

AGENDA
1144th MEETING OF THE BOARD OF TRUSTEES
OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT
FEBRUARY 11TH, 2026

TIME: 5:00 P.M.

PLACE: Join in person at the Office of the District
23187 Connecticut Street, Hayward, CA 94545 *or*
Join remotely via teleconference: <https://us02web.zoom.us/j/86978616436>
see below for additional details.

TRUSTEES: Kashef Qadri, President, City of Dublin
John Bauters, Vice-President. City of Emeryville *from 4260 Halleck St, Emeryville, CA*
John Zlatnik, Secretary, City of Fremont
Cathy Roache, County-at-Large
Nick Ksiazek, City of Alameda
Preston Jordan, City of Albany
P. Robert Beatty, City of Berkeley *from 2052 McGee Avenue, Berkeley CA*
George Syrop, City of Hayward
Maya Manoharan, City of Livermore *from 1845 Marini Ln, Livermore, CA*
Eric Hentschke, City of Newark
City of Oakland, vacant
Hope Salzer, City of Piedmont: *from 76 Cambrian Ave, Piedmont, CA*
Jeff Nibert, City of Pleasanton *from 52 Hopetoun Rd. Drouin, Victoria 3818 Australia*
Victor Aguilar, City of San Leandro
Subru Bhat, City of Union City

1. Call to order.
2. Roll call.
3. President Qadri invites any member of the public to speak at this time on any issue relevant to the District (each individual is limited to three minutes).
4. Approval of the minutes of the 1143rd Regular Meeting held January 14th, 2026 (**Board action required**).
5. Oath for the Office of Alameda County Mosquito Abatement District Board for reappointed Trustee Beatty (Information only).
6. Second reading of revisions to ACMAD policy (**Board Action Required**).
 - a. Reference of policy changes.
 - b. Proposed policy changes. redline version, chapters 100, 300, 600.
7. Approval purchase of 2026 (electric) Polaris Pro XD Full-Size Kinetic Avalanche Gray to replace existing (gasoline-powered) 2001 6X6 Polaris Sportsman ATV (**Board action required**)
 - a. Staff report
 - b. Quote from Papé Material Handling
8. Resolution 1144-1 recognizing the mosquito control benefits of male-release suppression technologies (**Board Action Required**)
 - a. Staff report

9. Financial Reports as of January 31st, 2026 (Information only).
 - a. Check Register
 - b. Credit card statements
 - c. Income Statement
 - d. Investments, reserves, and cash report
 - e. Balance Sheet
10. Presentation of the Manager's Report (Information only).
 - a. Trustee & Staff Anniversary Recognitions
 - b. Form 700 FFPP Conflict of Interest Report: reminder
 - c. Finance Committee meeting: 3/11/26 at 4:00pm
 - d. SB 827 training requirement for ALL Trustees by July 1st, 2026.
11. Presentation of the Monthly Staff Report (Information only).
12. Board President asks for reports on conferences and seminars attended by Trustees.
13. Board President asks for announcements from members of the Board.
14. Board President asks trustees for items to be added to the agenda for the next Board meeting.
15. Adjournment.

RESIDENTS ATTENDING THE MEETING MAY SPEAK ON ANY AGENDA ITEM AT THEIR REQUEST.

Please Note: Board Meetings are accessible to people with disabilities and others who need assistance. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to observe and/or participate in this meeting and access meeting-related materials should contact Ryan Clausnitzer at least 48 hours before the meeting at 510-783-7744 or acmad@mosquitoes.org.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at **(669) 900-6833**
Enter the **Meeting ID#** 869 7861 6436 followed by the pound (#) key.

Computer: Watch the live streaming of the meeting from a computer by navigating to: <https://us02web.zoom.us/j/86978616436>

Mobile: Log in through the Zoom mobile app on a smartphone and enter **Meeting ID#** 869 7861 6436

HOW TO SUBMIT PUBLIC COMMENTS:

Before the Meeting: Please email your comments to acmad@mosquitoes.org, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed three minutes at staff's cadence), prominently write "Read Aloud at Meeting" at the top of the email. All comments received before 12:00 PM the day of the meeting will be included as an agenda supplement on the District's website under the relevant meeting date and provided to the Trustees at the meeting. Comments received after this time will be treated as contemporaneous comments.

Contemporaneous Comments: During the meeting, the Board President or designee will announce the opportunity to make public comments and identify the cut off time for submission. Please email your comments to acmad@mosquitoes.org, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. Once the public comment period is closed, all comments timely received will be read aloud at the meeting (not to exceed three minutes at staff's cadence). Comments received after the close of the public comment period will be added to the record after the meeting.

MINUTES

1143rd MEETING OF THE BOARD OF TRUSTEES OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT

January 14th, 2026

TIME: 5:00 P.M.
PLACE: Hybrid Meeting of the Board of Trustees
Physically held at the Office of the District
23187 Connecticut Street, Hayward, CA 94545 and
Teleconferencing at: <https://us02web.zoom.us/j/83082719382>
TRUSTEES: Kashef Qaadri, Vice-President, City of Dublin
John Bauters, Secretary, City of Emeryville *from 4260 Halleck St, Emeryville*
Cathy Roache, County-at-Large
Nick Ksiazek, City of Alameda
Preston Jordan, City of Albany
P. Robert Beatty, City of Berkeley
John Zlatnik, City of Fremont
George Syrop, City of Hayward
Maya Manoharan, City of Livermore
Eric Hentschke, City of Newark
City of Oakland, vacant
Hope Salzer, City of Piedmont *from 76 Camrian Ave, Piedmont*
Jeff Nibert, City of Pleasanton *from 52 Hopetoun Rd, Drouin, Victoria 3818 Australia*
Victor Aguilar, City of San Leandro
Subru Bhat, City of Union City

1. Board Vice-President Qaadri called the regularly scheduled board meeting to order at 5:02 pm.
2. Trustees Qaadri, Ksiazek, Jordan, Zlatnik, Syrop, Hentschke, Aguilar and Bhat were present at the District. Trustees Roache, Beatty, and Manoharan were absent. Trustees Bauters, Salzer, and Nibert were present remotely from the publicly posted locations above.
3. New Trustee, Nick Ksiazek, introduced himself and shared that he has lived in Alameda for five years and is a Marine Reservist working in the technology sector.
4. Vice-President Qaadri invites any member of the public to speak on any issue relevant to the District. Financial & HR Specialist, Michelle Robles, was present for item 5. Vector Scientist, Miguel Barretto, was present for items 14 & 19. Information & Technology Director, Robert Ferdan, was present for technical support. Vector Biologist, Sarah Lawton, was present to record the minutes.
5. Oath of Office of Alameda County Mosquito Abatement District Board for reappointed Trustees Bhat, Aguilar, and Zlatnik.

Discussion: Trustee Beatty will swear his Oath when he returns in February. Trustees Bhat, Aguilar, and Zlatnik swore their Oath of Office, following prompts from Michelle Robles.

6. Approval of the minutes of the 1142nd meeting held December 10th, 2025.

Discussion: None.

Motion: Trustee Aguilar moved to approve the minutes

Second: Trustee Syrop

Roll Call Vote: Motion carried, unanimous

7. Election of Board Officers

a. Nominated candidates

i. President: Vice-President Qaadri

ii. Vice-President: Secretary Bauters

iii. Secretary: Trustee Zlatnik

Discussion: None

Motion: Trustee Bhat moved to approve the slate of Officers

Second: Trustee Syrop

Roll Call Vote: Motion carried, unanimous

8. Dissolution of the Ad-hoc Nominating Committee

Discussion: The General Manager gave background information.

Motion: Trustee Jordan moved to approve dissolution

Second: Trustee Aguilar

Roll Call Vote: Motion carried, unanimous

9. Review of 2026 Board Meeting dates, district holidays, and work conferences.

Discussion: The General Manager discussed highlights in the schedule. Veteran's Day, a District Holiday, falls on the day of the November meeting, so it can be considered for cancellation. Trustee Bhat asked if the meeting could be moved to November 18th (it could be, but it would be considered a special meeting). Trustee Syrop suggested that the meeting could be held only if needed for a pressing issue. Trustee Bauters pointed out that it would not be considered a special meeting since it would be set and decided upon during the approval of the calendar. Trustee Syrop asked if we can set a tentative meeting date. Trustee Bauters responded that it is better practice to set a meeting date, then cancel if needed. Trustee Nibert mentioned he has a scheduling conflict on November 18th.

Motion: Trustee Aguilar moved to approve the meeting calendar, with November's meeting moved to the **3rd Wednesday** on November 18th, 2026

Second: Trustee Bauters

Roll Call Vote: Motion carried, unanimous

10. Confirm Finance Committee membership, set upcoming meeting dates, and appoint a Chair

Discussion: The General Manager gave background information. All committee members will remain; Trustees Qaadri, Hentschke, Jordan, and Roache (she was absent but assumed wanting to return.) Trustee Jordan volunteered to be Chair.

Motion: Trustee Bhat moved to approve the Committee members

Second: Trustee Aguilar

Roll Call Vote: Motion carried, unanimous

11. Approve updates to the CalPERS Publicly Available Pay Scale for FY 2025-2026

Discussion: The General Manager gave background information. Trustee Jordan mentioned that for his City's City Council, they use a revision track changes to indicate any changes to a document (we will do that in the future.)

Motion: Trustee Jordan moved to approve the Salary Schedule

Second: Trustee Zlatnik

Roll Call Vote: Motion carried, unanimous

12. Authorization for Fixed Asset Disposition: Lab -80C° Freezer

Discussion: The General Manager gave background information, and Miguel Barretto answered questions from the Board. Trustee Zlatnik asked how long 'long term' is (the lab keeps samples of mosquito pools and dead birds for retroactive testing for up to ten years). Trustee Bhat mentioned this is standard from his experience. Trustee Jordan asked if all samples are kept or only the positives (all are kept).

Motion: Trustee Ksiazek moved to authorize the disposition

Second: Trustee Aguilar

Roll Call Vote: Motion carried, unanimous

13. Report from the ad-hoc policy review committee on the first reading of revisions to district policy

Discussion: The General Manager gave background information and Trustee Hentschke summarized policy changes. Trustee Jordan was thankful for §105.6, now he is more aware of the duties of Board Officers. He wanted to confirm that both the Secretary and President review and sign documents; in his city, only one signature is required (yes, ACMAD requires both signatures, but it is up to the discretion of the Board). Trustee Bhat asked if it has ever been a challenge to obtain both signatures (no, only an occasional reminder is given). Trustee Jordan asked about §301.6, where the language says, "nighttime hours, or after 10:30 pm" (the intent is for district work not disrupting an employee's sleep schedule creating an unsafe working condition, more details will be followed). Trustee Jordan pointed out that the phrasing seems ambiguous (a more detailed report with scenarios will follow). He followed up asking if the whole shift would qualify or only the half hour (we will clarify that at the meeting next month). Trustee Hentschke clarified that he asked Michelle Robles, and she said only the time after 10:30 pm would count. He also pointed out that this was designed for early morning operations as well. Trustee Jordan asked what is the cut off time for the morning hours (when the operation ends, but that will be clarified at the next meeting). He also asked about the meaning of §601.2, where it says, 'opposition to discrimination, harassment, or retaliation' (this is part of the new required language, will get clarification for the next meeting).

14. Presentation by Miguel Barretto, Vector Scientist: *DNA Barcoding When Morphological Classification Fails*

Discussion: Miguel Barretto gave his presentation and fielded questions from the Board. Trustee Jordan asked if there were eggs deposited in the In2Care trap (there was no substrate to collect them intentionally, we tried to find some but could not). He followed up asking why the larvae did not get killed with the pesticide in the trap (the pesticide was an insect growth regulator, so they do not die until their pupal stage). Trustee Bhat asked where the In2Care trap was placed (the Alameda County Fairgrounds). Trustee Syrop asked how many times a test is run to avoid a false positive result (three times for every test). Trustee Zlatnik asked if the test would work on other species (it is designed to work very well for these two species, it is not meant to work for others). Trustee Bhat asked if there is a paper written (yes, it is now published). Trustee Qaadri congratulated him on the publication and for being the first author. Trustee Jordan asked how many citations the paper has (so far, 35 citations). He followed up saying that in his field, there are usually much fewer citations. Trustee Salzer asked how rare it is for a District to have a PCR machine and if there is an opportunity to provide the service for other Districts with less funding (many Districts send their samples to UC Davis for testing for various reasons.) Trustee Bhat said we have a well-qualified lab here and that attending conferences shows how well our lab does. Trustee Qaadri asked if there is any thought of

testing for low versus high abundance (there can be degradation even with many larvae, so it is not a reliable way to determine quantity of larvae with the many factors).

15. Strategic plan annual review

Discussion: Trustee Syrop asked if there will be a report on the progress of goals in the plan, such as during our year-end gathering, as it would be good to know the progress made (we can do that in future December open house meetings).

16. Fair Political Practices Commission 2025-26 Statement of Economic Interests: Form 700

Discussion: The General Manager gave background information and reminded Trustees that if they work for a city, they can file electronically, all others can send a copy.

17. Financial Reports as of December 31st, 2025

Discussion: The General Manager presented highlights in the report.

18. Presentation of the Manager's Report

Discussion: The General Manager presented highlights in the report.

19. Presentation of the Monthly Staff Report

Discussion: Miguel Barretto presented highlights in the report; he and the General Manager fielded questions from the Board. Trustee Jordan pointed out that it appears the lab trapped earlier in the year and later in the year, and there appears to be fewer high peaks (will confirm that). He also asked about there being only 5 pools but more mosquitoes than that (there is a low threshold of 5 mosquitoes per pool for viral testing). He also asked if the mosquito abatement district was contacted regarding the horizontal levee in Palo Alto (yes, they were consulted as was with Erika Castillo who toured as she represents all Bay Area mosquito districts). Trustee Syrop pointed out that by using paid ads, we could reach roughly one million people, rather than 500 people, which he finds exciting. He asked if funds could be pooled with other Districts (possibly, we already coordinate messages statewide). He also asked if we are considering ads in other languages (yes, to other-than-english language outlets but will follow-up for general advertisements).

20. Board President asks for reports on conferences and seminars attended by Trustees.

Discussion: None

21. Board President asks for announcements from members of the Board.

Discussion: Trustee Nibert, who is currently in Australia, explained that he is experiencing aggressive biting from *Aedes notoscriptus* there (there have been some detections of that species in Los Angeles).

22. Board President asks trustees for items to be added to the agenda for the next Board meeting.

Discussion: none

23. Adjournment at 6:42 pm.

Respectfully submitted,

Approved as written and/or corrected
at the 1144th meeting of the Board of
Trustees held February 11th, 2026

Kashef Qadri, President
BOARD OF TRUSTEES

John Zlatnik, Secretary
BOARD OF TRUSTEES

OATH
for the Office of
Alameda County Mosquito Abatement District
Board of Trustees

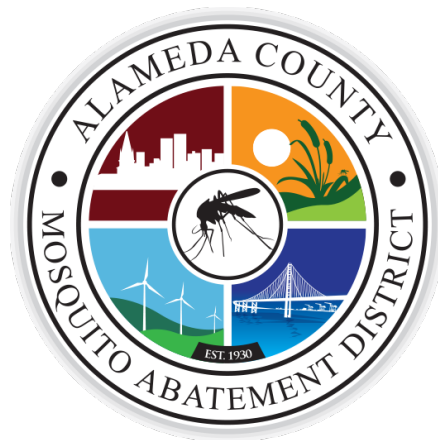
I, Robert Beatty, do solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

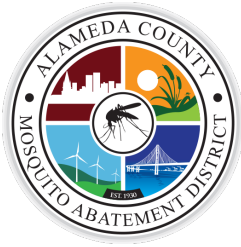
Signature: _____
Term Expires: 12/31/2030

Subscribed and sworn before me, this 11th day of February 2026.

Michelle Robles, Financial & HR Specialist

Ryan Clausnitzer, General Manager





23187 Connecticut Street
Hayward, CA 94545

T: (510) 783-7744
F: (510) 783-3903

acmad@mosquitoes.org

Board of Trustees

President

vacant

Vice-President

Kashef Qaadri

Dublin

Secretary

John Bauters

Emeryville

Cathy Roache

County-at-Large

Nick Ksiazek

Alameda

Preston Jordan

Albany

P. Robert Beatty

Berkeley

John Zlatnik

Fremont

George Syrop

Hayward

Maya Manoharan

Livermore

vacant

Oakland

Eric Hentschke

Newark

Hope Salzer

Piedmont

Jeff Nibert

Pleasanton

Victor Aguilar

San Leandro

Subru Bhat

Union City

Ryan Clausnitzer

General Manager

Summary of February 2026 Proposed Policy Changes, Second Reading:

The only change from the prior version was the correction of a clerical error in the staff report. The policy section previously referenced as 105.5.1 has been corrected to 105.6. No other substantive changes were made.

In response to questions raised during the January meeting regarding Policy 301.6, the night mosquito control shift differential applies only to hours worked during the designated nighttime period beginning at 10:30 p.m., as approved in advance by the General Manager or designee. The 10:30 p.m. start time prevents overlap with other nighttime work, including evening meetings, travel, and outreach events. Nighttime mosquito control treatments typically occur between 2:00 and 6:00 a.m., minimizing public disruption. Eligible employees receive one and one-half hours of compensatory time for each qualifying hour worked, regardless of paid leave used during the same workweek. Hours worked outside the designated nighttime period are compensated at the regular rate unless overtime applies under Policy 301.7.

For purposes of Policy 601.1 (Harassment), "opposition to discrimination" means lawful, good-faith actions taken to oppose, report, question, or participate in the investigation of discrimination, harassment, or retaliation. Individuals are protected from adverse action or retaliation for engaging in such opposition, even if the underlying complaint is ultimately unsubstantiated, provided it was made in good faith.

Proposed policy updates include:

105.6

Add the defined duties of the Board officers to District policy to clearly establish responsibilities beyond the traditional roles.

301.6

Add a shift differential policy defining night mosquito control operations and associated compensation.

601.1

Add zero-tolerance language regarding any form of discrimination, harassment, or retaliation based on membership in one or more protected classifications as defined in Section 601.2.

601.2

Update the defined protected classes to align with the requirements of the Fair Employment and Housing Act (FEHA).

**ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT
POLICY MANUAL
EFFECTIVE 2/11/2026**

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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.

**CHAPTER 100. THE BOARD OF TRUSTEES
ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT**

Section 100. Definitions

- 100.1 **District** means the Alameda County Mosquito Abatement District.
- 100.2 **Mosquito** means any insect of the family Culicidae (excluding the subfamilies Dixinae and Chaoborinae) capable of transmitting human disease or causing human annoyance.
- 100.3 **Jurisdiction** means within the boundaries of the District or in proximity close enough so that mosquitoes produced outside of the District may affect people within the District.
- 100.4 **Board member** and **Trustee** are references used interchangeably within these Policies. Both terms mean individual members of the Alameda County Mosquito Abatement District Board of Trustees.

Section 101. Enabling Legislation

- 101.1 This District was formed under the Mosquito Act, California Government Code Title 3, Division 2, Part 2, Chapter 8, Section 25842.5 and sections 2000-2093, inclusive, of the California Health and Safety Code, and therefore the rules and regulations of this Code shall be the rules by which this District operates. Minutes of 02-24-65.

Section 102. Code of Ethics

- 102.1 The Board of Trustees of the Alameda County Mosquito Abatement District is committed to providing excellence in legislative leadership that results in providing the highest quality services to its constituents and complies with state and federal laws. Consistent with this commitment, this Code of Ethics sets forth expectations regarding behavior between and among members of the Board of Trustees and District staff.
- 102.2 The dignity, style, values, and opinions of each Trustee shall be respected.
- 102.3 Responsiveness and attentive listening in communication are encouraged.
- 102.4 The needs of the District's constituents should be the priority of the Board of Trustees.
- 102.5 The primary responsibilities of the Board of Trustees are noted in Section 103.2. Routine matters concerning the operational aspects of the District are to be

delegated to the General Manager and the professional staff members of the District.

102.5.1 Board members should follow the guidelines set forth below relative to interactions with District staff:

- (a) Board members should develop a working relationship with the General Manager wherein current issues, concerns, and District projects can be discussed comfortably and openly.
- (b) Board members should contact the General Manager before approaching District staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
- (c) If approached by District personnel concerning a specific District policy, Board members should direct inquiries to the General Manager.
- (d) Issues related to safety and concerns for safety or hazards should be reported to the General Manager. Emergency situations should be dealt with immediately by seeking appropriate assistance.
- (e) Clarification on policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming should be referred directly to the General Manager or legal counsel.

102.6 Trustees should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged.

102.7 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but should do so in a respectful manner. Once the Board of Trustees takes action, Trustees should commit to supporting said action and not create barriers to the implementation of said action.

102.8 When responding to constituent requests and concerns, Board members should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

- (a) Complaints from residents and property owners of the District should be referred directly to the General Manager.

- 102.9 Board members should function as a part of the whole, in accordance with the Brown Act. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.
- 102.10 The Board of Trustees is responsible for monitoring the District's progress in attaining goals and objectives, while fulfilling its mission.

Section 103. Code of Conduct

- 103.1 This Code of Conduct shall govern the conduct of the Board of Trustees of the District.
- 103.1.1 The purpose of this Code of Conduct is to:
- (a) Protect the integrity of the District Board of Trustees and sustain the confidence of the people of the District by articulating specific standards and guidelines to assure that those entrusted with the public authority will avoid conduct that undermines respect for the District.
 - (b) Provide a comprehensive statement of pertinent laws and regulations, considerations, and obligations governing the conduct of the Board members to provide a transparent framework and enhance the public trust in the District.
 - (c) Enhance the understanding of laws and principles that create the obligations of Board members.
- 103.1.2 Pursuant to section 2022(d) of the State Health and Safety Code, "It is the intent of the Legislature that persons appointed to boards of trustees have experience, training, and education in fields that will assist in the governance of the districts"; and section (e) "...The trustees shall represent the interests of the public as a whole and not solely the interests of the board of supervisors or the city council that appointed them."
- 103.1.3 The public served by the District need and deserve an agency whose commitment to pursuing public interest outweighs any competing personal or political considerations.
- 103.1.4 Board members are expected to exercise discretion and judgment to adhere to the spirit of this Code of Conduct. It is essential to recognize that an act is not ethical simply because it is legal, and conduct is not proper simply because it is permissible. Board members should be willing to do more than the law requires. Strict compliance is not necessarily enough, and attempts to evade or circumvent ethics, laws, and rules are improper.

103.1.5 All actions, decisions, and votes should be made on their merits, objectively and without party, regional, or ideological partnership.

103.1.6 Confidential information, particularly investigative reports from the General Manager, District Counsel, and personnel matters, shall not be disseminated to any party except as specifically authorized.

103.2 Board Roles and Responsibilities

103.2.1 The Board has duties distinct from those of management. The Board oversees and provides counsel and direction to management and should not be involved in the day-to-day affairs, function, or activities of the District.

103.2.2 The role of the Board shall principally be to:

(a) Set District policy;

b) To review, approve, and oversee the budget and financial reports;

(c) Hire the General Manager and evaluate their performance; and

(d) Retain legal counsel as necessary.

103.2.3 The Board is responsible for policy-level direction and controls that:

(a) Ensures that the District is able to fulfill its statutory obligations;

(b) Ensures the financial stability of the District;

(c) Supports collaboration and building communications “bridges” between communities, regions, and districts; and

(d) Values constructive employer-employee relationships.

103.2.4 Board members do not have individual power or authority, and it is improper for any Board member to exercise such authority. The power and decision-making authority resides with the full Board.

103.2.5 Board members shall not be involved in employee matters (i.e., hiring, firing, discipline, etc.) or other personnel action unless required by provision within the “Policy Handbook” or advice by District counsel.

103.3 Board Member Norms

103.3.1 Board members shall understand the authoritative limits and responsibilities allowed to them and the Board under the provisions of the State Health and Safety Code and conduct themselves accordingly.

