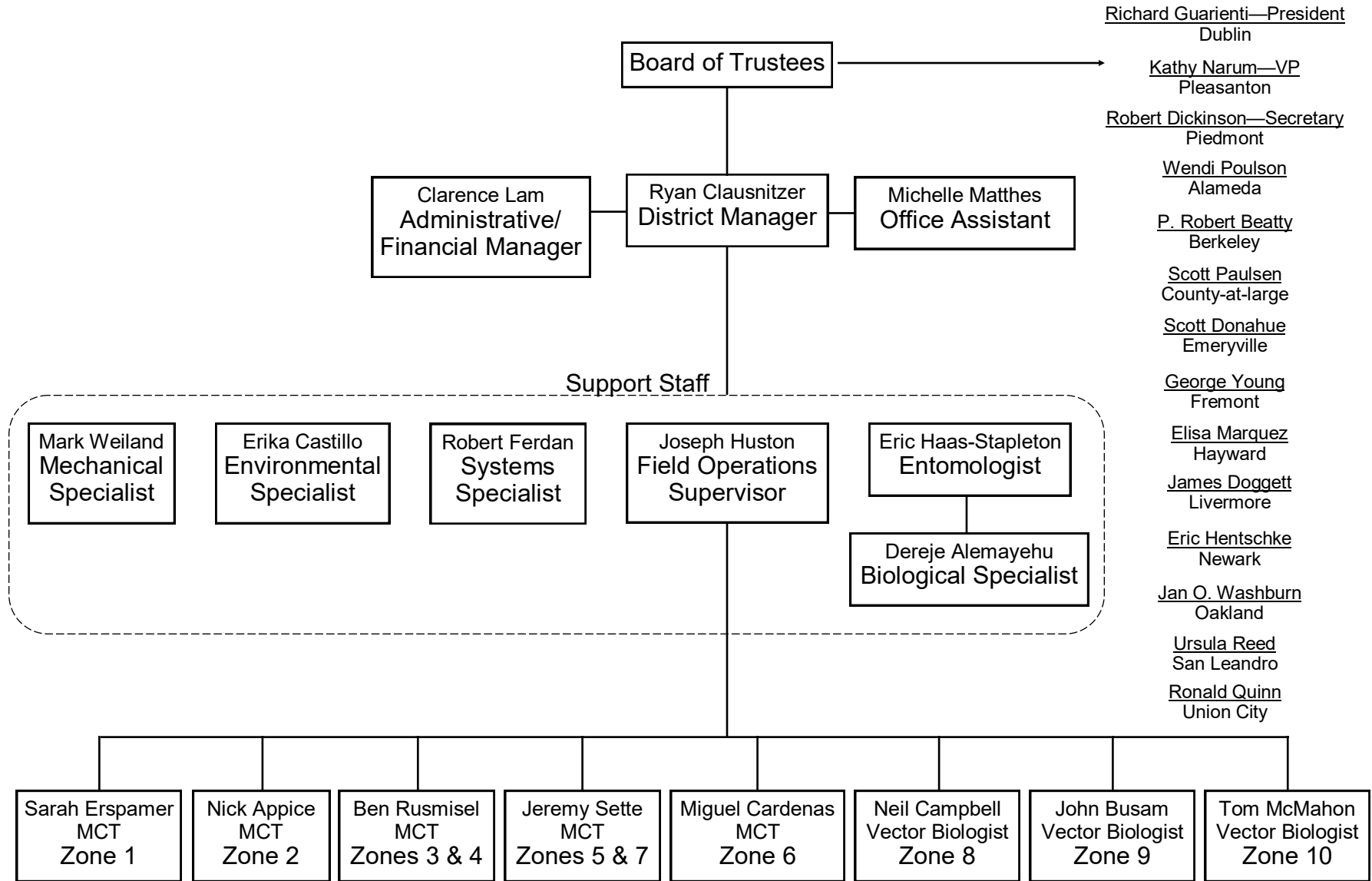
ACMAD is a public agency serving the people of Alameda County, with responsibilities for:

- Controlling mosquitoes to enhance public health and comfort.
- Acting as an information resource on mosquito biology, control, and prevention.
- Insect identification and associated disease transmission.
- And operating in a safe, ecologically-sound and publicly accessible manner.

In an era of constant change and increasing complexities, we the employees of ACMAD are dedicated to fulfilling these responsibilities by:

- Working together in an atmosphere of collaboration, trust, and mutual respect.
- Developing technical and organizational skills to increase both personal as well as District effectiveness.

Alameda County Mosquito Abatement District



**MEMORANDUM OF UNDERSTANDING BETWEEN THE ALAMEDA COUNTY
MOSQUITO ABATEMENT DISTRICT EMPLOYEES' ASSOCIATION AND THE
ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT**

The MEMORANDUM OF UNDERSTANDING is entered into by the Trustees of the Alameda County Mosquito Abatement District and the Alameda County Mosquito Abatement District Employees' Association and covers wages and benefits for fiscal years 2016/17, 2017/18 and 2018/19.

In fiscal Years 2016/17 wages will be have a Cost of Living increase of 4%. Thus, wages in fiscal year 2016/17 for each position will be:

Position	Step 1	Step 2	Step 3	Step 4	Step 5
Office Assistant	\$4,299.75	\$4,514.74	\$4,740.47	\$4,977.50	\$5,226.37
Assistant Mosquito Control Technician	\$5,531.45				
Mosquito Control Technician	\$5,820.37	\$6,111.37	\$6,416.92	\$6,737.80	\$7,073.50
Vector Biologist	\$7,427.17	\$7,797.73			
IT Administrator	\$7,179.73	\$7,364.66	\$7,552.45	\$7,746.06	\$7,945.97
Biological Specialist	\$7,179.73	\$7,364.66	\$7,552.45	\$7,746.06	\$7,945.97
Environmental Specialist	\$7,179.73	\$7,364.66	\$7,552.45	\$7,746.06	\$7,945.97
Maintenance/Equipment Specialist	\$7,360.34	\$7,549.57	\$7,743.13	\$7,941.06	\$8,145.34
Administrative/Financial Manager	\$7,073.50	\$7,427.16	\$7,797.73	\$8,188.45	\$8,597.87
Office Administrator	\$5,487.69	\$5,762.08	\$6,050.18	\$6,352.69	\$6,670.32
Lab Director	\$7,305.44	\$7,689.70	\$8,095.63	\$8,521.80	\$8,970.01
Field Operations Supervisor	\$7,689.70	\$8,095.64	\$8,521.80	\$8,970.01	\$9,418.57

In fiscal Years 2017/18 wages will be have a Cost of Living increase of 3.5%. Thus, wages in fiscal year 2017/18 for each position will be:

Position	Step 1	Step 2	Step 3	Step 4	Step 5
Office Assistant	\$4,450.24	\$4,672.75	\$4,906.75	\$5,152.09	\$5,409.69
Office Administrator	\$5,679.76	\$5,963.75	\$6,261.94	\$6,575.03	\$6,903.78
Assistant Mosquito Control Technician	\$5,725.05				
Mosquito Control Technician	\$6,024.08	\$6,325.27	\$6,641.52	\$6,973.62	\$7,321.07
Vector Biologist	\$7,687.12	\$8,070.65			
Biological Specialist	\$7,431.02	\$7,622.42	\$7,816.78	\$8,017.17	\$8,224.08
IT Administrator	\$7,431.02	\$7,622.42	\$7,816.78	\$8,017.17	\$8,224.08
Environmental Specialist	\$7,431.02	\$7,622.42	\$7,816.78	\$8,017.17	\$8,224.08
Maintenance/Equipment Specialist	\$7,617.95	\$7,813.80	\$8,014.14	\$8,218.99	\$8,430.43
Lab Director	\$7,561.13	\$7,958.84	\$8,378.98	\$8,820.06	\$9,283.96
Field Operations Supervisor	\$7,958.84	\$8,378.99	\$8,820.06	\$9,283.96	\$9,748.22

In fiscal year 2018/19 there will be another cost of living adjustment of 3.5% bringing wages to the following for each position:

Position	Step 1	Step 2	Step 3	Step 4	Step 5
Office Assistant	\$4,606.00	\$4,836.30	\$5,078.11	\$5,332.02	\$5,598.62
Office Administrator	\$5,878.55	\$6,172.48	\$6,481.10	\$6,805.16	\$7,145.42
Assistant Mosquito Control Technician	\$5,925.43				
Mosquito Control Technician	\$6,234.93	\$6,546.66	\$6,873.97	\$7,217.70	\$7,577.31
Vector Biologist	\$7,956.17	\$8,353.13			
Biological Specialist	\$7,691.11	\$7,889.20	\$8,090.37	\$8,297.77	\$8,511.93
IT Administrator	\$7,691.11	\$7,889.20	\$8,090.37	\$8,297.77	\$8,511.93
Environmental Specialist	\$7,691.11	\$7,889.20	\$8,090.37	\$8,297.77	\$8,511.93
Maintenance/Equipment Specialist	\$7,884.58	\$8,087.29	\$8,294.64	\$8,506.66	\$8,725.49
Lab Director	\$7,825.77	\$8,237.40	\$8,672.24	\$9,128.77	\$9,608.90
Field Operations Supervisor	\$8,237.40	\$8,672.25	\$9,128.77	\$9,608.90	\$10,089.41

Longevity Pay

Employees will have their wages, as indicated above, adjusted for longevity based upon the following schedule:

<u>Years of Service</u>	<u>Total Increase</u>
After 5 years	1%
After 10 years	2%
After 15 years	3%
After 20 years	4%
After 25 years	5%
After 30 years	6%
After 35 years	7%
After 40 years	8%

FRINGE BENEFITS (during the life of this Memorandum of Understanding)

The District shall pay the benefits as described below:

Public Employees' Retirement System (PERS)

Beginning on July 1, 2013, the employees will pay Employee share of member contributions to the CalPERS retirement system (7% for employees hired before 1/1/2013, 6.5% for those hired on or after 1/1/2013). The District will pay the balance of retirement contributions to the system.

Health Benefits

The ACMAD Board of Trustees capped the medical benefits at the Kaiser rate for the Bay Area/Sacramento using the State of California 100/90 formula. This means the District will pay the full premium for the employee up to the cost of Kaiser, then pays up to 90% of the Kaiser rate for dependants. A copy of the latest rates will be appended to this document.

Dental Coverage

The District will pay the full premium for dental insurance with Delta Dental for the employee and any dependants. The plan pays for covered dental benefits up to \$1,500.

Vision

The District pays the full premium for vision insurance with Vision Service Providers (VSP) for the employee and any dependants.

Life Insurance

The District shall pay the full premium per employee for the District's \$25,000 term-life insurance program paying any increased costs in the year covered by the agreement.

Disability Insurance

The District authorizes the employees to participate in short-term and/or long-term disability insurance plans to be paid for by the District.

Health Insurance for Retirees

The District shall continue to pay the health care premiums for retirees and their spouses using the same formula as the Health Benefits for employees. Per ACMAD Resolution 879.1 and the California Government Code (CGS) §22893, the vesting schedule has been established as follows for employees hired after 10/1/13 reaching 50 years of age, with 5 years of credited service deriving from ACMAD:

Credit Years of Service	Percentage of Employer Contribution
10	50
11	55
12	60
13	65
14	70
15	75
16	80
17	85
18	90
19	95
20	100

Dental Insurance for Retirees

The District shall also pay the dental premiums for all retirees and their spouses, following the above vesting schedule, with a retirement date of April 30, 1986 and after. A dental fund amounting to \$1,500 per retiree and \$1,500 per retiree spouse per year is to be set aside for any retirees not covered in the plan stated above. These retirees (or surviving spouse) are as follows: Bettye Brannan and Mel Mello. Vision care will be provided to all qualified retirees. (Refers to minutes of 6-29-83.)

Vacation, Sick Leave, Special Leave, Working Conditions

The vacation plan, special leave, and other working conditions are as stated in the District Policies approved by the Board of Trustees.

A total of fourteen holidays and one floating holiday will remain as previously scheduled (District Policy).

The Board of Trustees has provided the employees an option from the Public Employees' Retirement System (PERS) which allows employees to accumulate sick leave at a rate of 12 days per year. At retirement, the balance of unused sick leave can be converted to PERS service credit at a rate of .004 years of service credit/ 8 hours if requested within 4 months of separation (CGS §20965).

The Board of Trustees, in the interest of providing the public with extended service hours, has also provided the employees with the option of a flexible work schedule, not to exceed a nine hour work day. At the discretion of the manager, this schedule will be available to all employees throughout the year. Employees working this flexible schedule will be eligible for overtime after completing 80 hours in the two week period.

The Board agrees to pay the above salaries and benefits during the life of this Memorandum of Understanding; at which time a new agreement may be reached through employee consultations.

The foregoing was submitted to the Board of Trustees of the District by the Salary Committee at its regular Monthly Board Meeting and agreed to on February 10th, 2016.

Executed this 13th day of April 2016


For the Alameda County Mosquito
Abatement District




Richard Guarienti, CHAIRMAN
SALARY COMMITTEE

EMPLOYEES OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT:


Dereje Alemayehu


John Busan


Neil Campbell

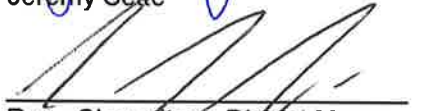

Sarah Erspamer



Eric Haas-Stapleton



Clarence Lam


Tom McMahon



Jeremy Sette

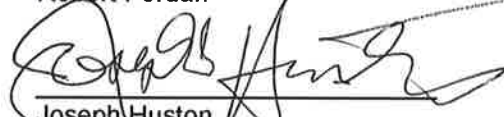

Ryan Clausnitzer, District Manager


Nick Appice



Erika Castillo


Miguel Cardenas


Robert Ferdan


Joseph Huston


Michelle Matthes


Ben Rusmisl


Mark Wieland

Salaries 7/1/16 - 6/31/17

			4%						Long.			
Date of hire	Pos	16-17 Base Salary	COL		New Base	Longevity	Amount-4%	New Salary-4%	# mo	Subtotal		
Matthes	Apr-16	Admin	\$ 4,299.75	4.0%	\$ 171.99	\$ 4,471.74	0%	\$ -	\$ 4,471.74	3	\$ 13,415	
Matthes		Admin	\$ 4,514.74	4.0%	\$ 180.59	\$ 4,695.33	0%	\$ -	\$ 4,695.33	6	\$ 28,172	
Matthes		Admin	\$ 4,740.47	4.0%	\$ 189.62	\$ 4,930.09	0%	\$ -	\$ 4,930.09	3	\$ 14,790	
Alemayehu	Jul-99	SS5	\$ 7,640.36	4.0%	\$ 305.61	\$ 7,945.97	3%	\$ 238.38	\$ 8,184.35	12	\$ 98,212	
Appice	Mar-14	MCT3	\$ 6,170.12	4.0%	\$ 246.80	\$ 6,416.92	0%	\$ -	\$ 6,416.92	2	\$ 12,834	
Appice		MCT4	\$ 6,478.65	4.0%	\$ 259.15	\$ 6,737.80	0%	\$ -	\$ 6,737.80	10	\$ 67,378	
Busam	Apr-02	VB2	\$ 7,497.82	4.0%	\$ 299.91	\$ 7,797.73	2%	\$ 155.95	\$ 7,953.69	7	\$ 55,676	
Busam		VB2	\$ 7,497.82	4.0%	\$ 299.91	\$ 7,797.73	3%	\$ 233.93	\$ 8,031.66	5	\$ 40,158	
Campbell	Nov-03	VB2	\$ 7,497.82	4.0%	\$ 299.91	\$ 7,797.73	2%	\$ 155.95	\$ 7,953.69	12	\$ 95,444	
Cardenas	Feb-12	VB1	\$ 7,141.51	4.0%	\$ 285.66	\$ 7,427.17	0%	\$ -	\$ 7,427.17	8	\$ 59,417	
Cardenas		VB2	\$ 7,497.82	4.0%	\$ 299.91	\$ 7,797.73	1%	\$ 77.98	\$ 7,875.71	4	\$ 31,503	
Castillo	Mar-02	Env Spec	\$ 7,640.36	4.0%	\$ 305.61	\$ 7,945.97	2%	\$ 158.92	\$ 8,104.89	7	\$ 56,734	
Castillo		Env Spec	\$ 7,640.36	4.0%	\$ 305.61	\$ 7,945.97	3%	\$ 238.38	\$ 8,184.35	5	\$ 40,922	
Clausnitzer	Jul-12	Mgr	\$ 11,333.33		\$ -	\$ 11,333.33	0%	\$ -	\$ 11,333.33	12	\$ 136,000	
Erspamer	Aug-15	MCT1	\$ 5,596.51	4.0%	\$ 223.86	\$ 5,820.37	0%	\$ -	\$ 5,820.37	2	\$ 11,641	
Erspamer		MCT2	\$ 5,876.32	4.0%	\$ 235.05	\$ 6,111.37	0%	\$ -	\$ 6,111.37	10	\$ 61,114	
Ferdan	Jul-15	SS5	\$ 7,640.36	4.0%	\$ 305.61	\$ 7,945.97	0%	\$ -	\$ 7,945.97	12	\$ 95,352	
Haas-Stapleton	Jul-15	ENT5	\$ 8,625.01	4.0%	\$ 345.00	\$ 8,970.01	0%	\$ -	\$ 8,970.01	12	\$ 107,640	
Huston	Jul-91	Sup 5	\$ 9,056.32	4.0%	\$ 362.25	\$ 9,418.57	5%	\$ 470.93	\$ 9,889.50	12	\$ 118,674	
Lam	Dec-02	AFM5	\$ 8,597.87	4.0%	\$ 343.91	\$ 8,941.78	2%	\$ 178.84	\$ 9,120.62	4	\$ 36,482	
McMahon	Apr-14	VB2	\$ 7,497.82	4.0%	\$ 299.91	\$ 7,797.73	0%	\$ -	\$ 7,797.73	12	\$ 93,573	
Rusmisl	Sep-15	VB1	\$ 7,141.51	4.0%	\$ 285.66	\$ 7,427.17	0%	\$ -	\$ 7,427.17	8	\$ 59,417	
Rusmisl		VB2	\$ 7,497.82	4.0%	\$ 299.91	\$ 7,797.73	0%	\$ -	\$ 7,797.73	4	\$ 31,191	
Sette	May-15	MCT2	\$ 5,876.32	4.0%	\$ 235.05	\$ 6,111.37	0%	\$ -	\$ 6,111.37	4	\$ 24,445	
Sette		MCT3	\$ 6,170.12	4.0%	\$ 246.80	\$ 6,416.92	0%	\$ -	\$ 6,416.92	8	\$ 51,335	
Wieland	Feb-15	Mech 3	\$ 6,938.48	4.0%	\$ 277.54	\$ 7,216.02	0%	\$ -	\$ 7,216.02	1	\$ 7,216	
Wieland		Mech 4	\$ 7,116.86	4.0%	\$ 284.67	\$ 7,401.53	0%	\$ -	\$ 7,401.53	11	\$ 81,417	

Total Salaries \$1,530,154

Seasonals:	Rate (ave)	#	Hours				Employer paid PERS	\$ 422,589
	\$ 17.00		8		1,000			\$ 1,952,743
					\$136,000			
	Unemployment				\$4,624.00		Seasonals	\$ 140,000
								\$2,092,743
							Possible Reclassifications	15,000
	Wages	Employer rate	Unfunded Liability Payment	Total PERS Payments			Medicare tax	\$ 24,435
9.558%	Classic	\$ 933,953.75	\$ 89,267.30	\$ 301,000.00	\$ 390,267.30			
6.930%	<i>Pepra</i>	\$ 464,365.82	\$ 32,180.55	\$ 141	\$ 32,321.55		Grand Total	\$2,132,177
					\$ 422,588.85			Page 3

BUDGET CATEGORY	FY 14-15	FY 15-16	FY 16-17	% change	
CLOTHING AND PERSONAL SUPPLIES (PURCHASED)	\$8,500	\$8,500	8,500	0%	
LAUNDRY SERVICE AND SUPPLIES (RENTED)	\$9,000	\$9,000	9,000	0%	
UTILITIES					35900
Garbage (\$1,440)	\$1,500	\$1,500	2,400	60%	
PG & E (\$14,400)	\$14,500	\$15,000	24,000	60%	
Hayward Water & Sewage (\$5,400+\$275)	\$6,000	\$5,500	6,000	9%	
Biohazard and Chemical Waste Disposal			3,500		This line item was added by EHS.
COMMUNICATIONS					23650
Telephone Service & Internet	\$12,000	\$13,500	13,800	2%	
Public Notices	\$500	\$500		-100%	unknown
Website and email hosting	\$500	\$270	850	215%	
Cell phone service (Verizon)	\$4,200	\$10,000	9,000	-10%	Upgrade to smart phones
RENTS / LEASES OF EQUIPMENT					1197391
Man lift for changing lights (put in with bldg maint?)	\$500				Lights under warranty
MAINTENANCE OF EQUIPMENT	\$35,000	\$40,000	45,000	13%	
Accident repair (for repair of vehicles, to be reimbursed by VCJPA)	\$5,000				
MAINTENANCE STRUCTURES & IMPROVEMENTS		\$15,000		0%	15000
Landscaping service	\$5,000		3,600		\$2,100 for reg maint, \$1,500 for new plants
Building Maintenance and repairs	\$10,000		10,000		
Yard Maintenance and repairs			1,400		
TRANSPORTATION, TRAVEL, and TRAINING					929347
Fuel and GPS (WexMart)	\$40,000	\$40,000	40,000	0%	
GPS	\$4,000	\$4,000	4,000	0%	
Meetings, conferences, & travel	\$40,000	\$45,000	35,000	-22%	
Board meeting expenses	\$1,000	\$800	1,000	25%	
Board payments in lieu	\$16,800	\$16,800	16,800	0%	
Continuing Education fees	\$4,000	\$4,000	4,000	0%	
Training for trustees	\$1,000	\$1,000	1,000	0%	
Staff Training (automotive, IT, staff development)	\$15,000	\$15,000	80,000	433%	Could be put into manager contract under salaries?
PROFESSIONAL / SPECIALIZED SERVICES					142000
Audit	\$13,000	\$13,000	13,000	0%	
Actuarial reports	\$3,000	\$3,000	3,000	0%	CalPers and OPEB
Helicopter service	\$25,000	\$25,000	30,000	20%	
Legal Services	\$30,000	\$15,000	20,000	33%	
MVCAC Research Foundation	\$5,000	\$5,000	5,000	0%	
GEQA	\$10,000	\$0	0		finished ceqa
OPEB management (should be reimbursed from OPEB Account)	\$12,000		0		22,000 but not an expense--pre-payment only
Pre-employment physicals, hearing tests, respirator tests	\$1,000	\$1,000	0	-100%	May be added in future, currently not a policy
County Assessor's fee for collection of special tax	\$0		0		
Tax collection service - SCI	\$35,000	\$35,000	35,000	0%	
Albany survey	\$15,000	\$0	0		
Payroll service (ADP)	\$6,000	\$5,500	6,000	9%	
Environmental consultant services for regulatory issues	\$5,000	\$10,000	5,000	-50%	
HR Services (RGS)	\$30,000	\$60,000	25,000	-58%	
MEMBERSHIPS, DUES & SUBSCRIPTIONS					
AMCA (sustaining membership)	\$4,000	\$4,000	4,000	0%	
CSDA \$5,000 + 50 for local chapter)	\$5,050	\$5,500	5,500	0%	
MVCAC (raising cap to 10,000)	\$10,000	\$10,000	12,000	20%	
SOVE	\$325	\$325	200	-38%	
LAFCo	\$650	\$650	778	20%	
ESA	\$150	\$150	172	15%	Membership is currently \$144 each, but could go up a bit next year. Eric and Dereje should be members
Emergency Managers Assoc	\$25	\$25	0	-100%	
Bay Area Mapping Assoc	\$50	\$50	0	-100%	
Misc Memberships	\$250		285		REHS (185), HAZWPR (100)
INSURANCE - VCJPA					115,138
Liability	\$25,000	\$31,824	37,473	18%	
Property	\$2,000	\$1,934	6,429	232%	
General Fund	\$7,000	\$8,325	7,676	-8%	
Fidelity/Fraud	\$2,000	\$2,000	2,000	0%	Not included in final
Workers Compensation Insurance	\$52,000	\$63,736	61,560	-3%	
Insurance fund-SIRS	\$25,000	\$25,000	25,000	0%	Deductable
COMMUNITY EDUCATION	\$33,000				
Supplies		\$11,000	11,000	0%	
WNV Ads		\$11,000	11,000	0%	Page 4
Printing		\$11,000	11,000	0%	

Logo Redesign	\$0		2,000		
DISTRICT SPECIAL EXPENSE					
Pesticides	\$150,000	\$175,000	200,000	14%	
Field supplies (dippers etc)	\$1,000	\$500	1,000	100%	
Sentinel Chickens	\$4,000	\$0	0		
Fish and Fish Maint.	\$4,000	\$4,000	4,000	0%	
Aerial Pool Survey	\$17,000	\$17,000	17,000	0%	
Permits	\$3,000	\$3,000	3,000	0%	NPDES, Ditching
Board plaques and nameplates	\$1,000	\$500	1,000	100%	
Seasonals (post-ads, pre-empt physical)	\$1,000	\$1,000	0		
Safety	\$2,000	\$2,000	2,000	0%	
Spray equipment	\$15,000	\$15,000	12,000	-20%	
Misc Special Expense	\$8,000				
HOUSEHOLD EXPENSES					
Janitorial service	\$5,500	\$5,500	5,000	-9%	
Supplies		\$0	0		
Drinking water system & filter	\$450	\$450	480	7%	
Alarm service - Sonitrol	\$8,000	\$8,000	9,000	13%	
OFFICE EXPENSES					
Office Supplies (10,000 for 2 copiers + 5000 supplies)	\$15,000	\$20,000	20,000	0%	
Postage	\$1,000	\$1,000	2,000	100%	
Pitney Bowes - postage meter rental	\$400	\$400	400	0%	
INFORMATION TECHNOLOGY					
Computers, supplies and software	\$12,000	\$12,000	15,000	25%	
Contract services for Computer network	\$4,000	\$4,000	4,000	0%	
Database consultant	\$30,000	\$30,000	25,000	-17%	
LandVision subscription			0		
BAAMA membership		\$50	0		
Computer hardware			0		
Computer software			0		
Expendable supplies (toner cartridges, CD's etc)			0		
LABORATORY SUPPLIES					
Mosquito Surveillance - traps, dry ice	\$30,150				
Mosquito Surveillance - traps, dry ice	\$10,000	\$9,400	20,000	113%	Increased mosquito abundance surveillance & resistance testing.
Disease surveillance - RAMP Supplies	\$5,000	\$7,155	4,000	-44%	Reduction because of supply carryover from FY 15-16
Mosquito pool testing (taken out of District special expense)	\$10,000	\$36,000	36,650	2%	Increase for adding Proficiency Panel and Hood Certification to this line. Since it's indicated that this line is taken out of District Special Expenses, maybe it should be moved there.
Hood certification	\$300	\$200	0	-100%	Recommend folding this line into pool testing
Misc lab equipment and supplies	\$4,500	\$6,285	5,500	-12%	Reduction because bulk supplies purchased during FY15-16
Reimbursement for light traps (to property owners)	\$150	\$200	200	0%	
Proficiency panel	\$200		0		Recommend folding this line into pool testing
Pesticide resistance testing of mosquitoes (e.g. kdr)		\$20,000	8,744	-56%	Plate reader for pesticide resistance studies: 1744
RESEARCH					
	\$0	\$0	9,000		This line item was added by EHS. Research supply support for 2-3 undergraduate and 1 highschool students. This is a low estimate of the expense based upon supply costs for my lab at CSU LB
SMALL TOOLS AND INSTRUMENTS					
	\$1,500	\$1,500	2,500	67%	
Total	\$820,746	\$984,529	1,066,397	8%	

<u>Employee</u>	PERS Plan Code	PERS Hlth RATES 2016 (capped) 6 mths	PERS RATES 2017 6 mths	Total PERS Costs 2016-2017	Dental 2017 Rates	Total Dental	Life Ins. Rates 2016/17	Total Life Ins. 2016/17	Vision 2016/17 Rates	Total Vision	SDI	Benefit Cost per person
Admin												
Alemayehu	3753	1,821.39	1,967.10	22,730.95	251.93	3,023.16	9.25	111.00	32.52	390.24	982.12	27,237.47
Appice	1041	746.47	806.19	9,315.95	94.06	1,128.72	9.25	111.00	13.20	158.40	770.03	11,484.10
Busam	1043	1,821.39	1,967.10	22,730.95	251.93	3,023.16	9.25	111.00	32.52	390.24	954.44	27,209.79
Campbell	1041	746.47	806.19	9,315.95	251.93	3,023.16	9.25	111.00	13.20	158.40	954.44	13,562.95
Cardenas	1041	746.47	806.19	9,315.95	94.06	1,128.72	9.25	111.00	13.20	158.40	848.82	11,562.89
Castillo	1043	1,821.39	1,967.10	22,730.95	251.93	3,023.16	9.25	111.00	32.52	390.24	972.59	27,227.94
Clausnitzer	4503	1,821.39	1,967.10	22,730.95	251.93	3,023.16	9.25	111.00	32.52	390.24	1,414.40	27,669.75
Erspamer	1041	746.47	806.19	9,315.95	94.06	1,128.72	9.25	111.00	13.20	158.40	663.77	11,377.84
Ferdan	4542	1,418.29	1,531.75	17,700.26	161.05	1,932.60	9.25	111.00	20.50	246.00	929.53	20,919.39
Huston	1042	1,418.29	1,531.75	17,700.26	161.05	1,932.60	9.25	111.00	20.50	246.00	1,175.44	21,165.30
Haas-Stap	1062	1,418.29	1,531.75	17,700.26	251.93	3,023.16	9.25	111.00	20.50	246.00	1,076.40	22,156.82
Lam	1042	1,418.29	-	8,509.74	161.05	1,932.60	9.25	111.00	20.50	202.80	526.19	11,282.33
Matthes	1041	746.47	806.19	9,315.95	94.06	1,128.72	9.25	111.00	13.20	158.40	515.97	11,230.04
McMahon	1041	746.47	806.19	9,315.95	94.06	1,128.72	9.25	111.00	13.20	158.40	891.26	11,605.33
Rusmisel	1041	746.47	806.19	9,315.95	94.06	1,128.72	9.25	111.00	13.20	158.40	848.82	11,562.89
Sette	1041	746.47	806.19	9,315.95	94.06	1,128.72	9.25	111.00	13.20	158.40	698.45	11,412.52
Weiland	1043	1,821.39	1,967.10	22,730.95	251.93	3,023.16	9.25	111.00	32.52	390.24	905.95	27,161.30
<i>Subtotal</i>		<i>20,751.87</i>	<i>20,880.27</i>	<i>249,792.82</i>	<i>2,905.08</i>	<i>34,860.96</i>	<i>157.25</i>	<i>1,887.00</i>	<i>350.20</i>	<i>4,159.20</i>	<i>15,128.62</i>	<i>305,828.60</i>
.5% Admin Cost				1,248.96								1,248.96
<u>Staff Totals</u>				<u>251,041.78</u>		<u>34,860.96</u>		<u>1,887.00</u>		<u>4,159.20</u>	<u>15,128.62</u>	<u>307,077.56</u>

Annuitant

Brannan	1141	297.23	321.01	3,709.43	-	1,200.00	33.80	405.60	5,315.03
Brown	3391	408.04	440.68	5,092.34	94.06	1,128.72	33.80	405.60	6,626.66
Cain	1041	746.47	806.19	9,315.95	94.06	1,128.72	33.80	405.60	10,850.27
Conner	1321	408.04	440.68	5,092.34	94.06	1,128.72	33.80	405.60	6,626.66
Davis		0	-	-	94.06	1,128.72	33.80	405.60	1,534.32
King	3322	732.76	791.38	9,144.84	161.05	1,932.60	33.80	405.60	11,483.04
Knowles	1161	366.38	395.69	4,572.42	94.06	1,128.72	33.80	405.60	6,106.74
Lam	1042	0	1,531.75	9,190.50	161.05	1,932.60	33.80	202.80	11,325.90
Mead	3291	696.49	752.21	8,692.20	94.06	1,128.72	33.80	405.60	10,226.52
Mello	1322	816.08	881.37	10,184.68	-	2,400.00	33.80	405.60	12,990.28
Roberts	3342	732.76	791.38	9,144.84	161.05	1,932.60	33.80	405.60	11,483.04
Romeo	1142	594.46	642.02	7,418.86	161.05	1,932.60	33.80	405.60	9,757.06
Rusmisel	1042	1,418.29	1,531.75	17,700.26	161.05	1,932.60	33.80	405.60	20,038.46
Wood	1032	1,390.22	1,501.44	17,349.95	161.05	1,932.60	33.80	405.60	19,688.15
Turney	1043	1,821.39	1,967.10	22,730.95	251.93	3,023.16	33.80	405.60	26,159.71
<i>Subtotal</i>		<i>10,428.61</i>	<i>12,794.65</i>	<i>139,339.55</i>	<i>1,782.59</i>	<i>24,991.08</i>	<i>507.00</i>	<i>5,881.20</i>	<i>170,211.83</i>
Kirkpatrick?			.5% Admin Costs=	696.70					696.70
<u>Annuitant Totals</u>				<u>140,036.25</u>		<u>24,991.08</u>		<u>5,881.20</u>	<u>170,908.53</u>

Grand Total				391,078.03		59,852.04	1,887.00	10,040.40	15,128.62	477,986.09
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Total 2008/2009	286,787.60									3.70%
Total 2009/2010	299,829.80	13,042.20								4.55%
Total 2010/2011	312,438.38	12,608.58								4.21%
Total 2011/2012	324,662.75	12,224.37								3.91%
Total 2012/2013	392,260.05	67,597.30								20.82%
Total for 2013/14	431,448.40	39,188.35								9.99%
Total for 2016/17	477,986.09	46,537.69								10.79%

9 annuitants, 14 staff
 11 annuitants, 15 staff fr June thru Oct
 11 annuitants, 16 staff
 11 annuitants, 16 staff

2016-2017 PROPOSED CAPITAL PURCHASES

Computer Database	\$ 215,000
Hardware (monitors, tablets)	\$ 10,000
<i>Board room expansion</i>	\$ 30,000
Instrument for automated RNA isolation	\$ 27,895

\$ 282,895

Event	Location	Dates	Registration	Hotel	Car	Meals	Flight	Incidentals	Attendees	Total
MVCAC Annual	Sacramento	February 28-March 3rd	\$270	\$450	\$70	\$60	\$0	\$30	5	\$4,400
VCJPA	Oakland	March 4th?	\$0	\$0	\$20	\$0	\$0	\$0	2	\$40
Legislation Days	Sacramento	April 5-6	\$0	\$129	\$0	\$20	\$0	\$20	2	\$338
MVCAC Spring	Newport Beach	April 28-29	\$0	\$300	\$50	\$50	\$150	\$50	3	\$1,800
CSDA Mgr Train	Squaw Valley	June 12-14	\$625	\$350	\$194	\$0	\$0	\$40	1	\$1,209
MVCAC Summer	Santa Ana	July 22	\$0	\$600	\$50	\$150	\$150	\$40	2	\$1,980
CSDA HR & Finance	El Dorado Hills	August 3-4th	\$600	\$0	\$112	\$100	\$0	\$40	1	\$852
ESA	Ft Lauderdale, FL	August 7-12	\$342	\$565	\$300	\$300	\$500	\$100	3	\$6,321
CSDA Annual	San Diego	October 10-13	\$580	\$636	\$0	\$50	\$200	\$100	1	\$1,566
CalPers Ed Forum	Riverside	October 24-26	\$349	\$500	\$100	\$150	\$200	\$50	1	\$1,349
MVCAC Fall	Seaside	October 26-27	\$0	\$300	\$100	\$128	\$0	\$20	4	\$2,192
MVCAC Planning	Sacramento	December 1-2	\$0	\$300	\$70	\$128	\$0	\$40	3	\$1,614
AMCA	San Diego	February 12-16	\$270	\$450	\$100	\$100	\$200	\$30	4	\$4,600
MVCAC Annual	San Diego	March 26-29	\$280	\$450	\$100	\$64	\$200	\$30	6	\$6,744
									2016-17 total	\$27,218

Who is in?

Trustees unk?