- 103.3.2 Proper parliamentary conduct is expected during Board meetings. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules (e.g., Robert's Rules of Order).
- (a) If a Board member believes order is not being maintained or procedures are not adequate, then they should raise a point of order – not requiring a second – to the President. If the ruling of the President is not satisfactory to the Board member, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.
 - (b) Any Board member desiring to speak should address the President and, upon recognition by the President, may address the subject under discussion.
 - (c) Any Trustee, including the President, may make or second a motion. A motion shall be brought and considered as follows:
 - (1) A Trustee makes a motion; another Trustee seconds the motion; and the President states the motion.
 - (2) Once the motion as been stated by the President, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the President will call for the vote. The motion must be made, seconded, and approved by a majority vote of the Board to pass.
 - (3) Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular Board meeting on any subject that lies within the jurisdiction of the Board of Trustees shall be as follows: Three (3) minutes may be allotted to each speaker. Speaking times may be adjusted at the discretion of the Board President.
 - (4) No oral presentation shall include charges or complaints against any District employee, regardless of whether or not the employee is identified in the presentation by name or by any other reference, which tends to identify.
- 103.3.3 Board members shall treat each other and District staff at all times and in all situations professionally, with respect and courtesy.
- 103.3.4 Board members shall not publicly engage in personal attacks on one another, District staff, or the District.

- 103.3.5 Any concerns regarding an employee's performance shall be communicated in writing to the General Manager. Any concerns regarding the General Manager's performance shall be communicated in writing to the President. Any concerns regarding a Board officer's performance shall be communicated, in writing, to the affected officer and/or the President. Nothing in this Section shall affect the right of the Board to evaluate Board officers.
- 103.3.6 The President of the Board may call for an action of Board censure against any Board member who fails to comply with any provision of this Section.

Section 104. Required Board Training

- 104.1 Ethics Training (AB 1234 Compliance)
- 104.1.1 All Trustees and the General Manager of the District shall receive two hours of training in general ethics principles and ethics laws relevant to public service within one year of appointment to the Board of Trustees and at least once every two years thereafter.
- 104.1.2 This policy shall also apply to all staff members that the Board of Trustees designates, and to members of all committees and other bodies that are subject to the Ralph M. Brown Open Meeting Act.
- 104.1.3 Ethics training shall be provided by entities whose curriculum has been approved by the California Attorney General and the Fair Political Practices Commission.
- 104.1.4 District staff shall provide the Board of Trustees with information on available training that meets the requirements of this policy at least once every year.
- 104.1.5 If a Trustee attends ethics training not directly provided by the District, the Trustee shall provide proof of participation to the District after completing the training. Applicable costs for attending the training will be reimbursed by the District.
- 104.1.6 District staff shall maintain records indicating both the dates that Trustees completed the ethics training and the name of the entity that provided the training. These records shall be maintained for at least five years after Trustees receive the training, and are public records subject to disclosure under the California Public Records Act.

104.2 Sexual Harassment and Abusive Conduct Prevention and Response Training (AB 1825 Compliance)

- 104.2.1 All members of the Board of Trustees and supervisors of the Alameda County Mosquito Abatement District shall receive two hours of training in sexual harassment and abusive conduct prevention and response (AB 1825) within six months of appointment to the Board of Trustees and at least once every two years thereafter.
- 104.2.2 This policy shall apply to Trustees, the General Manager, and any other staff member that meets the definition of a “supervisor” as set forth under Government Code section 12926(r) (“Supervisor” means any individual having the authority, in the interest of the employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to direct them, or to adjust their grievances, or effectively to recommend that action, if, in connection with the foregoing, the exercise of that authority is not of a merely routine or clerical nature, but requires the use of independent judgment).
- 104.2.3 All sexual harassment and abusive conduct prevention and response training shall be provided by entities whose curriculum has been approved by the California Attorney General.
- 104.2.4 District staff shall provide the Board of Trustees with information on available training that meets the requirements of this policy at least once every year.
- 104.2.5 If a Trustee attends sexual harassment and abusive conduct prevention and response training not directly provided by the District, the Trustee shall provide proof of participation to the District after completing the training. Applicable costs for attending the training will be reimbursed by the District.
- 104.2.6 District staff shall maintain records indicating both the dates that staff and Board members completed the sexual harassment prevention and response training and the name of the entity that provided the training. These records shall be maintained for at least five years after Trustees receive the training, and are public records subject to disclosure under the California Public Records Act.

104.3 Governance Training

- 104.3.1 All members of the Board of Trustees are strongly encouraged to obtain at least 1 hour of governance training related to the duties and responsibilities required of a governing Board member,

- 104.3.3 Training opportunities, through approved local government associations such as the California Special District Association, League of California Cities, or the California State Association of Counties, will be initially offered during Board orientation and regularly promoted.
- 104.3.4 The General Manager shall, upon hire, obtain training in governance along with obtaining the skills necessary to act as the de facto Board Clerk with the knowledge and skills to effectively manage all Brown Act and Records Retention subjects for the District.

Section 105. Board Meetings

- 105.1 Regular meetings of the Board of Trustees shall be held on the second Wednesday of each month, at the District Headquarters, unless otherwise posted. The public sessions of meetings begin at 5:00 p.m., unless otherwise posted. Board members should inform the General Manager as soon as possible if they are unable to attend a set meeting date.
- 105.1.1 The General Manager shall mail or email a notice of the meeting, including a copy of the agenda together with his/her notice of meeting on the Friday preceding the regular meeting, and shall give the Board members thirty days' notice of matters pending involving a policy change or adoption of any new policy deviating from that of the County or cities within the District.
- 105.2 Special meetings of the Board of Trustees may be called by the Board President or by a majority of the Board.
- 105.2.1 All Trustees shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, received by them at least 24 hours prior to the meeting.
- 105.3 Emergency Meetings. In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Trustees may hold an emergency special meeting without complying with the 24-hour notice required in 105.2.1, above. An emergency situation means a crippling disaster, which severely impairs public health, safety, or both, as determined by a majority of the Board.
- 105.4 Each year the Board, at its January meeting, or if a vacancy occurs, shall elect a President, Vice President, and Secretary for the calendar year.
- 105.5 Attendance – Officers of the Board (President, Vice President and Secretary) with three consecutive unexcused absences from Board meetings will be subject to removal from the Board position by a majority vote of the Board members present.

105.6 **Officer duties:**

105.6.1 President: Chair of the regular meetings; chair of ad-hoc personnel, manager evaluation, and salary negotiating committees (if applicable); reviews and signs approved board documents such as the minutes and resolutions; may represent the district in official functions and/or in press releases.

105.6.2 Vice-President: Serves in the role of President in their absence.

~~105.4.1~~105.6.3 Secretary: Reviews and signs all approved Board documents such as minutes and resolutions.

- 105.7 If all Officers of the Board are vacant or attending remotely the meeting Chair will default to a Past-President who is attending in-person at the District.
- 105.8 In lieu of actual costs, the members of the Board shall receive an allowance not to exceed \$100 dollars per month per member for expenses incurred in attending meetings of the Board.
- 105.9 The General Manager's monthly report regarding the prior month shall be presented at the Board meeting.
- 105.10 The District's Biennial Report shall be made on a calendar year basis.

Section 106. Conflict of Interest

- 106.1 State laws are in place to control actions by a Board member, which may result in a conflict of interest. The purpose of such laws and regulations is to ensure that all actions by the Board are taken in the public interest. State conflict law is complex; consultation with legal counsel is encouraged.
- 106.2 At any point a Board member believes there is a potential for a conflict of interest between actions he or she may take as a Trustee of the District and his/her personal interest, they is encouraged to consult with the Attorney for the District, a City Attorney for City Council representatives on the Board, or private legal counsel for advice.
- 106.3 While not inclusive, a general summary of Conflict of Interest rules is provided below.
- (a) In general terms, the Political Reform Act prohibits a public official from having a financial interest in a decision before the official; Government Code section 1090 prohibits a public official from having a financial interest in government contracts.
 - (b) The Political Reform Act prohibits public officials from making, participating in, or in any way attempting to use their official positions to influence a governmental decision in which they know, or have reason to know, that they have a financial interest.
 - (c) The public official has a financial interest if "it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from the effect on the public generally..." on a financial interest of the official or a member of the official's immediate family.
 - (d) Determining whether a Board member has a financial interest is very complicated and fact specific. Financial interests include interests in leases worth \$1,000 or more, and gifts of \$250 or more provided to or received

within one year of the decision, or as determined by the Political Reform Act.

- (e) A Board member must take the following steps after he or she has determined that a conflict of interest exists under the Political Reform Act:
 - (1) Publicly identify the financial interest. This must be done in enough detail for the public to understand the financial interest that creates the conflict of interest.
 - (2) Recuse his or herself from both the discussion and the vote on the matter. The Board member must recuse him or herself from all proceedings related to the matter.
 - (3) Leave the room until the matter has been completed. The matter is considered complete when there is no further discussion, vote or any other action.

Exception: If the matter is on the consent calendar, the Board member does not have to leave the room.

- (f) The Fair Political Practices Commission (FPPC) has published lengthy regulations and opinions on conflicts of interest that are useful in determining whether a particular financial interest or decision could give rise to disqualification based on a potential conflict of interest. The FPPC also puts out informational pamphlets to assist public officials in determining what types of situations may give rise to prohibited conflicts of interest.
- (g) Government Code section 1090 is similar to the Political Reform Act, but applies only to contracts in which a public official has a financial interest. The financial interests covered by section 1090 are different from those in the Political Reform Act. Having an interest in a contract may preclude the Board member from entering into the contract at all. In addition, the penalties for violating section 1090 are severe. If a Board member believes that he or she may have any financial interest in a contract that will be before the Board, the member should immediately seek advice from the District's attorney or the member's personal attorney.
- (h) There are a number of other restrictions placed on Board actions, such as prohibitions on secrecy and discrimination as well as assurance that all District funds are spent for public purposes.
- (i) Violations of these restrictions may result in personal liability for individual Board members.

Section 107. Awards

- 107.1 Awards to the employees and Trustees for five, ten, twenty and thirty years of service will be as follows: pewter belt buckle (5 year), bronze belt buckle (10 year), silver pin (20 year), and gold pin (30 year). All are to be engraved with the District logo.
- 107.2 Presentation of awards to employees or Trustees will occur at a regular staff or Trustee meeting.
- 107.3 Trustees will be awarded a gavel/plaque following their Presidency.

Section 108. State Requirements for Reporting

- 108.1 Designated positions within the District, including members of the Board of Trustees, that are authorized to make, or participate in the making of, decisions that may foreseeably have a material effect on any personal financial interest, are required to report those interests to the Fair Political Practices Commission in accordance with the terms of Title 2 California Code of Regulations, Section 18730. Appendix 100-1 sets forth the District positions so designated, and documents the required disclosure categories.
 - 108.1.1 Designated employees shall file their statements with the Alameda County Board of Supervisors as stated in Government Code section 87500(j). Statements for all designated employees will be retained by the agency.
- 108.2 Pursuant to the Political Reform Act and its regulations, all designated employees shall file statements of economic interests with the Clerk of the Alameda County Board of Supervisors, which shall be the filing officer. The Alameda County Board of Supervisors shall be the code reviewing body.

Section 109. Board Committees

- 109.1 The Board may, by resolution, create such standing or ad hoc committees as it determines are necessary or useful for the conduct of District business. The Board President shall, at the start of their term, appoint the following standing committee:
- 109.2 Finance Committee. There shall be a Board Standing Committee on Finances. The Finance Committee members shall serve terms that are coterminous with that of the Board President. The duties of the Finance Committee are:
 - (a) To review the annual budget and make recommendations to the Board;

- (b) To review the annual audit and recommend any changes in policy as necessary;
 - (c) To review long-term capital needs and make recommendations for designating reserves and allocation of the OPEB Trust to the Board; and
 - (d) To annually select a Chair from among its members that will report out to the full Board at a posted meeting.
- 109.3 Personnel Committee. There shall be an ad hoc Board Committee on Personnel. The Personnel Committee members shall include the Board President as Chair who will appoint members to serve through the duration of the specific duties defined below. The duties of the Personnel Committee are:
- (a) To meet as needed if personnel issues rise to the level of an appeal to the Board; to make recommendations to the full Board regarding the adjustment of an appeal; and
 - (b) To serve as the Salary MOU Negotiating Committee as needed.
- 109.4 Policy Committee. There shall be an ad hoc Board Committee on Policy. The Policy Committee members shall be appointed as needed at a posted meeting to serve through the duration of the policy review process. The duties of the Policy Committee are:
- (a) To review District policies for compliance with current regulatory requirements, existing agreements, and relevance in supporting the goals of the District;
 - (b) To make and/or approve policy amendments for submission to the full Board for approval and ratification; and to select a Chair from among its members that will report out to the full Board at a posted meeting.
- 109.5 General Manager Evaluation Committee. There shall be an ad hoc Board Committee to review the performance of the General Manager as needed. The Committee members shall be the past President, current President (chair), and current Vice-President to be appointed at a posted meeting to serve through the duration of the specific duties defined below. The duties of the General Manager Evaluation Committee, with the assistance of a human resource professional if requested, are:
- (a) To set performance expectations, goals and measures for the General Manager;
 - (b) To review the performance of the General Manager in June of each year;

- (c) To recommend compensation changes and contract adjustments for the General Manager to the full Board based on the General Manager's performance over the review period; and
- (d) To coordinate and oversee the recruitment of a General Manager should a vacancy occur in that position.

109.6 Public Health Emergency Committee. There shall be an ad hoc Board Committee to address current public health threats as needed. The Public Health Committee members shall be appointed at a posted meeting to serve through the duration of the specific duties defined below. The duties of the Public Health Emergency Committee are:

- (a) To meet with the General Manager and/or staff to review District surveillance and treatment information pertaining to current or emerging public health threats and make recommendations to the Board, if necessary; and

To select a Chair from among its members that will report out to the full Board at a posted meeting. 109.7 Nominating Committee – There shall be an ad hoc Board committee to nominate Board officers as needed. The Nominating Committee, with a designated Chair, shall be appointed at a posted meeting annually, or when a vacancy occurs, to nominate new officers based on seniority. Nominations will also be taken from the floor. A candidate may decline the officer position.

109.8 Strategic Planning Committee. There shall be an ad hoc Board Committee to update the District's strategic plan as needed. The Strategic Planning Committee members shall be appointed to serve through the duration of the specific duties defined below. The duties of the Strategic Planning Committee are:

- (a) To meet with the General Manager and/or staff to review the mission, vision, values, and goals of the District and make recommendations to the full Board at a special meeting prior to the December posted meeting.
- (b) To select a Chair from among its members that will report out to the full Board at a posted meeting.

Section 110. Open Meeting Laws (“The Brown Act”)

110.1 The District conducts its business in compliance with the Ralph M. Brown Act, State Government Code section 54950. The intent of the Act is to ensure that deliberation and actions of local public agencies are conducted in the open and at public meetings. The law provides for misdemeanor penalties for members of a body who violate the Act (Cal. Gov. Code § 54959). In addition, violations are subject to civil action (Cal. Gov. Code § 54960). A current copy of the Act will be provided to all Board members when assuming office.

- 110.2 The Act applies to the Board and all committees and task forces that advise Board. Staff cannot promote actions that would violate the Act.
- 110.3 Actions cannot be taken unless there is a quorum. A quorum is defined as a majority of Trustees being present at a posted meeting, regardless of the number of vacant seats.

Section 111. Non-Discrimination/Anti-Harassment/Anti-Retaliation

- 111.1 State and federal laws prohibit, and the District has policies and procedures which prohibit, any form of illegal discrimination, harassment, or retaliation based upon an individual’s protected status. Board members should be familiar with, and are expected to comply with the District’s non-discrimination, -harassment, and retaliation policies. Violations of such policies could result in Board members being personally liable through legal action

Section 112. Policy Review

- 112.1 Board Policy Review. At least every four years, the Board, or a designated Board committee, shall review District policies.

APPENDIX 100-1

CONFLICT OF INTEREST CODE, DESIGNATED POSITIONS AND DISCLOSURE STATEMENTS

Designated Position. The positions listed below include those persons who are deemed to make, or participate in the making of, decisions that may foreseeably have a material effect on any financial interest and make purchases on behalf of the district such as through the use of a district-issued credit card. The persons holding the designated positions listed shall disclose interests and investments in accordance with the corresponding disclosure categories, which are defined below.

<u>Designated Positions</u>	<u>Disclosure Category</u>
Members of the Board of Trustees	1, 2, 3 & 4
General Manager	1, 2, 3 & 4
Financial & HR Specialist	1, 2, 3 & 4
Field Operations Supervisor	1, 2, 3 & 4
Lab Director	1, 2, 3 & 4
Mechanic Specialist	1, 2, 3 & 4
Regulatory & Public Affairs Director	1, 2, 3 & 4
IT Director	1, 2, 3 & 4
<u>Public Education Officer</u>	<u>1, 2, 3 & 4</u>

Asst./Assoc./ Vector Scientist

1, 2, 3 & 4

*Consultants

Disclosure Categories

1. A designated official or employee assigned to Category 1 is required to disclose direct or indirect investments in any business entity that may be affected materially by any decision made or participated in by the designated official or employee by virtue of their position.
2. A designated official or employee assigned to Category 2 is required to disclose interests in real property, which is located in whole or in part either within the boundaries of the District, or within two miles of the boundaries of the District, that may be affected materially by any decision made or participated in by the designated official or employee by virtue of their position.
3. A designated official or employee assigned to Category 3 is required to disclose any source of income that may be affected materially by any decision made or participated in by the designated official or employee by virtue of their position.
4. A designated official or employee assigned to Category 4 is required to disclose any business entity in which the designated official or employee is a director, officer, partner, Trustee, employee, or holds any position of management that may be affected materially by any decision made or participated in by the designated official or employee by virtue of their position.

*Consultants shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the Code subject to the following limitation.

The General Manager may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this Section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

CHAPTER 300. SALARIES AND WORKING CONDITIONS OF EMPLOYEES

Section 301. Salaries

301.1 Compensation Plan

301.1.1 The District has developed a compensation plan that is intended to achieve and support the following goals and objectives:

- (a) To enable the District to recruit and retain highly qualified employees;
- (b) To provide equitable salaries within a structure where positions are paid in appropriate relationship to each other in the organization and comparable agencies;
- (c) To recognize employee performance and motivate employees to improve their level of performance on the job; and
- (d) To be flexible in administration.

301.1.2 Salaries, benefits, and working conditions are subject to the meet and confer process with recognized employee bargaining units. In establishing a framework for review of compensation, the District considers compensation in place in Alameda County as well as adjacent mosquito abatement districts, unless otherwise modified through the bargaining process.

301.1.3 The compensation of the General Manager shall be considered independently of other District positions.

301.2 Salary Steps

301.2.1 Entry-level field personnel shall be hired at the position of Assistant Mosquito Control Technician or Assistant Vector Scientist for a minimum of six months and until certification as a Vector Control Technician is received, at which time they shall advance to the position of Mosquito Control Technician or Associate Vector Scientist. The salary for the position of Assistant Mosquito Control Technician and Assistant Vector Scientist is approximately 5% below step 1 of Mosquito Control Technician and Associate Vector Scientist respectively.

301.2.2 The positions of Mosquito Control Technician, Associate Vector Scientist, and all other personnel consist of a series of salary ranges, each containing five steps. Each step is approximately 5% above the preceding step in that range.

- 301.2.3 For each salary range, the first step is considered the entrance rate and the top step the maximum. Possible exceptions, for example, are that the General Manager finds merit, the candidate possesses exceptional skills or qualifications that would be highly beneficial to the District, or due to the difficult nature of the recruitment, few qualified candidates were available, and it is necessary to hire at an advanced step to obtain a person to fill the vacancy. Ordinarily, new employees would start at the minimum rate and progress to the second step after six months of satisfactory service. The third step is achieved after an additional six months of satisfactory service. Each remaining step is reached after one year of satisfactory service at the preceding step, except the Mosquito Control Technician and Associate Vector Scientist Positions step 5 which may qualify to apply for the Vector Biologist and Vector Scientist positions after six months.
- 301.2.4 The position of Vector Biologist consists of two steps and Vector Scientist consists of three steps. Each step is approximately 5% above the salary range of the previous step and can be achieved after one year of satisfactory service or if, for example, the General Manager finds merit, the candidate possesses exceptional skills or qualifications that would be highly beneficial to the District, or due to the difficult nature of the recruitment, few qualified candidates were available, and it is necessary to hire at an advanced step in order to obtain a person to fill the vacancy.
- 301.2.5 If an employee is promoted or changes position in the District service to another position in a higher salary schedule, the salary shall be the amount provided in the schedule step for the new position, which is at least one step higher than the amount received in the former position, but may not exceed the salary schedule. Such salary will be pro-rated from the effective date of promotion to the end of the subject pay period. The date of promotion or advancement will be the new anniversary date established for the employee for purposes of evaluation and advancement in the salary range.
- 301.2.6 The Board may provide for longevity pay as agreed upon in the Employees' Association Memorandum of Understanding.

301.3. Workweek and Pay Days

- 301.3.1 The standard workweek is defined as any consecutive seven-day period beginning at 12:00 a.m. of any Sunday and ending at 11:59 p.m. the following Saturday.
- 301.3.2 Established paydays for the District are the 15th and last working day of the month. Wages earned between the 1st and 15th days, inclusive of any calendar month, must be paid no later than the 26th day of the

month during which the labor was performed, and wages earned between the 16th and the last day of the month must be paid by the 10th day of the following month.

301.4. Alternate Workweek

- 301.4.1 The General Manager may approve an alternate work schedule (including a 9/80 schedule, a 4/10 schedule, or some other alternate schedule based on a 40-hour workweek) for individual employees based on staffing needs, the employee's performance, and the nature of the position. An alternate work schedule for an employee may be implemented at the sole discretion of the General Manager and may be thereafter modified or eliminated as needed at any time by the General Manager.
- 301.4.2 Employees approved to work an alternate 9/80 work schedule will work nine (9) hours for four fixed days in each workweek and eight (8) hours the remaining day of one workweek. The employee will be off work on the remaining day in the other workweek. As such, during the two-week work period, the employee will work a total of 44 hours one calendar week and 36 hours the other calendar week, with the hours worked split between two workweeks as defined in Section 301.4.3, below.
- 301.4.3 The Fair Labor Standards Act (FLSA) workweek for employees on the 9/80 work schedule will begin and end four hours into the day of the week the employee is normally scheduled to have a day off. Using this method, an employee will work a total of 40 hours during each scheduled workweek. Overtime and compensation time apply to non-exempt employees for hours worked beyond 40 in any established workweek.
- 301.4.4 The employee will be eligible to request an alternate work schedule, subject to the recommendation of their supervisor and the approval of the General Manager.
- 301.4.5 The employee will continue accruing vacation and sick leave hours at the same rate as before being assigned to an alternate work schedule. An employee who is using vacation or sick leave will be charged the number of hours used.
- 301.4.6 Compensation for holidays will not change when an employee is assigned to an alternate work schedule. Employees normally receive eight hours of holiday pay when assigned to a standard 40 hour per week work schedule. Under the alternate work schedule option, an employee will continue to receive eight hours of holiday pay. If the holiday falls on a day when the employee is scheduled to work more than eight hours, the employee may use their accrued compensatory

time off time or vacation time to make up the difference. If the holiday falls on a day when the employee is not scheduled to work, the eight hours will be added to the employee's accrued time off.

301.5 Working Hours

- 301.5.1 Established hours of District operation are between 7 a.m. and 5:30 p.m., Monday through Friday. Reporting times, defined as the time when employees are expected to be present and ready to start work, may vary based on the specific job requirements. The supervisor will establish the reporting times for each group of employees.
- 301.5.2 Employees must be present at their job during the "core hours" of 8 a.m. to 11 a.m. and 1:30 p.m. to 3:30 p.m., unless their supervisor and/or the General Manager modifies those hours. For employees approved to use an alternate work schedule, the employee and the employee's supervisor will establish the work hours for the employee based on established guidelines and as determined by the supervisor and General Manager.
- 301.5.3 Each employee is provided a 30-minute unpaid meal period on any workday the employee works longer than six hours.
- 301.5.4 Employees are entitled to take one 10-minute rest period for every four hours of work. Rest periods may not be combined with the 30-minute meal period or be used to arrive late to work or leave work early.
- 301.5.5 Employees are expected to arrive at work at their regularly scheduled reporting time.

If an unforeseen delay results in arriving at work 15 minutes past the regularly scheduled reporting time, the employee is expected to contact their supervisor and either make that time up or request time off.