Staff yes

to reserve
paid

Estimate of Cash Carryover from Fiscal Year 2015-16 to 2016-17

		debits	credits	balance
Balance as of February 29 2016 (as per County Auditor)	\$	4,430,143		\$ 4,430,143
Warrants March 15		\$ 109,476		\$ 4,320,667
Warrants March 31		\$ 159,961		\$ 4,160,706
Balance as of March 31 2016 (as per County Auditor)	\$	4,167,512		\$ 4,160,706
Balance as of April 4 2016 (as per County Auditor)	\$	5,770,787	\$ 1,603,275	\$ 5,770,787
Warrants April 15		\$ 114,785		\$ 5,656,002
Warrants April 30		\$ 116,191		\$ 5,539,811 estimates below
Balance as of April 30 2016 (as per County Auditor)				\$ 4,167,512
April Advance Special Tax				
April Advance Benefit Assessment				
April Advances Ad Valorem				
Warrants May 15		\$ 100,000		\$ 4,067,512
Warrants May 30		\$ 150,000		\$ 3,917,512
Balance as of May 31 2016 (as per County Auditor)				
Warrants June 15		\$ 100,000		\$ 3,817,512
Warrants June 30		\$ 150,000		\$ 3,667,512
Balance as of June 30 2016 (as per County Auditor)				
Totals		\$ 1,000,413	\$ 1,603,275	\$ 3,667,512

The District will need a cash balance of at least 60% of budgeted expenditures to cover expenses from July 1, 2016 to receipt of the first installment of property taxes in December . This is the " Working Capital" in the Expenditure section of the Revenue sheet

PROPOSED PURCHASES	#	UNIT COST	TOTAL																	
			2007-2008	2008-2009	2009-2010	2010-2011	2011-1012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017								
Mitchell on demand diagnostic DVD series	1	1,000.00	0.00	1000.00																
MTS 5200 Engine Analyzer	1	4,112.00	0.00																	
Ford Engine Assembly exchange	1	2,700.00	2,700.00																	
ARGO Tracks	1	3,000.00	3,000.00																	
Conference Room Table - 24 inch extension	1	1,160.37	1,160.37																	
2008/2009 Ford 150 4x4	1	24,500.00		24,500.00																
Tool boxes for truck	2	500.00		1,000.00																
Roof rack assembly for truck	1	500.00		500.00																
HydroTraxx Tracks	1			3,500.00																
2008/2009 Ford Ranger 2WD to replace vehicle #12	1	22,500.00		22,500.00																
Spray rig for Ford Ranger	1	1,750.00		1,750.00																
ARGO Avenger 700 with rubber tracks	1	24,400.00		24,400.00																
Wide trailer with lift gate supports and Fuel tanks	1	3,900.00		3,900.00																
Spray rig for new ARGO Avenger	1	3,600.00		3,600.00																
Solar panel system for fish tank w/ installation	1	5,600.00		5,600.00																
Small trailer for Polaris ATV	1	1,650.00		1,650.00																
Storm drain larvicider spray system	1	1,500.00		1,500.00																
Go Devil 16 Hp honda powered outboard motor	1	2,600.00		2,600.00																
Ford F-150 4X4					24,500.00															
Electric Gate with key pad entry					13,000.00															
Rain Gutter replacement for shop building					20,000.00															
2010 ARGO 750 HDI w/Rubber tracks										20,500.00										
2011 Ford Ranger 4 x 4 with extended cab 4door										22,200.00										
2010 Ford F-150 4x4 Super Cab long bed										21,900.00										
Spray rig for Ford F-150										26,000.00										
										5,100.00										
New VCMS Programming and Hardware																				\$ 15,000
Rain Gutter replacement for shop building																				\$ 18,000
2010 ARGO 750 HDI w/Rubber tracks																				\$ 22,500
2011 Ford Ranger 4 x 4 with extended cab 4door																				\$ 22,000
2010 Ford F-150 4x4 Super Cab long bed																				\$ 26,000
Resealing parking lot in back service area																				\$ 13,500
Total					6,860.37	98,000.00	57,500.00	95,700.00	\$ 117,000											
VCMS Replacement Field Seeker software and hardware																				\$50,000
Resealing parking lot in back service area																				\$13,500
Paint Shop, covered parking and some interior																				\$30,000
Carpet in Manager and support staff offices																				\$10,000
2012 Ford F150 4 x4 (2)																				\$52,000

	2012 ARGO	\$23,000		
	Total	\$178,500		
Repair & Reseal parking lot in back & front service areas			\$30,000	
Paint Shop, covered parking and some interior			\$30,000	
Alarm Replacement			\$10,000	
Ford Escape			\$27,000	
2012 Ford F150 4 x4 (2)			\$52,000	
2012 ARGO			\$23,000	
Right hand drive jeep			\$32,000	
	Total		\$204,000	
Repair & Reseal parking lot in back & front service areas			\$90,000	
Shop Roof			\$40,000	
Skylights			\$12,000	
Outdoor Lights, upgrade ballasts			\$5,500	
Locker Room Expansion			\$70,000	
2014 Ford F150 4 x4			\$26,000	
Laboratory truck (Toyota or Nissan)			\$32,000	
2014 ARGO			\$23,000	
New microscope for lab			\$7,000	
Digital Camera for Lab			\$2,500	
New fish tank with filter and pump system			\$16,000	
	Total		\$324,000	
Pesticide Shed			\$120,000	
Locker Room Expansion			\$70,000	
Brake Lathe			\$9,000	
Metal Brake			\$10,000	
New fish tank with filter and pump system			\$16,000	
	Total		\$225,000	
Computer Database				218,000
Hardware (monitors & tablets)				10,000
Board room expansion				30,000
Lab equip				27,000
	Total			285,000

16/17 TOTAL CAPITAL EXPENDITURES	\$ 285,000
15/16 TOTAL CAPITAL EXPENDITURES	\$ 225,000
14/15 TOTAL CAPITAL EXPENDITURES	\$ 324,000
13/14 TOTAL CAPITAL EXPENDITURES	\$ 204,000
12/13 TOTAL CAPITAL EXPENDITURES	\$ 178,500
11/12 TOTAL CAPITAL EXPENDITURES	\$ 117,000
10/11 TOTAL CAPITAL EXPENDITURES	\$95,700
09/10 TOTAL CAPITAL EXPENDITURES	\$57,500
08/09 TOTAL CAPITAL EXPENDITURES	\$98,000
07/08 TOTAL CAPITAL EXPENDITURES	\$6,860

06/07 TOTAL CAPITAL EXPENDITURES	\$5,112
05/06 TOTAL CAPITAL EXPENDITURES	\$94,975
04/05 TOTAL CAPITAL EXPENDITURES	\$13,750
03/04 TOTAL CAPITAL EXPENDITURES	\$189,280
02/03 TOTAL CAPITAL EXPENDITURES	\$176,076
01/02 TOTAL CAPITAL EXPENDITURE	\$189,925

NOTE:

Capital Expenditures are now items over \$5,000

Alameda County Mosquito Abatement District

§224 District Fund Policy

§224.10 The District recognizes the importance of adopting policies for financial reserves and reserve funds. Written, adopted financial policies regarding designated reserves are a critical element of sound fiscal management. The designation of funds for long term financial goals is an important element of prudent fiscal management and a cornerstone of long-term financial planning. A written and adopted policy on these funds facilitates the attainment of program goals. This policy was developed to clearly identify specific, designated funds. It is the intent of this policy to clearly identify funds, articulate the purpose of each fund, designate the way the funds are replenished and set target levels that are consistent with the District's mission, and the philosophy of its Board of Trustees. This policy shall be known, and may be cited as, the Alameda County Mosquito Abatement District Fund Policy.

§224.11 Objectives: This Policy has been developed to provide for the following:

1. To assure continued operation and solvency of the District for carrying out its stated mission.
2. To maintain a financially-viable District that can preserve adequate levels of service
3. To maintain financial flexibility in order to continually adapt to change and permit orderly adjustment to unanticipated events
4. To maintain a diversified, financial flexibility and stable long-term financial plan.
5. To facilitate the accumulation and preservation of District funds in an amount equal to the stated target fund level for each specific fund created by the District.
6. To provide information to the citizens of Alameda County on how tax revenues are used and managed.

§224.12 This policy will be reviewed on an annual basis in order to incorporate appropriate changes, additions and/or deletions.

Fund Policy

§224.20 This policy follows the guidelines set in the Governmental Accounting Standards Board (“GASB”) Statement No. 54, regarding Fund Balance Reporting and Governmental Fund Type Definitions

§224.21 In order to achieve the objectives of this Policy, the Board of Trustees shall adhere to the following guidelines:

§224.22 Funds may be established from time to time by the Board of Trustees as an important component of sound financial management to meet both short and long-term financial objectives, and to ensure prudent financial management practices.

§224.23 Classification of Funds. Funds may be designated by the Board of Trustees as a “restricted” or “non-restricted”. These classifications are defined under GASB 54 as follows:

§224.24 Restricted Funds shall be segregated, and limited in use to specific and designated purposes as defined and established by the Board of Trustees. According to GASB 54, Restricted Funds are those that are constrained to specific purposes by the constitution, external resource providers (such as grantors, bondholders, and higher levels of government), or through enabling legislation. The District currently has no Restricted Funds.

§224.25 Non-restricted Funds may be classified as “**Committed**” or “**Assigned**”. These funds do not require the physical segregation of funds, but maybe segregated if desirable.

§224.26 Committed Funds are defined by GASB 54 as those that are constrained to specific purposes by a formal action of the agency’s highest level decision-making authority (the District’s Board of Trustees). **Committed** Funds cannot be used for any other purpose, unless the District takes the same highest level action to remove or change the constraint. The District’s **Committed** Funds include the **Capital Improvement Fund** and the **Public Health Emergency Fund**.

§224.27 Assigned Funds are defined as those that are intended for a specific purpose, but do not meet the criteria to be classified as restricted or committed. Intent can be expressed by the Board of Trustees or by an official or body to which the Board of Trustees delegates the authority. The District’s **Assigned** Funds include the Working Capital Fund.

§224.28 Investment earnings from restricted and non-restricted funds shall be credited to the District General Fund, unless otherwise stated herein.

§224.29 Approval by the District’s The Board of Trustees shall be required prior to the expenditure of **Restricted** or **Committed** Funds. Approval shall be determined by action at a public meeting of the board.

§224.30 The Board of Trustees shall maintain a written Fund Policy.

§224.31 The Board of Trustees shall annually review the District Policy at a public meeting in order to determine appropriate changes, additions, and/or deletions.

Funds

§224.40 The Board of Trustees hereby establishes and designates the following funds:

§224.41 Public Health Emergency Fund. Attachment 1

§224.42 Capital Improvement Fund. Attachment 2.

§224.43 Working Capital Fund. Attachment 3.

Target Fund Levels

§224.5 The Board of Trustees shall establish a stated target fund level for each designated fund. See Attachment 7 for a compendium of established target fund levels for designated funds.

Annual Evaluation

§224.6 The District Manager shall perform a review and analysis of each designated funds for presentation to the Board of Trustees at a public meeting upon the occurrence of the following:

§224.61 Upon consideration by the Board of Trustees of the annual budget.

§224.62 Upon any significant change to and/or expenditure(s) from a designated fund.

§224.63 Upon determination that a fund balance is less than the established target fund level for a designated fund.

ATTACHMENT 1

ALAMEDA COUNTY
MOSQUITO ABATEMENT DISTRICT
PUBLIC HEALTH EMERGENCY FUND

Purpose of Fund:

The purpose of the Public Health Emergency Fund is to mitigate the financial impact of unusually high levels of vector-borne disease activity or prevent a future threat to public health from a newly detected invasive mosquito species. The primary role of the District is to prevent and manage threats to public health as it relates to vectors and vector-borne diseases. Due to a wide range of dynamic biological and environmental factors, the abundance and disease levels of vectors and vector borne disease can vary from year to year. In addition, three new species of mosquitoes have entered California in recent years, and have brought with them the potential for the transmission of human disease not previously endemic to California. In either case, an increased threat to public health is possible, and the District has the duty to respond according to its Integrated Pest Management program and to guidance from the California Department of Public Health as stated in the “Invasive Aedes Response Plan in California” and the “California Mosquito-Borne Virus Response Plan”.

Policy:

In order to achieve the objectives of this policy the Board of Trustees shall adhere to the following guidelines:

1. This fund shall be known as the “Public Health Emergency Fund.”
2. The Public Health Emergency Fund shall be designated as a **committed** fund.
3. These funds will be used to replenish operating cash flow in the general fund should circumstances cause the District to incur greater than normal expenses to prevent or manage an imminent threat to public health from vectors of vector-borne disease.
4. Expenditure of Public Health Emergency Funds must be authorized by the Board of Trustees at a publicly noticed meeting
5. Expenditures from this designated fund which are subsequently recovered, either partially or fully, from State sources, shall be utilized solely for the purpose of refunding the Public Health Emergency Fund.
6. Investment earnings from the Public Health Emergency Fund may be credited to the District’s General Fund.
7. The Public Health Emergency Fund may be invested in financial institutions and instruments which maintain the highest level of liquidity, such as checking, savings, and LAIF.
8. Annual replenishment will vary, depending upon other designation requirements and current year expense requirements
9. This policy shall be reviewed on an annual basis for long-term adequacy and use restriction.

Target Fund Level:

The target balance of this fund is \$500,000. This target is based on an estimate of likely operational needs should the most likely public health threat scenario become reality.

This target balance will be reviewed annually and adjusted as needed to remain current.

ATTACHMENT 2

ALAMEDA COUNTY
MOSQUITO ABATEMENT DISTRICT
CAPITAL IMPROVEMENT FUND

Fund Purpose:

The purpose of the Capital Improvement Funds is to set aside sufficient financial resources to ensure timely replacement and upgrade of the District's vehicles, mobile equipment, laboratory equipment, operational equipment, administrative equipment (CPU's, PC's, laptops, etc.) and facilities. Safe, reliable and up-to-date vehicles and equipment, which are in good working order, are essential for the District to meet our mission of providing public health services in a timely and professional manner. The Capital Improvement Fund will allow for the replacement of vehicles, and equipment if lost due to a disaster. In addition, this fund will allow for the renovation and/or Improvement of the District's Office and garage facilities as they age. The recommended maximum funding for this item is also an amount equal to the accumulated amount of depreciation for all capital items.

Policy:

In order to achieve the objectives of this policy the Board of Trustees shall adhere to the following guidelines:

1. This fund shall be known as the "Capital Improvement Fund."
2. The Capital Improvement Fund shall be designated as **committed** fund.
3. These funds will be used to pay for capital assets according to the District budget and purchasing policies.
4. Each year, funds can be transferred from the Capital Improvement Fund to the General Fund to cover the cost of capital purchases designated and approved during the annual budgeting process.
5. Funds transferred from the Capital Improvement Fund shall be expended solely for the purpose of replacement and upgrade of existing District vehicles and equipment, or for renovations or replacement of District facilities.
6. The Capital Improvement Fund may be invested in financial institutions and instruments which maintain the highest level of liquidity, such as checking, savings, and LAIF.
7. Investment earnings from the Capital Improvement Fund may be credited to the District's General Fund.
8. Annual replenishment will vary, depending upon other designation requirements and current year expense requirements
9. This policy shall be reviewed on an annual basis for long-term adequacy and use restriction.

Target Fund Level:

The target balance for this fund will be the total cumulative depreciation for the District's capital assets as stated in the District's Basic Financial Statements prepared by the auditor each year. This target will be reviewed annually and adjusted as needed.

ATTACHMENT 3

ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT WORKING CAPITAL FUND

Fund Purpose:

The Working Capital Fund is necessary because the District receives the majority of its funding from the property taxes and a benefit assessment collected by the Alameda County Treasurer/Controller. These revenues are not transmitted to the District until December, six months after the beginning of the fiscal year. Therefore, it is imperative that the District have funds available to cover general operating costs from the beginning of the fiscal year (July 1) to the time that revenues are received in December. Mosquitoes develop in Alameda County throughout the year, and in the absence of working capital would inhibit the District's ability to provide service to the residents of Alameda County. This fund will preserve District's credit worthiness, ensure adequate financial resources are available for timely payment of District obligations, and provide liquidity throughout the fiscal year.

Policy:

In order to achieve the objectives of this policy the Board of Trustees shall adhere to the following guidelines:

1. The fund shall be known as the "Working Capital Fund."
2. The Working Capital Fund shall be designated as an **assigned** reserve fund.
3. The District Manager is authorized to approve the expenditure of Working Capital Funds, without prior approval of the Board of Trustees, in response to day-to-day cash flow requirements.
4. The Working Capital Fund will be held in the District's account in the County Treasury.
5. Investment earnings from the Working Fund may be credited to the District's General Fund.
6. Annual replenishment will vary, depending upon other designation requirements and current year expense requirements
7. This policy shall be reviewed on an annual basis for long-term adequacy and use restrictions.

Target Fund Level:

The target fund level for the Working Capital Fund is to maintain a minimum Capital Funds for Operations equal to 60% of discretionary General Fund revenues, as of July 1st of each fiscal year. This target fund level was established based upon the following general guidelines:

1. The District shall maintain a balance in the General Fund equal to approximately 60% budgeted expenditures for the fiscal year.
2. For the purpose of this policy, budgeted expenditures shall include all expenditures associated with the following:
 - a. Salaries and Employee Benefits
 - b. Services and Supplies

Chapter 500. HIRING POLICIES

POLICIES SET FORTH IN THIS HANDBOOK REFLECT THE REQUIREMENTS OF CURRENT EMPLOYMENT LAWS. THESE LAWS AND THE ASSOCIATED REGULATORY REQUIREMENTS ARE SUBJECT TO CHANGE. CHANGES IN LAW MAY NOT BE REFLECTED IN THE STAFF POLICIES, BUT WILL BE IN FULL EFFECT. IF THERE IS A CONFLICT BETWEEN THE STAFF POLICY AND THE LEGAL REQUIREMENTS, THE LEGAL REQUIREMENTS SHALL CONTROL.

HIRING AND EQUAL EMPLOYMENT OPPORTUNITY POLICIES

§501 Hiring

§501.1 All District recruitments shall be conducted on a merit-based, competitive basis. There is not an established minimum number of days set for an open recruitment; the number of days a recruitment is open will depend upon an analysis of the current labor market for that job class.

§501.2 The job announcement and other advertisement materials will state the application process and timeline. Applicant failure to provide a completed application by the filing deadline or failure to follow instructions may disqualify an applicant from further consideration.

§501.3 Staff that are assigned the District will review all application materials and determine those applicants who present qualifications which most closely match the requirements of the position, and who should be further considered for employment. After such review, applicants will be notified of their status and/or next steps in the selection process.

§501.4 Applicants may be required to participate in a variety of selection processes that may include an interview panel and/or written examination, physical ability or skills testing, or any combination of valid and job-related assessments designed to evaluate applicant possession of the knowledge, skills and abilities relevant to the position. Performance in the selection processes will identify those applicants qualified to proceed further in the hiring process.

§501.5 Applicant screening will include a review and confirmation of the applicant's employment history, education, professional credentials and/or certification, and criminal records (after the applicant is determined to be qualified for the position). If applicable to the position, the applicant's driving record and credit record may also be

Chapter 500. HIRING POLICIES

reviewed. Appropriate authorization from the candidate will be obtained before the background checks are initiated.

§501.6 The District Manager or designee will be responsible for verifying references. An offer of employment shall not be made until the reference checking is completed.

§501.7 Only the District Manager is authorized to approve an offer of employment to a candidate. The initial verbal offer of employment may be made on a contingent basis, based on successful completion of further steps of the screening process. Contingencies may include a pre-placement medical exam. Candidates failing to meet the requirements of the contingent offer are subject to a withdrawal of the offer of employment.

§501.8 The employee's first day of work is considered the employee's anniversary date for purposes of service start date and benefits determination. An employee's anniversary date may change if the employee becomes permanent from a temporary or seasonal classification. Employee performance evaluations and step increases fall on the anniversary day unless the employee's classification changed or they took a leave of absence that required bridging two periods of uninterrupted employment.

502 Equal Employment Opportunity

§502.1 It is the District's policy to provide equal employment opportunity to all applicants and employees in accordance with applicable equal opportunity laws, directives and regulations of Federal, State and local governing bodies and agencies thereof. The District will base all of its employment decisions on job-related standards and its commitment to equal employment opportunity, and will employ, retain, train, promote, terminate and otherwise treat any and all employees and job applicants on the basis of merit, qualifications, and competence-

§502.2 The District does not discriminate against its employees or applicants on the basis of race, religion, color, sex (including gender, gender identity, gender expression, pregnancy, and breastfeeding), sexual orientation (including heterosexuality, homosexuality, and bisexuality), national origin, ancestry, marital status, age, medical condition, genetic characteristics or information, and physical or mental disability or any other category protected by law.

§502.3 Non-Discrimination/Equal Opportunity applies in all areas of District operations, including recruitment, hiring, promotion, compensation, benefits, work assignments, performance evaluation, disciplinary actions, layoffs, and employee development, along with District educational, social, and recreational programs.

Chapter 500. HIRING POLICIES

§503 Reasonable Accommodation

§503.1 The District provides employment-related reasonable accommodations to qualified individuals with disabilities within the meaning of the California Fair Employment and Housing Act and the Americans with Disabilities Act.

§503.2 An otherwise qualified candidate for employment who needs a reasonable accommodation to participate in a selection process should make such a request, preferably in writing, to the District Manager. The request must identify: a) the presence of a disability as set forth in the California Fair Employment and Housing Act and/or the Americans with Disabilities Act, b) the element(s) of the selection process for which an accommodation is requested, c) the requested accommodation.

§503.3 An applicant seeking a reasonable accommodation in order to participate in employment selection processes, or an employee seeking a reasonable accommodation to perform the essential job functions of his or her job should make such a request, preferably in writing, to the District Manager. The request must identify: a) the job-related functions at issue; and b) the desired accommodation(s).

§503.4 Following receipt of a request for accommodation, the District Manager may require additional information, such as reasonable documentation of the existence of a disability.

§503.5 The District may require an employee to undergo a fitness for duty examination at the District's expense to determine whether the employee can perform the essential functions of the job with or without reasonable accommodation. The District may also require that a District-approved physician conduct the examination.

§503.6 After receipt of reasonable documentation of disability and/or a fitness for duty report, the District Manager will arrange for an interactive discussion, in person or via telephone conference call, with the employee and his or her representative(s), if any. The purpose of the discussion is to work in good faith to fully consider all feasible potential reasonable accommodations.

§503.7 Following the conclusion of the interactive discussion, the District Manager will determine whether reasonable accommodation(s) can be made, and the type of accommodation(s) that will be offered. The District may not provide accommodation(s) that would pose an undue hardship upon District finances or operations, or that would endanger the health or safety of the employee or others. The District Manager will inform the applicant or employee of his/her decision as to reasonable accommodation(s) in writing.

Chapter 500. HIRING POLICIES

EDITING KEY: ORIGINAL LANGUAGE IN BLACK; CONSULTANT RECOMMENDATIONS IN RED, STAFF RECOMMENDED CHANGES IN BLUE, TRUSTEE COMMITTEE CHANGES IN GREEN

POLICIES SET FORTH IN THIS HANDBOOK REFLECT THE REQUIREMENTS OF CURRENT EMPLOYMENT LAWS. THESE LAWS AND THE ASSOCIATED REGULATORY REQUIREMENTS ARE SUBJECT TO CHANGE. CHANGES IN LAW MAY NOT BE REFLECTED IN THE STAFF POLICIES, BUT WILL BE IN FULL EFFECT. IF THERE IS A CONFLICT BETWEEN THE STAFF POLICY AND THE LEGAL REQUIREMENTS, THE LEGAL REQUIREMENTS SHALL CONTROL.

~~§500 Affirmative Action Policy~~ **HIRING AND EQUAL EMPLOYMENT OPPORTUNITY POLICIES**

The District shall:

~~§501 Be responsible for proposing and directing a District Affirmative Action Program to ensure attainment of equal employment opportunities.~~

§502

~~Intensify efforts to recruit minorities and women for District employment to achieve an employee balance which reasonably reflects the race and gender of the labor force of the District.~~

§503

~~Develop valid job related standards and techniques for selection that shall remove artificial barriers to employment.~~

§504

~~Create improved understanding of minority culture and women among District employees.~~

§505

~~Provide training and counseling to all employees so that they may obtain the necessary skills and knowledge to qualify for advancement in District service.~~

§506

~~Inform all employees of the Board's Affirmative Action Policy and shall develop an Affirmative Action Plan with goals and timetables adapted to the District's specific needs~~

Chapter 500. HIRING POLICIES

~~and consistent with this policy.~~

~~§507~~

~~The District manager is hereby authorized to enforce this policy for the Board to insure that an effective Equal Opportunity Program is carried out by reviewing the progress of the Affirmative Action Plan on a yearly basis.~~

~~§508~~

~~Pre-employment physical examinations shall be required of all prospective employees, the examining physician to be selected by the manager.
Pertinent legislation – Federal Equal Opportunity Act of 1972.~~

~~§509 Disability Accommodations~~

~~In accordance with the Americans with Disabilities Act and all regulations related thereto, it is the District's policy that no program or activity administered by the District will deny participation or start of benefits by an individual based solely upon that person's Physical disability. Equal employment opportunity shall be afforded to qualified disabled persons including recruitment, hiring, training, promotion, transfer, discipline, layoff, recall and termination. The District shall provide reasonable accommodation to the known physical or mental limitations of a qualified disabled employee or applicant.~~

§501 Hiring

§501.1 All District recruitments shall be conducted on a merit-based, competitive basis. There is not an established minimum number of days set for an open recruitment; the number of days a recruitment is open will depend upon an analysis of the current labor market for that job class.

§501.2 The job announcement and other advertisement materials will state the application process and timeline. Applicant failure to provide a completed application materials by the filing deadline or failure to follow instructions may disqualify an applicant from further consideration.

§501.3 Staff that are assigned the District will review all application materials and determine those applicants who present qualifications which most closely match the requirements of the position, and who should be further considered for employment. After such review, applicants will be notified of their status and/or next steps in the selection process.

§501.4 Applicants may be required to participate in a variety of selection processes that may include an interview panel and/or written examination, physical ability or skills

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testing, or any combination of valid and job-related assessments designed to evaluate applicant possession of the knowledge, skills and abilities relevant to the position. Performance in the selection processes ~~will determine~~ identify those applicants qualified to proceed further in the hiring process.

§501.5 Applicant screening will include a review and confirmation of the applicant's employment history, education, professional credentials and/or certification, ~~military record~~, and criminal records (after the applicant is determined to be qualified for the position). If applicable to the position, the applicant's driving record and credit record may also be reviewed. Appropriate authorization from the candidate will be obtained before the background checks are initiated.

§501.6 The District Manager or designee will be responsible for verifying references. An offer of employment ~~should~~ shall not be made until the reference checking is completed.

§501.7 Only the District Manager ~~or designee~~ is authorized to approve an offer of employment to a candidate. The initial verbal offer of employment may be made on a contingent basis, based on successful completion of further steps of the screening process. Contingencies may include a pre-placement medical exam. Candidates failing to meet the requirements of the contingent offer are subject to a withdrawal of the offer of employment.

§501.8 The employee's first day of work is considered the employee's anniversary date for purposes of service start date and benefits determination. An employee's anniversary date may change if the employee becomes permanent from a temporary or seasonal classification. Employee performance evaluations and step increases fall on the anniversary day unless the employee's classification changed or they took a leave of absence ~~anniversary date may change if the employee receives a promotion or is granted a leave of absence~~ that requires bridging two periods of uninterrupted employment.

~~§510~~ 502 Equal Employment Opportunity

§502.1 It is the District's policy to provide equal employment opportunity to all applicants and employees in accordance with applicable equal opportunity laws, directives and regulations of Federal, State and local governing bodies and agencies thereof. The District will base all of its employment decisions on job-related standards and its commitment to equal employment opportunity, and will employ, retain, train, promote, terminate and otherwise treat any and all employees and job applicants on the basis of merit, qualifications, and competence. ~~This policy shall be applied without regard to any individual's sex, sexual preference, color, religion, national origin,~~

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~~ancestry, pregnancy, age, marital status, or disability as defined by appropriate Federal and State laws. It is the District's policy that no program or activity administered by the District will deny participation or start of benefits by any individual based solely upon that person's disability.~~

§511

~~The District shall endeavor to recruit, hire, train and promote in all job titles, in a manner that does not unlawfully discriminate against qualified persons with disabilities.~~

§512

~~The District intends to base employment decisions on principles of equal employment opportunity and nondiscrimination, as defined by relevant law.~~

§513

~~The District shall strive to ensure that all other personnel actions such as those involving compensation, benefits, District-sponsored training, transfers, demotions, terminations, layoffs and recalls are administered so as not to discriminate unlawfully against individuals with disabilities.~~

§514

~~Where a disabled individual makes known a disability, the District shall attempt to provide reasonable accommodation as required under relevant law.~~

§515 Access to Services and Accommodations

~~The District shall undertake to provide facilities, services and programs, when viewed in their entirety, that are readily accessible to and usable by individuals with disabilities.~~

§516 Communications with Persons with Disabilities

~~The District shall endeavor to provide means of effective communication with applicants, participants and members of the public with disabilities.~~

§517 Noticing of Position Openings

~~The District shall post all position openings at the District office for at least two weeks prior to the closing date for the application period for the position. The District may also use additional means to advertise open positions.~~

§518 Annual Review of Policy

~~The District's Affirmative Action Policy should be reviewed and updated as necessary every year and recruitment efforts focused on those categories identified as underutilized.~~

§502.2 The District does not discriminate against its employees or applicants on the basis of race, religion, color, sex (including gender, gender identity, gender

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expression, pregnancy, and breastfeeding), sexual orientation (including heterosexuality, homosexuality, and bisexuality), national origin, ancestry, marital status, age, medical condition, genetic characteristics or information, and physical or mental disability or any other category protected by law.

§502.3 Non-Discrimination/Equal Opportunity applies in all areas of District operations, including recruitment, hiring, promotion, compensation, benefits, work assignments, performance evaluation, disciplinary actions, layoffs, and employee development, along with District educational, social, and recreational programs, ~~and the use of District facilities.~~

§503 Reasonable Accommodation

§503.1 The District provides employment-related reasonable accommodations to qualified individuals with disabilities within the meaning of the California Fair Employment and Housing Act and the Americans with Disabilities Act.

§503.2 An otherwise qualified candidate for employment who needs a reasonable accommodation to participate in a selection process should make such a request, preferably in writing, to the District Manager. The request must identify: a) the presence of a disability as set forth in the California Fair Employment and Housing Act and/or the Americans with Disabilities Act, b) the element(s) of the selection process for which an accommodation is requested, c) the requested accommodation.

§503.3 An applicant seeking a reasonable accommodation in order to participate in employment selection processes, or an employee seeking a reasonable accommodation to perform the essential job functions of his or her job should make such a request, preferably in writing, to the District Manager. The request must identify: a) the job-related functions at issue; and b) the desired accommodation(s).

§503.4 Following receipt of a request for accommodation, the District Manager may require additional information, such as reasonable documentation of the existence of a disability.

§503.5 The District may require an employee to undergo a fitness for duty examination at the District's expense to determine whether the employee can perform the essential functions of the job with or without reasonable accommodation. The District may also require that a District-approved physician conduct the examination.

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§503.6 After receipt of reasonable documentation of disability and/or a fitness for duty report, the District Manager will arrange for an interactive discussion, in person or via telephone conference call, with the employee and his or her representative(s), if any. The purpose of the discussion is to work in good faith to fully consider all feasible potential reasonable accommodations.

§503.7 Following the conclusion of the interactive discussion, the District Manager will determine whether reasonable accommodation(s) can be made, and the type of accommodation(s) that will be offered. The District may not provide accommodation(s) that would pose an undue hardship upon District finances or operations, or that would endanger the health or safety of the employee or others. The District Manager will inform the applicant or employee of his/her decision as to reasonable accommodation(s) in writing.

Chapter 600. HARASSMENT AND DISCRIMINATION POLICY

§601 Policy

§601.1 The District prohibits any form of discrimination or harassment on the basis of membership in one or more protected classifications as defined in Section 601.2 of this Policy, as may be amended by State and federal law. District employees have a grave responsibility for maintaining high standards of honesty, integrity, impartiality and conduct to assure proper performance of the District's business and the maintenance of confidence of the people it serves.

§601.2 Protected classifications include race, religion, color, sex (including gender, gender identity, gender expression, pregnancy, and breastfeeding), sexual orientation (including heterosexuality, homosexuality, and bisexuality), national origin, ancestry, marital status, age, medical condition, genetic characteristics or information, and physical or mental disability, or any other classification protected by law.

§601.3 The District, elected or appointed officials, officers, employees, or contractors are prohibited from harassing or discriminating against applicants, officers, officials, employees, or contractors because of: 1) an individual's membership in a protected classification; 2) the perception that an individual is a member of a protected classification; or 3) the individual associates with a person who has or is perceived to be a member of a protected classification.

§601.4 This Policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, compensation, and training.

§601.5 Disciplinary action or other appropriate sanctions up to and including termination will be instituted for prohibited behavior.

§601.6 Any form of retaliation against a person for filing a complaint or participating in the complaint resolution process is prohibited. Individuals found to be retaliating in violation of this Policy will be subject to appropriate sanction or disciplinary action up to and including termination.

§602 Definitions

§602.1 Harassment is unwelcome conduct based on membership in a protected classification that unreasonably interferes with an employee's job performance, or creates an intimidating, hostile or offensive work environment. Behavior that constitutes harassment may include, but is not limited to:

1. Unwanted sexual advances, requests for sexual favors and other acts where submission is made a term or condition of employment,

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where submission to or rejection of the conduct is used as the basis for employment decisions.

2. Behavior that interferes with an employee's work performance or creates an intimidating, hostile or offensive working environment, including but not limited to:
 - a) Speech, such as epithets, derogatory comments or slurs, on the basis of a protected classification. This might include inappropriate comments on appearance, including dress or physical features, or dress consistent with gender identification, or race-oriented stories and jokes.
 - b) Physical acts, such as assault, impeding or blocking movement, offensive touching, or any physical interference with normal work or movement. This includes pinching, grabbing, patting, propositioning, or leering.
 - c) Visual acts, such as displaying derogatory posters, or cartoons, or sending emails, pictures or drawings which are derogatory or sexually explicit.

§602.2 Discrimination is treatment or consideration of, or making a distinction in favor of or against, an applicant or employee based on membership in a protected classification. Discrimination in employment applies to all aspects of employment including hiring; firing; compensation; transfer; promotion or layoff; recruitment and testing; training and apprenticeship programs; fringe benefits; pay, retirement plans and disability leave; as well as other terms and conditions of employment.

§602.3 Retaliation is any adverse conduct taken because an applicant, employee, or contractor has reported harassment or discrimination, or has participated in the complaint and investigation process described herein, is prohibited. "Adverse conduct" includes but is not limited to: taking sides because an individual has reported harassment or discrimination, spreading rumors about a complaint, shunning and avoiding an individual who reports harassment or discrimination, real or implied threats of intimidation to prevent an individual from reporting harassment or discrimination, or taking negative employment action.

§603 Policy Dissemination

§603.1 All employees shall be informed of the District's harassment and discrimination policy and complaint process prior to their need to know, and on a regular biennial basis. Also, said policy and complaint process shall be readily

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available to the Board of Trustees, all employees and members of the general public utilizing the District's facilities and services. All employees of the District shall receive training on harassment and discrimination prevention in the workplace.

§603.2 All new employees shall be given a copy of the harassment and discrimination policy and complaint process upon hire.

§603.3 Employees promoted into supervisory positions shall be given another copy of the District's harassment and discrimination policy, as well as training on the supervisor's role in preventing harassment and discrimination in the workplace.

§604 Complaint Process

§604.1 An employee, job applicant or contractor who believes he or she is a victim of harassment or discrimination may make a complaint verbally or in writing with an incumbent in any of the following District positions without fear of reprisal. It is not necessary to follow the chain of command:

Immediate supervisor
Any supervisor
District Manager or designee

If the complaint of harassment or discrimination is the result of direct action or inaction on the part of the District Manager, the complaint should be filed directly with the President of the Board.

§604.2 Any supervisor who receives a complaint of harassment or discrimination shall notify the District Manager or designee immediately.

§605 Complaint Response Process

§605.1 Upon receipt of notification of a harassment or discrimination complaint, the District Manager or designee shall:

1. Authorize and supervise the timely investigation of the complaint and/or investigate the complaint. The investigation will include interviews with: a) the complainant; b) the accused harasser, or the individual alleged to have committed discriminatory action(s); and c) other persons who have relevant knowledge concerning the allegations in the complaint.
2. Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, discrimination, or retaliation giving consideration to all factual information,

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the totality of the circumstances, including the nature of the conduct, and the context in which the alleged incidents occurred.