301.6 Shift Differential – Night Mosquito Control Operations

301.6.1 – On an as-needed basis, and as designated by the General Manager or designee, certain mosquito control operations may be required to take place during nighttime hours, or after 10:30 p.m.. As an incentive for non-exempt employees to volunteer for these nighttime operations, shift differential pay, as described below in Section 301.6.2, will be provided to employees who work during the designated night mosquito control operation hours. Such nighttime work must be pre-approved by the General Manager or designee.

301.6.2 – Employees shall be compensated at a shift differential rate of one and one-half hours for each hour worked during the designated night mosquito control operation hours. This shift differential rate applies regardless of whether 40 hours are worked during the workweek and is not contingent upon overtime eligibility. Unless previously approved by the General Manager or designee, no employee who works during the designated night mosquito control operations hours shall work more hours than the employee's regularly scheduled day. Shift differential pay will be paid according to Section 301.7.

301.6.3 – This shift differential rate applies regardless of sick leave, vacation leave, or other paid

leave usage during the same workweek. The restrictions outlined in Policy 301.7.1, the exclusion of leave hours from overtime calculations, do not apply to work performed under this section and shift differentials will not affect an employee's entitlement to overtime pay. If an employee is eligible for overtime pay under Section 301.6 overtime pay will be calculated based on the employee's adjusted pay rate, including the shift differential.

301.6 301.6.4 – Hours worked outside of the designated night mosquito control operation hours shall be compensated at the employee's regular rate unless otherwise eligible for overtime under section 301.6

301.6 301.7 Overtime

301.6 301.7.1 "Overtime work" for a non-exempt employee is hours worked over 40 hours in any one workweek. For the purpose of calculating overtime, holidays are considered work hours. Vacation and sick hours taken during the workweek will not be credited towards overtime hours.

Overtime must be for definite work performance that was ordered and approved by the supervisor or General Manager. The General Manager or authorized designee may authorize overtime work during Saturdays, Sundays, or holidays for any or all personnel.

~~301.6.2~~301.7.2 Overtime work shall be compensated at the rate of one and one-half times the base hourly rate for each hour worked in excess of 40 hours in a workweek and two hours for each hour worked on a holiday that is recognized by the District. Overtime may be paid in cash, or accrued as compensatory time off (CTO) as set forth in Section 301.7, below.

~~301.7~~301.8 Compensatory Time Off (CTO)

~~301.7.4~~301.8.1 Compensatory time off (CTO) may be granted to those non-exempt employees who work overtime as provided in Section 301.6 above, and with whom the District has a prior agreement or understanding that the employee will accept CTO in lieu of cash payment for overtime.

~~301.7.2~~301.8.2 Compensatory time off is earned at the overtime rate (one and one-half hour for each hour worked in excess of 40 hours in a workweek and two hours for each hour worked on a holiday that is recognized by the District).

~~301.7.3~~301.8.3 Employees are encouraged to use their accrued CTO, and the District will make every effort to grant reasonable requests for the use of CTO when sufficient advance notice is given and the workplace is not unduly disrupted.

~~301.7.4~~301.8.4 The maximum number of CTO hours that an employee may accrue is 240. Any employee who has reached this maximum will not work any additional overtime until the employee's accrued compensatory time has fallen below the maximum allowed, unless the employee receives advance written authorization and receives payment in cash for any such additional overtime.

~~301.7.5~~301.8.5 The District reserves the right at any time to pay an employee in cash for any or all accrued compensatory time and/or to require the employee to use accumulated CTO.

~~301.7.6~~301.8.6 Employees who separate from District service for any reason shall be paid for accrued and unused CTO.

~~301.8~~301.9 Uniform Allowance

~~301.8.4~~301.9.1 The District provides designated employees a sufficient number of uniforms to maintain an adequate supply for the changes necessary to keep the uniforms clean and in good condition. The District will also provide for a laundry service. The color and type of uniform will be determined by the General Manager with the cooperation of the employees.

- (a) The uniforms will include the District's insignia placed on the shirts and jackets selected.

- (b) The District shall also furnish each employee with name patches, to be placed on the front of the shirt or jacket so as to be visible at all times. This clothing will be worn during working hours unless specifically exempted by the General Manager. Uniforms will not be modified without permission from the General Manager.

~~301.8.2~~301.9.2 The District, in order to reduce injuries to workers, provides an allowance not to exceed the limits set by the Board of Trustees to purchase safety boots that meet Cal/OSHA standards for toe and penetration protection. Safety shoes are to be above ankle height. Employees will be reimbursed up to the allowance set by the Board upon presenting a receipt of purchase to the District. Employees may have the option of purchasing safety boots at an approved supplier that will bill the District.

All employees of the District working outside of the office are required to wear approved safety boots or other approved footwear. Safety boots are not required for attending meetings, public education events, or continuing education training.

~~301.9~~301.10 Professional Development

~~301.9.1~~301.10.1 It is the policy of the District to encourage participation by all employees in continuing education. The General Manager is authorized to reimburse employees for job-related education and training.

~~301.9.2~~301.10.2 General Manager approval is required for any educational or training course work for which an employee will be seeking reimbursement. Approval must be granted before the course begins.

~~301.9.3~~301.10.3 Reimbursement for approved job-related education and training will be processed following successful completion of the course or training, upon presentation of documentation of successful completion, and submission of all associated receipts.

~~301.9.4~~301.10.4 Training should be scheduled so that it is not disruptive to the employee's normal job duties.

302. Health and Welfare Benefits

302.1 Health, Dental, and Vision Benefits

302.1.1 As defined in plan documents, health insurance is available to full-time employees of the District as well as eligible members of the employee's family. Dental benefits are available to full-time employees after six months of satisfactory service. The District reserves the right to select

and contract with health, dental, and vision insurance providers and to change providers and plans. Impacts associated with changes in health, dental, and vision insurance coverage or carriers will be negotiated with affected employee bargaining groups.

- 302.1.2 District contributions to health, dental, and vision insurance premiums are negotiated as a part of the bargaining process and are documented in the relevant Memoranda of Understanding and/or Compensation Agreements. Health plan summaries and specific plan information are available from the General Manager or designee.
- 302.2 Group Term Life Insurance. Full-time regular employees are provided, at District cost, group term life insurance coverage. The General Manager or designee can provide additional information, plan documents, and literature regarding this benefit.
- 302.3 Unemployment Insurance. Unemployment insurance provides compensation payable to individuals unemployed through no fault of their own and who are actively seeking employment and are available and able to work. The District will adhere to California Employment Development Department (EDD) unemployment insurance requirements for claim responses. The decision to provide an individual with unemployment insurance is solely at the discretion of the EDD. The General Manager or designee can provide additional information regarding this benefit.
- 302.4 Consolidated Omnibus Budget Reconciliation Act (COBRA)
 - 302.4.1 Employees and dependents who lose group health coverage due to termination of employment or other “qualifying events” (i.e., death of employee, divorce, or separation) may continue health and dental coverage on a self-pay basis under the COBRA option for eighteen (18) months or the limits specified by law.
 - 302.4.2 Upon an employee’s termination of employment, the District will issue a Notice of Right to Elect COBRA Continuation Coverage for health care coverage. To continue health care coverage under COBRA, the employee will fill out and sign forms provided by the District. The terminating employee must pay the full cost of coverage, plus the allowable administrative fee, by the deadlines set forth in the Notice.
- 302.5 Retirement Plan
 - 302.5.1 Classic PERS Members. The District offers a retirement benefit package to all eligible full-time employees through the California Public Employment Retirement System (CalPERS). Full-time employees hired prior to January 1, 2013 and Classic PERS members will be covered under the 2% @ age 55 formula in CalPERS.

New PERS Members. The District offers a retirement benefit package to all full-time employees hired on or after January 1, 2013. New PERS members will be covered under the 2% @ age 62 formula in CalPERS.

- 302.5.2 In accordance with California Public Employees' Pension Reform Act of 2013 (CalPEPRA), as lawfully applicable, new PERS Members will contribute 50% of the cost of the CalPERS contribution rate. Service credit will be credited in accordance with CalPERS plan guidelines. More information on the retirement program can be obtained by contacting the General Manager or designee.
- 302.6 Social Security. Regular full or part time employees are not covered under the full federal Social Security program. The District participates in the federal Medicare portion of Social Security for all employees. The employee and the District contribute the mandatory amount into Medicare.
- 302.7 Workers' Compensation
 - 302.7.1 Employees who are injured on the job, no matter how minor, must report the incident immediately to their supervisor. Failure to follow District procedures may affect eligibility to receive Workers' Compensation benefits.
 - 302.7.2 If an employee has an illness or injury that is either caused by their job, or incurred within the course and scope of their employment, the employee may be entitled to medical care and leave (i.e., time away from the job based on health care provider's orders). These benefits are administered by the District's workers' compensation carrier.
 - 302.7.3 Following the required three-day waiting period, the employee may be entitled to partial wage continuation during time they are off work due to a work-related illness or injury. This partial wage continuation will be in the form of temporary disability payments through the District's workers' compensation carrier.
 - 302.7.4 The injured employee will be allowed to integrate any accrued and unused sick leave, vacation, and compensatory time off with the workers' compensation temporary disability payment to retain the full regular rate of pay. After the employee has exhausted available accrued leave the sole source of income will be the temporary disability payments through the workers' compensation carrier. Workers Compensation will run concurrently with Family Care Leave.
 - 302.7.5 The District will not allow any form of retaliation against individuals who file a workers' compensation claim.

302.8 Reasonable Accommodation. In compliance with federal and state laws, the District provides reasonable accommodation for employees who are unable to perform the essential duties of their jobs.

- (a) An employee may request an accommodation when a qualifying condition limits the employee's ability to perform the essential duties of his or her job. An employee seeking a reasonable accommodation to perform the essential job functions of their job should make such a request, preferably in writing, to the General Manager. The request must identify (a) the job-related functions at issue and (b) the desired accommodation(s).
- (b) The District will consider the request for an accommodation consistent with federal and state laws including, but not limited to, the Americans with Disabilities Act.
- (c) Following receipt of a request for accommodation, the General Manager may require additional information, such as reasonable documentation of the existence of a qualifying condition.
- (d) 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 health care provider conduct the examination.
- (e) After receipt of reasonable, the General Manager will arrange for an interactive discussion, in person or via telephone conference call, with the employee and their representative(s), if any. The purpose of the discussion is to work in good faith to consider fully all feasible, potential, and reasonable accommodations.
- (f) Following the conclusion of the interactive discussion, the General 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 General Manager will inform the applicant or employee of their decision as to reasonable accommodation(s) in writing.
- (g) Periodic evaluation of the accommodation will be conducted and the continuance of the accommodation is not guaranteed. An accommodation may be modified or ended at any time with notice.
- (h) If the employee's condition causes the employee to be unable to perform the essential functions of their position even with a reasonable accommodation, the District may separate the employee from employment.

Section 303. Leaves

303.1 Holidays

303.1.1 The District shall provide full-time employees time off with pay for the following recognized holidays:

- (a) January 1st, known as New Year's Day;
- (b) The third Monday in January, known as Martin Luther King Jr. Day;
- (c) The third Monday in February, known as Presidents' Day;
- (d) March 31st, known as Cesar Chavez Day,
- (e) The last Monday in May, known as Memorial Day;
- (f) June 19th, known as Juneteenth,
- (g) July 4th, known as Independence Day;
- (g) The first Monday in September, known as Labor Day;
- (i) The second Monday in October, known as Indigenous Peoples' Day;
- (j) November 11th, known as Veterans Day;
- (k) Thanksgiving and the day after Thanksgiving;
- (l) December 24th, known as Christmas Eve;
- (m) December 25th, known as Christmas; and
- (n) Other or alternate holidays agreed upon between the District and employee bargaining groups as documented in the Employees' Association Memorandum of Understanding.

303.1.2 In the event that any of the holidays provided fall on Sunday, the Monday following will be observed, and in the event any of the holidays provided fall on a Saturday, the Friday preceding will be observed.

303.1.3 On July 1st of each calendar year, the District will provide full-time employees one annual floating holiday with no rollover nor cash-out option upon separation.

303.1.4 A day off with pay for full-time employees under this Section shall be recognized as eight (8) hours.

303.2 Vacation Leave

303.2.1 Accrual of vacation leave under the District's vacation plan will be administered as stated below, unless modified by Employees' Association Memorandum of Understanding. The General Manager may increase the rate of accrual for the purposes of recruitment and

as a reward for consistent outstanding performance for any employee who is at the top step of the employee's classification wage range.

<u>Years of Employment</u>	<u>Days Vacation Accrued/Month</u>
Beginning of 1 st year through end of 3 rd year	1 day/month =12 days/year
Beginning of 4 th year through end of 7 th year	1 1/4 days/month = 15 days/year
Beginning of 8 th year through end of 12 th year	1 2/3 day/month = 20 days/year
Beginning of 13 th year and after	2 1/12 days/month =25 days/year

303.2.2 The General Manager may determine that the best interest of the District will be served by delaying all or part of the vacation leave.

303.2.3 An employee who has reached the maximum vacation accrual level of two years' allowance will cease accruing vacation until sufficient vacation is taken that the accrual balance is less than the stated maximum, unless otherwise approved by the General Manager.

303.2.4 Vacation credit shall begin on the first day of employment.

303.2.5 Employees who separate from District service for any reason will be paid for accrued and unused vacation.

303.3 Sick Leave

303.3.1 Paid sick leave provides time off without loss of pay for reasons, and under the conditions specified in this policy, as may be modified by MOU or applicable law. The District's Sick Leave Policy conforms to Healthy Families Act of 2014 (CA Paid Sick Leave). Every employee should use sick leave with respect for the intent of the policy and the impact on fellow employees. All employees are responsible for the proper administration of the sick leave provision.

303.3.2 Accrual of paid sick leave is set forth below and may be amended or modified by specific provisions in relevant Memoranda of Understanding and/or adopted Compensation Resolutions.

(a) Regular Full-time Employees: Sick leave with pay will accrue to regular full-time employees at the rate of one workday for each calendar month of service or according to current Memoranda of Understanding and/or Compensation Agreements. Sick leave credits will accrue only while an employee is in paid status with the District.

(b) Part-time and Seasonal Employees: After working a minimum of 30 calendar days for the District, five days or 40 hours, whichever is greater, of paid sick leave will accrue to part-time, seasonal, and temporary employees for a 12 month period with no rollover.

- 303.3.3 Approved Sick Leave may be granted to all full-time employees for the following reasons:
- (a) For the diagnosis, care, or treatment of an existing health condition or preventive health care for the employee or a member of the employee's immediate family.
 - (b) Enforced quarantine of the employee in accordance with community health regulations.
 - (c) To allow a victim of domestic violence and/or a victim of sexual assault to obtain relief or attempt to obtain relief to help ensure their health, safety, or welfare or that of his or her children.
 - (d) To allow a victim of domestic violence and/or a victim of sexual assault to seek medical attention, to obtain services from a domestic violence program or psychological counseling, or to participate in safety planning.
 - (e) Complication or disability resulting from or contributed to any pregnancy, termination of pregnancy, or recovery therefrom.
- 303.3.4 Employees are permitted to take up to half of their accrued sick leave to care for a family member (also known as, "Kin Care"). Family member for purposes of Kin Care includes an employee's child, parent or guardian, spouse or registered domestic partner, grandchild, grandparent, and sibling. Employees have the right to designate what type of sick leave they are taking.
- 303.3.5 After meeting the eligibility and waiting period requirements set forth in this policy, accrued Sick Leave can be taken by eligible part-time, seasonal, and temporary employees for the following reasons:
- (a) The diagnosis, care, or treatment of a health condition or for preventive care of the employee or a member of the employee's immediate family.
 - (b) For specified purposes when an employee is a victim of domestic violence, sexual assault, or stalking.
 - (c) Sick Leave under this Section can only be taken for an absence from a previously scheduled work shift.
- 303.3.6 Supervisory personnel are charged with the responsibility for reviewing and evaluating sick leave usage.

- (a) Sick leave misuse or abuse is generally defined as use of sick leave for reasons other than are set forth in this policy. Potential indicators of abuse are:
- (1) A pattern of sick leave use involving days adjacent to scheduled days off and holidays.
 - (2) Refusal or inability to provide medical substantiation when requested.
 - (3) Frequent absences with vague or questionable substantiation.
 - (4) Frequent or recurring exhaustion of sick leave soon after it is earned (unless for substantiated medical reasons).
 - (5) Other evidence of employee activity that is inconsistent with the legitimate use of sick leave, such as usage higher than the District average for the previous calendar year (deduct serious illness or injury) and two or more indicators above.
- (b) When it is determined by investigation that sufficient evidence exists to demonstrate that an employee has abused or is abusing or misusing the sick leave privilege, the General Manager may take appropriate disciplinary action to deter future misuse. If it is found that the claim for sick leave was fraudulent, the claim for sick leave will not be paid. Sick leave taken under Sections 303.3.4 and 303.3.5, above, will not be considered in determining abuse or misuse of the sick leave privilege.

303.3.7 Except for sick leave taken under Sections 303.3.4 and 303.3.5, above, the District may require a health care provider's certificate for absences due to illness when the employee has been put on notice of being suspected of misuse of sick leave and that future absences will require a health care provider's certificate. The health care provider's certificate will be requested at the earliest possible time and prior to the employee's return to work, whenever possible. The request for a health care provider's certification will adhere to 303.3.7 (b).

- (a) Fitness for Duty Exam - Any employee may be required by the General Manager to submit to an examination by a licensed health care provider or psychologist at any time, subject to sufficient cause existing, by the District at its expense in order to determine the state of the employee's health and fitness to perform assigned tasks.
- (b) Privacy laws restrict employers from requesting certain medical or health information. Therefore, if asking for a health care provider's

certification or other verification of absence due to illness, the District may ask when the employee is anticipated to return to work, with or without restrictions, but cannot ask for a diagnosis or prognosis.

- 303.3.8 Paid sick leave provides time off without loss of pay for qualifying reasons. It is a non-vested benefit that carries no cash value. Except as may be provided as Accrual Incentives or Retiree Service Credit in designed Memoranda of Understanding or Compensation Resolutions, there is no provision for a payout of accrued and unused sick leave upon separation from District employment.

If a part time, seasonal, or temporary employee separates and returns within one (1) year of separation, unused sick leave hours will be restored to the employee. If the employee returns after one (1) year of the previous separation, the sick leave hours will not be restored to the employee.

303.4 Voting Time Off

- 303.4.1 In the event an employee does not have sufficient time outside of working hours to vote in an election, the employee may take a limited amount of time off without loss of pay to vote.
- 303.4.2 Voting time off should be taken at the beginning or end of the regular work schedule, whichever allows the most free time for voting and the least time off from work. An employee will be allowed a maximum of two (2) hours of voting leave on Election Day.
- 303.4.3 Employees should notify their supervisor of the need for time off to vote at least three (3) working days prior to Election Day.

303.5 Military Leave

- 303.5.1 Military leave will be granted in accordance with state and federal law. An employee requesting leave for this purpose shall promptly provide the General Manager a copy of the military orders specifying the dates, site, and purpose of the activity or mission. Within the limits of such orders, the District may determine when the leave is to be taken and may modify the employee's work schedule to accommodate the request for leave.

In an emergency situation, if orders are not available at the time of the ordered leave, oral notice should be given as soon as possible, with a copy of the military orders to be provided to the District as soon as it is available.

- 303.5.2 Employees ordered into active federal military duty as a member of the National Guard or Naval Militia will be granted military leave for a period not to exceed five (5) years, unless there is an authorized exemption. Authorized exemptions to the five-year limit include: initial enlistments lasting longer than five years, periodic National Guard and Reserve training duty, and involuntary active duty extensions and recalls.
- 303.5.3 Employees ordered to temporary active duty, or for training, will be granted military leave for a period not to exceed 180 calendar days, including time spent traveling to and from such duty.
- 303.5.4 Employees will receive District pay while on military leave as outlined by law.
- 303.5.5 The District will continue to pay the District's portion of the cost of Health Insurance for an employee while on any military leave to the same extent it would if the employee were working, regardless of pay status in accordance with the law.
- 303.5.6 Employees on temporary military leave and who have at least one year of service with the District or at least one year of combined military/District employment service, continue to accrue the same vacation, sick leave, and holiday benefits for up to a maximum of 180 days. This provision also applies to employees who are members of the National Guard.
- (a) Employees on active military leave are not entitled to accrue sick leave or vacation during the period of Military Leave.
 - (b) Employees who are members of the National Guard and are on active military leave accrue vacation and holiday benefits, but not sick leave, for the first 30 days of active service.
- 303.5.7 An employee returning from active duty after serving in time of war or national emergency must seek reemployment within six months after completing military service, but not later than six months after the end of the war or national emergency. Reemployment rights do not extend to an employee who fails to return to their position within 12 months after the first date on which they could terminate active military service.
- (a) An employee on military leave for reasons other than war or national emergency must return to work or seek reemployment as set forth below:
 - (1) An employee whose military leave lasted from 1 to 30 days must report to the District by the beginning of the first full

regularly scheduled work day on the first full calendar day following the completion of the period of service.

- (2) An employee whose military service lasted from 31 to 180 days must submit a reemployment application (verbally or in writing) with the District no later than 14 days after the completion of the period of service.
- (3) An employee whose military leave lasted more than 180 days must submit a reemployment application (verbally or in writing) with the District no later than 90 days after the completion of the period of service.

- (b) An employee who fails to report to work or submit a reemployment application as set forth in this Section may be deemed to be on Unauthorized Leave from the District.

303.6 Family and Medical Care Leave. In accordance with the California Family Rights Act (CFRA), an eligible employee may be granted a leave of absence up to a period of twelve weeks of family and medical leave during a twelve-month period for a qualifying event, or 26 workweeks for a covered military service member. Twelve workweeks mean the equivalent of twelve of the employee's normally scheduled workweeks. The CFRA regulations state that for eligible employees who work more or less than five days a week, or who work on alternative work schedules, the number of working days that constitutes twelve workweeks is calculated on a pro rata or proportional basis. If an employee's schedule varies from week to week to such an extent that an employer is unable to determine with any certainty how many hours the employee would have worked, a weekly average of the hours scheduled over the twelve months prior to the beginning of the leave period is used for calculating the employee's leave entitlement.

303.7 Pregnancy Disability Leave

303.7.1 The District will provide up to four months, or seventeen and one-third (17 1/3) weeks of Pregnancy Disability Leave to eligible employees as required by state law. Pregnancy Disability Leave is without pay.

303.7.2 An employee who has been advised by her health care provider that she is disabled due to pregnancy or a pregnancy-related condition, and who has provided timely notice of this determination to the District, is entitled to Pregnancy Disability Leave. There is no minimum service requirement for eligibility.

303.7.3 Pregnancy Disability Leave is available when a woman is disabled by her pregnancy, childbirth, or a related medical condition. The reasons for leave include:

- (a) time off needed for prenatal care;
- (b) severe morning sickness;

- (c) doctor-ordered bed rest; and/or
- (d) childbirth, recovery from childbirth, and any related medical condition.

A woman does not have to be completely incapacitated or confined to her bed to qualify as being disabled by pregnancy. However, as a general rule, a woman must be, in the opinion of her health care provider, unable to perform one or more essential functions of her job without undue risk to herself or to other persons, or without undue risk to successful completion of her pregnancy.

- 303.7.4 The duration of Pregnancy Disability Leave is limited to four months (17 1/3 weeks) during the period the employee is disabled by pregnancy or a pregnancy-related condition.
- 303.7.5 Pregnancy Disability Leave may be accounted for in increments of no greater than one hour or the increment utilized to account for use of other forms of leave (if the same is less than one hour).
- 303.7.6 An employee disabled by pregnancy is eligible for intermittent or reduced schedule leave if recommended by her treating health care provider.
 - (a) If intermittent leave is medically advisable, it may be necessary to temporarily transfer the employee to an available alternative position with an equivalent rate of pay and benefits.
 - (b) The employee must be qualified for the available alternative position.
 - (c) The equivalent position must better accommodate recurring periods of leave than the employee's regular job.
 - (d) If there is no available alternative position, the District may consider altering the employee's existing position on a temporary basis to accommodate intermittent leave or reduced schedule.
- 303.7.7 The District will consider temporary reasonable accommodations that are determined to be medically advisable by the employee's health care provider and reasonable by the District. Temporary accommodations may include:
 - (a) Additional leave after the employee has exhausted her right to four months (17 1/3 weeks) of Pregnancy Disability Leave;
 - (b) Transfer to a less strenuous or hazardous position if the employee's health care provider states that it is medically advisable, and the employee is qualified for the position;

- (c) Creation of a temporary light-duty assignment, or modification of current job on a temporary basis;
- (d) Modifying the work schedule on a temporary basis; and/or
- (e) Allowing more frequent restroom breaks.