3. Report the findings as to whether harassment or discrimination occurred to appropriate persons, including the complainant, the alleged violator, and the direct supervisor of the alleged violator as appropriate. Limitations on information released are set forth under Section 606 of this Policy.
4. If the allegations are sustained, take appropriate immediate remedial action, including imposition of discipline at a level appropriate to the circumstances, and sufficiently severe to ensure that the behavior does not continue. If discipline is imposed, the level of discipline will not be communicated to the complainant.

§605.2 The person initiating the complaint has the right to be accompanied by an advocate(s) when discussing alleged incidents, or participating in investigatory interviews. Said person shall be advised of this right prior to the commencement of such discussions.

§605.3 The District takes a proactive approach to potential Policy violations and will conduct an investigation of its employees, supervisors, managers or Board Members if it becomes aware that harassment, discrimination, or retaliation may be occurring, regardless of whether the recipient or third party reports a potential violation.

§606 Confidentiality

§606.1 Every possible effort will be made to ensure the confidentiality of complaints made under this Policy. Complete confidentiality cannot be guaranteed, however, due to the need to fully investigate and the duty to take effective remedial action. As a result, confidentiality will be maintained to the extent possible.

§606.2 An individual who is interviewed during the course of an investigation is prohibited from discussing the substance of the interview, except as otherwise directed by a supervisor or the District Manager. Any individual who discusses the content of an investigatory interview will be subject to discipline or other appropriate sanction.

§606.3 The District will not disclose or release a completed investigation report except as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or court order.

§607 Disciplinary Procedures and Sanction

Chapter 600. HARASSMENT AND DISCRIMINATION POLICY

§607.1 If conduct in violation of this Policy is found to have occurred, the District Manager or the President of the Board of Trustees shall take prompt and effective remedial action against the individual found to have committed the harassment or discrimination. The remedial action will be commensurate with the severity of the offense.

§607.2 Action taken to remedy a harassment or discrimination situation shall be done in a manner so as to protect employees from future occurrences of harassment or discrimination. A confidential written record of the District's investigation and action shall be maintained by the District Manager.

§607.3 The District shall take all reasonable steps to protect the complainant from further harassment or discrimination. Further, the District shall take all reasonable steps to protect the complainant

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EDITING KEY: ORIGINAL LANGUAGE IN BLACK; CONSULTANT RECOMMENDATIONS IN RED, STAFF RECOMMENDED CHANGES IN BLUE, TRUSTEE COMMITTEE CHANGES IN GREEN

§601 Policy

§601.1 Purpose — ~~Federal law prohibits d~~ The District prohibits any form of discrimination or harassment on the basis of membership in one or more protected classifications as defined in Section 601.1(i) of this Policy, as may be amended by State and federal law. race, color, religion, sex, national origin, age, disability, or pregnancy and ~~_____~~ related conditions. In addition to the above protections, state law provides additional protection against violence and intimidation because of a person's political affiliations, sexual orientation, or position in a labor dispute. Sexual harassment is a form of discrimination that is prohibited by Title VII of the Civil Rights Act of 1964 and California Government Code Section 12940. ~~Sexual harassment is a costly form of discrimination that can result in expensive litigation that may result in back pay or punitive damage awards, withdrawal of Federal support funds and/or other adverse actions. District employees have a grave responsibility for maintaining high standards of honesty, integrity, impartiality and conduct to assure proper performance of the District's business and the maintenance of confidence of the people it serves. It is, therefore, the policy of the District that harassment and discrimination are unacceptable and will not be tolerated.~~ It is also the intent of this policy to provide guidelines for filing and resolving harassment complaints.

§602

Harassment Definition — Harassment of employees in the form of verbal or physical conduct constitutes unlawful conduct when such conduct:

- a) ~~Has the effect of creating an intimidating, hostile or offensive work environment.~~
- b) ~~Has the effect of unreasonable interference with the individual's work performance.~~
- c) ~~Otherwise interferes with an employee's employment opportunities.~~

The above is especially true when the harassment involves one of the protected classes listed below:

Protected Categories

- 1) ~~Race/Color~~

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- 2) ~~National Origin/Ancestry~~
- 3) ~~Sex~~
- 4) ~~Religious Creed~~
- 5) ~~Age (for persons 40 and older)~~
- 6) ~~Mental or Physical Disability including AIDS or HIV positive status~~
- 7) ~~Veteran Status~~
- 8) ~~Medical Condition~~
- 9) ~~Marital Status~~
- 10) ~~Sexual Orientation~~

§603

Sexual Harassment Definition ~~Sexual harassment is defined as unsolicited and unwelcome sexual advances of a severe and/or pervasive nature, be they written, verbal, physical and/or visual, that occur when:~~

- a) ~~Submission to that contact or communication is made either explicitly or implicitly a term or condition of employment;~~
- b) ~~Submission to or rejection of that conduct or communication by an employee is used as a basis for employment decision affecting the employer; or,~~
- c) ~~Such conduct or communication has the potential to affect an employees' work performance negatively and/or create an intimidating, hostile or otherwise offensive work environment.~~

§604

Definition Examples ~~Sexual harassment manifests itself in many forms. The following are a few examples of sexual harassment:~~

- a) ~~Written: sexually suggestive or obscene letters, note or invitations.~~
- b) ~~Verbal: sexually derogatory comments, slurs, jokes, remarks of epithets.~~
- c) ~~Visual: leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons or posters.~~

§605 Other Types of Sexual Harassment

§605.1

~~Sexual advances which are unwanted (this may include situations which began as reciprocal attractions, but later ceased to be reciprocal).~~

§605.2

~~Women in nontraditional work environments who are subjected to hazing (this may include being dared or asked to perform unsafe work practices, having tools and~~

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equipment stolen, etc.) if requests for sexual favors are not met.

§605.3

Employment Benefits affected in exchange for sexual favors (may include situations where an individual is treated less favorably because others have acquiesced to sexual advances).

§605.4

Implying or actually withholding support for appointment, promotion, transfer or change of assignment; or initiating a rejection on probation or adverse action; or suggesting that a poor performance report will be prepared if requests for sexual favors are not met.

§605.5

Reprisals or threats after negative response to sexual advances.

§606 Definition of Discrimination

The failure to treat similarly situated persons equally. The criteria for which discrimination is prohibited. Criteria include:

- a) **Race** - An individual belonging to certain racial groups, or the perception, based on physical characteristics, that a person is a member of a racial group. Example: African American; American Indian; Caucasian; Hispanic
- b) **Color** - Color of skin including shades of skin within a racial group.
- c) **Religion** - A followed spiritual belief, practice, or observance. It doesn't have to be an organized group, traditional denomination, or a world religion. Example: Black Muslim, Catholic, Judaism, Mormon
- d) **Sex** - Gender. Discrimination based on a person's sex or orientation. Includes sexual harassment which is unwanted sexual advances or verbal, visual, or physical conduct of a sexual nature.
- e) Example: telling sexually explicit jokes in the work place.
- f) **National Origin** - National birth site. Citizenship is not a factor.
- g) **Age** - Age discrimination applies to persons between the ages of 40 and 70. Example: Denying a job to a 63 year old applicant when age is not a bona fide job requirement.
- h) **Disability** - Physical or mental impairment, either temporary or permanent, that substantially limits one or more major life activities.

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- ~~i) **Ancestry** – National or cultural origin or line of descent. Example: Afro-American; Hispanic, Polish-American~~
- ~~j) **Marital Status** – An individual's state of marriage or non-marriage.~~
- ~~k) **Retaliation** – Taking negative actions or making undesirable changes in a person's employment situation due to the person having opposed practices prohibited by law, or having filed or participated in a complaint. Example: Employee testifies during a complaint hearing against a supervisor and gets a new, less desirable job assignment because of that testimony.~~

§601.2 Protected classifications include race, religion, color, sex (including gender, gender identity, gender expression, pregnancy, and breastfeeding), sexual orientation (including heterosexuality, homosexuality, and bisexuality), national origin, ancestry, marital status, age, medical condition, genetic characteristics or information, and physical or mental disability, or any other classification protected by law.

§601.3 The District, elected or appointed officials, officers, employees, or contractors are prohibited from harassing or discriminating against applicants, officers, officials, employees, or contractors because of: 1) an individual's membership in a protected classification; 2) the perception that an individual is a member of a protected classification; or 3) the individual associates with a person who has or is perceived to be a member of a protected classification.

§601.4 This Policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, compensation, and training.

§601.5 Disciplinary action or other appropriate sanctions up to and including termination will be instituted for prohibited behavior.

§601.6 Any form of retaliation against a person for filing a complaint or participating in the complaint resolution process is prohibited. Individuals found to be retaliating in violation of this Policy will be subject to appropriate sanction or disciplinary action up to and including termination.

§602 Definitions

§602.1 Harassment is unwelcome conduct based on membership in a protected classification that unreasonably interferes with an employee's job performance, or

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creates an intimidating, hostile or offensive work environment. Behavior that constitutes harassment may include, but is not limited to:

- i. Unwanted sexual advances, requests for sexual favors and other acts ~~of a sexual nature~~ where submission is made a term or condition of employment, where submission to or rejection of the conduct is used as the basis for employment decisions.
- ii. Behavior that interferes with an employee's work performance or creates an intimidating, hostile or offensive working environment, including but not limited to:
 - a) Speech, such as epithets, derogatory comments or slurs, on the basis of a protected classification. This might include inappropriate comments on appearance, including dress or physical features, or dress consistent with gender identification, or race-oriented stories and jokes.
 - b) Physical acts, such as assault, impeding or blocking movement, offensive touching, or any physical interference with normal work or movement. This includes pinching, grabbing, patting, propositioning, or leering.
 - c) Visual acts, such as displaying derogatory posters, or cartoons, or sending emails, pictures or drawings which are derogatory or sexually explicit.

§602.2 Discrimination is treatment or consideration of, or making a distinction in favor of or against, an applicant or employee based on membership in a protected classification. Discrimination in employment applies to all aspects of employment including hiring; firing; compensation; transfer; promotion or layoff; recruitment and testing; training and apprenticeship programs; fringe benefits; pay, retirement plans and disability leave; as well as other terms and conditions of employment.

§602.3 Retaliation is any adverse conduct taken because an applicant, employee, or contractor has reported harassment or discrimination, or has participated in the complaint and investigation process described herein, is prohibited. "Adverse conduct" includes but is not limited to: taking sides because an individual has reported harassment or discrimination, spreading rumors about a complaint, shunning and avoiding an individual who reports harassment or discrimination, real or implied threats of intimidation to prevent an individual from reporting harassment or discrimination, or taking negative employment action.

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~~§607 Policy Publicizing~~ §603 Policy Dissemination

~~§607.1~~

~~§603.1~~ All employees shall be informed of the District's harassment and discrimination policy and complaint process prior to their need to know, and ~~again when any complaint is filed.~~ on a regular biennial basis. Also, said policy and complaint process shall be readily available to the Board of Trustees, all employees and members of the general public utilizing the District's facilities and services. All employees of the District shall receive training on harassment and discrimination prevention in the workplace.

~~§607.2~~ §603.2 All new employees shall be given a copy of the harassment and discrimination policy and complaint process upon hire. ~~prior to their need to know, and again when any complaint is filed.~~

~~§607.3~~ §603.3 Employees promoted into supervisory positions An annual bulletin shall be given another copy be prepared and distributed to all employees informing them of the District's harassment and discrimination policy, as well as training on the supervisor's role in preventing harassment and discrimination in the workplace.

~~§607.4~~

~~Within three (3) working days after any complaint has been filed in accordance with this policy, a bulletin shall be prepared and distributed to all employees reinforcing them of the District's harassment and discrimination policy.~~

§608 §604 Complaint Process

~~§608.1~~

Any §604.1 An employee, job applicant or contractor who believes they are he or she is a victim of harassment or discrimination may file an informal or formal confidential make a complaint verbally or in writing with an incumbent in any of the following District positions without fear of reprisal or embarrassment. It is not necessary to follow the chain of command:

- Immediate supervisor
- Any supervisor
- District Manager or designee

If the complaint of harassment or discrimination is the result of direct action or inaction on the part of the District Manager, the complaint should be filed directly with the President of the Board.

§604.2 Any supervisor who receives a complaint of harassment or discrimination shall notify the District Manager or designee immediately.

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~~§608.2~~

~~An informal complaint is made verbally by the employee to his/her manager.~~

~~§608.3~~

~~A formal complaint is made in writing, using the "Harassment/Discrimination Complaint Form" attached hereto as "Appendix A", and made a part thereof. The employee shall file his/her formal complaint with the manager or with the President of the Board of Trustees if the employees' Manager is unavailable or personally involved in the said complaint.~~

~~§609~~ **§605** Complaint Response Process

~~§609.1~~

§605.1 ~~Whenever a formal or informal~~ Upon receipt of notification of a harassment or discrimination complaint, ~~the District Manager or designee shall:~~ **is received, the confidentiality of the plaintiff shall be maintained.**

1. **Authorize and supervise the timely investigation of the complaint and/or investigate the complaint. The investigation will include interviews with: a) the complainant; b) the accused harasser, or the individual alleged to have committed discriminatory action(s); and c) other persons who have relevant knowledge concerning the allegations in the complaint.**
2. **Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, discrimination, or retaliation giving consideration to all factual information, the totality of the circumstances, including the nature of the conduct, and the context in which the alleged incidents occurred.**
3. **Report the findings as to whether harassment or discrimination occurred to appropriate persons, including the complainant, the alleged violator, and the direct supervisor of the alleged violator as appropriate. Limitations on information released are set forth under Section 606 of this Policy.**
4. **If the allegations are sustained, take appropriate immediate ~~redial~~ remedial action, including imposition of discipline at a level appropriate to the circumstances, and sufficiently severe to ensure that the behavior does not continue. If discipline is imposed, the level of discipline will not be communicated to the complainant.**

§605.2 The person initiating the complaint has the right to be accompanied by an advocate(s) when discussing alleged incidents, **or participating in investigatory interviews.** Said person shall be advised of this right prior to the commencement of

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such discussions.

§605.3 The District takes a proactive approach to potential Policy violations and will conduct an investigation of its employees, supervisors, managers or Board Members if it becomes aware that harassment, discrimination, or retaliation may be occurring, regardless of whether the recipient or third party reports a potential violation.

~~§609.5~~

§606 Confidentiality

§606.1 Every possible effort will be made to ensure the confidentiality of complaints made under this Policy. Complete confidentiality cannot be guaranteed, however, due to the need to fully investigate and the duty to take effective remedial action. As a result, confidentiality will be maintained to the extent possible.

§606.2 An individual who is interviewed during the course of an investigation is prohibited from discussing the substance of the interview, except as otherwise directed by a supervisor or the District Manager. Any individual who discusses the content of an investigatory interview will be subject to discipline or other appropriate sanction.

§606.3 The District will not disclose or release a completed investigation report except as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or court order.

~~§610~~ **§607** Disciplinary Procedures and Sanction

~~§610.1~~ **§607.1** Upon conclusion of the investigation of an alleged harassment or discrimination, appropriate remedial action shall be taken by the If conduct in violation of this Policy is found to have occurred, the District Manager or the President of the Board of Trustees shall take prompt and effective remedial action against the individual found to have committed the harassment or discrimination. The remedial action will be commensurate with the severity of the offense. Specific disciplinary measures may range from an oral warning to ultimately termination of employment. Whatever punishment is meted out shall be made known to the victim of the harassment or discrimination.

~~§610.2~~

~~Appropriate action shall be taken to remedy the victim's loss, if any, resulting from the harassment. Making the employee whole may involve reinstatement, back pay, promotion, etc.~~

Chapter 600. HARASSMENT AND DISCRIMINATION POLICY

~~§610.3~~**§607.2** Action taken to remedy a harassment or discrimination situation shall be done in a manner so as to protect employees from future occurrences of harassment or discrimination. ~~potential future victims.~~ A confidential written record of the District's investigation and action shall be kept ~~kept~~ **maintained by the District Manager.**

~~§610.4~~ **§607.3** The District shall take all reasonable steps to protect the complainant from further harassment or discrimination. Further, the District shall take all reasonable steps to protect the complainant. ~~Employees complaining of harassment or discrimination shall be protected thereafter from any form of reprisal and/or retaliation. Specific disciplinary measures may range from an oral warning to ultimately termination of employment.~~

Chapter 700. GRIEVANCE AND DISCIPLINARY PROCEDURES

701 GRIEVANCE PROCEDURES

§701.1 The purpose of this grievance procedure is to promote communication and improve employer-employee relations by establishing a procedure for further consideration alleged violations of the specific provisions of the Employee Association's Memorandum of Understanding and District policies that impact working conditions. These procedures are not applicable to actions taken pursuant to Sections 304.2 (Employee Evaluations) or 702 (Employee Disciplinary Procedures) of this Policy Manual.

The District's objective is to encourage settlement of disputes as near as possible to the point of origin, and as informally as possible.

701.2

DEFINITIONS - As used in this Chapter, the following definitions shall apply:

- a) A "grievance" is a formal written allegation by an employee who believes he or she has been adversely affected by an alleged violation of the specific provisions of the Employee Association's Memorandum of Understanding and District policies that impact working conditions.
- b) A "grievant" is any employee adversely affected by an alleged violation of the specific provisions of the Employee Association's Memorandum of Understanding and District policies that impact working conditions, or is the Employee Association if grieving its rights on behalf of represented employees under any of the above.
- c) A "day" is any day in which the District offices are open for business.

701.3

GENERAL PROVISIONS

- a) All documents dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
- b) Failure of the grievant to adhere to the time deadlines set forth in this Policy shall mean that the grievant is satisfied with the previous decision and waives the right to further appeal. Failure of the District to adhere to the time deadlines at any level shall mean that the grievance is automatically denied, and the grievant may appeal to the next level, if any.
- c) The grievant and the District may extend any time deadline by mutual agreement.
- d) Every effort will be made to schedule meetings for the processing of grievances

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at times which will not interfere with the regular work day of the participants. If any grievance meeting or hearing must be scheduled during the workday, any employee required by either party to participate as a witness or grievant in such meeting or hearing shall be released from regular duties for a reasonable amount of time without loss of pay.

- e) Either party to the grievance may be represented at any step of the grievance procedure by an individual or organization of that party's choice.
- f) Until final disposition of a grievance, the grievant shall comply with the directions of the District Manager.
- g) No party to a grievance shall take any reprisals against the other party to the grievance because the party participated in an orderly manner in the grievance procedure.
- h) Grievances of a similar or like nature may be joined as a single grievance by the District. The final decision in such cases shall be binding upon all parties to the consolidated grievance.

701.4

PROCEDURE Grievances will be processed in accordance with the following procedures:

a) **Level I - Informal Resolution**

Any employee or an individual or organization of that party's choice who believes he/she has a grievance shall present the grievance orally to the District Manager within ten (10) business days after the grievant knew, or reasonably should have known, of the circumstances which form the basis for the grievance. The District Manager shall meet with the employee and attempt to resolve the matter.

b) **Level II - Formal Written Grievance**

1. If the grievance is not settled within ten (10) business days of oral presentation to the District Manager as set forth in Level I of this procedure, and the grievant wishes to pursue the matter, the grievant shall present the grievance in writing on the appropriate form to the District Manager within ten (10) business days after the oral decision by the District Manager. The written information shall include:

- a. A description of the specific grounds of the grievance, including names, dates, and places necessary for a complete understanding of the grievance;
- b. A listing of the specific rule, regulation or provision which is alleged to have been violated;
- c. A listing of the reasons why the District Manager's proposed Level I resolution of the problem is unacceptable to the grievant; and

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- d. A listing of the specific actions requested of the District which will remedy the grievance.
 2. The District Manager shall review the Written Appeal and shall communicate his or her decision on the Formal Written Grievance to the grievant in writing within ten (10) business days after receiving the grievance.
 3. Within the above time limits, either party may request a personal conference.
- c) **LEVEL III - Appeal to President of the District Board of Trustees**
1. If the grievant is not satisfied within the decision at Level II, the grievant may, within ten (10) business days of the receipt of the decision at Level II, appeal the decision to the Board President on the appropriate form. This statement shall include a copy of the original grievance and appeal along with a clear, concise statement of the specific basis for the appeal.
 2. The Board President shall review all of the submitted documentation and communicate his/her decision to the grievant within ten (10) business days of his/her review.
 3. The decision of the Board President shall be final and binding.

702 EMPLOYEE DISCIPLINARY PROCEDURES

§702.1 The District has adopted a progressive discipline policy to ensure a fair and consistent method of disciplining employees. The progressive discipline policy is intended to give employees advance notice, whenever possible, of problems with their conduct or performance in order to provide them an opportunity for improvement or correction.

§702.2 DISCIPLINARY ACTION DEFINED

- a) As used in this Chapter, "Disciplinary Action" shall mean written or oral reprimand, suspension without pay, reduction in salary, demotion and/or termination.
- b) The procedures set forth in this Chapter shall not apply to probationary employees or to any employee hired on a temporary basis.
- c) The provisions of this Chapter shall not apply to reductions in force, and/or in pay which are part of a general plan to reduce or adjust salaries and wages.
- d) The procedures set forth in this Chapter shall not preclude an employee from

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entering into a written agreement with the District to settle a pending disciplinary matter, and further shall not preclude an employee from waiving any of the provisions provided for in this Chapter, as part of that written settlement agreement.

§702.3 CAUSES FOR DISCIPLINARY ACTION

§702.3 (i) Rules outlining impermissible conduct of employees are necessary for the orderly operation of any business and for the benefit and protection of the rights and safety of all employees.

§702.3 (ii) Examples of impermissible or unacceptable conduct that may lead to disciplinary action are identified below. The following list contains examples of conduct that may lead to imposing disciplinary action and this list should not be considered exhaustive:

- a) Fraud in securing appointment
- b) Inexcusable neglect of duty
- c) Insubordination by refusal or willful failure to obey any lawful and reasonable order or directive made or given by any supervisor or the District Manager
- d) Dishonesty by any misuse or misappropriation or attempted misuse or misappropriation of District funds or District property, by the rendering of any false statement or report to the District or District Manager, or by the willful omission to report information or to disclose facts which the duties of the position require to be reported or disclosed
- e) Reporting to work under the influence of alcohol, restricted substances or drugs, or buying, selling, or using same on District property or at a worksite. Employees taking prescription or over-the-counter medication which may affect their ability to perform must advise the District Manager so that he/she can evaluate whether the employee will be able to safely work
- f) Failure to perform competently perform the duties of the position
- g) Unexcused absences, tardiness, or persistent absenteeism
- h) Discourteous treatment of the public or other employees
- i) Violation of District safety rules or other failure to perform work in a safe manner
- j) Misuse of District property
- k) Violation of any of the provisions of the Employee Manual or other District rules,

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policies, and regulations

- l) Refusal to take or subscribe to any oath or affirmation which is required by law in connection with his/her employment
- m) Discrimination or harassment as defined by law and in the District Policies Chapter 600
- n) Initiating a physical altercation during work hours or on a worksite
- o) Carrying and/or using firearms or any other weapon while on duty or on District property
- p) Failure to maintain required licenses &/or certifications
- q) Conviction of a felony, or of a misdemeanor involving moral turpitude, or which is in conflict with the position held.

702.4 WRITTEN NOTICE OF INTENDED DISCIPLINARY ACTION

§702.4 (i) The District Manager may take disciplinary action against an employee for one or more of the causes specified in this Chapter. Normally, progressive discipline involves one or more written or oral reprimands, suspension without pay, reduction in salary, demotion and/or termination. Circumstances may warrant that one or more steps in the process be omitted.

Prior to disciplinary action being taken, a Written Notice of Intended Disciplinary Action will be served on the employee and shall include:

- a) A statement of the nature of the disciplinary action
- b) A statement of the causes thereof
- c) The effective date of penalty
- d) A statement in ordinary and concise language of the acts or omissions upon which the causes are based
- e) A statement advising the employee that files and records bearing on the matter are available for the employee's inspection
- f) A statement advising the employee of his/her right to respond in writing to the District Manager

§702.4 (ii) The Written Notice of Intended Disciplinary Action will either (a) be mailed to the employee at his or her last known address by certified mail, postage prepaid, or (b)

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be personally served by the District Manager or his/her designee. If the Notice is personally served, the employee will sign and date the Written Notice of Intended Disciplinary Action to acknowledge receipt. If the employee refuses to sign the Notice, the individual serving the Notice will document the time and date of service, and will document that employee refused to sign the Notice.

702.5 EMPLOYEE RESPONSE

§702.5 (i) Employees shall have the right to respond in writing to the District Manager and have the response considered prior to the discipline being imposed. Such a response must be submitted in writing to the District Manager within five (5) business days after receipt of the written notice of the proposed disciplinary action. Failure to submit a response within such period constitutes a waiver of the right to respond; however, a failure to respond shall not affect the employee's right to appeal the disciplinary action.

§702.5 (ii) Upon receipt of a timely response filed by the employee, and after giving consideration to the response, or upon expiration of the response period if the employee has not filed a response, the District Manager may dismiss the pending disciplinary action or proceed to impose or modify the original disciplinary action by serving the employee with an amended, written Notice of Disciplinary Action.

§702.5 (iii) The Written Notice of Disciplinary Action will either (a) be mailed to the employee at his or her last known address by certified mail, postage prepaid, or (b) be personally served by the District Manager or his/her designee. If the Notice is personally served, the employee will sign and date the Written Notice Disciplinary Action to acknowledge receipt. If the employee refuses to sign the Notice, the individual serving the Notice will document the time and date of service, and will document that employee refused to sign the Notice.

702.6 RIGHT OF APPEAL

§702.6 (i) If, after the final dispensation of the Employee Response procedure 702.5), the employee is unsatisfied, the employee shall have the right to request a hearing before the Board President or his/her designee to determine the appropriateness of the proposed disciplinary action. A written request must be submitted to the District Manager by the employee or his/her representative within three (3) business days of receipt of the Written Notice of Disciplinary Action (§702.5 (ii)). The Board President or designee will hear the appeal within ten (10) business days of receipt of the employee's written request, unless both parties agree to a delay. The Board President shall evaluate both sides and will make a decision whether to uphold the disciplinary action as proposed, to reduce the recommended disciplinary action, or to revoke the proposed disciplinary action.

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§702.6 (ii) An employee who has been suspended for more than three (3) working days, terminated, demoted, or has had a disciplinary reduction in salary has the right to appeal the disciplinary action to the District Board of Trustees, rather than to the Board President as provided in (a), above. A request for such an appeal-must be filed in writing with the District Manager within ten (10) business days from the date of receipt of the Written Notice of Disciplinary Action under §702.5 (ii) and §702.5 (iii). The employee will be provided a copy of the signed and dated "Right of Appeal" form. Failure to file an appeal within the specified time period constitutes a waiver of the right of appeal.

702.7 HEARING

§702.7 (i) The Board shall appoint a three-member committee of Trustees to hear the appeal within thirty (30) business days after receipt thereof. The Committee shall set a date for hearing the appeal within ten (10) business days of receipt of the appeal. The Committee may continue the hearing either for the convenience of the Committee or upon written application from the appellant for good cause. Written notice of the time and place of the hearing, and any continuance thereof, shall be given to the appellant and his/her representative, if applicable. The parties may submit all proper and pertinent evidence against or in support of the causes in advance of the hearing. The hearing shall be closed except to necessary parties unless the employee requests in writing that the hearing be open to the general public. The Board may elect to contract with an independent hearing officer to conduct the hearing. The opinion rendered by the Committee or hearing officer shall be advisory only and not binding on the Board. Upon receipt of an advisory opinion, the Board shall render a final decision to adopt, reduce, or reject the disciplinary action. The decision of the Board shall be final and binding. The President of the Board of Trustees or his/her designate will provide a written report to the employee and the employee's representative, if applicable, of their findings and final decision.

702.7 (ii) The Board shall issue subpoenas for the appearance of witnesses for the appellant upon his/her written request and at the appellant's cost. The Board may require such costs to be prepaid.

702.7 (iii) **HEARING** Failure of the appellant to appear at the hearing shall be deemed a withdrawal of his/her appeal, and the action of the Board shall be final.

702.7 (iv) The Board may affirm, reduce, reduce with conclusions or revoke the Disciplinary Action. The decision of the Board shall be final for all purposes.

702.7 (v) In the event that an employee is unavailable for personal service of the hearing notice, such notice may be served upon the employee by certified mail, postage prepaid. Such notice shall be effective upon the certified mail return receipt signature date.

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~~§709~~ **701** GRIEVANCE PROCEDURES

EDITING KEY: ORIGINAL LANGUAGE IN BLACK; CONSULTANT RECOMMENDATIONS IN RED, STAFF RECOMMENDED CHANGES IN BLUE, TRUSTEE COMMITTEE CHANGES IN GREEN
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~~§709.1~~

~~PURPOSE AND SCOPE~~

§701.1 The purpose of this grievance procedure is to promote communication and improve employer-employee relations by establishing a procedure for further consideration of ~~matters for which no other hearing procedure is provided by these policies.~~ **alleged violations of the specific provisions of the Employee Association's Memorandum of Understanding, Employee Manual, or and District operating policies or procedures that impact working conditions.** These procedures are not applicable to actions taken pursuant to ~~Chapter~~ **Sections 304.2 (Employee Evaluations) or 702 (Employee Disciplinary Procedures) of this Policy Manual.** ~~700 Sections 701 through 708.5 of these policies.~~

~~The District's~~ **It is the objective of these procedures is** to encourage settlement of disputes as near as possible to the point of origin, and as informally as possible.

~~§709.2~~ **701.2**

DEFINITIONS - As used in this Chapter, the following definitions shall apply:

- a) A "grievance" is a formal written allegation by an employee who ~~has~~ **believes he or she has** been adversely affected by an alleged violation of the specific provisions of the ~~District's Memorandum of Understanding, or Employee Manual or General Orders.~~ **Employee Association's Memorandum of Understanding, Employee Manual, or or District operating policies or procedures that impact working conditions.**
- b) A "grievant" is any employee adversely affected by an alleged violation of the specific provisions of the Memorandum of Understanding, ~~of the Employee Manual, or General Orders,~~ **or District operating policies or procedures that impact working conditions,** ~~or General Orders,~~ or is the Employee Association if grieving its rights **on behalf of represented employees** under any of the above.
- c) A "day" is any day in which the District offices are open for business.

~~§709.3~~ **701.3**

GENERAL PROVISIONS

- a) All documents dealing with the processing of a grievance shall be filed separately

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from the personnel files of the participants.

- b) Failure of the grievant to adhere to the time deadlines **set forth in this Policy** shall mean that the grievant is satisfied with the previous decision and waives the right to further appeal. Failure of the District to adhere to the time deadlines at any level shall mean that the grievance is automatically ~~denied~~, and the grievant ~~may~~ appealed to the next level, if any.
- e) The grievant and the District may extend any time deadline by mutual agreement. ~~Absence of either party constitutes a basis for extension of timelines and the District may provide extensions under these circumstances.~~
- d) Every effort will be made to schedule meetings for the processing of grievances at times which will not interfere with the regular work day of the participants. If any grievance meeting or hearing must be scheduled during the workday, any employee required by either party to participate as a witness or grievant in such meeting or hearing shall be released from regular duties for a reasonable amount of time without loss of pay.
- e) Either party to the grievance may be represented at any step of the grievance procedure by an individual or organization of that party's choice.
- ~~f) Any employee may at any time present grievances to the District and have such grievances adjusted without the intervention of an Employee Association, as long as the adjustment is not inconsistent with the terms of the Memorandum of Understanding covering such employee, and provided that the District shall not agree to a resolution of the grievance until the Employee Association President has received a copy of the grievance and the proposed resolution and has been given the opportunity file a response.~~
- g) **f)** Until final disposition of a grievance, the grievant shall comply with the directions of the District Manager.
- h) **g)** No party to a grievance shall take any reprisals against the other party to the grievance because the party participated in an orderly manner in the grievance procedure.
- i) **h)** Grievances of a similar of like nature may be joined as a single grievance by the District. The final decision in such cases shall be binding upon all parties to the consolidated grievance.

§709.4. 701.4

PROCEDURE Grievances will be processed in accordance with the following procedures:

- a) **Level I - Informal Resolution**

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Any employee or ~~the Employee Association representing the employee(s) or an individual or organization of that party's choice~~ who believes he/she has a grievance shall present the grievance orally to the District Manager within ten (10) **business** days after the grievant knew, or reasonably should have known, of the circumstances which form the basis for the grievance. The District Manager shall meet with the employee and attempt to resolve the matter.

b) **Level II - Formal Written Grievance**

1. If the grievance is not settled within ten (10) **business** days of ~~initial informal oral presentation to the District Manager as set forth in Level I of this procedure~~, and the grievant wishes to pursue the matter, the grievant shall present the grievance in writing on the appropriate form to the District Manager within ten (10) **business** days after the oral decision by the District Manager. The written information shall include:
 - a. A description of the specific grounds of the grievance, including names, dates, and places necessary for a complete understanding of the grievance;
 - b. A listing of the specific rule, regulation or provision which is alleged to have been violated;
 - c. A listing of the reasons why the District Manager's proposed **Level I** resolution of the problem is unacceptable **to the grievant**; and
 - d. A listing of the specific actions requested of the District which will remedy the grievance.
2. The District Manager shall **review the Written Appeal and shall** communicate **his or her decision on the Formal Written Grievance to the** ~~the decision of the grievant in writing within ten (10) business days after receiving the grievance. If the District Manager does not respond within the time limits the grievance shall be deemed denied, and the grievant may appeal to the next level.~~
3. Within the above time limits, either party may request a personal conference.

c) **LEVEL III - Appeal to President of the District Board of Trustees**

1. If the grievant is not satisfied within the decision at Level II, the grievant may, within ten (10) **business** days of the receipt of the decision at Level II, appeal the decision to the Board **President** on the appropriate form. This statement shall include a copy of the original grievance and appeal along with a clear, concise statement of the **specific basis** ~~reasons~~ for the appeal.
2. The Board **President shall review all of the submitted documentation and** communicate **his/her** ~~the decision~~ to the grievant within ten (10) business days of **its his/her** review. ~~If the Board President does not respond within the time limits provided, the grievance shall be deemed denied.~~

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3. The decision of the Board **President** shall be final and binding.

~~§701~~ **702 EMPLOYEE DISCIPLINARY PROCEDURES**

~~PROGRESSIVE DISCIPLINE~~

~~§702.1~~ The District ~~maintains~~ **has adopted** a progressive discipline policy to ensure a fair **and consistent** method of disciplining employees. The progressive discipline policy is intended to give employees advance notice, whenever possible, of problems with their conduct or performance in order to provide them an opportunity for improvement or correction. ~~Progressive discipline may involve verbal counseling and one or more written warnings before disciplinary action as defined below, is taken.~~

§702

§702.2 DISCIPLINARY ACTION DEFINED

- a) As used in ~~personnel policies,~~ **this Chapter**, “Disciplinary Action” shall mean written or oral reprimand, suspension without pay, reduction in salary, demotion and/or termination.
- b) The procedures set forth in this ~~eChapter~~ shall not apply to probationary employees or to any employee hired on a temporary basis.
- c) The provisions ~~s in the District Policies concerning discipline~~ **of this Chapter** shall not apply to reductions in force, and/or in pay which are part of a general plan to reduce or adjust salaries and wages.
- d) The procedures set forth in this Chapter shall not preclude an employee from entering into a written agreement with the District to settle a pending disciplinary matter, and further shall not preclude an employee from waiving any of the provisions provided for in this Chapter, as part of that written settlement agreement.

§703

§702.3 CAUSES FOR DISCIPLINARY ACTION

§702.3 (i) Rules outlining impermissible conduct of employees are necessary for the orderly operation of any business and for the benefit and protection of the rights and safety of all employees.