303.7.8 An employee seeking a temporary accommodation in conjunction with pregnancy or a pregnancy-related condition shall provide notice of the need for such an accommodation in advance of the needed accommodation, unless such notice is not possible.

- (a) The request for accommodation must include Medical Certification that documents the specific limitations the health care provider has set forth for the employee, as well as the anticipated duration of those limitations.
- (b) The District will engage in an interactive process with an employee seeking a temporary accommodation in conjunction with pregnancy or a pregnancy-related condition to identify, discuss, evaluate, and implement accommodations that are consistent with the recommendations of the health care provider.

303.7.9 Employees on approved Pregnancy Disability Leave will be required to exhaust accumulated leave balances before being placed on unpaid leave.

303.7.10 The District will continue to pay the District's portion of the cost of "Health Insurance" for an employee while she is on an approved Pregnancy Disability Leave to the same extent it would if the employee were working, regardless of pay status, for a maximum of four (4) months (17 1/3 weeks).

- (a) "Health Insurance" is defined as medical, vision, and dental insurance. The employee must continue to pay their employee contribution to Health Insurance either through payroll deduction while using leave balances or by direct payment to the District while on unpaid leave.
- (b) Coverage on a particular plan may be dropped if the employee is more than 30 days late in making a premium payment. However, the employee shall receive a notice at least 15 days before coverage is to cease, advising that she will be dropped if the premium payment is not paid by a certain date.

- (c) Contribution amounts for all employees are subject to change if rate changes by the provider occur while the employee is on leave.
 - (d) The total combined duration of District contribution toward Health Insurance available during unpaid leaves due to any combination of pregnancy disability, the employee's serious health condition, and family care purposes will not exceed twenty-nine and one-third (29.33) weeks in a twelve (12) month period.
- 303.7.11 Leave available under the California Family Rights Act will not run concurrently with Pregnancy Disability Leave.
- 303.7.12 When possible, employees are to provide at least thirty (30) days' advance notice of the need for Pregnancy Disability Leave, the need for a temporary reasonable accommodation, or transfer in conjunction with pregnancy, if the need is foreseeable. If such notice is not possible due to a change in circumstances, medical emergency, or other good cause, the employee is required to provide notice as soon as practical.
- 303.7.13 Medical certification will be required to support the need for Pregnancy Disability Leave or other reasonable accommodation in conjunction with pregnancy or a pregnancy-related condition.
- (a) Medical certification is to be provided by the employee's health care provider and must include:
 - (1) the date on which the employee became disabled due to pregnancy;
 - (2) the anticipated duration of the period of disability; and
 - (3) an explanatory statement that, due to the disability, the employee is unable to work at all, or is unable to perform any one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.
- 303.7.14 An employee returning from Pregnancy Disability Leave or temporary accommodation shall be reinstated to the same position she held prior to taking leave or undertaking a temporary accommodation in conjunction with pregnancy or a pregnancy-related condition, except as provided below.
- (a) The employee may not be reinstated to the exact same position if the employee would not have been employed for reasons unrelated to the leave, such as a layoff.

- (b) If the exact same position is not available, the employee will be reinstated to a comparable position. A comparable position is one that is virtually identical to the employee's previously held position, including wages, benefits, working conditions, and shift.

303.7.15 Lactation. In accordance with California Labor Code section 1030, the District shall provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child. The break time, if possible, shall run concurrently with the employee's regular break time.

In accordance with California Labor Code section 1031, the District will make all reasonable efforts to provide the employee with the use of an appropriate location that aligns with the requirements.

303.8 Bereavement Leave

303.8.1 A leave of absence with pay because of death in the immediate family of a person in the District employ, as defined in Section 303.15, below, or following a reproductive loss may be granted by the General Manager for a period not to exceed five days.

303.8.2 A reproductive loss event includes a failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction effort.

303.8.3 Entitlement to a leave of absence under this Section shall be in addition to any sick leave, emergency leave, or any other leave to which the employee may be entitled.

303.9 Jury Duty

303.9.1 The District will grant time off in conjunction with service on a jury in response to a subpoena pursuant to the requirements of the Federal Jury System Improvement Act of 1978 and California Labor Code section 230. Compensation during authorized jury will be provided pursuant to the terms of this policy, as may be modified by relevant Memoranda of Understanding, or approved Compensation Agreements. Proof of jury duty must be provided to District.

303.9.2 In the event an employee is called for jury duty, no deduction from salary will be made for the absence while serving as a juror or in answering the call for jury duty; provided, however, that the employee shall endorse payments from the Courts for jury duty to the District.

303.9.3 Employees may retain any reimbursement for mileage issued by the Courts in conjunction with jury service.

- 303.9.4 Employees called to jury duty must report to work before or return to work following their service whenever practical.
- (a) If an employee does not have to report to the jury room/court for full days in the midst of their service, they are expected to report to work whenever practical.
 - (b) An employee's failure to report to work may be considered to be an absence without leave and could be subject to disciplinary action.
 - (c) Employees who must report for jury duty on their regular days off will not be eligible for jury duty pay. Such service is considered to be a civic duty and not compensable by the District.
- 303.9.5 In the event an employee is subpoenaed to appear as a witness in a trial related to District business, no deduction from salary will be made for the absence while serving as a witness or in answering the subpoena; provided, however, that the employee shall endorse all payments, if any, for witness duty to the District.

303.10 School Activities Leave

- 303.10.1 Parents, guardians, grandparents, or individuals serving as parents with custody of minor children are entitled to take up to forty (40) hours of time off work each year to attend school-related activities for the following reasons:
- (a) when a student has been suspended and the parent, guardian, or grandparent is required to appear at the school pursuant to the school's request; and/or
 - (b) to attend designated Child-Related activities. Child-Related activities include: attending school functions, activities and programs; finding, enrolling or reenrolling a child in a school or with a licensed child care provider; and addressing a child care or school emergency, including closure or unexpected unavailability of the school (excluding planned holidays) or a natural disaster.
- 303.10.2 Except for the need to address a childcare provider or school emergency, the use of School Activities Leave is limited to eight hours per month.
- 303.10.3 The District may require proof of an employee's participation in these activities.
- 303.10.4 The employee must provide reasonable advance notice to their supervisor before taking any time off under this policy.

303.10.5 Employees must use accrued paid time off for the absence. If the employee does not have any accrued paid time off, the absence will be unpaid. However, exempt employees will be paid their full salary for any week in which they perform any work for the District that is interrupted by the need for time off under this policy.

303.11 Time Off for Crime Victims

303.11.1 Employees who have been victims of serious or violent felonies, as specified under California law, or felonies relating to theft or embezzlement, may take time off work to attend judicial proceedings related to the crime.

303.11.2 Employees also may take time off if an immediate family member has been a victim of such a crime, and the employee needs to attend judicial proceedings related to the crime.

303.11.3 Employees must give their supervisor a copy of the court notice given to the victim of each scheduled proceeding before taking time off unless advance notice to the District of the need for time off is not feasible. When advance notice is not feasible, the employee must provide the District with documentation evidencing the judicial proceeding, within a reasonable time after the absence. The documentation may be from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office, or the victim/witness office that is advocating on behalf of the victim.

303.11.4 Employees will be paid under this section only to the extent they have accrued vacation or compensatory time off available.

303.12 Catastrophic Leave

303.12.1 A leave of absence with pay for up to five days annually may be granted in the case of a catastrophic event (such as earthquake, flood, or fire) that directly impacts the employee or a member of the employee's immediate family as defined in Section 303.15, below. Employees must request and receive approval from the General Manager to receive paid Catastrophic Leave. Catastrophic Leave will be in addition to any other entitled sick, vacation, or other leave benefit.

303.13 Medical Leave Donation Program

303.13.1 Any District employee who accrues vacation credit may voluntarily donate those credits to any other District employee if the recipient employee experiences a catastrophic illness or injury and has exhausted all accrued leave credits (i.e., sick leave, vacation,

compensatory time off, due to illness or injury, including pregnancy and maternity leave).

- 303.13.2 Employees may donate a maximum of forty (40) hours of vacation per fiscal year in increments of eight hours in support of fellow employees who experience a catastrophic illness or injury. Unused donated time will be returned proportionally to the donors.
- 303.13.3 Donated time will be “banked”, using the value of each hour of donated time as the basis for credit.
- 303.13.4 An employee may request a grant of donated time under the program when he/she has a catastrophic illness or injury and has exhausted all accrued paid leave benefits. Grants may be requested when the employee must care for a member of their immediate family under the same conditions. The request must include documentation of the catastrophic illness or injury, the limitations of that condition, and the anticipated duration of the condition.
- 303.13.5 A request for donated time under this program may be submitted by the legal representative or an employee’s immediate family member with the employee’s authorization. The request must include documentation of the catastrophic illness or injury, the limitations of that condition, and the anticipated duration of the condition.
- 303.13.6 Grants of donated time will be approved by the General Manager, with consideration being given to the amount of available donated time and the demonstrated need of the employee. In no event will a grant of donated time be approved for an employee who has a history or record of sick leave abuse or failure to use accrued leave benefits responsibly.
- 303.13.7 Grants will be awarded as hours from the leave bank. Donated vacation credit may not exceed continuance of the employee’s regular rate of compensation.
- 303.13.8 While an employee is on catastrophic leave using donated time, the employee shall not accrue any vacation or sick leave.
- 303.13.9 Donations are subject to applicable tax laws. Recipient employees will be responsible for any applicable state and federal income taxes on the donated time. There is no tax liability to donors.

303.14 Leave Without Pay

- 303.14.1 A leave of absence without pay may be granted by the Board of Trustees upon the request of a District employee and

recommendation of the General Manager, but such leave will not be for longer than six months.

- 303.14.2 Unless otherwise specifically provided in the policies in this Chapter, or set forth in provisions of the Employee's Memorandum of Understanding, the General Manager is directed NOT to pay the health benefits of employees at any time that they are on leave without pay from the District.

303.15 Definition of Immediate Family

- 303.15.1 The definition of "Immediate Family" shall be consistently applied to all leave policies set forth in this Chapter. The District purposefully elects a broad and consistent definition, which may, in some circumstances, be beyond what is required by law and regulation, to ensure efficient and consistent administration of leave policies.

- 303.15.2 For purposes of leave administration in this Chapter, "Immediate Family" is defined as an employee's: Spouse (including a lawfully married same-sex spouse), state registered domestic partner, child, (including a biological, adopted, or foster child, legal ward, or a child to whom the employee stands in *loco parentis*) child of registered domestic partner, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, stepfather, parent-in-law, grandparent, and grandchild.

303.16 Administrative Leave

- 303.16.1 Exempt employees will be given 40 hours of administrative leave annually on July 1 with no rollover nor cash-out option upon separation.

Section 304. Probation and Performance Management

304.1 Probationary Period

- 304.1.1 The probationary period is regarded as a part of the selection process for regular employees and is utilized for the purpose of determining the employee's ability to perform satisfactorily the essential job duties, with or without reasonable accommodations, prescribed for the position, and determining the employee's ability to work with other employees. All probationary employees are considered to be "at-will." Temporary, part-time, and seasonal employees are at-will employees and are not subject to a probationary period. The probationary period policy does not apply to at-will management employees.

- 304.1.2 All initial and promotional appointments shall be tentative and subject to a probationary period of actual District service in the new position. The probationary period does not include time served under any temporary or provisional appointment. The lengths of the initial and promotional probationary periods are six (6) months for all full-time employees.
- 304.1.3 The probationary period of an individual employee may be extended by the General Manager prior to the expiration of probation, upon the request of the supervisor and approved by the General Manager, for a period not to exceed an additional six (6) months.
- (a) Probation may be extended if there has been insufficient opportunity to evaluate fully the employee's ability to perform the duties prescribed for the regular position. Such an extension must be approved by the General Manager, and the employee will be notified in writing of the extension of the probationary period.
- (b) If the number of leaves of absences (paid or unpaid) totals thirty (30) or more days, it will automatically extend the probationary period the equivalent amount of time the employee was absent from work.
- 304.1.4 A supervisor may determine that a probationary employee should not pass probation at any time during the employee's probationary period or extension thereof. When the supervisor makes such a determination, they will notify the General Manager in writing. Upon approval of the General Manager, the supervisor shall terminate employment of the probationary employee by written notice prior to the expiration of probation.
- 304.1.5 Probationary employees serve in an at-will capacity. Any release from probation will not be for cause, but rather because the employee failed to meet the standards of the class/position. The employee has no right of appeal of failure to pass probation.
- 304.1.6 An employee who fails to pass probation following a promotional appointment and held regular status in their former classification shall be reinstated to their former position or to a vacant position in the same classification.
- 304.1.7 If an employee is promoted during a probationary period, the employee will serve the probationary period in the new position. If the employee does not pass the probationary period of the promotion, there are no specific employee rights to return to their previous job because regular status was not obtained.

304.2 Performance Evaluations

- 304.2.1 The performance management system at the District is designed to motivate, recognize, and reward employees' efforts and achievements. The District strives to create a work environment in which employees are recognized and rewarded for their contributions and where employees understand, contribute, and help meet the District's overall goals.
- 304.2.2 Goal-oriented performance objectives should be established and clearly communicated for each employee. Both performance and behavioral objectives may be established. It is important that employees understand the District's expectations.
- 304.2.3 The District encourages individual feedback to employees on a regular basis. The District's performance management system is designed so that each regular full-time employee will be evaluated at least annually, and quarterly while the employee is on probation.
- 304.2.4 Employees will be eligible for consideration of a salary step increase in conjunction with the annual evaluation. The first increase will be considered with the evaluation at the employee's six-month anniversary.
- 304.2.5 All employee evaluations will be prepared in written form and signed by the employee's supervisor. The General Manager's supervisor is the Board of Trustees or its chosen representatives.
- 304.2.6 For each evaluation, there will be a performance evaluation review meeting between the employee and the employee's supervisor, during which the written evaluation will be presented and discussed.
- (a) Upon completion of the performance evaluation review meeting, the employee will sign the evaluation to show that the interview was completed.
 - (b) The employee will have the opportunity to provide written comments regarding the evaluation within seven calendar days of the interview.
 - (c) The General Manager will review the performance evaluation and employee comments. The General Manager will sign the performance evaluation to indicate that the process was completed. Copies of the completed performance evaluation and the employee's comments will be provided to the employee. The original copy will be kept in the employee's personnel file.
- 304.2.7 An employee evaluation that is less than satisfactory requires preparation of a performance improvement plan to be signed by the

employee and a follow-up evaluation to be completed within six months.

- 304.2.8 The performance evaluation is not subject to the grievance process set forth in Chapter 700 of this Policy Manual.

Section 305. Job Abandonment

- 305.1 Attendance and punctuality that is observant of scheduled hours on a regular basis are essential functions of all classification. A constructive resignation occurs and is effective when an employee has been absent from duty for three (3) or more consecutive working days without authorized leave. The District may consider that a constructive resignation has occurred due to the absence, or that the absence provides a reasonable basis for believing that the employee has abandoned the job.

At minimum, one phone call in an attempt to speak with the employee will occur. A voice message may be left for the employee.

After being absent for three consecutive working days, a written notice will be sent via U.S.P.S. Priority Mail to the employee. If known, an e-mail may also be sent to the employee's personal e-mail address. The employee will be given written notice, at employee's address of record, of the circumstances of the job abandonment, and an opportunity to provide an explanation for employee's unauthorized absence. The employee will be provided five (5) calendar days to respond, in writing, why employee's employment with the District should not be terminated due to job abandonment, or can arrange for an appointment with the General Manager or designee before final action is taken to explain the unauthorized absence and failure of timely notification. The decision of the General Manager is final.

Section 306. Drug Free Workplace

- 306.1 The District is committed to providing a work environment that is safe, healthy, and free of any adverse effects caused by alcohol or controlled substances. The District is concerned about employees or other persons working, contracting, or volunteering with the District being under the influence of alcohol, prescription drugs, over the counter medications, and/or controlled substances (including cannabis) at work or while on District premises. The purpose of this policy is to promote a drug and alcohol-free workplace and to eliminate substance abuse and its effects in the workplace.
- 306.2 A District employee is prohibited from working or being subject to call-in if impaired by alcohol or any controlled substance (including cannabis).
- 306.3 An employee must notify their supervisor before beginning work when taking medications or drugs that could interfere with the safe and effective performance

of duties or operation of District equipment. If there is a question regarding an employee's ability to perform assigned duties safely and effectively while using prescribed medications, the District may require medical clearance.

- 306.4 Compliance with this policy is a condition of District employment. Disciplinary action will be taken against those who violate this policy.
- 306.5 In order to promote a safe, productive, and efficient workplace, the District has the right to search and inspect all District property, including but not limited to lockers, storage areas, furniture, District vehicles, and other places under the common or joint control of the District and employees, without prior notice. No employee has any expectation of privacy in any District building, property, or communications system. No personal property items, such as personal cell phones or other personal electronic devices, purses, backpacks, briefcases, etc., will be searched under this policy.
- 306.6 Except as provided otherwise in a Memorandum of Understanding, the District has discretion to test a current employee for alcohol or drugs following any work-related accident or any violation of safety precautions or standards.

Section 307. Workplace Violence

The District is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, and/or visitor. Our policy is to establish, implement, and maintain an effective plan as required by SB 533. The regulation requires us to establish, implement, and maintain, at all times in our facilities, a workplace violence prevention plan for purposes of protecting employees and other personnel from aggressive and violent behavior at the workplace.

- 307.1 Should a non-employee or District Trustee on District property demonstrate or threaten violent behavior, the District will call law enforcement and he/she may be subject to criminal prosecution. Should an employee demonstrate or threaten violent behavior, he/she may be subject to disciplinary action up to and including termination.
- 307.2 The following actions are considered violent acts, but not limited:
- (a) striking, punching, slapping, or assaulting another person;
 - (b) fighting or challenging another person to a fight;
 - (c) grabbing, pinching, or touching another person in an unwanted way whether sexually or otherwise;
 - (d) engaging in dangerous, threatening, or unwanted horseplay;
 - (e) threatening the use of a gun, knife, or other weapon of any kind on District property, including parking lots, other interior and exterior premises, District vehicles, or while engaged in activities for the District in other locations;

- (f) using verbal assaults that are statements that would place a reasonable person in fear of harm for the safety of himself/herself or others and that serve no legitimate workplace purpose; and/or
 - (g) threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm.
- 307.3 Any employee or Trustee who is a victim of any violent threatening or harassing conduct, any employee or Trustee witness to such conduct, or any employee or Trustee receiving a report of such conduct, whether the perpetrator is a District employee or a non-employee, will immediately report the incident to their supervisor or other appropriate person in the chain of command. The General Manager must be notified.
- 307.4 No one acting in good faith who initiates a complaint or reports an incident under this policy will be subject to retaliation or harassment by the District.
- 307.5 Any employee reported to be a perpetrator will be provided due process before the District takes disciplinary action.
- 307.6 Anyone who fears for the safety of persons at the scene of the violent act should call law enforcement immediately.

Section 308. Exit Interviews

- 308.1 The General Manager, or immediate supervisor, will meet with each employee at the end of their employment at the District.

Section 309. Remote Working (Telework)

- 309.1 It is the policy of ACMAD to provide a telecommuting program as an alternative to the traditional work location. The program is designed to achieve increased productivity and to use staff work time effectively, to promote efficient use of resources, and to allow for flexibility during family and local/state/national emergencies.

309.1.1 Telework refers to a work flexibility arrangement under which an employee performs the duties and responsibilities of such employee's position, and other authorized activities, from an approved worksite other than the location from which the employee would otherwise work.

309.1.2 There are three types of telework.

- a) Routine telework in which telework occurs one day a week as part of an ongoing, regular schedule.
- b) Situational telework that is approved by the General Manager or

designee, on a case-by-case basis, where the hours worked were not part of a previously approved, ongoing, and regular telework schedule. Situational telework should only be used infrequently for cases such as doctors' appointments, road hazards, inclement weather, sick family members, or emergencies. Situational telework may also be occasionally used to promote staff and resource efficiency, particularly for offsite meetings or for appointments where telework would increase staff efficiency. Situational telework is allowed at a maximum of five (5) days a month unless an emergency arises.

- c) Management telework in which the General Manager or designee notifies staff that they are working off site for the day(s) or portion thereof.

309.1.3 Telecommuting is not an employee right but may be offered by the District based upon business needs. If at any time the General Manager, or their designee, determines the work schedules and/or workweek periods offered must be changed, affected employees will be notified of the change at least one week in advance.

309.2 Telecommuting Eligibility

309.2.1 Eligibility to participate in the telecommuting program is subject at all times to the needs of the District and may be modified as those needs dictate.

309.2.2 This policy will be applicable to employees who meet specific work standards and who have current projects and job duties that are appropriate for telecommuting. Meeting one or more of the eligibility requirements does not guarantee approval of telecommuting. The General Manager or designee holds the final determination of whether an employee's position is appropriate for telecommuting and if the employee meets the specific work standards. Minimum work standard eligibility requirements include, but are not limited to:

- a) prior annual job performance evaluation and/or job performance that demonstrates employee ability to work independently;
- b) employee is self-motivated and demonstrates high dependability;
- c) job duties and requirements allow the employee to be away from the District's worksite for a period of time during the work week;
- d) telecommuting does not impede other employees from performing their job duties or diminish the operations of the District.
- e) telecommuting does not reduce service to internal or external customers; and/or

- f) supervisor can manage the employee remotely.

309.3 Participation Guidelines

- 309.3.1 The duties, obligations, responsibilities, and conditions of a District employee are not changed by telecommuting. Employee's wage, retirement, benefits, and insurance coverage remain unchanged.
- 309.3.2 The telecommuting employee remains obligated to comply with all District policies, practices, and instructions. Violations may result in preclusion from telecommuting and/or disciplinary action, up to and including termination of employment. The District's worker's compensation liability for job-related accidents will continue to apply during the employee's telecommuting work hours.
- 309.3.3 Work hours, overtime compensation, and vacation schedules will conform to District policies and practices, Fair Labor Standards Act (FLSA), and to any other terms agreed upon by employee supervisor, except that, those terms may not violate the laws/provisions stated above. Hours of work can be arranged with the supervisor.

309.4 Job Performance

- 309.4.1 Employee will work at a designated location during hours agreed upon. Arrangements for flexible work schedules are subject to supervisor's approval.
- 309.4.2 Expectations must be pre-established between telecommuters and supervisors regarding work assignment(s), productivity level, and productivity measurements to be used when employee is telecommuting. Timeliness, quality, and quantity of work must be maintained.
- 309.4.3 Attendance and punctuality that observes scheduled hours on a regular basis is an essential function of each classification and must be maintained during telecommuting, unless otherwise approved in advance.
- 309.4.4 Employee agrees not to engage in employment activities other than District assignments during telecommuting hours.

309.5 Office Equipment

- 309.5.1 The District will provide equipment similar to that used by employee(s) on a regular basis to accomplish their daily duties, as determined by the General Manager. Office supplies needed by the telecommuter will be provided by the District. All supply requests must be pre-approved

by the General Manager, or their designee. The District retains ownership of all equipment and/or licenses provided.

- 309.5.2 Use of District equipment and supplies is limited to authorized persons for purposes relating to District business. The employee is responsible for ensuring that equipment is used properly. The District will provide for maintenance and repairs to District equipment.
- 309.5.3 When an employee uses their own equipment for telecommuting, the employee is responsible for maintenance and repair of their equipment. The District is not liable for damage to the employee's real property.
- 309.5.4 The District is not responsible for the payment of utilities (heat, electricity, etc.) or home maintenance costs.
- 309.5.5 In the event of delay in repair or replacement of equipment or any other circumstance under which it would be ineffective for the employee to telecommute, the employee will return to the District workplace.

309.6 Taking District Vehicles Home

- 309.6.1 If an employee is approved by the General Manager or designee to take a District vehicle home as an effective use of staff work time, to promote efficient use of resources, or to allow for flexibility during family and local/state/national emergencies, the vehicle must be driven directly home and parked off-street. (see section 404).
- 309.6.2 If crossing any toll roads while driving home, those costs must be incurred by the employee by registering the District vehicle with the appropriate agency.