§702.3 (ii) Examples of impermissible or unacceptable conduct that may lead to disciplinary action are identified below. The following list contains examples of conduct that may lead to imposing disciplinary action and this list should not be considered exhaustive:

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- a) Fraud in securing appointment
- b) Inexcusable neglect of duty
- c) Insubordination by refusal or willful failure to obey any lawful and reasonable order or directive made or given by any supervisor or ~~officer~~ the District Manager
- d) Dishonesty by any misuse or misappropriation or attempted misuse or misappropriation of District funds or District property, by the rendering of any false statement or report to the District or District Manager, or by the willful omission to report information or to disclose facts which the duties of the position require to be reported or disclosed
- e) Reporting to work under the influence of alcohol, restricted substances or drugs, or buying, selling, or using same on District property or at a worksite. Employees taking prescription or over-the-counter medication which may affect their ability to perform must advise the District Manager so that he/she can ~~determine~~ evaluate whether the employee will be able to safely work
- f) Failure to perform competently perform the duties of the position
- g) Unexcused absences, tardiness, or persistent absenteeism
- h) Discourteous treatment of the public or other employees
- i) Violation of District safety rules or other failure to perform work in a safe manner
- j) Misuse of District property
- k) Violation of any of the provisions of the Employee Manual or other District rules, policies, and regulations
- l) Refusal to take or subscribe to any oath or affirmation which is required by law in connection with his/her employment
- m) **Discrimination or Unlawful** harassment as defined by law and in the District Policies Chapter 600
- n) Initiating a physical altercation during work hours or on a worksite
- o) Carrying and/or using firearms or any other weapon while on duty or on District property
- p) Failure to maintain required licenses &/or certifications
- q) Conviction of a felony, or of a misdemeanor involving moral turpitude., or which is

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in conflict with the position held.

§704

~~Circumstances may warrant that one or more steps in the process be omitted, including immediate termination from service.~~

§705 702.4 WRITTEN NOTICE OF INTENDED DISCIPLINARY ACTION

§ 705.1-

§702.4 (i) The District Manager may take disciplinary action against an employee for one or more of the causes specified in **this Chapter**. ~~the District Policies.~~ **by notifying the employee in writing of the violation.** Normally, progressive discipline involves ~~verbal counseling and one or more written warnings before disciplinary action is taken.~~ **one or more written or oral reprimands, suspension without pay, reduction in salary, demotion and/or termination.** Circumstances may warrant that one or more steps in the process be omitted.

Prior to disciplinary action being taken, a Written ~~Order~~ **Notice of Intended** Disciplinary Action ~~notice~~ will be served (see Section 704) on the employee and shall include:

- a) A statement of the nature of the disciplinary action
- b) A statement of the causes thereof
- c) The effective date of penalty
- d) A statement in ordinary and concise language of the acts or omissions upon which the causes are based
- e) A statement advising the employee that files and records bearing on the matter are available for the employee's inspection
- f) A statement advising the employee of his/her right to respond in writing to the District Manager

§ 705.2

~~The served Employee will sign and date the Written Order of Disciplinary Action to acknowledge receipt.~~

§702.4 (ii) The Written Notice of Intended Disciplinary Action will either (a) be mailed to the employee at his or her last known address by certified mail, postage prepaid, ~~and deposited in the United States mail,~~ or (b) be personally served by the District Manager or his/her designee. If the Notice is personally served, the employee will sign and date the Written Notice of Intended Disciplinary Action to acknowledge receipt. If the employee refuses to sign the Notice, the individual serving the Notice will document the

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time and date of service, and will document that employee refused to sign the Notice.

~~§706~~ **702.5 EMPLOYEE RESPONSE**

§702.5 (i) Employees shall have the right to respond in writing to the District Manager and have the response considered prior to the discipline being imposed. Such a response must be ~~made with~~ **submitted in writing to the District Manager office** within five (5) ~~working~~ **business** days after receipt of the written notice of the proposed disciplinary action. Failure to ~~make~~ submit a response within such period constitutes a waiver of the right to respond; however, a failure to respond shall not affect the employee's right to appeal the disciplinary action.

§702.5 (ii) Upon receipt of a timely response filed by the employee, and after giving consideration to the response, or upon expiration of the response period if the employee has not filed a response, the District Manager may dismiss the pending disciplinary action or proceed to impose or modify the original disciplinary action by serving the employee with an amended, written ~~Order~~ **Notice** of Disciplinary Action.

§702.5 (iii) The Written Notice of Disciplinary Action will either (a) be mailed to the employee at his or her last known address by certified mail, postage prepaid, ~~and deposited in the United States mail~~, or (b) be personally served by the District Manager or his/her designee. If the Notice is personally served, the employee will sign and date the Written Notice Disciplinary Action to acknowledge receipt. If the employee refuses to sign the Notice, the individual serving the Notice will document the time and date of service, and will document that employee refused to sign the Notice.

~~§707~~ **702.6 RIGHT OF APPEAL**

a) **§702.6 (i)** If, after the final dispensation of the Employee Response procedure (~~§706 702.5~~), the employee is unsatisfied, the employee shall have the right to request a hearing before a ~~Trustee hearing officer appointed by the Board of Trustees~~ **the Board President or his/her designee** to determine the appropriateness of the proposed disciplinary action. A written request must be ~~given~~ **submitted** to the ~~District M~~ **District Manager** by the employee or his/her representative within ~~three (3) working business~~ **ten (10) business** days of ~~completion of the employee response procedure.~~ **receipt of the Written Notice of Disciplinary Action (§702.5 (ii)).** The ~~hearing officer~~ **Board President or designee** will hear the appeal within ~~3 working~~ **ten (10) business** days of his/her ~~appointment~~ **receipt of the employee's written request**, unless both parties agree to a delay. The ~~hearing officer~~ **Board President** shall evaluate both sides of the issue and ~~make a non-binding recommendation to the two parties.~~ **and will make a decision whether to uphold the disciplinary action as proposed, to reduce the recommended disciplinary action, or to revoke the proposed disciplinary action.**

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b) ~~§702.6 (ii)~~ An employee who has been suspended for more than three (3) working days, terminated, demoted, or ~~has had a disciplinary reduction reduced~~-in salary has the right to appeal the discipline ~~disciplinary action~~ to the District Board of Trustees, ~~rather than to the Board President as provided in (a), above.~~ A request for ~~such an~~ appeals must be filed ~~in writing~~ with the District ~~Manager office~~ within ten (10) ~~working business~~ days from the date ~~of receipt of the Written Notice of Disciplinary Action under §702.5 (ii) and §702.5 (iii)~~ the Order of Disciplinary Action is filed. The employee will be provided a copy of the signed and dated "Right of Appeal" form. Failure to file an appeal within ~~such period~~ ~~the specified time period~~ constitutes a waiver of the right of appeal. ~~The appeal must be in writing.~~

~~§708- 702.7 HEARING~~

~~§702.7 (i)~~ The Board shall appoint a three-member committee of Trustees to hear the appeal within thirty (30) ~~business~~ days after receipt thereof. The Committee shall set a date for hearing the appeal within ~~ten (10) business days of receipt of the appeal.~~ ~~one week of its appointment.~~ The Committee may continue the hearing either for the convenience of the Committee or upon written application from the appellant for good cause. Written notice of the time and place of the hearing, and any continuance thereof, shall be given to the appellant ~~and his/her representative, if applicable.~~ The parties may submit all proper and pertinent evidence against or in support of the causes ~~in advance of the hearing.~~ The hearing shall be closed except to necessary parties unless the employee requests in writing that the hearing be open to the general public. The Board may elect to contract with an independent hearing officer to conduct the hearing. The opinion rendered by the Committee or hearing officer shall be advisory only and not binding on the Board. Upon receipt of an advisory opinion, the Board shall render a final decision to adopt, ~~modify,~~ ~~reduce,~~ or reject the ~~disciplinary action.~~ ~~proposed opinion and issue a new opinion.~~ The decision of the Board shall be final and binding. The ~~President of the~~ Board of Trustees or ~~his/her~~ designate will provide a written report to the employee ~~and the employee's representative, if applicable,~~ of their findings and final decision.

~~§708.2 702.7 (ii) NOTICE OF WITNESS - COST~~ The Board shall issue subpoenas for the appearance of witnesses for the appellant upon his/her written request and at the appellant's cost. The Board may require such costs to be prepaid.

~~§708.3 702.7 (iii) FAILURE OF EMPLOYEE TO APPEAR AT HEARING~~ Failure of the appellant to appear at the hearing shall be deemed a withdrawal of his/her appeal, and the action of the Board shall be final.

~~§708.4 702.7 (iv) DECISIONS~~ The Board may affirm, ~~reduce,~~ ~~reduce~~ with conclusions or revoke the ~~Order of Disciplinary Action.~~ The decision of the Board shall be final for all purposes.

Chapter 700. **GRIEVANCE AND DISCIPLINARY PROCEDURES**

§708.5 702.7 (v) SERVICE BY MAIL In the event that an employee is unavailable for personal service of the hearing notice, such notice may be served upon the employee by certified mail, postage prepaid, ~~and deposited in the United States mail.~~ Such notice shall be effective upon ~~the certified mail return receipt signature date proof of delivery.~~ ~~constitutes receipt by the employee upon the deposit in the United States Post Office.~~

ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT
LIST OF WARRANTS DATED April 15, 2016.

WAR			ACCT	AMT OF	AMT OF
NO	PAYEE		NO	CHARGE	WARRANT
048916	Biological Specialist	Total salary less deduction for payroll	1011	2,324.96	
048916	Mosq Control Tech	April 1 to April 15, 2016.	1011	2,093.61	
048916	Vector Biologist	"	1011	2,699.30	
048916	Vector Biologist	"	1011	2,777.30	
048916	Mosq Control Tech	"	1011	2,110.79	
048916	Environment Specialist	"	1011	2,543.55	
048916	District Manager	"	1011	3,591.22	
048916	Asst Mosq Control Tech	"	1011	2,022.82	
048916	IT Specialist	"	1011	2,851.71	
048916	Entomologist	"	1011	3,043.98	
048916	Field Supervisor	"	1011	2,975.42	
048916	Lab Seasonal	"	1011	851.61	
048916	Finance Manager	"	1011	2,444.93	
048916	Office Assistant	"	1011	1,550.90	
048916	Vector Biologist	"	1011	3,271.66	
048916	Mosq Control Tech	"	1011	2,530.25	
048916	Mosq Control Tech	"	1011	1,988.58	
048916	Mechanic Specialist	"	1011	2,949.56	
048916	IRS	Federal tax withheld (payroll)	1011	7,882.66	
048916		Medicare Tax Withheld (payroll)	1011	869.59	
048916		District Contribution to Medicare (payroll)	1311	869.60	
048916	State of California	State Tax withheld (payroll)	1011	2,452.72	56,696.72
049016	Public Employees' Retirement System	Employee Contributions	1011	17.00	
		Employee Paid Member Contributions, 7% & 6.5%	1011	4,325.67	
		Employer Contribution 9.353% & 6.73%	1211	5,352.96	9,695.63
049116	Aetna Life & Annuity	Employee Contributions	1011		150.00
049216	CALPERS 457 Plan	Employee Contributions - PERS 457	1011		2,600.00
049316	Delta Dental Plan	Monthly Premium	1411		4,834.90
049416	Vision Service Plan	Health premium	1411		1,047.80
049516	Airgas	Dry ice cut block slab	3131.1		176.25
049616	Alco	Service roof top	3211		405.00
049716	Bay Central Printing	Envelopes	3111		415.80
049816	Bay Area Distributing - Rodney	Chain lube	3231		277.26
049916	Bayside	Janitorial services, April 2016	3051		300.00
050016	Cintas	Laundry service	3071	350.28	
		Personal supply	3031	278.31	628.59
050116	Corporate Park Landscaping	Landscape maintenance	3211		195.00
050216	Cardno	MVCAC EIR	3411		2,277.31
050316	CDPH	Recertification fee	3391.53		1,680.00
050416	Grainger	Cable	3231		72.28
050516	Hayward Water System	Utilities, billing 03/30/16	3271		513.70
050616	KBA Docusys	Canon copier rental	3111		462.60
050716	Michelle Matthes	Reimbursement for accounting books	3111		260.08
050816	NBC Supply Corp	Masks, gloves	3391.6		246.84
050916	PFM Asset	Investment advisory services	3411		1,476.62
051016	PC Professional	Data base development	3411		1,350.00
051116	Schaeffer's	Supreme oil, recycling fee	3231		1,114.11
051216	State Water Resources Contro	NPDES permit	3411		241.00
051316	Ronald E. Quinn	Trustee in lieu, signed warrants 3/24/16	3351.5		100.00
051416	Techniclean	Towels	3051		89.39
051516	Waste Management	Garbage, March service	3271		197.45
051616	George Young	Reimbursement for mileage	3351.5		55.62

**ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT
LIST OF WARRANTS DATED APRIL 30, 2016.**

WAR NO	PAYEE	FOR	ACCT NO	AMT OF CHARGE	AMT OF WARRANT
051816	Biological Specialist	Total salary less deductions for payroll period	1011	2,605.50	
051816	Mosq Control Tech	"	1011	2,093.61	
051816	Vector Biologist	"	1011	2,818.72	
051816	Vector Biologist	"	1011	2,777.29	
051816	Mosq Control Tech	"	1011	2,110.78	
051816	Environmental Specialist	"	1011	2,662.98	
051816	District Manager	"	1011	3,993.92	
051816	Asst Mosq Control Tech	"	1011	2,022.81	
051816	IT Specialist	"	1011	2,876.99	
051816	Entomologist	"	1011	3,222.41	
051816	Seasonal	"	1011	1,011.26	
051816	Field Supervisor	"	1011	3,050.07	
051816	Lab Seasonal	"	1011	797.05	
051816	Finance Manager	Total salary less deductions for payroll period	1011	2,519.58	
051816	Office Assistant	"	1011	1,550.26	
051816	Vector Biologist	"	1011	3,271.66	
051816	Mosq Control Tech	"	1011	2,493.11	
051816	Mosq Control Tech	"	1011	1,988.58	
051816	Mechanic Specialist	"	1011	3,143.22	47,009.80
051816	IRS	Federal Tax Withheld	1011	7,894.01	
051816		Medicare Tax Withheld	1011	885.19	
051816		District Contribution to Medicare	1311	885.16	
051816	State of California	State Tax Withheld	1011	2,446.56	12,110.92
051916	Public Employees' Retirement System	Employees contributions	1011	17.00	
		Employee paid member contributions, 7%, 6.5%	1011	4,321.59	
		District contribution 9.353%, 6.73%	1211	5,348.74	9,687.33
052016	Aetna Life & Annuity	Employee contributions	1011		150.00
052116	Calpers 457 Plan	Employees contributions - PERS 457	1011		2,660.00
052216	Calpers	Health insurance	1411		31,931.04
052216A	Jefferson Pilot Insurance	Insurance premium	1411		93.60
	T Scott Donahue	Trustee in lieu expenses - 1032nd meeting	3351.5		-
052316	James Doggett	Trustee in lieu expenses - 1032nd meeting	3351.5		100.00
	Robert Dickinson	Trustee in lieu expenses - 1032nd meeting	3351.5		-
052416	Richard Guarienti	Trustee in lieu expenses - 1032nd meeting	3351.5		100.00
052516	Eric Hentschke	Trustee in lieu expenses - 1032nd meeting	3351.5		100.00
052616	Elisa Marquez	Trustee in lieu expenses - 1032nd meeting	3351.5		100.00
052716	Katherine Narum	Trustee in lieu expenses - 1032nd meeting	3351.5		100.00
	Scott Paulsen	Trustee in lieu expenses - 1032nd meeting	3351.5		-
052816	Wendi Poulson	Trustee in lieu expenses - 1032nd meeting	3351.5		100.00
052916	Ronald Quinn	Trustee in lieu expenses - 1032nd meeting	3351.5		100.00
	Ursula Reed	Trustee in lieu expenses - 1032nd meeting	3351.5		-
053016	Jan Washburn	Trustee in lieu expenses - 1032nd meeting	3351.5		100.00
053116	George Young	Trustee in lieu expenses - 1032nd meeting	3351.5		100.00
053216	AT&T	Yellow pages listing	3392		62.00
053316	Airgas	Dry ice pellets	3131.1		390.90
053416	Big Sky Enterprises	Waste oil pickup	3231		105.00
053516	Erika Castillo	Reimbursement for Booth two purchases	3392		135.00
053616	Cintas	Personal supplies	3031		-
		Laundry service	3071	273.80	273.80
053716	Grainger	Jobber drill, drilling screw	3171	31.26	
		Trash bags, wipes	3051	18.98	50.24
053816	Liewer Enterprises Inc	Bearing ball, speedometer	3231		856.70
053916	Municipal Resource	Human resources services	3411		3,617.50

WAR NO	PAYEE	FOR	ACCT NO	AMT OF CHARGE	AMT OF WARRANT
054016	Naylor Steel	Cutting fee	3391.6		21.36
054116	NBC Supply Corp	Gloves	3391.6		220.00
054216	PG & E	Utilities	3271		1,359.01
054316	Sonitrol	Monitoring charges	3551		717.49
054416	Treds	Tire Mount	3231		220.00
054516	Vector Control Joint Powers Ag	Employee Assistance Program	3411		217.92
054616	Verizon	Communication expenses	3291.4		538.37
054716	Wright Express	Fuel expenses, statement ended 04-15-16	3351.1		2,863.00
Total Warrants					116,190.98