309.7 Remote Work Location

- 309.7.1 Employee must designate a workspace at home or another location that is maintained in a safe condition and free from hazards. Telecommuter will be responsible for completing a workspace safety review with approval from the General Manager or designee that will include a photo of the workspace. Any accident occurring while telecommuting must be brought to the immediate attention of the supervisor.
- 309.7.2 As part of telecommuting responsibilities, the telecommuter must ensure that safety and ergonomic standards are met in their workspace. Although the workspace does not have to be a separate room, it must have adequate lighting, ventilation, and furniture that is ergonomically comfortable and safe to use.

- 309.7.3 Telecommuter must have a method for expediently receiving and responding to communications (phone calls, messages, mail, etc.) from other staff, supervisors, and when applicable, clients and/or the public.
- 309.7.4 Telecommuter remains solely liable for injuries to third persons and/or members of employee's family on employee's premises.
- 309.7.5 Telecommuter will take all reasonable precautions necessary to secure District information and equipment in their workspace to prevent unauthorized access to any District system or information. Data and information used by telecommuters must be treated with the same caution that confidential material is given in the District office.

309.8 Request for a Telecommuting Schedule

- 309.8.1 Employees who would like routine and/or situational telework must submit an email request to their supervisor and General Manager, or their designee, for approval, if not already assigned telework due to a local/state/national emergency.
- 309.8.2 All telework (whether routine, situational, or management) must be added to the District calendar before the workday has begun. The employee's supervisor and/or the Financial & HR Specialist will provide access to the District calendar.

CHAPTER 600. HARASSMENT, DISCRIMINATION, AND RETALIATION

Section 601. Policy

- 601.1 The District ~~prohibits~~has zero tolerance for any form of discrimination, harassment, or retaliation on the basis of membership in one or more protected classifications as defined in Section 601.2, below, 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 classes include race, religion, color, sex (including gender, gender identity, gender expression, pregnancy, ~~and~~breastfeeding, and reproductive health decision-making), sexual orientation (including heterosexuality, homosexuality, bisexuality, transgender, or sex stereotype), national origin, ancestry, marital status, age (40 or over), medical condition, genetic characteristics or information, physical or mental disability, military or veteran status, perceived membership in or association with any protected classification, opposition to discrimination, harassment, or retaliation, or any other classification protected by law.
- 601.3 The District, elected or appointed officials, officers, employees, interns, volunteers, or contractors are prohibited from harassing or discriminating against applicants, officers, officials, employees, interns, volunteers, or contractors because of: (1) an individual's membership in a protected class; (2) the perception that an individual is a member of a protected class; or (3) the individual associates with a person who has or is perceived to be a member of a protected class.
- 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.

Section 602. Definitions

- 602.1 Harassment is unwelcome conduct based on a member of a protected class 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:
- (a) Unwanted sexual advances, requests for sexual favors, and other acts where submission is made a term or condition of employment or where submission to or rejection of the conduct is used as the basis for employment decisions.
 - (b) Behavior that interferes with an employee's work performance or creates an intimidating, hostile, or offensive working environment, including but not limited to:
 - (1) Speech, such as epithets, derogatory comments or slurs, on the basis of a protected class. This might include inappropriate comments on appearance including dress or physical features, dress consistent with gender identification, or race-oriented stories and jokes.
 - (2) 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.
 - (3) 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 in favor of or against an applicant or employee based on membership in a protected class. 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 and 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.

Section 603. Policy Dissemination

- 603.1 All employees, volunteers, interns, contractors, or other District officials, 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 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, discrimination, and retaliation prevention in the workplace.
- 603.2 All new employees, volunteers, interns, or other District officials, shall be given a copy of the harassment, discrimination, and retaliation policy and complaint process.
- 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 as required by law.

Section 604. Complaint Process

- 604.1 An employee, job applicant, or contractor who believes he or she is a victim of harassment, retaliation, 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:
- (a) Immediate supervisor;
 - (b) Any supervisor; or
 - (c) General Manager or designee.

If the complaint of harassment or discrimination is the result of direct action or inaction on the part of the General 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 General Manager or designee immediately.

Section 605. Complaint Response Process

- 605.1 Upon receipt of notification of a harassment or discrimination complaint, the General Manager or designee shall:
- (a) Authorize and supervise the timely investigation of the complaint and/or investigate the complaint. The investigation may include interviews with:
 - (a) the complainant;
 - (b) the alleged accused; and
 - (c) other persons who have relevant knowledge concerning the allegations in the complaint.

- (b) 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.
- (c) 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, below.
- (d) 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.

605.4 The District encourages all covered individuals to report, as soon as possible, any conduct that is believed to violate this Policy.

605.6 Option to report to outside administrative agencies: An individual has the option to report harassment, discrimination, or retaliation to the U.S. Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH). These administrative agencies offer legal remedies and a complaint process. The nearest offices are listed in the government section of the telephone book, or employees can check the posters that are located on employer bulletin boards for office locations and telephone numbers.

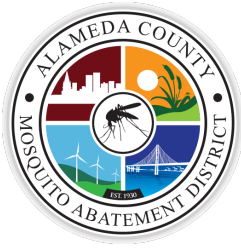
Section 606. Confidentiality

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 requested to keep the interview confidential to maintain the integrity of the investigation.
- 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.

Section 607. Disciplinary Procedures and Sanction

- 607.1 If conduct in violation of this Policy is found to have occurred, the District shall take prompt and effective remedial action against the individual found to have committed the harassment, or discrimination, or retaliation. The remedial action will be commensurate with the severity of the offense.
- 607.2 Action taken to remedy a harassment, discrimination, or retaliation situation shall be done in a manner so as to protect employees from future occurrences of harassment, discrimination, or retaliation. A confidential, written record of the District's investigation and action shall be maintained by the General Manager.
- 607.3 The District shall take all reasonable steps to protect the complainant from retaliation and further harassment, discrimination, or retaliation.



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San Leandro

Subru Bhat

Union City

Ryan Clausnitzer

General Manager

Action: Approval purchase of 2026 (electric) Polaris Pro XD Full-Size Kinetic Avalanche Gray

Background:

The Alameda County Mosquito Abatement District is requesting approval to replace its existing Polaris six-wheel utility vehicle with a Polaris Pro XD Full-Size Kinetic electric utility vehicle. The current 2001 6X6 Polaris Sportsman ATV has reached the end of its useful life and no longer meets operational and reliability requirements for mosquito surveillance, larval control, and access to remote or unimproved field locations.

The proposed replacement is a Polaris Pro XD Full-Size Kinetic electric utility vehicle. This vehicle is well suited for mosquito control activities due to its ability to operate quietly, traverse varied terrain, and access sensitive environments such as wetlands and residential areas while minimizing noise and emissions. The electric platform also aligns with the District's operational efficiency and environmental stewardship goals. This purchase qualifies as a sole source procurement because the Polaris Pro XD Kinetic electric utility vehicle is manufactured exclusively by Polaris and is available only through a single authorized dealer for sales, service, and warranty support. No equivalent electric utility vehicle is available from other authorized vendors that can meet the specific operational demands required for mosquito control fieldwork.

Details:

Replacing depreciated and gasoline-powered vehicles and equipment with electric alternatives is a 2025 goal of the District's Strategic Plan. Staff began researching this alternative in mid-2025 by speaking with several regional agencies that use electric utility vehicles, such as the East Bay Regional Park District, following up with test drives at Coyote Hills Regional Park. Funds for this replacement are in the 2025-26 New Asset and Large Project Reserve Fund.

Staff Recommendation:

Staff recommends the Board approve the purchase of the Polaris Pro XD Full-Size Kinetic electric utility vehicle from Papé Material Handling, in Fremont, CA for the base vehicle at \$33,475.00 plus applicable taxes (which at a 10.25% sales tax rate would bring the total to **\$36,904.69**).

PAPÉ[®]

**MATERIAL
HANDLING**

Rolando Rodriguez
Industrial Cart Manager
rolando.rodriguez@papemh.com
Cell: (341)257-2866
47132 Kato Road Fremont, CA 94538



1/31/26

Proposal presented to:

Alameda Mosquito abatement

Attn: Robert Ferdan, CGCIO

robert@mosquitoes.org

23187 Connecticut St

Hayward, CA 94545

(510) 783-7744

Proposal for:

**1 qty, Polaris Pro XD Full-Size Kinetic
Avalanche Gray unit + options (page 3)**



Imagery is for illustrative purposes only. Actual colors, materials, and configurations may vary based on final design specifications.

Make/model-	Polaris Pro XD Full-Size Kinetic Avalanche Gray
Options-	<ul style="list-style-type: none"> • Total Coverage: 1 Year • Electric Powertrain: 3 Years • Battery: 5 Years • Fixed Glass W/ Wiper • Roof • Rearview Mirror • Electronic Power Steering
Load Capacity-	1,500 lbs
Tow Capacity-	2,500 lbs
Power-	14.9 kWh Lithium-Ion (Li-ion) battery pack + Charger
Color-	Gray



**MATERIAL
HANDLING**

Rolando Rodriguez
Industrial Cart Manager
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Polaris Kinetic

Pricing Proposal

Qty	Description	Per unit	Extended
1	2026 Pro XD Full-Size Kinetic Avalanche Gray, (Manuf. 12-18 weeks)	\$33,000.00	
1	Polaris Manuf Freight to CA	\$1,495.00	\$1,495.00
1	14.9 kWh Lithium-Ion (Li-ion) battery + Charger	INCLUDED	INCLUDED
1	Windshield, Fixed Glass Windshield w Windshield Wiper	INCLUDED	INCLUDED
1	Roof	INCLUDED	INCLUDED
1	Rear Panel: None	INCLUDED	INCLUDED
1	Tilt Steering with EPS	INCLUDED	INCLUDED
1	SourceWell contract discount	INCLUDED	INCLUDED
1	Pape discount (-\$1495)	INCLUDED	INCLUDED
1	Local Delivery	\$175.00	\$175.00
1	Dealer Prep/Install	\$300.00	\$300.00
1	Sales Tax @ TBD%		TBD
			\$33,475.00*

Sign/Initial

\$33,475.00* + taxes

TOTAL PRICE

Print Name

Date

PO#(If applicable)

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date below. The Buyer, by its signature below, hereby confirms acceptance of the equipment described above & terms & conditions below.

*Sales tax NOT included, unless specified.
Pricing valid for 30 days.



**MATERIAL
HANDLING**

Rolando Rodriguez
Industrial Cart Manager
rolando.rodriguez@papemh.com
Cell: (341)257-2866
47132 Kato Road Fremont, CA 94538

Due to volatility of supply chain, transportation, lead times etc., we reserve the right to revise our pricing in direct correlation to price surcharges/increases received from the OEM. Lease payment quotes are subject to possible interest rate indexing at time of delivery. This sales order/proposal is subject to Pape' Material Handling's Terms and Conditions of Sale effective on the date hereof, which are incorporated in full by this reference. The Terms and Conditions of Sale are available at www.pape.com/terms & will also be sent by mail or email to Buyer upon request.

TERMS & CONDITIONS

All offers and quotations provided by Vendor for Goods and Services remain open for acceptance for 30 days from issuance unless otherwise stated in writing. After this period, Vendor reserves the right to modify or withdraw the offer or quotation in its sole discretion. Customer's issuance of a purchase order ("PO") will operate as its acceptance of these Standard Terms and Conditions ("Terms"). Vendor's acceptance of Customer's PO is expressly made conditional on Customer's assent to these Terms. Any terms or conditions contained in Customer's purchase order or other documents that are inconsistent with or in addition to these Terms are hereby rejected and shall be of no force or effect, unless expressly agreed to in writing by Vendor. Commencement of performance or shipment shall not be construed as acceptance of any of Customer's terms or conditions which are inconsistent with or additional to the Terms. In the event of any conflict between these Terms and those of any purchase order or other document submitted by Customer, these Terms shall control.

"Agreement" shall mean and include: (i) these Terms, and (ii) any mutually agreed commercial terms including, without limitation, price, quantity, and delivery date as set forth in Vendor's quotation, acknowledgment, or confirmation of Customer's PO. "Services" include all services provided by Vendor to Customer and may include design, fabrication, installation, maintenance, or repair services. "Goods" include any products sold to Customer by Vendor and may include, without limitation, equipment, vehicles, machinery, parts, attachments, or any other items.

Pro XD Full-Size Kinetic



ANSI/OPEI Certification

Polaris Industries Inc. certifies that these vehicles complies with the American National Standard for Multipurpose off-Highway Utility Vehicles, ANSI/OPEI B71.9 – 2016 Standard

Key Specifications

Electric	1,500	1,000
Fuel Type	lbs Payload	Miles
		Maintenance Interval

Engine & Drivetrain

Battery Range	45 miles
Cooling	Active Air & Liquid
Drive System Type	On-Demand 4x4 or High Performance On-Demand True AWD/2WD/VersaTrac Turf Mode
Engine Type	Internal Permanent Magnet AC Motor
Horsepower/Torque	110 HP / 140 ft lbs
Maintenance Interval	1,000 Miles (500 Miles initial break-in)
Top Speed	Adjustable up to 40 mph (64 km/h)
Top Towing Speed	10 mph (normal terrain) 5 mph (rough terrain)
Transmission/Final Drive	Gates Synchronous Belt H/L/N/P (Electronic Forward/Reverse), Shaft

Dimensions

Bed Box Dimensions (L x W x H)	36.75 x 54.25 x 12.5 in (93.3 x 137.8 x 31.75 cm)
Box Capacity	1,250 lb (567 kg)
Estimated Dry Weight	1,745 lb (792 kg)
Ground Clearance	12 in (30.48 cm)
GVWR	3,600 lb (1,632 kg)
Hitch Towing Rating	2,500 lb (1,134 kg)
Overall Vehicle Size (L x W x H)	120 x 62.5 x 78 in (305 x 159 x 198 cm)
Payload Capacity	1,500 lbs (680.4 kg)
Person Capacity	2
Turning Radius	13.3 ft (406.4 cm)
Wheelbase	81 in (205.7 cm)

Brakes

Front/Rear Brakes	4-Wheel Hydraulic Disc with Dual-Bore Front Calipers
Parking Brake	Park in Transmission + Separate Mechanical Parking Brake Standard

Additional Specifications

Adjustable Driver Seat	Not Equipped
Cargo System	Lock & Ride
Charging Kit Included (EVSE)	J1772, Combined Level 1 / Level 2 Mobile
Engine Brake System (EBS)	Regenerative braking
Hitch Type	Standard 2 in (5 cm) Receiver
Instrumentation	Driver's Side Dual-sweep Analog Dials w/ 4" Multi-Color LCD Rider Information Center: Power Use and Regen %, Battery State of Charge %, Range Remaining, Charging Rate, Battery Temperature, Motor Temperature, Accessory Voltage, Speedometer, Odometer, Tripmeter, Gear Indicator, Service Indicator and Codes, Programmable Service Intervals, Seat Belt Reminder, User Selectable Backlighting & Brightness, Clock, Parking Brake Engaged Alarm
Lighting	Dual LED Headlamps, 1250lm low beam, 2300lm high beam, Dual LED Taillamps
Onboard Battery Charger	3kW Charger
Other Standard Features	Horn, backup alarm, password protected, electronically adjustable speed limiting, Polaris Pulse Electrical System, *Connected vehicle capability with the Polaris app, via RIDE COMMAND+
Seat Covering	Kevlar®-Backed Vinyl (Grey)
Tilt Steering	Standard

Tires / Wheels

Electronic Power Steering	Standard
Front Tires	Wanda OBOR TERRAREX 27x10-14
Hubs	Front: Ductile Iron; Rear: Ductile Iron
Rear Tires	Wanda OBOR TERRAREX 27x10-14
Wheels	14 x 6 Steel - Gloss Black

Suspension

Front Suspension	Dual A-Arm, 10 in (25.4 cm)
Rear Suspension	Dual A-Arm, IRS 10" (25.4 cm) Travel

RESOLUTION 1144-1

**THE BOARD OF TRUSTEES OF ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT
RECOGNIZING THE MOSQUITO CONTROL BENEFITS OF MALE-RELEASE SUPPRESSION
TECHNOLOGIES**

WHEREAS, male-release population suppression technologies are scientifically validated biological methods for managing mosquito populations by releasing specialized, non-biting male mosquitoes; and

WHEREAS, these technologies utilize reproductive interference to ensure that when released, male mosquitoes mate with wild female mosquitoes, the resulting eggs do not hatch or the offspring do not survive, thereby reducing the target mosquito population over time; and

WHEREAS, the Alameda County Mosquito Abatement District follows the Integrated Mosquito Management (IMM) model and is committed to evaluating and implementing effective, environmentally responsible mosquito control; and

WHEREAS, the use of male-release suppression technologies aligns with the District's goals of protecting public health while minimizing impacts to non-target organisms and sensitive environments; and

WHEREAS, the District shall only utilize technologies and products that have been registered, authorized, or approved for use by the California Department of Pesticide Regulation (CDPR) or other applicable regulatory bodies; and

WHEREAS, the District shall maintain appropriate policies, procedures, and oversight to ensure the judicious, safe, and effective use of these technologies;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Alameda County Mosquito Abatement District hereby recognizes and supports the evaluation and use of male-release suppression technologies as part of the District's IMM program, implemented in accordance with regulations and District policy.

PASSED AND ADOPTED by the Board of Trustees of Alameda County Mosquito Abatement at a regular meeting thereof held on February 11th, 2026 by the following vote:

AYES:

NOES:

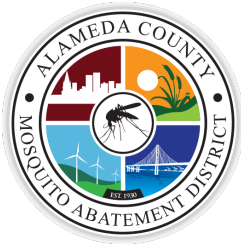
ABSTAIN:

ABSENT:

President, Board of Trustees, Alameda
County Mosquito Abatement District

ATTEST:

Secretary, Board of Trustees, Alameda
County Mosquito Abatement District



23187 Connecticut Street
Hayward, CA 94545

T: (510) 783-7744
F: (510) 783-3903

acmad@mosquitoes.org

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Hope Salzer

Piedmont

Jeff Nibert

Pleasanton

Victor Aguilar

San Leandro

Subru Bhat

Union City

Ryan Clausnitzer

General Manager

Action: Resolution 1144-1 in support of Male-Release Suppression Technologies.

Background: The Alameda County Mosquito Abatement District (District) is committed to protecting public health through evidence-based, environmentally responsible mosquito control. Under the Integrated Mosquito Management (IMM) framework, the District evaluates biological tools to combat insecticide resistance and the spread of invasive species like *Aedes aegypti*.

Scientific Mechanism, Wolbachia and Cytoplasmic Incompatibility: *Wolbachia* is a naturally occurring, gram-negative, obligate intracellular bacterium found in approximately 60% of all insect species. Mosquito control districts utilize *Wolbachia* through the Incompatible Insect Technique (IIT). This male-release suppression strategy relies on Cytoplasmic Incompatibility to ensure that mating between released males and wild females results in non-viable eggs. Because male mosquitoes do not bite and cannot transmit diseases, their strategic release provides a highly targeted suppression method that does not increase public health risks or impact non-target organisms.

Environmental and Inheritance Dynamics: *Wolbachia* is maternally inherited (passed from mother to offspring). By releasing only males, mosquito control districts ensure that the bacteria do not become established in the local environment or the wild mosquito population. Once releases cease, the target population and the introduced *Wolbachia* strain, naturally decline.

Details: The District continues to monitor emerging mosquito control technologies that may enhance existing operations, particularly for invasive mosquito species such as *Aedes aegypti* and *Aedes albopictus*. Evaluating and supporting *Wolbachia*-based technology aligns with the District's commitment to implementing best management practices while minimizing impacts to the environment and non-target organisms.

The U.S. Environmental Protection Agency and the California Department of Pesticide Regulation (CDPR) regulate these mosquitoes as biopesticides. Comprehensive risk assessments have determined that *Wolbachia*-based suppression poses negligible risk to humans, animals, or the ecosystem.

The attached resolution formally recognizes *Wolbachia*-based male-release suppression as a supported tool within the District's IMM program. Any future implementation remains subject to strict regulatory compliance, including CDPR-approved manufacturing standards and field monitoring protocols.

Staff Recommendation: Staff recommends that the Board adopt Resolution 1144-1 to provide policy-level support for the evaluation and potential use of *Wolbachia*-based male-release suppression technologies.

Alameda County Mosquito Abatement Dist.
Check Register
For the Period From Jan 1, 2026 to Jan 15, 2026

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount
5123	1/14/26	Airgas	706.75
5124	1/14/26	All-Ways Green Services	565.00
5125	1/14/26	AT&T	101.25
5126	1/14/26	Bay Alarm	1,071.50
5127	1/14/26	Cintas	804.09
5128	1/14/26	Industrial Park Landscape Maintenance	287.00
5129	1/14/26	Laboratory Equipment Company	14,233.46
5130	1/14/26	Leading Edge Associate, Inc.	831.00
5131	1/14/26	Marin/Sonoma Mosquito & Vector	5,781.49
5132	1/14/26	Mar-Len Supply, Inc.	973.59
5133	1/14/26	PC Professional	2,453.60
5134	1/14/26	PFM Asset Management LLC	2,026.97
5135	1/14/26	PG&E	14,582.36
5136	1/14/26	Quadient Finance USA, Inc	54.13
5137	1/14/26	R&S Erection of Southern Alameda County	132.25
5138	1/14/26	The Hartford	119.41
5139	1/14/26	UMPQUA Bank Commercial Card OPS	31,488.64
5140	1/14/26	Verizon	323.72
5141	1/14/26	Voya Institutional Trust Company	189.16
5142	1/14/26	WEX Bank	2,246.43
ACH	1/14/26	Alameda County Mosquito Abatement Dist (Payroll)	113,214.23
ACH	1/14/26	CalPERS Retirement	22,792.80
ACH	1/14/26	CalPERS 457	3,618.28
ACH	1/14/26	Enterprise	4,206.07
Total Expenditures - January 15, 2026			222,803.18

Alameda County Mosquito Abatement Dist.
Check Register
For the Period From Jan 16, 2026 to Jan 31, 2026

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount
5143	1/26/26	Airgas	219.80
5144	1/26/26	Cintas	267.65
5145	1/26/26	Delta Dental	5,277.73
5147	1/26/26	Jarvis Fay LLP	288.00
5148	1/26/26	Voya Institutional Trust Company	189.16
5149	1/26/26	VSP	695.63
5150	1/26/26	HJ Digital Inc	6,900.00
ACH	1/26/26	Alameda County Mosquito Abatement Dist (Payroll)	115,571.48
ACH	1/26/26	CalPERS Health	54,823.53
ACH	1/26/26	CalPERS Retirement	22,856.08
ACH	1/26/26	CalPERS 457	3,620.19
ACH	1/26/26	WEX Bank	2,844.96
ACH	1/26/26	WEX Bank	538.65
Total Expenditures - January 31, 2026			214,092.86

Voided check: 5146



BL ACCT [REDACTED]

ACMAD

Account Number: [REDACTED]

Page 1 of 7




**Account Summary**

Billing Cycle		12/31/2025
Days In Billing Cycle		31
Previous Balance		\$12,049.08
Purchases	+	\$31,818.57
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$329.93-
Payments	-	\$12,049.08-
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

NEW BALANCE \$31,488.64**Credit Summary**

Total Credit Line	\$105,000.00
Available Credit Line	\$73,511.36
Available Cash	\$0.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Account Inquiries

-  Call us at: (866) 777-9013
Lost or Stolen Card: (866) 839-3485
-  Go to ColumbiaBank.com
-  Write us at PO BOX 35142 - LB1181, SEATTLE, WA 98124-5142

Payment Summary

NEW BALANCE	\$31,488.64
MINIMUM PAYMENT	\$31,488.64
PAYMENT DUE DATE	01/25/2026

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

Corporate Activity

Trans Date	Post Date	Reference Number	Transaction Description	Amount
12/17	12/22	70005605356555356950045	PAYMENT - THANK YOU SPOKANE WA	\$12,049.08-

Cardholder Account Summary

ERIC HAAS-STAPLETON	Payments & Other Credits	Purchases & Other Charges	Cash Advances	Total Activity
[REDACTED]	\$0.00	\$2,489.89	\$0.00	\$2,489.89

Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/03	12/04	PPLN01	24240525337569832035384	PESTED.COM, LLC 845-481-4048 NY	\$195.00
12/06	12/07	PPLN01	24011345340100148845582	ZOOM.COM 888-799-9666 ZOOM.US CA	\$168.69
12/08	12/09	PPLN01	24692165342101193620660	AMAZON MKTPL*EL5FP2DL3 Amzn.com/bill WA	\$23.99

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

COLUMBIA BANK
PO BOX 35142 - LB1181
SEATTLE WA 98124-5142

**Account Number**

Check box to indicate name/address change on back of this coupon

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
12/31/25	\$31,488.64	\$31,488.64	01/25/26

\$



BL ACCT [REDACTED]
ACMAD
23187 CONNECTICUT ST
HAYWARD CA 94545

e-Statement

52947

MAKE CHECK PAYABLE TO:



COLUMBIA BANK
PO BOX 35142 - LB1181
SEATTLE WA 98124-5142

Cardholder Account Detail Continued					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/10	12/11	PPLN01	24240985345600278976975	FAA-N-NUMBER RENEWA 202-267-3295 OK	\$10.00
12/13	12/14	PPLN01	24692165347106840989975	INTEGRATED DNA TECH 800-328-2661 IA	\$1,118.77
12/16	12/17	PPLN01	24692165350109446089095	AMAZON MKTPL*7228N1593 Amzn.com/bill WA	\$29.89
12/18	12/21	PPLN01	24692165353102713099837	UNITED 0162357668483 UNITED.COM TX HAAS/ERIC 013126 SFO / PSP UA K X PSP / SFO UA G O	\$176.96
12/18	12/21	PPLN01	24431065353346490871656	ALASKA AIR 0272126702892 SEATTLE WA HAAS STAPLETON/ERIC 031926 SFO PDX AS O SFO AS O O	\$246.60
12/23	12/24	PPLN01	24793385357000603173050	Adobe Inc 800-8336687 CA	\$29.99
12/30	12/31	PPLN01	24789305364013401589570	TECHNICAL SAFETY SERVICES 510-8455591 CA	\$490.00

Cardholder Account Summary					
RYAN CLAUSNITZER [REDACTED]		Payments & Other Credits \$0.00	Purchases & Other Charges \$3,739.04	Cash Advances \$0.00	Total Activity \$3,739.04

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/03	12/04	PPLN01	24493985338172505037057	EAST BAY TIMES HTTP://WWW.EA CA	\$26.00
12/10	12/10	PPLN01	24011345344100014481609	HABIBIS BIRRIA 141-54691986 CA	\$614.45
12/10	12/11	PPLN01	24493985345174549054016	MOBIL SERVICE AUTO GLASS 5104722707 CA	\$344.51
12/09	12/11	PPLN01	24231685344577130888630	SAFEWAY #0309 FREMONT CA	\$91.12
12/11	12/12	PPLN01	24064665345100045862328	AMCA* CA MOSQUITO.ORG CA	\$695.00
12/17	12/17	PPLN01	24493985351176369213409	ACE PARKING 4190 OAKLAND CA	\$12.00
12/17	12/17	PPLN01	24493985351176369214514	ACE PARKING 4190 OAKLAND CA	\$40.00
12/17	12/18	PPLN01	24064665351100048270405	AMCA* CA MOSQUITO.ORG CA	\$695.00
12/18	12/21	PPLN01	24733095353100848005885	SAN LEANDRO CDJR SAN LEANDRO CA	\$1,200.54
12/22	12/24	PPLN01	24426295357030042840106	MOON RESTAURANT HAYWARD CA	\$20.42

Cardholder Account Summary					
MICHELLE ROBLES [REDACTED]		Payments & Other Credits \$0.00	Purchases & Other Charges \$2,397.05	Cash Advances \$0.00	Total Activity \$2,397.05

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/02	12/03	PPLN01	24793385336000317177070	TOGO S - Hayward-Hespe Hayward CA	\$169.67
12/03	12/05	PPLN01	24231685338570560852596	SAFEWAY #1197 UNION CITY CA	\$135.42
12/10	12/10	PPLN01	24011345344100070111256	AMAZON RETA* YV2IL3IT3 WWW.AMAZON.CO WA	\$15.70
12/10	12/11	PPLN01	24011345344100086844866	AMAZON RETA* ZX5B40H33 WWW.AMAZON.CO WA	\$83.94
12/11	12/11	PPLN01	24692165345104086867536	AMAZON MKTPL*G39Z81ZC3 Amzn.com/bill WA	\$68.64
12/10	12/11	PPLN01	24692165344103664332500	SQ *REVENUE NOW INC Concord CA	\$346.80
12/12	12/12	PPLN01	24692165346105112636646	CITY OF HAYWARD 510-583-4600 CA	\$64.56
12/12	12/12	PPLN01	24692165346105113318855	CITY OF HAYWARD 510-583-4600 CA	\$563.60
12/11	12/12	PPLN01	24906415345245430327619	At-A-Glance US 800-6439923 IL	\$84.17
12/21	12/22	PPLN01	24692165355102283412962	WM.COM 866-909-4458 TX	\$359.55
12/23	12/23	PPLN01	24116415357716037960912	GOVERNMENT FINANCE OFFICE 312-977-9700 IL	\$505.00

Cardholder Account Summary					
ROBERT FERDAN ██████████		Payments & Other Credits \$0.00	Purchases & Other Charges \$2,146.14	Cash Advances \$0.00	Total Activity \$2,146.14
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/01	12/02	PPLN01	24000775335100042572017	WWW.USMOBILE.COM 187-82050088 NY	\$550.00
12/09	12/10	PPLN01	24011345343100090415647	AMAZON RETA* BW9GI9F70 WWW.AMAZON.CO WA	\$105.20
12/09	12/11	PPLN01	24692165344103566833548	SOUTHWES 5262111695646 800-435-9792 TX FERDAN/ROBERT 020126 OAK PSP WN E LAS WN J OAK WN J	\$277.66
12/10	12/11	PPLN01	24692165344103731684081	GoToCom*GoToConnect goto.com MA	\$313.46
12/11	12/11	PPLN01	24692165345104023267402	COMCAST / XFINITY 800-266-2278 CA	\$269.19
12/11	12/12	PPLN01	24801975346579177225869	MOSQUITO & VECTOR CONTRO 916-440-0826 CA	\$475.00
12/12	12/14	PPLN01	24692165346105451854925	AMAZON MKTPL*9W70543T3 Amzn.com/bill WA	\$23.25
12/18	12/19	PPLN01	24692165352101586451852	AMAZON MKTPL*9D54E70J3 Amzn.com/bill WA	\$9.39
12/21	12/22	PPLN01	24692165355101835530065	BUSINESS.APPLE.COM 800-275-2273 CA	\$2.99
12/26	12/29	PPLN01	24000975362994405027706	STARLINK INTERNET 310-6828100 CA	\$120.00

Cardholder Account Summary					
JOSEPH HUSTON ██████████		Payments & Other Credits \$0.00	Purchases & Other Charges \$80.11	Cash Advances \$0.00	Total Activity \$80.11
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/12	12/14	PPLN01	24755425346293464511484	PACIFIC PUBLISHERS LLC 912-4724373 GA	\$46.90
12/12	12/14	PPLN01	24137465347100409633725	OFFICE DEPOT #2160 HAYWARD CA	\$33.21

Cardholder Account Summary					
ERIKA CASTILLO ██████████		Payments & Other Credits \$0.00	Purchases & Other Charges \$2,730.43	Cash Advances \$0.00	Total Activity \$2,730.43
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/02	12/03	PPLN01	24011345336100112844070	AMAZON RETA* B12U684I2 WWW.AMAZON.CO WA	\$34.88
12/11	12/12	PPLN01	24064665345100049674521	AMCA* CA MOSQUITO.ORG CA	\$1,650.00
12/12	12/14	PPLN01	24801975347580330151579	MOSQUITO & VECTOR CONTRO 916-440-0826 CA	\$425.00
12/18	12/19	PPLN01	24692165352101729103410	SOUTHWES 5262113769895 800-435-9792 TX CASTILLO/ERIKA BRIAN 032226 OAK / PDX WN P PDX / OAK WN U	\$358.60
12/17	12/19	PPLN01	24692165352101729103428	SOUTHWES 5262113768752 800-435-9792 TX CASTILLO/ERIKA BRIAN 013126 OAK PSP WN A OAK WN D	\$231.96
12/22	12/23	PPLN01	24793385356002505705212	Adobe Inc 800-8336687 CA	\$29.99

Cardholder Account Summary					
DEREJE ALEMAYEHU [REDACTED]		Payments & Other Credits \$0.00	Purchases & Other Charges \$33.19	Cash Advances \$0.00	Total Activity \$33.19

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/02	12/03	PPLN01	24692165336105450399205	AMAZON MKTPL*BB0XE2Q90 Amzn.com/bill WA	\$17.71
12/17	12/18	PPLN01	24692165351100532192769	AMAZON MKTPL*1O0RG0JY3 Amzn.com/bill WA	\$15.48

Cardholder Account Summary					
MARK WIELAND [REDACTED]		Payments & Other Credits \$0.00	Purchases & Other Charges \$10,334.15	Cash Advances \$0.00	Total Activity \$10,334.15

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/01	12/02	PPLN01	24251385335027019595768	MAR-LEN SUPPLY INC -CLV 510-782-3555 CA	\$2,965.88
12/03	12/04	PPLN01	24275395337900013901654	PDV DBA ALBERT NAHMAN 510-8436904 CA	\$382.51
12/03	12/04	PPLN01	24755425338733383929317	GRAINGER 800-4724643 IL	\$52.39
12/03	12/04	PPLN01	24755425338733383935413	GRAINGER 800-4724643 IL	\$1,189.01
12/04	12/05	PPLN01	24275395338900014102004	PDV DBA ALBERT NAHMAN 510-8436904 CA	\$1,209.19
12/04	12/05	PPLN01	24755425339733394648095	GRAINGER 800-4724643 IL	\$58.34
12/03	12/05	PPLN01	24692165338107199095068	THE HOME DEPOT 1017 HAYWARD CA	\$90.49
12/04	12/05	PPLN01	24692165338107451891774	AMAZON MKTPL*BI4E37QS2 Amzn.com/bill WA	\$61.00
12/05	12/05	PPLN01	24692165339107784323189	AMAZON MKTPL*BI4011151 Amzn.com/bill WA	\$127.25
12/05	12/07	PPLN01	24251385339027020009607	MAR-LEN SUPPLY INC -CLV 510-782-3555 CA	\$314.71
12/08	12/09	PPLN01	24692165342101388907658	AMAZON MKTPL*9H5WK31E3 Amzn.com/bill WA	\$152.82
12/09	12/10	PPLN01	24692165343102384245639	AMAZON MKTPL*7T5810G23 Amzn.com/bill WA	\$93.00
12/10	12/11	PPLN01	24251385344027019192151	MAR-LEN SUPPLY INC -CLV 510-782-3555 CA	\$600.00
12/11	12/11	PPLN01	24116415345742012126589	SPRAYER DEPOT 800-228-0905 FL	\$818.37
12/10	12/11	PPLN01	24323045344045700059095	GREG S AUTOMOTIVE SERVICE HAYWARD CA	\$168.21
12/11	12/12	PPLN01	24755425346733464777775	GRAINGER 800-4724643 IL	\$17.37
12/12	12/14	PPLN01	24692165347106724042446	SOUTHWES 5262112556283 800-435-9792 TX WIELAND/MARK 020126 OAK PSP WN G OAK WN A	\$286.96
12/13	12/14	PPLN01	24055235347580651273772	WALMART.COM 800-925-6278 AR	\$79.21
12/13	12/14	PPLN01	24064665347100013806966	AMCA* CA MOSQUITO.ORG CA	\$550.00
12/12	12/14	PPLN01	24801975347580330151561	MOSQUITO & VECTOR CONTRO 916-440-0826 CA	\$275.00
12/15	12/16	PPLN01	24011345350100018283085	SP SARAGLOVE.COM SARAGLOVE.COM FL	\$125.08
12/15	12/16	PPLN01	24692165349108881773365	SQ *JUST SMOG Hayward CA	\$150.00
12/16	12/17	PPLN01	24011345350100117089813	AMAZON RETA* EI2PT0B53 WWW.AMAZON.CO WA	\$106.26
12/16	12/17	PPLN01	24323045350049600059727	GREG S AUTOMOTIVE SERVICE HAYWARD CA	\$181.99
12/17	12/18	PPLN01	24027625351067282704995	SOHARS RCPW 330-467-1332 OH	\$279.11

Cardholder Account Summary					
MIGUEL BARRETTO [REDACTED]		Payments & Other Credits \$329.93-	Purchases & Other Charges \$6,455.43	Cash Advances \$0.00	Total Activity \$6,125.50
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/03	12/04	PPLN01	24164075337741665385842	FEDEX507334163 800-4633339 TN	\$22.06
12/04	12/04	PPLN01	24204295337002225556224	aliexpress 408-7855580 CA	\$1,285.46
12/04	12/04	PPLN01	24204295338000062858082	aliexpress 408-7855580 CA	\$221.54
12/03	12/04	PPLN01	24692165337105977684625	AMAZON MKTPL*B10MJ9CY1 Amzn.com/bill WA	\$12.17
12/03	12/04	PPLN01	24692165337106525852888	AMAZON MKTPL*B18WJ0V42 Amzn.com/bill WA	\$22.05
12/04	12/05	PPLN01	24755425339733394682169	GRAINGER 800-4724643 IL	\$327.27
12/04	12/05	PPLN01	24692165338106936085036	AMAZON MKTPL*B11N5HQ2 Amzn.com/bill WA	\$32.60
12/04	12/05	PPLN01	24692165338107255234445	AMAZON MKTPL*B19Q70C10 Amzn.com/bill WA	\$41.59
12/04	12/05	PPLN01	24692165338107259290435	AMAZON MKTPL*B19LZ4TF1 Amzn.com/bill WA	\$602.92
12/05	12/07	PPLN01	24943015340010186247181	HOMEDEPOT.COM 800-430-3376 GA	\$321.18
12/05	12/07	PPLN01	24692165339107970316906	AMAZON MKTPL*B15ZT3K12 Amzn.com/bill WA	\$23.24
12/08	12/09	PPLN01	24692165342101312522383	AMAZON MKTPL*WT2RB7LZ3 Amzn.com/bill WA	\$184.04
12/09	12/10	PPLN01	24164075343741665513858	FEDEX507952280 800-4633339 TN	\$15.06
12/10	12/11	PPLN01	24692165344103691082714	AMAZON MKTPL*S62T06L03 Amzn.com/bill WA	\$29.89
12/10	12/11	PPLN01	24801975345578051114265	MOSQUITO & VECTOR CONTRO 916-440-0826 CA	\$475.00
12/10	12/12	PPLN01	24692165345104590272108	SOUTHWES 52621 12054468 800-435-9792 TX BARRETTO/MIGUEL CARL 020126 OAK PSP WN Z LAS WN E OAK WN E	\$318.66
12/12	12/12	PPLN01	24204295346000154357092	aliexpress 408-7855580 CA	\$158.88
12/12	12/14		74692165346105740433809	CREDIT VOUCHER	\$12.17-
12/14	12/15	PPLN01	24692165348107605423795	AMAZON MKTPL*PMTS Amzn.com/bill WA	\$13.28
12/14	12/15	PPLN01	24692165348107835601517	AMAZON MKTPL*KU2IQ5Q93 Amzn.com/bill WA	\$21.03
12/16	12/17	PPLN01	24692165350109852571628	AMAZON MKTPL*P514I8D63 Amzn.com/bill WA	\$57.55
12/17	12/18	PPLN01	24692165351100627293720	AMAZON MKTPL*ZH70438X3 Amzn.com/bill WA	\$25.46
12/17	12/18	PPLN01	24692165351100321829555	AMAZON MKTPL*VU2UI9QW3 Amzn.com/bill WA	\$8.18
12/18	12/19	PPLN01	24692165352101907703064	AMAZON MKTPL*S68FR48I3 Amzn.com/bill WA	\$6.63
12/19	12/21	PPLN01	24692165353102715204278	AMAZON MKTPL*FF5YE3SA3 Amzn.com/bill WA	\$43.17
12/22	12/22	PPLN01	24692165356102509503460	AMAZON MKTPL*SZ24L0Z03 Amzn.com/bill WA	\$6.85
12/22	12/23	PPLN01	24492165357100008712799	GENEIOUS.COM GENEIOUS.COM MA	\$595.00
12/23	12/24	PPLN01	24204295357001399164083	aliexpress 408-7855580 CA	\$158.88
12/23	12/24	PPLN01	24204295357001554915063	aliexpress 408-7855580 CA	\$158.88
12/23	12/24	PPLN01	24204295357001302865222	aliexpress 408-7855580 CA	\$158.88
12/23	12/24	PPLN01	24692165357103950035894	AMAZON MKTPL*TN1T77DQ3 Amzn.com/bill WA	\$28.78
12/23	12/24		74204295357001702465081	CREDIT VOUCHER	\$158.88-
12/24	12/24		74204295358000050782229	aliexpress 408-7855580 CA CREDIT VOUCHER	\$158.88-
12/29	12/29	PPLN01	24692165363108653787628	aliexpress 408-7855580 CA AMAZON MKTPL*AU5K74WF3 Amzn.com/bill WA	\$690.72
12/29	12/30	PPLN01	24692165363109203827013	AMAZON MKTPL*HX79L8GC3 Amzn.com/bill WA	\$302.19
12/30	12/31	PPLN01	24692165364109715900505	AMAZON MKTPL*SM3NA8Q23 Amzn.com/bill WA	\$86.34

Cardholder Account Summary				
JUDITH PIERCE [REDACTED]	Payments & Other Credits \$0.00	Purchases & Other Charges \$1,413.14	Cash Advances \$0.00	Total Activity \$1,413.14

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/08	12/09	PPLN01	24801975343575845055822	MOSQUITO & VECTOR CONTRO 916-440-0826 CA	\$475.00
12/10	12/11	PPLN01	24801975345578051114190	MOSQUITO & VECTOR CONTRO 916-440-0826 CA	\$475.00
12/10	12/12	PPLN01	24692165345104590272363	SOUTHWES 5262112056829 800-435-9792 TX PIERCE/JUDITH 020126 OAK / PSP WN G LAS WN E OAK WN E	\$333.66
12/15	12/17	PPLN01	24692165350109754382223	SOUTHWES 5262113112883 800-435-9792 TX MARTINEZ/LIZBETH 013026 OAK ONT WN E	\$129.48

Finance Charge Summary / Plan Level Information									
Plan Name	Plan Description	FCM ¹	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
Purchases									
PPLN01 001	PURCHASE	E	\$0.00	0.06024%(D)	21.9900%	\$0.00	\$0.00	0.0000%	\$31,488.64
Cash									
CPLN01 001	CASH	A	\$0.00	0.06572%(D)	23.9900%	\$0.00	\$0.00	0.0000%	\$0.00
* Periodic Rate (M)=Monthly (D)=Daily							Days In Billing Cycle: 31		
** includes cash advance and foreign currency fees							APR = Annual Percentage Rate		
¹ FCM = Finance Charge Method									
(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.									

Alameda County Mosquito Abatement District

Income Statement

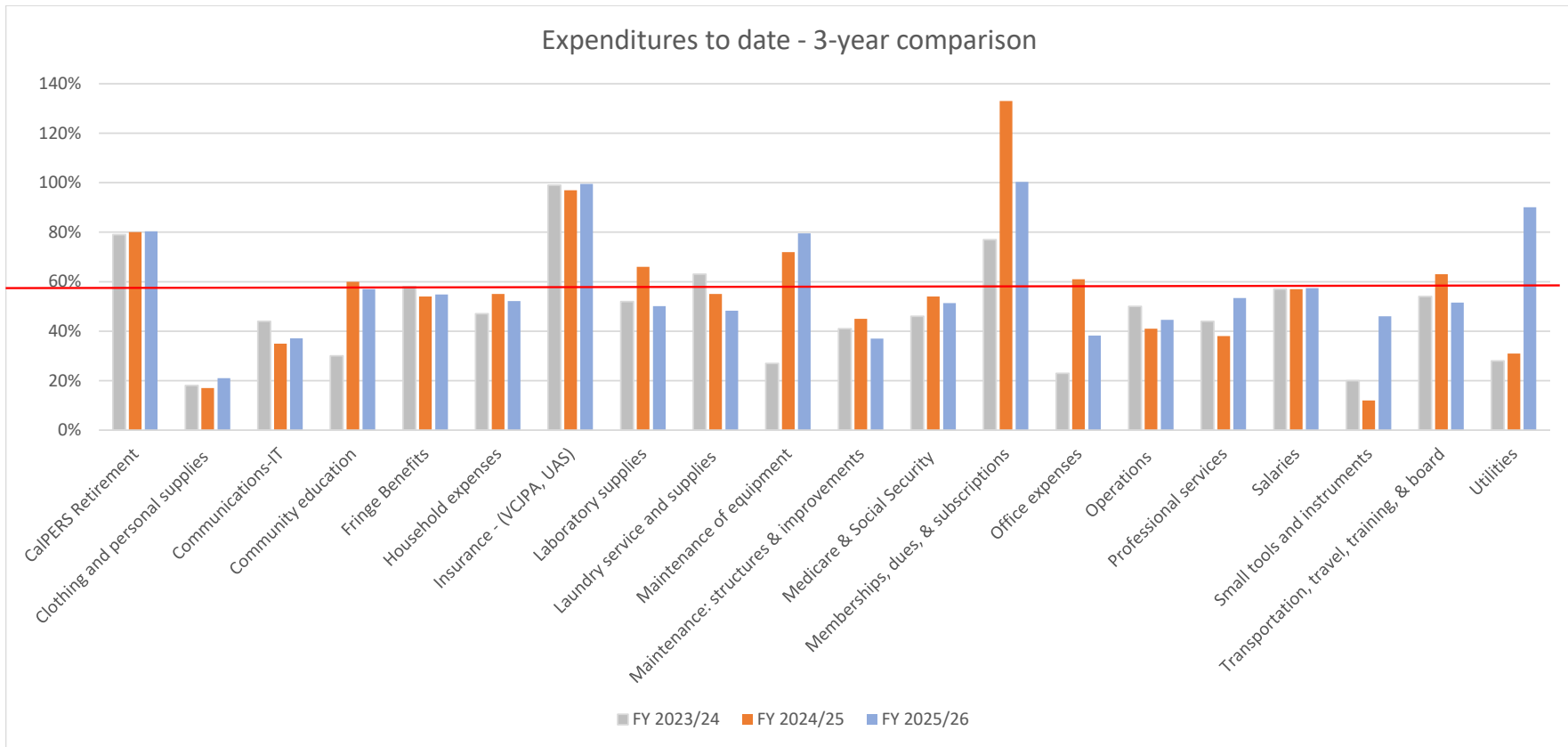
January 31, 2026. (7 of 12 mth, 58%)

REVENUES	Actual 2023/24	Actual 2024/25	Current Month	Year to Date 2025/26	Budget 2025/26	Actual vs Budget
Total Revenue	\$ 5,933,154.64	\$ 6,072,648.71	\$ (100.67)	\$ 3,579,189.48	\$ 5,859,252.00	61%

EXPENDITURES	Actual 2023/24	Actual 2024/25 ¹	Current Month ²	Year to Date 2025/26	Budget 2025/26	Actual vs Budget
Salaries	\$ 2,467,139.80	\$ 2,772,651.71	\$ 251,801.74	\$ 1,782,100.73	\$3,102,362	57%
CalPERS Retirement	\$ 550,197.73	\$ 642,174.44	\$ 26,844.45	\$ 601,238.82	\$748,174	80%
Medicare & Social Security	\$ 33,316.10	\$ 41,023.63	\$ 3,405.19	\$ 25,059.60	\$48,758	51%
Fringe Benefits	\$ 609,707.18	\$ 647,038.97	\$ 60,916.30	\$ 405,534.03	\$739,477	55%
Total Salaries, Retirement, & Benefits	\$ 3,660,360.81	\$ 4,102,888.75	\$ 342,967.68	\$ 2,813,933.18	\$4,638,771	61%
Clothing and personal supplies (purchased)	\$ 5,152.23	\$ 5,265.29	\$ 359.28	\$ 1,894.29	\$9,000	21%
Laundry service and supplies (rented)	\$ 14,403.58	\$ 15,480.21	\$ 1,071.74	\$ 8,489.35	\$17,600	48%
Utilities	\$ 20,058.86	\$ 24,086.45	\$ 15,570.07	\$ 23,701.62	\$26,300	90%
Communications-IT	\$ 81,050.81	\$ 96,177.28	\$ 4,438.09	\$ 52,754.79	\$141,988	37%
Maintenance: structures & improvements	\$ 20,777.24	\$ 20,386.45	\$ 3,080.42	\$ 9,984.50	\$27,000	37%
Maintenance of equipment	\$ 31,326.10	\$ 28,919.62	\$ 5,975.30	\$ 19,871.71	\$25,000	79%
Transportation, travel, training, & board	\$ 129,998.25	\$ 123,545.44	\$ 14,515.45	\$ 59,093.53	\$114,525	52%
Professional services	\$ 99,674.72	\$ 108,488.78	\$ 10,059.46	\$ 68,422.29	\$128,080	53%
Memberships, dues, & subscriptions	\$ 22,113.94	\$ 38,951.94	\$ -	\$ 40,146.00	\$40,000	100%
Insurance - (VCJPA, UAS)	\$ 209,342.00	\$ 196,831.00	\$ -	\$ 230,409.00	\$231,529	100%
Community education	\$ 37,729.24	\$ 57,197.03	\$ 6,900.00	\$ 28,515.79	\$50,000	57%
Operations	\$ 304,478.37	\$ 297,510.58	\$ 3,746.12	\$ 135,444.97	\$304,000	45%
Household expenses	\$ 20,057.16	\$ 21,734.78	\$ 1,636.50	\$ 12,105.41	\$23,200	52%
Office expenses	\$ 9,974.95	\$ 13,509.73	\$ 339.79	\$ 3,636.81	\$9,500	38%
Laboratory supplies	\$ 139,128.04	\$ 135,143.14	\$ 8,331.57	\$ 68,029.92	\$135,800	50%
Small tools and instruments	\$ 1,644.91	\$ 1,365.22	\$ 148.83	\$ 1,151.63	\$2,500	46%
Total Staff Budget	\$ 1,146,910.40	\$ 1,184,592.94	\$ 76,172.62	\$ 763,651.61	\$1,286,022	59%
Total Operating Expenditures	\$ 4,807,271.21	\$ 5,287,481.69	\$ 419,140.30	\$ 3,577,584.79	\$5,924,793	60%

1 - As of June 30, 2025.

2 - Total Operating Expenditures in current month may not match the check register due to accounts receivable, petty cash transactions, and transactions related to the previous fiscal year.



The red line indicates the estimated percentage of the budget that should be expended at this point in the fiscal year (58%). CalPERS Retirement, Insurance, and Memberships, dues & subscriptions are paid upfront at the beginning of the fiscal year.

**Alameda County Mosquito Abatement District
Investment, Reserves, and Cash Balance Report
January 31, 2026. (7 of 12 mth, 58%)**

Account #	Investment Accounts	Beginning Balance	Deposits	Withdrawals	Earnings ¹	Ending Balance
1004	LAIF	\$ 118,265.07	\$ -	\$ -	\$ 1,250.49	\$ 119,515.56
1005	OPEB	\$ 5,531,687.22	\$ -	\$ -	\$ 76,126.58	\$ 5,607,813.80
1006	VCJPA Member Contingency ²	\$ 346,456.00	\$ 28,237.00	\$ -	\$ 4,502.00	\$ 379,195.00
1012	PARS: Pension Stabilization ³	\$ 3,315,524.25	\$ -	\$ -	\$ 156.15	\$ 3,315,680.40
1014	California CLASS: Operational Fund ⁴	\$ 1,217,099.50	\$ 3,464,308.14	\$ (200,157.58)	\$ 5,009.72	\$ 4,486,259.78
1015	California CLASS: Repair and Replace Fund	\$ 3,912,126.75	\$ -	\$ (22,645.60)	\$ 12,531.56	\$ 3,902,012.71
1017	California CLASS Enhanced: Public Health Emergency Fund	\$ 511,136.56	\$ -	\$ -	\$ 1,647.74	\$ 512,784.30
1018	California CLASS Enhanced: District Contingency Fund	\$ 2,098,171.68	\$ -	\$ -	\$ 6,763.85	\$ 2,104,935.53
1019	CAMP: New Asset & Large Project Fund	\$ 161,627.56	\$ -	\$ -	\$ 528.68	\$ 162,156.24
Total		\$ 17,212,094.59	\$ 3,492,545.14	\$ (222,803.18)	\$ 108,516.77	\$ 20,590,353.32

Account #	Cash Accounts	Beginning Balance	Withdrawals	Activity	Ending Balance
1003	County Account ⁴	\$ 3,792,918.22	\$ (3,678,401.00)	\$ (100.67)	\$ 114,416.55
1020	Five Star Bank (Transfer Account) *	\$ 325,885.74	-	-	\$ 247,199.67
1021	Five Star Bank (Payroll Account) *	\$ 127,174.63	-	-	\$ 124,472.86
1022	Petty Cash	\$ 210.54	-	-	\$ 210.54
Total		\$ 4,246,189.13			\$ 486,299.62

1 - Earnings are booked as unrealized gains/losses. These earnings would not be recognized as "realized" gains/losses until the accounts are liquidated.

2 - VCJPA Member Contingency balance is as of December 31, 2025. \$28,237 was deposited into the Fund for the District's share of the retrospective adjustment.

3 - PARS - Pension Stabilization balance is as of December 31, 2025.

4 - A total of \$3,678,401 was withdrawn from the County Fund. Of this amount, \$3,464,308.14 was deposited into the CA CLASS: Operational Fund, and \$214,092.86 remained in Five Star for the January 31st expenditures. \$200,157.58 was transferred from the Operational Fund to Five Star for the January 15th payment batch.

5 - \$22,645.60 transferred from the Repair and Replace Fund to Five Star for capital purchases.

* - Ending balance differs from beginning balance due to checks clearing the account.

Alameda County Mosquito Abatement District
Balance Sheet Comparison
January

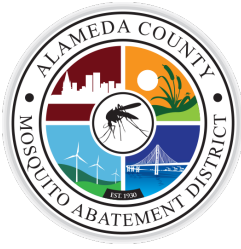
ASSETS	1/31/2026	1/31/2025	1/31/2024
Current Assets			
Bank of America payroll ¹	\$ -	\$ -	\$ 143,844.52
County	114,416.55	119,757.41	3,621,468.67
Cash with LAIF	119,515.56	114,457.98	109,399.64
VCJPA- Member Contingency	379,195.00	329,261.00	320,716.00
CAMP - Capital Reserve Fund ²	-	365.22	332,266.51
PARS	3,315,680.40	3,056,108.31	2,525,640.10
Five Star Bank - Transfer account	231,461.83	229,155.12	201,469.57
Five Star Bank - Payroll account	124,473.42	134,031.38	-
California CLASS: Public Health Emergency Fund ³	-	-	538,491.89
California CLASS: Operational Fund	4,486,259.78	3,977,384.19	707,050.24
California CLASS: Repair and Replace Fund	3,902,012.71	3,714,441.54	3,307,306.39
California CLASS: Operating Reserve Fund ⁴	-	-	2,086,663.60
California CLASS Enhanced: Public Health Emergency Fund	512,784.30	522,654.90	-
California CLASS Enhanced: District Contingency Fund	2,104,935.53	2,196,837.72	-
CAMP: New Project & New Assets Fund ²	162,156.24	-	-
Petty cash	210.54	109.12	477.06
	<u>15,453,101.86</u>	<u>14,394,563.89</u>	<u>13,894,794.19</u>
Total Current Assets			
Property and Equipment			
Acc Dep - equipment	(1,813,681.00)	(1,850,929.00)	(1,737,755.00)
Acc Dep - stru & improv	(3,066,026.00)	(2,952,544.00)	(2,833,179.00)
Construction in progress	-	-	144,306.55
Equipment	2,369,968.67	2,249,960.50	1,849,716.30
Structure/improvement	5,486,746.00	5,460,618.00	4,760,618.00
Land	61,406.00	61,406.00	61,406.00
	<u>3,038,413.67</u>	<u>2,968,511.50</u>	<u>2,245,112.85</u>
Total Property and Equipment			
Other Assets			
Net OPEB Asset	1,834,317.00	1,696,641.00	1,199,826.00
	<u>1,834,317.00</u>	<u>1,696,641.00</u>	<u>1,199,826.00</u>
Total Other Assets			
	1,834,317.00	1,696,641.00	1,199,826.00
Total Assets	<u>\$ 20,325,832.53</u>	<u>\$ 19,059,716.39</u>	<u>\$ 17,339,733.04</u>
LIABILITIES AND CAPITAL			
Current Liabilities			
Accounts payable	\$ 199,416.62	\$ 237,103.41	\$ 154,887.11
Acc payroll/vacation	270,305.53	237,815.12	210,892.93
Def inflow - 75	446,445.00	456,612.00	667,236.00
Def inflow pen defer GASB 68	56,801.00	143,333.00	272,874.00
Defer outflow pen cont GASB 68	(1,487,647.00)	(1,873,501.00)	(1,900,029.00)
Net pension liability GASB 68	4,693,033.00	4,694,889.00	4,327,920.00
	<u>4,178,354.15</u>	<u>3,896,251.53</u>	<u>3,733,781.04</u>
Total Current Liabilities			
	\$ 4,178,354.15	\$ 3,896,251.53	\$ 3,733,781.04
Total Liabilities	4,178,354.15	3,896,251.53	3,733,781.04
Capital			
Designated fund balances	4,011,139.17	4,134,634.17	3,851,684.55
Investment in general fixed as	11,715,842.44	10,488,439.90	8,970,984.88
Net Income	420,496.77	540,390.79	783,282.57
	<u>16,147,478.38</u>	<u>15,163,464.86</u>	<u>13,605,952.00</u>
Total Capital			
	16,147,478.38	15,163,464.86	13,605,952.00
Total Liabilities & Capital	<u>\$ 20,325,832.53</u>	<u>\$ 19,059,716.39</u>	<u>\$ 17,339,733.04</u>

1 - Bank of America account closed July 2024.

2 - The Board approved renaming the CAMP: Capital Reserve Fund to the CAMP: New Asset & Large Project Fund. CAMP cannot change existing fund names due to audit and compliance requirements, so a new account was created, the funds were transferred, and the original Capital Reserve Fund was closed.

3- California CLASS: Public Health Emergency Fund closed June 2024.

4- California CLASS: Operating Reserve Fund closed July 2024.



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Trustee & Staff Anniversary Recognitions:

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President

Kashef Qaadri

Dublin

Vice-President
John Bauters

Emeryville

Secretary

John Zlatnik

Fremont

Cathy Roache

County-at-Large

Nick Ksiazek

Alameda

Preston Jordan

Albany

P. Robert Beatty

Berkeley

George Syrop

Hayward

Maya Manoharan

Livermore

Lisa Rasler

Oakland

Eric Hentschke

Newark

Hope Salzer

Piedmont

Jeff Nibert

Pleasanton

Victor Aguilar

San Leandro

Subru Bhat

Union City

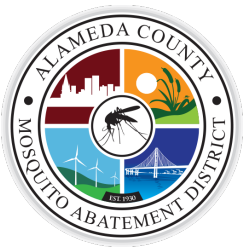
Background:

ACMAD is pleased to recognize and thank the following Trustees and Staff on their anniversaries in February.

Trustee	City	Years of Service	Anniversary Date
Cathy Roache	County-at-Large	7	February 11th
Employee	Title	Years of Service	Anniversary Date
Mark Wieland	Mechanic Specialist	11	February 9th

Ryan Clausnitzer

General Manager



Board of Trustees

President

Kashef Qaadri

Dublin

Vice-President

John Bauters

Emeryville

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John Zlatnik

Fremont

Cathy Roache

County-at-Large

Nick Ksiazek

Alameda

Preston Jordan

Albany

P. Robert Beatty

Berkeley

George Syrop

Hayward

Maya Manoharan

Livermore

vacant

Oakland

Eric Hentschke

Newark

Hope Salzer

Piedmont

Jeff Nibert

Pleasanton

Victor Aguilar

San Leandro

Subru Bhat

Union City

Ryan Clausnitzer

General Manager

OPERATIONS REPORT

Abnormal fall/winter conditions continued in January. Very little rainfall occurred which was punctuated with a number of warm and sunny days. Many areas that had been holding rainwater began to dry down unseasonably early. The sources that continued to hold water were inspected and treated by operations staff. This unusual pattern will likely end in one of two scenarios; both being planned for by ACMAD operations.

Scenario one is that very little more rainfall occurs this season and spring like conditions continue. This could lead to all three of our fall/winter *Aedes spp.* mosquitoes: *Ae. squamiger*, *Ae. washinoi* and *Ae. sierrensis* moving through their cycles towards adults earlier than normal. Typically, these three species tend to emerge as adults around the spring equinox in March, partially triggered by temperature, photoperiod, and water levels. Spring-like conditions also trigger our *Culex spp.* to come out of their winter sequestration to seek water sources to lay eggs upon. Under this scenario, operations will not only need to closely track the development of the aforementioned *Aedes spp.* they will also need to watch for larvae of the three *Cx. spp.* mosquitoes. All three are potential vectors of West Nile virus. We have had early detections of WNV in our county for the last two years, so control of these species is of high priority as soon as their larvae are detected.

Scenario two would be a shift in the weather and further significant rainfall for the season. This may slow down the onset of our *Cx. spp.* however if water levels in certain sources rise significantly, it could trigger the hatching of more previously deposited eggs of the three *Ae. spp.* When late rains occur and these eggs hatch, the larvae tend to move through their larval stages towards becoming adults rapidly. This would mean that a significant number of sources must be treated quickly to prevent these aggressive, day-biting mosquitoes from emerging into the environment.

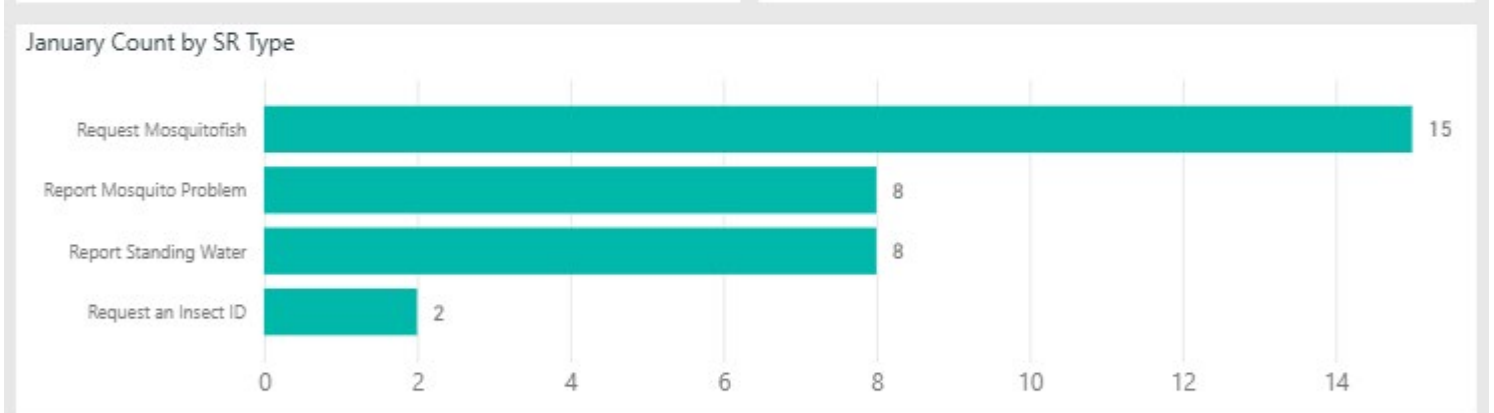
Yet another indicator of the spring-like conditions was reflected during responses by operations requests from the public to "report a mosquito problem". Close to 2/3 of these reports were determined to be caused by non-biting "mosquito-like" insects. The presence of these insects early in the year is not typical; they tend to be more common at the end of February and past March.

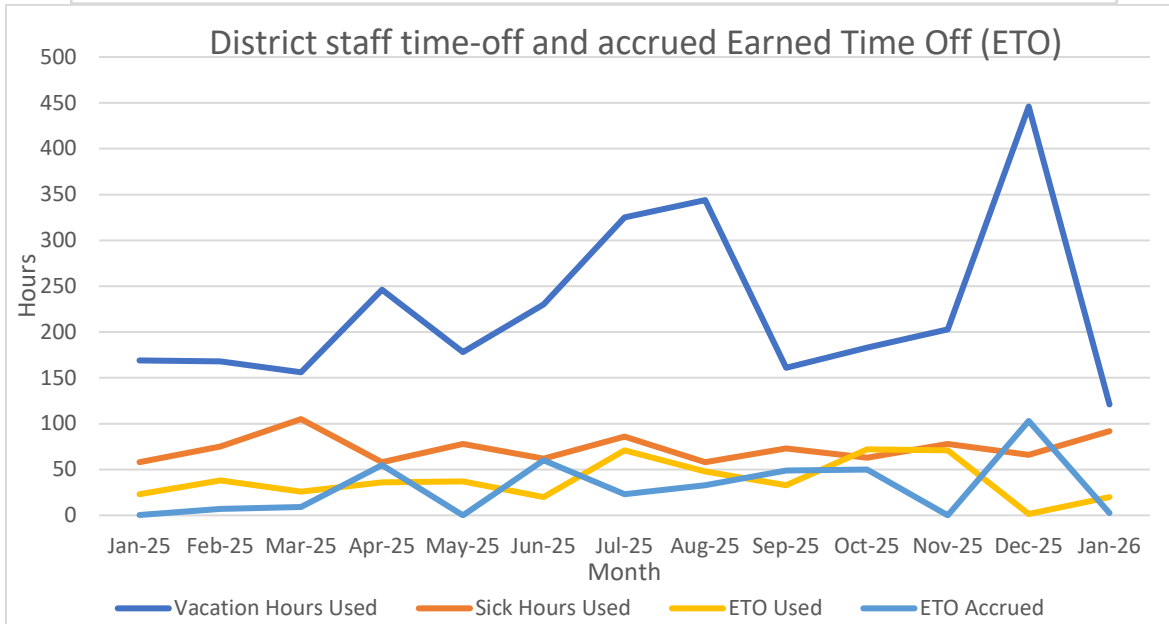
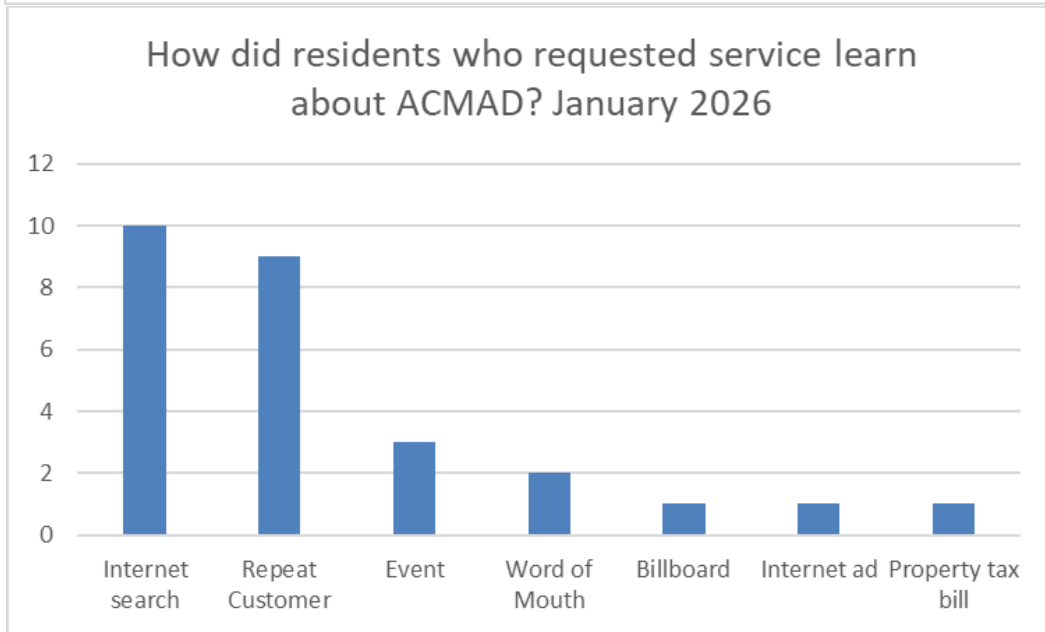
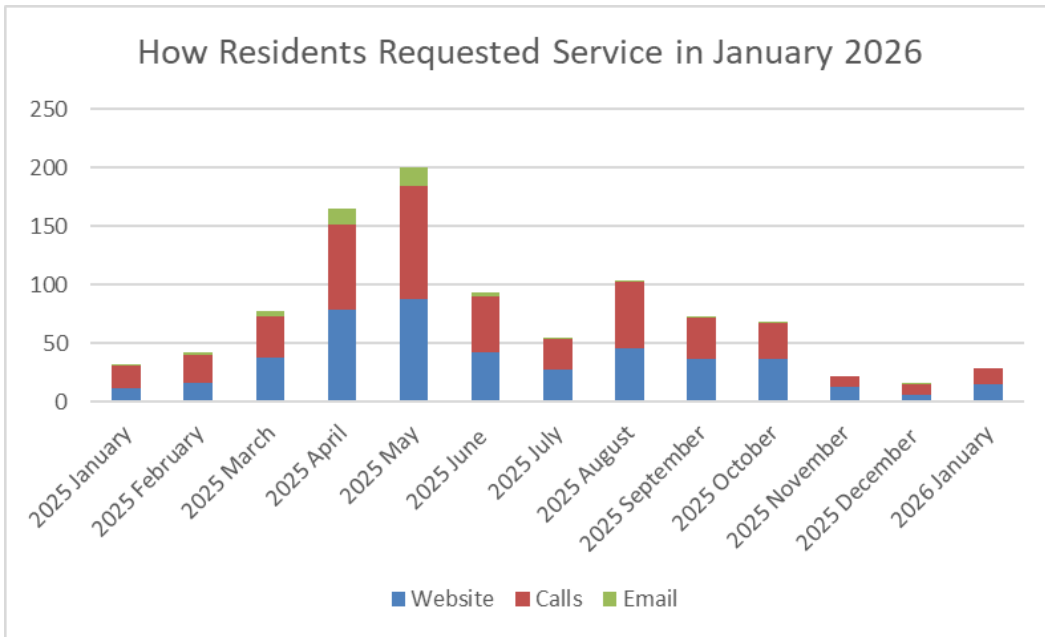
Field Operations Supervisor

Joseph Huston

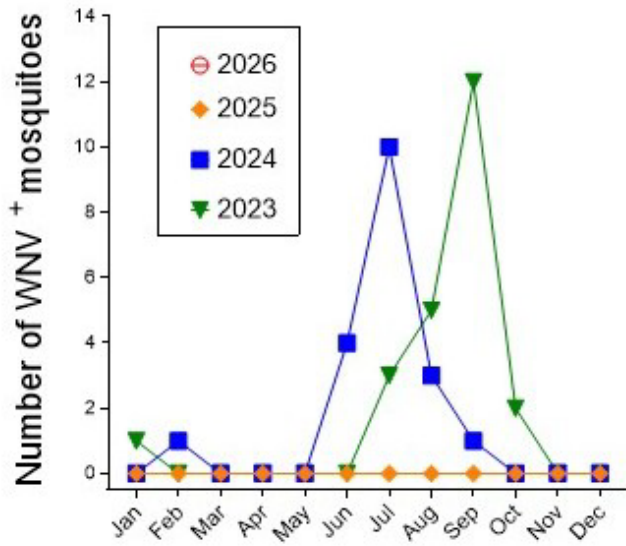
Service Requests January 2026

January SR Count <h1 style="margin: 0;">33</h1>	January 10 Year Min Count <h1 style="margin: 0;">21</h1>	January 10 Year Max Count <h1 style="margin: 0;">36</h1>	January 10 Year Average <h1 style="margin: 0;">28.80</h1>
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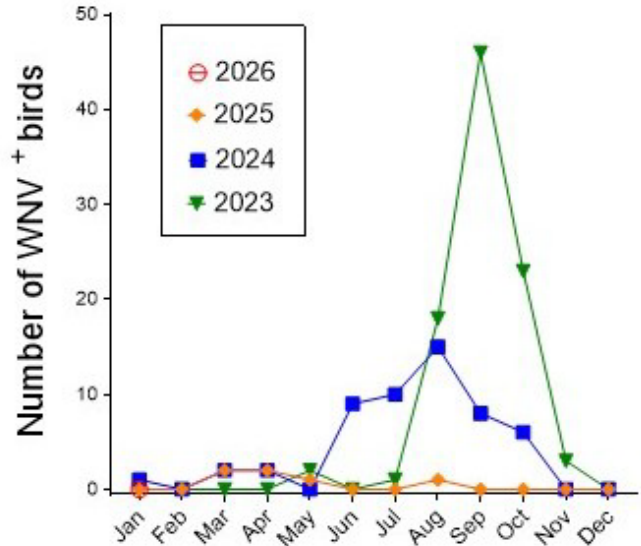