**Alameda County Mosquito Abatement
As of April 30, 2016. (10 of 12 mth, 83%)**

	EXPENDED IN APRIL	EXPENDED TO DATE	BUDGETED	BALANCE	% EXPENDED
SALARY & BENEFITS					
1011 Salary and Wages	143,609.25	1,308,795.54	1,573,549.00	264,753.46	83%
1411 Contribution to Medicare	1,754.76	17,456.95	26,781.00	9,324.05	65%
1311 Contribution to Retirement	10,701.70	183,917.49	202,026.00	18,108.51	91%
1211 Contribution to Health Care	33,072.44	362,605.38	443,302.57	80,697.19	82%
TOTAL SALARY & BENEFITS	189,138.15	1,872,775.36	2,245,658.57	372,883.21	83%
SERVICE AND SUPPLIES					
3031 Clothing and Personal Supplies	640.76	6,486.78	8,500.00	2,013.22	76%
3051 Household Expenses	408.37	3,849.30	5,500.00	1,650.70	70%
3071 Laundry Service and Supplies	624.08	5,792.82	9,000.00	3,207.18	64%
3111 Office Expenses	1,564.53	11,082.31	20,000.00	8,917.69	55%
3121 Computer & Software	99.99	8,312.06	12,000.00	3,687.94	69%
3131 Laboratory					
3131.1 Mosquito Surveillance	665.74	10,702.60	15,000.00	4,297.40	71%
3131.2 Disease Surveillance	723.03	6,944.52	7,155.00	210.48	97%
3131.3 Mosq pool testing	8,402.40	17,381.73	36,000.00	18,618.27	48%
3131.4 Hood certification	0.00	270.00	200.00	-70.00	135%
3131.5 Misc lab eqpt & supplies	0.00	3,558.61	6,285.00	2,726.39	57%
3131.6 Reimbursement for light traps	0.00	0.00	200.00	200.00	0%
Laboratory Total	9,791.17	38,857.46	64,840.00	25,982.54	60%
3171 Small Tools and Instruments	31.26	395.46	2,500.00	2,104.54	16%
3211 Maintenance - Structures & Improvement	885.95	5,933.19	20,000.00	14,066.81	30%
3231 Maintenance Equipment	4,026.99	17,559.02	45,000.00	27,440.98	39%
3271 Utilities	2,070.16	18,836.61	22,000.00	3,163.39	86%
3291 Communication					
3291.1 Telephone service & internet	1,203.34	11,311.91	13,500.00	2,188.09	84%
3291.2 Public Notices	0.00	0.00	500.00	500.00	0%
3291.3 Website & email hosting	0.00	242.48	270.00	27.52	90%
3291.4 Cell phone services	538.37	6,989.78	10,000.00	3,010.22	70%
Communications Total	1,741.71	18,544.17	24,270.00	5,725.83	76%
3331 Memberships, Dues, Subscriptions	0.00	14,540.00	20,700.00	6,160.00	70%
3351 Transportation & Travel					
3351.1 Fuel & GPS	2,899.00	30,653.83	44,000.00	13,346.17	70%
3351.2 Misc Travel		0.00	0.00	0.00	0%
3351.3 Meetings & conferences	2,977.87	15,550.51	45,000.00	29,449.49	35%
3351.4 Board meeting expenses	57.66	501.45	800.00	298.55	63%
3351.5 Trustee in lieu	1,055.62	9,955.62	16,800.00	6,844.38	59%
Transportation & Travel Total	6,990.15	56,661.41	106,600.00	49,938.59	53%
3391 District Special Expenses					
3391.1 Pesticides	0.00	112,902.32	175,000.00	62,097.68	65%
3391.2 Field supplies	415.63	575.70	500.00	-75.70	115%
3391.3 Sentinel Chickens	0.00	0.00	0.00	0.00	0%
3391.4 Fish & Fish Maint	208.14	3,967.40	4,000.00	32.60	99%
3391.51 Aerial Pool Survey	0.00	0.00	17,000.00	17,000.00	0%
3391.52 Permits	0.00	1,104.00	3,000.00	1,896.00	37%
3391.53 Continuing Education fees	1,755.00	3,771.00	4,000.00	229.00	94%
3391.54 Board Plaques & nameplates	0.00	239.80	500.00	260.20	48%
3391.55 Seasonals (post ads, pre-empl phy)	0.00	0.00	1,000.00	1,000.00	0%
3391.6 Spray equipment & Safety	526.91	4,202.49	17,000.00	12,797.51	25%
District Special Expenses Total	2,905.68	126,762.71	222,000.00	95,237.29	57%
3392 Community Education	217.00	5,199.47	33,000.00	27,800.53	16%
3411 Professional and Specialized Services	9,180.35	146,296.44	224,887.00	78,590.56	65%
3471 Insurance - Collision, Liability etc	0.00	42,532.00	42,350.00	-182.00	100%
3491 Workers Compensation Insurance	0.00	63,736.00	60,745.00	-2,991.00	105%
3531 Insurance Fund - SIRS	0.00	0.00	0.00	0.00	0%
3551 Rents, Leases - Equipment	717.49	7,570.96	9,350.00	1,779.04	81%
TOTAL SERVICES & SUPPLIES	41,895.64	598,948.17	953,242.00	354,293.83	63%
CAPITAL					
5111 Structures and Improvements	0.00	8,200.13	190,000.00	181,799.87	4%
5311 Equipment	0.00	10,468.50	58,000.00	47,531.50	18%
TOTAL CAPITAL	0.00	18,668.63	248,000.00	229,331.37	8%
Reserve fo Contingencies	0.00	0.00	50,000.00	50,000.00	
OPEB Trust Reimbursement	149,986.27	149,986.27	145,000.00	-4,986.27	
<i>Annual Operating Expenditures</i>	<i>231,033.79</i>	<i>2,490,392.16</i>	<i>3,641,900.57</i>	<i>1,151,508.41</i>	
OTHER					
Dry Period Cash (60%)	0.00	0.00	2,714,106.00	2,714,106.00	0%
Reserve for Capital Replacement	0.00	0.00	1,116,840.00	1,116,840.00	0%
Total Other	0.00	0.00	3,830,946.00	3,830,946.00	0%
Total Expenditure	231,033.79	2,490,392.16	7,472,846.57	4,982,454.41	

Agenda 1033.10c

STATEMENT OF EXPENDITURES - APRIL 30, 2016.

	EXPENDITURES	Budget Year 15-16 TO-DATE	BUDGETED	BALANCE
Salary & Wages	189,138.15	1,872,775.36	2,245,658.57	372,883.21
Service and Supplies	41,895.64	598,948.17	953,242.00	354,293.83
Capital Expenditures	0.00	18,668.63	248,000.00	229,331.37
Reserve for Contingency	0.00	0.00	50,000.00	50,000.00
OPEB Trust Reimbursement	0.00	0.00	145,000.00	145,000.00
TOTAL	231,033.79	2,490,392.16	3,641,900.57	1,151,508.41

IV. CASH BALANCE - April 30, 2016 : \$ XXXXXXXX (Does not include interest revenue for April)

Sincerely,

Ryan Clausnitzer
District Manager

Alameda County Mosquito Abatement District

BOARD OF TRUSTEES

Richard Guarienti, President
Kathy Narum, Vice-President
Robert Dickinson, Secretary
Scott Paulsen
Wendi Poulson
P. Robert Beatty
Scott Donahue
George Young
Elisa Marquez
James N. Doggett
Eric Hentschke
Jan O. Washburn
Ursula Reed
Ronald E. Quinn

Ryan Clausnitzer
District Manager
ryan@mosquitoes.org

MONTHLY STAFF REPORT – April 2016

1. OPERATIONS

A. Narrative

A fairly consistent barrage of Zika virus news in all forms of media has brought a lot of attention and concern to our nation, state, and county regarding mosquitoes. Field staff saw a huge rise in questions and concerns from the residents of Alameda County. This has manifested itself in the form of a lot of “off the street” interactions/ questions from the public to field staff as they monitor and treat their regular sources throughout the county. It has also resulted in a significant spike in the number of Service Requests (SR) for the month of April. The district received more than twice the number of SRs in April than it did in the last 5 year averages. A lot of time on these calls, and in general, has been spent on educating the public on the Zika virus. This is a positive for ACMAD.

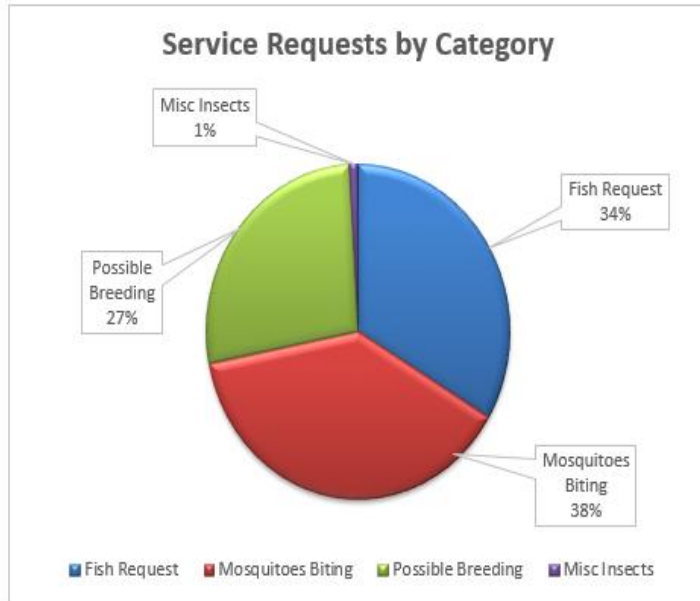
There was a wide variety of larval and adult mosquitoes collected during the course of these SRs. Nine species were represented, nearly half of all the species documented to inhabit Alameda County. This should also be considered as very positive, especially based on the numbers of adult mosquitoes reflected in trapping efforts via the District’s lab. The numbers of adult mosquitoes are quite low, particularly for a year with not only above average rainfall but also a series of late rains. SR collected adults for the District’s winter mosquito species were low: one *Culiseta inornata*, one *Aedes sierrensis*, one *Aedes washinoi*, and eight *Aedes squamiger*. This is a clear indication of a very successful winter from an operations standpoint! A fly off of any significant number of any of the aforementioned species will generate tens, if not hundreds, of service requests.

Operations were also fully engaged in their spring/summer control efforts. *Culex tarsalis* were treated throughout April in sources still holding water from the rains and in catalogued swimming pools. This will shift to canals as their flow rates slow. Swimming pools will continue to be monitored and treated. Swimming pools from previous aerial surveys were re-inspected and treated as a prelude to the next aerial survey scheduled to be conducted in mid-May. Catch basins, sumps and sewer plants county-wide were treated for *Culex pipiens* and several marshes were treated for *Culex erythrothorax*. This will be critical in ACMAD’s efforts to suppress West Nile virus in the months to come.

Joseph Huston
Field Operations Supervisor

B. Operational Data

1. Service Requests



Total Service Requests April 2016	=331
April - Ten year average	=178.9
April - Five year average	=149.6
April - Last Year	=160
Range (10 yr) =	124-331

Mosquito species attributed to service request	
Ae dorsalis	1
Ae sierrensis	1
Ae squamiger	8
Ae washinoi	1
Crane Flies	22
Cs incidens	110
Cs inornata	1
Cx pipiens	10
Cx stigmatosoma	1
Cx tarsalis	19
Dance flies	1
Dixid midges	3
Midges	7
Misc	2

2. Other

Number of all injuries during 2016 = 1

3. Activity Report

Administration	875.8
Larval Surveillance & Control	828.25
Disease Monitoring	118.25
Laboratory	331
Equipment & Facility Maintenance	160
Public Education	124.8
Interagency Communication	42.25
Fish Rearing and Maintenance	19
Safety	54
Misc	27
Regular Hours	2580.4
ETO Hours Accrued	98.25
Total Work	2678.6

Vacation Hrs Used	192.75
Sick Hours Used	86.5
Workers Comp.	0
ETO Used	59.5
Total Leave	338.75
Total Work - Leave	2678.6
Total Hours	3017.35

2. LAB

Below is a summary of the activities from the Mosquito Lab for April, 2016

Budget

- As of April 30, 2016 (10 months of 12, 83 % of the year), 60 % of the lab budget has been expended.
- Expenditures for the month increased to upgrade equipment and purchase supplies that were used to test mosquitoes for the presence of vectored diseases.

Mosquito Abundance Monitoring

- One Seasonal Mosquito Lab Technician, Tracinda Knopp, began work during the month of April to assist with monitoring mosquito abundance throughout the county.
- With warming weather, mosquito abundance increased during the month of April.
- 6,483 mosquitoes were collected in CO₂ and NJLT during the month of April for 2016 and identified to species. Similar numbers of mosquitoes were captured in traps for the same month of 2015 (6,547), however, the number of trap locations during 2015 was lower (39 in 2015, compared to 130 in 2016).
- Greatest mosquito abundance during 2016 was observed in the west of the county near areas with marsh habitat and northern Livermore (see Figure 1 for the mosquito abundance heat map). In contrast, high mosquito abundance during April 2015 was observed only in the western marsh habitats of the county.
- The autocidal gravid ovitraps (AGO) and ovitrap buckets (ovi-bucket) that have been deployed since May of 2015 have not collected *Aedes aegypti* eggs or adults. The AGO and ovi-buckets have been placed in the area around ACMAD headquarters and throughout Alameda County with a focus upon nurseries and places of entry from abroad (e.g. US Customs inspection sites; see Figure 2 for the 41 locations).

Disease Monitoring

- For the year 2016, to date there have been no dead birds found to contain West Nile virus (WNV) in Alameda County.
- The Mosquito Lab continues to test all mosquitoes that are collected in CDC EVS CO₂ traps which could transmit WNV, Saint Louis encephalitis virus and western equine encephalitis virus for the presence of these viruses. Of the 94 mosquito pools tested during 2016 (containing a total of 2,289 mosquitoes), none have been found to contain these viruses.
- ACMAD has obtained permission from the Alameda County and City of Berkeley Public Health Departments to receive notifications of cases of Zika, chikungunya and dengue viruses for persons residing in Alameda County. This information has been used to employ increased monitoring of invasive species of mosquitoes around the specific areas where the cases reside or frequent.

Research

- The research priority that the lab will pursue during 2016 is to assess the resistance of adult mosquitoes common to Alameda County to chemical pesticides (*i.e.* adulticides) that may be employed by Operations to control potential outbreaks of mosquito-vectored disease. Specifically, we will collect species of mosquitoes that can vector human diseases from a range of habitats throughout Alameda County and perform functional, enzymatic and genetic tests to quantify the extent of pesticide resistance. We anticipate recruiting 2-4 undergraduates from local universities to assist with this project and that the results will be of operational value, and publishable in a peer-reviewed scientific journal.

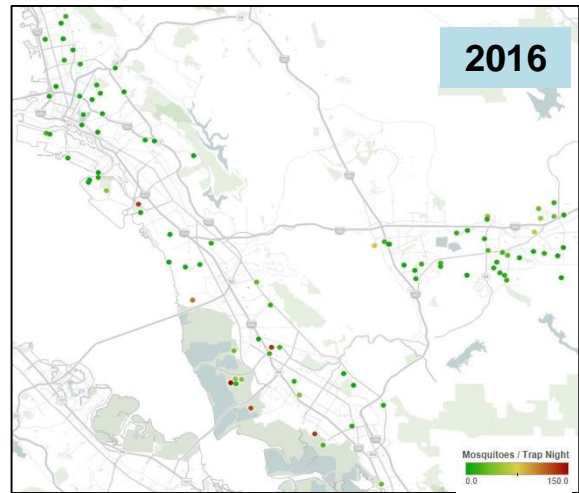
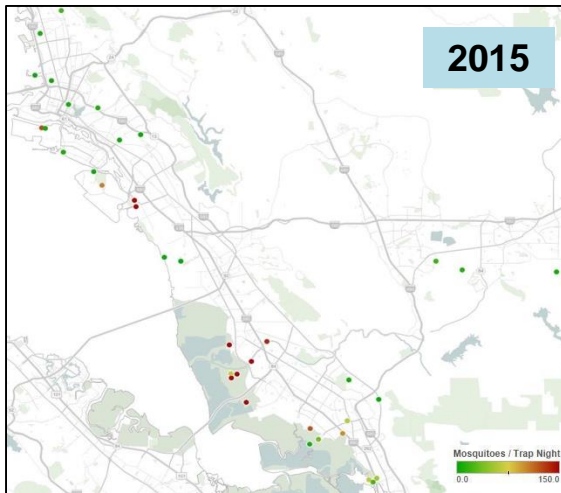


Figure 1. Mosquito abundance in Alameda County during April, 2015 (left) and 2016 (right). Each point on the map indicates a mosquito trap location that was monitored during April of 2015-2016. The color of each point indicates the number of mosquitoes collected within each trap on a particular day at that location (green refers to 0 – 35 mosquitoes, yellow is 75 mosquitoes and red indicates greater than 150 mosquitoes per trap day).

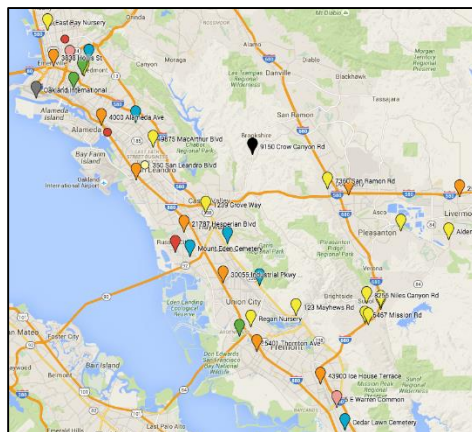


Figure 2. Location of the 41 AGO and ovi-bucket mosquito trap locations in Alameda County during April, 2016. Each pin on the map indicates 2-3 AGO paired with an ovi-bucket at each location. The pin for the region surrounding ACMA headquarters indicates 15 AGO with each paired to an ovi-bucket.

Submitted respectfully by Eric Haas-Stapleton, PhD, ACMA Entomologist on May 4, 2016.

3. PUBLIC EDUCATION

A. Upcoming Events

- **Niles Wildflower, Art, Garden, & Quilt Show** – Sunday, May 15th, 10am-4pm (Downtown Niles)
- **Palomares Science Expo** – Friday, May 20th, 8am-2pm (Palomares Elementary School, Castro Valley)
- **San Leandro Cherry Festival** – Saturday, June 4th, 11am-6pm (Downtown San Leandro)
- **Berkeley CERT Presentation** – Wednesday, June 8th, 7pm (997 Cedar, Berkeley)

B. Google Analytics

	April	March
Number of Sessions	2,528	1,645
Users	2,144	1,393
Pageviews	5,286	3,330
Average Session Duration	2 minutes 10 sec.	1 minute 40 sec.
New Visitors	82.6%	81.7%
Top Cities	San Francisco (6.8%), Oakland (6.2%), Fremont (5.8%), Hayward (5%), Los Angeles (4.4%)	Oakland (9.3%), San Francisco (5.6%), Hayward (4.8%), Los Angeles (3.3%), New Delhi (3.3%)
Top Pages	Homepage (23%), California Species (15.2%), Services (8.9%), Request Mosquitofish (6.2%), Mosquito like insects (4%)	Homepage (22.8%), California Species (13.5%), Lifecycle (10.3%), Request Mosquitofish (5.9%), Education (4.6%)

C. Facebook

	April	March
Total Posts	12	9
Number Reached	420	336
Most Popular	Dump and Drain message (retweeted from SGMVCD)	Spring Newsletter announcement
Number of Likes	105	103

D. Twitter

4.	April	March
Total Tweets	12	11
Tweet Impressions	2,324	3,396
Top Tweet (# Impressions)	CDC Chief: Zika is coming. (235 impressions)	MVCAC conference picture (635 impressions)
Profile Visits	111	91
New Followers (Total Followers)	9 (388)	16 (379)

Agenda item: 1033.12

Manager's Report

May 11th, 2016

- a. MVCAC 2016 Legislative day
- b. 2014-2015 Biennial report update
- c. PEIR status
- d. Manager Evaluation Committee (Young, Guarienti, & Narum) to meet prior to the June 8th board meeting