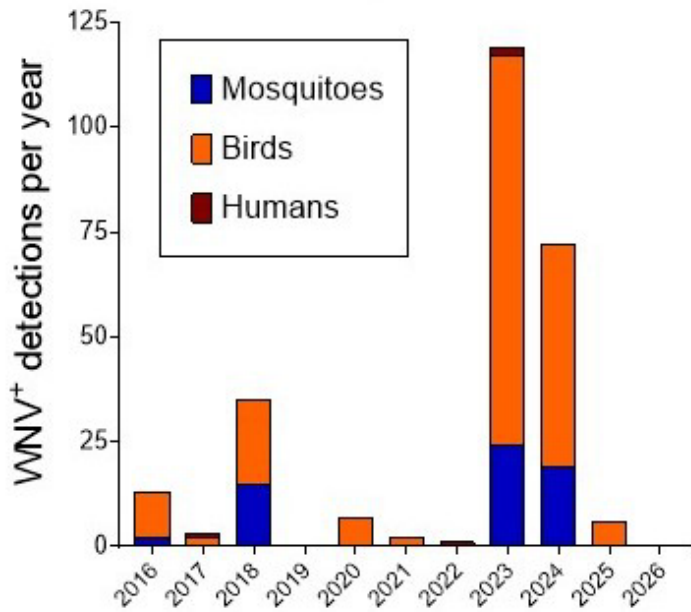
Monthly counts of WNV-positive mosquitoes in Alameda County



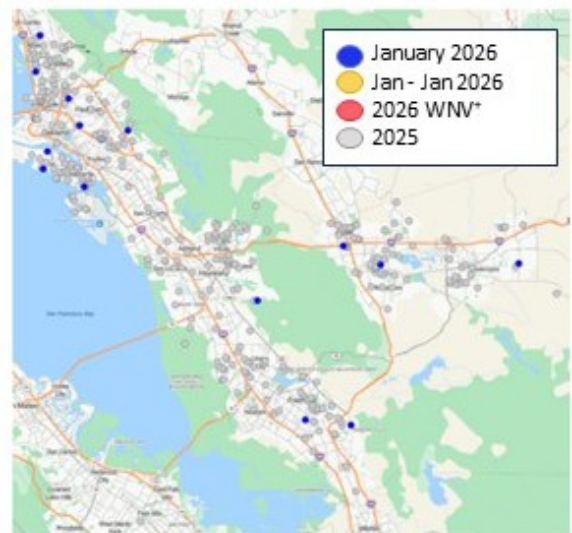
Monthly counts of WNV-positive birds in Alameda County



West Nile virus trends in Alameda County: 2016 - 2026 YTD



Dead Bird Collection and WNV Detections: 2024 – 2026 YTD



A. LAB

1. Executive Summary

Surveillance in January 2026 indicates a continuation of low winter-season public health risk for the county. Arbovirus testing for West Nile virus (WNV), Saint Louis encephalitis virus (SLEV), and Western equine encephalitis virus (WEEV) remains negative across all bird (n = 13) and mosquito pool (n = 41) samples. While adult mosquito collections increased compared to December 2025 due to expanded trapping efforts, the population remains dominated by winter-emerging species, primarily *Culiseta inornata*.

Culex vector abundance remains seasonally low but showed localized pulses in bayside marsh environments. Notably, zero adult *Aedes aegypti* were detected in January.

2. Key January Metrics

The laboratory expanded its surveillance efforts in January to monitor winter emergence pulses and maintain readiness where *Aedes aegypti* was detected last year.

Metric	January 2026	December 2025 (Reference)
Trap Nights (CO ₂ -EVS)	130	19
Total Adults Collected	920	204
Average Abundance	7.1 mosquitoes/trap	10.7 mosquitoes/trap
Zero-Catch Traps	9% (12 of 130)	21% (4 of 19)

Analysis Note: While total collections rose due to higher effort, the average abundance per trap decreased, reflecting the patchy, localized nature of winter mosquito activity compared to the concentrated pulses seen in late December and a greater number of traps placed in urban environments.

3. Weather and Environmental Correlates

January 2026 was characterized by typical cool and wet winter conditions, with meteorological data indicating average daytime temperatures of 57°F and overnight lows of 43°F.

- **Precipitation Impact:** Strategic trapping windows were utilized during clear intervals between seasonal storm fronts.
- **Thermal Suppression:** Low overnight temperatures continued to suppress urban *Culex pipiens* activity (Figure 1). January collections were instead dominated by *Culiseta inornata* and *Culex tarsalis* (Figure 1 and 2), concentrated primarily in marsh habitats that provide a critical buffer against wind, precipitation, and temperature extremes (Figure 3). Notably, mean temperatures in January 2026 were 4–6°F higher than the 2025 baseline; this thermal difference likely accounts for the geographically expanded production of *Culex tarsalis* observed across the county (Figure 3).

4. Arbovirus Surveillance

Despite the seasonal increase in vector presence at marsh edges, the transmission risk remains at baseline levels.

- **Testing Volume:** 13 birds and 41 mosquito pools were tested in January.

- **Results:** All samples tested negative for WNV, SLEV, and WEEV.
- **Public Health Implication:** Consistent with the winter seasonal trend, the primary vectors (*Cx. pipiens* and *Cx. tarsalis*) are not currently supporting viral amplification.

5. Native Mosquitoes

The species composition remains typical for the Bay Area winter. Abundance was slightly higher than the prior two years (Figure 1), potentially due to rainfall late December coupled with temperatures higher than what is typical for January.

- **Overall abundance:** Slightly more mosquitoes were captured this month compared to January of 2025, but fewer than the prior year (Figure 4)
- **Winter Species:** *Culiseta inornata* was the most widespread species, particularly at bayside sites (Figure 1 and 3).
- **Vector Presence:** *Culex tarsalis* showed a notable presence in the southern region of the county, likely driven by localized marsh inundation (Figure 3).
- **Marsh Emerging:** Low numbers of *Aedes dorsalis* (tide-associated) were detected, indicating minimal tide-driven nuisance emergence (Figure 1).

6. *Aedes aegypti* Update

Surveillance at known 2025 detection clusters was a priority in January.

January Status: No *Aedes aegypti* detections across all monitoring sites, confirming no ongoing adult activity at this time. However, readiness remains high as eggs can persist through the winter and spring months.

Lab Figures

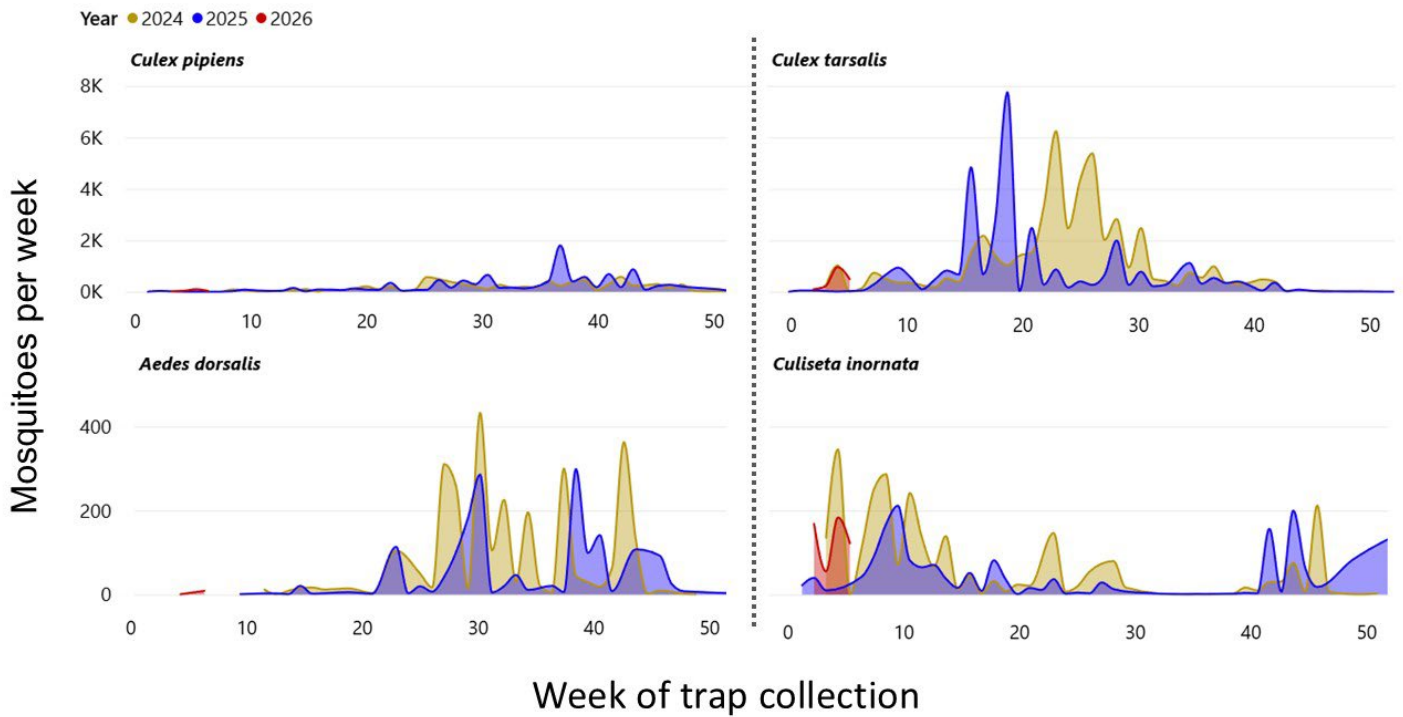


Figure 1. Weekly abundance of important mosquito species during 2024, 2025 and 2026.

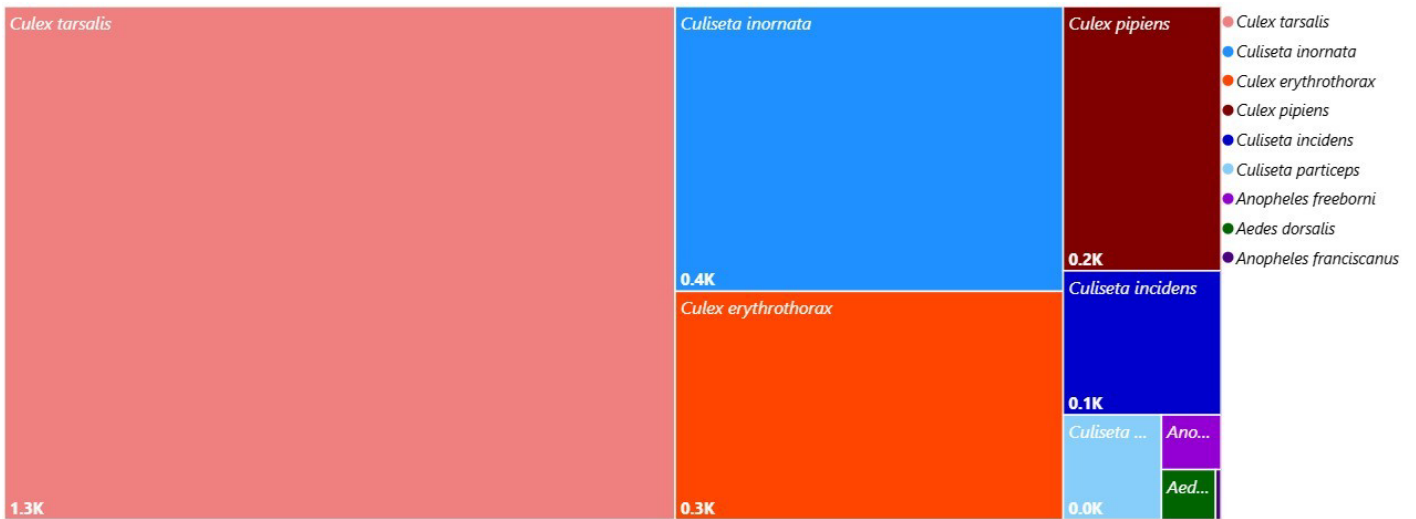


Figure 2. Species composition of adult female mosquitoes collected in CO₂-baited traps this month. Tile size in the treemap reflects each species' relative abundance, and the values in the lower left corner of each tile indicates the number of individuals collected.

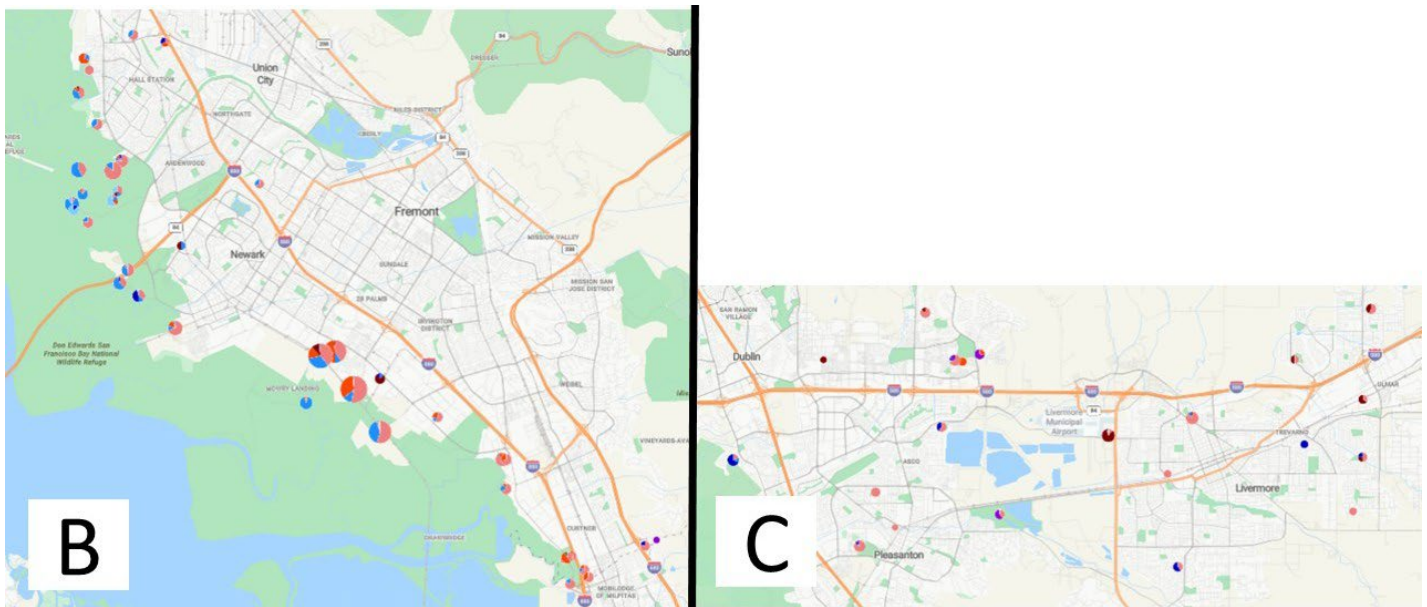
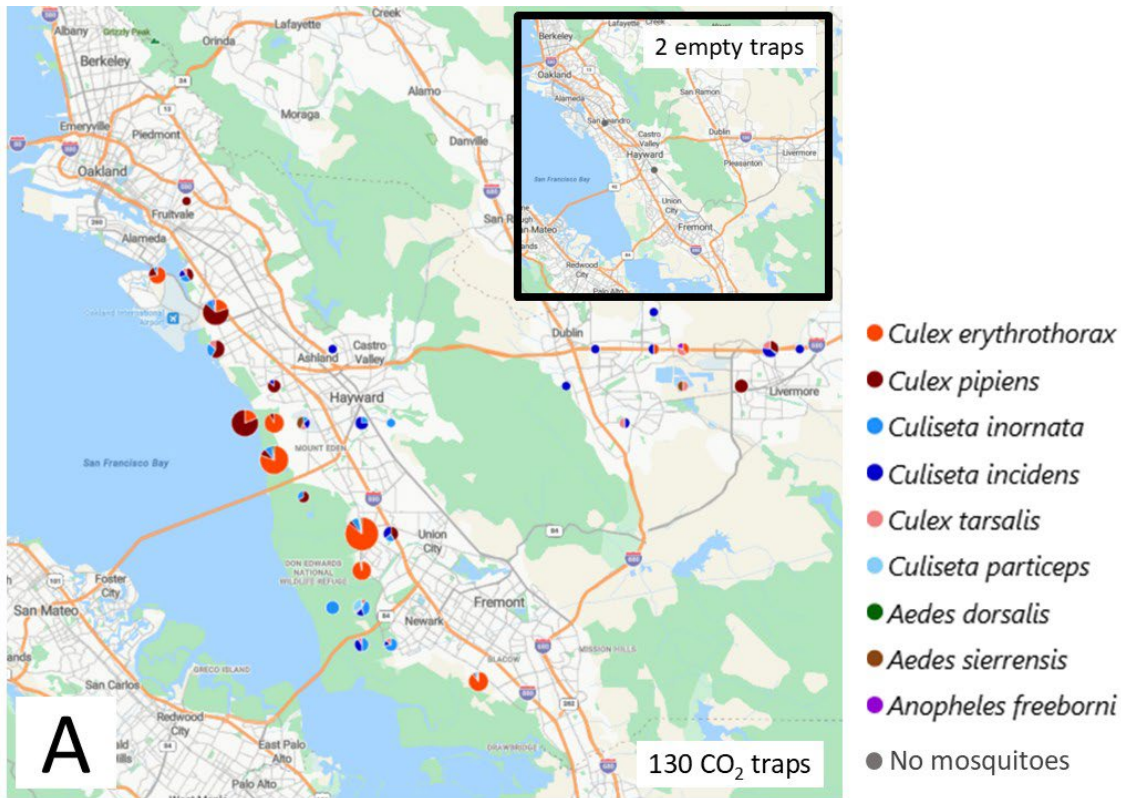


Figure 3. Mosquito species by trap site using EVS CO₂ traps. Pie charts show the proportional species composition at each trap site, with colors corresponding to mosquito species. Pie size reflects relative mosquito abundance at each trap site. Panel A shows the full county; B and C zoom into the middle of the county and east county. Black ellipses mark traps that caught no mosquitoes. For panels B and C, traps within 1.5 miles were combined for clarity.

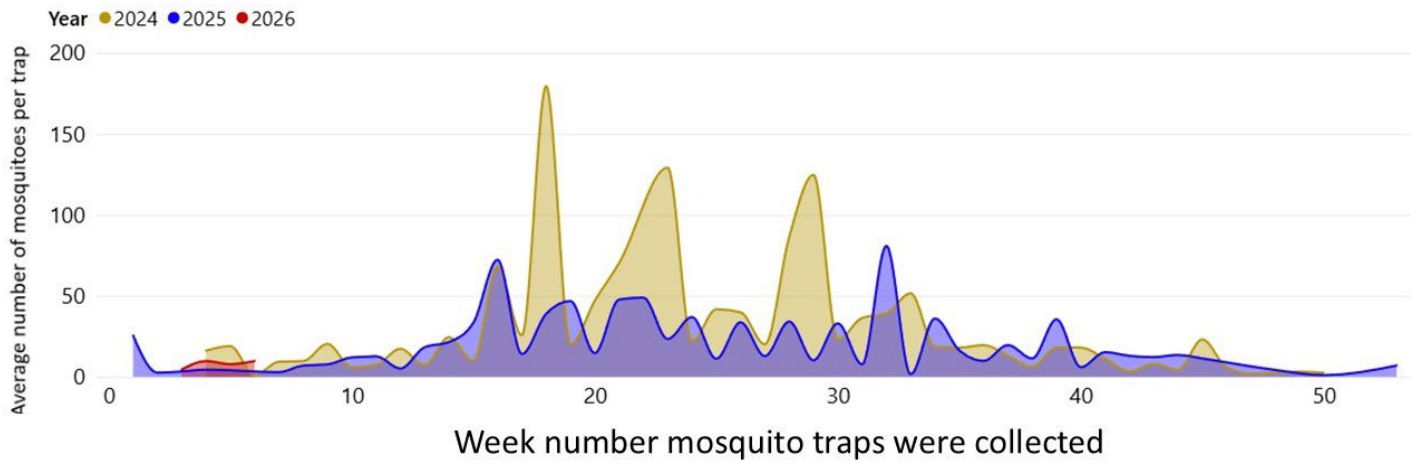


Figure 4. The average number of female mosquitoes captured by week for 2024, 2025 and 2026.

B. Outreach and Engagement

Since mosquito numbers are typically low in January, it is the time for the outreach team to develop and create materials for the upcoming year along with attending conferences. The team spent time in December reviewing the past year to help guide which projects to prioritize for 2026. A few winter projects include:

- Contract with a new digital strategy team to enhance online presence
- Construct new outreach materials for *Aedes aegypti* detections and trapping
- Research and find a vendor that provides online PDF support that complies with ADA law
- Update the press release process for both WNV detections and *Aedes aegypti*
- Create new fact sheets for treatments, specifically Wide Area Larvicide Spraying (WALS)

Events and outreach

Community Liaison Lizbeth Martinez presented at UC Berkeley' School of Public Health on January 28th in the Environment Health Master's Seminar

Upcoming events and outreach in February and March:

- Lunar New Year Parade in Oakland in February
- Online training with Master Gardeners
- School presentations in Oakland and Fremont

Social Media

Social media outreach in January 2026

Ditching was the top post for all three websites

2026 ditching is done! Our crew goes into the marsh to make sure the water can move and not accidentally produce mosquitoes- even our Public Education Officer got into it! Ditching, the process of reshaping land in areas where water becomes trapped to restore water flow, is a tried-and-true tool for mosquito control. Each winter, staff work in marsh areas along the Alameda County shoreline to maintain existing ditches which become clogged with debris and overgrowth. Work is carefully planned in advance and permitted through numerous state and federal agencies. Although ditching days are physically demanding for our Operations team, this preventative winter work significantly reduces mosquito breeding opportunities throughout the year.



Instagram

242 impressions

464 followers

Twitter

21 impressions

823 followers

Facebook

423 impressions

605 followers

Virtual Phone System

- Ally, Our AI assistant answered 100% of all 103 calls made to the District in January.
- The 27.18 % abandonment rate in January is primarily from spam calls, and unsolicited vendors that hang up.
- Not all calls that come through Ally are turned into Service Requests.

January 2026:



* Note: Average Duration is the time that Ally picks up the call to the time she transfers to a person or voicemail.

C. REGULATORY UPDATE

Reports and Permits

- ACMAD sent the annual Notice of Intent to Apply Pesticides, a requirement of our National Pollutant Discharge Elimination System (NPDES) permit, to all government agencies that may be affected by our pesticide applications.
- ACMAD's submitted a Pesticide Use Report for mosquito control treatments done at the Don Edwards National Wildlife, a requirement of our Special Use Permit, to the U.S. Fish and Wildlife Service.

Project Design Engagements¹

- Nothing to report.

Interagency Collaborations²

- ACMAD met with representatives from Castro Valley Sanitary District and Alameda County Vector Control Services District to work on vector management guidelines for the sanitary district's operations.

¹ The following activities contribute to ACMAD's 2024-2026 Strategic Plan Goals to "Ensure projects that will help the shoreline be more resilient to climate change impacts include in the design and monitoring plan language that addresses the risks of mosquito production." (2025)

² The following activities contribute to ACMAD's 2024-2026 Strategic Plan Goals to "Establish new agency partnerships that should be leveraged to amplify our mission of mosquito control." (2025)